

CITY COUNCIL MEETING

AGENDA

August 14, 2023 7:00 pm
City Council Chambers, City Hall
60 Pleasant Street, Newburyport

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

- July 10, 2023 (Approve)
- August 8, 2023 (Approve)

8. COMMUNICATIONS

- APPL00153_08_14_2023 Block Party Olive St. 9/9 2pm (L&P)
- APPL00154_08_14_2023 Block Party Bricher St. 9/16 3-10pm (L&P)
- APPL00155_08_14_2023 Newburyport Half Marathon 10/29 9:15am-12:45pm Cashman Park (L&P)
- APPL00156_08_14_2023 Chamber Fall Fest Oct. 14-15 10am-6pm (L&P)
- COMM00495_08_14_2023 Ltr from Katherine Moore, Betty LaBaugh, and Brendan & Katy Banovic re: Landscaping noise and air pollution (CS)
- COMM00496_08_14_2023 Resident Petition re: Safety Concerns on Colby Farm Lane, Low St., and North Atkinson St. (PW&S)

9. TRANSFERS

- TRAN00164_08_14_2023 DPS: Cemetery Receipts Reserved for Approp. \$26,076.62 to Vehicle/Equipment Replacement \$26,076.62 (B&F)

10. APPOINTMENTS

- APPT00422_08_14_2023 Allen Marquis 3 Boardman St. Historical Comm-Alternate 9/1/2026 (P&D)
- APPT00423_08_14_2023 Sean Devendorf 50 Prospect St. Open Space Cmte 9/1/2026
- APPT00424_08_14_2023 Jennifer Bluestein 190A High St. Planning Board (Assoc. Mem.) 9/1/2026 (P&D)
- APPT00425_08_14_2023 Madeleine Whitten 150 State St. Library Board of Dir. 2/1/2026 (CS)
- APPT00429_08_14_2023 Sara Welch 209 Merrimac St. Human Rights Comm. 9/15/2026
- APPT00430_08_14_2023 Nancy Kreusser 11 Bowlen Ave. Human Rights Comm. 9/15/2026

Re-Appointments:

- APPT00426_08_14_2023 Richard Eaton 4 Horton St. Trust Fund Comm. 9/1/2025
- APPT00427_08_14_2023 Gregory Benik 43 Lime St. ZBA 3/31/2026 (P&D)

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

BUDGET & FINANCE

- TRAN00163_07_10_2023 School Dept: Nock/Molin Sch Tech Fund \$56,801.81 & Bresnahan Sch Tech Fund \$71,212.00 to Sch Tech Upgrades \$128,013.81
- COMM00493_07_10_2023 Whittier Regional Vocational Tech HS FY24 Net Assessment

GENERAL GOVERNMENT

- COMM00491_06_12_2023 Letter from Owen Smith re: Tree Warden

LICENSES & PERMITS

- APPL00149_07_10_2023 20th Annual Chocolate Tour 10/7 12pm-4pm
- APPL00150_07_10_2023 Block Party 10 Barton St. 8/19 1pm-7pm
- APPL00151_08_14_2023 Block Party 29 Collins St. 8/5 5-9pm
- APPL00152_08_14_2023 Gridiron 5K 8/12

PLANNING & DEVELOPMENT

- APPT00416_07_10_2023 Glenn P. Richards 6 Kent St. Historical Comm. 8/1/2026
- COMM00486_05_22_2023 Newburyport Comprehensive Economic Development Strategy

PUBLIC WORKS & SAFETY

- APPT00409_06_26_2023 Roger E. Jones 37 Storeybrooke Dr. Water/Sewer Comm. 7/31/2025
- APPT00413_06_26_2023 Andrew Casson 240 Merrimac St. Harbor Commission 7/31/2026
- ORDR00473_07_10_2023 Waiver for Asphalt Sidewalk Norman Avenue

END OF CONSENT AGENDA

REGULAR AGENDA

9. MAYOR'S UPDATE

10. FIRST READING APPOINTMENTS

11. COMMUNICATIONS

12. TRANSFERS

13. SECOND READING APPOINTMENTS

- APPT00417_07_10_2023 Charles G. Burkhart 23 Pleasant St. Trust Fund Comm. 8/1/2026

14. ORDERS

- ORDR00480_08_14_2023 Accepting Donation SMILE Floating Beach Chair
- ORDR00481_08_14_2023 Milliman Gift Acceptance
- ORDR00482_08_14_2023 MVP Grant Acceptance
- ORDR00483_08_14_2023 Approval to Pay Prior Year Bills

15. ORDINANCES

- ODNC00156_06_12_2023 *2nd Reading* Amend Ch 13-168 Parking Restriction Fair St.
- ODNC00158_08_14_2023 Low Street at Perry Way Parking Restrictions

16. COMMITTEE ITEMS

Budget & Finance

In Committee:

- TRAN00163 07 10 2023 School Dept: Nock/Molin Sch Tech Fund \$56,801.81 & Bresnahan Sch Tech Fund \$71,212.00 to Sch Tech Upgrades \$128,013.81
- COMM00493 07 10 2023 Whittier Regional Vocational Tech HS FY24 Net Assessment
- ODNC00129_11_01_2022 Defining Conflict Rule for Dept. Heads (COTW)
- ORDR00336_03_28_2022 ARPA Amesbury 250K (COTW)
- ORDR00472_06_26_2023 Streets Sidewalks Loan Order \$6,000,000 (COTW)\
- TRAN00153_05_08_2023 Mayor: Multiple \$3,483,773 to Multiple \$3,483,773 revised 6/15/2023
(Atkinson Common Request only all other matters adjudicated)

Community Services

In Committee:

- COMM00474_04_10_2023 Newburyport Public Art Policy
- ODNC00157_06_12_2023 Public Art Policy (COTW)
- ORDR00474_07_10_2023 Plan Approval Bartlett Mall Improvement Project (COTW)

General Government

In Committee:

- COMM00491 06 12 2023 Letter from Owen Smith re: Tree Warden
- COMM00461_02_27_2023 Brown School Gymnasium Considerations (COTW)
- COMM00468_03_13_2023 Brown School Proposal (COTW)
- ODNC00146_03_13_2023 Amend Ch 2-34 Responsibilities of Committee on Community Services
- ORDR239_02_8_2021 Council Rule 7 and 10B

Licenses & Permits

In Committee:

- APPL00149 07 10 2023 20th Annual Chocolate Tour 10/7 12pm-4pm
- APPL00150 07 10 2023 Block Party 10 Barton St. 8/19 1pm-7pm
- APPL00151 08 14 2023 Block Party 29 Collins St. 8/5 5-9pm
- APPL00152 08 14 2023 Gridiron 5K
- ODNC047_01_27_2020 General Ordinance - Short Term Rental Units Rules (COTW)

Planning & Development

In Committee:

- APPT00416 07 10 2023 Glenn P. Richards 6 Kent St. Historical Comm. 8/1/2026
- COMM00486 05 22 2023 Newburyport Comprehensive Economic Development Strategy
- COMM00494_07_10_2023 Planning Board Advisory Report STRU (COTW)
- ODNC00141_02_27_2023 Zoning Amendment STRU (COTW)

Public Works & Safety

In Committee:

- APPT00409 06 26 2023 Roger E. Jones 37 Storeybrooke Dr. Water/Sewer Comm. 7/31/2025
- APPT00413 06 26 2023 Andrew Casson 240 Merrimac St. Harbor Commission 7/31/2026
- ORDR00473 07 10 2023 Waiver for Asphalt Sidewalk Norman Avenue
- COMM00412_05_31_2022 Ltr Ann Jaroncyk re: Traffic Safety
- COMM00414_05_31_2022 Ltr. Emily Dunn re: Traffic on Merrimac Street
- COMM00459_01_30_2023 Ltr. Residents concerned with speeding on Arlington St.
- COMM00462_02_27_2023 Ltr. From Kathleen O'Connor Ives re: drinking water concerns
- COMM00479_04_24_2023 Ward 4 Street Sidewalk Traffic Safety Priorities

- COMM00480_04_24_2023 Merrimac St. Safety Items
- COMM00482_04_24_2023 Constructions projects at the Central Waterfront
- ODNC00103_01_10_2022 Streets, Sidewalks, and Other Public Places Alterations & Maintenance
- ODNC00152_05_08_2023 Amend Ch 13-181 Municipal Parking Facilities (COTW)
- ORDR00449_04_24_2023 Approving Shared Streets Grant, High Street Traffic Calming

17. GOOD OF THE ORDER

18. ADJOURNMENT

CONSENT AGENDA

CITY COUNCIL MEETING

MINUTES

July 10, 2023 7:00 pm

City Council Chambers, City Hall

60 Pleasant Street, Newburyport

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** Remembering Javier Irujo and Sarah Bodge
2. **PLEDGE OF ALLEGIANCE**
3. **CALL TO ORDER** 7:00 pm City Clerk Richard B. Jones called the roll, the following City Councillors answered present: Cameron, Donahue, Khan, Lane, McCauley, Preston, Vogel, Wallace, Wright, Zeid, and Shand. 11 present.
4. **LATE FILE**
5. **PUBLIC COMMENT**
 - Owen Smith 175 Storey Ave.
 - Kelly Majenski 2 Harris St.
 - Rick Tainter 10 Dexter St.
6. **MAYOR'S COMMENT**

CONSENT AGENDA

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7. APPROVAL OF MINUTES

- June 20, 2023 (Approve)
- June 26, 2023 (Approve)

8. COMMUNICATIONS

- APPL00149_07_10_2023 20th Annual Chocolate Tour 10/7 12pm-4pm (L&P)
- APPL00150_07_10_2023 Block Party 10 Barton St. 8/19 1pm-7pm (L&P)
- COMM00493_07_10_2023 Whittier Regional Vocational Tech HS FY24 Net Assessment (B&F)
- COMM00494_07_10_2023 Planning Board Advisory Report STRU (P&D/COTW)

9. TRANSFERS

- TRAN00163_07_10_2023 School Dept: Nock/Molin Sch Tech Fund \$56,801.81 & (B&F)
Bresnahan Sch Tech Fund \$71,212.00 to Sch Tech Upgrades \$128,013.81

10. APPOINTMENTS

Re-Appointment:

- APPT00416_07_10_2023 Glenn P. Richards 6 Kent St. Historical Comm. 8/1/2026 (P&D)
- APPT00417_07_10_2023 Charles G. Burkhart 23 Pleasant St. Trust Fund Comm. 8/1/2026

Confirmatory:

- APPT00418_07_10_2023 Patricia Peknik 4 Dove St. ZBA 7/31/2027 (P&D)
- APPT00419_07_10_2023 Lynn Schow 75 High St. ZBA 7/31/2028 (P&D)
- APPT00420_07_10_2023 Charles S. Palmisano 3 Jefferson Ct. Planning Board 7/31/2026 (P&D)

- APPT00421_07_10_2023 Stephen H. Bradbury III 24 Howard St. Emergency Mgt. Dir. 5/31/2028 (PW&S)

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

LICENSES & PERMITS

- APPL00145_06_26_2023 Walk Against Domestic Violence Sunday, Oct. 1st 8-11 am Waterfront Park
- APPL00146_06_26_2023 11th Annual Car Show Aug 10th 5-8pm

PLANNING & DEVELOPMENT

- APPT00410_06_26_2023 Patricia Peknik 4 Dove St. ZBA 7/31/2024
- APPT00411_06_26_2023 Lynn Schow 75 High St. ZBA 7/31/2024
- ORDR00471_06_26_2023 Deed Acceptance for Conservation Purposes 21 Malcolm Hoyt Dr.

END OF CONSENT AGENDA

Motion to amend APPT00420 to Associate Member by Councillor Zeid, seconded by Councillor Cameron. So voted.
 Motion to approve the Consent Agenda as amended by Councillor Zeid, seconded by Councillor Wright. So voted.

REGULAR AGENDA

9. MAYOR'S UPDATE

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

10. FIRST READING APPOINTMENTS

11. COMMUNICATIONS

- APPL00147_07_10_2023 High Street Mile 8/6 9am-10am
- APPL00148_07_10_2023 Misselwood Tour d'Elegance Ferry Wharf Parking Lot 7/22 10am-11:30am

Motion waive the rules and declare an emergency for discussion by Councillor Vogel , seconded by Councillor Preston. So voted. Motion to approve collectively by Councillor Zeid, seconded by Councillor Vogel. So voted.

12. TRANSFERS

- ORDR00475_07_10_2023 EP Emergency Preamble for TRAN00162_07_10_2023
- TRAN00162_07_10_2023 Parking: RRFA-Paid Parking Fund \$20,000 to PKG WFT Agreement \$20,000

Motion to waive the rules, declare an emergency, and approve the transfer by Councilor Zeid, seconded by Councillor Wright. Roll call vote. 10 yes, 1 no (JD). Motion passes.

13. SECOND READING APPOINTMENTS

- APPT00407_06_26_2023 Jean Costello 522 Merrimac St. Human Rights Comm. 7/1/2026
- APPT00408_06_26_2023 Paula Estey 3 Pine St. Cultural Council 7/31/2026

Motion to collectively approve on 2nd reading APPT00407 and APPT00408 by Councillor McCauley, seconded by Councillor Preston. Roll call vote. 11 yes. Motion passes.

14. ORDERS

- ORDR00473_07_10_2023 Waiver for Asphalt Sidewalk Norman Avenue
 Motion to refer to Public Works & Safety by Councillor McCauley, seconded by Councillor Cameron. So voted.

- ORDR00474_07_10_2023 Plan Approval Bartlett Mall Improvement Project
 Motion to refer to Community Services and COTW by Councillor McCauley, seconded by Councillor Zeid. So voted.

- ORDR00476_07_10_2023 EP Emergency Preamble for Anchor Outdoor Seating
- ORDR00476_07_10_2023 Order Approving Anchor Outdoor Seating
 Motion to waive the rules, declare an emergency and approve the order by Councillor McCauley, seconded by Councillor Zeid. 10 yes, 1 no (JD). Motion passes.

- ORDR00477_07_10_2023 EP ACO Contract
- ORDR00477_07_10_2023 ACO Contract

Motion to waive the rules, declare an emergency and approve the order by Councillor McCauley , seconded by Councillor Cameron. Councillor Wallace recused. 10 yes, 1 recused (CW). Motion passes.

15. ORDINANCES

- ODNC00156_06_12_2023 *1st Reading* Amend Ch 13-168 Parking Restriction Fair St.
In City Council June 26, 2023: tabled to date certain

Motion to approve on 1st reading by Councillor Donahue, seconded by Councillor McCauley. Scribner’s error noted direction should state “in a southerly”. Motion to continue to a date certain, next City Council meeting July 10th by Councillor Zeid, seconded by Councillor Khan. Roll call vote. 9 yes, 1 no (JD), 1 absent(CW). Motion passes.

Motion to approve on 1st reading by Councillor Donahue, seconded by Councillor McCauley. Roll call vote. 11 yes. Motion passes.

16. COMMITTEE ITEMS

Budget & Finance

In Committee:

- ODNC00129_11_01_2022 Defining Conflict Rule for Dept. Heads (COTW)
- ORDR00336_03_28_2022 ARPA Amesbury 250K (COTW)
- ORDR00472_06_26_2023 Streets Sidewalks Loan Order \$6,000,000 (COTW)

Community Services

In Committee:

- COMM00474_04_10_2023 Newburyport Public Art Policy
- ODNC00157_06_12_2023 Public Art Policy (COTW)

General Government

In Committee:

- COMM00461_02_27_2023 Brown School Gymnasium Considerations (COTW)
- COMM00468_03_13_2023 Brown School Proposal (COTW)
- COMM00491_06_12_2023 Letter from Owen Smith re: Tree Warden
- ODNC00146_03_13_2023 Amend Ch 2-34 Responsibilities of Committee on Community Services
- ORDR239_02_8_2021 Council Rule 7 and 10B

Licenses & Permits

In Committee:

- APPL00145 06 26 2023 Walk Against Domestic Violence Sunday, Oct. 1st 8-11 am Waterfront Park

Motion to approve by Councillor Vogel, seconded by Councillor McCauley. So voted.

- APPL00146 06 26 2023 11th Annual Car Show Aug 10th 5-8pm

Motion to approve by Councillor Vogel, seconded by Councillor McCauley. So voted.

- APPL00142 06 12 2023 Port Vida Outdoor Dining Application
- COMM00492 06 12 2023 Letter from Ashley Morton Comtois & Zach Comtois-Port Vida

Motion to waive the rules, remove from committee, and receive and file by Councillor Lane, seconded by Councillor McCauley. Councillor Vogel recused. Roll call vote. 10 yes, 1 recused (BV). Motion passes.

- ODNC047 01 27 2020 General Ordinance - Short Term Rental Units Rules

Motion to waive the rules, remove from committee, and refer to License & Permits and COTW by Councillor Vogel, seconded by Councillor Preston. Roll call vote. 11 yes. Motion passes.

Planning & Development

In Committee:

- APPT00410 06 26 2023 Patricia Peknik 4 Dove St. ZBA 7/31/2024

- **APPT00411 06 26 2023 Lynn Schow 75 High St. ZBA 7/31/2024**

Motion to collectively receive and file APPT00410 and APPT00411 by Councillor Cameron, seconded by Councillor Zeid. So voted.

Confirmatory:

- **APPT00418 07 10 2023 Patricia Peknik 4 Dove St. ZBA 7/31/2027**

Motion to waive the rules, remove from committee, and approve as an associate member by Councillor Cameron, seconded by Councillor Zeid. Roll call vote. 11 yes. Motion passes.

- **APPT00419 07 10 2023 Lynn Schow 75 High St. ZBA 7/31/2028**

Motion to waive the rules, remove from committee, and approve as an associate member by Councillor Cameron, seconded by Councillor Zeid. Roll call vote. 9 yes, 2 no (JD, BV). Motion passes.

- **APPT00420 07 10 2023 Charles S. Palmisano 3 Jefferson Ct. Planning Board 7/31/2026**

Motion to waive the rules, remove from committee, and approve as an associate member by Councillor Cameron, seconded by Councillor Zeid. Roll call vote. 11 yes. Motion passes.

- **ORDR00471 06 26 2023 Deed Acceptance for Conservation Purposes 21 Malcolm Hoyt Dr.**

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

- COMM00486_05_22_2023 Newburyport Comprehensive Economic Development Strategy
- ODNC00141_02_27_2023 Zoning Amendment STRU (COTW)

Public Works & Safety

In Committee:

- **APPT00421 07 10 2023 Stephen H. Bradbury III 24 Howard St Emergency Mgt. Dir. 5/31/2028**

Motion to waive the rules, remove from committee, and approve by Councillor Wallace, seconded by Councillor Zeid. Roll call vote. 11 yes. Motion passes.

- APPT00409_06_26_2023 Roger E. Jones 37 Storeybrooke Dr. Water/Sewer Comm. 7/31/2025
- APPT00413_06_26_2023 Andrew Casson 240 Merrimac St. Harbor Commission 7/31/2026
- COMM00412_05_31_2022 Ltr Ann Jaroncyk re: Traffic Safety
- COMM00414_05_31_2022 Ltr. Emily Dunn re: Traffic on Merrimac Street
- COMM00459_01_30_2023 Ltr. Residents concerned with speeding on Arlington St.
- COMM00462_02_27_2023 Ltr. From Kathleen O'Connor Ives re: drinking water concerns
- COMM00479_04_24_2023 Ward 4 Street Sidewalk Traffic Safety Priorities
- COMM00480_04_24_2023 Merrimac St. Safety Items
- COMM00482_04_24_2023 Constructions projects at the Central Waterfront
- ODNC00103_01_10_2022 Streets, Sidewalks, and Other Public Places Alterations & Maintenance
- ODNC00152_05_08_2023 Amend Ch 13-181 Municipal Parking Facilities (COTW)
- ORDR00449_04_24_2023 Approving Shared Streets Grant, High Street Traffic Calming

17. GOOD OF THE ORDER

18. ADJOURNMENT

Motion to adjourn at 8:23 pm by Councillor Zeid, seconded by Councillor McCauley. So voted.

CITY COUNCIL “REMOTE”

MEETING MINTUES

August 8, 2023

City Council Meeting 5:00 pm

Zoom details:

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

Or One tap mobile:

US: +19292056099,81299990548#

Or Telephone:

US: +1 929 205 6099

Webinar ID: 812 9999 0548

1. PLEDGE OF ALLEGIANCE

2. CALL TO ORDER

5:00 pm City Clerk Richard B. Jones called the roll, the following City Councillors answered present: Donahue, Lane, McCauley, Preston, Wallace, Wright, Zeid, and pro tempore president Vogel. 9 present, 2 absent (AK, HS).

REGULAR AGENDA

3. ORDERS

- ORDR00479_08_08_2023_EP Election Calendar v2 Revised
- ORDR00479_08_08_2023 Election Calendar v2 Revised

Motion to approve collectively ORDR00479EP and ORDR00479 by Councillor Zeid, seconded by Councillor McCauley. Roll call vote. 9 yes, 2 absent (AK, HS). Motion passes.

4. ADJOURNMENT

Motion to adjourn at 5:06 pm by Councillor McCauley, seconded by Councillor Donahue. Roll call vote. 9 yes, 2 absent (AK, HS).

COMMUNICATIONS



CITY OF NEWBURYPORT
60 PLEASANT STREET
NEWBURYPORT, MA 01950

BLOCK PARTY APPLICATION

Please fill out the application below and obtain the approving signatures for the street closure. Mail or drop off the completed signed application at: City Clerk's Office, City Hall, 60 Pleasant Street, Newburyport, MA 01950 **at least eight (8) business days prior** to a City Council meeting. The requested Block Party needs approval by the City Council. For any questions, please contact The City Clerk's Office at (978) 465-4407.

DATE OF REQUEST: Saturday, September 9th, 2023

CONTACT INFORMATION

FIRST AND LAST NAMES: Maria Lachapelle

MAILING ADDRESS: 5A Olive St.

PHONE NUMBER: 774-287-9904

E-MAIL ADDRESS: MariaSimpson17@gmail.com

BLOCK PARTY INFORMATION

BLOCK PARTY DATE: Saturday, September 9th, 2023

DESIRED STREET CLOSING LOCATION: Congress St to bottom of Olive St.
Please indicate cross streets when requesting the closing of street sections

STREET TO BE BARRICADED: Olive Street

DESIRED STREET CLOSING TIME: 2:00pm

Block Parties should run no later than 10:00 p.m.

REGULATIONS

By signing, I agree that I am a legal adult 18 years of age or older and understand this permit does not release me of any liability for damages that may result from the conducting of this Block Party. Further, I agree to comply with all requirements listed below:

I understand that applications for block party permits may take up to four (4) weeks to process.

Block parties will be conducted only on low-volume residential streets, dead-end streets, or cul-de-sacs. No thoroughfares or collector streets may be used.

It is hereby agreed that, by signing and presenting this application, signer(s) represents to the City of Newburyport that the following statements are true and correct, and agrees to and will abide by the following:

1. All residents living on the street or block for which the party is planned request the block party, or have been contacted and do not object to the Block Party.
2. To be responsible for placement, maintenance and removal of barricades.
3. A block party permit does not allow the sale of alcohol or the consumption of alcohol on public property (in city streets, sidewalks, parks, etc.) alcohol is allowed only on private property. All state and city alcohol laws still apply during Block Parties.
4. Amplified music shall be permitted with permission of the City Council.
5. To leave **AT LEAST A TWELVE (12) FOOT AISLE** in the street to permit passage of emergency vehicles or vehicles of residents. Failure to maintain a ten (10) foot aisle during the entire period of the party will necessitate denial of requests for subsequent block parties. **Public safety personnel will monitor the party for strict adherence to this rule.**
6. To maintain adult supervision at all times during the party.
7. Applicant(s) shall be responsible for the pick-up of trash and garbage within two (2) hours of the end of the party.
8. Streets may not be barricaded later than 10:00 P.M.
9. No residents of the area designated shall be prohibited from attending the party.
10. No such activity may be conducted within five hundred (500) feet of any school, church, hospital, nursing home or similar operation unless endorsed by the management of such institution.
11. Only approved readily removable Barricades will be permitted such as orange cones and sawhorses with a sign. No vehicles will be permitted to be used as a Barricade.
12. Block parties are permitted 10 A.M. – 10 P.M.

Applicant signature: Mar J. Sachapelle Date: 7/17/23

APPROVAL SIGNATURES REQUIRED FOR STREET CLOSURE

CITY MARSHALL
4 Green Street

[Signature] 7/17/23

FIRE CHIEF
0 Greenleaf Street

[Signature] 7/18/23

DEPUTY DIRECTOR
16A Perry Way

[Signature] 7/18/23

CITY CLERK
60 Pleasant Street

[Signature] 7/17/23

City use only:

Approved _____ Denied _____ Date _____



RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2023 JUL 26 A 8:15

CITY OF NEWBURYPORT
60 PLEASANT STREET
NEWBURYPORT, MA 01950

BLOCK PARTY APPLICATION

Please fill out the application below and obtain the approving signatures for the street closure. Mail or drop off the completed signed application at: City Clerk's Office, City Hall, 60 Pleasant Street, Newburyport, MA 01950 at least eight (8) business days prior to a City Council meeting. The requested Block Party needs approval by the City Council. For any questions, please contact The City Clerk's Office at (978) 465-4407.

DATE OF REQUEST: 7/13/23

CONTACT INFORMATION

FIRST AND LAST NAMES: CHRISTIAN HANSEN

MAILING ADDRESS: 29 HILL ST. NBPT 01950

PHONE NUMBER: 917.518.3946

E-MAIL ADDRESS: christianhansen@gmail.com

BLOCK PARTY INFORMATION

BLOCK PARTY DATE: 9/16/23

DESIRED STREET CLOSING LOCATION: HILL @ BRICHER / BRICHER @ CHEARY
Please indicate cross streets when requesting the closing of street sections

STREET TO BE BARRICADED: BRICHER ST.

DESIRED STREET CLOSING TIME: 3 - 10

Block Parties should run no later than 10:00 p.m.

REGULATIONS

By signing, I agree that I am a legal adult 18 years of age or older and understand this permit does not release me of any liability for damages that may result from the conducting of this Block Party. Further, I agree to comply with all requirements listed below:

I understand that applications for block party permits may take up to four (4) weeks to process.

Block parties will be conducted only on low-volume residential streets, dead-end streets, or cul-de-sacs. No thoroughfares or collector streets may be used.

It is hereby agreed that, by signing and presenting this application, signer(s) represents to the City of Newburyport that the following statements are true and correct, and agrees to and will abide by the following:

1. All residents living on the street or block for which the party is planned request the block party, or have been contacted and do not object to the Block Party.
2. To be responsible for placement, maintenance and removal of barricades.
3. A block party permit does not allow the sale of alcohol or the consumption of alcohol on public property (in city streets, sidewalks, parks, etc.) alcohol is allowed only on private property. All state and city alcohol laws still apply during Block Parties.
4. Amplified music shall be permitted with permission of the City Council.
5. To leave **AT LEAST A TWELVE (12) FOOT AISLE** in the street to permit passage of emergency vehicles or vehicles of residents. Failure to maintain a ten (10) foot aisle during the entire period of the party will necessitate denial of requests for subsequent block parties. **Public safety personnel will monitor the party for strict adherence to this rule.**
6. To maintain adult supervision at all times during the party.
7. Applicant(s) shall be responsible for the pick-up of trash and garbage within two (2) hours of the end of the party.
8. Streets may not be barricaded later than 10:00 P.M.
9. No residents of the area designated shall be prohibited from attending the party.
10. No such activity may be conducted within five hundred (500) feet of any school, church, hospital, nursing home or similar operation unless endorsed by the management of such institution.
11. Only approved readily removable Barricades will be permitted such as orange cones and sawhorses with a sign. No vehicles will be permitted to be used as a Barricade.
12. Block parties are permitted 10 A.M. – 10 P.M.

Applicant signature: Chris Jan Date: 7/13/23

APPROVAL SIGNATURES REQUIRED FOR STREET CLOSURE

CITY MARSHALL [Signature]
 4 Green Street

FIRE CHIEF [Signature]
 0 Greenleaf Street

DEPUTY DIRECTOR [Signature] **DIRETOR** [Signature]
 16A Perry Way

CITY CLERK [Signature]
 60 Pleasant Street

City use only:
 Approved _____ Denied _____ Date _____

NEWBURYPORT SPECIAL EVENT APPLICATION

Tel. 603-512-1976

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

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

2023 JUL 28 A 10:06

NAME OF EVENT: Newburyport Half Marathon

Date: Sun. Oct. 29, 2023 Time: from 9:15AM to 12:45PM

Rain Date: N/A Time: from _____ to _____

2. Location: Cashman Park (various streets and Clipper Rail Trail)

3. Description of Property: 13.1 mi road race on various streets & Clipper Railtrail Public Private _____

4. Name of Organizer: Millennium Running City Sponsored Event: Yes _____ No _____

Contact Person Eli Bailin / John Mortimer

Address: 138 Bedford Center Rd., Bedford, NH 03110 Telephone: 603-512-1976

E-Mail: jmortimer@millenniumrunning.com Cell Phone: John 603-512-1976 / Eli 978-270-2026

Day of Event Contact & Phone: John 603-512-1976 / Eli 978-270-2026

5. Number of Attendees Expected: 2,000

6. MA Tax Number: 35-2410359

7. Is the Event Being Advertised? Yes Where? event website, email database, social media

8. What Age Group is the Event Targeted to? 16-99

9. Have You Notified Neighborhood Groups or Abutters? Yes No _____, Who? To be notified

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

A. Vending: Food Beverages Alcohol Goods _____ Total # of Vendors 4-5

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

Performers _____ Dancing _____ Amplified Sound Stage

C. Games /Rides: Adult Rides _____ Kiddie Rides _____ Games _____ Raffle _____

Other _____ Total # _____

Name of Carnival Operator: _____

Address: _____

Telephone: _____

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

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

If yes:

- a) How many trash receptacles will you be providing? 5 totes + 10 yard dumpster
- b) How many recycling receptacles will you be providing? 5 totes + 10 yard dumpster
- c) Will you be contracting for disposal of : **Trash** Yes X No **Recycling** Yes X No
 - i. If yes, size of dumpster(s): **Trash** 10 yd dumpster **Recycling** 10 yd dumpster
 - ii. Name of disposal company: **Trash** TBD **Recycling** TBD
 - iii. If no, will you remove trash & recycling with organizers' cars or trucks? Yes No
 - iv. If no, where will the trash & recycling be disposed ?

If no:

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

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

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

1 per 75 ppl Standard # 1 ADA accessible

Name of company providing the portable toilets: United Site Solutions

FOR PARADE, ROAD RACE AND WALKATHON EVENTS ONLY

PARADE _____ ROAD RACE X WALKATHON _____

1. Name of the Group or Person Sponsoring the Road Race, Parade, Walkathon: _____
 Millennium Running (John Mortimer, Eli Bailin)

2. Name, Address & Daytime Phone Number of Organizer: _____
 John Mortimer (138 Bedford Center Rd., Bedford, NH 03110 - 603-512-1976)
Eli Bailin - 978 270 2028

3. Name, Address & 24/7 Telephone Number of Person Responsible for Clean Up _____
 John Mortimer (138 Bedford Center Rd., Bedford, NH 03110 - 603-512-1976)

4. Date of Event: Sun. Oct. 29, 2023 Expected Number of Participants: 2,000
5. Start Time: 9:15AM Expected End Time: 12:45PM
6. Road Race, Parade or Walkathon Route: (List street names & **attach map of route**): _____
 Cashman Park, Sally Snyder Way, Merrimac St, Spofford St, Ferry Rd, Pine Hill Rd, Curzon Mill Rd, Hoyts Ln,
 Storey Ave, Dennett Dr, Turkey Hill Rd, Hale St., Malcolm Hoyt Dr, Mulliken Way, Parker St, Clipper Rail Trail,
 Interactive Map: <https://www.mapmyrun.com/routes/view/5272696006>

7. Locations of Water Stops (if any): 1) 504 Merrimac Street, 2) Maudslay Park, 3) 2 Plumber Spring Rd, 4) Opportunity Way, 5) Clipper Rail Trail
8. Will Detours for Motor Vehicles Be Required? Yes If so, where? Per police detail plans
9. Formation Location & Time for Participants: N/A
10. Dismissal Location & Time for Participants: N/A
11. Additional Parade Information:
 - Number of Floats: N/A
 - Locations of Viewing Stations: N/A
 - Are Weapons Being Carried: Yes _____ No _____
 - Are Marshalls Being Assigned to Keep Parade Moving: Yes _____ No _____

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

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

DEPARTMENT APPROVAL (for Committee Member use only):

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

Approval Required	Date: _____	Signature _____
_____	1. Special Events: _____	_____
_____	2. Police: _____	_____
	Is Police Detail Required: _____	# of Details Assigned: _____
_____	3. Traffic, Parking & Transportation: _____	_____
_____	4. ISD/Health: _____	_____
_____	5. Recycling: _____	_____
_____	6. ISD/Building: _____	_____
_____	7. Electrical: _____	_____
_____	8. Fire: _____	_____
	Is Fire Detail Required: _____	# of Details Assigned: _____
_____	9. Public Works: <i>Fee for Special Events: \$45/hr/DPS employee for trash handling/staging etc. may apply</i>	_____
	<input type="checkbox"/> Yes: \$ _____ due on _____	<input type="checkbox"/> No Fee for Special Events applies
	Other requirements/instructions per DPS _____	_____
_____	10. Recreation Department: _____	_____
_____	11. License Commission _____	_____

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

Limitations

- (a) *"Procedure"* All road racing, walkathon, bicycle, or swimming events shall, through that event's organizer, board of directors, charity foundation or designee apply for authorization to hold the event through the Office of the City Clerk. The City Clerk upon review of the completed form will place the application on the regular City Council agenda. Upon following the procedures of the Council, as deemed appropriated in the sole judgment of the Council, the application will be considered approved if the Council votes favorably by majority. The event will name one person responsible on the application and shall provide contact information to include name, address and telephone number.
- (b) *"Exemptions"* Each event organizer or organization shall comply with this ordinance and no exemptions will be permitted.
- (c) *"Course map"*, All applications shall be accompanied by a course map showing the event route, water stops, refreshment stops, and so-called "porta-potties". The course map shall also include any road closures, detours and parking areas. The course map shall be approved by Police, Fire, Department of Public Services, Parks Commission and Harbormasters Departments prior to submission to the City Clerk.
- (d) *"Electronic Amplifier"* Electronic amplifiers, loudspeakers and bullhorn use shall be requested at time of application. Under no circumstances will they be used for public address announcements or music before 8:00 A.M. except for Sundays when electronic amplifiers, loud speakers or bullhorns will be used for public address announcements or music before 9:00 AM. This shall be deemed a requirement for all permitted events regardless of type or location.

- (e) *"Road Closure"* No ways, public or private, boat ramps or parking lots controlled or patrolled by the city shall be closed without authorization. Authorization shall be considered granted only if said closure(s) are contained in the approved permit. It is the sole responsibility of the race organizers to notify residents ten (10) days in advance that neighborhood roads will be closed if no alternate route is available to those residents.
- (f) *"Insurance"* All events shall have an insurance policy or rider in effect for the event naming the "City of Newburyport" as an insured. The policy shall be no less than two million dollars (\$2,000,000.00).
- (g) *"Event termination"* If in the judgment of the City Marshal, Fire Chief or Department of Public Services (DPS) Director or designees thereof determine that an event is unsafe due to existing conditions, that event may be stopped, terminated or suspended. In the case of a multidiscipline event such as a triathlon, the Harbormaster or his/her designee may likewise stop, terminate or suspend the swimming portion for cause.
- (h) *"Event and traffic Security"* The City Marshal, Fire Chief, DPS Director or in the case of a triathlon, the Harbormaster can require special duty personnel to oversee the safety and security of the event. All special duty assignments will be paid by the event organizers.
- (i) *"Clean-up"* The event organizers shall be responsible for post event trash collection, removal of signage, directional arrows, advertisements or other promotional material associated with the event.

13-101 Enforcement

- (a) *"Regulations"* Consistent with this ordinance, the city shall promulgate regulations to enforce and otherwise implement the provisions of this ordinance upon passage by the City Council. Any event previously approved by City Council shall be deemed permitted.
- (b) *"Warning"* In the circumstance that this ordinance is violated, the enforcement may consist of a warning. Any warnings issued for violation(s) will be reported to the City Clerk and City Council and may be used as a factor in future application approvals and denials.
- (c) *"Noncriminal Disposition"* If the city determines that a violation has occurred in which a noncriminal violation is issued, the named event organizer shall be penalized by a non-criminal disposition as provided in Massachusetts General Law as adopted by the City of Newburyport as a general ordinance in Subsection 1-17 of Chapter 1 of the Code or Ordinances of the City of Newburyport in the amounts set herein in 13-101(d)
- (d) *"Violation"* The non-criminal violation shall be \$100.00 for the first offense and \$250.00 for second and subsequent offenses. Any non-criminal citations issued for violation(s) will be reported to the City Clerk and City Council and shall be used as a factor in future application approvals and denials.

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

Signed: _____

Date: 3/7/23

Newburyport Half Marathon
October 29, 2023

Mileage	Instruction	First Runner	Last Runner
0	Start - On in Cashman Park, Right on Merrimac Street	9:15 AM	9:18 AM
1.8	LEFT onto Spofford Street	9:35 AM	10:11 AM
2.13	RIGHT onto Ferry Road	9:39 AM	10:21 AM
2.45	CONTINUE onto Pine Hill Rd.	9:43 AM	10:30 AM
3.14	CONTINUE onto Curzon Mill Rd.	9:50 AM	10:51 AM
3.43	LEFT onto Hoyts Lane	9:54 AM	11:00 AM
3.99	LEFT onto Storey Avenue	10:00 AM	11:16 AM
4.1	RIGHT onto Dennett Drive	10:01 AM	11:20 AM
4.29	LEFT onto Everett Drive	10:04 AM	11:25 AM
4.33	RIGHT onto Turkey Hill Road	10:04 AM	11:26 AM
5	RIGHT onto Middle Street	10:12 AM	11:46 AM
6.1	LEFT onto Garden Street	10:24 AM	12:19 PM
6.65	LEFT onto Rogers Street	10:31 AM	12:35 PM
7.58	LEFT onto Turkey Hill Road	10:41 AM	1:03 PM
8.35	CONTINUE onto Hale Street	10:50 AM	1:26 PM
9.81	RIGHT onto Malcolm Hoyt Drive	11:07 AM	2:10 PM
10.5	LEFT onto Mulliken Way	11:15 AM	2:30 PM
10.6	U-TURN on Mulliken Way	11:16 AM	2:33 PM
10.8	LEFT onto Malcolm Hoyt Drive	11:18 AM	2:39 PM
11	LEFT onto Parker Street	11:20 AM	2:45 PM
11.5	RIGHT to stay on Parker Street	11:26 AM	3:00 PM
11.8	LEFT onto Clipper City Rail Trail	11:30 AM	3:09 PM
13.1	Half Marathon Finish	11:45 AM	3:48 PM

GREEN STRIDE NEWBURYPORT HALF MARATHON

NEWBURYPORT, MASSACHUSETTS

- 1 - ON MERRIMAC ST. @ 50 YD. AFTER JEFFERSON ST., AT BEGINNING OF DRIVEWAY #420 (R), 16 FT. AFTER POLE 91 (R)
- 2 - 3 FT. AFTER END OF DRIVEWAY #52 SPOFFORD ST. (R) - EVEN WITH GRANITE LAMPPOST IN YARD, 33 FT. BEFORE BEGINNING OF BRIDGE LN. (L)
- 3 - AT BEGINNING OF 2ND DIRT DRIVEWAY #37 PINE HILL RD. (L), 27 FT. BEFORE POLE 23
- 4 - IN WESTBOUND LANE OF STOREY AVE., 13 FT. AFTER ROAD COVER IN DIRECT LINE OF RUNNERS' PATH.

*CONE ON CENTER LINE OPPOSITE BEGINNING OF STORM DRAIN AT NORTH SIDE OF STOREY AVE. RUNNERS RESTRICTED TO RIGHT SIDE OF STOREY AVE.

- 5 - AT CORNER OF TURKEY HILL RD. / MIDDLE ST.
- 6 FT. AFTER STOP LINE

- 6 - IN DRIVEWAY #406 MIDDLE RD. (R) EVEN WITH END OF DOORS, 5.5 FT. BEFORE END OF CURBED DRIVEWAY

- 7 - AT END OF DRIVEWAY #38 ROGERS ST. (L), AT BEGINNING OF STONE WALL

- 8 - 69 FT. AFTER POLE 53 (L), 54 FT. BEFORE BEGINNING OF BIGGEST BOULDER (L) AT 'CUT OUT' (R)

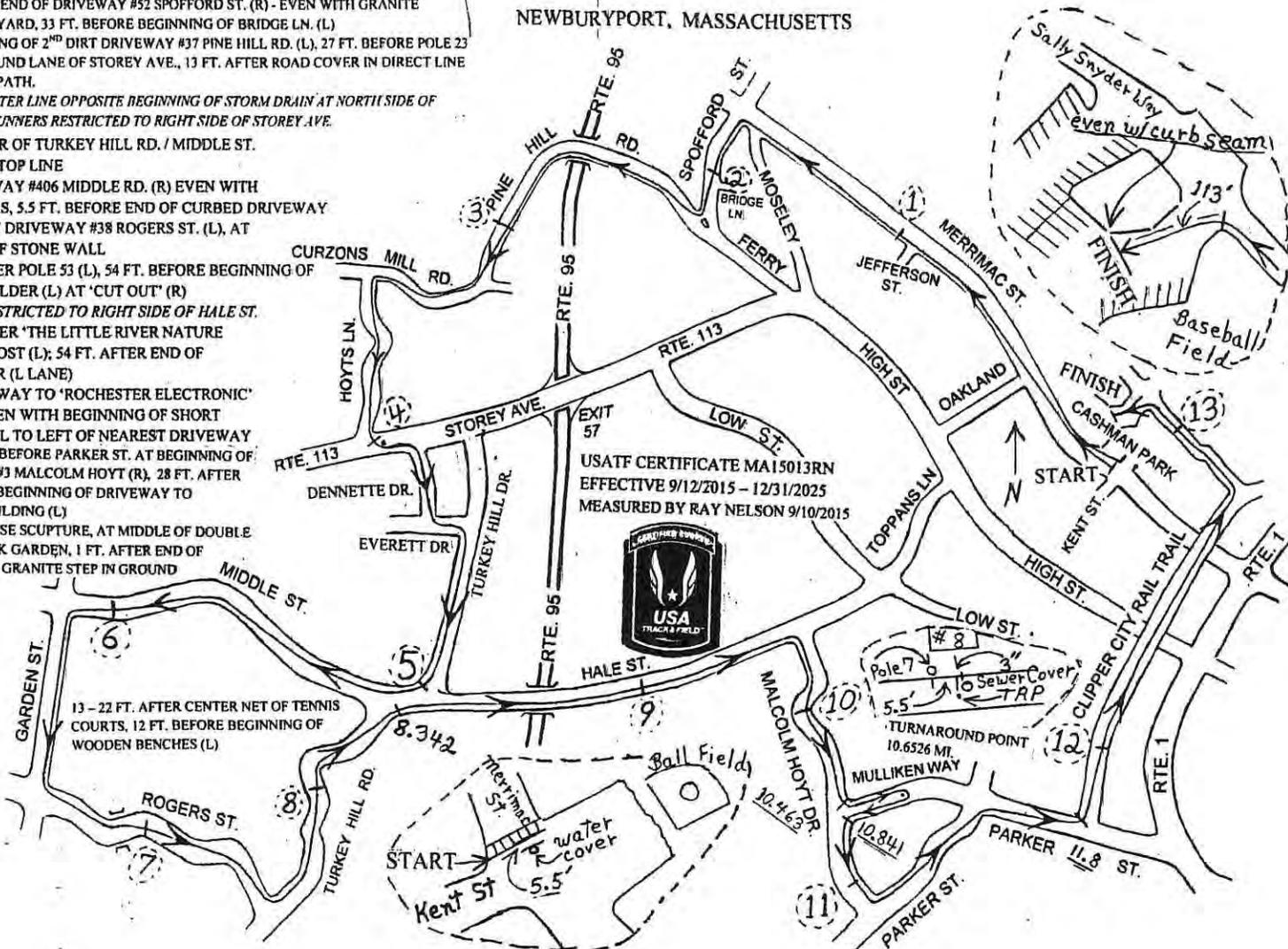
*RUNNERS RESTRICTED TO RIGHT SIDE OF HALE ST.

- 9 - 86 YD. AFTER 'THE LITTLE RIVER NATURE TRAIL' SIGNPOST (L); 54 FT. AFTER END OF SEWER COVER (L LANE)

- 10 - IN DRIVEWAY TO 'ROCHESTER ELECTRONIC' BLDG. (L); EVEN WITH BEGINNING OF SHORT CEMENT WALL TO LEFT OF NEAREST DRIVEWAY

- 11 - @ 0.1 MILE BEFORE PARKER ST. AT BEGINNING OF DRIVEWAY TO #3 MALCOLM HOYT (R), 28 FT. AFTER POLE 4 (R); AT BEGINNING OF DRIVEWAY TO BLUE/GRAY BUILDING (L)

- 12 - AFTER HORSE SCULPTURE, AT MIDDLE OF DOUBLE CIRCULAR ROCK GARDEN, 1 FT. AFTER END OF RECTANGULAR GRANITE STEP IN GROUND





Road Running Technical Council
USA Track & Field
Measurement Certificate



Name of the course Green Stride Newburyport Half Marathon Distance 21.0975 km
 Location (state) Massachusetts (city) Newburyport
 Type of course: road race calibration track Configuration: one loop
 Type of surface: paved 100 % dirt _____ % gravel _____ % grass _____ % track _____ %
 Elevation (meters above sea level) Start 4 Finish 1 Highest 31 Lowest 1
 Straight line distance between start & finish 142 meters Drop 0.07 m/km Separation 0.34 %
 Measured by (name, address, phone & e-mail) Ray Nelson, 23B Aborn St., Cranston, RI 02905
401-270-2835 raynelson223@cox.net
 Race contact (name, address, phone & e-mail) Eli Bailin, 55 Prospect St., Amesbury, MA 01913
978-270-2026 elibailin@hotmail.com
 Measuring Methods: bicycle steel tape electronic distance meter
 Number of measurements of entire course: 2 Date(s) when course measured: September 10, 2015
 Race date: October 25, 2015 Course certification effective date: September 12, 2015
 Certification code: MA15013RN

Notice to Race Director: Use this Certification Code in *all* public announcements relating to your race.

Be It Officially Noted That

Based on examination of data provided by the above named measurer, the course described above and in the map attached is hereby certified as reasonably accurate in measurement according to the standards adopted by the Road Running Technical Council. If *any* changes are made to the course, this certification becomes void, and the course must then be recertified.

Verification of Course — In the event a National Open Record is set on this course, or at the discretion of USA Track & Field, a verification remeasurement may be required to be performed by a member of the Road Running Technical Council. If such a remeasurement shows the course to be short, then all pending records will be rejected and the course certification will be cancelled.

This certification expires on December 31 in the year **2025**

AS NATIONALLY CERTIFIED BY:

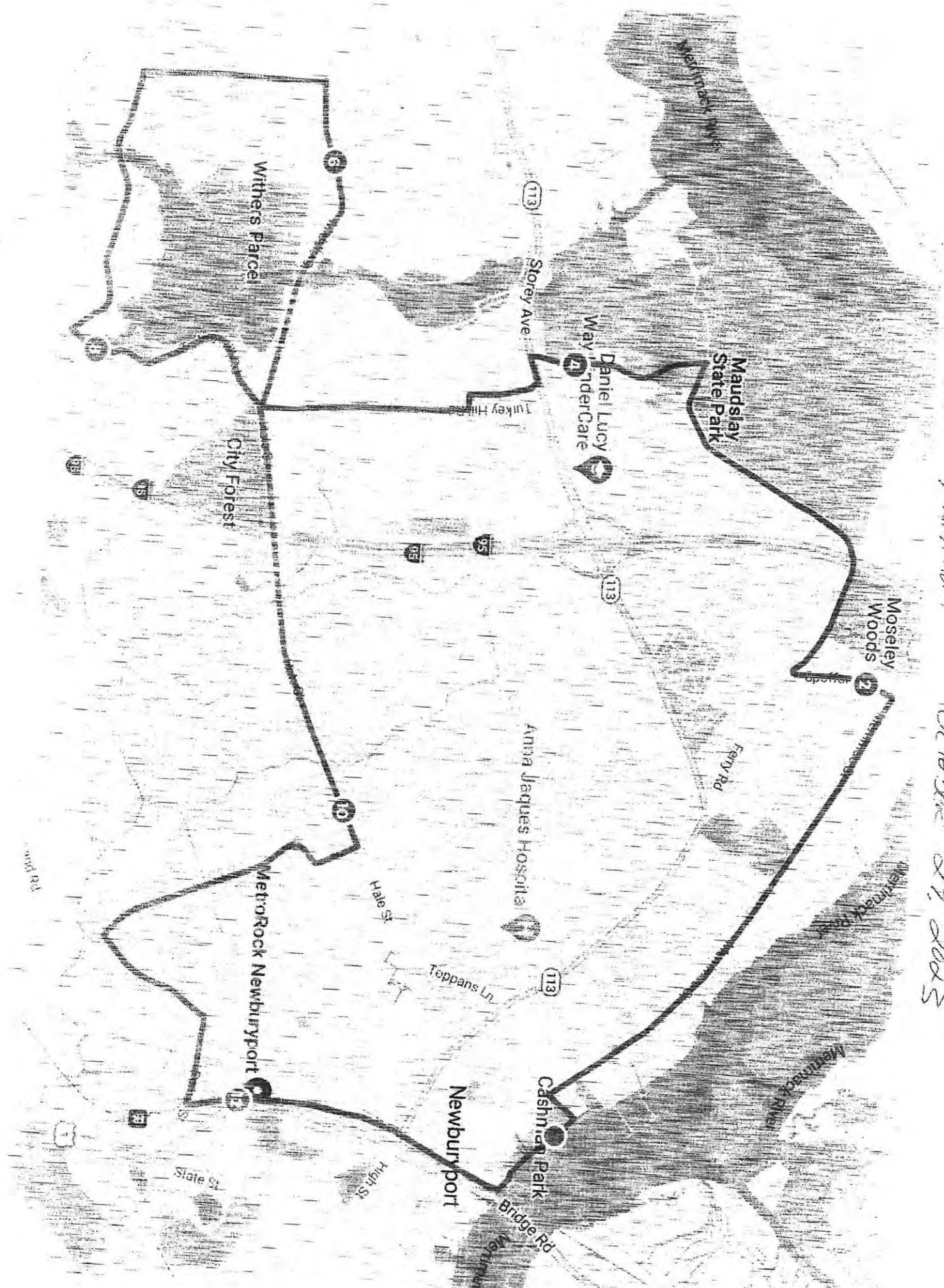
Ray Nelson

Date: Sept. 12, 2015

Ray Nelson – USATF/RRCA Certifier
 23B Aborn St., Cranston, RI 02905 • Phone: 401-270-2835 • Email: raynelson223@cox.net

NRPT 2/1/11 Washburn

October 29, 2003





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/06/2023

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

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

PRODUCER Insurance Management Group 12730 Coldwater Rd Ste 103 Fort Wayne IN 46845	CONTACT NAME: Liz Painter PHONE (A/C, No, Ext): (260) 240-4792 E-MAIL ADDRESS: lpainter@insmgt.com	FAX (A/C, No): (260) 240-4792
	INSURER(S) AFFORDING COVERAGE	
INSURED Road Runners Club of America/2023 and Its Member Clubs 1501 Langston Boulevard, Suite 140 Arlington VA 22209	INSURER A: National Casualty Company	NAIC # 11991
	INSURER B: Nationwide Life Insurance Company	NAIC # 66869
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 2023 \$1M A.I. **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Legal Liability to Participant \$1,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: For Event Basis			KRO0000009332900	12/31/2022	12/31/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 Abuse and Molestation \$ 500,000
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			KRO0000009332900	12/31/2022	12/31/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Excess Medical & Accident (\$250 Deductible/Claim)			BAX0000031991400	12/31/2022	12/31/2023	Excess Medical \$10,000 AD & Specific Loss \$2,500

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

City of Newburyport is an additional insured. DATE OF EVENT(S): 10/29/23 Newburyport Half Marathon INSURED RRCA CLUB/EVENT MEMBER: Millennium Running ATTN: Cullen Madden, 138 Bedford Center Road, Bedford NH 03110
 Processed by RMV

Effective 07/19/23 this voids and replaces any previously issued certificates.

CERTIFICATE HOLDER

CANCELLATION

10/29/23 City of Newburyport, MA
 60 Pleasant Street

 Newburyport MA 01950

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

AUTHORIZED REPRESENTATIVE

Jerry R. Miller

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RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

NEWBURYPORT SPECIAL EVENT APPLICATION

Tel. _____ Fax. _____
 2023 AUG -7 P 3:36
 (For Street Closure or Any Use of a Public Way - Please complete page 3 of this application)

NAME OF EVENT: Fall Fest 2023

Date: Oct 14th & 15th Time: from 10am to 4pm (both days)
 Rain Date: NO Rain date Time: from _____ to _____

2. Location*: Waterfront Park, Market Sq., Inn Street
 *Please Note: If the location is a public park or the rail trail, please also contact the Parks Department

3. Description of Property: _____ Public Private _____

4. Name of Organizer: Newburyport Chamber of Commerce City Sponsored Event: Yes _____ No

Contact Person Sarah Motzkin

Address: 19 Inn Street Newburyport Telephone: 607-771-4431

E-Mail: events@newburyportchamber.org Cell Phone: 607-771-4431

Day of Event Contact & Phone: Sarah Motzkin 607-771-4431

5. Number of Attendees Expected: 2000+

6. MA Tax Number: _____

7. Is the Event Being Advertised? yes Where? Social Media, email, website

8. What Age Group is the Event Targeted to? Family Friendly event

9. Have You Notified Neighborhood Groups or Abutters? Yes _____ No Who? _____
will do so prior to event

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

A. Vending*: Food Beverages _____ Alcohol Goods Total # of Vendors 50
 *If checked, signature from Health Director required (Page 3)

B. Entertainment: (Subject to City's Noise Ordinance.) Live Music DJ _____ Radio/CD _____
 Performers _____ Dancing _____ Amplified Sound _____ Stage _____ No Stage

C. Games /Rides: Adult Rides _____ Kiddie Rides _____ Games _____ Raffle _____
 Other _____ Total # _____

Name of Carnival Operator: _____

Address: _____

Telephone: _____

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

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

If yes:

- a) How many trash receptacles will you be providing? 10
- b) How many recycling receptacles will you be providing? 3-5 if need
- c) Will you be contracting for disposal of : **Trash** Yes No **Recycling** Yes No
- i. If yes, size of dumpster(s): **Trash** _____ **Recycling** _____
- ii. Name of disposal company: **Trash** _____ **Recycling** _____
- iii. If no, will you remove trash & recycling with organizers' cars or trucks? Yes No
- iv. If no, where will the trash & recycling be disposed ? TBD

If no:

- a) # of trash container(s) to be provided by DPS on location trash
- b) # of recycling container(s) to be provided by Recycling Office 3-5 if needed
- c) \$45.00/hr/DPS employee charge must be paid by the organizer to DPS in advance of the event (Fee for Special Events). The hours required for the event will be determined by DPS.

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

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

_____ Standard # _____ ADA accessible

Name of company providing the portable toilets: on site already

DEPARTMENT APPROVAL (for Committee Member use only):

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

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

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

FOR STREET CLOSURE OR ANY USE OF A PUBLIC WAY

PARADE _____

ROAD RACE _____

WALKATHON _____

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

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

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

4. Date of Event: _____ Expected Number of Participants: _____

5. Start Time: _____ Expected End Time: _____

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

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

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

9. Formation Location & Time for Participants: _____

10. Dismissal Location & Time for Participants: _____

11. Additional Parade Information:

• Number of Floats: _____

• Locations of Viewing Stations: _____

• Are Weapons Being Carried: Yes _____ No _____

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

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

CITY MARSHAL _____ 4 Green St.

FIRE CHIEF _____ 0 Greenleaf St.

DEPUTY DIRECTOR _____ 16A Perry Way

CITY CLERK _____ 60 Pleasant St.

HEALTH DIRECTOR _____ 60 Pleasant St. (only needed when Food & Beverage Vendors are included in the event)

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

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

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

(c) *Definitions.*

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

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

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

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

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

(d) *Limitations.*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(e) *Enforcement.*

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

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

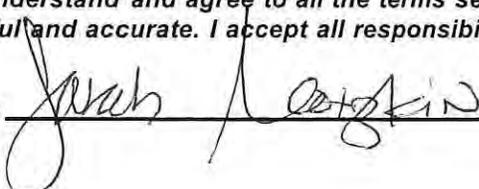
(3) *Noncriminal disposition.* If the city determines that a violation has occurred in which a noncriminal violation is issued, the named event organizer shall be penalized by a non-criminal disposition as provided in Massachusetts General Law as adopted by the City of Newburyport as a general ordinance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

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

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

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

Signed: _____



Date: _____

10/10/23

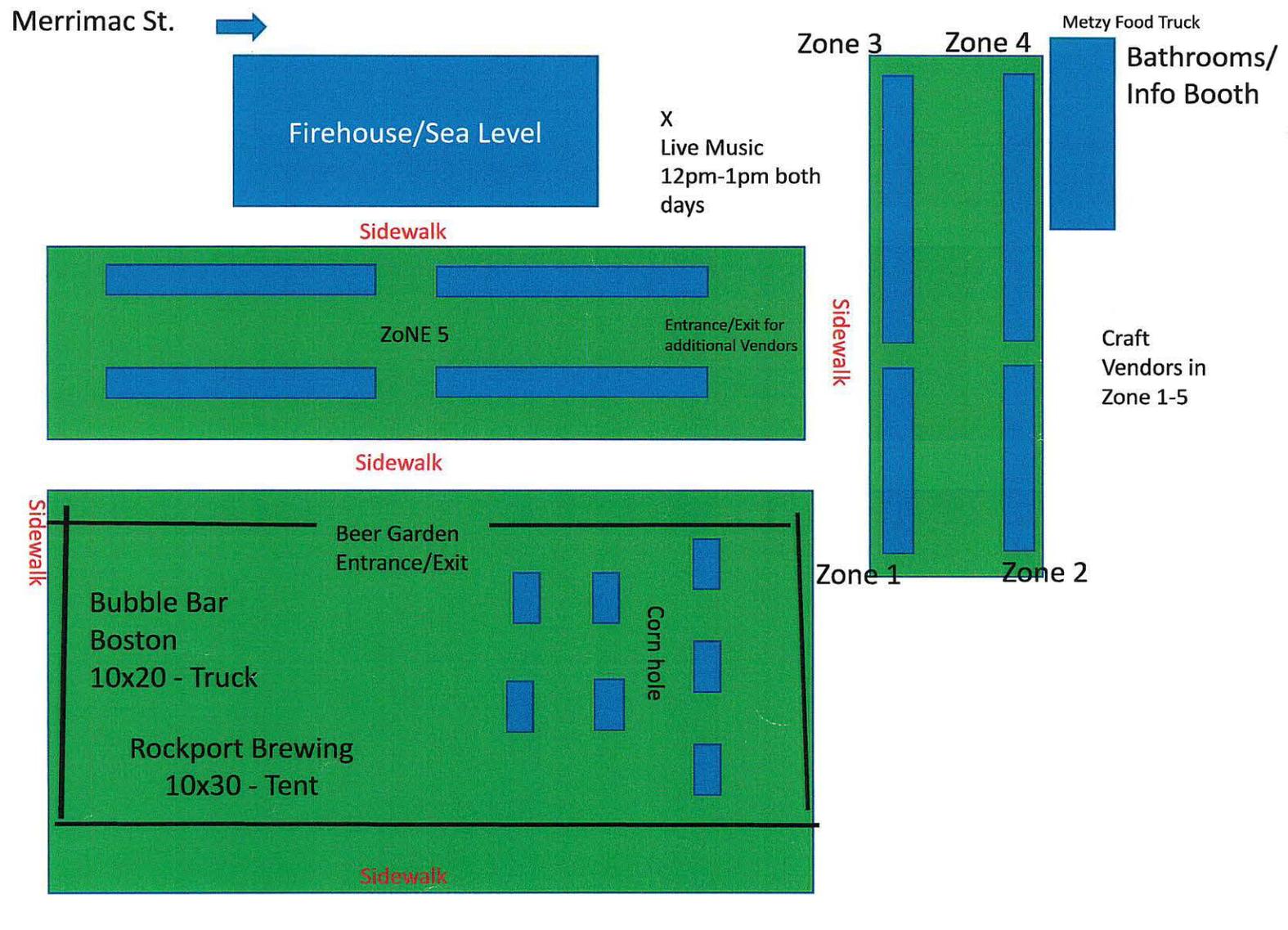
**Waterfront Park
October Fall Fest
2023**
Vendor Placement
THIS EVENT IS RAIN or SHINE!

