



CITY OF HAVERHILL
CITY COUNCIL AGENDA

LINDA

Tuesday, February 10, 2015 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 requesting permission along with DPW Director Michael Stankovich, to address the City Council and the public to give an update and a cost of our ongoing snowplow & snow removal efforts Attachment

4. COMMUNICATIONS AND REPORTS FROM CITY OFFICERS AND EMPLOYEES

4.1 Communication from Denise McClanahan, *Human Resources Director*, submitting *Memorandum of Agreement* and *Salary Ordinance* for the *Teamsters Water Purification Group*

1. Memorandum of Agreement, between City & Water Purification Teamsters Group Local #170
2. Ordinance re: Salaries; Water Purification Group File 10 Days Attachment

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

NO SCHEDULE

6. APPOINTMENTS

Confirming Appointments

NO SCHEDULE

Non-confirming Appointment

NO SCHEDULE

Resignations:

NO SCHEDULE

7. Petitions:

NO SCHEDULE

8. Applications:

Peter Mills, for Road Race, February 14th, to start and finish at *First Church of Christ* – Bradford;
10 Church st

Attachment



**CITY OF HAVERHILL
CITY COUNCIL AGENDA**

**Tuesday, February 10, 2015 at 7:00 PM
City Council Chambers, Room 202**

8.1. One Day Liquor Licenses

NO SCHEDULE

8.2. Applications for Permit

NO SCHEDULE

9. Tag Days

NO SCHEDULE

10. Annual License Renewals:

10.1. Buy & Sell Second Hand Articles

NO SCHEDULE

Coin-ops

NO SCHEDULE

Sunday License

NO SCHEDULE

11. Hawker/Peddler:

NO SCHEDULE

12. Hawker or Peddler Engaged in Door to Door Sales

NO SCHEDULE

13. Drainlayer 2015 License

13.1. Thomas B Hodgson

13.2. Joseph Phelan

Attachments



**CITY OF HAVERHILL
CITY COUNCIL AGENDA**

**Tuesday, February 10, 2015 at 7:00 PM
City Council Chambers, Room 202**

14. HEARINGS AND RELATED ORDER

- 14.1.** Document 101/2014, petition for Special Permit from Attorney Robert Harb, representing *Continental Wingate Development Co* to construct a new 2-story building for Congregate Care Housing at unnumbered North Avenue; which will house a total of 90 units; Assisted Living Units consisting of 26 one-bedroom and 20 Studio units; Supportive Independent Living Units consisting of 17 one-bedroom and 3 two-bedroom units; and Memory Care Units consisting of 20 Studio and 4 Companion Units *postponed from February 3 2015*
Traffic Impact and Access Study Peer Review report submitted from Greenman-Pedersen Inc; Engineering and Construction Services Attachments

15. MOTIONS AND ORDERS

- 15.1.** Order – Transfer \$30,000.00 from *Gift for Police-D'Alessandro Trust* to Capital Account-FY14 *Police Station Roof Repair – Window & Wall Evaluation*
- 15.2.** Order- real property at 969 Main st, also known as Smiley School be declared surplus and authorizes the Mayor to enter into a purchase and sale agreement to sell the School to the Greater Haverhill Foundation Attachments

16. Ordinances (File 10 Days)
NO SCHEDULE

17. UNFINISHED BUSINESS OF PRECEDING MEETING

- 17.1.** Document 10-H, communication from Councillor Daly O'Brien to introduce residents of Boston st to discuss current road conditions *Postponed from February 3rd*
- 17.2.** Document 19, Ordinance re: Vehicles and Traffic; Amend Chapter 240-89 Schedule F: One Way Streets: Margerie Street, Change section of roadway from current One-Way restriction to Two-Way *filed Jan 21 2015*
- 17.3.** Document 23, communication from Councillor McGonagle submitting Minutes and Recommendations of the Public Safety Committee meeting held January 21st *Postponed from February 3rd*

Attachments



**CITY OF HAVERHILL
CITY COUNCIL AGENDA**

**Tuesday, February 10, 2015 at 7:00 PM
City Council Chambers, Room 202**

**18. COMMUNICATIONS AND REPORTS FROM CITY OFFICERS AND EMPLOYEES
NO SCHEDULE**

19. MONTHLY REPORTS

19.1. Abatement report from Board of Assessors for month of January 2015

Attachment

20. Communications from Councillors

20.1. Communication from Councillor LePage requesting a discussion about tag days

Attachment

21. Resolutions and Proclamations

NO SCHEDULE

22. COUNCIL COMMITTEE REPORTS AND ANNOUNCEMENTS

NO SCHEDULE

23. DOCUMENTS REFERRED TO COMMITTEE STUDY

24. ADJOURN

JAMES J. FIORENTINI
MAYOR



CITY OF HAVERHILL
MASSACHUSETTS

3.1
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

February 6, 2015

City Council President John A. Michitson and
Members of the Haverhill City Council

RE: Permission to Address City Council

Dear Mr. President and Members of the Haverhill City Council:

I request permission, along with DPW Director Michael Stankovich, to address the City Council and the public Tuesday night to give an update and a cost of our ongoing snowplow and snow removal efforts.

Respectfully submitted,


James J Fiorentini, Mayor



Haverhill

Human Resources Department, Room 306

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

Denise McClanahan, HR Director – dmcclanahan@cityofhaverhill.com

Sheila Pelczar, HR Technician – spelczar@cityofhaverhill.com

4.1

TO: Mayor James J. Fiorentini
FROM: Denise McClanahan, HR Director *DM*
DATE: February 6, 2015
RE: Salary Ordinance & MOA submission

Attached please find an ordinance and Memorandum of Agreement for the Teamsters Water Purification Group as a result of their recent negotiations. Please submit these documents to the next City Council meeting for action.

dIm

2

Memorandum of Agreement
Between
The City of Haverhill
and
The Water Purification Teamsters Group Local #170

Article VII: Wages

Terms: Two year contract: July 1, 2014 to June 30, 2015
July 1, 2015 to June 30, 2016

1.5% salary increase effective 7-1-2014
1.5% salary increase effective 7-1-2015

Add new paragraph to Article VII: WAGES
"No retroactive wages shall be due and owing to any person not employed at the time of the ratification of this agreement, or any subsequent agreement, unless said person left the employ of the City of Haverhill to become an active M.G.L. c. 32 retiree."

Delete all language in Section 1. Article XIII MEDICAL BENEFIT and insert the following:

Health Insurance

The City of Haverhill shall provide employees the same health insurance benefits and coverage provided to all other municipal employees pursuant to MGL c. 32B. Employees hired before January 1, 2010 shall pay a twenty-five percent (25%) health insurance contribution for both PPO and HMO products. Employees hired on or after January 1, 2010 shall pay a thirty percent (30%) health insurance contribution for both PPO and HMO products.

Account under IRS Section 125. The maximum annual allowable amount to be deducted on a pre-tax basis for the Flexible Spending Account will be \$2,500 (\$2,550 per plan year beginning 7/1/15). The maximum annual allowable amount to be deducted on a pre-tax basis for the Medical Dependent Care Account will be \$5,000.

Health Reimbursement Account

The City will establish Health Reimbursement Accounts pursuant to the current MGL c. 32B PEC agreement.

Opt-Out Plan – A one-time opt out option

The City of Haverhill will provide a health insurance opt out option. Eligible employees who enroll in the program will receive a lump sum financial incentive payment. The amount will be \$1,500 for an individual and \$3,000 for a family. In order to be eligible for the program an employee must meet the following criteria: 1) the employee must have 24 consecutive months of enrollment in a City of Haverhill health plan, and 2) the employee must provide written proof of other (non-City of Haverhill) health coverage.

Date: December 10, 2014

James J. Fiorentini, Mayor



Ed Adley, Teamsters Business Agent

William D. Cox, Jr., City Solicitor

Joe Remmes, Shop Steward

accepted 1/26/15



DOCUMENT

CITY OF HAVERHILL

In Municipal Council

2.

ORDERED:

MUNICIPAL ORDINANCE
AN ORDINANCE RELATING TO SALARIES

CHAPTER
WATER PURIFICATION GROUP

BE IT ORDAINED by the City Council of the City of Haverhill that Document 82-F of 2013 is hereby amended as follows:

	Step 1	Step 2	Step 3
Effective 7/1/14 (For current employees as of 7/1/10)			
Senior Water Treatment Plant Operator	\$ 25.74	\$ 26.76	\$ 28.01
Chief Pumping Station Operator	\$ 21.52	\$ 23.89	
Class IV Water Treatment Plant Operator (Full with TCH)	\$ 23.08	\$ 24.01	
Class IV Water Treatment Plant Operator (In training or without TCH)	\$ 22.39	\$ 23.31	
Class III Water Treatment Plant Operator (Full with TCH)	\$ 22.39	\$ 23.31	
Class III Water Treatment Plant Operator (In training or without TCH)	\$ 21.78	\$ 22.64	
Class II Water Treatment Plant Operator	\$ 18.73	\$ 19.58	
Class I Water Treatment Plant Operator	\$ 17.20	\$ 19.98	
Maintenance Man/Operator	\$ 17.01	\$ 19.81	
Custodian/Operator	\$ 17.01	\$ 19.81	
Electrician/Carpenter	\$ 26.34	\$ 27.52	\$ 28.68
Laboratory Technician (No Certification)	\$ 19.64	\$ 20.44	
Laboratory Technician (Grade IV Full with TCH)	\$ 23.08	\$ 24.01	
Laboratory Technician (Grade IV In training or without TCH)	\$ 22.39	\$ 23.31	
Laboratory Technician (Grade III Full with TCH)	\$ 22.39	\$ 23.31	
Laboratory Technician (Grade III In training or without TCH)	\$ 21.78	\$ 22.64	
Maintenance Man	\$ 15.24	\$ 17.53	
Custodian	\$ 13.98	\$ 16.31	

	Step 1	Step 2	Step 3
Effective 7/1/14 (For new hires after 7/1/10)			
Senior Water Treatment Plant Operator	\$ 24.99	\$ 25.97	\$ 27.20
Chief Pumping Station Operator	\$ 20.89	\$ 23.19	
Class IV Water Treatment Plant Operator (Full with TCH)	\$ 22.41	\$ 23.31	
Class IV Water Treatment Plant Operator (In training or without TCH)	\$ 21.74	\$ 22.63	
Class III Water Treatment Plant Operator (Full with TCH)	\$ 21.74	\$ 22.63	
Class III Water Treatment Plant Operator (In training or without TCH)	\$ 21.14	\$ 21.98	
Class II Water Treatment Plant Operator	\$ 18.18	\$ 19.01	
Class I Water Treatment Plant Operator	\$ 16.71	\$ 19.39	
Maintenance Man/Operator	\$ 16.51	\$ 19.23	
Custodian/Operator	\$ 16.51	\$ 19.23	
Electrician/Carpenter	\$ 24.99	\$ 25.97	
Laboratory Technician (No Certification)	\$ 19.07	\$ 19.84	
Laboratory Technician (Grade IV Full with TCH)	\$ 22.41	\$ 23.31	
Laboratory Technician (Grade IV In training or without TCH)	\$ 21.74	\$ 22.63	
Laboratory Technician (Grade III Full with TCH)	\$ 21.74	\$ 22.63	
Laboratory Technician (Grade III In training or without TCH)	\$ 21.14	\$ 21.98	
Maintenance Man	\$ 14.80	\$ 17.02	
Custodian	\$ 13.57	\$ 15.83	

	Step 1	Step 2	Step 3
Effective 7/1/15 (For current employees as of 7/1/10)			
Senior Water Treatment Plant Operator	\$ 26.13	\$ 27.16	\$ 28.43
Chief Pumping Station Operator	\$ 21.84	\$ 24.25	
Class IV Water Treatment Plant Operator (Full with TCH)	\$ 23.43	\$ 24.38	
Class IV Water Treatment Plant Operator (In training or without TCH)	\$ 22.73	\$ 23.66	
Class III Water Treatment Plant Operator (Full with TCH)	\$ 22.73	\$ 23.66	
Class III Water Treatment Plant Operator (In training or without TCH)	\$ 22.11	\$ 22.98	



DOCUMENT

CITY OF HAVERHILL

In Municipal Council

ORDERED:

Class II Water Treatment Plant Operator	\$	19.01	\$	19.87	
Class I Water Treatment Plant Operator	\$	17.46	\$	20.27	
Maintenance Man/Operator	\$	17.27	\$	20.11	
Custodian/Operator	\$	17.27	\$	20.11	
Electrician/Carpenter	\$	26.73	\$	27.93	\$ 29.11
Laboratory Technician (No Certification)	\$	19.93	\$	20.75	
Laboratory Technician (Grade IV Full with TCH)	\$	23.43	\$	24.38	
Laboratory Technician (Grade IV In training or without TCH)	\$	22.73	\$	23.66	
Laboratory Technician (Grade III Full with TCH)	\$	22.73	\$	23.66	
Laboratory Technician (Grade III In training or without TCH)	\$	22.11	\$	22.98	
Maintenance Man	\$	15.46	\$	17.79	
Custodian	\$	14.19	\$	16.56	

