



**CITY OF HAVERHILL  
CITY COUNCIL AGENDA**

**Tuesday, April 5, 2022 at 7:00 PM**

**Theodore A. Pelosi, Jr. Council Chambers, 4 Summer st, Room 202**

**In-Person/Remote Meeting**

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*This meeting/hearing of Haverhill City Council will be held in-person at the location provided on this notice. Members of the public are welcome to attend this in-person meeting. Please note that while an option for remote attendance and/or participation is being provided as a courtesy to the public, the meeting/hearing will not be suspended or terminated if technological problems interrupt the virtual broadcast, unless otherwise required by law. Members of the public with particular interest in any specific item on this agenda should make plans for in-person vs. virtual attendance accordingly.*

- 1. OPENING PRAYER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. APPROVAL OF MINUTES OF PRIOR MEETING**
- 4. ASSIGNMENT OF THE MINUTES REVIEW FOR THE NEXT MEETING**
- 5. COMMUNICATIONS FROM THE MAYOR:**
  
- 6. COMMUNICATIONS FROM COUNCILLORS TO INTRODUCE AN INDIVIDUAL(S) TO ADDRESS THE COUNCIL:**
  
- 7. PUBLIC PARTICIPATION- REQUESTS UNDER COUNCIL RULE 28**
- 8. COMMUNICATIONS AND REPORTS FROM CITY OFFICERS AND EMPLOYEES:**
  - 8.1. William Cox Jr, City Solicitor requests to present the Order of Taking for the property at 97 Corliss Hill rd to be purchased by Essex County Greenbelt Association and Vanessa Johnson-Hall, Assistant Director of Land Conservation will also be in attendance to answer any questions
  
  - 8.2. Linda Koutoulas, City Clerk, requests to announce the following scheduling changes with the cancellation of the April 12<sup>th</sup> City Council meeting due to the Mayor's State of the City Address:
    - \*Special Permit for 45 Greenough st will be heard on April 26<sup>th</sup>
    - \*Zoning Hearing for amending City Code, Ch 255, Table 1, Pg 15 "Accessory Uses" will be heard on May 3<sup>rd</sup>
    - \*Communication from Councillors Barrett and Sullivan regarding Farrwood dr has been postponed to May 3<sup>rd</sup>
  
  - 8.3 Council President Timothy Jordan announces the Cancellation of the City Council meeting for Tuesday, April 12, 2022 due to the Mayor giving his State of the City address on that day
  
- 9. UTILITY HEARING(S) AND RELATED ORDER(S):**



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**10. HEARINGS AND RELATED ORDERS:**

10.1. Document 33: Petition from Lawrence Palmisano for JR Builders requesting City accept Emma Rose Circle as a public way

10.1.1. Document 33-B: Order to accept Emma Rose Circle as a public way

*Postponed from March 15, 2022*

*Favorable recommendation with conditions from Planning Board & Planning Director*

**11. APPOINTMENTS:**

11.1. **Confirming Appointments:**

*Planning Board: Bobby Brown, 44 Laurel av expires Aug 14, 2024*

*Carmen Garcia, 433 Washington st expires Oct 23, 2022*

To Be Confirmed

11.2. **Non-Confirming:**

**Resignations:**

**12. PETITIONS:**

12.1. Application for *Inflammable license* from Steven J Eddy for the diesel fueling station proposed at 298 Amesbury rd – 32,000 gallons of diesel fuel to be stored underground Hearing April 26<sup>th</sup>

12.2. **Applications Handicap Parking Sign:** *with Police Dept approval*

12.3. **Amusement/Event Application:**

12.4. **Auctioneer License:**

12.5. **Tag Days:**

12.6. **One Day Liquor License** – *with approvals*

12.7. **Annual License Renewals:**

12.7.1. **Hawker Peddlers License 2022 - Fixed location** – *with approvals*

12.7.2. **Coin-Op License Renewals** - *with Police Dept approval*

12.7.3. **Drainlayer License Renewals for 2022** -*with City Engineer approval*

12.7.4. **Christmas Tree Vendor:**

12.7.5. **Taxi Driver Licenses for 2022:** *with Police Dept approval*

12.7.6. **Taxi License**

12.7.7. **Junk Dealer License** *with Police Dept approval:*

12.7.8. **Pool Tables**

12.7.9. **Sunday Pool**

12.7.10. **Bowling**

12.7.11. **Sunday Bowling**

12.7.12. **Buy & Sell Second Hand Articles** *with Police Dept approval:*

12.7.13. **Buy & Sell Second Hand Clothing**

12.7.14. **Pawnbroker license**

12.7.15. **Fortune Teller**

12.7.16. **Buy & Sell Old Gold**

12.7.17. **Roller Skating Rink**

12.7.18. **Sunday Skating**

12.7.19. **Exterior Vending Machines**

12.7.20. **Limousine/Livery License/Chair Cars**



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**13. MOTIONS AND ORDERS:**

**14. ORDINANCES (FILE 10 DAYS)**

- 14.1. Ordinance re: Outdoor Dining File 10 days  
*Related communication from Mayor Fiorentini*

**15. COMMUNICATIONS FROM COUNCILLORS:**

- 15.1. Councillors Sullivan and Councillor Lewandowski would like to discuss Atherton Housing parking needs downtown
- 15.2. Councillor McGonagle and Councillor Barrett request HC Media include Closed Caption Service for Council meetings
- 15.3. Council Vice President Michitson requests to establish a date for City Council Planning & Development Committee to meet and address "Adoption of a Procedure for Chapter 61, 61A, 61B Right of First Refusals" and "Re-start discussion on residential development in Haverhill"
- 15.4. Council Vice President Michitson requests to announce scheduling of a City Council Citizen Outreach Committee meeting to address "Providing Shaded Areas at City Playgrounds" and "Closing Washington Street for Trial Period to Make it a Pedestrian Way"

**16. UNFINISHED BUSINESS OF PRECEDING MEETING:**

**17. RESOLUTIONS AND PROCLAMATIONS:**

- 17.1. Proclamation – *Armenian Holy Martyrs' Day*, April 24, 2022

**18. COUNCIL COMMITTEE REPORTS AND ANNOUNCEMENTS**

**19. DOCUMENTS REFERRED TO COMMITTEE STUDY**

**20. LONG TERM MATTERS STUDY LIST**

**21. ADJOURN**

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**CITY OF HAVERHILL  
MASSACHUSETTS  
CITY SOLICITOR'S OFFICE**

145 South Main Street  
Bradford, MA 01835  
(978) 373-2360  
FAX: 978/372-0688  
EMAIL: billcoxlaw@aol.com

**WILLIAM D. COX, JR.  
CITY SOLICITOR**

March 24, 2022

TO: Timothy J. Jordan, President, and Members of the Haverhill City Council

FROM: William D. Cox, Jr., Esq., City Solicitor 

RE: Order of Taking - 97 Corliss Hill Road

In December, 2021 the City assigned it's MGL c. 61A rights regarding the option to purchase the property at 97 Corliss Hill Road to Essex County Greenbelt Association, Inc. pursuant to a Memorandum of Agreement. The Memorandum also provides for the subsequent taking by the City's Water Department of a portion of the parcel.

It is anticipated that Essex County Greenbelt Association, Inc. will acquire title to the property on or about March 31, 2022. Therefore, pursuant to the Memorandum I am submitting for your consideration and action an Order of Taking for that portion of the parcel necessary for protection of the watershed and water supply purposes. The portion is reflected on the plan attached to the Order and the amount of damages - \$150,000.00 - will be available at the time of the meeting. This funding is by way of a loan order previously approved by the Council.

I anticipate that both Vanessa Johnson-Hall, Assistant Director of Land Conservation for Essex County Greenbelt Association, and myself will be available to present this matter at your April 5, 2022 meeting. In the mean time, if you have any questions or concerns, kindly contact me in advance so that I can respond timely.

cc: James J. Fiorentini, Mayor  
Robert Ward, Acting DPW Superintendent

COMMONWEALTH OF MASSACHUSETTS

ESSEX, SS.

CITY OF HAVERHILL

ORDER OF TAKING

At a regularly convened meeting of the CITY COUNCIL of the CITY OF HAVERHILL held this 5<sup>th</sup> day of April, 2022, it was voted and ordered as follows:

The City Council of the City of Haverhill, duly elected, qualified, and acting as the Board of Water Commissioners for the City of Haverhill Department of Public Works, Water Division, in accordance with the provisions of Massachusetts General Laws, Chapter 40, Section 38, 39B and 41, Massachusetts General Laws Chapter 79, the City's Charter, as amended, and any and every other power and authority which is hereunto in any way enabling, hereby takes, for protection of the watershed and water supply purposes, the fee simple interest in and to the parcel of land shown as Lot 2, Area = 597,857 S.F./13.725 Acres±, being a portion of Map 462 Block 204 Lot 71B, all as shown on a plan entitled "Plan of Land #97 Corliss Hill Road in Haverhill, MA. Property of Daniel S. & Mark A. Byra" dated November 15, 2021, prepared by Donohoe Survey, Inc., recorded in the Southern Essex District Registry of Deed in Plan Book \_\_\_\_\_, Plan \_\_\_\_\_ (the "Plan"). A reduced copy of the Plan is attached hereto as Exhibit A and incorporated herein.

The land taken in fee is owned or supposed to be owned and/or formerly owned by the following parties, which parties are hereinafter collectively referred to as Owners:

Owners: Essex County Greenbelt Association, Inc.  
Property: 97 Corliss Hill Road, Haverhill, MA  
Deed Reference: Book \_\_\_\_\_, Page \_\_\_\_\_

If in any instance the name of an Owner is not correctly stated, it is understood that in such instance the land referred to is owned by an Owner or Owners unknown to us.

The amount awarded as damages to the Owner or Owners of said parcels in accordance with the provisions of G.L. c.79, §6, as amended, and to any other person or corporation having an interest therein, is set forth on Exhibit B, but which shall not be recorded with the Essex South District Registry of Deeds.

All trees and structures and improvements within the land hereby taken are included in the taking.

No betterments are to be assessed under this taking. IN WITNESS WHEREOF, we, the duly elected and qualified City Council for the City of Haverhill have hereunto set our hands and seal this 5<sup>th</sup> day of April, 2022.

CITY OF HAVERHILL,  
By its City Council

\_\_\_\_\_  
Timothy J. Jordan, President

\_\_\_\_\_  
Melissa Lewandowski

\_\_\_\_\_  
John A. Michitson, Vice President

\_\_\_\_\_  
Michael S. McGonagle

\_\_\_\_\_  
Melinda Barrett

\_\_\_\_\_  
Catherine P. Rogers

\_\_\_\_\_  
Joseph J. Bevilacqua

\_\_\_\_\_  
Shaun Toohey

\_\_\_\_\_  
Thomas J. Sullivan

APPROVED:

APPROVED AS TO FORM:

\_\_\_\_\_  
James J. Fiorentini,  
Mayor

\_\_\_\_\_  
William D. Cox, Jr., Esq.  
City Solicitor

[acknowledgement page follows]

THE COMMONWEALTH OF MASSACHUSETTS

Essex, ss.

On this 5<sup>th</sup> day of April, 2022, then personally appeared before me, the undersigned notary

\_\_\_\_\_  
members of the City Council for the City of Haverhill, as aforesaid, who proved to me through satisfactory evidence of identification, which were personal knowledge, to be the persons whose names are signed on the foregoing instrument and acknowledged the foregoing instrument as their free act and deed on behalf of the City of Haverhill, acting as the Board of Water Commissioners for the City of Haverhill Department of Public Works, Water Division.

\_\_\_\_\_  
Notary Public  
My Commission Expires:

THE COMMONWEALTH OF MASSACHUSETTS

Essex, ss.