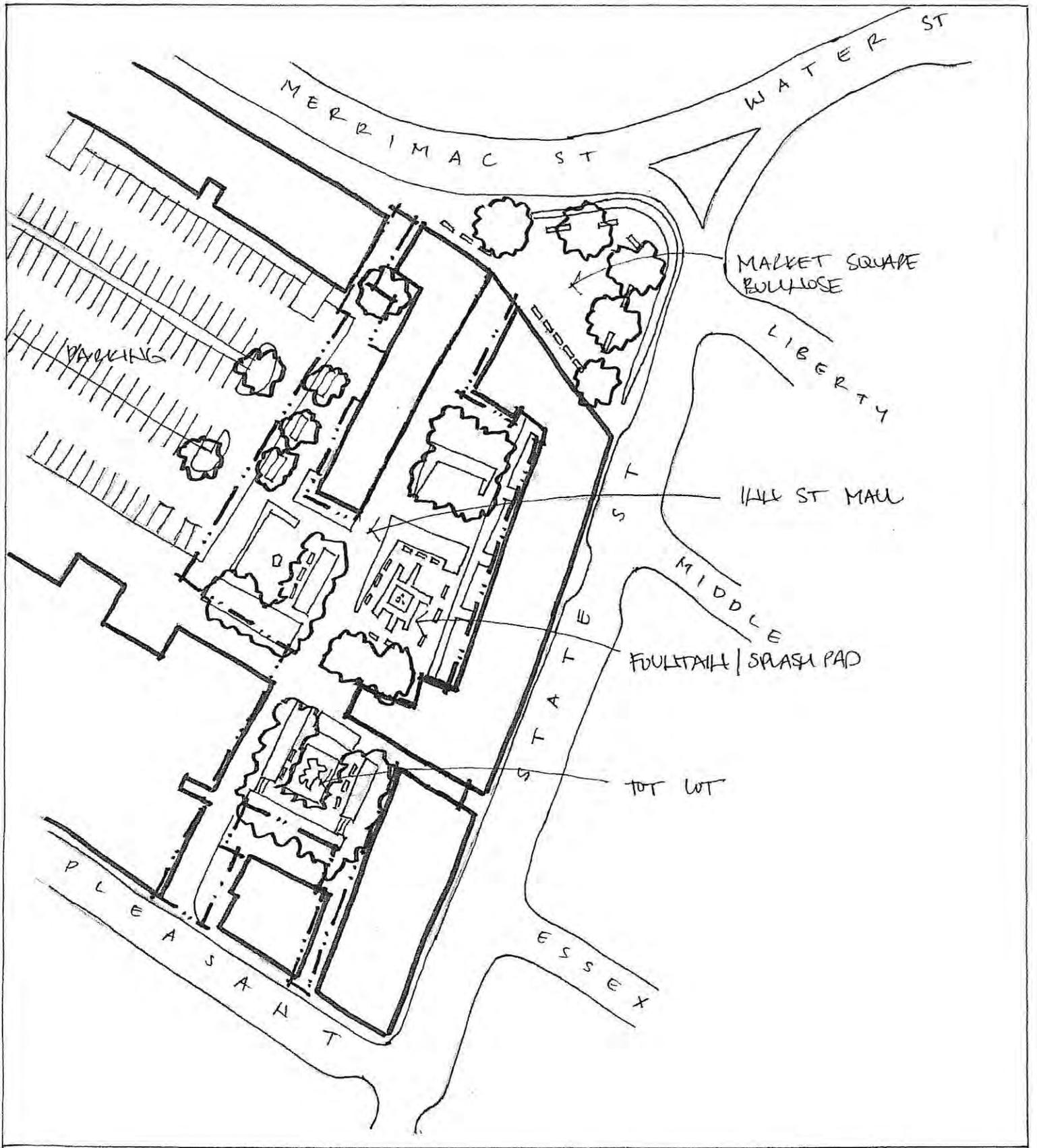
SHOW HOURS:
Oct 14th - 15th
Saturday & Sunday Hours:
Vendors: 10am to 6pm

VENDOR SET-UP TIMES:
SATURDAY Oct 1th - 7am to 9:30am
All Vendors must be set-up by or Before
10am on Saturday Oct 14th

VENDOR BREAKDOWN TIMES:
Sunday 6pm to 8pm. No later.

Black Line around here is
roped off area for Beer
Garden





MARKET SQUARE &
HILL STREET

From: **Katherine Moore** <kdkmoore@gmail.com>
Date: Tue, Jul 11, 2023 at 4:28 PM
Subject: Loud, Polluting Landscaping Machines
To: Christine Wallace <christinewallace.ward4@gmail.com>, Molly Ettenborough <MEttenborough@cityofnewburyport.com>, <edcameronnbpt@gmail.com>
CC: <banovic@hotmail.com>, Betty LaBaugh <belabaugh@comcast.net>

Hello Christine, Ed, and Molly,

We are neighbors on Walnut Street, writing to express our concern about the noise and air pollution caused by gas-powered landscaping equipment. All spring and summer, it seems like there is rarely a day in our neighborhood that some homeowner isn't having their property mowed, weed-whacked, and blown by very loud and fume-spewing machines.

Several reasons we feel Newburyport should consider actively discouraging, curtailing or prohibiting this practice:

1. These machines use fossil fuels that contribute to climate change.
2. They pollute the air in the neighborhood. Fumes from a neighbor's landscapers can make it impossible to be outside in our yards, and sometimes even wafts into our houses.
3. They endanger the health of the operators.
4. They are so loud it's unpleasant to be outside or even have windows open when they are running, which is often for an hour or more.
5. These industrial machines seem to be overkill for Newburyport's mostly postage-stamp yards.
6. There are electric alternatives that are less polluting and much quieter.

Here is the summary from a 2015 EPA report regarding Gasoline Powered Lawn and Garden Equipment (GLGE), the entirety of which you can read here:

<https://www.epa.gov/sites/default/files/2015-09/documents/banks.pdf>

Summary

- GLGE is an important source of toxic and carcinogenic exhaust and fine particulate matter.
- GLGE ozone precursors are expected to decrease through 2018, but fine particulate pollution is expected to increase.
- 2-stroke engines of leaf blowers, vacuums, trimmers, edgers, brush cutters account for the vast majority of fine particulate pollution in landscape maintenance activities.
- Workers and other vulnerable populations are exposed close to the emitting sources.

- Short-term as well as long-term exposure to GLGE pollutants close to the emitting source are public health concerns.

Conclusions

- Medical and scientific organizations should increase public awareness of GLGE and GLME (Gasoline Landscape Maintenance Equipment) as local sources of dangerous air pollutants.
- Communities, environmental and public health officials should create policies and programs to protect the public from GLGE air pollutants and promote non-polluting alternatives.

We would very much appreciate hearing your thoughts on this matter, including whether you are hearing similar concerns from others in the city, and whether there is any movement within city government toward addressing this issue.

Thanks for your attention.

Katherine Moore, 4 Walnut Street

Betty LaBaugh, 6 Walnut Street

Brendan and Katy Banovic, 1 Walnut Street

August 10,2023

To: Mayor Sean Reardon, and City Council of the City of Newburyport

From: Residents of Colby Farm Lane

RE: Petition to the City of Newburyport

We the undersigned are petitioning the City of Newburyport to address the pedestrian and vehicular safety concerns at the corner of Colby Farm Lane, Low St and North Atkinson St. Our community now has 33 children that walk to school. Over the past 2 years we have had over 6 near-accidents involving children with parents crossing Low St. We have had 2+ reported car accidents including 1 that crossed over the curb, passed thru a fence and almost hit a child in his own yard.

This situation still exists despite the safety measures already taken by the City: Placing a crosswalk with an on-demand crossing light, in-street crosswalk sign. We are asking for more, specifically, we are asking the Mayor and City Council to address the following:

- Conduct a traffic engineering review of this corner to improve site lines, to impact traffic speeds, to reduce "passing on the right" at the intersection, and
- Provide better signaling that encourages all traffic to stop and provides safe crossing and turning.

We understand that these steps will take time, and respectfully ask that temporary measures be taken in the interim, which may include:

- Assign a Crossing Guard for morning and afternoon school walkers (assistance from School Dept).
- Station a NPD cruiser with visible presence on-site at a minimum of 3 days per week (morning and afternoon).
- Activate the blinking light and install a speed hump on Colby Farm Lane by the Playground.

With the fast-approaching school date start date of September 7th, we ask that these issues be addressed, and a plan be proposed prior to the first day of school.

Respectfully submitted,

NAME

ADDRESS

Vincent Forrese 13 Doyle Dr.

Michelle McCarty 13 Doyle Dr. Mic

Tony Rossi 9 Doyle Dr

Kallie Rossi 9 Doyle Dr

Thomas McTeagur 19 Doyle Dr to

Emily Kidd 19 Doyle Dr au

Jan McLaughlin 2 Doyle Dr ack

Colman McCormack 6 Doyle Dr cdna

Michael Novak 15 Doyle Dr michael

Joshua Van Dyke 11 Doyle Dr. josh@thenuk

Eijona VanDyke 11 Doyle Dr eijona

Mollie McLaughlin 2 Doyle Dr mollie

Rory Gill 8 Colby Farm Ln #A

JASON MUTH 8 Colby Farm Ln #A

JEFF COTTON 10 Colby Farm Lane

Erica Cutter 10 Colby Farm Ln

Caeli Kimball Caeli Kimball 8 Colby Farm Ln Unit

Matt Missett Matt Missett 8 Colby Farm Ln

missett@ced

WINSTON D CABRAL SILVERO 8 colby FARM LANE

Heather Cabral Silvero 8 Colby Farm Lane Unit

Danielle Hall Danielle Hall 17 Doyle Drive

Lanore Novak 15 Doyle Drive

TRANSFERS



RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

CITY OF NEWBURYPORT

FY 2024

TRANSFER/APPROPRIATION REQUEST

2023 AUG -8 P 2: 54

Department: Department of Public Services

Submitted by: Wayne Amaral, DPS Director **Date Submitted:** 8/14/2023

Transfer From:

Account Name:	<u>Cemetery Receipts Reserved for Approp.</u>	Balance:	<u>\$ 26,076.62</u>
Account Number:	<u>2721-59600</u>	Category:	<u>\$ -</u>
Amount:	<u>\$26,076.62</u>	Trans I/O:	<u>\$ -</u>

Why Funds Are Available:

This is a receipts reserved for appropriation fund under MGL c. 114, § 15, which accounts for revenue collected from burials performed by DPS at the City's two cemeteries. Funds are used to purchase and replace landscaping equipment that is used at both locations. The last transfer out of this account was \$25,000 for landscaping equipment that was approved in April 2017.

Transfer To:

Account Name:	<u>Vehicle/Equipment Replacement</u>	Balance:	<u>\$ 60,000.00</u>
Account Number:	<u>01421008-58303</u>	Category:	<u>\$ -</u>
Amount:	<u>\$26,076.62</u>	Trans I/O:	<u>\$ -</u>

Why Funds Are Needed:

Purchase of two commercial lawn mowers to replace equipment that has failed this summer. This line item was budgeted at \$60,000 for FY'24, however the majority of that funding is encumbered to make payments on prior year lease-to-purchase agreements. DPS estimates that about 55% to 60% of the Highway Divisions mowing is in the cemeteries.

Sean R. Reardon, Mayor:

Sean R. Reardon

Date: 8/8/2023

Ethan R. Manning, Auditor:

Ethan R. Manning

Date: 8/8/2023

City Council Action:



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

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2023 AUG -8 P 2: 54

To: President and Members of the City Council
From: Mayor Sean R. Reardon
Date: August 8, 2023
Subject: ARPA Transfer for Hale Street Project

The Administration has been exploring ways to improve pedestrian and bicycle connections between the West End of Newburyport and other neighborhoods. One key corridor is Hale Street, which would provide a direct connection between a number of residential neighborhoods and the City's schools and downtown. An Ad Hoc group has been meeting for a number of years, and this group has come up with a number of potential designs and proposed solutions.

Last winter, the Department of Public Services released a Request for Proposals for conceptual designs for a potential shared use path or other bike and pedestrian pathway for the Hale Street Corridor. The Request yielded three qualified proposals and the City held interviews to learn more about the proposed approaches. After much discussion, the Administration made the difficult decision to put this project on hold, as there was no budget at the time for even the conceptual designs. These designs cost at a minimum \$105,000 and would yield a 30% design proposal at most. Early estimates for a full implementation of the project were in a range of \$5M, though this is subject to change based on approach and design.

The City Council passed a resolution on June 12, 2023 asking that the Mayor allocate \$130,000 for the Hale Street conceptual designs project, stating its importance to area families and the need to fund design so that the City will later be eligible for grant funding to implement the full project.

The City recently became aware of a grant opportunity that would be a strong fit for the work we are looking to do, the Reconnecting Communities Pilot grant through the federal Department of Transportation. The City will apply for this grant to fund the design process for Hale Street and plans to ask for around \$125,000. The grant asks for a match of 20%. While in-kind work is also accepted, the Administration would like to allocate \$25,000 for this project. Should the grant application be unsuccessful, the Administration will request additional funds.

The Administration is requesting to transfer \$25,000 from ARPA funds for the Hale Street project to support this grant application. There is currently a balance in the ARPA account of \$1,372,330. \$250,000 has been requested for the Amesbury Water Interconnection project, and \$569,512.09 for Lower Atkinson Common improvements. The Account currently has \$552,818 unaccounted for, and we recommend using the \$25,000 for this project. Funds must be obligated by December 31, 2024 according to Federal guidelines.



CITY OF NEWBURYPORT FY 2024 TRANSFER/APPROPRIATION REQUEST

Department: Mayor's Office
Submitted by: Sean R. Reardon, Mayor **Date Submitted:** 8/14/2023

Transfer From:

Account Name:	<u>ARPA - State & Local Fiscal Recovery Funds</u>	Balance:	<u>\$ 1,372,330</u>
Account Number:	<u>2111-59630</u>	Category:	<u>\$ -</u>
Amount:	<u>\$25,000.00</u>	Trans I/O:	<u>\$ (4,094,378)</u>

Why Funds Are Available:

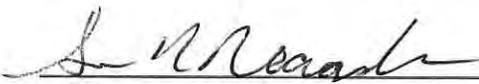
The City's allocation from the American Rescue Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Funds (SLFRF) was \$5,466,707 of which \$4,094,378 has been approved for capital projects. See attached breakdown.

Transfer To:

Account Name:	<u>Hale Street Safety Improvements</u>	Balance:	<u>\$ -</u>
Account Number:	<u>New CIP Account</u>	Category:	<u>\$ -</u>
Amount:	<u>\$25,000.00</u>	Trans I/O:	<u>\$ -</u>

Why Funds Are Needed:

Hale Street Safety Improvements appear in the FY24-28 Capital Improvement Program under PL08. The Administration is working on applying for a federal grant for design, which requires a 20% local match through in-kind or cash support. This funding request represents 20% of the original quotes that were obtained for design at a cost of approximately \$125,000. See attached memorandum for further explanation.

Sean R. Reardon, Mayor:  Date: 8/2/2023
 Ethan R. Manning, Auditor:  Date: 8/8/2023
 City Council Action:

**American Rescue Plan Act (ARPA) Allocation
 Coronavirus State and Local Fiscal Recovery Funds (SLFRF)**

Municipal Allocation	1,914,283	
County Reallocation	3,552,424	
Total Amount	5,466,707	
First 50% of Municipal Allocation	957,142	Received 6/16/21
First 50% of County Reallocation	1,776,212	Received 8/17/21
Second 50% of Municipal Allocation	957,142	Received 7/6/22
Second 50% of County Reallocation	1,776,212	Scheduled 9/23/22
Total Funding	5,466,708	
Phillips Drive Drainage Project	1,000,000	ORDR252_05_24_2021 [Approved 8/30/21]
Streets & Sidewalks	2,400,000	ORDR335_03_28_2022 [Approved 4/11/22]
Joppa Park Walkway	100,000	ORDR334_03_28_2022 [Approved 4/25/22]
Data Center Rebuild	594,378	TRAN00153_05_08_2023 [Approved 6/26/23]
Total Appropriations	4,094,378	
Current Balance:	1,372,330	
Amesbury Interconnection	250,000	ORDR336_03_28_2022 [In B&F Cmte]
Lower Atkinson Common Improvements	569,512	TRAN00153_05_08_2023 [In B&F Cmte]
Proposed Spending	819,512	
Remaining Balance:	552,818	

**APPOINTMENTS
FIRST READING**



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: August 14, 2023

Subject: Appointment

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
2023 JUL 13 P 1:52

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

Allen Marquis
3 Boardman Street
Newburyport, MA 01950

A handwritten signature in cursive script that reads 'Sean R. Reardon'.

4/9/2023

Dear Historical Commission Members,

I would like to be part of the Newburyport Historical Commission because I love living here. My wife and I bought a house on Boardman St two years ago—we understand it is very old though we don't have an exact date. I appreciate the city's unique identity as one steeped in history, and, a community-friendly, thriving place to live. I would like to be part of efforts toward maintaining its historic charm, which I believe is important and can also be challenging as a city grows and undergoes changes.

My professional experiences over my long career in construction have educated me in building and renovating best practices. Studying and reading about old homes on my own time have given me insight and appreciation for the careful effort it takes to repair and preserve historically important homes and structures. (I have had a love of antique homes since I first watched the show, "This Old House," back in the day!)

This year will mark my 39th year in commercial/residential construction, where I began as a carpenter. I worked my way up to Superintendent, where I managed project sites and oversaw the work of tradespeople including carpenters, plumbers, electricians, etc. Currently, I am a Field Operations Coordinator for Northstar Project and Real Estate Services in Cambridge. Northstar is a large operation that manages all of Harvard University's housing construction, capital improvements, building updates and façade/roof repairs. My job involves overseeing renovation, repair and maintenance projects that require an in-depth understanding of working with historic buildings and systems.

In addition to my professional experiences, I have always tried to give back to the communities where I've lived—this includes volunteering at a soup kitchen and a food pantry, and serving on a development board.

It is my hope to be able to use my experience to help the city protect important antiquity, as well as grow as a person with the knowledge gained through working with the historical commission. I look forward to learning more about the commission and its work!

Thank you,
Allen Marquis

Allen Marquis
3 Boardman St.
Newburyport Massachusetts 01950
ph:774-283-2220
Email: AllenMarquis@yahoo.com

Summary

39 years in commercial construction in Boston and surrounding areas. Projects for major universities and colleges including Harvard, MIT, Suffolk University, and Bridgewater State college have included state of the art classrooms, cafes, bathroom upgrades, out of the ground additions and total mechanical upgrades, daycare centers. Harvard & MIT typically present challenging logistics, difficult mechanical connections to existing and very aggressive summer schedules. projects include Restaurants, retail, fitness centers, hospital, medical and biological laboratories, major lobby renovation, client headquarters & law firms. Managed a variety of diverse and logistically challenging sites from historical structures to structural steel installation in active lobbies. Expertise has been gained through thirty nine years as a carpenter, carpenter foreman, assistant super, superintendent, field coordinator and vice president of operations.

Self motivated, flexible, detail & team oriented, develop and maintain excellent relationships. with clients, architects, subcontractors, building owners. Fast track schedule, quality control, on budget, safe and well-built projects

Key Skills

GC, Vendor & Subcontractor /Crew supervision
Logistic management
Budget/cost control
Quality control
Development client /architect relationships
Site safety
Aggressive schedule management

Project Highlights

Harvard Science and Engineering Complex, MIT site 3, Akamai headquarters Cambridge MA Harvard University renovate occupied 500 unit apartment multi high-rise complex.
*53 State Street Boston major lobby renovation *Bridgewater State College Marshal buildings *Manulife CFO suite, commercial kitchen fitness center & tenant * MIT bathroom upgrades *SBRA (Architect) headquarters with Silver LEED rating * Suffolk University classrooms

* Boston World trade Center function rooms, bathrooms and kitchen * 500 Tech Sq Cambridge 10 story complete gut and fit up * Harvard Healthcare Endoscopy suites * Starbucks
* Skipjacks restaurant * Sebastian's restaurant * Countless tenant spaces

Employer Summary

Field operations Coordinator-Northstar Project & Real Estate Development 2023-present

Responsibilities included contract, scope and logistic review and planning for Harvard University capital projects. Manage schedule, logistics, project completion and final product of general contractors, subcontractors and other vendors working in or on Harvard properties.

Division Manager-Select Spray Systems 2022-2023

Oversee operations for Select Spray Systems with annual average revenue of \$15 million. Responsibilities management of all field personal (50-60person crew), warehouse staff, office staff as well as monitor all financial reports

Vice President Of Operations-Allan Construction 2018-2022

Oversee operations for Allan Construction with annual average revenue of \$23 million. Responsibilities included management of all field personal (50-60person crew), warehouse staff, office staff; university/college projects healthcare/hospital projects financial district; occupied /sensitive spaces structural repair/rework retail/restaurant projects as monitor all financial reports

Field Coordinator-Northstar Project & Real Estate Development 2018

Responsibilities included contract, scope and logistic review and planning for Harvard University capital projects. Manage schedule, logistics, project completion and final product of general contractors, subcontractors and other vendors working in or on Harvard properties.

Construction Superintendent Garland Building Corp 2013-2018

Responsibilities include: preconstruction schedules & budget, site logistics, field layout, equipment & material scheduling, strict safety regulation, quality control, manpower management, cost controls, design review & project schedule, mechanical equipment and structural steel layout, management of 3-20 staff members, all coordination of field conditions with architect and clients, subcontractor coordination, site inspections.

Carpenter Foreman New England Finish Systems 2009-2012

Responsibilities included: supervision of 10- 50 carpenters, laborers and tapers, schedule equipment and material, field coordination with other trades, layout of all partitions, ceilings and soffits, quality control, safety, maintain project schedule and profitability.

Construction Superintendent, Turner Construction 2004-2009

Responsibilities include: preconstruction schedules & budget, site logistics, field layout, equipment & material scheduling, strict safety regulation, quality control, manpower management, cost controls, design review & project schedule, mechanical equipment and structural steel layout, management of 3-20 staff members, all coordination of field conditions with architect and clients, subcontractor coordination, site inspections.

Assistant Superintendent, Barr & Barr 2002-2004

Responsibilities included: project schedule, site logistics, field layout, equipment and material schedule, safety, manpower management, quality control, mechanical equipment layout.

Carpenter Foreman, ML McDonald 2000-2002

Responsibilities included: supervision of 10- 50 carpenters, laborers and tapers, schedule equipment and material, field coordination with other trades, layout of all partitions, ceilings and soffits, quality control, safety, maintain project schedule and profitability.

Carpenter Foreman, NE Finish Systems 1996-2000

Responsibilities included: supervision of 10-70 carpenters, laborers and tapers, schedule equipment and material, field coordination with other trades, layout of partitions, ceilings and soffits, quality control, safety, maintain project schedule and profitability.

Construction Superintendent, Payton Construction 1994-1996

Responsibilities included: subcontractor coordination, site layout, safety, quality control, coordination of field conditions with architect and client. material and equipment schedule. project schedule.

Carpenter Foreman, NE Drywall 1985-1994

Responsibilities included: supervision of 10-50 carpenters, schedule equipment and material, layout of partitions, ceilings and soffits, safety, quality control.

Carpenter, ML McDonald 1984

Responsibilities included installation of drywall systems

Education/Licenses/ Affiliations

Education/training

MA State Carpenters Training:

Welding, blue print reading, building layout, OSHA 30hr cert.,
Training. Emergency Care and First Aid Cert. Crane Signal cert.

Licenses

Boston A-2/Low No. B19102

Construction Supervisor License No. 81063

Affiliations

Member in good standing MA Carpenters Local # 328 39 years Member Poetry Society of NH 17 years

Founder of 1 in Box Poets ---Swampscott MA

Cofounder of Tide Pool Poets --Plymouth MA

36 years of volunteering in homeless shelters and soup kitchens

References available upon request



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: August 14, 2023
Subject: Appointment

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
2023 JUL 27 A 9:48

I hereby appoint, subject to your approval, the following named individual as a member of the Open Space Committee. This term will expire on September 1, 2026.

Sean Devendorf
50 Prospect Street
Newburyport, MA 01950

Sean Devendorf

50 Prospect Street
Newburyport, Massachusetts, 01950
(508) 561-3531
sseven01@gmail.com

EXPERIENCE

Tufts University

Senior Director, Annual Giving, University Advancement

Medford, MA

Mar 2015 - Present

- Manage a 19-person team responsible for university wide annual giving
- Increased annual fund achievement by 50% and increased Tufts undergraduate alumni participation rate from 19.5% to 22.1% over four-year period (FY15-FY19)
- Raise \$207M in annual fund dollars in the comprehensive Brighter World campaign, surpassing goal
- Oversee and guide a comprehensive omni-channel direct marketing solicitation strategy that includes texting, video and social media integration
- Manage a leadership annual fund alumni volunteer committee in conjunction with the former Vice Chair of the Board of Trustees
- Implemented the first university wide crowdfunding site and new digital fundraising tools including ScaleFunder, GiveCampus, Evertrue, Hustle Text and ThankView
- Help lead a multi-channel #TuftsGivingTuesday effort that yielded 9,300+ gifts and \$4.2 million in 2021– a new record for single day giving at Tufts
- Launched a Donor Experience Officer program in partnership with Evertrue in 2021 to increase the efficiency of frontline annual fund efforts and pipeline development
- Coordinate regular meetings of 8 school/unit based annual fund directors and lead new initiatives through consensus building, best practice sharing and thought leadership
- Manage a 50-person donor portfolio of high-end annual fund leadership prospects closing \$300,000-\$850,000 annually
- Partner with major and principal gift colleagues on strategy and proposals
- Regularly present to Trustees, key volunteers, alumni association leaders and administrators on annual fund progress and new initiatives
- Participate in Diversity, Equity & Inclusion initiatives including VISIONS training, Unpacking Whiteness group and book club discussions for *Just Mercy*, *Rising Class*, *All American Boys* and *Stamped from the Beginning*

Friedman School of Nutrition Science and Policy Tufts University

Director, Annual Giving/ Associate Director of Development

Boston, MA

Aug 2007 - Mar 2015

- Established a development committee for the Feinstein International Center and raised \$1M+ in two years
- Raised over \$2 million in annual fund support through integrated mail, telephone, e-mail and social media channels in conjunction with targeted personal solicitations
- Managed 26-member alumni association executive council, its 4 affiliated sub-committees and coordinated in their peer solicitation
- Solicited leadership annual fund gifts and coordinated all volunteer peer solicitation including training, identification and co-visits where needed
- Participated in 40-50 solicitations per year
- Instituted a graduating class gift program that achieved 81% class giving
- Coordinated a solicitation strategy, marketing plan, leadership committee and donor recognition program for the New Entry Sustainable Farming Project resulting in \$50,000+ annually

- Developed relationships with key alumni at corporations interested in supporting the School's work through a combination of sponsored research, grants and student support

Rumsey Hall School

Director of Alumni Relations/Associate Director of Development

Washington, CT

Jul 2003 - Aug 2007

- Executed multi-channel annual giving marketing strategy, increasing revenue and leadership gifts by 20%
- Engaged in personal and phone solicitations of up to of \$100,000 and accompanied the Headmaster on development appointments
- Analyzed and enhanced major gift fundraising through statistical analysis in Raiser's Edge
- Instituted a gift annuities program and secured a \$400,000 bequest
- Increased alumni giving by 30% and raised \$8 million as a member of a three person team
- Co-ran an annual benefit auction that consistently raised over \$300,000
- Wrote, edited, designed and took photos for the website and biannual print publication, the Rumsey Rarebits.

EDUCATION

FRIEDMAN SCHOOL, TUFTS UNIVERSITY

Graduate Certificate, Applied Positive Deviance (2012)

VASSAR COLLEGE

Bachelor of Arts, Sociology, Economics (2003)

ADDITIONAL SKILLS

Raiser's Edge 6 and 7, SunGuard Advance, Microsoft Office Suite, Adobe Photoshop CS2

VOLUNTEER ROLES

North Shore Rugby Football Club (Salem, MA); fundraising chair (2011-2015), assistant coach (2017-2019)
 Milford Performing Arts Center (Milford, MA); auctioneer (multiple years), development consultant (current)
 Vassar College, class agent, alumni admissions interviewer (current)
 Sweet Paws Animal Rescue (Groveland, MA)
 Port Parks Alliance, fundraising committee (Newburyport, MA)

SPEAKING ENGAGEMENTS AND AWARDS

Council for the Advancement and Support of Education (CASE); speaker and mentor; multiple conferences
 Donor Participation Project, founding member, volunteer and speaker
 Evertrue RAISE conference speaker
 Evertrue 40 under 40 recipient (2019)
 Ruffalo Noel Levitz Advisory Board (2017-2021)
 Association of Fundraising Professionals (AFP), Massachusetts Speaker
 Tufts Distinction Award Winner (2017)
 Collaborated on a published behavioral economics philanthropic study. [From Lab to Field: Social Distance and Charitable Giving in Teams](#)



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

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MAYOR@CITYOFNEWBURYPORT.COM

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
2023 JUL 27 A 9:48

To: President and Members of the City Council
From: Sean R. Reardon, Mayor
Date: August 14, 2023
Subject: Appointment

I hereby appoint, subject to your approval, the following named individual as an associate member of the Planning Board. This term will expire on September 1, 2026.

Jennifer M. Bluestein
190A High Street
Newburyport, MA 01950

JENNIFER M. BLUESTEIN
190A High Street, Newburyport, MA 01950
(571) 249-8909 / jenblue5617@gmail.com

PROFESSIONAL SUMMARY:

Jen Bluestein is a seasoned non-profit leader of national advocacy, campaign and strategic communications efforts who has spent more than two decades in the non-profit, philanthropic, political and media sectors. Jen's built new organizations and teams from the ground up; managed through crises and opportunities; and nurtured talent at the staff and candidate level for decades.

PROFESSIONAL EXPERIENCE:

Athena Strategy Partners (Newburyport, MA)

1/2021 - present

Principal

- Athena Strategy Partners works with individuals, organizations, and campaigns working to solve problems, seize opportunities, and make a big difference in the world.
- Athena strategy partners provides policy, advocacy, communications and political support; campaign planning & management & coalition support; strategic planning, networking & partnership support; coaching, support and training to leaders, including team building and recruiting strategies; and philanthropic and grantmaking expertise.
- Clients have included: Paid Leave for the US, The Virginia Democratic Party, Giffords: Courage to End Gun Violence, Massachusetts Restaurants United, The World Health Organization Foundation/Reid Strategies, Arabella Advisors, and others.

The Schusterman Family Philanthropies (Washington, DC)

1/2022 – 7/2023

- Lead cross-cutting policy and advocacy work at family-led foundation supporting Gender and Reproductive Equity; Educational Equity; Democracy and Voting Rights; Criminal Justice Reform, and the Jewish community.
- Supported colleagues in making early and significant investment in electoral work around abortion access post-Dobbs decision; including deep support of successful ballot initiatives in KS and MI.
- Led foundation-wide response to far right 'culture war' attacks designed to weaken democrats, equitable policy-making, and individual rights and freedoms; developed and monitored strategy, >\$20m in investments, and represented organization in leadership role at philanthropic collaborative including multiple other major funders raising and catalyzing ~\$16m to fight censorship, curriculum and book bans, attacks on publishers and librarians, etc.
- Provide guidance to staff and SFP leadership around policy and advocacy strategies, metric setting and measurement; provide perspective and political judgment across all institutional priorities.

NARAL Pro-Choice America (Washington, DC)

6/2019 – 1/2021

Managing Director

- Responsible for performance of Program, Development, Research & Communications, and Human Resources. Direct Reports include Chief Research & Communications Officer, Chief Campaigns and Advocacy Officer, Chief Development Officer, and the Vice President for Human Resources.
- Responsible for enterprise-wide efforts including stewarding Diversity, Equity and Inclusion Efforts, strengthening internal communications, and revisioning of internal culture and processes. Launched Diversity, Equity and Inclusion and Continuous Improvement Committees.
- Oversaw overhaul of recruiting, hiring and onboarding practices to align with diversity and equity goals; the majority of staff hired during my tenure have been non-white or bi-racial, and 50% of the leadership staff hired have been Black women.
- Oversaw March 2020 transition to fully remote organization & program and development shifts necessary for operating during Covid-19.
- NARAL has a staff of 112 in 10+ states and a cycle budget of \$32 million for 2020

The Bill and Melinda Gates Foundation (Washington, DC & Seattle, WA)

3/2013 – 7/2020

Deputy Director, US Policy, Advocacy, and Communications (PAC)

8/2014 – 7/2020

- Staff and manage new team of 11 FTE + consultants dedicated to providing cross-cutting policy, advocacy, and communications towards BMGF US efforts to drive economic and social mobility through k12 education, post-secondary education, early learning, and poverty alleviation.
- Team portfolios include Civil Rights & Equity; high & consistent standards; strategic analytics; communications and media grantmaking; and the launch of a new Early Learning policy & advocacy strategy.
- Lead team in identifying & pursuing new advocacy tactics: digital capacity building; public-facing research; analytics portfolio.
- Liaison to key internal partners including the Office of CEO, Pivotal Ventures, and BGC3, as well as key external partners including other philanthropies, political entities.
- Work closely with other funders of policy and advocacy, including \$30m budget donor collaborative.
- Provide ongoing consultation and guidance to Gates Foundation leadership around political risk & opportunity & participate in working groups in support of numerous high-stakes, high-profile Gates Foundation investments.
- Beginning 2016, consolidate communications functions for all US Programs into new team of 10; co-lead process of laying out five year PAC plan for new K12 education strategy; commence major digital communications analysis & investment project.

Senior Program Office, US Policy, Advocacy, and Communications

3/2013 – 8/2014

- Manage portfolio of grantees focused on creating political and public will for positive changes to K-12 public education including teacher voice groups and diverse national organizations;
- Lead effort to build multi-state & national coalition in support of the implementation of Common Core State Standards; including drafting strategy and assessing risk, recruiting consultants, and assembling coalition; co-lead internal cross-team working group focused on protecting the CCSS; supervise build-out and use of sophisticated modeling and tracking systems to monitor legislation and public opinion related to standards & assessments;

Giffords: Courage to End Gun Violence (Washington, DC and Tucson, AZ)

2/2013 – 7/2013

Senior Advisor

- Recruited by former Congresswoman Gabrielle Giffords and retired astronaut and US Navy Capt. Mark Kelly to launch and support the efforts of their new organization to reduce gun violence, Americans for Responsible Solutions (now known as Giffords: Courage to End Gun Violence).
- With Executive Director, articulate strategic vision for organization and identify key opportunities for Giffords and Kelly to use their voices effectively, including coalition opportunities, legislative priorities and testimony, op-eds and interviews, earned media appearances, and media partnerships;
- Directed Communications and media, including message development, media training, recruiting and hiring of consultants and press secretary;
- In ongoing consultative role (7/2013-present), provide political and organizational counsel and co-author opinion pieces in the *New York Times*, *Washington Post*, *Glamour*, *USA Today*, and other outlets.

EMILY's List (Washington, DC)

5/2010 – 2/2013

Director, Communications and Research

- For two cycles, supervise research and communications for one of the country's largest political organizations, supporting pro-choice Democratic women nationally and locally; serve on leadership team and provide strategic advice and perspective to President and Board of Directors; liaise with external political, advocacy, and academic partners.
- Rebuilt team of 8-10 plus multiple consultants to expand focus from campaign services to include new priorities around EMILY's List's mission and growth: increased membership, visibility and effectiveness of institutional messages, and brand awareness.
- Co-manager of major national donor research and branding project; also led major research effort, The Impact Project, assessing last six cycles of EL activity and impact of EL work as well as impact of EL women in office in key policy areas over the last three decades. Impact Project deliverables contributed to key messaging for EL at the consumer and partner level.
- Launched multiple public affairs campaigns including *Sarah Doesn't Speak For Me*, framing Sarah Palin's political agenda and mobilizing members to take action on behalf of prochoice Democratic women candidates. Campaign

expanded EMILY's List membership and small dollar donor pool, received saturated media coverage and won the 2011 "Pollie" Award for best use of comedy.

- In 2011, created the *Stop the War on Women* campaign, which provided an overall framework for EL's strategic goals for the 2012 cycle, raised \$250,000 in small donations in its first month, and added more than 400,000 new members to the EMILY's List community.
- In 2012, created and implemented new message framework for use across organization. *WHY 2012: Women's Historic Year* highlights the record number of EMILY's List members, record number of women candidates, and record amount of money raised for women and led to growth to 2.4 million members. EMILY's List candidates won decisive victories in 2012, yielding the highest number of women in congress in history at that time.

Teach For America (Washington, DC)

4/2006 – 5/2010

Vice President, Political Leadership and Policy and Advocacy Leadership Initiatives (The Public Leadership Initiative)

- Founded two high-profile initiatives designed to engage Teach For America's then 25,000 alumni and corps members in politics, policy, advocacy and organizing;
- Supervised staff of seven and designed and implemented structure providing direction and support to Executive Directors and Directors of Alumni Affairs in 35 regions. Worked closely with communications, public affairs, legal affairs, program, and development teams.
- Created national tracking system based on indicators of political interest and experience; created bi-weekly regional dashboard to track progress of alumni through the "political pipeline" in all regions.
- Between 2006-2010, increased the number of alumni in elected office from 6 to 41 and quadrupled the percentage of alumni who plan to pursue political leadership.
- Established and managed partnerships with key external stakeholders including training organizations, funders and foundations, professional and trade associations, and labor unions.
- Founded affiliated 501(c)4 organization, Leadership for Educational Equity (LEE), recruiting over a quarter of eligible members in first year and establishing interactive website with robust social networking component. Open rates of weekly LEE email were higher than all comparable Teach For America subscriptions;
- Represent leadership initiatives at board meetings and all internal contexts; represent Teach For America externally at political and advocacy conferences and dialogues.

DATA (Debt, AIDS, Trade, Africa)/The ONE Campaign (Washington, DC and NY)

11/2002 – 12/2004

Tour Director, Heart of America: Africa's Future and Ours

- Planned, managed, and supervised promotion of seven-day, seven-state bus tour founder Bono, actors Ashley Judd and Chris Tucker, and African performers and activists, promoting Americans' historic opportunity to change history in Africa, working to inspire the 1/2013 announcement of the Presidents' Emergency Plan for AIDS Relief.
- Responsible for grassroots and elite events, press opportunities and editorial board meetings, and large town-hall events featuring elected officials at the state, local, and federal level, international figures including Lance Armstrong and Warren Buffet, and local activists. Supervised 38 people including DATA staff, principals, advance team, press and technical staff traveling through Nebraska, Iowa, Illinois, Indiana, Ohio, Kentucky, and Tennessee.
- Tracked progress and reported out to funders, congressional and White House allies, local and national partners.

Consultant, Communications and Advocacy

- Provided communications and advocacy strategy in additional states, including WA, MA, GA, NY, and FL
- Participate in 2004 Democratic National Convention strategy, including events with Bono
- Lead planner of DATA visit coordinating with the Martin Luther King, Jr. Center's Salute to Greatness Awards, including visit to Ebenezer Baptist Church and other grassroots/grasstops strategies

Howard Rubenstein Communications (NYC)

1999 – 2001

Vice President

- Clients included Talk Magazine, The New Republic Magazine, Gotham Magazine, The State of Israel/Ministry of Foreign Affairs, Miramax Films, The Robin Hood Foundation, Phoenix House, The Asian American Business Development Center, The Lower East Side Tenement Museum, the Whitney Museum of American Art, the American Museum of the Moving Image, the Downtown Brooklyn Council, and the Mayor's Office, among others.

Vice President, Publicity and Special Projects, Harper's Magazine

1998

Senior Publicist, The New Yorker Magazine	1997
Press Secretary, NYC Schools Chancellor Rudolph F. Crew	1996
MassChoice (now NARAL Pro-Choice Massachusetts)	1994

CAMPAIGNS:

Fernando Ferrer for Mayor (NYC, NY) 2005

Deputy Campaign Manager/Communications Director. Supervised ten direct reports in communications, press, research, policy, scheduling, and advance; Candidate won the four-way primary to become first Latino mayoral nominee of the Democratic Party in NYC.

Cory Booker for Mayor of Newark (Newark, NJ) 2001 – 2002

Communications Director. Responsible for message development and strategy and all daily press interactions, interacting closely with policy, legal, fundraising and field teams, as well as primary aide to candidate for speechwriting and debate preparation and served as a liaison to high-profile local and national surrogates. Candidate received coverage on the Today Show, CNN, FOX, ABC, CBS, NPR, The Economist, the Washington Post, the Wall Street Journal, the New York Times magazine, and Business Week, in addition to local NJ and NY media; endorsements from Newark Star Ledger, NY Post, and NY Times.

Betsy Gotbaum for Public Advocate (New York, NY) 3/2001 – 1/2002

Deputy Campaign Manager/Communications Director. Supervised communications, press, research, scheduling, advance; liaison to fundraising and media consultants. Candidate received the endorsement of the New York Times, the Daily News, Newsday, and the Queens Tribune. Co-lead campaign's response to September 11th attacks; coordinating with city and state agencies and NGOs to establish priorities for Public Advocate's office. Candidate finished first in a five-way primary, first in a run-off primary election, and first in the general election, and was the highest ranking female elected official in NYC's history.

Howard Rubenstein Communications (NYC)

1999 – 2001

Vice President. Clients included Talk Magazine, The New Republic Magazine, Gotham Magazine, The State of Israel/Ministry of Foreign Affairs, Miramax Films, The Robin Hood Foundation, Phoenix House, The Asian American Business Development Center, The Lower East Side Tenement Museum, the Whitney Museum of American Art, the American Museum of the Moving Image, the Downtown Brooklyn Council, and the Mayor's Office, among others.

EDUCATION:

AB, Bryn Mawr College, Bryn Mawr, PA. Double Major in English and Art History

Boards and Other Affiliations:

President's Advisory Council, Bryn Mawr College, 2016—2019.

Founding Board Chair, 1996- 2007, Housing Works Used Book Café, NY, NY.

Former Board member, 826 NYC, Brooklyn, NY.

Former steering committee member, Women's Leadership Forum Network of the DNC, 2003-2004

Former Trustee, Commonwealth School, Boston, MA

One of Elle Magazine's "Eight Women with Extraordinary Careers" and featured in the New York Observer's "Thirty Five Most Powerful People in New York Under 35".



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

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
2023 JUL 27 A 9:48

To: President and Members of the City Council
From: Sean R. Reardon, Mayor
Date: August 14, 2023
Re: Appointment

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

Madeleine Whitten
150 State Street
Newburyport, MA 01950

MADELEINE WHITTEN



Madeleine Whitten
150 State Street
Newburyport, MA
Letter of Interest

To Whom it May Concern,

I am interested in becoming a member of the Newburyport Public Library Board of Directors.

I grew up in the south end of Newburyport in the 80's and 90's and have fond memories of walking to the library with my mom and coming home with my bag full of treasures. When my husband and I moved back to Newburyport 10 years ago and I was an anxious new mom, the "library babies story time" was a weekly high point when I would get out of the house, meet other moms and watch our babies delight in Miss Allison's songs and stories. Living just up the street from the library my daughters and I still visit the library at least once a week and it has been a joy to share my love of reading with them!

When this opportunity came up to be on the Library Board of Directors I felt excited for a different way to support and give back to a community institution that has provided me and my family with so much: from countless hours spent reading to gaining new information, to friendship and community connection. I bring my therapist training and ability to listen actively and use open-minded, creative, big picture thinking. The public library is such a special part of Newburyport and I would love to be one of those who works to keep it a thriving, invaluable resource.

Sincerely,

Madeleine Whitten

MADELEINE WHITTEN



ABOUT ME

Life long Newburyport resident, my favorite activities around town are biking the rail trail with my family, taking dance and yoga classes at the Tannery, attending Theater in the Open performances and Newburyport Chamber Orchestra concerts, going to Plum Island and picking up new books at the Library.

EXPERIENCE

North Shore Counseling Center / Therapist
2023 - Present, Beverly, MA

Ferreras Counseling and Wellness / Counseling Intern
July 2022 - June 2023, Lawrence, MA

Rooted Wholistic Care / Community Resource Advocate
October 2020 - October 2022, Danvers, MA

Sweet Annie Floral Design / Floral Designer
September 2017 - August 2020, Newburyport, MA

EDUCATION

Cambridge College / M. Ed. Mental Health Counseling
September 2020 - June 2023, Boston, MA

VOLUNTEERING

Parent volunteer at Bresnahan
Elementary School and River Valley
Charter School

Greater Newburyport Families Club
2014-2020



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

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
2023 AUG -9 A 8:28

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: August 14, 2023
Subject: Appointment

I hereby appoint, subject to your approval, the following named individual as a member of the Human Rights Commission. This term will expire on September 15, 2026.

Sara A. Welch
209 Merrimac Street
Newburyport, MA 01950

Sara A. Welch, MSW, LCSW

209 Merrimac Street, Newburyport, MA 01950

Tel. (508) 725-4025

EDUCATION:

Simmons College of Social Work, Boston, MA

Post-Graduate Clinical Certificate Program in the Relational & Multi-contextual Treatment of Trauma, 2011 – 2012

Salem State College, Salem MA

MSW, 1998-2002

University of Massachusetts, Amherst MA

B.S. Psychology, 1979 – 1981

Northern Essex Community College, Haverhill MA

A.A., 1977 – 1979

EXPERIENCE:

Massachusetts Department of Children and Families

Area Program Manager, 2014 - 2021

Provided leadership and clinical consultation to all levels of area staff. Oversaw all clinical and case management activities related to screening and investigation, which includes child removal decisions and processes, safety and risk assessment, crisis intervention, and permanency planning. Participated in the hiring and training of new employees, as well as in the professional growth and development of the area staff. Collaborated with other state agencies and community organizations in the shared provision of services to clients.

Supervisor – Short Term Stabilization Unit (“STS”), 2012 – 2014

Supported, guided, and coached STS social workers with clinical case practice activity that included solution focused intervention, signs of safety, focused assessment, and family engagement in order to stabilize and strengthen parental capacity and increase safety.

Supervisor, 2008 – 2012

Supervised six social workers who provided ongoing protective case management to children and families, assessed danger and safety in order to protect children and strengthen families, secured supportive services in order to minimize risk, ensured that the practice is culturally competent, strength based, child driven, family focused, and ensured that mandated tasks are completed in a timely manner.

Investigator, 1993-2008

Investigated reports of child abuse and neglect, assessed risk, conducted crisis intervention, prepared court reports & testimony, coordinated with law enforcement, medical personnel, school personnel to protect children and maintain families.

Emergency Response Worker, 1995-1999

Responded on after-hours and on-call basis to investigate emergency reports of child abuse and neglect.

Ongoing Social Worker, 1990-1993

Conducted direct social services, including ongoing case work, crisis intervention, assessment, and information referral.

Greater Lawrence Community Action Council, Inc.

Project Director for Lawrence Housing Authority Residents, 1986 – 1990

Administered program, which included fiscal management, grant writing, contract negotiations, staff training and development. Coordinated client services, such as family and individual counseling and case management. Helped develop opportunities for underprivileged children to experience a summer camp program through the solicitation of private donations and public funds.

Assistant Project Director, 1984 – 1986

Supervised four caseworkers and service planning. Facilitated parenting group, family and individual counseling. Coordinated public housing tenant councils.

Caseworker, 1982 – 1984

Conducted ongoing case work, service planning, and family and individual counseling.

Harvard Law School, Criminal Justice Institute

Clinical Social Worker (intern), 2001 – 2002

Assessed emotional functioning, mental status, and service needs of juvenile and adult criminal defendants as part of a comprehensive, multi-disciplinary, legal defense team. Developed alternative plans to incarceration.

Department of Children and Families

Adoption Intern (intern), 1999 – 2000

Selected prospective adoptive parents and prepared adoptees and parents for successful transition process.

OTHER EXPERIENCE

Fatherhood Executive Leadership Team (“FELT”)

Spearheaded the state-wide initiative in the Haverhill office with the goal of improving wellbeing of children by providing support to fathers and social workers in increasing fatherhood engagement. Introduced the **Nurturing Fathers’ Program**, a thirteen-week course for fathers aimed at developing positive fatherhood practices.



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

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2023 AUG 10 P 6:29

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: August 14, 2023
Subject: Appointment

I hereby appoint, subject to your approval, the following named individual as a member of the Human Rights Commission. This term will expire on September 15, 2026.

Nancy Kreusser
11 Bowlen Avenue
Newburyport, MA 01950

A handwritten signature in black ink, appearing to read 'S. R. Reardon'.

Nancy Kreusser 11 Bowlen Avenue Newburyport, MA 01950 c: 978-417-9564
nkreusser@gmail.com or nkreusser@newburyport.k12.ma.us

English Learner Teacher September 2015- Present

Newburyport Public Schools

Grades 4-8/Teach English Learner students: Newcomers-Advanced

Coordinate Former English Learner meetings with teachers at Nock and Molin

Collaborate with Nock and Molin teachers regarding EL students:

Collaboration includes academic and content vocabulary in

Math, Science, Social Studies and English Language Arts.

Attend and participate in IEP meetings of FELs and current EL students

Teacher Leader/ESL Spring Camp: collaborate on curriculum, organize materials (purchase, set up).

Family Engagement of English Learner students- an ongoing professional priority

Member of: MATSOL, District EL department, Molin EL Team, Nock EL Team, EL Parent Group

Attend: Monthly Human Rights Commission meetings in Newburyport, member of the Holocaust Remembrance event activity for January 2023, member of Iftar committee 2023

Certified WIDA ACCESS and Screener administrator

Professional Teacher Status

Instructional Assistant December 2006 - June 2015

Newburyport Public Schools

Kindergarten, Middle School/Grades 6-8

Marketing Communications and Sales

Financial Services Industry

Eaton Vance Corp.-1987-1993

Education

Gordon College: Masters in Education /ESL certification K-12/2016

SEI endorsement

Professional Development beyond Masters in Education: 43 graduate credits earned to date

University of New Hampshire: Bachelor of Arts in Sociology/1981

Harvard Extension School- Admin and Management Certification Coursework

Other

Newburyport Education Foundation/former board member/2008-2011

Human Rights Commission/regular guest attendee/2022-present



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RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
2023 JUL 27 A 9:48

To: President and Members of the City Council
From: Mayor Sean R. Reardon
Date: August 14, 2023
Subject: Re-Appointment

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

Richard A. Eaton
4 Horton Street
Newburyport, MA 01950



Richard A. Eaton

4 Horton Street, Newburyport, MA 01950
Reaton630@yahoo.com/978-973-1411

Experience

Newburyport Five Cents Savings Bank, Newburyport, MA

President & CEO

Treasurer

Education

Bentley University, Waltham, MA BS in Accounting



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

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
2023 JUL 27 A 9:48

To: President and Members of the City Council
From: Sean R. Reardon, Mayor
Subject: Re-Appointment
Date: August 14, 2023

I hereby re-appoint, subject to your confirmation, the following
named individual as a member of the Zoning Board of Appeals.
This term will expire on February 28, 2026.

Gregory L. Benik
15 Woodland Street
Newburyport, MA 01950

Gregory L. Benik

15 Woodland Street
Newburyport, MA 01950
E-Mail: gbenik@jreri.com
(401) 480-2782

December 2, 2020

Hand Delivered

The Honorable Donna D. Holaday
Mayor of the City of Newburyport
60 Pleasant Street
Newburyport, MA 01905

Re: Newburyport Zoning Board of Appeals

Dear Mayor Holaday:

Please accept this request to be considered for the open position on the Newburyport Zoning Board of Appeals. I have included my CV with this letter.

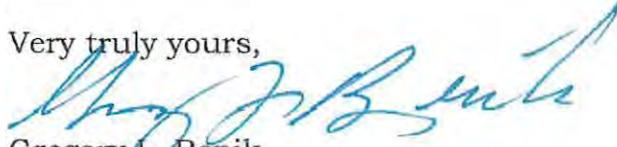
Although a relatively new member of the City (my wife, Tina, and I moved here in the fall of 2018), I have been impressed by the community's energy and commitment to good government.

Given my background and experience, I believe I would be able to make a positive contribution to the Zoning Board's important work. Specifically, as a real estate and environmental lawyer with over 40 years' experience, I have represented numerous clients before local zoning, coastal zone, wetlands and planning boards and commissions, as well as federal and state environmental and land use authorities. Particularly relevant is my previous appointment to the Providence Capital Center Commission. The Commission is responsible for the development- in accordance with its Design and Development Standards- of a 79-acre redevelopment in the heart of downtown Providence.

Thank you for your consideration.

Please let me know if you have any questions.

Very truly yours,



Gregory L. Benik

Gregory L. Benik, Esq.
15 Woodland Street
Newburyport, MA 01950
gbenik@jreri.com

Gregory L. Benik is a nationally recognized land use, environmental and energy attorney with over 40 years' experience. Mr. Benik is currently Executive Vice President and General Counsel at Homeland Fuels Company, LLC where he is responsible for its legal and regulatory activities. Homeland Fuels is an innovative energy company that utilizes advanced conversion technologies to process renewable cellulosic biomass feed stock into synthetic, ultra- clean transportation fuels.

During his legal career in private practice, Mr. Benik represented major chemical, pharmaceutical, real estate, manufacturing, utility and energy companies and has obtained extensive experience and expertise in siting, developing and permitting complex energy and infrastructure projects. His experience includes extensive involvement in the siting, development and permitting of gas and coal-fired power plants, LNG facilities, hazardous and solid waste incinerators, and natural gas and water pipelines.

Prior to joining Homeland, Mr. Benik was a partner at Nixon Peabody LLP and formerly a partner and co-chair of the National Environmental Practice Group at Holland & Knight LLP. He also currently represents a limited number of long-term clients through his practice with Benik & Associates P.C.

Mr. Benik has been involved with not- for- profit organizations for over 30 years, most recently serving on the Board of Directors of Social Venture Partners (Boston, MA). His prior not for profit experience includes serving on the Boards of the Providence Capital Center Commission, The Providence Foundation, Goodwill Industries of RI and Festival Ballet of R.I.

During his career, Mr. Benik has been recognized by numerous professional peer review organizations, including The Best Lawyers in America, The International Who's Who of Environmental Lawyers, and Who's Who Legal: USA. He also received the ACLU (RI Chapter) Civil Libertarian of the Year Award for his work on behalf of death row inmates.

Mr. Benik received his A.B. from Lafayette College and his J.D. from Case Western Reserve Law School.



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: August 14, 2023

Subject: Re-Appointment

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
2023 JUL 27 A 9:48

I hereby re-appoint, subject to your confirmation, the following named individual as a member of the Zoning Board of Appeals. This term will expire on March 31, 2026.

Walter Chagnon
43 Lime Street
Newburyport, MA 01950

Walter J "Bud" Chagnon

43 LIME STREET, NEWBURYPORT, MA 01950

E-MAIL: BUDCHAGNON@GMAIL.COM

PHONE 781-248-3505

CIVIC

- Newburyport, MA Zoning Board of Appeals, 2020 to present
- Chelmsford, MA Zoning Board of Appeals, 2011 through 2017
- All Saints Church, Chelmsford, MA, Finance Committee, 1997 through 2010

PROFESSIONAL HIGHLIGHTS

- More than 30 years of experience in the Power Industry
- Developed and led new organizations within GE to capture expanding markets.
- Successfully integrated a controls services business following the acquisition of Woodward Controls.
- Successfully managed and grew the service business in New England across gas, steam and hydro segments.
- Installed, operated, and maintained new gas turbines plants in several countries, including Saudi Arabia, Egypt, Algeria, Libya, Valenzuela Spain, Taiwan, and Canada.
- Provided engineering design services on several large power system modernization projects.
- Strong customer centric mindset.

CORE ACCOMPLISHMENTS

Experience in projects including mechanical systems, electrical and hydraulic upgrades, with digital controls and automation.

Sales responsibility for New England Power Controls business. Met or exceeded assigned annual budget for seven consecutive years, 2006 through 2013.

Success as Integration Manager for newly acquired aftermarket controls business. Developed business plan, organization, and strategies to grow the installation services business for control and excitation retrofits. Business segment grew 5X over an eight year period.

Project Manager for large short-cycle power generation installation project. Managed all engineering, labor, and installation contractors to install 160MW of gas turbine utility units at a greenfield site. The short cycle project was from award of contract, to all contractual MWs operating in 60 days.

