

COMMITTEE ITEMS

Committee Items- June 28, 2021

Budget & Finance

Budget & Finance

In Committee:

- TRAN097_05_24_2021 Gen. Fund-Free Cash \$65,260.87 & HWY Streetlights \$50,000
to Snow & Ice Labor \$238.00 & Snow & Ice-Expenses \$115,498.87
- TRAN098_05_24_2021 Multiple Accounts Transfer Appropriation Request \$3,071,492.00
to Multiple FY2022 Capital & Reserves \$3,071,492.00
- ODNC079_05_24_2021 Plumbing and Gas Fees Sec 5-111 & 5-112
- TRAN099_06_07_2021 Mayor-Lib Sal Staff \$8519 to Gen/Heat/Electricity \$8500 HR dues & Memberships \$19.00
- TRAN100_06_07_2021 Mayor-RRFA-Waterfront Parking Fund \$16,580.22 to PKG Maint-Waterfront Park \$16,580.22
- TRAN101_06_07_2021 DPS-Water Retained Earnings \$194,000 to Water Fund Balance Reserve-FY2022 Budget \$100K
to CIP Water Equip Lease \$94K
- TRAN102_06_07_2021 DPS-Sewer Retained Earnings \$149,000 to Sewer Fund Balance Reserve-FY22 Budge \$100k
to CIP Sewer Equipment Lease \$49K
- TRAN103_06_07_2021 DPS-General Fund-Free Cash \$24,000 to CIP Highway Equipment Lease \$24,000
- TRAN104_06_07_2021 Fire Dept.-General Fund-Free Cash \$110,000 to Firefighters Salary \$53,000 to
Fire OT \$45,000 to Fire Dispatch OT \$12,000
- TRAN105_06_07_2021 Parks Dept-Lib Sal Staff \$3475.00 to PRK Restroom Rentals \$525.00
to PRK Maint-Supplies \$1500.00 to PRK Fuel/Oil \$1450.00
- ORDR254_06_07_2021 Elec Inspector Spending Limit
- ORDR255_06_07_2021 FY 2022 Revolving Funds



CITY OF NEWBURYPORT FY 2021 TRANSFER/APPROPRIATION REQUEST

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

Transfer From:

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

Why Funds Are Available:

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

Transfer From:

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

Why Funds Are Available:

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

Transfer From:

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

Why Funds Are Available:

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

Transfer To:

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

Why Funds Are Needed:

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

Donna D. Holaday, Mayor:

Date: 5/18/21

Ethan R. Manning, Auditor:

Date: 5/18/21

Sponsor: Charles F. Tontar, Councillor At-Large

City Council Approval:



CITY OF NEWBURYPORT FY 2021 TRANSFER/APPROPRIATION REQUEST

Revised June 17, 2021

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

Transfer From:

Account Name:	<u>Multiple - See attached</u>	Balance:	<u>\$ -</u>
Account Number:	<u>Multiple - See attached</u>	Category:	<u>\$ -</u>
Amount:	<u>\$3,071,492.00 \$3,018,272.00</u>	Trans I/O:	<u>\$ -</u>

Why Funds Are Available:

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

Transfer To:

Account Name:	<u>Multiple - See attached</u>	Balance:	<u>\$ -</u>
Account Number:	<u>Multiple - See attached</u>	Category:	<u>\$ -</u>
Amount:	<u>\$3,071,492.00 \$3,018,272.00</u>	Trans I/O:	<u>\$ -</u>

Why Funds Are Needed:

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

Donna D. Holaday, Mayor:

Donna D. Holaday

Date: 5/18/21

Ethan R. Manning, Auditor:

Ethan R. Manning

Date: 5/18/21

Sponsor: Charles F. Tontar, Councillor At-Large

City Council Approval:

Transfer/Appropriation Request - FY2022 Capital Projects and Reserves (Submitted: May 24, 2021) Revised June 17, 2021

Transfer From:

Transfer To:

Account Name	Current Balance	Account Number	Amount	Account Name	Current Balance	Account Number	Amount
General Fund - Free Cash ¹	\$3,123,614.13	01-35910	<u>\$1,887,685.48</u>	Roadway & Sidewalk Improvements (HW002/HW003) ²	\$0.00	3101	\$455,913.48
				Purchase of Trackless Vehicle (HW001)	\$0.00	3103	\$225,000.00
				IT Hardware (IT001)	\$0.00	3104	\$195,000.00
				Compensated Absences	\$37,374.65	8270	\$175,000.00
				Stabilization Trust Fund	\$3,281,872.69	8263	\$200,000.00
				Surveillance Camera Integration (PD001)	\$0.00	3105	\$160,000.00
				One (1) 6 Wheel Dump Truck with Plow (HW007)	\$0.00	3106	\$110,000.00
				OPEB	\$788,903.93	8280	\$100,000.00
				Traffic/Safety Improvement Projects (PL005)	\$0.00	3107	\$100,000.00
				Hale Street Safety Improvements (HW009)	\$0.00	3108	\$100,000.00
				Parks Field Office (PK016)	\$0.00	3109	\$65,000.00
				Two (2) Sander Inserts for Dump Trucks (HW012)	\$0.00	3110	\$47,960.00
				One (1) Pickup Truck (PK031)	\$0.00	3111	\$43,800.00
				Dive Team Equipment (PD006)	\$0.00	3112	\$41,600.00
				Tere Groundskeeper-3500-D (SC005)	\$0.00	3113	\$35,720.00
				Hose Replacements (FD006)	\$0.00	3114	\$30,000.00
				Six (6) Radar Units (PD005)	\$0.00	3115	\$25,000.00
				Records Room (PD008)	\$0.00	3116	\$20,000.00
				Snow Thrower Attachment for Plow (SC008)	\$0.00	3117	\$17,500.00
				Infield Groomer (PK001)	\$0.00	3118	\$15,000.00
				Twenty Five (25) Body Worn Cameras (PD011)	\$0.00	3119	\$3,412.00
<u>Paid Parking Fund</u>	<u>\$1,050,585.09</u>	<u>2739</u>	<u>\$225,000.00</u>	<u>Purchase of Trackless Vehicle (HW001)</u>	<u>\$0.00</u>	<u>3103</u>	<u>\$225,000.00</u>
LED Streetlights	\$95,568.56	20020019	\$60,000.00	Electric Cruiser Pilot Program (PD010)	\$0.00	3120	\$60,000.00
NHS Exterior Woodwork Phase III	\$99,075.75	3905	\$99,075.75	Roadway & Sidewalk Improvements (HW002/HW003) ²	\$0.00	3101	\$144,086.52
Budget Reserve Stabilization Fund	\$14,353.81	8267	\$14,353.81				
Nock/Molin Parking Lot Repaving	\$8,997.87	3815	\$8,997.87				
Bullnose Reconstruction	\$7,888.60	046	\$7,888.60				
Colby Farm Lot 1 Feasibility Study	\$7,500.00	3519	\$7,500.00				
Land Acquisition Projects	\$3,673.84	040	\$3,673.84				
Tree/Bucket Truck	\$930.33	3911	\$930.33				
Tractor	\$857.23	3918	\$857.23				
Equipment Replacement Stabilization Fund	\$747.05	8277	\$747.05				
High School Renovation	\$62.04	045	\$62.04				
Electric Revolving Fund	\$80,856.48	2806	\$22,500.00	Building Records Reorganization (BD001)	\$0.00	3121	\$22,500.00
Sr. Comm. Ctr. Maintenance Rev. Fund	\$102,472.49	2841	\$45,000.00	Generator Connection (HW013)	\$0.00	3122	\$20,000.00
				Surveillance Camera Integration (PD001)	\$0.00	3105	\$25,000.00
Sewer Retained Earnings	\$978,049.33	61-35920	\$259,000.00	Water Street Lift Station (SW006)	\$0.00	4119	\$134,000.00
				Storey Ave Pump Station Rehabilitation (Design) (SW005)	\$0.00	4120	\$100,000.00
				IT Hardware (IT001)	\$0.00	4121	\$25,000.00
Water Retained Earnings	\$1,243,128.00	60-35920	\$367,547.34	Watershed/Public Water Supply Protection (WA005)	\$0.00	4018	\$192,547.34
				Lower Artichoke Reservoir Dam Improvement (Design) (WA004)	\$275.46	4013	\$150,000.00
				IT Hardware (IT001)	\$0.00	4019	\$25,000.00
Artichoke Pump Station Skylight/Roof Repairs	\$4,300.00	4003	\$4,300.00	Watershed/Public Water Supply Protection (WA005)	\$0.00	4018	\$7,452.66
Water Capital Projects	\$3,152.66	034	\$3,152.66				
Total		\$3,071,492.00	<u>\$3,018,272.00</u>	Total		\$3,071,492.00	<u>\$3,018,272.00</u>

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

²Consolidated account for both roadway and sidewalk improvements

FY2022 Capital Project/Reserve Funding List - Updated June 17, 2021

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

FY2022 Capital Project/Reserve Funding List - Updated June 17, 2021

Department	Project	Amount	Rationale
DPS - Sewer	Storey Ave Pump Station Rehabilitation (Design)	\$100,000	Built in 1977, the Storey Ave Wastewater Pump Station houses pumps and controls that are beyond their useful lives and located in a below-grade prefabricated metal chamber, which requires confined space entry. This creates a safety concern and requires increased efforts to conduct routine maintenance. An adjacent concrete structure serves as the station's wet well. The upgrades to the station include the abandonment of the chamber, conversion of the wet well and installation of an at-grade pump control panel, allowing for a much easier and safer operation. This project is anticipated to extend the useful life of the station for another 30 years, while reusing the existing wet well and emergency engine/generator. Funding for construction will be requested towards the end of the design phase.
DPS - Water	Watershed/Public Water Supply Protection	\$200,000	The City is currently reviewing properties that fall within the water resource protection district and recommends \$200,000 as an annual placeholder until valuation estimates can be obtained. The most recent land acquisition of 38 acres that border the lower Artichoke is an excellent example of how a partnership with State, Local and Land Trust entities can be utilized as a financial mechanism in achieving these goals.
DPS - Water	Lower Artichoke Reservoir Dam Improvement (Design)	\$150,000	Historical events (2006 Mother Day Flood), and the most recent Climate Change / Resiliency Study done by Tighe & Bond, has identified some short term and long term needs. Immediate improvements to the dam are needed to protect our water supply as outlined in the latest DCR Dam Inspection Report. Cost will fund Design and permitting only.
Finance	Stabilization Trust Fund	\$200,000	Infusing our Stabilization Trust Fund with free cash will bring us in line with our financial policy target of maintaining 5% of the General Fund budget; this appropriation would result in a ratio of 4.82%. No appropriation was made last year due to COVID-19 economic uncertainty.
Finance	Compensated Absences Fund	\$175,000	To fund anticipated retirements. No appropriation was made last year due to COVID-19 economic uncertainty. Current balance is \$37,375.
Finance	Other Post-Employment Benefits (OPEB) Trust Fund	\$100,000	An annual appropriation to the OPEB Reserve Fund. No appropriation was made last year due to COVID-19 economic uncertainty. Current balance is \$788,904.
Fire	Hose Replacements (FD006)	\$30,000	The departments hose, nozzles and fittings are aging and need to be replaced. This project will address replacing the department's inventory starting with the oldest equipment. A subsequent appropriation is recommended for FY2024.
Information Technology	IT Hardware (IT001)	\$245,000	Ongoing Computer Equipment Maintenance and Renewal: 4 Primary Host Servers & (85) Computers to be replaced + Licensing for Office (350), Windows 10, Servers 2019 DataCenter + Exchange Server

FY2022 Capital Project/Reserve Funding List - Updated June 17, 2021

Department	Project	Amount	Rationale
Parks	Parks Field Office (PK016)	\$65,000	The FY22-26 capital improvement program includes \$1M for a Parks Field Office in FY2023. Given the need for the Parks Department to vacate 57 Low Street combined with the cost of constructing a new facility, the Department viewed properties that are available for lease. There is a 5,100 SF space at 50 Parker Street available for lease that meets the needs of the Department. Anticipated monthly rent is \$5,000; this appropriation would fund the 12 months in FY2022 plus a one month security deposit. Lease payments to be included in the operating budget starting in FY2023.
Parks	One (1) Pickup Truck with Plow	\$43,800	One (1) Ford F350 pickup truck (or similar) with plow. One of the greatest inefficiencies of the department is moving around work crews and equipment to all of the different parks locations in the City with only one truck. Having multiple trucks would allow crews and equipment to get from location to location much more efficiently. Staff end up having to use their personal vehicles, in many instances, to tow or move equipment between the job sites. Having City trucks would greatly eliminate that need, as well as, the added risk and costs associated with employees using their personal vehicles to conduct parks maintenance work. The CIP showed the purchase of two trucks, which has been reduced to one.
Parks	Infield Groomer	\$15,000	When the schools assumed care of Richie Eaton Baseball Field and Pettingell Field, the Parks Dept. gave them the infield groomer that was used on all city ball fields. It had been purchased with funds raised by the Newburyport Parks Conservancy for care of the school athletic fields, so it seemed appropriate that they retain use of it. A new groomer is needed to replace that one, so that we can efficiently care for infields at Cashman, Perkins, Woodman and Lower Atkinson Ballfields. The Department currently grooms the fields by towing a metal mat behind an ATV.
Planning & Development	Traffic/Safety Improvement Projects	\$100,000	There are a number of traffic and safety concerns throughout the City. Examples of high priority areas include the intersection of Colby Farm Lane/Low Street, the public ways adjacent to Lower Atkinson Common/Pioneer Park and the section of roadway on High Street by Marches Hill. This funding is a starting point to begin work on these areas; additional support has also been requested from the state legislature.
Police	Surveillance Camera Integration (PD001)	\$185,000	Integration of all cameras in the city, including Schools, Library, Senior Center, Parking Garage and upgrade all the cameras to network at the PD along with better resolutions. This will also improve and resolve some of the ongoing operations and maintenance problems related to the existing cameras. The City applied for a Community Compact IT grant to cover costs in FY21 but was not successful.

