

CITY COUNCIL MEETING AGENDA - VERSION 1
CITY COUNCIL CHAMBERS
MARCH 26, 2018

7:30PM

(Sound Check)

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

CONSENT AGENDA

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

7. APPROVAL OF MINUTES

March 12, 2018

(Approve)

8. TRANSFERS

- **TRAN006_03_26_18** Health Insurance \$8,550 to GEN Travel/Training \$8,550 (B&F)

9. COMMUNICATIONS

- **COMM022_03_26_18** FY2018-FY2022 Capital Improvement Program Submission (B&F)
- **COMM023_03_26_18** Cultural Survival Bazaar - 7/21/2018-7/22/2018 (PS)
- **COMM024_03_26_18** Flag Day 5K - 6/16/2018 (PS)
- **COMM025_03_26_18** Confirmatory Appointment - Ben Fichera (R&F)

10. APPOINTMENTS

Re-Appointments

- **APPT020_03_26_18** Yvonne McQuilkin 39 Purchase St Council on Aging 5/31/2023

Re-Appointments, to be referred to Planning & Development

- **APPT021_03_26_18** Donald B. Walters 15 Smith St Planning Board 5/31/2023 (P&D)

END OF CONSENT AGENDA
REGULAR AGENDA

11. MAYOR'S UPDATE

12. APPOINTMENTS

Second Reading

- **APPT009_03_12_18** Madeline Nash 19 Arlington St Affordable Housing Trust 5/1/2020
- **APPT010_03_12_18** Judy Tymon 39 Lime St Affordable Housing Trust 4/1/2020
- **APPT011_03_12_18** Michael Dissette 44 Jefferson St Community Pres Act 3/1/2021

- APPT012_03_12_18 Daniel J. Koen 16 Boyd Dr Community Pres Act 2/1/2020
- APPT014_03_12_18 Marian Leighton Levy 323 Merrimac St Fruit St Local Historic Dist 12/1/2020
- APPT015_03_12_18 Edmund R. McGrath 28 Olive St Historical Commission 3/31/2021
- APPT018_03_12_18 Ann Dykes 12 Munroe St Parks Commission 4/1/2023
- APPT019_03_12_18 Ann M. Lagasse 1 Piper's Quarry Parks Commission 2/1/2023

13. ORDERS

- ORDR016_03_26_18 Naming of the Five (5) Nature Trails Contained in the Little River Trail System
- ORDR017_03_26_18 North End Rail Trail Gift Acceptance \$3500
- ORDR018_03_26_18 Frank Delucia & Son, Inc. - Licensed Contractor

14. ORDINANCES

- ODNC019_12_11_17 Recommended Additions to Chapter 2, Article 3, Division 6, Section 2-125a (2nd Reading)
- ODNC012_03_26_18 Amendment to Chapter 13, Section 13-26

15. COMMITTEE ITEMS

Budget & Finance

In Committee:

- ORDR007_01_29_18 41C Amendment
- TRAN004_02_12_18 Essex North Shore Tech \$6.5K to HS Addition Feasibility \$6.5K (JE)
- TRAN005_03_12_18 Bresnahan Building Proj \$42,390 to Nock Elevator Proj \$42,390
- COMM016_03_12_18 Merrimack Valley Planning Commission FY2019 Assessment
- ORDR013_03_12_18 Newburyport High School Statement of Interest

Education

In Committee:

- TRAN004_02_12_18 Essex North Shore Tech \$6.5K to HS Addition Feasibility \$6.5K (B&F)

General Government

In Committee:

- ODNC007_02_12_18 Amendment to Division 7 – City Solicitor

License & Permits

In Committee:

-

Neighborhoods and City Services

In Committee:

- ODNC001_01_11_16 Amend Ch11 Parks and Recreation (COTW)
- ORDR048_06_13_16 Sidewalk Order
- COMM111_10_10_17 Petition for Road Repairs and Repaving – Squires Glen

Planning & Development

In Committee:

- ODNC017_10_30_17 Zoning Amendment – No Use Variances (COTW)
- COMM122_11_27_17 Mobilitie Application/ Small Cell Utility Petition (re-file) (PU)
- ODNC001_01_08_18 Medical Marijuana Zoning Map
- ORDR008_01_29_18 Mobilitie Grant of Location (PU)

- ODNC003_01_29_18 Zoning - Amendment to Table of Use Regulations
- ODNC004_01_29_18 Amendment to Zoning Map
- ODNC008_02_12_18 Disposition of G. W. Brown School
- ODNC010_03_12_18 Lot Area Calculations for Residential Districts
- ODNC011_03_12_18 Zoning Map Change - Low Street Farms
- APPT013_03_12_18 Joseph C. Teixeira 44 Hale St Conservation Commission 3/1/2021
- APPT016_03_12_18 David St. Cyr 25 Tyng St NRA 9/1/2018
- APPT017_03_12_18 Robert Uhlig 10 Ocean St NRA 9/1/2018

Public Safety

In Committee:

- ODNC002_01_29_18 Noise Division to Chapter 8-Referred 2/12/18
- COMM017_03_12_18 61st Yankee Homecoming
- COMM018_03_12_18 Pan Mass Challenge Kids Ride - 6/10/2018
- COMM019_03_12_18 GNOCA 5K Run/Walk - 9/30/2018
- COMM020_03_12_18 Newburyport Half Marathon - 10/21/2018
- ORDR014_03_12_18 Crosswalks on Rawson Ave and Turkey Hill Rd
- ODNC009_02_12_18 Floating Homes, Houseboats, and Related Marinas

Public Utilities

In Committee:

- COMM122_11_27_17 Mobilitie Application/ Small Cell Utility Petition (re-file) (P&D)
- ORDR008_01_29_18 Mobilitie Grant of Location (P&D)

Rules Committee

In Committee:

16. GOOD OF THE ORDER

17. ADJOURNMENT

CONSENT AGENDA

CITY COUNCIL MEETING MINUTES
CITY COUNCIL CHAMBERS
MARCH 12, 2018

7:30PM

The City Council President, Barry Connell, called the meeting to order at 7:30pm. A moment of silence was held for Deborah Torromeo, followed by the Pledge of Allegiance. The City Council President then instructed the City Clerk to call the roll. The following Councillors answered present: Shand, Tontar, Vogel, Zeid, Earls, Eigerman, Giunta, Khan, Connell. 9 present, 2 absent (OBrien, Devlin).

(Sound Check)

- 1. MOMENT OF SILENCE**
- 2. PLEDGE OF ALLEGIANCE**
- 3. CALL TO ORDER**

4. LATE FILE ITEMS – ODNC006_02_12_18 corrected version, Mayor’s Update
 Motion to waive the rules, to allow late files, by Councillor Zeid, seconded by Councillor Giunta. So voted.

5. PUBLIC COMMENT

- | | | |
|-----------------------|----------------|---------------|
| 1. Kat Preftes | 6 H St | HRC amendment |
| 2. Ahmer Ibrahim | 85 Prospect St | HRC amendment |
| 3. Tom Getz | 36 Broad St | HRC amendment |
| 4. Elizabeth Goullaud | 9 Marquand Ln | HRC amendment |
| 5. Lukas Phipps | 2 Allen St | HRC amendment |

6. MAYOR’S COMMENT

The mayor gave an update pursuant to her written communication.

CONSENT AGENDA

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

7. APPROVAL OF MINUTES

February 26, 2018 (Approve)

8. TRANSFERS

- **TRAN005_03_12_18** Bresnahan Building Proj \$42,390 to Nock Elevator Proj \$42,390 (B&F)

9. COMMUNICATIONS

- **COMM016_03_12_18** Merrimack Valley Planning Commission FY2019 Assessment (B&F)
- **COMM017_03_12_18** 61st Yankee Homecoming (PS)
- **COMM018_03_12_18** Pan Mass Challenge Kids Ride - 6/10/2018 (PS)
- **COMM019_03_12_18** GNOCA 5K Run/Walk - 9/30/2018 (PS)
- **COMM020_03_12_18** Newburyport Half Marathon - 10/21/2018 (PS)

10. APPOINTMENTS

Re-Appointments

- | | | | |
|--|-----------------|--------------------------|----------|
| • APPT009_03_12_18 Madeline Nash | 19 Arlington St | Affordable Housing Trust | 5/1/2020 |
| • APPT010_03_12_18 Judy Tymon | 39 Lime St | Affordable Housing Trust | 4/1/2020 |
| • APPT011_03_12_18 Michael Dissette | 44 Jefferson St | Community Pres Act | 3/1/2021 |

- **APPT012_03_12_18** Daniel J. Koen 16 Boyd Dr Community Pres Act 2/1/2020
- **APPT013_03_12_18** Joseph C. Teixeira 44 Hale St Conservation Commission 3/1/2021
- **APPT014_03_12_18** Marian Leighton Levy 323 Merrimac St Fruit St Local Historic Dist 12/1/2020
- **APPT015_03_12_18** Edmund R. McGrath 28 Olive St Historical Commission 3/31/2021
- **APPT016_03_12_18** David St. Cyr 25 Tyng St NRA 9/1/2018
- **APPT017_03_12_18** Robert Uhlig 10 Ocean St NRA 9/1/2018
- **APPT018_03_12_18** Ann Dykes 12 Munroe St Parks Commission 4/1/2023
- **APPT019_03_12_18** Ann M. Lagasse 1 Piper's Quarry Parks Commission 2/1/2023

Motion to refer APPT013_03_12_18, APPT016_03_12_18, APPT017_03_12_18 to Planning & Development by Councillor Zeid, seconded by Councillor Giunta. So voted. Motion to approve first reading appointments by Councillor Vogel, seconded by Councillor Eigerman. So voted.

**END OF CONSENT AGENDA
REGULAR AGENDA**

Motion to approve Consent Agenda as amended by Councillor Zeid, seconded by Councillor Tontar. So voted.

11. MAYOR'S UPDATE

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

12. COMMUNICATIONS

- **COMM021_03_12_18** 2018 City Council Schedule
Motion to approve by Councillor Zeid, seconded by Councillor Giunta. 8 yes, 1 no (Earls), 2 absent (OBrien, Devlin). So voted.

13. APPOINTMENTS

Second Reading

- **APPT008_02_26_18** Richard Traister, M. D. 325 Merrimac St Disabilities Comm 3/31/21
Motion to approve second reading by Councillor Zeid, seconded by Councillor Giunta. Roll call vote, 9 yes, 2 absent (OBrien, Devlin). Motion passed.

14. ORDERS

- **ORDR013_03_12_18** Newburyport High School Statement of Interest
Motion to refer to Budget & Finance by Councillor Giunta, seconded by Councillor Tontar. So voted.
- **ORDR014_03_12_18** Crosswalks on Rawson Ave and Turkey Hill Rd
Motion to refer to Public Safety by Councillor Tontar, seconded by Councillor Giunta. So voted.

15. ORDINANCES

- **ODNC006_02_12_18** Amendment to Administration of the City Council (**2nd Reading**)
Motion to approve second reading by Councillor Eigerman, seconded by Councillor Zeid. Roll call vote, 9 yes, 2 absent (OBrien, Devlin). Motion passed.
- **ODNC009_02_12_18** Floating Homes, Houseboats, and Related Marinas
Motion to refer to Public Safety by Councillor Tontar, seconded by Councillor Eigerman. So voted.
- **ODNC010_03_12_18** Lot Area Calculations for Residential Districts
Motion to refer to Planning & Development by Councillor Tontar, seconded by Councillor Giunta. So voted.
- **ODNC011_03_12_18** Zoning Map Change - Low Street Farms
Motion to refer to Planning & Development by Councillor Tontar, seconded by Councillor Giunta. So voted.

15. COMMITTEE ITEMS

Budget & Finance

In Committee:

- **ORDR006_01_29_18** Adjustments to Income and Int Rate for 41A Deferral
Motion to remove from Budget & Finance by Councillor Tontar, seconded by Councillor Zeid. So voted. Motion to approve as amended, reducing 40K to 20K and 4% to 3%, by Councillor Tontar, seconded by Councillor Vogel. So voted.
- **ORDR007_01_29_18** 41C Amendment
- **COMM012_01_29_18 LATE FILE** Memo re: MGL Chapter 59, Section 5
Motion to remove from Budget & Finance by Councillor Tontar, seconded by Councillor Zeid. So voted. 41A reduced from 40K to 20K. Motion to receive and file by Councillor Tontar, seconded by Councillor Zeid. So voted.
- **TRAN004_02_12_18** Essex North Shore Tech \$6.5K to HS Addition Feasibility \$6.5K (JE)

General Government

In Committee:

- **ODNC019_12_11_17** Recommended Additions to Chapter 2, Article III, Division 6, Section 2-125a
Motion to remove from General Government by Councillor Connell, seconded by Councillor Tontar. So voted. Motion to approve first reading by Councillor Connell, seconded by Councillor Vogel. Roll call vote, 7 yes, 2 no (Zeid, Giunta), 2 absent (OBrien, Devlin). Motion passed.
- **ODNC007_02_12_18** Amendment to Division 7 – City Solicitor
- **COMM015_02_26_18** Ltr re: City of Newburyport Charter Amendments
Motion to remove from General Government by Councillor Connell, seconded by Councillor Tontar. So voted. Motion to receive and file by Councillor Connell, seconded by Councillor Vogel. So voted.
- **ORDR012_02_26_18** Intermunicipal Agreement Animal Control Extension through 6/30/2019
Motion to remove from General Government by Councillor Connell, seconded by Councillor Zeid. So voted. Motion to approve by Councillor Connell, seconded by Councillor Zeid. Roll call vote, 6 yes, 3 no (Shand, Earls, Eigerman), 2 absent (Devlin, OBrien). Motion passed.

Joint Education

Councillor Giunta gave a report on the STEM lab; next meeting is April 2nd at 5:30pm.Senior Center

In Committee:

- **TRAN004_02_12_18** Essex North Shore Tech \$6.5K to HS Addition Feasibility \$6.5K (B&F)

License & Permits

In Committee:

-

Neighborhoods and City Services

In Committee:

- **ODNC001_01_11_16** Amend Ch11 Parks and Recreation (COTW)
- **ORDR048_06_13_16** Sidewalk Order
- **COMM111_10_10_17** Petition for Road Repairs and Repaving – Squires Glen

Planning & Development

In Committee:

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- **ODNC004_01_29_18** Amendment to Zoning Map
- **ODNC008_02_12_18** Disposition of G. W. Brown School

Public Safety

In Committee:

- **ODNC002_01_29_18** Noise Division to Chapter 8-Refered 2/12/18

Public Utilities

Councillor Zeid gave an update on the Plum Island hydrant project and the odor control project.

In Committee:

- **COMM122_11_27_17** Mobilitie Application/ Small Cell Utility Petition (re-file) **(P&D)**
- **ORDR008_01_29_18** Mobilitie Grant of Location **(P&D)**

Rules Committee

In Committee:

16. GOOD OF THE ORDER

The Clerk announced the Link House St. Patrick's Day luncheon; Councillor Khan announced Community Day on Wednesday 2pm Senior Center; Councillor Zeid gave an update on Reservation Terrace condition; Council President Connell announced the arrival of his granddaughter, Sloan Connell.

17. ADJOURNMENT

Motion to adjourn by Councillor Khan, seconded by Councillor Zeid. So voted. 9:20pm.

TRANSFERS



City of Newburyport

FY 2018

BUDGET TRANSFER REQUEST

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
2018 MAR 20 PM 1:46

Department: Mayor's Office
Submitted by: Donna D. Holaday, Mayor **Date Submitted:** 3/26/2018

Transfer From:

Account Name	<u>Health Insurance</u>	YTD Bal:	<u>\$ 2,416,405.36</u>
Account Number:	<u>01914001-51700</u>	Category:	<u>\$ 2,592,919.98</u>
Amount:	<u>\$8,550.00</u>	Trans I/O:	<u>\$ -</u>
Why are Funds Available:	<u>A surplus is anticipated in the health insurance line item at year-end.</u>		

Transfer To:

Account Name	<u>GEN Travel/Training</u>	YTD Bal:	<u>\$ 3,356.00</u>
Account Number:	<u>01129002-53004</u>	Category:	<u>\$ 49,613.01</u>
Amount:	<u>\$8,550.00</u>	Trans I/O:	<u></u>
Why are Funds Required:	<u>A Newburyport firefighter was recently accepted into the paramedic training program. The cost of tuition is \$8,550. The City currently has one medic on staff; this would increase that number to two. The employee is required to take the classes on his own time, therefore no overtime costs will be incurred.</u>		

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

Donna D. Holaday
Ethan R. Manning

Date: 3/20/18
 Date: 3/20/18

COMMUNICATIONS



CITY OF NEWBURYPORT
OFFICE OF THE MAYOR

DONNA D. HOLADAY

60 PLEASANT STREET • P.O. BOX 550

NEWBURYPORT, MA 01950

(978) 465-4413 • (978) 465-4402 (FAX)

WWW.CITYOFNEWBURYPORT.COM

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2018 MAR 20 PM 1:46

To: President and Members of the City Council

From: Donna D. Holaday, Mayor

Date: March 20, 2018

Subject: FY2018-FY2022 Capital Improvement Program Submission

In accordance with Section 6-5 of the Charter, which requires the submission of a capital improvement plan to the City Council by April 1 of each year, I am pleased to submit an updated Capital Improvement Program (CIP) for Fiscal Years 2018 through 2022. Copies of the CIP will be made available on March 26, 2018.

