

**COMMITTEE ITEMS**

**August 19, 2019**

**Committee Items Budget & Finance**

Consent Agenda-Committee Items

ORDR128\_06\_24\_19 CPC Amendment to FY18 Projects

ORDR132\_07\_15\_19 CPC FY2020 Recommended Appropriations (**COTW**)

APPT114_07_15_19	Julie Languirand	13 Cushing St, Salisbury	Treasurer/Collector	8/1/2022
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**Removal from Committee Form**

**Instructions: Remit to [rjones@cityofnewburyport.com](mailto:rjones@cityofnewburyport.com); [pbarker@cityofnewburyport.com](mailto:pbarker@cityofnewburyport.com); [cgreen@cityofnewburyport.com](mailto:cgreen@cityofnewburyport.com) by Wednesday, 5 PM preceding Council meeting**

**Committee Name: Budget and Finance**

**Committee Chair: Tontar**

	Measure Identifier	Measure Title	Amended in Committee? (if yes, attach final version)	Consent Agenda or Regular Agenda?
1.	ORDR128_06_24_19	CPC Amendment to FY18 Projects	NO	CONSENT
2.	APPT114_07_15_19	Julie Languirand, Treasurer/Collector Re- Appointment	NO	CONSENT
3.	ORDR132_07_15_19	CPC FY2020 Recommended appropriations	YES	CONSENT
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## CITY OF NEWBURYPORT



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IN CITY COUNCIL

**ORDERED:**

That the City Council hereby approves a minor amendment to the July 10, 2017 Order of Appropriation for FY'18 CPA projects, by eliminating the restriction placed on Project #11 (Clipper City Rail Trail Phase III) in its entirety, and authorizing use of funds for any portion of the Phase III Clipper City Rail Trail loop deemed timely and feasible by the City of Newburyport Office of Planning & Development. Accordingly, the following restriction, included with the July 10, 2017 Order, is hereby eliminated:

*"all design monies associated with any work should be for the City of Newburyport portion and not outside the city."*

All other terms of the original appropriation and award for this project remain unchanged.

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Councillor Charles F. Tontar

# Newburyport Community Preservation Committee

## Recommendation for Minor Amendment to FY18 CPA Grant Appropriation Awarded to the Office of Planning & Development

### Background

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The Newburyport Community Preservation Committee (CPC) previously recommended, and the City Council previously approved an award of \$75,000 in FY'18 CPA funds to the City of Newburyport Office of Planning & Development for the project entitled "Clipper City Rail Trail Phase III," which included the following purposes:

1. "to support the initial planning and design discussions for Phase III of the rail trail, which will 'close the loop' by linking Phases I and II"; and
2. "planning of Phase III, which will include public meetings, design, and survey work for the Parker Street corridor, which will serve as the connection between Phases I and II of the trail."

Although the City Council approved funding for this project, for the purposes described above, the Council also placed the following restriction on use of these funds in the motion to approve:

*"Motion to amend Project # 11 [Clipper City Rail Trail Phase III], that all design monies associated with any work should be for the City of Newburyport portion and not outside the city."*

### Update / Recommendation

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- Attached is a schematic plan depicting the planned route for the Clipper City Rail Trail Phase III project showing that a small but necessary portion of the Phase III Rail Trail connection is located within the Town of Newbury, because Phase II of the Clipper City Rail Trail (completed last year) terminates just over the Newburyport/Newbury town line.

While we appreciate the Council's desire to ensure that Rail Trail improvements funded with CPA monies are located within the geographic boundaries of the City, the Council previously authorized land acquisition and funding for Phase II of the Clipper City Rail Trail within the Town of Newbury. This Phase II Rail Trail segment is used frequently by Newburyport residents and therefore benefits the City of Newburyport, notwithstanding its partial location within the Town of Newbury. The City cannot complete the Phase III loop for its own citizens without access to design and construction funding for this segment of the Phase III route.

Progress on design for the westerly portion of Phase III, which includes crossing of both State Street and Route 1, has been slow as a result of coordination with MassDOT, which itself has determined that no Phase III crossing can be approved in this area (*under their jurisdiction*) until such time as the entire adjacent Rotary is reconfigured to allow safe sight lines and stopping distances for vehicles approaching a Phase III crossing of pedestrians and bicycles. The City is currently engaged in discussions with MassDOT regarding both appropriate design and funding for the Rotary and Phase III crossings. Schematic plans for various design options have been prepared both by the City and MassDOT's consulting engineers. Unfortunately, further work is needed to improve these plans, particularly as they pertain to non-vehicular circulation and safety, so that a "preferred alternative" plan can be finalized and scheduled for construction, with associated funding through the state and regional Transportation Improvement Program (TIP).

The segment of Phase III between State Street and the driveway at Shepard's Auto may require additional (*relatively minor*) land acquisition from abutting properties, however, it would be premature to invest time

# Clipper City Rail Trail – Map of Phases I, II & III



*B+F*  
*COTW*

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

That the City Council appropriates from the Community Preservation Act FY 2020 estimated revenues, in accordance with the provisions of M.G.L. Chapter 44B, for the following projects, based upon the Community Preservation Committee's recommendation, the total amount of **\$1,250,803**. The source of funds shall be FY2020 estimated revenues in the amount of \$1,048,493.01 and Community Preservation Fund Balance in the amount of \$304,611. Each project listed below shall be considered a separate appropriation or reservation in the amount indicated for that project. Any conditions or stipulations indicated within the Community Preservation Committee's recommendation, incorporated herein, shall be considered a condition of this appropriation and subsequent grant award.

Project No.	Project Title	Applicant	Request	Recommendation
1	NHS Exterior Woodwork Restoration Phase 3	Newburyport Public Schools	\$110,903	\$110,903
2	Kelleher Gardens Siding Project	Newburyport Housing Authority	\$325,000	\$325,000
3	Gateway Trees 2	Newburyport Tree Commission	\$13,000	\$13,000
4	Cushing House Electrical System	Historic Society of Old Newbury	\$59,430	\$59,430
5	Bartlet Mall Historic Restoration-Walkway Improvements	Newburyport Parks Department and Commission	\$118,925	\$83,000
6	Custom House Maritime Museum: Interior Climate Control Systems Upgrade	Newburyport Maritime Society, Inc.	\$100,000	\$75,000
7	NHS Exterior Woodwork Restoration Phase 4	Newburyport Public Schools	\$84,000	\$84,000
8	Open Space Reserve Fund	Newburyport Open Space	\$170,000	\$100,000
9	Fuller Field Track Renovation Phase 2	Newburyport Parks Department and Commission	\$694,820	Full Bond

*total = 1,250,803*  
*21 92 50*

	Riverfront Trail Gap			
<b>10</b>	Project/Clipper City Rail Trail Phase 2	Newburyport Planning Office	\$250,000	\$250,000

**Total:      \$1,926,078      \$1,100,333**

<b>11</b>	NHS Stadium Bond Payment	123,080
<b>12</b>	Cherry Hill Soccer Field Bond Payment	\$12,540
<b>13</b>	Administrative Costs	\$12,000

**Total:                      \$150,470**

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Councillor Charles F. Tontar

Approve:  
Date:

Attest:



**NEWBURYPORT COMMUNITY PRESERVATION COMMITTEE  
RECOMMENDATIONS FOR FY20 APPROPRIATIONS**

The Newburyport Community Preservation Committee recommends that the City Council appropriate **\$1,250,803** from Community Preservation Fund Revenues for the projects and bond payments, in the amounts, in the categories, and subject to the conditions hereinafter described.

The following CONDITIONS are common to recommended projects #1 through #11:

- A. Each recipient of funds is required to submit to the CPC a written report on the status of the project by each October 15, January 15, April 15 and July 15 following appropriation and until final completion of the project.
- B. If a project is not completed within twelve (12) months of appropriation, the grantee must submit a written request to the CPC for an extension of the grant. Otherwise, funds may be subject to rescission and returned to Community Preservation Fund Reserves (applicable to appropriations, not to reservations).
- C. Full funding is conditioned upon the receipt of state matching funds, estimated to be 11.5% of local revenue, expected in November 2019.

Attached are:

- 1. A draft Council Order and table summarizing all CPC recommendations.
- 2. Recommendations for appropriation numbers 1-14, with summaries for each.
- 3. Criteria for project evaluation adopted and published by the CPC.

Estimated Community Preservation Fund Revenues available for appropriation or reservation in FY 2020 total **\$1,353,104.01**. This figure includes estimated receipts of the local CPA surcharge through fiscal year end 2019, accumulated interest, the anticipated 11.5% state matching funds expected to be received in November 2019, current uncommitted and unreserved funds, and the returned funds from completed and closed-out projects.

Applications for all projects are available for review in the Office of Planning & Development. Applications received, including those recommended for funding, are also available for viewing on the City website at the following URL:

<https://www.cityofnewburyport.com/community-preservation-committee>

Respectfully submitted by:

Community Preservation Committee Members

Michael Dissette, Chair	Jane Healey, Vice Chair
Mark Rosen	Paul Healy
Daniel Koen	Don Walters
Don Little	Ronald Ziemba
Karen Popken	

**PROJECT NO. 1**  
**NHS EXTERIOR WOODWORK RESTORATION PHASE 3**

The CPC recommends the appropriation of \$110,903 from the FY 2020 Estimated Revenues to the Newburyport Public Schools for the continuation of the NHS Phase 3 exterior woodwork restoration project with the following condition:

- The applicant shall finalize, execute and record a permanent Preservation Restriction (PR) on the entire exterior façade of the structure. The applicant shall consult and obtain approval from the Newburyport Historical Commission (NHC) regarding the scope and details of said PR, prior to execution and recording.

The CPA category is Historic Preservation.

**Project Summary:** This application is a continuation of Phase 3 of this project and will focus on the rehabilitation of the cupola. Age and exposure to weather have caused a variety of issues with the exterior woodwork, necessitating a well-planned historic restoration guided by The Secretary of the Interior's Standard for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. The applicant is nearing completion of the required Preservation Restriction, which will protect the exterior appearance of the structure in perpetuity. The additional funds are necessary because the bids for the work came in higher than the original project estimate.

**PROJECT NO. 2**  
**KELLEHER GARDENS COMMUNITY SIDING PROJECT**

The CPC recommends the appropriation of \$325,000 from the FY 2020 Estimated Revenues to the Newburyport Housing Authority to replace the siding of all buildings.

The CPA category for this appropriation is Affordable Housing.

**Project Summary:** The Housing Authority has recently undertaken a conceptual review which provided an estimate for not only the vinyl siding of the family unit complex located on Storey Avenue known as Kelleher Gardens but for window replacement as well. At this time however, the Newburyport Housing Authority is only requesting monies for the re-siding project. Kelleher Way Housing includes 13 residential buildings, 5 duplexes and 8 quadrplexes, as well as a small maintenance building. The buildings appear to be about 50 years old. All buildings currently have cedar shingles. The shingle siding is in poor condition and are at the end of their useful service. Units are beginning to see interior damage from water infiltration.

