

CITY COUNCIL MEETING

AGENDA

March 11, 2024 7:00 pm
City Council Chambers, City Hall
60 Pleasant Street, Newburyport

Zoom details for City Council Meeting:
<https://us02web.zoom.us/j/81299990548>

Or One tap mobile:

US: +19292056099,81299990548#

Or Telephone US: +1 929 205 6099

Webinar ID: 812 9999 0548

1. MOMENT OF SILENCE
2. PLEDGE OF ALLEGIANCE
3. CALL TO ORDER
4. LATE FILE

- APPT00479_03_11_2024 Karen M. Cullinane 88 Federal St. Library Board 4/15/2031 (CS)
Newburyport of Directors
- *Re-Appointment* Joe Carper 8 Fruit St. Fruit St. Local 4/15/2027 (P&D)
• APPT00480_03_11_2024 Newburyport Historic District
Commission
- APPT00481_03_11_2024 David J. Vance 10 Pleasant View Special Police (PW&S)
Ave. Officer with the
Merrimac NP
- ORDR00546_03_11_2024 Harbormaster Dept. Season Dock Permit Fee (B&F)
- COMM00544_03_11_2024 Email from Laurie O'Donnell re Flooding at 29 Marquand Lane (PW&S)
- COMM00545_03_11_2024 Memo RE: Zoning Advisory Group (ZAG) & MBTA Communities (P&D/COTW)

5. PUBLIC COMMENT
6. MAYOR'S COMMENT
7. PRESENTATION – Specialized Energy Code

CONSENT AGENDA

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

8. APPROVAL OF MINUTES

February 26, 2024

(Approve)

9. COMMUNICATIONS

- COMM00542_03_11_2024 Municipal Buildings Report (GG)
- APPL00186_03_11_2024 Love Local Newburyport - Runway for Recovery 5/9/2024 3-9pm Inn Street (L&P)
- APPL00187_03_11_2024 The Basin Apparel Company Tent on Water Street (L&P)
- APPL00188_03_11_2024 Newburyport Arts & Culture Shanties Pop-Up Park 1/1/24-12/31/24 12pm-8pm (L&P)

10. TRANSFERS

- TRAN00184_03_11_2024 City Clerk: General Fund Free Cash \$15,000 to Elections \$15,000 (B&F)
- TRAN00185_03_11_2024 Mayor: ARPA State & Local Fiscal Recovery Funds \$282,653.87 (B&F/COTW)
and Joppa Park Walkway \$30,487.91 to Lower Atkinson Common Improvements \$313,141.78

11. APPOINTMENTS

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

BUDGET & FINANCE

- TRAN00181_02_26_2024 Mayor: MYR DEI Coordinator \$25,000 to MYR DEI Initiatives \$25,000
- TRAN00182_02_26_2024 DPS: Water Retained Earning \$42,000 to Water OPM Services \$42,000
- TRAN00183_02_26_2024 DPS: Sewer Retained Earnings \$18,000 to Sewer OPM Services \$18,000
- ORDR00540_02_26_2024 Grant Acceptance Form Defibrillator Equipment Program
- ORDR00541_02_26_2024 Gift Acceptance Exchange Club \$600

COMMUNITY SERVICES

- APPT00463_02_12_2024 Andrea Weetman 183 High St. Newburyport Community Preservation Act Committee 3/15/2027
- APPT00464_02_12_2024 Kristen Donahue 16 Olive St. Newburyport Library Board of Directors 3/15/2027
- APPT00465_02_12_2024 Caroline McCarthy 4 Coombs Cir. Newburyport Library Board of Directors 3/15/2027
- APPT00467_02_12_2024 Kim Turner 27 High St. Newburyport Public Arts Committee 03/15/2025
- APPT00468_02_12_2024 Nicole Whelan 12 Lafayette St. Newburyport Public Arts Committee 3/15/2025
- APPT00469_02_12_2024 Shanna Sartori 2 Garden St. Newburyport Public Arts Committee 3/15/2025
- APPT00470_02_12_2024 Katherine Moran 9 Garden St. Newburyport Public Arts Committee 3/15/2025
- APPT00471_02_12_2024 Peter Carzasty 35 Temple St. Newburyport Public Arts Committee 3/15/2025
- APPT00473_02_12_2024 Paula Estey 3 Pine St. Newburyport Cultural Council Liaison on Public Arts Committee 3/1/2027
- *Confirmatory* APPT00472_02_12_2024 Cynthia Schartman 12 Market St. Newburyport Cultural Council Liaison on Public Arts Committee 3/1/2027
- ORDR00515_11_27_2023 Gift Acceptance Morrill Foundation \$110,000

PLANNING & DEVELOPMENT

- APPT00466_02_12_2024 Larry Giunta 139 Crow Lane Newburyport Associate Member Zoning Board of Appeals 7/31/2027
- *Confirmatory* APPT00474_02_12_2024 Dennis Morel 83 Bow Ridge Rd. Lynn Building Inspector 2/15/2027
- *Re-Appointment* APPT00475_02_12_2024 Kevin Wallace 40 Oak St. Newburyport Fruit Street Local Historic District Commission 3/15/2027
- *Re-Appointment* APPT00476_02_12_2024 Robert Currier 3 Summit Pl. Newburyport Affordable Housing Trust 3/15/2026

- **Re-Appointment** Andrew Port 61 Water St. Director of Planning & Development 3/15/2026
- APPT00477_02_12_2024 Newburyport
- APPT00478_02_12_2024 Edward Noymer 8 Lucey Dr. Historical Commission 3/15/2027

END OF CONSENT AGENDA

REGULAR AGENDA

9. MAYOR'S UPDATE

10. FIRST READING APPOINTMENTS

- APPT00468_02_12_2024 Nicole Whelan 12 Lafayette St. Public Arts Committee 3/15/2027
Confirmatory_03_11_2024 Newburyport
- APPT00469_02_12_2024 Shanna Sartori 2 Garden St. Public Arts Committee 3/15/2027
Confirmatory_03_11_2024 Newburyport
- APPT00470_02_12_2024 Katherine Moran 9 Garden St. Public Arts Committee 3/15/2027
Confirmatory_03_11_2024 Newburyport
- APPT00471_02_12_2024 Peter Carzasty 35 Temple St. Public Arts Committee 3/15/2027
Confirmatory_03_11_2024 Newburyport

11. COMMUNICATIONS

12. TRANSFERS

13. SECOND READING APPOINTMENTS

- APPT00462_01_29_2024 Murphy Hesse Toomey & Lehane 50 Braintree Hill Office Park Suite 410 Braintree, MA 02184 City Solicitor 1/31/2025

**APPT00462_01_29_2024 Moved to a date certain March 11,2024*

14. ORDERS

- ORDR00543_03_11_2024 Gift Acceptance Friends of NBPT Trees \$6500
- ORDR00544_03_11_2024 Ward 1P Polling Location Change
- ORDR00545_03_11_2024 School Security Upgrades Lease Order \$731,343.00

15. ORDINANCES

- ODNC00166_03_11_2024 Amend Ch 5-65 Specialized Energy Code

16. COMMITTEE ITEMS

**Budget & Finance
In Committee:**

- TRAN00181 02 26 2024 Mayor: MYR DEI Coordinator \$25,000 to MYR DEI Initiatives \$25,000
- TRAN00182 02 26 2024 DPS: Water Retained Earning \$42,000 to Water OPM Services \$42,000
- TRAN00183 02 26 2024 DPS: Sewer Retained Earnings \$18,000 to Sewer OPM Services \$18,000
- ORDR00540 02 26 2024 Grant Acceptance Form Defibrillator Equipment Program
- ORDR00541 02 26 2024 Gift Acceptance Exchange Club \$600

Community Services

In Committee:

- APPT00463 02 12 2024 Andrea Weetman 183 High St. Newburyport Community Preservation Act Committee 3/15/2027
- APPT00464 02 12 2024 Kristen Donahue 16 Olive St. Newburyport Library Board of Directors 3/15/2027
- APPT00465 02 12 2024 Caroline McCarthy 4 Coombs Cir. Newburyport Library Board of Directors 3/15/2027
- APPT00467 02 12 2024 Kim Turner 27 High St. Newburyport Public Arts Committee 03/15/2025
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- APPT00470 02 12 2024 Katherine Moran 9 Garden St. Newburyport Public Arts Committee 3/15/2025
- APPT00471 02 12 2024 Peter Carzasty 35 Temple St. Newburyport Public Arts Committee 3/15/2025
- APPT00473 02 12 2024 Paula Estey 3 Pine St. Newburyport Cultural Council Liaison on Public Arts Committee 3/1/2027
- APPT00472 02 12 2024 Cynthia Schartman 12 Market St. Newburyport Cultural Council Liaison on Public Arts Committee 3/1/2027
- ORDR00515 11 27 2023 Gift Acceptance Morrill Foundation \$110,000
- COMM00525 01 08 2024 Letter from Joe Morgan re: Frog Pond Restoration Project
- ORDR00474 07 10 2023 Plan Approval Bartlett Mall Improvement Project (COTW)
- ORDR00537 02 12 2024 Youth and Recreation Center Design Approval (COTW)
- COMM00541 02 26 2024 Kim Turner letter including supporting documents COTW)

General Government

In Committee:

- ORDR00527 01 08 2024 Council Rules 2024

Licenses & Permits

In Committee:

Planning & Development

In Committee:

- APPT00466 02 12 2024 Larry Giunta 139 Crow Lane Newburyport Associate Member Zoning Board of Appeals 7/31/2027
- APPT00474 02 12 2024 Dennis Morel 83 Bow Ridge Rd. Lynn Building Inspector 2/15/2027
- APPT00475 02 12 2024 Kevin Wallace 40 Oak St. Newburyport Fruit Street Local Historic District Commission 3/15/2027

- Re-Appointment
APPT00476 02 12 2024 Robert 3 Summit Pl. Affordable Housing 3/15/2026
Currier Newburyport Trust
- Re-Appointment
APPT00477 02 12 2024 Andrew Port 61 Water St. Director of 3/15/2026
Newburyport Planning &
Development
- APPT00478 02 12 2024 Edward 8 Lucey Dr. Historical 3/15/2027
Noymer Newburyport Commission

- COMM00529_01_29-2024 Letter from Jim McCarthy re: Request to update codified sign ordinances
- COMM00530_01_29_2024 Update Regarding Zoning Studies & Amendments (COTW)
Related to Storey Ave & “MBTA Communities”(COTW)
- COMM00534_02_12_2024 Administration Memo re: COMM00529_01_29_2024
(Jim McCarthy letter to request an update codified sign ordinances)
- COMM00535_02_12_2024 Development Agreements Documents re:
Zoning Amendment Global R3 Multi-Family
- COMM00540_02_26_2024 Newburyport-MBTA-Communities-Storey-Ave-Slides

Public Works & Safety

In Committee:

- COMM00527_01_08_2024 Letter from Philip Cootey
- COMM00533_02_12_2024 Middle Street Plummer Spring Bridge - Proposed next steps
- ORDR00449_04_24_2023 Approving Shared Streets Grant, High Street Traffic Calming
- ORDR00542_02_26_2024 Crosswalk on Turkey Hill at Hale St
- COMM00538_02_26_2024 Plummer Spring Bridge Memo
- COMM00539_02_26_2024 Merrimack Valley Regional Transit Authority Route Changes Memo &Map

17. GOOD OF THE ORDER

18. ADJOURNMENT

LATE FILE ITEMS



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

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2024 MAR -7 P 5:43

60 PLEASANT STREET - P.O. BOX 550
NEWBURYPORT, MA 01950
978-465-4413 PHONE
MAYOR@CITYOFNEWBURYPORT.COM

To: President and Members of the City Council
From: Sean R. Reardon, Mayor
Date: March 25, 2024
Re: Appointment

I hereby appoint, subject to your approval, the following named individual as a member of the Library Board of Directors. This term will expire on April 15, 2031.

Karen M. Cullinane
88 Federal Street
Newburyport, MA 01950

Karen M. Cullinane
88 Federal Street
Newburyport, MA 01950

Ph: (978) 609-1639

Email: kmcullinane@hotmail.com

Objective

To serve on the Newburyport library board.

Education

B.A. Middle School Education- Concentration in Mathematics, 1987
Massachusetts College of Liberal Arts, North Adams, MA.

M.A. Computers and Technology in Education, 1999 Lesley College,
Cambridge, MA.

Experience

Barnard School (2019 - current) South Hampton, New Hampshire

Prepare and teach mathematics in grades 6, 7, 8, experience in advisor program, math interventionist for grades k - 8.

Deerfield Academy Library (2018- 2019) Deerfield, MA.

Library Circulation Assistant reporting to the Library Director, collaborated with the library staff, served as a main point of contact for library users, provided circulation services and troubleshooting technology issues, and managed interlibrary loan workflows.

Deerfield Academy Book Store (2010 - 2019), Deerfield, MA.

Provided sales, inventory, and merchandise support and assistance in two campus stores

Full Circle School (2015 - 2019), Bernardston, MA.

Developed curriculum, prepared and taught mathematics for grades 3 - 6, participated in annual production of end of the year play.

The Bement School (2006 - 2016, adjunct) Deerfield, MA.

Prepared and taught mathematics, and integrated computer technology into the classroom.

Amesbury Middle School (2000 - 2005) Amesbury, MA.

Prepared and taught mathematics, experience in advisor program, and integrated computer technology into the classroom.

Saint Mary's Elementary School (1998 - 2000) Annapolis, MD.

Prepared and taught mathematics lessons, and integrated computer technology into the classroom.

Barnstable Middle School (1987 - 1998), Barnstable, MA.

Prepared and taught mathematics, integrated computer technology into the classroom, Advisor Program, and prepared and taught social studies.

References upon request



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

60 PLEASANT STREET - P.O. BOX 550
NEWBURYPORT, MA 01950
978-465-4413 PHONE
MAYOR@CITYOFNEWBURYPORT.COM

To: President and Members of the City Council
From: Sean R. Reardon, Mayor
Date: March 25, 2024
Subject: Re-Appointment

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
2024 MAR 11 P 12:30

I hereby re-appoint, subject to your approval, the following named individual as a member of the Fruit Street Local Historic District Commission. This term will expire on April 15, 2027.

Joe Carper
8 Fruit Street
Newburyport, MA 01950

JOSEPH M. CARPER

8 FRUIT ST., NEWBURYPORT, MA 01950
(781) 223-8253 | jmcarper25@gmail.com

Education

Master of Business Administration , <u>BOSTON UNIVERSITY</u> , Boston, MA Concentration in public and non-profit management	1982
Bachelor of Arts , <u>HARVARD COLLEGE</u> , Cambridge, MA	1973

Management Experience

<u>APPALACHIAN MOUNTAIN CLUB</u> , Boston, MA Director of Operations	2003-2009
<u>INTERNATIONAL SPY MUSEUM</u> , Washington, DC Chief Administrative Officer	2002-2003
<u>PARKS AND HISTORY ASSOCIATION</u> , Alexandria, VA Executive Director	2000-2002
<u>SMITHSONIAN INSTITUTION</u> , Washington, DC Director, Retail Operations – Museum Shops and Catalogue (1993-2000) Director, Smithsonian National Associates (1985-1993)	1985-2000
<u>EARTHWATCH INSTITUTE</u> , Belmont, MA Vice President, Operations and Finance	1982-1984

Human Service Experience

<u>REHABILITATION MENTAL HEALTH SERVICES, INC.</u> , San Jose, CA Therapeutic Team Leader	1978-1979
<u>FREEPORT, INC.</u> , Newton, MA Counselor/Director	1976-1978

Volunteer Experience

Fruit Street Historic District Commission, Commissioner	2021-present
Belleville Roots Music Series, Board Member	2014-present
Belleville Arts Foundation, Board Member and Treasurer	2023-present
First Parish Newburyport Food Pantry, Delivery Driver	2022-present
Newburyport Parks Department Hiking Club, Hike leader	2017-2021

Americana Rhythm and Roots Festival, Volunteer
Nourishing the North Shore, Volunteer
Pennies for Poverty, Volunteer and Board Member

2017-2019
2018-2022
2014-2019



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

60 PLEASANT STREET - P.O. BOX 550
NEWBURYPORT, MA 01950
978-465-4413 PHONE
MAYOR@CITYOFNEWBURYPORT.COM

To: President and Members of the City Council
From: Sean R. Reardon, Mayor
Date: March 11, 2024
Subject: Appointment

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
2024 MAR 11 A 11:09

I hereby appoint, subject to your approval, the following named individual as a Special Police Officer with the Newburyport Police Department to assist the Police Department with traffic details.

David J. Vance
10 Pleasant View Avenue
Merrimac, MA 01860



**POLICE
DEPARTMENT**

**MARK R. MURRAY
CITY MARSHAL**

**4 GREEN ST
NEWBURYPORT, MA
01950**

TEL: 978.462-4411
FAX: 978.462-0396

CITY OF NEWBURYPORT

March 11 2024

TO: Mayor Sean Reardon
FR: City Marshal Mark Murray
RE: Special Police Appointment

Mayor,

I am requesting that David Vance, Retired Sergeant from the Merrimac Police Department, be appointed as a Special Police Officer to assist the police department with traffic details. This police department has had a long and successful program of utilizing retired officers for special work. They are well trained, understand policing and how to effectively monitor and direct traffic.

Our special police roster is limited, with older officers no longer able to continue this work. Having officers such as retired Sergeant Vance willing to continue is a benefit to the police department's ability to meet the demand of traffic officers.

David Vance
Merrimac, MA. 01969
D.O.B. 10/6/58

Thank you for your consideration in this matter. If you need any additional information please let me know.

City Marshal Mark Murray

March 11, 2024

City Marshal Mark Murray
Newburyport Police Department
4 Green Street
Newburyport, MA 01950

Dear Marshal Murray,

I am writing this letter to apply for a special police officer position with the City of Newburyport.

I was hired as a full time police officer with the Merrimac Police Department on May 31, 1983. I was promoted to Sergeant on April 2, 2012 and retired from full time duties on November 1, 2021. I have continued to work as a special police officer and dispatcher for the Department.

I would welcome the opportunity to be appointed as a special police officer with the Newburyport Police Department. I would be able to work details and special events to help keep the workers and residents safe in the City of Newburyport.

I have enclosed a copy of my resume for your consideration. I look forward to hearing from you soon.

Sincerely,



David J. Vance
978-504-9182
dvance5870@gmail.com

David Vance

Merrimac, MA

978-504-9182 | dvance5870@gmail.com

OBJECTIVE

A retired Police Sergeant with Town of Merrimac, MA seeking the appointment of a Special Officer Position with the City of Newburyport, MA

PROFESSIONAL EXPERIENCE

Special Officer

Merrimac Police Department Merrimac, MA

Nov 2021-Present

Full Time Police Sergeant

Merrimac Police Department Merrimac, MA

April 2012-Nov 2021

Full Time Police Officer

Merrimac Police Department Merrimac, MA

May 1983-April 2012

EDUCATION

75th M.P.O.C Massachusetts State Police Academy
Dorchester, MA

June 1983-Sept 1983

CERTIFICATIONS

CPR/First Responder certified: Recertified Jan 2024

On-line Acadis Training completed 2023-2024 post certified

State Ethics Commission Conflict of Interest Law Training July 2023

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

March 11, 2024

THAT the CITY COUNCIL of the CITY OF NEWBURYPORT hereby amends and approves the following rates and fees for the Harbormaster Department as follows:

Appendix B	Municipal Fee Schedule
Section 2	Municipal Fees by Category

Amend existing Section as follows, with deletions ~~double-stricken through in bold~~, and additions double-underlined in bold:

<u>Annual Permits</u>		
Waterways Permit	\$5 per foot	(increase from \$4 per foot)
Moorings	\$4 per foot	(increase from \$3 per foot)
Dinghy Dock	\$250	(increase from \$225)
<u>Seasonal Dock Permit</u>	<u>\$50</u>	
Commercial Fish Pier*	\$1,700	(increase from \$1,200)

**Includes use of hoist/parking*

Said Seasonal Dock Permit is issued by and through the Harbormaster Department pursuant to the Annual Renewal for Seasonal Dock Permit (10A) attached hereto and made a part hereof and designated 'Attachment A'.

Councillor Sharif I. Zeid

Attachment A
City of Newburyport Annual Renewal for Seasonal Dock Permit (10A)

City of Newburyport
Capt. Paul Hogg
Harbormaster's Office
60 Pleasant Street
Newburyport, MA 01950
1-978-462-3746
phogg@cityofnewburyport.com



Effective Year _____

Name _____ Telephone _____

Email _____

Permit Address _____

City _____ State _____ Zip Code _____

Ramp Length _____ Ramp Width _____

Number of Floats _____ Float Dimensions _____

Total Square Feet _____ Material _____ Floatation _____

Number of Moorings _____ Type of Mooring _____

Weight of Each Mooring _____ Number of Boats Tied to Docks _____

Date of Last Inspection of Mooring & Chain _____

Electrical Service: (YES / NO) If YES what is the service and who handled the installation and inspection? _____

Conservation Conditions (As filed with the Harbormaster) _____

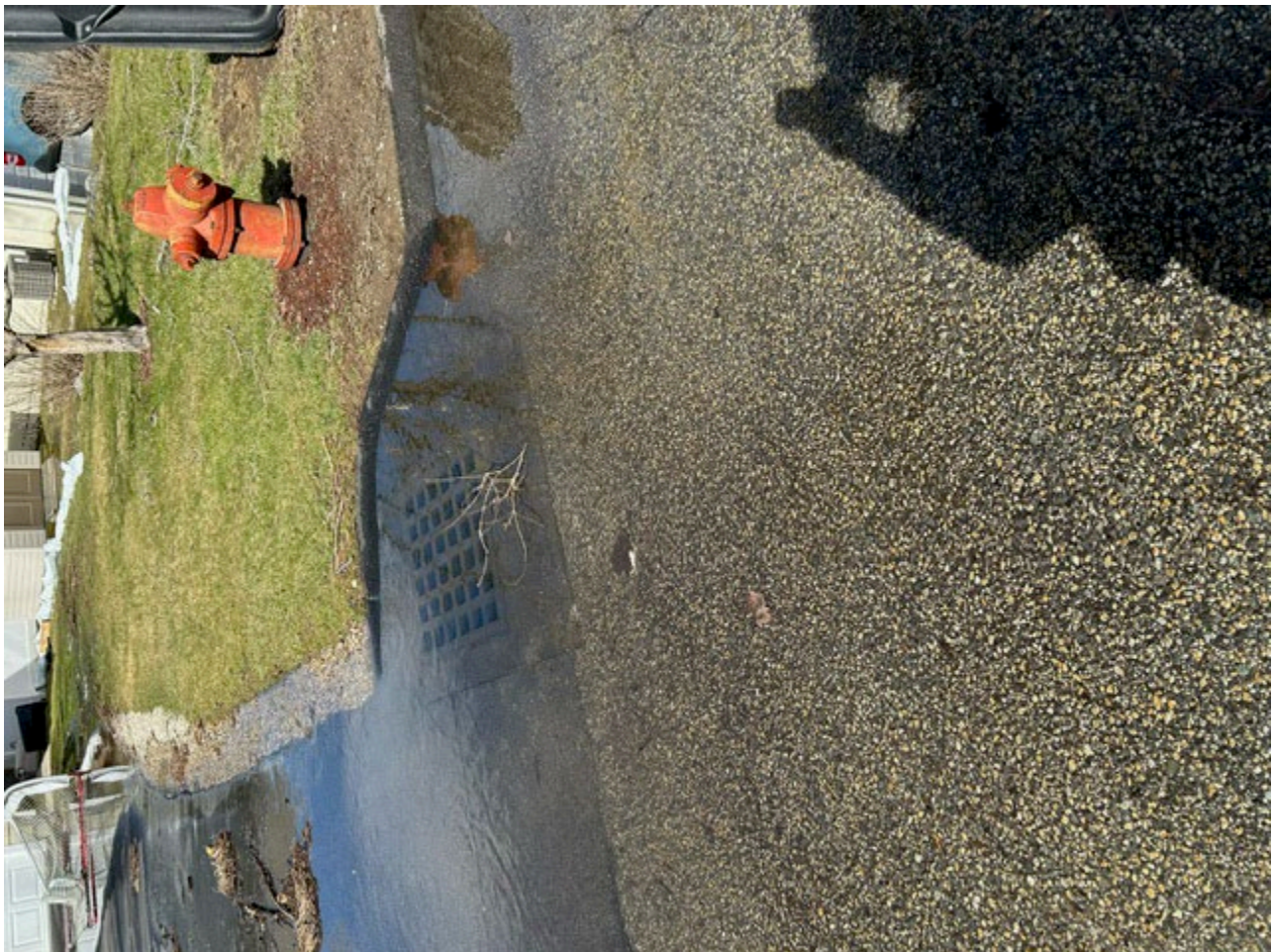
A detailed plan showing the configuration of all floats, moorings, chains, etc. must be submitted with the original application and may not change without approval. An annual fee of \$50.00 is due at the time of application submission. Application and payment are due by July 1 of each calendar year. Failure to meet these requirements will result in a fine of \$250.00 and the suspension of the permit.

Signature _____ Date _____

From: Laurie <laurieodonnell29@comcast.net>
Sent: Monday, March 11, 2024 3:08:31 PM
To: Byron J. Lane [Council] <BLane@CityofNewburyport.com>
Subject: Fwd: Marquand Lane water issues

Hi Byron,

This is Laura O'Donnell at 29 Marquand Lane. The water / storm drain issue continues to be a big issue in my neighborhood. None of the storm drains work and is causing major flooding. This weekend my basement flooded again. All of my camping stuff in my garage is ruined. Dry wall, 2 beds, luggage, Christmas tree, and a multitude of other items in my basement are all ruined. This also has become a safety issue as the "culvert" across the street is filled to the top and kids are playing in it (about 5 feet deep). The water fills this culvert and comes across the street into my driveway and into my basement. I did talk to DPS this morning to see if they could possibly pump the water out of that to a working storm drain and he said they wouldn't be touching a culvert. He also said the infrastructure in this neighborhood was not done correctly and there is no money in the budget to fix it. And this year's budget isn't until July. I cannot have my basement continually flooding there has to be a workaround that can be done until the budget is in place. Doing nothing is unacceptable! Thanks! Laura







Sent from my iPhone

Begin forwarded message:

From: Laurie <laurieodonnell29@comcast.net>
Date: March 10, 2024 at 8:04:53 AM EDT
To: Sean Reardon <SReardon@cityofnewburyport.com>
Subject: Fwd: Marquand Lane water issues

Hi This is Laura again.....

I am at 29 Marquand Lane. Something has to be done with the storm drain issue in my neighborhood. Today is the third time my basement is flooding. My neighborhood is under water. I can only imagine what it's going to cost to fix my basement. This has been going on for 3 years this year being the worst! I feel like the city just yes's me and nothing is getting resolved. I would figure by now there would be some sort of work started or some kind of workaround. Looking forward to hearing from you on this matter .

Sent from my iPhone

Begin forwarded message:

From: Laura O'Donnell <laurieodonnell29@comcast.net>
Date: January 10, 2024 at 10:30:05 AM EST
To: Sean Reardon <SReardon@cityofnewburyport.com>
Subject: Re: Marquand Lane water issues

Thank you for getting back to me. This has been an issue for about 3 years. I've talked with Ron Keefe, Byron, and DPS all are aware of the issue. They are telling me it's a funding issue. How do we get funds to fix the water problem in this neighborhood? I feel like I am going around in circles and nobody is fixing the problem.

I've been told this is NOT a city problem. If it's no a city problem whose problem is it? I am not the only one impacted by this.

On Jan 10, 2024, at 9:59 AM, Sean Reardon <SReardon@cityofnewburyport.com> wrote:

Hi Laura,

Thank you for letting me know. I am so sorry this is happening. That's was an incredible amount of rain last night combined with all the snow from the weekend is a dangerous season. I am copying DPS leadership on this email. They can bring down engineering and assess the drainage issue.

Respectfully,

Sean Reardon
Mayor
City of Newburyport
60 Pleasant St.
PO Box 550
Newburyport, MA 01950
978-465-4411

Sign up for e-alerts and general City information on CityofNewburyport.com

<[image001.png](#)>

<image002.png>

<image003.png>

<image004.png>

<image005.jpg>

From: Laura O'Donnell <laurieodonnell29@comcast.net>

Sent: Wednesday, January 10, 2024 9:45 AM

To: Sean Reardon <SReardon@CityofNewburyport.com>

Subject: Marquand Lane water issues

[Download full resolution images](#)

[Available until Feb 9, 2024](#)

Hi Mr. Mayor,

We have been dealing with water issues for the past 3 years on Marquand Lane. The drains are clogged and water is backing up and coming across the street and flooding my basement. I've been working with Ron Keefe who said I should contact my city council and you. I am attaching some pictures for you to see what is happening. We need to have this fixed.

<image006.jpg>

<image007.jpg>

<image008.jpg>

<image009.jpg>

<image010.jpg>

<image011.jpg>

<image012.jpg>

<image013.jpg>

Disclaimer

This communication from the City of Newburyport is intended only for the individual or entity to which it is addressed. If you are not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you received this e-mail in error, please notify the sender immediately and destroy this e-mail and all copies of it. Thank you.

The Commonwealth of Massachusetts considers most electronic communications to and from public employees to be public records and disclosable under the Massachusetts Public Records Law and its implementing regulations.



CITY OF NEWBURYPORT
OFFICE OF PLANNING AND DEVELOPMENT
 60 PLEASANT STREET • P.O. BOX 550
 NEWBURYPORT, MA 01950
 (978) 465-4400

MEMORANDUM

TO: Newburyport City Council

FROM: Andrew R. Port, Director of Planning & Development

CC: Sean R. Reardon, Mayor

RE: Zoning Advisory Group (ZAG) for Storey Ave & "MBTA Communities" Rezoning Work

DATE: March 11, 2024

Thank you to all Councilors who attended the February 20, 2024 Planning & Development (P&D) / Committee of the Whole (COTW) presentation and discussion regarding the above two rezoning efforts, which have some areas of overlap. Although not all members were able to attend, I will be reaching out again in the hopes that continued "iterative" discussion(s) will facilitate the drafting of new zoning regulations which have broader consensus amongst the Council, and the larger Newburyport community. I also appreciate the P&D Chair's willingness to set aside time at each upcoming P&D meeting so that we can use these roughly biweekly meetings as a format to provide further updates, while answering questions, and identifying concerns and/or preferences you may have along the way. The Planning Board is also expected to discuss these areas at the end of their regular biweekly meetings, thus adding another forum for key stakeholder input, including public comment at the discretion of the Chair(s). Additionally, I am working with the Administration and Council President to schedule a more general Public Information Session for the larger community. This forum may be held on Wednesday March 27, 2024 or another appropriate date TBD.

The primary purpose of this communication is to summarize the ZAG membership and meeting format to be used during the coming weeks and months. While I understand there may be different perspectives on who should "take the lead" on zoning work of this nature, please know that the ZAG brought together here as a resource to the Department is in no way intended to supplant the Council's direct role in adopting zoning regulations throughout the City. Rather, given our receipt of a state grant to assist with these efforts, and the department's expertise in such matters generally, it is our goal to assist with this timely work, in cooperation with all key stakeholders, and to prepare one or more zoning changes which are thoroughly informed by the Council itself.

Membership and composition of the ZAG is as follows:

Mayor/Administration
 Sean Reardon, Mayor
 Andrew Levine, Chief of Staff

City Council

Ed Cameron
Heather Shand
Afroz Khan
James McCauley
Heath Granas

Planning Board

Rick Taintor
Alden Clark
Jamie Pennington

Affordable Housing Trust

Andrew Shapiro
Karen Weiner
Madeline Nash

Office of Planning & Development

Andrew Port
Jennifer Blanchet
Katelyn Sullivan

Greater Newburyport Housing Choice Coalition

Judy Tymon

Newburyport Residents

Beth Trach
Chris Carney

I am currently confirming the list of upcoming ZAG meeting dates and locations, which will be posted to the City Calendar accordingly. We will meet roughly every two weeks, and aside from any alternate or backup meeting times, I anticipate the majority of such meetings taking place at 4:00 pm on Thursday evenings, with each meeting lasting roughly 1.5 hours. Biweekly meetings will allow for timely updates and integration with parallel discussions taking place in the more formal Council/P&D/COTW setting.

During the next few weeks our primary focus will be on the mapping exercise required to confirm suitable “MBTA compliant” district areas. Several sketch map variations, and a tabulation of buildout capacity for new multifamily units in each scenario (*outside the existing baseline 40R District*) will allow us to hone in on the preferred location of “MBTA compliant” districts. This, in turn, will help to clarify how compliance with “MBTA Communities” would fit within any larger “village center” rezoning for the Storey Ave/Low Street area, consistent with both the 2017 Master Plan and the Planning Assistance Grant we received from the state. In either case, the City Council retains final jurisdiction over the adoption of appropriate zoning, and the “deliverables” we are working on (*analysis, visualization, draft maps and zoning text*) will be useful towards that end, including any submissions required for state review under “MBTA Communities.”

Thank you, and I look forward to discussing these zoning updates further with you in the weeks and months ahead.

CONSENT AGENDA

CITY COUNCIL MEETING

MINUTES

**February 26, 2024 7:00 pm
City Council Chambers, City Hall
60 Pleasant Street, Newburyport**

Executive Session

Zoom details for City Council Meeting:
<https://us02web.zoom.us/j/81299990548>
Or One tap mobile:
US: +19292056099,81299990548#
Or Telephone US: +1 929 205 6099
Webinar ID: 812 9999 0548

1. **MOMENT OF SILENCE** Remembering Steve Maguire and Leo Rocco
2. **PLEDGE OF ALLEGIANCE**
3. **CALL TO ORDER** 7:00pm the City Clerk called the roll; the following City Councillors answered present: Lane, McCauley, Preston, Wright (remote), Zeid, Donahue, Granas, Harman, Khan, and Cameron. 10 present, 1 absent (Shand).
4. **LATE FILE**
 - COMM00541_02_26_2024 Kim Turner letter including supporting documents (CS/COTW)
Motion to waive the rules, accept the late file, and refer to CS/COTW by Councillor Zeid, seconded by Councillor Preston.
Roll call vote, 10 yes, 1 absent (Shand), motion passes.
5. **PUBLIC COMMENT**
6. **MAYOR'S COMMENT**

CONSENT AGENDA

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

7. **APPROVAL OF MINUTES**
February 12, 2024 (Approve)
8. **COMMUNICATIONS**
 - COMM00538_02_26_2024 Plummer Spring Bridge Memo (PW&S)
 - COMM00539_02_26_2024 Merrimack Valley Regional Transit Authority Route Changes Memo &Map (PW&S)
 - COMM00540_02_26_2024 Newburyport-MBTA-Communities-Storey-Ave-Slides (P&D/COTW)
9. **TRANSFERS**
 - TRAN00181_02_26_2024 Mayor: MYR DEI Coordinator \$25,000 to MYR DEI Initiatives \$25,000 (B&F)
 - TRAN00182_02_26_2024 DPS: Water Retained Earning \$42,000 to Water OPM Services \$42,000 (B&F)
 - TRAN00183_02_26_2024 DPS: Sewer Retained Earnings \$18,000 to Sewer OPM Services \$18,000 (B&F)
10. **APPOINTMENTS**
 - *Confirmatory* APPT00472_02_12_2024 Cynthia Schartman 12 Market St. Newburyport Cultural Council Liaison on Public Arts Committee 3/1/2027

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

BUDGET & FINANCE

- ORDR00533_01_29_2024 NHS Statement of Interest Vote (COTW)
- ORDR00534_01_29_2024 Nock Statement of Interest Vote (COTW)
- ORDR00538_02_12_2024 Grant Acceptance Firefighter Safety Equipment \$14,100.66
- ORDR00539_02_12_2024 Grant Acceptance EMPG \$4600.00

GENERAL GOVERNMENT

- ORDR00536_02_12_2024 Early Voting 2024

LICENSES & PERMITS

- APPL00174_02_12_2024 Agave Parklet Application
- APPL00175_02_12_2024 Angies Parklet Application
- APPL00176_02_12_2024 Angry Donut Parklet Application
- APPL00177_02_12_2024 Bar 25 Parklet Application
- APPL00178_02_12_2024 Brine Parklet Application
- APPL00179_02_12_2024 Carmine Parklet Application
- APPL00180_02_12_2024 Loretta Parklet Application
- APPL00181_02_12_2024 NU Kitchen Parklet Application
- APPL00182_02_12_2024 Oregano Parklet Application
- APPL00183_02_12_2024 Paddle Inn Parklet Application
- APPL00184_02_12_2024 Port Tavern Parklet Application
- APPL00185_02_12_2024 Anchor Pizza Parklet Application

PLANNING & DEVELOPMENT

- COMM00530_01_29_2024 Update Regarding Zoning Studies & Amendments (COTW)
Related to Storey Ave & “MBTA Communities”(COTW)
- COMM00536_02_12_2024 Update Regarding ODN164_10_30_2023
Zoning Amendment Global R3 Multi-Family
- COMM00537_02_12_2024 Email from Stephanie Niketic re: ODN00164
- ODN165_02_12_2024 Zoning Ordinance to establish the State/High Overlay District (SHOD) (COTW)

END OF CONSENT AGENDA

COMM00540_02_26_2024 Removed from the Consent Agenda at the request of Councillor Zeid.
Motion to approve the Consent Agenda as amended by Councillor Zeid, seconded by Councillor Preston. Roll call vote, 10 yes, 1 absent (Shand), motion passes.