FY2022 Capital Project/Reserve Funding List - Updated June 17, 2021

Department	Project	Amount	Rationale
Police	Electric Cruiser Pilot Program (PD010)	\$60,000	Pilot program to purchase one (1) electric cruiser. The average life is 8-10 years with mileage upwards to 500,000 miles. The long term savings far outweigh the overall initial cost, plus there are rebates and incentives. Costs are estimated based on available state/federal rebates, as well as, costs to outfit the cruiser with lights, lettering, etc. This pilot would supersede the replacement of one vehicle in the fleet with Ford Explorers, as scheduled in PD009. In FY2016, funds were appropriated from the Green Initiatives account to convert the City's streetlights to LED. A surplus balance existed at the end of the project, which was being held until another green-related project was identified. This pilot program is a great use of those available funds.
Police	Dive Team Equipment (PD006)	\$41,600	Update and replacement of dive time equipment is needed to ensure officer/diver safety for the 5 active members of the dive team. Current equipment is outdated and does not make it practical for diving in the Merrimack River.
Police	Six (6) Radar Units (PD005)	\$25,000	The radar units are part of the everyday equipment utilized by officers on the street performing their duties. These units turn on at the beginning of an officer's shift and are used throughout the shift. There are ten units in operation that have not been replaced in 10 years, and each unit costs approximately \$2,200. These units are calibrated every year by the state and must remain in compliance. The plan is to purchase 6 new units.
Police	Records Room (PD008)	\$20,000	The Police station photo lab was never needed due to the change to digital technology/photography. As such, DPS renovated the space in-house to become a records room. To complete the room conversion, we need to add lighting, a door and purchase a filing system.
Police	Twenty Five (25) Body Worn Cameras (PD011)	\$3,412	Increased public confidence in policing, body worn cameras are primarily seen as one way to inspire accountability, as well as, the public perception and confidence in police officers. This project includes the purchase of 25 cameras, 3 eight bay docking stations, mounts for all officers, licenses, software and storage and all warranties. The City received a \$20,000 Byrne Justice Assistance Grant's (JAG) Local Law Enforcement (LLE) Grant in FY2021 that would help fund the project. The grant would be applied to the first year of the project, which would leave \$3,412 to fund from the General Fund. For FY2023 and beyond, an annual appropriation of \$26,422 would need to be added to the Police Department budget to fund the program.
Schools	One (1) Toro Groundskeeper 3500-D	\$35,720	Funding request removed
Schools	Snow Thrower Attachment for Plow	\$17,500	Funding request removed
Total		\$3,018,272	

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

May 24, 2021

AN ORDINANCE TO AMEND CHAPTER 5 OF THE MUNICIPAL CODE RELATING TO PLUMBING AND GAS FEES

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

THAT Chapter 5 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. 5-111. – Permit fee cost for plumbing

Residential	Fee
Permit fee:	\$20.00 <u><i>\$40.00</i></u>
Inspection fee:	\$30.00 <u><i>\$45.00</i></u>
Charge for each fixture:	\$5.00 <u><i>\$10.00</i></u>
Replacement hot water heater:	\$30.00 <u><i>\$60.00</i></u>
Re-Inspection fee	<u><i>\$45.00</i></u>
Commercial	Fee
Permit fee:	\$30.00 <u><i>\$40.00</i></u>
Inspection fee:	\$30.00 <u><i>\$45.00</i></u>
Charge for each fixture:	\$10.00

Replacement hot water heater:	\$40.00 <u>\$75.00</u>
Re-Inspection fee	<u>\$45.00</u>

Sec. 5-112. – Permit fee cost for gas

Residential	Fee
Permit fee:	\$20.00 <u>\$40.00</u>
Inspection fee:	\$30.00 <u>\$45.00</u>
Appliance fee:	\$5.00
Replacement hot water heater:	\$30.00 <u>\$60.00</u>
Re-Inspection fee	<u>\$45.00</u>
Commercial	Fee
Permit fee:	\$30.00 <u>\$40.00</u>
Inspection fee:	\$30.00 <u>\$45.00</u>
Appliance fee:	\$10.00
Replacement hot water heater:	\$40.00 <u>\$50.00</u>
Re-Inspection fee	<u>\$45.00</u>

Councillor Tontar

In City Council May 24, 2021:

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



CITY OF NEWBURYPORT FY 2021 TRANSFER/APPROPRIATION REQUEST

Department: Mayor's Office
Submitted by: Donna D. Holaday, Mayor **Date Submitted:** 6/7/2021

Transfer From:

Account Name:	<u>LIB Sal Staff</u>	Balance:	<u>\$ 143,340.02</u>
Account Number:	<u>01610001-51156</u>	Category:	<u>\$ 154,630.57</u>
Amount:	<u>\$8,519.00</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>GEN Heat/Electricity</u>	Balance:	<u>\$ (7,365.55)</u>
Account Number:	<u>01129002-52101</u>	Category:	<u>\$ 23,669.39</u>
Amount:	<u>\$8,500.00</u>	Trans I/O:	<u>\$ -</u>

Why Funds Are Needed:

Line item was cut during the FY2021 budget approval. It is currently in a deficit due to the payment of gas and electricity bills throughout the year.

Transfer To:

Account Name:	<u>HR Dues & Memberships</u>	Balance:	<u>\$ (19.00)</u>
Account Number:	<u>01152007-57300</u>	Category:	<u>\$ -</u>
Amount:	<u>\$19.00</u>	Trans I/O:	<u>\$ -</u>

Why Funds Are Needed:

A deficit is anticipated at year-end.

Donna D. Holaday, Mayor:  Date: 6/11/21

Ethan R. Manning, Auditor:  Date: 6/11/21

Sponsor: Charles F. Tontar, Councillor At-Large

City Council Approval:



CITY OF NEWBURYPORT FY 2021 TRANSFER/APPROPRIATION REQUEST

Department: Mayor's Office
Submitted by: Donna D. Holaday, Mayor **Date Submitted:** 6/7/2021

Transfer From:

Account Name:	RRFA - Waterfront Parking Fund	Balance:	\$ 448,529.51
Account Number:	2738-59610	Category:	\$ -
Amount:	\$16,580.22	Trans I/O:	\$ (153,867.22)

Why Funds Are Available:

Upon dissolution of the Newburyport Redevelopment Authority, a receipts reserved for appropriation fund was established to hold monies transferred to the City, as well as, ongoing parking meter revenue. In accordance with Chapter 96 of the Acts of 2020, funds are reserved for "design, construction, maintenance or operation of an extended waterfront park and related infrastructure."

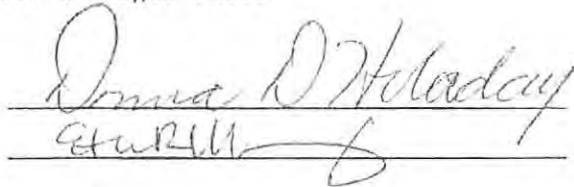
Transfer To:

Account Name:	PKG Maint-Waterfront Park	Balance:	\$ (12,580.22)
Account Number:	01293002-52406	Category:	\$ 103,594.81
Amount:	\$16,580.22	Trans I/O:	\$ 3,867.22

Why Funds Are Needed:

To reimburse the Waterfront Trust for FY2021 costs incurred to maintain the park land formerly owned by the Newburyport Redevelopment Authority. Given the adjacency of the parcels, a shared maintenance agreement was in place between the Waterfront Trust and the Newburyport Redevelopment Authority. The Waterfront Trust has continued to maintain the park, while a new agreement is written. Invoices paid total \$12,580.22 plus \$4,000 estimated for May/June 2021.

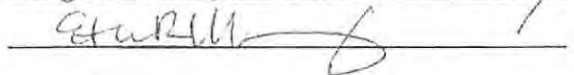
Donna D. Holaday, Mayor:



Date:

6/11/21

Ethan R. Manning, Auditor:



Date:

6/11/21

Sponsor: Charles F. Tontar, Councillor At-Large

City Council Approval:



CITY OF NEWBURYPORT

FY 2021

TRANSFER/APPROPRIATION REQUEST

Department: Department of Public Services

Submitted by: Anthony J. Furnari, Director

Date Submitted: 6/7/2021

Transfer From:

Account Name:	Water Retained Earnings	Balance:	\$ 875,580.66
Account Number:	60-35920	Category:	\$ -
Amount:	\$194,000.00	Trans I/O:	\$ (522,547.34)

Why Funds Are Available:

The Massachusetts Department of Revenue certified Retained Earnings for the Water Enterprise Fund for FY2021 at \$1,398,128. These funds are available for any legal expenditure with the approval of the Mayor and a majority vote of the City Council. Includes all transfer requests submitted to-date.

Transfer To:

Account Name:	Water Fund Balance Reserve-FY22 Budget	Balance:	\$ -
Account Number:	60-32400	Category:	\$ -
Amount:	\$100,000.00	Trans I/O:	\$ -

Why Funds Are Needed:

An appropriation of \$100,000 from Water Retained Earnings is recommended to defray water rate increases for FY2022.


Transfer To:

Account Name:	CIP Water Equipment Lease	Balance:	\$ -
Account Number:	New	Category:	\$ -
Amount:	\$94,000.00	Trans I/O:	\$ -

Why Funds Are Needed:

To fund the first payment on a three year lease-to-purchase for equipment identified in the FY22-26 CIP: 1) WA007 - Backhoe Purchase (\$45,000), 2) WA008 - Utility Body Truck Purchase (\$25,000) and 3) HW008 - Loader Purchase (\$24,000). The remaining lease payments will be incorporated into the FY23 and FY24 operating budgets.

Donna D. Holaday, Mayor:



Date:

6/11/21

Ethan R. Manning, Auditor:



Date:

6/11/21

Sponsor: Charles F. Tontar, Councillor At-Large

City Council Approval:



CITY OF NEWBURYPORT FY 2021 TRANSFER/APPROPRIATION REQUEST

Department: Department of Public Services

Submitted by: Anthony J. Furnari, Director

Date Submitted: 6/7/2021

Transfer From:

Account Name:	<u>Sewer Retained Earnings</u>	Balance:	<u>\$ 719,049.33</u>
Account Number:	<u>61-35920</u>	Category:	<u>\$ -</u>
Amount:	<u>\$149,000.00</u>	Trans I/O:	<u>\$ (280,749.67)</u>

Why Funds Are Available:

The Massachusetts Department of Revenue certified Retained Earnings for the Sewer Enterprise Fund for FY2021 at \$999,799. These funds are available for any legal expenditure with the approval of the Mayor and a majority vote of the City Council. Includes all transfer requests submitted to-date.

Transfer To:

Account Name:	<u>Sewer Fund Balance Reserve-FY22 Budget</u>	Balance:	<u>\$ 978,049.33</u>
Account Number:	<u>61-32400</u>	Category:	<u>\$ -</u>
Amount:	<u>\$100,000.00</u>	Trans I/O:	<u>\$ (21,749.67)</u>

Why Funds Are Needed:

An appropriation of \$100,000 from Sewer Retained Earnings is recommended to defray sewer rate increases for FY2022.

Transfer To:

Account Name:	<u>CIP Sewer Equipment Lease</u>	Balance:	<u>\$ -</u>
Account Number:	<u>New</u>	Category:	<u>\$ -</u>
Amount:	<u>\$49,000.00</u>	Trans I/O:	<u>\$ -</u>

Why Funds Are Needed:

To fund the first payment on a three year lease-to-purchase for equipment identified in the FY22-26 CIP: 1) WA008 - Utility Body Truck Purchase (\$25,000) and 2) HW008 - Loader Purchase (\$24,000). The remaining lease payments will be incorporated into the FY23 and FY24 operating budgets.

Donna D. Holaday, Mayor:

Donna D. Holaday

Date:

6/11/21

Ethan R. Manning, Auditor:

Ethan R. Manning

Date:

6/11/21

Sponsor: Charles F. Tontar, Councillor At-Large

City Council Approval:



CITY OF NEWBURYPORT FY 2021 TRANSFER/APPROPRIATION REQUEST

Department: Department of Public Services
Submitted by: Anthony J. Furnari, Director **Date Submitted:** 6/7/2021

Transfer From:

Account Name:	General Fund - Free Cash	Balance:	\$ 957,708.65
Account Number:	01-35910	Category:	\$ -
Amount:	\$24,000.00	Trans I/O:	\$ (2,231,166.35)

Why Funds Are Available:

The Massachusetts Department of Revenue certified Free Cash for FY2021 at \$3,188,875. These funds are available for any legal expenditure with the approval of the Mayor and a vote of the City Council. Balance includes all transfer requests that have been submitted to-date.

Transfer To:

Account Name:	CIP Highway Equipment Lease	Balance:	\$ -
Account Number:	New	Category:	\$ -
Amount:	\$24,000.00	Trans I/O:	\$ -

Why Funds Are Needed:

To fund the first payment on a three year lease-to-purchase for equipment identified in the FY22-26 CIP: HW008 - Loader Purchase (\$24,000). This item appears in FY2023, however based on the current condition of the equipment, a sooner replacement is recommended as this is a critical piece of equipment for snow removal operations. The first lease payment is approximately \$72,000 to be split between the three DPS divisions. The remaining lease payments will be incorporated into the FY23 and FY24 operating budgets.

Donna D. Holaday, Mayor:  Date: 6/12/21
 Ethan R. Manning, Auditor:  Date: 6/11/21

Sponsor: Charles F. Tontar, Councillor At-Large

City Council Approval:



CITY OF NEWBURYPORT FY 2021 TRANSFER/APPROPRIATION REQUEST

Department: Fire Department
Submitted by: Christopher LeClaire, Fire Chief
Date Submitted: 6/7/2021

Transfer From:

Account Name:	<u>General Fund - Free Cash</u>	Balance:	<u>\$ 957,708.65</u>
Account Number:	<u>01-35910</u>	Category:	<u>\$ -</u>
Amount:	<u>\$110,000.00</u>	Trans I/O:	<u>\$ (2,231,166.35)</u>

Why Funds Are Available:

The Massachusetts Department of Revenue certified Free Cash for FY2021 at \$3,188,875. These funds are available for any legal expenditure with the approval of the Mayor and a vote of the City Council. Balance includes all transfer requests that have been submitted to-date.

Transfer To:

Account Name:	<u>Fire Salary - Firefighters</u>	Balance:	<u>\$ 157,928.96</u>
Account Number:	<u>01220001-51142</u>	Category:	<u>\$ 280,168.47</u>
Amount:	<u>\$53,000.00</u>	Trans I/O:	<u>\$ -</u>

Why Funds Are Needed:

Firefighter salaries and wages were higher than anticipated for FY2021 due to long-term illnesses, which required the use of a provisional firefighter throughout the year for shift coverage.

Transfer To:

Account Name:	<u>Fire Overtime</u>	Balance:	<u>\$ 51,423.36</u>
Account Number:	<u>01220001-51301</u>	Category:	<u>\$ 280,168.47</u>
Amount:	<u>\$45,000.00</u>	Trans I/O:	<u>\$ -</u>

Why Funds Are Needed:

Fire overtime was higher than anticipated for FY2021 due to long-term illnesses and other circumstances, which required coverage to meet minimum staffing requirements.

Transfer To:

Account Name:	<u>Fire Dispatch Overtime</u>	Balance:	<u>\$ (9,647.62)</u>
Account Number:	<u>01220001-51302</u>	Category:	<u>\$ 280,168.47</u>
Amount:	<u>\$12,000.00</u>	Trans I/O:	<u>\$ -</u>

Why Funds Are Needed:

Dispatch overtime was higher than anticipated for FY2021. Overtime is incurred to ensure 24/7 coverage of the dispatch office.