**PROJECT NO. 3**  
**GATEWAY TREES 2**

The CPC recommends the appropriation of \$13,000 from the FY 2020 Estimated Revenues to the Newburyport Tree Commission for the purchasing of 12 trees and the planting and two years of care of twenty five trees (12 trees to be purchased and 13 existing Liberty Elms previously purchased by the Tree Commission).

The CPA category for this appropriation is Historic Preservation.

**Project Summary:** The Tree Commission (TC), working the Friends of Newburyport Trees (FoNT), would like to continue a project initiated in 2016 called GATEWAY. The project's mission is to improve and beautify and restore the tree canopy on the principal access roads into Newburyport by planting site-specific street tree species, carefully vetted by Tree Commission arborists, in the public right-of-way. Over 50 available sites have been identified by the Tree Commission on the 2 miles of Merrimac Street. The project includes site preparation, purchasing, planting,

watering (2 years), pruning and mulching of trees. The requested grant will pay for the purchasing 12 trees and the planting and two year care of twenty five new trees.

**PROJECT NO. 4  
CUSHING HOUSE ELECTRICAL SYSTEM**

The CPC recommends the appropriation of \$59,430 from the FY 2020 Estimated Revenues to the Historic Society of Old Newbury to replace the original wiring at the Cushing House and install a comprehensive new electrical system.

- The applicant shall finalize, execute and record a permanent Preservation Restriction (PR) on the entire exterior facade of the structure. The applicant shall consult and obtain approval from the Newburyport Historical Commission (NHC) regarding the scope and details of said PR, prior to execution and recording. If the applicant believes an existing PR for this structure meets these requirements, it shall obtain a written opinion from the Newburyport Historical Commission (NHC) that the scope and details of said PR are adequate in light of this project and that no amendments or additions to said PR are necessary. If the NHC determines that amendments or additions to the existing PR are necessary, the applicant shall finalize, execute and record an update to said PR accordingly. These requirements shall be met before any funds are distributed to the applicant.

The CPA category for this appropriation is Historic Preservation.

**Project Summary:** The electrical system work will be phased over the course of eight months (October 2019- May 2020) to avoid disruption during the summer season. The total project cost is \$118,860. For the last 63 years, the three-story brick building has housed offices, collections storage, period museum rooms, galleries, and a lecture hall that seats 65 people. The electrical system dates from the early 20<sup>th</sup> century and no longer meets code and could present a danger to the building and the collections. The current system is 100 amp.

**PROJECT NO. 5  
BARTLET MALL HISTORIC RENOVATION- WALKWAY IMPROVEMENTS**

The CPC recommends the appropriation of \$83,000 from the FY 2020 Estimated Revenues to the City of Newburyport Parks Department and Commission to renovate and replace walkways within the park to make them more accessible.

The CPA category is Historic Preservation.

**Project Summary:** Bartlet Mall Park is the City of Newburyport's most visually prominent park. Centrally located on High Street at one of the main gateways to downtown, the Park is an easy walk from the central business district, as well as a number of residential neighborhoods and schools. The Bartlet Mall Park Restoration project is a phased project that will restore, preserve and protect the historic integrity of Bartlet Mall according to the original plans of landscape architect Charles Eliot. The Park provides a prime destination for runners, strollers, and dog walkers. The Park plays a major role in hosting annual festivals and other cultural events. The Newburyport Parks Department and Commission propose to remove existing, cracked, uneven, failing asphalt walkways with a porous flexible paving material. The proposed paving material provides a low maintenance, wheelchair accessible surface that also helps to manage stormwater because of its permeability.

**PROJECT NO. 6**  
**CUSTOM HOUSE MARITIME MUSEUM: INTERIOR CLIMATE CONTROL SYSTEMS UPGRADE**

The CPC recommends the appropriation of \$75,000 from the FY 2020 Estimated Revenues to the Newburyport Maritime Society, Inc. for an interior climate control systems upgrade at the Custom House Maritime Museum.

- The applicant shall finalize, execute and record a permanent Preservation Restriction (PR) on the entire exterior facade of the structure. The applicant shall consult and obtain approval from the Newburyport Historical Commission (NHC) regarding the scope and details of said PR, prior to execution and recording. If the applicant believes an existing PR for this structure meets these requirements, it shall obtain a written opinion from the Newburyport Historical Commission (NHC) that the scope and details of said PR are adequate in light of this project and that no amendments or additions to said PR are necessary. If the NHC determines that amendments or additions to the existing PR are necessary, the applicant shall finalize, execute and record an update to said PR accordingly. These requirements shall be met before any funds are distributed to the applicant.

The CPA category for this project is Historic Preservation.

**Project Summary:** The American Alliance of Museums outlines standards requiring that museums monitor environmental conditions and take proactive measures to mitigate the effects of fluctuations in temperature and humidity on collections. CSI Engineering recently completed a feasibility field investigation of the Custom House's building and proposed a scope of work including installation of a cooling HVAC system throughout the basement, first floor, and the non-museum portion of the second floor. CSI will work with Tripi Engineering Services who will investigate remedial options to reduce and control moisture migration through the exterior masonry of the walls and roof. This will ensure that the new HVAC system and building components work together as a system in order to prevent further degradation of historic building materials and protect the collections housed in the structure..

**PROJECT NO. 7**  
**NHS EXTERIOR WOODWORK RESTORATION PHASE 4**

The CPC recommends the appropriation of \$84,000 from the FY 2020 Estimated Revenues to the Newburyport Public Schools for the continuation of the NHS exterior woodwork restoration project with the following condition:

- The applicant shall finalize, execute and record a permanent Preservation Restriction (PR) on the entire exterior façade of the structure. The applicant shall consult and obtain approval from the Newburyport Historical Commission (NHC) regarding the scope and details of said PR, prior to execution and recording.

The CPA category is Historic Preservation.

**Project Summary:** This project looks to restore the topmost sections of exterior woodwork on the historic Newburyport High School. Age and exposure to weather have caused a variety of issues with the exterior woodwork necessitating a well-planned historic restoration guided by the Secretary of Interior's Standard for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. This application for Phase 4 will address the remaining miscellaneous areas which need attention which include the back sides of the Library and Auditorium as well as other areas. Phase 4 is expected to occur in the summer of 2020.

**PROJECT NO. 8**  
**OPEN SPACE RESERVE FUND**

The CPC recommends the reservation of \$100,000 from the FY 2020 Estimated Revenues to the Open Space Reserve Fund.

The CPA category for this reservation is Open Space.

**Project Summary:** Since 2014, through appropriations from the Open Space Reserve Fund, the City successfully protected 10+ acres of land on Curzon Mill Road and a significant portion of the Colby Farm land on Low Street (pending). The existence of the Reserve allowed the City to take the opportunities when they were presented. Recent CPC funding rounds have restored the Reserve to its current balance of \$729,966. The OSC continues to work on conserving open space based on goals and priorities described in the City's Master Plan and Open Space and Recreation Plan. This application is a "placeholder," with the intention of submitting supplementary application(s) about specific projects, as agreements are reached, outside funding and project partners identified, and we are otherwise able to provide the project-specific details for your consideration. No funds will be appropriated from the Open Space Reserve Fund without the CPC's review and recommendation, and City Council's approval of the specific projects.

**PROJECT NO. 9**  
**FULLER FIELD TRACK RENOVATION- PHASE 2**

The CPC recommends to fully bond the continued renovation of the track and field facility at the Bradley Fuller Athletic Field on Low Street in the amount of \$694,820 on the condition that the annual debt service not exceed \$55,000.

The CPA category for this appropriation is Recreation.

**Project Summary:** Phase 1 of this project saw construction of a new, collegiate level track and multipurpose sports field at the existing track facility on Low Street. Phase 2 got underway with the installation of a new fence that allows gating off the facility in order to charge admissions for events. Continuation of the project includes installation of a 500 to 1,000-person grandstand, completion of electrical connections throughout the facility for the sound and timing systems, installation of a new sound system, and renovation of the interior of the existing field house to include expanded restroom facilities. Future phases include improving the parking and drop off area, and installing new concrete walkways and lighting and upgrade of the turf infield.

**PROJECT NO. 10**  
**RIVERFRONT TRAIL GAP PROJECT/ CLIPPER CITY RAIL TRAIL- PHASE 2**

The CPC recommends the appropriation of \$250,000 from the FY 2020 Estimated Revenues to the City of Newburyport Office of Planning & Development for the construction phase of the Riverfront Trail Gap Project.

The CPA category for this appropriation is Recreation.

**Project Summary:** The construction phase of the Clipper City Rail Trail's Riverfront Trail Gap Project will establish a crucial trail link along a 1,200' section of the former B&M railroad corridor along the Merrimack River shoreline, and fill a critical gap in this well-used trail network. The project will clean up soil contamination and significantly improve the resilience of this unprotected stretch of shoreline to sea level rise and storm surge events. The riverfront trail section between Joppa Park and the American Yacht Club will connect over three miles of the City's existing Rail Trail/Harborwalk network. The trail will be raised several feet above existing grade in order to be at or above the

FEMA flood zone level, and will be protected by a reconstructed rip-rap revetment along approximately 900 feet of the shoreline. This riverfront trail corridor has been fenced off since the discovery of soil contamination, and an interim trail detour has been routed along busy Water Street. While the interim on-road Water Street detour is functional in the near term, it is not a desirable long-term connection due to the narrowness of the road and its sidewalks, the direct proximity and speed of thousands of motor vehicles each day, the pinch points caused by utility poles and fire hydrants, universal access concerns, and its substantial 1000-foot length. Construction of the Riverfront Trail Gap Project will provide an off-road, paved, universally accessible, multiuse trail with amenities including seating, interactive sculpture, and a historic interpretive sign.

**PROJECT NO. 11**

**NEWBURYPORT HIGH SCHOOL WORLD WAR MEMORIAL STADIUM MULTI-PURPOSE FIELD PROJECT BOND DEBT PAYMENT**

The CPC recommends the appropriation of \$126,130 from the FY 2020 Estimated Revenues to the City of Newburyport for the fourth annual payment of interest and principal on the World War Memorial Stadium Multi-Purpose Field Project Bond.

The CPA category is Recreation.

**Project Summary:** In April 2014, the City Council authorized bonding up to \$1,500,000 against future CPA revenue for the renovation and improvement of the Newburyport High School's World War Memorial Stadium athletic field. Debt payments on the bond will continue through 2030. The CPC is advised that it is necessary to appropriate the debt service payments annually.

**PROJECT NO. 12**

**CHERRY HILL PARCEL B SOCCER FIELD IMPROVEMENT PROJECT BOND DEBT PAYMENT**

The CPC recommends the appropriate of \$12,340 from the FY 2020 Estimated Revenues to the City of Newburyport for the fourth annual payment of interest and principal on the Cherry Hill Parcel B Soccer Field Improvement Project Bond.

The CPA category is Recreation.

**Project Summary:** In April 2014, the City Council authorized the bonding of up to \$134,000 against future CPA revenue for the redesign and construction of the Cherry Hill Parcel B athletic field. Debt payments on the bond will continue through 2030. The CPC is advised that it is necessary to appropriate the debt service payments annually.

