

CITY COUNCIL “HYBRID”

MEETING AGENDA

September 27, 2021

**City Council Regular Meeting 7:30 pm
LOCATION: City Council Chambers, City Hall
60 Pleasant Street, Newburyport**

Zoom Details:

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87977934012>

Or One tap mobile :

US: +13017158592

Or Telephone:

US: +1 301 715

Webinar ID: 879 7793 4012

- 1. MOMENT OF SILENCE**
- 2. PLEDGE OF ALLEGIANCE**
- 3. CALL TO ORDER**
- 4. LATE FILE**
 - ODNC087_08_09_2021 Municipal Facility Reports
 - ODNC088_08_09_2021 Municipal Building Procurement
 - ODNC046_01_27_2020 Zoning Amendment - Short Term Rental Units Definition
 - ORDR278_09_13_2021 Acceptance of Colby Farm Parcel C (Open Space)
 - ORDR286_09_27_2021 Crosswalk Central Cong Church Pleasant & Titcomb
 - COMM355_09_27_2021 HR Job description, received 09-27-2021
 - COMM356_09_27_2021 Email string of 9/9/2021
- 5. PUBLIC COMMENT**
- 6. MAYOR'S COMMENT**

CONSENT AGENDA

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

7. APPROVAL OF MINUTES

- September 13, 2021

(Approve)

8. COMMUNICATIONS

- COMM353_09_27_2021 Newburyport Public Library Annual Report
- COMM354_09_27_2021 Whittier Regional Annual Operational Report
- APPL051_09_27_2021 PGA Hope Launch Party @ Battle Grounds
10/16/21 10am-2pm Tracy Park, Pleasant St.

(B&F)

(R&F)

(PS)

9. **TRANSFERS**

- TRAN111_09_27_2021 Transfer Multiple \$42,327.42 to Multiple \$42,327.42 (B&F)
Collective Bargaining Agreement Teamsters Union Local 170

10. **APPOINTMENTS**

**Referred to Planning & Development*

- *APPT273_09_27_2021 Leslie Eckholdt 36 Warren St. Waterfront Trust 12/31/2023

Re-Appointments

- APPT274_09_27_2021 Aine Greaney Ellrot 43 Purchase St. Emma Andrews Library 10/28/2022
- APPT275_09_27_2021 Elizabeth Valeriani 29 Oak St. Emma Andrews Library 10/28/2022
- APPT276_09_27_2021 Virginia R. Champi 84 Purchase St. Emma Andrews Library 10/28/2022
- APPT277_09_27_2021 Susan Chase 44 Oak St. Emma Andrews Library 10/28/2022
- APPT278_09_27_2021 Donna Conway 27 Marlboro St. Emma Andrews Library 10/28/2022

Appointments

- APPT279_09_27_2021 Marcia Edson 11 Salem St. Tree Commission 10/15/2024
- APPT280_09_27_2021 John Moynihan 415 Portland St. Cultural Commission 10/15/2024
Rochester, NH

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

Budget and Finance

- ORDR265_08_09_2021 CPC-FY22 Recommendations
#1 YWCA at Hillside
- TRAN110_09_13_2021 Plum Island Utility Trust Fund \$100K to
Reservation Terrace Shoreline Protection \$100K

General Government

- ORDR270_08_09_2021 Indigenous Peoples Day
- COMM344_08_30_2021 Hanukkah Menorah Market Sq. 11/22-12/10
- COMM349_09_13_2021 KP Law-Review and Amendment of 2020 Middle St. Bridge
- ODNC095_09_13_2021 Abolition of Civic Commission Sec. 12 – 140

Neighborhood & City Services

- COMM234_03_30_2020 Ltr from Newburyport Livable Streets March 11, 2020
- COMM285_01_27_2021 Memorandum from Councillor Christine Wallace
- COMM299_02_08_2021 Phillips Dr. Neighborhood Committee Ltr
- COMM326_05_10_2021 Hale Street bicycle/pedestrian improvements (CIP)
- COMM337_07_12_2021 Central Congregational Request crosswalk painting
- COMM343_08_30_2021 Congregation Ahavas Achim sign at High & Olive Sts

Planning & Development

- ODNC087_08_09_2021 Municipal Facility Reports
- ODNC088_08_09_2021 Municipal Building Procurement
- ORDR278_09_13_2021 Acceptance of Colby Farm Parcel C (Open Space)
- ORDR279_09_13_2021 Authorization for NRA Land Transfer
- ODNC083_06_28_2021 Zoning-Amendment-I-95-Wind-Corridor
- ODNC046_01_27_2020 Zoning Amendment - Short Term Rental Units Definition

Public Safety

- APPL050_09_13_2021 Coronathon Full + 1/2 Marathon 10/9/2021 8 am - 2 pm

Public Utilities

- ORDR275_08_30_2021 Licensed Contractor DiStasio Excavation

END OF CONSENT AGENDA

REGULAR AGENDA

9. MAYOR'S UPDATE

10. COMMUNICATIONS

- COMM355_09_27_2021 HR Job description, received 09-27-2021
- COMM356_09_27_2021 Email string of 9/9/2021

11. TRANSFERS

12. SECOND READING APPOINTMENTS

- APPT272_09_13_2021 Alphonse Montoni 10 Woodman Way Housing Authority 9/1/2026
- APPT263_08_09_2021 Donna Drelick 8 Chadwick Methuen Human Resources Dir. 7/1/2024
Moved to a Date Certain

13. ORDERS

- ORDR282_09_27_2021 Equipment Lease Order
- ORDR283_09_27_2021 Rectangular Rapid Flash Beacon (RRFB) at High Street
- ORDR284_09_27_2021 Approving Market Landing Park Expansion Conceptual Plan
- ORDR285_09_27_2021 Re-precincting Plan 2020
- ORDR286_09_27_2021 Crosswalk Central Cong Church Pleasant & Titcomb

14. ORDINANCES

- ODNC093_08_30_2021 Restricting residential permits on campers (Moved to Date Certain)

15. COMMITTEE ITEMS

Ad Hoc Committee on Economic Development

In Committee:

Ad Hoc Committee on Market Landing Park and COTW

In Committee:

- COMM261_08_31_2020 Proposed Timeline, Waterfront
- ORDR227_12_14_2020 Appropriate NRA funds for RFP award

Budget & Finance

In Committee:

- ORDR265 08 09 2021 CPC-FY22 Recommendations
#1 YWCA at Hillside
- TRAN110 09 13 2021 Plum Island Utility Trust Fund \$100K to
Reservation Terrace Shoreline Protection \$100K
- COMM311_03_08_2021 Cllr Tontar letter re: KP Law Legal Opinion on Council Salaries
- ORDR265_08_09_2021 CPC-FY22 Recommendations
#11 Restoration of Nock Middle School Tennis Courts
- ORDR269_08_09_2021 Friends of COA Gift Acceptance
- ODNC090_08_09_2021 Proposed Electrical Fee Schedule
- ORDR277_08_30_2021 Municipal Fee Schedule Fiscal Year 2022

- ODNC094_08_30_2021 Municipal Fee Schedule
- COMM348_09_13_2021 FY2021 Year End Report
- ORDR280_09_13_2021 Cutter Fire Station Loan Order
- ORDR281_09_13_2021 Authorizing Land Taking w/Waiver of Appraisal & Damages w/Bond

Education

In Committee:

- COMM273_10_13_2020 Ltr of Non-Support from Mayor on Acts of 1987
- COMM329_05_24_2021 Statement of Interest, School Building Authority

General Government

In Committee:

- **ORDR270 08 09 2021 Indigenous Peoples Day**
- **COMM344 08 30 2021 Hanukkah menorah Market Sq. 11/22-12/10**
- **COMM349 09 13 2021 KP Law-Review and Amendment of 2020 Middle St. Bridge**
- **ODNC095 09 13 2021 Abolition of Civic Commission Sec. 12 – 140**
- COMM325_05_10_2021 Ordinance Review Committee Report
- COMM330_05_24_2021 Code of Ordinances Edited May 2021

License & Permits

In Committee:

- ODNC047_01_27_2020 General Ordinance - Short Term Rental Units Rules
- COMM229_02_24_2020 Ltr re: Implementation of Short-Term Rental Ordinance

Neighborhoods & City Services

In Committee:

- **COMM234 03 30 2020 Ltr from Newburyport Livable Streets March 11, 2020**
- **COMM285 01 27 2021 Memorandum from Councillor Christine Wallace**
- **COMM299 02 08 2021 Phillips Dr. Neighborhood Committee Ltr**
- **COMM326 05 10 2021 Hale Street bicycle/pedestrian improvements (CIP)**
- **COMM337 07 12 2021 Central Congregational Request crosswalk painting**
- **COMM343 08 30 2021 Congregation Ahavas Achim sign at High & Olive Sts**
- ODNC084_07_12_2021 Streets, Sidewalks, and Other Public Places Alterations and Maintenance
- ORDR276_08_30_2021 Crosswalk at Pleasant St and Inn St
- ODNC091_08_30_2021 Street, way or grounds specifications

Planning & Development

In Committee:

- **ODNC087 08 09 2021 Municipal Facility Reports**
- **ODNC088 08 09 2021 Municipal Building Procurement**
- **ORDR278 09 13 2021 Acceptance of Colby Farm Parcel C (Open Space)**
- **ORDR279 09 13 2021 Authorization for NRA Land Transfer**
- **ODNC083 06 28 2021 Zoning-Amendment-I-95-Wind-Corridor**
- **ODNC046 01 27 2020 Zoning Amendment - Short Term Rental Units Definition**
- COMM231_03_09_2020 Ltr re: Short-Term Rental Ordinance
- COMM282_01_27_2021 Ltr from Jim McCarthy re: Sign Proposal
- ODNC089_08_09_2021 VII-A-Off-street parking regulations
- COMM346_08_30_2021 Ltr. Jane Snow Coffin St. safety concerns
- ODNC092_08_30_2021 Zoning Amendment Encouraging Outdoor and Recreational Activities
- ODNC097_09_13_2021 Proposed Zoning Clarifications re Public Purpose Takings
- COMM338_08_09_2021 Blight at State & High, Abandoned Global Oil Service Station
- COMM351_09_13_2021 Notice of Public Hearing Pursuant 107 State St. (Oct 12, 2021 7 pm)

- COMM352_09_13_2021 ORDER Pursuant to G.L. c.139, §1 on Dangerous Building at 107 State St.
- ORDR281_09_13_2021 Authorizing Land Taking w/Waiver of Appraisal & Damages w/Bond

Public Safety

In Committee:

- **APPL050_09_13_2021 Coronathon Full + 1/2 Marathon 10/9/2021 8 am - 2 pm**
- COMM216_01_13_2020 Ltr re: Ban the Use of Glyphosate
- APPT165_04_13_2020 Dr. Robin Blair 18 Market St. Board of Health 4/30/2023
- COMM243_05_11_2020 Ltr from Jane Rascal re: NMMCD
- ORDR200_07_30_2020 List of Crosswalks Amended
- COMM283_01_27_2021 Ltr from Jim McCarthy-speed limit
- COMM328_05_10_2021 Petition 25 mph Ferry & Laurel Rds.
- COMM334_06_28_2021 Crosswalk Rawson Ave/High St/Highland Ave
- COMM335_06_28_2021 Safety Review Rawson Ave Ltr. Daniel Blest
- ODNC086_08_09_2021 Loading Zone - Liberty Street
- COMM346_08_30_2021 Ltr. Jane Snow Coffin St. safety concerns
- COMM345_08_30_2021 Public Safety Concern, Parker Street
- ODNC096_09_13_2021 Late File Codification of Parking Orders

Public Utilities

In Committee:

- **ORDR275_08_30_2021 Licensed Contractor DiStasio Excavation**
- COMM290_02_08_2021 Falmouth Broadband Feasibility Study (full text in Clerk's office)
- COMM295_02_08_2021 Best Best & Krieger Small Cells Order Annual Meeting
- COMM296_02_08_2021 Natoa FCC Small Wireless Facilities Rules Compliance Guide

Rules

In Committee:

- COMM220_01_27_2020 Proposed City Council Rule 9F
- ORDR170_02_24_2020 Amendment Council Rules 2020 (COTW)
- ORDR171_02_24_2020 Amendment to Rule 17B (COTW)
- ORDR239_02_8_2021 Council Rule 7 and 10B

16. GOOD OF THE ORDER

17. ADJOURNMENT

CONSENT AGENDA

CITY COUNCIL “HYBRID”

MEETING MINUTES

September 13, 2021

Executive Session 7:00 pm

City Council Regular Meeting 7:30 pm

LOCATION: City Council Chambers, City Hall

60 Pleasant Street, Newburyport

Zoom Details:

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87977934012>

Or One tap mobile :

US: +13017158592

Or Telephone:

US: +1 301 715

Webinar ID: 879 7793 4012

1. CALL TO ORDER FOR EXECUTIVE SESSION COMMENCING AT 7:00 PM TO CONSIDER THE PURCHASE, EXCHANGE, TAKING, LEASE, OR VALUE OF REAL PRPERTY PROXIMATE TO THE WEST END FIRE STATION

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

4. CALL TO ORDER FOR REGULAR COUNCIL MEETING AT 7:30 PM

The City Council President Jared Eigerman called the City Council meeting to order at 7:30 pm and asked the City Clerk, Richard B. Jones, to call the roll. The following City Councillors answered present Vogel, Wallace, Zeid, Connell, Devlin, Khan, Lane, McCauley, Shand, Tontar, and Eigerman. 11 present.

5. LATE FILE

- ODNC096_09_13_2021 Late File Codification of Parking Orders
 - COMM351_09_13_2021 Late File Notice of Public Hearing Pursuant 107 State St.
 - COMM352_09_13_2021 Late File ORDER Pursuant to G.L. c.139, §1 on Dangerous Building at 107 State St
 - TRAN110_09_13_2021 Late File Plum Island Utility Trust Fund \$100K to Reservation Terrace Shoreline Protection \$100K
 - ORDR280_09_13_2021 Late File Cutter Fire Station Loan Order
 - ORDR281_09_13_2021 Late File Authorizing Land Taking w/Waiver of Appraisal & Damages w/Bond
 - ODNC097_09_13_2021 Late File Proposed Zoning Clarifications re Public Purpose Takings
- Motion to waive the rules and accept the Late Files by Councillor Zeid, seconded by Councillor Tontar. So voted.

