



CITY OF HAVERHILL CITY COUNCIL AGENDA

Tuesday, January 14, 2014 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. COMMUNICATIONS FROM THE MAYOR

3.1. Communication from Mayor Fiorentini submitting Memorandum of Agreement with City and *Teamsters Citizen Center Group* and also submits related *Salary Ordinance*

3.1.1. *Ordinance re: Salaries – Citizen Center*

File 10 Days

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

4.1. Document 118, Petition from National Grid requesting permission to construct underground Electric conduits, Plan 13397809 on Walnut st Attachment

4.1.1. Document 118-B, Order to construct underground Electric conduits, Plan 13397809 on Walnut st

4.2. Document 119, Petition from National Grid requesting permission to construct underground Electric conduits Plan 12743214 on Winter st and Lewis st Attachment

4.2.1. Document 119-B, Order to construct underground Electric conduits Plan 12743214 on Winter st and Lewis st Attachment

4.3. Document 120, Petition from National Grid requesting permission to construct underground Electric conduits Plan 13397798 on Winter st & Crescent Pl, and Water st Attachment

4.3.1. Document 120-B, Order to construct underground Electric conduits Plan 13397798 on Winter st & Crescent Pl, and Water st Attachment

5. APPOINTMENTS

5.1. **Confirming Appointments:**

NO SCHEDULE

5.2. **Non-Confirming Appointments:**

5.2.1. Fence Viewer (expires Dec 31 2014)

Richard Osborne

Attachment

5.2.2. Administrative Assistant to Mayor (expires Dec 31 2014)

Allison Heartquist

Attachment

5.3. **Resignations:**

NO SCHEDULE



CITY OF HAVERHILL
CITY COUNCIL AGENDA

Tuesday, January 14, 2014 at 7:00 PM
City Council Chambers, Room 202

6. PETITIONS

6.1. Petitions:

NO SCHEDULE

6.2. Applications:

NO SCHEDULE

6.2.1. Annual License Renewals:

6.2.1.1. Drainlayer Renewals 2014:

Stephen Early

Attachment

6.2.1.2. Coin-Op License Renewals 2014:

NO SCHEDULE

6.2.1.3. Coin-Op Sunday License Renewals 2014:

NO SCHEDULE

7. HEARINGS AND RELATED ORDERS:

7.1. Document 112, Petition from Stephen Defeo for Chris Sparages, P.E., principal for *Perls Way LLC*, requesting a *Street Acceptance of Perls Way* Attachment

7.1.1. Document 112-B, Order: That the following street herein described be accepted as a Public Way, *Perls Way* Attachment

8. MOTIONS AND ORDERS

8.1. Ordinances (File 10 Days)

8.1.1. Ordinance re: *Parking* – 13 Grove st-Delete Handicap Parking **File 10 Days** Attachment

9. UNFINISHED BUSINESS OF PRECEDING MEETINGS

NO SCHEDULE



CITY OF HAVERHILL CITY COUNCIL AGENDA

Tuesday, January 14, 2014 at 7:00 PM
City Council Chambers, Room 202

10. COMMUNICATIONS AND REPORTS FROM CITY OFFICERS AND EMPLOYEES

11. Communication from Michael Stankovich, Director of Public Works, submitting *changes to Central Business District Parking Map* with related *Ordinance*

- 11.1. Ordinance re: Vehicles and Traffic; amend City code Chapter 240, Central Business District Parking Map **File 10 Days**

Monthly Reports:

- 11.1.1. Abatement report from Board of Assessor for month of December 2013

11.2. Communications from Councillors:

- 11.2.1. Communication from Councillor LePage requesting removal of handicap parking sign at 50 Franklin st as it is no longer needed
- 11.2.2. Communication from Councillor LePage requesting a discussion regarding the *Rules and Regulations* of the City Council

11.3. Communications from City Employees:

NO SCHEDULE

12. Resolutions and Proclamations

NO SCHEDULE

13. COUNCIL COMMITTEE REPORTS AND ANNOUNCEMENTS

13.1. Council Committee Reports:

NO SCHEDULE

- 13.2. Documents referred to Committee Study **Attachment**

14. 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

3.1

December 17, 2013

City Council President Robert Scatamacchia
and Members of the Haverhill City Council

RE: Salary Ordinance & MOA Submissions

Dear Mr. President and Members of the Council:

We would like to request to introduce the attached documents related to ordinances and Memorandum of Agreements for the Teamsters Citizen Center Group as a result of their recent negotiations. This submission will be placed on file for 10 days. If you have any questions, please feel free to contact me.

Very truly yours,

James J. Fiorentini, Mayor

JJF/dvd

Encl.

Memorandum of Agreement Between

The City of Haverhill And Citizens Center Teamster Local #170

ARTICLE VII: WAGES

Two year contract: July 1, 2012 to June 30, 2013
July 1, 2013 to June 30, 2014

1.5 % salary increase effective 7-1-2012

1.5 % salary increase effective 7-1-2013

Section 5. Professional Development - Effective July 1, 2012 Change the amount of Professional Development from \$350 to \$500 per year

Section 8. Bi-Weekly Payroll - The City reserves the right to change its weekly payroll process to a bi-weekly basis for the employees of the City of Haverhill. The City will provide written notice to the Union ninety (90) days prior to implementation of the bi-weekly process which shall not be sooner than July 1, 2014.

Section 9. Time and Attendance Software

The City reserves the right to implement a time and attendance software program to help monitor employee time and attendance, which will simplify timecard and attendance tracking, data entry and time-off approval processing. The City will provide written notice to the Union ninety (90) days prior to the implementation of this software.

Section 10: Mileage

Increase the travel mileage re-imbusement amount to \$.44/ mile effective July 1, 2013.

Section 11: Maintenance Supervisor Stipend

Effective July 1, 2013, one Building Maintenance/Craftsman/Custodian position title shall include supervisory duties to order assist the Human Services Director with the Maintenance Program within the divisions of the Human Services Department. The position shall pay a stipend of \$2,500 per annum.

This stipend will expire upon the separation from employment of the current employee.

The parties agree that the City shall have the discretion to hire outside contractors to perform cleaning services that current staff has not been able to achieve. Current staff levels shall be maintained.

ARTICLE X: SICK AND BEREAVEMENT LEAVE

Section 16. Furlough Days – Any outstanding furlough days will be compensated on or after July 1, 2013 at the applicable rate of pay. Once the furlough days are paid out, delete this section in its entirety.

ARTICLE XIV MEDICAL BENEFITS

Section 1. Health Insurance

Health Reimbursement Account

Delete the following:

The City will establish a Health Reimbursement Account to reimburse co-payments that exceed \$250 per individual and \$400 per family, per calendar year, that are incurred as a result of the following co-payments: \$250 per inpatient hospitalization and \$150 for outpatient surgery.

Replace with the following:

Health Reimbursement Account

Plan requirements are subject to change if there are plan design changes to the eligible health plans offered by the Public Employee Committee. All full-time employees are eligible for the existing health insurance offerings by the City of Haverhill.

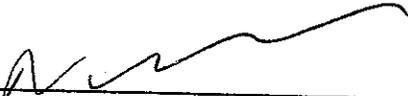
Delete from contract:

Both parties understand and agree that the city, apart from this contract, is currently negotiating with the Public Employee Commission (PEC) to join the Group Insurance Commission (GIC). Both parties also understand that there is currently legislation pending before the State legislature that will allow cities to join the GIC.

In the event that the city joins the GIC during the term of this contract, both parties agree that this will not be a violation of this contract.

In the event that the city joins the GIC during the term of this contract and in the event that the city's percentage contribution is 80% or less, the parties agree that as of the date the city joins the GIC, the union members will receive an additional 2% pay increase.

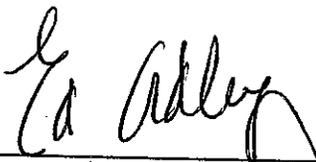
Date: December 3, 2013



James J. Fiorentini, Mayor



William D. Cox, Jr., City Solicitor



Ed Adley, Teamsters Business Agent



Richard Scott, Shop Steward



DOCUMENT

CITY OF HAVERHILL

In Municipal Council

3.1.1

ORDERED:

MUNICIPAL ORDINANCE
AN ORDINANCE RELATING TO SALARIES

CHAPTER
CITIZEN CENTER

BE IT ORDAINED by the City Council of the City of Haverhill that Document 67F of 2010 is hereby amended by the following:

ARTICLE VII: WAGES to read as follows:

EFFECTIVE 7/1/2012 1.5%	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Program Coordinator	\$689.24	\$709.92	\$731.20	\$750.02	\$775.73	\$798.98	
Principal Account Clerk/Dispatcher	\$594.40	\$611.85	\$629.87	\$648.40	\$667.48	\$687.17	\$728.12
Principal Account Clerk	\$548.79	\$565.96	\$581.50	\$598.67	\$616.24	\$634.38	\$669.38
Bldg Maintenance Craft/Custodian	\$17.10	\$17.62	\$18.16				
Activities/Volunteer	\$15.00	\$15.46					
Driver	\$9.14	\$9.41					
Meal on Wheels Driver	\$9.79	\$10.08					
Driver (Veterans)	\$11.10	\$11.43					
Shine Coordinator	\$11.41	\$11.75					

EFFECTIVE 7/1/2013 1.5%	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Program Coordinator	\$699.58	\$720.56	\$742.17	\$761.27	\$787.37	\$810.97	
Principal Account Clerk/Dispatcher	\$603.31	\$621.03	\$639.31	\$658.12	\$677.49	\$697.48	\$739.04
Principal Account Clerk	\$557.02	\$574.45	\$590.22	\$607.65	\$625.49	\$643.90	\$679.42
Bldg Maintenance Craft/Custodian	\$17.36	\$17.89	\$18.43				
Activities/Volunteer	\$15.23	\$15.69					
Driver	\$9.28	\$9.55					
Meal on Wheels Driver	\$9.94	\$10.24					
Driver (Veterans)	\$11.26	\$11.60					
Shine Coordinator	\$11.58	\$11.93					

Amend Section 5. Professional Development

Effective July 1, 2013 change the amount of Professional Development from \$350 to \$500 per year.