REGULAR AGENDA

9. MAYOR'S UPDATE

Motion to receive and file by Councillor Zeid, seconded by Councillor Preston. Roll call vote, 10 yes, 1 absent (Shand), motion passes.

10. FIRST READING APPOINTMENTS

11. COMMUNICATIONS

- COMM00540_02_26_2024 Newburyport-MBTA-Communities-Storey-Ave-Slides
Motion to refer to P&D/COTW by Councillor Zeid, seconded by Councillor Lane. Roll call vote, 10 yes, 1 absent (Shand), motion passes.

12. TRANSFERS

13. SECOND READING APPOINTMENTS

- APPT00462_01_29_2024 Murphy 50 Braintree Hill Office Park City Solicitor 1/31/2025
Hesse Toomey & Suite 410
Lehane Braintree, MA 02184

*APPT00462_01_29_2024 Moved to a date certain March 11,2024

14. ORDERS

- ORDR00540_02_26_2024 Grant Acceptance Form Defibrillator Equipment Program
- ORDR00541_02_26_2024 Gift Acceptance Exchange Club \$600
Motion to collectively refer ORDR00540 and ORDR00541 to B&F by Councillor Zeid, seconded by Councillor Preston. Roll call vote, 10 yes, 1 absent (Shand), motion passes.
- ORDR00542_02_26_2024 Crosswalk on Turkey Hill at Hale St
Motion to refer to PW&S by Councillor Zeid, seconded by Councillor Preston. Roll call vote, 10 yes, 1 absent (Shand), motion passes.

15. ORDINANCES

16. COMMITTEE ITEMS

Budget & Finance

In Committee:

- ORDR00533 01 29 2024 NHS Statement of Interest Vote (COTW)
Motion to approve by Councillor Zeid, seconded by Councillor Harman. Roll call vote, 10 yes, 1 absent (Shand), motion passes.
- ORDR00534 01 29 2024 Nock Statement of Interest Vote (COTW)
Motion to approve by Councillor Zeid, seconded by Councillor Harman. Roll call vote, 10 yes, 1 absent (Shand), motion passes.
- ORDR00538 02 12 2024 Grant Acceptance Firefighter Safety Equipment \$14,100.66
- ORDR00539 02 12 2024 Grant Acceptance EMPG \$4600.00
Motion to collectively approve ORDR00538 and ORDR00539 by Councillor Zeid, seconded by Councillor Harman. Roll call vote, 10 yes, 1 absent (Shand), motion passes.

Community Services

In Committee:

- APPT00463_02_12_2024 Andrea 183 High St. Community 3/15/2027
Weetman Newburyport Preservation Act
Committee
- APPT00464_02_12_2024 Kristen 16 Olive St. Library Board of 3/15/2027
Donahue Newburyport Directors
- APPT00465_02_12_2024 Caroline 4 Coombs Cir. Library Board of 3/15/2027
McCarthy Newburyport Directors
- APPT00467_02_12_2024 Kim Turner 27 High St. Public Arts 03/15/2025
Newburyport Committee
- APPT00468_02_12_2024 Nicole Whelan 12 Lafayette St. Public Arts 3/15/2025
Newburyport Committee

- APPT00469_02_12_2024 Shanna Sartori 2 Garden St. Newburyport Public Arts Committee 3/15/2025
- APPT00470_02_12_2024 Katherine Moran 9 Garden St. Newburyport Public Arts Committee 3/15/2025
- APPT00471_02_12_2024 Peter Carzasty 35 Temple St. Newburyport Public Arts Committee 3/15/2025
- APPT00473_02_12_2024 Paula Estey 3 Pine St. Newburyport Cultural Council Liaison on Public Arts Committee 3/1/2027
- COMM00525_01_08_2024 Letter from Joe Morgan re: Frog Pond Restoration Project
- ORDR00515_11_27_2023 Gift Acceptance Morrill Foundation \$110,000
- ORDR00474_07_10_2023 Plan Approval Bartlett Mall Improvement Project (COTW)
- ORDR00537_02_12_2024 Youth and Recreation Center Design Approval (COTW)

General Government

In Committee:

- **ORDR00536 02 12 2024 Early Voting 2024**

Motion to approve as amended in committee to include the language that the clerk may add or delete poll workers and police detail as necessary by Councillor Cameron, seconded by Councillor Zeid. Friendly amendment by Councillor Zeid that if changes are made to the approved list before the next election that the clerk submit a communication to inform the council. Roll call vote, 10 yes, 1 absent (Shand), motion passes.

- ORDR00527_01_08_2024 Council Rules 2024

Licenses & Permits

In Committee:

- **APPL00174 02 12 2024 Agave Parklet Application**
- **APPL00175 02 12 2024 Angies Parklet Application**
- **APPL00176 02 12 2024 Angry Donut Parklet Application**
- **APPL00177 02 12 2024 Bar 25 Parklet Application**
- **APPL00178 02 12 2024 Brine Parklet Application**
- **APPL00179 02 12 2024 Carmine Parklet Application**
- **APPL00180 02 12 2024 Loretta Parklet Application**
- **APPL00181 02 12 2024 NU Kitchen Parklet Application**
- **APPL00182 02 12 2024 Oregano Parklet Application**
- **APPL00183 02 12 2024 Paddle Inn Parklet Application**
- **APPL00184 02 12 2024 Port Tavern Parklet Application**
- **APPL00185 02 12 2024 Anchor Pizza Parklet Application**

Motion to collectively approve APPL00174, APPL00175, APPL00176, APPL00177, APPL00178 APPL00179, APPL00180, APPL00181, APPL00182, APPL00183, APPL00184, and APPL00185 by Councillor McCauley, seconded by Councillor Zeid. Roll call vote, 9 yes, 1 present (Donahue), 1 absent (Shand), motion passes.

Planning & Development

In Committee:

- APPT00466_02_12_2024 Larry Giunta 139 Crow Lane Newburyport Associate Member Zoning Board of Appeals 7/31/2027
- ***Confirmatory*** Dennis Morel 83 Bow Ridge Rd. Lynn Building Inspector 2/15/2027
- APPT00474_02_12_2024 ***Re-Appointment*** Kevin Wallace 40 Oak St. Newburyport Fruit Street Local Historic District Commission 3/15/2027
- APPT00475_02_12_2024 ***Re-Appointment*** Robert Currier 3 Summit Pl. Newburyport Affordable Housing Trust 3/15/2026

- | | | | | |
|------------------------|---------------|--------------|-----------------------|-----------|
| Re-Appointment | Andrew Port | 61 Water St. | Director of Planning | 3/15/2026 |
| • APPT00477_02_12_2024 | | Newburyport | & Development | |
| • APPT00478_02_12_2024 | Edward Noymer | 8 Lucey Dr. | Historical Commission | 3/15/2027 |
- COMM00529_01_29-2024 Letter from Jim McCarthy re: Request to update codified sign ordinances
- **COMM00530_01_29_2024** **Update Regarding Zoning Studies & Amendments (COTW)**
Related to Storey Ave & "MBTA Communities"(COTW)

Motion to refer back to P&D/COTW by Councillor Zeid, seconded by Councillor Khan. Roll call vote, 10 yes, 1 absent (Shand), motion passes.

- COMM00534_02_12_2024 Administration Memo re: COMM00529_01_29_2024
(Jim McCarthy letter to request an update codified sign ordinances)
- COMM00535_02_12_2024 Development Agreements Documents re:
Zoning Amendment Global R3 Multi-Family
- **COMM00536_02_12_2024** **Update Regarding ODNC164 10_30_2023**
Zoning Amendment Global R3 Multi-Family
- **COMM00537_02_12_2024** **Email from Stephanie Niketic re: ODN00164**
- **ODNC00165_02_12_2024** **Zoning Ordinance to establish the**
State/High Overlay District (SHOD) (COTW)

Motion to collectively receive and file COMM00536, COMM00537, and ODNC00165 by Councillor Preston, seconded by Councillor Harman. Roll call vote, 10 yes, 1 absent (Shand), motion passes.

Public Works & Safety

In Committee:

- COMM00527_01_08_2024 Letter from Philip Cootey
- COMM00533_02_12_2024 Middle Street Plummer Spring Bridge - Proposed next steps
- ORDR00449_04_24_2023 Approving Shared Streets Grant, High Street Traffic Calming

17. GOOD OF THE ORDER

Councillor Cameron noted that there will be an annual report on municipal consumption.

18. EXECUTIVE SESSION:

Pursuant to MGL c. 30A s. 21 there will be an executive session for the purpose of discussing strategy with respect to City of Newburyport litigation involving zoning, personnel, roadways and land use, et al.

Council President Cameron stated that Pursuant to MGL c. 30A s. 21 there will be an executive session for the purpose of discussing strategy with respect to City of Newburyport litigation involving zoning, personnel, roadways and land use, et al. and noted that the City Council would not be coming out of the Executive Session. Motion to into executive session by Councillor Cameron, seconded by Councillor Preston. Roll call vote, 10 yes, 1 absent (Shand), motion passes. Point of order noted by Councillor Zeid regarding council rule 27. Motion to waive rule 27 and go into executive session at 8:35 pm by Councillor Zeid, seconded by Councillor Preston. Roll call vote, 9 yes, 1 no (McCauley), 1 absent (Shand), motion passes.

19. ADJOURNMENT

COMMUNICATIONS



City of Newburyport Municipal Buildings Report: CY 2023

MARCH 5, 2024

Photo Credits: Chris Edmonds and Amy Conly

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Introduction

In October 2021, the City Council passed an ordinance requiring the annual creation of a consolidated report on the physical conditions and utility usage of buildings under City custody. This report is to use the information collected by MassEnergyInsight and states that required metrics include “(i) total GHG emissions in metric tons of CO₂e per square foot of gross floor area per year; (ii) energy use intensity (EUI) in million British Thermal Units (MBTUs or MMBTUs) per square foot per year; (iii) water use in gallons per square foot per year; and (iv) estimated total waste in short tons per square foot per year.”

This is the second iteration of this report and it provides the requested information and, where possible, includes calendar year 2022 data for comparison. Information was provided using the MassEnergyInsight system and trash collection estimates from Molly Ettenborough, the City’s Recycling, Energy, and Sustainability Manager. Facility information was provided by Steve Bergholm for Public Schools, Mike Bartlett for facilities under the Department of Public Services’ custody, and Chief Bradbury and Marshal Murray for the Fire and Police facilities, respectively. Many thanks go to Tom Watkins and Dan Maguire of the DPS Water Division for completing water meter readings for the public buildings.

As always, this report should be read in context with other valuable city publications providing information on buildings and energy use, including our annual state required Green Communities Report, the Facilities Master Plan, and Capital Improvement Plan. Each section of the report includes the required metrics, information on structural conditions and identified capital needs, and personal and premises protection. Last year, the report led to helpful conversations around capital planning and energy management. We hope this report is equally helpful for staff, the City Council, and the public.

Thank you to all staff who contributed to this report, and we look forward to building on this information as we start the FY25 budget process.

Goals and Green Communities

The State of Massachusetts through its Climate Act of 2021 and Solid Waste Master Plan has set targets for 85% less carbon from base year 1990 and 90% waste reduction target from 2021 both to be reached by 2050.

This year, Newburyport finished its seventh grant cycle with Green Communities for energy efficiency upgrades at Newburyport High School (lighting) and the State Street Library (HVAC). Green Communities grants for Newburyport total \$1,191,463 since becoming a Green Community in 2010.

The state has announced a new program called Climate Leaders, a step up from the green communities designation. This new program will give access to resources to help achieve sustainability goals, support clean energy and climate initiatives, access grant funds and be publicly recognized as a leader in the State.

To be considered and accepted the following criteria must be met:

- Be a Green Community in good standing
- A municipal decarbonization commitment
- The development of a municipal decarbonization roadmap
- A Zero-Emission Vehicle (ZEV) First policy
- Specialized stretch code adoption

Overall Takeaways

The City's Green Communities FY 2023 Annual Report showed that total municipal energy usage in MMBTUs in all City facilities has decreased 21% since our benchmark year of 2009. By comparison, the FY 2022 data showed only an 18% decrease. Data review from our baseline year shows building usage down by 29%, street lights down by 50%, and vehicle fuel use down by 28%. Water/sewer use has continued to rise, and is up by 8% over the 2009 baseline, but down 8% from last year.

Like last year, schools continue to lead the way in reduction of building energy use, with the energy management systems in place being a large reason why. We are looking to incorporate these same sorts of systems into City buildings as possible to improve all our buildings' energy efficiency.

This year, we have comparison figures for water usage based on our metrics from last year. Water is not on MassEnergyInsight, so we rely on meter readings. In some cases we had discrepancies based on incorrect readings in the year before and did not list baselines because of it. We now have baseline data for all buildings that can be used in the future. Trash and recycling is also difficult to fully capture at this time, as our trash and recycling hauler, Mello, does not separately weigh waste from public buildings. While we are about to sign a new contract with them and could discuss this as a service, it may be too difficult for the hauler to do this. This data is instead estimated based on container size and number of pick-ups per week and will only change if there are adjustments to either of these for a building.

The GHG emissions table attached to this report as Appendix 1 from benchmark year 2009 to now shows a steady decrease in emissions alongside energy usage reduction. This year's report will give us another full set of benchmarks to use to continue to make progress on our Net Zero goals and our mission to effectively and efficiently use City buildings and resources.

Building Profiles

Newburyport Public Schools

Bresnahan School

Key Metrics

	2022	2023
Gross Floor Area (SF)	112,500	112,500
Electric Use (MMBTU)	1,864	1,848
Gas Use (MMBTU)	2,069	2,093
Total kBtu/sf	35	36
Water Use in Gallons/sf	4.89	5.77
Trash in Tons	41.6	41.6
Trash in Pounds/sf	0.74	.74
CO2 Emitted in Tons	246.1	241.2
CO2 Pounds/sf	4.8	4.7

Structural Condition

The Bresnahan was constructed in 2013/14 and there are no known structural issues at this time.

Personal and Premises Protection

- Fire sprinkler system
- Fire alarm system
- Kitchen hood fire suppression
- Video intercom and access control (fobs for staff)
- Burglar alarm system
- Security cameras
- Emergency generator
- AEDs
- Bleeding control kits

Nock Middle School

Metrics

	2022	2023
Gross Floor Area (SF)	27,900	27,900
Electric Use (MMBTU)	2,733	2,593
Gas Use (MMBTU)	3,537	3,265
Total kBTU/sf	39	37
Water Use in Gallons/sf	5.40	2.97
Trash in Tons	78	78
Trash in Pounds/sf	.98	.98
CO2 Emitted in Tons	280.4	270.3
CO2 Pounds/sf	3.9	3.7

Structural Condition

The Middle School was last renovated in 2013/14 and the roof needs to be replaced on the gym and auditorium sections of the building. This is included on the Capital Improvement Plan.

Personal and Premises Protection

- Fire sprinkler system
- Fire alarm system
- Kitchen hood fire suppression
- Video intercom and access control (fobs for staff)
- Burglar alarm system
- Security cameras
- Emergency generator
- AEDs
- Bleeding control kits

Newburyport High School

Metrics

	2022	2023
Gross Floor Area (SF)	215,000	215,000
Electric Use (MMBTU)	3,165	3,027
Gas Use (MMBTU)	6,124	5,141
Total kBtu/sf	43	38
Water Use in Gallons/sf	2.89	3.02
Trash in Tons	52	52
Trash Pounds/sf	0.48	.48
CO2 Emitted in Tons	556.8	486.1
CO2 Pounds/sf	5.7	5

Structural Condition

The High School was last renovated in 2000-2002 and a number of renovations are now needed, as reflected in the Capital Improvement Plan.

- Building A roof should be replaced as soon as possible
- Building B roof should be replaced within 3-5 years
- Other miscellaneous water infiltration issues require a forensic engineer
- Masonry issues on terraces on both the east and west sides of the building require engineering assistance
- Mechanical equipment is 20+ years old and nearing the end of its expected lifespan
- The high school phone system is in need of repair or replacement because it is becoming out of e911 compliance. This will be in this year's CIP.

Personal and Premises Protection

- Fire sprinkler system
- Fire alarm system
- Kitchen hood fire suppression
- Video intercom and access control (fobs for staff)
- Burglar alarm system
- Security cameras
- Emergency generator
- AEDs
- Bleeding control kits

General Government and Community Services

City Hall

Metrics

	2022	2023
Gross Floor Area (SF)	27,900	27,900
Electric Use (MMBTU)	372	312
Gas Use (MMBTU)	891	759
Total kBTU/sf	45	38
Water Use in Gallons/sf	5.40	2.58
Trash in Tons	7.8	7.8
Trash Pounds/sf	0.56	.56
CO2 Emitted in Tons	74.6	62.3
CO2 Pounds/sf	5.9	4.9

Structural Condition

City Hall was built in 1851 and renovations were last completed in 2007. The current capital needs are for roof repairs and mechanical systems upgrades. The shingle roof section of City Hall is past its useful life and has now moved from an annual regular maintenance expense to a repair request. A metal standing seam roof is the most viable option and will provide necessary aesthetic, water proofing and an expected life span of fifty years. Regarding mechanical upgrades, the heating system/boiler is over 30 years old and maintenance has been costly. In addition, several areas of City Hall lack heat/AC or ventilation altogether, including 2 departments located in the basement. Areas that lack central air are cooled with window units, which require annual installation, routine replacement and high electrical usage. The auditorium lacks AC and, therefore, limits the availability to use the space in warmer months. Finally, the windows are at a point again that they will need to be replaced or rehabilitated.

Personal and Premises Protection

- Fire sprinkler system
- Fire alarm system
- Panic button security system
- Exterior door fob system
- AEDs

Newburyport Public Library

Metrics

	2022	2023
Gross Floor Area (SF)	27,270	27,270
Electric Use (MMBTU)	1,330	1,321
Gas Use (MMBTU)	881	838
Total kBtu/sf	81	79
Water Use in Gallons/sf	8.58	9.86
Trash in Tons	6.8	6.8
Trash Pounds/sf	0.50	.5
CO2 Emitted in Tons	143.9	137.4
CO2 Pounds/sf	11.6	11.1

Structural Condition

The Public Library was last renovated in 2001 and is in very good structural condition. Their capital requests include custodial work, like rug replacement, and preventative maintenance. Additional work includes external landscaping foundation work. Also, the ceiling in one section of the building needs painting and the floor in the lobby has been requested for replacement.

They will also need a boiler replacement in the coming years, as their HVAC system is now 21 years old.

Personal and Premises Protection

- Fire sprinkler system
- Fire alarm system
- Security cameras (interior and exterior)
- Burglar alarm system
- AEDs

Senior Community Center

Metrics

	2022	2023
Gross Floor Area (SF)	16,500	16,500
Electric Use (MMBTU)	440	441
Gas Use (MMBTU)	170	157
Total kBTU/sf	37	36
Water Use in Gallons/sf	5.49	6.47
Trash in Tons	5.2	5.2
Trash Pounds/sf	0.63	0.63
CO2 Emitted in Tons	41.2	39.3
CO2 Pounds/sf	5.5	5.3

Structural Condition

The Senior Community Center was completed in 2015 and is in excellent structural condition.

Personal and Premises Protection

- Fire sprinkler system
- Fire alarm system
- Kitchen hood fire suppression system
- Security cameras (interior and exterior)
- Burglar alarm system
- Emergency generator
- AEDs

Emma Andrews Community Center

Metrics

	2022	2023
Gross Floor Area (SF)	1,392	1,392
Electric Use (MMBTU)	7	7
Gas Use (MMBTU)	56	52
Total kBTU/sf	45	43
Water Use in Gallons/sf	35.10	22945
Trash in Tons	NA	NA
Trash Pounds/sf	NA	NA
CO2 Emitted in Tons	3.5	3.3
CO2 Pounds/sf	5.5	5.2

Structural Condition

The Emma Andrew Library has a functioning apartment on the second and third floors which is rented out, and the building is under the supervision of DPS. Routine maintenance work is performed on the building and it will be in need of more extensive roof work in the next few years.

A priority capital project of exterior painting of the whole structure should be reviewed within the next few years.

Personal and Premises Protection

- Fire alarm system
- Burglar alarm system

Brown School

Metrics

	2022	2023
Gross Floor Area (SF)	37,655	37,655
Electric Use (MMBTU)	64	21
Gas Use (MMBTU)	0	0
Total kBTU/sf	2	1
Water Use in Gallons/sf	0.00	0.00
Trash in Tons	0	0
Trash Pounds/sf	0.00	0.00
CO2 Emitted in Tons	4.7	1.5
CO2 Pounds/sf	0.3	.1

Structural Condition

The former Brown School building and gymnasium are currently not in use and discussions by the City Council are continuing on the scope and nature of adaptive reuse. The site needs significant work including building renovations, hazardous materials remediation, site improvements, and more. This has been addressed through other City studies, including the 2022 report by EGA on the costs to rehabilitate the gym.

Personal and Premises Protection

- Fire alarm system
- Burglar alarm system

Public Safety

Harbormaster Building

Metrics

	2022	2023
Gross Floor Area (SF)	1,700	1,700
Electric Use (MMBTU)	144	141
Gas Use (MMBTU)	0	0
Total kBTU/sf	85	83
Water Use in Gallons/sf	53.89	48.93
Trash in Tons	1.3	1.3
Trash Pounds/sf	1.53	1.53
CO2 Emitted in Tons	10.5	9.9
CO2 Pounds/sf	13.6	12.9

Structural Condition

This building was completed in 2017 and is in excellent condition. The only identified capital need is the installation of solar panels on the roof. This would support the City's Green Communities initiatives and reduce electrical usage at the central waterfront. The City will seek grant opportunities to complete this project.

Personal and Premises Protection

- Fire alarm system
- Fire sprinkler system
- Fob security system on exterior doors
- Security cameras (exterior)
- AEDs

Fire Headquarters

Metrics

	2022	2023
Gross Floor Area (SF)	13,665	13,665
Electric Use (MMBTU)	276	267
Gas Use (MMBTU)	695	599
Total kBTU/sf	71	63
Water Use in Gallons/sf	6.09	6.76
Trash in Tons	15.6	15.6
Trash Pounds/sf	2.28	2.28
CO2 Emitted in Tons	57.1	50.7
CO2 Pounds/sf	9.2	8.2

Structural Condition

The Fire Headquarters building was built in 1978 and has had very few upgrades since. It does not meet current code, has no gender separation, and is not ADA compliant. The station lacks the required fire separation from the residence hall and the apparatus bay, and does not meet current life safety code. The building also has energy efficiency issues and has no meeting spaces. Early discussions around the Fire Headquarters are for a complete renovation and potential addition to the NFD Headquarters station.

Personal and Premises Protection

- Security Cameras (interior and exterior)
- Fire Alarm System
- Emergency Generator

Fire Station 2

Metrics

	2022	2023
Gross Floor Area (SF)	2,300	2,300 (then 0)
Electric Use (MMBTU)	69	24
Gas Use (MMBTU)	194	106
Total kBTU/sf	114	43
Water Use in Gallons/sf	27.48	9.86
Trash in Tons	5.2	1.73
Trash Pounds/sf	4.52	1.51
CO2 Emitted in Tons	15.4	7.3
CO2 Pounds/sf	14.7	6.5

Structural Condition

The District 2 fire station was built in 1972 and use was discontinued in May 2023 to begin construction on the new building. Use for this year is only through five months, and the new building will be opened later in 2024.

Police Station

Metrics

	2022	2023
Gross Floor Area (SF)	21,000	21,000
Electric Use (MMBTU)	956	943
Gas Use (MMBTU)	709	847
Total kBTU/sf	79	85
Water Use in Gallons/sf	2.99	3.04
Trash in Tons	7.8	7.8
Trash Pounds/sf	0.74	.74
CO2 Emitted in Tons	107.5	111.3
CO2 Pounds/sf	11.3	11.7

Structural Condition

The Police Station, last renovated in 1997, is overall in good structural condition and is in need mostly of smaller improvements to specific areas. Light maintenance, including upgrading carpets and providing for weatherproofing, are needed. The exception is the Dispatch Center, which is 27 years old and the equipment is outdated and in need of replacing. Updating these systems and equipment will allow for better use of technology and the ability to use the security cameras in public facilities more easily.

Flooring throughout the building starting to show wear and should be added to the capital program.

Personal and Premises Protection

- Security Cameras
- Door Fob System
- Fire Alarm
- Fire Sprinkler
- Fire Extinguishers
- Generator
- AEDs

Public Services

DPS Highway Barn/Administration Building

Metrics

	2022	2023
Gross Floor Area (SF)	30,000	30,000
Electric Use (MMBTU)	128	511
Gas Use (MMBTU)	984	931
Total kBTU/sf	37	48
Water Use in Gallons/sf	2.27	1.72
Trash in Tons	26	26
Trash Pounds/sf	1.73	1.73
CO2 Emitted in Tons	61.7	57.6
CO2 Pounds/sf	4.5	4.2

Structural Condition

There are currently no capital requests for the maintenance of DPS headquarters, following the successful completion of the salt shed.

The DPS Garage will need a new roof in the future and possible addition to the existing structure to account for existing and future growth.

Personal and Premises Protection

- Fire sprinkler system
- Fire alarm system
- Security cameras (exterior)
- Emergency generator
- Exterior door and gate fob system
- AEDs

Wastewater Treatment Plant

Metrics

	2022	2023
Gross Floor Area (SF)	15584	15584
Electric Use (MMBTU)	8,672	7,485
Gas Use (MMBTU)	2,096	1,846
Total kBTU/sf	691	599
Water Use in Gallons/sf	NA	1.6
Trash in Tons	15.6	15.6
Trash Pounds/sf	2.00	2.00
CO2 Emitted in Tons	744.3	624
CO2 Pounds/sf	95.5	80.1

Structural Condition

While the Wastewater Treatment plant has a number of capital needs, none are related to the structural integrity of the buildings.

Personal and Premises Protection

- Fire sprinkler system
- Fire alarm system
- Security cameras (exterior)
- Emergency generator
- Exterior door and gate fob system
- AEDs

Water Treatment Plant

Metrics

	2022	2023
Gross Floor Area (SF)	24784	24784
Electric Use (MMBTU)	5,176	5,508
Gas Use (MMBTU)	448	524
Total kBTU/sf	227	243
Water Use in Gallons/sf	NA	2.84
Trash in Tons	15.6	15.6
Trash Pounds/sf	1.26	1.26
CO2 Emitted in Tons	401.6	414.8
CO2 Pounds/sf	32.4	33.5

Structural Condition

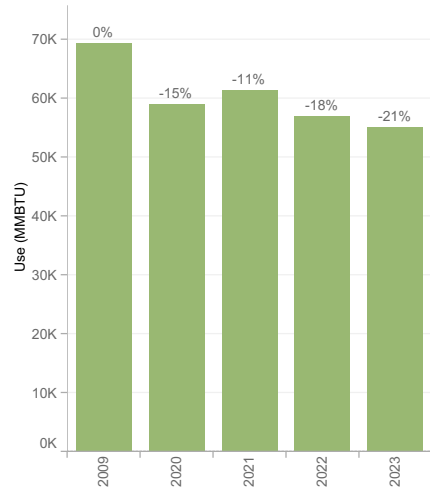
While the Water Treatment plant has a number of capital needs, none are related to the structural integrity of the buildings.

Personal and Premises Protection

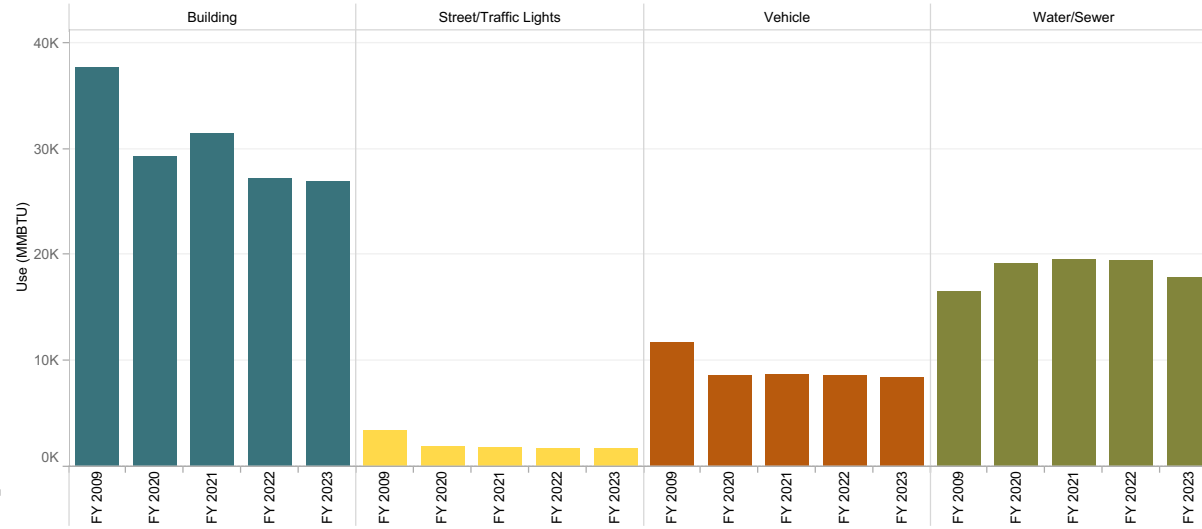
- Fire sprinkler system
- Fire alarm system
- Security cameras (exterior)
- Emergency generator
- Exterior door and gate fob system
- AEDs

Baseline Dashboard

Overall Use (with % Difference from Baseline Year)



Use by Facility Category



Show Department or Facility Category in "Use by..." Chart
Facility Category

Year
Multiple values

A Facility Category of **Null** or **blank** indicates buildings that have not yet been assigned a category.



Buildings marked as "Exclude from Baseline" (list below) are not included in totals on this dashboard.

- Kelley Youth Center
- Senior Center

Drill down by Facility Category (showing Use (MMBTU))

Hover over Facility Category and Subcategory and click the plus or minus signs to expand and collapse the table.

Facility Category	FY 2009	FY 2020	FY 2021	FY 2022	FY 2023
Building	37,737	29,264	31,461	27,183	26,963
Street/Traffic Lights	3,376	1,932	1,767	1,739	1,689
Vehicle	11,770	8,525	8,659	8,577	8,475
Water/Sewer	16,501	19,184	19,522	19,435	17,872

Drill down by Department (showing Use (MMBTU))

Hover over Department, Complex, etc. and click the plus or minus signs to expand and collapse the table.

Department	FY 2009	FY 2020	FY 2021	FY 2022	FY 2023
Null	7,224	6,962	6,798	6,220	6,027
General Government	17,242	12,403	12,600	12,475	12,209
Library	2,785	2,113	2,133	2,154	2,275
Public Safety	3,471	2,795	2,754	2,887	2,836
Public Works Department	1,154	1,226	1,368	1,176	1,449
Schools	28,231	21,183	23,032	18,806	18,358
Sewer Department	9,276	12,223	12,724	13,215	11,845

Appendix 2: Newburyport Municipal Buildings: Utility and Waste Information 2023

Gas and Electric Use

Facility	Gross Floor Area (SF)	Electric Use (MMBTU)	Gas Use (MMBTU)	Total (MMBTU)	Electric Use kBtu/sf	Gas Use kBtu/sf	Total kBtu/sf	Total MMBTU/SF	2022 Value	Percent Change
Bresnahan School	112,500	1,848	2,093	3,941	17	19	36	0.036	0.035	-3.0%
City Hall	27,900	312	759	1,072	11	27	38	0.038	0.045	-16.1%
DPS Building	30,300	511	931	1,442	17	31	48	0.048	0.037	29.5%
Emma Andrews Library	1,392	7	52	59	5	37	43	0.043	0.045	-5.2%
Fire Station 2 Cutter	2,300	24	106	130	9	44	53	0.053	0.114	-53.6%
Fire Station HQ (Greenleaf)	13,665	267	599	867	20	44	63	0.063	0.071	-11.3%
G.W. Brown School	37,655	21	0	21	1	0	1	0.001	0.002	-50.0%
Harbormaster Building	1,700	141	0	141	83	0	83	0.083	0.085	-1.8%
Main Public Library	27,270	1,321	838	2,159	48	31	79	0.079	0.081	-2.6%
Newburyport High School	215,000	3,027	5,141	8,168	14	24	38	0.038	0.043	-12.1%
Police Department	21,000	943	847	1,790	45	40	85	0.085	0.079	7.2%
R.A. Nock Middle School	160,000	2,593	3,265	5,859	16	20	37	0.037	0.039	-5.1%
Senior Center	16,500	441	157	598	27	10	36	0.036	0.037	-2.7%
Wastewater Treatment Plant	15584	7,485	1,846	9,331	480	118	599	0.599	0.691	-13.3%
Water Department	24784	5,508	524	6,032	222	21	243	0.243	0.227	7.1%

Trash Waste

Co2 Emissions

Facility	Gross Floor Area (SF)	Trash in Tons	Pounds/sf	CO2 Emitted in Tons	Pounds/sf	2022 Value	Percent Change
Bresnahan School	112,500	41.6	0.74	241.2	4.7	246.1	-2.0%
City Hall	27,900	7.8	0.56	62.3	4.9	74.6	-16.5%
DPS Building	30,000	26	1.73	57.6	4.2	61.7	-6.6%
Emma Andrews Library	1,392	NA	NA	3.3	5.2	3.5	-5.7%
Fire Station 2 Cutter	2,300	1.73	1.51	7.3	6.5	15.4	-52.6%
Fire Station HQ (Greenleaf)	13,665	15.6	2.28	50.7	8.2	57.1	-11.2%
G.W. Brown School	37,655	0	0.00	1.5	0.1	4.7	-68.1%
Harbormaster Building	1,700	1.3	1.53	9.9	12.9	10.5	-5.7%
Main Public Library	27,270	6.8	0.50	137.4	11.1	143.9	-4.5%
Newburyport High School	215,000	52	0.48	486.1	5	556.8	-12.7%
Police Department	21,000	7.8	0.74	111.3	11.7	107.5	3.5%
R.A. Nock Middle School	160,000	78	0.98	270.3	3.7	280.4	-3.6%
Senior Center	16,500	5.2	0.63	39.3	5.3	41.2	-4.6%
Wastewater Treatment Plant	15584	15.6	2.00	624	80.1	744.3	-16.2%
Water Department	24784	15.6	1.26	414.8	33.5	401.6	3.3%

Water Use

Facility	Gross Floor Area (SF)	Water Use in Gallons	Water Use in Gallons/sf	2022 Value	Percent Change
Bresnahan School	112,500	648,912	5.77	550,251	17.9%
City Hall	27,900	71,904	2.58	150,572	-52.2%
DPS Building	30,000	51,497	1.72	67,993	-24.3%
Emma Andrews Library	1,392	22,945	16.48	48,859	-53.0%
Fire Station 2 Cutter	2,300	21,107	9.18	63,206	-66.6%
Fire Station HQ (Greenleaf)	13,665	92,356	6.76	83,252	10.9%
G.W. Brown School	37,655	-	0.00	-	NA
Harbormaster Building	1,700	83,179	48.93	91,615	-9.2%
Main Public Library	27,270	268,970	9.86	233,967	15.0%
Newburyport High School	215,000	648,912	3.02	620,616	4.6%
Police Department	21,000	63,777	3.04	62,832	1.5%
R.A. Nock Middle School	160,000	474,715	2.97	506,022	-6.2%
Senior Center	16,500	106,791	6.47	90,658	17.8%
Wastewater Treatment Plant	15584	24,904	1.60	NA	NA
Water Department	24784	70,475	2.84	NA	NA

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

NEWBURYPORT SPECIAL EVENT APPLICATION

Tel. _____

Fax. _____

2024 MAR -7 A 8:25

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

NAME OF EVENT: Love Local, Newburyport

Date: May 9, 2024 Time: from 3:00 p.m. to 9:00 p.m.

