

CITY COUNCIL MEETING AGENDA.V2

May 24, 2021

Joint City Council & Planning Board Meeting

7:00 PM

Zoom Details

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87977934012>

Or One tap mobile :

US: +13017158592

Or Dial:

US: +1 301 715 8592 Webinar ID: 879 7793 4012

1. CALL TO ORDER

- **City Council**
- **Planning Board**

2. **EXECUTIVE SESSION** To Discuss litigation involving 93 State Street, Newburyport and the Appeal of the Planning Board decision pending in Land Court.

REGULAR COUNCIL MEETING

8:00 PM

1. CALL TO ORDER

2. LATE FILE

- **COMM330_05_24_2021** Late File Code of Ordinances Edited May 2021
- **COMM327_05_10_2021** Late File Hale Street fence/wall at Squires Glen
- **COMM331_05_24_2021** Late File Newburyport Fee Schedule

3. PUBLIC COMMENT

4. MAYOR'S COMMENT

CONSENT AGENDA

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

5. APPROVAL OF MINUTES

- May 10, 2021

(Approve)

6. COMMUNICATIONS

- **COMM329_05_24_2021** Statement of Interest, School Building Authority

(ED)

7. TRANSFERS

- TRAN097_05_24_2021 Gen. Fund-Free Cash \$65,260.87 & HWY Streetlights \$50,000 to (B&F)
Snow & Ice Labor \$238.00 & Snow & Ice-Expenses \$115,498.87
- TRAN098_05_24_2021 Multiple Accounts Transfer Appropriation Request \$3,071,492.00 to (B&F)
Multiple FY2022 Capital & Reserves \$3,071,492.00

8. APPOINTMENTS

- APPT247_05_24_2021 Brian Brunault 83 Garden St. Cnstble for Civil Business 7/1/2024
- APPT248_05_24_2021 Christopher J. Fay 20 Strong St. Historical Comm. 5/31/2024
- APPT249_05_24_2021 Joseph Haberland 22 Farrell St Sch. Cmte. Whittier Reg. 5/31/2024
Vo.Tech. HS

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

END OF CONSENT AGENDA

Ad Hoc Committee on Economic Development

- COMM262 08 31 2020 Gasbarro Ltr re: Awareness

Budget & Finance

- ODNC074 04 12 2021 Council Salaries with Supporting Memo
- TRAN096 05 10 2021 Gen. Budget Contingency \$17,815.35 to POL Sal Officers\$14,192, POL Officer OT \$2500, POL Accreditation Allowance \$707, POL Longevity \$416.35
- ORDR247 05 10 2021 Health Insurance Reserve Fund

Neighborhoods & City Services

- COMM327 05 10 2021 Late File Hale Street fence/wall at Squires Glen

Public Safety

- ORDR250 05 10 2021 Merrimac St signs, signals and striping
- ODNC077 05 10 2021 Merrimac St. Parking Restrictions

REGULAR AGENDA

9. MAYOR'S UPDATE

10. COMMUNICATIONS

- COMM330_05_24_2021 Late File Code of Ordinances Edited May 2021
- COMM331_05_24_2021 Late File Newburyport Fee Schedule

11. FIRST READING APPOINTMENTS

12. SECOND READING APPOINTMENTS

13. ORDERS

- Confirmatory_05_24_2021 ORDR246_05_10_2021 Updated City Council Meetings 2021
- ORDR249_05_10_2021 Congratulations Valedictorian Salutatorian
(Continued from 05/10/2021)
- ORDR252_05_24_2021 Phillips Drive Loan Order
- ORDR253_05_24_2021 Crosswalk High St

14. ORDINANCES

- ODNC073_03_29_2021 2nd reading Zoning Amendment Storage Warehousing
- ODNC075_04_26_2021 2nd reading Saftey Zone Merrimac St Ordinance
- ODNC078_05_10_2021 2nd reading on Elec Agg (redraft of ORDR245_04_26_2021)
- ODNC079_05_24_2021 Plumbing and Gas Fees Sec 5-111 & 5-112

15. COMMITTEE ITEMS

Ad Hoc Committee on Economic Development

In Committee:

- COMM262 08 31 2020 Gasbarro Ltr re: Awareness

Ad Hoc Committee on Market Landing Park and COTW

In Committee:

- COMM261_08_31_2020 Proposed Timeline, Waterfront
- ORDR227_12_14_2020 Appropriate NRA funds for RFP award

Budget & Finance

In Committee:

- COMM311_03_08_2021 Cllr Tontar letter re: KP Law Legal Opinion on Council Salaries
- ODNC074 04 12 2021 Council Salaries with Supporting Memo
- ORDR247 05 10 2021 Health Insurance Reserve Fund
- ORDR248_05_10_2021 Budget Order 2022 w/memo from the Mayor
- TRAN096 05 10 2021 Gen. Budget Contingency \$17,815.35 to POL Sal Officers\$14,192, (B&F)
POL Officer OT \$2500, POL Accreditation Allowance \$707, POL
Longevity \$416.35

Education

In Committee:

- COMM273_10_13_2020 Ltr of Non-Support from Mayor on Acts of 1987

General Government

In Committee:

- COMM325_05_10_2021 Ordinance Review Committee Report

License & Permits

In Committee:

- ODNC047_01_27_2020 General Ordinance - Short Term Rental Units Rules
- COMM229_02_24_2020 Ltr re: Implementation of Short-Term Rental Ordinance

Neighborhoods & City Services

In Committee:

- COMM234_03_30_2020 Ltr from Newburyport Livable Streets March 11, 2020
- COMM285_01_27_2021 Memorandum from Councillor Christine Wallace
- COMM299_02_08_2021 LATE FILE Phillips Dr. Neighborhood Committee Ltr
- COMM326_05_10_2021 Late File Hale Street bicycle/pedestrian improvements (CIP)
- **COMM327 05 10 2021 Late File Hale Street fence/wall at Squires Glen**

Planning & Development

In Committee:

- COMM215_01_13_2020 Ltr re: Colby Farm Open Space Beautification
- ODNC046_01_27_2020 Zoning Amendment - Short Term Rental Units Definition
- COMM231_03_09_2020 Ltr re: Short-Term Rental Ordinance
- ORDR196_07_13_2020 Open Space and Recreation Plan 2020 (COTW)
- ODNC076_05_10_2021 Proposed Zoning Amendment Mini-Reform (COTW)

Public Safety

In Committee:

- COMM216_01_13_2020 Ltr re: Ban the Use of Glyphosate
- APPT165_04_13_2020 Dr. Robin Blair 18 Market St. Board of Health 4/30/2023
- COMM243_05_11_2020 Ltr from Jane Rascal re: NMMCD
- ORDR200_07_30_2020 List of Crosswalks Amended
- COMM282_01_27_2021 Ltr from Jim McCarthy re: Sign Proposal
- COMM283_01_27_2021 Ltr from Jim McCarthy-speed limit
- APPL023_03_08_2021 LATE FILE Event App The Moving Wall
- COMM328_05_10_2021 Late File Petition 25 mph Ferry & Laurel Rds.
- **ORDR250 05 10 2021 Merrimac St signs, signals and striping**
- **ODNC077 05 10 2021 Merrimac St. Parking Restrictions**

Public Utilities

In Committee:

- COMM290_02_08_2021 Falmouth Broadband Feasibility Study (full text in Clerk's office)
- COMM295_02_08_2021 Best Best & Krieger Small Cells Order Annual Meeting
- COMM296_02_08_2021 Ntoa FCC Small Wireless Facilities Rules Compliance Guide

Rules

In Committee:

- COMM220_01_27_2020 Proposed City Council Rule 9F
- ORDR170_02_24_2020 Amendment Council Rules 2020 (COTW)
- ORDR171_02_24_2020 Amendment to Rule 17B (COTW)
- ORDR239_02_8_2021 Council Rule 7 and 10B

16. GOOD OF THE ORDER

17. ADJOURNMENT

CONSENT AGENDA

CITY COUNCIL MEETING MINUTES

REMOTE
May 10, 2021
City Council Meeting
7:30 PM

Zoom Details

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89274700940>

Or One tap mobile :

US: +13126266799

Or Telephone:

Dial:

US: +1 312 626 6799

Webinar ID: 892 7470 0940

Remembering Mary Zinck

1. CALL TO ORDER The City Council President, Jared Eigerman called the meeting to order at 7:30 pm and asked the City Clerk, Richard B. Jones to call the roll. The following Councillors answered present, Vogel, Wallace, Zeid, Khan, Lane, McCauley, Connell, Shand, Tontar, and Eigerman. 10 present, 1 absent (Devlin), using Zoom as a platform.

2. LATE FILE

- COMM326_05_10_2021 Late File Hale Street pedestrian/bicycle improvements (CIP)
- COMM327_05_10_2021 Late File Hale Street Fence/Wall at Squires Glen
- ODNC073_03_29_2021 Late File Zoning Amendment Storage Warehousing
(As Amended in Committee 5/5/2021)
- COMM328_05_10_2021 Late File Petition 25 mph Ferry & Laurel Rds.
- APPT246_05_10_2021 Late File Gary Calderwood Acting Bldg. Commissioner \

Motion to waive the rules and accept the late file items by Councillor Zeid, seconded by Councillor Khan.

Roll call vote. 10 yes, 1 absent (JD). Motion passes.

3. PUBLIC COMMENT

Kerri Perry - Head Start
James Knapp, 24 Cutting Drive
Jennie Donahue, 18 Cherry Street
Dan Sawicki, 33 Jefferson Street
Cindy Scally. 143A State Street

4. MAYOR'S COMMENT

Councillor Devlin present.

**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.

5. APPROVAL OF MINUTES

- April 26, 2021

(Approve)

6. COMMUNICATIONS

- COMM325_05_10_2021 Ordinance Review Committee Report (GG)
At request of Councillor Khan moved to Regular Agenda

7. TRANSFER

- TRAN096_05_10_2021 Gen. Budget Contingency \$17,815.35 to POL Sal Officers\$14,192, (B&F)
POL Officer OT \$2500, POL Accreditation Allowance \$707, POL Longevity \$416.35

8. APPOINTMENTS

- APPT242_05_10_2021 Katie Nye 8 Russell Terr. Human Rights Comm. 5/31/2024
- APPT243_05_10_2021 Charles Carroll 25 Hill St. Council on Aging 5/31/2026
- APPT244_05_10_2021 Richard A. Eaton 4 Horton St. Council on Aging 5/31/2026
- APPT245_05_10_2021 Barry J. McBride 5 Pine St. Asst. Wiring Inspector 5/31/2022
Salisbury

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

END OF CONSENT AGENDA

Budget & Finance

- COMM314 03 29 2021 FY2022-FY2026 Capital Improvement Program Submission (COTW)
- COMM319 04 12 2021 Memo to Council from Councillor Zeid re: CIP
- TRAN090 04 12 2021 Water Retained Earnings \$155K to Watershed Land Acquisition \$155K with supporting documents
- TRAN095 04 26 2021 DPS Recpts Res for Approp \$35K to Highway Fuel & Oil \$35K

Public Safety

- ODNC075 04 26 2021 Safety Zone Designation Merrimac St.

Public Utilities

- COMM292 02 08 2021 Memo - Electricity Aggregation Program
- ODNC078 05 10 2021 (redraft of ORDR245 04 26 2021)

Motion to approve the Consent Agenda as amended by Councillor Zeid, seconded by Councillor Khan. Roll call vote. 11 yes. Motion passes.

REGULAR AGENDA

9. MAYOR'S UPDATE

Motion to receive and file by Councillor Zeid, seconded by Councillor Khan. Roll call vote. 11 yes. Motion passes.

10. COMMUNICATIONS

- COMM325_05_10_2021 Ordinance Review Committee Report
Motion to refer to General Government by Councillor Khan, seconded by Councillor Connell. Roll call vote. 11 yes. Motion passes.
- COMM326_05_10_2021 Late File Hale Street bicycle/pedestrian improvements (CIP)
- COMM327_05_10_2021 Late File Hale Street fence/wall at Squires Glen
Motion to refer to Neighborhood and City Services collectively by Councillor McCauley, seconded by

Councillor Connell. Roll call vote. 11 yes. Motion passes.