Add New Section 10. Mileage

Increase the travel mileage reimbursement amount to \$.44/mile effective July 1, 2013.

Citizen
Center

Add New Section 11. Maintenance Supervisor Stipend

Effective July 1, 2013 one Building Maintenance/Craftsman/Custodian position title shall include supervisory duties to assist the Human Services Director with the Maintenance Program within the divisions of the Human Services department. The position shall pay a stipend of \$2,500 per annum.

This stipend will expire upon the separation from employment of the current employee.

The parties agree that the City shall have the discretion to hire outside contractors to perform cleaning services that current staff has not been able to achieve. Current staff levels shall be maintained.

AMEND ARTICLE X: SICK AND BEREAVEMENT LEAVE

Section 16. Furlough Days - Any outstanding furlough days will be compensated on or after July 1, 2013 at the applicable rate of pay. Once the furlough days are paid out, delete this section in its entirety.

Approved as to legality:


City Solicitor



CITY OF HAVERHILL

In Municipal Council June 15 2010

ORDERED:

MUNICIPAL ORDINANCE AN ORDINANCE RELATING TO SALARIES

CHAPTER CITIZEN CENTER

BE IT ORDAINED by the City Council of the City of Haverhill that Document 51-I of 2005 is hereby amended as follows:

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
EFFECTIVE 7/1/2008	0%	0%	0%				
EFFECTIVE 7/1/2009	0%	0%	0%				
EFFECTIVE 7/1/2010	0%	0%	0%				
EFFECTIVE 7/1/2011 2%							
Program Coordinator	\$ 679.05	\$ 699.42	\$ 720.40	\$ 736.94	\$ 764.27	\$ 787.17	\$ 787.17
Principal Account Clerk/Dispatcher	\$ 585.61	\$ 602.81	\$ 620.56	\$ 638.82	\$ 657.61	\$ 677.01	\$ 717.36
Blag Maintenance Craft/Custodian	\$ 540.68	\$ 557.59	\$ 572.90	\$ 589.63	\$ 607.13	\$ 625.01	\$ 659.49
Activities/Volunteer	\$ 16.85	\$ 17.36	\$ 17.89				
Driver	\$ 14.78	\$ 15.23					
Meal on Wheels Driver	\$ 9.01	\$ 9.27					
Driver (Veterans)	\$ 9.65	\$ 9.93					
Shine Coordinator	\$ 10.93	\$ 11.26					
	\$ 11.24	\$ 11.58					

Amend Article XIV - Section 1 - delete the 2nd and 3rd paragraphs and in its place insert the following:

Effective July 1, 2011 the City's contribution to the HMO shall be 75% and the employee contribution shall be 25%.

New employees hired after January 1, 2010 shall pay a thirty percent (30%) Employee Health Insurance Contribution rate for both the PFO and HMO products.

Delete Article VII Section 5 and insert in its place the following:

Effective July 1, 2010, the City will increase the amount of the Professional Development Allowance from two hundred twenty-five (\$225.00) to three hundred and fifty dollars (\$350.00) per year to be paid the first week in July.

Approved as to legality:

City Solicitor _____
 PLACED ON FILE for at least 10 days
 Attest: *M. S. T...*
 City Clerk

IN CITY COUNCIL: June 29 2010
 PASSED
 Attest: *M. S. T...*
 City Clerk

APPROVED:
[Signature]
 Mayor



Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Mary Carrington, HR Director – mcarrington@cityofhaverhill.com

Denise McClanahan, HR Technician – dmccclanahan@cityofhaverhill.com

TO: Mayor James J. Fiorentini

FROM: Mary Carrington, Human Resources Director

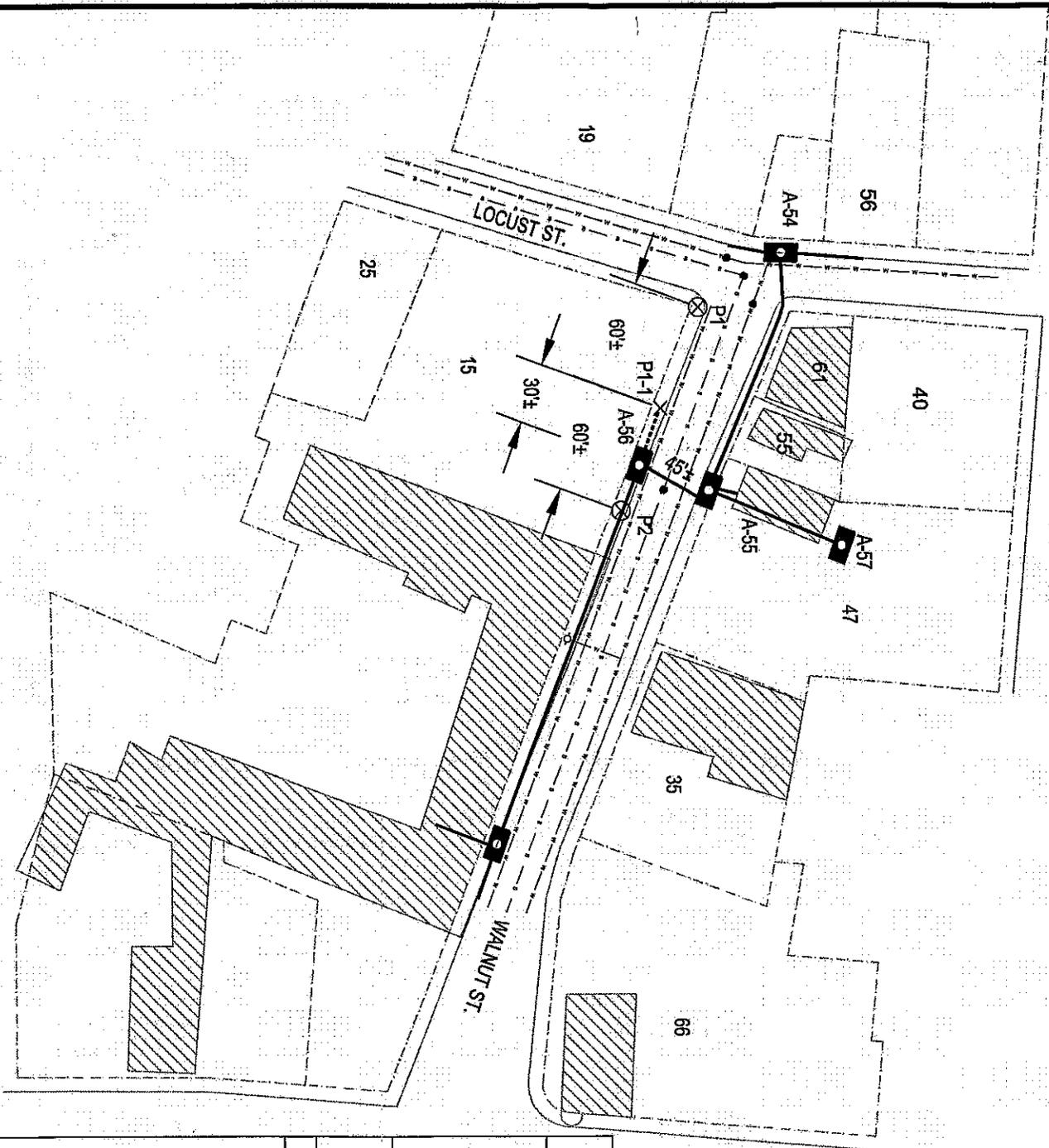
DATE: December 17, 2013

RE: Salary Ordinance & MOA submissions

Attached please find the ordinances and Memorandum of Agreements for the Teamsters Citizen Center Group as a result of their recent negotiations.

Please submit these documents to the Haverhill City Council for action.

MC/dlm



ALL DISTANCES ARE APPROXIMATE

nationalgrid

SKETCH TO ACCOMPANY PETITION FOR
 INSTALLATION OF ONE SO POLE #1-1 AND 2-5"
 CONDUITS 30' TO MANHOLE #A-56, ALONG
 WALNUT ST.

HAVERHILL, MA.