Rain Date: _____ Time: from _____ to _____

2. Location*: Inn Street

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

3. Description of Property: From the public alley by Bar25 to the shop J. McLaughlin Public Private _____

4. Name of Organizer: Runway for Recovery City Sponsored Event: Yes _____ No

Contact Person Olivia Boger

Address: 29 Water Street, Suite 216, Newburyport Telephone: 617-710-2172

E-Mail: olivia@runwayforrecovery.org Cell Phone: 617-710-2172

Day of Event Contact & Phone: 617-710-2172

5. Number of Attendees Expected: 300

6. MA Tax Number: EIN# 11-3822037

7. Is the Event Being Advertised? Yes Where? Email Marketing, Social Media, Posters, Daily News

8. What Age Group is the Event Targeted to? The "Shop/Love for Mom" portion (3-5:30 p.m. will be for kids and parents); The cocktail / speake fundraiser portion for 21+

9. Have You Notified Neighborhood Groups or Abutters? Yes Yes No _____, Who? All State Street, Inn Street, and Pleasant Street Businesses

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

A. Vending*: Food Beverages _____ Alcohol Goods Total # of Vendors 5

*If checked, signature from Health Director required (Page 3)

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:

Mandarava, the food vendor cleans up food and the 90+ Wine Truck cleans up plastic cups, we use trash bins on Inn Street.

- 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 ? Mandarava takes care of the food waste

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: N/A

FOR STREET CLOSURE OR ANY USE OF A PUBLIC WAY

PARADE _____ ROAD RACE _____ WALKATHON _____

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

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

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

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

5. Start Time: _____ Expected End Time: _____

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

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

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

9. Formation Location & Time for Participants: _____

10. Dismissal Location & Time for Participants: _____

11. Additional Parade Information:

• Number of Floats: _____



• Locations of Viewing Stations: _____


• Are Weapons Being Carried: Yes _____ No _____

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

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

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

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

HEALTH DIRECTOR  _____ 60 Pleasant St. (only needed when Food & Beverage Vendors are included in the event)

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: <i>Fee for Special Events: \$45/hr/DPS employee for trash handling/staging etc. may apply</i>	
	Yes: \$_____ due on _____	No Fee for Special Events applies
	Other requirements/instructions per DPS _____	
___	10. Parks Department: _____	
___	11. License Commission _____	

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

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

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

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

(c) *Definitions.*

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

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

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

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

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

(d) *Limitations.*

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

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

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

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

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

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

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

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

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

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

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

(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: 2/26/24



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/9/2024

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 Eastern Insurance Group LLC 233 West Central St Natick MA 01760	CONTACT NAME: PHONE (A/C, No, Ext): 800-333-7234		FAX (A/C, No): 781-586-8244
	E-MAIL ADDRESS: CSR24CL@easterninsurance.com		
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A : Philadelphia Indemnity Insurance Company	18058
INSURED Runway For Recovery, Inc. 29 Water Street, Suite 216 Newburyport MA 01950	RUNWFOR-01	INSURER B :	
		INSURER C :	
		INSURER D :	
		INSURER E :	
		INSURER F :	

COVERAGES

CERTIFICATE NUMBER: 1897597355

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<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		EV132145	5/9/2024	5/10/2024	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$
							GENERAL AGGREGATE	\$ 3,000,000
							PRODUCTS - COMP/OP AGG	\$ 3,000,000
								\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/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)
 The City of Newburyport as an additional insured.

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

© 1988-2015 ACORD CORPORATION. All rights reserved.

One Day All Alcohol/Wine & Malt License

ONE-24-8

Your Submission

Attachments

Guests (0)

✔ Application Review

✔ Fire Department

✔ **Police Department**

✔ One Day Alcohol License

▶ Licensing Board Approval

One Day License

Police Department

✔ **Complete.** This inspection was completed on Feb 14, 2024 at 12:53pm.



Olivia Boger

Feb 14, 2024 at 1:52 pm

Sounds great — I'll reach out to you via email. What is the best one to use?



Richard Siemasko

Feb 14, 2024 at 12:53 pm

Approved, a detail officer will be required. Please contact me to arrange that.

Ask a question about this

Empty text input field for asking a question.

Send Message

**City of
Newburyport, MA**

Your Profile

Your Records
(</dashboard/records>)

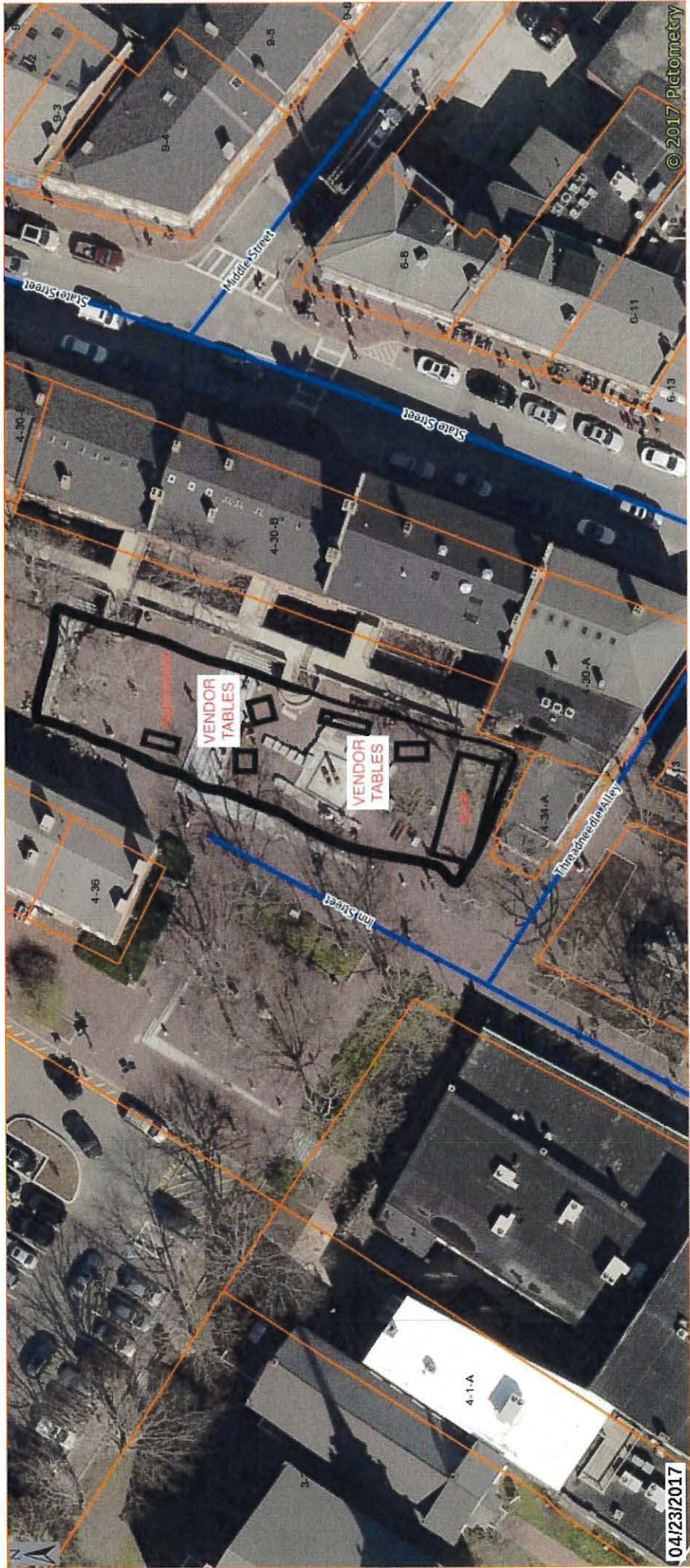
Resources

Search for
Records (</search>)

Claim a Record
(</claimRecord>)

Employee Login
(<https://newburyportma.workflow.opengov.com/employee-login>)

Portal powered by **OpenGov**



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04/23/2017

2024 MAR -7 A 10:36



City of Newburyport

Application Form 2024 Merchant License Occupy Outdoor City Property

****DO NOT USE THIS APPLICATION FORM FOR EVENTS****

Date Submitted: 3/7/2024

Business Name: The Basin Apparel Company, Inc.

Business Contact: Karyn Al Khatib

Business Address: 19 Water Street Phone: 508-776-1069 Email: Karyn@thebasinapparel.com

Property Owner: Newburyport Development

Outdoor Display Quantity: _____ Dimensions: _____ Material: _____

Outdoor Tent or Enclosure Materials Quantity: 2 Dimensions: 10X10 Material: nylon with aluminum frame

Enclosure Materials

Proposed Days/Hours of Operation: 7 Days/9-6 popup tents will be broken down nightly

Check all that apply:

- Applicant requests approval for merchandise display.
- Applicant requests approval tent/enclosure materials.

Attach the following materials:

- 1) Evidence of liability insurance with minimum coverage in the amount of one million dollars (\$1,000,000) per occurrence, naming the City of Newburyport as co-insured, and in force for the entire approved period of occupancy.
- 2) A clear and legible 8½-inch x 11-inch diagram of the proposed area of occupancy, detailing:
 - a) Perimeter of proposed areas of occupancy, with relevant linear dimensions;
 - b) Public, pedestrian path of travel no less than five feet in width;
 - c) All relevant obstacles such as streetlights, signs, trees, etc.; and
 - d) All tents, enclosures, and displays.
- 3) Written authorization signed by the Applicant's landlord acknowledging and agreeing to the use of the adjacent portion of any public way.

Applications shall be delivered to the Office of the City Clerk by hand, mail, or email:

- 1) Office of the City Clerk
Newburyport City Hall
60 Pleasant Street
Newburyport, MA 01950
(978) 465-4407 ext. 1205
rjones@cityofnewburport.com
- 2) The deadline for applications is the close of business 7:00 pm Thursday, March 10th.

Processing:

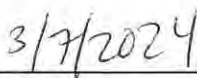
- 1) Application fee \$25.00
- 2) Applications will be reviewed by the City Council. For applications to occupy a city park or playground, the City Council shall not consider or act upon such application until the earlier of (i) having received a recommendation by the Parks Commission regarding such application, or (ii) 30 days from the City Clerk's receipt of such complete application.
- 3) The City has no obligation whatsoever to approve any individual application, each of which shall be processed, reviewed, and a determination thereon made by the relevant City officers, boards, and commissions in their reasonable discretion.
- 4) Any condition of approval and submitted plan shall be in force for the entire duration of any validly issued license.
- 5) Any license issued may be revoked at any time by super-majority vote of the City Council, after a public hearing, for any reason, or no reason.

RELEASE AND INDEMNITY AGREEMENT TO ENCUMBER A PUBLIC WAY

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



Signature of Business Owner



DATE

City of Newburyport

**Outdoor Displays &
Enclosures**

- 1) A minimum of five-feet of pedestrian clearance must be maintained for public pedestrian access. Tents and all enclosure materials used to create a demarcated area for displaying merchandise may not impede this required pedestrian clearance.
- 2) Tents and all enclosure materials to create a demarcated area for displaying merchandise must maintain a minimum of 5-feet of pedestrian clearance from streetlights, signs, trees, benches, garbage barrels, or other sidewalk obstacles.
- 3) Tents and all enclosure materials used to demarcate an area for displaying merchandise cannot interfere with curb ramps, driveways, fire escapes and/or doorways.
- 4) All enclosure and display materials that are chained, roped, or otherwise tethered together after business hours must be untethered during business hours.
- 5) Placement of tents, enclosure materials, and merchandising displays on city property must conform in all respects to all applicable federal, state, and local laws and regulations, including, without limitation workplace safety rules and other public health regulations.
Please contact the Newburyport Health Department for workplace safety rules specific to your business sector.
- 6) Like any license, permission to place tents, enclosure materials, and merchandising displays on city property is revocable at the discretion of the City of Newburyport.
- 7) Initial licenses, unless revoked, shall remain effective until on or about October 31st and commencing on or about May 1st.

N.B. ODNCO98_10_12_2021 is pending in City Council and may amend requirements to this license.

NEWBURYPORT DEVELOPMENT

February 26, 2024

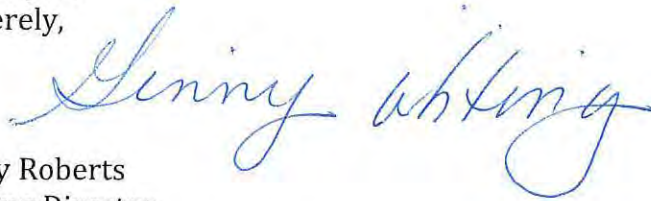
City of Newburyport
60 Pleasant Street
Newburyport, MA 01950

RE: The Basin Apparel

To Whom It May Concern:

As Landlord representative for 19-23 Water Street, The Basin Apparel Company, Inc. has our permission to expand into the outdoor space adjacent to the building and or sidewalk in the area of the store.

Thank you,
Sincerely,



Ginny Roberts
Leasing Director
New England Development



BASINAP-01

TFIFE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/5/2024

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 Child-Genovese Ins. Agy. Inc. 99 South Street Hingham, MA 02043	CONTACT NAME: William Genovese PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: bgenovese@cgiins.com <table style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td style="width: 80%;">INSURER A : Northern Security Insurance</td> <td></td> <td>25992</td> </tr> <tr> <td>INSURER B : Norfolk & Dedham</td> <td></td> <td>23965</td> </tr> <tr> <td>INSURER C :</td> <td></td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A : Northern Security Insurance		25992	INSURER B : Norfolk & Dedham		23965	INSURER C :			INSURER D :			INSURER E :			INSURER F :		
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INSURER C :																						
INSURER D :																						
INSURER E :																						
INSURER F :																						
INSURED The Basin Apparel Company 7 Liberty Street Newburyport, MA 01950																						

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____	X		BP28025452	8/5/2023	8/5/2024	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
PRODUCTS - COMP/OP AGG \$ 2,000,000							
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			BP28025452	8/5/2023	8/5/2024	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 \$ 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	N/A	WE202952A	5/28/2023	5/28/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
							E.L. EACH ACCIDENT \$ 500,000
							E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Business Property			BP28025452	8/5/2023	8/5/2024	Replacement Cost 350,000

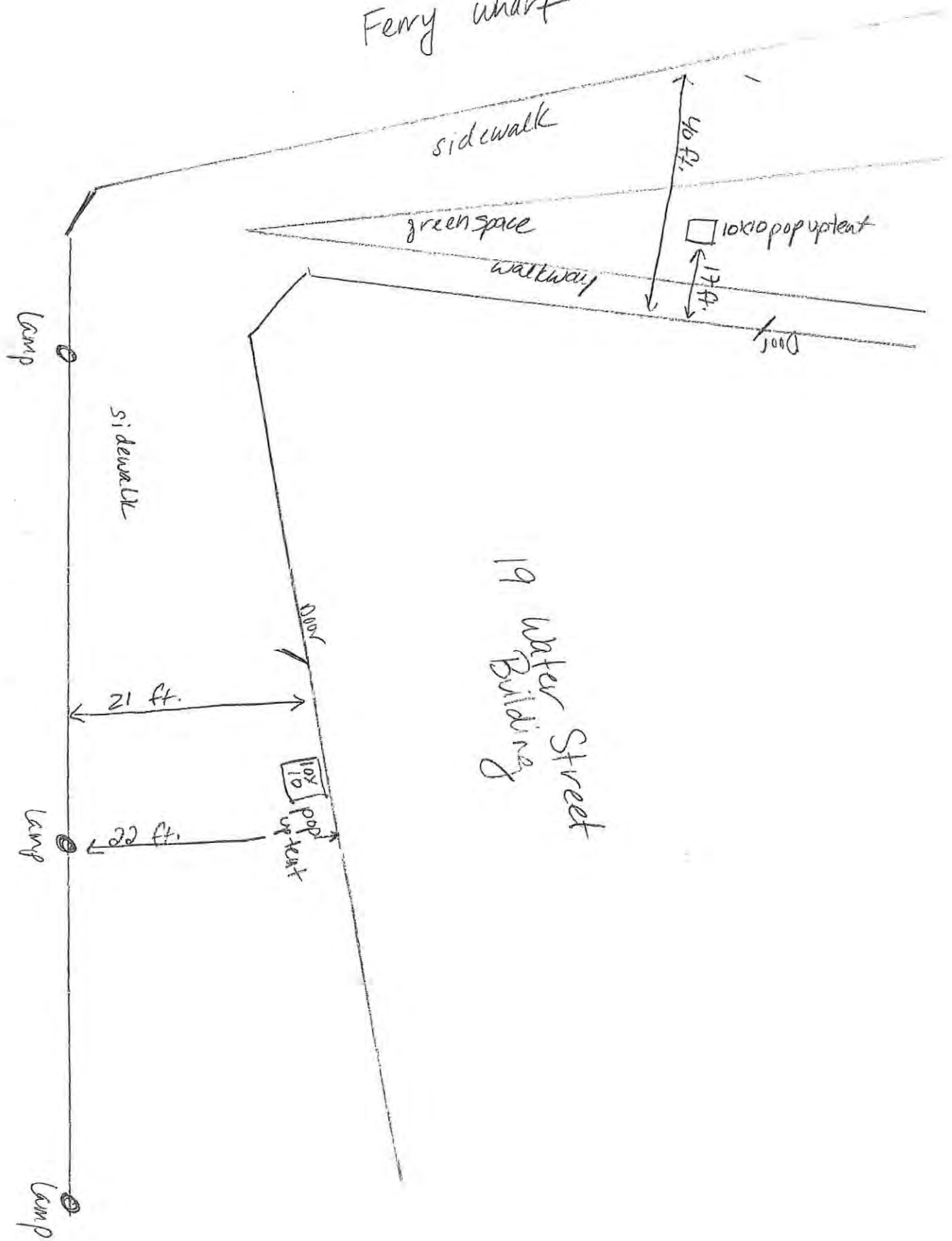
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 May 1 - October 31, 2024
 City of Newburyport is an additional insured on the insured's liability policy.

CERTIFICATE HOLDER City of Newburyport 16 Unicorn Street Newburyport, MA 01950	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

Ferry wharf

Water Street

19 Water Street Building



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: Newburyport Arts and Culture ShantiesDate: January 1, 2024 - December 31, 2024 Time: from 12pm to 8pm

Rain Date: _____ Time: from _____ to _____

2. Location*: Pop Up Park

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

3. Description of Property: The shelled park in between Merrimac Street and the NRA West Lot Public Private _____4. Name of Organizer: Firehouse Center for the Arts City Sponsored Event: Yes _____ No

Contact Person

Address: John Moynihan/1 Market Square Telephone: 978.499.9931E-Mail: john@firehouse.org Cell Phone: 603.312.2917Day of Event Contact & Phone: 603.312.29175. Number of Attendees Expected: 50/day6. MA Tax Number: 04-26493737. Is the Event Being Advertised? Yes Where? Newspaper, Social Media, Email, etc.8. What Age Group is the Event Targeted to? Families of all ages9. 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 _____

*If checked, signature from Health Director required (Page 3)

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? Carry-In/Carry-Out
- b) How many recycling receptacles will you be providing? Carry-In/Carry-Out
- 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:

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: _____

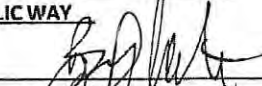
• Locations of Viewing Stations: _____

• 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.

HEALTH DIRECTOR _____ 60 Pleasant St. (only needed when Food & Beverage Vendors are included in the event)

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: _____

1/29/2024



Newburyport Arts and Culture Shanties

The Firehouse Center for the Arts requests use of the Pop-Up Park through Calendar Year 2024 for the Newburyport Arts and Culture Shanties Program. The Shanties would primarily be open Friday through Sunday with occasional programs happening on weekdays. Each of these programs would be coordinated with the artists.

Physical Infrastructure

The Firehouse Center for the Arts would keep the five Art Shanties in their current location throughout 2024 with the use being varied throughout the year. The Firehouse would continue to maintain and upgrade the shanty buildings as well as work with DPS on the upkeep of the Pop-Up Park.

Program Goals and Anticipated Outcomes

Newburyport's Artisan Shanties program has several goals. First, it will meet goals stated in the City's 2017 Master Plan: 1. Increase awareness of Newburyport as a destination for arts, tourism, and cultural affairs; and, 2. Support a rich variety of cultural opportunities/activities for city groups/individuals. These are goals long held by the community in its efforts to support the creative market as a key driver of the City's economy. Equally as important are the goals to help local artists/artisans and cultural organizations increase recognition and sales; act as a community-building forum through a common artistic mission; and increase traffic to local businesses.

In 2023, we listed the anticipated outcomes as: increased community exposure to the arts; increased recognition and sales for artisans and cultural organizations; increased number of visitors to the area; a creative way to use City-owned waterfront land; and an improved reputation as a cultural destination. In many ways, the shanty program achieved these goals. Not only through the feedback from the artists (see attached artist testimonials) but also via the impact the shanties had on individuals that engaged with the artists. I share one of these stories here:

Ken and I visited coastal Maine in early October, and we stopped in Newburyport. He passed away on December 7th. His son, James, gave me a Christmas gift which was something that Ken had expressed interest in. I'm Ken's partner of 9 years and I'm just trying to know who he reached out to.

This is such a difficult time for me and having a very special gift from him, I can't express words. Ken was on the mend, we were hopeful. In the end, an infection post op took his life. Newburyport was our very first stop on our drive up to Maine. It is a very special place and I'll always treasure our visit and the special gift of your art.

As a community-driven arts organization, it is stories like these that validate all of the works that goes into creating spaces, like the Shanties, for the arts to reach the public. We anticipate partnering further with the

Chamber of Commerce, downtown businesses, and our fellow artists to promote a vibrancy to the streetscape between the parking garage and the bustling downtown.

Economic Impact

According to the latest Arts & Economic Prosperity 6 survey from Americans for the Arts, a national advocacy organization based in Washington D.C., the average spend per audience member is \$38.46 on top of their ticket purchase – up nearly \$7 from the 2017 study - directly feeding back into the local economy. Additionally, 79% of Americans believe arts and culture is “important to their community’s businesses, economy, and local jobs” while 86% say arts and culture is “important to their community’s quality of life and livability.” These are important indicators from within the community-at-large while illustrating that additional opportunities for local artisans are largely viewed as having a positive impact on attracting visitors to the local community.

It cannot be underestimated the benefits of simply meeting and working beside other artists for the duration of a weekend (or more). At first glance, it appears this program is for the artists to sell their work - but the benefits extend far beyond that and in many directions.

This program has an entrepreneurial nature allowing the artists to work together as a team to support the space (by bringing flowers, playing music, or setting up games for kids) and collaborate together to make the best possible experience for the customer, community, and families. Doing something for the community in itself has a substantial and inherent value that has been a pleasure to witness every weekend. Meeting other artists like John, Linda, Eve, Gina, Deb and more who so passionately love this community and want to give back gave me a renewed faith and energy about the work that I do and the importance of sharing it. I spoke with hundreds of people - many of them who weren't there to buy anything - but simply wanted to talk - talk about art, inspiration, beauty, even personal hardship - some just to engage with culture in silence for a short time. Art is healing and this is proof.

The unique structure and forum feel of this space is a draw over other types of exhibiting options because not only does the space allow such collaboration, but it depends on it. I have made new friends of these artists across many different mediums that I have learned from and will be incorporating their support and suggestions into my business. In fact Deb (who is a charcoal artist) made a beautiful suggestion about my work in August and I now have a whole new line of business as a result. We are in different mediums and yet her advice was invaluable. Each weekend's success is based on the skills and interest of the artists there - so each weekend is also a new and fun opportunity to be creative together in how the shanty experience is executed.

This unique collaboration opportunity also makes an interesting draw for the customer who will come back each week and have a different and new experience. After about a month of participating I noticed repeat customers coming back and checking on what's new or coming back to buy a piece they had been contemplating the week before. On a Sunday, I decided to stay throughout the rain. I had 10-15 Newburyport customers come even in the rain to look at what I was offering and give a nod of support and encouragement.

I could see momentum beginning where the community makes the shanties a weekend stop on their list to see what's new and support the artist through rain (light rain) and shine. I had a half dozen or more customers asking me if the market would be extended through the holidays remarking how festive and fun the space would be with music and twinkly lights - perfect for families out doing their holiday shopping with cups of cocoa in hand. I couldn't agree more.

I am a full-time artist so this type of work very literally puts food on the table for my family. With the rain each weekend I didn't always make big sales - but I made big connections with future clients that will add up over time and translate to meaningful business for me that isn't transient but lasting.

I genuinely appreciate this market as an opportunity for artists to grow with each other and the community. I give my full support to extend the season through the fall. Programs like this need to be protected and I am just so grateful I tripped across it one day this summer while visiting Newburyport.

Sophia Diana Creations

I was one of the artists that rented a shanty this past August. It was my first opportunity to sell my art outside of family and friends and it was a great first experience as I move from hobbyist to professional artist.

Encouraging an ongoing artist marketplace in an art minded city such as Newburyport is such a great idea! I know it is still in its "grass roots" phase but it is an idea that should be encouraged. Even the way it has changed and grown from June to October of this year with some additional advertisement, the umbrellas, artists choosing to extend their # of participating weekends, etc shows how the firehouse has listened to the suggestions of participating artists as well as the enthusiasm of some of the artists to see this idea reach its potential.

If you decide to add an extended season or special holiday market, I would love to participate.

Deb Hewey

As a previous shanty renter, I am writing to voice my support for an extension of shanties scheduling.

I had a very successful few days in the shanties, this past summer, and would love another opportunity to show and sell my work there!

Seeing as the holiday season will soon be upon us, and given Newburyport's draw for tourists, holiday shoppers, etc., it seems like a no-brainer to add to the downtown's bustling and festive nature by having the wonderful shanties up and running!

Thank you for considering the possibility of having the shanties be part of the Fall and pre-holiday activities in downtown Newburyport.

Sam Kimball

Thank you for the opportunity to exhibit my work at the Shanty installation. I had robust sales, even with sprinkles and some rain. Almost everyone commented on how great it was to casually shop and look at original art and photographs while going to lunch or dinner; many were already shopping for the holidays and asked if I would be there for the holiday season.

I would commit to any extension you can offer to exhibit in the shanty, and I would love to book the season next spring. This unique program provides:

- Shoppers and residents have a unique variety of artistic goods
- A showcase of local arts
- Places to sit and play with the games and enjoy the lovely atmosphere of Newburyport.

Gina Tzizik Studios



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/19/2023

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 Eastern Insurance Group LLC 233 West Central St Natick MA 01760	CONTACT NAME: SELECT DEPARTMENT	
	PHONE (A/C, No, Ext): 800-333-7234	FAX (A/C, No): 781-586-8244
E-MAIL ADDRESS: CSR24CL@easterninsurance.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: AmTrust International Underwriters DAC		57399
INSURER B: Mount Vernon Fire Insurance Co		26522
INSURER C: Ohio Security Insurance Co		24082
INSURER D:		
INSURER E:		
INSURER F:		

INSURED SOCIOR-01
 Society For The Development of Arts & Humanities of Greater Newburyport Inc
 Firehouse Center
 One Market Square
 Newburyport MA 01950

COVERAGES

CERTIFICATE NUMBER: 42422290

REVISION NUMBER:

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


INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	<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:	Y		BKS56739503	8/11/2023	8/11/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			XL2562625	10/15/2023	8/11/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ \$
A	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/A	TWC4287185	8/25/2023	8/25/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B C	DIRECTORS & OFFICERS Liquor Liability			NDO2550272K BKS56739503	2/17/2023 8/11/2023	2/17/2024 8/11/2024	OCCURRENCE 1,000,000 AGGREGATE 1,000,000

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

NON-PROFIT COMMUNITY CIVIC CENTER/THEATER.

The City of Newburyport is included as additional insured on the General Liability where required by written contract.

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 
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TRANSFERS



CITY OF NEWBURYPORT FY 2024 TRANSFER/APPROPRIATION REQUEST

Department: City Clerk
Submitted by: Richard B. Jones, City Clerk **Date Submitted:** 3/11/2024

Transfer From:

Account Name:	<u>General Fund Free Cash</u>	Balance:	<u>\$ 2,333,144</u>
Account Number:	<u>01-35910</u>	Category:	<u>\$ -</u>
Amount:	<u>\$15,000.00</u>	Trans I/O:	<u>\$ (1,051,732)</u>

Why Funds Are Available:


The Massachusetts Department of Revenue certified Free Cash for FY2024 at \$3,384,876. These funds are available for any legal expenditure with the approval of the Mayor and a vote of the City Council.

Transfer To:


Account Name:	<u>Elections</u>	Balance:	<u>\$ (8,244)</u>
Account Number:	<u>01163007-57808</u>	Category:	<u>\$ (3,111)</u>
Amount:	<u>\$15,000.00</u>	Trans I/O:	<u>\$ -</u>

Why Funds Are Needed:

The elections account has gone into a deficit due to the special election held for the Whittier Tech school district. The special election cost \$11,266, which will be reimbursed to the City, resulting in an available balance of \$3,022 in the elections account. We anticipate needing up to an additional \$15,000 to cover costs of the presidential primary and other election-related expenses through June 30th.

Sean R. Reardon, Mayor: 

Date: 3/5/2024

Ethan R. Manning, Auditor: 

Date: 3/5/2024

City Council Action:

RECEIVED
 CITY CLERK'S OFFICE
 NEWBURYPORT, MA
 2024 MAR -5 P 2:02

FOR 2024 13

JOURNAL DETAIL 2024 1 TO 2024 13

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
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001 GENERAL FUND

163 BOARD OF REGISTRARS

007 OTHER CHARGES & EXPENSES

01163007 57808		BDR	ELECTIONS	0.00	57,500.00	65,744.16	0.00	-8,244.16	114.3%
2024/01/001277	07/21/2023	API		4,200.00	VND 000791 VCH	LHS ASSOCIATES	POLL PAD ANNUAL SOFTWARE/APP L		415015
2024/01/001294	07/28/2023	API		40.00	VND 021277 VCH	PORT SIGNS/SHRE	DOCUMENT DESTRUCTION 07.06.23		415148
2024/02/002145	08/11/2023	API		450.00	VND 021277 VCH	PORT SIGNS/SHRE	OFFSITE DOCUMENT DESTRUCITON 0		415429
2024/03/003016	09/01/2023	API		42.00	VND 001267 VCH	OWL STAMP COMPA	BOARD OF REGISTRARS-S.GALLAGHE		415779
2024/03/003016	09/01/2023	API		16.48	VND 004187 VCH	WB MASON CO INC	BADGE HOLDERS		415798
2024/03/003135	09/15/2023	API		3,612.32	VND 000791 VCH	LHS ASSOCIATES	ELECTION SUPPLIES		415928
2024/03/003135	09/15/2023	API		1,781.25	VND 000791 VCH	LHS ASSOCIATES	ELECTION SUPPLIES-STREET LISTS		415928
2024/03/003135	09/15/2023	API		595.78	VND 011008 VCH	ELECTION SYSTEM	ELECTION SUPPLIES		415897
2024/03/003428	09/29/2023	API		300.00	VND 000366 VCH	PEOPLE'S UNITED	HARSTON HALL RENTAL 09.19.23 V		416174
2024/03/003428	09/29/2023	API		3,915.88	VND 019409 VCH	ELECTION SOURCE	VOTING BOOTH SUPPLIES		416140
2024/04/004057	10/06/2023	API		496.00	VND 001029 VCH	MERRIMAC POLICE	DETAIL SENIOR CENTER 09.19.23		416259
2024/04/004057	10/06/2023	API		650.00	VND 003804 VCH	HOPE COMMUNITY	PRIMARY ELECTION 09.19.23		416244
2024/04/004057	10/06/2023	API		64.26	VND 000943 VCH	HOME DEPOT	DUCT TAPE/CABLE TIES		416242
2024/04/004071	10/13/2023	GNI		1,724.89	REF FY24PR CITY PR WAR 08C 10.13.23				
2024/04/004071	10/13/2023	GNI		6,442.00	REF FY24PR CITY PR WAR 08C 10.13.23				
2024/04/004071	10/13/2023	GNI		75.00	REF FY24PR CITY PR WAR 08C 10.13.23				
2024/04/004396	10/23/2023	GEN		4,110.00	REF JE049 O/D INVOICE #24-000127				
2024/04/004549	10/27/2023	API		141.43	VND 019409 VCH	ELECTION SOURCE	BALLOT STORAGE CONTAINERS		416539
2024/05/005044	11/03/2023	API		968.73	VND 011008 VCH	ELECTION SYSTEM	ELECTION SUPPLIES FOR 11.07.23		416645
2024/05/005315	11/17/2023	API		3,510.44	VND 000791 VCH	LHS ASSOCIATES	IMAGECAST CODING 11.07.23		416801
2024/05/005315	11/17/2023	API		66.49	VND 004238 VCH	AMAZON.COM LLC	EXTERNAL DRIVE		416746
2024/05/005315	11/17/2023	API		300.00	VND 021277 VCH	PORT SIGNS/SHRE	SECURE DOCUMENT DESTRUCITON 10		416835
2024/05/005332	11/24/2023	GNI		3,416.02	REF FY24PR CITY PR WAR 11C 11.24.23				
2024/05/005332	11/24/2023	GNI		7,648.50	REF FY24PR CITY PR WAR 11C 11.24.23				
2024/06/006003	12/01/2023	API		650.00	VND 003804 VCH	HOPE COMMUNITY	ELECTION 11.17.23		416939
2024/06/006017	12/08/2023	GNI		333.07	REF FY24PR CITY PR WAR 12C 12.08.23				
2024/06/006064	12/08/2023	API		137.99	VND 000112 VCH	AMESBURY INDUST	ANTISLIP TAPE		417050
2024/06/006064	12/08/2023	API		300.00	VND 000366 VCH	PEOPLE'S UNITED	HARSTON HALL RENTAL FOR VOTING		417097
2024/07/007207	01/12/2024	API		3,050.00	VND 000791 VCH	LHS ASSOCIATES	ICP MAINTENANCE/ANNUAL LICENSE		417490
2024/07/007563	01/26/2024	API		468.44	VND 011008 VCH	ELECTION SYSTEM	ELECTION SUPPLIES		417674
2024/07/007563	01/26/2024	API		1,174.16	VND 019409 VCH	ELECTION SOURCE	E-POLL BOOK/SUPPLY TROLLEYS		417673
2024/08/008010	02/02/2024	API		2,765.40	VND 000791 VCH	LHS ASSOCIATES	BALLOT SVCS		417755
2024/08/008014	02/02/2024	GNI		3,996.17	REF FY24PR CITY PR WAR 16C 02.02.24				
2024/08/008166	02/09/2024	API		300.00	VND 000366 VCH	PEOPLE'S UNITED	HARSON HALL RENTAL-VOTING 12.2		417886
2024/08/008166	02/09/2024	API		1,176.45	VND 000791 VCH	LHS ASSOCIATES	ELECTION SUPPLIES		417865
2024/08/008166	02/09/2024	API		226.75	VND 011008 VCH	ELECTION SYSTEM	INK CARTRIDGE		417841

FOR 2024 13

JOURNAL DETAIL 2024 1 TO 2024 13

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
01163007 57808 BDR ELECTIONS						
2024/08/008187	02/16/2024 GNI	2,491.40	REF FY24PR CITY PR WAR 17C 02.16.24			
2024/08/008189	02/16/2024 API	650.00	VND 003804 VCH HOPE COMMUNITY SPECIAL ELECTION 01.23.24 POLL			417946
2024/08/008410	02/23/2024 API	250.00	VND 021277 VCH PORT SIGNS/SHRE DOCUMENT DESTRUCTION 02.01.24			418055
2024/09/009007	03/01/2024 GNI	3,206.86	REF FY24PR CITY PR WAR 18C 03.01.24			
01163007 57809 BDR ANNUAL CENSUS						
10,000.00		0.00	10,000.00	4,866.44	0.00	5,133.56 48.7%
2024/08/008410	02/23/2024 API	4,866.44	VND 000791 VCH LHS ASSOCIATES CENSUS 2024 POSTAGE			418042
GRAND TOTAL						
67,500.00	0.00	67,500.00	70,610.60	0.00	-3,110.60	104.6%

** END OF REPORT - Generated by Ethan Manning **



CITY OF NEWBURYPORT FY 2024 TRANSFER/APPROPRIATION REQUEST

Department: Mayor's Office

Submitted by: Sean R. Reardon, Mayor

Date Submitted: 3/11/2024

Transfer From:

Account Name:	<u>ARPA - State & Local Fiscal Recovery Funds</u>	Balance:	\$ 1,247,329
Account Number:	<u>2111-59630</u>	Category:	\$ -
Amount:	<u>\$282,653.87</u>	Trans I/O:	\$ (4,219,378)

Why Funds Are Available:

The City's allocation from the American Rescue Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Funds (SLFRF) was \$5,466,707 of which \$4,219,378 has been approved for capital projects, leaving a remaining balance of \$1,247,329 to be obligated by December 31, 2024. If this appropriation is approved, the unobligated balance will be \$964,675.

Transfer From:

Account Name:	<u>Joppa Park Walkway</u>	Balance:	\$ 30,488
Account Number:	<u>3210-59630</u>	Category:	\$ -
Amount:	<u>\$30,487.91</u>	Trans I/O:	\$ -

Why Funds Are Available:

A balance remains from the Joppa Park Walkway Project that was originally funded by ARPA/SLFRF and came in under budget.

