

**COMMITTEE ITEMS**

# Committee Items- July 12, 2021

## Budget & Finance

### Budget & Finance

#### *In Committee:*

ORDR262 06 28 202 1 Accepting ARPA Grant (As Amended)

ODNC082 06 28 2021 ARPA Fund

COMM333 06 28 2021 American Rescue Plan Act of 2021 ARPA Funds

TRAN106 06 28 202 t LIB Sal Staff\$5,000 to LIB Maint-Equipment \$5,000

ORDR258 06 28 2021 Ch 59 Sec 5N Vet Property Tax Exemption

ORDR259 06 28 2021 Ch. 59 Sec. 5K to allow the adjustments to the exemptions

ORDR260 06 28 20 21 Ch. 59 Sec. 5K. changing the income limits

ORDR261 06 28 202 1 Parks Gift Acceptance- Pioneer

ORDR263 06 28 202 1 FY22 Rec Revolving Fund Order

CITY OF NEWBURYPORT



\_\_\_\_\_  
IN CITY COUNCIL

ORDERED:

June 28, 2021

**WHEREAS**, the federal government, in response to COVID-19, passed the American Rescue Plan Act of 2021 (ARPA), which provides financial support to municipalities by way of the Coronavirus Local Fiscal Recovery Fund (CLFRF); and

**WHEREAS**, the grant amount is computed on a per capita basis consisting of a municipal allocation and a county reallocation; and

**WHEREAS**, the total grant is in the amount of \$5,466,707 to cover eligible costs incurred through December 31, 2024; and

**WHEREAS**, the grant monies are restricted to the following purposes: a) To respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality; b) To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers; c) For the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency; and d) To make necessary investments in water, sewer, or broadband infrastructure; and

**WHEREAS**, Mayor Holaday is in the process of establishing an ad hoc committee, with representation from the City Council, to determine how the City should utilize these federal funds; and

**WHEREAS**, the timely acceptance of said grant is in the best interests of the City of Newburyport in order to ensure compliance with M.G.L. Chapter 44, Section 53A, as well as, the Uniform Administrative Requirements, Cost Principles and Single Audit Act requirements required for federal awards.

**NOW, THEREFORE, the CITY COUNCIL of the CITY OF NEWBURYPORT** hereby accepts the grant from the American Rescue Plan Act of 2021 (ARPA) by way of the Coronavirus Local Fiscal Recovery Fund (CLFRF) in the amount of \$5,466,707. Said funds are accepted in accordance with M.G.L. Chapter 44, Section 53A and pursuant to guidance and regulations issued by the US Department of the Treasury and further promulgated by the Commonwealth of Massachusetts' Executive Office for Administration and Finance (A&F) and the Director of the Division of Local Services (DLS).

**FURTHER THAT, upon recommendation of the Mayor, with the concurrence of the ad hoc committee, all appropriations from said funds shall be approved by a majority vote of the City Council.**

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Councillor Charles F. Tontar

**In City Council June 28, 2021:**

Motion to refer to Budget & Finance by Councillor Zeid, seconded by Councillor Tontar. Roll call vote. 9 yes, 2 absent (AK, JE). Motion passes.

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

**AN ORDINANCE ESTABLISHING THE AMERICAN RESCUE PLAN ACT STABILIZATION FUND**

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

Chapter 2 Administration  
Article VI Finance

**WHEREAS**, the City is expecting to receive approximately \$5 million dollars from the American Rescue Plan Act ("ARPA")

**WHEREAS**, the City's home rule Charter provides for a specific grant of power to the executive branch and separately to the legislative branch.

**WHEREAS**, the State Legislature is currently considering Bill H.3827 as to how the State allocation from ARPA will be handled

**WHEREAS**, it is in the best interest of residents to have due process, transparency, and open deliberation as it relates to the expenditure of these funds

**Sec. 2-396 – Establishment of the ARPA Stabilization Fund**

- a) There is hereby established a trust fund known as the American Rescue Plan Act Stabilization Fund ("ARPA Fund")
- b) The ARPA Fund shall consist of the City of Newburyport's receipt of American Rescue Plan Act Funds.
- c) The City Council may establish additional sources for proceeds in the future, amending this Ordinance Accordingly.
- d) The ARPA Fund shall be used in the interest of residents and in accordance with any State and Federal regulations
- e) Appropriations from this fund shall be made at the recommendation of the Mayor with the approval of a two-thirds vote of the City Council.
- f) This section is adopted pursuant to section 5B, chapter 40 of Massachusetts General Law.

Submitted:

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Councillor James J. McCauley  
Ward 5 City Councillor, Chair Public Safety

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Councillor Sharif I. Zeid  
Ward 1 City Councillor, Chair Budget & Finance

**In City Council June 28, 2021:**

Motion to refer to Budget & Finance by Councillor Zeid, seconded by Councillor Tontar. Roll call vote. 9 yes, 2 absent (AK, JE). Motion passes.



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: June 22, 2021

Subject: American Rescue Plan Act of 2021 (ARPA) Funds

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As you may be aware, through the American Rescue Plan Act of 2021 (ARPA), Newburyport is eligible to receive a municipal allocation of \$1,914,283 and a county reallocation of \$3,552,424. So far we have received 50% of the municipal allocation (\$957,142) and are anticipating receipt of 50% of the county reallocation. The remaining 50% will be disbursed in approximately twelve months.

Based on the guidance from the US Treasury and further interpreted by the Division of Local Services' (DLS) Bulletin 2021-6, the City is required to accept the funds per MGL Chapter 44, Section 53A. In order to be in compliance with the statute, as well as, relevant guidelines set forth by the US Treasury with respect to the administration and audit requirements for federal awards; I request your timely acceptance of these funds. My staff and I have participated in a number of informational webinars on this topic and have reviewed much of the guidance that has been issued to-date and continue to review the guidance in conjunction with our independent auditors and City Solicitor.

As outlined in Bulletin 2021-6, while these funds are a federal grant not requiring appropriation by the legislative body, I recognize that the City Council must play a role in determining how these funds are spent. This is a rare and unprecedented opportunity for the City to have such a large influx of funds that can be used to invest in our community. As such, it is imperative that everyone has the opportunity to provide input as to how the funds are utilized.

In the coming weeks, I will begin the process of establishing an ad hoc committee with the purpose of engaging community stakeholders, including representation from the City Council, in order to strategically program these funds in a way that reflects the goals and priorities of our city. I realize that we are all still waiting on some additional clarification regarding the mechanics of how these funds will get used. For now, I strongly urge the City Council to accept these funds and then move on to the critically important task of determining how they will be spent.

Thank you for your support and consideration.



# CITY OF NEWBURYPORT FY 2021 TRANSFER/APPROPRIATION REQUEST

**Department:** Newburyport Public Library

**Submitted by:** Giselle Stevens, Head Librarian

**Date Submitted:** 6/28/2021

**Transfer From:**

Account Name:	<u>LIB Sal Staff</u>	Balance:	<u>\$ 69,604.02</u>
Account Number:	<u>01610001-51156</u>	Category:	<u>\$ 74,252.97</u>
Amount:	<u>\$5,000.00</u>	Trans I/O:	<u>\$ -</u>

**Why Funds Are Available:**

Due to positions that were temporarily held vacant this fiscal year due to COVID-19 restrictions.

**Transfer To:**

Account Name:	<u>LIB Maint-Equipment</u>	Balance:	<u>\$ (10,394.69)</u>
Account Number:	<u>01610002-52402</u>	Category:	<u>\$ 8,780.53</u>
Amount:	<u>\$5,000.00</u>	Trans I/O:	<u>\$ -</u>

**Why Funds Are Needed:**

The Library received a CPA grant award of \$127,525 for the Archival Center HVAC replacement project. The bid came in at \$137,670, which was higher than budgeted due to the increase in costs over the past year. This leaves a difference of \$10,095; the Head Librarian proposes funding \$5,000 from the Library budget and the remaining \$5,095 from the Library's state aid account.

*Note: MGL Ch. 44, Sec. 33B allows for year-end departmental transfers to be approved during the first 15 days of the new fiscal year (i.e. must be acted on by July 15th).*

Donna D. Holaday, Mayor:

Date:

6/20/21

Ethan R. Manning, Auditor:

Date:

6/22/21

Sponsor: Charles F. Tontar, Councillor At-Large

City Council Approval:



CITY OF NEWBURYPORT



\_\_\_\_\_  
IN CITY COUNCIL

ORDERED:

JUNE 28, 2021

THAT, the property tax exemption for veterans under M.G.L. Chapter 59, Section 5N be accepted with adjustments to the exemption as follows:

1. Persons physically unable to provide volunteer services in exchange for property tax reduction are allowed to have an approved representative provide such services to the city.
2. The maximum reduction of the real property tax bill shall be based upon 125 volunteer service hours in a given tax year.

Sponsored

\_\_\_\_\_  
Councillor Charles F. Tontar

**In City Council June 28, 2021:**

Motion to refer collectively to Budget & Finance ORDR\_06\_28\_2021, ORDR259\_06\_28\_2021, and ORDR260\_06\_28\_2021 by Councillor Zeid, seconded by Councillor Tontar. Roll call vote. 9 yes, 2 absent (AK, JE). Motion passes.

CITY OF NEWBURYPORT



\_\_\_\_\_  
IN CITY COUNCIL

ORDERED:

JUNE 28, 2021

THAT, M.G.L. Chapter 59, Section 5K accepted by the city on October 29, 2007 is amended to accept the adjustments to the exemption as follows:

1. Allowing an approved representative, for persons physically unable, to provide such services to the city.
2. Allowing the maximum reduction of the real estate property tax bill to be based on 125 volunteer service hours in a given tax year, rather than \$1500.

This order will take effect as of the date of passage.

Sponsored

\_\_\_\_\_  
Councillor Charles F. Tontar

**In City Council June 28, 2021:**

Motion to refer collectively to Budget & Finance ORDR\_06\_28\_2021, ORDR259\_06\_28\_2021, and ORDR260\_06\_28\_2021 by Councillor Zeid, seconded by Councillor Tontar. Roll call vote. 9 yes, 2 absent (AK, JE). Motion passes.

CITY OF NEWBURYPORT



\_\_\_\_\_  
IN CITY COUNCIL

ORDERED:

June 28, 2021

**WHEREAS**, Chapter 59, Section 5K of the Massachusetts General laws allows cities and towns to establish local rules pertaining to the Senior Property Tax Work-Off Program; and

**WHEREAS**, the income limit for the program is currently set at the median household income for Newburyport as determined by the U.S. Census Bureau (currently \$85,886)

**NOW, THEREFORE, be it ORDERED that** the City Council of the City of Newburyport hereby sets the income limit for the Senior Property Tax Work-Off Program to be based on the Massachusetts Senior Circuit Breaker income limits as defined under Ch. 62 Sec. 6(k)(4).

This order will take effect as of the date of passage.

Sponsored

\_\_\_\_\_  
Councillor Charles F. Tontar

**In City Council June 28, 2021:**

Motion to refer collectively to Budget & Finance ORDR\_06\_28\_2021, ORDR259\_06\_28\_2021, and ORDR260\_06\_28\_2021 by Councillor Zeid, seconded by Councillor Tontar. Roll call vote. 9 yes, 2 absent (AK, JE). Motion passes.

CITY OF NEWBURYPORT



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IN CITY COUNCIL

ORDERED:

June 28, 2021

**THAT, The CITY COUNCIL of the City of Newburyport** accepts with gratitude a gift from the Pioneer League in the amount of \$675 in support of Lower Atkinson Common ball field irrigation and Woodman Park restrooms appropriates said funds to the Parks Department Gift Revolving Account in accordance with M.G.L. Chapter 44, Section 53A.

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Councillor Sharif I. Zeid  
Chair, Budget & Finance Committee

**In City Council June 28, 2021:**

Motion to refer to Budget & Finance by Councillor Zeid, seconded by Councillor Tontar. Roll call vote. 9 yes, 2 absent (AK, JE). Motion passes.

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

June 28, 2021

THAT, the City of Newburyport fix the maximum amount that may be spent during fiscal year 2022 beginning on July 1, 2021 for the revolving funds established in city ordinances for certain departments, boards, committees, agencies or officers in accordance with Massachusetts General Laws Chapter 44, Section 53E½, as follows, with any changes from fiscal year 2021 ~~double-stricken~~ and double-underlined:

Revolving Fund	Department, Board, Committee, Agency or Officer Authorized to Spend from Fund	FY2022 Spending Limit
Council on Aging	Director of Council on Aging	\$40,000
Recreational Services	Director of Youth Services	<del>\$535,000</del> <u>\$435,000</u>
Historical Commission	Director of Planning & Development	\$2,500
Electrical Inspector	Building Commissioner	<del>\$90,000</del> <u>\$105,000*</u>
Plumbing Inspector	Building Commissioner	\$65,000
Gas Inspector	Building Commissioner	\$55,000
Disabilities Commission	ADA Coordinator	\$3,000
Emma Andrews Library	Director of Public Services	\$30,000
Transient Vendors	Director of Public Health	\$20,000
Planning & Zoning	Director of Planning & Development	\$70,000
Animal Control	Director of Public Health	\$6,000
Tree Commission	Newburyport Tree Warden	\$10,000
Medicare/Medicaid	Director of Public Health	\$25,000
Veterans Benefits	Director of Veteran's Services	\$2,000
City Hall Maintenance	Director of Public Services	\$5,000
Senior Community Center Maintenance	Director of Public Services	\$15,000
Parks Maintenance	Parks Director	\$15,000
Solid Waste	Recycling/Energy Manager	\$100,000
Assessor's Office	Assessor	\$2,000

\* Editorial Note: Change shown is already pending in ORDR255\_06\_07\_2021. Sponsor intends to amend this Order in Committee to reflect, pending outcome.

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Councillor Sharif I. Zeid

**In City Council June 28, 2021:**

Motion to waive the rules and accept the late file items by Councillor Zeid, seconded by Councillor Tontar. Roll call vote. 9 yes, 2 absent (AK, JE). Motion passes.

Motion to refer to Budget & Finance by Councillor Zeid, seconded by Councillor Tontar. Roll call vote. 9 yes, 2 absent (AK, JE). Motion passes.

# **Committee Items- July 12, 2021 Planning & Development**

## *In Committee:*

- APPT255\_06\_28\_2021 Robert Koup 36 Lime St. Planning Board
- APPT248\_05\_24\_2021 Christopher J. Fay 20 Strong St. Historical Comm.
- APPT251\_06\_07\_2021 Aileen Graf 2 Liberty St. Fruit St Hist Comm.
- ODNC081\_06\_07\_2021 Amended Quorum Historic Comm
- ORDR196\_07\_13\_2020 Open Space and Recreation Plan 2020 (COTW)
- COMM215\_01\_13\_2020 Ltr re: Colby Farm Open Space Beautification



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

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: June 22, 2021

Subject: Appointment

A handwritten signature in cursive script, appearing to read "Donna D. Holaday".

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I hereby appoint, subject to your approval, the following  
named individual as a member of Planning Board to fill  
the unexpired term of Tania Hartford. The term expires  
on January 31, 2024.

Robert Koup  
36 Lime Street  
Newburyport, MA 01950



11 May 2021

Mayor Donna Holaday  
Andy Port, Director of Planning and Development

Newburyport City Hall  
60 Pleasant Street  
Newburyport, Massachusetts 01950

Re: Newburyport Planning Board

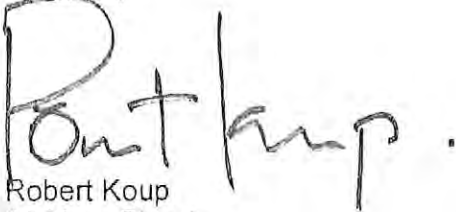
Mayor Holaday, Mr. Port:

I recently became aware of a pending opening on the Planning Board and wanted to get in touch to let you know of my interest in filling that position. I have attached a CV, providing an overview of my 40 + years of professional experience, including international experience in Morocco and The Netherlands between 2013 and 2018. My wife and I moved to Newburyport from Winchester, MA in November of 2019 and we are enjoying the quality of life here very much.

I have spoken briefly about the Planning Board with Bonnie Sontag and Rick Taintor and I believe that my planning and design experience would be a good foundation for a position on the Board. They have advised that I should contact both of you as a next step.

I am currently working from home and could be available to speak on the phone or meet in person. I look forward to hearing from you.

Regards,

A handwritten signature in black ink that reads "Robert Koup". The signature is written in a cursive style with a large initial "R" and a period at the end.

Robert Koup  
36 Lime Street  
Newburyport, MA 01950  
rmkoup@gmail.com  
617.771.4116

cc: Bonnie Sontag  
Rick Taintor  
Donna Musumeci, Executive Assistant

Robert M. Koup, AIA  
36 Lime Street  
Newburyport, Massachusetts 01950  
[rmkoup@gmail.com](mailto:rmkoup@gmail.com)  
617.771.4116

## Education

Bachelor of Building Science,  
Rensselaer Polytechnic  
Institute 1976

Bachelor of Architecture  
Rensselaer Polytechnic  
Institute 1977

## Additional Training

LEED Accredited Professional

## Professional Associations

American Institute of  
Architects

Boston Society of Architects

International Council of  
Shopping Centers (ICSC)  
*(Prior Membership)*

Urban Land Institute (ULI)  
*(Prior Membership)*

National Association of  
Industrial and Office  
Properties (NAIOP)  
*(Prior Membership)*

## Profile

Robert M. Koup AIA, recently completed an assignment as Director of the Jacobs Buildings & Infrastructure Studio in The Hague and Project Director for the renovation and expansion of Royal Dutch Shell's World Headquarters campus, also in The Hague. He was formerly the Director of JESASTudio in Casablanca, Morocco, a joint venture of Jacobs and Office Cherifien des Phosphates (OCP), with a focus on master planning related to education, research and improved residential opportunities in Morocco. Since returning to the US, he has worked with the Gensler office in Boston, acting as a senior advisor for the firm's One Post Office Square project, a complex repositioning of an existing Boston office tower, as well as a new office tower at Parcel L5 in the Seaport District.

Prior to joining Jacobs as a Principal in their Global Buildings practice, Mr. Koup was a Vice President at Elkus Manfredi Architects in Boston, where he directed a 25-person design studio. Previous to that, Mr. Koup was a Senior Associate and served as Vice President for Professional Services at The Architects Collaborative in Cambridge, Massachusetts.

