

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

Bert



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

BT

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



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 2 10 PM '19

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:

Account Name	Account Number	Amount	Account Name	Account Number	Amount
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
(978) 465-4413 • (978) 465-4402 (FAX)
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 in a cursive style.

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

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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

DS

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: ireid@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 **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 ? 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.

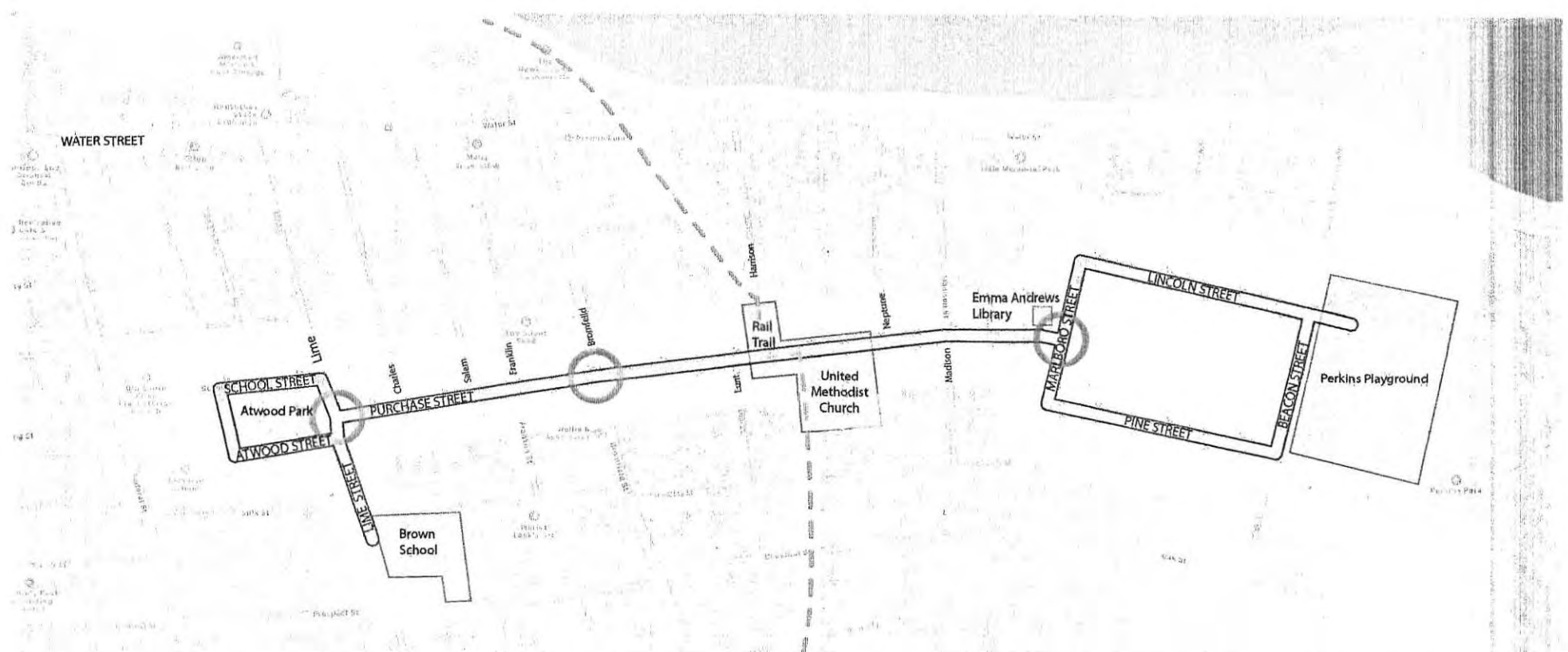
(4) *Violation.* The non-criminal violation shall be one hundred dollars (\$100.00) for the first offense and two hundred fifty dollars (\$250.00) for second and subsequent offenses. Any non-criminal citations issued for violation(s) will be reported to the city clerk and city council and shall be used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



Sunday June 23rd, 2019

CLOSED STREETS **Activity Nodes** **Rail Trail** **Police Details**

OPEN STREETS



NEWBURYPORT

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: Kellymahon@comcast.net Cell Phone: -

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

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

6. MA Tax Number: -

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

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

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

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

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

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

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

Name of Carnival Operator: -

Address: -

Telephone: -

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

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

2019 MAR -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 _____
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1 Standard # 1 ADA accessible

Name of company providing the portable toilets: United Site Services

FOR PARADE, ROAD RACE AND WALKATHON EVENTS ONLY

PARADE _____

ROAD RACE _____

WALKATHON _____

1. Name of the Group or Person Sponsoring the Road Race, Parade, Walkathon: PMC - Pan Mass Challenge Kids Ride

2. Name, Address & Daytime Phone Number of Organizer: Kelly Mahon
36 Beacon Avenue, Newburyport MA 01950
(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 3/7/19 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

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Approval
Required

Date: _____ Signature _____

- _____ 1. Special Events: _____
- _____ 2. Police: _____
Is Police Detail Required: _____ # of Details Assigned: _____
- _____ 3. Traffic, Parking & Transportation: _____
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- _____ 5. Recycling: _____
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- _____ 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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Other requirements/instructions per DPS _____
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- _____ 11. License Commission _____

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(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.

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(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.

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(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.

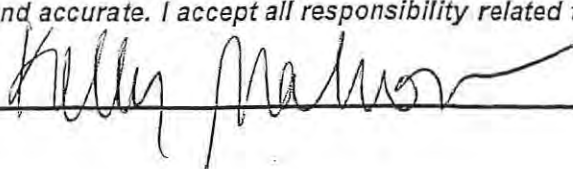
(3) *Noncriminal disposition.* If the city determines that a violation has occurred in which a noncriminal violation is issued, the named event organizer shall be penalized by a non-criminal disposition as provided in Massachusetts General Law as adopted by the City of Newburyport as a general ordinance 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.

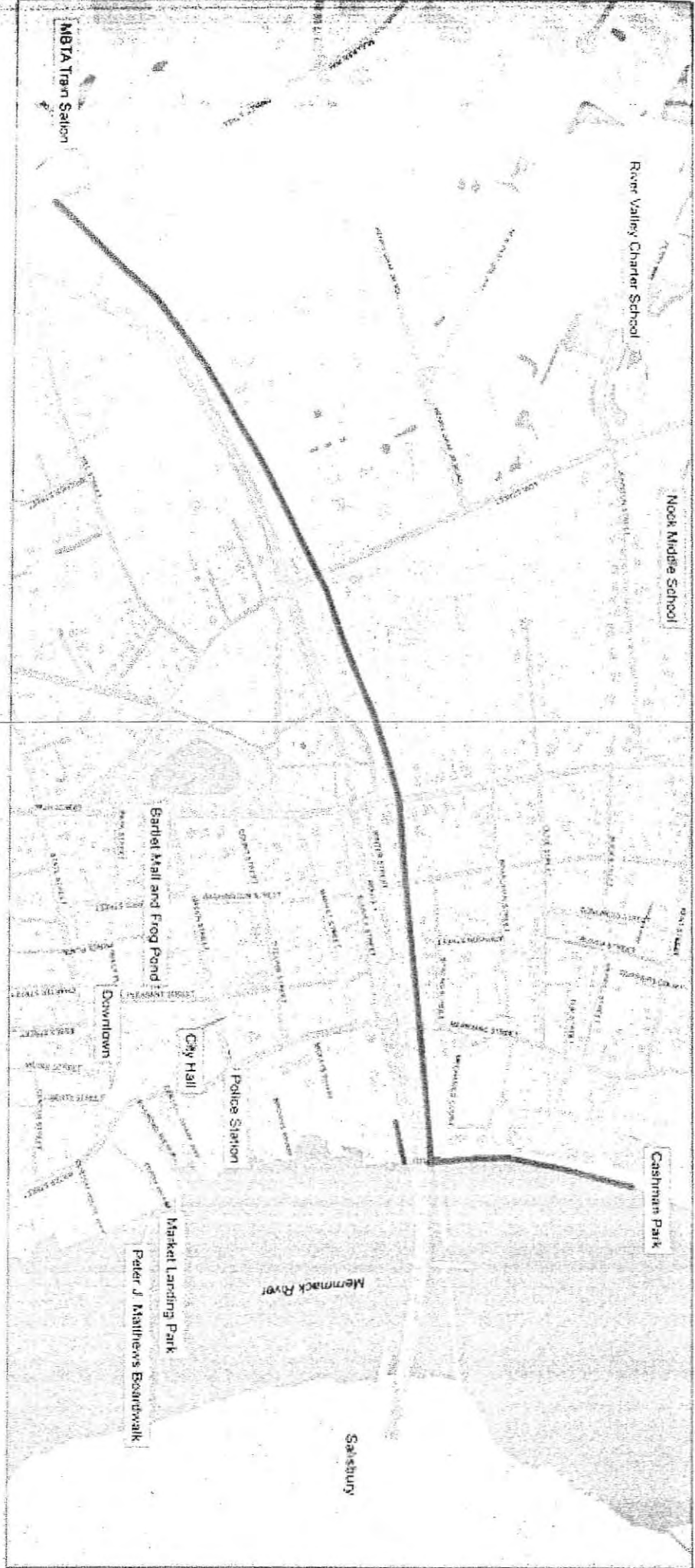
I fully understand and agree to all the terms set forth in this application. The information that I have provided is truthful and accurate. I accept all responsibility related to this event.

