

CITY COUNCIL MEETING AGENDA - VERSION 1
CITY COUNCIL CHAMBERS
MARCH 25, 2019

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 11, 2019

(Approve)

8. TRANSFERS

- **TRAN041_03_25_19** Free Cash \$54.5K, RRFA Sale of Municipal Bldgs \$54.5K to CIP NHS Exterior Woodwork \$109K (B&F)
- **TRAN042_03_25_19** Health Ins \$28.5K to PRK PT/Seasonal Labor \$28.5K (B&F)
- **TRAN043_03_25_19** Free Cash \$28K to CIP Slope Mower Purchase \$28K (B&F)
- **TRAN044_03_25_19** CIP Reserv Terr Wall Constr \$22.5K to CIP PI Beach Dune \$22.5K (B&F)

9. COMMUNICATIONS

- **COMM127_03_25_19** FY2019 Mid-Year Budget Report Supplement (R&F)
- **COMM128_03_25_19** Open Streets 2019-Newburyport Parks Dept.- 06/23/2019 (PS)
- **COMM129_03_25_19** Annual 8th Pan Mass Challenge Kids Ride-06/09/2019 (PS)
- **COMM130_03_25_19** Cultural Survival Bazaar - 07/20-21/2019 (PS)
- **COMM131_03_25_19** Alzheimer's Association Ride to End Alzheimer's 06/23/2019 (PS)
- **COMM132_03_25_19** Free Standing Sign - 3 Perkins Way (P&D)
- **COMM133_03_25_19** 9th Annual GNOCA 5k Run/Walk 09/22/2019 (PS)
- **COMM134_03_25_19** FY2020-FY2024 Capital Improvement Program Submission (B&F)
- **COMM135_03_25_19** Ltr from Chamber of Commerce re: Parking Permits in Garage (B&F)

10. APPOINTMENTS

- **APPT091_03_25_19** Rick Taintor 10 Dexter Street Planning Board 04/01/2020

END OF CONSENT AGENDA
REGULAR AGENDA

11. MAYOR'S UPDATE

12. COMMUNICATIONS

- COMM120_03_11_19 Central Congregational Grant Award Letter (**TABLED**)

13. APPOINTMENTS

Confirmatory Re-Appointments

- APPT082_02_25_19 Christopher Kealey 8 Payson St Harbor Commission 12/31/2022

Second Reading

- APPT089_03_11_19 Paul Healy 8 N St Conservation Commission 5/1/2022
- APPT090_03_11_19 Dr. Sam A. Merabi 7 Brown Sq Board of Health 4/1/2022

14. ORDERS

- ORDR093_03_25_19 Gift of Artwork from Scott Signore

15. ORDINANCES

- ODNC030_03_25_19 Zoning - Amend Article XXVII Downtown Overlay District
- ODNC031_03_25_19 Regulation of the Use of Pesticides

16. COMMITTEE ITEMS

NOTE: UNDERLINED COMMITTEE ITEMS WILL BE CONSIDERED AT THIS MEETING

Budget & Finance

In Committee:

- ORDR007_01_29_18 41C Amendment
- COMM107_01_28_19 FY2019 Mid-Year Budget Report
- COMM112_02_11_19 Memo re: Fire-Based EMS Cost/Benefit Analysis
- TRAN040_03_11_19 Health Ins \$30.5K to Fire Protect Cloth \$28K, CLK Admin \$2.5K
- COMM121_03_11_19 Annual Audit of the City's FY2018 Financial Statements
- ORDR090_03_11_19 Parking Garage Rates
- ORDR091_03_11_19 41C-1/2 Ballot Question (**COTW**)
- ORDR092_03_11_19 41C-1/2 Adjustments (**COTW**)

Education

In Committee:

-

General Government

In Committee:

-

License & Permits

In Committee:

- COMM029_04_30_18 Outdoor Seating – West Row Café
- COMM104_01_14_19 Seacoast Taxi - Application by Richard Hewlett for 2019
- COMM125_03_11_19 2019 Class II Vehicle License – Sunoco

Neighborhoods and City Services

In Committee:

- ORDR048_06_13_16 Sidewalk Order
- COMM111_10_10_17 Petition for Road Repairs and Repaving – Squires Glen

- **ODNC028_11_26_18** Parks & Recreation Fees

Planning & Development

In Committee:

- **ODNC003_01_29_18** Zoning - Amendment to Table of Use Regulations
- **ODNC008_02_12_18** Disposition of G. W. Brown School
- **ORDR024_04_09_18** Special Act to Dissolve Newburyport Redevelopment Authority **(COTW)**
- **ODNC014_04_30_18** Amendment to Demolition Delay
- **COMM105_01_14_19** Ltr re: Newport Condominiums
- **ORDR086_01_28_19** CPC FY2019 Amended Recommendation for Affordable Housing Trust Funds
- **ODNC029_01_28_19** Zoning Map Amendment – Storey Ave South
- **COMM115_02_11_19** Conservation Restriction - 3 & 5 Collins Farm Road
- **ORDR087_02_11_19** Preservation Restriction Agreement – 28-30 Pleasant Street
- **APPT086_02_25_19** Ann M. Gardner 239 Water St Planning Board 5/31/2024
- **APPT088_02_25_19** Wilbur Shenk 1 Beck St Waterfront Trust 12/1/2024
- **COMM123_03_11_19** Comprehensive Update to the Newburyport Zoning Ordinance

Public Safety

In Committee:

- **ODNC009_02_12_18** Floating Homes, Houseboats, and Related Marinas
- **ORDR031_04_30_18** No Parking Titcomb from Pleasant to Merrimac
- **ORDR032_04_30_18** No Parking Merrimac St from Titcomb St Running Westerly
- **COMM087_09_24_18** Ltr re: Coffin Street
- **COMM116_02_25_19** Toward Zero Waste Newburyport Initiative *(full text available)* **(COTW)**
- **COMM124_03_11_19** 2019 Chamber of Commerce Events
- **COMM126_03_11_19** Go Purple for Alzheimer’s – 6/15/2019

Public Utilities

In Committee:

- **COMM122_11_27_17** Mobilitie Application/Small Cell Utility Petition (re-file)
- **ODNC022_05_29_18** Addition to Chapter 5, Article 6 - Small Cell Sites

Rules Committee

In Committee:

- **ORDR057_08_27_18** Amendment to Council Rule 12A
- **ORDR077_11_26_18** Amendment to Council Rule 20
- **COMM119_02_25_19** City Council Rules 2019

17. GOOD OF THE ORDER

18. ADJOURNMENT

CONSENT AGENDA

CITY COUNCIL MEETING MINUTES
CITY COUNCIL CHAMBERS
MARCH 11, 2019

7:30PM

The City Council President, Barry Connell, called the meeting to order at 7:30pm, followed by the Pledge of Allegiance. A moment of silence was held for Laurie Freeman and Kevin Sullivan. The City Council President then instructed the City Clerk to call the roll. The following Councillors answered present: Vogel, Zeid, Earls, Eigerman, Giunta, Khan, OBrien, Shand, Tontar, Connell. Devlin 7:46pm. 11 present, 0 absent.

(Sound Check)

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

- | | | |
|-------------------|---------------------|-----|
| 1. Rev. Chris Ney | Central Cong Church | CPA |
| 2. Amantha Moore | 10 N Atkinson St | CPA |

6. **PRESENTATION: COMPREHENSIVE ZONING UPDATE**

Office of Planning & Development / Community Opportunities Group

Courtney Starling gave a presentation on the zoning update. Planning Director Andy Port said there would be a project page on the city website by the end of the week.

7. **MAYOR'S COMMENT**

The Mayor gave an update pursuant to her written communication.

CONSENT AGENDA

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8. **APPROVAL OF MINUTES**

February 25, 2019

(Approve)

9. **TRANSFERS**

- **TRAN040_03_11_19** Health Ins \$30.5K to Fire Protect Cloth \$28K, CLK Admin \$2.5K (B&F)

10. **COMMUNICATIONS**

- **COMM121_03_11_19** Annual Audit of the City's FY2018 Financial Statements (B&F)
- **COMM123_03_11_19** Comprehensive Update to the Newburyport Zoning Ordinance (P&D)
- **COMM124_03_11_19** 2019 Chamber of Commerce Events (PS)
- **COMM125_03_11_19** 2019 Class II Vehicle License – Sunoco (L&P)
- **COMM126_03_11_19** Go Purple for Alzheimer's – 6/15/2019 (PS)

11. **APPOINTMENTS**

Re-Appointments

- | | | | | |
|---------------------------|-------------------|------------|-------------------------|----------|
| • APPT089_03_11_19 | Paul Healy | 8 N St | Conservation Commission | 5/1/2022 |
| • APPT090_03_11_19 | Dr. Sam A. Merabi | 7 Brown Sq | Board of Health | 4/1/2022 |

END OF CONSENT AGENDA

REGULAR AGENDA

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

12. MAYOR'S UPDATE

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

13. COMMUNICATIONS

- **COMM120_03_11_19** Central Congregational Grant Award Letter
Motion to refer to Budget & Finance by Councillor Eigerman, seconded by Councillor Giunta. Motion to table by Councillor Eigerman, seconded by Councillor Vogel. Roll call vote, 7 yes, 4 no (Devlin, Khan, Tontar, Connell). Motion passed.

14. APPOINTMENTS

		Second Reading		
• APPT082_02_25_19	Christopher Kealey	8 Payson St	Asst Hrbrmstr/Spec Pol Off	12/31/2022
• APPT083_02_25_19	Adam Armstrong	5 Buck St	Harbor Comm (Alt)	4/1/2021
• APPT084_02_25_19	Walter Lesynski	364 Merrimac St	Harbor Comm (Alt)	4/1/2021
• APPT085_02_25_19	Charles Griffin	3 Vernon St	Parks Comm (Bartlet Mall)	5/1/2022
• APPT087_02_25_19	Kevin Hunt	14 10 th St	Veterans' Agent	4/1/2020

Motion to approve second reading appointments collectively by Councillor Zeid, seconded by Councillor Tontar. Roll call vote, 11 yes. Motion passed.

15. ORDERS

- **ORDR090_03_11_19** Parking Garage Rates
Motion to refer to Budget & Finance by Councillor Zeid, seconded by Councillor Khan. So voted.
- **ORDR091_03_11_19** 41C-1/2 Ballot Question
Motion to take **ORDR091_03_11_19** and **ORDR092_03_11_19** collectively by Councillor Tontar, seconded by Councillor Zeid. So voted. Motion to refer **ORDR091_03_11_19** and **ORDR092_03_11_19** collectively to Budget & Finance and Committee of the Whole by Councillor Tontar, seconded by Councillor Zeid. So voted.
- **ORDR092_03_11_19** 41C-1/2 Adjustments

16. ORDINANCES

-

17. COMMITTEE ITEMS

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In Committee:

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- **COMM107_01_28_19** FY2019 Mid-Year Budget Report
- **COMM112_02_11_19** Memo re: Fire-Based EMS Cost/Benefit Analysis

Education

Budget update – see School Department Budget Process Presentation.

In Committee:

-

General Government

In Committee:

City Council Minutes March 11, 2019

•
License & Permits

In Committee:

- **COMM029_04_30_18** Outdoor Seating – West Row Café
- **COMM104_01_14_19** Seacoast Taxi - Application by Richard Hewlett for 2019

Neighborhoods and City Services

In Committee:

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- **ORDR086_01_28_19** CPC FY2019 Amended Recommendation for Affordable Housing Trust Funds
- **ODNC029_01_28_19** Zoning Map Amendment – Storey Ave South
- **COMM115_02_11_19 Conservation Restriction – 3 & 5 Collins Farm Road**
Councillor Eigerman recused. Motion to remove from Planning & Development by Councillor Giunta, seconded by Councillor Tontar. So voted. Motion to approve by Councillor Giunta, seconded by Councillor Tontar. Withdrawn. Motion to refer to Planning & Development by Councillor Giunta, seconded by Councillor Tontar. So voted.
- **ORDR087_02_11_19 Preservation Restriction Agreement – 28-30 Pleasant Street**
Motion to remove from Planning & Development by Councillor Eigerman, seconded by Councillor OBrien. So voted. Motion to approve (comm vote 3-0) by Councillor Eigerman, seconded by Councillor OBrien. Withdrawn. Motion to refer to Planning & Development by Councillor Eigerman, seconded by Councillor OBrien. So voted.
- **APPT086_02_25_19** Ann M. Gardner 239 Water St Planning Board 5/31/2024
- **APPT088_02_25_19** Wilbur Shenk 1 Beck St Waterfront Trust 12/1/2024

Public Safety

In Committee:

- **ODNC009_02_12_18** Floating Homes, Houseboats, and Related Marinas
- **ORDR031_04_30_18** No Parking Titcomb from Pleasant to Merrimac
- **ORDR032_04_30_18** No Parking Merrimac St from Titcomb St Running Westerly
- **COMM086_09_24_18 Ltr from Residents of East Boylston Street**
Motion to remove from Public Safety by Councillor Devlin, seconded by Councillor Giunta. So voted. Motion to receive and file by Councillor Devlin, seconded by Councillor Giunta. So voted.
- **COMM087_09_24_18** Ltr re: Coffin Street
- **ORDR084_01_28_19 15-Minute Parking - Liberty Street**
Motion to remove from Public Safety by Councillor Devlin, seconded by Councillor Zeid. So voted. Motion to strike “Two spaces on the south side beginning from State Street running in an easterly direction” by Councillor Zeid, seconded by Councillor Eigerman. So voted (3 no – Tontar, Vogel, Connell). Motion to amend to 30 minutes from 15 minutes by Councillor Zeid. Motion to approve as

amended by Councillor Devlin, seconded by Councillor Giunta. Roll call vote, 9 yes, 2 no (Earls, Khan). Motion passed.

- **ORDR089 02 11 19 Handicapped Parking Space – Lower Custom House Way**
Motion to remove from Public Safety by Councillor Devlin, seconded by Councillor Giunta. So voted. Motion to approve as amended, change “northerly” to “southerly”, by Councillor Devlin, seconded by Councillor Giunta. So voted.
- **COMM116 02 25 19 Toward Zero Waste Newburyport Initiative (full text available) (COTW)**
- **COMM117 02 25 19 Flag Day 5K - 6/15/2019**
Motion to remove from Public Safety by Councillor Devlin, seconded by Councillor OBrien. So voted. Motion to approve (comm vote 2-0), subject to insurance, by Councillor Devlin, seconded by Councillor Tontar. So voted.
- **COMM118 02 25 19 Chocolate Tour, Central Congregational Church - 5/18/2019**
Motion to remove from Public Safety by Councillor Devlin, seconded by Councillor Giunta. So voted. Motion to approve (comm vote 2-0) by Councillor Devlin, seconded by Councillor Zeid. So voted.

Public Utilities

In Committee:

- **COMM122 11 27 17** Mobilitie Application/Small Cell Utility Petition (re-file)
- **ODNC022 05 29 18** Addition to Chapter 5, Article 6 - Small Cell Sites

Rules Committee

In Committee:

- **ORDR057 08 27 18** Amendment to Council Rule 12A
- **ORDR077 11 26 18** Amendment to Council Rule 20
- **COMM119 02 25 19** City Council Rules 2019

18. GOOD OF THE ORDER

The Clerk asked the Council for approval on the change to agenda format (i.e. items coming out of committee are underlined in bold). Councillor Zeid recommended when the Consent Agenda is approved all the Committee Items coming out are also removed. Councillor Connell mentioned the city solicitor is coming to one of the next meetings, and it's possible there will be an executive session.

19. ADJOURNMENT

Motion to adjourn by Councillor Zeid, seconded by Councillor Khan. So voted. 9:18pm.

TRANSFERS



City of Newburyport

FY 2019

BUDGET TRANSFER REQUEST

CITY CLERK'S OFFICE
NEWBURYPORT, MA

MAR 19 PM 1:49

Department: Mayor's Office

Submitted by: Donna D. Holaday, Mayor

Date Submitted: 3/25/2019

Transfer From:

Account Name	<u>General Fund - Free Cash</u>	YTD Bal:	<u>\$ 2,025,864.00</u>
Account Number:	<u>01-35910</u>	Trans In:	<u>\$ -</u>
Amount:	<u>\$100,000.00 54,500.00 ERM</u>	Trans Out:	<u>\$ (119,850.00)</u>
Why are Funds Available:	<u>The Massachusetts Department of Revenue certified Free Cash for FY2019 at \$2,145,714. These funds are available for any legal expenditure with the approval of the Mayor and a vote of the City Council.</u>		

Transfer From:

Account Name	<u>RRFA Sale of Municipal Buildings</u>	YTD Bal:	<u>\$ 748,000.00</u>
Account Number:	<u>2760-59630</u>	Trans In:	<u>\$ -</u>
Amount:	<u>\$54,500.00</u>	Trans Out:	<u>\$ -</u>
Why are Funds Available:	<u>Proceeds from the sale of the former Kelley School.</u>		

Transfer To:

Account Name	<u>CIP NHS Exterior Woodwork Phase III</u>	YTD Bal:	<u>\$ -</u>
Account Number:	<u>3905-49700</u>	Trans In:	<u>\$ -</u>
Amount:	<u>\$54,500.00 109,000.00 ERM</u>	Trans Out:	<u>\$ -</u>
Why are Funds Needed:	<u>Phase III of the NHS exterior woodwork project appears in the Capital Improvement Program for FY20. Funding is needed at this time so that construction can occur over the summer. See attached explanatory memo.</u>		

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

Donna D. Holaday
Ethan R. Manning

Date: 3/19/19
Date: 3/19/19



CITY OF NEWBURYPORT
OFFICE OF THE MAYOR
DONNA D. HOLADAY

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NEWBURYPORT, MA 01950
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WWW.CITYOFNEWBURYPORT.COM

CITY CLERK'S OFFICE
NEWBURYPORT, MA


2019 MAR 19 PM 1:48

To: President and Members of the City Council

From: Donna D. Holaday, Mayor

Date: March 19, 2019

Subject: Budget Transfer Request – Newburyport High School Exterior Woodwork Project Phase 3 (Cupola)

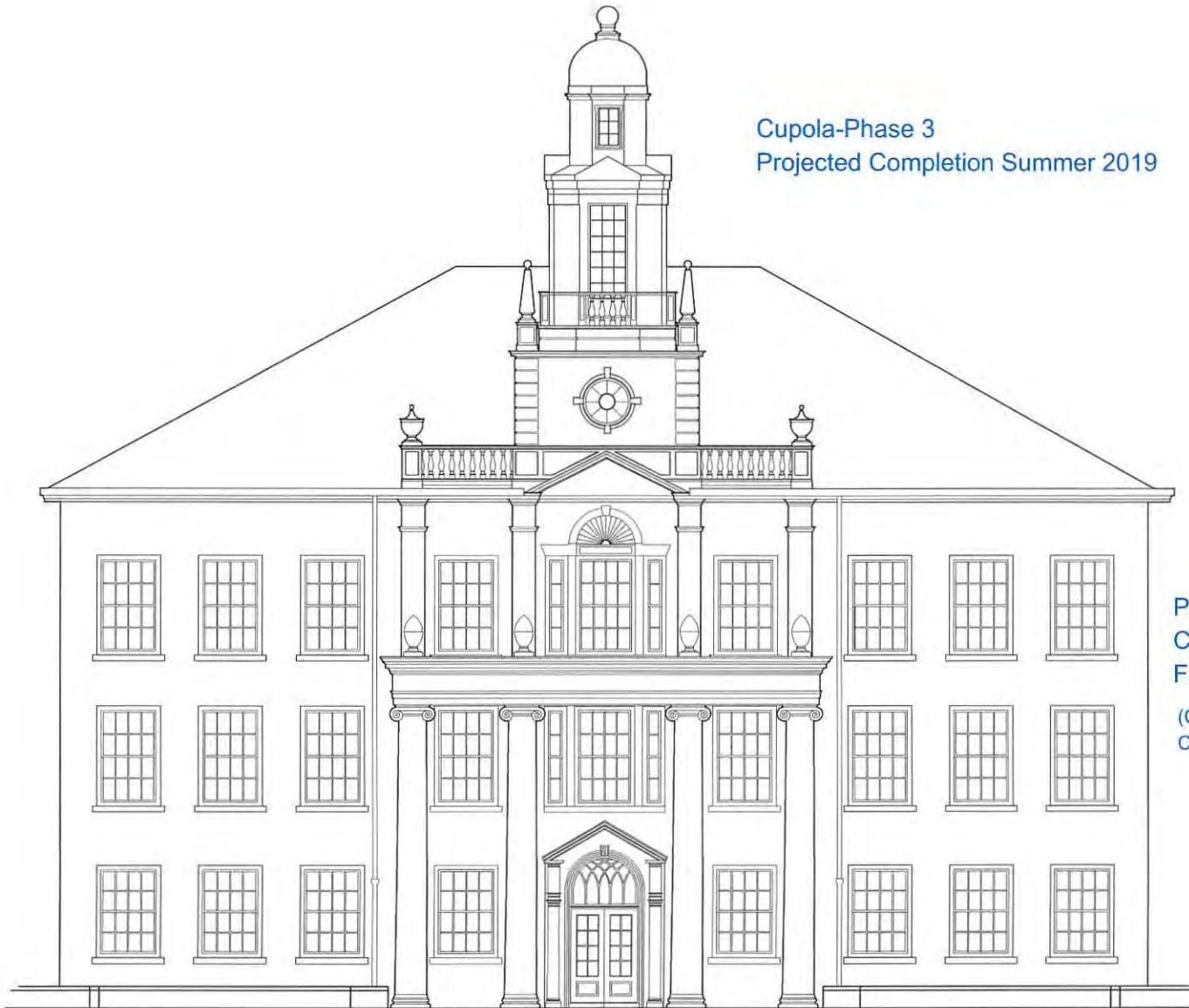


I am requesting the City Council approve budget transfers totaling \$109,000 to complete funding for Phase 3 of the ongoing Newburyport High School Exterior Woodwork Project. Phase 3 is specifically the restoration of the Cupola. The cost is estimated at \$283,500, and \$174,540 of CPA funding has already been allocated. Half of the remaining cost would be transferred out of the City's FY19 certified free cash, the other half would be transferred from the proceeds from the sale of the former Kelley School. The School Department is currently soliciting bids to proceed with Phase 3, and this transfer request is necessary in order for construction to be completed this summer.

Phase 3 is part of an ongoing project to rehabilitate the exterior woodwork on the 1937 portion of the High School. Phases 1 and 2 were completed in 2014 and 2015 on the north-facing side of the school. Additional minor projects were completed from 2016 to 2018. The final 4th phase of the project remains to be funded, and an application for a 2019 CPA grant in the amount of \$84,000 has been submitted.

Included with this memo are two documents outlining the entire project with completion dates and sources of funding for each of the 4 phases and the specific scope of work for Phase 3.

I urge the Council to approve these transfer requests to fund our continuing efforts to restore our beautiful and historic High School.



Cupola-Phase 3
 Projected Completion Summer 2019

Phase 1
 Completed
 Fall 2014
 (CPA Funding and Other
 Capital Account)

**NEWBURYPORT
 HIGH SCHOOL**

241 HIGH ST,
 NEWBURYPORT, MA

Architect:
 menders, torrey & spencer, inc.
 architecture ■ preservation

123 North Washington Street
 Boston, MA 02114
 t. 617.227.1477
 f. 617.227.2654
 www.mendersarchitects.com



KEY PLAN



ISSUE:

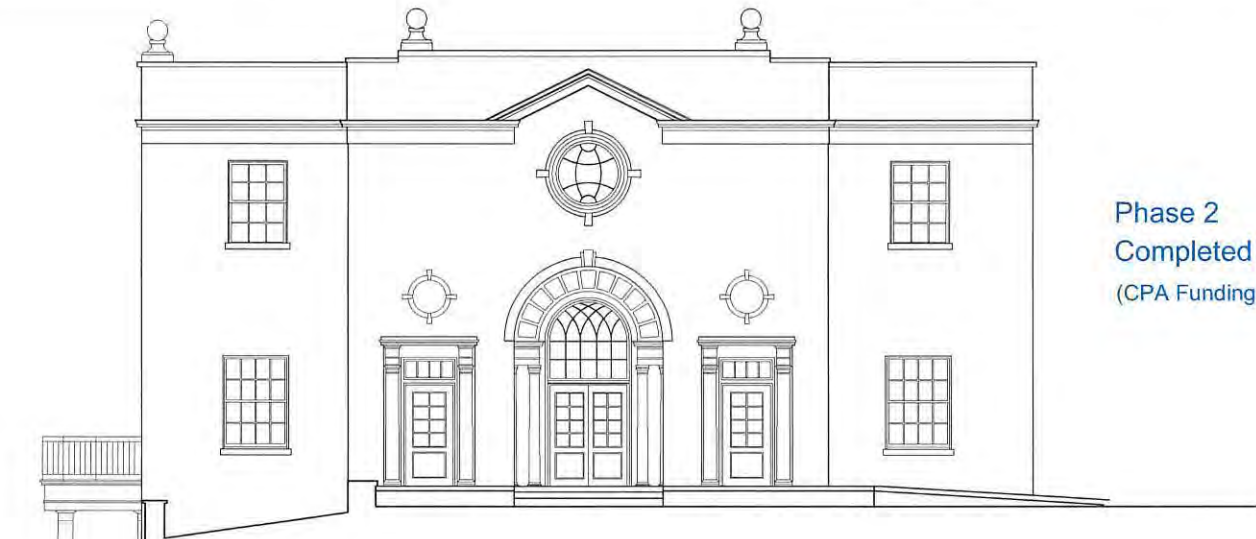
REVISIONS:

Date: AUGUST 15, 2012
 Scale:
 Drawn by:
 Checked by:
 Project Number: 1229 00

Do not scale the drawings. All dimensions shall be confirmed prior to construction. The contractor shall immediately report any discrepancies to the architect.