6. PUBLIC COMMENT

1. Steve Comley PO Box 646, Rowley
2. Stacy Harrison 14 Harrison Avenue, Salisbury
3. Ken Itrato 27 High Street
4. John Feehan 13 Market Street
5. Doug Muir 10 Hancock Street
6. Marge Kaczala 109 State Street
7. Lela Wright 55 Reservation Terrace
8. Jennie Donahue 18 Cherry Street
9. Brian Wilson 29 High Street

10. Mary Young 11 Jefferson Street
11. Sheila Trieff 11 Shandal Drive
12. Madeline Nash 19 Arlington Drive
13. Betty Labaugh 6 Walnut Street
14. Jeanette Isabella 100 Water Street
15. Dyan Mazurana 112 State Street
16. Ilene Grady 10 Cushing Street
17. Maureen Adams 9 75th Street
18. Dominick Garibaldi 14 67th Street
19. Michael Laine 11 Jefferson Court
20. Lucinda Robertson 162 Low Street
21. Marianne Vesey 10 Kent Street
22. Stephanie Niketic 93 High Street
23. Brian Belts 14 67th Street

7. MAYOR'S COMMENT

CONSENT AGENDA

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

8. APPROVAL OF MINUTES

- August 30, 2021 (Approve)

9. COMMUNICATIONS

- COMM348_09_13_2021 FY2021 Year End Report (B&F)
- COMM349_09_13_2021 KP Law-Review and Amendment of 2020 Middle St. Bridge (GG)
- COMM350_09_13_2021 Ltr. From Stephen Comley (R&F)
- APPL050_09_13_2021 Coronathon Full + 1/2 Marathon 10/9/2021 8 am - 2 pm (PS)

10. TRANSFERS

11. APPOINTMENTS

- APPT272_09_13_2021 Alphonse Montoni 10 Woodman Way Housing Authority 9/1/2026

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

Budget and Finance

- ORDR265_08_09_2021 CPC-FY22 Recommendations
- ORDR274_08_30_2021 Loan Order for Police Cruisers

Planning & Development

- Public Hearing APPT269_08_30_2021 Elisabeth M. DeLisle, (reappointment) Planning Board
- Public Hearing APPT270_08_30_2021 Heather Rogers, Planning Board
- Public Hearing APPT271_08_30_2021 Brian Raiche, Affordable Housing Trust
- ORDR273_08_30_2021 PR Acceptance for 342 Merrimac St
- COMM338_08_09_2021 Blight at State & High, Abandoned Global Oil Service Station

- ODNC087_08_09_2021 Municipal Facility Reports
- ODNC088_08_09_2021 Municipal Building Procurement

Councillor Shand noted that ODNC087_08_09_2021 and ODNC088_08_09_2021 will not be coming out of committee.

General Government

- COMM331_05_24_2021 Newburyport Fee Schedule
- APPT263_08_09_2021 Donna 8 Chadwick Human Resources Dir. 7/01/2024
Drelick Methuen,MA

Public Safety

- APPL049_08_30_2021 Harborside Half Marathon & 5K - 11/21/2021
- ODNC093_08_30_2021 Restricting residential permits on campers
- COMM339_08_09_2021 High Street Pavement Marking & Striping Plan
- ODNC086_08_09_2021 Loading Zone - Liberty Street

Councillor McCauley noted ODNC086_08_09_2021 will not be coming out of committee.

END OF CONSENT AGENDA

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

Council President called for a 5 minute break at 8:34 pm

Meeting resumed at 8:40 pm

REGULAR AGENDA

9. MAYOR'S UPDATE

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

10. COMMUNICATIONS

- COMM351_09_13_2021 Late File Notice of Public Hearing Pursuant 107 State St.
- COMM352_09_13_2021 Late File ORDER Pursuant to G.L. c.139, §1 on Dangerous Building at 107 State St

Motion to refer collectively to Planning & Development by Councillor Zeid, seconded by Councillor Devlin. Roll call vote. 11 yes. Motion passes..

11. TRANSFERS

- TRAN110_09_13_2021 Late File Plum Island Utility Trust Fund \$100K to Reservation Terrace Shoreline Protection \$100K

Motion to refer Budget & Finance by Councillor Zeid, seconded by Councillor Tontar. So voted.

12. SECOND READING APPOINTMENTS

- APPT267_08_30_2021 Monica 58 Temple St. Cultural Council 9/13/2024
Bartley
- APPT268_08_30_2021 Bruce Menin 148 High St. Human Rights 9/15/2024
Commission

Motion to approve collectively on 2nd reading by Councillor Zeid, seconded by Councillor Tontar. Roll call vote. 10 yes, 1 no (JM)

13. ORDERS

- ORDR278_09_13_2021 Acceptance of Colby Farm Parcel C (Open Space)
Motion to refer to Planning & Development by Councillor Shand, seconded by Councillor Connell. So voted.
- ORDR279_09_13_2021 Authorization for NRA Land Transfer
Motion to refer to Planning and Development by Councillor Zeid, seconded by Councillor Tontar. So voted.
- ORDR280_09_13_2021 Late File Cutter Fire Station Loan Order
Motion to refer to Budget & Finance by Councillor Zeid, seconded by Councillor Khan. So voted.
- ORDR281_09_13_2021 Late File Authorizing Land Taking w/Waiver of Appraisal & Damages w/Bond
Motion to refer to Budget & Finance and Planning & Development by Councillor Zeid, seconded by Councillor Devlin. So voted.

14. ORDINANCES

- ODNC085_08_09_2021 AHT increasing membership-codify as Municipal Board 2nd reading
Motion to approve by Councillor Shand, seconded by Councillor Tontar. Roll call vote. 10 yes, 1 no (SZ). Motion passes.
- ODNC095_09_13_2021 Abolition of Civic Commission Sec. 12 – 140
Motion to refer to General Government by Councillor Zeid, seconded by Councillor Khan. So voted.
- ODNC096_09_13_2021 Late File Codification of Parking Orders
Motion to refer to Public Safety by Councillor Khan, seconded by Councillor McCauley. So voted.
- ODNC097_09_13_2021 Late File Proposed Zoning Clarifications re Public Purpose Takings
Motion to Planning & Development by Councillor Zeid, seconded by Councillor Connell. So voted.

15. COMMITTEE ITEMS

Ad Hoc Committee on Economic Development

In Committee:

Ad Hoc Committee on Market Landing Park and COTW

In Committee:

- COMM261_08_31_2020 Proposed Timeline, Waterfront
- ORDR227_12_14_2020 Appropriate NRA funds for RFP award

Budget & Finance

In Committee:

- ORDR265 08 09 2021 CPC-FY22 Recommendations

Councillor Connell assumes the Chair as President Pro Tempore. Councillor Eigerman joins the Council on the floor.

#1 Motion to approve by Councillor Zeid, seconded Councillor Khan. Motion withdrawn. Motion to refer back to Budget & Finance (6:30 pm 9/16/21 meeting) by Councillor Zeid, seconded by Councillor Khan. Roll call vote. 11 yes. Motion passes.

Councillor Eigerman returns as City Council President.

#2 Motion to approve by Councillor Zeid, seconded Councillor Khan. So voted.

#3 Motion to approve by Councillor Zeid, seconded Councillor Khan. Roll call vote, 7 yes, 4 no (SZ, BC, JD, JE). Motion passes.

#4 Motion to approve Councillor Zeid, seconded Councillor Khan. So voted.

#5 Councillor Connell assumes the Chair as President Pro Tempore. Councillor Eigerman recused. Motion to approve by Councillor Zeid, seconded Councillor Khan. 10 yes, 1 recused (JE). Motion passes.

Councillor Eigerman returns as Council President.

#6 Motion to approve by Councillor Zeid, seconded Councillor Khan. So voted.

#7 Motion to approve by Councillor Zeid, seconded Councillor Khan. So voted.

#8 Motion to approve by Councillor Zeid, seconded Councillor Khan. Roll call vote. 11 no. Motion fails.

#9, #10 Motion to approve collectively by Councillor Zeid, seconded Councillor Khan. So voted.
#11 Councillor Zeid noted this will not be coming out of committee at this meeting.
#12 Motion to approve by Councillor Zeid, seconded by Councillor Khan. 10 yes, 1 no (JM). Motion passes.
#13, #14, #15 Motion to approve collectively by Councillor Zeid, seconded Councillor Khan. So voted.

- **ORDR274 08 30 2021 Loan Order for Police Cruisers**

Motion to approve by Councillor Zeid, seconded by Councillor Tontar. Roll call vote. 11 yes. Motion Passes.

- COMM311_03_08_2021 Cllr Tontar letter re: KP Law Legal Opinion on Council Salaries
- ORDR269_08_09_2021 Friends of COA Gift Acceptance
- ODNC090_08_09_2021 Proposed Electrical Fee Schedule
- ORDR277_08_30_2021 Municipal Fee Schedule Fiscal Year 2022
- ODNC094_08_30_2021 Municipal Fee Schedule

Education

In Committee:

- COMM273_10_13_2020 Ltr of Non-Support from Mayor on Acts of 1987
- COMM329_05_24_2021 Statement of Interest, School Building Authority

General Government

In Committee:

Councillor Connell assumes the Chair as President Pro Tempore. Councillor Eigerman joins the Council on the floor.

- **COMM331 05 24 2021 Newburyport Fee Schedule**

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

- **APPT263 08 09 2021 Donna 8 Chadwick Human Resources Dir. 7/01/2024**
Drelick Methuen,MA

Motion to approve by Councillor Eigerman, seconded by Councillor Tontar. Motion to continue to a date certain by Councillor Eigerman, seconded by Councillor Zeid. Roll call vote. 11 yes. Motion passes.

- ORDR270_08_09_2021 Indigenous Peoples Day
- COMM325_05_10_2021 Ordinance Review Committee Report
- COMM330_05_24_2021 Code of Ordinances Edited May 2021
- COMM344_08_30_2021 Hanukkah menorah Market Sq. 11/22-12/10

License & Permits

In Committee:

- ODNC047_01_27_2020 General Ordinance - Short Term Rental Units Rules
- COMM229_02_24_2020 Ltr re: Implementation of Short-Term Rental Ordinance

Neighborhoods & City Services

In Committee:

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- ORDR276_08_30_2021 Crosswalk at Pleasant St and Inn St
- ODNC091_08_30_2021 Street, way or grounds specifications

Planning & Development

In Committee:

- ODNC046_01_27_2020 Zoning Amendment - Short Term Rental Units Definition
- COMM231_03_09_2020 Ltr re: Short-Term Rental Ordinance
- COMM282_01_27_2021 Ltr from Jim McCarthy re: Sign Proposal
- ODNC083_06_28_2021 Zoning-Amendment-I-95-Wind-Corridor
- ODNC087_08_09_2021 Municipal Facility Reports
- ODNC088_08_09_2021 Municipal Building Procurement
- ODNC089_08_09_2021 VII-A-Off-street parking regulations
- **COMM338 08 09 2021 Blight at State & High, Abandoned Global Oil Service Station**
No Action
- COMM346_08_30_2021 Ltr. Jane Snow Coffin St. safety concerns
- **APPT269 08 30 2021 Elisabeth 50 Woodland St. Planning Board 9/1/2026**
M. DeLisle

Motion to approve by Councillor Shand, seconded by Councillor Zeid. Roll call vote. 11 yes. Motion passes.

- **APPT270 08 30 2021 Heather 15 Strong St. Planning Board 9/15/2026**
Rogers

Motion to approve by Councillor Shand, seconded by Councillor Lane. Roll call vote. 11 yes. Motion passes.

- **ORDR273 08 30 2021 PR Acceptance for 342 Merrimac St**

Motion to approve by Councillor Shand, seconded by Councillor Zeid. Roll call vote. 11 yes. Motion passes.

- ODNC092_08_30_2021 Zoning Amendment Encouraging Outdoor and Recreational Activities
- **APPT271 08 30 2021 Brian Raiche, Affordable Housing Trust**

Motion to approve by Councillor Shand, seconded by Councillor Lane. Roll call vote. 11 yes. Motion passes.

- COMM351_09_13_2021 Late File Notice of Public Hearing Pursuant 107 State St.
- COMM352_09_13_2021 Late File ORDER Pursuant to G.L. c.139, §1 on Dangerous Building
at 107 State St.

Motion to waive the rules to discuss, motion to declare an emergency due to potential public nuisance, and motion to authorize the city solicitor to send notice of a hearing to be held at 7:00 pm, October 12, 2021 by Councillor Zeid, seconded by Councillor Devlin. Roll call vote. 11 yes. Motion passes

Motion to waive the rules to go past 11:00 pm by Councillor Vogel, seconded by Councillor Tontar. So voted

Public Safety

In Committee:

- COMM216_01_13_2020 Ltr re: Ban the Use of Glyphosate
- APPT165_04_13_2020 Dr. Robin Blair 18 Market St. Board of Health 4/30/2023
- COMM243_05_11_2020 Ltr from Jane Rascal re: NMMCD
- ORDR200_07_30_2020 List of Crosswalks Amended
- COMM283_01_27_2021 Ltr from Jim McCarthy-speed limit
- COMM328_05_10_2021 Petition 25 mph Ferry & Laurel Rds.
- COMM334_06_28_2021 Crosswalk Rawson Ave/High St/Highland Ave
- COMM335_06_28_2021 Safety Review Rawson Ave Ltr. Daniel Blest
- **ODNC086 08 09 2021 Loading Zone - Liberty Street**
Motion to return to committee by Councillor Devlin, seconded by Councillor Tontar. So voted.
- COMM346_08_30_2021 Ltr. Jane Snow Coffin St. safety concerns
- COMM345_08_30_2021 Public Safety Concern, Parker Street
- **APPL049 08 30 2021 Harborside Half Marathon & 5K - 11/21/2021**
Motion to approve by Councillor McCauley, seconded by Councillor Zeid. So voted.
- **ODNC093 08 30 2021 Restricting residential permits on campers**

Motion to approve with amended language by Councillor McCauley, seconded by Councillor Vogel.
Motion to move to a date certain by Councillor McCauley, seconded by Councillor Devlin. So voted.

- **COMM339 08 09 2021 High Street Pavement Marking & Striping Plan**

Motion to approve by Councillor McCauley, seconded by Councillor Zeid. Motion to amend to cobblestone by Councillor McCauley , seconded by Councillor Connell . 9 yes, 2 no (BL,JM). Motion passes. Motion to amend to epoxy by Councillor Zeid , seconded by Councillor Vogel. 11 yes. Motion passes. Motion to approve amended by Councillor McCauley, seconded by Councillor Zeid. 11 yes. Motion passes.

Public Utilities

In Committee:

- COMM290_02_08_2021 Falmouth Broadband Feasibility Study (full text in Clerk's office)
- COMM295_02_08_2021 Best Best & Krieger Small Cells Order Annual Meeting
- COMM296_02_08_2021 Natoa FCC Small Wireless Facilities Rules Compliance Guide
- ORDR275_08_30_2021 Licensed Contractor DiStasio Excavation

Rules

In Committee:

- COMM220_01_27_2020 Proposed City Council Rule 9F
- ORDR170_02_24_2020 Amendment Council Rules 2020 (COTW)
- ORDR171_02_24_2020 Amendment to Rule 17B (COTW)
- ORDR239_02_8_2021 Council Rule 7 and 10B

16. GOOD OF THE ORDER

17. ADJOURNMENT

Motion to adjourn at 11:14 pm by Councillor Tontar, seconded by Councillor Vogel. Roll call vote. 11 yes.
Motion passes.