On this \_\_\_\_ day April, 2022, then personally appeared before me, the undersigned notary, James J. Fiorentini, Mayor of the City of Haverhill, as aforesaid, and proved to me through satisfactory evidence of identification, which was personal knowledge, to be the person whose name is signed on the foregoing instrument and acknowledged the foregoing instrument as his free act and deed on behalf of the City of Haverhill, acting as the Board of Water Commissioners for the City of Haverhill Department of Public Works, Water Division.

\_\_\_\_\_  
Notary Public  
My Commission Expires:

**EXHIBIT A**



**EXHIBIT B**

Award of Damages

Owners: Essex County Greenbelt Association, Inc.  
Property: 97 Corliss Hill Road, Haverhill, MA  
Deed Reference: Book \_\_\_\_\_, Page \_\_\_\_\_  
Damages Awarded: \$150,000.00



# Haverhill

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

April 1 2022

Council President Tim Jordan  
And Haverhill City Council

**RE: Scheduling changes**

Dear Mr President and City Councillors:

There have been some scheduling changes with the cancellation of next week's meeting due to the Mayor's State of City Address.

Please be advised of the following:

- The Special Permit for 45 Greenough Street will be heard of April 26<sup>th</sup>
- The Zoning hearing for amending City Code, Ch 255, Table 1, Pg 15 "Accessory Uses" will be heard on May 3<sup>rd</sup>
- The Communication from Councillors Barrett and Sullivan regarding Farrwood Dr has been postponed to May 3<sup>rd</sup>

These changes have been appropriately advertised and notifications have been sent.

Sincerely,

Linda L. Koutoulas  
Haverhill City Clerk

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**CITY COUNCIL**

**Timothy J. Jordan**  
President

**John A. Michitson**  
Vice President

**Melinda E. Barrett**

**Joseph J. Bevilacqua**

**Thomas J. Sullivan**

**Melissa J. Lewandowski**

**Michael S. McGonagle**

**Catherine P. Rogers**

**Shaun P. Toohy**



**CITY OF HAVERHILL**

HAVERHILL, MASSACHUSETTS 01830-5843

HAVERHILL CITY CLERK APR 12 2022 09:10:48

CITY HALL, ROOM 204

4 SUMMER STREET

TELEPHONE: 978-374-2328

FACSIMILE: 978-374-2329

[WWW.CITYOFHAVERHILL.COM](http://WWW.CITYOFHAVERHILL.COM)

[CITYCNCL@CITYOFHAVERHILL.COM](mailto:CITYCNCL@CITYOFHAVERHILL.COM)

April 1, 2022

To: Linda Koutoulas, City Clerk

Re: **Cancellation of City Council Meeting Tuesday, April 12, 2022**

Dear Ms. Koutoulas:

Please be advised, Mayor James J. Fiorentini informed the Council yesterday that he is giving his State of the City address on Tuesday, April 12, 2022 at 7:00 PM. He is invoking City Council Rule #2 which due to the rule being poorly worded, gives the Mayor effectively unilateral authority to cancel the City Council meeting. As such, despite my request to go ahead with our scheduled meeting and having offered two alternative dates for his address that would not have impacted already scheduled special permit hearings, Mayor Fiorentini ignored my request and has decided to go ahead with his address on April 12th.

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

Sincerely,

Timothy J. Jordan, President  
Haverhill City Council

TJJ/lab

33

10.1

Street Acceptance, Discontinuance, Naming, Renaming or Alteration · Add to a project

 **Expiration Date**

 Active
 



# 89830



### Details

Submitted on Jan 6, 2022 at 3:49 pm



### Attachments

4 files



### Activity Feed

Latest activity on Feb 10, 2022

### Applicant

TJ Melvin



### Location

--

## Timeline

#### Street Acceptance, Discontinuance, Naming or Renaming Fee Payment

Waived Jan 12, 2022 at 1:53 pm

#### Street Acceptance, Discontinuance, Naming or Renaming Recording Payment

Waived Jan 21, 2022 at 11:57 am

#### Engineering Department Approval

Completed Feb 2, 2022 at 2:40 pm

#### Applicant Submits Mylar

Completed Feb 2, 2022 at 2:40 pm

#### Engineering Submits Council Order

Completed Feb 10, 2022 at 9:47 am

#### City Clerk Review

**City Council Hearing**

Review

**Project Information**

Specific Type of Request \*

Street Acceptance

Current Street Name \*

Emma Rose Circle

Proposed Street Name \*

Emma Rose Circle

What is Your Role in this Process? \*

Attorney/Agent

**Hearing Waiver**

Applicant agrees to waive the 65-day hearing requirement.

Agreement \*

Yes

**Agreement & Signature**

Under penalties of perjury, I state that all of the above statements are true. I understand that any false information on this application may be cause for denial.

Yes \*

**🔒 Office Use Only**



# Haverhill

Economic Development and Planning  
Phone: 978-374-2330 Fax: 978-374-2315

March 10, 2022

City Council President Timothy J. Jordan  
& City Councilors  
City of Haverhill

**RE: Street Acceptances: Emma Rose Circle**

Members Present: Chairman Paul Howard  
Member Robert Driscoll  
Member William Evans  
Member Kenneth Cram  
Member Karen Buckley  
Member Ismael Matias  
Member Nate Robertson  
Member April DerBoghosian, Esq.

Members Absent: Member Karen Peugh

Also Present: William Pillsbury, Jr., Director of Economic Development and Planning  
Lori Robertson, Head Clerk

Dear City Council President and Councilors:

Please note at the March 9, 2022, Planning Board meeting held in Room #202 City Council Chambers at 7:00 p.m. the board considered the recommendation of the Planning Director, William Pillsbury, Jr., to forward a favorable conditional -recommendation for the acceptance for the following street:

- **Emma Rose Circle**

Member Nate Robertson read the rules of the public hearing into the record.

Mr. Pillsbury: This is one that we did do as a subdivision that the bond was recently zeroed out. The City Engineer is recommending a street acceptance. There is one caveat from Conservation that they need to close out their Order of Conditions. I would recommend that we make a favorable recommendation with the condition to the City Council that they clean up that particular item.

Chairman Howard: Does anyone wish to speak on the street acceptances?

Member Robert Driscoll motioned to make a favorable recommendation to the City Council with conditions as recommended by the Planning Director, William Pillsbury. Member William Evans seconded the motion.

Chairman Paul Howard-yes  
Member Robert Driscoll-yes  
Member Ismael Matias-yes  
Member Kenneth Cram-yes  
Member Karen Buckley-yes  
Member Karen Peugh-absent  
Member Nate Robertson-yes  
Member April DerBoghosian, Esq.-yes  
Member William Evans-yes

Motion Passed.

Signed:

*Paul B. Howard*

Paul B. Howard  
Chairman

Attachments: City Department Letters

Cc: Street acceptance file:  
City Engineer-John Pettis-email  
View cloud



19830

## Nastewater Review

*Emma Rose Circle*

Street Acceptance, Discontinuance, Naming, Renaming or Alteration

**Status:** Complete

**Became Active:** 02/14/2022

**Assignee:** Paul Jessel

**Completed:** 02/17/2022

### Applicant

J Melvin  
jmelvin@mei-ma.com  
52 Elm Street  
Salisbury, MA 01952  
78 463 8980



19830

## Fire Chief Review

Street Acceptance, Discontinuance, Naming, Renaming or Alteration

**Status:** Complete

**Became Active:** 02/14/2022

**Assignee:** Eric Tarpy

**Completed:** 02/23/2022

### Applicant

J Melvin  
jmelvin@mei-ma.com  
52 Elm Street  
Salisbury, MA 01952  
78 463 8980



19830

## Building Inspector Review

Street Acceptance, Discontinuance, Naming, Renaming or Alteration

**Status:** Complete

**Became Active:** 02/14/2022

**Assignee:** Tom Bridgewater

**Completed:** 02/25/2022

### Applicant

J Melvin  
jmelvin@mei-ma.com  
52 Elm Street  
Salisbury, MA 01952  
978 463 8980

**Board Member B Review**

Review

**Board Member C Review**

Review

**Board Member D Review**

Review

**Board Member E Review**

Review

**Board Member F Review**

Review

**Board Member G Review**

Review

**Board Member H Review**

Review

**Board Member I Review**

Review

**City Clerk Places Second Advertisement**

Review

**City Clerk Notifies Abutters**

Review

**City Council Hearing**

Review



**Conservation Review**

On Hold

 ● On Hold ▾

Assignee

 Robert Moore 

Due date

 None



Robert Moore

Remove Comment • Mar 1, 2022 at 11:33 am

Applicant has not obtained a Certificate of Compliance from the Conservation Commission to certify completion of the stormwater system in accordance with the MA Stormwater Management Regulations or the completion of the roadway crossing and retaining wall system in accordance with the MA Wetlands Protection Act and Haverhill Municipal Ordinance Chapter 253. Emma Rose Circle should not be accepted as the City's responsibility until such work is certified by the Commission as compliant and complete.



**John Pettis**

Remove Note • Mar 9, 2022 at 1:48 pm

Has he done this or likely to do before Council next Tuesday?



**Robert Moore**

Remove Note • Mar 9, 2022 at 1:57 pm

No. The soonest he could be before the Commission is 3/31. I sent TJ a list of outstanding as-built requirements a few weeks ago. Waiting for him to pull everything together.

This step was assigned to Robert Moore - Feb 14, 2022 at 1:02 pm

Robert Moore altered approval step Conservation Review, changed status from Active to On Hold - Mar 1, 2022 at 11:33 am



19830

## Water Department Review

Street Acceptance, Discontinuance, Naming, Renaming or Alteration

**Status:** Active

**Became Active:** 02/14/2022

**Assignee:** Glenn Smith

**Completed:**

### Applicant

J Melvin  
jmelvin@mei-ma.com  
52 Elm Street  
Salisbury, MA 01952  
978 463 8980

### Comments

Glenn Smith, Feb 23, 2022 at 2:37pm

Gate at The End of road Hydrant needs to be raised and the grade at the hydrant needs to be lowered to expose the bottom flange.



# Haverhill

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

March 11, 2022

TO: City Council President Timothy Jordan and members of the Haverhill City Council

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

**SUBJECT: Street Acceptance –Emma Rose Circle**

On March 9, 2022 the Haverhill Planning board voted to send a conditional favorable recommendation to the city council on the acceptance of the above referenced street as a public way. **The condition was requested by Rob Moore from conservation relative to closing out the order of conditions, and was to be resolved prior to the city council meeting. The status of the conditions having been met by the applicant will be confirmed by the City Engineer at the meeting.**

This roadway was part of a subdivision approved by the Haverhill Planning Board and was constructed in accordance with an approved definitive plan. Bonds were posted as surety that the improvements were constructed in accordance with the approved plan. By virtue of the fact that the bond has been reduced to a zero balance as recommended by the city engineer, and that all as-built plans have been reviewed and approved by the city engineer, and that the legal description of the roadway to be accepted has been approved by the City engineer, then as required by the state subdivision control law, the city council has been requested to accept the above street as a public way.

As Planning director, I concur with the planning boards action and recommend that the city council formally accept the above referenced street as proposed.

**Recommendation: Accept the street as a public way.**

Hearing March 15, 2022

33

**JR. BUILDERS INC.**  
CUSTOM HOME BUILDING AND REMODELING



599 CANAL STREET  
LAWRENCE, MA 01840  
PHONE (978) 686-8211 FAX (978) 686-8283

HAV CITY CLERK FEB 10 22 AM 11:22



December 8, 2021  
Haverhill City Council  
4 Summer Street #204

RE: Acceptance of Emma Rose Circle

City Council Members,

I, Lawrence Palmisano, on behalf of JR Builders, Inc. the developer of Emma Rose Circle, hereby petition the city of Haverhill to accept Emma Rose Circle and all of its improvements. Upon acceptance of Emma Rose Circle, it is understood that the city will formally assume ownership and full responsibility for the maintenance and all improvements completed as per approved plans and specifications. It is further understood that upon its acceptance the City will provide all services to the residents of Emma Rose Circle as are normal and customary, such as, but not limited to snow removal and garbage removal. Once accepted the City will release JR Builders, Inc. of all responsibilities for maintenance of all improvements and from providing services currently provided to residents of Emma Rose Circle and return any performance bond monies currently held by the City of Haverhill Treasurers Office.