A-1

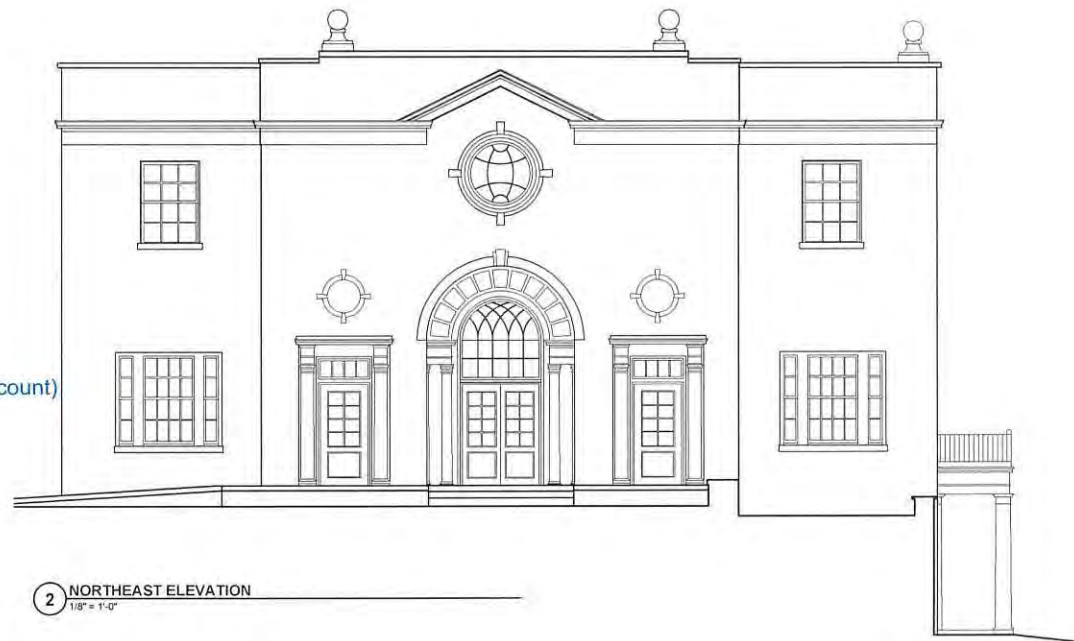
1 NORTH ELEVATION
 1/8" = 1'-0"



Phase 2
 Completed Fall 2015
 (CPA Funding and Other Capital Account)

1 NORTHWEST ELEVATION
 1/8" = 1'-0"

Phase 2
 Completed Fall 2015
 (CPA Funding and Other Capital Account)



2 NORTHEAST ELEVATION
 1/8" = 1'-0"

NEWBURYPORT HIGH SCHOOL

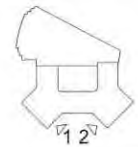
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KEY PLAN



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A-2

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KEY PLAN



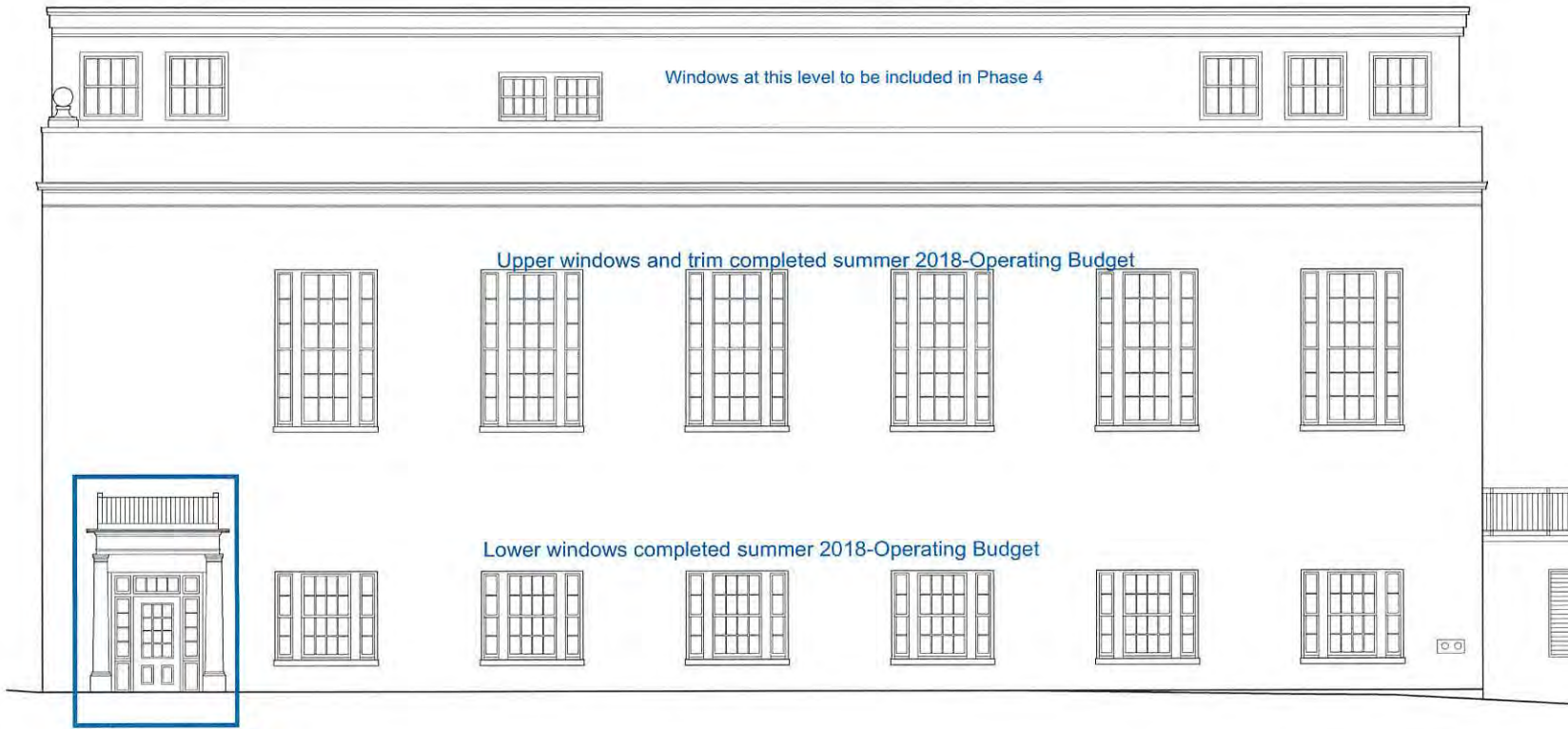
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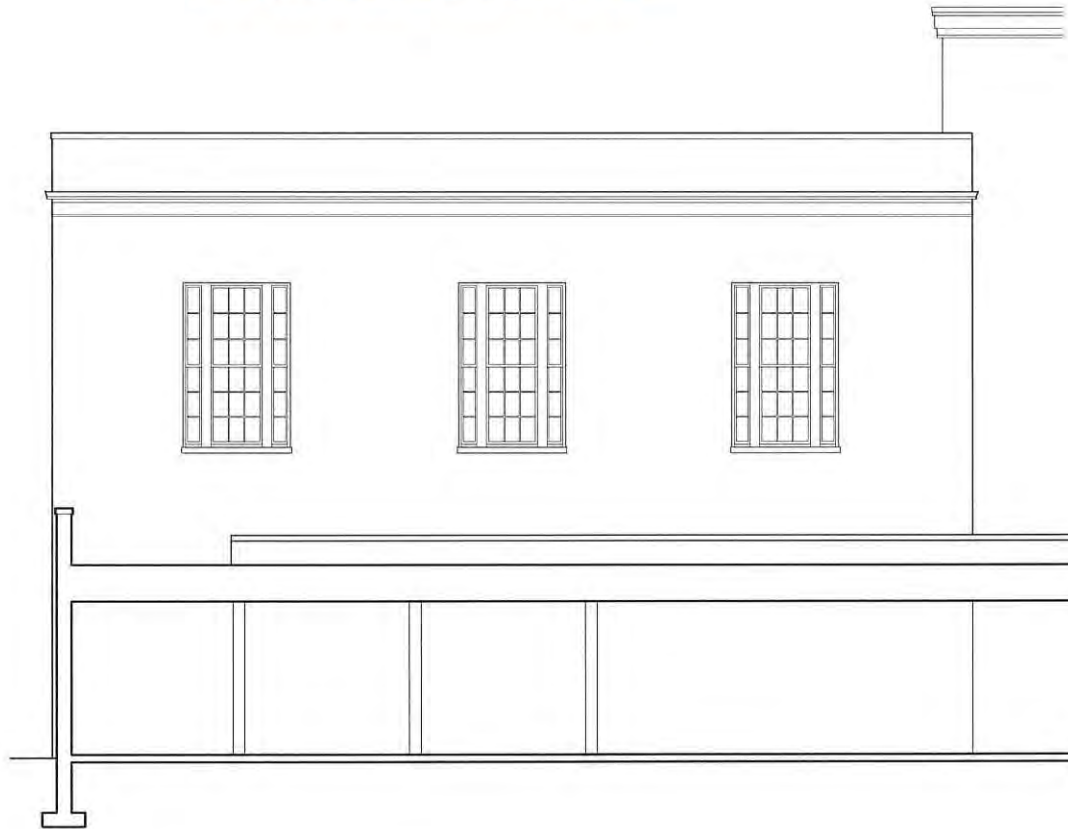
A-3



1 NORTHWEST ELEVATION
1/8" = 1'-0"

Completed as part of Phase 2 in 2015
(CPA Funding and Other Capital Account)

This section to be included Phase 4.



1 SOUTHEAST ELEVATION
1/8" = 1'-0"

NEWBURYPORT HIGH SCHOOL

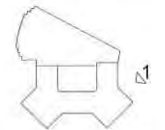
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KEY PLAN



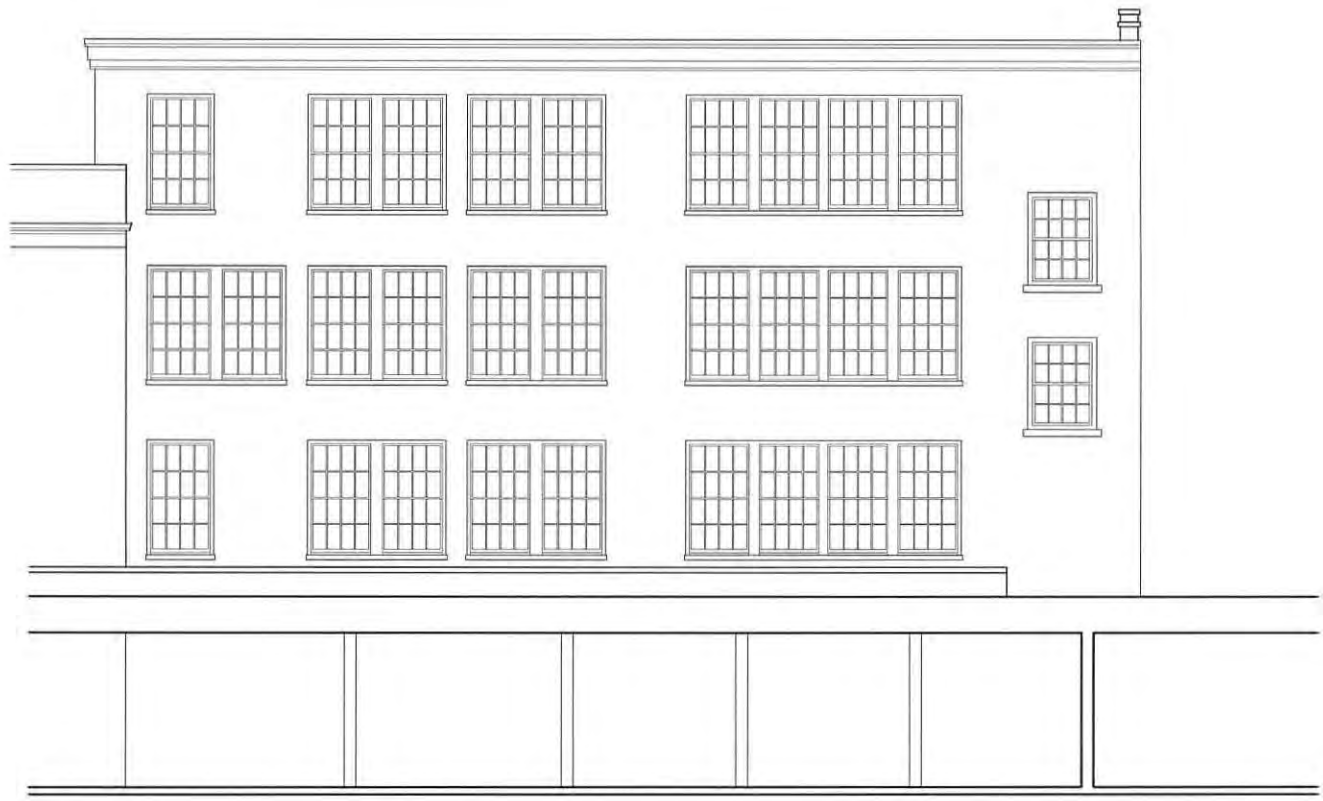
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A-4



1 WEST ELEVATION
1/8" = 1'-0"

Completed Summer 2014
(Operating Budget)

NEWBURYPORT HIGH SCHOOL

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architecture ■ preservation

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KEY PLAN



ISSUE:

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A-5

**NEWBURYPORT
HIGH SCHOOL**

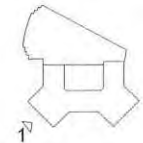
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www.mendersarchitects.com



KEY PLAN



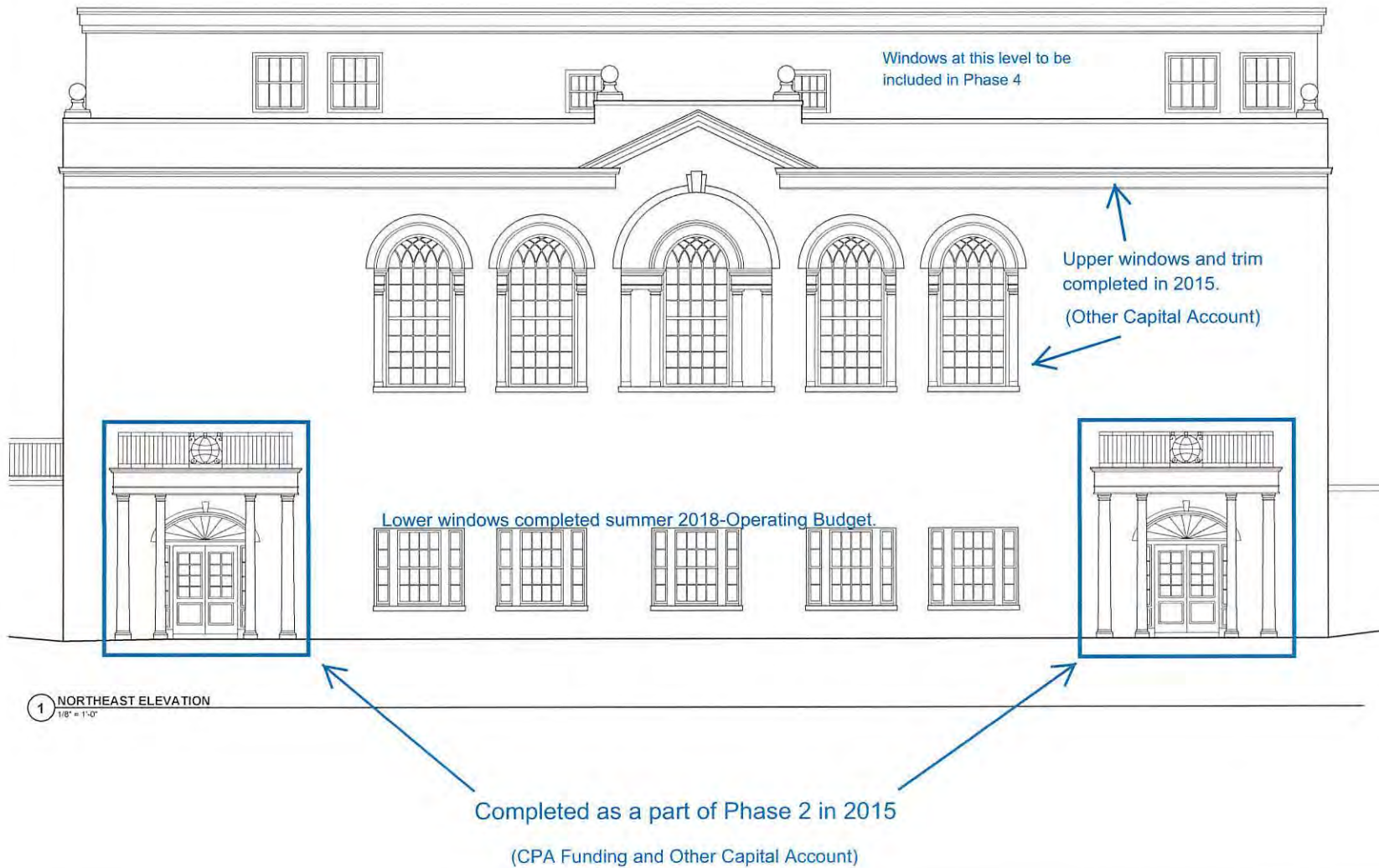
ISSUE:

REVISIONS:

Date: AUGUST 15, 2012
Scale:
Drawn by:
Checked by:
Project Number: 1229.00

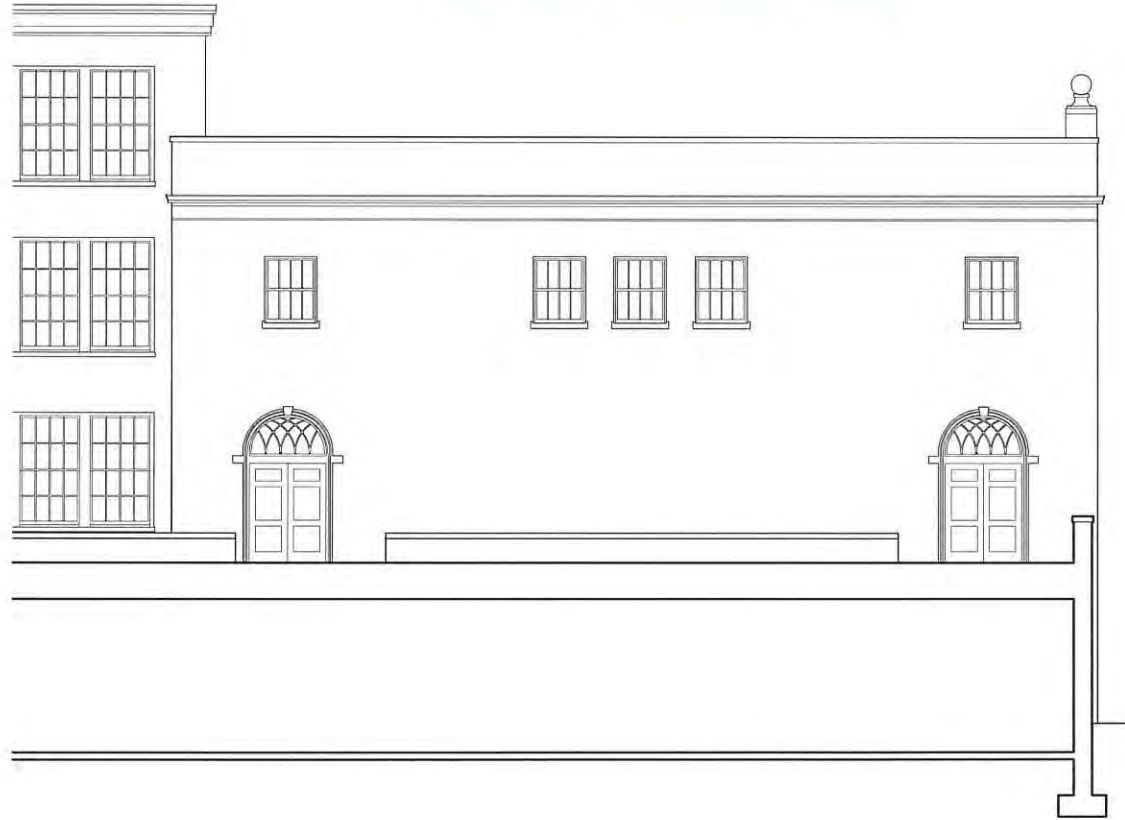
Do not scale the drawings. All dimensions shall be confirmed prior to construction. The contractor shall immediately report any discrepancies to the architect.

A-6



1 NORTHEAST ELEVATION
1/8" = 1'-0"

This section to be included in Phase 4.



1 SOUTHWEST ELEVATION
1/8" = 1'-0"

NEWBURYPORT HIGH SCHOOL

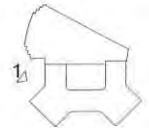
241 HIGH ST,
NEWBURYPORT, MA

Architect:
menders, torrey & spencer, inc.
architecture ■ preservation

123 North Washington Street
Boston, MA 02114
t. 617.227.1477
f. 617.227.2654
www.mendersarchitects.com



KEY PLAN



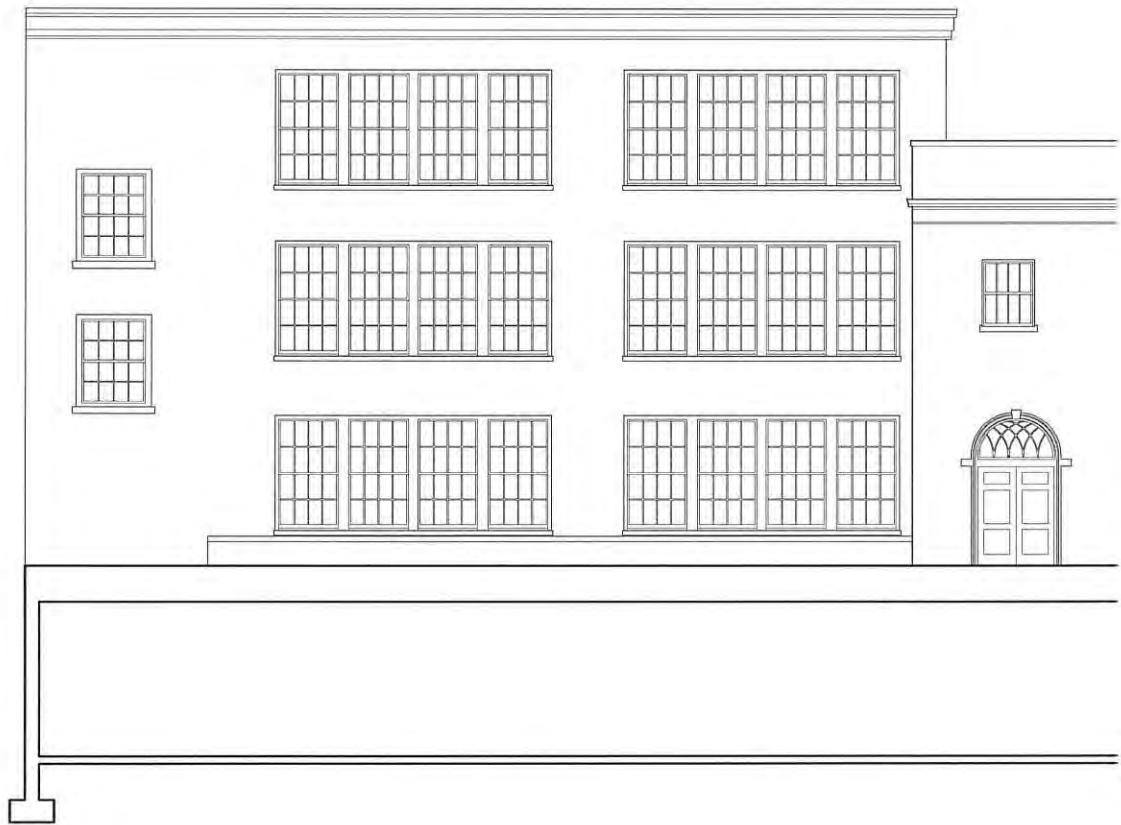
ISSUE:

REVISIONS:

Date: AUGUST 15, 2012
Scale:
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Checked by:
Project Number: 1229.00

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A-7



1 EAST ELEVATION
1/8" = 1'-0"

Completed Summer 2013
(Operating Budget)

NEWBURYPORT HIGH SCHOOL

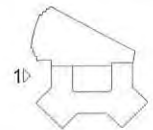
241 HIGH ST,
NEWBURYPORT, MA

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f. 617.227.2654
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KEY PLAN



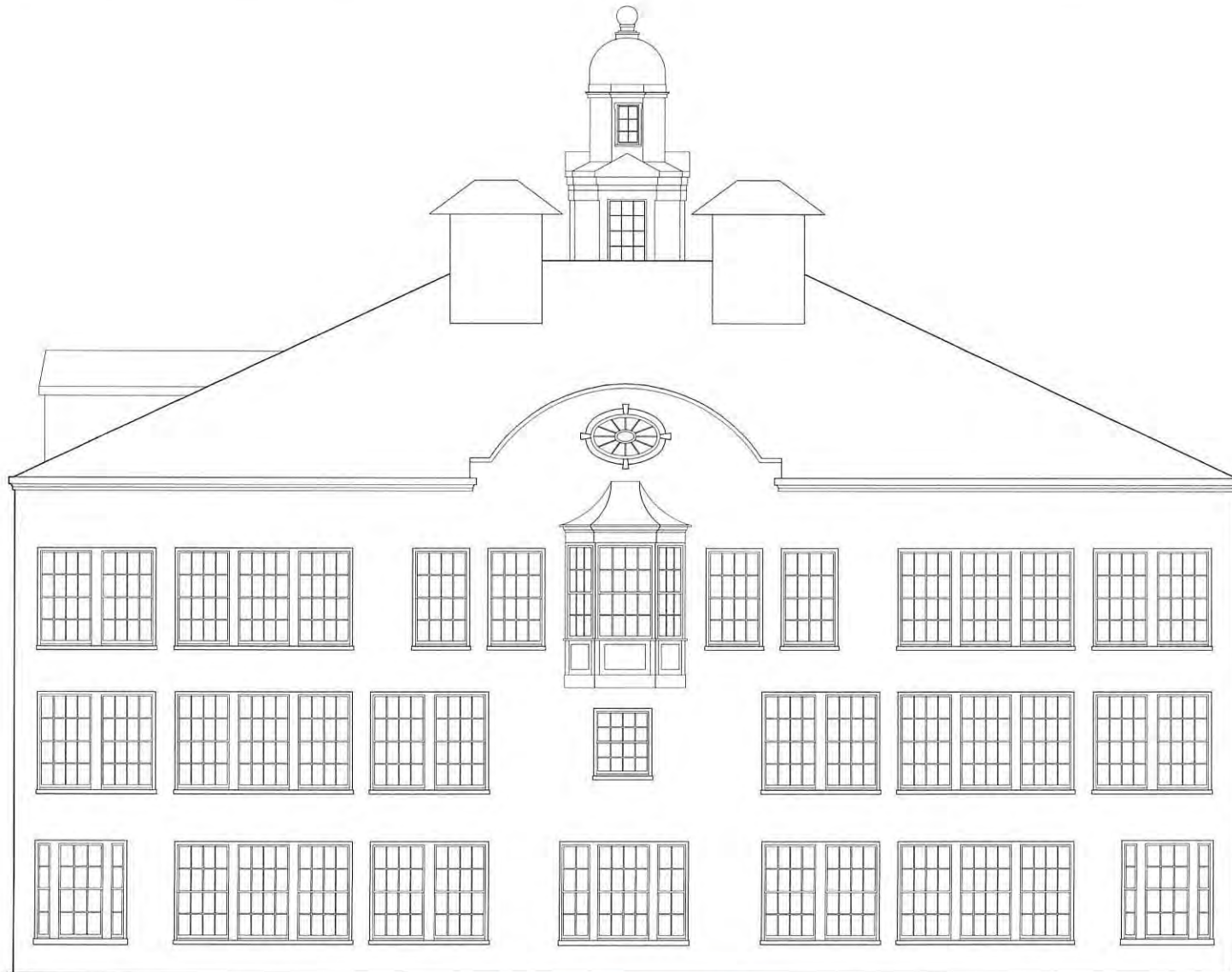
ISSUE:

REVISIONS:

Date: AUGUST 15, 2012
Scale:
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A-8



**NEWBURYPORT
HIGH SCHOOL**

241 HIGH ST,
NEWBURYPORT, MA

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architecture ■ preservation

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KEY PLAN



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A-9

1 SOUTH COURTYARD ELEVATION
1/8" = 1'-0"

Completed Summer 2017

(Other Capital Account)

**NEWBURYPORT
HIGH SCHOOL**

241 HIGH ST,
NEWBURYPORT, MA

Architect:
menders, torrey & spencer, inc.
architecture ■ preservation

123 North Washington Street
Boston, MA 02114
t. 617.227.1477
f. 617.227.2654
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KEY PLAN



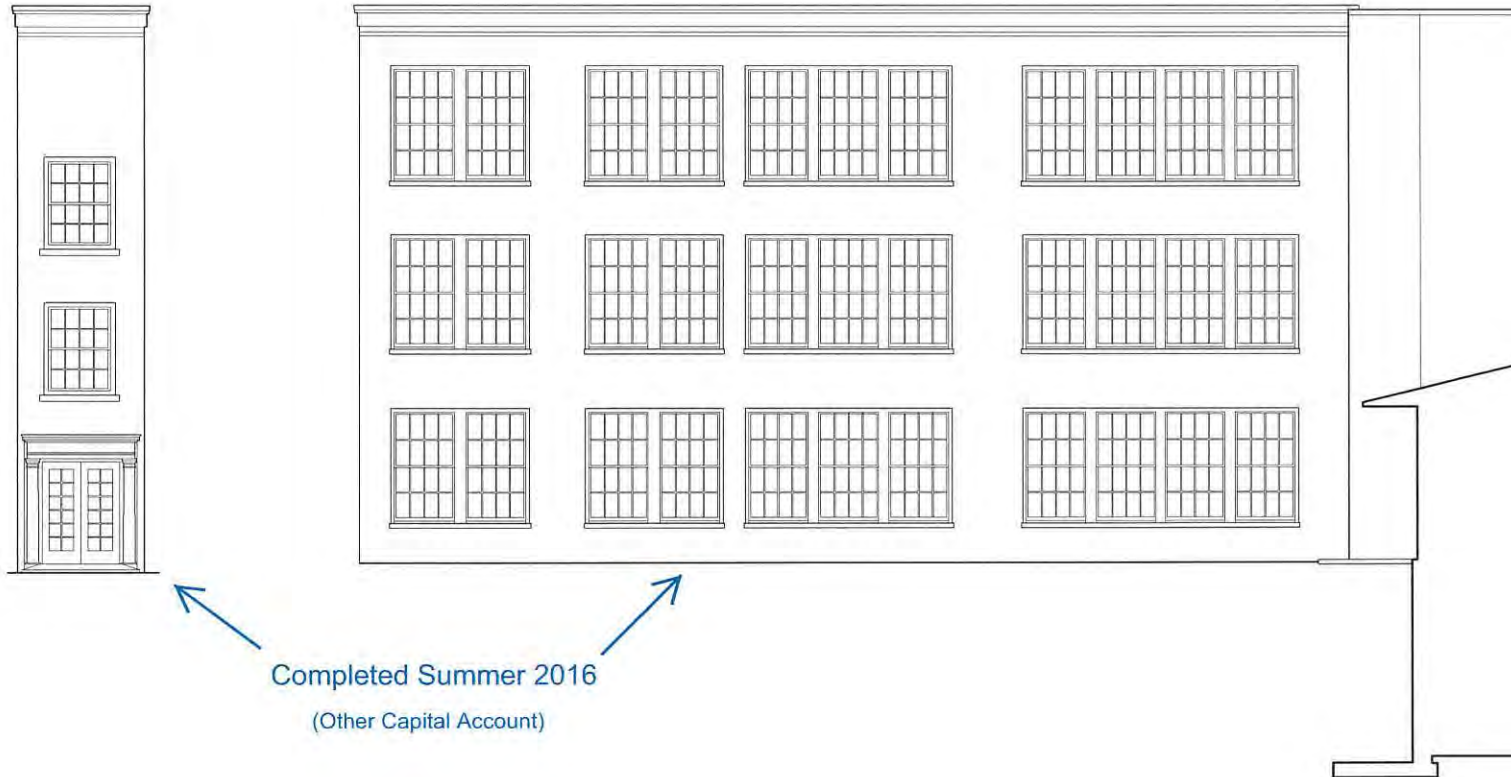
ISSUE:

