



CITY OF HAVERHILL CITY COUNCIL AGENDA

Tuesday, January 8, 2013 at 7:00 PM
City Council Chambers, Room 202

1. APPROVAL OF RECORDS OF THE PREVIOUS MEETING

2. ASSIGNMENT OF THE MINUTES REVIEW FOR THE NEXT MEETING

3. ELECTION OF PRESIDENT OF COUNCIL

4. ELECTION OF VICE PRESIDENT OF COUNCIL

5. COMMUNICATIONS FROM THE MAYOR

NO SCHEDULE

6. UTILITY HEARING(S) AND RELATED ORDER(S)

NO SCHEDULE

7. APPOINTMENTS

7.1. Confirming Appointments:

NO SCHEDULE

7.2. Non-Confirming Appointments:

7.2.1. Auxiliary Police Appointments: *Cristina Paterno*
Eric Pearson
Robert Drew III

Attachment

7.3. Resignations:

NO SCHEDULE

8. PETITIONS

8.1. Petitions:

8.1.1. Petition for Joint Pole Location from Verizon New England & Mass Electric Co (North Andover) for Mulberry st, Plan 741 **Hearing January 22nd** Attachment

8.2. Applications:

NO SCHEDULE

8.3. Annual License Renewals:

8.3.1. Renewals 2013 Drainlayer Licenses:

- Richard Early, JR
- Richard Early, SR
- Richard Golen
- William Hall
- John C. Jablonski
- David Scott Lafoe
- Dave Maynard
- Henry Richard
- Joseph Scott
- Ryan Scott
- John Sullivan

Attachment



CITY OF HAVERHILL CITY COUNCIL AGENDA

Tuesday, January 8, 2013 at 7:00 PM
City Council Chambers, Room 202

9. HEARINGS AND RELATED ORDERS

NO SCHEDULE

10. MOTIONS AND ORDERS

- 10.1. Ordinance Relating to Vehicles and Traffic, Chapter 240, §85, Schedule B Parking Restrictions & Prohibitions amend: "Computer Drive , entire length, both sides; No Parking; 10 PM to 6 AM, 7 days a week and also Research Drive, entire length both sides; No Parking; 10 PM to 6 AM, 7 days a week"
File 10 days Attachment
- 10.2. Ordinance Relating to Boards and Commissions; Amend City Code, Chapter 11, Article VIII. Haverhill Historic Commission; by deleting last sentence of section 11-42(B) and inserting in place thereof the following: "All nominees shall be residents of, business owners or employed within the City of Haverhill."
File 10 days Attachment
- 10.3. Ordinance Relating to Historic Districts; Amend City Code, Chapter 54, for following Articles: Article I. Rocks Village, Article II. Bradford Common and Article III. Washington Street
File 10 days Attachment
- 10.4. Order authorize Rocks Village Memorial Association to apply for a permit with Building Inspector to demolish Toll House located on premises of Rocks Village Hand Tub House located at Main-RV Street and to construct a new Toll House which will replicate the original Toll House located on the site as detailed on the building permit application
File 10 days Attachment
- 10.5. Order that those persons retained as Building Project Manager/Citizen Center for City of Haverhill are hereby designated as "Special Municipal Employees" pursuant to M.G.L.c.268A.
File 10 days Attachment

11. UNFINISHED BUSINESS OF PRECEDING MEETINGS

- 11.1. Document 21-N/2012, Ordinance re: Parking; Delete Handicap Parking, 35 Arch Avenue
Filed 12/12/12 Attachment

12. COMMUNICATIONS AND REPORTS FROM CITY OFFICERS AND EMPLOYEES

12.1. Monthly Reports:

NO SCHEDULE

12.2. Communications from Councillors:

- 12.2.1. Communication from Councillor Daly O'Brien requesting an update from the Mayor or his designee regarding paid parking downtown Attachment



CITY OF HAVERHILL CITY COUNCIL AGENDA

Tuesday, January 8, 2013 at 7:00 PM
City Council Chambers, Room 202

12.2.2. Communication from Councillor LePage requesting a discussion regarding the Rules and Regulations of the City Council Attachment

12.3. **Communications from City Employees:**

NO SCHEDULE

13. RESOLUTIONS AND PROCLAMATIONS

NO SCHEDULE

14. COUNCIL COMMITTEE REPORTS AND ANNOUNCEMENTS

14.1. **Council Committee Reports:**

14.1.1. Councillor LePage submits the Minutes of the Administration & Finance Committee meeting held on January 3rd Attachment

14.2. Documents referred to Committee Study Attachment

15. ADJOURN



JAMES J. FIORENTINI
MAYOR

CITY OF HAVERHILL
MASSACHUSETTS

CITY HALL, ROOM 100
FOUR SUMMER STREET
HAVERHILL, MA 01830
PHONE 978-374-2300
FAX 978-373-7544
MAYOR@CITYOFHAVERHILL.COM
WWW.CI.HAVERHILL.MA.US

January 2, 2013

City Council President Robert Scatamacchia
& Members of the City Council

RE: Auxiliary Police appointments

Dear Mr. President and City Council Members:

I hereby appoint the following people as Auxiliary Police Officers. I certify that in my opinion these individuals are the appropriate persons to serve the City in this capacity based on their unique qualifications in the area of education, training, and experience. I make these appointments solely in the interest of the City of Haverhill. These appointments are effective immediately:

Cristina Paterno
219 Wheeler St
Methuen, MA 01844

Eric Pearson
89 Atlanta St
Haverhill, MA 01832

Robert Drew III
6 Red Penniman Dr.
Salisbury, MA 01952

Very truly yours,


James J. Fiorentini
Mayor

JJF/lk



**HAVERHILL
POLICE DEPARTMENT
40 Bailey Blvd.
Haverhill, Massachusetts 01830**

Alan R. DeNaro
Chief of Police

TEL. (978) 722-1502
FAX. (978) 373-3981

January 2, 2013

Mayor James J. Fiorentini
Office of the Mayor
4 Summer Street – Room 102
Haverhill, MA 01830

Dear Mayor Fiorentini:

I have reviewed the following applicants for the position of Auxiliary Police Officer and have found them to be suitable for appointment. I would like to make these appointments as soon as possible.

Cristina Paterno
219 Wheeler Street
Methuen, MA 01844
Cell Phone: 978-382-2889

Eric Pearson
89 Atlanta Street
Haverhill, MA 01832
Cell Phone: 978-500-6787

Robert Drew III
6 Red Penniman Drive
Salisbury, MA 01952
Cell Phone: 979-270-5051

Should you have any questions please feel free to contact me.

Sincerely,

Alan R. DeNaro
Chief of Police

PETITION FOR JOINT OR IDENTICAL POLE LOCATION

Andover, Mass.,

10/03/2012

To the City Council
of Haverhill, Massachusetts.

VERIZON NEW ENGLAND INC. (Formerly known as NEW ENGLAND TELEPHONE AND TELEGRAPH COMPANY) and MASSACHUSETTS ELECTRIC COMPANY (NORTH ANDOVER) request permission to locate poles, wires, cables and fixtures, including the necessary anchors, guys and other such sustaining and protecting fixtures to be owned and used in common by your petitioners, along and across the following public way or ways:-

MULBERRY STREET – Place one (1) Pole

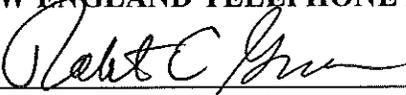
Locations approximately as shown on Plans attached

Wherefore they pray that after due notice and hearing as provided by law, they be granted joint or identical locations for and permission to erect and maintain poles, wires and cables, together with anchors, guys and other such sustaining and protecting fixtures as they may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked-Verizon PLAN NO. 741 Dated 10-03-2012.

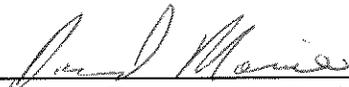
Also for permission to lay and maintain underground laterals, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

Your petitioners agree to reserve space at a suitable point on each of said poles for the limited purpose of attaching one-way low voltage fire and pole signaling wires for public safety purposes only.

VERIZON NEW ENGLAND INC.
(Formerly known as NEW ENGLAND TELEPHONE AND TELEGRAPH)

By 
Manager/Right of Way

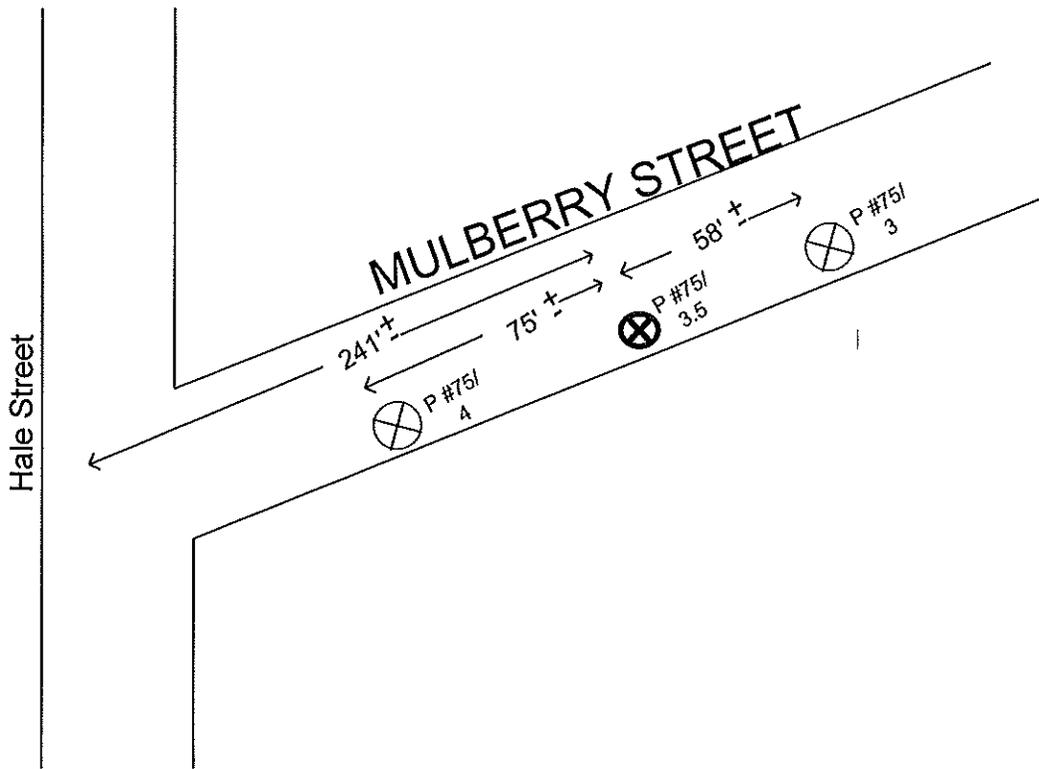
MASSACHUSETTS ELECTRIC COMPANY (NORTH ANDOVER)

By 
Distribution Engineering



Pet.#941
Date: October 3, 2012

Municipality: Haverhill, Massachusetts
Verizon New England Inc. and Massachusetts Electric Company
Showing: **Proposed Joint Pole Location**



Prepared By SC/lg

DISTANCES SHOWN ARE APPROXIMATE

Checked By SC
Order #7AA4W4

LEGEND

-  - Proposed Verizon Pole Location
-  - Verizon Pole Location to be Abandoned
-  - Verizon Co. Pole to Remain
-  - Existing Verizon Manhole
-  - Proposed Verizon Manhole Location
-  - Proposed Joint Pole Location
-  - Existing Joint Pole to Remain
-  - Present Joint Pole Location to be Abandoned
-  - PROPOSED Underground Conduit

CITY OF HAVERHILL

DATE 11/30/12

HONORABLE PRESIDENT AND MEMBERS OF THE MUNICIPAL COUNCIL:

THE UNDERSIGNED RESPECTFULLY ASKS THAT HE MAY RECEIVE A LICENSE FOR

DRAINLAYER

DRAINLAYER'S NAME Richard Early Jr. PRINTED SIGNATURE [Signature]

HOME ADDRESS:

STREET _____ PO BOX 5222
CITY/TOWN Bradford STATE MA ZIP CODE 01835
TEL NO. 978-374-8033 CELL No. 978-815-5925

BUSINESS NAME Early Contractors Inc.

BUSINESS ADDRESS:
STREET 166 Emerson St. PO BOX _____
CITY/TOWN Haverhill STATE MA ZIP CODE 01830
TEL NO. 978-374-8033 FAX No. 978-374-8058

NEW/RENEWAL (Renewal) FEE 100.