In all of these roles, Mr. Koup has provided leadership and expertise to planning and design efforts at a variety of scales. He has worked in a range of geographic regions, completing a wide variety of project types including, academic, performance, entertainment, retail, hospitality, office, multi-family residential and structured parking. All projects have represented an underlying understanding of regional influences, vernacular architecture and an emphasis on environmental, social and economic sustainability.

## Representative Project Assignments

Gensler, 2018 - Present  
One Post Office Square, Boston, Massachusetts  
Seaport Square, Parcel L5, Boston, Massachusetts

Jacobs Global Buildings, 2007 - 2018  
Royal Dutch Shell Headquarters Project, The Hague  
Technopole Fourn El-Oued, Laayoune, Morocco

Elkus Manfredi Architects, 1992 - 2007  
730 North Michigan Avenue, Chicago, Illinois  
The Peninsula Chicago at 730 North Michigan Avenue, Chicago, Illinois  
Pacific Place, Seattle, Washington  
Neiman Marcus at Natick Collection, Natick, Massachusetts  
Emerson College, Boston, Massachusetts  
Tufte Performance and Production Center  
Cutler Majestic Theater  
Paramount Center

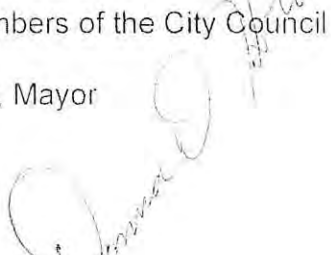
The Architects Collaborative, 1979 - 1992  
Copley Place Central Area, Boston, Massachusetts  
Heritage on the Garden, Boston, Massachusetts

Wallace, Floyd, Ellenzweig, Moore, 1977 - 1979  
MBTA Alewife Station / Garage, Cambridge, Massachusetts

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

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



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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

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### **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.

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### **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

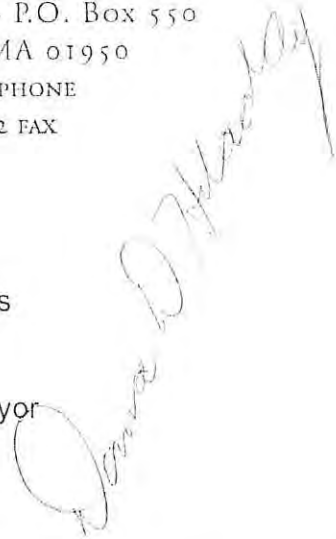
60 PLEASANT STREET - P.O. BOX 550  
NEWBURYPORT, MA 01950  
978-465-4413 PHONE  
978-465-4402 FAX

To: President and Members  
of the City Council

From: Donna D. Holaday, Mayor

Date: June 1, 2021

Subject: Appointment



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I hereby appoint, subject to your approval, the following named individual as a member of the Fruit Street Local Historic District Study Committee. This term will expire on June 20, 2024.

Aileen Graf  
2 Liberty Street  
Newburyport, MA 01950

## Donna Musumeci

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**From:** Aileen Graf <aileen@grafarch.com>  
**Sent:** Monday, April 26, 2021 9:30 AM  
**To:** NBPT Mayor; Donna Musumeci  
**Cc:** Bonnie Sontag; Maurice Southworth  
**Subject:** [Ext]Fruit Street LHD  
**Attachments:** Aileen Graf Resume.pdf

*external e-mail use caution opening*  
Good Morning Donna and Donna,

I am writing to express my interest in a position with the Fruit Street Historic Commission. I have been practicing architecture on the North Shore for 25 years. I feel that my experience with working on historic structures in New England coupled with my architectural education could provide a perspective that could contribute to the board. I am a woman owned business, a Newburyport resident with 25 years of living in this community and I am committed to the built work in our community. I would love to be considered for the position.

As for availability, I could meet 1pm on either Monday, the 3<sup>rd</sup> or Tuesday, the 4<sup>th</sup>. Let me know if either may work.

Thank you for your consideration.

Kind Regards,

Aileen

**Aileen C. Graf, AIA, LEED AP**

GRA F A R C H I T E C T S

1000 4th Street, P.O. Box 4440  
10004 4th Street, Newburyport, MA 01901  
(978) 335-1100

# AILEEN C. GRAF

## EDUCATION

University of Pennsylvania, Philadelphia, PA  
Master of Architecture

University of Pennsylvania, Philadelphia, PA  
Bachelor of Arts, Fine Arts

## EXPERIENCE

Graf Design Associates, Inc., Newburyport, MA  
Partner in an architectural firm designing residential and commercial projects in MA, NH, ME, NJ, PA, CO and CA

Olson Lewis + Dioli Architects, Manchester-by-the-Sea, MA  
Project Architect

William Wilson Architects, Boston, MA  
Intern Architect

Carney Architects, Jackson, WY  
Intern Architect

Susan Maxman Architects, Philadelphia, PA  
Intern Architect

## PUBLICATIONS

New England Home, "Summer Fling", Article on Maine Coast Cottage Renovation

New England Home, "A Modern Classic", Article on Beacon Hill Townhouse

New England Home, "Life Stories", Article on Back Bay Townhouse Renovation

## AFFILIATIONS

Member of American Institute of Architects

Member of Boston Society of Architects

## LICENSURE

Registered Architect in Massachusetts and New Hampshire



CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

June 7, 2021

**AN ORDINANCE TO AMEND THE REQUIREMENT FOR A QUORUM ON THE HISTORICAL COMMISSION**

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

**THAT Chapter 2 Administration** of the Code of Ordinances, City of Newburyport, Massachusetts, is hereby amended to read as follows, with ~~deletions double-stricken and in italicized~~, and additions double-underlined and italicized:

**Article III Boards, Committees, Commissions 3. Newburyport Historical Commission.  
Division 3. Newburyport Historical Commission.  
Sec. 2-102. Governance.**

(c) *Quorum*. Four (4) members of the commission, which is a simple majority of its members, shall constitute a quorum. Any approval, approval with provisos, disapproval, or disapproval with recommendations shall require an affirmative-positive vote of a quorum of four members.

Submitted,

\_\_\_\_\_  
Councillor Heather Shand

**In City Council June 7, 2021:**

Motion to refer to Planning & Development by Councillor Shand, seconded by Councillor Tontar. Roll call vote. 11 yes. Motion passes.

ODNC081\_06\_07\_2021 (As amended in committee)

“(c) *Quorum*. Four (4) members of the commission, which is a simple majority of its members, shall constitute a quorum. Any approval, approval with provisos, disapproval, or disapproval with recommendations shall require ~~a positive~~ an affirmative vote on the relevant motion of ~~a quorum~~ no less than four (4) members (i.e. no less than said quorum)).

CITY OF NEWBURYPORT



\_\_\_\_\_  
IN CITY COUNCIL

ORDERED:

July 13, 2020

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

**THAT** the City Council of the City of Newburyport hereby adopts the final 2020 Open Space and Recreation Plan, now posted to the City website, as prepared by the Office of Planning & Development and BETA Group, Inc., a copy of which shall remain on file with the City Clerk and Office of Planning & Development.

**AND FURTHER, THAT** said 2020 Open Space and Recreation Plan shall replace and supersede the prior 2012 Open Space and Recreation Plan as a guidance document for City officials during at least the next five (5) years and until such time as the City drafts a new comprehensive Open Space and Recreation Plan. Said plan may be updated and amended from time to time, as the needs of the City evolve, through approval by the Council. It is the intention of this Council that all City boards, departments and agencies work cooperatively to implement the recommendations of this plan in order to achieve the vision, goals, objectives and actions contained therein.

\_\_\_\_\_  
Heather Shand, Chair  
Planning & Development Committee

\_\_\_\_\_  
Barry Connell, Chair  
Neighborhoods & City Services Committee

**In City Council July 13, 2020:**

Motion to refer to Committee of the Whole and Planning & Development by Councillor Shand, seconded by Councillor Connell. So voted.



CITY OF NEWBURYPORT  
OFFICE OF PLANNING AND DEVELOPMENT  
60 PLEASANT STREET • P.O. BOX 550  
NEWBURYPORT, MA 01950  
(978) 465-4400 • (978) 465-4452 (FAX)

DONNA D. HOLADAY  
MAYOR

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MEMORANDUM

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TO: CITY COUNCIL  
FROM: GEORDIE VINING, SENIOR PROJECT MANAGER  
CC: MAYOR DONNA HOLADAY, PLANNING DIRECTOR ANDREW PORT, PARKS DIRECTOR LISE REID  
SUBJECT: OPEN SPACE AND RECREATION PLAN 2020  
DATE: 7/6/20

We respectfully request that the City Council review and adopt the City's updated Open Space and Recreation Plan (OSRP) 2020. The City and its consultant the BETA Group, supported by a CPA grant from the Community Preservation Committee and the City Council, have worked with the community during recent months to develop the plan.

A comprehensive Open Space and Recreation Plan (OSRP) is required by the Commonwealth for the City to be eligible for a number of grant funding opportunities for park improvements and open space preservation. The structure and content of an OSRP is highly regulated by the state. Eligibility for grant programs include the Parkland Acquisitions and Renovations for Communities (PARC) program, Local Acquisitions for Natural Diversity (LAND) program, and the federal Land and Water Conservation Fund, which are administered by the Massachusetts Executive Office of Energy and Environmental Affairs Division of Conservation Services. The OSRP also serves as a guidance document for the City's Parks Commission, Open Space Committee, Community Preservation Committee, and other City Boards and Departments. Approved OSRPs are valid and eligible for DCS grant programs for up to seven years, and Newburyport's 2012 OSRP has expired.

Based on outreach through the newspaper, the City's website, emails, and postings on social media, we received input from over 450 citizens on an online survey in April and May regarding existing conditions and priorities for open space and recreation in Newburyport. The planning process also included multiple discussions with a variety of stakeholders. In general, the 2020 OSRP demonstrates the continuity of the community's previously stated interests, concerns, goals, and objectives for parks and open space and related initiatives to enhance the community's quality of life. The 2020 OSRP updates current conditions and accomplishments, and focuses on the protection and enhancement of our heritage landscapes, wildlife habitat, recreational opportunities, public drinking water supplies, and overall sustainability and climate change resilience.

The OSRP 2020 is available for your review on the City's website here:

<https://www.cityofnewburyport.com/planning-development/open-space-and-recreation-plan-2020/files/final-draft-of-newburyports-updated>

The prior/current 2012 OSRP is also posted on the City's website for your reference here:

<https://www.cityofnewburyport.com/planning-development/open-space-and-recreation-plan-2020/links/2012-open-space-and-recreation-plan>

The state's Division of Conservation Services (DCS) is reviewing the draft final OSRP 2020 plan this summer for approval based on completeness and conformity with state requirements. It is our intention to incorporate changes requested by DCS and/or the Council into a final plan suitable for adoption by the Council, posting to the City website and implementation during the next seven (7) years - a term established by DCS requirements. We anticipate that the final draft plan will be forwarded to the Planning and Development (P&D) Committee for review and recommendation to the Council in the coming weeks, similar to the Master Plan and other long-range plans. We will attend any relevant Council meetings along with our consultant. In its review the Council may wish to focus on two (2) key chapters which speak to the City's policies and priorities moving forward:

- Section 8: Goals and Objectives
- Section 9: Seven-Year Action Plan

While much of this new plan is consistent with the prior 2012 plan, these two chapters outline the key plan recommendations and strategies for implementation by various city officials during the next seven (7) years.

Please see the attached draft Order for plan adoption, and thank you for your consideration.

Newburyport City Council  
Barry Connell, President  
60 Peasant St  
Newburyport, MA 01950

CITY CLERK'S OFFICE  
NEWBURYPORT, MA

PKK

2020 JAN -3 January 2020

Subject: Colby Farm Open Space Beautification

Dear Councilor Connell,

Thank you to everyone involved for securing the majority of Colby Farm off Low St as open space. In order for our citizens to enjoy the full grandeur of this pastoral vista, please consider producing orders/requests for the following actions:

- 1) Remove the fence on City property.

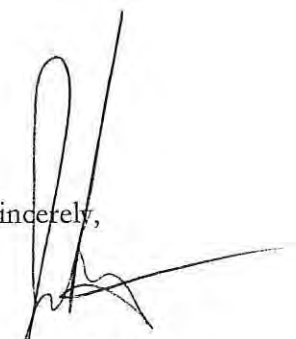


- 2) Remove the guardrail along Colby Farm Lane.



Thank you for your consideration.


Sincerely,

  
Jim McCarthy  
17 Russia St  
(978) 417-9373

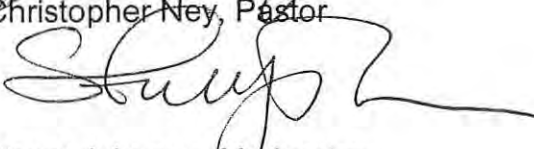
We are working to respond to every item as requested. To be clear, the Preservation Restriction which has been submitted is proposed to cover the entire structure, both the newer and older portions. We expect the next draft to be submitted to the Massachusetts Historic Commission around mid-January.

We have been diligent in this process and we assure the Council that as soon as the response is received from the Massachusetts Historical Commission and the Preservation Restriction is approved for signature, it will be provided immediately for signature to the Historic Commission, the City Council and the Mayor.

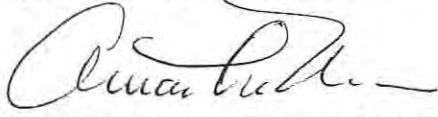
Sincerely,



Christopher Ney, Pastor



Stuart Johnson, Moderator



Amantha Moore, Church Member

# Committee Items-July 12 2021

## Public Safety

### *In Committee:*

ODNC 80\_ 6-7-2021 Amended Union St Parking

APPL029\_ 06-07-2021 Nbpt Half Marathon 10/24/21

APPL032\_ 06-28-2021 Nbpt Road Race (Cashman) 10/17/21

APPL033\_ 06-28-2021 Moveable Sign Grand Trunk @ Corner Center St & Water St

APPL034\_ 06-28-2021 Block Party Bricher St & Hill St 7/31/21

APPL035\_ 06-28-2021 Block Part Temple St b/w Federal & Fair 8/5/21

APPL036\_ 06-28-2021 Block Party Dove St b/w Monroe & Merrimac 8/7/21

APPL037\_ 06-28-2021 Block Party Cutters Ct to Griffin Ct 8/20/21

APPL039\_ 06-28-2021 YHC Lions Bed Race 8/5/21

APPL040\_ 06-28-2021 Plum Island Fest @ PI Airport 7/30-8/1

APPL041\_ 06-28\_ 2021 30TH ANNUAL Walk Against Domestic Violence 10/03/2021



CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

June 7, 2021

**AN ORDINANCE TO LIMIT ON-STREET PARKING ON UNION STREET**

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

THAT Chapter 13 Article IV of the Code of Ordinances, City of Newburyport, Massachusetts, is hereby amended to read as follows, with ~~deletions double-stricken and in italicized~~, and additions double-underlined and italicized:

**Sec. 13-168. - Parking limited—Generally.**

No person shall park any vehicle on the following streets or portions of streets as indicated below:

<i>Street</i>	<i>Zones</i>
<u>Union Street</u>	<u>Both sides, beginning at the westerly bound of 18 Union Street and running easterly for a distance of 178 feet</u>

Submitted,

\_\_\_\_\_  
Councillor Sharif I. Zeid

Approve: \_\_\_\_\_  
Donna D. Holaday, Mayor

Attest: \_\_\_\_\_  
Richard B. Jones, City Clerk

Date: \_\_\_\_\_

**In City Council June 7, 2021:**

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

**NEWBURYPORT SPECIAL EVENT APPLICATION**

Tel.

Fax.

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

NAME OF EVENT: Newburyport Half Marathon

Date: 10/24/21 Time: from 6am to 1pm

Rain Date: 10/31/21 Time: from 6am to 1pm

2. Location\*: Cashman Boat Ramp/Parking area

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

3. Description of Property: \_\_\_\_\_ Public \_\_\_\_\_ Private \_\_\_\_\_

4. Name of Organizer: Eli Bralin City Sponsored Event: Yes \_\_\_\_\_ No

Contact Person

Address: 179 Merrimac St Rear <sup>Newburyport</sup> Telephone: 978 270 2026

E-Mail: EliBralin@gmail.com Cell Phone: \_\_\_\_\_

Day of Event Contact & Phone: 978 270 2026

5. Number of Attendees Expected: 150 - 1,500

6. MA Tax Number: \_\_\_\_\_

7. Is the Event Being Advertised? yes Where? social media/email blasts

8. What Age Group is the Event Targeted to? 18+

9. Have You Notified Neighborhood Groups or Abutters? Yes  No \_\_\_\_\_, Who? We notify all neighbors the week leading into the event.

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

A. Vending: Food  Beverages  Alcohol  Goods \_\_\_\_\_ Total # of Vendors 3-5

B. Entertainment: (Subject to City's Noise Ordinance.) Live Music  DJ \_\_\_\_\_ Radio/CD \_\_\_\_\_  
Performers \_\_\_\_\_ Dancing \_\_\_\_\_ Amplified Sound  Stage

C. Games /Rides: Adult Rides \_\_\_\_\_ Kiddie Rides \_\_\_\_\_ Games \_\_\_\_\_ Raffle \_\_\_\_\_  
Other \_\_\_\_\_ Total # \_\_\_\_\_

Name of Carnival Operator: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

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

FOR STREET CLOSURE OR ANY USE OF A PUBLIC WAY

PARADE \_\_\_\_\_ ROAD RACE  WALKATHON \_\_\_\_\_

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

2. Name, Address & Daytime Phone Number of Organizer: Eli Baulin  
179 Merrimac St Rear  
Newburyport, MA 01913  
978 270 2026

3. Name, Address & 24/7 Telephone Number of Person Responsible for Clean Up \_\_\_\_\_  
Eli Baulin 978 270 2026

4. Date of Event: 10/24/21 Expected Number of Participants: 150-1,500

5. Start Time: 9am Expected End Time: 1pm

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

7. Locations of Water Stops (if any): See attached

8. Will Detours for Motor Vehicles Be Required? yes If so, where? See attached

9. Formation Location & Time for Participants: 9am

10. Dismissal Location & Time for Participants: 1pm

11. Additional Parade Information:
- Number of Floats: n/a
  - Locations of Viewing Stations: n/a
  - Are Weapons Being Carried: Yes \_\_\_\_\_ No
  - Are Marshalls Being Assigned to Keep Parade Moving: Yes \_\_\_\_\_ No

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

CITY MARSHAL [Signature] 4 Green St. FIRE CHIEF [Signature] 0 Greenleaf St.  
 DEPUTY DIRECTOR [Signature] 16A Perry Way CITY CLERK \_\_\_\_\_ 60 Pleasant St.