REVISIONS:

Date: AUGUST 15, 2012
Scale:
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Checked by:
Project Number: 1229.00

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A-10



Completed Summer 2016
(Other Capital Account)

1 **SOUTHEAST COURTYARD ELEVATION**
1/8" = 1'-0"

2 **EAST COURTYARD ELEVATION**
1/8" = 1'-0"

**NEWBURYPORT
HIGH SCHOOL**

241 HIGH ST,
NEWBURYPORT, MA

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architecture ■ preservation

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f. 617.227.2654
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KEY PLAN



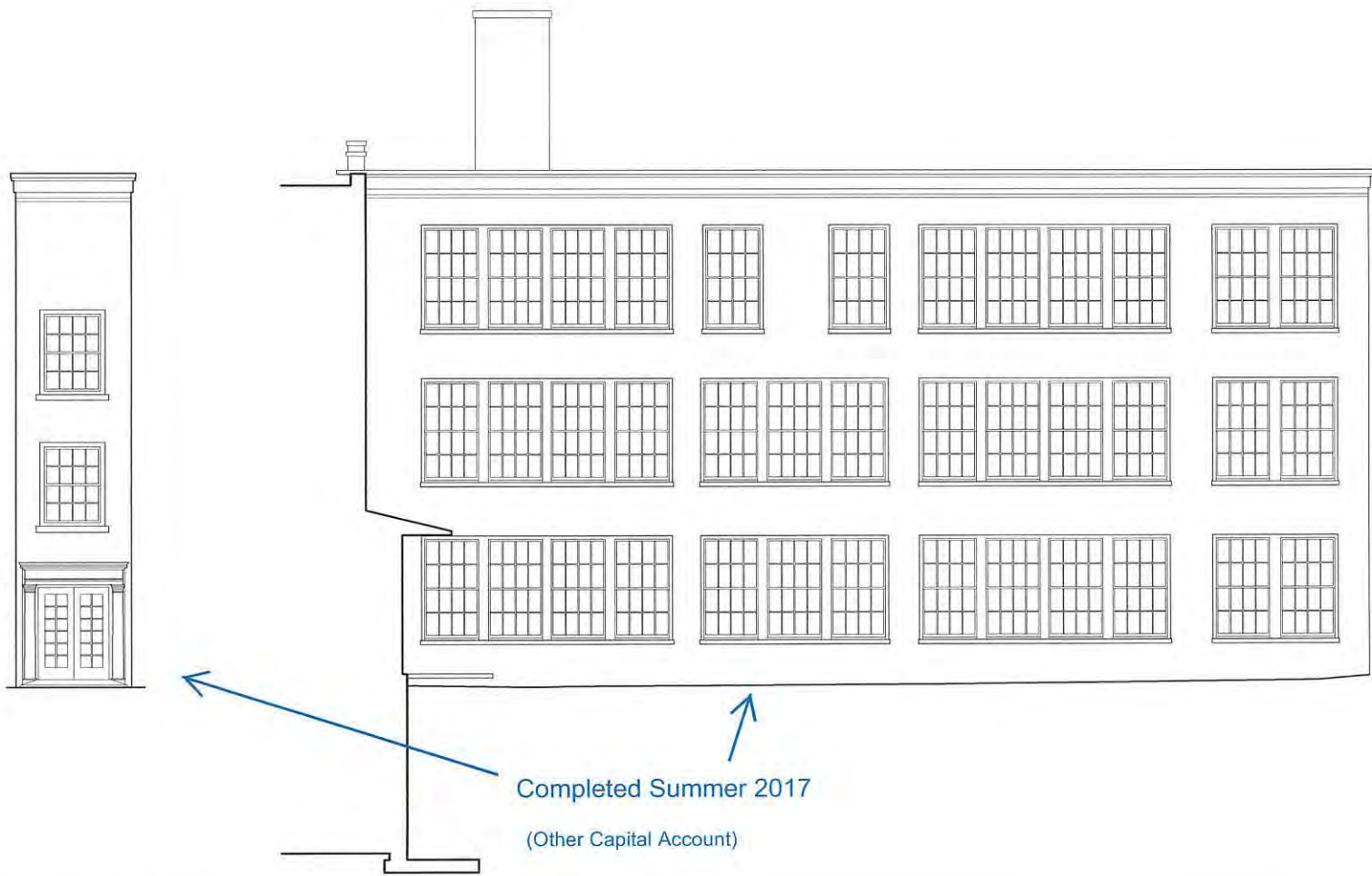
ISSUE:

REVISIONS:

Date: AUGUST 15, 2012
Scale:
Drawn by:
Checked by:
Project Number: 1229.00

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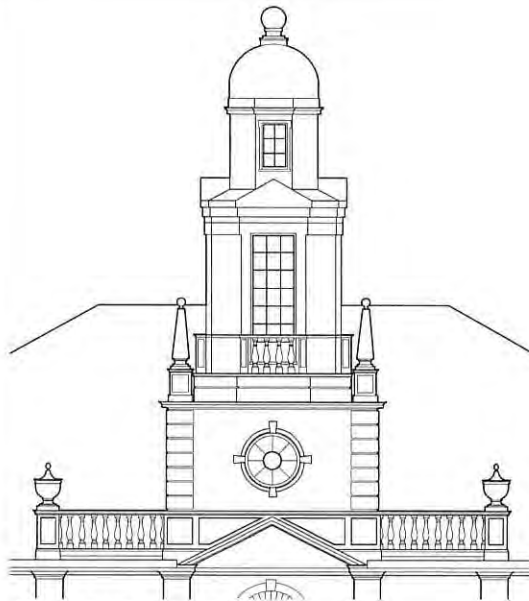
A-11



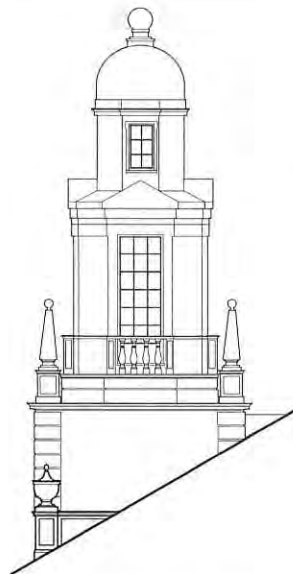
Completed Summer 2017
(Other Capital Account)

1 **SOUTHWEST COURTYARD ELEVATION**
1/8" = 1'-0"

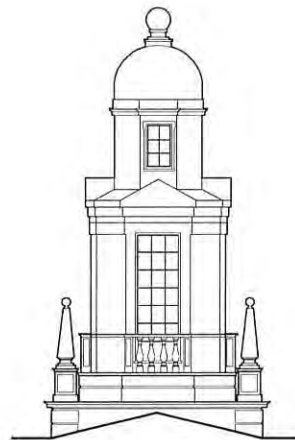
2 **WEST COURTYARD ELEVATION**
1/8" = 1'-0"



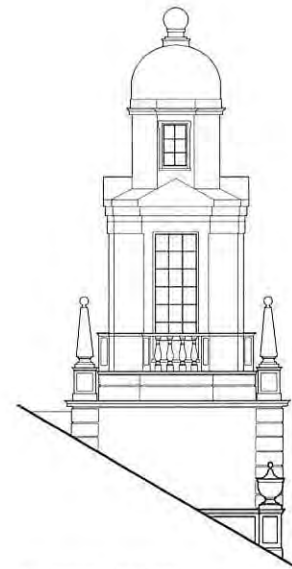
1 NORTH COPULA ELEVATION
1/8" = 1'-0"



2 EAST COPULA ELEVATION
1/8" = 1'-0"



3 SOUTH ELEVATION
1/8" = 1'-0"



4 WEST ELEVATION
1/8" = 1'-0"

Cupola-Phase 3
Projected Completion
Summer 2019

NEWBURYPORT HIGH SCHOOL

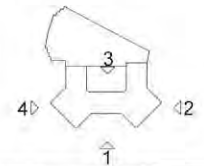
241 HIGH ST,
NEWBURYPORT, MA

Architect:
menders, torrey & spencer, inc.
architecture ■ preservation

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KEY PLAN



ISSUE:

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A-12

HISTORIC WOODWORK RESTORATION - PHASE 3

NEWBURYPORT HIGH SCHOOL | 241 HIGH STREET, NEWBURYPORT, MA

DRAWING INDEX:

ARCHITECTURAL

- A-0 TITLE SHEET
- A-1 SCOPE OF WORK
- A-2 CUPOLA PLANS & ELEVATIONS
- A-3 CUPOLA DETAILS
- A-4 ALTERNATE #04: EASTWEST WING DETAILS

STRUCTURAL

- S-0 N/A

PROJECT TEAM:

ARCHITECT:

SPENCER, SULLIVAN & VOGT, INC.
1 THOMPSON SQUARE | SUITE 504
CHARLESTOWN, MA 02129
(617) 861-4291
www.SSVArchitects.com

STRUCTURAL ENGINEER:

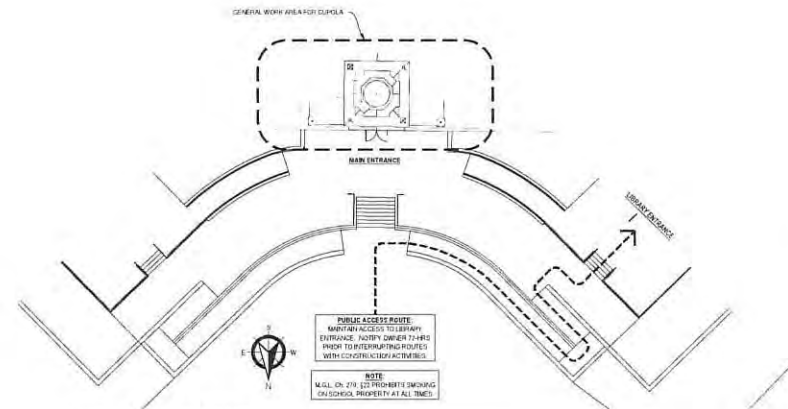
STRUCTURES NORTH CONSULTING ENGINEERS, INC.
60 WASHINGTON STREET
SALEM, MA 01970
(978) 745-6817
www.Structures-North.com

CODE ANALYSIS

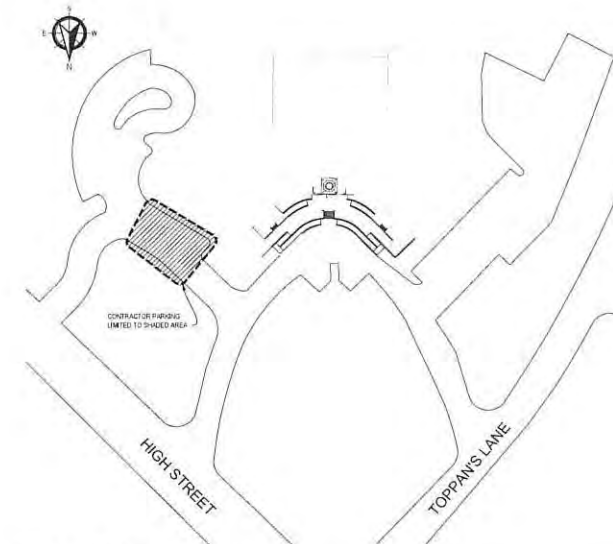
- 1. NO CHANGES TO THE BUILDING OR SITE REQUIRING RE-EVALUATION OF THE BUILDING OR RELATED CODES WILL OCCUR AS PART OF THIS PROJECT.



LOCUS PLAN
NOT TO SCALE



BUILDING ACCESS DIAGRAM
NOT TO SCALE



CONTRACTOR PARKING AREA DIAGRAM
NOT TO SCALE

ARCHITECT



Spencer, Sullivan & Vogt
ARCHITECTURE - PRESERVATION

1 Thompson Square | Suite 504
Charlestown, MA 02129-3308
T (617) 861-4291
www.SSVArchitects.com

CONSULTANT

OWNER



Newburyport High School

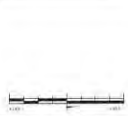
241 High Street
Newburyport, MA 01950

PROJECT #1950

NEWBURYPORT
HIGH SCHOOL
HISTORIC WOODWORK
RESTORATION
PHASE III: CUPOLA

241 High Street
Newburyport, MA 01950

DATE



00 Feb. 01, 2019 FOR REVIEW

PT DATE DESCRIPTION

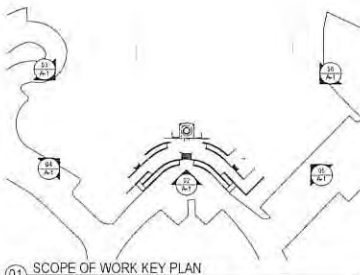
ISSUANCES

SEAL

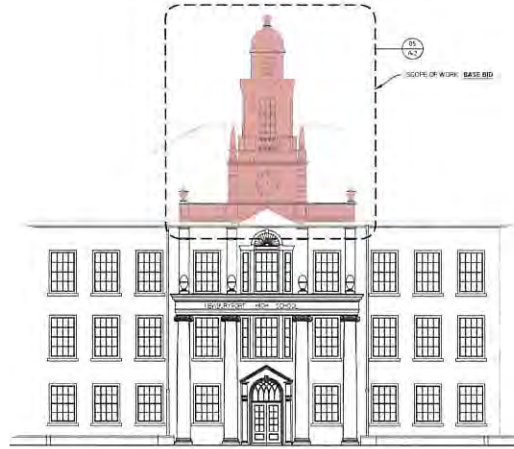
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ISSUED FOR REVIEW

SHEET TITLE
TITLE SHEET

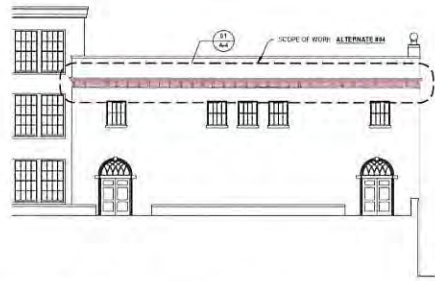
SHEET #
A-0



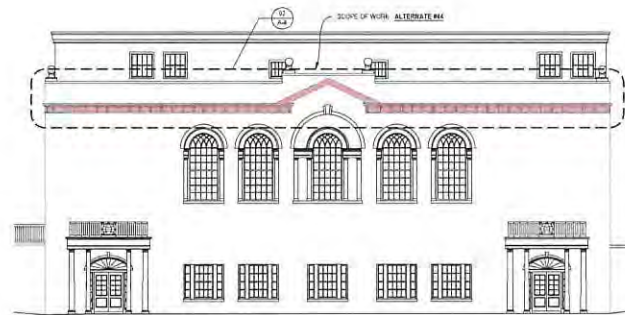
01 SCOPE OF WORK KEY PLAN
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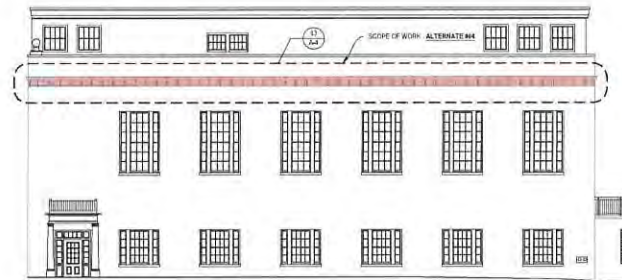
02 SCOPE MAIN BUILDING - NORTH ELEVATION
NOT TO SCALE



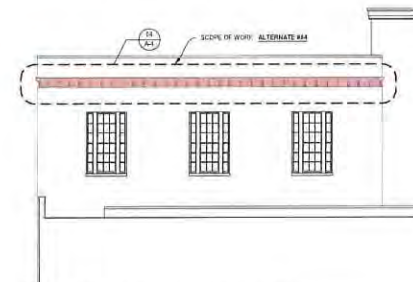
03 SCOPE - EAST WING - SOUTH ELEVATION
NOT TO SCALE



04 SCOPE - EAST WING - EAST ELEVATION
NOT TO SCALE



05 SCOPE - WEST WING - WEST ELEVATION
NOT TO SCALE



06 SCOPE - WEST WING - SOUTH ELEVATION
NOT TO SCALE

ARCHITECT

Spencer, Sullivan & Vogt
 ARCHITECTURE - PRESERVATION
 1 Thompson Square | Suite 504
 Charlestown, MA 02129-3532
 T (617) 864-0261
 www.SSVarchitects.com

CONSULTANT



OWNER
Newburyport High School
 241 High Street
 Newburyport, MA 01950

PROJECT #1950
**NEWBURYPORT
 HIGH SCHOOL
 HISTORIC WOODWORK
 RESTORATION**
 PHASE III - CURGOLA
 241 High Street
 Newburyport, MA 01950

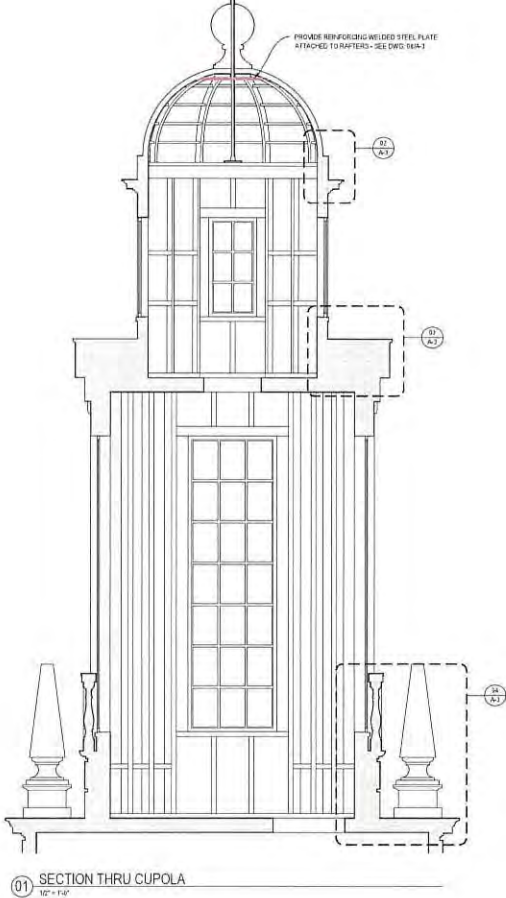
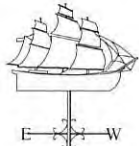
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00	Feb 01 2018	FOR REVIEW
#1	0415	DESCRIPTION
ISSUANCE #2		

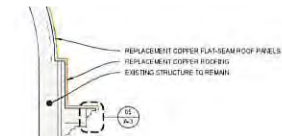
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SHEET TITLE
SCOPE OF WORK

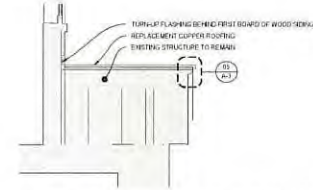
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A-1



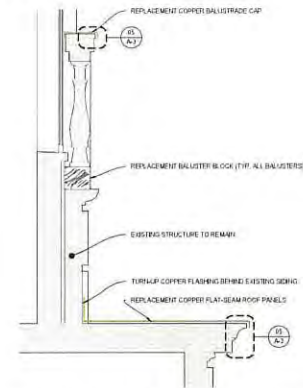
01 SECTION THRU CUPOLA
NOT TO SCALE



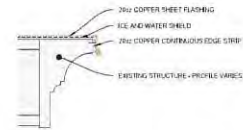
02 DETAIL - FLASHING AT DOME CORNICE
1" = 1/4"



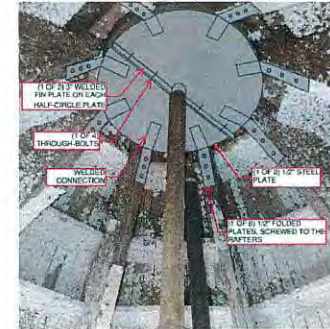
03 DETAIL - FLASHING AT GABLE ROOF & CORNICE
1" = 1/4"



04 DETAIL - FLASHING AT GABLE ROOF & CORNICE
1" = 1/4"



05 DETAIL - TYPICAL FLASHING EDGE
QUARTER SIZE



06 DETAIL - WEATHERVANE REINFORCEMENT
NOT TO SCALE




06 DETAIL - URN FINIAL (TYP.)
NOT TO SCALE



07 DETAIL - PYRAMID FINIAL (TYP.)
NOT TO SCALE

ARCHITECT


Spencer, Sullivan & Vogt
 ARCHITECTURE - PRESERVATION
 1 Thompson Square | Suite 504
 Charlestown, MA 02129-3328
 T: (617) 864-4291
 www.SSVarchitects.com

CONSULTANT:
 OWNER:


Newburyport High School
 241 High Street
 Newburyport, MA 01950

PROJECT #1550
**NEWBURYPORT
 HIGH SCHOOL
 HISTORIC WOODWORK
 RESTORATION**
 PHASE III: CUPOLA

241 High Street
 Newburyport, MA 01950

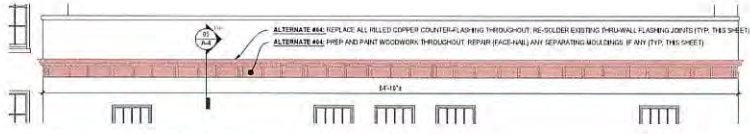
1" = 1/4"


NO.	DATE	FOR REVIEW	DESCRIPTION
00	Feb. 01, 2019	FOR REVIEW	ISSUANCES

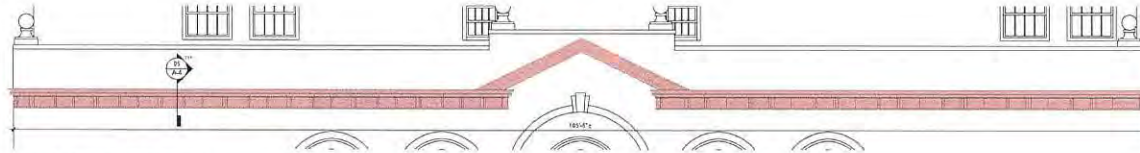
SEAL
 NOT FOR CONSTRUCTION
 ISSUED FOR REVIEW

SHEET TITLE:
CUPOLA DETAILS

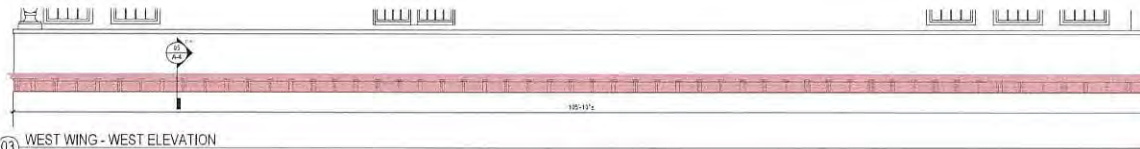
SHEET #:
A-3



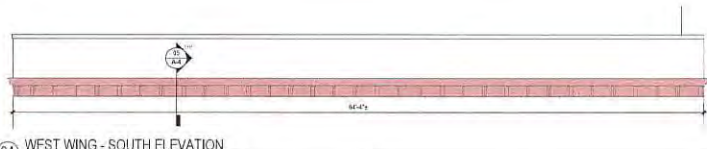
01 EAST WING - SOUTH ELEVATION
3/8" = 1'-0"



02 EAST WING - EAST ELEVATION
3/8" = 1'-0"



03 WEST WING - WEST ELEVATION
3/8" = 1'-0"



04 WEST WING - SOUTH ELEVATION
3/8" = 1'-0"



05 DETAIL - TYPICAL CORNICE FLASHING
QUARTER SIZE

ARCHITECT



Spencer, Sullivan & Vogt
ARCHITECTURE + PRESERVATION

1 Thompson Square | Suite 504
Charlestown, MA 02129-3308
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CONSULTANT:

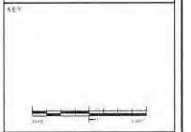


Newburyport High School
241 High Street
Newburyport, MA 01950

PROJECT #1950

**NEWBURYPORT
HIGH SCHOOL
HISTORIC WOODWORK
RESTORATION**
PHASE III: CUPOLA

241 High Street
Newburyport, MA 01950



NO.	DATE	DESCRIPTION
02	Feb. 01 2019	FOR REVIEW
1		
ISSUANCE		

SEAL

NOT FOR CONSTRUCTION
ISSUED FOR REVIEW

SHEET TITLE
**ALTERNATE #04:
EAST/WEST WING DETAILS**

SHEET #
A-4



City of Newburyport

FY 2019

BUDGET TRANSFER REQUEST

CITY OF NEWBURYPORT OFFICE
NEWBURYPORT, MA

MAR 19 PM 1:49

Department: Mayor's Office
Submitted by: Donna D. Holaday, Mayor **Date Submitted:** 3/25/2019

Transfer From:

Account Name	<u>Health Insurance</u>	YTD Bal:	<u>\$ 2,485,405.23</u>
Account Number:	<u>01914001-51700</u>	Bud Cat:	<u>\$ 2,612,900.81</u>
Amount:	<u>\$28,500.00</u>	Trans I/O:	<u>\$ (30,500.00)</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>PRK PT/Seasonal Labor</u>	YTD Bal:	<u>\$ 120.08</u>
Account Number:	<u>01630001-51190</u>	Bud Cat:	<u>\$ 57,455.58</u>
Amount:	<u>\$28,500.00</u>	Trans I/O:	<u>\$ -</u>
Why are Funds Needed:	<u>Funding is needed to maintain the parks through fiscal year-end. See attached explanatory memo.</u>		

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

Donna D. Holaday
Ethan R. Manning

Date: 3/19/19
 Date: 3/19/19



Newburyport City Hall
60 Pleasant Street, PO Box 550
Newburyport, MA 01950
978.465.4462
FAX 978.465.4452
parks@cityofnewburyport.com

To: Barry Connell, City Council President
Members of the City Council

From: Lisé Reid, Parks Director

Cc: Donna D. Holaday, Mayor
Richard Jones, City Clerk
Parks Commissioners
Matthew Coogan

Date: March 20, 2019

Re: Parks Department FY19 Supplemental Funding Request

Donna D. Holaday

I am writing to respectfully request that the City Council approve a transfer request to fund the following Parks Department needs:

1. COVERING SEASONAL LABOR THIS SPRING, \$28,500

The reason for this error in budget forecasting is that two sources of funding we had counted on to fund the FY19 labor budget did not materialize:

- Moseley Trust funding requests totaling \$19,600 were denied;
- After the budget was submitted, the School Department opted to hire their own field care staff, reducing our funding from them by \$21,600.

