



**CITY OF HAVERHILL
CITY COUNCIL AGENDA**

September 24, 2024 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 along with Councillor Hobbs-Everett along with the City Council request to introduce Mia Fusco and Deb Cahill who saved Councillor Hobbs-Everett's son during a medical emergency on June 27, 2024

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

6.1. Council Vice President Jordan requests to introduce Juan Jimenez who is seeking a home rule age waiver petition for the position of firefighter in the City of Haverhill

6.1.1. Home Rule Petition – An Act authorizing Juan Jimenez to take the Civil Service Examination for the position of firefighter in the City, notwithstanding the maximum age requirement



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6.2. Councillor Basiliere requests to introduce Gabriel Rosa who is seeking a home rule age waiver petition for the position of police officer in the City of Haverhill

6.2.1. Home Rule Petition – An Act authorizing Gabriel Rosa to take the Civil Service Examination for the position of police officer in the City, notwithstanding the maximum age requirement

6.3. Councillor Basiliere requests to introduce Elisabeth Laliberty, president of the *Haverhill Exchange Club*, to discuss their sponsorship of wreaths at the *Vietnam Veterans Memorial* at *Mill Brook Park* for this year

7. PUBLIC PARTICIPATION- REQUESTS UNDER COUNCIL RULE 28

8. COMMUNICATIONS AND REPORTS FROM CITY OFFICERS AND EMPLOYEES:

8.1. City Auditor & Chief Financial Officer, Angel A Perkins, submits the August 2024 revenue and expense reports for the City's general and enterprise operating budgets

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

10. HEARINGS AND RELATED ORDERS:

10.1. Document 78; CCSP 24-9; Craig Pascoe requests to keep an 8' by 30' storage container on his property at 2 Woodman av
Continued from August 20 2024
Comments from City Depts are included

10.2. Document 84; CCSP 24-10; Melanie Chapman of 98 Brandy Brow rd requests to demolish and reconstruct a 2-car garage in WSPOD *Comments from City Depts are included*



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- 10.3. Document 86; CCSP 24-7; Attorney Michael Migliori representing Snow Cassell LLC, requests to construct a 3-family residential building at Pilling & Boston st; Assessors Map 420, Block 314, Lot 3 *Comments from City Depts are included. Communication from Planning Director, William Pillsbury, citing several conditions as they relate to this project*
- 10.4. Document 87; CCSP 24-8; Attorney Michael Migliori representing Snow Cassell LLC, requests to construct a 3-family residential building at Pilling & Boston st; Assessors Map 520, Block 314, Lot 4A *Comments from City Depts are included. Communication from Planning Director, William Pillsbury, citing several conditions as they relate to this project*

11.APPOINTMENTS:

- 11.1. Confirming Appointments:
- 11.2. Non-Confirming
- 11.3. Constables to expire December 31, 2024
- 11.4. Resignations:

12.PETITIONS:

- 12.1. Notice of Proposed Acquisition of Agriculture Preservation Restriction by the Commonwealth of Mass Dept of Agricultural resources for property known as *Crescent Farms* located on Willow av - APR Project Name: *Crescent Farms Trust*, project ID #24C04
Related communication from City Solicitor, Lisa L Mead
- 12.2. Applications Handicap Parking Sign: *with Police approval*
- 12.3. Amusement/Event Application – *with Police approval*
- 12.3.1. EVNT 24-21; *Veterans Northeast Outreach Center*, 10 Reed st, to hold a *Cars and Cans Show* (canned goods drive and fundraiser) at *Northern Essex Community College*, 100 Elliott st; September 28th, from 9 am to 12 noon



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- 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*
 - 12.7.3.1. **TREE 24-1;** Charles Hibbert to sell Christmas trees at 297 Lincoln av; Monday to Saturday, 9 am to 9 pm; November 26th thru December 24th

 - 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*
 - 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**



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12.7.18. **Limousine/Livery License/Chair Cars** *with Police approval*

12.7.18.1. TLLB 24-5; Ryan O'Neil to have 1 Limo at 22 Marshland st

13. MOTIONS AND ORDERS:

13.1. Order – Authorize Payment of bills of previous years and to further authorize the payment from current year departmental appropriations as listed:

<u>Vendor</u>	<u>Amount</u>	<u>Account</u>
Marcum LLP	\$32,400.00	Auditors
Benefit Resource, LLC	1,323.25	Human Resources
Total: \$33,723.25		

ORDINANCES (FILE 10 DAYS)

13.2. Ordinance re: Vehicles and Traffic – *Delete* Handicap Parking for 34 Fountain st and *Add* Handicap parking at 2 Abbott st
File 10 days

14. COMMUNICATIONS FROM COUNCILLORS:

14.1. Councillor Michitson requests to address the abrupt closing of *UMass Lowell* and their innovation Hub at *Harbor Place* in Haverhill

15. UNFINISHED BUSINESS OF PRECEEDING MEETING:

15.1. Document 90; Ordinance re; Adoption of G.L.c.39 Section 23D; also known as the Mullin Rule *Related communication from Lisa Mead, City Solicitor* *filed 9/21 2024*



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- 15.2. Document 24-B; Ordinance re: Vehicles and Traffic; Amend Chapter 240, as amended be further amended by deleting the following from section 240-85 Schedule B: Parking Restrictions and Prohibitions:

South Main st, East Side, from Inland st to Doane st – Time Limit: 1 hour, 9 am to 6 pm M-F

Also, that section Chapter 240-85 Schedule B: Parking Restrictions and Prohibitions, as amended, is hereby further amended by adding the following:

South Main st, East Side, from 20' South of Inland st, southerly for 280' - Time limit: 15 min, 7 am to 8 pm M-F

From 300' south of Inland st southerly for 320' – No Parking
From 20' north of Doane st, northerly for 155' – Time Limit: 1 Hour 9 am to 6 pm M-F
filed 9/12/2024

16.RESOLUTIONS AND PROCLAMATIONS:

17.COUNCIL COMMITTEE REPORTS AND ANNOUNCEMENTS

18.DOCUMENTS REFERRED TO COMMITTEE STUDY

19.LONG TERM MATTERS STUDY LIST

20.ADJOURN:

MELINDA E. BARRETT
MAYOR



**CITY OF HAVERHILL
MASSACHUSETTS**

5.1
CITY HALL, ROOM 100
FOUR SUMMER STREET
HAVERHILL, MA 01830
PHONE 978-374-2300
FAX 978-373-7544

MAYOR@CITYOFHAVERHILL.COM
WWW.CITYOFHAVERHILL.COM

HAVERHILL CITY CLERK SEP 20 2024 10:10 AM

September 19, 2024

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

RE: Mia Fusco and Deb Cahill

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

Myself and Councilor Hobbs-Everett along with the City Council wish to introduce Mia Fusco and Deb Cahill who saved Councilor Hobbs-Everett's son during a medical emergency on June 27th, 2024.

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

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CITYCOUNCIL@HAVERHILLMA.GOV

HAU CITY CLERK SEP 19 24 AM 8:39

611

September 18, 2024

To: President and Members of the City Council:

Council Vice President Jordan wishes to introduce Juan Jimenez who is seeking a home rule age waiver petition for the position of firefighter in the City of Haverhill.

Timothy J. Jordan /rab

Vice President Timothy J. Jordan

Why do I want to become a Firefighter?

The main reason I want to become a Firefighter is the main reason I became a teacher. I love serving my community and helping others. I also want to continue to have a positive impact in my community. That gives me purpose and passion to work hard everyday. It's who I am at heart.

As a child, I have always wanted to help people. In elementary school, I wrote in a class assignment that I wanted to be a firefighter because I wanted to save peoples lives. As I got older, my parents steered me away from becoming a firefighter and the military and towards going to college. I attended Suffolk University, earning my Bachelor's Degree in Sociology with a focus on Criminal Justice. My goal was to become a police officer. After I graduated from Suffolk University, I decided to not pursue a career as a police officer because the climate had changed, as there was negativity associated with law enforcement in the country.

I moved back home to Haverhill and began to work in the Haverhill Public Schools. I first worked as a Paraprofessional. For The last four years I have been working as a Physical Education teacher. Coming back and working in my community has been very fulfilling to me. I now feel that it is time that I pursue my original dream of becoming a Firefighter.

In these last few years, I have witnessed firefighters assist my family as my Grandmother's health was deteriorating. She fell many times due to her vertigo, and my parents couldn't get her up because of her weight. The Haverhill Firefighters would quickly come to my grandmother's aid and help her up. I'm very grateful to the Firefighters of Haverhill! My goal is to become one of them! I ask for your help in obtaining an age waiver, so I can achieve my dream of becoming a Haverhill Firefighter! Muchas Gracias!

638
HAY CITY CLERK SEP 19 24 AM 8:39

Juan Elpidio Jimenez

Education

Suffolk University
Bachelor of Arts in Sociology

Boston, MA
May 2008

Licensure/Certifications

-Provisional License Physical Education PreK-8
-CPR for Adult/Child/Infant

December 2018
March 2023

Experience

Haverhill Public Schools (Bradford Elementary)

Haverhill, MA

Physical Education Teacher

February 2020-Present

- Teach students from kindergarten thru 4th grade basic locomotor movements through games and activities.
- Teach basic skills such as throwing, catching, striking, rolling, kicking, dribbling, and shooting and incorporate those skills in games and sports.
- Instruct students in teamwork and cooperation in group activities/games. Also instruct students in showing good sportsmanship.
- Evaluate students on their performance, understanding, and behavior. This information is shared with their parents.
- Communicate with parents to share extracurricular opportunities in the community for their children.

Haverhill Public Schools (Hunking&Nettle)

Haverhill, MA

Paraprofessional/Behavior Support

August 2012-February 2020

- 2012-2013 Assisted 5th-8th grade behavioral students in SSC program with academic and behavioral needs. Input data to track students behaviors.
- 2013-2014 One-on-one aide for 5th grade student with muscular dystrophy. Assisted student with physical and academic needs.
- 2014-2016 ESP in DS classroom to help students with autism improve on their social, academic, and life skills. Input data to track students behaviors.
- 2016-2019 Behavior support staff for students in grades 1-5. Assisted these students in following their behavior plans. Helped these students cope with their behaviors using exercise. Began daily workouts with small groups of 6-8 behavioral students in 2018(grades 1-4). Input data to track students behaviors.

Extracurricular/Volunteer Experience

Coaching

- Bradford Elementary Boys and Girls Cross Country for 4th graders from 2021-present.
- Bradford Elementary Boys and Girls Track for 3rd&4th graders 2023-present.

- Hunking Boys and Girls Basketball for 6th-8th graders from 2014-2019, 2022-2023.
- Hunking Boys and Girls Track and Field and Cross Country for grades 4-8 from 2016-2019.
- Haverhill Travel Basketball Boys and Girls volunteer head coach for 6th-8th graders from 2015-2019.
- Haverhill Boys and Girls Club volunteer head coach from 2018-2019.
- Haverhill YMCA youth head coach in 2019 for kids in grades 5-8.

Skills/Interest

- Fluent in Spanish & English
- Interests: Coaching (Basketball, Track & Field, Cross Country), Physical Fitness and Health, Reading, Dancing, Music, Basketball, Biking, Community Service.



DOCUMENT

CITY OF HAVERHILL

In Municipal Council

ORDERED:

**THAT THE FOLLOWING HOME RULE PETITION BE ADOPTED BY THE
CITY COUNCIL AND FORWARDED TO THE GENERAL COURT**

HOME RULE PETITION

**AN ACT AUTHORIZING JUAN JIMENEZ TO TAKE THE CIVIL SERVICE
EXAMINATION FOR THE POSITION OF FIREFIGHTER IN THE CITY OF
HAVERHILL NOTWITHSTANDING THE MAXIMUM AGE REQUIREMENT.**

Be it enacted, etc. as follows:

Section 1. Notwithstanding any general or special law or rule or regulation to the contrary regulating the maximum age of applicants for appointment as firefighter, Juan Jimenez of the City of Haverhill, shall be eligible for appointment to the position of firefighter in the City if he meets all other requirements, in which case he shall be eligible for certification and appointment to the fire department of the City of Haverhill.

Section 2. This act shall take effect upon its passage.

CITY COUNCIL

Thomas J. Sullivan, *President*
Timothy J. Jordan, *Vice President*
John A. Michitson
Colin F. LePage
Melissa J. Lewandowski
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CITY OF HAVERHILL

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HAU CITY CLERK SEP 18 2024 PM 3:02

September 18, 2024

To: President and Members of the City Council:

Councilor Basiliere wishes to introduce Gabriel Rosa who is seeking a home rule age waiver petition for the position of police officer in the City of Haverhill.


Councilor Ralph T. Basiliere

(meeting 9.24.2024)

Dear City Council,

My name is Gabriel Rosa. I am writing this letter to request a waiver from your council in order to be considered for a position as a law enforcement officer in the city of Haverhill. Due to the limit of 32 years of age I will be unable to pursue my application with the Haverhill Police Department this coming November. I have taken the civil service exam and have been selected as a candidate. I am currently 31 years old and will be 32 this coming November. I have been a resident of the city of Haverhill for a few years and I strongly believe that it is my duty to serve and protect the people of our community.

I have worked in the Trucking industry for 8 years and I know that this is not my calling, I have always dreamed of being a police officer but due certain doubts in my mind I felt like it was just a dream. The older and wiser I get I have realized that I must pursue and chase this dream. If my requests are granted I will be a great asset to the Haverhill Police Department.

I am very grateful for your time and consideration on this matter.

Sincerely,

Gabriel Rosa

Gabriel Rosa

Haverhill, MA

HAV CITY CLERK SEP18/24 AM9:02

Experience

DT Driver & Heavy Equipment Operator

Minichiello Bros-Lowell, MA

October 2023 to Present

- Verifying the types of materials being transported and ensuring that they do not exceed weight restrictions.
- Transporting metal to and from specified locations.
- Ensuring that the materials are loaded correctly onto the dump truck.
- Inspect large equipment before and after use to ensure they are working properly.
- Perform regular maintenance and minor repairs when necessary.
- Load and unload cargo and move them to the appropriate storage area.

Owner Operator

Avanti Transportation LLC

August 2021 to October 2023

- Check shipment prior to loading for suitable packing or wrapping
- Perform pre-trip safety inspections on truck of moving equipment, interior and exterior of truck, straps and tensioners, walk-boards
- Discounts on maintenance and fuel within our network
- Paid plates and permits
- Reimbursement for scales and tolls
- Fuel surcharge, adjusted weekly
- Prepared to work a flexible schedule- Hours vary based on shift and freight volumes
- Growth and success of an Avis Budget location

DT Driver & Heavy Equipment Operator

Minichiello Bros-Lowell, MA

August 2019 to March 2020

- Verifying the types of materials being transported and ensuring that they do not exceed weight restrictions.
- Transporting metal to and from specified locations.
- Ensuring that the materials are loaded correctly onto the dump truck.
- Inspect large equipment before and after use to ensure they are working properly.
- Perform regular maintenance and minor repairs when necessary.
- Load and unload cargo and move them to the appropriate storage area.