IN MUNICIPAL COUNCIL,

20

APPROVED ✓
DENIED _____

ATTEST:

CITY CLERK
CITY ENGINEER [Signature]

All Bonds in file

CITY OF HAVERHILL

DATE 11/20/12

HONORABLE PRESIDENT AND MEMBERS OF THE MUNICIPAL COUNCIL:

THE UNDERSIGNED RESPECTFULLY ASKS THAT HE MAY RECEIVE A LICENSE FOR

DRAINLAYER

DRAINLAYER'S NAME Richard Early Sr. PRINTED SIGNATURE [Signature]

HOME ADDRESS:
STREET 77 Rte 125 PO BOX _____
CITY/TOWN Kingston STATE NH ZIP CODE 03848
TEL NO. 603-642-7997 CELL No. _____

BUSINESS NAME Early Contractors Inc
BUSINESS ADDRESS:
STREET 66 Emerson St. PO BOX _____
CITY/TOWN Haverhill STATE MA ZIP CODE 01830
TEL NO. 978-374-8033 FAX No. 978-374-8058
NEW RENEWAL FEE 108

IN MUNICIPAL COUNCIL,

20

APPROVED _____
DENIED _____

ATTEST:

CITY CLERK
[Signature]
CITY ENGINEER

All Bonds on file

CITY OF HAVERHILL

DATE 12/17/2012

HONORABLE PRESIDENT AND MEMBERS OF THE MUNICIPAL COUNCIL:

THE UNDERSIGNED RESPECTFULLY ASKS THAT HE MAY RECEIVE A LICENSE FOR

DRAINLAYER

DRAINLAYER'S NAME Richard Goler PRINTED SIGNATURE [Signature]

HOME ADDRESS:

STREET 51 Belt cir PO BOX _____

CITY/TOWN Tewksbury STATE ma ZIP CODE 01876

TEL No. 978 851-9058 CELL No. 508 735-9058

BUSINESS NAME R. J. Goler Excavating Inc

BUSINESS ADDRESS:

STREET 51 Belt cir PO BOX _____

CITY/TOWN Tewksbury STATE ma ZIP CODE 01876

TEL No. 978 851-9058 FAX No. 978 851-9058

NEW RENEWAL

FEE 100.-

IN MUNICIPAL COUNCIL,

20

APPROVED [Signature]

ATTEST:

DENIED _____

CITY CLERK

[Signature]
CITY ENGINEER

All bonds on file.

CITY OF HAVERHILL

DATE 11-19-12

HONORABLE PRESIDENT AND MEMBERS OF THE MUNICIPAL COUNCIL:

THE UNDERSIGNED RESPECTFULLY ASKS THAT HE MAY RECEIVE A LICENSE FOR

DRAINLAYER

DRAINLAYER'S NAME William Hall SIGNATURE [Signature]
PRINTED

HOME ADDRESS:

STREET 4 viviana St. PO BOX _____

CITY/TOWN Methuen STATE MA ZIP CODE 01844

TEL NO. 978 689 3711 CELL No. 978 360 5280

BUSINESS NAME Bill Hall Inc

BUSINESS ADDRESS:

STREET Sena PO BOX _____

CITY/TOWN _____ STATE _____ ZIP CODE _____

TEL NO. _____ FAX No. 978 687 0563

NEW/RENEWAL RENEWAL

FEE 100.-

IN MUNICIPAL COUNCIL,

20

ATTEST:

APPROVED [Signature]

DENIED _____

CITY CLERK

CITY ENGINEER

all bonds or fees

CITY OF HAVERHILL

DATE 12-10-12

HONORABLE PRESIDENT AND MEMBERS OF THE MUNICIPAL COUNCIL:

THE UNDERSIGNED RESPECTFULLY ASKS THAT HE MAY RECEIVE A LICENSE FOR

DRAINLAYER

DRAINLAYER'S NAME JOHN C. JABLONSKI SIGNATURE [Signature]
PRINTED

HOME ADDRESS:

STREET 167 WILLOW AVENUE PO BOX P.O. Box 8255

CITY/TOWN BELWARD HILL STATE MA ZIP CODE 01835

TEL No. 978-374-1544 CELL No. 978-815-3958

BUSINESS NAME JABLONSKI & SONS, INC

BUSINESS ADDRESS: 206
STREET 206 KENNA STREET PO BOX _____

CITY/TOWN HAVERHILL MA STATE MA ZIP CODE 01830

TEL No. 978-372-7136 FAX No. 978-372-9970

NEW RENEWAL FEE 100.⁰⁰

IN MUNICIPAL COUNCIL,

20

APPROVED [Signature]

ATTEST:

DENIED _____

CITY CLERK

[Signature]
CITY ENGINEER

All BONDS on file.

CITY OF HAVERHILL

DATE 12/14/12

Honorable President and Members of the Municipal Council:

The undersigned respectfully asks that he may receive a license for

DRAINLAYER

Drainlayer's Name David Scott Lafoe Signature David S Lafoe
PRINTED

Home Address:

Street 448 Lafayette Street PO box

City/Town Salem State MA Zip Code 01970

Tel No. 781-844-7605 Cell No. 781-844-7605

Business Name Meninno Construction Co Inc.

Business Address:

Street 76 Oakville Street PO Box

City/town Lynn, State MA Zip Code 01905

Tel No. 781-581-5333 FAX No. 781-593-2070

New/Renewal Fee 100.00

In Municipal Council,

20

Attest:

APPROVED [checkmark]

DENIED

CITY CLERK

[Signature] CITY ENGINEER

ALL BONDS ON FILE

CITY OF HAVERHILL

DATE 12-14-12

HONORABLE PRESIDENT AND MEMBERS OF THE MUNICIPAL COUNCIL:

THE UNDERSIGNED RESPECTFULLY ASKS THAT HE MAY RECEIVE A LICENSE FOR

DRAINLAYER

DRAINLAYER'S NAME Dave Maynard PRINTED SIGNATURE [Signature]

HOME ADDRESS:

STREET 22 Dustin Dr PO BOX _____

CITY/TOWN Ctn Barrestead STATE N.H ZIP CODE 03225

TEL NO. 603-776-7228 CELL NO. 978-375-7228

BUSINESS NAME Maynard Construction Co.

BUSINESS ADDRESS:

STREET Same PO BOX _____

CITY/TOWN _____ STATE _____ ZIP CODE _____

TEL NO. _____ FAX No. _____

NEW/RENEWAL (Renewal) FEE \$100

IN MUNICIPAL COUNCIL,

20

APPROVED [checkmark]

ATTEST:

DENIED _____

CITY CLERK

[Signature]
CITY ENGINEER

All boxes on file

CITY OF HAVERHILL

DATE 12-14-12

HONORABLE PRESIDENT AND MEMBERS OF THE MUNICIPAL COUNCIL:

THE UNDERSIGNED RESPECTFULLY ASKS THAT HE MAY RECEIVE A LICENSE FOR

DRAINLAYER

DRAINLAYER'S NAME Henry Richard SIGNATURE [Signature]
PRINTED

Mailing Address

HOME ADDRESS:
STREET 150 Kimball Rd PO BOX _____
CITY/TOWN Amesbury STATE MA ZIP CODE 01913
TEL No. 978-388-0512 CELL No. 978-265-8825

BUSINESS NAME H.A. Richard & Sons, Inc.

BUSINESS ADDRESS:
STREET 54R Elm St PO BOX _____
CITY/TOWN Salisbury STATE MA ZIP CODE 01952
TEL No. 978-388-0512 FAX No. 978-388-3064

NEW / RENEWAL FEE 100

IN MUNICIPAL COUNCIL,

20

APPROVED [Signature]
DENIED _____

ATTEST:

CITY CLERK
[Signature]
CITY ENGINEER

ALL BONDS ON FILE

CITY OF HAVERHILL

DEC 7 2012

DATE _____

HONORABLE PRESIDENT AND MEMBERS OF THE MUNICIPAL COUNCIL:

THE UNDERSIGNED RESPECTFULLY ASKS THAT HE MAY RECEIVE A LICENSE FOR

DRAINLAYER

DRAINLAYER'S NAME Joseph Scott PRINTED SIGNATURE [Signature]

HOME ADDRESS:

STREET 1 Pope Road PO BOX _____

CITY/TOWN Attinson STATE NH ZIP CODE _____

TEL NO. _____ CELL NO. _____

BUSINESS NAME Scott Construction Co, Inc.

BUSINESS ADDRESS:

STREET 12 Rogers Road PO BOX _____

CITY/TOWN Haverhill STATE MA ZIP CODE 01835

TEL No. 978-374-0034 FAX No. 978-373-6944

NEW/RENEWAL RENEWAL FEE 100.-

IN MUNICIPAL COUNCIL,

20 _____

ATTEST:

APPROVED [Signature]

DENIED _____

CITY CLERK

[Signature]
CITY ENGINEER

all bonds on file

DEC 7 2012

CITY OF HAVERHILL

DATE _____

HONORABLE PRESIDENT AND MEMBERS OF THE MUNICIPAL COUNCIL:

THE UNDERSIGNED RESPECTFULLY ASKS THAT HE MAY RECEIVE A LICENSE FOR

DRAINLAYER

DRAINLAYER'S NAME Ryan Scott PRINTED SIGNATURE [Signature]

HOME ADDRESS: STREET 12 Rogers Road PO BOX _____ CITY/TOWN Haverhill STATE MA ZIP CODE 01835 TEL NO. _____ CELL No. _____

BUSINESS NAME Scott Construction Co., Inc.

BUSINESS ADDRESS: STREET 12 Rogers Road PO BOX _____

CITY/TOWN Haverhill STATE MA ZIP CODE 01835

TEL No. 978-374-0034 FAX No. 978-373-6944

NEW/RENEWAL RENEWAL FEE 100.

IN MUNICIPAL COUNCIL, _____ 20_____

APPROVED ✓ ATTEST: DENIED _____

CITY CLERK

CITY ENGINEER

all bonds on file

CITY OF HAVERHILL

DATE 12/14/12

Honorable President and Members of the Municipal Council:

The undersigned respectfully asks that he may receive a license for

DRAINLAYER

Drainlayer's Name John Sullivan Signature [Signature]
PRINTED

Home Address:
Street 42 Newbury Road PO box
City/Town Rowley State MA Zip Code 01969
Tel No. 781-443-2932 Cell No.

Business Name Meninno Construction Co, inc

Business Address:
Street 76 Oakville St. PO Box
City/town Lynn, State MA Zip Code 01905
Tel No. 781-581-5333 FAX No. 781-593-2070
New/Renewal Fee \$100.00

In Municipal Council, 20

APPROVED [Signature] Attest:
DENIED

CITY CLERK
[Signature]
CITY ENGINEER

All Bonds on file.



DOCUMENT

CITY OF HAVERHILL

In Municipal Council

~~ORDER~~

MUNICIPAL ORDINANCE

CHAPTER 240

AN ORDINANCE RELATING TO VEHICLES AND TRAFFIC

BE IT ORDAINED by the City Council of the City of Haverhill that the Code of the City of Haverhill, Chapter 240, §85, Schedule B: Parking Restrictions and Prohibitions, as amended, is hereby further amended by adding the following:

<u>Name of Street Location</u>	<u>Regulation</u>	<u>Hours/Days</u>
“Computer Drive Entire length, both sides	No Parking	10 PM to 6 AM, 7 days a week
Research Drive Entire length, both sides	No Parking	10 PM to 6 AM, 7 days a week”

APPROVED AS TO LEGALITY

City Solicitor



JAMES J. FIORENTINI
MAYOR

CITY OF HAVERHILL
MASSACHUSETTS

CITY HALL, ROOM 100
FOUR SUMMER STREET
HAVERHILL, MA 01830
PHONE 978-374-2300
FAX 978-373-7544
MAYOR@CITYOFHAVERHILL.COM
WWW.CI.HAVERHILL.MA.US

January 3, 2013

President Robert Scatamacchia and
Members of the Haverhill City Council

RE: Historic District Memberships

Dear Mr. President and Members of the City Council:

Enclosed, please find two ordinances which expand the pool for membership to our historic districts.

The first is for the Haverhill Historic Commission and the other is for the neighborhood historic district commissions (Bradford Common, Rocks Village and Washington St.).

I am seeking to expand the pool of qualified persons to include some of our architects, designers, planners, historians, etc. to those professionals who have worked and maybe lived in Haverhill in the past and have an interest in providing their expertise to these boards but currently are unable to because of the residency requirement for these boards.

I am interested in placing the best persons for the job on these volunteer boards and recommend approval.

Very truly yours,

James J. Fiorentini, Mayor

JJF/lk

Encl.



