

CITY COUNCIL MEETING AGENDA - VERSION 1
CITY COUNCIL CHAMBERS
APRIL 29, 2019

7:15PM

Pole Hearing – 197 Low Street

7:30PM

(Sound Check)

- 1. MOMENT OF SILENCE**
- 2. PLEDGE OF ALLEGIANCE**
- 3. CALL TO ORDER**
- 4. LATE FILE ITEMS**
- 5. PUBLIC COMMENT**
- 6. MAYOR'S COMMENT**
- 7. PRESENTATION RE: 41C½**

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

- April 8, 2019 (Approve)

9. TRANSFERS

- TRAN049_04_29_19 Pd Prk Fund \$54.5K to CIP Prk Facility \$34.5K, Ticket & Permit Expense \$20K (B&F)
- TRAN050_04_29_19 POL Fuel/Oil \$11K to POL Maint - Building \$11K (B&F)
- TRAN051_04_29_19 LIB SAL Librarian \$7.7K to LIB AV Material \$3.7K, LIB Admin Expense \$2K, LIB Supplies \$2K (B&F)
- TRAN052_04_29_19 LIB SAL Staff \$11K to LIB Maint - Building \$11K (B&F)

10. COMMUNICATIONS

- COMM142_04_29_19 Newburyport Spring Festival - 5/26-27 2019 (PS)
- COMM143_04_29_19 Cruisin' the 50s Car Show - 8/15/19 (PS)
- COMM144_04_29_19 Newburyport Fall Harvest Festival - 10/13-14 2019 (PS)
- COMM145_04_29_19 Witches' Night Out - 10/18/19 (PS)
- COMM146_04_29_19 Downtown Trick or Treat - 10/25/19 (PS)
- COMM147_04_29_19 Invitation Nights - 12/6, 12/13, 12/20 2019 (PS)
- COMM148_04_29_19 Bed Race - 8/1/2019 (PS)
- COMM149_04_29_19 Newburyport Art Walk - 5/4/19 (PS)
- COMM150_04_29_19 5th Annual Harborside Half Marathon & 5K - 11/10/19 (PS)
- COMM151_04_29_19 A-Frame Variance Request - Wellsco, LLC (L&P)

11. APPOINTMENTS

Re-Appointments

- APPT097_04_29_19 Peter M. Blaiwas 61 Pleasant St #717 Human Rights Comm 5/1/2022
- APPT098_04_29_19 Thomas Getz 36 Broad St Human Rights Comm 5/31/2022

Refer to Planning & Development

- APPT099_04_29_19 Stephen G. DeLisle 195 High St ZBA 5/31/2020

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

Budget & Finance

- TRAN045_04_08_19 Pd Prk Fund \$99.5K to Prk Clk/Admin \$5K, Prk PT Enforcement Officers \$64K, Prk Supplies \$2.5K, Prk Ticket/Permit Exp \$28K
- TRAN046_04_08_19 Health Insurance \$2,160 to LCM Clerical \$2,160
- TRAN047_04_08_19 Gen Fund - Free Cash \$6K to Spec Needs Parks Equip \$6K
- TRAN048_04_08_19 Mult Accts \$1,668,067.29 to Mult Accts \$1,668,067.29

License & Permit

- APPT093_04_08_19 Bruce Bergwall 32B Bromfield St License Comm 5/1/2025

Public Safety

- APPT090_03_11_19 Dr. Sam A. Merabi 7 Brown Sq Board of Health 4/1/2022
- COMM129_03_25_19 Annual 8th Pan Mass Challenge Kids Ride – 06/09/2019
- COMM130_03_25_19 Cultural Survival Bazaar – July 20-21 2019
- COMM131_03_25_19 Alzheimer’s Association Ride to End Alzheimer’s – 06/23/2019
- COMM133_03_25_19 9th Annual GNOCA 5K Run/Walk 09/22/2019
- COMM137_04_08_19 IPA 5K - 5/19/2019, 7/14/2019, 9/8/2019
- COMM140_04_08_19 Sip, Shop, SupPORT - 5/10/2019
- COMM141_04_08_19 Dr. Sam A. Merabi Resume *as requested*

**END OF CONSENT AGENDA
REGULAR AGENDA**

12. MAYOR’S UPDATE

13. COMMUNICATIONS

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

14. APPOINTMENTS

Second Reading

- APPT092_04_08_19 Ron Ziembra 58 Lime St, #1 Comm Pres Act Comm (rep. Hist Comm) 4/1/2022

Re-Appointments

- APPT094_04_08_19 Donald F. Little 6 Cottage Ct Comm Pres Act Comm 5/1/2022
- APPT095_04_08_19 Brian Greenberg 29 Lafayette St Disabilities Comm 3/1/2022

15. ORDERS

- ORDR097_04_29_19 Council on Aging Van Gift Acceptance \$25K
- ORDR098_04_29_19 FY19 Revolving Fund Spending Limit Increase

- ORDR099_04_29_19 Band Uniforms Gift Acceptance \$2190
- ORDR100_04_29_19 Resolution Recognizing NHS 2019 Valedictorian and Salutatorians

16. ORDINANCES

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17. COMMITTEE ITEMS

NOTE: UNDERLINED COMMITTEE ITEMS WILL BE CONSIDERED AT THIS MEETING

Budget & Finance

In Committee:

- ORDR007_01_29_18 41C Amendment
- COMM112_02_11_19 Memo re: Fire-Based EMS Cost/Benefit Analysis
- ORDR091_03_11_19 41C-1/2 Ballot Question (COTW)
- ORDR092_03_11_19 41C-1/2 Adjustments (COTW)
- TRAN041_03_25_19 Free Cash \$54.5K, RRFA Sale of Municipal Bldgs \$54.5K to CIP NHS Exterior Woodwork \$109K
- COMM134_03_25_19 FY2020-FY2024 Capital Improvement Program Submission
- **TRAN045_04_08_19 Pd Prk Fund \$99.5K to Prk Clk/Admin \$5K, Prk PT Enforcement Officers \$64K, Prk Supplies \$2.5K, Prk Ticket/Permit Exp \$28K**
- **TRAN046_04_08_19 Health Insurance \$2,160 to LCM Clerical \$2,160**
- **TRAN047_04_08_19 Gen Fund - Free Cash \$6K to Spec Needs Parks Equip \$6K**
- **TRAN048_04_08_19 Mult Accts \$1,668,067.29 to Mult Accts \$1,668,067.29**

Education

In Committee:

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General Government

In Committee:

- COMM139_04_08_19 Communication from Kopelman & Paige re: Closed Legal Matters

License & Permits

In Committee:

- COMM029_04_30_18 Outdoor Seating – West Row Café
- COMM104_01_14_19 Seacoast Taxi - Application by Richard Hewlett for 2019
- **APPT093_04_08_19 Bruce Bergwall 32B Bromfield St License Comm 5/1/2025**

Neighborhoods and City Services

In Committee:

- ORDR048_06_13_16 Sidewalk Order
- COMM111_10_10_17 Petition for Road Repairs and Repaving – Squires Glen
- ODNC028_11_26_18 Parks & Recreation Fees

Planning & Development

In Committee:

- ODNC008_02_12_18 Disposition of G. W. Brown School
- ODNC014_04_30_18 Amendment to Demolition Delay
- ORDR086_01_28_19 CPC FY2019 Amended Recommendation for Affordable Housing Trust Funds
- ODNC029_01_28_19 Zoning Map Amendment – Storey Ave South

- COMM115_02_11_19 Conservation Restriction - 3 & 5 Collins Farm Road
- ORDR087_02_11_19 Preservation Restriction Agreement – 28-30 Pleasant Street
- ODNC030_03_25_19 Zoning - Amend Article XXVII Downtown Overlay District
- **APPT096_04_08_19 Richard Person 4 Wrights Ct Redevelopment Authority** **4/10/2022**

Public Safety

In Committee:

- ODNC009_02_12_18 Floating Homes, Houseboats, and Related Marinas
- COMM087_09_24_18 Ltr re: Coffin Street
- COMM116_02_25_19 Toward Zero Waste Newburyport Initiative *(full text available)* (COTW)
- **COMM128_03_25_19 Open Streets 2019 - Newburyport Parks Dept – 06/23/2019**
- **COMM129_03_25_19 Annual 8th Pan Mass Challenge Kids Ride – 06/09/2019**
- **COMM130_03_25_19 Cultural Survival Bazaar – July 20-21 2019**
- **COMM131_03_25_19 Alzheimer’s Association Ride to End Alzheimer’s – 06/23/2019**
- **COMM133_03_25_19 9th Annual GNOCA 5K Run/Walk 09/22/2019**
- ODNC031_03_25_19 Regulation of the Use of Pesticides
- **APPT090_03_11_19 Dr. Sam A. Merabi 7 Brown Sq Board of Health** **4/1/2022**
 - **COMM136_04_08_19 Yankee Homecoming 2019 - 7/26-8/4**
 - **COMM137_04_08_19 IPA 5K - 5/19/2019, 7/14/2019, 9/8/2019**
 - **COMM138_04_08_19 Newburyport Lions Club YHC Road Race - 7/30/2019**
 - **COMM140_04_08_19 Sip, Shop, SupPORT - 5/10/2019**
 - **COMM141_04_08_19 Dr. Sam A. Merabi Resume as requested**
 - ORDR094_04_08_19 Traffic Changes - Green, Pleasant, and Titcomb Streets
 - ORDR095_04_08_19 Resolution Promoting Awareness of Sewage Pollution in Public Water

Public Utilities

In Committee:

- COMM122_11_27_17 Mobilitie Application/Small Cell Utility Petition (re-file)
- ODNC022_05_29_18 Addition to Chapter 5, Article 6 - Small Cell Sites
- ORDR096_04_08_19 Solar Alternative On-Bill Credits

Rules Committee

In Committee:

- ORDR057_08_27_18 Amendment to Council Rule 12A

17. GOOD OF THE ORDER

18. ADJOURNMENT

nationalgrid

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2019 APR -1 AM 11:12

March 26, 2019

The City Council of Newburyport, Massachusetts

To whom it may concern:

Enclosed please find a petition of NATIONAL GRID, covering NATIONAL GRID pole location(s)

If you have any questions regarding this permit, please contact:

John Butler 978-725-1415

Please notify National Grid's Lisa Ayres of the hearing date / time **978 725 1418**

If this petition meets with your approval, please return an executed copy to:

National Grid Contact: Lisa Ayres; 1101 Turnpike Street; North Andover, MA 01845

Very truly yours,

Dave Johnson/lla

Dave Johnson
Supervisor, Distribution Design

Enclosures

Questions contact – John Butler 978-725-1415

PETITION FOR POLE AND WIRE LOCATIONS

North Andover, Massachusetts

To the City Council
Of Newburyport, Massachusetts

NATIONAL GRID requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

Low St. - National Grid to relocate (1) SO pole on Low St. Relocate pole 54-1 approximately 50 feet at customers request for new driveway access.

Location approximately as shown on plan attached.

Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as it may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked – Low St. - Newburyport, Massachusetts.

27986621

Also, for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

Your petitioner agrees to reserve space for one cross-arm at a suitable point on each of said poles for the fire, police, telephone, and telegraph signal wires belonging to the municipality and used by it exclusively for municipal purposes.

NATIONAL GRID
BY *Dave Johnson/lla*
Engineering Department

March 26, 2019

Newburyport

Questions contact – John Butler 978-725-1415

ORDER FOR POLE AND WIRE LOCATIONS

In the City of Newburyport, Massachusetts

Notice having been given and public hearing held, as provided by law,
IT IS HEREBY ORDERED:

that NATIONAL GRID and be and it is hereby granted a location for and permission to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said Company may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said Company dated the 26th day of March 2019.

All construction under this order shall be in accordance with the following conditions:

Poles shall be of sound timber, and reasonable straight, and shall be set substantially at the points indicated upon the plan marked – Low St. - Newburyport, Massachusetts.

27986621 Filed with this order:

There may be attached to said poles such wires, cables, and fixtures as needed in their business and all of said wires and cables shall be placed at a height of not less than twenty (20) feet from the ground.

The following are the public ways or part of ways along which the poles above referred to may be erected, and the number of poles which may be erected thereon under this order:

Low St. - National Grid to relocate (1) SO pole on Low St. Relocate pole 54-1 approximately 50 feet at customers request for new driveway access.

I hereby certify that the foregoing order was adopted at a meeting of the City Council of the City/Town of _____, Massachusetts held on the _____ day of _____ 20__.

Massachusetts City/Town Clerk.
20__

Received and entered in the records of location orders of the City/Town of
Book _____ Page _____

Attest:
City/Town Clerk

I hereby certify that on _____ 20____, at _____ o'clock, M
at _____ a public hearing was held on the petition of

NATIONAL GRID

for permission to erect the poles, wires, and fixtures described in the order herewith recorded, and that we mailed at least seven days before said hearing a written notice of the time and place of said hearing to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which the Company is permitted to erect poles, wires, and fixtures under said order. And that thereupon said order was duly adopted.

City/Town Clerk.

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Board or Council of Town or City, Massachusetts

CERTIFICATE

I hereby certify that the foregoing is a true copy of the location order and certificate of hearing with notice adopted by the _____ of the City of Massachusetts, on the _____ day of _____ 20____, and recorded with the records of location orders of the said City, Book _____, Page _____. This certified copy is made under the provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest:
City/Town Clerk



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

RICHARD B. JONES
CITY CLERK

April 3, 2019

Dear Property Owner:

Notice is hereby given that a Public Hearing will be held on the petition of National Grid to relocate (1) SO pole on Low Street. Relocate pole 54-1 approximately 50 feet at customers request for new driveway access.

Said meeting will be held on Monday, April 29, 2019 at 7:15 PM in the City Council Chamber, City Hall, 60 Pleasant St., Newburyport, MA. At that time, all interested parties will have an opportunity to be heard.

Location approximately as shown on plan attached.

Sincerely,

Tricia E. Barker
Assistant City Clerk

42/ 21/ / /
HIGGINS FORREST A TRS
FORREST A HIGGINS NOMINEE TRST
196 LOW ST
NEWBURYPORT, MA 01950

42/ 22/ / /
KELLY ALEXANDRIA LISETTE
194 LOW ST
NEWBURYPORT, MA 01950

98/ 8/C / /
CHAISSON DAVID P
197 LOW ST
NEWBURYPORT, MA 01950

98/ 8/D / /
KEEGAN JOHN R
JEAN F WALLACE T/E
199 LOW ST
NEWBURYPORT, MA 01950



CITY OF NEWBURYPORT

OFFICE OF THE
ASSESSOR

JILL BRENNAN
CITY ASSESSOR

NEWBURYPORT CITY HALL

60 PLEASANT STREET

NEWBURYPORT, MA 01950

TEL: 978-465-4403

FAX: 978-462-8495

WWW.CITYOFNEWBURYPORT.COM

April 3, 2019

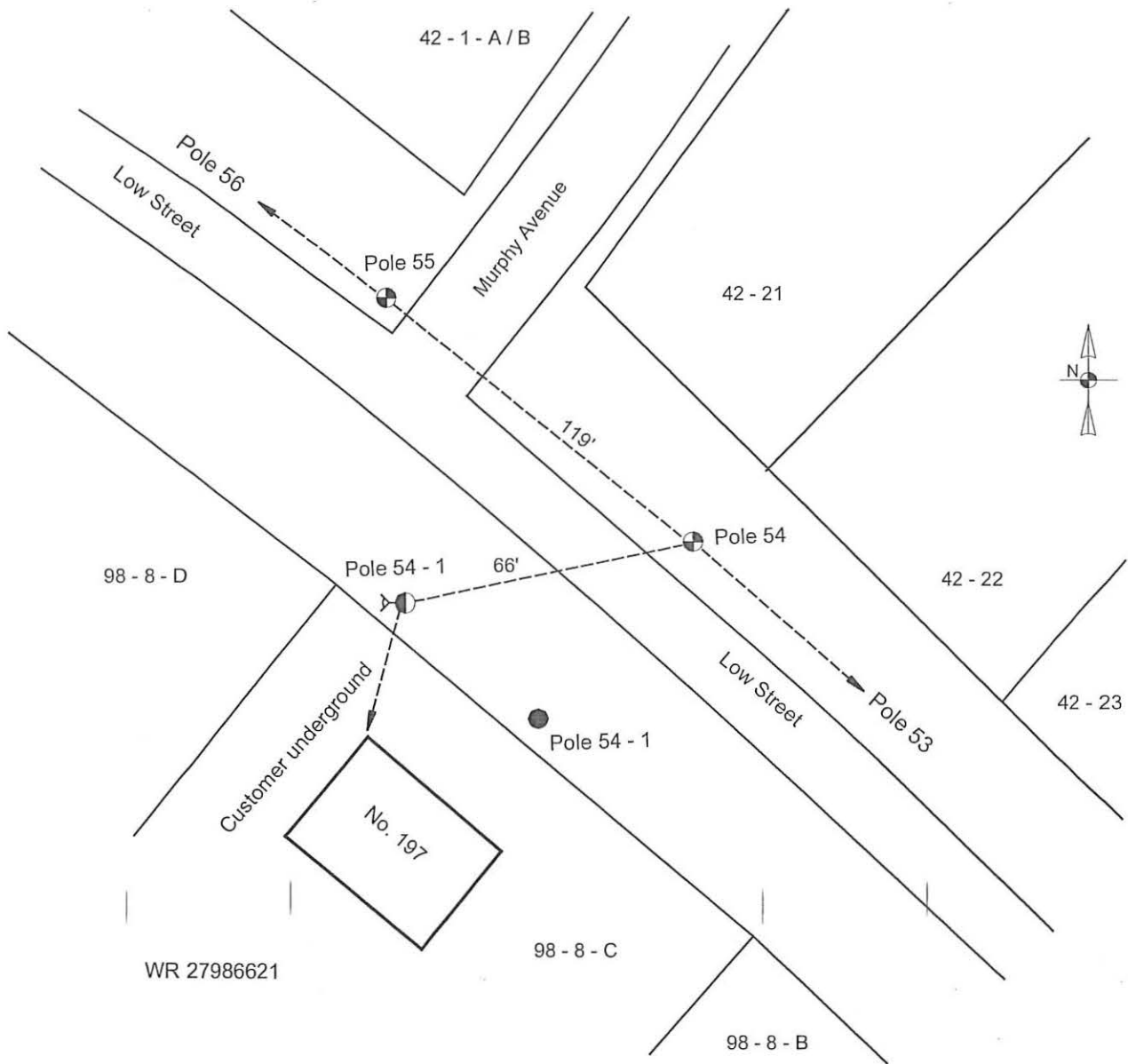
TO: Richard Jones, City Clerk

FROM: Board of Assessors

RE: Low Street – Relocate pole 54-1 approximately 500 feet at customers request for new driveway access.

The attached are the abutters to the above described location:

Jill Brennan



POLE PETITION

nationalgrid

- Proposed NGRID Pole Locations
- ⊕ Existing JO Pole Locations
- Existing Pole Locations to be removed
- ⚓ Pole anchor

Date: March 8, 2019

Work Request Number: 27986621

To Accompany Petition Dated: March 8, 2019

To The: City Of Newburyport

DISTANCES ARE APPROXIMATE

For Proposed Relocation Pole:54-1 Location: 197 Low St.

Ngrid

Questions contact – John Butler 978-725-1415

ORDER FOR POLE AND WIRE LOCATIONS

In the City of Newburyport, Massachusetts

Notice having been given and public hearing held, as provided by law,
IT IS HEREBY ORDERED:

that NATIONAL GRID and be and it is hereby granted a location for and permission to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said Company may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said Company dated the 26th day of March 2019.

All construction under this order shall be in accordance with the following conditions:

Poles shall be of sound timber, and reasonable straight, and shall be set substantially at the points indicated upon the plan marked – Low St. - Newburyport, Massachusetts.

27986621 Filed with this order:

There may be attached to said poles such wires, cables, and fixtures as needed in their business and all of said wires and cables shall be placed at a height of not less than twenty (20) feet from the ground.

The following are the public ways or part of ways along which the poles above referred to may be erected, and the number of poles which may be erected thereon under this order:

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I hereby certify that the foregoing order was adopted at a meeting of the City Council of the City/Town of _____, Massachusetts held on the _____ day of _____ 20 .

Massachusetts

City/Town Clerk.
20 .

Received and entered in the records of location orders of the City/Town of
Book _____ Page _____

Attest:
City/Town Clerk

I hereby certify that on _____ 20____, at _____ o'clock, M
at _____ a public hearing was held on the petition of

NATIONAL GRID

for permission to erect the poles, wires, and fixtures described in the order herewith recorded, and that we mailed at least seven days before said hearing a written notice of the time and place of said hearing to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which the Company is permitted to erect poles, wires, and fixtures under said order. And that thereupon said order was duly adopted.

City/Town Clerk.

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.....
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Board or Council of Town or City, Massachusetts

CERTIFICATE

I hereby certify that the foregoing is a true copy of the location order and certificate of hearing with notice adopted by the _____ of the City of Massachusetts, on the _____ day of _____ 20____, and recorded with the records of location orders of the said City, Book _____, Page _____. This certified copy is made under the provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest:
City/Town Clerk

CONSENT AGENDA

CITY COUNCIL MEETING MINUTES

CITY COUNCIL CHAMBERS

APRIL 8, 2019

7:30PM

The City Council President, Barry Connell, called the meeting to order at 7:30pm, followed by the Pledge of Allegiance. A moment of silence was held for Jonathan Woodman. The City Council President then instructed the City Clerk to call the roll. The following Councillors answered present: Devlin, Earls, Eigerman, Giunta, Khan, Shand, Tontar, Vogel, Zeid, Connell. 10 present, 1 absent (OBrien).

(Sound Check)

1. MOMENT OF SILENCE

2. PLEDGE OF ALLEGIANCE

3. CALL TO ORDER

4. LATE FILE ITEMS – Version 2 3/25/19 minutes, ORDR096_04_08_19

Motion to waive the rules, to allow late files, by Councillor Zeid, seconded by Councillor Tontar. So voted.

5. PUBLIC COMMENT

1. Robert Uhlig	174 Merrimac St	Dissolution of NRA
2. Rebecca Brodish	26 Summit Pl	Parking
3. Jordan Becker	7 Sanborn Terr, Amesbury	Employee Parking
4. Robin Spero	123 Atlantic Ave, Salisbury	Employee Parking
5. Jordan Cashman	18 Whittier Ave, Amesbury	Employee Parking
6. Ginny Eramo	28R Toppans Ln	Parking
7. Don Little	6 Cottage Ct	CPA Appointment
8. David Strand	10 Railroad St	Dissolution of NRA
9. Bruce Bergwall	32B Bromfield St	Licensing Appointment
10. Bill Harris	56 Lime St	Dissolution of NRA
11. Tom Salemi	16 Tyng St	Dissolution of NRA
12. Elizabeth Heath	25 Oak St	Dissolution of NRA
13. Sandra Small	25 Oak St	Dissolution of NRA
14. Dale Granger-Eckert	89 Lime St	Go Purple
15. Molly Ettenborough		Solar
16. Rhonda McManus	58 Merrimac St	Parking
17. Pam Ketchum	15 Washington St	Dissolution of NRA

6. MAYOR'S COMMENT

The Mayor gave a verbal update.

CONSENT AGENDA

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

7. APPROVAL OF MINUTES

- March 25, 2019 *Version 2*

(Approve)

8. TRANSFERS

- TRAN045_04_08_19 Pd Prk Fund \$99.5K to Prk Clk/Admin \$5K,
Prk PT Enforcement Officers \$64K, Prk Supplies \$2.5K, Prk Ticket/Permit Exp \$28K

(B&F)

- TRAN046_04_08_19 Health Insurance \$2,160 to LCM Clerical \$2,160 (B&F)
- TRAN047_04_08_19 Gen Fund - Free Cash \$6K to Spec Needs Parks Equip \$6K (B&F)
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9. COMMUNICATIONS

- COMM136_04_08_19 Yankee Homecoming 2019 - 7/26-8/4 (PS)
- COMM137_04_08_19 IPA 5K - 5/19/2019, 7/14/2019, 9/8/2019 (PS)
- COMM138_04_08_19 Newburyport Lions Club YHC Road Race - 7/30/2019 (PS)
- COMM139_04_08_19 Communication from Kopelman & Paige re: Closed Legal Matters (GG)
- COMM140_04_08_19 Sip, Shop, SupPORT - 5/10/2019 (PS)
- COMM141_04_08_19 Dr. Sam A. Merabi Resume *as requested* (PS)

10. APPOINTMENTS

First Reading

- APPT092_04_08_19 Ron Ziemba 58 Lime St, #1 Comm Pres Act Comm (rep. Hist Comm) 4/1/2022

Refer to License & Permit

- APPT093_04_08_19 Bruce Bergwall 32B Bromfield St License Comm 5/1/2025

Re-Appointments

- APPT094_04_08_19 Donald F. Little 6 Cottage Ct Comm Pres Act Comm 5/1/2022
- APPT095_04_08_19 Brian Greenberg 29 Lafayette St Disabilities Comm 3/1/2022

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

Committee Items - Budget & Finance

- TRAN042_03_25_19 – Health Ins \$28.5K to PRK PT/Seasonal Labor \$28.5K
- TRAN043_03_25_19 – Free Cash \$28K to CIP Slope Mower Purchase \$28K
- TRAN044_03_25_19 – CIP Reserv Terr Wall Constr \$22.5K to CIP PI Beach Dune \$22.5K
- ORDR093_03_25_19 – Gift of Artwork from Scott Signore
- ORDR090_03_11_19 – Parking Garage Rates
- COMM135_03_25_19 – Ltr from Chamber of Commerce re: Parking Permits in Garage

Committee Items - Public Safety

- ORDR031_04_30_18 No Parking Titcomb from Pleasant to Merrimac
- ORDR032_04_30_18 No Parking Merrimac St from Titcomb St Running Westerly
- COMM126_03_11_19 Go Purple for Alzheimer's - 6/15/2019

END OF CONSENT AGENDA

REGULAR AGENDA

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

11. MAYOR'S UPDATE

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

12. COMMUNICATIONS

- COMM120_03_11_19 Central Congregational Grant Award Letter (TABLED)

Motion to remove from table by Councillor Zeid, seconded by Councillor Tontar. Motion to table by Councillor Zeid, seconded by Councillor Devlin. So voted.

13. ORDERS

- ORDR094_04_08_19 Traffic Changes - Green, Pleasant, and Titcomb Streets
Motion to refer to Public Safety by Councillor Eigerman, seconded by Councillor Giunta. So voted.
- ORDR095_04_08_19 Resolution Promoting Awareness of Sewage Pollution in Public Water
Motion to refer to Public Safety by Councillor Khan, seconded by Councillor Giunta. So voted.
- ORDR096_04_08_19 LATE FILE Solar Alternative On-Bill Credits
Motion to refer to Public Utilities by Councillor Zeid, seconded by Councillor Eigerman. So voted.

14. ORDINANCES

- NONE

15. COMMITTEE ITEMS

NOTE: UNDERLINED COMMITTEE ITEMS WILL BE CONSIDERED AT THIS MEETING

Budget & Finance

In Committee:

- ORDR007_01_29_18 41C Amendment
- COMM112_02_11_19 Memo re: Fire-Based EMS Cost/Benefit Analysis
- **ORDR090_03_11_19 Parking Garage Rates**
Motion to approve (Comm vote 3-0) by Councillor Tontar, seconded by Councillor Zeid. So voted.
- ORDR091_03_11_19 41C-1/2 Ballot Question (COTW)
- ORDR092_03_11_19 41C-1/2 Adjustments (COTW)
- TRAN041_03_25_19 Free Cash \$54.5K, RRFA Sale of Municipal Bldgs \$54.5K to CIP NHS Exterior Woodwork \$109K
- **TRAN042_03_25_19 Health Ins \$28.5K to PRK PT/Seasonal Labor \$28.5K**
Motion to approve (Comm vote 2-1, Zeid) by Councillor Tontar, seconded by Councillor Khan... So voted (2 no – Eigerman, Zeid; 1 absent – OBrien).
- **TRAN043_03_25_19 Free Cash \$28K to CIP Slope Mower Purchase \$28K**
Motion to approve by Councillor Tontar, seconded by Councillor Khan... So voted.
- **TRAN044_03_25_19 CIP Reserv Terr Wall Constr \$22.5K to CIP PI Beach Dune \$22.5K**
Councillor Eigerman recused. Motion to approve by Councillor Tontar, seconded by Councillor Khan. So voted.
- COMM134_03_25_19 FY2020-FY2024 Capital Improvement Program Submission
- **COMM135_03_25_19 Ltr from Chamber of Commerce re: Parking Permits in Garage**
Motion to receive and file by Councillor Tontar, seconded by Councillor Zeid. So voted.
- **ORDR093_03_25_19 Gift of Artwork from Scott Signore**
Motion to approve (Comm vote 3-0) by Councillor Tontar, seconded by Councillor Zeid. So voted.

Education

Handout for School Committee Budget from Councillor Giunta

In Committee:

-

General Government

In Committee:

-

License & Permits

In Committee:

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

Neighborhoods and City Services

In Committee:

- ORDR048_06_13_16 Sidewalk Order
- COMM111_10_10_17 Petition for Road Repairs and Repaving – Squires Glen
- ODNC028_11_26_18 Parks & Recreation Fees

Planning & Development

In Committee:

- **ODNC003 01 29 18 Zoning - Amendment to Table of Use Regulations**

Motion to remove from Planning & Development by Councillor Eigerman, seconded by Councillor Zeid. So voted. Motion to receive and file by Councillor Eigerman, seconded by Councillor Zeid. So voted.

- ODNC008_02_12_18 Disposition of G. W. Brown School

- **ORDR024 04 09 18 Special Act to Dissolve Newburyport Redevelopment Authority (COTW)**

Motion to remove from Planning & Development by Councillor Eigerman, seconded by Councillor Zeid. Roll call vote, 7 yes, 3 no (Giunta, Khan, Shand), 1 absent (OBrien). Motion passed. Motion to amend by substituting amendment of April 4, 2019, by Councillor Eigerman, seconded by Councillor Vogel. Motion to amend, insert the following language as a new Section 4: “The City shall reserve any monies transferred to the City pursuant to Section 2 above in addition to no less than 100% of any ongoing meter revenues generated from parking on the land solely for the purposes of design, construction, maintenance, or operation of an extended Waterfront Park, as designated in this Order under Article 97. Such funds shall be placed into a separate, designated Receipts Reserved for Appropriation fund for these purposes as improvements to the public realm.”, by Councillor Zeid, seconded by Councillor Giunta. Roll call vote, 10 yes, 1 absent (OBrien). Motion to amend, add Section 9: “The City of Newburyport commits to designing, funding, and building a Waterfront Park, in accordance with the will of the Residents of the City of Newburyport. On a best-efforts basis, the design shall be consistent with the principles and references documented in “COMM067_05_30_17” – Ad Hoc Central Waterfront Committee agreed upon by the Newburyport City Council in May of 2017 by a 10-0 (1 absent) vote.”, by Councillor Zeid, seconded by Councillor Giunta. Roll call vote, 10 yes, 1 absent (OBrien). Motion to amend with the language of the proposed amendment, update April 4, 2019 amendment to include updated language in sections 4 and 9, by Councillor Eigerman, seconded by Councillor Vogel. Roll call vote, 9 yes, 1 no (Khan), 1 absent (OBrien). Motion to approve as amended by Councillor Eigerman, seconded by Councillor Zeid. Roll call vote, 9 yes, 1 no (Khan), 1 absent (OBrien). Motion passed.

APPOINTMENTS

- APPT096_04_08_19 Richard Person 4 Wrights Ct Redevelopment Authority 4/10/2022
Motion to refer to Planning & Development by Councillor Khan, seconded by Councillor Devlin. Withdrawn. Taken up with Planning & Development committee items, after ORDR024_04_09_18. Motion to refer to Planning & Development by Councillor Eigerman, seconded by Councillor Zeid. So voted.

- ODNC014_04_30_18 Amendment to Demolition Delay

- **COMM105 01 14 19 Ltr re: Newport Condominiums**

Motion to remove from Planning & Development by Councillor Eigerman, seconded by Councillor Zeid. So voted. Motion to receive and file by Councillor Eigerman, seconded by Councillor Zeid. So voted.

- ORDR086_01_28_19 CPC FY2019 Amended Recommendation for Affordable Housing Trust Funds
- ODNC029_01_28_19 Zoning Map Amendment – Storey Ave South
- COMM115_02_11_19 Conservation Restriction - 3 & 5 Collins Farm Road
- ORDR087_02_11_19 Preservation Restriction Agreement – 28-30 Pleasant Street
- **APPT088_02_25_19 Wilbur Shenk 1 Beck St Waterfront Trust 12/1/2024**
Motion to remove APPT088_02_25_19, APPT089_03_11_19, and APPT091_03_25_19 collectively from Planning & Development by Councillor Eigerman, seconded by Councillor Zeid. So voted. Motion to approve collectively by Councillor Eigerman, seconded by Councillor Zeid. Roll call vote, 10 yes, 1 absent (OBrien) Motion passed.
- **COMM123_03_11_19 Comprehensive Update to the Newburyport Zoning Ordinance**
Motion to remove from Planning & Development by Councillor Eigerman, seconded by Councillor Zeid. So voted. Motion to receive and file by Councillor Eigerman, seconded by Councillor Zeid. So voted.
- **APPT089_03_11_19 Paul Healy 8 N St Conservation Comm 5/1/2022**
- **COMM132_03_25_19 Free Standing Sign - 3 Perkins Way**
Motion to remove from Planning & Development by Councillor Eigerman, seconded by Councillor Zeid. So voted. Motion to approve subject to removal of existing signs by Councillor Eigerman, seconded by Councillor Zeid. So voted.
- **APPT091_03_25_19 Rick Taintor 10 Dexter St Planning Board 04/01/2020**
- ODNC030_03_25_19 Zoning - Amend Article XXVII Downtown Overlay District

Public Safety

In Committee:

- ODNC009_02_12_18 Floating Homes, Houseboats, and Related Marinas
- **ORDR031_04_30_18 No Parking Titcomb from Pleasant to Merrimac**
Motion to receive and file by Councillor Devlin, seconded by Councillor Zeid. So voted.
- **ORDR032_04_30_18 No Parking Merrimac St from Titcomb St Running Westerly**
Motion to receive and file by Councillor Devlin, seconded by Councillor Zeid. So voted.
- COMM087_09_24_18 Ltr re: Coffin Street
- COMM116_02_25_19 Toward Zero Waste Newburyport Initiative (*full text available*) (COTW)
- **COMM124_03_11_19 2019 Chamber of Commerce Events**
Motion to approve by Councillor Devlin, seconded by Councillor Giunta. So voted.
- **COMM126_03_11_19 Go Purple for Alzheimer's – 6/15/2019**
Motion to approve by Councillor Devlin, seconded by Councillor Zeid. So voted.
- COMM128_03_25_19 Open Streets 2019 - Newburyport Parks Dept – 06/23/2019
- COMM129_03_25_19 Annual 8th Pan Mass Challenge Kids Ride – 06/09/2019
- COMM130_03_25_19 Cultural Survival Bazaar – July 20-21 2019
- COMM131_03_25_19 Alzheimer's Association Ride to End Alzheimer's – 06/23/2019
- COMM133_03_25_19 9th Annual GNOCA 5K Run/Walk 09/22/2019
- ODNC031_03_25_19 Regulation of the Use of Pesticides
- APPT090_03_11_19 Dr. Sam A. Merabi 7 Brown Sq Board of Health 4/1/2022

Public Utilities

In Committee:

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

Rules Committee

In Committee:

- ORDR057_08_27_18 Amendment to Council Rule 12A

Motion to waive the Rules to extend the Council meeting past 11:00pm...by Councillor Zeid, seconded by Councillor Tontar. So voted.