EFFECTIVE 7/1/15 (For new hires after 7/1/10)						
Class II Water Treatment Plant Operator	\$	Step 1	\$	Step 2	\$	Step 3
Chief Pumping Station Operator	\$	25.36	\$	26.36	\$	27.61
Class IV Water Treatment Plant Operator (Full with TCH)	\$	21.20	\$	23.54		
Class IV Water Treatment Plant Operator (In training or without TCH)	\$	22.75	\$	23.66		
Class IV Water Treatment Plant Operator (In training or without TCH)	\$	22.07	\$	22.97		
Class III Water Treatment Plant Operator (Full with TCH)	\$	22.07	\$	22.97		
Class III Water Treatment Plant Operator (In training or without TCH)	\$	21.46	\$	22.31		
Class II Water Treatment Plant Operator	\$	18.45	\$	19.30		
Class I Water Treatment Plant Operator	\$	16.96	\$	19.68		
Maintenance Man/Operator	\$	16.76	\$	19.52		
Custodian/Operator	\$	16.76	\$	19.52		
Electrician/Carpenter	\$	25.36	\$	26.36		
Laboratory Technician (No Certification)	\$	19.36	\$	20.14		
Laboratory Technician (Grade IV Full with TCH)	\$	22.75	\$	23.66		
Laboratory Technician (Grade IV In training or without TCH)	\$	22.07	\$	22.97		
Laboratory Technician (Grade III Full with TCH)	\$	22.07	\$	22.97		
Laboratory Technician (Grade III In training or without TCH)	\$	21.46	\$	22.31		
Maintenance Man	\$	15.02	\$	17.28		
Custodian	\$	13.77	\$	16.07		

Approved as to legality:

City Solicitor

RECORDED
82F OF 2013



DOCUMENT

CITY OF HAVERHILL

In Municipal Council

ORDERED:

MUNICIPAL ORDINANCE
AN ORDINANCE RELATING TO SALARIES

CHAPTER
WATER PURIFICATION GROUP

BE IT ORDAINED by the City Council of the City of Haverhill that Document 67-J of 2010 is hereby amended as follows:

EFFECTIVE 7/1/12 1.5% (For current employees as of 7/1/10)	Step 1	Step 2	Step 3
Sr. Water Treatment Plant Operator	\$ 24.98	\$ 25.97	\$ 27.20
Chief Pumping Station Operator	\$ 20.88	\$ 23.19	
Class IV Water Treatment Plant Operator (Full with TCH)	\$ 22.41	\$ 23.31	
Class IV Water Treatment Plant Operator (In training or without TCH)	\$ 21.74	\$ 22.63	
Class III Water Treatment Plant Operator (Full with TCH)	\$ 21.74	\$ 22.63	
Class III Water Treatment Plant Operator (In training or without TCH)	\$ 21.14	\$ 21.98	
Class II Water Treatment Plant Operator	\$ 18.18	\$ 19.01	
Class I Water Treatment Plant Operator	\$ 16.70	\$ 19.38	
Maintenance Man/Operator	\$ 16.51	\$ 19.23	
Custodian/Operator	\$ 16.51	\$ 19.23	
Electrician/Carpenter	\$ 25.58	\$ 26.71	27.84
Laboratory Technician (No Certification)	\$ 19.07	\$ 19.84	
Laboratory Technician (Grade IV Full with TCH)	\$ 22.41	\$ 23.31	
Laboratory Technician (Grade IV In training or without TCH)	\$ 21.74	\$ 22.63	
Laboratory Technician (Grade III Full with TCH)	\$ 21.74	\$ 22.63	
Laboratory Technician (Grade III In training or without TCH)	\$ 21.14	\$ 21.98	
Maintenance Man	\$ 14.79	\$ 17.02	
Custodian	\$ 13.56	\$ 15.84	

EFFECTIVE 7/1/12 1.5% (For new hires after 7/1/10)	Step 1	Step 2	Step 3
Sr. Water Treatment Plant Operator	\$ 24.26	\$ 25.21	\$ 26.40
Chief Pumping Station Operator	\$ 20.28	\$ 22.52	
Class IV Water Treatment Plant Operator (Full with TCH)	\$ 21.75	\$ 22.63	
Class IV Water Treatment Plant Operator (In training or without TCH)	\$ 21.11	\$ 21.97	
Class III Water Treatment Plant Operator (Full with TCH)	\$ 21.11	\$ 21.97	
Class III Water Treatment Plant Operator (In training or without TCH)	\$ 20.53	\$ 21.34	
Class II Water Treatment Plant Operator	\$ 17.65	\$ 18.46	
Class I Water Treatment Plant Operator	\$ 16.22	\$ 18.82	
Maintenance Man/Operator	\$ 16.03	\$ 18.67	
Custodian/Operator	\$ 16.03	\$ 18.67	
Electrician/Carpenter	\$ 24.26	\$ 25.21	
Laboratory Technician (No Certification)	\$ 18.51	\$ 19.26	
Laboratory Technician (Grade IV Full with TCH)	\$ 21.75	\$ 22.63	
Laboratory Technician (Grade IV In training or without TCH)	\$ 21.11	\$ 21.97	
Laboratory Technician (Grade III Full with TCH)	\$ 21.11	\$ 21.97	
Laboratory Technician (Grade III In training or without TCH)	\$ 20.53	\$ 21.34	
Maintenance Man	\$ 14.36	\$ 16.52	
Custodian	\$ 13.17	\$ 15.37	

BACKUP

EFFECTIVE 7/1/13 1.5% (For current employees as of 7/1/10)

	Step 1	Step 2	Step 3
Sr. Water Treatment Plant Operator	\$ 25.36	\$ 26.36	\$ 27.60
Chief Pumping Station Operator	\$ 21.20	\$ 23.54	
Class IV Water Treatment Plant Operator (Full with TCH)	\$ 22.74	\$ 23.66	
Class IV Water Treatment Plant Operator (In training or without TCH)	\$ 22.06	\$ 22.97	
Class III Water Treatment Plant Operator (Full with TCH)	\$ 22.06	\$ 22.97	
Class III Water Treatment Plant Operator (In training or without TCH)	\$ 21.46	\$ 22.31	
Class II Water Treatment Plant Operator	\$ 18.45	\$ 19.29	
Class I Water Treatment Plant Operator	\$ 16.95	\$ 19.68	
Maintenance Man/Operator	\$ 16.76	\$ 19.52	
Custodian/Operator	\$ 16.76	\$ 19.52	
Electrician/Carpenter	\$ 25.96	\$ 27.11	\$ 28.26
Laboratory Technician (No Certification)	\$ 19.35	\$ 20.14	
Laboratory Technician (Grade IV Full with TCH)	\$ 22.74	\$ 23.66	
Laboratory Technician (Grade IV In training or without TCH)	\$ 22.06	\$ 22.97	
Laboratory Technician (Grade III Full with TCH)	\$ 22.06	\$ 22.97	
Laboratory Technician (Grade III In training or without TCH)	\$ 21.46	\$ 22.31	
Maintenance Man	\$ 15.01	\$ 17.27	
Custodian	\$ 13.77	\$ 16.07	

EFFECTIVE 7/1/13 1.5% (For new hires after 7/1/10)

	Step 1	Step 2	Step 3
Sr. Water Treatment Plant Operator	\$ 24.62	\$ 25.59	\$ 26.80
Chief Pumping Station Operator	\$ 20.58	\$ 22.85	
Class IV Water Treatment Plant Operator (Full with TCH)	\$ 22.08	\$ 22.97	
Class IV Water Treatment Plant Operator (In training or without TCH)	\$ 21.42	\$ 22.30	
Class III Water Treatment Plant Operator (Full with TCH)	\$ 21.42	\$ 22.30	
Class III Water Treatment Plant Operator (In training or without TCH)	\$ 20.83	\$ 21.66	
Class II Water Treatment Plant Operator	\$ 17.91	\$ 18.73	
Class I Water Treatment Plant Operator	\$ 16.46	\$ 19.10	
Maintenance Man/Operator	\$ 16.27	\$ 18.95	
Custodian/Operator	\$ 16.27	\$ 18.95	
Electrician/Carpenter	\$ 24.62	\$ 25.59	
Laboratory Technician (No Certification)	\$ 18.79	\$ 19.55	
Laboratory Technician (Grade IV Full with TCH)	\$ 22.08	\$ 22.97	
Laboratory Technician (Grade IV In training or without TCH)	\$ 21.42	\$ 22.30	
Laboratory Technician (Grade III Full with TCH)	\$ 21.42	\$ 22.30	
Laboratory Technician (Grade III In training or without TCH)	\$ 20.83	\$ 21.66	
Maintenance Man	\$ 14.58	\$ 16.77	
Custodian	\$ 13.37	\$ 15.60	

Amend Article VII: Section 7 - Effective July 1, 2012 by the following:

Increase the tool allowance of the Electrician to \$350.00. Delete the tool allowance of \$250.00 of the Boiler Technician.

BACKUP

Approved as to legality:

Water Purification MOA

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

February 6, 2015

City Council President John A. Michitson and
Members of the Haverhill City Council

RE: Salary Ordinance & MOA

Dear Mr. President and Members of the Haverhill City Council:

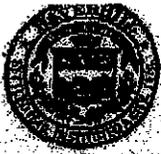
Enclosed is a Salary Ordinance and MOA between the City of Haverhill and the Teamsters
Water Purification Group.

The Ordinance is enclosed and I recommend approval.

Very truly yours,

James J. Fiorentini
Mayor

JJF/ah



City of Haverhill

8.

Application for Permit

Name of Organization	First Church of Christ - Bradford		
Address of Organization	10 Church St. Bradford, MA 01835		
Requesting Permit for (List Type of event)	Road Race	Date of Event	2/14/14 10A-11A
Location of Event	See Attached		
Authorized or Contact Person	Peter Mills	Telephone Cell Number (Indicate if pager)	978-621-515

To be completed for use of City Property/Outdoor Activity and other Special Events

Approval of Fire Chief (Where applicable)			
Approval of the Recreational Director Required for all recreational facilities	Signature	Date	Comments/Restrictions
Approval of the Chief of Police Required for all OUTDOOR EVENTS Ex: Parades, Carnivals, Community Events	<i>[Signature]</i>	2/15/14	
	Signature	Date	

General Release & Indemnity Agreement

The Above organization in consideration of the permit granted by the City Council as above requested hereby releases, releases and forever discharges the City of Haverhill, its respectful employees, agents and attorneys from all manner of actions, causes of actions, debts, dues, claims and demands both in law and equity, more especially any and all claims as a result of the issuance of this permit and or use of any City Property, including, but not limited to, property damages and personal injuries resulting from the same.

Signature of Authorized Agent of Organization: *[Signature]* Date: 2/14/14

Signature Witnessed by: *[Signature]* Date: 2/14/14

City Council will hear request for application on: _____

Applicant must attend Yes No (date) _____ (time) _____

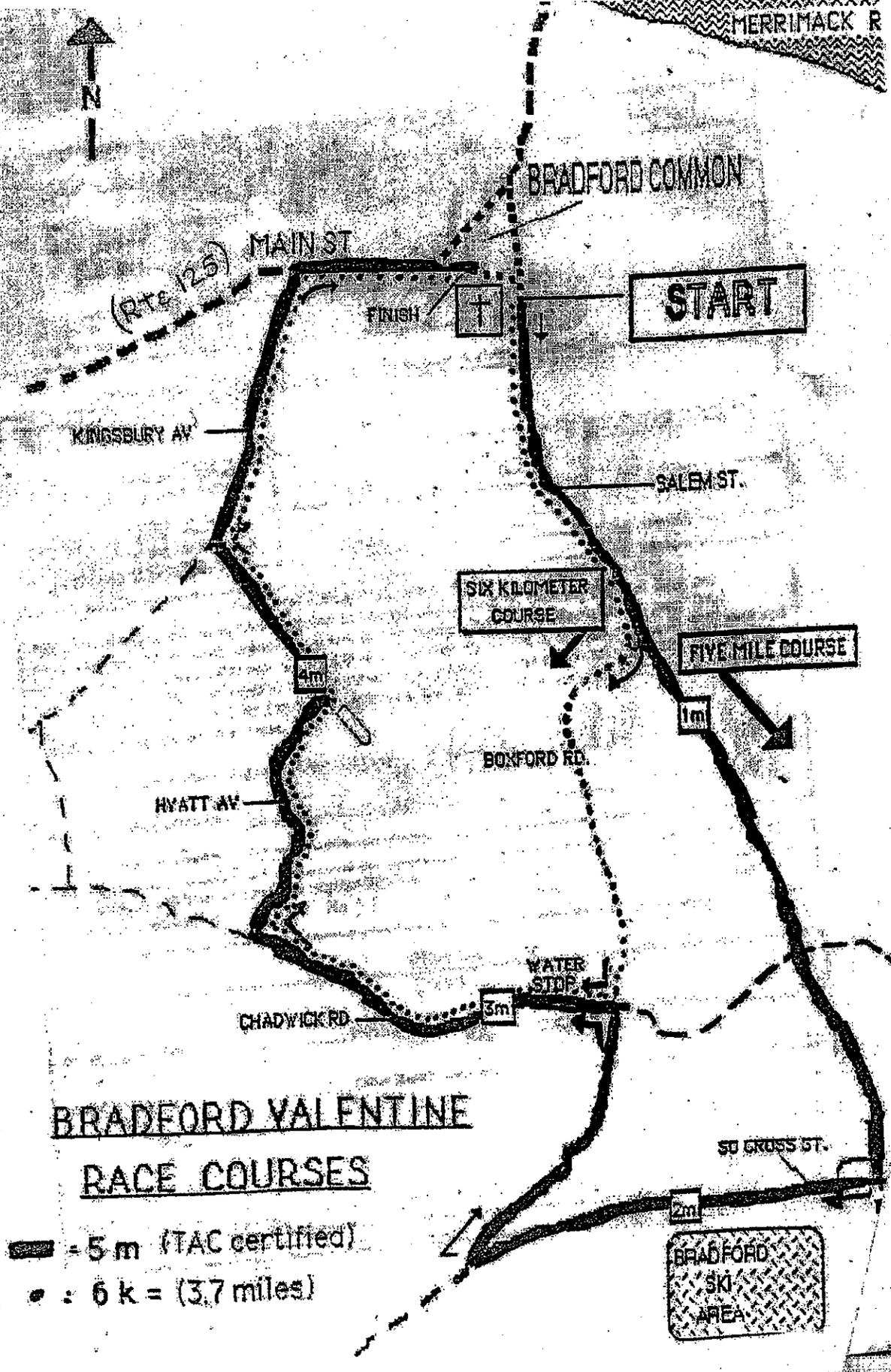
Office Use

Permit

Permit approved on: _____ Proof of Insurance Policy Number/Exp. Date _____ # Debt Officers _____

