



CITY OF NEWBURYPORT  
OFFICE OF THE MAYOR  
SEAN R. REARDON, MAYOR

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NEWBURYPORT, MA 01950  
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MAYOR@CITYOFNEWBURYPORT.COM

To: President and Members of the  
City Council  
From: Sean R. Reardon, Mayor  
Date: February 12, 2024  
Subject: Re-Appointment

RECEIVED  
CITY CLERK'S OFFICE  
NEWBURYPORT, MA  
2024 FEB - 5 P 3:28

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I hereby re-appoint, subject to your approval, the following  
named individual as Director Planning and Development.  
This term will expire on March 15, 2026.

Andrew R. Port  
61 Water Street #5  
Newburyport, MA 01950

# ANDREW R. PORT, AICP



🏠 61 Water St # 5, Newburyport, MA 01950

☎ 617-680-3621

✉ andy.port@gmail.com

## OBJECTIVES

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### Director of Planning & Development

- Increase the efficiency of municipal planning, permitting, inspectional services and administration and ensure proper development of the community.
- Improve the physical form of communities through increased provisions for a mix of land uses, greenway networks, recreation and open space, affordable housing, economic development, multi-modal transportation, civic spaces, and preserved cultural and historical resources.
- Raise social capital and further a sense of community and place, through public engagement and education in the areas of community development and long-range planning.

## PROFESSIONAL ASSOCIATIONS

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American Institute of Certified Planners (*AICP*)

American Planning Association (*APA*)

Massachusetts Association of Planning Directors (*MAPD*)

Massachusetts Certified Public Purchasing Official Program (MCPPO):

- Procurement Training/Certification: Contracting for Design & Construction / Supplies & Services

## EDUCATION

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### MASSACHUSETTS INSTITUTE OF TECHNOLOGY (MIT)

Department of Urban Studies & Planning (DUSP)

Master of City Planning (MCP) Degree – June 2004 (Concentration: Community & Land Use Planning)

### UNIVERSITY OF MASSACHUSETTS, AMHERST, MA

Department of Landscape Architecture & Regional Planning

Bachelor of Science – Landscape Architecture (BSLA) Degree – May 1999

## RESEARCH PROJECTS & PRESENTATIONS

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THESIS: “APPLICATION OF SELECTED NEW URBANIST PRINCIPLES TO RESIDENTIAL INFILL DEVELOPMENTS IN MATURE SUBURBS OF GREATER BOSTON” (*MIT*)

THESIS: “RENOVATION & REVITALIZATION OF THE CAMPUS LANDSCAPE: A LANDSCAPE FOR LEARNING.”  
(*UMASS AMHERST*)

SPEAKER: “MAKING THE CASE FOR SMART GROWTH: CONVINCING LOCAL COMMUNITIES.”  
(*CITIZEN PLANNER TRAINING COLLABORATIVE - 2007 ANNUAL CONFERENCE:*  
*“ADVANCED TOOLS & TECHNIQUES FOR PLANNING AND ZONING”*)

SPEAKER: “DEPLOYING A MUNICIPAL GEOGRAPHIC INFORMATION SYSTEM WITH LIMITED RESOURCES.”  
(*SOUTHERN NEW ENGLAND PLANNING CONFERENCE - 2009*)  
(*NORTHEAST ARC USERS GROUP - 2008 ANNUAL CONFERENCE*)

## RELATED COURSEWORK

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City & Regional Planning	History of Architecture & Landscape Architecture
Planning Action & Economics	Urban Design Policy & Action
Urban Design & Development	Law & Politics of Land Use
Comm. Growth & Land Use Planning	Legal Issues in the Development Process
Geographic Information Systems	Information & Comm. Tech. in Community Development
Site Engineering & Structures	Theory in Environmental Design & Human Habitation
Landscape Planning & Design	Natural & Cultural Factors in Planning

## PROFESSIONAL EXPERIENCE

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CITY OF NEWBURYPORT, OFFICE OF PLANNING & DEVELOPMENT *July 2010–Present*  
Director of Planning & Development