WR#13397809

ENGINEER RANDY HADDEN
 PHONE: 781-258-8796
 DATE: 10/2/2013

LEGEND

- ⊗ EXISTING JO POLE
- × PROPOSED SO POLE
- ROAD
- LOT LINES
- PL — EXISTING MANHOLE
- EXISTING CONDUIT
- - - NEW CONDUIT
- - - SEWER LINE
- - - WATER LINE
- HYDRANT
- MANHOLE

1/8-B

City

ORDERED:

Notice having been given and public hearing held, NATIONAL GRID be and it is hereby granted permission to run and maintain underground electric conduits, together with fixtures as said company may deem necessary, in the public ways and to make the necessary house connections along said ex-posed conduits as shown on said company dated the 21st day of November 2013

4.1.1

at the highways and to protect and protect the property referred to, in petition with

Said underground electric conduits shall be located in the public ways plan filed herewith marked -Walnut St- Haverhill Massach-

in accordance with the

The following are the public ways or part of ways along which the underground electric conduits above referred to may be laid:

Walnut St-Install one SO Pole on Walnut St and install 2-5" conduits from proposed pole 1-1 approximately 30 feet to manhole # a-56, beginning at a point approximately 75 feet east of the centerline of the intersection of Locust and Walnut Streets and continuing approximately 30' in an easterly direction.

Hearing Jan 14 2014

I hereby certify that the foregoing order was adopted at a meeting of the
.....
....., held on the day of, 20
....., 20

Received and entered in the records of location orders of the City/Town of
Book Page

Attest:
.....

..... hereby certify that on20....., at o'clock, ...M
at, a public hearing was held on the petition of
NATIONAL GRID for permission to construct the underground electric conduits described in the
order herewith recorded, and that I mailed at least seven days before said hearing a written notice
of the time and place of said hearing to each of the owners of real estate (as determined by the last
preceding assessment for taxation) along the ways or parts of ways upon which the Company is

B

Electric

ORDERED:

Notice having been given and public hearing held, as provided by law, that the NATIONAL GRID be and it is hereby granted permission to excavate the public highways and to run and maintain underground electric conduits, together with such sustaining and protecting fixtures as said company may deem necessary, in the public way or ways hereinafter referred to, and to make the necessary house connections along said extensions, as requested in petition with said company dated the 21st day of November 2013

Said underground electric conduits shall be located substantially in accordance with the plan filed herewith marked -Walnut St- Haverhill Massachusetts 13397809

The following are the public ways or part of ways along which the underground electric conduits above referred to may be laid:

Walnut St-Install one SO Pole on Walnut St and install 2-5" conduits from proposed pole 1-1 approximately 30 feet to manhole # a-56, beginning at a point approximately 75 feet east of the centerline of the intersection of Locust and Walnut Streets and continuing approximately 30' in an easterly direction.

Hearing Jan 14 2014

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order herewith recorded, and that I mailed at least seven days before said hearing a written notice
of the time and place of said hearing to each of the owners of real estate (as determined by the last
preceding assessment for taxation) along the ways or parts of ways upon which the Company is

119

Hearing January 14
2014

Questions contact – Tim Williamson-508-935-1650

Petition of the NATIONAL GRID
Of NORTH ANDOVER, MASSACHUSETTS
For Electric conduit Location:

4.2

To the City Council of Haverhill Massachusetts

Respectfully represents the NATIONAL GRID of North Andover, Massachusetts, that it desires to construct a line of underground electric conduits, including the necessary sustaining and protecting fixtures, under and across the public way or ways hereinafter named.

Wherefore it prays that after due notice and hearing as provided by law, it be granted permission to excavate the public highways and to run and maintain underground electric conduits, together with such sustaining and protecting fixtures as it may find necessary for the transmission of electricity, said underground conduits to be located substantially in accordance with the plan filed herewith marked – Winter St and Lewis St- Installing a 2-5" Duct Bank from MH-A35 to riser pole 1 on Lewis St, beginning at a point approximately 140 feet east of the centerline of the intersection of Lewis & Winter and continuing approximately 180' feet in a northeast direction.

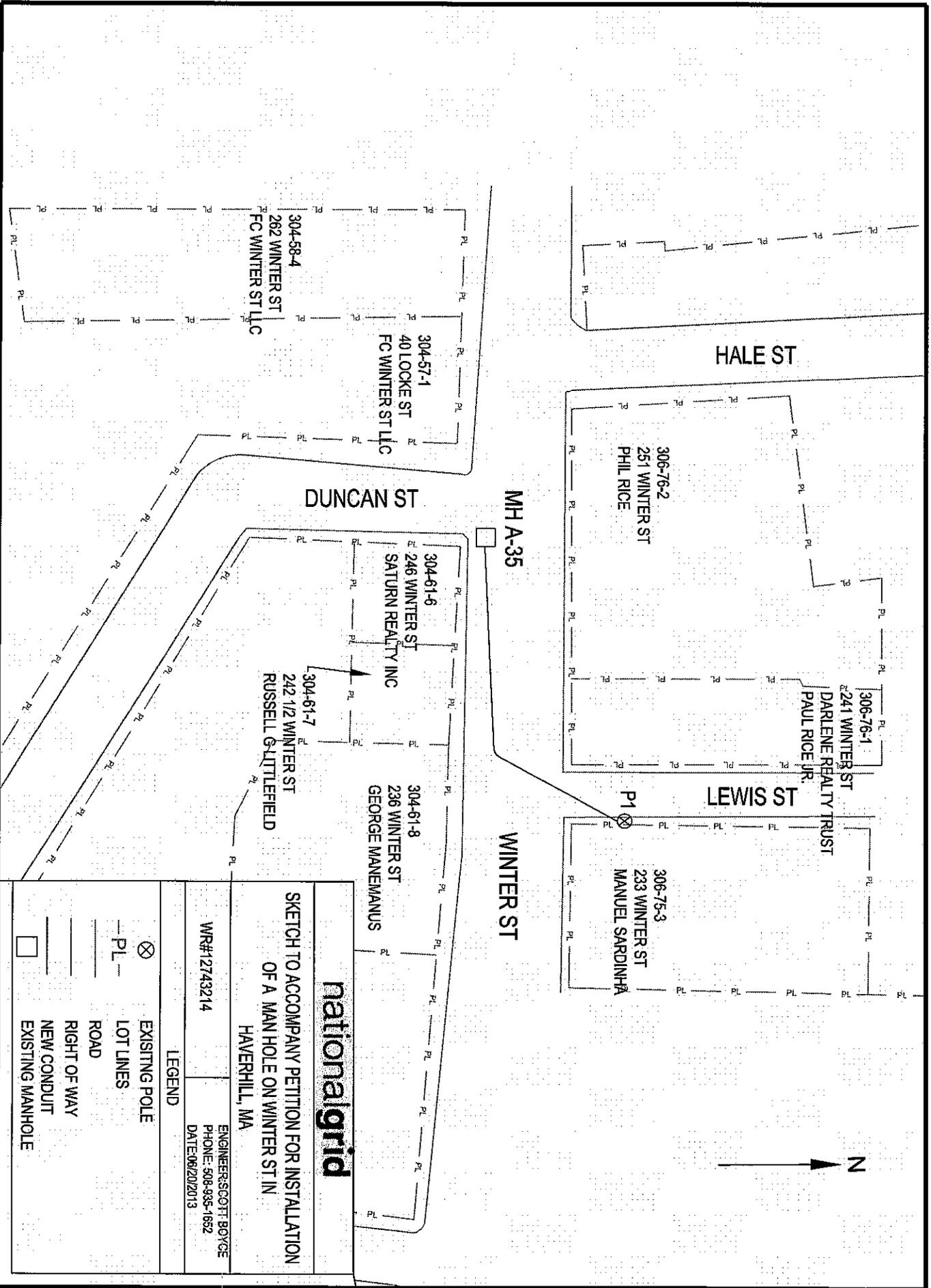
The following are the streets and highways referred to:
12743214 Winter St and Lewis St

Location approximately as shown on plan attached

IN CITY COUNCIL: December 17 2013
VOTED: that HEARING BE HELD JANUARY 14 2014

NATIONAL GRID
BY *[Signature]*
Engineering Department

Attest: _____
Acting City Clerk



HALE ST

DUNCAN ST

LEWIS ST

MH A-35

WINTER ST

304-58-4
262 WINTER ST
FC WINTER ST LLC

304-57-1
40 LOCKE ST
FC WINTER ST LLC

306-76-2
251 WINTER ST
PHIL RICE

306-76-1
241 WINTER ST
DARLENE REALTY TRUST
PAUL RICE JR.