Attendance limited to: _____ Other Restrictions/Requirements: _____

Signed: _____ Issued on: _____ Seal _____



**BRADFORD VALENTINE
RACE COURSES**

- = 5 m (TAC certified)
- = 6 k = (3.7 miles)



Haverhill

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

Date 11/24/14

HONORABLE PRESIDENT AND MEMBERS OF THE MUNICIPAL COUNCIL:

13.1

THE UNDERSIGNED RESPECTFULLY ASKS THAT HE MAY RECEIVE A LICENSE FOR **DRAINLAYER**

Drainlayer's Name: THOMAS B. HODGSON Signature: [Signature]

Business Name: LIVINGSTONE DEVELOPMENT CORP.

Business Address: 1501 MAIN ST - UNIT 4

City TEWKSBURY State MA Zip 01826

Business Phone: (978) 640-1611 Fax: (978) 640-1611

Must Complete Additional Personal Information on Back

NEW/RENEWAL:

No. _____

Fee 100.-

Bonds on File:

Approved

Denied _____

[Signature]
City Engineer

In Municipal Council, _____ 20____

Attest:

City Clerk

(See other side)



Haverhill

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

Date 11/21/2014

HONORABLE PRESIDENT AND MEMBERS OF THE MUNICIPAL COUNCIL:

13.2

THE UNDERSIGNED RESPECTFULLY ASKS THAT HE MAY RECEIVE A LICENSE FOR **DRAINLAYER**

Drainlayer's Name: JOSEPH PHELAN Signature: [Signature]

Business Name: J.J. PHELAN & SON CO, INC.

Business Address: 120 LUMBER LANE

City TEWKSBURY State MA Zip 01876

Business Phone: 978-851-5850 Fax: 978-851-4980

Must Complete Additional Personal Information on Back

NEW/RENEWAL:

No. _____

Fee 100.-

Bonds on File: [checkmark]

Approved [checkmark]

[Signature]
City Engineer

Denied _____

In Municipal Council, _____ 20____

Attest: _____
City Clerk

(See other side)

Heating November 18
2014

101

Robert D. Harb
ATTORNEY AT LAW
17 WEST STREET
HAVERHILL, MASSACHUSETTS 01830

14.1

TEL: (978) 373-5611
FAX: (978) 373-7441
EMAIL: bobharb@aol.com

Of Counsel
Alfred J. Cirome

September 10, 2014

City Council
City of Haverhill
4 Summer Street
Haverhill, MA 01830

Re: APPLICATION FOR A SPECIAL PERMIT
FOR CONGREGATE CARE HOUSING
UNNUMBERED NORTH AVENUE
Continental Wingate Development Company
Portion of Haverhill Assessor's Map 630 Block 2 Lot 1-1A
Containing Approximately 8 acres ±

An Application is hereby made for a Special Permit on behalf of Continental Wingate Development Company under the terms and provisions of the Haverhill Zoning Ordinance Chapter 255 for a 90 Unit Congregate Care Housing as defined by the said Haverhill Zoning Ordinance for the premises described above and as shown on the Plans filed herewith, being a portion of the premises described a deed to the Trustees of The McGirr Family Trust recorded with the Essex South District Registry of Deeds in Book 17216 Page 509.

The proposed new two story building will house a total of 90 units.

The Congregate Care Housing will consist of:

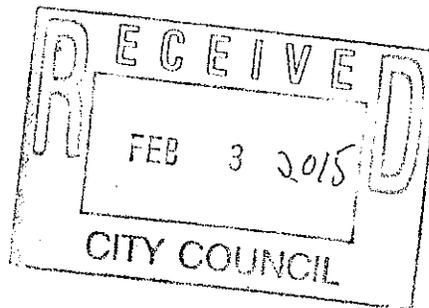
Assisted Living Units consisting of 26 one bedroom and 20 studio units;
Supportive Independent Living Units consisting of 17 one bedroom and 3 two bedroom units; and
Memory Care Units consisting of 20 studios and 4 companion units.

This Application is accompanied by:

30 sets of the Site Plan;
30 sets of the specs;
30 Traffic Studies;

January , 2015 RECEIVED
2015 FEB 3 PM 12 05

CITY CLERKS OFFICE
HAVERHILL, MA.



Dear Councillor,

Please be aware that I am writing to you to show my strong support for Wingate Healthcare's proposal for an Assisted Living Facility. I believe that this project helps to meet the housing needs of the seniors in the community. I urge you to approve this project,

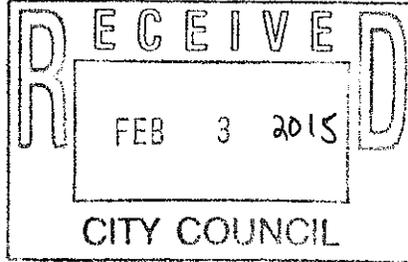
Sincerely,

Marilyn Kefferen

Home Address:



Haverhill Public Schools
Office of the Superintendent



January 30, 2015

Haverhill City Council
4 Summer Street
Room 204
Haverhill, MA 01830

Dear City Councillors:

Please be advised that I write this letter so that you will have knowledge of the positive impact that Wingate has made for us in the schools. Not only have they made some contributions to some of our schools in the form of donations, goods, and services, but with the conception of this congregate housing project they have agreed to some enhancements at the JG Whittier School that we have been unable to cover in our budget. I have looked over the traffic mediation efforts and I support the plan.

Therefore, I send you this information so that you will be aware of our ongoing relationship with Wingate Healthcare in our community.

Respectfully,

James F. Scully
Superintendent of Schools

4 Summer Street Haverhill Massachusetts 01830 (978) 373-1535

Visit us at www.Hillies.org

1/30/201

script:""

City Councillors
encl. - Rules and Regulations
CL/bsa

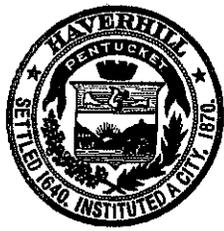
To the Haverhill City Council:

I, Robert R. McGirr the sole and present Trustee of the McGirr Family Trust under a Declaration of Trust dated April 6, 2001 and recorded with the Essex South District Registry of Deeds in Book 17216 Page 502, owner of the property located off of North Avenue in the City of Haverhill, being shown as Assessors Map 630 Block 2 Lot 1, hereby consent to the filing of a Petition for a Special Permit for Congregate-care Housing at said premises by Continental Wingate Development Company.

I certify that I have been duly authorized by all of the beneficiaries of said Trust to sign and deliver this consent.



Robert R. McGirr
Trustee of McGirr Family Trust



Haverhill

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

December 1, 2014

TO: City Council President John J. Michitson and members of the Haverhill City Council

FROM: William Pillsbury, Jr. Economic Development and Planning Director

SUBJECT: Special Permit- Wingate Congregate Care

I have reviewed the proposed special permit for the 90 bed congregate care project on North Avenue and wish to provide the City Council with the following comments. The proposal would add 90 units of assisted living and supportive independent living units to the city.

The addition of these units in a continuum of care model as proposed would be a positive addition to the marketplace for this component of the housing supply in the city by adding to the supply of assisted living and independent living units which are currently underrepresented in the City's housing stock.

This project represents significant investment in the city and will provide substantial new tax revenue and additional jobs to the existing Wingate nursing home complex.

I have reviewed the comments of the city departments and find no objection from and departments. Conservation had raised concerns early on but the most recent letter from Rob Moore indicates that the Commission recommends approval of the special permit. The commission will still be involved in the review and approval after public hearing of an order of conditions for the project.

With regards to traffic, I have reviewed the traffic report and being aware of concerns regarding issues at the intersection of Concord street and North Avenue, I believe the proposal of the applicant to essentially move the main entrance to the new roadway will have a positive effect on conditions at that intersection by removing staff and visitor turning movements from the intersection to the new roadway. There is adequate line of sight at the new intersection and the applicants proposed mitigation

at that location in the form of signage and striping will be reviewed and approved by the Planning Board at the definitive plan stage.

The type of project (assisted living) with most of the residents not having cars, will while adding staff and visitor trips to the new roadway, not produce the number of vehicle trips of a regular housing project of this size.

As I indicated, this new roadway will require approval of a definitive plan by the planning board and these traffic issues and the design of the intersection to accommodate the project will receive a detailed review as part of the that process.

Finally, after my review of the project I believe it is in the best interest of the city of Haverhill, in terms of its positive impact on housing stock, jobs and commercial tax base and as such I recommend approval of the special permit for the use as proposed. Any conditions approved by the council to be added to the special permit will be incorporated into any final plan approved by the Planning Board as part of the definitive plan.

Recommendation: Approve the special permit with any conditions approved by the city council being added to the definitive plan for approval by the Planning Board.

14.1

Robert D. Harb

ATTORNEY AT LAW
17 WEST STREET
HAVERHILL, MASSACHUSETTS 01830

TEL: (978) 373-5611
FAX: (978) 373-7441
EMAIL: bobharb@aol.com

Of Counsel
Alfred J. Cirome

January 20, 2015

City Council
City of Haverhill
4 Summer Street
Haverhill, MA 01830

REQUEST FOR CONTINUANCE TO FEBRUARY 10, 2015

Original Scheduled Hearing Date: Nov. 18, 2014
Continued To: December 2, 2014 and
Further Continued to: February 3, 2015

Re: APPLICATION FOR A SPECIAL PERMIT
FOR CONGREGATE CARE HOUSING
UNNUMBERED NORTH AVENUE
Continental Wingate Development Company
Portion of Haverhill Assessor's Map 630 Block 2 Lot 1-1A

To The Haverhill City Council:

For various reasons, including but not limited to the fact that the Applicant is still preparing an amended Site Plan with additional Traffic Mitigation measures, and because Applicant is under the belief that the full Council will not be present on February 3, 2015, Applicant respectfully requests that the hearing presently scheduled for February 3, 2015 be continued for one week until February 10, 2015.

Respectfully submitted,

Continental Wingate Development Company

By: 
Robert D. Harb, Its Attorney

HAVERHILL, MA
CITY CLERK'S OFFICE
24 JAN 20 2015 PM 1
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City Council
Councillors Contact
Past Agendas
Sub-Committees
Calendar
Minutes
Minute with the Council President
City Council Rules and Regulations 2014
I am in favor of the assistance living that is going to be built on North ave.

Home » Government » City Council » Councillors Contact

E-mail Print

Councillors:

- Council President John A. Michitson
119 Kenoza St., Haverhill, MA 01830
Cell: 339-221-2276
E-Mail: michitson@mitre.org
Office Hours: By appointment
- Council Vice President Robert Scatamacchia
11 Revere St., Bradford, MA 01835
Work: 978-373-3252
E-Mail: ScatamacchiaFH@aol.com
Office Hours: By appointment
- Councillor Melinda Barrett
12 Salem St., Bradford, MA 01835
Work: 978-374-4370
E-Mail: mbarrett@cityofhaverhill.co
Office Hours: By appointment
- Councillor William J. Macek
227 Concord St., Haverhill, MA 01830
Home: 978-373-5677
E-mail: wjm227@gmail.com
Office Hours: By appointment
- Councillor William H. Ryan
16 Concord St., Haverhill, MA 01830
Home: 978-521-1130
E-Mail - roundpond@comcast.net
Office Hours: By Appointment
- Councillor Thomas J. Sullivan
77 Longview St., Haverhill, MA 01830
Home: (978) 521-1728
E-mail: tsullivan@cityofhaverhill.co
Office Hours: By Appointment
- Councillor Mary Ellen Daly O'Brien
66 Webster St., Haverhill, MA 01830
Home: (978) 374-7496
E-Mail: medobrn@aol.com
Office Hours: By appointment
- Councillor Michael S. McGonagle
39 Newton Ave., Haverhill, MA 01830
Work: (978) 372-4440
E-Mail: mike@mcsitemps.com
Office Hours: By appointment
- Councillor Colin F. LePage
5 Sunrise Dr., Bradford, MA 01835
Home:: (978) 372-8727
E-Mail: clepage@cityofhaverhill.com
Office Hours: By Appointment

978-873-5491

J & Ann Sowers
42 White St
Haverhill Mass

City Council

Councillors Contact

Past Agendas

Sub-Committees

Calendar

Minutes

Minute with the Council
President

City Council Rules and
Regulations 2014

I am
"in favor
of the
assistance
living that
is going to
be built
on north
ave.

