



**CITY OF HAVERHILL
CITY COUNCIL AGENDA**

Tuesday, February 4, 2025 at 7:00 PM

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

In-Person/Remote Meeting

This meeting of Haverhill City Council will be held in-person at the location provided on this notice as its official meeting location pursuant to the Open Meeting Law. As the meeting is held in person at a physical location that is open and accessible to the public, the City Council is not required to provide remote access to the meeting. Members of the public are welcome to attend this in-person meeting. Please note that a live stream of the meeting is being provided only as a courtesy to the public, and the meeting 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. Those attending tonight's meeting should be aware that the meeting is being audio and video recorded by HCTV, The Eagle Tribune, and WHAV. Any audience members who wish to record any part of the meeting must inform the Council President who will announce the recording. This is to comply with the MA wiretap statute. Thank you.

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:

5.1. Mayor Barrett submits the following Orders:

5.1.1. Order - Authorizing Mayor to accept a \$200.00 gift for the St. Patrick's Day Party at the Citizen Center from Wingate Residences at Haverhill to the Council on Aging Department

5.1.2. Order - Authorizing Mayor to accept a \$250.00 gift from the Breakfast Exchange Club of Greater Haverhill for the St. Patrick's Day Party at the Citizen's Center to the Council on Aging Department



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In-Person/Remote Meeting

5.1.3. Order – Authorizing Mayor to accept a \$1,500.00 gift from the *Breakfast Exchange Club* for the “*Happy Rides*” initiative, to be used to provide taxi vouchers for the older population of Haverhill, with the gift to be used by the *Council on Aging*

6. COMMUNICATIONS FROM COUNCILLORS TO INTRODUCE AN INDIVIDUAL(S) TO ADDRESS THE COUNCIL:

6.1. Councillor Michitson requests to introduce *Haverhill Public Partnership (HP3)* Director, Allison Heartquist, to give an update about HP3 and their workforce development program

7. PUBLIC PARTICIPATION- REQUESTS UNDER COUNCIL RULE 28

8. COMMUNICATIONS AND REPORTS FROM CITY OFFICERS AND EMPLOYEES:

9. UTILITY HEARING(S) AND RELATED ORDER(S):

10. HEARINGS AND RELATED ORDERS:

11. APPOINTMENTS:

11.1. Confirming Appointments

11.1.1. Planning Board Re-Appointments:

April DerBoghosian, 825 Hilldale av, expires 8/31/2028

Paul Howard, 127 Seven Sister rd “ “

Nate Robinson, 54 Highland av, expires 8/31/2027

William Evans, 35 15th av “ “

Michael Morales, 37 Coachman’s Lane, expires 8/31/2026

Carmen Garcia, 433 Washington st “ “

Ismael Matias, 253 Farrwood dr, expires 8/31/2025

Bobby Brown, 44 Laurel av All To Be Confirmed

11.1.2. Community Affairs Advisory Board:

Penelope Guerrero, 89-93 Washington st, expires 1/31/2026

11.1.3. Washington Street Historic Shoe District Commission:

Penelope Guerrero, expires 1/31/2026 To Be Confirmed



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In-Person/Remote Meeting

11.2. Non-Confirming Appointments

11.3. Constables

11.4. Resignations:

11.4.1. Haverhill Housing Authority, Kalister Green-Byrd

12. PETITIONS:

12.1.1. SPFL 25-1; Hearing Application from Robert Coluccio for *Merrimack Valley Regional Transit Authority* requesting an amendment to their original flammable licenses granted in 1925 and 1926, to store 20,000 gallons of diesel fuel aboveground and 20,000 gallons of gasoline underground at 123 Railroad av

Hearing March 11th

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

12.3. Amusement/Event Application: *with Police approval*

12.3.1. EVNT 24-29; Jennifer Matthews, "Executive Director of *L'Arche Boston North, Inc* requests to partner with *Ski Bradford*, to host their first ever "Longest Run" Ski-A-Thon and Apre's Party at 60 South Cross rd on February 22nd, with a rain date of March 1 and requests to waive any additional fees

12.4. Auctioneer License:

12.5. Tag Days: *with Police approval*

12.6. One Day Liquor License – *with License Commission & HPD approval*

12.7. ANNUAL LICENSE RENEWALS:

12.7.1. **Hawker Peddlers License- Fixed location** – *w/Police approval*

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

12.7.3. **Christmas Tree Vendor** – *with Police approval*

12.7.4. **Taxi Driver Licenses for 2024:** *with Police approval*

12.7.5. **Taxi/Limousine License** *with Police approval*

12.7.6. **Junk Dealer /Collector License** *with Police approval*

12.7.7. **Pool/Billiard**

12.7.8. **Bowling**

12.7.9. **Sunday Bowling**

12.7.10. **Buy & Sell Second Hand Articles** *with Police approval*



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- 12.7.11. **Buy & Sell Second Hand Clothing**
- 12.7.12. **Pawnbroker license - *with police approval***
- 12.7.13. **Fortune Teller *with - Police approval***
- 12.7.14. **Buy & Sell Old Gold – *with Police approval***
- 12.7.15. **Roller Skating Rink**
- 12.7.16. **Sunday Skating**
- 12.7.17. **Exterior Vending Machines/Redbox Automated
Retail, LLC**
- 12.7.18. **Limousine/Livery License/Chair Cars *with Police
approval***

13.MOTIONS AND ORDERS:

14.ORDINANCES (FILE 10 DAYS)

15.COMMUNICATIONS FROM COUNCILLORS:

16. UNFINISHED BUSINESS OF PRECEEDING MEETING:

17.RESOLUTIONS AND PROCLAMATIONS:

18.COUNCIL COMMITTEE REPORTS AND ANNOUNCEMENTS

- 18.1. Councillor Michitson submits the Minutes and summary of the Minutes and Recommendations of the *Planning and Development Committee* meeting that was held on January 21, 2025 for acceptance and approval

19.DOCUMENTS REFERRED TO COMMITTEE STUDY

20.LONG TERM MATTERS STUDY LIST

21.ADJOURN:



MELINDA E. BARRETT
MAYOR

CITY OF HAVERHILL
MASSACHUSETTS

5.1.1

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

January 31, 2025

To: City Council President Thomas J. Sullivan and Members of the Haverhill City Council

From: Mayor Melinda E. Barrett

RE: Order Authorizing Mayor to Accept \$200.00 Gift from the Wingate Residences at Haverhill for St. Patrick's Day party to Council on Aging Department.

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

Please see attached an order authorizing Mayor Barrett to accept a gift of \$200.00 dollars for the St. Patrick's Day party at the Citizen's Center from Wingate Residences at Haverhill to Council on Aging Department.

I recommend approval.

Sincerely,

Melinda E. Barrett
Mayor

MEB/em



Document

CITY OF HAVERHILL

In Municipal Council

RECEIVED
CITY OF HAVERHILL
FEB 11 2025

5.1.1

Ordered:

GIFT ACCEPTANCE

At a regularly convened meeting of the City Council of the City of Haverhill, held on the 4th day of February 2025, it was voted as follows:

That the City Council of the City of Haverhill, duly elected, qualified, and acting as such, on behalf of the City votes to accept a gift of two hundred dollars (\$200.00) for the St. Patrick's Day party at the Citizen Center. Consistent with the purpose of the donation, as stated in the letter from the Wingate Residences at Haverhill addressed to the City of Haverhill dated January 2025, the Gift shall be used by the Council on Aging Department.

YEAS: _____

NAYS: _____

ABSENT: _____

PASSED IN COUNCIL: _____

A True Record, Attest:

Date Approved

Kaitlin M. Wright, City Clerk

Melinda E. Barrett, Mayor

WINGATE RESIDENCES
AT HAVERHILL

1-29-25

To Whom It May Concern,

Wingate Residences at Haverhill has made a monetary donation of \$200 to be used for the St. Patrick's Day Party on Friday March 21, 2005. We are so thankful for the work you do for the community and thrilled to be able to help with such a special event.

Best,

Stacey Blakeslee

Director of Community Relations

Wingate Residences at Haverhill

WSL Haverhill AL LLC
10 Residences Way
Haverhill, MA 01830

Needham Bank
1063 Great Plain Ave
Needham, MA 02492
63-7353/2113

3959

01/23/2025

Pay **** TWO HUNDRED AND 00/100 DOLLARS

\$200.00

Pay to the
Order of HAVERHILL COUNCIL ON AGING
10 WELCOME ST
HAVERHILL, MA 01830


(AUTHORIZED SIGNATURE)



Document

CITY OF HAVERHILL

In Municipal Council

5112

Ordered:

RECEIVED
CITY CLERK
FEB 11 2025

GIFT ACCEPTANCE

At a regularly convened meeting of the City Council of the City of Haverhill, held on the 4th day of February 2025, it was voted as follows:

That the City Council of the City of Haverhill, duly elected, qualified, and acting as such, on behalf of the City votes to accept a gift of two hundred fifty dollars (\$250.00) for the St. Patrick's Day party at the Citizens Center. Consistent with the purpose of the donation, as stated in the letter from Breakfast Exchange Club of Greater Haverhill addressed to the City of Haverhill dated January 2025, the Gift shall be used by the Council on Aging Department.

YEAS: _____

NAYS: _____

ABSENT: _____

PASSED IN COUNCIL: _____

A True Record, Attest:

Date Approved

Kaitlin M. Wright, City Clerk

Melinda E. Barrett, Mayor



January 28, 2025

Mary Connolly, RN
Public Health Director
Council of Aging Director
City of Haverhill
10 Welcome St.
Haverhill, MA 01830

Dear Mary,

It is with great pleasure that I am informing you of the support from the Breakfast Exchange Club of Greater Haverhill. We are committed to a donation of \$250 to help support your effort to provide to the older population of the community that you serve. This donation is to be used for the St. Patrick's Day party in the capacity that you need.

Sincerely,
Judy Riopelle
President
Breakfast Exchange Club of Greater Haverhill

THE BREAKFAST EXCHANGE CLUB OF HAVERHILL-7022/2112
FUNDRAISING ACCOUNT
P O BOX 1801
HAVERHILL, MA 01831

1125

DATE 1/28/25

PAY TO Haverhill COA \$ 250.00
Two Hundred & Fifty Dollars only

Pentucket Bank

MEMO St Pat's Party

[Signature]

5



MELINDA E. BARRETT
MAYOR

CITY OF HAVERHILL
MASSACHUSETTS

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

January 30, 2025

To: City Council President Thomas J. Sullivan and Members of the Haverhill City Council

From: Mayor Melinda E. Barrett

RE: Order Authorizing Mayor to Accept \$250.00 Gift from the Breakfast Exchange Club for St. Patrick's Day party to Council on Aging Department.

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

Please see attached an order authorizing Mayor Barrett to accept a gift of \$250.00 dollars for the St. Patrick's Day party at the Citizen's Center from the Breakfast Exchange Club of Greater Haverhill to Council on Aging Department.

I recommend approval.

Sincerely,

Melinda E. Barrett
Mayor

MEB/em



Document

CITY OF HAVERHILL

In Municipal Council

5.1.3

JAN 31 AM 8:23
HAVERHILL CLERK

Ordered:

GIFT ACCEPTANCE

At a regularly convened meeting of the City Council of the City of Haverhill, held on the 4th day of February 2025, it was voted as follows:

That the City Council of the City of Haverhill, duly elected, qualified, and acting as such, on behalf of the City votes to accept a gift of one thousand five hundred dollars (\$1,500.00) to help support the "Happy Rides" initiative that provides taxi vouchers for the older population of the City of Haverhill. Consistent with the purpose of the donation, as stated in the letter from Breakfast Exchange Club of Greater Haverhill addressed to the City of Haverhill dated January 2025, the Gift shall be used by the Council on Aging Department.