The CIP serves as a planning tool that provides a means of identifying, prioritizing and scheduling needed capital improvements projects over the next five years. These projects include purchases of major pieces of equipment, infrastructure improvements, facility construction and renovation projects, major improvements to or acquisition of parks/grounds/open space, as well as, major studies and surveys. As defined in the City's Financial Policies, a capital improvement project must be valued over \$10,000 with an expected useful life of at least five years to be included in the CIP.

In this year's CIP, we have adjusted some of the financing source categories based on recommended best practices from the Government Finance Officers Association and the MA Division of Local Services. As we have done over the past few years, we have also aligned the CIP with the FY18 capital funding request by recommending appropriations for highest priority projects appearing in the program for the current fiscal year. We anticipate submitting the FY18 capital funding request to the City Council next month as we finalize the deficit for snow and ice expenses, which will need to be funded by the end of the year.

I urge the members of the City Council to carefully review the plan, which will also be made available for public viewing on the City's website, and look forward to working with you through the public hearing and adoption process as specified in the Charter.

Thank you for your consideration.

NEWBURYPORT SPECIAL EVENT APPLICATION

Tel.

Fax.

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

NAME OF EVENT: Cultural Survival Bazaar

Date: July 21-22 Time: from 10am to 5pm both days

Rain Date: n/a Time: from --- to ---

2. Location: Inn St Market Square

3. Description of Property: _____ Public Private _____

4. Name of Organizer: Cultural Survival City Sponsored Event: Yes _____ No

Contact Person Jess Cherofsky

Address: 2067 Massachusetts Ave Telephone: 617-441-5400 x15

E-Mail: jess@cs.org Cell Phone: _____

Day of Event Contact & Phone: 845-300-7118

5. Number of Attendees Expected: 100-200 at a time

6. MA Tax Number: _____

7. Is the Event Being Advertised? yes Where? social media, press releases, mailing list

8. What Age Group is the Event Targeted to? all ages

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

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

A. Vending: Food _____ Beverages _____ Alcohol _____ Goods Total # of Vendors ~30

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
- b) How many recycling receptacles will you be providing? 3
- 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)

2 Standard # 1 ADA accessible

Name of company providing the portable toilets: United Site Services

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 employes for trash handling/steaging etc. may apply
 Yes: \$ _____ due on _____ 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 \$200.00 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: _____

3-1-18

Rev. 12/15

5

FOR PARADE, ROAD RACE AND WALKATHON EVENTS ONLY

PARADE _____ ROAD RACE _____ WALKATHON _____

7. 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: _____

6. Start Time: _____ Expected End Time: _____

8. 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 Merchants Being Assigned to Keep Parade Moving: Yes _____ No _____

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

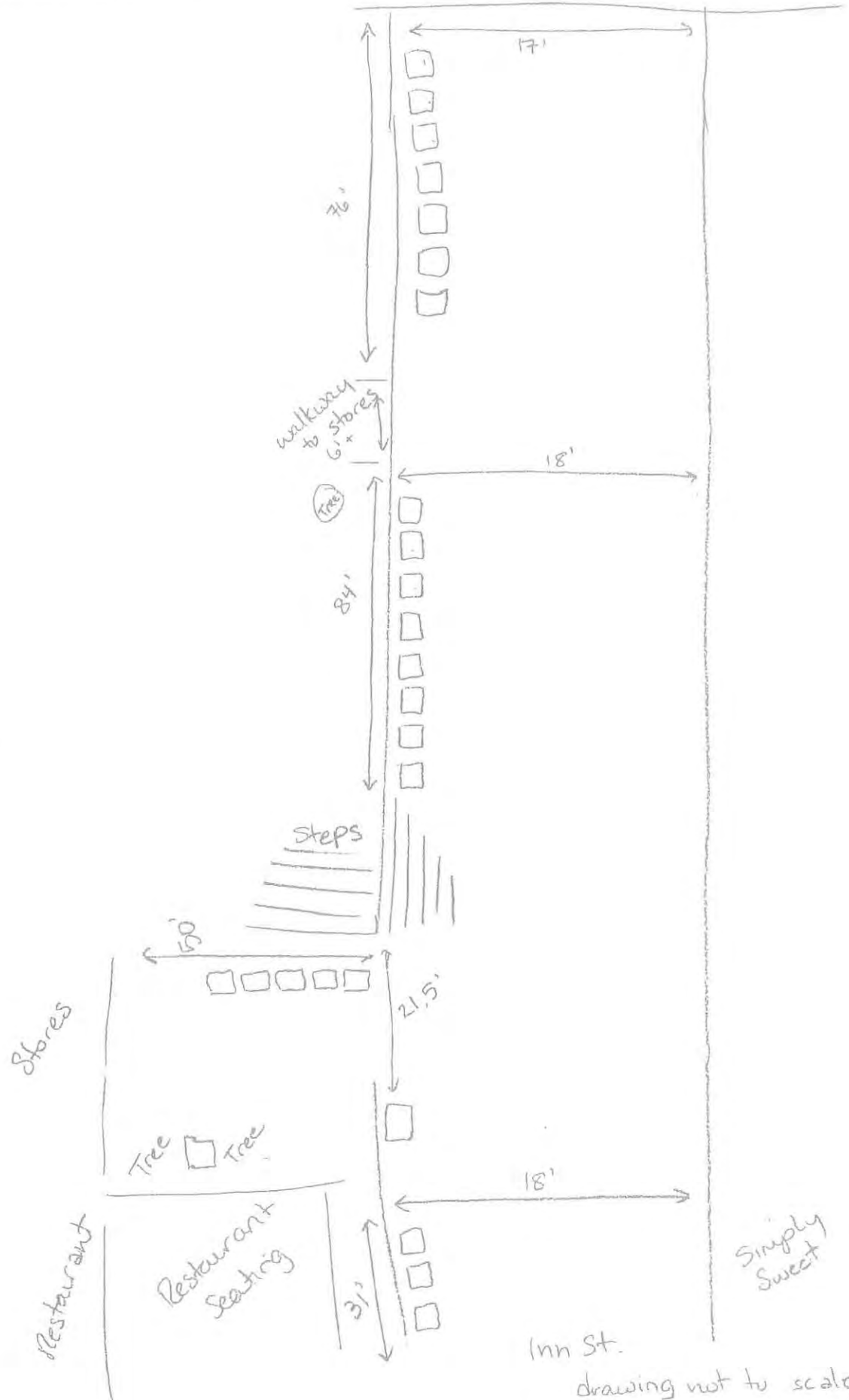
CITY MARSHAL _____ 8 Green St. FIRE CHIEF _____ 8 Green St.
DEPUTY DIRECTOR _____ 15A Perry Way CITY CLERK _____ 60 Pleasant St.

Inn St. Draft Site Plan

Loretta

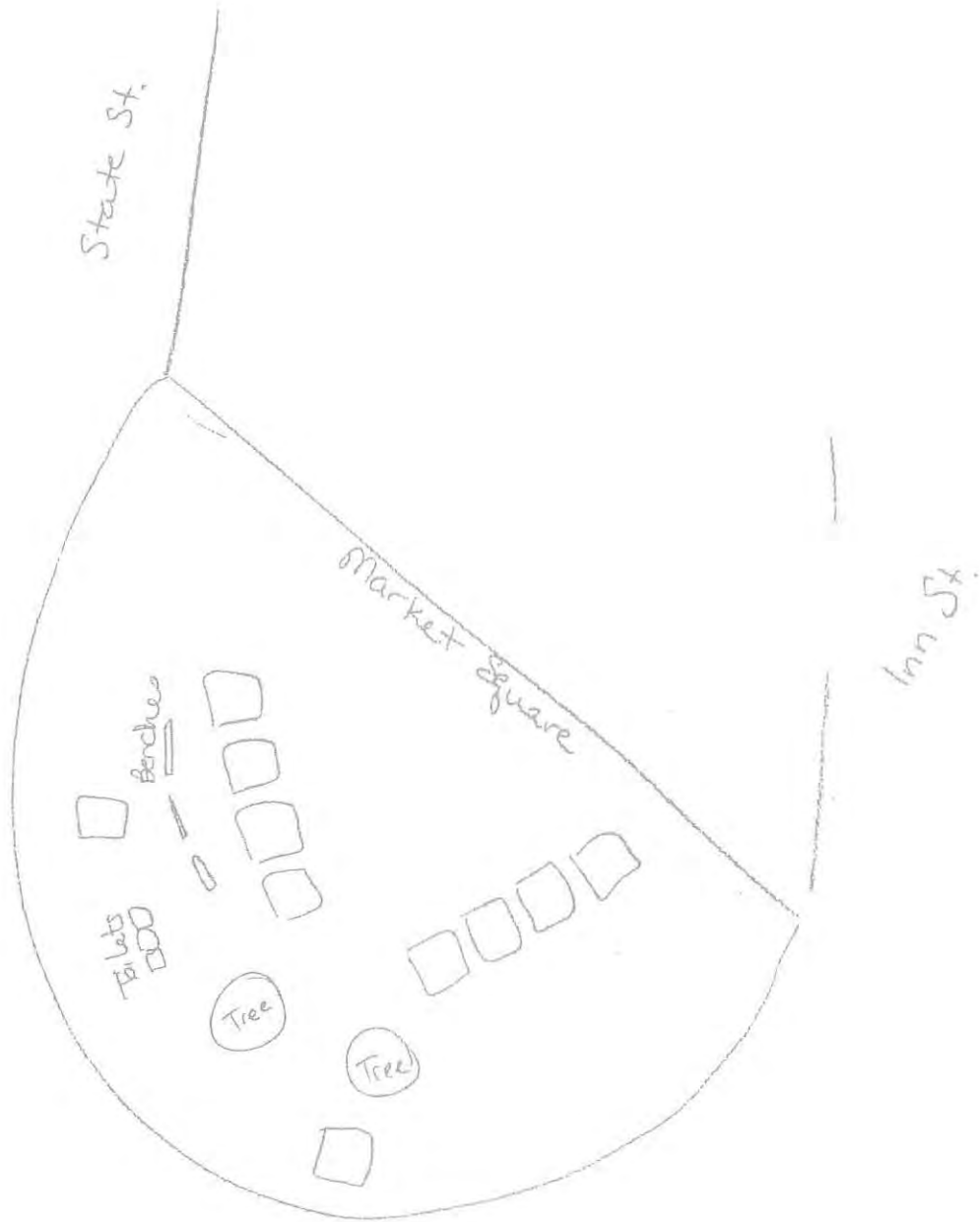
Szechuan

State Street



Inn St.
drawing not to scale
□ = 10x10' or 12x12' tent

Market Square Draft Site Plan



Katie Mahan

From: Jess Cherofsky <jess.cherofsky@culturalsurvival.org>
Sent: Tuesday, March 20, 2018 12:41 PM
To: Katie Mahan
Subject: Re: Special event application - signature needed
Attachments: Cultural Survival insurance policy.pdf

Hi Katie,

Attached is our insurance policy. We are unable to provide a rider naming you until the beginning of June since that is when our policy renews, but here is the information so you can ensure that we have the proper coverage. We regularly provide these kinds of riders and I would get it to you as soon as the policy is renewed.

Please confirm receipt. Also, please let me know if I need to attend the council meeting and when it is scheduled for.

Thank you!

Jess

On Tue, Mar 20, 2018 at 11:15 AM, Katie Mahan <KMahan@cityofnewburyport.com> wrote:

Hi Jess,

Thank you for sending. The other piece we need is insurance. All events need an insurance policy or rider in effect for the event naming the "City of Newburyport" as an insured.

Once you send that, we can add it to the next Council meeting for you.

Thank you,

Katie

Katie Mahan

Administrative Assistant I – City Clerk's Office

City of Newburyport

60 Pleasant Street

Newburyport, MA 01950

Ph | (978) 465-4407

Fax | (978) 462-7936

ADVISORY NOTICE TO POLICYHOLDERS COMMERCIAL UMBRELLA LIABILITY POLICY

This is a summary of changes in your policy. No coverage is provided by this summary nor can it be construed to replace any provision of your policy. You should read your policy and review your Declarations page for complete information on the coverages you are provided. If there is any conflict between the policy and this summary, **THE PROVISIONS OF THE POLICY SHALL PREVAIL.**

The major areas within the policy that broaden or reduce coverage, and other changes, are highlighted below. This notice does not reference every editorial change made in your policy.

Your policy is being renewed with the following endorsement:

RECORDING AND DISTRIBUTION OF MATERIAL OR INFORMATION IN VIOLATION OF LAW – PERSONAL AND ADVERTISING INJURY EXCLUSION – PI-CXL-099 (01/16)

This endorsement adds an exclusion to your policy for claims related to personal and advertising injury for recording and distributing material or information in violation of certain specified laws.



PHILADELPHIA INSURANCE COMPANIES

A Member of the Tokio Marine Group

One Bala Plaza, Suite 100
Bala Cynwyd, Pennsylvania 19004
610.617.7900 Fax 610.617.7940
PHLY.com

PROPOSAL FOR INSURANCE

Quotation Number: 10396711

Proposal Date: 05/01/2017

Named Insured and Mailing Address:

Cultural Survival Inc
PO Box 381569
Cambridge, MA 02238-1569

Producer: 24828

W.T. Phelan & Co., Insurance Agency Inc.
645R Massachusetts Ave
Arlington, MA 02476

Contact: Collette Creedon

Phone: (781)641-7200

Fax: (999)999-9999

Insurer: Philadelphia Indemnity Insurance Company

Policy Period From: 05/31/2017

To: 05/31/2018

Proposal Valid Until: 05/31/2017

at 12:01 A.M. Standard Time at your mailing address shown above.

Product: Non-Profit Umbrella

Submission Type: Renewal Business

PHLY Representative: Ferriero, Gregory

PHLY Representative Phone: (781) 297-6551

Underwriter: Holley, Renee

Underwriter Phone: (913) 333-5049

Email: Gregory.Ferriero@phly.com

Email: Renee.Holley@phly.com

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO EXTEND INSURANCE AS STATED IN THIS PROPOSAL.

THIS PROPOSAL CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED. THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.

	PREMIUM
Umbrella Liability Coverage	\$ 3,450.00
TOTAL	\$ 3,450.00

Bill Plan Options:

- 25% Down and 9 Installments - Combined premium must be \$6,000 and up
- 25% Down and 5 Installments - Combined premium must be at least \$3,333
- 25% Down and 3 Installments - Combined premium must be at least \$2,000
- 50% Down and 2 Installments - Combined premium must be at least \$2,000
- 12 equal installments available only on Auto Rental/Leasing policies
- Premiums under \$2,000 are Fixed Annual billing

All Bill Plans are subject to a minimum installment of \$500

The premium shown is subject to the following terms and conditions:

Any taxes, fees or surcharges included in the total premium shown on the proposal are not subject to installment billing.



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INSURANCE COMPANIES**

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610.617.7900 Fax 610.617.7940
PHLY.com

Proposal Date: 05/01/2017
Quotation Number: 10396711

Named Insured: Cultural Survival Inc

The producer placing this policy may receive commission and additional underwriting profit share incentives. These incentives are based on the underwriting performance of this producer's book of business. Any questions about the nature of this compensation should be directed to the producer.

In order to complete the underwriting process, we require that you send us the additional information requested in the "conditions" section of this proposal. We are not required to bind coverage prior to our receipt, review and underwriting approval, of said additional information. However, if we do bind coverage, it shall be for a temporary period of not more than 30 days. Such temporary binding of coverage shall be void ab initio ("from the beginning") if we have not received, reviewed and approved in writing such materials within 15 days from the effective date of the temporary binder. This 30 day temporary conditional binder may be extended only in writing signed by the Insurer. Payment of premium shall not operate to extend the binding period or nullify the automatic voiding as described above.