306-75-3
233 WINTER ST
MANUEL SARDINHA

304-61-6
246 WINTER ST
SATURN REALTY INC

304-61-7
242 1/2 WINTER ST
RUSSELL & LITTLEFIELD

304-61-8
236 WINTER ST
GEORGE MANEANNUS

nationalgrid

SKETCH TO ACCOMPANY PETITION FOR INSTALLATION
OF A MANHOLE ON WINTER ST IN
HAVERHILL, MA

WR#12743214

ENGINEER: SCOTT BOYCE
PHONE: 508-935-1652
DATE: 06/20/2013

LEGEND

- ⊗ EXISTING POLE
- PL- LOT LINES
- ROAD
- RIGHT OF WAY
- NEW CONDUIT
- EXISTING MANHOLE

119-B

City

ORDERED:

Notice having been given and public hearing held, as provided by the MASSACHUSETTS PUBLIC UTILITIES ACT, NATIONAL GRID be and it is hereby granted permission to excavate, run and maintain underground electric conduits, together with such appurtenances and fixtures as said company may deem necessary, in the public way or ways and to make the necessary house connections along said extension; and that said company dated the 21st day of November 2013..

4.2.1

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Said underground electric conduits shall be located substantially in accordance with the plan filed herewith marked -Winter St & Lewis St-Haverhill Massachusetts 12743214

The following are the public ways or part of ways along which the underground electric conduits above referred to may be laid:

Winter St and Lewis St- Installing a 2-5" Duct Bank from MH-A35 to riser pole 1 on Lewis St, beginning at a point approximately 140 feet east of the centerline of the intersection of Lewis & Winter and continuing approximately 180' feet in a northeast direction.

I hereby certify that the foregoing order was adopted at a meeting of the
....., held on the day of 20
....., 20

Received and entered in the records of location orders of the City/Town of
Book Page

Attest:
.....

..... hereby certify that on20....., at o'clock,M
at, a public hearing was held on the petition of
NATIONAL GRID for permission to construct the underground electric conduits described in the
order herewith recorded, and that I mailed at least seven days before said hearing a written notice
of the time and place of said hearing to each of the owners of real estate (as determined by the last
preceding assessment for taxation) along the ways or parts of ways upon which the Company is
permitted to construct the underground electric conduits under said order. And that thereupon said
order was duly adopted.

Hearing January 14 2014

B

Electric

ORDERED:

Notice having been given and public hearing held, as provided by law, that the NATIONAL GRID be and it is hereby granted permission to excavate the public highways and to run and maintain underground electric conduits, together with such sustaining and protecting fixtures as said company may deem necessary, in the public way or ways hereinafter referred to, and to make the necessary house connections along said extensions, as requested in petition with said company dated the 21st day of November 2013..

Said underground electric conduits shall be located substantially in accordance with the plan filed herewith marked -Winter St & Lewis St-Haverhill Massachusetts 12743214

The following are the public ways or part of ways along which the underground electric conduits above referred to may be laid:

Winter St and Lewis St- Installing a 2-5" Duct Bank from MH-A35 to riser pole 1 on Lewis St, beginning at a point approximately 140 feet east of the centerline of the intersection of Lewis & Winter and continuing approximately 180' feet in a northeast direction.

I hereby certify that the foregoing order was adopted at a meeting of the
....., held on the day of, 20

....., 20

Received and entered in the records of location orders of the City/Town of
Book Page

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at, a public hearing was held on the petition of
NATIONAL GRID for permission to construct the underground electric conduits described in the
order herewith recorded, and that I mailed at least seven days before said hearing a written notice
of the time and place of said hearing to each of the owners of real estate (as determined by the last
preceding assessment for taxation) along the ways or parts of ways upon which the Company is
permitted to construct the underground electric conduits under said order. And that thereupon said
order was duly adopted.

nationalgrid

November 21, 2013
City Of Haverhill
City Clerks Office Room 118
Haverhill Ma 01830

To Whom It May Concern:

Enclosed please find a petition of NATIONAL GRID covering the installation of underground facilities.

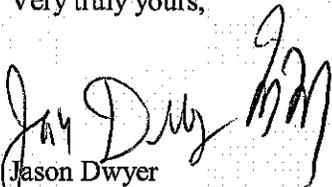
If you have any questions regarding this permit please contact:

Tim Williamson 508-935-1650

If this petition meets with your approval, please return an executed copy to:

National Grid Contact: Maureen Miloro; 1101 Turnpike Street; North Andover, MA 01845

Very truly yours,



Jason Dwyer
Supervisor, Distribution Design

Enclosures

120

Hearing January 14
2014

Questions contact – Tim Williamson- 508-935-1650

Petition of the NATIONAL GRID
OF NORTH ANDOVER, MASSACHUSETTS
For Electric conduit Location:

4.3

To The City Council of Haverhill Massachusetts

Respectfully represents the NATIONAL GRID of North Andover, Massachusetts, that it desires to construct a line of underground electric conduits and necessary sustaining and protecting fixtures, under and across the public way or ways hereinafter named.

Wherefore it prays that after due notice and hearing as provided by law, it be granted permission to excavate the public highways and to run and maintain underground electric conduits, together with such sustaining and protecting fixtures as it may find necessary for the transmission of electricity, said underground conduits to be located substantially in accordance with the plan filed herewith marked – Winter St & Crescent Pl and Water St

Installing approximately 175 feet of 4-5” conduits from existing manhole #A-72 to existing manhole #c-25 , beginning at a point approximately 170 feet east of the centerline of the intersection of Winter and Portland St and continuing approximately 175 feet in a South S. West direction.

Also installing 2 manholes and approximately 900 feet of 6-5” conduits on Water St approximately 170 feet west of the centerline of the intersection of Chestnut and Water Streets and continuing approximately 900 feet in a easterly direction.

The following are the streets and highways referred to:
13397798 Winter St & Crescent Pl, and Water St.

Location approximately as shown on plan attached

IN CITY COUNCIL: December 17 2013
VOTED: that COUNCIL HEARING BE HELD
JANUARY 14 2014
Attest:

Attest City Clerk

NATIONAL GRID
BY Jay Dun
Engineering Department

North



ALL DISTANCES ARE APPROXIMATE

nationalgrid

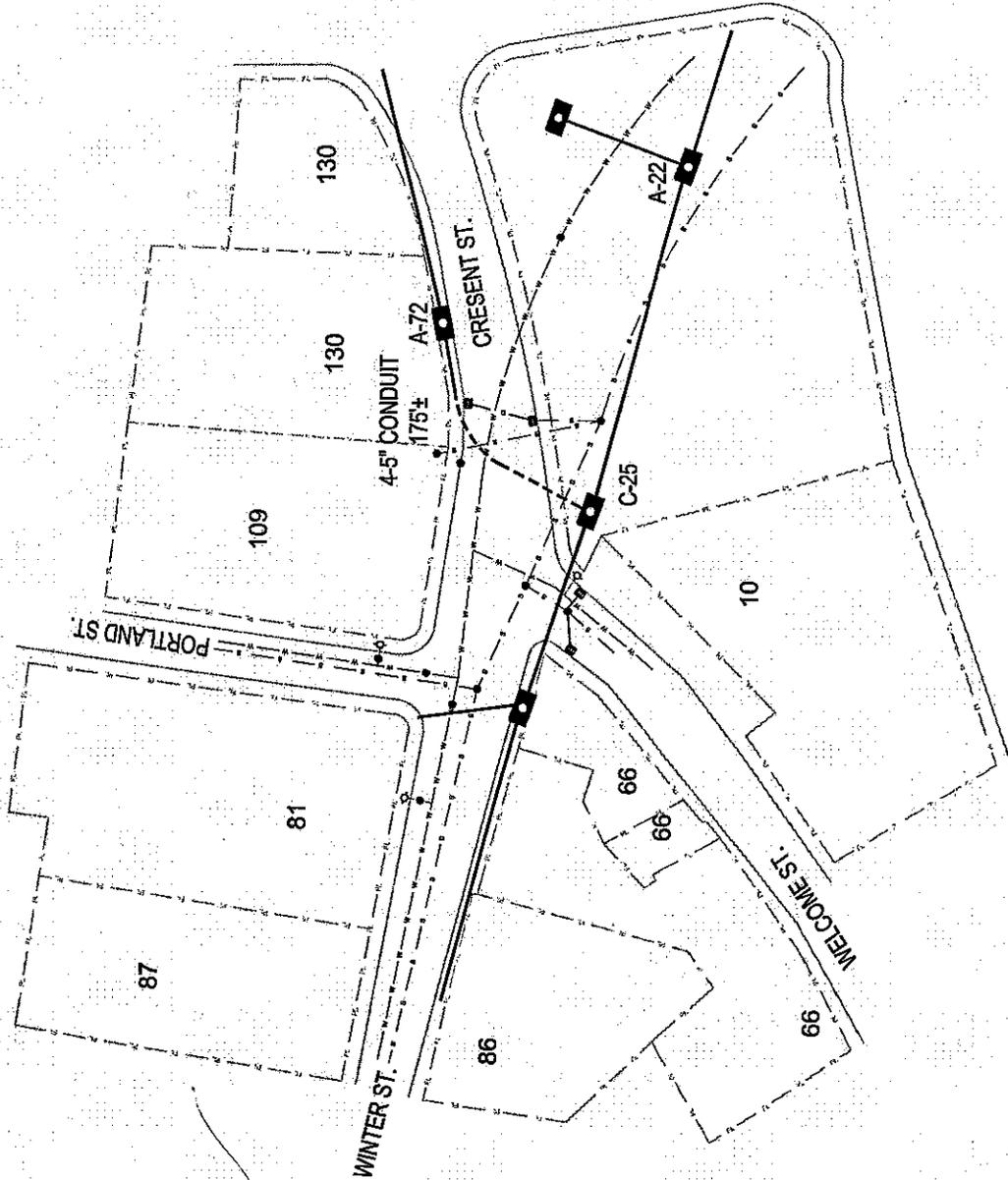
SKETCH TO ACCOMPANY PETITION FOR
INSTALLATION OF 175 FT OF 4-5" CONDUIT ON
CRESCENT PL.
HAVERHILL, MA.