Signed: _____



Date: _____





MBTA Train Station

River Valley Charter School

Nock Middle School

Clippert City Rail Trail

Garfield Hall and Frog Pond

City Hall

Police Station

Cashman Park

Market Landing Park

Peter J. Matthews Boardwalk

Memmack River

Salisbury

Scale: 1 inch = 100 feet





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	<u>[Signature]</u>
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 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	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		KKO000000778500	01/14/2019	01/01/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ NONE PRODUCTS - COMPIOP 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 type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		KKO000000779200	01/14/2019	01/01/2020	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER

City of Newburyport
 City of Newburyport, MA - The First Republic Corporation of America, Towle
 Office Building, 260 Merrimac Street
 Newburyport, MA 1950

CANCELLATION

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

AUTHORIZED REPRESENTATIVE
 of Marsh USA Inc.

Elizabeth Stapleton

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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 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 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.

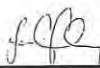
(3) *Noncriminal disposition.* If the city determines that a violation has occurred in which a noncriminal violation is issued, the named event organizer shall be penalized by a non-criminal disposition as provided in Massachusetts General Law as adopted by the City of Newburyport as a general ordinance 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 super-vote 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 _____

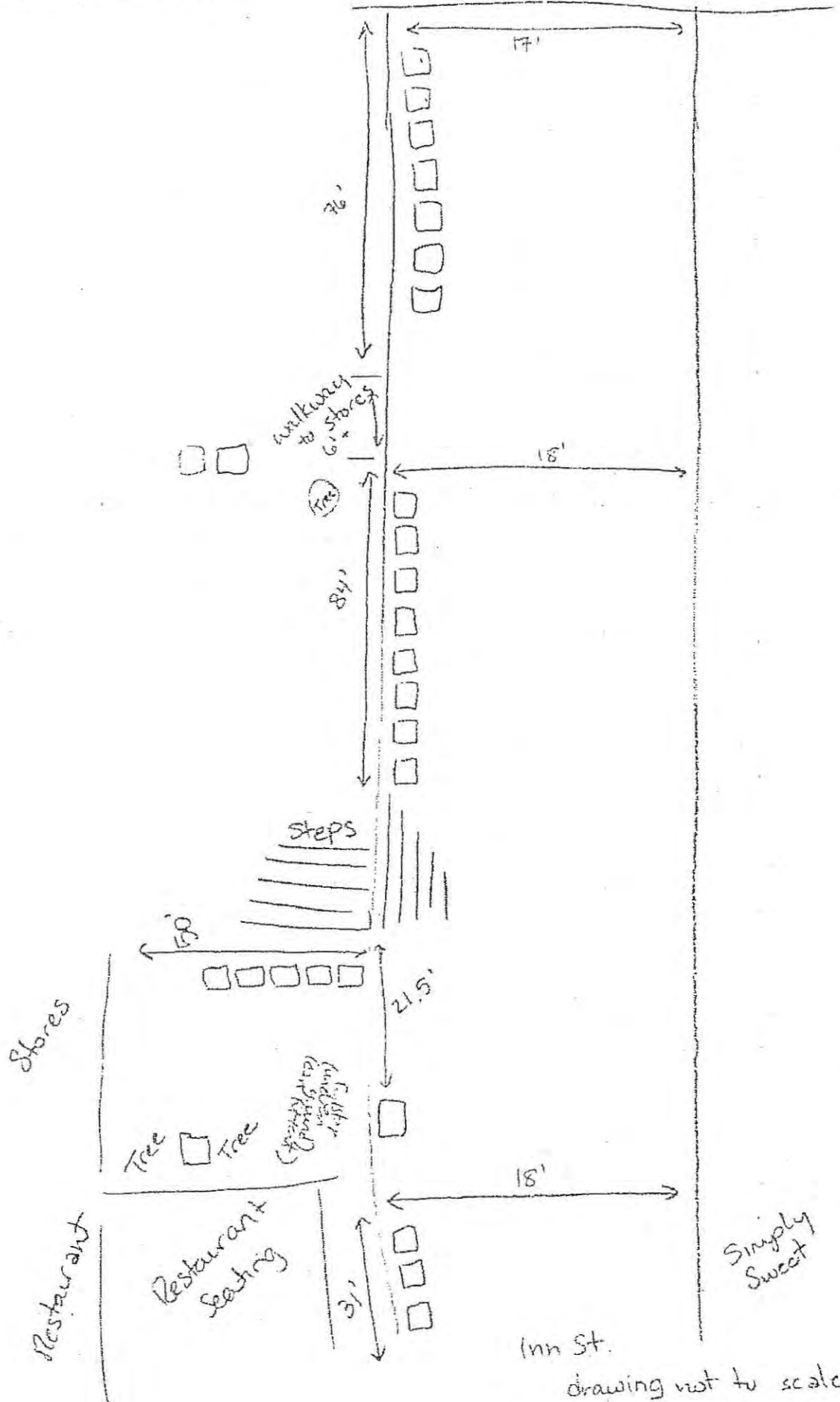
The departments listed above have their own application process.
Applicants are responsible for applying for and obtaining all required
permits & certificates from the various individual departments

Inn St. Draft Site Plan

Loretta

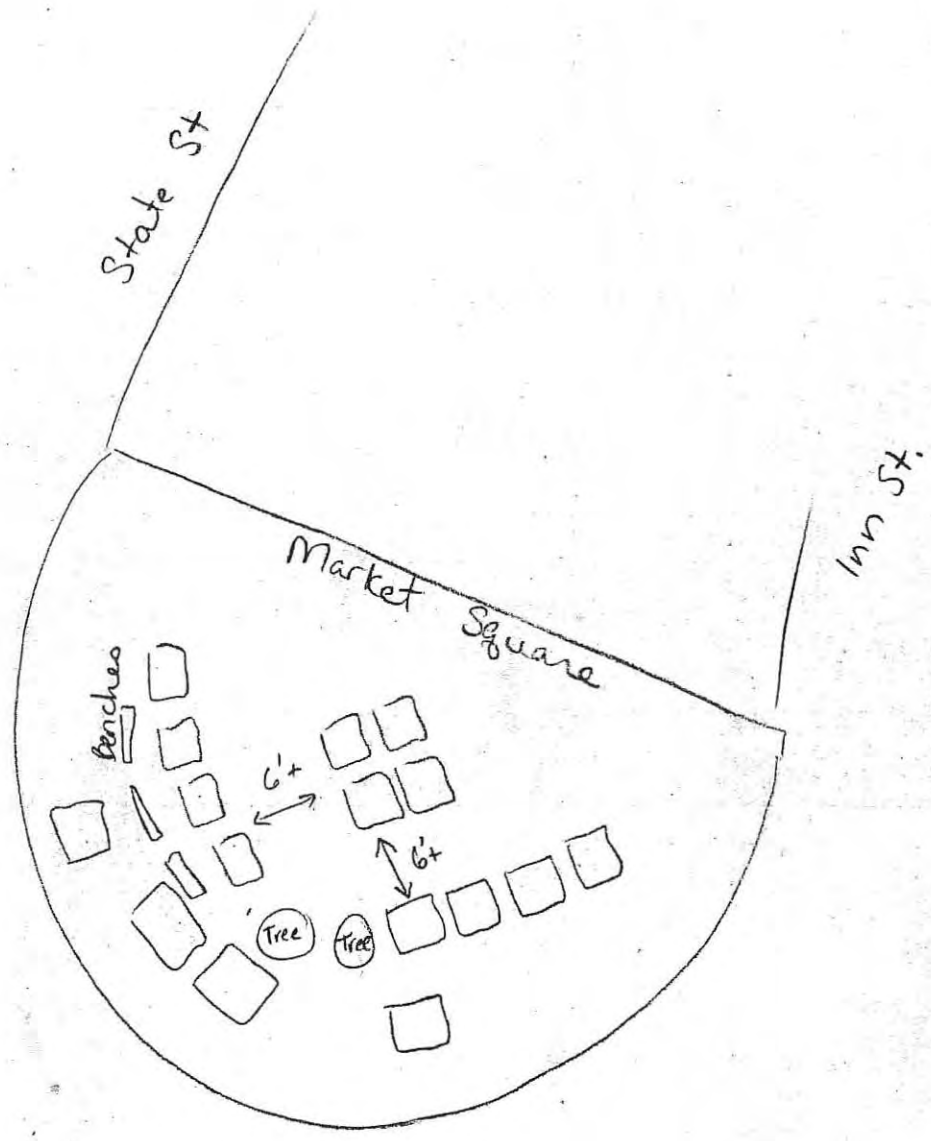
Dzechuan

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
SEE ATTACHED SCHEDULE

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

Hello Lois,

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

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

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

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

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: _____

Dave 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 Winverley 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 cue
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 FAX (A/C, No): 847-398-7077
	E-MAIL ADDRESS: screspin@lamblittle.com
	INSURER(S) AFFORDING COVERAGE
	INSURER A : PHILADELPHIA IND INS CO NAIC # 18058
	INSURER B : Twin City Fire Insurance Co 29459
	INSURER C :
	INSURER D :
	INSURER E :
	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 \$
	<input checked="" type="checkbox"/> 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 OCC 1,000,000/AGGR 3,000,000
A	PROFESSIONAL LIABILITY		PHPK1787971	3/11/2019	3/11/2020	

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

CANCELLATION

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



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.