Home » Government » City Council » Councillors Contact

E-mail

Print

Councillors:

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- Councillor Melinda Barrett
12 Salem St., Bradford, MA 01835
Work: 978-374-4370
E-Mail: mbarrett@cityofhaverhill.co
Office Hours: By appointment
- Councillor William J. Macek
227 Concord St., Haverhill, MA 01830
Home: 978-373-5677
E-mail: wjm227@gmail.com
Office Hours: By appointment
- Councillor William H. Ryan
16 Concord St., Haverhill, MA 01830
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- Councillor Michael S. McGonagle
39 Newton Ave., Haverhill, MA 01830
Work: (978) 372-4440
E-Mail: mike@mcsitemps.com
Office Hours: By appointment
- Councillor Colin F. LePage
5 Sunrise Dr., Bradford, MA 01835
Home:: (978) 372-8727
E-Mail: clepage@cityofhaverhill.com
Office Hours: By Appointment

978-702-3648

Robin Ann 5 Marshall St. Haverhill
Mass



Haverhill

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

November 14, 2014

To: City Councillors

From: City Clerk's Office

Re: **Application-** Special Permit to construct a new 2-story building for *Congregate Care Housing*; to house a total of 90 units; *Assisted Living Units* consisting of 26 one-bedroom and 20 studio units; *Supportive Independent Living Units* consisting of 17 one-bedroom and 3 two-bedroom units; and *Memory Care Units* consisting of 20 studio & 4 *Companion units*

Project Reference - Attorney Robert Harb, representing *Continental Wingate Development Company*

Street Location - unnumbered North Avenue; Assessor's Map 630, Block 2, Lot 1-A

***Public Hearing-Tuesday, November 18 2014**

Enclosed please find reports as received from the various Departments with respect to this Special Permit



Haverhill

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

REQUEST FOR COMMENT

TO: BOARD OF HEALTH CHAIRMAN & MEMBERS
BUILDING INSPECTOR - Richard Osborne
CITY ENGINEER - John Pettis
CONSERVATION COMMISSION CHAIRMAN & MEMBERS
HIGHWAY SUPERINTENDENT - Michael Stankovich
PLANNING DIRECTOR - William Pillsbury
WASTEWATER/WATER ENGINEER - Robert Ward
FIRE DEPARTMENT - Richard Borden
POLICE DEPARTMENT - Alan DeNaro
SCHOOL SUPERINTENDENT - James Scully

FROM: CITY CLERK: Linda L Koutoulas
DATE: October 6 2014

RE: **Application**-Special Permit to construct a new 2-story building for *Congregate Care Housing*; to house a total of 90 units; *Assisted Living Units* consisting of 26 one-bedroom and 20 studio units; *Supportive Independent Living Units* consisting of 17 one-bedroom and 3 two-bedroom units; and *Memory Care Units* consisting of 20 studio & 4 *Companion units*

Project Reference - Attorney Robert Harb, representing Continental Wingate Development Company

Street Location -unnumbered North Avenue; Assessor's Map 630, Block 2, Lot 1-1A

***Please send reports to the City Clerk, Room 118 by Monday, November 10 2014**

The public hearing of the City Council is scheduled for TUESDAY, November 18 2014



Haverhill

Board of Health
Inspection Services
School Nurse Leader
Community Health Coordinator
Phone: 978-374-2325
978-374-2341
978-374-2338
978-374-2430
Fax: 978-374-2337
bdufresne@cityofhaverhill.com

RECEIVED
NOV 10 10 54 AM '14
CITY CLERK'S OFFICE
HAVERHILL, MA

MEMORANDUM

November 7, 2014

To: Members of the City Council
From: Les Godin- Health Department
Re: Special Permit – Congregate Housing – North Ave

I have reviewed the submitted information and have met with the applicant's representatives regarding the project. City water and sewer services are proposed and at this time the Department has no objections.

LG/bld

RECEIVED
NOV 20 10 58 AM '14
CITY CLERK'S OFFICE
HAVERHILL, MA

November 20, 2014

TO: City Council President & City Council Members
FROM: Building Inspector, Richard Osborne
RE: Special Permit for Congregate Care Housing – North Ave

I have reviewed the proposed civil plan and building elevation plans for Continental Wingate Dev. Co. for North Avenue. The proposed two story – 90 unit – assisted residential living facility appears to comply with the City of Haverhill By-Laws Chapter 255 Table of Dimensional Requirements and Density Requirements. The addition is to a pre-existing Use allowed by Special Permit.

RO



Haverhill

RECEIVED

RECEIVED
OCT 27 10 58 AM '14
CITY OFFICE
Economic Development and Planning
Conservation Department
Phone: 978-374-2334 Fax: 978-373-8475
rmoores@cityofhaverhill.com
conservation@cityofhaverhill.com

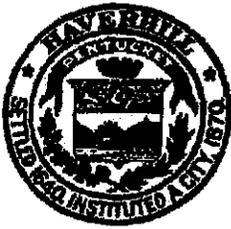
MEMO TO: Linda L. Koutoulas, City Clerk
FROM: Robert E. Moore, Jr., Environmental Health Technician
DATE: October 27, 2014
RE: Special Permit for Congregate Care Housing
Wingate Development Company for North Avenue

The Conservation Commission reviewed the subject project at its meeting on October 23, 2014. The Commission noted the following concerns with the current project design:

- The project proposes significant encroachment upon the 25'-No Disturbance Zone, which protects the site's wetland resource areas, for the installation of stormwater management areas and abutter landscape screening.
- The project proposes significant excavations immediately adjacent to the site's wetland resource areas, potentially having negative effects on the hydrology of these areas.
- The project appears to propose an area of encroachment upon the 50'-No Build Zone, which protects the site's wetland resource areas.
- The project does not propose any mitigation for these impacts.

In conclusion, the Haverhill Conservation Commission does not support this project at this time.

C (via email): Haverhill City Councilors
Barbara Arthur, City Council Clerk
William Pillsbury, Economic Development and Planning Director
John Pettis, PE, City Engineer



James J. Fiorentini
Mayor

Richard B. Borden
Fire Chief

03/7/2014
10
Haverhill Fire Department
Fire Prevention / Investigation Unit

D/C William F. Laliberty
Lieut. Roger E. Moses
Insp. Steven Trocki



4 Summer St, Room 113
Tel: (978) 373-8460
Fax: (978) 521-4441

October 31, 2014

Linda L. Koutoulas, City Clerk
4 Summer Street, room 118
Haverhill, MA 01830

Re: Wingate at Haverhill Assisted Living/ North Avenue/ 630-2-1/ Special Permit

The planning, design and construction of new buildings, renovation of existing buildings and structures to provide egress facilities, fire protection and built-in fire protection equipment shall be in accordance with 780 CMR; and any alterations, additions or changes in buildings required by the provisions of 527 CMR which are in the scope of 780 CMR shall be made in accordance therewith. (527 CMR 1.04(4) and 780 CMR 102)

Plans approved by the fire department are approved with the intent they comply in all respects to 780 CMR, 527 CMR, MGL Chapter 148 and any City of Haverhill ordinance. Any omissions or errors on the plans do not relieve the applicant of complying with applicable requirements.

I have reviewed the submitted Special Permit Application for the address stated above and in the interest of public safety, have the following comments:

- Applicant is seeking a Special Permit to construct a new 2-story building for Congregate Care Housing; to house a total of 90 units; Assisted Units consisting of 26 one-bedroom and 20 studio units; Supportive Independent Living Units consisting of 17 one-bedroom and 3 two-bedroom Units; and Memory Care Units consisting of 20 studio and 4 Companion Units.
- Fire protection systems shall conform to the requirements of the eighth edition of the Massachusetts State Building Code, 780 CMR including the Massachusetts Amendments to the IBC, 2009 edition based on the Occupancy Use group I-1 and any other Use Group found to be applicable during any additional code reviews.
- A fire hydrant shall be located no further than one hundred feet (100-feet) from the fire department connection (FDC) to the automatic fire sprinkler system.
- Access for emergency fire apparatus to the proposed facility is adequate for proper placement and operations during an emergency.

Respectfully,

William F. Laliberty
Deputy Fire Chief



Haverhill

Economic Development and Planning
Conservation Department
Phone: 978-374-2334 Fax: 978-373-8475
rmoore@cityofhaverhill.com
conservation@cityofhaverhill.com

MEMO TO: Linda L. Koutoulas, City Clerk
FROM: Robert E. Moore, Jr., Environmental Health Technician 
DATE: November 14, 2014
RE: Special Permit for Congregate Care Housing
Wingate Development Company for North Avenue

The Conservation Commission met with Roger Alcott from Weston & Sampson, David Feldman from Wingate, and Wingate's Attorney, Robert Harb, at its meeting on November 13th to discuss this special permit application. The Commission noted the discussion to be "productive", with Mr. Alcott particularly outlining plan revisions that have been made and additional measures that will be taken to address the Commission's October 27th concerns.

The Commission noted the applicant is actively working to address those concerns and trusts it will continue to do so through the anticipated Notice of Intent review process with the Commission.

With the applicant working to address the Commission's concerns, the Conservation Commission offers no objections to the granting of this special permit for the proposed usage on this property.

C (via email): Haverhill City Councilors
Barbara Arthur, City Council Clerk
William Pillsbury, Economic Development and Planning Director
John Pettis, PE, City Engineer
Roger Alcott, Weston & Sampson
David Feldman, Wingate
Attorney Robert Harb

citycncl

From: Ed English <eenglish@cityofhaverhill.com>
Sent: Tuesday, December 02, 2014 9:16 AM
To: City Council office
Subject: Please forward to coucil

I am an abutter to the new housing at the Wingate nursing home
I have more than a few concerns

1 In the past they have been called by the mayor's office more than once about noise early in the morning
Example there was a time when they had a truck emptying their dumpster at 4:30 AM on Wed and Saturdays
I called the home but didn't get satisfaction until a call from city hall made them reschedule the pick ups

2 They had the parking lot redone Early in the morningtoo short term to address

3) landscapers come very early in the morning

4 There were trucks backing up and making noise THANKSGIVING morning at 4:00 AM last week

Thank you

Ed English | Network Mgr. | City of Haverhill
4 Summer Street | Haverhill, MA 01830
(978) 420-3716 | (978) 373-8485(Fax)

citycncl

From: gagebaby@comcast.net
Sent: Tuesday, December 02, 2014 2:00 PM
To: citycncl@cityofhaverhill.com
Subject: Objection to Special Permit for Continental Wingate Development Company (Document 101 City Council Meeting Dec. 2, 2014)

Dear City of Haverhill Council Members,

We are unable to attend tonight's City Council Meeting. Please accept this e-mail as notification of our objection to the granting of a Special Permit to Continental Wingate Development Company for building on North Ave.

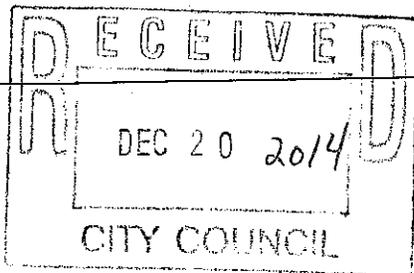
As residents on North Ave. we do not want to see this commercial endeavor allowed into our residential neighborhood for safety and quality of life reasons.

Sincerely,
Thomas & Kathy Bergami



Haverhill

Engineering Department, Room 214
Tel: 978-374-2335 Fax: 978-373-8475
John H. Pettis III, P.E. - City Engineer
JPettis@CityOfHaverhill.com



December 1, 2014

**MEMO TO: CITY COUNCIL PRESIDENT JOHN MICHITSON AND
MEMBERS OF THE CITY COUNCIL**

**Subject: *North Avenue, M 630 B 2 L1; Congregate Care Housing,
Special Permit***

The following are my comments regarding the submittal, which can be addressed during the Definitive Plan stage of the project.

1. The City has had the North Avenue/Marsh Avenue intersection reviewed by a Traffic Engineer and improvements will be undertaken in 2015 with City funds (Chapter 90 funds) to improve the intersection. These improvements will likely include new/improved sidewalk along the westerly side of Marsh Avenue and North Avenue. I therefore request that this project include and be responsible for new sidewalk along North Avenue from the northerly extent of the lot N/F Barrett northerly to Concord Place.
2. Concord Place, a private way located roughly across from the North Avenue end of Concord Street, is incorrectly identified as North Concord Street on the plans, and also is incorrectly identified as a public way.
3. The Traffic Impact and Access Study (July 2014 by VAI) recommended "vegetation to the south of the intersection must be eliminated to ensure adequate sight distances." This vegetation should be clearly identified on the plans.
4. A name for the proposed right of way should be forwarded so we can ensure it does not conflict with an existing street.
5. A BM or TBM, referenced to NGVD, should be added to the plans.
6. The plans should indicate that the sewer forcemain for the home N/F Clohecy & Hanagan will be rerouted to be entirely on their downsized lot or within the right of way being created for the project. The location for the sewer service to serve the new lot should be shown.
7. Proposed mains (sewer, water, drain) should be shown in profile along with potential conflicts.
8. SMH's would need to be added at the 90 degree turns indicated on the plan.
9. Add note to sheet C8.02 that brick adjustments at all structures to be 12" maximum.