Newburyport Parks Department Spring Temporary & Part Time Labor Cost Projections		
Item	No. of Workers	Total
Temp labor, April 1 – May 17	2	\$8,400
Part-time labor, 13 weeks	1	\$4,500
Temp labor, May 18 – June 30	5	\$15,600
Total Labor Spring Costs (non-salaried)		\$28,500

2. IMMEDIATE EQUIPMENT NEED: SLOPE MOWER, \$30,000

The slope mower serves to resolve a critical safety need and a need for basic landscaping equipment for the Parks Department. Its purchase will serve the city in the

following ways:

- The Parks Department's "fleet" of mowers is down to one relatively new right-stander mower, an almost non-functional, non-commercial-grade mower and an old commercial mower that we borrow from the Belleville Improvement Society to mow Atkinson Common. This purchase will give us one of the two additional mowers that we need to purchase immediately. The second, less expensive mower can be purchased in the new fiscal year using our operating budget.
- Our existing mowers are not suited to mowing the many sloped lawns at Bartlet Mall, March's Hill, Perkins Park, and along Clipper City Rail Trail. On two occasions during FY19 Parks Manager Mike Hennessey and I were warned by OSHA representatives of the dangers of using inadequate equipment to mow steep slopes. To continue using regular ride-on mowers to mow our many sloped lawns is irresponsible and could be seen as negligence should an accident occur.
- The slope mower can be shared with the School Department and Department of Public Services for mowing a dozen or more sloped lawns throughout the city, including the Eaton Ball Field slope behind the Nock-Molin school, cemeteries, and other areas mowed by DPS.
- The slope mover has a large mowing deck that can also be used for larger, flatter areas at Woodman Park, Cashman Park, Perkins Park, and the Rail Trail, saving time. For example, the slope mower will significantly reduce mowing time at Bartlet Mall from 40 man hours to 4 hours.



City of Newburyport

FY 2019

BUDGET TRANSFER REQUEST

CITY OF NEWBURYPORT OFFICE
NEWBURYPORT, MA

MAR 13 PM 1:49

Department: Mayor's Office
Submitted by: Donna D. Holaday, Mayor **Date Submitted:** 3/25/2019

Transfer From:

Account Name	<u>General Fund - Free Cash</u>	YTD Bal:	<u>\$ 2,025,864.00</u>
Account Number:	<u>01-35910</u>	Trans In:	<u>\$ -</u>
Amount:	<u>\$28,000.00</u>	Trans Out:	<u>\$ (119,850.00)</u>
Why are Funds Available: <u>The Massachusetts Department of Revenue certified Free Cash for</u>			
<u>FY2019 at \$2,145,714. These funds are available for any legal expenditure with the approval of the</u>			
<u>Mayor and a vote of the City Council.</u>			

Transfer To:

Account Name	<u>CIP Slope Mower Purchase</u>	YTD Bal:	<u>\$ -</u>
Account Number:	<u>3904-49700</u>	Trans In:	<u>\$ -</u>
Amount:	<u>\$28,000.00</u>	Trans Out:	<u>\$ -</u>
Why are Funds Needed: <u>A slope mower appears in the Capital Improvement Program for FY20.</u>			
<u>Funding is needed at this time prior to the spring growing season. See attached explanatory memo.</u>			

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

Donna D Holaday
Eth R Manning

Date: 3/19/19
 Date: 3/19/19



City of Newburyport

FY 2019

BUDGET TRANSFER REQUEST

CITY CLERK'S OFFICE
NEWBURYPORT, MA

MAR 19 PM 1:49

Department: Mayor's Office
Submitted by: Donna D. Holaday, Mayor **Date Submitted:** 3/25/2019

Transfer From:

Account Name	CIP Reserv. Terrace Wall Construction	YTD Bal:	\$ 22,500.00
Account Number:	3901-59630	Trans In:	\$ -
Amount:	\$22,500.00	Trans Out:	\$ -
Why are Funds Available:	<i>Funding was put in place to construct a wall on a section of Reservation Terrace that is susceptible to erosion and flooding.</i>		

Transfer To:

Account Name	CIP P.I. Beach/Dune Nourishment	YTD Bal:	\$ -
Account Number:	3906-49700	Trans In:	\$ -
Amount:	\$22,500.00	Trans Out:	\$ -
Why are Funds Needed:	<i>The City is partnering with residents on Plum Island to provided much needed erosion control on the Newburyport section of the island. See attached explanatory memo.</i>		

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

Date: 3/19/19
 Date: 3/19/19



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

Donna D. Holaday

To: President and Members of the City Council
From: Donna D. Holaday, Mayor
Date: March 19, 2019
Subject: Budget Transfer Request – Plum Island Dune Nourishment

I am requesting the City Council approve a budget transfer of \$22,500 to fund dune nourishment and erosion control near Reservation Terrace on Plum Island. This budget transfer reflects an updated and more informed strategy to address the ongoing issues related to erosion of the dune system in this area. The entire project will be completed through a public private partnership, with funding coming from multiple sources, including from Plum Island residents. The \$22,500 would cover the City's commitment that includes survey work, engineering, rental of equipment, and overall project supervision. Our legislative delegation and state agencies have been working together to expedite a window of opportunity for nourishment beginning in April, and this funding is necessary cover the City's share of costs.

This past fall, the City Council approved an allocation of these same funds through a budget transfer for DPS to purchase concrete blocks and construct a wall along a portion of dune system on Reservation Terrace as an effort to stabilize the system and reduce erosion. Since then, the administration has held several meetings with state agencies, including MassDEP, Coastal Zone Management (CZM), the Department of Conservation and Recreation (DRC), as well as our legislative delegation to find a way to install these blocks. Despite our best effort, it was made abundantly clear that there is no possibility to legally permit a concrete block wall as proposed last fall. Beyond the fact that the Wetlands Protection Act regulations prohibit any new hard barrier structures, we now understand these structures can exacerbate the erosion issues we were trying to alleviate.

Instead of a hard structure approach we are developing a new strategy encouraged by staff at CZM and permissible by MassDEP that can stabilize the dune and reduce erosion. Maintaining and nourishing the dune systematically through an annual dune management plan is the best way to protect the current dune.

Through the efforts of our legislative delegation, the City received an Emergency Declaration allowing for the relocation of sand from the Charos Family docks at Plum Island Point to the dune along Reservation Terrace. The City is working with GZA to provide the necessary engineering on the placement of the sand on the dune along reservation. GZA is also coordinating with the coastal engineer focused on the sand harvesting at from the Charos Family docks at Plum Island Point. This harvested sand will be stockpiled in a designated area at in the Plum Island Point parking lot, where it will be transferred and placed on designated areas of the beach using rented special equipment. PI residents will also be purchasing additional volume of sand to maximize the impact of the project. Depending on GZA's work, in some areas sand will be deposited to raise the dune, in other areas it will be used to expand it. Finally, the University of New Hampshire will provide beach grass and organize a group planting in order to stabilize the nourished dunes for erosion control.

This would be the first of ongoing dune maintenance efforts to proactively protect City infrastructure and limit storm and flooding impacts. Going forward, the administration will maintain the required permitting for sand placement and to update our Beach Management Plan. We are exploring new sources of revenue to fund future dune nourishments, and will continue to partner with local residents. We are working to secure large volumes of sand from future dredges of the Merrimack River.

I urge you to approve this transfer request and look forward to working with the council on a dune management program.

COMMUNICATIONS

FY2019 Mid-Year Report Supplemental Information
 Ethan Manning, Finance Director/City Auditor
 March 14, 2019

Summary

Expenditures:

- Mid-year expenditures were at 48.8% of budget for the General Fund, 50.2% for the Water Ent. Fund, 43.9% for the Sewer Ent. Fund, 62.1% for the Harbormaster Ent. Fund.
- We anticipate the potential for transfers in the following line items by year-end:

Line Item	Potential Transfer	Reason
CCN Ordinance Recod.	\$1,000	Driven by volume
CLK Administration	\$2,500	Supplies
LCM Clerical Services	\$2,000	Administrative fees
FIR Overtime	\$10,000	Variable
FIR Protective Clothing	\$28,000	Aging gear
FIR Maint-Bldgs & Grounds	\$10,000	Aging buildings
Parking Budget	\$50,000	1st year of budget – From RRFA Parking Fund
HWY Purchase Fuel/Oil	\$25,000	From RRFA Fuel Fund
SNW Snow & Ice	\$150,000	Variable – Over by \$120,000 as of 3/14/19
Parks Labor	\$28,500	Field maintenance
Total	\$307,000	

Revenue:

- Mid-year revenue was at 47.3% of the FY19 estimate for the General Fund, 55.8% for the Water Ent. Fund, 54.9% for the Sewer Ent. Fund and 45.4% for the Harbormaster Ent. Fund.
- Motor Vehicle Excise Tax collections were up 9.3% year-over-year due to more vehicle purchases compared to this time last year (last year at mid-year this category was down 7.7%).
- Room Occupancy Excise Tax collections were up 1.5% YoY and Meals Excise Tax collections were up 2.2% compared to this time last year; trending with inflation.
- Fees revenue was down -18.6% due fewer tax title collections (\$125,237 in the first half of FY18 compared to \$55,556 in the first half of FY19).
- Licenses & Permits were up 31.0% due to a greater volume of building alteration permits; however permits for new construction remained consistent with FY18 (see attached for a detailed breakdown).

Type	FY18 M-Y	FY19 M-Y	\$ Change	% Change
Alterations	\$151,515	\$379,259	\$227,744	150.3%
New Construction	\$77,910	\$77,327	-\$583	-0.7%
Total	\$229,425	\$456,586	\$227,161	99.0%

- The Water and Sewer Enterprise Funds were both up at mid-year due to higher rates and fees established at the start of the fiscal year. The Harbormaster Enterprise Fund was down slightly by 3.7% compared to this time last year.

Supplemental Information

1. Licenses & Permits Revenue Detail

Description	Estimate	Actual	Remaining	% Collected
BLDG DEPT ALTERATION PERMITS	\$272,800	\$379,259	-\$106,459	139.0%
LICENSE FEES	\$225,000	\$171,913	\$53,088	76.4%
BUILDING PERMITS	\$150,000	\$77,327	\$72,673	51.6%
OTHER PERMITS	\$115,000	\$16,730	\$98,270	14.5%
CLK PASSPORT	\$45,000	\$26,395	\$18,605	58.7%
BLDG DEPT OTHER PERMITS	\$25,500	\$14,908	\$10,592	58.5%
ROAD OPENING PERMIT DPW	\$20,000	\$9,422	\$10,578	47.1%
FIRE PERMITS	\$15,000	\$10,125	\$4,875	67.5%
DOG LICENSES	\$11,500	\$2,170	\$9,330	18.9%
UTILITY CONTRACTORS LIC DPW	\$10,000	\$5,000	\$5,000	50.0%
MARRIAGE LICENSES	\$3,000	\$2,370	\$630	79.0%
UTILITY PERMITS	\$2,500	\$1,000	\$1,500	40.0%
LICENSES/PERMITS DPW	\$2,000	\$1,650	\$350	82.5%
RAFFLE PERMITS	\$100	\$0	\$100	0.0%
AUCTION LIC/PERMITS	\$50	\$0	\$50	0.0%
OTHER LICENSES	\$50	\$0	\$50	0.0%
417 LICENSES/PERMITS Total	\$897,500	\$718,269	\$179,231	80.0%

2. Current Free Cash / Retained Earnings Balances

	Free Cash	Water	Sewer	Harbormaster
7/1/18 Balance	\$2,145,714.00	\$1,188,081.00	\$916,043.00	\$554,212.00
Pump Out Boat				\$41,210.71
DPS Generator	\$12,500.00	\$12,500.00	\$12,500.00	
Safe Routes Design	\$2,600.00			
Trees	\$19,750.00			
Safe Routes Design	\$45,000.00			
Rail Trail	\$40,000.00			
Current Balance	\$2,025,864.00	\$1,175,581.00	\$903,543.00	\$513,001.29

3. **Parking Fund Transfers:** At mid-year \$525,353 had been transferred out of the Receipts Reserved for Appropriation Parking Fund to account for parking budget expenditures of \$280,269 and parking garage debt service of \$245,085. The parking budget and parking garage debt service are fully funded by the RRFA Parking Fund.

4. Snow & Ice Expenditures (as of 3/14/2019)

	Budget	Actual	Surplus/ (Deficit)
FY2019TD	\$210,000	\$329,886	(\$119,886)
FY2018	\$200,000	\$391,819	(\$191,819)
FY2017	\$200,000	\$433,604	(\$233,604)
FY2016	\$190,000	\$218,068	(\$28,068)
FY2015	\$180,000	\$885,496	(\$705,496)
FY2014	\$180,000	\$418,241	(\$238,241)
FY2013	\$170,000	\$322,959	(\$152,959)
FY2012	\$170,000	\$115,293	\$54,707
FY2011	\$170,000	\$438,260	(\$268,260)
FY2010	\$170,000	\$223,840	(\$53,840)

NEWBURYPORT SPECIAL EVENT APPLICATION OFFICE
NEWBURYPORT, MA

Tel.

Fax.

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

NAME OF EVENT: Open Streets 2019

Date: Sunday, June 23, 2019 Time: from 1 p.m. to 4 p.m.

Rain Date: na Time: from _____ to _____

2. Location: See attached map

3. Description of Property: City streets and parks Public Private _____

4. Name of Organizer: City of Newburyport Parks Dept City Sponsored Event: Yes No _____

Contact Person

Address: 60 Pleasant Street Telephone: 978-518-9720

E-Mail: lreid@cityofnewburyport.com Cell Phone: _____

Day of Event Contact & Phone: 978-518-9720

5. Number of Attendees Expected: 500

6. MA Tax Number: 04-6001403

7. Is the Event Being Advertised? Yes Where? Daily News and 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 TBD

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 Youth Services activities; Coastal Trails Coalition booth Total # _____

Name of Carnival Operator: Emma Andrew Library

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? TBD/ 1 for each food site
- b) How many recycling receptacles will you be providing? 1 for each trash can
- c) Will you be contracting for disposal of : **Trash** Yes _____ No X **Recycling** Yes _____ No X
 - 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 X No _____
 - iv. If no, where will the trash & recycling be disposed ? City trash and recycling center

If no:

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

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

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

0 Standard # 0 ADA accessible

Name of company providing the portable toilets: _____

FOR PARADE, ROAD RACE AND WALKATHON EVENTS ONLY

PARADE _____ ROAD RACE _____ WALKATHON _____

MULTIDISCIPLINED EVENT X

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

Parks Department

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

Lisë Reid, Parks Director, 60 Pleasant Street, Newburyport, 978-518-9720

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

Same

4. Date of Event: 6/23/2019

Expected Number of Participants: 500

5. Start Time: 1 p.m.

Expected End Time: 4 p.m.

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

Atwood Park along Purchase Street to Perkins Park

7. Locations of Water Stops (if any):

8. Will Detours for Motor Vehicles Be Required? YES

YES

If so, where? See map

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 _____

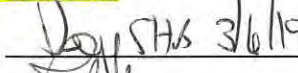
APPROVAL SIGNATURES REQUIRED FOR STREET CLOSURE OR ANY USE OF A PUBLIC WAY.

X CITY MARSHAL



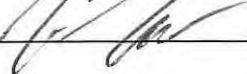
4 Green St.

X FIRE CHIEF



0 Greenleaf St.

X DEPUTY DIRECTOR



16A Perry Way

X CITY CLERK



60 Pleasant St.

DEPARTMENT APPROVAL (for Committee Member use only):

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

Approval
Required

Date: _____ Signature: _____

- ____ 1. Special Events: _____
- ____ 2. Police: _____
Is Police Detail Required: _____ # of Details Assigned: _____
- ____ 3. Traffic, Parking & Transportation: _____
- ____ 4. ISD/Health: _____
- ____ 5. Recycling: _____
- ____ 6. ISD/Building: _____
- ____ 7. Electrical: _____
- ____ 8. Fire: _____
Is Fire Detail Required: _____ # of Details Assigned: _____
- ____ 9. Public Works: *Fee for Special Events: \$45/hr/DPS employee for trash handling/staging etc. may apply*
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 harbor masters departments prior to submission to the city clerk.

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

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

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

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

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

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

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

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

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

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

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

(e) *Enforcement.*

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

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

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

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

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

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

Signed: _____

Date: 2/14/2019

WATER STREET



Sunday June 23rd, 2019

CLOSED STREETS

Activity Nodes

Rail Trail

Police Details

OPEN STREETS



NEWBURYPORT

HIGH STREET

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)

2:10

Annual Greater Newburyport
NAME OF EVENT: 8th Pan Mass Challenge Kids Ride

Date: Sunday, June 9, 2019 Time: from 9:00 Am to 12:00 pm

Rain Date: - Time: from - to -

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

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

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

Contact Person

Address: 36 Beacon Avenue Npvt Telephone: (631) 793-5776

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

Day of Event Contact & Phone: Kelly Mahon (631) 793-5776

5. Number of Attendees Expected: 100 participants - 50 volunteers

6. MA Tax Number: -

7. Is the Event Being Advertised? yes Where? PMC headquarters, local media

8. What Age Group is the Event Targeted to? ages 5-15

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

2019 MAR 17 2:10
CITY CLERK'S OFFICE
NEWBURYPORT, MA

If yes:

- a) How many trash receptacles will you be providing? 6+
- 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)

1 Standard # 1 ADA accessible

Name of company providing the portable toilets: United Site Services

If yes:

- a) How many trash receptacles will you be providing? 64
- 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.

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1 Standard # 1 ADA accessible

Name of company providing the portable toilets: United Site Services

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:

PMC - Pan Mass Challenge Kids Ride

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

Kelly Mahon
36 Beacon Avenue, Newburyport MA 01950
(631) 793-5776

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

same as above

4. Date of Event: June 9, 2019 Expected Number of Participants: 100

5. Start Time: 9:00 Am Expected End Time: 12:00 pm

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

kids bike ride

7. Locations of Water Stops (if any):

Cashman Park

8. Will Detours for Motor Vehicles Be Required? yes

If so, where? Washington St. crossing

9. Formation Location & Time for Participants:

9:00 - registration begins

10. Dismissal Location & Time for Participants:

12:00 pm festivities end

11. Additional Parade Information:

• Number of Floats: 0

• Locations of Viewing Stations: 0

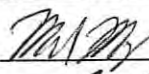
• Are Weapons Being Carried:

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  4 Green St.

FIRE CHIEF

 3/7/19

0 Greenleaf St.

DEPUTY DIRECTOR  16A Perry Way

CITY CLERK



60 Pleasant St.

DEPARTMENT APPROVAL (for Committee Member use only):

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

Approval
Required

Date: _____ Signature _____

- ____ 1. Special Events: _____
- ____ 2. Police: _____
Is Police Detail Required: _____ # of Details Assigned: _____
- ____ 3. Traffic, Parking & Transportation: _____
- ____ 4. ISD/Health: _____
- ____ 5. Recycling: _____
- ____ 6. ISD/Building: _____
- ____ 7. Electrical: _____
- ____ 8. Fire: _____
Is Fire Detail Required: _____ # of Details Assigned: _____
- ____ 9. Public Works: *Fee for Special Events: \$45/hr/DPS employee for trash handling/staging etc. may apply*
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

DEPARTMENT APPROVAL (for Committee Member use only):

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

Approval
Required

Date: _____ Signature _____

- ____ 1. Special Events: _____
- ____ 2. Police: _____
 Is Police Detail Required: _____ # of Details Assigned: _____
- ____ 3. Traffic, Parking & Transportation: _____
- ____ 4. ISD/Health: _____
- ____ 5. Recycling: _____
- ____ 6. ISD/Building: _____
- ____ 7. Electrical: _____
- ____ 8. Fire: _____
 Is Fire Detail Required: _____ # of Details Assigned: _____
- ____ 9. Public Works: *Fee for Special Events: \$45/hr/DPS employee for trash handling/staging etc. may apply*
 Yes: \$ _____ due on _____ No Fee for Special Events applies
 Other requirements/instructions per DPS _____
- ____ 10. 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 harbor masters departments prior to submission to the city clerk.

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

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

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

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

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

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

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

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

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

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

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

(e) *Enforcement.*

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

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

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

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

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

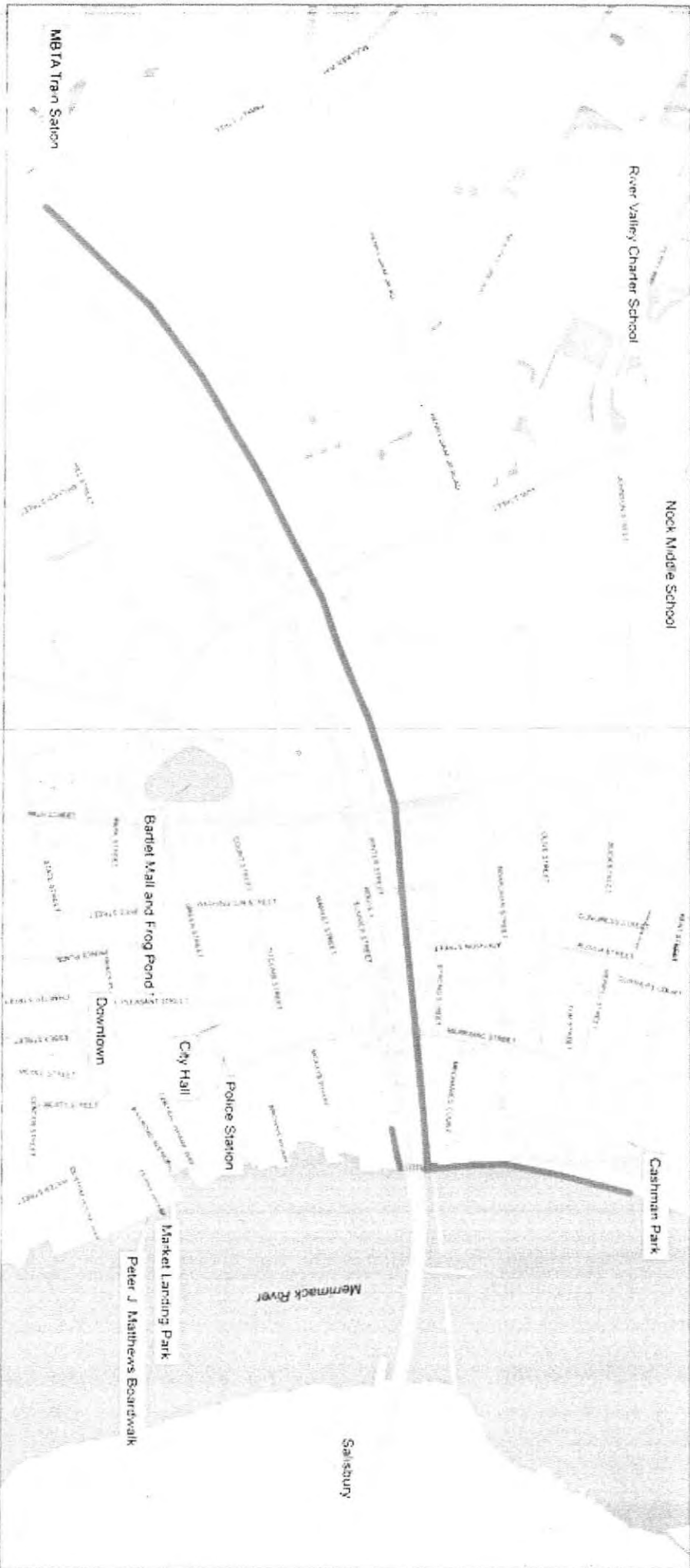
I fully understand and agree to all the terms set forth in this application. The information that I have provided is truthful and accurate. I accept all responsibility related to this event.

Signed: _____

Kelly Madison

Date: _____

3/6/19



MBTA Train Station

River Valley Charter School

Nook Middle School

Clipper City Rail Trail

Bartlet Mall and Frog Pond

City Hall

Police Station

Market Landing Park

Peter J. Matthews Boardwalk

Cashman Park

Merrimack River

Salisbury





Applicant Information

Name of organization Pan Mass Challenge - PMC Kids Ride
Contact name Kelly Mahon
Address 36 Beacon Avenue
City Newburyport
State MA Zip 01950
Phone 203-793-5776 Fax _____
Email kellymahon@comcast.net

Scheduling Information

Date of Application November 5, 2018

We request use of:

- Atkinson Common
- Atwood Park
 - Garrison Gardens
- Bartlet Mall
- Brown Square
- Cashman Park
 - Basketball Tennis Ball field Soccer
- Cherry Hill Athletic Fields
- Clipper City Rail Trail
- Cornelius Doyle Triangle
- Cushing Park

- Inn Street
- Jason Sawyer Playground
- Joppa Park
- March's Hill
- Market Square/Bullnose
- Moseley Woods Pavilion
- Moulton Square
- Newburyport Skate Park
- Patrick Tracy Square
- Perkins Park
 - Basketball Tennis Ball field
- Woodman Park
- Other _____

Dates/days requested Sunday, June 9th, 2019

Time slot requested 7 Am - 12 pm
(1 1/2 hour blocks)

Activity Kids Bike Ride Fundraiser Number of attendees 100-150

Authorized Applicant Signature Kelly Mahon

FOR INTERNAL USE ONLY

Approval is contingent upon approval from the following authorities:

- Health Department
- Fire Department
- Police Department (FOR ROAD CROSSING)
- Licensing Commission
- City Council
- Harbormaster
- No further approvals needed

ADDITIONAL COMMENTS:

Submit completed form 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>11-5-2019</u>
Approved	<input checked="" type="checkbox"/>
Rejected	<input type="checkbox"/>
Comments	<u>[Signature]</u>
Donation received	_____



Sec. 11-5. – Rules and regulations for all Public Parks and Playgrounds.