YEAS: _____

NAYS: _____

ABSENT: _____

PASSED IN COUNCIL: _____

A True Record, Attest:

Date Approved

Kaitlin M. Wright, City Clerk

Melinda E. Barrett, Mayor



January 28, 2025

Mary Connolly, RN
Public Health Director
Council of Aging Director
City of Haverhill
10 Welcome St.
Haverhill, MA 01830

Dear Mary,

It is with great pleasure that I am informing you of the support from the Breakfast Exchange Club of Greater Haverhill. We are committed to a donation of \$1500 to help support your effort to provide to the older population of the community that you serve. This donation is to be used for the "Happy Rides" initiative that provides taxi vouchers for the older population of the city of Haverhill.

Sincerely,
Judy Riopelle
President
Breakfast Exchange Club of Greater Haverhill

THE BREAKFAST EXCHANGE CLUB OF HAVERHILL-7265/2113
FUNDRAISING ACCOUNT
PO BOX 1001
HAVERHILL, MA 01831

1124

DATE 1/28/85

PAY TO Haverhill COA \$ 1,500.00
ONE THOUSAND FIVE HUNDRED DOLLARS 00/100

Pentucket
Bank

MEMO Happy Rides

[Signature]

LOTUS 123456789



MELINDA E. BARRETT
MAYOR

**CITY OF HAVERHILL
MASSACHUSETTS**

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

January 30, 2025

To: City Council President Thomas J. Sullivan and Members of the Haverhill City Council

From: Mayor Melinda E. Barrett

RE: Order Authorizing Mayor to Accept \$1,500 Gift from Breakfast Exchange Club for "Happy Rides" Initiative to Council on Aging Department.

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

Please see attached an order authorizing Mayor Barrett to accept a gift of \$1,500.00 dollars for the "Happy Rides" initiative from the Breakfast Exchange Club of Greater Haverhill to Council on Aging Department.

I recommend approval.

Sincerely,

Melinda E. Barrett
Mayor

MEB/em

CITY COUNCIL

Thomas J. Sullivan, *President*
Timothy J. Jordan, *Vice President*
John A. Michitson
Colin F. LePage
Melissa J. Lewandowski
Catherine P. Rogers
Shaun P. Toohey
Michael S. McGonagle
Katrina Hobbs Everett
Devan Ferreira
Ralph T. Basiliere



CITY OF HAVERHILL

HAVERHILL, MASSACHUSETTS 01830-5843

CITY HALL, ROOM 204
4 SUMMER STREET
TELEPHONE: 978-374-2328
FACSIMILE: 978-374-2329
WWW.CITYOFHAVERHILL.COM
CITYCOUNCIL@HAVERHILLMA.GOV

611

January 30, 2025

To: President and Members of the City Council

Councilor Michitson wishes to introduce Haverhill Public Private Partnership (HP3) Director, Allison Heartquist, to give an update about HP3 and their workforce development program.

John A. Michitson
Councilor John A. Michitson
LPN

Meeting: 2.4.25

2025
JAN 30
10:00 AM
CITY OF HAVERHILL
CITY CLERK

MELINDA E. BARRETT
MAYOR



CITY OF HAVERHILL
MASSACHUSETTS

CITY HALL, ROOM 100
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WWW.CITYOFHAVERHILL.COM

January 31, 2025

To: City Council President Thomas J. Sullivan & Members of the City Council

From: Mayor Melinda E. Barrett

RE: Planning Board Re-Appointments

Dear Mr. President and City Council Members:

I hereby re-appoint the following members to the Planning Board,

- April DerBoghosian 825 Hilldale Avenue Haverhill expires August 31st, 2028
- Paul Howard 127 Seven Sisters Road, Haverhill, expires August 31st. 2028
- Nate Robinson 54 Highland Avenue Haverhill, expires August 31st, 2027
- William Evans 35 15th Avenue Haverhill expires August 31st, 2027
- Michael Morales 37 Coachman's Lane Haverhill expires August 31st, 2026
- Carmen Garcia 433 Washington Street Haverhill expires August 31st, 2026
- Ismael Matias 253 Farrwood Drive Haverhill expires August 31st, 2025
- Bobby Brown 44 Laurel Avenue, Haverhill expires August 31st, 2025

These are confirming appointments and take effect upon confirmation.

I recommend approval.

Sincerely,

Melinda E. Barrett
Mayor

MEB/em



MELINDA E. BARRETT
MAYOR

CITY OF HAVERHILL
MASSACHUSETTS

RECEIVED
JAN 31 10:23 AM
CITY OF HAVERHILL

11.1.21

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

January 30, 2025

To: City Council President Thomas J. Sullivan & Members of the City Council

From: Mayor Melinda E. Barrett

RE: Community Affairs Advisory Board- Penelope Guerrero

Dear Mr. President and Members of the City Council:

Please be advised that I hereby appoint Penelope Guerrero, 89-93 Washington Street Unit 3B, to the Community Affairs Advisory Board. This is a confirming appointment which takes effect upon confirmation and expires on 1/31/2026.

I recommend approval.

Sincerely,

Melinda E. Barrett
Mayor

MEB/em

Effie Mayors Admin

From: Penelope Guerrero Perez <penelope3b@gmail.com>
Sent: Thursday, January 30, 2025 2:26 PM
To: Mayor; Andrew Herlihy
Subject: Washington St Shoe Historic District Commission
Attachments: PG Resume for Mayor.pdf

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

Dear Mayor Barrett,

I am submitting my resume for consideration for appointment to the Washington Street Shoe Historic District Commission. As a resident of Washington Street and a professional in the shoe industry, I am deeply invested in the preservation of our neighborhood. I have met with the Commission and fully support its mission.

I am also interested in serving on the Community Affairs Advisory Board. The Latino Coalition has worked with CDBG to promote Economic Development opportunities for our Latino business community, and I am interested in working more closely with CDBG.

Thanks for our consideration,

Penelope Guerrero

PENELOPE GUERRERO DESIGN PAGE 2

THE TIMBERLAND COMPANY | Women's Footwear Design Director 2006 – 2018 | Stratham, NH

- Led the design vision, execution, and identity for the Women's Footwear collections, ensuring global consistency both in-store and on-line at various price points.
- Acted as the key decision-maker for women's silhouettes, constructions, color palettes, and materials, bringing the seasonal creative vision to life.
- Led the design of many top-selling collections by partnering with merchandisers to visit global markets and develop women's specific strategies.
- Successfully drove the expansion of the business from \$248 million to \$442 million, achieving a remarkable growth rate of 56%.
- Delivered seasonal comprehensive research of the competitive landscape, identifying trends, market advantages, and white space opportunities
- Introduced a set of signature details and brand guidelines based on the heritage and brand DNA, creating consistency across the entire women's product line.
- Adapted design strategies to the evolving retail environment, offering innovative and unique product to enhance customer experiences.
- Developed and implemented a talent strategy focused on the skill set development of the Design Team by leveraging project allocation and travel opportunities.
- Established and implemented an onboarding program for new hires, improving brand awareness, and offering insight into cross-functional partnerships and responsibilities.
- Collaborated closely with Product Development and factory teams to optimize supplier relationships, ensuring competitive pricing and high-quality standards.
- Partnered with marketing and brand services teams to execute cohesive brand vision across retail locations and promotional materials.
- Managed and established relationships with new factory partners out of Brazil and India.
- Sole designer behind the women's premium collection, Timberland Boot Company.
- Earned feature in the September issue of Vogue, becoming first the Timberland designer to receive this honor.

LEADERSHIP

Latino Coalition Haverhill, Ma | Treasurer 2020 – Present

Mill Cities Community Investments Loan Review Committee 2022 - Present

Greater Haverhill Chamber of Commerce Haverhill, Ma | Board Member 2019 – Present

Make It Haverhill Haverhill, Ma | Advisory Board 2018 – Present

PROFESSIONAL TRAINING

Harvard Business School LEADS Boston, Ma | www.leadsmma.org | Economic and Leadership Development Program

Harvard Business School Boston, Ma | Business Strategy | Executive Leadership

Northern Essex Community College Haverhill, Ma | Nonprofit Management

Ars Sutoria Waltham, MA | Footwear Components, Materials and Constructions

Massachusetts College of Art Boston, MA | Bachelor of Fine Arts | Graphic Design

AWARDS

Greater Haverhill Chamber of Commerce | Jerry Loy Outstanding Director Award | Haverhill, Ma

Girls Inc. | Bold Woman of the Year | Haverhill, Ma

NV Magazine | Visionary Award for Fashion | New York, NY



MELINDA E. BARRETT
MAYOR

CITY OF HAVERHILL
MASSACHUSETTS

RECEIVED
CITY CLERK
JAN 31 2025

11,13
CITY HALL, ROOM 100
FOUR SUMMER STREET
HAVERHILL, MA 01830
PHONE 978-374-2300
FAX 978-373-7544
MAYOR@CITYOFHAVERHILL.COM
WWW.CITYOFHAVERHILL.COM

January 30, 2025

To: City Council President Thomas J. Sullivan & Members of the City Council

From: Mayor Melinda E. Barrett

RE: Washington Street Historic Shoe District Commission- Penelope Guerrero

Dear Mr. President and Members of the City Council:

Please be advised that I hereby appoint Penelope Guerrero, 89-93 Washington Street Unit 3B, to the Washington Street Historic Shoe District Commission. This is a confirming appointment which takes effect upon confirmation and expires on 1/31/2026.

I recommend approval.

Sincerely,

Melinda E. Barrett
Mayor

MEB/em

Effie Mayors Admin

From: Penelope Guerrero Perez <penelope3b@gmail.com>
Sent: Thursday, January 30, 2025 2:26 PM
To: Mayor; Andrew Herlihy
Subject: Washington St Shoe Historic District Commission
Attachments: PG Resume for Mayor.pdf

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Dear Mayor Barrett,

I am submitting my resume for consideration for appointment to the Washington Street Shoe Historic District Commission. As a resident of Washington Street and a professional in the shoe industry, I am deeply invested in the preservation of our neighborhood. I have met with the Commission and fully support its mission.

I am also interested in serving on the Community Affairs Advisory Board. The Latino Coalition has worked with CDBG to promote Economic Development opportunities for our Latino business community, and I am interested in working more closely with CDBG.

Thanks for our consideration,

Penelope Guerrero

PENELOPE GUERRERO DESIGN

penelope3b@gmail.com | c. 978 902. 8414

linkedin.com/in/penelope-guerrero-perez-a806b332

Creative lead with a demonstrated history in creative direction, strategy, and concept development.

PROFESSIONAL SKILLS

- Proficient in both Mac OS and Windows platforms, with a broad understanding of Photoshop, Illustrator, Microsoft Office and Excel.
- Ability to collaborate with cross-functional teams, develop relationships, and build trust.
- Ability to multi-task while retaining and managing detailed information.
- Bilingual; able to speak, read, and write in Spanish.

CAREER EXPERIENCE

PENELOPE GUERRERO DESIGN | Founder 2018 | Haverhill, Ma

Founded a design consultancy specializing in all categories of footwear. Drawing on a strong understanding of development, merchandising, and sustainability, I offer comprehensive design services including last development, tech packs, CADs, refining blueprints and 3D files, while paying close attention to comfort and fit.

- Creating footwear collections based on consumer insights and trends, all while staying true to the brand's DNA.
- Partnering with brand leadership to align seasonal collections and strategies with business unit objectives.
- Curating design research tailored to creative briefs, brand guidelines, and deliverables.
- Actively participating in design meetings, collaborating with cross-functional teams to define color palettes, materials, and seasonal details.
- Traveling to factories to oversee the development of seasonal collections, ensuring accurate proto corrections and proper fit.
- Presenting conceptual ideas and complex information effectively to diverse audiences, ranging from leadership to factory partners.
- Committed to social responsibility, I am applying design thinking, and creative problem solving skills to support local nonprofits in my community.