Haverhill

Engineering Department, Room 214
Tel: 978-374-2335 Fax: 978-373-8475
John H. Pettis III, P.E. - City Engineer
JPettis@CityOfHaverhill.com

10. Typical cross section for the proposed roadway should be added to the plans.

Please contact me if you have any questions.

Sincerely,

John H. Pettis III, P.E.
City Engineer

C: Mayor Fiorentini, Stankovich, Ward, Cox, Site Plan Review
Attorney Harb, Alcott

101

Consent of the Land Owner for filing this Application; and the filling fee.

Applicant waives the 65 day hearing requirement.

Respectfully submitted,

Continental Wingate Development Company

By: Robert D. Harb Its Attorney
Robert D. Harb, Its Attorney

l-city-wingate

IN CITY COUNCIL: September 16 2014
VOTED: that COUNCIL HEARING BE HELD NOVEMBER 18 2014
Attest:

City Clerk

IN CITY COUNCIL: November 18 2014
POSTPONE TO DECEMBER 2 2014
Attest:

City Clerk

IN CITY COUNCIL: December 2 2014
CONTINUED TO FEBRUARY 3 2015
Attest:

City Clerk

IN CITY COUNCIL: February 3 2015
POSTPONED TO FEBRUARY 10 2015
Attest;

Council Clerk

RECEIVED

2015 FEB 5 PM 1 46

REF.: MAX-2015010.00

CITY CLERKS OFFICE
HAVERHILL, MA.

February 5, 2015

Mr. John Pettis, P.E.
City Engineer
City of Haverhill Engineering Department
4 Summer Street, Room 214
Haverhill, Massachusetts 01830

SUBJECT: Traffic Impact and Access Study Peer Review
Assisted Living Facility – Residences at Wingate
North Avenue – Haverhill, Massachusetts

Dear Mr. Pettis:

Greenman-Pedersen, Inc. (GPI) has performed a review of the transportation impacts associated with the proposed 90-unit assisted living housing community for Wingate Healthcare (the "Proponent") located off North Avenue in Haverhill, Massachusetts (herein referred to as the "Project"), on a currently vacant site. This review focuses specifically on the *Updated Traffic Impact and Access Study (UTIAS)* prepared by Vanasse & Associates, Inc. (VAI) submitted in January 2015. The UTIAS supersedes a prior TIAS that was prepared for the project in July 2014. The City of Haverhill requested that the following supplemental information be included in the UTIAS:

- Expansion of the study area from three intersections to six intersections including the intersections of Marsh Avenue at Winona Avenue, North Avenue at Passaconaway Avenue and North Avenue at Gile Street/West Gile Street;
- Evaluation of traffic operations during the weekday afternoon peak period to identify traffic impacts associated during the hours of area school departures; and
- Development of a more comprehensive traffic mitigation plan aimed at enhancing both pedestrian and vehicular safety along the North Avenue corridor.

The following documents were received for our review:

- *Updated Traffic Impact and Access Study – Wingate Healthcare*; January, 2015; Prepared by Vanasse & Associates, Inc.;
- *North Avenue/Marsh Avenue Intersection Improvement Plans (3 alternatives) – Preliminary*; December, 2012 and January 2015; Prepared by KV Partners, LLC.

Based on the submitted UTIAS, the Project proposes the construction and operation of an Assisted Living Facility consisting of 90 units. The site access/egress is proposed by way of a single full-access driveway that will intersect the west side of North Avenue, south of Concord Street. The proposed new driveway will also serve traffic associated with the existing Wingate at Haverhill facility. As GPI understands, residents of the facility will not be driving, but rather be provided access to on-site shuttle services.

Mr. Pettis, P.E.
February 5, 2015
Page 2 of 12

Overall GPI finds the material submitted within the traffic study to be prepared in a manner consistent with transportation local requirements and industry standards and reasonably evaluates the Project's potential impacts. While GPI finds the materials provided in support of the Project to be representative of the Project's transportation impacts, our review did identify some areas where additional information and consideration could benefit the understanding and impacts of the Project.

Based on the submitted information, GPI offers the following findings and recommendations for the Town's review:

EXISTING CONDITIONS

Study Area

The study area included the following unsignalized intersections:

- Marsh Avenue at Main Street (Route 125)
- Marsh Avenue at Winona Avenue
- North Avenue at Marsh Avenue/Tenadel Avenue
- North Avenue at Passaconaway Avenue
- North Avenue at Concord Street and Wingate at Haverhill driveway (Ambulance driveway)
- North Avenue at Gile Street/West Gile Street

Based on the potential impacts associated with a project of this scale and discussions with the City of Haverhill Department of Economic Development and Planning and the City Engineering Department, this study area appears appropriate. However, GPI recommends that the existing Wingate of Haverhill driveway (main entrance/Concord Place) directly north of the Ambulance driveway be added to the study area. Further discussion regarding this assertion is provided under the *Project-Generated Traffic* section of this letter.

Traffic Volumes

Manual turning movement counts (TMCs) were conducted in May 2014 and December 2014 at the six study area intersections during the standard traffic study hours of 7:00 AM to 9:00 AM and 4:00 PM to 6:00 PM in order to capture the morning and evening peak traffic hours, as well as afternoon peak hours 2:00 PM to 4:00 PM. The counts yielded a morning peak of 7:30AM - 8:30AM, an afternoon peak of 2:45PM - 3:45PM and evening peak of 4:45PM - 5:45PM. These volumes were utilized to establish a 2014 Existing Conditions baseline traffic volume network. GPI supports the evaluation of the weekday morning, weekday afternoon and weekday evening peak hours and the application of a network peak for each of the evaluated time periods. In addition, automatic traffic recorder (ATR) counts were conducted for a consecutive 24-hour period on December 18, 2014 to capture a full

Mr. Pettis, P.E.
February 5, 2015
Page 3 of 12

weekday (Thursday) daily volumes. GPI considers these counts to be appropriate and acceptable for establishment of a baseline traffic condition for this study.

In establishing the 2014 Existing Conditions traffic volumes, VAI states that seasonal adjustment factors published by Massachusetts Department of Transportation (MassDOT) indicate that May traffic represents volumes higher than those of yearly average conditions. However, no downward adjustment to the May study area traffic counts was applied in order to provide a conservative analysis. The December traffic counts are stated to have been adjusted to match the May 2014 counts. GPI supports this methodology and is satisfied with the existing traffic volumes provided, however would recommend further clarification as to the factor by which the December counts were adjusted upward.

Vehicle Speed Measurements

Existing speed data for North Avenue were collected utilizing the ATRs. Both the average and 85th percentile speeds for the northbound and southbound directions exceed the posted speed limit of 30 mph. The Proponent is committed to installing new radar detection speed limit signs along North Avenue in both the northbound and southbound directions to better inform drivers of travel speeds. GPI is satisfied with this mitigation measure to help address existing issues.

Motor Vehicle Crash Data

Based on MassDOT TIA guidelines dated March 13, 2014, "...collection and analysis of crash records for all corridors and intersections within the study area is required. The crash data should be based on the latest 5 years of data available (preferred) or the latest 3 years of data available (minimum). MassDOT crash data should be buttressed with local records, to the extent possible based on the availability of local data."

The traffic study conducted an assessment of the vehicle crash history over the most recent 5 year period available (2007 through 2011) utilizing records provided by the MassDOT Safety Management/Traffic Operations Unit. GPI requests that crash data for 2012 be utilized, as it represents the latest data available.

Associated intersection crash rates were calculated and compared to the MassDOT District 4 average for unsignalized intersections, which is 0.58 crashes per million entering vehicles (mev). All study area intersection calculated crash rates fell below the average crash rates for the District causing only property damage in 25 out of the reported 36. It should be noted that the Motor Vehicle Crash Data section of the UTIAS states that none of the reported 36 crashes resulting in a fatality. However, Table 3 depicts that there was one fatality at the intersection of Marsh Avenue at Main Street and one fatality at the intersection of North Avenue at Concord Street. In addition, the involvement of any non-motorist users (pedestrian, bicyclist, etc.) should be specified.

Mr. Pettis, P.E.
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GPI requests further evaluation of these crashes. Raw crash data is not provided in the Appendix, therefore there is no way to identify if there were any crashes that in fact resulted in fatalities. GPI recommends that actual police reports be obtained from the Haverhill Police Department so that there is a better understanding of potential contributing factors.

FUTURE CONDITIONS

Specific Development by Others

The traffic associated with other planned and/or approved developments near the Project site was considered in order to establish a baseline No-Build Condition (future traffic conditions without the Project). The study states that both the City of Haverhill in Massachusetts and Town of Plaistow in New Hampshire were contacted to identify specific planned developments. There were no projects in Haverhill identified that are expected to impact future traffic volumes within the study area. One project was identified as a ten home subdivision off North Avenue in Plaistow just over the Massachusetts border with Haverhill. The traffic projections associated with the proposed development were incorporated into the 2021 No-Build Conditions analyses as site-specific growth. Though GPI agrees with this baseline No-Build assumption, GPI requests further clarification on how the development project trip distribution was determined and trips were applied to the study area roadway network.

General Background Traffic Growth

In addition to accounting for traffic associated with other planned developments near the Project site, an annual background traffic growth rate is also accounted for. A 7-year planning horizon (year 2021) was utilized in the UTIAS to analyze Project impacts on the study area intersections. This planning horizon is consistent with latest state guidelines and therefore GPI agrees with methodology.

The Proponent reviewed traffic-volume data compiled by MassDOT from historical traffic counts in the area, however did not specifically identify the growth rate of the latest traffic trends. A 1.0 percent per year growth rate was applied to the 2014 Existing Conditions traffic volumes to project future 2021 traffic volume conditions. This methodology is standard practice if historical traffic trends are less than 1.0 percent per year. While 1.0 percent per year appears appropriate and consistent with recent traffic study submissions, GPI requests that further clarification on how the latest traffic trends have specifically grown or declined.

Planned Roadway Improvements – North Avenue at Marsh Avenue Alternatives

The traffic study states that the City of Haverhill was contacted in regards to roadway improvements planned for the study area intersections. The City of Haverhill identified one planned roadway improvement project for North Avenue at Marsh Avenue/Tenadel Avenue. The planned project is in the process of designing roadway geometric improvements for the currently awkward intersection

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alignment. The planned project will also consist of updating the existing pedestrian infrastructure that is currently not Americans with Disabilities Act (ADA) compliant. As part of this improvement project new sidewalk is proposed as well.

Three conceptual alternatives were prepared by KV Partners, LLC for the intersection. Following is a brief summary of each option:

Original Plan

The first option provides very little change from the existing intersection geometry. The footprint of the existing raised island is increased considerably and better defined using vertical granite curbing. ADA compliant wheelchair ramps and sidewalks are proposed along the east side of the intersection to provide accessibility. There are currently no adjacent sidewalks to those being proposed. The Stop Bar and Stop Sign along the Marsh Avenue approach is shifted further north which provides better visibility between vehicles stopped along this approach and the North Avenue northbound approach. Please note the following regarding this option:

- The increased island size provides better definition to the intersection and allows for safe pedestrian refuge. However, it is important that the appropriate design vehicle be accounted for in order to negotiate a right turn movement from Marsh Avenue to North Avenue. Home fuel delivery, school buses, emergency vehicles, etc. should be considered. The proposed island as designed may not accommodate the appropriate design vehicle.
- It appears that the existing intersection geometry contributes to part of its inherent confusion associated with the 3-way Stop configuration. This non-traditional configuration makes it difficult to clearly discern the 'minor street' from the 'major street'. As a result, this may result in some drivers that are not familiar with the area wondering which approaches are required to 'Stop'. Unfortunately this concept does not address this issue. Although the new location of the Stop Bar along Marsh Avenue is a better location, the issue of major street versus minor street is not solved.
- As noted previously, the Proponent plans to install a new sidewalk on the west side of North Avenue. The first concept, as shown, does not provide any crossing of Marsh Avenue/North Avenue to access the planned sidewalk. The preferred location for such a crosswalk is directly west of the intersection.

OPTION Plan

The second option provides more of a traditional T-Type intersection where the 'major street' and the 'minor street' are clearly defined. The Stop condition along Marsh Avenue is removed as part of this option and only the North Avenue northbound and Tenadel Avenue approaches are required to stop. This configuration eliminates the confusion of the 3-way Stop that currently exists. Please note the following regarding this option:

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February 5, 2015
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- The realignment of North Avenue provides more of a 90-degree intersection which is more ideal relative to the skewed configuration that exists today. More perpendicular approaches allow drivers to see left without having to look behind them as occurs with a skewed intersection. Also, right turn movements are more defined which prohibits drivers from rolling through a right turn or not stopping at all.
- This option provides accessible pedestrian accommodations across the realigned approach of North Avenue northbound. A small raised median island provides a pedestrian refuge and a traffic calming element to the intersection.
- As noted for the first option, this concept does not show any connection to the proposed sidewalk planned along the west side of Marsh Avenue/North Avenue. The preferred location for such a crosswalk is directly west of the intersection.

