

CITY COUNCIL MEETING

AGENDA

March 25, 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**
- 5. PUBLIC COMMENT**
- 6. MAYOR'S COMMENT**

- ORDR00549_03_25_2024 Handicapped Space-Auburn St. at High St. (PW&S)
- COMM00546_03_25_2024 Extended Employee Parking in Green St. Lot (PW&S)
- ORDR00550_03_25_2024 Gift Acceptance \$800 Port Parks Alliance to DPS-Parks Division (B&F)

CONSENT AGENDA

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

- 7. APPROVAL OF MINUTES**
March 11, 2024

(Approve)

- 8. COMMUNICATIONS**

- APPL00189_03_25_2024 Flag Day 5K Saturday, June 15th 12pm-8pm Cashman Park (L&P)
- APPL00190_03_25_2024 Chamber of Commerce Spring Fest Saturday, May 25th & Sunday, 26th
10am-4pm Waterfront Park (L&P)
- APPL00191_03_25_2024 Chamber of Commerce Car Show Thursday, August 8th 5pm-8pm
State St., Inn St., Pleasant St., Unicorn St. (L&P)
- APPL00192_03_25_2024 Chamber of Commerce Fall Fest 1Saturday, October 12th & Sunday, October 13th
10am-4pm Waterfront Park (L&P)

- 9. TRANSFERS**

- TRAN00186_03_25_2024 Harbormaster: Harbormaster Retained Earnings \$25,000 to
Harbormaster Equipment \$25,000 (B&F)
- TRAN00187_03_25_2024 Police: Police MIS/Communications \$6,500 to HR Assessment Center \$6,500 (B&F)

- 10. APPOINTMENTS**

- APPT00482_03_25_2024 Barbara Riley 12 Riverview Dr. Conservation Commission 5/1/2027 (P&D)

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

BUDGET& FINANCE

- TRAN00184_03_11_2024 City Clerk: General Fund Free Cash \$15,000 to Elections \$15,000
- ORDR00543_03_11_2024 Gift Acceptance Friends of NBPT Trees \$6500

GENERAL GOVERNMENT

- COMM00542_03_11_2024 Municipal Buildings Report

LICENSES & PERMITS

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

PLANNING & DEVELOPMENT

- *Re-Appointment* APPT00480_03_11_2024 Joe Carper 8 Fruit St. Fruit St. Local 4/15/2027
Newburyport Historic District Commission
- COMM00545_03_11_2024 Memo RE: Zoning Advisory Group (ZAG) & MBTA Communities (COTW)

PUBLIC WORKS & SAFETY

- APPT00481_03_11_2024 David J. Vance 10 Pleasant View Ave. Special Police
Merrimac Officer with the
NPD
- ORDR00542_02_26_2024 Crosswalk on Turkey Hill at Hale St
- COMM00539_02_26_2024 Merrimack Valley Regional Transit Authority Route Changes Memo &Map

END OF CONSENT AGENDA

REGULAR AGENDA

9. MAYOR'S UPDATE

10. FIRST READING APPOINTMENTS

11. COMMUNICATIONS

12. TRANSFERS

13. SECOND READING APPOINTMENTS

14. ORDERS

- ORDR00547_03_25_2024 Gift Acceptance \$4500 City Improvement Society
- ORDR00548_03_25_2024 Gift Acceptance \$1,681.60 City Improvement Society

15. ORDINANCES

16. COMMITTEE ITEMS

Budget & Finance

In Committee:

- TRAN00184 03 11 2024 **City Clerk: General Fund Free Cash \$15,000 to Elections \$15,000**
- ORDR00543 03 11 2024 **Gift Acceptance Friends of NBPT Trees \$6500**
- ORDR00545_03_11_2024 School Security Upgrades Lease Order \$731,343.00 (COTW)
- ORDR00546_03_11_2024 Harbormaster Dept. Season Dock Permit Fee
- TRAN00185_03_11_2024 Mayor: ARPA State & Local Fiscal Recovery Funds \$282,653.87 & Joppa Park Walkway \$30,487.91 to Lower Atkinson Common Improvements \$313,141.78 (COTW)

Community Services

In Committee:

- APPT00479_03_11_2024 Karen M. Cullinane 88 Federal St. Library Board of 4/15/2031
Newburyport Directors
- 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:

- COMM00542 03 11 2024 **Municipal Buildings Report**
- ORDR00527_01_08_2024 Council Rules 2024
- ORDR00544_03_11_2024 Ward 1P Polling Location Change

Licenses & Permits

In Committee:

- APPL00186 03 11 2024 **Love Local Newburyport - Runway for Recovery 5/9/2024 3-9pm Inn Street**
- APPL00187 03 11 2024 **The Basin Apparel Company Tent on Water Street**
- APPL00188 03 11 2024 **Newburyport Arts & Culture Shanties Pop-Up Park**
1/1/24-12/31/24 12pm-8pm

Planning & Development

In Committee:

Re-Appointment

- APPT00480 03 11 2024 **Joe Carper 8 Fruit St. Fruit St. Local 4/15/2027**
Newburyport Historic District
Commission
- COMM00545 03 11 2024 **Memo RE: Zoning Advisory Group (ZAG) & MBTA Communities (COTW)**
- 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
- ODNC00166_03_11_2024 Amend Ch 5-65 Specialized Energy Code

Public Works & Safety

In Committee:

- APPT00481 03 11 2024 David J. Vance 10 Pleasant View Ave. Special Police
Merrimac Officer with the
NPD
- ORDR00542 02 26 2024 Crosswalk on Turkey Hill at Hale St
- COMM00539 02 26 2024 Merrimack Valley Regional Transit Authority Route Changes Memo & Map
- COMM00527 01 08 2024 Letter from Philip Cootey
- COMM00533 02 12 2024 Middle Street Plummer Spring Bridge - Proposed next steps
- COMM00538 02 26 2024 Plummer Spring Bridge Memo
- COMM00544 03 11 2024 Email from Laurie O'Donnell re Flooding at 29 Marquand Lane
- ORDR00449 04 24 2023 Approving Shared Streets Grant, High Street Traffic Calming

17. GOOD OF THE ORDER

18. ADJOURNMENT

LATE FILE ITEMS

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

March 25, 2024

AN ORDER TO ADD A NEW HANDICAPPED PARKING SPACE PURUSANT TO SECTION 166 (AMENDMENT, ADDITION AND DELETION BY ORDER) OF CHAPTER 13 (TRAFFIC AND MOTOR VEHICLES) OF THE MUNICIPAL CODE

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

Chapter 13	Traffic and Motor Vehicles
Article 4	Specific Street Schedules
Division 6	Stopping, Standing and Parking
Section 13-179	Handicapped Zones

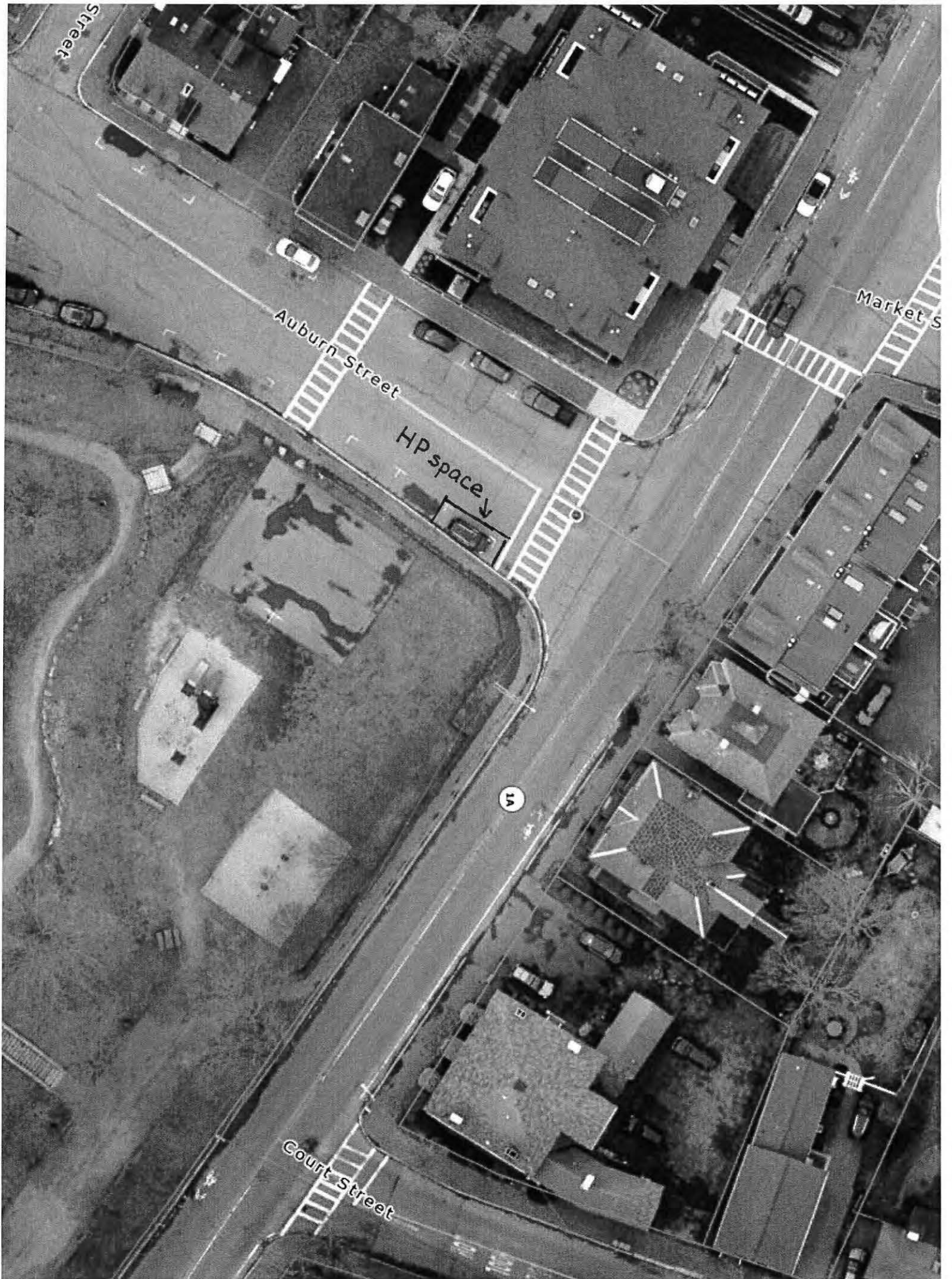
Amend Section 13-179 by inserting a new line, as follows, with deletions ~~double-stricken-through~~, and additions double-underlined:

No person, without a duly authorized handicapped vehicle registration or placard, as described in M.G.L.A. c. 90, § 2 shall park a vehicle in any of the following described parking spaces as designated by signs and symbols:

Auburn Street

One (1) space on easterly side of Auburn Street at the intersection of High Street.

Councillor Jennie Donahue





CITY OF NEWBURYPORT

MASSACHUSETTS

CITY CLERK'S OFFICE

NEWBURYPORT CITY HALL

60 PLEASANT STREET • P.O. BOX 550

NEWBURYPORT, MA 01950

TEL: 978-465-4407 • FAX: 978-462-7936

RICHARD B. JONES

CITY CLERK

Memorandum

To: President and Members of the City Council

From: Richard B. Jones, Parking Clerk

Date: March 21, 2024

Re: Blue Dots in Green Street Lot; Council update

The Parking Advisory Committee has reviewed and approved a temporary parking proposal and the Committee has asked that I update the Council.

The Proposal was to temporarily designated 32 parking spaces in the Green Street lot by a blue dot and reserved for employee parking. The rationale is to provide temporary employee parking until the NRA East lot construction is completed on or about May 31, 2024.

These spaces are shown on the attached map.



Green Street

Central Wharf Way

Merrime

Blue Dot Area

40ft



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:	3/25/2024	
City Department:	DPS – Parks Division	
Staff Contact:	Michael Hennessey, Tree Warden	
<i>Gift Overview</i>		
Gift Type:	Monetary	
Donor:	Port Parks Alliance	
Purpose:	Restricted donation for planting of two trees at the entrance to Moseley Woods with approval from the Newburyport Tree Commission.	
Gift Amount:	\$800.00	
<i>For Office Use Only</i>		
City Council Packet Date:	3/25/2024	
Emergency Measure?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Councillor Sharif I. Zeid

Newburyport City Council
60 Pleasant Street Newburyport, MA 01950

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2024 MAR 25 A 8:16

Subject: **Restricted** Donor Gifts from the Port Parks Alliance

25 March 2024

Dear Councilors,

On behalf of the donors listed below please accept our check (#108) in the amount of \$800.00 in support of Newburyport Parks. This is a restricted contribution for two trees at the entrance to Moseley. Please deposit in City account #29929202-48300. **The trees are for Spring 2024; please expedite processing in City Council.**

Date of Donation	Donor Name/Method	Gift Restriction	Total Amount Given	Fees and PPA Op Expenses	Net Amount sent to City Council
25 Mar	J. McCarthy Saltbox	Moseley	\$825.00	\$25.00	\$800.00

Total \$800.00



Jim McCarthy
Treasurer
Port Parks Alliance
(978) 417-9373

CONSENT AGENDA

CITY COUNCIL MEETING

MINUTES

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** Remembering Rev. Helen Murgida
2. **PLEDGE OF ALLEGIANCE**
3. **CALL TO ORDER** 7:00pm the City Clerk called the roll; the following City Councillors answered present: McCauley, Preston (remote), Shand, Wright, Zeid, Donahue, Granas, Harman, Lane (remote) and Cameron. 10 present, 1 absent (Khan).
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 NPD
- 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)

Motion to waive the rules, accept late files APPT00479, APPT00480, APPT00481, ORDR00546, COMM00544 and refer to their respective committees by Councillor Zeid, seconded by Councillor McCauley. Roll call vote, 10 yes, 1 absent (Khan), motion passes.