16. EXECUTIVE SESSION – to discuss strategy with respect to the following legal matters, litigation, and other negotiations: 115 Water Street Acquisition; Collective Bargaining and Grievances; Central Congregational Church, United Church of Christ v. City of Newburyport Planning Board; Evergreen Commons; Habeeb, et. al. v. Teixeira, et. al.; McConnell, et. al. v. Bonnie Sontag, et. al.; Raymond v. Mark Murray (Marshal of Police); The Cottages at Plum Island, LLC v. Atkinson et. al.
Motion to go in to Executive Session by Councillor Zeid, seconded by Councillor Giunta. Roll call vote, 10 yes, 1 absent (OBrien). Motion passed. 10:52pm. Councillor Connell announced that the City Council would not return to Open Session. Motion to go out of Executive Session by Councillor Eigerman, seconded by Councillor Zeid. Roll call vote, 10 yes, 1 absent (OBrien). Motion passed.

19. GOOD OF THE ORDER

Councillor Tontar stated that Capital Improvement Program hearing on Monday, April 22nd at 7pm.

20. ADJOURNMENT

Motion to adjourn by Councillor Zeid, seconded by Councillor Giunta. So voted. 11:25pm.

TRANSFERS



City of Newburyport

FY 2019

BUDGET TRANSFER REQUEST

CITY CLERK'S OFFICE
NEWBURYPORT, MA

APR 23 PM 3:46

Department: Planning & Development / Parking Clerk

Submitted by: Andrew R. Port, Richard B. Jones

Date Submitted: 4/29/2019

Transfer From:

Account Name	<u>Paid Parking Fund</u>	YTD Bal:	<u>\$ 1,013,876.95</u>
Account Number:	<u>2739-59600</u>	Category:	<u>\$ -</u>
Amount:	<u>\$54,500.00</u>	Trans I/O:	<u>\$ (259,500.00)</u>

Why are Funds Available: This fund is a receipts reserved for appropriation account. Funding sources include parking fees, violations and parking permits. Current year transfers out included \$30,000 for a parking vehicle, \$130,000 for new parking kiosks and \$99,500 to the parking operating budget. YTD balance reflects FY20 budgeted expenditures for the parking program and parking-related debt service.

Transfer To:

Account Name	<u>CIP Parking Facility</u>	YTD Bal:	<u>\$ 1,611,081.44</u>
Account Number:	<u>3605-49700</u>	Category:	<u>\$ -</u>
Amount:	<u>\$34,500.00</u>	Trans I/O:	<u>\$ -</u>


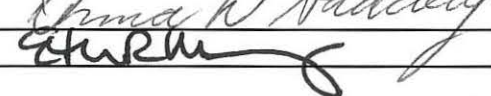
Why are Funds Needed: A traffic flow study, as required by the Planning Board (see excerpt attached), was not included in the budget for the parking garage and should start soon after the facility opens. The study will analyze the impact of the garage on traffic flow. Based on their findings, the consultant will make recommendations to the City regarding traffic flow improvements, such as changing the direction of streets, signaling, technology, business delivery schedules, and changes to parking rates to minimize cruising.

Transfer To:

Account Name	<u>Ticket & Permit Expense</u>	YTD Bal:	<u>\$ (1,733.59)</u>
Account Number:	<u>01293004-55800</u>	Category:	<u>\$ 1,567.13</u>
Amount:	<u>\$20,000.00</u>	Trans I/O:	<u>\$ -</u>

Why are Funds Needed: The City has discontinued its three year contract with Complus Data. As such, the Parking Clerk negotiated a greatly reduced settlement of \$20,000 to terminate the contract early. Consolidating with one vendor for parking payments, permitting and ticketing results in much improved technology integration, as well as, significant cost savings that will more than cover the early termination fee.

Donna D. Holaday, Mayor
Ethan R. Manning, Auditor

Date:

4/23/19

Date:

4/23/19

certification, made by a registered architect or civil engineer, that what was constructed is consistent with approved plans and conditions set forth by the Planning Board as part of this Site Plan approval.

9. Should there be any discrepancy in the above referenced plans and/or drawings, all landscaping, plantings and screening improvements shall be installed in accordance with the above referenced and approved drawing sheet C-07 entitled "Landscape Plan."
10. Any proposed material change to the use, size, configuration, footprint or height of the existing or proposed buildings shall require an amendment of this permit, this approval having been based on a review of the buildings and site design as presented to the board on the above referenced drawings.
11. This Site Plan and Special Permit approvals are valid for two years from the date from filing with the City Clerk, unless an extension is requested by the applicant and approved by the Board prior to expiration.

Special Conditions

1. Prior to issuance of a **Building Permit** for the proposed facility the applicant shall provide the following additional documents for review and approval of the Planning Board at a regular meeting without the need to advertise for a public hearing:
 - a. **Specifications for the proposed lighting fixtures**, including rooftop lights and façade lighting, along with a photometric plan to confirm that the proposed facility will not project any undue glare onto adjacent properties. If possible, the applicant shall install rooftop lighting fixtures only along the center "spandrel" line running east-west through the facility (*set back from the outside walls*). All rooftop lighting fixtures shall be "shoebox"-style dark sky glare-cutoff fixtures directing light onto the rooftop parking level and not onto adjacent properties.
 - b. **Design and/or specifications for the proposed façade signage.**
 - c. **A stormwater management plan**, including an Operation & Maintenance (O&M) Plan for any stormwater drainage systems associated with the proposed facility, along with confirmation of final peer review approval from the Board's consulting engineer (CSI).
2. **Prior to issuance of an Occupancy Permit by any vehicles, including municipal, the applicant shall provide the following additional documents to the Planning Board:**
 - a. The final **Phase II Traffic Impact Study**, addressing potential traffic from the proposed facility as well as "future build" conditions that may result from additional development proposed by New England Development (NED) in the so-called "Waterfront West" area and opening of the so-called "Merrimac Ale House" (*now under construction*). Said Study shall include consideration of potential traffic impacts to the intersection at Merrimac Street and Route One as well as the downtown area in general.
 - b. **A Traffic Flow Study and Management Plan. The City shall provide evidence of a signed/executed contract in place with a traffic consultant with specific traffic flow management experience to develop a traffic flow study and management plan for downtown Newburyport. The minimum geographic scope shall include the area bounded by Kent Street, Merrimac St. (through Market Square) along Water Street, up Federal Street and along High Street back to Kent Street. The consultant shall**

begin observations immediately after the garage is open. The consultant shall, if necessary make short term recommendations to improve traffic flow. The consultant shall study traffic for at least one full summer season (May 1 to Sept 30) at least six times during the anticipated peak congestion times. The consultant shall recommend traffic flow improvements including, but not limited to:

- i. Changing the direction of any street, making any street one way, or two way
- ii. Removing or adding signalization to any pedestrian or street intersection
- iii. Using technology to synchronize flow
- iv. Considering the delivery schedule impacts of businesses in the geographic area
- v. Changes to parking rates to minimize cruising for parking

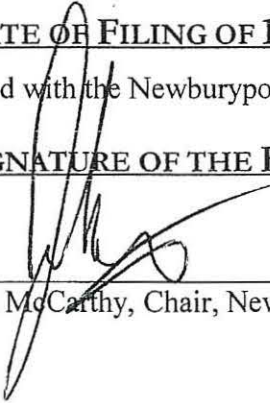
c. The results of an air quality analysis on and associated with operation of the proposed new parking facility at this location. The scope of the study shall include an estimate of how many cars idling for what amount of time would create need for additional engineering (*to mitigate air quality conditions at the proposed site*).

3. **Traffic Management During Construction:** During construction the applicant shall work with the Newburyport Police Department to manage construction activities both on- and off-site and to prevent traffic delays on surrounding streets.
4. **No Bus Idling:** The applicant shall prohibit idling of any buses using the proposed bus stop on Merrimac Street.
5. **Reduction in Waterfront Parking Spaces:** The City shall continue to work diligently and cooperatively with the Newburyport Redevelopment Authority (NRA) to identify no less than one hundred (100) spaces on the NRA's central waterfront parking lots which will be removed (*in order to facilitate park expansion thereon*) commensurate with opening of the proposed parking facility. Commensurate with the issuance of an Occupancy Permit for the proposed parking facility the City shall report to the Planning Board and City Council on the status and timeline for reduction of waterfront parking spaces in consultation with the NRA. Within 15 days of the flow study identified and submitted under Special Condition (2)(b) above, the City shall request that the NRA provide specific plans for the removal of no less than one hundred (100) spaces on the NRA's central waterfront parking lots, such plans to be provided to the City within seventy-five (75) days thereafter. The NRA's response and/or plans relative thereto shall be forwarded to the Planning Board, Mayor and City Council accordingly.

DATE OF FILING OF DECISION

Filed with the Newburyport City Clerk on 7/18/17.

SIGNATURE OF THE BOARD



Jim McCarthy, Chair, Newburyport Planning Board

7/18/17
Date



City of Newburyport

FY 2019

BUDGET TRANSFER REQUEST

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
APR 23 PM 2:58

Department: Police Department
Submitted by: Mark R. Murray, Marshal **Date Submitted:** 4/29/2019

Transfer From:

Account Name	<u>POL Fuel/Oil</u>	YTD Bal:	<u>\$ 19,959.87</u>
Account Number:	<u>01210004-54801</u>	Category:	<u>\$ 39,776.84</u>
Amount:	<u>\$11,000.00</u>	Trans I/O:	<u>\$ -</u>
Why are Funds Available:	<u>A surplus is anticipated at year-end due to fuel prices.</u>		

Transfer To:

Account Name	<u>POL Maint-Building</u>	YTD Bal:	<u>\$ 10,627.07</u>
Account Number:	<u>01210002 52401</u>	Category:	<u>\$ 55,922.29</u>
Amount:	<u>\$11,000.00</u>	Trans I/O:	<u>\$ -</u>
Why are Funds Needed:	<u>The HVAC system in the dispatch area has failed and needs to be replaced.</u>		
	<u>The total cost of the replacement unit is \$19,145.</u>		

Donna D. Holaday, Mayor
 Ethan R. Manning, Auditor

Donna D. Holaday
Ethan R. Manning

Date: 4/23/19
 Date: 4/23/19



CITY OF NEWBURYPORT

POLICE DEPARTMENT

MARK R. MURRAY
CITY MARSHAL

4 GREEN STREET
NEWBURYPORT, MA 01950

TEL: 978-462-4411

FAX: 978-462-0396

April 17, 2019

To: City Council
From: City Marshal Mark Murray
Re: Transfer

City Council Members,

I am requesting a transfer for the amount \$11,000 from Fuel/Vehicles 01210004-54801 to Maintenance of Building and Grounds 01210002-52401. The HVAC system in the dispatch area in the police station has failed and needs to be replaced. In order to make the area comfortable for working we had to purchase a stand-alone system which provided a short term fix until we could appropriate money for the repairs.

Mark Murray

City Marshal



City of Newburyport

FY 2019

BUDGET TRANSFER REQUEST

CITY CLERK'S OFFICE
NEWBURYPORT, MA

2019 APR 23 PM 2:58

Department: Library

Submitted by: Giselle Stevens, Head Librarian

Date Submitted: 4/29/2019

Transfer From:

Account Name	<u>LIB SAL Librarian</u>	YTD Bal:	<u>\$ 26,855.22</u>
Account Number:	<u>01610001-51101</u>	Category:	<u>\$ 263,036.62</u>
Amount:	<u>\$7,700.00</u>	Trans I/O:	<u>\$ -</u>
Why are Funds Available:	<u>A surplus is anticipated at year-end due to new personnel.</u>		

Transfer To:

Account Name	<u>LIB Audio-Visual Material</u>	YTD Bal:	<u>\$ (3,159.44)</u>
Account Number:	<u>01610002 55101</u>	Category:	<u>\$ 40,331.75</u>
Amount:	<u>\$3,700.00</u>	Trans I/O:	<u>\$ -</u>
Why are Funds Needed:	<u>Required materials expenditure is not fully funded by municipal budget - this transfer will be applied to the deficit.</u>		

Transfer To:

Account Name	<u>LIB Admin Expense</u>	YTD Bal:	<u>\$ 340.48</u>
Account Number:	<u>01610002 55101</u>	Category:	<u>\$ 40,331.75</u>
Amount:	<u>\$2,000.00</u>	Trans I/O:	<u>\$ -</u>
Why are Funds Needed:	<u>Additional staff training and regional and statewide meeting travel will be funded by this transfer, as well as, added marketing materials.</u>		

Transfer To:

Account Name	<u>LIB Supplies</u>	YTD Bal:	<u>\$ (166.43)</u>
Account Number:	<u>01610002 55101</u>	Category:	<u>\$ 40,331.75</u>
Amount:	<u>\$2,000.00</u>	Trans I/O:	<u>\$ -</u>
Why are Funds Needed:	<u>The cost of materials supplies and paper has risen.</u>		

Donna D. Holaday, Mayor
Ethan R. Manning, Auditor

Donna D. Holaday
Ethan R. Manning

Date:

Date:

4/22/19

4/23/19



City of Newburyport

FY 2019

BUDGET TRANSFER REQUEST

CITY CLERK'S OFFICE
NEWBURYPORT, MA

2019 APR 23 PM 3:16

Department: Library
Submitted by: Giselle Stevens, Head Librarian **Date Submitted:** 4/29/2019

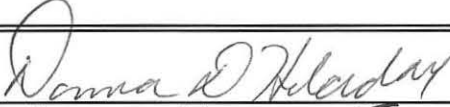

Transfer From:

Account Name	<u>LIB SAL Staff</u>	YTD Bal:	<u>\$ 236,181.40</u>
Account Number:	<u>01610001-51156</u>	Category:	<u>\$ 263,036.62</u>
Amount:	<u>\$11,000.00</u>	Trans I/O:	<u>\$ -</u>
Why are Funds Available:	<u>A surplus is anticipated at year-end due to staff vacancies.</u>		

Transfer To:

Account Name	<u>LIB Maint-Building</u>	YTD Bal:	<u>\$ 116.25</u>
Account Number:	<u>01610002-52402</u>	Category:	<u>\$ 40,331.75</u>
Amount:	<u>\$11,000.00</u>	Trans I/O:	<u>\$ -</u>
Why are Funds Needed:	<u>The HVAC system for the library requires repairs prior to the start of summer in order to cool the building.</u>		

Donna D. Holaday, Mayor
 Ethan R. Manning, Auditor

Date: 4/23/19
 Date: 4/23/19

COMMUNICATIONS



38R Merrimac Street, Newburyport, MA 01950

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

www.newburyportchamber.orginfo@newburyportchamber.org

Newburyport City Council
60 Pleasant Street
Newburyport, MA 01950

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

We seek permission to hold this event on Sunday, May 26 – Monday, May 27, 2019 from 12:00PM – 6:00PM. We ask for permission to utilize the Bullnose, Inn Street, and in parking spaces along the western half of State Street from Market Square to Pleasant. We ask permission for live music to be played in the Bullnose as well as the placement of booths. Parking spaces as listed above will be for Chamber members, non-profits, and crafters to have booths.

Sincerely,

Elisabeth Hurley
Membership Development
Greater Newburyport Chamber of Commerce & Industry

NEWBURYPORT SPECIAL EVENT APPLICATION

Tel.

Fax.

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

NAME OF EVENT: Newburyport Spring Festival

Date: Sunday + Monday, May 26 - May 27 Time: from 12:00 PM to 6:00 PM

Rain Date: _____ Time: from _____ to _____

2. Location: Bullnose, Inn Street, State Street

3. Description of Property: State St, western parking spaces, square → Pleasant St Public Private _____

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

Contact Person Elisabeth Hurley

Address: 38R Merrimac St. Newburyport Telephone: 978-572-1494

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

Day of Event Contact & Phone: Elisabeth →

5. Number of Attendees Expected: ~500 / day

6. MA Tax Number: _____

7. Is the Event Being Advertised? Will be Yes Where? Social media, press releases

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

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

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

A. Vending: Food Beverages Alcohol _____ Goods _____ Total # of Vendors 5 food / beverage

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

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

Name of Carnival Operator: _____

Address: _____

Telephone: _____

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

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

If yes:

- a) How many trash receptacles will you be providing? _____
- b) How many recycling receptacles will you be providing? _____
- c) Will you be contracting for disposal of : **Trash** Yes No **Recycling** Yes No
- i. If yes, size of dumpster(s): **Trash** 30' **Recycling** _____
- ii. Name of disposal company: **Trash** G-Mello **Recycling** _____
- iii. If no, will you remove trash & recycling with organizers' cars or trucks? Yes _____ No _____
- iv. If no, where will the trash & recycling be disposed ? _____

Dumpster placed behind chamber office.

If no:

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

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

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

_____ Standard # _____ ADA accessible

Name of company providing the portable toilets: _____

FOR PARADE, ROAD RACE AND WALKATHON EVENTS ONLY

PARADE _____

ROAD RACE _____

WALKATHON _____

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

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

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

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

5. Start Time: _____ Expected End Time: _____

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

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

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

9. Formation Location & Time for Participants: _____

10. Dismissal Location & Time for Participants: _____

11. Additional Parade Information:

• Number of Floats: _____

• Locations of Viewing Stations: _____

• Are Weapons Being Carried: Yes _____ No _____

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

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

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

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

[Handwritten notes and signatures]
DEPUTY 5/10/19
4/23/19

DEPARTMENT APPROVAL (for Committee Member use only):

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

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

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

Limitations

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

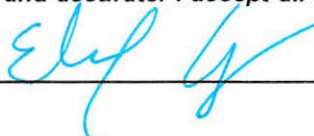
- (e) *"Road Closure"* No ways, public or private, boat ramps or parking lots controlled or patrolled by the city shall be closed without authorization. Authorization shall be considered granted only if said closure(s) are contained in the approved permit. It is the sole responsibility of the race organizers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

13-101 Enforcement

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

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

Signed: _____



Date: _____

04/09/2019



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/21/2018

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

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

PRODUCER Eastern Insurance Group LLC 233 West Central St Natick MA 01760		CONTACT NAME: Alex Campbell PHONE (A/C, No., Ext): 978-225-6361 FAX (A/C, No.): E-MAIL ADDRESS: acampbell@easterninsurance.com	
INSURED Greater Newburyport Chamber of Commerce Inc 38 R Merrimac Street Newburyport MA 01950		INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Insurance Company INSURER B: NorGuard INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: 18 GL, WC REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		PHPK1861216	8/5/2018	8/5/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	GRWC980485	4/23/2018	4/23/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

CERTIFICATE HOLDER City of Newburyport 60 Pleasant Street Newburyport, MA 01950	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE John Koegel/SCAMPB
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RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

38R Merrimac Street, Newburyport, MA 01950

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

2019 APR 11 PM 1:32

www.newburyportchamber.org

info@newburyportchamber.org

Newburyport City Council
60 Pleasant Street
Newburyport, MA 01950

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

We seek permission to hold this event on Thursday, August 15, 2019 with a rain date of Thursday, August 22, 2019. Similarly to previous years, we request permission to close State, Pleasant, and Inn Streets from 2:00PM – 9:00PM as well as Patrick Tracy Square and the State Street Lot. Cars will arrive at approximately 3:00PM. In regards to State Street, we request closure from Market Square to the intersection of State and Harris Streets. For Pleasant Street, we request permission to close from State to Green Streets. We also ask that Harris Street be restricted to residents only in order to prevent an abundance of vehicles bypassing downtown via Green to Harris Street which becomes a safety issue as vehicles turn from Harris to State Street where a number of pedestrians are enjoying the event. We also request utilization of the Bullnose for live music.

Sincerely,

Elisabeth Hurley
Membership Development
Greater Newburyport Chamber of Commerce & Industry

NEWBURYPORT SPECIAL EVENT APPLICATION

Tel.

Fax.

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

NAME OF EVENT: Cruisin' to the '50s Car Show

Date: 08/15/2019 Time: from 2:00 PM to 9:00 PM
Rain Date: 08/22/2019 Time: from 2:00 PM to 9:00 PM

2. Location: State Pleasant, Inn Streets, Patrick Tracy Square, State Street Lot

3. Description of Property: Also request Harris Street be resident only Public Private

4. Name of Organizer: Greater Newburyport Chamber City Sponsored Event: Yes No
Contact Person: Elisabeth Hurley
Address: 38R Merrimac Street Telephone: 978.572.1494
E-Mail: ehurley@newburyportchamber.org Cell Phone: 508.212.8289
Day of Event Contact & Phone: Elisabeth

5. Number of Attendees Expected: 10,000

6. MA Tax Number: _____

7. will be Is the Event Being Advertised? Yes Where? social media, car newsletters

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

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

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

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

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

C. Games /Rides: Adult Rides _____ Kiddie Rides _____ Games _____ Raffle _____
Other _____ Total # _____
Name of Carnival Operator: _____
Address: _____
Telephone: _____

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

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

If yes:

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

If no:

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

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

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

_____ Standard # _____ ADA accessible

Name of company providing the portable toilets: _____

FOR PARADE, ROAD RACE AND WALKATHON EVENTS ONLY

PARADE _____

ROAD RACE _____

WALKATHON _____

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

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

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

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

5. Start Time: _____ Expected End Time: _____

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

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

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

9. Formation Location & Time for Participants: _____

10. Dismissal Location & Time for Participants: _____

11. Additional Parade Information:

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

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

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

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

DEPARTMENT APPROVAL (for Committee Member use only):

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

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

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

Limitations

- (a) *"Procedure"* All road racing, walkathon, bicycle, or swimming events shall, through that event's organizer, board of directors, charity foundation or designee apply for authorization to hold the event through the Office of the City Clerk. The City Clerk upon review of the completed form will place the application on the regular City Council agenda. Upon following the procedures of the Council, as deemed appropriated in the sole judgment of the Council, the application will be considered approved if the Council votes favorably by majority. The event will name one person responsible on the application and shall provide contact information to include name, address and telephone number.
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- (d) *"Electronic Amplifier"* Electronic amplifiers, loudspeakers and bullhorn use shall be requested at time of application. Under no circumstances will they be used for public address announcements or music before 8:00 A.M. except for Sundays when electronic amplifiers, loud speakers or bullhorns will be used for public address announcements or music before 9:00 AM. This shall be deemed a requirement for all permitted events regardless of type or location.

- (e) *"Road Closure"* No ways, public or private, boat ramps or parking lots controlled or patrolled by the city shall be closed without authorization. Authorization shall be considered granted only if said closure(s) are contained in the approved permit. It is the sole responsibility of the race organizers to notify residents ten (10) days in advance that neighborhood roads will be closed if no alternate route is available to those residents.
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- (i) *"Clean-up"* The event organizers shall be responsible for post event trash collection, removal of signage, directional arrows, advertisements or other promotional material associated with the event.

13-101 Enforcement

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

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

Signed: _____



Date: _____

04/09/2019



RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

38R Merrimac Street, Newburyport, MA 01950

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

2019 APR 11 PM 1:32

www.newburyportchamber.org

info@newburyportchamber.org

Newburyport City Council
60 Pleasant Street
Newburyport, MA 01950

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

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

Sincerely,

Elisabeth Hurley
Membership Development
Greater Newburyport Chamber of Commerce & Industry

NEWBURYPORT SPECIAL EVENT APPLICATION

Tel.

Fax.

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

NAME OF EVENT: Newburyport Fall Harvest Festival

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

Rain Date: _____ Time: from _____ to _____

2. Location: Bullnose, Inn Street, State Street

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

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

Contact Person: Elisabeth Hurley

Address: 38R Merrimack St. Telephone: 978.572.1494

E-Mail: ehurley@newburyportchamber.org Cell Phone: 508.212.8289

Day of Event Contact & Phone: Elisabeth →

5. Number of Attendees Expected: ~400/day

6. MA Tax Number: _____

7. Is the Event Being Advertised? will be Yes Where? Social media, press releases

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

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

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

A. Vending: Food Beverages Alcohol _____ Goods _____ Total # of Vendors 5 Food/beverage vendors

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

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

Other _____ Total # _____

Name of Carnival Operator: _____

Address: _____

Telephone: _____

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

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

If yes:

- a) How many trash receptacles will you be providing? _____
- b) How many recycling receptacles will you be providing? _____
- c) Will you be contracting for disposal of : **Trash** Yes No _____ **Recycling** Yes _____ No _____
 - i. If yes, size of dumpster(s): **Trash** 30' **Recycling** _____
 - ii. Name of disposal company: **Trash** G Mello **Recycling** _____
 - iii. If no, will you remove trash & recycling with organizers' cars or trucks? Yes _____ No _____
 - iv. If no, where will the trash & recycling be disposed ? _____
Dumpster placed behind chamber office

If no:

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

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

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

_____ Standard # _____ ADA accessible

Name of company providing the portable toilets: _____

FOR PARADE, ROAD RACE AND WALKATHON EVENTS ONLY

PARADE _____

ROAD RACE _____

WALKATHON _____

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

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

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

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

5. Start Time: _____ Expected End Time: _____

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

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

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



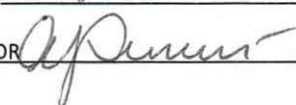
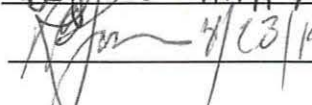
9. Formation Location & Time for Participants: _____

10. Dismissal Location & Time for Participants: _____

11. Additional Parade Information:

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

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

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

DEPARTMENT APPROVAL (for Committee Member use only):

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

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

Limitations

- (a) *"Procedure"* All road racing, walkathon, bicycle, or swimming events shall, through that event's organizer, board of directors, charity foundation or designee apply for authorization to hold the event through the Office of the City Clerk. The City Clerk upon review of the completed form will place the application on the regular City Council agenda. Upon following the procedures of the Council, as deemed appropriated in the sole judgment of the Council, the application will be considered approved if the Council votes favorably by majority. The event will name one person responsible on the application and shall provide contact information to include name, address and telephone number.
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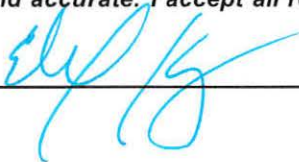
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- (f) *"Insurance"* All events shall have an insurance policy or rider in effect for the event naming the "City of Newburyport" as an insured. The policy shall be no less than two million dollars (\$2,000,000.00).
- (g) *"Event termination"* If in the judgment of the City Marshal, Fire Chief or Department of Public Services (DPS) Director or designees thereof determine that an event is unsafe due to existing conditions, that event may be stopped, terminated or suspended. In the case of a multidiscipline event such as a triathlon, the Harbormaster or his/her designee may likewise stop, terminate or suspend the swimming portion for cause.
- (h) *"Event and traffic Security"* The City Marshal, Fire Chief, DPS Director or in the case of a triathlon, the Harbormaster can require special duty personnel to oversee the safety and security of the event. All special duty assignments will be paid by the event organizers.
- (i) *"Clean-up"* The event organizers shall be responsible for post event trash collection, removal of signage, directional arrows, advertisements or other promotional material associated with the event.

13-101 Enforcement

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

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

Signed: _____



Date: _____

04/09/2019



38R Merrimac Street, Newburyport, MA 01950

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

www.newburyportchamber.org

info@newburyportchamber.org

Newburyport City Council
60 Pleasant Street
Newburyport, MA 01950

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

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

Sincerely,

Elisabeth Hurley
Membership Development
Greater Newburyport Chamber of Commerce & Industry

NEWBURYPORT SPECIAL EVENT APPLICATION

Tel.

Fax.

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

NAME OF EVENT: Witches' Night Out

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

Rain Date: _____ Time: from _____ to _____

2. Location: Downtown shops, The Tannery, Merrimac Place, Harbors Yard

3. Description of Property: _____ Public Private _____

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

Contact Person Elisabeth Hurley

Address: 38R Merrimac Street Telephone: 978-572-1494

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

Day of Event Contact & Phone: Elisabeth →

5. Number of Attendees Expected: ~ 300

6. MA Tax Number: _____

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

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

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

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

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

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

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

Name of Carnival Operator: _____

Address: _____

Telephone: _____

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

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

If yes:

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

If no:

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

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

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

_____ Standard # _____ ADA accessible

Name of company providing the portable toilets: _____

FOR PARADE, ROAD RACE AND WALKATHON EVENTS ONLY

PARADE _____

ROAD RACE _____

WALKATHON _____

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

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

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

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

5. Start Time: _____ Expected End Time: _____

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

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

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

9. Formation Location & Time for Participants: _____

10. Dismissal Location & Time for Participants: _____

11. Additional Parade Information:

• Number of Floats: _____

• Locations of Viewing Stations: _____

• Are Weapons Being Carried: Yes _____ No _____

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

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

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

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

Deposits 4/14/15
[Signature] 4/28/15

DEPARTMENT APPROVAL (for Committee Member use only):

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

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

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

Limitations

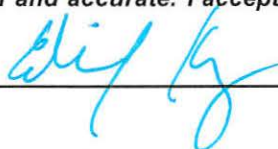
- (a) *"Procedure"* All road racing, walkathon, bicycle, or swimming events shall, through that event's organizer, board of directors, charity foundation or designee apply for authorization to hold the event through the Office of the City Clerk. The City Clerk upon review of the completed form will place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

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

13-101 Enforcement

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

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

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



38R Merrimac Street, Newburyport, MA 01950

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

www.newburyportchamber.org

info@newburyportchamber.org

Newburyport City Council
60 Pleasant Street
Newburyport, MA 01950

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

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

Sincerely,

Elisabeth Hurley
Membership Development
Greater Newburyport Chamber of Commerce & Industry

NEWBURYPORT SPECIAL EVENT APPLICATION

Tel.

Fax.

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

NAME OF EVENT: Downtown Trick or Treat

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

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

3. Description of Property: _____ Public _____ Private _____

4. Name of Organizer: Greater Newburyport Chamber City Sponsored Event: Yes _____ No
Contact Person: Elisabeth Hurley
Address: 38R Merrimac St. Telephone: 978.572.1494
E-Mail: ehurley@newburyportchamber.org Cell Phone: _____
Day of Event Contact & Phone: _____

5. Number of Attendees Expected: ~ 250

6. MA Tax Number: _____

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

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

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

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

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

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

C. Games /Rides: Adult Rides _____ Kiddie Rides _____ Games _____ Raffle _____
Other _____ Total # _____
Name of Carnival Operator: _____
Address: _____
Telephone: _____

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

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

If yes:

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

If no:

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

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

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

_____ Standard # _____ ADA accessible

Name of company providing the portable toilets: _____

FOR PARADE, ROAD RACE AND WALKATHON EVENTS ONLY

PARADE _____

ROAD RACE _____

WALKATHON _____

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

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

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

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

5. Start Time: _____ Expected End Time: _____

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

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

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

9. Formation Location & Time for Participants: _____

10. Dismissal Location & Time for Participants: _____

11. Additional Parade Information:

• Number of Floats: _____

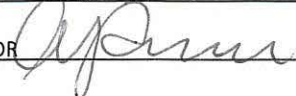
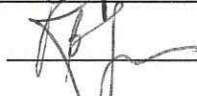
• Locations of Viewing Stations: _____

• Are Weapons Being Carried: Yes _____ No _____

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

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

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

~~DEPUTY DIRECTOR~~  16A Perry Way CITY CLERK  60 Pleasant St.

DEPARTMENT APPROVAL (for Committee Member use only):

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

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

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

Limitations

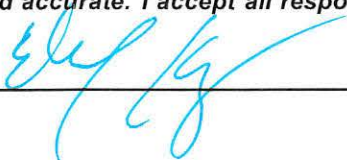
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- (b) *"Exemptions"* Each event organizer or organization shall comply with this ordinance and no exemptions will be permitted.
- (c) *"Course map"*, All applications shall be accompanied by a course map showing the event route, water stops, refreshment stops, and so-called "porta-potties". The course map shall also include any road closures, detours and parking areas. The course map shall be approved by Police, Fire, Department of Public Services, Parks Commission and Harbormasters Departments prior to submission to the City Clerk.
- (d) *"Electronic Amplifier"* Electronic amplifiers, loudspeakers and bullhorn use shall be requested at time of application. Under no circumstances will they be used for public address announcements or music before 8:00 A.M. except for Sundays when electronic amplifiers, loud speakers or bullhorns will be used for public address announcements or music before 9:00 AM. This shall be deemed a requirement for all permitted events regardless of type or location.

- (e) *"Road Closure"* No ways, public or private, boat ramps or parking lots controlled or patrolled by the city shall be closed without authorization. Authorization shall be considered granted only if said closure(s) are contained in the approved permit. It is the sole responsibility of the race organizers to notify residents ten (10) days in advance that neighborhood roads will be closed if no alternate route is available to those residents.
- (f) *"Insurance"* All events shall have an insurance policy or rider in effect for the event naming the "City of Newburyport" as an insured. The policy shall be no less than two million dollars (\$2,000,000.00).
- (g) *"Event termination"* If in the judgment of the City Marshal, Fire Chief or Department of Public Services (DPS) Director or designees thereof determine that an event is unsafe due to existing conditions, that event may be stopped, terminated or suspended. In the case of a multidiscipline event such as a triathlon, the Harbormaster or his/her designee may likewise stop, terminate or suspend the swimming portion for cause.
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13-101 Enforcement

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

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

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



RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

38R Merrimac Street, Newburyport, MA 01950

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

2019 APR 11 PM 1:33

www.newburyportchamber.org

info@newburyportchamber.org

Newburyport City Council
60 Pleasant Street
Newburyport, MA 01950

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

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

Sincerely,

Elisabeth Hurley
Membership Development
Greater Newburyport Chamber of Commerce & Industry

NEWBURYPORT SPECIAL EVENT APPLICATION

Tel.

Fax.