(a) All other city ordinances applying to public areas also apply to the public parks and playgrounds listed in section 11-2, including but not limited to the following:

- (1) Dogs shall be leashed and animal waste cleaned up and disposed of pursuant to chapter 3 of the code of ordinances; provided, however, that pursuant to such chapter 3 dogs are permitted off leash certain locations, as set forth therein. Both the city marshal and the health director, and their designees, including, without limitation, the animal control officer, are expressly authorized to enforce these rules by issuing citations for civil infractions pursuant to section 21D of chapter 40 of the Massachusetts General Laws.
 - (2) No littering is permitted.
 - (3) No vandalism, damage or defacement or other acts of willful destruction of public property is permitted.
 - (4) Loud noise, music, and other sounds are prohibited from 10:00 p.m. to 7:00 a.m. pursuant to chapter 8 of the code of ordinances.
 - (5) No snowmobiles, motorcycles, motorbikes or other motorized vehicles, with the exception of wheelchairs, are permitted outside of designated driveways or parking lots, unless specifically authorized by City Council vote.
 - (6) No smoking pursuant to chapter 8 of the code of ordinances.
 - (7) For other activities regulated by city ordinances, additional authorization may be required from the city officer or department designated under this code of ordinances.
 - (8) No activities are permitted that would potentially endanger members of the public.
- (b) No activities are permitted that would disturb the quiet use and enjoyment of the city's public parks and playgrounds, without prior written authorization from the Parks Commission.
- (c) No commercial activities, including, without limitation, soliciting, are permitted without prior written authorization from the Parks Commission.
- (d) No commercial activities of any nature are permitted on any portion of the Bartlet Mall unless for specific, nonprofit events that benefit the Newburyport community, unless it is approved in advance by a majority vote of the City Council.
- (e) No vehicular parking is permitted in areas other than designated parking lots, in accordance with posted signs. No unauthorized vehicles are allowed in areas other than designated driveways and parking lots.
- (f) No alcoholic beverages are permitted without prior written authorization from the Parks Commission.
- (g) Horses are not allowed except as expressly authorized by rules and regulations promulgated under this chapter 11, and with prior written authorization from the Parks Commission.
- (h) No dogs are permitted on athletic fields, tennis courts, in fountains, or in other restricted park areas.
- (i) No bicycling, rollerblading, snowboarding, or skateboarding is permitted on play equipment or site furnishings, including, without limitation, benches, curbs, walls, statuary, handrails, fountains, ponds, tennis courts, playing fields, etc. Within those public parks and playgrounds, as indicated by signage approved by the Parks Commission, bicycling, rollerblading, and skateboarding are prohibited entirely.
- (j) Trash receptacles in public parks and playgrounds are intended for the collection of refuse related to public use of such facilities, and the disposal of other items in park trash receptacles is not permitted. Dumping of private yard waste is not permitted.
- (k) No unauthorized posting of bills, signs, or any other materials is permitted.
- (l) No fires are permitted except in specific locations expressly authorized by rules and regulations promulgated under this chapter 11, or with prior written authorization from the Parks Commission.
- (m) No fireworks are permitted without prior written authorization from the fire chief.
- (n) No firearms are permitted.
- (o) No camping is permitted, unless specifically authorized by Parks Commission vote.
- (p) No unauthorized change of any sort to the property, vegetation, equipment, or structures in is permitted, including, without limitation, trimming, pruning, removal or harming of plantings.
- (q) No use of water or electrical receptacles is permitted, with the specific exception of public drinking fountains, and as authorized under an individual license or permit issued by the Parks Commission.
- (r) Athletic field lighting shall be turned off by 9:30 p.m.
- (s) Fines for violation of any rules and regulations promulgated under this chapter 11 shall be established by ordinance of the City Council.
- (u) The Parks Commission shall be the permitting authority for all of the city's public parks and playgrounds, and applications for activities therein shall be made to such commission. Solely for routine applications, the Parks Commission may delegate its authority to process such applications to the Parks Director, by promulgating a rule pursuant to section 11-6;
- (v) For Market Landing Park and other Newburyport Waterfront Trust property, the Newburyport Waterfront Trust shall be the permitting agency, and applications for activities therein shall be made to the Newburyport Waterfront Trust.
- (w) Permit applications for activities at parks and playgrounds, made pursuant to the rules and regulations of this chapter 11, shall be processed in the order of their receipt. The Parks Commission, or the Parks Director as its designee pursuant to subsection (u), shall determine whether to grant or deny an application within thirty (30) days of receipt of determining that such application is complete, in all respects, unless the applicant provides written consent to extend such period for a set period,
- (x) A granted application for authorization made pursuant to the rules and regulations of this chapter 11 may permit the applicant a revocable license with a duration of no more than thirty (30) days to use designated areas of the relevant public park or playground. All other rights of use to any public park or playground, whether by revocable license, lease, or otherwise, shall be invalid unless approved by the City Council pursuant to all applicable laws. Notwithstanding the foregoing, the Newburyport Waterfront Trust may grant rights of use at Market Landing Park, and other property held by it in public trust, pursuant to its declaration of trust, as amended.
- (y) All fees for use of any public park or playground, regardless of type or duration, shall be established by ordinance of the City Council, in consultation with the Parks Commission. Notwithstanding the foregoing, the Newburyport Waterfront Trust may grant rights of use at Market Landing Park, and other property held by it in public trust, pursuant to its declaration of trust, as amended.
- (z) Denial of an application for authorization shall be in writing, and shall set forth clearly the grounds upon which the permit was denied. Where feasible, the Parks Commission, or the Parks Director as its designee pursuant to subsection (u), shall suggest in such written denial those measures by which the applicant may cure any defects in its permit application, or otherwise procure a permit in a subsequent application.
- (aa) An application for authorization may be denied on any of the following grounds:
- (1) The application (including any required attachments and submissions) is not fully completed and executed;
 - (2) The application contains a material falsehood or misrepresentation;
 - (3) The applicant is legally incompetent to contract, or to sue and be sued;
 - (4) The applicant has on a prior occasion damaged public park or playground property, and has not paid full compensation for such damage, or has other outstanding and unpaid debts to the relevant authorizing agency;
 - (5) A fully completed and executed application for an activity at the same time and place has been received, and authorization has been or will be granted to such prior applicant authorizing uses or activities that do not reasonably permit multiple occupancy of the particular public park or playground, or part thereof;
 - (6) The use or activity intended by the applicant would conflict with a program or activity previously planned by the parks department, or by another city department or city official, for the same time and place; or
 - (7) The proposed use or activity is prohibited by or inconsistent with any rules and regulations of this chapter 11, or with the classifications and uses of the relevant public park or playground.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/11/2019

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 CN107433750-PMC-GAU-19-20	CONTACT NAME: _____	
	PHONE (A/C, No, Ext): _____	FAX (A/C, No): _____
E-MAIL ADDRESS: _____		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : National Casualty Company		11991
INSURED Dana-Farber Cancer Institute Attn: Melissa Chammas 450 Brookline Ave. Boston, MA 02215-5450		
INSURER B : _____		
INSURER C : _____		
INSURER D : _____		
INSURER E : _____		
INSURER F : _____		

COVERAGES **CERTIFICATE NUMBER:** NYC-010424506-04 **REVISION NUMBER:** 5

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 <input type="checkbox"/> OTHER: _____			KKO000000778500	01/14/2019	01/01/2020	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ NONE
							PRODUCTS - COMP/OP AGG	\$ 1,000,000
							Liquor Liability Agg	\$ 1,000,000
	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)	\$
								\$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ _____ RETENTION \$ _____			KKO000000779200	01/14/2019	01/01/2020	EACH OCCURRENCE	\$ 1,000,000
							AGGREGATE	\$ 1,000,000
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N / A				PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
For the Newburyport PMC Kids Ride occurring on June 9, 2019. City of Newburyport is named additional insured where required by written contract.

CERTIFICATE HOLDER City of Newburyport City of Newburyport, MA - The First Republic Corporation of America, Towle Office Building, 260 Merrimac Street Newburyport, MA 1950	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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NEWBURYPORT SPECIAL EVENT APPLICATION

CITY OF NEWBURYPORT OFFICE
NEWBURYPORT, MA

Tel.

Fax.

MAR 14 PM 3:21

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

NAME OF EVENT: Cultural Survival Bazaar

Date: July 20-21, 2018 **2019** Time: from 10am to 8pm

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

2. Location: Inn St. and Market Square

3. Description of Property: Public Private

4. Name of Organizer: Jess Cherofsky City Sponsored Event: Yes No

Contact Person

Address: 2067 Massachusetts Ave. Cambridge, MA 02140 Telephone: 617-441-5400 x 15

E-Mail: jess@cs.org, danae@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, banner in town

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

9. Have You Notified Neighborhood Groups or Abutters? Yes No Who? we will notify Inn St. and State St. shops/businesses and will be in touch with Chamber of Commerce well in advance of event

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

A. Vending: Food Beverages Alcohol Goods Total # of Vendors 40-45

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)

_____ 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: _____

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

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

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

5. Start Time: _____ Expected End Time: _____

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

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

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

9. Formation Location & Time for Participants: _____

10. Dismissal Location & Time for Participants: _____

11. Additional Parade Information:



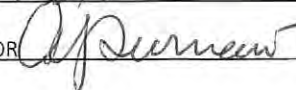
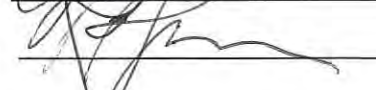
• Number of Floats: _____

• Locations of Viewing Stations: _____

• Are Weapons Being Carried: Yes _____ No _____

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

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

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

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

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

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

(c) *Definitions.*

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

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

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

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

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

(d) *Limitations.*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(e) *Enforcement.*

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

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

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

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

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

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

Signed: _____



Date: _____

1-17-19

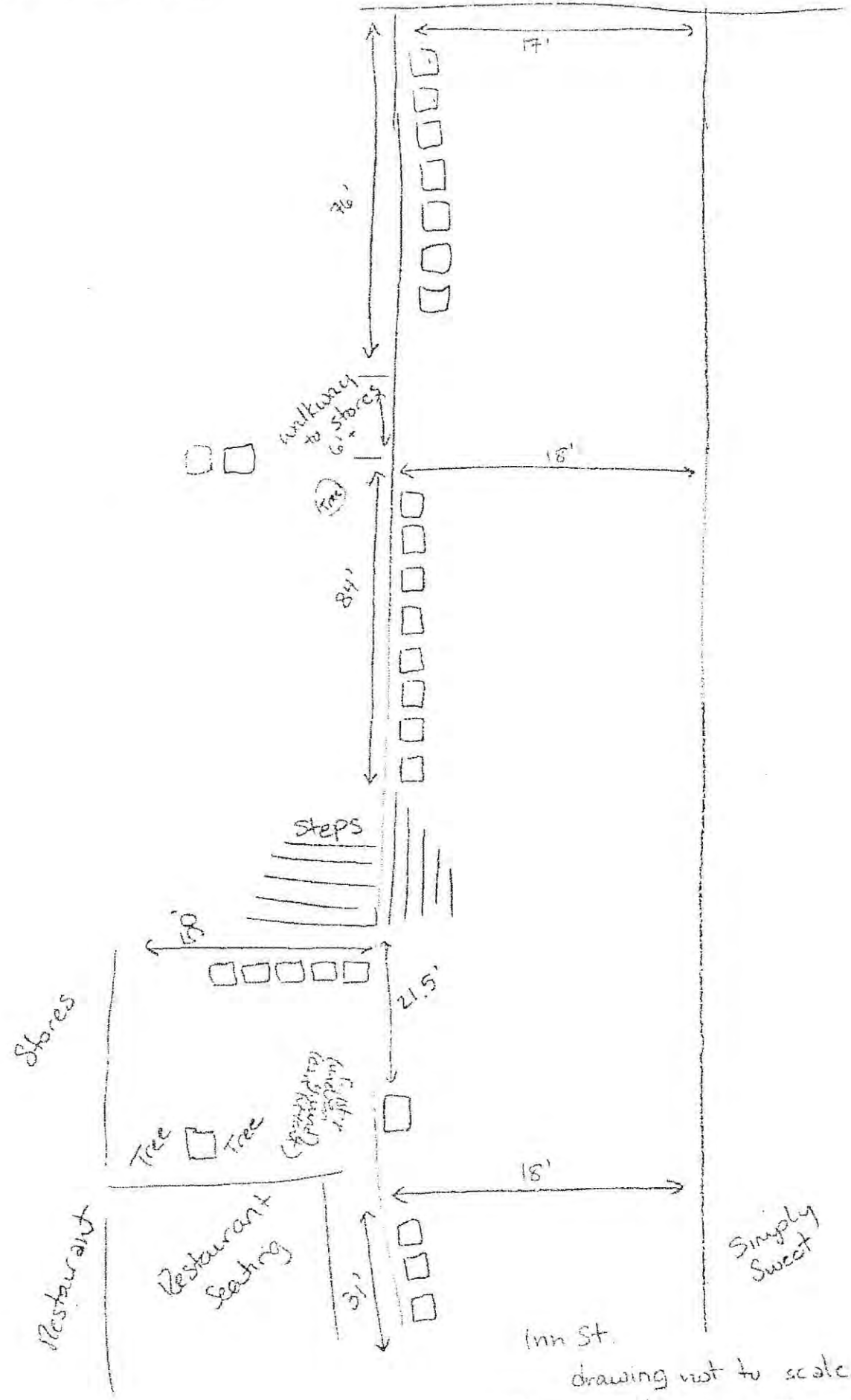
DEPARTMENT APPROVAL (for Committee Member use only):

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

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

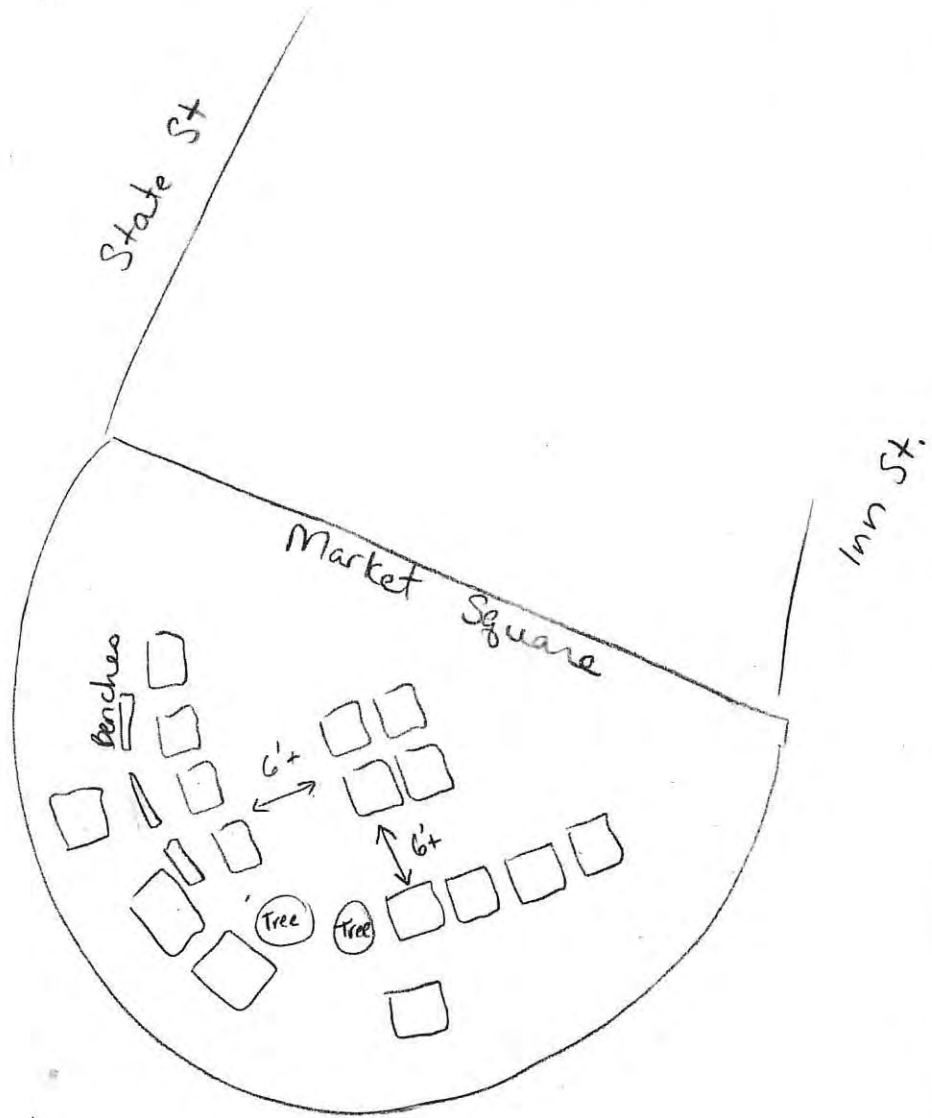
The departments listed above have their own application process.
Applicants are responsible for applying for and obtaining all required
permits & certificates from the various individual departments

State Street



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

Market Sq. draft site plan



POLICY NUMBER: ~~PHUB~~624920



A Member of the Tokio Marine Group

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

COMMERCIAL UMBRELLA LIABILITY INSURANCE POLICY DECLARATIONS

Philadelphia Indemnity Insurance Company	24828 W.T. Phelan & Co., Insurance Agency I 645R Massachusetts Ave Arlington, MA 02476 (781) 641-7200
NAMED INSURED: Cultural Survival, Inc.	
MAILING ADDRESS: 2067 Massachusetts Ave Cambridge, MA 02140-1340	
POLICY PERIOD: FROM <u>05/31/2018</u> TO <u>05/31/2019</u> AT 12:01 A.M. STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE	

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

LIMITS OF INSURANCE	
EACH OCCURRENCE LIMIT (LIABILITY COVERAGE)	\$ <u>5,000,000</u>
PERSONAL & ADVERTISING INJURY LIMIT	\$ <u>5,000,000</u> Any one person or organization
PRODUCTS COMPLETED OPERATIONS AGGREGATE LIMIT	\$ <u>5,000,000</u>
GENERAL AGGREGATE LIMIT (LIABILITY COVERAGE) (except with respect to Auto Liability and Products Completed Operations)	\$ <u>5,000,000</u>

RETAINED LIMIT	
RETAINED LIMIT:	\$ <u>10,000</u>

POLICY NUMBER: **PHUB624920**

PREMIUM	
PREMIUM SUBTOTAL	\$ <u>3,450.00</u>
STATE TAXES, FEES, SURCHARGES (if applicable)	\$ <u>Not Applicable</u>
PREMIUM TOTAL (including Taxes, Fees, Surcharges)	\$ <u>3,450.00</u>
AUDIT PERIOD: <input checked="" type="checkbox"/> NOT APPLICABLE <input type="checkbox"/> ANNUALLY <input type="checkbox"/> SEMI-ANNUALLY <input type="checkbox"/> QUARTERLY <input type="checkbox"/> MONTHLY	

DESCRIPTION OF BUSINESS	
FORM OF BUSINESS:	<u>NON PROFIT ORGANIZATION</u>
BUSINESS DESCRIPTION:	<u>Non-Profit Umbrella</u>

ENDORSEMENTS ATTACHED TO THIS POLICY
<u>SEE ATTACHED SCHEDULE</u>

POLICY NUMBER: PHUB624920

SCHEDULE OF UNDERLYING INSURANCE			
Employers' Liability			
Company:	<u>Liberty Mutual Fire Insurance Company</u>		
Policy Number:	<u>TBD</u>		
Policy Period:	<u>10/17/2017</u>	<u>10/17/2018</u>	
Minimum Applicable Limits			
Bodily Injury by accident	\$	<u>500,000</u>	Each Accident
Bodily injury by disease	\$	<u>500,000</u>	Each Employee
Bodily injury by disease	\$	<u>500,000</u>	Policy Limit
Commercial General Liability <input checked="" type="checkbox"/> Occurrence <input type="checkbox"/> Claims-Made			
Company:	<u>Philadelphia Indemnity Insurance Company</u>		
Policy Number:	<u>PHPK1804590</u>		
Policy Period:	<u>05/31/2018</u>	<u>05/31/2019</u>	
Retroactive Date:	<u>Not Applicable</u>		
Minimum Applicable Limits:			
General Aggregate	\$	<u>2,000,000</u>	
Products-Completed Operations Aggregate	\$	<u>2,000,000</u>	
Personal And Advertising Injury	\$	<u>1,000,000</u>	
Each Occurrence	\$	<u>1,000,000</u>	
Commercial Auto Liability			
Company:	<u>Philadelphia Indemnity Insurance Company</u>		
Policy Number:	<u>PHPK1804590</u>		
Policy Period:	<u>05/31/2018</u>	<u>05/31/2019</u>	
Minimum Applicable Limits			
Garage Aggregate Limit For Other Than Autos (if applicable)	\$	<u>Not Applicable</u>	
Each Accident	\$	<u>1,000,000</u>	
Professional Liability <input checked="" type="checkbox"/> Occurrence <input type="checkbox"/> Claims-Made			
Company:	<u>Philadelphia Indemnity Insurance Company</u>		
Policy Number:	<u>PHPK1804590</u>		
Policy Period:	<u>05/31/2018</u>	<u>05/31/2019</u>	
Retroactive Date:	<u>Not Applicable</u>		
Minimum Applicable Limits			
<u>Each Professional Incident</u>	\$	<u>1,000,000</u>	
<u>Aggregate</u>	\$	<u>2,000,000</u>	

Lois Honegger

From: Collette Creedon <collette.creedon@wtphelelan.com>
Sent: Thursday, March 14, 2019 2:56 PM
To: Lois Honegger
Cc: Sofia Flynn; Jess Cherofsky; Danae Laura
Subject: Cultural Survival-Newburyport Event
Attachments: ACORD Form 20190314-145016.pdf

Hello Lois,

I am the insurance agent for Cultural Survival.
Attached is the certificate of insurance for the event in Newburyport.

Cultural Survival's insurance will renew on 5/31/19.
At that time I will send you a certificate showing the renewal of their insurance, and the noting the event.

Please let us know if you have any further questions.
Thank you,

Collette Creedon
Account Manager
781-641-7218
WTPhelelan.com

FOR PARADE, ROAD RACE AND WALKATHON EVENTS ONLY

PARADE _____ ROAD RACE X (cycling) WALKATHON _____

1. Name of the Group or Person Sponsoring the Road Race, Parade, Walkathon: Alzheimer's Association

2. Name, Address & Daytime Phone Number of Organizer: Sara Trimble 617-393-2017
309 Waverley Oaks Rd
Waltham, MA 02452
Email - Strimble@alz.org

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

4. Date of Event: June 22, 2019 Expected Number of Participants: 200

5. Start Time: 8:30 AM Expected End Time: 11 AM

6. Road Race, Parade or Walkathon Route: (List street names & **attach map of route**):
See attached Route maps and cue sheets

7. Locations of Water Stops (if any): 8 Graf Rd Newburyport, MA

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

9. Formation Location & Time for Participants: Rye, NH 6:30 AM

10. Dismissal Location & Time for Participants: Rye, NH 4:00 PM

11. Additional Parade Information:
- Number of Floats: N/A
 - Locations of Viewing Stations: N/A
 - Are Weapons Being Carried: Yes _____ No X
 - Are Marshalls Being Assigned to Keep Parade Moving: Yes _____ No X

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

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

DEPUTY DIRECTOR _____ 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.
- (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: _____

Doree Trimble

Date: _____

1/19/18

FOR PARADE, ROAD RACE AND WALKATHON EVENTS ONLY

PARADE _____ ROAD RACE X (cycling) WALKATHON _____

1. Name of the Group or Person Sponsoring the Road Race, Parade, Walkathon: Alzheimer's Association

2. Name, Address & Daytime Phone Number of Organizer: Sara Trimble 617-393-2017
301 Whiskey Cuts Rd
Waltham, MA 02452

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

4. Date of Event: June 22, 2019 Expected Number of Participants: 200

5. Start Time: 8:30 AM Expected End Time: 11 AM

6. Road Race, Parade or Walkathon Route: (List street names & attach map of route):
See attached Route maps and cue sheets

7. Locations of Water Stops (if any): 8 Golf Rd Newburyport, MA

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

9. Formation Location & Time for Participants: Rye, NH 6:30 AM

10. Dismissal Location & Time for Participants: Rye, NH 4:00 PM

11. Additional Parade Information:
- Number of Floats: N/A
 - Locations of Viewing Stations: N/A
 - Are Weapons Being Carried: Yes _____ No X
 - Are Marshalls Being Assigned to Keep Parade Moving: Yes _____ No X

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

CITY MARSHAL _____ 4 Green St. FIRE CHIEF _____ 0 Greenleaf St.

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



Timeline and Overview of Event

The Ride to End Alzheimer's is proposed as follows:

This untimed endurance event is proposed to start at 6:30 AM on Saturday June 22, 2019 at Odiorne Point State Park. At the start of each course riders may be grouped tightly together, but as they follow the route the distance between riders will grow, often with large gaps. We anticipate approximately 500 cyclists; 250 riders on the 30-mile course, 150 on the 62-mile course, and 100 on the 100-mile course.

Alzheimer's Association will have volunteers strategically placed along the route to assist with directions and to support the riders. All major intersections as well as traffic control for the start of the event, will be coordinated by our professional route director, Reuben Kline of Gran Fondo National Series. We are not requesting any road closures or police controlled intersections aside from the start of the route as riders take a left hand turn onto Route 1A South. If you feel there are safety concerns with any of the intersections on the course that would require police details please let us know. Please also provide any additional feedback or suggestions you might have.

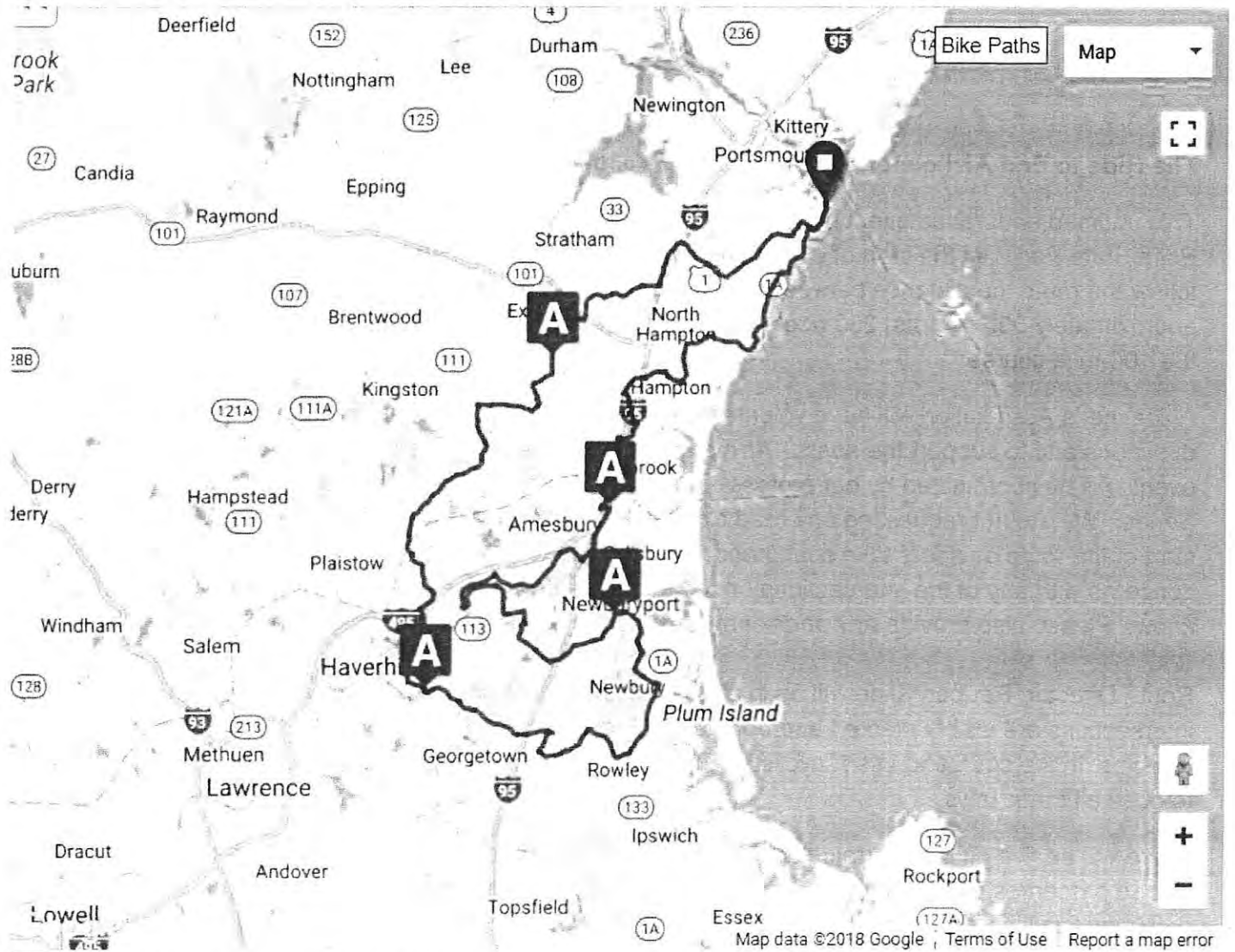
Route Director, Reuben Kline will be in a lead vehicle on the course to verify all turns and intersections are visibly marked appropriately. There will also be four other support and gear vehicles on the course to assist cyclists. Event vehicles will visibly marked as such and are instructed to obey all traffic laws.

There will be five pit stops strategically placed along the route, all of which are located on privately owned properties. We have secured permission directly from these private institutions, and will be providing liability insurance certificates to them. *In towns with no pit stops, the copies of insurance binders covering riders as they pass through your town will be kept with support vehicles the day of the event, as well as at the Start/Finish line area and the Alzheimer's Association.*

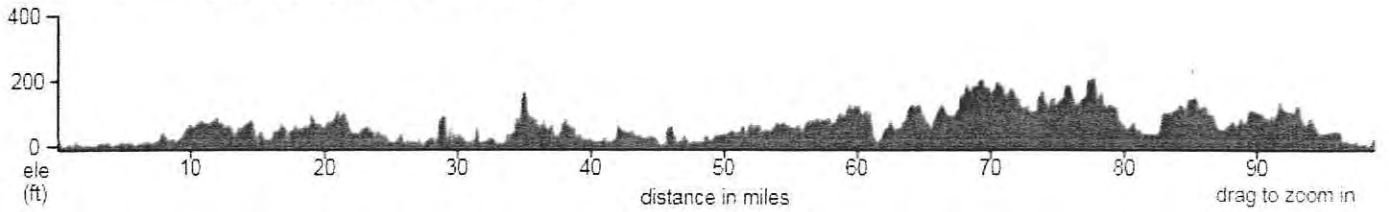
We are concerned about the environment and the local communities in proximity to this event. In order to ensure low-negative impact on the environment, the route will be marked with reusable, high-visibility signage. When marking route directions on pavement, we always use a water soluble spray chalk that has a limited environmental and visual impact. With regard to the local communities, we are dedicated to building appreciation for cycling in the community and do all we can to minimize impact on local residence.