CIC HEALTH | Operations Manager for the State of Massachusetts 2020-2022 | Cambridge, Ma

- Managed COVID testing sites throughout the state of Massachusetts, including the cities of Cambridge and Boston.
- Defined and implemented operational strategies that aligned with state and federal emergency health mandates.
- Oversaw operational processes impacting the customer experience and testing procedures.
- Utilized design insights to identify opportunities for customer service and experience enhancements.
- Implemented strategies to mitigate infection risks for site staff and maintain operational continuity.
- Drove alignment between CIC Health leadership, city and state officials, and testing site leaders.
- Addressed complex operational and client challenges with a strategic, high-level approach.
- Ensured operational plans were executed effectively, meeting CDC guidelines and performance expectations.
- Led initiatives to enhance scalability, efficiency, and performance across all operational functions.
- Evaluated and refined key performance metrics to ensure operational success and alignment with organizational goals.
- Promoted inclusivity and adaptability to strengthen organizational resilience.

MELINDA E. BARRETT
MAYOR



CITY OF HAVERHILL
MASSACHUSETTS

RECEIVED
CITY CLERK
JAN 31 4:02 PM

11.4.1

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

January 30, 2025

To: City Council President Thomas J. Sullivan and Members of the Haverhill City Council

From: Mayor Melinda E. Barrett

RE: Haverhill Housing Authority Resignation-Kalister M. Green-Byrd

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

I want to inform you effective February 2nd 2025, Kalister M. Green-Byrd has resigned from the Haverhill Housing Authority. Her letter of resignation is attached for your review. Thank you.

Sincerely,

Melinda E. Barrett
Mayor

MEB/em

cc: HHA

1 Kennedy Circle -Apt A

Haverhill, MA

January 2, 2025

Melinda E. Barrett, Mayor

City of Haverhill

4 Summer Street

Haverhill, MA 01830

Dear Mayor Barrett,

After much reflection, I have decided to resign from the Haverhill Housing Authority Board, effective February 2, 2025. I wish the City of Haverhill and the Board much success in their future housing endeavors.

Sincerely,


Kalister M. Green-Byrd, Tenant Representative

CC: Robert Driscoll, Board Chairman

Clara Ruiz Vargas, Executive Director

Special Permit - Flammable Fuel Storage · Add to a project

Expiration Date

Active

Request Changes
(/#/explore/request-changes/192359)

⋮

SPFL-25-1

Hearing
March 11,
2025
12.1.1

Details

Submitted on Jan 13, 2025 at 11:08 am



Attachments

6 files



Activity Feed

Latest activity on Jan 24, 2025



Applicant

Robert Coluccio

0



Location

123 RAILROAD AVE, Bradford, MA 01835



View By

Edit Workflow



Special Permit Filing Fee

Paid Jan 13, 2025 at 11:11 am



Fire Chief Approval

Completed Jan 15, 2025 at 10:03 am



Tax Check

Completed Jan 24, 2025 at 8:59 am



Water Bill Check

Completed Jan 14, 2025 at 7:22 am



**City Clerk Review**

Completed Jan 14, 2025 at 12:49 pm

**City Clerk - Hearing Date Set**

Completed Jan 24, 2025 at 3:00 pm

**City Council Admin Notified**

Completed Jan 24, 2025 at 9:10 am

**Assessor Notified for Abutter's List**

Completed Jan 14, 2025 at 11:35 am

**First Ad Placement**

In Progress

**Hearing Date Announced Before Council**

In Progress

**Abutter Notification**

Review

**Second Ad Placement**

Review

**City Council Meeting and Decision**

Review

**Fire Dept - Apply for Storage of Flammable and Combustibles Per...**

Review

**Flammable Fuel Storage Registration**



Document

Details

Important: Please Read Before Starting Your Application

Edit

THE CITY COUNCIL HAS CHANGED THE DEADLINE FOR SUBMITTING APPLICATIONS FOR SPECIAL PERMITS. IT IS NOW APPROXIMATELY 6 WEEKS PRIOR TO THE HEARING DATE. ALSO, ALL APPLICATIONS MUST BE COMPLETE, HAVING SATISFIED ALL OF THE REQUIREMENTS - BOTH INFORMATION AND ATTACHMENTS - FROM THE FIRE CHIEF, TAX COLLECTOR, AND CITY CLERK. INCOMPLETE OR LATE APPLICATIONS WILL NOT BE HEARD UNTIL AT LEAST 1 MEETING LATER.

Applicant Information

Add Applicant Information

Edit



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.

Is this application a new license or an amendment to an existing license?*

Amendment

If amendment, please indicate date of original license

11/25/25 and 2/19/26

What is Your Role in this Process?*

Attorney/Agent

IF OTHER, please specify

Engineering Rep.

Applicant or Business/Firm Name*

Applicant or Business/Firm Phone*

Web Engineering Associates

781-844-8323



Document

Location

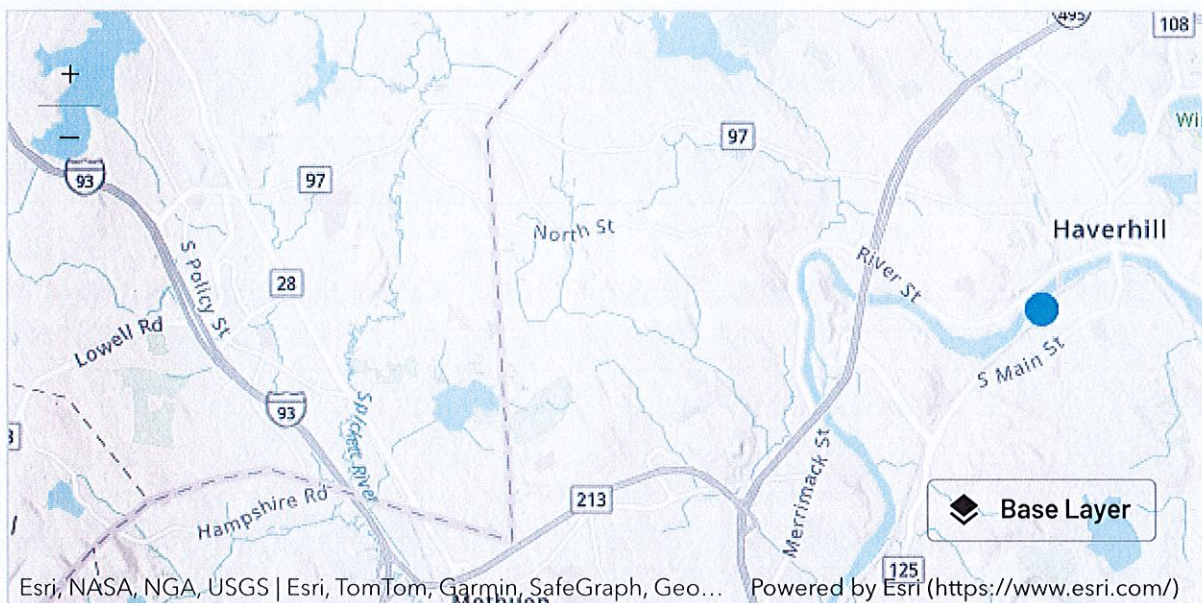
PRIMARY LOCATION

The main location associated with this record.

123 RAILROAD AVE

Bradford, MA 01835

712-684-8

[View Location](#)**FLOOD**

Property Owner Information (for this record)

Name

MERRIMACK VALLEY REGIONAL TRAN

Email Address

--

Phone Number

--

Address

123 RAILROAD AVE
BRADFORD, MA 01835

WEB ENGINEERING ASSOCIATES, INC.

111 Summer Street
SCITUTATE, MASSACHUSETTS 02066
781-844-8323

January 13, 2025

Kaitlin Wright
City Clerk
City of Haverhill
4 Summer Street
Haverhill, Ma

**RE: Abutter Notification
Merrimack Valley Transit Authority
Bradford, Massachusetts**

Please be advised that an abutter notification list will be provided when it is finalized by the Assessor's office.

Very truly yours,
Web Engineering Associates, Inc.

A handwritten signature in blue ink, appearing to read "Robert P. Coluccio", is written over a light blue rectangular background.

Robert P. Coluccio, P.E.
Vice President



Document

**Robert Coluccio**[View Profile](#)**Email Address**

rpoluccio@aol.com (mailto:rpoluccio@aol.com)

Phone Number

7818448323

Address

Web Engineering Associates, Inc. 4L Rocco Drive, Derry, NH 03038

Guests

Other users that have the ability to add attachments, request inspections, and pay fees on this record.

Guest's Email[Grant Access](#)

No guests with access to this record yet

**SPFL-25-1****Special Permit -****Flammable Fuel Storage**

Status: Active

Submitted On: 1/13/2025

Primary Location123 RAILROAD AVE
Bradford, MA 01835**Owner**MERRIMACK VALLEY REGIONAL
TRAN
RAILROAD AVE 123 BRADFORD,
MA 01835**Applicant** Robert Coluccio
 781-844-8323
 rpcoluccio@aol.com
Web Engineering
 Associates, Inc.
4L Rocco Drive
Derry, NH 03038

Applicant Information

Is this application a new license or an amendment to an existing license?*

Amendment

If amendment, please indicate date of original license

11/25/25 and 2/19/26

What is Your Role in this Process?*

Attorney/Agent

IF OTHER, please specify

Engineering Rep.

Applicant or Business/Firm Name*

Web Engineering Associates

Applicant or Business/Firm Phone*

781-844-8323

Applicant or Business/Firm Address*

111 Summer Street

Applicant or Business/Firm City*

Scituate

Applicant or Business/Firm State*

Ma

Applicant or Business/Firm Zip Code*

02066

Business Structure*

Corporation

Name of Licensee*

Merrimack Valley Regional Transit
Authority

Address of Licensee*

85 Railroad Ave

Contact Information for Licensee (Email and
Phone Number)*dflaherty@mevatransit.com/978-
469-6878 x 125

Land Information

Location of Land* ?

123 Railroad Avenue

Owner of Land*

Merrimack Vly Reg Transit

Address of Land Owner*

123 Railroad Avenue, Bradford, Ma

Use and Occupancy of Buildings and Structures*

Transportation

GIS Coordinants* ?

Latitude: 42 deg, 45 Min. 56 Sec,
Longitude: 71 deg., 5 min., 30 sec.

Flammable and Combustible Liquids, Flammable Gases, and Solids

Product Name*

Diesel Fuel

Class of Flammable or Combustible*

II

Maximum Quantity of Tank Storage*

20000

Units* ?

Gallons

Container* ?

IF OTHER, please specify

Aboveground Storage Tank

Total quantity of all flammable liquids to be stored*

20,000

Total quantity of all combustible liquids to be stored*

20,000

Total quantity of all flammable gases to be stored*

0

Total quantity of all flammables solids to be stored*

0

Product Name*

Gasoline

Class of Flammable or Combustible*

I

Maximum Quantity of Tank Storage*

20,000

Units* ?

Gallons

Container* ?