**DEPARTMENT APPROVAL (for Committee Member use only):**

It will be necessary for you to obtain permits or certificates from the following Departments: Please note that costs for some City support services during an event are an estimate only. Some Departments may forward an invoice for services rendered at the completion of the event, and others may require advance payment.

*Approval Required*      Date: \_\_\_\_\_ Signature: \_\_\_\_\_

\_\_\_ 1. Special Events: \_\_\_\_\_

\_\_\_ 2. Police: \_\_\_\_\_  
    Is Police Detail Required: \_\_\_\_\_ # of Details Assigned: \_\_\_\_\_

\_\_\_ 3. Traffic, Parking & Transportation: \_\_\_\_\_

\_\_\_ 4. ISD/Health: \_\_\_\_\_

\_\_\_ 5. Recycling: \_\_\_\_\_

\_\_\_ 6. ISD/Building: \_\_\_\_\_

\_\_\_ 7. Electrical: \_\_\_\_\_

\_\_\_ 8. Fire: \_\_\_\_\_  
    Is Fire Detail Required: \_\_\_\_\_ # of Details Assigned: \_\_\_\_\_

\_\_\_ 9. Public Works: *Fee for Special Events: \$45/hr/DPS employee for trash handling/staging etc. may apply*  
    Yes: \$ \_\_\_\_\_ due on \_\_\_\_\_      No Fee for Special Events applies  
    Other requirements/instructions per DPS \_\_\_\_\_

\_\_\_ 10. Parks Department: \_\_\_\_\_

\_\_\_ 11. License Commission \_\_\_\_\_

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

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

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

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

(c) *Definitions.*

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

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

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

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

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

(d) *Limitations.*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(e) *Enforcement.*

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

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

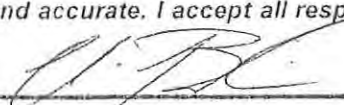
(3) *Noncriminal disposition.* If the city determines that a violation has occurred in which a noncriminal violation is issued, the named event organizer shall be penalized by a non-criminal disposition as provided in Massachusetts General Law as adopted by the City of Newburyport as a general ordinance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

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

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

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

Signed: \_\_\_\_\_



Date: \_\_\_\_\_

4/8/21

If yes:

- a) How many trash receptacles will you be providing? ~~15~~ 20 10
- b) How many recycling receptacles will you be providing? 10
- c) Will you be contracting for disposal of : Trash Yes  No  Recycling Yes  No
- i. If yes, size of dumpster(s): Trash G Melo Recycling G Melo
- ii. Name of disposal company: Trash \_\_\_\_\_ Recycling \_\_\_\_\_
- iii. If no, will you remove trash & recycling with organizers' cars or trucks? Yes \_\_\_\_\_ No \_\_\_\_\_
- iv. If no, where will the trash & recycling be disposed ? \_\_\_\_\_

If no:

- a) # of trash container(s) to be provided by DPS \_\_\_\_\_
- b) # of recycling container(s) to be provided by Recycling Office \_\_\_\_\_
- c) \$45.00/hr/DPS employee charge must be paid by the organizer to DPS in advance of the event (Fee for Special Events). The hours required for the event will be determined by DPS.

All fees must be paid prior to the event. Check or money order is payable to the City

of Newburyport. E. Portable Toilets: (Each cluster of portable toilets must include at least one ADA accessible toilet)

# 2 Standard # 40 ADA accessible

Name of company providing the portable toilets: D.A. Wilkinson



RUNNER PACE TIMELINE		PACE: 4:59/MILE	PACE: 10:00/MILE	PACE: 18:19/MILE
MILE	LOCATION	Cross start line: LEAD	Plus 2 min MIDDLE PACK	Plus 4 min. LAST
START	MERRIMAC ST & KENT ST INTERSECTION	10:00:00	10:02:00	10:04:00
1	MERRIMAC ST AFTER JEFFERSON ST	10:04:59	10:12:00	10:22:19
1.8	MERRIMAC ST & SPOFFORD ST INTERSECTION	10:09:00	10:20:00	10:37:00
2	#32 SPOFFORD ST	10:10:00	10:22:00	10:40:38
2.2	SPOFFORD ST & FERRY RD	10:12:00	10:24:00	10:41:18
3	#37 PINE HILL RD	10:14:57	10:32:00	10:58:57
3.4	CURZONS MILL RD & HOYTS LN	10:16:00	10:36:00	11:06:17
4	ON STOREY AVE/RTE 113 JUST AFTER HOYTS LN TURN	10:19:56	10:42:00	11:17:16
4.1	STOREY AVE & DENNETTE DR	10:20:26	10:43:00	11:19:06
4.3	DENNETTE DR & EVERETT DR	10:21:26	10:43:00	11:22:46
4.5	EVERETT DR & TURKEY HILL RD	10:23:56	10:47:00	11:26:26
4.6	EVERETT DR & TURKEY HILL RD	10:24:26	10:48:00	11:28:16
5	TURKEY HILL RD & MIDDLE ST	10:24:55	10:52:00	11:35:35
6	3406 MIDDLE ST BEFORE GARDEN ST TURN	10:29:54	11:02:00	11:53:54
7	#38 ROGERS ST	10:34:53	11:12:00	12:17:13
8	ON TURKEY HILL RD BEFORE HALE ST	10:39:52	11:22:00	12:30:45
8.34	TURKEY HILL & HALE ST INTERESECTION	10:40:30	11:22:40	12:30:32
9	ON HALE ST AFTER "LITTLE RIVER NATURE CENTER SIGNPOST	10:44:51	11:32:00	12:48:51
9.8	HALE ST & MALCOLM HOYT DR INTERSECTION	10:48:51	11:40:00	12:52:30
10	AFTER CURVE ADJACENT TO ROCHESTER ELECTRONIC BLDG	10:49:50	11:42:00	1:07:10
10.5	MALCOML HOYT DR & MULLIKEN WAY	10:52:20	11:47:00	1:16:20
10.84	TURNAROUND ON MULLIKEN WAY	10:53:20	11:51:00	1:22:00
11	0.1 BEFORE LEFT TURN ON PARKER ST	10:54:49	11:52:00	1:25:29
11.5	RIGHT TURN ON PARKER ST	10:56:30	11:54:30	1:34:40
11.8	PARKER ST & ENTRANCE TO CLIPPER CITY RAIL TRAIL	10:58:50	11:56:00	1:40:10
12	ON CLIPPER CITY RAIL TRAIL AFTER HORSE SCULPTURE	10:59:48	12:02:00	1:43:48
13	AFTER LEFT TURN ON TRAIL ALONG THE MERRIMAC RIVER	11:04:57	12:22:00	2:02:07
13.1	PARKING LOT BEFORE THE BOAT RAMP	11:05:20	12:13:05	2:04:00

## POLICE ASSIGNMENTS

1. OIC
2. Lead vehicle
3. Merrimac and Carter
4. Merrimac and Kent
5. Merrimac and Oakland
6. Merrimac & Route 1
7. Merrimac & Route 1
8. Merrimac and Ashland (beer tent)
9. Merrimac and Jefferson (beer tent)
10. Merrimac and Spofford
11. Merrimac and Spofford
12. 113 & Hoyts Lane
13. Dennett & 113
14. Turkey Hill & 113
15. Turkey Hill & Crow
16. Turkey Hill & Hale
17. Turkey Hill & Hale
18. High & Mosely
19. High & Ferry
20. Low & Hale
21. Hale and Malcolm Hoyt
22. Mullikan & Parker
23. Malcolm Hoyt and Parker
24. Malcolm Hoyt & Parker
25. Parker and Parker
26. Rail Trail Parker
27. Rail Trail Washington

## Barricades Locations List for ½ Marathon Sunday 1000 hrs

1. Pine Hill & Hallisey
2. Pine Hill & Daniel Lucey
3. Hale & Toppans
4. Hale & Turkey Hill
5. Hale & Lavalley
6. Parker & Malcolm Hoyt
7. Graf & Parker
8. Rt1 & Parker by Haley's

## COURSE MONITOR PLAN

LOCATION	RACE MONITORS	NEWBURYPORT POLICE	
Merrimac & Route 1		2	
Merrimac & Kent [Race start]	2	1	
Merrimac & Carter	1	1	
Merrimac & Oakland	1	1	
Merrimac & Ashland	1	1	Beer Tent
Merrimac & Jefferson	1	1	Beer Tent
Merrimac & Spofford	1	2	
Spofford & Ferry	1		
High & Mosely		1	
High & Ferry		1	
Ferry & Briggs	1		
Ferry & Laurel	1		
Pine Hill & Whitcomb Ln	1		
Pine Hill & Curzon Mill	1		
Curzon Mill & Daniel Lucy Way	1		
Curzon Mill & Hoyts Ln	1		
Hoyts Ln & Drew	1		
113 & Hoyts Ln	1	1	
113 & Dennett Dr	1	1	
113 & Turkey Hill		1	
Dennett & Everett	1		
Turkey Hill & Everett Dr	2		
Turkey Hill & Bourbeau Terrace	2		
Turkey Hill & Windward Dr	2		
Turkey Hill & Longfellow Dr	2		
Turkey Hill & Newhall Ln	2		
Turkey Hill & Marquard Ln	2		
Turkey Hill & Longfellow Dr	2		
Turkey Hill & Crow		1	
Turkey Hill & Hale		2	
Low & Hale		1	
Middle & Garden	1		
Garden & Browns Ln	2		
Garden & Rogers	1		
Garden & Turkey Hill	1		
Hale & Malcolm Hoyt	1	1	
Malcolm Hoyt & Parker		2	
Mulliken & Parker		1	
Parker & Parker		1	
Parker & Rail Trail	2	1	
Rail Trail & Washington	1	1	
	41	25	

Start/Finish Equipment

Qty	Item	Location	Provided	Comments
2	2 Wheeler	Start/Finish	DMSE	Ballfield-1, Start-1
1	Airhorn	Start	DMSE	
1	American Flag	Start	DMSE	
1	Announcer Platform	Start	DMSE/IRS	Ron to pick up from IRS
2	Ballast Water Barrel	Start	DMSE	NEED COAT HANGER
2	Banner	Start	ELI	2 - Single Sided Start Banners, back to back
1	Bullhorn	Start	DMSE	
2	Garden Hose	Start	DMSE	
2	Scaffolding Tower Scrim Set	Start	DMSE	Blue/White
2	Scaffolding Towers (4' x 7' x 12')	Start	DMSE	
150	Steel Barricade - Feet	Start	DMSE	All on trailer plus 30 from warehouse
120	Steel Barricade (10' x 44")	Start	DMSE	Start-80, Finish-20, Ballfield-20
4	Straps	Start	DMSE	
30	Traffic Cones (18")	Start	DMSE	
9	Veratruss System (Per Meter)	Start	DMSE	3 - 3M
1	Zip Ties - 8" (bag)	Start	DMSE	



## Water Station Equipment

Qty	Item	Location	Provided By	Comments
8	UCAN Concentrate Mix (case)	Water Stations	Eli	
4	UCAN Cups (case)	Water Stations	Eli	
4	UCAN Stirrers	Water Stations	DMSE	
8	Gloves	Water Stations	DMSE	
4	Gotts	Water Stations	DMSE	
1	Pallet Jack	Water Stations	DMSE	
4	Pitchers	Water Stations	DMSE	
16	Rakes	Water Stations	DMSE	
16	Shovels	Water Stations	DMSE	
32	Tables	Water Stations	Eli	
28	Trash Barrels	Water Stations	DMSE	
105	Trash Liners	Water Stations	DMSE	
132	Water - Gallon (case)	Water Stations	Eli	
15	Water Cups (case)	Water Stations	Eli	

## Newburyport Half Marathon

## DMSE Equipment

Qty	Item	Location	Provided By	Comments	Truck
2	2 Wheeler	Start/Finish	DMSE	Ballfield-1, Start-1	DMSE
1	Airhorn	Start	DMSE		DMSE
1	American Flag	Start	DMSE		DMSE
1	Announcer Platform	Start	DMSE/IRS	Ron to pick up from IRS	DMSE
2	Ballast Water Barrel	Start	DMSE	NEED COAT HANGER	DMSE
1	Bullhorn	Start	DMSE		DMSE
2	Garden Hose	Start	DMSE		DMSE
8	Gloves	Water Stations	DMSE		16' Water
4	Gotts	Water Stations	DMSE		16' Water
1	Pallet Jack	Water Stations	DMSE		26' Water
30	Parking Flags	Course	DMSE	Aaron to give to volunteers Thurs before	
4	Pitchers	Water Stations	DMSE		16' Water
16	Rakes	Water Stations	DMSE		16' Water
45	Safety Vests	Course	DMSE	One for every course monitor	
33	Sandwich Boards (2'x3')	Course	DMSE	20 Directional, 13 Mile Markers	16' Course
2	Scaffolding Tower Scrim Set	Start	DMSE	Blue/White	DMSE
2	Scaffolding Towers (4' x 7' x 12')	Start	DMSE		DMSE
16	Shovels	Water Stations	DMSE		16' Water
20	Signs - Course Directional	Course	DMSE		16' Course
150	Steel Barricade - Feet	Start	DMSE	All on trailer plus 30 from warehouse	26' Water
120	Steel Barricade (10' x 44")	Start	DMSE	Start-80, Finish-20, Ballfield-20	26' Water & TRAILER
4	Straps	Start	DMSE		DMSE
32	Tables	Water Stations	Eli		26' Water
30	Traffic Cones (18")	Start	DMSE		DMSE
100	Traffic Cones (18")	Course	DMSE		16' Course
28	Trash Barrels	Water Stations	DMSE		16' Water
105	Trash Liners	Water Stations	DMSE		16' Water
2	Velcro	Course	DMSE		16' Course
9	Veratruss System (Per Meter)	Start	DMSE	3 - 3M	DMSE
1	Zip Ties - 8" (bag)	Start	DMSE		DMSE



## MEDICAL PROGRAM

### Medical Plan and Layout: Sunday 10/25/15 ½ Marathon and Relay

**Medical staff arrival:** 9:30 AM  
**Start time:** 10:00 AM  
**Orthopedic support**  
**Staff arrival:** 10:30 AM  
**Estimated end time:** 2:00 PM

#### Medical Plan Details:

- Dedicated BLS ambulance at finish line next to tent
  - With AEDx2
- Tent staff including:
  - Medical
    - NP (Pam)
    - 3 BLS EMTs
    - (possibly) PA (Dixie)
  - Musculoskeletal
    - DC (Adam) – orthopedic complaints
    - PT (Chris)
    - PT (James)
- ½ way tent staff including:
  - 2 EMTs with bags and truck
- 5 Volunteer spotters on course at following intervals from finish (equipped with cell phone and/or radio)
  - ¼ mile
  - ½ mile
  - ¾ mile
  - Finish (2)

#### Tent contents:

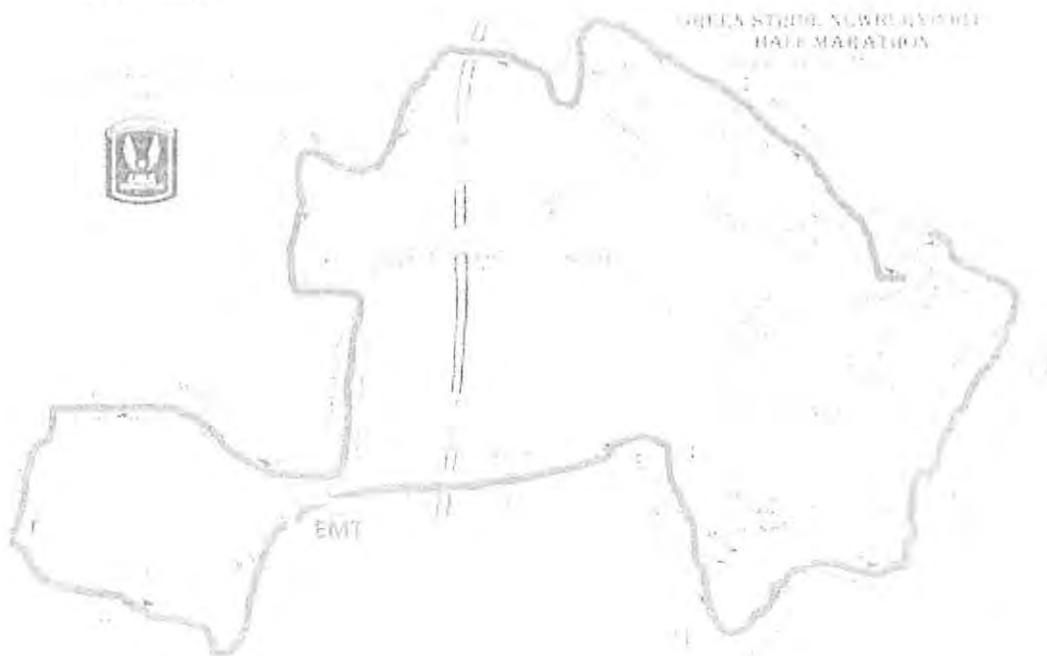
1. 4-6 medical cots
2. 2 portable massage tables
3. 5 25ct boxes instant ice packs
4. Mueller M tape, White athletic tape
5. Ace wraps
6. Vaseline
7. 5 EMS bags (red)
  - a. Contents include:
    - i. Airway & CPR mask
    - ii. Wound care bandages
      1. Various sized band aids
      2. Sterile gauze pads
      3. Sterile gauze wraps
      4. Waterproof tape

## MEDICAL PROGRAM

- iii. Wound cleaning supplies
  - 1. Iodine swabs
  - 2. Alcohol prep swabs
  - 3. Bacitracin
- iv. SAM splint
- v. Moleskin
- vi. Sunscreen
- vii. Glucose tabs
- viii. Acetaminophen tabs
- 8. Nitrile gloves size L
- 9. Nitrile gloves size M
- 10. Glucometer
  - a. Lancets
  - b. Test strips
- 11. 10 gallons concentrated electrolyte solution (Gatorade)

## Medical Tent Organization:

1. Prior to entering tent, all conscious, ambulatory patients sign consent form
  2. Adam and/or Pam triages complaint to either staff accordingly
    - i. \*\* suspicion of EAC or non-ambulatory persons are priority
      1. EAC with LOC requires immediate transport via ambulance
        - a. Assume hyponatremia unless otherwise indicated
    - ii. \*\* all staff are required to dawn personal protection (i.e. gloves and/or glasses) when human blood is visible
    - iii. \*\* all staff are to practice hand sanitization when in contact with bodily fluids
  - b. Medical
  - c. Orthopedic
3. Event encounter form completed by tent staff as patient is discharged with documented instructions