Donna D. Holaday, Mayor:

Donna D. Holaday

Date: 6/1/21

Ethan R. Manning, Auditor:

Ethan R. Manning

Date: 6/1/21

Sponsor: Charles F. Tontar, Councillor At-Large

City Council Approval:



CITY OF NEWBURYPORT FY 2021 TRANSFER/APPROPRIATION REQUEST

Department: Parks Department
Submitted by: Lisë Reid, Parks Director **Date Submitted:** 6/7/2021

Transfer From:

Account Name:	<u>LIB Sal Staff</u>	Balance:	<u>\$ 143,340.02</u>
Account Number:	<u>01610001-51156</u>	Category:	<u>\$ 154,630.57</u>
Amount:	<u>\$3,475.00</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>PRK Restroom Rentals</u>	Balance:	<u>\$ (12.50)</u>
Account Number:	<u>01630002-52702</u>	Category:	<u>\$ 83.15</u>
Amount:	<u>\$525.00</u>	Trans I/O:	<u>\$ -</u>

Why Funds Are Needed:

Cost of restrooms went up by \$25/unit for this fiscal year.

Transfer To:

Account Name:	<u>PRK Maint-Supplies</u>	Balance:	<u>\$ (52.78)</u>
Account Number:	<u>01630004-54200</u>	Category:	<u>\$ -</u>
Amount:	<u>\$1,500.00</u>	Trans I/O:	<u>\$ -</u>

Why Funds Are Needed:


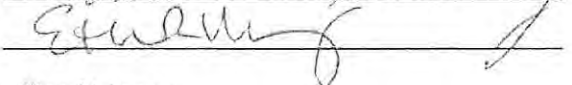
Greater than anticipated number tool replacements due to wear and tear.

Transfer To:

Account Name:	<u>PRK Fuel/Oil</u>	Balance:	<u>\$ (257.53)</u>
Account Number:	<u>01630004-54801</u>	Category:	<u>\$ -</u>
Amount:	<u>\$1,450.00</u>	Trans I/O:	<u>\$ -</u>

Why Funds Are Needed:

The increased cost of fuel combined with the need to maintain the dog waste bags on a more frequent basis has resulted in higher expense reimbursements for FY21 (as the employee uses his personal vehicle).

Donna D. Holaday, Mayor:  Date: 6/11/21
 Ethan R. Manning, Auditor:  Date: 6/11/21
 Sponsor: Charles F. Tontar, Councillor At-Large

City Council Approval:

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

June 7, 2021

THAT, the City Council of the City of Newburyport authorizes an increase to the spending limit for the following fund(s) for fiscal year 2021 in accordance with MGL, Chapter 44 Section 53E1/2:

<u>Account Name</u>	<u>Original FY2021 Spending Limit</u>	<u>Revised FY2021 Spending Limit</u>
Electrical Inspector	\$90,000	\$105,000

Councillor Sharif I. Zeid

In City Council June 7, 2021:

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

CITY OF NEWBURYPORT



 IN CITY COUNCIL

ORDERED:

June 7, 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:

Changes from FY2021 are

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	\$535,000
Historical Commission	Director of Planning & Development	\$2,500
Electrical Inspector	Building Commissioner	\$90,000 <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

Councillor Sharif I. Zeid

In City Council June 7, 2021:

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

Committee Items-June 28, 2021

Public Safety

In Committee:

APP025_06-07-2021	Block Part Lafayette St. 8/7/21
APP026_06-07-2021	Lyons Rd Race 8/3/21
APP027_06-07-2021	Chocolate Tour 10/2/21
APP028_06-07-2021	GNOCA 5k Walk 9/26/21
APP029_06-07-2021	Nbpt Half Marathon 10/24/21
APP030_06_07-2021	50's Car Show 8/12/21
APP031_06-07-2021	Yankee Homecoming 7/31-8/8/21
APP023_03-08-2021	The Moving Wall

Removal from Committee Form

Instructions: Remit to rjones@cityofnewburyport.com; pbarker@cityofnewburyport.com by Tuesday, 5 PM preceding Council meeting

Committee Name: Public Safety For CC meeting May 10, 2021

Committee Chair: McCauley

	Measure Identifier	Measure Title	Amended in Committee? (if yes, attach final version)	Consent Agenda or Regular Agenda?
1.	APP025_06-07-2021	Block Part Lafayette St. 8/7/21	no	consent
2.	APP026_06-07-2021	Lyons Rd Race 8/3/21	no	consent
3.	APP027_06-07-2021	Chocolate Tour 10/2/21	no	consent
4.	APP028_06-07-2021	GNOCA 5k Walk 9/26/21	no	consent
5.	APP029_06-07-2021	Nbpt Half Marathon 10/24/21	no	consent
6.	APP030_06-07-2021	50's Car Show 8/12/21	yes	consent
7.	APP031_06-07-2021	Yankee Homecoming 7/31-8/8/21	yes	consent
8.	APP023_03-08-2021	The Moving Wall	Withdrawn	consent
9.				
10.				



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: 5/25/21

CONTACT INFORMATION

FIRST AND LAST NAMES: Patricia & Robert Hoffman

MAILING ADDRESS: 15 Lafayette St Newburyport, MA 01950

PHONE NUMBER: 617-596-3466

E-MAIL ADDRESS: hoffmanpatty@gmail.com

BLOCK PARTY INFORMATION

BLOCK PARTY DATE: 8/7/21

DESIRED STREET CLOSING LOCATION: Highland Ave + Lafayette St
(cross street)

Please indicate cross streets when requesting the closing of street sections

STREET TO BE BARRICADED: Lafayette St

DESIRED STREET CLOSING TIME: 3⁰⁰ pm - 9⁰⁰ 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.
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:  Date: 5/25/21

APPROVAL SIGNATURES REQUIRED FOR STREET CLOSURE

CITY MARSHALL

4 Green Street

FIRE CHIEF

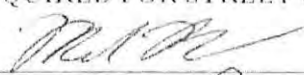
Greenleaf Street

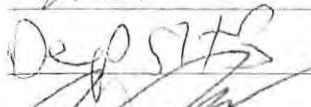
DEPUTY DIRECTOR


1 Perry Way


CITY CLERK

60 Pleasant Street









City use only:

Approved _____ Denied _____ Date _____

NEWBURYPORT SPECIAL EVENT APPLICATION

RECEIVED CITY CLERK'S OFFICE NEWBURYPORT, MA

Tel:

Fax:

MAY 28 11:40:45

(For Parades, Road Races and Walkathons Only - Please complete page 3 of this application)

NAME OF EVENT: NEWBURYPORT LIONS Y.H.C. 5K ROAD RACE

Date: AUG 3, 2021 Time: from 8AM to 8PM

Rain Date: - Time: from - to -

2. Location: NEWBURYPORT HIGH SCHOOL NBPT STREET'S

3. Description of Property: High School Grounds Public Private

4. Name of Organizer: NEWBURYPORT LIONS City Sponsored Event: Yes No

Contact Person

Address: ROBERT S. COLONYCKI Telephone: 978-462-7356

E-Mail: JOBOBYEAR@COMCAST.NET Cell Phone: 617-275-9217

Day of Event Contact & Phone:

5. Number of Attendees Expected: 1500 (FIFTEEN HUNDRED)

6. MA Tax Number: 47-353-2870

7. Is the Event Being Advertised? YES Where? LION'S WEB SITE Y.H.C. PUBLICITY

8. What Age Group is the Event Targeted to? ALL AGE GROUP'S

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

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? 12
- b) How many recycling receptacles will you be providing? MOLLYETTENBOROUGH 12
- c) Will you be contracting for disposal of: Trash Yes No Recycling Yes No
- i. If yes, size of dumpster(s): Trash 10 YARD Recycling AT-N.H.S.
- ii. Name of disposal company: Trash GIAMELLO Recycling MOLLYETTENBOROUGH
- 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? MOLLYETTENBOROUGH.

If no:

- a) # of trash container(s) to be provided by DPS 12 N.H.S. N.H.S. JANITORS
- b) # of recycling container(s) to be provided by Recycling Office 12
- 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)

20 Standard # 1 ADA accessible

Name of company providing the portable toilets: DAVE'S SERVICE'S.

FOR PARADE, ROAD RACE AND WALKATHON EVENTS ONLY

PARADE _____ ROAD RACE WALKATHON _____

1. Name of the Group or Person Sponsoring the Road Race, Parade, Walkathon: NEWBURYPORT LION'S CLUB

2. Name, Address & Daytime Phone Number of Organizer: DONALD CAREY
1 LISA CIRCLE
MERRIMACK 978-384-8535 - CELL 978-519-0547
NEWBURYPORT, MASS.

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

4. Date of Event: AUG 3, 2021 Expected Number of Participants: _____

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

6. Road Race, Parade or Walkathon Route: (List street names & attach map of route): SEE ATT 5K MAP

7. Locations of Water Stops (if any): SEE ATTACHED - 5 WATER ST. (ONLY 1)

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

9. Formation Location & Time for Participants: N.H.S. GROUNDS

10. Dismissal Location & Time for Participants: N.H.S. GROUNDS

11. Additional Parade Information:

- Number of Floats: NONE
- Locations of Viewing Stations: SEE ROAD MAP ATTACHED
- Are Weapons Being Carried: Yes _____ No
- Are Marshalls Being Assigned to Keep Parade Moving: Yes No _____

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

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

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: <i>Fee for Special Events: \$45/hr/DPS employee for trash handling/staging etc. may apply</i>	
	<input type="checkbox"/> Yes: \$ _____ due on _____	<input type="checkbox"/> No Fee for Special Events applies
	Other requirements/instructions per DPS _____	
_____	10. Recreation 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.

Limitations

- (a) *"Procedure"* All road racing, walkathon, bicycle, or swimming events shall, through that event's organizer, board of directors, charity foundation or designee apply for authorization to hold the event through the Office of the City Clerk. The City Clerk upon review of the completed form will place the application on the regular City Council agenda. 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 event will name one person responsible on the application and shall provide contact information to include name, address and telephone number.
- (b) *"Exemptions"* Each event organizer or organization shall comply with this ordinance and no exemptions will be permitted.
- (c) *"Course map"*, All applications shall be accompanied by a course map showing the event route, water stops, refreshment stops, and so-called "porta-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.
- (d) *"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 be used for public address announcements or music before 9:00 AM. This shall be deemed a requirement for all permitted events regardless of type or location.

- (e) *"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 ten (10) days in advance that neighborhood roads will be closed if no alternate route is available to those residents.
- (f) *"Insurance"* All events shall have an insurance policy or rider in effect for the event naming the "City of Newburyport" as an insured. The policy shall be no less than two million dollars (\$2,000,000.00).
- (g) *"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.
- (h) *"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 oversee the safety and security of the event. All special duty assignments will be paid by the event organizers.
- (i) *"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.

13-101 Enforcement

- (a) *"Regulations"* Consistent with this ordinance, the city shall promulgate regulations to enforce and otherwise implement the provisions of this ordinance upon passage by the City Council. Any event previously approved by City Council shall be deemed permitted.
- (b) *"Warning"* In the circumstance that this ordinance 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.
- (c) *"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 Subsection 1-17 of Chapter 1 of the Code or Ordinances of the City of Newburyport in the amounts set herein in 13-101(d)
- (d) *"Violation"* The non-criminal violation shall be \$100.00 for the first offense and \$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.

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: _____

Robert S. Colaninici

Date: _____

05/20/2021



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/25/2021

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 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 DSP Insurance 1900 E. Golf Road, Suite 650 Schaumburg, IL 60173	CONTACT NAME: John Adams PHONE (A/F, Ho, Ext): 1-800-316-6705 FAX (A/F, Ho): 847-934-6186 E-MAIL ADDRESS: lionsclubs@dspins.com
INSURER(S) AFFORDING COVERAGE NAIC #	
INSURER A: ACE American Insurance Company 22667	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

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

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

INSURER	TYPE OF INSURANCE	ADDL. INSR.	SUBR. WVD.	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Agg. Per Named Insured is \$2,000,000 GENL. AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROBERT <input type="checkbox"/> LOC			HDOG71445999	09/01/2020	09/01/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 1,000,000 MED. EXP. (Any one person) \$ 5,000 PERSONAL & ADY INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMPL. AGG. \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> PERSONAL AUTO'S			ISAH25314141	09/01/2020	09/01/2021	COMBINED SINGLE LIMIT (Ea. accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per acc. clm) \$ \$
	UMBRELLA LIAB. <input type="checkbox"/> OCCUR EXCESS LIAB. <input type="checkbox"/> CLAIMS-MADE DED. <input type="checkbox"/> RETENTIONS						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ALL PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				WORKERS COMPENSATION & EMPLOYERS' LIABILITY E.L. EACH ACCIDENT \$ E.L. DISEASE - EA. EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

Provisions of the policy apply to the named insureds participation in the following activity during the policy period shown above: Newburyport Lions Annual Yankee Homecoming Races Aug. 3 2021

The following persons or organizations granting use of real property, including structures thereon are included as Additional Insured(s), but only with respect to General Liability arising out of the use of premises by the insured shown above and not out of the sole negligence of said additional insured.

*** City of Newburyport ***

PROVISIONS OF THE POLICY DO NOT APPLY TO THE SALE OR SERVING OF ALCOHOLIC BEVERAGES

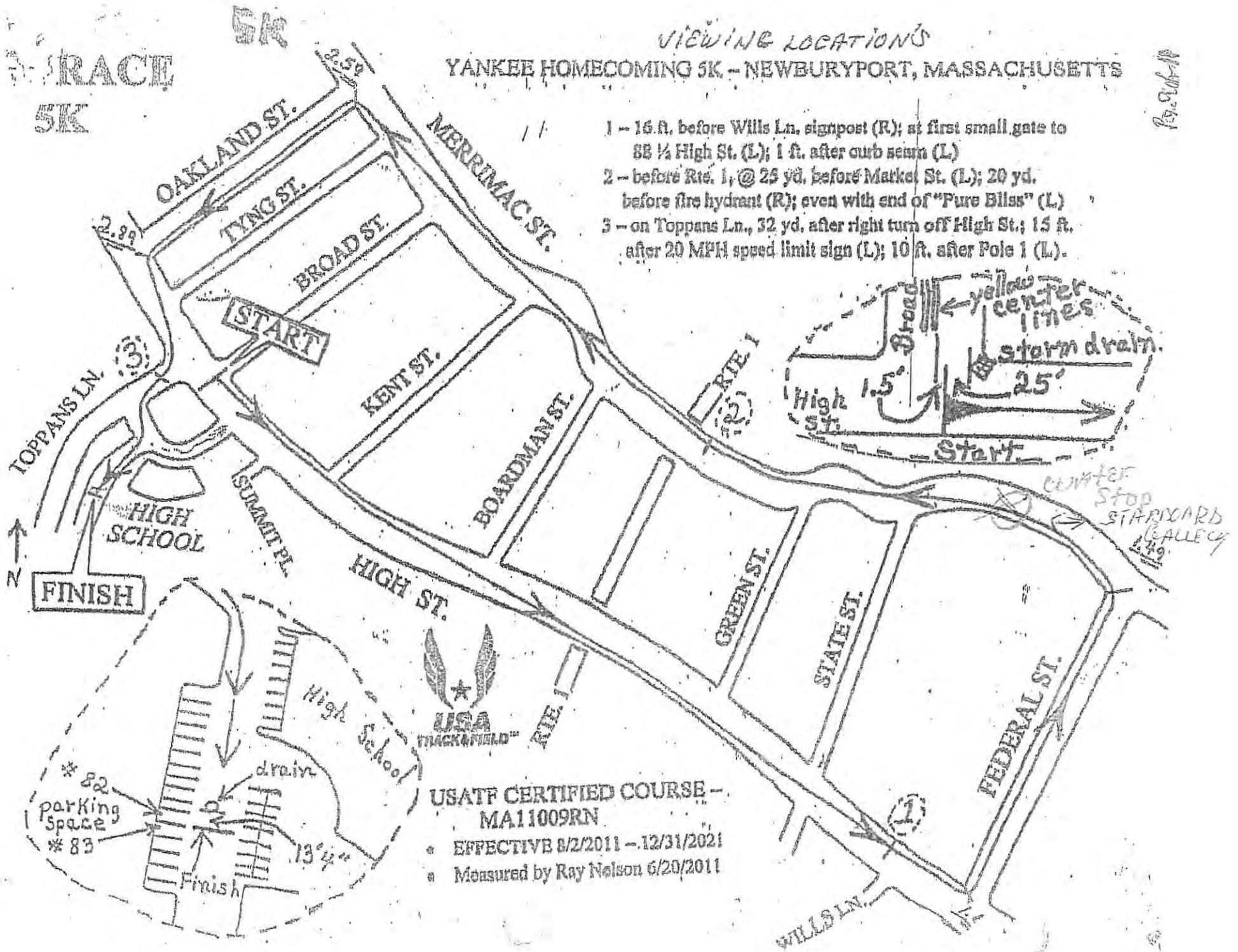
CERTIFICATE HOLDER Newburyport High School 241 High St. Newburyport Massachusetts 01950	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
AUTHORIZED REPRESENTATIVE 	