IF OTHER, please specify

Underground Storage Tank

Total quantity of all flammable liquids to be stored*

20,000

Total quantity of all combustible liquids to be stored*

20,000

Total quantity of all flammable gases to be stored*

0

Total quantity of all flammables solids to be stored*

0

LP Gas or Propane Information

Will you have LP gas or propane?*

No

Explosives Information

Will you have explosives?*

No

Emergency Contact Information

Emergency Contact Name*

Dan Flaherty

Emergency Contact Phone Number*

978-618-5170

Acknowledgement

I, _____, 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.*



Electronically Sign Here:*

Robert Coluccio, PE

Signor's Role*

Representative of Applicant

Attachments



Plot Plan of the Property

REQUIRED

6859 MVRTA Site Plan_2025 01 13 (1).pdf

Uploaded by Robert Coluccio on Jan 13, 2025 at 10:57 AM



Copy of Current License

MEVA License.pdf

Uploaded by Robert Coluccio on Jan 13, 2025 at 11:08 AM






Sketch of tank location on property

REQUIRED

6859 MVRTA Site Plan_2025 01 13 (1).pdf

Uploaded by Robert Coluccio on Jan 13, 2025 at 10:57 AM

	Proof of Abutter Notification MEVA Abutter Advisory Letter.pdf Uploaded by Robert Coluccio on Jan 13, 2025 at 11:07 AM	REQUIRED
	Abutters 123 Railroad Ave 712.684.8.xlsx Abutters 123 Railroad Ave 712.684.8.xlsx Uploaded by Christine Webb on Jan 14, 2025 at 11:34 AM	
	Mailing labels 123 Railroad Ave 712.684.8.docx Mailing labels 123 Railroad Ave 712.684.8.docx Uploaded by Christine Webb on Jan 14, 2025 at 11:34 AM	

Record Activity

Robert Coluccio started a draft Record	01/13/2025 at 9:04 am
Robert Coluccio added file 6859 MVRTA Site Plan_2025 01 13 (1).pdf	01/13/2025 at 10:57 am
Robert Coluccio added file 6859 MVRTA Site Plan_2025 01 13 (1).pdf	01/13/2025 at 10:57 am
Robert Coluccio added file Binder2.pdf	01/13/2025 at 10:57 am
Robert Coluccio added file MEVA Abutter Advisory Letter.pdf	01/13/2025 at 11:07 am
Robert Coluccio removed file Binder2.pdf	01/13/2025 at 11:07 am
Robert Coluccio added file MEVA License.pdf	01/13/2025 at 11:08 am
Robert Coluccio submitted Record SPFL-25-1	01/13/2025 at 11:08 am
OpenGov system altered payment step Special Permit Filing Fee, changed status from Inactive to Active on Record SPFL-25-1	01/13/2025 at 11:08 am
OpenGov system completed payment step Special Permit Filing Fee on Record SPFL-25-1	01/13/2025 at 11:11 am
OpenGov system altered approval step Tax Check, changed status from Inactive to Active on Record SPFL-25-1	01/13/2025 at 11:11 am

OpenGov system altered approval step Fire Chief Approval, changed status from Inactive to Active on Record SPFL-25-1	01/13/2025 at 11:11 am
OpenGov system assigned approval step Fire Chief Approval to Robert O'Brien on Record SPFL-25-1	01/13/2025 at 11:11 am
OpenGov system assigned approval step Tax Check to Yenise Rozon on Record SPFL-25-1	01/13/2025 at 11:11 am
Kaitlin Wright moved Record SPFL-25-1 from 85 RAILROAD AVE, Bradford MA 01835 to 123 RAILROAD AVE, Bradford MA 01835	01/13/2025 at 3:35 pm
Kaitlin Wright added multi-entry field Name of Licensee to Record SPFL-25-1	01/13/2025 at 3:37 pm
Kaitlin Wright added multi-entry field Contact Information for Licensee (Email and Phone Number) to Record SPFL-25-1	01/13/2025 at 3:37 pm
Kaitlin Wright added multi-entry field Address of Licensee to Record SPFL-25-1	01/13/2025 at 3:37 pm
Kaitlin Wright assigned approval step Water Bill Check to Elizabeth Remmes on Record SPFL-25-1	01/13/2025 at 3:39 pm
Kaitlin Wright altered approval step Water Bill Check, changed status from Inactive to Active on Record SPFL-25-1	01/13/2025 at 3:39 pm
Kaitlin Wright assigned approval step City Clerk Review to Kaitlin Wright on Record SPFL-25-1	01/13/2025 at 3:39 pm
Kaitlin Wright altered approval step City Clerk Review, changed status from Inactive to Active on Record SPFL-25-1	01/13/2025 at 3:39 pm
Kaitlin Wright assigned approval step Assessor Notified for Abutter's List to Christine Webb on Record SPFL-25-1	01/13/2025 at 3:40 pm
Kaitlin Wright altered approval step Assessor Notified for Abutter's List, changed status from Inactive to Active on Record SPFL-25-1	01/13/2025 at 3:40 pm
Elizabeth Remmes approved approval step Water Bill Check on Record SPFL-25-1	01/14/2025 at 7:22 am
Christine Webb added file Abutters 123 Railroad Ave 712.684.8.xlsx to Record SPFL-25-1	01/14/2025 at 11:34 am
Christine Webb added file Mailing labels 123 Railroad Ave 712.684.8.docx to Record SPFL-25-1	01/14/2025 at 11:34 am
Christine Webb approved approval step Assessor Notified for Abutter's List on Record SPFL-25-1	01/14/2025 at 11:35 am
Kaitlin Wright approved approval step City Clerk Review on Record SPFL-25-1	01/14/2025 at 12:49 pm

Kaitlin Wright reassigned approval step Fire Chief Approval from Robert O'Brien to Eric Tarcy on Record SPFL-25-1	01/14/2025 at 12:49 pm
Eric Tarcy approved approval step Fire Chief Approval on Record SPFL-25-1	01/15/2025 at 10:03 am
Lynn Spitalere reassigned approval step Tax Check from Yenise Rozon to Lynn Spitalere on Record SPFL-25-1	01/24/2025 at 8:59 am
Lynn Spitalere approved approval step Tax Check on Record SPFL-25-1	01/24/2025 at 8:59 am
OpenGov system altered approval step City Clerk - Hearing Date Set, changed status from Inactive to Active on Record SPFL-25-1	01/24/2025 at 8:59 am
OpenGov system assigned approval step City Clerk - Hearing Date Set to Maria Bevilacqua on Record SPFL-25-1	01/24/2025 at 8:59 am
Kaitlin Wright altered approval step City Council Admin Notified, changed status from Inactive to Active on Record SPFL-25-1	01/24/2025 at 9:08 am
Kaitlin Wright assigned approval step City Council Admin Notified to Lori Robertson on Record SPFL-25-1	01/24/2025 at 9:08 am
Kaitlin Wright reassigned approval step City Clerk - Hearing Date Set from Maria Bevilacqua to Kaitlin Wright on Record SPFL-25-1	01/24/2025 at 9:08 am
Lori Robertson approved approval step City Council Admin Notified on Record SPFL-25-1	01/24/2025 at 9:10 am
Kaitlin Wright approved approval step City Clerk - Hearing Date Set on Record SPFL-25-1	01/24/2025 at 3:00 pm
OpenGov system altered approval step Hearing Date Announced Before Council, changed status from Inactive to Active on Record SPFL-25-1	01/24/2025 at 3:00 pm
OpenGov system altered approval step First Ad Placement, changed status from Inactive to Active on Record SPFL-25-1	01/24/2025 at 3:00 pm
OpenGov system assigned approval step First Ad Placement to Maria Bevilacqua on Record SPFL-25-1	01/24/2025 at 3:00 pm
OpenGov system assigned approval step Hearing Date Announced Before Council to Maria Bevilacqua on Record SPFL-25-1	01/24/2025 at 3:00 pm

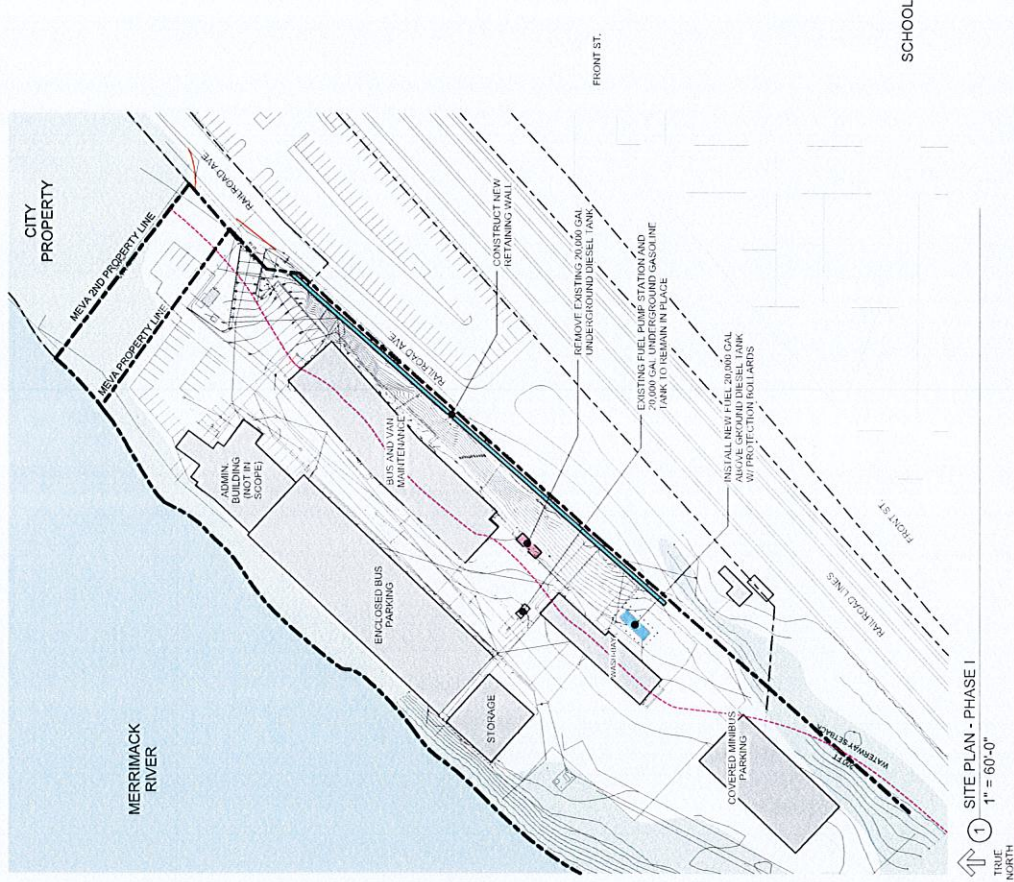
Timeline

Label	Activated	Completed	Assignee	Due Date	Status
💰 Special Permit Filing Fee	1/13/2025, 11:08:44 AM	1/13/2025, 11:11:30 AM	Robert Coluccio	-	Completed
✓ Fire Chief Approval	1/13/2025, 11:11:30 AM	1/15/2025, 10:03:16 AM	Eric Tarpy	-	Completed
✓ Tax Check	1/13/2025, 11:11:30 AM	1/24/2025, 8:59:14 AM	Lynn Spitalere	-	Completed
✓ Water Bill Check	1/13/2025, 3:39:46 PM	1/14/2025, 7:22:13 AM	Elizabeth Remmes	-	Completed
✓ City Clerk Review	1/13/2025, 3:39:55 PM	1/14/2025, 12:49:05 PM	Kaitlin Wright	-	Completed
✓ City Clerk - Hearing Date Set	1/24/2025, 8:59:14 AM	1/24/2025, 3:00:21 PM	Kaitlin Wright	-	Completed
✓ City Council Admin Notified	1/24/2025, 9:08:13 AM	1/24/2025, 9:10:30 AM	Lori Robertson	-	Completed
✓ Assessor Notified for Abutter's List	1/13/2025, 3:40:04 PM	1/14/2025, 11:35:30 AM	Christine Webb	-	Completed
✓ First Ad Placement	1/24/2025, 3:00:22 PM	-	Maria Bevilacqua	-	Active
✓ Hearing Date Announced Before Council	1/24/2025, 3:00:22 PM	-	Maria Bevilacqua	-	Active
✓ Abutter Notification	-	-	-	-	Inactive
✓ Second Ad Placement	-	-	-	-	Inactive
✓ City Council Meeting and Decision	-	-	-	-	Inactive

Label	Activated	Completed	Assignee	Due Date	Status
✓ Fire Dept - Apply for Storage of Flammable and Combustibles Permit	-	-	-	-	Inactive
📄 Flammable Fuel Storage Registration	-	-	-	-	Inactive



HAVERHILL, MA



OVERALL PROPOSED SITE PLAN - PHASE I

Pub. Nov. 24/25
Notice mailed
Nov. 25/25.

1655

City of Haverhill

To The Municipal Council:

The undersigned respectfully asks that he may receive a License to ~~manufacture, refine, mix, store, keep for sale~~ petroleum or any fluid composed wholly or in part of any of the products of petroleum at location hereinafter specified, in accordance with the provisions of Chapter 148 of the General Laws and amendments thereto.

Size and material of building or receptacle Twenty Thousand (20,000) gal.
1 Eleven Thousand gal. Tank 811,000 bushels
Location Railroad Ave

Owner's Name George H. Currier Co.

To ~~manufacture, refine, mix, store or keep for sale~~ **GASOLINE**

(Applicant's signature) Auto Car Supply Co.