SVC P&D Driver

Old Dominion Freight Line- Dracut, MA

December 2017 to August 2019

- Operated vehicles safely within DOT regulations that govern safe driving, hours of service, inspection, and maintenance, and transportation of hazardous materials
- Meet or exceed the medical standards of the U.S. Dept. of Transportation and satisfactorily pass a drug test and alcohol test.
- Available for work at all times in order to meet customer pickup and delivery schedules.

Delivery Driver

	<p>Coca Cola - Needham, MA <i>January 2017 to December 2017</i> Operation of Class A tractor trailer</p> <ul style="list-style-type: none">➤ Pre and post trip inspections➤ Experience with city driving➤ Customer Service➤ Maintain proper documentation
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	<p>Customer Care Attendant</p>
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	<p>Merrimac Car Wash - Methuen, MA</p>
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	<p><i>June 2012 to January 2017</i></p>
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- | | |
|--|---|
| | <ul style="list-style-type: none">➤ Customer Service➤ Wash vehicles➤ Transport vehicles from dealership to shop for repairs |
|--|---|

	<p>Education</p>
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	<p>New England Tractor Trailer Training School- Class A Commercial Driver's License (9/2016)</p>
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	<p>Lawrence High School-High School Diploma (5/2011)</p>
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DOCUMENT

CITY OF HAVERHILL

In Municipal Council

ORDERED:

THAT THE FOLLOWING HOME RULE PETITION BE ADOPTED BY THE CITY COUNCIL AND FORWARDED TO THE GENERAL COURT

HOME RULE PETITION

AN ACT AUTHORIZING GABRIEL ROSA TO TAKE THE CIVIL SERVICE EXAMINATION FOR THE POSITION OF POLICE OFFICER IN THE CITY OF HAVERHILL NOTWITHSTANDING THE MAXIMUM AGE REQUIREMENT.

Be it enacted, etc. as follows:

Section 1. Notwithstanding any general or special law or rule or regulation to the contrary regulating the maximum age of applicants for appointment as police officer, Gabriel Rosa of the City of Haverhill, shall be eligible for appointment to the position of police officer in the City if he meets all other requirements, in which case he shall be eligible for certification and appointment to the police department of the City of Haverhill.

Section 2. This act shall take effect upon its passage.

CITY COUNCIL

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CITY OF HAVERHILL

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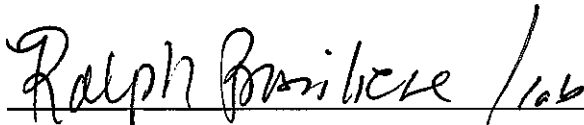
CITYCNCL@CITYOFHAVERHILL.GOV

HAVERHILL CITY CLERK SEP 18 2024 04:50:12

September 18, 2024

To: President and Members of the City Council:

Councilor Basiliere wishes to introduce Elisabeth Laliberty, president of the Haverhill Exchange Club, to discuss their sponsorship of wreaths at the Vietnam Veterans Memorial at Mill Brook Park, for this fiscal year.



Councilor Ralph T. Basiliere

(meeting 9.24.2024)



Haverhill

Office of the City Auditor, Room 106
Phone: 978-374-2306 Fax: 978-373-8476
aperkins@cityofhaverhill.com

September 17, 2024

8.1

To The Honorable City Council

Attached are the August 2024 revenue and expense reports for the city's general and enterprise operating budgets.

Overall, the city's general fund revenue is trending on target. There are some up-and-down fluctuations between categories, but the net result is a year-over-year increase of 4.58%. The city still benefits from increased investment income due to the investment of ARPA funds and unspent short-term borrowing proceeds. In the coming months, the city will likely secure permanent financing to replace these short-term notes in order to take advantage of recent interest rate reductions.

The city's general fund expenditures are currently trending on target; however, we will monitor this closely as the fiscal year progresses, and the next budget cycle commences.

In the next few months, we have several key financial activities planned. These include the certification of free cash, the end-of-year reporting for both city and school, the city's tax rate certification, and the bond issue to replace the current short-term notes. We will keep you updated on the progress of these activities.

Sincerely,

Angel A. Perkins, CGA, CFE
City Auditor & Chief Financial Officer

SEP 17 PM 2:40
HAUCITYCLERK

Year to Date Benchmark	16.67%
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City Department	Budget (YTD)	Expended (YTD)	Unexpended (YTD)	% Expended
Council Salaries	\$ 233,916	\$ 39,407	\$ 194,510	16.85%
Council Expenses	\$ 8,100	\$ 337	\$ 7,763	4.16%
Mayor Salaries	\$ 427,434	\$ 78,729	\$ 348,705	18.42%
Mayor Expenses	\$ 210,500	\$ 26,686	\$ 183,814	12.68%
Auditor's Office Salaries	\$ 365,083	\$ 59,584	\$ 305,499	16.32%
Auditor's Office Expenses	\$ 122,381	\$ 30,317	\$ 92,064	24.77%
Assessors Salaries	\$ 285,602	\$ 49,279	\$ 236,323	17.25%
Assessors Expenses	\$ 179,850	\$ 1,856	\$ 177,994	1.03%
Treasurer/Collector Salaries	\$ 451,970	\$ 87,465	\$ 364,505	19.35%
Treasurer/Collector Expenses	\$ 255,900	\$ 12,968	\$ 242,932	5.07%
Constituent Services Salaries	\$ 108,591	\$ 18,111	\$ 90,480	16.68%
Constituent Services Expenses	\$ 33,000	\$ 4,377	\$ 28,623	13.26%
Purchasing Salaries	\$ 98,601	\$ 17,177	\$ 81,424	17.42%
Purchasing Expenses	\$ 11,100	\$ 792	\$ 10,308	7.14%
Law Department Salaries	\$ 45,900	\$ 7,803	\$ 38,097	17.00%
Law Department Legal	\$ 341,400	\$ 41,567	\$ 299,833	12.18%
Human Resources Salaries	\$ 313,918	\$ 54,233	\$ 259,685	17.28%
Human Resources Expenses	\$ 161,450	\$ 41,740	\$ 119,710	25.85%
MIS Salaries	\$ 60,000	\$ 17,939	\$ 42,062	29.90%
MIS Expenses	\$ 925,721	\$ 153,919	\$ 771,802	16.63%
MIS Capital	\$ 25,000		\$ 25,000	0.00%
City Clerk Salaries	\$ 604,186	\$ 67,715	\$ 536,471	11.21%
City Clerk Expenses	\$ 163,501	\$ 33,940	\$ 129,561	20.76%
TOTAL GENERAL GOVERNMENT	\$ 5,433,104	\$ 845,941	\$ 4,587,163	15.6%
Building & Zoning Salaries	\$ 398,940	\$ 28,204	\$ 370,736	7.07%
Building Maint. Salaries	\$ 80,627	\$ 3,793	\$ 76,834	4.70%
Building Maint. Expenses	\$ 298,500	\$ 17,673	\$ 280,827	5.92%
Inspectional & Health Services Salaries	\$ 740,297	\$ 164,655	\$ 575,642	22.24%
Inspectional & Health Services Expenses	\$ 44,550	\$ 3,502	\$ 41,048	7.86%
Public Health Salaries	\$ 242,083	\$ 49,526	\$ 192,557	20.46%
Public Health Expenses	\$ 9,000		\$ 9,000	0.00%
Economic Development Salaries	\$ 279,958	\$ 46,857	\$ 233,101	16.74%
Economic Development Expenses	\$ 59,362	\$ 2,147	\$ 57,215	3.62%
TOTAL COMMUNITY & ECONOMIC DEVELOPMENT	\$ 2,153,317	\$ 316,357	\$ 1,836,960	14.7%
Police Salaries	\$ 14,482,735	\$ 2,227,729	\$ 12,255,006	15.38%
Police Expenses	\$ 1,791,974	\$ 224,245	\$ 1,567,729	12.51%
Police Capital	\$ 363,501		\$ 363,501	0.00%
Fire Salaries	\$ 13,193,382	\$ 2,053,103	\$ 11,140,279	15.56%
Fire Expenses	\$ 978,085	\$ 79,104	\$ 898,981	8.09%
Fire Capital	\$ 2,500		\$ 2,500	0.00%
TOTAL PUBLIC SAFETY	\$ 30,812,177	\$ 4,584,182	\$ 26,227,995	14.88%

Expense Report as of 8/31/2024

City Department	Budget (YTD)	Expended (YTD)	Unexpended (YTD)	% Expended
Whittier Regional School Assessment	\$ 8,504,442	\$ 2,126,111	\$ 6,378,331	25.00%
North Shore Essex Tech. Assessment	\$ 688,876		\$ 688,876	0.00%
School Other Funding	\$ 15,000		\$ 15,000	0.00%
School Department	\$ 126,584,662	\$ 7,856,879	\$ 118,727,783	6.21%
TOTAL EDUCATION	\$ 135,792,980	\$ 9,982,990	\$ 125,809,990	7.4%
Public Works Administration Salaries	\$ 58,333	\$ 10,218	\$ 48,115	17.52%
Public Works Administration Expenses	\$ 50,685	\$ 10,604	\$ 40,081	20.92%
Public Works Highways Salaries	\$ 1,366,311	\$ 198,757	\$ 1,167,554	14.55%
Public Works Highways Expenses	\$ 868,000	\$ 163,842	\$ 704,158	18.88%
Public Works Highways Capital	\$ 112,000	\$ 438	\$ 111,563	
Public Works Solid Waste/Recycling Salaries	\$ 215,499	\$ 36,022	\$ 179,477	16.72%
Public Works Solid Waste/Recycling Expenses	\$ 5,882,808	\$ 219,161	\$ 5,663,647	3.73%
Public Works Parking Area Salaries	\$ 50,055	\$ 8,934	\$ 41,121	17.85%
Public Works Parking Area Expenses	\$ 384,101	\$ 47,116	\$ 336,985	12.27%
Public Works Street Marking Expenses	\$ 115,483	\$ 8,680	\$ 106,803	7.52%
Public Works Fleet Maint. Salaries	\$ 251,774	\$ 36,162	\$ 215,612	14.36%
Public Works Fleet Maint. Expenses	\$ 69,080	\$ 3,935	\$ 65,145	5.70%
Public Works Park Dept. Salaries	\$ 584,357	\$ 92,563	\$ 491,794	15.84%
Public Works Park Dept. Expenses	\$ 339,244	\$ 33,070	\$ 306,174	9.75%
Public Works Street Lighting Expenses	\$ 718,000	\$ 152,304	\$ 565,696	21.21%
Public Works Snow & Ice Removal Salaries	\$ 229,330	\$ 590	\$ 228,740	0.26%
Public Works Snow & Ice Removal Expenses	\$ 980,670		\$ 980,670	0.00%
TOTAL PUBLIC WORKS	\$ 12,275,730	\$ 1,022,396	\$ 11,253,334	8.3%
Citizens Center Salaries	\$ 297,577	\$ 66,036	\$ 231,541	22.19%
Citizens Center Expenses	\$ 168,655	\$ 33,478	\$ 135,177	19.85%
Veterans Services Salaries	\$ 109,936	\$ 19,276	\$ 90,660	17.53%
Veterans Services Expenses	\$ 590,100	\$ 85,089	\$ 505,011	14.42%
Senior Services Salaries	\$ 12,100	\$ 1,731	\$ 10,369	14.30%
Senior Services Expenses	\$ 2,700		\$ 2,700	0.00%
Stadium Commission	\$ 55,000	\$ 4,910	\$ 50,090	8.93%
Recreation Salaries	\$ 184,749	\$ 66,868	\$ 117,881	36.19%
Recreation Expenses	\$ 88,000	\$ 15,132	\$ 72,868	17.20%
Public Library Salaries	\$ 1,544,437	\$ 239,260	\$ 1,305,177	15.49%
Public Library Expenses	\$ 365,678	\$ 97,177	\$ 268,501	26.57%
TOTAL HUMAN SERVICES	\$ 3,418,932	\$ 628,957	\$ 2,789,975	18.4%
Debt Service	\$ 7,458,939	\$ 238,808	\$ 7,220,131	3.20%
TOTAL DEBT SERVICE	\$ 7,458,939	\$ 238,808	\$ 7,220,131	3.2%
Retirement Fund	\$ 22,106,951	\$ 22,106,951	\$ -	100.00%
Unemployment Compensation	\$ 470,000	\$ 60,818	\$ 409,182	12.94%
Group Insurance	\$ 26,453,945	\$ 836,343	\$ 25,617,602	3.16%
Payroll Taxes (FICA/Medicare)	\$ 1,975,000	\$ 222,945	\$ 1,752,055	11.29%
Workers Compensation	\$ 1,006,000	\$ 75,778	\$ 930,222	7.53%
Injured on Duty Claims	\$ 250,000	\$ 151,261	\$ 98,739	60.50%

Expense Report as of 8/31/2024

City Department	Budget (YTD)	Expended (YTD)	Unexpended (YTD)	% Expended
Sick Leave Bank	\$ 120,000	\$ 41,620	\$ 78,380	34.68%
Vacational Buyback	\$ 50,000	\$ 20,834	\$ 29,166	41.67%
Retiree Medical Claims	\$ 65,000	\$ 14,741	\$ 50,259	22.68%
TOTAL EMPLOYEE BENEFITS	\$ 52,496,896	\$ 23,531,291	\$ 28,965,605	44.8%
General Liability Insurance	\$ 1,155,703	\$ 627,142	\$ 528,561	54.26%
Salary Reserve	\$ 1,000,000		\$ 1,000,000	0.00%
Budget Reserve	\$ 500,000		\$ 500,000	
State Assessments (Cherry Sheets)	\$ 9,242,313		\$ 9,242,313	0.00%
Reserve for Abatement & Exemption (Overlay)	\$ 450,000		\$ 450,000	0.00%
TOTAL OTHER CITY EXPENSES	\$ 12,348,016	\$ 627,142	\$ 11,720,874	5.1%
TOTAL GENERAL FUND	\$ 262,190,091	\$ 41,778,065	\$ 220,412,026	15.9%