Roundabout Plan

The third option consists of a roundabout configuration. In this option each of the approaching roadways are realigned slightly to provide some geometric deflection while a mountable apron and raised center island are provided. The Tenadel Avenue approach would be restricted to right-in/right-out, although the roundabout could be utilized for vehicles exiting Tenadel Avenue to travel northbound on North Avenue. Please note the following regarding this option:

- The size of a roundabout is governed by the design vehicle which it is required to accommodate. The size of this roundabout appears sufficient for larger vehicles, but should be checked especially with regard to emergency vehicles. It may be determined that the raised center island be fully mountable as well as approach medians.
- The roundabout configuration provides a 24-hour traffic calming element which will result in reduced travel speeds in the area.
- The roundabout configuration appears to fit fully within the available right-of-way.
- The accessible pedestrian accommodations are more compatible with the proposed sidewalk planned for the west side of Marsh Avenue/North Avenue.
- Through the reduction in travel speeds, the roundabout will foster an environment that is more conducive to walking.
- Although capacity analyses were not run, roundabouts generally provide higher intersection capacity compared to Stop controlled intersections.
- As it exists today, it is recommended a crosswalk crossing the northbound North Avenue approach to the roundabout be included.

Based on the concepts provided, GPI would recommend that the roundabout alternative be advanced for further consideration. This alternative provides traffic calming on a 24-hour basis and provides one of the safest intersection configurations endorsed by the Federal Highway Administration (FHWA). Provided that the proper design vehicles can be accommodated geometrically, this intersection configuration seems most beneficial by providing the safest operation and an environment within the neighborhood that will foster more pedestrian activity.

If it is determined that the roundabout configuration is not desired by the City, it is recommended that the second option, which provides more of a traditional T-Type, 90-degree intersection, be advanced. This configuration clearly defines the 'minor street' and the 'major street' and improves the sight lines for vehicles exiting from the North Avenue northbound approach.

Project-Generated Traffic

As described within the submitted UTIAS, traffic anticipated to be generated by the proposed Project were forecast utilizing the Institute of Transportation Engineers (ITE) *Trip Generation*¹ manual for the land use code (LUC) 254 – Assisted Living. Standard practice for projecting trip generation for a proposed development is to utilize the latest edition of the ITE *Trip Generation* manual for the most appropriate LUC associated with the proposed development type. GPI agrees with this methodology to appropriately represent the number of vehicle trips generated by the Project during the weekday morning and weekday evening peak hours. The study then applies the weekday evening peak hour vehicle trips to the weekday afternoon peak hour study area traffic volumes to analyze impacts of the Project during this time period.

While it is most likely that the weekday afternoon peak hour trips associated with the Project are less than the weekday evening trips, GPI recommends counts be collected at the existing Concord Place driveway at Wingate in order to determine a trip generation rate for the afternoon peak hour. Counts at the existing Concord Place main entrance driveway at Wingate during all three peak hours would provide the most accurate indication of the trips generated at the existing facility, allowing for a trip rate (when applied to a number of units at Wingate) during the peak hours, specifically to be applied to the weekday afternoon peak hour. In addition, counts at this driveway would provide information related to trip distribution of site trips, as it can be assumed the existing travel patterns at the driveway would represent the project patterns of future trips. GPI defers to the City of Haverhill if they want to see afternoon analysis adjusted as it does not appear from the existing traffic volumes to be the critical peak of the study area.

Trip Distribution and Assignment

Within the traffic study the trip distribution of Project site-generated trips onto the study area network is based on a review of the efficiency of the existing roadway system. It was determined that 60 percent of the Project-related traffic was oriented to/from the north on Main Street; 20 percent to/from the east on North Avenue; and 20 percent to/from the south on North Avenue. GPI believes the trip distribution should be adjusted according to existing driveway travel patterns, with counts performed at Concord Place to gather a full representation of distribution. It should also be noted that the existing trips entering and exiting the Ambulance driveway across from Concord Street are currently utilizing Concord Street to access/egress the site.

¹ *Trip Generation Manual*, 9th Edition, Institute of Transportation Engineers (ITE); Washington, D.C. (2013)

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Trips from the existing Wingate at Haverhill were shifted from the existing Concord Place driveway to the newly constructed site driveway to the south on North Avenue. Within Figures 10, 11 and 12, the traffic volumes turning into and out of the Ambulance driveway are zeroed out. There is no backup for this assumption provided. GPI requests that further clarification be provided regarding if ambulance operations are being shifted as well and if trips at the existing Concord Place driveway are remaining. Furthermore, the proposed site parking is connected to the existing parking, yet no assumptions are made regarding sharing of driveways for both the existing and proposed facilities. GPI requests further explanation regarding site driveway distribution and future ambulance operations.

Traffic Operations Analysis

To assess the impacts associated with Project traffic on the study area intersections, capacity analyses were performed based on methodology contained within the latest edition of the Highway Capacity Manual. The standard 2014 Existing, 2021 No-Build and 2021 Build Conditions scenarios were studied and Level of Service (LOS) results for each condition were tabulated and compared.

The majority of the study area locations are projected to continue to operate at existing levels of service with the additional traffic associated with the Project site being occupied with the exception of North Avenue at Marsh Avenue. The Marsh Avenue eastbound approach to this intersection is projected to degrade from a LOS C to LOS D during the weekday afternoon peak period. GPI considers this acceptable since only eight trips were added to the Marsh Avenue eastbound approach and the delay increased by less than two seconds. The Marsh Avenue westbound approach to Main Street (Route 125) operates at LOS F during the morning, afternoon and evening peak hour periods under Existing, No-Build and Build traffic volume conditions. Increases in delay at the study area unsignalized intersections are projected to be minimal, less than five seconds. GPI requests further clarification for why the Ambulance Wingate driveway is zeroed out during the morning, afternoon, and evening peak hour periods under the Build traffic volume conditions.

The proposed site driveway is projected to operate at acceptable levels of service (LOS C or better) during all peak hour periods. The North Avenue left-turn movement at the proposed site driveway is projected to operate at optimal LOS A during all peak hour periods. The site driveway left-turn movement is projected to operate at LOS C during the weekday morning peak hour period, and LOS B during the weekday afternoon and evening peak hour periods.

While these increases in delay (and associated degradations in LOS) are directly related to the Project traffic, GPI feels these impacts can be considered inconsequential in the overall operations of the intersections within the study area. GPI recommends that analyses of a potential roundabout for the intersection of North Avenue at Marsh Avenue under No-Build and Build traffic volume conditions be performed to ensure the project-generated traffic does not impact operations at this location as design progresses.

Sight Distance

The submitted UTIAS contains a sight distance analysis quantifying available stopping sight distance for the proposed site driveway along North Avenue. The UTIAS states that this sight distance analysis is based upon observed 85th percentile speeds recorded with the ATR on December 18, 2014. The measured sight distance, looking to the north and the south, meet the required 250 feet for sight distance for the 85th percentile speeds. The traffic study asserts that the minimum required stopping sight distances for vehicles is exceeded with vegetation clearance, however makes no mention of the minimum or desired intersection sight distance criteria. Intersection sight distance is important because it is the distance required for a motorist stopped at an intersecting side street to perceive and react to traffic. Without providing desired intersection sight distance drivers stopped at the intersecting side street may feel a heightened sense of anxiety upon entering a roadway, as the minimum safety requirement is based only upon the ability of the driver on the major roadway to apply the brakes with enough time to stop before colliding with the entering vehicle.

It should be noted that the measured sight distance looking south is recorded as 380 feet in the UTIAS and 280 feet in the original TIAS. GPI recommends that the sight distance measurements are confirmed and that further clarification be provided for the change between reports.

GPI requests that the VAI analyze minimum and desirable stopping sight distance and intersection sight distance as in accordance with American Association of State Highway and Transportation Officials (AASHTO)² requirements. GPI defers to the City of Haverhill if they would like to be provided more detailed field observations, notes on roadway clear zones, and features and characteristics that may impact sight distances at the proposed site driveway. This can be accompanied by providing the sight triangle of motorists stopped at the site driveway intersection on a plan which would indicate the area which should be free of obstructions to maintain this sight distance.

Pedestrian and Bicycle Accommodations

As previously discussed in the *Planned Roadway Improvements* section, the City of Haverhill is planning to extend the existing sidewalk by approximately 250 feet to the north along the western side of North Avenue, at the intersection of North Avenue and Marsh Avenue. The UTIAS states that the Proponent is committed to constructing an additional 600 feet of sidewalk from the northern terminus of the proposed North Avenue at Marsh Avenue and Tenadel Avenue roadway improvement project to Concord Street. The survey grade plans for this improvement should be provided to properly evaluate the impacts of this work related to curbing, drainage and residential driveways.

At the intersection of North Avenue at Concord Street, crosswalks across the northbound, southbound, and westbound approaches will be constructed to provide ADA-compliant wheelchair ramps at each of the sidewalk termini. The UTIAS recommends that pedestrian crossing signage be

² *A Policy on the Geometric Design of Highways and Streets*, 6th Edition, American Association of State Highway and Transportation Officials (2011).

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installed along the northbound, southbound, and westbound approaches, as well as Rectangular Rapid Flashing Beacons (RRFBs) be installed to supplement the pedestrian crossing signage along North Avenue. GPI recommends that the ADA-compliant ramps include detectable warning panels at the termini of each of the crosswalks, to City standards.

GPI is satisfied with the inclusion of pedestrian accommodations (sidewalks, ramps and signage) along North Avenue to improve pedestrian safety within the study area. In order to provide connectivity to the nearby developments and amenities and encourage safe circulation throughout the site, sidewalks are recommended to be included along both sides of the site driveway leading to North Avenue, along with crosswalks to safely connect the front door to these sidewalks. The sidewalks along the driveway should be designed to be ADA-compliant in width and grading. Pedestrian accommodations are of particular importance given the nature of the facility's residents not driving.

In addition, in order to encourage alternative modes of transportation and connectivity within Haverhill, the Project is recommended to install a bicycle rack providing safe dedicated on-site bicycle storage for employees and visitors of the Project. GPI requests that the number of bicycle parking spaces be discussed and satisfy the City.

RECOMMENDATIONS AND CONCLUSION

VAI recommends that the site access roadway approach to North Avenue consist of a single lane full access driveway, operating under STOP-sign control. Furthermore, in order to maintain adequate site lines, VAI recommended that any vegetation to the south of the proposed site driveway intersection should be eliminated. GPI is satisfied with the proposed recommendations at the site and recommends that the same treatments at the new site driveway be implemented at the existing Wingate Concord Place driveway, including a MUTCD stop sign, stop bar and necessary sight distance vegetation clearance, particularly to the north.

The UTIAS recommends that pedestrian crossing signage be installed along the northbound, southbound, and westbound approaches, as well as Rectangular Rapid Flashing Beacons (RRFBs) be installed to supplement the pedestrian crossing signage along North Avenue. The Proponent is committed to installing new radar detection speed limit signs along North Avenue in both the northbound and southbound directions to help address the existing travel speed issues. GPI recommends that the same treatments at the new site driveway be implemented at the existing Wingate Concord Place driveway, including a MUTCD stop sign, stop bar and necessary sight distance vegetation clearance, particularly to the north. GPI also requests that detectable warning panels be included on the ADA ramps at the termini for the crosswalks, to Haverhill standards.

Due to the minor impacts the unsignalized intersections experience as a result of the proposed Project, GPI is satisfied not providing any mitigation measures to the unsignalized intersection within the study area.

Mr. Pettis, P.E.
February 5, 2015
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GPI requests that the Project provide sidewalks within the site from the proposed assisted living facility, connecting to the existing sidewalks along North Avenue in order to encourage alternative modes of transportation and connectivity. Furthermore, GPI recommends installing bicycle racks for dedicated safe on-site bicycle storage.