5K
RACE
5K

VIEWING LOCATIONS
YANKEE HOMECOMING 5K - NEWBURYPORT, MASSACHUSETTS

Ray Nelson

- 1 - 16 ft. before Wills Ln. signpost (R); at first small gate to 88 1/2 High St. (L); 1 ft. after curb seam (L)
- 2 - before Rte. 1, @ 25 yd. before Market St. (L); 20 yd. before fire hydrant (R); even with end of "Pure Bliss" (L)
- 3 - on Toppans Ln., 32 yd. after right turn off High St.; 15 ft. after 20 MPH speed limit sign (L); 10 ft. after Pole 1 (L).



USA TRACK & FIELD
USATF CERTIFIED COURSE -
MA11009RN

- EFFECTIVE 8/2/2011 - 12/31/2021
- Measured by Ray Nelson 6/20/2011



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/22/2021

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.

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PRODUCER DSP Insurance 1900 E. Golf Road, Suite 650 Schaumburg, IL 60173	CONTACT NAME: John Adams	
	PHONE (A/C, No, Ext): 1-800-316-6705	FAX (A/C, No): 847-934-6186
E-MAIL ADDRESS: lionsclubs@dspins.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: ACE American Insurance Company		22667
INSURED Newburyport Lions Club Newburyport Massachusetts	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

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

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A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			ISAH25301754	09/01/2019	09/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A						WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L EACH ACCIDENT \$ E.L DISEASE - EA EMPLOYEE \$ E.L DISEASE - POLICY LIMIT \$


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

Provisions of the policy apply to the named insureds participation in the following activity during the policy period shown above: Newburyport Lions Club Yankee Homecoming Road Race

The following persons or organizations granting use of real property, including structures thereon are included as Additional Insured(s), but only with respect to General Liability arising out of the use of premises by the insured shown above and not out of the sole negligence of said additional insured.

*** City of Newburyport ***

PROVISIONS OF THE POLICY DO NOT APPLY TO THE SALE OR SERVING OF ALCOHOLIC BEVERAGES

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

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NEWBURYPORT SPECIAL EVENT APPLICATION

Tel. 978 729-2263 Fax: 978 462-5647

(For Parades, Road Races and Walkathons Only - Please complete page 3 of this application)

NAME OF EVENT: 18TH ANNUAL NEWBURYPORT CHOCOLATE TOUR
Date: OCT. 2, 2021 (SAT.) Time: from 12 P.M. to 4:00 P.M.
Rain Date: NONE Time: from to
2. Location: START OF TOUR: FIRST RELIGIOUS SOCIETY CHURCH PLEASANT ST.
3. Description of Property: USE OF SIDEWALK & SOCIAL HALL Public [X] Private
4. Name of Organizer: CENTRAL CONGREGATIONAL CHURCH 14 TYLCOMB ST. NBPT. City Sponsored Event: Yes No [X]
Contact Person: DIANE HAWKINS-CLARK
Address: 14 TYLCOMB ST. Telephone:
E-Mail: CHARKKJ@COMCAST.NET Cell Phone: 978 729-2263
Day of Event Contact & Phone: DIANE HAWKINS-CLARK 978 729-2263
5. Number of Attendees Expected: 100 VOLUNTEERS, 300+ TICKET HOLDERS
6. MA Tax Number: 222 520 650 EXP. 1/3/29 CENTRAL CHURCH
7. Is the Event Being Advertised? YES Where? SOCIAL MEDIA, NEWSPAPER, CHAMBER OF COMMERCE, FLIERS
8. What Age Group is the Event Targeted to? ADULTS, FAMILIES
9. Have You Notified Neighborhood Groups or Abutters? Yes No [X] Who? NOT APPLICABLE

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 [X] No
BALLOONS
MINIMAL TRASH

If yes:

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

If no:

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

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

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

_____ Standard # _____ ADA accessible

Name of company providing the portable toilets: _____

NEWBURYPORT CHOCOLATE TOUR

FOR PARADE, ROAD RACE AND WALKATHON EVENTS ONLY

PARADE _____

ROAD RACE _____

WALKATHON

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

CENTRAL CONGREGATIONAL CHURCH, NEWBURYPORT

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

DIANE HAWKINS-CLARK (CO-CHAIR) 978 729-2263

ERIN KENAGA (CO-CHAIR) 203 216-6827

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

DIANE H. CLARK 978 729-2263

ERIN KENAGA 203 216-6827

4. Date of Event: OCT. 2, 2021 Expected Number of Participants: 300-400 THROUGHOUT DAY

5. Start Time: 12:00 p.m. Expected End Time: 4:00 p.m.

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

AS BEFORE, TICKET HOLDERS START ON PLEASANT ST (VISITING STORES) TRAVEL DOWN STATE ST. AND HEAD OVER TO THE TANNERY TO COMPLETE THE TOUR. HOPEFULLY 20 STORES WILL BE PARTICIPATING (34 IN PREVIOUS YEARS).

7. Locations of Water Stops (if any): 0

8. Will Detours for Motor Vehicles Be Required? 0 If so, where? _____

9. Formation Location & Time for Participants: 11:30 1ST SHIFT OF VOLUNTEERS

1:30 2ND SHIFT

10. Dismissal Location & Time for Participants: 2 4:00 p.m. PLEASANT ST. NEWBURYPORT

11. Additional Parade Information:

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

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

CITY MARSHAL [Signature] 4 Green St.

FIRE CHIEF

[Signature]

0 Greenleaf St.

DEPUTY DIRECTOR [Signature] 16A Perry Way CITY CLERK

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.

<i>Approval Required</i>	Date: _____	Signature _____	
_____	1. Special Events:	_____	
_____	2. Police:	_____	
	Is Police Detail Required:	_____	# of Details Assigned: _____
_____	3. Traffic, Parking & Transportation:	_____	
_____	4. ISD/Health:	_____	
_____	5. Recycling:	_____	
_____	6. ISD/Building:	_____	
_____	7. Electrical:	_____	
_____	8. Fire:	_____	
	Is Fire Detail Required:	_____	# of Details Assigned: _____
_____	9. Public Works: <i>Fee for Special Events: \$45/hr/DPS employee for trash handling/staging etc. may apply</i>	_____	
	<input type="checkbox"/> Yes: \$_____ due on _____	<input type="checkbox"/> No Fee for Special Events applies	
	Other requirements/instructions per DPS _____	_____	
_____	10. Recreation 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.

Limitations

- (a) *"Procedure"* All road racing, walkathon, bicycle, or swimming events shall, through that event's organizer, board of directors, charity foundation or designee apply for authorization to hold the event through the Office of the City Clerk. The City Clerk upon review of the completed form will place the application on the regular City Council agenda. 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 event will name one person responsible on the application and shall provide contact information to include name, address and telephone number.
- (b) *"Exemptions"* Each event organizer or organization shall comply with this ordinance and no exemptions will be permitted.
- (c) *"Course map"*, All applications shall be accompanied by a course map showing the event route, water stops, refreshment stops, and so-called "porta-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.
- (d) *"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 be used for public address announcements or music before 9:00 AM. This shall be deemed a requirement for all permitted events regardless of type or location.

- (e) *"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 ten (10) days in advance that neighborhood roads will be closed if no alternate route is available to those residents.
- (f) *"Insurance"* All events shall have an insurance policy or rider in effect for the event naming the "City of Newburyport" as an insured. The policy shall be no less than two million dollars (\$2,000,000.00).
- (g) *"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.
- (h) *"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 oversee the safety and security of the event. All special duty assignments will be paid by the event organizers.
- (i) *"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.

13-101 Enforcement

- (a) *"Regulations"* Consistent with this ordinance, the city shall promulgate regulations to enforce and otherwise implement the provisions of this ordinance upon passage by the City Council. Any event previously approved by City Council shall be deemed permitted.
- (b) *"Warning"* In the circumstance that this ordinance 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.
- (c) *"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 Subsection 1-17 of Chapter 1 of the Code or Ordinances of the City of Newburyport in the amounts set herein in 13-101(d)
- (d) *"Violation"* The non-criminal violation shall be \$100.00 for the first offense and \$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.

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: Glenn H. Clark Date: 4/11/21



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/18/2021

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.

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PRODUCER Marsh & McLennan Agency LLC One South Jefferson Street Roanoke VA 24011	CONTACT NAME: PHONE (A/C, No., Ext): 800-283-1478 FAX (A/C, No): E-MAIL: ADDRESS:														
INSURED P025800 Central Congregational Church Po Box 372 Newburyport, MA 1950	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Lexington Insurance Company</td> <td>19437</td> </tr> <tr> <td>INSURER B : Lexington Insurance Company</td> <td>19437</td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Lexington Insurance Company	19437	INSURER B : Lexington Insurance Company	19437	INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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COVERAGES CERTIFICATE NUMBER: 15985890 REVISION NUMBER:

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A B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	011971558 048409888	1/1/2021 1/1/2021	1/1/2022 1/1/2022	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 5,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER 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)
 Please contact your Insurance Board Agent, Jim Stewart at 413-788-4531 for questions regarding your Certificate of Insurance. If you would like to speak to someone at the Insurance Board, please call 800-437-8830.
 RE: 10/02/21 Newburyport Chocolate Tour 9 am to 5 pm

Certificate holder is named as Additional Insured.

CERTIFICATE HOLDER The City of Newburyport 60 Pleasant St Newburyport MA 01950	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>H. Andrew Perry</i>
--	--

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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: 11th Annual GNOCA 5k Walk/Run in Honor of Paula Holm + Jackie Poor

Date: Sept. 26th 2021 Time: from 10am to 1pm

Rain Date: N/A Time: from _____ to _____

2. Location*: Michael's Harborside, 1 Tournament Wharf, Newburyport.
 *Please Note: If the location is a public park or the rail trail, please also contact the Parks Department

3. Description of Property: Restaurant Public _____ Private _____

4. Name of Organizer: GNOCA City Sponsored Event: Yes _____ No _____

Contact Person Deb Green

Address: 1, Water Street NBPT Telephone: 978 225 6700

E-Mail: greetingsbydesignnewburyport@gmail.com Cell Phone: _____

Day of Event Contact & Phone: 978 225 6700

5. Number of Attendees Expected: 50-100 runners 50+ walkers

6. MA Tax Number: _____

7. Is the Event Being Advertised? yes Where? posters around town, social media

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

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 _____

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? 4
- b) How many recycling receptacles will you be providing? 1
- c) Will you be contracting for disposal of : Trash Yes _____ No Recycling Yes _____ No
 - i. If yes, size of dumpster(s): Trash _____ Recycling _____
 - ii. Name of disposal company: Trash _____ Recycling _____
 - iii. If no, will you remove trash & recycling with organizers' cars or trucks? Yes No _____
 - iv. If no, where will the trash & recycling be disposed ? _____

If no:

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

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

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

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

_____ Standard # _____ ADA accessible

Name of company providing the portable toilets: _____

FOR STREET CLOSURE OR ANY USE OF A PUBLIC WAY

PARADE _____

ROAD RACE

WALKATHON

1. Name of the Group or Person Sponsoring the Road Race, Parade, Walkathon:
Greater Newburyport Ovarian Cancer Awareness

2. Name, Address & Daytime Phone Number of Organizer: Deb Green
Greetings By Design
1 Water Street, rear
Newburyport 978 225 6700

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

4. Date of Event: Sept 26 2021 Expected Number of Participants: 100 +

5. Start Time: 10 am Expected End Time: 1 pm

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

Merrimac, Jefferson, High, Kent, Washington, Rail Trail - see
attached map.
Walkers to follow different route downtown - map attached

7. Locations of Water Stops (if any): Jefferson Street - left side midway.

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

9. Formation Location & Time for Participants: Michael's Harborside 10 am

10. Dismissal Location & Time for Participants: Michael's Harborside 1 pm

11. Additional Parade Information:

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

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

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

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

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

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

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

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

(c) *Definitions.*

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

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

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

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

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

(d) *Limitations.*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(e) *Enforcement.*