### Notable Projects & Work:

- Master Plan Update – Principal Editor, Project Management, Public Participation
- Open Space & Recreation Plan – Project Manager, RFP Scope & Contract with Selected Firm
- Affordable Housing Plan – Project Manager, RFP Scope & Contract with Selected Firm
- 40R Smart Growth Overlay District – Principal Author, Oversight of Development Permitting
- MassWorks Infrastructure Grant (2015) – Awarded \$2M grant to upgrade the Graf Road Sewer Lift Station to support buildout within Newburyport's Smart Growth District and Business and Industry Park.
- Zoning & General Code Amendments (Various) – Principal Drafter, Revisions as Necessary
- Online Permitting – Procurement for City-Wide Web-Based Permitting System, Management and Oversight for Implementation and Rollout of Permits and Applications (Building & Planning)
- Newburyport Redevelopment Authority – Principal Author of Original Draft Special Act to Dissolve the NRA and transfer all land and assets to the City of Newburyport for Park Construction
- Newburyport Intermodal Parking Facility (Parking Garage) – Project Manager for \$13.5M Project Including Federal and State Funding, Land Acquisition, Relocation Services, Oversight of Design Team, & Contractors, Permitting, Procurement, etc.
- Inn Street Fountain Restoration & Splash Pad Project – Project Manager, Oversight of Design Team, Contractor, Scope of Services, Procurement, etc.
- Green Street Parking Lot Project – Project Manager, Oversight of Design Team, Contractor, Scope of Services, Procurement, etc.
- Inn Street Lighting Improvements – Project Manager, Oversight of Design Team, Contractor, Scope of Services, Procurement, etc.
- Market Landing Park Expansion – Project Manager, RFQ Design Scope & Contract with Selected Firm, Oversight for Schematic Design Phase & Contract Extension for Final Design Services
- Permit Assistance to Boards & Commissions – Oversight of Development Permitting, Resolution of Issues with developers, applicants, abutters, City officials and others as needed, Formalized and Streamlined the Process for drafting staff reports and clear, enforceable and defensible written decisions.
- Meeting & Public Hearing Management – Zoom Host for Remote Meetings and Public Hearings via online access in response to the Covid-19 Pandemic, Facilitate Public Participation, Visuals Support
- Design Contracts & Feasibility Studies – Drafted RFPs/Scope of Work and Contracts for Cutter Fire Station Architectural Feasibility Study, Brown School Adaptive Reuse Study and Youth Services Feasibility Study.

TOWN OF HANOVER, DEPARTMENT OF MUNICIPAL INSPECTIONS *Sept 2004 – June 2010*  
Town Planner & Assistant Town Administrator – Responsibilities:

### Administration of Planning Projects:

- Master Plan Update – Principal Author, GIS Mapping, Project Manager, Public Participation
- Recreation & Open Space Plan – Project Manager, Developed RFP & Contract with Selected Firm
- Historic Preservation Plan – Project Manager, Developed RFP & Contract with Selected Firm

- Affordable Housing Plan – Project Manager, Developed RFP & Contract with Selected Firm
- Recreation Facilities Master Plan – Project Manager, Developed RFP & Contract with Selected Firm
- GIS Development – Developed Mapping & Data for Town-wide GIS Accessible to all Town Agencies
- Community Preservation Act (CPA) – Bylaw Development, Town Meeting Articles, Project RFPs, Scopes of Work, Contracts, Project Management for multiple Contracts simultaneously.
- Transportation Improvement Program (TIP) – Support & Background for Funding Requests from MPO
- Grant Writing – Obtained Grant from MassGIS to upgrade Town Parcel Maps to “Level II” Standards

Project Review & Administration:

- Subdivisions – Recommendations Pursuant to Subdivision Control Law, Rules & Regulations.
- Special Permit & Site Plan Reviews – Recommendations Pursuant to Zoning Act, Zoning Bylaw.
- Develop Legally Defensible Decisions – For all Projects (Approved & Disapproved)
- Monitor Development Projects – From Approval through Construction, Compliance with Special Conditions, Site Plan Signoffs / Occupancy Permits & Reduction of Financial Guarantees.
- Interpretations of Land Use Regulations – In General & As Applied to Specific Projects
- Draft Various Request for Proposals (RFPs) – See above
- Zoning & General Bylaw Amendments – Recommendations & Draft Bylaws adopted by Town Meeting & Approved by Attorney General

Town Mapping & Geographic Information System (GIS):

- For All Town Agencies (see: <http://www.hanover-ma.gov/maps-gis/gis-viewer/gis-viewer.htm>)
- Various Town Maps & Assessors Maps Viewable Online
- Development of Town Layers (roads, subdivisions, development projects, voting precincts, municipal facilities, natural resources, zoning, etc.)

Website Design & Webmaster: ([www.hanover-ma.gov](http://www.hanover-ma.gov))

- Announcements & Calendar of Events – Board Meetings, Agendas & Minutes, Town Meeting, etc.
- Bylaws & Regulations – Zoning Bylaw, Zoning Maps, General Bylaws, Various Rules & Regulations.
- Reports & Publications – Master Plan, Open Space Plan, Various Documents
- Town Maps & GIS – Various Maps (see: <http://www.hanover-ma.gov/maps.shtml>)
- Forms & Permits – Planning, Building, Conservation, Various Other Departments
- Town Directory – Descriptions & Contact Info for All Town Departments & Boards
- Online Payment Center – Utilization of Unibank/Unipay Services through Town Website
- Online Feedback Forms & Surveys – General Purpose, Department Specific, Master Plan Surveys
- Search Feature, Links, Local Papers, Community Resources

Town Representative to the Metropolitan Area Planning Council (MAPC)

Representative: Daily interaction with elected & appointed officials, general public, media, local/state/federal agencies. Presentations & Facilitation of Public Meetings

Department Head

- Administration of \$150,000 budget (Salaries & Line-Item Expenses)
- Administration of Project Budgets in excess of \$500,000 (Community Preservation, GIS, Master Plan, etc.)
- Administration and oversight of Procurement Processes
- Administration of Small Planning Office (Department of Municipal Inspections) & Coordination with other Permitting & Inspection Departments
- Attendance and Representation at Department Head Meetings, Annual State of the Town Meeting, etc.