ENGINEER: ANDY HADDEN
PHONE: 781-258-8786
DATE: 10/2/2013

WR#13397798

LEGEND

- ROAD
- LOT LINES
- EXISTING MANHOLE
- EXISTING CONDUIT
- NEW CONDUIT
- SEWER LINE
- WATER LINE
- STREET DRAIN
- HYDRANT
- MANHOLE
- CATCH BASIN



North



ALL DISTANCES ARE APPROXIMATE

nationalgrid

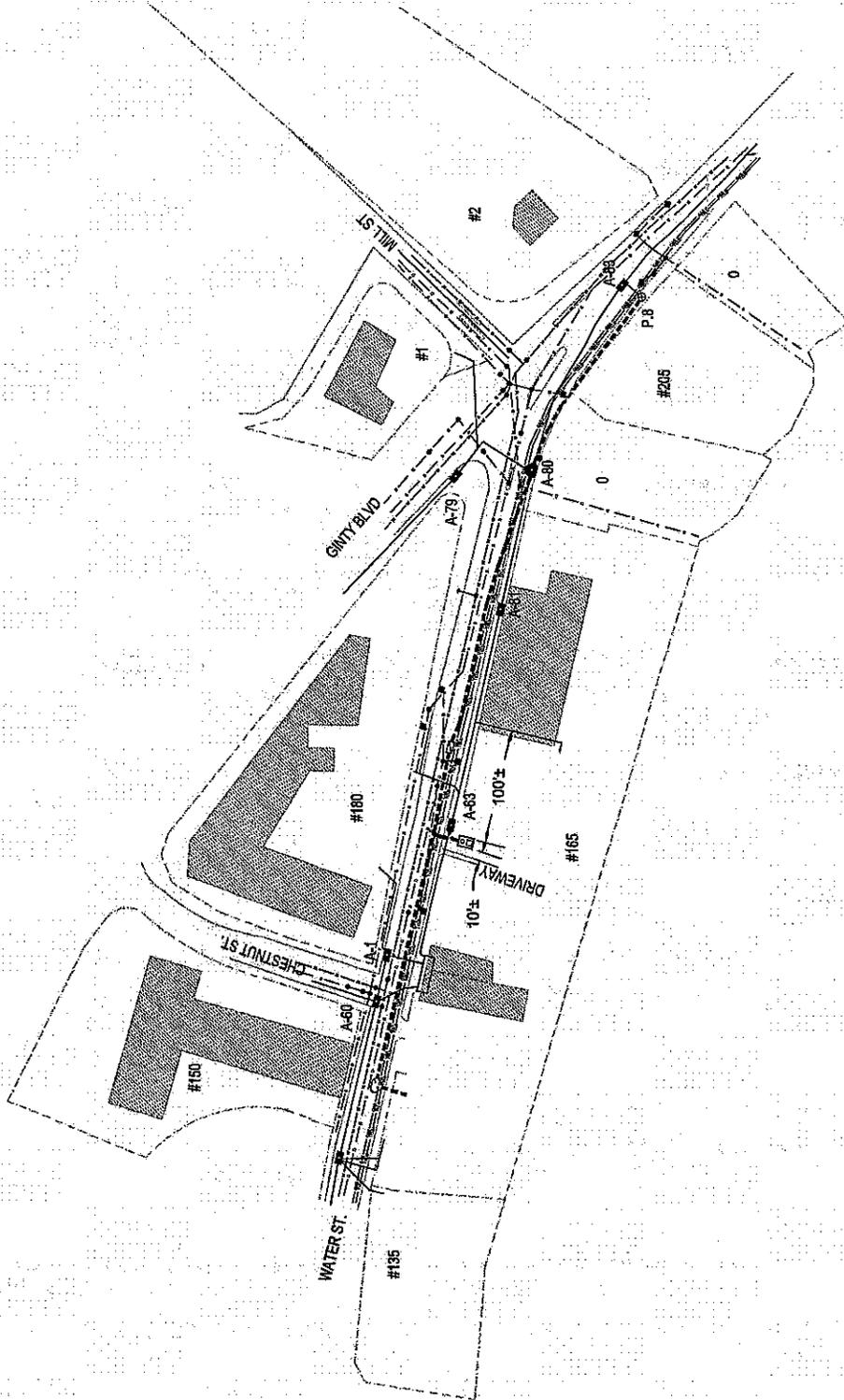
SKETCH TO ACCOMPANY PETITION FOR
INSTALLATION OF 2 MANHOLES AND 900± OF
CONDUIT ALONG WATER ST.,
HAVERHILL, MA.

WR#15397798

ENGINEER: CANDY HADDEN
PHONE: 781-258-8796
DATE: 10/3/2013

LEGEND

- EXISTING POLE
- LOT LINES
- NEW 6" CONDUIT
- EXISTING CONDUIT
- ROAD/RIGHT OF WAY
- EXISTING 2-WAY MANHOLE
- EXISTING 3-WAY MANHOLE
- PROPOSED 2-WAY MANHOLE
- PROPOSED 3-WAY MANHOLE
- PROPOSED SWITCH GEAR MANHOLE
- SEWER LINE
- WATER LINE
- STREET DRAIN
- VERIZON DUCT/BANK
- GAS LINE
- HYDRANT
- MANHOLE
- CATCH BASIN



130. B

Dated: November 21, 2013

4.3.1

City

ORDERED:

Notice having been given and public hearing held, as provided by law, that the NATIONAL GRID be and it is hereby granted permission to excavate the public highways and to run and maintain underground electric conduits, together with such sustaining and protecting fixtures as said company may deem necessary, in the public way or ways hereinafter referred to, and to make the necessary house connections along said extensions, as requested in petition with said company dated the 21st day of November 2013.

Said underground electric conduits shall be located substantially in accordance with the plan filed herewith marked -Winter St & Crescent Pl and Water St 13397798

The following are the public ways or part of ways along which the underground electric conduits above referred to may be laid:

Winter St & Crescent Pl and Water St

Installing approximately 175 feet of 4-5" conduits from existing manhole #A-72 to existing manhole #c-25 , beginning at a point approximately 170 feet east of the centerline of the intersection of Winter and Portland St and continuing approximately 175 feet in a South S. West direction.

Also installing 2 manholes and approximately 900 feet of 6-5" conduits on Water St, approximately 170 feet west of the centerline of the intersection of Chestnut and Water Streets and continuing approximately 900 feet in a easterly direction.

I hereby certify that the foregoing order was adopted at a meeting of the
....., held on the day of, 20

....., 20

Received and entered in the records of location orders of the City/Town of
Book Page

Attest:
.....

Hearing Jan 14 2014

B

Electric

Dated: November 21, 2013

ORDERED:

Notice having been given and public hearing held, as provided by law, that the NATIONAL GRID be and it is hereby granted permission to excavate the public highways and to run and maintain underground electric conduits, together with such sustaining and protecting fixtures as said company may deem necessary, in the public way or ways hereinafter referred to, and to make the necessary house connections along said extensions, as requested in petition with said company dated the 21st day of November 2013.

Said underground electric conduits shall be located substantially in accordance with the plan filed herewith marked –Winter St & Crescent Pl and Water St 13397798

The following are the public ways or part of ways along which the underground electric conduits above referred to may be laid:

Winter St & Crescent Pl and Water St

Installing approximately 175 feet of 4-5” conduits from existing manhole #A-72 to existing manhole #c-25 , beginning at a point approximately 170 feet east of the centerline of the intersection of Winter and Portland St and continuing approximately 175 feet in a South S. West direction.

Also installing 2 manholes and approximately 900 feet of 6-5” conduits on Water St, approximately 170 feet west of the centerline of the intersection of Chestnut and Water Streets and continuing approximately 900 feet in a easterly direction.

I hereby certify that the foregoing order was adopted at a meeting of the
.....
....., held on the day of, 20

....., 20

Received and entered in the records of location orders of the City/Town of
Book Page

Attest:
.....



JAMES J. FIORENTINI
MAYOR

CITY OF HAVERHILL
MASSACHUSETTS

CITY HALL ROOM 100
FOU
HAV
PHO
FA
MAYOR
WWW
5.2.1

December 31, 2013

City Council President John Michitson
& Members of the City Council

RE: Appointment – Fence Viewer

Dear Mr. President and City Council Members:

In accordance with the City Code Chapter 3, Subsection 10: "Time of appointment and term of subordinate officers," I hereby re-appoint the following:

- Richard Osborne, Fence Viewer

This appointment takes effect Jan 1, 2014 and expires Dec. 31, 2014. This is a non-confirming appointment.