This quotation is strictly conditioned upon no material change in the risk occurring between the date of this proposal and the inception date of the proposed policy (including any claim or notice of circumstances that which may reasonably expected to give rise to a claim under any policy of which the policy being proposed by this letter is a renewal or replacement). In the event of such change in risk, the Insurer may in its sole discretion, whether or not this quotation has been already accepted by the Insured, modify and/or withdraw this quotation.

Subject to the terms and conditions outlined above and prior to the quote expiration date, this quote may be bound by signing and dating below and by initialing, on the previous page, the option to be bound. This form will then act as the binder of coverage for 30 days from the date signed and may be distinguished by the Quotation number on page 1. This binder is only valid for 30 days.

No coverage is afforded or implied unless shown in this proposal.

This proposal does not constitute a binder of insurance.

This proposal is strictly limited to the terms and conditions herein. Any other coverage extensions, deletions or changes requested in the submission are hereby rejected.

Signature of Authorized Insurance Representative

Date



**PHILADELPHIA
INSURANCE COMPANIES**

A Member of the Tokio Marine Group

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Bala Cynwyd, Pennsylvania 19004
610.617.7900 Fax 610.617.7940
PHLY.com

**PHILADELPHIA INSURANCE COMPANIES
DISCLOSURE NOTICE OF TERRORISM INSURANCE COVERAGE REJECTION OPTION**

Terrorism Premium (Certified Acts) \$ 0

You are hereby notified that under the Terrorism Risk Insurance Act, as amended, you have a right to purchase insurance coverage for losses resulting from acts of terrorism. *As defined in Section 102(1) of the Act:* The term “act of terrorism” means any act or acts that are certified by the Secretary of the Treasury—in consultation with the Secretary of Homeland Security, and the Attorney General of the United States—to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

YOU SHOULD KNOW THAT WHERE COVERAGE IS PROVIDED BY THIS POLICY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM, SUCH LOSSES MAY BE PARTIALLY REIMBURSED BY THE UNITED STATES GOVERNMENT UNDER A FORMULA ESTABLISHED BY FEDERAL LAW. HOWEVER, YOUR POLICY MAY CONTAIN OTHER EXCLUSIONS WHICH MIGHT AFFECT YOUR COVERAGE, SUCH AS AN EXCLUSION FOR NUCLEAR EVENTS. UNDER THE FORMULA, THE UNITED STATES GOVERNMENT GENERALLY REIMBURSES 85% THROUGH 2015; 84% BEGINNING ON JANUARY 1, 2016; 83% BEGINNING ON JANUARY 1, 2017; 82% BEGINNING ON JANUARY 1, 2018; 81% BEGINNING ON JANUARY 1, 2019 and 80% BEGINNING ON JANUARY 1, 2020, OF COVERED TERRORISM LOSSES EXCEEDING THE STATUTORILY ESTABLISHED DEDUCTIBLE PAID BY THE INSURANCE COMPANY PROVIDING THE COVERAGE. THE PREMIUM CHARGED FOR THIS COVERAGE IS PROVIDED BELOW AND DOES NOT INCLUDE ANY CHARGES FOR THE PORTION OF LOSS THAT MAY BE COVERED BY THE FEDERAL GOVERNMENT UNDER THE ACT.

YOU SHOULD ALSO KNOW THAT THE TERRORISM RISK INSURANCE ACT, AS AMENDED, CONTAINS A \$100 BILLION CAP THAT LIMITS U.S. GOVERNMENT REIMBURSEMENT AS WELL AS INSURERS’ LIABILITY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM WHEN THE AMOUNT OF SUCH LOSSES IN ANY ONE CALENDAR YEAR EXCEEDS \$100 BILLION. IF THE AGGREGATE INSURED LOSSES FOR ALL INSURERS EXCEED \$100 BILLION, YOUR COVERAGE MAY BE REDUCED.

We will issue (or have issued) your policy with terrorism coverage unless you decline by placing an “X” in the box below.

NOTE: You will want to check with entities that have an interest in your organization as they may require that you maintain terrorism coverage (e.g. mortgagees).

	<p>I decline to purchase terrorism coverage. I understand that I will have no coverage for losses arising from ‘certified’ acts of terrorism, EXCEPT as noted above.</p>
--	---

You, as the Insured, have 30 days after receipt of this notice to consider the selection/rejection of "terrorism" coverage. After this 30 day period, any request for selection or rejection of terrorism coverage WILL NOT be honored.

REQUIRED IN GA – LIMITATION ON PAYMENT OF TERRORISM LOSSES (applies to policies which cover terrorism losses insured under the federal program, including those which only cover fire losses):

The provisions of the Terrorism Risk Insurance Act, as amended, can limit our maximum liability for payment of losses from certified acts of terrorism. That determination will be based on a formula set forth in the law involving the national total of federally insured terrorism losses in an annual period and individual insurer participation in payment of such losses. If one or more certified acts of terrorism in an annual period causes the maximum liability for payment of losses from certified acts of terrorism to be reached, and we have satisfied our required level of payments under the law, then we will not pay for the portion of such losses above that maximum. However, that is subject to possible change at that time, as Congress may, under the Act, determine that payments above the cap will be made.

NAMED INSURED: Cultural Survival Inc

INSURED'S SIGNATURE: _____

DATE: _____



PHILADELPHIA INSURANCE COMPANIES

A Member of the Tokio Marine Group

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610.617.7900 Fax 610.617.7940
PHLY.com

Proposal Date: 05/01/2017
Quotation Number: 10396711

Named Insured: Cultural Survival Inc

FORM SCHEDULE

Form	Edition	Description
Recurring Payment Flyer	1212	Recurring Payment Flyer
BJP-190-1	1298	Commercial Lines Policy Jacket
PP2015	0615	Privacy Policy Notice
PI-CXLNOTICE 3	0816	Advisory Notice To Policyholders Comml Umbrella Liab
PI-CXL-002	0413	Commercial Umbrella Liability Ins Policy Declarations
PI-CXL-001	0314	Commercial Umbrella Liability Insurance Policy
PI-CXL-003	0912	Professional Liability Follow Form Endorsement
PI-CXL-004	0912	Directors And Officers Liability Exclusion
PI-CXL-005	0912	Employers Liability (Stop Gap) Follow Form Endorsement
PI-CXL-007	0912	Abuse Or Molestation Exclusion
PI-CXL-009	0912	Automobile Liability Follow Form Endorsement
PI-CXL-014	0912	Subsidence Exclusion
PI-CXL-025	0912	Absolute Liquor Liability Exclusion
PI-CXL-032	0912	Fungi Or Bacteria Exclusion
PI-CXL-039	0115	Cap On Losses From Certified Acts Of Terrorism
PI-CXL-054	0912	Non-Owned Watercraft Amendment
PI-CXL-068	0912	Employee Benefits Liability Exclusion
PI-CXL-075	0314	Lead Liability Exclusion
PI-CXL-088	0314	Access Or Disclosure Of Confidential Info W/Exception
PI-CXL-099	0116	Recording And Distribution Of Material Or Information
PI-UMTER-DN	0115	Disclosure Notice Of Terrorism Ins Cov Rejection Opt



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Proposal Date: 05/01/2017
Quotation Number: 10396711

Named Insured: Cultural Survival Inc

UMBRELLA LIABILITY

Total: \$ 3,450.00

Includes Total Taxes of: Not Applicable

LIMITS OF INSURANCE

EACH OCCURRENCE LIMIT
(LIABILITY COVERAGE)

\$ 5,000,000

PERSONAL & ADVERTISING INJURY LIMIT

\$ 5,000,000

Any one person or organization

PRODUCTS COMPLETED OPERATIONS AGGREGATE LIMIT

\$ 5,000,000

GENERAL AGGREGATE LIMIT (LIABILITY COVERAGE) (except with
respect to Auto Liability and Products Completed Operations)

\$ 5,000,000

RETAINED LIMIT

RETAINED LIMIT:

\$ 10,000



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SCHEDULE OF UNDERLYING INSURANCE

Employers' Liability

Company: Liberty Mutual Fire Insurance Company

Policy Number: TBD

Policy Period: 10/17/2017 10/17/2018

Minimum Applicable Limits

Bodily injury by accident	\$	500,000	Each Accident
Bodily injury by disease	\$	500,000	Each Employee
Bodily injury by disease	\$	500,000	Policy Limit

Commercial General Liability

Occurrence

Claims-Made

Company: Philadelphia Indemnity Insurance Company

Policy Number:

Policy Period: 05/31/2017 05/31/2018

Retroactive Date: Not Applicable

Minimum Applicable Limits:

General Aggregate	\$	2,000,000
Products-Completed Operations Aggregate	\$	2,000,000
Personal And Advertising Injury	\$	1,000,000
Each Occurrence	\$	1,000,000

Commercial Auto Liability

Company: Philadelphia Indemnity Insurance Company

Policy Number:

Policy Period: 05/31/2017 05/31/2018

Minimum Applicable Limits

Garage Aggregate Limit For Other Than Autos (if applicable)	\$	Not Applicable
Each Accident	\$	1,000,000

Professional Liability

Occurrence

Claims-Made

Company: Philadelphia Indemnity Insurance Company

Policy Number:

Policy Period: 05/31/2017 05/31/2018

Retroactive Date: Not Applicable

Minimum Applicable Limits

Each Professional Incident	\$	1,000,000
Aggregate	\$	2,000,000



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Employee Benefits Liability

Occurrence

Claims-Made

Company:

Policy Number:

Policy Period:

Retroactive Date:

Minimum Applicable Limits

\$

\$

Abuse or Molestation

Occurrence

Claims-Made

Company:

Policy Number:

Policy Period:

Retroactive Date:

Minimum Applicable Limits

\$

\$

Directors & Officers Liability

Occurrence

Claims-Made

Company:

Policy Number:

Policy Period:

Retroactive Date:

Minimum Applicable Limits

\$

\$

Liquor Liability

Occurrence

Claims-Made

Company:

Policy Number:

Policy Period:

Retroactive Date:

Minimum Applicable Limits

\$

\$



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Watercraft Liability

Occurrence

Claims-Made

Company:

Policy Number:

Policy Period:

Retroactive Date:

Minimum Applicable Limits

\$

\$

Other Coverages Not Included in Above

Occurrence

Claims-Made

Company:

Policy Number:

Policy Period:

Retroactive Date:

Minimum Applicable Limits

\$

\$



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INSURANCE COMPANIES

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PHLY.com

Taxes, Surcharges, and Fees Notice

*Note: The above proposal may not account for local taxes, Surcharges, and/or fees mandated by the State in which you/your business operate(s). The final policy will include a description of how local taxes, surcharges and fees, if applicable, have been allocated as determined by the risk location. Please contact a PHLY representative if you have any questions.

NEWBURYPORT SPECIAL EVENT APPLICATION

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

Tel.

Fax.

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

NAME OF EVENT: Flag Day 5 K

Date: Sat. June 16 2018 Time: from 3 PM to 8 PM

Rain Date: _____ Time: from _____ to _____

2. Location: Cashman Park

3. Description of Property: Soccer Field Public Private _____

4. Name of Organizer: Steven Hines City Sponsored Event: Yes _____ No

Contact Person _____

Address: 54 Ferry Rd. Telephone: 978 465-1252

E-Mail: hin57@comcast.net Cell Phone: 617 799-6980

Day of Event Contact & Phone: Steven Hines 617 799-6980

5. Number of Attendees Expected: 2500

6. MA Tax Number: 260 752 782

7. Is the Event Being Advertised? Yes Where? Social media

8. What Age Group is the Event Targeted to? All ages

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

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

A. Vending: Food Beverages Alcohol Goods _____ Total # of Vendors 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? 12 + Dumpster
- b) How many recycling receptacles will you be providing? 12
- c) Will you be contracting for disposal of : **Trash** Yes No **Recycling** Yes No
- i. If yes, size of dumpster(s): **Trash** 10 yd **Recycling** _____
- ii. Name of disposal company: **Trash** Mello **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)

18 Standard # 2 ADA accessible

Name of company providing the portable toilets: Wilkinson

FOR PARADE, ROAD RACE AND WALKATHON EVENTS ONLY

PARADE _____ ROAD RACE WALKATHON _____

1. Name of the Group or Person Sponsoring the Road Race, Parade, Walkathon: 1st Lt. Derek Hines Soldiers Fund

2. Name, Address & Daytime Phone Number of Organizer: Steven Hines
54 Ferry Rd Newburyport, MA 617 799-6980

3. Name, Address & 24/7 Telephone Number of Person Responsible for Clean Up _____
Steven Hines 617 799-6980

4. Date of Event: 6/16/18 Expected Number of Participants: 1500

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

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

7. Locations of Water Stops (if any): Jefferson + Washington St

8. Will Detours for Motor Vehicles Be Required? No 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 [Signature] 4 Green St. FIRE CHIEF [Signature] 0 Greenleaf St.
 DEPUTY DIRECTOR [Signature] 16A Perry Way CITY CLERK [Signature] 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:	<i>E.T. SIMONS</i>	_____
	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.

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.



2018 Flag Day 5K Road Race
To Benefit The 1st Lt Derek Hines Soldiers Fund

Date	Saturday June 16 th , 2018
Location	Cashman Park Soccer Field
Timeline	3 PM Pre race ceremony featuring Gov. Charlie Baker 4-5 PM Road race 5-8 PM Post race entertainment featuring live band
Request	License to sell and provide 1 free beer to runners of age from 5-8 PM
Venue Setup	Fenced in beer garden with uniformed officer at entrance, beer tickets to be sold outside of garden area where ID's will be checked and hands will be stamped. The servers in addition to time of purchase may check ID's.
Entertainment	Live band playing from 5-8 PM
Insurance	2 million dollar liability policy will be provided
Tip Certified	Derek LeClair bartender at Black Cow
State Approved Vendor	Seaboard Products 17 Collins St. Danvers, MA

1st Lt Derek Hines Soldiers Fund
Providing financial assistance to Massachusetts veterans and their families
www.derekhinesfund.org
Non-profit #26-07527



Applicant Information

Name of organization 1st Lt. Derek Hines Soldiers Fund
Contact name Steven Hines
Address 54 Ferry Rd.
City Newburyport.
State MA Zip 01950
Phone 617 799-6980 Fax _____
Email hin57@comcast.net

Scheduling Information

Date of Application _____

We request use of:

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

Dates/days requested Saturday June 16, 2018

Time slot requested 9 AM to 9 PM
(1 1/2 hour blocks)

Activity Road Race Number of attendees 2500

Authorized Applicant Signature Steve Hines

FOR INTERNAL USE ONLY

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

ADDITIONAL COMMENTS:

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

See page 2 for Rules and Regulations and contacts for use of other parks and recreational facilities

For Parks Commission Use	
Date reviewed	<u>3/15/18</u>
Approved	<input checked="" type="checkbox"/>
Rejected	<input type="checkbox"/>
Comments	<u>[Signature]</u>
Donation received	_____

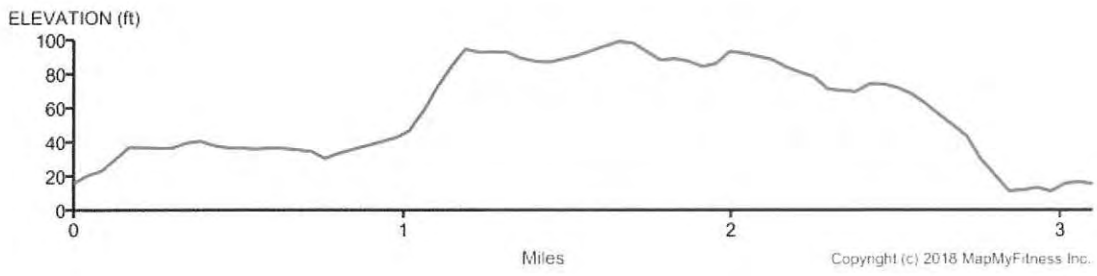
Flag Day 5K

Distance: 3.10 mi

Elevation Gain: 93 ft

Elevation Max: 100 ft

Notes



- 0.00 mi** Head northwest on Sally Snyder Way
- 0.04 mi** Turn left to stay on Sally Snyder Way
- 0.16 mi** Turn right onto Merrimac St
- 1.01 mi** Turn left onto Jefferson St
- 1.25 mi** Head south on Jefferson St toward High St
- 1.30 mi** Turn left onto High St
- 2.18 mi** Turn left onto Kent St
- 2.28 mi** Turn right onto Washington St
Destination will be on the right
- 2.32 mi** Head southeast on Washington St toward Buck St
- 2.57 mi** Turn left at Clipper City Rail Trail
- 2.59 mi** Head northeast
- 2.84 mi** Head northeast
- 2.84 mi** Turn left
- 2.93 mi** Head northwest toward Sally Snyder Way
- 3.07 mi** Continue onto Sally Snyder Way
- 3.10 mi** Destination


NEWBURYPORT PUBLIC SCHOOLS

70 LOW STREET

NEWBURYPORT, MASSACHUSETTS 01950-4086

 RECEIVED
 CITY CLERK'S OFFICE
 NEWBURYPORT, MA
 2018 MAR 16 AM 11:16

 OFFICE OF THE SUPERINTENDENT
 SUSAN L. VICCARO, SUPERINTENDENT

TELEPHONE 978.465.4456

FAX 978.462.3495

March 14, 2018

 Mr. Ben Fichera
 46 Bromfield St.
 Newburyport, MA 01950

Dear Mr. Fichera:

I wish to inform you that the Newburyport School Committee voted to re-appoint you to serve for 3-years, as one of two Newburyport representatives on the Whittier Regional Vo-Tech School Committee. Your term is from Monday, April 2, 2018, through March 31, 2021.