DOCUMENT

CITY OF HAVERHILL

In Municipal Council

~~ORDER~~

MUNICIPAL ORDINANCE

CHAPTER 11

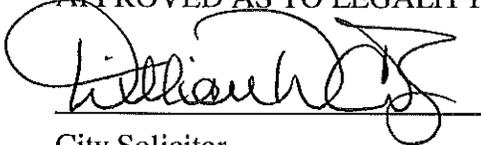
AN ORDINANCE RELATING TO BOARDS AND COMMISSIONS

BE IT ORDAINED by the City Council of the City of Haverhill that the Code of the City of Haverhill, Chapter 11, Article VIII. Haverhill Historic Commission, as amended, is hereby further amended as follows:

By deleting the last sentence of § 11-42(B) and inserting in place thereof the following:

“All nominees shall be residents of, business owners or employed within the City of Haverhill.”

APPROVED AS TO LEGALITY



City Solicitor



DOCUMENT

CITY OF HAVERHILL

In Municipal Council

~~ORDERED~~

MUNICIPAL ORDINANCE

CHAPTER 54

AN ORDINANCE RELATING TO HISTORIC DISTRICTS

BE IT ORDAINED by the City Council of the City of Haverhill that the Code of the City of Haverhill, Chapter 54, as amended, be and is hereby further amended as follows:

Article I. Rocks Village

By deleting the words in §54-4(B)1 and inserting in place thereof the following: "All nominees for membership shall be residents of, business owners or employed within the City of Haverhill."

Article II. Bradford Common

By deleting the words in §54-17(B)1 and inserting in place thereof the following: "All nominees for membership shall be residents of, business owners or employed within the City of Haverhill."

Article III. Washington Street

By deleting the words in §54-30(C)(1)(a) and inserting in place thereof the following: "All nominees for membership shall be residents of, business owners or employed within the City of Haverhill."

APPROVED AS TO LEGALITY

City Solicitor

Article VIII. HAVERHILL HISTORIC COMMISSION

§ 11-41. Establishment.

§ 11-42. Membership; terms; compensation.

§ 11-43. Duties of Historic Commission.

§ 11-44. Technical advisor.

§ 11-45. Rules and regulations.

[Adopted 1-28-1997 by Doc. 20 (Ch. 39, Art. IV, of the 1980 Code)]

§ 11-41. Establishment.

A commission entitled "Haverhill Historic Commission" is established.

§ 11-42. Membership; terms; compensation.

Said Haverhill Historic Commission shall be established pursuant to the following specific provisions:

- A. The Commission shall consist of not fewer than three nor more than seven members.
- B. The members shall be appointed by the Mayor and shall be subject to Council confirmation. All nominees shall be residents of the City of Haverhill.

[Amended 7-10-2007 by Doc. 76]

- C. When the Commission is first established, the terms of the members shall be for one, two or three years and so arranged that the terms of approximately one-third of the members shall expire each year, and their successors shall be appointed for terms of three years each. A vacancy occurring otherwise than by expiration of a term shall be filled for the unexpired term in the same manner as the original appointment.
- D. Members of the Commission shall serve without compensation.

§ 11-43. Duties of Historic Commission.

[Added 7-10-2007 by Doc. 76]

- A. The duties of the Commission shall be the preservation, protection and development of the historical or archeological assets of the City. The Commission shall conduct researches for places of historic or archeological value, shall cooperate with the state archeologist in conducting such researches or other surveys, and shall seek to coordinate the activities of unofficial bodies organized for similar purposes, and may advertise, prepare, print and distribute books, maps, charts, plans and pamphlets which it deems necessary for its work.

- B. For the purpose of protecting and preserving such places, it may make such recommendations as it deems necessary to the Mayor and City Council, and, subject to the approval of the City Council, to the Massachusetts Historical Commission, that any such place be certified as an historical or archeological landmark. The Commission shall report to the state archeologist the existence of any archeological, paleontological or historical site or object discovered in accordance with MGL c. 9, § 27C, and shall apply for permits necessary pursuant to said MGL c. 9, § 27C.
- C. The Commission may hold hearings, may enter into contracts with individuals, organizations and institutions for services furthering the objectives of the Commission's program (subject to appropriation by the City Council, if necessary); may enter into contracts with local or regional associations for cooperative endeavors furthering the commission's program; may accept gifts, contributions and bequests of funds from individuals, foundations and from federal, state or other governmental bodies for the purpose of furthering the Commission's program; may make and sign any agreements and may do and perform any and all acts which may be necessary or desirable to carry out the purposes of this article; all subject to appropriation by the City Council, if necessary.
- D. The Commission may acquire in the name of the City by gift, purchase, grant, bequest, devise, lease or otherwise the fee or lesser interest in real or personal property of significant historical value and may manage the same.

§ 11-44. Technical advisor.

[Added 7-10-2007 by Doc. 76]The Planning Director or his designee shall act as technical advisor to the Commission and shall cooperate with the Commission in the fulfillment of the Commission's responsibilities under the General Laws of Massachusetts and shall perform any and all functions of the Commission which it may lawfully delegate to him.

§ 11-45. Rules and regulations.

[Added 7-10-2007 by Doc. 76]The Commission shall adopt rules and regulations for the conduct of its business not inconsistent with MGL c. 40, § 8D, or with the purpose of this article.

Powered by

Mobile View



City of Haverhill, MA
Thursday, January 3, 2013

Chapter 54. HISTORIC DISTRICTS

[HISTORY: Adopted by the City Council of the City of Haverhill as indicated in article histories. Amendments noted where applicable.]

GENERAL REFERENCES

Haverhill Historic Commission — See Ch. **11**, Art. **VIII**.

Zoning — See Ch. **255**.

Article I. Rocks Village

[Adopted 10-8-1974 by Doc. 283 (Ch. 39, Art. I, of the 1980 Code)]

§ 54-1. Title; authority.

This article shall be known and may be cited as the "Historic Districts Ordinance" under authority of Massachusetts General Laws, Chapter 40C, as amended.

§ 54-2. Purpose.

The purpose of this article is to promote the educational, cultural, physical, economic and general welfare of the public through the preservation and protection of the historical assets of Rocks Village, including buildings, sites and districts of historical and architectural interest, through the maintenance of such landmarks of the history of Rocks Village, the commonwealth and the nation and through the development of appropriate uses and settings for such buildings and places.

§ 54-3. District boundaries.

[Amended 3-29-1988 by Doc. 73]The boundaries of the Rocks Village Historic District, as amended, are established to be as shown on a map entitled "Boundary Map Rocks Village Historic District," dated March 1988, which accompanies and is hereby declared to be a part of this article. *Editor's Note: The map is on file in the office of the City Clerk.*

§ 54-4. Rocks Village Historic District Commission.

A. The Rocks Village Historic District Commission, herein referred to as the "District Commission," shall consist of seven members and three alternates appointed by the Mayor, subject to confirmation by the City Council.

B. Requirements.

[Amended 7-10-2007 by Doc. 76]

- (1) All nominees for membership shall be residents of the City of Haverhill.
 - (2) Four or more members shall be residents or owners of real estate in the Rocks Village Historic District.
- C. When the District Commission is first established, two members shall be appointed for one-year terms, two members shall be appointed for two-year terms and the remaining three members and the three alternates shall be appointed for three-year terms, and all members shall serve until a successor is appointed and confirmed. At the expiration of their respective terms, the Mayor shall appoint successors for three-year terms in the manner described in the proceeding subsections. Vacancies for any unexpired term shall be filled in the same manner as in the original appointment.
- D. The District Commission shall elect annually a Chairman and Vice Chairman from its own number and a Secretary from within or without its number.
- E. Alternates shall have all the powers and duties of regular members when called to serve by the Chairman or Vice Chairman of the Commission.
- F. All members and alternates shall serve without compensation.

§ 54-5. Admission of Historic Districts.

[Amended 7-10-2007 by Doc. 76] No building or structure within a Historic District shall be constructed, demolished, moved or altered in any way that affects exterior architectural features, and no building shall be moved into a Historic District unless the Commission shall first have issued a certificate of appropriateness, a certificate of hardship or a certificate of nonapplicability with respect to such construction, alteration or movement. The Building Inspector shall not issue a permit within a Historic District unless one of the certificates noted above has first been issued by the District Commission or the proposed improvement is exempted from these provisions by § 54-6. If the Commission fails to reach a final decision on an application for such a certificate within 60 days of the filing of an application, unless the applicant consents to an extension of time, the application shall be deemed to be approved.

§ 54-6. Exemptions to review.

The authority of the District Commission is not extended to the review of the following:

- A. Temporary structures or signs, subject, however, to such conditions as to duration of use, location, lighting, removal and similar matters as the Commission may reasonably specify.
- B. Terraces or landscaping that does not substantially change the grade level.
- C. Storm doors, storm windows, screens, window air conditioners and television antennas.
- D. Color and type of paint.
- E. Repairs that do not alter the character of the structure.

§ 54-7. Powers of District Commission.

[Amended 8-10-1976 by Doc. 129] The District Commission shall have all the powers and responsibilities of a Historic District Commission as described in Chapter 40C of the Massachusetts General Laws.

§ 54-8. Appropriations, grants and gifts.

The District Commission may receive and accept appropriations, grants and gifts for the furthering of the purposes of this article, to establish a historic marker program, publish guides, maps and other appropriate publications to illustrate historical and architectural resources of Rocks Village and to acquire and maintain historic properties.

§ 54-9. Advisory capacity of Commission.

[Amended 7-10-2007 by Doc. 76] The District Commission shall serve in an advisory capacity to the Mayor, the City Council, the Planning Board, the Massachusetts Historical Commission and any other public agency on matters pertaining to or affecting any historic structures or sites in the Rocks Village Historic District.

§ 54-10. Technical advisor.

The Planning Director or his designee shall act as technical advisor to the District Commission and shall cooperate with the District Commission in the fulfillment of the District Commission's responsibilities under the General Laws of Massachusetts and shall perform any and all functions of the Commission which it may lawfully delegate to him.

§ 54-11. District boundary changes.

The District Commission shall propose changes in Rocks Village Historic District boundaries as it deems appropriate. Massachusetts General Laws, Chapter 40C, will guide the procedures for these activities.

§ 54-12. Duties of District Commission.

- A. The District Commission shall coordinate historic preservation activities and oversee the preparation and implementation of historic preservation plans of Rocks Village.
- B. The District Commission shall provide assistance to owners of historic structures on matters pertaining to preservation of those structures in Rocks Village.

§ 54-13. Rules and regulations; consideration of residents' needs.

- A. The District Commission shall adopt rules and regulations for the conduct of its business not inconsistent with Chapter 40C of the General Laws or with the purpose of this article.
- B. The District Commission shall act at all times with a clear understanding of the need of the residents of Rocks Village Historic District to enjoy the amenities of modern life in the use of their home and properties.

Article II. Bradford Common

[Adopted 12-2-1975 by Doc. 267 (Ch. 39, Art. II, of the 1980 Code)]

§ 54-14. Title; authority.

This article shall be known and may be cited as the "Historic Districts Ordinance" under authority of Massachusetts General Laws, Chapter 40C, as amended.

§ 54-15. Purpose.

The purpose of this article is to promote the educational, cultural, physical, economic and general welfare of the public through the preservation and protection of the historical assets of the Bradford Common area, including buildings, sites and districts of historical and architectural interest, through the maintenance of such landmarks of the history of the Bradford Common area, the commonwealth and the nation and through the development of appropriate uses and settings for such buildings and places.

§ 54-16. District boundaries.

The boundaries of the Bradford Common Historic District are hereby established as shown on a map entitled "Boundaries of the Bradford Common Historic District" dated July 1975, which accompanies and is hereby declared to be a part of this article. *Editor's Note: The map in on file in the office of the City Clerk.*

§ 54-17. Bradford Common Historic District Commission.

A. The Bradford Common Historic District Commission, herein referred to as the "District Commission," shall consist of seven members and three alternates appointed by the Mayor, subject to confirmation by the City Council.

B. Requirements.

[Amended 7-10-2007 by Doc. 76]

(1) All nominees for membership shall be residents of the City of Haverhill.

(2) Four or more members shall be residents or owners of real estate in the Bradford Common Historic District.

C. When the District Commission is first established, two members shall be appointed for one-year terms, two members shall be appointed for two-year terms and the remaining three members and the three alternates shall be appointed for three-year terms, and all members shall serve until a successor is appointed and confirmed. At the expiration of their respective terms, the Mayor shall appoint successors for three-year terms in the manner described in the preceding subsections. Vacancies for any unexpired term shall be filled in the same manner as in the original appointment.