**PORTABLE RESTROOMS**

<b>QTY</b>	<b>LOCATION</b>
2	MERRIMAC ST & CHRISTIE ST
2	CORZON MILL RD & DANIEL LUCY WAY
2	PLUMMER SPRING RD AFTER TURN FROM TURKEY HILL
1	GARDEN ST & BROWNS LN [RELAY STATION]
2	ROGERS ST - AFTER BRIDGE & MILE 7
2	TURKEY HILL RD IN CUT OUT ON RIGHT BY RESERVOIR
2	#16 MALCOLM HOYT RD BY ROCHESTER ELECTRONICS E D-WAY
2	#50 PARKER BEFORE CLIPPER CITY RAIL TRAIL
15	<b>TOTAL ON COURSE</b>
50	<b>CASHMAN PARK: ALONG THE BACK FENCE IN PARKING LOT OF BOAT RAMP</b>
65	<b>GRAND TOTAL</b>



# Newburyport Half Marathon

Sunday, October 25th, 2021

## COURSE MAP

Prepared by:

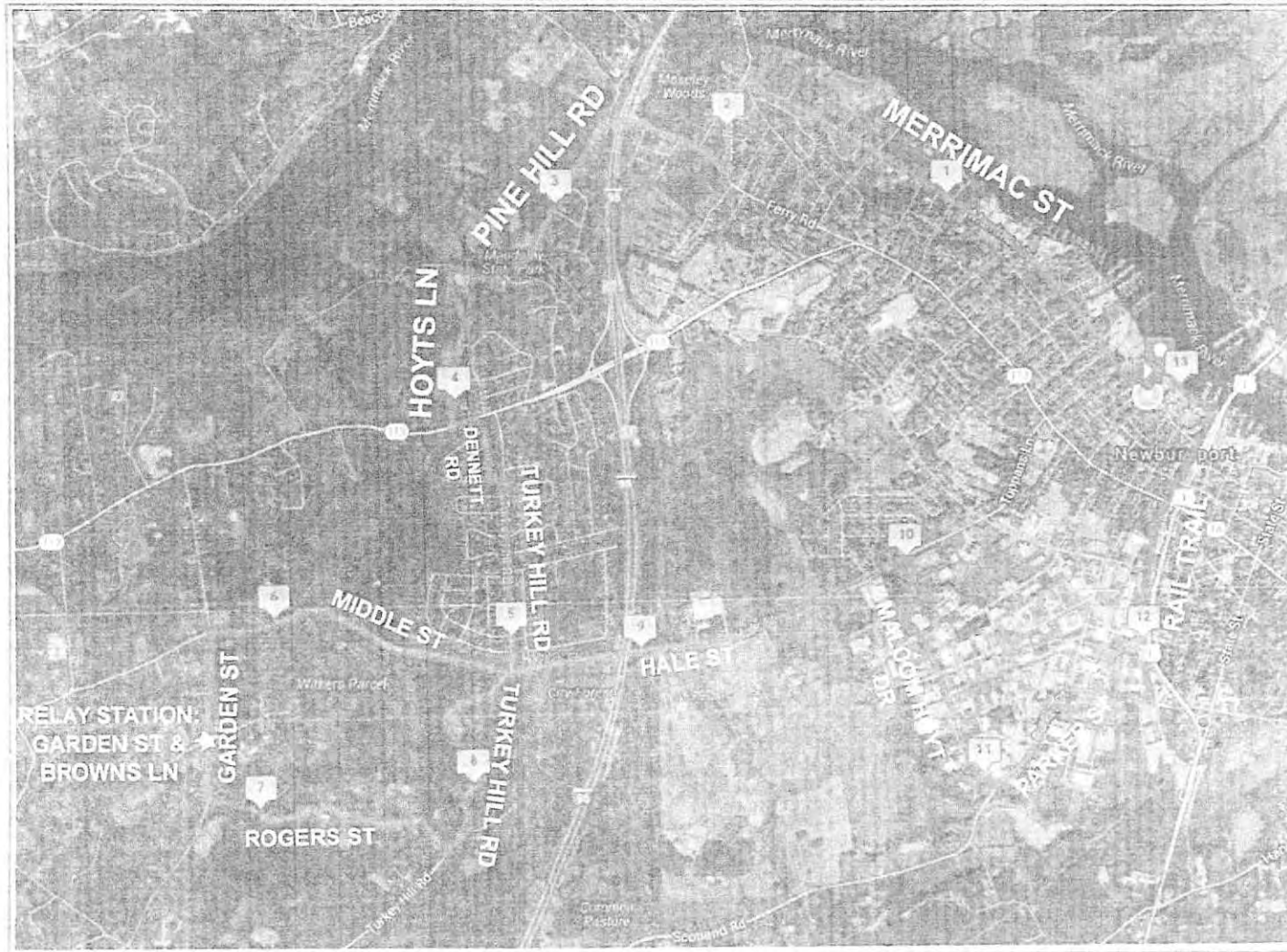
# DMSE

DAVE MCGILLIVRAY SPORTS ENTERPRISES

# SPORTS

START: ON MERRIMAC ST @ KENT ST  
FINISH: IN PARKING LOT AT CASHMAN PARK

V.



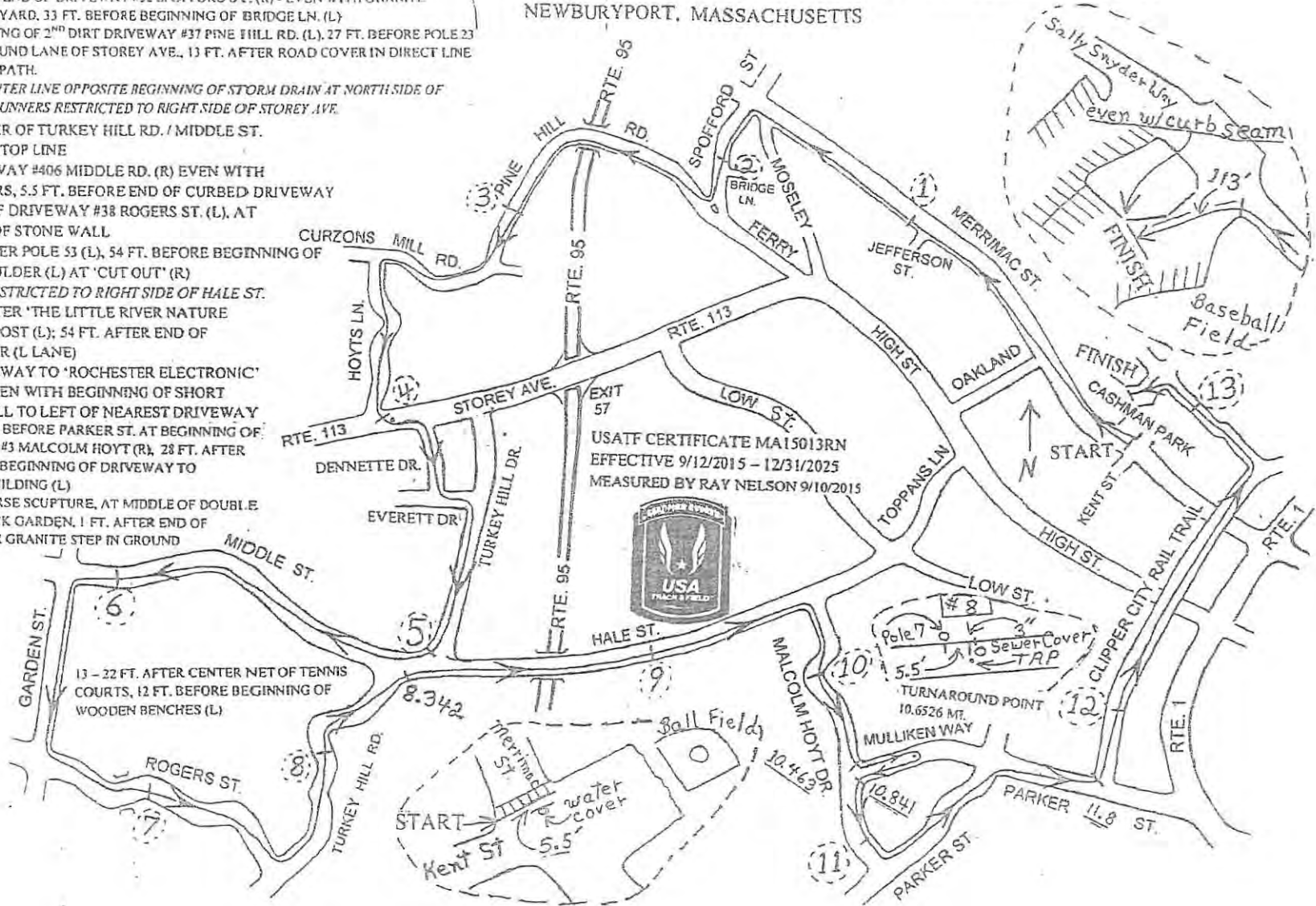
- 1 - ON MERRIMAC ST. @ 50 YD. AFTER JEFFERSON ST., AT BEGINNING OF DRIVEWAY #420 (R), 16 FT. AFTER POLE 91 (R)
- 2 - 3 FT. AFTER END OF DRIVEWAY #52 SPOFFORD ST. (R) - EVEN WITH GRANITE LAMPPOST IN YARD, 33 FT. BEFORE BEGINNING OF BRIDGE LN. (L)
- 3 - AT BEGINNING OF 2<sup>ND</sup> DIRT DRIVEWAY #37 PINE HILL RD. (L), 27 FT. BEFORE POLE 23
- 4 - IN WESTBOUND LANE OF STOREY AVE., 13 FT. AFTER ROAD COVER IN DIRECT LINE OF RUNNERS' PATH.

# GREEN STRIDE NEWBURYPORT HALF MARATHON

## NEWBURYPORT, MASSACHUSETTS

\*CONE ON CENTER LINE OPPOSITE BEGINNING OF STORM DRAIN AT NORTH SIDE OF STOREY AVE. RUNNERS RESTRICTED TO RIGHT SIDE OF STOREY AVE.

- 5 - AT CORNER OF TURKEY HILL RD. / MIDDLE ST. 6 FT. AFTER STOP LINE
- 6 - IN DRIVEWAY #406 MIDDLE RD. (R) EVEN WITH END OF DOORS, 5.5 FT. BEFORE END OF CURBED DRIVEWAY
- 7 - AT END OF DRIVEWAY #38 ROGERS ST. (L), AT BEGINNING OF STONE WALL
- 8 - 69 FT. AFTER POLE 53 (L), 54 FT. BEFORE BEGINNING OF BIGGEST BOULDER (L) AT 'CUT OUT' (R)  
\*RUNNERS RESTRICTED TO RIGHT SIDE OF HALE ST.
- 9 - 86 YD. AFTER 'THE LITTLE RIVER NATURE TRAIL' SIGNPOST (L); 54 FT. AFTER END OF SEWER COVER (L LANE)
- 10 - IN DRIVEWAY TO 'ROCHESTER ELECTRONIC' BLDG. (L); EVEN WITH BEGINNING OF SHORT CEMENT WALL TO LEFT OF NEAREST DRIVEWAY
- 11 - @ 0.1 MILE BEFORE PARKER ST. AT BEGINNING OF DRIVEWAY TO #3 MALCOLM HOYT (R), 28 FT. AFTER POLE 4 (R); AT BEGINNING OF DRIVEWAY TO BL. DEGRAY BUILDING (L)
- 12 - AFTER HORSE SCULPTURE, AT MIDDLE OF DOUBLE CIRCULAR ROCK GARDEN, 1 FT. AFTER END OF RECTANGULAR GRANITE STEP IN GROUND



USATF CERTIFICATE MA15013RN  
EFFECTIVE 9/12/2015 - 12/31/2025  
MEASURED BY RAY NELSON 9/10/2015



## COURSE DESCRIPTION

START: Merrimac & Kent St intersection  
Continue Merrimac St- 1 mile Jefferson St before Atkinson Common  
Left on Spofford St- 2 miles  
Right on Ferry Rd  
Across bridge over Route 95  
Continue to Pine Hill Rd- 3miles  
Bear right onto Curzon Mill Rd  
Left on Hoyts Ln  
Left on Storey Ave, Route 113- 4 miles  
Right on Dennette DR  
Left on Everett DR  
Right on Turkey Hill Rd  
Right on Plummer Spring Rd- 5 miles  
Continues to Middle St  
Left on Garden St- 6 miles  
Left on Rogers St- 7 miles  
Left on Turkey Hill Rd- 8 miles  
Right on Hale St- 8.34 miles; 9 miles after RT 95 overpass  
Right on Malcolm K Hoyt Rd- 10 miles  
Left on Milliken Way to reverse direction at turn around point  
Left on Malcolm K Hoyt Rd -10.84 miles; 11 miles before Parker St turn  
Left on Parker St  
Continue right on Parker St  
Left on Clipper City Rail Trail- 11.8 miles; 12 miles on Trail  
Continue Trail to before boat ramp & left to  
Finish: adjacent to Cashman Park parking lot

## COVID - 19 Summary Plan for Newburyport Half Marathon

Please note: This is only an overview of the three possible scenarios we may encounter at the time of our event along with the direction we would plan to execute the event for each scenario. A more comprehensive plan will be written and proposed as we move closer to the event and have more knowledge of our restrictions at the time. For event application purposes, we have summarized our plan.

Scenario 1: All restrictions and limitations are lifted for the community and events.

We are hopeful that this will be the case by the end of October for our race. If so, we will conduct the event with a full start line of all participants and execute as we have in the past 10 years.

We understand that regardless of any safety precautions being lifted, there are still individuals who may be uncomfortable running in large groups. Therefore, we will still offer a virtual option for the Newburyport Half Marathon that allows participants to run either from home or along the Newburyport course on their own time while still being included within the overall event.

Scenario 2: Restrictions continue for COVID-19 and events must continue to adhere to limitations such as the current Phase 4 Step 1 with a maximum of 150 people per outdoor event.

Should we find ourselves in the same or similar position we are currently in where we have to limit our gatherings to a specific amount of people, we will do so as necessary.

First, we will have wave starts (staggered times) for the race and limit the amount of people at the start line at once. The total number of people at the start at one time may vary depending on the restrictions.

We will adhere to all social distance and safety guidelines to ensure a safe and comfortable environment to everyone involved.

Scenario 3: We have a reversal in phases and event permitting is unavailable or pulled.

Should we end up not being able to have any gatherings, our event will become fully virtual.

Every person who registers for our event will be aware that this is a possible scenario and signs a waiver understanding that this might happen. If this is the case, runners can then sign into our event and run from the comfort of their community OR along the Newburyport course at their own time. No gatherings will take place and their swag (tshirts, medals, etc) will be shipped to their home.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/27/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Roach, Howard, Smith and Barton 8750 N. Central Expressway, Suite 500  Dallas TX 75231	CONTACT NAME: Jo Watson
	PHONE (A/C, No, Ext): (972) 231-1300      FAX (A/C, No): (972) 231-1368 E-MAIL ADDRESS: jwatson@rnsb.com
INSURER(S) AFFORDING COVERAGE	
INSURER A: Vantapro Specialty Insurance C	NAIC # 44768
INSURED	
SPay, Inc. dba Stack Sports; See Description of Operations for additional dba's 5360 Legacy Drive, Suite 150  Plano TX 75024	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

**COVERAGES**

CERTIFICATE NUMBER: Cert ID 52231

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSP   WVP	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		50755169	03/31/2021	03/31/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COM/OP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTIONS					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) if yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
						\$
						\$

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

Limitation of Coverage to Designated Premises or Project:

St. Pat's Day 5k; Run Through the Pines; Beach & Back; Sun's Out Run Out 5k; Beantown Marathon; Oktoberfest 5k; Newburyport Half Marathon; South Shore Turkey Trot; Greensboro Gobbler; Happy Holiday's 5k; Big Tex Run

Named Insured Continued: dba Racewire; dba The End Result Company; dba GetMeRegistered; dba RegattaCentral

**CERTIFICATE HOLDER****CANCELLATION**

City of Newburyport  60 Pleasant Street  Newburyport MA 01950	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <i>Bart Tucker</i>
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DESCRIPTION OF OPERATIONS SECTION CONTINUED

DATE  
05/27/2021

CERTIFICATE HOLDER:

City of Newburyport  
60 Pleasant Street  
Newburyport MA 01950

INSURED:

SPay, Inc. dba Stack Sports; See Description  
of Operations for additional dba's  
5360 Legacy Drive, Suite 150  
Plano TX 75024

DESCRIPTION OF OPERATIONS CONTINUED:

Additional insured status is granted under the General Liability policy to entities listed on  
attached endorsement.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

City of Newburyport  
60 Pleasant Street  
Newburyport, MA 01950

City of Arlington, their officers, agents and employees  
101 W. Abram St.  
Arlington, TX 76010

A. **Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance**:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

4.22.2021

To Whom It May Concern,

This permit request is for a fall road race much like the fall half marathons Newburyport has seen before. Our company was actually the logistics company hired to manage those so we are very familiar with the roads and neighbors. We are also partnering with the same company that applied and was approved for the spring half marathon scheduled for April 2020 (C5K Sports). I was actually the contact that attended the town meetings seeking the approval.

We have already directed several events in 2021 in NH and will have @ 10-12 more before this event in 3 other states, should it be approved. That will give us ample time and experience to adjust to any Covid guidelines Mass & the City of Newburyport asks us to follow. The only main adjustment I can see to this plan is possibly a one lane close on Merrimac St instead of the typical full closure should we decide to use the staggered start method that we have been using successfully in our other events. Using a staggered start also means we will likely be able to open one lane and stagger vehicles.

We are happy to discuss any contingency plans and ensure our runners & the citizens of Newburyport are safe.

Sincerely,



Chris Bernier  
Sub 5 Race Management  
603.801.5757

# NEWBURYPORT SPECIAL EVENT APPLICATION

Tel. 603.201.5757 Fax.