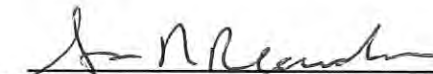
Transfer To:

Account Name:	<u>Lower Atkinson Common Improvements</u>	Balance:	\$ -
Account Number:	<u>New Capital Project</u>	Category:	\$ -
Amount:	<u>\$313,141.78</u>	Trans I/O:	\$ -

Why Funds Are Needed:

Lower Atkinson Common improvements are included in the City's five-year capital improvement program as project PK02, aimed at resolving long-standing parking and safety issues at and surrounding this location. See attached explanatory memorandum, including the current cost estimate.

Sean R. Reardon, Mayor:



Date: 3/5/2024

Ethan R. Manning, Auditor:



Date: 3/5/2024

City Council Action:

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 NEWBURYPORT, MA
 2024 MAR -5 P 2:02

**American Rescue Plan Act (ARPA) Allocation
Coronavirus State and Local Fiscal Recovery Funds (SLFRF)**

Municipal Allocation	1,914,283
County Reallocation	3,552,424
Total Funding Amount	5,466,707

Phillips Drive Drainage Project	1,000,000	ORDR252_05_24_2021 [Approved 8/30/21]
Streets & Sidewalks	2,400,000	ORDR335_03_28_2022 [Approved 4/11/22]
Joppa Park Walkway	100,000	ORDR334_03_28_2022 [Approved 4/25/22]
Data Center Rebuild	594,378	TRAN00153_05_08_2023 [Approved 6/26/23]
Hale Street Pedestrian Safety	125,000	TRAN00165_08_14_2023 [Approved 8/28/23]
Total Appropriations	4,219,378	

Current Unobligated Balance	<u>1,247,329</u>
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Lower Atkinson Common Improvements	282,654	Proposed 3/11/24
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Remaining Unobligated Balance	<u>964,675</u>
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CITY OF NEWBURYPORT
OFFICE OF THE MAYOR
SEAN R. REARDON

60 PLEASANT STREET • P.O. BOX 550
NEWBURYPORT, MA 01950
(978) 465-4413 • (978) 465-4452 (FAX)
WWW.CITYOFNEWBURYPORT.COM

Ed Cameron, City Council President
City of Newburyport
60 Pleasant St.
Newburyport, MA 01950

March 5, 2024

Dear Council President Cameron,

The Administration is formally requesting a transfer from our remaining ARPA funds to pay for a portion of the safety improvements at Lower Atkinson Common. I would like to take this opportunity to provide the Council with some background on the status of the project and the scope of the remaining work.

Last year, with the support of the Community Preservation Committee and the Council, \$525,000 was allocated from CPC funds to support the Lower Atkinson Community Improvement Project. The funding allowed us to implement Phase 1 of the Lower Atkinson Common Master Plan which included relocating the playground to the heart of the park and making it a universally-accessible feature. We are excited to complete the playground this spring and open it for community use.

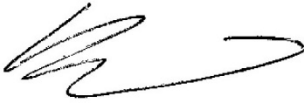
While the work was progressing at the playground, the Administration advanced the design of the second phase of the Master Plan and worked diligently to obtain community feedback and the necessary permit approvals to move Phase 2 forward. The work in Phase 2 will vastly improve the access to and pedestrian/vehicular safety at the park. The proposal includes moving all parking off Merrimac Street along the park's frontage and into the park where the former playground was, installing needed sidewalks from Moulton to Plummer to improve pedestrian safety, improving drainage throughout the park, and planting native vegetation.

The Administration is requesting an amendment to the 2023 Park Improvement Project of an additional \$231,588.94 from CPC, which equates to roughly half of the needed dollars to pay for the project. We are respectfully requesting the other half of the funding from ARPA. Currently, there is \$1,247,329 remaining in unobligated funds. If this project is approved, there would be a remaining available balance of \$964,675 in ARPA funds. A detailed breakdown of the project scope and costs can be found on the attached document, with the breakdown of the requested amounts from ARPA summarized below:

DRAINAGE:	\$ 39,600.00
SIDEWALKS, CURBING, & SIGNAGE:	\$232,780.60
STORMWATER WETLAND (PARTIAL):	\$ 40,761.18
REMAINING JOPPA FUNDING:	-\$ 30,487.91
<hr/>	
TOTAL:	\$282,653.87

Please be in touch should you need additional information, and thank you for your consideration.

Respectfully,



Kimberly D Turner
Manager of Special Projects

LOWER ATKINSON SAFETY IMPROVEMENTS COST ESTIMATE

2/20/2024

Item	Amount	
SITE WORK	\$ -	
Removals (arborvitae, trees, playground, etc.)	\$ -	*DPS
Relocation of bleachers	\$ -	*DPS
DRAINAGE	\$ 39,600.00	
6" drain with stone around ball field & swale	\$ 10,900.00	*TW Excavating
Drainage structures (DMH, yard drain, CBs, covers, etc.)	\$ 28,700.00	*TW Excavating
SIDEWALKS & PARKING AREAS	\$ 320,105.60	
Grading & site prep	\$ 12,485.60	*Allied
Bituminous concrete parking area	\$ 77,625.00	*Allied
Gravel parking area	\$ 9,700.00	*TW Excavating
Concrete walkways & ramps	\$ 103,425.00	*Allied
Granite curbing	\$ 106,370.00	*Allied
Pavement markings & signs	\$ 10,500.00	*DPS
FENCING	\$ 44,927.00	
Gate at clubhouse	\$ -	*DPS
Guardrail at stormwater wetland	\$ 14,202.00	*SumCo
15' ht. ball netting	\$ 27,225.00	*RAE
Bike racks	\$ 3,500.00	*SumCo
STORMWATER WETLAND	\$ 52,000.00	*SumCo
LANDSCAPE	\$ 74,940.78	
Plantings at Stormwater Wetland	\$ 45,000.00	*SumCo
Mulch path	\$ 15,000.00	*SumCo
Plantings in remainder of park	\$ 14,940.78	*DPS
10% CONTINGENCY	\$ 53,157.34	
TOTAL	\$ 584,730.72	
Remaining CPC funding	\$ 40,000.00	
Remaining Joppa Funding	\$ 30,487.91	
Request from CPC (amendment)	\$ 231,588.94	*highlighted in blue
TOTAL REQUEST FROM ARPA	\$ 282,653.87	

END OF CONSENT AGENDA

BEGINNING OF REGULAR AGENDA

**APPOINTMENTS
FIRST READING**



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

60 PLEASANT STREET - P.O. BOX 550
NEWBURYPORT, MA 01950
978-465-4413 PHONE
MAYOR@CITYOFNEWBURYPORT.COM

To: President and Members of the City Council
From: Sean R. Reardon, Mayor
Date: March 11, 2024
Subject: Confirmatory Appointment

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
2024 FEB 29 P 3:16

I hereby appoint, subject to your approval, the following named individual as a member of the Public Arts Committee. This term will expire on March 15, 2027.

Nicole Whelan
12 Lafayette Street
Newburyport, MA 01950

NICOLE WHELAN

12 Lafayette Street, Newburyport, MA 01950

nwhelanpavao@yahoo.com, 617.694.9927

EXPERIENCE

2002-present

Curtis Guild Elementary, East Boston, MA

Data Team, Universal Design for Learning Team, School Site Council
Math Leadership Team, Instructional Leadership Team,
Lighthouse Team Facilitator, Math Facilitator/Lead Teacher

2008-present

Teacher, 4th Inclusion (SEI, Gen Ed.)

- teach/have taught *Everyday Math*, *Engage NY Math*, *Investigations*, *Reading Street*, *Expeditionary Learning*, *Writers' Express*, *Writers' Workshop*, *History Alive*, as well as plan and implement supplemental lessons as needed to meet Massachusetts/Common Core State standards
- design lessons for whole-group and small group with attention to needs of individual learners.

2002 - 2008

Theater/Arts Teacher

- created performances for all grade levels while guiding children to create props and choreography
- designed and implemented the visual art curriculum for grades K-5
- created lessons that incorporate literacy, motor-skill development and math skills

2002 - 2006

Henderson Elementary School (formerly O' Hearn School), Dorchester, MA

Arts Specialist

- created art lessons for grades K-0 through 5
- served as Art Director for school performances; painting sets and creating props
- created accommodated lessons for students with moderate to severe disabilities in inclusion setting

2004-2010

Visual Thinking Strategies (Museum of Fine Arts), Boston, MA

Site Coordinator

- trained to guide student conversations when viewing fine art as well as train teachers in the process.

EDUCATION & LICENSURE

2002 - 2004

Lesley University, Cambridge, MA

Masters of Education (Pre K-8)

- professional licensure, Visual Arts, PreK-8
- initial licensure; Elementary, 1-6;
- initial licensure; **English as a Second Language**, PreK-12
- initial licensure; **Moderate Disabilities**, K-6 (pending completion of course work 6/15)

1994 - 1998

William Smith College, Geneva, NY

Bachelor of Arts: Studio Art, Writing (Independent) Dean's List: 1994, 1996, 1998

- Study Abroad: Advanced Studies in England/University College, Oxford, Bath, England, 1996

VOLUNTEER, RECOGNITION & CONTACT WORK

2010-2013

Board of Educators, Museum of Fine Arts, Board Member

- work with other educators from various districts to promote and develop educational connections between schools and the museum

2010-2018

Frederick Sontag Prize for Urban Education, Award Winner (2010-2018)

- awarded by Harvard Business School, Harvard Graduate School of Education and Boston Public Schools to share effective teaching strategies and conduct lessons during Acceleration Academies to prepare students for MCAS

2012

Boston Public Schools Math Workgroups, Grade 4 Team member

- co-wrote the Scope and Sequence for Boston Public Schools to connect current curriculum to new Common Core State Standards

Summer 2012

Consultant for the Writers Express Curriculum, Cambridge, MA

- Advised curriculum developers regarding adaptations and accommodations for English Language Learners and students with special needs



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I hereby appoint, subject to your approval, the following named individual as a member of the Public Arts Committee. This term will expire on March 15, 2027.

Shanna Sartori
2 Garden Street, Apt. #2
Newburyport, MA 01950

Recently completed a master's program in Public History at Southern New Hampshire University. Over 12 years of experience in theater in New York City, producing, designing, and performing in several productions. Extensive experience working with the public with an exceptional focus on customer service and building positive, long-lasting relationships. Passion for historical interpretation and connecting the public with the past.

Professional Experience

HISTORIC NEW ENGLAND, Newbury, Massachusetts

Site Manager, October 2023-Current

Preventative Care Assistant, May 2023-October 2023

Research Intern, May 2022 - August 2022

Currently serving as the Site Manager for Historic New England's Newbury and Amesbury properties. Oversees five house museum's care, interpretation, and tours, including three 17th-century homes in Newbury. Responsible for all the programming and functions that are held at Spencer-Peirce-Little Farm. Manages over twenty staff and volunteers. Regularly engages with the community at the farm and during events. Oversees over a dozen MSPCA farm animals at Spencer-Peirce-Little Farm.

Served as the preventative care assistant for various Historic New England properties. Monitored environmental conditions and their impact on the collections. Used Integrated Pest Management to keep collections and the houses stable.

A research-based internship that focused on supporting and interpreting various house museums for Historic New England. The research included the Abenaki in western Maine, New Hampshire lawyer William Merchant Richardson, and English gardener William Bell. Geo-coded over four hundred historic properties for an exhibit on architect William Ralph Emerson. Utilized Leventhal Maps to overlay older maps of Boston with current maps to ensure the correct property and location were being found. Designed a hypothetical Gatsby-styled gala at Beauport, the Sleeper-McCann House which would act as a fundraiser.

THE HOUSE OF THE SEVEN GABLES, Salem, Massachusetts

Historical Interpreter, June 2023-October 2023

Lead educational and engaging tours through the famous 17th-century mansion in historic Salem, integrating both information regarding the city of Salem and the mansion's history, as well as the novel. A history from below lens was utilized when interpreting the history of Salem's indigenous community and the enslaved individuals who resided at the mansion.

PEABODY ESSEX MUSEUM, Salem, Massachusetts

PEM PAL Lead, July 2023-September 2023

Art and Nature Center Graduate Intern, January 2023-May 2023

Lead the education team's program, PEM Pals, a monthly hands-on activity that uses storytelling, movement, music, and art to explore the senses. Each month, a new children's book was selected, and an art-based activity was planned, inspired by the book.

A graduate internship in the Art and Nature Center that oversaw the daily management and care of two interactive exhibits, *Climate Action*, and *The Pod*. Lead climate-based conversations and engaged with the public using the Climate Action Cart, offering solutions, and answering questions regarding climate change. Co-lead and developed daily drop-in activities in the Create Space.

FLIGHT COFFEE, Dover, New Hampshire
Shift Leader, Barista, August 2020 - July 2022

Oversaw front-of-house operations at one of New Hampshire's most popular coffee shops. Interacted with each guest to ensure a positive and pleasant experience. Managed an effective, productive, and upbeat team that focused on teamwork. Produced high-quality coffee beverages in a fast-paced environment. Open and closed the café and oversaw live events. Created connections with patrons that put Flight in the center of Dover's community.

THE NIGHT OWL PLAYERS, New York, New York
Co-founder, Producer, January 2013 - July 2020

Founded the theater company, The Night Owl Players in New York City. Successfully produced four shows in New York with dozens of performances. The production work began with the reading and selection of a script. Fundraised in the form of crowdfunding as well as live events, including auctions and raffles. Assisted in the casting process and hired designers. Worked alongside the costume, set, and sound designers of the show. Managed the advertising and ticket sales of productions. Coordinated with the theater to load the show in and out.

FRED'S, New York, New York
Manager, Host, Bartender, Server, May 2016 - August 2020

Managed a popular family restaurant and bar, during peak business hours, including nights and weekends. Responsible for opening, closing, and overseeing operations. Supervised and trained dozens of front-of-house staff. Ensured a positive and organized flow of the restaurant atmosphere and operations during busy brunch and dinner shifts. Assessed and addressed customer and staff incidents as needed. Assisted with serving and bartending as needed.

CHILD CARE, New York, New York
Child Care Provider, 2008 - 2020

Took care of over 30 children in the Harlem area with ages ranging from newborns to middle school aged. Provided supervision and guidance in a private home setting including overnight stays. Responsible for drop-offs and pickups from school, aiding in homework, and arranging recreational, educational, and artistic activities out of the home. Mentored middle school-aged children with learning disabilities.

Education

Master of Arts in History, Public History, 2023
SOUTHERN NEW HAMPSHIRE UNIVERSITY- Manchester, New Hampshire

Bachelor of Arts in Theatre and Dance, Acting and Directing, 2007
KEENE STATE COLLEGE - Keene, New Hampshire



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I hereby appoint, subject to your approval, the following named individual as a member of the Public Arts Committee. This term will expire on March 15, 2027.

Katherine Moran
9 Garden Street, Apt. #2
Newburyport, MA 01950

A handwritten signature in black ink, appearing to read "S R Reardon".

Katherine Moran

portfolio: katherinemoran.com
email: morankatherine54@gmail.com
phone: 603.918.3198

education

Northeastern University - Boston, MA

graduated May 2023 - summa cum laude

BFA in Design with a concentration in Graphic and Information Design

experience

Architectural Designer - CJ Architects - Portsmouth, NH

August 2022 – present

- Responsible for producing architectural designs that satisfy clients needs using CAD and imagery rendering software
- Conceptualize and implement improved website layout and marketing materials to improve clarity and optimize user experience
- Participate in client meetings and collaborate to develop final designs that balance their needs and requests

Architectural Intern - CJ Architects - Portsmouth, NH

July 2020 – August 2022

- Precisely drafted drawings using AutoCAD to adhere to specific clearances and building code requirements
- Organized in office filing systems, templates and protocols
- Used Adobe Creative Suite to create presentation materials for marketing purposes

projects

Northeastern University - Boston, MA

UNESCO World Heritage Site Rebrand

- Created an identity specific to the UNESCO Site by establishing a system of dynamic design elements to incorporate across 2D, 3D and screen applications

Gut Feelings Exhibition

- Curated an exhibition based on my research that considered how a user experiences information flow in order to achieve understanding of complex ideas

Mauran Typeface

- Explored the complexities of letterforms through the creation of a new typeface

Small Business Owner - Knocean Studio - Hampton, NH

June 2018 – November 2018

- Established identity through the development and adherence to a design system
- Collaborated and built partnerships with other artists in order to expand inventory
- Developed a website to market and promote the brand

Art Commissioner - KM Designs - Hampton, NH

September 2018 – present

- Discussed desired specifications and vision of artwork with customers
- Managed time to prioritize customer deadlines and balance order demands
- Delivered custom artwork to fulfill the client orders

skills

- Adobe InDesign
- Adobe Photoshop
- WordPress
- After Effects
- Adobe Illustrator
- AutoCAD
- HTML/CSS
- Premiere Pro



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To: President and Members of the City Council
From: Sean R. Reardon, Mayor
Date: March 11, 2024
Subject: Confirmatory Appointment

I hereby appoint, subject to your approval, the following named individual as a member of the Public Arts Committee. This term will expire on March 15, 2027.

Peter B. Carzasty
35 Temple Street
Newburyport, MA 01950

PETER B. CARZASTY

<https://www.linkedin.com/in/carzasty/>
(917) 620-9042

COMMUNICATIONS / PROGRAM / IDENTITY SPECIALIST

Seasoned strategist executive with significant expertise in developing and launching new cultural and corporate initiatives, strategic identity campaigns, and programming platforms. Passionate, driven, self-motivated, collaborative, and entrepreneurial. In-depth New York, national, and international experience in non-profit and for-profit sectors. He has worked for over 60 cultural, corporate, civic, urban development, educational, and governmental agencies, design/architecture firms involving the arts & cultural policy, sponsorship, brand positioning, public relations, and programming initiatives creating greater visibility and market share.

Geah, LTD. (www.geahltd.com) New York, NY

August 2007 – Present

Cultural Consulting, Strategic Corporate, Arts & Non-Profit Partnerships

Founder and CEO

SERVICES AND SPECIALTIES (select examples):

Creating new programs and platforms for institutional development and advancement.

- Senior Advisor and Program Development for the Arts & Business Council's Creative Campus program. A Community-Building Real Estate Initiative for Advancing Equity, Sustainability, and Spatial Justice through the Creative Economy.

Forging productive alliances between business and non-profit marketplace.

- A new program series, "The Marriage of Business & the Arts," for the Luxury Marketing Council. Created the ongoing series bringing together senior executives from corporations such as American Express, CIT, Time Warner, and Montblanc as guest panelists and commentators.
- Co-founder of the online philanthropic web portal *ActiveCause, the Social Giving Network™*. Launched creating a rewards program for *RecycleBank*, leveraging nearly \$100K for national and regional charities in less than six months.

Developing communications plans and collateral materials for greater visibility and brand recognition

- The National Museum of Korea – Geah was the first Western communications specialist to develop a comprehensive situational analysis for increasing worldwide visibility. Elements of the extensive site visit report have been adopted by management for greater outreach and exposure.

Designing marketing materials to solidify brand identity and drive the business's bottom line.

- Burton Landscape Architecture Studio + Gallery – Developed first identity campaign, including written and collateral materials, immediately awarding a central new resort account and the company's first national media coverage/exposure.

Creating innovative cross-promotional opportunities/sponsorships.

- Jacob's Pillow Dance Festival 75th Anniversary Season – designed the institution's first interrogated corporate sponsorship platform, introducing Cunard, Steuben, La Mer, and Davidoff.

Cohn Davis Associates, New York, NY

November 2001 – August 2005

Executive Vice President

Provided end-to-end communications services for cultural and educational institutions and new facility launches, such as strategic planning, public relations, marketing, and institutional identity. A partial list of clients:

- **Joyce Theater Foundation, Inc.** (Designed identity/communications 5-year plan—a required component deliverable for the LMDC for their role in a planned arts center at Ground Zero)
- **Alvin Ailey American Dance Foundation, Inc** (Public/Media Relations for groundbreaking and opening of a new facility on West 55th Street – Page One [The New York Times](#) coverage)
- **Syracuse University/Newhouse School of Public Communications** (Strategic launch and staffing of the Goldring Arts Journalism Program surpassing first-year applicants by 150%)

The Kreisberg Group, Ltd., New York, NY
Senior Vice President
Director, Performing Arts

June 1993 – November 2001
February 1996 – November 2001
June 1993 – February 1996

Billables were more than \$450K annually. During tenure, managed program expense budgets ranging up to \$1M with individual project staffs varying to fourteen.

Developed agency's new division of Performing Arts, raising billables by 25% over four years.

Created/implemented corporate sponsorship programs for Warner Bros., Mattel, and Rolex.

Co-authored the media platform and implemented the subsequent "role out" of **Sara Lee Corporation's Millennium Gift to America** program—the divestiture of its \$130 million art collection donation to museums nationally and internationally. The program's success was instrumental in Sara Lee receiving the National Medal of Arts Award from President Bill Clinton, becoming a finalist for a PR Week Award, and 2-years of constant positive media attention. It increased revenue by 3-5%.

Planned/executed launches that included direct media relations and broader communication strategies for more than 15 new cultural facilities and programs nationally and internationally. A partial list of projects:

- **Lincoln Center for the Performing Arts, Inc.** (inaugural Lincoln Center Festival '96)
- **Boston Symphony Orchestra** (Seiji Ozawa Hall concert hall at Tanglewood)
- **Expo '98** (Oceanário de Lisboa in Lisbon, Portugal - center pièce of exposition)
- **Metropolitan Transit Authority** (Grand Central Terminal's \$200M restoration/revitalization)
- **New 42nd Street Inc.** (The New 42nd Street Studio Building and Theater in Times Sq.)
- **The New York Times Company** (design announcement of new headquarters on 8th Ave)
- **Pew Charitable Trusts** (national program: *Save As: Dance*)
- **American Center in Paris** (Frank Gehry's first European commission)

THE BROOKLYN ACADEMY OF MUSIC (BAM)
Director of Publicity and Public Relations

May 1987 – June 1993

Created and implemented international, national, and New York print /broadcast media and communications for individual events and long-range public image/institutional branding. Placed over 150 The New York Times institutional, event, features stories, and reviews.

Supervised a staff of four with a budget of \$250,000 + (excluding salaries).

Long-range and strategic institutional planning and launch of:

- 651 – a subsidiary presenting wing of BAM developed to provide relevant community-building programming in the new Majestic Theater;
- BAM's first endowment campaign in its 132-year history.

The development of BAM's new graphic and marketing identity is still in use.

Co-creator of "Arts Day U.S.A.," involving 45 arts organizations nationwide, campaigning for Senate approval of the National Endowment for the Arts reauthorization.

Designed and implemented all media coverage for the appearance of the late Princess of Wales for her first official solo visit as the Royal Patroness of the Welsh National Opera for its American debut – a national live broadcast event covered by more than 250 international print and broadcast journalists.

RELATED EXPERIENCE:

Guest Lecturer – Public Relations, Cultural Policy, Arts Philanthropy (1985 – Present – selected outlets)

Public Relations Society of New York, Luxury Marketing Council

New York University & Brooklyn College, Rutgers University & Iona College

NYU Robert F. Wagner School of Public Service

PUBLICATIONS:

Public Relations Career Directory (Public Relations Society of America) Contributing Chapter – *Performing Arts Public Relations: Life Backstage*"

Is it all About the Image? – How PR works in Architecture (Wiley Publishers, UK/NY) Case Study – *Santiago Calatrava's first United States building – The Milwaukee Art Museum*

Performing Arts Management – A Handbook of Professional Practices (Allworth Press, NY)

Contributor to Chapter 7 – *Strategies for Selling Tickets*

Golden Crossroads (Palgrave Publishers, a division of Macmillan UK) Contributor to Chapter 2 – *New Approaches to Defining the Potential Roles of Fine Arts*

The Marriage of Business and the Arts: A Fruitful Union Ripe for Reexamination ("How To..." article for membership newsletter and website – The Luxury Marketing Council)

PROFESSIONAL AFFILIATIONS :

Philharmonic Orchestra of the Americas (April 2008 – May 2011) Member, Board of Directors and Chair, Marketing/PR Committee, Chair, Executive Search Committee.

Danspace Project (July 1997 – May 2005)

Member of the Board of Directors and co-chair of an annual, highly successful fundraising gala for five years

Luxury Marketing Council (March 2006 – Present) Member and Designer/Moderator of the LMC's series, "The Marriage of Business & the Arts."

EDUCATION:

MFA – Performing Arts Administration – City University/Brooklyn College, NY

BFA – Dramatic Arts/Directing – Emerson College, Boston, MA

TESTIMONIAL REFERENCE:

Joseph V. Melillo, Executive Producer Emeritus, Brooklyn Academy of Music

You engage Peter for a unique service. His talent resides in accepting the professional assignment with a client but providing an immersive examination of the endeavor and offering various options for goals and objectives far beyond what is initially thought for the endeavor. Peter sees opportunities, implications, and connections. This kind of creativity and business acumen is rare in the communications industry. Success in his professional endeavors is achieved with efficiency and effectiveness.

Carol Brown, President Emeritus, Pittsburgh Cultural Trust & Heinz Endowments Trustee

Peter's management of the Pittsburgh Cultural Trust's strategic national communications program, working on behalf of the Trust and the Heinz Endowments, was extraordinary. His understanding of cultural enterprises, creative thinking, strategic planning, and capacity for detailed program execution achieved results beyond our expectations. Additionally, he possessed a keen comprehension and practical application of the Trust's activities so that they could be viewed as enlightened public policy. The Trust re-engaged Pittsburgh's political and media decision-makers in public dialogue and witnessed them become proactive advocates of our efforts. These actions were the direct result of Peter's work and his efforts.

Lori Dernavich, Leadership Advisor/Executive Coach, Life Sciences, Deep & High Tech

"I met Peter through the Luxury Marketing Council and his curated series, "The Marriage of Business and the Arts." Peter's professional strength is his spirited assessment and thorough forensic analysis of anything he sets his sights on. He has an uncanny awareness of the subject's potential value and relevance. He can incorporate the client's narrative within today's business and cultural environment. I love Peter's ability to turn even the smallest or obscure bit of information into a new, fresh, and compelling story, benefiting the bottom line."

Bruce Whitacre, Executive Director, Theatre Forward

Peter guided us through our renaming and launching of a critical research piece in 2015. We worked closely together over six months to prepare a launch video, engage thought leaders, and host a launch event in New York in October 2015. Peter was strategic, persistent, hard-working, committed to our efforts, and indispensable to our projects' success. He leveraged many critical contacts as we put our program together and offered constant valuable advice. His press contacts enabled us to achieve national visibility. He is a professional, creative, dynamic support to institutional and subject matter communications.

Gregory J. Furman, Founder & Chairman, The Luxury Marketing Council

Peter "walks on water." For me, it was a click' from our first meeting, so much so that he is a partner with honorary membership in The Luxury Council and architect of our "Marriage of Business and The Arts" series. Peter's many gifts include his in-depth understanding of the "culture" of the luxury industry sector and how to make the arts world a viable 'working' partner for brand awareness and customer appreciation. His considerable assets include his creative ability to think strategically, always with the big picture in mind, and his appreciation of the day-to-day business imperatives of top management. He is an intelligent deal-maker who can understand and keep a sharp eye on "measures of success," qualitative and quantitative. Peter is highly resourceful and has a most impressive network of top management folks who think as highly of him as I do and will return his calls in a New York minute. He possesses media and marketing savvy, has a great sense of humor, and is fun to work with. I am grateful to count Peter as a friend and trusted advisor. Since we first met, I routinely sought his counsel and have always trusted, respected, and relied on his good judgment, both business-wise and personally.

Carzasty

###

**APPOINTMENTS
SECOND READING**

Second Reading Appointments

March 11, 2024

- APPT00462_01_29_2024 Murphy Hesse Toomey & Lehane City Solicitor 1/31/2025
50 Braintree Hill Office Park Suite 410
Braintree, MA 02184



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

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2024 JAN 24 P 12:34

60 PLEASANT STREET - P.O. BOX 550
NEWBURYPORT, MA 01950
978-465-4413 PHONE
MAYOR@CITYOFNEWBURYPORT.COM

To: President and Members of the City Council
From: Sean R. Reardon, Mayor
Date: January 23, 2024
Subject: Appointment

I hereby appoint, subject to your approval, the following named firm to serve in the office of City Solicitor. This term will expire on January 31, 2025.

Murphy Hesse Toomey & Lehane LLP
50 Braintree Hill Office Park
Suite 410
Braintree, MA 02184

A handwritten signature in black ink, appearing to read "S. R. Reardon".

ORDERS



CITY OF NEWBURYPORT
GIFT ACCEPTANCE FORM

Ordered, that, the City of Newburyport accepts the following gift in accordance with M.G.L. Chapter 44, Section 53A:

Date of Gift:	2/28/2024	
City Department:	Department of Public Services	
Staff Contact:	Mike Hennessey, Tree Warden	
<i>Gift Overview</i>		
Gift Type:	Monetary	
Donor:	Friends of Newburyport Trees https://www.fontrees.org/	
Purpose:	Planting and care for approximately 12 trees. Locations determined by the Tree Commission.	
Gift Amount:	\$6,500.00	
<i>For Office Use Only</i>		
City Council Packet Date:	3/11/2024	
Emergency Measure?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Councillor Sharif I. Zeid

Friends of Newburyport Trees

PO Box 1155

Newburyport, MA 01950

City of Newburyport

ATTN: Ethan Manning

60 Pleasant Street

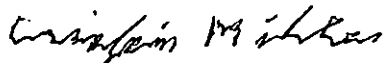
Newburyport, MA 01950

Dear Ethan,

Enclosed is a check for \$6,500.00. It is a donation from the Friends Of Newburyport Trees to the Tree Commission. The donation is to cover the costs of purchasing, planting and watering about 12 trees for the 2024 spring planting.

Would you please confirm receipt of this donation? Thank you.

Kind regards,



Crispin Miller

Treasurer, FoNT

978-771-2871

CC: Paul Harrington, Steph Pellegrini

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

March 11, 2024

WHEREAS, the current Ward 1P Polling Place is located at the Plum Island Boat House, 300 Northern Boulevard, Newburyport, and

WHEREAS, said the Plum Island Boat House has not fallen into a state of disrepair causing it not to be consistently accessible.

WHEREAS, the People's United Methodist Church located at 64 Purchase Street is within the boundaries of Ward 1 and is the current State approved Polling Location for Ward 1, and

WHEREAS, Amended Article 114 of the Massachusetts Constitution and 950 CMR § 51.00 encourages the fundamental right to vote by improving access for handicapped and elderly individuals to polling places and the voting process, and

WHEREAS, the People's Methodist Church has passed the State mandated Polling Place Site Access Survey and approved locally by the ADA Coordinator.

Now, Therefore, the City Council of the City of Newburyport hereby states that public accessibility and public safety is better served by this change and such change would not have a disparate or adverse impact on access to the polls based on race, national origin, disability, income or age and approves the relocation of the Ward 1P Polling Location from the Plum Island Boat House to the People's United Methodist Church, 64 Purchase Street.

Councillor Sharif I. Zeid

MEMO

Date: 2/28/2024

From Sharif Zeid, Ward 1 City Councillor

To: Newburyport City Council

RE: Plum Island Voting location

Dear Councillors,

I am writing to you regarding the Plum Island (Ward 1P) voting location and the attached proposal to change the polling location going forward.

As you know the Boat House located at the point of the island has been used as a voting location for many, many years. The building itself is in significant disrepair and access to it can, at times, be impeded by weather. I was approached by the City Clerk about a year ago to start discussing the future of this building as a voting location. In January of 2024, the Council had to act to move voting to Purchase St. (the longstanding voting location for Ward 1) to ensure everyone could cast their vote.

Before going further, I want to note that the City does own the Boat House building and is responsible for its maintenance and upkeep. The Coast Guard, by agreement, uses the building from time to time for training, etc. Unfortunately, the building has been left with no meaningful maintenance for at least a decade, perhaps longer. At one point, there was potential discussion about leasing the building in some form to a private party, but it never came to fruition. This building and its future are of significant concern to the residents of Plum Island. I mention it in this memo as some residents will inevitably feel that this order is a further abandonment of the property. As a failing capital asset now turned into liability, I hope the building can get some attention in the short term and longer term on behalf of the residents that I represent.

Back to the matter at hand, given that the Boat House has questionable long-term viability, the Clerk and I worked to identify potential other locations and the Clerk then worked to vet out these potential locations.

The general criteria were:

1. Located in the City confines (not legally mandatory but considered favorable)
2. Proximity and accessibility from the island
3. Capacity of the location to handle the additional volume
4. Longevity of the site for voting (stability)
5. Operationally feasible for the Clerk to run elections
6. Approvability by the State

Based on those criteria, here are the locations that were considered:

PITA Hall	Potentially suitable, operationalizable, likely approvable by the State but not located in the City of Newburyport
Audubon building	Within the City, operationalizable but disinterest from the operator of the facility. Unknown longevity if they could be convinced.
The Refuge headquarters (not to be confused with the refuge itself)	Within the City but disinterest from the operator of the facility. Unknown longevity if they could be convinced.

The People's United Church Purchase St.	Within the City. Has been used as a polling location for a longtime for Ward 1 precinct. Approved by the State as a polling location. Not the closest option to PI but accessible. Parking on street available. Utilized for special election in 2024 and worked well.
---	--

Given the factors, the proposed Order was assembled to move the voting to the People's United Church going forward. My hope with the Order is to drive a substantive public process. The need to move the voting location as well as where to move it should be heavily scrutinized by Councillors and, of course, the public. I welcome the conversation.

Respectfully,



Sharif Zeid
Ward 1 City Councillor

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

March 11, 2024

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

<u>Equipment/capital asset</u>	<u>Borrowing Amount</u>	<u>Maximum Term</u>	<u>Authorized Department</u>
School Security Upgrades	\$731,343.00	7 years	School Department

Councillor Sharif I. Zeid

LEASE SCHEDULE 001

This Lease Schedule is issued pursuant to the Lease Agreement No. NEW022124 dated February 21, 2024. The terms and conditions of the Lease Agreement and the terms and conditions of Certificates of Acceptance executed pursuant to Lease Schedule 001, including Installation Dates and descriptions and serial numbers of Equipment contained therein, are a part hereof and incorporated by reference herein.

LESSOR:

Vantage Financial, LLC
444 Second Street
Excelsior, MN 55331

LESSEE:

Newburyport Public School District
70 Low Street
Newburyport, MA 01950-2627

SUPPLIER OF EQUIPMENT:

ENE Security, LLC

LOCATION OF INSTALLATION:

Newburyport High School
241 High Street
Newburyport, MA 01950

Term of Lease from Commencement Date: 84 months

Downpayment: \$153,597.00 due upon signing of this Lease Schedule 001.

Monthly Lease Charge: \$8,073.17, due annually as \$96,878.00, beginning July 1, 2024.

Security Deposit: None

EQUIPMENT:

See Attached Equipment Exhibit A.

Lessee understands that Lessor's commitment to lease Equipment under this Lease Schedule 001 is contingent upon continuing credit approval by Lessor's credit committee and such credit approval shall be at Lessor's sole discretion.

Title to all of the Equipment listed on this Lease Schedule 001 shall transfer to Lessee "as-is, where-is" for one dollar (\$1.00) after all of the following have occurred; (i) Lessor has received all of the monies due under and associated with this Lease Schedule 001; (ii) Lessee has paid to Lessor all other monetary amounts that are due pursuant to Lease Agreement Number NEW022124; and (iii) Lessee has otherwise complied with all of the terms and conditions of Lease Agreement Number NEW022124. LESSOR SELLS TO LESSEE WITHOUT WARRANTY OF ANY KIND, EXPRESSED OR IMPLIED, INCLUDING THE WARRANTY OF MERCHANTABILITY AND OF FITNESS FOR ANY PARTICULAR PURPOSE.

The Monthly Lease Charge will be prorated and charged as interim rent between the date an item of Equipment is accepted and the Commencement Date. Lessee confirms that the Equipment listed on this Lease Schedule is business essential as part of the operation of Lessee.

Every Term is Agreed to and Accepted:

VANTAGE FINANCIAL, LLC
"LESSOR"

By: _____

Print Name: _____

Title: _____

Date: _____

Every Term is Agreed to and Accepted:

NEWBURYPORT PUBLIC SCHOOL DISTRICT
"LESSEE"

By: _____

Print Name: _____

Title: _____

Date: _____

The parties agree that this Lease Schedule, along with any riders and any documents or instruments issued or executed pursuant hereto, may be executed and delivered by electronic signatures and that the signatures appearing on such documents are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

Lease Proposal

January 5, 2023

Lessee

Newburyport Public Schools
70 Low St
Newburyport, MA 01950

Lessor

Vantage Financial, LLC
444 Second Street
Excelsior, MN 55331

Equipment Description	Total Estimated Equipment Cost	Term	Rate	Fixed Annual Payment
Verkada Camera Project – 10YR Licensing	\$731,343.00	84	4.60%	\$96,878.00

****\$153,597 Down Payment with 1st payment due July 1st, 2024****

Flex Lease:

Lessee may add, substitute, or delete equipment at any time during the lease term.

Refundable Security Deposit

Lessee shall pay the equivalent of one month's payment as a refundable security deposit.