Haverhill, Nov. 20, 1925 (Address) 158 Wash. St.

In Municipal Council

November 24, 1925.

Upon the foregoing petition, ORDERED, that a hearing be given at the Alderman's Room, City Hall Building, on Wednesday the 9th day of December 1925, at 10.30 clock A. M.

Attest:—

William W. Roberts

City Clerk.

In Municipal Council

December 9, 1925.

Licence is hereby GRANTED in accordance with the above to December 9, 1926

unless sooner revoked.

Attest:—

William W. Roberts

City Clerk.

LETTER HEAD SIZE
01651

W.B. MASON
FLADSHIP

238

City of Haverhill

To The Municipal Council:

The undersigned respectfully asks that he may receive a License to manufacture, refine, mix, store, keep for sale petroleum or any fluid composed wholly or in part of any of the products of petroleum at location hereinafter specified, in accordance with the provisions of Chapter 148 of the General Laws and amendments thereto.

Size and material of building or receptacle 5 - 10x40 Ste tanks

total capacity 100,000 gal.

Location George D. Currier Property, Rem. & Railroad, Bradford, Mass.

Owner's Name Geo. D. Currier

To manufacture, refine, mix, store or keep for sale GASOLINE

(Applicant's signature) J. Lee Water, Oil & Gas Co. Inc.

Haverhill, 2/19/1926 (Address) 11 Broadway N. Y.

Park St. Bldg. Boston Room 1504

In Municipal Council February 23, 1926.

Upon the foregoing petition, ORDERED, that a hearing be given at the Alderman's Room, City Hall

Building, on Tuesday the 9th day of March 1926, at 9.30 o'clock A. M.

Attest: William W. Roberts City Clerk.

In Municipal Council March 9, 1926.

License is hereby GRANTED in accordance with the above to March 9, 1927

unless sooner revoked.

Attest: William W. Roberts City Clerk.

Geo. D. Currier
\$2.00

48 Walnut St.

Mr. Lee Brown
Lee Brown
Haverhill, Feb. 23, 1926.

Event Permit · Add to a project

Expiration Date

Active

Request Changes
(/#/explore/request-changes/191106)

EVNT-24-29

12,311



Details

Submitted on Dec 18, 2024 at 8:47 pm

JAN 30 AM 9:36
HAVCITYCLERK

Attachments

7 files



Activity Feed

Latest activity on Jan 24, 2025



Applicant

Jennifer Matthews

0



Location

60 SOUTH CROSS RD, Bradford, MA 01835

MARCH 1 - Rain
DATE

View By

Edit Workflow



Event Permit Payment

Paid Dec 18, 2024 at 8:50 pm



City Clerk Approval

Completed Dec 23, 2024 at 10:39 am



Building Inspector Approval

Completed Jan 24, 2025 at 10:59 am



Fire Inspector Approval

Completed Jan 09, 2025 at 12:10 pm





Health Inspector Approval
Completed Dec 26, 2024 at 11:38 am



Police Department Approval
Completed Jan 02, 2025 at 12:42 pm



Public Works Director Approval
Completed Jan 03, 2025 at 7:35 am



City Council Approval
In Progress



Event Permit Issued
Document

Details

Organization Information

Edit

Organization*

L'Arche Boston North, Inc

Organization Phone*

978-973-9323

Organization Address*

57 Wingate Street

Organization City*

Haverhill

Organization State*

MA

Organization Zip*

01832

**EVNT-24-29****Event Permit**

Status: Active

Submitted On: 12/18/2024

Primary Location60 SOUTH CROSS RD
Bradford, MA 01835**Owner**BRAD-NEIL REALTY TRUST
SAWYER BRADLEY C
TRUSTEE
PO BOX 5116 BRADFORD, MA
01835**Applicant**

Jennifer Matthews

978-973-9323



@ jmatthews@larchebostonnorth.org

53 Wingate Street
Haverhill, MA 01832

Organization Information**Organization***

L'Arche Boston North, Inc

Organization Phone*

978-973-9323

Organization Address*

57 Wingate Street

Organization City*

Haverhill

Organization State*

MA

Organization Zip*

01832

Is the Organization Tax Exempt?*

Yes

Is the Organization Non-Profit?*

Yes

Is the Organization a House of Worship?*No

Contact Information

Contact Name*

Jennifer Matthews

Contact Title*

Executive Director

Contact Phone*

978-973-9323

Contact Email*

jmatthews@larchebostonnorth.org

Contact Address*

57 Wingate Street

Contact City*

Haverhill

Contact State*

MA

Contact Zip*

01832

Property Owner Information

Property Owner Name*

Neil Sawyer

Property Owner Phone*

978-373-0071

Property Owner Address*

60 S. Cross Road

Property Owner City*

Bradford

Property Owner State*

MA

Property Owner Zip*

01835

Is the Applicant the Property Owner? ?

No

Event Information

Description of event* ?

L'Arche Boston North is excited to partner with Ski Bradford to host our first ever "Longest Run" Ski-A-Thon and Apre's Party on Saturday, February 22nd 2024. The event will feature a charity ski-a-thon where participants can collect sponsorships from family and friends to support their individual or team efforts to get in the most "runs" within a two-hour time period. Our non-competitive supporters are invited to register to participate in a "fun run" afternoon of skiing. L'Arche will host a Apre's Ski party following the ski event. The Apre's Ski Party will feature live music, food and a Cash Bar for attendees 21+. **Simply Elegant Catering will be catering the event and hosting the cash bar.** Access to the Apre's event space will be limited to registered attendees and secured by a temporary fence perimeter.

Type of Event*

IF OTHER, Please Specify*

Other

Ski-A-Thon and Apre's Party

Event Date*

Event Location*

02/22/2025

Ski Bradford

is the Event on Bradford Common?* ?

Is the Event on City Property?*

No

No

Event Venue*

Number of Anticipated Attendees*

Outdoor

150

Are You Requesting Additional Fees Be Waived?
(APPLICATION FEE IS NOT WAIVABLE)*

Event Start Time*

Yes

2pm

Event End Time*

Will Food Be Served/Sold at the Event?*

8:30pm

Yes

IF YES TO FOOD, By What Means?*

Caterer

IF YES To FOOD, How Will it be Cooked?*

Prepared Off-site

Any Helpful Comments about Food

Food will be provided by Simply Elegant Catering.

Special Considerations (i.e. fireworks)* ?

Live Music and Cash Bar.

Parking Information

Number of Parking Spaces Onsite*

300

Have Off-site Parking Arrangements Been Made?*

No

Are There Charges/Fees for Parking?*

No

Sanitation Information

Number of Public Restrooms Available*

6

Type of Toilets*

Both

Please Describe Plans for Solid Waste Disposal & Recycling*

Contracted with a private vendor to coordinate solid waste disposal and recycling.

IF PORTABLE TOILETS, Who is the Vendor?*

The Throne Depot

General Release & Indemnity Agreement

Yes*



Terms of Understanding

Yes*



Attachments



Event Agreements, Leases & Contracts

REQUIRED

Caterer's License 2025.jpg

Uploaded by Jennifer Matthews on Dec 18, 2024 at 8:46 PM



General Release & Indemnity Agreement

REQUIRED

Indemnity.pdf

Uploaded by Jennifer Matthews on Dec 18, 2024 at 8:43 PM



Proof of Non-Profit Status

REQUIRED

IRS letter of name change.pdf

Uploaded by Jennifer Matthews on Dec 18, 2024 at 8:43 PM



Property Owner's Written Consent

REQUIRED

SkiBradfordApproval.pdf

Uploaded by Jennifer Matthews on Dec 18, 2024 at 8:43 PM

**Proof of Insurance**

Cert of Ins - City of Haverhill (1).PDF

Uploaded by Jennifer Matthews on Dec 18, 2024 at 8:44 PM

REQUIRED**Cert of Ins - Bradford Ski.PDF**

Cert of Ins - Bradford Ski.PDF

Uploaded by Jennifer Matthews on Dec 18, 2024 at 8:44 PM

**1 IRS letter tax exempt 1983.pdf**

1 IRS letter tax exempt 1983.pdf

Uploaded by Jennifer Matthews on Dec 18, 2024 at 8:46 PM










Record Activity

Jennifer Matthews started a draft Record	12/17/2024 at 6:51 pm
Jennifer Matthews added file Indemnity.pdf	12/18/2024 at 8:43 pm
Jennifer Matthews added file IRS letter of name change.pdf	12/18/2024 at 8:43 pm
Jennifer Matthews added file SkiBradfordApproval.pdf	12/18/2024 at 8:43 pm
Jennifer Matthews added file Cert of Ins - City of Haverhill (1).PDF	12/18/2024 at 8:44 pm
Jennifer Matthews added file Cert of Ins - Bradford Ski.PDF	12/18/2024 at 8:44 pm
Jennifer Matthews added file 1 IRS letter tax exempt 1983.pdf	12/18/2024 at 8:46 pm
Jennifer Matthews added file Caterer's License 2025.jpg	12/18/2024 at 8:46 pm
Jennifer Matthews submitted Record EVNT-24-29	12/18/2024 at 8:47 pm
OpenGov system altered payment step Event Permit Payment, changed status from Inactive to Active on Record EVNT-24-29	12/18/2024 at 8:47 pm
OpenGov system completed payment step Event Permit Payment on Record EVNT-24-29	12/18/2024 at 8:50 pm
OpenGov system altered approval step City Clerk Approval, changed status from Inactive to Active on Record EVNT-24-29	12/18/2024 at 8:50 pm

OpenGov system assigned approval step City Clerk Approval to Kaitlin Wright on Record EVNT-24-29	12/18/2024 at 8:50 pm
Kaitlin Wright approved approval step City Clerk Approval on Record EVNT-24-29	12/23/2024 at 10:39 am
OpenGov system altered approval step Building Inspector Approval, changed status from Inactive to Active on Record EVNT-24-29	12/23/2024 at 10:39 am
OpenGov system altered approval step Public Works Director Approval, changed status from Inactive to Active on Record EVNT-24-29	12/23/2024 at 10:39 am
OpenGov system altered approval step Health Inspector Approval, changed status from Inactive to Active on Record EVNT-24-29	12/23/2024 at 10:39 am
OpenGov system altered approval step Police Department Approval, changed status from Inactive to Active on Record EVNT-24-29	12/23/2024 at 10:39 am
OpenGov system altered approval step Fire Inspector Approval, changed status from Inactive to Active on Record EVNT-24-29	12/23/2024 at 10:39 am
OpenGov system assigned approval step Fire Inspector Approval to Eric Tarpy on Record EVNT-24-29	12/23/2024 at 10:39 am
OpenGov system assigned approval step Police Department Approval to Kevin Lynch on Record EVNT-24-29	12/23/2024 at 10:39 am
OpenGov system assigned approval step Health Inspector Approval to Mark Tolman on Record EVNT-24-29	12/23/2024 at 10:39 am
OpenGov system assigned approval step Public Works Director Approval to Michael Arpino on Record EVNT-24-29	12/23/2024 at 10:39 am
OpenGov system assigned approval step Building Inspector Approval to Tom Bridgewater on Record EVNT-24-29	12/23/2024 at 10:39 am
Tom Bridgewater approved approval step Building Inspector Approval on Record EVNT-24-29	12/23/2024 at 11:16 am
Mark Tolman approved approval step Health Inspector Approval on Record EVNT-24-29	12/26/2024 at 11:38 am
Kevin Lynch approved approval step Police Department Approval on Record EVNT-24-29	01/02/2025 at 12:42 pm
Tom Bridgewater altered approval step Building Inspector Approval, changed status from Complete to On Hold on Record EVNT-24-29	01/02/2025 at 3:24 pm
Michael Arpino approved approval step Public Works Director Approval on Record EVNT-24-29	01/03/2025 at 7:35 am
Eric Tarpy approved approval step Fire Inspector Approval on Record EVNT-24-29	01/09/2025 at 12:10 pm

Tom Bridgewater altered approval step Building Inspector Approval, changed status from On Hold to Complete on Record EVNT-24-29	01/24/2025 at 10:59 am
OpenGov system altered approval step City Council Approval, changed status from Inactive to Active on Record EVNT-24-29	01/24/2025 at 10:59 am
OpenGov system assigned approval step City Council Approval to Maria Bevilacqua on Record EVNT-24-29	01/24/2025 at 10:59 am

Timeline

Label	Activated	Completed	Assignee	Due Date	Status
 Event Permit Payment	12/18/2024, 8:47:50 PM	12/18/2024, 8:50:20 PM	Jennifer Matthews	-	Completed
 City Clerk Approval	12/18/2024, 8:50:21 PM	12/23/2024, 10:39:21 AM	Kaitlin Wright	-	Completed
 Building Inspector Approval	12/23/2024, 10:39:22 AM	1/24/2025, 10:59:30 AM	Tom Bridgewater	-	Completed
 Fire Inspector Approval	12/23/2024, 10:39:22 AM	1/9/2025, 12:10:27 PM	Eric Tarpy	-	Completed
 Health Inspector Approval	12/23/2024, 10:39:22 AM	12/26/2024, 11:38:17 AM	Mark Tolman	-	Completed
 Police Department Approval	12/23/2024, 10:39:22 AM	1/2/2025, 12:42:21 PM	Kevin Lynch	-	Completed
 Public Works Director Approval	12/23/2024, 10:39:22 AM	1/3/2025, 7:35:21 AM	Michael Arpino	-	Completed
 City Council Approval	1/24/2025, 10:59:31 AM	-	Maria Bevilacqua	-	Active
 Event Permit Issued	-	-	-	-	Inactive

Is the Organization Tax Exempt?*

Yes

Is the Organization Non-Profit?*

Yes

Is the Organization a House of Worship?*

No

Contact Information

Edit

This should be the key person responsible for the event.