5. **PUBLIC COMMENT**
6. **MAYOR'S COMMENT**

PRESENTATION – Specialized Energy Code

Councillor Khan present remotely during the presentation.

CONSENT AGENDA

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7. **APPROVAL OF MINUTES**

February 26, 2024

(Approve)

8. **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)

9. 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

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

END OF CONSENT AGENDA

- APPL00188_03_11_2024 to be removed from the consent agenda at the request of Councillor Zeid. Motion to approve the consent agenda as amended and to receive and file the mayor’s update by Councillor Zeid, seconded by Councillor Harman. Roll call vote. 10 yes, 1 absent (Khan)

REGULAR AGENDA

9. MAYOR'S UPDATE

10. FIRST READING APPOINTMENTS

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

Motion to waive the rules and approve in one reading to replace the incorrect dates of the same appointments in Community Services by Councillor Zeid, seconded by Councillor McCauley. Roll call vote, 10 yes, 1 absent (Khan), motion passes.

11. COMMUNICATIONS

- COMM00545_03_11_2024 Memo RE: Zoning Advisory Group (ZAG) & MBTA Communities
Motion to refer to Planning & Development and COTW by Councillor Zeid, seconded by Councillor Wright. Roll call vote, 9 yes, 1 no (Zeid), 1 absent (Khan), motion passes.
- APPL00188_03_11_2024 Newburyport Arts & Culture Shanties Pop-Up Park 1/1/24-12/31/24 12pm-8pm
Motion to refer to Licenses & Permits by Councillor Zeid, seconded by Councillor Wright. Roll call vote, 9 yes, 1 no (Zeid), 1 absent (Khan), 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*

Motion to approve by Councillor Zeid, seconded by Councillor Harman. Roll call vote, 9 yes, 1 no (McCauley), 1 absent (Khan), motion passes.

14. ORDERS

- ORDR00543_03_11_2024 Gift Acceptance Friends of NBPT Trees \$6500

Motion to collectively refer ORDR00543 Budget & Finance and ORDR00545 to Budget & Finance/COTW by Councillor Zeid, seconded by Councillor McCauley. Roll call vote, 10 yes, 1 absent (Khan), motion passes.

- ORDR00544_03_11_2024 Ward 1P Polling Location Change

Motion to refer General Government by Councillor Zeid, seconded by Councillor Shand. Roll call vote, 10 yes, 1 absent (Khan), motion passes.

- ORDR00545_03_11_2024 School Security Upgrades Lease Order \$731,343.00

Motion to collectively refer ORDR00543 Budget & Finance and ORDR00545 to Budget & Finance/COTW by Councillor Zeid, seconded by Councillor McCauley. Roll call vote, 10 yes, 1 absent (Khan), motion passes.

15. ORDINANCES

- ODNC00166_03_11_2024 Amend Ch 5-65 Specialized Energy Code

Motion to refer Planning & Development and COTW by Councillor McCauley, seconded by Councillor Harman. Roll call vote, 10 yes, 1 absent (Khan), motion passes.

16. COMMITTEE ITEMS

Budget & Finance

In Committee:

- TRAN00181 02 26 2024 Mayor: MYR DEI Coordinator \$25,000 to MYR DEI Initiatives \$25,000

Motion to approve by Councillor Zeid, seconded Councillor Harman. Roll call vote, 9 yes, 1 no (McCauley), 1 absent (Khan), motion passes.

- TRAN00182 02 26 2024 DPS: Water Retained Earning \$42,000 to Water OPM Services \$42,000

Motion to collectively approve TRAN00182 and TRAN00183 by Councillor Zeid, seconded Councillor Wright. Roll call vote, 10 yes, 1 absent (Khan), motion passes.

- TRAN00183 02 26 2024 DPS: Sewer Retained Earnings \$18,000 to Sewer OPM Services \$18,000

Motion to collectively approve TRAN00182 and TRAN00183 by Councillor Zeid, seconded Councillor Wright. Roll call vote, 10 yes, 1 absent (Khan), motion passes.

- ORDR00540 02 26 2024 Grant Acceptance Form Defibrillator Equipment Program

- ORDR00541 02 26 2024 Gift Acceptance Exchange Club \$600

Motion to collectively approve ORDR00540 and ORDR00541 by Councillor Zeid, seconded Councillor Wright. Roll call vote, 10 yes, 1 absent (Khan), motion passes.

Community Services

In Committee:

- | | | | | |
|-------------------------------|--------------------------|-------------------------------------|--|-------------------|
| • <u>APPT00463 02 12 2024</u> | <u>Andrea Weetman</u> | <u>183 High St. Newburyport</u> | <u>Community Preservation Act Committee</u> | <u>3/15/2027</u> |
| • <u>APPT00464 02 12 2024</u> | <u>Kristen Donahue</u> | <u>16 Olive St. Newburyport</u> | <u>Library Board of Directors</u> | <u>3/15/2027</u> |
| • <u>APPT00465 02 12 2024</u> | <u>Caroline McCarthy</u> | <u>4 Coombs Cir. Newburyport</u> | <u>Library Board of Directors</u> | <u>3/15/2027</u> |
| • <u>APPT00467 02 12 2024</u> | <u>Kim Turner</u> | <u>27 High St. Newburyport</u> | <u>Public Arts Committee</u> | <u>03/15/2025</u> |
| • <u>APPT00468 02 12 2024</u> | <u>Nicole Whelan</u> | <u>12 Lafayette St. Newburyport</u> | <u>Public Arts Committee</u> | <u>3/15/2025</u> |
| • <u>APPT00469 02 12 2024</u> | <u>Shanna Sartori</u> | <u>2 Garden St. Newburyport</u> | <u>Public Arts Committee</u> | <u>3/15/2025</u> |
| • <u>APPT00470 02 12 2024</u> | <u>Katherine Moran</u> | <u>9 Garden St. Newburyport</u> | <u>Public Arts Committee</u> | <u>3/15/2025</u> |
| • <u>APPT00471 02 12 2024</u> | <u>Peter Carzasty</u> | <u>35 Temple St. Newburyport</u> | <u>Public Arts Committee</u> | <u>3/15/2025</u> |
| • <u>APPT00473 02 12 2024</u> | <u>Paula Estey</u> | <u>3 Pine St. Newburyport</u> | <u>Cultural Council Liaison on Public Arts Committee</u> | <u>3/1/2027</u> |

- Confirmatory Cynthia 12 Market St. Cultural Council Liaison on 3/1/2027
APPT00472 02 12 2024 Schartman Newburyport Public Arts Committee

Motion to waive the rules and approve in one reading to replace the incorrect dates of the same appointments in Community Services by Councillor Zeid, seconded by Councillor McCauley. Roll call vote, 10 yes, 1 absent (Khan), motion passes.

Motion to approve APPT00463 by Councillor Preston, seconded by Councillor Zeid. Roll call vote, 9 yes, 1 no (McCauley), 1 absent (Khan), motion passes.

Motion to collectively approve APPT00464 and APPT00465 by Councillor Preston, seconded by Councillor Harman. Roll call vote, 10 yes, 1 absent (Khan), motion passes.

Motion to approve APPT00467 by Councillor Preston, seconded by Councillor Zeid. Roll call vote, 10 yes, 1 absent (Khan), motion passes.

Motion to collectively approve APPT00473 and APPT00472 by Councillor Preston, seconded by Councillor Harman. Roll call vote, 10 yes, 1 absent (Khan), motion passes.

- ORDR00515 11 27 2023 Gift Acceptance Morrill Foundation \$110,000

Motion to approve by Councillor Preston, seconded by Councillor Zeid. Motion to amend to include the language "The gift is accepted but appropriation is contingent upon the City Council receiving and approving a full funding plan and updated project specifications for the Bartlet Mall Project." by Councillor Zeid, seconded by Councillor Donahue. Roll call vote, 10 yes, 1 absent (Khan). Roll call vote, 7 yes, 3 no (McCauley, Wright, Lane), 1 absent (Khan)

- 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 Associate Member 7/31/2027
Newburyport Zoning Board of
Appeals
- Confirmatory Dennis Morel 83 Bow Ridge Building Inspector 2/15/2027
APPT00474 02 12 2024 Rd.
Lynn
- Re-Appointment Kevin 40 Oak St. Fruit Street Local 3/15/2027
APPT00475 02 12 2024 Wallace Newburyport Historic District
Commission
- Re-Appointment Robert 3 Summit Pl. Affordable Housing 3/15/2026
APPT00476 02 12 2024 Currier Newburyport Trust
- Re-Appointment Andrew Port 61 Water St. Director of 3/15/2026
APPT00477 02 12 2024 Newburyport Planning &
Development
- APPT00478 02 12 2024 Edward 8 Lucey Dr. Historical 3/15/2027
Novmer Newburyport Commission

Motion to collectively approve APPT00477 by Councillor Shand, seconded by Councillor Donahue. Roll call vote, 10 yes, 1 absent (Khan), motion passes.

- 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

Motion to adjourn at 9:10 PM by Councillor Zeid, seconded by Councillor Wright. Roll call vote, 10 yes, 1 absent (Khan), motion passes.

COMMUNICATIONS

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT SPECIAL EVENT APPLICATION

Tel.

2024 MAR 13 P 1:23

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

NAME OF EVENT: Flag Day 5KDate: Saturday June 15, 2024 Time: from 1200 hours to 2000 hoursRain Date: None Time: from _____ to _____2. Location*: Cashman Park

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

3. Description of Property: Soccer Field Public Private _____4. Name of Organizer: 1st Lt Derek Hines Soldiers Fund City Sponsored Event: Yes _____ No

Contact Person

Address: Steve Hines 54 Ferry Rd Newburyport Telephone: 617 799-6980E-Mail: hin57@comcast.net Cell Phone: _____Day of Event Contact & Phone: 617 799-69805. Number of Attendees Expected: 16006. MA Tax Number: Non Profit #26-075277. Is the Event Being Advertised? yes Where? Social media8. What Age Group is the Event Targeted to? All ages9. Have You Notified Neighborhood Groups or Abutters? Yes No _____, Who? _____**ACTIVITIES:** (Please check where applicable.) Subject to Licenses & Permits from Relevant City DepartmentsA. Vending*: Food Beverages Alcohol Goods _____ Total # of Vendors 4

*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 _____

FOR STREET CLOSURE OR ANY USE OF A PUBLIC WAY

PARADE _____

ROAD RACE XX _____

WALKATHON _____

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

1st Lt Derek Hines Soldiers Fund

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

Steve Hines. 617 799-6980

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

Steve Hines. 617 799-6980

4. Date of Event: Saturday June 15, 2024 Expected Number of Participants: 1400

5. Start Time: 1600 hours Expected End Time: 1730 hours

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

Sally Snyder Way right onto Merrimac, left up Jefferson, left on High, left at Kent, right onto Washington, left onto rail trail finishing back at Cashman.

7. Locations of Water Stops (if any): Jefferson St

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

9. Formation Location & Time for Participants: 1500 hours

10. Dismissal Location & Time for Participants: 1600 hours

11. Additional Parade Information:

• Number of Floats: _____

• Locations of Viewing Stations: _____

• Are Weapons Being Carried: Yes _____ No _____

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

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

CITY MARSHAL [Signature] CT. SIMONS 4 Green St.

FIRE CHIEF [Signature] DC 37-2024 0 Greenleaf St.

DEPUTY DIRECTOR [Signature] 16A Perry Way

CITY CLERK [Signature] 60 Pleasant St.