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

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

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

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

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

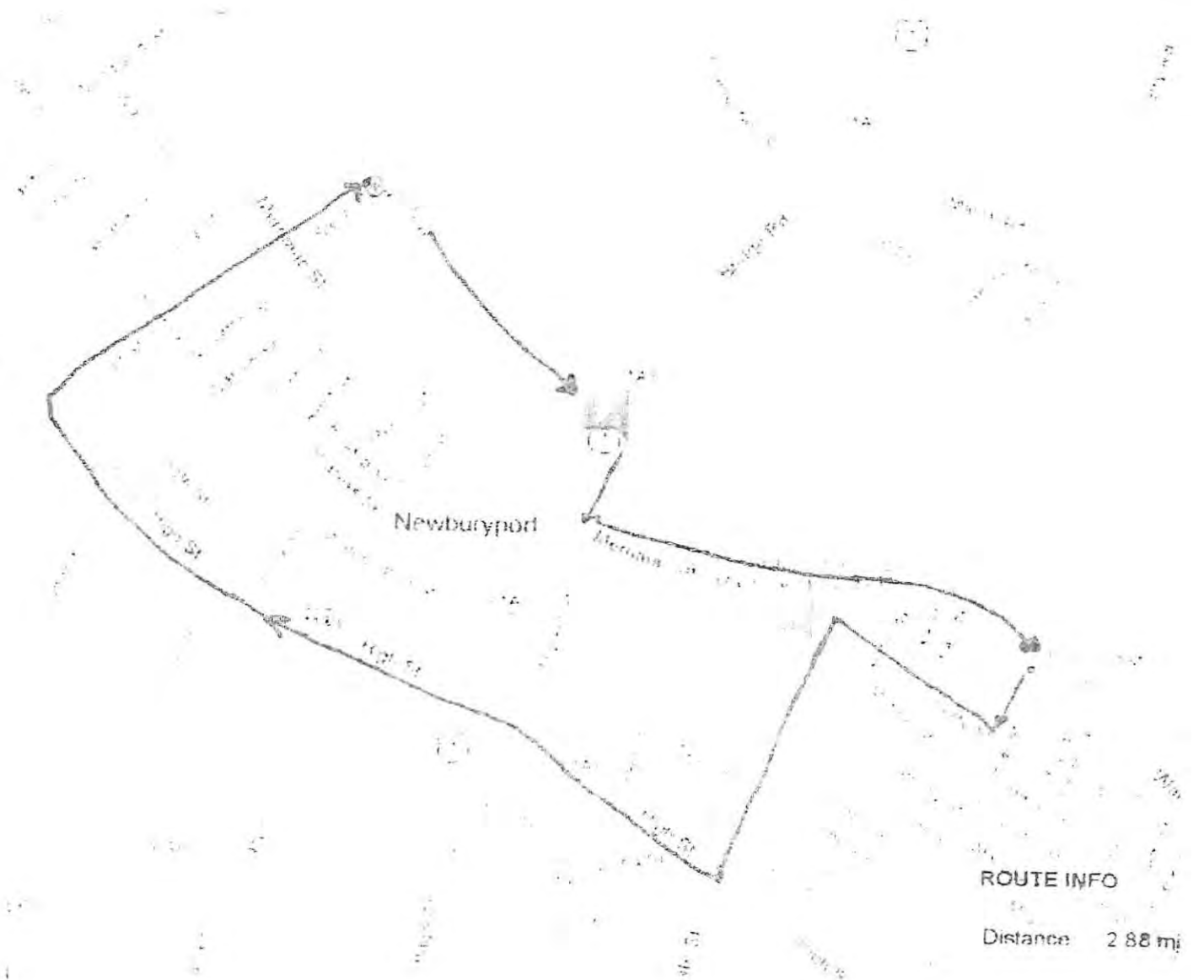
I fully understand and agree to all the terms set forth in this application. The information that I have provided is truthful and accurate. I accept all responsibility related to this event.

Signed:  Date: 4/15/21

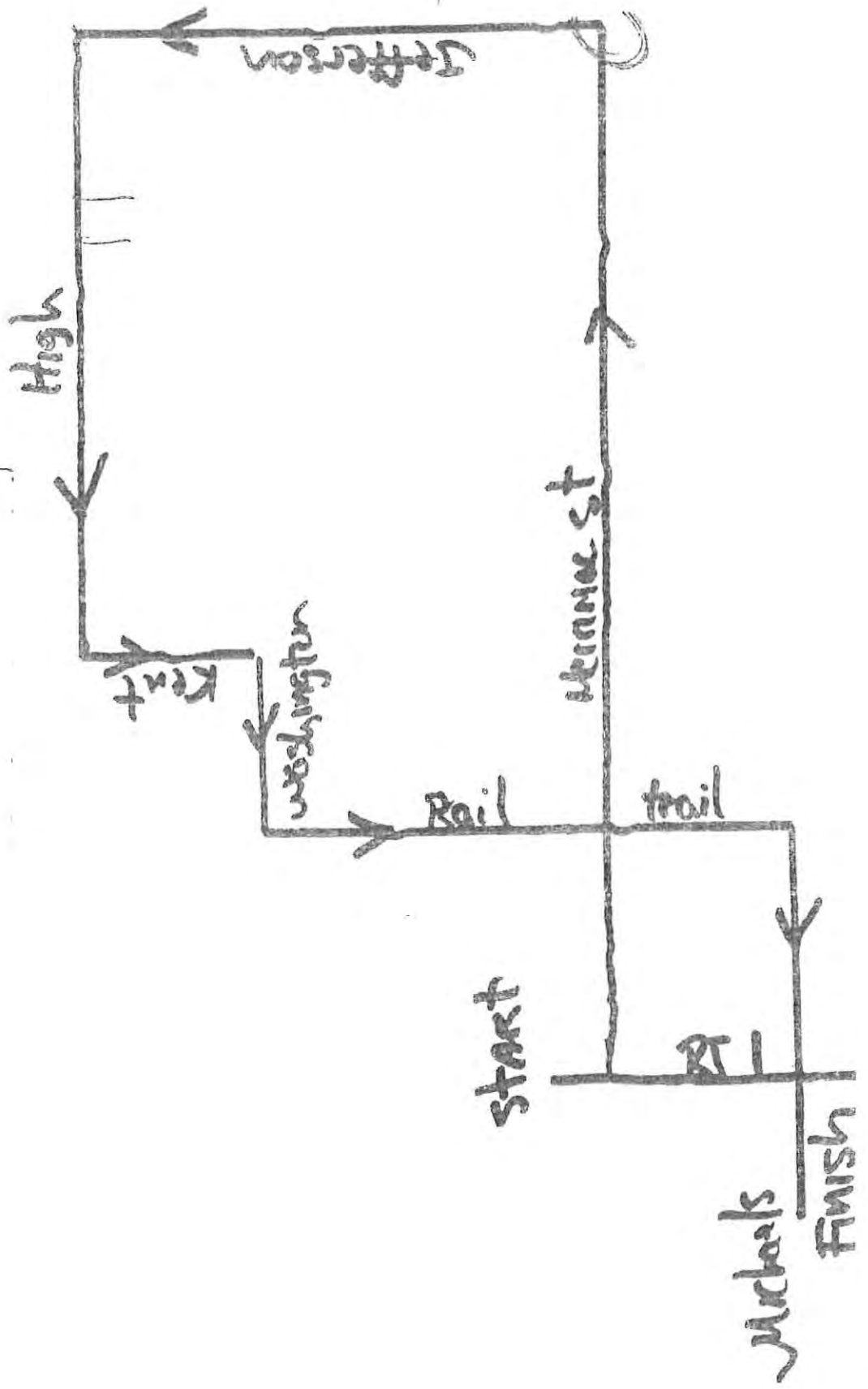
5k Walk Route

Directions for walk

- Turn left onto Merrimac St Right
- on Federal St
- Right on Liberty St to State St
- Turn left on State St
- Right on High St
- Right on Broad
- Cross Merrimac St to Cashman Park
- Continue along Rail Trail
- Ending at Michael's Harborside



5k Run Route





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/18/2021

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 Marsh & McLennan Agency LLC One South Jefferson Street Roanoke VA 24011		CONTACT NAME: PHONE (A/C, No., Ext): 800-283-1478 FAX (A/C, No): E-MAIL: ADDRESS:	
INSURED P025800 Central Congregational Church Po Box 372 Newburyport, MA 1950		INSURER(S) AFFORDING COVERAGE	
INSURBOARD		INSURER A: Lexington Insurance Company	NAIC # 19437
		INSURER B: Lexington Insurance Company	NAIC # 19437
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 15985890

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A B	<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"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	011971558 048409888	1/1/2021 1/1/2021	1/1/2022 1/1/2022	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$5,000,000 PRODUCTS - COMP/OP AGG \$5,000,000 \$
	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 (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> 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)

Please contact your Insurance Board Agent, Jim Stewart at 413-788-4531 for questions regarding your Certificate of Insurance. If you would like to speak to someone at the Insurance Board, please call 800-437-8830.
 RE: 10/02/21 Newburyport Chocolate Tour 9 am to 5 pm

Certificate holder is named as Additional Insured.

CERTIFICATE HOLDER**CANCELLATION**

The City of Newburyport 60 Pleasant St 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>Jl Andrew Perry</i>
---	---

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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 Berlin City Sponsored Event: Yes _____ No

Contact Person

Address: 179 Melrose St Rear Newburyport Telephone: 978 270 2026

E-Mail: EliBerlin@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 Berlin
179 Merrimac St Rear
Newburyport, MA 01913
978 270 2026

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

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

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

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

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

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

(c) *Definitions.*

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

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

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

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

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

(d) *Limitations.*

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

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

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

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

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(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.

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(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.

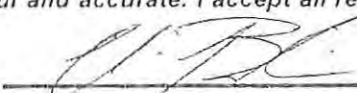
(3) *Noncriminal disposition*. If the city determines that a violation has occurred in which a noncriminal violation is issued, the named event organizer shall be penalized by a non-criminal disposition as provided in Massachusetts General Law as adopted by the City of Newburyport as a general ordinance 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: _____

4/18/21

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	12:12:13
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	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	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

QTY	LOCATION
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	TOTAL ON COURSE
50	CASHMAN PARK; ALONG THE BACK FENCE IN PARKING LOT OF BOAT RAMP
65	<i>GRAND TOTAL</i>

Newburyport Half Marathon
Sunday, October 26th, 2024
COURSE MAP

Prepared by:



v.

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



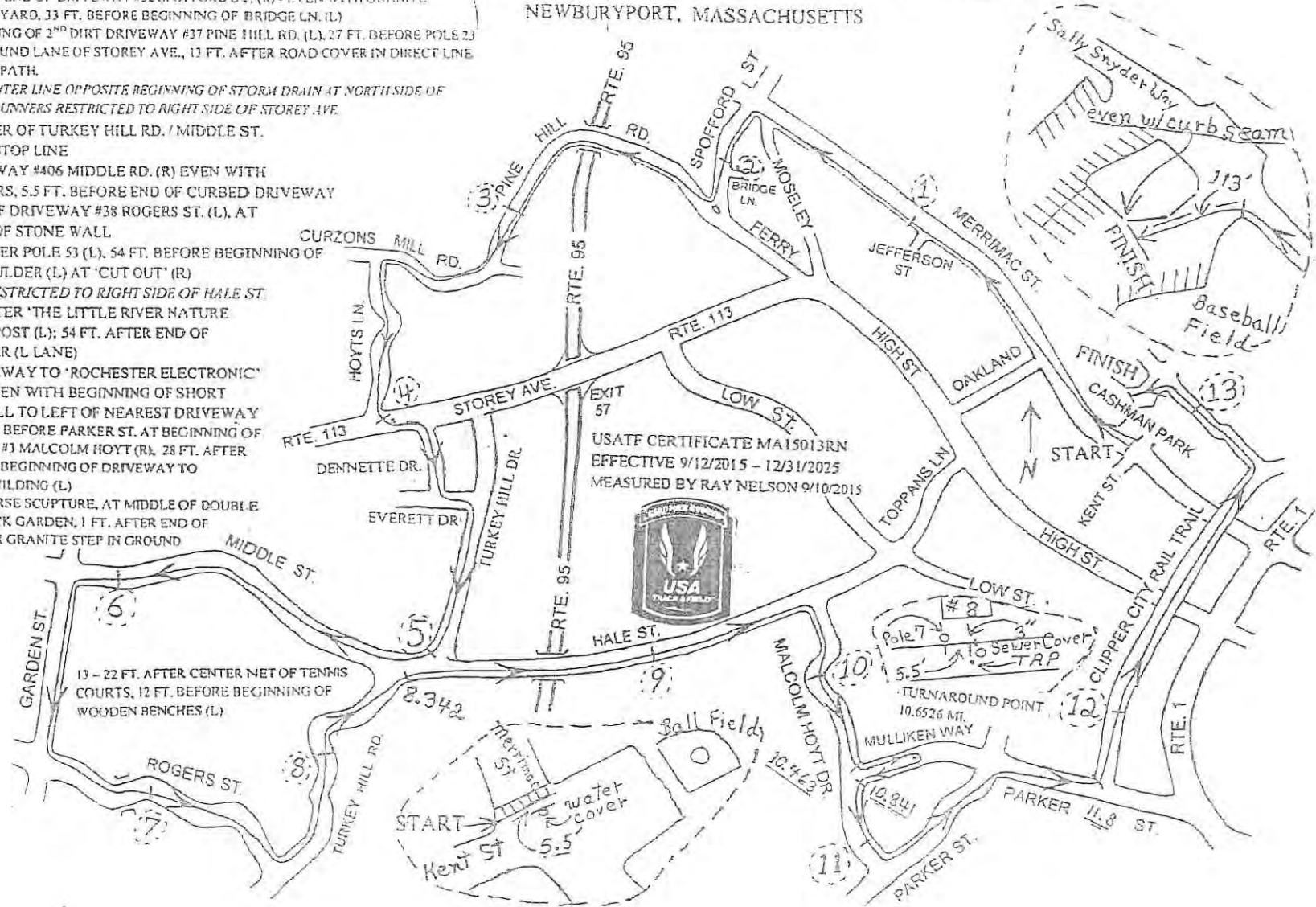
- 1 - ON MERRIMAC ST. @ 50 YD. AFTER JEFFERSON ST., AT BEGINNING OF DRIVEWAY #420 (R), 16 FT. AFTER POLE 91 (R)
- 2 - 3 FT. AFTER END OF DRIVEWAY #52 SPOFFORD ST. (R) - EVEN WITH GRANITE LAMPPOST IN YARD, 33 FT. BEFORE BEGINNING OF BRIDGE LN. (L)
- 3 - AT BEGINNING OF 2ND DIRT DRIVEWAY #37 PINE HILL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

*COVE 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 #1 MALCOLM HOYT (R), 28 FT. AFTER POLE 4 (R); AT BEGINNING OF DRIVEWAY TO BLUEGRAY BUILDING (L)
- 12 - AFTER HORSE SCULPTURE, AT MIDDLE OF DOUBLE CIRCULAR ROCK GARDEN, 1 FT. AFTER END OF RECTANGULAR GRANITE STEP IN GROUND

GREEN STRIDE NEWBURYPORT HALF MARATHON

NEWBURYPORT, MASSACHUSETTS



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) 231-1358 E-MAIL ADDRESS: jwatson@rhsb.com														
INSURED SPay, Inc. dba Stack Sports; See Description of Operations for additional dba's 5360 Legacy Drive, Suite 150 Plano TX 75024	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Vantapro Specialty Insurance C</td> <td style="text-align: center;">44768</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Vantapro Specialty Insurance C	44768	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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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 CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

NSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			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 & ADJ 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) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<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 City of Newburyport 60 Pleasant Street Newburyport MA 01950	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <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

<p>Name Of Additional Insured Person(s) Or Organization(s):</p> <p>City of Newburyport 60 Pleasant Street Newburyport, MA 01950</p> <p>City of Arlington, their officers, agents and employees 101 W. Abram St. Arlington, TX 76010</p>
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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.

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

NEWBURYPORT SPECIAL EVENT APPLICATION

Tel. 978-462-6680 Fax.