Very truly yours,


James J. Fiorentini
Mayor

JJF/lk

Cc: Richard Osborne



JAMES J. FIORENTINI
MAYOR

CITY OF HAVERHILL
MASSACHUSETTS

CITY HALL, ROOM 100
FOUR SUMMER STREET
01830
-2300
7544
RHILL.COM
L.MA.US

5.2.2

January 8, 2014

City Council President John Michitson
& Members of the City Council

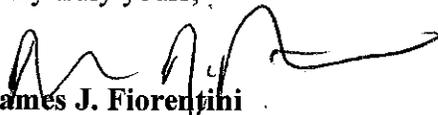
RE: Appointment Mayor's Administrative Assistant

Dear Council President & Members of the City Council:

I also hereby appoint Allison Heartquist as Administrative Assistant to the Mayor.

This is a non-confirming appointment. This appointment takes effect January 16, 2014
and expires December 31, 2014.

Very truly yours,


James J. Fiorentini
Mayor

JJF/lk

**Allison Heartquist
Newburyport, MA 01950**

Municipal and Administrative Experience

**Executive Assistant to Mayor Kezer
City of Amesbury, MA**

September 2010 – Present

- Provide daily customer service support to community and constituents; serve as primary interface between Mayor and the public; manage Mayor's calendar; plan and schedule meetings, teleconferences and travel; pay invoices and efficiently handle daily office tasks.
- Serve as liaison between Mayor's Office and Department Heads and employees; respond to daily requests from Department Heads pertaining to budgets, personnel and other management issues.
- Coordinate preparation and timely dissemination of the City's Annual Report.
- Organize Amesbury Days, the City's annual celebration; responsibilities include fundraising with business leaders, organizing family events and musical entertainment, managing social media presence and website, design marketing materials, and organizing logistics for public safety.
- Oversee the issuance of liquor licenses to ensure compliance with City regulations.
- Manage and update City's Website.
- Draft and issue press releases to the public and media outlets.
- Work on special assignments including Pakistan Partnership Program between Amesbury and Newburyport; City's Wellness Program and enhanced communication and strengthened the relationship between City Hall and Chamber of Commerce and local businesses fostering a sense of teamwork and collaboration.

**Administrative Assistant for Department of Public Works
City of Amesbury, MA**

2008 - 2010

- Responsible for payroll and paying invoices for Water, Sewer and Highway; prepared Chapter 90 bids; maintained work orders. Provided customer support to community and residents.
- Developed policies and procedures to streamline departmental operations.

**Administrative Assistant for Health Department
City of Amesbury, MA**

2006 - 2008

- Performed restaurant inspections and maintained accurate records and permitting; maintained records for housing investigations, general nuisances, septic system installations and body work establishments. Provided customer support to community and residents.
- Developed and implemented filing inventory for inspections and permits.

Marketing and Sales Assistant

1998 – 2006

The Beacon Group (formerly Abel/Womack Group), Lowell, MA

- Developed and implemented brand awareness; assisted with design and implementation of company's website and marketing materials; organized company trade shows and events.
- Assisted with executive accounts; liaison between corporate officers and three corporate offices.
- Prepared and presented sales presentations.
- Supported Human Resource department with interviews, reference checks and orientations.

Other Municipal Involvement & Experience

Elected City Councilor, City of Newburyport

January 2010 – Present

- Re-elected to third term in November 2013
- Chair of Joint Education Committee & Member of Neighborhood and City Services Committee
- Organized the re-opening of neighborhood library
- City Council liaison to Port Pride Debt Exclusion Campaign
- Serves as city's representative for beach erosion and nourishment education
- Member of the Merrimac River Beach Alliance

Education

University of Massachusetts, Amherst, MA
Bachelor of Arts



Haverhill

City Clerk's Office, Room 118
Phone: 978-374-2312 Fax: 978-373-8490
cityclerk@cityofhaverhill.com

6.2.1.1

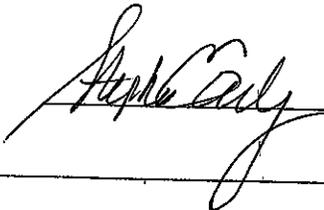
Date 12/17/13

HONORABLE PRESIDENT AND MEMBERS OF

THE UNDERSIGNED RESPECTFULLY A

SKILL:

TO OBTAIN A LICENSE FOR **DRAINLAYER**

Drainlayer's Name: Stephen Early Signature: 

Business Name: S+R Construction Co. Inc

Business Address: 185 S Main Street

City Newton State NH Zip 03858

Business Phone: 603 382-6799 Fax: 603 382-4178

Must Complete Additional Personal Information on Back

NEW/RENEWAL:

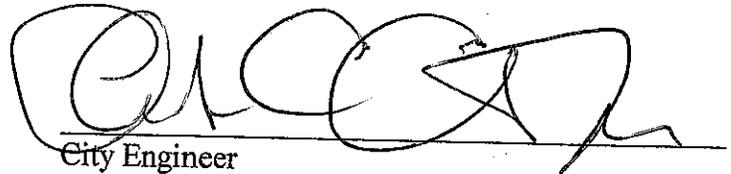
No. _____

Fee 100.-

Bond on File:

Approved _____

Denied _____


City Engineer

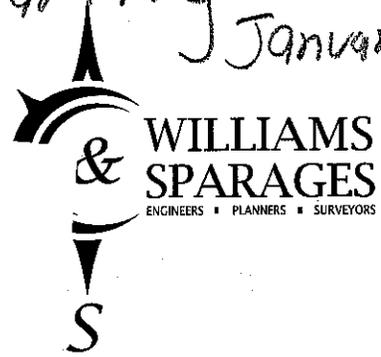
In Municipal Council, _____ 20____

Attest:

City Clerk

112

Hearing January 14 2014



7.1

S

Project No. HAVE-0018

November 22, 2013

Robert H. Scatamacchia, President
City Council
City of Haverhill
4 Summer Street
Haverhill, MA 01830

Subject: Request for Street Acceptance
Perls Way,

Dear Council President Scatamacchia,

On behalf of Perls Way LLC, the owner of the above referenced property, the office of Williams & Sparages LLC respectfully petitions the City of Haverhill to accept Perls Way as a public way. Attached please find copies of the "Street Acceptance Plan" and "Roadway As-Built Plan" for Perls Way for the City's records. In addition, we have prepared and attached a legal description of Perls Way.

If you have any questions, comments, or concerns, please do not hesitate to contact me directly.

Very truly yours,

Chris Sparages, P.E.
Principal

Enclosures

cc: Stephen Defeo, Perls Way LLC

IN CITY COUNCIL: December 3 2013
REFER TO PLANNING BOARD and
VOTED: that COUNCIL HEARING BE HELD JANUARY 14 2014

Attest:

Acting City Clerk

Also: Street Order - Doc 112-13

Description of Perls Way, a fifty (50') foot wide roadway layout located in the City of Haverhill, Commonwealth of Massachusetts, as shown on Plan Book 435 Plan 9 recorded at the Essex South Registry of Deeds:

Beginning at a stone bound with a drill hole on the southerly sideline of Rosemont Street at the intersection of the point of curvature of the northeasterly rounding of Perls Way; thence running with a curve turning to the left a length of 34.88 feet and a radius of 25.00 feet, thence running S13°20'32"W a distance of 44.31 feet; thence running with a curve turning to the left a length of 110.40 feet and a radius of 375.00 feet; thence running S03°31'31"E a distance of 51.24 feet; thence running with a curve turning to the left a length of 23.55 feet and a radius of 25.00 feet; thence running with a curve turning to the right a length of 301.53 feet and a radius of 60.00 feet; thence running with a curve turning to the left a length of 23.55 feet and a radius of 25.00 feet; thence running N03°31'31"W a distance of 51.24 feet; thence running with a curve turning to the right a length of 125.12 feet and a radius of 425.00 feet; thence running N13°20'32"E a distance of 44.31 feet; thence running with a curve turning to the left a length of 34.88 feet and a radius of 25.00 feet; thence turning and running along the southerly sideline of Rosemont Street with a curve turning to the left a length of 91.73 feet and a radius of 261.03 feet to the point of beginning.

Containing an area of 23,796 square feet, or 0.546 acres.

William S. Faraci
Attorney at Law
211 South Main Street
Bradford, MA 01835-7373
Tel. (978) 373-5520
Fax (978) 373-5262
e-mail: faracilaw@aol.com

December 2, 2013

Robert Scatamacchia, President
Haverhill City Council
4 Summer Street
Haverhill, MA 01830

Re: 12-13 High Street

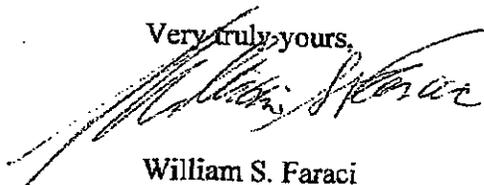
By Fax and First Class Mail

Dear President Scatamacchia:

In reference to our conversation of the other day, please be advised that I have been retained to assist the owners of the above-referenced property with their presentation at the council hearing. The hearing is scheduled for Tuesday, December 3. I have a conflict with that date and I am asking that the hearing be put over until December 10. The owner/applicant has agreed to this request and will sign any time extension needed to protect the council.