D. The District Commission shall elect annually a Chairman and Vice Chairman from its own number and a Secretary from within or without its number.

E. Alternates shall have all the powers and duties of regular members when called to serve by the Chairman or Vice Chairman of the Commission.

F. All members and alternates shall serve without compensation.

§ 54-18. Admission of Historic Districts.

[Amended 7-10-2007 by Doc. 76] No building or structure within a Historic District shall be constructed, demolished, moved or altered in any way that affects exterior architectural features, and no building shall be moved into a Historic District unless the Commission shall first have issued a certificate of appropriateness, a certificate of hardship or a certificate of nonapplicability with respect to such construction, alteration or movement. The Building Inspector shall not issue a permit within a Historic District unless one of the certificates noted above has first been issued by the District Commission or the proposed improvement is exempted from these provisions by § 54-19. If the Commission fails to reach a final decision on an application for such a certificate within 60 days of the filing of an application, unless the applicant consents to an extension of time, the application shall be deemed to be approved.

§ 54-19. Exemptions to review.

The authority of the District Commission is not extended to the review of the following:

- A. Temporary structures or signs, subject, however, to such conditions as to duration of use, location, lighting, removal and similar matters as the Commission may reasonably specify.
- B. Terraces or landscaping that does not substantially change the grade level.
- C. Storm doors, storm windows, screens, window air conditioners and television antennas.
- D. Color and type of paint.
- E. Repairs that do not alter the character of the structure.

§ 54-20. Powers of District Commission.

[Amended 8-10-1976 by Doc. 130] The District Commission shall have all the powers and responsibilities of a Historic District Commission as described in Chapter 40C of the Massachusetts General Laws.

§ 54-21. Appropriations, gifts and grants.

The District Commission may receive and accept appropriations, grants and gifts for the furthering of the purposes of this article, to establish a historic marker program, publish guides, maps and other appropriate publications to illustrate historical and architectural resources of Bradford and to acquire and maintain historic properties.

§ 54-22. Advisory capacity of Commission.

[Amended 7-10-2007 by Doc. 76] The District Commission shall serve in an advisory capacity to the Mayor, the City Council, the Planning Board, the Massachusetts Historical Commission and any other public agency on matters pertaining to or affecting any historic structures or sites in the Bradford Common Historic District.

§ 54-23. Technical advisor.

The Planning Director or his designee shall act as technical advisor to the District Commission and shall cooperate with the District Commission in the fulfillment of the District Commission's responsibilities under the General Laws of Massachusetts and shall perform any and all functions of the Commission which it may lawfully delegate to him.

§ 54-24. District boundary changes.

The District Commission shall propose changes in the Bradford Common Historic District boundaries as it deems appropriate. Massachusetts General Laws, Chapter 40C, will guide the procedures for these activities.

§ 54-25. Duties of the District Commission.

- A. The District Commission shall coordinate historic preservation activities and oversee the preparation and implementation of historic preservation plans of the Bradford Common area.
- B. The District Commission shall provide assistance to owners of historic structures on matters pertaining to preservation of those structures in the Bradford Common area.

§ 54-26. Rules and regulations; consideration of resident's needs.

- A. The District Commission shall adopt rules and regulations for the conduct of its business not inconsistent with Chapter 40C of the General Laws or with the purpose of this article.
- B. The District Commission shall act at all times with a clear understanding of the need of the residents of the Bradford Common Historic District to enjoy the amenities of modern life in the use of their home and properties.

Article III. Washington Street

[Adopted 8-28-1979 by Doc. 218 (Ch. 39, Art. III, of the 1980 Code)]

§ 54-27. Title.

This article shall be known and may be cited as the "Haverhill Historic Districts Ordinance."

§ 54-28. Purpose.

The purpose of this article is to promote the educational, cultural, physical, economic and general welfare of the public through the preservation and protection of the historical assets of the City of Haverhill, including the buildings, sites and districts of historical and architectural interest, through the review by a District Commission herein established of projects that affect the exterior architectural features and setting of such landmarks of Haverhill's, the commonwealth's and the nation's history found within the City and properly designated as provided by the General Laws of Massachusetts.

§ 54-29. Historic District boundaries.

The boundaries of the Washington Street Historic District are hereby established as shown on a map entitled "Boundaries of the Washington Street Historic District" dated April 1979, which accompanies and is hereby declared to be a part of this article. *Editor's Note: The map is on file in the office of the City Clerk.*

§ 54-30. Membership of Historic District Commission.

- A. The Haverhill Historic District Commission, herein referred to as the "District Commission," shall consist of four regular and three alternate, City-wide members; also three regular members and one alternate member for each local district of the City covered by this article, all of whom are appointed by the Mayor and confirmed by the City Council.
- B. A full District Commission sitting to make decisions within a district shall be a body of seven, made up from the four City-wide members or their alternates and three local district members or their alternate for that District.
- C. The membership of the District Commission shall be made up as follows:
 - (1) City-wide members:

[Amended 7-10-2007 by Doc. 76]

- (a) All nominees shall be residents of the City of Haverhill.
 - (2) Local district members. For each district covered by this article, there shall be:
 - (a) Three members who are owners of real estate within that local district.
 - (b) One alternate member without designation.
- D. When the District Commission is first established, the City-wide members shall be appointed as follows: one member for one year, one member for two years and two members for three years. The three alternates shall also have initial terms of one, two and three years.
- E. The Local District Members shall be appointed initially as follows: one member for one year, one member for two years and one member for three years; also one alternate for three years.
- F. All members shall serve until a successor is appointed and confirmed. At the expiration of their respective terms, the Mayor shall appoint successors for three-year terms in the manner described in the preceding subsections. Vacancies for any unexpired term shall be filled in the same manner as in the original appointment.
- G. The District Commission shall elect annually a Chairman and Vice Chairman from its City-wide members and a Secretary from within or without its membership.
- H. Alternates shall have all the powers and duties of regular members when called to serve by the Chairman or Vice Chairman of the Commission.
- I. All members and alternates shall serve without compensation.

§ 54-31. Administration of Historic Districts.

[Amended 7-10-2007 by Doc. 76]No building or structure within a Historic District shall be constructed, demolished, moved or altered in any way that affects exterior architectural features, and no building shall be moved into a Historic District unless the Commission shall first have issued a certificate of appropriateness, a certificate of hardship or a certificate of nonapplicability with respect to such construction, alteration, demolition or movement. The Building Inspector shall not issue a permit within a Historic District unless one of the certificates noted above has first been issued by the District Commission or the proposed change is exempted from these provisions by § 54-32. If the Commission fails to reach a final decision on an application for such a certificate within 60 days of the filing of an application, unless the applicant consents to an extension of time, the application shall be deemed to be approved.

§ 54-32. Exemptions to Review.

The authority of the District Commission in the Washington Street Historic District is not extended to the following:

- A. Temporary structures and signs, subject, however, to such conditions as to duration of use, location, lighting, removal and similar matters as the Commission may reasonably specify.
- B. Window air conditioners, antennas and similar appurtenances.
- C. Color of paint for nonmasonry surfaces.
- D. The reconstruction, substantially similar in exterior design, of a building, structure or exterior architectural feature damaged or destroyed by fire, storm or other disaster, provided that such reconstruction is begun within one year thereafter and carried forward with due diligence.

§ 54-33. Powers of District Commission.

- A. The District Commission shall have all the powers and responsibilities of a Historic District Commission as described in Chapter 40C of the Massachusetts General Laws.
- B. The Commission shall adopt rules and regulations for the conduct of its business not inconsistent with Chapter 40C of the General Laws or with the purpose of the Ordinance.
- C. The District Commission may receive and accept appropriations, grants and gifts for the furthering of the purpose of this article, to establish a historic marker program, publish guides, maps and other appropriate publications to illustrate historical and architectural resources of the districts and to acquire and maintain historic properties.

- D. The District Commission shall serve in an advisory capacity to the Mayor, the City Council, the Planning Board, the Massachusetts Historical Commission and any other public agency on matters pertaining to or affecting any historic structures or sites in the historic districts.

[Amended 7-10-2007 by Doc. 76]

- E. The Planning Director or his designee shall act as technical advisor to the District Commission and shall cooperate with the District Commission in the fulfillment of the District Commission's responsibilities under the General Laws of Massachusetts and shall perform any and all functions of the Commission which it may lawfully delegate to him.
- F. The District Commission shall propose changes in the historic district boundaries as it deems appropriate. Massachusetts General Laws, Chapter 40C, will guide the procedures for these activities.

§ 54-34. Duties of District Commission.

- A. The District Commission shall coordinate historic preservation activities and oversee the preparation and implementation of historic preservation plans for the historic districts.
- B. The District Commission shall provide assistance to owners of historic structures on matters pertaining to preservation of those structures within historic districts.

§ 54-35. Rules and regulations.

- A. The District Commission shall adopt rules and regulations for the conduct of its business not inconsistent with Chapter 40C of the General Laws or with the purpose of this article.
- B. The District Commission shall act at all times with a clear understanding of the need of the owners and residents of property in historic districts to enjoy the amenities of modern life in the use of their properties.



DOCUMENT

CITY OF HAVERHILL

In Municipal Council

ORDERED:

That the Rocks Village Memorial Association be and is hereby authorized to apply for a permit with the Building Inspector to demolish the Toll House located on the premises of the Rocks Village Hand Tub House, located at Main-RV Street, and to construct a new Toll House which will replicate the original Toll House located on the site, all as detailed in the attached building permit application, which is incorporated herein.



JAMES J. FIORENTINI
MAYOR

CITY OF HAVERHILL
MASSACHUSETTS

CITY HALL, ROOM 100
FOUR SUMMER STREET
HAVERHILL, MA 01830
PHONE 978-374-2300
FAX 978-373-7544
MAYOR@CITYOFHAVERHILL.COM
WWW.CI.HAVERHILL.MA.US

January 4, 2013

President Robert Scatamacchia and
Members of the Haverhill City Council

RE: Rocks Village Memorial Association

Dear Mr. President and Members of the City Council:

Enclosed, please find an order granting the Rocks Village Memorial Association permission to apply for building permits to demolish the Toll House located on Main Street and also on the premises of the Rocks Village Handtub House and also for permits to reconstruct a new Toll House as a replica of the original Toll House.

The RVMA has obtained specifications provided by the Henry Ford Museum in Dearborn, MI of the original Toll House which is currently being constructed by the Whittier Vocational Technical High School.

This is a wonderful historic project and I recommend approval.

Very truly yours,

James J. Fiorentini, Mayor

JJF/lk

Encl.

CC: Kristine Kwitchoff, RVMA

**CITY OF HAVERHILL - BUILDING DEPT
ROOM 210 - 4 SUMMER ST
HAVERHILL, MA 01830**

APPLICATION TO CONSTRUCT, REPAIR, RENOVATE, CHANGE THE USE OR OCCUPANCY OF, OR DEMOLISH ANY BUILDING OTHER THAN A ONE OR TWO FAMILY DWELLING

This Section For Official Use Only

Building Permit Number: _____ Date Issued: _____

Signature: _____
Building Commissioner/Inspector of Buildings Date

SECTION 1 - SITE INFORMATION

1.1 Property Address <u>Rocks Village Toll House</u> <u>1 River Rd. Haverhill</u>		1.2 Assessor's Map & Parcel Number: <u>Plan 471</u> <u>Block 4 Lot 1</u> Map Number Parcel Number	
1.3 Zoning Information: Zoning District _____ Proposed Use _____		1.4 Property Dimensions: Lot Area (sf) _____ Frontage (ft) _____	
1.5 Building Setbacks (ft)			
Front Yard		Side Yards	
Required	Provided	Required	Provided
	<u>10' +/-</u>	<u>1</u>	<u>94' +/-</u>
1.6 Water Supply (M.G.L. c. 40, § 54) Public <input type="checkbox"/> Private <input checked="" type="checkbox"/> <u>NA</u>		1.7 Flood Zone Information: Zone: _____ Outside Flood Zone <input type="checkbox"/>	
1.8 Sewage Disposal System: <u>NA</u> Municipal <input type="checkbox"/> On site disposal system <input type="checkbox"/>			

SECTION 2 - PROPERTY OWNERSHIP/AUTHORIZED AGENT

2.1 Owner of Record:
City of Haverhill
Name (Print) Address:
Signature Telephone

2.2 Authorized Agent: Rocks Village Memorial Association
Christine Kwitchoff 1 Colby's Lane
Name (Print) Address:
Christine Kwitchoff 378-2119 Haverhill, MA 01830
Signature Telephone

SECTION 3 - CONSTRUCTION SERVICES FOR PROJECTS LESS THAN 35,000 CUBIC FEET OF ENCLOSED SPACE

3.1 Licensed Construction Supervisor: <u>Whittier Vocational Technical School</u> Licensed Construction Supervisor: Address: Signature Telephone		Not Applicable <input type="checkbox"/> License Number _____ Expiration Date _____
3.2 Registered Home Improvement Contractor: Company Name _____ Address _____ Signature Telephone		Not Applicable <input type="checkbox"/> Registration Number _____ Expiration Date _____

SECTION 4 - WORKERS' COMPENSATION INSURANCE AFFIDAVIT (M.G.L. c. 152 § 25C(6))

Workers Compensation Insurance affidavit must be completed and submitted with this application. Failure to provide this affidavit result in the denial of the issuance of the building permit.