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

NAME OF EVENT: Annual Cruisin' the 50's Car Show

Date: 8/12/2021 Time: from 5 PM to 8 PM

Rain Date: 8/19/2021 Time: from 5 PM to 8 PM

2. Location*: _____

*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: Newburyport Chamber City Sponsored Event: Yes _____ No

Contact Person

Address: 38B Merrimac Street Telephone: 978 462 6680

E-Mail: koconnorives@newburyportchamber.org Cell Phone: _____

Day of Event Contact & Phone: 978 462 0678

5. Number of Attendees Expected: 5000

6. MA Tax Number: 04-2384695

7. Is the Event Being Advertised? yes Where? social media, online, print

8. What Age Group is the Event Targeted to? Baby boomers, families w/ children

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

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

If no:

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

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

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

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

_____ Standard # _____ ADA accessible

Name of company providing the portable toilets: _____

FOR STREET CLOSURE OR ANY USE OF A PUBLIC WAY

PARADE _____ ROAD RACE _____ WALKATHON _____

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

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

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

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

5. Start Time: _____ Expected End Time: _____

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

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

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

9. Formation Location & Time for Participants: _____

10. Dismissal Location & Time for Participants: _____

11. Additional Parade Information:


• Number of Floats: _____


• Locations of Viewing Stations: _____

• Are Weapons Being Carried: Yes _____ No _____

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

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

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

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

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: _____ *N/A*
Is Fire Detail Required: *NO* # of Details Assigned: *N/A*

_____ 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: _____

Tori Stubbs

From: Kathleen O'Connor Ives
Sent: Tuesday, June 22, 2021 10:57 AM
To: Tori Stubbs
Subject: Use of Immaculate Conception Church Parking Lot

Subject: Use of Immaculate Conception Church Parking Lot

From: Sheila Cruise <scruise@newburyportcatholic.org>

Date: June 22, 2021 at 9:47:01 AM EDT
To: Kathleen O'Connor Ives <koconnorives@newburyportchamber.org>
Subject: Use of Immaculate Conception Church Parking Lot

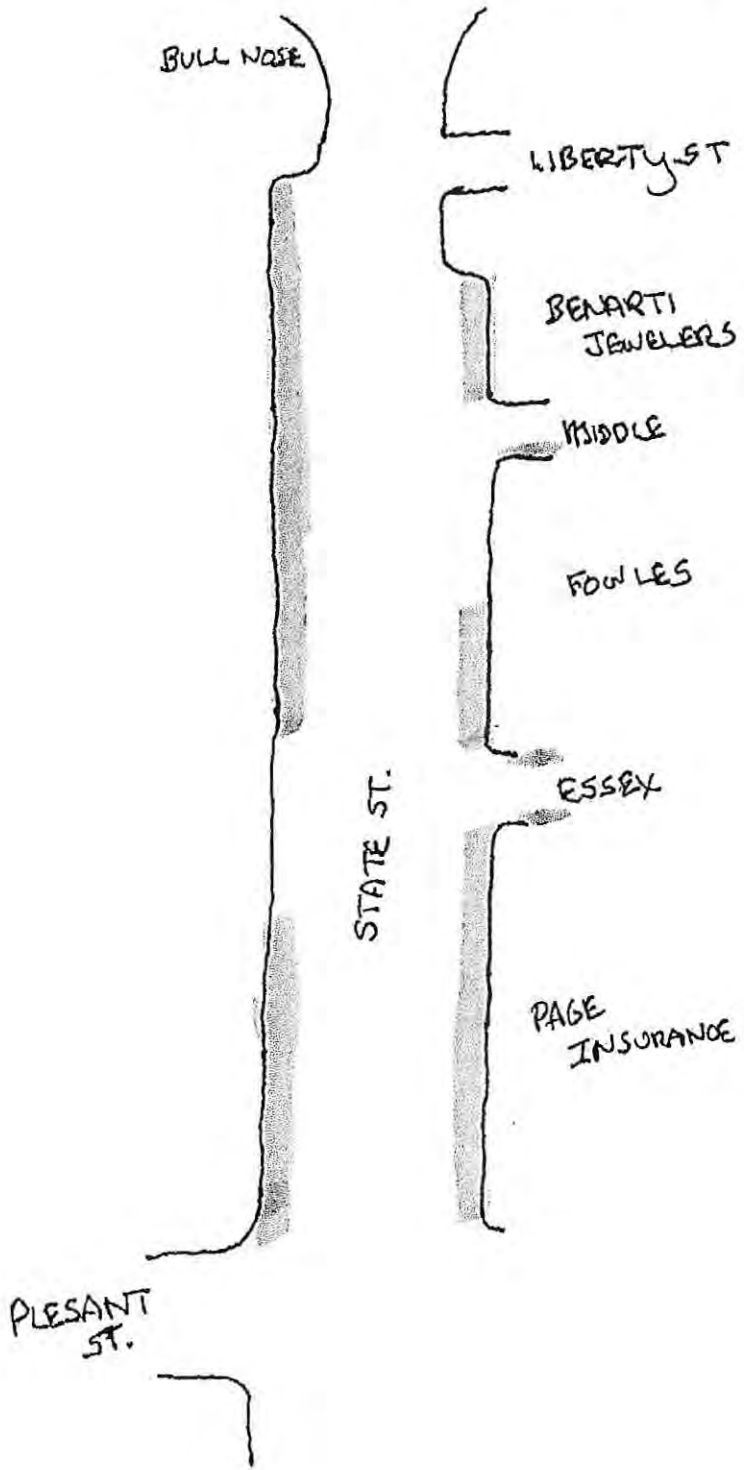
To whom it may concern,

Rev. Timothy Harrison, Pastor of Immaculate Conception Church in Newburyport, has given permission for the employees of the Newburyport Bank to park their cars in our lot on Thursday, Aug. 12, 2021 from 8:00am to 5:00pm.

Sincerely,

Sheila M. Cruise
Collaborative Receptionist




LOWER STATE ST.



☐ SAME PARKING AREAS AS PREVIOUS SHOWS LESS RESTAURANTS

UPPER STATE ST. AND HARRIS

PRESANT ST.

-  SAME PARKING AS PREVIOUS SHOWS
-  LESS RESTAURANT SPACES
-  NEW PARKING AREAS

CHARTER

NWPT
SAVINGS
BANK

BANK LOT

STAGE FOR
BAND

TEMPLE

PRINCE PLACE ←

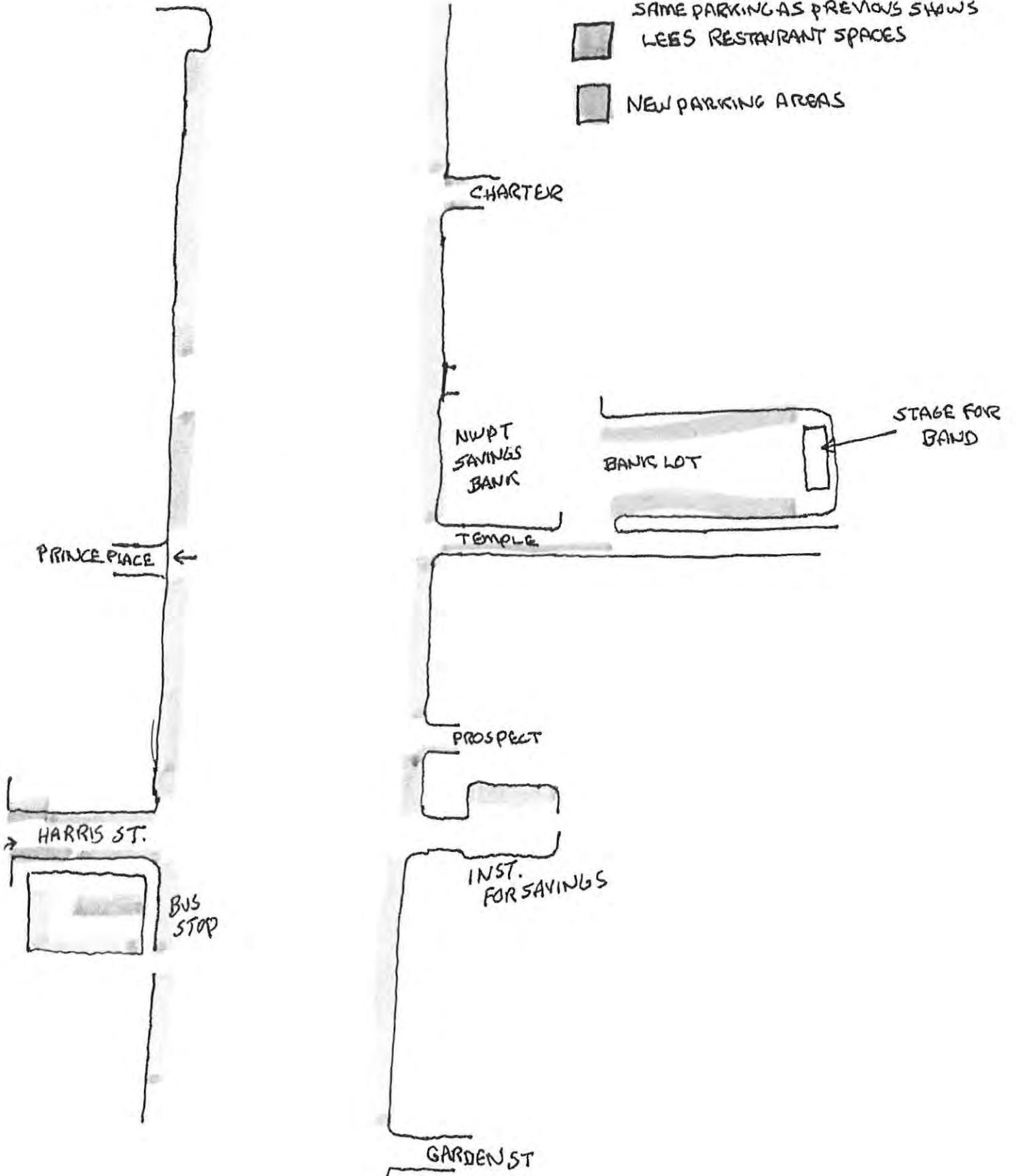
PROSPECT

→ HARRIS ST.

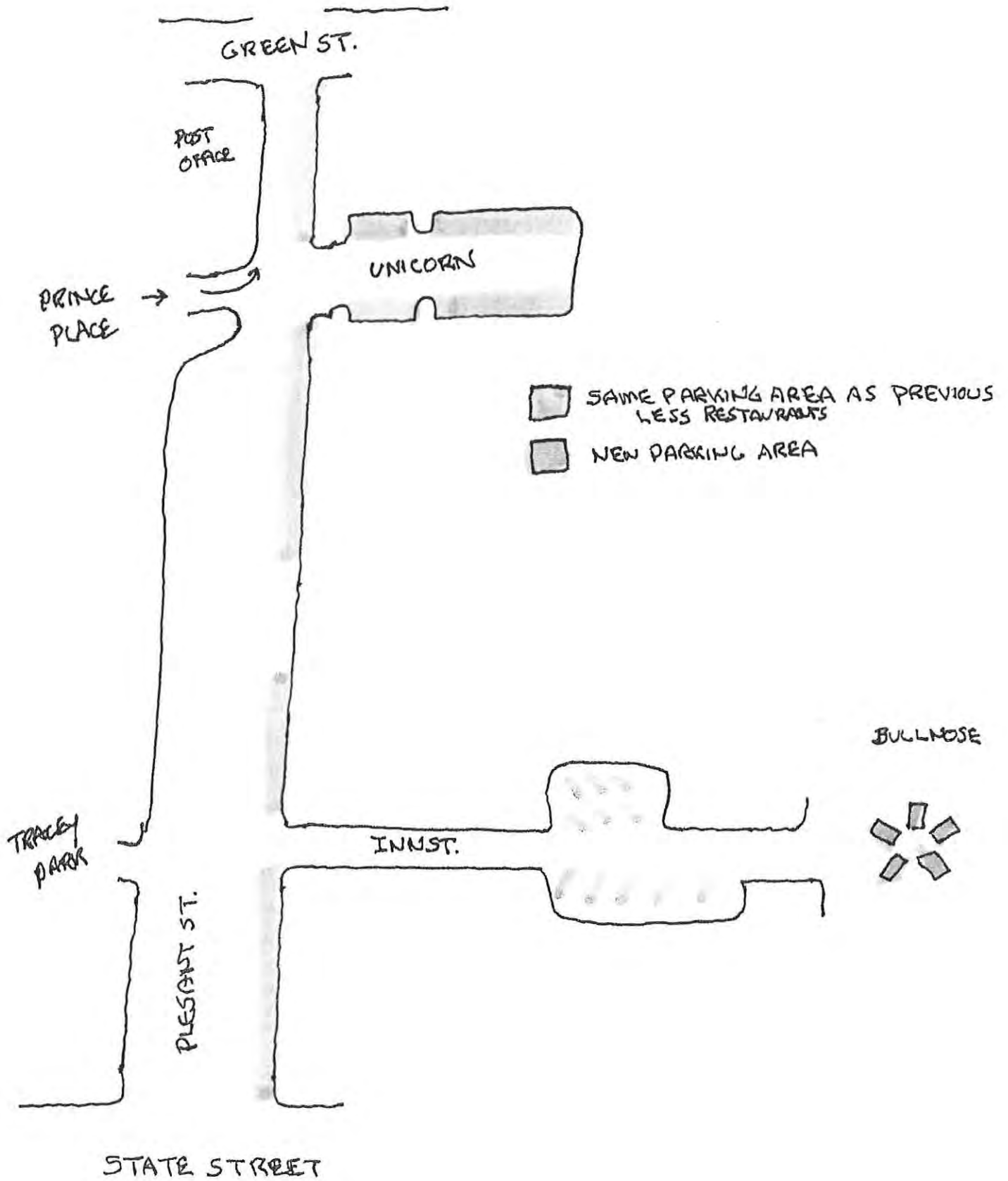
INST.
FOR SAVINGS

BUS
STOP

GARDEN ST



PLESANT ST. INNST. AND UNICORN





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/17/2021

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 Eastern Insurance Group LLC 233 West Central St Natick MA 01760	CONTACT NAME: Select Department PHONE (A/C, No, Ext): 800-333-7234 E-MAIL ADDRESS: selectwork@easterninsurance.com	FAX (A/C, No): 781-586-8244
	INSURER(S) AFFORDING COVERAGE	
INSURED GREANEW-03 Greater Newburyport Chamber of Commerce Newburyport Chamber of Commerce 38 R Merrimac Street Newburyport MA 01950	INSURER A: Philadelphia Insurance Company	
	INSURER B: Norguard Insurance Company	
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		NAIC # 31470

COVERAGES

CERTIFICATE NUMBER: 596904963

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		PHPK1998920	8/5/2020	8/5/2021	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	GRWC291781	4/23/2021	4/23/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER	
							E.L. EACH ACCIDENT	\$ 100,000
							E.L. DISEASE - EA EMPLOYEE	\$ 100,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000

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

Non-Profit Organization

Event: Car Show - August 12th

City of Newburyport, MA is included as Additional Insured on the General Liability policy.