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

NAME OF EVENT: Invitation Nights

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

Rain Date: _____ Time: from _____ to _____

2. Location: Downtown Newburyport, Merrimac Place, The Tannery, Horton's Yard

3. Description of Property: _____ Public _____ Private _____

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

Contact Person: Elisabeth Healy

Address: 38 Merrimac Street Telephone: 978.572.1494

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

Day of Event Contact & Phone: Elisabeth 

5. Number of Attendees Expected: ~ 250 / night

6. MA Tax Number: _____

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

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

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

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

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

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

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

Name of Carnival Operator: _____

Address: _____

Telephone: _____

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

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

If yes:

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

If no:

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

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

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

_____ Standard # _____ ADA accessible

Name of company providing the portable toilets: _____

FOR PARADE, ROAD RACE AND WALKATHON EVENTS ONLY

PARADE _____ ROAD RACE _____ WALKATHON _____

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

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

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

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

5. Start Time: _____ Expected End Time: _____

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

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

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

9. Formation Location & Time for Participants: _____

10. Dismissal Location & Time for Participants: _____

11. Additional Parade Information:

• Number of Floats: _____

• Locations of Viewing Stations: _____

• Are Weapons Being Carried: Yes _____ No _____

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

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

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

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

DEPARTMENT APPROVAL (for Committee Member use only):

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

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

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

Limitations

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

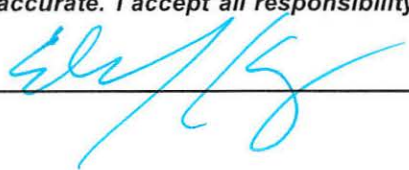
- (e) *"Road Closure"* No ways, public or private, boat ramps or parking lots controlled or patrolled by the city shall be closed without authorization. Authorization shall be considered granted only if said closure(s) are contained in the approved permit. It is the sole responsibility of the race organizers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

13-101 Enforcement

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

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

Signed: _____



Date: _____

04/09/2019

NEWBURYPORT SPECIAL EVENT APPLICATION OFFICE NEWBURYPORT, MA

Tel. _____ Fax. _____

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

110 APR 23 PM 1:28

NAME OF EVENT: Bed Race

Date: Aug 1 2019 Time: from 5:30 pm to 7:30 pm

Rain Date: Aug 2 2019 Time: from 5:30 pm to 7:30 pm

2. Location: Federal Street

3. Description of Property: City Street Public Private

4. Name of Organizer: Lions Club City Sponsored Event: Yes No

Contact Person Chad McDonald

Address: 33 Low St Newburyport Telephone: 978-314-9000

E-Mail: cem2020@gmail.com Cell Phone: _____

Day of Event Contact & Phone: 978-314-9000

5. Number of Attendees Expected: ≈ 2000 - 2500

6. MA Tax Number: 51-0230184

7. Is the Event Being Advertised? Yes Where? Yankee Homecoming & Lions Website

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

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

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

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

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

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

Name of Carnival Operator: _____

Address: _____

Telephone: _____

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

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

If yes:

- a) How many trash receptacles will you be providing? _____
- b) How many recycling receptacles will you be providing? _____
- c) Will you be contracting for disposal of : **Trash** Yes _____ No **Recycling** Yes _____ No
- i. If yes, size of dumpster(s): **Trash** _____ **Recycling** _____
- ii. Name of disposal company: **Trash** _____ **Recycling** _____
- iii. If no, will you remove trash & recycling with organizers' cars or trucks? Yes No _____
- iv. If no, where will the trash & recycling be disposed ? BINS @ 33 Low St

If no:

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

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

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

0 Standard # 0 ADA accessible

Name of company providing the portable toilets: _____

FOR PARADE, ROAD RACE AND WALKATHON EVENTS ONLY

PARADE _____ BED ROAD RACE X WALKATHON _____

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

2. Name, Address & Daytime Phone Number of Organizer: Chad McDonald 33 Low St Newburyport
978-314-9000

3. Name, Address & 24/7 Telephone Number of Person Responsible for Clean Up _____
Same as # 2 above

4. Date of Event: Aug 1 2019 Expected Number of Participants: 120-150 Participants
2000-2500 Spectators

5. Start Time: 5:30 pm Expected End Time: 7:30 pm

6. Road Race, Parade or Walkathon Route: (List street names & **attach map of route**):
Federal Street only High St
↓ ↓ ↓

7. Locations of Water Stops (if any): 0

8. Will Detours for Motor Vehicles Be Required? Yes If so, where? Federal St Access Streets

9. Formation Location & Time for Participants: Upper End of Federal St

10. Dismissal Location & Time for Participants: Lower End of Federal St

11. Additional Parade Information:
- Number of Floats: 20-25
 - Locations of Viewing Stations: Federal Street Sidewalks
 - Are Weapons Being Carried: Yes _____ No X
 - Are Marshalls Being Assigned to Keep Parade Moving: Yes X No _____

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

CITY MARSHAL [Signature] 4 Green St. FIRE CHIEF [Signature] 4/16/19 0 Greenleaf St.

DEPUTY DIRECTOR [Signature] 16A Perry Way CITY CLERK [Signature] 60 Pleasant St.
4/18/19

DEPARTMENT APPROVAL (for Committee Member use only):

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

Approval
Required

Date: _____ Signature _____

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

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

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

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

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

(c) *Definitions.*

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

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

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

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

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

(d) *Limitations.*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(e) *Enforcement.*

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

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


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

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

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

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

Signed: _____



Date: _____

4/10/19



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/22/2019

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

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

PRODUCER DSP Insurance 1900 E. Golf Road, Suite 650 Schaumburg, IL 60173	CONTACT NAME: John Adams	
	PHONE (A/C, No, Ext): 1-800-316-6705 FAX (A/C, No): 847-934-6186 E-MAIL ADDRESS: lionsclubs@dspins.com	
INSURED Newburyport Lions Club Newburyport Massachusetts	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: ACE American Insurance Company	22667
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Agg. Per Named Insured is \$2,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			HDOG71094972	09/01/2018	09/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			ISAH25159226	09/01/2018	09/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

Provisions of the policy apply to the named insureds participation in the following activity during the policy period shown above: Bed Race 8/1/2019 (rain date 8/2/2019)

The following persons or organizations granting use of real property, including structures thereon are included as Additional Insured(s), but only with respect to General Liability arising out of the use of premises by the insured shown above and not out of the sole negligence of said additional insured.

City Of Newburyport

PROVISIONS OF THE POLICY DO NOT APPLY TO THE SALE OR SERVING OF ALCOHOLIC BEVERAGES

CERTIFICATE HOLDER

CANCELLATION

City of Newburyport
60 Pleasant Street
Newburyport Massachusetts 01950

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

AUTHORIZED REPRESENTATIVE

© 1988-2010 ACORD CORPORATION. All rights reserved.

NEWBURYPORT SPECIAL EVENT APPLICATION

Tel.

Fax.

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

2019 APR 1 AM 11:30
CITY OF NEWBURYPORT, MA

NAME OF EVENT: Newburyport ArtWalk

Date: May 4, 2019 Time: from 10 am to 6 pm

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

2. Location: Bullnose

3. Description of Property: looking to have tent with info Public Private _____

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

Contact Person

Address: 14 Maple St West Newbury MA Telephone: 978-317-2030

E-Mail: julie@cookbowe.com / newburyportartwalk@gmail.com Cell Phone: _____

Day of Event Contact & Phone: Julie Cook 978-317-2030 978-317-2030

5. Number of Attendees Expected: 100-300

6. MA Tax Number: _____

7. Is the Event Being Advertised? yes Where? social media, Newburyport Chamber

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

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

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? 1
- b) How many recycling receptacles will you be providing? _____
- c) Will you be contracting for disposal of : **Trash** Yes _____ No **Recycling** Yes _____ No
- i. If yes, size of dumpster(s): **Trash** _____ **Recycling** _____
- ii. Name of disposal company: **Trash** _____ **Recycling** _____
- iii. If no, will you remove trash & recycling with organizers' cars or trucks? Yes No _____
- iv. If no, where will the trash & recycling be disposed ? _____

If no:

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

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

of Newburyport. E. Portable Toilets: (Each cluster of portable toilets must include at least

one ADA accessible toilet)

_____ Standard # _____ ADA accessible

Name of company providing the portable toilets: _____

FOR 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:

Newburyport ArtWalk

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

Julie Cook 14 Maple St. West Newbury MA 01985
978-317-2030

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

Julie Cook 14 Maple St. West Newbury MA 01985
978-317-2030

4. Date of Event: May 4, 2019 Expected Number of Participants: 100-350

5. Start Time: 10 am Expected End Time: 6 pm

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

Bullnose

7. Locations of Water Stops (if any):

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

9. Formation Location & Time for Participants:

10. Dismissal Location & Time for Participants:

11. Additional Parade Information:

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

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

CITY MARSHAL [Signature] 4/8/19 4 Green St.

FIRE CHIEF [Signature] 4/9/19 0 Greenleaf St.

DEPUTY DIRECTOR [Signature] 16A Perry Way CITY CLERK

[Signature] 60 Pleasant St.

DEPARTMENT APPROVAL (for Committee Member use only):

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

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

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(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: _____

Julie Cook

Date: _____

4/3/19



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/18/2019

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

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

PRODUCER Eastern Insurance Group LLC 233 West Central St Natick MA 01760		CONTACT NAME: Cliff Adams PHONE (A/C, No, Ext): (800) 333-7234 E-MAIL ADDRESS: CLAdams@easterninsurance.com FAX (A/C, No):	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Peerless Insurance Company	
		INSURER B: AM Trust Group	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 18-19 Master **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY			BKS56739503	8/11/2018	8/11/2019	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
							MED EXP (Any one person)	\$ 15,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
							Liquor Liability	\$ 1,000,000
A	AUTOMOBILE LIABILITY			BKS56739503	8/11/2018	8/11/2019	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input type="checkbox"/> ANY AUTO ALL OWNED AUTOS						BODILY INJURY (Per person)	\$
	<input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS						BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR			USO56739503	8/11/2018	8/11/2019	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE	\$ 1,000,000
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 5,000							\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			TWC3730890	8/25/2018	8/25/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A				E.L. EACH ACCIDENT	\$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$ 100,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The City of Newburyport is named as additional insured with respect to general liability as required by written contract.

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

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



Newburyport City Council

April 10, 2019

Re: Road Race Request

Councilors,

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

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

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

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

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

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

Event Information

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

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

Sincerely,

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

NEWBURYPORT SPECIAL EVENT APPLICATION

Tel. 603-659-2824

Fax.

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

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

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

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

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

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

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

Contact Person Arlon Chaffee

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

E-Mail: arlon@locorunning.com Cell Phone: _____

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

5. Number of Attendees Expected: 1,500

6. MA Tax Number: N/A

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

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

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

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

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

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

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

Name of Carnival Operator: _____

Address: _____

Telephone: _____

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

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

If yes:

- a) How many trash receptacles will you be providing? 16 managed by our crew
- b) How many recycling receptacles will you be providing? 8 managed by our crew
- c) Will you be contracting for disposal of : **Trash** Yes _____ No N **Recycling** Yes _____ No N
- i. If yes, size of dumpster(s): **Trash** _____ **Recycling** _____
- ii. Name of disposal company: **Trash** _____ **Recycling** _____
- iii. If no, will you remove trash & recycling with organizers' cars or trucks? Yes _____ No _____
- iv. If no, where will the trash & recycling be disposed ? Finish host venue's compactor dumpsters

If no:

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

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

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

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

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

FOR PARADE, ROAD RACE AND WALKATHON EVENTS ONLY

PARADE _____

ROAD RACE Yes _____

WALKATHON _____

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

Loco Sports, LLC

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

Arlon Chaffee

PO Box 423 Newmarket NH 03857

m:603-682-9954

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

Arlon Chaffee

PO Box 423 Newmarket NH 03857

m:603-682-9954

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

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

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

2 distances - half marathon & 5K - see attached course maps

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

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

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

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

11. Additional Parade Information:

• Number of Floats: _____

• Locations of Viewing Stations: _____

• Are Weapons Being Carried: Yes _____ No _____

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

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

CITY MARSHAL [Signature] 4 Green St.

FIRE CHIEF [Signature] 4/3/19 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.

<i>Approval Required</i>	Date: _____	Signature _____
___	1. Special Events:	_____
___	2. Police:	_____
	Is Police Detail Required: _____	# of Details Assigned: _____
___	3. Traffic, Parking & Transportation:	_____
___	4. ISD/Health:	_____
___	5. Recycling:	_____
___	6. ISD/Building:	_____
___	7. Electrical:	_____
___	8. Fire:	_____
	Is Fire Detail Required: _____	# of Details Assigned: _____
___	9. Public Works: Fee for Special Events: \$45/hr/DPS employee for trash handling/staging etc. may apply	
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___	10. Recreation Department:	_____
___	11. License Commission	_____

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

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

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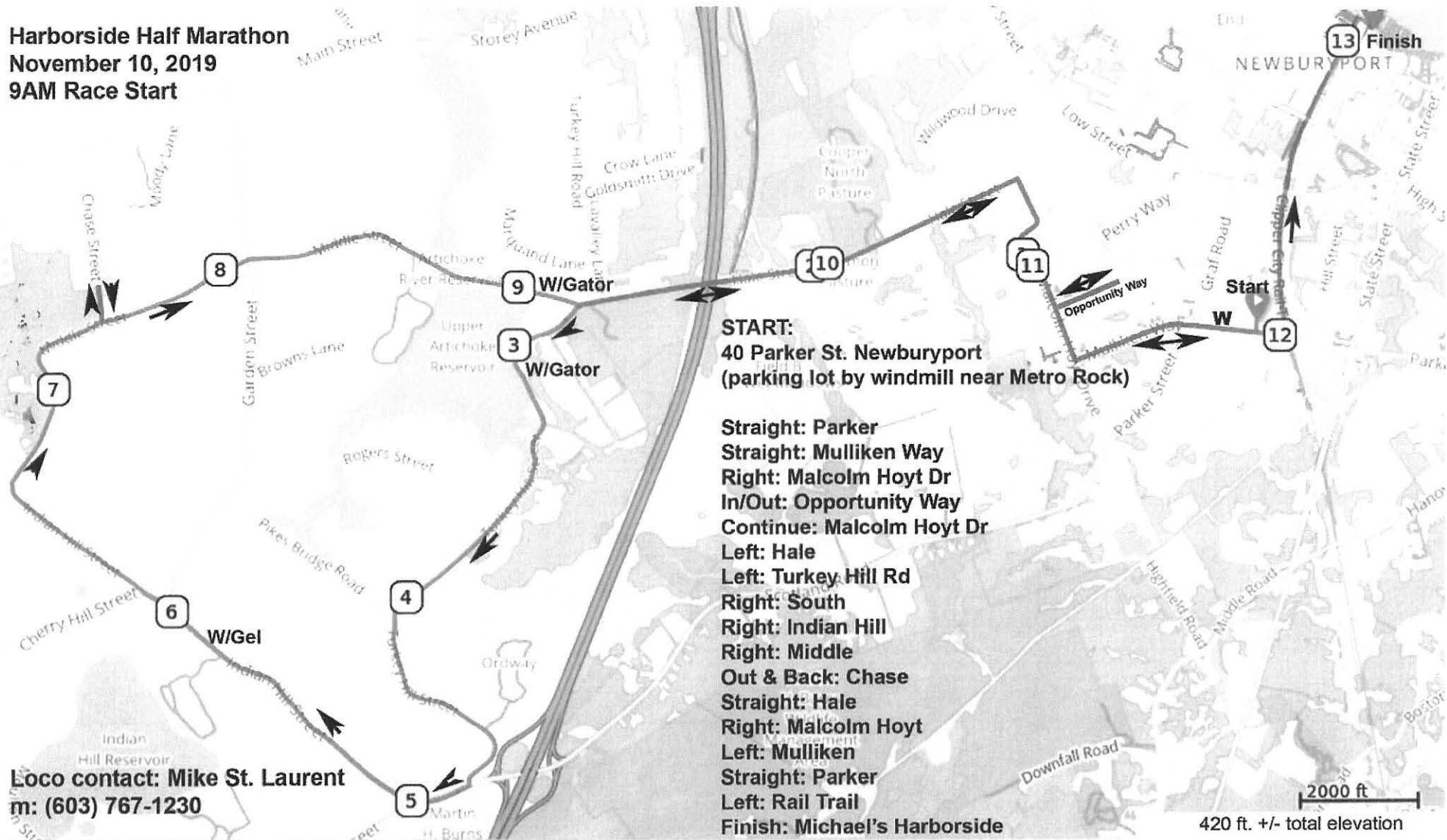
Signed: _____

Anton A. Chaffee

Date: March 22, 2019

**Harborside Half Marathon
November 10, 2019
9AM Race Start**

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



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

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

2000 ft
420 ft. +/- total elevation

Harborside 5K

Sunday November 10, 2019

Start: 9AM

Presented by LOCO Sports

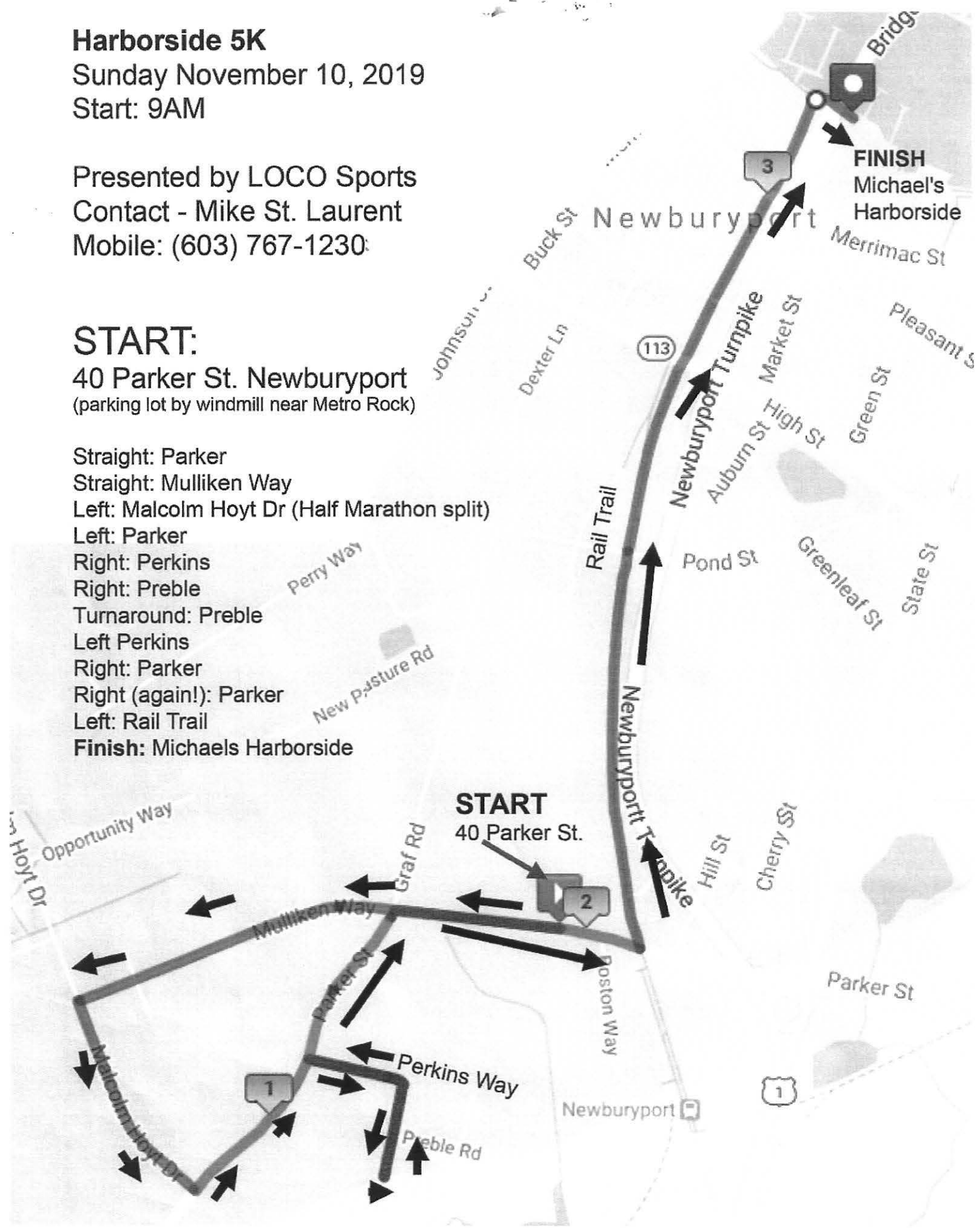
Contact - Mike St. Laurent

Mobile: (603) 767-1230

START:

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

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



Permit Issued: # _____

APPLICATION FOR MOVABLE SIGNAGE ON PUBLIC PROPERTY

Application Fee \$100.00

Date: _____

2019 APR 22 AM 8:56

FOR CITY CLERK'S OFFICE ONLY

Date Recorded _____

Expiration Date: _____

Amount Paid _____

To the City Council of the City of Newburyport:

The undersigned requests that he/she may be granted permission to place one (1) movable sign on public property and private rights-of-way open to the public. This permission will only be effective for the listed location, and will be subject to all of the terms, conditions, and limitations set forth in the Newburyport Code of Ordinances, and any applicable State and Federal laws and any condition prescribed by the City Council and/or City Departments, including, but not limited to, those conditions appearing below.

Name of applicant Wells, John

Home address of applicant 1 Gove Dr.

City, State, Zip of applicant Newburyport MA 01950

Telephone of applicant 978-518-1481

Name of business Wellsco LLC

Address of business 40R Merrimac St, Newburyport

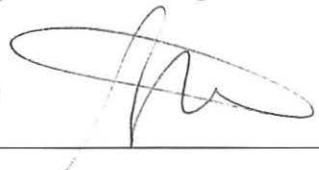
Telephone of business 978-518-1481

Description of the location and movable sign to be placed on the Public Way.

A-Frame at entrance to Waterfront Trust Lot

RELEASE AND INDEMNITY AGREEMENT TO ENCUMBER A PUBLIC WAY

I, the undersigned Applicant or Duly Authorized Agent, hereby agree to RELEASE, discharge and hold harmless, the City of Newburyport, a municipal corporation of the Commonwealth of Massachusetts, and its officers, employees, agents and servants from all actions, causes of action, claims, demands, damages, costs, loss of services, expenses and compensation associated with the undersigned's use of the public way as described herein.

Signature of Applicant or Duly Authorized Agent 

Date 3/25/19



CERTIFICATE OF LIABILITY INSURANCE

OP ID: GOGL

DATE (MM/DD/YYYY)

03/27/2019

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

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

PRODUCER Macdonald & Pangione Insurance 104 Main Street North Andover, MA 01845 Craig S Childs	CONTACT NAME: Hannah Courtemanche AAI CISR		
	PHONE (A/C, No, Ext): 978-688-6921	FAX (A/C, No): 978-688-5350	
E-MAIL ADDRESS: hannah@mpins.net			
PRODUCER CUSTOMER ID #: WELLS-1			
INSURED Wellsco LLC John P. Wells 40R Merrimac St, Suite 101e Newburyport, MA 01950	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Hartford Fire Insurance Co		19682
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY	X		08SBANW8864	12/09/2018	12/09/2019	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
	GEN'L AGGREGATE LIMIT APPLIES PER:							
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (PER ACCIDENT)	\$
	<input type="checkbox"/> HIRED AUTOS							\$
	<input type="checkbox"/> NON-OWNED AUTOS							\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	<input type="checkbox"/> OCCUR						AGGREGATE	\$
	EXCESS LIAB							\$
	<input type="checkbox"/> CLAIMS-MADE							\$
	DEDUCTIBLE							\$
	RETENTION \$							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATU-TORY LIMITS	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
A	Property			08SBANW8864	12/09/2018	12/19/2019	BPP	114,100
							DED	1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 City of Newburyport is listed as an additional insured

CERTIFICATE HOLDER**CANCELLATION**

CITYOFN City Of Newburyport 60 Pleasant Street Newburyport, MA 01950	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Craig S Childs
--	---

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**APPOINTMENTS
FIRST READING**



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

APR 17 AM 9:05

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

To: President and Members of the City Council
From: Donna D. Holaday, Mayor
Subject: Re-Appointment
Date: April 16, 2019

Donna D. Holaday

I hereby re-appoint, subject to your confirmation, the following named individual as a member of the Human Rights Commission. This term will expire on May 1, 2022.

Peter M. Blaiwas
61 Pleasant Street #717
Newburyport, MA 01950

Peter M. Blaiwas Graphic Design Consultant

Summary More than 20 years experience overseeing all phases of design and production of high quality, image driven four-color books; design [book covers and interiors](#), design and art direction of marketing materials; design and conceptualization of [information graphics](#), posters, banners, signage, and exhibition design; [logo design, brand development and implementation](#); budget and schedule management; fee negotiation, hiring, supervision, and management of freelance graphic designers. Close collaboration with authors, editorial, production, sales, and marketing departments.

My exceptional design, layout, and page make-up skills, fluency in Adobe InDesign. Illustrator, Photoshop, QuarkXPress, and all MS Office applications allow me to offer complete production services at competitive rates.

Experience

1994–Present **Freelance design and art direction** for a wide range of high-profile clients including Abbeville Press; Bulfinch Press; Henry Holt; Houghton Mifflin; Little, Brown and Company; MIT Press; Pearson; St. Martin's Press. I have been awarded fifteen New England Book Show and BookBuilders West Awards, three New England Museum Association Awards, four American Association of University Press Awards, and my work has been featured in Print's Regional Design Annual.

1994–2014 **Vern Associates, Inc., Amesbury, MA / President, Cofounder, Creative Director**
Cofounded a full-service graphic design, production, and editorial resource for top-quality, photo and illustration-driven nonfiction titles on architecture, urban planning, travel, history, and the fine arts, including catalogs for major museums.
Clients include: Museum of Fine Arts, Boston; Peabody-Essex Museum; Sterling and Francine Clark Art Institute; Winterthur Museum; Massachusetts Institute of Technology; Harvard University; Massachusetts Bar Association; Lincoln Institute of Land Policy; University of Massachusetts Press; Yale University Press; Woods Hole Oceanographic Institution

1990–1994 **Addison-Wesley Longman Publishing Company, Reading, MA / Design Manager**
Responsible for design through production of covers and dust-jackets for more than 80 major higher-education titles per year; managed a staff of three designers and an administrator.

Education: **Pratt Institute, Brooklyn, NY: BFA with honors**

Awards: Book Industry Guild of New York (BIGNY) 2017 design award
American Association of University Presses Design awards 1995, 2004, 2006, 2017
New England Museum Association (NEMA) Publications Competition Award 2008, 2012, 2013
New England Book Show 1991–95, 1997–99, 2000, 2002, 2003, 2005, 2007, 2010, 2013
Print Regional Design Annual 1993;

Computer skills: All Adobe Creative Suite applications; Quark XPress; all Microsoft Office applications

Volunteer service: Newburyport Literary Festival, Newburyport, MA; Art director for website and all collateral print materials. www.newburyportliteraryfestival.org

Newburyport Human Rights Commission, 2015–present

Founding member of HOPE in Action Initiative to raise awareness of local area homelessness

References upon request

Contact 61 Pleasant Street, #717 Newburyport, MA 01950 978.255.4212
peter@blaiwasgraphicdesign.com www.blaiwasgraphicdesign.com



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

2019 APR 17 AM 9:05

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

To: President and Members of the City Council
From: Donna D. Holaday, Mayor
Subject: Re-Appointment
Date: April 16, 2019

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

Thomas Getz
36 Broad Street
Newburyport, MA 01950

THOMAS J. GETZ

36 Broad Street
Newburyport, MA 01950

WORK EXPERIENCE

- 2013 - Present SUBSTITUTE TEACHER: Salisbury Elementary, Pine Grove, River Valley Charter, Brookwood, Pike, Shore Country Day, and Tower Schools
- 2012 - 2013 HILL VIEW MONTESSORI CHARTER PUBLIC SCHOOL -- Haverhill, MA
Upper Elementary (4-6) Teacher
- Trained in upper elementary Montessori teacher program
 - Developed parent rapport with communication, conferences, and student exhibitions
- 2010 - 2012 SUBSTITUTE TEACHER: multiple grades at Andover School of Montessori, Brookwood, Glen Urquhart, Pike, Shore Country Day, and Tower Schools
- 2009 - 2010 RIVER VALLEY CHARTER SCHOOL – Newburyport, MA
Upper Elementary (4-6) Assistant Teacher
- Organized Montessori math curriculum for 5th and 6th year students
 - Encouraged cooperation and fostered self-confidence in multi-age classroom
- 1997 - 2009 *Founding Member*
- As co-founder, co-wrote charter application for public Montessori school
 - Hired initial and subsequent Head of School and top level staff
- 1991 - 2009 MARBLEHEAD PUBLIC SCHOOLS – Marblehead, MA
Grade Five Teacher
- Demonstrated growth of 110% in mathematics over a six year period
 - Adapted *Everyday Math* program for academically weak and strong students
- 1989 - 1991 *Principal of Glover (K-5) and Eveleth (K-2) Schools*
- Created successful 2/3 combination class and two all-day kindergarten classes

SKILLS

Student

- Motivate students' effort by providing choices that utilize their abilities, interests, and learning styles, using positive reinforcement and humor
- Empower students to develop self-understanding (metacognition) of their strengths and interests while mutually developing a plan for improvement and evaluation

Teacher

- Promote synergy through sharing successes with peers and collaboratively planning academic initiatives

Parent

- Garner parental support by educating them about curriculum, acknowledging their child's interests, strengths, and areas of concern, and frequently communicating their child's academic progress

CERTIFICATION

Massachusetts: Elementary (K-8) #162129

New Hampshire: General Elementary #293369933



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

FILED IN OFFICE
NEWBURYPORT, MA
2019 APR 16 AM 10:14

To: President and Members of the City Council
From: Donna D. Holaday, Mayor
Subject: Appointment
Date: April 16, 2019

I hereby appoint, subject to your confirmation, the following
named individual as a member of the Zoning Board of Appeals.
This term will expire on May 31, 2020.

Stephen G. DeLisle
195 High Street
Newburyport, MA 01950

STEPHEN G. DELISLE

195 High Street, Newburyport, MA | 617.620.0251 | delisle.stephen@gmail.com

March 28, 2019

The Honorable Donna D. Holaday, Mayor
City of Newburyport
60 Pleasant Street
P.O. Box 550
Newburyport, MA 01950

RE: Zoning Board of Appeals Vacancy

Dear Mayor Holaday:

I write to express to you my interest in being considered as a candidate to fill the currently vacant position on the Newburyport Zoning Board of Appeals.

Currently, I am a partner in the law firm of Rubin and Rudman LLP. My practice is primarily in the area of commercial real estate, with a focus on leasing and other transactions. In addition, my practice covers contract negotiation, bankruptcies, and specialized tax cases.

I was raised in Newburyport, and together with my wife, we are now raising our children in town. My father was a member of Newburyport's Board of Health for over a decade. We are all very fortunate to be able to call such a special place "home." It is my desire to help to keep this community special—a place that people want to call "home." I believe that I can bring a relevant and polished set of skills to the Zoning Board of Appeals to assist in its critical mission. As the city moves forward into our collective future, I am hopeful that you will consider me for a role on the Zoning Board of Appeals.

I would be happy to discuss this important matter with you at your convenience.

Sincerely,



Stephen G. Delisle

Enclosure

cc: Andy Port, Planning Director

STEPHEN G. DELISLE

195 High Street • Newburyport, MA 01950 • (617) 620-0251 • delisle.stephen@gmail.com

EXPERIENCE

RUBIN AND RUDMAN LLP – Boston, MA

April 2003 – Present

Partner, Real Estate Department

- Represent clients in commercial leasing transactions, including retail, office and industrial uses. Clients include national retailers and regional owners as well as operators and managers of commercial real estate. Additional representation of clients in the acquisition, disposition and financing of commercial real estate.
- Counsel to debtors, creditors, creditors' committees, and trustees in complex bankruptcy matters involving real estate. Debtor and creditor clients include banks and other lending institutions, Fortune 500 companies, closely held businesses, and individuals.
- Represent banks and other lending institutions, Fortune 500 companies, closely held businesses, and individuals in commercial disputes, U.C.C. matters and specialized transactional matters.
- Bankruptcy experience includes negotiation and development of Chapter 11 plans of reorganization; acquisition and disposition of assets through Section 363 of the Bankruptcy Code; acquisition of debtor-in-possession financing; usage of cash collateral; and requests for modification of automatic stay.
- Transactional experience includes formation of business entities; and negotiation and drafting of commercial agreements, merger agreements and related documents, commercial loan documents, and modifications to commercial loan documents in connection with work-outs or restructurings.

FORD MARRIN ESPOSITO WITMEYER & GLESER – New York, NY

Sept. 2001 – April 2003

Associate, Litigation Group

- Practiced in the areas of commercial litigation, environmental litigation, and insurance coverage litigation.
- Drafted discovery documents, motions, and legal memoranda in complex litigations.

EDUCATION

WASHINGTON AND LEE UNIVERSITY SCHOOL OF LAW – Lexington, VA

Juris Doctor, May 2001

Activities: *Race and Ethnic Ancestry Law Journal*, Student Articles Editor

Moot Court, Negotiation, Client Counseling, and Mock Trial Competitions.

BLACK LUNG LEGAL PRACTICE CLINIC – Lexington, VA

Aug. 2000 – May 2001

Caseworker. Competitively selected to participate in clinical program representing coal miners suffering from pneumoconiosis in Department of Labor administrative proceedings.

BATES COLLEGE – Lewiston, ME

Bachelor of Arts, English Literature, June 1995

Senior Thesis: "The *Bildung* of the Hero: Amory Blaine and Stephen Dedalus"

Activities: Lacrosse – Four-year letter winner.

AFFILIATIONS

- Admitted in Massachusetts, New York, United States District Courts for the Districts of Massachusetts, and the Eastern and Southern Districts of New York.
- Massachusetts Bar Association and Boston Bar Association.

SKILLS AND INTERESTS

Proficient in written and spoken French. Enjoy fly-fishing, skiing, and mountain biking.

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

COMMUNICATIONS



CITY OF NEWBURYPORT
COMMUNITY PRESERVATION COMMITTEE
60 PLEASANT STREET • P.O. BOX 550
NEWBURYPORT, MA 01950
(978) 465-4400 • (978) 465-4452 (FAX)

July 20, 2017

Amantha Moore
10 North Atkinson Street
Newburyport, MA 01950

Re: Community Preservation Award & Grant Agreement

Dear Amantha,

Congratulations! The Community Preservation Committee (CPC) is pleased to inform you that the Newburyport City Council voted on July 10, 2017 to appropriate Community Preservation Funds (CPA Funds) to your proposed project as follows:

Project Name:	Steeple Project: Central Congregational Church, UCC
Recipient:	Central Congregational Church, United Church of Christ
Project Location:	14 Titcomb Street
Award Amount:	\$75,000
Project Description:	To perform restoration work on the steeple and exterior of the Central Congregational Church.

In order to ensure that your project is executed as successfully as your application, please pay close attention to the following instructions and funding conditions:

1. The City contact assigned to oversee your project is Kate Newhall-Smith. The contact will perform inspections and reviews of the project as necessary. All documentation and communication with the City regarding this project shall be directed to both the CPC and the City contact person as follows:

Community Preservation Committee	AND	Kate Newhall-Smith
c/o Office of Planning and Development		Office of Planning and Development
60 Pleasant Street		60 Pleasant Street
Newburyport, MA 01950		Newburyport, MA 01950
CPC@cityofnewburyport.com		KSmith@cityofnewburyport.com

2. CPA funds shall be disbursed only after completion of the approved project or project phases more fully described in your application, incorporated by reference and conditioned herein, and after:
 - Anticipated receipt of state matching funds on or about November 15, 2017. A maximum of 75% of this award may be requested prior to receipt of the state match;
 - Receipt of final funding is conditioned upon final execution and recording of a preservation restriction agreement on the exterior of the property;
 - Approval by the City contact person of a brief narrative and invoice for payment (or reimbursement) for services completed by the contractor(s) who performed the work; and
 - Verification that all applicable state purchasing and ethics regulations, local ordinances, and financial policies have been met.

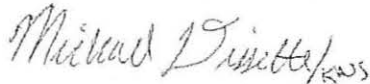
Receipt of the requested disbursement will take approximately four to six weeks following submittal of the above with the Office of Planning & Development. Invoices can be made payable to the Recipient or directly to a vendor or contractor (please provide payee's name, address, telephone number, and taxpayer identification number on a W-9 Form).