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

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: 2/13/24



REGISTRATION & RESERVATION HUB

Recreation, Youth Services,
City Parks & Facilities



Flag Day 5K

Permit #: NBPT Permit1498

Purpose: Flag Day 5K

Applicant:

1St Lt. Derek Hines Soldiers Fund
Steven Hines
54 FERRY RD
NEWBURYPORT MA 01950

Created By: Renee Ward

Created On: 3/8/2024 10:15:03 AM

Applicant Phone: (617) 799-6980

Location	Date	Times
Cashman Park - Baseball Field	Sat, June 15, 2024	06:00 AM - 09:00 PM
Cashman Park - Picnic Table Area	Sat, June 15, 2024	06:00 AM - 09:00 PM
Cashman Park - Soccer Field	Sat, June 15, 2024	06:00 AM - 09:00 PM
Clipper City Rail Trail	Sat, June 15, 2024	06:00 AM - 08:00 PM

Special Conditions

ALL PPWK SIGNED BUT NEEDS TO GO BEFORE PC

Standard Conditions - Cashman Park - Baseball Field

All invoices need to be approved and paid for before date of use. Completion of this request does not guarantee approval. You will receive an email notifying you of approval or denial of your request.

Standard Conditions - Cashman Park - Picnic Table Area

All invoices need to be approved and paid for before date of use. Completion of this request does not guarantee approval. You will receive an email notifying you of approval or denial of your request.

Standard Conditions - Cashman Park - Soccer Field

All invoices need to be approved and paid for before date of use. Completion of this request does not guarantee approval. You will receive an email notifying you of approval or denial of your request.

Standard Conditions - Clipper City Rail Trail

All invoices need to be approved and paid for before date of use. Completion of this request does not guarantee approval. You will receive an email notifying you of approval or denial of your request.

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

NEWBURYPORT SPECIAL EVENT APPLICATION

Tel.

Fax.

2024 MAR -7 P 5:54

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

NAME OF EVENT: GNCCI Spring Fest

Date: May 25th & 26th Time: from 10am to 4pm (both days)

Rain Date: NO Rain Date Time: from _____ to _____

2. Location*: Waterfront Park

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

3. Description of Property: Vendors at Waterfront Park Public Private _____

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

Contact Person Sarah Motzkin

Address: 19 Inn St, Newburyport Telephone: _____

E-Mail: events@newburyportchamber.org Cell Phone: 617-771-4431

Day of Event Contact & Phone: Sarah Motzkin 617-771-4431

5. Number of Attendees Expected: around 2k throughout the day

6. MA Tax Number: 83-2884007

7. Is the Event Being Advertised? Yes Where? emails, social media, website

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

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

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

A. Vending*: Food Beverages _____ Alcohol Goods Total # of Vendors 50

*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 _____ NO Stage

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

Other _____ Total # _____

Name of Carnival Operator: _____

Address: _____

Telephone: _____

N/A

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? 2-3
- b) How many recycling receptacles will you be providing? 2-3
- c) Will you be contracting for disposal of : **Trash** Yes ___ No X **Recycling** Yes ___ No X
- i. If yes, size of dumpster(s): **Trash** _____ **Recycling** _____
- ii. Name of disposal company: **Trash** _____ **Recycling** _____
- iii. If no, will you remove trash & recycling with organizers' cars or trucks? Yes X No ___
- iv. If no, where will the trash & recycling be disposed ? arranged w/ Newburyport Development

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 on location already

Name of company providing the portable toilets: _____

No Road Closures

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 [Signature] 4 Green St. FIRE CHIEF [Signature] 0 Greenleaf St.

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

HEALTH DIRECTOR [Signature] 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.

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

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

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(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.

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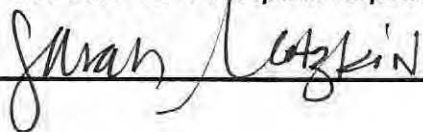
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(4) *Violation.* The non-criminal violation shall be one hundred dollars (\$100.00) for the first offense and two hundred fifty dollars (\$250.00) for second and subsequent offenses. Any non-criminal citations issued for violation(s) will be reported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

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

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

Signed: _____



Date: _____

1-15-24



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/16/2024

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: Select Department PHONE (A/C, No, Ext): 800-333-7234 E-MAIL ADDRESS: selectwork@easterninsurance.com	FAX (A/C, No): 781-586-8244
	INSURER(S) AFFORDING COVERAGE	
INSURED GREANEW-03 Greater Newburyport Chamber of Commerce Newburyport Chamber of Commerce 38 R Merrimac Street Newburyport MA 01950	INSURER A : PHILADELPHIA IND INS CO NAIC # 18058	
	INSURER B : Norguard Insurance Company NAIC # 31470	
	INSURER C :	
	INSURER D :	
	INSURER E :	

COVERAGES **CERTIFICATE NUMBER:** 1209046077 **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:			PHPK2566937	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 <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PHPK2566937	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) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	GRWC401671	12/13/2023	12/13/2024	<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

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Non-Profit Organization.
 City of Newburyport us listed as additionally insured for General Liability where required by written contract or agreement.

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

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Waterfront Park Spring Fest 2024 Vendor Placement

THIS EVENT IS RAIN or SHINE!

SHOW HOURS:

May 25th - 26th

Saturday & Sunday Hours:

Vendors: 10am to 4pm

VENDOR SET-UP TIMES:

SATURDAY May 25th - 7am to 9:30am

All Vendors must be set-up by or Before

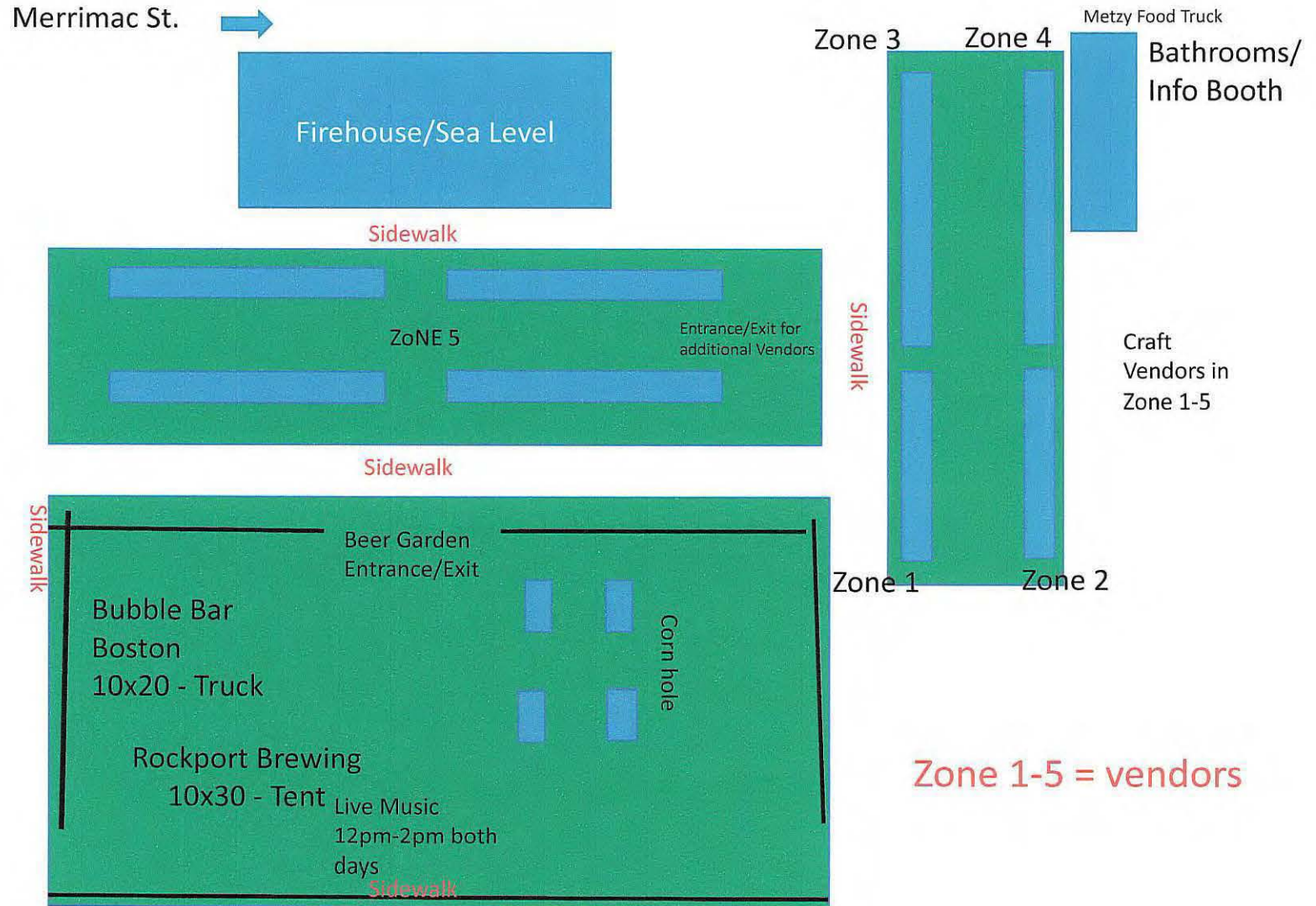
10am on Saturday May 25th

VENDOR BREAKDOWN TIMES:

Sunday 4pm to 6pm. No later.

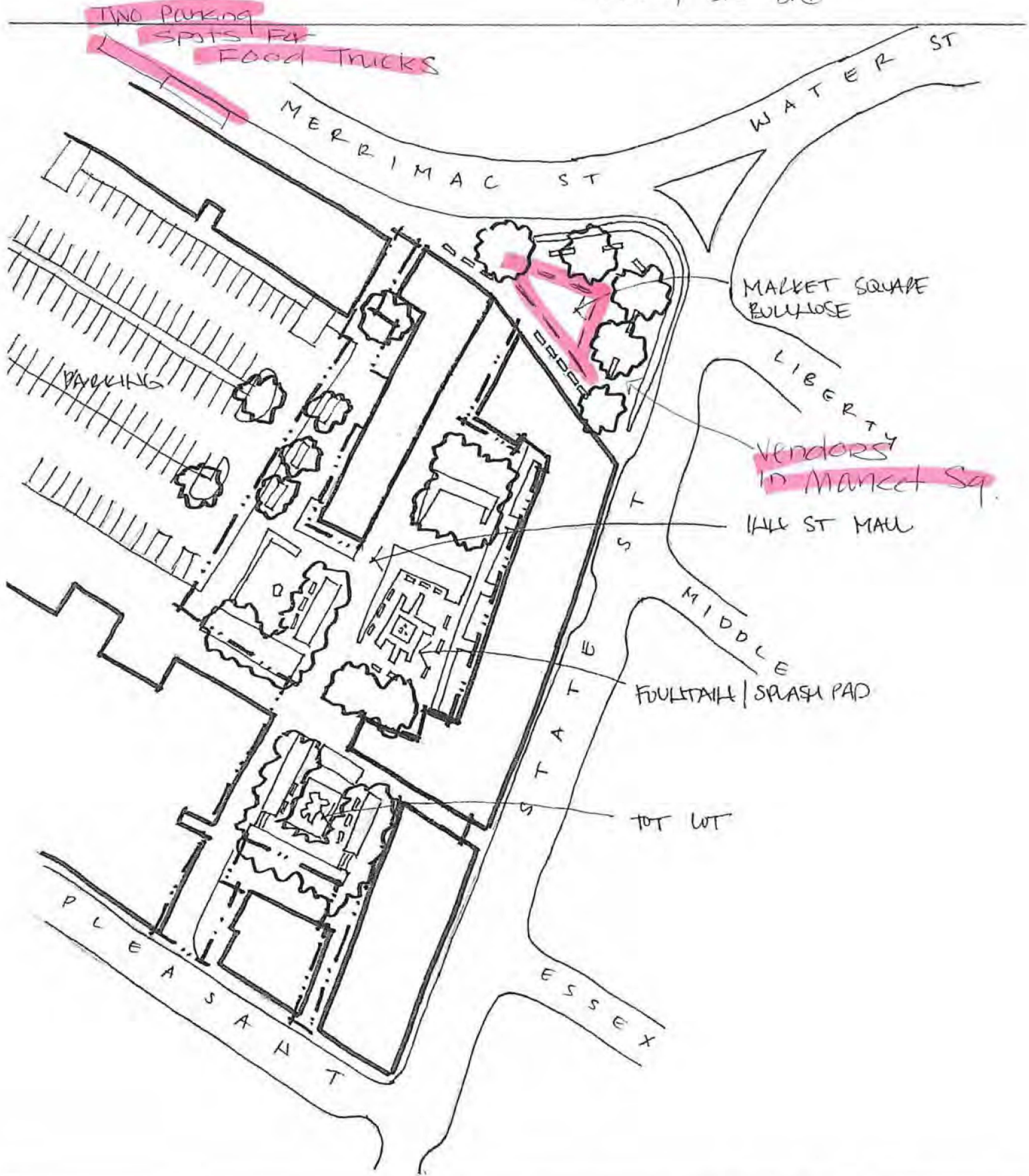
Black Line around here is roped off area for Beer Garden

River →



Zone 1-5 = vendors

Spring Fest
May 25-26



MARKET SQUARE &
ITHACA STREET

NEWBURYPORT SPECIAL EVENT APPLICATION

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

Tel.

Fax.