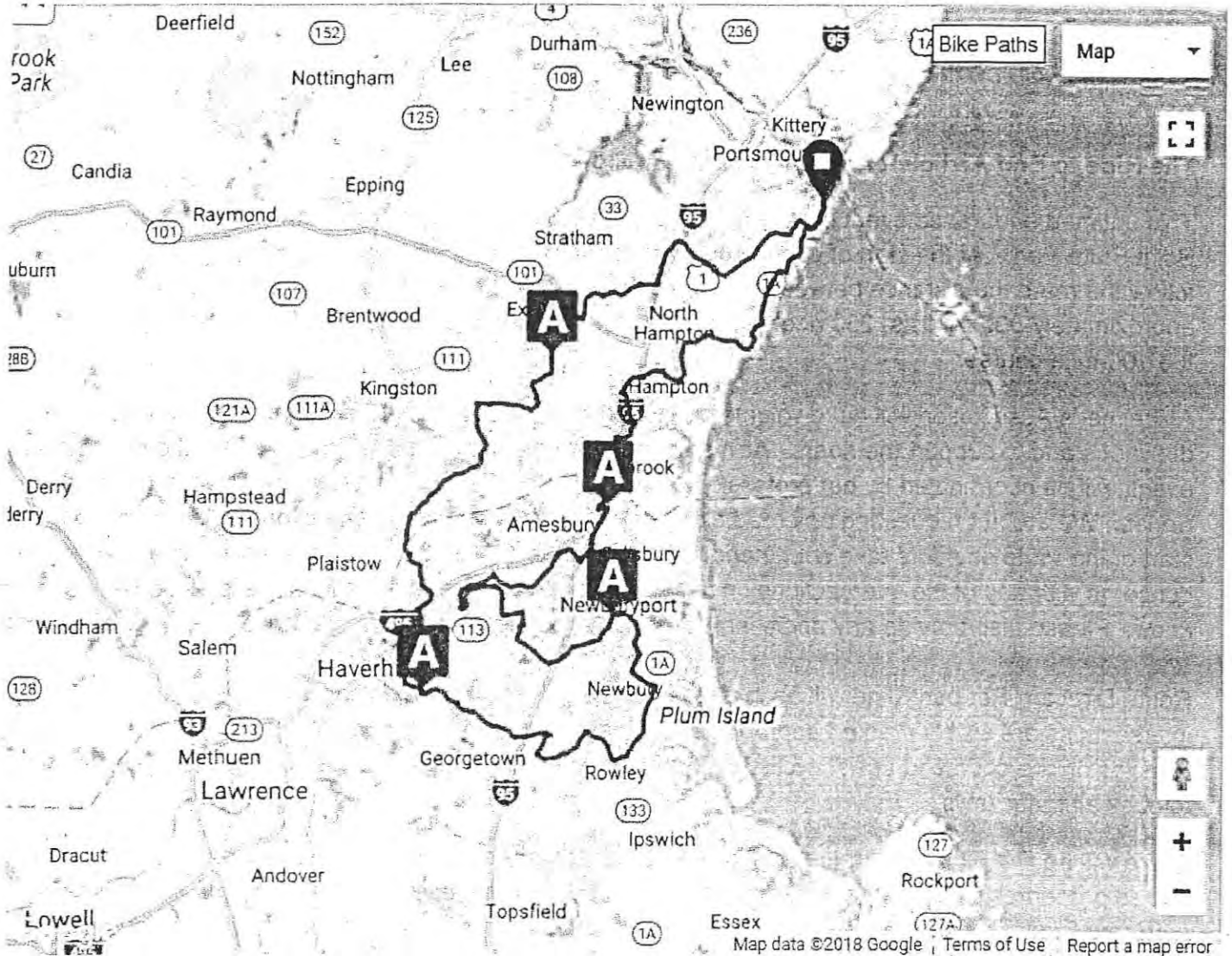
Route Director, Reuben Kline will be in a lead vehicle on the course to verify all turns and intersections are visibly marked appropriately. There will also be four other support and gear vehicles on the course to assist cyclists. Event vehicles will visibly marked as such and are instructed to obey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

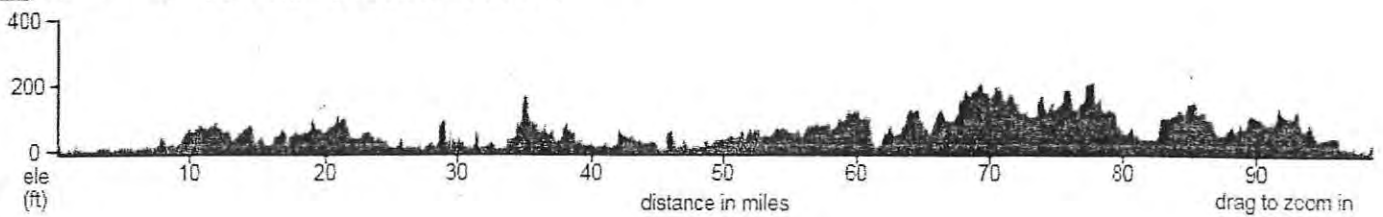
We are concerned about the environment and the local communities in proximity to this event. In order to ensure low-negative impact on the environment, the route will be marked with reusable, high-visibility signage. When marking route directions on pavement, we always use a water soluble spray chalk 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