AWARDS RECEIVED

GE Energy Sales, Regional Excellence Award, 2010, 2011, and 2012
GE Energy Services, Regional Managerial Awards, 1988, 1992, 1998
GE Energy Services, General Manager's Excellence Award, 1997
GE Energy, CEO GE Energy, Engineering Award, 1997

PROFESSIONAL EXPERIENCE

Various positions within General Electric Power Systems

EDUCATION

University of Massachusetts, Amherst, MA. BS Mechanical Engineering

REFERENCES AVAILABLE UPON REQUEST

END OF CONSENT AGENDA

BEGINNING OF REGULAR AGENDA

**APPOINTMENTS
SECOND READING**

Second Reading Appointments

August 14, 2023

- APPT00417_07_10_2023 Charles G. Burkhart 23 Pleasant St. Trust Fund Comm. 8/1/2026



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

RECEIVED
CLERK'S OFFICE
NEWBURYPORT, MA
2023 JUN 30 A 9:36

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: July 10, 2023
Subject: Appointment

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

Charles G. Burkhart
23 Pleasant Street, Unit 307
Newburyport, MA 01950



CHARLES G. BURKHART

603-553-6376 cgburkhart@me.com 23 Pleasant St, Unit 307, Newburyport, MA 01950

Profile

Ability to work in fast paced environment. Effective time management and problem solving skills. 22 years retail experience. Strong customer service skills.

Experience

City of Newburyport. Newburyport Police Station Facilities Manager March 2022-present

All aspects of building maintenance, repairs and renovations.

Anna Jacques Hospital, 25 Highland Ave, Newburyport, MA 01950. March 2021-March 2022

Environmental Services/Housekeeping. Maintain hallways, common areas and public restrooms. Polish floors. Clean and disinfect Covid rooms, ICU, and Cardiac care. Interact with patients

JCPENNEY CORPORATION, 210 ANDOVER ST, PEABODY, MA 01960 1998 – MARCH 2021

Visual merchandiser. Recommended, selected and helped locate merchandise based on customer needs and desires. Execute planograms. Communicated all merchandise needs or issues to appropriate manager. Determined appropriate floor space needs for each home/store category and allocated space accordingly. Directed merchandising plans for seasonal product as needed; emphasized imperative Holiday gift-giving timeframe. Supported all teams while colleagues were on personal leave and ensured business needs were met while handling new challenges; received positive feedback during that time and quarterly department

SHEAR IMAGE HAIR SALON, DRACUT, MA 1995-PRESENT

Multicertified hairstylist with a passion for delivering hair artistry and service excellence exceeding client expectations. Blend creativity, vision and skill with strengths in achieving custom cut, color and design solutions meeting client needs

Education

Bradford College, Bradford MA – BFA - 1993

Middlesex Community College, Lowell MA Associates Degree - 1991

Middlesex Community College, Lowell MA Certificate in Small Business Management 1997

References available upon request

ORDERS

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

August 14, 2023

MEMO

Dear Councillors,

Through the work of the Newburyport Commission on Disabilities, the City has been offered the gift of a floating beach wheelchair. The idea is that this wheelchair would be stored on PI and made available to borrow to those who may need it. There are some stipulations that come with the donation that are shown in the attached order.

Working with the Mayor and Staff, the gift and its stipulations have been reviewed and can be met:

- The chair will be stored in the shed on Plum Island under the care and supervision of the Harbormaster.
- The requested sign (see Donor conditions in the Order) can be placed on the same shed.
- There is already running water via the restrooms on the island to rinse the chair.
- During the season, there are Harbormaster staff on site tending to the parking lot and they can assist with retrieving the chair for anyone wishing to use it.
- The NCOD has indicated a willingness to allocate the \$75 from its funds each year to care for the chair.
- In the future, an online reservation system may be implemented. In the meantime, if someone wishes to reserve it ahead of time, they can contact the Harbormaster's office directly by phone or email.

This gift acceptance comes with an emergency preamble. This gift was offered to the City on July 7th, 2023. There was insufficient time to create a plan between that Friday and the Council meeting that occurred on the 10th. This meeting (August 14th) is the next opportunity and by utilizing an emergency, the Chair can become available for as much of the current season as possible, as opposed to likely waiting to next year. Your consideration is appreciated.

Respectfully,

Sharif Zeid
Ward 1 City Councillor

August 14th, 2023

THAT, The CITY COUNCIL of the City of Newburyport accepts the following gifts and donations in accordance with M.G.L. Chapter 44, Section 53A:

Donor: SMILE Mass

About Donor: SMILE Mass is a 501 (c)(3)
Based in Sudbury, MA
On the web: <https://smilemass.org/>

Gift: Floating Beach Wheelchair

Purpose: To enhance accessibility of the beach

Donor Conditions:

- Beach must be accessible and have handicapped parking
- Town must be willing to put up a sign recognizing the donation from SMILE Mass. It is the size of a handicapped parking sign (sample sign is attached from a prior donation)
- Beach must have storage to hold the beach wheelchair
- Beach must have lifeguards/staff, to not only help with the maintenance, but also to help facilitate the use of the beach chair to many beach goers
- Beach must have running water to rinse off the chair daily
- Town must be willing to allocate \$75 per year, after the initial one-year warranty expires, to purchase replacement parts, if needed. Many towns have the Commission on Disability budget cover this cost.

Councillor Sharif I. Zeid

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

August 14, 2023

THAT, The CITY COUNCIL of the City of Newburyport accepts the following gifts and donations in accordance with M.G.L. Chapter 44, Section 53A:

Donor: Milliman, Boston Office
501 Edgewater Dr,
Wakefield, MA 01880

Gift: Various Pieces of Furniture (estimated value \$4,000)

Purpose: Donation of surplus furniture for use by City departments:

- 4 Captains' Chairs
- 3 Drawer Horizontal File Cabinet
- 4-foot Round Table
- 1 Conference Room Chair
- 2 Conference Room Chairs
- 1 5-foot Wood Grain Shelves
- 1 3-Drawer File Cab Horizontal Cabinet
- 3-Drawer Horizontal File Cabinet
- 2 4-Drawer Beige File Cabinets
- 3 Narrow Lockers
- 1 Wooden Coffee Table
- 4-foot Round Table
- 1 4-Drawer Vertical File Cabinet
- 1 2-Drawer Wood Grain Credenza

Councillor Sharif I. Zeid

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

August 14, 2023

THAT, The CITY COUNCIL of the City of Newburyport accepts the following grant in accordance with M.G.L. Chapter 44, Section 53A:

Grantor: Commonwealth of Massachusetts

Agency: Executive Office of Energy and Environmental Affairs

Program: Municipal Vulnerability Preparedness (MVP) Action Grant

Amount: Grant Award: \$191,377
Local Match: \$79,261 (in-kind staff time)
Total Project Cost: \$270,637

Purpose: Climate Resilient Newburyport: Community Collaboration & Capacity Building Project

Councillor Sharif I. Zeid



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

To: President and Members of the City Council
From: Mayor Sean R. Reardon
Date: August 7, 2023
Subject: MVP Action Grant Award

The City of Newburyport has been awarded a Municipal Vulnerability Preparedness (MVP) program Action Grant from the Commonwealth of Massachusetts' Executive Office of Energy and Environmental Affairs (EOEEA). The total funding is for \$191,377 (FY'24: \$130,922; FY'25: \$60,455) for the project titled "Climate Resilient Newburyport: Community Collaboration & Capacity Building Project."

A key element of Newburyport's 2020 Resiliency Plan, which builds upon the City's 2018 MVP planning process, is community education and engagement. The overarching objective of Climate Resilient Newburyport: Community Collaboration & Capacity Building Project is to seed and cultivate connections between individuals, local community-based groups, and local government that result in sustained public advocacy for Newburyport's Climate Resilience plan.

Through this project, we will create an intentional community-wide education and outreach effort that will strengthen Newburyport's social resilience. It will empower community members to take ownership of their part of the climate change puzzle, leading to a greater understanding and buy-in of future climate mitigation and adaptation measures. By increasing citizen knowledge of local climate resilience issues, as well as engaging in dialogue with city government leaders on specific actions they can take, we are better positioning Newburyport to withstand future climate impacts.

Project Components include:

- 26 Community Partner Climate Action Projects
- Community Forums for Action
- City Government "Leadership Climate Dialogues"
- Greater Newburyport Green Expo (FY2025)
- Newburyport Climate Resilience Communication Strategy (including community engagement development and materials)

Project Budget Summary

Total Grant Request: \$191,377

Total Match: \$79,261 (in-kind staff time)

Total Project Cost: \$270,637

The project start date is on or about September 1, 2023 and it will end on or about August 31, 2025. Julia Godtfredsen and Molly Ettenborough will be the staff who will oversee this grant. Their time spent on the project will serve as the local match for the grant. Members of the Resiliency Committee (Jane Healey and Sarah Tappan) will also be contributing to the project.

Given that there was no regular meeting at the end of July, we would kindly ask that the City Council suspend your rules such that this measure can be approved in one reading so that we may notify the state and sign the grant agreement.

Thank you for your consideration.

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

August 14, 2023

THAT the City Council of the City of Newburyport authorizes the payment of the following prior year bills in accordance with M.G.L. Chapter 44, Section 64:

Department	Vendor	Amount
DPS-Water	Alpha Analytical	\$1,212.82
DPS-Water	CD US Solar/Brookfield	\$15,262.32
DPS-Sewer	CD US Solar/Brookfield	\$45,786.98
DPS-Highway	Amazon	\$199.99
DPS-Highway	Occupational Health Services/AJH	\$206.00
DPS-Highway	The Home Depot Pro	\$83.54
DPS-Highway	Pennyworth's	\$2,716.17
DPS-Highway	Ameresco	\$2,773.24
DPS-Highway	Creative Touch Designs	\$306.20
DPS-Parks	ArcSource	\$242.28
Fire	Ronald Goss	\$42.42
Fire	National Grid Gas	\$294.65
Police	Caswell Mechanical	\$1,744.14
Police	MA Juvenile Police Officers Assoc.	\$329.00
Police	Clipper City Car Wash	\$1,248.00
Harbor	West Marine	\$1,042.90
Total:		\$73,490.65

Councillor Sharif I. Zeid



CITY OF NEWBURYPORT
FINANCE DEPARTMENT

60 PLEASANT STREET
NEWBURYPORT, MA 01950
PHONE: 978-465-4404

WWW.CITYOFNEWBURYPORT.COM/FINANCE

SEAN R. REARDON
MAYOR

ETHAN R. MANNING
FINANCE DIRECTOR/CITY AUDITOR

To: President and Members of the Newburyport City Council

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

Date: August 8, 2023

Subject: Approval to Pay Prior-Year Bills

City Council approval is being requested for the payment of prior-year bills totaling \$73,490.65, in accordance with [M.G.L. c. 44, § 64](#). These bills pertain to FY2023 and were either not encumbered by their respective departments by the statutory deadline of July 15th or lacked sufficient appropriations at year-end for payment. All these bills will be debited against the appropriate department's FY2024 operating budget. A two-thirds majority affirmative vote from the City Council is necessary to authorize payment.

The Finance Department diligently collaborates with city departments to ensure the establishment of encumbrances and purchase orders (POs) that facilitate the settlement of un-invoiced goods or services from the previous fiscal year. The Department of Public Services has contributed a number of these outstanding prior-year bills, a trend attributed to changes in managerial and administrative staff. In tandem with the newly appointed DPS leadership, including the new Business Manager, the Finance Department is actively working to ensure that all purchasing controls are adhered to and is making updates to our policies as necessary.

Thank you for your consideration.



F423

Invoice Number: 785334
Invoice Date: 12-JUL-23
Report Due: 30-JUN-23
Account Number: NEWBURYPORT
Receive Date: 16-JUN-23

Alpha Job #: L2334597
Quote #:
Payment Terms: Net 30
P.O. Number:

Invoice To:

City of Newburyport
7 Spring Ln.
Newburyport, MA 01950

Report To:

Mr. Tom Cusick
Newburyport Water Works
7 Spring Lane
Newburyport, MA 01950

Project Number:
Site:

Alpha Contact: Jennifer Byrnes
Project Manager: Mr. Tom Cusick

Matrix	Description	Unit Price	Quantity	Total Price
WATER	Dissolved Iron - EPA 200.7	16.00	5	80.00
WATER	Dissolved Manganese - EPA 200.7	16.00	5	80.00
WATER	Ammonia Nitrogen - SM 4500	31.20	5	156.00
WATER	Nitrate Nitrogen - SM 4500	31.20	5	156.00
WATER	600 Dissolved Metals Prep	19.20	5	96.00
WATER	Total Kjeldahl Nitrogen - SM 4500	48.80	5	244.00
WATER	Total Organic Carbon - SM 5310	48.80	4	195.20
WATER	Total Suspended Solids - SM 2540	20.80	5	104.00
MISC	Sample Disposal Fee	3.40	5	17.00
MISC	Energy & Inflation Surcharge Fee (7.5%)	84.62	1	84.62

VENDOR #: 2701 PO #:
ACCT #: 60450002-53031
AMOUNT: \$ 1212.82
SIGNATURE: [Signature] ADD
DATE: 7/18/23 DPS



Total Amount Due: \$ 1212.82

Payments should be made via ACH(electronic) transfer directly to Alpha's bank account on or before due date. If you are not enrolled in our electronic payments program please contact us at ar@alphalab.com. If you do not have access to pay Alpha via ACH or wire transfer you may remit payment to the address below. Please include Alpha's invoice number/s on your remittance.



VENDOR #: 16158 PO #: _____
 ACCT #: 6044 0002-52102 - \$45,786.98 Invoice
 AMOUNT: \$ 60450002-52102 \$15,262.32
 SIGNATURE: [Signature]
 DATE: 6-3-23 DPS

Bill From:
 CD US Solar MT1, LLC

Invoice #	: 200100195314
Invoice Date	: 27 Apr 2023
Term	: 45
Due Date	: 11 Jun 2023
Site	:
Project #	: MA-14-0249
Project	: MA - True North - Triton/Salisbury/Newburyport

Bill To:
 Water/Sewer Business Office
 Water/Sewer Business Office
 Attn: Kathleen Talkington
 KTalkington@CityofNewburyport.com
 PO Box 550
 Newburyport MA 01950

Ship To:
 Water/Sewer Business Office
 PO Box 550, Attn: Kathleen Talkington
 KTalkington@CityofNewburyport.com
 Newburyport, MA 01950

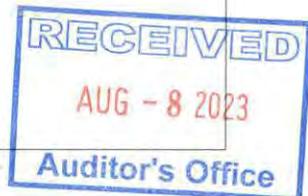
Charge Detail						
Line	Description	Period From	Period To	Quantity	Unit Price	Amount
	Net metering credits from plant MA - True North - Triton/Salisbury/Newburyport, target account 41195-24064	21 Mar 2023	23 Apr 2023	67,832.56	0.90	61,049.30

Note:

Current Charges 61,049.30
 *Tax 0.00
Total (USD) 61,049.30

Payment Instructions		
Wire funds to the following account: Account Name : Bank : Bank of America Account Number : Routing Number : Swift Code : Bank Address : 200 Liberty Street, 14th Floor, c/o TerraForm PowerATTN: Accounts Receivable New York, NY 10281 Reference :	Send ACH payments to the below account; if no details are found below use Wire Instructions:	Make check payable to: CD US Solar MT1, LLC Please mail payments to:

For questions about this invoice, please contact Accounts Receivable at terpAR.Sharedmailbox@brookfieldrenewable.com.





Invoice # 1JWY-LKKQ-NF7J | July 01, 2023
PO # 28842

For customer support, visit www.amazon.com/contact-us

Invoice summary *Due 30 days from receipt of invoice*

Item subtotal before tax	\$ 199.99
Shipping & handling	\$ 0.00
Promos & discounts	\$ 0.00
Total before tax	\$ 199.99
Tax	\$ 0.00
Amount due	\$ 199.99 USD

Billing period 6/1/23 to 6/30/23
Account # AB4C9DEGT95R3
Payment terms Net 30

Registered business name

City of Newburyport

Bill to

City of Newburyport
16 C Perry Way
NEWBURYPORT, MA 01950

Group Name

City of Newburyport

Pay by

Electronic funds transfer (EFT/ACH/Wire)

Account name Amazon Capital Services, Inc.
Bank name Wells Fargo Bank
Bank routing # (ABA) 121000248
Bank account # (DDA) 41630410891044821
SWIFT code (wire transfer) WFBUIUS6S

Check

Amazon Capital Services
PO Box 035184
Seattle, WA 98124-5184

Include Amazon invoice number(s) in the descriptive field of your electronic funds transfer payment, or
Email ar-businessinvoicing@amazon.com to submit your remittance detail.

Invoice details

#	Ship date	Description	Qty	Unit price	Item subtotal before tax	Tax
1	6/21/23	See All PLXO2030 Round Rectangular Acrylic Outdoor Convex Security Mirror, 30" Length x 20" Width (Pack of 1) ASIN: B004Z9ZKEI Sold by: NPJ Capital LLC Order # 112-4100825-3041049 Order date: June 20, 2023	1	\$199.99	\$199.99	0.000%

VENDOR #: 4238 PO #: _____
ACCT #: 01421002-52410
AMOUNT: \$ 199.99
SIGNATURE: [Signature]
DATE: 8/1/2023 DPS

Total before tax \$199.99
Tax \$0.00
Amount due \$199.99



Occupational Health Services
of
Anna Jaques Hospital
@ Amesbury Health Center
24 Morrill Place
Amesbury MA 01913

2
TYPE
CLIENT

EMPLOYER NEWBURYPORT, CITY OF-DPW	ACCOUNT NAME NEWBU.CI	SERVICES RENDERED	BILLING DATE 07/01/23
GUARANTOR NEWBURYPORT, CITY OF-DPW 16 PERRY WAY ATTN; JULIE SPURRKNIGHT NEWBURYPORT MA 01950			

SERVICE DATE	DESCRIPTION	QTY	AMOUNT
06/06/23	5102351 [REDACTED] DOT EXAM LEVEL 3 ; RENEWAL/DPW	1	127.00
06/06/23	5101040 TUBERCULOSIS TEST	1	39.00
06/06/23	5102020 OHS AUDIOGRAMS	1	40.00
			206.00

VENDOR #: 4643 PO #: _____
 ACCT #: 01421002-53002
 AMOUNT: \$ 206.00
 SIGNATURE: [Signature] DPS
 DATE: 7/18/23

RECEIVED
 JUL 18 2023
 Auditor's Office

Please: Make checks payable to
 Anna Jaques Hospital/Occupational Health Services
 Include account name on check
 REMIT PAYMENT TO Occupational Health Services
 of Anna Jaques Hospital
 24 Morrill Place
 Amesbury MA 01913

ACCOUNT NUMBER

206.00
 0.00

For Questions please call 978-834-8190

206.00

PO BOX 2317
Jacksonville, FL 32203-2317

SHIPPED TO:
CITY OF NEWBURYPORT / DPW
16A PERRY WAY
DEPT OF PUBLIC WORKS
NEWBURYPORT MA 01950-4001

INVOICE DATE	07/10/23
INVOICE NUMBER	753923077
ACCOUNT NUMBER	456915
ORDER NUMBER	49883629-3

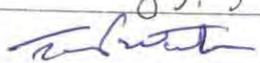
SOLD TO:
CITY OF NEWBURYPORT / DPW
16A PERRY WAY
DEPT OF PUBLIC WORKS
NEWBURYPORT MA 01950-4001

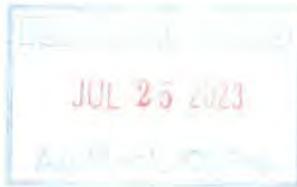
FOR INQUIRIES:
(866) 412-6726 FAX (877) 712-6726
www.HomeDepotPro.com/Institutional
FEDERAL ID 52-2418852

ORDER DATE	ORDER NO.	CUSTOMER P.O.	SHIPPED VIA	TERMS	SALESPERSON
04/25/23	49883629-	28715	FedEx Ground	NET 30 DAYS	BARRY HACKETT

LN	ITEM NO.	CAT	DESCRIPTION	ORDERED	SHIPPED	B/O	UOM	PRICE	EXT	AMT	T
1	REN05154	2	LEVER ROLL TOWEL DISPENSER	2	0	2	EA	53.26		0.00	
2	REN05156	8	HANDS FREE ROLL TOWEL DISPENSER	1	1	0	EA	83.54		83.54	

Delivery information for this invoice may be found at: www.HomeDepotPro.com/Institutional

VENDOR #: 2191 PO #: _____
ACCT #: 01421002-52401
AMOUNT: \$ 83.54
SIGNATURE: 
DATE: 7-25-22 DPS



NET MERCHANDISE TOTAL	FREIGHT	HANDLING	TAX	INVOICE TOTAL
83.54	0.00	0.00	0.00	83.54

RETAIN THIS PORTION OF THE INVOICE FOR YOUR RECORDS
RETURN THIS PORTION WITH YOUR REMITTANCE

ACCOUNT NUMBER	INVOICE DATE	INVOICE NUMBER	INVOICE AMOUNT DUE
456915	07/10/23	753923077	83.54

BILL TO:
CITY OF NEWBURYPORT / DPW
16A PERRY WAY
DEPT OF PUBLIC WORKS
NEWBURYPORT MA 01950-4001

NET AMOUNT PAID	
-----------------	--

REMIT TO:
The Home Depot Pro
PO Box 404468
Atlanta, GA 30384-4468

Vendor: Pennyworth's Inc.

Account: Clothing Allowance 01421001-51405

Date	Amount
6/6/2023	\$134.99
6/8/2023	\$104.97
6/11/2023	\$182.08
6/12/2023	\$293.95
6/12/2023	\$27.98
6/12/2023	\$381.87
6/12/2023	\$35.98
6/14/2023	\$97.97
6/14/2023	\$493.06
6/17/2023	\$163.42
6/26/2023	\$147.99
6/27/2023	\$99.97
6/28/2023	\$551.94
Total	\$2,716.17



INVOICE

Invoice for Monthly kWh Generated	
Invoice Number:	ES-13726
Invoice Date:	June 30, 2022
Project Number:	1000866
Customer Name:	NEWBURY
Ameresco, Inc.:	John Kwasniewski
Phone Number:	508 661 2293

Bill To:	
To:	Newburyport DPW Attn: Lisa Exum 16A Perry Way Newburyport, MA 01950
Copy To:	dps@cityofnewburyport.com

Please make check payable to:

<u>BY CHECK</u>	<u>BY WIRE</u>
MUFG Union Bank, N.A. Attn: Sophia Burgoa 445 South Figueroa Street, 8th Floor Los Angeles, CA 90071	Bank of America ABA #: 026009593 Account #: 4602281935 Ameresco Operating

Payment terms - Due on or before 30 days after Invoice Date

DESCRIPTION OF AMOUNTS

Facility	Billing Period	Energy Delivered (kWh)	Rate (\$/kWh)	Amount
Newburyport - DPW	Jun-2022	15,580 kWh	\$0.1780	\$2,773.24

Total Invoice Due This Month \$2,773.24

PLEASE PAY THIS AMOUNT: **\$2,773.24**

PO#: 28806

Creative Touch Designs, LLC
72 Elm Street
Salisbury, MA 01952 US
accounting@ctdemb.com
www.ctdemb.com



BILL TO
Jennifer Sullivan
City of Newburyport_DPS
POBox 550
NEWBURYPORT, MA 01950

SHIP TO
Jennifer Sullivan
City of Newburyport_DPS
POBox 550
NEWBURYPORT, MA 01950

INVOICE 9025233

DATE 06/30/2023

DUE DATE 07/31/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Goods		1		264.20
	Printing		1		30.00
	Embroidery		1		12.00

SUBTOTAL 306.20
TAX 0.00
TOTAL 306.20

TOTAL DUE \$306.20

VENDOR #: 9910 PO #: 28806
ACCT #: 01421001-5405
AMOUNT: \$ 306.20
SIGNATURE: [Signature]
DATE: 7.11.23 DPS



ORIGINAL INVOICE

PLEASE INCLUDE THESE NUMBERS WITH YOUR PAYMENT TO INSURE PROPER CREDIT

04/21/23	09487	01125711
----------	-------	----------

X

ArcSource, Inc. Seabrook
 609 Lafayette Road
 Seabrook NH 03874
 (603) 760-6100
 FAX:(603) 474-3696

PLEASE MAKE CHECKS PAYABLE TO AND MAIL TO →

ArcSource, Inc.
 36 London Lane
 Seabrook NH 03874
 (603) 760-6140 FAX:(603) 760-6136

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NEWBURYPORT - PARKS DEPT, CITY OF
 60 PLEASANT ST
 NEWBURYPORT MA 01950

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NEWBURYPORT - PARKS DEPT, CITY O
 60 PLEASANT ST
 NEWBURYPORT MA 01950

ORDER NUMBER 00134782-00	CUSTOMER P/O NUMBER	LOC 004	SLS # 009	TERR # 001	SHIP VIA PICK UP	TERMS Net 30	INITIALS ZL	PAGE 1
-----------------------------	---------------------	------------	--------------	---------------	---------------------	-----------------	----------------	-----------

SHIPPING ORDER		ITEM	QTY SHIP'D	QTY B/O	CYLINDER		DESCRIPTION	UOM	UNIT PRICE	AMOUNT
NUMBER	DATE				SHP'D	RETD				
		** Location:	4 **							
1347820420		STL701818E10	10	0			7018 1/8 10 LB BOX	LB	5.37	53.70
1347820420		WAL08K450	1	0			4.5" X 1/4 SPIN ON HP XX	EA	9.83	9.83
1347820420		WAL08H455	1	0			4.5 X 1/4 X 5X8-11 T27 HPXX	EA	10.75	10.75
Please be aware of upcoming scheduled price increases. Sign up for emailed invoices by contacting haleyl@arcsourceinc.com.										
Subtotal										74.28

VENDOR #: 150 PO #: _____
 ACCT #: 01630002-52401
 AMOUNT: \$ 74.28
 SIGNATURE: [Signature]
 DATE: 8-7-23

TAXABLE AMOUNT	0.00	AMOUNT THIS INVOICE INCLUDING TAX	74.28
----------------	------	--	-------

CYLINDER LEASE INVOICE

X



ArcSource, Inc.
 36 London Lane
 Seabrook NH 03874
 (603) 760-6140
 FAX:(603) 760-6136

CUSTOMER: 09487	PAGE: 1
INVOICE: 03021227	
INV DATE: 02/28/2023	
SALESPERSON: 009	TERR: 001
BRANCH: 004	
P/O:	
TERMS: Net 30	

B NEWBURYPORT - PARKS DEPT, CITY
I 60 PLEASANT ST
L NEWBURYPORT MA 01950
L
T
O

S NEWBURYPORT - PARKS DEPT, CITY
H 60 PLEASANT ST
I NEWBURYPORT MA 01950
P
T
O

INVOICE AMOUNT: 168.00

----- PLEASE SEND TOP PORTION WITH YOUR PAYMENT -----

INV. TYPE	SUP	RNT GROUP	PERIOD	EXPIRATION DATE	DESCRIPTION	CYL LEASED	RATE	AMOUNT
L	LSE	10	12	03/2023	LEASE STANDARD 1 YEAR	2	84.00	168.00

VENDOR #: 150 PO #: _____
 ACCT #: 01630002-52401
 AMOUNT: \$ 168.00
 SIGNATURE: *[Signature]*
 DATE: 8.7.23

Please be aware of upcoming scheduled price increases.

NEWBURYPORT - PARKS DEPT, CITY
 60 PLEASANT ST
 NEWBURYPORT MA 01950

CUSTOMER: 09487
 INVOICE: 03021227
 INVOICE DATE: 02/28/2023

TOTAL ▶ 168.00

P/O:

Ronald Goss (IOD [REDACTED])

prescriptions and overcounter medication

PRESCRIPTIONS	DATE	AMOUNT	
[REDACTED]	6/28/2023	\$42.42	Prescription

Total	\$42.42
-------	---------

TIME FRAME: 6/28/2023



VENDOR #: 1933 PO #: _____
ACCT #: 01220001-51509
AMOUNT: \$ 42.42
SIGNATURE: Jamie Buchanan
DATE: 7/25/23 FIRE

0024103818970300025131

0001129 01 SP 0.600 2289641 11 5129

01491130412 1

034390



**C



NEWBURYPORT FIRE DEPT
GREENLEAF ST
NEWBURYPORT, MA 01950

Please Pay
By Jul 13

25.13 ^{HH}

41038-18970

Account Number

Please mail this part of bill with your payment

Make checks payable to National Grid.

Write your account number on check.

Tear here

National Grid address on the back must show in return envelope window

Service To NEWBURYPORT FIRE DEPT 153 STOREY AVE NEWBURYPORT, MA 01950	Account Number	Next Meter Reading	Bill Date
	41038-18970	Jul 28 '23	Jun 29 '23
FIRE	Rate G-41 Commercial Hea	For Customer Assistance Please call (888) 238-2414	

CURRENT BILL ITEMIZED

In 29 days you used 0 therms:

Jun 29 2023 reading ACTUAL 3342
May 31 2023 reading ACTUAL 3342
CCF Used for METER# 007035729 0

Thermal Factor x1.0278
Total therms used 0

Your Cost is determined as follows:

Minimum Charge \$25.13
\$0.8665 per day for 29 days
Distribution Adjustment:
0 therms x 0.27370 per therm .00

GAS DELIVERY CHARGE \$25.13

GAS SUPPLY CHARGE @ \$.28390 /therm .00

TOTAL CURRENT CHARGES \$25.13

SUMMARY OF CHARGES

Total Current Charges \$25.13
Amount Due Last Bill 80.59
Your Total Payments Since Last Bill. Thank You! -80.59

PLEASE PAY BY Jul 13 \$25.13

If payment received after 08/23/2023 a late payment charge of \$.26 (1.02% of outstanding charges) may be added.

GAS USE HISTORY

	Days	Therms		Days	Therms
Jun 23	29 Act	0	Nov 22	33 Act	156
May 23	30 Act	46	Oct 22	30 Act	45
May 23	32 Act	119	Sep 22	29 Act	25
Mar 23	30 Act	257	Aug 22	32 Act	25
Feb 23	29 Act	333	Jul 22	29 Act	23
Jan 23	29 Act	395	Jun 22	30 Act	32
Dec 22	29 Act	419	May 22	32 Act	53

VENDOR # 230
ACCT #: 01220002-52101

IMPORTANT MESSAGES

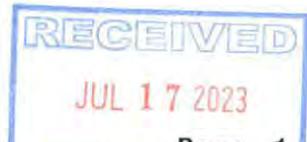
Go paperless and your bill will be delivered to your email. Visit ngrid.com/paperless to enroll.

AMOUNT: \$ 25.13
SIGNATURE: *Janice Richard*
DATE: 7/17/2023 **FIRE**

For gas consumption from June 01, 2023 to October 31, 2023, the Gas Supply Charge has decreased from last month's charge of \$0.4217 per therm to \$0.2839 per therm.

We understand the impact of rising household expenses and can help you manage your energy bill, save energy and find assistance with our Customer Savings Initiative. Visit ngrid.com/heretohelp

FY23 #12
FY24



0024102822210400044121

000114 01 SF 0.600 "SERGE" 11 51.79

80914701103412 1

034394



**C



NEWBURYPORT FIRE DEPT
GREENLEAF ST
NEWBURYPORT, MA 01950

Please Pay
By Jul 13

44.12 ^H

41028-22210

Account Number

Please mail this part of bill with your payment

Make checks payable to National Grid.

Write your account number on check.

National Grid address on the back must show in return envelope window

Service To NEWBURYPORT FIRE DEPT 0 GREENLEAF ST NEWBURYPORT, MA 01950	Account Number 41028-22210	Next Meter Reading Jul 28 '23	Bill Date Jun 29 '23
FIRE	Rate G-41 Commercial Hea	For Customer Assistance Please call (888) 238-2414	

CURRENT BILL ITEMIZED

SUMMARY OF CHARGES

In 29 days you used 233 therms:

Jun 29 2023 reading ACTUAL 43543
May 31 2023 reading ACTUAL 43316
CCF Used for METER# 006443382 227

Thermal Factor x1.0278
Total therms used 233

Your Cost is determined as follows:

Minimum Charge \$25.13
\$8.665 per day for 29 days
First 233.0 therms @ \$.4913 114.47
Distribution Adjustment:
233 therms x 0.27370 per therm 63.77

GAS DELIVERY CHARGE \$203.37

GAS SUPPLY CHARGE @ \$.28390 /therm 66.15

TOTAL CURRENT CHARGES \$269.52

Total Current Charges \$269.52
Amount Due Last Bill 341.66
Your Total Payments Since Last Bill. Thank You! -567.06

PLEASE PAY BY Jul 13 \$44.12

GAS USE HISTORY

	Days	Therms		Days	Therms
Jun 23	29 Act	233	Nov 22	33 Act	620
May 23	30 Act	266	Oct 22	30 Act	103
May 23	32 Act	370	Sep 22	29 Act	55
Mar 23	30 Act	905	Aug 22	32 Act	60
Feb 23	29 Act	1182	Jul 22	29 Act	83
Jan 23	32 Act	1167	Jun 22	30 Act	99
Dec 22	29 Act	1189	May 22	32 Act	165

VENDOR # 730 PO #:

ACCT #: 0122002-52101

IMPORTANT MESSAGES

AMOUNT: \$ 269.52

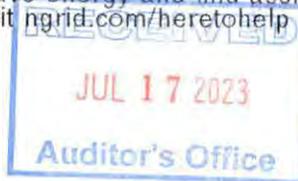
SIGNATURE: Jenna Richard

DATE: 7/17/2023 FIRE

Go paperless and your bill will be delivered to your email.
Visit ngrid.com/paperless to enroll.

For gas consumption from June 01, 2023 to October 31, 2023, the Gas Supply Charge has decreased from last month's charge of \$0.4217 per therm to \$0.2839 per therm.

We understand the impact of rising household expenses and can help you manage your energy bill, save energy and find assistance with our Customer Savings Initiative. Visit ngrid.com/heretohelp



EX 24
F427
#12



PLUMBING • HEATING • AIR CONDITIONING

24 Graf Road
Newburyport, MA 01950

Invoice

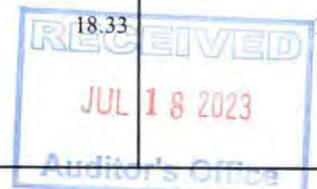
Date	Invoice #
7/13/2023	39265

Bill To
Newburyport Police 4 Green Street Newburyport, MA 01950

VENDOR # 14075 PO #: _____
 ACCT #: 01210002-52401
 AMOUNT: \$ 1744.14
 SIGNATURE: Melissa Perry
 DATE: 7/18/23 POLICE

Terms	Job #	Project
Due Upon Receipt		NBPT Police Station - No AC

Quantity	Description	Rate	Amount
1	Service call HVAC technician, June 26, 2023 - Customer reports no AC, 2nd floor. Trouble shot Mitsubishi and RTU #3, discovered economizer needs to be repaired.	155.00	155.00
1	HVAC Technician \$105.00 Per Hour	105.00	105.00
6.5	HVAC Technician \$105.00 Per Hour, June 27, 2023 - Repaired economizer on RTU #3. Bypassed 2 non-operational dampers. Centered flex line that had fallen off. Charged with 8.5lbs of refrigerant and added leak dye. Repaired 2 flares for dispatch Mitsubishi unit. Replaced failing ball valve. Pressure tested, vacuumed and charged with 8lbs of refrigerant.	105.00	682.50
16.5	R-410A refrigerant \$45.05/lb.	45.05	743.33
1	Leak dye \$39.98/ea.	39.98	39.98
	Miscellaneous Job Stock: Refrigeration flare nuts, flare tee.	18.33	18.33
	***Please contact Caswell Mechanical at (978) 462-8783 for follow up appointment to inspect for leak dye Thank you.		



Thank you for choosing Caswell Mechanical.	Total	\$1,744.14
--	--------------	------------

Terms: Payment due upon receipt of invoice. Account balance that remains unpaid 30 Days after the invoice date is subject to a 1.5% service charge on the outstanding balance until paid in full. In addition, any account that is 60 Days past due, all warranties shall be deemed void. Customer shall be responsible for all charges, expenses, and attorney fees in connection with enforcing the terms of this agreement.

Payments/Credits	\$0.00
Balance Due	\$1,744.14

Phone:	Fax:	E-mail	Web Site
(978) 462-8783	(978) 462-5858	info@caswellmechanical.com	www.caswellmechanical.com

[Back](#)

Invoice #04721

Balance due: \$329.00

It is each attendees responsibility to forward an invoice to the appropriate person for payment. Payment is PAST DUE 60 days after an invoice is generated.

Payment can be by check or online with a credit card. Include a printed invoice with the check.

Non Profit Tax ID: 04-2656267

Send checks to: MJPOA

P.O. Box 228

Westborough, MA 01581

Invoice is emailed when registration is complete.

[Pay online](#)

Invoice details

Balance due \$329.00

Amount \$329.00

Invoice # 04721

Date 17 Feb 2023

Origin Event registration
17th Annual New England School Safety Conference (Sheraton Four Points Norwood, MA)

Invoiced to Kyle McElroy, Newburyport Police Department
kmcelroy@newburyportpolice.com

Item

Amount

Registration for "17th Annual New England School Safety Conference" (09 May 2023 8:30 AM - 10 May 2023 4:30 PM, Sheraton Four Points Norwood, MA), Two Days \$329.00

Invoice total \$329.00

Newburyport Police
4 Green Street
Newburyport, Ma. 01950

7/19/23

Invoice for washes purchased-----

210 washes @\$6.50 each=. \$1354.00

Please remit payment to :

Clipper City Car Wash, Inc.
104 State Street
Unit B
Newburyport, Ma. 01950

VENDOR # 80147 PO #: _____
ACCT #: 01210002 - 52403
AMOUNT: \$ 1354.00
SIGNATURE: Melissa Deery
DATE: 7/25/23 POLICE



STATEMENT

REMIT TO: WEST MARINE PRO
 ATTN: ACCOUNTS RECEIVABLE
 POST OFFICE BOX 669336
 DALLAS, TX 75266-9336

Billing Acct # 469191
 Terms NET 60 DAYS
 Statement Closing Date 7/01/23

Statement Date 7/01/23

Billing Acct # 469191
 CITY OF NEWBURYPC
 NET 60 DAYS

CITY OF NEWBURYPORT
 60 PLEASANT ST.
 NEWBURYPORT MA 01950

Customer Comments:

102-#10-3055-5959-F2 P963

Date	Loc	Typ	Invoice	ShipTo/Signr	P.O.Number	Terms	Amount	Invoice	Amour
3/23/23	1286	INV	0005602	469191	106 032323	NT60	217.45	0005602	217.45
3/24/23	1300	INV	0004656	469191	106 032323	NT60	147.44	0004656	147.44
4/09/23	1300	INV	0005124	469191	107 040923	NT60	119.13	0005124	119.13
4/13/23	1300	INV	0005232	469191	106 04132023	NT60	214.26	0005232	214.26
4/14/23	1300	INV	0005358	469191	106 041523	NT60	97.02	0005358	97.02
4/15/23	1300	INV	0005315	469191	101 041523	NT60	998.07	0005315	998.07
4/18/23	1300	INV	0005669	469191	107 04182023	NT60	56.24	0005669	56.24
4/26/23	1300	INV	0006040	469191	107 042623	NT60	21.06	0006040	21.06
5/05/23	1300	INV	0006550	469191	107 050523	NT60	12.92	0006550	12.92
5/10/23	1300	INV	0006570	469191	101 050523	NT60	175.53	0006570	175.53
5/15/23	1300	INV	0006928	469191	108 051523	NT60	399.96	0006928	399.96
5/24/23	1300	INV	0007496	469191	107 052423	NT60	344.92	0007496	344.92
5/24/23	1300	INV	0736332	469191	101 joe	NT60	199.98	0736332	199.98
6/04/23	1300	INV	0772922	469191	101 Joe	NT60	299.94	0772922	299.94
6/04/23	1300	INV	0772921	469191	101 Joe	NT60	199.98	0772921	199.98
6/19/23	1300	INV	0009114	469191	101 61923	NT60	150.00	0009114	150.00

On 44954 7/18/23 toll

end west marine + Maryam 7/18/23

Late Charge	Future	Current	Over 30 Days	Over 60 Days	Over 90 Days	Cust # 469191	BALANCE DUE
.00	.00	649.92	1133.31	1505.78	364.89		3653.90

TYPE CODE
 IV = Invoice
 RM = Credit Memo
 BM = Debit Memo
 VT = Payment
 CN = Late Charge New Month
 CP = Late Charge Prior Month

LOC CODE
 1286 WM Woburn
 1300 WM Seabrook

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

CHECK \$ _____

CHECK # _____

ORDINANCES

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

June 12, 2023

AN ORDINANCE TO LIMIT ON-STREET PARKING ON FAIR STREET

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

THAT Chapter 13 Article IV 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:

Sec. 13-168. - Parking limited—Generally.

No person shall park any vehicle on the following streets or portions of streets as indicated below:

Street	Zones
Fair Street	On the westerly side at the intersection of Essex St for a distance of twenty <u>twenty</u> (20) fifty-six (56) feet running in a southerly direction.

Councillor Jennie L. Donahue

In City Council June 12, 2023:

Motion to refer to Public Work & Safety by Councillor Zeid, seconded by Councillor McCauley. Roll call vote. 11 yes. Motion passes.

In City Council June 26, 2023:

Motion to approve on 1st reading by Councillor Donahue, seconded by Councillor McCauley. Scribner's error noted direction should state "in a southerly". Motion to continue to a date certain, next City Council meeting July 10th by Councillor Zeid, seconded by Councillor Khan. Roll call vote. 9 yes, 1 no (JD), 1 absent(CW). Motion passes.

In City Council July 10, 2023:

Motion to approve on 1st reading by Councillor Donahue, seconded by Councillor McCauley. Scribner's error noted direction should state "in a southerly". Motion to continue to a date certain, next City Council meeting July 10th by Councillor Zeid, seconded by Councillor Khan. Roll call vote. 9 yes, 1 no (JD), 1 absent(CW). Motion passes.

Motion to approve on 1st reading by Councillor Donahue, seconded by Councillor McCauley. Roll call vote. 11 yes. Motion passes.



Data Sources: Produced by Merrimack Valley Planning Commission (MVPC) using data provided by the City of Newburyport & MassGIS. MVPC AND THE CITY OF NEWBURYPORT MAKES NO WARRANTIES, EXPRESSED OR IMPLIED, CONCERNING THE ACCURACY, COMPLETENESS, RELIABILITY, OR SUITABILITY OF THESE DATA. THE CITY OF NEWBURYPORT AND MVPC DOES NOT ASSUME ANY LIABILITY ASSOCIATED WITH THE USE OR MISUSE OF THIS INFORMATION.



Legend

- Municipal Boundary
- Roads
 - Interstate
 - Major Road
 - Local Road
 - Railroad
- Parcels

**FAIR STREET - OPP SPRING STREET
NO PARKING RESTRICTION PROPOSAL**

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

August 14, 2023

AN ORDINANCE TO LIMIT ON-STREET PARKING AT THE INTERSECTION OF LOW STREET AND PERRY WAY

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

THAT Chapter 13 Article IV of the Code of Ordinances, City of Newburyport, Massachusetts, is hereby amended to read as follows, with ~~deletions double-stricken~~ and additions double-underlined and italicized:

Sec. 13-168. - Parking limited – Generally.

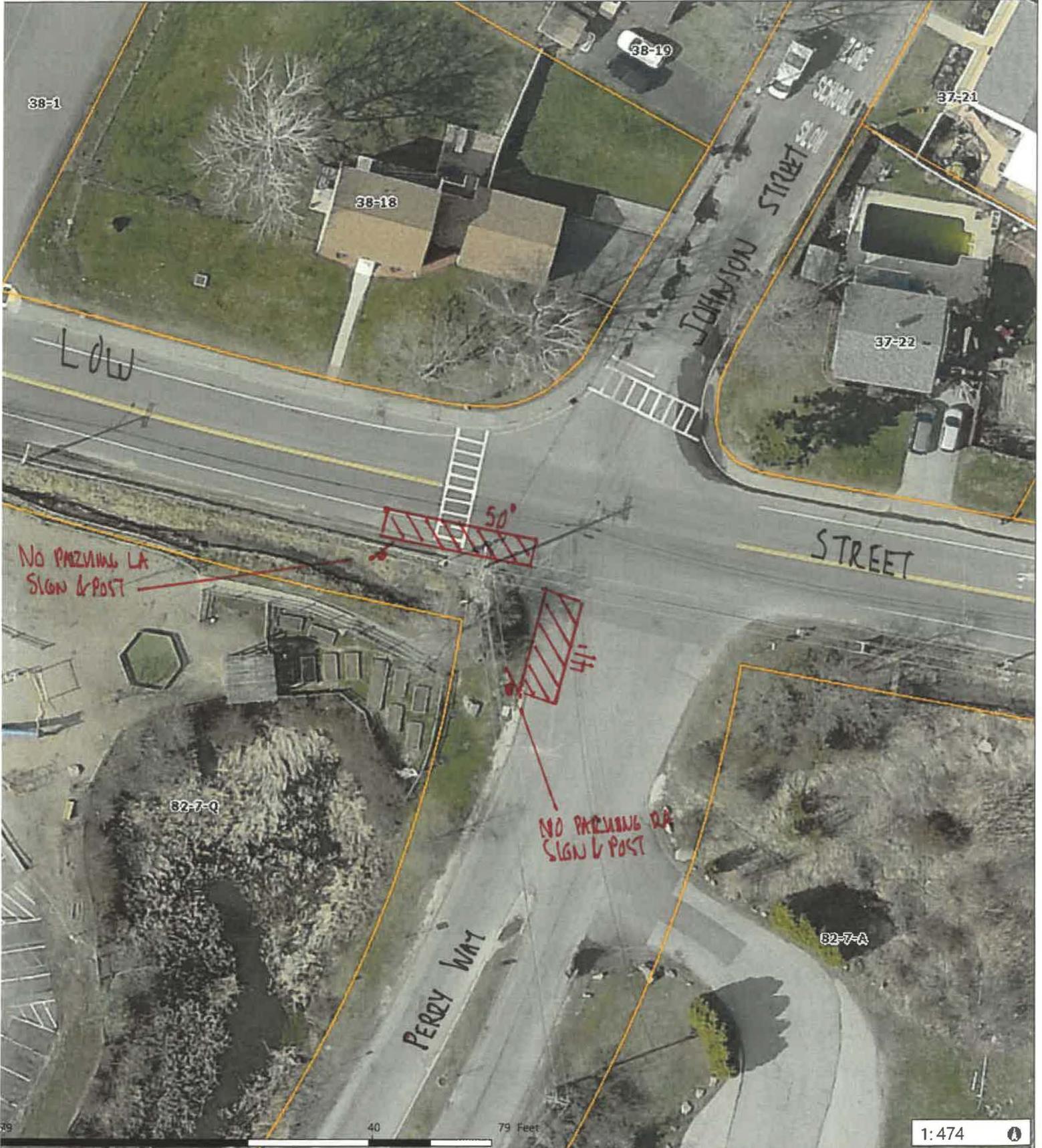
No person shall park any vehicle on the following streets or portions of streets as indicated below:

<i>Street</i>	<i>Zones</i>
<u><i>Low</i></u>	<u><i>Southerly side from Perry Way for a distance of approximately 50 feet running in a westerly direction..</i></u>
<u><i>Perry Way</i></u>	<u><i>Westerly side from Low Street for a distance of approximately 41 feet in a southerly direction..</i></u>

 Councillor James J. McCauley

LOW ST e PERRY WAY City of Newburyport NO PARKING REQUEST

06/04/2023



1:474

Data Sources: Produced by Merrimack Valley Planning Commission (MVPC) using data provided by the City of Newburyport & MassGIS/MassGIS. MVPC AND THE CITY OF NEWBURYPORT MAKES NO WARRANTIES, EXPRESSED OR IMPLIED, CONCERNING THE ACCURACY, COMPLETENESS, RELIABILITY, OR SUITABILITY OF THESE DATA. THE CITY OF NEWBURYPORT AND MVPC DOES NOT ASSUME ANY LIABILITY ASSOCIATED WITH THE USE OR MISUSE OF THIS INFORMATION.



Legend
 [Symbol] LOW ST - SOUTH SIDE FROM PERRY WAY TO SO'WEST.
 [Symbol] PERRY WAY - WEST SIDE FROM LOW ST TO 41' SOUTH

COMMITTEE ITEMS

Committee Items – August 14, 2023

Budget & Finance

In Committee:

- TRAN00163_07_10_2023 School Dept: Nock/Molin Sch Tech Fund \$56,801.81 & Bresnahan Sch Tech Fund \$71,212.00 to Sch Tech Upgrades \$128,013.81
- COMM00493_07_10_2023 Whittier Regional Vocational Tech HS FY24 Net Assessment



CITY OF NEWBURYPORT FY 2024

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

TRANSFER/APPROPRIATION REQUEST - 7 A 8:04

Department: School Department

Submitted by: Sean Gallagher, Superintendent

Date Submitted: 7/10/2023

Transfer From:

Account Name:	<u>Nock/Molin School Technology Fund</u>	Balance:	<u>\$ 181,719.24</u>
Account Number:	<u>8286-59600</u>	Category:	<u>\$ -</u>
Amount:	<u>\$56,801.81</u>	Trans I/O:	<u>\$ (68,280.76)</u>

Why Funds Are Available:

In May 2016, the City established technology funds for the Nock/Molin and Bresnahan Schools as part of the two school building projects with an appropriation of \$250,000 for each school.

Transfer From:

Account Name:	<u>Bresnahan School Technology Fund</u>	Balance:	<u>\$ 154,861.67</u>
Account Number:	<u>8285-59600</u>	Category:	<u>\$ -</u>
Amount:	<u>\$71,212.00</u>	Trans I/O:	<u>\$ (95,138.33)</u>

Why Funds Are Available:

In May 2016, the City established technology funds for the Nock/Molin and Bresnahan Schools as part of the two school building projects with an appropriation of \$250,000 for each school.

Transfer To:

Account Name:	<u>School Technology Upgrades</u>	Balance:	<u>\$ -</u>
Account Number:	<u>New Account</u>	Category:	<u>\$ -</u>
Amount:	<u>\$128,013.81</u>	Trans I/O:	<u>\$ -</u>

Why Funds Are Needed:

To be used for computer replacements at the Molin Upper Elementary School (165 devices) and Bresnahan Elementary School (207 devices). The technology funds were utilized to purchase the devices that are planned for replacement.

Sean R. Reardon, Mayor:

Date: 7/7/2023

Ethan R. Manning, Auditor:

Date: 7/6/2023

City Council Action:



Whittier Regional Vocational Technical High School

CITY CLERK'S OFFICE
NEWBURYPORT, MA

2023 JUL -5 P 2:58

115 Amesbury Line Road
Haverhill, MA 01830-1898
978-373-4101
Fax: 978-372-5331
kkosmes@whittier.tec.ma.us

Maureen Lynch
Superintendent

Kara M. Kosmes
Business Manager

Kevin F. Mahoney
Treasurer

6/30/2023

Ms. Julie Languirand, Treasurer/Collector
City of Newburyport, City Hall
60 Pleasant Street
Newburyport, MA 01950

Dear Ms. Languirand,

On 4/12/2023 the Whittier Regional Vocational Technical High School Committee voted to adopt a final **2023-2024 Gross Budget** in the amount of \$30,431,360.00, which consists of \$26,519,399.00 for the Required Net School Spending as defined under the Ed Reform formula; \$1,690,633.00 for Other Assessments, Assessment Transportation & Community Education; \$695,000.00 for Capital Assessments; \$1,526,328.00 for Other Educational Assessment. The estimated receipts for the school year are \$14,287,607.00, resulting in a **Total Approved Assessment for 2023-2024 at \$16,143,753.00.**

This is to certify that the **2023-2024** net assessment for the **City of Newburyport** is **\$611,670.00.**

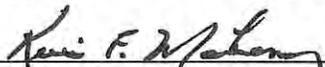
NEWBURYPORT		TOTAL DUE
25%	Due August 15, 2023	\$152,918.00
25%	Due November 1, 2023	\$152,918.00
35%	Due February 1, 2024	\$214,085.00
15%	Due April 1, 2024	<u>\$91,749.00</u>
TOTAL:		\$611,670

Several of our communities are transmitting assessment payments electronically. If your community would like to do so as well, please contact me at 978-373-4101 x293 to set up this process. If you have any questions, please do not hesitate to call our Business Manager, Ms. Kosmes at 978-373-4101 x269.

Sincerely,
Kevin F. Mahoney, Treasurer

Cc: Mayor, President City Council, Town Manager, City Clerk, Chmn. Board of Assessors, Chmn. Finance Committee, Chief Financial Officer, Superintendent of Schools, Whittier Representatives

Certification: I hereby certify that the information contained above is true to the best of my knowledge and belief.



Kevin F. Mahoney, Treasurer

Committee Items – August 14, 2023

General Government

In Committee:

- COMM00491_06_12_2023 Letter from Owen Smith re: Tree Warden

Owen Smith
175 Storey Avenue
Newburyport, MA 01950
osmith87@gmail.com

June 6, 2023

Heather Shand, *City Council President*
City of Newburyport
PO Box 550
Newburyport, MA 01950

Dear President Shand:

In early March 2023, the *de facto* Tree Warden and appointed Interim DPS Director of the City of Newburyport resigned to obtain employment in another municipality. After vacating this position, no temporary appointment or full appointment has been made to fill the position.

Recognizing that this vital position has not been filled in a timely manner, I conducted a search to determine the date of appointment of the previous Tree Warden and could find no record indicating that this position was appointed by the (previous) Mayor and confirmed by the City Council. A review of Tree Commission Minutes showed that there was a change in the position of Tree Warden between November 2018 and December 2018. The November minutes stated that the Tree Warden was leaving City employment and the December minutes identified a different person as the Interim Tree Warden.

This is concerning for the following reasons:

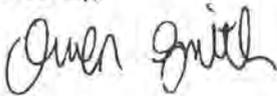
- 1) This is an enforcement position that is vested certain powers granted by the Commonwealth. Not having a person properly appointed exposes the City to liability. If a qualified person is not appointed, is the City legally exercising its authority? The Code of City Ordinances gives a lot of discretion to the Tree Warden to enforce local ordinances and pass on judicially the disposition of hazard trees on private property. The authority granted in Section 12-191 in the Code of Ordinances allows the Tree Warden to remove trees on private property. This authority alone shows the importance of ensuring this person is properly appointed. It is unacceptable to have people delegated to exercise authority of the Commonwealth without the proper appointment or training. This hinders the credibility of the City and is contrary to the rule of law.
- 2) Ch. 41 M.G.L. Section 1 requires that the Tree Warden be elected at every town meeting, or appointed if the city or town has a bylaw stating such. From November 2018 to date, I can find no record of appointment in a City Council Packet or City Council Meeting Minutes indicating that this position has been appointed and confirmed.
- 3) Ch. 41 M.G.L. Section 106 states that the term shall be for three years. This means that the City failed to have this position properly filled for at least two (2) terms. This establishes repeated non-compliance with state law. This section also states that "Such tree warden shall be qualified by training and experience in the field of arboriculture and licensed with the department of food and agriculture..." Industry standard qualifications would include ISA Certified Arborist, Massachusetts Certified Arborist, a degree in Arboriculture, or Urban Forestry.

- 4) Does the City have an internal control process to identify positions that require a Mayoral appointment? Is there an inventory of these positions to determine that they are filled with qualified people?

It is my hope that the City Council appoint a special commission to review the actions of this administration and the previous administration to identify other instances of non-compliance with the City Charter, City Ordinances, City Policies, and State Law.

Learning from previous mistakes will improve the delivery of public services. The City Council's demonstration of good governance will lead to public confidence and protect the City from liability.

Sincerely,



Owen Smith

Attachments:

- 1) Ch. 42 M.G.L. Section 1
- 2) Ch. 42 M.G.L. Section 106
- 3) November 2018 Tree Commission Meeting Minutes
- 4) December 2018 Tree Commission Meeting Minutes

Cc:

Richard Jones, City Clerk (for inclusion in the City Council packet)

Part I	ADMINISTRATION OF THE GOVERNMENT
Title VII	CITIES, TOWNS AND DISTRICTS
Chapter 41	OFFICERS AND EMPLOYEES OF CITIES, TOWNS AND DISTRICTS
Section 1	TOWN OFFICERS TO BE ELECTED; TENURE

Section 1. Every town at its annual meeting shall in every year when the term of office of any incumbent expires, and except when other provision is made by law or by charter, choose by ballot from its registered voters the following town officers for the following terms of office:

A town clerk for the term of one or more years.

A town treasurer for the term of one or more years.

One or more collectors of taxes for the term of one or more years, unless the town votes otherwise or votes to authorize its treasurer to act as collector.

Three or more selectmen for the term of not more than three years, subject to the provisions of section twenty-one.

One or more assessors for the term of not more than three years.

One or more auditors for the term of one or more years, except where such office is abolished as provided in section fifty-five.

One or more highway surveyors for the term of one or more years; or one or more road commissioners for the term of one or more years.

One or more sewer commissioners for the term of one or more years if the town has provided for such officers, unless the town by vote authorizes its road commissioners to act as sewer commissioners.

A tree warden for the term of one or more years, unless the town by vote or by-law provides that he shall be appointed.

One or more constables for a term of one or more years, unless the town by vote provides that they shall be appointed.

Three or more members of the school committee for terms of not more than three years.

Three or more assistant assessors, if the town so votes, for the term of not more than three years.

Three or more members of the board of health for the term of one or more years if the town provides for such board, otherwise the selectmen shall act as a board of health.

All other town officers shall be appointed by the selectmen unless other provision is made by law or by vote of the town.

In any town or district in which the election date of the officers, authorized under this section, is changed, the officers currently serving shall continue to hold their offices until the appointment or election and qualification of their successors.

In any case where three or more members of a board are to be elected for terms of more than one year, as nearly one-third as may be shall be elected annually.

The provisions of this section or any of the following sections of this chapter which authorize or require the fixing of the terms of office of members of any board, commission or body in such a manner that all such terms would not expire at the same time shall not apply with respect to such board, commission or body after the town has voted under section two of chapter fifty-four A to elect the members thereof by the proportional representational method of election. In no case shall the term of any officer exceed five years.

Part I	ADMINISTRATION OF THE GOVERNMENT
Title VII	CITIES, TOWNS AND DISTRICTS
Chapter 41	OFFICERS AND EMPLOYEES OF CITIES, TOWNS AND DISTRICTS
Section 106	TREE WARDEN; APPOINTMENT; TERM

Section 106. If the town provides by vote or by-law that the tree warden shall be appointed, such appointment shall be made by the board of selectmen. The term of such appointment shall be for three years.

In any city or in a town which exceeds ten thousand inhabitants and which provides by vote, by-law or by ordinance that the tree warden shall be appointed, such appointment shall be made by the mayor, with the approval of the city council or by the board of selectmen. In such city or town, the tree warden shall exercise the duties of tree warden and of insect pest control. Such tree warden shall be qualified by training and experience in the field of arboriculture and licensed with the department of food and agriculture in accordance with the provisions of section ten of chapter one hundred and thirty-two B. The term of such appointment shall be for three years.



City of Newburyport Tree Commission

Meeting Minutes

8 November, 2018

Children's Activity Room
Newburyport Public Library

Meeting convened at 7:04 pm.