Water Department Salaries	\$ 5,112,947	\$ 454,840	\$ 4,658,107	8.90%
Water Department Expenses	\$ 7,831,021	\$ 3,510,136	\$ 4,320,885	44.82%
Water Department Capital	\$ 1,175,012	\$ 9,789	\$ 1,165,223	0.83%
Water Department Indirect	\$ 224,566		\$ 224,566	0.00%
TOTAL WATER DEPARTMENT	\$ 14,343,546	\$ 3,974,765	\$ 10,368,781	27.7%
Wastewater Salaries	\$ 4,336,188	\$ 12,831	\$ 4,323,357	0.30%
Wastewater Expenses	\$ 10,249,855	\$ 2,947,455	\$ 7,302,400	28.76%
Wastewater Capital	\$ 947,000	\$ 9,100	\$ 937,900	0.96%
Wastewater Indirect	\$ 665,691		\$ 665,691	0.00%
TOTAL WASTEWATER DEPARTMENT	\$ 16,198,734	\$ 2,969,386	\$ 13,229,348	18.3%

	FY '23 through 8/31/22	FY '24 through 8/31/23	FY '25 through 8/31/24	Trendline
TOTAL GENERAL GOVERNMENT	\$ 673,628	\$ 862,724	\$ 845,941	
TOTAL COMMUNITY & ECONOMIC DEVELOPMENT	\$ 123,676	\$ 318,581	\$ 316,357	
TOTAL PUBLIC SAFETY	\$ 3,757,200	\$ 4,361,258	\$ 4,584,182	
TOTAL EDUCATION	\$ 6,007,836	\$ 10,069,101	\$ 9,982,990	
TOTAL PUBLIC WORKS	\$ 1,015,974	\$ 1,363,550	\$ 1,022,396	
TOTAL HUMAN SERVICES	\$ 540,310	\$ 638,606	\$ 628,957	
TOTAL DEBT SERVICE	\$ 262,898	\$ 242,448	\$ 238,808	
TOTAL EMPLOYEE BENEFITS	\$ 23,303,142	\$ 22,521,343	\$ 23,531,291	
TOTAL OTHER CITY EXPENSES	\$ 1,875,651	\$ 2,037,580	\$ 627,142	
TOTAL CITY EXPENDITURES	\$ 37,560,315	\$ 42,415,191	\$ 41,778,065	
TOTAL WATER DEPARTMENT	\$ 7,124,959	\$ 7,104,739	\$ 3,974,765	
TOTAL WASTEWATER DEPARTMENT	\$ 3,084,244	\$ 3,156,184	\$ 2,969,386	

City of Haverhill
Revenue Report
Period Ending 8/31/24

Year to Year Comparison						
Revenue Source	8/31/2022	8/31/2023	8/31/2024	FY 24 to 25 Change	FY 23-25 Trendline	
Real Estate & Pers Property	\$ 29,556,327	\$ 30,282,344	\$ 31,573,093	⬆️ \$ 1,290,749		
Motor Vehicle Excise	\$ 501,387	\$ 675,454	\$ 800,471	⬆️ \$ 125,017		
Meals Excise				⇒ \$ -		
Hotel / Room Excise				⇒ \$ -		
Boat & Other Excise	\$ 1,834	\$ 1,405	\$ 399	⬇️ \$ (1,006)		
Cannabis Excise				⇒ \$ -		
Waste Disposal Facility Program	\$ 488,349	\$ 755,037	\$ 509,367	⬇️ \$ (245,670)		
PLOT	\$ 16,348	\$ 18,916	\$ 16,249	⬇️ \$ (2,667)		
Penalties & Interest	\$ 91,822	\$ 174,738	\$ 110,082	⬇️ \$ (64,656)		
Fees	\$ 159,192	\$ 133,803	\$ 182,813	⬆️ \$ 49,010		
Rentals	\$ 17,682	\$ 24,179	\$ 37,333	⬆️ \$ 13,154		
Departmental Revenue	\$ 211,388	\$ 220,012	\$ 205,167	⬇️ \$ (14,845)		
License & Permits	\$ 339,545	\$ 309,676	\$ 328,366	⬆️ \$ 18,690		
Fines & Forefits	\$ 181,459	\$ 157,404	\$ 106,002	⬇️ \$ (51,402)		
Investments	\$ 110,878	\$ 297,049	\$ 418,536	⬆️ \$ 121,487		
Medicaid Reimbursement				⇒ \$ -		
*Misc Revenue	\$ 61,356	\$ 63,955	\$ 66,985	⬆️ \$ 3,030		
Comm of MA Cherry Sheet	\$ 14,653,143	\$ 15,966,977	\$ 16,978,658	⬆️ \$ 1,011,681		
Wastewater Enterprise Fund	\$ 1,547,202	\$ 2,206,944	\$ 2,342,512	⬆️ \$ 135,568		
Water Enterprise Fund	\$ 1,325,250	\$ 1,820,352	\$ 1,918,250	⬆️ \$ 97,898		
Other GF Rev - Trnsf From Sp Rev & Free Cash	\$ 329,202			⇒ \$ -		
Total	\$ 49,592,364	\$ 53,108,245	\$ 55,594,285	\$ 2,486,040		
Total without Enterprise Funds	\$ 46,719,912	\$ 49,080,949	\$ 51,333,522	\$ 2,252,573		
			4.6%			

SEP 17 PM 2:40
HAYCHYCLERK

City of Haverhill
Revenue Report
Period Ending 8/31/24

Collections as a Percent of Budget

Revenue Source	FY 25 Estimated Revenue	FY 25 Actual Revenue Collections	\$ Surplus / (Deficit)	YTD Benchmark	Actual Revenue Benchmark
Real Estate & Pers Property	\$ 133,336,756	\$ 31,573,093	\$ (101,763,663)	25%	○ 23.7%
Motor Vehicle Excise	\$ 8,151,869	\$ 800,471	\$ (7,351,398)	5%	○ 9.8%
Meals Excise	\$ 1,199,950	-	\$ (1,199,950)	0%	○ 0.0%
Hotel / Room Excise	\$ 345,181	-	\$ (345,181)	0%	○ 0.0%
Boat & Other Excise	\$ 9,200	\$ 399	\$ (8,801)	0%	○ 4.3%
Cannabis Excise	\$ 1,089,462	-	\$ (1,089,462)	0%	○ 0.0%
Waste Disposal Facility Program	\$ 2,660,364	\$ 509,367	\$ (2,150,997)	17%	○ 19.1%
PILOT	\$ 16,000	\$ 16,249	\$ 249	25%	○ 101.6%
Penalties & Interest	\$ 530,530	\$ 110,082	\$ (420,448)	17%	○ 20.7%
Fees	\$ 911,940	\$ 182,813	\$ (729,127)	17%	○ 20.0%
Rentals	\$ 189,000	\$ 37,333	\$ (151,667)	17%	○ 19.8%
Departmental Revenue	\$ 651,200	\$ 205,167	\$ (446,033)	17%	○ 31.5%
License & Permits	\$ 2,451,592	\$ 328,366	\$ (2,123,226)	17%	● 13.4%
Fines & Forfeits	\$ 726,200	\$ 106,002	\$ (620,198)	17%	○ 14.6%
Investments	\$ 800,000	\$ 418,536	\$ (381,464)	17%	○ 52.3%
Medicaid Reimbursement	\$ 800,000	-	\$ (800,000)	0%	○ 0.0%
*Misc Revenue		\$ 66,985	\$ 66,985	0%	○ 0.0%
Comm of MA Cherry Sheet	\$ 101,745,255	\$ 16,978,658	\$ (84,766,597)	17%	○ 16.7%
Wastewater Enterprise Fund	\$ 16,205,888	\$ 2,342,512	\$ (13,863,376)	17%	○ 14.5%
Water Enterprise Fund	\$ 14,345,770	\$ 1,918,250	\$ (12,427,520)	17%	● 13.4%
Other GF Rev - Trnsf From Sp Rev & Free Cash	\$ 6,575,592	-	\$ (6,575,592)	0%	○ 0.0%
Total	\$ 292,741,749	\$ 55,594,285	\$ (237,147,464)	20%	○ 19.0%
Estimated General Fund Revenue	\$ 262,190,091	\$ 51,333,522	\$ (210,856,569)	20%	○ 19.6%
Estimated Local Receipts	\$ 20,532,488	\$ 2,781,771	\$ (17,750,717)	9%	○ 13.5%

City Council Special Permit - Add to a project

  **Expiration Date**

Active

Request Changes

(/#/explore/request-changes/180112)

CCSP-24-9**Details**

Submitted on Jun 13, 2024 at 11:42 am

**Attachments**

7 files

**Activity Feed**

Latest activity on Jul 9, 2024

JUL 17 AM 9:20
Haverhill City Clerk**Applicant**

Craig Pascoe

 0**Location**

2 WOODMAN AVE, Haverhill, MA 01830

View ▼

Edit Workflow

**Special Permit Filing Fee**

Paid Jun 25, 2024 at 1:03 pm

IN CITY COUNCIL: July 23 2024

VOTED: that HEARING BE HELD August 20 2024

Attest:

City Clerk

IN CITY COUNCIL: August 20 2024

POSTPONED TO SEPTEMBER 24 2024

Attest:

City Clerk**Planning Director Review**

Completed Jun 25, 2024 at 1:44 pm



WP

**City Clerk Review - Hearing Dates Set**

In Progress

**City Council Admin Notified**

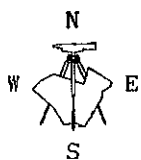
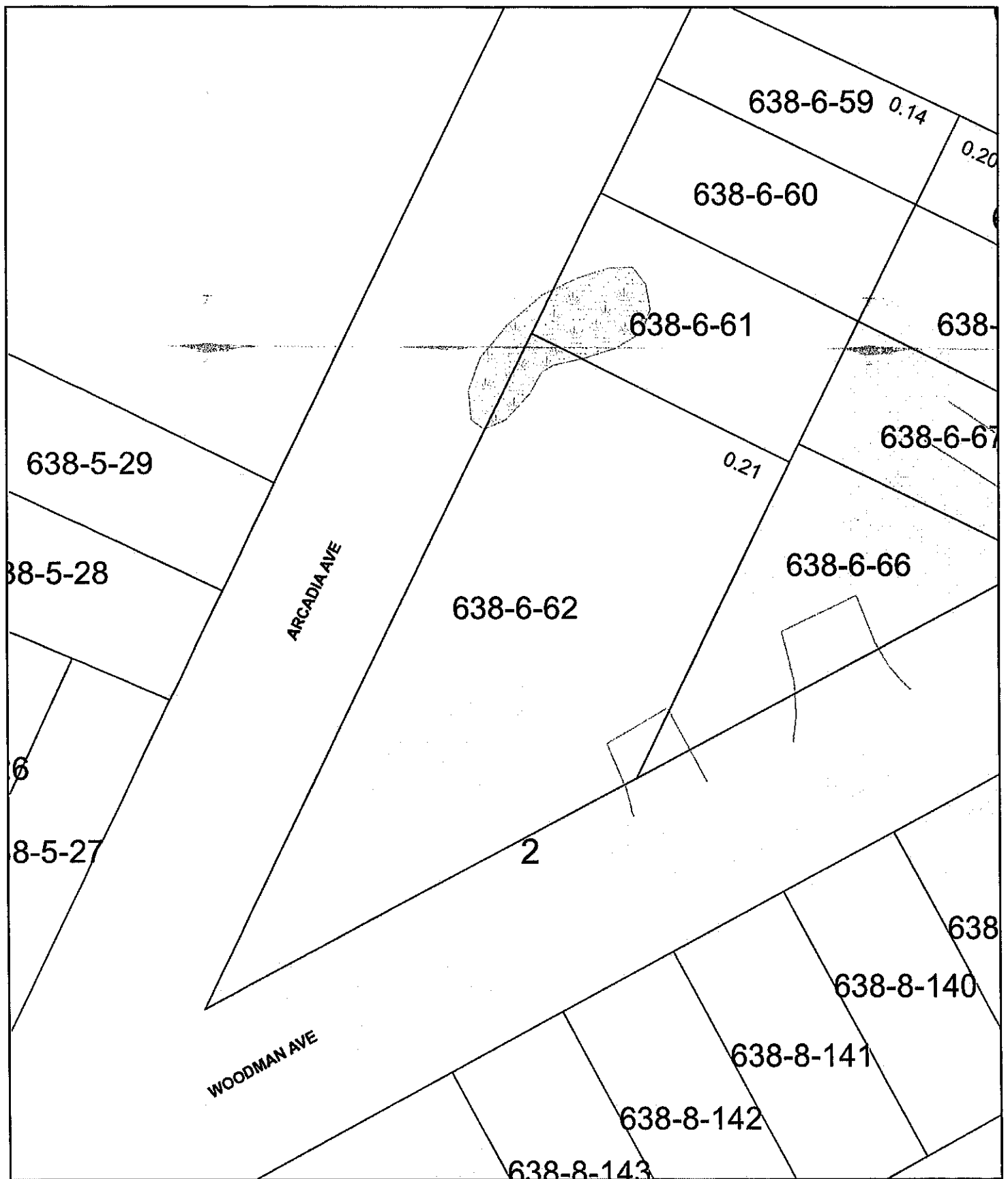
Completed Jun 25, 2024 at 2:32 pm



I Craig Pascoe Would like to keep my
8' x 30' Storage Container at 2 Woodman Ave

Haverhill MA 01830





City Of Haverhill, MA
Engineering --- Division
Date produced: 6/13/2024

Haverhill, MA

0 20 40 80 Feet

1 inch = 30 feet

This map was produced from the City Of Haverhill's Geographic Information System.
The City expressly disclaims any liability that may result from use of this map.





CCSP-24-9

City Council Special Permit

Status: Active

Submitted On: 6/13/2024



Primary Location

2 WOODMAN AVE
Haverhill, MA 01830

Owner

THE ESTATE OF DANIEL L
PASCOE CRAIG A PASCOE-
ADMINISTRATOR
FULLER RD 17 HAVERHILL, MA
01832

Applicant

 Craig Pascoe
 978-502-0684
 craigdeb6462@icloud.com
 2 Woodman Ave
Haverhill, MA 01830

Applicant Information

What is Your Role in This Process?*

Owner

Applicant Business/Firm Name*

Craig Pascoe

Applicant Business/Firm Phone*

978-502-0684

Applicant Business/Firm Address*

2 Woodman Ave

Applicant Business/Firm City*

Haverhill

Applicant Business/Firm State*

MA

Applicant Business/Firm Zip*

01830

Property Information

Proposed Housing Plan Name*

Storage Container permanent

Proposed Street Name(s)*

N/A

How Long Owned by Current Owner?*

15 plus years

Type of Dwelling(s) Planned in Project*

None

Lot Dimension(s)*

Working on it

Registry Plat Number, Block & Lot*

638-6-62

Zoning District Where Property Located*

RM - Residential Medium Density

Deed Recorded in Essex South Registry: Block Number*

6

Deed Recorded in Essex South Registry: Page*

481-84757

Does the Property Have Multiple Lots?*

No

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

I have a storage container on site and would like to keep it on property permanently.