**PROJECT NO. 13**

**ADMINISTRATIVE COSTS**

The CPC recommends the appropriation of \$12,000 from the FY 2020 Estimated Revenues to fund the Community Preservation Committee's anticipated administrative costs. These costs include a stipend for the CPC administration liaison position in the Office of Planning & Community Development, annual membership dues in the statewide community preservation coalition, and other recurring expenses including note taking at meetings, legal advertising, and city solicitor review of legal documents when necessary. Excess funds remaining in this account at the end of the fiscal year revert to the general Community Preservation Fund.

The CPA category for this appropriation is Administration.

# COMMUNITY PRESERVATION COMMITTEE – EVALUATION CRITERIA

The Newburyport Community Preservation Committee gives preference to proposals which address as many of the following general criteria as possible:

1. Eligible for Community Preservation Act (CPA) funding according to the requirements described in the CPA legislation (Chapter 44B of Mass. General Laws).
2. Consistent with the Master Plan, Open Space and Recreation Plan, Land Use and other planning documents that have received public scrutiny and input.
3. Preserve and enhance the essential character of the city.
4. Protect resources that would otherwise be threatened.
5. Serve more than one CPA purpose or demonstrate why serving multiple needs is not feasible.
6. Demonstrate practicality and feasibility, and that the project can be implemented within budget and on schedule.
7. Produce an advantageous cost/benefit value.
8. Leverage additional public and/or private funds (eg. qualify the project for additional grants from other sources) or receive partial funding from other sources and/or voluntary contributions of goods or services.
9. Preserve or improve utility of currently owned city assets.
10. Receive endorsement by other municipal boards or departments and broad-based support from community members.

## CATEGORY SPECIFIC CRITERIA

The Community Preservation Act funds three key community interests: open space, historic preservation, and affordable housing. Public recreation projects may also be funded.

1. **Open Space** proposals which address as many of the following specific criteria as possible will receive preference for funding:
  - Permanently protect important wildlife habitat, particularly areas that include:
    - locally significant biodiversity;
    - variety of habitats with a diversity of geologic features and types of vegetation;
    - Endangered habitat or species of plant or animal.
  - Preserve active agricultural use.
  - Provide opportunities for passive recreation and environmental education.
  - Protect or enhance wildlife corridors, promote connectivity of habitat or prevent fragmentation of habitats.
  - Provide connections with existing trails, protected open space or potential trail linkages.
  - Preserve scenic views.
  - Border a scenic road.
  - Protect drinking water quantity and quality.
  - Provide flood control/storage.
  - Preserve and protect important surface water bodies, including streams, wetlands, vernal pools or riparian zones.
  - Buffer for protected open space, or historic resources.

2. **Historic Preservation** proposals which address as many of the following criteria as possible will receive preference for funding:
  - Protect, preserve, enhance, restore and/or rehabilitate historic, cultural, architectural or archaeological resources of significance, especially those that are threatened.
  - Protect, preserve, enhance, restore and/or rehabilitate city-owned properties, features or resources of historical significance.
  - Protect, preserve, enhance, restore and/or rehabilitate the historical function of a property or site.
  - Demonstrates a public benefit.
  - Ability to provide permanent protection for the historic resource.
3. **Affordable Housing** proposals which address as many of the following criteria as possible will receive preference for funding:
  - Contribute to the goal of 10% affordability as defined by chapter 40B of Mass. General Laws.
  - Promote a socioeconomic environment that encourages a diversity of income.
  - Provide housing that is harmonious in design and scale with the surrounding community.
  - Intermingle affordable and market rate housing at levels that exceed state requirements for percentage of affordable units pursuant to chapter 40B.
  - Ensure long-term affordability.
  - Address the needs of range of qualified household, including very low, low and low-to moderate income families and individuals.
  - Provide affordable rental and affordable ownership opportunities.
  - Promote use of existing buildings or construction on previously-developed or city-owned sites.
  - Convert market rate to affordable units.
4. **Recreation** proposals which address as many of the following criteria as possible will receive preference for funding:
  - Support multiple recreation uses.
  - Serve a significant number of residents.
  - Expand the range of recreational opportunities available to city residents of all ages.
  - Jointly benefit Conservation Commission and Parks Commission initiatives by promoting recreation, such as hiking, biking, and cross-country skiing.
  - Maximize the utility of land already owned by city (e.g. school property).
  - Promote the creative use of railway and other corridors to create safe and healthful non-motorized transportation opportunities.



BH



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

2019 JUL -2 PM 1:05

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

To: President and members of the  
Members of the City Council  
From: Donna D. Holaday, Mayor  
Date: July 1, 2019  
Subject: Re-Appointment

I hereby re-appoint, subject to your approval, the following individual as Treasurer/Collector. This term will expire August 1, 2022.

Julie Languirand  
13 Cushing Street  
Salisbury, MA 01952

**SUMMARY**

Professional, effective, fair communicator; detail oriented with strong time management and prioritizing skills; dedicated to customer service and teamwork, promotes positive work environment; self-motivated individual who welcomes new challenges and change; skilled in Microsoft Office and Munis software.

**PROFESSIONAL EXPERIENCE**

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**CITY OF NEWBURYPORT, NEWBURYPORT, MA**

May 2010-Present

**Treasurer/Collector**

- Oversee and manage cash and collection of taxes and all city revenue. Facilitate vendor and payroll warrant funding and distribution, investment of City funds, initiate and monitor bank wire transfers. Maintain multiple bank account statements and prepare monthly cash reconciliation to ensure the safekeeping of all funds in order to satisfy the City's current obligations. Work closely with city auditor's office on general ledger reconciliation, monitoring cash flow, receipt turnovers and maintaining internal control procedures. Enforce and adhere to MGL collection and treasury processes and city policies.
- Organize temporary and long-term borrowing of funds based on City's needs. Responsible for the issuance of municipal debt and ongoing debt management; maintain debt schedules and ensure timely payments of interest and maturing debt. Work directly with outside bond counsel and financial advisors to achieve compliance with all state and federal statutory requirements for bond issuance.
- Work with department heads and the Mayor to review and prepare the annual budget and financial policies. Coordinate process of multiple motor vehicle excise commitment schedules annually in conjunction with Assessor and Deputy Collector. Prepare information requested by outside auditor annually and respond to audit findings.
- Collaborate with City Assessor and Finance Director to oversee, prepare and submit tax rate recap and other necessary Department of Revenue processes and filings. Maintained overview of Senior Work-off Incentive Program with Council on Aging.
- Effectively handle inquiries from the public and outside organizations to provide resources and solutions; encourage high level of customer service; weekly issuance of municipal lien certificates.
- Attend meetings, including after-hours and serve as liaison for Trust Fund Committee; draft minutes, reports and memorandums.
- Administer tax title and foreclosure processes; prepare tax lien letters, legal ads and newspaper notices. Prepare and file instruments of taking and redemption with Registry of Deeds; work together with tax title attorneys to pursue collection of delinquent taxes and prepare and monitor land court filings. Collaborated with Mayor to enforce tax title procedures and bring multi-year, past due real estate taxes current.
- Maintain Retirement Board bank account reconciliation, initiate transfers and funding for monthly warrants.
- Oversee and monitor electronic lockbox payments for tax collection periods and integrated on-line bill payment and credit card services for all City departments; research tax and payment discrepancies to ensure timely resolution and proper issuance of refunds.
- Delegate work and supervise office staff, encourage each to enhance their skills and knowledge and work toward common goals; coordinate work and vacation schedules, prepare and verify departmental payroll.
- Active member of the city Public Employee Committee (PEC) representing Teamster's Department Head Union.

**CITY OF NEWBURYPORT, NEWBURYPORT, MA**

Nov 2009-May 2010

Assistant Treasurer/Collector

Worked closely with Treasurer/Collector and office staff to review and update office procedures. Implemented internal check scanning process for bank deposits; installed live connection from Deputy Collector to office for accurate motor vehicle excise and RMV information. Updated return check procedures to expedite retrieval of funds; reconciliation of monthly cash for prior six months and forward.

**TOWN OF BOXFORD, BOXFORD, MA - 2005 – Nov 2009**

Assistant Treasurer/Collector

Maintained the town's cash book including daily cash balancing. Reconcile monthly cash and receivables. Prepare quarterly DOR cash reports and manage petty cash funds. Prepare Municipal Lien Certificates. Research all outstanding tax discrepancies. Manage entire process of collecting, processing and posting tax payments. Supervised account clerk; assumed responsibilities in the absence of the Treasurer/Collector.

**TOWN OF BOXFORD, BOXFORD, MA - Nov 2004 - 2005**

Account Clerk -3

Responsible for a wide range of collection processes; posting of all tax payments and departmental receivables and reconciliations; point person for customer service, banking and mail processing.

**NEWBURYPORT FIVE BANK, SALISBURY, MA - 1999 - 2004**

Customer Service Representative

Responsible for cashiering and accounting of incoming cash; assisted in account inquiries and resolution; trained on regulatory procedures and protocol as well as adherence to confidentiality processes.

**ENDEAVORS**

-Massachusetts Collector/ Treasurer Certification Program (MCTA), 2005- present  
CMMC, CMMT - **CERTIFICATIONS RECEIVED 2015**

-*President*, Eastern Massachusetts Treasurer/Collectors Association (EMTCA) 2016-present

-*Member*, EMTCA 2005-present

**August 19, 2019**  
**Committee Items-**  
**Planning & Development**

Committee Items:

APPT111\_06\_24\_19 David B. Vine 47 Marlboro Street Conservation Comm. 5/31/2022

*pkd*

CITY CLERK'S OFFICE  
NEWBURYPORT, MA

2019 JUN 12 AM 9:34



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

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

To: President and Members of the City Council  
From: Donna D. Holaday, Mayor  
Date: June 11, 2019  
Subject: Re-Appointment

A handwritten signature in cursive script, appearing to read "Donna D. Holaday", is written over the "From:" and "Subject:" lines of the header.

I hereby re-appoint, subject to your approval, the following named individual as a member of the Conservation Commission. This term will expire on May 31, 2022.

David B. Vine  
47 Marlboro Street  
Newburyport, MA 01950

## David B. Vine, P.E.

### Summary of Experience

Mr. Vine has gained a broad range of experience from the varied civil engineering projects that he has been involved over the last 45 years. He has been responsible for all phases of project development from feasibility studies, facility planning, permitting, subsurface investigations, design, resident inspection, construction management, and overall project management. Mr. Vine has also served as an expert witness and has represented public and private clients at conservation commissions and public meetings throughout New England. Some of the projects on which he has worked include:

### Education

B.S., 1972, Civil Engineering,  
Worcester Polytechnic Institute  
M.S., 1975, Geotechnical Engineering,  
University of Massachusetts

### Affiliations

- American Society of Civil Engineers
- Boston Society of Civil Engineers
- International Society for Soil Mechanics and Foundation Engineering Professional Engineer

### Areas of Specialization

- Marine/Waterfront Engineering
- Underwater Inspections/Evaluations
- Planning & Feasibility Studies
- Seawall and Dune Construction
- Shoreline Stabilization
- Dredging and Beach Nourishment
- Value Engineering

### Relevant Project Experience

Project Manager for many DCR-funded coastal structure projects, including Cashman Park Revetment and Plum Island Walkway in Newburyport, Gloucester seawall repairs, Fall River State Pier, Allerton Seawall in Hull, Salem New City Wharf, South River Harborwalk and Willows Park repairs, Salisbury Reservation Seawall and Dune construction, and Fall River Boardwalk.