Anticipated Delivery

During the installation period, rent will be charged only on the Equipment accepted by Lessee. Once all of the Equipment is installed and accepted, the lease schedule will commence.

Fees

Lessor will not charge any documentation, administration, or legal fees.

End of Lease Options

At the end of the lease term, Lessee may purchase the equipment for \$1.

Contingencies

This proposal and the Lease Agreement are subject to final credit, equipment, and pricing approval by Lessor. This proposal is not intended to address all the legal matters relating to the lease. The lease documentation will represent the final legal agreement and will include non-appropriation language.

Proposal Expiration:

1/31/2023

We appreciate your consideration of Vantage Financial and look forward to partnering with you. Please do not hesitate to reach out to me directly with any questions regarding this proposal.

Sincerely,

Chris Bogie

Customer Signature: _____

Title: _____

Date: _____

2-27-24 Overview

Newburyport High School Security Upgrades

District Wide Security Upgrades
Bresnahan Elementary
Nock / Molin School
Newburyport High School
Central Office



2-27-24 Overview

Bresnahan Elementary School Security Upgrades

- Converting 63 doors to Verkada access-control
- Upgrading existing cameras with Verkada:
(19 cameras to be upgraded)
(8 exterior multi sensors added)
- Upgrading 3 existing intercoms to Verkada
- Desk station security upgrades at main office
- Alarm monitoring on all cameras / doors
- Guest management at main office



2-27-24 Overview

Nock / Molin School Security Upgrades

- Converting 53 doors to Verkada access-control
- Upgrading existing cameras with Verkada:
(43 cameras to be upgraded)
(8 exterior multi sensors added)
- 12 interior dome cameras were already installed
- Upgrading 3 existing intercoms to Verkada
- Desk station security upgrades Nock/Molin/Central
- Alarm monitoring on all cameras/doors
- Guest management at main office



2-27-24 Overview

Newburyport High School Security Upgrades

- Multiple camera upgrades already completed
- Multiple sensor work already completed
- Video intercom upgrades already completed
- Converting 14 doors to Verkada access-control
- Alarm monitoring on all cameras/doors
Guest management at main office



2-27-24 Overview

Key Elements of Payment Plan

- Utilize remainder ESSER III Funds \$153,597 down payment
- Enter a 7 year payment plan with Vantage Financial
- NPS earmarks \$80,000 - \$100,000 of School Choice Funds each year to fund security upgrades
- Cost of the overall project includes a 10 year licensing fee so all software & firmware updates happen automatically (keeping the security system up-to-date)

- Funding source does not impact future operational budgets
- NPS installs all security upgrades at once
- All purchased equipment has a 10 year warranty
- Cameras are high resolution with other security elements
- Door locks can be accessed by computer or cell phones
- Newburyport Police has full access to security upgrades



MGL: Chapter 30B

Uniform Procurement Act

- Section 12. (a) Unless otherwise provided by law and subject to paragraph (b), a governmental body may enter into a contract for any period of time which serves the best interests of the governmental body; provided, however, that the procurement officer shall include in the solicitation the term of the contract and conditions of renewal, extension or purchase, if any. The procurement officer shall not enter into a contract unless funds are available for the first fiscal year at the time of contracting. Payment and performance obligations for succeeding fiscal years shall depend on the availability and appropriation of funds.
- (b) Unless authorized by majority vote, a procurement officer shall not award a contract for a term exceeding three years, including any renewal, extension, or option. Such authorization may apply to a single contract or to any number or types of contracts, and may specify a uniform limit or different limits on the duration of any such contracts.

ORDINANCES

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

March 11, 2024

AN ORDINANCE TO AMEND CHAPTER 5 BUILDINGS AND BUILDING REGULATIONS

CHAPTER 5 **BUILDINGS AND BUILDING REGULATIONS**
ARTICLE III **BUILDING CONSTRUCTION STANDARDS**
SEC. 5 – 65 **~~STRETCH~~ SPECIALIZED ENERGY CODE**

THAT the City Council of the City of Newburyport hereby amends Chapter 5 Buildings and Building Regulations, Article III Building Construction Standards by amending Section 5-65 to the City of Newburyport Code of Ordinances as follows, with deletions ~~double-stricken through~~ **and in bold**, and additions double-underlined and in bold:

~~5-65-1. Adoption. The City of Newburyport has adopted the provisions of 780 CMR 120.AA (i.e., Appendix 120.AA of the State Building Code or the "Stretch Energy Code"), as may be amended from time to time, in place of the provisions set forth under 780 CMR 13.00, 34.00, 61.00 and 93.00.~~

~~5-65-2. Purpose. The purpose of the Stretch Energy Code shall be to provide the city with a more energy efficient alternative to the base energy code otherwise set forth under the State Building Code.~~

5-65.1 Purpose

The purpose of the Specialized Energy code 225 CMR 22.00 and 23.00 including Appendices RC and CC, also referred to as the Specialized Energy Code is to provide a more energy efficient and low greenhouse gas emissions alternative to the Stretch Energy Code or the baseline Massachusetts Energy Code, applicable to the relevant sections of the building code for both new construction and existing buildings with the goal of achieving net Zero greenhouse gas emissions from the buildings sector no later than 2050. § _____

5-65.2 Definitions

- a. International Energy Conservation Code (IECC) – The International Energy Conservation Code (IECC) is a building energy code created by the International Code Council. It is a model code adopted by many state and municipal governments in the United States for the establishment of minimum design and construction requirements for energy efficiency, and is updated on a three-year cycle. The baseline energy conservation requirements of the MA State Building Code are the IECC with Massachusetts amendments, as approved by the Board of Building Regulations and Standards and published in state regulations as part of 780 CMR.
- b. Specialized Energy Code – Codified by the entirety of 225 CMR 22 and 23 including Appendices RC and CC, the Specialized Energy Code adds residential and commercial appendices to the Massachusetts Stretch Energy Code, based on amendments to the respective net-zero appendices of the International Energy Conservation Code (IECC) to incorporate the energy efficiency of the Stretch energy code and further reduce the climate impacts of buildings built to this code, with the goal of achieving net-zero greenhouse gas emissions from the buildings sector no later than 2050.
- c. Stretch Energy Code - Codified by the combination of 225 CMR 22 and 23¹, not including Appendices RC and CC, the Stretch Energy Code is a comprehensive set of amendments to the International Energy Conservation Code (IECC) seeking to achieve all lifecycle cost-effective energy efficiency in accordance with the Green Communities Act of 2008, as well as to reduce the climate impacts of buildings built to this code. The stretch energy code was previously codified in 780 CMR appendix 115.aa, prior to the passage of the 2021 Act Creating a Next-generation Roadmap for Massachusetts Climate Polity (2021 Climate Act).

5-65.3 Applicability

This energy code applies to residential and commercial buildings.

5-65.4 Specialized Code

The Specialized Code, as codified by the entirety of 225 CMR 22 and 23 including Appendices RC and CC, including any future editions, amendments, or modifications, is herein incorporated herewith.

¹ Note: The Stretch energy code was previously codified in 780CMR appendix 115.aa, prior to the passage of the 2021 Act Creating a Next-generation Roadmap for Massachusetts Climate Policy (2021 Climate Act). The 2021 Climate Act transferred authority for promulgation of the Stretch energy code to the Department of Energy Resources

The Specialized Code is enforceable by the inspector of buildings or building commissioner.

Councillor Afroz K. Khan



CITY OF NEWBURYPORT SUSTAINABILITY OFFICE

NEWBURYPORT CITY HALL

60 PLEASANT STREET
TEL: 978-499-0413

NEWBURYPORT, MA 01950

MEMORANDUM

TO: City Council President Edward Cameron and Members

FROM: Molly M. Ettenborough
Sustainability Manager
Michael Strauss
Chairman, Energy Advisory Committee

CC: Sean R. Reardon, Mayor
Andrew Levine, Chief of Staff
Greg Earls, Building Commissioner
Andrew Port, Director of Planning and Development

RE: Specialized Opt-In Stretch Code

Federal, state, and municipal governments have all made commitments to become net zero. In general terms that means that all energy use for building heating and cooling, electric plug loads, and transportation, will not add to greenhouse gas emissions in the atmosphere. The general plan from the federal and state government is to convert all energy use to electricity and green up the electric supply. Much of the work converting to electricity is at the local level, while converting the grid to renewable and non-greenhouse gas emitting sources is up to the state and federal governments. Currently, the ISO New England electric supply is 52% non-carbon emitting power. The percentage will increase over time.

Buildings heating and cooling are responsible for roughly one third of all greenhouse emissions. It is an important step for building codes to require buildings to use electricity for their HVAC systems or make sure they are wired for conversion, as it is less expensive to do this initially than to completely retrofit a building later.

The Specialized Opt-in Stretch code provides a tool for municipalities to encourage construction of electric buildings while maintaining consumer choice. With the Specialized Opt-in Stretch code in place, cities may focus their efforts on converting older buildings safe in the knowledge that new buildings will be energy efficient and either electric or easily converted to it.

The Specialized Opt-in Stretch code only applies to new construction and additions over 1000 square feet. For these additions, it only applies to the new space. The code does not require the existing space to be upgraded. The Specialized Opt-in Stretch code does not apply to renovations if they conform to the original footprint.

There are two pathways to conform to the Specialized Opt-in Stretch code. The first is the all-electric pathway. If the building is built with all electric utilities: heating, cooling, hot water, clothes dryer, and cooking, then nothing additional needs to be done above the current building code in the City of Newburyport.

The one exception is large multifamily buildings over 12,000 square feet. They need to have slightly higher energy efficiency than the current building code. This means better insulation, doors, windows, and air management.

The second pathway is mixed fuel. If the builder chooses to use fossil fuels for any part of the energy use, then additional requirements kick in. All building classes must be prewired for electricity. This means there must be panel capacity to handle all electric utilities and there must be wiring in place to get the electricity to appropriate places in the house. In addition, all building classes must have solar panels to offset at least some of the greenhouse gas emissions of the fossil fuels used, unless there is shading making it unfeasible or if it is a large multifamily (>12,000 square feet) because they will likely have heating and cooling units on the roof. Finally, all building classes except small homes (<4,000 square feet) will need to be constructed to a higher energy efficiency.

This two-pathway approach makes it easy for builders to plan and understand the consequences of their building choices. It is also straight forward for local building departments to implement. The State of Massachusetts DOER has determined that the total cost of ownership is less for new all-electric homes than for mixed fuel costs when one factors in the savings from incentives for electric operation and the differential in energy costs.

ADDITIONAL INFORMATION RESOURCES RELATED TO ALL-ELECTRIC HOMES

[Text of warrant article 31 and motion](#)

[Slide deck used for webinars](#)

[Cost advantages of electric heat pumps \(slides\)](#)

1. Cost & practicality

[It's Time to Rewire America and Electrify Everything](#) (3 minute video)

[The largest city in the U.S. bans natural gas in new buildings](#) (NYC, 12/2021)

Electric heating & cooling

- [Air Source Heat Pump Buying Guide](#)
- [Cost comparison calculator on Efficiency Maine website](#)
- [The Economics of Electrifying Buildings](#)

Electric cooking

- [NYT article - "The Case for Induction Cooking"](#)
- [Blog post - Induction vs Electric Cooktop](#)
- [How the Fossil Fuel Industry Convinced Americans to Love Gas Stoves](#)

Electric water heaters

- [Your Guide to Heat Pump Water Heaters](#)

Financial incentives for heat pumps, water heaters, insulation, solar panels, EVs

- [Summary list with links](#)

Other information about sustainable living

- [LincolnGreenEnergy.org](#)

2. Connections to state-wide policy

The 2021 climate act (Next-Gen/Roadmap Act)

- [“What You Need To Know About The New Mass. Climate Law”](#)
- [MAPC summary](#)

Similar motions passed by other towns:

- [Acton](#) (articles 13 and 14)
- [Arlington](#) (motion described, with link to it)
- [Brookline](#) (article 21)
- [Concord](#) (article 31)
- [Lexington](#) (article 29)

Pending general home rule legislation: [H.2167](#) and [S.1333](#)

Net zero stretch code development

- [February 2022 DOER proposal](#)
- [Related state webpage](#)
- [Net Zero Building Alliance comprehensive comment letter](#)
-

3. The urgency of climate change

- [“In a World on Fire, Stop Burning Things”](#) (Bill McKibben in [The New Yorker](#), 3/18/22)
- [Deloitte Report: Inaction on Climate Change Could Cost the US Economy \\$14.5 Trillion by 2070](#)
- [Climate change: a threat to human wellbeing and health of the planet. Taking action now can secure our future](#) (2/28/22 press release from the Intergovernmental Panel on Climate Change (“IPCC”))

4. Interested in retrofitting?

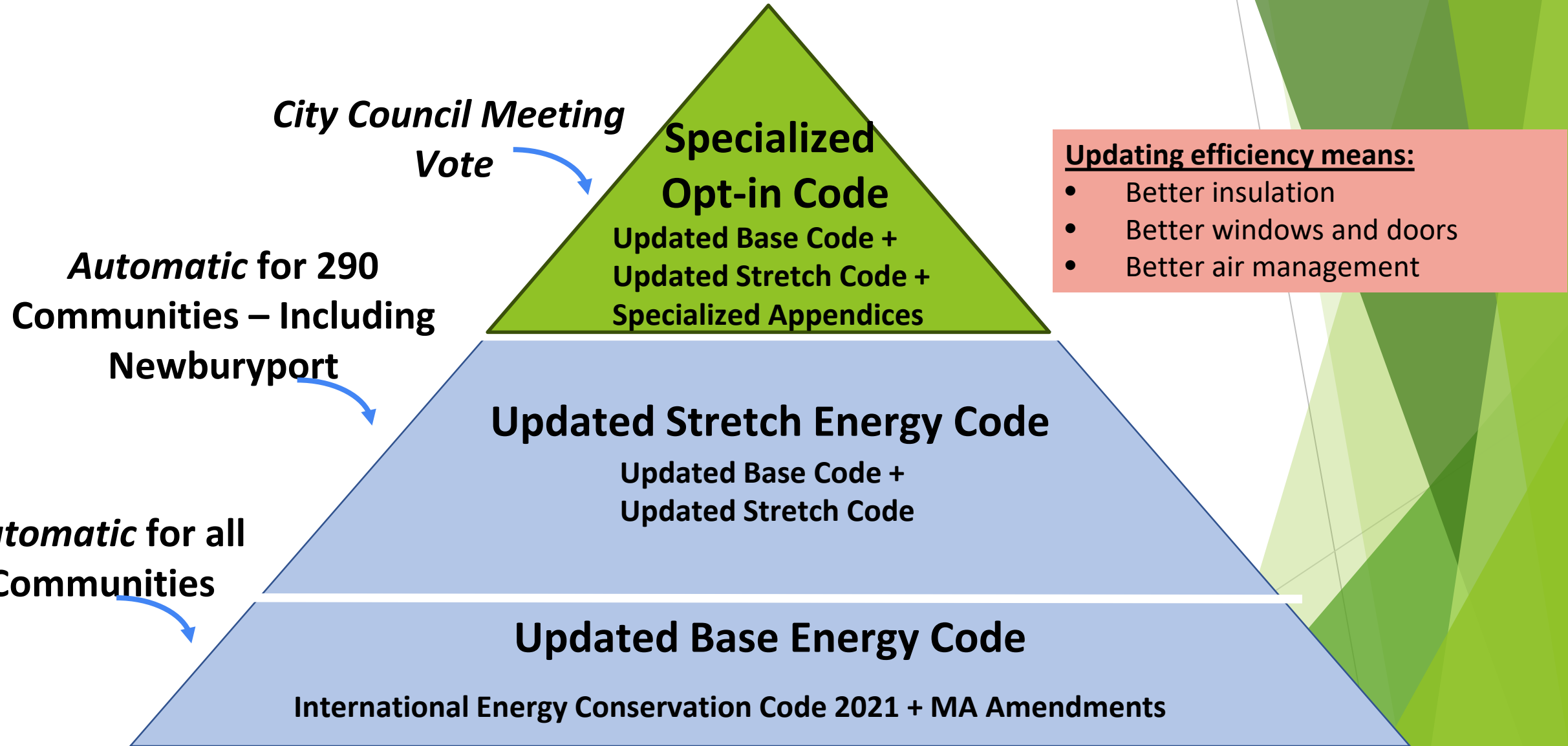
- [View the Videos of the ‘Home Electrification Series: A Step-by-Step Guide to Switching off Fossil Fuels and Going Electric in Your Home’](#)
- See also items under “Cost & Practicality”, above

MA Specialized Opt-In Code Presentation

Newburyport City Council Meeting - February 26, 2024

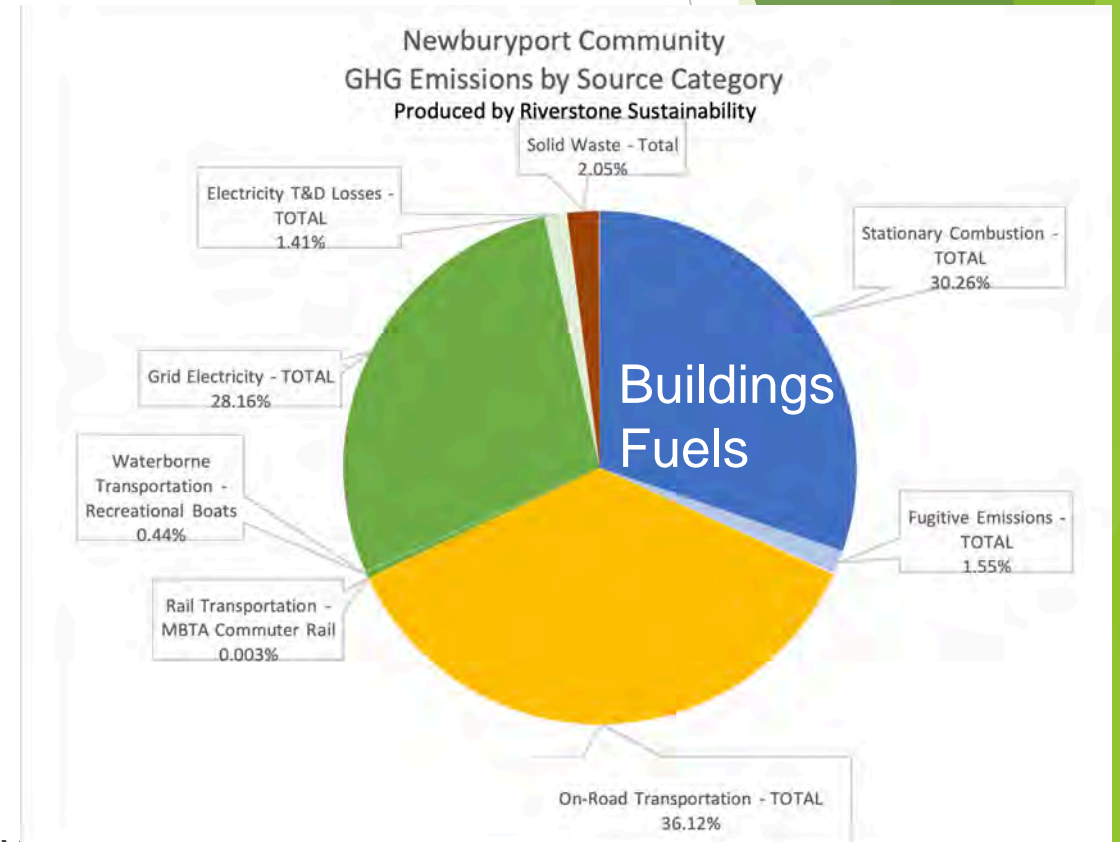


MA Energy Codes Updated in Jan 2023



Why Specialized Opt-In Code

- ▶ Net Zero Commitments
 - ▶ Master Plan
 - ▶ Energy Road Map
 - ▶ C40 Agreement
- ▶ Buildings are ~1/3 of our carbon footprint
 - ▶ Need to reduce this
- ▶ Our Net Zero Plan
 - ▶ Go electric (our job)
 - ▶ Buildings
 - ▶ Transportation
 - ▶ Green up the grid (state and feds job)
- ▶ The electricity grid is decarbonizing
 - ▶ 52% non-carbon sources (ISO New England)
 - ▶ Increase over time
- ▶ Specialized Opt-In Code
 - ▶ New construction will be electric or electric ready
- ▶ 31 Communities in MA have adopted it so far

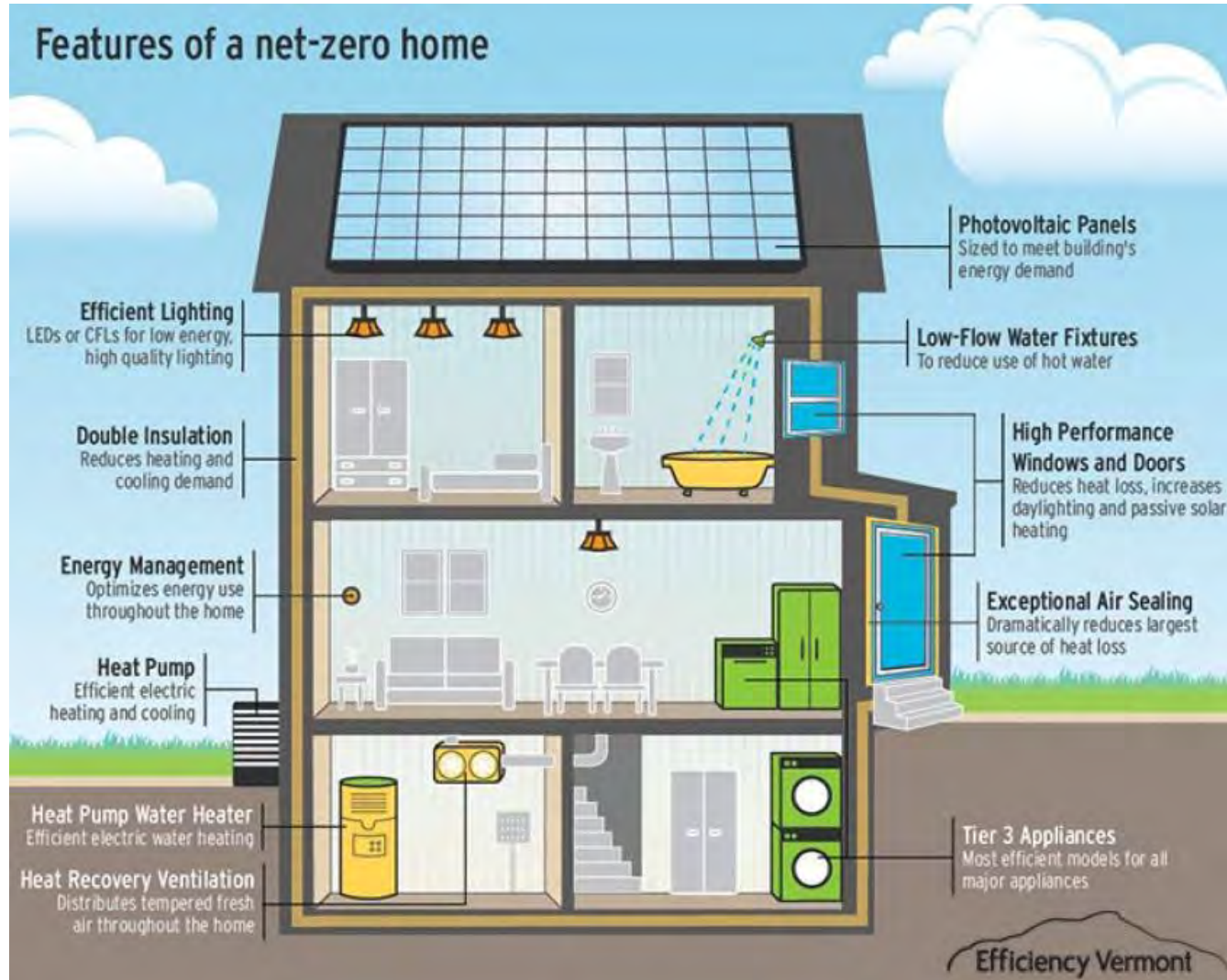


Adopting the Specialized Opt-In Code







- Applies to **NEW** construction only.
 - Additions (>1000sqft) **NOT** original structure
 - Renovations are exempt
- **NOT** more efficient than stretch code, unless:
 - Large single family (>4000 sqft) & uses fossil fuels
 - Large multi-family (>12,000 sqft)
- Electric ready
 - Consumer choice in heating and cooling
 - Future proof: rewiring and panel capacity
- Encourages all-electric buildings:
 - Less \$ to build and operate
 - Healthier to live in
- New buildings: ready to meet MA climate goals
 - Per MA Dept. of Energy Resources

What Does an Energy Efficient Home Look Like?



2 Pathways for New Construction

	<u>All Electric</u> Heating, Cooling, Hot Water, Clothes Dryer, Stove	<u>Mixed Fuel</u> Some Fossil Fuels
Residential <4000sqft 	NO additional requirements over stretch code	Pre-wire for electric Solar unless shaded
Residential >4000sqft 	NO additional requirements over stretch code	Pre-wire for electric Solar Higher energy efficiency
Multifamily >12,000sqft 	Higher energy efficiency	Pre-wire for electric Higher energy efficiency
Commercial 	NO additional requirements over stretch code	Pre-wire for electric Solar panels Higher energy efficiency
Higher energy efficiency means better insulation, windows and doors, and air management		

Electric Buildings are Good for: Wallet, Comfort, Health, and Climate

- ▶ Lower initial and operating costs
 - ▶ Full cost of ownership: mortgage plus energy
 - ▶ MA DOER <https://www.mass.gov/doc/summary-of-stretch-code-study-energy-efficiency-analysis-feb-2022/download>
- ▶ Comfort
 - ▶ Quieter
 - ▶ Stable uniform temperatures
- ▶ Less Air Pollution = Improved Health Harvard School of Public Health 2017
 - ▶ In MA burning fuels in buildings:
 - ▶ 749 premature deaths
 - ▶ \$8.4 billion in additional health care costs
- ▶ Mitigates Climate Change
 - ▶ All-electric homes produce 31% fewer GHG emissions than mixed fuels homes.
 - ▶ Rocky Mountain Institute

Won't This Make Newburyport Undesirable

- ▶ Same concerns with
 - ▶ Bottle bill
 - ▶ Thin film plastic bag ban
 - ▶ Stretch code
- ▶ Newburyport property values continue to increase
 - ▶ It is the most desirable city in our region
 - ▶ Building and renovation costs lower!
 - ▶ Operating costs lower!
- ▶ The Specialized Opt-In Code means Newburyport homes are :
 - ▶ The most energy efficient possible
 - ▶ The most comfortable in all weather
 - ▶ Least expensive to operate
- ▶ Affordable housing
 - ▶ Affordable should be quality housing and comfortable housing

Better For the City

- ▶ Stretch code adoption (2010) enabled Green Community status
 - ▶ 7 grants, >\$1.2 million total
 - ▶ \$150,000/yr savings for streetlights alone
 - ▶ Almost all cities and towns are Green Communities: No longer an advantage
- ▶ New state program: Climate Leaders
 - ▶ Will require Specialized Opt-In code
 - ▶ Will open new funding opportunities for the city
- ▶ Minimal impact on city resources: Business as usual
 - ▶ Building Dept.
 - ▶ Planning Dept.
- ▶ The Specialized Opt-in code will become the base code over time
 - ▶ Might as well get the advantages of adopting it early
 - ▶ \$\$ for the city
 - ▶ Less expensive homes to build and operate
 - ▶ Homes that are better for the environment

Questions and Comments

Mike Strauss, Chair Energy Advisory Committee

Email: mstrauss@alum.mit.edu

Cell: 978-462-0102

Molly Ettenborough, Sustainability Manager

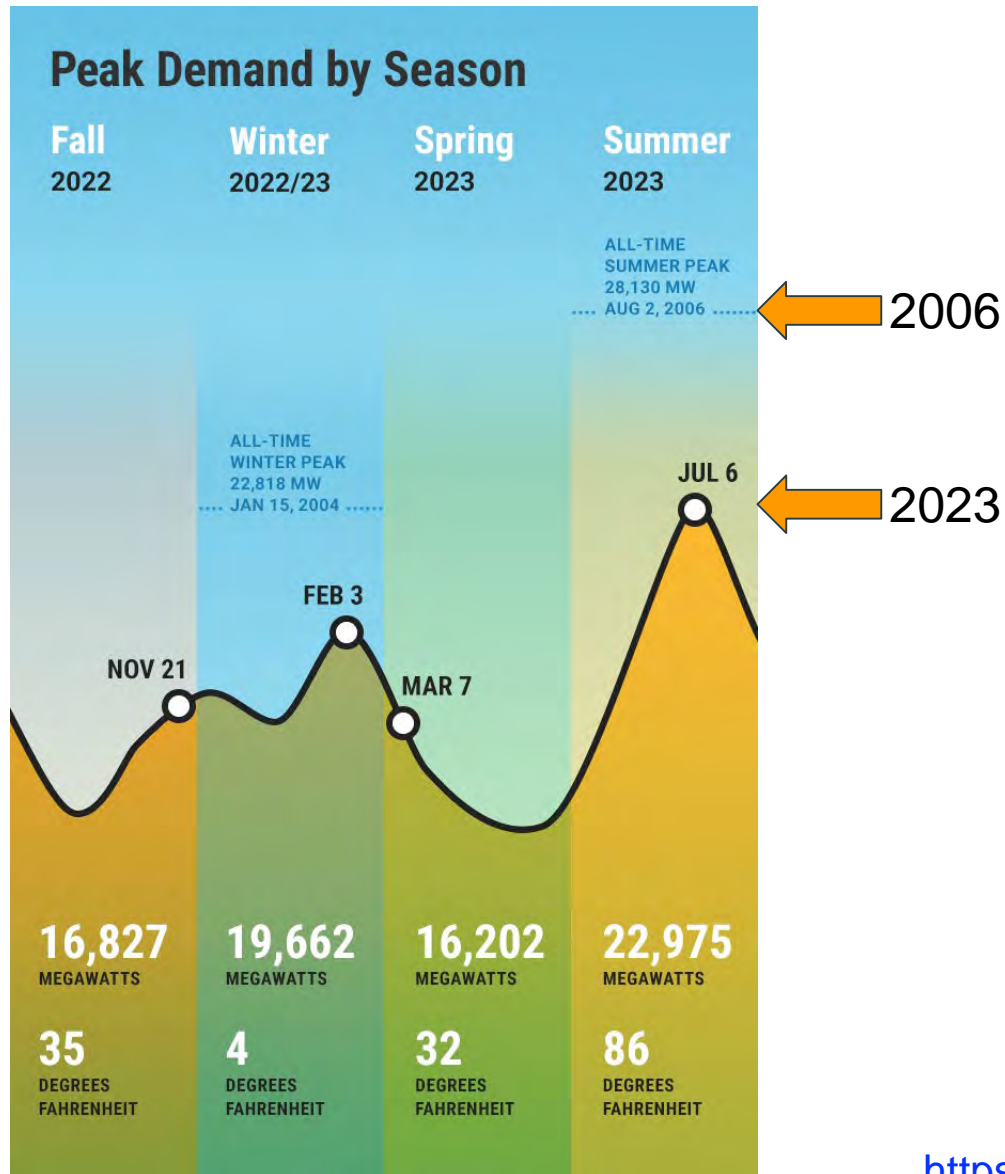
E-Mail: mettenborough@cityofnewburyport.com

Work: 978-499-0413

FAQs

- Does the Opt-In Specialized Code apply to existing structures?
 - **No.** Improvements to existing structures, depending on size, are regulated by the Updated Stretch Code and Base Code.
- Will the Opt-In-Specialized Code discourage the creation of affordable housing?
 - **No.** Incentives will continue to encourage affordable housing while the Opt-In Specialized Code delivers benefits for residents.
- Is it possible to install a gas cooktop?
 - **Yes.** This is permitted under the Mixed Fuel pathways.
- Why adopt the Opt-In Specialized Code?
 - **The #1 reason is that it requires pre-wiring**, avoiding costly retrofits down the road and expediting electrification.
- Why does the Opt-In Specialized Code permit fossil fuels?
 - **It preserves market choice** at a time when utility pricing is highly volatile and utility costs vary among MA communities.

The Electric Grid is Ready for the Specialized Code



Current peak demand is 20% less than it was in 2006 due to energy efficiency and solar panel installations.

ISO New England's most recent 10 yr forecast:

- Summer peak demand is expected to grow by less than 2% annually through 2032
- Winter peak demand is expected to grow by 1-4% annually through 2032
- Capacity will continue to exceed peak demand

All-Electric Saves Money Versus Base Code!

- Electric: **less expensive** to install
- Electric: **less expensive** to operate: Mortgage & Energy

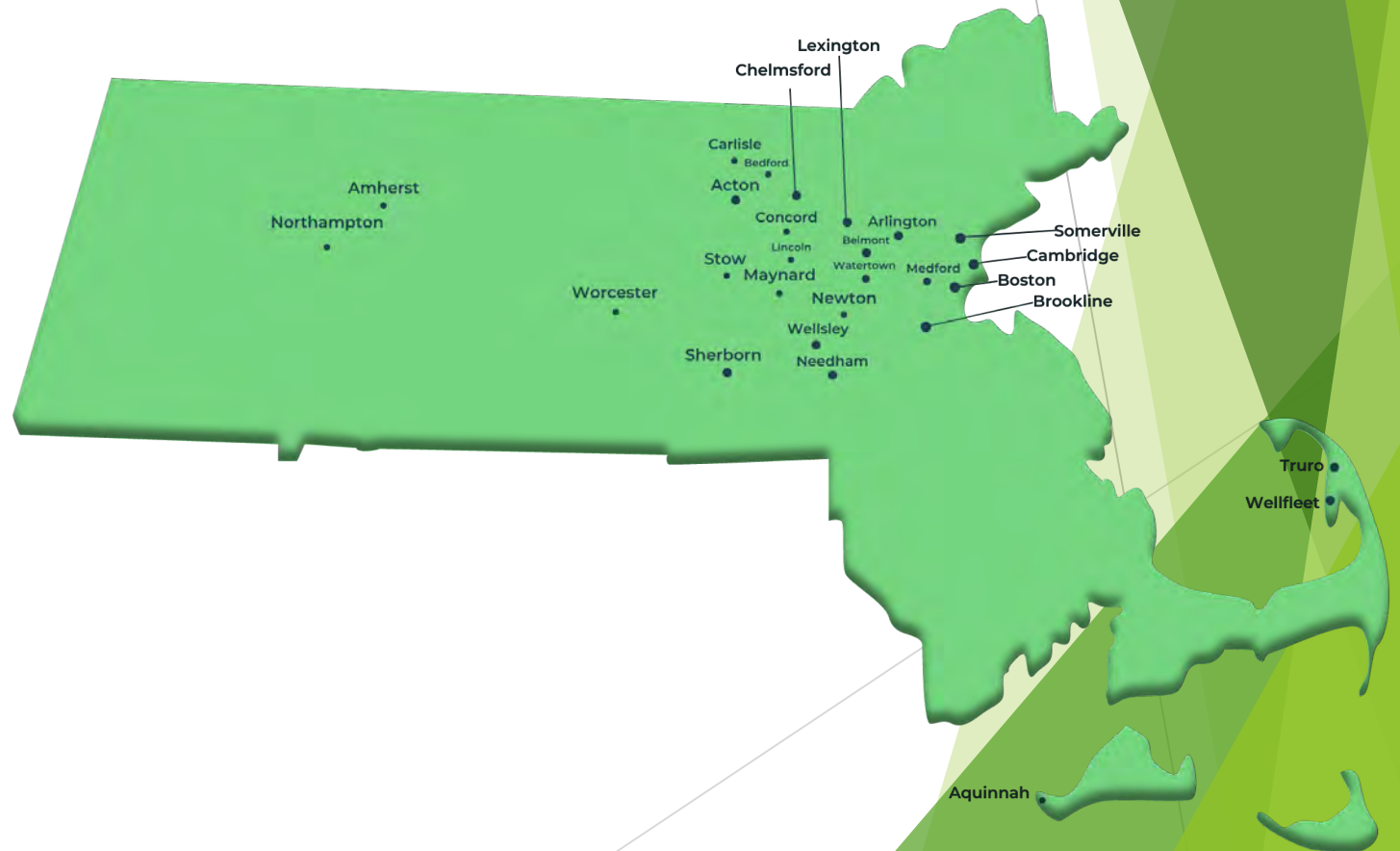
Building type	Incremental cost to build			Incremental cost to operate		
	Electric	Gas	Electricity edge	Electric	Gas	Electricity edge
Large 1-family	- \$20,062	+ \$3,183	\$23,245	- \$548	- \$302	\$246
Small 1-family	- \$28,597	+ \$7,907	\$36,504	- \$1,053	+ \$496	\$1,549
Townhouse	- \$11,938	+ \$802	\$12,740	- \$335	+ \$21	\$356
6-family	- \$15,690	+ \$2,277	\$17,967	- \$683	- \$14	\$669

From <https://www.mass.gov/doc/summary-of-stretch-code-study-energy-efficiency-analysis-feb-2022/download>
Summary pages 13-14, detail pages 16-32

Rapid Adoption of Opt-In Specialized Code: Communities Want to Protect Themselves

- ▶ The Opt-In Specialized Code, **designed to provide protections for communities** (although still not Fossil Fuel Free or Net-Zero, as it was mandated to be), has been passed in the following **31 communities** (as of 12.4.23), *many of those with unanimous or near-unanimous votes*, representing **25.6% of the State's population**, and far more in terms of building activity.
- ▶ About a dozen additional communities are expected to pass the Specialized Code later late Fall 2023 or Spring 2024, which would bring the total to **almost 30%** of the State's population. **The rapid adoption of the Specialized Code demonstrates that communities throughout MA are committed to adopting the BEST building codes that they are able to.**

List of Communities Who Have Opted-In to the Specialized Stretch Code (Updated 11/14/23)





2023 Stretch Energy and Municipal Opt-In Specialized Building Code Frequently Asked Questions

1. What are the building energy code options for cities and towns in Massachusetts?

Massachusetts cities and towns now have 3 related choices of stringency of building energy code. These are the 'Base code' the 'Stretch code' and the 'Specialized code'. The minimum or 'base' energy code is the latest version of the national model code – the International Energy Conservation Code (IECC) with some amendments for Massachusetts. The base code is part of the building codes governed by the state Board of Building Regulations and Standards (BBRS). In 2023 the base code is being updated from the 2018 IECC to the 2021 IECC, and MA amendments adding wiring for electric vehicles and maintaining solar ready roof requirements.