Property Description*

See above.

Current Property Use*

Residential Housing

TOTAL Number of Units Planned*

0

TOTAL Number of Parking Spaces Planned*

0

Special Circumstances

Building Coverage

☐

Dimensional Variance

☐

Front Yard Setback

☐

Side Yard Setback

☐

Rear Yard Setback

☐

Lot Frontage

☐

Lot Depth

☐

Lot Area

☐

Building Height

☐

Floor Area Ratio

☐

Open Space

☐

Parking

☐

Sign Size

☐

Use

☐

Other

☒

IF OTHER, Please Describe*

Storage Container

Hearing Waiver

Agrees*

Yes

Agreement & Signature

Agrees*



Office Use Only

 City Council Decision

—


 City Council Hearing Date

—

 Reason for Council's Decision

 City Council Members Absent


 City Council Members Present


 Continuance Meeting Date

—

 Also Present

 City Councilor Who Seconded Motion

 City Councilor Who Made Motion

 City Councilors Who Voted Against

 City Councilors Who Abstained


 Continuance Motion Decision

 Who Submitted Continuance Request?

—

—


 City Councilors Who Voted in Favor


 Number of 12"x18" Mylar Copies

 Appeal Expiration Date

—

—

 Number of 24"x36" Mylar Copies

 Number of 18"x24" Mylar Copies

—

—

Attachments



Copy of Proposed Site Plan

REQUIRED

Photo of Container from Craig Pascoe.jpg

Uploaded by Kaitlin Wright on Jul 9, 2024 at 1:01 PM

 2 Versions




Certified Plot Plan

REQUIRED

Plot Plan.pdf

Uploaded by Kaitlin Wright on Jun 25, 2024 at 1:10 PM

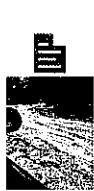
 2 Versions

Description of Project

REQUIRED

Craig Pascoe Written summary.pdf

Uploaded by Kaitlin Wright on Jun 25, 2024 at 1:09 PM



2 Versions

Zoning Opinion

12DB284A-AC69-4493-B795-FA0D4714E8C7.jpeg

Uploaded by Craig Pascoe on Jun 13, 2024 at 11:41 AM

REQUIRED



Written Summary of Project

Craig Pascoe Written summary.pdf

Uploaded by Kaitlin Wright on Jun 25, 2024 at 1:08 PM



Abutters 2 Woodman Ave 638.6.62.xlsx

Abutters 2 Woodman Ave 638.6.62.xlsx

Uploaded by Christine Webb on Jun 25, 2024 at 1:52 PM



Mailing labels 2 Woodman Ave 638.6.62.pdf

Mailing labels 2 Woodman Ave 638.6.62.pdf

Uploaded by Christine Webb on Jun 25, 2024 at 1:53 PM



notice to abutters 2 woodman av.pdf

notice to abutters 2 woodman av.pdf

Uploaded by Maria Bevilacqua on Aug 12, 2024 at 9:57 AM

History

Date	Activity
8/12/2024, 11:28:12 AM	Kaitlin Wright approved approval step Abutter Notification on Record CCSP-24-9
8/12/2024, 11:28:10 AM	Kaitlin Wright assigned approval step Abutter Notification to Kaitlin Wright on Record CCSP-24-9
8/6/2024, 8:29:05 AM	Kaitlin Wright approved approval step Placed on Agenda on Record CCSP-24-9
8/6/2024, 8:28:28 AM	Kaitlin Wright assigned approval step School Department Review to Margaret Marotta on Record CCSP-24-9
8/6/2024, 8:28:05 AM	Kaitlin Wright assigned approval step Placed on Agenda to Kaitlin Wright on Record CCSP-24-9
8/6/2024, 8:27:58 AM	Kaitlin Wright altered approval step Second Ad Placement, changed status from Skipped to Complete on Record CCSP-24-9
8/6/2024, 8:27:51 AM	Kaitlin Wright approved approval step First Ad Placement on Record CCSP-24-9
8/6/2024, 8:27:46 AM	Kaitlin Wright altered approval step First Ad Placement, changed status from Skipped to Active on Record CCSP-24-9

Date	Activity
8/6/2024, 8:27:38 AM	Kaitlin Wright approved approval step Assessor for Abutter's List on Record CCSP-24-9
7/18/2024, 1:41:41 PM	Kaitlin Wright approved approval step City Clerk Review - Hearing Dates Set on Record CCSP-24-9
7/17/2024, 10:22:58 AM	Robert Moore approved approval step Storm Water Review on Record CCSP-24-9
7/17/2024, 10:22:40 AM	Robert Moore approved approval step Conservation Department Review on Record CCSP-24-9
7/17/2024, 9:33:00 AM	Maria Bevilacqua assigned approval step Abutter Notification to Maria Bevilacqua on Record CCSP-24-9
7/9/2024, 1:07:13 PM	Kaitlin Wright assigned approval step City Clerk Review - Hearing Dates Set to Kaitlin Wright on Record CCSP-24-9
7/1/2024, 5:21:42 PM	Kevin Lynch approved approval step Police Department Review on Record CCSP-24-9
6/27/2024, 3:04:20 PM	Robert Irvine waived approval step Fire1 Department Review on Record CCSP-24-9
6/27/2024, 3:04:14 PM	Robert Irvine approved approval step Fire2 Department Review on Record CCSP-24-9
6/26/2024, 7:52:06 AM	Richard Wentworth assigned approval step Fire1 Department Review to Eric Tarpy on Record CCSP-24-9
6/25/2024, 2:32:26 PM	Laurie Brown approved approval step City Council Admin Notified on Record CCSP-24-9
6/25/2024, 2:01:05 PM	altered payment step Special Permit Filing Fee, changed sequence from "1" to "0" on Record CCSP-24-9
6/25/2024, 2:01:05 PM	Bonnie Dufresne assigned approval step Health Department Review to Mark Tolman on Record CCSP-24-9
6/25/2024, 1:44:34 PM	approval step City Council Admin Notified was assigned to Laurie Brown on Record CCSP-24-9
6/25/2024, 1:44:34 PM	approval step Water Supply Review was assigned to Robert Ward on Record CCSP-24-9
6/25/2024, 1:44:34 PM	approval step Building Inspector Review was assigned to Tom Bridgewater on Record CCSP-24-9
6/25/2024, 1:44:34 PM	approval step School Department Review was assigned to Michael Pfifferling on Record CCSP-24-9
6/25/2024, 1:44:34 PM	approval step DPW Review was assigned to Robert Ward on Record CCSP-24-9
6/25/2024, 1:44:34 PM	approval step City Clerk Review - Hearing Dates Set was assigned to Maria Bevilacqua on Record CCSP-24-9

Date	Activity
6/25/2024, 1:44:33 PM	approval step Storm Water Review was assigned to Robert Moore on Record CCSP-24-9
6/25/2024, 1:44:33 PM	approval step Police Department Review was assigned to Kevin Lynch on Record CCSP-24-9
6/25/2024, 1:44:32 PM	approval step Fire2 Department Review was assigned to Robert Irvine on Record CCSP-24-9
6/25/2024, 1:44:32 PM	approval step Fire1 Department Review was assigned to Richard Wentworth on Record CCSP-24-9
6/25/2024, 1:44:32 PM	approval step Health Department Review was assigned to Bonnie Dufresne on Record CCSP-24-9
6/25/2024, 1:44:32 PM	approval step Water/Wastewater Review was assigned to Robert Ward on Record CCSP-24-9
6/25/2024, 1:44:31 PM	approval step Engineering Department Review was assigned to John Pettis on Record CCSP-24-9
6/25/2024, 1:44:31 PM	approval step Conservation Department Review was assigned to Robert Moore on Record CCSP-24-9
6/25/2024, 1:44:31 PM	approval step Assessor for Abutter's List was assigned to Christine Webb on Record CCSP-24-9
6/25/2024, 1:44:28 PM	William Pillsbury approved approval step Planning Director Review on Record CCSP-24-9
6/25/2024, 1:12:56 PM	Kaitlin Wright changed Deed Recorded in Essex South Registry: Page from "638" to "481-84757" on Record CCSP-24-9
6/25/2024, 1:12:18 PM	Kaitlin Wright changed Registry Plat Number, Block & Lot from "Working on it " to "638-6-62" on Record CCSP-24-9
6/25/2024, 1:05:20 PM	Kaitlin Wright altered approval step Second Ad Placement, changed status from Inactive to Skipped on Record CCSP-24-9
6/25/2024, 1:05:19 PM	Kaitlin Wright assigned approval step Second Ad Placement to Kaitlin Wright on Record CCSP-24-9
6/25/2024, 1:05:09 PM	Kaitlin Wright waived approval step First Ad Placement on Record CCSP-24-9
6/25/2024, 1:05:08 PM	Kaitlin Wright reactivated approval step First Ad Placement on Record CCSP-24-9
6/25/2024, 1:05:06 PM	Kaitlin Wright altered approval step First Ad Placement, changed status from Inactive to Complete on Record CCSP-24-9
6/25/2024, 1:05:05 PM	Kaitlin Wright assigned approval step First Ad Placement to Kaitlin Wright on Record CCSP-24-9
6/25/2024, 1:03:40 PM	approval step Planning Director Review was assigned to William Pillsbury on Record CCSP-24-9

Date	Activity
6/25/2024, 1:03:39 PM	completed payment step Special Permit Filing Fee on Record CCSP-24-9
6/13/2024, 11:42:04 AM	Craig Pascoe submitted Record CCSP-24-9
6/13/2024, 11:06:37 AM	Craig Pascoe started a draft of Record CCSP-24-9

Timeline

Label	Activated	Completed	Assignee	Due Date	Status
💰 Special Permit Filing Fee	6/13/2024, 11:42:05 AM	6/25/2024, 1:03:39 PM	Craig Pascoe	-	Completed
✓ Planning Director Review	6/25/2024, 1:03:40 PM	6/25/2024, 1:44:28 PM	William Pillsbury	-	Completed
✓ City Clerk Review - Hearing Dates Set	6/25/2024, 1:44:29 PM	7/18/2024, 1:41:41 PM	Kaitlin Wright	-	Completed
✓ City Council Admin Notified	6/25/2024, 1:44:29 PM	6/25/2024, 2:32:26 PM	Laurie Brown	-	Completed
✓ Assessor for Abutter's List	6/25/2024, 1:44:29 PM	8/6/2024, 8:27:38 AM	Christine Webb	-	Completed
✓ Conservation Department Review	6/25/2024, 1:44:29 PM	7/17/2024, 10:22:40 AM	Robert Moore	-	Completed
✓ DPW Review	6/25/2024, 1:44:29 PM	-	Robert Ward	-	Active
✓ Engineering Department Review	6/25/2024, 1:44:29 PM	-	John Pettis	-	Active
✓ Fire1 Department Review	6/25/2024, 1:44:29 PM	6/27/2024, 3:04:20 PM	Eric Tarp	-	Skipped
✓ Fire2 Department Review	6/25/2024, 1:44:29 PM	6/27/2024, 3:04:14 PM	Robert Irvine	-	Completed

Label	Activated	Completed	Assignee	Due Date	Status
✓ Health Department Review	6/25/2024, 1:44:29 PM	-	Mark Tolman	-	Active
✓ Police Department Review	6/25/2024, 1:44:29 PM	7/1/2024, 5:21:42 PM	Kevin Lynch	-	Completed
✓ School Department Review	6/25/2024, 1:44:29 PM	-	Margaret Marotta	-	Active
✓ Storm Water Review	6/25/2024, 1:44:29 PM	7/17/2024, 10:22:58 AM	Robert Moore	-	Completed
✓ Water/Wastewater Review	6/25/2024, 1:44:29 PM	-	Robert Ward	-	Active
✓ Water Supply Review	6/25/2024, 1:44:29 PM	-	Robert Ward	-	Active
✓ Building Inspector Review	6/25/2024, 1:44:29 PM	-	Tom Bridgewater	-	Active
✓ First Ad Placement	6/25/2024, 1:05:08 PM	8/6/2024, 8:27:51 AM	Kaitlin Wright	-	Completed
✓ Placed on Agenda	8/6/2024, 8:28:09 AM	8/6/2024, 8:29:05 AM	Kaitlin Wright	-	Completed
✓ Abutter Notification	8/6/2024, 8:28:02 AM	8/12/2024, 11:28:12 AM	Kaitlin Wright	-	Completed
✓ Second Ad Placement	-	8/6/2024, 8:27:58 AM	Kaitlin Wright	-	Completed
✓ City Council Meeting	-	-	-	-	Inactive
✓ Meeting Minutes & Decision Filed w/City Clerk	-	-	-	-	Inactive



City of Haverhill, MA

Aug 16, 2024

CCSP-24-9

Conservation Department Review

City Council Special Permit

Status: Complete

Assignee: Robert Moore

Became Active: Jun 25, 2024

Completed: Jul 17, 2024

Applicant

Craig Pascoe
craigdeb6462@icloud.com
2 Woodman Ave
Haverhill, MA 01830
978-502-0684

Primary Location

2 WOODMAN AVE
Haverhill, MA 01830

Owner:

THE ESTATE OF DANIEL L PASCOE CRAIG A
PASCOE-ADMINISTRATOR
17 FULLER RD HAVERHILL, MA 01832

Comments

Robert Moore, Jul 17, 2024

No objections to granting of special permit. Storage unit is on existing paved area. Owner was notified in April of need to allow wetland buffer zone to naturally revegetate between the edge of pavement and the adjacent wetland. Owner has complied with this request.



City of Haverhill, MA

Aug 16, 2024

CCSP-24-9

Storm Water Review

City Council Special Permit

Status: Complete

Assignee: Robert Moore

Became Active: Jun 25, 2024

Completed: Jul 17, 2024

Applicant

Craig Pascoe
craigdeb6462@icloud.com
2 Woodman Ave
Haverhill, MA 01830
978-502-0684

Primary Location

2 WOODMAN AVE
Haverhill, MA 01830

Owner:

THE ESTATE OF DANIEL L PASCOE CRAIG A
PASCOE-ADMINISTRATOR
17 FULLER RD HAVERHILL, MA 01832

Comments

Robert Moore, Jul 17, 2024

c.219 n/a



Aug 16, 2024

CCSP-24-9

First Ad Placement

City Council Special Permit

Status: Complete

Assignee: Kaitlin Wright

Became Active: Jun 25, 2024

Completed: Aug 6, 2024

Applicant

Craig Pascoe
craigdeb6462@icloud.com
2 Woodman Ave
Haverhill, MA 01830
978-502-0684

Primary Location

2 WOODMAN AVE
Haverhill, MA 01830

Owner:

THE ESTATE OF DANIEL L PASCOE CRAIG A
PASCOE-ADMINISTRATOR
17 FULLER RD HAVERHILL, MA 01832

Comments

Kaitlin Wright, Jun 25, 2024

not a typical special permit, city code does not require advertisement

Sec 3.2.4.3

The use of more than two regulated storage containers, or the use of a regulated storage container for more than six months, shall require the issuance of a permit by the City Council. Prior to hearing any application for a permit, seven days' written notice of the application and the hearing date shall be sent to all immediate abutters by regular mail. Regulated storage containers must comply with all accessory setback requirements of this chapter.