Signed Affidavit Attached Yes.... No....

SECTION 5 - PROFESSIONAL DESIGN AND CONSTRUCTION SERVICES - FOR BUILDINGS AND STRUCTURES SUBJECT TO CONSTRUCTION CONTROL PURSUANT TO 780 CMR 116 (CONTAINING MORE THAN 35,000 C.F. OF ENCLOSED SPACE)

NA

5.1 Registered Architect:

Name (Registrant):	Not Applicable <input type="checkbox"/>
Address	Registration Number
Signature	Expiration Date
Telephone	

5.2 Registered Professional Engineer(s):

Name	Area of Responsibility
Address	Registration Number
Signature	Expiration Date
Telephone	
Name	Area of Responsibility
Address	Registration Number
Signature	Expiration Date
Telephone	
Name	Area of Responsibility
Address	Registration Number
Signature	Expiration Date
Telephone	
Name	Area of Responsibility
Address	Registration Number
Signature	Expiration Date
Telephone	

5.3 General Contractor

Company Name:	Not Applicable <input type="checkbox"/>
Responsible In Charge of Construction	
Address	
Signature	
Telephone	

SECTION 6 - DESCRIPTION OF PROPOSED WORK (check all applicable)

New Construction <input checked="" type="checkbox"/>	Existing Building <input type="checkbox"/>	Repair(s) <input type="checkbox"/>	Alteration(s) <input type="checkbox"/>	Addition <input type="checkbox"/>
Accessory Bldg. <input checked="" type="checkbox"/>	Demolition <input checked="" type="checkbox"/>	Other <input type="checkbox"/> Specify:		

Brief Description of Proposed Work:
Build a new building based on the original Toll House / Cobbler Shop that currently resides in the Ford Museum in Dearborn, MI. Whittier Tech will build at the school and the completed

SECTION 7 - USE GROUP AND CONSTRUCTION TYPE

project will be trucked to the site.

USE GROUP (Check as applicable)						CONSTRUCTION TYPE	
A Assembly	<input type="checkbox"/>	A-1 <input type="checkbox"/>	A-2 <input type="checkbox"/>	A-3 <input type="checkbox"/>	A-4 <input type="checkbox"/>	A-5 <input type="checkbox"/>	1A <input type="checkbox"/>
B Business	<input type="checkbox"/>						1B <input type="checkbox"/>
E Educational	<input type="checkbox"/>						2A <input type="checkbox"/>
F Factory	<input type="checkbox"/>	F-1 <input type="checkbox"/>	F-2 <input type="checkbox"/>				2B <input type="checkbox"/>
H High Hazard	<input type="checkbox"/>						2C <input type="checkbox"/>
I Institutional	<input type="checkbox"/>	I-1 <input type="checkbox"/>	I-2 <input type="checkbox"/>	I-3 <input type="checkbox"/>			3A <input type="checkbox"/>
M Mercantile	<input type="checkbox"/>						3B <input type="checkbox"/>
R Residential	<input type="checkbox"/>	R-1 <input type="checkbox"/>	R-2 <input type="checkbox"/>	R-3 <input type="checkbox"/>			4 <input type="checkbox"/>
S Storage	<input type="checkbox"/>	S-1 <input type="checkbox"/>	S-2 <input type="checkbox"/>				5A <input type="checkbox"/>
U Utility	<input checked="" type="checkbox"/>						5B <input type="checkbox"/>
M Mixed Use	<input type="checkbox"/>	Specify: <u>Shed</u>					
S Special Use	<input type="checkbox"/>	Specify: _____					

COMPLETE THIS SECTION IF EXISTING BUILDING UNDERGOING RENOVATIONS, ADDITIONS AND/OR CHANGE IN USE

NA

Existing Use Group: _____	Proposed Use Group: _____
Existing Hazard Index 780 CMR 34): _____	Proposed Hazard Index 780 CMR 34): _____

SECTION 8 BUILDING HEIGHT AND AREA

BUILDING AREA	Existing (if applicable)	Proposed
Number of Floors or stories include basement levels		<u>1</u>
Floor Area per Floor (sf)		<u>120</u>
Total Area (sf)		<u>120</u>
Total Height (ft)		<u>13</u>

SECTION 9 - STRUCTURAL PEER REVIEW (780 CMR 110.11)

Independent Structural Engineering Structural Peer Review Required	Yes... <input type="checkbox"/>	No... <input checked="" type="checkbox"/>
--	---------------------------------	---

SECTION 10a - OWNER AUTHORIZATION - TO BE COMPLETED WHEN OWNERS AGENT OR CONTRACTOR APPLIES FOR BUILDING PERMIT

I, _____, as Owner of the subject property hereby authorize the Rocks Village Memorial Association to act on my behalf all matters relative to work authorized by this building permit application.

Signature of Owner _____ Date _____

SECTION 10b - OWNER/AUTHORIZED AGENT DECLARATION

I, _____, as Owner/Authorized Agent hereby declare that the statements and information on the foregoing application are true and accurate, to the best of my knowledge and belief. Signed under the pains and penalties of perjury.

Print Name _____

Signature of Owner/Agent _____ Date _____

SECTION 11 - ESTIMATED CONSTRUCTION COSTS

Item	Estimated Cost (Dollars) to be completed by permit applicant	Official Use Only	
		(a) Building Permit Fee Multiplier	
1. Building			
2. Electrical		(b) Estimated Total Cost of Construction from (6)	
3. Plumbing	NA	Building Permit Fee (a) x (b)	
4. Mechanical (HVAC)	NA		
5. Fire Protection			
6. Total = (1 + 2 + 3 + 4 + 5)		Check Number	

Materials and Labor are being donated, there won't be any cost associated with this building.

Bonnie Dufresne

From: Mayor [mayor@cityofhaverhill.com]
Sent: Wednesday, January 02, 2013 8:16 AM
To: Bonnie Dufresne
Subject: FW: Rocks Village Toll House Building Permit

Bonnie:
Please have Dick Osborne see me on this.
Mayor

From: Christine Kwitchoff [mailto:christinekwitchoff@comcast.net]
Sent: Tuesday, January 01, 2013 7:49 PM
To: rosborne@cityofhaverhill.com
Cc: Mayor; 'wimberly burton'; 'cindy Rocksvillage'; 'Pamela Mamacos'
Subject: Rocks Village Toll House Building Permit

Dear Richard –

Re: Rocks Village Toll House Building Permit

The above mentioned property is owned by the City of Haverhill so the permit application was passed to Mayor Fiorentini on Fri 12/28/12 for his review and approval. As soon as he signs the document it will be passed to your office for further processing.

We were uncertain how to complete the following information on the permit application, appreciate if you could complete the missing information:

- 1.3 – Zoning Information
- 1.4 – Property Dimensions
- 1.5 – Building Setback Requirements
- 3.1 – Whittier Vocational Technical School License Information

The Rocks Village Historic District Commission has already issued a Certificate of Appropriateness (COA) based on the plans that have been submitted with the permit application. We're meeting with Whittier Tech on Friday Jan. 4 at 8AM to review the plans and materials list so we're full steam ahead on this project and look forward to receiving your approval.

Please keep Wimberley, Cindy & Pam on cc when you respond so they can follow our conversation.

Hope you had a wonderful holiday and Happy New Year!