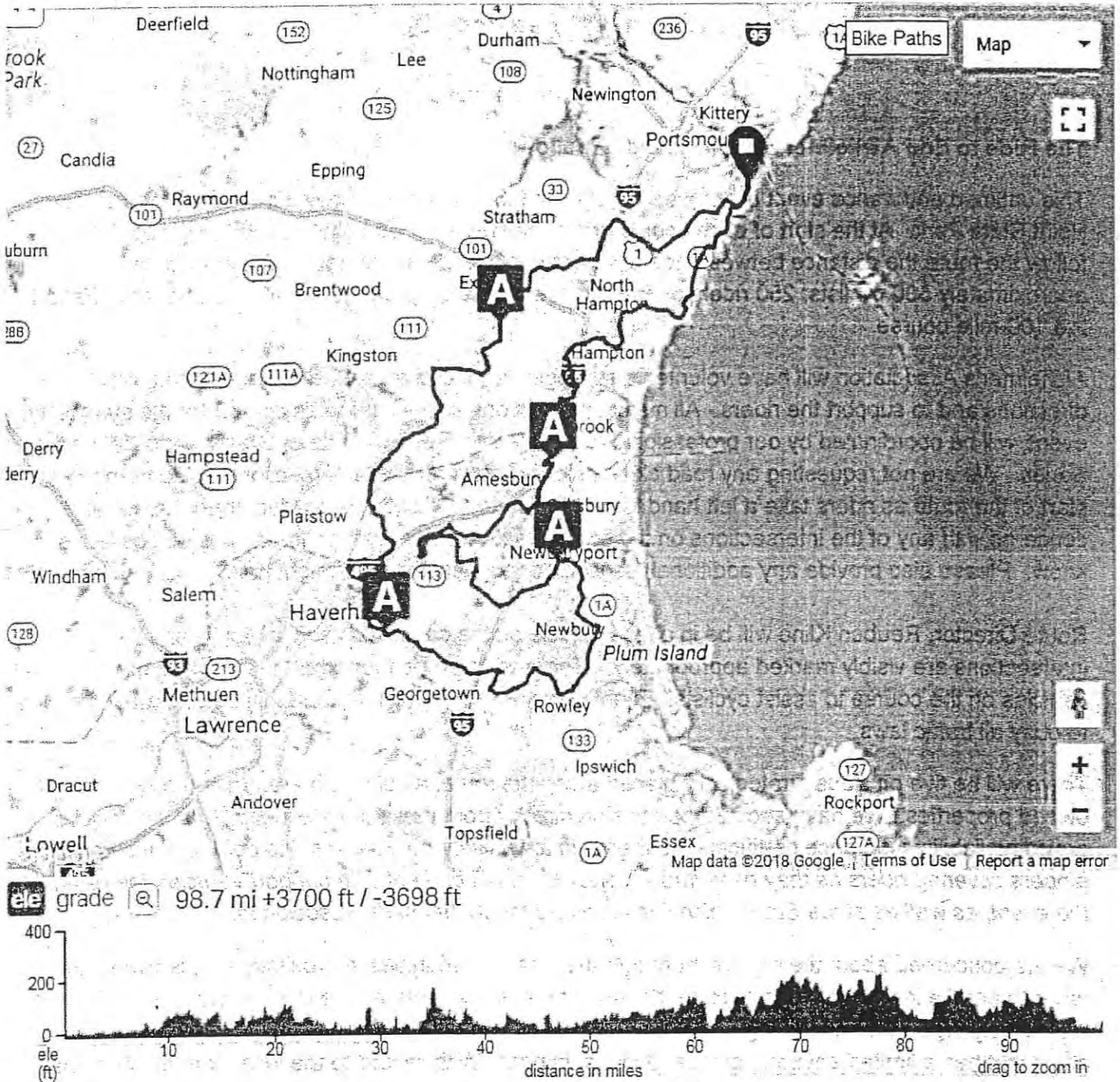


ele grade 98.7 mi +3700 ft / -3698 ft



100 Mile Route Map

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



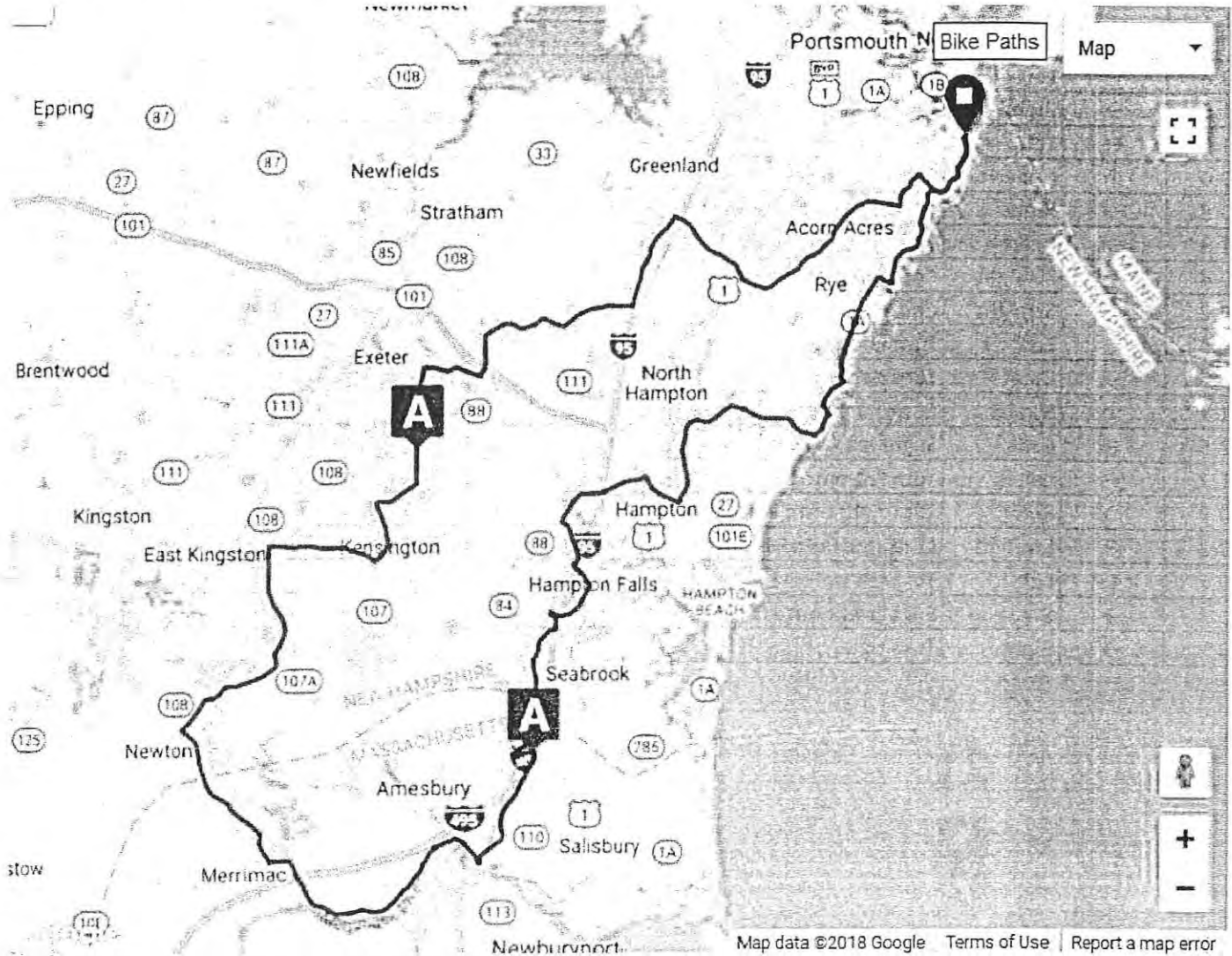
100 Mile Route - Ride to End Alz						
Start & Finish Line: Odiorne Point State Park, 570 Ocean Blvd, Rye NH						
Leg	Direction	Type	Notes	Total	Town	State
	←	Left	Left Turn left onto NH-1A S	0	Rye	NH
7.7	→	Right	Right Turn right onto NH-111 W	7.8	North Hampton	NH
1.9	←	Left	Left Turn left onto Mill 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

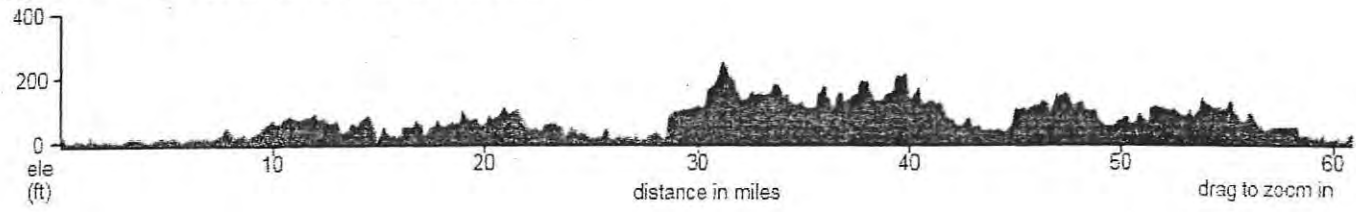
0.9	↑	Straight	Continue onto Chase Rd	72.0	Newton	NH
1.5	↑	Straight	Continue onto S Rd	73.5	Newton	NH
2.5	→	Right	Turn right onto Stumpfield Rd	76.0	South Hampton	NH
2.2	←	Left	Turn left onto Trundlebed Ln	78.3	East Kingston	NH
0.4	←	Left	Turn left onto NH-150 N	78.7	Kensington	NH
0.9	→	Right	Turn right 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



ele grade 60.9 mi +2095 ft / -2093 ft



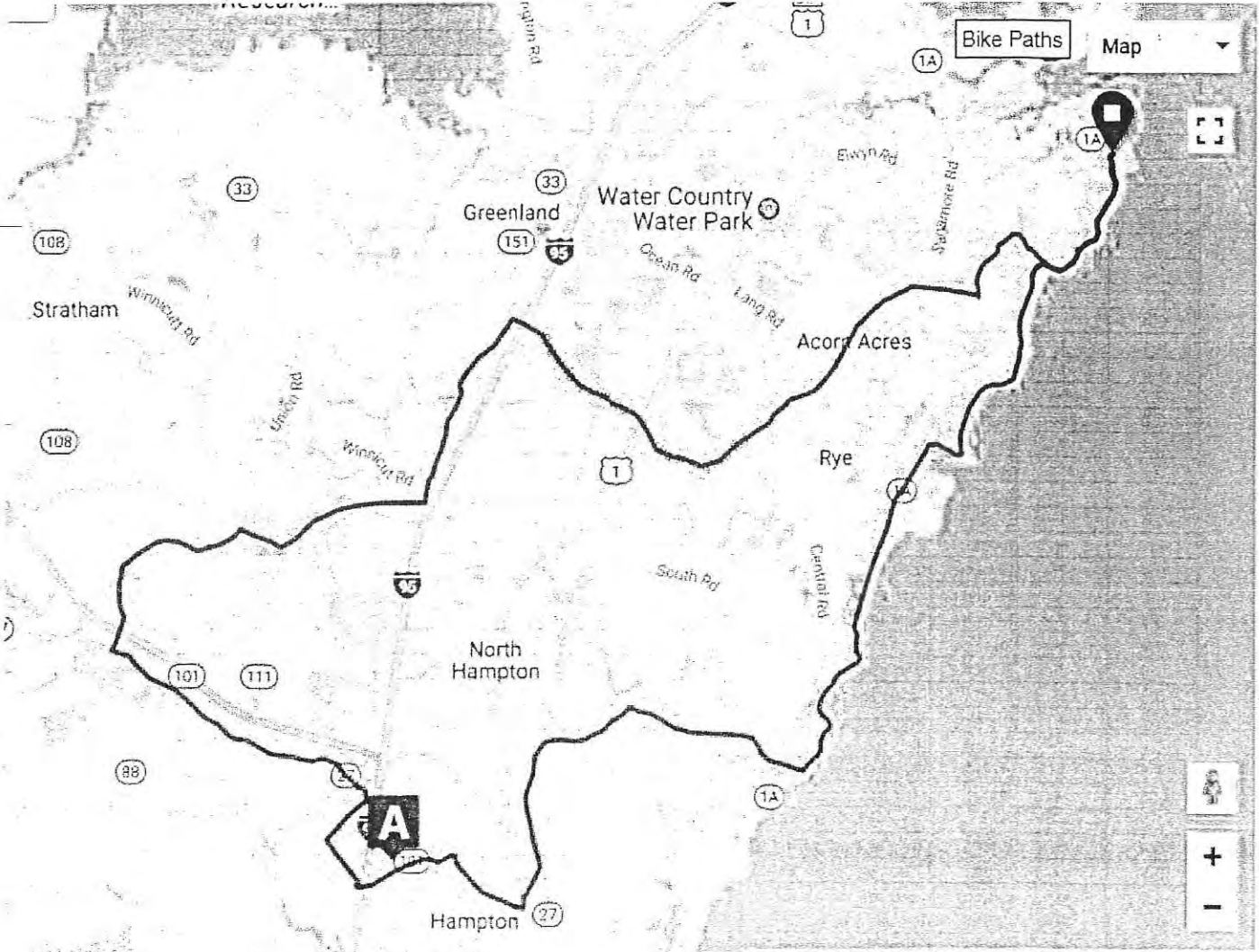
60 Mile Route - Ride to End Alz

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

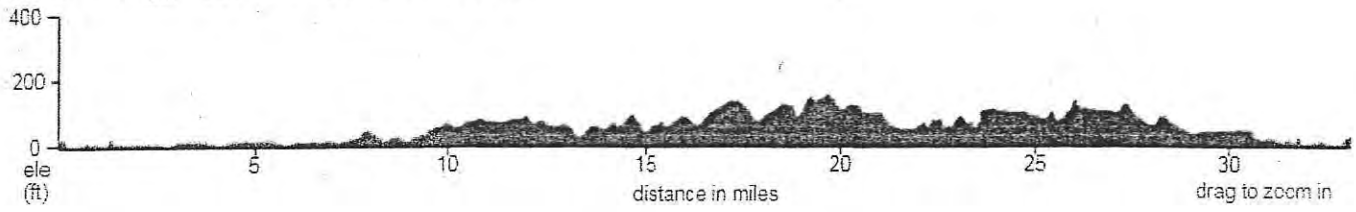
30 Mile Route Map

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



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

BB 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	Hampton NH, no police detail	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

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.