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

NAME OF EVENT: Newburyport Road Race

Date: Oct 17 2021 Time: from 7AM to NOON

Rain Date: NO RAIN DATE. Time: from \_\_\_\_\_ to \_\_\_\_\_

2. Location: OPEN TO adjustment, But would like Cashman Park / ASSESSOR ST.  
\*Please Note: If the location is a public park or the rail trail, please also contact the Parks Department

3. Description of Property: CASHMAN Park - fields & Bldg lot Public  Private \_\_\_\_\_

4. Name of Organizer: Sub 5 Race MGT & CJK City Sponsored Event: Yes \_\_\_\_\_ No

Contact Person

Address: 14 S. VIEW DR. Telephone: 603 201 5757

E-Mail: CHRIS.BERNIER@ny.com Cell Phone: \_\_\_\_\_

Day of Event Contact & Phone: CHRIS BERNIER 603.201.5757

5. Number of Attendees Expected: 750 +

6. MA Tax Number: \_\_\_\_\_

7. Is the Event Being Advertised? NYT Where? \_\_\_\_\_

8. What Age Group is the Event Targeted to? Anyone that can run a Halfmarathon

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

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

A. Vending: Food \_\_\_\_\_ Beverages  Alcohol  Goods \_\_\_\_\_ Total # of Vendors 2

B. Entertainment: (Subject to City's Noise Ordinance.) Live Music \_\_\_\_\_ DJ  Radio/CD \_\_\_\_\_  
Performers \_\_\_\_\_ Dancing \_\_\_\_\_ Amplified Sound \_\_\_\_\_ Stage

C. Games /Rides: Adult Rides \_\_\_\_\_ Kiddie Rides \_\_\_\_\_ Games \_\_\_\_\_ Raffle \_\_\_\_\_  
Other \_\_\_\_\_ Total # \_\_\_\_\_

Name of Carnival Operator: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

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

If yes:

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

If no:

- a) # of trash container(s) to be provided by DPS \_\_\_\_\_
- b) # of recycling container(s) to be provided by Recycling Office \_\_\_\_\_

c) \$45.00/hr/DPS employee charge must be paid by the organizer to DPS in advance of the event (Fee for Special Events). The hours required for the event will be determined by DPS.

All fees must be paid prior to the event. Check or money order is payable to the City

of Newburyport. E. Portable Toilets: (Each cluster of portable toilets must include at least one ADA accessible toilet)

# TBD Standard # TBD ADA accessible

Name of company providing the portable toilets: TBD

**FOR STREET CLOSURE OR ANY USE OF A PUBLIC WAY**

PARADE \_\_\_\_\_

ROAD RACE  \_\_\_\_\_

WALKATHON \_\_\_\_\_

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

Sub's Race Management

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

CHRIS BERNIER 145 WINDYBROOK RIDGE NH  
603.801.5752

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

CHRIS BERNIER  
603.801.5752

4. Date of Event: Oct 17 2021 Expected Number of Participants: 750+

5. Start Time: 7AM Expected End Time: NOON

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

Road Race - SEE MAP.

Probably NOT - will start in Ashmun Pond with waves. This small, paired cut-off will be at on the road.

7. Locations of Water Stops (if any): MADEIRA Pond, WINDYBROOK Pond, WALKATHON Pond

8. Will Detours for Motor Vehicles Be Required? Yes If so, where? MIDDLEBURY ST. - JUST FOR START

9. Formation Location & Time for Participants: Asking lot (Ashmun Pond) after 7:00am.

10. Dismissal Location & Time for Participants: ASHMUN Pond People will not leave in one large group.

11. Additional Parade Information:

- Number of Floats: \_\_\_\_\_
- Locations of Viewing Stations: \_\_\_\_\_
- Are Weapons Being Carried: None Yes \_\_\_\_\_ No
- Are Marshalls Being Assigned to Keep Parade Moving: Yes  No \_\_\_\_\_

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

CITY MARSHAL \_\_\_\_\_ 4 Green St. FIRE CHIEF \_\_\_\_\_ 0 Greenleaf St.

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

FOR STREET CLOSURE OR ANY USE OF A PUBLIC WAY

PARADE \_\_\_\_\_

ROAD RACE

WALKATHON \_\_\_\_\_

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

Sub 5 Race Management

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

CHRIS BERNIER 145 KVAUDE Rindge NH  
603.801.5752

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

CHRIS BERNIER  
603.801.5752

4. Date of Event: Oct 17 2021 Expected Number of Participants: 750+

5. Start Time: 9AM Expected End Time: Noon

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

Road Race - SEE MAP.

→ Probable NOT - we will start in Casman Park with waves. Thus small, spaced out groups will go out on the road.

7. Locations of Water Stops (if any): MANDSLAY Park, corners of Tuckers Hill & Hove, Malcolm Hart

8. Will Detours for Motor Vehicles Be Required? Yes If so, where? Memorial St. - Just for start

9. Formation Location & Time for Participants: Parking lot Casman Park onto Memorial.

10. Dismissal Location & Time for Participants: Casman Park People will NOT leave in one large group

11. Additional Parade Information:

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

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

CITY MARSHAL \_\_\_\_\_ 4 Green St. FIRE CHIEF Deputy Bud 6/25/21 0 Greenleaf St.

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

FOR STREET CLOSURE OR ANY USE OF A PUBLIC WAY

PARADE \_\_\_\_\_

ROAD RACE

WALKATHON \_\_\_\_\_

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

SUB 5 RACE MANAGEMENT

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

CHRIS BERNIER 145 KILBOURNE RIDGE NH  
603.801.5752

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

CHRIS BERNIER  
603.801.5752

4. Date of Event: Oct 17 2021 Expected Number of Participants: 750+

5. Start Time: 7AM Expected End Time: NOON

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

Road Race - SEE MAP.

→ Probably not - we will start in Casman Park with waves. Two small spaced out groups will be at on the road.

7. Locations of Water Stops (if any): MAULSLEY PARK, COURSE OF TUCKER HILL, MARSH HILL

8. Will Detours for Motor Vehicles Be Required? YES If so, where? MERRIMAC ST. - JUST FOR START

9. Formation Location & Time for Participants: Parking lot @ Casman Park onto Merrimac.

10. Dismissal Location & Time for Participants: Casman Park People will not leave in one large group

11. Additional Parade Information:

• Number of Floats: \_\_\_\_\_

• Locations of Viewing Stations: \_\_\_\_\_

• Are Weapons Being Carried: Yes \_\_\_\_\_ No

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

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

CITY MARSHAL [Signature] # Green St. FIRE CHIEF \_\_\_\_\_ 0 Greenleaf St.

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



FOR STREET CLOSURE OR ANY USE OF A PUBLIC WAY

PARADE \_\_\_\_\_

ROAD RACE

WALKATHON \_\_\_\_\_

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

Sub Space Management

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

CHRIS BERNIER 145 KILGORE RD RINDGE NH  
603.801.5752

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

CHRIS BERNIER  
603.801.5752

4. Date of Event: Oct 12 2021 Expected Number of Participants: 750+

5. Start Time: 9AM Expected End Time: NOON

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

Road Race - SEE MAP.

→ Probable not - we will start in Caspary Park with waves. Two small groups of people will be at another road.

7. Locations of Water Stops (if any): MANLEY PARK, CASPARY PARK, MICHIGAN HART

8. Will Detours for Motor Vehicles Be Required? Yes If so, where? MICHIGAN ST. - JUST FOR START

9. Formation Location & Time for Participants: Parkway bet Caspary Park onto Michigan

10. Dismissal Location & Time for Participants: CASPARY PARK People will not leave in one large group

11. Additional Parade Information:

- Number of Floats: \_\_\_\_\_
- Locations of Viewing Stations: \_\_\_\_\_
- Are Weapons Being Carried: None Yes \_\_\_\_\_ No
- Are Marshalls Being Assigned to Keep Parade Moving: Yes  No \_\_\_\_\_

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

CITY MARSHAL \_\_\_\_\_ 4 Green St. FIRE CHIEF \_\_\_\_\_ 0 Greenleaf St.

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

Updated March 14, 2019

6-28-21

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

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

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

(c) *Definitions.*

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

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

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

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

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

(d) *Limitations.*

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

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

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

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

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

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

## DEPARTMENT APPROVAL (for Committee Member use only):

It will be necessary for you to obtain permits or certificates from the following Departments: Please note that costs for some City support services during an event are an estimate only. Some Departments may forward an invoice for services rendered at the completion of the event, and others may require advance payment.

Approval Required \_\_\_\_\_ Date: \_\_\_\_\_ Signature \_\_\_\_\_

\_\_\_\_\_ 1. Special Events: \_\_\_\_\_

\_\_\_\_\_ 2. Police: \_\_\_\_\_  
Is Police Detail Required: \_\_\_\_\_ # of Details Assigned: \_\_\_\_\_

\_\_\_\_\_ 3. Traffic, Parking & Transportation: \_\_\_\_\_

\_\_\_\_\_ 4. ISD/Health: \_\_\_\_\_

\_\_\_\_\_ 5. Recycling: \_\_\_\_\_

\_\_\_\_\_ 6. ISD/Building: \_\_\_\_\_

\_\_\_\_\_ 7. Electrical: \_\_\_\_\_

\_\_\_\_\_ 8. Fire: \_\_\_\_\_  
Is Fire Detail Required: \_\_\_\_\_ # of Details Assigned: \_\_\_\_\_

\_\_\_\_\_ 9. Public Works: *Fee for Special Events: \$45/hr/DPS employee for trash handling/staging etc. may apply*  
Yes: \$ \_\_\_\_\_ due on \_\_\_\_\_ No Fee for Special Events applies  
Other requirements/instructions per DPS \_\_\_\_\_

\_\_\_\_\_ 10. Parks Department: \_\_\_\_\_

\_\_\_\_\_ 11. License Commission \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

(e) *Enforcement.*

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

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

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

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

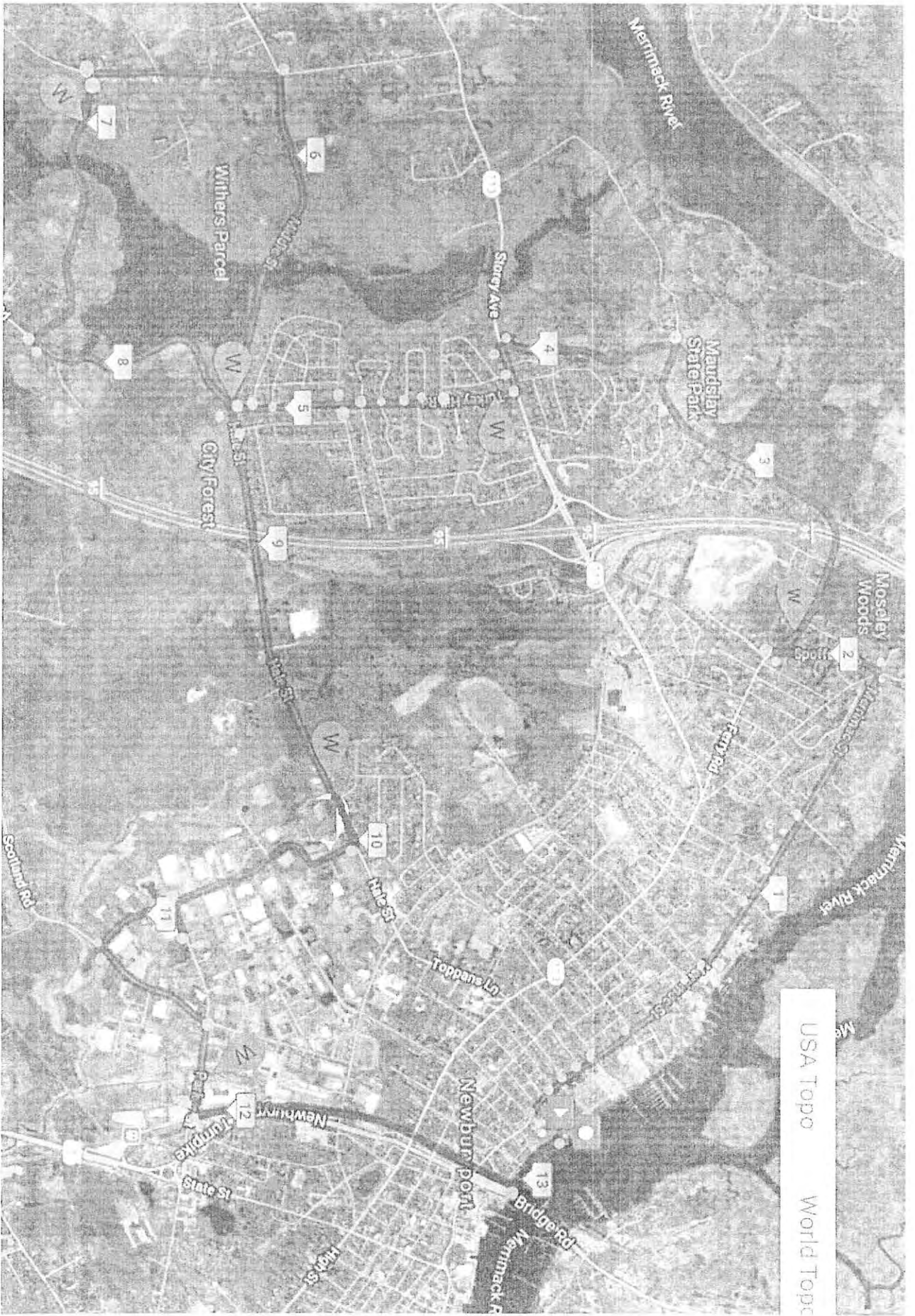
(5) *Failure to notify.* If the event fails to notify residents and provide documentation to the city clerk, pursuant to subsection (d)(5) above, shall render that organization ineligible to receive an event permit for a period of twelve (12) months unless special leave is granted by two-thirds supervote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

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

Signed: \_\_\_\_\_

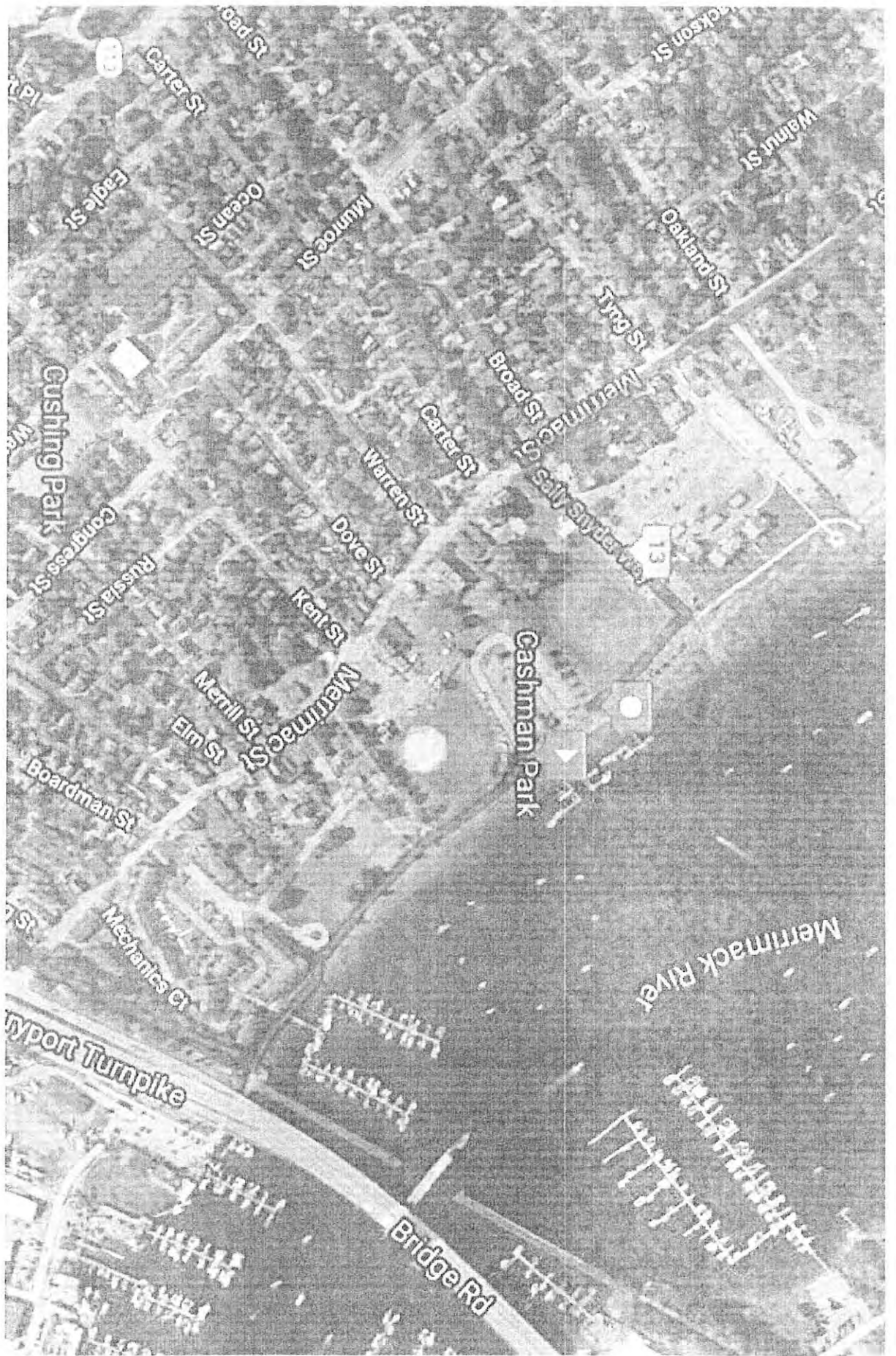
Date: \_\_\_\_\_

4/23/21



USA Topo

World Topo



# CERTIFICATE OF INSURANCE

PRINT DATE: 6/14/2021

CERTIFICATE NUMBER: 20210513831949

## AGENCY:

Edgewood Partners Insurance Center  
2727 Paces Ferry Road, Building Two, Suite 1500  
Atlanta, GA 30339  
678-324-3300 (Phone), 678-324-3303 (Fax)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

## NAMED INSURED:

USA Track & Field, Inc. C5K Sports  
130 East Washington Street, Suite 800  
Indianapolis IN 46204

## INSURERS AFFORDING COVERAGE:

INSURER A: Philadelphia Indemnity Ins. Co. NAIC # 15058

## EVENT INFORMATION:

Newburyport Fall Half Marathon (10/17/2021 - 10/18/2021)

## POLICY/COVERAGE INFORMATION:

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

INS	TYPE OF INSURANCE:	POLICY NUMBER(S):	EFFECTIVE:	EXPIRES:	LIMITS:
A	GENERAL LIABILITY				
X	Occurrence	PHPK2197725	11/1/2020 12:01 AM	11/1/2021 12:01 AM	GENERAL AGGREGATE (Applies Per Event) \$3,000,000
X	Host Liquor Liability				EACH OCCURRENCE \$1,000,000
X	Participant Legal Liability				DAMAGE TO RENTED PREMISES (Each Occ.) \$1,000,000 MEDICAL EXPENSE (Any one person) EXCLUDED PERSONAL & ADV INJURY \$1,000,000 PRODUCTS-COMP/OP AGG \$3,000,000
A	UMBRELLA/EXCESS LIABILITY				
X	Occurrence	PHUB743472	11/1/2020 12:01 AM	11/1/2021 12:01 AM	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000

## DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS:

Coverage applies to USA Track & Field sanctioned events and registered practices, including any directly related activities, such as event set-up and tear-down, participant check-in and award ceremonies.