3. The recipient shall provide the CPC with quarterly progress reports on or before each January 15th, April 15th, July 15th, and October 15th during which any of the funds remain unexpended. A Final Report, including digital photo documentation of the Project if appropriate, is due within 30 days after the Completion Date.
4. Appropriated funds shall be used within twelve months, unless a written request for an extension is received and approved by the CPC. Otherwise, unused awards or portions thereof may be reclaimed as CPA Funds. Upon project completion, excess funds, if any, shall also be returned to the CPA Fund.
5. If the CPC determines that funds have been spent on goods or services not included in the application or otherwise not authorized under the CPA, the recipient shall be responsible for repayment of such funds to the CPA Fund.
6. Any significant changes to the project as limited herein shall require CPC approval. Please contact Kate Newhall-Smith (978-465-4400) to help determine whether a particular change is significant and to schedule a meeting with the CPC if necessary.
7. To raise awareness about this important program and support for the Community Preservation Act, efforts shall be made to credit this funding in written materials and with signage at the project location stating, "This project has been generously supported by the City of Newburyport Community Preservation Fund."

Please sign and return the enclosed duplicate copy of this letter to acknowledge your organization's agreement with the above terms. You may contact Kate Newhall-Smith in the Planning Office at 978-465-4400 with questions related to this award and agreement, or the Newburyport Community Preservation Program more generally.

We look forward to the successful completion of your project.

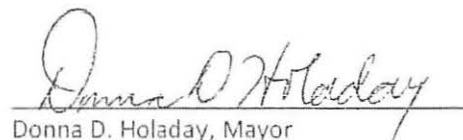
Sincerely,



Michael Dissette
Chair, Community Preservation Committee

Acknowledged and Agreed

The City of Newburyport,


Donna D. Holaday, Mayor

Central Congregational Church, United Church of Christ,

Signatory above acknowledges and affirms that he/she has the authority to execute this Agreement on behalf of Recipient

**APPOINTMENTS
SECOND READING**

SECOND READING APPOINTMENTS

- APPT092_04_08_19 Ron Ziemba 58 Lime St, #1 Comm Pres Act Comm (rep. Hist Comm) 4/1/2022

Re-Appointments

- APPT094_04_08_19 Donald F. Little 6 Cottage Ct Comm Pres Act Comm 5/1/2022
- APPT095_04_08_19 Brian Greenberg 29 Lafayette St Disabilities Comm 3/1/2022

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

Donald F. Little
6 Cottage Ct
Newburyport MA 01950

Introduction

I am pleased to submit my name to be re-appointed as an At-Large Member on the Community Preservation Committee

A lifelong resident of Newburyport, I am drawn to this position as an opportunity to make a positive difference in the allocation of the Community Preservation Act funds

I first was made aware of CPC when I attended a CPC meeting and spoke in favor of Ghlee Woodworth's gravestone restoration project

I have the commitment needed to serve on the Community Preservation Committee

Professional Experience

1987 - Present

Technical Support Engineer for AT&T / Lucent Technologies / Alcatel-Lucent / NOKIA

Education

Bachelor of Science Degree in Computer Science in 1985 from the University of Lowell

Newburyport High Class of 1981

City Involvement

At-Large Member of the Community Preservation Committee - 2010 - Present

I have attended and spoken at multiple Planning Board, Zoning Board, and School Committee meetings

For many years, I volunteered for the Parks Commission's Spring Clean-Up and for the Friends of the Public Library Book Sale

SUMMARY

A seasoned on-site and remote TypeWell® transcriber/captioner for multiple universities and colleges nationwide; writer, editor, and project manager in non-profit administration.

WORK HISTORY

2012-Present	TypeWell® Speech-To-Text Transcriber for Deaf and Hearing-Impaired Individuals
2009-Present	Free-lance Technical and Educational Writer, Words With Impact
1983-2009	Program Manager, AARP, Washington, DC

ON-SITE AND REMOTE TypeWell® Speech-To-Text Transcriber (2012 to Present)

- Remote real-time transcriber for various universities and colleges throughout the US. Transcribe a variety of science, math and humanities courses in subjects including nursing courses (anatomy, medical conditions, medications and treatments), respiratory therapy and social work.
- On-site transcriber for various universities and government organizations in the Baltimore/Washington, DC area. Transcribed a variety of subjects for high school, undergraduate and graduate students in subject areas from arts and humanities, to science and medical. Also transcribed live meetings for government agencies and conferences.
- Proficiency in TypeWell® Premium V7 transcribing software system. Proficiency in writing, language, grammar and background context in a wide variety of subject areas in the sciences, arts and humanities. Familiarity with medical terminology.

PUBLISHED PIECES

- "Volunteer Jobs Can Launch Paying Careers," [The Beacon Newspaper](#), Chevy Chase, MD
- "[The AARP/SCSEP Safety Program: A Policy/Procedure Guidebook for Project Directors and Safety Assistants](#)"

EDUCATION

M.Ed. in Continuing and Adult Education, Boston University
B.A. in Literature, Maharishi University of Management, Fairfield, IA

CERTIFICATION

TypeWell® Certification, August, 2012 at Basic Skills Level

COMMUNITY/PROFESSIONAL ORGANIZATIONS

Media/Publicity Director, Board of Directors, Newburyport Choral Society
Member, Newburyport Commission on Disabilities
Member, ATSP (Association of Transcribers and Speech-to-text Transcribers)

REFERENCES

References and recommendations provided upon request.

ORDERS

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

April 29, 2019

WHEREAS the City Council appropriated \$44,000 for the purchase of a new transportation van to be used by the Newburyport Council on Aging,

WHEREAS the Trust Fund Committee approved the expenditure of \$6,000 from the William Horton Trust for said van purchase,

NOW, THEREFORE, the CITY COUNCIL of the CITY OF NEWBURYPORT accepts with gratitude a gift from the Friends of the Council on Aging in the amount of \$25,000 for the purpose of purchasing a new transportation van to be used by the Newburyport Council on Aging in accordance with M.G.L. Chapter 44, Section 53A.

FURTHER THAT, said funds are appropriated to the existing capital project account for the van purchase (3814-49100) for a total appropriation of \$75,000.

Councillor Charles F. Tontar

THE FRIENDS OF THE NEWBURYPORT COUNCIL ON AGING, Inc.

Senior/Community Center 331 High Street, Newburyport, MA 01950 978-462-0430

www.foncoa.org

www.facebook.com/Friends-of-the-Newburyport-Council-on-Aging

April 22, 2019

Ethan Manning
Chief Financial Officer
City of Newburyport
City Hall Pleasant Street
Newburyport, MA 01950

Dear Mr. Manning,

Enclosed please find a check for \$25,000 as a contribution towards the purchase of a new Van for the Newburyport Council on Aging. This contribution is to augment city funds earmarked for this project.

This contribution was made possible by ongoing fundraising efforts undertaken by the Friends to support needs of the COA, by contributions received from the Newburyport Society for the Relief of Aged Women and the Frank L. Currier Charitable Foundation.

We are pleased to provide this financial support to improve transportation reliability and safety for all its users.

Regina Correia-Branco

Treasurer 

Ben Iacono

President 

The Friends of the Newburyport Council on Aging is a non-profit tax deductible organization under Section 501(c) (3) of the IRS code.

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

April 29, 2019

THAT, the City Council of the City of Newburyport authorizes an increase to the spending limit for the following fund(s) for fiscal year 2019 in accordance with MGL, Chapter 44 Section 53E1/2:

<u>Account Name</u>	<u>Original FY19 Spending Limit</u>	<u>Revised FY19 Spending Limit</u>
Recreational Services	\$370,000	\$490,000
Electrical Inspector	\$60,000	\$85,000
Gas Inspector	\$40,000	\$50,000
Solid Waste	\$80,000	\$100,000

Councillor Charles F. Tontar
Chair, Budget & Finance Committee



CITY OF NEWBURYPORT
FINANCE DEPARTMENT
60 PLEASANT STREET • P.O. BOX 550
NEWBURYPORT, MA 01950
(978) 465-4404 • (978) 462-3257 (FAX)
WWW.CITYOFNEWBURYPORT.COM

DONNA D. HOLADAY
MAYOR

ETHAN R. MANNING
FINANCE DIRECTOR/CITY AUDITOR

To: President and Members of the Newburyport City Council

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

Date: April 23, 2019

Subject: FY19 Revolving Fund Spending Limits

Attached is a report showing balances in the departmental revolving funds (G.L. c. 44, §53E½). Based on spending projections through fiscal year-end, we are requesting increases to the spending limits for four revolving funds: recreational services, electrical inspector, gas inspector and solid waste.

The increase to the spending limit for the recreational services revolving fund is driven by several factors; including the elimination of the "middle school drop-in" revolving fund for FY19, increased costs of providing services due to changes in the minimum wage and inflationary pressures, and a greater number of programs offered by Newburyport Youth Services. The increase to spending limit for the electrical inspector and gas inspector revolving funds is driven by a greater number of permits issued and inspections required. Lastly, the increase to the spending limit for the solid waste revolving fund is driven by increased activity at the recycling center, compost facility and household hazardous waste days.

We will submit the request to establish spending limits for FY20 in the next month.

Thank you for your consideration.

**CITY OF NEWBURYPORT
DEPARTMENTAL REVOLVING FUNDS**

FY2019 YEAR-TO-DATE ACTIVITY
(AS OF MARCH 31, 2019)

<u>Account Name</u>	<u>Fund Code</u>	<u>Beginning Balance</u>	<u>YTD Revenue</u>	<u>YTD Expended</u>	<u>Transfers Out</u>	<u>Current Balance</u>	<u>FY19 Spending Limit</u>
Council on Aging	2802	\$30,618	\$22,855	(\$29,034)	\$0	\$24,439	\$40,000
Recreational Services	2803	\$143,264	\$494,648	(\$364,095)	\$0	\$273,817	\$370,000
Historical Commission	2804	\$8,222	\$1,025	(\$750)	\$0	\$8,497	\$2,500
Electrical Inspector	2806	\$19,452	\$98,328	(\$59,686)	\$0	\$58,094	\$60,000
Plumbing Inspector	2807	\$1,988	\$42,126	(\$40,639)	\$0	\$3,475	\$65,000
Gas Inspector	2808	\$9,337	\$30,580	(\$34,245)	\$0	\$5,671	\$40,000
Disabilities Commission	2809	\$19,317	\$4,720	\$0	(\$3,300)	\$20,737	\$3,000
Emma Andrews Library	2810	\$37,349	\$4,500	(\$14,392)	\$0	\$27,457	\$30,000
Transient Vendors	2812	\$12,040	\$10,275	(\$3,944)	\$0	\$18,372	\$20,000
Planning & Zoning	2813	\$52,535	\$43,650	(\$33,916)	\$0	\$62,269	\$70,000
Animal Control	2817	\$14,144	\$1,080	\$0	\$0	\$15,224	\$6,000
Tree Commission	2818	\$4,926	\$1,485	(\$33)	\$0	\$6,378	\$10,000
Medicare/Medicaid	2835	\$26,862	\$2,247	(\$14,428)	\$0	\$14,682	\$25,000
Veterans Services	2836	\$1,283	\$60	\$0	\$0	\$1,343	\$2,000
City Hall Maintenance	2840	\$2,003	\$1,815	(\$472)	\$0	\$3,346	\$5,000
Senior Comm. Ctr. Maint.	2841	\$27,628	\$22,574	(\$7,178)	\$0	\$43,023	\$15,000
Parks Maint.	2842	\$0	\$295	(\$295)	\$0	\$0	\$15,000
Solid Waste	2843	\$320,631	\$49,641	(\$66,653)	\$0	\$303,619	\$80,000
Assessor	2844	\$2,520	\$205	\$0	\$0	\$2,725	\$2,000

Total Revolving Funds

\$734,121

\$782,264

(\$603,106)

(\$3,300)

\$586,827

\$778,500

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

April 29, 2019

THAT, The CITY COUNCIL of the City of Newburyport accepts with gratitude a gift from Port Performing Arts in the amount of \$2,190.00 for the purpose of completing the purchase of new uniforms for the Newburyport High School band in accordance with M.G.L. Chapter 44, Section 53A.

Councillor Charles F. Tontar

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

April 23, 2019

A RESOLUTION CONGRATULATING ALL NEWBURYPORT STUDENTS ON 2019-2019 SCHOOL YEAR ACCOMPLISHMENTS WITH SPECIAL RECOGNITION OF SAMUEL ACQUAVIVA, THIS YEAR'S NEWBURYPORT HIGH SCHOOL GRADUATING CLASS VALEDICTORIAN AND ERIC CAPRI, JILLIAN GRAY, AND KATHERINE SHEEHY THIS YEAR'S NEWBURYPORT HIGH SCHOOL GRADUATING CLASS SALUTATORIANS

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

WHEREAS, The City of Newburyport highly values education as the ultimate investment in our collective futures

WHEREAS, The City's students have worked extremely hard throughout this school year to achieve excellence in all pursuits and deserve recognition for doing so

WHEREAS, The City seeks to recognize the achievements of the all of the City's students and the hard work of all those who work towards educating our children

NOW, THEREFORE, BE IT RESOLVED that:

1. Recognition of achievements. The City of Newburyport acknowledges and recognizes all students for their hard work and dedication towards their studies, extracurricular activities, sports, volunteer, work and all other pursuits
2. Sincere Congratulations. The City of Newburyport congratulates all students who will receive an award at Awards Night
3. Special Congratulations. The City of Newburyport offers special congratulations to Samuel Acquaviva, Newburyport High School's Class of 2019 Valedictorian AND Eric Capri, Jillian Gray, and Katherine Sheehy, Newburyport High School's Class of 2019 Salutatorians for their superior academic achievement.

4. Expression of Gratitude. The City wishes to extend its gratitude and appreciation to teachers, administrators, staff, coaches and other staff who work towards the education of our children
5. Best Wishes. The City of Newburyport wishes the entire Class of 2019 its best as its students move onto their next endeavors and pursuits. Know that an entire City is behind you and proud of you.

Councillor Sharif I. Zeid

Councillor Joseph H. Devlin

COMMITTEE ITEMS

April 29, 2019

Committee Items Budget & Finance

- TRAN045_04_08_19 Pd Prk Fund \$99.5K to Prk Clk/Admin \$5K, Prk PT Enforcement Officers \$64K, Prk Supplies \$2.5K, Prk Ticket/Permit Exp \$28K
- TRAN046_04_08_19 Health Insurance \$2,160 to LCM Clerical \$2,160.
- TRAN047_04_08_19 Gen Fund - Free Cash \$6K to Spec Needs Parks Equip \$6K
- TRAN048_04_08_19 Mult Accts \$1,668,067.29 to Mult Accts \$1,668,067.29

Bart



City of Newburyport

FY 2019

BUDGET TRANSFER REQUEST

Department: Parking
 Submitted by: Richard B. Jones, Parking Clerk Date Submitted: 4/8/2019

Transfer From:

Account Name	<u>Paid Parking Fund</u>	YTD Bal:	<u>\$ 1,113,376.95</u>
Account Number:	<u>2739-59600</u>	Category:	<u>\$ -</u>
Amount:	<u>\$99,500.00</u>	Trans I/O:	<u>\$ (160,000.00)</u>

Why are Funds Available: This fund is a receipts reserved for appropriation account. Funding sources include parking fees, violations and parking permits. Current year transfers out included \$30,000 for a parking vehicle and \$130,000 for new parking kiosks. YTD balance reflects FY20 budgeted expenditures for the parking program and parking-related debt service.

Transfer To:

Account Name	<u>PKG Clerk/Admin</u>	YTD Bal:	<u>\$ 6,505.63</u>
Account Number:	<u>01293001-51100</u>	Category:	<u>\$ 6,994.12</u>
Amount:	<u>\$5,000.00</u>	Trans I/O:	<u>\$ -</u>

Why are Funds Needed: Estimates were used to build the FY20 budget; the first year of operating the parking program outside of the former revolving fund. A transfer is needed to capture additional expenses to administer the paid parking program through fiscal year-end.

Transfer To:

Account Name	<u>PKG Part-Time Enforcement Officers</u>	YTD Bal:	<u>\$ 770.86</u>
Account Number:	<u>01293001-51166</u>	Category:	<u>\$ 6,994.12</u>
Amount:	<u>\$64,000.00</u>	Trans I/O:	<u>\$ -</u>

Why are Funds Needed: Estimates were used to build the FY20 budget; the first year of operating the parking program outside of the former revolving fund. A transfer is needed to fund the parking enforcement officers through fiscal year-end. Additional enforcement hours, along with an hourly differential, were approved after the passage of the FY20 budget.

Transfer To:

Account Name	<u>PKG Office Supplies</u>	YTD Bal:	<u>\$ (23.41)</u>
Account Number:	<u>01293004-54200</u>	Category:	<u>\$ 2,585.18</u>
Amount:	<u>\$2,500.00</u>	Trans I/O:	<u>\$ -</u>

Why are Funds Needed: The FY20 budget included an initial estimate for office supplies. Given the relocation to the Parking Garage, additional funding is needed to help outfit the new office.

Transfer To:

Account Name	<u>PKG Ticket & Permit Expense</u>	YTD Bal:	<u>\$ (1,128.94)</u>
Account Number:	<u>01293004-55800</u>	Category:	<u>\$ 2,585.18</u>
Amount:	<u>\$28,000.00</u>	Trans I/O:	<u>\$ -</u>

Why are Funds Needed: The FY20 budget included an initial estimate for ticket and permit expense. This amount is directly correlated with the volume of tickets and permits issued. This line item is currently in a deficit and additional funding is needed to fund operations through June 30, 2019. When the FY20 budget was built, the additional cost for permitting software through Passport was not factored into the budget.

Donna D. Holaday, Mayor
 Ethan R. Manning, Auditor

Donna D. Holaday
Ethan R. Manning

Date: 4/2/19
 Date: 4/2/19



City of Newburyport

FY 2019

BUDGET TRANSFER REQUEST

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

BTF

2019 APR -2 PH 2:09

Department: Mayor's Office
Submitted by: Donna D. Holaday, Mayor **Date Submitted:** 4/8/2019

Transfer From:

Account Name	<u>Health Insurance</u>	YTD Bal:	<u>\$ 2,485,405.23</u>
Account Number:	<u>01914001-51700</u>	Category	<u>\$ 2,602,282.67</u>
Amount:	<u>\$2,160.00</u>	Trans I/O:	<u>\$ (30,500.00)</u>
Why are Funds Available:	<u>A surplus is anticipated in the health insurance line item at year-end.</u>		

Transfer To:

Account Name	<u>LCM Clerical</u>	YTD Bal:	<u>\$ 340.00</u>
Account Number:	<u>01165001-51164</u>	Category	<u>\$ 340.00</u>
Amount:	<u>\$2,160.00</u>	Trans I/O:	<u>\$ -</u>
Why are Funds Needed:	<u>A deficit is anticipated by year-end due to the increased activity before the Licensing Commission.</u>		

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

Date: 4/2/19
 Date: 4/2/19



City of Newburyport

FY 2019

BUDGET TRANSFER REQUEST

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

BST

APR -2 PM 2:09

Department: Mayor's Office
Submitted by: Donna D. Holaday, Mayor **Date Submitted:** 4/8/2019

Transfer From:

Account Name	<u>General Fund - Free Cash</u>	YTD Bal:	<u>\$ 1,943,364.00</u>
Account Number:	<u>01-35910</u>	Trans In:	<u>\$ -</u>
Amount:	<u>\$6,000.00</u>	Trans Out:	<u>\$ (202,350.00)</u>
Why are Funds Available:	<u>The Massachusetts Department of Revenue certified Free Cash for FY2019 at \$2,145,714. These funds are available for any legal expenditure with the approval of the Mayor and a vote of the City Council.</u>		

Transfer To:

Account Name	<u>Special Needs Parks Equipment</u>	YTD Bal:	<u>\$ -</u>
Account Number:	<u>20030011-49700</u>	Trans In:	<u>\$ -</u>
Amount:	<u>\$6,000.00</u>	Trans Out:	<u>\$ -</u>
Why are Funds Needed:	<u>To fund special needs parks equipment. See attached memo.</u>		

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

Donna D. Holaday
Ethan R. Manning

Date: 4/2/19
 Date: 4/2/19



**Newburyport
Parks**

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

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

From: Lisé Reid, Parks Director

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

Date: April 2, 2019

Re: Parks Department FY19 Supplemental Funding Request

I am writing to respectfully request that the City Council approve a transfer request to fund the following accessible swing purchase:

Newburyport parents of children with disabilities raised \$3,300 over the last year or so in an effort to fund swings designed for use by children with disabilities. The Commission on Disabilities matched that donation allowing us to order one swing for each of seven playgrounds (Ayers Playground, Bartlet Mall, Cashman Park, Jason Sawyer Playground, Moseley Woods, Perkins Park, and Woodman Park). We ordered seven swings designed for the 5-to-12-year-old age group, which will be installed in the next few weeks.

We have since learned by talking with parents how important it is to also have the 2-to-5-year-old accessible swings because, while children in that age range may have grown to a point where getting them in and out of the standard, fully-enclosed bucket seat is close to impossible, because of their handicap they are still not physically mature enough to use the 5-to-12-year-old swings. Therefore, we would like to order seven more accessible swings to accommodate the 2-to-5-year-old user, for a total cost of \$6,000. Below is a chart summarizing the status of playground swings.

Location	Total swings	Standard 5-12 yrs Existing	Standard 2-5 yrs Existing	Accessible 5-12 yrs Existing	Accessible 2-5 yrs To Purchase
Atkinson, Lower	2	2	0	To be addressed during playground replacement	
Cashman Park	8	4	4	1	1
Perkins Park	8	4	4	1	1
Ayers Playground	4	2	2	1	1
Bartlet Mall	4	2	2	1	1
Jason Sawyer Playground	4	2	2	1	1
Moseley Woods	6	4	2	1	1
Woodman Park	4	2	2	1	1
TOTALS	40	22	18	7	7



City of Newburyport

FY 2019

BUDGET TRANSFER REQUEST

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

APR 12 2019 2:10

Department: Mayor's Office
Submitted by: Donna D. Holaday, Mayor **Date Submitted:** 4/8/2019

Transfer From:

Account Name	<u>Multiple Accounts (see attached)</u>	YTD Bal:	<u>\$ -</u>
Account Number:	<u>See attached</u>	Trans In:	<u>\$ -</u>
Amount:	<u>\$1,668,067.29</u>	Trans Out:	<u>\$ -</u>
Why are Funds Available:	<u>See attached.</u>		

Transfer To:

Account Name	<u>Multiple Accounts (see attached)</u>	YTD Bal:	<u>\$ -</u>
Account Number:	<u>See attached</u>	Category:	<u>\$ -</u>
Amount:	<u>\$1,668,067.29</u>	Trans I/O:	<u>\$ -</u>
Why are Funds Required:	<u>See attached.</u>		

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

Donna D. Holaday
Eth R. Manning

Date: 4/2/19
 Date: 4/2/19

**Transfer Requests to Fund . . . 2019 Capital and Reserves
April 8, 2019**

Transfer From:

Transfer To:

<u>Account Name</u>	<u>Account Number</u>	<u>Amount</u>	<u>Account Name</u>	<u>Account Number</u>	<u>Amount</u>
General Fund - Free Cash (Balance: \$1,943,364.00)	01-35910	\$930,354.00	Election Equipment (CC001)		\$47,300.00
			Purchase 3/4 Gas Pick-up Truck with Plow (HW007)		\$40,000.00
			Two (2) Mack Dump Trucks with Plowing Equipment (HW004)		\$125,826.00
			Purchase of Tree Truck / Bucket Truck (HW011)		\$200,000.00
			OPEB Trust Fund		\$60,000.00
			Compensated Absences Fund		\$100,000.00
			Stabilization Trust Fund		\$150,000.00
			Appraisal Software Update (IT002)		\$20,000.00
			IT Hardware (IT001)		\$35,000.00
			Nock-Molin-Loading Dock Renovation (SC009)		\$15,000.00
			NHS-Pettingell Park Infield Renovation (SC017)		\$15,000.00
			Nock Molin-Walkway/Sidewalk Repairs and Repaving (SC010)		\$15,000.00
			Nock Molin-Gym Floor Refinish (SC006)		\$16,880.00
			Tractor (SC004)		\$25,348.00
			Newburyport Youth Services (PL007)		\$65,000.00
Nock/Molin Elevator Controls Project	3707-59600	\$28,657.00	Tractor (SC004)		\$28,657.00
Sewer Retained Earnings (Balance: \$903,543.00)	61-35920	\$98,056.29	One (1) Mack Dump Truck with Basic Body (SW005)		\$48,056.29
			Bobcat Loader (SW004)		\$50,000.00
Water Retained Earnings (Balance \$1,175,581.00)	60-35920	\$360,000.00	Lower Artichoke Reservoir Dam Improvement (WA004)		\$50,000.00
			Public Water Supply Protection (WA005)		\$50,000.00
			Water Supply - Quality Improvements (WA006)		\$50,000.00
			New Crane Truck (SW003)		\$85,000.00
			Water Main Replacement (WA001)		\$125,000.00
RRFA Inflow/Infiltration Fees (Balance: \$489,885.01)	2723-59600	\$100,000.00	CCTV and Cleaning Sewer Downtown (SW002)		\$100,000.00
Hale St/Graf Rd Force Main Project (Balance: \$463,050.91)	4102-59600	\$151,000.00	Aeration System Upgrade (SW007)		\$71,000.00
			Headworks Concrete Wall & Ceiling Rehab (SW008)		\$80,000.00
Total		\$1,668,067.29	Total		\$1,668,067.29



CITY OF NEWBURYPORT
OFFICE OF THE MAYOR
DONNA D. HOLADAY

60 PLEASANT STREET • P.O. BOX 550
NEWBURYPORT, MA 01950
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WWW.CITYOFNEWBURYPORT.COM

To: President and Members of the City Council
From: Donna D. Holaday, Mayor
Date: April 8, 2019
Subject: FY20 Capital & Reserve Funding Requests

I am pleased to submit a FY2020 funding request to you that addresses the city's highest priority capital needs and makes important allocations into the city's major reserve funds. Now that we are past the winter months, the City is now in a position to definitively ascertain what our current financial capacity is to fund this year's Capital Improvement Program. Over the past several months, I have worked with Department Heads and our Finance Team to identify priority funding needs that I am recommending for appropriation.

Based on their feedback and consistent with the FY20-24 CIP, I am requesting appropriations for the attached listing of projects and accounts totaling \$1,668,067. This year's funding request designates \$1,358,067 for capital investments and another \$310,000 for the city's reserve accounts. Below is a summary of the funding sources, broken down in greater detail with the enclosed transfer request:

Account Name	Amount
General Fund - Free Cash	\$930,354
Water Fund Retained Earnings	\$360,000
Closed-Out Capital Project Balances	\$179,657
Inflow/Infiltration Sewer Fund	\$100,000
Sewer Fund Retained Earnings	\$98,056
Total	\$1,668,067

The bulk of this transfer request is funded by a free cash appropriation of \$930,354, leaving a balance of \$1,013,010. A portion of that remaining balance will be used to fund the FY19 snow and ice deficit and miscellaneous smaller one-time expenditures that arise between now and year-end. In accordance with City Financial Policies, we must maintain a minimum free cash balance equal to 1% of the tax levy or \$571,529.

The second largest funding component is Water and Sewer Fund retained earnings. After this request, there will remain a balance of \$815,581 and \$805,487 in the water and sewer funds, respectively. We

expect that a portion of those balances will be used to help defray some of the rate increase required for FY20.

On the following pages is a summary of this year's capital funding request addressing 22 projects in the capital improvement program. In addition, 2 projects were previously submitted, due to timing, for the High School exterior woodwork (cupola) project and the slope mower purchase. After this, there will remain three other projects to potentially be funded by a loan order and/or free cash request for FY20; including the two ambulances, design/engineering for Fire Station #2, and the surveillance camera integration project, which may be phased in or combined with the dispatch center renovation appearing in the CIP for FY21.

On April 1, 2019, the School Committee voted unanimously to support the school-related capital projects. Overall, I feel that this FY20 funding request keeps us right on track with the FY20-24 CIP. I look forward to discussing these important needs in further detail when this request has been referred to the Budget and Finance Committee for their review.

Thank you for your consideration.

Department	Need	Amount	Rationale
City Clerk	Election Equipment (CC001)	\$47,300	8 Image Cast Tabulators and tabulator for central use; will require another vote of the City Council at least 60 days before the election when this new equipment will be used per MGL Ch. 54 Sec. 34.
DPS - Highway	Purchase 3/4 Gas Pick-up Truck with Plow (HW007)	\$40,000	This F150 4x4 pickup truck will replace a 2001 Ford F150 pickup truck (#14) assigned to Facilities Division which has exceeded its life expectancy.
DPS - Highway	Two (2) Mack Dump Trucks with Plowing Equipment (HW004)	\$125,826	Purchase of two 2019 Mack Dump Trucks w/ Snow Plow Equipment. Replaces 1999 and 1969 dump trucks that need to be taken out of service. These are front line trucks used to haul materials to/from job sites and for snow plowing. Second payment of three (lease to purchase).
DPS - Highway	Purchase of Tree Truck / Bucket Truck (HW011)	\$200,000	The current Tree Truck is a 1999 international that requires extensive repairs and certifications cost each year due to its age. Until replaced, annual repairs are needed in order meet MassDOT certification requirements.
Finance	OPEB	\$60,000	An annual appropriation to the OPEB Reserve Fund is recommended as financial best practice and closely monitored by financial rating agencies. Current balance is \$625,453.
Finance	Compensated Absences Fund	\$100,000	To fund anticipated retirements for FY20.
Finance	Stabilization Trust Fund	\$150,000	Infusing our Stabilization Trust Fund with free cash will bring us in line with our financial policy target of maintaining 5% of the General Fund budget. \$150K = 4.95%.
Information Technology	Appraisal Software Update (IT002)	\$20,000	Update of the City's appraisal software.
Information Technology	IT Hardware (IT001)	\$35,000	2020 (30) Computers to be replaced + 2 multifunction psf
Schools	Nock-Molin-Loading Dock Renovation (SC009)	\$15,000	The dock plate and bumpers are original to the construction of the school from 1972. The bumpers are worn and there are numerous holes in the surface of the dock plate creating a safety hazard to anyone loading or unloading trucks, or bringing trash or recycling to the dumpsters. This is a safety issue that affects truck drivers, custodial and maintenance staff, teachers and students who regularly bring recycling out to the recycling dumpster.

Department	Need	Amount	Rationale
Schools	NHS-Pettingell Park Infield Renovation (SC017)	\$15,000	This project would add infield mix materials to raise the infield level with the grass to improve safety, playability and drainage.
Schools	Nock Molin-Walkway/Sidewalk Repairs and Repaving (SC010)	\$15,000	The walkways, including the fire road around the back of the school are in poor condition in some areas. The next phase of this project would finish the final section of fire road in the area of the skate park. Following that on the list would be the sidewalk coming from Johnson Street onto the school property.
Schools	Nock Molin-Gym Floor Refinish (SC006)	\$16,880	The gym floor is worn and dull. Finish is peeling up in many areas and the floor is now beyond needing just an annual screening and recoat. This project would sand the floor back to bare wood, repaint all lines and refinish with a 4-coat system of an oil based urethane.
Schools	Tractor (SC004)	\$54,005	John Deere 4066R Compact Utility Tractor with cab, loader, and snow pushers for both asphalt and turf. this piece of equipment would have numerous applications for athletic field and general grounds maintenance including aerating, seeding and moving materials such as mulch, soil and other bulk materials. In the winter it would be used to assist in the snow removal efforts, further reducing our dependency on the DPS. It would also have the capability to clear snow off the turf field in the stadium to allow for earlier use of the field in the spring.
Youth Services	Newburyport Youth Services (PL007)	\$65,000	Funding for feasibility study, phase 1 site assessment, survey and ANR plan and wetlands delineation at 57 Low Street for new Youth Services location.
DPS - Sewer	One (1) Mack Dump Truck with Basic Body (SW005)	\$48,056	Purchase of one 2019 Mack Dump Truck. Equipment is used to haul sludge from the Wastewater Treatment Facility. This will replace an existing piece of equipment from 2004. The current vehicle has exceeded its normal life due to the environment and the material being transported. Second payment of three (lease to purchase).
DPS - Sewer	Bobcat Loader (SW004)	\$50,000	The New Bobcat would replace aging 1996 Bobcat.

Department	Need	Amount	Rationale
DPS - Water	Lower Artichoke Reservoir Dam Improvement (WA004)	\$50,000	Repairs are necessary due to recent spalling of concrete at the top of the dam allowing water to pass through. In addition, the Mother's Day Storm of 2006 caused the Merrimack River to reach the top of the reservoir's dam and almost contaminated our public water supply with pollutants and saltwater. Improvements to the dam are needed to protect our water supply.
DPS - Water	Public Water Supply Protection (WA005)	\$50,000	Work with West Newbury and Newburyport Engineering to update existing protection plan; review contributing tributaries and develop long term goals and plans. Protect our water supply as recommended by the Newburyport Reservoir Water Quality Study dated February 2016 and our January 2005 Artichoke Watershed Protection Plan. Purchase properties abutting our public water supplies to ensure that the supplies' watersheds are not developed and remain in their natural state. This will prevent contaminants from developments from entering our water supplies. \$50k to update our January 2005 Artichoke Watershed Protection Plan. Land purchase costs TBD.
DPS - Water	Water Supply - Quality Improvements (WA006)	\$50,000	The current reservoir systems are relatively shallow as confirmed by the recent bathymetric study. Shallow types of reservoir systems present operational challenges in producing the best finish water possible without taste and odor issues. Provide water quality improvements to all three of our reservoirs, as recommended in the Newburyport Reservoir Water Quality Study (February 2016). Baseline sampling and testing of the raw water sources would allow the water division to evaluate options for improving water quality while performing additional studies and water tests as recommended in the Study. The results of these studies will likely require future capital improvement project(s).
DPS - Sewer	New Crane Truck (SW003)	\$85,000	The current 2008 Crane truck is used daily to pull pumps and other mechanical equipment when needed. The current truck has reached its life expectancy. Crane needs replacement due to wear.

Department	Need	Amount	Rationale
DPS - Water	Water Main Replacement (WA001)	\$125,000	The Water Division continues with its goal of making improvements to the aging water distribution infrastructure. In order to achieve this goal, the Division has developed a schedule of planned distribution replacements. In an effort to minimize the effect on the annual operating budget, funds are designated each year into capital Water Main Replacement fund
DPS - Sewer	CCTV and Cleaning Sewer Downtown (SW002)	\$100,000	An evaluation was performed and a report was generated on December 8, 2015 regarding the condition of the downtown sewer. The report found one major issue in three different locations. The issue is called bottlenecking. For example, a 42" diameter pipe that reduces into a 38" pipe and then back to 42" pipe, creating a bottleneck. CCTV work will inspect the condition of the existing pipe. The area of proposed work is the Route 1 bridge to the WWTF. I/I funds can be used for this work.
DPS - Sewer	Aeration System Upgrade (SW007)	\$71,000	Continuation of aeration upgrades started in 2010. Project will provide slide gates on influent structures for needed control of biomass concentration within tanks. In addition, the addition of automated air valve actuators, power and control wiring, and modification of aeration control algorithm will provide for proper Dissolved Oxygen concentration control. Transfer of surplus bond proceeds from Hale Force Main Project.
DPS - Sewer	Headworks Concrete Wall & Ceiling Rehab (SW008)	\$80,000	This project will entail cleaning, repair and rehabilitation of concrete surfaces. Surfaces will be coated with corrosive-resistant products. This will help protect the concrete structure without this work the walls will continue to decay and potential compromise the structural steel resulting in major renovation/rebuild of the structure. Transfer of surplus bond proceeds from Hale Force Main Project.
Total		\$1,668,067	

April 29, 2019
Committee Items-License & Permits

APPT093_04_08_19 Bruce Bergwall License Comm

L&P



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

2019 APR -2 AM 11:06

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: April 2, 2019
Subject: Appointment

I hereby appoint, subject to your approval, the following named individual as a member of the License Commission. This term will expire on May 1, 2025

Bruce Bergwall
32B Bromfield Street
Newburyport, MA 01950

March 21, 2019

Honorable Mayor Holaday
Office of the Mayor
Newburyport City Hall
60 Pleasant Street
Newburyport, MA 01950

Bruce Bergwall
32B Bromfield Street
Newburyport, MA 01950

Dear Mayor Holaday:

I'm writing to let you know of my fervent desire to join the Newburyport Licensing Commission. I had the opportunity to see the Commission in action earlier this month, and I'd be honored to serve our community in supporting their mission. I believe my experience and good judgment along with the ability to work collaboratively are skills that will complement those of Craig, Betty, Greg, and Ted.