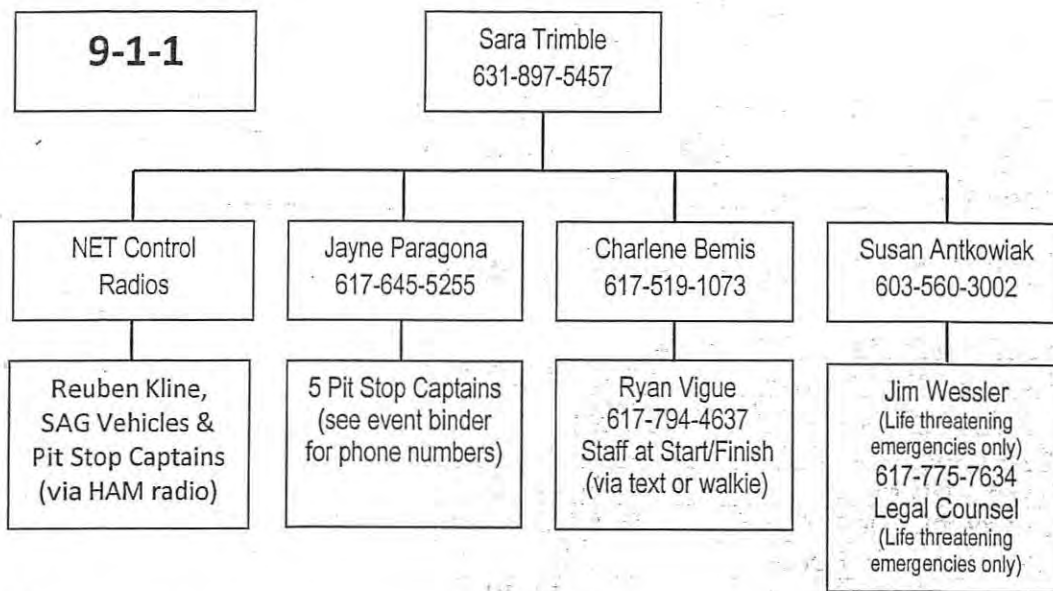
Coordination for the safety of participants and spectators will be accomplished by the event personnel verbally advising participants to seek shelter in vehicles or buildings. If and when the weather emergency has passed, a decision will be made by police personnel and the event manager as to when to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

DS

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 Ovarians for the Cure, a non-profit organization, located in Natick. Ovarians for the Cure is devoted to educating the public on the signs and symptoms of ovarian cancer. Ovarian cancer is a particularly devastating cancer for women. It has a nearly 50% mortality rate because the symptoms often go unnoticed until it is in its later stages. GNOCA holds events from June through September, which is National Ovarian Cancer Awareness month.

The Winners Circle Running Club 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 [Signature] 4 Green St. FIRE CHIEF [Signature] 0 Greenleaf St.
 DEPUTY DIRECTOR [Signature] 16A Perry Way CITY CLERK [Signature] 60 Pleasant St.

DEPARTMENT APPROVAL (for Committee Member use only):

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

Approval
Required

Date: _____ Signature _____

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

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

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

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

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

(c) *Definitions.*

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

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

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

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

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

(d) *Limitations.*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(e) *Enforcement.*

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

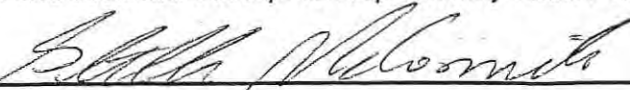
(2) *Warning.* In the circumstance that this section is violated, the enforcement may consist of a warning. Any warnings issued for violation(s) will be reported to the city clerk and city council and may be used as a factor in future application approvals and denials.

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

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

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

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

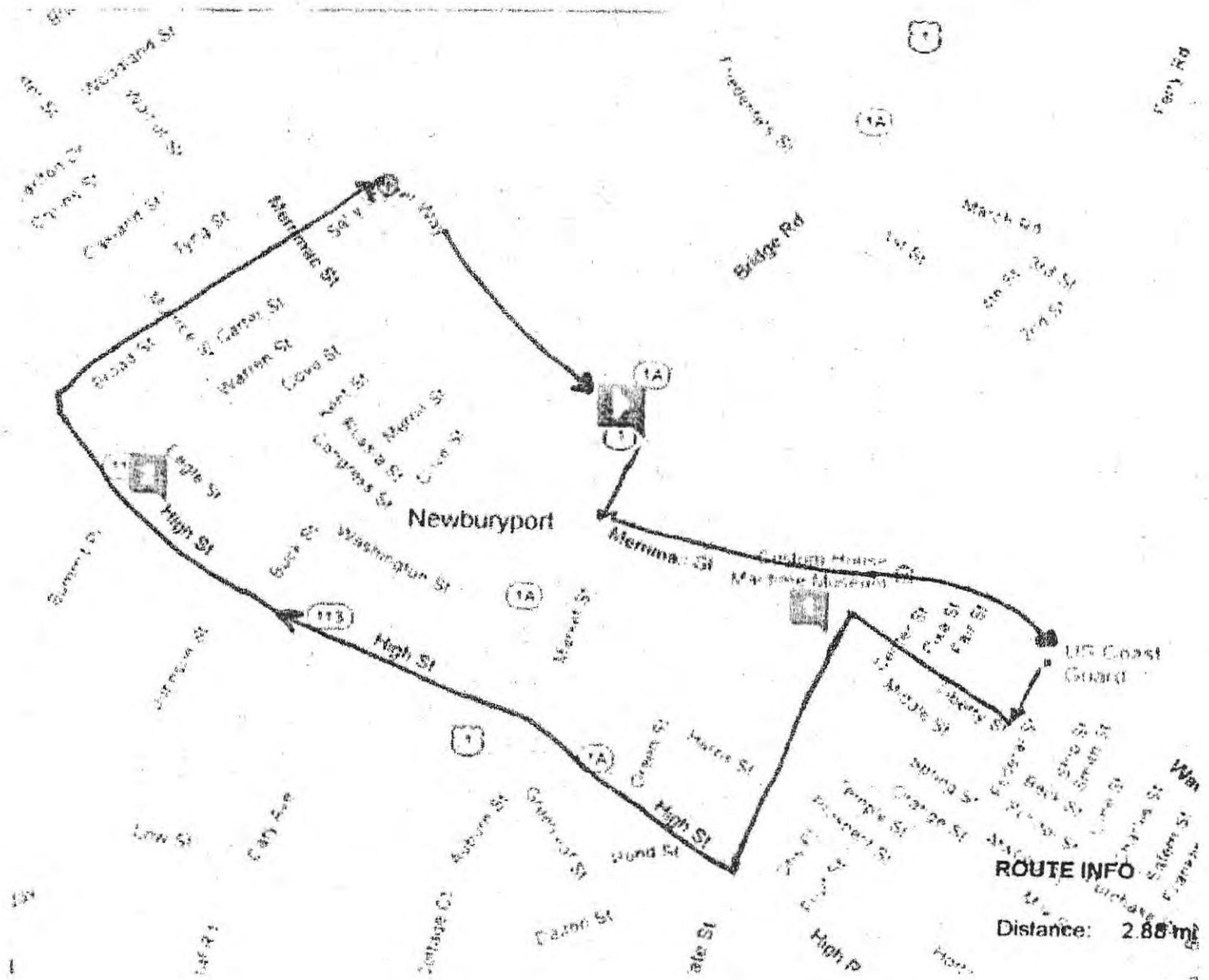
Signed: 

Date: 3-5-19

5k Walk Route

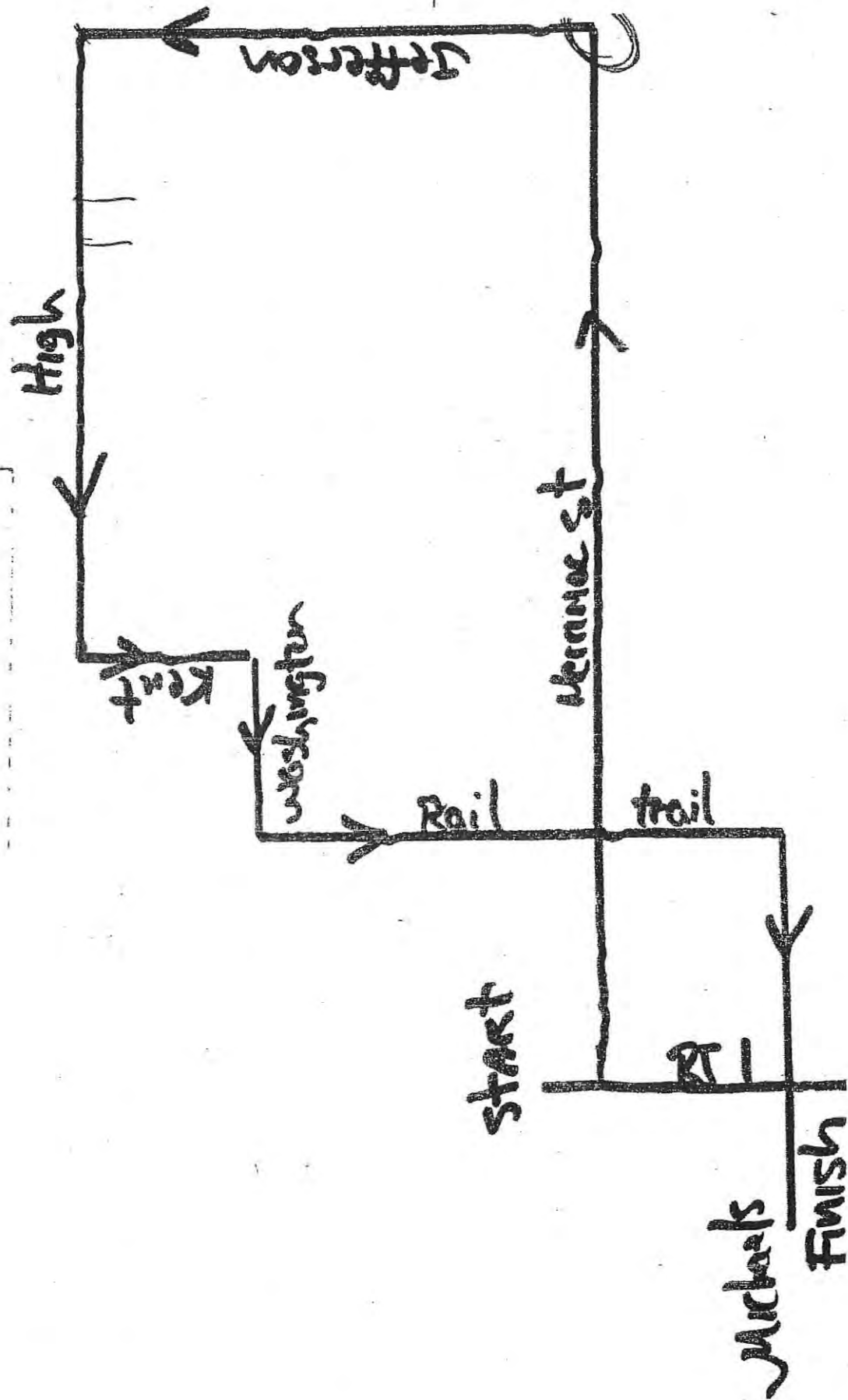
Directions for walk

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



ROUTE INFO
Distance: 2.88 mi

5k Run Route





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).