Thank you for your consideration in this matter.

Sincerely,

Lawrence Palmisano  
President  
JR Builders, Inc.

IN CITY COUNCIL: February 15 2022  
REFER TO PLANNING BOARD and  
VOTED: THAT COUNCIL HEARING BE HELD MARCH 15 2022  
Attest:

\_\_\_\_\_ City Clerk

IN CITY COUNCIL: March 15 2022  
POSTPONED TO APRIL 5 2022  
Attest:

\_\_\_\_\_ City Clerk

33-B



DOCUMENT 33-B

10,111

# CITY OF HAVERHILL

In Municipal Council March 15 2022

HAVERHILL CITY CLERK FEBRUZZI AM 9106

ORDERED:

**IT APPEARING** that the common convenience and necessity require it,

It is hereby  
That the following street herein described be accepted as a  
**Public Way**

Emma Rose Circle

For Hearing March 15, 2022

Beginning at a point at a drillhole in a stone bound at the westerly intersection of Emma Rose Circle and the southerly sideline of Broadway as shown on a plan entitled Street Acceptance Plan of Land in Haverhill, MA showing street monumentation for acceptance at Emma Rose Circle, 1"=30', dated September 18, 2021, by Millennium Engineering, Inc. thence;

S 86° 12' 56" E                    50.57'                    along the southerly sideline of Broadway, to a drillhole set in a stone wall, thence,

S 04° 51' 32" E                    131.37'                    to a drillhole in a stone bound, thence on a curve to the left of,

R=250.00'                    L=15.54'                    to a point, sixteen feet northerly of a drillhole in a stone bound, thence,

S 08° 25' 11" E                    173.76'                    to a point of curvature, and three feet northerly of a drillhole in a stone bound, thence on a curve to the left of,

R=250.00'                    L=57.37'                    to a drillhole in a stone bound, thence,

S 21° 34' 07" E                    36.44'                    to a drillhole in a stone bound, thence on a curve to the left of,

R=30.00'                    L=40.27'                    to a drillhole in a stone bound, thence on a curve to the right of,

R=60.00'                    L=205.71'                    to a drillhole in a stone bound, thence,

S 11° 42' 54" W                    345.22'                    to a drillhole in a stone bound, thence,

Emma  
Rose Circle

33-B

For Hearing March 15, 2022

S 15° 39' 13" E	56.15'	to an iron rod set at land of Dudley, thence,
S 74° 21' 01" W	50.00'	by land of Dudley to an iron rod set, thence,
N 15° 39' 13" W	23.81'	to an iron rod set, thence along a curve to the right of
R=60.00' to the left of,	L=207.00'	to a drillhole in a stone bound, thence along a curve
R=30.00'	L=40.40'	to a drillhole in a stone bound, thence,
N 11° 42' 54" E	278.89'	to a mag spike set in concrete retaining wall, thence,
N 21° 34' 07" W the right of,	130.97'	to a drillhole in a stone bound, thence along a curve to
R=300.00'	L=68.85'	to a drillhole in a stone bound, thence,
N 08° 25' 11" W the right of,	173.76'	to a drillhole in a stone bound, thence along a curve to
R=300.00' stone bound thence,	L=18.64'	to a point fourteen feet southerly of a drillhole in a
N 04° 51' 32" W the point of beginning.	138.97'	to a point on the southerly sideline of Broadway, and

HAV CITY CLERK FEB 10 22 AM 9:36

Said right of way contains 63,330 square feet or 1.4539 acres of land area as shown on said plan.

Meaning and intending to describe Emma Rose Circle as shown on the aforementioned plan, and on file at the Haverhill Engineering office as Plan EL 294, file #16453.

POSTPONED TO APRIL 5 2022  
Attest: \_\_\_\_\_ City Clerk



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.CITYOFHAVERHILL.COM

April 1, 2022

City Council President Timothy J. Jordan and Members of the Haverhill City Council

**RE: Appointment to Planning Board – Bobby Brown**

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

I hereby appoint Bobby Brown, 44 Laurel Avenue, to the Haverhill Planning Board. Mr. Brown is replacing Karen Peugh who resigned on March 16, 2022. This is a confirming appointment which will expire on August 14, 2024.

Respectfully submitted,

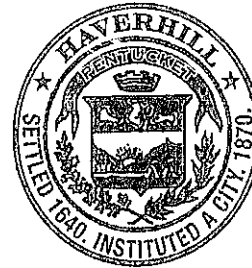
**James J. Fiorentini**  
Mayor

Cc: Bobby Brown  
William Pillsbury, Economic Development & Planning Director

JJF/lyf

# City of Haverhill

## Massachusetts



City Hall • 4 Summer Street • Room 100 • Haverhill, MA 01830 • (978) 374-2300 • Fax (978) 373-7544

### APPLICATION FOR APPOINTMENT TO CITY BOARD, COMMITTEE OR COMMISSION

The city appreciates your interest in serving on one of its Boards, Committees or Commissions. Please complete this form and return it to the Mayor's Office in city hall.

Name Bobby Brown

Home address 44 Laurel Ave, Haverhill 01835

Phone number 978-430-8968

Business number \_\_\_\_\_

Email IAMBobbyBrown264@gmail.com

Please indicate which Board, Commission or Committee you are applying to be appointed to:

- |  |   |
|--|---|
| <input type="checkbox"/> Agricultural Commission                   | <input type="checkbox"/> Board of Health                    |
| <input type="checkbox"/> Board of Registrars Rep.                  | <input type="checkbox"/> Council on Youth Needs             |
| <input type="checkbox"/> Bradford Common Historic Dist. Commission | <input type="checkbox"/> Cultural Council                   |
| <input type="checkbox"/> Community Affairs Adv. Board (CAAB)       | <input type="checkbox"/> Downtown Parking Commission        |
| <input type="checkbox"/> Commission on Disability                  | <input type="checkbox"/> Friends of the Bradford Rail Trail |
| <input type="checkbox"/> Community Action Commission               | <input type="checkbox"/> Harbor Commission                  |
| <input type="checkbox"/> Conservation Commission                   | <input type="checkbox"/> Haverhill Historic Commission      |
| <input type="checkbox"/> Council on Aging                          | <input type="checkbox"/> Haverhill Housing Authority        |

License Commission

Planning board

Rock's Village Historic Dist. Comm.

Washington St. Historic Dist. Comm.

Water/ Wastewater Rating Board

Zoning Board of Appeals

1. Please explain why you would like to serve on a particular Board, Committee, or Commission. If necessary, attach additional sheets.

I appreciate the development and beautification of our city that has taken place recently. It would be an honor to serve in a capacity that can ensure the development of our city continues on a successful and beneficial path for our community.

Haverhill is on track for a very bright future, and it would be a privilege to help secure that future.

2. Please briefly describe your education, any relevant work or life experiences, or other activities which, in your opinion, would be beneficial in carrying out the responsibilities of this office. If necessary, attach additional sheets or your resume.

Bachelor of Arts in Public Administration (Magna Cum Laude)

Secretary Treasurer- Merrimack Valley Central Labor Council

Regional Advisory Board Member- United Way of Massachusetts Bay

Executive Board Member- IAM Local 264, Boston

3. Please list any city offices you have held in Haverhill or elsewhere.

Date appointed/elected	Office	Term Expired

4. Public service on a Board, Committee or Commission can be demanding. Please indicate the realistic time commitment you are willing and able to make.

\_\_\_ 1 hour/ week \_\_\_ 2-4 hours/week \_\_\_ 4-6 hours/week Flexible other; specify

Additionally, please indicate your availability \_\_\_ AM \_\_\_ AFTERNOON  PM

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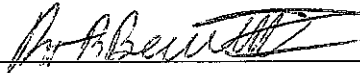
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5. How did you hear about the vacancy on this City Board, Committee or Commission?

- \_\_\_ City Hall Information Board
- \_\_\_ Council, Board, Committee or Commission Meeting
- \_\_\_ Newspaper
- \_\_\_ City Website
- \_\_\_ Word of Mouth
- \_\_\_ Other: specify \_\_\_\_\_

6. APPLICANTS STATEMENT AND SIGNATURE: I hereby submit this as my application for the position I have indicated on the front of this form. I understand that my completion of this form in no way assures appointment. All Board, Committee, Commission vacancies will be filled by citizens deemed most qualified to serve in a particular capacity. I also understand that in the event that I am appointed to a position, my activities will be governed by the Massachusetts Conflict of Interest Law (M.G.L.c.268A), the Massachusetts Open Meeting Law (M.G.L.c.39), the Massachusetts Public Records Law (M.G.L.c.66), the Massachusetts Campaign Finance Law (M.G.L.c.55), the Haverhill City Charter and ordinances, and all other applicable federal, state, and local laws or regulations.

Signature: 

Date: 3/15/2020

## Lisa Ferry

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**From:** William Pillsbury  
**Sent:** Friday, April 1, 2022 10:16 AM  
**To:** Lisa Ferry  
**Subject:** Fw: [EXTERNAL]Planning Board Resignation

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**From:** Karen Peugh <kjpeugh@gmail.com>  
**Sent:** Wednesday, March 16, 2022 12:49 PM  
**To:** William Pillsbury <wpillsbury@cityofhaverhill.com>; Paul Howard <PHoward@tataandhoward.com>  
**Cc:** Lori Robertson <lrobertson@cityofhaverhill.com>  
**Subject:** [EXTERNAL]Planning Board Resignation

Warning! External Email. Exercise caution when opening attachments or clicking on any links. . .

Hi Bill and Paul,

Hope all is well with both of you. I am writing this letter to inform you of my decision to resign my position on the City of Haverhill Planning Board, effective immediately. I have had a number of personal conflicts recently that have prevented me from attending meetings and fully participating in board activities. At this time I do not see my other commitments slowing down any time in the near future.

While serving as a member of the board for the past seven years, I have learned a lot and seen much growth in the city and am truly impressed with the progress that has been made. I am thankful for the guidance and kindness you both have provided to me. Your knowledge and commitment to the betterment of the City of Haverhill is unmatched.

Thank you for giving me the opportunity to be a small part of the Board. I look forward to hearing of the continued developments and successes in the future.

Sincerely,  
Karen Peugh

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.CITYOFHAVERHILL.COM

April 1, 2022

City Council President Timothy J. Jordan and Members of the Haverhill City Council

**RE: Appointment to Planning Board – Carmen Garcia**

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

I hereby appoint Carmen Garcia, 433 Washington Street, to the Haverhill Planning Board. Ms. Garcia is replacing Kenneth Cram on the Planning Board. This appointment which will expire on October 23, 2022.

Respectfully submitted,

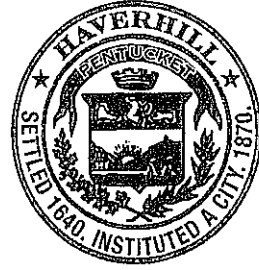
**James J. Fiorentini**  
Mayor

Cc: Carmen Garcia  
William Pillsbury, Economic Development & Planning Director

JJF/lyf

# City of Haverhill

## Massachusetts



City Hall • 4 Summer Street • Room 100 • Haverhill, MA 01830 • (978) 374-2300 • Fax (978) 373-7544

### APPLICATION FOR APPOINTMENT TO CITY BOARD, COMMITTEE OR COMMISSION

The city appreciates your interest in serving on one of its Boards, Committees or Commissions. Please complete this form and return it to the Mayor's Office in city hall.