Thank you for your indication of support for this re-scheduling.

Very truly yours,



William S. Faraci

December 9, 2013

City Clerk's Office
Haverhill City Hall
4 Summer Street, Room 118
Haverhill, MA 01830

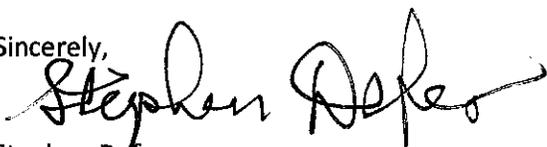
RE: Street Acceptance for Perls Way—Extension of time request

To Who this might concern:

I am requesting to waive all time constraints for the filing of the above cited street acceptance that is before the Planning Board on 12/11/13 and before the City Council on 1/14/14.

If you have any questions or concerns regarding this matter please contact me at 1-978-375-6118 or at the following e-mail address: mikkidefeo@comcast.net

Sincerely,

A handwritten signature in black ink that reads "Stephen Defeo". The signature is written in a cursive style with a large, looped initial "S".

Stephen Defeo
P.O. Box 5415
Bradford, MA 01835

112-B



Document

CITY OF HAVER
In Municipal Council

7.1.1

IT APPEARING that the common coi
require it,

ly

It is hereby

Ordered: That the following street herein described be accepted as a
Public Way

Perls Way

Beginning at a stone bound with a drill hole on the southerly sideline of Rosemont Street at the intersection of the point of curvature of the northeasterly rounding of Perls Way;

Thence running with a curve turning to the left a length of 34.88 feet and a radius of 25.00 feet;

Thence running S13°20'32"W a distance of 44.31 feet;

Thence running with a curve turning to the left a length of 110.40 feet and a radius of 375.00 feet;

Thence running S03°31'31"E a distance of 51.24 feet;

Thence running with a curve turning to the left a length of 23.55 feet and a radius of 25.00 feet;

Thence running with a curve turning to the right a length of 301.53 feet and a radius of 60.00 feet;

Thence running with a curve turning to the left a length of 23.55 feet and a radius of 25.00 feet;

Thence running N03°31'31"W a distance of 51.24 feet;

Thence running with a curve turning to the right a length of 125.12 feet and a radius of 425.00 feet;

Thence running N13°20'32"E a distance of 44.31 feet;

Thence running with a curve turning to the left a length of 34.88 feet and a radius of 25.00 feet;

Thence turning and running along the southerly sideline of Rosemont Street with a curve turning to the left a length of 91.37 feet and a radius of 261.03 feet to the point of beginning.

Description of Perls Way, a fifty (50') foot wide roadway layout located in the City of Haverhill, Commonwealth of Massachusetts, as shown on Plan Book 435 Plan 9 recorded at the Essex South Registry of Deeds, containing an area of 23,796 square feet or 0.546 acres.

For Hearing January 14 2014

112

Needs Street order

Hearing January 14 2014

Project No. HAVE-0018

November 22, 2013

Robert H. Scatamacchia, President
City Council
City of Haverhill
4 Summer Street
Haverhill, MA 01830



Subject: Request for Street Acceptance
Perls Way,

Dear Council President Scatamacchia,

On behalf of Perls Way LLC, the owner of the above referenced property, the office of Williams & Sparages LLC respectfully petitions the City of Haverhill to accept Perls Way as a public way. Attached please find copies of the "Street Acceptance Plan" and "Roadway As-Built Plan" for Perls Way for the City's records. In addition, we have prepared and attached a legal description of Perls Way.

If you have any questions, comments, or concerns, please do not hesitate to contact me directly.

Very truly yours,


Chris Sparages, P.E.
Principal

Enclosures

cc: Stephen Defeo, Perls Way LLC

Original description

112-B
Description of Perls Way, a fifty (50') foot wide roadway layout located in the City of Haverhill, Commonwealth of Massachusetts, as shown on Plan Book 435 Plan 9 recorded at the Essex South Registry of Deeds:

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Containing an area of 23,796 square feet, or 0.546 acres.

RECEIVED
DEC 3 2013
OFFICE OF CITY ENGINEER
Haverhill, MA



DOCUMENT

CITY OF HAVERHILL

In Municipal Council

8.1.1

~~ORDERED~~ MUNICIPAL ORDINANCE

**An Ordinance Relating to Parking
(13 Grove Street—Delete Handicap Parking)**

BE IT ORDAINED by the City Council of the City of Haverhill that Article XIII, Chapter 240, Section 85, Schedule B: Parking Restrictions and Prohibitions of the Haverhill City Code, as amended be further amended, by deleting the following:

<u>LOCATION</u>	<u>REGULATION</u>	<u>HOURS/DAYS</u>
13 Grove Street In front of No. 13 Grove St. except for 1-24 hour handicap parking space at No. 13	No Parking	24 Hours

APPROVED as to legality:

City Solicitor
William D. Cox, Jr

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



R E C E I V E D
JAN 09 2013

City Hall, Room 204
4 Summer Street
Telephone: 978 374-2328
Facsimile: 978 374-2329

Econ Devip & Planning
& B.O.A. www.ci.haverhill.ma.us
citycncl@cityofhaverhill.com

CITY OF HAVERHILL
Haverhill, Massachusetts 01830-5843

January 9, 2014

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

RE: **Delete Handicap Ordinance – 13 Grove Street**

Dear Mr. Pillsbury:

At the City Council meeting held on January 7, 2014 the following item was placed on the agenda by Councillor Ryan:

- Doc. # 9 - Request for removal of a handicap parking space at 13 Grove Street.

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,

John A. Michitson, President
Haverhill City Council

JAM/bsa

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

Name of Street Location

Regulation

Hours/Days



In front of 13 Grove Street, except for 1 24-hour handicapped parking space at 13 Grove Street [Added 9-21-2004 by Doc. 12-K]	No parking	24 hours
--	------------	----------

R E C E I V E D
JAN 09 2013

Econ Devlp & Planning
& B.O.A.



Haverhill

Economic Development and Planning
Phone: 978-374-2330 Fax: 978-374-2315
wpillsbury@cityofhaverhill.com

January 9, 2014

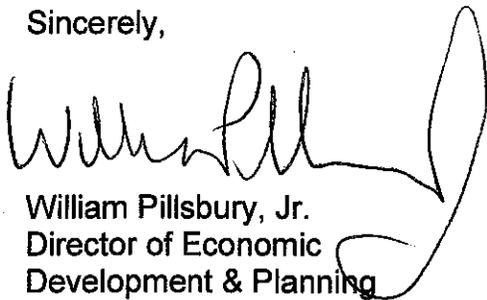
Council President John A. Michitson
& City Council Members
City Hall—Room 204
City of Haverhill

**RE: REQUEST TO DELETE A HANDICAP PARKING SPACE
AT THE LOCATION OF 13 GROVE STREET**

Dear City Council President Michitson & City Councilors:

As per your attached request dated 1/9/14 I am submitting a Municipal Ordinance to delete a handicap parking space at the location of 13 Grove Street.

Sincerely,



William Pillsbury, Jr.
Director of Economic
Development & Planning

WP/law



Haverhill

Department of Public Works
500 Primrose Street
Haverhill, MA 01830
PI

Michael K. Stankovich
Director of Public Works
mstankovich@cityofhaverhill.com

ww

Date: January 8, 2014

To: City Council President John A. Michitson and Members of the City C

From: Meredith Warren, Chairwoman, Central Business District Parking Co
Michael K. Stankovich, Director of Public Works *MKS*

Re: Central Business District Parking Map Changes

Recommendation:

After review of the Central Business District Parking map by the Central Business District Parking Commission, City staff and the City parking consultant, it is proposed to make the following parking map and ordinance changes:

- Propose changing five (5) parking spaces in the Washington-Wingate parking lot from Pay-by-Space (hourly) to Multi-Use (hourly/permit) spaces.
- Convert five (5) parking spaces in the Essex & Locust Streets parking lot from Pay-by Space to Multi-Use spaces.

These changes will allow for more permit parkers to park in these lots. The Parking Commission heard from some adjacent business owners that there were not enough permit spaces for their employees. Yet, they were seeing several open Pay-by-Space parking spots during normal business hours. Parking space counts verified that a few more Multi-Use spaces could be allocated without jeopardizing parking spaces for short term parkers.

- Convert seven (7) parking spaces in the How Street parking lot from Pay-by-Space to 15 minute free spaces.

This change will allow for some quick turnover spaces for parkers in the Merrimack Street area. The Parking Commission heard from some merchants in this area that there were not enough free short term (15 minutes) parking spaces for their customers.

Attached please find a copy of the map with the proposed parking changes illustrated. Representative(s) of the Parking Commission plan to attend the upcoming City Council meeting to further explain these proposed changes.

cc. Mayor James J. Fiorentini
William Cox, City Solicitor



DOCUMENT

CITY OF HAV

In Municipal Cou

File 10 DAYS

11.1

ORDERED:

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, as amended, be and is hereby further amended as follows:

“By deleting the words and numbers: “as revised on 05/07/2013,” immediately following the words and numbers “Central Business District Parking Map dated 08/17/11” wherever said words and figures shall appear in Chapter 240, and, by inserting in place thereof the words and numbers: “as last revised on 01/07/2014,”.