COMMUNICATIONS

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

NEWBURYPORT
PUBLIC LIBRARY
2021 SEP 16 AM 7:39

NEWBURYPORT PUBLIC LIBRARY ANNUAL REPORT FY 2021 July 1, 2020 – June 30, 2021

Board of Directors

Kathleen Carey	Stephen Moore
James Connolly	Susan Shefte
Marcia Edson	Sarah Spalding
Gary Gorski	Elizabeth Valeriani
Christian Hansen	Donna Holaday, <i>Mayor (ex-officio)</i>
Sarah Holden	Jared Eigerman, <i>City Council President (ex-officio)</i>
Giselle Stevens, <i>Head Librarian</i>	

No changes to the membership of the Board of Directors in FY21.

Library Staff

Senior Librarians:

Jessica Atherton, Reference Services
Allison Driscoll, Children's Services
Jane Lemuth, Tech Services
Lynn Marks, Circulation Services
Sharon Spieldenner, Archival Services

Staff Librarians:

Frazier Arets – resigned July 2020
Julia Bald
Dana Echelberger
Becky Geller – hired March 2021
Becca Lemos
Emely MacIntosh – resigned November 2020
Diane Oxtan
Sally Rubinstein
Maddy Willwerth – hired May 2021

Library Technicians:

Paula Biscardi – retired September 2020
Elise Jansson
Anna McGrath
Chris McKernan
Naomi Needle
Beth Sceery – retired May 2021
Joyce Senior

Library Admin Assistant:

Mary Perry

Assistant Head Librarian:

Sara Kelso

The COVID-19 pandemic health crisis dominated this fiscal year. A phased re-opening plan continued to be implemented by the Library in conjunction with the Governor's and Massachusetts Library System (MLS)/Massachusetts Board of Library Commissioners (MBLC) guidelines, as well as in coordination with the Mayor, the City Health Department, and other MVLC libraries. Most public libraries across the Commonwealth began FY21 with their buildings closed to the public.

In Newburyport, Patio Pickup service for reserved items commenced on June 3rd, 2020 (FY20) and ended May 28, 2021. The building opened August 3, 2020 for limited browsing and by appointment for the Archival Center, public computers, printing, scanning, faxing and reader's advisory. The building was closed to the public (Patio Pickup was available) December 24, 2020 for six weeks in response to a surge in COVID cases and re-opened February 8, 2021. The staff worked their regular 35 hour weekly schedules the entire year and were in the Library available to serve patrons from 9:00 am through 8:00pm Monday – Thursday and 9:00am to 5:00 pm Friday and Saturday.

Safety procedures and protocols for staff were implemented, including procedures for quarantining and handling returned library materials. Staff worked at relocated and reconfigured work stations in order to maintain social distancing, and all public service desks had plexiglass screens. Staff and library visitors were required to wear a mask at all times in the building and at the patio. No seating was available to patrons, meeting rooms were closed, and the Children's Room remained closed June 2020 through May 2021.

A pickup window at the Harris Street patio and mobile staff work station provided the public access of requested items without needing to enter the building. Patio pickup service was available 50 hours per week. The building was open to the public for walk-in browsing, with visits limited to one half hour per day, 10 items per checkout, and self-checkout. The Archival Center was available for one-hour visits by appointment. Public computers, faxing, copying and printing were available for one half hour visit per day by appointment. The building was open 35-50 hours per week during FY21. Virtual services and staff assistance by phone, email and online chat were available 60 hours per week. In June 2021 most limitations were lifted.

Newburyport Public Library Mission Statement

Newburyport Public Library is a community hub that inspires and empowers all to access knowledge, culture and social connections.

Library statistics for FY21 were impacted by limitations caused by the COVID-19 pandemic.

Hours

The library building was staffed 324 days. The building was open to the public 231 days, for a total of 1,814 hours. The patio pickup service was open 324 days, for a total of 2,346 hours. The Library is closed on Sundays.

Building open:

July 2020: Monday through Thursday 9:30am to 4:30pm, Friday and Saturday 9:30am to 1:00pm

August 2020 through March 2021: Monday through Friday 9:30am to 4:30pm, Saturday 9:30am to 1:00pm (building closed January 2020)

April 2021 through May 2021: Monday through Friday 9am to 4:30pm, Saturday 9am to 1:00pm

June 2021: Monday through Thursday 9:00am to 8:00pm, Saturday 9:00am to 5:00pm

Patio Pickup hours:

June 2020 through July 2020: Monday through Thursday 9:30am to 6:30pm, Friday and Saturday 9:30am to 4:30pm

August 2020 through October 2020: Monday through Thursday 9:30am to 8:00pm, Friday and Saturday 9:30am to 4:30pm
 November 2020 through March 2021: Monday through Thursday 9:30am to 6:30pm, Friday and Saturday 9:30am to 4:30pm
 April 2021 through May 2021: Monday through Thursday 9am to 6:30pm, Friday and Saturday 9:00am to 4:30pm

Patrons

Active resident borrowers	10,171
Non-resident borrowers	310
New library cards issued	350
Patio pickup attendance	22,631
Building attendance	16,235
Total attendance	38,866
Archival Center appointments	310
Volunteer hours	0

Holdings

Book volumes	94,189	
Print periodicals	579	
Audio materials	6,500	
Video materials	4,193	
Microfilm reels	504	
Materials in electronic format	694	
E-books	38,593	
Downloadable audio	9,920	
Downloadable video	196	
Miscellaneous materials		194
Total holdings	155,562	
Items cataloged	9,921	

Local NPL Subscriptions

Databases	14
E-newspapers	2
Newspapers	7
Magazines	100
Museum Passes	16

Circulation

Books	129,895
Print periodicals	4,969
Audio	6,182
Video	20,462
E-book	15,973
Downloadable audio/video	12,105

Electronic materials	2,220
Microfilm	0
Miscellaneous materials	436
Museum passes	276
Inter-Library loan received	49,109
Inter-Library loan sent	33,659
Non-resident circulation	28,310
Total circulation	192,242
Total collection use	272,375

While overall circulation remained steady, circulation details were impacted by COVID. Inter-library loan increased by 77% with the addition of patio pickup service. Circulation by non-residents decreased by 22%. Many museums were closed during all or part of the fiscal year, reflected by a 69% decrease in museum pass usage. With limited browsing, DVD (-25%) and physical audio book (-33%) circulation decreased significantly. The popularity of library hotspots accounts for a 700% increase in circulation of miscellaneous materials.

Programming

Virtual programs offered	126
Virtual program attendance	2,242
In-person offsite programs	5
In-person offsite attendance	36
Total programs offered	131
Total program attendance	2,278
Youth craft kit pick-up	4,465

Offered weekly Take-and-Make craft kits for children and teens. Provided virtual programs for adults and families, including monthly book groups. Continued collaboration with the Senior Community Center to provide a librarian to facilitate a virtual monthly Next Chapter Book Club.

Services

Public PC usage	1,381
Website visits	99,785
Reference questions	8,707
Public meeting room use	43
Homebound visits	

Added digital subscriptions to the *New York Times* and the *Wall Street Journal*. New Kanopy video streaming service proved to be very popular. Added online chat. The 43% decrease in reference questions and a 91% decrease in public computer use is a result of limits in time, hours and access to the building for much of FY21.

Resumed limited homebound delivery in April 2021; resumed Study Room and Conference Room use in June 2021.

Building

38,304 square feet

Built 1771, renovated and expanded 2001

On May 6, 2021 celebrated the 20th anniversary of the opening of the renovated and expanded building with anniversary bookmarks, a display in the Archival Center lobby and a story walk of signs in front of the Library.

Replacement of lighting with LED fixtures continued, including the Teen Loft area. Continued repair of the HVAC system.

Technology

Purchased additional laptops for mobile staff work. High circulation of four public internet hot spots.

Budget

Municipal budget	\$1,430,665
Trust funds	\$7,412
State Aid	\$29,925
Donations and fees	\$4,964
Friends of the Library	\$23,700
IFS grant	\$10,890
CPA grant	\$127,575
Total budget	\$1,635,131

The FY21 municipal budget reflected cuts made at the onset of the COVID crisis during FY20, including eliminating Sunday hours, eliminating Library Page positions, minimal On-Call Substitute hours, reduced funding for programs, and the addition of custodian hours in order to meet the (Municipal Appropriations Requirement) MAR. The MBLC waived minimum hours open requirements for FY21, and a record number of State Aid awards were made to public libraries. Trust Fund monies were approved in FY21 for materials expenditure. The Library was awarded a Community Preservation Act (CPA) grant to fund replacement of the Archival Center HVAC system. This HVAC project will be implemented in FY22.

MVLC suspended billing for lost items in FY21 and limits to public computers resulted in a 76% decrease in the collection of printing fees, and donations also decreased.

Friends of the Library

The Friends of the Library pledged to supplement the Library's municipal budget by \$23,700 to support the museum pass program; programming for children, teens and adults; the purchase of library materials; and the purchase of databases and collection materials for the Archival Center. With the closure of many museums, only \$20,700 was spent of the pledged budget.

The Friends also applied for and were awarded, on behalf of the Library, a \$10,890 grant from the Institution for Savings Charitable Foundation to fund the completion of phase six (6) of our historical newspaper microfilm digitization project. Library staff and patrons can now access digitized copies of the Newburyport *Daily News* through 1985.

The Friends, in collaboration with the Newburyport Horticultural Society, cancelled the annual spring Books in Bloom event because of the COVID-19 pandemic. The Friends also cancelled

the fall 2020 and spring 2021 book sale, but were able to hold a successful small pop-up book sale event in June 2021 under the tent at the Senior Community Center.

Friends of the Library Board FY21

Officers:

Stacey Brandon	President
Rita Moore	Vice President
Jane O'Hearn	Treasurer
Matthew Zeller	Assistant Treasurer
Diantha Brown	Corresponding Secretary
Christina Bellinger	Membership

Ex Officio Member:

Giselle Stevens, Head Librarian

Directors:

Madeleine Arcovio
Becky Caudill
Dick Monahan
Sherry Moore
Myron Moss
Kathie O'Neil
Nancy Peace
Paula Sable
Eugene Wintner

Submitted by the Head Librarian to the Library Board of Directors – September 15, 2021



Whittier Regional Vocational Technical High School

115 Amesbury Line Road
Haverhill, MA 01830-1898
978-373-4101
Fax: 978-521-0260
www.whittiertech.org

Brett Murphy
Chairperson
School Committee

Maureen Lynch
Superintendent

August 26, 2021

ANNUAL OPERATIONAL REPORT

TO: The Honorable City Council Members

FROM: Brett Murphy, Whittier Representative
Joseph Haberland, Whittier Representative
Maureen Lynch, Superintendent

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
2021 SEP 16 AM 10:49

Whittier offers 23 vocational technical career areas designed to provide the necessary training and skills for further education or work force success.

Whittier's academic program is designed to offer students the fundamental skills through its core curriculum in English, Math, Science and Technology, Social Studies, World Languages, Physical Education/Health, and Elective subjects. Courses are aligned with the Massachusetts Curriculum Frameworks in order to achieve success on the MCAS.

Courses are offered in a sequential format and are integrated with the vocational-technical areas, wherever practicable and mutually beneficial. All academic courses offer advanced sections for students who desire to further their education. We offer honors courses in English, science, and math to lead toward advanced placement courses. Moreover, a Tech Prep program is offered to eleventh and twelfth grade students which parallels the College Prep program and provides students with the opportunity to earn college credit and/or advanced college placement.

Since all programs are open to both females and males, we encourage our students to explore and to specialize in non-stereotyped, non-traditional vocational-technical areas and to strive for the maximum realization of their goals and potential.

Whittier Regional Vocational Technical High School is entering its forty eighth year. To date we have graduated 12,465 students from the day school.

The enrollment for the Evening School from Newburyport: 8

Honorable City Council Members
August 26, 2021
Page 2

The October 1, 2020 Day School Enrollment:

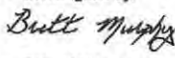
	Boys	Girls
Grade 9	3	3
Grade 10	4	6
Grade 11	6	3
Grade 12	6	1

Total – 32

2021 Graduates – 7

The cost to Newburyport for the school year 2020-2021 was \$661,018.00.

Respectfully yours,

DocuSigned by:

E194C00061F6472...
Brett Murphy
Newburyport Representative

DocuSigned by:

06D6F2004ED7409...
Joseph Haberland
Newburyport Representative


Maureen Lynch
Superintendent

ML/lr

NEWBURYPORT SPECIAL EVENT APPLICATION

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

Tel. _____

Fax. _____

(For Street Closure or Any Use of a Public Way - Please complete page 2 of this application)

2021 SEP 21 PM 1:02

NAME OF EVENT: PGA HOPE launch Party @ Battle Grounds

Date: Saturday 10/16/21 Time: from 10:00 AM to 1:00 pm

Rain Date: NA Time: from _____ to _____

2. Location*: Patrick Tracy Park on Pleasant St

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

3. Description of Property: Public Area next to 33 Pleasant St Public Private _____

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

Contact Person

Address: 7 Kimball Hill Drive Haverhill 01830 Telephone: 978 500 3528

E-Mail: Dana@BattleOffice.com Cell Phone: _____

Day of Event Contact & Phone: Dana DeFranco 978 500 3528

5. Number of Attendees Expected: Walkup event open to patrons & public

6. MA Tax Number: 81-1865835

7. Is the Event Being Advertised? Where? social media, Flyers inside cafe

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

9. Have You Notified Neighborhood Groups or Abutters? Yes No _____, Who? Tenants + residents of 33 Pleasant St. Tenants of 21 Pleasant St.

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? There should be no trash, but receptacles will be placed if needed.
- 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 No trash should be produced, but I will place trash can outside
- 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: Not needed, this is a walk-up event. Battles Grounds coffee co. will be open to guests if restrooms are needed for patrons and visitors

FOR STREET CLOSURE OR ANY USE OF A PUBLIC WAY

PARADE _____

ROAD RACE _____

WALKATHON _____

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

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

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

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

5. Start Time: _____ Expected End Time: _____

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

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

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

9. Formation Location & Time for Participants: _____

10. Dismissal Location & Time for Participants: _____

11. Additional Parade Information:

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

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

CITY MARSHAL [Signature] 4 Green St. FIRE CHIEF [Signature] 9/21/21 0 Greenleaf St.
DEPUTY DIRECTOR [Signature] 16A Perry Way CITY CLERK [Signature] 60 Pleasant St.