100 Mile Route Map

Red "A" Symbols indicate Pit Stops/First-Aid Stations



ele grade 98.7 mi +3700 ft / -3698 ft



100 Mile Route - Ride to End Alz						
Start & Finish Line: Odiorne Point State Park, 570 Ocean Blvd, Rye NH						
Leg	Direction	Type	Notes	Total	Town	State
	←	Left	Left Turn left onto NH-1A S	0	Rye	NH
7.7	→	Right	Right Turn right onto NH-111 W	7.8	North Hampton	NH
1.9	←	Left	Left Turn left onto Mill Rd	9.7	North Hampton	NH
2.6	→	Right	Right Turn right onto High St	12.3	Hampton	NH
0.4	↑	Straight	Rd	12.7	Hampton	NH
0.4	←	Left	Left Turn left onto Towle Farm Rd	13.1	Hampton	NH
1.1	↑	Generic	straight	14.2	Hampton	NH
1.0	←	Left	Turn left onto Brown Rd	15.2	Hampton Falls	NH
1.0	←	Left	Turn left onto NH-88 E	16.3	Hampton Falls	NH
0.5	→	Right	Turn right onto US-1 S	16.8	Hampton Falls	NH
0.0	→	Right	Slight right onto NH-84 W	16.9	Hampton Falls	NH
1.1	←	Left	Turn left onto Stard Rd	18.0	Hampton Falls	NH
1.0	↑	Straight	Continue onto Batchelder Rd	19.0	Seabrook	NH
1.0	↑	Straight	Continue onto Locust St	20.0	Salisbury	MA
1.2	←	Left	Turn left onto Congress St	21.2	Salisbury	MA
0.1	←	Left	Turn left onto Main St	21.2	Salisbury	MA
0.4	→	Right	Turn right onto Rabbit Rd	21.6	Salisbury	MA
0.1	↑	water	Pit Stop #1	21.7	Salisbury	MA
1.8	↑	Straight	Continue onto Merrill St	23.5	Salisbury	MA
0.7	→	Right	Turn right toward Main St.	24.2	Amesbury	MA
0.0	→	Right	Turn right onto Main St	24.2	Amesbury	MA
0.2	↑	Straight	Continue onto Evans Pl	24.4	Amesbury	MA
0.2	↑	Straight	Continue onto Main St	24.6	Amesbury	MA
0.8	←	Left	Turn left onto Merrimac St	25.4	Amesbury	MA
0.4	↑	Straight	Continue straight onto Pleasant Valley Rd	25.8	Amesbury	MA
2.7	→	Right	Pleasant Valley Rd turns slightly right and becomes Skunk Rd	28.5	Merrimac	MA
0.4	↑	Generic	60 mile split 100's go left, 60's go straight	28.8	Merrimac	MA
0.0	←	Left	Turn left onto Middle Rd	28.8	Merrimac	MA
0.4	↑	Straight	Continue onto River Rd	29.3	Merrimac	MA
1.8	←	Left	Turn left onto E Main St/Rocks Village Bridge	31.1	Haverhill	MA
0.2	←	Left	Turn left onto River Rd	31.3	West Newbury	MA
2.2	→	Right	Slight right onto Coffin St	33.5	West Newbury	MA
0.9	←	Left	Turn left onto MA-113 E	34.4	West Newbury	MA
0.8	→	Right	Turn Right onto Chase St	35.2	West Newbury	MA
0.5	→	Right	Turn right onto Middle St	35.8	West Newbury	MA
0.7	←	Left	Turn left onto Indian Hill St	36.5	West Newbury	MA
1.6	←	Left	Turn left onto South St	38.1	West Newbury	MA
0.5	←	Left	Scotland Rd	38.6	Newbury	MA
2.0	↑	Straight	Continue onto Parker St	40.6	Newbury	MA
0.6	↑	Straight	Continue Straight onto Graf Rd	41.2	Newburyport	MA
0.4	↑	water	Pit Stop #2	41.6	Newburyport	MA

0.1	→	Right	Turn right onto Low St	41.7	Newburyport	MA
0.2	↑	Straight	Continue onto Pond St	41.9	Newburyport	MA
0.4	→	Right	Turn right onto MA-1A S/High St	42.2	Newburyport	MA
1.0	→	Right	Turn right onto Hanover St	43.3	Newbury	MA
0.2	←	Left	Slight left onto Green St	43.4	Newbury	MA
0.9	→	Right	Slight right onto Hay St	44.3	Newbury	MA
0.8	←	Left	Turn left onto Newman Rd	45.0	Newbury	MA
1.2	→	Right	Turn right onto Ma-1A S	46.2	Newbury	MA
2.9	→	Right	Turn right onto Cross St	49.1	Rowley	MA
0.2	←	Left	Slight left to stay on Cross St	49.2	Rowley	MA
0.2	→	Right	Slight right to stay on Cross St	49.4	Rowley	MA
0.6	→	Right	Slight right to stay on Cross St	50.0	Rowley	MA
0.1	↑	Straight	Continue onto Central St	50.1	Rowley	MA
1.5	↑	Straight	Continue onto Glen St	51.5	Rowley	MA
0.5	↑	Straight	Continue straight onto Hillside St	52.1	Rowley	MA
1.0	→	Right	Slight right onto Wethersfield St	53.0	Rowley	MA
0.9	→	Right	Turn right to stay onto Wethersfield St	53.9	Rowley	MA
0.2	↑	Straight	Continue onto Jewett St	54.2	Georgetown	MA
0.2	→	Right	Turn right onto Warren St	54.3	Georgetown	MA
1.0	←	Left	Sharp left onto Jackman St	55.3	Georgetown	MA
0.9	↑	Straight	Continue onto Jewett St	56.2	Georgetown	MA
0.6	→	Right	Turn right onto Thurlow St	56.8	Georgetown	MA
1.5	↑	Straight	Continue onto Byfield Rd	58.3	Groveland	MA
0.4	→	Right	Slight right onto 7 Star Rd	58.7	Groveland	MA
0.0	←	Left	Turn left onto Bare Hill Rd	58.7	Groveland	MA
1.1	↑	Straight	Continue onto Rollins St	59.9	Groveland	MA
0.6	←	Left	Turn left onto Garrison St	60.5	Groveland	MA
0.4	↑	Straight	Continue onto Gardner St	60.9	Groveland	MA
0.3	→	Right	Turn right onto Elm Park	61.2	Groveland	MA
0.1	↑	water	Pit Stop #3	61.3	Groveland	MA
0.0	←	Left	Turn left toward MA-97 N	61.3	Groveland	MA
0.0	→	Right	Turn right into MA-97 N	61.3	Groveland	MA
0.3	↑	Straight	Continue onto Groveland St	61.6	Haverhill	MA
0.5	→	Right	Turn right onto Pine St	62.1	Haverhill	MA
0.1	↑	Straight	Continue straight onto Kenoza St	62.2	Haverhill	MA
1.4	→	Right	Slight right onto Middle Rd	63.6	Haverhill	MA
1.8	→	Right	Turn right onto Amesbury Rd	65.3	Haverhill	MA
0.9	←	Left	Turn left onto Brandy Brow Rd	66.2	Haverhill	MA
0.6	→	Right	Slight right onto Heath Rd	66.8	Haverhill	MA
0.8	←	Left	Turn left onto Hadley Rd	67.6	Haverhill	MA
0.7	←	Left	Turn left onto Wentworth Dr	68.2	Merrimac	MA
0.3	→	Right	Keep right to continue on Wentworth Dr	68.6	Merrimac	MA
0.3	→	Right	Slight right onto NH-108 N	68.9	Newton	NH
2.3	↑	Straight	Continue straight onto Maple Ave	71.1	Newton	NH
0.0	↑	Generic	Routes merge together	71.2	Newton	NH

0.9	↑	Straight	Continue onto Chase Rd	72.0	Newton	NH
1.5	↑	Straight	Continue onto S Rd	73.5	Newton	NH
2.5	→	Right	Turn right onto Stumpfield Rd	76.0	South Hampton	NH
2.2	←	Left	Turn left onto Trundlebed Ln	78.3	East Kingston	NH
0.4	←	Left	Turn left onto NH-150 N	78.7	Kensington	NH
0.9	→	Right	Turn right onto N Rd	79.6	Kensington	NH
0.9	←	Left	Turn left onto Drinkwater Rd	80.5	Kensington	NH
0.8	←	Left	Pit Stop #4	81.3	Kensington	NH
1.5	→	Right	Turn right onto NH-111 E/NH-27 E/ High St	82.8	Kensington	NH
1.1	←	Left	Turn left onto Guinea Rd	84.0	Exeter	NH
0.0	↑	Generic	Routes merge together	84.0	Exeter	NH
0.8	→	Right	Turn right onto Straham Heights Rd	84.8	Exeter	NH
1.3	→	Right	Turn right onto Bunker Hill Ave	86.1	Stratham	NH
0.4	↑	Straight	Continue onto Walnut Ave	86.5	Stratham	NH
0.2	↑	Straight	Continue onto Lovering Rd	86.7	North Hampton	NH
1.4	←	Left	Turn left onto NH-151	88.1	North Hampton	NH
2.0	→	Right	Turn right onto Breakfast Hill Rd	90.1	North Hampton	NH
1.7	↑	Straight	Continue onto Washington Rd	91.8	Greenland	NH
2.5	←	Left	Slight left onto Wallis Rd	94.2	Greenland	NH
1.7	←	Left	Turn left onto Brackett Rd	96.0	Rye	NH
0.8	→	Right	Turn right onto Parsons Rd	96.7	Rye	NH
0.3	↑	Straight	Continue onto Marsh Rd	97.0	Rye	NH
0.2	←	Left	Turn left onto NH-1A N	97.2	Rye	NH
1.3	→	Right	Slight right onto Odiorne Point sp	98.5	Rye	NH
0.2	→	Right	Turn right	98.7	Rye	NH

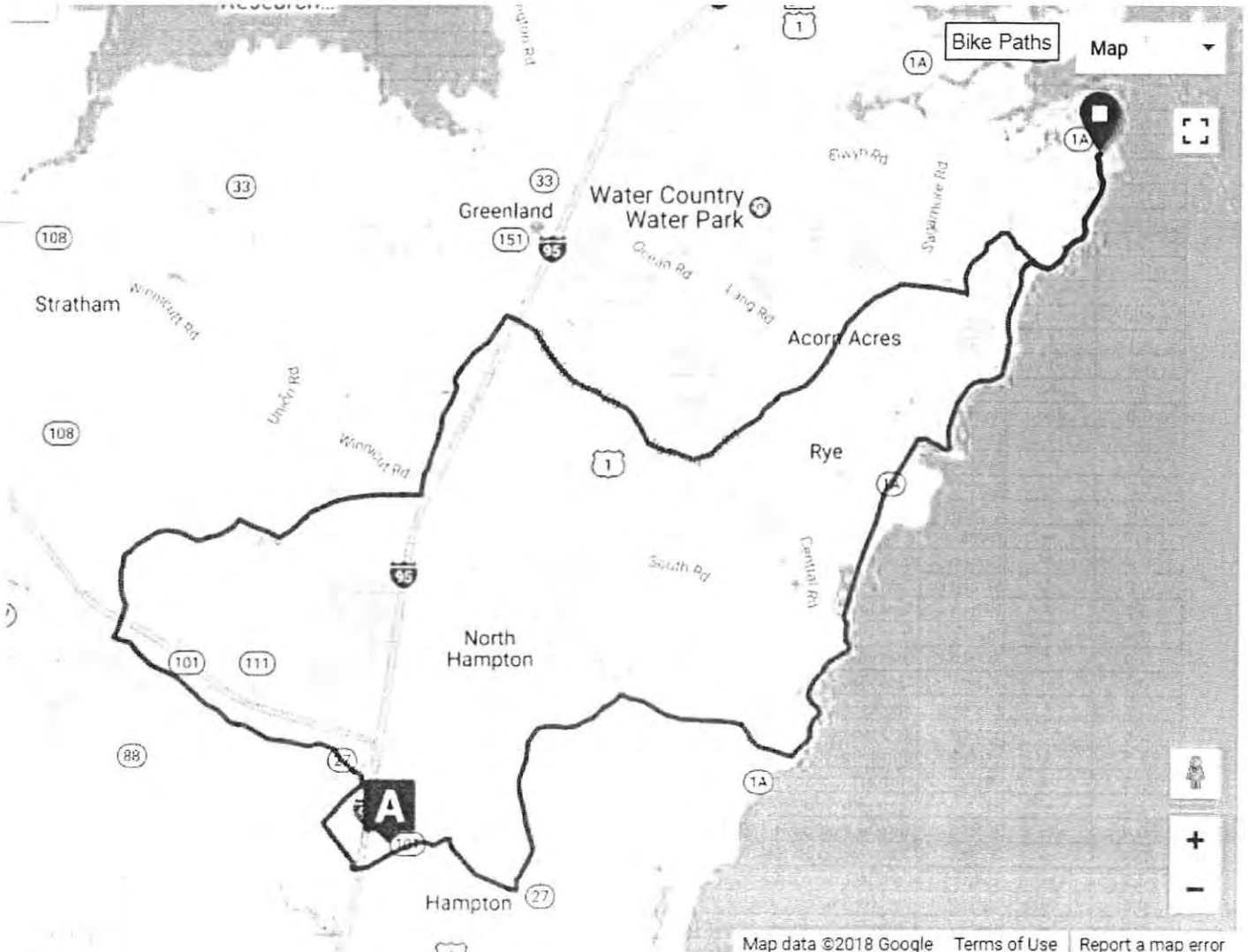
60 Mile Route - Ride to End Alz

Start & Finish Line: Odiorne Point State Park, 570 Ocean Blvd, Rye NH

Leg	Direction	Type	Notes	Total	Town	State
	←	Left	Left Turn left onto NH-1A S	0.0	Rye	NH
7.7	→	Right	Right Turn right onto NH-111 W	7.8	North Hampton	NH
1.9	←	Left	Left Turn left onto Mill Rd	9.6999999	North Hampton	NH
2.6	→	Right	Right Turn right onto High St	12.3	Hampton	NH
0.4	↑	Straight	Straight Straight across Lafayette onto Exeter Rd	12.7	Hampton	NH
0.4	←	Left	Left Turn left onto Towle Farm Rd	13.1	Hampton	NH
1.1	↑	Generic	30 Mile Split 30's go right, 60's & 100's go Straight	14.2	Hampton	NH
1.0	←	Left	Turn left onto Brown Rd	15.2	Hampton Falls	NH
1.0	←	Left	Turn left onto NH-88 E	16.3	Hampton Falls	NH
0.5	→	Right	Turn right onto US-1 S	16.8	Hampton Falls	NH
0.0	→	Right	Slight right onto NH-84 W	16.9	Hampton Falls	NH
1.1	←	Left	Turn left onto Stard Rd	18.0	Hampton Falls	NH
1.0	↑	Straight	Continue onto Batchelder Rd	19.0	Seabrook	NH
1.0	↑	Straight	Continue onto Locust St	20.0	Salisbury	MA
1.2	←	Left	Turn left onto Congress St	21.2	Salisbury	MA
0.1	←	Left	Turn left onto Main St.	21.2	Salisbury	MA
0.4	→	Right	Turn right onto Rabbit Rd	21.6	Salisbury	MA
0.1	↑	water	Pit Stop #1	21.7	Salisbury	MA
1.8	↑	Straight	Continue onto Merrill St	23.5	Salisbury	MA
0.7	→	Right	Turn right toward Main St	24.2	Amesbury	MA
0.0	→	Right	Turn right onto Main St	24.2	Amesbury	MA
0.2	↑	Straight	Continue onto Evans Pl	24.4	Amesbury	MA
0.2	↑	Straight	Continue onto Main St	24.6	Amesbury	MA
0.8	←	Left	Turn left onto Merrimac St.	25.4	Amesbury	MA
0.4	↑	Straight	Continue onto Pleasant Valley Rd	25.8	Amesbury	MA
2.7	→	Right	Pleasant Valley Rd. turns slightly right and becomes Skunk Rd	28.5	Merrimac	MA
0.4	↑	Generic	60 mile Split 100's go Left 60's go Straight	28.8	Merrimac	MA
0.0	↑	Straight	Continue onto Emery St	28.8	Merrimac	MA
0.7	←	Left	Turn left onto MA-110 W	29.5	Merrimac	MA
0.4	→	Right	Turn right onto Bear Hill Rd	29.9	Merrimac	MA
3.0	↑	Straight	Continue onto Amesbury Rd	32.9	Newton	NH
0.3	→	Right	Turn right onto Maple Ave	33.3	Newton	NH
0.1	↑	Generic	Routes merge together	33.3	Newton	NH
0.8	↑	Straight	Continue onto Chase Rd	34.2	Newton	NH
1.5	↑	Straight	Continue onto S Rd	35.7	South Hampton	NH
2.5	→	Right	Turn right onto Stumpfield Rd	38.1	East Kingston	NH
2.2	←	Left	Turn left onto Trundlebed Ln	40.4	Kensington	NH
0.4	←	Left	Turn left onto NH-150 N	40.8	Kensington	NH
0.9	→	Right	Turn right onto N Rd	41.7	Kensington	NH
0.9	←	Left	Turn left onto Drinkwater Rd	42.6	Kensington	NH
0.8	←	Left	Pit Stop #4	43.4	Kensington	NH
1.5	→	Right	Turn right onto NH-111 E/NH-27 E/ High St	44.9	Exeter	NH
1.1	←	Left	Turn left onto Guinea Rd	46.1	Exeter	NH
0.0	↑	Generic	Routes merge together	46.1	Exeter	NH
0.8	→	Right	Turn right onto Stratham Heights Rd	46.9	Stratham	NH
1.3	→	Right	Turn right onto Bunker Hill Ave	48.2	Stratham	NH
0.4	↑	Straight	Continue onto Walnut Ave	48.6	North Hampton	NH
0.2	↑	Straight	Continue straight onto Lovering Rd	48.8	North Hampton	NH
1.4	←	Left	Turn left onto NH-151	50.2	North Hampton	NH
2.0	→	Right	Turn right onto Breakfast Hill Rd	52.2	Greenland	NH
1.7	↑	Straight	Continue onto Washington Rd	53.9	Greenland	NH
2.5	←	Left	Slight left onto Wallis Rd	56.4	Rye	NH
1.7	←	Left	Turn left onto Brackett Rd	58.1	Rye	NH
0.8	→	Right	Turn right onto Parsons Rd	58.9	Rye	NH
0.3	↑	Straight	Continue onto Marsh Rd	59.1	Rye	NH
0.2	←	Left	Turn left onto NH-1A N	59.3	Rye	NH
1.3	→	Right	Slight right onto Odiorne Point sp	60.6	Rye	NH
0.2	→	Right	Turn right	60.8	Rye	NH

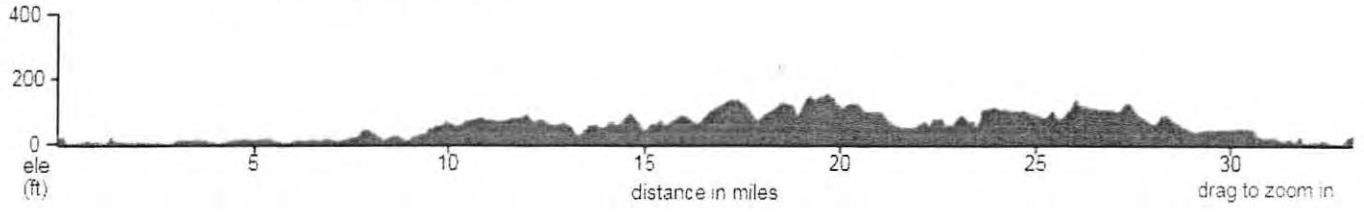
30 Mile Route Map

Red "A" Symbols indicate Pit Stops/First-Aid Stations



Map data ©2018 Google Terms of Use Report a map error

ele grade 33.1 mi +863 ft / -859 ft



30 Mile Route - Ride to End Alz						
Start & Finish Line: Odiorne Point State Park, 570 Ocean Blvd, Rye NH						
Leg	Direction	Type	Notes	Total	Town	State
	←	Left	Left Turn left onto NH-1A S	0.0	Rye	NH
7.7	→	Right	Right Turn right onto NH-111 W	7.8	North Hampton	NH
1.9	←	Left	Left Turn left onto Mill Rd	9.7	North Hampton	NH
2.6	→	Right	Right Turn right onto High St	12.3	Hampton	NH
0.4	↑	Straight	Straight Straight across Lafayette onto Exeter Rd	12.7	Hampton	NH
0.4	←	Left	Rd	12.7	Hampton	NH
0.3	←	Left	Pit Stop	13.1	Hampton	NH
0.8	→	Right	Turn right onto Mary Batchelder Rd	13.4	Hampton	NH
0.6	→	Right	Rd	14.2	Hampton Falls	NH
0.6	←	Left	Turn left onto NH-27 W	14.8	Hampton	NH
1.1	←	Left	Turn left onto Guinea Rd	15.4	Exeter	NH
0.0	↑	Generic	Routes merge together	18.3	Exeter	NH
0.8	→	Right	Turn right onto Stratham Heights Rd	19.2	Stratham	NH
1.3	→	Right	Turn right onto Bunker Hill Ave	20.5	Stratham	NH
0.4	↑	Straight	Continue onto Walnut Ave	20.9	North Hampton	NH
0.2	↑	Straight	Continue straight onto Lovering Rd	21.0	North Hampton	NH
1.4	←	Left	Turn left onto NH-151	22.4	North Hampton	NH
2.0	→	Right	Turn right onto Breakfast Hill Rd	24.5	Greenland	NH
1.7	↑	Straight	Continue onto Washington Rd	26.1	Greenland	NH
2.5	←	Left	Slight left onto Wallis Rd	28.6	Rye	NH
1.7	←	Left	Turn left onto Brackett Rd	30.3	Rye	NH
0.8	→	Right	Turn right onto Parsons Rd	31.1	Rye	NH
0.3	↑	Straight	Continue onto Marsh Rd	31.4	Rye	NH
0.2	←	Left	Turn left onto NH-1A N	31.6	Rye	NH
1.3	→	Right	sp	32.9	Rye	NH
0.2	→	Right	Turn right	33.1	Rye	NH

**RIDE TO END ALZHEIMER'S
COURSE CONTROL PLAN**

(Based on an average speed range from 22mph to 10 mph)

100-mile course map:

<https://ridewithgps.com/routes/12496009>

62-mile course map:

<https://ridewithgps.com/routes/13638705>

30-mile course map:

<https://ridewithgps.com/routes/13651786>

<u>Location</u>	<u>Mile on 100 route</u>	<u>Control Type</u>	<u>Direction of Route</u>	<u>Time Active for 100 mile riders</u>	<u>Time Active for 60 mile riders</u>	<u>Time Active for 30 mile riders</u>	<u>Description of Duty</u>
Lead vehicle		Staff & HAM Radio					
Tail Vehicle		Staff & HAM Radio					
Start of all routes:							
Exit of Seacost Center & NH-1A S	0	Police Rye,NH	Left Turn	6:30 AM	8:30 AM	10:30 AM	
NH-1A S & NH-111 Atlantic Avenue	mile 7.8	Staff	Right Turn	6:45 to 7:15	8:45 to 9:15	10:50 to 11:20	
NH-111 Atlantic Avenue & Mill Road	mile 9.7	police Rye,NH	Left Turn	6:50 to 7:25	8:50 to 9:25	11:00 to 11:30	
Mill Rd & High Street	mile 12.3	Hampton NH, no police detail	Right Turn	6:55 to 7:30	8:55 to 9:30	11:05 to 11:35	
Exiter Rd & Towle Farm Road	mile 13.1	Hampton NH, no police detail	Left Turn	7:00 to 7:40	8:55 to 9:30	11:10 to 11:45	
Towle Farm Road & Mary Batchelder Road -----> 30mi Split <----- See below for remaining 30-mile route	mile 14.2	Staff Amesbury, Mass	30mi go Right 100mi & 60mi go Straight	7:05 to 7:50	9:00 to 9:40	11:15 to 11:50	
Rabbit Road & Merrill Street	mile 22.7	Busy no post organized	Straight	7:30 to 8:45	9:30 to 10:45	N/A	
Skunk Road & Middle Road -----> 100mi and 60mi Split <-----	mile 29.9	Staff	100mi go Left	7:50 to 9:30	9:50 to 11:30	N/A	Cut Off time for 100mile is 9:30

				60 mi go Straight			
River Road & E Main Street / Rocks Village Bridge (100mi riders only)	mile 32.2	police Haverhill, Mass	Left Turn	7:55 to 9:45	N/A	N/A	
E Main Street / Rocks Village Bridge & River Road (100mi riders only)	mile 32.4	police West Newbury, Mass	Left Turn	7:55 to 9:45	N/A	N/A	
Rt. 1 (aka Newburyport Turnpike) and Glen Street (100mi riders only)	mile 52.6	police Rowley, Mass	Straight	8:50 to 11:45	N/A	N/A	
Glen Street and Hillside ROAD??? (100mi riders only)	mile 53.1	police Rowley, Mass	Left Turn	8:50 to 11:45	N/A	N/A	
NH-108 & Maple Road -----> 100mi and 60mi Merge <-----	mile 72.6		100mi go Straight 60 mi go Right	9:45 to 1:45	mile 34.4 10:00 to 11:55	N/A	
Chase Road and Rt. 107A	mile 75	South Hampton PD		9:50 to 1:50	mile 36.8 10:00 to 11:55	N/A	
NH-27 E/High St & Guinea Rd Merge for 30mi and 100/60mi	mile 85.4	Exeter, NH police	Left Turn for 60,100 Right Turn for 30mi	10:25 to 3:00	mile 47.2 10:40 to 1:15	mile 18.3 11:25 to 1:00	
Breakfasthill Rd and Rt-1	mile 92.8	police Rye, NH	Straight	10:45 to 3:15	11:00 to 1:25	11:50 to 1:10	
Marsh Rd & NH-1A N	mile 98.7	police Rye, NH	Left Turn	11:00 to 4:25	11:15 to 1:30	12:05 to 1:30	
NH-1A N & Odiorne Point Bike Path	mile 100	Staff	Right Turn	11:05 to 4:30	11:20 to 1:50	12:10 to 1:40	
30-mile Route Only:							
Lafayette Rd/ Exeter Rd & NH-27	mile 12.7	police Hampton, NH	Straight	N/A	N/A	11:05 to 12:00	
Exeter Rd & Towle Farm Rd	mile 13.1	police Hampton, NH	Left Turn	N/A	N/A	11:05 to 12:00	
Timber Swamp Rd & NH-27 (Exiter Rd)	mile 15.4	staff	Left Turn	N/A	N/A	11:15 to 12:40	

INCIDENT ACTION PLAN:

Ride to End Alzheimer's

The purpose of this Incident Action Plan (**IAP**) is to identify and mitigate any potential risks associated with the planning, implementation and successful completion of the event referenced below. The parties that are planning and coordinating this event are committed to ensuring that all participants, sponsors, community members and emergency personnel are able to partake in the event in a safe and organized manner. Prior to the event on site personnel must be advised of this action plan and their duties during an actual emergency as well as given a copy. The procedural information contained herein will be strictly adhered to.

Title of Event: "Ride to End Alzheimer's"

Date(s) of Event: June 22, 2019; Start time 6:30 AM

Event Description: Bicycle ride, non-competitive

Location: See attached maps

On scene person in charge of event:

Sara Trimble
631-897-5457
strimble@alz.org

Route Director:

Reuben Kline
717-357-0126
reubenkline@hotmail.com

PARTICIPANT INJURY/MEDICAL EMERGENCY

1. **In the event of a medical emergency dial 911.**
The first course of action is to seek help for the victim by calling in appropriate authorities.
2. Call NET Control. (these are the Amateur radio operator that are connected to all key event staff and SAG vehicles) HAM radio operators are located at the NET Control tent near the start/finish line area, in all SAG vehicles, and at all Pit Stop locations. If you cannot locate a Amateur radio operator call Sara Trimble directly: 631-897-5457
3. Sara to call other Senior Staff (Susan Antkowiak, Jayne Paragona, & Charlene Bemis)
4. Senior Staff member to locate emergency contact for rider from master list at NET Control tent and call contact.

IF THIS IS A LIFE-THREATENING SITUATION: follow the steps above and...