Name CARMEN GARCIA

Home address 433 Washington Street, Haverhill, MA 01830

Phone number (978) 971-6442

Business number                     

Email carmenjkarcia@gmail.com

Please indicate which Board, Commission or Committee you are applying to be appointed to:

- |  |   |
|--|---|
| <input type="checkbox"/> Agricultural Commission                   | <input type="checkbox"/> Board of Health                    |
| <input checked="" type="checkbox"/> Board of Registrars Rep.       | <input type="checkbox"/> Council on Youth Needs             |
| <input type="checkbox"/> Bradford Common Historic Dist. Commission | <input checked="" type="checkbox"/> Cultural Council        |
| <input type="checkbox"/> Community Affairs Adv. Board (CAAB)       | <input type="checkbox"/> Downtown Parking Commission        |
| <input type="checkbox"/> Commission on Disability                  | <input type="checkbox"/> Friends of the Bradford Rail Trail |
| <input type="checkbox"/> Community Action Commission               | <input type="checkbox"/> Harbor Commission                  |
| <input type="checkbox"/> Conservation Commission                   | <input type="checkbox"/> Haverhill Historic Commission      |
| <input type="checkbox"/> Council on Aging                          | <input type="checkbox"/> Haverhill Housing Authority        |

License Commission

Planning board

Rock's Village Historic Dist. Comm.

Washington St. Historic Dist. Comm.

Water/ Wastewater Rating Board

Zoning Board of Appeals

1. Please explain why you would like to serve on a particular Board, Committee or Commission. If necessary attach additional sheets.

The Boards + Committee's are always in need of individuals that understand change, especially in specific communities. As a resident that is always seeing change I like to provide my perspective whenever changes need to happen to ensure these changes coincide with current trends and the community's needs.

2. Please briefly describe your education, any relevant work or life experiences or other activities which, in your opinion, would be beneficial in carrying out the responsibilities of this office. If necessary, attach additional sheets or you resume.

Education - will submit resume

Experience - will submit resume

3. Please list any city offices you have held in Haverhill or elsewhere.

Date appointed/elected	Office	Term Expired

4. Public service on a Board, Committee or Commission can be demanding. Please indicate the realistic time commitment you are willing and able to make.

1 hour/ week  2-4 hours/week  4-6 hours/week \_\_\_\_\_ other; specify

Additionally, please indicate your availability  AM  AFTERNOON  PM

\_\_\_\_\_

\_\_\_\_\_

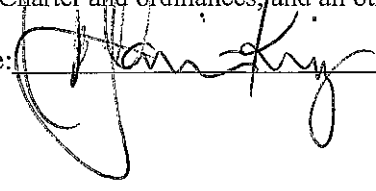
\_\_\_\_\_

\_\_\_\_\_

5. How did you hear about the vacancy on this City Board, Committee or Commission?

- City Hall Information Board
- Council, Board, Committee or Commission Meeting
- Newspaper
- City Website
- Word of Mouth
- Other: specify \_\_\_\_\_

6. APPLICANTS STATEMENT AND SIGNATURE: I hereby submit this as my application for the position I have indicated on the front of this form. I understand that my completion of this form in no way assures appointment. All Board, Committee, Commission vacancies will be filled by citizens deemed most qualified to serve in a particular capacity. I also understand that in the event that I am appointed to a position, my activities will be governed by the Massachusetts Conflict of Interest Law (M.G.L.c.268A), the Massachusetts Open Meeting Law (M.G.L.c.39), the Massachusetts Public Records Law (M.G.L.c.66), the Massachusetts Campaign Finance Law (M.G.L.c.55), the Haverhill City Charter and ordinances, and all other applicable federal, state, and local laws or regulations.

Signature:  Date: 2/15/22

# CARMEN GARCIA

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[carmenikgarcia@gmail.com](mailto:carmenikgarcia@gmail.com)  
(978) 971-6442

## CORE QUALIFICATIONS

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- Able to Lead and Direct
- Master's Degree & PhD (anticipation)
- Maintain Effective Working Relationships
- Report Generator and Analyst
- Bilingual (English/Spanish)
- Strong Computer Skills & Proficient in MS
- 5+ years of Professional Management
- Proven Implementations of Programs

## SUMMARY

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An experienced manager with an impeccable and established record of increasingly responsible decision-making in all phases of a business operation specializing in the professional services industry. An expert at serving as a productive member in an organization and understanding business/customer/staff needs. Known for being confident, resourceful, and logical. Highly skilled in managing day-to-day operations and motivating staff at all levels.

## EDUCATION/CERTIFICATIONS

---

- University of Phoenix –Phoenix, AZ  
PhD - Concentration in Educational Leadership (completed 21 credits)
- University of Phoenix –Phoenix, AZ  
MBA - Concentration in Business Administration
- Baruch College, Zicklin School of Business – New York, NY  
BBA - Concentration in Marketing
- LaGuardia Community College, New York, NY  
AAS – Concentration Travel & Tourism
- *Notary Public – Commission Expires November 2027*  
*Commonwealth of Massachusetts*
- Northern Essex Community College, Haverhill, MA  
Home Inspection Certification MA/NH – Completion anticipation Dec. 2022
- Northern Essex Community College, Haverhill, MA  
Project Management Professional (PMP) Certificate – Completion anticipation Sept. 2022

## COMPUTER

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Microsoft Suites/Applications: Word, Excel, PowerPoint, Outlook, MOSES, POS, Statistical Software (SPSS, SAS)

## EXPERIENCE

---

### Bilingual Workshop Specialist

2015 - Present

MassHire Career Center - Lawrence, MA

- Conduct research and synthesize information from a variety of sources to develop workshops
- Responsible for successfully implementing and coordinating learning plans and other activities
- Facilitate all assigned workshops ranging from 5 to 50+ participants in English and/or Spanish
- Develop facilitator and student guides and prepare to communicate to targeted audience
- Ensure quality control, continuous improvement, and excellent customer service in all daily activities
- Collect customer satisfaction surveys, consolidate data into database, and work closely with team to ensure total customer satisfaction of services have been provided, and generate reports to document satisfaction

### General Manager

2013 - 2014

Talbots, Inc. – Woburn, MA

- Partnered with Senior Leadership to define, execute, and meet/exceed \$3 million store sales goal
- Recruited staff for various levels by participating in career fairs, utilizing social media, and networking
- Facilitated and developed workshops i.e. performance excellence, leading by example, on-boarding new associates, amongst other training to promote a successful sales/service environment for a staff of 15 - 25
- Trained all staff members on seasonal product lines and executed visual merchandising directions
- Executed community outreach programs to build brand awareness and promote products and services
- Developed and implemented workforce strategies to enhance the overall culture and work environment with a focus on customer service excellence and career development

### Manager

2011 - 2013

Coldwater Creek, Inc. – Burlington, MA

- Managed all KPI's including P & L responsibilities to meet/exceed \$2 million store goal
- Provided training for individuals and groups that included but not limited to strategic planning, career development, team building, performance management, and coaching
- Recruited, hired, trained, supervised, evaluated, and developed a staff of 10 - 22 to promote growth from within by setting clear expectations, accountability, and succession plans
- Optimized financial performance, processed accuracy and logistics productivity by conducting operational audits and managing labor/scheduling productivity
- Managed monthly, quarterly, and annual staff performance reviews to ensure individual accountability

### Manager

1997 – 2010

Ann Taylor, Inc. – New York, NY

- Directed all activities required to perform consistently to meet and exceed \$8 million sales goal
- Participated in marketing the company and brand to individual customers and a diverse targeted audience to meet organizational goals
- Lead recruitment and development of team ensuring high performance, talent succession planning, optimal staffing and employee engagement
- Ensured compliance with Standard Operating Procedures (SOP's), rules and regulations, and executed processes efficiently and delivered strong operational performance
- Ensured the store complied with store-established policies, quality assistance programs, safety and other related policies and procedures

CCSP 22-4 Hearing April 26, 2022

1211



FP-002A (Rev. 1.2018)

The Commonwealth of Massachusetts  
City/Town of Haverhill

**Application For License**

Massachusetts General Law, Chapter 148 §13

New License     Amended License

GIS Coordinates
LAT.
LONG.
License Number

Application is hereby made in accordance with the provisions of Chapter 148 of the General Laws of Massachusetts for a license to store flammables, combustibles or explosives on land in buildings or structures herein described.

Location of Land: 298 Amesbury Road, Map #465, Block #4, Lot #5B  
Number, Street and Assessor's Map and Parcel ID

Attach a plot plan of the property indicating the location of property lines and all buildings or structures.

Owner of Land: Eddy Steven J.

Address of Land Owner: 298 Amesbury Road, Haverhill, MA

Use and Occupancy of Buildings and Structures: diesel fueling facility with convenience store

If this is an application for amendment of an existing license, indicate date of original license and any subsequent amendments

Attach a copy of the current license

**Flammable and Combustible Liquids, Flammable Gases and Solids**

*Complete this section for the storage of flammable and combustible liquids, solids, and gases; see 527 CMR 1.00 Table 1.12.8.50; Attach additional pages if needed. All tanks and containers are considered full for the purposes of licensing and permitting.*

PRODUCT NAME	CLASS	MAXIMUM QUANTITY	UNITS gal., lbs, cubic feet	CONTAINER UST, AST, IBC, drums
Diesel Fuel	II	32,000	gal	UST

Total quantity of all flammable liquids to be stored: none

Total quantity of all combustible liquids to be stored: 32,000 gallons

Total quantity of all flammable gases to be stored: none

Total quantity of all flammable solids to be stored: none

RECEIVED TOWN CLERK OFFICE 04/26/2022

**LP-gas** (Complete this section for the storage of LP-gas or propane)

Indicate the maximum quantity of LP-gas to be stored and the sizes and capacities of all storage containers. (See 527 CMR 1.00 Table 1.12.8.50)

❖ Maximum quantity (in gallons) of LP-gas to be stored in aboveground containers: \_\_\_\_\_

List sizes and capacities of all aboveground containers used for storage: \_\_\_\_\_

❖ Maximum quantity (in gallons) of LP-gas to be stored in underground containers: \_\_\_\_\_

List sizes and capacities of all underground containers used for storage: \_\_\_\_\_

Total aggregate quantity of all LP-gas to be stored: \_\_\_\_\_

**Fireworks** (Complete this section for the storage of fireworks)

Indicate classes of fireworks to be stored and maximum quantity of each class. (See 527 CMR 1.00 Table 1.12.8.50)

❖ Maximum amount (in pounds) of Class 1.3G: \_\_\_\_\_ Type/class of magazine used for storage: \_\_\_\_\_

❖ Maximum amount (in pounds) of Class 1.4G: \_\_\_\_\_ Type/class of magazine used for storage: \_\_\_\_\_

❖ Maximum amount (in pounds) of Class 1.4: \_\_\_\_\_ Type/class of magazine used for storage: \_\_\_\_\_

Total aggregate quantity of all classes of fireworks to be stored: \_\_\_\_\_

**Explosives** (Complete this section for the storage of explosives)

Indicate classes of explosive to be stored and maximum quantity of each class. (See 527 CMR 1.00 Table 1.12.8.50)

❖ Maximum amount (in pounds) of Class 1.1: \_\_\_\_\_ Number of magazines used for storage: \_\_\_\_\_

❖ Maximum amount (in pounds) of Class 1.2: \_\_\_\_\_ Number of magazines used for storage: \_\_\_\_\_

❖ Maximum amount (in pounds) of Class 1.3: \_\_\_\_\_ Number of magazines used for storage: \_\_\_\_\_

❖ Maximum amount (in pounds) of Class 1.4: \_\_\_\_\_ Number of magazines used for storage: \_\_\_\_\_

❖ Maximum amount (in pounds) of Class 1.5: \_\_\_\_\_ Number of magazines used for storage: \_\_\_\_\_

❖ Maximum amount (in pounds) of Class 1.6: \_\_\_\_\_ Number of magazines used for storage: \_\_\_\_\_

I, Johnny Kayrouz, hereby attest that I am authorized to make this application. I acknowledge that the information contained herein is accurate and complete to the best of my knowledge and belief. I acknowledge that all materials stored pursuant to any license granted hereunder must be stored or kept in accordance with all applicable laws, codes, rules and regulations, including but not limited to Massachusetts Chapter 148, and the Massachusetts Fire Code (527 CMR 1.00). I further acknowledge that the storage of any material specified in any license granted hereunder may not exceed the maximum quantity specified by the license.