Christine Kwitchoff
On behalf of the Rocks Village Memorial Association

CITY OF HAVERHILL



ROCKS VILLAGE HISTORIC DISTRICT COMMISSION

22 Wharf Lane • Rocks Village • Haverhill, MA 01830 • Phone 978-372-7563

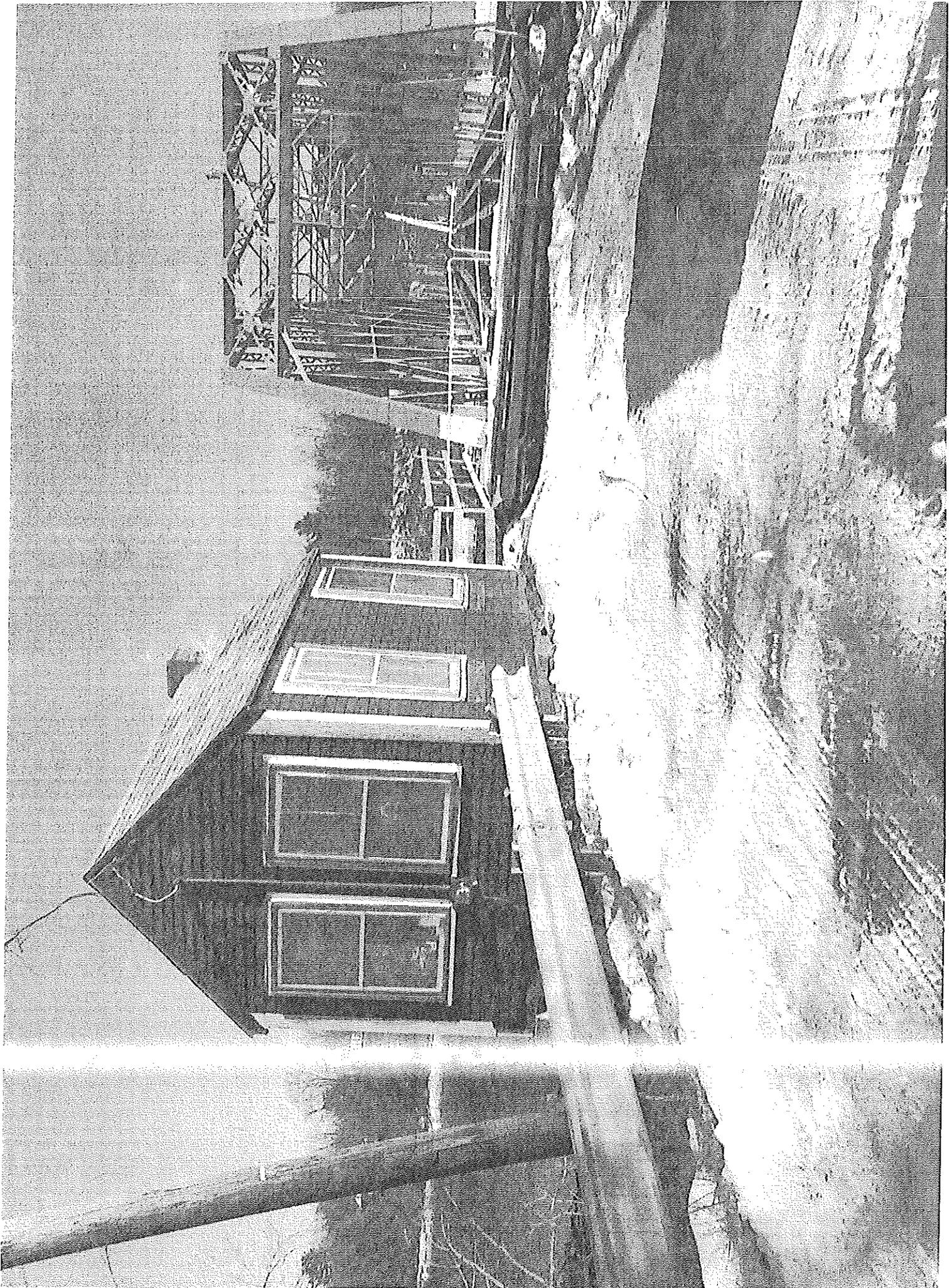
Certificate of Appropriateness

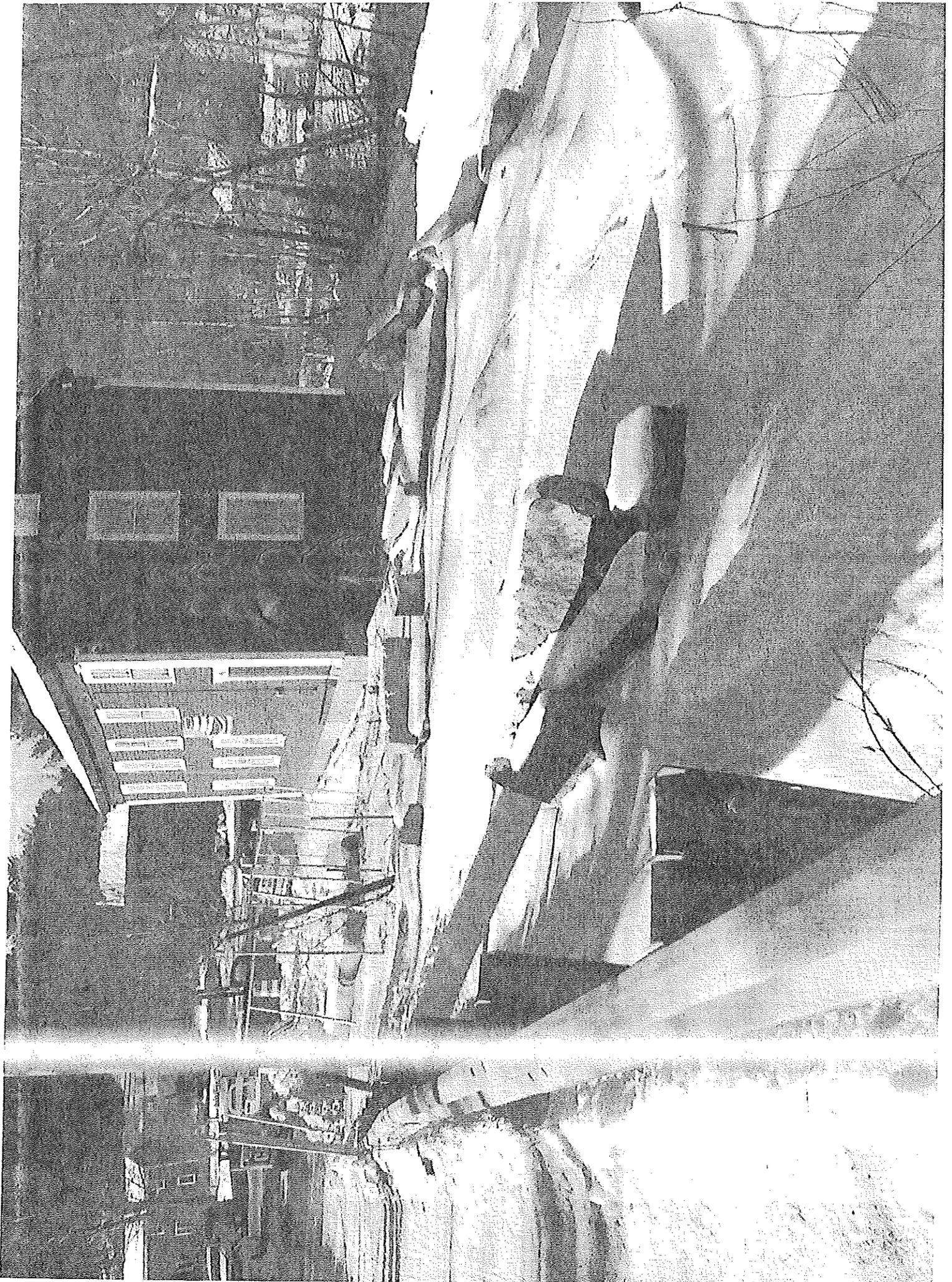
November 5, 2012

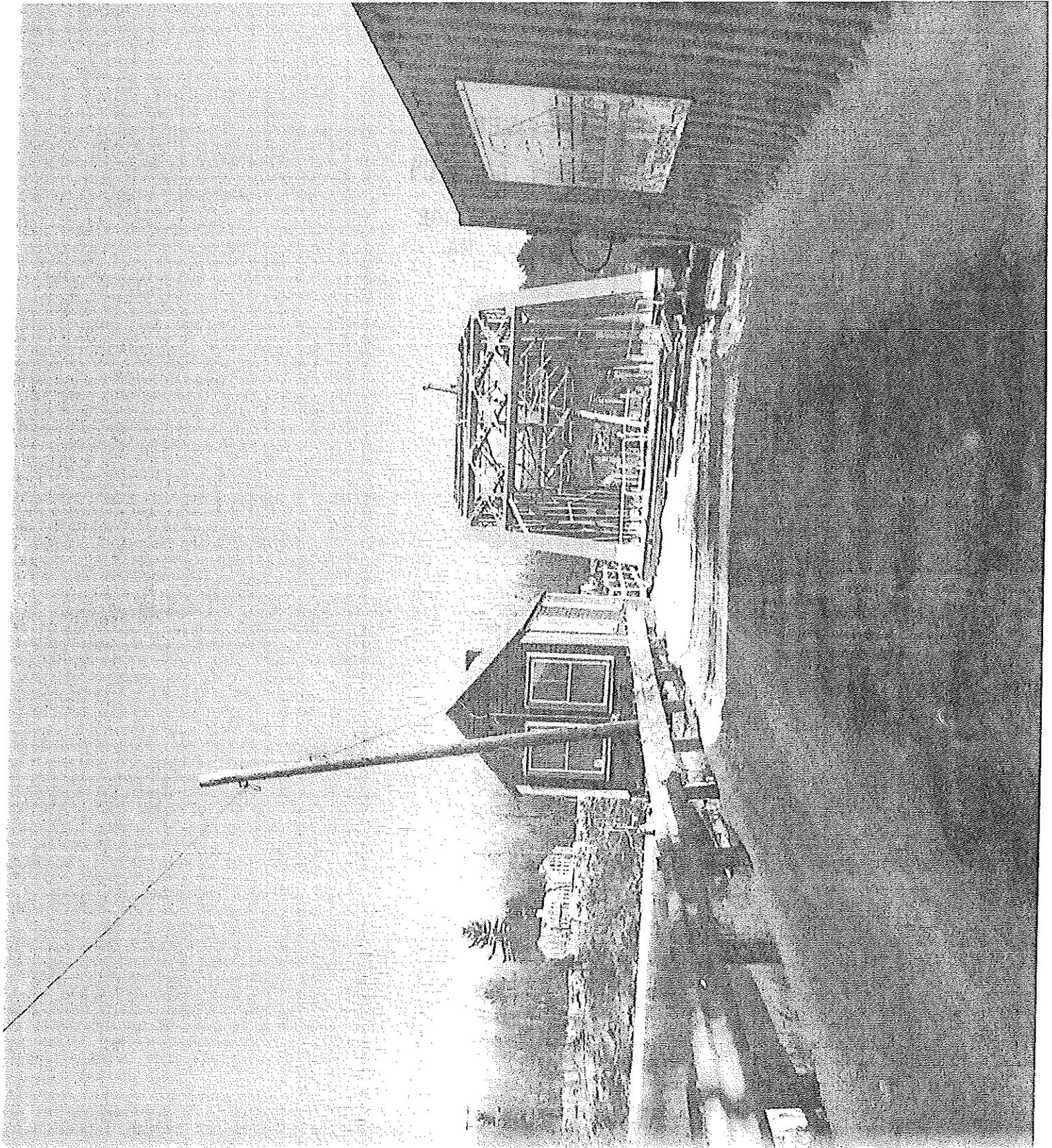
Please be advised that the application submitted by the Rocks Village Memorial Association to demolish the existing Toll Keepers House at the foot of the Rock Village Bridge and replace it with a replica is approved by the Rocks Village Historic District.

Ray Arsenault

Chair RVHDC









DOCUMENT

CITY OF HAVERHILL

In Municipal Council

ORDERED:

That those persons retained as Building Project Manager/Citizen Center for the City of Haverhill are hereby designated as "Special Municipal Employees" pursuant to M.G.L. c. 268A.

JAMES J. FIORENTINI
MAYOR



CITY OF HAVERHILL
MASSACHUSETTS

CITY HALL, ROOM 100
FOUR SUMMER STREET
HAVERHILL, MA 01830
PHONE 978-374-2300
FAX 978-373-7544
MAYOR@CITYOFHAVERHILL.COM
WWW.CI.HAVERHILL.MA.US

January 3, 2013

President Robert Scatamacchia and
Members of the Haverhill City Council

RE: Special Municipal Employee

Dear Mr. President and members of the City Council:

Enclosed, please find an order allowing the person hired as Building Project Manager/Citizens Center for the City of Haverhill to be designated as a "Special Municipal Employee".

I would like to retain the services of local architect and historian Angelo Petrozelli as this Project Manager to oversee the rebuilding of the Citizens Center. To avoid any potential conflict of interest because of other projects he may be working on, I am requesting this designation.

I recommend approval.

Very truly yours,



James J. Fiorentini, Mayor

JJF/lk

Encl.

CC: Angelo Petrozelli

mayors_admin

From: BILLCOXLAW@aol.com
Sent: Thursday, January 03, 2013 11:55 AM
To: mayors_admin
Subject: COI

The conflict of interest law in Massachusetts (M.G.L. c. 268A) classifies private citizens serving as consultants appointed by the Mayor to oversee building projects as “municipal employees” and, therefore, their conduct is regulated by the conflict law.

“Special municipal employee” status may be assigned to certain municipal positions by a vote of the City Council. It is the municipal position which is designated as having special status, not the individual. All “employees” holding the same office or position must have the same classification as special.

M.G.L. c. 268A, §17 limits what a municipal employee may do “on the side”, specifically prohibiting any municipal employee from acting as an agent or attorney for a private party before city boards. However, §17 only applies to special municipal employees when there is a connection between the special municipal employee’s outside activity and the employee’s agency work.

21-N
Jan 25 2013
~~ORDERED~~



DOCUMENT 21-N

CITY OF HAVERHILL

In Municipal Council December 11 2012

~~ORDERED~~ MUNICIPAL ORDINANCE

CHAPTER 240

**An Ordinance Relating to Parking
(35 Arch Avenue-DELETE Handicapped Parking)**

BE IT ORDAINED by the City Council of the City of Haverhill that Article XIII, Section 240-1302 Schedule B: Parking Restrictions and Prohibitions of the Haverhill City Code, as amended be further amended by DELETING the following:

LOCATION	REGULATION	HOURS/DAYS
35 Arch Avenue	No Parking	24 Hours
In front of No. 35 Arch Avenue except For 1-24 Hour handicapped Parking space at No. 35		

APPROVED as to legality:

City Solicitor

PLACED ON FILE for at least 10 days
Attest:

City Clerk



Haverhill

Economic Development and Planning

Phone: 978-374-2330

Fax: 978-374-2315

December 5, 2012

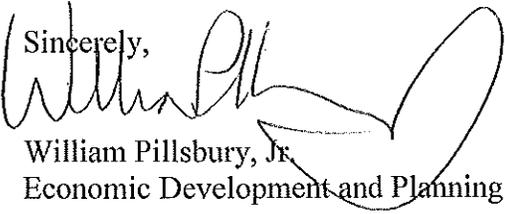
Mr. Robert H. Scatamacchia, Council President
City Council Members
City Hall-Room #204
City of Haverhill

RE: Handicap Parking – Delete Handicapped Parking @ 35 Arch Avenue

Dear Council President:

As per your request dated, December 5, 2012, I am submitting a Municipal Ordinance that will delete a handicap parking at 35 Arch Avenue.

Sincerely,



William Pillsbury, Jr.
Economic Development and Planning Director

City Council

Robert H. Scatamacchia
President
Michael J. Hart
Vice President
John A. Michitson
William H. Ryan
Michael S. McGonagle
William J. Macek
Colin F. LePage
Mary Ellen Daly O'Brien
Thomas J. Sullivan



City Hall, Room 204
4 Summer Street
Telephone: 978 374-2328
Facsimile: 978 374-2329
www.ci.haverhill.ma.us
citycncl@cityofhaverhill.com

CITY OF HAVERHILL
Haverhill, Massachusetts 01830-5843

December 5, 2012

TO: Mr. William Pillsbury, Jr.
Planning Director and Grants Coordinator

RE: **Delete Handicap Ordinance – 35 Arch Avenue**

Dear Mr. Pillsbury:

At the City Council meeting held on November 27, 2012 the following item was placed on the agenda by Councillor Hart:

- Doc. #76-U - Request for removal of a handicap parking space at 35 Arch Avenue

The Council would appreciate it if you would prepare the necessary ordinance and place it on the next Council agenda. Thank you for your assistance.