- COMM328_05_10_2021 Late File Petition 25 mph Ferry & Laurel Rds.

Motion to refer to Neighborhood and City Services by Councillor Zeid, seconded by Councillor Devlin. Friendly amendment to refer to Public Safety accepted. Roll call vote. 11 yes. Motion passes.

11. FIRST READING APPOINTMENTS

- APPT246_05_10_2021 Late File Gary Calderwood Acting Bldg. Commissioner

Motion to receive and file by Councillor Connell, seconded by Councillor Khan. Roll call vote. 11 yes. Motion passes.

12. SECOND READING APPOINTMENTS

- APPT241_04_26_2021 Bonnie Sontag 21 Smith St. Fruit St. Hist. Comm 5/31/2024

Motion to approve on 2nd reading by Councillor Zeid, seconded by Councillor Tontar. Roll call vote. 11 yes. Motion passes.

13. ORDERS

- ORDR244_04_26_2021 Charter Amendment Home Rule Petition
(Continued from 04/26/2021)

Motion to approve by Councillor Zeid, seconded by Councillor Tontar. Roll call vote. 11 yes. Motion passes.

- ORDR246_05_10_2021 Updated City Council Meetings 2021

Motion to approve by Councillor Eigerman, seconded by Councillor Zeid. Roll call vote. 11 yes. Motion passes.

- ORDR247_05_10_2021 Health Insurance Reserve Fund

Motion to refer to Budget & Finance by Councillor Zeid, seconded by Councillor Tontar. Roll call vote. 11 yes. Motion passes.

- ORDR248_05_10_2021 Budget Order 2022 w/memo from the Mayor

Motion to refer to Budget & Finance and COTW by Councillor Zeid, seconded by Councillor Tontar. Roll call vote. 11 yes. Motion passes.

- ORDR249_05_10_2021 Congratulations Valedictorian Salutatorian

Motion to move to a date certain, May 24, 2021, by Councillor Zeid, seconded by Councillor Devlin. Roll call vote. 11 yes. Motion passes.

- ORDR250_05_10_2021 Merrimac St signs, signals and striping

Motion to refer to Public Safety by Councillor McCauley, seconded by Councillor Wallace. Roll call vote. 11 yes. Motion passes.

14. ORDINANCES

- ODNC076_05_10_2021 Proposed Zoning Amendment Mini-Reform

Motion to refer to Planning & Development and COTW by Councillor Shand, seconded by Councillor Wallace. Roll call vote. 10 yes, 1 no (SZ). Motion passes.

- ODNC077_05_10_2021 Merrimac St. Parking Restrictions

Motion to refer to Public Safety by Councillor Wallace, seconded by Councillor Tontar. Roll call vote. 11 yes. Motion passes.

15. COMMITTEE ITEMS

Ad Hoc Committee on Economic Development

In Committee:

- COMM262_08_31_2020 Gasbarro Ltr re: Awareness

Ad Hoc Committee on Market Landing Park and COTW

In Committee:

- COMM261_08_31_2020 Proposed Timeline, Waterfront
- ORDR227_12_14_2020 Appropriate NRA funds for RFP award

Budget & Finance

In Committee:

- COMM311_03_08_2021 Cllr Tontar letter re: KP Law Legal Opinion on Council Salaries
- **COMM314 03 29 2021 FY2022-FY2026 Capital Improvement Program Submission (COTW)**
FD004 - Motion to reduce to 2M and move to 2024 by Councillor McCauley, seconded by Councillor Lane. Roll call vote. 9 yes, 2 no (BV, BC). Motion passes.
9:03pm Councillor Connell – Council President Pro Tempore
FD007 - Motion to cut 100K in funding by Councillor Eigerman, seconded by Councillor Zeid. Roll call vote. 5 yes (SZ, JD, BL, JM, JE), 6 no. Motion fails.
FD002 - Motion to shift all funding by two years beginning with 2024 by Councillor Eigerman, seconded by Councillor Zeid. Roll call vote. 4 yes (SZ, JD, BL, JE), 7 no. Motion fails.
PL001 - Motion to identify sources by Councillor Eigerman, seconded by Councillor Tontar. Roll call vote. 11 yes. Motion passes.
PL002 - Motion to meter the spending yearly to 1.2M FY 2023 through 1.2M FY2026 by Councillor Eigerman, seconded by Councillor Zeid. Roll call vote. 10 yes, 1 no (BV). Motion passes.
PL006 - Motion for 400K pay as you go to Brown school renovations and repairs from general fund, and state/federal grants for affordable housing by Councillor Eigerman, seconded by Councillor Zeid. Roll call vote 10 yes, 1 no (BL). Motion passes.
PK031 - Motion to reduce from 2 trucks to 1 truck by Councillor Eigerman, seconded by Councillor Vogel. Roll call vote. 8 yes, 3 no (BV, HS, CT). Motion passes.
HW004 - Motion to expand to additional funding sources including property assessment by Councillor Eigerman, seconded by Councillor Zeid. Friendly amendment by Councillor Tontar to include state and federal grants accepted. Roll call vote. 11 yes. Motion passes.
HW005 - Motion to reduce from 4.2M to 3.5M, and add other funding sources including possible property assessment by Councillor Eigerman, seconded by Councillor Devlin.
9:44pm Councillor Vogel – Council President Pro Tempore
Roll call vote. 1 yes (JE), 10 no. Motion fails.
HW006 - Motion to shift 600K in spending for one year from FY22 to FY23 and FY23 to FY 24 by Councillor Eigerman, seconded by Councillor Zeid. Roll call vote. 6 yes, 5 no (BV, CW, AK, BC, HS). Motion passes.
10:02pm Councillor Eigerman – Council President resumes the Presidency.
PD012 – Motion to add 36K to FY22 Traffic Devices/Signs with the funding mechanism as pay as you go by Councillor McCauley, seconded by Councillor Wallace. Roll call vote. 10 yes, 1 no (BC). Motion passes.
HW – Motion to add 80K from pay as you go, 20K from Disability Commission to FY22 for Merrimac Street accessibility by Councillor Wallace, seconded by Councillor McCauley. Roll call vote. 11 yes. Motion passes.
Motion to approve as amended by Councillor Zeid, seconded by Councillor Tontar. Roll call vote. 9 yes, 1 present (JD), 1 no (SZ). Motion passes.
- **COMM319 04 12 2021 Memo to Council from Councillor Zeid re: CIP**
Motion to receive and file by Councillor Zeid, seconded by Councillor Tontar. Roll call vote. 11 yes. Motion passes.
- **TRAN090 04 12 2021 Water Retained Earnings \$155K to Watershed Land Acquisition \$155K with supporting documents**
Motion to approve by Councillor Zeid, seconded by Councillor Tontar. Roll call vote. 10 yes, 1 no (JD).

Motion passes.

- **TRAN095_04_26_2021 DPS Recpts Res for Approp \$35K to Highway Fuel & Oil \$35K**

Motion to approve by Councillor Zeid, seconded by Councillor Tontar. Roll call vote. 11 yes. Motion passes.

- ODNC074_04_12_2021 Council Salaries with Supporting Memo

Education

In Committee:

- COMM273_10_13_2020 Ltr of Non-Support from Mayor on Acts of 1987

General Government

In Committee:

License & Permits

In Committee:

- ODNC047_01_27_2020 General Ordinance - Short Term Rental Units Rules
- COMM229_02_24_2020 Ltr re: Implementation of Short-Term Rental Ordinance

Neighborhoods & City Services

In Committee:

- COMM234_03_30_2020 Ltr from Newburyport Livable Streets March 11, 2020
- COMM285_01_27_2021 Memorandum from Councillor Christine Wallace
- COMM299_02_08_2021 LATE FILE Phillips Dr. Neighborhood Committee Ltr.

Planning & Development

In Committee:

- COMM215_01_13_2020 Ltr re: Colby Farm Open Space Beautification
- ODNC046_01_27_2020 Zoning Amendment - Short Term Rental Units Definition
- COMM231_03_09_2020 Ltr re: Short-Term Rental Ordinance
- ORDR196_07_13_2020 Open Space and Recreation Plan 2020 (COTW)
- **ODNC073_03_29_2021 Late File Zoning Amendment Storage Warehousing**
(As Amended in Committee 5/5/2021)

Motion to approve by Councillor Shand, seconded by Councillor Tontar. Roll call vote. 11 yes. Motion passes.

Public Safety

In Committee:

- COMM216_01_13_2020 Ltr re: Ban the Use of Glyphosate
- APPT165_04_13_2020 Dr. Robin Blair 18 Market St. Board of Health 4/30/2023
- COMM243_05_11_2020 Ltr from Jane Rascal re: NMMCD
- ORDR200_07_30_2020 List of Crosswalks Amended
- COMM282_01_27_2021 Ltr from Jim McCarthy re: Sign Proposal
- COMM283_01_27_2021 Ltr from Jim McCarthy-speed limit
- APPL023_03_08_2021 LATE FILE Event App The Moving Wall
- **ODNC075_04_26_2021 Safety Zone Designation Merrimac St.**

Motion to approve by Councillor McCauley, seconded by Councillor Wallace. Motion to amend to include 125 ft on Plummer Ave. in both directions by Councillor Wallace, seconded by Councillor Vogel Roll call vote. 11 yes. Motion passes. Motion to approve as amended by Councilor McCauley, seconded by Councillor Wallace. Roll call vote. 11 yes. Motion passes.

Public Utilities

In Committee:

- COMM290_02_08_2021 Falmouth Broadband Feasibility Study (full text in Clerk's office)

- **COMM292_02_08_2021 Memo - Electricity Aggregation Program**

Motion to receive and file Councillor Tontar, seconded by Councillor Zeid. Roll call vote. 11 yes. Motion passes.

- COMM295_02_08_2021 Best Best & Krieger Small Cells Order Annual Meeting
- COMM296_02_08_2021 Natoa FCC Small Wireless Facilities Rules Compliance Guide
- **ODNC078_05_10_202 on Elec Agg (redraft of ORDR245_04_26_2021)**

Motion to waive Rule 2B to go beyond 11:00pm by Councillor Vogel, seconded by Councillor Wallace. Roll call vote. 11 yes. Motion passes.

Motion to approve 1st reading by Councillor Tontar, seconded by Councillor Vogel.

Friendly amendment by Councillor Zeid, seconded by Shand accepted by Councillors Tontar and Vogel:
Sec 14.93

Upon execution of a contract, a list of the offers that were made available to the City including, but not limited to, the cost per kilowatt hour and contract length will be provided to the City Council via a communication. Along with the submission of the annual budget, The City Council shall be provided an annual report indicating the current status of the market including the National Grid's (or other prevailing provider's) standard rate and information related to the savings or excesses paid by consumers in the City of Newburyport.

Friendly amendment by Councillor Zeid, seconded by Devlin accepted by Councillors Tontar and Vogel:
Sec 14.94

Annually, residents of Newburyport shall be notified in writing on the City's website of the City's negotiated rate, National Grid's (or other prevailing provider's) rate, any surcharge being imposed by the City, and their right to opt-in or opt-out of the program.

Motion to amend Sec 14.95 to require two-thirds vote by Councillor Zeid, seconded by Councillor Devlin. Roll call vote. 4 yes (SZ, JD, AK, JM), 7 no. Motion fails.

Motion to approve 1st reading amended by Councillor Tontar, seconded by Councillor Vogel.
Roll call vote. 9 yes, 2 no (JD, JM). Motion passes.

Rules

In Committee:

- COMM220_01_27_2020 Proposed City Council Rule 9F
- ORDR170_02_24_2020 Amendment Council Rules 2020 (COTW)
- ORDR171_02_24_2020 Amendment to Rule 17B (COTW)
- ORDR239_02_8_2021 Council Rule 7 and 10B

16. GOOD OF THE ORDER

Councillor Zeid – Budget Workshops discussion on type of meeting: in-person/hybrid/remote

17. ADJOURNMENT

Motion to adjourn by Councillor Zeid, seconded by Councillor Tontar at 11:10pm. Roll call vote. 11 yes.
Motion passes.