Tree Commission members (TC) present: Crispin Miller (Chair) (**CM**), Constance Preston (Treasurer) (**CP**), Sheila Taintor (Secretary) (**ST**), Paul Bevilacqua (**PB**), David Dylewski (**DD**), Jane Niebling (**JN**), Scott Hanley (**SH**), Katie Haried (**KH**), Wayne Amaral, Tree Warden and Deputy Director/Director of Operations, Department of Public Services, ex-officio (**WA**)

No public in attendance

This was a special Tree Commission meeting marking both an ending and a beginning. We said farewell to Wayne Amaral, our cherished Tree Warden, and welcomed a new Commissioner, Scott Hanley.

Reports

Secretary

The Commission approved the Minutes of the September 2018 Meeting unanimously. (The **TC** did not meet in October.)

Treasurer

The October 2018 Treasurer's Report was unanimously accepted.

CP explained that scheduled watering was cancelled 4 times over the summer/fall season due to rain or projected rain. Each cancellation saved the **TC** \$1,968 (246 trees @ \$8), which was applied to extend the waterings in the fall.

Tree Warden

Total Street Trees Removed in 2018 is 84

Most recent tree removals are:

- Beacon Avenue #18
- Charles Street #40
- Coffin Street #2
- Guild Street #5 (2 trees)
- Prospect Street #119-121 (2 trees)
- Woodland Street at Carleton Street

WA said they are on track to remove a total of about 100 trees this year.

WA reminded the **TC** that ash trees need 2 injections in successive years to be protected from the Emerald Ash Borer (**EAB**). Last spring, 48 trees (~1/3 of Newburyport's ash trees) were injected, and they will need their second injection early this spring. In addition it would be

optimal to do the 1st round of injections on the next 50 trees. The following spring, the second 50 trees should get their 2nd injections and the remaining third should get their first injection. There is no money set aside for this in the budget, so the **TC** should plan to make a request from free cash.

Planting and Pruning

CP shared the report she had prepared for the October meeting which was cancelled.

Spring 2018 Planting:

- Lady Tracey Anne finalized the watering of 246 trees for 2018 growing season
- All new trees have been mulched

Fall 2018 Planting:

- 33 trees (all requests from residents) were planted in September by Plants & Pleasantrees
- The order was split between Northeast Nursery (17 trees) and Bigelow Nurseries (16 trees)
- These trees were mulched (11/7) and inventoried.

Spring 2019 Planting:

- There are currently 54 trees on the list of requests from residents
- Potential projects (Tyng St, Pheasant Run, Griffin House, Daniel St, High St and Federal St) are not included

CP explained that **SH** has agreed to take on the responsibility of supervising future spring and fall plantings. He will work closely with **CP** next spring as he learns the ropes and assume total responsibility for the fall planting. The **TC** expressed their appreciation to both: **CP** for her incredible effort this past spring and fall, and **SH** for stepping up to take over.

Inventory

KH is submitting a request for reimbursement to the **MA DCR** for about \$10,000 of our \$13,000 grant.

The **TC** expressed their gratitude to **KH** for her colossal effort of tracking all the details for the inventory.

The activity described in the chart on the next page is a result of the yearlong **MA DCR** matching grant to take the inventory of Newburyport's public trees. Two interns were hired for a 3-month period. Volunteers from the Tree Commission, the Friends of Newburyport Trees (FoNT) and several interested citizens were recruited. The volunteer hours and other operating expenses are eligible to match the reimbursable cost of the interns.

DCR Inventory Challenge Grant Tracking
June 2018 - October 2018, & YTD

Volunteer/ Intern	Task	# Trees ID'd	Hours	Miles
Volunteers				
June	Inventory / Administration	580	97.50	151.4
July	Inventory / Administration	918	111.25	291.1
August	Inventory / Administration	1,061	90.75	168.3
September	Inventory / Administration	0	23.50	13.3
October	Inventory / Administration	0	53.75	11.0
2018 YTD Volunteer Totals		2,559	376.75	635.1
Interns				
June	Inventory	623	67.00	102.0
July	Inventory	2,855	225.00	267.6
August	Inventory	2,722	260.50	235.5
September	Tree Book / Administration	0	55.80	
2018 YTD Intern Totals		6,200	608.30	605.1
2018 YTD INVENTORY TOTALS		8,759	985.05	1,240.2

Grants/Donations

JN reported that she will be submitting the application for the annual *Tree City USA* designation. She will need to include our volunteer hours for this calendar year and asked the commissioners to send their hours (exclusive of inventorying) to her in early December, adding in estimated hours for December.

She will prepare a report of all grants with details and deadlines to be distributed at the TC December meeting.

Education

No update.

Community Outreach

The TC expressed their appreciation to JN for her interesting and informative article *It takes all kinds of trees* which appeared in the 10/31 Daily News.

Old Business

Callery Pear

The TC currently has 2 lists of trees posted on our website: *Recommended Trees* and *Invasive Trees in Massachusetts*. It was decided that we would rename the *Invasive Trees* document *Undesirable Trees* and add trees such as the Callery Pear to it. In addition to the Callery Pear, there are several trees considered invasive in neighboring states, but have not yet been so designated in Mass. KH will work on the list of trees to be added and send them to ST for the retitled document.

Maintenance of Tree Pits

This summer's weather was optimal for crab grass which led to very unsightly tree pits. The TC agreed that since the DPS does not have the manpower we should take on the task for maintaining the condition of the tree pits and discussed how we might do it. Asking residents to be responsible for "their" city tree pits has not been successful, but we should consider adding this request to the information handed out to residents on planting day, and perhaps emphasize it more on the tree bag tags. We should also seek volunteers to help with this task. Reaching out to the H.S. for students in need of volunteer hours, contacting scout troops to see if a scout might take this on as an Eagle Scout project were mentioned. CM shared that having residents of the Link House help is not feasible for us, since their rate is \$20/hour.

New Business

2019 Free Cash request and FY 2020 budget

The TC approved a motion to submit the **FY 19 Free Cash** request to the Director of the **DPS** and the Mayor at the appropriate time by the Chair. If needed the Chair is authorized to make any reasonable adjustments in the proposal which he deems appropriate prior to submission.

The TC approved a motion to submit the **FY 20 Budget** proposal to the Director of the **DPS** and the Mayor at the appropriate time by the Chair. If needed the Chair is authorized to make any reasonable adjustments in the proposal which he deems appropriate prior to submission.

The meeting adjourned at 8:43 PM Children's Activity Room time.

Respectfully Submitted,
Sheila Taintor, Secretary

Next meeting: Thursday, December 13, 2018 at 7 PM

Location: Children's Activity Room, Newburyport Public Library



City of Newburyport Tree Commission

Meeting Minutes

13 December, 2018

Children's Activity Room
Newburyport Public Library

Meeting convened at 7:03 PM.

Tree Commission (TC) members present: Crispin Miller (**CM**), Chair; Sheila Taintor (**ST**), Secretary; Paul Bevilacqua (**PB**); Scott Hanley (**SH**)

Tree Commission members absent: Constance Preston (**CP**) Treasurer); David Dylewski (**DD**); Jane Niebling (**JN**); Jamie Tuccolo (**JT**), interim Tree Warden, ex-officio

No Public in attendance.

Shady News Talk #5

7:05-7:35 Speaker: Neil Doran, National Grid Merrimack Valley Forestry Supervisor
Topic: The Power of the Trees

Reports

Secretary

The Commission approved the Minutes of the 8 November, 2018 Meeting.

Treasurer

There was no Treasurer's Report this month. There will be a year-end report at the January meeting.

Tree Warden

Total Street Trees removed in 2018 is 89.

Most recent tree removals are:

- ◇ Market Street #10 ◇ Ferry Road #22 & #26 (2 trees removed - were on Moulton St.)
- ◇ Beacon Ave. #20 ◇ Perkins Playground on Beacon Ave

Both Tony Furnari and Jamie Tuccolo (Tree Warden) will attend the January meeting to discuss changes in DPS that they know will make things work well.

Planting and Pruning

Spring 2019 Planting:

- Spring 2019 planting list has been finalized at 62 trees. All are requests from residents.
- Species determinations have been finalized for all 62 trees.

- City Council approved our free cash proposal on 12/10/18, giving us funds to cover 58 trees.
- It is highly likely that there will be some changes to the planting list. Inevitably some trees will fall off the list. If no trees fall off the list, the last 4 trees added will be moved to the Fall 2019 Planting. Residents are aware of this.
- Free cash proposal also includes \$10K to cover the cost of inoculation of Phase I Ash trees. **CP** will work with **DPS** to get that done.
- Potential projects (Tyng St, Pheasant Run, Griffin House, Daniel St and Federal St) are not included in Spring 2019 list.

Inventory

CM and Kate Dardinski (**KD**), FoNT board member, have been working with the database of inventoried trees and have discovered some software anomalies. They are pointing them out to the software engineer at MVPC who is fixing them one-by-one.

Grants/Donations

Prior to this meeting and in anticipation of her absence, **JN** submitted a document listing grant activity and history along with deadlines.

Education

ST reported that plans for the 2019 poster contest are underway.

Community Outreach

JN's most recent Tree Talk column, *Getting Ready for Spring*, appeared in the 12/13 **DN**.

Old Business

“Undesirable Tree” document for website

There was discussion around the “*Undesirable Tree*” document on the website. It was decided that it will be called “*Not Recommended Trees*” and will include both “invasive” and “undesirable” trees. **CM** wishes to get feedback on our tree list from Neil Doran, our *Shady News* presenter tonight.

Maintenance of Tree Pits

SH has taken on the task of finding volunteers who can assume responsibility for maintaining our tree pits weed- and trash-free.

New Business

PB raised a concern about where trees are going to be planted around the new garage. He felt that the tree pits he had seen did not conform to the City of Newburyport Tree Regulations as posted on the DPS website. He wasn't able to locate the specific regulation he had in mind during the meeting. He promised to find it and share it later. **CM** shared his concern that the trees are being planted "this fall", since planting them now seems risky.

We will hold the *Annual Tree Commission Calendar* discussion for the January meeting.

The meeting adjourned at 8:50 PM.

Respectfully submitted,
Sheila Taintor, Secretary

Next meeting: Thursday, 10 January, 2018 at 7 PM

Location: Children's Activity Room, Newburyport Public Library

Committee Items – August 14, 2023

Licenses & Permits

In Committee:

- APPL00149_07_10_2023 20th Annual Chocolate Tour 10/7 12pm-4pm
- APPL00150_07_10_2023 Block Party 10 Barton St. 8/19 1pm-7pm
- APPL00151_08_14_2023 Block Party 29 Collins St. 8/5 5-9pm
- APPL00152_08_14_2023 Gridiron 5K

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

NEWBURYPORT SPECIAL EVENT APPLICATION

Tel.

Fax

2023 JUN 29 P 1:40

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

NAME OF EVENT: 20th Annual Chocolate Tour

Date: October 7, 2023 (Saturday) Time: from 12:00 PM to 4:00 PM

Rain Date: None Time: from _____ to _____

2. Location*: Start of Tour: First Religious Society Church, 26 Pleasant St.

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

3. Description of Property: Use of sidewalks & Meetinghouse Public Private

4. Name of Organizer: Central Congregational Church City Sponsored Event: Yes No

Contact Person Diane Hawkins-Clark

Address: 14 Titcomb St, Newburyport MA 01950 Telephone: 978-465-0533

E-Mail: clarkj@comcast.net Cell Phone: 978-729-2263 (Primary Phone #)

Day of Event Contact & Phone: Diane Hawkins-Clark 978-729-2263

5. Number of Attendees Expected: 100 Volunteers, 300+ Event Ticket Holders

6. MA Tax Number: 222 520 650 EXP 1/2/29 (Central Congregational Church)

7. Is the Event Being Advertised? Yes Local and regional news media, Chamber of Commerce,
Where? Social Media, Fliers, Banners, Newspapers

8. What Age Group is the Event Targeted to? Families, Adults

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

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

Not Applicable

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

*If checked, signature from Health Director required (Page 3)

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

Performers _____ Dancing _____ Amplified Sound _____ Stage _____

C. Games /Rides: Adult Rides _____ Kiddie Rides _____ Games _____ Raffle _____

Other _____ Total # _____

Name of Carnival Operator: _____

Address: _____

Telephone: _____

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

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

Balloons, minimal trash

If yes:

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

If no:

- a) # of trash container(s) to be provided by DPS 0
- b) # of recycling container(s) to be provided by Recycling Office 0
- c) \$45.00/hr/DPS employee charge must be paid by the organizer to DPS in advance of the event (Fee for Special Events). The hours required for the event will be determined by DPS.

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

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

0 Standard # 0 ADA accessible

Name of company providing the portable toilets: _____

FOR STREET CLOSURE OR ANY USE OF A PUBLIC WAY

PARADE _____

ROAD RACE _____

WALKATHON _____

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

2. Name, Address & Daytime Phone Number of Organizer: _____
Diane Hawkins-Clark (Co-Chair) 978-729-2263

3. Name, Address & 24/7 Telephone Number of Person Responsible for Clean Up _____
Diane Hawkins-Clark (Co-Chair) 978-729-2263

4. Date of Event: October 7, 2023 (Saturday) Expected Number of Participants: 300-400 throughout the day

5. Start Time: 12:00 PM Expected End Time: 4:00 PM

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

20th Annual Event: Ticketholders start at 26 Pleasant St, visiting participating businesses & stores
Walking to State St, then heading to the Tannery to complete their tour (28-35 stores participating)

7. Locations of Water Stops (if any): None

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

9. Formation Location & Time for Participants: 26 Pleasant St: 12:00 PM

10. Dismissal Location & Time for Participants: 26 Pleasant St, 4:00 PM

11. Additional Parade Information:

- Number of Floats: 0

- Locations of Viewing Stations: None

- Are Weapons Being Carried: Yes _____ No

- Are Marshalls Being Assigned to Keep Parade Moving: Yes _____ No

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

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

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

HEALTH DIRECTOR [Signature] 60 Pleasant St. (only needed when Food & Beverage Vendors are included in the event)

DEPARTMENT APPROVAL (for Committee Member use only):

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

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

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

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

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

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

(c) *Definitions.*

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

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

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

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

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

(d) *Limitations.*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(e) *Enforcement.*

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

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

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

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

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

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

Signed: Glenn H. Clark

Date: 6/6/23



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/30/2023

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

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

PRODUCER Marsh & McLennan Agency LLC One South Jefferson Street Roanoke VA 24011	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Lexington Insurance Company		19437
INSURER B : Lexington Insurance Company		19437
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

INSURED
 P025800 CENTRAL CONGREGATIONAL CHURCH
 PO BOX 372
 NEWBURYPORT, MA 01950

JAMESSTEWART

COVERAGES

CERTIFICATE NUMBER: 321745441

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A B	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		011971558 048409888	1/1/2023 1/1/2023	1/1/2024 1/1/2024	EACH OCCURRENCE	\$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 2,000,000
							GENERAL AGGREGATE	\$ 5,000,000
							PRODUCTS - COMP/OP AGG	\$ 5,000,000
								\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Please contact your Insurance Board Agent, Jim Stewart at 413-788-4531 for questions regarding your Certificate of Insurance. If you would like to speak to someone at the Insurance Board, please call 800-437-8830.

City of Newburyport as additional insured

CERTIFICATE HOLDER**CANCELLATION**

The City of Newburyport
 60 Pleasant St
 Newburyport MA 01950

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

AUTHORIZED REPRESENTATIVE

Hendrick Perry

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RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2023 JUL -5 A 11:46

CITY OF NEWBURYPORT
60 PLEASANT STREET
NEWBURYPORT, MA 01950**BLOCK PARTY APPLICATION**

Please fill out the application below and obtain the approving signatures for the street closure. Mail or drop off the completed signed application at: City Clerk's Office, City Hall, 60 Pleasant Street, Newburyport, MA 01950 **at least eight (8) business days prior** to a City Council meeting. The requested Block Party needs approval by the City Council. For any questions, please contact The City Clerk's Office at (978) 465-4407.

DATE OF REQUEST: 7/3/23**CONTACT INFORMATION**FIRST AND LAST NAMES: Elizabeth MarcusMAILING ADDRESS: 10 Barton St, Newburyport, MA 01950PHONE NUMBER: 978.462.1308E-MAIL ADDRESS: sucrame2001@gmail.com**BLOCK PARTY INFORMATION**BLOCK PARTY DATE: 8/19/23DESIRED STREET CLOSING LOCATION: Barton St between Alter & Barton Cts
Please indicate cross streets when requesting the closing of street sectionsSTREET TO BE BARRICADED: Barton StDESIRED STREET CLOSING TIME: 1 to 7 PM
Block Parties should run no later than 10:00 p.m.

REGULATIONS

By signing, I agree that I am a legal adult 18 years of age or older and understand this permit does not release me of any liability for damages that may result from the conducting of this Block Party. Further, I agree to comply with all requirements listed below:

I understand that applications for block party permits may take up to four (4) weeks to process.

Block parties will be conducted only on low-volume residential streets, dead-end streets, or cul-de-sacs. No thoroughfares or collector streets may be used.

It is hereby agreed that, by signing and presenting this application, signer(s) represents to the City of Newburyport that the following statements are true and correct, and agrees to and will abide by the following:

1. All residents living on the street or block for which the party is planned request the block party, or have been contacted and do not object to the Block Party.
2. To be responsible for placement, maintenance and removal of barricades.
3. A block party permit does not allow the sale of alcohol or the consumption of alcohol on public property (in city streets, sidewalks, parks, etc.) alcohol is allowed only on private property. All state and city alcohol laws still apply during Block Parties.
4. Amplified music shall be permitted with permission of the City Council.
5. To leave **AT LEAST A TWELVE (12) FOOT AISLE** in the street to permit passage of emergency vehicles or vehicles of residents. Failure to maintain a ten (10) foot aisle during the entire period of the party will necessitate denial of requests for subsequent block parties. **Public safety personnel will monitor the party for strict adherence to this rule.**
6. To maintain adult supervision at all times during the party.
7. Applicant(s) shall be responsible for the pick-up of trash and garbage within two (2) hours of the end of the party.
8. Streets may not be barricaded later than 10:00 P.M.
9. No residents of the area designated shall be prohibited from attending the party.
10. No such activity may be conducted within five hundred (500) feet of any school, church, hospital, nursing home or similar operation unless endorsed by the management of such institution.
11. Only approved readily removable Barricades will be permitted such as orange cones and sawhorses with a sign. No vehicles will be permitted to be used as a Barricade.
12. Block parties are permitted 10 A.M. – 10 P.M.

Applicant signature: Elizabeth B. Marcum Date: 6/30/23

APPROVAL SIGNATURES REQUIRED FOR STREET CLOSURE

CITY MARSHALL
4 Green Street

FIRE CHIEF
0 Greenleaf Street

DEPUTY DIRECTOR
16A Perry Way

CITY CLERK
60 Pleasant Street

7/3/23

Ray L...
Chief Brad...
Phill...
Jana B...

G. Siemad...

City use only:

Approved _____ Denied _____ Date _____



RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
2023 JUL 17 A 11:00

CITY OF NEWBURYPORT
60 PLEASANT STREET
NEWBURYPORT, MA 01950

BLOCK PARTY APPLICATION

Please fill out the application below and obtain the approving signatures for the street closure. Mail or drop off the completed signed application at: City Clerk's Office, City Hall, 60 Pleasant Street, Newburyport, MA 01950 **at least eight (8) business days prior** to a City Council meeting. The requested Block Party needs approval by the City Council. For any questions, please contact The City Clerk's Office at (978) 465-4407.

DATE OF REQUEST: 7/11/23

CONTACT INFORMATION

FIRST AND LAST NAMES: Melissa & Palen Schwab

MAILING ADDRESS: 44 Oakland Street

PHONE NUMBER: 978-273-4716

E-MAIL ADDRESS: mschwab@me.com

BLOCK PARTY INFORMATION

BLOCK PARTY DATE: Saturday, August 5th, 2023

DESIRED STREET CLOSING LOCATION: Part of Collins Street - Connected to Oakland Street
Please indicate cross streets when requesting the closing of street sections

STREET TO BE BARRICADED: From 44 Oakland Street to 29 Collins Street

DESIRED STREET CLOSING TIME: 5:00 - 9:00 pm

Block Parties should run no later than 10:00 p.m.

REGULATIONS

By signing, I agree that I am a legal adult 18 years of age or older and understand this permit does not release me of any liability for damages that may result from the conducting of this Block Party. Further, I agree to comply with all requirements listed below:

I understand that applications for block party permits may take up to four (4) weeks to process.

Block parties will be conducted only on low-volume residential streets, dead-end streets, or cul-de-sacs. No thoroughfares or collector streets may be used.

It is hereby agreed that, by signing and presenting this application, signer(s) represents to the City of Newburyport that the following statements are true and correct, and agrees to and will abide by the following:

1. All residents living on the street or block for which the party is planned request the block party, or have been contacted and do not object to the Block Party.
2. To be responsible for placement, maintenance and removal of barricades.
3. A block party permit does not allow the sale of alcohol or the consumption of alcohol on public property (in city streets, sidewalks, parks, etc.) alcohol is allowed only on private property. All state and city alcohol laws still apply during Block Parties.
4. Amplified music shall be permitted with permission of the City Council.
5. To leave **AT LEAST A TWELVE (12) FOOT AISLE** in the street to permit passage of emergency vehicles or vehicles of residents. Failure to maintain a ten (10) foot aisle during the entire period of the party will necessitate denial of requests for subsequent block parties. **Public safety personnel will monitor the party for strict adherence to this rule.**
6. To maintain adult supervision at all times during the party.
7. Applicant(s) shall be responsible for the pick-up of trash and garbage within two (2) hours of the end of the party.
8. Streets may not be barricaded later than 10:00 P.M.
9. No residents of the area designated shall be prohibited from attending the party.
10. No such activity may be conducted within five hundred (500) feet of any school, church, hospital, nursing home or similar operation unless endorsed by the management of such institution.
11. Only approved readily removable Barricades will be permitted such as orange cones and sawhorses with a sign. No vehicles will be permitted to be used as a Barricade.
12. Block parties are permitted 10 A.M. – 10 P.M.

Applicant signature: Melissa Schwab Date: 7/11/23

APPROVAL SIGNATURES REQUIRED FOR STREET CLOSURE

CITY MARSHALL

4 Green Street

FIRE CHIEF

0 Greenleaf Street

DEPUTY DIRECTOR

16A Perry Way

CITY CLERK

60 Pleasant Street

[Signature] 7/11/23

[Signature] 7/17/23

Roy Kaefer 7/17/23

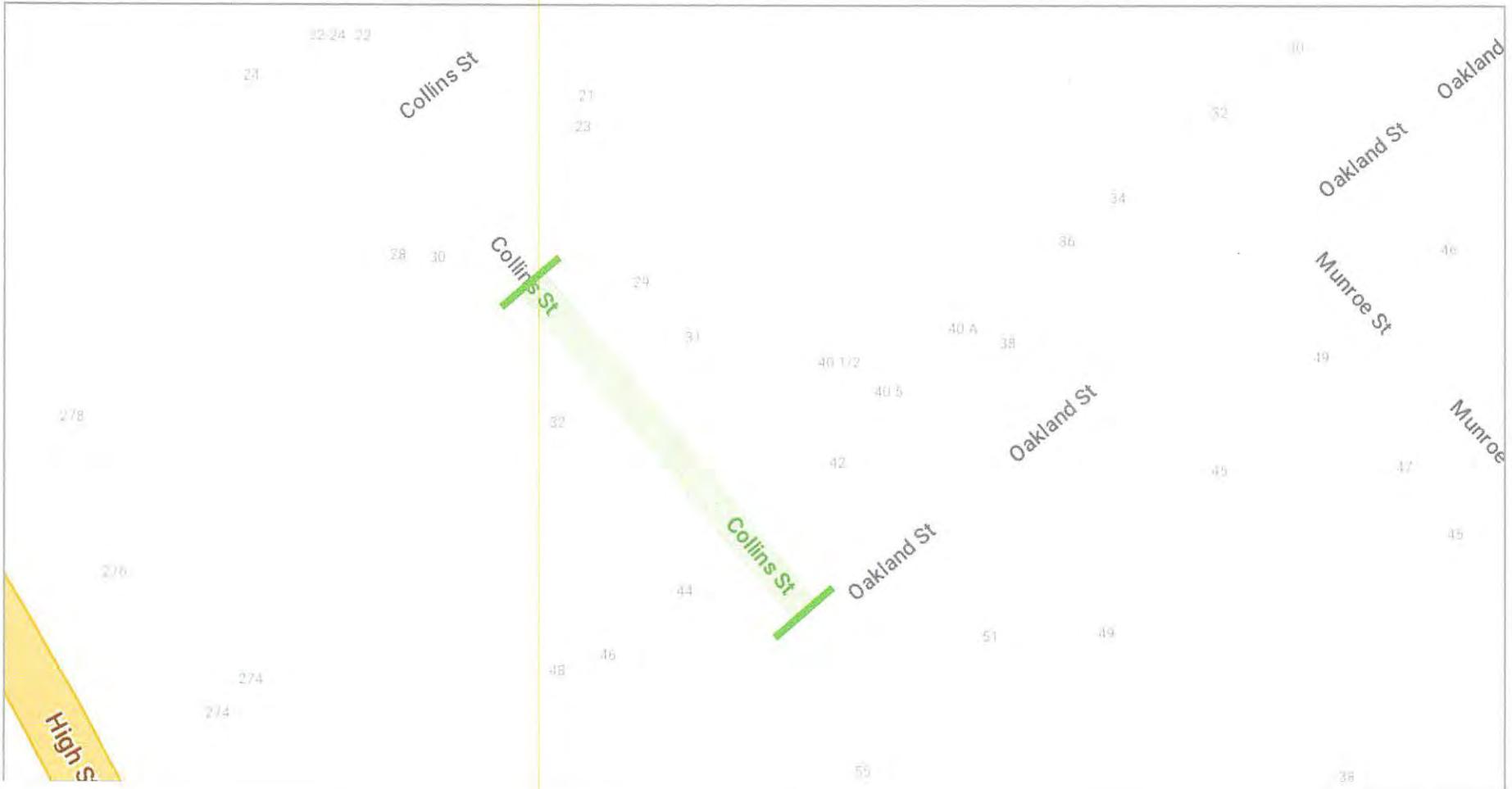
[Signature] 7/17/23

City use only:

Approved _____ Denied _____ Date _____

BLOCK PARTY APPLICATION

REQUESTED STREET CLOSING LOCATION DETAILS



NEWBURYPORT SPECIAL EVENT APPLICATION

Tel.

Fax.

(For Parades, Road Races and Walkathons Only - Please complete page 3 of this application)**NAME OF EVENT:** 2023 Newburyport Gridiron 5KDate: August 12, Time: from 4:30 PM to 5:30 PMRain Date: None Time: from _____ to _____2. Location: 40 Parker St, Newburyport Ma, (Riverwalk Brewery)3. Description of Property: Riverwalk Brewery Public _____ Private X4. Name of Organizer: & Joppa Flats Running Club City Sponsored Event: Yes _____ No XContact Person Steve LaphamAddress: 3 Qual Run Hollow, NBPT Telephone: _____E-Mail: Newburyportgridiron@gmail.com Cell Phone: 978 360- 0055Day of Event Contact & Phone: Steve Lapham 978 360- 0055 or Bob Manning 978 270-74555. Number of Attendees Expected: 1506. MA Tax Number: 219387497. Is the Event Being Advertised? yes Where? Social media8. What Age Group is the Event Targeted to? 4-889. Have You Notified Neighborhood Groups or Abutters? Yes _____ No X Who? _____**ACTIVITIES:** (Please check where applicable.) Subject to Licenses & Permits from Relevant City DepartmentsA. Vending: Food _____ Beverages X Alcohol X Goods _____ Total # of Vendors Riverwalk BreweryB. Entertainment: (Subject to City's Noise Ordinance.) Live Music X DJ _____ Radio/CD _____
Performers _____ Dancing _____ Amplified Sound _____ Stage _____C. Games /Rides: Adult Rides _____ Kiddie Rides _____ Games _____ Raffle _____
Other _____ Total # _____

Name of Carnival Operator: _____

Address: _____

Telephone: _____

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

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

If yes:

- a) How many trash receptacles will you be providing? 8 Provided by Riverwalk Brewery
- b) How many recycling receptacles will you be providing? 3 provided by Riverwalk Brewery
- c) Will you be contracting for disposal of : **Trash** Yes No **Recycling** Yes No
- i. If yes, size of dumpster(s): **Trash** - **Recycling**
- ii. Name of disposal company: **Trash** **Recycling**
- iii. If no, will you remove trash & recycling with organizers' cars or trucks? Yes No
- iv. If no, where will the trash & recycling be disposed ?

If no:

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

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

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

0 Standard # ADA accessible

Name of company providing the portable toilets:

Toilets Provided by Riverwalk Brewery

FOR STREET CLOSURE OR ANY USE OF A PUBLIC WAY

PARADE _____ ROAD RACE _____^x WALKATHON _____

1. Name of the Group or Person Sponsoring the Road Race, Parade, Walkathon: _____
Newburyport Gridiron Boosters Club & Joppa Flats Running Club

2. Name, Address & Daytime Phone Number of Organizer: _____
Steve Laphams , 3 Qual Run Hollow, NBPT 978 360-0055
Bob Manning, 1 Lorum St, NBPT , 978 270 7455

3. Name, Address & 24/7 Telephone Number of Person Responsible for Clean Up _____
Steve Laphams , 3 Qual Run Hollow, NBPT 978 360-0055
Bob Manning, 1 Lorum St, NBPT , 978 270 7455

4. Date of Event: August 12, 2023 Expected Number of Participants: 150

5. Start Time: 4:30 pm Expected End Time: 5:30 pm

6. Road Race, Parade or Walkathon Route: (List street names & attach map of route): _____
Newburyport Rail Trail From Parker St to Cashman Park,
Course Map attached as last page to this permit request

7. Locations of Water Stops (if any): none

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

9. Formation Location & Time for Participants: Riverwalk Brewery, 40 Parker St , NBPT

10. Dismissal Location & Time for Participants: Riverwalk Brewery , 40 Parker St, NBPT

11. Additional Parade Information: none
- Number of Floats: _____
 - Locations of Viewing Stations: none
 - Are Weapons Being Carried: Yes _____ No
 - Are Marshalls Being Assigned to Keep Parade Moving: Yes _____ No

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

CITY MARSHAL _____ 4 Green St. FIRE CHIEF _____ 0 Greenleaf St.

DEPUTY DIRECTOR _____ 16A Perry Way CITY CLERK _____ 60 Pleasant St.

DEPARTMENT APPROVAL (for Committee Member use only):

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

Approval Required	Date: _____ Signature _____
_____	1. Special Events: _____
_____	2. Police: _____
	Is Police Detail Required: _____ # of Details Assigned: _____
_____	3. Traffic, Parking & Transportation: _____
_____	4. ISD/Health: _____
_____	5. Recycling: _____
_____	6. ISD/Building: _____
_____	7. Electrical: _____
_____	8. Fire: _____
	Is Fire Detail Required: _____ # of Details Assigned: _____
_____	9. Public Works: Fee for Special Events: \$45/hr/DPS employee for trash handling/staging etc. may apply <input type="checkbox"/> Yes: \$ _____ due on _____ <input type="checkbox"/> No Fee for Special Events applies Other requirements/instructions per DPS _____
_____	10. Recreation Department: _____
_____	11. License Commission _____

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

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

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

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

(c) *Definitions.*

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

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

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

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

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

(d) *Limitations.*

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

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

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

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

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

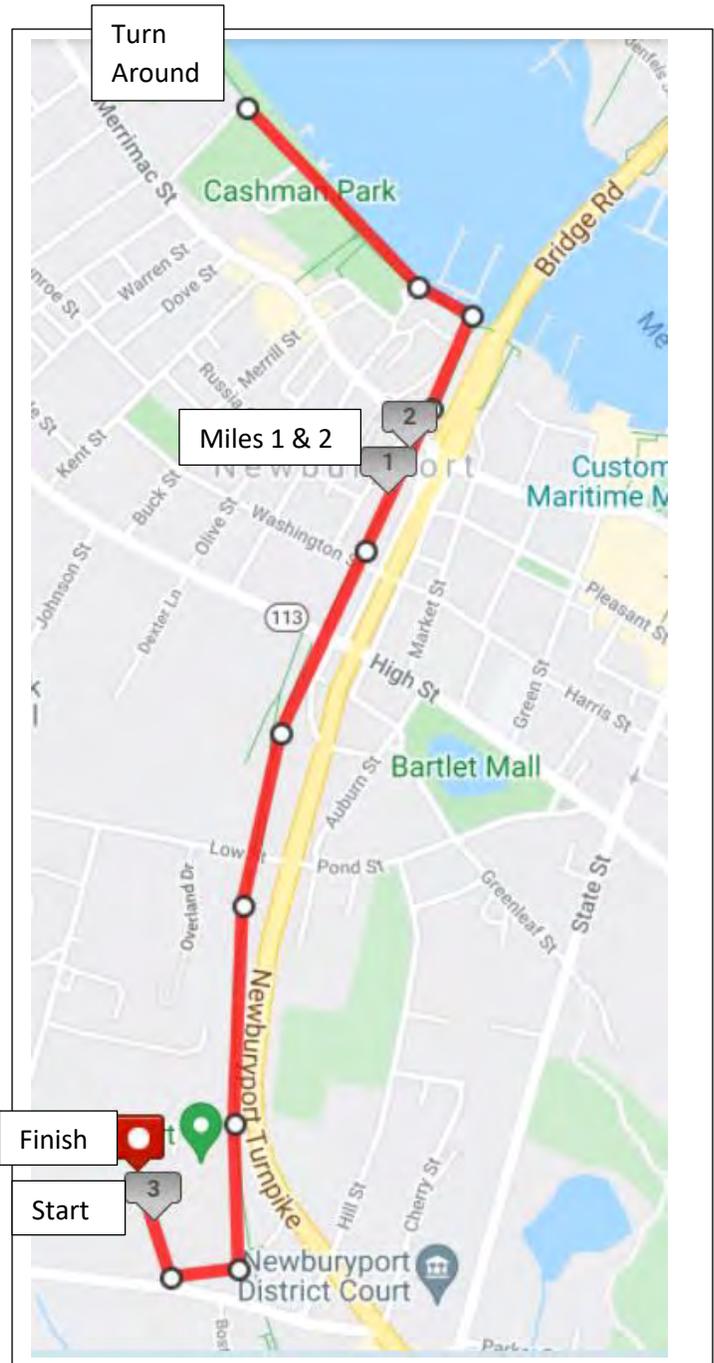
(5) *Road closure.* No ways, public or private, boat ramps or parking lots controlled or patrolled by the city shall be closed without authorization. Authorization shall be considered granted only if said closure(s) are contained in the approved permit. It is the sole responsibility of the race organizers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

Gridiron 5k Course Map

- Course starts in Riverwalk Parking Lot (close to Parker St)
- Run on Mark Richie's property, Parker St to rail trail via Parker St
- Left / North on rail trail to the Merrimac River
- Turn Left at the River Junction towards Cashman Park
- Turn around point is in Cashman Park (1.5 mile point)
- Return to the Riverwalk Brewery returning via the Rail Trail
- Turn Right on Parker St
- Turn right into Riverwalk parking lot
- Finish-line is at Tap Room ramp

Note: The only street crossing is Washington St which will be manned with crossing guards

Note: Mile markers 1 & 2 are at the same location



NEWBURYPORT SPECIAL EVENT APPLICATION

Tel 978-360-0055

Fax _____

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

NAME OF EVENT: 2023 Newburyport Gridiron 5k

Date: August 12, 2023 Time: from 4:30 to 5:30

Rain Date: none Time: from _____ to _____

2. Location: Riverwalk Brewery, 40 Parker St. Newburyport, Ma

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

3. Description of Property: Riverwalk Tap Room Public Private

4. Name of Organizer: Newburyport Gridiron Booster Club & Joppa Flats Running Club
 City Sponsored Event Yes No

Contact Person: Steve Lapham

Address: 3-Quail Run Hollow Newburyport, Ma Telephone: 978-360-0055

email: Newburyportgridironclub@gmail.com Cell Phone: 978-360-0055

Day of Event Contact & Phone: — Steve Lapham, 978-360-0055, Bob Manning 978-270-7455

5. Number of Attendees Expected: 150

6. MA Tax Number: 21938749

7. Is the Event Being Advertised? yes Where? social media

8. What Age Group is the Event Targeted to? 8-80

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

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

A. Vending* Food Beverages Alcohol Goods Total # of Vendors _____
 *If checked, signature from Health Director required (Page 3)

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

Performers: Dancing Amplified Sound _____ Stage _____

C. Games/Rides: Adult Rides _____ Kiddie Rides _____ Games _____ Raffle _____

Other _____ Total # _____

Name of Carnival Operator: _____

Address: _____

Telephone: _____

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

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

If yes:

- a) How many trash receptacles will you be providing? 8 provided by Riverwalk Brewery
- b) How many recycling receptacles will you be providing? 2 provided by Riverwalk Brewery
- c) Will you be contracting for disposal of: **Trash** Yes _____ No X **Recycling** Yes _____ No _____
- i. If yes, size of dumpster(s) **Trash** _____ **Recycling** _____
- ii. Name of disposal company: **Trash** Riverwalk Brewery **Recycling** Riverwalk Brewery
- iii. If no, will you remove trash & recycling with organizers' cars or trucks? Yes _____ No _____
- iv. If no, where will the trash & recycling be disposed? _____

If no:

- a) # of trash container(s) to be provided by DPS _____
- b) # of recycling container(s) to be provided by Recycling Office _____
- c) \$45 00/hr DPS employee charge must be paid by the organizer to DPS in advance of the event (Fee for Special Events). The hours required for the event will be determined by DPS.

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

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

_____ Standard # _____ ADA accessible

Name of company providing the portable toilets: Toilets provided by Riverwalk Brewery

FOR STREET CLOSURE OR ANY USE OF A PUBLIC WAY

PARADE _____ ROAD RACE X WALKATHON _____

1. Name of the Group or Person Sponsoring the Road Race, Parade, Walkathon:
Newburyport Gridiron Boosters Club and Joppa Flats Running Club

2. Name, Address & Daytime Phone Number of Organizer: _____
Steve Lapham, 3 Quail Run Hollow, NBPT, 978-360-0055
Bob Manning, 1 Jorum St., NBPT, 978-270-7455

3. Name, Address & 24/7 Telephone Number of Person Responsible for Clean Up: _____
Steve Lapham, 3 Quail Run Hollow, NBPT, 978-360-0055
Bob Manning, 1 Jorum St., NBPT, 978-270-7455

4. Date of Event August 12, 2023 Expected Number of Participants 150

5. Start Time 4:30 PM Expected End Time 5:30 PM

6. Road Race, Parade or Walkathon Route (List street names & attach map of route): _____
Newburyport Rail Trail from Parker St to Cashman park. (map attached)

7. Locations of Water Stops (if any) None

8. Will Detours for Motor Vehicles Be Required? no if so, where? _____

9. Formation Location & Time for Participants: Riverwall Brewery Parking Lot, 40 Parker st, Nbpt

10. Dismissal Location & Time for Participants: Riverwall Brewery Parking Lot, 40 Parker st, Nbpt

11. Additional Parade Information:

• Number of Floats none

• Locations of Viewing Stations none

• Are Weapons Being Carried Yes _____ No X

• Are Marshalls Being Assigned to Keep Parade Moving Yes _____ No X

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

CITY MARSHAL <u><i>[Signature]</i></u> DEPUTY DIRECTOR <u><i>[Signature]</i></u> HEALTH DIRECTOR _____	4 Green St 184 Ferry Way 60 Pleasant St (only needed when Food & Beverage vendors are included in the event)	FIRE CHIEF <u><i>[Signature]</i></u> CITY CLERK <u><i>[Signature]</i></u>	0 Greenleaf St 60 Pleasant St
--	--	--	----------------------------------

DEPARTMENT APPROVAL (for Committee Member use only):

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

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

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

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

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

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

(c) *Definitions.*

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

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

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

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

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

(d) *Limitations.*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Enforcement.

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

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

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

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

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

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

STEVE LAPHER

Signed: _____

Date: _____

BOD Manning

Nancy F. Russi

DAR 6/19/23

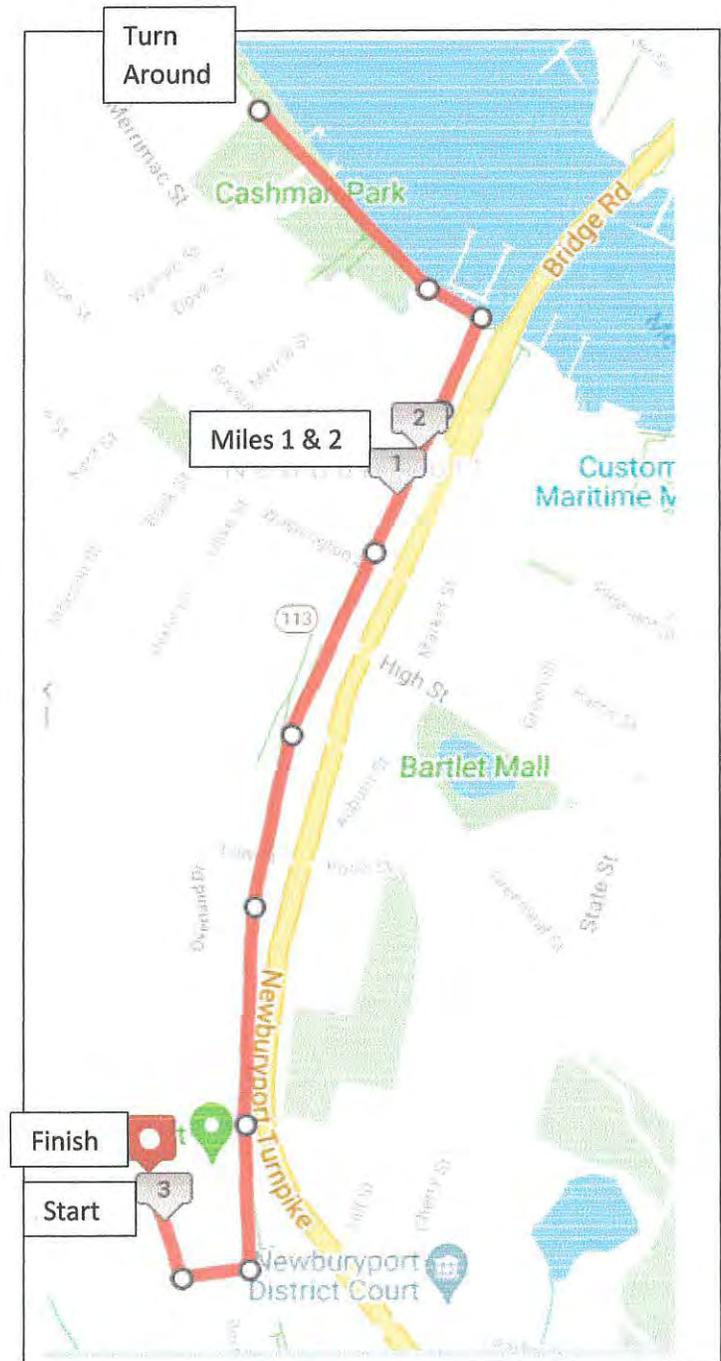
Gridiron 5K Course Map

Frigid Fiver 5K Course Map

- Course starts in Riverwalk Parking Lot (close to Parker St)
- Run on Parker St to rail trail via Parker St
- Left / North on rail trail to the Merrimac River
- Turn Left at the River Junction towards Cashman Park
- Turn around point is in Cashman Park (1.5 mile point)
- Return to the Riverwalk Brewery returning via the Rail Trail
- Turn Right on Parker St
- Turn right into Riverwalk parking lot
- Finish-line is at Tap Room ramp

Note: The only street crossing is Washington St which will be manned with crossing guards

Note: Mile markers 1 & 2 are at the same location



Committee Items – August 14, 2023

Planning & Development

In Committee:

- APPT00416_07_10_2023 Glenn P. Richards 6 Kent St. Historical Comm. 8/1/2026
- COMM00486_05_22_2023 Newburyport Comprehensive Economic Development Strategy



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

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2023 JUN 26 A 11:36

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: July 10, 2023

Subject: Re-Appointment

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

Glenn P. Richards
6 Kent Street
Newburyport, MA 01950

Objective

Volunteer Member of the Newburyport Historical Commission

General

Strong analytical and problem solving skills.
Able to communicate effectively with both "technical" types and "creative" types and 'translate' between the two.
Exceptional written communication skills, including extensive newsletter production and editing.
Outstanding ability to build, repair and maintain positive customer relationships
Can work effectively independently and as a member of a team.
Highly creative and imaginative.

Management & Project Management

Currently serve as Chairperson of the Newburyport Historical Commission
As Business Analyst, translated business requirements into technical specifications for web-based applications.
Managed an extensive intranet site, coordinating product taxonomy and content to support new product launches.
Led a Field Communications team to develop and deliver advanced communications to support field sales.
Developed and produced interactive multimedia training programs, audio programs
Created content for and edited newsletters, both paper-based and web-based
Developed and delivered classroom and multimedia based training programs for Lotus field sales and support.
As Manager of Video Operations, was responsible for production staff and facilities with a \$2 million budget.

Creative

Designed and executed custom Federal-period woodwork for ca. 1786 home.
Designed the format for internal newsletters which became a company standard.
Designed & created graphic art and computer graphic images to communicate abstract or technical subject matter.
Developed and produced content for audio-based education and informational series.
Scriptwriter/Producer/Director/Editor for corporate videotape & broadcast production.
Created original MIDI-based electronic music composition for public performance.

Technical & Engineering

Extensive background in analog, digital and computer electronics and telecommunications, including both hardware and software diagnostics and correction.
Participated in the design and execution of web applications.
Designed, engineered, installed and maintained a corporate video facility.
Author of five technical training manuals and several technical training workbooks.

Work History

2016- Retired. Studied Federal period design using source materials such as *The American Builder's Companion* (1787, Asher Benjamin); works by Wendell Garrett, John Mead Howells, etc.
Collaborated with restoration mason Richard Irons to rebuild a 18th century fireplace and "beehive" oven.
Collaborated with builder John Jednak to restore original period fenestration to circa 1786 home, including custom moulding design, fabrication and installation.
Studied Newburyport history with Currier's history, Newburyport Public Library Archival Center, etc.
Studied "Preservation Briefs" from the U.S. National Park Service, especially re.historic mortars and plasters, repair and preservation of windows, and improvement of energy efficiency of antique properties.
Conducted historical research at the Essex Registry of Deeds to trace a home's 'genealogy.'
Attended workshops and lectures on maintenance of historic property, cooking with fireplaces and brick ovens, etc.

1996-2015 IBM Corp. Communications Team Lead; Intranet Managing Editor; Information Architect.

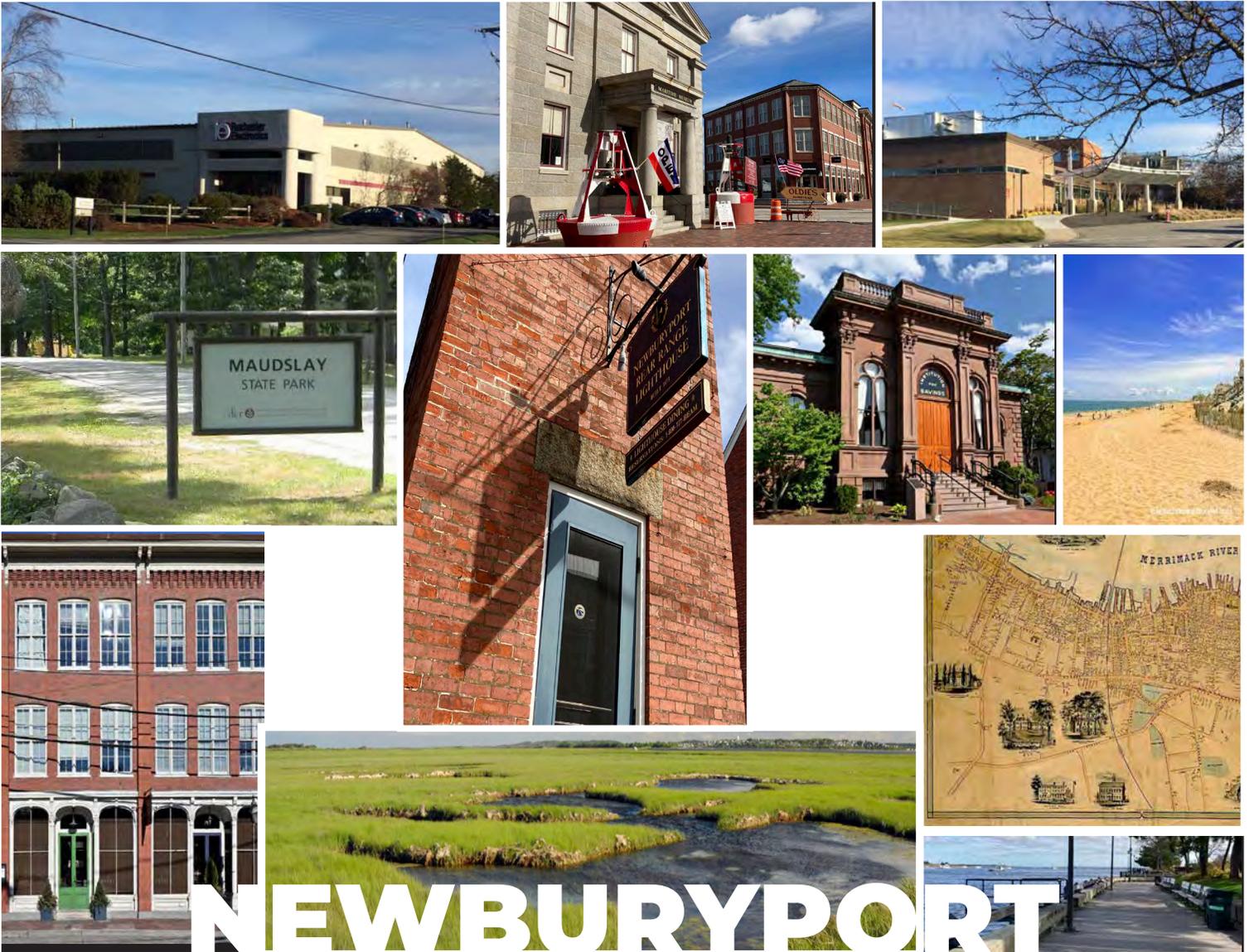
1989-1995 Lotus Development Corp. Sales Education Project Manager; Solution Selling trainer/coach; Instructional Media Designer and producer.

1979-1989 Wang Laboratories, Inc.; Customer Engineer; Video Producer; Video Production Manager; Computer-Based Training Developer.

1974-1979 IBM Corp., New York City; Field Customer Engineer; received "IBM Means Service" award; assigned to train and evaluate new hires.

Education

MS Media Management program; Fitchburg State College.
Instructional Media Design Certificate program participant; Worcester State College
BA Music with Honors (Electronic Music/Composition), Brooklyn College (CUNY), 1978.
Training and/or certifications in Solution Selling, Graphic Design, Instructional Media Design.



NEWBURYPORT COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY

April 2023



CITY OF NEWBURYPORT, MA

KARL F. SEIDMAN | CONSULTING SERVICES
with CivicMoxie, LLC



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 the Greater Newburyport Community,

After months of research, strategy development, and community engagement with a wide group of stakeholders, I am pleased to present the Comprehensive Economic Development Strategy for Newburyport. This is the result of a collaborative effort with the City, our consultants, a steering committee, and the greater community that focused on creating a vision for the future of Newburyport's economy and creating a strategy for how to achieve our many goals. This plan prioritized inclusive, sustainable economic development that will maintain the city's historic character while creating local employment and business ownership opportunities for residents.

The strategies outlined in this plan will help advance the overall goal of securing economic well-being now and in the years to come, while also improving the overall quality of life of residents and community members. It aims to keep a healthy tax base that can fund the municipal services the community expects, and to strengthen our downtown and other residential and commercial centers throughout the city. We also made sure that this economic development plan considered the vital role of arts and culture in Newburyport, and looked for opportunities to grow and sustain our cultural assets.

I first want to thank the Massachusetts Department of Housing and Community Development for their financial support of this project, and for their investment in cities and towns across the Commonwealth. I also want to thank our consultant team of Karl Seidman and his associates, Susan Silberberg and Sue Kim of Civic Moxie. Their ability to listen and engage with this community impressed us just as much as their analytical and strategy development skills, and the project benefited greatly from this. Thanks also goes to our Economic Development Steering Committee, whose thoughtfulness, vision, and passion for the community helped strengthen this strategy. Finally, I am grateful to all the City staff who assisted on this project, and all community members who offered their feedback along the way.

This community is rich in history, culture, and natural beauty, and we also host a diverse and thriving economy with a highly skilled and educated workforce. We have many assets to draw upon in order to face any future challenges, which include climate change and the high cost of living in this region. The plan you are reading now presents a blueprint for building on the best elements of our community and taking actions now that will sustain our economy in the years to come.

Onward, Forward,

Sean R. Reardon
Mayor

ACKNOWLEDGMENTS

This publication was funded by a Housing Choice Grant provided by the Massachusetts Department of Housing and Community Development. We are thankful to DHCD and the Commonwealth for their support.

This Comprehensive Economic Development Study (CEDS) was supported by the Mayor's Office of the City of Newburyport and was managed by the Mayor's Office and the Office of Planning and Development. A Steering Committee helped guide the CEDS work, and community members and organizations, businesses, and institutions were involved in planning and offered feedback during the process. Thank you to everyone who participated!

CITY OF NEWBURYPORT

Sean Reardon, Mayor
Andrew Levine, Chief of Staff and CEDS Project Manager
Kim Turner, Manager of Special Projects

City Council

Heather L. Shand, Ward 3, Council President
Edward C. Cameron Jr., Councillor At-Large
Jennie L. Donahue, Ward 2
Afroz K. Khan, Councillor At-Large
Byron J. Lane, Ward 6
James J. McCauley, Ward 5
Constance Preston, Councillor At-Large
Bruce L. Vogel, Councillor At-Large
Christine E. Wallace, Ward 4
Mark R. Wright, Councillor At-Large
Sharif I. Zeid, Ward 1

Department of Planning & Development

Andrew Port, Director of Planning and Development
Katelyn Sullivan, Planner

CEDS Steering Committee

Nate Allard, Greater Newburyport Chamber of Commerce and Industry
Patricia Cannon, Newburyport Cultural Council
Jennie Donahue, City Councillor Ward 2
Bethany Groff Dorau, Museum of Old Newbury
Ted Epstein, Loretta
Ginny Eramo, Interlocks
Alison Fruh, Fruh Realty
Julie Ganong, Chococoa
Deirdre Girard, Newburyport Arts Collective
Lloyd Ham, Newburyport Bank

Matthew Hillman, Parker River Wildlife Refuge
Mike Jones, Institution for Savings
Bob Koup, Planning Board
Stephen Leonard, Essex Street Inn
James J. McCauley, City Councillor, Ward 5
John Moynihan, Firehouse Center for the Arts
Cynthia Schartman, Andrew Sidford Architects
Heather Shand, City Council President, Ward 3
Chris Skiba, Newburyport Development
Mike Trotta, Crystal Engineering

Planning Team

Karl F. Seidman Consulting Services, Lead

Karl F. Seidman, Principal

CivicMoxie, LLC

support in arts, culture, and tourism planning

Susan Silberberg, Principal

Sue Kim, Senior Planner

WHAT IS ECONOMIC DEVELOPMENT?

We are defining Economic Development as the programs, policies, and activities in a city that seek to improve local and regional economic well-being by:

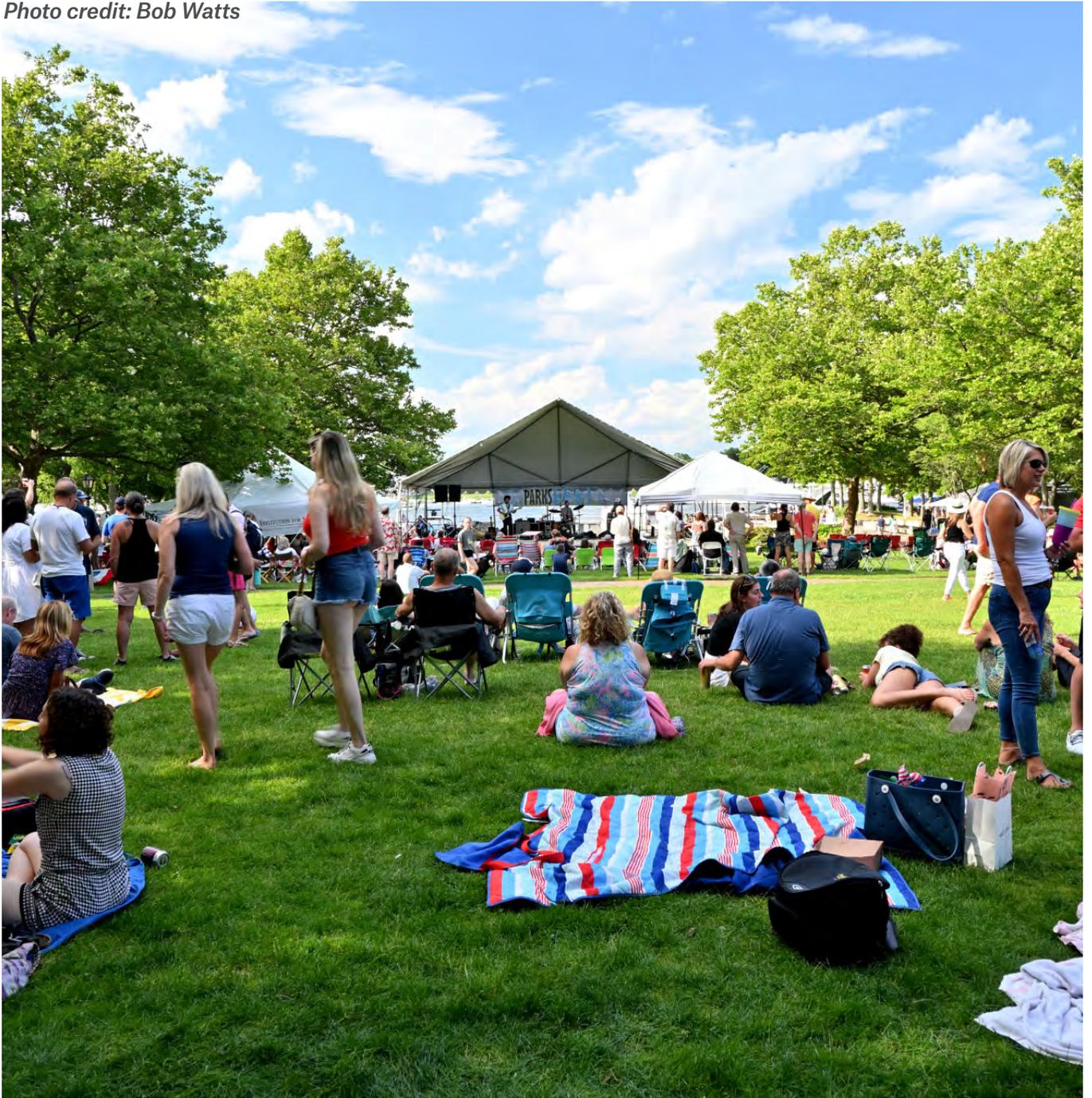
- 1. Increasing business and economic activity and assets and effectively distributing their benefits;**
- 2. Improving the community's overall quality of life; and**
- 3. Building the capacity to sustain a healthy economy and thriving community over time.**

EXECUTIVE SUMMARY	<i>(available as a separate file/document)</i>
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ORGANIZATION OF STRATEGY REPORT	2
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REAL ESTATE CONDITIONS AND POTENTIAL FOR FUTURE ECONOMIC DEVELOPMENT	10
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Photo credit: Bob Watts

Photo credit: Bob Watts



1

Introduction

1 INTRODUCTION

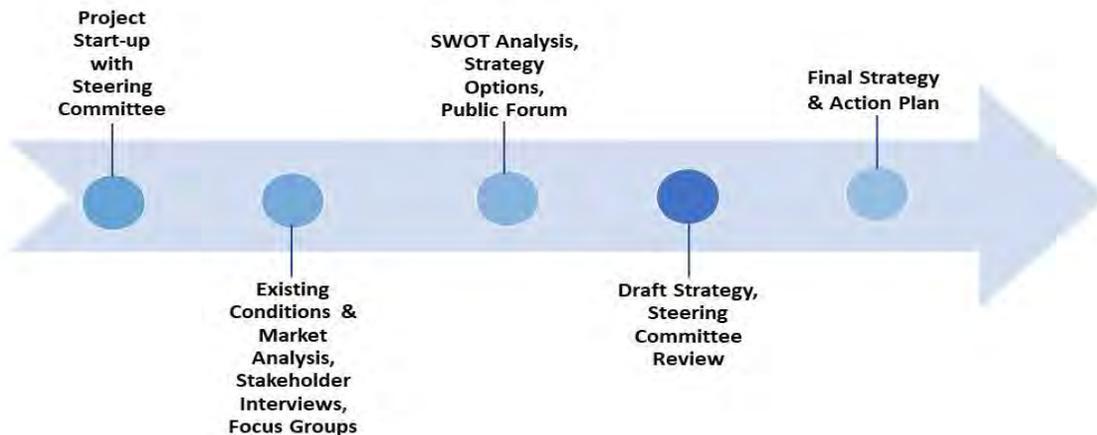
Newburyport has a diverse economy with multiple business districts that have benefited from past strategies to preserve its historic downtown, develop a business and industrial park and invest in a pedestrian-oriented waterfront, parks and other amenities. As Newburyport recovers from the Covid-19 pandemic and faces new challenges and a changing economic environment, it is formulating an economic development strategy to ensure that it is well positioned to address new challenges, fully capitalize on its assets and market opportunities, and align actions of the City government, the private sector and community organizations to advance shared priorities for the city’s future economic development.