City of Haverhill, MA

Aug 16, 2024

CCSP-24-9

Abutter Notification

City Council Special Permit

Status: Complete

Assignee: Kaitlin Wright

Became Active: Aug 6, 2024

Completed: Aug 12, 2024

Applicant

Craig Pascoe
craigdeb6462@icloud.com
2 Woodman Ave
Haverhill, MA 01830
978-502-0684

Primary Location

2 WOODMAN AVE
Haverhill, MA 01830

Owner:

THE ESTATE OF DANIEL L PASCOE CRAIG A
PASCOE-ADMINISTRATOR
17 FULLER RD HAVERHILL, MA 01832

Comments

Maria Bevilacqua, Jul 17, 2024

abutters to be mailed for August 9 2024

Kaitlin Wright, Aug 12, 2024

Abutters were mailed August 2, 2024

<div><div><div>✓</div></div><div>Assessor for Abutter's List</div><div>In Progress</div></div>	<div>CW</div>
<div><div><div>✓</div></div><div>Conservation Department Review</div><div>In Progress</div></div>	<div></div>
<div><div><div>✓</div></div><div>DPW Review</div><div>In Progress</div></div>	<div>RW</div>
<div><div><div>✓</div></div><div>Engineering Department Review</div><div>In Progress</div></div>	<div>JP</div>
<div><div><div>✓</div></div><div>Fire1 Department Review</div><div>Skipped Jun 27, 2024 at 3:04 pm</div></div>	<div>ET</div>
<div><div><div>✓</div></div><div>Fire2 Department Review</div><div>Completed Jun 27, 2024 at 3:04 pm</div></div>	<div>RI</div>
<div><div><div>✓</div></div><div>Health Department Review</div><div>In Progress</div></div>	<div>MT</div>
<div><div><div>✓</div></div><div>Police Department Review</div><div>Completed Jul 01, 2024 at 5:21 pm</div></div>	<div>KL</div>
<div><div><div>✓</div></div><div>School Department Review</div><div>In Progress</div></div>	<div>MP</div>
<div><div><div>✓</div></div><div>Storm Water Review</div><div>In Progress</div></div>	<div></div>
<div><div><div>✓</div></div><div>Water/Wastewater Review</div><div>In Progress</div></div>	<div>RW</div>
<div><div><div>✓</div></div><div>Water Supply Review</div><div>In Progress</div></div>	<div>RW</div>
<div><div><div>✓</div></div><div>Building Inspector Review</div><div>In Progress</div></div>	<div></div>
↓	
<div><div><div>✓</div></div><div>First Ad Placement</div><div>Skipped Jun 25, 2024 at 1:05 pm</div></div>	<div></div>
<div><div><div>✓</div></div><div>Placed on Agenda</div><div>Review</div></div>	<div></div>



**Abutter Notification**

Review

**Second Ad Placement**

Skipped Jun 25, 2024 at 1:05 pm

**City Council Meeting**

Review

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

Review



Details

Important: Please Read Before Starting Your Application

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 BUILDING INSPECTOR, CITY TREASURER, CITY ASSESSOR AND CLERK OF THE BOARD. INCOMPLETE OR LATE APPLICATIONS WILL NOT BE HEARD UNTIL AT LEAST 1 MEETING LATER

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. THESE DOCUMENTS WILL LATER BE FILED WITH THE COUNTY REGISTRY WHICH REQUIRES ORIGINAL DOCUMENTS.

**William Pillsbury**

Remove Comment • Jun 25, 2024 at 1:44 pm

ok to move forward to schedule a city council hearing.

**William Pillsbury**

Remove Comment • Aug 15, 2024 at 9:55 am

I have no objection to the approval of the special permit.

Step Activity

William Pillsbury approved this step

OpenGov system assigned this step to William Pillsbury



Abutter Notification

Review



Second Ad Placement

Skipped Jun 25, 2024 at 1:05 pm



City Council Meeting

Review



Meeting Minutes & Decision Filed w/City Clerk

Review



Planning Director Review



Complete ▾

Complete

Assignee



William Pillsbury

Due date



None



Kaitlin Wright ✓

Remove Comment • Jun 25, 2024 at 1:11 pm

Hi Bill, This is an application for a storage container. Per city code, since applicant would like it more than six months on property, it must go before council. As we do not have another application yet in the system for this (working on it), I had the applicant apply this way. You may notice parts of the application saying N/A as they do not apply to this specific application for storage containers. Please reach out with any questions.



Abutter Notification

Review



Second Ad Placement

Skipped Jun 25, 2024 at 1:05 pm



City Council Meeting

Review



Meeting Minutes & Decision Filed w/City Clerk

Review



Police Department Review



Complete ▾

Complete

Assignee

 Kevin Lynch

Due date

 None

This step was assigned to Kevin Lynch - Jun 25, 2024 at 1:44 pm
Kevin Lynch approved this step - Jul 1, 2024 at 5:21 pm

What is Your Role in This Process?*

Owner

Applicant Business/Firm Name*

Craig Pascoe

Applicant Business/Firm Phone*

978-502-0684

Applicant Business/Firm Address*

2 Woodman Ave

Applicant Business/Firm City*

Haverhill

Applicant Business/Firm State*

MA

Applicant Business/Firm Zip*

01830

Property Information**Edit**



CCSP-24-9

City Council Meeting

City Council Special Permit

Status: Active

Assignee: Kaitlin Wright

Became Active: Aug 20, 2024

Completed:

Applicant

Craig Pascoe
craigdeb6462@icloud.com
2 Woodman Ave
Haverhill, MA 01830
978-502-0684

Primary Location

2 WOODMAN AVE
Haverhill, MA 01830

Owner:

THE ESTATE OF DANIEL L PASCOE CRAIG A
PASCOE-ADMINISTRATOR
17 FULLER RD HAVERHILL, MA 01832

Comments

Kaitlin Wright, Aug 20, 2024

Applicant came to council and requested hearing be postponed to address issues outlined by relevant departments above. Council voted to postpone hearing until Sept 24th council meeting. Voted 11-0 to postpone.

City Council Special Permit - Add to a project

 **Expiration Date**

Active

Request Changes

(/#/explore/request-changes/180661)



84

CCSP-24-10Hearing September 24,
2024

10.2

**Details**

Submitted on Jun 25, 2024 at 9:21 am

**Attachments**

8 files

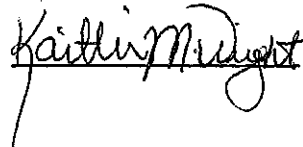
HAU CITY CLERK JUL29/24 PM 3:17

**Activity Feed**

Latest activity on Jul 26, 2024

IN CITY COUNCIL: AUGUST 6, 2024
HEARING SCHEDULE FOR SEPT 24, 2024
Attest:**Applicant**

Melanie Chapman

 City Clerk 0**Location**

98 BRANDY BROW RD, Haverhill, MA 01830



View ▼

Edit Workflow

**Special Permit Filing Fee**

Waived Jun 25, 2024 at 3:32 pm

**Planning Director Review**

Completed Jun 25, 2024 at 10:53 am



WP

**City Clerk Review - Hearing Dates Set**

Completed Jul 26, 2024 at 1:09 pm

**City Council Admin Notified**

Completed Jun 25, 2024 at 10:55 am





CCSP-24-10

City Council Special

Permit

Status: Active

Submitted On: 6/25/2024

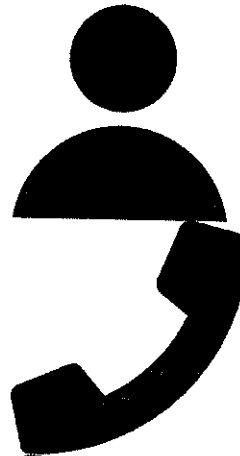
Primary Location

98 BRANDY BROW RD
Haverhill, MA 01830

Owner

CHAPMAN CHRISTOPHER
R
BRANDY BROW RD 98
HAVERHILL, MA 01830

Applicant



Melanie
Chapman

978-914-
3922

@ chapman3918@live.com



98 Brandy
Brow rd

Haverhill, Mass 01830

Applicant Information

What is Your Role in This Process?*

Owner

Applicant Business/Firm Name*

Melanie Chapman

Applicant Business/Firm Phone*

978-914-3922

Applicant Business/Firm Address*

98 Brandy Brow rd

Applicant Business/Firm City*

Haverhill

Applicant Business/Firm State*

Massachusetts

Applicant Business/Firm Zip*

01830

Property Information

Proposed Housing Plan Name*

98

Proposed Street Name(s)*

Brandy Brow rd

How Long Owned by Current Owner?*

22 years

Type of Dwelling(s) Planned in Project*

Single Family

Lot Dimension(s)*

100.25' x 226.00'

Registry Plat Number, Block & Lot*

439

Zoning District Where Property Located*

RS - Residential Rural Special

Deed Recorded in Essex South Registry: Block Number*

19698

Deed Recorded in Essex South Registry: Page*

334

Does the Property Have Multiple Lots?*

Yes

IF YES, How Many Lots?*

4

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

439-5-44, 439-5-45, 439-5-42, 439-5-40

IF YES, Provide Additional Addresses if Different Than "Location" (or Enter NONE)*

NONE

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

The estimated impervious area post alterations exceeds 2,500 square feed which is allowed per 255-9.2.5.1. Requesting special permit to be allowed up to 20% of the lot size.

Property Description*

Single family

Current Property Use*

Residential Housing

TOTAL Number of Units Planned*

1

TOTAL Number of Parking Spaces Planned*

4

Planned Lot Use**Lot Number***

Lot 1

Lot Plat Number, Block, Lot*

439-5-44; 439-5-45

Lot Dimensions*

100.25' x 226.00'

Number of Existing Buildings on Lot* ?

1

Size of Existing Building(s) on Lot*

51' x 21'

Number of Buildings Planned for Lot*

1

Size of Proposed Building(s)*

41.2' x 29.2; 8.9' x 25.4'

Number of Families to be Accommodated*

1

Extent of Proposed Alterations*

Addition

IF OTHER ALTERATIONS, Please Describe*

Reconstructed garage and join to home with closed breezeway

Types of Units Planned on Lot*

Addition to Existing Home

Number of Units Planned on Lot*

1

Special Circumstances

Building Coverage

☒

Dimensional Variance

☐

Front Yard Setback

☐

Side Yard Setback

☐

Rear Yard Setback

☐

Lot Frontage

☐

Lot Depth

☐

Lot Area

☐

Building Height

☐

Floor Area Ratio

☐

Open Space

☐

Parking

☐

Sign Size

☐

Use

☐

Other

☐

Hearing Waiver

Agrees*

Yes

Agreement & Signature

Agrees*



Office Use Only

 City Council Decision

—


 City Council Hearing Date

—

 Reason for Council's Decision

 City Council Members Absent


 City Council Members Present

 Continuance Meeting Date

—


 Also Present

 City Councilor Who Seconded Motion

 City Councilor Who Made Motion

 City Councilors Who Voted Against

 City Councilors Who Abstained


 Continuance Motion Decision

 Who Submitted Continuance Request?

—

—


 City Councilors Who Voted in Favor


 Number of 12"x18" Mylar Copies

 Appeal Expiration Date

—

—

 Number of 24"x36" Mylar Copies

 Number of 18"x24" Mylar Copies

—

—

Attachments

Written Summary of Project

Required



Scanned Document.pdf

Uploaded by Melanie Chapman on Jun 24, 2024 at 12:13 PM

Copy of Proposed Site Plan

Required



IMG_0525.heic

Uploaded by Melanie Chapman on Jun 24, 2024 at 12:10 PM

Certified Plot Plan

Required



Scanned Document.pdf

Uploaded by Melanie Chapman on Jun 24, 2024 at 12:11 PM

Description of Project

Required



Project summary.pdf

Uploaded by Melanie Chapman on Jun 24, 2024 at 12:13 PM

Zoning Opinion

Required



98 Brandy Brow rd .png

Uploaded by Melanie Chapman on Jun 25, 2024 at 9:21 AM

Abutters 98 Brandy Brow 439.5.44 incl 40.41.42.45.xlsx



Abutters 98 Brandy Brow 439.5.44 incl 40.41.42.45.xlsx

Uploaded by Christine Webb on Jun 25, 2024 at 11:09 AM

Mailing labels 98 Brandy Brow 439.5.44 incl 40.41.42.45.pdf



Mailing labels 98 Brandy Brow 439.5.44 incl 40.41.42.45.pdf

Uploaded by Christine Webb on Jun 25, 2024 at 11:09 AM

98BrandyBrowBOAPlanChapman3.pdf



98BrandyBrowBOAPlanChapman3.pdf

Uploaded by Melanie Chapman on Jul 18, 2024 at 12:26 PM

Abutter Notification

Review



Second Ad Placement

Review



City Council Meeting

Review



Meeting Minutes & Decision Filed w/City Clerk

Review



Fire2 Department Review



● Complete ▾

Complete

Assignee

Robert Irvine

Due date



None



Robert Irvine

Remove Comment • Jun 27, 2024 at 3:18 pm

Residential Single Family

The planning, design and construction of new buildings, renovation of existing buildings and structures to provide egress facilities, fire protection and built-in fire protection equipment shall be in accordance with 780 CMR; and any alterations, additions or changes in buildings required by the provisions of 527 CMR which in the scope of 780 CMR, 9th edition, shall be made in accordance therewith.

Plans approved by the fire department are approved with the intent they comply in all respects to MSBC, 780 CMR 527 CMR 1.00, MGL Chapter 148 and any City of Haverhill ordinance. Any omissions or errors on the plans do not relieve the

**Melanie Chapman**

Remove Comment • Jul 17, 2024 at 4:55 pm

Just left a message for Ram to see where their at with those drawings.

**Melanie Chapman**

Remove Comment • Jul 18, 2024 at 12:28 pm

Bob, I just uploaded what I believe to be the Plot Plan with the recharge. Please let me know if that what's being requested, thank you.