CERTIFICATE HOLDER**CANCELLATION**
 City of Newburyport, MA
 60 Pleasant Street
 Newburyport MA 01950

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD

THIS CERTIFICATE SUPERSEDES PREVIOUSLY ISSUED CERTIFICATE

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: YANKEE HOMECOMING
- Date: 7/31/21 - 8/8/21 Time: from _____ to _____
 Rain Date: - Time: from _____ to _____
2. Location*: (SEE OTHER SIDE)
 *Please Note: If the location is a public park or the rail trail, please also contact the Parks Department
3. Description of Property: PUBLIC WAYS, CITY PROPERTIES Public Private _____
4. Name of Organizer: YANKEE HOMECOMING COMMITTEE City Sponsored Event: Yes _____ No
 Contact Person DENNIS PALAZZO
 Address: 67 OLD ROWLEY RD., NEWBURY Telephone: 978 417-6118
 E-Mail: DENNIS PALAZZO@2021C.GMAIL.COM / KARATEKID5TH@AOL.COM Cell Phone: _____
 Day of Event Contact & Phone: SAME
5. Number of Attendees Expected: _____
6. MA Tax Number: 04-3265740
7. Is the Event Being Advertised? YES Where? NEWSPAPER / RADIO / SOCIAL MEDIA
8. What Age Group is the Event Targeted to? ALL
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 60
- 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? _____
- b) How many recycling receptacles will you be providing? _____
- c) Will you be contracting for disposal of : **Trash** Yes _____ No **Recycling** Yes _____ No
 - i. If yes, size of dumpster(s): **Trash** _____ **Recycling** _____
 - ii. Name of disposal company: **Trash** _____ **Recycling** _____
 - iii. If no, will you remove trash & recycling with organizers' cars or trucks? Yes No _____
 - iv. If no, where will the trash & recycling be disposed ? _____

If no:

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

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

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

_____ Standard # _____ ADA accessible

Name of company providing the portable toilets: RED'S INC.

LOCATIONS :

- WATERFRONT PARK
- MARKET SQUARE AREA
- CASHMAN PARK
- STATE STREET
- INN STREET
- PLEASANT STREET
- LIBERTY STREET
- MALL
- POND STREET
- MARCHES HILL

Updated March 14, 2019

- ATKINSON COMMON
- NOCK MIDDLE SCHOOL

FOR STREET CLOSURE OR ANY USE OF A PUBLIC WAY

PARADE X

ROAD RACE X

WALKATHON _____

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

YANKEE HOMECOMING INC.

2. Name, Address & Daytime Phone Number of Organizer: 978 47-6118

DENNIS PALAZZO

67 OLD ROWLEY RD.

NEWBURY, MA. 01951

3. Name, Address & 24/7 Telephone Number of Person Responsible for Clean Up 978 621-2967

JASON LACROIX

14 Hill St.

NEWBURYPORT, MA 01950

4. Date of Event: 8/2/21 / 8/8/21 Expected Number of Participants: _____

5. Start Time: _____ Expected End Time: _____

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

8/1/21 - Pond St (Old Fashion Sunday)

8/2/21 - Liberty St. (Fair to State) 2PM - 7PM

8/3/21 - State St. (CRAFT FAIR)

8/8/21 - High St. (PARADE)

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

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

9. Formation Location & Time for Participants: _____

10. Dismissal Location & Time for Participants: _____

11. Additional Parade Information:

• Number of Floats: 15

• Locations of Viewing Stations: STATE + HIGH ST.

• Are Weapons Being Carried: Yes _____ No X

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

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

CITY MARSHAL [Signature] 4 Green St. FIRE CHIEF Dep SHB 6/22/21 0 Greenleaf St.

DEPUTY DIRECTOR [Signature] 16A Perry Way CITY CLERK [Signature] 6/24/21 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:	<u>Frank Biacalone (pa)</u>
_____	5. Recycling:	_____
_____	6. ISD/Building:	_____
_____	7. Electrical:	_____
_____	8. Fire:	<u>DePaulo Lto</u>
	Is Fire Detail Required: <u>No</u>	# 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

Yankee Homecoming Inc.

Box 490

Newburyport, Ma. 01950

Newburyport City Council
60 Pleasant Street
Newburyport, MA. 01950

June 4, 2021

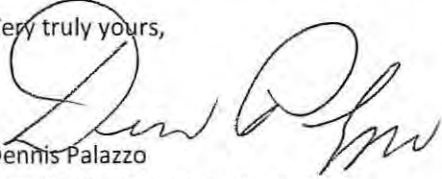
Dear Members of the Newburyport City Council,

My name is Dennis Palazzo, president of Yankee Homecoming Inc. This year's general chairperson, Jill Ramsdell's festival theme is Reflections of our Past. It is our hope to encompass the rich maritime history, charm and recreation offerings of this beautiful city, while highlighting the pride and community spirit so many Newburyport residents share. As recipient of multiple "best of" awards for many years, we take pride in offering the very best possible experience for our participants while still maintaining a fee free admission for all of our family friendly events. We look forward to bringing both the old and new together so that residents and visitors alike will feel the same sense of community we cherish and help our festival grow and entertain for years to come.

As in the past, on behalf of the YH Board of Directors and the YH Committee, I am requesting the use of the City of Newburyport, its streets, throughways and city parks. The use of the City of Newburyport will allow us to provide a more broad area to engage and provide the citizens of Newburyport and our visitors a wide variety of historical and enjoyable events while showcasing the offerings of this beautiful city during our eight day festival and bringing much needed exposure to the local businesses. I respectfully ask that you grant my request.

I look forward to serving the community and bringing an uplifting experience to the citizens of Newburyport for many years to come as president of this long standing and historical organization. If you should have any questions or concerns, please feel free to contact me via e-mail at dennispalazzo2021@gmail.com or telephonically at 978 417-6118. Thank you so much for your consideration.

Very truly yours,



Dennis Palazzo

Pres. Yankee Homecoming Inc.

978 417-6118



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/24/2021

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).

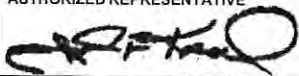
PRODUCER Eastern Insurance Group LLC 233 West Central St Natick MA 01760	CONTACT NAME: PHONE (A/C No, Ext): 800-333-7234 FAX (A/C, No): 781-586-8244 E-MAIL ADDRESS: CSR24CL@easterninsurance.com	
	INSURER(S) AFFORDING COVERAGE	
INSURED YHC Inc PO Box 493 Newburyport MA 01950	YHCINC0-01 INSURER A : Mount Vernon Fire Insurance Co	NAIC # 26522
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	

COVERAGES **CERTIFICATE NUMBER:** 1002514956 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED 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	<input type="checkbox"/> Y/N <input type="checkbox"/> 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 \$
A	Liquor Liability			SE2005319	7/31/2021	8/2/2021	Occurrence Aggregate 1,000,000 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
City of Newburyport is hereby included as additional insured

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/25/2021

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).

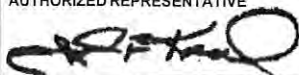
PRODUCER Eastern Insurance Group LLC 233 West Central St Natick MA 01760	CONTACT NAME: PHONE (A/C, No, Ext): 800-333-7234 FAX (A/C, No): 781-586-8244 E-MAIL ADDRESS: CSR24CL@easterninsurance.com	
	INSURER(S) AFFORDING COVERAGE NAIC #	
INSURED YHC Inc PO Box 493 Newburyport MA 01950	YHCINC0-01	INSURER A : Nautilus Insurance Co 17370
		INSURER B : Great American Insurance Company 16691
		INSURER C :
		INSURER D :
		INSURER E :

COVERAGES **CERTIFICATE NUMBER:** 1786649981 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		NN1266803	5/15/2021	5/15/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ \$
	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 DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Directors & Officers		EPPE448217	5/15/2021	5/15/2022	Aggregate \$ 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 City of Newburyport is hereby included as additional insured

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

NEWBURYPORT SPECIAL EVENT APPLICATION

Tel. 978 417-6118 Fax. _____

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

NAME OF EVENT: THE MURDER WALL

Date: 9-2-21 - 9/6/21 Time: from 7 AM to 9 PM

Rain Date: _____ Time: from _____ to _____

2. Location*: BANQUET MALL

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

3. Description of Property: Park Public Private _____

4. Name of Organizer: DENNIS PIZZAZZO City Sponsored Event: Yes _____ No

Contact Person

Address: 67 OLD RIVERWAY RD., NEWBURY Telephone: 978 417-6118

E-Mail: KARLITERID5TH@AOL.COM 978 417-6118 Cell Phone: _____

Day of Event Contact & Phone: (Same)

5. Number of Attendees Expected: 500 (over 5 days)

6. MA Tax Number: 01-3265740

7. Is the Event Being Advertised? Yes Where? LOCAL NEWSPAPER

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

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 _____

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 _____

EPS

If yes:

- a) How many trash receptacles will you be providing? 6
- b) How many recycling receptacles will you be providing? _____
- c) Will you be contracting for disposal of : **Trash** Yes _____ No _____ **Recycling** Yes _____ No _____
- i. If yes, size of dumpster(s): **Trash** _____ **Recycling** _____
- ii. Name of disposal company: **Trash** _____ **Recycling** _____
- iii. If no, will you remove trash & recycling with organizers' cars or trucks? Yes No _____
- iv. If no, where will the trash & recycling be disposed ? _____

If no:

- a) # of trash container(s) to be provided by DPS _____
- 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 # 1 / 1 ADA accessible

Name of company providing the portable toilets: DAVE'S SUPPLY

(NO STREET CLOSURES)

FOR STREET CLOSURE OR ANY USE OF A PUBLIC WAY

PARADE _____

ROAD RACE _____

WALKATHON _____

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

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

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

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

5. Start Time: _____ Expected End Time: _____

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

7. Locations of Water Stops (if any):

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

9. Formation Location & Time for Participants: _____

10. Dismissal Location & Time for Participants: _____

11. Additional Parade Information:

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

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

CITY MARSHAL _____ 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: <u> N/A </u>	# of Details Assigned: _____
___	9. Public Works: <i>Fee for Special Events: \$45/hr/DPS employee for trash handling/staging etc. may apply</i>	
	Yes: \$ _____ due on _____	No Fee for Special Events applies
	Other requirements/instructions per DPS _____	
___	10. Parks Department: _____	
___	11. License Commission _____	

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

Committee Items-June 28, 2021
Public Utilities

ORDR257_06_07_2021

Water & Sewer Rates

Removal from Committee Form

Instructions: Remit to rjones@cityofnewburyport.com; pbarker@cityofnewburyport.com; cgreen@cityofnewburyport.com by Wednesday, 5 PM preceding Council meeting

Committee Name: Committee on Public Utilities

Committee Chair: Tontar

	Measure Identifier	Measure Title	Amended in Committee? (if yes, attach final version)	Consent Agenda or Regular Agenda?
1.	ORDR257_06_07_2021	Water & Sewer Rates	No	Consent
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

June 7, 2021

THAT, the City of Newburyport establishes the following water and sewer rates effective July 1, 2021, with changes double-stricken and double-underlined:

Water Rate

	<u>Residential</u>	<u>Non-Residential</u>
<u>Consumption</u>		
First 3,000 cubic feet:	\$5.63 <u>\$5.94</u> per 100 cu. ft.	\$5.63 <u>\$5.94</u> per 100 cu. ft.
3,001 cubic feet and over:	\$6.38 <u>\$6.69</u> per 100 cu. ft.	\$6.38 <u>\$6.69</u> per 100 cu. ft.
<u>Service Charge</u>		
Customers with meters 1 inch or smaller:	\$25.00 per quarter	\$30.00 per quarter
Customers with meters larger than 1 inch:	\$125.00 per quarter	\$125.00 per quarter

Sewer Rate

	<u>Newburyport/Plum Island</u>	<u>Newbury (Old Town)</u>
<u>Consumption</u>		
First 3,000 cubic feet:	\$9.55 <u>\$9.84</u> per 100 cu. ft.	\$9.55 <u>\$9.84</u> per 100 cu. ft.
3,001 cubic feet and over:	\$10.31 <u>\$10.59</u> per 100 cu. ft.	\$10.31 <u>\$10.59</u> per 100 cu. ft.
<u>Service Charge</u>		
All customers:	\$25.00 per quarter	\$30.00 per quarter

Councillor Charles F. Tontar

Newburyport Water and Sewer Rates Fiscal 2022



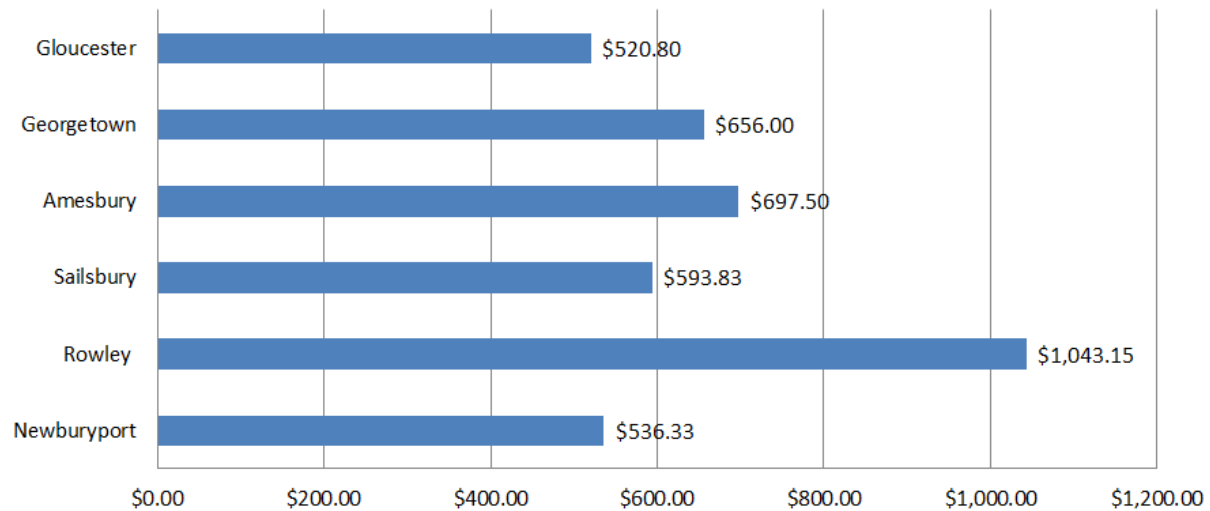
Annual Water Costs of Neighboring Communities

WATER RATES

Town/City	Bill Frequency	Unit of Measure	Rate per 1000 gal	Annual CS Cost	Cost per 100 cubic feet	Tier Two	Average Annual Cost
Newburyport	Quarterly	Cubic feet	\$25.00	\$100.00	\$5.63	\$6.38	\$536
Sailsbury	Monthly	Gallons	\$29.40	\$352.80	\$4.16	\$3.11	\$594
Rowley	Monthly	Gallons	\$0.00	\$0.00	\$18.00	\$16.46	\$1,043
Georgetown	Quarterly	Cubic Feet	\$40.00	\$160.00	\$8.56	\$7.50	\$656
Gloucester	Quarterly	Gallons	\$0.00	\$0.00	\$8.98	\$6.72	\$521
Amesbury	Quarterly	Cubic Feet	\$0.00	\$0.00	\$9.00		\$698

Sum of Average Annu...