Please find attached a copy of resume and I hope you look favorably on my appointment.

Thank you in advance for your time and consideration.

Warmest regards -

A handwritten signature in black ink, appearing to read 'Bruce Bergwall', written over the typed name.

Bruce Bergwall

Bruce Bergwall

32B Bromfield Street, Newburyport, MA 01950 (518) 265-6882 bbergwall@gmail.com

Summary:

Bruce is an award-winning, business & corporate development executive with a deep understanding of strategy, video-based training and growing a business. He is a seasoned pro with a record of success in helping clients deliver on their mission critical priorities. Bruce's success is rooted in his insatiable curiosity, ability to work collaboratively and desire to win. His expertise is sought out by industry leaders, associations and is a frequent speaker technology, learning and business strategy.

Record of Accomplishments:

Woz U Scottsdale, AZ February 2018 to present
Sr. Vice President of Business Development
Lead new B2B strategy to drive enrollments from F100 employers. Secured new multi-million dollar agreement with Allegis Group to provide Woz U's training to their 200,000 employees. Launched new WIB-funded "culinary boot-camp" for Aramark. Collaborated in development of new Talent Network that connects skilled employees with employers.

PEARSON, Boston, MA September 2013 to February 2018
Director, Business Development

Accelerated Pathways Team - January 2016 - February 2018
Founding member of team that co-created AP offering to drive revenues from employers. Secured new and pending opportunities including SILA, Penguin Random, Verizon, Aramark and Lumerit.

Higher Ed Markets - Private sector September 2013 - December 2015

Awarded Pearson's top-performing BD for 2015 with \$24M+ in rev. signed.

Atwood Capital Partners New York, NY Oct. 2012 - Sept '13
Member FINRA/SIPC
Managing Director

Google, Mt View, CA May 2011 - March 2013
B2B Consultant for new "Caravan" solution

Panopto, Inc. Pittsburgh, PA November 2010 to July 2012
Senior Vice President Sales, NA

CompareNetworks, Inc. South San Francisco, CA Oct 2009-Nov 2010
Vice President of Business Development

GlobalSpec, Inc. E. Greenbush, NY
Vice President of Business Development

Sept 2005-Sept 2009

Thomson. Clifton Park, NY/Ann Arbor, MI
Sr. Director, Business Development

Oct 1998 - August 2005

Bergwall Video Productions, Inc. Chadds Ford, PA
President/Founder

May 1985 - Oct 1998

Founded, grew and sold business to Thomson in October 1998 after producing over 500 educational TV programs. Pioneer in MPEG1 technology and its use.

Education:

The New School (NYU) Certificate: Television Production

University of Pennsylvania Bachelor of Arts, Economics

Articles/Interviews:

[Bruce Bergwall interview with C-Suite \(12/2018\)](#)

"Eight Great Reasons to Include Multimedia in your Instruction"
Published in Technical Education

"Merging the Impact of a TV with the Power of the PC."
Published in Media & Methods

Three things online learning can learn from online advertising

Planning & Development Committee Items

- APPT096_04_08_19 Richard Person 4 Wrights Ct Redevelopment Authority 4/10/2022

pd



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

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2019 APR -3 AM 11:58

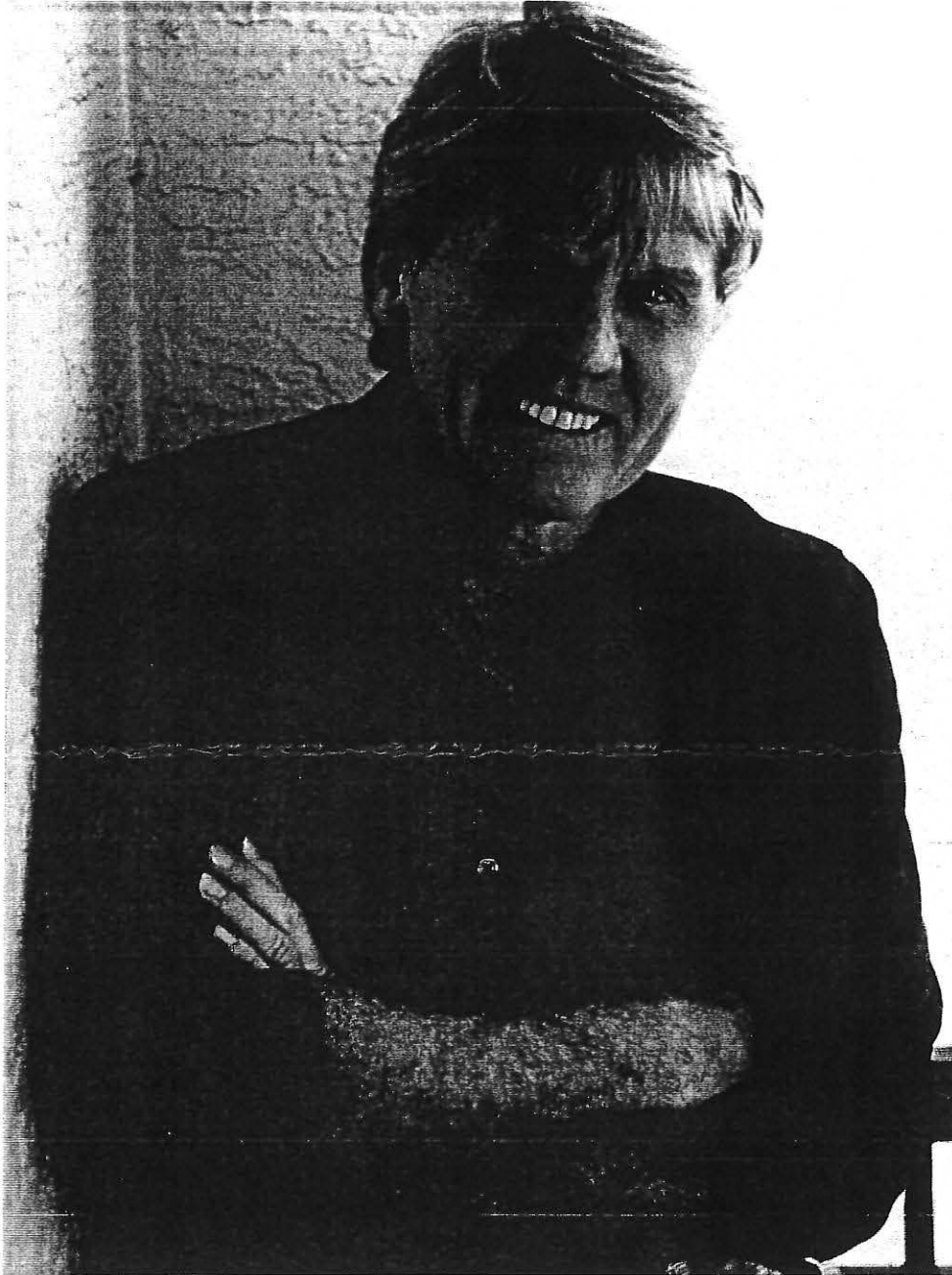
60 PLEASANT STREET - P.O. BOX 550
NEWBURYPORT, MA 01950
978-465-4413 PHONE
978-465-4402 FAX

To: President and Members of the City Council
From: Donna D. Holaday, Mayor
Date: April 3, 2019
Re: Appointment

Donna D. Holaday

I hereby appoint, subject to your approval, the following named individual as a member of the Newburyport Redevelopment Authority to fulfill the open position that was temporarily held by Robert Uhlig as a hold over. This term shall expire on April 10, 2024.

Richard Person
4 Wrights Court
Newburyport, MA 01950



RICHARD F. PERSON

4 Wrights Court
Newburyport, MA 01950
978-618-2211 ~ rich@smarthive.io

CEO and entrepreneur adept at launching companies and generating profitable growth by targeting emerging, unexploited markets and new business opportunities.

An accomplished CEO and entrepreneur, Richard Person has a keen ability to identify new opportunities in unexploited markets. He has built three global software companies from the ground up and swiftly made them into multimillion-dollar success stories. Engaging his diverse array of skills in brand development, marketing, strategic planning, technology, and customer intelligence, Richard has excelled in conceptualizing, developing, and executing initiatives that have propelled companies into profitable, globally-recognized organizations. In addition to his executive acumen, Richard is a visionary thinker known for his expertise in complex data analytics, information management, and security solutions. He holds two patents pertaining to IP security, has built software solutions that attracted government security agencies and Fortune 1,000 companies worldwide, and has served as an advisor on a Hollywood motion picture and several spy novels.

Companies and organizations of all types are searching for new ways to better understand how business strategy, customer intelligence, and security intersect. Mr. Person seized the opportunity to leverage his knowledge and skills in fulfilling this market niche.

Mr. Person has most recently served as CEO of VakPad, an advanced, Quantum-proof encryption solution based in Silicon Valley, and as Strategic Advisor to Smart Hive, a real time threat intelligence sharing solution using anonymized data from like-minded organizations within networks or "Hives" and as Founder and Partner of Bletchley Park Partners, a cyber security consulting practice.

Mr. Person also served as Senior Advisor to a Guggenheim Partner funded company Threat Pattern managing a team of former CIA Intelligence officers and analysts developing intelligence and counter intelligence strategies to protect business assets.

Mr. Person founded DNS Enterprise in 2006. As CEO and majority shareholder, he devised software solutions that attracted the attention of 80% of the Fortune 1,000 as well as major government security organizations worldwide. He developed DNS Enterprise into one of the world's most trusted brands for comprehensive forensic analysis and troubleshooting of name and email servers with more than 35,000 customers in virtually every country. Among them: the FBI, CIA, NSA, INTERPOL, the World Health Organization, the Department of Defense, U.S. military branches, Microsoft, Google, AT&T, Verizon, and the World Bank. In 2010 DNS Enterprise was acquired by Solar Winds, a Bain and Insight Ventures backed company.

From 2001-2005 Mr. Person served as Chairman and CEO of Poindexter Systems (now Xplusone). Mr. Person helped to make it one of the world's leading providers of digital media optimization solutions. Xplusone was acquired by Rocket Fuel in 2011.

Mr. Person demonstrated his resourcefulness and diversity of talent by establishing and substantially growing world-class capabilities in design, direct marketing, analytic consulting, and digital design while serving as Executive Vice President and Managing Partner of Mullen Advertising & Marketing and Hill, Holiday. His efforts laid the groundwork for the future success of these companies resulting in the acquisition of both Mullen and Hill, Holiday by Interpublic Group in 1999.

At Ingalls, Quinn & Johnson, Richard spearheaded marketing and advertising campaigns for Converse, the Boston Globe, and Sprint as Executive Vice President and Creative Director. Prior to that he served as Executive Vice President of The RTC Group, where he expanded the firm's marketing and communications capabilities and diversified the firm's client base. Richard's earlier career involved providing advanced data analytics and targeted marketing campaigns for high-profile clients as a senior-level executive for companies that included Epsilon, Cabot Advertising, and Bronner, Slosberg, Humphrey.

Mr Person holds a Bachelor of Arts in Political Science from Northeastern University.

Committee Items-Public Safety April 29, 2019

- COMM128_03_25_19 Open Streets 2019-Newburyport Parks Dept.- 06/23/2019
- COMM129_03_25_19 Annual 8th Annual Pan Mass Challenge Kids Ride-06/09/2019
- COMM130_03_25_19 Cultural Survival Bazaar- 07/20-21/2019
- COMM131_03_25_19 Alzheimer's Association Ride to End Alzheimer's 06/23/2019
- COMM133_03_25_19 9th Annual GNOCA 5k Run/Walk 09/22/2019
- COMM136_04_08_19 Yankee Homecoming 2019-7/26-8/4 (PS)
- COMM137_04_08_19 IPA 5K- 5/19/2019,7/14/2019,9/8/2019 (PS)
- COMM138_04_08_19 Newburyport Lions Club YHC Road Race- 7/30/2019 (PS)
- COMM140_04_08_19 Sip, Shop, SupPORT- 5/10/2019 (PS)
- COMM141_04_08_19 Dr. Sam A. Merabi Resume as requested (PS)
- APPT090_03_11_19 Dr. Sam A. Merabi 7 Brown Sq Board of Health 4/1/2022

NEWBURYPORT SPECIAL EVENT APPLICATION

RECEIVED OFFICE NEWBURYPORT, MA

05

Tel.

Fax.

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

2019 MAR -7 AM 10:55

NAME OF EVENT: Open Streets 2019

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

Rain Date: na Time: from _____ to _____

2. Location: See attached map

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

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

Contact Person

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

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

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

5. Number of Attendees Expected: 500

6. MA Tax Number: 04-6001403

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

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

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

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

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

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

Performers _____ Dancing _____ Amplified Sound _____ Stage _____

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

Other Youth Services activities; Coastal Trails Coalition booth Total # _____

Name of Carnival Operator: Emma Andrew Library

Address: _____

Telephone: _____

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

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

If yes:

- a) How many trash receptacles will you be providing? TBD/ 1 for each food site
- b) How many recycling receptacles will you be providing? 1 for each trash can
- c) Will you be contracting for disposal of: **Trash** Yes ___ No X **Recycling** Yes ___ No X
- i. If yes, size of dumpster(s): **Trash** _____ **Recycling** _____
- ii. Name of disposal company: **Trash** _____ **Recycling** _____
- iii. If no, will you remove trash & recycling with organizers' cars or trucks? Yes X No _____
- iv. If no, where will the trash & recycling be disposed? City trash and recycling center

If no:

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

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

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

0 Standard # 0 ADA accessible

Name of company providing the portable toilets: _____

FOR PARADE, ROAD RACE AND WALKATHON EVENTS ONLY

PARADE _____ ROAD RACE _____ WALKATHON _____
MULTIDISCIPLINED EVENT X

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

Parks Department

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

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

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

4. Date of Event: 6/23/2019 Expected Number of Participants: 500

5. Start Time: 1 p.m. Expected End Time: 4 p.m.

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

Atwood Park along Purchase Street to Perkins Park

7. Locations of Water Stops (if any):

8. Will Detours for Motor Vehicles Be Required? YES If so, where? See map

9. Formation Location & Time for Participants:

10. Dismissal Location & Time for Participants:

11. Additional Parade Information:

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

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

X CITY MARSHAL [Signature] 4 Green St. X FIRE CHIEF [Signature] 3/6/19 0 Greenleaf St.
DEPUTY DIRECTOR [Signature] 16A Perry Way X CITY CLERK [Signature] 60 Pleasant St.

DEPARTMENT APPROVAL (for Committee Member use only):

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

Approval
Required

Date: _____ Signature _____

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

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

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

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

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

(c) *Definitions.*

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

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

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

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

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

(d) *Limitations.*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(e) *Enforcement.*

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

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

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

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

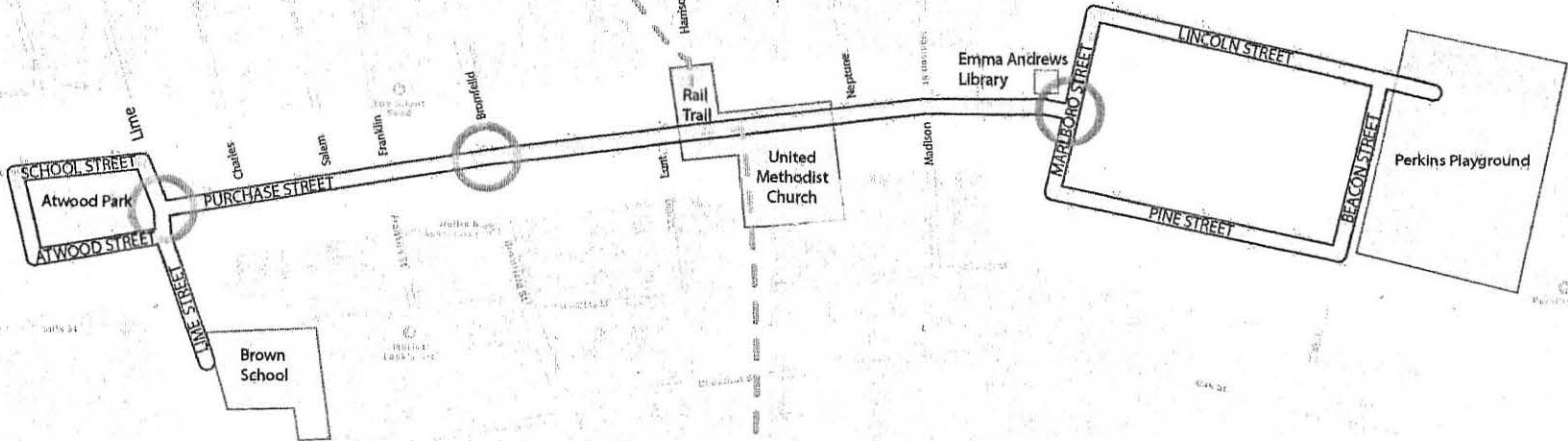
(5) *Failure to notify.* If the event fails to notify residents and provide documentation to the city clerk, pursuant to subsection (d)(5) above, shall render that organization ineligible to receive an event permit for a period of twelve (12) months unless special leave is granted by two-thirds supervote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

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

Signed: _____

Date: 2/14/2019

WATER STREET



Sunday June 23rd, 2019

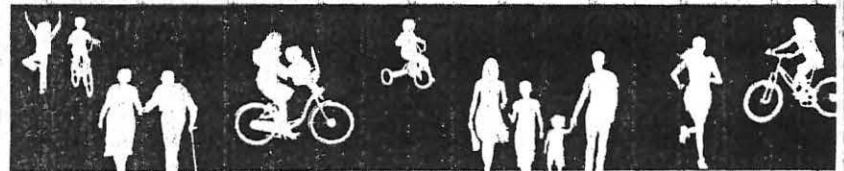
CLOSED STREETS

Activity Nodes

Rail Trail

Police Details

OPEN STREETS



NEWBURYPORT

HIGH STREET

NEWBURYPORT SPECIAL EVENT APPLICATION

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

Tel.

Fax.

(For Parades, Road Races and Walkathons Only - Please complete page 3 of this application) 2:10

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

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

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

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

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

Contact Person

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

E-Mail: Kelly.mahon@comcast.net Cell Phone: -

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

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

6. MA Tax Number: -

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

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

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

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

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

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

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

Name of Carnival Operator: -

Address: -

Telephone: -

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

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

2019 MAR -7 2:10
CITY CLERK'S OFFICE
NEWBURYPORT, MA

If yes:

- a) How many trash receptacles will you be providing? 6+
- b) How many recycling receptacles will you be providing? 2
- c) Will you be contracting for disposal of: Trash Yes No Recycling Yes No
- i. If yes, size of dumpster(s): Trash _____ Recycling _____
- ii. Name of disposal company: Trash _____ Recycling _____
- iii. If no, will you remove trash & recycling with organizers' cars or trucks? Yes No
- iv. If no, where will the trash & recycling be disposed? _____

If no:

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

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

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

1 Standard # 1 ADA accessible

Name of company providing the portable toilets: United Site Services

If yes:

- a) How many trash receptacles will you be providing? 64
- b) How many recycling receptacles will you be providing? 2
- c) Will you be contracting for disposal of: Trash Yes _____ No Recycling Yes _____ No
- i. If yes, size of dumpster(s): Trash _____ Recycling _____
- ii. Name of disposal company: Trash _____ Recycling _____
- iii. If no, will you remove trash & recycling with organizers' cars or trucks? Yes No _____
- iv. If no, where will the trash & recycling be disposed? _____

If no:

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

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

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

1 Standard # 1 ADA accessible

Name of company providing the portable toilets: United Site Services

FOR PARADE, ROAD RACE AND WALKATHON EVENTS ONLY

PARADE _____

ROAD RACE _____

WALKATHON _____

1. Name of the Group or Person Sponsoring the Road Race, Parade, Walkathon: PMC - Pan Mass Challenge Kids Ride

2. Name, Address & Daytime Phone Number of Organizer: Kelly Mahon
36 Beacon Avenue, Newburyport MA 01950
(0317) 793-5776

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

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

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

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

7. Locations of Water Stops (if any): Cashman Park

8. Will Detours for Motor Vehicles Be Required? yes If so, where? Washington St. crossing

9. Formation Location & Time for Participants: 9:00 - registration begins

10. Dismissal Location & Time for Participants: 12:00 pm festivities end

11. Additional Parade Information:
- Number of Floats: 0
 - Locations of Viewing Stations: 0
 - Are Weapons Being Carried: Yes _____ No
 - Are Marshalls Being Assigned to Keep Parade Moving: Yes _____ No

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

CITY MARSHAL [Signature] 4 Green St. FIRE CHIEF Dep SITS 3/17/19 0 Greenleaf St.
 DEPUTY DIRECTOR [Signature] 16A Perry Way CITY CLERK [Signature] 60 Pleasant St.

DEPARTMENT APPROVAL (for Committee Member use only):

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

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

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

DEPARTMENT APPROVAL (for Committee Member use only):

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

Approval
Required

Date: _____ Signature _____

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

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

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

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

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

(c) *Definitions.*

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

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

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

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

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

(d) *Limitations.*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(e) *Enforcement.*

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

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

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

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

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

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

Signed: _____

Kelly Mahon

Date: _____

3/6/19



MBTA Train Station

River Valley Charter School

Neer Middle School

Clipper City Rail Trail

Garfield Mall and Frog Pond

Downtown

City Hall

Police Station

Cashman Park

Market Landing Park

Peter J. Matthews Boardwalk

Memmack River

Salisbury

Scale: 1 inch = 100 feet. 1:24,000. Map of Salisbury, MA, showing the MBTA Commuter Rail Trail route.





Applicant Information

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

Scheduling Information

Date of Application November 5, 2018

We request use of:

- | | |
|--|---|
| <input type="checkbox"/> Atkinson Common | <input type="checkbox"/> Inn Street |
| <input type="checkbox"/> Atwood Park | <input type="checkbox"/> Jason Sawyer Playground |
| <input type="checkbox"/> Garrison Gardens | <input type="checkbox"/> Joppa Park |
| <input type="checkbox"/> Bartlet Mall | <input type="checkbox"/> March's Hill |
| <input type="checkbox"/> Brown Square | <input type="checkbox"/> Market Square/Bullnose |
| <input checked="" type="checkbox"/> Cashman Park | <input type="checkbox"/> Moseley Woods Pavilion |
| <input checked="" type="checkbox"/> Basketball <input type="checkbox"/> Tennis <input type="checkbox"/> Ball field <input type="checkbox"/> Soccer | <input type="checkbox"/> Moulton Square |
| <input type="checkbox"/> Cherry Hill Athletic Fields | <input type="checkbox"/> Newburyport Skate Park |
| <input checked="" type="checkbox"/> Clipper City Rail Trail | <input type="checkbox"/> Patrick Tracy Square |
| <input type="checkbox"/> Cornelius Doyle Triangle | <input type="checkbox"/> Perkins Park |
| <input type="checkbox"/> Cushing Park | <input type="checkbox"/> Basketball <input type="checkbox"/> Tennis <input type="checkbox"/> Ball field |
| | <input type="checkbox"/> Woodman Park |
| | <input type="checkbox"/> Other _____ |

Dates/days requested Sunday, June 9th, 2019

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

Activity Kids Bike Ride Fundraiser Number of attendees 100-150

Authorized Applicant Signature Kelly Mahon

FOR INTERNAL USE ONLY

Approval is contingent upon approval from the following authorities:

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

ADDITIONAL COMMENTS:

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

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

For Parks Commission Use	
Date reviewed	<u>11-5-2019</u>
Approved	<input checked="" type="checkbox"/>
Rejected	<input type="checkbox"/>
Comments	
Donation received	_____



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

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



CERTIFICATE OF LIABILITY INSURANCE

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

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

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

PRODUCER MARSH USA, INC. 99 HIGH STREET BOSTON, MA 02110 Attn: Boston.Certrequest@marsh.com Fax: 212-948-4377	CONTACT NAME: _____	
	PHONE (A/C, No, Ext): _____	FAX (A/C, No): _____
E-MAIL ADDRESS: _____		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : National Casualty Company		11991
INSURED Dana-Farber Cancer Institute Attn: Melissa Chammas 450 Brookline Ave. Boston, MA 02215-5450		
INSURER B : _____		
INSURER C : _____		
INSURER D : _____		
INSURER E : _____		
INSURER F : _____		

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

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER: _____		KKO0000007778500	01/14/2019	01/01/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ _____ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ NONE PRODUCTS - COM/OP AGG \$ 1,000,000 Liquor Liability Agg \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ _____ BODILY INJURY (Per person) \$ _____ BODILY INJURY (Per accident) \$ _____ PROPERTY DAMAGE (Per accident) \$ _____ \$ _____
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ _____		KKO0000007779200	01/14/2019	01/01/2020	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$ _____
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A			PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ _____ E.L. DISEASE - EA EMPLOYEE \$ _____ E.L. DISEASE - POLICY LIMIT \$ _____

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

CERTIFICATE HOLDER

City of Newburyport
 City of Newburyport, MA - The First Republic Corporation of America, Towle
 Office Building, 260 Merrimac Street
 Newburyport, MA 1950

CANCELLATION

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

AUTHORIZED REPRESENTATIVE
 of Marsh USA Inc.

Elizabeth Stapleton

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NEWBURYPORT SPECIAL EVENT APPLICATION

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
2019 MAR 14 PM 3:21

Tel. _____ Fax. _____

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

NAME OF EVENT: Cultural Survival Bazaar

Date: July 20-21, 2018 2019 Time: from 10am to 8pm
Rain Date: n/a Time: from n/a to n/a

2. Location: Inn St. and Market Square

3. Description of Property: _____ Public Private _____

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

Contact Person
Address: 2067 Massachusetts Ave. Cambridge, MA 02140 Telephone: 617-441-5400 x 15
E-Mail: jess@cs.org, danae@cs.org Cell Phone: _____
Day of Event Contact & Phone: 845-300-7118

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

6. MA Tax Number: _____

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

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

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

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

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

B. Entertainment: (Subject to City's Noise Ordinance.) Live Music yes - as ambient music to shopping, not loud concert DJ _____ Radio/CD _____
Performers _____ Dancing _____ Amplified Sound Stage _____

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

Name of Carnival Operator: _____
Address: _____
Telephone: _____

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

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

If yes:

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

If no:

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

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

_____ Standard # _____ ADA accessible

Name of company providing the portable toilets: _____

FOR PARADE, ROAD RACE AND WALKATHON EVENTS ONLY

PARADE _____

ROAD RACE _____

WALKATHON _____

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

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

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

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

5. Start Time: _____ Expected End Time: _____

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

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

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

9. Formation Location & Time for Participants: _____

10. Dismissal Location & Time for Participants: _____

11. Additional Parade Information:

• Number of Floats: _____

• Locations of Viewing Stations: _____

• Are Weapons Being Carried: Yes _____ No _____

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

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

CITY MARSHAL  4 Green St.

FIRE CHIEF  0 Greenleaf St.

DEPUTY DIRECTOR  16A Perry Way

CITY CLERK  60 Pleasant St.

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

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

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

(c) *Definitions.*

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

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

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

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

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

(d) *Limitations.*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(e) *Enforcement.*

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

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

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

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

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

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

Signed: _____



Date: _____

1-17-19

DEPARTMENT APPROVAL (for Committee Member use only):

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

Approval
Required

Date: _____ Signature _____

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

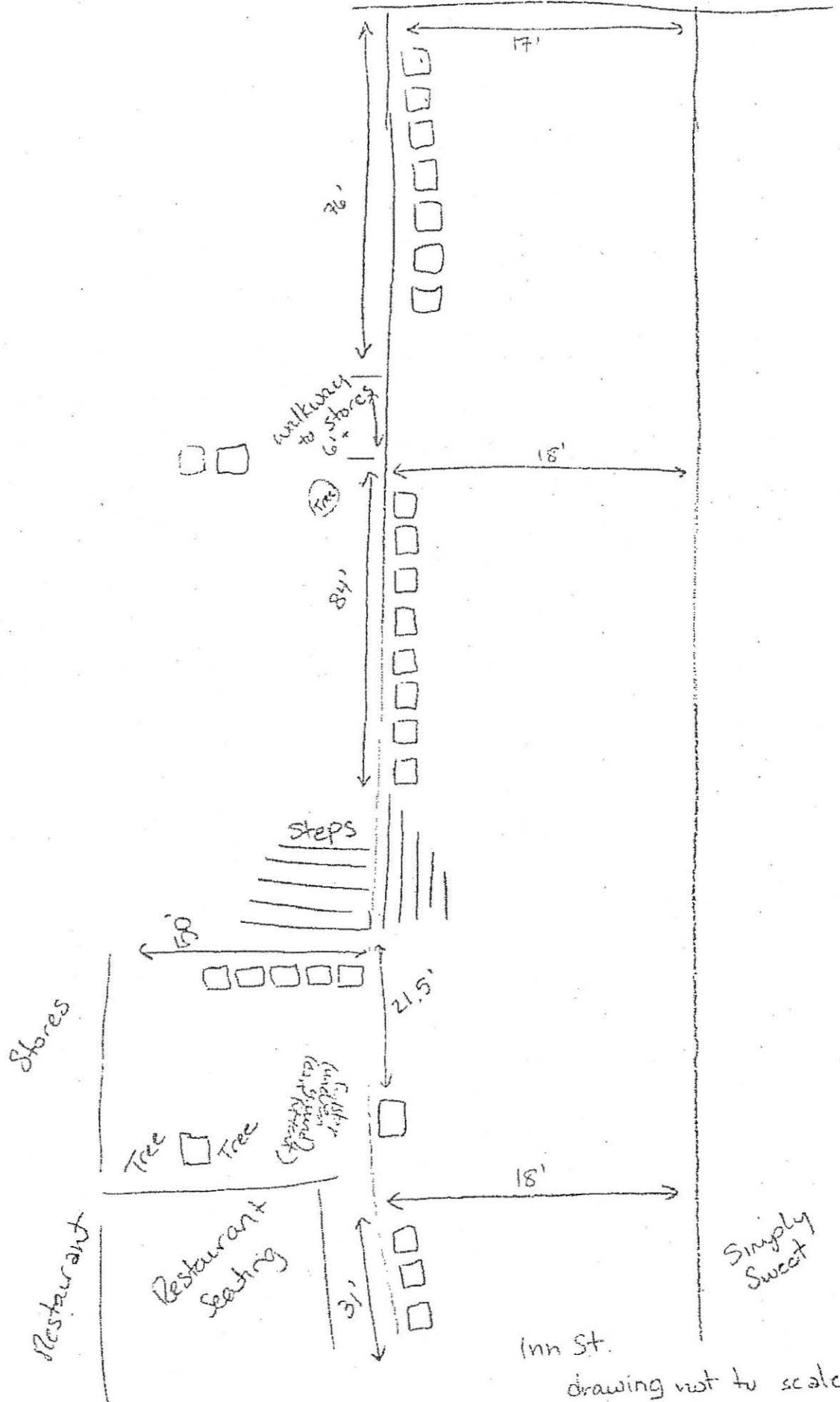
The departments listed above have their own application process.
Applicants are responsible for applying for and obtaining all required
permits & certificates from the various individual departments

Inn St. Draft Site Plan

Loretta

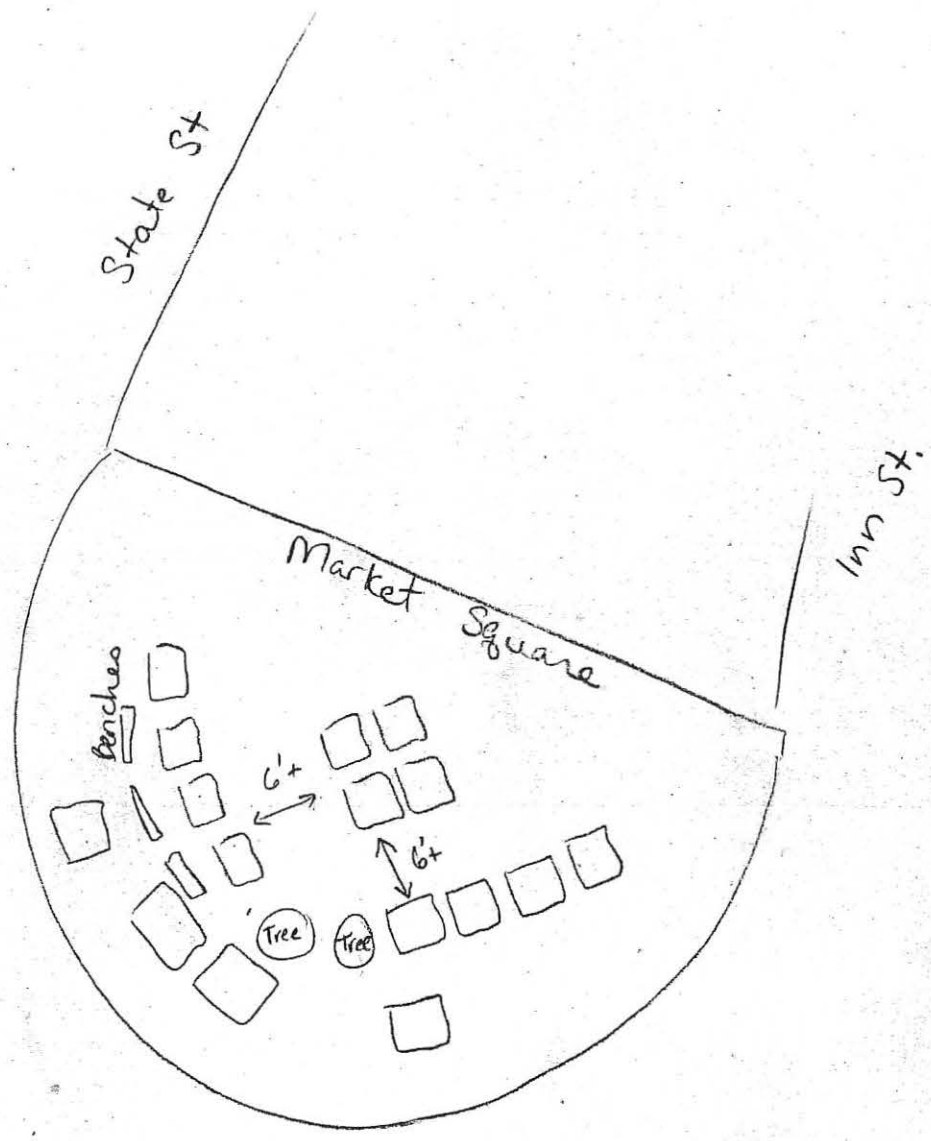
Dzechuan

State Street



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

Market Sq. draft site plan



POLICY NUMBER: PHUB624920



**PHILADELPHIA
INSURANCE COMPANIES**

A Member of the Tokio Marine Group

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

COMMERCIAL UMBRELLA LIABILITY INSURANCE POLICY DECLARATIONS

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

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

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

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

POLICY NUMBER: PHUB624920

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

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

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

POLICY NUMBER: PHUB624920

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

Lois Honegger

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

Hello Lois,

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

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

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

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

PS

FOR PARADE, ROAD RACE AND WALKATHON EVENTS ONLY

PARADE _____ ROAD RACE X (cycling) WALKATHON _____

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

Alzheimer's Association

2. Name, Address & Daytime Phone Number of Organizer: Sara Trimble 617-393-2017

309 Waverley Oaks Rd

Waltham, MA 02452

Email - strimble@alz.org

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

Same as above

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

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

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

See attached Route maps and cue sheets

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

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

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

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

11. Additional Parade Information:

• Number of Floats: N/A

• Locations of Viewing Stations: N/A

• Are Weapons Being Carried: Yes _____ No X

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

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

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

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

DEPARTMENT APPROVAL (for Committee Member use only):

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

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

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

Limitations

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

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

13-101 Enforcement

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

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

Signed: _____

Steve Trimble

Date: _____

1/19/18

FOR PARADE, ROAD RACE AND WALKATHON EVENTS ONLY

PARADE _____ ROAD RACE X (cycling) WALKATHON _____

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

Alzheimer's Association

2. Name, Address & Daytime Phone Number of Organizer: Sara Trimble 617-393-2017

309 Whiverley Oaks Rd
Waltham, MA 02452

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

Same as above

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

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

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

See attached Route maps and use
streets

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

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

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

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

11. Additional Parade Information:

• Number of Floats: N/A

• Locations of Viewing Stations: N/A

• Are Weapons Being Carried: Yes _____ No X

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

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

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

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/8/2019

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

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

PRODUCER Lamb, Little & Co 1101 Perimeter Drive Suite 500 Schaumburg IL 60173	CONTACT NAME: Sandy Crespin PHONE (A/C, No, Ext): 847-719-7877 E-MAIL ADDRESS: screspin@lamblittle.com	FAX (A/C, No): 847-398-7077													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : PHILADELPHIA IND INS CO</td> <td>18058</td> </tr> <tr> <td>INSURER B : Twin City Fire Insurance Co</td> <td>29459</td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : PHILADELPHIA IND INS CO	18058	INSURER B : Twin City Fire Insurance Co	29459	INSURER C :		INSURER D :		INSURER E :		INSURER F :
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INSURER F :															

INSURED ALZHE-2
 Alzheimer's Disease & Related Disorders Association, Inc.
 225 N. Michigan Ave Ste 1700
 Chicago IL 60601

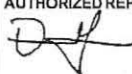
COVERAGES **CERTIFICATE NUMBER:** 602217483 **REVISION NUMBER:**

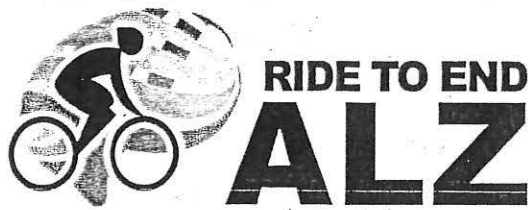
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> ex Abuse/Molest <input checked="" type="checkbox"/> Soc Serv Prof GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		PHPK1787971	3/11/2019	3/11/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY		PHPK1787971	3/11/2019	3/11/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ UM/UIM \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		PHUB620464	3/11/2019	3/11/2020	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	83WEBU6934	3/11/2019	3/11/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	D&O, EPLI		PHSD1327316	3/11/2019	3/11/2020	D&O \$25/EPLI \$35K RET 10,000,000
A	PROFESSIONAL LIABILITY		PHPK1787971	3/11/2019	3/11/2020	OCC 1,000,000/AGGR 3,000,000

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

Massachusetts/New Hampshire Chapter
RE: Ride to End Alzheimer's, Event date: June 21-22, 2019.
Certificate Holder is named as Additional Insured for operations conducted by the insured. Subject to policy terms and conditions.
**Bounce Houses and other rebounding devices are excluded from any liability coverage on this policy.