STRATEGY FORMULATION PROCESS

Newburyport’s Comprehensive Economic Development Strategy (CEDS) was prepared over a six-month period from October 2022 through March 2023 under the direction of the Mayor’s Office and an Economic Development Strategy Steering Committee, working with the consultant team of Karl F. Seidman Consulting Services and CivicMoxie, LLC. The process, summarized in **Figure 1-1**, incorporated information, analysis and input from a variety of sources to formulate the strategy and implementation action plan including:

- A review of existing reports, plans, and studies by the City of Newburyport and other sources;
- An existing conditions analysis of the city and regional economy and labor force, local housing, transportation and real estate conditions, the city’s arts, cultural and historic resources and the local and regional “ecosystem” of organizations supporting economic development;
- Individual interviews with local businesses, property owners, arts, cultural and historic organizations, community leaders, the real estate community, and government officials;
- Five focus groups related to specific sectors: arts, culture and history; manufacturing; real estate; small businesses; and tourism;
- Input from a public forum held on January 11, 2023; and
- Input from three meetings with the Comprehensive Economic Development Strategy Steering Committee.

Figure 1-1. Overview of Strategy Formulation Process



ORGANIZATION OF STRATEGY REPORT

This report summarizes the results from the analysis and community input phases of the planning process and presents the goals, strategies and implementation action plan and timeline for the Newburyport Comprehensive Economic Development Strategy. This report is organized into five sections:

01 | Introduction

An introduction outlining the planning process and describing the sections of the report.

02 | Existing Conditions Analysis

An analysis of Newburyport's key economic development-related assets is presented, including its economic/business base, labor force, real estate, arts/culture/historic resources, housing and transportation. This section also summarizes the local and regional "ecosystem" of organizations supporting economic development and the arts/culture/historic sector.

03 | SWOT Analysis

A Strength, Weaknesses, Opportunities and Threats (SWOT) analysis of Newburyport is presented drawing on the existing conditions analysis, steering committee discussions, stakeholder interviews and focus groups. The results of the SWOT analysis are used to identify key opportunities, challenges and priorities that inform the overall strategy.

04 | Economic Development Strategy

The economic development strategy is detailed with an overall vision and goals, seven strategies to advance these goals and a proposed approach and organizational structure for implementation. The strategy is informed by the SWOT analysis, community input from interviews, focus groups and a public forum, guidance from the CEDS Steering Committee and the consultant team's knowledge of regional resources and best practices. For each strategy, its rationale and specific projects and activities to implement the strategy are discussed.

05 | Implementation Action Plan

An implementation action plan is provided that addresses phasing key tasks, identifies key partners and potential funding needs.





2

Existing Conditions Analysis

section 2 EXISTING CONDITIONS ANALYSIS

This section summarizes information and findings from an analysis of Newburyport's existing conditions related to economic development. It is organized in seven parts:

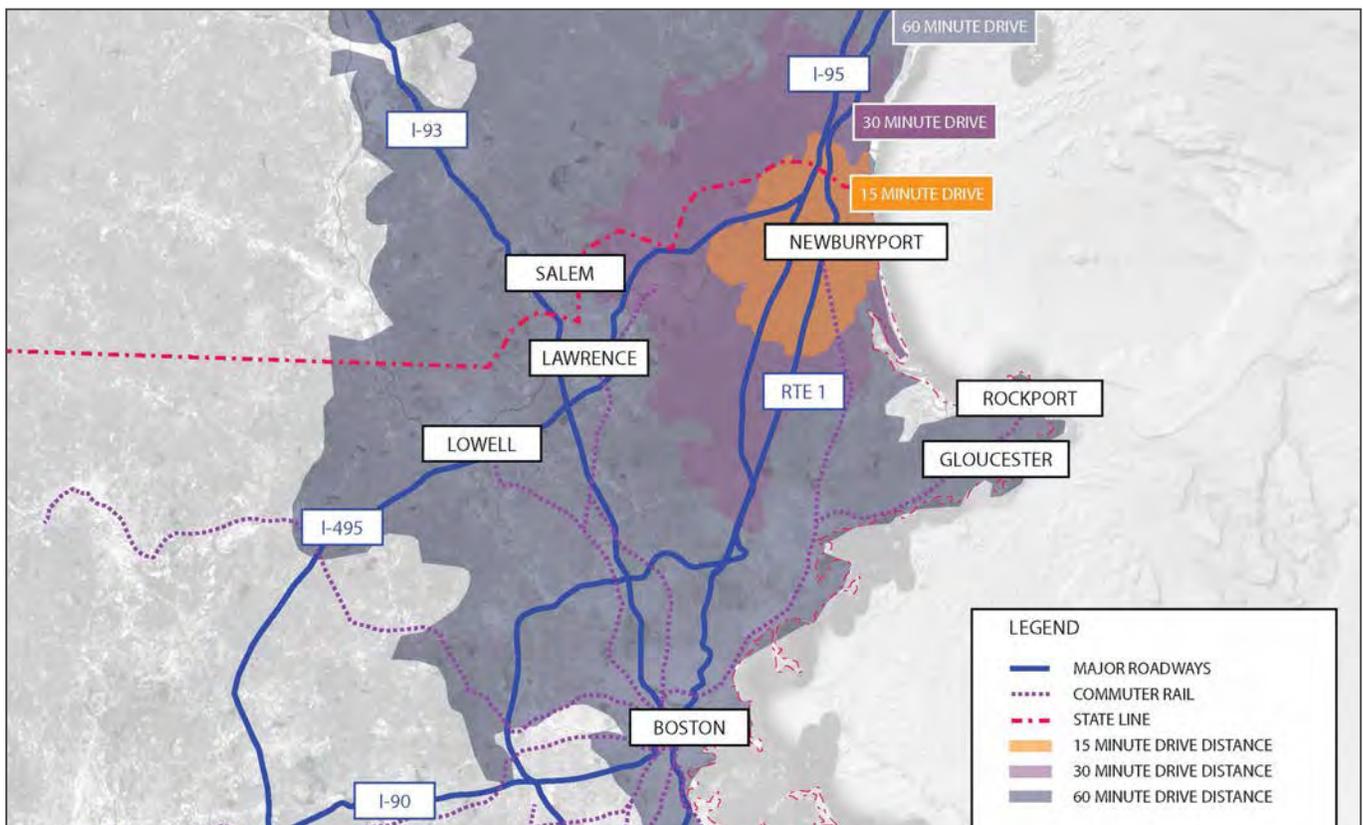
1. Newburyport's context within the region;
2. Newburyport's economic base & key industry clusters;
3. Real estate supply and conditions for future economic development;
4. A profile of the city's resident labor force and household economic conditions;
5. A summary of the city's arts, cultural, historic & natural resources;
6. Housing and transportation conditions; and
7. An overview of the local and regional ecosystem of organizations related to economic development, including key partners and system gaps.

This analysis highlights Newburyport's important strengths and assets to build upon in its economic development strategy along with key challenges and problems that help to inform economic development goals and priorities.

NEWBURYPORT CONTEXT

Newburyport is located at the northern part of the Boston metropolitan area which provides access to a large pool of households and workers in both Massachusetts and New Hampshire that live within a 30-to-60 minute drive (**Figure 2-1**). Newburyport's economy and outlook are closely linked to the larger Boston metropolitan area and Lower Merrimack Valley sub-region—these regions supply workers for Newburyport businesses; provide customers for the city's shops, restaurants and arts, cultural and historic destinations; and generate employment for many Newburyport residents. The city's location also provides good highway connections to these regions (and beyond) with its proximity to three important roadways—Interstate 95, Interstate 495 and

Figure 2-1. Map of Newburyport and North of Boston Region



Source: CivicMoxie, LLC

Route 1. Its river and ocean waterfront location are highly valued amenities and economic resources but also heighten risks from sea level rise and flooding with the growing impacts from climate change.

Newburyport also faces competition for businesses, residents, visitors and workers within the region, as there are many competing economic centers and tourism destinations within a 45-to 60-minute drive. This economic development strategy will help strengthen Newburyport’s position within the region and ensure it remains an attractive and desirable place to live, work, play and grow a business.

NEWBURYPORT ECONOMIC BASE

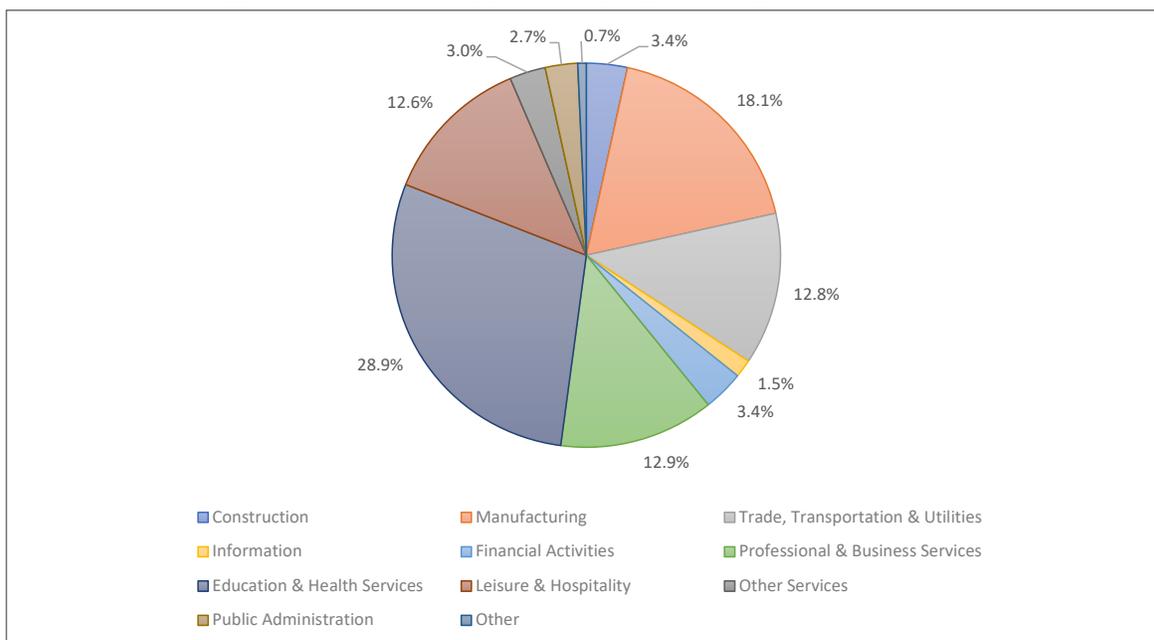
Newburyport has a diverse economic base that experienced good job growth from 2012 to 2021, exceeding that of the Merrimack Valley and Boston regions, including a stronger post-pandemic recovery. Newburyport had 990 establishments located within the city with average monthly total employment of 11,947 in 2021.¹ As shown in **Figure 2-2**, Newburyport’s economic base is well diversified with five sectors, each of which accounted for over 12% of total jobs in 2021.

Within these five sectors, Health & Education Services and Manufacturing are the largest, supplying 29% and 18% of 2021 jobs, respectively.

However, due to different wage levels, the sectors that provide the highest share of payroll vary from those with the highest share of jobs. **Table 2-1** compares each sector’s share of total jobs in 2021 with its percentage of total payroll. Three sectors, Health & Education Services, Manufacturing, and Professional & Business Services accounted for 69% of 2021 total payroll. For Manufacturing and Professional & Business Services (along with Construction, Information and Financial Activities), the share of payroll exceeded their share of jobs—indicating that their jobs offer relatively high average pay. Leisure & Hospitality and Trade, Transportation and Utilities, on the other hand, are low-paying sectors -- with their share of payroll less than half their share of jobs.

Small businesses dominate Newburyport’s economy. Half of all enterprises employ five or fewer workers, and 84% have less than 20 employees (**Figure 2-3**). Construction and Professional/Scientific/Technical Services have the highest share of very small businesses -- two-thirds of their firms have under 5 workers. Most businesses in the Retail and Arts/Recreation/Entertainment sectors are also small, as 90% have under 20 workers. Accommodation & Food Services, Manufacturing and Health Care & Social Assistance are sectors with lower shares of very small businesses and a large percentage of firms with 20 or more workers.

Figure 2-2. Newburyport Employment by Sector, 2021



Source: Quarterly Census of Employment and Wages (QCEW)

A comparison of Newburyport’s economic base with that of the Merrimack Valley and Boston regions helps to identify economic strengths and specializations for Newburyport, along with sectors in which it is under-represented. **Figure 2-4** compares Newburyport’s share of total jobs by sector to that of the Merrimack Valley (Merrimack WDA) and the Boston (Boston-Newton-Nashua NECTA) regions. This comparison highlights three points:

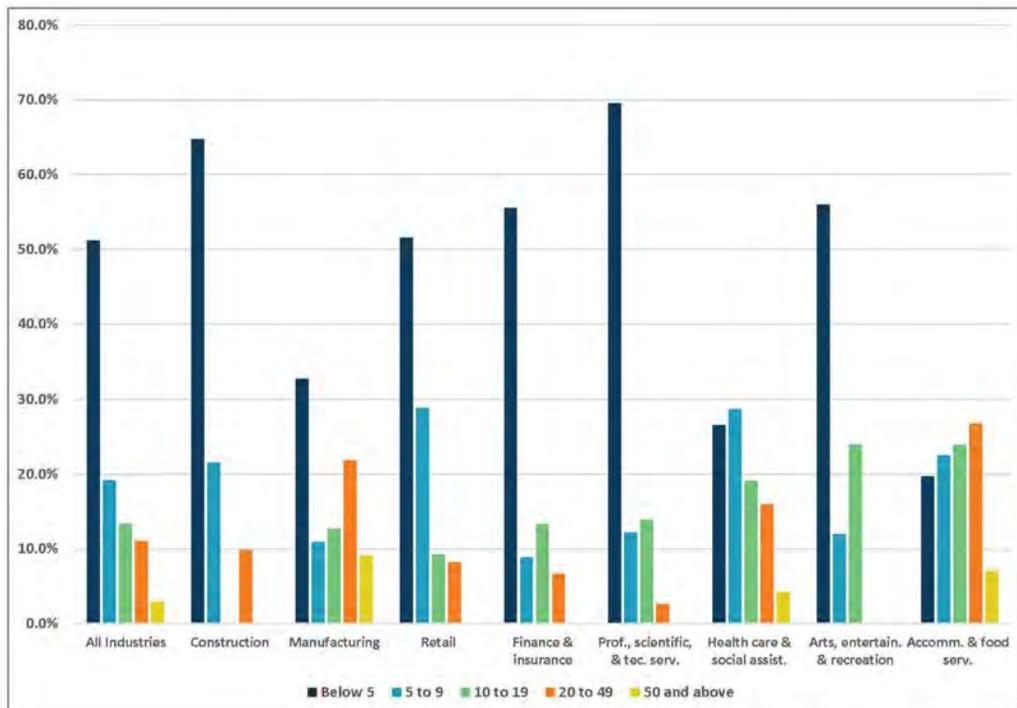
1. Newburyport jobs are more concentrated in Manufacturing and Leisure & Hospitality than both regions;
2. Newburyport is under-represented versus both regions in Construction, Trade/Transportation/Utilities and Professional & Business Services; and
3. The Health and Education sector has a comparable share of jobs in all three regions.

Table 2-1. Newburyport Employment and Payroll by Sector, 2021

Sector	Percent of Total Employment	Percent of Total Payroll
Construction	3.4%	4.0%
Manufacturing	18.1%	19.8%
Trade, Transportation & Utilities	12.8%	8.6%
Information	1.5%	2.4%
Financial Activities	3.4%	5.3%
Professional & Business Services	12.9%	26.0%
Education & Health Services	28.9%	23.6%
Leisure & Hospitality	12.6%	5.1%
Other Services	3.0%	2.1%
Public Administration	2.7%	2.7%
Other	0.7%	0.4%
Total	100.0%	100.0%

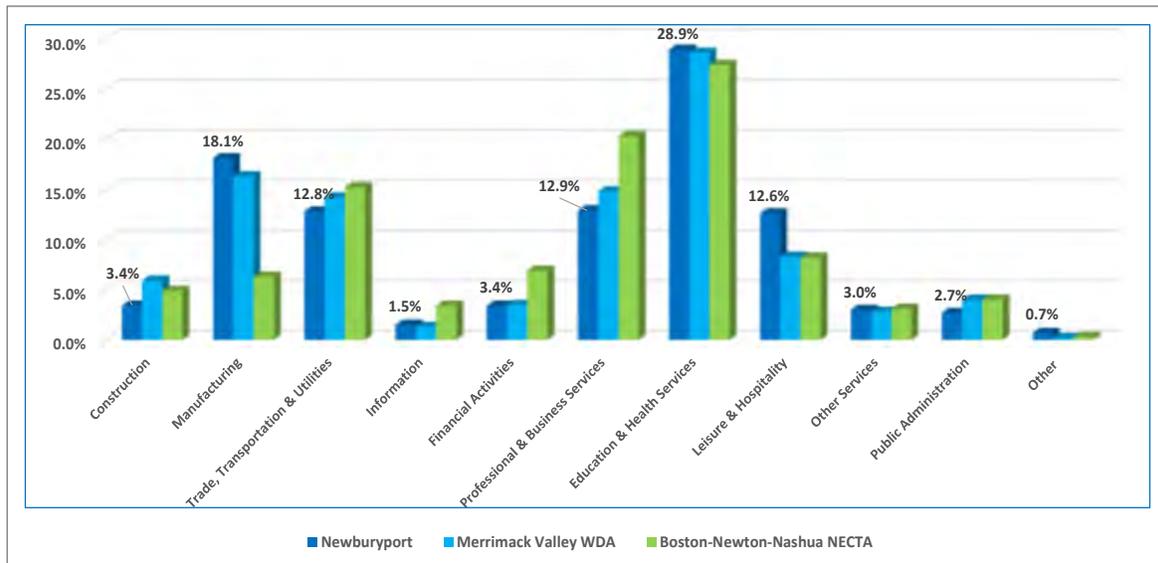
Source: Quarterly Census of Employment and Wages (QCEW)

Figure 2-3. Newburyport Businesses by Size, Selected Industries, 2020



Source: Quarterly Census of Employment and Wages (QCEW)

Figure 2-4. 2021 Employment by Sector, Newburyport and Region



Source: Quarterly Census of Employment and Wages (QCEW)

Table 2-2 uses Location Quotients (LQs) to identify industries in which Newburyport is specialized, showing industries in which Newburyport has a $LQ > 1$. LQ measures the relative concentration of an industry or sector between two regions, i.e., it divides Newburyport’s percentage of jobs in a sector with that for the comparison region. $LQ > 1$ is an indicator of specialization or advantage, especially if it is much higher than 1. This data indicates that Newburyport has regional specializations in three sectors with a sizeable job base:

1. Manufacturing with LQs of 1.11 and 2.88 compared to the Merrimack Valley and Boston regions, respectively, with the specialization greatest in non-durable goods;
2. Health Care & Social Assistance with LQs of 1.27 and 1.36 versus the Merrimack Valley and Boston regions, respectively; and
3. Restaurants with LQs of 1.71 and 1.95 compared to Merrimack Valley and Boston regions, respectively.

Newburyport’s LQ for Management of Companies (i.e., corporate headquarters) is also high, over 1.3, but there are few of these establishments in Newburyport, accounting for 379 jobs in 2021.

EMPLOYMENT PERFORMANCE

Newburyport’s economy performed well during the past decade with its rate of overall job growth from 2012 to 2021 (11.6%) exceeding that for the

Merrimack Valley region and Boston NECTA (**Table 2-3**). The job growth rate in five of nine sectors over this period was higher in Newburyport than the two comparison regions and above the Boston NECTA in two others. Key trends include:

- Newburyport manufacturing jobs grew by 3.4% compared to declines of 5.3% and 8.5% for the Merrimack Valley and Boston regions, respectively;
- Leisure & Hospitality employment increased 17.6% in Newburyport while declining by 3% in the Merrimack Valley WDA and 10.1% in the Boston NECTA;
- For the Financial and Professional & Business Services sectors, Newburyport had job growth close to 30% while employment was stable for the two comparison regions; and
- Newburyport experienced a large decline (19.6%) in the Trade/Transportation/Utilities sector while job growth for this sector in the Merrimack Valley was 9.6%. Two factors contributed to this decline—a loss of over 300 wholesale jobs between 2012 and 2015 and a post-pandemic drop of 85 retail jobs from 2019 to 2021.

Post-pandemic economic recovery in Newburyport has been strong, significantly outpacing the Merrimack Valley WDA and Boston NECTA. **Table 2-4** compares average monthly employment in 2019 with that of 2021 for Newburyport, the Merrimack Valley WDA and Boston Metropolitan NECTA. Newburyport reached 98.6% of its 2019 employment

Table 2-2. High Location Quotient Sectors for Newburyport

Economic Sector/Sub-sector	LQ vs. MV WDA	LQ vs. Boston Metro NECTA	NBPT 2021 Avg. Monthly Jobs	NBPT Avg. Weekly Wage
Manufacturing	1.11	2.88	2,159	\$1,667
Non-Durable Goods	1.73	4.73	1,161	\$1,588
Management of Companies	1.39	1.33	379	\$4,091
Education & Health Services	1.01	1.05	3,448	\$1,170
Health Care & Social Assistance	1.27	1.38	2,918	\$1,163
Leisure & Hospitality	1.01	1.05	1,504	\$577
Accommodation & Food Services	1.56	1.62	1,309	\$543
Restaurants	1.71	1.95	1,286	\$542

Source: Karl F. Seidman Consulting Services

Table 2-3. Percentage Job Growth for Newburyport, Merrimack Valley Region and Boston Region, 2012-2021

Sector	Newburyport	Merrimack Valley WDA	Boston-Cambridge- Nashua MA-NH Metropolitan NECTA
Total, All Industries	11.6%	5.9%	7.2%
Construction	54.7%	60.9%	42.4%
Manufacturing	3.4%	-5.3%	-8.5%
Trade, Transportation & Utilities	-16.2%	9.6%	-1.4%
Information	6.0%	-27.1%	7.8%
Financial Activities	29.0%	2.6%	3.2%
Professional & Business Services	27.7%	-0.2%	23.6%
Education & Health Services	19.8%	20.3%	13.0%
Leisure & Hospitality	17.6%	-3.0%	-10.1%
Other Services	-4.0%	-31.1%	-18.9%
Public Administration	5.5%	2.8%	2.5%

Source: Quarterly Census of Employment and Wages (QCEW).

Table 2-4. 2021 Average Monthly Employment as Percentage of 2019: Newburyport, Merrimack Valley Region & Boston Region

Sector	Newburyport	Merrimack Valley WDA	Boston-Cambridge- Nashua MA-NH Metropolitan NECTA
Total, All Industries	98.6%	96.3%	94.7%
Construction	88.7%	102.0%	100.0%
Manufacturing	95.8%	96.0%	95.1%
Trade, Transportation & Utilities	93.7%	98.8%	93.5%
Information	118.1%	97.4%	99.2%
Financial Activities	113.4%	95.6%	96.7%
Professional & Business Services	104.3%	100.9%	99.3%
Education & Health Services	100.3%	96.2%	97.2%
Leisure & Hospitality	94.7%	86.4%	75.6%
Other Services	87.1%	83.5%	86.5%
Public Administration	95.6%	99.6%	100.8%

Source: Quarterly Census of Employment and Wages (QCEW)

level in 2021, higher than levels for the MVWDA (96.3%) and Boston NECTA (94.7%). Furthermore, Newburyport not only recovered but grew beyond its 2019 level of employment in four sectors: Business & Professional Services, Education & Health Services, Financial Activities and Information.

The analysis in **Table 2-4** on the previous page highlights four key economic clusters in Newburyport based on the cluster's size and share of the city's job base and competitive strength in the region, based on the cluster's assets, relative growth rates and location quotient:

- Tourism with 100 firms and 1,504 jobs in 2021. This cluster includes restaurants, lodging, and arts/entertainment/recreation businesses, and reflects Newburyport's many natural, cultural, recreational attractions;
- Health care with 89 firms and 2,583 jobs in 2021. This cluster includes Anna Jacques Hospital, nursing & residential care facilities, and medical offices, and reflects the city's position as a regional health care center;
- Manufacturing with 68 firms and 2,159 jobs in 2021, and includes specializations in printing, metal fabrication, and computer & electronic equipment; and
- Food with over 90 firms and 2,200 jobs in 2021. This cluster includes restaurants, food stores, breweries, and food manufacturing, and overlaps with the tourism cluster.

REAL ESTATE CONDITIONS AND POTENTIAL FOR FUTURE ECONOMIC DEVELOPMENT

Newburyport's commercial and industrial real estate market is tight with limited vacant space and increasing rents. According to CoStar data provided by the Merrimack Valley Planning Commission, Newburyport's commercial vacancy rate was 2.8% in 2022 and was consistently below 5% over the past decade. Similarly, LoopNet listed four office and retail properties with 62,000 square feet (SF) of space for lease in December 2022, with the former K-Mart store on Storey Avenue accounting for 87% of this space. For industrial space, CoStar reports 159,000 SF of industrial space available for lease in December 2022 (7.7% of total space) with one building at 122 Parker Street accounting for 84% of the available space. LoopNet lists 77,741 SF of industrial space for lease in three Newburyport buildings that do not include the Parker Street property. One Newburyport

building also offers co-working space with 20 spaces of 100 SF available in December 2002.

The high cost of retail, office and industrial space was a common concern raised in stakeholder interviews, with several people reporting that some businesses have left Newburyport due to high real estate costs and the availability of lower cost space in other communities. Arts and cultural organizations and artists are particularly hard hit by high rents, as they often can only afford to pay a lower below-market rent. A limited supply of small professional offices was also noted by several stakeholders. Finally, there was a common concern that the absence of a hotel in Newburyport hurts the city's ability to attract tourists and to host and gain the economic benefits of small conferences and events, including weddings.

The strong market conditions have helped the city's economic growth over the past decade, as well as the success of past economic development efforts, including the preservation of the historic downtown, investments in the waterfront and pedestrian environment and development of the business and industrial park. However, rising rents make it more difficult for Newburyport to sustain the character and diversity of its downtown as it becomes more challenging for small independent businesses and arts and cultural enterprises to afford the rents needed to remain in or near downtown.

Newburyport is largely developed, with limited land available for future economic development. Consequently, its ability to address future real estate needs will depend on better utilization of its existing land resources through redevelopment and infill development. Fortunately, there are a number of sites and districts across the city that provide opportunities for Newburyport to support new development that can address a range of real estate needs related to economic development:

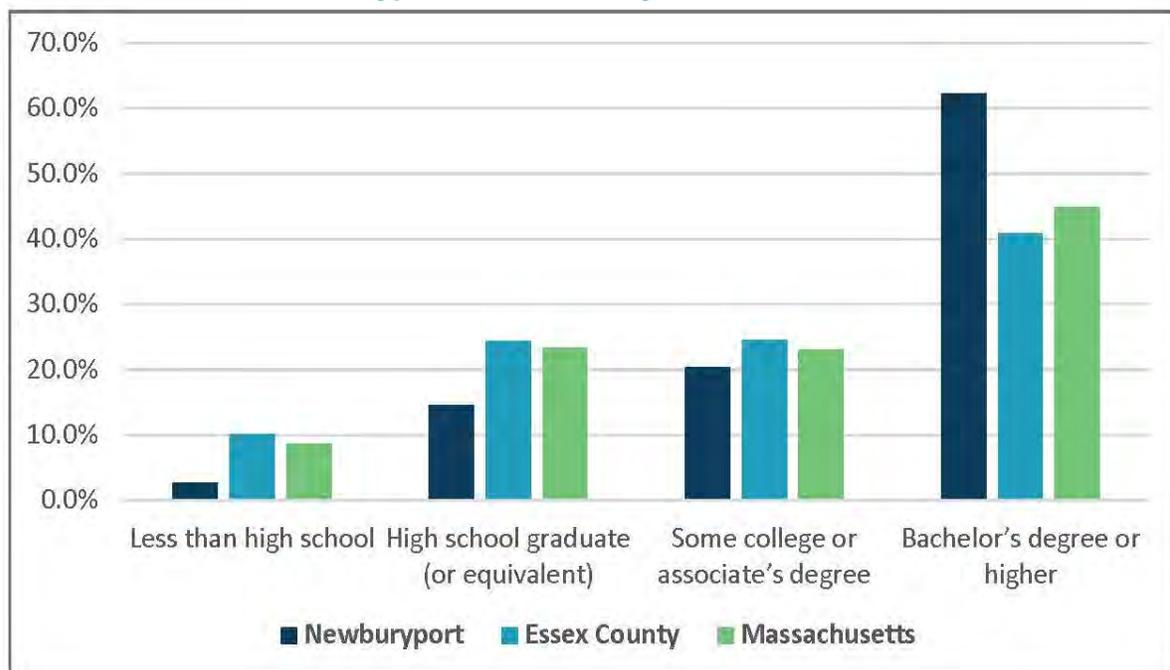
- Waterfront West site: potential for housing, a hotel, commercial space;
- Storey Avenue, including Port Plaza: potential for mixed-use infill and redevelopment with housing and retail and/or office space;
- 40R District: potential for infill and redevelopment with housing and mixed-use housing with retail/office space;
- Business and industrial park: potential for infill and building expansions for industrial and commercial uses; and
- Mersen and 122 Parker Street vacant space – new industrial or office tenants.

NEWBURYPORT LABOR FORCE AND ECONOMIC WELL BEING

Newburyport's resident labor force is well-educated and largely employed in high-skill occupations but has barely grown over the past decade. Over 62% of Newburyport adults 25 years or older have a bachelor's degree or higher, above 41% for

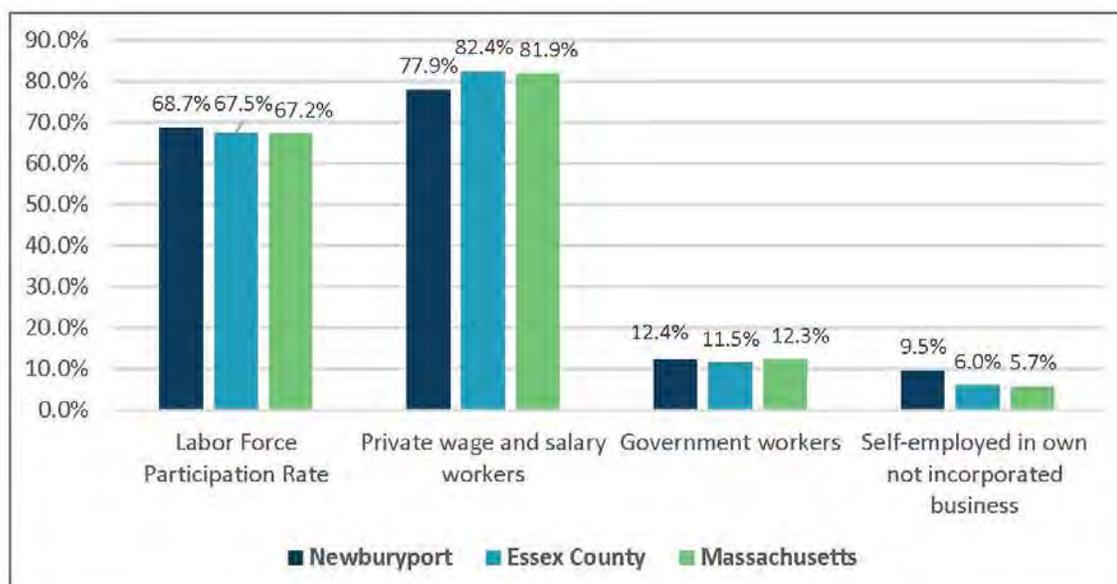
Essex County and 45% statewide (**Figure 2-5**). Furthermore, 62% of employed Newburyport residents work in higher-paying Management, Business, Science, & Arts occupations, compared to 44% for Essex County workers and the 48% share for Massachusetts workers. Newburyport also has a higher labor force participation rate² and a larger share of self-employed workers than Essex County and Massachusetts (**Figure 2-6**).

Figure 2-5. Educational Attainment for the Population 25 Years and Older, Newburyport, Essex County and Massachusetts



Source: American Community Survey, 2016-2020

Figure 2-6. Labor Force Status, 2020 Newburyport, Essex County and Massachusetts



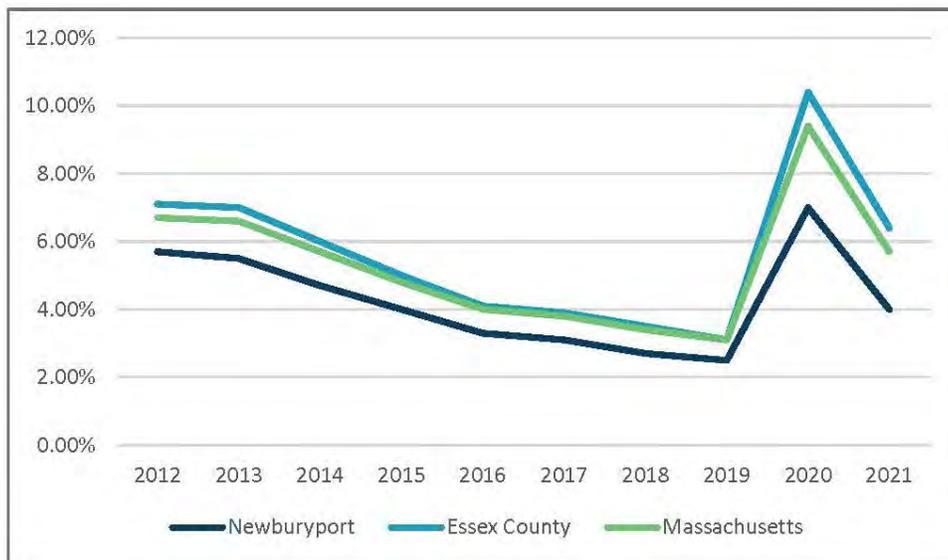
Source: American Community Survey, 2016-2020

Despite its many positive characteristics, Newburyport’s civilian labor force grew by only 155, or 1.6% from 2010-2020, compared to 9.8% growth for Essex County and 7.9% for Massachusetts. The minimal labor force growth reflects the city’s loss of 2,314 residents age 20 to 64, between 2010 and 2020. The decline in resident labor force, its high-skill professional composition and the size and staffing needs of Newburyport firms combine to make local employers highly dependent on the regional labor force. Newburyport’s large job base in manufacturing, health care and restaurants creates a mismatch between the skills and occupations demanded by the city’s employers and those supplied by Newburyport’s resident labor force. Moreover, Newburyport has a ratio of 1.18 jobs for every resident worker and, thus, must attract many workers who live outside the city.

Newburyport’s labor force and households have fared well in the regional economy with their unemployment and poverty rates below county and state levels, and relatively high household incomes. These outcomes reflect the city’s highly educated

and skilled workforce and its connection to job opportunities in the metropolitan Boston labor market. The unemployment rate for Newburyport’s labor force was 4% in 2021 compared to 6.4% in Essex County and 5.6% for Massachusetts. As shown in **Figure 2-7**, unemployment rates for Newburyport were consistently lower than the county and state rates from 2012 through 2022. Similarly, the poverty rate for Newburyport residents in 2020³ was 5.5%, almost half the rate for Essex County (10.1%) and Massachusetts (9.8%). Poverty rates were low for most age groups and households in the city with the exception of female-headed households, which had a 17% poverty rate, close to the 21% county and state rates. Median household income in Newburyport was \$110,740—one-third above that for Essex County (\$82,225) and Massachusetts (\$84,385) but below the average for all Merrimack Valley communities (\$119,000). Newburyport also experienced a higher increase in median household income (45%) from 2010 to 2020 than the 28% growth for Essex County and 31% rise for Massachusetts.

Figure 2-7. Average Monthly Unemployment Rates, 2012 - 2021
Newburyport, Essex County and Massachusetts



Source: Massachusetts Department of Economic Research

ARTS, CULTURAL, HISTORIC & NATURAL RESOURCES

Newburyport has strong assets in historic and natural resources and a large arts and cultural community of for-profit and nonprofit businesses and individual practitioners. The mostly intact historic downtown is unusual for its size and completeness and taken within the overall historic context of the surrounding residential areas, represents a unique destination. The arts and cultural community consists of several major institutional destinations, as well as smaller galleries, shops, and historic trails. Natural and recreational resources abound and include beaches and ocean destinations, natural areas, river resources, and parks and trails.

While there are robust assets and resources, the lack of coordination and marketing between sectors makes it difficult to find these resources and navigate available experiences and businesses. There are multiple labels for distinct areas in the city (historic districts, cultural district, trails) with no single map or descriptive system, and no single entity exists for coordinating, marketing, funding, and advocating.

Anecdotal examples indicate that there has been some loss of arts and cultural resources because of the high cost of space and the very low vacancy rate of commercial and other spaces suitable for arts, cultural, and gathering uses in the city. In addition, climate change/sea level rise poses a threat to both natural resources and tourist destinations such as Plum Island and the Park River National Wildlife Refuge as well as the downtown waterfront which hosts historic and arts/cultural sites and provides a gathering spot for events.

ARTS & CULTURAL RESOURCES

Arts and cultural resources are scattered mostly throughout the downtown. There is one performing arts theater (191 seats), an art house cinema, and scattered galleries and creative businesses. Public art exists along the Clipper City Rail Trail and in other locations in the form of murals and sculptures. The following sections provide more details on arts and cultural resources in the city.

The Newburyport Cultural District

The Newburyport Cultural District was created in 2013 with the intention of pursuing the goals of “attracting artists and cultural enterprises, encouraging business and job development, establishing tourist destinations, preserving and reusing historic buildings, enhancing property values and fostering local cultural development.”⁴ As part of its efforts to “attract tourists and entrepreneurs, which in turn help communities foster their cultural sector and expand their tax base,” the Massachusetts Cultural Council allows cities with the district designation to apply for grants to support marketing, fund operational support for management, pay for artist or vendor fees, implement creative placemaking/ placekeeping activities, and develop collaborative cultural policies, among other things.

The Cultural District, shown on the map in **Figure 2-8**, encompasses much of downtown and this map has not been updated recently. There is no signage marking the district, and the map is located only on the City of Newburyport website, not on downtown promotion or marketing sites or in marketing materials.⁵



Figure 2-8. Newburyport Cultural District



Source: City of Newburyport, <https://www.cityofnewburyport.com/office-of-arts-tourism-and-cultural-affairs>

Public Art and Trails

This section contains information on public art and local/city trails. Regional and nature trails are described in the “Regional and Local Nature Trails and Networks” section.

Public art in the form of murals, sculptures and plaques can be found throughout the city with a good concentration of art in the downtown and along the waterfront. There is no formal map with information on art locations, artists, and possible walking routes. In addition to these scattered works, the Clipper City Rail Trail & Harborwalk (a 1.1-mile multi-use path connecting the MBTA commuter rail station with the waterfront at the Route 1 bridge over the Merrimack for a total path length of 3.9 miles – **Figure 2-9**) hosts a number of public art works and offers superb views of the waterfront.

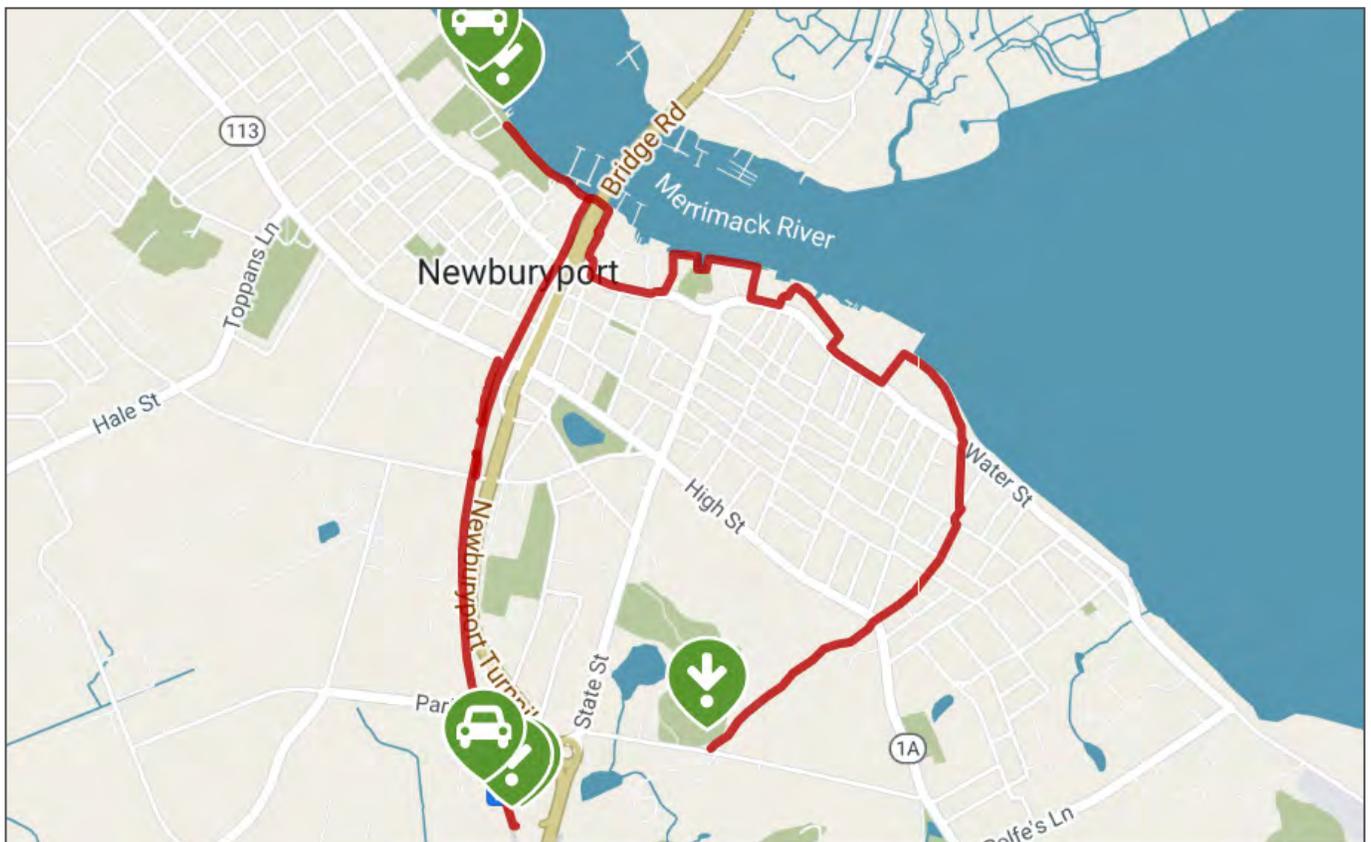
“The Clipper City Rail Trail is part of the Coastal Trails Coalition, which is developing in the four towns of Amesbury, Newbury, Newburyport, and Salisbury along the Merrimack River and will eventually be a link in the 28-mile Border to Boston Trail. When complete, the Clipper City Rail Trail will be a full loop.”⁶

The Clipper City Rail Trail has been highlighted in Rails to Trails magazine in Winter of 2013, and



American Trails in the Summer of 2011 (**Figure 2-10**). While photos of the public art on the trail can be found in these magazine articles, the only collection of online images is on the City of Newburyport Planning and Development web page.⁷ The map of the Newburyport Cultural District (**Figure 2-8**) has a public art category but no public art is shown on the map or in the map’s key listing.

Figure 2-9. Clipper City Rail Trail & Harborwalk



Source: <https://www.trailink.com/trail/clipper-city-rail-trail--harborwalk/>

Figure 2-10. American Trails Article on the Clipper City Rail Trail

The trail provides scenic access along Newburyport's harbor where the bronze sculptural bench by artist Michael Allano is a popular stop

FEATURED TRAIL

Clipper City Rail Trail, Newburyport, MA

A trail becomes a community centerpiece

City officials in Newburyport began with the vision that a trail can be a linear park that enhances the community's quality of life. There is a growing recognition that significant economic activity can be generated by the arts, and the Clipper City Rail Trail provided an opportunity to showcase public art in a big way.

The 1.1-mile trail runs from a commuter rail station to the shoreline of the Merrimack River near downtown Newburyport. In a relatively short distance, the trail corridor cuts through hills and connects with the harbor, passing through a variety of environments from the industrial park to a densely developed neighborhood and the waterfront.

Several years ago, Geordie Vining, the City's Senior Project Manager, traveled to Paris for a family vacation and was inspired by the sculpture along the banks of the Seine River. The City raised over \$160,000 from contributions by individuals, local businesses, nonprofit organizations, community yard sales, charitable foundations, and other grants to support the Rail Trail Enhancement Project and finish the trail.

Today, the Clipper City Rail Trail has a variety of figurative, abstract, and interactive sculptures, a mural along a highway underpass, custom signage, garden installations by the local "Green Artists League" and other volunteers, and a boardwalk, pedestrian bridge, and other functional elements designed to be aesthetically pleasing.

Read more about the Clipper City Rail Trail and a wide variety of art projects along trails and greenways at www.americantrails.org/resources/art.

A stainless steel heron by artist Bob Kimball is mounted on a granite block wall along the trail

PHOTOGRAPHY BY GEORDIE VINING

Fall colors glow along the trail, with the stainless steel "Eclipse" by Rob Lorenson in the foreground and the aluminum and glass "Torrential Flight" by Brian Russell in the background

Winter light casts shadows through a cedar fence along the plowed trail

Boardwalk section of the Clipper City Rail Trail with the stainless steel "G-Swirl" by artist Dale Rogers rising on top of an overlook in the background

Children interact with "Clyde," a horse sculpture made of wood and steel by artist Jamie Burnes (photo by Jay Havighurst)

34 SUMMER 2011 American Trails

www.AmericanTrails.org 35

Source: American Trails, Summer 2011.

There are also a number of historic statues in the city, including:

- The Volunteer (Civil War Monument) and Obelisk honoring soldiers of all wars, Atkinson Common;
- William Lloyd Garrison, Brown Square (across from City Hall);
- George Washington (intersection of High, State, and Pond Streets);
- Bartlet Mall stone monument and plaque; and
- Other plaques throughout the city commemorating special places, people, and events.

Performing Arts, Organizations, Galleries, Creative Businesses

The Newburyport Local Cultural Council

Newburyport's Local Cultural Council is a ten-member volunteer board whose members are appointed by the Mayor and approved by the City Council, and who serve three-year terms. The Cultural Council's mission is to distribute

Massachusetts Cultural Council funding through grants to local creatives, organizations, and initiatives. The Council conducts an open and transparent process for discussing and voting on all submitted applications and grant applicants, and recipients must be listed on the City of Newburyport website.

Of the 34 applications received for Fiscal Year 2022 grants, the Cultural Council awarded 21 applicants an average grant of \$433 with the smallest grant being \$200 and the largest \$1000. Eighteen of the grantees were nonprofits or applicants on behalf of nonprofit initiatives or events, three grantees were individuals, and one grant was awarded to a public entity.

In May of 2022, the Cultural Council sponsored a one-day cultural forum in the city with the purpose of gathering arts, cultural, and historical organizations, advocates and individual creatives to discuss needs, opportunities, and future goals. Outcomes and goals related to this report include:

- Advocate and focus on cultural tourism to enrich lifestyle and increase revenue for our City, businesses and community;

- Commitment to broadening the arts & access to the arts;
- Foster collaboration with sister cities on the Northshore to promote cultural tourism; and
- Innovate technology to achieve our goals, utilizing AI tools to assist with labor shortages and increase reach in our community.

The Firehouse Center for the Arts

The Firehouse is a nonprofit center with a 191-seat theater on the downtown waterfront that is active throughout the year with Firehouse-produced events, partner presentations, and arts education programs. The Center’s educational programs are rooted in the belief that talent exists at every age and in people from every background, regardless of experience. These programs include February Teen Intensive, Second Act Readers’ Theatre, and Glee Club. The Firehouse Center collaborates with other organizations throughout the year, including the Actors Studio of Newburyport (which has relocated to Amesbury), to present shows and performances.



Newburyport Arts (Newburyport Arts Association)

Founded in 1948, Newburyport Arts is dedicated to promoting and exhibiting the work of its approximately 600 members, providing art education for students of all ages and skills, and keeping the visual arts accessible for students in local schools and for special needs adults. Newburyport Arts owns and has operations in 65 Water Street, a late 18th century former mercantile building along the waterfront. The nonprofit

operates three interior galleries, an outdoor sculpture garden, and an exhibition/education space adjacent to the Clipper City Rail Trail.

Newburyport Arts Collective

Formed during the COVID-19 pandemic, the Collective is a group of artists, organizations, and arts advocates who have joined forces to preserve and expand their arts and cultural offerings through advocacy, integrated promotion, and a free-flowing exchange of ideas, knowledge, and resources. The group’s mission is “to advocate for, engage, and elevate the nonprofit arts, culture organizations and individual artists in the greater Newburyport area.”



Photo credit: Bob Watts

Galleries

There are several galleries in the city, mostly located downtown, that include:

- Indigo (one artist);
- Minutia Gallery (in the Tannery);
- Valerie’s Gallery;
- Paula Estey Gallery;
- Blochaus (moved from Lawrence to the Tannery); and
- A Pleasant Shoppe.

There is anecdotal evidence that higher rents and shifts in the market during the pandemic have caused recent closings or a move to online only operations for several galleries, including:

- Connor Summers (closed);
- Lepore (closed);
- Sweethaven Gallery (now online only); and
- Walsingham (now online only).

Creative Clusters

The Tannery Marketplace is located just outside the downtown core, on Water Street, and has a collection of uses that includes a robust cluster of “Creativity and Learning” tenants. This cluster includes:

- Mintz Photo Studio/SEE Shore Photography;
- Nettie & Ro Creative Studio;
- The Artists Playground Studio space for artists, dance, yoga, acting and music;
- The Dance Place;
- Zach Field Drums & Music;
- The Screening Room (small art house local movie theater); and
- Blochaus Art Gallery.

In addition, the Tannery hosts many food and dining offerings, a bookstore, and the Sunday Newburyport Farmers’ Market in the summer.

Events

There are many events in Newburyport throughout the year. Some are organized by for-profit businesses and others by nonprofits with City support. Below is a list of events organized by season.

Summer

- Riverfront Music Festival
- Yankee Homecoming
- Greek Festival
- The Chamber Music Festival
- Kitchen Tour
- Newburyport Chamber Music Festival
- Waterfront Movie Series
- Classic Car Show

Autumn

- Annual Lantern Festival
- Fall Harvest Festival
- Oktoberfest and Riverfront Festival
- Documentary Film Festival (and year-round programming)
- Downtown Trick-or-Treat
- Friends of the Library’s Great Old Book Sale – Autumn Sale
- Witches Night Out
- Pumpkin Lighting

Winter

- Winter Carnival
- Merrimack River Eagle Festival
- Santa Parade and Tree Lighting
- Holiday Invitation Nights
- Custom House Maritime Museum Holiday House Tours

Spring

- Chamber of Commerce’s Spring Fest Field of Honor
- New Works Festival
- Earth Port Film Festival (temporarily closed)
- Newburyport Preservation Week
- Friends of the Library’s Great Old Book Sale – Spring Sale
- The Literary Festival
- Historical Society Garden Tour

HISTORIC RESOURCES

Newburyport's historic resources are extensive. The city's mostly intact downtown and surrounding historic residential fabric, coupled with its waterfront location, combine to make the city a quintessential New England community. The historic character is perhaps its strongest defining feature and the various historic elements, in both organizations, destinations, and narratives, are outlined here.

Organizations

Newburyport Preservation Trust

The Trust is a "nonprofit membership organization that brings together people from Newburyport and beyond who value the preservation of the city's period architecture, neighborhood ambiance, heritage landscapes, and authentic historic character." The organization offers the "Historic House Plaque Program" by which house markers identify the original owner/builder, their occupation (if known), and date. Central to the program, and of particular historical value, is the verification of dates, names, and facts by experienced researchers. The organization offers a stand-alone interactive map on its website that is a guide to all existing plaques, organized by date (**Figure 2-11**). Users can zoom in on the map and click on specific centuries to explore the houses that have markers. In November 2022 the organization awarded its 100th historic house plaque to Newburyport Art's building at 65 Water St.

Historic Districts

Newburyport has a National Register Historic District and a Local Historic District. The maps for both districts are not easy to find and are not available on any visitor or local information website. In addition, there is no local signage indicating the boundaries of the two districts. Information on building history and house plaques is also not integrated in any way with district maps, and the information on history, sites, and maps resides across many websites and entities.

National Register Historic District

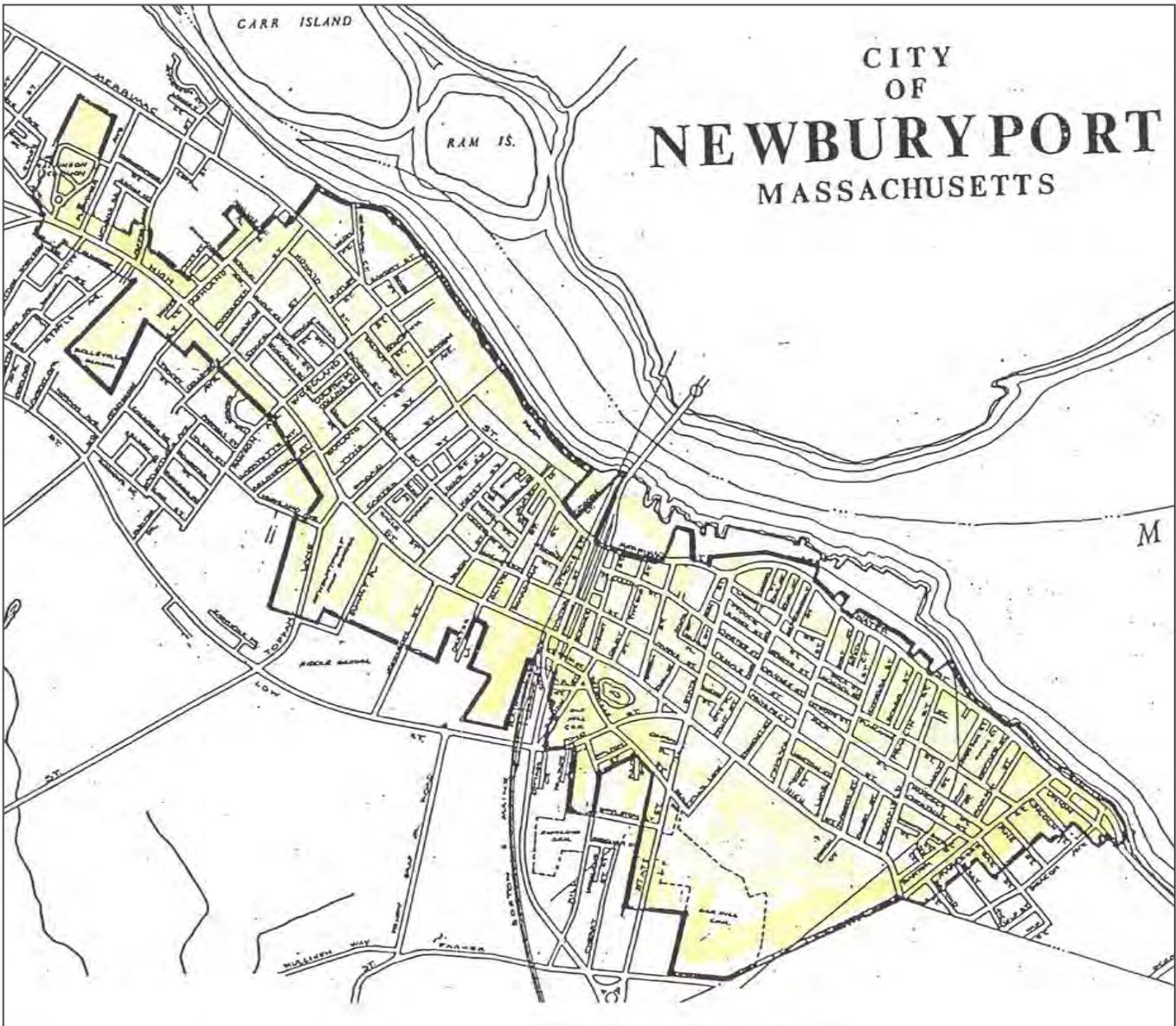
The National Register Historic District encompasses over 2,500 properties and covers approximately 750 acres which includes much of the downtown (Figure 12-2). The National Register District contains ten sub-districts. While many of the sub-districts highlight residential areas, with an emphasis on the Federal style of architecture which was popular during the city's time of greatest growth and prosperity (up to the War of 1812), there are a few sub-districts that highlight the commercial and industrial roots of the city, including the Merrimac Shipbuilding District and the Pleasant Street Industrial District. In addition to structures from the 17th Century and excellent examples of the Federal style, The National Historic District contains a large number of late 19th Century structures reflecting the shift of the city to a working class industrial base.