Project Manager for many DCR-funded dredging projects throughout Massachusetts including the Town of Cohasset (Cohasset Cove and Federal Channel), Allerton Harbor Dredging, Polpis Harbor Dredging and Beach Nourishment, Head of the Harbor Dredging, Sengekontacket Pond Dredging and Beach Nourishment, Town of Hingham, Quincy Bay, and Belle Isle Inlet Dredging.

Principal-in-Charge for feasibility and preliminary design for improvements at Consue Springs for the Town of Nantucket and the Nantucket Land Council in 2005. Improvements are to include resolve to the Town drainage system and dredging to restore historic depths to pond, which had filled in from excessive road runoff and Phragmites.

Project Manager or Principal in Charge for over 2 dozen repair, rehabilitation, and construction/reconstruction projects for the Massachusetts Port Authority (Massport). Massport projects have included a \$20 million reconstruction of Conley Terminal Berth 12; a \$10 million (and \$15 million) construction of East Boston Piers Park Phases 1 and 2; dredging consulting on the \$60 million Massport Berth and Navigation Improvement Project; and the \$1.5 million expansion of the Logan Airport Water Transportation facility.

Project Manager or Principal-in-Charge for water transportation projects throughout the East Coast, including current service upgrade projects for Massport, the Cities of Salem Newburyport, and Beverly, Massachusetts.

Served on a study committee for the New York City Department of Transportation, as a marine specialist to participate in a value engineering study and 6 day workshop on the impact of marine borers in New York Harbor and for design review for approximately \$65 million of upcoming foundation construction projects including timber pile protection against marine borers along the FDR and Harlem River Drives in Manhattan, and the Carrol Street Bridge over Gowanus Canal, and the Ocean Avenue Bridge over Sheepshead Bay in Brooklyn.

Deputy Project Manager for the \$40 million Conley Terminal Berth 12 Expansion

**David B. Vine, P.E.**  
Associate Principal

# Committee Items-Public Safety

## August 19, 2019

### *In Committee:*

- COMM144\_04\_29\_19 Newburyport Fall Harvest Festival - 10/13-14 2019
- COMM145\_04\_29\_19 Witches' Night Out - 10/18/19
- COMM146\_04\_29\_19 Downtown Trick or Treat - 10/25/19
- COMM147\_04\_29\_19 Invitation Nights - 12/6, 12/13, 12/20 2019
- COMM150\_04\_29\_19 5th Annual Harborside Half Marathon & 5K - 11/10/19
- COMM162\_06\_24\_19 Jeanne Geiger Walk Against Domestic Violence - 10/6/2019
- COMM164a\_07\_15\_19 Coast to the Cure Bike Ride - 9/14/2019
- ORDR133\_07\_15\_19 Restricted Parking - M Street





RECEIVED - 38R Merrimac Street, Newburyport, MA 01950  
CITY CLERK'S OFFICE - O: 978-462-6680 F: 978-465-4145  
NEWBURYPORT, MA

2019 APR 11 PM 1:32

www.newburyportchamber.org  
info@newburyportchamber.org

Newburyport City Council  
60 Pleasant Street  
Newburyport, MA 01950

Dear Council President Connell and Members of the Newburyport City Council:

We seek permission to hold this event on Sunday, October 13 – Monday, October 14, 2019 from 12:00PM – 6:00PM. This longstanding event will feature booths for Chamber members, non-profits, and crafters. We request the use of Inn Street and parking spaces along the western half of State Street from Market Square to Pleasant Street for booths. Lastly, we request use of the Bullnose for live music and booths.

Sincerely,

A handwritten signature in black ink, appearing to read "Elisabeth Hurley".

Elisabeth Hurley  
Membership Development  
Greater Newburyport Chamber of Commerce & Industry

# NEWBURYPORT SPECIAL EVENT APPLICATION

Tel.

Fax.

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

NAME OF EVENT: Newburyport Fall Harvest Festival

Date: Sun. Oct 13 - Oct 14 2019 Time: from 12:00PM to 6:00PM

Rain Date: \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

2. Location: Rollase, Inn Street, State Street

3. Description of Property: Western parking spaces State Square →  Public  Private

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

Contact Person: Elizabeth Hurley

Address: 388 Memorial St. Telephone: 978. 572. 1494

E-Mail: ehurley@newburyportchamber.org Cell Phone: 508. 212. 8289

Day of Event Contact & Phone: Elizabeth →

5. Number of Attendees Expected: ~ 400/day

6. MA Tax Number: \_\_\_\_\_

7. Is the Event Being Advertised? Yes <sup>will be</sup> Where? social media, press releases

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

9. Have You Notified Neighborhood Groups or Abutters? Yes  No  Who? will if approved

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

A. Vending: Food  Beverages  Alcohol  Goods  Total # of Vendors 5 food/beverage 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? \_\_\_\_\_
- b) How many recycling receptacles will you be providing? \_\_\_\_\_
- c) Will you be contracting for disposal of : **Trash** Yes  No \_\_\_\_\_ **Recycling** Yes \_\_\_\_\_ No \_\_\_\_\_
- i. If yes, size of dumpster(s): **Trash** 30' **Recycling** \_\_\_\_\_
- ii. Name of disposal company: **Trash** G Mello **Recycling** \_\_\_\_\_
- iii. If no, will you remove trash & recycling with organizers' cars or trucks? Yes \_\_\_\_\_ No \_\_\_\_\_
- iv. If no, where will the trash & recycling be disposed? \_\_\_\_\_  
Dumpster placed behind chamber office

**If no:**

- a) # of trash container(s) to be provided by DPS 5
- b) # of recycling container(s) to be provided by Recycling Office 5
- 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:

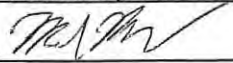
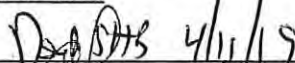
• Number of Floats: \_\_\_\_\_

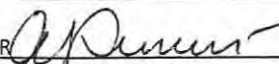
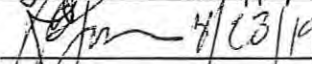
• Locations of Viewing Stations: \_\_\_\_\_

• 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.

## DEPARTMENT APPROVAL (for Committee Member use only):

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

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

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

### Limitations

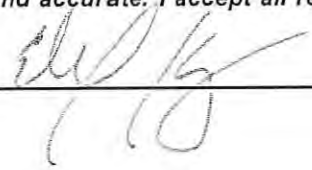
- (a) *"Procedure"* All road racing, walkathon, bicycle, or swimming events shall, through that event's organizer, board of directors, charity foundation or designee apply for authorization to hold the event through the Office of the City Clerk. The City Clerk upon review of the completed form will place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

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

**13-101 Enforcement**

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

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

**Signed:**  **Date:** 04/09/2019



38R Merrimac Street, Newburyport, MA 01950

O: 978-462-6680 F: 978-465-4145

[www.newburyportchamber.org](http://www.newburyportchamber.org)[info@newburyportchamber.org](mailto:info@newburyportchamber.org)

Newburyport City Council  
60 Pleasant Street  
Newburyport, MA 01950

Dear Council President Connell and Members of the Newburyport City Council:

This annual adult-friendly event mimics an Invitation night but with a Halloween theme. The goal of this event is to stimulate downtown foot traffic and encourage spending in the City of Newburyport on Friday, October 18, 2019 from 6:00PM – 9:00PM. Attendees walk along the downtown shops, restaurants, and cafes and are encouraged to dress in Halloween attire.

Sincerely,

A handwritten signature in black ink, appearing to read "Elisabeth Hurley".

Elisabeth Hurley  
Membership Development  
Greater Newburyport Chamber of Commerce & Industry

# NEWBURYPORT SPECIAL EVENT APPLICATION

Tel.

Fax.

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

NAME OF EVENT: Witches' Night Out

Date: Friday, October 18, 2019 Time: from 6:00PM to 9:00PM

Rain Date: \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

2. Location: Downtown shops, The Tannery, Merrimac Place, Harbor's Yard

3. Description of Property: \_\_\_\_\_ Public  Private \_\_\_\_\_

4. Name of Organizer: Greater Newburyport Chamber City Sponsored Event: Yes \_\_\_\_\_ No

Contact Person Elisabeth Hurley

Address: 338 Merrimac Street Telephone: 978-572-1494

E-Mail: ehurley@newburyportchamber.org Cell Phone: 508-217-8289

Day of Event Contact & Phone: Elisabeth →

5. Number of Attendees Expected: ~300

6. MA Tax Number: \_\_\_\_\_

7. Is the Event Being Advertised? will be Where? social media, shops/flyers

8. What Age Group is the Event Targeted to? adults

9. Have You Notified Neighborhood Groups or Abutters? Yes \_\_\_\_\_ No \_\_\_\_\_, Who? will if approved

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

**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 *[Signature]* 4 Green St. FIRE CHIEF *[Signature]* 4/10/15 0 Greenleaf St.

DEPUTY DIRECTOR *[Signature]* 16A Perry Way CITY CLERK *[Signature]* 4/23/15 60 Pleasant St.

## DEPARTMENT APPROVAL (for Committee Member use only):

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

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

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

### Limitations

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

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

**13-101 Enforcement**

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

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

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



38R Merrimac Street, Newburyport, MA 01950

O: 978-462-6680 F: 978-465-4145

[www.newburyportchamber.org](http://www.newburyportchamber.org)[info@newburyportchamber.org](mailto:info@newburyportchamber.org)

Newburyport City Council  
60 Pleasant Street  
Newburyport, MA 01950

Dear Council President Connell and Members of the Newburyport City Council:

This event was also created by the Chamber's retail committee and is targeted towards the City's youngest residents. On the Friday before Halloween, October 25, 2019, young children in costume accompanied by an adult are encouraged to visit downtown Newburyport and the Tannery from 4:00PM – 5:00PM. Chamber members provide treats to children in costume.

Sincerely,

Elisabeth Hurley  
Membership Development  
Greater Newburyport Chamber of Commerce & Industry

# NEWBURYPORT SPECIAL EVENT APPLICATION

Tel.

Fax.