Thank you for serving the students and community of Newburyport. Please do not hesitate to contact me at any time, sviccaro@newburyport.k12.ma.us; or 978-465-4456.

Sincerely,

 Susan L. Viccaro
 Superintendent of Schools

 cc. Mayor Donna Holaday
 Barry Connell, City Council President
 Richard Jones, City Clerk
 Maureen Lynch, Superintendent
 Charles Labella, Whittier School Committee Chair
 Brett Murphy, Whittier Vic-Chair (also Newburyport rep)

**APPOINTMENTS
FIRST READING**



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

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2018 MAR 12 PM 3:59

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

To: President and Members of the City Council
From: Donna D. Holaday, Mayor
Date: February 28, 2018
Re: Re-Appointment

I hereby re-appoint, subject to your approval, the following named individual as a member of the Council on Aging. This appointment will expire on May 31, 2023.

Yvonne McQuilkin
39 Purchase Street
Newburyport, MA 01950



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

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2018 MAR 12 PM 3:59

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

To: President and Members of the City Council
From: Donna D. Holaday, Mayor
Date: February 28, 2018
Subject: Re-Appointment

I hereby re-appoint, subject to your approval, the following named individual as a member of the Planning Board. This term will expire on May 31, 2023.

Donald B. Walters
15 Smith Street
Newburyport, MA 01950

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

**APPOINTMENTS
SECOND READING**

SECOND READING APPOINTMENTS

- APPT009_03_12_18 Madeline Nash 19 Arlington St Affordable Housing Trust 5/1/2020
- APPT010_03_12_18 Judy Tymon 39 Lime St Affordable Housing Trust 4/1/2020
- APPT011_03_12_18 Michael Dissette 44 Jefferson St Community Pres Act 3/1/2021
- APPT012_03_12_18 Daniel J. Koen 16 Boyd Dr Community Pres Act 2/1/2020
- APPT014_03_12_18 Marian Leighton Levy 323 Merrimac St Fruit St Local Historic Dist 12/1/2020
- APPT015_03_12_18 Edmund R. McGrath 28 Olive St Historical Commission 3/31/2021
- APPT018_03_12_18 Ann Dykes 12 Munroe St Parks Commission 4/1/2023
- APPT019_03_12_18 Ann M. Lagasse 1 Piper's Quarry Parks Commission 2/1/2023

Motion to approve Consent Agenda as amended by Councillor Zeid, seconded by Councillor Tontar. So voted.

ORDERS

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

March 26, 2018

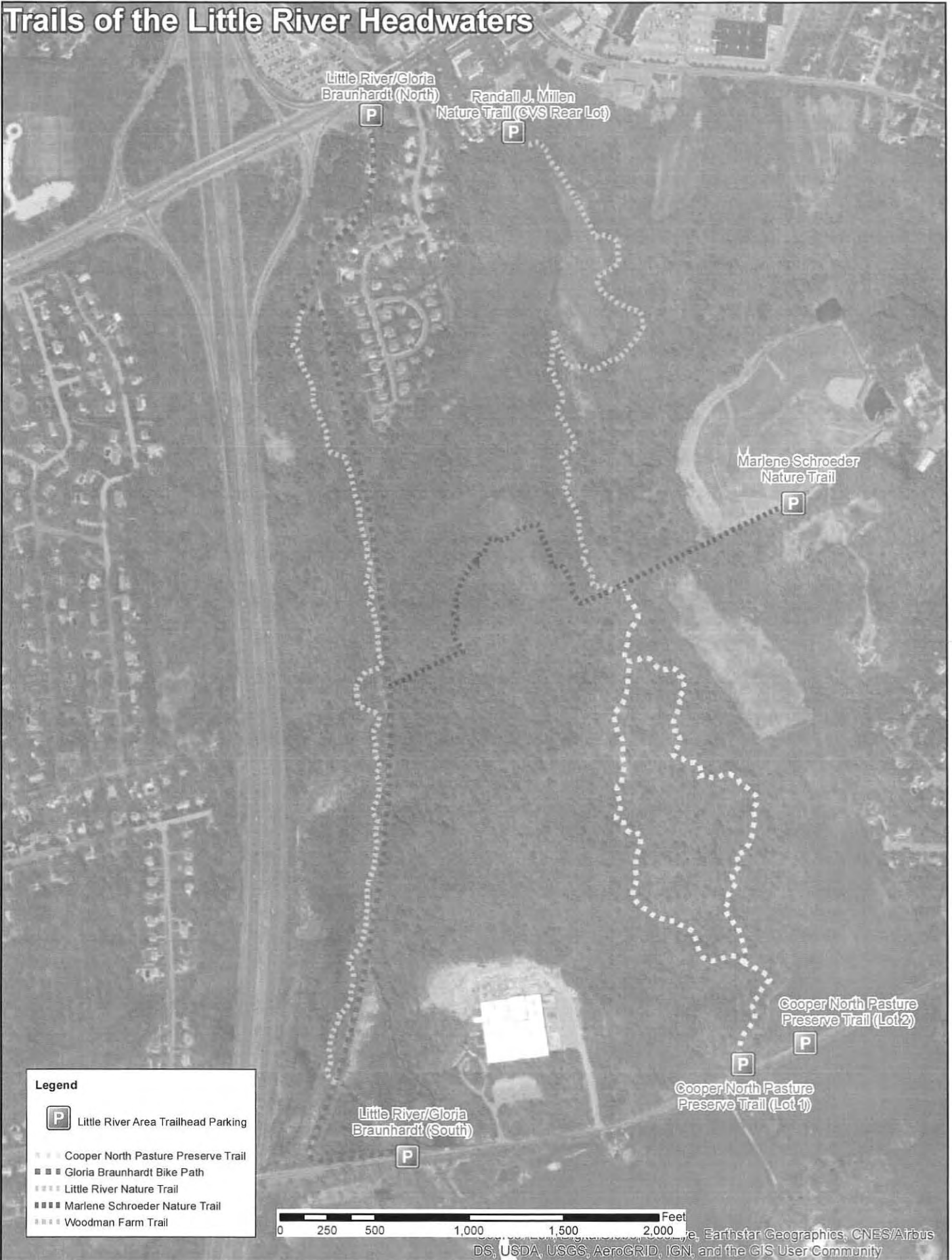
THAT The CITY COUNCIL of the City of Newburyport hereby names the five (5) nature trails contained in the Little River Trail System. The five trails (of which one is already officially recognized by the city) are;

1. Albert G. Decie II Little River Nature Trail
2. Gloria Braunhardt Bike/Pedestrian Trail
3. Cooper North Pasture Preserve Trail
4. Marlene Schroeder Nature Trail
5. Randal J. Millen Nature Trail

Said trails are shown on the map attached hereto and incorporated herewith and marked as "Trails of the Little River Headwaters".

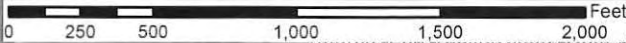
Councillor Larry G. Giunta

Trails of the Little River Headwaters



Legend

- P Little River Area Trailhead Parking
- Cooper North Pasture Preserve Trail
- Gloria Braunhardt Bike Path
- ... Little River Nature Trail
- - - Marlene Schroeder Nature Trail
- ... Woodman Farm Trail



Map data provided by Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

March 26, 2018

THAT, The CITY COUNCIL of the City of Newburyport accepts with gratitude a gift of artwork for the North End Rail Trail in the amount of \$3,500 created by artist Ryan Kelley, approved by the Parks Commission, and donated to the City by Friends of Newburyport Trees (FoNT), a 501(c)(3) organization, in accordance with M.G.L. Chapter 44, Section 53A.

Councillor Charles F. Tontar

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

March 26, 2018

THAT the City Council of the City of Newburyport approves the following Licensed Contractor application for the 2018 construction year for Water, Sewer, Drain Layer, Roadway and Sidewalk work:

Frank DeLucia & Son, Inc.
119 Newton Road Rear
Plaistow, NH 03865

Paperwork on file in the City Clerk's office.

Councillor Sharif I. Zeid
Public Utilities Chairperson



CITY OF NEWBURYPORT

DEPARTMENT
OF
PUBLIC SERVICES

MEMORANDUM

ANTHONY J. FURNARI
DIRECTOR

TO: Richard Jones, City Clerk
FROM: Wayne S. Amaral, DPS Deputy Director
DATE: March 20, 2018
RE: License Contractor Application and recommendation for 2018 Season

WAYNE S. AMARAL
DEPUTY DIRECTOR /
DIRECTOR OF OPERATIONS

Enclosed is a copy of a new Licensed Contractor application with bond and references to be forwarded to the city council for approval for;

16A PERRY WAY
NEWBURYPORT, MA 01950

Frank Delucia & Son, Inc
119 Newton Rd Rear
Plaistow, NH 03865

TEL: 978-465-4464

FAX 978-465-1623

For the following work;

Water Service
Sewer Service
Drain Laying
Roadway
Sidewalk

CITYOFNEWBURYPORT.COM

Thank you for your attention to this matter.



CITY OF NEWBURYPORT
DEPARTMENT OF PUBLIC SERVICES

16A PERRY WAY
NEWBURYPORT, MA 01950

ANTHONY J. FURNARI, DIRECTOR
WAYNE S. AMARAL, DEPUTY DIRECTOR

PHONE: 978-465-4464
FAX: 978-465-1623

**Application to become a
Licensed Contractor**

Submit completed application to the above address

Today's Date: 3/19/18

Name of Company: Frank DeLucia & Son Inc.

Name of Owner: Rocci DeLucia Sr.

Contact Person: Rocci DeLucia Jr.

Street Address: 119 Newton Rd Rear City: Plaistow State: NH Zip Code: 03865

Phone #: 603 974-1580 Cell #: 508 962-3352 Fax #: 603974-2553

Insurance Certificate #: _____ Policy Expiration Date: _____

Name and Contact Information of Insurer: _____

Bond # _____ Bond Expiration Date: _____

Type of Work Qualified for: (check all that apply)

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Water Service/Main | <input checked="" type="checkbox"/> Sewer Service/Main | <input checked="" type="checkbox"/> Drain Laying |
| <input checked="" type="checkbox"/> Roadway (incl. curb cuts) | <input checked="" type="checkbox"/> Sidewalk | |
| <input type="checkbox"/> Gas | <input checked="" type="checkbox"/> Electric | <input checked="" type="checkbox"/> Communications |

Submit the Following with this completed Application:

- Certificate of Insurance incl. Worker's Compensation Insurance Affidavit (per M.G.L. c152)
- \$5000 Bond ORIGINAL ONLY (\$10,000 Bond for laying Wire or Conduit)
- \$500 Check non-refundable payable to City of Newburyport (not required for ROW Occupancy)
- Minimum 3 Municipal References within the last 5 years (Renewals do not require references)

FRANK DeLUCIA & SON INC.

GENERAL CONTRACTORS

119 NEWTON ROAD REAR, PLAISTOW, N.H. 03865

(603) 974-1580 (603) 974-2155

Fax (603) 974-2553

3/19/18

City of Newburyport

Department of Public Services

16A Perry Way

Newburyport, Ma. 01950

Re: Application to become a Licensed Contractor

Project: Port Place

3 Municipal References

1. Phil Christiansen – Christiansen & Sergi, 160 Summer Street, Haverhill, Ma. 01830, Phone: 978-373-0310
2. Dan Hudson – Town of Salem NH, Director of Engineering, 33 Geremonty Drive, Salem, NH 03079, Phone: 603-890-2030
3. Steve Gagnon – City of Methuen Engineering Department, Chief Engineer, Searles Building, 41 Pleasant Street, Methuen, Ma., Phone: 978-983-8550
4. Glen Burton, Stantech Municipal Inspectional Services, Phone: 603-234-3615

Additional references can be provided upon request.

Sincerely,

Rocci DeLucia Jr.

Rocci DeLucia Jr.

General Manager / Estimator

Frank DeLucia & Son Inc.

References for Application to City 3-19-18

ORDINANCES

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

December 11, 2017

AN ORDINANCE TO AMEND AN ORDINANCE ENTITLED ADMINISTRATION

Chapter 2 Administration; Article III Boards, Committees, Commissions; Division 6 Human Rights Commission

Section 2-125 a

Delete:

It is the policy of the City of Newburyport to uphold the human rights of all persons in Newburyport and the free exercise and enjoyment of any rights and privileges secured by the Constitution and laws of the United States and the Commonwealth of Massachusetts. This policy shall promote and support equal opportunity for each person regardless of race, color, religious creed, national origin, sex, age, ancestry, sexual orientation, gender identity and expression, marital, family or military status, and source of income or disability with respect to housing, employment, education, public accommodations, City services, insurance, banking, credit and healthcare.

Add:

It is the policy of the City of Newburyport to uphold the human rights of all persons in Newburyport and the free exercise and enjoyment of any rights and privileges secured by the Constitution and laws of the United States and the Commonwealth of Massachusetts. This policy shall promote and support equal opportunity for each person regardless of race, color, religious creed, national origin, immigration status, sex, age, ancestry, sexual orientation, gender identity and expression, marital, family or military status, and source of income or disability with respect to housing, employment, education, public accommodations, City services, insurance, banking, credit and healthcare.

Further, City employees shall not ask for information about immigration status in the performance of daily tasks unless required to do so by Federal or State statute, regulation or court decision.

City department heads shall use tools at their disposal, including meetings and trainings, to direct their staff to comply with the City's policies described above. A communication shall be issued by City department heads to their staff upon adoption of this ordinance.

Councillor Bruce L. Vogel

In City Council March 12, 2018:

Motion to remove from General Government by Councillor Connell, seconded by Councillor Tontar. So voted.

Motion to approve first reading by Councillor Connell, seconded by Councillor Vogel. Roll call vote, 7 yes, 2 no (Zeid, Giunta), 2 absent (OBrien, Devlin). Motion passed.

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

March 26, 2018

**AN ORDINANCE AMENDING CHAPTER 13 – TRAFFIC AND MOTOR VEHICLES,
SEC 13-26 DATA TO BE PURGED IN A TIMELY FASHION**

BE IT ORDERED, that:

The following double underlined text shall be inserted at the end of Sec.13-26 - Enforcement

It shall be the duty of officers designated by the city marshal to enforce the provisions of these regulations. Such officers are hereby authorized to direct all traffic either in person or by means of visible or audible signals in conformance with the provisions of these regulations, provided that in the event of a fire or other emergency to expedite traffic or safeguard pedestrians, officers of the police or fire departments may direct traffic, as conditions may require, notwithstanding the provisions of these regulations.

Additionally, it shall be the duty of parking enforcement officers designated by the parking clerk to enforce any parking regulations provided herein.

Finally, any Personally Identifiable Information (“PII”, e.g. license plate data) collected in the course of parking regulation enforcement via any means that does not result in a violation or warning shall be discarded within 24 hours of collection.