Annual Water Bill in Comparison



Town...

Average Annual Bills based on 7750 cubic feet of use

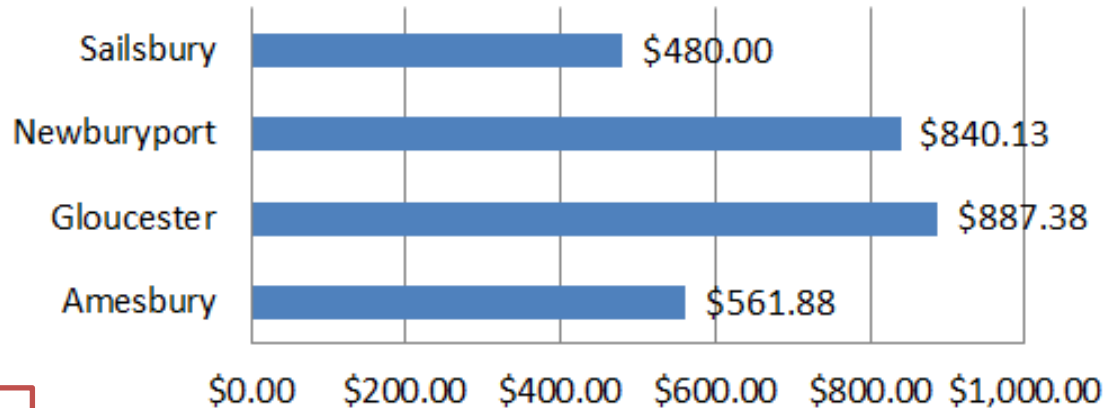
	Newburyport	Rowley	Sailsbury	Amesbury	Georgetown	Gloucester
Total	\$536.33	\$1,043.15	\$593.83	\$697.50	\$656.00	\$520.80

Sewer Rates of Neighboring Communities

Town/City	Bill Frequency	Unit of Measure	CS Per Bill	Annual CS Cost	Rate per 1000 gal	Cost per 100 cubic feet	Tier Two	Average Annual Cost
Newburyport	Quarterly	Cubic feet	\$25.00	\$100.00		\$9.55	\$10.31	\$840
Amesbury	Quarterly	Cubic feet	\$0.00	\$0.00		\$7.25		\$562
Sailsbury	Monthly	Gallons	\$40.00	\$480.00				\$480
Gloucester	Quarterly	Gallons	\$0.00	\$0.00	\$15.31	\$11.45		\$887

Sum of Average Annual...

Annual Sewer Bills in Comparison

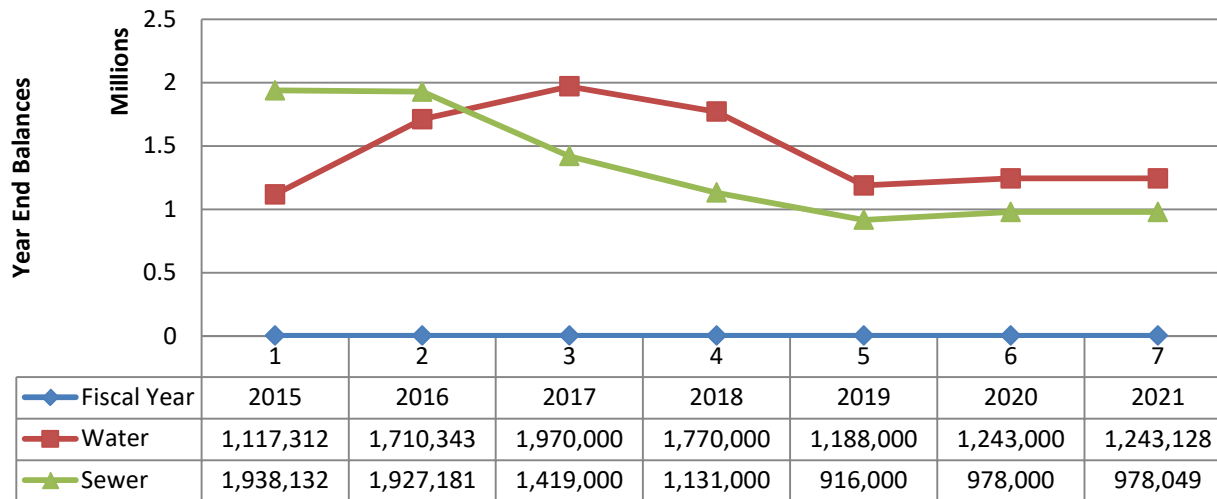


Town... ▼

Average Annual Bills based on 7750 cubic feet of use

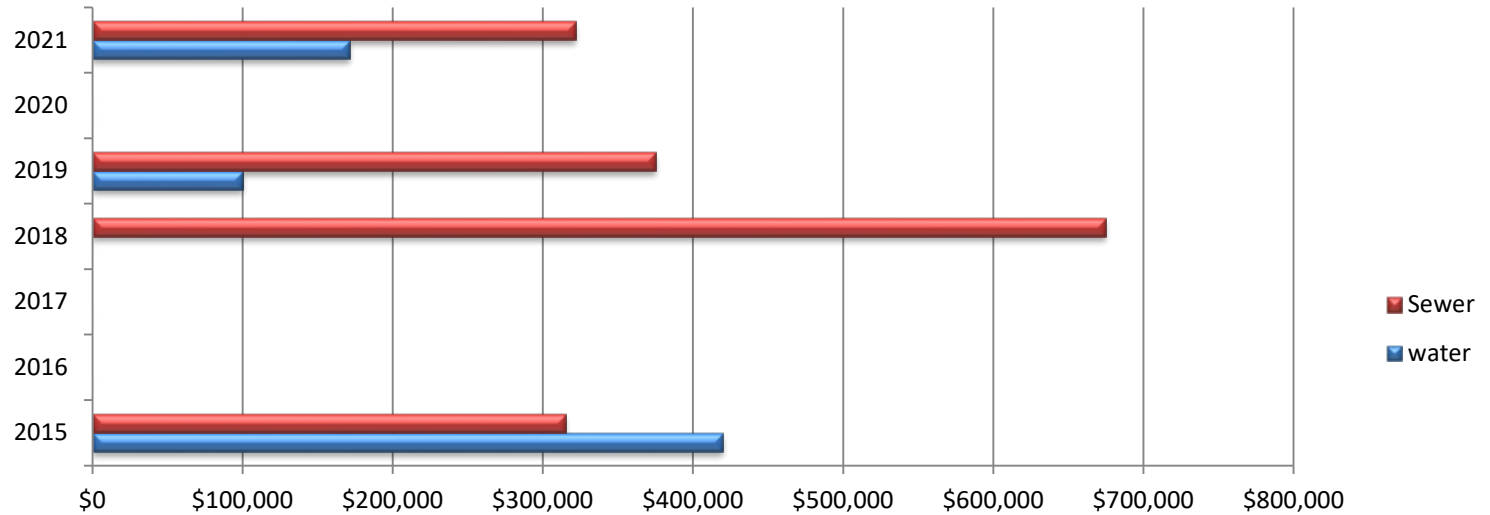
	Amesbury	Gloucester	Newburyport	Sailsbury
■ Total	\$561.88	\$887.38	\$840.13	\$480.00

Retained Earnings



Note: RY21 retained earnings balances do not include FY22 proposed transfers to CIP or Rate subsidy.

Historic Rate Stabilization



	2015	2016	2017	2018	2019	2020	2021
Sewer	\$315,000			\$675,000	\$375,000	\$0	\$321,784
water	\$420,000	\$0	\$0	\$0	\$100,000	\$0	\$171,322

Total Use of Funds for Rate Stabilization Since 2015

Water \$691K

Sewer \$1.687 M

Water/Sewer Rates FY2016-FY2022

June 2021

	FY2016 Approved	FY2017 Approved	FY2018 Approved	FY2019 Approved	FY2020 Approved	FY2021 No Change	FY2022 Recommended	±/∓.
Water Rate								
First 3,000 cubic feet:	\$5.57	\$5.57	\$5.57	\$5.54	\$5.63	\$5.63	\$5.94	\$0.31
3,001cubic feet and over:	\$6.31	\$6.31	\$6.31	\$6.29	\$6.38	\$6.38	\$6.69	\$0.31
Service Charge Per QTR. {Residential}								
Customers with meters 1inch or smaller:	\$20	\$20	\$20	\$25	\$25	\$25	\$25	\$0
Customers with meters larger than 1inch:	\$101	\$101	\$101	\$125	\$125	\$125	\$125	\$0
Service Charge Per QTR {Non-Residential}								
Customers with meters 1inch or smaller:	\$25	\$25	\$25	\$30	\$30	\$30	\$30	\$0
Customers with meters larger than 1inch:	\$102	\$102	\$102	\$125	\$125	\$125	\$125	\$0
Sewer Rate								
Consumption Tier One 100 cu. Ft.								
First 3,000 cubic feet:	\$8.34	\$8.34	\$8.34	\$9.01	\$9.55	\$9.55	\$9.84	\$0.29
3,001cubic feet and over:	\$9.09	\$9.09	\$9.09	\$9.76	\$10.31	\$10.31	\$10.60	\$0.29
Service Charge Per QTR. {Residential}								
Newburyport/Plum Island customers:	\$18	\$18	\$18	\$25	\$25	\$25	\$25	\$0
Newbury (Old Town) customers:	\$23	\$23	\$23	\$30	\$30	\$30	\$30	\$0

SEWER RATE CALCULATION

Recommended

		<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>
Budget		\$7,611,606	\$7,515,295	\$7,675,758
Estimated Consumption	0.25%	63,516,190	63,674,980	65,517,647
Number of Accounts	0.25%	7,830	7,850	7600
Less Fees	0.25%	(\$110,000)	\$0	(\$111,658)
Less UFB Transfer		\$0	(\$371,000)	(\$100,000)
Less PI Liens		(\$100,000)	\$0	\$0
Less Betterments		(\$315,000)	\$0	(\$300,000)
Budget to Recover Through User Charges		\$7,041,606	\$7,144,295	\$7,164,655
Fixed Charge (per Quarter)	Customer Service	<u>\$25.00</u>	<u>\$25.00</u>	<u>\$25.00</u>
Income from Customer Service Charge		(\$783,000)	(\$784,958)	(\$760,000)
Budget to be Recovered Through Rate		\$6,258,606	\$6,359,338	\$6,404,655
Consumption associated with Tier 1 Rate	60%	38,109,714	38,204,988	39,310,588
Rate per 100 Cubic Feet	Tier 1 Rate:	\$9.55	\$9.55	\$9.84
Revenue from Tier 1 Rate		\$3,639,478	\$3,648,576	\$3,868,162
Budget to be Recovered through Tier 2		\$2,619,129	\$2,710,761	\$2,536,493
Consumption associated with Tier 2 Rate	40%	25,406,476	25,469,992	26,207,059
Rate per Cubic Foot		0.1031	0.1064	0.0968
Rate per 100 Cubic Feet	Tier 2 Rate:	\$10.31	\$10.31	\$10.59
	7,750 cubic feet annual Residential:	\$840	\$840	\$863
	YoY \$ Increase/(Decrease):	\$39	\$0	\$22
	YoY % Increase/(Decrease):	4.9%	0.00%	2.7%

WATER RATE CALCULATION

		FY2020	FY2021	Recommended FY2022
Budget		\$5,396,089	\$5,421,087	\$5,751,985
Estimated Consumption	0.25%	68,150,000	68,151,683	72,600,224
Number of Accounts	0.25%	8,200	8302	8700
Less Fees	0.25%	(\$160,000)	(\$245,000)	(\$250,000)
Less UFB		\$0	(\$171,322)	(\$100,000)
Less PY Liens		\$90,000	0	0
Budget to Recover Through User Charges		\$4,861,089	\$5,176,087	\$5,401,985

RATE CALCULATION

Customer Service Charge

		\$25	\$25	\$25
Fixed Charge (per Quarter)				
Income from Customer Service Charge		(\$820,000)	(\$830,200)	(\$870,000)
Budget to be Recovered Through Rate		\$4,041,089	\$4,345,887	\$4,531,985

Consumption associated with Tier 1 Rate	60%	42,729,091	\$42,835,913	\$43,560,134
Rate per 100 Cubic Feet	Tier One Rate	\$5.63	\$5.63	\$5.94
Revenue from Tier 1 Rate		\$2,302,107	\$2,411,662.00	\$2,587,472.00

Budget to be Recovered through Tier 2	40%	\$2,202,107		\$1,944,513
Consumption associated with Tier 2 Rate		27,260,673	28,873,705	29,040,090

Rate per 100 Cubic Feet	Tier Two Rate	\$6.38	\$6.38	\$6.69
7,750 cubic feet	Annual Residential	\$536	\$536	\$560
	YoY \$ Increase/(Decrease):	\$7	\$0	\$24
	YoY % Increase/(Decrease):	1%	0%	4%
34,596 cubic feet	Annual Business	\$2,217	\$2,217	\$2,326
	Total Blended Rate:	\$5.93	\$5.93	\$6.24
	YoY \$ Increase/(Decrease):	\$31	\$0	\$109
	YoY % Increase/(Decrease):	1%	0%	5%

WATER & SEWER RATE RECOMMENDATION SCENARIO 1 RATE INCREASE & SUBSIDIZED \$200,000 FROM RETAINED EARNINGS

	FY 2019	FY 2020	2022	Change
	Approved	Approved	Recommended	
<u>Water Rate</u>				
<u>Consumption per 100 cu. Ft.</u>				
First 3,000 cu ft.	\$5.54	\$5.63	\$5.94	\$0.31
3,001 cu ft. and over:	\$6.29	\$6.38	\$6.69	\$0.31
<u>Service Chare per Qtr. (Residential)</u>				
Customers with meters 1in. Or smaller	\$25	\$25	\$25	\$0
Customers with meters larger than 1 inch	\$125	\$125	\$125	\$0
<u>Service Charge per Qtr. (Non-Residential)</u>				
Customers with meters 1 in. or smaller	\$30	\$30	\$30	\$0
Customers with meters larger than 1in.	\$125	\$125	\$125	\$0
<u>Sewer Rate</u>				
<u>Consumption per 100 cu. Ft.</u>				
First 3,000 cubic Ft.	\$9.01	\$9.55	\$9.84	\$0.29
3,001 cu ft and over	\$9.76	\$10.31	\$10.60	\$0.29
<u>Service Charge per Qtr</u>				
Newburyport/Plum Is. Customers	\$25	\$25	\$25	\$0
Newbury(old Town)Customers	\$30	\$30	\$30	\$0
<u>Average Annual Water/Sewer Charge (based on 7,750 cu ft)</u>				
Annual Charge	\$1,328	\$1,376	\$1423	
Quarterly Charge	\$332	\$344	\$356	
Change from Prior Year (\$)	\$82	\$49	\$48	
Change from Prior Year (%)	6.7%	3.7%	3.3%	