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

NAME OF EVENT: Downtown Trick or Treat

Date: Friday October 25, 2019 Time: from 4:00 PM to 5:00 PM

Rain Date: \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

2. Location: Downtown Newburyport, The Tannery, Harbor Yard, Merriam Place

3. Description of Property: \_\_\_\_\_ Public \_\_\_\_\_ Private \_\_\_\_\_

4. Name of Organizer: Greater Newburyport Chamber City Sponsored Event: Yes \_\_\_\_\_ No

Contact Person: Elizabeth Hurley

Address: 38R Merriam St. Telephone: 978.572.1494

E-Mail: ehurley@newburyportchamber.org Cell Phone: \_\_\_\_\_

Day of Event Contact & Phone: \_\_\_\_\_

5. Number of Attendees Expected: ~ 250

6. MA Tax Number: \_\_\_\_\_

7. Is the Event Being Advertised? will be yes Where? social media, flyers, in shops

8. What Age Group is the Event Targeted to? young families

9. Have You Notified Neighborhood Groups or Abutters? Yes \_\_\_\_\_ No \_\_\_\_\_, Who? will if approved

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

**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 *[Signature]* 4 Green St. FIRE CHIEF *[Signature]* 0 Greenleaf St.

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

*[Handwritten Signature]* 4/11/19



## 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.

<b>Approval Required</b>	<b>Date:</b> _____	<b>Signature</b> _____	
___	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.

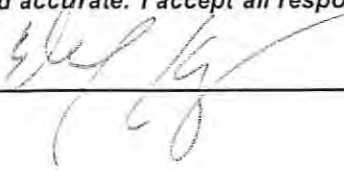
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- (f) *"Insurance"* All events shall have an insurance policy or rider in effect for the event naming the "City of Newburyport" as an insured. The policy shall be no less than two million dollars (\$2,000,000.00).
- (g) *"Event termination"* If in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

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

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

Signed: \_\_\_\_\_



Date: \_\_\_\_\_

04/09/2019

RECEIVED  
CITY CLERK'S OFFICE  
NEWBURYPORT, MA

38R Merrimac Street, Newburyport, MA 01950

O: 978-462-6680 F: 978-465-4145

2010 APR 11 PM 1:33

[www.newburyportchamber.org](http://www.newburyportchamber.org)[info@newburyportchamber.org](mailto:info@newburyportchamber.org)

Newburyport City Council  
60 Pleasant Street  
Newburyport, MA 01950

Dear Council President Connell and Members of the Newburyport City Council:

This event is traditionally held the first three Fridays of December. This year's dates are Friday, December 6, 13, and 20, 2019. Downtown merchants stay open late and offer merchant hospitality as well as shopping specials. Shoppers will walk along the downtown shops, restaurants, and cafes from 6:00PM – 9:00PM. This is an event that draws both locals and visitors and also markets dining and shopping in the City of Newburyport. Invitation Nights help promote the City, support the local economy, and encourage return visits to Newburyport. Additionally, as completed for the last several decades, we will work closely with the Department of Public Services to erect a Christmas tree in the Bullnose and decorate the lampposts for the holidays.

Sincerely,

A handwritten signature in cursive script, appearing to read "Elisabeth Hurley".

Elisabeth Hurley  
Membership Development  
Greater Newburyport Chamber of Commerce & Industry

# NEWBURYPORT SPECIAL EVENT APPLICATION

Tel.

Fax.

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

NAME OF EVENT: Invitation Nights

Date: Fridays December 6, 13, 20, 2019 Time: from 6:00 PM to 9:00 PM

Rain Date: \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

2. Location: Downtown Newburyport, Merrimack Place, The Tannery, Harbor Yard

3. Description of Property: \_\_\_\_\_ Public \_\_\_\_\_ Private \_\_\_\_\_

4. Name of Organizer: Greater Newburyport Chamber City Sponsored Event: Yes \_\_\_\_\_ No

Contact Person Elizabeth Hering

Address: 388 Merrimack Street Telephone: 978.572.1424

E-Mail: ehering@newburyportchamber.org Cell Phone: 808-212-5289

Day of Event Contact & Phone: Elizabeth

5. Number of Attendees Expected: ~250/night

6. MA Tax Number: \_\_\_\_\_

7. Is the Event Being Advertised? yes <sup>will be</sup> Where? social media, flyers, press releases, signs

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

9. Have You Notified Neighborhood Groups or Abutters? Yes \_\_\_\_\_ No \_\_\_\_\_, Who? \_\_\_\_\_  
will it approve

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

**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.

## 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

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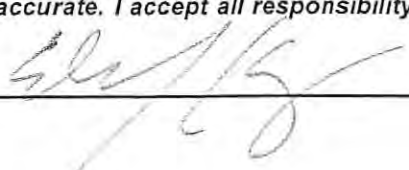
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**13-101 Enforcement**

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- (c) *"Noncriminal Disposition"* If the city determines that a violation has occurred in which a noncriminal violation is issued, the named event organizer shall be penalized by a non-criminal disposition as provided in Massachusetts General Law as adopted by the City of Newburyport as a general ordinance in Subsection 1-17 of Chapter 1 of the Code or Ordinances of the City of Newburyport in the amounts set herein in 13-101(d)
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*I fully understand and agree to all the terms set forth in this application. The information that I have provided is truthful and accurate. I accept all responsibility related to this event.*

Signed: \_\_\_\_\_



Date: \_\_\_\_\_

04/09/2019



NEWBURYPORT  
CITY CLERK'S OFFICE  
NEWBURYPORT, MA  
2019 APR 17 PM 1:25



Newburyport City Council

April 10, 2019

Re: Road Race Request

Councilors,

We formally request permission to conduct a half marathon and 5K road race in Newburyport on Sunday, November 10, 2019. This will be the 5<sup>th</sup> Annual Harborside Half Marathon and 5K.

The event will start near 40 Parker Street and finish at Michael's Harborside. We have already secured permission from the Director of the Parks Department for the use of the Clipper Trail. The event will bring many people to Newburyport to stay over for the weekend at local hotels and dine in local restaurants.

**Police:** We have submitted the course plan to Police Lieutenant Siemasko and will work with the department on an approved safety plan.

**Insurance:** The race will have a \$1 Million per occurrence and \$2 Million general aggregate liability insurance policy that names the City as additional insured. A certificate of insurance will be sent to City Clerk, Richard Jones.

**Race Course:** The half marathon race course spends about half of its 13-mile length on Newburyport roads, with another mile on the Clipper Trail. The remainder of the course is on rural roads in West Newbury. Both courses are essentially the same as last year. Please see course maps included with the Special Event Permit application.

ALL Police and ambulance expenses to be paid by the race.

#### Event Information

The event will have 1,200 - 1,500 runners and about that number of spectators coming from all over New England and locally. Volunteer groups from the Newburyport area will be encouraged to help out with the race in a variety of duties including registration, water stops, start and finish areas.

Thank you for your consideration in allowing us to present this event. We welcome your comments, suggestions and, of course, approval.

Sincerely,

Arlon A. Chaffee  
Co-Founder, Loco Sports, LLC

# NEWBURYPORT SPECIAL EVENT APPLICATION

Tel. 603-659-2824

Fax.

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

NAME OF EVENT: 5th Annual Harborside Half Marathon & 5K

Date: November 10, 2019 Time: from 9AM to 12:30PM

Rain Date: N/A Time: from \_\_\_\_\_ to \_\_\_\_\_

2. Location: Start: 40 Parker St. Finish: Michael's Harborside

3. Description of Property: Start: Parking Lot Finish: Restaurant & grounds Public \_\_\_\_\_ Private Y

4. Name of Organizer: Loco Sports, LLC City Sponsored Event: Yes \_\_\_\_\_ No N

Contact Person Arlon Chaffee

Address: PO Box 423 Newmarket NH 03857 Telephone: o:603-659-2824 m:603-682-9954

E-Mail: arlon@locorunning.com Cell Phone: \_\_\_\_\_

Day of Event Contact & Phone: Arlon Chaffee 603-682-9954

5. Number of Attendees Expected: 1,500

6. MA Tax Number: N/A

7. Is the Event Being Advertised? Yes Where? Facebook

8. What Age Group is the Event Targeted to? Ages 16-80

9. Have You Notified Neighborhood Groups or Abutters? Yes Y No \_\_\_\_\_, Who? Notice signs on route week before event.

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

A. Vending: Food 1 Beverages 1 Alcohol 1 Goods \_\_\_\_\_ Total # of Vendors 3

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

**If yes:**

- a) How many trash receptacles will you be providing? 16 managed by our crew
- b) How many recycling receptacles will you be providing? 8 managed by our crew
- c) Will you be contracting for disposal of : Trash Yes \_\_\_\_\_ No N      Recycling Yes \_\_\_\_\_ No N
- 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 ? Finish host venue's compactor dumpsters

**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)

# 40 Start/5 Finish Standard      # 2 Start/1 Finish ADA accessible

Name of company providing the portable toilets: Dave's Septic

FOR PARADE, ROAD RACE AND WALKATHON EVENTS ONLY

PARADE \_\_\_\_\_

ROAD RACE Yes \_\_\_\_\_

WALKATHON \_\_\_\_\_

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

2. Name, Address & Daytime Phone Number of Organizer: \_\_\_\_\_  
Arlon Chaffee  
PO Box 423 Newmarket NH 03857  
m:603-682-9954

3. Name, Address & 24/7 Telephone Number of Person Responsible for Clean Up \_\_\_\_\_  
Arlon Chaffee  
PO Box 423 Newmarket NH 03857  
m:603-682-9954

4. Date of Event: Sunday November 10, 2019 Expected Number of Participants: 1,500

5. Start Time: 9AM Expected End Time: 12:30PM

6. Road Race, Parade or Walkathon Route: (List street names & attach map of route): \_\_\_\_\_  
2 distances - half marathon & 5K - see attached course maps

7. Locations of Water Stops (if any): 50 Parker St, Middle St

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

9. Formation Location & Time for Participants: 7:45 to 8:45AM at 40 Parker St

10. Dismissal Location & Time for Participants: 10AM to 12:30PM at Michael's Harborside

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. 4/3/19

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.

<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**

**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: Anton Q. Chaffee

Date: March 22, 2019



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/14/2019

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. 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).