DEPARTMENT APPROVAL (for Committee Member use only):

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

Approval
Required

Date: _____ Signature: _____

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

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

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

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

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

(c) *Definitions.*

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

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

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

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

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

(d) *Limitations.*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(e) *Enforcement.*

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

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

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

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

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

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

Signed: Dana DeFranco Date: 09/21/21

TRANSFERS



CITY OF NEWBURYPORT FY 2022 TRANSFER/APPROPRIATION REQUEST

Department: Mayor's Office
Submitted by: Donna D. Holaday, Mayor **Date Submitted:** 9/27/2021

Transfer From:

Account Name:	<u>Multiple - See attached</u>	Balance:	<u>\$ -</u>
Account Number:	<u>Multiple - See attached</u>	Category:	<u>\$ -</u>
Amount:	<u>\$42,327.42</u>	Trans I/O:	<u>\$ -</u>

Why Funds Are Available:

The City budgets an annual contingency for expiring collective bargaining agreements.

Transfer To:

Account Name:	<u>Multiple - See attached</u>	Balance:	<u>\$ -</u>
Account Number:	<u>Multiple - See attached</u>	Category:	<u>\$ -</u>
Amount:	<u>\$42,327.42</u>	Trans I/O:	<u>\$ -</u>

Why Funds Are Needed:

To fund FY2022 cost items in the the newly settled collective bargaining agreement between the City of Newburyport and the Teamster's Union Local 170 effective July 1, 2021. See attached memo and tentative agreement.

Donna D. Holaday, Mayor: *Donna D. Holaday* Date: _____
 Ethan R. Manning, Auditor: *Eth R. Manning* Date: 9/21/21

Sponsor: Charles F. Tontar, Councillor At-Large

City Council Approval:

RECEIVED
 CITY CLERK'S OFFICE
 NEWBURYPORT, MA
 2021 SEP 21 PM 1:36

**Teamster's Union Local 170 - FY2022 Funding
Transfer Submitted September 27, 2021**

Transfer From:

Transfer To:

<u>Account Name</u>	<u>Org</u>	<u>Object</u>	<u>Amount</u>	<u>Account Name</u>	<u>Org</u>	<u>Object</u>	<u>Amount</u>
BUC BUDGET CONTINGENCY	01132007	57805	\$20,426.58	ASR SAL ASSESSOR	01141001	51101	\$1,806.67
				ASR TECHNOLOGY STIPEND	01141001	51403	\$1,250.00
				TRS SAL TREASURER	01145001	51101	\$1,789.69
				IT SAL DIRECTOR	01151001	51101	\$4,322.21
				OPD SAL PLANNING DIRECTOR	01182001	51101	\$3,934.33
				DPS SAL DEPUTY DIRECTOR	01421001	51102	\$778.78
				DPS SAL ASST ENGINEER	01421001	51117	\$803.08
				DPS SAL CITY ENGINEER	01421001	51119	\$1,165.74
				HLH SAL HEALTH DIR	01510001	51101	\$1,618.16
				COA SAL COA DIRECTOR	01541001	51101	\$1,465.67
				VET SAL VETERAN DIRECTOR	01543001	51101	\$1,492.25
WAT BUDGET CONTINGENCY	60450007	57805	\$7,440.68	DPS SAL DEPUTY DIRECTOR	60450001	51102	\$778.78
				DPS SAL ASST ENGINEER	60450001	51117	\$803.08
				WAT SAL TREATMENT OPS SUPT	60450001	51118	\$3,084.23
				DPS SAL CITY ENGINEER	60450001	51119	\$1,165.74
				WAT SAL DISTRIBUTION MNGR	60450001	51134	\$1,608.85
SEW BUDGET CONTINGENCY	61440007	57805	\$7,716.04	DPS SAL DEPUTY DIRECTOR	61440001	51102	\$778.78
				SEW SAL CHIEF OPERATOR	61440001	51116	\$3,088.52
				DPS SAL ASST ENGINEER	61440001	51117	\$803.08
				SEW SAL SUPT OF COLLECTIONS	61440001	51122	\$1,879.92
				DPS SAL CITY ENGINEER	61440001	51119	\$1,165.74
HBR BUDGET CONTINGENCY	652007	57805	\$1,827.57	HBR SAL HARBORMASTER	652001	51101	\$6,744.12
HBR LIFEGUARDS	652001	51183	\$4,916.55				
Total			<u>\$42,327.42</u>	Total			<u>\$42,327.42</u>



CITY OF NEWBURYPORT
OFFICE OF THE MAYOR
DONNA D. HOLADAY

60 PLEASANT STREET • P.O. BOX 550
NEWBURYPORT, MA 01950
(978) 465-4413 • (978) 465-4402 (FAX)
WWW.CITYOFNEWBURYPORT.COM

To: President and Members of the City Council

From: Donna D. Holaday, Mayor

Date: September 21, 2021

Subject: Teamsters Union Local #170 Collective Bargaining Agreement

The Administration has agreed to terms for a new, three-year collective bargaining agreement with the Teamsters Union Local 170 (Managers/Department Heads) Bargaining Unit. The contract would go into effect retroactively from July 1, 2021 through June 30, 2024, subject to appropriation by the City Council. The Local 170 have voted to ratify the terms of this agreement.

Included with this memo is a transfer request that appropriates funding for the first year of the contract by the City Council, as well as, a summary of the agreed changes to the contract. A redlined version showing the changes from the expired to the new contract will be provided electronically.

The Administration worked diligently and collaboratively with the Local 170 to agree to terms for a new contract. My staff is available if you require any additional information regarding the appropriation request or terms of the new contract.

Thank you for your consideration.

MEMORANDUM OF AGREEMENT

Between

CITY OF NEWBURYPORT

And

TEAMSTERS UNION LOCAL 170 (Department Heads)

9/2/21

Article I: Recognition and the Bargaining Unit. PG. 2

Following positions shall be added to the bargaining unit.

Add: Water Distribution Superintendent

Change: Sewer Chief Operator to Water Pollution Control Facility Superintendent

(On EPA/DEP permit)

Article VI: Union Dues and Agency Fee. PG 4

The city agrees to deduct, Local 170 dues, initiation and uniformed assessments from the Local 170 Members who agree in writing to have their dues, initiation fees and other uniformed assessments deducted and to mail said dues with a list of names from whom dues have been deducted to Local 170. In accordance with M.G.L. 150E, the City agrees to deduct an agency fee from those who agree to pay such fee in writing from all employees who elect to remain non-members and mail said fee with a list of names from whom the fee has been deducted to Local 170. The Agency Fee for non-members shall be no less than 2.25% of their hourly wage, paid once a month.

Article X Non-Reappointment and Discipline. PG 7

Management reserves and retains its right to discharge, suspend, or otherwise discipline for just cause, employees covered by this agreement. The mayor shall provide an informal hearing to the employee prior to discharging for just cause any non-probationary employee.

Article XVII: Holidays. PG 14

Add: Juneteenth (June 19) to list of Holidays

Revise Sentence: If a holiday falls on a Saturday, the employee shall have Friday as the holiday as per state statute. If a holiday falls on a Sunday, the employee shall have Monday as the holiday.

Article XIX: Longevity. PG 15.

Delete section and appendix B.

Article XXII: Salaries. PG 17

July 1, 2021 2% Cola

July 1, 2022 3% Cola

July 1, 2023 3% Cola

Salary Adjustments for the following positions:

	<u>FY22</u>
Harbormaster	\$5,000
Building Commissioner	\$3,000
Planning Director	\$2,000
City Engineer	\$1,500
Assessor	\$1,250 (Tech Stipend Increase)
Assistant City Engineer	\$1,000
IT Director	\$2,250
Sewer Superintendent of Collections	\$1,000
Water Pollution Control Facility Superintendent	\$1,000
Superintendent for water treatment operations	\$1,000

Article XXV: Miscellaneous. PG 17-18.

Section 1: Add Water Distribution Superintendent to list of employees that shall have use of a City vehicle 24 hours a day, 7 days/week.

Add IT Director to second paragraph (department Heads who use their own vehicle on a daily basis).

Delete third paragraph (Department Heads who use their vehicle twice per week seasonally).

Add: Harbormaster to list of employees who have access to Vehicle 24/7

Add paragraph at end of section 1: Payment of monthly vehicle allowance shall end should any Department Heads be assigned a city-owned vehicle.

Section 2: Clothing allowance to remain at FY21 amounts (700.00/year).

Add: Water Distribution Superintendent receiving a clothing allowance.

Article XXVII: Duration of Agreement. PG 19.

Modify Dates to reflect the new term agreement. 7/1/21 – 6/30/24

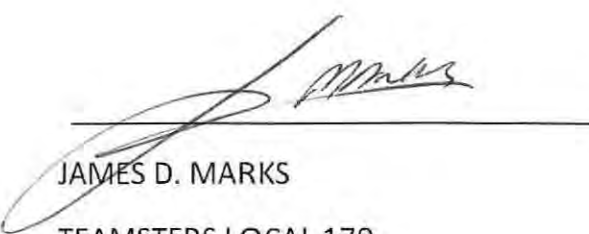
All employees shall be paid Retro pay from 7/1/21

New - Credit union Language:

The city agrees to deduct certain amounts each week from the wages of those employees who shall have given the city written authorization to make such deductions. The amounts so deducted shall be remitted to the New England Teamsters Federal Credit Union or personal bank of the employee Bi-weekly. The city shall not make deductions and shall not be responsible for remittance to the New England Teamsters Federal Credit Union or personal bank for any deductions for those weeks in which the employee's earnings shall be less than the amount authorizes for deduction.

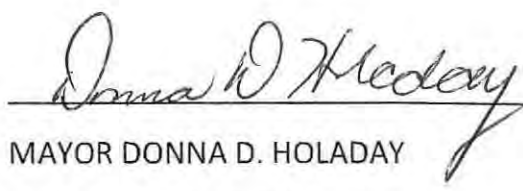
New Section 6 - Personal Protective Equipment (PPE)

As a result of the COVID-19 pandemic, The City of Newburyport agrees to continue to provide, at no cost to all bargaining unit employees, all personal protective equipment (PPE), personal sanitizing agents, and any other materials to safeguard the health and well-being of the bargaining unit members, as directed by or set forth in safety guidelines by the Center for Disease Control (CDC), the Massachusetts Department of Public Health (DPH) and/or any other state or federal regulating agency.


JAMES D. MARKS

TEAMSTERS LOCAL 170

DATE: 9/21/21


MAYOR DONNA D. HOLADAY

CITY OF NEWBURYPORT

DATE: 9/21/21

**APPOINTMENTS
FIRST READING**



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: September 15, 2021
Subject: Appointment

I hereby appoint, subject to your approval, the following named individual as a member of the Newburyport Waterfront Trust. This term will expire on December 31, 2023.

Leslie Eckholdt
36 Warren Street
Newburyport, MA 01950

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
2021 SEP 20 AM 9:44

September 9, 2021

Mayor Donna Holaday
Donna Musumeci, Executive Assistant to the Mayor
City of Newburyport
60 Pleasant Street
Newburyport, MA 01950

Dear Donna's,

As you likely have heard, I am interested in applying for an open seat on the Waterfront Trust Board.

My reasons are several. As was the case when I was on the Newburyport Redevelopment Authority, I am very interested in the creation of a great waterfront park for the City. While working in Boston and from my travels, I saw how important and effective fine parks were to the quality of life in the city. I would like to be of assistance with the future development of our remarkable park.

While on the NRA, I served as a liaison to the Waterfront Trust in order to keep the NRA informed of its work. Because of this, I was able to know the Waterfront Trust's members and staff and the excellent work they were doing. I would bring this background experience to the Board.

I served as treasurer to the NRA and could bring that skill set to the Waterfront Trust.

Being a member of the Waterfront Trust would be an opportunity to be of service to this community, which has been such a pleasure to live in. I enjoyed serving on the NRA and would welcome the continuance of this kind of work.

Thank you for your consideration of my application to the Waterfront Trust.

Sincerely,
Leslie Eckholdt

Leslie H. Eckholdt
36 Warren St.
Newburyport, MA
978-465-6066
339-201-1546
leckholdt@comcast.net

Work Experience

- 1963 - 1965 Administrative assistant & librarian, Boston University,
Boston, MA
- 1965 - 1969 Academic advisor, University of MN, Mpls., MN
- 1969 - 1971 College counselor, Metropolitan State University, Mpls., MN
- 1971 - 1977 Reference librarian, American Community School, Beirut,
Lebanon and Haverhill Public Library, Haverhill, MA
- 1979 - 1988 Mortgage lending officer, consumer lending officer, branch
manager, Home Savings & Loan, First Federal Savings &
Loan, Norwest Bank (now Wells Fargo Bank), Mpls., MN
- 1989 - 1994 Broker's assistant and stock broker, Smith Barney Securities,
Prudential Securities, Mpls., MN
- 1995 - 2000 Retirement plans department manager, Colonial Mutual
Funds, Boston, MA
- 2000- 2007 Retirement plans specialist, MetLife Inc., Boston, MA
- 2007 - Retired

Education and Background

Brown University, BA degree 1963
Art history major studied with Professor William H. Jordy, a leading
American architectural historian.

University of MN, College of Education MA degree 1969
College counseling program.

Series 7, 63, 65 Licenses and CFA Level 1

Extracurricular interests: Historic architecture and preservation, current events, politics and history, travel, gardening, art & art history. Founding member of Roof Overhead. Newburyport Redevelopment Authority 2014-2019



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: September 15, 2021
Re: Re-Appointment

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2021 SEP 20 PM 4: 04

I hereby re-appoint, subject to your approval, the following named individual as a member of the Emma L. Andrews Library and Community Center Commission. This term will expire on October 28, 2022.

Aine Greaney Ellrott
43 Purchase Street
Newburyport, MA 01950

AINE GREANEY

Áine Greaney is an Irish-born author who now lives in Massachusetts. In addition to her five books, her essays and stories have appeared in Creative Nonfiction, NPR/WBUR, The Boston Globe Magazine, The New York Times, Salon, Litro, The Wisdom Daily and other outlets. Greaney's awards and shortlists include a citation in "Best American Essays" and a Pushcart Prize nomination.

Áine has led creative and expressive writing workshops at various venues, colleges and conferences, including the Writers Digest Conference, Emerson College, The Cape Cod Writers Conference and The Examined Life Conference. She currently teaches at the Pioneer Valley Writers Workshop and the Narrative Medicine Certificate Program at Baypath University. Her website is at www.ainegreaney.com.



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: September 15, 2021
Re: Re-Appointment

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2021 SEP 20 AM 9:43

I hereby re-appoint, subject to your approval, the following named individual as a member of the Emma L. Andrews Library and Community Center Commission. This term will expire on October 28, 2022.