Conclusions

As described in this review letter, while the UTIAS associated with the proposed assisted living facility located off North Avenue was performed in alignment with industry standards, there are still some outstanding concerns that GPI recommends to be addressed as follows:

1. **Traffic Volumes:** provide explanation of the adjustments made to the December 2014 counts to establish the Existing Conditions volumes.
2. **Crash Data:** provide crash data for the most recent complete five year period (which includes 2012) along with raw data provided. GPI recommends that actual police reports be obtained from the Haverhill Police Department so that there is a better understanding of potential contributing factors.
3. **Specific Development by Others:** provide further clarification on how the ten home development project in Plaistow trip distribution was determined and trips were applied to the study area roadway network.
4. **Background Traffic Growth:** provide further clarification on how the latest traffic trends have specifically grown or declined to support the use of 1.0 percent growth application per year.
5. **Planned Roadway Improvements:** it is recommended that the roundabout alternative be advanced for further consideration. If it is determined that the roundabout configuration is not desired by the City, it is recommended that the second option (OPTION plan), which provides more of a traditional T-Type, 90-degree intersection, be advanced.
6. **Project-Generated Traffic:** collect counts at the existing Concord Place driveway at Wingate in order to determine a trip generation rate for the afternoon peak hour. Counts at the existing Concord Place main entrance driveway at Wingate during all three peak hours would provide the most accurate indication of the trips generated at the existing facility, allowing for a trip rate (when applied to a number of units at Wingate) during the peak hours, specifically to be applied to the weekday afternoon peak hour.
7. **Trip Distribution and Assignment:** provide further clarification future ambulance operations, existing Concord Place driveway trip assignment and assumptions regarding the sharing of driveways for both the existing and proposed facilities. Adjust trip distribution and assignment based on counts at existing Concord Place driveway, at the discretion of the City.
8. **Traffic Operations Analyses:** GPI recommends that analyses of a potential roundabout for the intersection of North Avenue at Marsh Avenue under No-Build and Build traffic volume conditions be performed to ensure the project-generated traffic does not impact operations at this location as design progresses.
9. **Sight Distance:** provide minimum and desirable stopping sight distance and intersection sight distance as in accordance with AASHTO requirements at the proposed site driveway. Additionally, provide more detailed field observations, notes on roadway clear zones, and

Mr. Pettis, P.E.
February 5, 2015
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features and characteristics that may impact sight distance at the proposed site driveway. Furthermore, provide the sight triangle of motorists stopped at the proposed site driveway intersection on a plan.

10. ***Pedestrian and Bicycle Accommodations:*** provide sidewalks within the site from the proposed assisted living facility, connecting to the existing sidewalks along North Avenue. Additionally, provide bike racks on site to provide safe dedicated bicycle storage for employees and visitors of the Project.

We hope that this letter aids the City of Haverhill in their review of the proposed development project. Should you have any questions, or require additional information, please contact me directly at 978-570-2942 or eguidoboni@gpinet.com.

Sincerely,

GREENMAN – PEDERSEN, INC.



Erica Guidoboni, P.E.
Project Manager

Enclosures

Cc: H. Georgallas, EIT (GPI)
J. Johnson, PE, PTOE (GPI)



DOCUMENT

15.1

CITY OF HAVERHILL

In Municipal Council

ORDERED:

That the sum of **\$30,000.00** be transferred from the *Gift for Police-D'Alessandro Trust* to Capital Account – *FY14 Police Station Roof Repair – Window & Wall Evaluation*



Gale Associates, Inc.
163 Libbey Parkway | P.O. Box 890189 | Weymouth, MA 02189-0004
P. 781.335.6465 F. 781.335.6467
www.galeassociates.com

January 23, 2015

Mr. Scott Ziminski
Haverhill Police Department
40 Bailey Blvd.
Haverhill, MA 01830

Re: Additional Designer Services
Exterior Wall and Window Evaluations
Haverhill Police Department Roof Replacement
Haverhill, MA
Previous Gale JN 827000

Dear Mr. Ziminski:

Gale Associates, Inc. (Gale) is pleased to present this additional services proposal to provide engineering design and consulting for the above-referenced project. As you are aware, Gale has provided the Haverhill Police Department (Haverhill) with design documents related to the removal and replacement of the existing asphalt shingle roof system and select masonry repairs, which is currently near completion. Though these renovations have addressed a significant amount of water infiltration into the building, it is still experiencing water infiltration into the lower building envelope components (windows and walls) that were not associated with the roof renovation contract.

As outlined in Gale's preliminary evaluation report associated with the roofing project, and presented in Gale's field visit reports during the roof replacement activities, it appears that the remaining water infiltration conditions are associated with failed perimeter sealants, insufficient flashing configurations and masonry component defects. As such, Haverhill has requested Gale to provide a cost proposal to perform additional evaluation services on the building to determine potential repairs and priorities that could be implemented on the building to further reduce water infiltration. Therefore, based on our understanding of the project requirements, we propose the following scope of services:

Task I - Evaluation and Report:

- Meet with Haverhill to initiate the project. This meeting will include a review of the project requirements and will establish a milestone schedule for performance. A memorandum of understanding will be distributed to summarize the discussion. At this time, many of the reported areas of water infiltration are currently known, however, an additional review of the

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interior conditions will be performed to document the reported leak locations so they can be correlated with potential exterior envelope defects.

- Perform a field measure-up of the existing exterior wall conditions. Scanned reproductions of the original building elevation drawings, which can be provided by Haverhill, will be used to assist in locating and quantifying defect locations. Defects encountered will be annotated (red-lined) on the original drawings to depict the location and severity of building envelope conditions. Note, it is not Gale's intent to provide AutoCAD elevation drawings of the existing building configuration at this time.
- Upon completion of our field evaluations and engineering analysis, including leak testing and masonry test cut procedures outlined later in this proposal, we will prepare a report documenting Gale's field evaluations and testing performed on the building. The submission will include a recommended preferred solution (RPS) that will outline our findings and will include options/alternatives for Haverhill to consider. Our recommendations will be based on our field evaluations, engineering analysis, severity of the existing conditions and direction from Haverhill concerning potential priority areas to be addressed. The report will be augmented with field sketches of our findings and photographs, and a preliminary construction budget for Haverhill's consideration.
- Gale will meet with Haverhill to review a draft version of the report prior to finalization to discuss the conditions encountered and severity of the issues, and to confirm the priority locations based on the proposed renovations that have been presented. The draft version will be forwarded to Haverhill in electronic format for review. Hard copies are not anticipated at this time.
- Upon completion of the review meeting and receipt of Haverhill's comments, Gale will provide three (3) bound copies of the final report.

Task II – Leak Testing:

- Perform leak testing of a typical masonry/window configuration that has been reported to allow moisture infiltration into the building. Gale anticipates using a modified version of the AAMA 501-94 (methods of testing for exterior walls) procedures by systematically spraying the exterior masonry wall components from the lowest elevations to the highest elevations, each at intervals of 20-30 minutes. This test method incorporates spray nozzles positioned to replicate a wind-driven rain. Where accessible, Gale will use polyethylene sheeting to isolate potential sources of moisture infiltration and to minimize the potential for false indications of leak locations. This testing is intended to confirm if the exterior masonry walls



are contributing to the water intrusion. Should this testing not reproduce the water infiltration, a similar spray test will be performed on the window system. Gale anticipates two (2) working days to test the designated location. Note, should the work on one window/wall area be completed in one day, Gale can provide Haverhill with recommendations to perform testing on an additional window location to confirm similar results, or discontinue the testing to reduce the overall evaluation cost.

- Gale will augment the report to outline the findings related to the leak testing.

Task III -- Masonry Test Cuts:

- Masonry test cuts will be performed to determine existing detail configurations and as-built conditions, as well as the masonry subsurface conditions. At this time, the actual location of all of the test cuts have not been identified. However, based on our understanding of the reports of water infiltration, lack of throughwall flashings that were encountered as part of the roof renovation project, and configurations noted during preliminary field observation, it is anticipated that at least four (4) masonry cuts will be required. These masonry test cuts will require the use of a masonry contractor and aerial lift to access the work locations, both of which will be considered a reimbursable expense. Note, it is anticipated that the masonry contractor will be on site the first day to open the test cut locations for Gale's observations, and return on the second day to repair the openings. Gale is only anticipated to be on site for the first day of masonry operations to reduce the overall evaluation fee.
- Gale will augment the report to outline the findings of the masonry test cuts.

Gale's compensation to provide the above scope of services are broken down in tasks, and are as follows:

Task I - Evaluation and Report (fixed fee).....	\$13,750.00
Task II - Leak Testing (time and expense upset limit).....	\$ 6,500.00
Task III - Masonry Test Cuts (time and expense upset limit) *	\$ 8,600.00

* Budget includes masonry contractor and aerial lift expense.

Each task will be performed in accordance with our General Terms and Conditions, and Schedule of Rates and Fees dated January 2015, and includes miscellaneous reimbursable expenses such as mileage, parking and reproduction. The generation of the report and initial field services are based on the known levels of effort required, and therefore are considered a fixed fee. The leak testing and masonry task services will be invoiced on a time and expense basis; these services can potentially be completed in one day depending on the existing

Mr. Scott Ziminski
Additional Designer Services
Exterior Wall and Window Evaluations
Haverhill Police Department Roof Replacement
Haverhill, MA
January 23, 2015
Page 4



conditions encountered. If additional services are requested, they will be performed on a time and expense basis in accordance with our Schedule of Fees (attached).

Please note that Gale's services do not include the following:

- Generation of construction documents or the construction administration of the project, as the actual renovations have not been fully defined at this time
- Hazardous material testing, or the generation of abatement specifications
- Removal or replacement of interior finishes
- Monitoring of masonry repairs to test cuts

We have provided a space below for your signature in order that this proposal may serve as a written notice to proceed and contract for services until a formal purchase order can be provided by the City of Haverhill. A copy of this proposal has been provided for your records. We appreciate the opportunity to submit our proposal for this project. Please note that due to our current work schedule, we anticipate that we can initiate the evaluation services within three weeks of a written authorization to proceed.

Best regards,

GALE ASSOCIATES, INC.

Christopher Musorofiti/kat
Christopher Musorofiti, RRQ
Project Manager

CM/kat
Enclosure

Accepted For:

City of Haverhill

By:

James J. Fiorentini
Name of Authorized Agent

[Signature]
Signature

1-30-15
Date

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

February 6, 2015

City Council President John A. Michitson and
Members of the Haverhill City Council

RE: Transfer of Funds for Police Station Window and Wall Evaluation

Dear Mr. President and Members of the Haverhill City Council:

Attached is a transfer for \$30,000 from Gift for Police-D'Alessandro Trust to the Capital Account- FY14
Police Station Roof Repair for police station window and wall evaluation.

I recommend approval.

Very truly yours,

James J. Fiorentini, Mayor

JJF/dsvd



DOCUMENT

CITY OF HAVERHILL

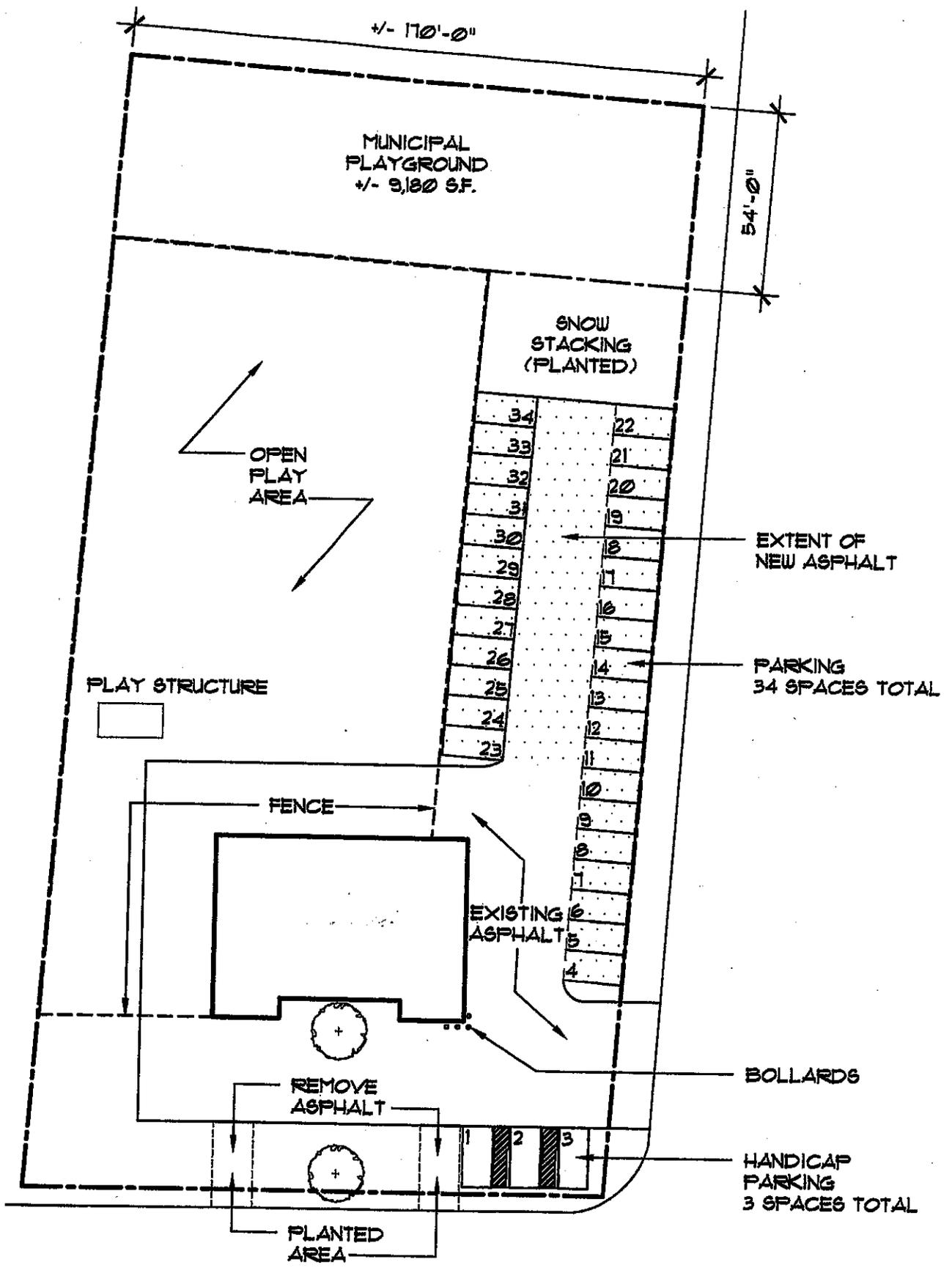
In Municipal Council

15.2

ORDERED:

That the real property located at 969 Main Street, also known as the Smiley School, located on Assessors' Map 635, Block 6, Lot 1, containing approximately 1.551 acres and a building formerly used as a school, being and is hereby declared surplus.