Councillor Sharif I. Zeid

COMMITTEE ITEMS

March 26, 2018
Committee on Budget & Finance

- **TRAN004_02_12_18** - Essex North Shore Tech \$6.5K to HS Addition Feasibility \$6.5K (with Joint Ed).
- **TRAN005_03_12_18** - Bresnahan Building Proj \$42,390 to Nock Elevator Proj \$42,390.
- **COMM016_03_12_18** – Merrimack Valley Planning Commission FY2019 Assessment
- **ORDR013_03_12_18** – Newburyport High School Statement of Interest



City of Newburyport FY 2018 BUDGET TRANSFER REQUEST

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

FEB -6 PM 3:17

bfj
JK

Department: Mayor's Office
Submitted by: Donna D. Holaday, Mayor **Date Submitted:** 2/12/2018

Transfer From:

Account Name: Essex North Shore Tech School YTD Bal: \$ 17,182.00
Account Number: 01398002-53202 Category: _____
Amount: \$6,500.00 Trans I/O: _____
Why are Funds Available: Three students were budgeted for FY2018, however only two attended leaving a balance in the account.

Transfer To:

Account Name: High School Addition Feasibility Study YTD Bal: \$ -
Account Number: New Capital Account Category: _____
Amount: \$6,500.00 Trans I/O: _____
Why are Funds Required: To perform a feasibility study to determine whether or not an addition could be built on top of the existing high school gymnasium in order to expand the science classrooms and lab areas on the third floor. Approximate area is 8,000 square feet. See attached proposal.

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

Donna D. Holaday
Ethan R. Manning

Date: 2/6/18
Date: 2/6/18

High School Addition Feasibility Study

Proposal 11/30/2017

Steve:

I have performed a brief review of the existing drawings that you send us. Thank you for sending the existing documents – they are very helpful.

One thing that I would like to bring to your attention is the fact that the TOC Elevation of the gym roof appears to align with the TOC Elevation of the existing Second Floor level. Therefore, if a new addition is constructed, I would think it would make sense to capture a new floor at Level 2 and at Level 3 (meaning, convert the existing roof slab of the gym to Level 2 and then add a new floor at Level 3 and a new roof above). This would result in 16,000 SF of additional usable area (8,000 SF at Level 2 and 8,000 SF at Level 3).

The existing roof structure over the gym is a 6" deep composite slab / deck system supported by long-span structural steel plate girders (52" deep) that span as much as 84' over the gym. At first glance, the columns along line 5, which is along the edge of the building above the gym, are transferred by several steel plate girders (at the gym roof level). When the added Level 3 floor and roof framing are constructed above the gym roof, the added loads will need to be resisted by the existing plate girders. My gut tells me that these plate girders will need to be structurally reinforced (but I have not run any calculations on these at this time).

In addition, we will need to investigate the capacity of the existing columns and footings along gridlines 6 and 1R to determine whether structural reinforcement will be required.

Furthermore, a lateral analysis of the existing building, in conjunction with the new vertical addition, will need to be performed to determine whether any additional lateral bracing is needed within the existing building (or structural strengthening to the existing bracing will be required).

We propose to provide a structural feasibility study associated with the proposed vertical expansion, including the formulation of a structural report of our findings, conclusions and recommendations, for a fixed fee of \$6,500.00. One (1) on-site structural investigation / walk-thru of the existing building (in the general vicinity of the new vertical addition) is also included in this fee proposal.

This fee proposal includes all anticipated expenses.

Please call if you have any questions or comments.

Thank you for considering ST&P for this potential project.

Jerome A. Yurkoski, PE, Senior Principal

SOUZA, TRUE & PARTNERS, INC.

265 Winter Street, Third Floor
Waltham, MA 02451
Office Tel: (617) 926-6100, Ext. #239
Cell: (978) 852-6243
Web: www.souzatrue.com



City of Newburyport

FY 2018

BUDGET TRANSFER REQUEST

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

BDF

MAR -6 AM 11:43

Department: Mayor's Office
Submitted by: Donna D. Holaday, Mayor **Date Submitted:** 3/12/2018

Transfer From:

Account Name	<u>Bresnahan School Building Project</u>	YTD Bal:	<u>\$ 820,148.35</u>
Account Number:	<u>4501-59600</u>	Category:	<u>\$ -</u>
Amount:	<u>\$42,390.00</u>	Trans I/O:	<u>\$ (132,446.96)</u>
Why are Funds Available:	<u>Remaining funds following the final reimbursement from the MSBA.</u>		
<u>If approved, a balance of \$777,758 will remain for other capital projects.</u>			

Transfer To:

Account Name	<u>Nock Elevator Modernization Project</u>	YTD Bal:	<u>\$ 289,625.00</u>
Account Number:	<u>3707-49700</u>	Category:	<u>\$ -</u>
Amount:	<u>\$42,390.00</u>	Trans I/O:	<u>\$ 163,710.00</u>
Why are Funds Required:	<u>See attached explanatory memorandum. Prior appropriations were made in March 2017 for \$140,000 and \$163,710 in December 2017. General contract bids were opened 2/28/18 coming in above the estimate.</u>		

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

Donna D. Holaday
Ethan R. Manning

Date: 3/5/18
 Date: 3/5/18



Newburyport Public Schools

Facilities Department
241 High Street
Newburyport, MA 01950

R. A Nock Middle School Elevator Modernization

March 5, 2018

On February 7, 2018 plans and specifications for the Nock Elevator Project were made available to bidders through the document distribution site Project Dog. The project was advertised in the Central Register, on CommBuys and in the local newspaper. Additionally, notifications were sent directly to both elevator and general contractors with which Newburyport Public Schools and Garcia, Galuska and Desousa have worked in the past.

A pre-bid walk-through was held on February 14th. It was not mandatory for bidders to attend the walk-through. Embree Elevator and Campbell Construction attended.

Filed sub-bids from elevator contractors were received and opened on February 21st. The estimated cost for the elevator work was \$175,000. Bids were submitted by Embree Elevator (\$169,500) and Eagle Elevator (\$195,000). These bids were then made available for use by general contract bidders.

General contract bids were received and opened on February 28th. The estimated total project cost, including a 10% contingency was \$282,660. Campbell Construction submitted the only general bid at \$295,500.

As a result, we are requesting a transfer of \$42,390 which is the difference between the estimated cost and the bid from Campbell Construction, plus a 10% contingency.



Merrimack Valley
Planning Commission
*plan * develop * promote*

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2018 MAR -2 PM 12:11

February 23, 2018

Board of Assessors
City of Newburyport
Pleasant Street
Newburyport, MA 01950

Dear Assessors:

In accordance with Chapter 40B of the General Statutes and Chapter 849 of the Acts of 1969, I hereby certify that the Merrimack Valley Planning Commission has determined the proportion of its expenses for Fiscal Year 2019 to be paid by the City of Newburyport to be \$6,511.79. This figure is based on the following computations:

Community	2010 Population	Per Capita Rate	Assessment Amount
Amesbury	16,283	\$0.37390	\$6,088.16
Andover	33,201	\$0.37390	\$12,413.75
Boxford	7,965	\$0.37390	\$2,978.09
Georgetown	8,183	\$0.37390	\$3,059.60
Groveland	6,459	\$0.37390	\$2,415.00
Haverhill	60,879	\$0.37390	\$22,762.48
Lawrence	76,377	\$0.37390	\$28,557.13
Merrimac	6,338	\$0.37390	\$2,369.76
Methuen	47,255	\$0.37390	\$17,668.50
Newbury	6,666	\$0.37390	\$2,492.40
Newburyport	17,416	\$0.37390	\$6,511.79
North Andover	28,352	\$0.37390	\$10,600.73
Rowley	5,856	\$0.37390	\$2,189.54
Salisbury	8,283	\$0.37390	\$3,096.99
West Newbury	4,235	\$0.37390	\$1,583.45

Please, therefore, include the amount of \$6,511.79 in the Fiscal Year 2019 tax levy of the City of Newburyport as required under Chapter 40B and Chapter 849.

Very Truly Yours,

James H. Barnes
Treasurer

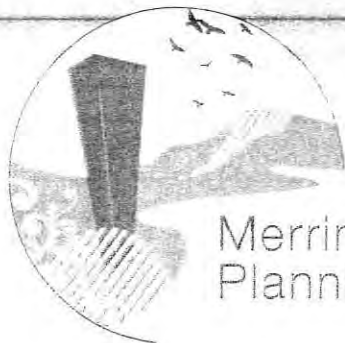
cc: City Council
Finance Committee

100 Main Street, Haverhill, MA 01830

phone - 978.374.0519 • fax - 978.372.6890

Serving the communities of:

Amesbury Andover Boxford Georgetown Groveland Haverhill Lawrence Merrimac Methuen
Newbury Newburyport North Andover Rowley Salisbury West Newbury



Merrimack Valley
Planning Commission
*plan * develop * promote*

February 23, 2018

Julie Languirand, Treasurer
City of Newburyport
Pleasant Street
Newburyport, MA 01950

Dear Ms. Languirand:

In accordance with Chapter 40B of the General Statutes and Chapter 849 of the Acts of 1969, the Merrimack Valley Planning Commission has determined the City of Newburyport's share of its Fiscal Year 2019 financial requirements to be \$6,511.79.

This amount is required by law to be paid, under the provisions of Chapter 40B and Chapter 849, on July 1, 2018 or as soon as possible thereafter.

Please send your payment to: Merrimack Valley Planning Commission
160 Main Street
Haverhill, Massachusetts 01830

Very Truly Yours,

James H. Barnes
Treasurer

Enclosure

cc: Board of Assessors
City Council

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

March 12, 2018

Resolved: Having convened in an open meeting on _____, prior to the closing date, the City Council of Newburyport, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest dated February 23, 2018 for the Newburyport High School located at 241 High Street which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future:

Priority 5: Replacement of roof sections that were last replaced in 1995 and are in poor condition.

Priority 7: Addition to and renovation of the Science, Technology, Engineering and Math areas to create up-to-date learning spaces that are designed and equipped to provide instruction and hands-on learning experiences that are vital to better prepare students for college and beyond.

And hereby further specifically acknowledges that by submitting this Statement of Interest form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the City to filing an application for funding with the Massachusetts School Building Authority.

Councillor Giunta
Chairman, Joint Education

March 26, 2018
Committee Items-Public Safety

COMM017_03_12_18 61st Yankee Homecoming

COMM018_03_12_18 Pan Mass Challenge Kids Ride -
6/10/2018

COMM019_03_12_18 GNOCA 5K Run/Walk -
9/30/2018

COMM020_03_12_18 Newburyport Half Marathon - 10/21/2018

Yankee Homecoming

★ CELEBRATE SEAPORT PRIDE ★

July 28 - August 5, 2018

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2018 MAR -5 PM 1:27

PS

February 28, 2018

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

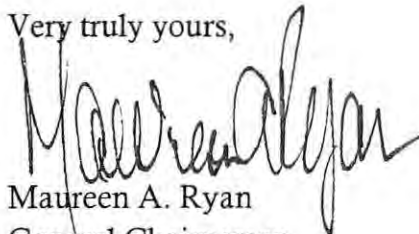
Dear Members of the Newburyport City Council:

My name is Maureen Ryan and I am the General Chairperson for the 61st Yankee Homecoming. My theme for this year's Yankee Homecoming is "**Celebrate Seaport Pride**". It is my hope to encompass the rich maritime history, charm and recreational offerings of this beautiful port city, while shining a light on the community pride and commitment so many Newburyport residents share. I look forward to bringing both "old and new" together so that residents, our neighboring towns and visitors alike will feel the same sense of community I cherish, and help Yankee Homecoming grow in the years to come.

As in the past, on behalf of the Board of Directors and Committee, I am requesting the use of the City of Newburyport, its streets, thoroughways and city parks. The use of the City of Newburyport will allow me to provide a more broad area to engage and provide the citizens of Newburyport and our visitors a wide variety of historical and enjoyable events during our 8 day event. I respectfully ask that you grant my request.

I look forward to serving as the General Chairperson of this long-standing community festival and becoming part of Yankee Homecoming's tradition and history. If you should have any questions, please feel free to contact me via email at maureenryan2004@yahoo.com or 978.518.5768. Thank you for your consideration.

Very truly yours,



Maureen A. Ryan
General Chairperson
2018 Yankee Homecoming

NEWBURYPORT SPECIAL EVENT APPLICATION

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

Tel. _____

Fax. _____

(For Parades, Road Races and Walkathons Only - Please complete page 3 of this application) 4: 08

NAME OF EVENT: the Greater Newburyport Pan Mass Challenge Kids Ride

Date: Sunday, June 10, 2018 Time: from 8Am to 1pm

Rain Date: _____ Time: from _____ to _____

2. Location: Cashman Park and The Clipper City Rail Trail

3. Description of Property: Cashman Park, Rail Trail Public Private _____

4. Name of Organizer: Kelly Mahon City Sponsored Event: Yes _____ No

Contact Person _____

Address: 36 Beacon Avenue Nbpt. Telephone: 631-793-5776

E-Mail: Kellymahon@comcast.net Cell Phone: _____

Day of Event Contact & Phone: 631-793-5776

5. Number of Attendees Expected: ≈ 100 riders and 30 volunteers

6. MA Tax Number: 04-2746912

7. Is the Event Being Advertised? yes Where? Website, Daily News, local media

8. What Age Group is the Event Targeted to? ≈ 3-13 years old

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 1-PMC

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

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

Name of Carnival Operator: _____

Address: _____

Telephone: _____

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

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

If yes:

- a) How many trash receptacles will you be providing? 4
- b) How many recycling receptacles will you be providing? 2
- c) Will you be contracting for disposal of : **Trash** Yes No **Recycling** Yes No
- i. If yes, size of dumpster(s): **Trash** _____ **Recycling** _____
- ii. Name of disposal company: **Trash** _____ **Recycling** _____
- iii. If no, will you remove trash & recycling with organizers' cars or trucks? Yes No
- iv. If no, where will the trash & recycling be disposed ? _____

If no:

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

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

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

_____ Standard # _____ ADA accessible

Name of company providing the portable toilets: _____

FOR PARADE, ROAD RACE AND WALKATHON EVENTS ONLY

PARADE _____

ROAD RACE _____

WALKATHON _____

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

Pan Mass Challenge

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

Kelly Mahon
36 Beacon Avenue - Newburyport, MA
631-793-5776

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

Kelly Mahon
36 Beacon Avenue - Newburyport, MA
631-793-5776

4. Date of Event: Sunday, June 10, 2018 Expected Number of Participants: ~ 100

5. Start Time: 10:00 AM Expected End Time: 11:00 AM

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

PMC Kids Ride begins at Cashman Park and continues to Clipper City Rail Trail. Riders ride on the Rail Trail to the end and turn around before Parker Street.

7. Locations of Water Stops (if any): 1 water stop at the turn around point

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

9. Formation Location & Time for Participants: Cashman Park - registration 9 AM

10. Dismissal Location & Time for Participants: Cashman Park - festivities end 12 pm

11. Additional Parade Information:

- Number of Floats: 0
- Locations of Viewing Stations: 0
- 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. DEPUTY DPW [Signature] 0 Greenleaf St.
 DEPUTY DIRECTOR [Signature] 16A Perry Way CITY CLERK [Signature] 60 Pleasant St.
 Fire Chief

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>	
	Yes: \$ _____ due on _____	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,

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: Kelly Mahon

Date: 1/29/18



2017 PMC Kids Rides Fact Sheet

The Program:

In 2016, 30 PMC Kids Rides attracted over 4,000 young cyclists and 1,500 volunteers. The program raised more than \$723,000 as part of the Pan-Mass Challenge's (PMC) \$47 million gift to Dana-Farber Cancer Institute. PMC Kids Rides are mini bike-a-thons that involve children ages 2 to 15 in the PMC mission by providing them the opportunity to fight cancer just like adults. From a short obstacle course for tricycles to a 26-mile trek, the PMC Kids Rides vary in terrain and mileage to engage and challenge young cyclists of all skill levels. Some have music, games and food. Others have silent auctions, character appearances and face painting. To date, the PMC Kids Rides program has raised more than **\$7.2 million** for the PMC. The PMC Kids Rides program is presented by Yawkey Foundations. Program sponsors include, New Balance Spark Start, Yasso, 105.7 WROR, Stop & Shop, '47, Landry's Bicycles and Clif Kid. For more information about the PMC Kids Ride program, please visit www.kids.pmc.org or contact Justine Darmanian at 781-343-4012 or justine@pmc.org.

The Mission:

As a spoke in the PMC wheel, PMC Kids Rides draw young cyclists into the organization's mission: raising money for adult and pediatric patient care and cancer research at Dana-Farber Cancer Institute. In addition to promoting athletic fitness and physical activity, the program engages youth in philanthropy and teaches them the value of working for the benefit of others. These rides will help kids bring the PMC, and its values, to the next generation.