COMMUNICATIONS



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

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

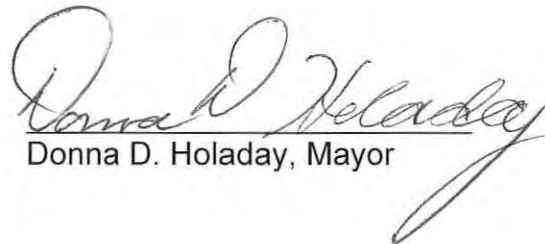
2021 MAY 18 PM 3:26

60 PLEASANT STREET - P.O. BOX 550
NEWBURYPORT, MA 01950
978-465-4413 PHONE
978-465-4402 FAX

To: President and Members of the City Council
From: Donna D. Holaday, Mayor
Date: May 18, 2021
Re: Statement of Interest (SOI) – MA School Building Authority (MSBA)

Attached for your approval is an updated Statement of Interest (SOI) to the MA School Building Authority (MSBA) for new science labs and roof repair at Newburyport High School. The deadline to submit the SOI is Friday, June 25, 2021.

The School Committee will be voting on the SOI on their June 7, 2021 meeting. Thank you for your attention in this matter.


Donna D. Holaday, Mayor

Massachusetts School Building Authority

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

MAY 13 PM 3:23

Next Steps to Finalize Submission of your FY 2021 Statement of Interest

Thank you for submitting your FY 2021 Statement of Interest (SOI) to the MSBA electronically. **Please note, the District's submission is not yet complete.** The District is required to mail all required supporting documentation, which is described below.

VOTES: Each SOI must be submitted with the proper vote documentation. This means that (1) the required governing bodies have voted to submit each SOI, (2) the specific vote language required by the MSBA has been used, and (3) the District has submitted a record of the vote in the format required by the MSBA.

- **School Committee Vote:** Submittal of all SOIs must be approved by a vote of the School Committee.
 - For documentation of the vote of the School Committee, Minutes of the School Committee meeting at which the vote was taken must be submitted with the original signature of the Committee Chairperson. The Minutes must contain the actual text of the vote taken which should be substantially the same as the MSBA's SOI vote language.
- **Municipal Body Vote:** SOIs that are submitted by cities and towns must be approved by a vote of the appropriate municipal body (e.g., City Council/ Aldermen/Board of Selectmen) in addition to a vote of the School Committee.
 - Regional School Districts do not need to submit a vote of the municipal body.
 - For the vote of the municipal governing body, a copy of the text of the vote, which shall be substantially the same as the MSBA's SOI vote language, must be submitted with a certification of the City/Town Clerk that the vote was taken and duly recorded, and the date of the vote must be provided.

ADDITIONAL DOCUMENTATION FOR SOI PRIORITIES #1 AND #3: If a District selects Priority #1 and/or Priority #3, the District is required to submit additional documentation with its SOI.

- If a District selects Priority #1, Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of the school children, where no alternative exists, the MSBA requires a hard copy of the engineering or other report detailing the nature and severity of the problem and a written professional opinion of how imminent the system failure is likely to manifest itself. The District also must submit photographs of the problematic building area or system to the MSBA.
- If a District selects Priority #3, Prevention of a loss of accreditation, the SOI will not be considered complete unless and until a summary of the accreditation report focused on the deficiency as stated in this SOI is provided.

ADDITIONAL INFORMATION: In addition to the information required above, the District may also provide any reports, pictures, or other information they feel will give the MSBA a better understanding of the issues identified at a facility.

If you have any questions about the SOI process please contact the MSBA at 617-720-4466 or SOI@massschoolbuildings.org.

Massachusetts School Building Authority

School District Newburyport

District Contact Donna D Holaday TEL: (978) 465-4413

Name of School Newburyport High

Submission Date 5/14/2021

SOI CERTIFICATION

To be eligible to submit a Statement of Interest (SOI), a district must certify the following:

- ✓ The district hereby acknowledges and agrees that this SOI is NOT an application for funding and that submission of this SOI in no way commits the MSBA to accept an application, approve an application, provide a grant or any other type of funding, or places any other obligation on the MSBA.
- ✓ The district hereby acknowledges that no district shall have any entitlement to funds from the MSBA, pursuant to M.G.L. c. 70B or the provisions of 963 CMR 2.00.
- ✓ The district hereby acknowledges that the provisions of 963 CMR 2.00 shall apply to the district and all projects for which the district is seeking and/or receiving funds for any portion of a municipally-owned or regionally-owned school facility from the MSBA pursuant to M.G.L. c. 70B.
- ✓ The district hereby acknowledges that this SOI is for one existing municipally-owned or regionally-owned public school facility in the district that is currently used or will be used to educate public PreK-12 students and that the facility for which the SOI is being submitted does not serve a solely early childhood or Pre-K student population.
- ✓ After the district completes and submits this SOI electronically, the district must mail hard copies of the required documentation described under the "Vote" tab, on or before the deadline.
- ✓ The district will schedule and hold a meeting at which the School Committee will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is required for cities, towns, and regional school districts.
- ✓ Prior to the submission of the SOI, the district will schedule and hold a meeting at which the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is not required for regional school districts.
- ✓ On or before the SOI deadline, the district will submit the minutes of the meeting at which the School Committee votes to authorize the Superintendent to submit this SOI. The District will use the MSBA's vote template and the vote will specifically reference the school and the priorities for which the SOI is being submitted. The minutes will be signed by the School Committee Chair. This is required for cities, towns, and regional school districts.
- ✓ The district has arranged with the City/Town Clerk to certify the vote of the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body to authorize the Superintendent to submit this SOI. The district will use the MSBA's vote template and submit the full text of this vote, which will specifically reference the school and the priorities for which the SOI is being submitted, to the MSBA on or before the SOI deadline. This is not required for regional school districts.
- ✓ The district hereby acknowledges that this SOI submission will not be complete until the MSBA has received all of the required vote documentation in a format acceptable to the MSBA. If Priority 1 is selected, your SOI will not be considered complete unless and until you provide the required engineering (or other) report, a professional opinion regarding the problem, and photographs of the problematic area or system. If Priority 3 is selected, your SOI will not be considered complete unless and until you provide a summary of the accreditation report focused on the deficiency as stated in this SOI.

**LOCAL CHIEF EXECUTIVE OFFICER/DISTRICT SUPERINTENDENT/SCHOOL COMMITTEE CHAIR
(E.g., Mayor, Town Manager, Board of Selectmen)**

Chief Executive Officer *	School Committee Chair	Superintendent of Schools
_____	_____	_____
(signature)	(signature)	(signature)
Date	Date	Date

* Local chief executive officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated to the chief executive office under the provisions of a local charter. Please note, in districts where the Superintendent is also the Local Chief Executive Officer, it is required for the same person to sign the Statement of Interest Certifications twice.

Massachusetts School Building Authority

School District Newburyport

District Contact Donna D Holaday TEL: (978) 465-4413

Name of School Newburyport High

Submission Date 5/14/2021

Note

The following Priorities have been included in the Statement of Interest:

1. Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists.
2. Elimination of existing severe overcrowding.
3. Prevention of the loss of accreditation.
4. Prevention of severe overcrowding expected to result from increased enrollments.
5. Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility.
6. Short term enrollment growth.
7. Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements.
8. Transition from court-ordered and approved racial balance school districts to walk-to, so-called, or other school districts.

SOI Vote Requirement

I acknowledge that I have reviewed the MSBA's vote requirements for submitting an SOI which are set forth in the Vote Tab of this SOI. I understand that the MSBA requires votes from specific parties/governing bodies, in a specific format using the language provided by the MSBA. Further, I understand that the MSBA requires certified and signed vote documentation to be submitted with the SOI. I acknowledge that my SOI will not be considered complete and, therefore, will not be reviewed by the MSBA unless the required accompanying vote documentation is submitted to the satisfaction of the MSBA.

SOI Program: Core

Potential Project Scope: Renovation\ Addition

Is this a Potential Consolidation? No

Is this SOI the District Priority SOI? Yes

School name of the District Priority SOI: Newburyport High

Is this part of a larger facilities plan? Yes

If "YES", please provide the following:

Facilities Plan Date: 3/29/2021

Planning Firm: Newburyport Public Schools/City of Newburyport

Please provide a brief summary of the plan including its goals and how the school facility that is the subject of this SOI fits into that plan:

FY22-26 Capital Improvement Plan: The Newburyport Public Schools, working with the City of Newburyport, updates a

5-year Capital Improvement Plan annually. This plan lists capital needs for all school facilities across the district. The CIP is presented by the Director of Facilities to, and approved by the School Committee before being sent to the Mayor and City Council for prioritization with other capital needs across the city. In recent years the CIP submitted for consideration to the Mayor's Office has included the following for Newburyport High school: exterior woodwork restoration, sidewalk replacements, roof replacement, technology upgrades, energy reduction programs, auditorium sound and lighting system replacement, fire alarm system upgrade, security updates and others. Funding is appropriated as available, and some projects find other sources of funding through grants and/or donations. The current CIP can be found on the city website at:

https://www.cityofnewburyport.com/sites/g/files/vyhli3521/f/uploads/fy2022-2026_capital_improvement_program_proposed_3-29-2021.pdf

Please provide the current student to teacher ratios at the school facility that is the subject of this SOI: 11 students per teacher

Please provide the originally planned student to teacher ratios at the school facility that is the subject of this SOI: 11 students per teacher

Does the District have a Master Educational Plan that includes facility goals for this building and all school buildings in District? Yes

If "YES", please provide the author and date of the District's Master Educational Plan.

The City of Newburyport has a Master Plan that includes an educational component. The development of the Master Plan was spearheaded by members of the Planning Department and was adopted by the Newburyport City Council in December of 2017. The Master Plan can be found on the city website at:

<https://www.cityofnewburyport.com/sites/g/files/vyhli3521/f/uploads/2017-master-plan-final-printed-version-w-adoption-dates.pdf>

Is there overcrowding at the school facility? No

If "YES", please describe in detail, including specific examples of the overcrowding.

Has the district had any recent teacher layoffs or reductions? No

If "YES", how many teaching positions were affected? 0

At which schools in the district?

Please describe the types of teacher positions that were eliminated (e.g., art, math, science, physical education, etc.).

Has the district had any recent staff layoffs or reductions? No

If "YES", how many staff positions were affected? 0

At which schools in the district?

Please describe the types of staff positions that were eliminated (e.g., guidance, administrative, maintenance, etc.).

Please provide a description of the program modifications as a consequence of these teacher and/or staff reductions, including the impact on district class sizes and curriculum.

Does Not Apply

Please provide a description of the local budget approval process for a potential capital project with the MSBA. Include schedule information (i.e. Town Meeting dates, city council/town council meetings dates, regional school committee meeting dates). Provide, if applicable, the District's most recent budget approval process that resulted

in a budget reduction and the impact of the reduction to the school district (staff reductions, discontinued programs, consolidation of facilities).

SECTION 6-2: ANNUAL BUDGET MEETING The mayor shall call a joint meeting of the city council and school committee, to include the superintendent of schools, before the commencement of the annual budget process to review the financial condition of the city, revenue and expenditure forecasts, and other relevant information prepared by the mayor in order to develop a coordinated budget. SECTION 6-3: SUBMISSION OF OPERATING BUDGET; BUDGET MESSAGE No later than May 15 of each year, the mayor shall submit to the city council a proposed operating budget for all city agencies, which shall include the school department, for the ensuing fiscal year with an accompanying budget message and supporting documents. The proposed operating budget shall provide a complete fiscal plan of all city funds and activities. The school budget, as adopted by the school committee shall be submitted to the mayor at least 10 days before the submission of the proposed operating budget to the city council. The mayor shall notify the school committee of the date by which the proposed budget of the school committee shall be submitted to the mayor. The mayor and the superintendent of schools shall coordinate the dates and times of the school committee's budget process under the General Laws. Public Hearing - The city council shall publish in at least one (1) local newspaper a notice of the proposed operating budget as submitted by the mayor. The notice shall state (1) the times and places where copies of the entire proposed operating budget are available for inspection by the public, and (2) the date, time and place not less than 14 days after its publication, when a public hearing on the proposed operating budget will be held by the city council. The city council shall adopt the proposed operating budget, with or without amendments, within 45 days following the date the proposed budget is filed with the city clerk. Funding a capital project would likely require an override vote.