The Central Business District Parking Map dated 08/17/11, as revised on 01/07/2014, is attached hereto and incorporated herein.”

APPROVED AS TO LEGALITY

City Solicitor



DOCUMENT

CITY OF HAVERHILL

In Municipal Council

DON'T SCAN
original
(duplicate)

~~ORDERED:~~

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, as amended, be and is hereby further amended as follows:

“By deleting the words and numbers: “as revised on 05/07/2013,” immediately following the words and numbers “Central Business District Parking Map dated 08/17/11” wherever said words and figures shall appear in Chapter 240, and, by inserting in place thereof the words and numbers: “as last revised on 01/07/2014,” .

The Central Business District Parking Map dated 08/17/11, as revised on 01/07/2014, is attached hereto and incorporated herein.”

APPROVED AS TO LEGALITY

City Solicitor



CITY OF HAVERHILL
ASSESSORS OFFICE - ROOM 115
Phone: 978-374-2316 Fax: 978-374-2319
Assessors@cityofhaverhill.com

1/1/11

January 2, 2011

TO: MEMBERS OF THE HAVERHILL CITY COUNCIL:

In accordance with Municipal Ordinance, Chapter 7,
entitled "Assessor" as follows:

The Board of Assessors shall file monthly with the
City Council a copy of the report submitted to the
Auditor showing a summary of the above abated
amounts for that month.

Attached herewith is the report for the month of
December as filed in the Assessors Office.

Very truly yours,

Stephen C. Gullo, MAA
Assessor

ASSESSING DEPARTMENT DECEMBER 2013

Day	2013 REAL ESTATE	2013 MVE	2012 MVE	2011 MVE	2012 REAL ESTATE	2013 PERSONAL PROPERTY	2013 BOAT	2009 P.P.	PERSONAL PROP.	2005 PERSONAL PROP UNCOL.	2011 PERSONAL PROP UNCOL.	2003 MVE UNCOL.	2006 MVE UNCOL.	2007 MVE UNCOL.	2003 UNCL. PERS. PROP.	1999 UNCL. PERS. PROP.
1																
2																
3																
4																
5		3,084.44														
6			58.75													
7																
8																
9																
10																
11																
12		1,245.71				78.12										
13																
14																
15																
16																
17																
18		1,789.15														
19																
20																
21																
22																
23																
24																
25																
26																
27																
28																
29																
30		1,978.45				210.00										
31																
Refunds Rec. by Collector																
Totals		8,077.79				248.87										

To the Auditor of Accounts:
 This is to certify that adjustments as shown above, amounting in the aggregate
 have been duly authorized. CANCELLATION xxxxxxxxxxxxxx xxxxxxxxxxxxxx

EIGHT THOUSAND FOUR HUNDRED TWENTY FOUR & 82/100

BOARD OF ASSESSORS,

By

Boyd Cook
 Chairman

City Council

John A. Michitson

President

Robert H. Scatamacchia

Vice President

Melinda E. Barrett

William J. Macek

William H. Ryan

Thomas J. Sullivan

Mary Ellen Daly O'Brien

Michael S. McGonagle

Colin F. LePage



CITY OF HAVERHILL
Haverhill, Massachusetts 01830-5843

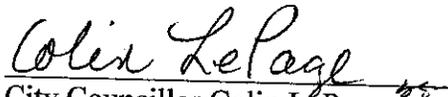
City Hall, Room 204
4 Summer Street
Telephone: 978 374-2328
Facsimile: 978 374-2329
www.ci.haverhill.ma.us
citycncl@cityofhaverhill.com

January 9, 2014

11.2.1

TO: Mr. President and Members of the City Council:

Councillor Colin LePage requests the removal of a handicap parking space at 50 Franklin Street as it is no longer needed.


City Councillor Colin LePage

Name of Street Location	Regulation	Hours/Days
2 Forrest Avenue [Repealed 6-29-2010 by Doc. 16-M]		
Fountain Street [Added 2-17-1998 by Doc. 23-C]		
In front of 26 Fountain Street, except for 1 24-hour handicapped parking space at No. 26	No parking	24 hours
In front of 91 Fountain Street, except for 1 24-hour handicapped parking space at No. 91 [Added 5-22-2001 by Doc. 49-H]	No parking	24 hours
Fourth Avenue		
In front of 19 Fourth Avenue, except for 1 24-hour handicap parking space at No. 19 [Added 5-17-2011 by Doc. 7-N]	No parking	24 hours
In front of No. 44, south side	No parking	—
In front of No. 46 (except 1 24-hour handicapped parking space at No. 46) [Added 10-30-1990 by Doc. 34-Q]	No parking	24 hours
From its intersection with Main Street westerly for 50 feet, south side [Added 4-22-1997 by Doc. 52-D]	No parking	—
From its intersection with Main Street westerly for 100 feet, north side [Added 4-22-1997 by Doc. 52-D]	No parking	—
67 Fourth Avenue [Added 7-28-1998 by Doc. 23-F; repealed 8-10-2010 by Doc. 16-Q]		
Franklin Street		
From Winter Street to Charles Street, both sides	No parking	—
Franklin Street on east side from Charles Street to 5th Avenue [Added 8-22-2006 by Doc. 29-S]	No parking	24 hours
* In front of 50 Franklin Street except for 1 24-hour handicapped parking space at No. 50 [Added 12-9-2003 by Doc. 15-T]	No parking	24 hours
59 Franklin Street [Added 4-29-2003 by Doc. 15-E; repealed 12-7-2004 by Doc. 12-S]		

City Council

John A. Michitson

President

Robert H. Scatamacchia

Vice President

Melinda E. Barrett

William J. Macek

William H. Ryan

Thomas J. Sullivan

Mary Ellen Daly O'Brien

Michael S. McGonagle

Colin F. LePage



CITY OF HAVERHILL
Haverhill, Massachusetts 01830-5843

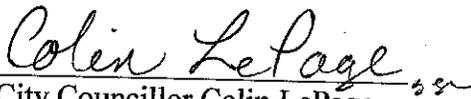
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January 9, 2014

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.

REMOTE PARTICIPATION

Rule 6. Remote participation of City Council meetings shall be conducted in accordance with the Code of the City of Haverhill, Chapter 66, Article III.

PRESIDING OFFICER

Rule 7. 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 8. 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 9. 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 10. 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 11. 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 12. 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 13. Every member present when a question is put shall vote, unless any Councillor 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 14. 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 15. 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 16. 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 17. No order or resolution shall be received or acted upon unless endorsed by a member of the Council.

WITHDRAWING NOTICE

Rule 18. 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 19. 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 20. 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 21. 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 22. 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 23. 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 24. 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 25. 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 26. 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 27. 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 27A. No business or document scheduled to come before the City Council may be removed or omitted from the agenda prior to a meeting.

Rule 27B. 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 27C. 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 28. 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, I, § 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. Michitson
William H. Ryan
Michael S. McGonagle
William J. Macek
Colin F. LePage
Mary Ellen Daly O'Brien
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CITY OF HAVERHILL
Haverhill, Massachusetts 01830-584

DOCUMENTS REFERRED TO COMMITTEE STUDY

4	Communication from Councillor Macek requesting a discussion regarding the proposed Monument Square traffic divider/island.	Planning & Dev.	1/3/12
9-T	Communication from Councillor Sullivan requesting a discussion regarding a comprehensive improvement and restoration plan for Winnekenni Park & Plug Pond Recreation area	NRPP	3/26/13
83	Petition from Lap Nguyen requesting to purchase City property; a dead-end section of Worcester St., Map 534, Block16, Lot 29	NRPP	8/6/13
51-B	Order: That the City Council of the City of Haverhill accept the provisions of Ch. 188, Section 19, of the Acts of 2010 which would increase the cost of living adjustment base of \$1,000 increments each for FY14, FY15, FY16 such that any cost of living adjustment granted by the Haverhill Retirement Board will be based upon \$13,000 for FY14, \$14,000 for FY15 and \$15,000 for FY16	Administration & Finance	9/10/13
57-S	Communication from Councillor Daly O'Brien wishing to introduce Dave LaBrode to discuss public signage	NRPP	9/10/13
57-Z	Communication from Councillor Sullivan requesting to discuss parking ordinances on Hillside Place and Hillside Street. (Public parking lot, Map 516, Bl. 303, Lot 4A, referred to NRPP)	NRPP	10/8/13
102	Communication from Councillor Macek requesting to discuss the Taxicab and Buses Ordinance	Administration & Finance	10/15/13
102-H	Communication from Councillor Macek requesting to propose the establishment of an Adult and Senior Fitness Park	NRPP	10/29/13
84	Ordinance re: Zoning, Amend City Code, Ch. 255, Table of Use & Parking Regulations Page 8; to allow Medical Marijuana Dispensary/Treatment centers to be located only in our business parks	Planning & Dev.	11/19/13