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

INSURED	CERTIFICATE NUMBER:	REVISION NUMBER:
----------------	----------------------------	-------------------------

Ovations For the Cure
 79 Main Street
 Suite 202
 Framingham, MA 01702

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 type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	y	PHPK1852750	08/07/18	08/07/19	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
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY		PHPK1852750	08/07/18	08/07/19	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER-MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	UB-3J988022-18	08/07/18	08/07/19	PER STATUTE	OTH-ER
						E.L. EACH ACCIDENT	\$ 500,000
						E.L. DISEASE - EA EMPLOYEE	\$ 500,000
						E.L. DISEASE - POLICY LIMIT	\$ 500,000

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

Event-Newburyport Ryder-September 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
---------------------------	---------------------

City of Newburyport
 60 Pleasant St
 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

Joseph P. Rizzo

© 1988-2015 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)

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.

<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	
	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."

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(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.

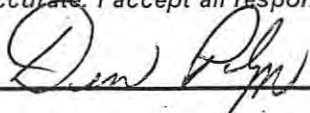
(3) *Noncriminal disposition.* If the city determines that a violation has occurred in which a noncriminal violation is issued, the named event organizer shall be penalized by a non-criminal disposition as provided in Massachusetts General Law as adopted by the City of Newburyport as a general ordinance 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
1999 MAR 15 AM 9:06

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 6/1/19

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 (IF AN APPROVED STREET CLOSURE PERMIT IS OBTAINED)

CITY MARSHAL [Signature] 4 Green St. FIRE CHIEF [Signature] 0 Greenleaf St.
 DEPUTY DIRECTOR [Signature] 11A 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	
	<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.

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	X Participant Legal Liability				EACH OCCURRENCE \$1,000,000
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					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:

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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:

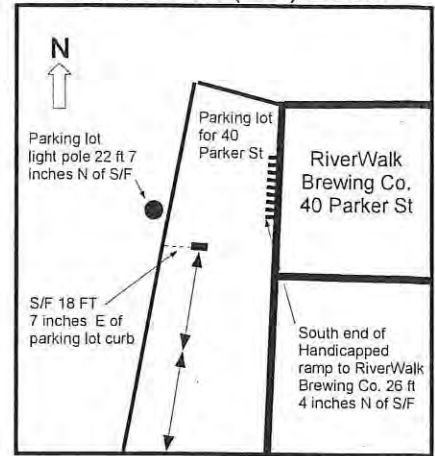
RiverWalk IPA 5K

Newburyport, Massachusetts

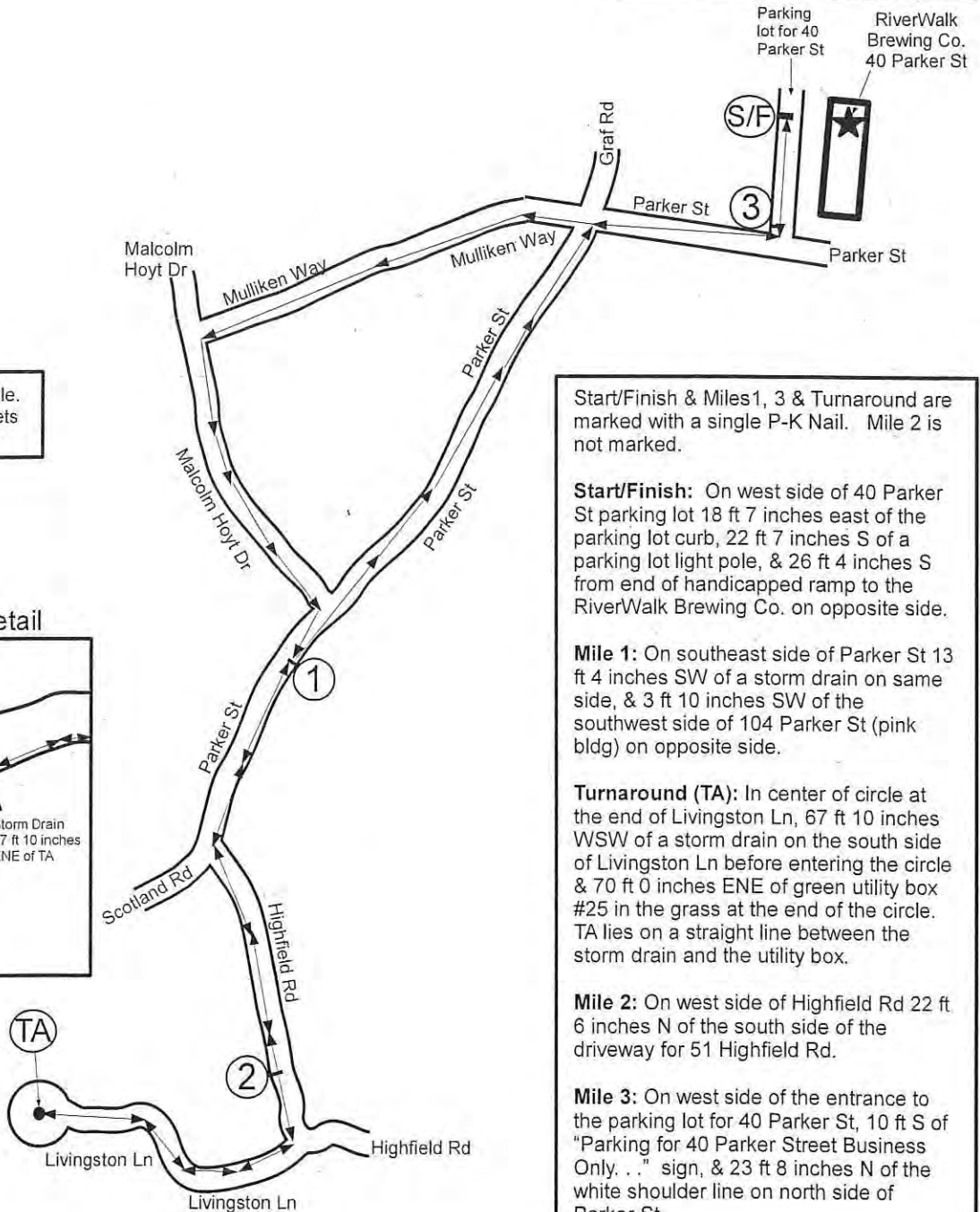


USATF Certificate MA18001BK
Effective March 5, 2018 to December 31, 2028

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.

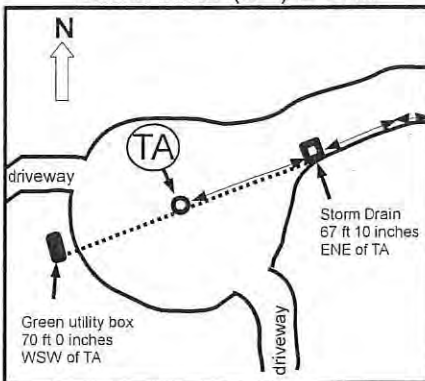
Mile 1: On southeast side of Parker St 13 ft 4 inches SW of a storm drain on same side, & 3 ft 10 inches SW of the southwest side of 104 Parker St (pink bldg) on opposite side.

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. 5K 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 ETENBOROUGH
- 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.
3/25/19

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>	
	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,

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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 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"/> 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 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"/> 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 STATU-TORY 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 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.