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

2024 AUG - 7 12 5: 51

NAME OF EVENT: car show

Date: Aug 8th Time: from 5pm to 8pm

Rain Date: _____ Time: from _____ to _____

2. Location*: State St, Inn St, Pleasant St, Unicorn St.

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

3. Description of Property: Vintage cars / vendors Public Private _____

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

Contact Person

Address: 19 Inn St. Telephone: _____

E-Mail: events@newburyportchamber.org Cell Phone: 617-771-4431

Day of Event Contact & Phone: _____

5. Number of Attendees Expected: around 10k throughout the evening

6. MA Tax Number: 83-2884007

7. Is the Event Being Advertised? Yes Where? emails, social media, website, Flyers

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

9. Have You Notified Neighborhood Groups or Abutters? Yes _____ No Who? will notify those that are needed

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

A. Vending*: Food _____ Beverages _____ Alcohol Goods Total # of Vendors 10

*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: _____

N/A

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

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

If yes:

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

If no:

- a) # of trash container(s) to be provided by DPS provided on Streets
- 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: _____

*Please see Map for Street Closures

FOR STREET CLOSURE OR ANY USE OF A PUBLIC WAY

car show

PARADE _____

ROAD RACE _____

WALKATHON _____

1. Name of the Group or Person Sponsoring the Road Race, Parade, Walkathon: car show
Newburyport Chamber of Commerce

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

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

DPS

4. Date of Event: Aug 8, 2024 Expected Number of Participants: 10k

5. Start Time: 5pm Expected End Time: 8pm

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

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

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

9. Formation Location & Time for Participants: _____

10. Dismissal Location & Time for Participants: _____

11. Additional Parade Information:

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

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

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

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

HEALTH DIRECTOR [Signature] 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: _____

Jarvan Katzkin

Date: _____

1-15-24

Cruisin the 50's Car Show - 2024

Timeline

12:00pm: Chamber Employee meet at Market Square with walkies and clipboards

Nate Allard

Sarah Motzkin

Cori Stevens

Jacob Hoffman

12:30pm: Volunteers meet in Market Square for set up directions

Dennis Palazzo

Tracey Glynn

Liv Collette

Maddie Duval

2:00pm: Roads officially closed and volunteers put out cones/blockades on all sides of streets

(Cones/blockades provided by DPS ahead of time at each location)

2:00-3:00pm: Sponsors/Vendors arrive and set up at their location

3:00pm: Classic Cars begin to arrive

4:00pm:

5:00pm: Show officially opens to the public and band performs

5:00pm-6:00pm: Second shift of volunteers arrive

8:00pm: End of Show! Cars have one hour to exit for streets to reopen at 9:00pm

9:00pm: Streets re-open to the public

Notes about Streets/Parks

- The following roads and parks will close at 2:00pm sharp and re-open to the public at 9:00pm
- The cars participating in the show are instructed to enter downtown Newburyport by following Green Street to Merrimac Street to Market Square to State Street. Check-in for car is Market Square
- Band will be playing at Tracey Park from 5:00pm-8:00pm

Market Square

- 6/8 Vendors will be set up with tables and tents

Temple Street

- If anyone lives on Temple Street they can drive to their home
- People asking how to leave Temple Street can cut through the Newburyport Bank lot to Charter Street
- Prince Place residents are permitted but to cut across. Need to nifty PD and volunteer across the street

Essex Street

- Guests of the Essex Street Inn can drive down Essex Street but cannot turn onto State Street
- Please advise residence and hotel guests that they may only exit by cutting through the TD Bank lot

Liberty at Center Street

- No cars are to enter the show from Liberty Street

End of Harris at State Street

- Please help cars turning from Harris Street safely avoid pedestrians when turning on to State Street. Most will turn into Harris Street lot of Institution for Saving

Prince Place

- Please make a path for residence crossing from Temple to Prince Place

Harris Street at Park

- This is a very busy intersection that is for residence/local traffic only and not to be a cut through to avoid downtown
- Classic cars may enter Green Street and have been instructed to do so as they are being parked at Institution for Savings and the State/Harris lot
- VERY Important to limit traffic to residents returning home or classic cars because we want to prevent vehicles from turning on to State due to the number of pedestrians on State Street.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/16/2024

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: Select Department
	PHONE (A/C, No, Ext): 800-333-7234 FAX (A/C, No): 781-586-8244 E-MAIL ADDRESS: selectwork@easterninsurance.com
INSURED GREANEW-03 Greater Newburyport Chamber of Commerce Newburyport Chamber of Commerce 38 R Merrimac Street Newburyport MA 01950	INSURER(S) AFFORDING COVERAGE NAIC #
	INSURER A: PHILADELPHIA IND INS CO 18058
	INSURER B: Norguard Insurance Company 31470
	INSURER C:
	INSURER D:
	INSURER E:

COVERAGES **CERTIFICATE NUMBER:** 1209046077 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		PHPK2566937	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 <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		PHPK2566937	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) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	GRWC401671	12/13/2023	12/13/2024	<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

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Non-Profit Organization.
 City of Newburyport us listed as additionally insured for General Liability where required by written contract or agreement.

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

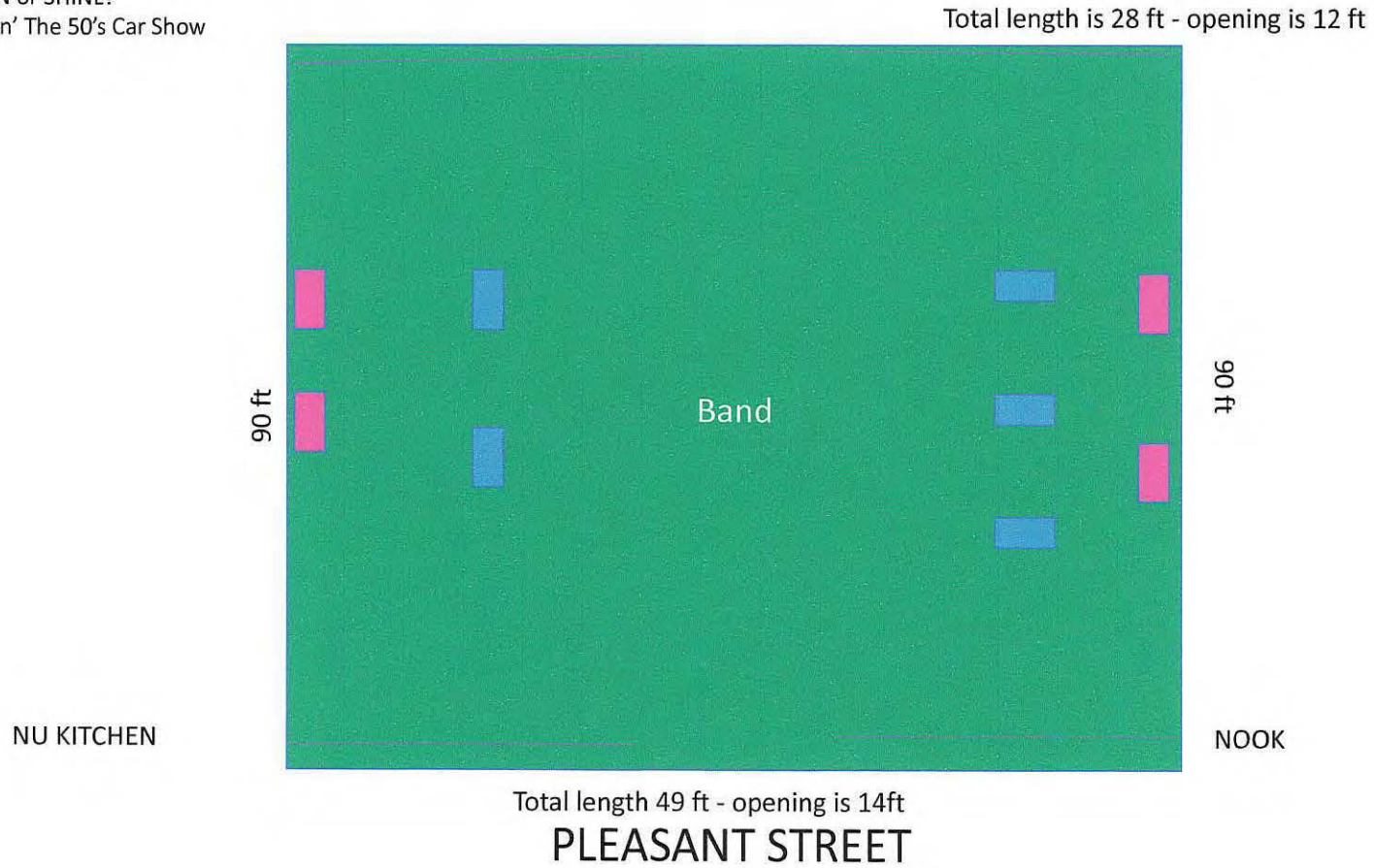
© 1988-2015 ACORD CORPORATION. All rights reserved.

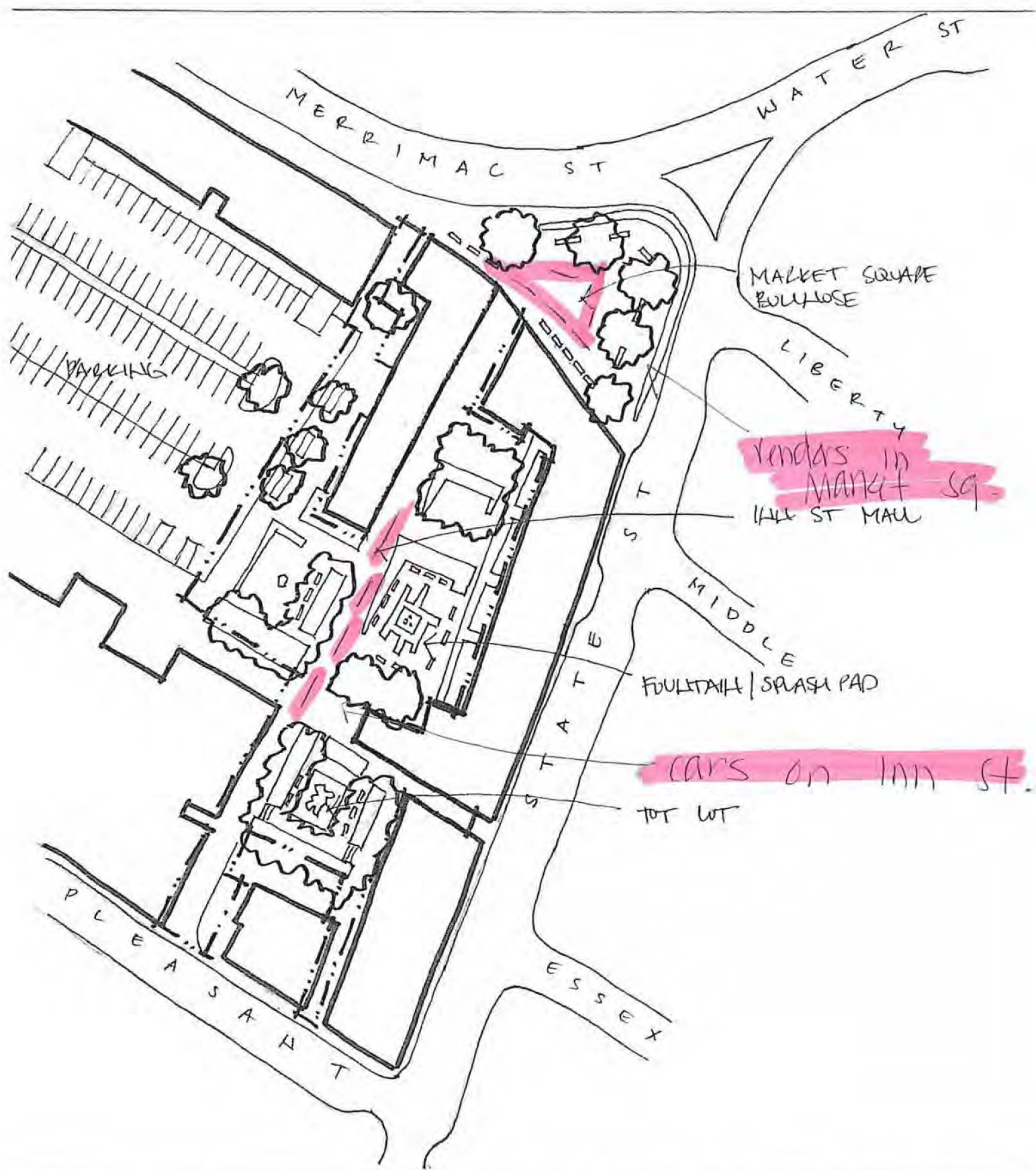
Tracy's Place Car Show 2023

THIS EVENT IS RAIN or SHINE!
11th Annual Cruisin' The 50's Car Show

SHOW HOURS:
Aug 8th
5pm-8pm


-Blue Rectangles are Table - There are five that seat 4
-Pink Rectangles are benches

