



CITY OF NEWBURYPORT

MASSACHUSETTS

CITY COUNCIL

NEWBURYPORT CITY HALL

60 PLEASANT STREET • P.O. BOX 550

NEWBURYPORT, MA 01950

TEL: 978-465-4407 • FAX: 978-462-7936

To: President and Members of the City Council
From: Heather L. Shand, President
Date: May 31, 2022
Subject: Re-Appointment

I hereby appoint, subject to your approval, the following named individual as City Clerk and Parking Clerk. This term will expire on June 30, 2025.

Richard B. Jones
283 High Street
Newburyport, MA 01950

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283 High Street Newburyport, MA 01950

email:rjones@cityofnewburyport.com

978.465.4407

Profile:

Current City Clerk, Parking Manager, Elections Manager for the City of Newburyport. Former City Solicitor, and project manager with a background in municipal affairs, civil legal matters, and expertise with information technology. A knowledge of the city, ability to work with the public in general, and a desire to serve the City of Newburyport.

Experience:

City Clerk

The Clerk and staff facilitate the preparation for the City Council meetings and provide administrative support to the Council. The City Clerk is the official record keeper of the City of Newburyport and the Records Access Officer (RAO) for the City of Newburyport. The Clerk's Office issues, records, maintains, and ensures the safekeeping and preservation of City Council actions, City Council minutes, vital records (birth, death & marriage), marriage licenses, business licenses, contracts, and other official City documents.

Elections:

The City Clerk conducts municipal, state, and federal elections with six wards and attending poll workers. The office strives to provide professional voter customer service to the citizens of Newburyport that is accurate, timely, and courteous.

In FY2020 the office prepared for and administered the September 1st Primary and the November 3rd, Presidential elections along with early voting days and vote by mail ballots.

We implemented the new ImageCast voting machines and new Poll Pads.

In the fall of 2021 we conducted the local elections.

Parking:

The City Clerk is the Parking Clerk and manages the parking system, the parking supervisor, and its seven part-time officers. It is a fairly complex system with state-of-the-art ticket writers and kiosks. There are many resident, senior, and employee permits that are annually renewed. The department has two EV vehicles, one of which is outfitted with a Mobile LPR (License Plate Reader) unit. The 18 new kiosks are from T2 Systems – Luke2 for the lots and the garage and are functioning well.

Passports:

The City Clerk manages the U.S. Passport office which has one agent. We have processed more than 1000 passport applications since the office has reopened in July 2021. Demand remains strong for passports because of the personal service. It is anticipated that the facility will continue to operate by appointment only.

Relevant Experience:

Municipal

CITY SOLICITOR

8 years

Attorney for the City of Newburyport. Handled various legal matters including civil litigation, motion sessions, and various trials. Worked closely with City Clerk's office drafting ordinances and bills; researching various legal issues as needed. Worked closely with members of the City Council, Zoning Board of Appeals, Planning Board and Conservation Commission on related issues.

ATTORNEY

14 years

Practicing attorney in the City of Newburyport concentrating on municipal law, real estate, wills and trusts, and all matters of civil litigation.

APPLICATION DEVELOPER

3 years

Independent Consultant

Developed applications using C/ Visual C++, Windows SDK, and Java; developed applications using the same.

PROJECT MANAGER

5 years

Managed business systems for a global money management firm. Launched a brokerage trading platform for brokers and shareholders. Managed on-shore and off-shore software engineering teams

CITY CLERK

16 years

City of Newburyport City Clerk and Parking Clerk, Election Manager, Records Access Officer, U.S. Passport Agency Manager

Education:

HARVARD UNIVERSITY, Cambridge, MA

Masters program, Information Technology (ALM/IT 85%)

BOSTON UNIVERSITY LAW SCHOOL, Boston, MA

Masters, Tax Law (LLM)

SUFFOLK UNIVERSITY LAW SCHOOL, Boston, MA

Juris Doctorate (J.D.).

TUFTS UNIVERSITY, Medford, MA

Masters, Art Education (M.A.)

THE COLLEGE OF THE HOLY CROSS, Worcester, MA

Bachelors, Philosophy (B.A.)

Honors:

Clerkship, Justice Paul W. Brown, Supreme Court of Ohio.

Interests:

Cityscapes, Historical Paintings; Portrait