The History:

The original PMC Kids Ride sprouted as a grassroots effort in 1998 when 13 children rode around their Medfield neighborhood 25 times and raised \$1,600. The official PMC Kids Rides program began in 2005 and throughout the past 11 years, PMC Kids Rides have continued to form throughout New England and beyond as parents and children invite neighbors with tricycles, training wheels and two-wheelers to get involved.

The Fundraising:

Children have a fundraising commitment of \$25 and are asked to raise money by requesting contributions from family members, friends, and neighbors. A registration fee of \$10 or more is collected from each participant. Each rider who raises \$250 or more will be honored as a PMC Kids Heavy Hitter, and riders who raise over \$750 will be honored as a PMC Kids Breakaway Fundraiser. Both PMC Kids Heavy Hitters and Breakaway Fundraisers will be recognized with a special PMC item and certificate to distinguish their achievement.

Growth:

<u>Year</u>	<u>Number of Rides</u>	<u>Riders</u>	<u>Volunteers</u>	<u>Contribution</u>	<u>Parental Support</u>
1998	1			\$1,600	
2005	13	1,611		\$138,098	
2006	17	2,519		\$268,349	
2007	23	3,499		\$465,106	
2008	26	4,853		\$728,000	
2009	31	5,438	1,972	\$677,000	
2010	35	5,301	2,030	\$837,000	4,500
2011	33	5,100	2,000	\$809,265	4,300
2012	33	4,475	2,300	\$829,000	4,000
2013	37	4,670	2,300	\$778,206	4,000
2014	29	3,700	1,800	\$630,000	3,500
2015	34	4,300	1,900	\$731,797	4,000
2016	30	4,100	1,500	\$723,689	3,800
2017	GOAL 35	4,500	1,800	\$820,000	4,000



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/16/2018

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 USA, INC. 99 HIGH STREET BOSTON, MA 02110 Attn: Boston.Certrequest@marsh.com Fax: 212-948-4377 233684-Cas-GL-17-18	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL: ADDRESS:	FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE	
INSURED Dana-Farber Cancer Institute Attn: Melissa Chammas 450 Brookline Ave. Boston, MA 02215-5450	INSURER A : The American Insurance Company	
	INSURER B : N/A	
	INSURER C :	
	INSURER D :	
	INSURER E :	
INSURER F :		NAIC # N/A

COVERAGES **CERTIFICATE NUMBER:** NYC-010238057-01 **REVISION NUMBER:** 4

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 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			XXC80506790	07/10/2017	08/01/2018	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ EXCLUDED PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Host Liquor Liability \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N	N/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> 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)
 Re: For the use of Newburyport Kids Ride occurring on June 10, 2018 in Newburyport, MA.
 City of Newburyport is included as additional insured where required by written contract.

CERTIFICATE HOLDER City of Newburyport City Clerk's Office, 60 Pleasant Street Newburyport, MA 01950	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE of Marsh USA Inc. Elizabeth Stapleton <i>Elizabeth Stapleton</i>
--	---

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AGENCY CUSTOMER ID: 233684

LOC #: Boston



ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY MARSH USA, INC.		NAMED INSURED Dana-Farber Cancer Institute Attn: Melissa Chammas 450 Brookline Ave. Boston, MA 02215-5450	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

ADDITIONAL REMARKS

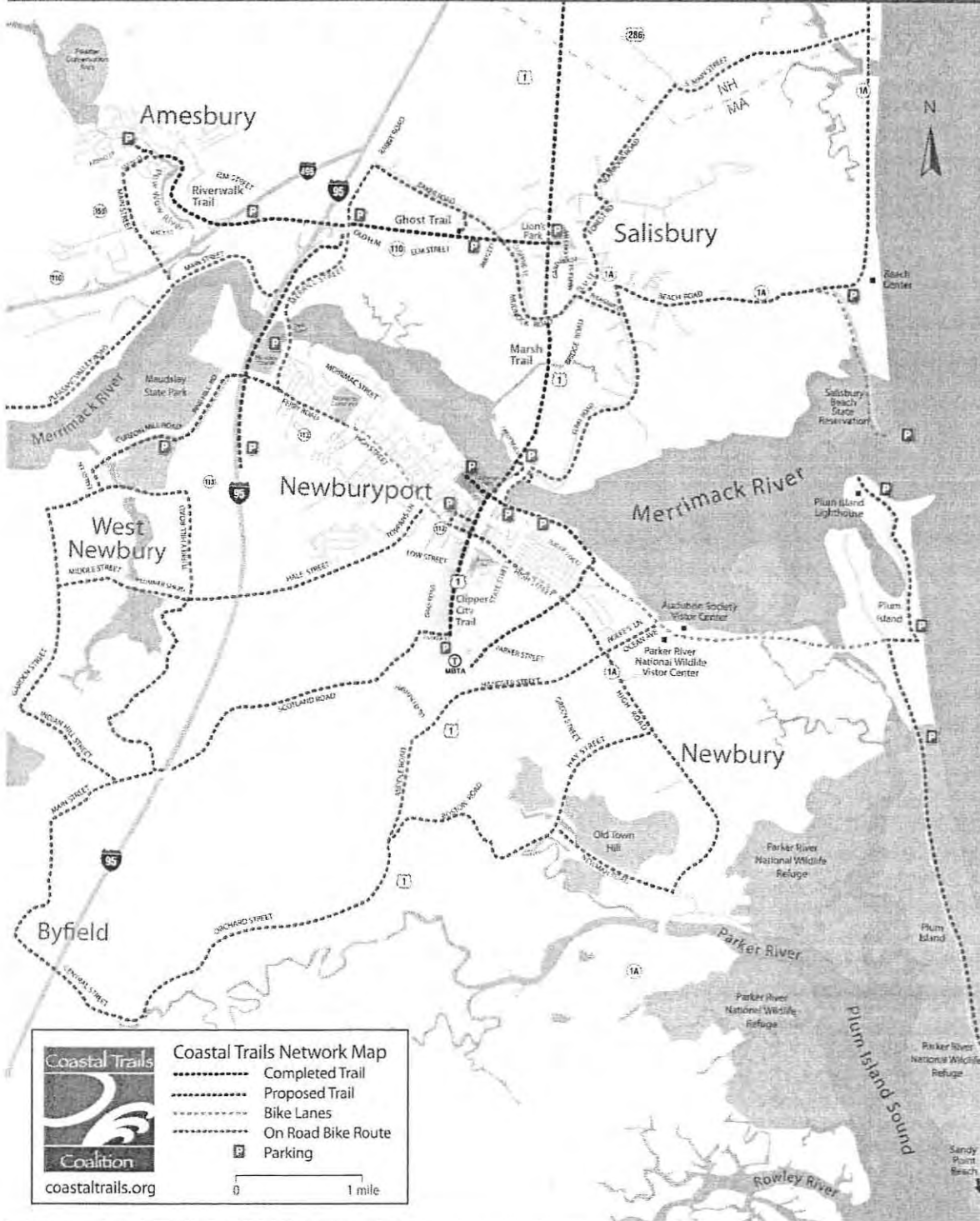
THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

General Liability Cont.
Carrier Information: Federal Insurance Company
Policy number: 9908-23-65
Policy dates: 07/10/2017-08/01/2018
Accident & Health:
\$100,000 per Accident Aggregate
\$50,000 Accident Medical Expense
\$2,500 Principal Sum

Explore the Coastal Trails



Newburyport · Salisbury · Newbury · Amesbury



RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

February 20, 2018

2018 FEB 23 AM 11:41

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

Dear Members of the Newburyport City Council,

I am writing to ask your permission to hold the 7th Annual GNOCA 5K Run/Walk, in honor of Jackie Poor and Paula Holm, in Newburyport, on Sunday, September 30, 2018, 10:00 am – 1pm.

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

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

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

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

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

Thank you so much for your support in previous years. I look forward to working with the council. If you have any questions or concerns, please feel free to contact me at 978-462 0117 or info@ocawareness.org

Sincerely,



Stella McCormick

NEWBURYPORT SPECIAL EVENT APPLICATION

Tel.

Fax.

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

NAME OF EVENT: 8th Annual GNOCA 5k walk/run in honor of Paula Holm + Jackie P...

Date: Sunday Sept. 30 2018 Time: from 10 am to 1 pm

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

2. Location: Michaels Harborside, 1 Tournament Wharf

3. Description of Property: Restaurant Public _____ Private _____

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

Contact Person Stella McCormick

Address: 16 Norman Ave Telephone: 978 462 0117

E-Mail: sacmccormick@gmail.com Cell Phone: 978 884 0896

Day of Event Contact & Phone: 978 884 0896

5. Number of Attendees Expected: 50-100 runners 50+ walkers

6. MA Tax Number: _____

7. Is the Event Being Advertised? yes Where? N.E Runner magazine

8. What Age Group is the Event Targeted to? 18+

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

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

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

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

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

Name of Carnival Operator: _____

Address: _____

Telephone: _____

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

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

If yes:

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

If no:

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

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

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

_____ Standard # _____ ADA accessible

Name of company providing the portable toilets: _____

FOR PARADE, ROAD RACE AND WALKATHON EVENTS ONLY

PARADE _____

ROAD RACE

WALKATHON

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

GNOCA

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

Deb Green - 978 2256700

Stella McCormick - 16 Norman Ave WBPT 9788840996

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

As above

4. Date of Event: Sept 30 2018 Expected Number of Participants: 100

5. Start Time: 10am Expected End Time: 1pm

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

Jefferson St. High St. Kent St. Washington St. Rail trail (see attached map). Walkers will follow a different route downtown (see map).

7. Locations of Water Stops (if any): Jefferson Street left hand side

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

9. Formation Location & Time for Participants: Michaels Harborside 10am

10. Dismissal Location & Time for Participants: Michaels Harborside 1pm

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.

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>		
		<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: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/22/18

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 Twinbrook Insurance Brokerage 400A Franklin Street Braintree, MA 02184	CONTACT NAME: Darlene P. Andrade PHONE (A/C, No, Ext): 781-843-7000 E-MAIL ADDRESS: dandrade@twinbrook.com	FAX (A/C, No): 781-848-6100
	INSURER(S) AFFORDING COVERAGE	
INSURED Ovations For the Cure 79 Main Street Suite 202 Framingham, MA 01702	INSURER A: Philadelphia Insurance Co.	
	INSURER B: Travelers Insurance Co.	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL 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 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PHPK1669722	08/07/17	08/07/18	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	AUTOMOBILE LIABILITY <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			PHPK1669722	08/07/17	08/07/18	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							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	\$
								\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	UB-3J988022	08/07/17	08/07/18	PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$ 500,000
							E.L. DISEASE - EA EMPLOYEE	\$ 500,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000

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

Event - Newburyport Ryder - September 2018 Greater Newburyport Ovarian Cancer Awareness and City of Newburyport is added as an Additional Insured for the above referenced event.

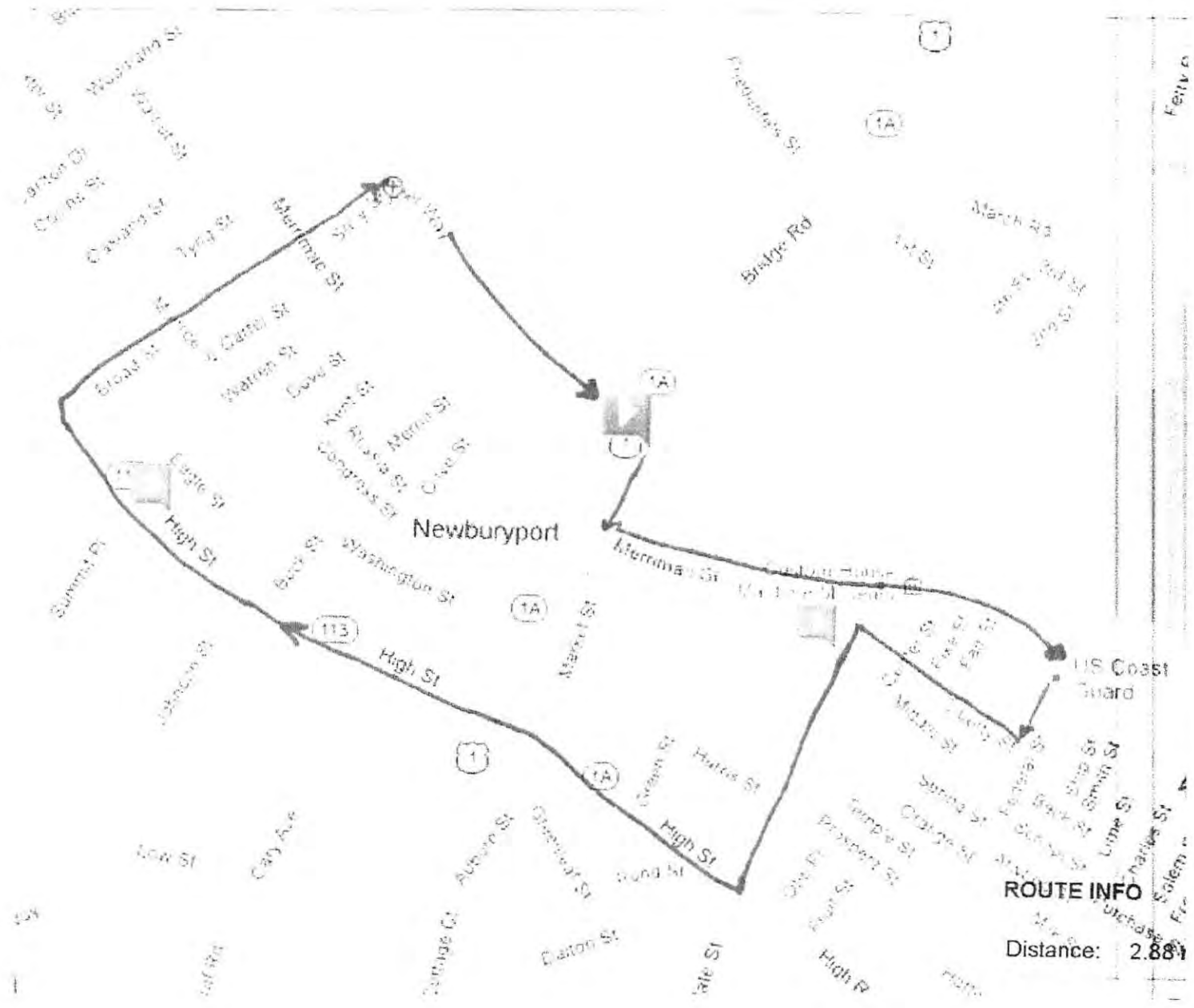
CERTIFICATE HOLDER**CANCELLATION**

Greater Newburyport Ovarian Cancer Awareness 1R Water 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 <i>Joseph P. Rizzo</i>
--	---

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Directions for walk

- Turn left onto Merrimac St Right on Federal St
- ⇩ Right on Liberty St to State St
- ⇩ Turn left on State St
- ⇩ Right on High St
- ⇩ Right on Broad
- Cross Merrimac St to Cashman Park
- ⇩ Continue along Rail Trail
- Ending at Michael's Harborside



ROUTE INFO
Distance: 2.88'

NEWBURYPORT SPECIAL EVENT APPLICATION

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
Fax:

Tel. 978-270-2026

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

NAME OF EVENT: Newburyport Half Marathon

Date: October 21, 2018 Time: from 7 am. to 1 p.m.

Rain Date: October 28, 2018 Time: from 7 am. to 1 p.m.