Elizabeth Valeriani
29 Oak Street
Newburyport, MA 01950

29 OAK ST. NEWBURYPORT, MA 01950
508 284 3589: MVALERIANIJR@HOTMAIL.COM

ELIZABETH VALERIANI

OBJECTIVE

To continue serving on the Emma L. Andrews Library and Community Center Commission

PROFESSIONAL EXPERIENCE

Educator

- 1999-2007 Malden Catholic High School. French 1-AP
- 1993-1996 Franklin Pierce University French I several semesters
1989-1993 G.W. Brown School FUNdamental French after school
- 1977-1994 French tutoring at home
- 1977-1980 substitute teaching at Woburn High School and Pentucket
- 1984-1985 Cashman School Amesbury After School French Program
- 1965-1969 Amesbury High School French 1-4
- 1964-1965 Tewksbury Junior High French
-

LIBRARY VOLUNTEER EXPERIENCE

- To present Member of the Emma L. Andrews Library and Community Center Commission
- 1980 to present Member of Newburyport Public Library Board of Directors
- 1970's to present As a member, and as president for 20 years, of the Emma Andrews Association, I have worked on fundraising to expand programs and award scholarships. The Emma Association currently provides volunteers who run all programs, staff the circulation desk and make book purchases.

EDUCATION

May 1996 Northern Essex Community College Associate Degree
June 1977 Boston College M.A. in French Literature with Distinction
1960-1964 Boston College B.S.Ed. cum laude



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: September 15, 2021
Subject: Re-Appointment

I hereby re-appoint, subject to your approval, the following named individual as a member of the Emma L. Andrews Library and Community Center Commission. This term will expire on October 28, 2022.

Virginia R. Champi
84 Purchase Street
Newburyport, MA 01950

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2021 SEP 20 AM 9:43

October 17, 2017

Donna Holaday, Mayor
City Hall
Pleasant Street
Newburyport, MA

Dear Mayor Holaday,

Recently I was asked by Donna Conway to serve on the Emma Andrews Library Commission for the city. I would be glad to serve on this committee.

My personal involvement with this library goes back to the early 90s when I was hired to be its librarian by Dottie LaFrance. At that time I worked shifts at both the Emma Andrews Branch and the downtown Library. While there I was the only employee that was responsible for running the Emma library. This job included circulation at the library desk, selecting and purchasing books, running story hours, keeping records and attending meetings of the Andrews Branch Improvement Association. I took this job very personally, even to the extent of shoveling snow when no one else showed up to do that in order to keep the library open.

When Dottie LaFrance offered me the position of Children's Cataloging Librarian at the main library in 2001, I gladly accepted the position. Although I was no longer the Emma librarian, I did continue to be very involved at the Emma Library. I became the treasurer of the association and a member of the board and also worked on every fundraising activity. When the Emma Andrews Library became independent from the main library, I also continued to be an active member of the board.

I retired from the main library in 2012 but I still work there as a substitute librarian.

Because I only live a stone's throw from the Emma library, I still keep my eye out for the little library from my kitchen window. I feel it is an important and beloved institution in the South End Community.

Hopefully this letter will also serve as my resume regarding the Commission position as it entails all my experience at the Emma Andrews Library and my willingness to maintain its importance in the community.

I appreciate your consideration of this application.

Sincerely,

Virginia R. Champi



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: September 15, 2022
Subject: Re-Appointment

I hereby re-appoint, subject to your approval, the following named individual as a member of the Emma L. Andrews Library and Community Center Commission. This term will expire on October 28, 2022.

Susan Chase
44 Oak Street
Newburyport, MA 01950

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2021 SEP 20 AM 9:43

44 Oak St.
Newburyport
MA 01950

June 19, 2021

Office of the Mayor
Newburyport City Hall

Dear Mayor Holaday,

I am asking to be considered for the Emma Andrews Library and Community Center Commission. I had to leave the Commission when I was assigned additional duties at work. I am now retired and would like to once again bring my librarian strengths to the Commission.

Thank you,
Susan Chase

Susan Chase
44 Oak Street
Newburyport, MA 01950

- Education:** Newburyport High School, Class of 1971
Cornell College, BSS in English, History, Education 1975
Salem State, M.Ed in school library Media, 1995
- Work:** Librarian at the Rupert Nock Middle School, 1988 - 1997
Librarian at The Governor's Academy, 1997 – retiring June 4, 2021
- Volunteer:** Librarian at Emma Andrews Library and Community Center
Former Chair of Emma Andrews Library and Community Center Commission
- Professional organizations:** Massachusetts Library Association
Massachusetts School Library Association
Cooperative Library Association of Greater Boston
New England School Library Association
- Cultural organizations:** Museum of Old Newbury
Maritime Society
Sons and Daughters of First Settlers of Old Newbury
Newburyport Garden Club
Daughters of the American Revolution
Jane Austen Society of North America



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

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2021 SEP 20 PM 2:24

To: President and Members of the City Council
From: Donna D. Holaday, Mayor
Date: September 20, 2021
Re: Re-Appointment

I hereby re-appoint, subject to your approval, the following named individual as a member of the Emma L. Andrews Library and Community Center Commission. This term will expire on October 28, 2022.

Donna Conway
27 Marlboro Street
Newburyport, MA 01950

Donna Conway

27 Marlboro Street ♦ Newburyport, MA 01950 ♦ (603) 553-8311 ♦ nanadonner@yahoo.com

Profile

Motivated, personable business professional with varied, multi-dimensional skill set and a successful track record of supervising and coordinating complex, high-stress departments. Talent for quickly mastering technology. Diplomatic and tactful with professionals and non-professionals at all levels. Accustomed to handling sensitive, confidential records.

Flexible and versatile – able to maintain a sense of humor under pressure. Poised and competent with demonstrated ability to organize many projects and tasks simultaneously. Thrive in deadline-driven environments. Excellent team-building skills.

Skills Summary

- ♦ Project Management
- ♦ Organizational Skills
- ♦ General Office Skills
- ♦ Computer Savvy
- ♦ Customer Service
- ♦ Scheduling
- ♦ Supervision
- ♦ Front-Office Operations
- ♦ Team Building

Professional Experience

EMMA L.ANDREWS LIBRARY

NEWBURYPORT, MA

Event Coordinator, 2012-2018

Created or expanded the following community events for children and teenagers:

- ♦ Expanded and created multiple story hours for 3-6 year olds
- ♦ Created tween program designed for 11-13 year olds run by high school volunteer who lead art lessons, crafts, book clubs, and other self-directed activities
- ♦ Established walking field trips for kindergarten classes from the Brown school during both the fall and spring
- ♦ Worked with Newburyport youth services to offer walking field trips for the summer camps
- ♦ Created and expanded the programs: Summer fun in Emma's back yard, Newburyport firefighters visits, Debbie O'Carroll Magic Show, and Curious Creatures

Created or expanded the following community events for all ages:

- ♦ Multiple book clubs
- ♦ Local author book readings events

Created or expanded the following fund raising programs:

- ♦ Souper Saturday fundraiser
- ♦ Cookie walk & Craft fair fundraiser
- ♦ Worked with art teacher to create fundraiser selling Christmas card made by the kindergartens

COMPUWORKS SYSTEMS, INC.

WAKEFIELD, MA

Training Coordinator, 2000-2005

- ♦ Managed constantly evolving schedule of over 40 daily events
- ♦ Performed account management activities, including coordinating training event details, communicating with trainers and booking new events
- ♦ Responsible for ordering, organizing and disseminating all training materials

ELLIOT HOSPITAL AND CATHOLIC MEDICAL CENTER

MANCHESTER, NH

Emergency Room Unit Coordinator, 1995-2000

- ♦ Served as liaison to all hospital departments
- ♦ Pivotal communication link between multiple disciplines associated with patient care and the smooth functioning of the unit
- ♦ Handled multiple priorities simultaneously under stressful situations
- ♦ Tracked and coordinated patient care for billing purposes

Donna Conway

ST. MARY'S HOSPITAL

EVANSVILLE, IN

Emergency Room Unit Coordinator, 1981-1994

- ◆ Served as liaison to all hospital departments
- ◆ Pivotal communication link between multiple disciplines associated with patient care and the smooth functioning of the unit
- ◆ Handled multiple priorities simultaneously under stressful situations
- ◆ Tracked and coordinated patient care for billing purposes
- ◆ Responsible for training new unit coordinators

NEWBURGH PRESCHOOL

NEWBURGH, IN

Preschool Teacher, 1976-1981

- ◆ Created engaging and educational lesson plans
- ◆ Conducted day-to-day activities
- ◆ Researched and implemented new educational projects

NEW ENGLAND TELEGRAPH & TELEPHONE

LOWELL, MA

Operator Supervisor, 1962-1975

- ◆ Managed staff of operators
- ◆ Coordinated staff schedule

Education

LOWELL HIGH SCHOOL – Lowell, MA



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

Donna D. Holaday

To: President and Members of the City Council
From: Donna D. Holaday, Mayor
Date: September 20, 2021
Re: Appointment

I hereby appoint, subject to your approval, the following named individual as a member of the Tree Commission. This term shall expire on October 15, 2024.

Marcia Edson
11 Salem Street
Newburyport, MA 01950

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2021 SEP 20 PM 4:04

September 17, 2021

Dear Mayor Holaday:

I am writing to ask you to consider appointing me to the Newburyport Tree Commission.

I recently met with Chair Connie Preston and Vice-Chair Sheila Taintor to discuss the mission of the Tree Commission and what skills I might bring to assist in their endeavors. I also attended the September 9th meeting of the Commission, which confirmed my willingness to seek an appointment to the Commission. I was impressed by the group, their energy and what they are doing to protect and expand the inventory of trees in our city. Although I don't have a professional background in this area, the natural world has always been a strong interest of mine, professionally and personally. For example, before I retired, I taught science education to graduate and undergraduate students at Boston University. In that role, I initiated a collaboration between my classes and the education department at the Arnold Arboretum to connect students to the natural world through guided visits to the Arboretum. I feel I could use that experience to support the outreach work of the Tree Commission.

My c.v. is attached with more detailed information about my background.

As you know, I am also serving on the Board of Directors of the library. I have enjoyed and learned so much from that work and if appointed, look forward to a comparable experience on the Tree Commission.

Newburyport is such a special place to live. My contribution to these committees is my way of giving back. I appreciate your consideration of my appointment.

Best wishes,
Marcia Edson
11 Salem St.
Newburyport, MA 01950
978 417-9988

11 Salem St

Marcia Talhelm Edson
Clinical Assistant Professor Emerita

Boston University
2 Silber Way
Boston, MA 02215
(617) 353-3218 mtedson@bu.edu

(work)

EDUCATION

Boston University

Coursework completed for Ed.D.

Boston College, Chestnut Hill, MA

Ed.M. Early Childhood Education

Marywood College, Scranton, PA

B.A. Elementary Education

UNIVERSITY TEACHING EXPERIENCE

Boston University, School of Education, Boston, Mass.

1995-2016

Clinical Assistant Professor. Teach graduate and undergraduate sections of *Child Development and Education, Curriculum and Practicum in Early Childhood Education: Science methods, Classroom Based Assessment of Young Children, Early Childhood Practicum and Student Teaching: 1st and 2nd grade.* Evaluate, coordinate and place early childhood practicum students in kindergarten, first and second grade placements. Supervise kindergarten, first and second grade practicum students. Faculty liaison for Boston University Jumpstart cohort.

Wheelock College, Boston, Mass.

Instructor, Graduate School. Taught *Emergence of Reading.*

Dean College, Franklin, Mass.

Instructor - Child Studies Department. Supervised student teachers and taught the following courses: *Day Care-Content and Structure; Seminar in Early Childhood; Administering Preschool Programs;* and *School, Family, Community.*

TEACHING AND CONSULTING EXPERIENCE

2009-11

University of Connecticut M2 Mentoring Young Mathematics Project – Consultant. Review content of NSF funded mathematics curriculum for kindergarten –second grade. Meet with project designers and faculty for additional input on proposed revisions.

- 2008-2009 **Nantucket Elementary School**, Nantucket, MA – Consultant. Reviewed K-2 curriculum, and classroom environments. Working with principal and staff to revise curriculum and classroom environments, and to design appropriate professional development.
- 2006 **Boston Public Schools** - Consultant - Designed and presented a three day professional development institute, *Developing a Vision of the Preschool Experience*, for Boston Public Schools' preschool teachers.
- 2006-7 **The Country Day School of Costa Rica**, Escazu, Costa Rica. Consultant. Designed and implemented a series of professional development institutes for the lower school (prek – k) and child care teachers in this international school.
- 2005-6 **Boston Public Schools** – Consultant – Developed professional development series for BPS Early Childhood director, Literacy Director, Principals and first cohorts of BPS pre-K teachers.
- 1994-6 **Samuel Mason School**, Roxbury, MA - Science Consultant. Developed and implemented a long-term coaching model of professional development in science education for prek-1st grade teachers.
- 1991-5 **Boston University/Chelsea Partnership**, Chelsea, MA – Early Childhood Consultant. Responsible for the implementation of the Boston University model in the Chelsea Early Childhood program. Presented professional development workshops, consulted with, and coached pre-k and kindergarten classroom teachers, and administered the annual program evaluation component.
- 1990-2 **Amesbury Public Schools**, Amesbury, MA. Liaison specialist. Coordinated services between the public schools and the local agencies and preschools that service three to five year old children. Organized kindergarten screening and presented professional development workshops for preschool staff.
- 1988-1994 **Early Childhood Consultant**, Newburyport, MA Clients included: Heinemann Educational Publishers, New England Head Start Association, Malden Public Schools, Boston Public Schools, Boston University/IBM Chelsea Home Learning Centers Project, preschools in Lexington and Andover, Metro-West Teachers of Young Children. Projects included grant writing, teacher training, parent training, and manuscript reviews.
- 1982-1983 **Department of Education**, Quincy, MA. Educational Specialist. Coordinated program accreditation for teacher certification programs in fifteen colleges in the commonwealth.
- 1981-1982 **Head Start**, Amesbury, MA. Head teacher. Responsible for planning and implementing a preschool program for three and four year old children.

- 1975-1980 **New England Memorial Hospital**, Stoneham, MA. Day Care Center Director. Duties included administration of the center, curriculum design, supervision of teachers, and parent education.
- 1973-1975 **Living and Learning School**, Lexington, MA. Assistant director/Head teacher. Supervised teachers, assisted director with budget, staffing, parent training, curriculum planning, and taught 3-6 year old children.
- 1970-1971 **Vestal Hills Elementary School**, Vestal, N.Y. *Fourth grade teacher*. Initiated team teaching model.