2. What is the Stretch code?

The 'Stretch code' is a more energy efficient alternative to the base code. The 2023 update is the 3rd major update to the 2009 original Stretch code. The Stretch code increases the energy efficiency requirements for all new residential and commercial buildings, as well as for additions and renovations that require building permits. Municipalities started adopting the Stretch code in 2009; as of January 2023, 300 out of 351 Massachusetts cities and towns have adopted it. The Stretch code is now published and maintained by the Department of Energy Resources.

3. What is the Specialized code?

The Specialized code is required by statute ([MGL 25A Section 6](#)) to help achieve MA GHG emission limits and building sector_sub-limits set every five years from 2025 to 2050. As a result, all compliance pathways under the Specialized code are designed to ensure new construction that is consistent with a net-zero Massachusetts economy in 2050, primarily through a combination of energy efficiency, that it in turn enables reduced heating loads, and efficient electrification. Use of fossil fuels such as gas and propane or biomass is permitted but comes with additional requirements for on-site solar generation and pre-wiring for future electrification of any fossil fuel using equipment.

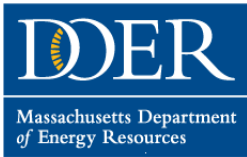
4. What is the anticipated cost of building under the Stretch energy code?

Designed and constructed in accordance to Stretch code standards, low-rise residential buildings built with all electric heating and cooling (via heat pumps) will typically cost less to build and operate than those built with fossil fuel heating. One reason for this is that heat pumps can be used for both heating and central air conditioning, whereas fossil fuel heated new homes typically require a separate air conditioning system.

DOER has commissioned studies to analyze the change in construction costs related to building to the Stretch code for several sizes and types of residences, and they generally indicate the construction and operating costs are lower under the Stretch code standards with fully electric heating and cooling via heat pumps. These case studies are available on DOER's website here:

<https://www.mass.gov/doc/residential-stretch-code-costs-and-benefits-case-studies/download>

Analysis of various types of common commercial buildings are also available on the DOER website,



though these don't include an analysis of Mass Save or federal building incentives.

5. How do the base and Stretch codes differ?

The base energy code is currently based on amendments to the IECC2018 national model code but will update to the IECC2021 model code as part of a larger update to the building code as it moves from the 9th edition to the 10th edition. The timing is uncertain but expected at some point in 2023. **The base energy code in both the 9th and 10th editions provides two options** residential builders may use to meet energy efficiency requirements:

- **Prescriptive Method**, installing elements with specific energy efficiency levels (e.g., windows, or wall & roof insulation, furnace, etc.), or
- **Performance-based Method**, building to ensure the home performs to a specific level of efficiency, typically measured through a **HERS** (Home Energy Rating System) or **Passive House** analysis, including both of the design plans and the actual built home once construction is completed. The builder can decide how to design the house to reach the performance target.

The Stretch code requires that builders use the **performance-based method**. Measuring the home in this way brings in a 3rd party energy expert who verifies it is designed and built to perform as expected, which is **an important protection for the homeowner and for any future buyer**. Some builders in non-Stretch code communities voluntarily choose to use the performance-based method required by the Stretch code because it can often provide greater flexibility.

6. How is the Specialized code different from the Stretch code?

The Specialized code has accelerated adoption of more efficient HERS rating thresholds (HERS 42 and 45) and provides three paths for low rise residential compliance, including a zero-energy pathway (with solar PV). It also requires new homes over 4,000 sq ft to follow the all-electric or zero energy pathway. Solar PV is required for any new construction utilizing fossil fuels for heating. The Specialized code for multi-family housing 4 stories and above phases in Passive House standards by January 2024.

7. Where can I find and read more about the Stretch code and Specialized code?

The Stretch and Specialized codes are new regulations in [225 CMR 22.00](#) and [225 CMR 23.00](#). CMR 22.00 covers Residential low-rise construction and CMR 23.00 covers Commercial and all other construction (including most multi-family).

8. What building types does the Stretch energy code and Specialized code apply to?

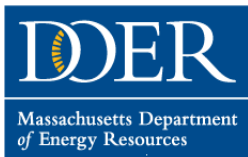
The Stretch code applies to both residential and commercial new construction, as well as certain renovations and additions. The Specialized code applies only to new residential and commercial new construction.

9. What categories do multi-family residential buildings fall into?

Multi-family building with central heating and cooling are considered commercial buildings. Those that are townhouses and have separate heating and cooling are considered to be low-rise residential buildings.

10. How does the Stretch code apply to historic buildings?

Historic buildings are exempt from both Stretch codes and the base energy code.



11. What is a HERS rating?

HERS stands for 'Home Energy Rating System,' and is a national standard that uses information on the design of the energy systems in a home to calculate, via computer modeling, the average energy needs of that home and give it a rating score. The HERS Index was developed by the non-profit Residential Energy Services Network (RESNET) for the mortgage industry and is utilized by the Federal Internal Revenue Service (IRS) and the LEED for Homes program. On the HERS 2006 index scale smaller numbers are better, with 0 representing a net zero energy home, and 100 represents a home built according to meet the national model energy code in 2006 (the IECC 2004 with 2005 amendments). A HERS rating of 52 means that the home uses about 48% less energy than the same size home built to the 2004/2005 IECC code requirements.

12. Do I have to get a HERS rating?

New low-rise residential buildings constructed under the Stretch code will have to get a HERS rating. The HERS performance-based approach provides a very good way to ensure that homes are not only well designed but also well built. As part of the HERS rating the home will be tested for air leakage, and under both the base and the Stretch code homes with heating and cooling ducts may also have those tested for leakage. The HERS rater, builder and building inspector can have confidence that the completed homes really are energy efficient.

Standards and Training:

13. What training and materials are available on the Stretch and Specialized codes

The Mass Save program provides training for code officials, builders, and design professionals. Visit their website at <https://www.masssave.com/en/learn/partners/energy-code-training-and-events> for scheduling.

DOER also provides technical experts to perform public outreach in municipalities that are considering a vote on the Stretch and/or the Specialized Stretch code. Those interested in this assistance should reach out to their regional Green Communities Coordinator

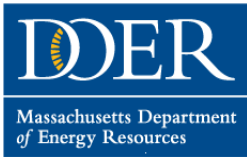
Process:

14. What is the process for adoption of the Stretch and Specialized energy codes?

Towns and cities in Massachusetts can choose to remain on the base energy code, adopt the Stretch energy code, or adopt the Specialized energy code as their mandatory energy code requirement. A municipality would remain on the base energy code unless and until it adopts the Stretch code or Specialized code through its appropriate public process.

15. How would a town or city adopt the Stretch and Specialized energy codes?

The Stretch code and Specialized code regulations may be adopted by any municipality in the commonwealth, by decision of its governing body. In a city having a Plan D or Plan E charter the governing body shall be the city manager and the city council, and in any other city the mayor and city council. In towns the governing body shall be Town Meeting.



In order to be adopted, the regulations must be considered at an appropriate municipal public hearing, subject to the municipality's existing public notice provisions. Cities are advised to adopt the Stretch and Specialized energy codes by general ordinance and towns are advised to adopt the codes as a general bylaw. Current Stretch code communities wishing to adopt the Specialized code may choose to amend their existing ordinance or bylaw to refer to the new regulations. Municipalities should consult with their counsels on appropriate language.

Please note, once the Stretch and Specialized code is adopted by a municipality, all future editions, amendments and modifications are automatically adopted unless the municipality rescinds adoption of the code itself. A community must adopt the Stretch and Specialized code "as is," without applying any amendments or conditions.

Also note, according to the Attorney General's office:

Pursuant to G.L. c.40, S 32, neither general nor zoning by-laws take effect unless the town has first satisfied the posting/publishing requirements of that statute. Once this statutory duty is fulfilled, general by-laws and amendments take effect on the date that these posting and publishing requirements are satisfied unless a later effective date is prescribed in the by-law ...

DOER recommends that the warrant article, the motion and the by-law/ordinance explicitly specifies an effective date so that everyone (building officials, builders, homeowners, voters) is fully aware of when the Stretch and Specialized energy codes take effect. **It is further recommended that municipalities choose either July 1 or January 1 as the effective date.**

Enforcement/Requirements:

16. How would the Stretch code be implemented and enforced?

Once the Stretch or Specialized energy code is adopted by a town or city, it supplements the previous energy code language and becomes the binding energy code language for building projects in that municipality. Implementation and enforcement of the code is similar to existing code, where the developer is responsible for submitting documentation of compliance to the building inspector for review, and the building inspector conducts a site review.

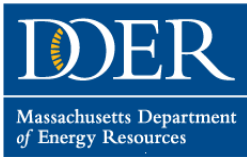
17. What is the role of a building code official and a HERS rater for residential projects?

Residential low-rise buildings meeting the Stretch code through a HERS rating require independent certification by a HERS rater. Their work will produce a report detailing the energy systems in the building and will provide a HERS index score. In this way the local inspector retains their oversight role but the additional energy requirements are intended to not place a significant additional burden on their time.

18. How do I find a HERS rater?

HERS raters work with the residential builder/developer/design team and should be included in the team from the outset. Lists of HERS raters working in Massachusetts are available on the [Mass Save website](#), and from the [Northeast HERS Alliance](#).

19. What training and certification do HERS raters undergo?



HERS raters are typically experienced building professionals, who in addition take a week or two week long intensive training course in residential energy efficiency. After completing the training, learning how to use HERS rating software, and passing a test, new raters must also complete at least 5 ratings with an experienced HERS rater before being able to independently award ratings. In addition to this initial training and certification, HERS raters must be affiliated with a certified HERS provider which is responsible for ongoing code education and quality assurance oversight of the HERS rater’s work. The HERS providers also carry liability insurance and allow builders to request a review from a second HERS rater in the rare case of disputes.

20. If my community has already adopted Stretch energy code, do we need to vote for it again?

No

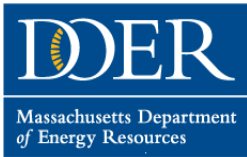
Residential Building Questions:

R1. How do I meet the residential Stretch code for new 1 and 2 family homes and townhouses?

For new residential homes including multi-family homes of 3 stories or less, builders can choose to either meet Home Energy Rating Scores (HERS) certification or Passive House certification. Starting January 1, 2023, the maximum allowed HERS Index Score for residential low-rise construction ranges from 52 (for residences heated with fossil fuels) to 58 (for all-electric residences with on-site solar PV). HERS Index scores will be reduced to 42 and 45 starting July 1, 2024. Please review to Table 1 below:

TABLE 1: CHANGES TO MAXIMUM HERS INDEX

On-site Clean Energy Application	Maximum HERS Index score (before renewable energy credit)		
	New construction		Extensive Alterations, Additions and Change of use
	Updated Stretch Code July 1, 2024	Updated Stretch Code Jan. 1, 2023 <i>(Same as 10th edition base code)</i>	Updated Stretch Code (Jan. 1, 2023)
None (Fossil fuels)	42	52	52
Solar		55	55
All-Electric	45	55	55
Solar & All-Electric		58	58



The 2023 Stretch Code maintains differential HERS ratings among new construction heating with fossil fuels, all-electric, and/or including onsite solar; after a phase-in period until July 1, 2024, which will require HERS 45 for all-electric homes and HERS 42 for homes with any use of fossil fuels.

The 2023 Stretch Code also updates HERS requirements for extensive alterations, additions and change of use for existing homes. Additional detail on alterations, additions and change of use can be found in the section below.

Builders wanting to achieve code compliance via Passive House certification will use the most recent Passive House Institute US (Phius) standards.

The updated Stretch code requires at least one space per home and a minimum of 20% of spaces in a new multi-family parking lot be provided with electric wiring to allow for **future EV charging**.

Existing buildings: Alterations, Additions and Changes of use:

The 2023 Stretch Code clarifies when alterations to existing homes trigger compliance with different requirements. The requirements are as follows:

- **Additions over 1,000 square feet (sf)** must follow the HERS Pathway and meet the HERS requirements for Additions in Table 1 above. Additions under 1,000 square feet will continue to follow Base Energy Code.
- **Additions that exceed 100% of the conditioned floor area of the existing dwelling unit** (ie. more than double the size of the house) must follow the HERS Pathway and meet the HERS requirements for Additions in Table 1 above.
- **Level 3 Alterations** (over 50% of the home is renovated and reconfigured) as defined in the International Existing Building Code (IEBC 2021) or change of use **exceeding 1,000 sf or exceeding 100% of the existing conditioned floor area**, must meet the HERS requirements in Table 1 above. Level 1 and Level 2 alterations will continue to follow the Base Energy Code.

R2. When is a HERS Rating required for an addition?

A HERS Rating is required where the total added conditioned floor area is greater than 1,000 square feet or the addition exceeds 100% of the existing dwelling unit conditioned floor area.

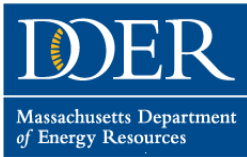
R3. If multiple additions are made to the same dwelling unit and each is under 1,000 square feet, but the total adds up to more than 1,000 square feet, is a HERS Rating required?

Yes, the floor area of multiple additions should be treated cumulatively. When two or more additions add up to greater than 1,000 square feet, a HERS Rating is required.

R4. Is the floor area trigger for when a HERS Rating is required for additions based on conditioned floor area?

Yes, only conditioned floor area is included when determining whether the addition requires a HERS Rating.

R5. Can a HERS Rating be performed on an addition?



It depends. HERS Ratings may only be performed on dwelling units, so if the addition contains areas for living, sleeping, eating, cooking, and sanitation, a HERS Rating may be performed on the addition. If the addition is not a dwelling unit, the HERS Rating must be performed on the existing home plus the addition.

R6. Is a blower door test required for additions that trigger the requirement for a HERS Rating?

Yes. Blower door testing is a required element of a HERS Rating.

R7. Is a blower door test required for additions that do not trigger the requirement for a HERS Rating and are allowed to follow the prescriptive path?

In most cases, blower door testing is not required because passing the test would require performing work on the existing building. IECC Chapter 5 states that additions must comply as they relate to new construction “without requiring the unaltered portion of the existing building or building system to comply.” However, where feasible and practical, a code official could require testing of the addition alone.

R8. If an alteration meets the definition of a Level 3 alteration under the IEBC or an extensive alteration under IRC Appendix AJ, but does not exceed 1,000 square feet or 100% of the existing floor area, is a HERS Rating required? Likewise, if an alteration does not meet the definition of a Level 3 alteration, but exceeds 1,000 square feet or 100% of the existing floor area, is a HERS Rating required?

No. A HERS Rating is only required for alterations that meet the definition of a Level 3 alteration under the IEBC or an extensive alteration under IRC Appendix AJ **and** exceed 1,000 square feet or 100% of the existing floor area.

R9. Is the floor area trigger for when a HERS Rating is required for alterations based on conditioned floor area?

Yes, only conditioned floor area is included when determining whether the alteration requires a HERS Rating.

R10. Is a blower door test required for alterations that trigger the requirement for a HERS Rating?

Yes. Blower door testing is a required element of a HERS Rating.

R11. Is a blower door test required for alterations that do not trigger the requirement for a HERS Rating and therefore are allowed to follow the prescriptive path?

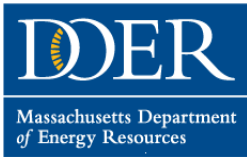
In most cases, blower door testing is not required because passing the test would require performing work on the existing building.

R12. Is EV readiness required for alterations?

No. EV readiness is only required for new construction.

R13. Is solar readiness required for alterations?

No. Solar readiness is not required for alterations. The solar-ready provisions apply only to new construction as Section R503 – Alterations makes no reference to Appendix RB Solar Ready Provisions.



In addition, Appendix RB states that, “these provisions shall be applicable for new construction, except additions under 1,000 sq ft.”

R14. How much more does it cost to build to the Stretch code, and how does this compare to the energy savings?

It depends on how the new homes are heated. DOER compared costs for residential construction for four building types: 1) Large single homes (4,000 sq. ft.); 2) Small single family homes (2,100 sq. ft.); 3) 3-bedroom townhouses (2,100 sq. ft.); and 4) six-unit multifamily buildings (1,400 sq. ft per unit). The analysis compared construction costs between base code (HERS 52) and Stretch code (HERS 42) heated with natural gas and electric heat pumps. Including tax credits and Mass Save incentives, it is less expensive to build and operate Stretch code homes heated and cooled with heat pumps than those heated with natural gas built under the base code.

Costs and (savings) for residential construction under Stretch code (42 HERS) vs. base code (52 HERS)				
	Gas heat		Electric heat	
Size	Builder costs (savings)	Resident annual costs (savings)	Builder costs (savings)	Resident annual costs (savings)
4,000 sq. ft.	\$3,184	(\$302)	(\$20,062)	(\$548)
2,100 sq. ft.	\$7,907	\$496	(\$28,597)	(\$1,053)
Townhouse	\$62	(\$11)	(\$11,492)	(\$316)
Multi family	\$2,277	(\$14)	(\$15,690)	(\$683)

For more information on the residential cost studies, visit <https://www.mass.gov/doc/residential-stretch-code-costs-and-benefits-case-studies/download>

R15.. What are the Specialized code requirements for new residential construction?

The Residential low-rise Specialized Code offers 3 pathways to demonstrate energy code compliance with varying sets of additional requirements over and above the updated Stretch code:

- 1. Zero Energy pathway**
- 2. All-Electric pathway**
- 3. Mixed-Fuel pathway**

New homes up to 4,000 sf in size may follow any of the three pathways. **New homes over 4,000 sf in size shall follow either pathway 1 or pathway 2.** Table 2 below summarizes the low-rise residential Specialized Code requirements by home size and fuel use. All buildings are required to install wiring for electric vehicle (EV) charging in a minimum of 20% of new parking spaces, and one space per home in one- and two-family homes. Buildings with any combustion equipment designed for fossil fuel use are termed ‘mixed fuel’ buildings.

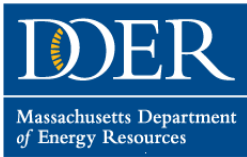


TABLE 2: Residential Specialized code requirements summary by building/dwelling unit size

Building Size	Fuel Type	Minimum Efficiency	Electrification	Min. EV wiring	Renewable Generation
Dwelling units up to 4,000 sf	All Electric	HERS 45 or Phius CORE or PHI	Full	1 parking space	Optional
Dwelling units up to 4,000 sf	Mixed-fuel	HERS 42 or Phius CORE or PHI	Pre-wiring	1 parking space	Solar PV (except shaded sites)
Dwelling units > 4,000 sf	All Electric	HERS 45 or Phius CORE or PHI	Full	1 parking space	Optional
Dwelling units > 4,000 sf	Mixed-fuel	HERS 0 or Phius ZERO	Pre-wiring	1 parking space	Solar PV or other renewables
Multi-family >12,000 sf	All Electric	Phius CORE or PHI	Full	20% of spaces	Optional
Multi-family >12,000 sf	Mixed-fuel	Phius CORE or PHI	Pre-wiring	20% of spaces	Optional

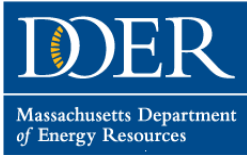
All Electric building performance standard

All electric buildings are defined in the updated Stretch Code and comply with the 2050 net-zero emissions performance standard by meeting the minimum efficiency standards of either HERS 45 or the Passive house pathway and using either air source or ground source heat pumps for primary space heating and heat pump or solar thermal water heating, as well as all electric appliances. All electric buildings are not required to install on-site solar panels but roofs must be solar-ready in accordance with the base and Stretch code requirements.

Mixed Fuel Pathway

New low-rise buildings **under 4,000 sf** using fossil fuels for any on-site use including space heating, water heating, cooking or drying must meet **minimum efficiency requirements of HER 42 or the Passive House pathway**. In order to demonstrate alignment with the 2050 net-zero emissions mandate, all homes or units using fossil fuels for space heating, water heating, cooking, or drying must install sufficient electrical service, space and wiring to allow for future conversion to all electric buildings.

These mixed-fuel homes and buildings utilizing the HERS pathway are also required to **install solar panels that provide no less than 4kw for single family** and not less than 0.75 W/ft² for multi-family, to mitigate these near-term emissions, with an exemption for shaded sites. Homes and buildings utilizing the Passive House pathway are exempt from additional solar install requirements, but must have solar-ready roofs consistent with both the stretch and base code provisions.



R16. Can I include a gas stove in a new home built under the Specialized Code?

Yes, provided the new home has **under 4,000 square feet** of conditioned space and is designed and built in accordance with the mixed-fuel pathway, which includes pre-wiring for future electrification of all heating, water heating, clothes dryers, and cooking equipment; meets HERS 42; and has onsite solar of not less than 4kW.

New dwelling units with **over 4,000 square feet** of conditioned space may install a gas stove, provided the building is designed using the **zero energy pathway**, meets HERS 0 or PHIUS 0 by including onsite renewables.

R17. How much solar PV would I have to install under the Specialized Code Mixed Fuel Pathway?

One- and two- family dwellings and townhouses are required to install a minimum of 4kW of onsite solar per dwelling unit, unless the potential solar zone area is less than 300 square feet.

R18. Can a home with a fossil fuel backup generator still qualify as “all-electric” to be eligible for the trade-off for clean energy systems (i.e., 3-point increase in maximum HERS Index)?

Yes. Fossil fuel powered backup generators are allowed in all-electric homes.

R19. My homesite is in the woods – do I have to cut down trees to meet the onsite solar requirements?

There are exceptions to the onsite solar requirements:

- Roof area oriented between 110 degrees and 270 degrees of true north of new one-and two-family homes and townhouses is under 600 square feet
- Roof area is in full or partial shade for more than 70 percent of daylight hours annually

R20. Are there additional requirements for extensive renovations or additions under the Specialized code?

No, extensive renovations and additions follow the requirements under the “regular” Stretch code.

Commercial Building Questions:

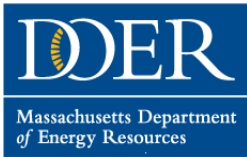
C1. What buildings are covered by the commercial Stretch code?

All non-residential buildings are covered by the commercial Stretch code starting July 1, 2023.

C2. What is required for new commercial buildings to comply with the Stretch code?

Depending on the building type, the updated Stretch code includes several code pathways for new construction.

1. **TEDI Pathway: Offices, residential, and schools** over 20,000-sf are required to use a new Thermal Energy Demand Intensity (TEDI) Pathway. The updated Stretch Code sets forth specific TEDI limits by



building type. This uses the same energy software tools as the current ASHRAE 90.1 Appendix G pathway but with significantly more focus on heating, cooling and the building envelope. Building uses adjacent to office and residential use, such as post offices, town hall, and other similar buildings are also covered under this pathway.

2. 10% better than ASHRAE Appendix G: High ventilation buildings such as labs and hospitals can continue to use a 10% better than ASHRAE appendix G pathway or opt to use the TEDI pathway. Multi-family buildings may follow the ASHRAE appendix G pathway until July 1, 2024. The updated Base Code and updated Stretch Code change the underlying ASHRAE standard 90.1 to the more recent 2019 edition.

3. Prescriptive pathway: Small commercial buildings (any building use except multi-family) under 20,000-sf will be able to continue to comply through an updated prescriptive pathway, or can opt to use the TEDI pathway. The prescriptive pathway is being updated in the Base Energy Code, and the updated Stretch Code includes additional amendments to improve efficiency beyond Base Energy Code for small buildings.

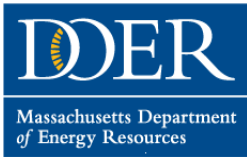
4. HERS and Passive House: Multi-family buildings larger than those covered by the residential low-rise code can choose between HERS and Passive House pathways that contain the same energy efficiency requirements as the updated Residential low-rise Stretch Code. The Passive House certification options remain available as an option for all building types.

	Updated Stretch Code July 1, 2023 through June 30, 2024	Updated Stretch Code Beginning July 1, 2024
Targeted Performance	Optional	Optional
HERS	Optional HERS 52/55	Optional HERS 42/45
Passive House	Optional	Optional
Relative Performance	Optional	Not allowed

Mixed-use buildings can use a combination of code pathways as appropriate for different portions of the building or choose a whole-building approach through the TEDI or Passive House pathways.

C3. How are commercial renovations and/or additions handled by the Stretch code?

The updated Stretch Code allows building additions which are less than 20,000-sf to continue to follow Base Energy Code. Additions greater than 20,000-sf will be required to meet applicable Stretch Code requirements for that building type and size. It will also require that any altered walls be brought up to prescriptive Stretch code, although historic buildings remain exempt from these provisions.



In addition, the updated Stretch Code will require buildings of any size which undergo **change of use or occupancy** to follow the new Stretch Code prescriptive pathway but allows for a 10% reduced envelope requirement for change of use compared to true new construction.

C4. What is TEDI?

Thermal Energy Demand Intensity (TEDI) measures the heating and cooling demand of a building in kBtu/sf-yr. **Heating TEDI** is the total annual energy **delivered** to the building for space conditioning and conditioning of ventilation air. **Cooling TEDI** is the total annual energy **removed** from the building for space conditioning and conditioning of ventilation air.

C5. Are there EV parking space requirements?

Yes. The updated Stretch Code raises the minimum number of spaces requiring EV wiring to 20% for business and residential space (from 10% required in the base code), with 10% for all other occupancies.

C6. What are the Specialized code requirements for commercial buildings?

The Specialized Code maintains the **same energy efficiency requirements as the Updated Stretch Code for all building types except multi-family**, including adoption of the ASHRAE 90.1-2019 pathway for high ventilation buildings, TEDI requirements for offices and schools, and a new prescriptive path for small buildings.

Multi-family buildings built to the Commercial Specialized Code must achieve precertification to **Passive House standards** (either from PHI or Phius). These requirements are phased-in for buildings up to 5 stories required to meet Passive House requirements if applying for permits after January 2023, and taller buildings 6 stories and above required to meet Passive House for permit applications beginning in January 2024.

There are three pathways for commercial Specialized code compliance:

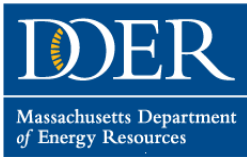
1. All Electric Building Performance Standard

This is the simplest compliance pathway under the Specialized Code, requiring the energy efficiency requirements of the Stretch code, and requiring that all space heating, water heating, cooking equipment and drying equipment is powered by electricity and meets minimum efficiency standards.

2. Mixed-Fuel Building Performance Standard

This pathway establishes minimum requirements for new buildings designed with any space heating systems, water heating systems or appliances capable of using fossil fuels such as natural gas, heating oil or propane fuel. While allowing these fossil-fired systems, the Specialized Code requires mitigation of these emissions with the following requirements:

- a) Minimum efficiency requirements for space and water heating, including both fossil fuel and clean biomass boilers and furnaces systems.
- b) Solar development of the available on-site solar potential, specifically through one of 2



options:

- i.** *Not less than 1.5W/ft² for each sq foot of the 3 largest floors* (the threshold proposed in solar requirements in the forthcoming IECC2024), or
 - ii.** *not less than 75% of the Potential Solar Zone Area* – which includes parking areas and additional roof space.
- c) Pre-wiring and electrical service provision to the building to allow for future electrification of space and water heating and cooking and drying equipment.

Note: Off-site renewable generation or the purchase of Renewable Energy Credits (RECs), are not an option for compliance with the on-site renewable energy requirements in the Specialized Code.

3. Zero Energy Building Performance Standard

This is the most stringent of the 3 pathways in that it requires net zero energy on an annual basis from the 1st year of construction. The Specialized Code amends the IECC commercial appendix CC: Zero Energy Commercial Building Provisions by simplifying the allowable renewable options. As a result, zero energy may be demonstrated only with on-site generation (typically solar PV), and all buildings must meet minimum energy efficiency requirements prior to renewable offsets.

The option to show compliance using HERS 0 or Phius ZERO certification as used in the low-rise residential Specialized Code is also eligible under the Zero Energy pathway for multi-family residential buildings. solar PV), and all buildings must meet minimum energy efficiency requirements prior to renewable offsets.

The option to show compliance using HERS 0 or Phius ZERO certification as used in the low-rise residential Specialized Code is also eligible under the Zero Energy pathway for multi-family residential buildings.

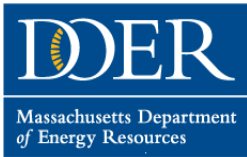
Electric Vehicle Readiness Provisions

EV1. Under the Massachusetts Stretch Code, what does it mean for a parking space to be electric vehicle (EV) ready?

For a parking space to meet the EV Ready Spaces requirement, the space must be equipped with a dedicated electrical circuit. This means there needs to be adequate electric service capacity and wiring with a termination within 6 feet of the space. The dedicated branch circuit must be identified in the electrical panel or subpanel directory as "EV READY." The circuit must terminate in either a NEMA receptacle (standard outlet) or a Society of Automotive Engineers (SAE) Standard SAE J1772 electrical connector for servicing electric vehicles. The termination must also be marked as "EV READY".

EV2. What if the house does not have a garage, where is the circuit supposed to terminate?

The code requires the circuit to terminate within 6 feet of the parking space, regardless of whether there is a garage. The code does not contain termination requirements beyond the types of allowable termination. If a house does not have a garage, the electrician might consider terminating the circuit with



a weatherproof outdoor receptacle on the side of the home, embedded in parking area pavement, or on a post near the space.

EV3. Does EV readiness apply to buildings that have no onsite parking?

In the absence of onsite parking, EV readiness is not required. Exception 1 of R404.4 states that, “In no case shall the number of required EV Ready Spaces be greater than the number of parking spaces installed.” Further, exception 2 states that, “This requirement will be considered met if all spaces which are not EV Ready are separated from the premises by a public right-of-way.”

EV4. Many lake houses have parking spaces located across the street from the main structure. Is electric vehicle readiness required in these cases?

This requirement will be considered met if all spaces which are not EV Ready are separated from the premises by a public right of way.

Solar Readiness Provisions

S1. If the building design does not allow for the required solar-ready zone area due to obstacles such as vents, chimneys, and roof-mounted equipment, does the project still need to comply with the solar-ready provisions?

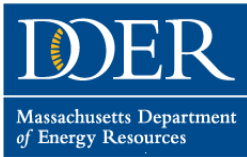
Yes. The stretch code adopts the IECC 2021 Appendix RB without amendments, and the appendix states that solar-ready zones shall be free from obstructions. In addition, a section on shading requires that the solar-ready zone is set back by a certain distance from any object on the building or site that will shade the zone. The code does not provide exceptions for rooftops with obstructions that interfere with the free area required for a solar-ready zone, so in these cases, a redesign is required. Designers should consider this requirement early in the design process.

S2. Is there a minimum solar electric system size for a home to meet the solar-ready provisions?

No. Appendix RB Solar-ready Provisions does not contain any requirements related to solar equipment, and as such, does not specify a minimum solar system capacity in kilowatts. The only size-related requirement is the area in square feet of the designated solar-ready zone. For homes with at least 600 square feet of roof area oriented between 110 and 270 degrees of true north, the solar ready zone must be at least 300 square feet. For townhomes with a total floor area of 2,000 square feet or less, the solar ready zone must be at least 150 square feet. The solar-ready zone may be split into multiple zones, but individual zone areas must be at least 80 square feet in area and at least 5 feet wide.

However, there are on-site renewable energy requirements for mixed-fuel new construction under the Specialized code.

S3. Do the Solar-ready Provisions require conduit or wiring to be installed from the solar-ready zone to the electrical panel?



No. The Solar-ready Provisions require the construction documents to indicate pathways for routing conduit or plumbing from the solar-ready zone to the electrical panel or service hot water system, but no conduit, wiring, or plumbing are required to be installed. In addition, reserved space in the electrical panel labeled as “for future solar electric” is required, and for flat roofs, a capped roof penetration must be installed.

COMMITTEE ITEMS

Committee Items – March 11, 2024

Budget & Finance

In Committee:

- TRAN00181_02_26_2024 Mayor: MYR DEI Coordinator \$25,000 to MYR DEI Initiatives \$25,000
- TRAN00182_02_26_2024 DPS: Water Retained Earning \$42,000 to Water OPM Services \$42,000
- TRAN00183_02_26_2024 DPS: Sewer Retained Earnings \$18,000 to Sewer OPM Services \$18,000
- ORDR00540_02_26_2024 Grant Acceptance Form Defibrillator Equipment Program
- ORDR00541_02_26_2024 Gift Acceptance Exchange Club \$600



CITY OF NEWBURYPORT FY 2024 TRANSFER/APPROPRIATION REQUEST

Department: Mayor's Office
Submitted by: Sean R. Reardon, Mayor **Date Submitted:** 2/26/2024

Transfer From:

Account Name:	<u>MYR DEI Coordinator</u>	Balance:	<u>\$ 25,000.00</u>
Account Number:	<u>01121001-51162</u>	Category:	<u>\$ 147,436</u>
Amount:	<u>\$25,000.00</u>	Trans I/O:	<u>\$ -</u>

Why Funds Are Available:



Personnel funds are no longer needed for the DEI Coordinator position as the consulting engagement with YW Boston will fulfill much of the project management work and strategic planning originally assigned to the coordinator role.

Transfer To:

Account Name:	<u>MYR DEI Initiatives</u>	Balance:	<u>\$ 23,414.74</u>
Account Number:	<u>01121002-53801</u>	Category:	<u>\$ 39,655.99</u>
Amount:	<u>\$25,000.00</u>	Trans I/O:	<u>\$ -</u>

Why Funds Are Needed:

Funds are needed to support the consulting engagement with YW Boston for DEI-related trainings, assessments, and action plan development. This transfer reallocates resources originally intended for a DEI Coordinator position towards the comprehensive services provided by the consultant, aligning with an evolving strategic approach to Diversity, Equity, and Inclusion work within the City. See attached explanatory memo.

Sean R. Reardon, Mayor: 
 Ethan R. Manning, Auditor: 
 City Council Action:

Date: _____
 Date: 2/16/2024

RECEIVED
 CITY CLERK'S OFFICE
 NEWBURYPORT, MA
 2024 FEB 16 A 10:50



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

To: President and Members of the City Council
From: Mayor Sean R. Reardon
Date: February 20, 2024
Subject: DEI Initiatives Transfer Request

The Administration is requesting a transfer of \$25,000 within the DEI budget from Personnel to DEI Initiatives. In FY24, we listed a separate budget line for personnel to show greater transparency on how DEI funds were being spent. Between the creation of the budget and the beginning of the fiscal year, we decided to take a different approach to this year's Diversity, Equity, and Inclusion work.

At the time of the budget presentation, the City's plan was to post for a 19-hour a week position as DEI Coordinator. As the Administration explained in the spring of 2023, the role would no longer be filled by Tina Los, whose full-time responsibilities as Associate Director of Services and Supports in the Youth Services Department would not allow enough time to also serve as coordinator. The City planned to hire a stand-alone coordinator position, but then decided to change course in June 2023 when we began contracting with a consultant to work on the City's DEI strategic plan.

In June 2023, the Administration selected the YW Boston as a consultant to assist with trainings, DEI assessments, and the creation of an action plan for the City on DEI goals. The Mayor, working alongside Tina Los and other DEI stakeholders, decided that the work of the YW would preclude the need for a DEI Coordinator, at least at the start of their engagement, because they would be able to complete much of the engagement and project management work that would otherwise be done by a coordinator. At the same time, because we did not know what actions would be recommended by the YW, it would be best to wait to hire staff until there was a plan to carry out.