**Robert Moore**

Remove Comment • Jul 18, 2024 at 6:57 pm

Thank you for uploading the new plan. The Water Supply staff and Building Inspector may request additional information pertaining to sizing of the recharge system. I'm sure they'll let you know if they have any additional comments. My involvement in this "Storm Water Review" category is to determine whether the project complies with C. 219 of the City Code ("Stormwater Management"). Your project is small enough that this ordinance will not apply. I'll send the review to the City Engineer so that he may comment on any other stormwater items. Best of luck with your project.

This step was assigned to Robert Moore - Jun 25, 2024 at 10:53 am
Robert Moore assigned this step to John Pettis - Jul 18, 2024 at 6:58 pm

applicant of complying with applicable requirements
Driveway must comply with the Public Safety Driveway Design Standard for
Residential Dwellings.

This step was assigned to Robert Irvine - Jun 25, 2024 at 10:53 am
Robert Irvine approved this step - Jun 27, 2024 at 3:18 pm

**Abutter Notification**

Review

**Second Ad Placement**

Review

**City Council Meeting**

Review

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

Review



Details

Important: Please Read Before Starting Your Application

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 BUILDING INSPECTOR, CITY TREASURER, CITY ASSESSOR AND CLERK OF THE BOARD. INCOMPLETE OR LATE APPLICATIONS WILL NOT BE HEARD UNTIL AT LEAST 1 MEETING LATER

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. THESE DOCUMENTS WILL LATER BE FILED WITH THE COUNTY REGISTRY WHICH REQUIRES ORIGINAL DOCUMENTS.

**Abutter Notification**

Review

**Second Ad Placement**

Review

**City Council Meeting**

Review

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

Review



Conservation Department Review

**● Complete ▾**

Complete

Assignee

 Robert Moore

Due date

 None**Robert Moore**

Remove Comment • Jul 18, 2024 at 6:49 pm

Hi Melanie. I have no objection to the granting of the special permit with respect to the jurisdiction of the Conservation Commission. The Water Supply staff and Building Inspector will review the project with respect to the Water Supply Zoning Ordinance and should let you know if they have any additional comments.

This step was assigned to Robert Moore - Jun 25, 2024 at 10:53 am
Robert Moore approved this step - Jul 18, 2024 at 6:49 pm



CCSP-24-10

Health Department Review

City Council Special Permit

Status: Complete

Assignee: Mark Tolman

Became Active: Jun 25, 2024

Completed: Aug 21, 2024

Applicant

Melanie Chapman
chapman3918@live.com
98 Brandy Brow rd
Haverhill, Mass 01830
9789143922

Primary Location

98 BRANDY BROW RD
Haverhill, MA 01830

Owner:

CHAPMAN CHRISTOPHER R
98 BRANDY BROW RD HAVERHILL, MA 01830

Comments

Kaitlin Wright, Aug 20, 2024

@Mark Tolman This is coming before Council in the coming weeks. Please review the application and comment relative to your department. Thank you!

Mark Tolman, Aug 21, 2024

Rearranging rooms only. There is no increase in flow to the septic system.



CITY OF HAVERHILL
BOARD OF APPEALS FOR ZONES
CITY HALL - 4 SUMMER STREET

NOTICE OF DECISION

YOU ARE HEREBY NOTIFIED OF THE DECISION OF THE BOARD OF APPEALS ON THE
APPLICATION OF:

Owner: Christopher Chapman Applicant: Melanie Chapman BOA 24-17

APPLICANT AND (OWNER IF DIFFERENT)

98 Brandy Brow Road 439 5 40, 44, 42, 45

SITE LOCATION ASSESSOR'S MAP BLOCK PARCEL NUMBER

DEED OF PROPERTY RECORDED IN: SOUTHERN ESSEX Book: 32744 Page: 538

This was filed with the Board on 6/11/2024 as signified by the City Clerk's date stamp.

The BOARD, as authorized by §15, Chapter 40A of the M.G.L. held a PUBLIC HEARING on:
July 17, 2024

DATE OF HEARING (CONTINUANCE IF APPLICABLE)

The BOARD'S DECISION by vote to GRANT/DENY said application is as follows:
RECORD OF PROCEEDINGS: SEE BELOW MOTION*:

STIPULATION (S):



SO.ESSEX #206 Bk:42293 Pg:298
08/27/2024 12:37 PM DCSN Pg 1/2
eRecorded

MOTION MADE BY: Vatthally SECOND: Infante

VOTE ON MOTION WITH/WITHOUT STIPULATIONS:

BOARD	Absent	Yes	No	Abstain	Not Sitting
CHAIRPERSON MORIARTY		✓			
MEMBER INFANTE		✓			
MEMBER BROWN		✓			
MEMBER LEPONE <u>Vatthally</u>		✓			
MEMBER BEVILACQUA		✓			
ASSOC. MEMBER MATIAS					
ASSOC. MEMBER ORTIZ					

THE BOARD CITES THE FOLLOWING AS REASON (S) FOR ITS DECISION:

Melanie & Christopher Chapman for 98 Brandy Brow Road (Map 439, Block 5, Lots 40, 44, 42 & 45)

Applicant seeks a dimensional variance for side setback (12.7 ft where 25 ft is required) to construct an attached two-slab garage in a RS zone. (BOA 24-17)

No members of the public spoke in opposition to the application. The Applicant's proposal also requires a special permit from the City Council under the Water Supply Protection Overlay District section of the zoning ordinance. The Board found that the application meets the requirements of 255-10.2.2(2). The Board granted the requested variance on a vote of 5-0.

An Appeal of this Decision shall be made pursuant to §17 of Chapter 40A and shall be filed with Superior or District Court within twenty (20) days after the date of filing of the above cited decision with the Office of the City Clerk. Procedural appeals shall be taken in accordance with §17 of Chapter 40A.

July 17, 2024

DATE

Aguese Bevilacqua
John Brown

CHAIRPERSON

TEV

Kapote

*See record of evidence, findings of fact and detailed record of proceedings of the Board of Appeals presented at the hearing and filed with the City Clerk and Planning Board, which is being incorporated herein by reference and considered a part thereof.

Send to:
Christopher Chapman
98 Brandy Brow Road
Haverhill, MA 01830

TRUE ATTEST COPY
Kathleen M. Wright

Kathleen M. Wright

CERTIFICATION OF DECISION

I, the City Clerk of the City of Haverhill, hereby certify that the Board of Appeals DECISION AND NOTICE OF DECISION on the application of:

Owner: Christopher Chapman Applicant: Melanie Chapman

AND (OWNER IF DIFFERENT)

For a Special Permit and/or Variance for the location at:

98 Brandy Brow Road

STREET NAME AND NUMBER

Has been filed with this Office on: HAU CITY CLERK JUL 30 '24 PM 12:05

And that;

- (1) Twenty (20) days from the date the decision was filed have elapsed and this Office within the 20-day appeal has received no appeal notice to the District or Superior Court.
- (2) If an appeal has been taken, notice has been received that said appeal has been dismissed or denied.
- (3) The application was denied.

The Board Clerk will file in this office, evidence that the DECISION, NOTICE OF DECISION, and CERTIFICATION OF DECISION of the Board has been duly recorded and indexed in the Grantor Index under the name of the owner of record (registered land to be noted on the Owner's Certificate of Title) and the Essex County South District Registry of Deeds.

A fee of ten dollars (\$10.00) has been paid by the applicant and a copy of this Certification will be transmitted to the Board of Appeals.

Kathleen M. Wright
CITY CLERK

HAU CITY CLERK AUG 20 '24 AM 9:38

DATE

I hereby agree to record this DECISION, NOTICE OF DECISION, and CERTIFICATION OF DECISION at the Registry of Deeds as required and in compliance with Chapter 40A of the M.G.L.

I agree to file evidence with the City Clerk attesting that said DECISION, NOTICE OF DECISION and CERTIFICATION OF DECISION has been duly recorded as cited above.

Jim Deery
BOARD OF APPEALS CLERK

HAU CITY CLERK AUG 20 '24 AM 9:38

DATE

NOTE: IF THE RIGHTS AUTHORIZED BY VARIANCE, CERTAIN SPECIAL PERMITS, AND FINDINGS OF THE BOARD OF APPEALS ARE NOT EXERCISED WITHIN ONE YEAR OF THE GRANT OF SUCH BOARDS ACTIONS, SAID RIGHTS SHALL LAPSE.

Melanie Chapman

98 Brandy Brow rd.

Haverhill Massachusetts

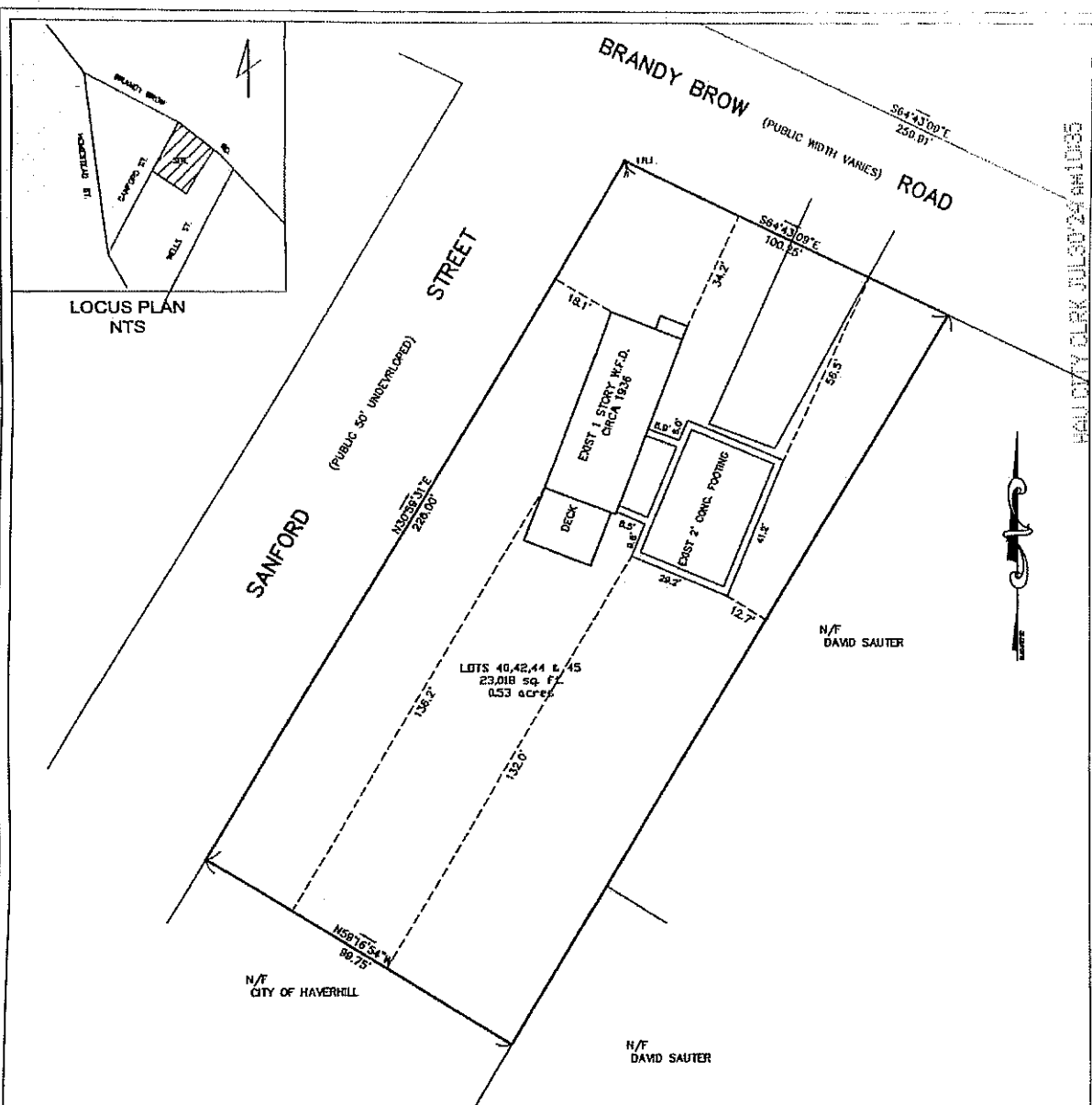
The project at 98 Brandy Brow rd. consists of demolition of detached 2 car garage(30'x28') and reconstruction of said garage adding footings, frost walls and foundation in order to erect a second floor to the garage. The project will also include adding 10' off the back of the garage(40'x28') and attaching the garage with a 2-story breezeway (10' x 24'). The project will allow for use of garage as the pre-existing garage was not suitable and add additional storage and living space to the home as the home does not have a usable basement. No change to the driveway and structures will remain within the current footprint from side to side. The only change in the footprint will be the 10' being added to the back of the garage,132' from the property line.

HAV CITY CLERK JUL 30/24 AM1035

June 25, 2024 at 9:17 AM

98 Brandy Brow is in Zone B of the Watershed of the Haverhill zoning bylaws One individual single-family dwelling unit which is within the WSPOD District but not within 500 feet of the water bodies outlined in Subsection D(3)(a)[5],[1] Places of worship, nonprofit educational development, trade schools, nursery schools, nonprofit schools, colleges or universities and City governmental buildings, provided that no more than 10% of a building lot, or 2,500 square feet, whichever is greater, is rendered impervious, and further provided that the slope of the portion of the lot to be built upon, prior to alteration, shall not exceed 15% wetlands portions excluded.

The estimated resulting impervious area post alteration exceeds 2,500 square feet which is allowed per 255-9.2.5.1. Up to 20% of the lot size is allowed by special permit from City Council per 255-9.2.7.8.



PLANNING CLERK JUL 30/24 041035

GRAPHIC SCALE



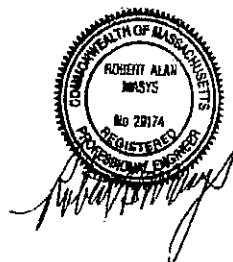
(IN FEET)
1 inch = 30 ft

GENERAL NOTES:

1. BOUNDARY INFORMATION BASED UPON PLANS BK. 30, PLAN 25, PLAN 243 OF 1961 ECSRD.
2. ADDITIONAL INFORMATION WAS COMPILED FROM ONSITE SURVEY PERFORMED BY RAM ENGINEERING, HAVERHILL, MA.

SCALE: 1" = 30'
DEED BOOK 32744 PAGE 538
AREA 0.53 AC. +/-
ASSESSOR MAP 439
BLOCK 5
LOTS 40, 42, 44 & 45
ZONE SC

I CERTIFY THAT THE STRUCTURES HERE ON
ARE LOCATED AS SHOWN.



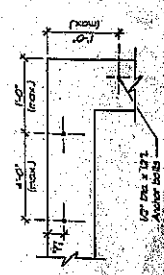
ROBERT A. MASYS, P.E.