Signature J. Kayrouz Date 03/24/2022 Name Johnny Kayrouz

*Fire Department Use Only*

I, ERIC M. TARPY, Head of the HAVERTHILL Fire Department endorse this application with my

Approval  Disapproval

Signature of Head of the Fire Department [Signature] Date 3/28/22

Recommendations: Approved as long as all State and Federal regulations, local ordinances are met, Construct and design with sound Engineering Practices

Hearing April 26, 2022

City Council Special Permit · Add to a project

 **Expiration Date**

Active



# CCSP-22-4



## Details

Submitted on Mar 28, 2022 at 3:07 pm



## Attachments

9 files



## Activity Feed

Latest activity on Mar 29, 2022

## Applicant

Lauren Sagaser



## Location

298 AMESBURY RD, Haverhill, MA 01830

## Timeline

Add New ▾

### Special Permit Filing Fee

Paid Mar 28, 2022 at 3:47 pm

### School Department Review

Completed Mar 28, 2022 at 4:14 pm

### Fire1 Department Review

Skipped Mar 29, 2022 at 8:03 am

### Fire2 Department Review

Completed Mar 29, 2022 at 8:08 am

### Assessor for Abutter's List

Completed Mar 29, 2022 at 8:27 am

### Planning Director Review

In Progress

**City Clerk Review - Hearing Dates Set**

In Progress



**City Council Clerk Notified**

In Progress



**Conservation Department Review**

In Progress



**DPW Review**

In Progress



**Engineering Department Review**

In Progress



**Health Department Review**

In Progress



**Police Department Review**

In Progress



**Storm Water Review**

In Progress



**Wastewater Review**

In Progress



**Water Department Review**

In Progress



**Water Supply Review**

In Progress



**Building Inspector Approval for Agenda**

In Progress



**First Ad Placement**

Review



**Placed on Agenda**

Review



**Abutter Notification**

Review



**Second Ad Placement**

Review



**City Councilor A Review**

Review



**City Councilor B Review**

Review



**City Councilor C Review**

Review



**City Councilor D Review**

Review



**City Councilor E Review**

Review



**City Councilor F Review**

Review



**City Councilor G Review**

Review



**City Councilor H Review**

Review



**City Councilor I Review**

Review



**City Council Meeting**

Review



**Meeting Minutes & Decision Filed w/City Clerk**

Review



**Fire2 Department Review**



**● Complete** ▾

Complete

Assignee

Michael Picard

Due date



None



**Michael Picard**

Remove Comment • Mar 29, 2022 at 8:08 am

The Fire Department has signed the application for the License to store a Class II Combustible Liquid. Once through Council the Fire Department will review submitted documents regarding the diesel distribution pump layout and suppression system before it is sent to the MA State Fire Marshal.

This step was assigned to Michael Picard - Mar 28, 2022 at 3:07 pm  
Michael Picard approved this step - Mar 29, 2022 at 8:08 am

**Applicant Information**

IMPORTANT NOTE: ALL DOCUMENTS THAT ARE ATTACHED TO THIS APPLICATION MUST BE SUBMITTED AS ORIGINALS TO THE CITY CLERK BEFORE THE APPLICATION IS CONSIDERED COMPLETE AND PROCEEDS TO REVIEW. THESE DOCUMENTS WILL LATER BE FILED WITH THE COUNTY REGISTRY WHICH REQUIRES ORIGINAL DOCUMENTS.

What is Your Role in This Process? \*

Attorney/Agent

Applicant Business/Firm Name \*

Bohler Engineering MA, LLC

Applicant Business/Firm Phone \*

508-480-9900

Applicant Business/Firm Address \*

352 Turnpike Road

Applicant Business/Firm City \*

Southborough

Applicant Business/Firm State \*

MA

Applicant Business/Firm Zip \*

01772

Client Name \*

Johnny Kayrouz

Client Business Name \*

Kayrouz Realty LLC

Client Phone \*

508-366-1529

Client Email \*

johnny@kayrouzrealty.com

Client Address \*

16 East Main Street

Client City \*

Westborough

Client State \*

MA

Client Zip \*

01581

Client County \*

Worcester

Client Business Structure \*

Limited Liability Corporation (LLC)

### Property Information

Proposed Housing Plan Name \*

N/A

Proposed Street Name(s) \*

N/A

How Long Owned by Current Owner? \*

N/A

Type of Dwelling(s) Planned in Project \*

Single Family

Lot Dimension(s) \*

131,587 sf

Registry Plat Number, Block & Lot \*

465-4-5

Zoning District Where Property Located \*

CH - Commercial Highway



Deed Recorded in Essex South Registry: Block Number \*

465-4-5

Deed Recorded in Essex South Registry: Page \*

465-4-5

Does the Property Have Multiple Lots? \*

No

IF YES, How Many Lots? \*

1

IF YES, What Is/Are the Map, Block Lot (MBL) Number(s)? \*

N/A

Thoroughly Describe the Reason(s) for thre Special Permit \*

Flammable Storage License

Property Description \*

The site currently encompasses a landscape supply business located west of Amesbury Road and south of Wannalancet Road.

Current Property Use \*

Agricultural

TOTAL Number of Units Planned \*

0

TOTAL Number of Parking Spaces Planned \*

9

**Planned Lot Use**

Lot Number \*

Lot 1

Lot Plat Number, Block, Lot \*

Map 465, Block 4, Lot 5B

Lot Dimensions \*

131,587 SF

Number of Existing Buildings on Lot \* 

4

Size of Existing Building(s) on Lot \*

2,066 SF; 1,000 SF; 900 SF; 440 SF

Number of Buildings Planned for Lot \*

1

Size of Proposed Building(s) \*

1,482 SF

Number of Families to be Accommodated \*

0

Extent of Proposed Alterations \*

New Construction: Commercial

IF OTHER ALTERATIONS, Please Describe \*

Types of Units Planned on Lot \*

Rental

Number of Units Planned on Lot \*

0

**Special Circumstances**

CHECK ALL THAT APPLY

Building Coverage

Dimensional Variance

Front Yard Setback

Side Yard Setback

Rear Yard Setback

Lot Frontage

Lot Depth

Lot Area

Building Height

Floor Area Ratio

Open Space

Parking

Sign Size

Use

Other

IF OTHER, Please Describe \*  
flammable storage license

### Hearing Waiver

Applicant agrees to waive the 120-day hearing requirement.

Agrees \*

No

### Agreement & Signature

The undersigned hereby covenants and agrees with the City of Haverhill upon approval of the Definitive Plan: (1) to construct the ways and install the municipal services as finally approved by the Planning board within 12 months from the date thereof; (2) to design and construct ways and design and install the municipal services in accordance with the Rules & Regulations Governing the subdivision of Land in the City of Haverhill, Massachusetts, and with the rules and instructions of the City Board of Health and the City Department of Public Works, and with the Definitive Plan and its accompanying material as finally approved by the Planning Board; and (3) at the laying out and acceptance of said ways, all municipal services within the ways will become the property of the City of Haverhill at no cost to the City, unless otherwise agreed upon. This agreement shall be binding upon the heirs, administrators, successors and assigns of the undersigned.

Agrees \*



### PLEASE READ

ALL APPLICANTS FOR A SPECIAL PERMIT (1) The Assessor's office will prepare the list of abutters required by law and forward to the City Clerk, who will notify all abutters and the owner/applicant by mail of the time and place the application will be considered by the City Council. Abutters and owner/applicant will be sent copies of the agenda with the relevant item noted. (2) The owner or his/her representative (duly authorized in writing by the owner) must present the petition in person at the City Council meeting. Failure to do so may result in a negative decision. (3) The applicant shall ensure that the decision sheet is duly recorded at the Essex County South District Registry of Deeds and indexed in the grantor index under the name of the owner of record (registered land to be noted on the owners Certificate of Title). (4) If the applicant is not the owner, a written statement from the owner MUST be submitted with the application indicating that it is permissible to seek a variance or special permit for the property. (5) Both applicant and abutters will be notified of the decision of the City Council. Decisions will be filed by the City Clerk within 14 days and copies of the decision will be sent out the same day. (6) The above is only a recording of the submitted decision sheet in the City Clerk's Office. PLEASE DO NOT APPLY FOR YOUR BUILDING PERMIT UNTIL YOU HAVE BEEN NOTIFIED THAT THE DECISION HAS BEEN RECORDED AT THE REGISTRY OF DEEDS. ESTIMATED TIME – SIX (6) WEEKS FROM DATE OF THE MEETING. (7) If the city records show that Taxes, Water, Wastewater, and/or financial obligations are due on the subject property, building permits will be withheld until verification of an agreement to pay taxes or fees is received by the Building Inspector. (8) If house numbers or lots are not visible

from the street, or clearly identified, unnecessary delays or negative action by the City Council may result.

**🔒 Office Use Only**

🔒 City Council Decision

🔒 City Council Hearing Date

🔒 Reason for Council's Decision

🔒 City Council Members Absent

🔒 City Council Members Present

🔒 Continuance Meeting Date

🔒 Also Present

🔒 City Councilor Who Seconded Motion

🔒 City Councilor Who Made Motion

🔒 City Councilors Who Voted Against

🔒 City Councilors Who Abstained

🔒 Continuance Motion Decision

🔒 Who Submitted Continuance Request?

🔒 City Councilors Who Voted in Favor

🔒 Number of 12"x18" Mylar Copies

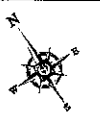
🔒 Appeal Expiration Date

Number of 24"x36" Mylar Copies

Number of 18"x24" Mylar Copies

Steven J. Eddy, as Owner, authorizes Kayrouz Realty, LLC and Bohler Engineering MA, LLC (as agents), to apply for a Flammable Storage License for the diesel fueling station proposed at 298 Amesbury Road in Haverhill, MA. This includes approval from the Haverhill Fire Department and approvals required from the Haverhill City Council.

A Plot Plan has been uploaded as part of this application for approval of a Flammable Storage License from the Haverhill City Council for the proposed diesel fueling facility at 298 Amesbury Road in Haverhill, MA. This application does not include any requests for Variances to be granted by the Haverhill City Council.