<b>ISSUER</b> MARSH USA, INC. 99 HIGH STREET BOSTON, MA 02110 Attn: Boston.certrequest@Marsh.com Fax: 212-948-4377  4751281-STND-GAWUC-19-	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): E-MAIL: ADDRESS:		<b>FAX (A/C, No):</b>
	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURED</b> LOCO Sports, LLC P.O. Box 423 Newmarket, NH 03857	<b>INSURER A :</b> Hiscox / Lloyd's of London		
	<b>INSURER B :</b> Gerber Life Insurance Company		
	<b>INSURER C :</b> Great American E&S Insurance Company		37532
	<b>INSURER D :</b> N/A		N/A
	<b>INSURER E :</b>		
<b>INSURER F :</b>			

**TERMS** CERTIFICATE NUMBER: NYC-010674595-01 REVISION NUMBER: 3

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, CONDITIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> LIQUOR LIABILITY <input checked="" type="checkbox"/> ACCIDENT GENERAL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			MPL4029418.19	02/25/2019	02/25/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ EXCLUDED PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
<b>AUTOMOBILE LIABILITY</b> <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			21-077702-19 \$50,000.00 Maximum Medical Benefit	02/25/2019	02/25/2020	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			XS 2659340	02/25/2019	02/25/2020	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER 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)

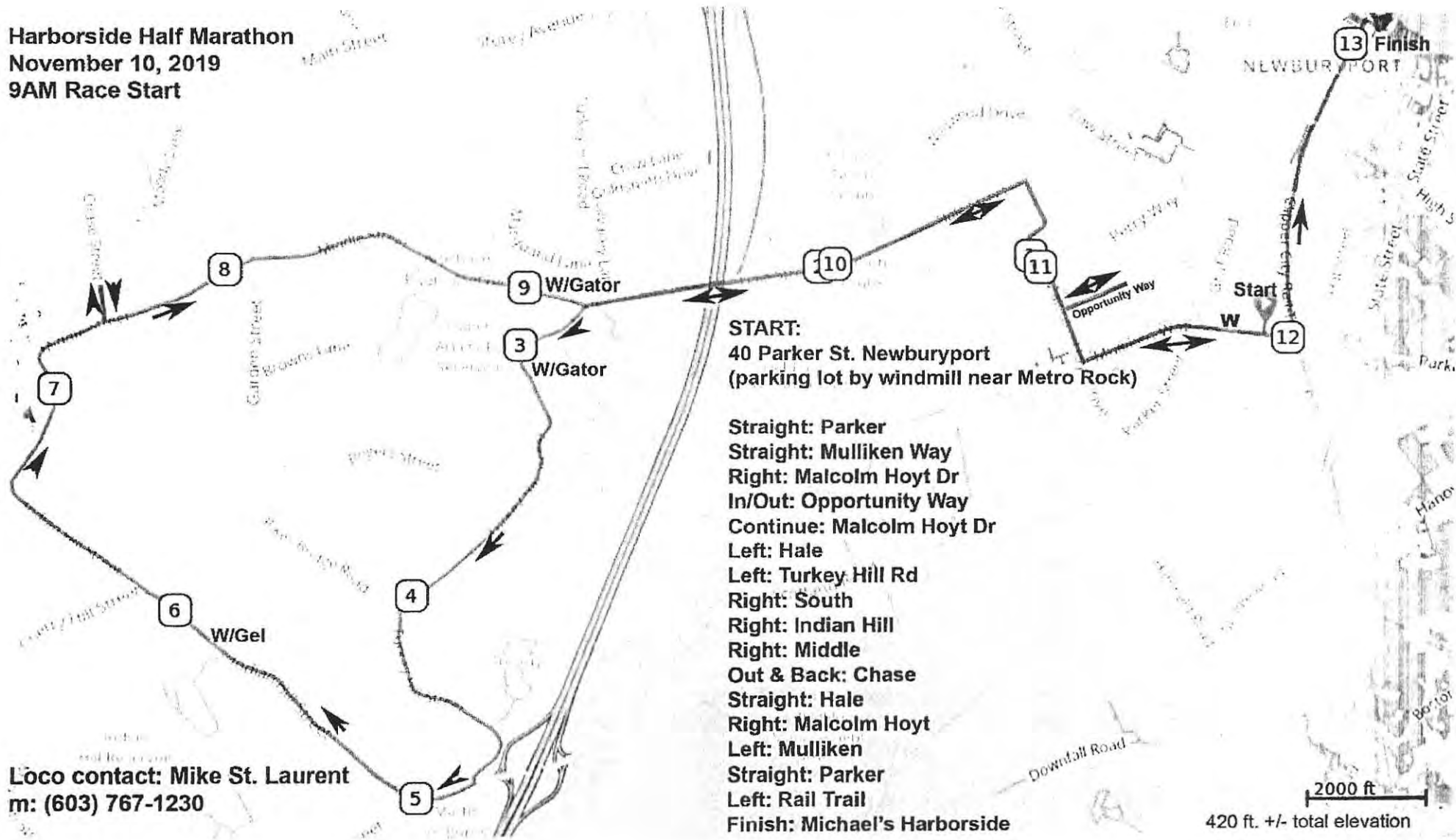
Marlborough Half Marathon & 5K race on November 10th  
 Newburyport is included as an additional insured where required by written contract.

<b>CERTIFICATE HOLDER</b> City of Newburyport PO Box 550 Newburyport, MA 01950	<b>CANCELLATION</b> 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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**Harborside Half Marathon**  
**November 10, 2019**  
**9AM Race Start**



**Loco contact: Mike St. Laurent**  
**m: (603) 767-1230**

**START:**  
 40 Parker St. Newburyport  
 (parking lot by windmill near Metro Rock)

- Straight:** Parker
- Straight:** Mulliken Way
- Right:** Malcolm Hoyt Dr
- In/Out:** Opportunity Way
- Continue:** Malcolm Hoyt Dr
- Left:** Hale
- Left:** Turkey Hill Rd
- Right:** South
- Right:** Indian Hill
- Right:** Middle
- Out & Back:** Chase
- Straight:** Hale
- Right:** Malcolm Hoyt
- Left:** Mulliken
- Straight:** Parker
- Left:** Rail Trail
- Finish:** Michael's Harborside

2000 ft  
 420 ft. +/- total elevation

# Harborside 5K

Sunday November 10, 2019

Start: 9AM

Presented by LOCO Sports

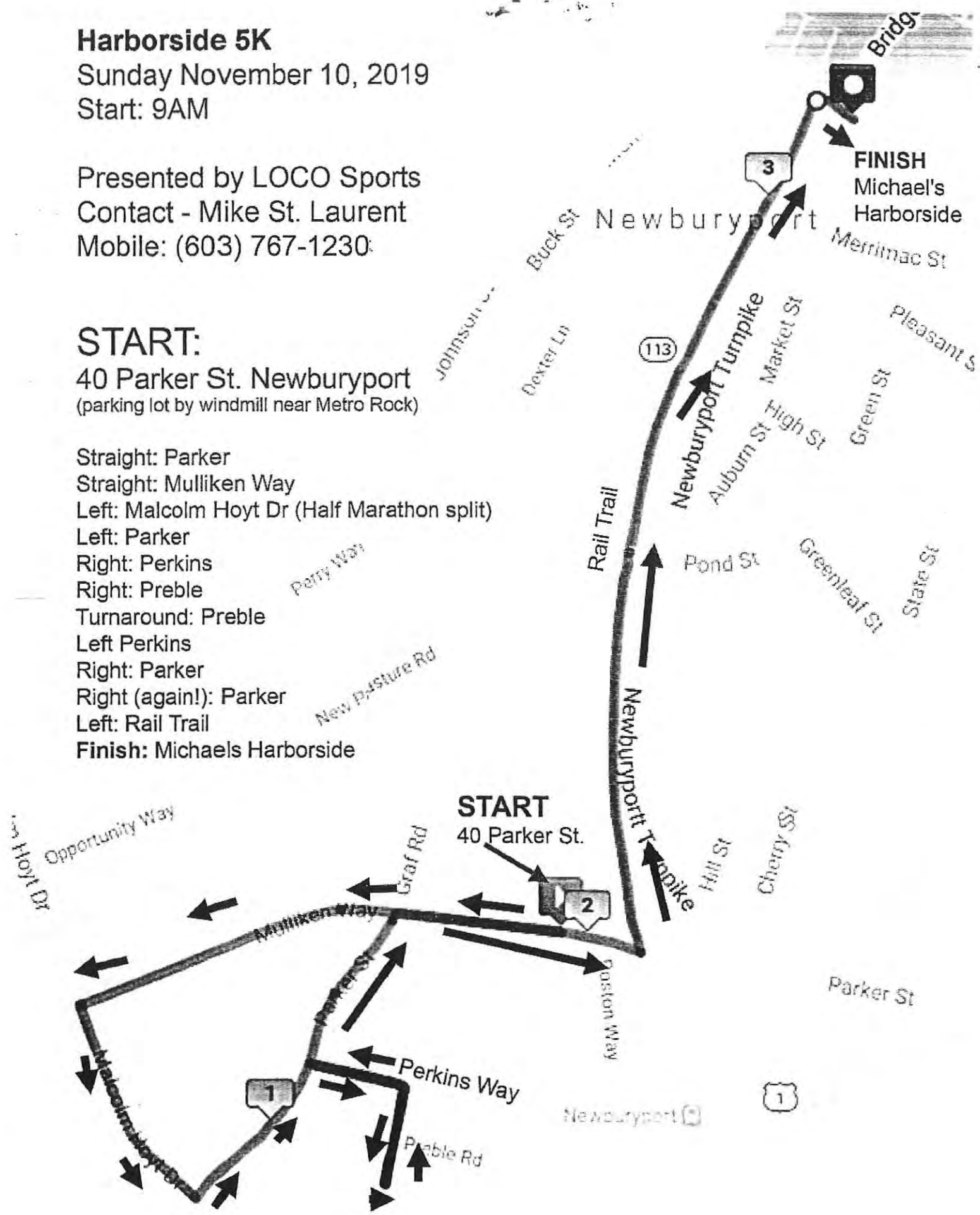
Contact - Mike St. Laurent

Mobile: (603) 767-1230

## START:

40 Parker St. Newburyport  
(parking lot by windmill near Metro Rock)

- Straight: Parker
- Straight: Mulliken Way
- Left: Malcolm Hoyt Dr (Half Marathon split)
- Left: Parker
- Right: Perkins
- Right: Preble
- Turnaround: Preble
- Left Perkins
- Right: Parker
- Right (again!): Parker
- Left: Rail Trail
- Finish: Michaels Harborside**



**NEWBURYPORT SPECIAL EVENT APPLICATION**

RECEIVED  
OFFICE  
NEWBURYPORT, MA

PS

Tel.

Fax.