CERTIFIED PLOT PLAN OF LAND AT 98 BRANDY BROW ROAD HAVERHILL, MASSACHUSETTS

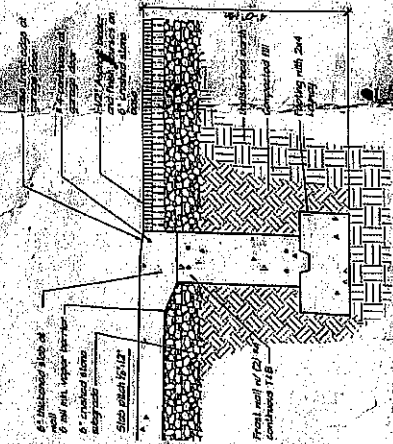
JUNE 4, 2024

OWNER/APPLICANT:
CHRISTOPHER CHAPMAN
98 BRANDY BROW RD.
HAVERHILL, MA.

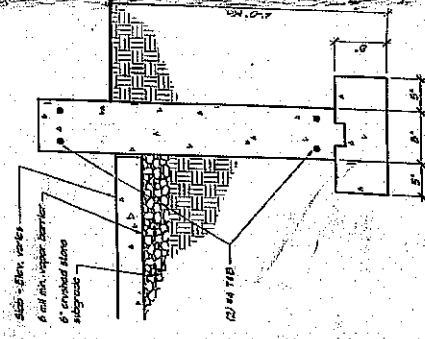




1 Foundation Plan
SCALE: 1/4" = 1'-0"



2 Section at Overhead Door
SCALE: 1/4" = 1'-0"



3 Foundation Wall Section
SCALE: 1/4" = 1'-0"

- Foundations:**
- Examine the drawings and specifications for foundations and foundations. All foundations shall be constructed in accordance with the specifications and drawings. All foundations shall be constructed in accordance with the specifications and drawings.
 - Examine the drawings and specifications for foundations and foundations. All foundations shall be constructed in accordance with the specifications and drawings. All foundations shall be constructed in accordance with the specifications and drawings.
 - Examine the drawings and specifications for foundations and foundations. All foundations shall be constructed in accordance with the specifications and drawings. All foundations shall be constructed in accordance with the specifications and drawings.
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- Reinforcement:**
- Examine the drawings and specifications for reinforcement. All reinforcement shall be constructed in accordance with the specifications and drawings. All reinforcement shall be constructed in accordance with the specifications and drawings.
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 - Examine the drawings and specifications for reinforcement. All reinforcement shall be constructed in accordance with the specifications and drawings. All reinforcement shall be constructed in accordance with the specifications and drawings.

- Concrete:**
- Examine the drawings and specifications for concrete. All concrete shall be constructed in accordance with the specifications and drawings. All concrete shall be constructed in accordance with the specifications and drawings.
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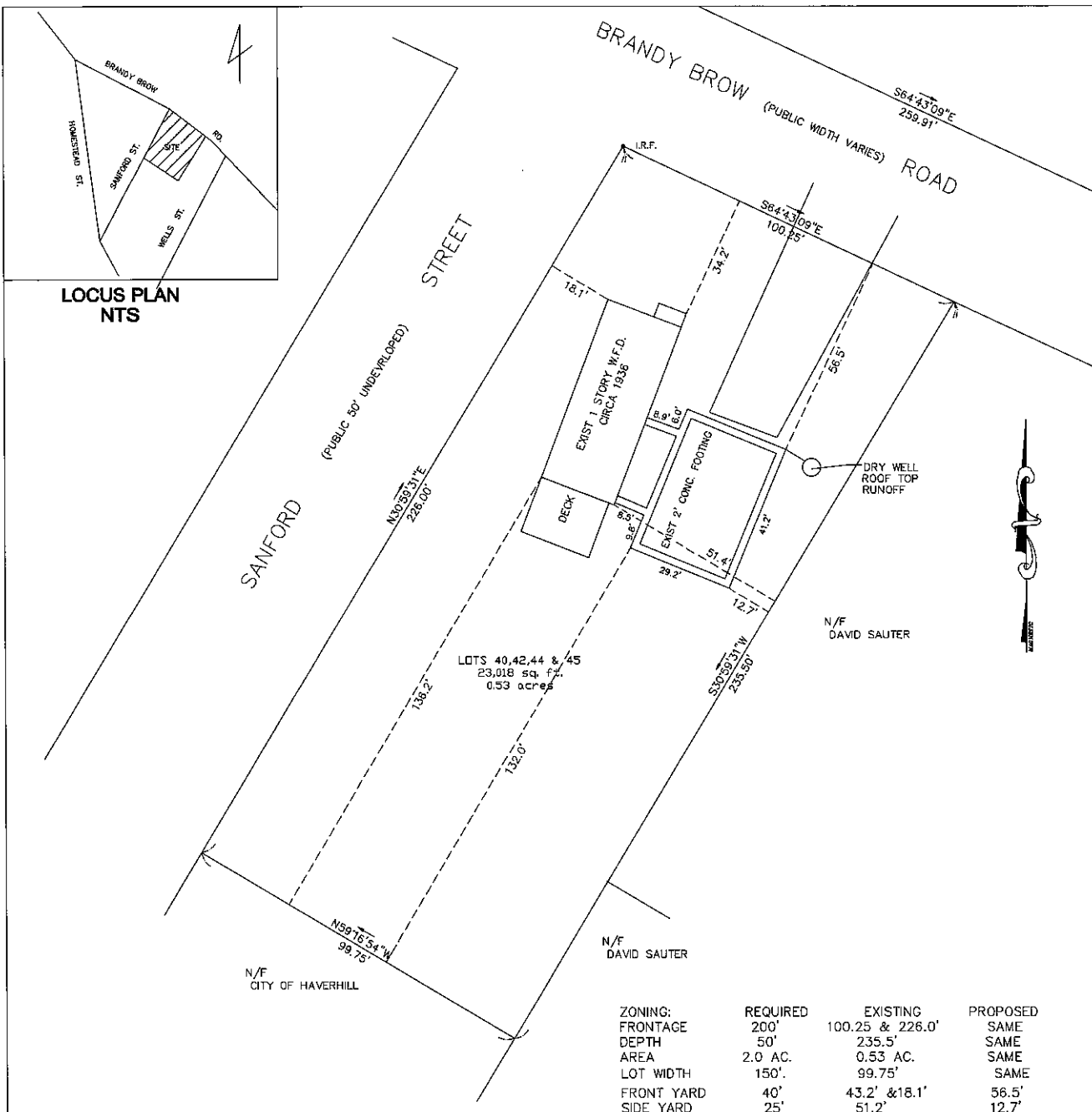
Spickett Hill Design Inc.
Residential & Commercial
Foundation and Retention
Foundation and Retention
Foundation and Retention

**Proposed Addition to
98 Brandy Brow Road
Haverhill, MA**

Date	Description	By	Check
07/24/11	Foundation Plan	J. Spickett	J. Spickett
07/24/11	Foundation Wall Section	J. Spickett	J. Spickett
07/24/11	Section at Overhead Door	J. Spickett	J. Spickett
07/24/11	Foundation Plan	J. Spickett	J. Spickett
07/24/11	Foundation Wall Section	J. Spickett	J. Spickett
07/24/11	Section at Overhead Door	J. Spickett	J. Spickett

**Foundation
Plan, Notes
and Details**

A-1



LOCUS PLAN
NTS

GRAPHIC SCALE



(IN FEET)
1 inch = 30 ft.

GENERAL NOTES:

1. BOUNDARY INFORMATION BASED UPON PLANS BK. 30, PLAN 25, PLAN 243 OF 1961 ECSRD.
2. ADDITIONAL INFORMATION WAS COMPILED FROM ONSITE SURVEY PERFORMED BY RAM ENGINEERING, HAVERHILL, MA.

ZONING:	REQUIRED	EXISTING	PROPOSED
FRONTAGE	200'	100.25' & 226.0'	SAME
DEPTH	50'	235.5'	SAME
AREA	2.0 AC.	0.53 AC.	SAME
LOT WIDTH	150'	99.75'	SAME
FRONT YARD	40'	43.2' & 18.1'	56.5'
SIDE YARD	25'	51.2'	12.7'
REAR YARD	25'	136.2'	132.0'
BLDG. COVERAGE	15% MAX.	7.1%	13.2%

SCALE: 1" = 30'

DEED BOOK 32744 PAGE 538

AREA 0.53 AC. +/-

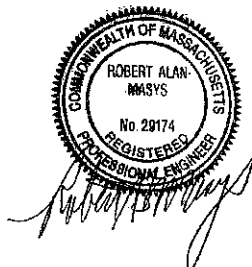
ASSESSOR MAP 439

BLOCK 5

LOTS 40, 42, 44 & 45

ZONE RS

I CERTIFY THAT THE STRUCTURES HERE ON
ARE LOCATED AS SHOWN.



ROBERT A. MASYS, P.E.

PROPOSED PLOT PLAN OF LAND AT 98 BRANDY BROW ROAD HAVERHILL, MASSACHUSETTS

JUNE 7, 2024

OWNER/APPLICANT:

CHRISTOPHER CHAPMAN
98 BRANDY BROW RD.
HAVERHILL, MA.





City of Haverhill, MA

Hearing September 24,
August 5, 2024

2024

CCSP-24-7City Council Special
Permit

Status: Active

Submitted On: 6/12/2024

Primary Location0 BOSTON ST
Haverhill, MA 01832**Owner**SNOW CASSELL LLC
DOUGLAS ST 16 HAVERHILL, MA
01830**Applicant**
 michael miglioni
 978-884-6431
 mmiglioni@fimilaw.com
 280 Merrimack Street
 Methuen, MA 01844
Applicant InformationAUG 6 AMB:01
HAUCITYCLERK

What is Your Role in This Process?*

Attorney/Agent

Applicant Business/Firm Name*

Fiorello & Migliori

Applicant Business/Firm Phone*

978 884 6431

Applicant Business/Firm Address*

280 Merrimack Street

Applicant Business/Firm City*

Methuen

Applicant Business/Firm State*

MA

Applicant Business/Firm Zip*

01844

Client Name*

Snow Cassell LLC

Client Business Name*

Snow Cassell LLC

Client Phone*

978 228 9715

Client Email*

michael.i.cassell@gmail.com

Client Address*

16 Douglas Street

IN CITY COUNCIL: August 20 2024

VOTED: that COUNCIL HEARING BE HELD September 24 2024



Attest:

City Clerk

City Council Special Permit**CCSP-24-7**

Submitted On: Jun 12, 2024

Applicant

 michael miglioni
 978-884-6431
@ mmiglioni@fimilaw.com

Primary Location

110 PILLING ST
Haverhill, MA 01832

Important: Please Read Before Starting Your Application**Applicant Information****What is Your Role in This Process?**

Attorney/Agent

Applicant Business/Firm Phone

978 884 6431

Applicant Business/Firm City

Methuen

Applicant Business/Firm Zip

01844

Client Business Name

Snow Cassell LLC

Client Email

michael.i.cassell@gmail.com

Client City

Haverhill

Client Zip

01830

Client Business Structure

Limited Liability Corporation (LLC)

Applicant Business/Firm Name

Fiorello & Miglioni

Applicant Business/Firm Address

280 Merrimack Street

Applicant Business/Firm State

MA

Client Name

Snow Cassell LLC

Client Phone

978 228 9715

Client Address

16 Douglas Street

Client State

MA

Client County

Essex

Property Information**Proposed Housing Plan Name**

NA

How Long Owned by Current Owner?

12 Years

Lot Dimension(s)

110.10 x 111.92 x 100.85 x 111.77

Zoning District Where Property Located

RH - Residential High Density

Proposed Street Name(s)

NA

Type of Dwelling(s) Planned in Project

Multi-Family

Registry Plat Number, Block & Lot

520-314-1

Deed Recorded in Essex South Registry: Block Number

31098

No

Thoroughly Describe the Reason(s) for thre Special Permit

Applicant seeks to construct a three family residence which requires a special permit from the City Council

Property Description

See attached plans.

Current Property Use

Vacant

TOTAL Number of Units Planned

3

TOTAL Number of Parking Spaces Planned

6

Planned Lot Use

Special Circumstances

Building Coverage

--

Dimensional Variance

--

Front Yard Setback

--

Side Yard Setback

--

Rear Yard Setback

--

Lot Frontage

--

Lot Depth

--

Lot Area

--

Building Height

--

Floor Area Ratio

--

Open Space

--

Parking

--

Sign Size

--

Use

--

Other

--

Hearing Waiver

Agrees

Yes

Agreement & Signature

Agrees

true

PLEASE READ

86

Client City*

Haverhill

Client State*

MA

Client Zip*

01830

Client County*

Essex

Client Business Structure*

Limited Liability Corporation (LLC)

Property Information

Proposed Housing Plan Name*

NA

Proposed Street Name(s)*

NA

How Long Owned by Current Owner?*

12 Years

Type of Dwelling(s) Planned in Project*

Multi-Family

Lot Dimension(s)*

110.10 x 111.92 x 100.85 x 111.77

Registry Plat Number, Block & Lot*

520-314-1

Zoning District Where Property Located*

RH - Residential High Density

Deed Recorded in Essex South Registry: Block Number*

31098

Deed Recorded in Essex South Registry: Page*

216

Does the Property Have Multiple Lots?*

No

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

Applicant seeks to construct a three family residence which requires a special permit from the City Council

Property Description*

See attached plans.