PRESENTATIONS, INVITED LECTURES

- 2015 **Aurora Public Schools** - Aurora, Colorado. *Uncovering Inquiry: Science at the Center of Every Early Childhood Classroom*. A series of professional development workshops for the district's Prek-first grade teachers.
- 2014 **National Science Teachers Association** – Boston, MA. *Developing a Partnership in STEM for Early Childhood*.
- SPARK Center, Boston Medical Center** - *Science and Inquiry for Young Children; What does it look like and how do we teach it?*
- 2013 **National Science Teachers Association** – Portland, Oregon. Presider: *Engineering in an Elementary Classroom: You can do it!*
- 2011 **Childhood Assessment Institute** – Massachusetts Dept. of Early Education and Care. Co-presenter with Dr. Stephanie Cox-Suarez, Wheelock College.
- Ed.D or Ph.D?** Panel Member – SED Faculty Assembly discussion
- 2010 **STEM in Early Childhood Education and Development** – University of Northern Iowa Center for Early Education in Science, Technology, Engineering and Mathematics – Invitational working conference on early childhood science education. Proceedings to be published after the conference.
- 2009 **National Association for the Education of Young Children** – Washington, D.C - *Documenting science learning: Challenges and solutions*
- 2009 **NAEYC National Institute for Early Childhood Professional Development**, Charlotte, NC - *Teacher as Researcher: Documenting children's scientific understandings in an urban kindergarten*
- 2008 **National Science Teachers Association National Conference** – Boston, MA- *Documenting children's scientific understandings through discourse and drawings*
- 2007 **National Association for the Education of Young Children** – Chicago, Ill – *The Escazu Boston connection: a professional development model that links Costa*

Rican teachers, assistants and administrators with Boston University faculty in a long-term comprehensive revitalization of practice and programming.

- 2006 **National Science Teachers Association National Conference** – Anaheim, CA
Authentic Assessment through Observational Drawings
- 2004 **National Science Teachers Association** – Seattle, WA - *The Power of Observational Drawings: A Window into Young Children's Understanding*
- 2003 **National Association for the Education of Young Children** – Chicago, Ill. -
Everything we needed to know we learned from our guinea pig: an inquiry approach using classroom pets to teach science and integrate curriculum in preschool through first grade
- 2002 **National Association for the Education of Young Children** - New York - *Science and young children, it's deeper than you think: a thoughtful approach to the design of science units*
- 2001 **National Science Teachers Association** - Columbus, Ohio - *Designing conceptually based integrated units for preschool and primary grades*
- 2001 **American Learning Expeditions**, Milton, MA. - *Developing an urban preschool program: The Boston University/Chelsea Partnership*
- 2001 **Boston University School of Education Panelist** - *Public Schools and the Challenge of Vouchers*
- 2000 **Burlington YMCA Childcare Providers**, Burlington, Vt. - *Teaching and doing science with young children*
- 1999 **Chelsea Public Schools Professional Development Training**, Chelsea, Mass. -
Science in the Early Years

PUBLICATIONS

Starting With Science: Strategies for Introducing Young Children to Inquiry. 2013. Portland: Stenhouse Publishers

SERVICE

Committee on Equity, Diversity and Inclusion – Elected Member
Faculty liaison to Boston University Jumpstart Program
SED Academic Misconduct Hearing - Chair
Bromley Heath Early Childhood Project - Member
Early Childhood Educators Club - Advisor
Boston University Consortium – Member
Democracy Inquiry Group - Member

Newburyport Public Library, Member Board of Directors

PROFESSIONAL AFFILIATIONS

National Association for the Education of Young Children

National Association of Early Childhood Teacher Educators

National Science Teachers Association

National Association for the Education of Young Children Science Interest Forum



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

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2021 SEP 20 PM 4: 04

To: President and Members of the City Council
From: Donna D. Holaday, Mayor
Date: September 20, 2021
Re: Appointment

I hereby appoint, subject to your approval, the following named individual as a member of the Cultural Commission. This term shall expire on October 15, 2024.

John Moynihan
416 Portland Street
Rochester, NH 03867

John F. Moynihan
416 Portland Street
Rochester, NH 03867
603.312.2917

johnfmoynihan@gmail.com

Education:

UNIVERSITY OF NEW HAMPSHIRE

Bachelor of Arts, 2007

Major: Theater (Emphasis in Musical Theater)

UNIVERSITY OF NOTRE DAME

Executive Certificate in Nonprofit Leadership and Management, 2019

Leadership Experience:

2017 – present

Firehouse Center for the Arts, *Newburyport, MA*

- **Executive Director**

- Oversee day-to-day operations of a multi-faceted performing and visual arts organization, including, but not limited to staff management; strategic, development, and marketing planning; creating and maintaining annual budget; programming; other duties as assigned by Board of Directors

2008-2017

Prescott Park Arts Festival, *Portsmouth, NH*

- **Managing/Producing Director (Full Time Spring 2014-present)**

- Additional responsibilities include oversight of children's programming/activities and staff; mainstage musical, including all union and non-union contract negotiations, creating and maintaining budget; hiring/oversight of production staff; and total event management.

- **General Manager (Full Time Spring 2011-Spring 2014)**

- Manage day-to-day operations. Includes overseeing advertising sales, online ticketing, onsite concessions, new Pavilion design, construction project management, food festivals and other onsite duties. Assist with Annual Fund appeal, Capital Campaign fundraising, sponsorships, marketing, Executive Director support, and general office management.

- **Site Manager (Seasonal 2010)**

- Oversee daily setup and breakdown of fully functional outdoor Summer Festival. Responsibilities included audience management, entry management, and event management.

- **Actor (Seasonal 2008/2009)**

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

COMMUNICATIONS



City of Newburyport
Human Resources Director
Job Description

Position Purpose:

The purpose of this position is to provide quality customer service to City employees, City and School retirees, and the general public for all human resources needs in the areas of recruitment, hiring, benefits, compensation, classification, labor relations, employee relations, worker's compensation, and unemployment.

The Human Resources Director is responsible for representing the Mayor's office in the negotiation of health, dental, and life insurance benefits, bringing new benefits offerings into City and School and for overseeing the processing of health and dental changes for the active City and retired City and School employees (approximately 600 eligible employees; 500 eligible retirees/spouses). The Human Resources Director manages all additional Human Resource functions for the City (approximately 235 full-time employees; 110 part-time/seasonal employees). The Human Resources Director administers the city's compensation and benefits programs in compliance with Federal and State Labor Laws along with local collective bargaining agreements. The Human Resources Director is committed to attracting and retaining a knowledgeable and diverse workforce, to foster professional development, to promoting a harmonious work environment, and to assisting employees of the City in their professional goals through education, training, and awareness. The Human Resources Director establishes and monitors policies and procedures related to personnel. The Human Resources Director conducts analysis related to potential changes in benefits/pay and collective bargaining.

The Human Resources Director provides quality customer service in a friendly atmosphere while administering effective processes and practices for a positive working environment. The Human Resources Director provides information, resources, support, and counsel to all City Departments with a high level of professionalism, integrity, confidentiality, and sensitivity to the needs of employees and the general public.

The Human Resources Director is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: The Human Resources Director performs highly responsible work, requiring the exercise of considerable judgment in the planning, direction, and control of the compensation and benefits programs as well as employee issues.

Supervision Received: The Human Resources Director works under the direction of the Mayor.

Supervision Given: The Human Resources Director supervises the Full-Time Payroll and Benefits Coordinator and Part-Time Human Resources Assistant.

Job Environment:

The Human Resource Director's work is performed under typical office conditions. This position is required to frequently work outside of business hours. In addition, the Human Resources Director may be required to work on weekends and may be contacted at any time to respond to important situations and emergencies. This position requires the operation of office computers, printer, calculator, telephone, copier, facsimile machine, and all other standard office equipment.

The Human Resources Director has access to City-wide confidential information, including personnel records, litigation matters, criminal investigations, collective bargaining negotiations, and medical records.

Errors in administrative decisions could result in lower standards of service and have legal repercussions.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Advises the Mayor and Department Heads in appropriate resolution of complex employee relations issues, including progressive discipline, contract interpretation, and grievance resolution, collaborating with legal to understand trends and risk and advises on appropriate remediation.
- Provides direction to the labor relations and collective bargaining function: serves on negotiation team representing the City's position.
- Serves as chair of Labor Relations Committee and Human Resources Review Committee.

- Supervises Payroll / Benefits Coordinator and relationship with Payroll vendor including reporting, employee portal with self service capabilities for updating tax withholdings and demographics.
- Manages relationships with all Third Party Administrator for all benefit programs including health, dental, life, disability, 457b, COBRA, FSA, HRA, for City and School.
- Identifies legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures and reporting are in compliance.
- Writes and delivers presentations to municipal officers or government officials regarding human resources policies and practices. Consults legal counsel to ensure that policies comply with federal and state law.
- Provides direction to the Mayor and Department Heads regarding affirmative action, equal employment opportunities, and compensation and employee benefits.
- Serves as Mayor's representative on the Public Employee Committee which includes responsibility for negotiating health, dental, and life insurance benefits, developing agendas, tracking follow-up items, and negotiating directly with vendors.
- Responsible for creating and managing the budget associated with Insurance functions and Human Resource functions (Fiscal Year 2019 Budget is approx. 10 Million)
- Prepares job descriptions and contracts associated with City employees.
- Responsible for recruitment, hiring and associated interview process for City employees and seasonal employees, including creation of job posting, screening, creation of interview questions, interviewing, reference checks and offering of positions for all City openings.
- Recommends, develops, documents and maintains employer policies and administers these policies and practices fairly and consistently, including updating all content in the Employee Handbook.
- Facilitates design and delivery of training and development workshops aligning with the needs of the departments.
- Oversees Employee Wellness program.
- Chairs Safety Committee in conjunction with Department of Public Services employees and Risk Management insurer.

- Responsible for analysis and of worker's compensation claims.
- Provides guidance on, and conducts the investigation of complains and concerns that could result in legal ramifications or City exposure, assess the severity, involves appropriate individuals and takes appropriate action.
- Performs all other related duties as driven by the Human Resources needs of the City.

Minimum Required Qualifications:

Education, Training, and Experience:

Candidates must possess an Associate Degree in Business Administration, three to five years of increasingly responsible personnel experience or an equivalent combination of education and experience. Experience in a municipal setting and union-relations experience are desirable.

Knowledge, Ability and Skill:

Knowledge: Knowledge of all federal, state and local regulations as related to Human Resources. Extensive knowledge of all aspects of Human Resources Management including labor relations, recruitment, organizational development, benefits administration, classification and compensation, financial management and budgeting.

Ability: Ability to interact in a positive and effective manner with personnel at all levels of authority. Ability to communicate clearly and concisely, in writing and orally. Ability to recruit, interview, and evaluate job applicants for diverse positions. Ability to maintain accurate and detailed records. Ability to prepare and analyze comprehensive reports. Ability to carry out assigned projects to their completion. Ability to efficiently and effectively administer a human resource system.

Skill: Excellent verbal and written communication skills; aptitude for working with people and maintaining effective working relationships with various groups; aptitude for working with paperwork and details; skills in with dealing with public; skill in utilizing personal computers, word processing, and databases.

Errors and Omissions:

Errors in judgment could result in legal ramifications and have severe financial repercussions.

Physical and Mental Requirements:

The work is primarily of an intellectual nature but requires a variety of physical capabilities. While performing the duties of this job, the employee is frequently required to sit, stand, walk, use hands, and talk or hear; occasionally required to kneel, handle objects; and reach with hands and arms. The position involves often moving from a sitting position to standing position for counter work. The employee must occasionally lift and/or move up to 10 pounds and rarely has to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close and distance vision. This position requires the ability to operate a keyboard and calculator at efficient speed. The employee must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech using American English.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by employer as the needs of the employer and requirements of the job change.)

Re: HR Director

Jared Eigerman

Thu 9/9/2021 2:42 PM

To: Donna Holaday <DHoladay@CityofNewburyport.com>;

I only posted the contract, not the email

-- Jared Eigerman, Newburyport City Council (Ward 2)
President
Chair, Committee on General Government
Member, Committee on Planning & Development
Member, Committee on Rules

On Sep 9, 2021, at 2:40 PM, Donna Holaday <DHoladay@cityofnewburyport.com> wrote:

Jared,

This was not intended to be a public document posted on the website- I would have been much more discrete in writing what I did. I thought you were sharing only with the committee.

Donna D. Holaday, Mayor
City of Newburyport
60 Pleasant St.
PO Box 550
Newburyport, MA 01950
978-465-4413

From: Jared Eigerman <JEigerman@CityofNewburyport.com>
Sent: Thursday, September 9, 2021 12:31 PM
To: Barry Connell <envirocom50@gmail.com>; Joseph Devlin Esq. <jdevlinnbpt@gmail.com>
Cc: Donna Holaday <DHoladay@CityofNewburyport.com>; Jim McCauley <mccauleyward5@gmail.com>; Richard Jones <RJones@CityofNewburyport.com>; Kathleen Sullivan <KSullivan@CityofNewburyport.com>
Subject: Fw: HR Director

Please accept, without comment, the attached materials related to our Cmte. on General Gov't meeting, tonight. (I am copying the Clerk's office to post the attached .pdf on the webpage for the meeting.)

Thank you.

-- Jared Eigerman, Newburyport City Council (Ward 2)
President
Chair, Committee on General Government
Member, Committee on Planning & Development
Member, Committee on Rules

From: Donna Holaday
Sent: Thursday, September 9, 2021 12:01 PM
To: Jared Eigerman
Subject: HR Director

Hi Jared,

In reference to the opposition to confirm the appointment of the new HR Director and for consideration to the committee, I offer the following information regarding my selection of Donna Drelick. I understand the opposition to the appointment is not about the applicant but more about the hiring process. However, in this case, the appointment was about the selection of the applicant, and our actions in the hiring process are well within our best practices when considering an internal candidate. The job was not posted externally, as we had an internal candidate that met the qualifications for the position.

If you recall, previous mayors tried on several occasions to get the City Council to approve and fund a HR Director without a successful vote. When I took office I could not believe what a disaster HR & personnel was in which resulted in the city paying significant fines for past failures to move eligible individuals into the Medicare system, those fines continue to this day. Health Care, hiring, job descriptions, personnel issues, contract negotiations have all evolved to systems that are working.

It has been very difficult to find Directors of HR for municipalities. We had a limited pool of candidates in our last hire despite extending the timeline. Unfortunately, we hired a person with a solid resume but was a nightmare to work with resulting in real tensions between her and Dept. Heads with her constant issues and complaints including needing more help. This came to head when she abruptly departed and ended up taking a 4-month leave. Donna Drelick, the existing HR generalist in the department took on an acting role of HR Director in April performing the duties of two full time positions, all the while moving the organization forward. She managed and oversaw HR, working in both capacities, while working large projects, to name a few, the negotiation of three union contracts, the renewal and registration of the FY22 benefits and insurance programs for hundreds of employees and retirees, and managing the hiring for numerous management and non-management positions.

When the position became a permanent opportunity, I convened a selection committee consisting of our DPS Director, the Fire Chief, Police Marshall, Finance Director and the Chief of Staff and conducted an in-depth interview. The decision was unanimous to select Donna in the permanent position. This also came after many recommendations to promote Donna from other city department heads. Donna has an extensive and proven background in Human Resources (please see resume). In terms of compensation, given her prior job experience and salary history (outside the city), the salary offered was the Director's salary that we set and the council approved. The salary is comparable and in line with industry standards for HR Director positions. We also looked at the salary for retention purposes and believe Donna plans to hold a lengthy tenure here with the city, and will continue to grow the organization.