Figure 2-11. Historic House Plaque Location Map



Source: Newburyport Preservation Trust <https://public.tableau.com/app/profile/brendan.banovic/viz/Newburyport-MA-Historic-Plaques/Dashboard1?publish=yes>

Figure 2-12. Newburyport National Register Historic District

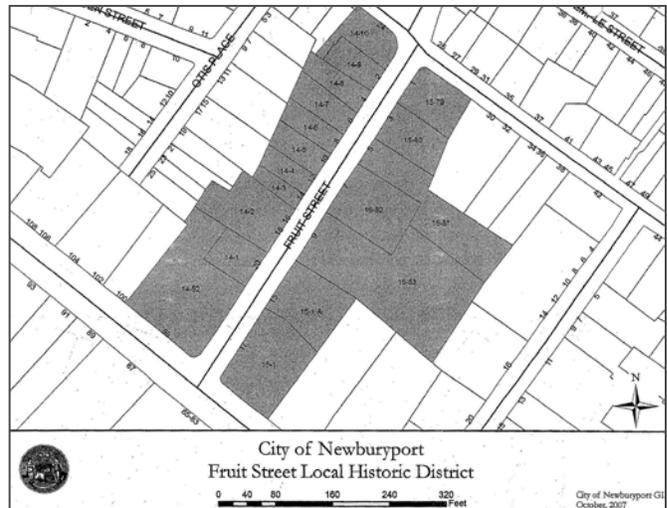


Source: City of Newburyport

Fruit Street Local Historic District

The Local Historic District encompasses 18 residential properties which are examples of the Federal style of architecture. Fruit Street is located just south of downtown between High and Prospect Streets (Figure 2-13). This short residential street was designated a Local Historic District in 2007 with the purpose of preserving and protecting the character of the houses. Information about the houses on the street is located on the City website with the user required to click on photos of each property to download a pdf with that property's information.

Figure 2-13. Fruit Street Local Historic District



Source: City of Newburyport

Museums/Resources

Custom House Maritime Museum

The Custom House Maritime Museum (CHMM) is an “education and cultural center; emerging research facility; and a meeting place for people seeking a unique venue for professional or social gatherings.” Housed in the 1835 Custom House, the museum contains galleries showcasing maritime objects, art, models, and historical documents. The Museum collaborates with local educational, artistic, business, and environmental organizations to further its mission and provide events and programs.



Photo credit: Bob Watts

Museum of Old Newbury

“For 145 years, the Museum of Old Newbury has been collecting, preserving, and presenting the history of Newburyport, Newbury, West Newbury, Byfield, and Plum Island. The museum includes:

- the 1808 Federal style Cushing House;
- the Perkins Engraving Plant; and
- Carriage House and Privy.

The museum offers lectures, exhibitions, educational programs, school tours, publications, a research library, and cooperation with area groups interested in local history. The collections also include numerous genealogical records including strong representation of documents pertaining to Newbury’s founding families. These records include “primary and secondary source materials that address family genealogies, Newburyport’s maritime heritage, local businesses and industries, landmarks, buildings, cemeteries and more.

Resources available for research use include local history books, ship logs, maps, photographs, genealogy books, diaries, ledgers and ephemera.” Family histories from the Mary Adams Rolfe Collection can be purchased online and in-person appointments can be made to access other archives. The Executive Director estimates that more than 20 million people worldwide can trace their ancestors to Newburyport and thus would have an interest in the town and genealogical records.⁸



Photo credit: Museum of Old Newbury

Newburyport Public Library and Archival Center

The Newburyport Public Library offers a range of programs and events from yoga to film nights, to lectures and craft programs. “The Archival Center collection focuses on genealogy and local history, primarily that of Essex County with additional material covering New England. It includes published monographs on Newburyport history and individual family genealogies as well as local primary source material. The Library has a microfilm collection that includes most of The Newburyport Daily News from 1773 to the present, as well as Essex County probate records and other materials.” There is also an extensive historic photograph collection.

Other Historic Sites

- Historic Wharves – under varied ownership, the wharves tell the shipbuilding and port history of the city and some old hidden fragments found in 2011 date back to before the Revolutionary War.
- Powder House – this restored 1822 building was a storehouse for gunpowder, flints, and musket balls, keeping these explosive

materials safe from residential areas. Used during the Civil War, the Powder House is now part of a park and learning center.

- Curzon Grist Mill – this mill is now a private residence on the Artichoke River and occupies the area where a corn mill was first constructed in 1678. While that mill building and subsequent structures burned over the years, part of the present structure dates to the 1840s.
- Plum Island Light – officially known as Newburyport Harbor Light, this structure was built in 1788 and the original 4th order Fresnel lens is still in use. Listed on the National Register of Historic Places, the lighthouse is owned by the City and leased to the Friends of Plum Island Light.
- Newburyport Superior Courthouse – this building, in the downtown, was designed in the Federal style by famous American architect Charles Bullfinch. Completed in 1805, it is one of the oldest active courthouses in the country.

Religious Facilities

Religious institutions and facilities provide historic context and architecture and, in some cases, also have available spaces or existing collaborations with other area groups and

initiatives to share spaces. In all, these facilities are historic and arts/cultural assets for the city.

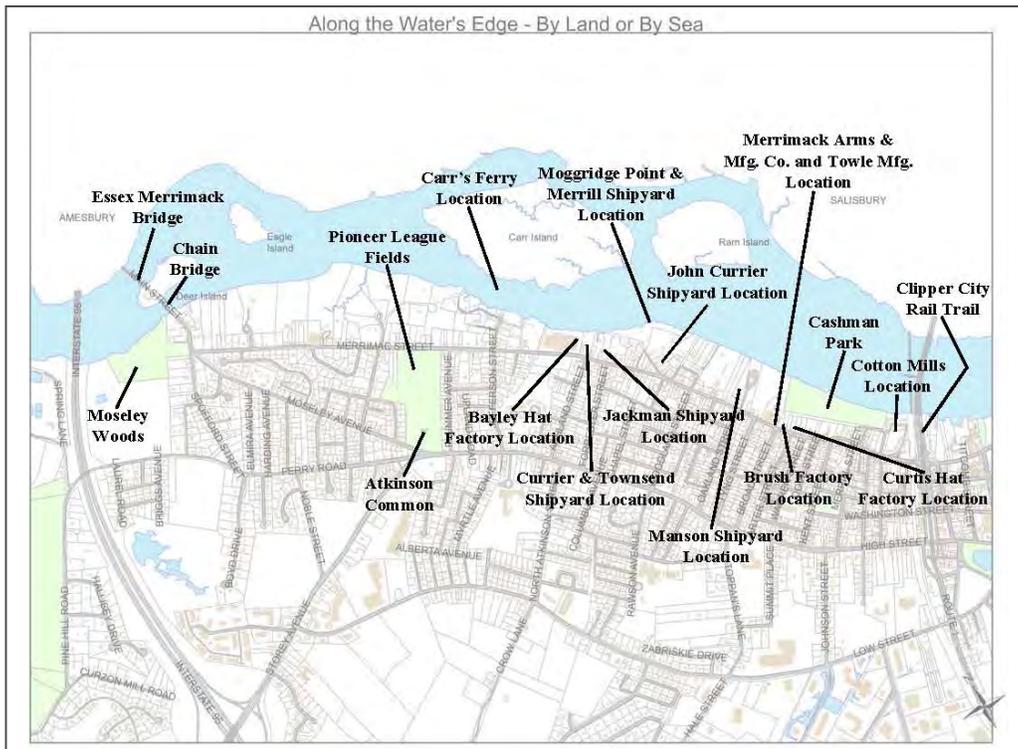
- Belleville Congregational;
- Central Congregational;
- Congregation Ahavas Achim;
- FRS Unitarian Universalist;
- Greek Orthodox Annunciation;
- Immaculate Conception;
- Old South Church;
- People’s United Methodist Church; and
- St. Paul’s Episcopal.

Historic Trails/Tours

Clipper Heritage Trail

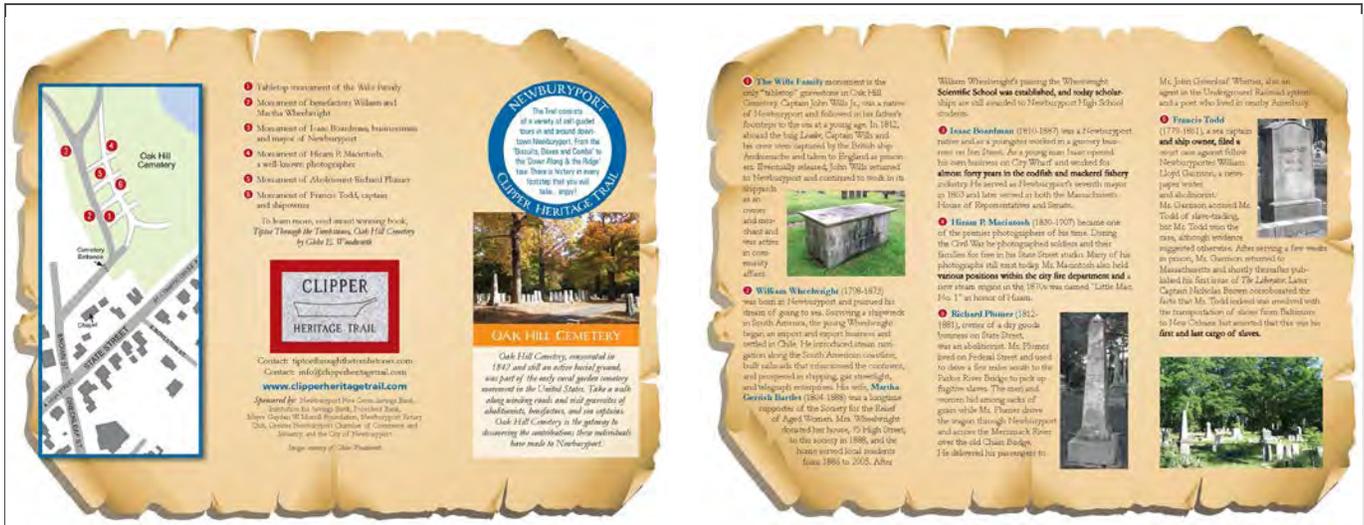
The Clipper Heritage Trail Website offers the most complete set of resources for a visitor or student of Newburyport history with audio, written historical information, and maps detailing 16 self-guided tours. The website and smartphone app combined offer tours and downloadable maps (**Figure 2-14**) and brochures (**Figure 2-15**).

Figure 2-14. Clipper Heritage Trail: Along the Water’s Edge Self-Guided Tour Downloadable Map



Source: Clipper Heritage Trail, Ghlee E. Woodworth, 2012.

Figure 2-15 Clipper Heritage Trail Oak Hill Cemetery Tour Brochure



Source: Clipper Heritage Trail, Ghlee E. Woodworth, 2012.

The Self-guided tours were developed by Ghlee Woodworth with the support and sponsorship of the City of Newburyport and numerous local businesses and organizations. Granite pavers were installed in the sidewalk in front of historical points of interests in the downtown area for easy navigation of the Clipper Heritage Trail in July 2013 (Figure 2-16).

Figure 2-16. Clipper Heritage Trail Markers



Source: Clipper Heritage Trail, Ghlee E. Woodworth, 2012.

Natural Resources/Recreation

Newburyport's natural areas and recreational resources make it a strong destination for outdoors activities and recreation, and for naturalist enthusiasts. Natural resources range from local parks and the downtown waterfront to places that are part of regional and national networks and management.

Major/Regional Destinations

Plum Island

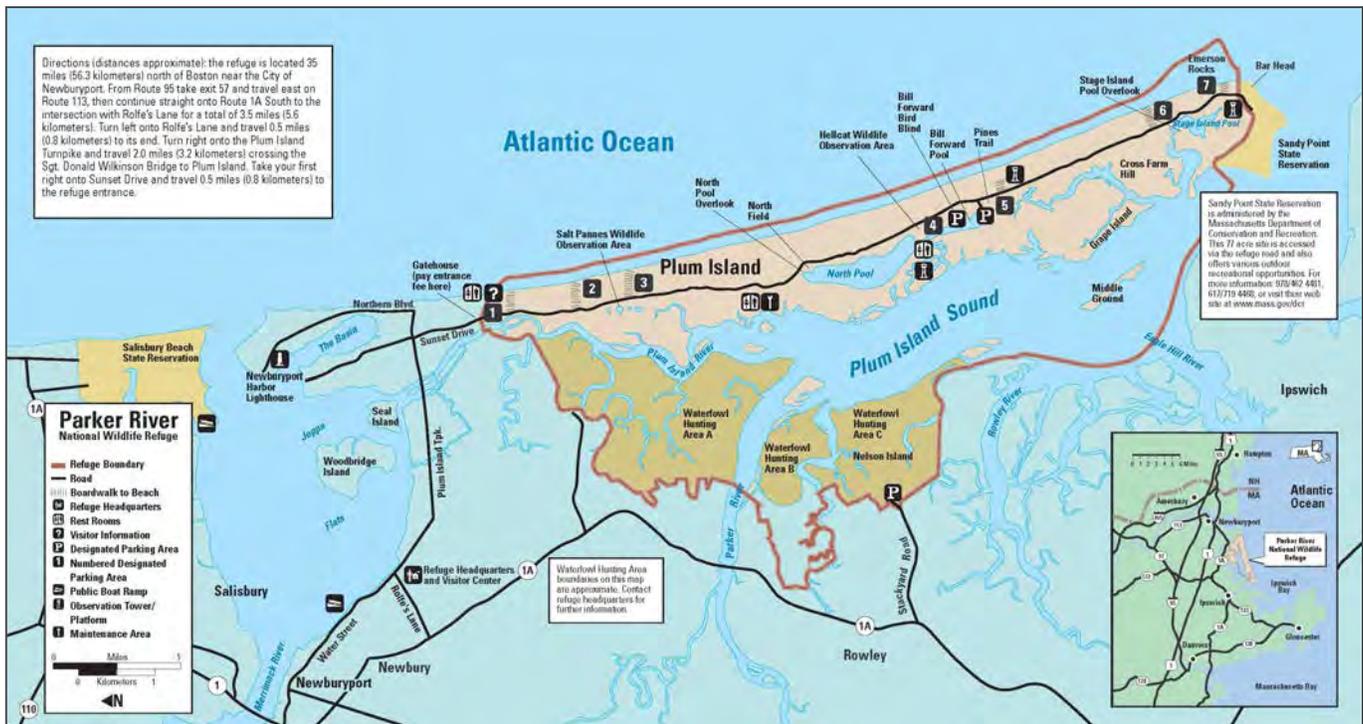
Plum Island is a barrier island that includes local beaches and the entrance to the Parker River National Wildlife Refuge. Eleven miles in length, Plum Island spans Newburyport and Newbury.

The island houses year-round residents, vacation rentals, public beaches, the Wildlife Refuge, and commercial enterprises mostly consisting of restaurants along Plum Island Turnpike. The three beach destinations on the island (Wildlife Refuge and North Point in Newburyport and Plum Island Center in Newbury) each have public parking and either public restrooms or portable toilets.

Parker River National Wildlife Refuge on Plum Island

The Parker River National Wildlife Refuge (The Refuge) has access from Newburyport along the Plum Island Turnpike and runs through Newbury, Rowley and down to Ipswich. The Refuge, managed by the US Fish and Wildlife Service, encompasses approximately 4,700 acres including beaches and salt marsh and provides a home for over 300 species of birds and additional species of mammals, reptiles, amphibians, insects, and plants. Public parking lots provide access to the beaches, interpretive trails, salt marsh board walks, and birding towers (Figure 2-17). The Refuge includes a visitor center with an auditorium and classroom with capacity for 85 and 50 people, respectively for community events and those sponsored by The Refuge. In 2017, the most recent year for which data is available, The Refuge received 686,774 visits, of which 116,752, or 17%, lived more than 50 miles away. In addition to habitat for varied and endangered species, The Refuge "also provides high-quality opportunities for nature-based recreation including walking & biking, wildlife observation & photography, hunting, fishing, paddling, and beach use." Refuge staff, volunteers, and community partners offer a range of nature-based programs and events throughout the year.

Figure 2-17. Parker River National Wildlife Refuge Map



Source: Parker River National Wildlife Refuge

Other parts of this wildlife refuge network include:

- Great Bay National Wildlife Refuge (Newington, NH);
- Wapack National Wildlife Refuge (Greenfield, NH); and
- Thacher Island National Wildlife Refuge (Rockport, MA).

Joppa Flats/Mass Audubon's Joppa Flats Education Center

The Joppa Flats Education Center overlooks the Merrimack River and is located on the way to Plum Island from Newburyport. The Education Center “offers educational programming for all, including explorations of the habitat “(salt marshes, mudflats, rivers, bays, and coastal waters) through guided tours, marine touch tanks, art exhibits, drop-in programs, and interpretive displays. Mass Audubon also offers the winter events, including the Superbowl of Birding and the Eagle Festival.

Maudslay State Park

Maudslay State Park features 19th century gardens and plantings, rolling meadows, towering pines, and one of the largest naturally-occurring stands of mountain laurel in Massachusetts. This park, managed by the Massachusetts Department of Conservation and Recreation (DCR) provides

space for walking, biking, picnicking, cross-country skiing, horseback riding, and mountain biking. Summer educational programming is also offered.

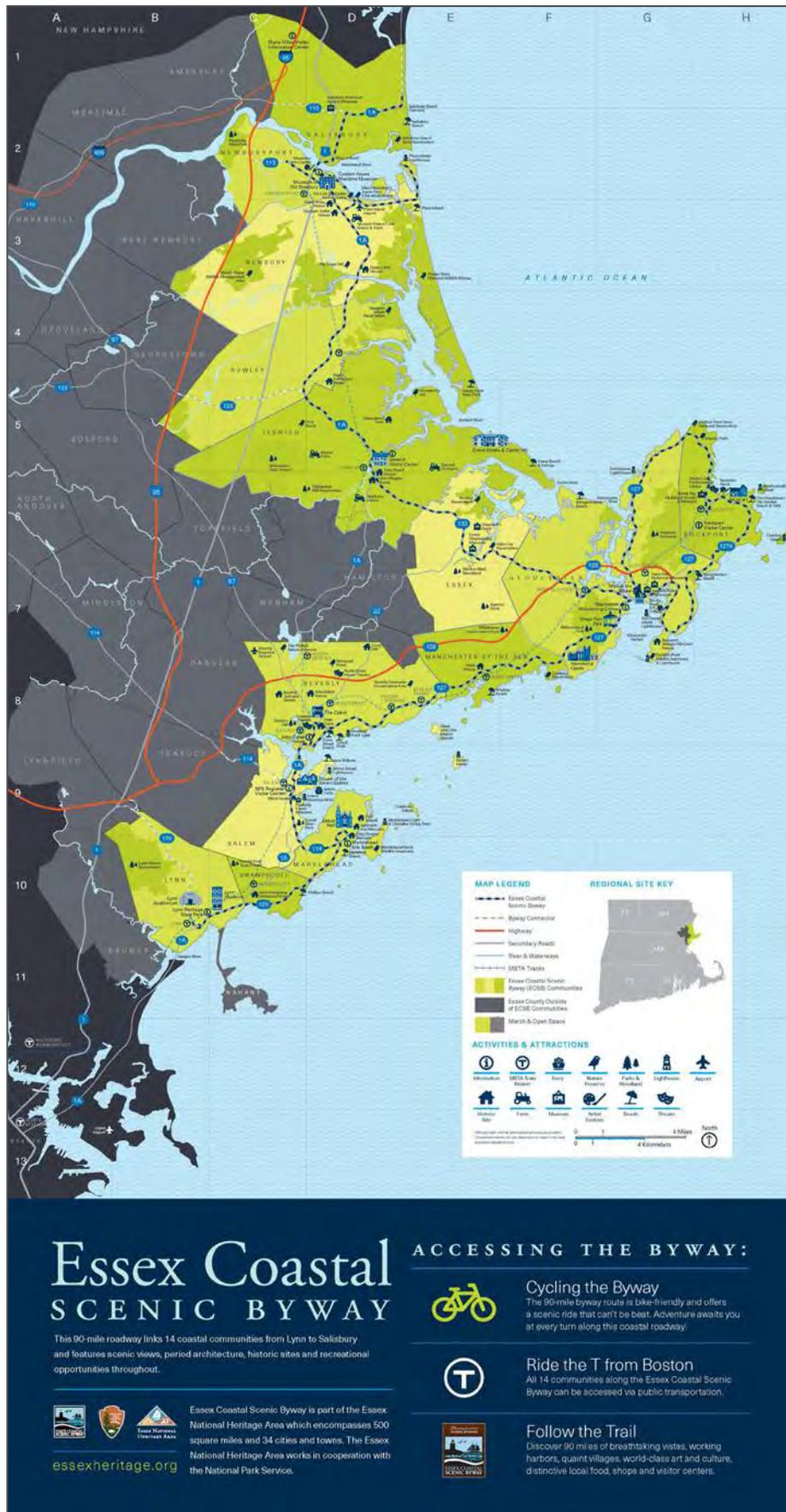
The Friends of Maudslay (Maudslay State Park Association) is a group committed to the care and preservation of the park, including undertaking restoration projects throughout the park.

Regional and Local Nature Trails and Networks

Essex National Heritage Area and Essex Coastal Scenic Byway

Newburyport is part of the Essex National Heritage Area which consists of 34 cities and towns that make up Essex County, spanning the North Shore and Merrimack Valley. The Heritage Area includes the Essex Coastal Scenic Byway (a state scenic byway), a 90-mile roadway linking 14 coastal communities including Newburyport with scenic views, period architecture, historic sites and recreational opportunities (Figure 2-18). The Byway receives “federal funding for a comprehensive management plan that is guiding community and regional leaders in their efforts to implement tourism-based economic development.”⁹ The Heritage Area website provides information on each community, blog articles on things to do across the area, and a comprehensive brochure of all highlights.

Figure 2-18. Essex National Heritage Area: Essex Coastal Scenic Byway



Source: Essex National Heritage Area, <https://essexheritage.org/explore/>

The Wildlife Refuges of Interstate 95

The US Fish and Wildlife Service provides an online resource with “a state-by-state glance at national wildlife refuges where travelers seeking a nature break might stop along the way. It includes expert tips about what a visitor might do and see during a one-hour stop at each refuge.”¹⁰ The Parker River National Wildlife Refuge is listed along with Great Bay NWR to the north in NH and the Assabet and Great Meadows NWRs to the south in Sudbury.

Coastal Trails Network

The Coastal Trails Network consists of an emerging 30-mile network of “public bicycle and pedestrian trails linking the unique coastal features, town centers, neighborhoods and transportation hubs in the communities of Amesbury, Newbury, Newburyport and Salisbury Massachusetts.”¹¹

Over 20 miles of the Coastal Trail is complete (**Figure 2-19**). The initiative is overseen by the nonprofit Coastal Trails Coalition (CTC), which is composed of citizens and communities in the Lower Merrimack Valley. The initiative has the support of the Essex National Heritage Commission, the National Park Service Rivers and Trails Program, and the Merrimack Valley Planning Commission.

The Little River Nature Trail

The Little River Trail System is 3.5-mile loop trail adjacent to Woodman Park. The trail offers birding, hiking, and mountain biking opportunities.

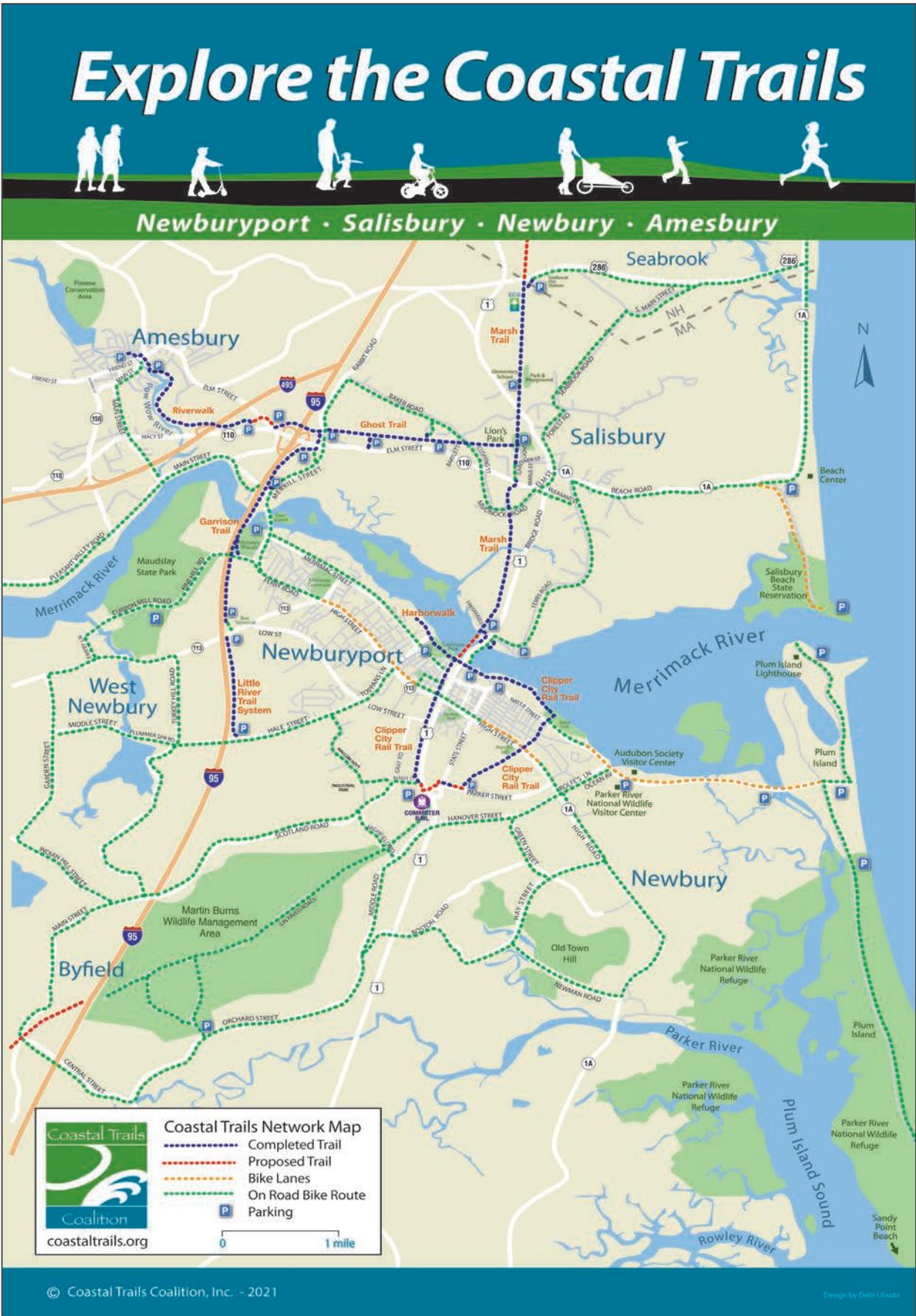
Other Local Recreational and Natural Resources

- The Common Pasture – this land dates to the original 1635 settlement of the town with large swathes that have been untouched since that time. The Common Pasture stretches from Newburyport to West Newbury and Newbury and is considered important conservation land for its scenic vistas, historical significance, priority and core species habitat, and home for endangered species.
- Merrimack River Harbor – the mouth of the Merrimack River provides a deep and wide channel and is safe for navigation in most weather conditions. Before the construction of the Middlesex Canal, the harbor was well-positioned to receive goods including timber from ports along the river.
- Kettle Hole at Bartlet Mall (the Frog Pond) – adjacent to the Superior Court House in downtown Newburyport, the Bartlet Mall hosts a glacial kettle hole that is known

as the Frog Pond. The Mall and Pond are popular local destinations for walkers and there is ice skating in winter. There are additional opportunities to further program this space in the warmer months should the water quality be improved in the future.

- The Artichoke Reservoir – a natural area around this reservoir along the Artichoke River that contains 24 acres of municipally-owned conservation land in Newburyport and West Newbury. This public-access area contains the Withers Conservation Area that provides a hiking path and shoreline views along the Upper Artichoke Reservoir.
- City Forest – this area sits on the northern side of Turkey Hill, one of the highest areas in the region. Newburyport’s Conservation Commission manages the land where more than 20,000 red pine seedlings were planted in the 20th century. There are paths and some signage.
- Moseley Woods – this is a 1.1-mile trail loop offering access for birding, hiking, and running.

Figure 2-19. Coastal Trail Map



Source: <https://coastaltrails.org/>

HOUSING AND TRANSPORTATION

Housing supports economic development by providing residences in Newburyport for part of the regional work force that businesses depend upon to thrive. Transportation offers mobility choices that connect the work force to employers, supports the movement of goods and supports the visitor economy.

HOUSING IN NEWBURYPORT

In terms of housing needs, the number of Newburyport households (HH) rose 3.4% from 2010 to 2020 (after a 4.6% decrease from 2000 to 2010), while the HH size rose from 2.23 in 2010 to an estimated 2.41 in 2020. This was unlike other parts of the state where household sizes have been decreasing.

The total number of housing units in the city declined by 109 from 8,264 in 2010 to 8,153 in 2020. Notably, rental units' share declined from 28.5% in 2010 to 24.9% in 2020 and are below county (36.2%) and state (37.5%) levels (**Table 2-5**).

While the total number of housing units in the city has decreased, the number of vacant housing units grew by 92 or 14.3% from 2010 to 2020. However, looking more closely at the vacancy figures, the “vacant units with seasonal/recreational/occasional use” almost doubled from 249 in 423 in 2020, accounting for 58% of vacant units (**Table 2-6**). This means that more of the “vacant” homes are being used as either second or seasonal homes, including short-term visitor rentals. The City of Newburyport’s 2018-2022 Housing Production Plan and 2017

Master Plan both provide points of focus for the City to address and prioritize housing needs as they impact residents and the city’s economy. These plans identified the following housing priorities:

- Affordable rental housing for seniors & families;
- Affordable homeownership for low- and middle-income HHs;
- Preservation of existing rental housing; and
- Affordable workforce housing for business employees & essential workers.

The 40R Smart Growth & Development District

As one strategy to increase the desired housing production, the City adopted the 40R Smart Growth District south of downtown and around the MBTA Commuter Rail Station in 2015 (**Figure 2-20**). This district’s intent is to address this need by allowing denser multi-family housing and mixed-use buildings near the MBTA Station. The City initially calculated approximately 540 new housing units to be built within the 40R District and has been reviewing the potential for more.

Since the approval of the 40R District, and after the 2018-2022 Housing Production Plan was completed, 76 units have been built at One Boston Way, and another 84 units are under construction at Three Boston Way. Another 92-unit development at 166 Route 1 has been approved. These projects have set aside 25% of their units as affordable—serving households with income limits at 80% Area Median Income(AMI).



Photo credits: Bob Watts

Table 2-5. Housing Units by Owner or Renter Occupancy

	2010 Newburyport	2020 Newburyport	Essex County	Massachusetts
Total Housing Units	8,264	8,153	313,956	2,913,009
Total Occupied Units	7,622	7,419	297,254	2,646,980
% Occupied Housing Units - Owner-occupied	71.50%	75.10%	63.80%	62.50%
% Occupied Housing Units - Renter-occupied	28.50%	24.90%	36.20%	37.50%

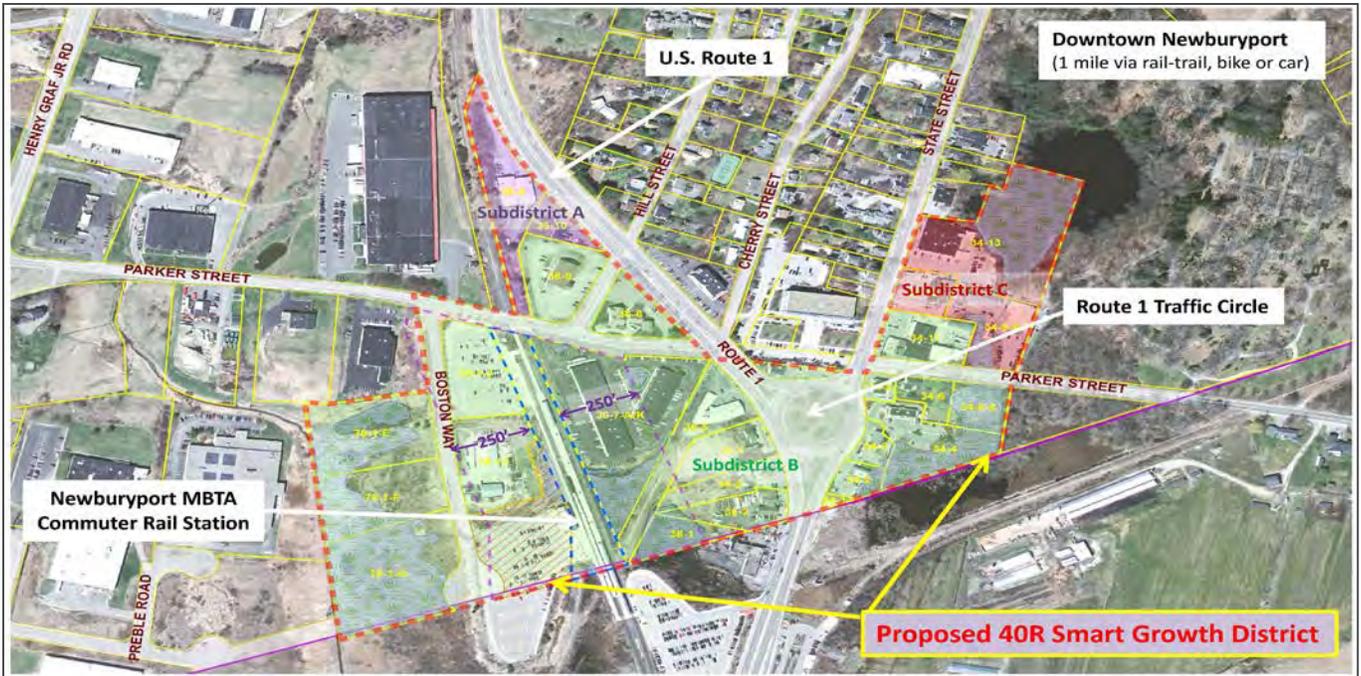
Source: American Community Survey, 2016-2020; 2010 U.S. Census

Table 2-6. Vacant and Seasonal, Recreational, or Occasional Housing Units

	2010 Newburyport	2020 Newburyport	2020 Essex County	2020 Massachusetts
Total Vacant Housing Units	642	734	16,702	266,029
% of Total Housing Units Vacant	7.80%	9.00%	5.30%	9.10%
% of Vacant Total Units that are seasonal, rec, or occasional use	38.80%	57.60%	31.30%	46.40%
% of Total Housing Units that are seasonal, rec, or occasional	3.00%	5.20%	1.70%	4.20%

Source: American Community Survey, 2016-2020; 2010 U.S. Census.

Figure 2-20. 40R Smart Growth District – Newburyport, MA



Source: City of Newburyport, Office of Planning & Development, January 20, 2015.

TRANSPORTATION NETWORK AND CONDITIONS

TRANSPORTATION NETWORK OVERVIEW

Overall, Newburyport has a strong transportation network with good highway access, multiple public transportation options and multi-use walking/bike trails.

In terms of vehicular access, the city has straightforward regional access from Interstate 95, Route 1, Route 1A, and Route 113/Storey Avenue. Vehicular congestion, however, is a problem downtown and in the Storey Avenue area, most noticeably during the peak tourism times.¹²

According to the City's 2018 "Newburyport Parking Program Review and Update," the city has over 2,900 public parking spaces to support the downtown area, including 2,000 free on-street spaces, 700 paid off-street spaces, and 207 spaces in the intermodal Titcomb Street parking garage completed in 2019. However, parking availability and traffic congestion related to parking are concerns, with wayfinding for parking and the specific summer and event peak demand being specifically noted. Several employers reported that the limited availability of long-term parking for employees close to their place of work is a problem.

Newburyport has public transportation access on the MBTA Commuter Rail station on the

Newburyport/Rockport Line and the Merrimack Valley Regional Transit Authority (MeVa) bus service (Routes 54 and 57). These regional public transit lines link to the multi-use Clipper City Rail Trail and Harborwalk and the intermodal Titcomb Street parking garage downtown. The City's Complete Streets Ordinance and Prioritization Plan prioritize action strategies to enhance walking and biking safety throughout the city.

COMMUTER HIGHLIGHTS



Looking at Newburyport residents who are employed, the following are highlights regarding commuting patterns:¹³

- 71% of Newburyport's employed residents drove alone to work in 2020, a decrease from 76% in 2010;
- Carpooling to work increased from 5.3% in 2010 to 7.9% in 2020;
- Public transportation use dropped from 4.2% in 2010 to 3.1% in 2020;
- Walking to work increased from 3.5% in 2010 to 5.7% in 2020;
- Estimated travel to work time for Newburyport residents averaged 34 minutes in 2020 vs. 30.2 minutes for Essex County, and 30 minutes for the state; and
- 10.5% of Newburyport residents worked from home in 2020- an increase from 8.7% in 2010 and above county (7.6%) and state (8.3%) levels.

Conversely, looking at employees who work in Newburyport, in 2019 (**Table 2-7**), almost 17%

also lived in the city, while about 8.2 % lived in Haverhill, 7.3% lived in Amesbury, and a significant percent living elsewhere.¹⁴ On a more regional level (Table 2-8), about 63% commuted from Essex County, about 15% from Rockingham County, NH, and just under 7% from Middlesex County, MA.

Table 2-7. Residence of Workers Employed in Newburyport by City or Town, 2019

Place of Residence	Number	Percentage
Newburyport	1,915	16.5%
Haverhill	955	8.2%
Amesbury	846	7.3%
Salisbury	523	4.5%
Newbury	398	3.4%
Lawrence	302	2.6%
Merrimac	248	2.1%
West Newbury	206	1.8%
Georgetown	200	1.7%
Seabrook	195	1.7%
All Other Locations	5,841	50.2%
Total all Jobs	11,629	100.0%

Source: U.S. Census Bureau, OnTheMap Application and LEHD Origin-Destination Employment Statistics

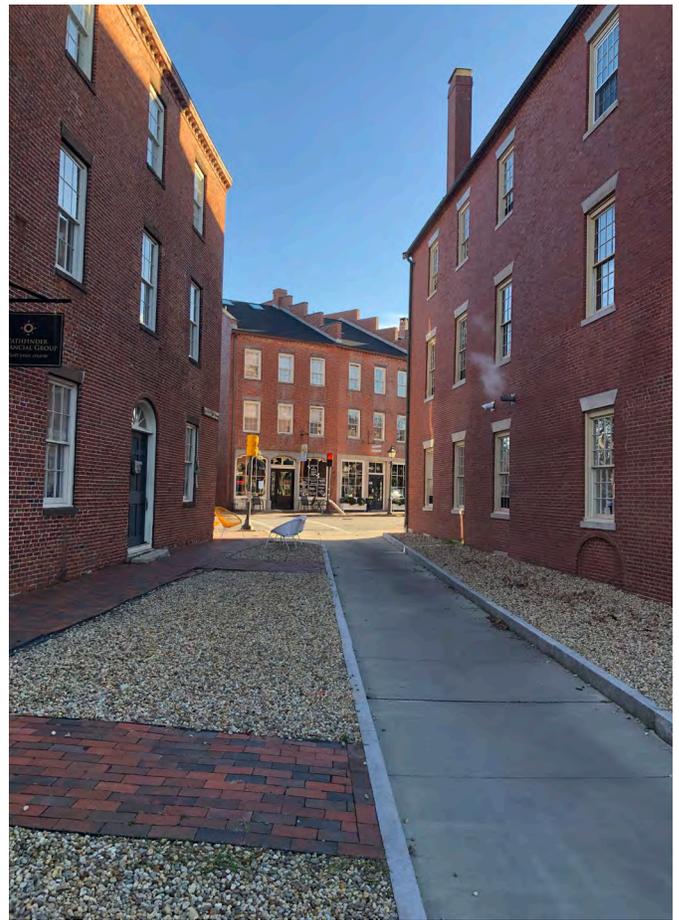


Table 2-8. Residence of Workers Employed in Newburyport by County, 2019

Residence	Number	Percentage
Essex County, MA	7,371	63.4%
Rockingham County, NH	1,740	15.0%
Middlesex County, MA	779	6.7%
Hillsborough County, NH	209	1.8%
Suffolk County, MA	204	1.8%
Strafford County, NH	167	1.4%
York County, ME	165	1.4%
Norfolk County, MA	152	1.3%
Worcester County, MA	135	1.2%
Plymouth County, MA	124	1.1%
All Other Locations	583	5.0%
Total all Jobs	11,629	100.0%

Source: U.S. Census Bureau, OnTheMap Application and LEHD Origin-Destination Employment Statistics

ECONOMIC DEVELOPMENT/ARTS, CULTURE, & RECREATION ECOSYSTEM

Implementation of Newburyport’s economic development strategy will occur in the context of a larger ecosystem of local and regional organizations and entities/initiatives that deliver relevant projects, programs and services. This section summarizes this ecosystem in order to identify resources and partners that the City can use to deploy its strategy and identify ways to fill system gaps.

Table 2-9 details the existing ecosystem by type of activity for government entities, civic/nonprofit organizations and private for-profit businesses.

Table 2-9. Newburyport Economic Development/Arts, Culture & Recreation Ecosystem by Activity and Organization Type

Type of Activity	Government	Civic/Nonprofit Organizations	Private For-profit
Strategy Formulation/Coordination	1. Mayor's Office 2. Merrimack Valley Planning Commission (MVPC)	1. Chamber Economic Development Action Committee (EDAC)	
Business Attraction & Recruitment		1. Greater Newburyport Chamber of Commerce 2. MassEcon	1. New England Development
Place/Tourism Marketing	1. Mayor's Office	1. Greater Newburyport Chamber 2. North of Boston Convention and Visitors Bureau 3. Newburyport Preservation Trust 4. Museum of Old Newbury	
Small Business Assistance	1. Small Business Development Center-Salem 2. Salem Enterprise Center 3. Cultural Council 4. Mass Growth Capital Corp	1. Greater Newburyport Chamber of Commerce 2. SCORE 3. Mass Manufacturing Extension Partnership	1. Local Banks
Workforce Development	1. Merrimack Valley Workforce Board/ Mass Hire 2. Commonwealth Corp 3. Whittier Tech HS 4. Northern Essex Community College	1. Northeast Advanced Manufacturing Consortium (NAMC) 2. Opportunity Works, Inc.	
Real Estate Development	1. Historic Commission 2. Newburyport Waterfront Trust 3. MassDevelopment 4. Newburyport Housing Trust 5. Newburyport Housing Authority	1. Newburyport Preservation Trust 2. Business & Industrial Park Association	1. Private property owners 2. Private developers
Events & Programming	1. Newburyport Library, Youth Services, Council on Aging 2. Maudslay State Park 3. Parker River National Wildlife Refuge 4. Newburyport Waterfront Trust	1. Greater Newburyport Chamber of Commerce 2. Newburyport Arts Collective 3. Newburyport Art Association 4. Mass Audubon/Joppa Flats 5. Port Parks Alliance 6. Newburyport Documentary Film Festival 7. Custom House Maritime Museum 8. Museum of Old Newbury 9. Newburyport Preservation Trust 10. Firehouse Center for the Performing Arts 11. Historic New England 12. Essex National Heritage Area	1. Private property owners & businesses (e.g., The Tannery Farmers' Market)
Infrastructure, Open Space & Facilities	1. City Engineering, Parks, Public Services, Planning & Development, related Commissions 2. Newburyport Waterfront Trust 3. Merrimack Valley Regional Transit Authority (MeVa) 4. Parker River National Wildlife Refuge 5. Maudsley State Park	1. Mayor Gayden W. Morrill Charitable Foundation 2. Mass Audubon 3. Port Parks Alliance	



The information in **Table 2-9**, along with feedback from stakeholder interviews and focus groups, provides insights into Newburyport’s economic development and arts, culture and recreation ecosystems. These insights include:

SIGNIFICANT REGIONAL ECONOMIC DEVELOPMENT RESOURCES EXIST IN SEVERAL AREAS:

- Tourism and destination marketing (North of Boston Convention and Visitors Bureau, Essex National Heritage Trail, Essex Coastal Scenic Byway, the Wildlife Refuges of I-95, and the Coastal Trails Network);
- Small business support including one-on-one counseling, training classes, peer learning networks and customized technical assistance from several organizations (Service Corps of Retired Executives (SCORE)), Small Business Development Center (SBDC), Salem Enterprise Center, and Massachusetts Manufacturing Partnership);
- Workforce development including degree and non-degree skills training for occupations in several industries (construction, manufacturing, health care, restaurants/food service, hospitality,

technology and others), apprenticeship programs and customized training from regional educational institutions and consortia (Whittier Technical High School, Northern Essex Community College, North East Advanced Manufacturing Consortium); and

- Barriers to accessing these resources exists due to their distance from Newburyport and the alignment of some services with business needs.

STRONG LOCAL CAPACITY EXISTS IN SEVERAL AREAS:

- The Greater Newburyport Chamber of Commerce provides business networking and education, connections to resources and tourism marketing services (including staffing the seasonal downtown visitor information center), as well as organizing several events;
- Events and programming through multiple organizations that support the four-season event schedule described earlier and many other activities;

- Public infrastructure, facilities and services provided by the City of Newburyport;
- Local private banks which provide real estate and business credit, facilitate access to business development assistance, and have foundations that provide grant funding for local nonprofit organizations; and
- Real estate development through multiple developers and property owners that plan and complete projects to supply housing, commercial and industrial space.

THERE ARE NOTABLE GAPS IN LOCAL CAPACITY:

- No organization exists that focuses exclusively on Newburyport’s economic development and there is no City or nonprofit full-time staff with a primary responsibility for economic development;
- Lack of unified downtown management and marketing under a single organization or coordinating structure;
- Absence of unified tourism/visitor branding, marketing and management; and
- Absence of unified arts, cultural, and history advocacy, marketing and branding.

STRONG REGIONAL VISITOR DESTINATIONS EXIST:

- Open space, natural resources and wildlife/natural areas including Plum Island, Parker River National Wildlife Refuge, and Maudslay State Park;
- Firehouse Center for the Arts;
- Custom House Maritime Museum; and
- Newburyport Historic District.

LACK OF ONE-STOP INFORMATION SOURCE AND GUIDANCE ON THE VISITOR EXPERIENCE WITH CLEAR MESSAGING:

- Multiple sources of information, no complete online maps showing trails, destinations, and historic districts in context and in relation to one another. Maps are hard to find, information is scattered across sites and often found in unlikely places;
- No unified tourism/visitor branding, marketing, and management. There is no single message, historic resources and

destinations are often not mentioned on “top things to do” sites for Newburyport, and arts and cultural assets are also hidden;

- Multiple websites/confusing mix of sites for locals and visitors including: Little River Trail System; Essex Heritage Area; Market Square Historic District; Cultural District.
- Cultural District is mentioned on the City website along with a self-guided walking tour but there is no link, additional information or map; and
- The Historic District is not clearly marked or marketed on City and other websites.



SECTION 2 ENDNOTES

1 This data is for businesses and organizations with employees that are part of the unemployment insurance system and does not include self-employed individuals. Data for 2021 is used since it is the most recent year for which employment data was available.

2 The labor force participation rate is the percentage of the non-institutionalized civilian population 16 or older that is employed or actively looking for work.

3 Data on poverty rates and household income is from the American Community Survey 5-year 2016 to 2020 sample.

4 Letter to the City Council from the City of Newburyport liaison and the Chamber of Commerce, January 18, 2013.

5 The City received a \$15,000 grant from the MCC for the Cultural District in 2022 and \$7,500 in 2021.

6 Trillink.com

7 <https://www.cityofnewburyport.com/planning-development/pages/rail-trail-art-and-features>

8 CEDS public meeting 1/11/23.

9 <https://coastalbyway.org/communities/>

10 <https://www.fws.gov/story/wildlife-refuges-i-95>

11 <https://coastaltrails.org/>

12 Source: “2017 Newburyport Master Plan” and “2019 Downtown Newburyport Traffic Circulation Study.”

13 Source: American Community Survey, 2016-2020; American Community Survey, 2006-2010.

14 U.S. Census Bureau, OnTheMap Application and LEHD Origin-Destination Employment Statistics (Beginning of Quarter Employment, 2nd Quarter of 2002-2019).

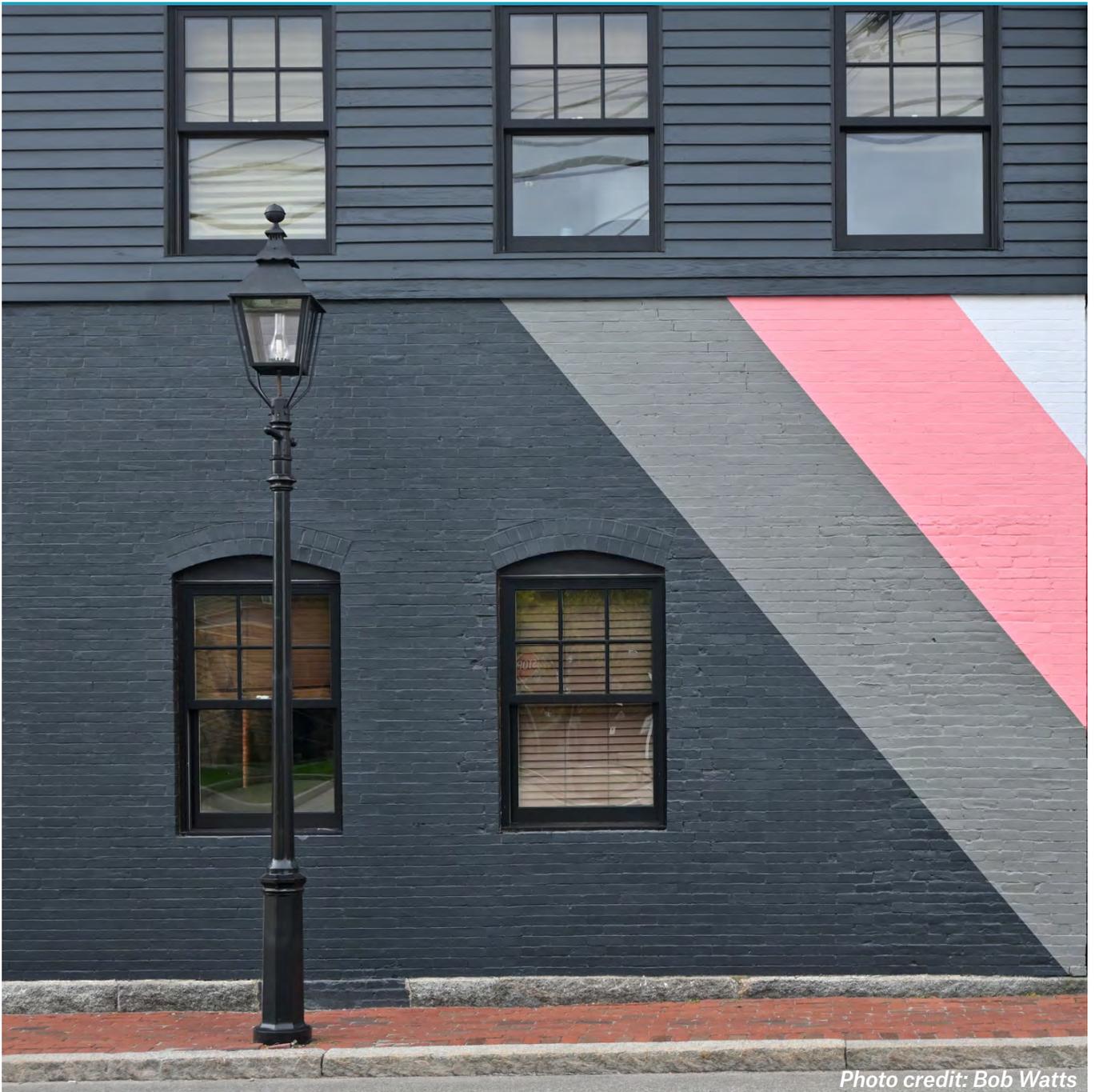


Photo credit: Bob Watts

3

SWOT Analysis

section 3 SWOT ANALYSIS

The consultant team identified Newburyport's key strengths, weaknesses, opportunities and threats (SWOT) to better assess factors shaping the City's economic development strategy and to connect strategy choices to specific assets, liabilities, opportunities, and risks. The SWOT analysis draws on information from the following sources:

- City and regional existing conditions analysis;
- Interviews and focus groups with diverse stakeholders including City staff and elected officials, businesses, real estate developers and brokers, local banks, and arts/cultural/historic/recreational organizations and destinations;
- Information and observations from the CEDS Steering Committee; and
- Consultant observations.

Figure 3-1 summarizes the SWOT analysis results. The following discussion highlights key findings under each category and then discusses their implications for the economic development strategy.

NEWBURYPORT'S STRENGTHS

Newburyport has many strengths that provide a strong foundation for future economic development. These assets fit within five categories:

- **Amenities and quality of place.** Newburyport has a rich and diverse combination of natural and recreational resources, arts/culture/historic activities and attractions, a walkable and attractive downtown with many restaurants, shops and services, good schools and a variety of neighborhoods and housing options. These amenities make Newburyport a desirable place to live, contribute to the city's well-educated and skilled local labor force, attract many visitors that help sustain local businesses and generate tax revenue and help to attract businesses that value local amenities in their location decisions.
- **Economic base and clusters.** Newburyport has a diverse economic base with several sizeable and competitive industry clusters—several of which serve as regional centers within the Lower Merrimack Valley. This diversity provides multiple opportunities for future economic development and reduces risks from economic and market forces that may hurt a single cluster. The size and role as a regional center for key clusters—health care, dining, arts/culture/recreation help to sustain them and attract other businesses that seek to benefit from locating in a regional center.
- **Built environment.** Multiple aspects of the city's buildings and infrastructure are economic advantages. These include: the preservation of its downtown commercial buildings and housing stock; the walkable pedestrian character of the Downtown and Waterfront; the trail network providing access to the waterfront and connections across the city; a large supply of downtown parking; water and wastewater treatment infrastructure; a large business/industrial park; a medical campus; and a strong local road network that connects to important interstate and state roadways.
- **Resident skills, creativity and civic engagement.** Newburyport's residents are a key asset that contribute to economic development in many ways: providing a skilled labor force for many businesses; as entrepreneurs starting and growing new businesses; providing leaders and volunteers for the city's many civic organizations and for the arts/culture/historic events and organizations; and as active citizens participating in public planning and decision-making.

Figure 3-1. SWOT Analysis Summary

<p style="text-align: center;">Strengths</p> <ul style="list-style-type: none">• Diverse and growing economic base that is a regional health care, dining, recreation, and arts/cultural center• Historic, pedestrian-oriented downtown with mix of restaurants, independent retailers, and arts, cultural and historic destinations• Ocean & riverfront uses and attractions• Regional network of open spaces, abundance of green spaces• Large business & industrial park with business diversity• Educated and skilled labor force with active entrepreneurship• Good highway access plus commuter rail and bus transportation• Local banks active in real estate, business lending, and philanthropy• Active regional chamber of commerce with strong focus on Newburyport	<p style="text-align: center;">Weaknesses</p> <ul style="list-style-type: none">• Ability to attract workers and diverse residents with high housing cost and limited affordable housing stock• Public transportation services for commuting• Availability and location of downtown parking for employees• Economic development capacity and alignment of efforts• Complex and slow development permitting process• Cost and limited supply of commercial and industrial real estate• Absence of strong identity and branding to attract visitors• Weak gateway from I-95• Fragmented marketing and promotion efforts• Absence of hotel/lodging• Information and wayfinding to discover amenities/destinations
<p style="text-align: center;">Opportunities</p> <ul style="list-style-type: none">• Establish Newburyport as a strong North of Boston visitor destination• Strengthen Newburyport as a regional dining, shopping, and arts/culture/entertainment destination• Leverage development opportunities at the Waterfront West site• Update zoning for business & industrial park to support and attract business growth• Redevelopment at Storey Avenue and 40R district to expand workforce housing and commercial space supply• Foster and sustain entrepreneurs and small businesses• Capitalize on regional training and transportation systems to address workforce needs• Capitalize on regional resources to support small businesses	<p style="text-align: center;">Threats</p> <ul style="list-style-type: none">• NIMBYism and resistance to change• Climate change impacts on key infrastructure, businesses, and attractions• Competition from nearby cities and towns with lower real estate and business costs• Competition from visitor destinations with stronger identity, branding, and marketing• Infrastructure capacity not meeting needs for future growth• Loss of identity and character from growth of chains, non-active ground floor uses, and loss of independent shops and cultural uses• River pollution impacting waterfront recreation and attractiveness

WEAKNESSES

Newburyport faces a number of weaknesses that impair its ability to fully capitalize on its strengths and opportunities. These weaknesses cut across four main areas:

- **Limited implementation capacity and alignment.** Without any full-time City staff or organization dedicated to economic development, Newburyport lacks core capacity needed to implement a strategy and on-going initiatives. Within City government, work related to economic development is divided among several staff, often as an add-on to their primary responsibilities. While the Greater Newburyport Chamber of Commerce is involved in economic development, it faces its own capacity constraints. Furthermore, as a membership-based organization with a regional focus, it is not well-suited to be the City's primary economic development entity. Newburyport is also challenged in coordinating and aligning the work of different organizations and stakeholders to advance shared priorities. Economic development is inherently multi-sector—it depends on the complementary resources and actions of City government, for-profit and nonprofit businesses, civic organizations, and the philanthropic community. Current efforts are often fragmented, do not promote a common value proposition about Newburyport, and lack formal and informal structures for communication and coordination.
- **Weak branding , marketing and communications.** Newburyport has not proactively defined and marketed what it offers and what differentiates it as a place to visit, establish and grow a business, or work. This has resulted in multiple, incomplete and confusing messages for visitors and very limited messaging and marketing to attract businesses and workers. Additional weaknesses in this realm include hard-to-access, incomplete and confusing information on Newburyport's rich collection of experiences and destinations and the I-95/Story Avenue gateway failing to convey what Newburyport is like and has to offer.
- **Insufficient infrastructure and limited services.** Like many older cities, Newburyport has infrastructure in need of updating and investment. Some of these needs, including downtown parking, water and sewer capacity reflect its growth and economic success. Other needs, such as better pedestrian infrastructure and connections in residential areas and in portions of the business and industrial park, reflect changing uses and needs over time. Infrastructure investment requirements are heightened by the need to protect significant economic assets along the waterfront from sea level rise and increased storm and flood risk. A related weakness is limited public transportation services to connect the regional workforce to Newburyport businesses; MVRTA bus transportation is not frequent and does not cover early morning and late night work schedules for many businesses.
- **High real estate costs, limited supply and complex regulations.** While Newburyport has significant real estate assets, current conditions create several weaknesses. High real estate costs in Newburyport make it challenging for businesses and arts/cultural/historic organizations to stay and grow in the city. Several businesses and organizations have left Newburyport due to the high cost of real estate. Employers report that high housing costs are a barrier to attracting and retaining



workers. There is very little land available for new development and a limited supply of vacant commercial and industrial space, which constrains the city's ability to attract new businesses and accommodate growth of existing enterprises. Expanding the supply of real estate for all uses, including housing, will require infill and redevelopment, which is often more difficult and costly than building on vacant land. Existing City regulations can be complex, adding to development costs and limiting development. These regulations and opposition to new development can make obtaining approvals for new businesses and development projects time-consuming and costly. Current zoning in the Business and Industrial Park does not reflect the increasing diversity of businesses seeking to locate there and limits development heights and density. Complying with zoning dimensional and parking requirements, building codes and health codes are particularly challenging for the historic structures and small lots in downtown Newburyport. In addition, the reuse of second floor spaces downtown may be hampered by code requirements. Businesses expressed concerns about how stringently and consistently these regulations are interpreted and applied.