Contact Name*

Jennifer Matthews

Contact Title*

Executive Director

Contact Phone*

Contact Email*



City of Haverhill, MA

Jan 30, 2025

EVNT-24-29

City Clerk Approval

Event Permit

Status: Complete**Became Active:** Dec 18, 2024**Assignee:** Kaitlin Wright**Completed:** Dec 23, 2024

Applicant

Jennifer Matthews
jmatthews@larchebostonnorth.org
53 Wingate Street
Haverhill, MA 01832
9789739323

Primary Location

60 SOUTH CROSS RD
Bradford, MA 01835

Owner:

BRAD-NEIL REALTY TRUST SAWYER
BRADLEY C TRUSTEE
PO BOX 5116 BRADFORD, MA 01835

Comments**Jennifer Matthews, Dec 18, 2024**

I forgot to include a rain date of March 1st if needed.



City of Haverhill, MA

Jan 30, 2025

EVNT-24-29

Building Inspector Approval

Event Permit

Status: Complete**Became Active:** Dec 23, 2024**Assignee:** Tom Bridgewater**Completed:** Jan 24, 2025

Applicant

Jennifer Matthews
jmatthews@larchebostonnorth.org
53 Wingate Street
Haverhill, MA 01832
9789739323

Primary Location

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Comments**Tom Bridgewater, Jan 2, 2025**

Jennifer please call me to discuss 978-420-3670

Jennifer Matthews, Jan 21, 2025

Hi Mr. Bridgewater. I wanted to check in to see if there is anything else you need from me for this event permit review. I am working on the information requested from Fire Dept. Please let me know if there is anything else you need. Thank you!



City of Haverhill, MA

Jan 30, 2025

EVNT-24-29

Fire Inspector Approval

Event Permit

Status: Complete**Became Active:** Dec 23, 2024**Assignee:** Eric Tarpy**Completed:** Jan 9, 2025

Applicant

Jennifer Matthews
jmatthews@larchebostonnorth.org
53 Wingate Street
Haverhill, MA 01832
9789739323

Primary Location

60 SOUTH CROSS RD
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Owner:

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Comments**Kaitlin Wright, Jan 2, 2025**

Please review, so we can get this item on the Council agenda. Thank you!

Eric Tarpy, Jan 2, 2025

Hi Jen,

Can you please confirm that the event is outdoors only?

Jennifer Matthews, Jan 2, 2025

Thank you! Yes! This event will be held outdoors.

Eric Tarpy, Jan 9, 2025

Propane fire pits to be acceptable to the fire dept. FD requests information on pits and diagram showing their placement. Propane over 42lbs will need a propane permit.

Fire detail not required but may be available should applicant request.

Jennifer Matthews, Jan 13, 2025

Thank you Deputy Chief. I will get you the information and photos for the fire pits this week. We will plan to hire a fire detail for the event.



City of Haverhill, MA

Jan 30, 2025

EVNT-24-29

Health Inspector Approval

Event Permit

Status: Complete**Became Active:** Dec 23, 2024**Assignee:** Mark Tolman**Completed:** Dec 26, 2024

Applicant

Jennifer Matthews
jmatthews@larchebostonnorth.org
53 Wingate Street
Haverhill, MA 01832
9789739323

Primary Location

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Comments**Mark Tolman, Dec 26, 2024**

Hi Jenn,

If any outside food vendors participate have them apply for a temporary food permit.

The whole event sounds like fun!!

Any other questions or comments let me know.

Mark

Jennifer Matthews, Dec 29, 2024

Thank you so much! I will submit a temporary food permit for Simply Elegant.
Thank you!!!

Mark Tolman, Dec 30, 2024



City of Haverhill, MA

Jan 30, 2025

EVNT-24-29

Public Works Director Approval

Event Permit

Status: Complete**Became Active:** Dec 23, 2024**Assignee:** Michael Arpino**Completed:** Jan 3, 2025

Applicant

Jennifer Matthews
jmatthews@larchebostonnorth.org
53 Wingate Street
Haverhill, MA 01832
9789739323

Primary Location

60 SOUTH CROSS RD
Bradford, MA 01835

Owner:

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Comments**Kaitlin Wright, Jan 2, 2025**

Please review, so we can get this item on the Council agenda. Thank you!

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18.11

CITY OF HAVERHILL

HAVERHILL, MASSACHUSETTS 01830-5843

January 29, 2025

To: President and Members of the City Council

Councilor John A. Michitson submits the minutes, summary of minutes and recommendations of the Planning and Development Committee meeting held on January 21, 2025 for acceptance and approval.

John A. Michitson
Councilor John A. Michitson
(LKR)

Meeting: 2.4.25

JAN 30 PM 12:13
HAYCITYCLERK

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MINUTES OF THE PLANNING AND DEVELOPMENT COMMITTEE MEETING

January 21, 2025

An administration and Finance Committee Meeting was held on Tuesday, January 21, 2025, at 12:00 PM online in TEAMS (also recorded by HC Media)

Committee Members: Committee Chair, John Michitson, Councilor Catherine Rogers and Councilor Katrina Hobbs Everett

Key:

WVT- Whittier Vo-Tech
HPS- Haverhill Public School
HP3- Haverhill Public Private Partnership
NECC- Northern Essex Community College
MakeIT- MakeIT Haverhill
COH- City of Haverhill

The following item was discussed: The goal of this meeting is to prepare for and make assignments for February meeting to draft partnership principles, policies and steps to achieve goals.

1. **ICCL Goal - Better Match Students' Passions and Purpose with Education Options, Job Training, and Job Opportunities across organizational boundaries**
2. Lightweight safe and compliant process to share students' needs and opportunities across organizational boundaries
 - a. Tools to help facilitate sharing data, matchmaking and student self-service career exploration
3. ICCL components (see enclosed slide 3 on prior meeting agenda)
4. Building stronger relationships with businesses to help train students and provide jobs
5. Caregiving and support to students and families
6. Metrics and supporting data to "measure" ICCL success and improvement areas
7. Lessons learned and supporting data on prior cross-cutting initiatives
8. New funding opportunities for existing schools, non-profits and businesses.
9. Pick a date in February

Committee Chair Michitson: He stated the first thing I wanted to discuss are the general principles for how the groups are going to interact. I wanted to put a big bumper sticker on its really all going to be voluntary participation by the various organizations. I think the theme is to try to make this as efficient as possible and only focus at least initially on what the interaction needs are of the various members. What are they going to use for tools, etc., etc. We will try to keep it focused on interaction between all

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the various members. I will get into that in a second. Collaboration tools would be great if we can leverage existing tools especially those tools that are in the public domain. Eventually we will have a fairly simple website. Hopefully we can put links to all the various information that is out there. We will start by helping students who need additional choices as identified by the current school. So, if you need help and you can't find a solution within your school that should be a trigger to let the members know so they can offer suggestions. The expected outcomes of this are to collectively match student's passions and purpose with flexible opportunities across organizational boundaries. In three key areas, education, career training, and job opportunities. Are there any questions or comments on this statement which is really the basis for the group. As far as collaboration principles and again we are just trying to focus on the interaction of this group when needed. Establish requirements and rules for collectively sharing information about students. Security and privacy are very important. I was wondering if either of the public schools could help with that. For example, is there information somewhere on the web that talks about what is needed for exchanging information for students online, such as email. Is that information available?

Dianne Connolly (HPS) stated I am not exactly 100% sure what the rules are. I am going to have to look into that with technology.

Committee Chair Michitson stated can I put you down as the volunteer for that?

Dianne Connolly (HPS) stated sure.

Committee Chair Michitson stated thank you very much. Again, trying to keep the collaboration principles very simple again, these are my views that really need to become your views because you are going to be the folks to use this service when needed. The way I look at it is any partner can identify a student and needs. If you have someone who either needs more choices or needs anything really to succeed. You can use this as an opportunity to post that need. Then any partner or partners can respond with proposed solutions and then the students current school decides the student pathway. This is really an advisory group. We are trying to collectively work together on the student's behalf and its really advisory. There aren't going to be any hardcore requirements that any of the organizations have to meet. We are trying to provide the tools and mechanisms for a collaboration. Are there any questions on that? As some of the collaboration principles what types of information will be shared in some cases between partners only in other cases between school and parents/students only. The third would be public information. Are there any questions?

Councilor Rogers stated John, Allison has a couple of questions. Allison, you can probably unmute yourself.

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Allison Heartquist (HP3) asked is this also for post graduate students.

Committee Chair Michitson stated we are hoping so. Again, it's a collaborative that decides on where to go. I think it makes a lot of sense.

Dianne Connolly (HPS) asked Allison, do you mean post graduates or early leavers?

Allison Heartquist (HP3) stated both in my case. I am thinking students that have graduated this past May who are floundering that need some help.

Dianne Connolly (HPS) stated we work with a number of high school students who left high school early. I like to call them early leavers instead of dropouts. That is a population that is underserved right now.

Committee Chair Michitson stated yes, they would be included.

Keith Boucher (MakeIT) stated one of the things that MakeIT Haverhill is working with Megan Arivella who is the Director of Guidance at the high school is actually to align current students that are 18 and above, early leavers to use Dianne's term as well as those that are classified as alumni to be able to align them with MassHire. Right now, we offer Tuesday and Friday opportunities from 9-4 for people to become members of MassHire, and get career services. There is a whole other area that is within the WIB that will be working with Frank Bonet as well as Christie Gomez to just make sure that the 18-24 year olds, current students, early leavers and alumni have access to the services that are available through MassHire and the workforce investment board. That is something that we are actively working with 60 high school students on February 3rd that Megan has aligned me with. We are going to do some lunch hours with our MakeIT Haverhill staff just to let students know this stuff is available. That is low hanging fruit that we want make sure that Haverhill is getting their piece of the pie. I know Christie Gomez of Workforce Investment Board is doing something similar with Lawrence High School. We just want to make sure we are on equal footing with other organizations and municipalities in the Merrimack Valley. We just want to make sure people realize that.

Committee Chair Michitson stated I think that is a very good topic for this meeting. So, eventually we will have a portal that is purpose built for what we are trying to do here. All of that information that you just said should be posted there for everybody to see. I think that is one shortfall that we have today. For example I can learn all about the CTE programs at both Haverhill High and Whittier Vo-Tech and they have certain information that is available for their students. I think in the future we would want to have links to all that information. So, that everyone will have a picture of what is out there for the various opportunities. That is kind of one simple aspect of developing an App that can do that across all the organizations. We want to provide information like that across all the organizations and we want to be

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able to collaborate across all the organizations. Those are really the key functions we are looking for or the two key capabilities for what we are trying to achieve.