The certificate holder is an additional insured per the following endorsement: Additional Insured - Certificate Holders (Form PI-AM-002)

The General Liability policy is primary and non-contributory with respect to the negligence of the Named Insureds (Form CG 00 01)

The General Liability policy contains a blanket Waiver of Subrogation as required by contract per Waiver of Transfer of Rights of Recovery Against Others (Form CG 24 04).

Excess policy follows form of underlying General Liability.

## CERTIFICATE HOLDER:

City of Newburyport  
90 Pleasant Street  
Newburyport MA 01950

## NOTICE OF CANCELLATION:

Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

## AUTHORIZED REPRESENTATIVE:



# CERTIFICATE OF INSURANCE

PRINT DATE: 5/14/2021

CERTIFICATE NUMBER: 20210613631949

## AGENCY:

Edgewood Partners Insurance Center  
2727 Paces Ferry Road, Building Two, Suite 1500  
Atlanta, GA 30339  
678-324-3300 (Phone) 678-324-3303 (Fax)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

## NAMED INSURED:

USA Track & Field, Inc. CSK Sports  
130 East Washington Street, Suite 800  
Indianapolis IN 46204

## INSURERS AFFORDING COVERAGE:

INSURER A - Philadelphia Indemnity Ins. Co. NAIC # 18058

## EVENT INFORMATION:

Newburyport Fall Half Marathon (10/17/2021 - 10/18/2021)

## POLICY/COVERAGE INFORMATION:

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

INS	TYPE OF INSURANCE:	POLICY NUMBER(S)	EFFECTIVE:	EXPIRES:	LIMITS:
A	GENERAL LIABILITY				
X	Occurrence	PHPK2197728	11/1/2020 12:01 AM	11/1/2021 12:01 AM	GENERAL AGGREGATE (Applies Per Event) \$3,000,000
X	Host Liquor Liability				EACH OCCURRENCE \$1,000,000
X	Participant Legal Liability				DAMAGE TO RENTED PREMISES (Each Occ.) \$1,000,000
					MEDICAL EXPENSE (Any one person) EXCLUDED
					PERSONAL & ADV INJURY \$1,000,000
					PRODUCTS-COMP/OP AGG \$3,000,000
A	UMBRELLA/EXCESS LIABILITY				
X	Occurrence	PHUB743472	11/1/2020 12:01 AM	11/1/2021 12:01 AM	EACH OCCURRENCE \$10,000,000
					AGGREGATE \$10,000,000

## DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS:

Coverage applies to USA Track & Field sanctioned events and registered practices, including any directly related activities, such as event set-up and tear-down, participant check-in and award ceremonies.

The certificate holder is an additional insured per the following endorsement: Additional Insured - Certificate Holders (Form PI-AM-002).

The General Liability policy is primary and non-contributory with respect to the negligence of the Named Insureds (Form CG 00 01).

The General Liability policy contains a blanket Waiver of Subrogation as required by contract per Waiver of Transfer of Rights of Recovery Against Others (Form CG 04 04).

Excess policy follows form of underlying General Liability.

## CERTIFICATE HOLDER:

City of Newburyport  
60 Pleasant Street  
Newburyport MA 01950

## NOTICE OF CANCELLATION:

Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

## AUTHORIZED REPRESENTATIVE:





Permit Issued: # \_\_\_\_\_

**APPLICATION FOR MOVABLE SIGNAGE ON PUBLIC PROPERTY**

Application Fee \$100.00  
 Date: \_\_\_\_\_

FOR CITY CLERK'S OFFICE ONLY	
Date Recorded	_____
Expiration Date:	_____
Amount Paid	_____

To the City Council of the City of Newburyport:


The undersigned requests that he/she may be granted permission to place one (1) movable sign on public property and private rights-of-way open to the public. This permission will only be effective for the listed location, and will be subject to all of the terms, conditions, and limitations set forth in the Newburyport Code of Ordinances, and any applicable State and Federal laws and any condition prescribed by the City Council and/or City Departments, including, but not limited to, those conditions appearing below.

Name of applicant Angela + Jeremy Kirkpatrick  
 Home address of applicant 9 HIGH RD NEWBURY, MA  
 City, State, Zip of applicant NEWBURY, MA  
 Telephone of applicant (978) 499-4441  
 Name of business GRAND TRUNK WINE + CHEESE  
 Address of business 3 1/2 Center St. Newburyport, MA  
 Telephone of business (978) 518-0849 / (978) 499-4441

Description of the location and movable sign to placed on the Public Way.

TENT SIGN (3' FOLDING SIGN) CORNER OF  
CENTER ST AND WATER ST, LEFT OF PARKING LOT  
(BRICK + ASH)  
**RELEASE AND INDEMNITY AGREEMENT TO ENCUMBER A PUBLIC WAY**

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

Signature of Applicant or Duly Authorized Agent  Date June 1, 2021





RECEIVED  
CITY CLERK'S OFFICE  
10/28/21 10:21 AM

10/28/21 10:21 AM

CITY OF NEWBURYPORT  
60 PLEASANT STREET  
NEWBURYPORT, MA 01950

## BLOCK PARTY APPLICATION

Please fill out the application below and obtain the approving signatures for the street closure. Mail or drop off the completed signed application at: City Clerk's Office, City Hall, 60 Pleasant Street, Newburyport, MA 01950 at least eight (8) business days prior to a City Council meeting. The requested Block Party needs approval by the City Council. For any questions, please contact The City Clerk's Office at (978) 465-4407.

DATE OF REQUEST: \_\_\_\_\_

### CONTACT INFORMATION

FIRST AND LAST NAMES: CHRISTIAN HANSEN

MAILING ADDRESS: 29 Hill ST NBPT, MA 01950

PHONE NUMBER: 917.518.3946

E-MAIL ADDRESS: christianhansen@gmail.com

### BLOCK PARTY INFORMATION

BLOCK PARTY DATE: 7/31/2021

DESIRED STREET CLOSING LOCATION: BRIENNER ST & Hill ST  
Please indicate cross streets when requesting the closing of street sections

STREET TO BE BARRICADED: BRIENNER ST.

DESIRED STREET CLOSING TIME: 12:00 - 10:00

Block Parties should run no later than 10:00 p.m.

REGULATIONS

It is the intent of the City of Newburyport to regulate the use of streets and understand the requirements for block parties. The City of Newburyport has established the following regulations for Block Parties. Failure to comply with these regulations may result in the City of Newburyport taking action.

I understand that applications for block party permits may take up to four (4) weeks to process.

Block parties will be permitted only on low-volume residential streets, dead-end streets, or cul-de-sacs. Through streets and major roads may be used.


It is hereby agreed that, by signing and presenting this application, signer(s) represents to the City of Newburyport that the following statements are true and correct, and agrees to and will abide by the following:

- 1. All residents living on the street or block for which the party is planned to occur for 24 hours prior to the party must be contacted and do not object to the Block Party.
- 2. To be responsible for placement, maintenance and removal of barricades.
- 3. A block party permit does not allow the sale of alcohol or the consumption of alcohol on public property (streets, sidewalks, parks, etc.) Alcohol is allowed only on private property. All state and local laws apply during Block Parties.
- 4. Amplified music shall be permitted with permission of the City Council.
- 5. To leave AT LEAST A TWELVE (12) FOOT AISLE in the street to permit passage of emergency vehicles and the flow of residents. Failure to maintain a twelve foot aisle during the party, removal of the party, or removal of the party for subsequent block parties. Public safety personnel will monitor the party for strict adherence to this rule.
- 6. To maintain adult supervision at all times during the party.
- 7. Applicant(s) shall be responsible for the pick-up of trash and garbage within two (2) hours of the end of the party.
- 8. Streets may not be barricaded later than 10:00 P.M.
- 9. No residents of the area designated shall be prohibited from attending the party.
- 10. No such activity may be conducted within five hundred (500) feet of any school, church, hospital, nursing home or similar operation unless endorsed by the management of such institution.
- 11. Temporary and readily removable barricades will be permitted such as orange cones and traffic barrels (if applicable). No vehicles will be permitted to be used as a barricade.
- 12. Block parties are permitted 10 A.M. – 10 P.M.

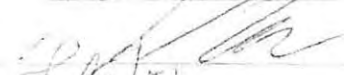
Applicant signature: 


Date: 6/7/2021

APPROVAL SIGNATURES REQUIRED FOR STREET CLOSURE

CITY MARSHALL 

FIRE CHIEF  6/7/21

DEPUTY DIRECTOR *Greenleaf Street*  6/8/21

CITY CLERK *City Clerk* 

City use only:

\_\_\_\_\_ Date: \_\_\_\_\_



RECEIVED  
CITY CLERK'S OFFICE

CITY OF NEWBURYPORT  
60 PLEASANT STREET  
NEWBURYPORT, MA 01950

**BLOCK PARTY APPLICATION**

Please fill out the application below and obtain the approving signatures for the street closure. Mail or drop off the completed signed application at: City Clerk's Office, City Hall, 60 Pleasant Street, Newburyport, MA 01950 at least eight (8) business days prior to a City Council meeting. The requested Block Party needs approval by the City Council. For any questions, please contact The City Clerk's Office at (978) 465-4407.

DATE OF REQUEST: 6/9/2021

CONTACT INFORMATION

FIRST AND LAST NAMES: Ghlee Woodworth Marie Roy Susan Crowland  
 MAILING ADDRESS: 52 Temple St  
 PHONE NUMBER: 978 462-2010  
 E-MAIL ADDRESS: pcbahati@yahoo.com

BLOCK PARTY INFORMATION

BLOCK PARTY DATE: Thursday, 15 August 2021  
 DESIRED STREET CLOSING LOCATION: Temple St between Federal + Fair Sts.  
 Please indicate cross streets when requesting the closing of street sections  
 STREET TO BE BARRICADED: Temple St one way - Federal to Fair Sts.  
 DESIRED STREET CLOSING TIME: 6pm to 10 pm  
 Block Parties should run no later than 10:00 p.m. (Bedrace evening)

Past 2 Block Parties (Covid 2020)  
 2019 and 2018 Very Successful!

**REGULATIONS**

By signing, I agree that I am a legal adult 18 years of age or older and understand this permit does not release me of any liability for damages that may result from the conducting of this Block Party. Further, I agree to comply with all requirements listed below:

I understand that applications for block party permits may take up to four (4) weeks to process.

Block parties will be conducted only on low-volume residential streets, dead-end streets, or cul-de-sacs. No thoroughfares or collector streets may be used.

It is hereby agreed that, by signing and presenting this application, signer(s) represents to the City of Newburyport that the following statements are true and correct, and agrees to and will abide by the following:

1. All residents living on the street or block for which the party is planned request the block party, or have been contacted and do not object to the Block Party.
2. To be responsible for placement, maintenance and removal of barricades.
3. A block party permit does not allow the sale of alcohol or the consumption of alcohol on public property (in city streets, sidewalks, parks, etc.) alcohol is allowed only on private property. All state and city alcohol laws still apply during Block Parties.
4. Amplified music shall be permitted with permission of the City Council.
5. To leave AT LEAST A TWELVE (12) FOOT AISLE in the street to permit passage of emergency vehicles or vehicles of residents. Failure to maintain a ten (10) foot aisle during the entire period of the party will necessitate denial of requests for subsequent block parties. Public safety personnel will monitor the party for strict adherence to this rule.
6. To maintain adult supervision at all times during the party.
7. Applicant(s) shall be responsible for the pick-up of trash and garbage within two (2) hours of the end of the party.
8. Streets may not be barricaded later than 10:00 P.M.
9. No residents of the area designated shall be prohibited from attending the party.
10. No such activity may be conducted within five hundred (500) feet of any school, church, hospital, nursing home or similar operation unless endorsed by the management of such institution.
11. Only approved readily removable Barricades will be permitted such as orange cones and sawhorses with a sign. No vehicles will be permitted to be used as a Barricade.
12. Block parties are permitted 10 A.M. - 10 P.M.

Applicant signature: *Julie Woodworth* Date: 6/9/2021

**APPROVAL SIGNATURES REQUIRED FOR STREET CLOSURE**

CITY MARSHALL

*4 Green Street*

FIRE CHIEF

*Greenleaf Street*

DEPUTY DIRECTOR

*1 Perry Way*

CITY CLERK

*60 Pleasant Street*

*[Signature]*  
*[Signature]* 6/9/21  
*[Signature]* 6-9-21  
*[Signature]*

City use only:

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_



RECEIVED  
CITY CLERK'S OFFICE  
NEWBURYPORT, MA  
JUN 28 2021

CITY OF NEWBURYPORT  
60 PLEASANT STREET  
NEWBURYPORT, MA 01950

### BLOCK PARTY APPLICATION

Please fill out the application below and obtain the approving signatures for the street closure. Mail or drop off the completed signed application at: City Clerk's Office, City Hall, 60 Pleasant Street, Newburyport, MA 01950 at least eight (8) business days prior to a City Council meeting. The requested Block Party needs approval by the City Council. For any questions, please contact The City Clerk's Office at (978) 465-4407.

DATE OF REQUEST: 6/1/21

CONTACT INFORMATION

FIRST AND LAST NAMES: Milissa Duncan

MAILING ADDRESS: 14 Dove St Newburyport

PHONE NUMBER: 978-764-1019

E-MAIL ADDRESS: milissaduncan@hotmail.com

BLOCK PARTY INFORMATION

BLOCK PARTY DATE: Sat. Aug. 7 2021

DESIRED STREET CLOSING LOCATION: Dove St - between Monroe + Merrimack  
Please indicate cross streets when requesting the closing of street sections

STREET TO BE BARRICADED: Dove St.

DESIRED STREET CLOSING TIME: 5:30 pm  
Block Parties should run no later than 10:00 p.m.

REGULATIONS

By signing, I agree that I am a legal adult 18 years of age or older and understand this permit does not release me of any liability for damages that may result from the conducting of this Block Party. Further, I agree to comply with all requirements listed below:

I understand that applications for block party permits may take up to four (4) weeks to process.

Block parties will be conducted only on low-volume residential streets, dead-end streets, or cul-de-sacs. No thoroughfares or collector streets may be used.

It is hereby agreed that, by signing and presenting this application, signer(s) represents to the City of Newburyport that the following statements are true and correct, and agrees to and will abide by the following:

1. All residents living on the street or block for which the party is planned request the block party, or have been contacted and do not object to the Block Party.
2. To be responsible for placement, maintenance and removal of barricades.
3. A block party permit does not allow the sale of alcohol or the consumption of alcohol on public property (in city streets, sidewalks, parks, etc.) alcohol is allowed only on private property. All state and city alcohol laws still apply during Block Parties.
4. Amplified music shall be permitted, with permission of the City Council. *yes!*
5. To leave AT LEAST A TWELVE (12) FOOT AISLE in the street to permit passage of emergency vehicles or vehicles of residents. Failure to maintain a ten (10) foot aisle during the entire period of the party will necessitate denial of requests for subsequent block parties. Public safety personnel will monitor the party for strict adherence to this rule.
6. To maintain adult supervision at all times during the party.
7. Applicant(s) shall be responsible for the pick-up of trash and garbage within two (2) hours of the end of the party.
8. Streets may not be barricaded later than 10:00 P.M.
9. No residents of the area designated shall be prohibited from attending the party.
10. No such activity may e conducted within five hundred (500) feet of any school, church, hospital, nursing home or similar operation unless endorsed by the management of such institution.
11. Only approved readily removable Barricades will be permitted such as orange cones and sawhorses with a sign. No vehicles will be permitted to be used as a Barricade.
12. Block parties are permitted 10 A.M. – 10 P.M.

Applicant signature: Melissa Duncan Date: 6/1/21

APPROVAL SIGNATURES REQUIRED FOR STREET CLOSURE

CITY MARSHALL  
 4 Green Street  
 FIRE CHIEF  
 Greenleaf Street  
 DEPUTY DIRECTOR  
 1 Perry Way  
 CITY CLERK  
 60 Pleasant Street

[Signature] / ct Slemasko  
DEPUTY CHIEF 6/3/21  
[Signature]  
[Signature]

City use only:

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_





RECEIVED  
CITY CLERK'S OFFICE  
JUN 11 2021

CITY OF NEWBURYPORT  
60 PLEASANT STREET  
NEWBURYPORT, MA 01950

### BLOCK PARTY APPLICATION

Please fill out the application below and obtain the approving signatures for the street closure. Mail or drop off the completed signed application at: City Clerk's Office, City Hall, 60 Pleasant Street, Newburyport, MA 01950 at least eight (8) business days prior to a City Council meeting. The requested Block Party needs approval by the City Council. For any questions, please contact The City Clerk's Office at (978) 465-4407.

DATE OF REQUEST: June, 7, 2021

CONTACT INFORMATION

FIRST AND LAST NAMES: Kay Cassidy

MAILING ADDRESS: 23 Carter Street

PHONE NUMBER: 978-462-7094

E-MAIL ADDRESS: Kay.Cassidy@comcast.net

BLOCK PARTY INFORMATION

BLOCK PARTY DATE: August 20, 2021

DESIRED STREET CLOSING LOCATION: Cutters Ct to Griffin Court  
Please indicate cross streets when requesting the closing of street sections

STREET TO BE BARRICADED: Carter Street

DESIRED STREET CLOSING TIME: 5:00 p.m.  
Block Parties should run no later than 10:00 p.m.

**REGULATIONS**

By signing, I agree that I am a legal adult 18 years of age or older and understand this permit does not release me of any liability for damages that may result from the conducting of this Block Party. Further, I agree to comply with all requirements listed below:

I understand that applications for block party permits may take up to four (4) weeks to process

Block parties will be conducted only on low-volume residential streets, dead-end streets, or cul-de-sacs. No thoroughfares or collector streets may be used.