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	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:

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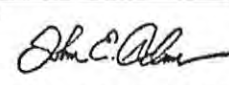
INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> 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	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 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)

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

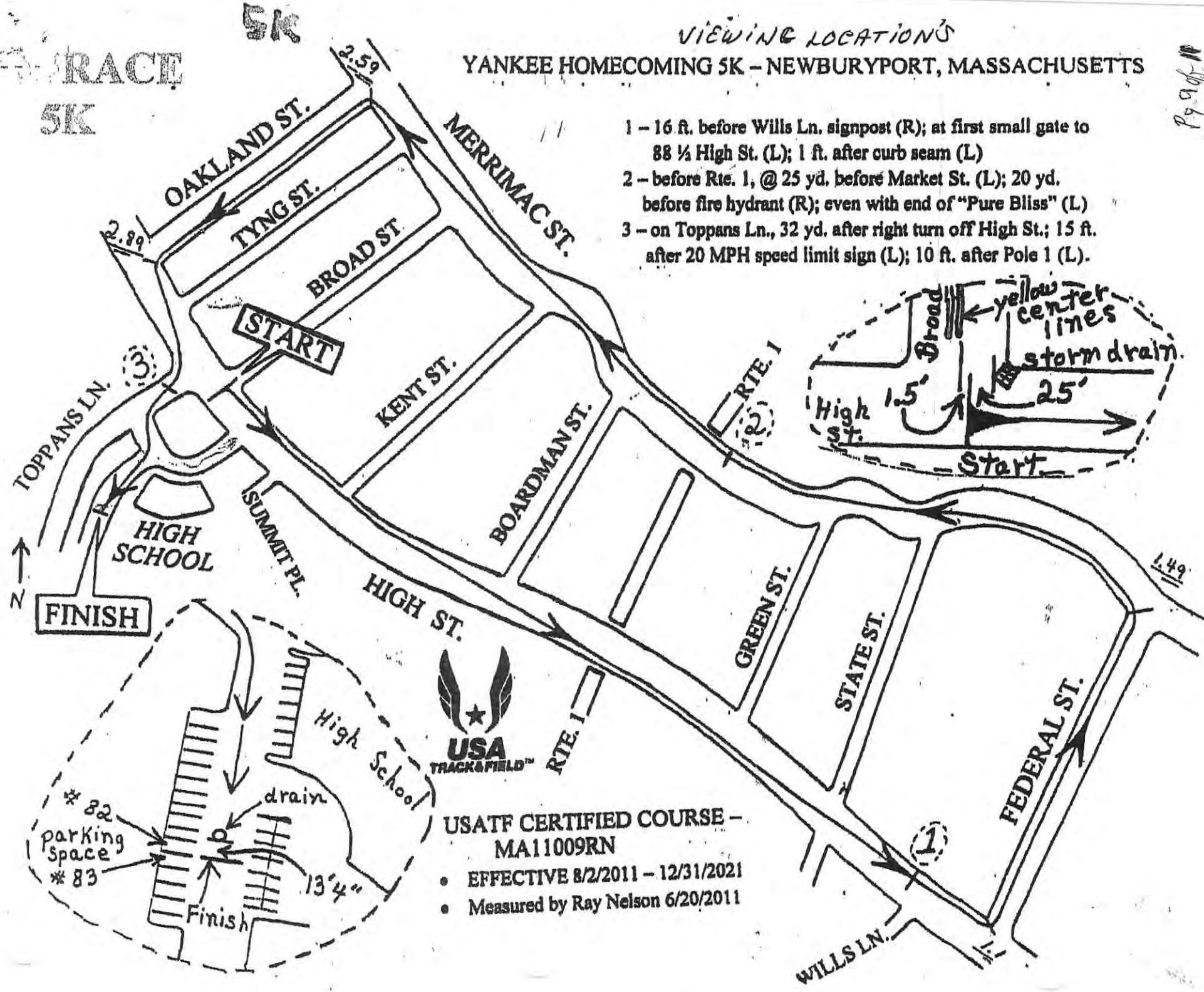
CERTIFICATE HOLDER CANCELLATION

City of Newburyport 20 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 	

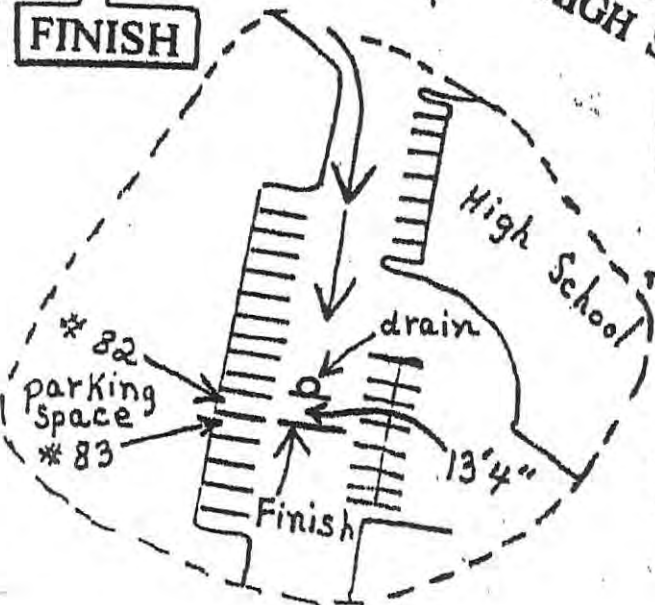
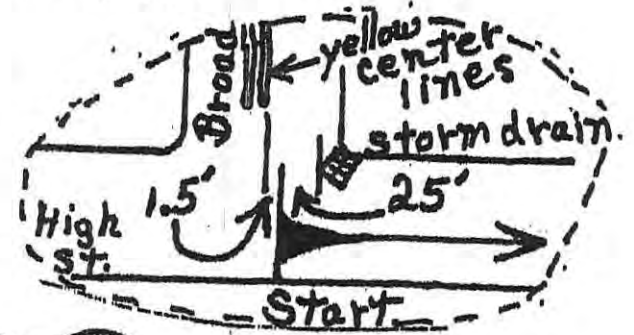
TRACE
5K

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

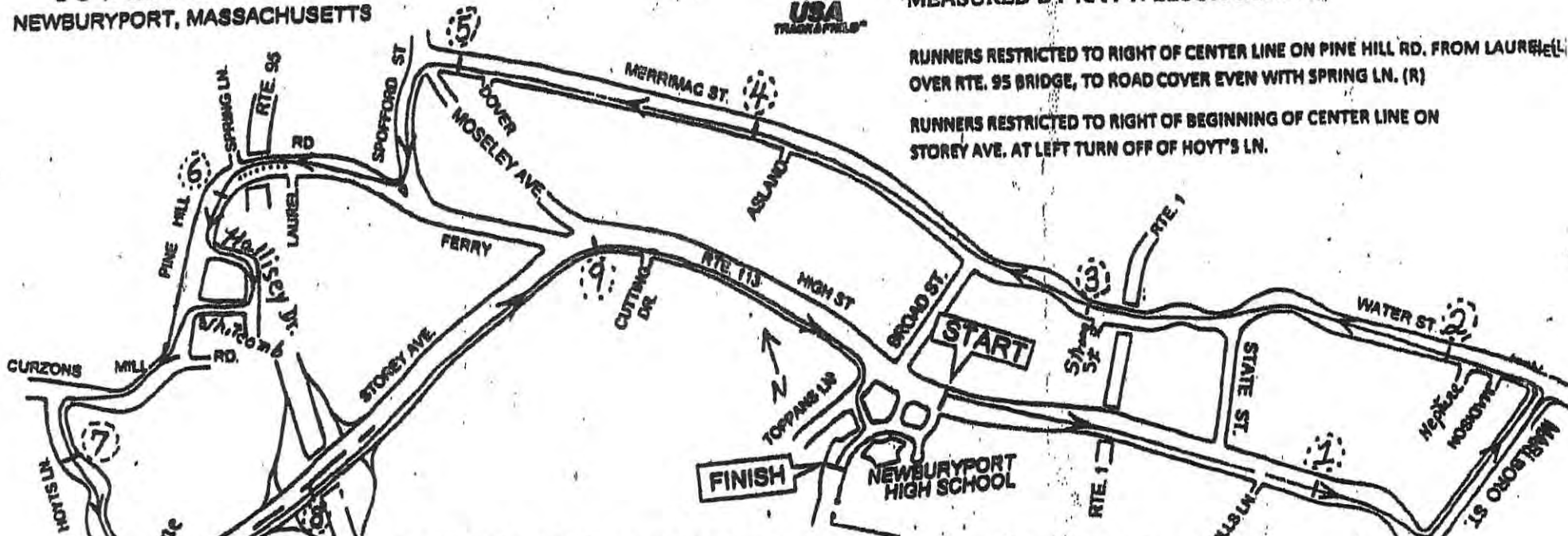


VIEWING LOCATIONS
USATF CERTIFIED COURSE - MA11008RN
EFFECTIVE 8/2/2011 - 12/31/2021
MEASURED BY RAY N ELSON 6/20/2011

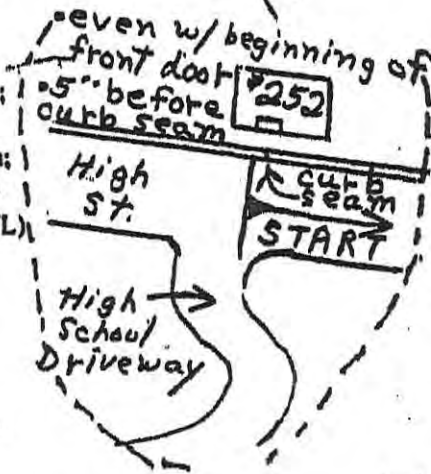
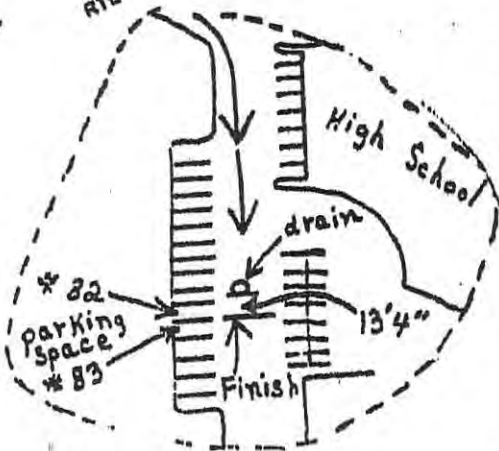
11/10/11
Page 1 of 4

RUNNERS RESTRICTED TO RIGHT OF CENTER LINE ON PINE HILL RD. FROM LAUREL L. 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.