It is common practice and encouraged when are able, to utilize succession planning and promote employees from within when able- examples include Jill Brenan from Assistant Assessor to Assessor, Ethan Manning from Water/Sewer Business Manager to Assistant Auditor to Auditor/Finance Director. In each of these cases the management position to be filled and salary was based

on the salary established for the position. Our union contracts allow generally a \$5,000 +/- and we apply that standard in hiring in non-union positions that become vacant. It is based on open position not existing held position.

Her contract is attached.

Donna D. Holaday, Mayor

City of Newburyport

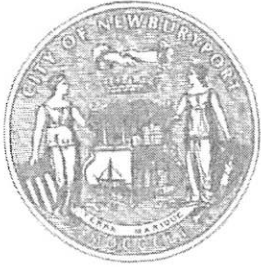
60 Pleasant St.

PO Box 550

Newburyport, MA 01950

978-465-4413

**APPOINTMENTS
SECOND READING**



CITY OF NEWBURYPORT RECEIVED
OFFICE OF THE MAYOR CITY CLERK'S OFFICE
DONNA D. HOLADAY, MAYOR NEWBURYPORT, MA

2021 AUG -2 PM 3:13

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: August 2, 2021
Subject: Appointment

A handwritten signature in cursive script, appearing to read "Donna D. Holaday", written over the printed name in the "From:" field.

I hereby appoint, subject to your approval, the following named individual as Human Resources Director. This term will expire on July 1, 2024.

Donna Drelick
8 Chadwick Street
Methuen, MA 01844

Donna Drelick

978-688-0124 | kaddrelick@comcast.net | 8 Chadwick St. Methuen, MA 01844

July 20, 2021

Mayor Donna Holaday
60 Pleasant Street
Newburyport, MA 01950

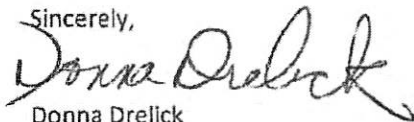
Dear Mayor Holaday,

I am writing to let you know that I am very interested in being the next Human Resource Director for the City of Newburyport. I am confident that my experience in a similar position makes me a perfect candidate.

I am a hard-working and conscientious employee. I learn and adapt quickly. My greatest strengths is being able to work with others and in a busy environment. I believe that during my time here with the city I have been able to show my dedication to make our working environment a better one.

I am eager to speak with you further regarding sure a welcome opportunity. Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink that reads "Donna Drelick". The signature is written in a cursive style with a large, looping "D" and "A".

Donna Drelick

Donna Drelick

8 Chadwick Street
Methuen, Ma 01844

(978)688-0124
kaddrelick@comcast.net

Objective: To obtain a challenging and fulfilling position in a busy, caring and team-oriented environment.

City of Newburyport, Newburyport, Massachusetts, February 2018 – Present

Human Resource Operations Specialist

- Most recently managed the Human Resource department in the absence of the Director
- Recruitment
- Manage and process all new hires through Harpers Payroll
- Process all seasonal hires
- Manager all benefits (Open enrollment through retirement)
- Process all employee changes
- Communicate benefit information to all employees

Schleifring North America, LLC, Chelmsford, Massachusetts, March 2018 – November 2018

Human Resource Consultant

- Write and edit new company handbook.
- Implement new employee policies
- Write new accounting and foreign export policies
- Manage new hire and contractor hires
- Manage benefits and open enrollment
- Manage payroll
- Handle company travel arrangements
- Plan company events

Brooks School, North Andover, Massachusetts, 2000 – August 2017

Human Resource Manager/Business Office Manager

- Recruitment, administering, processing and evaluating employee benefits, customer support and hiring/termination processing.
- Negotiate Health Insurance Plans and Rates/Initiate open enrollment and Cobra
- Establish budget and salary increases.
- Supervise account receivable, payable, student services.
- Accounts receivable & payable processing.
- Campus wide purchase process management.
- Process and manage payroll.
- Policies and procedures

KGR, Inc., Lawrence, Massachusetts, 1989 – 2000 several positions held during this time.

Human Resource Generalist

- Handled health insurance negotiations

- Worked with Management on salary increases and budgets
- Policies and procedures
- Handbook updates according to Federal and State Employment Laws

Education & Skills

Castle Junior College, Windham, NH, Associates Degree, Business Administration

Software Knowledge: MS Word, MS Excel, Google Products, Senior Systems, ADP & Harpers Payroll, ConnectPay, SAP



City of Newburyport
Employment Contract
Between the City of Newburyport
And
Donna Drelick, Human Resources Director

This Agreement is made this 2nd day of August, 2021 by and between the Mayor (herein after Mayor) and Donna Drelick, Human Resources Director (herein after HR Director).

The Mayor and the HR Director hereby agree that the following terms and conditions shall govern, subject to annual appropriation, the salary and fringe benefits to which Donna Drelick shall be entitled as the HR Director for the City of Newburyport.

1. Term of Contract and Termination

A. Term of Contract and Probation Period

This agreement is for a term of three years commencing on August 2nd, 2021 and ending on June 30, 2024. This contract can be extended and amended with terms that are agreeable to the Mayor and the HR Director. This contract is also subject to amendment in the event of any significant changes in job responsibilities or duties.

If the HR Director decides to resign from the position at any time during the (3) year contract, the HR Director *shall* provide the City at least thirty (30) calendar days written notice of said resignation.

B. Disciplinary Action and Dismissal

The Mayor reserves and retains the right to discharge, suspend, or otherwise discipline for just cause the employee covered by this agreement. The Mayor shall provide the HR Director with written notification of any contemplated discipline or dismissal for just cause. The HR Director will be given a hearing concerning said reason or reasons for just cause termination.

C. Non-Reappointment

In the event that the HR Director is not to be reappointed, the Mayor shall ordinarily notify the HR Director, in writing, ninety (90) days in advance. Such notice shall be hand delivered to the HR Director with signed confirmation by the Mayor. The City shall provide one month severance pay to the HR Director if the ninety (90) days advance written notice of non-appointment is not provided by the Mayor to the HR Director.

D. Death During Employment

If the HR Director dies during the term of his employment, the City shall pay to the HR Director's estate all the compensation which would otherwise be payable to the HR Director up to the date of the HR Director's death, including, but not limited to unused vacation, payment for any eligible sick leave buy-back, personal days, and holidays.

2. Hours of Work

The HR Director is a salaried position requiring at least a 35-hour work week. The HR Director agrees to devote the amount of time and energy that is reasonably necessary to faithfully perform the duties of HR Director under this contract. To perform his/her duties and obligations effectively, the HR Director will be required to attend meetings, and participate in community activities. During such activities, he/she shall be considered working. In any event, it is expected that the HR Director will spend as much time as necessary or reasonable required to assure the efficient operation of this Department.

It is recognized that the HR Director must devote time outside the normal office hours to the business of the City, and, to that end, the HR Director shall be allowed to take compensatory time off subject to the approval of the Mayor during said office hours at such time which the HR Director determines will not adversely impact HR operations.

3. Essential Functions

The HR Director performs the duties of the position as specified in the City ordinances and as specified in Job Description.

4. Indemnification

To the extent allowed under M.G.L. c. 258, the City shall defend, save harmless and indemnify the HR Director against tort actions, professional liability claims or demands or other civil or non-criminal legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of the duties as a HR Director of the Human Resources Department.

5. Life Insurance

The HR Director shall be eligible for all life insurance benefits for which other employees are eligible. This represents a life and accidental death & dismemberment insurance policy of \$5,000.00. The City agrees to contribute towards the cost of such life insurance programs an amount or percentage not less than the highest applicable amount or percentage available to any employee.

6. Compensation

A. Salary

The HR Director currently receives \$95,500 annually. Subject to annual appropriation, the HR Director will receive a 2.0% Cost of Living Adjustment for each subsequent year per the schedule below.

Fiscal Year	HR Director Salary
FY 2022	\$95,500
FY 2023	\$97,410
FY 2024	\$99,358

Health and Dental Benefits

The HR Director is eligible for all health insurance benefits in accordance with the agreement negotiated the City and the Public Employee Committee (PEC agreement) pursuant to MGL Chapter 32B, Section 19.

Professional Development

The Mayor and the HR Director will identify professional development trainings appropriate for skill development and enhancement.

Subject to an available appropriation and approval by the Mayor for travel and per diem expense, the City will reimburse the HR Director for the of short courses, institutes, and seminars that in the Mayor’s or HR Director’s reasonable judgment, are necessary for professional development.

7. Longevity

The HR Director hereby waives any claim to longevity payment.

8. Equipment

The City will provide the following equipment to support the Position Title in the fulfillment of their duties:

Equipment
Cell Phone
Lap top

9. Vacation, Personal, Bereavement, Sick, and Jury Duty

B. Vacation

The HR Director will be entitled to four (4) weeks’ vacation, each Fiscal Year. Vacation for the fiscal year is accrued monthly beginning on July 1 of that Fiscal Year. With the Mayor permission, the HR Director may carry over ten (10) days of unused vacation from one fiscal year to the next. Upon termination of employment, the HR

Director shall be paid for any unused vacation previously accrued. If termination is caused by death, such payment shall be made to the HR Director's spouse or beneficiary.

C. Personal

The HR Director shall be entitled to four (4) personal days per Fiscal Year. Unused personal days shall not be carried from year to year. Personal days are not cumulative from one Fiscal Year to the next and unused amounts are not eligible for buy-back upon retirement or termination of employment.

D. Bereavement Leave

The HR Director shall be entitled to five (5) days of paid bereavement time, without loss of pay, vacation, or other leave. This time off will be granted upon the death of an immediate family member (spouse, parent, child, step-child, foster-child, brother, sister, mother and father in-law, grandmother, grandfather, spouse's mother father grandmother, grandfather). Should the death occur during the HR Director's scheduled vacation or days off, then the five (5) days of bereavement leave will be substituted for said vacation or days off, and the vacation.

E. Sick Leave

The HR Director has accumulated sick leave and will continue to accumulate one (1) day of sick leave each month. Sick leave is cumulative and carried forward from one Fiscal Year to the next. Upon retirement, the HR Director will be paid 50% of the number of unused sick days with a maximum of days paid not to exceed ninety (90) days. There will be no buy-back of sick leave if the employee resigns or is terminated.

F. Jury Duty

If the HR Director is requested for Jury Duty, he/she shall be given the time off without the loss of pay.

10. Holidays

The HR Director shall be entitled to twelve (12) paid holidays. These are:

1. New Year's Day,	7. Labor Day
2. Martin Day King Day	8. Columbus Day
3. Washington's Birthday	9. Veteran's Day*
4. Patriot's Day	10. Thanksgiving Day
5. Memorial Day	11. Day after Thanksgiving
6. Independence Day	12. Christmas Day
13. Juneteenth	

*Veteran's Day is only a Holiday if it falls on Monday, Tuesday, Wednesday, Thursday, or Friday.

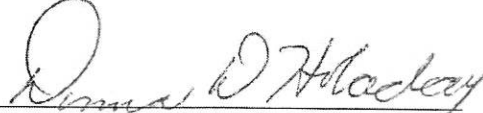
11. Other

Other information and guidance for the HR Director *not* covered in this Agreement can be found in the Employee Handbook.

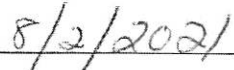
IN WITNESS WHEREOF, the parties hereunto have set their hands and seal to this instrument the date and year first above written.

Mayor
Donna D. Holaday, Mayor
60 Pleasant Street
Newburyport, MA 01950

HR Director
Donna Drelick
8 Chadwick St.
Methuen, MA 01844



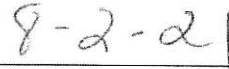
Signature



Date



Signature



Date

ORDERS

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

September 27, 2021

THAT, the City Council of the City of Newburyport, in accordance with M.G.L. c. 44, §21C and upon the recommendation of the Mayor, hereby authorizes the following lease purchase financing agreements for the acquisition of equipment that may be acquired through the issuance of debt under M.G.L. c. 44 or improvement of a capital asset the improvement of which may be financed by the issuance of debt under M.G.L. c. 44, the term of such agreement not to exceed the useful life of the equipment or improvement as determined by the Mayor, and to authorize the departments specified below to enter into such agreements on behalf of the City or to take any other action relative thereto.

<u>Equipment/capital asset</u>	<u>Borrowing Amount</u>	<u>Maximum Term</u>	<u>Authorized Department</u>
Backhoe	\$135,000	5 years	DPS-Water
Utility Body Truck	\$72,000	5 years	DPS-Water
Utility Body Truck	\$72,000	5 years	DPS-Sewer
Loader	\$216,000	5 years	DPS-Wat/Sew/Hwy
Heavy Duty Truck	\$60,000	5 years	Harbormaster

Councillor Sharif I. Zeid

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

September 21, 2021

Rectangular Rapid Flash Beacon (RRFB) at High Street

As part of school, traffic and safety improvement for the city, The City of Newburyport hereby approves the installation of a Rectangular Rapid Flash Beacon (RRFB) at the intersection at 331High Street / Senior Community Center / Bresnahan Elementary crosswalk.

DPS will install the RRFB using Shared Streets grant funds. The RRFB will be the same as the other High Street decorative poles.

Councillor James J. McCauley

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

AN ORDER APPROVING THE CONCEPTUAL PLAN FOR EXPANSION OF MARKET LANDING PARK

WHEREAS, on August 10, 2020, the City Council adopted its Order 197, which implements Chapter 96 of the Acts of 2020, dissolving the Newburyport Redevelopment Authority ("Order197"); and

WHEREAS, a design team lead by Sasaki Associates of Watertown, Massachusetts, has worked with the City Council's *Ad Hoc* Committee on Market Landing Park Expansion, various stakeholders, and the public to seek and implement feedback, resulting in a conceptual plan; and

WHEREAS, it is vital that formal consensus be reached before expending public funds to refine and complete the design; and

WHEREAS, the *Ad Hoc* Committee on Market Landing Park Expansion voted on __, 2021, to recommend approval by the City Council of the Sasaki Conceptual Plan and Budget;

NOW, THEREFORE, the City Council hereby orders the following:

1. As recommended by the City Council's *Ad Hoc* Committee on Market Landing Park Expansion, the City approves the conceptual plan and budget prepared by Sasaki Associates, dated September 16, 2021, and appended to this Order as Exhibit A; and
2. Authorizes Sasaki Associates to proceed to twenty-percent (20%) design, and then to return to the City Council for authorization to proceed to seventy-five percent (75%) design.
3. Appropriates the sum of \$XXX.XX from the Waterfront Park Paid Parking Fund to fund the 20% design.