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



alzheimer's  association®

Timeline and Overview of Event

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

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

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

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

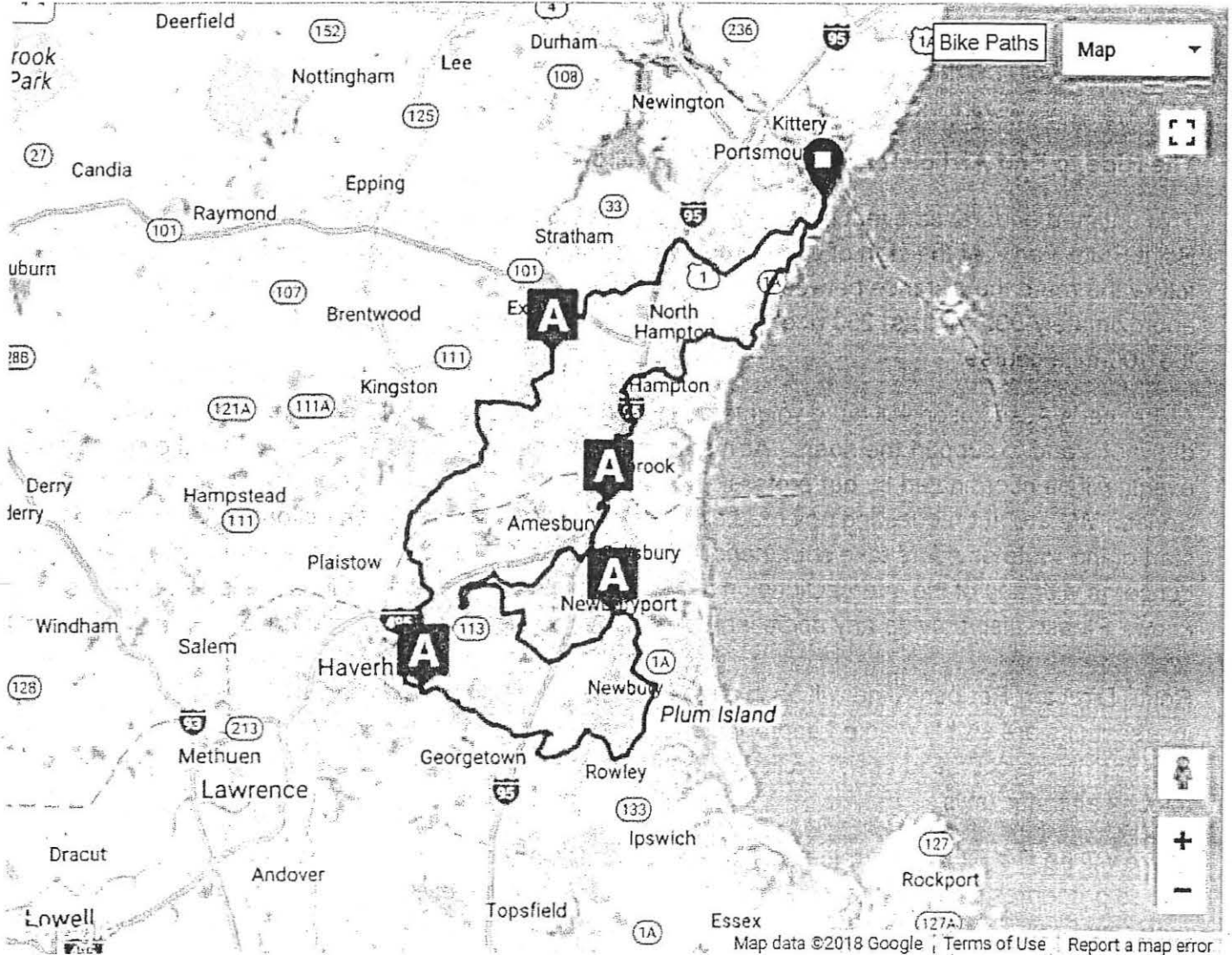
There will be five pit stops strategically placed along the route, all of which are located on privately owned properties. We have secured permission directly from these private institutions, and will be providing liability insurance certificates to them. *In towns with no pit stops, the copies of insurance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

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

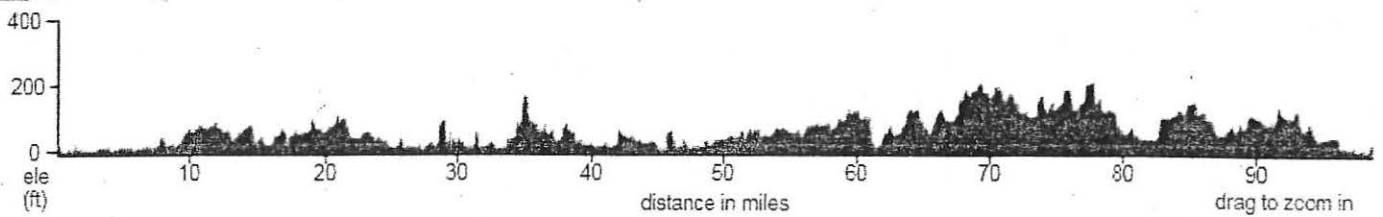
100 Mile Route Map



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

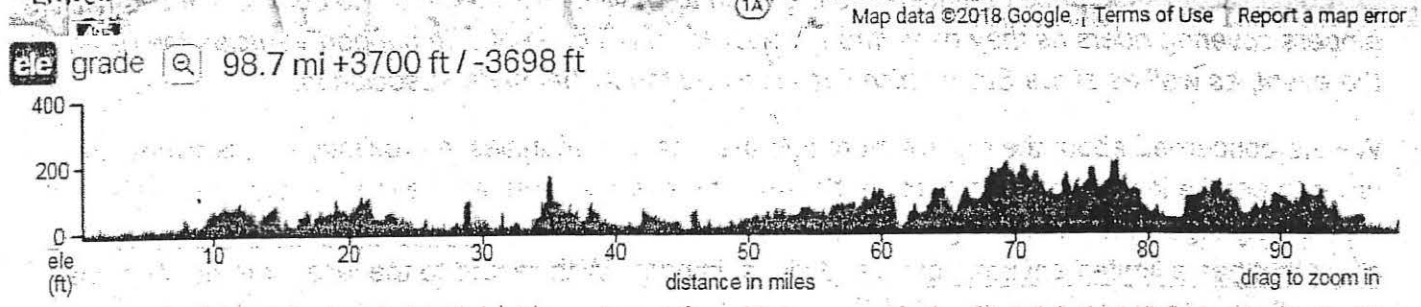
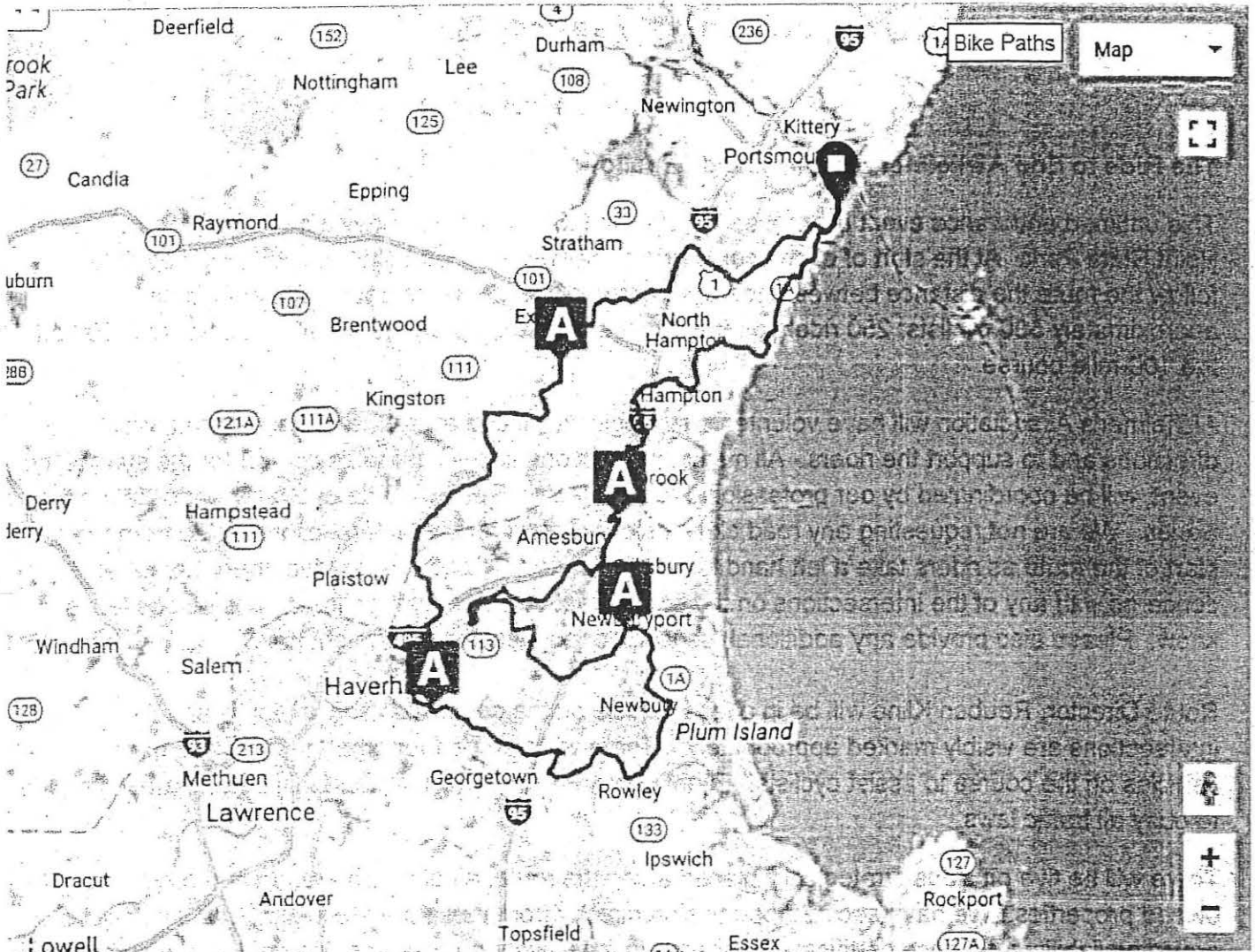


ele grade 98.7 mi +3700 ft / -3698 ft



100 Mile Route Map

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



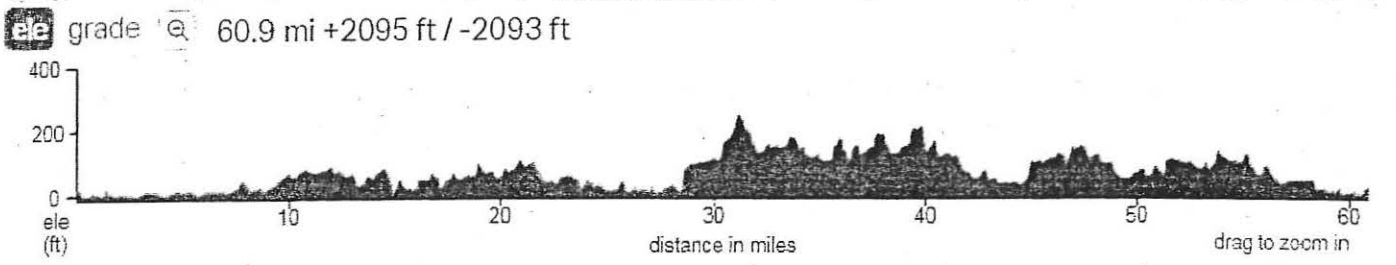
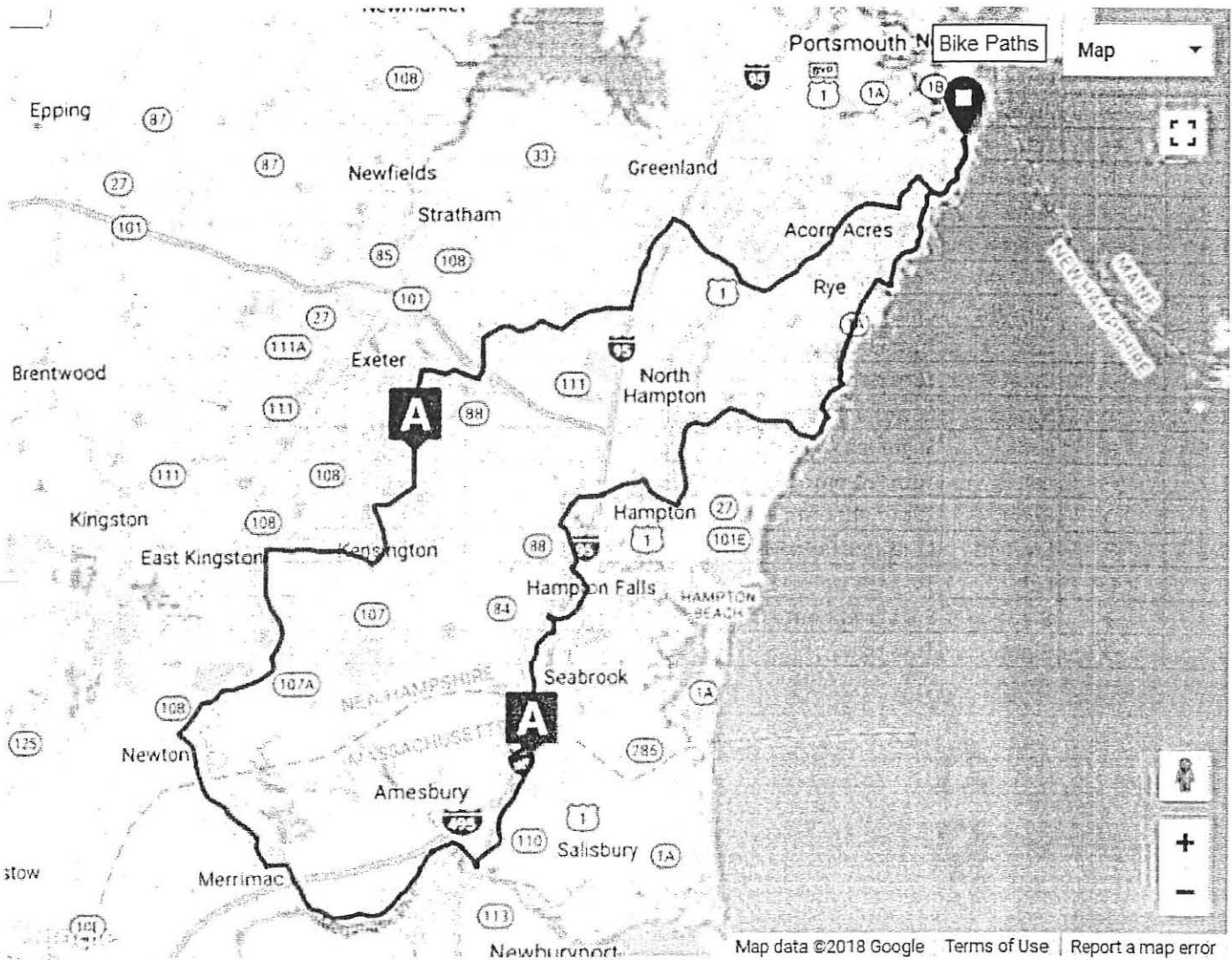
100 Mile Route - Ride to End Alz						
Start & Finish Line: Odiorne Point State Park, 570 Ocean Blvd, Rye NH						
Leg	Direction	Type	Notes	Total	Town	State
	←	Left	Left Turn left onto NH-1A S	0	Rye	NH
7.7	→	Right	Right Turn right onto NH-111 W	7.8	North Hampton	NH
1.9	←	Left	Left Turn left onto Mill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

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

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

62 Mile Route Map

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



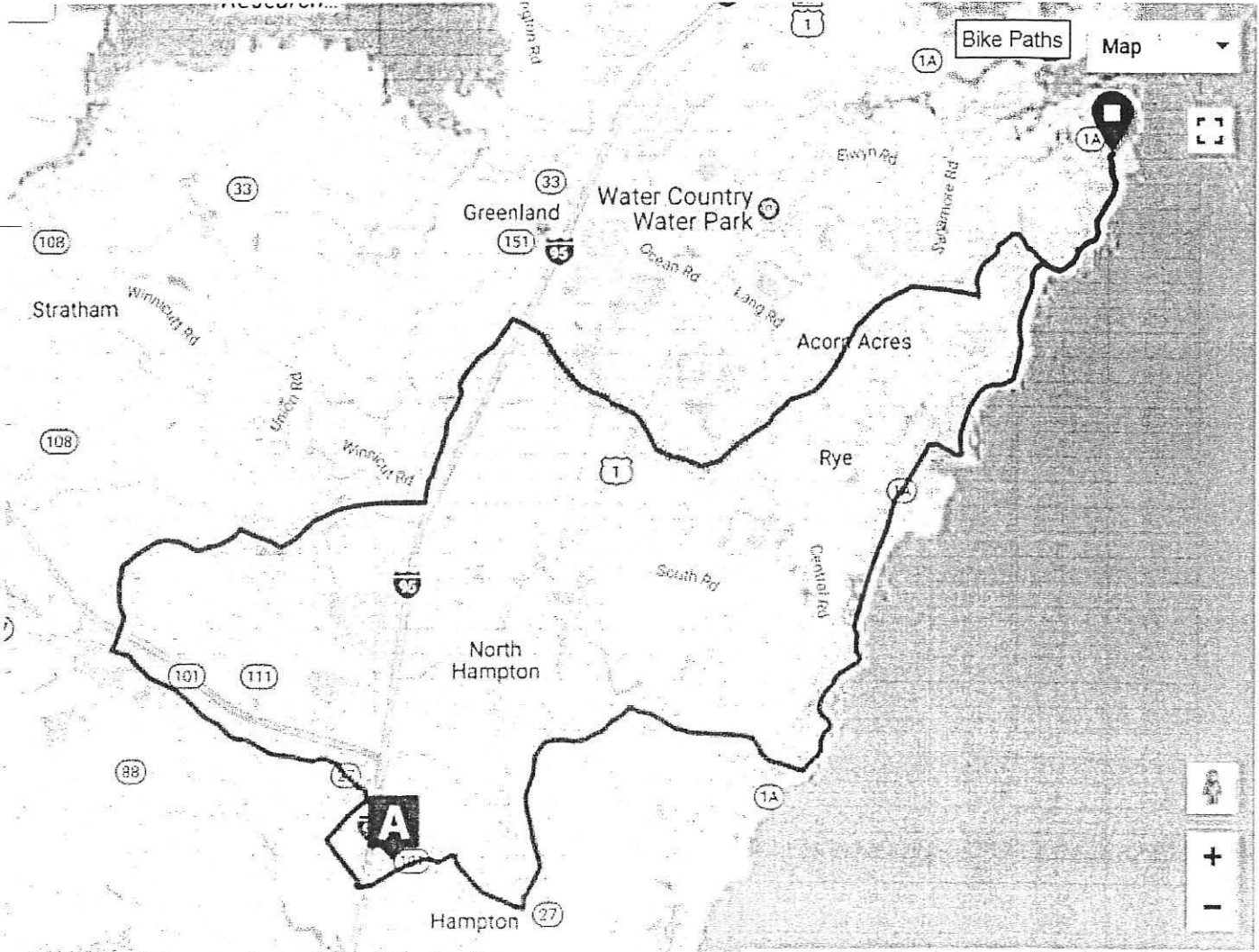
60 Mile Route - Ride to End Alz

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

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

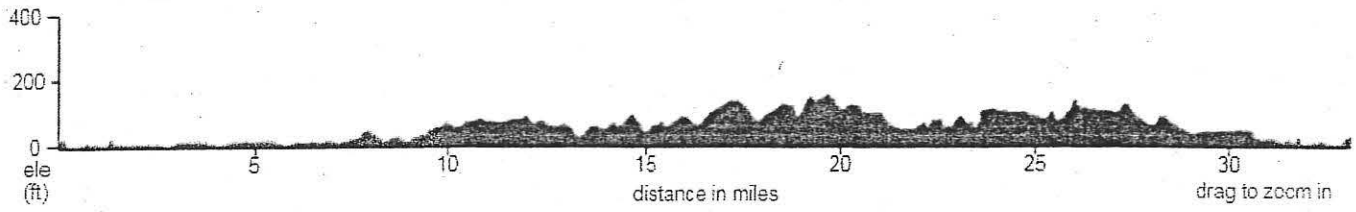
30 Mile Route Map

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



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

grade 33.1 mi +863 ft / -859 ft



drag to zoom in

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

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

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

100-mile course map:

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

62-mile course map:

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

30-mile course map:

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

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

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

INCIDENT ACTION PLAN:

Ride to End Alzheimer's

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

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

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

Event Description: Bicycle ride, non-competitive

Location: See attached maps

On scene person in charge of event:

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

Route Director:

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

PARTICIPANT INJURY/MEDICAL EMERGENCY

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

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

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

MISSING PERSON OR FOUND PERSON

FOUND PERSON:

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

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

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

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

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

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

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

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

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

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

MEDIA:

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

WEATHER EMERGENCY:

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

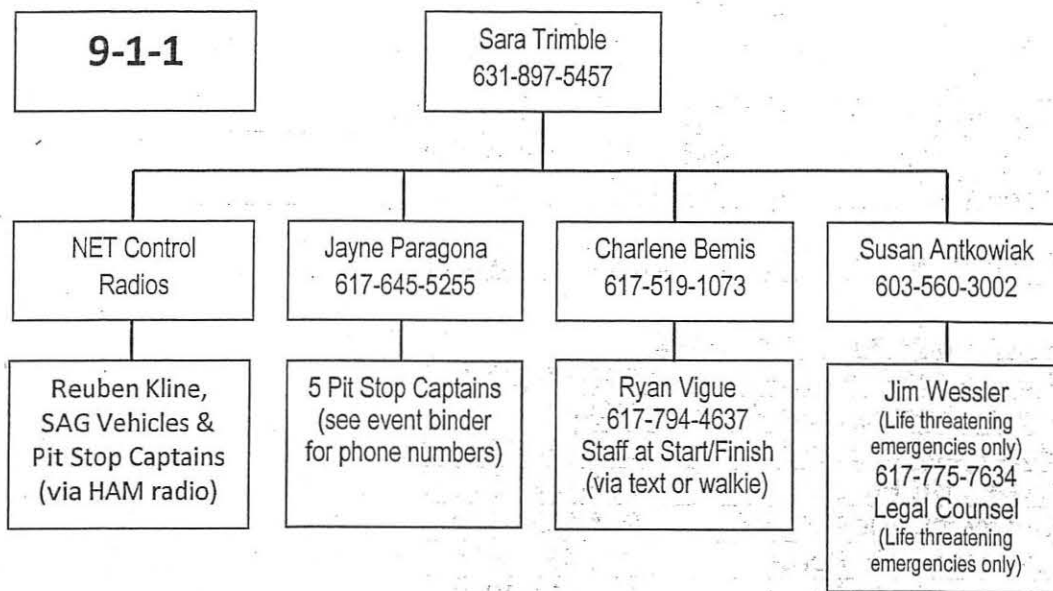
Coordination for the safety of participants and spectators will be accomplished by the event personnel verbally advising participants to seek shelter in vehicles or buildings. If and when the weather emergency has passed, a decision will be made by police personnel and the event manager as to when to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

COMMUNICATION PLAN:

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

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

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



INCIDENT REPORTS:

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

Important Contacts:

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

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

Local Police along the routes:

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

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

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

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2019 MAR 19 PM 2:29

March 10, 2019

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

Dear Members of the Newburyport City Council,

I am writing to ask your permission to hold the 9th Annual GNOCA 5K Run/Walk, in honor of Jackie Poor and Paula Holm, in Newburyport, on Sunday, September 22, 2019, 10:00 am – 1pm.

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

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

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

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

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

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

Sincerely,



Stella McCormick

NEWBURYPORT SPECIAL EVENT APPLICATION

Tel.

Fax.

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

NAME OF EVENT: 9th Annual GNOCA 5k Walk/Run in honor of Paula Holm + Jackie Pool

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

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

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

3. Description of Property: Restaurant Public Private

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

Contact Person Deb Green

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

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

Day of Event Contact & Phone: 978 225 6700

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

6. MA Tax Number: _____

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

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

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

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

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

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

Performers _____ Dancing _____ Amplified Sound _____ Stage _____

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

Other _____ Total # _____

Name of Carnival Operator: _____

Address: _____

Telephone: _____

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

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

If yes:

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

If no:

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

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

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

_____ Standard # _____ ADA accessible

Name of company providing the portable toilets: _____

FOR PARADE, ROAD RACE AND WALKATHON EVENTS ONLY

PARADE _____ ROAD RACE WALKATHON

1. Name of the Group or Person Sponsoring the Road Race, Parade, Walkathon:
Greater Newburyport Ovarian Cancer Awareness (GNOCA)

2. Name, Address & Daytime Phone Number of Organizer: Deb Green 978 225 6700
1, Water Street, Rear, Newburyport MA 01950

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

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

5. Start Time: _____ Expected End Time: _____

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

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

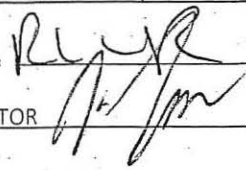
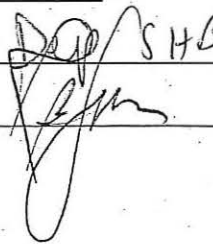
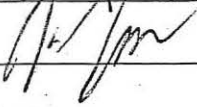
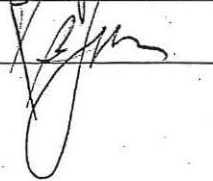
8. Will Detours for Motor Vehicles Be Required? No If so, where? _____

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

10. Dismissal Location & Time for Participants: Michael's Harborside 1pm

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

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

CITY MARSHAL		<u>4 Green St.</u>	FIRE CHIEF		<u>3/12/19</u>	<u>0 Greenleaf St.</u>
DEPUTY DIRECTOR		<u>16A Perry Way</u>	CITY CLERK		<u>3/19/19</u>	<u>60 Pleasant St.</u>

DEPARTMENT APPROVAL (for Committee Member use only):

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

Approval
Required

Date: _____ Signature: _____

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

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

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

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

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

(c) *Definitions.*

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

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

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

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

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

(d) *Limitations.*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(e) *Enforcement.*

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

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

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

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

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

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

Signed: _____

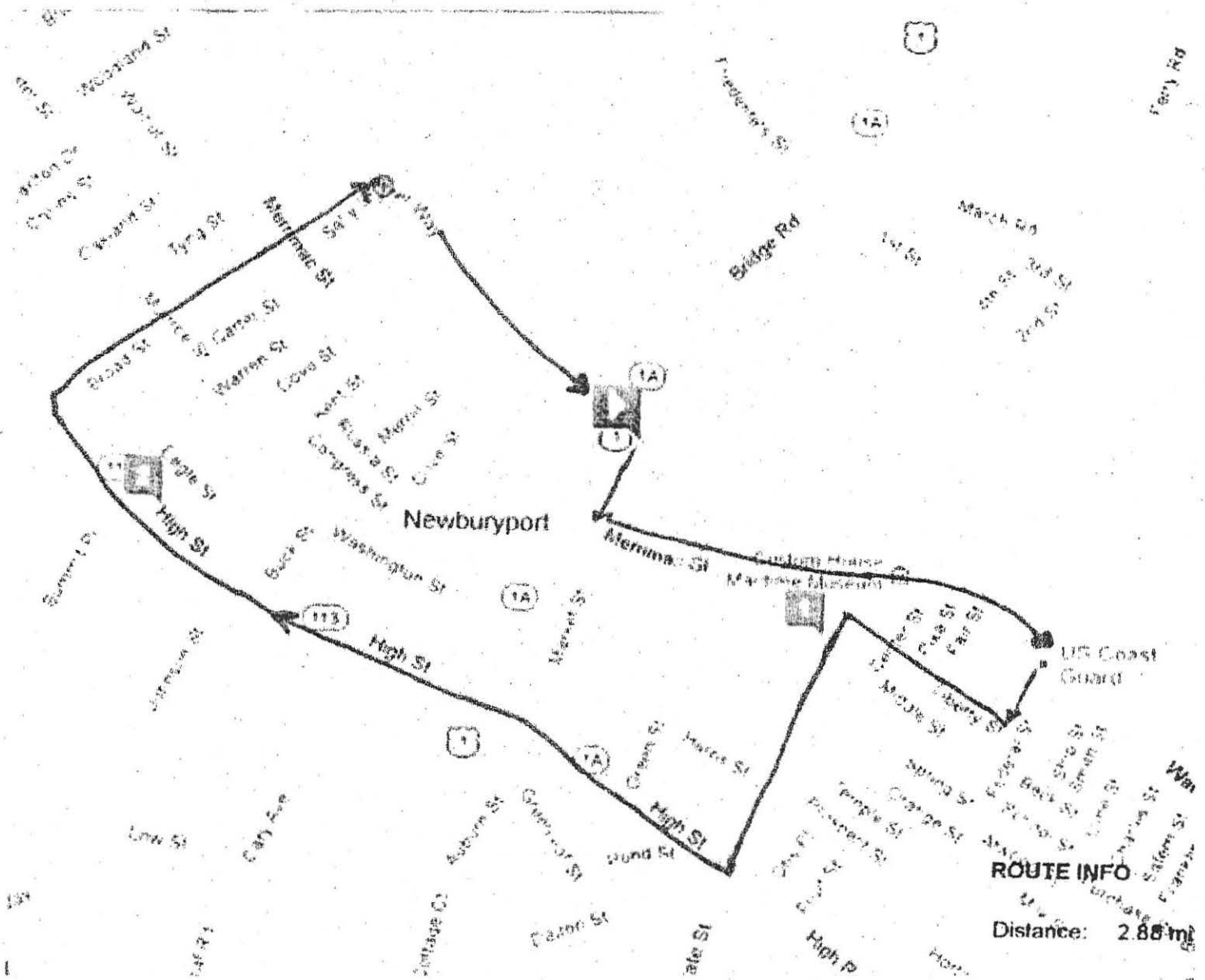
Date: _____

3-5-19

5k Walk Route

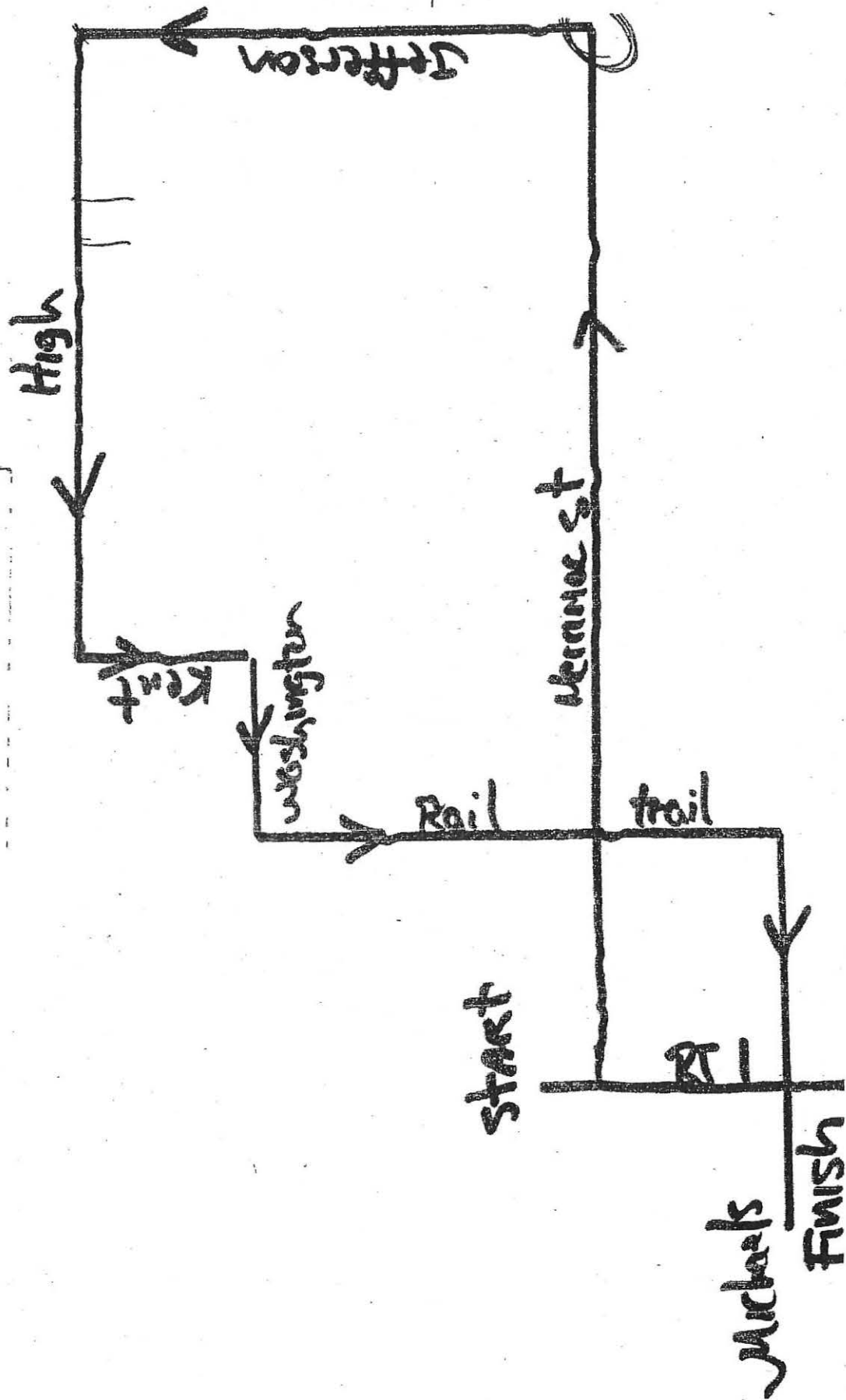
Directions for walk

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



ROUTE INFO
Distance: 2.88 mi

5k Run Route





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/11/19

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

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

<p>PRODUCER</p> <p>Twinbrook Insurance Brokerage 400A Franklin Street Braintree, MA 02184</p>	<p>CONTACT NAME: Darlene P. Andrade</p> <p>PHONE (A/C, No, Ext): 781-843-7000 FAX (A/C, No): 781-848-6100</p> <p>E-MAIL ADDRESS: dandrade@twinbrook.com</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center; border: none;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center; border: none;">NAIC #</th> </tr> <tr> <td style="border: none;">INSURER A:</td> <td style="border: none;">Philadelphia Insurance Co.</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER B:</td> <td style="border: none;">Travelers Insurance Co.</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER C:</td> <td style="border: none;"></td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER D:</td> <td style="border: none;"></td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER E:</td> <td style="border: none;"></td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER F:</td> <td style="border: none;"></td> <td style="border: none;"></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Philadelphia Insurance Co.		INSURER B:	Travelers Insurance Co.		INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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INSURER D:																						
INSURER E:																						
INSURER F:																						
<p>INSURED</p> <p>Ovations For the Cure 79 Main Street Suite 202 Framingham, MA 01702</p>																						

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL	SUBR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			PHPK1852750	08/07/18	08/07/19	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
			y				PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
A	AUTOMOBILE LIABILITY			PHPK1852750	08/07/18	08/07/19	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY						BODILY INJURY (Per person)	\$
	<input checked="" type="checkbox"/> HIRE AUTOS ONLY						BODILY INJURY (Per accident)	\$
	<input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	\$
								\$
								\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	EXCESS LIAB						AGGREGATE	\$
	DED							\$
	RETENTION \$							\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			UB-3J988022-18	08/07/18	08/07/19	<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER	\$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				E.L. EACH ACCIDENT	\$ 500,000
							E.L. DISEASE - EA EMPLOYEE	\$ 500,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000

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

Event-Newburyport Ryder-September 22, 2019—The city of Newburyport is added as Additional Insured for the above referenced event in regards to the **General Liability**

CERTIFICATE HOLDER	CANCELLATION
<p>City of Newburyport 60 Pleasant St Newburyport, MA 01950</p>	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE</p> <p style="font-size: 1.5em; font-family: cursive; text-align: center;"><i>Joseph P. Rizzo</i></p>

NEWBURYPORT SPECIAL EVENT APPLICATION

Tel. _____

Fax. _____

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

NAME OF EVENT: YANKEE HOME COMING INC.