General Description

BRIEF BUILDING HISTORY: Please provide a detailed description of when the original building was built, and the date(s) and project scopes(s) of any additions and renovations (maximum of 5000 characters).

Original construction of Newburyport High School was completed in 1937. A complete renovation and addition occurred from 1999 to 2002.

A project to rehabilitate the exterior woodwork on the high school was completed in 2020. This historic restoration was designed and monitored by an architectural firm with extensive historic restoration experience, and following strict historic restoration standards.

TOTAL BUILDING SQUARE FOOTAGE: Please provide the original building square footage PLUS the square footage of any additions.

215000

SITE DESCRIPTION: Please provide a detailed description of the current site and any known existing conditions that would impact a potential project at the site. Please note whether there are any other buildings, public or private, that share this current site with the school facility. What is the use(s) of this building(s)? (maximum of 5000 characters).

Newburyport High School sits on a 13.3 acre site at the top of a hill in a residential neighborhood.

The site also includes the War Memorial Stadium which was recently renovated (completed 2016) including an artificial turf field. The Stadium is used for various sporting events as well as the site for the high school's graduation ceremony.

There is a concession stand near the Stadium along with a small electrical shed that provides power to the Stadium. A baseball field is also located on the site.

The parking areas are insufficient for the number of staff in the building. Some staff and all students have to park off-site. Any project that requires a lay-down area for materials is challenging when done while school is in session.

ADDRESS OF FACILITY: Please type address, including number, street name and city/town, if available, or describe the location of the site. (Maximum of 300 characters)

Newburyport High School
241 High Street
Newburyport, MA 01950

BUILDING ENVELOPE: Please provide a detailed description of the building envelope, types of construction materials used, and any known problems or existing conditions (maximum of 5000 characters).

Exterior walls of the building are brick. They are in generally good condition.

Most windows are over-sized double-hung wooden sash. The one major exception is the south façade which has aluminum frame windows overlooking the stadium. The size of the double-hung windows make them difficult to operate. Most are in good condition, but there are some, particularly on the northeast side of the building that are showing signs of deterioration due to their exposure to the north-east wind coming off the ocean.

Doors are a combination of wooden historic replica and aluminum store-front style. The wooden doors are

sometimes problematic from a security standpoint during wet or humid weather when they swell and do not automatically latch securely. During these times they require regular adjustment.

Over the center main portion of the 1937 portion of the building is an asphalt shingled hip roof. This section of roof is in poor condition, needing regular maintenance to replace shingles that blow off during strong wind storms, and leaking in areas where flashing has apparently failed. This roof was installed in 1995.

The remaining sections on the 1937 portion of the building are flat PVC roofs that were last replaced in 1995 as part of a district-wide roofing project. There have been numerous leaks on all four of these separate sections (Library, Auditorium, East Classroom Wing, West Classroom Wing) as can be seen by the number of patches in these areas and stained ceilings that are visible in areas such as the Auditorium.

The five sections described above are on the Building A section of the high school and are in need of replacement as they are approaching 25 years of age.

The EPDM roof on the 2002 addition is in good condition. A small project was conducted on this roof circa 2011 to correct an issue with the membrane pulling away from the bases of several of the roof top air handling units.

Has there been a Major Repair or Replacement of the EXTERIOR WALLS? YES

Year of Last Major Repair or Replacement:(YYYY) 2002

Description of Last Major Repair or Replacement:

The exterior walls on the original (1937) portion of the building have not had a major repair or replacement other than repointing. The addition that was constructed from 1999 to 2002 replaced an earlier addition that was constructed circa 1960.

Roof Section A

Is the District seeking replacement of the Roof Section? YES

Area of Section (square feet) 6000

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe)

Shingle

Age of Section (number of years since the Roof was installed or replaced) 26

Description of repairs, if applicable, in the last three years. Include year of repair:

Replacement of shingles that have blown off has occurred in each of the last three years. Repairs have also been made to flashing around ductwork that protrudes through this roof.

Roof Section B

Is the District seeking replacement of the Roof Section? YES

Area of Section (square feet) 35100

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe)

Flat PVC-this section is made up of four separate areas all last replaced in 1995 including east classrooms, west classrooms, auditorium & library.

Age of Section (number of years since the Roof was installed or replaced) 26

Description of repairs, if applicable, in the last three years. Include year of repair:

Patching has been performed numerous times on this roof over the past three years including most recently December 2019.

Roof Section C

Is the District seeking replacement of the Roof Section? NO

Area of Section (square feet) 18400

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe)

Flat EPDM over south classroom area addition that was constructed in 1999-2002

Age of Section (number of years since the Roof was installed or replaced) 20

Description of repairs, if applicable, in the last three years. Include year of repair:

Minor patching in 2018 & 2019.

Roof Section D**Is the District seeking replacement of the Roof Section?** NO**Area of Section (square feet)** 7900**Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))**

Gym-ballasted EPDM installed in 1999-2002 during the renovation and addition project. Proposed addition would be constructed over this section.

Age of Section (number of years since the Roof was installed or replaced) 20**Description of repairs, if applicable, in the last three years. Include year of repair:**

None

Roof Section E**Is the District seeking replacement of the Roof Section?** NO**Area of Section (square feet)** 3500**Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))**

Cafeteria-sloped PVC installed during the renovation and addition project from 1999 to 2002.

Age of Section (number of years since the Roof was installed or replaced) 20**Description of repairs, if applicable, in the last three years. Include year of repair:**

Patching of seams in the built-in rain gutter in 2019.

Roof Section F**Is the District seeking replacement of the Roof Section?** NO**Area of Section (square feet)** 450**Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))**

Standing seam metal roofing over "connector" areas between the original building and the addition that was constructed in 1999-2002. This includes 9 small separate roof areas.

Age of Section (number of years since the Roof was installed or replaced) 20**Description of repairs, if applicable, in the last three years. Include year of repair:**

Patching of seams and flashing along rising brick walls 2018 & 2019.

Window Section A**Is the District seeking replacement of the Windows Section?** NO**Windows in Section (count)** 374**Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))**

Wooden double-hung, double pane windows.

Age of Section (number of years since the Windows were installed or replaced) 20**Description of repairs, if applicable, in the last three years. Include year of repair:**

Miscellaneous sash replacements 2017/2018, two replaced in 2020 and one in 2021.

Window Section B**Is the District seeking replacement of the Windows Section?** NO**Windows in Section (count)** 60**Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))**

Aluminum double pane

Age of Section (number of years since the Windows were installed or replaced) 20**Description of repairs, if applicable, in the last three years. Include year of repair:**

None

Window Section C**Is the District seeking replacement of the Windows Section?** NO**Windows in Section (count)** 14**Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))**

Large wood-frame fixed glass double pane (library & auditorium)

Age of Section (number of years since the Windows were installed or replaced) 20**Description of repairs, if applicable, in the last three years. Include year of repair:**

Exterior trim board replacement on one window in 2019

MECHANICAL and ELECTRICAL SYSTEMS: Please provide a detailed description of the current mechanical and electrical systems and any known problems or existing conditions (maximum of 5000 characters).

Both the mechanical and electrical systems were updated as part of the renovation and addition project between 1999 and 2002.

Heat is provided to the school by two natural gas-fired Smith Boilers which provide hot water to various terminal devices throughout the school including nine interior air handling units and three roof-top air handling units which provide fresh air throughout the building. Heat to the classrooms is provided by ceiling mounted fan coil units, and offices generally receive their heat via variable air volume boxes and baseboard radiant heat.

Two Trane chillers provide chilled water for air conditioning to about 90% of the building. In recent years the chillers have required a significant amount of service and repair work to keep them operating at full capacity. At times they have been difficult to keep running when they are needed most and have been costly to maintain. They should be considered for replacement.

Both boilers are fully operational and receive regular preventive maintenance from in-house staff with assistance from contractors from time to time. The interior fire walls of one boiler were rebuilt in 2013, and the other in 2018.

All mechanical equipment is operational and is in a condition that would be expected at this stage of its life cycle. Mechanical equipment receives regular preventive maintenance from in-house staff with assistance from contractors from time to time.

The entire electrical system from the main switch gear to all branch circuit wiring was replaced during the renovation and addition project from 1999-2002. The main electrical service is 480/277 volt, 4000 amp, three phase. The switch gear and all distribution panels were manufactured by General Electric.

A 250KW Kohler generator provides backup power to selected equipment and emergency lighting.

Lighting throughout the building is a combination of T-8 and compact fluorescent as well as recently converted LED fixtures.

Boiler Section 1

Is the District seeking replacement of the Boiler? YES

Is there more than one boiler room in the School? YES

What percentage of the School is heated by the Boiler? 100

Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)

Natural gas

Age of Boiler (number of years since the Boiler was installed or replaced) 20

Description of repairs, if applicable, in the last three years. Include year of repair:

Interior fire brick replaced 2013

Boiler Section 2

Is the District seeking replacement of the Boiler? YES

Is there more than one boiler room in the School? YES

What percentage of the School is heated by the Boiler? 100

Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)

Natural gas

Age of Boiler (number of years since the Boiler was installed or replaced) 20

Description of repairs, if applicable, in the last three years. Include year of repair:

Interior fire brick replaced 2018

Boiler Section 3

Is the District seeking replacement of the Boiler? YES

Is there more than one boiler room in the School? YES

What percentage of the School is heated by the Boiler? 0

Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)

Natural gas (domestic hot water)

Age of Boiler (number of years since the Boiler was installed or replaced) 20

Description of repairs, if applicable, in the last three years. Include year of repair:

None

Boiler Section 4

Is the District seeking replacement of the Boiler? NO

Is there more than one boiler room in the School? YES

What percentage of the School is heated by the Boiler? 0

Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)

Electricity (domestic hot water for kitchen)

Age of Boiler (number of years since the Boiler was installed or replaced) 5

Description of repairs, if applicable, in the last three years. Include year of repair:

Replaced in 2016

Boiler Section 5

Is the District seeking replacement of the Boiler? NO

Is there more than one boiler room in the School? YES

What percentage of the School is heated by the Boiler? 0

Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)

Electricity (domestic hot water for science labs)

Age of Boiler (number of years since the Boiler was installed or replaced) 4

Description of repairs, if applicable, in the last three years. Include year of repair:

Replaced in 2017

Has there been a Major Repair or Replacement of the HVAC SYSTEM? YES

Year of Last Major Repair or Replacement:(YYYY) 2002

Description of Last Major Repair or Replacement:

All mechanical equipment was replaced during the renovation and addition project from 1999 to 2002.

Has there been a Major Repair or Replacement of the ELECTRICAL SERVICES AND DISTRIBUTION SYSTEM? YES

Year of Last Major Repair or Replacement:(YYYY) 2002

Description of Last Major Repair or Replacement:

All electrical equipment was replaced during the renovation and addition project from 1999 to 2002.

BUILDING INTERIOR: Please provide a detailed description of the current building interior including a description of the flooring systems, finishes, ceilings, lighting, etc. (maximum of 5000 characters).

Interior walls are generally constructed of metal studs and gypsum wall board and finished with an egg-shell paint.

Most floors are vinyl composite tile with carpeting in offices, the auditorium and library. Most ceilings areas are suspended grids with acoustical ceiling tile, with some gypsum wall board ceilings in select areas.

Lighting is typically T-8 and compact fluorescent with some recently converted LED fixtures in some areas such as the gym, auditorium, cafeteria, stairways and parking lots. The first phase of a three-phase project to convert the remaining lighting to LED was completed in 2020 utilizing Green Communities funding and utility rebates. A Green Communities funding application for the next phase will be submitted in the fall of 2021.