It is hereby agreed that, by signing and presenting this application, signer(s) represents to the City of Newburyport that the following statements are true and correct, and agrees to and will abide by the following:

1. All residents living on the street or block for which the party is planned request the block party, or have been contacted and do not object to the Block Party.
2. To be responsible for placement, maintenance and removal of barricades.
3. A block party permit does not allow the sale of alcohol or the consumption of alcohol on public property (in city streets, sidewalks, parks, etc.) alcohol is allowed only on private property. All state and city alcohol laws still apply during Block Parties.
4. Amplified music shall be permitted with permission of the City Council.
5. To leave AT LEAST A TWELVE (12) FOOT AISLE in the street to permit passage of emergency vehicles or vehicles of residents. Failure to maintain a ten (10) foot aisle during the entire period of the party will necessitate denial of requests for subsequent block parties. Public safety personnel will monitor the party for strict adherence to this rule.
6. To maintain adult supervision at all times during the party.
7. Applicant(s) shall be responsible for the pick-up of trash and garbage within two (2) hours of the end of the party.
8. Streets may not be barricaded later than 10:00 P.M.
9. No residents of the area designated shall be prohibited from attending the party
10. No such activity may be conducted within five hundred (500) feet of any school, church, hospital, nursing home or similar operation unless endorsed by the management of such institution.
11. Only approved readily removable Barricades will be permitted such as orange cones and sawhorses with a sign. No vehicles will be permitted to be used as a Barricade.
12. Block parties are permitted 10 A.M. - 10 P.M.

Applicant signature: Kay L Candy Date: 6-7-2021

**APPROVAL SIGNATURES REQUIRED FOR STREET CLOSURE**

CITY MARSHALL \_\_\_\_\_  
*4 Green Street*

FIRE CHIEF \_\_\_\_\_  
*Greenleaf Street*

DEPUTY DIRECTOR \_\_\_\_\_  
*1 Perry Way*

CITY CLERK \_\_\_\_\_  
*60 Pleasant Street*

City use only:


Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

June 7, 2021

To whom it may concern:

I am requesting a block party to not only get together with our neighbors but to celebrate the life of Mary Jackson who passed away on March 20<sup>th</sup>. Mary lived at 30 Carter Street. She was almost 103 years old, a lovely lady and a big part of Carter Street.

Thank you,

  
Kay Cassidy

## NEWBURYPORT SPECIAL EVENT APPLICATION

Tel. \_\_\_\_\_

Fax \_\_\_\_\_

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

NAME OF EVENT: Newburyport Lions Yankee Homecoming Bed Race

Date: August 5, 2021 Time: from 5:00 pm to 8:00 pm

Rain Date: August 8, 2021 Time: from 5:00 pm to 8:00 pm

2. Location\*: Federal St.

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

3. Description of Property: Public Street Public  Private

4. Name of Organizer: Newburyport Lions Club City Sponsored Event: Yes  No

Contact Person Frank Bertolino

Address: 10 Maple Terrace Newbury, MA 01951 Telephone: 978-270-0365

E-Mail: fpbylw@gmail.com

Cell Phone: \_\_\_\_\_

Day of Event Contact & Phone: Frank Bertolino 978-270-0365

5. Number of Attendees Expected: 1,000 +

6. MA Tax Number: \_\_\_\_\_

7. Is the Event Being Advertised?  Where? Yankee Homecoming + NBS News

8. What Age Group is the Event Targeted to? All ages - Community Event

9. Have You Notified Neighborhood Groups or Abutters? Yes  No  Who? \_\_\_\_\_  
*Actually this event is not new and well attended.*

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

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

B. Entertainment: (Subject to City's Noise Ordinance.) Live Music  DJ  Radio/CD   
 Performers  Dancing  Amplified Sound  Stage

C. Games /Rides: Adult Rides  Kiddie Rides  Games  Raffle   
 Other \_\_\_\_\_ Total # \_\_\_\_\_

Name of Carnival Operator: N/A

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

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

If yes:

- a) How many trash receptacles will you be providing? Residents usually provide trash cans
- b) How many recycling receptacles will you be providing? 2
- c) Will you be contracting for disposal of : Trash Yes  No  Recycling Yes  No
- i. If yes, size of dumpster(s): Trash 2 Recycling 2
- ii. Name of disposal company: Trash 2 Recycling 2
- iii. If no, will you remove trash & recycling with organizers' cars or trucks? Yes  No
- iv. If no, where will the trash & recycling be disposed? Frank Betolin office dumpster and Local Neighbor

If no:

- a) # of trash container(s) to be provided by DPS \_\_\_\_\_
- b) # of recycling container(s) to be provided by Recycling Office \_\_\_\_\_
- c) \$45.00/hr/DPS employee charge must be paid by the organizer to DPS in advance of the event (Fee for Special Events). The hours required for the event will be determined by DPS.

All fees must be paid prior to the event. Check or money order is payable to the City

of Newburyport. E. Portable Toilets: (Each cluster of portable toilets must include at least

one ADA accessible toilet)

# 2 Standard # 2 ADA accessible

Name of company providing the portable toilets: 2

FOR STREET CLOSURE OR ANY USE OF A PUBLIC WAY

BCD RACE

PARADE \_\_\_\_\_

ROAD RACE \_\_\_\_\_

WALKATHON \_\_\_\_\_

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

Newburyport Lions Club

2. Name, Address & Daytime Phone Number of Organizer: Newburyport Lions Club

Frank Bertolin

978-270-0365

10 Maple Terrace

Newbury, MA 01951

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

Frank Bertolin

10 Maple Terrace

Newbury, MA 01951

4. Date of Event: August 5, 2021 Expected Number of Participants: 1,000+

5. Start Time: 5:00 Expected End Time: 8:00

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

Federal St. ONLY

7. Locations of Water Stops (if any):

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

9. Formation Location & Time for Participants: 5:00 - 6:00 pm Federal St.

10. Dismissal Location & Time for Participants: 8:00 pm Federal St.

11. Additional Parade Information:

• Number of Floats:

• Locations of Viewing Stations:

• Are Weapons Being Carried:

Yes  No

• Are Marshalls Being Assigned to Keep Parade Moving:

Yes  No

2 motorcycle police

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

CITY MARSHAL

[Signature]

4 Green St.

FIRE CHIEF

[Signature]

0 Greenleaf St.

DEPUTY DIRECTOR

[Signature]

16A Perry Way

CITY CLERK

[Signature]

60 Pleasant St.

**DEPARTMENT APPROVAL (for Committee Member use only):**

It will be necessary for you to obtain permits or certificates from the following Departments: Please note that costs for some City support services during an event are an estimate only. Some Departments may forward an invoice for services rendered at the completion of the event, and others may require advance payment.

Approval Required \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

- \_\_\_\_\_ 1. Special Events: \_\_\_\_\_
- \_\_\_\_\_ 2. Police: \_\_\_\_\_  
Is Police Detail Required: \_\_\_\_\_ # of Details Assigned: \_\_\_\_\_
- \_\_\_\_\_ 3. Traffic, Parking & Transportation: \_\_\_\_\_
- \_\_\_\_\_ 4. ISD/Health: \_\_\_\_\_
- \_\_\_\_\_ 5. Recycling: \_\_\_\_\_
- \_\_\_\_\_ 6. ISD/Building: \_\_\_\_\_
- \_\_\_\_\_ 7. Electrical: \_\_\_\_\_
- \_\_\_\_\_ 8. Fire: \_\_\_\_\_  
Is Fire Detail Required: \_\_\_\_\_ # of Details Assigned: \_\_\_\_\_
- \_\_\_\_\_ 9. Public Works: *Fee for Special Events: \$45/hr/DPS employee for trash handling/staging etc. may apply*  
Yes: \$ \_\_\_\_\_ due on \_\_\_\_\_ No Fee for Special Events applies  
Other requirements/instructions per DPS \_\_\_\_\_
- \_\_\_\_\_ 10. Parks Department: \_\_\_\_\_
- \_\_\_\_\_ 11. License Commission \_\_\_\_\_

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

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

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

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

(c) *Definitions.*

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

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

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

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

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

(d) *Limitations.*

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

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

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

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

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

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





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

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

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

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

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

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

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

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

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

(e) *Enforcement.*

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

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

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

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

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

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

Signed: \_\_\_\_\_

Date: 6/16/21



## NEWBURYPORT SPECIAL EVENT APPLICATION

Tel. 978-604-0183

Fax. \_\_\_\_\_

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

NAME OF EVENT: Plum Island Summer Fest

Date: July 30 - August 1 2021 Time: from July 30 6-10, July 31 6-10 to August 1 3-8

Rain Date: \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

2. Location\*: Plum Island Airport

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

3. Description of Property: Plum Island Airport Public  Private \_\_\_\_\_

4. Name of Organizer: Cushing Amusements City Sponsored Event: Yes \_\_\_\_\_ No

Contact Person Peter Cushing

Address: 196 Wildwood Street Wilmington, MA 01887 Telephone: 978-604-0183

E-Mail: peter@cushingamusements.com Cell Phone: \_\_\_\_\_

Day of Event Contact & Phone: Peter Cushing 978-604-0183

5. Number of Attendees Expected: 500

6. MA Tax Number: \_\_\_\_\_

7. Is the Event Being Advertised? Yes Where? Social Media

8. What Age Group is the Event Targeted to? All ages

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

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

A. Vending: Food  Beverages \_\_\_\_\_ Alcohol \_\_\_\_\_ Goods \_\_\_\_\_ Total # of Vendors 6

B. Entertainment: (Subject to City's Noise Ordinance.) Live Music \_\_\_\_\_ DJ \_\_\_\_\_ Radio/CD \_\_\_\_\_

Performers \_\_\_\_\_ Dancing \_\_\_\_\_ Amplified Sound \_\_\_\_\_ Stage \_\_\_\_\_

C. Games /Rides: Adult Rides  7 Kiddie Rides  7 Games  10 Raffle \_\_\_\_\_

Other \_\_\_\_\_ Total # 24

Name of Carnival Operator: Cushing Amusements

Address: 196 Wildwood Street Wilmington, MA 01887

Telephone: 978-604-0183

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

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

If yes:

- a) How many trash receptacles will you be providing? 12
- b) How many recycling receptacles will you be providing? 3
- c) Will you be contracting for disposal of: **Trash** Yes  No  **Recycling** Yes  No
- i. If yes, size of dumpster(s): **Trash** 20 yard dumpsters **Recycling** 3
- ii. Name of disposal company: **Trash** \_\_\_\_\_ **Recycling** \_\_\_\_\_
- iii. If no, will you remove trash & recycling with organizers' cars or trucks? Yes \_\_\_\_\_ No
- iv. If no, where will the trash & recycling be disposed? Miller Waste - Middleton, MA

If no:

- a) # of trash container(s) to be provided by DPS \_\_\_\_\_
- b) # of recycling container(s) to be provided by Recycling Office \_\_\_\_\_
- c) \$45.00/hr/DPS employee charge must be paid by the organizer to DPS in advance of the event (Fee for Special Events). The hours required for the event will be determined by DPS.

All fees must be paid prior to the event. Check or money order is payable to the City

of Newburyport. E. Portable Toilets: (Each cluster of portable toilets must include at least one ADA accessible toilet)

# 4 Standard # 1 ADA accessible

Name of company providing the portable toilets: Throne Depot

# FOR STREET CLOSURE OR ANY USE OF A PUBLIC WAY

PARADE \_\_\_\_\_

ROAD RACE \_\_\_\_\_

WALKATHON \_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

4. Date of Event: \_\_\_\_\_ Expected Number of Participants: \_\_\_\_\_

5. Start Time: \_\_\_\_\_ Expected End Time: \_\_\_\_\_

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

\_\_\_\_\_

7. Locations of Water Stops (if any): \_\_\_\_\_

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

9. Formation Location & Time for Participants: \_\_\_\_\_

10. Dismissal Location & Time for Participants: \_\_\_\_\_

11. Additional Parade Information:

• Number of Floats: \_\_\_\_\_

• Locations of Viewing Stations: \_\_\_\_\_

• Are Weapons Being Carried: Yes \_\_\_\_\_ No \_\_\_\_\_

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

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

CITY MARSHAL \_\_\_\_\_ 4 Green St. FIRE CHIEF \_\_\_\_\_ 0 Greenleaf St.

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

**DEPARTMENT APPROVAL (for Committee Member use only):**

It will be necessary for you to obtain permits or certificates from the following Departments: Please note that costs for some City support services during an event are an estimate only. Some Departments may forward an invoice for services rendered at the completion of the event, and others may require advance payment.

Approval Required      Date: \_\_\_\_\_ Signature \_\_\_\_\_

1. Special Events: \_\_\_\_\_

2. Police: \_\_\_\_\_  
    Is Police Detail Required: \_\_\_\_\_ # of Details Assigned: \_\_\_\_\_

3. Traffic, Parking & Transportation: \_\_\_\_\_

4. ISD/Health: \_\_\_\_\_

5. Recycling: \_\_\_\_\_

6. ISD/Building: \_\_\_\_\_

7. Electrical: \_\_\_\_\_

8. Fire: \_\_\_\_\_  
    Is Fire Detail Required: \_\_\_\_\_ # of Details Assigned: \_\_\_\_\_

9. Public Works: *Fee for Special Events: \$45/hr/DPS employee for trash handling/staging etc. may apply*  
    Yes: \$ \_\_\_\_\_ due on \_\_\_\_\_      No Fee for Special Events applies  
    Other requirements/instructions per DPS \_\_\_\_\_

10. Parks Department: \_\_\_\_\_

11. License Commission \_\_\_\_\_

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

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

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

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

(c) *Definitions.*

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

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

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

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

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

(d) *Limitations.*

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

(e) *Enforcement.*

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


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

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

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

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

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

Signed:  Date: 10-16-21

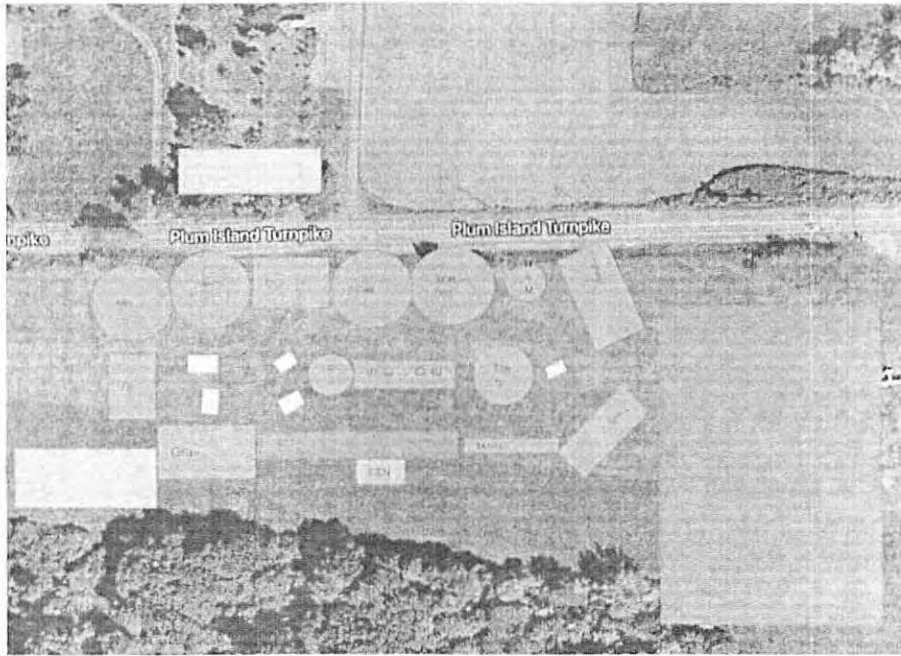




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Cushing Amusements  
Plum Island Summerfest  
City Of Newburyport Proposal

July 30 - August 1 2021



- Rides
- Games
- Food stands
- Generator
- Support equipment
- Parking



## Scope

We envision putting together an annual festival for the community to look forward to. We plan to bring family rides, games, and special carnival fair foods to set up and help raise funds for the Plum Island Airport.

## Hassle free events

We provide everything it takes to put an event on from dumpsters, portable toilets, police details, and all permitting.

## Company

Cushing Amusements is a 47 year old, family-owned and operated amusement company currently being run by 4th and 5th generation Cushing family members. Based out of Wilmington, MA, the company travels as one unit to locations from Martha's Vineyard to Clinton, Maine. The company is currently led by Marion Cushing, her son Lawrence Cushing, and his son Peter Cushing with one-to-all of leadership on-site at any given time.

Cushing Amusements prides itself on developing deep, lasting partnerships with many of our location relationships being built over decades of consistent, reliable service.

## Safety

Safety and consistency are our top priorities. Our rides are constantly inspected by state and local officials as well as our own staff.

Every single employee of Cushing Amusements goes through an extensive, multi-state background check, including name-based court arraignment checks (CORI). They are also drug tested during their time of employment and randomly. All employees wear the proper safety equipment during setup and tear-down of our rides.

## Rides

We offer rides distributed evenly across ride types as thrill, family, and kiddie rides. A sampling of our rides can be seen at [cushingamusements.com/rides](http://cushingamusements.com/rides) with highlights that include our new Italian built gondola wheel, zipper, gravitron, classic merry-go-round, and more. We typically make ride improvements and exchanges during our offseason so what's listed on our site is only a snapshot of our equipment at any given time. Please inquire about any specific rides that are of particular interest.

## Games

We typically travel with 8-15 games with the bulk geared towards families. Games are a complement to our midway to provide a complete carnival experience, but they are not generally a first priority. All of our games have limits, and you'll never hear of anyone being "taken" from our offered games.

## Food

We provide food stands with fried dough, cotton candy, ice cream, sausages, french fries, corn dogs and more. We are more than willing to work with additional food providers, too, to provide a custom midway your event.

## Advertising

Being that its 2021 not only have we stepped up our social media advertising but we have also brought traditional advertising to another level. We have done studies on our facebook ads finding what is the most efficient tactic for advertising to age and gender in New England locations. Generally speaking we cover Facebook, Instagram, twitter and snap chat. Nevertheless we are always working on improvements in letting people know where and when one of our events are.

## Additional Info

We pride ourselves on consistency and reliability and as such, we like to set expectations with our partners as to how we'll operate from the day we sign a contract up until we've cleared our equipment from the location. All of this is up for discussion, but here is how we like to make that clear:

- Our events is smoke free for all employees
- We CORI check all employees as well as run a national background check.
- Our staff cleans the carnival area throughout the day to ensure cleanliness throughout operations.
- Management is onsite whenever staff is onsite, including overnight. Any issues with employees before, during, or after our time on the property results in termination.
- We establish allowable hours for running any and all machinery, including generators, trucks, sound systems on rides, anything else sound related to keep neighborhoods welcoming us back.
- Upon departure, we aim to leave no trace of the carnival with all equipment off the carnival site by given guidelines.
- We follow all state and federal health protocols to keep everyone safe.
- We provide shade tents, seating areas, and light towers to our events.
- All generators are built with silencer packages.
- Ticketless systems will be implemented giving options for real time accounting and pre-sales.