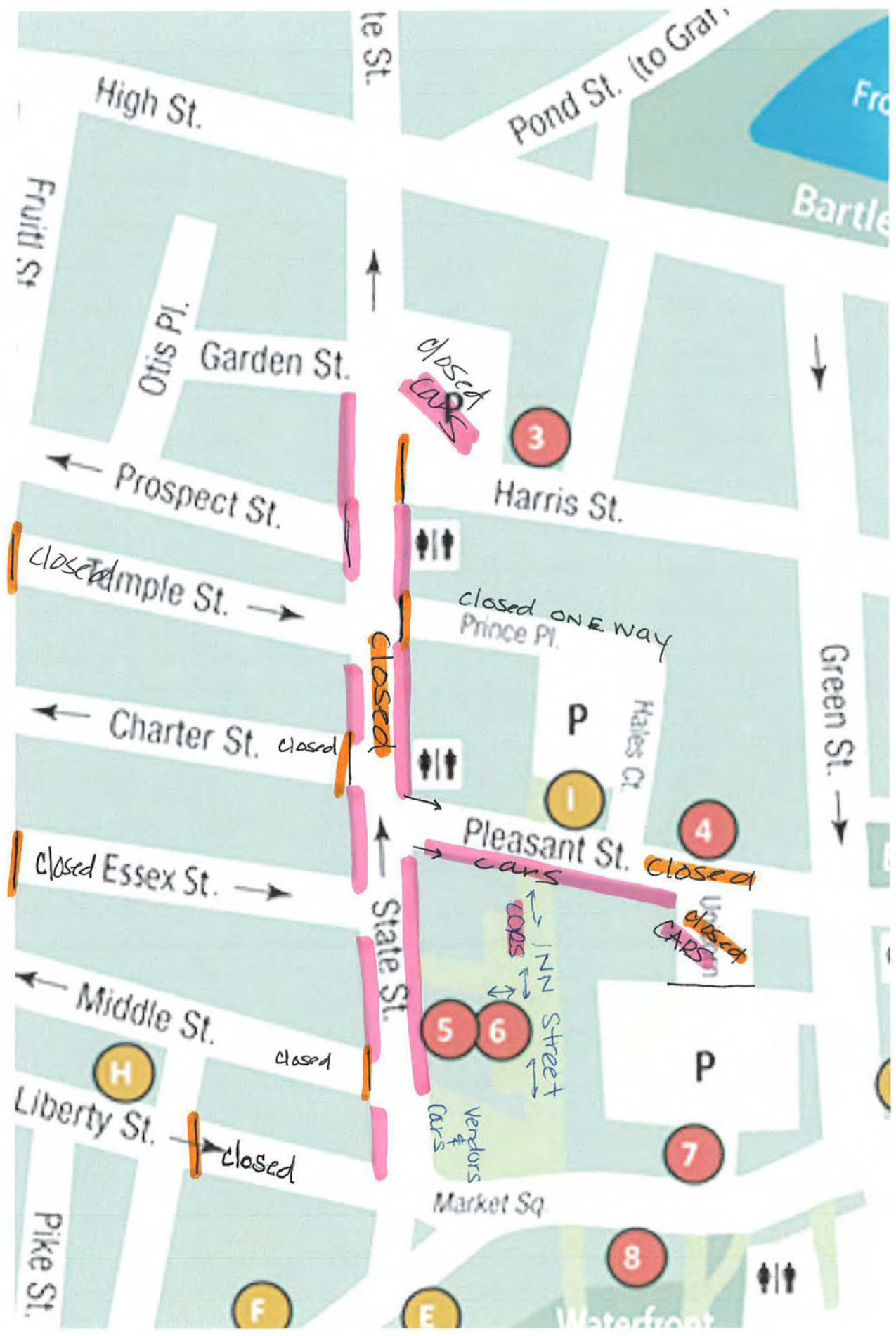




MARKET SQUARE &
INN STREET

 = cars

 = Street closed



NEWBURYPORT SPECIAL EVENT APPLICATION

RECEIVED
CITY'S OFFICE
NEWBURYPORT, MA

Tel.

Fax.

2024 MAR -7 P 5:54

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

NAME OF EVENT: GNCCI Fall Fest

Date: Oct 12th & 13th Time: from 10am to 4pm (both days)

Rain Date: No Rain Date Time: from _____ to _____

2. Location*: Waterfront Park

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

3. Description of Property: Vendors at Waterfront Park Public Private _____

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

Contact Person Sarah Motzkin

Address: 19 Inn St, Newburyport Telephone: _____

E-Mail: events@newburyportchamber.org Cell Phone: 617-771-4431

Day of Event Contact & Phone: Sarah Motzkin 617-771-4431

5. Number of Attendees Expected: around 2k throughout the day

6. MA Tax Number: 83-2884007

7. Is the Event Being Advertised? Yes Where? emails, social media, website

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

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

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

A. Vending*: Food Beverages _____ Alcohol Goods Total # of Vendors 50

*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 _____ No Stage

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

Other _____ Total # _____

Name of Carnival Operator: _____

Address: _____ N/A

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? 2-3
- b) How many recycling receptacles will you be providing? 2-3
- c) Will you be contracting for disposal of: **Trash** Yes _____ No X **Recycling** Yes _____ No X
- i. If yes, size of dumpster(s): **Trash** _____ **Recycling** _____
- ii. Name of disposal company: **Trash** _____ **Recycling** _____
- iii. If no, will you remove trash & recycling with organizers' cars or trucks? Yes X No _____
- iv. If no, where will the trash & recycling be disposed? arranged w/ NBPT Dev.

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: _____

NO
Road Closures

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 [Signature] 4 Green St. FIRE CHIEF [Signature] 0 Greenleaf St.

DEPUTY DIRECTOR [Signature] 46A Perry Way CITY CLERK [Signature] 60 Pleasant St.

HEALTH DIRECTOR [Signature] 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 harbormasters departments prior to submission to the city clerk.

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

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

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

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

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

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

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

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

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

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

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

(e) *Enforcement.*

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

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

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

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

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

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

Signed: _____

Juan Nietzkin

Date: _____

1-15-24



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/16/2024

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: Select Department
	PHONE (A/C, No, Ext): 800-333-7234 FAX (A/C, No): 781-586-8244 E-MAIL ADDRESS: selectwork@easterninsurance.com
INSURED GREANEW-03 Greater Newburyport Chamber of Commerce Newburyport Chamber of Commerce 38 R Merrimac Street Newburyport MA 01950	INSURER(S) AFFORDING COVERAGE NAIC #
	INSURER A : PHILADELPHIA IND INS CO 18058
	INSURER B : Norguard Insurance Company 31470
	INSURER C :
	INSURER D :
	INSURER E :
INSURER F :	

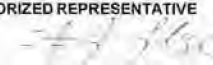
COVERAGES **CERTIFICATE NUMBER:** 1209046077 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		PHPK2566937	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 <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		PHPK2566937	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)	\$
							\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/> N / A	GRWC401671	12/13/2023	12/13/2024	<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

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Non-Profit Organization.
 City of Newburyport us listed as additionally insured for General Liability where required by written contract or agreement.

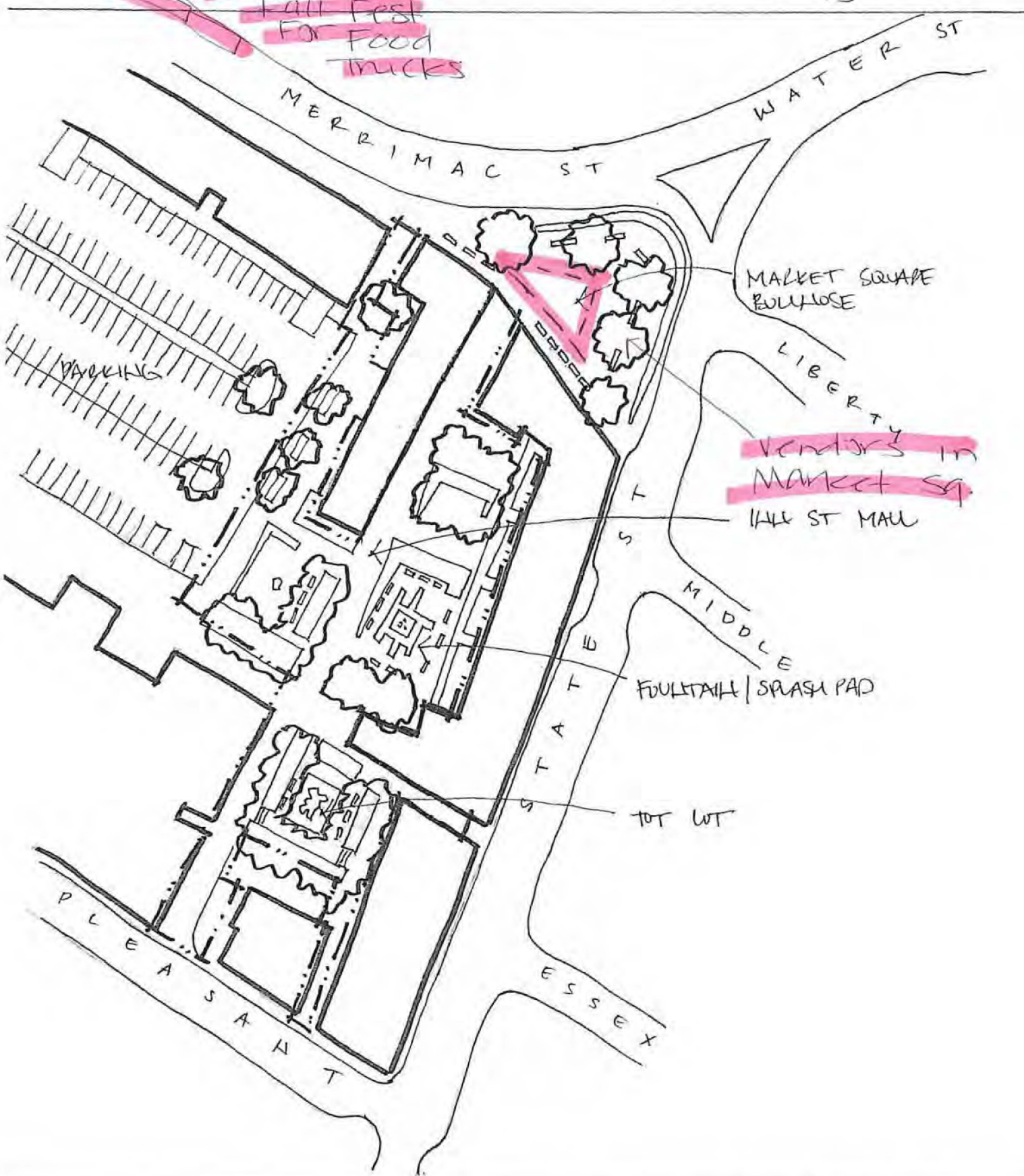
CERTIFICATE HOLDER**CANCELLATION**

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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Fall Fest
Oct 12-13

Two spots
Blocked for
Fall Fest
for Food
trucks



MARKET SQUARE
BULLDOSE

Vendors in
Market Sq
Hill St Mall

MARKET SQUARE &
HILL STREET

Waterfront Park
 October Fall Fest
 2024

Vendor Placement

THIS EVENT IS RAIN or SHINE!