Date: 7/26/19 - 8/4/19 Time: from _____ to _____

Rain Date: _____ Time: from _____ to _____

2. Location: (SEE ATTACHED)

3. Description of Property: CITY Public Private _____

4. Name of Organizer: YANKEE HOMECOMING COMMITTEE City Sponsored Event: Yes _____ No

Contact Person DENNIS PALAZZO

Address: 67 OLD ROWLEY RD., NEWBURY Telephone: 978 417-6118

E-Mail: KARATEKID5TH@AOL.COM Cell Phone: _____

Day of Event Contact & Phone: (SAME)

5. Number of Attendees Expected: EST. 500K

6. MA Tax Number: _____

7. Is the Event Being Advertised? YES Where? NEWSPAPER / RADIO

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

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

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

A. Vending: Food Beverages Alcohol _____ Goods Total # of Vendors 60 +/-

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: N/A

Address: _____

Telephone: _____

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

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

If yes:

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

If no:

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

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

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

_____ Standard # _____ ADA accessible

Name of company providing the portable toilets: _____

FOR 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:

YANKEE HOMECOMING COMMITTEE

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

DENNIS PALAZZO
67 OLD ROWLEY RD, NEWBURY, MA. 01951
978 417-6118

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

4. Date of Event: 8-4-19 Expected Number of Participants: 30K

5. Start Time: 11AM Expected End Time: 3PM

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

HIGH ST.

7. Locations of Water Stops (if any): N/A

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

9. Formation Location & Time for Participants: ATKINSON COMMON, HIGH ST.

10. Dismissal Location & Time for Participants: MARSH'S HILL, HIGH ST.

11. Additional Parade Information:

- Number of Floats: 15 +/-
- Locations of Viewing Stations: ALL ALONG ROUTE
- Are Weapons Being Carried: Yes _____ No
- Are Marshalls Being Assigned to Keep Parade Moving: Yes No _____

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

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

DEPARTMENT APPROVAL (for Committee Member use only):

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

Approval
Required

Date: _____ Signature _____

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

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

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

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

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

(c) *Definitions.*

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

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

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

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

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

(d) *Limitations.*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(e) *Enforcement.*

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

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

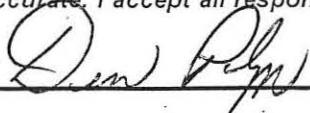
(3) *Noncriminal disposition.* If the city determines that a violation has occurred in which a noncriminal violation is issued, the named event organizer shall be penalized by a non-criminal disposition as provided in Massachusetts General Law as adopted by the City of Newburyport as a general ordinance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

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

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

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

Signed: _____



Date: _____

3-20-19



CITY CLERK'S OFFICE
NEWBURYPORT, MA

2019 MAR 15 AM 9:08

YANKEE HOMECOMING INC.

P.O. Box 493
Newburyport, MA 01950

March 10, 2019

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

Dear Members of the Newburyport City Council:

My name is Jennifer Duggan and I am the General Chairperson for the 62nd Yankee Homecoming. This year's theme is "Reflections of our Past," which will focus on celebrating the long and storied history of our hometown celebration.

As in the past, on behalf of the Board of Directors and Committee, I am requesting the use of the City of Newburyport, its streets, thoroughways and city parks. The use of the City of Newburyport will allow me to provide the citizens of Newburyport and our visitors a wide variety of historical and family-friendly events during our eight-day festival.

I look forward to serving as the General Chairperson of this long-standing community festival and becoming part of Yankee Homecoming's tradition and history. If you should have any questions, please feel free to contact me via email at generalchair@yankeehomecoming.com or 603.553.2756. Thank you for your consideration.

Very truly yours,

Jennifer Duggan
General Chairperson
2019 Yankee Homecoming

List of YHC Events:

H.S. Battle of the Bands	Friday	7/26/19	(5pm – 9pm)
Kayak and SUP	Saturday	7/27/19	(9am- 1pm)
Art on the Bartlett Mall	Sat & Sun	7/27 – 28/19	(10am – 5pm)
Inn Street Artisan’s Revival	Sat through Sun	7/27/19-8/4/19	(10am – 9pm)
Brewfest	Saturday	7/27/19	(4pm – 10pm)
Waterfront Exercise Series	Sunday to Sunday	7/28/19 - 8/4/19	(7am – 9am)
Golf Tournament	Monday	7/29/19	
Kids Talent Show	Monday	7/29/19	(2pm – 5pm)
Craft Show	Tuesday	7/30/19	(10am – 6pm)
Veterans Luncheon	Tuesday	7/30/19	(11am)
Nursing Home Converts	Wednesday	7/31/19	(1pm – 3pm)
Generations of Giving	Wednesday	7/31/19	
Sidewalk Sales	Thursday & Friday	8/1/19-8/2/19	(10am – 7pm)
Family Day at Maudslay	Saturday	8/2/19	(10am – 2pm)
Fireworks	Saturday	8/3/19	(9:30pm)

Events that require street closure;

Olde Fashioned Sunday	Sunday	7/28/19	(10am – 6pm)	Pond Street
Waiter/Waitress Race	Monday	7/29/19	(4pm – 7pm)	Liberty Street (from ^{Fair} Center to State)
Parade	Sunday	8/4/19	(1pm- 4pm)	High Street

INSURANCE BINDER TO BE PROVIDED BY 6/11/19

PS

NEWBURYPORT SPECIAL EVENT APPLICATION

Tel. _____

Fax. _____

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

NAME OF EVENT: IPA SK

Date: 5/19/19, 7/14/19, 9/8/19 Time: from 10 am to 11 am
 Rain Date: n/a Time: from _____ to _____

2. Location: 40 Parker St., Newburyport, MA 01950

3. Description of Property: Riverwalk Brewing Co. Public _____ Private

4. Name of Organizer: Yukun Sports, LLC City Sponsored Event: Yes _____ No
 Contact Person Rich Morrell
 Address: PO Box 780, Rockport, MA 01966 Telephone: 978-879-9007
 E-Mail: RMDRRELL@YUKANRUN.COM Cell Phone: _____
 Day of Event Contact & Phone: 978-879-9007

5. Number of Attendees Expected: @250

6. MA Tax Number: 27-3695540

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

8. What Age Group is the Event Targeted to? 21+

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

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

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

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

C. Games /Rides: Adult Rides _____ Kiddie Rides _____ Games _____ Raffle _____
 Other _____ Total # _____
 Name of Carnival Operator: _____
 Address: _____
 Telephone: _____

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

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

If yes:

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

If no:

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

5 Standard # _____ ADA accessible

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

FOR PARADE, ROAD RACE AND WALKATHON EVENTS ONLY

PARADE _____ ROAD RACE WALKATHON _____

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

2. Name, Address & Daytime Phone Number of Organizer Rich Morrell 978-879-9007
Yukan Sports, LLC
PO Box 780
Rockport, MA 01966

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

4. Date of Event: 5/19/19, 7/14/19, 9/8/19 Expected Number of Participants: @ 250

5. Start Time: 10 am Expected End Time: 11 am

6. Road Race, Parade or Walkathon Route (List street names & attach map of route):
Start + Finish: 40 Parker St.
Parker St. to Mulliken Way to Malcolm Hoyt Dr. to Scotland Rd to
Higginbotham Rd to Livingston Lane in Newbury.

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

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

9. Formation Location & Time for Participants: 40 Parker St. 9 am

10. Dismissal Location & Time for Participants: 40 Parker St. 11 am

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

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

CITY MARSHAL [Signature] 4 Green St. FIRE CHIEF [Signature] 0 Greenleaf St.
 DEPUTY DIRECTOR [Signature] 16A Perry Way CITY CLERK [Signature] 50 Pleasant St.

DEPARTMENT APPROVAL (for Committee Member use only):

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

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

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

Limitations

- (a) *"Procedure"* All road racing, walkathon, bicycle, or swimming events shall, through that event's organizer, board of directors, charity foundation or designee apply for authorization to hold the event through the Office of the City Clerk. The City Clerk upon review of the completed form will place the application on the regular City Council agenda. Upon following the procedures of the Council, as deemed appropriated in the sole judgment of the Council, the application will be considered approved if the Council votes favorably by majority. The event will name one person responsible on the application and shall provide contact information to include name, address and telephone number.
- (b) *"Exemptions"* Each event organizer or organization shall comply with this ordinance and no exemptions will be permitted.
- (c) *"Course map"*, All applications shall be accompanied by a course map showing the event route, water stops, refreshment stops, and so-called "porta-potties". The course map shall also include any road closures, detours and parking areas. The course map shall be approved by Police, Fire, Department of Public Services, Parks Commission and Harbormasters Departments prior to submission to the City Clerk.
- (d) *"Electronic Amplifier"* Electronic amplifiers, loudspeakers and bullhorn use shall be requested at time of application. Under no circumstances will they be used for public address announcements or music before 8:00 A.M. except for Sundays when electronic amplifiers, loud speakers or bullhorns will be used for public address announcements or music before 9:00 AM. This shall be deemed a requirement for all permitted events regardless of type or location.

- (e) *"Road Closure"* No ways, public or private, boat ramps or parking lots controlled or patrolled by the city shall be closed without authorization. Authorization shall be considered granted only if said closure(s) are contained in the approved permit. It is the sole responsibility of the race organizers to notify residents ten (10) days in advance that neighborhood roads will be closed if no alternate route is available to those residents.
- (f) *"Insurance"* All events shall have an insurance policy or rider in effect for the event naming the "City of Newburyport" as an insured. The policy shall be no less than two million dollars (\$2,000,000.00).
- (g) *"Event termination"* If in the judgment of the City Marshal, Fire Chief or Department of Public Services (DPS) Director or designees thereof determine that an event is unsafe due to existing conditions, that event may be stopped, terminated or suspended. In the case of a multidiscipline event such as a triathlon, the Harbormaster or his/her designee may likewise stop, terminate or suspend the swimming portion for cause.
- (h) *"Event and traffic Security"* The City Marshal, Fire Chief, DPS Director or in the case of a triathlon, the Harbormaster can require special duty personnel to oversee the safety and security of the event. All special duty assignments will be paid by the event organizers.
- (i) *"Clean-up"* The event organizers shall be responsible for post event trash collection, removal of signage, directional arrows, advertisements or other promotional material associated with the event.

13-101 Enforcement

- (a) *"Regulations"* Consistent with this ordinance, the city shall promulgate regulations to enforce and otherwise implement the provisions of this ordinance upon passage by the City Council. Any event previously approved by City Council shall be deemed permitted.
- (b) *"Warning"* In the circumstance that this ordinance is violated, the enforcement may consist of a warning. Any warnings issued for violation(s) will be reported to the City Clerk and City Council and may be used as a factor in future application approvals and denials.
- (c) *"Noncriminal Disposition"* If the city determines that a violation has occurred in which a noncriminal violation is issued, the named event organizer shall be penalized by a non-criminal disposition as provided in Massachusetts General Law as adopted by the City of Newburyport as a general ordinance in Subsection 1-17 of Chapter 1 of the Code or Ordinances of the City of Newburyport in the amounts set herein in 13-101(d)
- (d) *"Violation"* The non-criminal violation shall be \$100.00 for the first offense and \$250.00 for second and subsequent offenses. Any non-criminal citations issued for violation(s) will be reported to the City Clerk and City Council and shall be used as a factor in future application approvals and denials.

I fully understand and agree to all the terms set forth in this application. The information that I have provided is truthful and accurate. I accept all responsibility related to this event.

Signed: _____



Date: _____

12/18/19

CERTIFICATE OF INSURANCE

PRINT DATE: 12/17/2018

CERTIFICATE NUMBER: 20181213671739

GENCY:

Integro USA Inc.
d/b/a Integro Insurance Brokers
2727 Paces Ferry Road, Building Two, Suite 1500
Atlanta, GA 30339
678-324-3300 (Phone), 678-324-3303 (Fax)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

NAMED INSURED:

USA Track & Field, Inc. YuKan Sports LLC
130 East Washington Street, Suite 800
Indianapolis IN 46204

INSURERS AFFORDING COVERAGE:

INSURER A: Philadelphia Indemnity Ins. Co. NAIC #: 18058
INSURER B: Philadelphia Indemnity Ins. Co. NAIC #: 18058

EVENT INFORMATION:

IPA 5K - Spring 2019 (5/19/2019 - 5/20/2019)

POLICY/COVERAGE INFORMATION:

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INS	TYPE OF INSURANCE:	POLICY NUMBER(S):	EFFECTIVE:	EXPIRES:	LIMITS:
A	GENERAL LIABILITY				
	X Occurrence	PHPK1899025	11/1/2018 12:01 AM	11/1/2019 12:01 AM	GENERAL AGGREGATE (Applies Per Event) \$3,000,000
	X Participant Legal Liability				EACH OCCURRENCE \$1,000,000
					DAMAGE TO RENTED PREMISES (Each Occ.) \$1,000,000
					MEDICAL EXPENSE (Any one person) EXCLUDED
					PERSONAL & ADV INJURY \$1,000,000
					PRODUCTS-COMP/OP AGG \$3,000,000
B	UMBRELLA/EXCESS LIABILITY				
	X Occurrence	PHUB652176	11/1/2018 12:01 AM	11/1/2019 12:01 AM	EACH OCCURRENCE \$10,000,000
					AGGREGATE (Applies Per Event) \$10,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS:

Coverage applies to USA Track & Field sanctioned events and registered practices, including any directly related activities, such as event set-up and tear-down, participant check-in and award ceremonies.

The certificate holder is an additional insured per the following endorsement: Additional Insured - Certificate Holders (Form PI-AM-002)

The General Liability policy is primary and non-contributory with respect to the negligence of the Named Insureds (Form CG 00 01)

The General Liability policy contains a blanket Waiver of Subrogation as required by contract per Waiver of Transfer of Rights of Recovery Against Others (Form CG 24 04).

Excess policy follows form of underlying General Liability.

CERTIFICATE HOLDER:

City of Newburyport
60 Pleasant Street
Newburyport MA 01950

NOTICE OF CANCELLATION:

Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

AUTHORIZED REPRESENTATIVE:



CERTIFICATE OF INSURANCE

PRINT DATE: 12/17/2018

CERTIFICATE NUMBER: 20181213671753

GENCY:

Integro USA Inc.
d/b/a Integro Insurance Brokers
2727 Paces Ferry Road, Building Two, Suite 1500
Atlanta, GA 30339
678-324-3300 (Phone), 678-324-3303 (Fax)

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NAMED INSURED:

USA Track & Field, Inc. YuKan Sports LLC
130 East Washington Street, Suite 800
Indianapolis IN 46204

INSURERS AFFORDING COVERAGE:

INSURER A: Philadelphia Indemnity Ins. Co. NAIC #: 18058
INSURER B: Philadelphia Indemnity Ins. Co. NAIC #: 18058

EVENT INFORMATION:

IPA 5K - Summer 2019 (7/14/2019 - 7/15/2019)

POLICY/COVERAGE INFORMATION:

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INS	TYPE OF INSURANCE:	POLICY NUMBER(S):	EFFECTIVE:	EXPIRES:	LIMITS:
A	GENERAL LIABILITY				
	<input checked="" type="checkbox"/> Occurrence	PHPK1899025	11/1/2018 12:01 AM	11/1/2019 12:01 AM	GENERAL AGGREGATE (Applies Per Event) \$3,000,000
	<input checked="" type="checkbox"/> Participant Legal Liability				EACH OCCURRENCE \$1,000,000
					DAMAGE TO RENTED PREMISES (Each Occ.) \$1,000,000
					MEDICAL EXPENSE (Any one person) EXCLUDED
					PERSONAL & ADV INJURY \$1,000,000
					PRODUCTS-COMP/OP AGG \$3,000,000
B	UMBRELLA/EXCESS LIABILITY				
	<input checked="" type="checkbox"/> Occurrence	PHUB652176	11/1/2018 12:01 AM	11/1/2019 12:01 AM	EACH OCCURRENCE \$10,000,000
					AGGREGATE (Applies Per Event) \$10,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS:

Coverage applies to USA Track & Field sanctioned events and registered practices, including any directly related activities, such as event set-up and tear-down, participant check-in and award ceremonies.

The certificate holder is an additional insured per the following endorsement: Additional Insured - Certificate Holders (Form PI-AM-002)

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The General Liability policy contains a blanket Waiver of Subrogation as required by contract per Waiver of Transfer of Rights of Recovery Against Others (Form CG 24 04).

Excess policy follows form of underlying General Liability.

CERTIFICATE HOLDER:

City of Newburyport
60 Pleasant Street
Newburyport MA 01950

NOTICE OF CANCELLATION:

Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

AUTHORIZED REPRESENTATIVE:

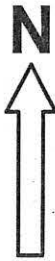
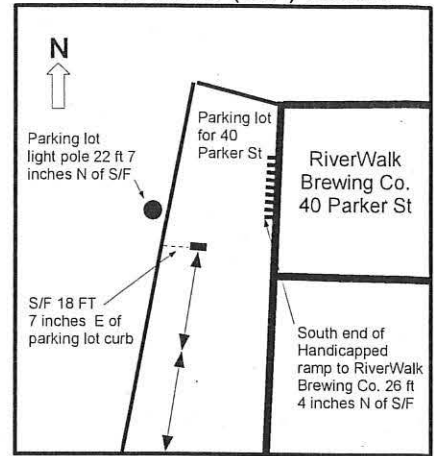
RiverWalk IPA 5K

Newburyport, Massachusetts

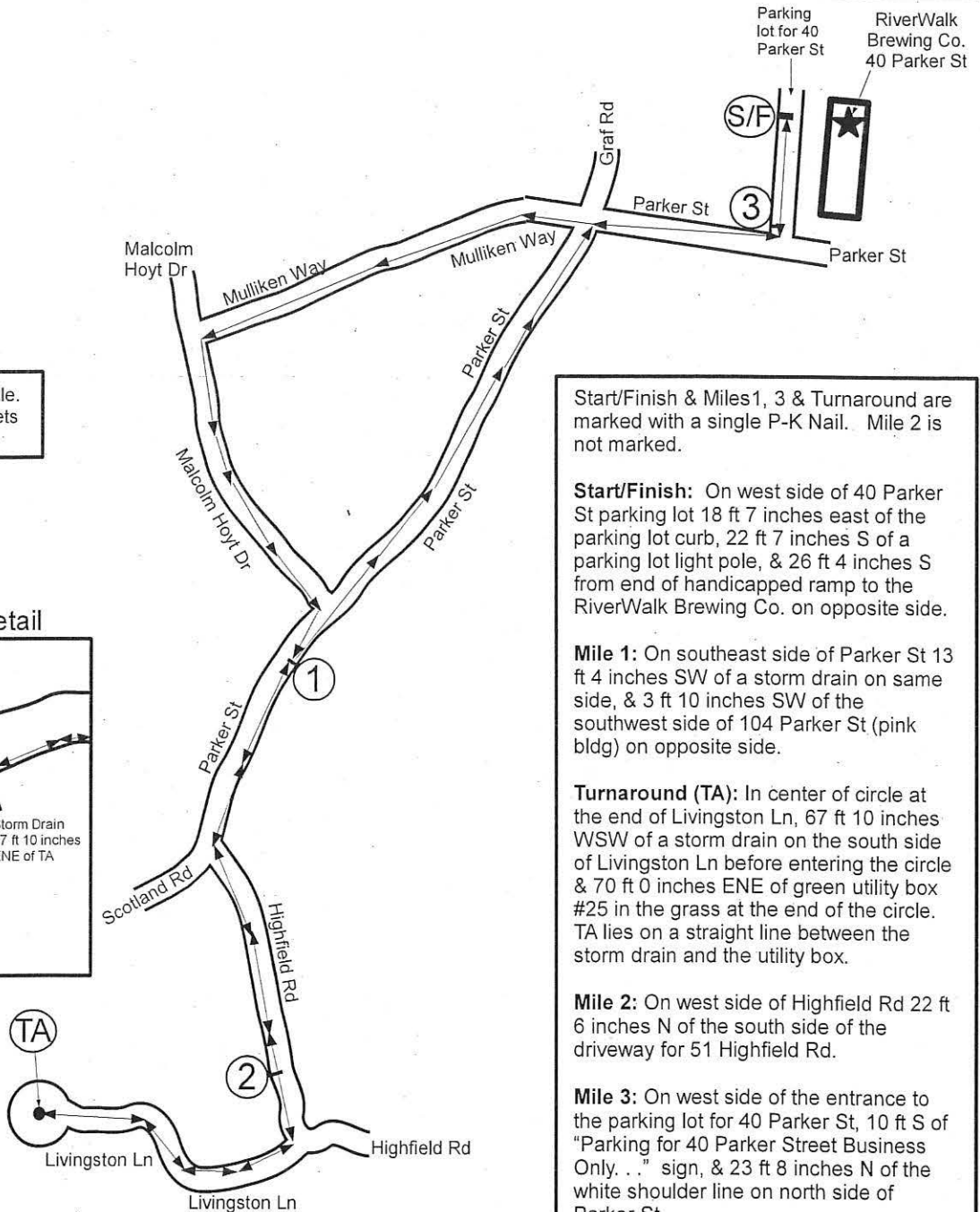


USATF Certificate MA18001BK
Effective March 5, 2018 to December 31, 2028

Start/Finish (S/F) Detail



Note: Map not drawn to scale. Many streets and cross streets not on map.



Start/Finish & Miles 1, 3 & Turnaround are marked with a single P-K Nail. Mile 2 is not marked.

Start/Finish: On west side of 40 Parker St parking lot 18 ft 7 inches east of the parking lot curb, 22 ft 7 inches S of a parking lot light pole, & 26 ft 4 inches S from end of handicapped ramp to the RiverWalk Brewing Co. on opposite side.

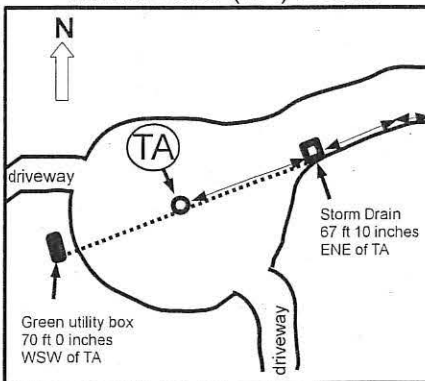
Mile 1: On southeast side of Parker St 13 ft 4 inches SW of a storm drain on same side, & 3 ft 10 inches SW of the southwest side of 104 Parker St (pink bldg) on opposite side.

Turnaround (TA): In center of circle at the end of Livingston Ln, 67 ft 10 inches WSW of a storm drain on the south side of Livingston Ln before entering the circle & 70 ft 0 inches ENE of green utility box #25 in the grass at the end of the circle. TA lies on a straight line between the storm drain and the utility box.

Mile 2: On west side of Highfield Rd 22 ft 6 inches N of the south side of the driveway for 51 Highfield Rd.

Mile 3: On west side of the entrance to the parking lot for 40 Parker St, 10 ft S of "Parking for 40 Parker Street Business Only. . ." sign, & 23 ft 8 inches N of the white shoulder line on north side of Parker St.

Turnaround (TA) Detail



Measured February 28, 2018
By Bob Kennedy
Oyster River Running Company
osprey02554@yahoo.com
508-577-4105

NEWBURYPORT SPECIAL EVENT APPLICATION

Tel. _____

Fax. _____

(For Parades, Road Races and Walkathons Only - Please complete page 3 of this application)

NAME OF EVENT: NEWBURYPORT LIONS Y.H.C. 5+10K ROAD RACE

Date: JULY 30, 2019 Time: from 8AM to 8PM

Rain Date: _____ Time: from _____ to _____

2. Location: Newburyport High School + NBPT STREETS

3. Description of Property: HIGH SCHOOL GROUND'S Public _____ Private _____

4. Name of Organizer: NEWBURYPORT LIONS City Sponsored Event: Yes _____ No

Contact Person

Address: JONATHAN PEARSON Telephone: 978-462-2203

E-Mail: YANKEE SEACOAST@COMCAST.NET Cell Phone: _____

Day of Event Contact & Phone: _____

5. Number of Attendees Expected: 3000 THREE THOUSAND

6. MA Tax Number: 47-353-2870

7. Is the Event Being Advertised? YES Where? LION'S WEB SITE - YHC PUBLICITY

8. What Age Group is the Event Targeted to? ALL AGE GROUP'S

9. Have You Notified Neighborhood Groups or Abutters? Yes No _____, Who? _____

ACTIVITIES: (Please check where applicable.) Subject to Licenses & Permits from Relevant City Departments

A. Vending: Food Beverages Alcohol NO Goods NO Total # of Vendors 0

B. Entertainment: (Subject to City's Noise Ordinance.) Live Music NA DJ NA Radio/CD NA
Performers NA Dancing NA Amplified Sound NA Stage NA

C. Games /Rides: Adult Rides NA Kiddie Rides NA Games NA Raffle NA
Other _____ Total # _____

Name of Carnival Operator: NA

Address: _____

Telephone: _____

D. Organizer is responsible for clean-up during and after event. All trash must be collected and removed from event location immediately at the end of the event unless prior written agreement had been made with the Department of Public Services (DPS).

Will you be conducting the clean-up for this event? Yes No _____

If yes:

- a) How many trash receptacles will you be providing? 12
- b) How many recycling receptacles will you be providing? MOLLY ETTENBOROUGH 12
- c) Will you be contracting for disposal of: Trash Yes ___ No ___ Recycling Yes ___ No ___
- i. If yes, size of dumpster(s): Trash 10YARD Recycling AT N.H.S
- ii. Name of disposal company: Trash G.MELLO Recycling MOLLY ETTENBOROUGH
- 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? MOLLY ETTENBOROUGH.

If no:

- a) # of trash container(s) to be provided by DPS 12 N.H.S. JANITOR'S
- b) # of recycling container(s) to be provided by Recycling Office 12
- 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)

35 Standard # 1 ADA accessible

Name of company providing the portable toilets: DAVE'S SERVICE'S

FOR PARADE, ROAD RACE AND WALKATHON EVENTS ONLY

PARADE _____

ROAD RACE

WALKATHON _____

1. Name of the Group or Person Sponsoring the Road Race, Parade, Walkathon:

2. Name, Address & Daytime Phone Number of Organizer: JONATHAN PEARSON

43 MOULTON ST.

NEWBURYPORT, MA. 01950

Home Phone - 978-462-2203

3. Name, Address & 24/7 Telephone Number of Person Responsible for Clean Up _____

4. Date of Event: 07-30-19 Expected Number of Participants: _____

5. Start Time: 8 AM Expected End Time: 8:30 PM

6. Road Race, Parade or Walkathon Route: (List street names & attach map of route): SEE ATT 5+10K
MAP'S

7. Locations of Water Stops (if any): SEE ATT 9 WATER STOP'S VAR-LOC.

8. Will Detours for Motor Vehicles Be Required? _____ If so, where? SEE POLICE DEPT

9. Formation Location & Time for Participants: N.H.S. GROUND'S

10. Dismissal Location & Time for Participants: N.H.S. GROUND'S

11. Additional Parade Information:

• Number of Floats: NONE

• Locations of Viewing Stations: SEE ROAD MAP'S ATTACHED

• 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] 3/23/19 4 Green St.

FIRE CHIEF [Signature] 3-26-19 10 Greenleaf St.

DEPUTY DIRECTOR [Signature] 16A Perry Way

CITY CLERK [Signature] 60 Pleasant St.

DEPARTMENT APPROVAL (for Committee Member use only):

It will be necessary for you to obtain permits or certificates from the following Departments: Please note that costs for some City support services during an event are an estimate only. Some Departments may forward an invoice for services rendered at the completion of the event, and others may require advance payment.

Approval
Required

Date: _____ Signature _____

- ____ 1. Special Events: _____
- ____ 2. Police: _____
Is Police Detail Required: _____ # of Details Assigned: _____
- ____ 3. Traffic, Parking & Transportation: _____
- ____ 4. ISD/Health: _____
- ____ 5. Recycling: _____
- ____ 6. ISD/Building: _____
- ____ 7. Electrical: _____
- ____ 8. Fire: _____
Is Fire Detail Required: _____ # of Details Assigned: _____
- ____ 9. Public Works: *Fee for Special Events: \$45/hr/DPS employee for trash handling/staging etc. may apply*
Yes: \$ _____ due on _____ No Fee for Special Events applies
Other requirements/instructions per DPS _____
- ____ 10. Parks Department: _____
- ____ 11. License Commission _____

The departments listed above have their own application process.
Applicants are responsible for applying for and obtaining all required
permits & certificates from the various individual departments

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.

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: _____

Paul Kobuan

Date: _____

3/14/19

5 of 18

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,

Page 11



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/13/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER DSP Insurance 1900 E. Golf Road, Suite 650 Schaumburg, IL 60173	CONTACT NAME: John Adams PHONE (A/C, No, Ext): 1-800-316-6705 E-MAIL ADDRESS: lionsclubs@dspins.com	FAX (A/C, No): 847-934-6186
	INSURER(S) AFFORDING COVERAGE	
INSURED Newburyport Lions Club D33N Newburyport Massachusetts	INSURER A: ACE American Insurance Company	NAIC # 22667
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.


INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Agg. Per Named Insured is \$2,000,000 GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC			HDOG71094972	09/01/2018	09/01/2019	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 10,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			ISAH25159226	09/01/2018	09/01/2019	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION S						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			WC STATUTORY LIMITS	OTHE R
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Provisions of the policy apply to the named insureds participation in the following activity during the policy period shown above: Newburyport Lions Club 10 Mile and 5K Road Races July 30, 2019

The following persons or organizations granting use of real property, including structures thereon are included as Additional Insured(s), but only with respect to General Liability arising out of the use of premises by the insured shown above and not out of the sole negligence of said additional insured.