1. Tell NET Control to have SAG vehicles locate Jim Wessler on course
 2. Call Jim Wessler on his cell phone: 617-775-7634
 3. Jayne Paragona to call national legal counsel
 4. Senior Staff to call Communications: Jayne Paragona: 617-645-5255
- ***Do not speak to the press regarding incident, refer all inquiries to Jayne.****

MISSING PERSON OR FOUND PERSON

FOUND PERSON:

In the event of a found person with dementia or child who is not with his/her family, please activate the following protocol:

1. Bring the person to the NET Control tent near the start/finish line area and let the Amateur radio operators know you have a missing person.
2. **DO NOT** broadcast the person's name over the walkie talkie. Instead call Jayne Paragona at 617-645-5255 to come to the NET Control tent. Jayne will work with the individual and Senior Staff on uniting the found person with their caregiver/guardian. (NET Control has the final master list with all participant contact information. If at the start/finish line area DJ can make announcement asking for caregiver/guardian to report to NET Control.)
3. **DO NOT** leave this person alone until Senior Staff arrive. If you cannot get this person to come with you to NET Control, Jayne or a Senior Staff member will meet you wherever you are. Be sure to communicate this when on the phone with Jayne.

MISSING PERSON: (Child or Person with Dementia) Reported by Family/Friends

If you come across someone that is looking for a missing person or child, please activate the following protocol:

If the missing person is out on the route (possibly lost):

1. Call NET Control. (these are the Amateur radio operators that are connected to all key event staff and SAG vehicles) Amateur radio operators are located at the NET Control tent near the start/finish line area, in all SAG vehicles, and at all Pit Stop locations. If you cannot locate an Amateur radio operator call Sara Trimble directly: 631-897-5457
2. Sara to call Senior Staff (Susan Antkowiak, Jayne Paragona, & Charlene Bemis)
3. NET Control will communicate to all SAG vehicles, key event staff, and pit stop captains that someone is missing and to report in if they are located.

If the missing person is at the start/finish line area:

1. Call Sara Trimble: 631-897-5457
2. Sara to call/radio Senior Staff
3. Senior Staff to ask DJ to make an announcement asking the missing person to report to the NET Control tent.
4. The Senior Staff Member will call 911 if the person is not at NET Control within 10 minutes.

VIOLENT EPISODE (gun violence, act of terrorism, etc.)

1. In the event of a violent episode, immediately move to safety, then call 911.
2. Notify Sara Trimble directly: 631-897-5457 and Senior Staff Members (Susan, Jayne, Charlene) who will dispatch an Emergency Call Tree (see page 3).
3. ****Do not speak to the press regarding incident, refer all inquiries to Jayne or Senior Staff if Jayne is not available.****
4. Police will provide direction on next steps.

MEDIA:

The Alzheimer's Association has invited a number of local media representatives to the Ride to End Alzheimer's. If you see someone who looks like a member of the press, please contact the **Communications on-site**, Jayne Paragona: 617-645-5255. If a member of the media approaches you, please escort them to the Volunteer Check-In tent where they will be connected with the event spokespeople.

WEATHER EMERGENCY:

In the event of any weather emergency the Police, Sara Trimble or Reuben Kline may decide to halt the event for the safety of participants and the public. At no time will the decision to halt an event due to a weather related event by the Police be overridden by others.

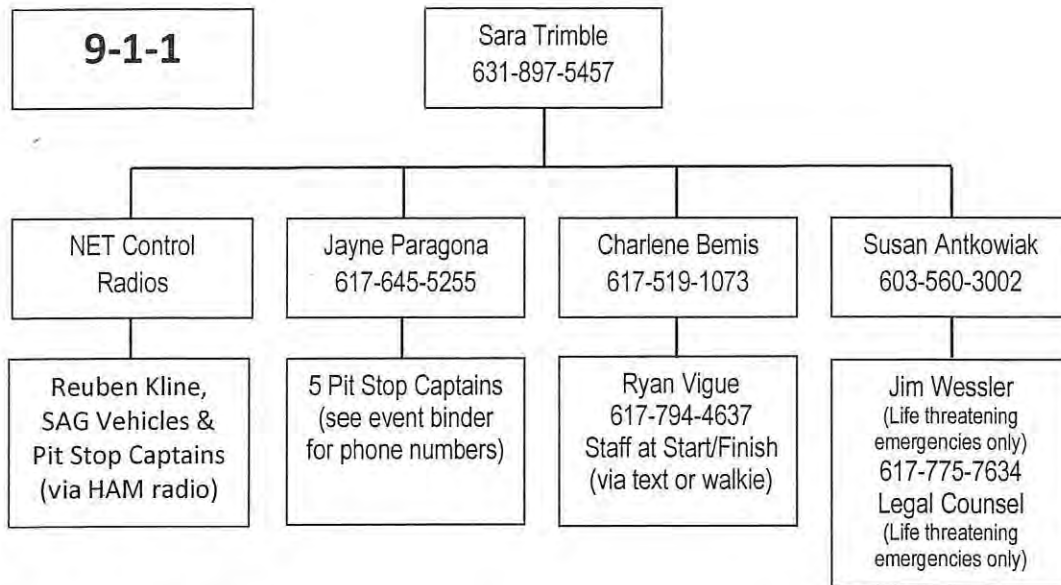
Coordination for the safety of participants and spectators will be accomplished by the event personnel verbally advising participants to seek shelter in vehicles or buildings. If and when the weather emergency has passed, a decision will be made by police personnel and the event manager as to when to allow the event to resume.

COMMUNICATION PLAN:

All on site event personnel (Event Manager, Senior Staff, EMS, Fire and Police, SAG Vehicles) will be connected via amateur radio operator, walkie talkies, and cell phones.

Direct communication with the local police will be handled by Reuben Kline (Course Director). Reuben will have communication with staff and volunteers whom are stationed throughout the event. The staff and volunteers shall be advised and instructed who to contact in an event related emergency.

EMERGENCY CALL TREE: (for severe weather, act of violence, and missing/found person if appropriate)



INCIDENT REPORTS:

For all incidents (including injuries, altercations, emergencies and anything out of the ordinary that requires staff or medical attention) the first staff member or volunteer on sight must complete an incident report. If the first person on sight is NOT a staff member, both the volunteer and staff member must complete an incident report. Blank reports can be found in the event binders in all SAG vehicles and at all Pit Stops.

Important Contacts:

Sara Trimble	631-897-5457	Event Manager
Charlene Bemis	617-519-1073	Director
Reuben Kline	717-357-0126	Route Director
Jim Wessler	617-775-7634	CEO
Susan Antkowiak	603-560-3002	Senior Staff
Jayne Paragona	617-645-5255	Senior Staff
Ryan Vigue	617-794-4637	Senior Staff

***** DIAL 9-1-1 FOR ALL EMERGENCIES *****

Local Police along the routes:

New Hampshire State Police	603-679-3333
Massachusetts State Police	978-462-7478
Essex County Sheriff	978-750-1900
Exeter, NH Police	603-772-1212
Georgetown, MA Police	978-352-5700
Greenland, NH Police	603-431-4624
Groveland, MA Police	978-521-1212
Hampton Falls, NH Police	603-772-4716
Hampton, NH Police	603-929-4444
Haverhill, MA Police	978-373-1212
Kensington, NH Police	603-772-2929
Merrimac, MA Police	978-346-8321
Newbury, MA Police	978-462-4440
Newburyport, MA Police	978-462-4411
Newton, NH Police	603-382-5586
Rowley, MA Police	978-948-7644
Rye, NH Police	603-964-5522
Salisbury, MA Police	978-465-3121
South Hampton, NH Police	603-394-0105
Stratham, NH Police	603-778-9691
West Newbury, MA Police	978-363-1212

Local Hospitals *(EMS will determine which hospital based on patient needs)*

Anna Jaques Hospital	978-463-1000	25 Highland Avenue	Newburyport	MA
Baldpate Hospital	978-352-2131	83 Baldpate Road	Georgetown	MA
Exeter Hospital	603-778-7311	5 Alumni Drive	Exeter	NH
Hampstead Hospital	603-329-5311	218 East Road	Hampstead	NH
Holy Family Hospital	978-374-2000	140 Lincoln Avenue	Haverhill	MA
Parkland Medical Center	603-432-1500	One Parkland Drive	Derry	NH
Portsmouth Regional Hospital	603-436-5110	333 Borthwick Avenue	Portsmouth	NH
Wentworth-Douglass Hospital	603-742-5252	789 Central Avenue	Dover	NH

City Council
60 Pleasant St.
Newburyport, MA 01950

CITY CLERK OFFICE
NEWBURYPORT, MA
2019 MAR 19 PM 1:02

03/19/2019

Re: Bixby International Corporation
1 Preble Road.
Newburyport, MA 01950

Dear Richard Jones,

Please accept this letter from The Sign Center contracted through Bixby International Corporation asking permission for a signage proposal as shown in the attached plans. We are seeking permission from the City Council to build and install a monument at 3 Perkins way, Newburyport, MA. 01950 on City property.

Specs of the sign are as follows: Freestanding sign aluminum bleed body, aluminum pole cover. Measuring 61" h x 50" w (W/pole cover 79" h). The method of support will be aluminum post. Total proposed signage area is 21SF, (W/ pole cover it is 27SF). Estimated cost of the sign is \$9,250. Located in zone district I1B.

This project has been reviewed by the The City of Newburyport Zoning Dept who suggested/ signed off on the new sign location and pointed The Sign Center towards the DPS for sign off as well. The sign serves to provide clear and legible directional guidance for clients of neighboring businesses, shipping and receiving to the tenants and general traffic in the location.

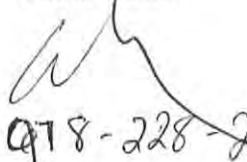
Granting the proposed signage to the Bixby International Corporation will not injure the rights of others nor will it contribute to a diminution of the surrounding property values and would do no further damage to the integrity of the vicinity.

Bigelow has been contacted and is agreeable to the plan. The sign serves to provide clear and legible directional guidance for clients of neighboring businesses, shipping and receiving to the tenants and general traffic in the location.

In conclusion granting this request will do substantial justice because it will enable the property owners to maintain brand standards while being respectful to their neighbors.

We appreciate your willingness to hear this request and hope that you will grant permission for this location.

Sincerely,
Alisha Brown



978-228-2808



The Commonwealth of Massachusetts
 Department of Industrial Accidents
 Office of Investigations
 600 Washington Street
 Boston, MA 02111
 www.mass.gov/dia

Workers' Compensation Insurance Affidavit: Builders/Contractors/Electricians/Plumbers
Applicant Information **Please Print Legibly**

Name (Business/Organization/Individual): Insignia, Inc dba: The Sign Center
 Address: 40 Orchard Street
 City/State/Zip: Haverhill, MA 01835 Phone #: 978-372-3721

Are you an employer? Check the appropriate box:

- | | |
|---|---|
| <p>1. <input checked="" type="checkbox"/> I am an employer with <u>35</u> employees (full and/or part-time).*</p> <p>2. <input type="checkbox"/> I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required.]</p> <p>3. <input type="checkbox"/> I am a homeowner doing all work myself. [No workers' comp. insurance required.] †</p> | <p>4. <input type="checkbox"/> I am a general contractor and I have hired the sub-contractors listed on the attached sheet. These sub-contractors have employees and have workers' comp. insurance. ‡</p> <p>5. <input type="checkbox"/> We are a corporation and its officers have exercised their right of exemption per MGL c. 152, §1(4), and we have no employees. [No workers' comp. insurance required.]</p> |
|---|---|

Type of project (required):

6. New construction
 7. Remodeling
 8. Demolition
 9. Building addition
 10. Electrical repairs or additions
 11. Plumbing repairs or additions
 12. Roof repairs
 13. Other _____

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

† Homeowners who submit this affidavit indicating they are doing all work and then hire outside contractors must submit a new affidavit indicating such.

‡ Contractors that check this box must attached an additional sheet showing the name of the sub-contractors and state whether or not those entities have employees. If the sub-contractors have employees, they must provide their workers' comp. policy number.

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy and job site information.

Insurance Company Name: Liberty Mutual
 Policy # or Self-ins. Lic. #: XWO59092103 Expiration Date: 12/12/2019
 Job Site Address: 1 Preble Rd. City/State/Zip: Newburyport, MA. 01950

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date). Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify under the pains and penalties of perjury that the information provided above is true and correct.

Signature: _____ Date: 12/2/18
 Phone #: _____

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

1. Board of Health 2. Building Department 3. City/Town Clerk 4. Electrical Inspector 5. Plumbing Inspector
 6. Other _____

Contact Person: _____ Phone #: _____

Client#: 107152

THESICEN

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/07/2018

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 any rights to the certificate holder in lieu of such endorsement(s).

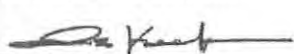
PRODUCER Starkweather & Shepley (WW) Insurance Corp. of MA PO Box 549 Providence, RI 02901-0549	CONTACT NAME: Lauren Luke
	PHONE (A/C, No, Ext): 781 320-9660 FAX (A/C, No): 401-431-9635 E-MAIL ADDRESS: lluke@starshep.com
INSURED Insignia Inc. dba The Sign Center 40 Orchard Street Haverhill, MA 01830	INSURER(S) AFFORDING COVERAGE
	INSURER A : Liberty Mutual Ins Co NAIC # 23043
	INSURER B :
	INSURER C :
	INSURER D :
	INSURER E :

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

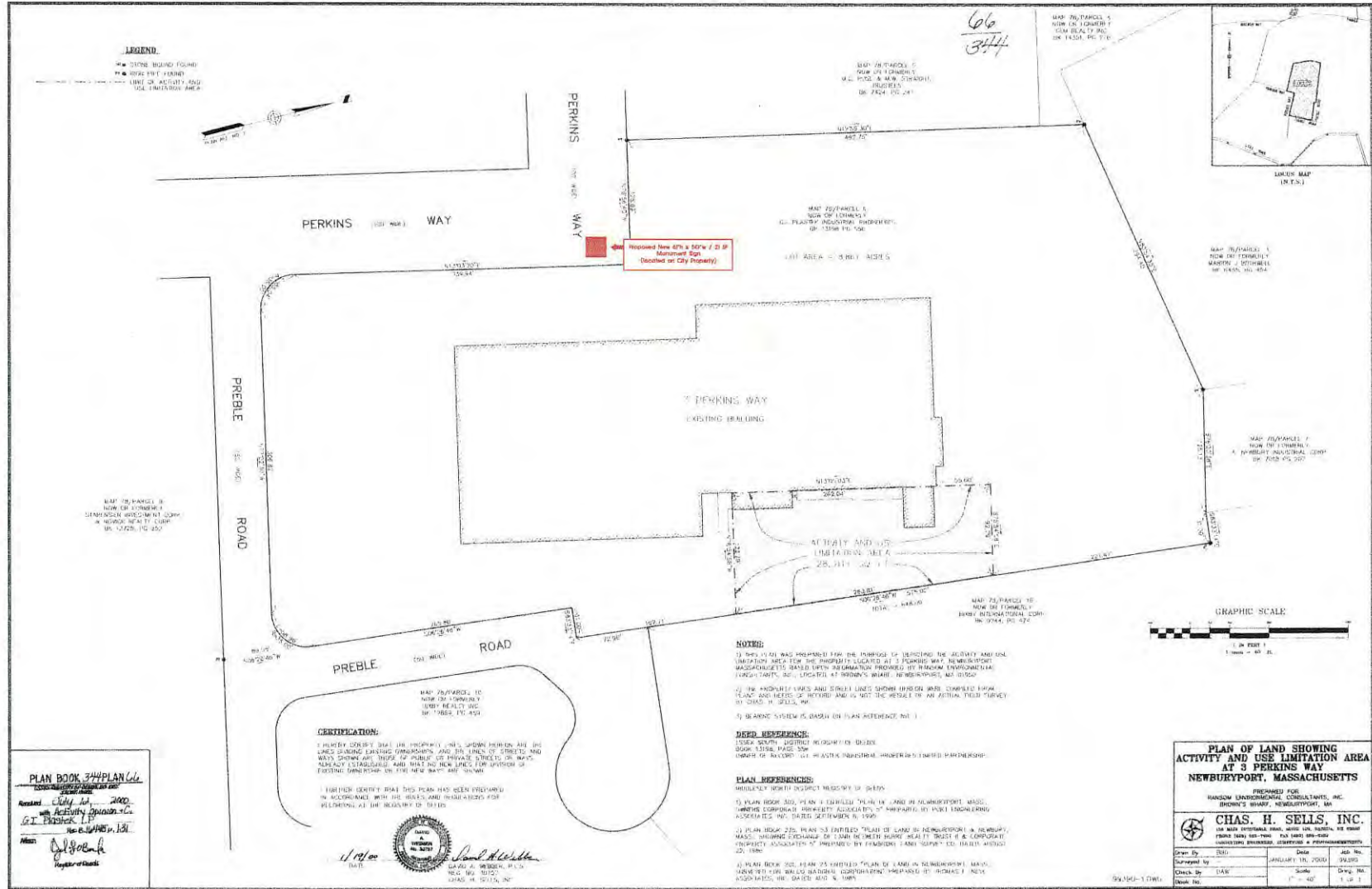
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<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 checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		BKS1958451622	12/12/2018	12/12/2019	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$15,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		BAA59092103	12/12/2018	12/12/2019	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$10000		USO58451622	12/12/2018	12/12/2019	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH) N N/A If yes, describe under DESCRIPTION OF OPERATIONS below		XWO59092103	12/12/2018	12/12/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER 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)

CERTIFICATE HOLDER <p style="text-align: center;">proof of coverage</p>	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 

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PLAN BOOK 344 PLAN 66
 PREPARED FOR
 CHAS. H. SELLS, INC.
 1/17/00
 ASSESSOR: City of Newburyport
 CITY ENGINEER: G. J. Blawie, I.P.
 MAP 6.1/17/00 v. 1.01
 MAP 6.1/17/00 v. 1.01
 CHAS. H. SELLS, INC.
 SUPERVISOR

CERTIFICATION:
 I HEREBY CERTIFY THAT THE PROPERTY LINES, CORNER MARKERS AND THE LINES SHOWING EXISTING OWNERSHIP AND THE LINES OF STREETS AND WAYS SHOWING THE TRACES OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND THAT NO NEW LINES FOR DIVISION OF EXISTING OWNERSHIP OR THE NEW WAYS ARE SHOWN.
 I FURTHER CERTIFY THAT THIS PLAN HAS BEEN PREPARED IN ACCORDANCE WITH THE RULES AND REGULATIONS FOR RECORDING AS THE REGISTRY OF DEEDS.
 1/17/00
 CHAS. H. SELLS, INC.
 SUPERVISOR

NOTES:
 1) THIS PLAN WAS PREPARED FROM THE PURPOSE OF LOCATING THE ACTIVITY AND USE LIMITATION AREA FOR THE PROPERTIES LOCATED AT 3 PERKINS WAY, NEWBURYPORT, MASSACHUSETTS, BASED UPON INFORMATION PROVIDED BY RANDOM ENGINEERING CONSULTANTS, INC., LOCATED AT BROADWAY SQUARE, NEWBURYPORT, MA 01950.
 2) THE PROPERTY LINES AND STREET LINES SHOWN HEREON WERE COMPILED FROM PLATS AND RECORDS OF RECORD AND AS SET FORTH IN AN ORIGINAL FIELD SURVEY BY CHAS. H. SELLS, INC.
 3) GRADE SYSTEM IS BASED ON PLAIN REFERENCE NO. 1.
DEED REFERENCES:
 1) 1854 SOUTH DISTRICT RECORD OF DEEDS
 2) 1856 SOUTH DISTRICT RECORD OF DEEDS
 3) 1857 SOUTH DISTRICT RECORD OF DEEDS
PLAN REFERENCES:
 1) 1854 SOUTH DISTRICT RECORD OF DEEDS
 2) PLAN BOOK 302, PLAN 66, CHAS. H. SELLS, INC. LAND IN NEWBURYPORT, MASS., WHEREIN CORNER MARKERS ACCURATELY LOCATED BY PAUL ENGINEERING ASSOCIATES, INC., DATED SEPTEMBER 6, 1999.
 3) PLAN BOOK 275, PLAN 53, ENTITLED "PLAN OF LAND IN NEWBURYPORT, MASS., WHEREIN CORNER MARKERS ACCURATELY LOCATED BY PAUL ENGINEERING ASSOCIATES, INC., DATED SEPTEMBER 6, 1999."
 4) PLAN BOOK 302, PLAN 75, ENTITLED "PLAN OF LAND IN NEWBURYPORT, MASS., WHEREIN CORNER MARKERS ACCURATELY LOCATED BY PAUL ENGINEERING ASSOCIATES, INC., DATED SEPTEMBER 6, 1999."
 5) PLAN BOOK 302, PLAN 75, ENTITLED "PLAN OF LAND IN NEWBURYPORT, MASS., WHEREIN CORNER MARKERS ACCURATELY LOCATED BY PAUL ENGINEERING ASSOCIATES, INC., DATED SEPTEMBER 6, 1999."

PLAN OF LAND SHOWING ACTIVITY AND USE LIMITATION AREA AT 3 PERKINS WAY NEWBURYPORT, MASSACHUSETTS
 PREPARED FOR
 RANDOM ENGINEERING CONSULTANTS, INC.
 BROADWAY SQUARE, NEWBURYPORT, MA
CHAS. H. SELLS, INC.
 100 MAIN STREET, SUITE 100, NEWBURYPORT, MA 01950
 (508) 835-1111 FAX (508) 835-1112
 www.chasells.com
 CHAS. H. SELLS, INC. IS AN EQUAL OPPORTUNITY EMPLOYER.
 Date: JANUARY 17, 2000
 Drawn By: DAW
 Check By: DAW
 Scale: 1" = 40'
 Sheet No.: 1 OF 1



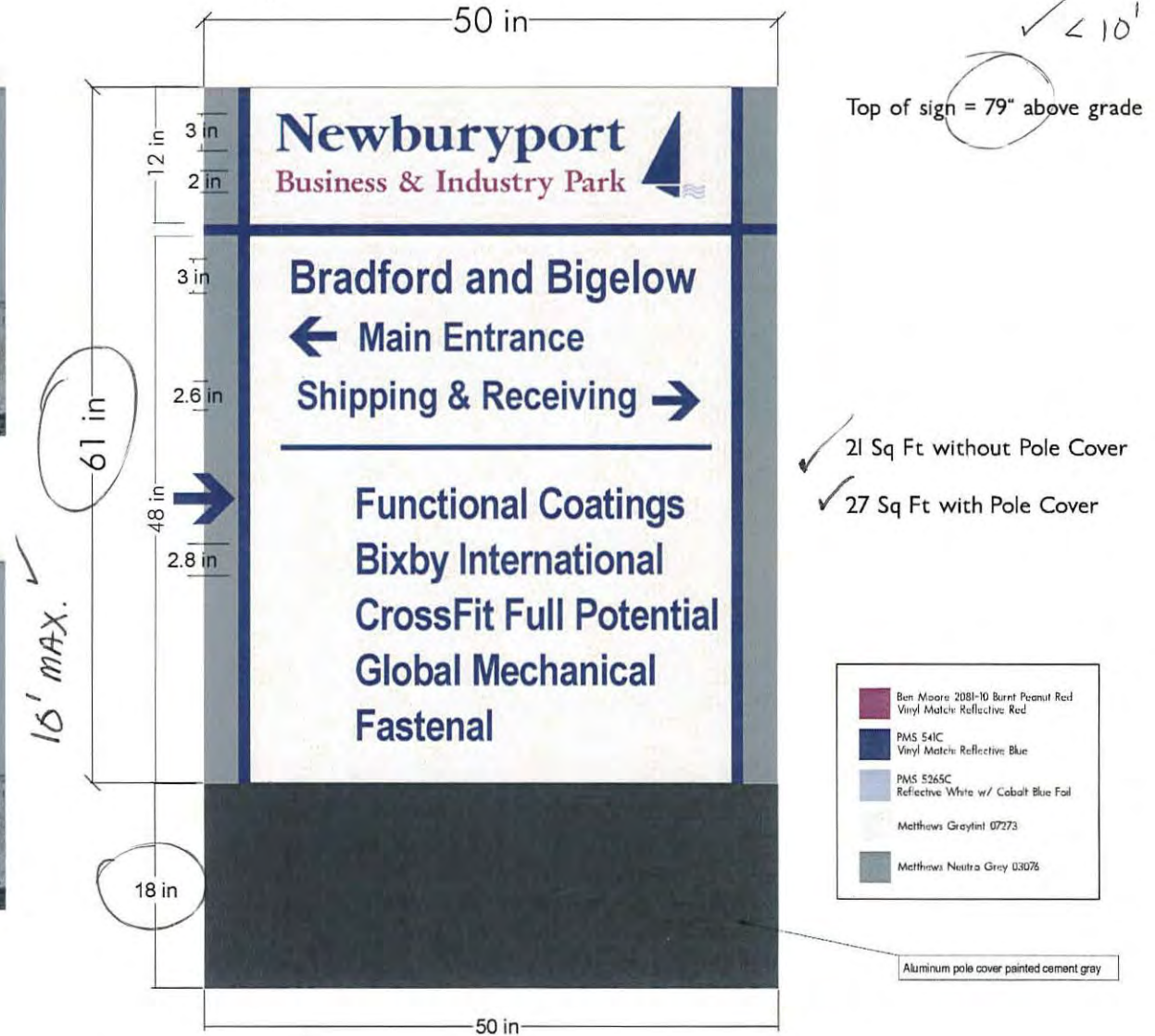
Existing

All existing directional signs to be removed/replaced by 1 proposed monument sign.



Proposed

Proposed New Monument



Newburyport Business Park
Newburyport MA

Sales Associate Jay Kahn

date 4/4/18
designed by K Hansen
file name Perkins Way Directional.plt
details New S/F Wayfinding Sign

61" x 50" x 12" extruded aluminum bleed body sign to match the industrial park signage, painted 3c and 3m high performance vinyl copy, aluminum posts w/aluminum pole cover (18"h x 50"w x 12"d) direct burial

©
COPYRIGHT © 2018
THE SIGN CENTER
UNIVERSITY MICROFILMS INTL
DUPLICATION PROHIBITED

CITY CLERK'S OFFICE
NEWBURYPORT, MA

2019 MAR 19 PM 2: 29

March 10, 2019

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 9th Annual GNOCA 5K Run/Walk, in honor of Jackie Poor and Paula Holm, in Newburyport, on Sunday, September 22, 2019, 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 Ovations for the Cure, a non-profit organization, located in Natick. Ovations 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 will be providing timing and consultation services for us again this year. The club is 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: 9th Annual GNOCA 5k walk/Run in honor of Paula Holm + Jackie Poo,

Date: Sunday Sept. 22, 2019 Time: from 10am to 1pm

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

2. Location: Michael's Harborside, 1, Tournament Wharf

3. Description of Property: Restaurant Public Private _____

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

Contact Person Deb Green

Address: 1, Water St. Rear, Newburyport Telephone: 978 225 6700

E-Mail: greetingsbydesignnewburyport@gmail.com Cell Phone: _____

Day of Event Contact & Phone: 978 225 6700

5. Number of Attendees Expected: 50-75 runners 50+ walkers

6. MA Tax Number: _____

7. Is the Event Being Advertised? yes Where? local clubs + gyms + online

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

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

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

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

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

Performers _____ Dancing _____ Amplified Sound _____ Stage _____

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

Other _____ Total # _____

Name of Carnival Operator: _____

Address: _____

Telephone: _____

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

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

If yes:

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

If no:

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

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

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

_____ Standard # _____ ADA accessible

Name of company providing the portable toilets: _____

FOR PARADE, ROAD RACE AND WALKATHON EVENTS ONLY

PARADE _____

ROAD RACE _____

WALKATHON _____

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

Greater Newburyport Ovarian Cancer Awareness (GNOCA)

2. Name, Address & Daytime Phone Number of Organizer: Deb Green 978 225 6700

1, Water Street, Rear, Newburyport MA 01950

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

As Above

4. Date of Event: Sept. 22, 2019 Expected Number of Participants: 100

5. Start Time: _____ Expected End Time: _____

6. Road Race, Parade or Walkathon Route: (List street names & **attach map of route**): Merrimac Street, Jefferson Street, High Street, Kent Street, Washington Street, Rail Trail (see attached map). The walkers will follow a different route downtown (map attached).