**LAND USE / ZONING INFORMATION & NOTES**

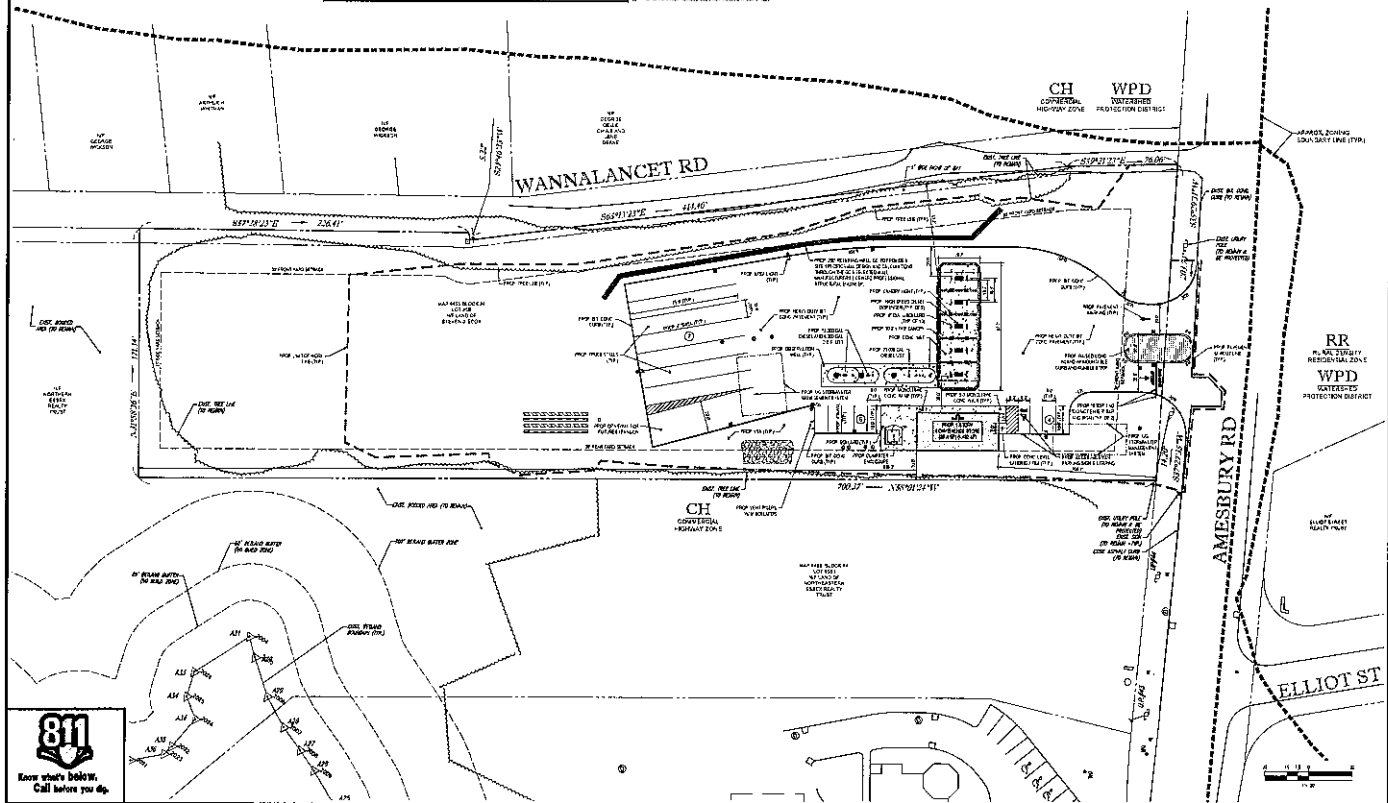
1. ALL ZONING REGULATIONS SHALL BE APPLIED TO THIS PROJECT.  
 2. ALL ZONING REGULATIONS SHALL BE APPLIED TO THIS PROJECT.  
 3. ALL ZONING REGULATIONS SHALL BE APPLIED TO THIS PROJECT.

ZONING ANALYSIS TABLE			
EXISTING ZONING	PROPOSED ZONING	CONFORMANCE	REMARKS
CH	CH	Y	
WPD	WPD	Y	
RR	RR	Y	
RES	RES	Y	
IND	IND	Y	
OFF	OFF	Y	
MAN	MAN	Y	
AG	AG	Y	
UT	UT	Y	
RECREATION	RECREATION	Y	
UNDESIRABLE	UNDESIRABLE	Y	
OTHER	OTHER	Y	

1. ALL ZONING REGULATIONS SHALL BE APPLIED TO THIS PROJECT.  
 2. ALL ZONING REGULATIONS SHALL BE APPLIED TO THIS PROJECT.  
 3. ALL ZONING REGULATIONS SHALL BE APPLIED TO THIS PROJECT.

NEW SIDEWALK CONSTRUCTION SHALL BE ADA COMPLIANT WITH EDGE OF NEW SIDEWALK AND ANY OBSTRUCTION, INCLUDING RAILINGS, BEING INSTALLED A MINIMUM OF 14" FROM THE DOOR LATCH.

THIS PLAN TO BE UTILIZED FOR SITE LAYOUT PURPOSES ONLY.



**BOHLER ENGINEERING**  
 1000 WASHINGTON ST  
 WASHINGTON DC 20004  
 TEL: 202-462-1000  
 FAX: 202-462-1001  
 WWW.BOHLENGINEERING.COM

**REVISIONS**

NO.	DATE	DESCRIPTION
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
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20		

**PERMIT SET**

PROJECT NO: 10000000000000000000  
 DRAWN BY: J. M. L. WOOD  
 DATE: 11/11/2011  
 SCALE: AS SHOWN

**SITE DEVELOPMENT PLANS**  
 FOR  
**KAYROUZ REALTY, LLC**

LOCATION OF SITE:  
 1000 WASHINGTON ST  
 WASHINGTON DC 20004

**BOHLER ENGINEERING**  
 1000 WASHINGTON ST  
 WASHINGTON DC 20004  
 TEL: 202-462-1000  
 FAX: 202-462-1001  
 WWW.BOHLENGINEERING.COM



**SITE PLAN**  
 SHEET NO: C-201  
 DATE: 11/11/2011

**811**  
 Know what's below.  
 Call before you dig.

This application is being filed per the direction of the City of Haverhill in order to obtain a flammable storage license for the proposed project at 298 Amesbury Road in Haverhill, MA. The proposed project includes the construction of a new 1,482 sf convenience store and five (5) high speed diesel fuel dispensers under a freestanding canopy along with new paved parking areas, landscaping, storm water management components, and associated utilities.

Development Review  
**65070**

Your Submission  
Attachments  
Guests (0)

- Site Plan Fee
- Verify Location Data (Parcel ID; address)
- Zoning Approval**
- Conservation Approval
- Engineering Approval
- Fire1 Approval
- Fire2 Approval
- Health Approval
- Plumbing Approval
- Storm Water Approval
- Wastewater Approval
- Water Approval
- Building Approval

## Zoning Approval

**Complete.** This step was completed on Sep 3, 2020 at 9:56am.



**Lauren Sagaser**

Thank you, Richard!

Aug 26, 2020 at 10:44 am



**Richard Osborne**

Aug 26, 2020 at 10:20 am

zoning appears to ok , uses are allowed by right , no overlay districts effected , distanced from existing fuel dispensary greater than 500'. please continued with site plan approvals upon completion you will apply for foundation permit to start your project



**Lauren Sagaser**

Aug 25, 2020 at 4:31 pm

Hello,

I just wanted to reach out to see if there is anything further you need from us at this time in order to close your department's portion of the Engineering Department's Site Plan Review process.

Thank you!  
Lauren

**Message the reviewer**

Send Message

**City of Haverhill, MA**

**Your Profile**

Your Records (</dashboard/records>)

**Resources**

Search for Records (</search>)

Claim a Record (</claimRecord>)

Employee Login (<https://haverhillma.viewpointcloud.io>)

File 10 days

14.1



DOCUMENT

**CITY OF HAVERHILL**

In Municipal Council

ORDERED:

MUNICIPAL ORDINANCE

CHAPTER 222

**AN ORDINANCE RELATING TO OUTDOOR DINING**

BE IT ORDAINED by the City Council of the City of Haverhill that Chapter 222 of the Code of the City of Haverhill, as amended, be further amended by deleting the current provisions of ARTICLE XVI, §222-98 thru 222-108, and by adding the following:

**“ARTICLE XVI  
OUTDOOR DINING ADDITION**

**§222-98 Temporary Provisions.**

Notwithstanding any other provisions of the Code of the City of Haverhill, including Article XII Outdoor Dining and Article XIV Parklets of Chapter 222, the following program to allow restaurants, cafes, fast food outlets, coffee shops, and other similar places of public accommodation offering food and beverages, including alcoholic beverages, (“establishments”) for on-premises consumption to operate safely in outdoor settings. Any provision of existing Ordinances which is inconsistent with this Ordinance, such provisions shall be temporarily suspended. The provisions of this ordinance shall be available city-wide.

**§222-99 Purpose.**

The intent of the program is to facilitate outdoor dining throughout the city. The City reserves the right to require the user to remove the street seating if and when it determines it to be necessary, for any reason and at any time. All furnishings and lighting must be easily removed at the end of the program period.

**§222-100 Eligible Outdoor Areas.**

**Under this program, eligible businesses may be able to temporarily expand into the following types of outdoor areas:**

**Private property, including off-street parking lots with the property owner's consent.**

**Public right-of-way, including sidewalks, street parking spaces, public parking lots, boardwalks, public parks and any other public areas with the permission of the Mayor, and, possibly closing select streets.**

**§222-101 Limitations.**

**Private Property - These properties can expand outdoors on their own property or on a neighboring property (with permission from the other property owner), including using any number of off-street parking spaces.**

**Public Right-of-Way - Proposals to expand into the public right-of-way will require that a right-of-way inspector, designated by the Director of Inspectional Services, visit the business location and consider the closure proposal from a mobility and safety perspective. An inspector may be able to approve a simple inspection in the field and issue an approval no later than the following business day. More complex requests will be reviewed for:**

- Safety: ensuring any closure of the public right of way is done safely;**
- Mobility: considering impacts to people's ability to get around the closure by foot, bike, wheelchair and car and how the proposal mitigates impacts with a traffic control plan, if necessary;**
- Local and emergency access: local access to adjacent homes and businesses must be maintained.**

**Once a temporary patio is established, a right-of-way inspector will do a final inspection.**

**§222-102 Conditions and Restrictions.**

**All conditions and restrictions below apply to the new, temporary outdoor patio space only.**

**All establishments must provide food service in order to be eligible for outdoor dining.**

**Unless these provisions are renewed or expanded, businesses will have one week (through November 9, 2022) to remove any fixtures from their outdoor area.**

**Hours of Operation: Outdoor patios opened under this program must close by 10 p.m. on Sundays - Thursdays and by 11 p.m. on Fridays and Saturdays.**

**Allowed Uses of the Patio: Outdoor patios established under this program can only be used for sit-down food and beverage service or customer pick-up and carry-out service.**

**All seating areas must comply with all applicable federal, state, and local laws and regulations, including the Americans with Disabilities Act, and, any state recommended or mandated COVID 19 distancing and restaurant service policies.**

**To prevent additional encroachment onto public space and to contain the sale of alcohol within the establishment's public right-of way seating area, the area must be separated from any pedestrian walk space with a non-movable system of enclosure, such as decorative fencing with removable bollards. Establishments using public right-of way areas that do not serve alcohol do not need this non-movable system of enclosure.**

**Total seating shall not exceed the restaurant's maximum occupancy.**

**Only movable tables, chairs, umbrellas and heat lamps shall be placed on public right-of-way areas. Temporary awnings or tents over the public right-of-way areas may be used, provided they are approved by the right-of-way inspector.**

**They cannot be used for activities that would promote congregating, involve shared equipment, or amplify sound, including but not limited to:**

**Standing areas**

**Live music**

**Outdoor games**

**Music over speakers**

**Movies**

**Broadcast sports**

**Loudspeaker call systems**

**Pets, except as provided in the Americans with Disabilities Act.**

#### **§222-103      Parking.**

**Because of the reduced capacity of any establishment due to safe distancing practices, off-street parking spaces that are required by the Code to meet a minimum number of spaces may be utilized for outdoor patio space provided the right-of-way inspector approves the temporary reduction.**

#### **§222-104      Permits and Licenses.**

**Establishments seeking to institute outdoor dining during this period to serve food and beverages shall apply for and obtain a permit to be issued by the Director of Inspectional Services. No other permit or license shall from any other board, department or officer of the City shall be required. No public hearing and no other notice or hearing other than what is specifically required by this ordinance or by state law shall be required; however, any permit application shall be sent to the Police Chief, Fire Chief and Department of Public Works Director, or their designees, who shall review and comment on the application within 2 business days of receipt of the application.**

**The online permit application shall request: 1. description and diagram of the area where service will be provided, include the number and type of tables, chairs, umbrellas, tents, awnings, heat lamps and any barriers, railings or other temporary dividers to be used; 2. contact information for the restaurant owner, and if any expansion is planned in public areas or onto the property of adjacent owners contact information for the adjacent owner. 3. The number of tables and occupancy of each proposed table and what services will be required in the expanded area and whether the applicant wishes to provide table service, and whether alcohol or food will be served. Applicants shall also provide a certificate of insurance and a sidewalk bond, both of which shall name the City as an insured.**