PROGRAMS and OPERATIONS: Please provide a detailed description of the current grade structure and programs offered and indicate whether there are program components that cannot be offered due to facility constraints, operational constraints, etc. (maximum of 5000 characters).

Newburyport High School serves grades nine through twelve and the curriculum is designed around two interconnected premises. First, students will acquire and demonstrate competencies in areas of academics, career options, personal/social relationships and wellness. Second, a major aspect of demonstrating those competencies is successful completion of a core curriculum and elective course work to earn the minimum of 110 credits to be eligible for graduation.

Courses are offered in art and theater, English, math, history/social studies, science and technology, world language, wellness and physical education, and special education.

The one area that is most restricted by facility constraints at Newburyport High School is the Science, Technology and Engineering program. A shortage of teaching and lab space limits the amount of lab time that each class can be allotted.

EDUCATIONAL SPACES: Please provide a detailed description of the Educational Spaces within the facility, a description of the number and sizes (in square feet) of classrooms, a description of science rooms/labs including ages and most recent updates, a description of the cafeteria, gym and/or auditorium and a description of the media center/library (maximum of 5000 characters).

9 Math classrooms average approximately 750 sq. ft.
 9 Social Studies classrooms average approximately 750 sq. ft.
 6 English classrooms average approximately 800 sq. ft.
 6 Science classrooms average approximately 850 sq. ft. (most recent updates 2002)
 4 Science Labs average approximately 750 sq. ft. (two currently utilized as a science classroom)
 6 World Language classrooms and one language lab each average approximately 800 sq. ft.
 5 Special Education classrooms range from 750 to 1200 sq. ft. The Nutrition Lab is 1350 sq. ft.
 One computer lab is 800 sq. ft. and the other was recently converted to a general classroom.

The Distance Learning Lab is a 1200 Sq. Ft. lecture hall

The Art Suite includes 2 classrooms at 1600 & 1800 sq. ft, Photo Lab at 280 sq. ft. and Graphic Arts Computer Lab at 900 sq. ft.

The Library is 6600 sq. ft. and includes a PC Lab, Mac Lab, and quiet study area.
 (the Library was renovated in 2012 including new carpeting, paint, furniture & technology)

The Auditorium is 6600 sq. ft. and seats approximately 660 people.
 The Theater Program has a 900 sq. ft. room adjacent to the Auditorium
 Theater also operates the TV Production Lab (580 sq. ft.) and TV Studio (340 sq. ft.) The Band Room is 1580 sq. ft.
 The 2300 sq. ft. Wood Shop is now used by the ceramics program, but the kiln for this program remains in another wing of the building which is an inconvenience.

The Gym is 12,670 sq. feet including a fitness room
 Three sets of bleachers can seat approximately 600 people
 The Gym includes a full basketball court along with two smaller side courts
 There is a walking track around the perimeter of the gym
 The PE Department also has a 1200 sq. ft. Wellness Classroom

The Cafeteria is approximately 8800 sq. ft. and can seat approximately 300 students. There are currently three lunch periods served by a full kitchen of approximately 1500 sq. ft. An adjacent room has been converted to

additional cafeteria space to allow us to spread students out more in the short-term, and eventually decrease to two lunch periods to better accommodate the academic schedule.

CAPACITY and UTILIZATION: Please provide the original design capacity and a detailed description of the current capacity and utilization of the school facility. If the school is overcrowded, please describe steps taken by the administration to address capacity issues. Please also describe in detail any spaces that have been converted from their intended use to be used as classroom space (maximum of 5000 characters).

Newburyport High School currently serves about 800 students. While there are always challenges to find space for all of the programs and services that are offered, the school is not considered to be overcrowded.

The original Television Production Room is now used as an office for the Technology Department. The Television Production program was relocated into a room that is also used by a Music Technology class.

One computer lab was converted to a general classroom since the lab setting was no longer required due to technological advances.

Two Science Labs are currently used as a Science classrooms, reducing to 2 the number of labs.

A room that has been used as a Foreign Language Lab is being converted to a general classroom in the summer of 2021.

MAINTENANCE and CAPITAL REPAIR: Please provide a detailed description of the district's current maintenance practices, its capital repair program, and the maintenance program in place at the facility that is the subject of this SOI. Please include specific examples of capital repair projects undertaken in the past, including any override or debt exclusion votes that were necessary (maximum of 5000 characters).

The Newburyport Public School Facilities Department consists of a Director of Facilities, Head of Maintenance, two Maintenance Technicians, one Groundskeeper and 17 Custodians serving the three buildings in the district. Service contractors are used to supplement the Facilities Department staff typically working under service contracts for regular predictable maintenance needs on equipment such as emergency generators, fire sprinkler systems, fire alarm systems and several others.

The Facilities Department utilizes the School Dude Maintenance Direct CMMS for all routine maintenance requests. Faculty and Staff are asked to submit requests for any maintenance or custodial needs through School Dude. The requests are routed to the Director of Facilities and Head of Maintenance, and then assigned to appropriate personnel for completion. The Technicians and Custodians mark the work requests complete, and they are then reviewed by the Director of Facilities before being closed.

Preventive maintenance is also scheduled through School Dude, utilizing the PM Direct program. Schedules are developed and maintained for equipment needing regular service. The program then creates a work request when maintenance comes due, and it gets assigned to the appropriate Technician or service contractor. Completion and close-out follows the same procedure as above.

The Newburyport Public Schools, working with the City of Newburyport, updates a 5-year Capital Improvement Plan annually. This plan lists capital needs for all facilities across the district. The CIP is presented by the Director of Facilities to, and approved by the School Committee before being sent to the Mayor and City Council for prioritization with other capital needs across the city. Funding is appropriated as available.

This process has led to a number of projects at the schools, most notably construction of the new Bresnahan School, renovation of the Nock-Molin School and renovation of the War Memorial Stadium at Newburyport High School. Other projects at Newburyport High School that have gone through this process and found funding from various sources include the ongoing Exterior Woodwork Restoration Project, sound and lighting upgrades in the

Auditorium, replacement of the fire alarm panel, security upgrades and exterior masonry work to prevent water infiltration which was causing a serious problem with efflorescence.

Priority 5

Question 1: Please provide a detailed description of the issues surrounding the school facility systems (e.g., roof, windows, boilers, HVAC system, and/or electrical service and distribution system) that you are indicating require repair or replacement. Please describe all deficiencies to all systems in sufficient detail to explain the problem.

The roof sections that are included in this SOI are on the Building A section of Newburyport High School. This is the original portion of the building that was constructed in 1937. The current roofing was installed in 1995, just prior to the major renovation that was undertaken on the high school between 1999 and 2002. We identify these roofs as Pitched Roof, East Classrooms, West Classrooms, Auditorium and Library.

As one of the highest structures in Newburyport, and within close proximity to the ocean, the Pitched Roof section on the high school is often subjected to very strong winds. It is not uncommon for pieces of shingle to be found on the lower roofs and the grounds surrounding the building. Additionally, this section of roof is penetrated by two large air intake and exhaust ducts in the back center of the roof, and other ductwork out of the east and west ends. These areas have been frequently problematic as can be seen by the stained ceiling areas in the attic. The cupola also projects from this roof section, but recent work on the cupola has resolved problems associated with that.

As a part of the renovation and addition project several pieces of mechanical equipment, as well as some skylights were removed from the flat roof sections of Building A. Additionally, other mechanical equipment was installed, and the increase in foot traffic, equipment and materials on these roofs during the construction project caused additional wear and tear, and numerous issues. This has resulted in a patch-worked roof with many potential infiltration points.

As the roof has continued to age, many of the patches have begun to detach. Water has found its way under the membrane taking its toll on the insulation and causing it to compact in areas, interrupting the drain channels that were initially built into the roof when it was installed. Ponding can now be seen in many areas with the water unable to reach the drains.

Water has made its way into classrooms and hallways (most recently in the area of Room 340) on the third floor, but has also found its way through wall cavities and come out on the first floor near the Student Support offices. Water stains and falling plaster indicate leaks in the auditorium and on the stage. Intermittent leaking occurs around the skylights in the library.

Priority 5

Question 2: Please describe the measures the district has already taken to mitigate the problem/issues described in Question 1 above.

Patching each of these roof sections has been an ongoing task since the completion of the renovation and addition project in 2002. This has been done by both in-house staff and roofing contractors including CJ Phoenix, Hurley Roofing and Garland.

In 2011 Gale Associates assisted with a project to repair leaks around the ductwork on the east and west ends of the pitched roof.

As part of the Exterior Woodwork Project-Phase 3, the cupola was restored which solved several water infiltration issues on and around the cupola.

Hurley Roofing spent two full days patching and repairing areas of the four flat roof section in 2016 that are included in this SOI, and they have been back each year since to address additional issues.

The Newburyport City Council approved \$20,000 to be used for high school roof repairs in November of 2017. A little over half of these funds have been expended.

The Director of Facilities conducts roof inspections on a regular basis. The most recent inspection was conducted on May 11, 2021.

Priority 5

Question 3: Please provide a detailed explanation of the impact of the problem/issues described in Question 1 above on your district's educational program. Please include specific examples of how the problem prevents the district from delivering the educational program it is required to deliver and how students and/or teachers are directly affected by the problem identified.

Leaks sometimes cause the need for teachers to find another space in which to conduct their class, or choose to arrange students around barrels and buckets that are catching water from an active leak. If a class is moved to another space the teacher may not have all of the resources and teaching aids that they would normally work with in their home classroom, thus diminishing the quality of the lesson on that particular day. Often other spaces are not available.

Additionally, poor air quality is always a concern when building components become damp from an active leak. If the leak has gone on unnoticed for a period of time before the water actually makes it into a classroom, there could be concerns with mold growth on certain building materials, and it becomes imperative to dry them out as quickly as possible.

Leaks can and have caused damage to teaching materials and other items in classrooms. This causes the need for the teacher to reproduce or replace these items, taking time away from other tasks more directly associated with teaching, and wastes resources.

Priority 5

Question 4: Please describe how addressing the school facility systems you identified in Question 1 above will extend the useful life of the facility that is the subject of this SOI and how it will improve your district's educational program.

A new roof will provide protection for these sections of Newburyport High School for the next 25 to 30 years. This in turn will free up both manpower and financial resources that are now being used on roof related issues, to be allocated to other issues throughout the facility. A new roof would also likely provide an improved R-value for the roof, saving on energy costs.

Please also provide the following:

Have the systems identified above been examined by an engineer or other trained building professional?:

YES

If "YES", please provide the name of the individual and his/her professional affiliation (maximum of 250 characters):

Steve Bergholm, Director of Facilities

Newburyport Public Schools

The date of the inspection: 5/11/2021

A summary of the findings (maximum of 5000 characters):

PITCHED ROOF

-some missing/broken asphalt shingles

-water stains around duct penetrations

EAST CLASSROOMS

-standing water cannot reach drains

-loose flashing and exposed edge of membrane

-soft spots noticed in insulation beneath membrane

-small gouge noted

WEST CLASSROOMS

-standing water

-soft spots noted in insulation beneath membrane

-roof fastener poking up beneath membrane

LIBRARY

- minor ponding
- soft spots in insulation noticed beneath membrane
- some patched failing
- missing mortar above windows in rising walls

AUDITORIUM

- minor ponding noted
- soft spots in insulation beneath membrane
- small gouge noted
- failing mortar in wall rising above roof section

Priority 7

Question 1: Please provide a detailed description of the programs not currently available due to facility constraints, the state or local requirement for such programs, and the facility limitations precluding the programs from being offered.

The twenty first century workforce and higher education institutions are demanding students that are self-starting, independent thinking and problem solving individuals. Exposure to STEM curriculum provides high school students with the background, knowledge, and skill set that colleges and employers are seeking (Rhoton, 2010). Newburyport High School is ready to provide our students with the opportunity to explore a STEM curriculum where they will be actively engaged in solving advanced problems with a high level of thought and decision making. This type of program would identify Newburyport High School as being on the cutting edge of 21st century instruction; using advanced technology and equipment to model, investigate and analyze applicable problems in today's world.