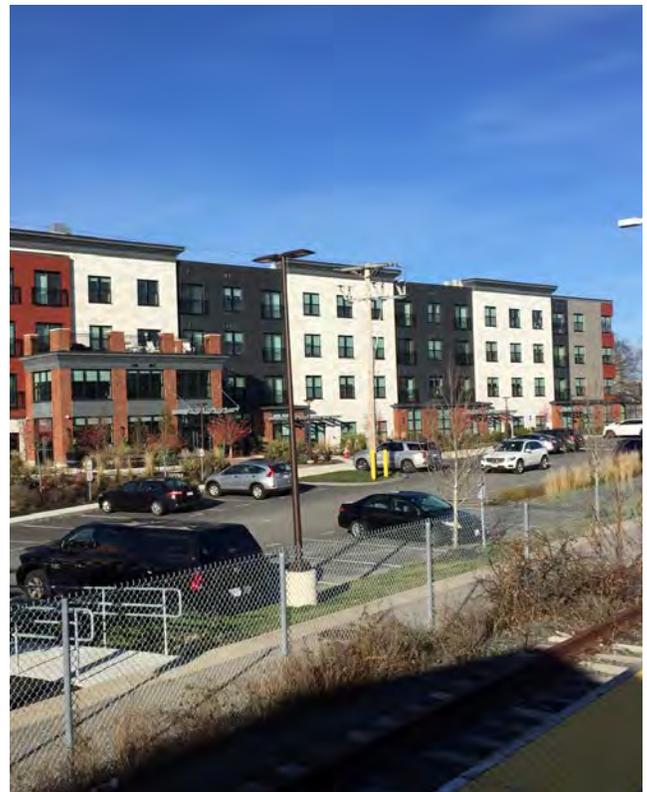
ECONOMIC DEVELOPMENT OPPORTUNITIES

There are several promising opportunities to strengthen and expand Newburyport's economy that capitalize on its own resources and favorable market conditions. Four key opportunities were identified:

- **Expand its market share of the visitor and regional market and audience.** As noted above under strengths, Newburyport has significant assets and attractions to draw both regional customers and visitors to New England. Its diverse combination of attractions, historic significance and preservation and density of dining, unique shops and arts/culture/historic activities within a pedestrian-oriented downtown and riverfront provide a strong value proposition to attract more people and grow its market share. It is also well-positioned, with its large and diverse cluster of downtown restaurants, to attract more spending from the \$195 million market among lower Merrimack Valley households. Visitors to Massachusetts and the Boston region are an even larger market - with approximately 29 million visitors in 2019, spending an estimated \$24.9 billion, including \$6.4 billion in lodging, \$5 billion in food, and \$2.2 billion on general retail. Given the limitations of Newburyport's current

marketing activities, there is an opportunity to more fully tap these large markets through improved branding and definition of its assets and unique character as a destination and more effective and expanded marketing. Attracting more visitors, especially in the peak season, does present trade-offs and added city service costs to manage expanded activity and congestion. It may also displace local resident patronage of downtown businesses.

- **Capitalize on its real estate assets.** Newburyport has several important sites and districts that provide opportunities for new real estate development to support business growth, address housing needs and support its many arts, cultural and historical enterprises and activities. These opportunities are threefold: (1) new development at vacant sites, particularly Waterfront West; (2) infill and redevelopment in existing development districts, including the Business and Industrial Park, 40R district and Storey Avenue; and (3) matching vacant and under-utilized spaces with priority economic development uses. To capitalize on these real estate opportunities, more proactive efforts will be needed to plan development aligned with economic development goals, establish appropriate zoning to facilitate this development, market Newburyport



and specific sites and match the special needs of arts/cultural/historic organizations with vacant and under-utilized spaces.

- **Apply the skills and creativity of its population.** Newburyport's existing population is one of its greatest resources that has been vital to its economic success to date. Local entrepreneurs and professionals have established many new businesses; local talent and creativity drives the city's vibrant arts and cultural sector; and civic engagement and volunteerism has shaped the city's development and supports its many civic activities, organizations and events. Newburyport can sustain and expand the economic development impact of this key asset by expanding opportunities and support for local entrepreneurs, artists and nonprofit organizations and finding ways to simplify regulations and processes and remove other barriers to local business and civic entrepreneurship.
- **Utilize regional resources to support economic development.** Newburyport has access to significant resources in the regional ecosystems for economic development and for the arts and culture sector. There are numerous opportunities to apply these resources to support the city's economic development priorities. These opportunities are especially relevant to support strategies related to small business development, workforce development, and visitor marketing. Through strengthening existing relationships and working with key regional organizations to design new services or projects that are customized to local needs, Newburyport can maximize the benefits from these resources.

THREATS

Several threats pose risks to Newburyport's continued prosperity and ability to maintain important community assets. Local actions to manage and mitigate the potential impacts from these threats should be part of Newburyport's economic development strategy. These threats are threefold:

- **Competition from other communities and destinations.** Newburyport faces competition on two fronts. First, other Merrimack Valley communities with lower real estate costs and faster, easier and less costly permitting processes may draw existing businesses, artists and nonprofit organizations away from the city and gain a larger share of future development.

Over time, significant losses of these enterprises threaten to weaken Newburyport's economic base, the character of its downtown and its position as a regional economic center in some sectors. High rents and growth of chain stores and/or non-active ground floor uses add to this threat. Second, Newburyport competes for visitors with other destinations—some of which have more visitor facilities and amenities, are better known and/or have more extensive and effective visitor marketing efforts. If this competition reduces Newburyport's visitor activity and spending, it will weaken the market support for local businesses and arts and culture venues, potentially leading to more failures and vacancies.

- **Climate Change and Infrastructure.** Newburyport is particularly vulnerable to the impacts of climate change on sea level rise and more frequent and intensive storms since many of its attractions and significant business and real estate assets are on or near the ocean and riverfront. Without careful planning and sufficient investment in infrastructure and other climate adaptation actions, Newburyport may suffer significant damage to and/or loss of these key assets and the associated economic losses. Newburyport also faces a related risk that the capacity of critical local infrastructure, including water and wastewater systems may not keep pace with new growth development and growing stresses related to climate change.
- **Managing and Adapting to Change.** Every community faces the challenge of adapting their policies, regulations and activities to address and manage the impact of changing conditions. Resistance to or long delays in recognizing and responding to critical changes poses a threat to Newburyport's continued economic development. A combination of "not in my back yard" (NIMBY) opposition to development and/or infrastructure projects, a complex set of overlapping regulations and resistance to revisiting or adapting long-standing regulations and their administration make adapting to change difficult in Newburyport.

ECONOMIC DEVELOPMENT STRATEGY IMPLICATIONS

Several themes emerge from the SWOT analysis that are critical for Newburyport to address in its economic development strategy:

- **Expanding economic development capacity and alignment.** Newburyport needs to expand staff and organizational capacity dedicated to economic development to be able to effectively implement new initiatives. Economic development is inherently multisector and requires collective and coordinated action across government, private industry, and the civic and nonprofit sector. Therefore, a related need is to continue the alignment of stakeholders around shared goals and priorities begun with the CEDS formulation along with coordinated actions as the strategies are implemented.
- **Establishing and marketing a clearer Newburyport image and brand.** To capitalize on its significant and multifaceted assets to sustain and grow its economy, Newburyport needs to establish a strong and shared brand to better market the benefits of visiting, living, working and locating a business in the city. The City also needs to develop audience-specific messages and outreach to these different markets (businesses, visitors, etc.) to ensure the messages are on point and reaching the correct audiences.
- **Strengthening the enterprise support and advocacy ecosystem.** With small businesses and the arts/culture/historic sector facing new challenges with higher costs, increased competition and post-pandemic recovery, Newburyport needs to ensure that local and regional resources are focused on supporting these two key parts of the local economy.
- **Revisiting and updating infrastructure and regulations.** This updating is important to ensure that Newburyport's zoning and regulatory environment enables existing properties and future real estate development to respond to changing market forces and address the threats posed by climate change while advancing city economic development goals.



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4

Economic Development Strategy

4 NEWBURYPORT COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY

This section details the Comprehensive Economic Development Strategy (CEDS) prepared during the strategy planning process. Economic development contributes to Newburyport’s well-being in several ways:

- Provides the economic underpinning for the downtown and supports the investments needed to maintain the city’s historic character and architecture;
- Provides the services and amenities that contribute to Newburyport’s excellent quality of life, including restaurants, shops, arts/cultural/historic activities, and health services;
- Generates significant tax base to help fund municipal services and infrastructure, and lowers the tax burden on residential property owners; and
- Creates local employment and business ownership opportunities for residents.

The CEDS is a proactive economic development strategy designed to help preserve and improve what people love about Newburyport while allowing the City to respond to new opportunities and challenges that are critical to its continued vitality. The CEDS is guided by the following vision statement that reflects goals and values articulated by the Steering Committee and other stakeholders:

Newburyport has a diverse economy that embraces and supports entrepreneurship and local independently-owned businesses and works to maintain a vibrant downtown, strong Business and Industrial Park, and health services campus. Appropriate development at under-utilized properties and districts is supported to expand the supply of diverse housing options, provide space for businesses and entrepreneurs

in a range of industries and in a manner that enhances the pedestrian environment, minimizes environmental impacts, and promotes resiliency. Newburyport’s government, business, civic, and nonprofit sectors continue to invest in, and support, its rich historical, cultural, recreational, and natural resources to benefit residents, workers, and visitors, alike. The community welcomes visitors and recognizes the importance of a strong tourism sector in supporting local businesses and a vibrant downtown. The City and others work to promote activities and amenities that benefit both residents and visitors, and mitigate undesirable impacts associated with peak levels of tourism.

To advance this vision, the CEDS incorporates seven strategies that address distinct yet related areas that respond to key opportunities, threats, and weaknesses highlighted by the CEDS planning process:

1. Economic Development Capacity;
2. Small Business Support;
3. Unified Branding & Marketing for Tourism, Arts & Culture;
4. Support & Advocacy for Arts, Cultural & Historical Assets;
5. Real Estate Supply;
6. Workforce Attraction and Development; and
7. Climate Action and Resiliency.

A detailed plan of action for each strategy follows that explains its purpose, implementation parties, funding needs and options, and phasing, and elaborates on the strategy’s component projects and activities.



#1

ECONOMIC DEVELOPMENT CAPACITY

Newburyport lacks sustained institutionalized capacity to advance its economic development vision and goals, address important opportunities and challenges, and work to coordinate and align the efforts of government, the nonprofit and for profit business community, and civic sector to achieve shared goals and priorities. As noted in the SWOT analysis, there is no full-time staff person dedicated to economic development, significant gaps exist in Newburyport’s tourism and arts/cultural/historic assets marketing infrastructure, and the City is not optimizing its use of resources within the state and regional ecosystem. A combination of new City staffing, expanding the capacity of the Greater Newburyport Chamber of Commerce (GNCC), and stronger relationships with, and utilization of, state and regional resources is needed to address these capacity gaps and enable CEDS implementation.

STRATEGY OVERVIEW

This strategy comprises the following five components:

1. Hire a full-time City Economic Development Director;
2. Create a cross-sector Economic Development Committee to oversee strategy implementation;
3. Revive the Business and Industrial Park Association;
4. Expand the Greater Newburyport Chamber of Commerce’s capacity to be a Destination Marketing Organization (DMO); and
5. Strengthen relationships with, and increase utilization of, state and regional organizations and resources.

Another tool available to add capacity is a Business Improvement District (BID), a Main Street organization, or another entity to undertake dedicated efforts to improve, manage, and market Newburyport’s downtown. A BID is initiated by property owners and funded through property assessments. Other options are typically nonprofit organizations initiated by downtown stakeholders with private and public sector participation and support. While a consensus does not currently exist to create this type of organization, downtown stakeholders may want to consider one of these tools in the future, especially if downtown Newburyport faces new challenges and needs expanded management and improvement efforts.

IMPLEMENTING ORGANIZATIONS

The City, through the Mayor's Office, needs to establish the Economic Development Committee and incorporate funding for a new Economic Development Director in FY2024 (and future budgets). Once funds are appropriated by the City Council, the hiring process can begin under the direction of the Mayor's Office and the Office of Planning & Development.

The GNCC needs to lead efforts to expand its funding and capacity as a DMO function, working closely with all of the tourism-related sectors.

Strengthening relationships with regional organizations is an ongoing activity that encompasses all the organizations and stakeholders involved in CEDS implementation and will be especially important for the new Economic Development Director.

FUNDING NEEDS AND OPTIONS

There are two major funding needs to expand economic development capacity:

- Ongoing funding for the new Economic Development Director position; and
- Sustained funding to expand the GNCC visitor-focused DMO activities.

City budget appropriations are needed to address the first funding need. Two promising funding options exist to address the second need:

1. Creating a cooperative paid marketing program among the restaurants, retailers, lodging owners, visitor destinations/services, and arts/cultural/historic enterprises to fund a robust and sustained visitor marketing program. DMOs in other cities, including Gloucester and Salem, rely on this revenue for the majority of their funding. Options should be created at different levels to reflect varied needs and resources and to make participation feasible for small businesses, artists, and nonprofit organizations.
2. Establishing a Tourism Marketing District. This is a new state-authorized tool to fund tourism marketing. It allows the majority of hotel and motel owners within a city or other defined "marketing district" to petition to establish a new 2% hotel/motel tax to fund tourism marketing efforts. The new tax is provided to the regional tourism marketing organization (North of Boston for Newburyport) to implement expanded marketing efforts

in partnership with local stakeholders. If established in Newburyport, the additional fee could raise close to \$100,000 per year.

PHASING

Since economic development capacity is the foundation for implementing all the other strategies in the CEDS, implementation of this strategy is a priority for the near term. Creating the Economic Development Committee and hiring an Economic Development Director are the most pressing first steps, but work to rebuild the Business and Industrial Park Association and expand GNCC capacity should also begin soon.

STRATEGY COMPONENTS AND MAIN IMPLEMENTATION ACTIONS

1.1

Hire a full-time City Economic Development Director

This new position will provide the core staff resource to coordinate CEDS implementation and drive key economic development benefits to the city. Key responsibilities for the new position include:

- Oversee day-to-day implementation of the CEDS, and serve as the point person for many of the below action items;
- Coordinate existing resources and support for small businesses;
- Serve as a resource and liaison to businesses and entrepreneurs in navigating City licensing, permitting and other regulatory processes;
- Serve as another resource in addressing the City's interest in developing more housing;
- Develop relationships with state and regional economic development agencies and programs and help the City and businesses access them; and
- Lead implementation of multiple CEDS initiatives (e.g., business outreach, economic development marketing, updating city business regulations and web information, etc.) and support implementation of others (e.g., small business grant program and business competition, industry workforce recruitment, unified branding and marketing, etc.).

Newburyport will gain multiple benefits from creating this position and the associated capacity to implement the CEDS:

- Maintaining Newburyport's economic diversity and character;

- Increasing the start-up, growth, and survival rate of small businesses;
- Better utilizing the city's land resources aligned with City goals and desired uses;
- Expanding the City property, meals, and lodging tax base and revenue; and
- Advancing City climate and resiliency goals to help protect destinations and spaces central to the city's image and economy, and providing a healthier environment for residents, workers, and visitors.

Implementation requires City appropriation of funds for the new position, creating the position with the City HR system, and completing the hiring process.

1.2 Create a cross-sector Economic Development Committee

This component establishes an entity accountable to the City to oversee CEDS implementation. The new Economic Development Committee would be appointed by the Mayor and include representation of key sectors of the city economy and key organizations responsible for CEDS implementation, including the GNCC, umbrella arts & cultural organization, Anna Jacques Hospital, and local banks. Additional subcommittees or working groups might be established in conjunction with the lead organization to implement specific strategy components.

Implementation requires recruitment and appointment of the committee through the Mayor's Office.

While the Greater Newburyport Chamber of Commerce currently has an Economic Development Action Committee that has similar responsibilities, we think this additional committee that is specifically designated to carry out this plan would be a strong addition to the local capacity. EDAC will still be able to speak for the needs of the local businesses and this additional committee will be tasked with implementing the CEDS.

1.3 Revive the Business and Industrial Park Association

The Business and Industrial Park Association (BIPA) once played a vital role in developing and promoting Newburyport's Business and Industrial Park but has become inactive. Reviving this organization will provide two valuable functions for businesses in the park: (1) a structure to undertake joint activities that address common needs of firms; and (2) a unified voice to work with the City to address issues

facing the park and its businesses. Since the city's manufacturing and industrial firms are concentrated in the park, the first function allows firms in this sector to collaborate around common needs such as workforce development. The second function has ongoing value to park businesses and the city, and is especially important as the City looks to update zoning and infrastructure needs for the park. While the businesses themselves will need to do much of the work in building and maintaining this structure and organizing the different activities, the Economic Development Director can play a role as a convener and initial organizer.

Key implementation steps include:

- Identify businesses in the park that are interested in reviving the association to lead the revival work;
- Conduct one-on-one outreach to businesses in the park to explain the purpose and value of reviving the association, get feedback on what activities businesses would like the association to undertake and how it should be structured; and confirm interest in participating in a revived association;
- Define a proposed association mission, activities, and structure based on results from the one-on-one meetings; and
- Convene meetings to finalize plans for the association and form a leadership group and working committees per the agreed upon activities and structure.

1.4 Expand the GNCC capacity as a Destination Marketing Organization (DMO)

Establishing stronger branding and unified marketing for Newburyport as a visitor destination and center for arts, cultural, and historic activities is needed for the city to better capitalize on its assets and this market opportunity. Since the GNCC is already active in marketing Newburyport to visitors and performs many activities typical of DMOs, it is best positioned to address this need. However, the GNCC needs more resources and capacity to implement the unified marketing strategy, including bringing together and aligning stakeholders on common branding and a unified marketing effort, creating the unified marketing infrastructure (visitor website, event/activity calendar, maps and themed narratives/experiences), preparing accessible information and materials, and building the capacity to track the impact of different marketing campaigns and tools. A key part of building this capacity will be creating a funding plan based on one or both of the tools discussed earlier. It will also require an

expanded liaison role with City and private efforts that involve the visitor economy (e.g., historic trails, public art initiatives and publicity, wayfinding, etc.).

Key implementation steps include:

- Confirm board and membership support for the GNCC expanding its role and capacity as a DMO;
- Form an advisory board to oversee and support DMO activities that is representative of all the key visitor-serving sectors (arts/cultural/historic organizations, restaurants, parks & recreation destinations, lodging, retailers, and other visitor destinations) and include the City Economic Development Director and Arts & Cultural Liaison;
- Formulate a funding plan and secure stakeholder buy-in for the plan;
- Work with the advisory board and stakeholders to implement the funding plan; and
- Deploy new funding to hire staff and consultants.

Key implementation steps are:

- Conduct outreach to target state and regional organizations;
- Identify services and resources that align with specific CEDS initiatives;
- Work with target organizations to access resources and support implementation; and
- Maintain ongoing relationships and communications.

1.5

Strengthen relationships with, and increase utilization of, state and regional organizations and resources

As noted in the SWOT analysis, Newburyport has access to a strong ecosystem of state and regional organizations and resources for economic development. Stakeholders have existing working relationships with several of these organizations. However, bolstering connections with these organizations will allow the city and local stakeholders to better utilize their resources to implement the CEDS and advance economic development goals. There are also many regional and state organizations working on providing resources around housing that the City should strengthen its relationships with. Organizations to target for building and maintaining relationships include the Essex Community Foundation, MassDevelopment, MassHousing, Mass Housing Partnership, Massachusetts Office of Business Development, MassHire North Shore Workforce Board, Merrimack Valley Planning Commission, Merrimack Valley Transportation Agency, Northern Essex Community College, North of Boston Conventional and Visitors Bureau, the regional Small Business Development Center, Salem Enterprise Center and Whittier Tech High School.

#2 SMALL BUSINESS SUPPORT

Newburyport's economy is built upon small businesses and independently-owned businesses. Small businesses face many challenges to their start-up, survival, and ongoing growth. There are many positive aspects of the city's support ecosystem for small businesses, including the availability of local bank financing, strong community support and patronage for local businesses, and the advocacy, events, marketing and other services provided by the Greater Newburyport Chamber of Commerce (GNCC). However, small businesses in Newburyport face many challenges to their continued success, including high commercial rents, difficulty in recruiting and retaining workers, challenges to understanding and navigating City requirements and regulations, and uncertainty or inconsistency in how some regulations are interpreted and administered. Given the importance of small businesses to the city economy and the importance of independent businesses to Newburyport's character and identity, this strategy is a proactive and multifaceted approach to address these challenges, strengthen the city's small business support ecosystem, and enhance its image as a business-friendly city.

STRATEGY OVERVIEW

This strategy comprises the following six components:

1. Designate the Economic Development Director to coordinate small business support;
2. Improve City online information;
3. Create a small business grant program;
4. Create an annual business competition;
5. Develop a business outreach program; and
6. Implement regulatory and policy changes to facilitate small business start-up and growth.

IMPLEMENTING ORGANIZATIONS

The City, through a new Economic Development Director, would oversee this strategy and lead implementation of most of its components, working closely with other City staff, the GNCC, and regional assistance providers, including SCORE, the SBDC, and the Salem Enterprise Center. The GNCC would lead implementation of the small business grant program and the small business competition, collaborating with local banks, the Economic Development Director, and the SBDC.

FUNDING NEEDS AND OPTIONS

This strategy will primarily be implemented through the Economic Development Director along with other existing City staff, existing staff at GNCC, local banks, and regional small business development organizations and volunteers. There are two new funding needs (beyond City funding of the Economic Development Director):

- Initial and on-going capital for the small business grant program; and

- Funding and donations for the competition prizes and promotion of the competition.

Potential funding sources to address these needs include:

- Grants or a new allocation of capital from the GNCC Foundation;
- Grants through local bank foundations, particularly Newburyport Bank, the Newburyport Institution for Savings, and foundations at regional banks and national banks active in the region with a strong focus on small business lending and support, such as Citizen’s Bank, Eastern Bank, Bank of America, and Chase Bank; and
- Business and corporate donations, including sponsorships for the business plan competition.

PHASING

Implementation of this strategy should begin in the near term, once the Economic Development Director is hired, with most aspects of small business support constituting an ongoing activity of the City, the GNCC, and business support ecosystem. Full implementation of the new programs and regulatory improvements can be completed in the medium term within two to three years. Proposed phasing of this strategy is:

- Near Term: Designate Economic Development Director as small business support coordinator; improve City online information.
- Medium Term: Launch the small business grant program and business competition; implement the small business outreach program; implement regulatory and policy changes.

STRATEGY COMPONENTS AND IMPLEMENTATION ACTIONS

2.1 Designate City Economic Development Director to Coordinate Small Business Support

The new Economic Development Director can play a vital role in coordinating existing resources and support for small businesses, and working to fill gaps in the local ecosystem. In this role, the

Economic Development Director should be charged with supporting small businesses in several ways:

- Becoming familiar with federal, state, and regional small business development programs and resources and serving as a “one-stop” source of information and referrals;

- Serving as a resource to help entrepreneurs understand local regulations and licensing requirements to start a business, expand their business, and address City-regulations;
- Consider providing technical assistance from the City for issues that are facing business owners;
- Being a liaison to other City departments to assist in resolving problems and coordinating needed actions or decisions across departments;
- Identifying grant opportunities that can benefit small businesses and preparing grant applications to help access these funds; and
- Assisting the GNCC in implementing the small business grant program and small business competition.

2.2 Improve City online information

The City’s website is an under-utilized resource to provide information and guidance to entrepreneurs seeking to start a business, as well as to existing businesses. This strategy component will improve the City government’s online information and resources for entrepreneurs and existing businesses by:

- Revamping the City’s business home page to be more informative and user-friendly, including links to key business support and development organizations and resources;
- Creating digital guides on how to start and open different common types of small businesses (retail stores, restaurants, professional service firms, construction contractors, etc.) and make them available on the business home page and/or a new economic development web page.

Key implementation steps are:

- Meet with the City IT Director to discuss the project, determine the process and what will be needed to update the web page, and set a timeline;
- Hold focus groups with small business owners (including those who recently opened in Newburyport) to learn what information and resources would be helpful to include on a revamped business website and start-up guides;
- Scan business websites in comparable cities to identify examples and ideas for well-designed sites and business start-up guides;
- Determine business types and content outline for guides plus a schedule for their preparation;

- Collect information from City departments on the requirements to open each type of business;
- Prepare draft guides and circulate for review by City staff, business advisors, and small business focus group;
- Develop the content and design for the new web page and prepare a beta version to test and review with the small business focus group and others; and
- Finalize and publicize new business website and guides.

2.3 Create a small business grant program

This program will provide financial support for start-up and early-stage businesses to reduce the cost barrier to establish a new small business and accelerate new business creation and success. It would be organized under the Greater Newburyport Chamber of Commerce Foundation and administered by the GNCC with support by the City Economic Development Director and a volunteer grant review committee. Funding for the grant capital can be raised from a combination of grants from the Chamber Foundation, local bank foundations, corporate and individual donations, and the City government. Key implementation steps are:

- Confirm interest of the GNCC and its Foundation in establishing the program and providing initial funding;
- Design the program, including the definition of small businesses eligible for grants, and raise grant capital;
- Meet with local banks and with City elected officials to gauge their interest in providing funding;
- Complete preliminary program design and review with local small businesses and other stakeholders;
- Secure funding from local and regional bank foundations, corporate donations, and City government, per results on earlier meetings;
- Finalize program design, application materials, and grant agreements;
- Launch first grant application/award round; continue annually; and
- Publicize the program and outcomes in economic development outreach materials.

2.4 Establish an annual business plan competition

An annual business plan competition promotes entrepreneurship, seeds new businesses, and generates broader community interest in, and support for, new local businesses. This competition would be organized as a partnership between the GNCC and local banks, and use the regional SCORE and SBDC as resources to help entrepreneurs create their business concepts and plan. The competition will need to be actively promoted to generate awareness and gain participation by aspiring entrepreneurs. The process of reviewing proposed businesses and deciding on winners could include public pitch contests in which entrepreneurs present their business concepts to the public to get feedback on their plans and generate local interest in potential businesses, with attendees voting on their preferred business plans. Depending on the level of interest, funding, and local goals, the competition might expand to include more than one category, e.g., overall new business, youth-owned business, women-owned business, BIPOC-owned business, or green business. Key implementation steps:

- Recruit SCORE, the regional SBDC office, and other volunteers with relevant expertise to serve as advisors to entrepreneurs in creating their business plans;
- Secure sponsorships and other funds to provide prizes and cover other costs for the competition;
- Research business competitions in other small cities;
- Design competition process and schedule, including publicity, registration/resource referral, business plan submission; reviewing/judging, and awards;
- Launch first competition;
- Review lessons from first competition and make adjustments as needed; and
- Publicize the competition and outcomes in economic development outreach materials.

2.5 Develop a business outreach program

This program will contact existing businesses regularly to discuss their plans and needs, connect them with resources/services to address these needs, and identify broader business concerns that the City might need to address. Outreach visits would be used to: inform firms of the City and regional economic development services; learn about any problems, needs, or challenges firms are

facing; and strengthen relationships between the City, especially its new Economic Development Director and the business community. The visits would be made by the Economic Development Director and trained volunteers. Since it is impractical to visit each business annually, visitation priorities each year would be set based on reaching diverse industries, newly established firms, and businesses that may be considering relocation or faced with special challenges. A reasonable goal would be to connect with businesses every two years, conducting between five and ten visits on average per week. The Economic Development Director would follow-up after the visit to connect firms to resources to address any identified needs and provide guidance related to on-site expansion issues or finding new space in Newburyport. Key implementation steps are:

- Design the outreach visit protocol and process;
- Recruit and train volunteers to assist with outreach visits;
- Schedule and conduct regular visits to businesses;
- Follow up with businesses needing additional information, services, assistance, or guidance as identified during visits; and
- Convene quarterly or semi-annual meetings of visitation “staff” to discuss any emerging trends or common issues emerging from the visits that may require broader action.

2.6 Implement regulatory and policy changes

City regulations and their administration have a significant impact on small businesses by setting requirements to open a business and rules for various aspects of operations and property improvements. Regulations and policies enable activities and consumer access that enhance business success but also can impose costs and delays that pose barriers to business start-up and viability. For example, the temporary outdoor dining regulations established during the Covid-19 pandemic were critical to helping restaurants adapt to the pandemic and survive. On the other hand, small business owners raised concerns about the financial burden to pay the \$7,500 per space fee for unmet parking spaces required for new uses under Section 7 of the City’s zoning ordinance, which can significantly add to the cost to open a new business, especially a restaurant. A second problem cited is the inconsistent administration of some regulations, especially when City staff have to interpret how regulations are applied. The following changes to

City regulations and policies are recommended to improve the environment for small businesses:

- Consider adjusting payment of the unmet parking fee for new uses to allow payment over a two-year or three-year period to reduce its financial impact on new businesses;
- Amend the zoning ordinance to make the current regulations for outdoor dining permanent and create more attractive and long-lasting infrastructure to define and protect the outdoor dining spaces. Use Massachusetts Department of Housing and Community Development (DHCD) Outdoor Dining and Retail Toolkit for examples of guidelines, dimensional requirements, and considerations to guide process; and
- Develop guidelines to clarify and provide more consistency in how discretionary decisions or interpretations for key business regulations are applied and administrated.

Key implementation steps are:

- Create a City interagency team to review and prepare zoning amendments, guidelines, and other actions to implement these regulatory changes. The team should include representations of the Building, Health, Finance, and Planning & Development departments;
- Review the proposed changes/actions with key stakeholders including relevant City boards, business owners, property owners, designers, engineers, and contractors, etc.;
- Finalize regulatory changes and submit them for approval by governing boards and the City Council; and
- Authorize City capital funding for outdoor dining infrastructure improvements.

#3 SUPPORT TOURISM AND ARTS & CULTURE BRANDING, MARKETING & DEVELOPMENT

Newburyport hosts a wide range of businesses, amenities, and destinations that are enjoyed by residents and visitors alike. The city's historic, pedestrian-oriented downtown has a robust mix of restaurants, independent retailers, and arts, cultural, and historic destinations. In addition, ocean & riverfront uses and attractions, and a regional network of open spaces, natural resources, and abundant green spaces combine to provide a unique destination and amenity-rich city serving residents and the varied interests of visitors.

Within this environment however, there is an absence of a strong city identity and brand to attract visitors, as well as a weak gateway from I-95 that does not express the character of Newburyport. Fragmented marketing and promotions efforts and the absence of hotel/lodging to attract visitors and facilitate longer stays present challenges for cultural destinations that depend on consistent audiences and for all businesses that serve not only residents but visitors. The lack of comprehensive information and wayfinding in the city makes it difficult to find resources, understand what is happening, and navigate available experiences and businesses. The multiple and uncoordinated names for the historic and cultural districts and the various trails with no single visual and descriptive system also create confusion and limit the potential customer base. With coordinated and enhanced branding and marketing, Newburyport can be a stronger North of Boston regional visitor destination for dining, shopping, and arts and cultural activities, supporting businesses and organizations enjoyed by residents and visitors.

STRATEGY OVERVIEW

This strategy comprises the following seven components:

1. Create branding for the city that addresses the visitor economy and includes arts, culture and historical destinations and experiences;
2. Create a unified tourism/events/arts & culture website;
3. Create visitor marketing materials and itineraries;
4. Finalize and implement the Wayfinding Plan, including visitor/arts & cultural destinations, cultural district and historic district signs;
5. Review/expand events;
6. Expand the visitor center; and
7. Develop a downtown bike share program.

IMPLEMENTING ORGANIZATIONS

The Greater Newburyport Chamber of Commerce (GNCC), which already oversees the main marketing for businesses and destinations in the city, would lead on implementation for most of the elements in this strategy with the City leading on the remaining elements. The GNCC will require support from local businesses, North of Boston, and the City on implementation of most of the elements it will oversee. Collaboration from arts, cultural, historic, and recreational organizations and destinations will be needed in branding and online calendar efforts. A designated Arts & Cultural Liaison in City Hall as well as an Economic Development Director, can ensure seamless coordination and alignment between all marketing and branding efforts.

FUNDING NEEDS AND OPTIONS

The GNCC's and City's leadership in implementing these strategy elements will require new funding support (beyond City funding of the Economic Development Director and any new staff time needed for an Arts & Cultural Liaison). New funding needs include:

- Initial and on-going staff support for GNCC destination marketing efforts;
- Consultant support for branding and marketing overall strategies;
- Creation and distribution of marketing materials;
- Wayfinding implementation;
- Website design, construction, and ongoing maintenance for activities calendar and one-stop visitor site;
- Capital funding for the new visitor center; and
- Funding for a bike plan feasibility study, implementation of a program.

Potential funding sources to address these needs include:

- Tiered membership structure and the advertising program revenue and increased hotel/motel tax to fund GNCC DMO activities as outlined in Strategy 1.4.
- Capital Fund for new visitor center and wayfinding implementation;
- Massachusetts Cultural Council Cultural District Grants for Cultural District marketing (Cultural District has significant overlap with downtown and with the National Register Historic District); and

- Area health foundations may provide support for a study and implementation of a bike share program. Private investors are another likely source of funding/partnership for a program.

PHASING

Implementation of select elements of this strategy should begin in the near-term, with most marketing and branding elements underway by the medium term of 2 to 3 years. Longer term capital investments will also be needed. The phasing for these elements is as follows:

- Near Term: Expand the GNCC's capacity to take on additional destination marketing organization (DMO) roles as highlighted under Strategy 1.4; create branding for the city that addresses the visitor economy.
- Medium Term: Create a unified tourism/events/arts & culture website; create visitor marketing materials and itineraries; review/expand events; develop a downtown bike share program.
- Longer Term: Wayfinding implementation; expand the visitor center.

STRATEGY COMPONENTS AND IMPLEMENTATION ACTIONS

3.1 Create branding for the city that addresses the visitor economy and includes arts, culture, and historical destinations and experiences

There is no one brand for the city. Is it about history? Recreation and the natural environment? Arts and culture? The robust selection of independent and unique businesses? Dining? A lack of a brand hampers efforts to attract visitors to Newburyport and was cited as a frustrating situation by many stakeholders. Key implementation steps include:

- Have the Economic Development Director manage the branding efforts and overall marketing strategy, potentially through the assistance of a consultant;
- Develop brand for city and create graphics, logos, and other digital assets and standards for use in all efforts (online/digital, print, City, Chamber, etc.); and
- Develop sub-brands for specific components as needed that fit into the overall strategy.

3.2 Create a unified tourism/event/arts & culture website

There is no single-source website for visitors on city attractions and experiences and for residents seeking a comprehensive calendar of activities and events. The current options are dense with visitor, resident, and regional information and have no clear message or brand. A clear, user-friendly website with robust calendar offers the first impression of the city for most visitors and can assist residents searching for local activities. Key implementation steps include:

- Oversee the creation of a website, either internally, through a consultant, or through local community members with the skills;
- Work with consultant to develop goals for website and overall framework. Use branding efforts to determine the overall design of the site and incorporate search engine optimizations tools to drive the new website to top search results;
- Develop a system for keeping an up-to-date visitor calendar of events, performances, etc. Work closely with city destinations to create a system for populating calendar that is the most cost and time-effective;
- Beta-test the website and calendar population features; and
- Launch website.

3.3 Create visitor marketing materials and itineraries

The multiple facets of Newburyport offer opportunities to appeal to a variety of interests, encourage longer stays, and bring more visibility to local businesses. These facets are currently uncoordinated and many are almost invisible to residents and visitors. The downtown Cultural District has no signage, there are no maps that show the Historic District, the Clipper Heritage Tours, and walking and bike paths. Public art locations are not mapped to show their relationship to all the other destinations in the city. Visitor marketing materials outlining the many possible experiences and offering various special-interest itineraries are needed to fully showcase the offerings of Newburyport. Key implementation steps include:

- Develop a range of narratives or itineraries for visitors (public art, the port, historic buildings, foodie experiences, etc.);

- Work with Clipper Heritage Trail, Clipper City Rail Trail, Harborwalk, and other destinations to create an integrated route map showing range of experiences and walks, parking, and transportation networks. Include Historic and Cultural Districts;
- Coordinate with wayfinding plan to integrate narratives and districts/trails into overall signage and maps throughout the city; and
- Create a range of digital and print assets for visitors and residents.

3.4 Finalize and implement the Wayfinding Plan including visitor/arts & cultural destinations, Cultural District, and Historic District Signs

The draft Wayfinding Plan offers a framework for the City to improve signage for visitors and residents. Better wayfinding to parking, demarcation of the Cultural and Historic Districts, destination signage, and better signage from Interstate-95 to the downtown are just some of the needs of the city. Wayfinding should reflect a single brand and graphic style for the city and comprehensive implementation can help limit resident and visitor frustration while potentially reducing traffic congestion and increasing visibility of businesses and cultural and recreational attractions. Key implementation steps include:

- Review draft Wayfinding Plan and identify areas that require updates based on tourism branding efforts, the need for better parking signage and maps, and clarity required for the various districts (Historic, Cultural), historic and art routes in the city and highlighting climate and resiliency themes;
- Update Wayfinding Plan and finalize; and
- Allocate City capital funding for wayfinding and implement plan.

3.5 Review/expand events

Newburyport is the location for multiple events throughout the year. An assessment of the location, size, and interest area of events can identify opportunities to spread events throughout the year and in varied locations to highlight local businesses and support the economy during the slow tourism months. It also can identify changes to existing events or new events that reinforce the new branding and itineraries. An assessment of local business impacts could yield new opportunities to include businesses in events and to ensure there are positive impacts for revenue on event days. The

GNCC would be the best lead entity for this work.

Key implementation steps include:

- Using list in CEDS as a start, review comprehensive list of events in city, including season, market characteristics of attendees, and location. Add and update information as necessary;
- Develop a list of goals for events (increase visitor economy, stretch tourist shoulder seasons, provide off-season or winter activities, support local businesses, etc.);
- Identify gaps in events according to established goals;
- Survey businesses to understand impacts of events and identify potential ways events can better support local businesses and organizations/destinations;
- Institute changes and/or additions to events to achieve goals (changes in location, framework for business and organizational visibility/participation, enhanced local marketing, etc.); and
- Develop new events or partner with organizations and organizers to broaden offerings, as necessary.

3.6 Expand the visitor center

The current waterfront visitor center consists of bathroom facilities and a small information kiosk. The location of this structure is ideal in terms of visibility, convenience to parking, and adjacency to downtown but it provides a minimum of visitor information and amenities. As the City reviews options for modernizing and expanding the visitor center, consideration should be given to providing a full-service indoor space for staff/volunteers, visitor materials, and improved bathroom facilities. Key implementation steps include:

- Review visitor facilities in comparable towns and cities to understand existing expectations and standards in similar markets. Consider Salem, MA; Plymouth, MA; Portsmouth, NH and Gloucester, MA as a start;
- Discuss options and potential constraints;
- Coordinate efforts with the Wayfinding Plan, Umbrella Arts & Cultural Organization for public art possibilities, and regional trails and marketing efforts for signage and maps;

- Develop a cost estimate for new visitor facilities, including staff/volunteer needs; and
- Allocate funding for center, implement design and construction plan.

3.7 Develop a downtown bikeshare program

Bikeshare programs can significantly contribute to enhanced mobility in cities. In Newburyport, the commuter rail and Clipper City Rail Trail offer an excellent opportunity to use bikeshare as a way to solve the first-last mile challenge, as well as replacing short car trips and providing an alternative mode of transportation for visitors and residents. Consideration for e-bikes can help broaden the appeal to a wider demographic of users and bikeshare can help reduce congestion and parking demand in downtown, particularly during the height of visitor season. Key implementation steps include:

- Conduct a community survey gauging interest in a bikeshare program including e-bike availability. Include intercept surveys of visitors to gauge interest. Ask residents and visitors how they would use the system and potential barriers to participation;
- Conduct outreach to area health foundations to explore interest in providing support and grants;
- Evaluate and identify opportunities for system integration of bikeshare facilities within overall transportation network of Newburyport and region (other bikeshare programs in adjacent communities, first and last mile options for commuters, etc.);
- Determine goals and metrics to measure progress for a city bikeshare program;
- Issue a Request for Expressions of Interest (RFEI) for private bikeshare companies/investors;
- Begin planning the system (service area, size, bikeshare type);
- Develop financial model; and
- Implement system.

#4

ARTS, CULTURAL & HISTORIC ASSETS

Newburyport is home to a varied and active arts and cultural community of for profit and nonprofit businesses, individual practitioners and significant historic assets and natural resources. Together, the range of experiences and destinations, from historic buildings and landscapes, to performing and visual arts, to beaches, forests, and other natural areas, offer residents and visitors unique opportunities. However, small groups of artists, cultural and historic institutions, natural resource and recreation entities all currently conduct separate marketing efforts and are competing for the same customer and donor base. Collaboration efforts have increased since the Covid-19 pandemic but these initiatives are limited in scope and there is no one central advocacy voice. Improving the coordination and marketing between sectors may help increase audiences and customers, and allow visitors, businesses, and city residents to fully connect with, and experience, what is available within Newburyport. The City can also undertake specific efforts to support the arts, culture, historic, and nature/recreation communities, including determining the extent of the concerns about space availability and costs and reducing the complexity of the permitting/licensing processes for programs and events that enliven the city.

STRATEGY OVERVIEW

This strategy comprises the following five components:

1. Designate an Arts & Cultural Liaison in City Hall;
2. Identify an existing or new group to serve as an umbrella advocacy and collaboration organization to represent all arts, cultural, and historic organizations and destinations;
3. Conduct a space supply and demand survey;
4. Develop criteria/goals to support local businesses and destinations during festivals & events; and
5. Streamline alcohol licensing, assembly, and events permitting.

IMPLEMENTING ORGANIZATIONS

The City of Newburyport Mayor's Office is the lead implementation organization for three of the five strategies. Considering the designated Arts & Cultural Liaison may be located in the Mayor's Office, coordination for strategies related to City staff and boards/committees, facilities, and policies, regulations, and processes lends itself to a central office for oversight. One of the strategies will rely on the arts, culture, and historic organizations collectively working on establishing a representative umbrella organization, and the remaining strategy may be led by the Great Newburyport Chamber of Commerce (GNCC) to create collaborative efforts between the arts, culture, and historic groups and businesses.

FUNDING NEEDS AND OPTIONS

Required funding resources to implement this strategy are twofold: for City-led strategies, most but not all of the funding needed is through allotted staff time; the other two strategies will initially require volunteer time and GNCC staff time. Potential funding sources to address these needs include:

- City General Fund for the initial consultant to create and populate the space supply database and conduct the space demand survey. This is a one-time cost, although the database and information will need to be maintained with periodic updates;
- Public or private foundation grants may be available if the umbrella arts & cultural organization decides to become an official and separate nonprofit organization; and
- Membership fees and event revenue can help fund an arts, culture, and history umbrella advocacy group although the potential for overlap of purpose with existing member organizations in the city makes this funding strategy less appealing.

PHASING

Creating a coordinated support structure for arts, culture, historic, and natural resources in the city will be an ongoing effort with much of the start-up work beginning in the near term. Some of the work may begin immediately, with other work dependent on staffing capacity, as follows:

- Near Term: Designating a City Arts & Cultural Liaison; identify an umbrella group for arts, culture, and historic resources advocacy and coordination; develop criteria and goals for festivals and events to improve two-

way benefits with the local businesses; and streamline permitting and licensing processes.

- Medium Term: conduct space supply and demand survey.
- Longer Term: creating a professionally staffed nonprofit arts and cultural advocacy organization.

STRATEGY COMPONENTS AND MAIN IMPLEMENTATION ACTIONS

4.1 Designate an Arts & Cultural Liaison in City Hall

While Newburyport has been home to many artists and arts, culture, and historic organizations and institutions, the City's current official connection to that community is through the Cultural Council. While the Newburyport Cultural Council has been distributing the Massachusetts Cultural Council's Local Cultural Council Program grants to arts and cultural organizations, it is a volunteer group whose mission is to direct funds for the program. The community has expressed a need to have a designated staff person as Liaison to address needs and help coordinate with City initiatives. The Arts and Cultural Liaison could be part of the responsibilities of the Economic Development Director. The role of the Liaison would be to:

- Act as the key City point person for arts, cultural, and historic nonprofits and related businesses;
- Coordinate with other City staff on special projects and events (licensing and permitting needs);
- Serve on ad hoc or standing committees regarding: arts, cultural, and historic issues and initiatives; visitor/tourism initiatives; and overall marketing and branding; and
- Offer guidance on grant applications that require City letters of support/collaboration.

Key implementation action steps to designate a Liaison include:

- Convene a meeting of arts, culture, historic stakeholders to discuss their needs and potential roles of the Liaison;
- Develop clear job description and roles;
- Designate a City staff person to be the Liaison; and
- Announce Liaison position with information on roles to the community.

4.2

Identify an existing or new group to serve as an umbrella advocacy and collaboration organization to represent all arts, cultural, and historic organizations and destinations

During the CEDS planning process, artists as well as arts, culture, and historic nonprofit organizations noted that most of their collaborative work and coordination with each other on events and programs is informal in nature. The Newburyport Arts Collective (NAC), which includes the Newburyport Art Association and Firehouse Center for the Arts among its members, was formed during the Covid-19 pandemic as a vehicle to advocate for these organizations and individual artists. However, NAC is supported by volunteer efforts and uses a regional nonprofit as its fiscal agent, and there does not appear to be the capacity at this time to create a registered nonprofit organization with paid staff. There is concern that the volunteer nature of this group makes it unsustainable in the long run while there is an ongoing need for an umbrella/advocacy group with paid staff to coordinate efforts, apply for grants, and be a voice for these organizations and artists in larger initiatives. This strategy element has near and long term actions that recognize the arts, culture, and historic sector should have a cohesive and unified voice to advocate for the community but that formal organization is not possible at this time. Key implementation action steps include:

- Convene current members of the NAC as well as other groups, creatives, and organizations to review the work of the NAC and create an updated goals statement. Use the Spring 2022 Cultural Council Forum outcomes and the analyses presented in this study as a starting point;
- Determine how NAC can continue as the advocacy group for Newburyport arts, culture, and historic stakeholders including:

Near Term:

- » Review and revise, if applicable, mission statement;
- » Articulate near and medium term goals;
- » Determine Leadership (City Liaison should be included in some way);
- » Determine how representation will be provided for other CEDS implementation elements including branding, creating marketing materials and itineraries for visitors, maps of experiences, and wayfinding;
- » Identify assistance needed from City, GNCC, etc.;

- » Reaffirm choice of an outside fiscal agent for the near term; and
- » Advocate for City funding to develop itineraries and arts, culture, historic experiences (consultant(s) needed for itinerary development, graphics, etc., which could be an existing stakeholder or local expert).

Longer Term Actions:

- » Explore interest and capacity to create a formal Newburyport Arts, Culture, and Historic nonprofit with paid staff. Multiple models exist for funding these organizations. Its expanded roles could include:
 - Assist in coordination between artists, nonprofit groups, institutions, and businesses to more effectively use limited resources;
 - Pursue grants with City and other funders support to organization, planning, programs, and events;
 - Update and influence visitor experiences and itineraries;
 - Provide representation for members with City and GNCC in all planning efforts;
 - Build a connection with the Essex County Community Foundation, which could also be engaged as a funding partner for some of this work;
 - Collaborate with education institutions for programming and continuing education;
 - Collaborate with the Cultural Council to increase grants to local creatives and organizations;
 - Convene an annual or bi-annual summit; and
 - Program events and activities (and use revenue as a funding source).

4.3 Conduct a space supply and demand survey

One of the key issues raised by artists and cultural and historic groups is the lack of affordable space – for working, creating, displaying, practicing, and performing. Newburyport has low vacancy in commercial spaces, and the rents for these spaces have been rising. Anecdotal information indicates that artists and nonprofit organizations have been moving out of Newburyport, some specifically to Amesbury where there is more available space at lower costs and a welcoming local government. At the same time, there appear to be spaces that may be available because they are not used full time or are underutilized. These spaces, some of which may be in religious and historic buildings in the downtown, could provide much-needed space for arts and cultural activities while providing revenue to property owners. A survey to identify both demand for space and the available supply, and to explore challenges for property owners to rent and manage these spaces, can help unlock the potential to infuse arts and culture throughout the downtown and city. Unlocking these spaces will provide a network of activity and community connections to benefit all. The survey can result in a database of need and supply, and potential assistance for property owners in the leasing process. The Economic Development Director would be the natural person to take on these responsibilities. Key implementation action steps include:

- Allocate funding or City staff time to create an online space supply and demand survey. Use examples from other municipalities (Newton, MA conducted a survey in 2018) as a guide to simplify the effort. The survey should include questions regarding space size, times available if not full-time, sound restrictions, loading areas, natural light, electrical capacity if an issue, parking availability, etc.;
- Conduct a campaign to notify stakeholders of the pending survey with outreach through: existing arts, cultural, and historic organizations; contact lists of property owners including religious organizations, schools, nonprofits, etc.; City email blasts and listservs; and other methods;
- Distribute survey link and allow at least four weeks for responses and send reminders to all stakeholders listed above;

- Analyze results to determine three things:
 - Demand for space;
 - Possible supply of space; and
 - Challenges anticipated by property owners.
- Create and maintain a database of space supply including detailed characteristics;
- Consider creating guidelines for property owners that could include a sample lease agreement and liability release, tips on managing and programming space, assistance on pricing, and examples from other places with contact information;
- Create a list of arts/culture/historical organizations/individuals seeking space to facilitate matches and reduce vacant/underutilized spaces; and
- Market or make available the database to enhance the city's image as a welcoming place for arts, culture, history.

4.4 Develop criteria/goals to support local businesses and destinations during festivals and events

Festivals and large events in the city draw visitors and offer opportunities to support local businesses and arts/cultural/historic destinations. However, some events can draw custom away from businesses and venues when they are large, because they create disincentives for residents and others to shop locally due to crowds and the loss of available parking. Coordination between the GNCC, event organizers, the new City Arts & Cultural Liaison, and local businesses can help identify opportunities to increase visibility and customers for local businesses and organizations and offer incentives for repeat visits to the city.

Once residents or visitors are attending an arts or movie festival, farmer's market, or other event, both sectors should discuss and create guidelines to draw those attendees from one local activity to another local destination. By creating opportunities, either through advertising or providing special offers for those who combine shopping, dining, visiting museums, or seeing a show, for example, during their time in Newburyport, it is possible to

increase visibility, attendance and local spending. Key implementation action steps include:

- Survey businesses and organizations to determine past successes with events providing increased customer/audience base and perceived challenges presented by events;
- Use the survey to collaboratively develop goals and guidelines for festivals and events to better increase visibility and sales for local businesses and drive visitors and customers to arts/culture/historic venues/sites;
- Create a mechanism to measure results, draw return customers and receive ongoing feedback from local businesses and organizations; and
- Create ways to incorporate guidelines into discussions with event organizers and determine City/GNCC representation in planning events.

4.5 Streamline alcohol licensing, assembly, and events permitting

Arts, culture, historic, and nature/recreation programs and events enliven the city and improve its quality of life. Stakeholders indicated that the time spent navigating permitting and licensing processes and the fees required to host events are frustrating and costly, particularly for small businesses and nonprofits that have limited staff capacity to navigate the processes and attend licensing meetings. The City can encourage events and activities that provide life to downtown and in public spaces and support businesses and organizations, particularly during the shoulder seasons, by providing a clear permitting and licensing process/path for those looking to host events. In addition, codifying and making permanent outdoor dining in the city can standardize expectations and lower costs and time delays for restaurants while streamlining processes for City staff. This effort will require cross-departmental cooperation and coordination and should be led by the Mayor's Office, City Clerk, or the Office of Planning and Development. Key implementation action steps include:

- Designate lead/project manager in City Hall to coordinate this effort. A consultant may be needed to provide support;
- Examine similar streamlining efforts in other municipalities to help guide the process and simplify efforts, e.g., Fall River embarked on a similar effort in January 2022;
- Create a list of challenges for businesses and organizations as well as for City departments by surveying each and using information in the CEDS as a starting point;

- Convene all departments involved in the following permitting and licensing requirements:
 - Events and festivals; and
 - Alcohol licensing;
- Use meetings to develop potential methods for streamlining processes including the designation of a lead City contact or coordinator for permitting and licensing;
- Create process charts and checklists to help align expectations across City Departments and event organizers/organizations/businesses; and
- Consider simplified permitting for single events (one-day licenses), particularly for small-scale, and/or a mechanism for specified multi-event licenses, e.g., three events for a single organization/business either on specific dates or within a three or four-month window.

#5 REAL ESTATE SUPPLY

Newburyport is almost fully developed with limited buildable vacant land to support new development needed for business growth and to address pressing community housing needs. To address future needs, Newburyport increasingly will need to rely on infill development and redevelopment in existing business districts. Moreover, the diversity of the city's economy generates demand for multiple real estate types including industrial space, professional office space, medical offices, and ground floor space for retail and service businesses at a broader range of rents, as well as affordable space for artists and arts and cultural organizations. While future development will be impacted by the regional real estate market and the willingness and interest of existing property owners to undertake projects, Newburyport can undertake several planning and zoning actions to shape and facilitate future development that aligns with economic development and community goals. These efforts are primarily focused on three strategic areas with the greatest development potential: (1) the Business and Industrial Park; (2) Storey Avenue; and (3) the Waterfront West site.

STRATEGY OVERVIEW

This strategy comprises the following five components to shape development at four key districts and sites and market Newburyport to attract businesses:

1. Update zoning for the Business and Industrial Park;
2. Promote Storey Avenue mixed-use redevelopment;
3. Support Waterfront West development;
4. Encourage planning for reuse of the C & J Transportation site;
5. Attract hotel development;
6. Create a housing development strategy; and
7. Actively market Newburyport as a business and economic development location.

IMPLEMENTING ORGANIZATIONS

The City of Newburyport Office of Planning & Development is the lead implementation department since this strategy primarily entails development planning and zoning changes. The Office of Planning & Development will need to work closely with property owners in each district as well as area businesses, residents, and other stakeholders to formulate plans and revised zoning, as well as with the Planning Board and other City departments. A new Economic Development Director will lead the marketing effort, working with the Greater Newburyport Chamber of Commerce (GNCC), commercial real estate brokers and property owners, and the Merrimack Valley Planning Commission.

FUNDING NEEDS AND OPTIONS

Required funding to implement this strategy is twofold: (1) consultant services to support planning for some districts, especially Storey Avenue; and (2) infrastructure investment needed to support district development plans. Several state grant programs are available to help fund these activities, including:

- Community Planning Grant Program provides grants of \$50,000 to \$100,000 to support local planning and zoning revisions;
- MassDevelopment Site Readiness Program for site planning, site preparation and predevelopment activities to increase the state's supply of well-located sites and accelerate private-sector investment in industrial, commercial, and mixed-use projects. Most grants range from \$50,000 to \$500,000;
- MassDevelopment Real Estate Services Program provides technical assistance via the agency's staff and its "house doctor" consultants to address site-specific and/or district-wide economic development challenges; and
- MassWorks Infrastructure Program is a flexible grant program for municipalities and other public entities to help fund public infrastructure investments needed to support housing development or job creation through private investment and economic development projects. Grants range from several hundred thousand to several million dollars.

Newburyport can also use financing tools authorized under state law, that utilize increased tax revenues from new development to fund infrastructure, incentivize investment, or address other needs. These tools include the Economic Development Incentive Program (EDIP), District Improvement Financing (DIF), and the Infrastructure

Investment Incentive Program (I-Cubed). Newburyport is currently conducting a feasibility study on the use of DIF to finance infrastructure improvements for the Waterfront West district.

PHASING

Expanding Newburyport's real estate supply is an ongoing effort and will occur over many years. However, the planning and zoning changes to facilitate this development can occur in the near to medium term with the phasing of this work tied to the complexity of the work and readiness of each area for development, as follows:

- Near Term: Work on the Waterfront West district and the Business and Industrial Park can begin in year one, with the goal of putting zoning revisions in place within two years; begin steps necessary to attract hotel development.
- Medium Term: Given the scope and complexity of planning for Storey Area and the need to secure funding and engage stakeholders in the effort, this is a medium term project that might begin in year two and with the district vision, plan, and zoning recommendations completed in year three.
- Medium Term: Creating and implementing plans to market Newburyport as a business location can begin in the second half of year two once an Economic Development Director is hired, the overall branding of Newburyport is complete, an inventory of available space is prepared, and the nature of rezoning for Waterfront West and the Business and Industrial Park is clearer.
- Longer Term: While outreach to state officials to determine reuse issues and potential for the C & J site can begin in year one, it is likely to take several years to gain the legal changes necessary to make the site available for reuse and complete local plans.

STRATEGY COMPONENTS AND MAIN IMPLEMENTATION ACTIONS

5.1

Update Zoning for the Business and Industrial Park

There is broad consensus that the existing zoning for the Business and Industrial Park is outdated and needs to be revised to allow higher density multi-story buildings and more non-industrial uses without a special permit, reflecting the diverse uses that already exist and are desirable for the community (e.g., medical offices, gyms/recreation, etc.). Revised zoning should include requirements

for sidewalks, landscaping, and other infrastructure to create better connections within the park and to adjacent areas for improved pedestrian and bicycle safety as well as what zoning changes and pedestrian improvements are appropriate for the entire park and which ones need to vary for different sub-areas within the park. Zoning updates should also assess and reflect whether Newburyport has sufficient water and sewer capacity to support any new development allowed under revised zoning. Key implementation action steps include:

- Create an advisory committee with park businesses and property owners and stakeholders in adjacent neighborhoods to work with the Office of Planning & Development and Planning Board to review;
- Survey existing conditions within the park and connections with surrounding neighborhoods. As part of this process, the City should consider mapping wetlands in the park to better understand available land and development constraints;
- Obtain input from existing park businesses on their needs and future plans via the advisory committee, surveys and/or listening sessions, and collect information on key real estate market trends;
- Formulate proposed zoning changes based on above information, analysis and stakeholder input and review with the advisory committee; and
- Submit proposed zoning changes for public comment and adoption by the Planning Board and City Council.