Sincerely,

Robert H. Scatamacchia, President
Haverhill City Council

RHS/bsa

encl.

c: Mayor James J. Fiorentini
City Councillors
Police Officer Edward Watson

COPY

City Council

Robert H. Scatamacchia
President
Michael J. Hart
Vice President
John A. Michitson
William H. Ryan
Michael S. McGonagle
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CITY OF HAVERHILL
Haverhill, Massachusetts 01830-5843

November 14, 2012

TO: Mr. President and Members of the City Council

Councillor Michael Hart requests a discussion regarding the removal of a handicap parking space at 35 Arch Avenue as it is no longer needed.

Michael J. Hart
City Councillor Michael J. Hart

148
148

COPY



DOCUMENT 14-R

CITY OF HAVERHILL

In Municipal Council July 24 2007

~~ORDERED~~ MUNICIPAL ORDINANCE

CHAPTER

An Ordinance Relating to Parking
(35 Arch Avenue—Add Handicap Parking)

BE IT ORDAINED by the City Council of the City of Haverhill that Article XIII, Section 240-1302 Schedule B: Parking Restrictions and Prohibitions of the Haverhill City Code, as amended be further amended by adding the following:

LOCATION	REGULATION	<u>HOURS/DAYS</u>
35 Arch Avenue. In front of No. 35 Arch Avenue except for 1-24 hour handicapped parking space at #35 Arch Avenue	No Parking	24 Hours

APPROVED as to legality:

City Solicitor

PLACED ON FILE for at least 10 days

Attest:

City Clerk

IN CITY COUNCIL: August 14 2007

PASSED

Attest:

City Clerk

APPROVED:

City Clerk

City Council

Robert H. Scatamacchia
President
Michael J. Hart
Vice President
John A. Michitson
William H. Ryan
Michael S. McGonagle
William J. Macek
Collin F. LePage
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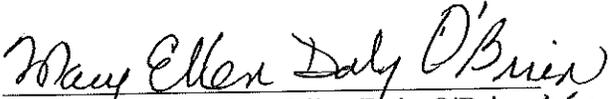
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CITY OF HAVERHILL
Haverhill, Massachusetts 01830-5843

December 27, 2012

TO: Mr. President and Members of the City Council

Councillor Mary Ellen Daly O'Brien would like to request an update from the Mayor or his designee regarding paid parking downtown.


City Councillor Mary Ellen Daly O'Brien *MSL*

12.2.2

City Council

Robert H. Scatamacchia
President
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Vice President
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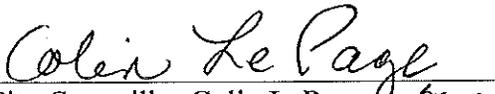
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CITY OF HAVERHILL
Haverhill, Massachusetts 01830-5843

January 4, 2013

TO: Mr. President and Members of the City Council

Councillor Colin LePage requests a discussion regarding the Rules and Regulations of the City Council.


City Councillor Colin LePage

RULES AND REGULATIONS OF THE CITY COUNCIL

ORGANIZATION

Rule 1. The City Council shall meet for organization at ten o'clock in the forenoon on the first Monday of January following the regular municipal election and the members of the City Council shall severally make oath, before the City Clerk or a justice of the peace, to perform faithfully the duties of their respective office, except any member-elect not present shall make oath at the first regular meeting of the City Council thereafter which s/he attends.

For the purpose of organization, the City Clerk shall be temporary Chairperson until the President and Vice President are elected.

The City Council shall, by majority vote of all members elected, elect a President and Vice President from its own members; and the persons elected shall likewise make oath to perform faithfully the duties of the respective offices to which they are so elected at the same meeting, except any member-elect not present shall make oath at the first regular meeting of the City Council thereafter which s/he attends.

The following year, the first Tuesday of January at 7:00 o'clock P.M., the members of the City Council shall meet for the purpose of organization.

Within the first sixty (60) days of each term of a City Council, the members of the City Council shall vote to approve, amend, add, or disapprove of its Rules and Regulations.

REGULAR MEETINGS

Rule 2. Regular meetings of the City Council shall be held every Tuesday at 7:00 o'clock P.M. except in June there shall be a meeting on the first, second and fourth Tuesday except when June has five Tuesdays then it will be first, third and fifth. From July through Labor Day, the Council shall meet every other week beginning with the second Tuesday of July. In September, after Labor Day, the Council shall return to its regular weekly schedule. The meeting(s) scheduled for the Tuesday after the President's Day holiday in February, Tuesday before Thanksgiving and the Tuesday of the Christmas holiday week shall be cancelled. The meetings shall be held in the City Council Chambers, City Hall. The City Council may at any meeting, by a majority vote, discontinue any further meetings herein before scheduled.

MEETINGS OPEN TO PUBLIC

Rule 2A. Except in the case of executive sessions, all meetings of the City Council and of City Council Committees thereof shall be open to the public, and the City Council shall provide that citizens shall have up to three (3) minutes, unless a longer

period is deemed necessary by the presiding Councillor to be heard at any such meeting in regard to any matter considered there. All meetings of the City Council shall conform to the Massachusetts Open Meeting Law (G.L. c.39).

SPECIAL MEETINGS

Rule 3. The President, or in his/her absence the Vice President, of the City Council, or any three members thereof, may at any time call a special meeting by causing written notices, stating the time of holding such meeting and signed by the person or persons calling the same, to be delivered in hand or by electronic communication to each member of the City Council at least twenty-four hours before the time of such meeting.

Every notice for a special meeting shall specify the subject to be acted upon and the place where the meeting is to take place.

HOLIDAYS

Rule 4. Whenever the day set by these rules for any meeting of the City Council shall fall upon a holiday, then such meeting shall be cancelled by order of the Council.

QUORUM

Rule 5. Five (5) members of the City Council shall constitute a quorum.

PRESIDING OFFICER

Rule 6. The President, if present, shall preside at the meetings. In the absence of the President, the Vice President of the City Council shall preside or, in the absence of both, the next available Councillor in a downward sequential order as determined by the voting results of the last City Council election shall preside during the absence of both the President and the Vice President.

VACANCY IN THE OFFICE OF PRESIDENT OR VICE PRESIDENT

Rule 7. If the office of President becomes vacant, the Vice President shall assume duties of the President or if the office of Vice President becomes vacant, the City Council, in the manner provided in Rule 1, shall elect one of its members to fill such office for the unexpired term, provided that no such vacancy shall be filled so long as there is a vacancy in the City Council.

DUTIES OF PRESIDING OFFICER

Rule 8. The presiding officer shall preserve decorum and order, may speak to points of order in preference to other members; shall decide all questions of order, subject to any appeal to the City Council, regularly seconded; and no other business shall be in order until the question on the appeal shall have been decided. The vote upon the appeal from the ruling of the chair shall be by roll call and shall stand unless a majority of the votes are to the contrary. The chair shall be allowed to vote on any question of appeal.

The presiding officer shall declare all votes and, if the result be in doubt, may call for a roll call vote. Such declaration, if not the result of a roll call, shall stand unless it is reversed by a roll call called for by any member.

RELINQUISHING THE CHAIR

Rule 9. When the presiding officer desires to relinquish the chair, s/he shall call upon the Council Vice President, and, if not present, s/he shall call upon the next available Councillor in a downward sequential order as determined by the voting results of the last City Council election but such substitution shall not continue beyond the will of the presiding office so relinquishing the chair or beyond any adjournment, except as hereafter provided.

If the presiding officer wishes to express an opinion on any subject under debate, s/he shall relinquish the chair as above provided and shall not resume the chair until s/he is through speaking and all points of order arising therefrom have been decided.

The presiding officer may, however, express a final opinion on any subject in which debate has concluded, without relinquishing the chair.

COMMITTEES

Rule 10. The President of the City Council shall appoint all standing committees, all special committees, shall fill any committee vacancy and designate the rank of the members of each committee unless specifically directed otherwise by a majority of the council. There shall be the following standing committees:

1. Administration & Finance Committee: Department of Finance & Records; and Law
2. Natural Resources & Public Property Committee: Water and Wastewater; Energy Conservation; Conservation Commission; Department of Public Buildings; Assessors.
3. Planning & Development Committee: Department of Community Planning and Development; Planning Department; Engineering.
4. Public Health, Safety & Works Committee: Department of Law Enforcement; Department of Fire Safety Services; Public Works; Public Health.

The City Councillor responsible for initiating an item at an official Council meeting which is then forwarded to a Committee for further study and review must make him/herself available at the Committee meeting upon which said item is to be reviewed. Failure or inability of procuring Councillor to attend the meeting to which the item is scheduled to be heard shall result in said item being tabled to the next meeting of the Committee, or the Committee may report the item back to the Council with or without recommendation.

The Committee Chairperson shall ensure items referred to Committee be reported on as soon as reasonably possible after item is referred. Any item submitted to sub-committee of the City Council shall be reported back to the City Council with recommendation(s) for action, if any.

The meetings of the standing committees of the City Council shall be held on Wednesdays or Thursdays no earlier than 7:00 PM. in the City Council office, Room 204, except in cases where the subject matter to be discussed is deemed by the Committee Chairperson to be more appropriate at another day, time or place.

SUFFICIENCY OF VOTE

Rule 11. The affirmative vote of a majority of all the members elected to the City Council shall be necessary for the passage of any order, ordinance, resolution, or vote except as noted herein or otherwise provided by the General Laws. The affirmative vote of a majority of the members present shall be sufficient to adjourn any meeting of the City Council.

COUNCIL VOTES NECESSARY PLAN A

Annual Budget	Majority	5 votes
Salary Appropriation	Majority	5 votes
Salary Ordinance (increase)	2/3	6 votes
Loan Orders	2/3	6 votes
Transfer from one department to another (C.44 S.33B)	2/3	6 votes
Transfer within department	Majority	5 votes
Eminent Domain	2/3	6 votes
* Zoning ordinances and amendments	2/3	6 votes
** Zoning Special Permits	2/3	6 votes
Suspend Rules	2/3	6 votes
To amend a document	Majority	5 votes
To rescind a document	2/3	6 votes
To expunge a document	2/3	6 votes
To override a Mayor's veto	2/3	6 votes
Motion to censure	2/3	6 votes
* If a petition signed by the owners of 20% of the property abutting is presented to the Clerk prior to the close of the hearing, protesting a change, the document requires 7 votes, (see G.L. C.40A s.5)		
** Cluster Residential Development, Planned Unit Development and Multifamily dwellings (see G.L. c.40A), Used and New Car Dealerships (see Zoning Regulations Ch.255-16, Table of Use and Parking Regulations)		

EVERY MEMBER SHALL VOTE EXCEPT AS PROVIDED IN THIS RULE

Rule 12. Every member present when a question is put shall vote, unless any Councilor for special reasons stated before the roll call vote and decided upon without debate shall be excused. No member shall leave the Council Chambers without permission of the chair if his/her presence is necessary to make a quorum.

**MANNER OF VOTING
YES - NO - VOICE VOTE**

Rule 13. Final votes of the City Council shall be by individual voice vote by YES or NO and shall be entered on the records. The presiding officer shall always vote last.

With the exception of votes for orders, ordinances and Council votes necessary under the Plan A form of government, the President may proceed by voice vote of the City Council unless objected to by another member of the City Council in which case the vote shall be recorded as stated above.

Notwithstanding the language contained in Rule 12, no member shall vote on any question or serve on any committee where his/her private right is immediately concerned, distinct from the public interest.

Rule 14. Prior to the announcement by the Chair of the result of a roll call vote, any Councillor may ask to have his/her name called again in order to record him/herself differently.

GAINING THE FLOOR

Rule 15. Every Councillor, when wishing to speak, shall raise his/her hand respectfully or, if available, signal the Chair by some other acceptable manner, asserting his/her desire to gain the floor and wait until s/he is recognized.

EVERY ORDER OR RESOLUTION MUST BE ENDORSED

Rule 16. No order or resolution shall be received or acted upon unless endorsed by a member of the Council.

WITHDRAWING NOTICE

Rule 17. After a motion is stated or read by the Chair and properly seconded, it shall be deemed to be in possession of the Council, and shall be disposed of by vote, but the mover or seconder may withdraw it at any time before a decision or amendment.

PETITIONS ONCE REJECTED

Rule 18. Except as otherwise might be provided specifically in the Massachusetts General Laws, whenever final action on any order, ordinance, petition or question has been taken by the City Council, no further order, ordinance, petition or question which in substance is the same as heretofore acted upon, shall be resubmitted to the Council within six months from the time of the Council's previous action thereon unless two-thirds of the Council consents in writing for its resubmission.

Nothing in this rule shall be intended to waive provisions of Rules 22 and 23 and said rule shall not be considered inconsistent with said rules numbered 22 and 23.