7. Locations of Water Stops (if any): Jefferson Street, left side - midway

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

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

10. Dismissal Location & Time for Participants: Michael's 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 [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: *Fee for Special Events: \$45/hr/DPS employee for trash handling/staging etc. may apply*
Yes: \$ _____ due on _____ No Fee for Special Events applies
Other requirements/instructions per DPS _____
- ____ 10. Parks Department: _____
- ____ 11. License Commission _____

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

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

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

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

(c) *Definitions.*

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

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

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

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

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

(d) *Limitations.*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(e) *Enforcement.*

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

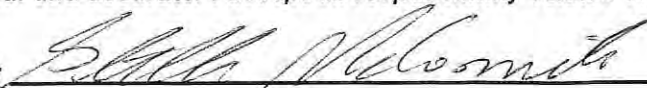
(2) *Warning.* In the circumstance that this section is violated, the enforcement may consist of a warning. Any warnings issued for violation(s) will be reported to the city clerk and city council and may be used as a factor in future application approvals and denials.

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

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

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

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

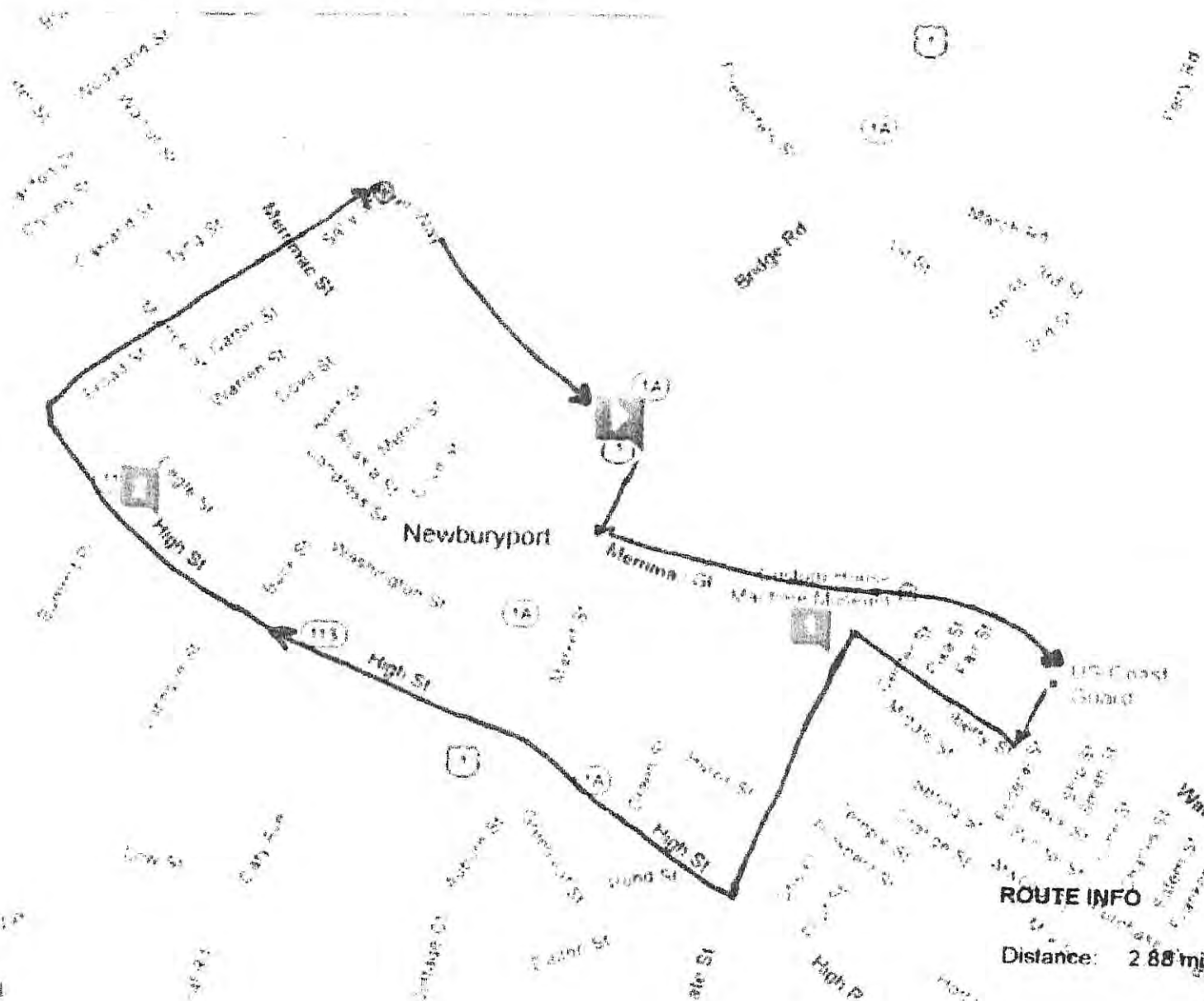
Signed: 

Date: 3-5-19

5k Walk Route

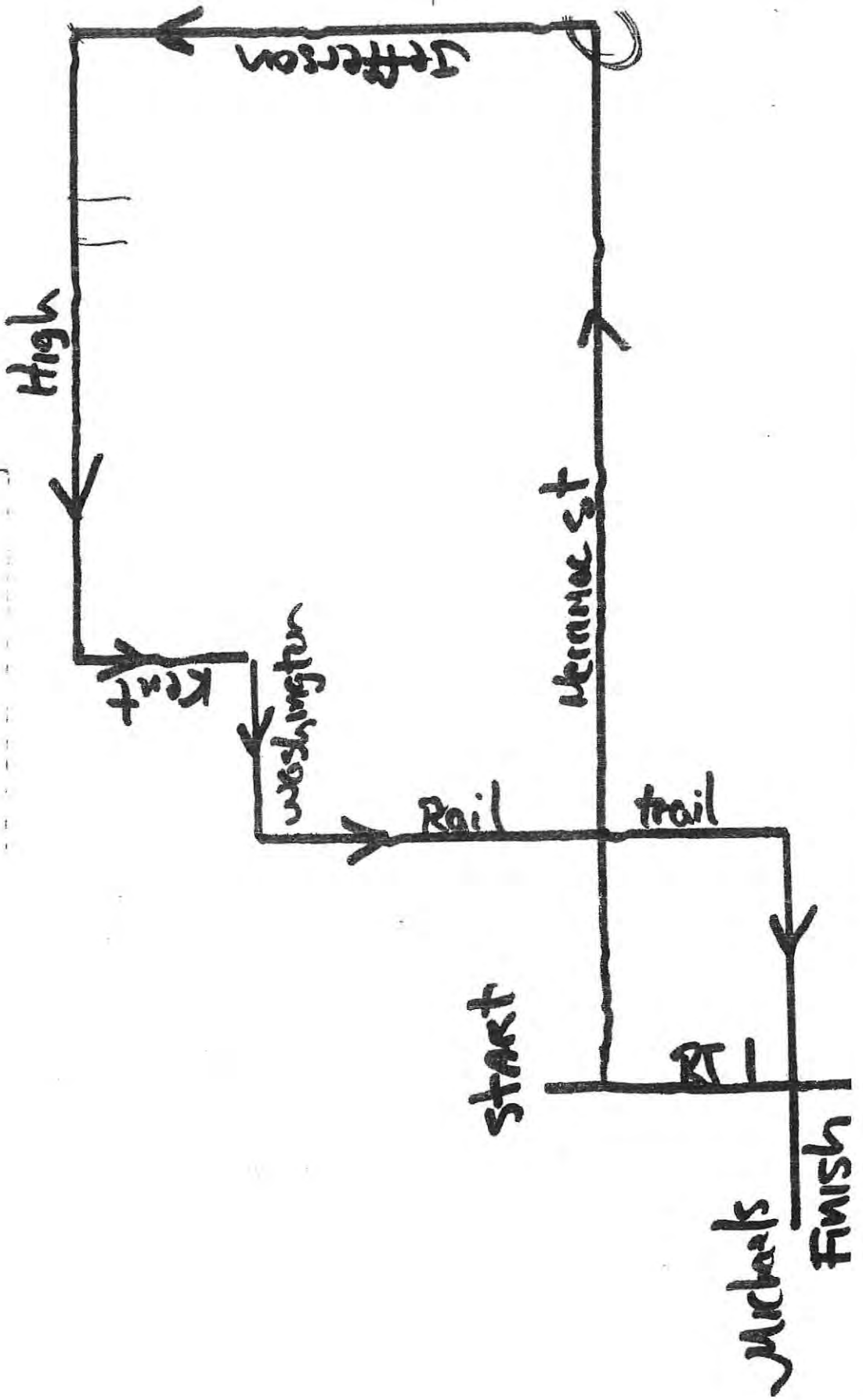
Directions for walk

- 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 mi

5k Run Route





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

To: President and Members of the City Council
From: Donna D. Holaday, Mayor
Date: March 19, 2019
Subject: FY2020-FY2024 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 2020 through 2024. Copies of the CIP will be made available on March 25, 2019.

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 \$15,000 with an expected useful life of at least five years to be included in the CIP.

In this year's CIP, as we have done over the past few years, we are aligning the CIP with the FY20 capital funding request by recommending appropriations for highest priority projects appearing in the program for the current fiscal year. We anticipate submitting the FY20 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.

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

Thank you for your consideration.



CITY OF NEWBURYPORT
 38R Merrimac Street, Newburyport, MA 01950
 O: 978-462-6680 F: 978-465-4145

2019 MAR 20 PM 12:25
www.newburyportchamber.org
info@newburyportchamber.org

Tuesday, March 12, 2019

Newburyport City Council
 60 Pleasant Street
 Newburyport, MA 01950

Dear Council President ^{Berry}Connell and Members of the Newburyport City Council:

The Greater Newburyport Chamber of Commerce & Industry would like to thank you for your support of employee parking in the parking garage. The rate of \$60 per month for employees is supported by us, and our members are also amenable. The parking garage is a wonderful and much needed addition to the City of Newburyport. This garage will provide safe parking for employees and will also alleviate the use of parking spaces in the immediate downtown. This will allow for more spaces to be utilized by visitors and locals who are patronizing area businesses. More parking in downtown Newburyport will make visiting the city of Newburyport easier for locals and visitors, and will thus positively impact the city's economic development and keep the City of Newburyport a marketable destination.

As a vital organization that represents the interests of our 750+ members, who are from many different business sectors, the Greater Newburyport Chamber speaks as a collective voice on issues that impact business and the local economy. We thank you very much for your support, and for working with us over this last year to resolve the issue of parking in downtown Newburyport. We thoroughly enjoy showcasing the City of Newburyport and stimulating economic development throughout the entire Greater Newburyport area.

Sincerely,

Frank G. Cousins, Jr.
 President & CEO

CC: Newburyport Mayor Donna Holaday

**APPOINTMENTS
FIRST READING**



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

NEWBURYPORT, MA

MAR 19 AM 10:50

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: March 19, 2019
Subject: Appointment

I hereby appoint, subject to your approval, the following named individual as a member of the Planning Board to fulfill the unexpired term of Andrew Shapiro. This term will expire on April 1, 2020.

Rick Taintor
10 Dexter Street
Newburyport, MA 01950

10 Dexter Street
Newburyport, MA 01950
March 11, 2019

Mayor Donna Holaday
City of Newburyport
City Hall
Newburyport, MA 01950

Dear Mayor Holaday,

I would like to be considered for appointment to a City board or committee in which I can provide the benefit of my extensive career in community and regional planning as well as my experience and interests in related areas. I would be interested in appointment to the Planning Board and/or the Merrimack Valley Planning Commission should an opening arise in either or both of those bodies. I would also be interested in contributing to boards or committees dealing with bicycle and pedestrian planning, other transportation planning issues, and issues relating to climate change resilience and adaptation.

My professional experience includes 18 years as a municipal planner and 22 years as a planning consultant:

- Planning Director in Framingham, MA, and Portsmouth, NH;
- Consultant to communities throughout Massachusetts and in other New England states regarding comprehensive and strategic planning, zoning, and review of major development proposals;
- Consultant to state and regional agencies across the country relating to scenic byways, community-based tourism, and regional economic development.

My specific skills and areas of interest include:

- Development and site plan review, ranging from small retail and industrial projects to regional malls and shopping centers, as well as infill projects in historic districts;
- Drafting of zoning ordinances, site plan review regulations, and design guidelines for urban redevelopment;
- Bicycle and pedestrian planning, including network planning and infrastructure design;
- Resiliency planning.

I have attached my current resume which provides more detailed information on my experience. Thank you for considering my continuing interest in serving the City of Newburyport.

Very truly yours,



Rick Taintor

RICK TAINTOR, AICP

10 Dexter Street – Newburyport, MA 01950

978-872-8230 – rtaintor@gmail.com

SUMMARY OF EXPERIENCE AND QUALIFICATIONS

Rick Taintor has 40 years of planning and community development experience, including 18 years as a municipal planner and 22 years as a consultant to municipalities and state and federal agencies.

As a consultant, Rick has focused on comprehensive and strategic planning, corridor management, and land use regulation. He has directed a wide variety of community and regional planning projects, including:

- *comprehensive and master plans* for Acton, Berlin, Douglas, Newburyport, Pittsfield, Wellfleet and Westford, MA; Cranston, RI; and Windham and Portsmouth, NH
- *comprehensive zoning revisions* for Berlin and Wareham, MA, and Portsmouth, NH
- *commercial area zoning updates* for Revere, Framingham, Marion, and Carver, MA
- *commercial corridor studies* for Marshfield, MA, and Wells, ME
- *open space and recreation plans* for Wellesley, Berlin, Framingham and Dedham, MA
- *development review services* (impact analysis, zoning regulations, development agreements, and site plan review) for major commercial and mixed-use developments in Berlin, MA, and Merrimack and Durham, NH
- *regional economic development strategies* in the New Jersey Pinelands and Washington County, Rhode Island
- *scenic corridor management plans* in Maine, Rhode Island, New Jersey and Nevada
- *statewide scenic byway programs* in Rhode Island and Nevada
- *community planning guidebook and program assessment* for the Federal Highway Administration's National Scenic Byways Program

Rick was the Planning Director for Portsmouth, NH from 2009 to 2017, and for Framingham, MA from 1983 to 1988.

Rick's experience in municipal government also includes serving as a member and chair of the Holliston, MA, Zoning Board of Appeals, and as a member and vice-chair of the Newburyport, MA, Redevelopment Authority.

PROFESSIONAL EXPERIENCE

2017 – present **Community Planning Consultant**

Senior consultant providing community planning and zoning services to municipal clients. Current projects include:

- City of Portsmouth, New Hampshire: Drafting land use regulatory updates, including zoning ordinance, site plan review regulations, and Planning Board rules and regulations. Topics include use and dimensional standards, accessory dwelling units, multifamily dwellings, signs, off-street parking, highway noise mitigation, wetlands protection, and floodplains.
- Town of Durham, New Hampshire: Managing the Planning Board development review process (site plan review and conditional use permits) for a mixed-use (residential/retail/office) development adjacent to the town center.
- Town of Lamoine, Maine: Comprehensive Plan update.
- Town of Berlin, Massachusetts: Master Plan update.

2009 – 2017 **Planning Director** **City of Portsmouth, New Hampshire**

Director of planning for the City of Portsmouth (pop 21,000). Responsible for managing the Planning Department; assessing proposals for land use and development; determining compliance with local land use regulations and applicable state and federal laws; long range planning and leadership; and recommending policies, standards and criteria to the Planning Board and City Manager.

- Administered a nine-person department providing a wide range of planning and development services.
- Managed the City's land use, transportation and environmental planning activities.
- Assisted residents, property owners and permit applicants with land use and development issues.
- Provided staff support to the Planning Board.
- Provided support to ad hoc committees appointed by the City Council, such as the Transportation Policy Committee and Housing Committee.

- Oversaw staff support to the Zoning Board of Adjustment, Historic District Commission and Conservation Commission.
- City representative on the Board of the Rockingham Planning Commission; member of Executive Committee and Legislative Policy Committee.
- Responsible for updating the Master Plan and land use regulations.
- Supervised planning projects including the Downtown Form-Based Zoning, Bicycle and Pedestrian Plan, and Coastal Resilience Initiative.

2000 – 2009

President

Taintor & Associates, Inc., Newburyport, Massachusetts

1992 – 2000

Partner

Whiteman & Taintor / The LandUse Collaborative

Hopkinton/Ashland, Massachusetts & Boulder, Colorado

Principal in consulting firm providing community and regional planning, policy and development review services. Prepared comprehensive and strategic plans, growth management plans, open space and recreation plans, economic development studies, housing and population studies, land use regulations, scenic byway program design and corridor plans, and policy studies and reports.

Representative projects:

Comprehensive and Strategic Planning

- Managed the preparation of more than 10 comprehensive plans for communities in New England (including two prepared under the Cape Cod Commission Act and one under Rhode Island's Comprehensive Planning Act) and contributed to several additional comprehensive plans.
- Prepared build-out studies for a 5-mile commercial corridor in a suburban community and for a 1,300-acre section of a growing town along I-495, to estimate potential development and recommend growth management strategies.
- Prepared strategic plans for commercial districts, including a regional retail center, a suburban commercial area, and several downtown/village areas.

Land Use Regulations

- Prepared comprehensive zoning revisions for communities in Massachusetts and New Hampshire.

- Prepared innovative land use regulations to promote mixed-use and transit-oriented development and redevelopment.
- Provided consulting assistance to eight Rhode Island communities under the South County Watersheds Technical Planning Assistance Project, including preparation of handbooks and model ordinances on farmland protection and transfer of development rights
- Prepared model regulations and specific proposals for three Rhode Island communities under the Eight-Town Affordable Housing Project.

Economic Development

- Provided economic development planning assistance to the New Jersey Pinelands Commission and seven rural communities under the Pinelands Rural Economic Development Pilot Program.
- Prepared economic development strategies for rural communities in Massachusetts and New Hampshire, including recommended actions to support small-scale businesses and tourism.
- Prepared an economic development feasibility study for eight Rhode Island communities under the South County Sustainable Economy Project.

Scenic Highway Planning and Management

- Assisted in the design of statewide scenic byways programs in Nevada, Rhode Island and Vermont under the National Scenic Byways Program.
- Prepared a corridor management plan and successful state and national scenic byways nominations for the Pyramid Lake Paiute Indian Tribe in Nevada.
- Prepared corridor management plans for several designated scenic roads in Rhode Island.
- Prepared a corridor management plan for the Rangeley Lakes (Maine) Scenic Byway, in support of the route's successful nomination for National Scenic Byway designation.
- Prepared a corridor management plan for the Pine Barrens Byway, a 130-mile scenic byway in southern New Jersey. The byway planning process included 16 municipalities, 5 counties, and the New Jersey Pinelands Commission.
- Co-authored *Byway Beginnings: A Community Guide to Inventorying and Assessing Intrinsic Qualities Along Potential Scenic Byways*, published by the Federal Highway Administration.

- Managed the preparation of a report to the Federal Highway Administration on the National Scenic Byways Program, reviewing the status of the program after its first 15 years and identifying opportunities to enhance the program through administrative policies and regulatory and statutory changes.

Development Review

- Assisted the Berlin, MA, Planning Board in negotiations for rezonings and development agreements for several major commercial developments. Coordinated development impact reviews and site plan reviews.
- Assisted the Merrimack, NH, Planning Board to develop regulations and permitting procedures for a regional outlet shopping center. Provided oversight for the permitting process.

1988 – 1992

Senior Planner

IEP, Inc., Northborough, Massachusetts

Project Manager for various municipal planning projects including master plans and growth management plans, affordable housing plans, compliance review, and zoning bylaw preparation.

- Prepared a land use plan for a major commercial center located on the boundary of Framingham and Natick, MA, including recommended zoning regulations that were adopted by both local governments.
- Prepared a town center plan for a rural community, addressing economic development, aesthetics, historic preservation, and traffic and pedestrian circulation and safety.
- Managed the preparation of comprehensive plans for urban and suburban communities, including coordination of subconsultants and in-house staff, public participation and client relations.
- Assisted communities to assess the potential traffic impacts of major proposed industrial and residential developments.

1983 – 1988

Planning Director

Town of Framingham, Framingham, Massachusetts

Responsible for planning and community development activities for a community with a population of 65,000, reporting to the Town's Board of Selectmen and Executive Administrator.

- Administered a ten-person department providing a wide range of planning and development services.

- Managed the Town's Community Development Program, including a housing rehabilitation program providing assistance for property renovations to lower-income homeowners and owners of apartments with lower-income tenants.
- Planned, established and managed the Town's first public bus service.
- Developed a successful proposal for establishment and funding of a community land trust to help preserve affordable housing.
- Planned and coordinated the development of an access road to an underutilized and blighted industrial area.
- Planned and managed the construction of the Town's first public parking garage, coordinating the funding and design processes and working with consultants, local businesspersons, Town officials, and state agencies.

1980 – 1983

**Community Development Coordinator
Town of Framingham, Framingham, Massachusetts**

Assistant to the Planning Director. Responsible for design and management of several housing rehabilitation programs; coordination of projects and programs funded under the federal Community Development Block Grant Program; and general planning functions.

1977 – 1980

**Project Planner (1977 - 1978)
Senior Project Planner (1978 - 1980)
Town of Framingham, Framingham, Massachusetts**

Responsible for data collection and analysis; preparation of plans and reports, funding applications, and contracts; monitoring program performance; and working with citizens and public officials on issues and activities relating to planning and community development.

EDUCATION

1969 – 1973

Harvard University Cambridge, Massachusetts
Harvard College: B.A. magna cum laude in History, June 1973.

1973 – 1974

Harvard University Cambridge, Massachusetts
Graduate School of Design: City and Regional Planning Program, 1973-74.

1975 – 1977

University of Maine Orono, Maine
Graduate School: M.S. in Agricultural & Resource Economics, December 1977.
Areas of concentration: Resource Economics and City and Regional Planning.

PLANNING AWARDS

- Golden Triangle Study, Framingham & Natick, MA
Outstanding Comprehensive Planning Project, 1991
American Planning Association, New England Chapter
- Acton Master Plan, Acton, MA
Outstanding Comprehensive Planning Project, 1992
American Planning Association, New England Chapter
- Cranston Comprehensive Plan, Cranston, RI
Outstanding Comprehensive Planning Project, 1994
American Planning Association, Southern New England Chapter
- Little River Transit Village Feasibility Study, Newburyport & Newbury, MA
Outstanding Comprehensive Planning Project, 2006
American Planning Association, Massachusetts Chapter
and
Governor's Smart Growth Innovation Award, 2006
- Jeffrey H. Taylor Lifetime Achievement Award, 2017*
New Hampshire Planners Association

PROFESSIONAL SERVICE AND AFFILIATIONS

- Member, American Institute of Certified Planners
- Member, American Planning Association

Rick Taintor, AICP
Representative Consulting Projects

Municipal Comprehensive & Master Plans

- Acton, MA – Master Plan (1991) and Master Plan Update (1998)
- Berlin, MA – Master Plan (1997), Master Plan Update (2019 – in progress)
- Concord, MA – Comprehensive Long-Range Plan (2004)
- Cranston, RI – Comprehensive Plan (1992)
- Douglas, MA – Master Plan (1998)
- Framingham, MA – Master Plan Existing Conditions Report (2008)
- Lamoine, ME – Comprehensive Plan Assistance (2017-2019)
- Newburyport, MA – Master Plan (2001)
- Pittsfield, MA – Master Plan (1993)
- Portsmouth, NH – Master Plan (2005)
- Somerset, MA – Master Plan (2007)
- Wellesley, MA – Comprehensive Plan (1994)
- Wellfleet, MA – Local Comprehensive Plan (1995)
- Westford, MA – Master Plan (1995)
- Windham, NH – Master Plan (2004)

Comprehensive/Master Plan Visioning & Goals

- Keene, NH – Community Visioning Process (2008)
- Lynnfield, MA – Master Plan Goals and Policies (1998)
- Medfield, MA – Master Plan Goals and Policies Statement (1997)

Downtown, Town Center, & Commercial District Plans

- Acton, MA – Kelley's Corner Specific Area Plan (1995)
- Ashland, MA – Route 126 Corridor Management Study (1992)
- Carver, MA – Design Guidelines (1997)
- Cranston, RI – Cranston Street Revitalization Strategy (1998)
- Franklin, NH – Vision 2000: Downtown Revitalization Strategy (2000)
- Mansfield, MA – Great Woods Area Land Use Study (1994)
- Marlborough, MA – Marlborough West Area Land Use Study (1990)
- Marshfield, MA – Route 139 Build-Out Study (1993)
- Rochester, NH – Route 11 Corridor Strategy (1998)
- Somerset, MA – Town Center Zoning and Design Guidelines (2006)
- Worcester, MA – Quinsigamond Village Revitalization Strategy (2002)

Economic Development Analysis and Planning

- Dover, NH – Economic Base Study (1998)
- Elko, NV – Economic Analysis and Tourism Marketing Strategy (1998)
- Hopkinton, NH – Tax Base Diversification Strategy (1998)
- New Jersey Pinelands Commission – Rural Economic Development Pilot Program (1999)
- Sheffield, MA – Ecotourism and Economic Development Feasibility Study (1995)
- South County, RI – Sustainable Economy Project (2003)

Zoning and Land Use Regulation

- Acton, MA – Comprehensive Zoning Amendments (1990)
- Berlin, MA – Regional Shopping Center Overlay District (1993)
- Berlin, MA – Zoning Bylaw Recodification and Amendments (1997)
- Berlin, MA – Community and Highway Shopping Center Overlay Districts (2004)
- Carver, MA – Business Zoning Districts and Regulations (1997)
- Exeter, Narragansett & West Greenwich, RI – Affordable Housing Plan Implementation Project (2007)
- Framingham-Natick, MA – Golden Triangle Planning Project (1990)
- Lexington, MA – Zoning Revisions (2004)
- Marion, MA – Business Land Use Study (1996)
- Newburyport, MA – Strategic Land Use Plan (2004)
- North Kingstown, RI – Wickford Village Zoning (2002)
- Portsmouth, NH – Downtown Overlay District (2004)
- Portsmouth, NH – Comprehensive Land Use Regulations Revisions (2009)
- Portsmouth, NH – Land Use Regulatory Revisions (2017-2019)
- Revere, MA – Business Zoning Districts and Regulations (1995)
- Springfield, MA – Zoning Ordinance Revision Project (2007)
- Wareham, MA – Zoning and Subdivision Regulations (2004)

Regional Planning

- Blackstone Valley Corridor Commission – Blackstone Valley Institute (2001-2003)
- Cape Cod Commission – Outer Cape and Monomoy Capacity Analysis Projects (1996, 1998)
- Grow Smart Rhode Island and Washington County (RI) Regional Planning Council – Washington County Sustainable Economy Project (2003)
- New Jersey Pinelands Commission – Pinelands Rural Economic Development Pilot Program (1999)
- Rhode Island Rural Lands Coalition – South County Watersheds Technical Planning Assistance Project (2001)

Scenic Byway Planning and Programs

- Federal Highway Administration, National Scenic Byways Program – *Byway Beginnings: Understanding, Inventorying, and Evaluating a Byway's Intrinsic Qualities* (1999) (<http://www.nsbfoundation.com/index.php/training/byway-beginnings>)
- Federal Highway Administration – *Assessing and Sustaining the Quality of the America's Byways Collection* (2008)
- Nevada State Scenic Byways Program (1993)
- New Jersey Pinelands Commission – Pine Barrens Byway Corridor Management Plan (2008)
- Pyramid Lake Paiute Tribe, NV – Pyramid Lake Scenic Byway Corridor Management Plan (1996)
- Rangeley Lakes, ME – Rangeley Lakes Scenic Byway Corridor Management Plan (2000)
- Rhode Island State Scenic Byways Program (1996)
- Vermont Byways Program (1995)

Major Development Review Services

- Berlin, MA – Solomon Pond Mall (1993)
- Berlin, MA – Highland Commons Shopping Center (2004)
- Merrimack, NH – Merrimack Outlet Village (2008)
- Durham, NH – Mill Plaza Expansion (2018-2019 – in progress)

Growth Management Planning

- Yellow Springs, OH – Growth Management Planning Study (1992)
- Mendon, MA – Growth Management Strategy (1996)
- Easton, MA – Growth Management Study (1999)
- Norfolk, MA – Growth Management Project (2003)

Note: Projects were completed under the following firm names:

1988-1992 – IEP, Inc. / Fugro-McClelland (East), Inc.

1993-2001 – Whiteman & Taintor

2001-2009 – Taintor & Associates, Inc.

2017-2019 – Rick Taintor, AICP