2019 JUN 11 PM 12:04

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

NAME OF EVENT: Jeanne Geiger Crisis Center Walk Against Domestic Violence

Date: October 6, 2019 Time: from 8:00 to 11:00 am  
 Rain Date: n/a Time: from \_\_\_\_\_ to \_\_\_\_\_

2. Location: Start + end at Newburyport Waterfront - 3 mi course

3. Description of Property: " " Newburyport Waterfront Trust Public \_\_\_\_\_ Private \_\_\_\_\_

4. Name of Organizer: Jeanne Geiger Crisis Center City Sponsored Event: Yes \_\_\_\_\_ No X

Contact Person

Address: 2 Harris St Newburyport Telephone: 978 465 0999

E-Mail: nfrizzo@jeannegeiger.org Cell Phone: \_\_\_\_\_

Day of Event Contact & Phone: Nicole Frizzo (617) 849 0804

5. Number of Attendees Expected: 500

6. MA Tax Number: 11764514

7. Is the Event Being Advertised? yes Where? will be via chamber, social media, email

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

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? N/A
- b) How many recycling receptacles will you be providing? N/A
- 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 ? Trash receptacles at The Center

**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)**

# N/A Standard      # N/A ADA accessible      Use public restrooms at waterfront. We provide extra toilet paper

Name of company providing the portable toilets: N/A

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:

Jeanne Geiger Crisis Center

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

Nicole Frizzo Jeanne Geiger Crisis Center  
2 Harris Street Newburyport MA 01950  
Call 949 0904

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

Nicole Frizzo, Jeanne Geiger Crisis Center  
2 Harris Street Newburyport MA 01950

4. Date of Event: 10/6/19 Expected Number of Participants: 500

5. Start Time: 9:00 AM Expected End Time: 11:00 AM

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

attached

7. Locations of Water Stops (if any): March 1771 - corner of High - across from Beanfield

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

9. Formation Location & Time for Participants: 8am bag / 9am Kickoff Waterfront Park

10. Dismissal Location & Time for Participants: Return to waterfront park after walk

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 \_\_\_\_\_

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

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**

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: \_\_\_\_\_

*Nicole Dejean*

Date: \_\_\_\_\_

*5/13/19*

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

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

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

(c) *Definitions.*

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

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

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

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

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

(d) *Limitations.*

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

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

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

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

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

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



# Walk Against Domestic Violence – Route Map





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
6/6/2019

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 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 Eastern Insurance Group LLC 233 West Central St  Natick MA 01760	CONTACT NAME: Lori Keiffer
	PHONE (A/C, No, Ext): (800) 333-7234 FAX (A/C, No): E-MAIL ADDRESS: LKeiffer@easterninsurance.com
INSURED Jeanne Geiger Crisis Center, DBA: Attn: Liz Morin 2 Harris Street  Newburyport MA 01950	INSURER(S) AFFORDING COVERAGE
	INSURER A: Philadelphia Insurance Company
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES CERTIFICATE NUMBER: 19 GL UMB REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PHPK1793704	5/7/2019	5/7/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Professional Liability \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ 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 \$ 10,000			PHUB621977	5/7/2019	5/7/2020	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						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)  
RE: Walk Against Domestic Violence  
Location: Water Front Park, Newburyport, MA  
located behind the Firehouse Center for Arts,  
1 Market Square, Newburyport, MA 01950  
Date: October 6, 2019, from 8:00AM - Noon  
The City of Newburyport is additional insured for general liability

CITY OF NEWBURYPORT 60 Pleasant Street Newburyport, MA 01950	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE John Koegel/LKEIFF



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
6/6/2019

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PRODUCER Eastern Insurance Group LLC 233 West Central St Natick MA 01760	CONTACT NAME: Lori Keiffer
	PHONE (A/C, No, Ext): (800) 333-7234 FAX (A/C, No): E-MAIL ADDRESS: LKeiffer@easterninsurance.com
INSURED Jeanne Geiger Crisis Center, DBA: Attn: Liz Morin 2 Harris Street Newburyport MA 01950	INSURER(S) AFFORDING COVERAGE
	INSURER A: Philadelphia Insurance Company
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:

COVERAGES CERTIFICATE NUMBER: 19 GL UMB REVISION NUMBER:

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	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ 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 \$ 10,000		PHUB621977	5/7/2019	5/7/2020	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
	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 <input type="checkbox"/> N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
**RE: Walk Against Domestic Violence**  
 Location: Water Front Park, Newburyport, MA  
 located behind the Firehouse Center for Arts,  
 1 Market Square, Newburyport, MA 01950  
 Date: October 6, 2019, from 8:00 AM - Noon  
 The Newburyport Waterfront Trust is additoinal insured for General Liability

<b>CERTIFICATE HOLDER</b>  The Newburyport Waterfront Trust City Hall 60 Pleasant Street Newburyport, MA 01950	<b>CANCELLATION</b>  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  John Koegel/LKEIFF

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## Neurofibromatosis Northeast

9 Bedford Street ~ Burlington, MA 01803

781-272-9936 ~ info@nfnortheast.org

www.nfnortheast.org

Committee

Ben Buttrick &  
Kevin McKelvey  
Co-Chairpersons

Alex Cellucci  
Kate Duff  
Megan Duff  
Peter Gentile  
Chanda McKee  
Elaine Powers  
John Roy

2019 JUL -3 PM 12:12

July 1, 2019

Richard Jones  
City Clerk  
City of Newburyport  
60 Pleasant Street  
Newburyport, MA 01950

Dear Mr. Jones,

On behalf of Neurofibromatosis Northeast, I am seeking permission once again to include your city in our route for the upcoming 9<sup>th</sup> Annual Coast to the Cure NF bike ride. Coast to the Cure takes place on Saturday, September 14, 2019. The ride starts and finishes from Stage Fort Park in Gloucester. The event consists of four prescribed routes (24, 40, 66 and 100 miles) encompassing 18 communities: Beverly, Ipswich, Wenham, Hamilton, Essex, Manchester, Georgetown, Groveland, North Andover, Boxford, Middleton, Topsfield, Rowley, Haverhill, Amesbury, Merrimac, Newbury and Newburyport.

I can assure you that all participants will wear helmets, travel in an organized fashion on public roads, never on private property, and will obey the rules of the road. We anticipate approximately 50 participants biking through the city over a four hour period.

The route through Newburyport involves the following roads: Cross Chain Bridge, left on Merrimack Street, right on Kent Street, stop at rest stop, turn around, right on Kent Street, right on Merrimack Street/Water Street, right on Ocean Street.

Attached please find a special events application in need of your final signature, route map and turn-by-turn course.

Proceeds from the event benefit Neurofibromatosis Northeast and support our mission of finding a cure and treatment for neurofibromatosis by promoting scientific research, creating awareness, and supporting those who are affected by NF.

Thanks so much for your consideration.

Sincerely,

Dana Flahive  
Director of Operations and Events

Neurofibromatosis Northeast is a 501(c)(3) tax-exempt organization

An advocate for NF patients and families since 1988

**FOR PARADE, ROAD RACE AND WALKATHON EVENTS ONLY**

PARADE \_\_\_\_\_

ROAD RACE \_\_\_\_\_

WALKATHON \_\_\_\_\_

Bike Ride ✓

1. Name of the Group or Person Sponsoring the Road Race, Parade, Walkathon: New England Biolabs, Dassault, Apex New England - main sponsors  
NF Northeast

2. Name, Address & Daytime Phone Number of Organizer: Neurofibromatosis Northeast,  
Diana Flahive, 617-777-5397, 9 Bedford St,  
Burlington, MA 01803

3. Name, Address & 24/7 Telephone Number of Person Responsible for Clean Up: Diana Flahive,  
9 Bedford St, Burlington, MA 01803, 617-777-5397

4. Date of Event: 9/14/19 Expected Number of Participants: 50

5. Start Time: 8AM Expected End Time: 4PM

6. Road Race, Parade or Walkathon Route: (List street names & attach map of route): across  
chain bridge, Merrimack, Kent, Water, Ocean

7. Locations of Water Stops (if any): n/a

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

9. Formation Location & Time for Participants: Start/Finish Stage Fort Park

10. Dismissal Location & Time for Participants: Ride should be over 4PM

11. Additional Parade Information: n/a

- 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.**

3 CITY MARSHAL [Signature] 4 Green St. FIRE CHIEF Dep SITS Colakis 0 Greenleaf St. 2  
1 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: 5/15/19 Signature: [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.

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(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.

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(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.

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(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: \_\_\_\_\_

5/15/19



NEWBURYPORT SPECIAL EVENT APPLICATION

Tel. 781-272-9936 Fax. 781-272-9937

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

NAME OF EVENT: Coast to the Cure NF Bike Ride

Date: 9/14/19 Time: from 6AM to 4PM

Rain Date: n/a Time: from to

2. Location: starts + ends at Stage Fort Park, Gloucester route goes through Newburyport.

3. Description of Property: public roads in Newburyport Public [checked] Private

4. Name of Organizer: Neurofibromatosis Northeast City Sponsored Event: Yes No [checked]

Contact Person: Diana Flahive

Address: 9 Bedford St. Burlington, MA 01803 Telephone: 781-272-9936

E-Mail: dflahive@nfnortheast.org Cell Phone:

Day of Event Contact & Phone: Diana Flahive 617-777-5395

5. Number of Attendees Expected: 50 people riding over 4 hour period.

6. MA Tax Number: 04-3013709

7. Is the Event Being Advertised? yes. Where? Facebook, posters, radio.

8. What Age Group is the Event Targeted to? 25-65

9. Have You Notified Neighborhood Groups or Abutters? Yes [checked] No Who? all 18 communities the route goes through

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 [checked] n/a

**If yes:**

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

**If no:**

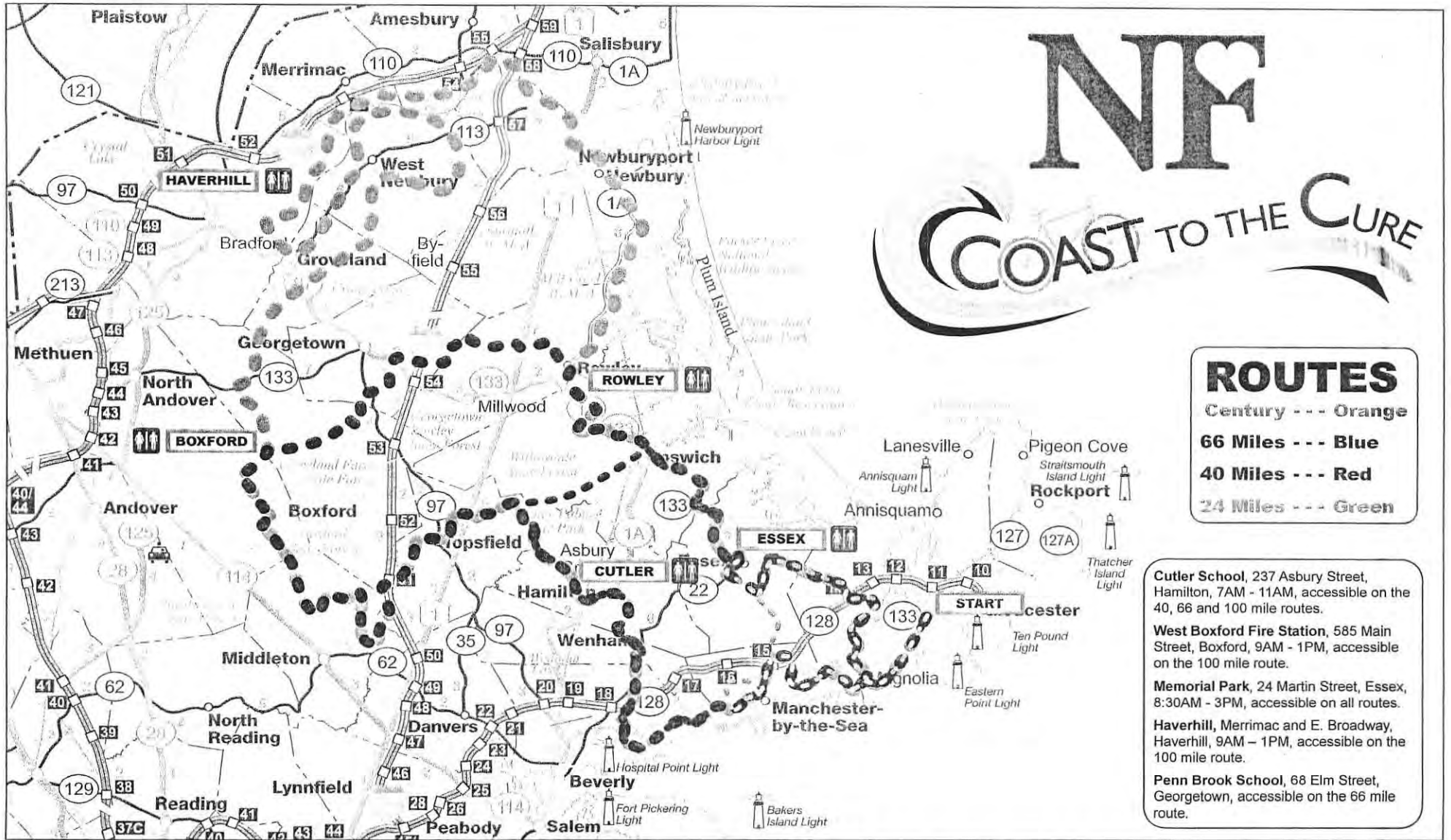
- a) # of trash container(s) to be provided by DPS \_\_\_\_\_
- b) # of recycling container(s) to be provided by Recycling Office \_\_\_\_\_
- c) \$45.00/hr/DPS employee charge must be paid by the organizer to DPS in advance of the event (Fee for Special Events). The hours required for the event will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