Councillor Jared J. Eigerman

Councillor Sharif I. Zeid

EXHIBIT A

CONCEPTUAL PLAN

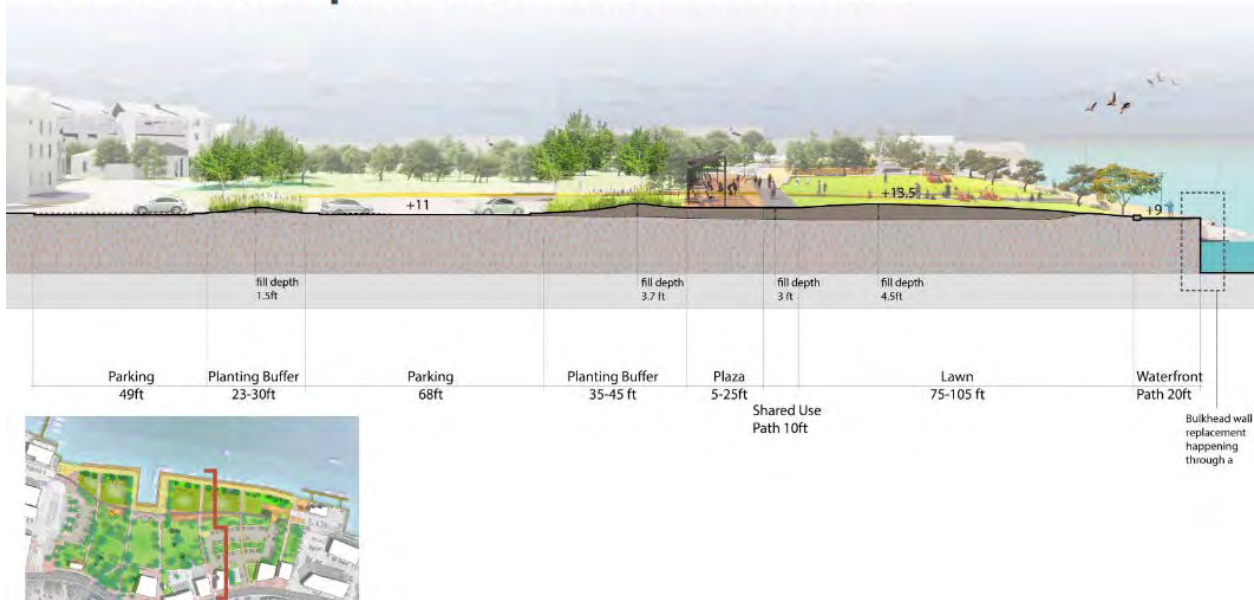
KEY CONCEPTS SHOWN BELOW

FULL PRESENTATION:

[HTTPS://WWW.CITYOFNEWBURYPORT.COM/SITES/G/FILES/VYHLIF7106/F/PAGES/2021_0916_ADHOC_COM_MITTEE_MEETING_3-FINAL-REDUCED_SIZE.PDF](https://www.cityofnewburyport.com/sites/g/files/vyhlif7106/f/pages/2021_0916_adhoc_com_mittee_meeting_3-final-reduced_size.pdf)



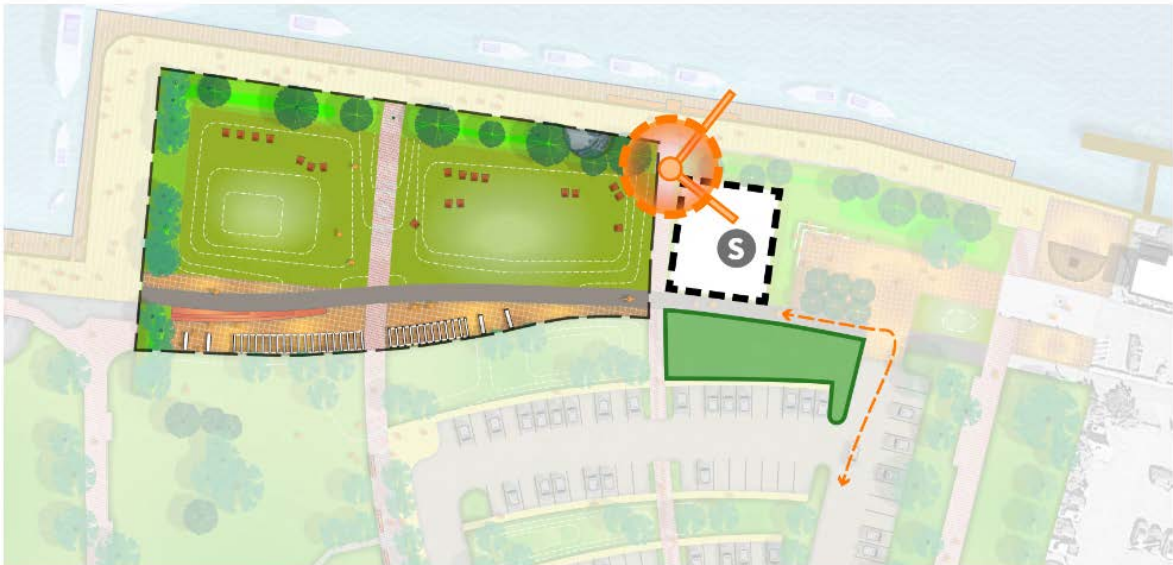
Refined Conceptual Plan - East Park Section



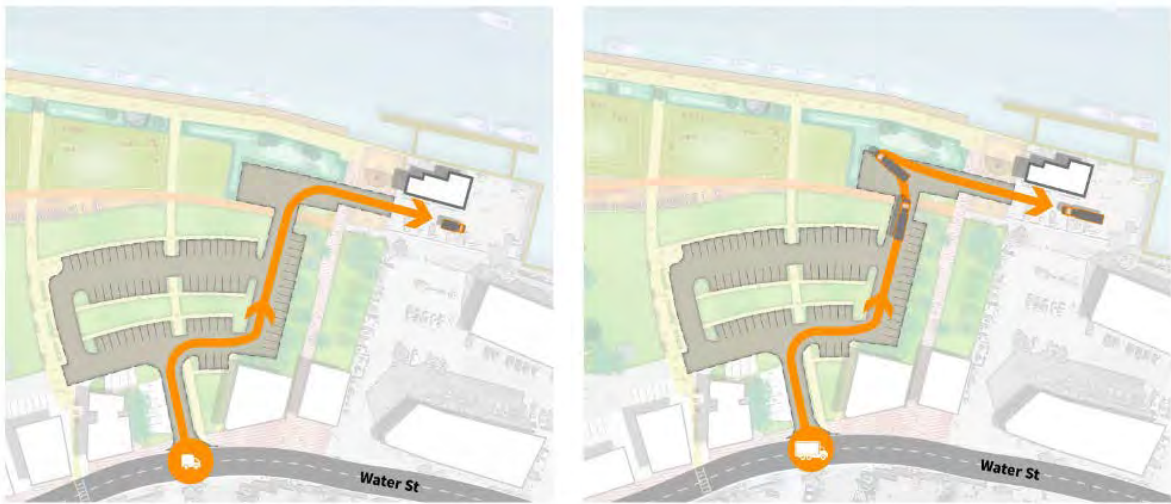
Harbormaster Plaza



Harbormaster Plaza - Proposed Dock Deployment



Harbormaster Plaza- Vehicular/Delivery Access



Visitors Center and Restrooms





VISITORS CENTER + RESTROOMS VIEW

Vistors Center and Restrooms Plan + Character

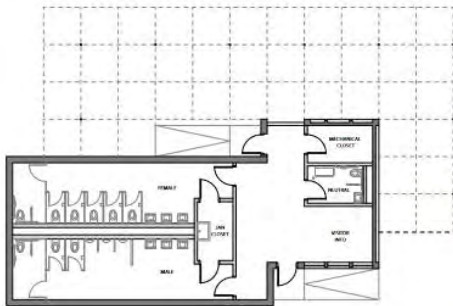
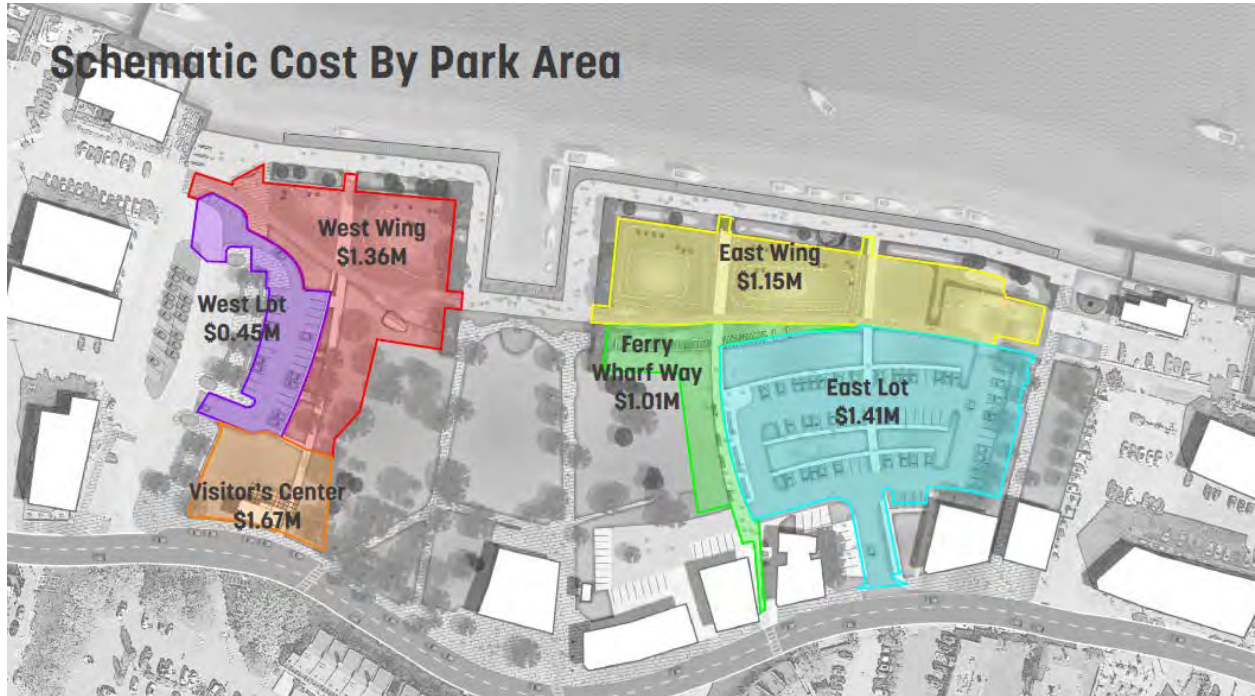


EXHIBIT B

ESTIMATED CONSTRUCTION COSTS (SUBJECT TO PHASING AND APPROPRIATION)



Schematic Cost By Construction Type

CONSTRUCTION COSTS	PARK	ARCHITECTURE
Site Preparation & Demo	\$322,948	
Earthwork	\$364,924	
Utilities & Infrastructure	\$528,186	\$18,000
Hardscape	\$2,292,936	\$35,678
Site Furnishings	\$604,538	
Lighting	\$150,000	
Landscaping	\$410,294	
Special Elements	\$150,000	
Visitor Center		\$1,200,000
Sub-Total	\$4,824,289	\$1,253,678
General Conditions/Gen Req's (8%)	\$385,943	\$100,294
Insurance + Bond (2%)	\$96,486	\$25,074
Design + Pricing Contingency (10%)	\$482,429	\$125,368
Construction Contingency (7.5%)	\$361,822	\$94,025
Escalation Contingency (4%)	\$192,972	\$50,147
Construction Administration (2%)	\$96,486	\$25,074
Markup Total	\$1,616,137	\$419,982
CONSTRUCTION TOTAL	\$6,440,426	\$1,673,660

PARK HARDSCAPE

- ASPHALT PAVING \$866,925
- GRANITE WALLS \$473,550
- BRICK PAVING \$468,952
- UNIT PAVERS \$428,461
- CONCRETE PAVING \$55,048

VISITOR CENTER HARDSCAPE

- CONCRETE PAVERS \$35,678

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

September 27, 2021

THAT the City Council of the City of Newburyport hereby accepts the 2020 Re-Precincting Plan for the City of Newburyport.

Council President Eigerman



CITY OF NEWBURYPORT
MASSACHUSETTS
CITY COUNCIL
NEWBURYPORT CITY HALL
60 PLEASANT STREET • P.O. BOX 550
NEWBURYPORT, MA 01950
TEL: 978-465-4407 • FAX: 978-462-7936

September 27, 2021

Local Election Districts Review Commission
Office of the Secretary of the Commonwealth
c/o Elections Division
One Ashburton Place, Room 1705
Boston, MA 02108

RE: ***CITY OF NEWBURYPORT - 2020 RE-PRECINCTING***

We, the undersigned, hereby certify that at a meeting held on *(date)*, the *City Council* voted to accept as presented by the CITY CLERK the 2020 Re-Precincting Plan for the CITY OF NEWBURYPORT .

A true copy. ATTEST:

CITY CLERK

SIGNED: _____
Council President Eigerman.

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

September 27, 2021

THAT the CITY COUNCIL of the CITY OF NEWBURYPORT hereby authorizes the Pleasant Street crosswalk at the intersection of Pleasant Street and Titcomb Street to be painted in rainbow colors as follows:

1. This crosswalk shall conform to all applicable state and local regulations for safety, visibility and durability;
2. Said colors are to be applied under the direct supervision of the Director of Public Services, or a designee of the Director.

AND that the City Clerk and Department of Public Services shall maintain this list and make the same available to the public.

AND furthermore the City Clerk shall post this list on the appropriate City website.

Councillor Jared J. Eigerman

Councillor Barry N. Connell

ORDINANCES

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

August 30, 2021

AN ORDINANCE TO AMEND THE RESIDENTIAL PARKING PERMIT PROGRAM

CHAPTER 13 TRAFFIC AND MOTOR VEHICLES
ARTICLE IV SPECIFIC STREET SCHEDULES
DIVISION 6 STOPPING, STANDING AND PARKING
SEC. 13 – 180 RESIDENT PARKING

THAT the City Council of the City of Newburyport hereby amends existing subsection (c) of section 13-180 the City of Newburyport Code of Ordinances as follows, with deletions ~~double-stricken-through and in bold~~, and additions double-underlined and in bold:

(c) *Issuance of residential parking permits:*

(2) **No residential parking permit shall be issued to a camper including without limitation a truck with a camper bed.**

Councillor Jared J. Eigerman

In City Council August 30, 2021:

Motion to refer ODNC093_08_30_2021 to Public Safety by Councillor Zeid, seconded by Councillor Connell. Roll call vote. 11 yes. Motion passes.

In City Council September 13, 2021:

Motion to approve with amended language by Councillor McCauley, seconded by Councillor Vogel. Motion to move to a date certain by Councillor McCauley, seconded by Councillor Devlin. So voted.