ORDINANCE AND BOND ORDERS REFERRED TO CITY SOLICITOR

Rule 19. Every ordinance and every order for a bond issue shall, before its passage, be referred to the City Solicitor, who shall forthwith examine the same as to its legality and notify the Council of his/her findings.

That it be a standing rule of this Council that no final or definite action be passed by this Council in the matter of abatement of betterment assessments until such time as the legality of a proposed abatement be approved by the City Solicitor.

ENACTING STYLE

Rule 20. All by-laws passed by the City Council shall be entitled ordinances and the enacting style be "Be it ordained by the City Council of the City of Haverhill". In all votes by which the City Council expresses anything by order or by command, the enacting style shall be "Ordered:" and in all votes by which the City Council expresses opinions, principles, facts or purposes, the enacting style shall be "Resolved".

Rule 21. When a question is under debate, the chair will receive motions in accordance with Order of Precedence outlined in "Robert's Rules of Order".

PREVIOUS QUESTION

Rule 22. The previous question shall be put in the following form: "Shall the main question be now put?" and all further amendment or debate of the main question shall be suspended until the previous question is decided.

On the previous question, not exceeding five minutes shall be allowed for debate, which shall be confined to giving reasons why the main question should not be put, and no member shall speak more than two minutes.

RECONSIDERATION

Rule 23. After a vote has been taken, it shall be in order for any member voting with the prevailing side to move reconsideration thereof at the same meeting at which the vote was taken, or to file with the City Clerk, not later than twelve o'clock noon of the second business day following such meeting, written notice of a motion to reconsider such vote. After receiving such written notice of reconsideration, the Clerk shall place it on the calendar for the next regular meeting or for any intervening special meeting, provided the same is included in the call thereof.

Whenever a written notice of a motion to reconsider has been filed as aforesaid, the Clerk shall notify all of the members of the City Council and any parties that spoke at the Council meeting when the original vote was taken. In the case of a question decided by a tie vote, the prevailing side shall be considered to be the one in whose favor the question was decided. Not more than one motion for reconsideration of any vote shall be entertained, and no vote upon either of the following motions shall be reconsidered: viz: to adjourn; to lay on the table; to take from the table and the previous question.

KEEPER OF THE RECORD

Rule 24. The Clerk or her/his designee shall attend and keep the records of all meetings of the Council. S/he shall record the names of the members present, and shall have the care and custody of the city records, and all documents, maps, plans and papers pertaining to the business of the City Council. The City Council Administrative Assistant or her/his designee shall assume the duties of the Clerk in her/his absence.

PAPERS MUST BE FILED BEFORE 11:00 A.M. FRIDAY BEFORE MEETING

Rule 25. All papers of whatever description which may require action by the City Council shall be presented to the City Clerk not later than 11:00 A.M. on the Friday preceding the day of each regular meeting, except when such preceding day is a holiday or City Hall is closed, then they shall be presented at the same hour on the Thursday preceding the day of the meeting. Papers presented after that hour on such day will not be considered until the next meeting, unless admission is approved by two-thirds of the City Council.

CLERK SHALL PREPARE A LIST OF ALL MATTERS

Rule 26. The City Clerk shall prepare a list of all matters to come before the City Council at each meeting in accordance with the established order of business and shall deliver to the Council office for each Councillor, a copy of the same on the same day that the agenda is prepared.

As part of the agenda for each meeting, on a separate sheet in a suitable format, there shall be a list of all orders, documents, reports and communications which have been referred to a Council committee for report or action, along with the date submitted to the committee.

Rule 26A. No business or document scheduled to come before the City Council may be removed or omitted from the agenda prior to a meeting.

Rule 26B. The City Council shall allow for re-reading of all back up material related to any Ordinance before the vote is taken for passage.

Rule 26C. The President of the City Council shall not allow any communication or other matter to be placed on the agenda that does not conform with the City Council's Rules and Regulations or, if not governed by a rule or regulation, that does not conform with Robert's Rules of Order.

EXAMINATION OF RECORDS OF PREVIOUS MEETING

Rule 27. At each meeting of the Council, the records for the meeting shall be referred to a member thereof (excepting to the President) for examination; and for the next Council meeting s/he shall report the results thereof to the Chair who shall accept the minutes for the file unless objected by any City Councillor whereupon the Chair shall then place before the meeting the question of approval of the same.

ORDER OF BUSINESS

Rule 28. At every regular meeting of the City Council the order of business shall be as follows:

1. Opening Prayer
2. Pledge of Allegiance
3. Approval of the records of previous meeting
4. Assignment of minutes review for next meeting
5. Communications from the Mayor
6. Utility hearing(s) and related order(s)
7. Appointments
8. Petitions
9. Hearings and related Orders
10. Motions and Orders
11. Unfinished business of preceding meetings
12. Communications and reports from city officers and employees
13. Resolutions and Proclamations
14. Council committee reports and announcements

The above shall not be departed from except by permission of the presiding officer.

Any public hearing that is expected to exceed more than two hours in duration in the opinion of the City Council President, may be scheduled by the President as a special meeting to be held other than at the time of a regularly scheduled City Council meeting, provided that special Council meeting can be televised by the local cable channel.

PASSAGE AT ONE SESSION

Rule 29. Except as otherwise might be provided specifically in the Massachusetts General laws, any ordinance after having been placed on file for at least 10 days, and any order or resolution may be passed through all its stages of legislation at one session, provided that no member of the Council objects thereto; but if any member of the Council objects, the measure shall be postponed for that meeting.

PARLIAMENTARY PRACTICE

Rule 30. In all matters of parliamentary practice not provided for in these rules, the City Council shall use "Robert's Rules of Order", the latest edition, as a guide.

Rule 31. Insofar as these rules are not of statutory source or origin, the same may be suspended at any meeting by a two-thirds vote of all Councillors present, but not otherwise. Suspension of rules shall apply only for the subject matter under consideration, which must be stated prior to voting for said suspension of rules.

These rules may be amended or repealed by the vote of five Councillors, but said amendment or repeal shall not be effective until the next regular meeting.

If any action is taken inconsistent with these rules, the same shall be construed to have been taken in suspension thereof provided there is a two-thirds consent of all members of the Council, or there is no objection raised prior to the meeting being adjourned.

COUNCIL BUDGET

Rule 32. Each Councillor shall be allowed to provide his/her input to the City Council budget.

HEARINGS

Rule 33. All public hearings of the City Council will have the following guidelines. The proponent or petitioner will have up to thirty minutes to make their presentation. The opposition will have up to thirty minutes to make their presentation. Each side, proponent and opposition, will have up to five minutes each for rebuttal after initial presentations.

If a petitioner needs more time for a presentation, the presiding officer may at his/her discretion allow for additional time for any proponent or petitioner to complete a presentation, provided that an equal amount of time be granted to the opposition.

INDOCTRINATION OF NEW COUNCILLORS

Rule 34. It shall be the responsibility of the Council President to hold indoctrination for all new Councillors within thirty days of the final election. This also includes making available to Councillors Robert's Rules of Order in the City Council office and any other information that is pertinent for a smooth transition.

INTRADEPARTMENTAL COMMUNICATION

Rule 35. Any individual Councillor or the Council body may make a formal request for information or ask pertinent questions of the Mayor, City Department Heads, Boards or Commissions pursuant to a matter placed on the Council meeting agenda provided, that, in all cases, the information requested or questions asked, be in accordance with the manner provided in Section 19 of the City Charter as follows:

The City Council at any time may request from the Mayor, or, under Plan D or E, from the city manager, specific information on any municipal matter within its jurisdiction, and may request him to be present to answer written questions relating thereto at a meeting to be held not earlier than one week from the date of the receipt by the Mayor, or under Plan D or E, by the city manager, of said questions. The Mayor, or, under Plan D or E, the city manager, shall personally, or through the head of a department or a member of a board, attend such meeting and publicly answer all such questions. The person so attending shall not be obliged to answer questions relating to any other matter. The Mayor, or, under Plan D or E, the city manager, may attend and address the City Council in person or through the head of a department, or a member of a board, upon any subject. (1915, 267, 1, § 19; 378, § 8; 1948, 459, § 6.)

USE OF CITY COUNCIL STATIONERY

Rule 36. The use of City Council stationery with official letterhead shall be afforded to the Council President to communicate with any City Department, citizens, private businesses or State and Federal entities as s/he deems necessary. However, any communication issued by any other Council member on said stationery with respect to an issue previously, presently or potentially under the auspices of the City Council, Mayor or any commission, committee, authority, board, task force or any other decision making body on the local, state or federal level, must be through the Council Administrative Assistant and must be copied to the Council President.

The Council President shall be responsible for alerting each newly elected Councillor of this rule during the orientation period outlined in Rule 34.

SPECIAL ELECTION AND BALLOT QUESTIONS

Rule 37. Whenever the City Council votes for any special election or question to be placed on a ballot, the City Clerk shall immediately enter into the agenda for the following week an agenda item that would require providing a copy of the certified mail receipt to each Councillor. This would prove that the proper departments in local or state government have been notified of the special election or of the ballot question.

MOTIONS TO CENSURE

Rule 38. A communication to place a motion to censure a member of the City Council on the agenda must be filed with the City Clerk in a timely manner and must be in writing and signed by no less than six members of the City Council and must specify egregious behavior and/or conduct unbecoming of a City Councillor.

City Council

Robert H. Scatamacchia
President
 Michael J. Hart
Vice President
 John A. Michilton
 William H. Ryan
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CITY OF HAVERHILL
 Haverhill, Massachusetts 01830-5843

**MINUTES OF THE ADMINISTRATION AND FINANCE COMMITTEE
 MEETING HELD ON JANUARY 3, 2013**

An Administration and Finance Committee Meeting was held on Thursday, January 3, 2013 at 7:00P.M. in the City Council office, Room 204.

Committee Members present: Committee Chairperson Colin LePage, Councillor Michael McGonagle and Councillor William Macek. Councillor Michitson also attended.

Department Head: William Cox, City Solicitor

The following items were discussed:

- 1.) **Doc. #76-W** – Communication from Councillor Macek requesting a discussion regarding remote participation guidelines for City Council meetings. *After review and discussion of adopting 940 CMR 29.10, Remote Participation requirements and procedures of the Open Meeting Law, a motion was made to request that the City Solicitor prepare an ordinance in accordance with the Attorney General's regulations and include the provision that all individuals participating remotely may do so a maximum of six (6) times in a calendar year. Passed unanimously.*
- 2.) Councillor Macek's request to review the process for granting waivers for permit fee for nonprofits. *After review and discussion of the Mayor's memo to the City Solicitor regarding the waiving of permit fees for nonprofits, a motion was made to request that the City Solicitor prepare an ordinance with the Mayor's recommendations as well as suggestions by the Administration & Finance subcommittee for further review at a later Committee meeting. Passed unanimously.*

Respectfully submitted,

Colin LePage, Chairperson
 Administration and Finance Committee
 Haverhill City Council

January 4, 2013

CL/bsa

c: Mayor James J. Fiorentini
 City Councillors

City Council

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DOCUMENTS REFERRED TO COMMITTEE STUDY

#5-L/10	Communication from Councillor Macek requesting to propose the enactment of a Safe Building Ordinance.	NRPP	2/23/10
74-X/11	Communication from Co. Amirian requesting a discussion about proposed pig farm at Boxford Road	Planning & Dev.	9/27/11
4	Communication from Councillor Macek requesting a discussion regarding the proposed Monument Square traffic divider/island.	Planning & Dev.	1/3/12
12-E	Communication from Councillor Scatamacchia requesting to introduce Vincent Kissel to speak regarding safety issues at Kenoza Avenue and Newton Road	Planning & Dev	1/17/12
40-F	Communication from Councillor Daly O'Brien requesting to discuss lighting in the area of the parking garage	Public Safety	5/8/12
71	Ordinance – Waterfront Interim Planning Overlay District (WIPOD) Amend Section 255-7 and Add a new Section 255-18.2	Planning & Dev.	7/10/12
	Councillor Macek's request to review process for granting waivers for permit fees for non profits	Administration & Finance	10/16/12
44-R	Communication from Mayor regarding properties that have been surplusd and properties that have not been surplusd	Natural Resources & Public Property	10/23/12
76-R	Communication from Councillor Scatamacchia requesting a discussion about establishing a Commission for the Veterans Memorial Skating Rink	Administration & Finance	10/30/12
76-W	Communication from Councillor Macek requesting a discussion regarding remote participation guidelines for City Council meetings	Administration & Finance	12/4/12