2. Location: Cashman Park

3. Description of Property: Parking lot near boat launch Public Private

4. Name of Organizer: Eli Bailin City Sponsored Event: Yes No

Contact Person

Address: 55 Prospect St, Amesbury Telephone: cell

E-Mail: elibailin@hotmail.com Cell Phone: 978-270-2026

Day of Event Contact & Phone: 978-270-2026

5. Number of Attendees Expected: 2500

6. MA Tax Number: 47-4011165

7. Is the Event Being Advertised? Yes Where? Greenstrideraces.com

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

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 2

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

Performers _____ Dancing _____ Amplified Sound Stage

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? 10
- c) Will you be contracting for disposal of: **Trash** Yes No **Recycling** Yes No
- i. If yes, size of dumpster(s): **Trash** 20 yd. **Recycling** _____
- ii. Name of disposal company: **Trash** Labelle **Recycling** Black Earth Compost
- 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)

50 Standard # 2 ADA accessible

Name of company providing the portable toilets: PA Wilkinson

FOR PARADE, ROAD RACE AND WALKATHON EVENTS ONLY

PARADE _____ ROAD RACE WALKATHON _____

1. Name of the Group or Person Sponsoring the Road Race, Parade, Walkathon: Green Stride / Race Wire

2. Name, Address & Daytime Phone Number of Organizer: Eli Bailin, 55 Prospect St., Amesbury, MA 01913

3. Name, Address & 24/7 Telephone Number of Person Responsible for Clean Up Eli Bailin, 55 Prospect St., Amesbury, MA 01913
978-270-2026

4. Date of Event: Sunday, October 21 2018 Expected Number of Participants: 2000

5. Start Time: 9:15 a.m. Expected End Time: 12:00 p.m.

6. Road Race, Parade or Walkathon Route: (List street names & **attach map of route**): Map attached
Merrimack St., Spafford St., Ferry Rd, Pine Hill Rd,
Curzon Mill Rd, Hoyts Ln, Storey Ave, Dennett Dr., Everett Dr.,
Turkey Hill Rd, Plummer Springs, Middle Garden St, Rogers, Turkey Hill, Hale St,
Malcolm Hoyt, Mulliken Way, Parker St, Clipper City Rail Trail.

7. Locations of Water Stops (if any): Every two miles, see attached document

8. Will Detours for Motor Vehicles Be Required? Yes If so, where? See attached manual

9. Formation Location & Time for Participants: 9:00 a.m. Merrimack St. adjacent to Leary's

10. Dismissal Location & Time for Participants: 3 hour cut off, post race party over by 1pm

Additional Parade Information:

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

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

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

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.
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13-101 Enforcement

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- (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)
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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:** 2/15/18



GREEN-9

OP ID: KQ

CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)

02/21/2018

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.

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PRODUCER Arthur S Page Insurance Agency 57 State St. Newburyport, MA 01950 None	978-465-5301	CONTACT NAME: None
		PHONE (A/C, No, Ext): 978-465-5301 FAX (A/C, No): 978-462-0890
INSURED Green Stride Eli Bailin 55 Prospect St. Amesbury, MA 01950		E-MAIL ADDRESS:
		INSURER(S) AFFORDING COVERAGE
		INSURER A: Mesa Underwriters
		INSURER B:
		INSURER C:
		INSURER D:
		INSURER E:
		INSURER F:

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL 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 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	Y		TO BE ASSIGNED	10/21/2018	10/22/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <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 RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input type="checkbox"/> N <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 \$

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

CERTIFICATE HOLDER CITY001 City of Newburyport 60 Pleasant Street Newburyport, MA 01950	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE



GREEN-9

OP ID: KQ

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DATE (MM/DD/YYYY)

02/21/2018

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		PHONE (A/C, No, Ext): 978-465-5301
		FAX (A/C, No): 978-462-0890
		E-MAIL ADDRESS:
		INSURER(S) AFFORDING COVERAGE
		INSURER A: Mesa Underwriters
		INSURER B:
		INSURER C:
		INSURER D:
		INSURER E:
		INSURER F:

COVERAGES

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	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRE 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 EXCESS LIAB DED RETENTION \$	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE				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	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> 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)

Town Of West Newbury is Additional Insured

CERTIFICATE HOLDER

WESTN01

Town Of West Newbury
 381 Main Street
 West Newbury, MA 01985

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

OPERATIONS MANUAL



NEWBURYPORT HALF MARATHON & RELAY

Manual prepared by:

DMSESPORTS
DAVE MCGILLIVRAY SPORTS ENTERPRISES

MANUAL NOT FOR DUPLICATION WITHOUT THE EXPRESS
WRITTEN PERMISSION FROM THE GREEN STRIDE STAFF &
DMSE SPORTS, INC.

Newburyport Half Marathon & Relay

COURSE DESCRIPTION

START: Merrimac & Kent St intersection
Continue Merrimac St- 1 mile Jefferson St before Atkinson Common
Left on Spofford St- 2 miles
Right on Ferry Rd
Across bridge over Route 95
Continue to Pine Hill Rd- 3miles
Bear right onto Curzon Mill Rd
Left on Hoyts Ln
Left on Storey Ave, Route 113- 4 miles
Right on Dennette Drive
Left on Everett Drive
Right on Turkey Hill Rd
Right on Plummer Spring Rd- 5 miles
Continues to Middle St
Left on Garden St- 6 miles
Left on Rogers St- 7 miles
Left on Turkey Hill Rd- 8 miles
Right on Hale St- 8.34 miles; 9 miles after Route 95 overpass
Right on Malcolm K Hoyt Rd- 10 miles
Left on Milliken Way to reverse direction at turn around point
Left on Malcolm K Hoyt Rd -10.84 miles; 11 miles before Parker St turn
Left on Parker St
Continue right on Parker St
Left on Clipper City Rail Trail- 11.8 miles; 12 miles on Trail
Continue Trail to before boat ramp & left to
Finish: adjacent to Cashman Park parking lot

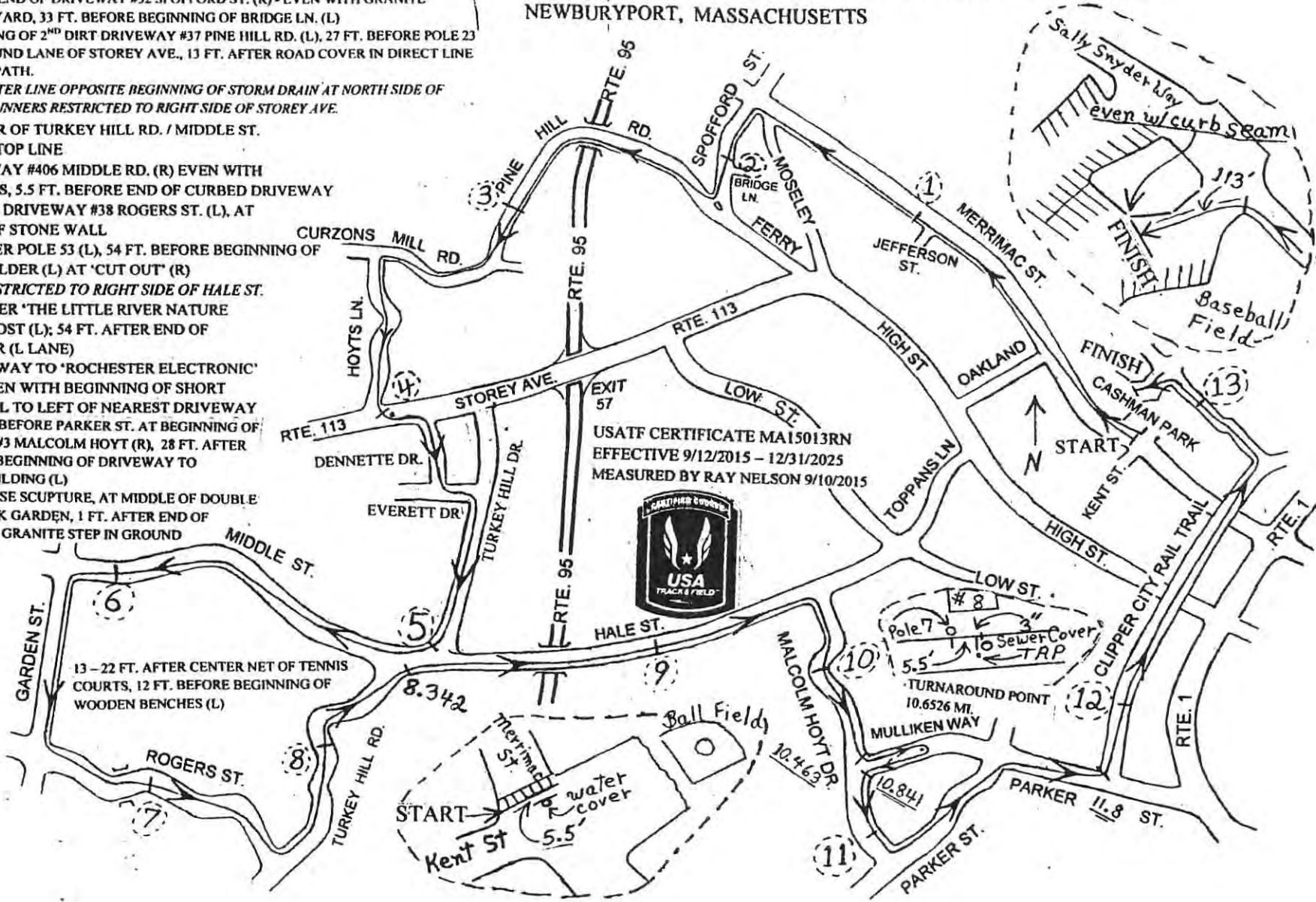
GREEN STRIDE NEWBURYPORT HALF MARATHON

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



USATF CERTIFICATE MA15013RN
EFFECTIVE 9/12/2015 - 12/31/2025
MEASURED BY RAY NELSON 9/10/2015



13 - 22 FT. AFTER CENTER NET OF TENNIS COURTS, 12 FT. BEFORE BEGINNING OF WOODEN BENCHES (L)

TURNAROUND POINT
10.6526 MI.

START
Kent St
5.5

10.841

10.462

8.342

6

5

10

9

7

8

11

11.8

13

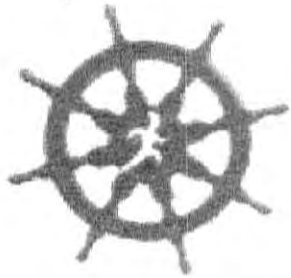
12

1

2

4

3

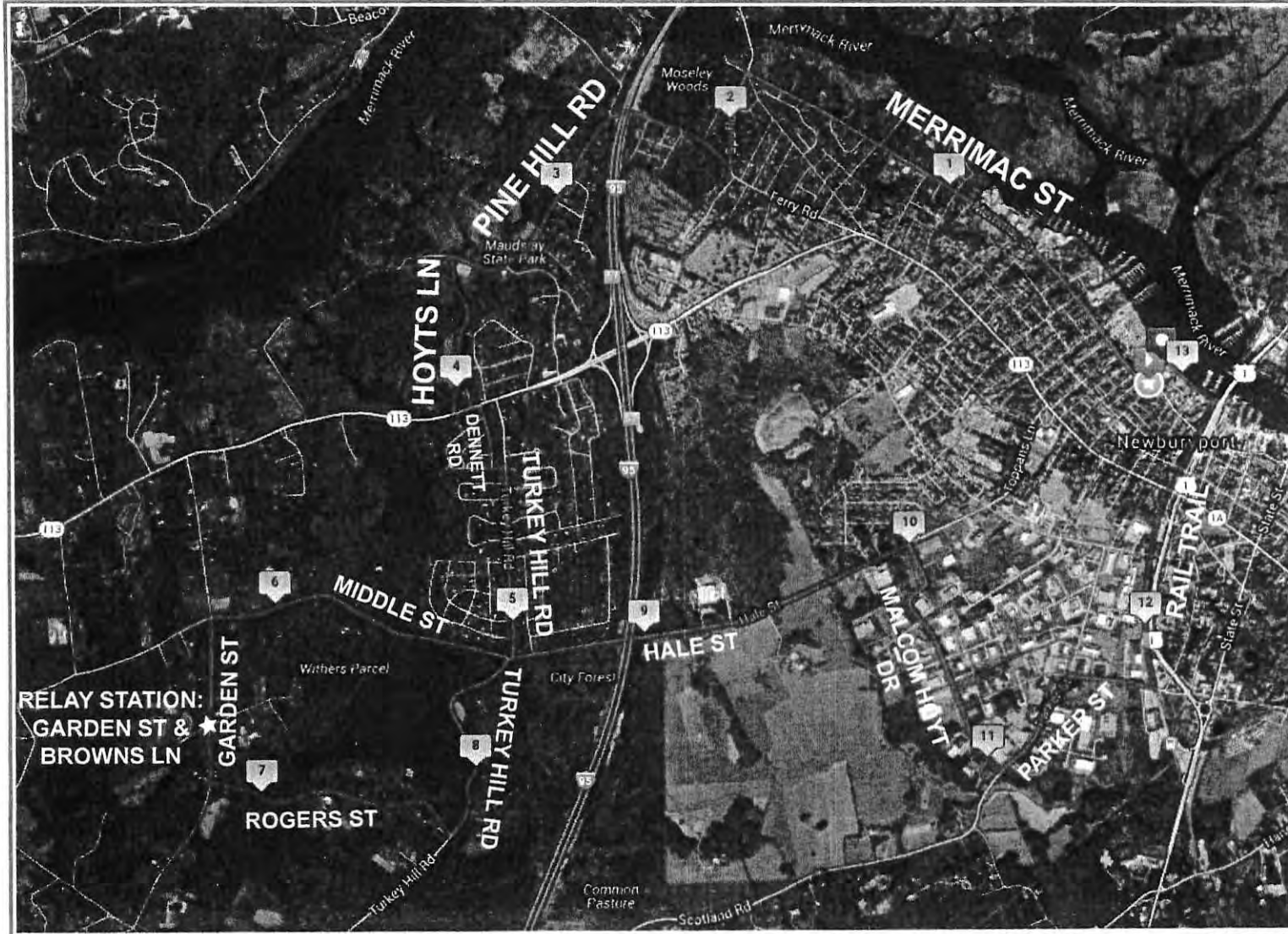


Newburyport Half Marathon

Prepared by:
DMSE
DAVE MCGILLIVRAY SPORTS ENTERPRISES
SPORTS

COURSE MAP

START: ON MERRIMAC ST @ KENT ST
FINISH: IN PARKING LOT AT CASHMAN PARK



RUNNER PACE TIMELINE		PACE: 4:59/MILE	PACE: 10:00/MILE	PACE: 16:02/MILE
		Cross start line:	Plus 1 min	Plus 3 min.
MILE	LOCATION	LEAD	MIDDLE PACK	LAST
START	MERRIMAC ST & KENT ST INTERSECTION	9:00:00	9:01:00	9:03:00
1	MERRIMAC ST AFTER JEFFERSON ST	9:04:59	9:11:00	9:16:02
1.8	MERRIMAC ST & SPOFFORD ST INTERSECTION	9:09:00	9:19:00	
2	#32 SPOFFORD ST	9:10:00	9:21:00	9:35:04
2.2	SPOFFORD ST & FERRY RD	9:12:00	9:23:00	
3	#37 PINE HILL RD	9:14:57	9:31:00	9:51:05
3.4	CURZONS MILL RD & HOYTS LN	9:16:00	9:35:00	
4	ON STOREY AVE/RTE 113 JUST AFTER HOYTS LN TURN	9:19:56	9:41:00	10:07:07
4.1	STOREY AVE & DENNETTE DR	9:20:26	9:42:00	
4.3	DENNETTE DR & EVERETT DR	9:21:26	9:43:00	
4.5	EVERETT DR & TURKEY HILL RD	9:23:56	9:46:00	
4.6	EVERETT DR & TURKEY HILL RD	9:24:26	9:47:00	
5	TURKEY HILL RD & MIDDLE ST	9:24:55	9:51:00	10:23:09
6	3406 MIDDLE ST BEFORE GARDEN ST TURN	9:29:54	10:01:00	10:39:11
7	#38 ROGERS ST	9:34:53	10:11:00	10:55:13
8	ON TURKEY HILL RD BEFORE HALE ST	9:39:52	10:21:00	11:11:15
8.34	TURKEY HILL & HALE ST INTERESECTION	9:40:30	10:23:40	
9	ON HALE ST AFTER "LITTLE RIVER NATURE CENTER SIGNPOST	9:44:51	10:31:00	11:27:18
9.8	HALE ST & MALCOLM HOYT DR INTERSECTION	9:48:51	10:40:00	
10	AFTER CURVE ADJACENT TO ROCHESTER ELECTRONIC BLDG	9:49:50	10:41:00	11:43:18
10.5	MALCOML HOYT DR & MULLIKEN WAY	9:52:20	11:47:00	
10.84	TURNAROUND ON MULLIKEN WAY	9:53:20	10:50:00	
11	0.1 BEFORE LEFT TURN ON PARKER ST	9:54:49	10:51:00	11:59:20
11.5	RIGHT TURN ON PARKER ST	9:56:30	10:53:30	
11.8	PARKER ST & ENTRANCE TO CLIPPER CITY RAIL TRAIL	9:58:50	10:55:00	
12	ON CLIPPER CITY RAIL TRAIL AFTER HORSE SCULPTURE	9:59:48	11:01:00	12:15:22
13	AFTER LEFT TURN ON TRAIL ALONG THE MERRIMAC RIVER	10:04:57	11:21:00	12:31:24
13.1	PARKING LOT BEFORE THE BOAT RAMP	10:05:20	11:12:05	12:33:00

COURSE SAFETY ASSIGNMENTS

LOCATION	RACE MONITORS	NEWBURYPORT POLICE	
OIC		1	LT Siemasko
LEAD VEHICLE		1	Motorcycle
Merrimac & Carter		1	
Merrimac & Kent [Race start]	6	1	
Merrimac & Oakland		1	
Merrimac & Route 1		2	
High & Kent		1	Beer Tent
High & Oakland		1	Beer Tent
Merrimac & Ashland		1	
Merrimac & Jefferson		1	
Merrimac & Spofford		2	
113 & Hoyts Ln	2	1	
Dennett & 113	1	1	
Everett & Crow		1	
Dennett & Everett	2		
Turkey Hill & Rte 113		1	
Turkey Hill & Everett Dr	2		
Turkey Hill & Bourbeau Terrace	2		
Turkey Hill & Windward Dr	2		
Turkey Hill & Longfellow Dr	2		
Turkey Hill & Newhall Ln	2		
Turkey Hill & Marquard Ln	2		
Turkey Hill & Longfellow Dr	2		
Turkey Hill & Crow	2	1	
Turkey Hill & Hale	2	2	
Hale & Goldsmith	2		
Low & Hale		1	
Garden & Browns Ln	2		
Hale & Malcolm Hoyt	2	1	
Malcolm Hoyt & Parker		2	
Mulliken & Parker		1	
Parker & Parker		1	
Parker & Rail Trail	2	1	
Rail Trail & Washington		1	
Rail Trail-Bridge to finish	6		
	43	28	

POLICE BARRICADE LOCATIONS

LOCATIONS

1. PINE HILL & HALLISEY
2. PINE HILL & DANIEL LUCEY
3. HALE & TOPPANS
4. HALE & TURKEY HILL
5. HALE & LAVALLEY
6. PARKER & MALCOLM HOYT
7. GRAF & PARKER
8. ROUTE 1 & PARKER BY HALEY'S
9. WASHINGTON & WINTER
10. WASHINGTON & BOARDMAN
11. ROADS & FERRY
12. ROADS & MOSELY

NOTE: PLACED BY DPW ON SATURDAY & SET IN PLACE BY POLICE OFFICERS ON SUNDAY MORNING.