Councilor Hobbs Everett asked is this open to any organization that is serving these demographics?

Committee Chair Michitson stated that is what I would say, yes. Any other questions? The other area that we will need to work on is to first utilize whatever tools we have today, for collaboration and also for posting information like Keith just identified. What we would eventually like to do is have a tool that will facilitate sharing data, match making and student self service career exploration. My guess is both Whittier and Haverhill High School have tools like this already today. Am I correct?

Victoria Kelley (HPS) stated yes. We have a tool for grades 6-12.

Committee Chair Michitson stated that would be a kind of link that we would like to identify that really anybody across the membership here and any student and parent can have access to if its public information or a public tool. That way maybe they can see different perspectives. From the perspective that they get from the school that they are now attending. The goal is to start with existing, relevant and safe tools and data for the partners to exchange and to share all the relevant public information across all the partners and the public where appropriate. Again, we are looking at one spot to go where you can get a bigger picture beyond with what they see within their current school or environment. Going back to what Dianne was mentioning earlier as part of that effort to kind of lay down the guardrails for exchanging information. I know that many of you already work together. I am unsure of the information that you can share. Can you share student information and are there any guardrails needed for that. That to me is one of the more important pieces of being able to collaborate. Eventually we will have an app and we will probably go for grant funding for that or for the business community that will have all of this as a one stop shop. For now, until we get to that point we need to be able to optimize and use the tools that we have available today.

Victoria Kelley (HPS) stated typically the information is reversed. We provide the information to the students verses us giving student names to outside organizations. That is how we have typically done it. Any platform that the students use, Dianne would obviously find out more, you have to have a FERPA agreement signed with any platform that the students use that we would be recommending.

Committee Chair Michitson asked what the certification was that you just mentioned.

Victoria Kelley (HPS) stated FERPA, it's a student information act.

Karen Rooney (NECC) stated FERPA is the Family Educational Rights and Privacy Act. It governs all confidentially all students records and information. It's a collection of three laws.

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Committee Chair Michitson asked how do you exchange information with partners today, say between Allison and either Whittier Vo-Tech or Haverhill High. Do you just talk about what the need is in terms of the capability. You are looking for some help on social issues that maybe student is having. I am just trying to get at discussing a problem like that with an external partner. Do you just talk about the need is without mentioning the student?

Victoria Kelley (HPS) stated that is typically how I have done it.

Committee Chair Michitson stated we may be able to do a lot without sharing a student name. That should probably be our goal anyway.

Dianne Connolly (HPS) stated a lot of time we put the student in touch with the person that can help them most.

Committee Chair Michitson stated this is my opinion, but I am looking for what the actual various communities out there think is important for what we are trying to achieve. Building stronger relationships with businesses to help train students and provide jobs. I guess Whittier Vo-Tech and Haverhill High do you have any feedback on that.

Maureen Lynch (WVT) stated generally we work with the Haverhill High Guidance Department, or they work with us. That is usually how we are sharing information. I posted on the chat about our CTI program that is happening this summer. It is a 200-hour program that is over the summer for underemployed or unemployed. Most of the students walk out of that area with a good paying job.

Victoria Kelley (HPS) stated there seems to be a lot of interest.

Maureen Lynch (WVT) stated that is good because last year we had open spots. We want to make sure we use every spot available. We are starting early.

Committee Chair Michitson stated another area is caregiving and support for student families. That wouldn't be coming I wouldn't say just from the non-profits but certainly that is an area where the non-profits can really help. A couple of other key topics that we need to address are metrics and supporting data to essentially measure the success this group is having. Also lessons learned and supporting data on prior cross cutting initiatives. Another words we have worked in a collaborative environment, what are some of the positives and what are some of the challenges that you have addressed in the past. That in itself would be very helpful. If we can add value to that making it easier for a collaborative group to really minimize the information that they need to share but also to be able to pinpoint exactly what help they need. Is there any suggestion on that? I don't know if there is any data available out there that says we have something similar to this maybe with a different purpose and the question is was it

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effective? What can we do better to collaborate amongst a partnership. Are there any comments on that?

Tracy Fuller (YMCA) stated we are the recipients of the Youth Employment Grant and part of what makes it work well is it's a collaboration to not only provide employment but provide some of the training opportunities. For instance we are going to partner with HP3 and their successful bridge program that they provide at the Boys and Girls Club and at Gateway Academy. Also here at the Y with some of our high school employees and being able to provide for those students the opportunity to think about career growth and development as they are employed with us. I think part of it is not just opportunity for employment but it's also looking at career development. There's not a lot of opportunities for those to be taught. I think a lot of the work that Allison is doing has to be how can that be replicated on a larger scale and thinking about those young adults who need different spaces and places that Keith was talking about. It may be opportunities that how do we incentivize for those that once they have a job giving them opportunities to be healthy whether its having them have a gym membership at the Y or other things. I know part it is many of them are struggling to find a place to live. I think this is a great opportunity and great step but for some of them they have much greater needs not that we are going to solve all of that today. I think for some they are struggling to find a place to live. We are trying to figure all of those pieces out. It might also be interesting when putting the site together other resources they may need, again, if they are struggling to find a job, or struggling to build those skill sets, and they are couch surfing it is going to be much harder for them overall.

Victoria Kelley (HPS) stated I agree. I feel like food insecurity, housing insecurity and we need to have resources for transportation.

Andrew Herlihy (COH) stated the career center you could argue they maintain too much data. They maintain tons of data through their MOSES system, Massachusetts one stop employment system. They are collecting all kinds of data on the enter employment side, job side, wages, training at least on those kinds of metrics. They have loads of data. We don't need to reinvent the wheel if you can get those kids into the MassHire system which you can do starting at 18. For example, that CTI program that Superintendent Lynch was talking about, we know that works. We have all kinds of data of how phenomenal that program is. There is all kinds of data out there.

Committee Chair Michitson stated I also note that DESE also has a lot of good information out there. You can go to the DESE site and see by region what the job outlook is over the next 10 years. This is what I do during all the NFL playoff games and also the college championships. I get more work done because I am in a good mood watching the football games. In all seriousness this is really good feedback. Could I ask somebody to maybe articulate how something like this trying to make a more cohesive group

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can actually help your cause. That is what is all about. That is why I said it's voluntary in the sense there are not going to be any hard core requirements. Its really just setting up the mechanism for collaboration. Could somebody give an example of how this could help improve something that you had a challenge with in the past.

Michael Trotta (Crystal Engineering) stated for us in industry Maureen's program over the summer we were able to identify a student that was very interested in our apprentice program at Crystal. He came out of a local school and went through the summer, and we were able to place him into the business and just other folks on the call from Haverhill High School from word of mouth just being able to get students in for the very least interviews. We are one small company but the more this is publicized in industry there is such a need for those entry level positions that can grow into something more. I am a really big fan of what Whittier has done with the advanced training programs after graduation. Hopefully there is a possibility that can be expanded for current seniors. I don't know if that is in the cards but its always great when we have a list of students interested in a specific field. I imagine that goes for a Fire and Police Department and hospital as well. The more programs like that the better. The one place to pull them from is pretty significant and to couple that with HP3 just having access to folks that are interested in mentorships for these students to identify that path is a tremendous opportunity.

Dianne Connolly (HPS) stated it may be a bit informal but there is not a person on this phone call that I haven't called and asked for help for a particular student and received it. I know it's a bit informal, but this group works tremendously well together to help individual kids. I have called everybody on this phone call, and they have helped a student or a family.

Committee Chair Michitson asked what do you think would help you be more successful relative to what we are talking about here? For example, I think what Mike is talking about is very important. I envision a matchmaking capability. Students seeking certain internships on one end and available jobs across our spectrum of companies. To me that would be a real winner to help maybe increase the amount of interaction with businesses. We had Cedar's at prior meetings, and they were saying that was very important to them. They would like to understand who the students are that are seeking internships. Any comments on that?

Councilor Hobbs Everett stated one of the benefits of having a centralized group or place would be for the organizations that are not on this meeting. Everyone works well and they have a great system going but there are still open slots which means we are missing kids somehow. I would assume having the infrastructure would help organizations which are not yet a part of this kind of know about it and find out what programs are available.

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Committee Chair Michitson stated I think I really good example of that councilor, is sort of that match making capability and getting more businesses connected in. For example, Maureen and Victoria are well aware of this they look at what's ahead for jobs in the region over the next 10 years manufacturing is by far the best connection that we can make between students and businesses. DESE has a website that has these 10-year projections. I am not sure their validity because I just checked it out recently. It seems to me that would be very valuable information as well. Just to have an updated view on where the job opportunities are in the region. On the other side for businesses to be able to see what students are actually seeking internships. I know that both Victoria and Maureen have their networks of businesses but perhaps a broader tool to help do matching down the road. Any feedback on that?

Victoria Kelley (HPS) stated it is always great to have updated information about what is available at particular times. Sometimes you are sitting with a student, and they have this idea and if you are able to jump in and see what is available in real time it would be a great help. On a longer-term Maureen, you must have sat in on the committee that did the northeast regional blueprint. How often do they plan on updating that or Andrew?

Maureen Lynch (WVT) stated I don't know. I think it is done quite often. In the chat I added DESE has a lot of information on my cap and career exploration, career exploration should begin in grade 6. We follow that program at Whittier. Everyone of our students have a career plan, surveys for instance we ask questions do you like standing, sitting if you like sitting being an electrician is not the job for you. If you like sitting then maybe CAD is. The state has done a nice job. I have also added what Councilor Michitson was talking about as far as the frameworks. In the frameworks they have done a really nice job of the salary would be that kind of information. I just posted that in the chat for people looking for that information.

Victoria Kelley (HPS) stated Maureen so you know, we are using Naviance for grades 6-8 as well as at the high school. The students should be spending more time identifying what their interest are. It's been a little bit of slow progress but we are making progress. Each grade has done some basic career research but I know the plan with the new director is to ramp that up. So, they know that they want to go into electrical, carpentry, healthcare whatever it maybe.

Committee Chair Michitson asked do you Victoria or Maureen have tools, self-serve tools that students can sort of discover what the possibilities are out there. The reason why I bring that up the state of Oregon has a program called SASSY and it uses artificial intelligence and they basically ask a series of questions to the students in a very simple manner. Starting off with the most basic question and leading up to more detailed questions. The AI comes back with have you looked at this, have you looked at that. Do we have any tools that do that right now that do that kind of thing. I have asked Oregon if that can

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be adapted to our region for our use. They paid for the capability; they had students at Oregon University and MIT media lab actually develop it. I am trying to figure it out and I asked some initial questions as to whether or not that could be tailored for our use. I will send out the link and you could actually go on there and be essentially a student and start answering the questions and seeing what the AI comes back with. I don't know how effective it is. I think it is relatively new, it's been out there for a year but that might be a capability that we could put on our website that students could go to whenever they want and their parents along with them could start answering some of the questions from the AI and maybe seeing a path. What I have noticed about it is it also identifies multiple paths for students based on their answers to the questions. Do we have anything like that and would that possibly be something that would have value especially to the CTE programs.

Victoria Kelley (HPS) stated the Naviance system that we use students and families can go on that as well but DESE has free platforms that are available to help with career path development.

Committee Chair Michitson asked, do you think pulling all those resources together maybe helpful?

Victoria Kelley (HPS) stated absolutely.

Maureen Lynch (WVT) stated I agree with Victoria that Naviance is a great tool that provides a lot of that information as a former guidance counselor we have been doing career interest inventories and aptitude test for years. I did look up Sassy while you were chatting, I did put it in the chat. I also believe that you have to visit and see if that is something that you can do. You can see something online; it might be actually different than doing it. I am all about trying something out for a day or two, again, shadowing to see if that is something that we are interested in.