SHOW HOURS:

Oct 12th - 13th

Saturday & Sunday Hours:

Vendors: 10am to 4pm

VENDOR SET-UP TIMES:

SATURDAY Oct 12th - 7am to 9:30am

All Vendors must be set-up by or Before
 10am on Saturday Oct 12th

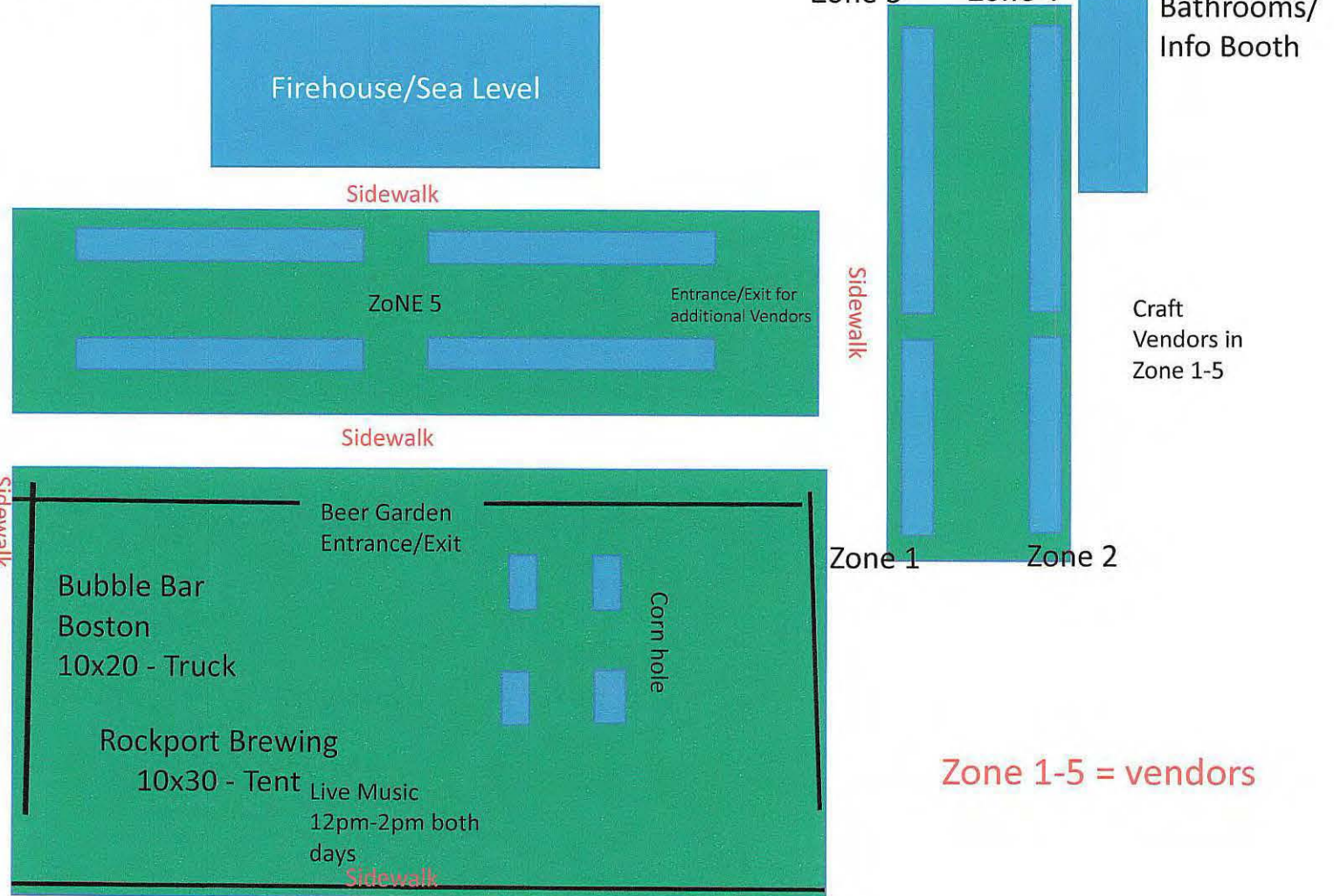
VENDOR BREAKDOWN TIMES:

Sunday 4pm to 6pm. No later.

Black Line around here is
 roped off area for Beer
 Garden

River →

Merrimac St. →



Zone 1-5 = vendors

TRANSFERS



CITY OF NEWBURYPORT FY 2024 TRANSFER/APPROPRIATION REQUEST

Department: Harbormaster

Submitted by: Paul Hogg, Harbormaster

Date Submitted: 3/25/2024

Transfer From:

Account Name:	<u>Harbormaster Retained Earnings</u>	Balance:	<u>\$ 846,187.10</u>
Account Number:	<u>6520-35920</u>	Category:	<u>\$ -</u>
Amount:	<u>\$25,000.00</u>	Trans I/O:	<u>\$ (1,043)</u>

Why Funds Are Available:

The Massachusetts Department of Revenue certified Retained Earnings for the Harbormaster Enterprise Fund for FY2024 at \$847,230. These funds are available for any legal expenditure with the approval of the Mayor and a majority vote of the City Council.

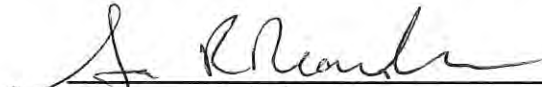
Transfer To:

Account Name:	<u>Harbormaster Equipment</u>	Balance:	<u>\$ 5,400.81</u>
Account Number:	<u>652008-58500</u>	Category:	<u>\$ -</u>
Amount:	<u>\$25,000.00</u>	Trans I/O:	<u>\$ -</u>

Why Funds Are Needed:

Replacement of a 2012 engine is needed, as the engine has exceeded its life expectancy and is becoming increasingly costly to maintain. The engine is old and unreliable. The department solicited three quotes for this replacement. The quoted amount includes labor and related components for installing a 225-horsepower motor.

Sean R. Reardon, Mayor:



Date:

Ethan R. Manning, Auditor:



Date: 3/19/2024

City Council Action:

RECEIVED
 CITY CLERK'S OFFICE
 NEWBURYPORT, MA
 2024 MAR 19 A 11:56



CITY OF NEWBURYPORT FY 2024 TRANSFER/APPROPRIATION REQUEST

Department: Police
Submitted by: Mark Murray, Marshal **Date Submitted:** 3/25/2024

Transfer From:

Account Name:	<u>Police MIS/Communications</u>	Balance:	<u>\$ 14,725</u>
Account Number:	<u>01210008-58501</u>	Category:	<u>\$ 24,234</u>
Amount:	<u>\$6,500.00</u>	Trans I/O:	<u>\$ -</u>

Why Funds Are Available:

A surplus exists in this account due to a change in the service connection that is used to access the state's cameras on the shared-use path that spans the Whittier Bridge.

Transfer To:

Account Name:	<u>HR Assessment Center</u>	Balance:	<u>\$ 8,500</u>
Account Number:	<u>01152002-53011</u>	Category:	<u>\$ 38,764</u>
Amount:	<u>\$6,500.00</u>	Trans I/O:	<u>\$ -</u>

Why Funds Are Needed:

Civil Service municipalities have the option of utilizing an "assessment center" instead of a civil service written examination for police and fire promotions. A list of current centers be found here: <https://www.mass.gov/info-details/sole-assessment-center-examinations>. The FY'24 budget included an appropriation of \$8,500 to cover the cost of approximately one center; an additional \$6,500 is requested to cover a second. These assessment centers will cover upcoming promotion opportunities for police and fire lieutenants and sergeants. The cost is variable based on the number of candidates and the position, however typically ranges \$6,000-\$9,000.

Sean R. Reardon, Mayor:

Sean R. Reardon

Date: _____

Ethan R. Manning, Auditor:

Ethan R. Manning

Date: 3/19/2024

City Council Action:

RECEIVED
 CITY CLERK'S OFFICE
 NEWBURYPORT, MA
 2024 MAR 19 A 11:57

**APPOINTMENTS
FIRST READING**



CITY OF NEWBURYPORT

OFFICE OF THE MAYOR

SEAN R. REARDON, MAYOR

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2024 MAR 11 P 12:29

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: Appointment

I hereby appoint, subject to your approval, the following named individual as a member of the Conservation Commission. This term will expire on May 1, 2027.

Barbara Riley, CSP
12 Riverview Drive
Newburyport, MA 01950

A handwritten signature in cursive script that reads 'Sean R. Reardon'.

Barbara Riley, CSP

BRiley@RileyEHS.onmicrosoft.com • 12 Riverview Drive, Newburyport, MA 01950 • 617-840-0363
#RileyEHS • [Riley EHS Consulting Services LLC](#)

Objective

Seeking a role in a forward thinking, diverse oriented, Non-Profit agency or municipal organization that will value and effectively utilize my extensive background in environmental, health & safety; consulting services; program/project development, management, and implementation; property management/real estate; volunteerism; and personal outdoor recreational experiences to promote and support climate change resiliency, land conservation and stewardship.

Education

1984 University of Vermont, Burlington, VT – B.S. Geology

1994 University of Massachusetts, Lowell, MA – M.S. Environmental Studies

Experience

Owner/Principal

Riley EHS Consulting Services LLC, Newburyport, MA

Oct 2022 – Present

Barb started Riley EHS Consulting Services LLC after retirement with the goal to work on occasional projects that will encourage, enhance, and support risk-based approaches and continuous improvement programs to drive environmental, health and safety regulatory compliance, injury prevention/reduction, and sustainable solutions. Barb enjoys supporting business teams at all levels (global, regional, local) and for diverse-minded, inclusive organizations. Barb also supports land conservation, non-profits, and homeowner associations.

Program Director, EHS

Environmental Strategies & Management, Norton & Newburyport, MA

May 2017 – Jul 2022

Barb developed and grew the EHS consulting division from scratch and managed projects for industrial/manufacturing, commercial, real estate developers, and attorneys. Specialized in injury prevention and risk reduction, EHS compliance, EHS management systems, remediation/brownfields, decommissioning, and supporting ESG. Established and managed teams (in house and external) to meet customer needs.

Barb also became an embedded consultant for Boston Scientific, working directly for the Global EHS Director. In this role, she helped develop, manage, train, and execute Global EHS compliance programs. During the pandemic, when on-site audits became impossible, she established the audit schedule and



conducted virtual site audits through TEAMS sessions with EHS teams globally. She became familiar and worked within their EHS Management Systems, often training sites new to platforms. Barb helped develop global standards and guidance/tools to support strategic goals, continuous process improvement activities, business acquisitions and EHS integration, and helped decommission sites. She participated in Global Operations calls as a team member and supported sites across the globe with compliance needs.

Director/Leader, Environmental, Health & Safety

General Electric (GE)-Aviation, Lynn, MA

Jan 2013 - May 2017

Barb was the director/leader for all EHS activities at one of the largest and complex manufacturing facilities in New England involving machining (CNC, manual lathes, rotating equipment, punch presses, EDM, grinding etc.), assembly & testing of aircraft engines, a power plant along Saugus River, and a logistics organization.

Barb was responsible for strategic planning & goal setting, EH&S management systems (Gensuite, GE Framework, OSHAs Voluntary Protection Program) injury & illness metrics/dashboards, safety teams, training, permit compliance, union leader interactions and EHS management communications and the successful implementation and maintenance of a wide range of EH&S programs, risk reduction measures, continuous improvement activities. The site operated under a Title V permit, was a Large Quantity Generator, had a complex National Pollution Discharge Elimination System (NPDES) permit, and local permits for industrial and sewage discharges and Barb was responsible for overseeing environmental permit applications and compliance for these programs.

She managed EH&S compliance and injury reduction activities through a team of program managers (direct and dotted line EHS Coordinators and union elected representatives), safety teams and consultants to meet business objectives. She analyzed EH&S performance metrics and communicated trends and business requirements and initiatives to the entire site using a variety of methods (routine meetings with Site Management, business leaders, EHS Teams, shop floor walks, internal and external audits and email). She also worked collaboratively with four Unions (Local 201 being the largest) to drive injury reduction programs, risk assessment and mitigation controls, and effective controls strong to achieve regulatory compliance. She conducted annual perception surveys and strategy sessions with individual organizations across the site and held numerous teaming events and action workouts and followed up with the implementation of corrective action items to improve EHS culture and compliance.

Leader Remediation Programs, Facility & Environmental Engineering

GE Aviation- Lynn, MA

Jan 1997 - Jan 2013

Barb was responsible for strategic planning, successful development and implementation of all programs involving soil and groundwater remediation, industrial building demolition, facility construction, energy savings, and environmentally sensitive waterfront projects (ie. tank and landfill closures, steam trestle removal, riverbank revetment). Her program territory included GE facilities in Lynn (250-acre manufacturing complex and about 20 satellite properties); Everett (350,000 sq. ft. building and 42 acres), Saugus Landfill (12 acres), and Medford (two industrial buildings and 12 acres). She worked with several regulatory agencies (MADEP, EPA, OSHA, USACOE, USCG, etc.) and within applicable regulations (i.e., to MCP, NCP, RCRA, TSCA) to complete countless projects across these facilities and in sensitive environments. She managed all cleanups, restorations, easements, access agreements, subdivisions, community involvement and ultimately the sale of numerous properties.



Barb managed these activities through the development, management, and support of her coworkers, a variety of EHS consultants and contractors, and an outsourced facility engineering project management group (CH2M Hill). She worked tirelessly to engage all business, local, and community stakeholders to ensure success for any given project. She managed scope, schedule, and budgets (capital and expense) ranging up to \$20 Million in any given year and ensured construction safety, and EH&S compliance while doing so.

Project Manager

Groundwater Technology & Fluor Daniel

Oct 1989 - Jan 1997

Account manager for several petroleum and industrial clients and Project Manager for several site assessment and remediation projects. Main focus was on installation, operation, and management of groundwater remediation and treatment solutions. Managed community involvement in certain cases.

Staff Geologist

Wehran Engineering

1985-1989

Conducted field work (drilling/monitoring well installation; soil, sediment, and groundwater collection; geophysics surveys; and research under a MADEP contract (Mass FIT/ SARRS) and for a variety of industrial and landfill clients.