Classrooms that incorporate three-dimensional learning have students building models, communicating with peers, finding solutions to complex problems, arguing evidence, collection and analyzing data. Students will develop and master skills such as problem solving, critical thinking, applied mathematics, communication, collaboration, and self management; 21st century skills that make them leaders and innovators for the future (A Framework for K-12 Science Education, 2012).

Science classrooms should be a dynamic environment with individual student experiments and projects being the focus of the room. They should include findings from scientific phenomena displayed and available to spark student curiosity. Therefore, individual teachers require separate classrooms with labs to foster long-term experimentation, maker spaces, and cohesiveness between classes. The ability to keep and display phenomena that sparks student interest and provide an experience that excites students, bringing them back for more. This would require 9 classrooms with either attached or incorporated lab spaces (currently we have 7 science classrooms and 3 labs). Students could then easily move from facilitated teacher discussion, to group discussion, and experimentation within the same room. Each lab would need to be outfitted with the appropriate lab equipment, prep rooms, and storage spaces necessary. The overall objective is to create a learning environment that sparks student leaning and excitement for science.

Currently, the Science, Technology and Math classrooms are designed to support a more traditional learning environment of lecture, with separate lab space and limited space for applied math innovation.

The outdated facilities and limited lab spaces do not support the new Massachusetts Science Standards or our vision for exemplary STEM instruction and innovative learning experiences.

Priority 7

Question 2: Please describe the measures the district has taken or is planning to take in the immediate future to mitigate the problem(s) described above.

One of the major focuses of the Newburyport Public Schools Strategic Plan is to reimagine teaching and learning. Our high school staff have worked in professional learning communities to actualize that plan. A major focus of the PLC effort has been on STEM related courses. Without a major reconfiguration and additional space for our newly proposed science and STEM related courses, our work in this needed area cannot continue. Newburyport High School needs updated facilities and additional space to offer the cross curriculum courses, dual credit courses, and shared resources and spaces that inspire innovation.

In the short term, some of the steps that have been taken to mitigate the shortcomings of the facility include:

- Two lab spaces currently used as classrooms
- Labs conducted on a limited basis in classrooms to minimize transition time from class to lab
- Lab spaces shared among several sections

Priority 7

Question 3: Please provide a detailed explanation of the impact of the problem described in this priority on your district's educational program. Please include specific examples of how the problem prevents the district from delivering the educational program it is required to deliver and how students and/or teachers are directly affected by the problem identified.

Challenges: Outdated Facilities and Limited Space

Currently the limited space and lab availability restricts spontaneity and the repeated exposure to science phenomena. there are 9 science faculty members with the hopes of increasing electives and faculty in the future. The teaching spaces include 6 formal classrooms, two physics labs converted to classrooms and 2 labs (1 chemistry, 1 biology).

Unfortunately, the limited availability of lab space restricts the number of labs that we can offer. Currently, 17 sections of life sciences share the one biology lab and 13 sections of chemistry share the one chemistry lab. Physics is taught in the two labs that were converted into classrooms, which presents its own set of challenges. Since those room were designed as labs, it makes teacher directed instruction and formal assessments challenging.

As a district we are committed to high quality instructional practices that are grounded in academic research. Allowing adequate prep time, lab time, and cleanup time for all of these sections and staff members is a scheduling nightmare which leads to less than optimal instructional time.

The outdated facilities and limited lab spaces do not support the new Massachusetts Science Standards or our vision for exemplary STEM instruction and innovative learning experiences.

Additional challenges include:

- Teachers will often conduct labs within the classrooms in an effort to provide students with as much hands-on lab experience as possible. The kinds of activities and labs that can be completed in this way are restricted due to safety concerns.
- Restricts students' ability to explore their curiosity.
- Students lose significant time on learning due to transitioning between classroom and lab. In addition, much time is lost resetting the lab rooms for transition block to block.
- Most science labs require significant preparation time. Shared lab space presents several challenges when educators are trying to set up labs while other classes are running labs. This poses safety concerns.

Additionally, the doors to our current science and technology lab spaces are not wide enough to allow the movement of equipment in and out of the labs. Upgrading to wider or double doors would allow for greater flexibility with the movement of needed equipment.

Vote

REQUIRED FORM OF VOTE TO SUBMIT AN SOI

REQUIRED VOTES

If the SOI is being submitted by a City or Town, a vote in the following form is required from both the City Council/Board of Aldermen **OR** the Board of Selectmen/equivalent governing body **AND** the School Committee.

If the SOI is being submitted by a regional school district, a vote in the following form is required from the Regional School Committee only. FORM OF VOTE Please use the text below to prepare your City's, Town's or District's required vote(s).

FORM OF VOTE

Please use the text below to prepare your City's, Town's or District's required vote(s).

Resolved: Having convened in an open meeting on _____, prior to the closing date, the _____
[City Council/Board of Aldermen,

Board of Selectmen/Equivalent Governing Body/School Committee] of _____ [City/Town], in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest dated _____ for the _____ [Name of School] located at

_____ [Address] which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future

_____ ; [Insert a description of the priority(s) checked off on

the Statement of Interest Form and a brief description of the deficiency described therein for each priority]; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the City/Town/Regional School District to filing an application for funding with the Massachusetts School Building Authority.

CERTIFICATIONS

The undersigned hereby certifies that, to the best of his/her knowledge, information and belief, the statements and information contained in this statement of Interest and attached hereto are true and accurate and that this Statement of Interest has been prepared under the direction of the district school committee and the undersigned is duly authorized to submit this Statement of Interest to the Massachusetts School Building Authority. The undersigned also hereby acknowledges and agrees to provide the Massachusetts School Building Authority, upon request by the Authority, any additional information relating to this Statement of Interest that may be required by the Authority.

Chief Executive Officer *	School Committee Chair	Superintendent of Schools
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(signature)	(signature)	(signature)
Date	Date	Date

* Local chief executive officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated to the chief executive office under the provisions of a local charter. Please note, in districts where the Superintendent is also the Local Chief Executive Officer, it is required for the same person to sign the Statement of Interest Certifications twice.

TRANSFERS



CITY OF NEWBURYPORT FY 2021 TRANSFER/APPROPRIATION REQUEST

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
2021 MAY 18 PM 3:12

Department: Mayor's Office

Submitted by: Donna D. Holaday, Mayor

Date Submitted: 5/24/2021

Transfer From:

Account Name:	<u>General Fund - Free Cash</u>	Balance:	<u>\$ 3,188,875.00</u>
Account Number:	<u>01-35910</u>	Category:	<u>\$ -</u>
Amount:	<u>\$65,260.87</u>	Trans I/O:	<u>\$ -</u>

Why Funds Are Available:

The Massachusetts Department of Revenue certified Free Cash for FY2021 at \$3,188,875. These funds are available for any legal expenditure with the approval of the Mayor and a vote of the City Council.

Transfer From:

Account Name:	<u>HWY Streetlights</u>	Balance:	<u>\$ 84,819.91</u>
Account Number:	<u>01421002-52103</u>	Category:	<u>\$ 313,288.18</u>
Amount:	<u>\$50,000.00</u>	Trans I/O:	<u>\$ -</u>

Why Funds Are Available:

A surplus is anticipated at year-end due to net metering credit billing adjustments that have reduced streetlight electricity costs for FY2021.

Transfer From:

Account Name:	<u>Snow & Ice - Labor</u>	Balance:	<u>\$ 238.00</u>
Account Number:	<u>01423001-51301</u>	Category:	<u>\$ (115,260.87)</u>
Amount:	<u>\$238.00</u>	Trans I/O:	<u>\$ -</u>

Why Funds Are Available:

Snow and ice expenses are variable depending on winter weather conditions. This account is used to pay the overtime for City employees during snow and ice events. There was a small balance remaining at the end of the season.

Transfer To:

Account Name:	<u>Snow & Ice - Expenses</u>	Balance:	<u>\$ (115,498.87)</u>
Account Number:	<u>01423002-52901</u>	Category:	<u>\$ (115,260.87)</u>
Amount:	<u>\$115,498.87</u>	Trans I/O:	<u>\$ -</u>

Why Funds Are Needed:

Snow and ice expenses are variable depending on winter weather conditions. This account is used to pay the cost of contractors hired to clear snow, equipment maintenance, as well as, materials such as salt and sand. State law allows communities to deficit spend in this category, however the deficit must be removed by fiscal year-end with available funds, or raise in FY2021.

Donna D. Holaday, Mayor:

Donna D. Holaday

Date:

5/18/21

Ethan R. Manning, Auditor:

Ethan R. Manning

Date:

5/18/21

Sponsor: Charles F. Tontar, Councillor At-Large

City Council Approval:



CITY OF NEWBURYPORT FY 2021 TRANSFER/APPROPRIATION REQUEST

Department: Mayor's Office
Submitted by: Donna D. Holaday, Mayor **Date Submitted:** 5/24/2021

Transfer From:

Account Name:	<u>Multiple - See attached</u>	Balance:	<u>\$ -</u>
Account Number:	<u>Multiple - See attached</u>	Category:	<u>\$ -</u>
Amount:	<u>\$3,071,492.00</u>	Trans I/O:	<u>\$ -</u>

Why Funds Are Available:


Funding from Free Cash, Retained Earnings, closed-out capital projects and other available funds. See attached detail.

Transfer To:

Account Name:	<u>Multiple - See attached</u>	Balance:	<u>\$ -</u>
Account Number:	<u>Multiple - See attached</u>	Category:	<u>\$ -</u>
Amount:	<u>\$3,071,492.00</u>	Trans I/O:	<u>\$ -</u>

Why Funds Are Needed:

Funding for FY2022 capital and reserves. See attached detail and supporting documentation.

Donna D. Holaday, Mayor:  Date: 5/18/21
 Ethan R. Manning, Auditor:  Date: 5/18/21

Sponsor: Charles F. Tontar, Councillor At-Large

City Council Approval:

Transfer/Appropriation Request - FY2022 Capital Projects and Reserves (Submitted: May 24, 2021)

Transfer From:

Transfer To:

Account Name	Current Balance	Account Number	Amount	Account Name	Current Balance	Account Number	Amount
General Fund - Free Cash ¹	\$3,123,614.13	01-35910	\$2,165,905.48	Roadway & Sidewalk Improvements (HW002/HW003) ²	\$0.00	3101	\$455,913.48
				Purchase of Trackless Vehicle (HW001)	\$0.00	3103	\$225,000.00
				IT Hardware (IT001)	\$0.00	3104	\$195,000.00
				Compensated Absences	\$37,374.65	8270	\$175,000.00
				Stabilization Trust Fund	\$3,281,872.69	8263	\$200,000.00
				Surveillance Camera Integration (PD001)	\$0.00	3105	\$160,000.00
				One (1) 6 Wheel Dump Truck with Plow (HW007)	\$0.00	3106	\$110,000.00
				OPEB	\$788,903.93	8280	\$100,000.00
				Traffic/Safety Improvement Projects (PL005)	\$0.00	3107	\$100,000.00
				Hale Street Safety Improvements (HW009)	\$0.00	3108	\$100,000.00
				Parks Field Office (PK016)	\$0.00	3109	\$65,000.00
				Two (2) Sander Inserts for Dump Trucks (HW012)	\$0.00	3110	\$47,960.00
				One (1) Pickup Truck (PK031)	\$0.00	3111	\$43,800.00
				Dive Team Equipment (PD006)	\$0.00	3112	\$41,600.00
				Toro Groundsmaster 3500-D (SC005)	\$0.00	3113	\$35,720.00
				Hose Replacements (FD006)	\$0.00	3114	\$30,000.00
				Six (6) Radar Units (PD005)	\$0.00	3115	\$25,000.00
				Records Room (PD008)	\$0.00	3116	\$20,000.00
				Snow Thrower Attachment for Plow (SC008)	\$0.00	3117	\$17,500.00
				Infield Groomer (PK001)	\$0.00	3118	\$15,000.00
				Twenty Five (25) Body Worn Cameras (PD011)	\$0.00	3119	\$3,412.00
LED Streetlights	\$95,568.56	20020019	\$60,000.00	Electric Cruiser Pilot Program (PD010)	\$0.00	3120	\$60,000.00
NHS Exterior Woodwork Phase III	\$99,075.75	3905	\$99,075.75	Roadway & Sidewalk Improvements (HW002/HW003) ²	\$0.00	3101	\$144,086.52
Budget Reserve Stabilization Fund	\$14,353.81	8267	\$14,353.81				
Nock/Molin Parking Lot Repaving	\$8,997.87	3815	\$8,997.87				
Bullnose Reconstruction	\$7,888.60	046	\$7,888.60				
Colby Farm Lot 1 Feasibility Study	\$7,500.00	3519	\$7,500.00				
Land Acquisition Projects	\$3,673.84	040	\$3,673.84				
Tree/Bucket Truck	\$930.33	3911	\$930.33				
Tractor	\$857.23	3918	\$857.23				
Equipment Replacement Stabilization Fund	\$747.05	8277	\$747.05				
High School Renovation	\$62.04	045	\$62.04				
Electric Revolving Fund	\$80,856.48	2806	\$22,500.00	Building Records Reorganization (BD001)	\$0.00	3121	\$22,500.00
Sr. Comm. Ctr. Maintenance Rev. Fund	\$102,472.49	2841	\$45,000.00	Generator Connection (HW013)	\$0.00	3122	\$20,000.00
				Surveillance Camera Integration (PD001)	\$0.00	3105	\$25,000.00
Sewer Retained Earnings	\$978,049.33	61-35920	\$259,000.00	Water Street Lift Station (SW006)	\$0.00	4119	\$134,000.00
				Storey Ave Pump Station Rehabilitation (Design) (SW005)	\$0.00	4120	\$100,000.00
				IT Hardware (IT001)	\$0.00	4121	\$25,000.00
Water Retained Earnings	\$1,243,128.00	60-35920	\$367,547.34	Watershed/Public Water Supply Protection (WA005)	\$0.00	4018	\$192,547.34
				Lower Artichoke Reservoir Dam Improvement (Design) (WA004)	\$275.46	4013	\$150,000.00
				IT Hardware (IT001)	\$0.00	4019	\$25,000.00
Artichoke Pump Station Skylight/Roof Repairs	\$4,300.00	4003	\$4,300.00	Watershed/Public Water Supply Protection (WA005)	\$0.00	4018	\$7,452.66
Water Capital Projects	\$3,152.66	034	\$3,152.66				
Total			\$3,071,492.00	Total			\$3,071,492.00

¹Current balance includes May 24, 2021 Snow & Ice Transfer (\$65,261)

²Consolidated account for both roadway and sidewalk improvements



CITY OF NEWBURYPORT
OFFICE OF THE MAYOR
DONNA D. HOLADAY
60 PLEASANT STREET • P.O. BOX 550
NEWBURYPORT, MA 01950
(978) 465-4413 • (978) 465-4402 (FAX)
WWW.CITYOFNEWBURYPORT.COM

To: President and Members of the City Council
From: Donna D. Holaday, Mayor
Date: May 18, 2021
Subject: FY2022 Capital & Reserve Funding Requests

I am pleased to submit a FY2022 funding request to you that addresses the city's highest priority capital needs and makes important allocations into the city's major reserve funds. These capital needs were derived from the five-year capital improvement program, with adjustments based on feedback from the City Council, as well as, updated cost estimates.

Based on your feedback and consistent with the FY22-26 CIP, I am requesting appropriations for the attached listing of projects and accounts totaling \$3,071,492. This year's funding request designates \$2,596,492 for capital investments and another \$475,000 for the city's reserve accounts. Below is a summary of the funding sources, broken down in greater detail with the enclosed transfer request:

Account Name	Amount
General Fund - Free Cash	\$2,165,905
Water Fund Retained Earnings	\$367,547
Sewer Fund Retained Earnings	\$259,000
Closed-Out Capital Projects	\$196,376
Other Available Funds	\$82,663
Total	\$3,071,492

The bulk of this transfer request is funded by a free cash appropriation of \$2,165,905, leaving a balance of \$957,709. A portion of that remaining balance will be used to fund transfers that will be needed at year-end, such as fire overtime. In accordance with City Financial Policies, we must maintain a minimum free cash balance equal to 1% of the tax levy or \$639,665.

The second largest funding component is Water and Sewer Fund retained earnings. After this request, there will remain a balance of \$875,581 and \$719,049 in the water and sewer funds, respectively. A rate study is currently being finalized and further information on recommended rates and long-term capital planning is forthcoming.

On the following pages is a summary of this year's capital funding request addressing 25 projects in the capital improvement program. Other projects appearing in the CIP for FY2022 are either being funded by other sources or were not ready to be appropriated. Projects being funded with borrowing will be submitted with individual loan orders as they become ready to be reviewed and approved. For this City Council meeting, I am submitting a loan order request to fund the Phillips Drive Drainage and Water Main Improvements Project. This project is currently at 75% design and will be ready for bidding in July.

I look forward to discussing these important needs in further detail when this request has been referred to the Budget and Finance Committee for their review.

Thank you for your consideration.

Department	Project	Amount	Rationale
Building	Building Records Reorganization (BD001)	\$22,500	Reorganization of all building permits (new and historical); establishes a fully indexed and organized A-Z filing system according to street addresses creating greater efficiency for the department and permit holders. To be funded by the Electrical Revolving Fund
DPS - Highway	Roadway & Sidewalk Improvements (HW002/HW003)	\$600,000	Portion of annual \$2,000,000 committed for roadway and sidewalk improvements. Includes reappropriation from NHS Exterior Woodwork project to do sidewalk in front of Nock/Molin School.
DPS - Highway	One (1) Trackless Vehicle (HW001)	\$225,000	This multifunction piece of equipment will: trim roads and swales, mill areas of roads for repaving, snow removal and stump grinder. DPS currently rents a swale machine and needs equipment that can remove snow from the downtown sidewalks.
DPS - Highway	One (1) Two (2) 6 Wheel Dump Truck with Plow (HW007)	\$110,000	Replaces 2006 dump truck with 22,000 GVWlb F600 Super Duty Truck outfitted with sanders/controls. These front line trucks are used to haul materials to and from job sites and for snow plowing. This purchase was in the CIP for FY2023, but upon a recent inspection it was determined that the 2006 truck needs to be replaced sooner.
DPS - Highway	Hale Street Safety Improvements (HW009)	\$100,000	Hale Street currently has sidewalks on both ends but a long stretch of the roadway is without, creating unsafe conditions for pedestrians and bicyclists. This appropriation will fund approximately \$75,000 in surveying that is needed to design conceptual-level improvements, as well as, \$25,000 to complete/repair the fence and retaining wall. Further funding will be needed in future years for both design and construction.
DPS - Highway	Two (2) Sander Inserts for Dump Trucks (HW012)	\$47,960	Purchase of two (2) ten ft. CUYD 304 stainless steel material spreader hiway E-2020 XT sanders for dump trucks.
DPS - Highway	Generator Connection(HW013)	\$20,000	The local Unitarian church donated a lightly used generator to the City for use at the Senior Community Center. This was in the original scope of work for the facility, however was removed due to budget constraints. The generator will be connected and installed by the City Electrician. Installation costs include a transfer switch (\$9,000), as well as, site work, trenching and a concrete pad (\$11,000). To be funded by the Senior Community Center Maintenance Revolving Fund.
DPS - Sewer	Water Street Lift Station (Design)	\$134,000	Design Replacement and possibly relocate existing aging pump station which is in danger of being flooded during high tides and storm surges. Potential grant opportunity through the Municipal Vulnerability Preparedness Program.

Department	Project	Amount	Rationale
DPS - Sewer	Storey Ave Pump Station Rehabilitation (Design)	\$100,000	Built in 1977, the Storey Ave Wastewater Pump Station houses pumps and controls that are beyond their useful lives and located in a below-grade prefabricated metal chamber, which requires confined space entry. This creates a safety concern and requires increased efforts to conduct routine maintenance. An adjacent concrete structure serves as the station's wet well. The upgrades to the station include the abandonment of the chamber, conversion of the wet well and installation of an at-grade pump control panel, allowing for a much easier and safer operation. This project is anticipated to extend the useful life of the station for another 30 years, while reusing the existing wet well and emergency engine/generator. Funding for construction will be requested towards the end of the design phase.
DPS - Water	Watershed/Public Water Supply Protection	\$200,000	The City is currently reviewing properties that fall within the water resource protection district and recommends \$200,000 as an annual placeholder until valuation estimates can be obtained. The most recent land acquisition of 38 acres that border the lower Artichoke is an excellent example our how a partnership with State, Local and Land Trust entities can be utilized as a financial mechanism in achieving these goals.
DPS - Water	Lower Artichoke Reservoir Dam Improvement (Design)	\$150,000	Historical events (2006 Mother Day Flood), and the most recent Climate Change / Resiliency Study done by Tighe & Bond, has identified some short term and long term needs. Immediate improvements to the dam are needed to protect our water supply as outlined in the latest DCR Dam Inspection Report. Cost will fund short term needs plus Design and permitting for long term.
Finance	Stabilization Trust Fund	\$200,000	Infusing our Stabilization Trust Fund with free cash will bring us in line with our financial policy target of maintaining 5% of the General Fund budget; this appropriation would result in a ratio of 4.82%. No appropriation was made last year due to COVID-19 economic uncertainty.
Finance	Compensated Absences Fund	\$175,000	To fund anticipated retirements. No appropriation was made last year due to COVID-19 economic uncertainty. Current balance is \$37,375.
Finance	Other Post-Employment Benefits (OPEB) Trust Fund	\$100,000	An annual appropriation to the OPEB Reserve Fund. No appropriation was made last year due to COVID-19 economic uncertainty. Current balance is \$788.904.

Department	Project	Amount	Rationale
Fire	Hose Replacements (FD006)	\$30,000	The departments hose, nozzles and fittings are aging and need to be replaced. This project will address replacing the department's inventory starting with the oldest equipment. A subsequent appropriation is recommended for FY2024.
Information Technology	IT Hardware (IT001)	\$245,000	Ongoing Computer Equipment Maintenance and Renewal: 4 Primary Host Servers & (85) Computers to be replaced + Licensing for Office (350), Windows 10, Servers 2019 DataCenter + Exchange Server
Parks	Parks Field Office (PK016)	\$65,000	The FY22-26 capital improvement program includes \$1M for a Parks Field Office in FY2023. Given the need for the Parks Department to vacate 57 Low Street combined with the cost of constructing a new facility, the Department viewed properties that are available for lease. There is a 5,100 SF space at 50 Parker Street available for lease that meets the needs of the Department. Anticipated monthly rent is \$5,000; this appropriation would fund the 12 months in FY2022 plus a one month security deposit. Lease payments to be included in the operating budget starting in FY2023.
Parks	One (1) Pickup Truck with Plow	\$43,800	One (1) Ford F350 pickup truck (or similar) with plow. One of the greatest inefficiencies of the department is moving around work crews and equipment to all of the different parks locations in the City with only one truck. Having multiple trucks would allow crews and equipment to get from location to location much more efficiently. Staff end up having to use their personal vehicles, in many instances, to tow or move equipment between the job sites. Having City trucks would greatly eliminate that need, as well as, the added risk and costs associated with employees using their personal vehicles to conduct parks maintenance work. The CIP showed the purchase of two trucks, which has been reduced to one.
Parks	Infield Groomer	\$15,000	When the schools assumed care of Richie Eaton Baseball Field and Pettingell Field, the Parks Dept. gave them the infield groomer that was used on all city ball fields. It had been purchased with funds raised by the Newburyport Parks Conservancy for care of the school athletic fields, so it seemed appropriate that they retain use of it. A new groomer is needed to replace that one, so that we can efficiently care for infields at Cashman, Perkins, Woodman and Lower Atkinson Ballfields. The Department currently grooms the fields by towing a metal mat behind an ATV.