**If the establishment is seeking to serve alcoholic beverages in the outdoor dining area, the application shall also be referred to the License Commission for compliance with any requirements of the Massachusetts Alcoholic Beverages Control Commission (ABCC). In the event that a hearing is required by the License Commission, a meeting shall be held within two weeks. No fee of any type shall be required unless required by state law. The application shall be allowed unless the license commission can state clear and coherent reasons for denial. The license commission shall be able to set reasonable terms and conditions regarding the serving of alcohol if allowed by law, however, the License Commission shall not in any way contradict the intent or purposes of these provisions.**

**Any requests to close streets or alleys for the purpose of on-premises consumption in outdoor settings shall be acted on by the Director of Inspectional Services, after consultation with the Police Chief, Fire Chief and Department of Public Works Director, or their designees.**

**§222-105 Fees.**

**An application fee of \$200 for a permit shall be paid at the time of filing for a new permit.**

**§222-107 Temporary Signs.**

**For the duration of this ordinance, eligible businesses may install temporary signs in excess of the allowed size or number permitted by Chapter 255 Zoning of this Code. Temporary signs must be made of fabric, vinyl, paper, or corrugated plastic, and, must be affixed to the eligible business' building or property or within a permitted use of public right-of-way space. Signs must allow for at least four feet of clearance for pedestrians, although at least six feet is preferred. Temporary signs that adhere to these requirements do not need a building permit.**

**§222-108 Parklets.**

**Parklets, as defined by 222-84 of the Code, shall be permitted and established according to the provisions of this Article during this temporary period.**

**This Ordinance is temporary and shall terminate November 1, 2022, unless renewed by Order of the City Council and Mayor prior thereto.**

APPROVED AS TO LEGALITY:

---

City Solicitor

JAMES J. FIORENTINI  
MAYOR



**CITY OF HAVERHILL**  
**MASSACHUSETTS**

CITY HALL, ROOM 100  
FOUR SUMMER STREET  
HAVERHILL, MA 01830  
PHONE 978-374-2300  
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WWW.CITYOFHAVERHILL.COM

April 1, 2022

City Council President Timothy J. Jordan and Members of the Haverhill City Council

**RE: Temporary Outdoor Dining Ordinance**

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

Please find attached an ordinance extending the temporary outdoor dining ordinance submitted and passed last year. This ordinance extends outdoor dining to throughout the city, not just in the Central Business District and again allows for temporary parklets where it is safe and approved by our Health and Inspectional Services Department. This is a temporary ordinance designed to take effect immediately and stay in effect until November 2022.

During that time, it is our intention to consolidate the regular outdoor dining ordinance with this so that there is one cohesive and easy to follow ordinance in place. We will submit that as quickly as we can draft it.

I am submitting this after a very productive meeting with the restaurant owners held at the NECC Culinary Arts Center. The restaurant owners were strongly in favor of again allowing this extended outdoor dining. Councilors Barrett and Bevilacqua were both present at the meeting and can give the council an update.

Respectfully submitted,

**James J. Fiorentini**  
Mayor

JJF/lyf

1511

**CITY COUNCIL**

**Timothy J. Jordan**

*President*

**John A. Michitson**

*Vice President*

**Melinda E. Barrett**

**Joseph J. Bevilacqua**

**Thomas J. Sullivan**

**Melissa J. Lewandowski**

**Michael S. McGonagle**

**Catherine P. Rogers**

**Shaun P. Toohy**



**CITY OF HAVERHILL**

HAVERHILL, MASSACHUSETTS 01830-5843

HAVERHILL, MASSACHUSETTS 01830-5843

CITY HALL, ROOM 204

4 SUMMER STREET

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[CITYCNCL@CITYOFHAVERHILL.COM](mailto:CITYCNCL@CITYOFHAVERHILL.COM)

March 31, 2022

To: President and Members of the City Council:

Councillor Sullivan and Councillor Lewandowski would like to discuss Atherton Housing parking needs downtown.

City Councillor Thomas Sullivan

City Councillor Melissa Lewandowski

1512

**CITY COUNCIL**

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*President*

**John A. Michitson**

*Vice President*

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**Shaun P. Toohey**



**CITY OF HAVERHILL**

HAVERHILL, MASSACHUSETTS 01830-5843

HAU CITY CLERK APR 1 12 AM 14

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April 1, 2022

To: President and Members of the City Council:

Councillor McGonagle and Councillor Barrett request HC Media include Closed Caption Service for council meetings.

Michael McGonagle / 1a6  
City Councillor Michael McGonagle

Melinda Barrett / 1a6  
City Councillor Melinda Barrett

(4.5.2022 meeting)

1513

**CITY COUNCIL**

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**CITY OF HAVERHILL**  
HAVERHILL, MASSACHUSETTS 01830-5843

HAVERHILL CITY CLERK APR 1 2022 4:10:14

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April 1, 2022

To: President and Members of the City Council

Council Vice President Michitson wishes to request establishment of a date for City Council Planning & Development Committee to meet and address "Adoption of a Procedure for Chapter 61, 61A, 61B Right of First Refusals" and "Re-start discussion on residential development in Haverhill".

  
\_\_\_\_\_  
Council Vice President John A. Michitson

(4.5.2022 meeting)

15,4

**CITY COUNCIL**

**Timothy J. Jordan**  
President

**John A. Michitson**  
Vice President

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**Joseph J. Bevilacqua**

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**Shaun P. Toohey**



**CITY OF HAVERHILL**  
HAVERHILL, MASSACHUSETTS 01830-5843

HAU CITY CLERK APR 1 22 09:10:14

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4 SUMMER STREET  
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April 1, 2022

To: President and Members of the City Council

Council Vice President Michitson wishes to announce scheduling of a City Council Citizen Outreach Committee meeting to address "Providing Shaded Areas at City Playgrounds" and "Closing Washington Street for Trial Period to Make it a Pedestrian Way".

  
\_\_\_\_\_  
Council Vice President John A. Michitson

(4.5.2022 meeting)

17.1

P R O C L A M A T I O N

WHEREAS: April 24<sup>th</sup>, 1915 marked the start of a persecution of the Armenian people brought by their adherence to the cause of religious freedom and Christianity, and

WHEREAS: This persecution caused millions of Armenians to abandon their homes and become wanderers and more than 1.5 million of these unfortunate victims perished from starvation, exposure, ruthless treatment and mass murder, and

WHEREAS: Many Armenians migrated to the United States and enriched the American heritage with their culture, education, arts and sciences, and

WHEREAS: The commemoration of this terrible blight on humanity at the hands of the Ottoman Empire serves to remind free people everywhere that peace and freedom from oppression should not be accepted in a casual manner but, rather, we should all give thanks for the martyrs who have gone before, who gave their lives that their culture and heritage would survive and be part of a foundation for a better society,

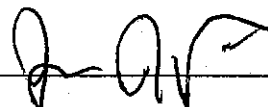
WHEREAS: The victims were canonized on the centennial genocide Commemoration (April 24, 2015) as Holy Martyrs

NOW THEREFORE, I, JAMES J. FIORENTINI, MAYOR of the City of Haverhill do hereby proclaim April 24<sup>th</sup>, 2022 as

ARMENIAN HOLY MARTYRS' DAY

And urge all of our citizens to pay tribute to the memory of those who gave their lives in the cause of religious freedom.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Seal of the City of Haverhill to be affixed this 12<sup>th</sup> day of April in the Year of Our Lord Two Thousand and Twenty-Two.



MAYOR JAMES J. FIORENTINI



CLERK APR 122 AM 11:00

18.1

**CITY COUNCIL**

**Timothy J. Jordan**  
President

**John A. Michitson**  
Vice President

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HEU CITY CLK APR 122 AM 10:14

April 1, 2022

To: President and Members of the City Council

Council Vice President Michitson submits minutes from the Citizen Outreach Committee meeting on March 30, 2022 on establishing a Charter Commission.

John A. Michitson /ca b  
Council Vice President John A. Michitson

{4.5.2022 meeting}

**CITY COUNCIL**

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*President*

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**CITY OF HAVERHILL**

HAVERHILL, MASSACHUSETTS 01830-5843

**Minutes of the Citizen Outreach Committee Meeting**

**Wednesday, March 30, 2022**

The City Council Citizen Outreach Committee met on Wednesday, March 30, at 6 PM, in the City Council Chamber, to seek initial citizen feedback on a possible ballot question on whether or not to establish a Charter Commission to review Haverhill's Charter. Please see enclosure 1 for details on how to establish a Charter Commission provided by City Solicitor Bill Cox. Enclosure 2 contains the City of Newton's Charter section describing its 5-Year Capital Improvement Plan. Enclosure 3 includes a list of citizens that attended the meeting. Mayor James Fiorentini, Council President Tim Jordan, committee members Councilors Tom Sullivan and Katherine Rogers, as well as Councilors Melinda Barrett, Melissa Lewandowski and Shaun Toohey attended the meeting.

Highlights of the meeting follow:

1. Steve Costa: Pointed out a change from the strong mayor form of government to a city manager has had mixed success elsewhere. Also, stumped for long term plan for Fire Department. Pointed out disconnectedness and conflict between Mayor and City Council, which was a common theme amongst attendees. Suggested possible limit of 4 terms (8 years.) A charter commission should monitor the various charter changes in other communities to learn the pros and cons of each model. He, and others, were disappointed that City elected Ward Councilors without having first established a charter commission to fit all the pieces together.
2. Jeff Grassie: Wants to see more cohesiveness between Mayor and City Council, and amongst Councilors, less of the "blame game," and more compromise. Processes on issues take too long. Wants more advanced notice to be able to study topics as a citizen and have impact. Supports City Manager form of Government. City Manager would have more accountability to City Council, which would lead to more balance of power. Endorsed the robustness of the Newton, MA Charter that calls for detailed financial analysis and official vote by City Council along with budget for 5-year Capital Improvement Plan.
3. Mayor Fiorentini: Reminded the committee that Haverhill already had a City Manager form of government, which he said did not work out. "We had it in Haverhill. It was a disaster and the voters, very wisely, changed that so that the leader of the city would not be responsive to a small group of

## **CITY COUNCIL**

**Timothy J. Jordan**

*President*

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## **CITY OF HAVERHILL**

HAVERHILL, MASSACHUSETTS 01830-5843

councilors, but would be responsive to the public," he said. He also said that while some smaller communities have gone to a city manager, most larger cities have chosen to stay with having a mayor. He also expressed his belief the question should be put on hold until the new ward-based City Council is seated, and they should decide whether or not to pursue a charter change.

4. Devan Ferreira: Pointed out that there are other forms of government, in between strong mayor and city manager, to look at in other cities. Stressed that best scenario is a more shared power between City Council and Mayor. Changing the power structure is the answer. She recommended that the City Council have a single social media page, similar to Mayor Fiorentini's social media accounts, to be a central location to share updates and information. She emphasized equity for each City Councilor on the recommended social media page. She would like the charter commission ballot question to move forward.

5. Christine Kwitchoff: Very concerned about discourse between City Council and Mayor, and between Councilors. She is frustrated with the lack of time for citizen review of important information and that information and follow-up often end up in a black hole, to the point of her not feeling like she is part of the process. Who is the real point person on each issue? Supports 4-term limits.

6. Colin LePage: Frustrated with the finger-pointing and balance of power between Mayor and City Council. Many recommendations that he and City Council made during his 12-years on City Council to the Mayor were either not addressed or took too much time to take next steps. He said that a healthy debate is a good thing. He is very concerned about the budget process, and additionally the lack of transparency in city government.

7. Councilor Tom Sullivan: Stated that, unless more people turn out to vote, any decision on charter change will still reflect only the will of a minority of the public. If there is a charter commission, he wants it to study the impact in other cities of all of the various recommended options.

8. Council President Tim Jordan: Strongly supports City Manager form of government, and that the \$110K salary for Mayor is not generally a draw for qualified candidates. He believes that Andover and North Andover benefit from professional City Managers. He is a big supporter of the Newton, MA 5-year Capital Improvement Plan model in their Charter, citing that we still do not have a plan to finance a new Fire Station. Does not agree with slowing down the process to establish a Charter Commission.