So far this fiscal year, the YW has completed a discovery process and initial trainings with selected City staff. They have also worked with senior staff on managing this project and have completed an initial internal report on DEI baselines with recommendations for next steps. They have created a proposal for the City that would broaden their training work, provide professional development for a cohort of City staff, and complete the creation of an action plan for the City on DEI Initiatives that could then be carried out over the coming years.

This request is to transfer funds that would have been spent on the DEI Coordinator to instead complete this consulting engagement with the YW Boston. We believe they will provide the project coordination and organizing support through this work that otherwise would have been

filled by a part-time staff member, and that this work is foundational for moving forward on next steps in DEI initiatives.

This request still preserves funding for event sponsorship, programming, and for an HR Department-led initiative to update job descriptions and postings according to best practices in the DEI space. The only change will be to move the DEI coordinator pay of \$25,000 to the consulting services for the YW Boston project.

Thank you for your consideration.



CITY OF NEWBURYPORT FY 2024 TRANSFER/APPROPRIATION REQUEST

Department: Department of Public Services

Submitted by: Wayne Amaral, Director

Date Submitted: 2/26/2024

Transfer From:

Account Name:	<u>Water Retained Earnings</u>	Balance:	<u>\$ 1,140,926.83</u>
Account Number:	<u>60-35920</u>	Category:	<u>\$ -</u>
Amount:	<u>\$42,000.00</u>	Trans I/O:	<u>\$ (149,242.17)</u>

Why Funds Are Available:

The Massachusetts Department of Revenue certified Retained Earnings for the Water Enterprise Fund for FY2024 at \$1,290,169. These funds are available for any legal expenditure with the approval of the Mayor and a majority vote of the City Council.

Transfer To:

Account Name:	<u>Water OPM Services</u>	Balance:	<u>\$ -</u>
Account Number:	<u>New Account</u>	Category:	<u>\$ 643,990.49</u>
Amount:	<u>\$42,000.00</u>	Trans I/O:	<u>\$ -</u>

Why Funds Are Needed:

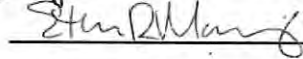
To hire an owner's project manager (OPM) consultant who will assist the department with planning, oversight and management of capital projects. See attached explanatory memo.

Sean R. Reardon, Mayor:



Date: 2/21/2024

Ethan R. Manning, Auditor:



Date: 2/20/2024

City Council Action:



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

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2024 FEB 21 A 9:03

To: President and Members of the City Council
From: Mayor Sean R. Reardon
Date: February 20, 2024
Subject: Water/Sewer OPM Funding Request

At its December 6, 2023 meeting, the Water and Sewer Commission recommended an appropriation to hire an Owners Project Manager (OPM) consultant. The OPM would play a critical role in providing independent oversight for both divisions and supporting DPS staff in managing current and future small, medium, and capital projects. While we have worked with many firms over the years and believe we have contracted some of the best in the industry for technical support, the complexity and cost of our current and future investments necessitate an OPM solely focused on the city's interests.

The proposed OPM will closely collaborate with DPS on short-term and long-term capital projects, including setting goals, developing plans, finding potential funding sources, assisting with consultant oversight, reviewing cost estimates, and managing community outreach and communications.

Potential projects the OPM will assist with include:

Water Division Projects

- Downtown Infrastructure Evaluation Survey Program
- Amesbury Interconnect Project
- Water Treatment Plant Upgrade Project (PFAS Improvements)
- Indian Hill Raw Water Transmission Line Project
- Watershed Quality Improvement Program
- Lower Dam Project
- Dredging of the Upper and Lower Artichoke

Sewer Division Projects

- Downtown Infrastructure Evaluation Survey Program
- WWTF Flood Protection Sidewalk Project
- WWTF Clarifier Upgrade Project
- Ocean Avenue Lift Station Relocation Project
- Graf Road Lift Station Upgrades
- Storey Avenue Pump Station Replacement Project



CITY OF NEWBURYPORT FY 2024 TRANSFER/APPROPRIATION REQUEST

Department: Department of Public Services

Submitted by: Wayne Amaral, Director

Date Submitted: 2/26/2024

Transfer From:

Account Name:	Sewer Retained Earnings	Balance:	\$ 1,718,972.92
Account Number:	61-35920	Category:	\$ -
Amount:	\$18,000.00	Trans I/O:	\$ (54,588.08)

Why Funds Are Available:

The Massachusetts Department of Revenue certified Retained Earnings for the Sewer Enterprise Fund for FY2024 at \$1,773,561. These funds are available for any legal expenditure with the approval of the Mayor and a majority vote of the City Council.

Transfer To:

Account Name:	Sewer OPM Services	Balance:	\$ -
Account Number:	New Account	Category:	\$ 664,501.97
Amount:	\$18,000.00	Trans I/O:	\$ -

Why Funds Are Needed:


To hire an owner's project manager (OPM) consultant who will assist the department with planning, oversight and management of capital projects. See attached explanatory memo.

Sean R. Reardon, Mayor:



Date: 2/21/2024

Ethan R. Manning, Auditor:



Date: 2/20/2024

City Council Action:



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

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2024 FEB 21 A 9:03

To: President and Members of the City Council
From: Mayor Sean R. Reardon
Date: February 20, 2024
Subject: Water/Sewer OPM Funding Request

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- Lower Dam Project
- Dredging of the Upper and Lower Artichoke

Sewer Division Projects

- Downtown Infrastructure Evaluation Survey Program
- WWTF Flood Protection Sidewalk Project
- WWTF Clarifier Upgrade Project
- Ocean Avenue Lift Station Relocation Project
- Graf Road Lift Station Upgrades
- Storey Avenue Pump Station Replacement Project



**CITY OF NEWBURYPORT
GRANT ACCEPTANCE FORM**

Ordered, that, the City of Newburyport accepts the following grant in accordance with M.G.L. Chapter 44, Section 53A:

Date of Award:	2/12/2024	
City Department:	Fire Department	
Staff Contact:	Chief Stephen Bradbury	
<i>Grant Overview</i>		
Grant Type:	State Grant	
Funding Agency:	MA Executive Office of Public Safety and Security https://www.mass.gov/orgs/executive-office-of-public-safety-and-security	
Program Name:	AED Equipment Program https://www.mass.gov/info-details/aed-equipment-program	
Project Name:	AED Purchase	
Project Description:	<p>With the goal of maintaining emergency response services, the Office of Grants and Research (OGR) will make available approximately \$330,000 in state funds for municipalities, public colleges and universities, and nonprofit organizations to purchase automated external defibrillators (AED) for public safety and first responder vehicles. All Massachusetts cities and towns, public colleges and universities and nonprofit organizations with first responder vehicles are eligible to apply for up to \$2,500 under the AED program to fund the purchase of one AED for public safety and first responder vehicles.</p>	
Award Amount:	\$2,100.00	
Payment Method:	Cost Reimbursement	
Length of Grant:	6 months	
Start Date:	Upon execution of grant agreement	
End Date:	6/30/2024	
Award Acceptance Deadline:	2/26/2024	<input type="checkbox"/> N/A
<i>Local Match/Required Resources</i>		
Local Match (City Funds):	NA	
Local Match (In-Kind):	NA	
Resources Required When Grant Program Ends:	None	
<i>For Office Use Only</i>		
City Council Packet Date:	2/26/2024	
Emergency Measure?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

In City Council February 26, 2024:

Motion to collectively refer ORDR00540 and ORDR00541 to B&F by Councillor Zeid, seconded by Councillor Preston. Roll call vote, 10 yes, 1 absent (Shand), motion passes.



CITY OF NEWBURYPORT
GIFT ACCEPTANCE FORM

Ordered, that, the City of Newburyport accepts the following gift in accordance with M.G.L. Chapter 44, Section 53A:

Date of Gift:	1/31/2024	
City Department:	Rec and Youth Services	
Staff Contact:	Andrea Egmont/ Trish Boateng	
<i>Gift Overview</i>		
Gift Type:	Monetary	
Donor:	Exchange Club of Greater Newburyport https://exchangeclubofgreaternewburyport.org/	
Purpose:	Scholarships for Newburyport recreational summer programs. Donation made in honor of Bob McGrail.	
Gift Amount:	\$600.00	
<i>For Office Use Only</i>		
City Council Packet Date:	2/26/2024	
Emergency Measure?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Councillor Sharif I. Zeid

In City Council February 26, 2024:

Motion to collectively refer ORDR00540 and ORDR00541 to B&F by Councillor Zeid, seconded by Councillor Preston. Roll call vote, 10 yes, 1 absent (Shand), motion passes.

Committee Items – March 11, 2024

Community Services

In Committee:

- APPT00463_02_12_2024 Andrea Weetman 183 High St. Newburyport Community Preservation Act Committee 3/15/2027
- APPT00464_02_12_2024 Kristen Donahue 16 Olive St. Newburyport Library Board of Directors 3/15/2027
- APPT00465_02_12_2024 Caroline McCarthy 4 Coombs Cir. Newburyport Library Board of Directors 3/15/2027
- APPT00467_02_12_2024 Kim Turner 27 High St. Newburyport Public Arts Committee 03/15/2025
- APPT00468_02_12_2024 Nicole Whelan 12 Lafayette St. Newburyport Public Arts Committee 3/15/2025
- APPT00469_02_12_2024 Shanna Sartori 2 Garden St. Newburyport Public Arts Committee 3/15/2025
- APPT00470_02_12_2024 Katherine Moran 9 Garden St. Newburyport Public Arts Committee 3/15/2025
- APPT00471_02_12_2024 Peter Carzasty 35 Temple St. Newburyport Public Arts Committee 3/15/2025
- APPT00473_02_12_2024 Paula Estey 3 Pine St. Newburyport Cultural Council Liaison on Public Arts Committee 3/1/2027
- *Confirmatory* APPT00472_02_12_2024 Cynthia Schartman 12 Market St. Newburyport Cultural Council Liaison on Public Arts Committee 3/1/2027
- ORDR00515_11_27_2023 Gift Acceptance Morrill Foundation \$110,000



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

60 PLEASANT STREET - P.O. BOX 550
NEWBURYPORT, MA 01950
978-465-4413 PHONE
MAYOR@CITYOFNEWBURYPORT.COM

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

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
2024 FEB -1 A 9:35

I hereby appoint, subject to your approval, the following named individual as a member of the Community Preservation Act Committee. This term will expire on March 15, 2027.

Andrea Weetman
183 High Street
Newburyport, MA 01950

Andrea Weetman
183 High Street
Newburyport, MA 01950

Re: CPC member application

February 5, 2024

Mayor Reardon,

I am writing to express my interest in serving on the Newburyport Community Preservation Committee. In June of this year, my family and I will have lived in Newburyport for 10 years. I value this community for its engaged citizens, beautiful parks, open spaces and rich history. At the end of 2023, I stepped down as the President of the Newburyport Education Foundation after serving in that role for three years. I am looking for a new and different way that I can add value to my community and I feel the CPC will be a good use for my professional and volunteer strengths.

Professionally, I own an executive search firm which meets the talent needs of insurance companies, asset managers and investment banks. We operate in the US, Bermuda and Europe- I have attached my resume for review.

Please contact me with any questions,

Andrea M. Weetman

Andrea Manning Weetman
183 High Street
Newburyport, MA 01950
amweetman@gmail.com
(347) 366 0359

PROFESSIONAL EXPERIENCE

Atlantic Recruiting Group, Newburyport, MA & New York, NY

Owner and Managing Director, 2010-present

The Atlantic Group is a retained executive search firm specialized in senior level risk and finance talent for insurers, reinsurers, asset managers and early stage organizations. We operate in the US, Bermuda and Europe. Recent representative mandates include:

- Chief Investment Officer, Soteria Re, Boston, MA
- Chief Risk Officer, Soteria Re, Hamilton, Bermuda
- Chief Actuary, Fidelity Investments Life Insurance, Boston MA
- Chief Financial Officer, Munich American Reassurance Company, New York NY
- Head of Partnerships, Ethos Insurance, San Francisco CA
- Chief Actuary, Mount Logan Capital, New York NY
- Head of Insurance, Amplify, New York NY

Heidrick & Struggles, Zurich, Switzerland

Senior Associate, Financial Services Practice, 2007-2009

Search execution and client relationship management within the financial services sector in London and Zurich, with a specific focus on insurance and asset management.

Lehman Brothers Inc., New York, NY

Vice President, Investment Management Division Recruiting Manager, 2005-2007

In charge of recruiting for a division of 2000 people- businesses include Institutional Asset Management, Mutual Funds, Hedge Funds, the Lehman Brothers Trust Company, Private Investment Management, and Private Equity. Together with HR Director and Divisional CAO, drive recruiting strategy for business. Leadership role within Lehman's staffing division, help to drive recruiting strategy within the firm.

Ernst & Young, LLP, New York, NY

Senior Recruiter, Financial Services Office, 2002- 2004

Lead experienced recruiting for Ernst & Young's US Insurance and Structured Finance practices.

Michael Page International, New York, NY

Recruitment Consultant, 2000-2002

VOLUNTEER EXPERIENCE

Newburyport Education Foundation, Newburyport, MA

Board member 2018- present

President/Executive Committee member, January 2020-December 2023

Education

Boston College, Chestnut Hill, Massachusetts, 1997

Bachelor of Arts, BA Economics/English, Cum Laude



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

60 PLEASANT STREET - P.O. BOX 550
NEWBURYPORT, MA 01950
978-465-4413 PHONE
MAYOR@CITYOFNEWBURYPORT.COM

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

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

I hereby appoint, subject to your approval, the following named individual as a member of the Library Board of Directors. This term will expire on March 15, 2027.

Kristen Shea Donahue
16 Olive Street
Newburyport, MA 01950

A handwritten signature in cursive script, appearing to read 'S. R. Reardon'.

Kristen Shea Donahue
16 Olive Street
Newburyport, MA 01950
kristendonahue@yahoo.com
(617) 817-0871

TEACHING EXPERIENCE

High School Spanish Teacher September 2016 - Present

The Governor's Academy, Byfield, MA

Teach students in grades 9 - 12 Spanish language and culture. Differentiate instruction and incorporate a variety of teaching methods to connect and engage with a variety of learners.

Preschool Spanish Teacher, September 2014 – September 2016

Newburyport Montessori School, Newburyport, MA

Created and implement a dynamic Spanish program for children ages 2 through 6.

Elementary Spanish Teacher, September 2003 – 2009

Tower School, Marblehead, MA

Taught students grades 2 through 6 Spanish language and culture. Developed and implemented curriculum. Used methods that drew on multiple intelligences in order to reach diverse learners.

Elementary Spanish Teacher, September 2000 – June 2003

The Arlington Public Schools, Arlington, MA

Designed and implemented curriculum for over 400 students grades K through 5 in the Arlington Public Schools. Developed lessons targeted to diverse learners. Created a home/school partnership to encourage language learning at home. Planned town-wide activities built around the Spanish program.

English as a Second Language Instructor, September 1994 – May 1996

Colorado Mountain College, Breckenridge, CO

EDUCATION

Universidad de Salamanca, Salamanca, Spain

Master of Spanish Language and Culture, August 2008

Boston University, Boston, MA

Master of Education, Elementary Education, May 2000

Massachusetts Certification: Grades 1-6

Middlebury College, Middlebury, VT Bachelor of Arts in Spanish, Minor in Latin American Studies, May 1994, Cum Laude

Year of study abroad, The International Institute, Madrid, Spain, September 1992 – May 1993



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

60 PLEASANT STREET - P.O. BOX 550
NEWBURYPORT, MA 01950
978-465-4413 PHONE
MAYOR@CITYOFNEWBURYPORT.COM

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

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
2024 FEB -5 P 3:29

I hereby appoint, subject to your approval, the following named individual as a member of the Library Board of Directors. This term will expire on March 15, 2027.

Caroline Gilman McCarthy
4 Coombs Circle
Newburyport, MA 01950

Caroline Gilman McCarthy

4 Coombs Circle, Newburyport MA 01950

978-257-6134

carolinegmccarthy@gmail.com

EDUCATION

Bowdoin College, Brunswick ME

BA, History major, Art History minor

Simmons College, Boston MA

MLS, Graduate School of Library and Information Science

WORK EXPERIENCE

Phillips Academy, Andover MA

Part Time Instructional Librarian, January - July 2022

- Participated in the Library's instruction program; planning, teaching, and assessing teacher-requested instruction sessions.
- Provided reference and research assistance to the community.
- Identified and selected materials for purchase.
- Participated in collection maintenance activities, including, shelf reading, material de-selection, and inventory.
- Assigned call numbers to newly acquired materials.

Brooks School, North Andover MA

Assistant Librarian, July 2003-July 2005; October 2011-2012

- Responsible for cataloging all materials.
- Provided bibliographic instruction for assigned research projects.
- Worked as part of the collection development team to purchase library materials.

Head Librarian, July 2005-October 2011

- Managed staff of 6 full- and part-time employees, including hiring, training, supervising and scheduling.
- Managed materials budget of \$80K
- Made all collection development and circulation decisions.
- Provided bibliographic instruction for assigned research projects.
- Served on the Curriculum Committee chaired by the Academic Dean.
- Managed Birthday Book and alumni fundraising projects.
- Developed and maintained the blog of library information.
- Received the 2007 George F. Vaught Prize "to honor a member of the faculty who in his or her first few years has made special contributions to the school and exhibited notable professional growth."
- Received the 2010 Murphy Grant; a fund established to award faculty members vacation privileges not otherwise available to them.

Phillips Exeter Academy, Exeter NH

Reference Librarian, August 2001-June 2003

- Answered patrons' queries at the reference desk.
- Provided bibliographic instruction for assigned research projects.
- Taught information literacy, and coordinated ninth grade study skills program.
- Provided research support for faculty publications.
- Created periodic displays of library materials.
- Purchased new and weeded underused materials as part of the collection development team.
- Made circulation policy decisions.

Boston College, Chestnut Hill MA

O'Neill Library Serials Assistant, April 1999-May 2001

- Supervised and trained staff of twelve student employees in receiving and shelving current periodicals.
- Maintained the library's catalog of 20,000 serial titles including periodicals, newspapers, and microforms.
- Served on the search committee for the position of Preservation Manager.



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Subject: Appointment

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
2024 FEB - 6 PM 4: 00

I hereby appoint, subject to your approval, the following named individual as a member of the Public Arts Committee. This term will expire on March 15, 2025.

Kim D. Turner
27 High Street
Newburyport, MA 01950

KIMBERLY D TURNER

27 HIGH ST. NEWBURYPORT, MA 01950
781.632.6004
DUFFYKT@GMAIL.COM

Experienced landscape architect committed to leveraging her professional skill set to give back to her community. Proven track record of successful and environmentally sensitive design, and a unique ability to build trusting relationships with stakeholders to reach consensus on complex projects. Strong communicator with a leadership style grounded in compassion and curiosity- sees opportunity where others see conflict, finds beauty in compromise, always strives for the best answer.

EXPERIENCE

KD Turner Design, Newton & Newburyport, MA

Founding Principal, 2009-present

- Provide full landscape architectural services, including programming, schematic design, master planning, permitting, cost estimation, technical documentation and construction administration for residential and commercial landscape projects
- Facilitate community workshops, build public consensus and finalize master planning for sustainable 'urban wilds' and public open space projects within urban environments
- Collaborate with development teams to develop plans for residential and commercial properties where best planning practices are utilized to identify and protect environmentally and visually sensitive areas

Weston Planning Board, Weston, MA

Landscape Architectural Consultant, 2011-present

- Advise the Planning Board on all aspects of landscape and sustainability issues during site plan review of projects constructed under the RGFA and Scenic Road provisions to the Zoning Bylaw
- Assist in drafting policies and standard conditions for the Weston Planning Board related to landscape and sustainability issues

Ryan Associates, Waltham, MA

Senior Associate, 2001-2009

- Provided full landscape architectural services, including programming, schematic design, master planning, technical documents, permitting, cost estimation and construction administration for residential, institutional and commercial landscape design projects both nationally and internationally
- Provided project management and lead design within multi-disciplinary teams during all aspects of projects from schematics through construction documentation and administration

Mohr & Seredin Landscape Architects, Inc., Portland, ME

Designer and Draftsperson, 1995-1998

- Assisted in residential, municipal and commercial landscape design, plant selection, cost estimation, permitting and presentations

TFH Architects, Portland, ME

Draftsperson, summer 1995

- Provided residential and commercial architectural drafting and presentations

PROFESSIONAL SERVICE	<p>Newburyport Parks Commission, chairperson, 2014-present</p> <p>Market Landing Park Ad Hoc Committee, ex officio member, 2021-present</p> <p>Friends of the Brown School Playground, steering committee member, 2013</p> <p>Inn Street Restoration Study with City of Newburyport Planning Department, Newburyport, MA, 2012</p>
PUBLICATIONS & MEDIA	<p><u>This Old House</u>, Season 37: The North Shore Farmhouse and Season 38: The Arlington Arts & Crafts House, 2015-2016</p> <p><u>Botany for Designers</u>, WW Norton Publishing Co., 2011</p> <p><u>Research Design Connections</u>, Spring 2004 v3(2), "<i>Childhood Memories May Play a Positive Role in Restorative Garden Design for Alzheimer Care Facilities</i>"</p> <p><u>Childhood memories of landscapes as a restorative tool in designing gardens for Alzheimer patients</u>, 2001, copyrighted thesis</p>
HONORS & PRESENTATIONS	<p>American Society of Landscape Architects Honor Award, 2001</p> <p>Speaker, Environmental Design Research Association symposium, Edinburgh, Scotland 2001, "<i>Childhood Memories of Landscapes as a Restorative Tool in Designing Gardens for Alzheimer Patients</i>"</p>
TEACHING EXPERIENCE	<p>Newburyport Continuing Education, Newburyport, MA <i>Faculty, 2011</i></p> <p>Brookline Continuing Education, Brookline, MA <i>Faculty, 2010-2012</i></p> <p>Boston Architectural College, Boston, MA <i>Faculty, 2006-2007</i></p> <p>University of Maine, Orono, ME <i>Guest Speaker, 2002-2006</i></p> <p>University of Massachusetts, Amherst, MA <i>Teaching Assistant, 1999-2000</i></p>
REGISTRATION	<p>Commonwealth of Massachusetts, license #1382</p> <p>State of Maine, license #3585</p>
EDUCATION	<p>University of Massachusetts, Amherst, MA Master of Landscape Architecture, 2001</p> <p>University of Maine, Orono, ME B.S. Landscape Horticulture, Magna Cum Laude, 1997</p>



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RECEIVED
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NEWBURYPORT, MA
2024 FEB -7 A 9:35

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

I hereby appoint, subject to your approval, the following named individual as a member of the Public Arts Committee. This term will expire on March 15, 2025.

Nicole Whelan
12 Lafayette Street
Newburyport, MA 01950

[Nicole Whelan](#)

12 Lafayette St

Newburyport, MA 01950

nwhelanpavao@yahoo.com

January, 31, 2024

Christine Jackson

Executive Assistant to the Mayor

City of Newburyport

60 Pleasant Street

Newburyport, MA 01950

Dear Ms. Jackson

I am submitting this letter with the intent of joining the Public Art Committee upon approval of the Mayor and City Council.

As part of the Public Art Committee I will support the studying of the City's needs, possibilities, and resources in support of public art, and in making recommendations to the City Council with respect to the acquisition, or creation and placement of said art.

I currently serve as a Parks Commissioner. In terms of art experience, I was an art teacher in Boston Public Schools for 5 years. I earned a Bachelor of Fine Art from William Smith College in 1998, majoring in Fine Art and minoring in Art History. I earned a master's degree in Art Education from Lesley University in 2003. I've served as a board member on the Board of Educators at the Museum of Fine Arts from 2010-2014.

Sincerely,

Nicole Whelan

Nicole Whelan

A handwritten signature in black ink, appearing to be 'N Whelan', written in a cursive style.

NICOLE WHELAN

12 Lafayette Street, Newburyport, MA 01950
nwhelanpavao@yahoo.com, 617.694.9927

EXPERIENCE

- 2002-present **Curtis Guild Elementary, East Boston, MA**
Data Team, Universal Design for Learning Team, School Site Council
Math Leadership Team, Instructional Leadership Team,
Lighthouse Team Facilitator, Math Facilitator/Lead Teacher
- 2008-present **Teacher, 4th Inclusion (SEI, Gen Ed.)**
 - teach/have taught *Everyday Math, Engage NY Math, Investigations, Reading Street, Expeditionary Learning, Writers' Express, Writers' Workshop, History Alive*, as well as plan and implement supplemental lessons as needed to meet Massachusetts/Common Core State standards
 - design lessons for whole-group and small group with attention to needs of individual learners.
- 2002 - 2008 **Theater/Arts Teacher**
 - created performances for all grade levels while guiding children to create props and choreography
 - designed and implemented the visual art curriculum for grades K-5
 - created lessons that incorporate literacy, motor-skill development and math skills
- 2002 - 2006 **Henderson Elementary School (formerly O' Hearn School), Dorchester, MA**
Arts Specialist
 - created art lessons for grades K-0 through 5
 - served as Art Director for school performances; painting sets and creating props
 - created accommodated lessons for students with moderate to severe disabilities in inclusion setting
- 2004-2010 **Visual Thinking Strategies (Museum of Fine Arts), Boston, MA**
Site Coordinator
 - trained to guide student conversations when viewing fine art as well as train teachers in the process.

EDUCATION & LICENSURE

- 2002 - 2004 **Lesley University, Cambridge, MA**
Masters of Education (Pre K-8)
 - professional licensure, Visual Arts, PreK-8
 - initial licensure; Elementary, 1-6;
 - initial licensure; **English as a Second Language**, PreK-12
 - initial licensure; **Moderate Disabilities**, K-6 (pending completion of course work 6/15)
- 1994 - 1998 **William Smith College, Geneva, NY**
Bachelor of Arts: Studio Art, Writing (Independent) Dean's List: 1994, 1996, 1998
 - Study Abroad: Advanced Studies in England/University College, Oxford, Bath, England, 1996

VOLUNTEER, RECOGNITION & CONTACT WORK

- 2010-2013 **Board of Educators, Museum of Fine Arts, Board Member**
 - work with other educators from various districts to promote and develop educational connections between schools and the museum
- 2010-2018 **Frederick Sontag Prize for Urban Education, Award Winner (2010-2018)**
 - awarded by Harvard Business School, Harvard Graduate School of Education and Boston Public Schools to share effective teaching strategies and conduct lessons during Acceleration Academies to prepare students for MCAS
- 2012 **Boston Public Schools Math Workgroups, Grade 4 Team member**
 - co-wrote the Scope and Sequence for Boston Public Schools to connect current curriculum to new Common Core State Standards
- Summer 2012 **Consultant for the Writers Express Curriculum, Cambridge, MA**
 - Advised curriculum developers regarding adaptations and accommodations for English Language Learners and students with special needs



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Newburyport, MA 01950

[Nicole Whelan](#)

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Nicole Whelan

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NICOLE WHELAN

12 Lafayette Street, Newburyport, MA 01950
nwhelanpavao@yahoo.com, 617.694.9927

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Lighthouse Team Facilitator, Math Facilitator/Lead Teacher
- 2008-present **Teacher, 4th Inclusion (SEI, Gen Ed.)**
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CITY OF NEWBURYPORT
OFFICE OF THE MAYOR
SEAN R. REARDON, MAYOR

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
2024 FEB -6 P 4:04

60 PLEASANT STREET - P.O. Box 550
NEWBURYPORT, MA 01950
978-465-4413 PHONE
MAYOR@CITYOFNEWBURYPORT.COM

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

I hereby appoint, subject to your approval, the following named individual as a member of the Public Arts Committee. This term will expire on March 15, 2025.

Shanna Sartori
2 Garden Street, Apt. #2
Newburyport, MA 01950

Shanna Sartori

Newbury, Massachusetts 01950
Shannasartori@gmail.com • 603-661-3020

Dear City of Newburyport,

I am interested in serving as a community member on the Newburyport Public Art Committee. Last year I became the Site Manager for Historic New England's Newbury and Amesbury properties. I also moved to downtown Newburyport this past autumn. In April of 2023, I received my master's degree in public history from Southern New Hampshire University. The research that I conducted while at SNHU centered around marginalized groups and their experiences throughout American history. My thesis focused on the influence of Puritanism on Wampanoag enslavement during King Philip's War. In addition to researching American history from a history-from-below approach, other public history topics I studied included urban renewal and city planning, including how to best utilize green spaces in cities and public artwork placement.

Before pursuing public history, I worked as an actor in New York City, where I founded my own theater company, The Night Owl Players. I successfully produced, fundraised, designed, and marketed four off-Broadway shows with that company. In addition to my work in the arts, I also have extensive experience in childcare and managing restaurants. I love working with the public and enjoy leading teams, problem-solving, and finding ways to creatively connect with others.

I believe my passion for the arts, experience in stage production and management, my love of history and art, as well as working with the public would make me a valuable addition to the Newburyport Public Art committee. I look forward to hearing from you.

Sincerely,
Shanna Sartori

Recently completed a master's program in Public History at Southern New Hampshire University. Over 12 years of experience in theater in New York City, producing, designing, and performing in several productions. Extensive experience working with the public with an exceptional focus on customer service and building positive, long-lasting relationships. Passion for historical interpretation and connecting the public with the past.

Professional Experience

HISTORIC NEW ENGLAND, Newbury, Massachusetts

Site Manager, October 2023-Current

Preventative Care Assistant, May 2023-October 2023

Research Intern, May 2022 - August 2022

Currently serving as the Site Manager for Historic New England's Newbury and Amesbury properties. Oversees five house museum's care, interpretation, and tours, including three 17th-century homes in Newbury. Responsible for all the programming and functions that are held at Spencer-Peirce-Little Farm. Manages over twenty staff and volunteers. Regularly engages with the community at the farm and during events. Oversees over a dozen MSPCA farm animals at Spencer-Peirce-Little Farm.

Served as the preventative care assistant for various Historic New England properties. Monitored environmental conditions and their impact on the collections. Used Integrated Pest Management to keep collections and the houses stable.

A research-based internship that focused on supporting and interpreting various house museums for Historic New England. The research included the Abenaki in western Maine, New Hampshire lawyer William Merchant Richardson, and English gardener William Bell. Geo-coded over four hundred historic properties for an exhibit on architect William Ralph Emerson. Utilized Leventhal Maps to overlay older maps of Boston with current maps to ensure the correct property and location were being found. Designed a hypothetical Gatsby-styled gala at Beauport, the Sleeper-McCann House which would act as a fundraiser.

THE HOUSE OF THE SEVEN GABLES, Salem, Massachusetts

Historical Interpreter, June 2023-October 2023

Lead educational and engaging tours through the famous 17th-century mansion in historic Salem, integrating both information regarding the city of Salem and the mansion's history, as well as the novel. A history from below lens was utilized when interpreting the history of Salem's indigenous community and the enslaved individuals who resided at the mansion.

PEABODY ESSEX MUSEUM, Salem, Massachusetts

PEM PAL Lead, July 2023-September 2023

Art and Nature Center Graduate Intern, January 2023-May 2023

Lead the education team's program, PEM Pals, a monthly hands-on activity that uses storytelling, movement, music, and art to explore the senses. Each month, a new children's book was selected, and an art-based activity was planned, inspired by the book.

A graduate internship in the Art and Nature Center that oversaw the daily management and care of two interactive exhibits, *Climate Action*, and *The Pod*. Lead climate-based conversations and engaged with the public using the Climate Action Cart, offering solutions, and answering questions regarding climate change. Co-lead and developed daily drop-in activities in the Create Space.

FLIGHT COFFEE, Dover, New Hampshire
Shift Leader, Barista, August 2020 - July 2022

Oversaw front-of-house operations at one of New Hampshire's most popular coffee shops. Interacted with each guest to ensure a positive and pleasant experience. Managed an effective, productive, and upbeat team that focused on teamwork. Produced high-quality coffee beverages in a fast-paced environment. Open and closed the café and oversaw live events. Created connections with patrons that put Flight in the center of Dover's community.

THE NIGHT OWL PLAYERS, New York, New York
Co-founder, Producer, January 2013 - July 2020

Founded the theater company, The Night Owl Players in New York City. Successfully produced four shows in New York with dozens of performances. The production work began with the reading and selection of a script. Fundraised in the form of crowdfunding as well as live events, including auctions and raffles. Assisted in the casting process and hired designers. Worked alongside the costume, set, and sound designers of the show. Managed the advertising and ticket sales of productions. Coordinated with the theater to load the show in and out.

FRED'S, New York, New York
Manager, Host, Bartender, Server, May 2016 - August 2020

Managed a popular family restaurant and bar, during peak business hours, including nights and weekends. Responsible for opening, closing, and overseeing operations. Supervised and trained dozens of front-of-house staff. Ensured a positive and organized flow of the restaurant atmosphere and operations during busy brunch and dinner shifts. Assessed and addressed customer and staff incidents as needed. Assisted with serving and bartending as needed.

CHILD CARE, New York, New York
Child Care Provider, 2008 - 2020

Took care of over 30 children in the Harlem area with ages ranging from newborns to middle school aged. Provided supervision and guidance in a private home setting including overnight stays. Responsible for drop-offs and pickups from school, aiding in homework, and arranging recreational, educational, and artistic activities out of the home. Mentored middle school-aged children with learning disabilities.

Education

Master of Arts in History, Public History, 2023
SOUTHERN NEW HAMPSHIRE UNIVERSITY- Manchester, New Hampshire

Bachelor of Arts in Theatre and Dance, Acting and Directing, 2007
KEENE STATE COLLEGE - Keene, New Hampshire



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60 PLEASANT STREET - P.O. BOX 550
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To: President and Members of the City Council
From: Sean R. Reardon, Mayor
Date: February 12, 2024
Subject: Appointment

I hereby appoint, subject to your approval, the following named individual as a member of the Public Arts Committee. This term will expire on March 15, 2025.

Katherine Moran
9 Garden Street Apt. #2
Newburyport, MA 01950

Hello!

I want to express my enthusiasm regarding the openings on the board of the Newburyport Public Art Committee. My name is Katherine Moran and I recently graduated summa cum laude from Northeastern University with a BFA in Graphic and Information Design. As a young Designer, I am excited to develop in a dynamic design environment and sustain my lifelong journey of both professional and individual growth within a collective ethos.

I recently moved to Newburyport from Hampton, NH in September 2023 and I am eager to get involved in local efforts and be an active member of the community. As someone who has surrounded myself with and been enthralled in art and design my entire life, getting involved in the local art scene is important to me.

Throughout my education as well as in my current position as Architectural Designer, I have been exposed to city planning, problem solving within the parameters of zoning and other conditions as well as the process of approvals. In my past, I have completed various passion projects such as developing an identity around my handmade jewelry to showcase my designs while also creating a website to support it and promote other local artists as well. Through working at an intimate Architecture firm I have gained insight into the design process as well as the essential intricacies of working at a firm that go beyond the final product. It has provided me the opportunity to navigate the translation between design understanding and client expectation and to design for specific needs all while working within the parameters of the project scope. I have also sold artwork on a commission basis for the past 5 years.

Each stage of life has presented new challenges and sources of inspiration for me all which I believe have provided me a perspective that would benefit the Newburyport Public Art Committee. With that in mind, I hope you will consider me as an addition to your board!

Please see my attached resume and a PDF of my portfolio; a more extensive digital portfolio can be viewed at katherinemoran.com. I can be reached through email at morankatherine54@gmail.com or phone at 603-918-3198.

If there is anything else I can do or send please let me know and I look forward to hearing from you!

Thank you for your consideration,

Katherine Moran

Katherine Moran

portfolio: katherinemoran.com
email: morankatherine54@gmail.com
phone: 603.918.3198

education

Northeastern University - Boston, MA

graduated May 2023 - summa cum laude

BFA in Design with a concentration in Graphic and Information Design

experience

Architectural Designer - CJ Architects - Portsmouth, NH

August 2022 – present

- Responsible for producing architectural designs that satisfy clients needs using CAD and imagery rendering software
- Conceptualize and implement improved website layout and marketing materials to improve clarity and optimize user experience
- Participate in client meetings and collaborate to develop final designs that balance their needs and requests

Architectural Intern - CJ Architects - Portsmouth, NH

July 2020 – August 2022

- Precisely drafted drawings using AutoCAD to adhere to specific clearances and building code requirements
- Organized in office filing systems, templates and protocols
- Used Adobe Creative Suite to create presentation materials for marketing purposes

projects

Northeastern University - Boston, MA

UNESCO World Heritage Site Rebrand

- Created an identity specific to the UNESCO Site by establishing a system of dynamic design elements to incorporate across 2D, 3D and screen applications

Gut Feelings Exhibition

- Curated an exhibition based on my research that considered how a user experiences information flow in order to achieve understanding of complex ideas

Mauran Typeface

- Explored the complexities of letterforms through the creation of a new typeface

Small Business Owner - Knocean Studio - Hampton, NH

June 2018 – November 2018

- Established identity through the development and adherence to a design system
- Collaborated and built partnerships with other artists in order to expand inventory
- Developed a website to market and promote the brand

Art Commissioner - KM Designs - Hampton, NH

September 2018 – present

- Discussed desired specifications and vision of artwork with customers
- Managed time to prioritize customer deadlines and balance order demands
- Delivered custom artwork to fulfill the client orders

skills

- Adobe InDesign
- Adobe Photoshop
- WordPress
- After Effects
- Adobe Illustrator
- AutoCAD
- HTML/CSS
- Premiere Pro



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NEWBURYPORT, MA
2024 FEB - 1 P 2:07

I hereby appoint, subject to your approval, the following named individual as a member of the Public Arts Committee. This term will expire on March 15, 2025.