5.2 Promote mixed-use, pedestrian friendly redevelopment for Storey Avenue

While there is considerable support for this goal, more planning and analysis is needed to move this general concept into formulation of feasible development scenarios and plans that have broad community support. This would help inform decisions about new zoning and site design guidelines and provide existing property owners or new developers with more predictability about the scale, design, and type of development that would ultimately succeed in gaining City approval. The City could lead a planning process to consider multiple options for future redevelopment of the district and build consensus on the desired mix of uses, overall density, circulation, and incorporation of greenspace and amenities, etc. This analysis should address whether sufficient water and sewer

capacity exists to support development under plan options and include financial feasibility of alternatives so that plans are grounded in market and financial realities with consideration of trade-offs or incentives that may be necessary to achieve desired redevelopment. The final plans would form the basis for new zoning, policies, and guidelines to advance the redevelopment plan. As part of this planning, Newburyport should consider assessing the potential benefits and feasibility of establishing a District Improvement Financing (DIF) area to help finance redevelopment. Key implementation action steps include:

- Develop the scope and secure funding for a Storey Avenue “Vision and Development Plan”;
- Issue a RFP and select a consultant team to support planning process;
- Complete planning process including recommendations for new zoning, development and design guidelines, and use of DIF and incentives needed for redevelopment feasibility;
- Explain and review recommended zoning and policies with the public and key stakeholders; and
- Work with the Planning Board and City Council to adopt the recommended plan, zoning, and related policies and guidelines.

5.3 Support Waterfront West Development

The Waterfront West district is an under-utilized and strategically located site that presents a unique opportunity to address City economic development and housing goals while building a resilient project that can weather potential storms and sea-level rise. While New England Development, as the land owner, needs to decide on a new development program, City officials and other stakeholders can support and advance development by defining economic development goals for development at the site, articulating the desired benefits to the community from future development, and considering what public infrastructure investments and other actions would enhance development plans, mitigate impacts, and strengthen the site’s connection to the downtown and larger waterfront. This work is already underway with the City currently conducting a feasibility study on establishing a District Improvement Financing (DIF) area to help fund site infrastructure. The City, through the Office of Planning & Development, should continue communications with New England Development on its plans for the site and articulate how future site development can advance

economic development goals, mitigate potential negative impacts, and generate desired community benefits. Once New England Development has created a development plan that aligns with City priorities, the development plan will need to be approved by the City along with an associated site infrastructure plan, community benefit/mitigation agreement, and DIF district, if deemed feasible.

5.4 Encourage planning for future reuse of the C & J Transportation site

This large site is the gateway to Newburyport from Interstate 95 and is no longer in active use following the relocation of C & J Transportation to Seabrook, New Hampshire. Given its size and strategic importance as a key gateway to the city, Newburyport should work to create and implement a plan for its future reuse. This will require working with the Massachusetts Department of Transportation (MassDOT), and possibly other state and federal agencies, to understand current legal restrictions on its use, gain their support to create a reuse plan, and make the site available for new uses that create greater benefits for the city, state, and other stakeholders. Newburyport should also explore interim uses of the site, such as hosting events and public art installations while the planning for long-term reuse occurs. The initial actions entail engaging with MassDOT and other state officials to determine the existing status and legal use limitations and identify what actions are needed to allow for its reuse. Once a clear pathway and process for reuse is clarified, a process to create a reuse plan can be designed. Key initial implementation steps include:

- Brief Newburyport’s state representative and state senator on the importance of the site to the city and the desire to create a legal pathway and plan for reuse;
- Meet with the city’s legislative delegation and MassDOT to learn of any plans they have for the site, the potential for reuse, and the legal issues and constraints that will need to be addressed for reuse; and
- Formulate next steps to advance reuse planning and provide for interim uses based on what is learned from these initial steps: will reuse involve federal action or does the state government control the site and future uses?; what can be done under the existing site limitations?; what is needed to open up additional options?; are any short-term or interim uses possible?.

5.5 Attract hotel development

Without one or more hotels that are in or adjacent to downtown and that can handle small to medium conferences, Newburyport is hampered in its ability to attract visitors off-season and to increase its share of extended-stay visits. Extended-stay visitors, on average, spend significantly more than day visitors in the local economy, and hotels can attract events and conferences that can help balance business in the shoulder and off-tourist seasons of late fall through late spring. An Economic Development Director would be able to devote resources to this work. Key implementation steps include:

- Identify near-term sites appropriate for hotel development;
- Work with property owners/developers to ensure City goals are met; and
- Streamline permitting where possible.

5.6 Create a housing development strategy

Given the importance of housing cost and supply for Newburyport’s future economic development, the City needs to have a comprehensive strategy to foster expanded housing development, including affordable units and more diverse housing options. Newburyport is currently updating its 2018 Housing Production Plan (HPP), and this strategy can be included in that planning process to advance the HPP’s implementation. Complying with the new state requirement for MBTA communities to provide as-of-right zoning for multi-family housing near MBTA stations is an additional layer to be included in the City’s overall housing development strategy. In formulating this strategy, Newburyport can consider several policy and program options to advance diverse housing development that include:

- Expanding the current 40R district;
- Incorporating multi-family and affordable housing in planning and zoning changes for the Storey Avenue district and Waterfront West;
- Updating regulations to expand options and simplify approval process for accessory dwelling units in appropriate neighborhoods;
- Expanding funding sources for the Affordable Housing Trust Fund; and
- Utilizing appropriate surplus City-owned property for housing development.

Key implementation action steps include:

- Incorporate a housing development strategy, particularly to increase diversity in price, size, and rental opportunities, into the current scope for the updated HPP;
- Identify and assign new research, analysis and planning tasks for the housing development strategy;
- Formulate and incorporate strategy into the updated HPP.

5.7 Actively market Newburyport as a business location

Newburyport does not actively market the city as a business location and site for economic development projects. This places the city at a competitive disadvantage with other communities that actively promote themselves, and may result in missed opportunities to attract new business investment and desired development projects. Under the direction of the new Economic Development Director, Newburyport should begin marketing the city as a business location, working with local property owners and real estate brokers. This will first require articulating the value proposition for locating a business in the city and compiling and presenting information that demonstrates its economic development assets from a business perspective, e.g., its diverse business base, access to a skilled local and regional labor force, good highway access, excellent local amenities and services, etc. This information should also include profiles of a diverse mix of local businesses that highlight how locating in Newburyport has contributed to their success.

Once this core information is in place, additional marketing steps can be implemented including: establishing an economic development page on the City's website; creating and maintaining an up-to-date inventory of available space and sites linked to state and regional site inventories maintained by MassECON and the Merrimack Valley Planning Commission; participating in key regional industry and economic development organizations to increase Newburyport's profile; and directing outreach to state economic development agencies

(Massachusetts Office of Business Development, MassDevelopment) and key business advisors that influence business location decisions (site selection firms, major commercial/industrial brokers, etc.). Key implementation steps include:

- Define Newburyport's value proposition as a business location, compile information that demonstrates its advantages, and prepare brief marketing materials including business profiles;
- Create an inventory of available land, buildings, and space for lease and establish a process for regularly updating this information;
- Create a City economic development website to market the city as a business location that: presents the case for locating in Newburyport; profiles successful businesses; incorporates the available real estate inventory with links to real estate listings; highlights the Economic Development Director as the City contact about locating or initiating an economic development project; and links to other City information on business licensing/start-up and the development permitting process;
- Meet with key state and regional economic development organizations (MOBD, MassDevelopment, MassEcon, MVPC) to make them aware of Newburyport and establish on-going relationships; and
- Identify priority industry associations and business influencers for marketing Newburyport and create Newburyport ambassadors to these organizations and influencers, drawing on existing relationships and memberships among Newburyport businesses, officials, and professionals.

#6 WORKFORCE ATTRACTION AND DEVELOPMENT

Newburyport businesses consistently report that finding and retaining employees is a major challenge. Although this challenge exists nationwide, it is particularly important for Newburyport with large parts of its economy in especially hard-hit sectors, including health care and restaurants. Moreover, with more jobs than resident workers and a mismatch between resident occupations and the jobs in many Newburyport businesses, the city is particularly dependent on the region's workforce to address hiring needs. This strategy seeks to address this critical business need through more proactive efforts to attract regional workers to Newburyport, capitalizing on the strong regional workforce training system, and by working to address housing and transportation barriers to employment.

STRATEGY OVERVIEW

This strategy comprises the following four components:

1. Organizing industry-based promotion of Newburyport as place of work;
2. Establishing a fund to support local apprenticeships and internships;
3. Exploring the feasibility of developing workforce housing on the Anna Jacques Hospital campus; and
4. Expanding commuting transportation services and options.

IMPLEMENTING ORGANIZATIONS

A combination of City government and business organizations need to lead implementation of this strategy, with the Economic Development Director coordinating its overall implementation. The Greater Newburyport Chamber of Commerce (GNCC) is best-positioned to lead the organization of industry-based workforce attraction efforts and creation of the apprenticeship/internship fund, aided by the revived Business and Industrial Park Association once it is established. Newburyport Bank is a key partner in establishing the apprenticeship/internship fund, as its President serves on the Board of Northern Essex Community College and has a strong interest in expanding funding for apprenticeship education. The City Office of Planning & Development is best positioned to work with Anna Jacques Hospital to assess the feasibility of building workforce

housing on its campus, and, through the Economic Development Director, work with local employers and the MeVa (formerly MVRTA) to advocate for improved commuter bus service and explore alternative transportation options.

FUNDING NEEDS AND OPTIONS

The main funding needs under this strategy include:

- Funding to establish the apprenticeship/internship fund;
- Consulting services to evaluate workforce housing on the hospital campus; and
- Potential funding for alternative transportation services.

Potential funding sources to address these needs are:

- Massachusetts' Community Planning Grant Program for consulting services for planning and/or feasibility analysis for the workforce housing project and alternative transportation services;
- Massachusetts Community Economic Development Assistance Corporation (CEDAC) provides technical assistance and funding to nonprofit developers for affordable housing projects, including planning grants (funded by the Kuehn Charitable Foundation) to help nonprofit corporations to explore the feasibility at the earliest stages of project development;
- Local foundations and employer donations are sources for the apprenticeship/internship fund. Key prospects include charitable foundations at Newburyport Bank, Newburyport Institution for Savings, and other regional banks serving Newburyport and large local employers. The core fund could be supplemented with internship and apprenticeship funding available through targeted programs at the Executive Office of Housing and Economic Development (EOHED) and grants available through Commonwealth Corporation's Workforce Training Fund; and
- Funding for transportation services would come through the MeVa and/or through employers working collaboratively to provide transportation services.

PHASING

The projects under this strategy are medium term initiatives that can begin in year two, after the Economic Development Director has been hired, the Business and Industrial Park Association is established, and other high-priority strategies are underway. Once implemented, the promotion of working in Newburyport, the apprenticeship/internship fund, and transportation services will be on-going activities. Full implementation of workforce housing on the hospital campus, if determined feasible, is a longer term project that may take close to five years to complete.

STRATEGY COMPONENTS AND MAIN IMPLEMENTATION ACTIONS

6.1 Organize industry-based promotion of Newburyport as a place to work

This initiative would organize industry-based efforts to promote Newburyport as a place to

work and connect the emerging workforce in key occupations with Newburyport employers. It would focus on students at the region's technical high schools, community colleges, and NAMC programs (for manufacturers), especially those enrolled in related vocational training programs. Manufacturing, health care, and restaurants/food service are the most promising industries for this effort. Each industry group could provide information to students, instructors, and career counselors in these programs on employers, types of jobs and the benefits of working for a Newburyport employer; host career discovery visits at local employers; and market internships and apprenticeships at Newburyport firms to build initial connections between young workers and local employers. Key implementation steps include:

- Outreach to employers in each target industry to gauge employer interest, identify existing and potential internships and apprenticeships, and recruit members for industry teams to organize their respective promotion efforts;
- Prepare industry information on employers, job and career opportunities, the benefits of working in Newburyport, and internships and apprenticeship options;
- Meet with appropriate staff at area schools to share information, discuss how to best inform students about internships, apprenticeships and employment in Newburyport, and test interest/support for a Newburyport career discovery activity;
- Plan and hold a pilot career discovery event with employers in one industry that includes follow-up contact with student participants and a process to track and assess its effectiveness;
- Implement additional career discovery events based on results and learning from the pilot event; and
- Maintain connections with area schools for on-going recruitment of interns, apprentices and employees.

6.2 Establish an apprenticeship/internship fund

This fund will provide funding to expand internships and apprenticeships at Newburyport employers in alignment with the above employee recruitment initiative. As discussed earlier, funding could be raised through local and regional bank foundations, local employers, and state workforce programs. The fund and the industry-based worker recruitment could include an equity and diversity

component to connect youth from low-income and historically racially excluded communities and other young people with barriers to employment to good jobs and career opportunities in Newburyport. Key implementation steps include:

- Develop a mission statement, goals, and core guidelines for how the fund will operate and deploy its funds;
- Prepare a “pitch deck” to explain the fund’s purpose and support the fund-raising appeal;
- Develop a list of potential donors and grant funding sources and assign responsibilities for soliciting funds/preparing grant applications;
- Secure initial lead gifts and launch funding appeal/campaign; and
- Initiate the first round of grant applications once a critical mass of funding is obtained.

6.3 Explore feasibility of workforce housing development at Anna Jacques Hospital campus

Anna Jacques Hospital occupies a large campus that includes large surface parking lots. It may be possible to build new housing on part of its surface parking lots while addressing existing parking needs through adding a level of parking at part of the site. The hospital campus is well located to provide housing for workers at the hospital, nearby medical offices, and the Business and Industrial Park. While Anna Jacques Hospital does not have the capacity to develop housing itself, it has expressed interest in exploring how it could lease land to a developer to build new housing while ensuring it maintains necessary parking. A study is needed to create a plan for incorporating new housing and sufficient parking at the site and determining if, and how, it would be financially feasible to implement. Key implementation steps are:

- Meet with Anna Jacques Hospital to confirm interest conducting a study and discuss process for undertaking the study;
- Secure funds to undertake the feasibility study;
- Complete a MOU with the hospital on each party’s respective roles and the study scope and process;
- Issue an RFP and select a consultant team to undertake the study; and
- Complete the study and determine next steps to advance the project, if it is deemed feasible.

6.4 Expand commuter transportation services and options

Public transportation services pose a barrier for Newburyport businesses to attract and retain workers from the regional labor force. The frequency and hours of MeVa bus service do not meet the needs of many workers and employers, especially for shifts with early start times and late evening end times. Furthermore, the communities served by existing bus routes may not correspond to where some workers live. To address this challenge, Newburyport employers and government leaders can advocate for, and work with, the MeVa to expand bus service to major employment centers (the Business and Industrial Park, downtown, and hospital campus) and adjust bus schedules and routes to better align with employer needs. Since the MeVa is unlikely to be able to address the full-range of commuter transportation needs, it may be worth exploring employer-sponsored shared transportation services as an alternative or supplement to improved MeVa bus service. Options might include a commuter shuttle between one or more communities with a concentration of employees, contracting with service providers to provide on-demand transportation, or shuttles to move employees from the commuter rail station, bus stops and/or parking lots to their workplaces. These services could be organized through a Transportation Management Association, which provides access to several state funding programs or more informally through agreements negotiated among employers. Key implementation steps are:

- Conduct an employee survey to better understand commuting patterns, transportation needs, and potential demand for different transportation services;
- Meet with the MeVa Executive Director to discuss transportation needs and demand identified through the survey and other means and how the MeVa can respond to these needs;
- Create a follow-up action/advocacy plan for MeVa services;
- Survey and convene employers to assess the demand and support for funding additional transportation services beyond what the MeVa will provide; and
- Conduct a feasibility analysis on services for which strong employer demand and support exist.

#7 CLIMATE ACTION AND RESILIENCY

Climate impacts pose a significant threat to Newburyport with considerable business activity and property value located adjacent to the riverfront. Rising sea level also poses risks to key tourism assets, most notably Plum Island and the waterfront boardwalk and park. Businesses and property owners also face a growing need to reduce their greenhouse gas emissions (GHG) and adopt more sustainable practices. The historic nature of the city and large National Historic District, as well as complex adaptation needs and threats related to climate change, create the need for more flexibility in City regulations to facilitate greater business investment to address these threats and advance City climate and resiliency goals. This strategy combines City actions to create a stronger enabling environment for climate and resiliency investments and expanded civic and business initiatives to promote awareness, information, and motivation to generate these investments.

STRATEGY OVERVIEW

This strategy comprises the following six components:

1. Adopt Commercial Property Assessed Clean Energy (CPACE) financing;
2. Organize training, information, and technical assistance on business sustainability practices;
3. Explore the feasibility and impact of establishing zoning requirements and/or incentives for sustainable/low GHG emission “green” buildings;
4. Assess conflicts and make adjustments to building, design and historic district regulations to better accommodate GHG reduction and resiliency investment needs;
5. Organize a community campaign for business adoption of sustainability, GHG reduction, and resiliency actions; and
6. Incorporate education and information on climate change into wayfinding, narratives, and experiences for residents and visitors.

IMPLEMENTING ORGANIZATIONS

City government and the Greater Newburyport Chamber of Commerce (GNCC) are the primary implementing organizations for this strategy. Since multiple City departments need to be involved in this strategy, the Mayor’s Office is best positioned to coordinate work to establish CPACE, explore the feasibility of new zoning requirements, and assess and adjust regulations, which cut across the Office of Planning & Development, Building Department, and Historic

District Commission. The City’s Climate Resiliency Committee and the GNCC can oversee organizing resources and campaigns to support business sustainability practices and investments, building off of the existing Forever Green committee and campaigns and tapping into expertise among existing Newburyport businesses, Mass Save, SCORE, and the SBDC. The GNCC’s new efforts as a DMO would lead work to incorporate climate change into wayfinding, narratives, and experiences, working with the City government, and umbrella arts & cultural organization.

FUNDING NEEDS AND OPTIONS

This strategy has limited funding needs as most of the activities are people-powered and can be implemented by City government and GNCC staff in conjunction with volunteers and state/regional resources (Mass Save, SCORE, etc.). The primary new funding needs are:

- Consultants to assist with the analysis on new green building zoning requirements and review of existing regulations;
- Funding for the staff, awards, and resources needed for the business resiliency challenge; and
- Funding for creating and installing the climate components of the wayfinding system, narratives, and experiences.

Potential funding sources include:

- Massachusetts Community Planning Grant Program provides grants of \$50,000 to \$100,000 to support local planning and zoning revisions;
- Massachusetts Municipal Vulnerability Preparedness (MVP) program provides action grants to municipalities that have completed MVP planning for investments that advance local priorities to enhance resiliency, including vulnerability assessments for specific sectors; and
- The Barr Foundation, one of the largest foundations in Greater Boston, provides grants to support communities in preparing for and adapting to climate change.

PHASING

Addressing climate change and resiliency is an ongoing and longer term process. However, most of the strategy components can be implemented in the near term and medium term to lay the foundation for sustained action and investment over time. The recommended phasing is:

- Near Term: Adopt CPACE.
- Near Term and Ongoing: Organize training, information, and technical assistance on business sustainability practices.
- Medium Term: Explore the feasibility and impact of green building zoning requirements/incentives.

- Medium Term: Assess and adjust building, design and historic district regulations to better accommodate GHG reduction and resiliency investment needs.
- Medium Term and Ongoing: Organize a community campaign for business adoption of sustainability, GHG reduction, and resiliency actions.
- Medium Term: Incorporate education and information on climate change into wayfinding, narratives, and experiences for residents and visitors.
- Longer Term: Implement revised zoning and regulations to better support climate and resiliency investments; evaluate and adapt regulations over time to improve their effectiveness.

STRATEGY COMPONENTS MAIN IMPLEMENTATION ACTIONS

7.1 Adopt Massachusetts CPACE program

Commercial Property Assessed Clean Energy (CPACE) is a funding tool that uses revenue from a property assessment to raise private debt capital to fund energy efficiency, renewable energy, and other property improvements. It is an effective financing tool that provides long-term (20 year) capital at affordable interest rates. Local governments collect the betterment assessment as part of their standard tax collection process and transfer it to the servicer for the financing intermediary to repay the private debt that finances property improvements. Massachusetts' CPACE program is administered by MassDevelopment and can be used for industrial, commercial, and multi-family housing properties. Under Massachusetts' law, communities must opt in to the program for it be available to local property owners. A majority vote of the City Council is needed to allow CPACE financing in Newburyport. Key implementation steps are:

- Contact MassDevelopment to express interest in opting into CPACE and confirm process for securing City Council approval;
- Prepare background information on CPACE and brief the City Councilors and the Treasurer/Collector on how it works and its benefits; and
- Prepare adoption resolution and submit to City Council vote.

7.2

Organize business training, technical assistance, and information sharing

Businesses face a growing set of issues in adapting to climate-related and environmental challenges that include how to best reduce their carbon footprint, adopting sustainable materials and practices, and creating resiliency and disaster plans. This project will organize training, information sharing, and technical assistance to help businesses address these challenges. Many Newburyport businesses have expertise and experience on some of these issues that can be tapped to assist local businesses while additional knowledge and resources exist in state and regional entities. The Forever Green project started work in this area, including its 2022 campaign for eco-tourism and waste reduction practices, and provides a foundation for expanding these efforts. One part of this effort would create a peer-to-peer network and peer learning opportunities among businesses that seek information on how to better address these issues. A second component is organizing more specialized training sessions on particular issues in response to business demand. Key implementation steps are:

- Survey Newburyport businesses on: 1) their interest in learning more about specific business issues (e.g., reducing waste, sourcing “green” chemicals and other inputs, energy efficiency, renewable energy, insurance for climate risks, resiliency/disaster planning, etc.); 2) their knowledge and experience with these issues; and 3) their interest in participating in a peer learning network and/or attending training events and preferred formats;
- Identify expertise and resources in state and regional organizations on priority issues to share with businesses and for delivering training events and other assistance;
- Organize peer learning groups among firms with shared learning priorities and support them in knowledge exchange activities (e.g., learning tours, meetings to share best practices, one-on-one advising, referral/resource sharing, etc.);
- Organize formal educational/training events based on priority issues and desired formats; and
- Evaluate participation in and effectiveness of different activities and use results to adjust activities.

7.3

Explore feasibility of new zoning requirements and incentives

Several communities have established zoning requirements and other policies to require and/or accelerate construction or conversion of buildings that lower GHG emissions and other environmental impacts. These policies include: requiring energy performance standards for buildings over a certain size (Washington, D.C.); requiring net zero energy for new buildings (Boston, Cambridge); requiring electric heating, cooling and appliances in buildings; and providing zoning relief or incentives for buildings that meet green building or energy performance standards. As Newburyport works to achieve its climate action goals, it should consider how local zoning and regulations can help accelerate conversion of buildings away from fossil fuel energy sources and promote other green building and resiliency practices. An analysis of the feasibility of adopting these policies is a critical first step in establishing appropriate policies. This analysis would consider: the nature of the city’s building stock and new construction; how different policies are likely to impact building construction costs, operating expenses and financial feasibility—including the impact of new federal tax incentives and advances in technology; lessons from policy adoption in other small and medium-size cities; and recommend appropriate zoning and policy changes. Key implementation steps:

- Form advisory committee to work with the Office of Planning & Development in overseeing the study with representation of building owners, building designers/engineers, environmental organization and residents;
- Compile examples of similar studies along with existing policy studies and guides on the topic;
- Secure funding to undertake the analysis;
- Write RFP and hire consultants to work with the city to complete the analysis; and
- Complete the analysis and prepare proposed zoning and other policy changes based on results.

7.4

Assess and adjust barriers and conflicts existing building, design, and Historic District regulations

Changes to Newburyport’s existing building stock will be necessary in coming years to reduce climate impacts and adapt to flooding and storm risk from climate change, especially in the downtown waterfront and adjacent National Historic District. Potential changes may include installation of

rooftop solar energy, retrofit of air and geothermal heat pumps, raising buildings, installing green roofs, and constructing barriers for stormwater/flood management. Existing Historic District regulations along with other zoning, design, and building regulations may prevent some of these building adaptations or create barriers by adding costs that make the needed investment prohibitive. Newburyport should work proactively to understand these conflicts and find solutions to adjust regulations to allow and facilitate these critical investments. Key implementation steps are:

- Create a City working group to assess regulatory barriers and conflicts for building GHG reduction/resiliency/climate adaptation building changes with representatives of the Building Department, Historic Commission, and Resiliency Committee;
- Define potential building changes, identify applicable regulations to review and complete the assessment;
- Use the assessment results to formulate proposed changes to building, design and historic district regulations to reduce or eliminate conflicts and accommodate needed building changes in balance with critical goals of existing regulations;
- Inform residents, property owners, businesses, and other stakeholders about these conflicts and the proposals to update regulations and hold forums to review and discuss the proposed changes; and
- Submit proposed changes for deliberation and approval by relevant boards, commissions and the City Council.

7.5 Organize a business resiliency campaign

Many cities and civic organizations have used campaigns and competitions to broaden awareness and mobilize action around climate change, sustainability, or resiliency. These campaigns typically involve an initial outreach and education effort to recruit participants, assistance and support around implementing actions, a defined time period to make and document changes, and awards and recognition for both individual businesses and community-wide results. Examples of such campaigns include “kilowatt crackdowns” organized by building owner associations in several cities and the US DOE’s Better Buildings to promote energy efficiency improvements and business sustainability award programs or campaigns, including past ones organized by A Better City’s Challenge for

Sustainability in Boston and the Bay Area Green Business Program. Key implementation steps are:

- Confirm business support for the campaign;
- Design the key campaign elements, including target business types, breadth of focus, technical assistance/support provided, timeframe, goals and nature of recognition/awards;
- Secure funds to staff and implement the campaign;
- Recruit and register participants;
- Launch the campaign with a kick-off event and initial information/training session;
- Support the campaign with on-going assistance and by tracking and reporting progress;
- Hold an awards/recognition event to complete the campaign and document its accomplishments; and
- Conduct a post-campaign survey of participants to draw lessons and decide on future campaigns or other means to sustain business resiliency efforts.

7.6 Incorporate information on climate action and resiliency in wayfinding and themed experiences

Newburyport has done considerable work around climate action and resiliency with many examples of projects and initiatives in this realm. The City can use the work to create a new wayfinding system and define experiences around distinct themes to highlight this work and increase community awareness of the importance of these issues and how the City is working to address them. Key implementation steps:

- Collect information on key plans, projects, and initiatives related to climate and resiliency;
- Decide on several themes to use to organize the information and create connected narratives and sites for experiences;
- Create compelling and engaging content to use in the wayfinding materials and experiences; and
- Incorporate this content into the wayfinding and experiences created through the tourism and arts and culture branding, marketing, and development strategy.



5

Implementation Action Plan

section 5 IMPLEMENTATION ACTION PLAN

This section summarizes the overall approach to CEDS implementation and provides an action plan matrix detailing the funding, implementation parties, and key steps for each strategy component. A separate chart presents proposed phasing for implementation. Successful implementation will depend on cross-sector collaboration and a “collective impact” approach to economic development. No one sector or organization can undertake the work needed to achieve Newburyport’s economic development goals. Shared action and alignment of efforts will improve results and capitalize on the complementary resources and capacities of City government, for profit and nonprofit businesses and civic organizations, and the philanthropic community. The collective impact approach is reflected in: 1) forming a representative cross-sector Economic Development Committee to oversee implementation; and 2) working through a lead organization collaborating implementation partners to execute strategy components.

CEDS implementation will be led by the City of Newburyport in partnership with economic development stakeholders. The new City Economic Development Committee will oversee strategy implementation—working to align actions across organizations and stakeholders, holding parties accountable for following through on responsibilities, and reviewing and adapting the strategy over time in response to new conditions and incorporating learning as initiatives are implemented. The City Economic Development Director will be responsible for the day-to-day CEDS coordination, both overseeing implementation of several initiatives and supporting the organizations and teams responsible for others.

Table 4-1 presents the detailed implementation action plan organized by strategy with a row for each component initiative. Under each initiative, the required resources are noted along with the lead organization, implementation partners, and initial recommendations for implementation steps. These steps should be reviewed by the implementation parties as work begins, and adapted over time based on their experience and evolving conditions.

An implementation phasing plan is presented in **Table 4-2**. The CEDS is an ambitious strategy with many components that need to be phased over time to reflect the limitations in staff and volunteer capacity and the time required to

secure funding necessary to move forward with many initiatives. The phasing plan assumes that CEDS implementation will begin in FY2024 (July 2023 to June 2024) and details phasing through FY2018. Priorities during the first year are:

- Implementing the Economic Development Capacity Strategy to create a strong foundation for successful action on other strategies;
- Advancing planning work to expand real estate supply;
- Initiating work to establish the funding, branding, and infrastructure for unified marketing of tourism and arts/cultural/historic assets;
- Establishing the umbrella organization and City Arts & Cultural Liaison to advance support for the arts/cultural/historic sector; and
- Advancing climate and resiliency work by opting into the CPACE program and organizing resources to support business adoption of sustainability and resiliency practices.

Implementation of the Workforce Attraction and Development Strategy and several of the new Small Business Support programs is recommended for the second year (FY2025) to provide time to establish the new staff and organization capacity, ensure progress on other strategies and engage the volunteer teams and resource partners needed for implementation.

Table 5-1. CEDS Implementation Action Plan

Key to Table 4-1

BIPA	Business & Industrial Park Association	MassDOT	Massachusetts Department of Transportation
CPACE	Commercial Property Assessed Clean Energy financing structure	MVPC	Merrimack Valley Planning Commission
DMO	Destination Marketing Organization	MeVa	Merrimack Valley Transit
ED Director	City Economic Development Director	OP&D	City Office of Planning & Development
GNCC	Greater Newburyport Chamber of Commerce	SBDC	Small Business Development Center
GHG	Green House Gas	SCORE	Service Corps of Retired Executives
HPP	Housing Production Plan		
IT	Information Technology		

#	Strategy and Components	Funding/ Resources Needed	Lead Implementor/ Convener	Implementation Partners	Implementation Action Steps
#1 - Economic Development Capacity					
1.1	Create a City Economic Development Director staff position	Multi-year City funding ~\$100,000+/year	Mayor and City Council	OP&D	<ul style="list-style-type: none"> •Appropriate funds for position •Create the position in City HR system •Complete hiring process
1.2	Create Economic Development Committee to oversee strategy implementation	No cost; existing staff and volunteers	Mayor	Local businesses, banks, property owners, GNCC, Arts & Culture sector	<ul style="list-style-type: none"> •Recruit & appoint committee
1.3	Revive the Business & Industrial Park Association (BIPA)	Relies on volunteers; limited costs paid by business members	Park businesses & property owners	ED Director	<ul style="list-style-type: none"> •Form a committee interested in reviving the association; •Conduct one-one-one outreach to park business •Define association mission, activities and structure •Meet to finalize association plans & form leadership group & committees
1.4	Expand Greater Newburyport Chamber of Commerce capacity as a Destination Marketing Organization (DMO)	\$75,000 to \$125,000+/yr. from businesses advertising revenue, grants, hotel/motel tax assessment	GNCC	Businesses, lodging owners, North of Boston, Arts & Culture organizations. regional trails/coastal route, ED Director	<ul style="list-style-type: none"> •Confirm board & membership support for expanded GNCC role as DMO •Form advisory board to oversee & support DMO activities •Formulate funding plan & secure stakeholder •Implement the funding plan •Deploy new funding to hire staff & consultants
1.5	Strengthen state and regional relationships	No cost; existing staff and volunteers	City- ED Director	GNCC ; other implementing parties	<ul style="list-style-type: none"> •Conduct outreach to target organizations •Identify services & resources aligned with CEDS initiatives •Work with target organizations to access resources •Maintain ongoing relationships and communications

#	Strategy and Components	Funding/ Resources Needed	Lead Implementor/ Convener	Implementation Partners	Implementation Action Steps
#2 - Small Business Support					
2.1	Designate City Economic Development Director as Small Business Support Coordinator	No cost beyond ED Director & existing staff	City- ED Director	Other City staff, GNCC, SBDC, SCORE	<ul style="list-style-type: none"> •Hire Economic Developer •Review business websites & guides in comparable cities •Formalize tasks/responsibilities for small business coordinator function
2.2	Improve City online information	No cost beyond ED Director	City- ED Director	City IT staff	<ul style="list-style-type: none"> •Meet with the City IT Director on process and timeline •Hold focus groups with small business owners •Scan of business websites & guides in comparable cities •Determine business types & content for guides; schedule phased preparation •Collect information on requirements to open each type of business •Prepare draft guides and circulate for review •Develop web page content & design; prepare a beta version to test •Finalize and publicize new business website and guides
2.3	Create a small business grant program	Annual capital for grants (\$25,000 to \$50,000) - raised from chamber & bank foundations and donations; existing staff & volunteers	GNCC	Local Banks, BIPA, ED Director	<ul style="list-style-type: none"> •Confirm GNCC Foundation interest in program & providing initial funding •Design program & raise grant capital •Meet with local banks & city officials on providing funding •Complete program design & review with local stakeholders •Secure funding from bank foundations, corporate donations & others •Finalize program design, application materials, & grant agreements •Launch first grant application/award round & continue annually
2.4	Create an annual business competition	Annual funding/contributed services for prizes; existing staff & volunteer time	GNCC	Local Banks, BIPA, ED Director, SBDC	<ul style="list-style-type: none"> •Recruit SCORE, SBDC office & other experts to advise entrepreneurs •Secure sponsorships & other funds for prizes & other costs •Research business competitions in other small cities •Design competition process and schedule •Launch first competition •Review lessons from first competition & make adjustments
2.5	Develop a business outreach program	No cost beyond ED Director	City- ED Director	GNCC, local volunteers	<ul style="list-style-type: none"> •Design the outreach visit protocol & process •Recruit & train volunteers to assist with outreach visits •Schedule & conduct regular visits to businesses •Follow up with businesses on identified information/assistance needs •Convene meetings of visitation "staff" to discuss any emerging trends and issues
2.6	Implement regulatory and policy changes	No cost beyond ED Director & existing City staff	City- ED Director	OP&D, other City staff and boards	<ul style="list-style-type: none"> •Create interagency team to review & prepare amendments, guidelines & other implementation actions •Review proposed changes/actions with key stakeholders •Finalize regulatory changes/action & submit for approval by boards/City Council •Authorize City capital funding for outdoor dining infrastructure improvements

#	Strategy and Components	Funding/ Resources Needed	Lead Implementor/ Convener	Implementation Partners	Implementation Action Steps
#3 - Support Tourism and Arts & Culture Branding, Marketing & Development					
3.1	Create branding for the city that addresses the visitor economy and includes arts, culture, and historical destinations and experiences	Cost for consultant	GNCC	ED Director, City Arts & Cultural Liaison, task force of businesses and major cultural/historic/recreational destinations	<ul style="list-style-type: none"> Hire a consultant to lead branding efforts and overall marketing strategy Develop brand for city and create graphics, logos, and other digital assets and standards
3.2	Create a unified tourism/events/arts & culture website	Costs for initial website design (~\$40,000) and staff/consultant for ongoing maintenance/calendar listings (~\$1,000+ monthly)	GNCC	Info for calendar/self posting by businesses/organizations, City Arts & Cultural Liaison	<ul style="list-style-type: none"> Establish an advisory committee to advise on the creation of a tourism website Hire a consultant to create website Work with consultant to develop goals for website and overall framework Develop a system for keeping an up-to-date visitor calendar Beta-test the website and calendar population features Launch website
3.3	Create visitor marketing materials and itineraries	Cost for design, production, distribution	GNCC	Clipper Heritage Trail, Clipper City Rail Trail and Harborwalk, Cultural Council, City Arts & Cultural Liaison, other destinations and stakeholders	<ul style="list-style-type: none"> Develop a range of narratives or itineraries for visitors Work with stakeholders to create an integrated route map showing range of experiences and walks, parking, and transportation networks. Coordinate with wayfinding plan to integrate narratives and districts/trails into overall signage and maps throughout city; Create a range of digital and print assets for visitors and residents.
3.4	Finalize and implement the Wayfinding Plan, including visitor/arts & cultural destinations, cultural district and historic district signs	Cost for design, construction, installation - determined by Wayfinding Plan	City- OP&D	Coordinate with branding efforts, GNCC, Umbrella Arts and Cultural org, other stakeholders	<ul style="list-style-type: none"> Review draft wayfinding study and identify areas that require updates based on tourism branding efforts and CEDS recommendations Update Wayfinding Plan and finalize; Allocate City capital funding for wayfinding and implement plan
3.5	Review/expand events	Event funding - from private sources	GNCC, Arts/Cultural organizations	Coordination/participation with businesses and other destinations	<ul style="list-style-type: none"> Review comprehensive list of events in city, including season, market characteristics of attendees, and location. Add and update information as necessary Develop a list of goals for events Identify gaps in events according to established goals Survey businesses to understand impacts of events and identify potential ways events can better support Institute changes and/or additions to events to achieve goals Develop new events or partner with organizations and organizers to broaden offerings as necessary
3.6	Expand the visitor center	Cost for new structure and equipment	City	GNCC, Waterfront Trust, coordination with Wayfinding Plan, Umbrella Arts & Cultural org. for incorporation of public art, regional trails and marketing efforts for signage and maps	<ul style="list-style-type: none"> Review visitor facilities in comparable towns and cities to understand existing expectation and standards in similar markets Discuss options and potential constraints Coordinate efforts with Wayfinding Plan, Arts & Cultural Umbrella org for public art possibilities, regional trails and marketing efforts for signage and maps Develop a cost estimate for new visitor facilities, including staff/volunteer needs Allocate funding for center, implement design and construction plan
3.7	Develop a downtown bike share program	Cost to conduct initial planning via City funding, cost to establish may need grants	City with private operator	Collaboration with area health foundations (possible funding), GNCC, other bike share programs in region, possibly MBTA	<ul style="list-style-type: none"> Conduct a community and visitor survey gauging interest in a bikesharing program Conduct outreach to area health foundations to explore interest in providing support and grants Evaluate and identify opportunities for system integration of bikeshare facilities within overall transportation network Determine goals and metrics to measure progress for a city bikeshare program Issue a Request for Expressions of Interest (RFEI) for private bikeshare companies/investors Begin planning the system (service area, size, bikeshare type) Develop financial model Implement system

#	Strategy and Components	Funding/ Resources Needed	Lead Implementor/ Convener	Implementation Partners	Implementation Action Steps
#4 - Create Unified Support and Advocacy for Arts, Cultural, & Historic Assets					
4.1	Designate an Arts & Cultural Liaison in City Hall	No funding, existing City staff with clearly defined roles/time allotted for liaison activities	City- Mayor's Office	Cultural Council, Historical Commission	<ul style="list-style-type: none"> •Convene a meeting of arts, culture, historic stakeholders to discuss their needs and potential roles of the Liaison •Develop clear job description and roles •Designate staff person to be the Liaison •Announce Liaison position with information on roles to the community
4.2	Identify an existing or new group to serve as an umbrella advocacy and collaboration organization to represent all arts, cultural, and historic organizations and destinations	No funding if informal group with outside fiscal agent, start-up costs for a 501(c)3 (not recommended at this time)	Newburyport Arts, Newburyport Arts Collective, or other	Additional nonprofit organizations, institutions, and individual artists	<ul style="list-style-type: none"> •Convene current members of the NAC as well as others to review work of the NAC and create an updated goals statement •Determine how NAC can continue as the advocacy group: <p>Near Term Actions:</p> <ul style="list-style-type: none"> o Review and revise, if applicable, mission statement o Articulate near and medium term goals o Determine Leadership o Determine how representation will be provided for other CEDS implementation elements o Identify assistance needed from City, Chamber, etc. o Reaffirm choice of an outside fiscal agent for the near term o Advocate for City funding to develop itineraries and arts, culture, historic experiences <p>Longer Term Actions:</p> <ul style="list-style-type: none"> •Explore interest and capacity to create a formal Newburyport Arts, Culture, and Historic nonprofit with paid staff
4.3	Conduct a space supply and demand survey	Funding for consultant (~\$15,000), costs to maintain the resulting database or use information to match supply and demand	City Arts & Cultural Liaison, Mayor's Office	Cultural Council, Umbrella Arts & Cultural org, property owners/managers, real estate brokers, GNCC	<ul style="list-style-type: none"> •Allocate funding or City staff time to create an online space supply and demand survey •Conduct a campaign to notify stakeholders of pending survey •Distribute survey link •Analyze results •Create and maintain a database of space supply including detailed characteristics •Consider creating guidelines for property owners •Create a list of arts/culture/historic organizations/individuals seeking space to facilitate matches •Market or make available the database to enhance the city's image as a welcoming place for arts, culture, history
4.4	Develop criteria/goals to support local businesses and destinations during festivals & events	No funding	GNCC	GNCC, downtown businesses or businesses within area of events with input from Umbrella Arts & Cultural org, existing event organizers	<ul style="list-style-type: none"> •Survey businesses and organizations to determine successes in past and perceived challenges •Use survey to collaboratively develop goals and guidelines for festivals and events •Create a mechanism to measure and draw return customers and receive ongoing feedback from local businesses and organizations •Create ways to incorporate guidelines into discussions with event organizers and determine City/Chamber representation in planning
4.5	Streamline alcohol licensing, assembly and events permitting	No funding beyond existing City staff; may impact fee revenue	City- Mayor's Office, City Clerk, and/or OP&D	City Council, other City Departments, i.e., Public Services, Health, Police, Fire, and others, Waterfront Trust	<ul style="list-style-type: none"> •Designate lead/project manager in City Hall to coordinate this effort. Consultant may be needed to provide support •Examine similar streamlining efforts in other municipalities to help guide process and simplify efforts •Create a list of challenges for businesses and organizations as well as for City departments by surveying each •Convene all departments involved in g permitting and licensing requirements •Use meetings to develop potential methods for streamlining processes •Create process charts and checklists to help align expectations across all stakeholders and the City •Consider simplified permitting for single events (one-day licenses), particularly for small-scale, and/or a mechanism for specified multi-event licenses

#	Strategy and Components	Funding/ Resources Needed	Lead Implementor/ Convener	Implementation Partners	Implementation Action Steps
#5 - Real Estate Supply					
5.1	Update zoning for the Business and Industrial Park	No funding, existing City staff & Planning Board	City- OP&D	Advisory Committee of park stakeholders, Planning Board, City Council	<ul style="list-style-type: none"> •Create advisory committee to work with OP&D & Planning Board •Survey existing conditions and connections with surrounding neighborhoods •Obtain input from existing park businesses on their needs & future plans •Formulate proposed zoning changes & review with the advisory committee •Submit proposed zoning changes for public comment and adoption
5.2	Promote Storey Avenue mixed-use redevelopment	Funds for planning consultant	City- OP&D	Advisory Committee of area stakeholders, Planning Board, City Council	<ul style="list-style-type: none"> •Develop scope/secure funding for "Vision and Development Plan" •Issue RFP/select consultant to support planning process •Complete planning process with recommendations •Review recommended zoning & policies with public & key stakeholders •Adopt the recommended plan, zoning and related policies
5.3	Support Waterfront West development	Possible infrastructure funding, incentives	City- OP&D	New England Development, district stakeholders, Planning Board, City Council	<ul style="list-style-type: none"> •Complete DIF feasibility study •Work with NE Development to create plan aligned with City priorities •Determine impact mitigation & community benefits actions •Public review of City approval of development plan
5.4	Encourage planning for the future of the C & J Transportation site	Unknown	City- Mayor	OP&D, Legislative Delegation, MassDOT	<ul style="list-style-type: none"> •Brief state legislative delegation •Meet with the city's legislative delegation & MassDOT •Formulate next steps to advance planning and interim uses
5.5	Attract hotel development	Existing staff- no funding	City with property owner(s)	City Arts & Cultural Liaison and Umbrella Arts & Cultural org for possible incorporation of public art	<ul style="list-style-type: none"> •Identify near-term sites appropriate for hotel development •Work with property owners/developers to ensure City goals are met •Streamline permitting where possible
5.6	Create housing development strategy	Existing staff- no funding	City-OP&D	Affordable Housing Trust. Planning Board, MVPC	<ul style="list-style-type: none"> •Incorporate housing development strategy in Housing Production Plan (HPP) scope •Identify/assign new research, analysis & planning tasks for strategy •Formulate and incorporate strategy into the updated HPP
5.7	Actively market Newburyport as a business and economic development location	No funding beyond ED Director	City -ED Director	GNCC, Property owners, Real Estate brokers, MVPC	<ul style="list-style-type: none"> •Create marketing materials on Newburyport value proposition •Create an inventory of available real estate & process for updating •Create a city economic development website •Build relationships with key economic development agencies •Identify priority associations & business influencers to market Newburyport

#	Strategy and Components	Funding/ Resources Needed	Lead Implementor/ Convener	Implementation Partners	Implementation Action Steps
#6 - Workforce Attraction and Development					
6.1	Organize industry-based promotion of Newburyport as a place to work	No costs- volunteers with existing staff	GNCC	ED Director, BIPA, employers	<ul style="list-style-type: none"> •Conduct employer outreach & form industry promotion teams •Prepare information on NBPT employers, job/career opportunities, internships & apprenticeships •Meet area schools to share information on NBPT jobs, internships, apprenticeships and test Newburyport career discovery proposal •Plan and hold pilot career discovery event with employers in one industry •Implement additional career discovery events •Maintain connections with schools for ongoing recruitment efforts
6.2	Establish an apprenticeship/internship fund	Capital for fund, ED Director and volunteers to administer	GNCC	ED Director, Newburyport Bank, employers	<ul style="list-style-type: none"> •Develop fund mission statement, goals & guidelines •Prepare a “pitch deck” & materials for fund-raising •Develop a list of potential donors/funder with assignments •Secure initial lead gifts & launch funding appeal •Initiate first round of grant applications
6.3	Explore feasibility of a workforce housing development on Anna Jacques Hospital campus	Cost for feasibility study & parking options	City- OP&D and AJ Hospital	Fuller staffing for hospital and local businesses; expand housing options and affordable housing	<ul style="list-style-type: none"> •Meet with Anna Jacques Hospital to confirm interest & study process •Secure funds for feasibility study •Complete MOU on roles, study scope & process; •Issue study RFP & select consultant •Complete & determine next steps to advance the project, if deemed feasible.
6.4	Expand commuter transportation services and options	Funding for new services via MeVa, employers and/grants	City- ED Director	GNCC, BIPA, employers, & MeVa	<ul style="list-style-type: none"> •Conduct an employee survey on transportation needs/demand •Meet with the MeVa Executive Director on addressing identified transportation needs •Create follow-up action/advocacy plan for MeVa services. •Survey/convene employers to assess demand/support for additional services •Conduct a feasibility analysis for services with employer demand/support

#	Strategy and Components	Funding/ Resources Needed	Lead Implementor/ Convener	Implementation Partners	Implementation Action Steps
#7 - Climate Action and Resiliency					
7.1	Adopt CPACE	No cost	City Council		<ul style="list-style-type: none"> •Contact MassDevelopment •Prepare information/brief City Councilors & Treasurer/Collector •Prepare adoption resolution/submit to City Council vote
7.2	Organize training, information and technical assistance on business sustainability practices	No/low cost	GNCC	BIPA, City Resiliency Committee, Mass Save, businesses, SCORE, SBDC	<ul style="list-style-type: none"> •Survey Newburyport business on issue interests & expertise •Identify resources in state & regional entities on priority issues •Organize peer learning groups & support knowledge exchange activities •Organize formal educational/training events •Evaluate effectiveness and adjust activities over time
7.3	Explore feasibility/impact of zoning requirements and/or incentives for sustainable/low GHG emission buildings	Possible cost for consultant	City- OP&D	ED Director	<ul style="list-style-type: none"> •Form advisory committee •Compile similar studies & related policy research/guides •Secure funding for study/analysis; •Write RFP and hire consultants to help complete the analysis •Conduct analysis & prepare proposals based on results
7.4	Assess conflicts and make adjustments to building, design, and historic district regulations to better accommodate GHG reduction and resiliency investment needs	Possible cost for consultant	City- OP&D	City Building Department, Historic Commission, City Resiliency Committee	<ul style="list-style-type: none"> •Create City working group to assess regulatory barriers and conflicts •Define building changes, identify applicable regulations and complete assessment •Use assessment results to formulate proposed regulatory •Inform stakeholders about these conflicts and discuss proposals to update regulations •Submit proposed changes for approval by relevant boards and City Council
7.5	Organize a community campaign for business adoption of sustainability, GHG reduction, and resiliency actions	Costs for publicity, events; staffing	City Resiliency Committee	Forever Green committee, GNCC, Mass Save, BIPA, property owners & businesses	<ul style="list-style-type: none"> •Confirm business support for the campaign •Design the key campaign elements •Secure funds to staff and implement the campaign •Recruit and register participants •Launch campaign with kick-off event & information/training session •Support the campaign with assistance/tracking & reporting progress •Hold awards/recognition event to complete campaign & report results •Conduct a post-campaign survey of participants to inform future business resiliency efforts
7.6	Incorporate education/info on climate action and resiliency in wayfinding and themed experiences	Included in costs for wayfinding/tourism marketing	DMO	City , GNCC, Forever Green Committee, NAC	<ul style="list-style-type: none"> •Collect information on key plans, projects, and initiatives •Decide on several themes to create connected narratives & experiences •Create compelling and engaging content for wayfinding materials & experiences •Incorporate content into implemented wayfinding & marketing

Table 5-2. CEDS Implementation Phasing

#	Strategy Components	Year 1: FY 2024				Year 2: FY 2025		Year 3: FY 2026		Year 4	Year 5
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st Half	2nd Half	1st Half	2nd Half	FY 2027	FY2028
#1 - Economic Development Capacity											
1.1	Create a City Economic Development Director staff position										
1.2	Create a Economic Development Committee to oversee strategy implementation										
1.3	Revive the Business & Industrial Park Association (BIPA)										
1.4	Expand Greater Newburyport Chamber of Commerce capacity as a Destination Marketing Organization (DMO)										
1.5	Strengthen state and regional relationships										
#2 - Small Business Support											
2.1	Designate City Economic Development Director as Small Business Support Coordinator										
2.2	Improve City online information										
2.3	Create a small business grant program										
2.4	Create an annual business competition										
2.5	Develop a business outreach program										
2.6	Implement regulatory and policy changes										
#3 - Support Tourism and Arts & Culture Branding, Marketing & Development											
3.1	Create branding for the city that addresses the visitor economy and includes arts, culture, and historical destinations and experiences										
3.2	Create a unified tourism/events/arts & culture website										
3.3	Create visitor marketing materials and itineraries										
3.4	Finalize and implement Wayfinding Plan, including visitor/arts & cultural destinations, cultural district and historic district signs										
3.5	Review/expand events										
3.6	Expand the visitor center										
3.7	Develop a downtown bike share program										
#4 - Create Unified Support and Advocacy for Arts, Cultural, & Historic Assets											
4.1	Designate an Arts & Cultural Liaison in City Hall										
4.2	Identify an existing or new group to serve as an umbrella advocacy and collaboration organization to represent all arts, cultural, and historic organizations and destinations									Explore with professional staffing	nonprofit
4.3	Conduct a space supply and demand survey										
4.4	Develop criteria/goals to support local businesses and destinations during festivals & events										
4.5	Streamline alcohol licensing, assembly and events permitting										
#5 - Real Estate Supply											
5.1	Update zoning for the Business and Industrial Park										
5.2	Promote Storey Avenue mixed-use redevelopment										
5.3	Support Waterfront West development										
5.4	Encourage planning for the future of the C & J Transportation site										
5.5	Attract hotel development										
5.6	Create a housing development strategy										
5.7	Actively market Newburyport as a business and economic development location										
#6 - Workforce Attraction and Development											
6.1	Organize industry-based promotion of Newburyport as a place to work										
6.2	Establish an apprenticeship/internship fund										
6.3	Explore feasibility of a workforce housing development on Anna Jacques Hospital campus										
6.4	Expand commuter transportation services and options										
#7 - Climate Action and Resiliency											
7.1	Adopt CPACE										
7.2	Organize training, information and technical assistance on business sustainability practices										
7.3	Explore feasibility/impact of zoning requirements and/or incentives for sustainable/low GHG emission buildings										
7.4	Assess conflicts and make adjustments to building, design, and historic district regulations regulations to better accommodate GHG reduction and resiliency investment needs										
7.5	Organize a community campaign for business adoption of sustainability, GHG reduction, and resiliency actions										
7.6	Incorporate education/info on climate action and resiliency in wayfinding and themed experiences										

Committee Items – August 14, 2023

Public Works & Safety

In Committee:

- APPT00409_06_26_2023 Roger E. Jones 37 Storeybrooke Dr. Water/Sewer Comm. 7/31/2025
- APPT00413_06_26_2023 Andrew Casson 240 Merrimac St. Harbor Commission 7/31/2026
- ORDR00473_07_10_2023 Waiver for Asphalt Sidewalk Norman Avenue



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

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2023 JUN 20 P 3:37

To: President and Members of the City Council
From: Sean R. Reardon, Mayor
Date: June 26, 2023
Subject: Re-Appointment

I hereby re-appoint, subject to your approval, the following named individual as a member of the Water/Sewer Commission. This term will expire July 31, 2025.

Roger E. Jones
37 Storeybrooke Drive
Newburyport, MA 01950

Resume Roger E. Jones

Personal

Birth date: August 23, 1947
Marital Status: Married, three children
Residency: Newburyport, Mass, since 1975
Address: 37 Storeybrooke Drive
Newburyport, Mass. 01950
Telephone: home 978-465-5132
Cell 978-621-4223

Education

Brunswick High School, Brunswick, Maine – 1965
Bachelor of Science in Mechanical Engineering (BSME), University of Maine, 1969
Master of Science Mechanical Engineering (MSME) Northeastern University, 1976

Professional Experience

2009 – Present Gear Consultant (part-time)
Current part-time consulting activities, with GE and other gear manufacturers, include design, manufacture, and operation of propulsion gearing.

1969 - 2009 General Electric Company, Lynn, Mass.
Retired after 40 years in ship propulsion gear design. Positions included gear design engineering, management (12 years), and retired as Principal Engineer - Marine Drives and Gear Systems. Responsibilities included all GE ship propulsion gearing, but primarily to U.S. Navy. Designs included U.S. Navy ships the SSN-688 and Trident class submarines, the Nimitz and Ford class aircraft carriers, the DDG-51 Class destroyers, and the Freedom class Littoral Combat Ships, as well as the PGG-511 and PCG-612 class ships for the Saudi Arabian Navy.

Professional Affiliations

Professional Engineer – Licensed in Massachusetts, since 1979
American Society of Mechanical Engineers (ASME), since 1967 (student member) to current status as Life Member.
American Society of Metals (ASM), from 1982 to retirement
GE local representative to American Gear Manufacturers Association (AGMA) prior to retirement.
Member of American Society of Naval Engineers (ASNE) from 1997 to retirement
Member of Naval League from 2000 to retirement

Resume Roger E. Jones

Community Activities

Newburyport Water & Sewer Commissioner (2014 - present) – Current Chair of Commission

Newburyport Lions Club (1987 – Present) Current Treasurer

Main Street Congregational Church, Amesbury (2007 – 2020)

Newburyport Water Commissioner (2011 - 2014)

School Building Committee, Newburyport (2011)

NHS Building Committee, Newburyport (2000 – 2006) Served as Secretary

Belleville Elementary School (Newburyport) PTA (1975 – 1986)

Massachusetts State PTA (1981 – 1982)

R.A.N. Middle School (Newburyport) PTO (founding member 1982)

Newburyport High School APT (founding member 1986)

Senior Celebration Committee (founding Co-Chair 1989 - 1990)

Citizens Advisory Committee, Newburyport (1979 – 1982)

School Improvement Council, RAN Middle Newburyport (1986 – 1987)

Designer Selection Board for School Committee Newburyport (intermittent from 1987 to 2000)

NHS Band Parents and Booster's Newburyport (Co-Manager refreshment stand from 1984 – 2011)

Pioneer League, Newburyport (Coach/Manager 1980 – 1988)

Senior Girls Softball League, Greater Newburyport (Manager/President 1985 – 1994)

Newburyport Jaycees (1978 – 1985)

St Paul's Episcopal Church, Newburyport (1975 – 1987)

Central Congregational Church, Newburyport (1991 – 2005)



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: June 26, 2023
Subject: Re-Appointment

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
2023 JUN 21 P 3:10

I hereby re-appoint, subject to your approval, the following named individual as member of the Harbor Commission. This term will expire on July 31, 2026.

Andrew Casson
240 Merrimac Street
Newburyport, MA 01950

FROM THE DESK OF

ANDREW B CASSON

June 21, 2023

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

RE: Request for Resume or Background for reappointment to the Newburyport Harbor Commission

Dear Mayor and City Councilors,

As you are aware, I have served on the Newburyport Harbor Commission for the past seventeen years, serving three administrations. I am very proud of what we as a commission have accomplished over those years and look forward to continuing to guide and support the Harbor Commission and the Harbormasters Department.

As I have been self-employed almost my entire adult career, please see below a brief bio about me.

I am currently the Managing director of Castle Point Fitness, the exclusive franchisee for Planet Fitness in New Zealand and the Chairman of Lightship Enterprises. For the past fourteen years, I have served as Chairman and Managing Partner of the Fresnel Companies. Prior to forming The Fresnel Companies, I founded and managed several successful start-ups in the financial, technology and communications industries, including serving as the CEO of Fleet Signal Corporation, a national public safety equipment provider to multiple states, municipalities and the federal government, CEO of Digitic Systems, LLC, a specialist in the workflow management software market, and as the CEO of C-Comm, Inc., focused on the telecommunications services industry.

Additionally, I have served on several companies' boards and currently serve on the board of directors on Wallit, Inc and Pendant Technologies.

Should you need any additional information, please don't hesitate to ask.

I look forward to serving the city in the capacity as commissioner for the foreseeable future.

Sincerely,



Andrew B. Casson

CITY OF NEWBURYPORT



ORDERED:

IN CITY COUNCIL

July 10, 2023

An Order to Allow a Waiver for an Asphalt Sidewalk on Norman Avenue

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

Chapter 12	Streets, Sidewalks and Other Public Places
Article III	Sidewalks
Section 54	Street, way or grounds specification
Subsection (b)	Sidewalk material

Pursuant to Section 12-54(b) which states as follows:

Exception: Asphalt may be used as an alternative material anywhere in the City upon obtaining a waiver granted by City Council Order.

The City Council of the City of Newburyport hereby grants a waiver to use asphalt as an alternative material for the sidewalk located on or about 7 Norman Avenue.

Councillor James J. McCauley

In City Council July 10, 2023:

Motion to refer to Public Works & Safety by Councillor McCauley, seconded by Councillor Cameron.
So voted.