# NF

## COAST TO THE CURE

**ROUTES**  
 Century --- Orange  
 66 Miles --- Blue  
 40 Miles --- Red  
 24 Miles --- Green

**Cutler School**, 237 Asbury Street, Hamilton, 7AM - 11AM, accessible on the 40, 66 and 100 mile routes.

**West Boxford Fire Station**, 585 Main Street, Boxford, 9AM - 1PM, accessible on the 100 mile route.

**Memorial Park**, 24 Martin Street, Essex, 8:30AM - 3PM, accessible on all routes.

**Haverhill**, Merrimac and E. Broadway, Haverhill, 9AM - 1PM, accessible on the 100 mile route.

**Penn Brook School**, 68 Elm Street, Georgetown, accessible on the 66 mile route.

# ESSEX WATER STOP CLOSSES AT 3 PM

## PLAN ACCORDINGLY

## Coast to the Cure 2018 - 100M (Rev 06-25-18) (copy)

100.6 miles

Leg	Dir	Type	Notes	Total
	←	Left	Turn left onto Western Ave	0.2
0.8	←	Left	Turn left onto Hesperus Ave	1.0
1.7	↑	Straight	Straight onto Norman Ave	2.7
0.4	↑	Straight	Continue onto Raymond St	3.0
0.5	←	Left	Turn left onto MA-127 S	3.5
2.0	→	Right	Turn right onto Forest St	5.5
0.7	←	Left	Turn left onto Mill St	6.2
0.7	←	Left	Turn left onto School St	6.9
1.0	→	Right	Turn right onto MA-127 S	7.9
2.0	↑	Straight	Continue onto West St	9.9
0.7	←	Left	Bear left onto Hale St	10.6
0.7	→	Right	Turn right onto Thissell St	11.3
0.2	↑	Straight	Bear right onto Common Ln	11.5
1.1	→	Right	Turn right onto Standley St	12.6
0.8	→	Right	Turn right onto Essex St/ Rt. 22	13.4
0.2	←	Left	Bear left to stay on Rt 22 N	13.6
1.2	←	Left	Turn left onto Grapevine Rd	14.8
0.7	←	Left	Slight left onto Larch Row	15.5
0.1	→	Right	Turn right onto Walnut Rd	15.6
1.2	→	Right	Turn right onto MA-1A N	16.8
0.2	←	Left	Turn left onto Asbury St	17.0
0.6	↑	Food	1st Rest Stop	17.6
0.4	→	Right	Turn right onto Highland St	18.0
0.1	←	Left	Quick left onto Asbury St	18.1
2.9	←	Left	Turn left onto Ipswich Rd	21.0
1.3	↑	Straight	Cross Rt 1 (Be Careful!)	22.2
0.8	←	Left	Turn left onto Main St	23.1
0.3	→	Right	Turn right onto Washington St	23.4
0.8	←	Left	Turn left to stay on Washington St/ Endicott/ East	24.2
2.2	→	Right	Turn right onto Peabody St	26.5
1.2	→	Right	Turn right onto Liberty St	27.6
0.5	←	Left	Turn left onto School St	28.1

Leg	Dir	Type	Notes	Total
0.8	→	Right	Turn right onto Essex St	28.9
2.0	↑	Straight	Cross Sharpners Pond Rd - Continue on Salem St	30.9
1.2	→	Right	Turn right onto Ingalls St	32.1
0.5	←	Left	Turn left onto Forest St	32.6
1.3	←	Left	Turn left onto Boxford St	33.9
0.2	→	Right	Sharp right onto Foster St	34.2
1.3	↑	Straight	Bear left onto Winter St	35.4
1.4	→	Right	Turn right onto Dale St	36.8
0.1	←	Left	Turn left onto Glendale Rd	36.9
0.7	←	Left	Slight left onto Main St	37.6
0.3	↑	Straight	Cross Washington St	37.9
0.2	↑	Water	2nd Rest Stop (Fire Station)	38.2
1.9	→	Right	Turn right onto Lily Pond Rd	40.1
0.8	↑	Straight	Continue onto Boxford Rd	40.9
0.4	→	Right	Slight right onto S Cross Rd	41.3
0.7	→	Right	Turn right onto Salem St	42.0
0.5	←	Left	Turn left onto Center St	42.6
4.0	↑	Straight	Continue onto Middle St	46.5
1.1	←	Left	Turn left onto Ash St	47.7
0.7	→	Right	Turn right onto Meeting House Hill Rd	48.3
0.5	←	Left	Turn left onto Bachelor St	48.9
0.6	→	Right	Turn right onto MA-113 E	49.4
1.0	←	Left	Turn left onto Coffin St	50.4
0.9	↑	Straight	Continue onto River Rd	51.3
2.2	←	Left	Turn left onto Church St	53.5
0.1	→	Right	Bear right to stay on Church St	53.6
1.0	→	Right	Turn right onto MA-113 W	54.6
3.4	→	Right	Turn right onto Orchard Ave	58.0
0.0	←	Left	Turn left onto Old Ferry Rd	58.0
0.5	→	Right	Turn right onto E Broadway	58.5
2.5	↑	Straight	3rd Rest Stop - Food & Toilets	61.0
1.3	↑	Straight	Continue onto E Main St	62.3
0.1	←	Left	Turn left onto River Rd	62.4

Leg	Dir	Type	Notes	Total
1.8	↑	Straight	Continue onto Middle Rd	64.3
0.4	→	Right	Turn right onto Skunk Rd	64.7
0.4	↑	Straight	Continue onto Pleasant Valley Rd	65.1
2.7	↑	Straight	Continue onto Merrimac St	67.7
0.4	→	Right	Turn right onto Main St	68.2
0.8	↑	Straight	Continue onto Evans Pl	68.9
0.2	↑	Straight	Continue straight onto Main St	69.2
0.4	↑	Straight	Continue onto Spofford St (X Chain Bridge)	69.5
0.2	↑	Straight	At the traffic circle, take the 3rd exit onto Merrimac St	69.7
1.8	→	Right	Turn right onto Kent St	71.5
0.3	←	Left	Turn left onto High St/ Rt 1A-S	71.9
10.2	→	Right	Turn right onto Mile Ln	82.0
0.8	←	Left	Turn left onto Linebrook Rd	82.8
1.8	→	Right	Bear right onto Lord Square/ Rt 1A-S	84.6
0.4	↑	Straight	Continue onto S Main St	85.0
0.3	→	Right	Bear right to stay on Rt 1A-S	85.3
0.1	←	Left	Turn left onto Argilla Rd	85.4
1.8	→	Right	Turn right onto Northgate Rd	87.2
0.7	←	Left	Turn left onto MA-133 E	87.9
0.7	→	Right	Turn right onto Choate St	88.6
0.3	←	Left	Turn left onto Belcher St	88.9
1.2	←	Left	Turn left onto Story St	90.1
0.3	↑	Straight	Continue onto Winthrop St	90.5
0.3	→	Right	Turn right onto Martin St	90.8
0.0	←	Left	Turn left onto Shepard Dr	90.8
0.0	↑	Water	4th Rest Stop	90.8
0.0	←	Left	Turn left onto Martin St	90.8
0.7	←	Left	Turn left onto Apple St	91.5
1.3	←	Left	Turn left onto Southern Ave	92.9
0.8	→	Right	Turn right onto School St	93.6
0.2	←	Left	Turn left onto Grove St	93.8
0.1	→	Right	Turn right onto Eastern Ave	93.9
5.8	→	Right	Turn right onto Western Ave	99.7

Leg	Dir	Type	Notes	Total
0.6	←	Left	Turn left onto Hough Ave	100.4

Ride With GPS · <https://ridewithgps.com>

**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

06/27/2019

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 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 T F Ward Insurance Agency, Inc 403 Franklin Street Melrose, MA 02176 T. F. Ward Insurance Agency,	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED NEUROFIBROMATOSIS, INC. Karen Peluso 9 Bedford St Burlington, MA 01803	INSURER A : The Hartford	13269
	INSURER B : Foremost Insurance Company	
	INSURER C : Travelers	40282
	INSURER D :	
	INSURER E :	
	INSURER F :	

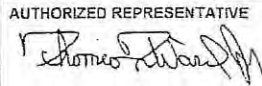
COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL/SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	GENERAL LIABILITY	X	PPS40720634	06/27/2019	06/27/2020	EACH OCCURRENCE \$ 2,000,000
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Business Owners  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 2,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COM/OP AGG \$ 4,000,000
	AUTOMOBILE LIABILITY	X				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (PER ACCIDENT) \$
B	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0	X	PPS40720634	06/27/2019	06/27/2020	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$
A	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 <input type="checkbox"/>	N/A 08WECKH3323	06/27/2019	06/27/2020	<input type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Directors/officers		106101201	05/13/2019	05/13/2020	1,000,000

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

City of Newburyport is listed as additional insured.  
Coast to the Cure NF Bike Ride, 9/14/19

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



# CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

July 15, 2019

## AN ORDER TO RESTRICT PARKING AT DESIGNATED POINTS ALONG JOHNSON STREET

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

Chapter 13	Traffic and Motor Vehicles
Article 4	Specific Street Schedules
Division 6	Stopping, Standing and Parking
Section 13-168	Parking restricted on certain streets.

Add the following new row to the table of streets or portions of streets upon which no person shall park any vehicle, as follows, with additions italicized and double-underlined:

<u>M Street</u>	<u>Both sides, starting at a point 307ft from the intersection of M Street and Old Point Road and running for a distance of 180ft</u>
-----------------	---

Councillor Sharif Zeid

*Handwritten notes:*  
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