Peter B. Carzasty
35 Temple Street
Newburyport, MA 01950

PETER B. CARZASTY

Christine Jackson
The Mayor's office of the City of Newburyport, MA

Dear Ms. Jackson,

With great enthusiasm, I would like to submit my credentials and interest in joining the Newburyport Public Art Committee.

Since moving to Newburyport nearly seven years ago, I have been eager to engage with the community in all matters involving the arts and public policy. Having an extensive background in both and often overlapping interests during my 30+ years as a cultural advocate and communications strategist nationally and internationally.

I am incredibly proud of my work in New York City (Municipal Arts Society, Creative Time, Public Art Fund) and Pittsburgh (Pittsburgh Cultural Trust) involving public art and cultural policy within those two cities.

Since moving to Newburyport, I sat on the Steering Committee of the Newburyport Documentary Film Festival, having developed and nurtured the YES Award – Young Emerging-Filmmakers Showcase, inviting students from surrounding colleges and universities to complete with the winner awarded a \$1,000 sponsored by Dietz & Lynch Capital.

I volunteer at AJH and maintain a consulting business focusing on strategic communications and program development. One of my clients is the Arts & Business Council of Greater Boston's Creative Campus program - An Equity-Centered Cultural Land Trust for Advancing the Creative Economy.

Last year, thanks to Connie Preston, who arranged a tour with us and the mayor, we began to explore the Brown School as a potential purchase for developing it into a community center featuring affordable living/work and work-only spaces for the creative community. Unfortunately, we decline future activity surrounding the projects in early summer for various reasons.

I would be honored to serve on the committee. As I have welcomed many friends, especially from New York, I always take them on the rail trail to demonstrate the value of public art.

Sincerely,
Peter B. Carzasty, Fonder & Principal
Geah, Ltd.

35 TEMPLE STREET / NEWBURYPORT MA / 01950

PETER B. CARZASTY

<https://www.linkedin.com/in/carzasty/>

(917) 620-9042

COMMUNICATIONS / PROGRAM / IDENTITY SPECIALIST

Seasoned strategist executive with significant expertise in developing and launching new cultural and corporate initiatives, strategic identity campaigns, and programming platforms. Passionate, driven, self-motivated, collaborative, and entrepreneurial. In-depth New York, national, and international experience in non-profit and for-profit sectors. He has worked for over 60 cultural, corporate, civic, urban development, educational, and governmental agencies, design/architecture firms involving the arts & cultural policy, sponsorship, brand positioning, public relations, and programming initiatives creating greater visibility and market share.

Geah, LTD. (www.geahltd.com) New York, NY

August 2007 – Present

Cultural Consulting, Strategic Corporate, Arts & Non-Profit Partnerships

Founder and CEO

SERVICES AND SPECIALTIES (select examples):

Creating new programs and platforms for institutional development and advancement.

- Senior Advisor and Program Development for the Arts & Business Council's Creative Campus program. A Community-Building Real Estate Initiative for Advancing Equity, Sustainability, and Spatial Justice through the Creative Economy.

Forging productive alliances between business and non-profit marketplace.

- A new program series, "The Marriage of Business & the Arts," for the Luxury Marketing Council. Created the ongoing series bringing together senior executives from corporations such as American Express, CIT, Time Warner, and Montblanc as guest panelists and commentators.
- Co-founder of the online philanthropic web portal *ActiveCause, the Social Giving Network™*. Launched creating a rewards program for *RecycleBank*, leveraging nearly \$100K for national and regional charities in less than six months.

Developing communications plans and collateral materials for greater visibility and brand recognition

- The National Museum of Korea – Geah was the first Western communications specialist to develop a comprehensive situational analysis for increasing worldwide visibility. Elements of the extensive site visit report have been adopted by management for greater outreach and exposure.

Designing marketing materials to solidify brand identity and drive the business's bottom line.

- Burton Landscape Architecture Studio + Gallery – Developed first identity campaign, including written and collateral materials, immediately awarding a central new resort account and the company's first national media coverage/exposure.

Creating innovative cross-promotional opportunities/sponsorships.

- Jacob's Pillow Dance Festival 75th Anniversary Season – designed the institution's first interrogated corporate sponsorship platform, introducing Cunard, Steuben, La Mer, and Davidoff.

Cohn Davis Associates, New York, NY

November 2001 – August 2005

Executive Vice President

Provided end-to-end communications services for cultural and educational institutions and new facility launches, such as strategic planning, public relations, marketing, and institutional identity. A partial list of clients:

- **Joyce Theater Foundation, Inc.** (Designed identity/communications 5-year plan—a required component deliverable for the LMDC for their role in a planned arts center at Ground Zero)
- **Alvin Ailey American Dance Foundation, Inc** (Public/Media Relations for groundbreaking and opening of a new facility on West 55th Street – Page One The New York Times coverage)
- **Syracuse University/Newhouse School of Public Communications** (Strategic launch and staffing of the Goldring Arts Journalism Program surpassing first-year applicants by 150%)

The Kreisberg Group, Ltd., New York, NY
Senior Vice President
Director, Performing Arts

June 1993 – November 2001
February 1996 – November 2001
June 1993 – February 1996

Billables were more than \$450K annually. During tenure, managed program expense budgets ranging up to \$1M with individual project staffs varying to fourteen.

Developed agency's new division of Performing Arts, raising billables by 25% over four years.

Created/implemented corporate sponsorship programs for Warner Bros., Mattel, and Rolex.

Co-authored the media platform and implemented the subsequent "role out" of **Sara Lee Corporation's Millennium Gift to America** program—the divestiture of its \$130 million art collection donation to museums nationally and internationally. The program's success was instrumental in Sara Lee receiving the National Medal of Arts Award from President Bill Clinton, becoming a finalist for a PR Week Award, and 2-years of constant positive media attention. It increased revenue by 3-5%.

Planned/executed launches that included direct media relations and broader communication strategies for more than 15 new cultural facilities and programs nationally and internationally. A partial list of projects:

- **Lincoln Center for the Performing Arts, Inc.** (inaugural Lincoln Center Festival '96)
- **Boston Symphony Orchestra** (Seiji Ozawa Hall concert hall at Tanglewood)
- **Expo '98** (Oceanário de Lisboa in Lisbon, Portugal - center pièce of exposition)
- **Metropolitan Transit Authority** (Grand Central Terminal's \$200M restoration/revitalization)
- **New 42nd Street Inc.** (The New 42nd Street Studio Building and Theater in Times Sq.)
- **The New York Times Company** (design announcement of new headquarters on 8th Ave)
- **Pew Charitable Trusts** (national program: *Save As: Dance*)
- **American Center in Paris** (Frank Gehry's first European commission)

THE BROOKLYN ACADEMY OF MUSIC (BAM)
Director of Publicity and Public Relations

May 1987 – June 1993

Created and implemented international, national, and New York print /broadcast media and communications for individual events and long-range public image/institutional branding. Placed over 150 The New York Times institutional, event, features stories, and reviews.

Supervised a staff of four with a budget of \$250,000 + (excluding salaries).

Long-range and strategic institutional planning and launch of:

- 651 – a subsidiary presenting wing of BAM developed to provide relevant community-building programming in the new Majestic Theater;
- BAM's first endowment campaign in its 132-year history.

The development of BAM's new graphic and marketing identity is still in use.

Co-creator of "Arts Day U.S.A.," involving 45 arts organizations nationwide, campaigning for Senate approval of the National Endowment for the Arts reauthorization.

Designed and implemented all media coverage for the appearance of the late Princess of Wales for her first official solo visit as the Royal Patroness of the Welsh National Opera for its American debut – a national live broadcast event covered by more than 250 international print and broadcast journalists.

RELATED EXPERIENCE:

Guest Lecturer – Public Relations, Cultural Policy, Arts Philanthropy (1985 – Present – selected outlets)

Public Relations Society of New York, Luxury Marketing Council

New York University & Brooklyn College, Rutgers University & Iona College

NYU Robert F. Wagner School of Public Service

PUBLICATIONS:

Public Relations Career Directory (Public Relations Society of America) Contributing Chapter – *Performing Arts Public Relations: Life Backstage*)

Is it all About the Image? – How PR works in Architecture (Wiley Publishers, UK/NY) Case Study – *Santiago Calatrava's first United States building – The Milwaukee Art Museum*)

Performing Arts Management – A Handbook of Professional Practices (Allworth Press, NY)

Contributor to Chapter 7 – *Strategies for Selling Tickets*

Golden Crossroads (Palgrave Publishers, a division of Macmillan UK) Contributor to Chapter 2 – *New Approaches to Defining the Potential Roles of Fine Arts*)

The Marriage of Business and the Arts: A Fruitful Union Ripe for Reexamination ("How To..." article for membership newsletter and website – The Luxury Marketing Council)

PROFESSIONAL AFFILIATIONS :

Philharmonic Orchestra of the Americas (April 2008 – May 2011) Member, Board of Directors and Chair, Marketing/PR Committee, Chair, Executive Search Committee.

Danspace Project (July 1997 – May 2005)

Member of the Board of Directors and co-chair of an annual, highly successful fundraising gala for five years

Luxury Marketing Council (March 2006 – Present) Member and Designer/Moderator of the LMC's series, "The Marriage of Business & the Arts."

EDUCATION:

MFA – Performing Arts Administration – City University/Brooklyn College, NY

BFA – Dramatic Arts/Directing – Emerson College, Boston, MA

TESTIMONIAL REFERENCE:

Joseph V. Melillo, Executive Producer Emeritus, Brooklyn Academy of Music

You engage Peter for a unique service. His talent resides in accepting the professional assignment with a client but providing an immersive examination of the endeavor and offering various options for goals and objectives far beyond what is initially thought for the endeavor. Peter sees opportunities, implications, and connections. This kind of creativity and business acumen is rare in the communications industry. Success in his professional endeavors is achieved with efficiency and effectiveness.

Carol Brown, President Emeritus, Pittsburgh Cultural Trust & Heinz Endowments Trustee

Peter's management of the Pittsburgh Cultural Trust's strategic national communications program, working on behalf of the Trust and the Heinz Endowments, was extraordinary. His understanding of cultural enterprises, creative thinking, strategic planning, and capacity for detailed program execution achieved results beyond our expectations. Additionally, he possessed a keen comprehension and practical application of the Trust's activities so that they could be viewed as enlightened public policy. The Trust re-engaged Pittsburgh's political and media decision-makers in public dialogue and witnessed them become proactive advocates of our efforts. These actions were the direct result of Peter's work and his efforts.

Lori Dernavich, Leadership Advisor/Executive Coach, Life Sciences, Deep & High Tech

"I met Peter through the Luxury Marketing Council and his curated series, "The Marriage of Business and the Arts." Peter's professional strength is his spirited assessment and thorough forensic analysis of anything he sets his sights on. He has an uncanny awareness of the subject's potential value and relevance. He can incorporate the client's narrative within today's business and cultural environment. I love Peter's ability to turn even the smallest or obscure bit of information into a new, fresh, and compelling story, benefiting the bottom line."

Bruce Whitacre, Executive Director, Theatre Forward

Peter guided us through our renaming and launching of a critical research piece in 2015. We worked closely together over six months to prepare a launch video, engage thought leaders, and host a launch event in New York in October 2015. Peter was strategic, persistent, hard-working, committed to our efforts, and indispensable to our projects' success. He leveraged many critical contacts as we put our program together and offered constant valuable advice. His press contacts enabled us to achieve national visibility. He is a professional, creative, dynamic support to institutional and subject matter communications.

Gregory J. Furman, Founder & Chairman, The Luxury Marketing Council

Peter "walks on water." For me, it was a click' from our first meeting, so much so that he is a partner with honorary membership in The Luxury Council and architect of our "Marriage of Business and The Arts" series. Peter's many gifts include his in-depth understanding of the "culture" of the luxury industry sector and how to make the arts world a viable 'working' partner for brand awareness and customer appreciation. His considerable assets include his creative ability to think strategically, always with the big picture in mind, and his appreciation of the day-to-day business imperatives of top management. He is an intelligent deal-maker who can understand and keep a sharp eye on "measures of success," qualitative and quantitative. Peter is highly resourceful and has a most impressive network of top management folks who think as highly of him as I do and will return his calls in a New York minute. He possesses media and marketing savvy, has a great sense of humor, and is fun to work with. I am grateful to count Peter as a friend and trusted advisor. Since we first met, I routinely sought his counsel and have always trusted, respected, and relied on his good judgment, both business-wise and personally.



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

60 PLEASANT STREET - P.O. BOX 550
NEWBURYPORT, MA 01950
978-465-4413 PHONE
MAYOR@CITYOFNEWBURYPORT.COM

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

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
2024 FEB - 6 P 4: 00

I hereby appoint, subject to your approval, the following named individual as the Cultural Council liaison to the Public Art Committee. This term will expire on March 1, 2027.

Cynthia Schartman
12 Market Street
Newburyport, MA 01950

Cynthia Schartman
12 Market Street
Newburyport, MA 01950

City of Newburyport
60 Pleasant Street
Newburyport, MA 01950

January 25, 2024

To Whom It May Concern:

Respectfully I submit my resume for your consideration for a position on the Newburyport Public Art Committee. It is through my volunteer work with the Newburyport Cultural Council that I am aware of this committee. I would like to represent the interests of the Cultural Council as well as offer experience and insight from my professional work and my various other Newburyport involvements.

Prior to my awareness of this committee, I had enrolled in the New England Foundation for the Arts Making It Public (MIP) workshop. I did so because it is my belief that public art may be among the most potent yet nonconfrontational ways to both reflect and engage community. Given the opportunity, I would enjoy sharing content from MIP with the NBPT Public Art Committee.

Thank you for your consideration,

A handwritten signature in black ink that reads "Cindy Schartman". The signature is written in a cursive, flowing style.

Cindy Schartman

Cynthia Schartman

12 Market Street, Newburyport, MA 01950

ARCHITECTURE

Andrew Sidford Architects, Senior Associate

Newburyport, MA (2004 – Present)

- Design Development, Project Management, Sourcing and Detailing
- Design Direction and Mentoring of Junior Staff
- Marketing and Business Development

Past: **Woodman Associates Architects, Designer** Newburyport, MA (2002– 2004),
Benjamin Nutter Associates Architects, Designer Topsfield, MA (2000 – 2003)
Stopfel, Inc. Architects, Designer Boston, MA (May 2000 – October 2000)
O’Neil & Manion Architects, Designer Bethesda, MD (January 1999 - May 2000)

CULTURAL INSTITUTIONS

Museum of New Art / Portsmouth

Curatorial Committee (2020 to present)

Exhibit Development and Design

National Museum of American History, Howard Revis Design, National Museum of Health and Medicine, AIA Headquarters Gallery, New England Folklife Center, Very Special Arts Gallery, Cremona Foundation Collection of Nonconformist Art (1991-1999)

Architectural Preservation

Historic Port Tobacco, MD & L’Abbaye Moncel, Pontpoint, France (1992-1993)

EDUCATION

The George Washington University, Washington, DC, M.A. Museum Studies
Interdisciplinary program: Design, Anthropology and Architecture. Spring 1997
Graduate Fellowship. Spring 1997

St. Mary’s College of Maryland, BA History, Studio Art Minor, 1991
Archaeology Field School, Historic St. Mary’s City, MD. Summer 1990
Centre for Medieval and Renaissance Studies, Oxford, England, 1989

Massachusetts Cultural Council Professional Development Grant

New England Foundation for the Arts Conference, Fall 1999

EXTRA CURRICULAR

Local Cultural Council, Newburyport, MA, Member (2021 to present)
Outdoor Sculpture at Maudslay, Newburyport, MA, Participant (2018 to present)
Tinkerhaus, Newburyport, MA, Board Member (2018-2022)
2 Rivers Pottery Studio, Byfield, MA, Student (2022 to present)
Newburyport Holiday House Tour, Newburyport, MA, Volunteer (2016 to present)



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

60 PLEASANT STREET - P.O. Box 550
NEWBURYPORT, MA 01950
978-465-4413 PHONE
MAYOR@CITYOFNEWBURYPORT.COM

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

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
2024 FEB -6 P 4:00

I hereby appoint, subject to your approval, the following named individual as the Cultural Council liaison to the Public Art Committee. This term will expire on March 1, 2027.

Paula Estey
3 Pine Street
Newburyport, MA 01950

To The City of Newburyport
Letter of Intent for The Public Art Committee
January 25, 2024

From:
Paula Estey, Executive Director of The PEG Center
3 Harris Street
Newburyport, MA 01950

Having been part of the committee that helped create our City's Public Art policy, it is my sincere interest to now serve as a member of The Public Art Committee. I feel that my decades of experience as an art curator and independent art contractor will bring with it an understanding and knowledge about the process of public art commissions and projects as well as a unique creative viewpoint to the process. I thank you for considering me to be part of this important cultural committee at such an expansive time in our City's history.

Paula Estey

Paula Estey
3 Pine Street
Newburyport, MA 01950
978-376-4746
paulaestey@thepegcenter.org
www.thepegcenter.org

Founder, Executive Director

The PEG Center for Art and Activism nonprofit organization 501c3

3 Harris Street

Newburyport, MA 01950

2014 to present

- Curate multiple exhibitions per year
- Create and coordinate community events
- Off-site art locations throughout the region
- Collaborate with other nonprofits to create programming, events and educational opportunities

Founder, The Women in Action Huddle of Greater Newburyport

3 Harris Street

Newburyport, MA 01950

2017- present

- Leader of women's activist and support group
- Responsible for speakers, events, initiatives, including the Edible Avenue of Indigenous Plants on a section of Newburyport's Rail Trail
- Responsible for liaison between activist groups in our area and the Huddle
- Organize marches, gatherings for climate causes
- Manages garden plots along The Clipper City Rail Trail, one of which grows food for First Parish Food Pantry
- Liaisons volunteer opportunities with other nonprofit organizations

Independent Art Contractor

2008-2012

- Responsible for pop-up art events throughout Metro Boston and Essex County
- Showcased the works of more than 100 artists to creative venues, from existing art venues to restaurants and event halls
- Curated, installed and produced art pop ups from inception to completion

Artist in Residence, Unity on the River Spiritual Center

2000-2008

58 Macy Street

Amesbury, MA 01913

- Produced two major collections for the center's permanent archives
- Taught multiple creative and spiritual classes
- Taught painting
- Facilitated Julia Cameron's "The Artist's Way" more than ten times to hundreds of participants
- Created and ran the Unity Art Gallery for ten years, producing more than 50 shows open to the public

Founder/Owner Paula Estey Designs

1995-2000

13 Cedar Street

Amesbury, MA 01913

- Wholesale functional pottery business, employing up to twelve people
- Responsible for five new design series per year
- Responsible for attending wholesale shows in Boston, New York and Philadelphia
- Clients included QVC and Nordstrom

Education

Goddard College, Plainfield, VT 1972-1975

Pingree School, South Hamilton, MA Graduated 1971

- President of the Student Council, 1970 & 1971



CITY OF NEWBURYPORT
GIFT ACCEPTANCE FORM

Ordered, that, the City of Newburyport accepts the following grant in accordance with M.G.L. Chapter 44, Section 53A:

Date of Gift:	11/17/2023	
City Department:	Mayor's Office	
Staff Contact:	Kim Turner, Manager of Special Projects	
<i>Gift Overview</i>		
Gift Type:	Monetary	
Donor:	The Mayor Gayden W. Morrill Charitable Foundation	
Purpose:	See attached funding directive.	
Gift Amount:	\$110,000.00	
<i>For Office Use Only</i>		
City Council Packet Date:	11/27/2023	
Emergency Measure?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Councillor Sharif I. Zeid

In City Council November 27, 2023:

Motion to refer ORDR00515 to Community Services by Councillor Zeid , seconded by Councillor McCauley. Roll call vote. 10 yes, 1 no (Lane). Motion passes.

In City Council December 11, 2023:

Motion to collectively invoke Rule 7H for ORDR00515 and ORDR00474 by Councillor McCauley, seconded by Councillor Preston. 10 yes, 1 present (Lane). So voted.

**ROBERT D. MORRILL
8396 SW SNAPDRAGON COURT
STUART, FLORIDA 34997**

November 17, 2023

**Hon. Sean R. Reardon, Mayor
City of Newburyport
60 Pleasant Street
Newburyport, Massachusetts 01950**

Re: Morrill Foundation Funding Directive

Dear Mr. Mayor,

This letter is to confirm that The Mayor Gayden W. Morrill Charitable Foundation will contribute \$110,000.00 to the City for next year, 2024.

The foundation appreciates the City prioritizing The Bartlet Mall. It's historical record and being a focal point within the City, raises it's importance to the highest level.

During the summer, I noticed a large maple tree at the bottom of the slope along High street at the Bartlet Mall. Last year the foundation designated \$37,000.00 for continuing the slope's restoration at that particular location. That allocation needs to change. It will therefore be redirected to the Mall's granite seating.

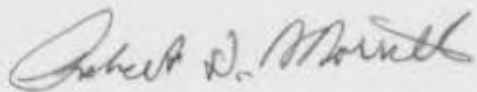
Kim kindly noted on page 8 of the Annual Report that \$2,053.46 was not used for the door on Atkinson Commons Maintenance Building. That money will also be redirected to the Mall's granite seating.

In summary, the foundation is directing a total of \$149,053.46 to be used for the Bartlet Mall's granite seating.

I know that the City Council will have to formally accept these funds at its December meeting. Kindly advise all trustees of their acceptance with the original acceptance letter to our treasurer, Mrs. Julia Morrill Sweet, a check will then be issued for the next year.

In the meantime, we hope that all in Newburyport will have a wonderful Thanksgiving, a Blessed Christmas, and a safe, joyous and prosperous New Year.

Sincerely,

A handwritten signature in cursive script that reads "Robert D. Morrill". The signature is written in dark ink and is positioned above the printed name.

Robert D. Morrill

cc: James Astle Morrill, Julia Morrill Sweet, James Gayden Morrill, Mary Haslinger, Kimberly Turner, Ted Boretti, Ethan Manning, Jack Grady

Committee Items – March 11, 2024

Planning & Development

In Committee:

- APPT00466_02_12_2024 Larry Giunta 139 Crow Lane
Newburyport Associate Member
Zoning Board of Appeals 7/31/2027
- *Confirmatory* APPT00474_02_12_2024 Dennis Morel 83 Bow Ridge Rd.
Lynn Building Inspector 2/15/2027
- *Re-Appointment* APPT00475_02_12_2024 Kevin Wallace 40 Oak St.
Newburyport Fruit Street Local
Historic District Commission 3/15/2027
- *Re-Appointment* APPT00476_02_12_2024 Robert Currier 3 Summit Pl.
Newburyport Affordable Housing
Trust 3/15/2026
- *Re-Appointment* APPT00477_02_12_2024 Andrew Port 61 Water St.
Newburyport Director of Planning
& Development 3/15/2026
- APPT00478_02_12_2024 Edward Noymer 8 Lucey Dr.
Newburyport Historical
Commission 3/15/2027



CITY OF NEWBURYPORT

OFFICE OF THE MAYOR

SEAN R. REARDON, MAYOR

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2024 FEB -7 A 10:00

60 PLEASANT STREET - P.O. Box 550

NEWBURYPORT, MA 01950

978-465-4413 PHONE

MAYOR@CITYOFNEWBURYPORT.COM

To: President and Members
of the City Council

From: Sean R. Reardon, Mayor

Date: February 12, 2024

Subject: Appointment

I hereby appoint, subject to your confirmation, the following named individual as a member of the Zoning Board of Appeals. This term will expire on July 31, 2027.

Larry G. Giunta, Jr.
139 Crow Lane
Newburyport, MA 01950

Larry G. Giunta, Jr.
139 Crow Lane
Newburyport, MA 01950
978-462-5046
LARRYGIUNTA12@GMAIL.COM

Experience

2014- Present

HVAC Sales Manager

The Granite Group- Concord, NH

- Responsible for growth of HVAC products within New England.
- Support territory managers with the sales of HVAC products.
- Provide staff and contractor training on HVAC products and promotions.
- Management of HVAC inventory throughout company.

2008- 2014

Territory Manager

Homans Associates, Inc. - Wilmington, MA

- Responsible for maintenance and growth of HVAC and mechanical insulation business within Eastern Massachusetts.
- Duties include management of existing customers, cultivating new business opportunities and providing product support and training seminars for contractors.

2006- 2008

Sales Representative

Simmons Plumbing & HVAC- Seabrook, NH

- Responsible for management of all sales and marketing components of a HVAC and plumbing company.
- Duties included management of sales personnel as well as obtaining sales within a defined territory.

2001- 2006

Sales Representative

Central Cooling and Heating, Inc. - Woburn, MA

- Responsible for sales of residential heating, ventilation and air conditioning within a defined territory.
- Duties included selection and ordering of equipment, scheduling installations and hiring of subcontractors.
- Honored three times as the company's top salesperson.

2000-2001

Service Coordinator

American Refrigeration, Inc. - Woburn, MA

- Supervised a service department of twenty technicians. Responsibilities included scheduling, estimating, ordering of parts and maintaining stock room inventories.
- Review of weekly billing, timecards and issuing purchase orders.

1999-2000

Service Coordinator

Max Sontz Company, Inc. - Lynn, MA

- Supervised a service department of ten technicians.
- Responsibilities included scheduling, estimating, ordering of parts and maintaining stock room and truck inventories.
- Processed service department billing, service contracts and purchase orders.

1995-2000

Service Technician

Max Sontz Company, Inc. - Lynn, MA

- Duties included the service, installation and replacement of residential and commercial air conditioning and heating systems.

Education

1995

Northeast Institute of Industrial Technology- Boston, MA

Certificate of Achievement: Heating, Ventilation, Air Conditioning and Refrigeration Cumulative G.P.A. 3.67

1992

Salem State College- Salem, MA

Bachelor of Science

Accreditations

Massachusetts Licensed Refrigeration Technician #20494

E.P.A. Refrigeration Recovery License #014646682

Massachusetts Licensed Oil Burner Technician #31227

Massachusetts Sheet Metal License #2172

Community Activity

1996-2011

Newburyport Youth Lacrosse Coach

2011- 2014

Member of the Newburyport School Building Board

-Bresnahan Elementary School

-Nock / Molin Middle School

2014- 2020

Newburyport City Council- Ward 5 City Councilor

- Chairman of Joint Education subcommittee

- Member of Public Safety subcommittee

- Member of Rules subcommittee

2021-Present

Newburyport Retirement Board

- Board Appointee, 5th Member

- Voted in by the members of the Retirement Board



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

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2024 FEB -7 A 11:56

60 PLEASANT STREET - P.O. BOX 550
NEWBURYPORT, MA 01950
978-465-4413 PHONE
MAYOR@CITYOFNEWBURYPORT.COM

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

I hereby re-appoint, subject to your approval, the following named individual as Building Inspector. This term will expire on February 15, 2027.

Dennis Morel Jr.
83 Bow Ridge Road
Lynn, MA 01904

A handwritten signature in black ink, appearing to read "Sean R. Reardon".



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

60 PLEASANT STREET - P.O. BOX 550
NEWBURYPORT, MA 01950
978-465-4413 PHONE
MAYOR@CITYOFNEWBURYPORT.COM

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
2024 FEB -6 P 1:55

To: President and Members of the
City Council

From: Sean R. Reardon, Mayor

Date: February 12, 2024

Subject: Re-Appointment

I hereby re-appoint, subject to your approval, the following
named individual as a member of the Fruit Street Local
Historic District Commission. This term will expire on
March 15, 2027.

Kevin Wallace
40 Oak Street
Newburyport, MA 01950

Kevin Wallace
40 Oak Street
Newburyport, MA 01950
978.423.8771
Kmwallace01@comcast.net

Realtor REALTY ONE GROUP NEST , Newburyport, MA	2023-Present
Realtor, Sales Manager RE/MAX On the River , Newburyport, MA	2012-2023
Realtor Stone Ridge Properties , Newburyport, MA	2001-2012
Licensed Property and Casualty Salesperson Arthur S. Page Insurance , Newburyport, MA	1989-2001

I became a licensed Real Estate Sales person in 2001, bringing with me 10 years of experience and expertise as a local insurance agent. Prior to my career in insurance, I worked for a greater Boston financial institution as a residential mortgage lender and construction loan officer, making my move to real estate a natural transition. Having strong roots in the community, I am a past Director and past President for both the Greater Newburyport Association of Realtors and currently serve as the Treasurer for the North Shore Association of Realtors. I am a past Director for the Massachusetts Association of Realtors and served as a Focus Area Vice President for Professional Development and Technology. In addition, I was a member of the Newburyport Kelly School Re-Use Committee and a current member of the Fruit Street Historic District Commission. I have held past posts as Chairman of the Newburyport License Commission for 11 years, Chairman and Director of the Newburyport Maritime Society for 6 years and Board Member of the Greater Newburyport Chamber of Commerce & Industry and the Northern Essex Mental Health Center.



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

60 PLEASANT STREET - P.O. Box 550
NEWBURYPORT, MA 01950
978-465-4413 PHONE
MAYOR@CITYOFNEWBURYPORT.COM

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
2024 FEB - 1 P 3:29

To: President and Members of the
City Council

From: Sean R. Reardon, Mayor

Date: February 12, 2024

Subject: Re-Appointment

I hereby re-appoint, subject to your approval, the following named individual as a member of Affordable Housing Trust. This term will expire on March 15, 2026.

Robert Currier
3 Summit Place
Newburyport, MA 01950

A handwritten signature in black ink, appearing to read 'Sean R. Reardon'.

January 30, 2024

To Whom it May Concern,

It is my sincere pleasure to be re-appointed to the Affordable Housing Trust. I am deeply committed to finding attainable and creative housing solutions in my community. I believe my extensive experience with Stratford Capitol Group gives me a unique perspective on the financing dynamics on this challenging but imperative endeavor.

Thank you in advance for your consideration and I look forward to working with the committee.

Sincerely,

Robert M. Currier

Robert M. Currier

3 Summit Place

Newburyport

Robert M. Currier
3 Summit Place
Newburyport, Massachusetts 01950
E-mail: robertmcurrier@gmail.com
978-270-3555

Summary

I served on the Newburyport Redevelopment Authority from 1982 to 1992. I was a member of the integral team that supervised the redevelopment and restoration of our city. I continue to be the proprietary agent for my company, Municipal Advisory Services, which provides permitting research and advice for housing development. I also served on the Newburyport Historical Commission from 1978-1982. I am passionate about finding creative solutions for affordable housing in our community.

EDUCATION

California State College at Hayward 1968 Bachelors in Economics and History

EXPERIENCE

Municipal Advisory Services 1985 to Present

Provides permitting research and consulting for commercial and industrial real estate development.

Stratford Capitol Group 1999-2023

Procured properties for affordable housing development.

Hold a current Massachusetts Real Estate brokerage License

RELATED SKILLS

I have a deep commitment to finding solutions to affordable housing in my community. My experience working with Stratford Capitol Group has helped me gain a keen understanding of the intricacies of the financing dynamic of affordable housing.

REFERENCES UPON REQUEST



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978-465-4413 PHONE
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

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

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

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

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

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

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

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)

- 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)

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

COMPUTER PROFICIENCY

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

PERSONAL INTERESTS

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

REFERENCES

Available upon request.



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

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
2024 FEB -8 P 2:05

60 PLEASANT STREET - P.O. BOX 550
NEWBURYPORT, MA 01950
978-465-4413 PHONE
MAYOR@CITYOFNEWBURYPORT.COM

To: President and Members of the
City Council

From: Sean R. Reardon, Mayor

Date: February 12, 2024

Subject: Appointment

I hereby appoint, subject to your approval the following named individual as a member of the Historical Commission. This term will expire on March 15, 2027.

Edward Noymer
8 Lucey Drive
Newburyport, MA 01950

**APPOINTMENTS
FIRST READING**

EDWARD NOYMER

(978) 361-7830 ♦ Newburyport, MA 01950 ♦ ednoymer@gmail.com ♦ www.linkedin.com/in/ednoymer/

ACCOUNT MANAGER

Accomplished sales professional that excels at selling contact center applications and complex IT solutions and Services. Demonstrated success covering a large territory, selling into multiple vertical markets and leading new product introductions. Proficient in leading the development of new and custom applications. Skilled at building relationships with decision makers and presenting to executives. Expertise in complex and multi-vendor environments.

KEY COMPETENCIES

- Developing executive relationships
- Utilizing consultative sales skills
- Working with alliance partners
- Negotiating agreements
- Introducing new offerings to market
- Managing relationships at all Levels
- Leading complex opportunities
- Guiding internal resources

PROFESSIONAL EXPERIENCE

Avaya, Inc. – Andover, MA

2017 – 2018

Senior Account Manager

Sold Avaya Professional Services for Unified Communications and Contact Center Solutions in New England and New York. Partnered with Channels, Account Managers and Sales Engineers to qualify, define and deliver professional services, including discovery sessions, installation and custom application development. Collaborated with delivery teams to develop and present Statement of Work (SOWs).

- Closed third largest professional services deal for Avaya North America in Q1 for \$500K.
- Increased region bookings for custom Professional Services for Contact Center and UC by 50%.
- Developed \$8 Million pipeline of all Professional Services including packages and security services.
- Managed multiple third-parties to close business in order to meet customer requirements.

Sonus Networks – Westford, MA

2014 – 2016

Senior Account Manager

Developed and managed enterprise sales directly and through channel partners in the east region with a practice or concentration in, Unified Communications, Contact Center, and SIP Trunking. Led channel and enterprise sales for Session Border Controllers (SBCs), which provided security and interoperability. Directed joint sales activities with partners. Engaged in direct positioning products and solutions with end user customers in multiple vertical markets.

- Increased east region revenue generating fivefold; achieved 108% of quota.
- Recruited and developed six new channels into consistent revenue generating partners.
- Negotiated and signed agreements with three of the major DMR's, turning them into revenue generating relationships.
- Launched one national channel to revenue generating state with full accreditation.
- Sold first enterprise Monitoring as a Service (MaaS) customer.

Verizon Enterprise Solutions – Andover, MA

2013 – 2014

Senior Client Executive

Sold Verizon Enterprise Solutions offerings consisting of Network, Cloud, Security Services, Contact Center, and Unified Communications.

- Achieved 105% of quota.
- Closed deal for new Fiber Network for with major health insurance company.
- Expanded MPLS network for leading multi-site medical practice.
- Renewed multi-year contract for Security Services contract with a multinational pharmaceutical.

Enterprise Account Manager, 2009- 2013

Managed direct and channel sales in the east for media gateway and SBC products along with associated professional services. Recruited and managed channel partners. Conducted high touch direct sales. Initiated and managed regional alliance with Microsoft and Genesys to develop pipeline and close business for unified communications and contact center solutions.

- Recruited and developed nine new revenue producing channel partners.
- Achieved 128% of quota in 2012.
- Collaborated with HP and Microsoft to close largest deal for Lync deployment, valued at \$800K.
- Developed and secured the first major contact center win at Ticketmaster with Genesys.
- Achieved 110% of quota by generating more than \$5M sales to enterprise customers in the Eastern Region in 2010.
- Closed first customer for Network Readiness Assessment as a professional service offering in 2012 that launched a new offer and revenue stream.

OEM Account Manager, 2005 - 2009

Pursued and developed new accounts as design wins, managed existing accounts, penetrated and grew existing accounts with new products.

- Managed largest CPE OEM customer by doubling revenue to \$3M, increased product SKU's 30%.
- Initiated Interactive Intelligence IP PBX relationship, resulting in revenue of \$1M.
- Design win with Aspect, including private labeling multiple configurations, peaking at \$750K annually.
- Exceeded quota each year; annual quota range \$4.1M – \$4.6M.

Excel Switching – Andover, MA

2003 – 2005

Sales Director

Sold open service platforms deployed as differentiated media gateways, media servers, and signaling servers for service providers as an enhance service platform. Managed direct and channel sales to Service Providers, ASP's and Application Developer / VARs.

- Closed three new design account wins in first 12 months, leading North American sales in new business.
- Achieved 105% quota objective during 2004.
- Generated \$1.8 million in revenue in 2003.

PRIOR RELEVANT CAREER HISTORY

Cisco Systems – Chelmsford, MA

Account Manager

EDUCATION

Bachelor of Science - Business and Economics
Lehigh University