Further, the Mayor is hereby authorized to sell to the Greater Haverhill Foundation said real property, except for a 54 foot by 170 foot section containing approximately 9,180 square feet, which shall be retained by the City as detailed on the attached plan, for the total sum of One Hundred Eighty Seven Thousand Five Hundred (\$187,500.00) Dollars. The Mayor is also authorized to execute a purchase and sale agreement and deed to the Greater Haverhill Foundation or their assigns, and any other documents necessary to effectuate the sale of said real property.



+/- 170'-0"

MUNICIPAL
PLAYGROUND
+/- 9,180 SF.

54'-0"

SNOW
STACKING
(PLANTED)

OPEN
PLAY
AREA

PLAY STRUCTURE

EXTENT OF
NEW ASPHALT

PARKING
34 SPACES TOTAL

FENCE

EXISTING
ASPHALT

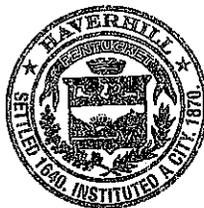
BOLLARDS

REMOVE
ASPHALT

HANDICAP
PARKING
3 SPACES TOTAL

PLANTED
AREA

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

February 6, 2015

City Council President John A. Michitson and
Members of the Haverhill City Council

RE: Smiley School Order

Dear Mr. President and Members of the Haverhill City Council:

Enclosed please find an order confirming that the Smiley School is surplus and authorizes the Mayor to enter into a purchase and sales agreement to sell the school for the sum of \$187,500.

We have sent the school out to bid twice. After considering a number of proposals, I believe that the proposal to relocate Angel Care from Merrimack Street to the Smiley School is the best proposal for the City and for the neighborhood.

Under this proposal, the Greater Haverhill Foundation will be able to relocate the Angel Care facility from Merrimack Street so that they can proceed with the demolition of that building and allow the Harbor Place project to proceed.

This proposal sets aside a block of land to the rear of the building. This block of land will continue to be used as a public park and playground for the neighborhood in this area. The foundation generously agreed to increase its original offer by \$12,500 which will allow the City to either relocate the existing playground equipment or purchase additional equipment.

There is a competing offer to put a number of housing units on this property. I believe that the offer from Angel Care and the Foundation better fits with this neighborhood and is better for the City.

An order is attached and I recommend approval.

Respectfully submitted,

James J. Fiorentini, Mayor

JJF/ah



17.1

CITY HALL, ROOM 204
4 SUMMER STREET
TELEPHONE: 978 374-2328
FACSIMILE: 978 374-2329
www.ci.haverhill.ma.us
citycnd@cityofhaverhill.com

CITY OF HAVERHILL
HAVERHILL, MASSACHUSETTS 01830-5843

January 22, 2015

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

Councillor Mary Ellen Daly O'Brien would like to introduce residents of Boston Street to discuss current road conditions.

Mary Ellen Daly O'Brien
City Councillor Mary Ellen Daly O'Brien

(meeting held Feb 3 due to storm)
IN CITY COUNCIL: January 27 2015
POSTPONE TO FEBRUARY 10 2015

Attest:

Council Clerk



17.2

CITY OF HAVERHILL

In Municipal Council January 20 2015

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 further amended by deleting the following from § 240-89 Schedule F: One-Way Streets:

"Margerie Street Northwest

From the intersection of Amesbury Road (Route 110) northwesterly to the intersection of Alice Street."

APPROVED AS TO LEGALITY:


City Solicitor

PLACED ON FILE for at least 10 days
Attest:

Assistant City Clerk



Haverhill

Engineering Department, Room 214
Tel: 978-374-2335 Fax: 978-373-8475
John H. Pettis III, P.E. - City Engineer
JPettis@CityOfHaverhill.com

January 13, 2015

**MEMO TO: CITY COUNCIL PRESIDENT JOHN MICHITSON AND
MEMBERS OF THE CITY COUNCIL**

Subject: *Margerie Street – Change section of roadway from current
One-Way restriction to Two-Way*

As requested, attached is the order to remove the section of Margerie Street currently listed in City Code 240-89 Schedule F: One Way Streets. It is the recommendation of The Traffic & Safety Committee that Margerie Street be two-way for its entire length.

Please contact me if you have any questions.

Sincerely,

John H. Pettis III, P.E.
City Engineer

C: Mayor Fiorentini, Stankovich, Ward, Cox

17.3

CITY COUNCIL



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4 SUMMER STREET
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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

January 23, 2015

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

Councillor Michael McGonagle submits the attached Minutes and recommendations of the Public Safety Committee meeting held on January 21, 2015

Michael McGonagle
City Councillor Michael McGonagle

(meeting held Feb 3 due to storm)

IN CITY COUNCIL: January 27 2015
POSTPONED TO FEBRUARY 10 2015

Attest:

Council Clerk

22



copy
back up

CITY OF HAVERHILL

In Municipal Council January 27 2015

~~ORDINANCE~~

MUNICIPAL ORDINANCE

CHAPTER 189

AN ORDINANCE RELATING TO PEACE AND GOOD ORDER

BE IT ORDAINED by the City Council of the City of Haverhill that the Code of the City of Haverhill, Chapter 189, as amended, is hereby further amended by adding the following:

“§189-14 Restrictions on Public Use and Consumption of Marijuana

No person shall smoke, vaporize, ingest or otherwise consume marijuana, medical marijuana or delta-9-tetrahydrocannabinol (THC), in or upon any public way or upon any way to which the public has a right of access, or any place which members of the public have access as invitees or licensees, in any park, playground, or recreation area, in a schoolhouse or on school grounds owned by the City of Haverhill.

The civil fine for a violation of this ordinance shall be one hundred dollars (\$100.00) for the first offense. The noncriminal disposition as provided in MGL c. 40, §21D and §1-16(B.)(1) of the Code of the City of Haverhill shall apply in all first instances, except when in a schoolhouse or on school grounds. Any person found violating this ordinance in a schoolhouse or on school grounds, or, for a second or subsequent offense may be subject to a fine of three hundred dollars (\$300.00) and criminal prosecution for any such violation.

In the case of a first offense, if any person so notified to appear before the clerk of a district court for a noncriminal disposition fails to pay the fine provided hereunder within the time specified or, having appeared, does not confess the offense before the clerk or pay the sum of money fixed as a penalty after a hearing and finding as provided in MGL c. 40, §21D,

22

(copy)

the police officer who issued the original citation shall determine whether to apply for the issuance of a complaint for the violation of this ordinance."

APPROVED AS TO LEGALITY



City Solicitor

PLACED ON FILE for at least 10 days

Attest:

City Clerk

CITY COUNCIL

JOHN A. MICHITSON
PRESIDENT
ROBERT H. SCATAMACCHIA
VICE PRESIDENT
MELINDA E. BARRETT
WILLIAM J. MACEK
WILLIAM H. RYAN
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**MINUTES OF THE PUBLIC SAFETY COMMITTEE MEETING
HELD ON JANUARY 21, 2015**

A City Council/Public Safety Committee meeting was held on Wednesday, January 21, 2015 at 7:00P.M.in the City Council office, Room 204, City Hall.

Committee Members present: Committee Chairperson Michael McGonagle, Councillor Melinda Barrett and Councillor Mary Ellen Daly O'Brien.

Department Heads: William Cox-Solicitor, David Van Dam-Chief of Staff, Dr. John Maddox-Haverhill Public Schools, Robert Pistone-Haverhill Police, Paul Malone-HPD, Meaghan Buckley-HPD.

Attendees: Megan Shea and John Cuneo

The following item was discussed:

1. **Document #98-B** – Communication from Councillor McGonagle requesting discussion regarding penalties for public use of marijuana. *A Public Safety meeting was held to discuss the penalties of public use (consumption) of marijuana. We had great input from Haverhill Police Dept., Dr. Maddox (Haverhill Public Schools Physician) and the City Solicitor. Committee members Councillor Barrett and Councillor Daly O'Brien each added thoughtful and insightful recommendations to strengthen a newly proposed stricter ordinance penned by the Mayor. Solicitor Cox integrated the new changes into ordinance form which was included in a motion made by Councillor Barrett and seconded by Councillor Daly O'Brien. The motion passed unanimously and will be recommended to the entire Council on Tuesday, January 27, 2015.*

Respectfully submitted,

Michael McGonagle, Chairperson
Public Safety Committee

January 23, 2015

MG/bsa

c: Mayor James J. Fiorentini
John Michitson, City Council President



19.1

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

February 3, 2015

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 January as filed in the Assessors Office.

Very truly yours,

Stephen C. Gullo, MAA
Assessor

Assessing Department JANUARY 2015

Day	2015 REAL ESTATE	2014 MVE	2013 MVE	2014 REAL ESTATE	2013 REAL ESTATE	2012 REAL ESTATE	2014 BOAT	2014 P.P.	PERSONAL PROP	PERSONAL PROP-UNCOL	PERSONAL PROP-UNCOL	PERSONAL PROP-UNCOL	2005 MVE UNCOL	2006 MVE UNCOL	2007 MVE UNCOL	2003 UNCL PERS. PROP.	1999 UNCL PERS. PROP.
1																	
2	69,000.00																
3																	
4																	
5	154,810.00	319.69	295.52														
6	3,600.00																
7	400.00																
8																	
9																	
10																	
11	10,170.64	335.83		895.67													
12																	
13																	
14	3,800.00																
15	2,408.00																
16																	
17																	
18																	
19																	
20	1,000.00	251.56															
21																	
22																	
23																	
24																	
25	6,740.09	282.89	579.90														
26																	
27																	
28																	
29																	
30																	
31																	
Retards Rec. by Collector	249,028.73	1,169.37	876.42	995.67													
Totals																	

To the Auditor of Accounts: TWO HUNDRED FIFTY TWO THOUSAND SIXTY SEVEN DOLLARS & 19/100
 have been duly authorized: CANCELLATION xxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxx

BOARD OF ASSESSORS,

By

Steph C. Mills
 Chairman

CITY COUNCIL

JOHN A. MICHITSON
PRESIDENT
ROBERT H. SCATAMACCHIA
VICE PRESIDENT
MELINDA E. BARRETT
WILLIAM J. MACEK
WILLIAM H. RYAN
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COLIN F. LEPAGE



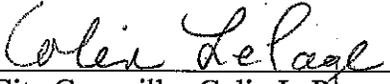
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CITY OF HAVERHILL
HAVERHILL, MASSACHUSETTS 01830-5843

February 6, 2015

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

Councillor Colin LePage requests a discussion about tag days.


City Councillor Colin LePage 35~

CITY COUNCIL

JOHN A. MICHITSON
PRESIDENT
 ROBERT H. SCATAMACCHIA
VICE PRESIDENT
 MELINDA E. BARRETT
 WILLIAM J. MACEK
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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
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
13/13-B	Central Business District Parking Map and Ordinances	A & F	1/28/14
84 & 84A/13	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	Transferred to Administration & Finance	2/11/14
56	Home Rule Petition – An Act Authorizing that the Position of Deputy Chief in the City of Haverhill be removed from Civil Service	Public Safety	5/20/14
55-E	Communication from Councillor Macek – necessary repairs on the Clement Farm property leased to American Legion	NRPP	6/17/14
55-F	Communication from Councillor Daly O'Brien re: Street noise increasing on Essex St. and Washington St. area	Public Safety	6/17/14
55-U	Communication from President Michitson requesting to address comprehensive vision, plan & process – critical information for City Council to determine needs/gaps, solutions and spending priorities for Haverhill	A & F	8/19/14
55-X	Communication from Councillor Sullivan regarding a Jr. Park Ranger Sumer Program	Public Safety	8/19/14
98-B	Communication from Councillor McGonagle requesting discussion re: penalties for public use of marijuana	Public Safety	9/2/14
90	Ordinance Relating to Peddling and Soliciting, Section 191—9 Licenses add at end of subsection A: permitted to Locations: "Food Trucks of any size may be allowed at all permitted fixed location with approval from City Council"	A & F	9/2/14
125	Petition from Brian S. Minkle requesting to purchase City land abutting his property on Crystal Lake Rd., Assessor's Map 566, Block 2, Lot 11, said house is at 35 Mendum Rd/ 86 Crystal Lake Rd, Assessor's Map 566, Block 2, Lot 7A	NRPP	12/2/14
	On motion of Councillor McGonagle to refer Ordinance: Chapter 191 – Peddling/Soliciting to Administration & Finance	A & F	12/9/14
10-B	Communication from Councillor Barrett requesting to discuss lack of City representation on HC Media Board of Directors	A & F	1/6/15