CITY OF PEABODY, DEPARTMENT OF COMMUNITY DEVELOPMENT & PLANNING June 1999 – September 2004

Senior Planner – Responsibilities:

Administration of Planning Projects:

- Recreation & Open Space Plan – Principal Author, GIS Mapping, Project Manager
- Downtown Riverwalk & Historic Trail Master Plan – Principal Author, GIS Mapping, Project Manager
- Plan of City Owned Land – Principal Author, GIS Mapping, Project Manager

- Flood Hazard Mitigation Plan – Principal Author, Project Manager
- Stormwater Management Plan – Principal Author
- Wetlands & Rivers Protection Regulations – Principal Author, Agent/Administrator
- 2001 Comprehensive Master Plan Update – One of Principal Authors, Full GIS Mapping, & Website
- Comprehensive Re-Zoning Project – Project Management, Research, Ordinances, Regulations, Maps
- Comprehensive Emergency Management Plan for Hazardous Materials – GIS Mapping
- Downtown 2005 Plan – Graphics
- Massachusetts Community Preservation Act (CPA) – Education, Enactment, & Implementation. Successfully applied for and received funding for the following projects: Peabody Bikeway Design (\$162,000) and Riverwalk Park (\$62,000). Principal author of local bylaws, regulations, and application procedures.
- Census Reprecincting (2001) – Mapping & Data in accordance with State & Federal requirements.

#### Staff Review & Administration:

- Special Permit Applications & Site Plan Review – Pursuant to Peabody Zoning Ordinance.
- Request for Proposals & Bids for Capital Improvement Projects
- Zoning Amendments – Responsible for department-initiated recommendations as well as review of proposals and Council requests.

#### Project Management & Construction Administration:

For Capital Improvement Projects, including the following: Administration of construction services, from notice to proceed to project completion. Research. Preparation of request for proposals, design and construction drawings, details, specs for public bid, grant applications, and public presentation. Coordination between Architect, General Contractors, Sub-Contractors, and Director of facilities. Clerk of works, Attendance at job meetings, review of requisitions, work orders, change orders, selection of furnishings, and reports to the Mayor.

- Community Life Center Addition/Renovation & Parking Lot (plans & specifications for construction)
- Riverwalk Park (prepared plans & specifications for construction)
- Golf Course Maintenance Building
- Traffic Intersection Design
- Gateways Program (“Welcome to Peabody” Arches)
- Transportation Improvement Program (TIP) Applications

#### Supervision/Guidance for Planning Staff & Projects

#### Website Design & Webmaster ([www.peabody-ma.gov](http://www.peabody-ma.gov))

#### Conservation Commission Administrator & Agent:

- Project review subject to local & state Wetlands & Rivers Protection Regulations.
- Site-inspection, public relations, issuance of Enforcement Orders & Criminal Complaints.

Representative: Daily interaction with elected & appointed officials, general public, media, local/state/federal agencies. Presentations & Facilitation of Public Meetings

#### CITY OF SPRINGFIELD, MA, PLANNING COMMISSION Sept 1998 - Nov 1998

#### Project Manager / Urban Planning Design Team – Responsibilities:

- Production of streetscape revitalization proposals and implementation maps to illustrate phased increases of connection between downtown Springfield & Connecticut River. Presentations to Mayor & City officials

#### LANDSDOWN QUADRANGLE, UNIVERSITY PARK AT MIT, CAMBRIDGE, MA Oct 1998 - Dec 1998

#### Project Manager / Urban Planning Design Team – Responsibilities:

- Design for urban park, AutoCAD plans and Photoshop renderings to represent design intentions in the context of the architectural environment. Presentation of a final design report and proposal.

#### NEW ENGLAND GREENWAY VISION PROJECT, UMASS, AMHERST, MA Jan 1999 - May 1999

#### Project Manager / Greenway Planning Design Team – Responsibilities:

- Production of written reports, plans, and proposals, GIS maps, and Photoshop images to represent town-wide and site-specific designs for pedestrian trail systems in Norwich Vermont.

- Presentation of a final design report and website illustrating the design process from concept through design.
- Work Featured in *Landscape Architecture Magazine*, Feb. 2000 issue. Web Site: [www.umass.edu/greenway](http://www.umass.edu/greenway)

### **COMPUTER PROFICIENCY**

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Windows, Microsoft Office (Word, Excel, Outlook, Access, Publisher, PowerPoint), PaintShop Pro, ArcView GIS 10x, Pictometry (Electronic Field Study), Adobe Acrobat Professional, Website Design.

### **PERSONAL INTERESTS**

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Writing, Graphic Design, Web Design, Photography, Trail-Running, Biking, Rowing, Hiking, Camping.

### **REFERENCES**

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Available upon request.