Equipment Lists

Start/Finish:

Qty	Item	Location	Provided
2	2 Wheeler	Finish	DMSE
1	Airhorn	Start	DMSE
2	Ballast Water Barrel	Finish	DMSE
2	Banner 20'	Finish	ELI
1	Bullhorn	Start	DMSE
2	Garden Hose	Finish	DMSE
1	Pallet Jack	Finish	DMSE
1	Rope (Misc)	Finish	DMSE
2	Scaffolding Tower Scrim Set	Finish	DMSE
2	Scaffolding Towers (4' x 7' x 12')	Finish	DMSE
150	Steel Barricade (10' x 44")	Start	Int'l
4	Straps	Finish	DMSE
30	Tables 6'	Finish	PEAK
1	Tasc Pod (Announcer Platform)	Start	DMSE/IRS
30	Traffic Cones (18")	Start/Finish	DMSE
15	Trash Barrels	Start/Finish	DMSE
1	Trash Liners (case)	Start/Finish	DMSE
9	Veratruss System (Per Meter)	Finish	DMSE
1	Zip Ties - 8" (bag)	Finish	DMSE

Course:

Qty	Item	Location	Provided By
50	Safety Vests	Course	DMSE
20	Sandwich Boards (2'x3')	Course	DMSE
20	Signs - Course Directional	Course	DMSE
100	Traffic Cones (18")	Course	DMSE
2	Velcro	Course	DMSE

Water Stations:

Qty	Item	Location	Provided By
10	Gatorade Concentrate	Water Stations	Eli
4	Gatorade Cups (case)	Water Stations	Eli
9	Gloves	Water Stations	DMSE
4	Gatorade Gots	Water Stations	DMSE
1	Pallet Jack	Water Stations	DMSE
4	Pitchers	Water Stations	DMSE
16	Rakes	Water Stations	DMSE
16	Shovels	Water Stations	DMSE
32	Tables	Water Stations	Eli
32	Trash Barrels	Water Stations	DMSE
123	Trash Liners	Water Stations	DMSE
106	Water - Gallon (case)	Water Stations	Eli
15	Water Cups (case)	Water Stations	Eli

Medical Plan and Layout:

-- ½ Marathon and Relay

<u>Medical and ortho. staff arrival:</u>	<u>8:30 AM</u>	Day of, all questions through
<u>Start time:</u>	<u>9:00 AM</u>	Dr. Adam Palombo Cell: (978) 835-7054
<u>Estimated end time:</u>	<u>12:30 PM</u>	

Medical Plan Details:

- Dedicated BLS ambulance at finish line next to tent
 - With AED
- Tent staff including:
 - Medical
 - 2 BLS EMTs
 - AJH volunteer RNs
 - Musculoskeletal
 - DC (Adam) – orthopedic complaints
 - PT (James)
- ½ way tent staff including:
 - 2 EMTs with bags and truck
- 3 Volunteer spotters on course at following intervals from finish (equipped with cell phones)
 - ¼ mile
 - Finish (2)

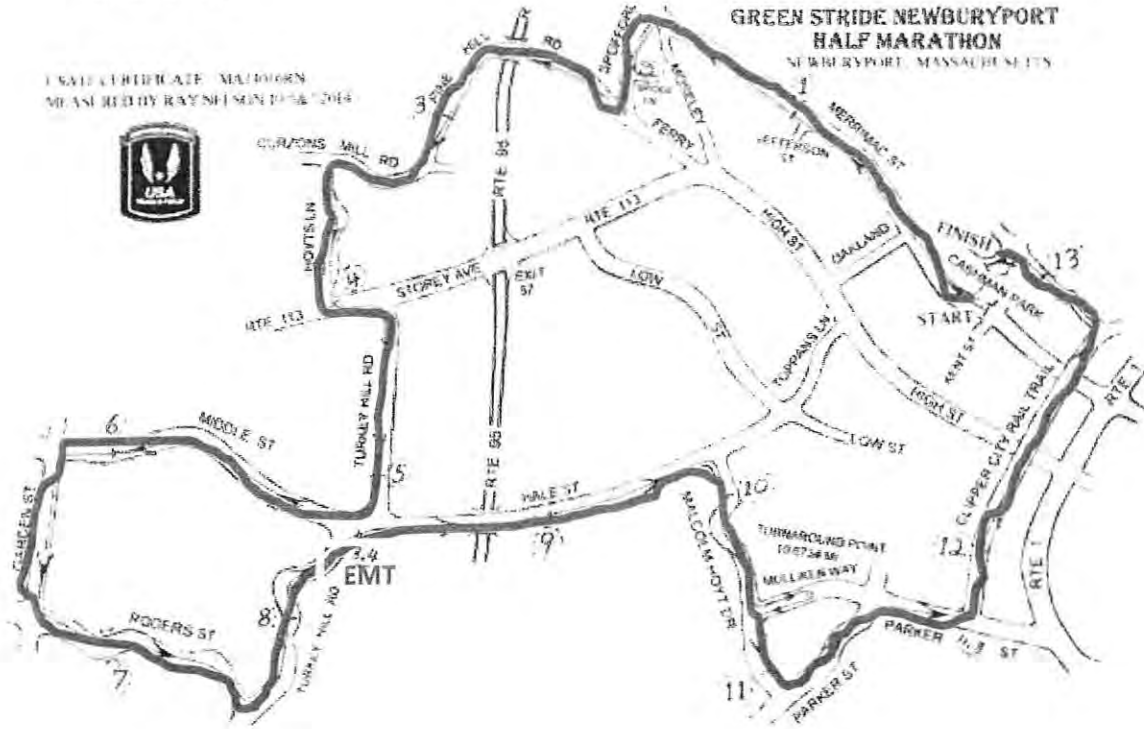
Tent contents:

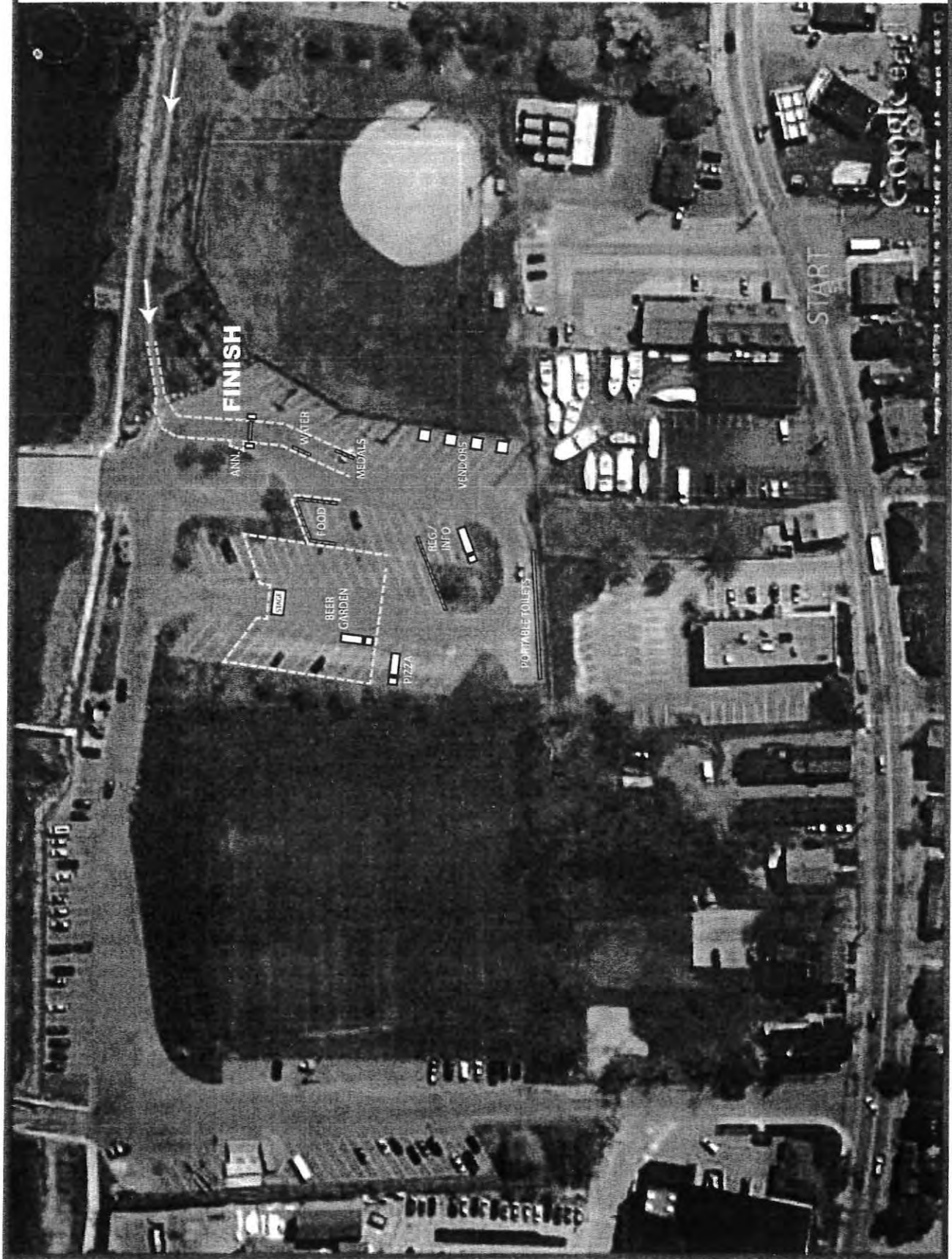
1. 4-6 medical cots
2. 2 portable massage tables
3. 5 25ct boxes instant ice packs
4. Mueller M tape, White athletic tape
5. Ace wraps
6. Vaseline
7. 5 EMS bags (red)
 - a. Contents include:
 - i. Airway & CPR mask
 - ii. Wound care bandages
 1. Various sized band aids
 2. Sterile gauze pads
 3. Sterile gauze wraps
 4. Waterproof tape
 - iii. Wound cleaning supplies
 1. Iodine swabs
 2. Alcohol prep swabs
 3. Bacitracin
 - iv. SAM splint
 - v. Moleskin
 - vi. Sunscreen

- vii. Glucose tabs
- viii. Acetaminophen tabs
- 8. Nitrile gloves size L
- 9. Nitrile gloves size M
- 10. Glucometer
 - a. Lancets
 - b. Test strips
- 11. 10 gallons concentrated electrolyte solution (Gatorade)

Medical Tent Organization:

1. Prior to entering tent, all conscious, ambulatory patients sign consent form
 2. Adam and/or Pam triages complaint to either staff accordingly
 - i. ** suspicion of EAC or non-ambulatory persons are priority
 1. EAC with LOC requires immediate transport via ambulance
 - a. Assume hyponatremia unless otherwise indicated
 - ii. ** all staff are required to dawn personal protection (i.e. gloves and/or glasses) when human blood is visible
 - iii. ** all staff are to practice hand sanitization when in contact with bodily fluids
 - b. Medical
 - c. Orthopedic
3. Event encounter form completed by tent staff as patient is discharged with documented instructions







**Newburyport Half
Water Station Program**
As of 10/4/17

Stop #	Location	Water Cases	Water Cups	Gatorade Powder	Gatorade Cups	Gotts	Pitchers	Gatorade Stirrers	Tables	Rakes	Shovels	Separators	Gloves	Bags	Trash Barrels
Pre-Race	Start Line	6	1	0	0	0	0	0	2	0	0	0	1	8	2
1	Merrimac St & Christa St - Mile 1.5	10	2	0	0	0	0	0	2	2	2	0	1	15	4
2	Curzon Mill & Daniel Lucy Way - Mile 3.3	12	2	0	0	0	0	0	4	2	2	0	1	15	4
3	Plummer Spring Rd after turn - Mile 5.2	21	2	5	2	2	2	0	5	2	2	0	1	15	4
4	38 Rogers St - After bridge - Mile 7.0	12	2	0	0	0	0	0	4	2	2	0	1	15	4
GU	Turkey Hill Rd - Before WS 5 - Mile 8.0	0	0	0	0	0	0	0	2	2	2	0	1	10	2
5	Turkey Hill Rd - cut out by Reservoir - Mile 8.3	12	2	0	0	0	0	0	4	2	2	0	1	15	4
6	#16 Malcolm Hoyt Rd/Rochester E driveway - Mile 9.9	21	2	5	2	2	2	0	5	2	2	0	1	15	4
7	#50 Parker St - before CC Rail Trail - Mile 11.8	12	2	0	0	0	0	0	4	2	2	0	1	15	4
TOTALS		106	15	10	4	4	4	0	32	16	16	0	9	123	32

NOTES:

1. Water supply is 6 gallons/case
2. Water cups are based on 2,000 per case
3. Gatorade liquid concentrate is 4-1 gallons per case

ASSUMPTIONS:

Participants - 2300
 Pre-Race Water - 50% of participants will take 1 (4oz) cup
 Course Water - 1 (4oz) cup per participant per stop

WATER STATIONS LIST

Station 1: 1.5 Mi.: Merrimac & Christie. Bob Cronin [Mayoral candidate] Pam Ketchum: 617-413-7144 (cell) [9:05- 9:20]- 0815 set up

Station 2 @3.3mi Curzon Mill & Daniel Lucy Way (Ralph & Mary Beth Orlando) [9:15/9:30/9:51] - 0815 set up

Station 3 @5.2 Plummer Spring Rd, after turn (Tom & Mindy Sheehy) [9:24ish/9:51ish/10:23ish] - 0830 set up

Station 4 @7mi Rogers St- After bridge and at driveway #38 (Kim Coppinger) [9:34/10:11/10:55] - 0830 set up. Note: home of Mrs. JP Lane- very accommodating!

Station 5: 8.3 Mi.: Turkey Hill Rd. cut out on right opposite Reservoir. Allison Heartquist [Re: Mayor Holaday]- 0830 set up

Station 6 @9.9mi, Malcolm Hoyt Rd/Rochester # driveway (Tim & Karen Conway) [9:48/10:40/11:37ish] - 0830 set up

Station 7 @11.8mi #50/77 Parker Street, before Rail Trail (Tom & Veronica Carleo) [9:58/10:55/12:00ish] – 0900 set up