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9. Councilor Shaun Toohey want to research why Haverhill made switch to Strong Mayor form of government in the 1960s and research all options before jumping to conclusions.

10. Councilor Melinda Barrett: She supports due diligence in the process to look at all options, including broadening scope from the few key topics discussed at this meeting. She wants the commission to do the hard work needed to become adept at each of the options, so that we can make the right decisions.

11. Council Vice President John Michitson: Strong supporter of both the Newton, MA approach to 5-year Capital Improvement Plan and better balance in power and cohesion between the Mayor and City Council for reasons stated by many. He also noted that a larger cities, Cambridge, and Lowell, each have a City Manager. He also noted that City Managers follow the same budget process as strong Mayors; the City Council cannot add to the budget, which is a major flaw. He thanked the citizens for attending this early first step. The City Council will address next steps as follow-up to this meeting.

Respectively Submitted,

John A. Michitson, Chairman

Citizen Outreach Committee

Attachments:

1. Bill Cox email
2. Newton, MA CIP in Charter
3. Attendee's list

**John:**

**As we discussed, I have the following information regarding a proposed charter commission:**

**1. There are 2 ways to create a charter commission. The first process is statutory and requires a petition signed by not less than fifteen percent of the voters in the city or town who were eligible to vote in the last preceding state election be filed with the Registrar of Voters. The Registrars would then certify the signatures and report the results to the City Council. Within thirty days the City Council must order the question to be submitted to the voters. If the City Council fails to make such Order, the question of adopting or revising a charter will nonetheless be submitted to the voters at the first regular city election. The Order does not require the concurrence of the Mayor.**

**The second route would be to draft a home rule petition for special legislation which would provide that the question of a charter commission and election of members would be submitted to the voters at the next regular city election. This Order is subject to approval or veto by the Mayor per the current charter. The Order would provide: *Notwithstanding the provisions of Chapter 43B of the General Laws or the provisions of any general law, special law or regulation to the contrary, the City of Haverhill city council shall, at the first regular city election held on or after the sixtieth day following the effective date of this act, by order provide for submission to the voters of the city the question of adopting or revising a charter and for the election of a 9 member charter commission. The provisions of Chapter 43b of the General Laws shall be applicable to the nomination and election of charter commissioners, and to the duties and responsibilities of the city and the charter commission elected hereunder.***

**City Clerk Koutoulas has contacted the Secretary of State's office and they have advised that the question would be: "Shall a commission be elected to revise the charter of Haverhill?" and then it would be followed by the candidates to be elected to the commission. Candidates are listed alphabetically and the nine candidates with the most votes are deemed elected. Candidates would have to obtain 100 signatures of registered voters on their nomination papers.**

**This process would result in an election of a charter commission (if the question passes) at the 2023 regular city election, and, any proposed change would be put to the voters for approval at the 2025 regular city election.**

**If you have any other questions or concerns, please feel free to contact me.**

**Sincerely,**

*Bill*

**William D. Cox, Jr., Esq.**

City of Newton, MA Charter:

Sec. 5-3. Capital Improvement Program

(a) Submission—The mayor shall prepare and submit to the city council a 5-year capital improvement program at least 6 months prior to receipt of the next fiscal year's operating budget.

(b) Contents—The capital improvement program shall include: (i) a clear summary of its contents; (ii) a list of all capital improvements proposed to be undertaken during the next 5 fiscal years with supporting data; (iii) cost estimates, method of financing and recommended time schedules; and (iv) the estimated annual cost of operating and maintaining the facilities included. The above information shall be revised and extended each year.

(c) Public Hearing—The city council shall publish in 1 or more newspapers of general circulation in the city the general summary of the capital improvement program and a notice stating: (i) the times and places where copies of the capital improvement program are available for inspection by the public; and (ii) the date, time and place, not less than 2 weeks after the publication, when a public hearing on the program will be held by the city council.

(d) Adoption—After the public hearing, concurrently with the passage of the next fiscal year's budget, the city council shall by resolution adopt the capital improvement program with or without amendments. (Referendum of 11-04-75.)

# Sign-in Sheet

Name      Address      E-mail

Lisa Marzilli      1153 West Lowell Ave      lamarzillie@yahoo.com

Christine Kwitchoff      14 Colby's Lane      christinekwitchoff@comcast.net

Jeff Grassie      1153 W. Lowell Ave      jeffgrassie@yahoo.com

Karl Brunelle      52 Washington St      heykbrunelle@gmail.com

Stephan Costa      18 Lemoine Ave      scoستا

Caroline Mattern      109 Brandy Brook Rd      Caroline.M8@comcast.net

Devan Ferreira      12 Grant St.      devanferreira@gmail.com

Colin Lefler

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**DOCUMENTS REFERRED TO COMMITTEE STUDY**

38-W	Communication from Councillor Barrett requesting to give an update on response from MBTA/Keolis & US EPA about idling trains in Bradford	Citizens Outreach	4/5/16 1/31/17
10-B	Communication from President Michitson asking to request from Mayor status of facility improvements to public buildings and parks to comply with American w/ Disabilities Act (ADA)	Citizens Outreach	1/3/17 1/31/17, 8/15/17
10-U	Communication from President Michitson requesting discussion on next steps to provide comprehensive long range plan for Haverhill	Citizens Outreach	1/31/17 8/15/17, 4/23/18
38-D	Communication from Councillors Sullivan and Barrett requesting an update on City's emergency management plan and status of working generators in all public building in City	Public Safety	3/20/18 1/23/19
79-F	Communication from Councillor Sullivan requesting to introduce Kathleen Fitts, Gale Park Assoc. to request the city replace the Gale Park Fountain in fiscal year 20	NRPP	6/25/19
79-T	Communication from Councillors Sullivan and Barrett re: discussion with VINFEN & Haverhill Police Dept. regarding incident in neighborhood of 20 Westland Ter. group home on 7/5 and steps being taken to better supervise residents and reduce police calls to residence	Public Safety	7/23/19
89-K	Communication from Councillor Macek requesting open discussion relative to the process for Establishing a Charter Commission to review the current City of Haverhill Charter	Citizens Outreach	8/6/19
89-U	Communication from Councillor LePage re: applying for Community Compact Best Practices Program grant for benefit of city and its residents	Citizens Outreach	9/17/19
89-V	Communication from Councillor McGonagle requesting a discussion about school bus safety	Public Safety	9/17/19
11	Communication from Councilor Jordan requesting to introduce Steve Costa of Citizens for Haverhill Fire to discuss Mayor's CIP and occupational cancer	Public Safety	1/7/20
34-P	Communication from Councillor Sullivan requesting a discussion regarding the disposal of cremated remains on public property	NRPP	3/17/20
69-O	Communication from President Barrett and Councillor Sullivan requesting discussion on illegal fireworks in the City	Public Safety	7/28/20
86-D	Communication from Councillor Michitson requesting to address economic development ideas resulting from the pandemic	Planning & Dev.	8/11/20
86-F	Communication from Council President Barrett and Councillor LePage requesting discussion pertaining to utilization of UV-C disinfection fixtures in public buildings	A & F	8/25/20
89-C	Mayor Fiorentini submits final recommendations of Matrix Company	NRPP	9/15/20
91	Petition from Wady & Jewnifer Grullon requesting to purchase city property that abuts their property at 14 Silver Birch Ln; Assessor's Map 574, Block 1 Lot 7	NRPP	9/15/20

91-B	Petition from the Biggart Family requesting to purchase 2 parcels of land that abuts their property “ at 30 Belvidere Rd., Assessor’s Map 409, Block 114, Lot 9; and Map 409, Block 1A, Lot 1 that includes conservation land, but only the portion zone RMD (Residential Medium Density) .		9/22/20
55-I	Communication from Council President Barrett and Councillor McGonagle requesting to introduce Don Jarvis, Keith Gopsill and Mike Ingham to discuss becoming a Purple Heart Community	NRPP	12/15/20
91-C	Petition of Michael DeLuca requesting to purchase surplus city land on River St., Map 538, Block 419B, Lots 20, 21, 22, 23	NRPP	12/15/20
4-I	Communication from Councillor Michitson requesting to address the rising inequities between high and low paid occupations in the United States	Citizens Outreach	1/12/21
27-E	Communication from Councillor Sullivan requesting to introduce Debbie Lyons, to explain having legal permitting system as it relates to establishing permitting/licensing process to allow for “Bow Hunter Tree Stands” to be placed on trees on City properties when hunting is allowed in season	NRPP	3/2/21
27-J	Communication from Councillor Michitson requesting to re-start discussion on way ahead for residential zoning in Haverhill	Planning & Dev.	3/9/21
50	Councillor Jordan requests on behalf of Tom Riley, 195 Kingsbury Ave., to have city surplus land that abuts his property, Map 768, Block 50, Lot 85A on Lincolnshire Ave.	NRPP	4/6/21
27-X	Councillor Daly O’Brien requests discussion re: cars parking on Concord St. sidewalks and possibility of city providing off-street parking	NRPP	4/6/21
50-U	President Barrett and Vice President LePage request discussion about composting options	Citizens Outreach	5/18/21
50-W	Councillor McGonagle requests to discuss an option to reward first responders and frontline workers to receive bonus for working through pandemic	Public Safety	5/18/21
63-B	President Barrett and Councillor Michitson request to make remote, virtual participation in public hearings and meetings a permanent fixture of city government	A & F	6/15/21
63-R	Councillors Jordan and Michitson propose a Housing Forum to address affordable housing crisis, open space, impact of residential developments on City’s infrastructure and services	Citizens Outreach	8/10/21
63-S	Councillor Daly O’Brien discuss sending intent of closing Washington St. for trial period to make it pedestrian walkway	Citizens Outreach	8/24/21
92	Councillors Jordan, Michitson and LePage seeking funding for Cogswell Artspace from the \$500K account dedicated to youth and mental health services	A & F	9/28/21
91-G	Councillors LePage and Macek request to move and correct procedure error on Rules and Regulations	A & F	9/28/21
92-G	Councillor Daly O’Brien requests providing shaded areas in our City playgrounds	Citizens Outreach	10/19/21
94	Councillor Macek process of private profit organizations using public property	A&F	10/19/21
91-P	Councillor Michitson requests city adjust its process on how it handles 61A process	Planning & Dev.	12/7/21
5-B	Councillor Barrett discussion to establish a design & review board	Planning & Dev.	1/11/22
5-C	Councillor Barrett discussion for specific items and what levels need to be sent to Council for approval	Planning & Dev.	1/11/22

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COLIN F. LEPAGE  
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WILLIAM J. MACEK



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**LONG TERM MATTERS STUDY LIST**

- 38-I Communication from Councillors Barrett and LePage requesting to discuss double poles in the City  
A & F 3/15/16, 9/6/16, 11/3/16, 1/17/17, 5/11/17, 10/24/17, 3/6/19
- 26E City of Haverhill – Mayor’s Recommendations, Capital Improvement Program – 2016-2020  
A & F 5/31/16, 11/3/16, 5/11/2017, 7/25/17, 2/15/18, 3/6/19, 4/17/19
- 93-L Communication from President Michitson requesting to introduce Dave Labrode to discuss street tree  
plantings  
NRPP 8/7/18, 2/28/19, 2/27/20
- 38-J Communication from Councillor Macek requesting a discussion about reserve parking spaces at City  
Hall designated for Registry of Motor Vehicles  
NRPP 3/19/19, 2/27/20
- 13-Y Communication from Councillor LePage to discuss accounting of revenue funds received from  
Licensed Marijuana establishments & their allocation to mitigate costs and impacts to city  
A & F 3/12/19, 8/5/19
- 89-D Communication from Councillors LePage, Michitson, Jordan requesting discussion on reducing  
exposure of persons under 21 yrs. of age to outdoor advertising (billboards) of marijuana products and  
zoning regulations pertaining to smoke and/or vapor stores in Haverhill  
A & F 7/23,19, 8/16/19