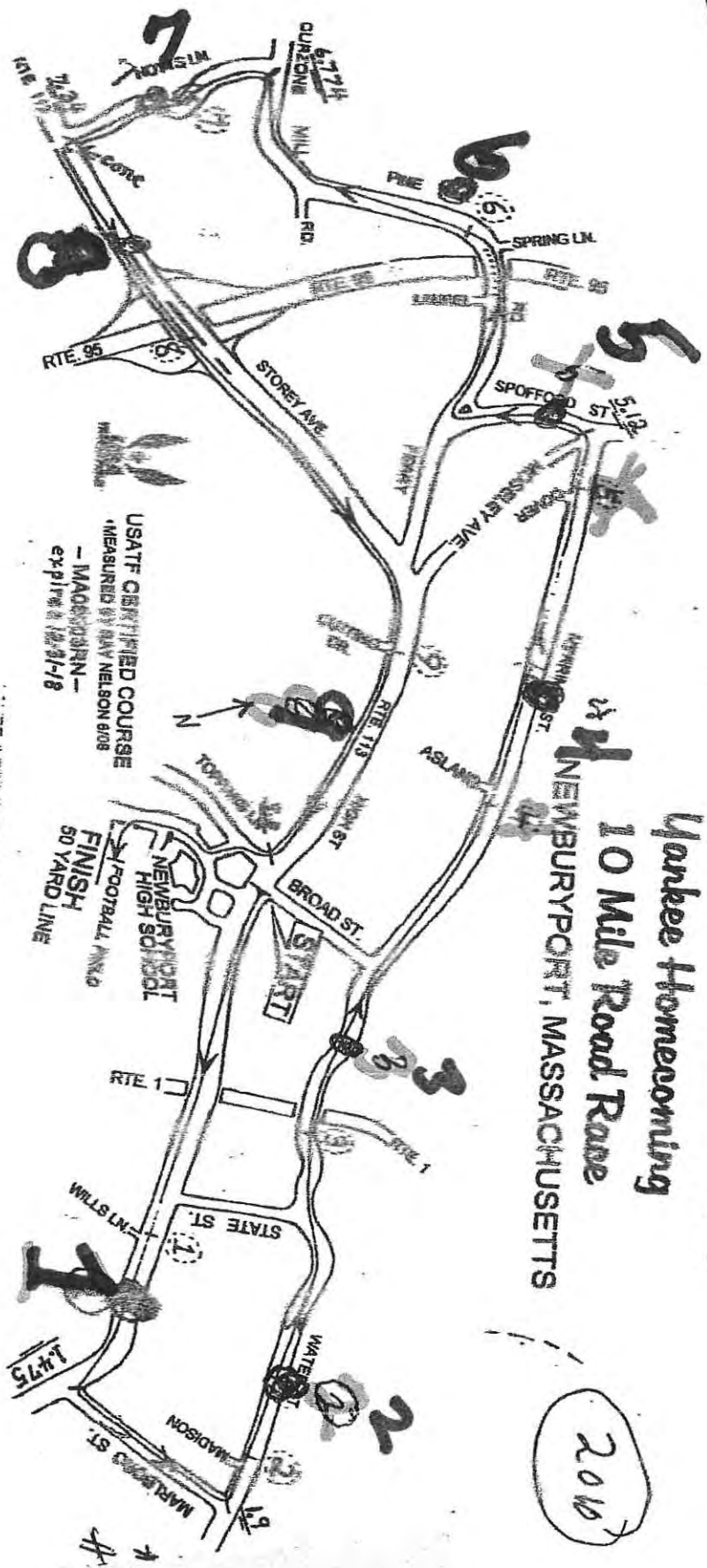
- 1 - @ 110 yd. after Wills Ln., just before # 80 High St. (L); 6 ft. after the 3rd stone fence post after driveway to #73 High St. (R); 7 ft. after sewer cover (in middle of road); even with curb seam (R)
- 2 - at #196 Water St., 66 yd. after end of Neptune (L); 19.5 ft. after end of storm drain (L); 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 Steps"

Yankee Homecoming 10 Mile Road Race NEWBURYPORT, MASSACHUSETTS

2016



- #1 39 High ST
- #2 59 WATER ST
- #3 Oaken 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)
Pinway 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): Pinway 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 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]

DEPUTY DIRECTOR [Signature] 164 Perry Way CITY CLERK [Signature]

0 Greenleaf St.

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.

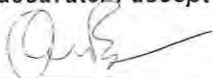
(3) *Noncriminal disposition.* If the city determines that a violation has occurred in which a noncriminal violation is issued, the named event organizer shall be penalized by a non-criminal disposition as provided in Massachusetts General Law as adopted by the City of Newburyport as a general ordinance 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.

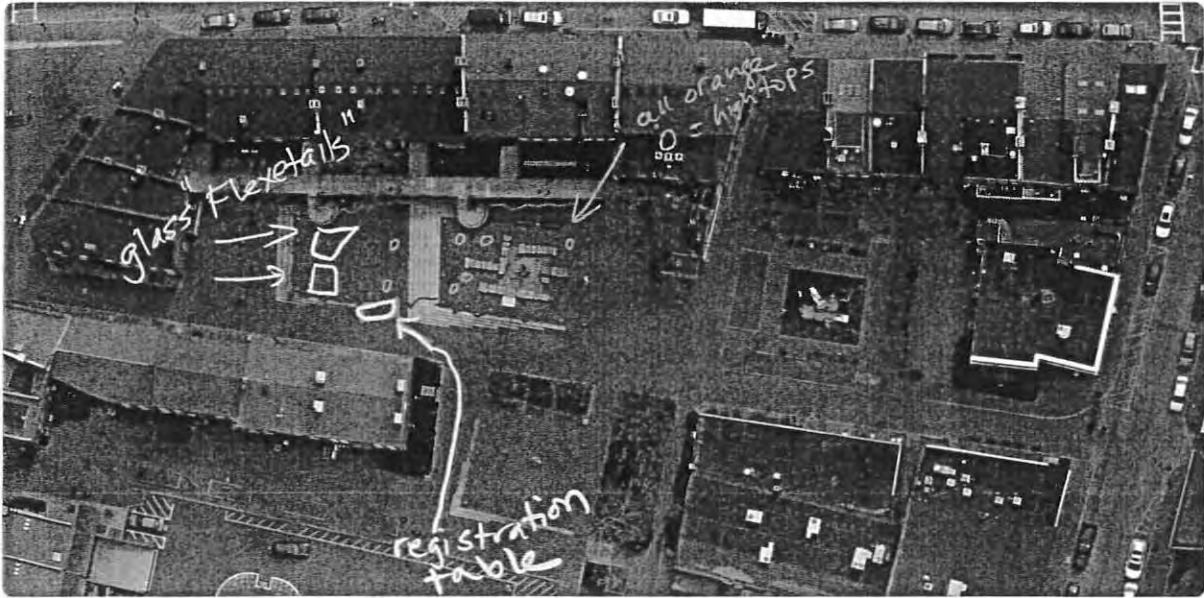
The date of application is the date a completed application is submitted to the city clerk's office and stamped by the same. The city clerk, upon review of the completed form, will place the application on the next regular city council agenda, even if such submission is a late file. Upon following the 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 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.

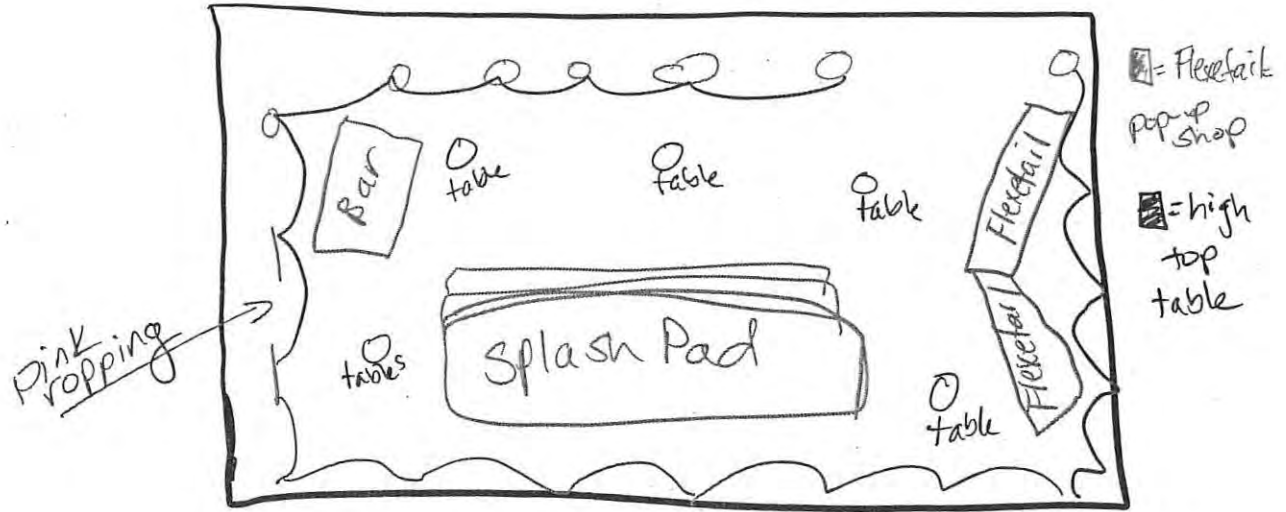
(5) *Road closure.* No ways, public or private, boat ramps or parking lots controlled or patrolled by the city shall be closed without authorization. Authorization shall be considered granted only if said closure(s) are contained in the approved permit. It is the sole responsibility of the race organizers 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,



INN STREET

↓
Wheat

↓
J. McGleghin





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

6-8-11 11:24 AM
2019 FEB 21 2:10:53

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
portsideDR@gmail.com

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