Skills

Certifications/Licenses/Training

- Certified Safety Professional (CSP-35763) & Associate Safety Professional (ASP-29465)
- ISO Certifications/deemed competent by BSI:
 - 14001:2015 Lead Auditor Training Course
 - 45001:2018 Lead Auditor Training Course
 - 19011:2018 Management Systems Auditing & Leading Management Systems Audit Teams
- Real Estate License (9555929)
- MA Licensed Site Professional & Continuing Education – (LSP# 4587, 1997-2013, Expired)
- RCRA and DOT Certified 1999 -2016
- Qualified Individual Training Certification -33 CFR 154.1026 OSHA HAZWOPER (since 1995)
- OSHA's VPPA Special Govt. Employee Training-2015
- OSHA 30 Hr. Construction Safety & Health -2009 and OSHA 40 Hr. HAZWOPER (1985) with 8-hr annual refreshers until 2021
- Proficient in Microsoft 365 and a variety of EHS Compliance & Management Systems

Volunteerism

- President- Rappatak Home Site Owners Association ((2022-2023)
- GE Aviation Volunteer Council- Environmental Lead (15 years)
- Corporate Wetlands Restoration Partnership- Secretary (4 years)
- Project Leader- City of Lynn Annual Earth Day Park Clean-ups (15 years); My Brothers Table, Lynn, MA– Coordinator and volunteer (13 years), Saugus River Watershed Council projects,

Barbara Riley, CSP



Coast Sweeps cleanups, Lynn Housing shelter painting projects, MA Audubon-invasive species removal. The Food Project.

- Cyclist/fundraiser/Team Captain for special causes: Cancer (Pan Mass Challenge-25 years (>\$215,000), Homeless (Emmaus House ~ 15 years), Environment (Essex County Greenbelt, Maine Bike Coalition), and other health-oriented fundraisers (Diabetes, Parkinson's, MS).
- Merrimack River Watershed Council- Supported former Director.
- Appalachian Mountain Club member since 2007. Nature Conservancy since 2018. Also support Essex County Greenbelt Assoc, MA Audubon, Trustees of Reservation.

END OF CONSENT AGENDA

BEGINNING OF REGULAR AGENDA

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:	3/19/2024	
City Department:	DPS – Parks Division	
Staff Contact:	Michael Hennessey, Parks Manager	
<i>Gift Overview</i>		
Gift Type:	In-Kind	
Donor:	The City Improvement Society of Newburyport	
Purpose:	Painting of the Gillis Bridge (Route 1) underpass walls along the rail trail. Scope of work includes preparation, sanding and painting of all three sides of the cement wall at this location, as well as, cleaning of the existing mural per the artists instructions. Donor will make payment to the contractor directly upon completion of job.	
Gift Amount:	\$4,500.00	
<i>For Office Use Only</i>		
City Council Packet Date:	3/25/2024	
Emergency Measure?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Councillor Sharif I. Zeid

Scope of Work

Job Site: Rt 1 Bridge underpass at Michaels parking lot

Dated: 03/07/24

The following job will entail the following:

- Washing and scrubbing on mold and mildew build-ups.
- Precision scraping using Sandvik carbide scrapers where deemed necessary.
- Fine sanding, using hand sanding and Festool sanders as needed.
- Full primer coat using Benjamin Moore masonry primer on three sides of underpass. Work to include approx six and a half feet in height on river side and no work done in-between steel girders. Sides of underpass work shall wrap around and up onto the rt1 roadway blocks.
- Final coat using Benjamin Moore high build finish paint on all three sides of concrete.
- Work to be done at prevailing wage set by the state of Massachusetts.





**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:	3/19/2024	
City Department:	DPS – Parks Division	
Staff Contact:	Michael Hennessey, Parks Manager	
<i>Gift Overview</i>		
Gift Type:	In-Kind	
Donor:	The City Improvement Society of Newburyport	
Purpose: 1) Care of the Market Square Bullnose flower garden for 2024 season (\$1,681.60). Work includes: <ul style="list-style-type: none"> • Planting - Dragon Wing or surefire Begonias 10 inch pots, White lobularia flowers 4 Inch pots • Monthly Maintenance of Plants- Watering and fertilizing every other day May-September • Mulching • Weeding of cobblestone area around island -Monthly application of approved weed killer (Not Round Up) as well as man hours to pick weeds. 2) Improvements and cleaning of cobblestones surrounding flowerbed (\$3,500.00). Work includes: <ul style="list-style-type: none"> • By hand remove all dirt and sand in all cobblestone joints in triangle • Remove dirt and sand off site • Supply and sweep in polymeric sand in all joints • Apply water to polymeric sand as needed The donor will pay the contractors directly.		
Gift Amount:	\$5,181.60	
<i>For Office Use Only</i>		
City Council Packet Date:	3/25/2024	
Emergency Measure?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Councillor Sharif I. Zeid

COMMITTEE ITEMS

Committee Items – March 25, 2024

Budget & Finance

In Committee:

- TRAN00184_03_11_2024
- ORDR00543_03_11_2024

City Clerk: General Fund Free Cash \$15,000 to Elections \$15,000
Gift Acceptance Friends of NBPT Trees \$6500



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
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%
57,500.00						
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
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

In City Council March 11, 2024:

Motion to collectively refer ORDR00543 Budget & Finance and ORDR00545 to Budget & Finance/COTW by Councillor Zeid, seconded by Councillor McCauley. Roll call vote, 10 yes, 1 absent (Khan), motion passes.

Friends of Newburyport Trees

PO Box 1155

Newburyport, MA 01950

City of Newburyport

ATTN: Ethan Manning

60 Pleasant Street

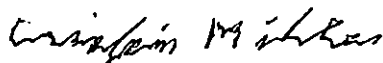
Newburyport, MA 01950

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

Committee Items – March 25, 2024

General Government

In Committee:

- COMM00542_03_11_2024 Municipal Buildings Report



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

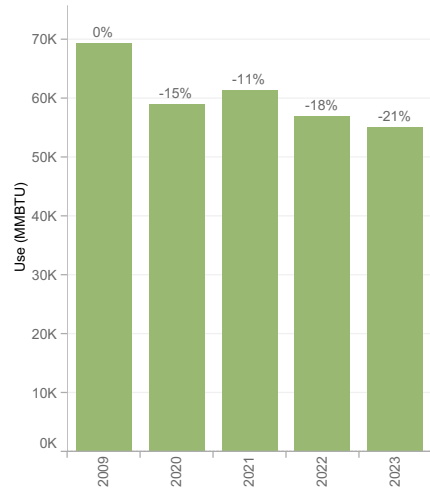
While the Water Treatment plant has a number of capital needs, none are related to the structural integrity of the buildings.

Personal and Premises Protection

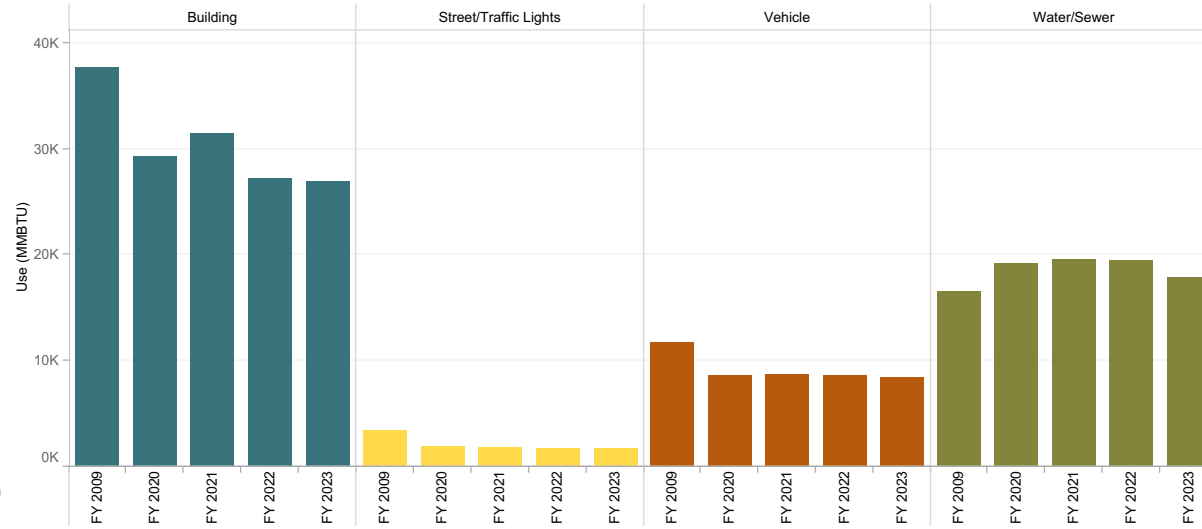
- Fire sprinkler system
- Fire alarm system
- Security cameras (exterior)
- Emergency generator
- Exterior door and gate fob system
- AEDs

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

Committee Items – March 25, 2024

Licenses & Permits

In Committee:

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

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:


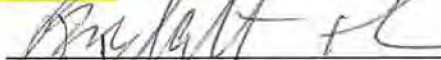
• Number of Floats: _____


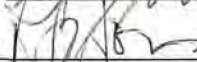
• Locations of Viewing Stations: _____


• 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.

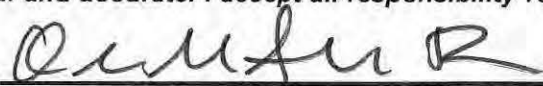
(2) *Warning.* In the circumstance that this section is violated, the enforcement may consist of a warning. Any warnings issued for violation(s) will be reported to the city clerk and city council and may be used as a factor in future application approvals and denials.

(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

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

Send Message

**City of
Newburyport, MA**

Your Profile

Your Records
(</dashboard/records>)

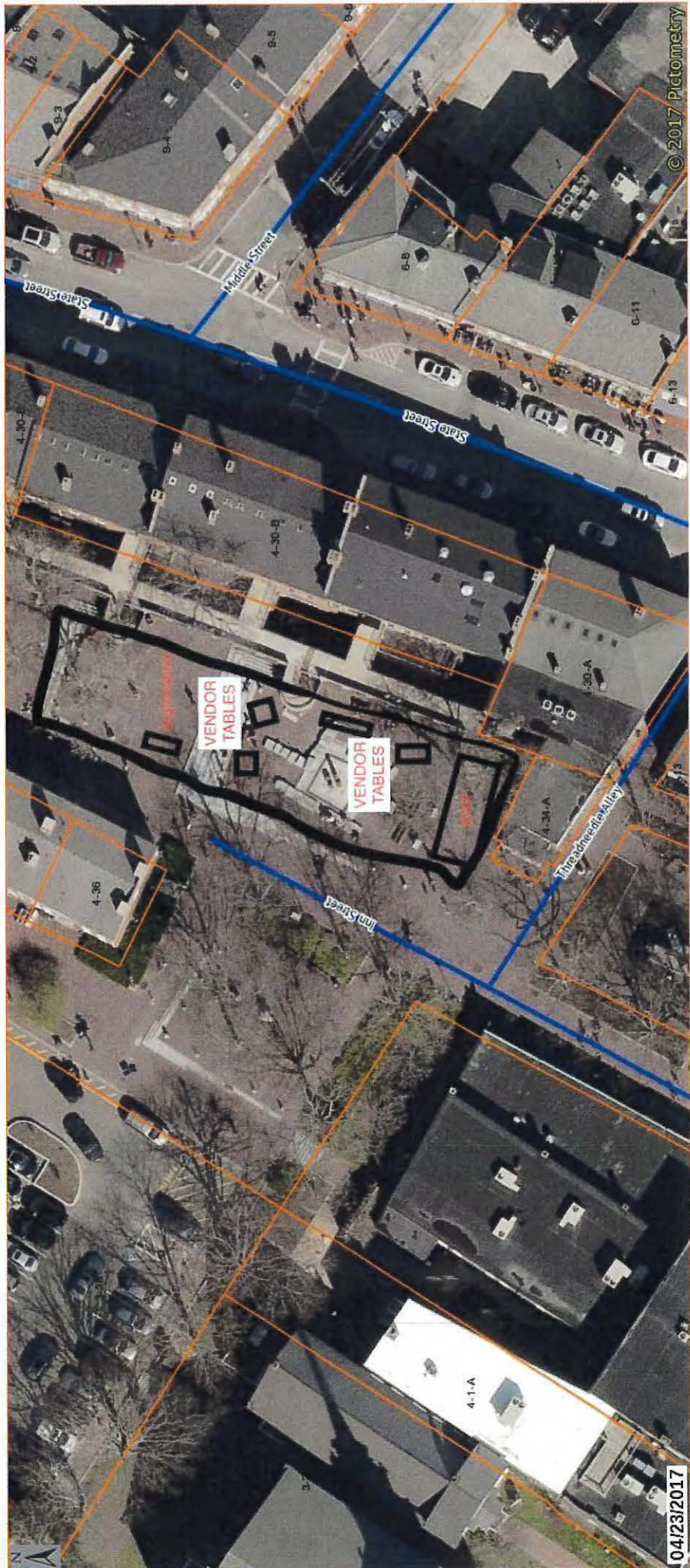
Resources

Search for
Records (</search>)

Claim a Record
(</claimRecord>)

Employee Login
(<https://newburyportma.workflow.ope>)

Portal powered by **OpenGov**



© 2017 Pictometry

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@cityofnewburyport.com
- 2) The deadline for applications is the close of business 7:00 pm Thursday, March 10th.