Department	Project	Amount	Rationale
Planning & Development	Traffic/Safety Improvement Projects	\$100,000	There are a number of traffic and safety concerns throughout the City. Examples of high priority areas include the intersection of Colby Farm Lane/Low Street, the public ways adjacent to Lower Atkinson Common/Pioneer Park and the section of roadway on High Street by Marches Hill. This funding is a starting point to begin work on these areas; additional support has also been requested from the state legislature.
Police	Surveillance Camera Integration (PD001)	\$185,000	Integration of all cameras in the city, including Schools, Library, Senior Center, Parking Garage and upgrade all the cameras to network at the PD along with better resolutions. This will also improve and resolve some of the ongoing operations and maintenance problems related to the existing cameras. The City applied for a Community Compact IT grant to cover costs in FY21 but was not successful.
Police	Electric Cruiser Pilot Program (PD010)	\$60,000	Pilot program to purchase one (1) electric cruiser. The average life is 8-10 years with mileage upwards to 500,000 miles. The long term savings far outweigh the overall initial cost, plus there are rebates and incentives. Costs are estimated based on available state/federal rebates, as well as, costs to outfit the cruiser with lights, lettering, etc. This pilot would supersede the replacement of one vehicle in the fleet with Ford Explorers, as scheduled in PD009. In FY2016, funds were appropriated from the Green Initiatives account to convert the City's streetlights to LED. A surplus balance existed at the end of the project, which was being held until another green-related project was identified. This pilot program is a great use of those available funds.
Police	Dive Team Equipment (PD006)	\$41,600	Update and replacement of dive time equipment is needed to ensure officer/diver safety for the 5 active members of the dive team. Current equipment is outdated and does not make it practical for diving in the Merrimack River.
Police	Six (6) Radar Units (PD005)	\$25,000	The radar units are part of the everyday equipment utilized by officers on the street performing their duties. These units turn on at the beginning of an officer's shift and are used throughout the shift. There are ten units in operation that have not been replaced in 10 years, and each unit costs approximately \$2,200. These units are calibrated every year by the state and must remain in compliance. The plan is to purchase 6 new units.

Department	Project	Amount	Rationale
Police	Records Room (PD008)	\$20,000	The Police station photo lab was never needed due to the change to digital technology/photography. As such, DPS renovated the space in-house to become a records room. To complete the room conversion, we need to add lighting, a door and purchase a filing system.
Police	Twenty Five (25) Body Worn Cameras (PD011)	\$3,412	Increased public confidence in policing, body worn cameras are primarily seen as one way to inspire accountability, as well as, the public perception and confidence in police officers. This project includes the purchase of 25 cameras, 3 eight bay docking stations, mounts for all officers, licenses, software and storage and all warranties. The City received a \$20,000 Byrne Justice Assistance Grant's (JAG) Local Law Enforcement (LLE) Grant in FY2021 that would help fund the project. The grant would be applied to the first year of the project, which would leave \$3,412 to fund from the General Fund. For FY2023 and beyond, an annual appropriation of \$26,422 would need to be added to the Police Department budget to fund the program.
Schools	One (1) Toro Groundsmaster 3500-D	\$35,720	The Toro Groundsmaster 3500-D Lawnmower has a 72" cutting width which would allow us to mow the athletic fields and other areas 20% faster than we can currently. This leaves more time for other maintenance activities such as fertilizing, aerating, game preparation, weed whacking and a host of other tasks that fall to the Athletic Fields Groundskeeper. The mower decks can be moved out to the left or right which will allow the operator to "reach out" into areas that may be too wet or soft for the main machine. Each of the three mowing decks float independently of one another making this mower ideal for hilly areas such as the area beyond the outfield fence at Eaton field, the transition from the fire road up to the playing fields behind the middle school, and along the perimeter at Pettingell Park.

Department	Project	Amount	Rationale
Schools	Snow Thrower Attachment for Plow	\$17,500	Over the past several years we have worked to build our staff and equipment inventory to allow us to take on a greater role with snow removal efforts at the schools in order to reduce our dependence on the DPS. We currently take care of all of the plowing at the Bresnahan School with our pickup trucks and tractor, but at times need to ask the DPS for assistance to move snow piles when they get too big for our equipment to handle. A snow thrower attachment that can be used on our John Deere tractor will give us the ability to move snow onto areas of the property where it will not be blocking site lines, making the driveways too narrow for cars/buses to pass each other and filling up the much needed parking spaces. While this will not completely eliminate the need for assistance from the DPS, it will significantly reduce it.
Total		\$3,071,492	

**APPOINTMENTS
FIRST READING**



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

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
2021 MAY 18 PM 3:27

60 PLEASANT STREET - P.O. Box 550
NEWBURYPORT, MA 01950
978-465-4413 PHONE
978-465-4402 FAX

To: President and Members of the
City Council

From: Donna D. Holaday, Mayor

Date: May 18, 2021

Subject: Re-Appointment

I hereby re-appoint, subject to your approval, the following named individual as a Constable for the City of Newburyport for civil business. This term will expire on July 1, 2024.

Brian Brunault
83 Garden Street
West Newbury, MA 01985



CONFIDENTIAL INVESTIGATION SERVICES,
A Security Team Partner Company

Brian D. Brunault
Private Investigator, License MA # - LP0641F, NH # 72472
Constable Service & Notary Public
Cell: 978-423-2051
bdbmarine@comcast.net

To: Honorable Mayor Donna Holaday
From: Brian D. Brunault
Re: Re-appointment to Constable Request
Date: May 13, 2021

Dear Honorable Mayor Holaday,

Hope all is well. I am requesting to be re-appointed as Constable for the City of Newburyport for civil business once again. My appointment expires on 7/1/2021.

Thank you for your consideration in advance.


Brian D. Brunault



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

Brian Brunault
83 Garden Street
West Newbury, MA 01950

Dear Brian Brunault,

The City Council at its meeting of 6/12/2017 approved your Appointment

as a member of the Constables for City Business. This term will expire on 7/1/2021.

Please drop by the City Clerk's Office in the near future to be sworn in, and sign the appointment book. Note that your appointment is not complete until you have been sworn in. If you have any questions, please feel free to call me at 978-465-4407.

Sincerely,

Tricia E. Barker
Assistant City Clerk

NOTICE OF APPOINTMENT

To

Brian Brunault

83 Garden Street West Newbury

Constables for City Business

Date Confirmed by Council - **6/12/2017**

Date of expiration of term - **7/1/2021**

Attest Pat E Barker, City Clerk, Newburyport, MA

Sworn in by: Pat E Barker, Justice of the Peace and City Clerk

Date: 6/19/2017



CITY OF NEWBURYPORT RECEIVED
OFFICE OF THE MAYOR CITY CLERK'S OFFICE
DONNA D. HOLADAY, MAYOR NEWBURYPORT, MA

2021 MAY 18 PM 3:48

60 PLEASANT STREET - P.O. Box 550
NEWBURYPORT, MA 01950
978-465-4413 PHONE
978-465-4402 FAX

To: President and Members of the City Council
From: Donna D. Holaday, Mayor
Date: May 18, 2021
Subject: Re-Appointment

I hereby re-appoint, subject to your approval, the following named individual as a member of the Historical Commission. This term will expire on May 31, 2024.

Christopher J. Fay
20 Strong Street
Newburyport, MA 01950

Christopher J. Fay
20 Strong Street
Newburyport, MA 01950
Masconomet Regional High School

Education

Salem State University, Salem, MA.
Field Based Masters- 1/07

University of Massachusetts Boston, Boston, MA
M.ed History Education-5/91

Colby College, Waterville, ME
B.A. Government 5/87 Dean's List,

Newburyport Historic Commission

May 2018-present

Teaching Experience

Sept. 1993-present: *Teacher, Masconomet Regional High School, Boxford, MA*

Have prepared and taught classes in US History, World History, Psychology, Economics, and Sociology at all grade levels. In addition have created curriculum on the history of the 1960s and History of Science (team-taught interdisciplinary course). Students are taught through inquiry learning, group work, and utilizing students as teachers. This is done utilizing many methods, some of which include; journals, oral history and various classroom activities. Have developed alternative methods of assessment and worked on rubrics designed to assess students.

Piloted use of Blackboard LMS for the high school.

A leader of Pathways program to develop career and college readiness in various areas of interest for students

May 2016-January 2018, *Professional Improvement Committee Chairperson/Negotiating Team, Masconomet*

Oct. 2005-Present: *Professional Improvement Committee, Masconomet*

Sept. 2014- June 2016: *Member of high school faculty council.* Responsible for meeting and advising high school Principal on faculty concerns.

Sept. 2011-Present: *Faculty Advisor WBMT, Masconomet Regional High School*

Responsible for managing WBMT, Masconomet's radio station. Advise student board, responsible for managing finances, developing a budget, making necessary purchases.

Winter 1994-1999: Coach of Freshman Boys' Basketball Team

Professional Presentations

Workshop Presenter- Coalition of Essential School Fall Forum

October 2014

Presented workshop on team taught interdisciplinary course on History of Science

Multiple presentations at the Northeast Regional Conference for Social Studies on subjects such as Family Biography (junior year oral history project) and interdisciplinary team teaching- science and history.



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

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
2021 MAY 18 PM 3:52

60 PLEASANT STREET - P.O. Box 550
NEWBURYPORT, MA 01950
978-465-4413 PHONE
978-465-4402 FAX

To: President and Members of the City Council
From: Donna D. Holaday, Mayor
Date: May 18, 2021
Subject: Appointment

I hereby appoint, subject to your approval, the following named individual as a member of the School Committee for Whittier Regional Vocational Technical High School in Haverhill, MA> This term will expire May 31, 2024.

Joseph Haberland
22 Farrell Street
Newburyport, MA 01950

To: Superintendent Sean Gallagher
Newburyport Public Schools

From: Joseph Haberland

Newburyport, MA 01950

APR 5 '21 PM 12:24

Mr Gallagher, I recently wrote a letter to the editor that was printed last week in the Daily News. The letter was in response to an article about admission policy to vocational schools in Massachusetts. Soon after that, I received a message from the Whittier Superintendent's office informing me that the Newburyport seat on the school committee was open in the event I was interested. This week the mayor's office reached out to me with the same information. I had been thinking about the opening over the weekend, so I decided to give you some information about me, and you could decide if we should discuss moving forward.

I grew up in Wenham, MA. After high school I received an AS in accounting from North Shore CC. Shortly after that I entered the mechanic apprentice program at Sylvania Lighting in Danvers, MA. During the next seven years I progressed from an apprentice to master mechanic machinist A. Eventually I crossed the line, and went into management as a supervisor in the mechanical maintenance department. Eventually I became the forman and then the manager of mechanical services. This position was responsible for providing maintenance and repair of integrated manufacturing machinery, construction of new equipment, and the availability of parts and assemblies to accomplish it. This was accomplished by a staff of 90 to 100 mechanics, assembly machinists, support staff, and a management team of 6. After 30 years I retired.

I then went to work for Bartley Machine in Amesbury, MA, In addition to being responsible for mechanical manufacturing equipment I was also the facility manager. I stayed with Bartley for 5 years, then retired again.

During my years as a mechanic I took my machinist training at night in the adult education program at Whittier. When industry started using computers to

control mechanical equipment, I went to Northern Essex CC and got an AS in Computer Maintenance. As union chief steward, I was involved in contract negotiations. Six years later I was on the other side of the table as maintenance manager. Over the years I have taken courses in OSHA compliance, hazards materials handling, and others related to my field.

I have a grandson that graduated from Whittier in 2019. Currently I have two granddaughters at Whittier, and a grandson that hopes to attend next fall.

For much of my career I had to deal with trying to fill technical jobs with qualified people. It was difficult then, but it is worse now. Whittier provides students with a good base to grow. I think I can help.

If you think my experience would make me a good candidate for the Whittier school committee please contact me to discuss the position at your convenience. As I said, I am retired. My schedule is flexible.

Best Regards....Joe

A handwritten signature in black ink, appearing to be the name 'Joe', with a stylized loop and a long horizontal stroke extending to the right.