City of Newburyport
 PROVISIONS OF THE POLICY DO NOT APPLY TO THE SALE OR SERVING OF ALCOHOLIC BEVERAGES

CERTIFICATE HOLDER Newburyport High School 241 High Street Newburyport Massachusetts 01950	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/13/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER DSP Insurance 1900 E. Golf Road, Suite 650 Schaumburg, IL 60173	CONTACT NAME: John Adams	
	PHONE (A/C, No, Ext): 1-800-316-6705	FAX (A/C, No): 847-934-6186
E-MAIL ADDRESS: lionsclubs@dspins.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: ACE American Insurance Company		22667
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Agg. Per Named Insured is \$2,000,000 GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			HDOG71094972	09/01/2018	09/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	OTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			ISAH25159226	09/01/2018	09/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTIONS						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Provisions of the policy apply to the named insureds participation in the following activity during the policy period shown above: Newburyport Lions Club 10 Mile & 5K Road Races July 30, 2019

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Newburyport High School

PROVISIONS OF THE POLICY DO NOT APPLY TO THE SALE OR SERVING OF ALCOHOLIC BEVERAGES

CERTIFICATE HOLDER**CANCELLATION**

City of Newburyport
60 Pleasant Street
Newburyport Massachusetts 01950

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

25K RACE

5K

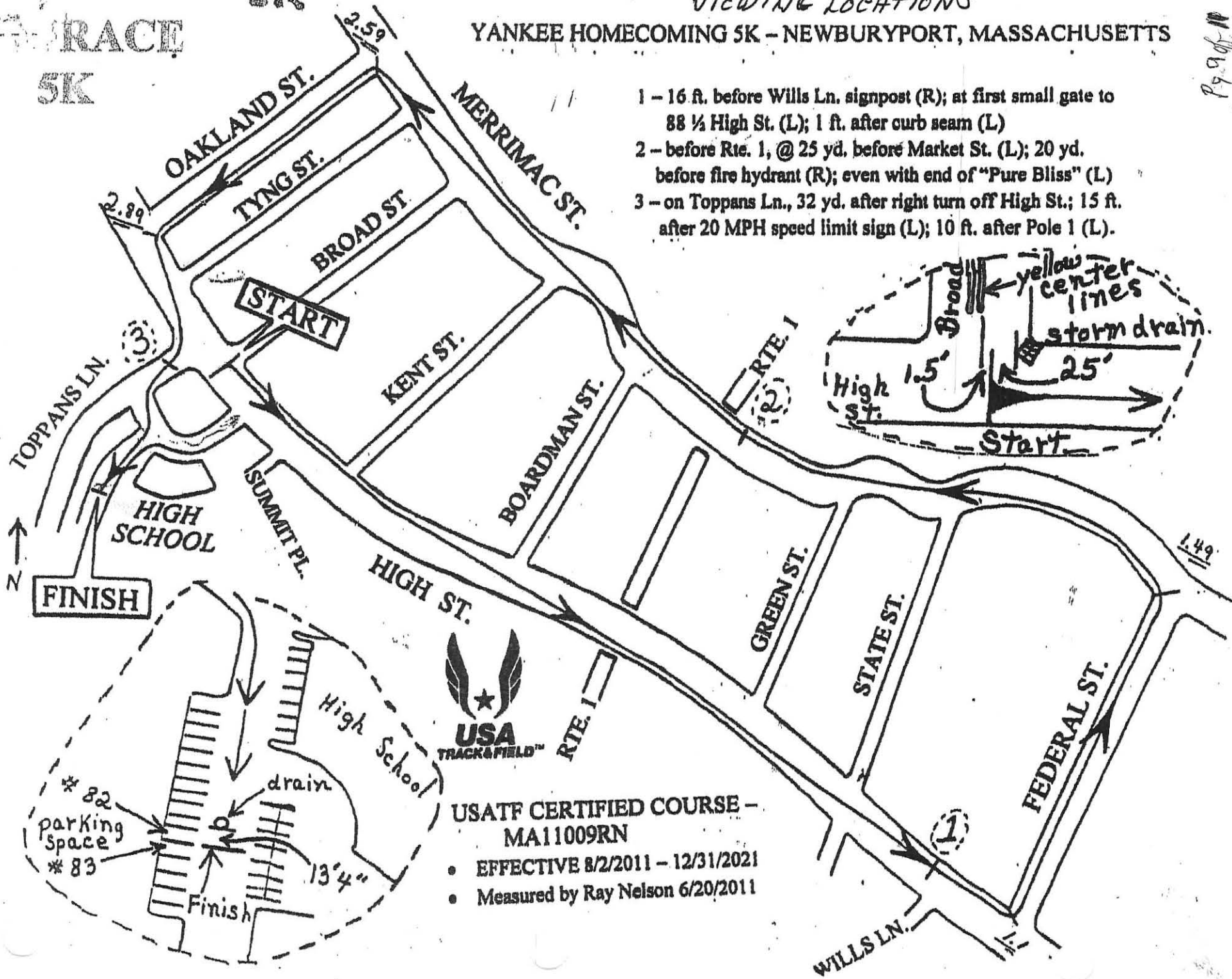
5K

VIEWING LOCATIONS

YANKEE HOMECOMING 5K - NEWBURYPORT, MASSACHUSETTS

Pg 9 of 10

- 1 - 16 ft. before Wills Ln. signpost (R); at first small gate to 88 1/2 High St. (L); 1 ft. after curb seam (L)
- 2 - before Rte. 1, @ 25 yd. before Market St. (L); 20 yd. before fire hydrant (R); even with end of "Pure Bliss" (L)
- 3 - on Toppans Ln., 32 yd. after right turn off High St.; 15 ft. after 20 MPH speed limit sign (L); 10 ft. after Pole 1 (L).



USATF CERTIFIED COURSE - MA11009RN

- EFFECTIVE 8/2/2011 - 12/31/2021
- Measured by Ray Nelson 6/20/2011

10 of 4

10M Race

Yankee Homecoming 10 Mile Road Race NEWBURYPORT, MASSACHUSETTS

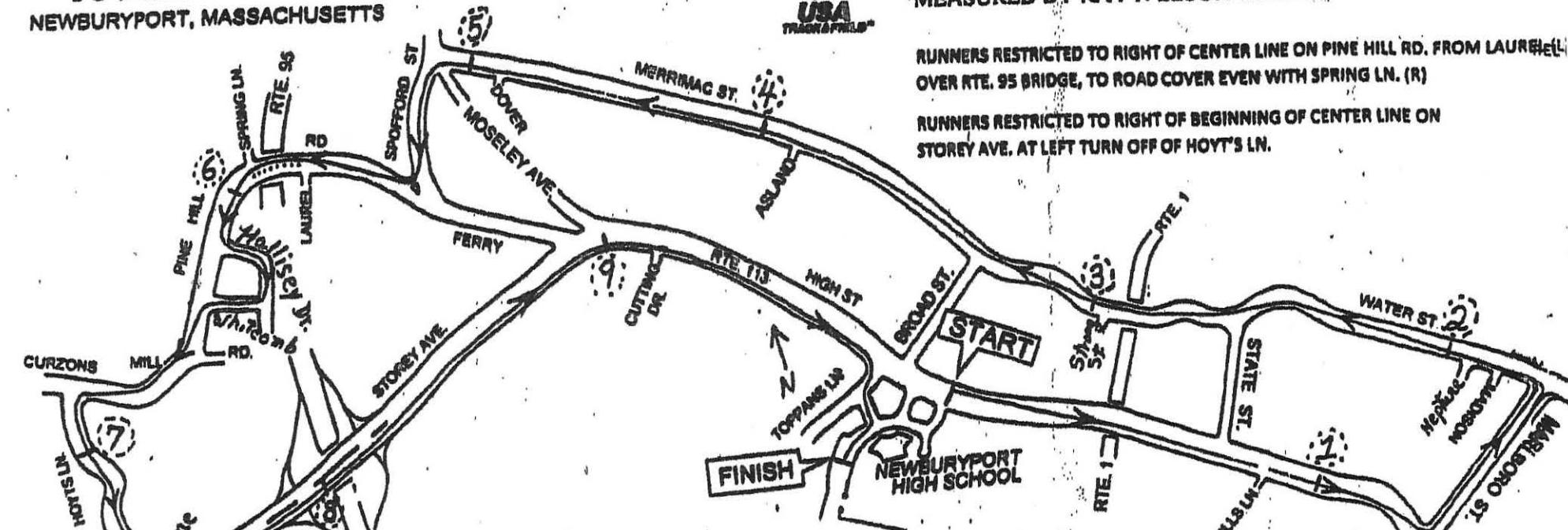


VIEWING LOCATIONS
USATF CERTIFIED COURSE - MA11008RN
EFFECTIVE 8/2/2011 - 12/31/2021
MEASURED BY RAY N ELSON 6/20/2011

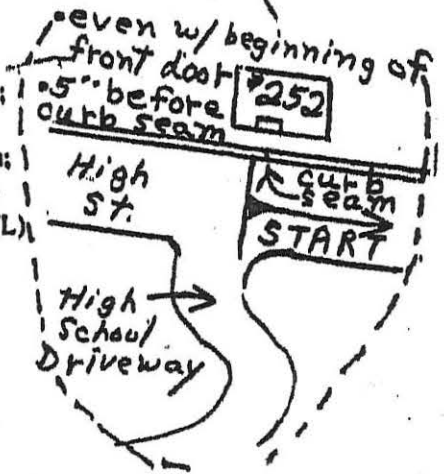
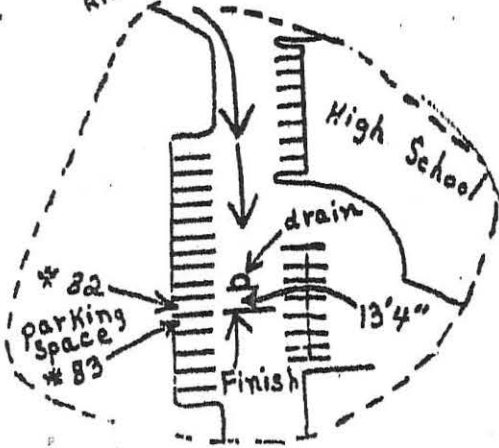
11/10/11
Page 1 of 1

RUNNERS RESTRICTED TO RIGHT OF CENTER LINE ON PINE HILL RD. FROM LAUREL ST. OVER RTE. 95 BRIDGE, TO ROAD COVER EVEN WITH SPRING LN. (R)

RUNNERS RESTRICTED TO RIGHT OF BEGINNING OF CENTER LINE ON STOREY AVE. AT LEFT TURN OFF OF HOYT'S LN.



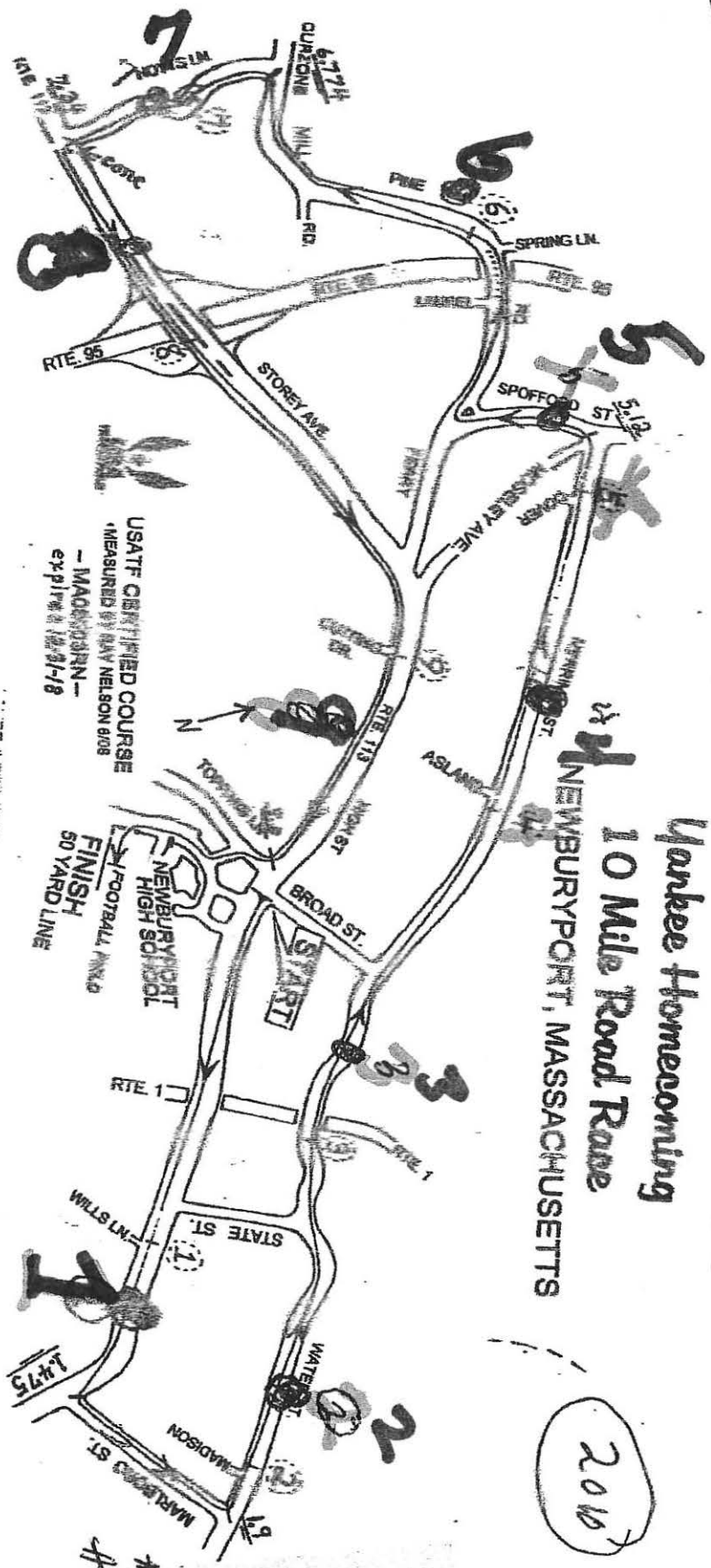
- 1 - @ 110 yd. after Wills Ln., just before # 80 High St. (L); 6 ft. after the 3rd stone fence post after driveway to #73 High St. (R); 7 ft. after sewer cover (in middle of road); even with curb seam (R)
- 2 - at #196 Water St., 66 yd. after end of Neptune (L); 19.5 ft. after end of storm drain (L); 21 ft. before sewer cover (L); 10 in. after curb seam (L)
- 3 - after Rte. 1 exit, 15 ft. after end of Strong St. (L); in brick driveway to Perry Murphy construction; 15.5 ft. before storm drain (R)
- 4 - 70 yd. after Ashland (L); 30 ft. after Pole 79 (R); 10 ft. before beginning of big window to Mersen; 46 ft. before crosswalk; 6 ft. after end of single driveway immediately after the car repair place (L)
- 5 - just after # 568 Merrimac St. (R); 25 ft. after Pole 51B/80 / 123 (R); 37 ft. before driveway #571 (L)
- 6 - at end of property to # 13 Pine Hill Rd. (R); 23.5 ft. after Pole 12 (L)
- 7 - on Hoyts Ln. 55 ft. after Pole 12 (R)
- 8 - just before the actual bridge (with high fencing) over Rte. 95; 30 ft. after sign for Rte. 95 north, 30 ft. after end of storm drain; 15 ft. before water cover on sidewalk (R)
- 9 - just after Moseley Ave.(L); at beginning of building #361 High St. (Home for Aged Men); 4 ft. after Pole 113



"WATER STOPS"

Yankee Homecoming 10 Mile Road Race NEWBURYPORT, MASSACHUSETTS

2016



- #1 39 High ST
- #2 59 WATER ST
- #3 Oliver Merrimac
- #4 437 Merrimac
- #5 28 Spofford ST
- #6 3 Pine Hill RD
- #7 PlayTe LA
- #8 West End Fire Sta
- #9 343 High ST

PS

NEWBURYPORT SPECIAL EVENT APPLICATION

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
2019 APR -2 PM 3:32

Tel. _____

Fax. _____

(For Parades, Road Races and Walkathons Only - Please complete page 3 of this application)

NAME OF EVENT: Sip, Shop, supPORT: A Night to Benefit Runway for Recovery

Date: May 10, 2019 Time: from 6:30 p.m. to 8:30 p.m.

Rain Date: N/A Time: from _____ to _____

2. Location: Inn Street, from Market Square to Ceia Restaurant Alley

3. Description of Property: Public Walkway Public Private

4. Name of Organizer: Olivia Boger, Executive Director of Runway for Recovery City Sponsored Event: Yes No

Contact Person

Address: 65 Middle Street, Newburyport, MA Telephone: 617-710-2172

E-Mail: ocma@mac.com Cell Phone: _____

Day of Event Contact & Phone: 617-710-2172

5. Number of Attendees Expected: 200

6. MA Tax Number: 11-3822037

7. Is the Event Being Advertised? YES Where? Online, social media, invitations, posters

8. What Age Group is the Event Targeted to? 21+, but mostly 30+ because we are marketing it as a way to buy a last minute gift for Mother's Day

9. Have You Notified Neighborhood Groups or Abutters? Yes No Who? We haven't yet, but we plan to tell everyone on Inn St.

ACTIVITIES: (Please check where applicable.) Subject to Licenses & Permits from Relevant City Departments

A. Vending: Food Beverages Alcohol Goods Total # of Vendors 5

B. Entertainment: (Subject to City's Noise Ordinance.) Live Music DJ Radio/CD
Performers Dancing Amplified Sound Stage

C. Games /Rides: Adult Rides Kiddie Rides Games Raffle
Other Total #

Name of Carnival Operator: _____

Address: _____

Telephone: _____

D. Organizer is responsible for clean-up during and after event. All trash must be collected and removed from event location immediately at the end of the event unless prior written agreement had been made with the Department of Public Services (DPS).

Will you be conducting the clean-up for this event? Yes No

If yes:

- a) How many trash receptacles will you be providing? _____
- b) How many recycling receptacles will you be providing? _____
- c) Will you be contracting for disposal of : **Trash** Yes ____ No ____ **Recycling** Yes ^{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 _____³
- b) # of recycling container(s) to be provided by Recycling Office _____³
- 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: _____

Melena Wood
- 484 437 0566

FOR PARADE, ROAD RACE AND WALKATHON EVENTS ONLY

PARADE _____ ROAD RACE _____ WALKATHON _____

1. Name of the Group or Person Sponsoring the Road Race, Parade, Walkathon: Event (would be down Inn street path from fountain to West Pav)
Runway for Recovery - local NBPT event

(Olivia Boger) - Nonprofit sales that honors families affected by breast cancer

2. Name, Address & Daytime Phone Number of Organizer: Olivia Boger
65 Middle St., Newburyport, MA 01950
617-710-2172

3. Name, Address & 24/7 Telephone Number of Person Responsible for Clean Up: Olivia Boger
65 Middle St., Newburyport, MA 01950
617-710-2172

4. Date of Event: May 10, 2019 Expected Number of Participants: ~200

5. Start Time: 6:30 pm Expected End Time: 9 pm

6. Road Race, Parade or Walkathon Route: (List street names & attach map of route): Runway for Recovery
Will be an event taking place on Inn street. A new local
event to bring awareness to the NBPT community about the
organization. It is an event to honor community members who
have fought breast cancer and support local businesses.

7. Locations of Water Stops (if any): NO

8. Will Detours for Motor Vehicles Be Required? NO If so, where? _____

9. Formation Location & Time for Participants: At Inn street at 6:30 pm

10. Dismissal Location & Time for Participants: At Inn street at 9 pm

11. Additional Parade Information:
- Number of Floats: NONE
 - Locations of Viewing Stations: NO
 - Are Weapons Being Carried: Yes _____ No
 - Are Marshals 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]
DEPUTY DIRECTOR [Signature] 16A Perry Way CITY CLERK [Signature] 60 Pleasant St.
Updated February 19, 2019

DEPARTMENT APPROVAL (for Committee Member use only):

It will be necessary for you to obtain permits or certificates from the following Departments: Please note that costs for some City support services during an event are an estimate only. Some Departments may forward an invoice for services rendered at the completion of the event, and others may require advance payment.

Approval
Required

Date: _____ Signature _____

- ____ 1. Special Events: _____
- ____ 2. Police: _____
Is Police Detail Required: _____ # of Details Assigned: _____
- ____ 3. Traffic, Parking & Transportation: _____
- ____ 4. ISD/Health: _____
- ____ 5. Recycling: _____
- ____ 6. ISD/Building: _____
- ____ 7. Electrical: _____
- ____ 8. Fire: _____
Is Fire Detail Required: _____ # of Details Assigned: _____
- ____ 9. Public Works: *Fee for Special Events: \$45/hr/DPS employee for trash handling/staging etc. may apply*
Yes: \$ _____ due on _____ No Fee for Special Events applies
Other requirements/instructions per DPS _____
- ____ 10. Parks Department: _____
- ____ 11. License Commission _____

The departments listed above have their own application process.
Applicants are responsible for applying for and obtaining all required
permits & certificates from the various individual departments

a list of all streets notified shall be provided to the city clerk to be date stamped and appended to the application record. Press releases and other media type notifications are encouraged.

(6) *Insurance.* All events shall have an insurance policy or rider in effect for the event naming the "City of Newburyport" as an additional insured. The policy shall be no less than two million dollars (\$2,000,000.00).

(7) *Event termination.* If in the judgment of the city marshal, fire chief or department of public services (DPS) director or designees thereof determine that an event is unsafe due to existing conditions, that event may be stopped, terminated or suspended. In the case of a multidiscipline event such as a triathlon, the harbormaster or his/her designee may likewise stop, terminate or suspend the swimming portion for cause.

(8) *Event and traffic security.* The city marshal, fire chief, DPS director or in the case of a triathlon, the harbormaster can require special duty personnel to assist in the organizing and coordinating the safety and security of the event. All special duty assignments will be paid by the event organizers.

(9) *Clean-up.* The event organizers shall be responsible for post event trash collection, removal of signage, directional arrows, advertisements or other promotional material associated with the event.

(10) *Parking.* The event organizers shall be responsible for including parking instructions in materials disseminated to event participants. If the event is happening within one-half mile of municipal parking, then participants shall be asked to park at such parking facilities.

(11) *Notification of previous event organizers.* To the extent reasonably possible, the city clerk shall notify all event organizers from events held from 2014—2016, inclusive, by a one-time phone, email, or letter of the new application timeline and other requirements.

(12) *Simplification.* Departments are encouraged to unify their respective applications into a singular application, managed and distributed by the city clerk's office.

(13) *Americans with Disabilities Act.* Event organizers are reminded of the importance of and expectation of adherence to the Americans with Disabilities Act of 1990 (42 U.S.C § 12101) and subsequent applicable amendments.

(e) *Enforcement.*

(1) *Regulations.* Consistent with this section, the city shall promulgate regulations to enforce and otherwise implement the provisions of this section upon passage by the city council. Any event previously approved by city council shall be deemed permitted.

(2) *Warning.* In the circumstance that this section is violated, the enforcement may consist of a warning. Any warnings issued for violation(s) will be reported to the city clerk and city council and may be used as a factor in future application approvals and denials.

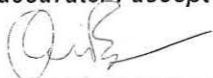
(3) *Noncriminal disposition.* If the city determines that a violation has occurred in which a noncriminal violation is issued, the named event organizer shall be penalized by a non-criminal disposition as provided in Massachusetts General Law as adopted by the City of Newburyport as a general ordinance in section 1-17 of chapter 1 of the Code or Ordinances of the City of Newburyport in the amounts set herein in subsection (e)(4) below.

(4) *Violation.* The non-criminal violation shall be one hundred dollars (\$100.00) for the first offense and two hundred fifty dollars (\$250.00) for second and subsequent offenses. Any non-criminal citations issued for violation(s) will be reported to the city clerk and city council and shall be used as a factor in future application approvals and denials.

(5) *Failure to notify.* If the event fails to notify residents and provide documentation to the city clerk, pursuant to subsection (d)(5) above, shall render that organization ineligible to receive an event permit for a period of twelve (12) months unless special leave is granted by two-thirds supervote of the city council.

I fully understand and agree to all the terms set forth in this application. The information that I have provided is truthful and accurate. I accept all responsibility related to this event.

Signed: _____



Date: _____

March 13, 2019

Sec. 13-97. - Road races, walkathons, bicycle and other multidisciplined events.

(a) *Short title.* This section may be cited as the "road races, walkathons and bicycle events."

(b) *Purpose and intent.* The use of city streets and sidewalks for the purpose of road races, walkathons or bicycle tours are positive events that promote exercise, general good health and Newburyport as a destination. These events do from time to time create hardships, impacting neighborhoods and traffic. To create a balance between conflicting interests, by safeguarding participants, residents, visitors and the City of Newburyport, this section will define and codify the procedure for the benefit of all.

(c) *Definitions.*

(1) *Road race.* A competitive or non-competitive running event that utilizes the streets, sidewalks and/or crosses over streets or sidewalks within city limits and in which an entry fee is required or charitable donation is solicited or suggested.

(2) *Walkathon.* A competitive or non-competitive walk event that utilizes the streets, sidewalks and/or crosses over streets or sidewalks within city limits and in which an entry fee is required or charitable donation is solicited or suggested.

(3) *Bicycle race.* A competitive or non-competitive bicycling event that utilizes the streets, sidewalks and/or crosses over streets or sidewalks within city limits and in which an entry fee is required or charitable donation is solicited or suggested.

(4) *Multidisciplined event.* A competitive or non-competitive event requiring or offering running, walking, biking, swimming or any combination thereof in which an entry fee is required or a charitable donation is solicited or suggested.

(5) *Event.* Any road race, walkathon, bicycle race, multi-disciplined event as defined above.

(d) *Limitations.*

(1) *Procedure.* All events shall, through that event's organizer, board of directors, charity foundation or designee ("organizer") apply for city council authorization to hold the event through the office of the city clerk no later than sixty (60) days before the event's proposed date. There shall be a grace period through December 31, 2017, during which applications will be accepted beyond the prescribed due date. Prior to application with the city council, the event shall file and receive approval from all applicable city departments, boards, and commissions. Copies of such approved applications, including along with documentation of any fees, donations, in-kind donations paid as part of said application(s), shall be included as part of the city council application.

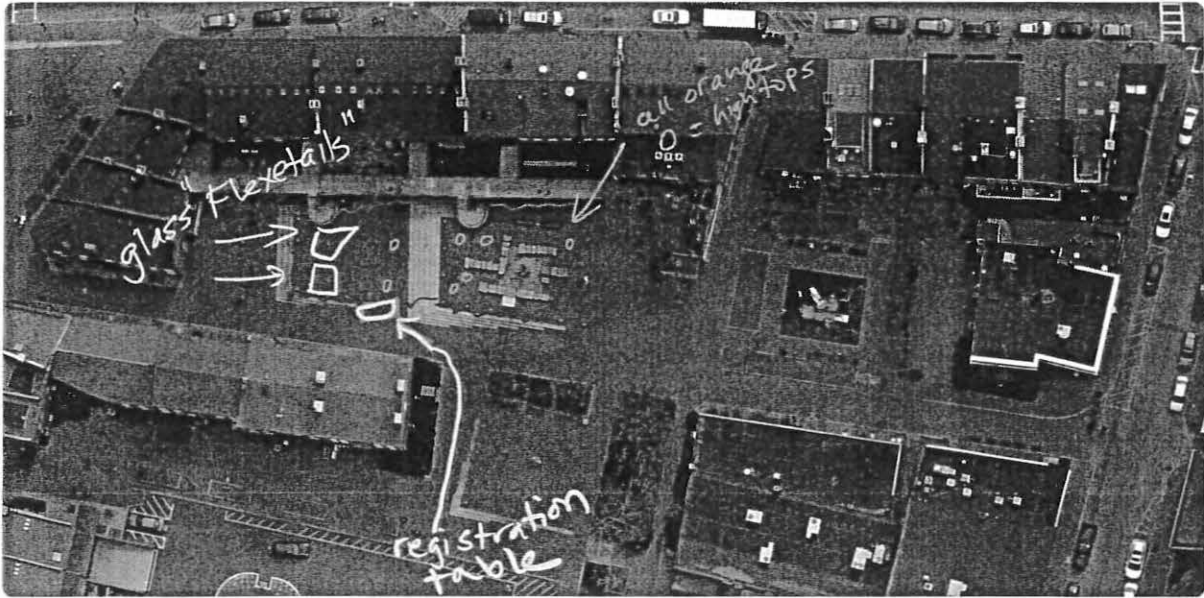
The date of application is the date a completed application is submitted to the city clerk's office and stamped by the same. The city clerk, upon review of the completed form, will place the application on the next regular city council agenda, even if such submission is a late file. Upon following the procedures of the council, as deemed appropriated in the sole judgment of the council, the application will be considered approved if the council votes favorably by majority. The application shall name one (1) person responsible on the application and shall provide contact information to include name, address, email address, and telephone number.

(2) *Exemptions.* Each event organizer or organization shall comply with this ordinance and no exemptions will be permitted.

(3) *Course map.* All applications shall be accompanied by a legible, precise course map showing the event route, water stops, refreshment stops, and so-called "port-a-potties". The course map shall also include any road closures, detours and parking areas. The course map shall be approved by police, fire, department of public services, parks commission and harbormasters departments prior to submission to the city clerk.

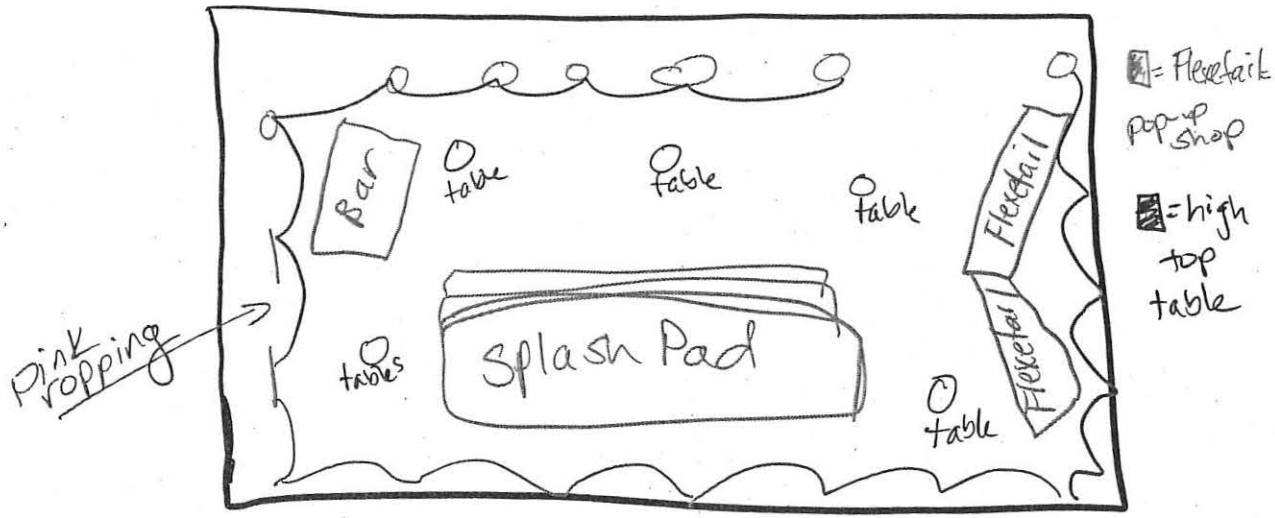
(4) *Electronic amplifier.* Electronic amplifiers, loudspeakers and bullhorn use shall be requested at time of application. Under no circumstances will they be used for public address announcements or music before 8:00 a.m., except for Sundays when electronic amplifiers, loud speakers or bullhorns will not be used for public address announcements or music before 9:00 a.m.

(5) *Road closure.* No ways, public or private, boat ramps or parking lots controlled or patrolled by the city shall be closed without authorization. Authorization shall be considered granted only if said closure(s) are contained in the approved permit. It is the sole responsibility of the race organizers to notify residents fourteen (14) days in advance that neighborhood roads will be closed if no alternate route is available to those residents. Notification shall be made by race organizers by informational packet drop-off at all residences that may be impacted, including, but not limited to, road closures, restricted driveway access, parking restrictions, or noise. In the case of multi-family residences with so-called security doors, notification will be sufficient at said security door. A copy of the notification shall be provided to the city clerk and, when possible, posted on the city website and distributed via email. Further,



INN STREET

↓
Wheat
↓
J. McGleghin





CITY OF NEWBURYPORT
OFFICE OF THE MAYOR
DONNA D. HOLADAY, MAYOR

RECEIVED
FEB 21 2:10:55

60 PLEASANT STREET - P.O. BOX 550
NEWBURYPORT, MA 01950
978-465-4413 PHONE
978-465-4402 FAX

To: President and Members of the City Council
From: Donna D. Holaday, Mayor
Date: February 21, 2019
Subject: Re-Appointment

Donna D. Holaday

I hereby re-appoint, subject to your approval, the following named individual as a member of the Board of Health. This term will expire on April 1, 2022.

Dr. Sam A. Merabi
7 Brown Square
Newburyport, MA 01950



Sam A. Merabi, DMD, MPH
 7 Brown Square
 (617) 669-4392
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CV-04/04/16

EDUCATION

Harvard School of Public Health (Aug. 2005- June 2007)
Boston, MA
 M.P.H., *Master of Public Health* June of 2007
 Concentration in International Health

Tufts University, School of Dental Medicine (Aug. 2001- May 2005)
Boston, MA
 D.M.D., *Doctorate of Dental Medicine* May of 2005

Brandeis University (Aug. 1994- May 1998)
Waltham, MA
 Bachelor of Arts in Anthropology with significant course work in Middle Eastern, Cross Cultural, Behavioral, and Biology studies

EMPLOYMENT

Portside Family Dental; Newburyport, MA (June 2012- present)
 Dentist/Owner

Leominster Family Dentists; Leominster, MA (Aug 2009- May 2012)
 Associate Dentist

Park Avenue Dental Center; Worcester, MA (Jan 2008- Aug 2009)
 Contracting Dentist

Harvard School of Dental Medicine; Boston, MA (Dec 2005- present)
 Clinical Instructor
 Department of Oral Health Policy and Epidemiology

Cambridge Health Alliance; Cambridge, MA (Oct 2005- Dec 2008)
 Department Chief: Chester Douglass, DDS, PhD
 Staff Dentist in the Department of Dentistry
 - Coordination of care with a number of health departments



Presentations:

November 2007, Poster, American Public Health Association annual meeting, Washington D.C.

“A top-down, bottom-up strategy for oral health development: A Case in Malawi”
Sam A. Merabi, DMD, et al.

November 2006, Poster presentation at American Public Health Association annual meeting in Boston, MA

“Promoting the Biomedical Health Model by Developing Innovative Oral Health Prevention Education for High Risk Children in Lusaka, Zambia: A Pilot Qualitative Study of Education Theories” Sam A. Merabi, DMD

December 2005, Poster presentation at American Public Health Association annual conference In Philadelphia, PA

“Comparative Student-run Dental Intervention Programs for Children’s Residential Facilities; Boston, Massachusetts vs. Lusaka, Zambia” Sam A. Merabi

Power Point presentation of Project CORRECT at the 2004 American Dental Education Association in Seattle, Washington

Related Experience:

Current: Water Hygiene Development program research in Malawi through a faculty appointment Harvard School of Dental Medicine, Dept. of Oral Health Policy and Epidemiology; working with Safe Water International

March 2007 Received a \$35,000 grant from Raising Malawi, to mount a 3 year funded oral health promotion program for an orphan population of 4,000. Phase one of the program will begin June 2007. Annual funding of \$20,000 is expected to be renewed for 2 years. The program will partner Raising Malawi with HSDM-OHPE, Cambridge Health Alliance Dept. of International Partnerships, and Child Dental Relief, Inc.

March 2007 Lead a 2 week oral health intervention program in Lusaka Zambia for the Bwafano Home for Children, Budget \$15,000

August 2006 Lead a 2 week oral health intervention program in Lusaka Zambia for the Bwafano Home for Children. Budget \$15,000

December 2004 Lead a three week dental relief program for orphans and AIDS hospices in Lusaka, Zambia. managing a \$55,000 budget.

(2002-Present) Founder/Leader of Project CORRECT (Child Oral Rehabilitation, Residential, Education, Counseling and Therapy); Student volunteer initiative that promotes oral health in long-term residential care units for children; Currently, a running program for Tufts University School of Dental Medicine