Processing:

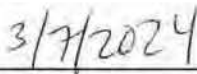
- 1) Application fee \$25.00
- 2) Applications will be reviewed by the City Council. For applications to occupy a city park or playground, the City Council shall not consider or act upon such application until the earlier of (i) having received a recommendation by the Parks Commission regarding such 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

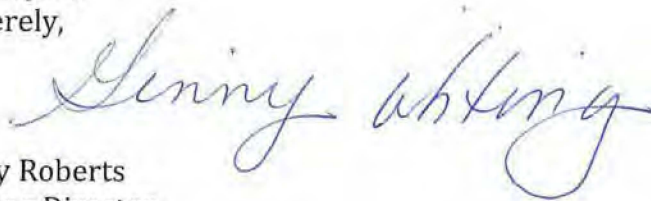
City of Newburyport
60 Pleasant Street
Newburyport, MA 01950

RE: The Basin Apparel

To Whom It May Concern:

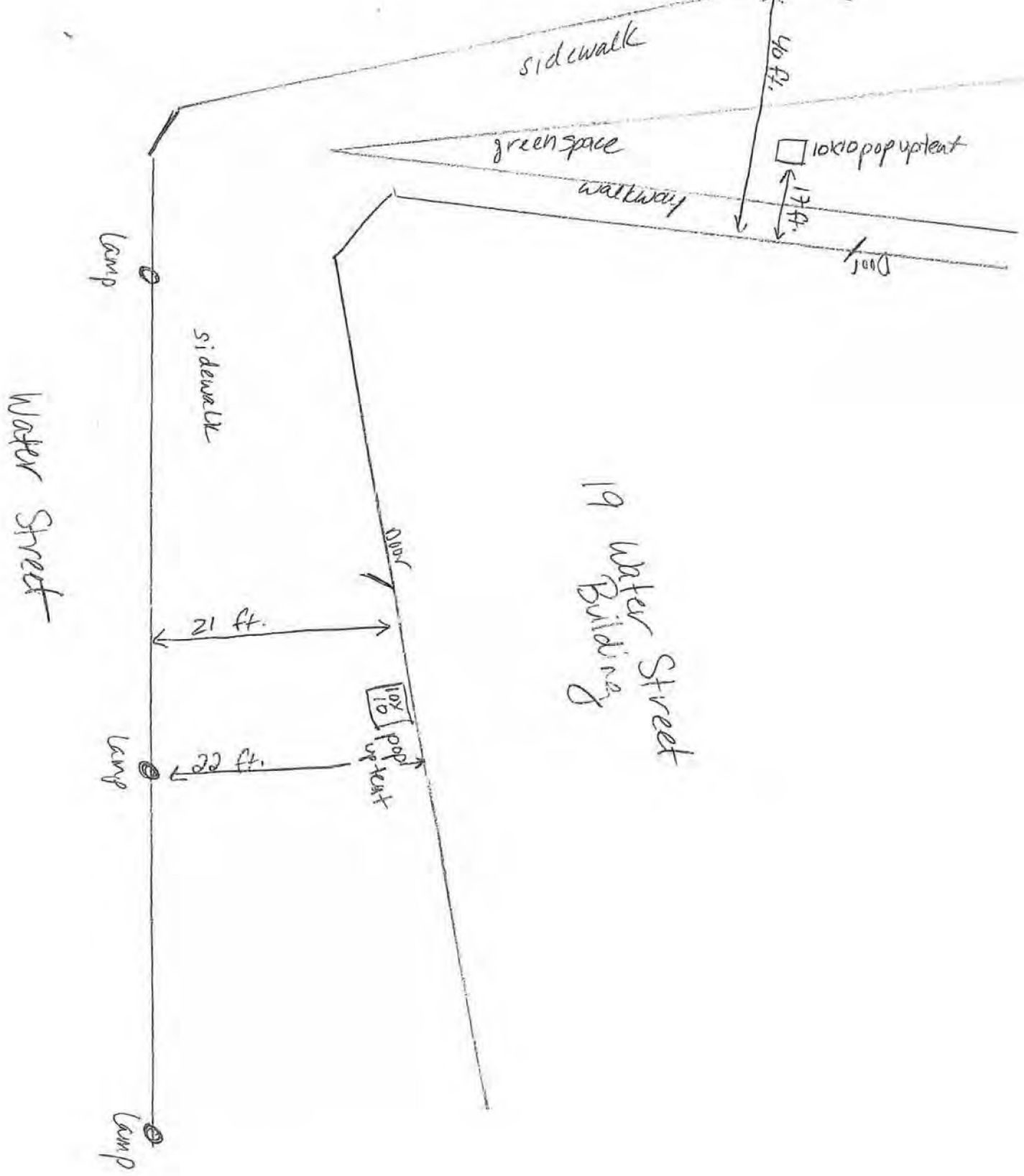
As Landlord representative for 19-23 Water Street, The Basin Apparel Company, Inc. has our permission to expand into the outdoor space adjacent to the building and or sidewalk in the area of the store.

Thank you,
Sincerely,

A handwritten signature in blue ink that reads "Ginny Roberts". The signature is written in a cursive, flowing style.

Ginny Roberts
Leasing Director
New England Development

Ferry wharf



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 multidisciplinary 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) *Multidisciplinary 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).

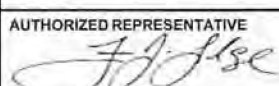
PRODUCER Eastern Insurance Group LLC 233 West Central St Natick MA 01760	CONTACT NAME: SELECT DEPARTMENT	
	PHONE (A/C, No, Ext): 800-333-7234	FAX (A/C, No): 781-586-8244
E-MAIL ADDRESS: CSR24CL@easterninsurance.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : AmTrust International Underwriters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

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	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"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> 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 \$			XL2582625	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 City of Newburyport 60 Pleasant Street Newburyport MA 01950	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Committee Items – March 25, 2024

Planning & Development

In Committee:

Re-Appointment

- APPT00480_03_11_2024 Joe Carper 8 Fruit St. Fruit St. Local 4/15/2027
Newburyport Historic District
Commission
- COMM00545_03_11_2024 Memo RE: Zoning Advisory Group (ZAG) & MBTA Communities (COTW)



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 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.

Committee Items – March 25, 2024

Public Works & Safety

In Committee:

- APPT00481_03_11_2024 David J. Vance 10 Pleasant View Ave.
Merrimac Special Police
Officer with the
NPD
- ORDR00542_02_26_2024 Crosswalk on Turkey Hill at Hale St
- COMM00539_02_26_2024 Merrimack Valley Regional Transit Authority Route Changes Memo &Map



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:

February 26, 2024

THAT the CITY COUNCIL of the CITY OF NEWBURYPORT hereby amends the existing list of crosswalks as identified by the Department of Public Services and marked throughout the City of Newburyport by adding the following:

1. A crosswalk at a preexisting curb cut on Turkey Hill Road approximately 55.5 feet north of Hale Street.

AND that the City Clerk and Department of Public Services shall maintain this list and make the same available to the public.

AND furthermore the City Clerk shall post this list on the appropriate City website.

Councillor James J. McCauley

In City Council February 26, 2024:

Motion to refer to PW&S by Councillor Zeid, seconded by Councillor Preston. Roll call vote, 10 yes, 1 absent (Shand), motion passes.

MEMORANDUM

To: City Council President Ed Cameron and Members
From: Mayor Sean Reardon
Date: February 26, 2024
Re: Proposed Changes to MeVa Routes

The Administration is updating the City Council on proposed changes to the fare-free bus routes operated by the Merrimack Valley Regional Transit Authority (MeVa). MeVa last adjusted routes on April 3, 2023, which included new names and routes for the buses. The Route 19 bus route was adjusted to serve the MBTA Commuter Rail Station and added service to the Towle Office Building while continuing to make stops at Anna Jaques Hospital, the Newburyport Senior Center, and the Market Basket at Port Plaza. The Route 20 Bus was changed from the prior inefficient and underutilized Newburyport one-way shuttle loop and instead doubled service between the Commuter Rail Station and downtown Newburyport, while also directly serving Salisbury Beach.

Since initiating the new routes in April, Newburyport has worked with MeVa to respond to resident feedback and to better publicize the routes. Particular attention was paid to working with residents of Heritage House, who are frequent users of MeVa service. Six months into the new service, the City began to hear more frequently from residents on Oakland Street and Highland Avenue about issues with service and whether there would be better routes for these buses. The City and MeVa worked to collect more data and evaluate what may make sense for these routes.

In response to the community, MeVa proposed a new route for the Number 19 bus in early February 2024, that would remove service to the Towle Building and Merrimac Street west of Route 1, which would take the buses off of Oakland Street. The proposed new routing would also remove service from Highland Avenue and instead use Toppans Lane to connect from High to Low Street and would use State Street to connect from Merrimac to High Street. The route would only serve Anna Jaques Hospital from High Street, but we are working with the Hospital to make sure this would still work for their employees and others using transit to access AJH, including working with the community to develop attractive wayfinding to the hospital.

MeVa's data showed residents traveling to both the Towle Building and AJH use the door-to-door miniMeVa vans at a much greater rate than the fixed route buses. miniMeVa is also fare-free and provides specialized transit for seniors and those with disabilities through smaller vehicles to take them directly to the hospital and other locations—as such, they are much better able to use the narrower Highland Avenue or the parking lots adjacent to AJH's main entrance. We believe that between this service and transportation offered by the Newburyport Council on Aging and others, we will still be able to meet the needed level of assistance to those accessing the hospital. We are committed to working with MeVa to make sure that everyone who could benefit from the full family of transit services offered are aware of what is available.

Other benefits of the proposed new service include more direct service between Heritage House and the Newburyport Library, Market Basket and the CVS on Pond Street, which has all been requested by residents. In addition, there will be a timed transfer at the Costello Transportation Center in Amesbury in both directions for riders traveling to Haverhill.

The City is holding public meetings along with MeVa to review the new proposed Route 19, which is attached. Pending approval by the MeVa Advisory Board, the new routes would take effect Monday, April 8th. We believe these new routes will enhance service to the Newburyport community and best meet the needs of transit riders.

As a reminder, MeVa offers free transit throughout the Merrimack Valley. The system will also be transitioning from being a flag system, in which riders can hail the bus anywhere along its route, to instead having defined stops that will be marked by signage. The City looks forward to continuing to work with MeVa leadership to better serve residents and the greater Newburyport community.

On Mar 19, 2024, at 12:46 PM, Andrew Levine <ALevine@cityofnewburyport.com> wrote:

Hello Councillors,

Please find below a communication from Noah Berger of MeVa in follow-up to yesterday's conversation.

Thank you,

Andrew

Andrew Levine
Chief of Staff
City of Newburyport
60 Pleasant St.
PO Box 550
Newburyport, MA 01950
Office: 978-465-4411
Cell: 978-572-6590

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



From: Noah Berger <nberger@mevatransit.com>

Sent: Tuesday, March 19, 2024 9:05 AM

To: Andrew Levine <ALevine@CityofNewburyport.com>

Cc: Amy Jenkins <ajenkins@mevatransit.com>; Niorka Mendez <nmendez@mevatransit.com>; Christina Minicucci <cminicucci@mevatransit.com>

Subject: mini MeVa information

Hi Andrew—It was a pleasure speaking with the City Council's Public Works and Safety Committee last night. Can you forward the requested links to information on all of our FREE mini MeVa services?:

Applications for miniMeVa paratransit van services:

<https://www.mvrta.com/wp-content/uploads/2018/04/MVRTA-Application.pdf>

Informational Brochure for our miniMeVa ADA paratransit service (for people with disabilities):

<https://www.mvrta.com/wp-content/uploads/2023/06/Mini-MeVa-ADA-flyer-English.pdf>

Informational Brochure for our miniMeVa paratransit service (for people over the age of 60):

<https://www.mvrta.com/wp-content/uploads/2023/06/Mini-MeVa-Non-ADA-flyer-English.pdf>

Informational Brochure for our mediMeVa paratransit service (for anyone who is registered for our miniMeVa program):

<https://www.mvrta.com/wp-content/uploads/2024/01/Boston-Peabody-mediMeva-English.pdf>

Informational Brochure for VA Bedford mediMeVa van service (open to all veterans and their families regardless of age or ability--veterans need only call our offices to get added to the system and can book rides over the phone up to two weeks in advance):

<https://www.mvrta.com/wp-content/uploads/2024/01/VA-Bedford-MediMeva.pdf>

Of course all mini MeVa services, just like our fixed route buses, are FARE FREE!

All the best,
Noah

Noah S. Berger | Administrator

P 978-420-1317 | C 978-228-8520

E NBerger@MeVaTransit.com

MeVa—Merrimack Valley Transit

85 Railroad Avenue | Haverhill, MA 01835