Committee Chair Michitson stated I tried to answer some of the questions on SASSY and what came out for me when I grow up I want to be a fence watcher. The City of Haverhill actually has fence watchers, and I am not exactly sure what that does. Of course, I am only kidding about what I landed on when I filled out the form. I think looking at those tools and making them accessible beyond your own organization may have some value.

Maureen Lynch (WVT) asked could you see yourself as a fence watcher?

Committee Chair Michitson stated I don't think so.

Maureen Lynch (WVT) stated I'm not sure how good SASSY is.

Committee Chair Michitson stated to be honest with you I was joking. I will answer all the questions and see what it does come up with. If it's a fence watcher I am in trouble. Questions for Allison and Keith,

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what information beyond what you have at your fingertips today would be helpful to your jobs of trying to find a path for students.

Allison Heartquist (HP3) stated all of the above. I think having a portal with resources, so what I am struggling with right now is the post graduate students who kind of really don't know what they want to do. We have done every assessment that you can imagine and I like doing it in person one on one because then you can ask the tough questions. That is what I teach in my Workforce development class. It's more successful when you have a smaller group so you can have a really ask those questions. Having a portal with resources for internships, maybe someone who is interested in speaking to the student just those kinds of opportunities. Yes, jobs, I think what Maureen had to share with us had known about but forgot so things like that, reminders. I struggle with the summer career training programs, I think they are awesome, but a lot of my students are going to say I need to work. That again is another struggle. I think this is great and I am looking forward to it but those are the tough questions. People taking the time out of their day to meet with the students and introduce them to their job, its all time.

Committee Chair Michitson stated when we had Cedar's at one of our meetings, they actually asked for help. They don't have an employee to be that connection. They pointed at having partnerships with some of the non-profits for that purpose. It maybe kind of gap that you could fill to some extent. I hear you have 100 people working for you. So, you could take on everything.

Allison Heartquist (HP3) stated you're funny.

Keith Boucher (MakeIT) stated if anything MakeIT Haverhill and Community Action in general. Obviously, Community Action offers so many different life benefits, the fuel assistance, housing assistance, rental assistance. MakeIT Haverhill is really when it comes to youth and jobs we are just trying to be the conduit. We worked hard to get MassHire to agree to come to Haverhill to for the two days they do come and offer their services so people can become members and get the services that are available as taxpayers that we pay for every day. I think with my conversations with Haverhill High School guidance last week and what we talked about going forward and this would include Victoria Kelley and her team is basically how did we keep track of those kids first of all aren't going to school, are not accepted into Maureen's summer program, early leavers as Dianne said and our alumni. How do we circumvent, could we share email information, could we do an opt in where as the students graduate or some point in time opt in to getting information from MassHire or MakeIT Haverhill or any other organization so we can keep in touch. I have the tendency to believe based upon my conversations that a lot of these young people disappear afterwards. I like to think also as Allison and her team do their great work and other folks less kids are going to get left behind. We always thought about being the catchall and we can help those young people either haven't been able to go through the HP3 program or we are just not starting

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from the very beginning. It's basically being able to communicate with those students, ex-students 18-24 that they know we are here and that MassHire is here. We want to keep those services here in Haverhill and if we don't keep it here in Haverhill then you start dealing with the transportation issues resolved. Getting them into Lawrence. Even some of these things we can do so much here. The goal is to build up those resources here in Haverhill, so they don't have to go to Lawrence.

Committee Chair Michitson stated that is great information. I want to ask my colleagues if they have any questions or if they want to make any motions.

Councilor Rogers stated I don't have any questions, but what kind of motion are you looking for?

Committee Chair Michitson stated maybe next steps. One of the questions that I have for the group is, again, I am trying to make this efficient and to do it as light weight as possible. What would be valuable to the various organizations to be discussed at the next meeting.

Keith Boucher (MakeIT) stated from MakeIT Haverhill and Community Action it would be what can and can't be do relative to identifying students that have potential needs when it comes to career resources. That is very important to me right now as to how we can go off and do that. What is the thought process for Haverhill Public Schools of what we can and can't do. Potentially what we can change through some kind of action within this team or Haverhill Public Schools or the school committee or whatever and basically what is a non-starter that we shouldn't even bother to have a conversation about.

Committee Chair Michitson stated that is a good point about the non-starter. What I tried to do for this meeting is focus on how to provide the best tools for collaboration amongst all the partners. Two would be some sort of matching making algorithm that gives potential solutions that can be looked into deeper. Then general information that is already available that can be collected on the website. To me, having a more efficient manner of collaboration amongst all the groups would probably add value. Catherine, that is how I would answer your question from my point of view.

Councilor Rogers stated basically you want a motion that would come up with a singular website to bring everything together so we can all use it. Every partner could collaborate and add to it as it goes along.

Committee Chair Michitson stated yes. As well as having tools that they can privately discuss things. Have information that would automatically go out to all of you so you can go and look at what the need is and maybe make a suggestion on how you can help. That kind of a tool I think would be useful. A portal where kids can go and do some of the work.

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Councilor Rogers asked are you trying to have the City Council come up with the portal? I think it's a great idea but what is the next step? Is it coming back to another meeting to discuss it more or to go to a company that would help develop it?

Committee Chair Michitson stated I am already doing the latter. I will take that on as a responsibility to put together sort of a design for the website and for the application and to try to get funding. I will work with Andrew. Andrew, are you still on?

Andrew Herlihy (COH) stated I am still on.

Committee Chair Michitson stated I want some of that money that you brought up at the last meeting.

Councilor Rogers asked, do you need a motion for that?

Committee Chair Michitson stated we don't need a motion. I just offered a suggestion.

Councilor Rogers stated I think it is a great idea to come up with it. I am just not sure if we need a motion or if you could have another meeting in a month or two whenever you get the information and then get together again to discuss it.

Councilor Hobbs Everett stated before we go to the motion, I do want to make sure that whatever we are talking about its something that would be open to all non-profits because obviously we don't want to be an advocate over one non-profit over another.

Committee Chair Michitson stated we could add members to this group. If that would be helpful. Is that what you are getting at Councilor?

Councilor Hobbs Everett stated I just want to be cautious because I know we can't advocate for a particular non-profit over another non-profit. If we are talking about any non-profit serving the demographics I'm fine with that, that's what I am getting at. Thank you.

Committee Chair Michitson stated that would be my answer.

Maureen Lynch (WVT) stated is there any way this could be on the city's website? I think the more scattered we are I'm afraid people aren't going to see it. If it was directly on the city's website that the resources are available for students and young adults on employment. I think that would be really useful.

Committee Chair Michitson stated okay, I agree. Theoretically if things work out it would be great if all the organizations can post access to all that information as well as the City of Haverhill. We have gone four minutes beyond, are there any further questions? Thank you for taking the time. I am really trying

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to make this efficient, I think you are the keys to the future of the city. It's that simple and that's why I am kind of a hound dog on this topic. I think what you do collectively is the future of Haverhill. It's that simple and I appreciate you taking the time out of the day and hopefully you can get some lunch in. I will ask for a motion to adjourn.

Motion by Councilor Rogers, second by Councilor Hobbs Everett.

PASSED

YEAS 3, Nays 0 Adjourned: 1:05pm

Respectfully submitted,

John A. Michitson
John A. Michitson

Committee Chair
Planning and Development Committee

Voc-Tech Public-Private Solution

Summary of the Administration and Finance Committee Meeting January 21, 2025 |
12:00 PM | Online via TEAMS

Attendees

- **Committee Members:** Chair Councilor John A. Michitson, Councilor Catherine Rogers, Councilor Katrina Hobbs Everett
- **Various Stakeholders:** Haverhill Public Schools (HPS), Whittier Vo-Tech (WVT), HP3 (Haverhill Public-Private Partnership), Northern Essex Community College (NECC), MakeIT Haverhill, City of Haverhill (COH), and other partners involved in the ICCL (Integrated Career-Connected Learning) initiative.

Purpose of the Meeting

1. **Prepare for the Upcoming February Meeting**
 - Identify tasks to develop partnership principles and draft specific policies or steps needed to further the ICCL goals.
2. **Refine ICCL Objectives**
 - Better match students' passions with educational and workforce opportunities.
 - Create a safe, compliant process for sharing relevant student needs and available resources across organizational boundaries.
 - Discuss collaboration and data-sharing tools.
 - Establish metrics to measure success and gather lessons learned from previous cross-sector efforts.

Key Discussion Points

1. **ICCL Goal and Principles**
 - **Overall Goal: Match student passions and purpose** with flexible education, job-training, and employment opportunities.
 - **Collaboration Principles:**
 - Voluntary participation by partner organizations.
 - Focus on **efficient interactions**—avoid unnecessary complexity.
 - Respect **student privacy and data security**. Any information sharing must comply with relevant regulations (e.g., FERPA).

- **Advisory Nature:** Partners provide options; the student's "home" school (e.g., HPS or WVT) makes final pathway decisions with student/parent input.
2. **Data Sharing & Privacy**
 - The Committee agreed on a "lightweight" mechanism for identifying and addressing student needs. For instance, if a student needs additional choices, schools could share this with partners to propose solutions.
 - **Action Item:** HPS representative (Dianne Connolly) will research and clarify **legal requirements** for exchanging student information and potential online communication constraints.
 3. **Tool/Website Development**
 - The group envisions a **simple website or online hub** to link existing resources and tools for students, parents, and educators.
 - Potential features might include:
 - Aggregated opportunities (internships, co-ops, certifications).
 - Collaboration spaces for partners to post or respond to needs.
 - Publicly accessible information while preserving sensitive student data.
 4. **Supporting Services**
 - Beyond career training, the Committee reiterated the importance of **caregiving and family support**. Involving parents/guardians early and often is crucial to successful outcomes.
 5. **Measuring Success**
 - To evaluate ICCL's effectiveness, stakeholders want **metrics** that capture student engagement, career outcomes, and program participation.
 - The Committee also highlighted the need for **prior lessons learned** from past city-wide or regional initiatives, ensuring that new efforts build on existing foundations.
 6. **Funding Opportunities**
 - Committee members briefly touched on **new grants** or budget sources to help fund expansions or infrastructure for career-oriented programs, but details will require further exploration at the February meeting.

Next Steps and Assignments

1. **Draft Collaboration & Data-Sharing Guidelines**
 - HPS to clarify legal parameters; partners to outline what data they might share or request.
2. **Consolidate Existing Resources**
 - Develop a preliminary list or framework of relevant tools, grants, and partnerships already in place.
3. **Schedule the February Meeting**

- Finalize a date for the larger stakeholder meeting to present draft guidelines, discuss policy outlines, and begin forming measurable goals.

Conclusion

The Committee focused on **laying the groundwork** for a more formal, integrated approach to matching students with career and educational opportunities. They agreed to keep the structure **flexible and advisory**, emphasizing privacy, efficiency, and collaboration. The next major step will be **the February meeting**, where partners will review draft principles, discuss data-sharing rules, and outline a clear path forward toward an Integrated Career-Connected Learning model in Haverhill.

Meeting adjourned at **1:05 PM**.

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HAVERHILL CITY CLERK JUL 2 2024

DOCUMENTS REFERRED TO COMMITTEE STUDY

103-HH	Motion by Councilor Michitson to send the <i>Home Rule Petition – An act establishing guidelines for the installation of and use of Electric vehicle charging stations in the City of Haverhill</i> , to committee in order to coordinate with condo associations.	A&F	12/23/23
40	Motion by Councilor Lewandowski to send updated Cannabis Social Equity Best Practices for the Cannabis Control Commission to A&F for further review.	A&F	4/2/24
37	Motion by Councilor Lewandowski to send Ordinance regarding Officers and Employees – Article IV City Solicitor to A&F for further review.	A&F	4/2/24
12-P	Motion by Councilor Jordan to send possible conditions on new development and potential changes to our zoning ordinances.	Planning & Development	5/21/24
12-S	Motion by Councilor Ferreira to send the City's Swimming Ordinance Chapter 193 Article III and related items at Lake Saltonstall, aka Plug Pond to NRPP for further discussion.	NRPP	6/18/24