As a family company we have always given back to the communities in different ways. In the spring of 2017 we introduced our "thanks to service" program. We now give 5 free rides to any active or inactive military personnel. We try to reach out to local community funds or pantries and find ways to bring the less fortunate to our events as our guests with free ride passes or wristbands.

We envision establishing a new decades-long relationship similar to our other partners. If there's something that you're not seeing in this proposal, please let us know. Any questions or comments on this proposal can be sent to Peter Cushing, [peter@cushingamusements.com](mailto:peter@cushingamusements.com) and 978.604.0183.





TOWN OF WAKEFIELD  
MASSACHUSETTS  
FIRE DEPARTMENT HEADQUARTERS  
ONE UNION STREET  
WAKEFIELD, MA 01880-2495

MICHAEL J. SULLIVAN

FIRE CHIEF  
(781) 246-6435

FAX: (781) 246-6433  
BUSINESS PHONE: (781) 246-6432  
EMAIL - msullivan@wakefield.ma.us

FIRE PREVENTION  
(781) 246-6435

December 10, 2018

Dear Sir/Madam,

This letter is intended to serve as a reference for Cushing Amusements. I presently serve as the Fire Chief for the Wakefield, Massachusetts fire department. My son Patrick has served as the Chairman of the Wakefield Independence Day Committee for the past five years. This committee raises all of the money to fund Wakefield's annual July 4<sup>th</sup> parade in town. There are many fundraisers that the committee sponsors each year but the most successful has been the annual carnival held during April school vacation week. Cushing Amusements took on this carnival in 2017 and did an exceptional job with the committee realizing the largest profit from the carnival since its creation five years ago.

I have volunteered for the past five year to coordinate the carnival event for the committee. I have found Peter Cushing and his entire family to be a pleasure to work with. They are kind, courteous and very professional in the way that they conduct themselves. It is obvious that they have many years of experience operating carnivals. They arrive on time, map out the midway, set-up, operate, tear down, clean up and depart all in a very precise manner. Bothe the Cushing family and their employees are very pleasant in all of their interactions with the public. They have a good working knowledge of the permitting requirements of operating a carnival on both a state and local level. They are always willing to interact with and help out the many volunteers from the committee who help sell tickets and staff the booth.

I would strongly recommend using Cushing Amusements to operate a fundraising carnival in your community. I am often asked to give recommendations and do not do so lightly. Please contact me at (781) 246-6435 with any questions or concerns regarding this matter.

Sincerely,

Chief Michael J. Sullivan  
Wakefield Fire Department



## PUERTO RICAN FESTIVAL OF MA, INC.

Date: 11/7/17

To whom it may concern:

I am writing in support of the Cushing family and the Cushing Amusement Company. This 2017 season was a huge deal to us because we were celebrating our 50<sup>th</sup> anniversary. As the new president of the PR festival organization I knew we needed a more family oriented atmosphere when it came to the amusement/carnival part of our event.

We met with several amusement companies, looked at numerous references and finally after meeting the Cushing family we looked no further, we chose this company because it is still family owned and family managed on and off site.

Larry, Marion and Peter Cushing were amazing to deal with, they were there on our site from beginning to end and that's a tough thing to do when our 3-day festival is in the heart of Boston City Hall Plaza. I had numerous meetings with Larry and Peter to make sure this event was planned right because of it's grand anniversary and they helped make it the best year ever by making it very family oriented, navigable and as safe as possible. They brought in rides and games to meet everyone's needs and then some.

The Cushing's were on time to all our meetings, were present at our city hall meetings as well and were super easy to deal with because they were extremely knowledgeable in dealing with all the permits and governmental codes to make sure our event was covered from day one with no worries on our end. They arrived and set up on time, they left and brokedown on time and most importantly they left the area clean and spotless on their departure.

I found that the Cushing family amusement company was more of a true and real family company that cared about and treated this organization like family as well. We do recommend this company to be a part of your event as well and we look forward to having them as our company for many years to come. If you have any further questions please feel free to call me at 781-706-5384.

Signature:



October 4, 2018

I am often asked to write letters of reference for various individuals and businesses. I take the task seriously as my name is behind what I am supporting. I can not say enough about Larry Cushing's reliability, professionalism and attention to detail.

The Martha's Vineyard Agricultural Society has worked with the Cushing family for 46 years, when Larry Cushing, Sr. ran the amusements for our 111th MV Agricultural Society Fair. This was his first agricultural fair with us and throughout the years each fair has been a well organized, safe and professional endeavor.

This is my first year as President of the MVAS, but not my first involvement with the Fair or the entire Cushing family. From a child to a young adult, I have been involved in our annual Fair in some aspect or another.

Over the years, I have watched the Cushing family and amusements arrive, map out the midway, setup, operate, tear down, clean up and depart all in a very precise manner. The Cushing family took away the anxiety and added great professionalism to the carnival aspect of the Fair allowing us to focus on other aspects of planning and at a great relief to our staff and volunteers.

I now have the good fortune to carry on working with the next generation of the Cushing family and I look forward to generations to come. They have earned my whole-hearted thanks and full recommendation as an integral part of the success for other Fairs.

If you have any specific questions, please feel free to call or email me.

Respectfully,

Brian H. Athearn  
President  
508-693-9549 / [brian@mvasmv.org](mailto:brian@mvasmv.org)



November 2, 2014

To Whom It May Concern:

I am pleased to write this letter of recommendation for Larry Cushing and Cushing Amusements. Andona is comprised of a small group of women in Andover who run two to three fundraisers per year. Our largest fundraiser is held on the third Friday and Saturday in May and is called Clown Town. The Cushing family has provided the rides and midway games/ food for Clown Town for over 30 years. I have personally chaired or co-chaired this event for the past six years and have worked closely with the Cushings prior to and during our two day event. Larry is respectful and responsible: before, during and after the event year after year. When issues arise, as they always will, he is approachable and makes needed changes. He knows our event well and is willing to suggest improvements and respond to suggestions from us.

Each year the Town of Andover requires a permit to use the "Park" and meeting with town officials prior to the event. The Cushings attend this meeting and work within the limits that the Town requires. The Park always looks cleaner after Clown Town than it did before it opened. When adjustments have to be made due to bad weather, Larry is able to plan ahead with our organization and the Town in order to run the event.

The money raised from Clown Town is critical to Andona's mission to support the children and schools in Andover. I would not hesitate to recommend the Cushing Amusement company for a carnival fundraiser.

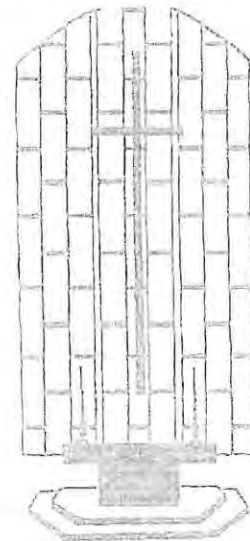
Sincerely,

Melissa Litton  
Andona President

# TRINITY EPISCOPAL CHURCH

The Reverend Philip C. Jacobs, III  
*Rector*

October 27, 2014



To Whom It May Concern:

Since 2006 Cushing Amusements has been providing Trinity Church with a midway and carnival which has served us very well. As a fundraiser it provides the church thousands of dollars of revenue to offset operating expenses. The carnival draws people of all ages from many of the surrounding towns and many come back year after year.

The Cushing have been and continue to be a pleasure to work with. Not only are their rides and attractions clean and presentable they take pains to assure the grounds are kept neat and clean. Their workers are respectful and go out of their way to be helpful and friendly.

For anyone looking to have a carnival fundraiser I highly recommend Cushing Amusements. You could make no better choice.

Sincerely

Gil Swire  
 Junior warden, Trinity Episcopal Church

P.S.

If you have any questions about our experience or how you might hold a carnival please feel free to contact me at 866 440-3702 line 2

Patrice Clough  
Senior Class Advisor  
Lead English Teacher Language Arts  
Marblehead High School  
Marblehead MA 01945  
November 18, 2014

To whom it may concern,

I have known the Cushing family for about 25 years. Marion and her husband Larry brought their carnival to Marblehead over 40 years ago. When Larry Cushing passed away a few years ago, Marion and Larry's eldest son, Larry Cushing stepped in to the void that Larry senior left. As the Senior Class Advisor for Marblehead High School, I am responsible for the preliminary preparations preceding the arrival of the carnival. Marion has watched my daughters volunteer at her carnival, and I have watched her grandchildren grow into their responsibilities in their family business. Marblehead Massachusetts is a small coastal town of about 26,000 people, so everyone knows everyone. Marion's carnival has always been well attended by parents of young families, as well as teenagers. It is a right of passage to win your first love's stuffed panda at Marion's carnival. Parents know that Cushing Enterprises, LTD is a well run, safe, fun, and well managed carnival.

This particular carnival is really a rolling philanthropy. For four days Larry and Marion allow high school seniors to "work the carnie". It is a tremendous responsibility for Marion, me, and these high school students, since these teenagers collect all the receipts for every ride the entire time the carnival is open. They account for the money, the tickets, mollify parents and babies, and balance the books. Every year there are new seniors learning the carnival ropes, and every year Marion entrusts these teens to collect and record the receipts of her business. A percentage of the collected money is donated to the senior class. It would take a myriad of car washes and bake sales to earn the \$9,000-\$10,000 Marion donates every year.

Everyone I know who has ever dealt with Larry Cushing Enterprises can attest to the integrity and honesty of Marion and Larry Cushing, from the wiring inspector, to the police officers that Marion hires at her own expense, to little Billy Brown, who found that last year's crinkled green tickets will guarantee rides the next year when the tickets are blue.

Every year the trucks arrive on Monday, and every year they pull away late Sunday evening, somewhere around one am, after a twenty hour day, after all the trash has been pickup up, and after the cotton candy stand has been packed away for the next site. Mothers' Day around here means stuffed animals and sausages because Marion and Larry Cushing will be arriving.

Sincerely,



November 18, 2014

Re: Cushing Amusements, Inc.  
From: Linda R. Plaut, Director  
Mayor's Office for Cultural Affairs

A handwritten signature in cursive script, appearing to read "L. Plaut", written over the printed name "Linda R. Plaut, Director".

To Whom It May Concern:

I am writing in support of Cushing Amusements, Inc. who have been our sole amusement ride vendor through the Mayor's Office for Cultural Affairs and Newton Community Pride for the past 9 years, since 2005.

Three times a year, we invite Cushing Amusements to offer kiddie rides at our KidsFEST in May at Newton City Hall, at our July 4<sup>th</sup> Celebration at the Albemarle Field in Newtonville and then in October, Harvest Fair, on the Newton Center Green.

Because Larry Cushing and Marian Cushing adhere carefully to our contracts, they arrive and set up on time, operate clean, well repaired rides that pass all city and state inspections before they are operational and at the end of the fair, remove all of their equipment within the agreed upon time frame leaving the site ready for regular business the next day.

I have always found Cushing Amusements to be a very dependable company with which to work. That we invite them back year after year attests to our satisfaction with their work ethic and practices.

Should you have any questions, please do not hesitate to contact me.

Richard Aronovitz Real Estate  
60 Aaron Way  
Carlisle, MA 01741

Cell Phone (508) 380-6322  
Home Phone (978) 776-6115  
Work Phone @ Lincoln Liquors (978) 667-4773  
e-mail: [RickAronovitz@hotmail.com](mailto:RickAronovitz@hotmail.com)  
February 24, 2017

To Whom It May Concern:

**RE: Larry Cushing Carnivals and Amusements**

Larry Cushing and his Carnival operating company have operated charity sponsored carnivals at the Pinefield Plaza in Saxonville each spring for many years.

There have never been any problems and off-duty policemen have always been present to be sure that there never will be. The carnival equipment has always been promptly removed at the end of the event and the area has been left at least as clean as before they came. The community has benefitted from a wholesome, family fun activity and from the money raised for local charities.

Please feel free to contact me if you need additional information.

Yours truly,



*Richard Aronovitz*

Richard Aronovitz,  
Property owner





NEWBURYPORT SPECIAL EVENT APPLICATION

Tel.

Fax.

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

NAME OF EVENT: 30<sup>th</sup> annual Walk Against Domestic Violence

Date: Sunday, 10/3/21 Time: from 8:00 AM to 11:00 AM

Rain Date: Rain or shine Time: from \_\_\_\_\_ to \_\_\_\_\_

2. Location\*: Start/end @ Newburyport Waterfront

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

3. Description of Property: Newburyport Waterfront Park 31 mi. Public  Private \_\_\_\_\_

4. Name of Organizer: Jeanne Geiger Crisis Center City Sponsored Event: Yes \_\_\_\_\_ No

Contact Person Nicole Frizzo

Address: 2 Harris Street, Newburyport Telephone: 617 849 0804

E-Mail: Nfrizzo@jeannegeiger.org Cell Phone: \_\_\_\_\_

Day of Event Contact & Phone: Nicole Frizzo 617 849 0804

5. Number of Attendees Expected: 200-400

6. MA Tax Number: 22-2474823

7. Is the Event Being Advertised?  Where? online, social media, local news

8. What Age Group is the Event Targeted to? all ages

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

(applying for permits w/ waterfront Park + Parks + Rec)

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

A. Vending: Food \_\_\_\_\_ Beverages \_\_\_\_\_ Alcohol \_\_\_\_\_ Goods \_\_\_\_\_ Total # of Vendors \_\_\_\_\_

B. Entertainment: (Subject to City's Noise Ordinance.) Live Music  DJ \_\_\_\_\_ Radio/CD \_\_\_\_\_

Performers \_\_\_\_\_ Dancing \_\_\_\_\_ Amplified Sound  Stage \_\_\_\_\_

C. Games /Rides: Adult Rides \_\_\_\_\_ Kiddie Rides \_\_\_\_\_ Games \_\_\_\_\_ Raffle \_\_\_\_\_

Other \_\_\_\_\_ Total # \_\_\_\_\_

Name of Carnival Operator: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

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

If yes:

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

If no:

- a) # of trash container(s) to be provided by DPS existing barrels will suffice
- b) # of recycling container(s) to be provided by Recycling Office   -
- c) \$45.00/hr/DPS employee charge must be paid by the organizer to DPS in advance of the event (Fee for Special Events). The hours required for the event will be determined by DPS.

All fees must be paid prior to the event. Check or money order is payable to the City

of Newburyport. E. Portable Toilets: (Each cluster of portable toilets must include at least

one ADA accessible toilet)

# \_\_\_\_\_ Standard      # \_\_\_\_\_ ADA accessible

*N/a - public restrooms  
 We will provide extra toilet paper as we have in the past*

Name of company providing the portable toilets: n/a

FOR STREET CLOSURE OR ANY USE OF A PUBLIC WAY

PARADE \_\_\_\_\_

ROAD RACE \_\_\_\_\_

WALKATHON  \_\_\_\_\_

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

30th annual walk against domestic violence

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

Jeanne Greiger Crisis Center, Nicole Frizzo  
2 Harris St. Newburyport  
617 849 0804

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

" "

4. Date of Event: 10/3/21 Expected Number of Participants: 200-400

5. Start Time: 8 AM Expected End Time: 11 AM

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

See attached map

7. Locations of Water Stops (if any): N/A

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

9. Formation Location & Time for Participants: Waterfront + Park grand street

10. Dismissal Location & Time for Participants: will end between 10-11 AM

11. Additional Parade Information:

- Number of Floats: N/A
- Locations of Viewing Stations: N/A
- Are Weapons Being Carried: Yes \_\_\_\_\_ No
- Are Marshalls Being Assigned to Keep Parade Moving: Yes  No \_\_\_\_\_ Volunteers/staff

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

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

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

## DEPARTMENT APPROVAL (for Committee Member use only):

It will be necessary for you to obtain permits or certificates from the following Departments: Please note that costs for some City support services during an event are an estimate only. Some Departments may forward an invoice for services rendered at the completion of the event, and others may require advance payment.

Approval Required \_\_\_\_\_ Date: \_\_\_\_\_ Signature \_\_\_\_\_

\_\_\_\_\_ 1. Special Events: \_\_\_\_\_

\_\_\_\_\_ 2. Police: \_\_\_\_\_  
Is Police Detail Required: \_\_\_\_\_ # of Details Assigned: \_\_\_\_\_

\_\_\_\_\_ 3. Traffic, Parking & Transportation: \_\_\_\_\_

\_\_\_\_\_ 4. ISD/Health: \_\_\_\_\_

\_\_\_\_\_ 5. Recycling: \_\_\_\_\_

\_\_\_\_\_ 6. ISD/Building: \_\_\_\_\_

\_\_\_\_\_ 7. Electrical: \_\_\_\_\_

\_\_\_\_\_ 8. Fire: NA  
Is Fire Detail Required: NO # of Details Assigned: NR

\_\_\_\_\_ 9. Public Works: *Fee for Special Events: \$45/hr/DPS employee for trash handling/staging etc. may apply*  
Yes: \$ \_\_\_\_\_ due on \_\_\_\_\_ No Fee for Special Events applies  
Other requirements/instructions per DPS \_\_\_\_\_

\_\_\_\_\_ 10. Parks Department: \_\_\_\_\_

\_\_\_\_\_ 11. License Commission \_\_\_\_\_

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

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

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

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

(c) *Definitions.*

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

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

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

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

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

(d) *Limitations.*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(e) *Enforcement.*

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


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

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

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

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

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

Signed: 

Date: 5/25/21

### ENJOY THE WALK!

Start at the balloon arch and take a right onto Merrimac Street, follow Merrimac Street for about .02 miles, take a right onto Tournament Wharf Road towards Michael's Harborside. Walk through the Michael's Harborside parking lot and take a left to get onto the Newburyport Rail Trail. Walk the rail trail all the way up to High Street. After you walk under the bridge there will be a set of stairs on the right that lead up to High Street. There is a handicap accessible ramp as well. Turn right on High Street and proceed for .9 miles to March's Hill. Take a left to cross the road (there is a light and a crosswalk) onto Bromfield Street. Proceed to the end of Bromfield Street and take a left onto Water Street (Water Street turns into Merrimac Street). Stay on the left hand side of the road for about .7 miles until you get to Souffle's. Cross on the crosswalk at Souffle's to get back to the finish located by Sea Level Oyster Bar.

There is 1 Water Stop: 29 High Street at March's Hill.

Please be careful to leave the walk route as we found it and dispose of any litter appropriately! Thank you!

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