Current Property Use*

Vacant

TOTAL Number of Units Planned*

3

TOTAL Number of Parking Spaces Planned*

6

Special Circumstances

Building Coverage

☐

Dimensional Variance

☐

Front Yard Setback

☐

Side Yard Setback

☐

Rear Yard Setback

☐

Lot Frontage

☐

Lot Depth

☐

Lot Area

☐

Building Height

☐

Floor Area Ratio

☐

Open Space

☐

Parking

☐

Sign Size

☐

Use

☐

Other

☐

Hearing Waiver

Agrees*

Yes

Agreement & Signature

Agrees*

☒

Office Use Only

🔒 City Council Decision

—

🔒 City Council Hearing Date

—

**Placed on Agenda**

Review

**Abutter Notification**

Review

**Second Ad Placement**

Review

**City Council Meeting**

Review

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

Review

**michael miglioni**[View Profile](#)**Email Address**mmiglioni@fimilaw.com (mailto:mmiglioni@fimilaw.com)**Phone Number**

978-884-6431

Address

280 Merrimack Street, Methuen, MA 01844

🔒 Number of 24"x36" Mylar Copies

🔒 Number of 18"x24" Mylar Copies

Attachments



Property Owner's Permission

Boston Street Owner Permission Letter (version 3).pdf
Uploaded by michael miglioni on Jun 12, 2024 at 6:15 AM

REQUIRED



Written Summary of Project

Pilling St Transmittal Ltr to Council.pdf
Uploaded by michael miglioni on Jun 12, 2024 at 6:15 AM

REQUIRED



Copy of Proposed Site Plan

Plan 1.pdf
Uploaded by michael miglioni on Jun 12, 2024 at 6:15 AM

REQUIRED



Certified Plot Plan

Plan 1.pdf
Uploaded by michael miglioni on Jun 12, 2024 at 6:16 AM

REQUIRED



Description of Project

Pilling St Transmittal Ltr to Council.pdf
Uploaded by michael miglioni on Jun 12, 2024 at 6:16 AM

REQUIRED



Zoning Opinion

Pilling St Transmittal Ltr to Council.pdf
Uploaded by michael miglioni on Jun 12, 2024 at 6:16 AM

REQUIRED



Triplex Plans.pdf

Triplex Plans.pdf
Uploaded by michael miglioni on Jun 12, 2024 at 6:16 AM



Plan 2.pdf

Plan 2.pdf
Uploaded by michael miglioni on Jul 17, 2024 at 5:54 PM



Plan with Water Sewer lines.pdf

Plan with Water Sewer lines.pdf

Uploaded by michael migliori on Jul 17, 2024 at 5:54 PM



Deed for Boston ST lots 520.314.3 and 520.314.4A to Snow Castle.pdf

Deed for Boston ST lots 520.314.3 and 520.314.4A to Snow Castle.pdf

Uploaded by Christine Webb on Jul 18, 2024 at 11:28 AM

History

Date	Activity
7/26/2024, 12:17:00 PM	Laurie Brown approved approval step City Council Admin Notified on Record CCSP-24-7
7/26/2024, 11:41:46 AM	Laurie Brown moved Record CCSP-24-7 from 110 PILLING ST, Haverhill MA 01832 to 0 BOSTON ST, Haverhill MA 01832
7/18/2024, 5:11:49 PM	Robert Moore approved approval step Conservation Department Review on Record CCSP-24-7
7/18/2024, 5:11:27 PM	Robert Moore approved approval step Storm Water Review on Record CCSP-24-7
7/18/2024, 3:36:56 PM	Eric Tarpay approved approval step Fire1 Department Review on Record CCSP-24-7
7/18/2024, 11:42:37 AM	Robert Irvine approved approval step Fire2 Department Review on Record CCSP-24-7
7/17/2024, 1:13:55 PM	Christine Webb approved approval step Assessor for Abutter's List on Record CCSP-24-7
7/17/2024, 11:47:24 AM	Eric Tarpay assigned approval step Fire2 Department Review to Robert Irvine on Record CCSP-24-7
7/17/2024, 9:58:57 AM	Bonnie Dufresne assigned approval step Health Department Review to Mark Tolman on Record CCSP-24-7
7/17/2024, 8:53:55 AM	approval step City Council Admin Notified was assigned to Laurie Brown on Record CCSP-24-7
7/17/2024, 8:53:55 AM	approval step Water Supply Review was assigned to Robert Ward on Record CCSP-24-7
7/17/2024, 8:53:55 AM	approval step Building Inspector Review was assigned to Tom Bridgewater on Record CCSP-24-7
7/17/2024, 8:53:55 AM	approval step School Department Review was assigned to Michael Pfifferling on Record CCSP-24-7
7/17/2024, 8:53:55 AM	approval step DPW Review was assigned to Robert Ward on Record CCSP-24-7
7/17/2024, 8:53:55 AM	approval step City Clerk Review - Hearing Dates Set was assigned to Maria Bevilacqua on Record CCSP-24-7

Date	Activity
7/17/2024, 8:53:55 AM	approval step Storm Water Review was assigned to Robert Moore on Record CCSP-24-7
7/17/2024, 8:53:55 AM	approval step Police Department Review was assigned to Kevin Lynch on Record CCSP-24-7
7/17/2024, 8:53:55 AM	approval step Fire2 Department Review was assigned to Eric Tarpy on Record CCSP-24-7
7/17/2024, 8:53:55 AM	approval step Fire1 Department Review was assigned to Eric Tarpy on Record CCSP-24-7
7/17/2024, 8:53:55 AM	approval step Health Department Review was assigned to Bonnie Dufresne on Record CCSP-24-7
7/17/2024, 8:53:55 AM	approval step Water/Wastewater Review was assigned to Robert Ward on Record CCSP-24-7
7/17/2024, 8:53:54 AM	approval step Engineering Department Review was assigned to John Pettis on Record CCSP-24-7
7/17/2024, 8:53:54 AM	approval step Conservation Department Review was assigned to Robert Moore on Record CCSP-24-7
7/17/2024, 8:53:54 AM	approval step Assessor for Abutter's List was assigned to Christine Webb on Record CCSP-24-7
7/17/2024, 8:53:54 AM	William Pillsbury approved approval step Planning Director Review on Record CCSP-24-7
7/9/2024, 9:05:24 PM	Kaitlin Wright altered payment step Legal Notice Fee, changed autoAssign from "" to "0" on Record CCSP-24-7
7/9/2024, 9:05:24 PM	Kaitlin Wright altered payment step Legal Notice Fee, changed publicCanRequest from "" to "0" on Record CCSP-24-7
7/9/2024, 9:05:24 PM	Kaitlin Wright waived payment step Legal Notice Fee on Record CCSP-24-7
6/13/2024, 11:45:03 AM	Kaitlin Wright added payment step Legal Notice Fee to Record CCSP-24-7
6/12/2024, 6:20:02 AM	approval step Planning Director Review was assigned to William Pillsbury on Record CCSP-24-7
6/12/2024, 6:20:01 AM	completed payment step Special Permit Filing Fee on Record CCSP-24-7
6/12/2024, 6:16:52 AM	michael migliori submitted Record CCSP-24-7
6/10/2024, 11:58:02 AM	michael migliori started a draft of Record CCSP-24-7

Timeline

Label	Activated	Completed	Assignee	Due Date	Status
💰 Special Permit Filing Fee	6/12/2024, 6:16:52 AM	6/12/2024, 6:20:01 AM	michael migliori	-	Completed
💰 Legal Notice Fee	6/13/2024, 11:45:03 AM	7/9/2024, 9:05:24 PM	-	-	Skipped
✓ Planning Director Review	6/12/2024, 6:20:02 AM	7/17/2024, 8:53:54 AM	William Pillsbury	-	Completed
✓ City Clerk Review - Hearing Dates Set	7/17/2024, 8:53:54 AM	-	Maria Bevilacqua	-	Active
✓ City Council Admin Notified	7/17/2024, 8:53:54 AM	7/26/2024, 12:17:00 PM	Laurie Brown	-	Completed
✓ Assessor for Abutter's List	7/17/2024, 8:53:54 AM	7/17/2024, 1:13:55 PM	Christine Webb	-	Completed
✓ Conservation Department Review	7/17/2024, 8:53:54 AM	7/18/2024, 5:11:49 PM	Robert Moore	-	Completed
✓ DPW Review	7/17/2024, 8:53:54 AM	-	Robert Ward	-	Active
✓ Engineering Department Review	7/17/2024, 8:53:54 AM	-	John Pettis	-	Active
✓ Fire1 Department Review	7/17/2024, 8:53:54 AM	7/18/2024, 3:36:56 PM	Eric Tarpy	-	Completed
✓ Fire2 Department Review	7/17/2024, 8:53:54 AM	7/18/2024, 11:42:37 AM	Robert Irvine	-	Completed
✓ Health Department Review	7/17/2024, 8:53:54 AM	-	Mark Tolman	-	Active

Label	Activated	Completed	Assignee	Due Date	Status
✓ Police Department Review	7/17/2024, 8:53:54 AM	-	Kevin Lynch	-	Active
✓ School Department Review	7/17/2024, 8:53:54 AM	-	Michael Pfifferling	-	Active
✓ Storm Water Review	7/17/2024, 8:53:54 AM	7/18/2024, 5:11:27 PM	Robert Moore	-	Completed
✓ Water/Wastewater Review	7/17/2024, 8:53:54 AM	-	Robert Ward	-	Active
✓ Water Supply Review	7/17/2024, 8:53:54 AM	-	Robert Ward	-	Active
✓ Building Inspector Review	7/17/2024, 8:53:54 AM	-	Tom Bridgewater	-	Active
✓ First Ad Placement	-	-	-	-	Inactive
✓ Placed on Agenda	-	-	-	-	Inactive
✓ Abutter Notification	-	-	-	-	Inactive
✓ Second Ad Placement	-	-	-	-	Inactive
✓ City Council Meeting	-	-	-	-	Inactive
✓ Meeting Minutes & Decision Filed w/City Clerk	-	-	-	-	Inactive



CCSP-24-7

Assessor for Abutter's List

City Council Special Permit

Status: Complete

Became Active: Jul 17, 2024

Assignee: Christine Webb

Completed: Jul 17, 2024

Applicant

michael migliori
mmigliori@fimilaw.com
280 Merrimack Street
Methuen, MA 01844
978-884-6431

Primary Location

0 BOSTON ST
Haverhill, MA 01832

Owner:

SNOW CASSELL LLC
16 DOUGLAS ST HAVERHILL, MA 01830

Comments

Christine Webb, Jul 17, 2024

The details are describing a lot on Boston Street, 520-314-3 owned by SNOW CASSELL LLC
PLEASE confirm.

Robert Moore, Jul 17, 2024

Chris, I'm seeing the same issue. 110 Pilling appears to be a completely separated lot under separate ownership at this point. This record should be amended to reflect the correct locus, or possibly withdrawn and refiled under the correct locus. Applicant should consult with Planning for an appropriate course of action.

Christine Webb, Jul 18, 2024

Hi Rob, yes I agree. I spoke to Laurie Brown about this issue yesterday.

Laurie Brown, Jul 18, 2024

I spoke with Attorney Migliori this morning. He stated the owner is still PBF Trust Andrew R. Fanaras Trustee. See the letter in attachments. He also stated it was the only lot number that came up when filing out the application giving lot as listed. He requested it be changed to the correct lot of 520-314-3 as stated by Chris Webb. Please also see CCSP-24-8 0 Boston Street - filed together

Christine Webb, Jul 18, 2024

Hi Laurie and Attorney Migliori, I have attached the deed, Bk42170 Pg457 that transfers both lots 520-314-3, 520-314-4A

Christine Webb, Aug 15, 2024

***Please see the attached abutters and mailings list for Boston St 520.314.4A



CCSP-24-7

Conservation Department Review

City Council Special Permit

Status: Complete

Assignee: Robert Moore

Became Active: Jul 17, 2024

Completed: Jul 18, 2024

Applicant

michael miglioni
mmiglioni@fimilaw.com
280 Merrimack Street
Methuen, MA 01844
978-884-6431

Primary Location

0 BOSTON ST
Haverhill, MA 01832

Owner:

SNOW CASSELL LLC
16 DOUGLAS ST HAVERHILL, MA 01830

Comments

Robert Moore, Jul 18, 2024

n/a



CCSP-24-7

Engineering Department Review

City Council Special Permit

Status: Complete

Became Active: Jul 17, 2024

Assignee: John Pettis

Completed: Sep 20, 2024

Applicant

michael migliori
mmigliori@fimilaw.com
280 Merrimack Street
Methuen, MA 01844
978-884-6431

Primary Location

0 BOSTON ST
Haverhill, MA 01832

Owner:

SNOW CASSELL LLC
16 DOUGLAS ST HAVERHILL, MA 01830

Comments

John Pettis, Sep 20, 2024

I have reviewed the proposal for two triplex, and recommend that should the Special Permit be granted, it be with the following conditions:

1. That the Developer construct approximately 120' of roadway to connect to two currently separate portions of Freeman Street. This will aid Fire Department in that the northly section currently ends in a dead end, making it very difficult for larger Fire apparatus to turn around, and will aid Emergency Response by connecting the two portions of roadway. While 28' is the subdivision standard roadway. it appears both sections of Freeman street have 24' width, so I would support 24' width.
2. The the waterline be connected (looped) as determined most beneficial to Water Dept and Fire Dept. Per GIS Map there are currently three dead end stubs in the water main in this location.



CCSP-24-7

Fire1 Department Review

City Council Special Permit

Status: Complete

Assignee: Eric Tarpy

Became Active: Jul 17, 2024

Completed: Jul 18, 2024

Applicant

michael migliori
mmigliori@fimilaw.com
280 Merrimack Street
Methuen, MA 01844
978-884-6431

Primary Location

0 BOSTON ST
Haverhill, MA 01832

Owner:

SNOW CASSELL LLC
16 DOUGLAS ST HAVERHILL, MA 01830

Comments

Eric Tarpy, Jul 18, 2024

see fire 2 comments

Eric Tarpy, Sep 19, 2024

as stated in CCSP-24-8:

In addition to Fire 2 comments: The additional units will create additional congestion and demand to area. The city should look at roadway upgrades such as extending Freeman Street to Freeman Street Ext. and potentially water upgrades to area. As proposed, the units will required NFPA 13D fire suppression systems.



CCSP-24-7

Fire2 Department Review

City Council Special Permit

Status: Complete

Assignee: Robert Irvine

Became Active: Jul 17, 2024

Completed: Jul 18, 2024

Applicant

michael migliori
mmigliori@fimilaw.com
280 Merrimack Street
Methuen, MA 01844
978-884-6431

Primary Location

0 BOSTON ST
Haverhill, MA 01832

Owner:

SNOW CASSELL LLC
16 DOUGLAS ST HAVERHILL, MA 01830

Comments

Robert Irvine, Jul 18, 2024

The planning, design and construction of new buildings, renovation of existing buildings and structures to provide egress facilities, fire protection and built-in fire protection equipment shall be in accordance with 780 CMR; and any alterations, additions or changes in buildings required by the provisions of 527 CMR which in the scope of 780 CMR, 9th edition, shall be made in accordance therewith.

Plans approved by the fire department are approved with the intent they comply in all respects to MSBC, 780 CMR 527 CMR 1.00, MGL Chapter 148 and any City of Haverhill ordinance. Any omissions or errors on the plans do not relieve the applicant of complying with applicable requirements

Driveway must comply with the Public Safety Driveway Design Standard for Residential Dwellings.

An NFPA 13D residential Sprinkler System shall be required



Sep 13, 2024

CCSP-24-7

Storm Water Review

City Council Special Permit

Status: Complete

Assignee: Robert Moore

Became Active: Jul 17, 2024

Completed: Jul 18, 2024

Applicant

michael migliori
mmigliori@fimilaw.com
280 Merrimack Street
Methuen, MA 01844
978-884-6431

Primary Location

0 BOSTON ST
Haverhill, MA 01832

Owner:

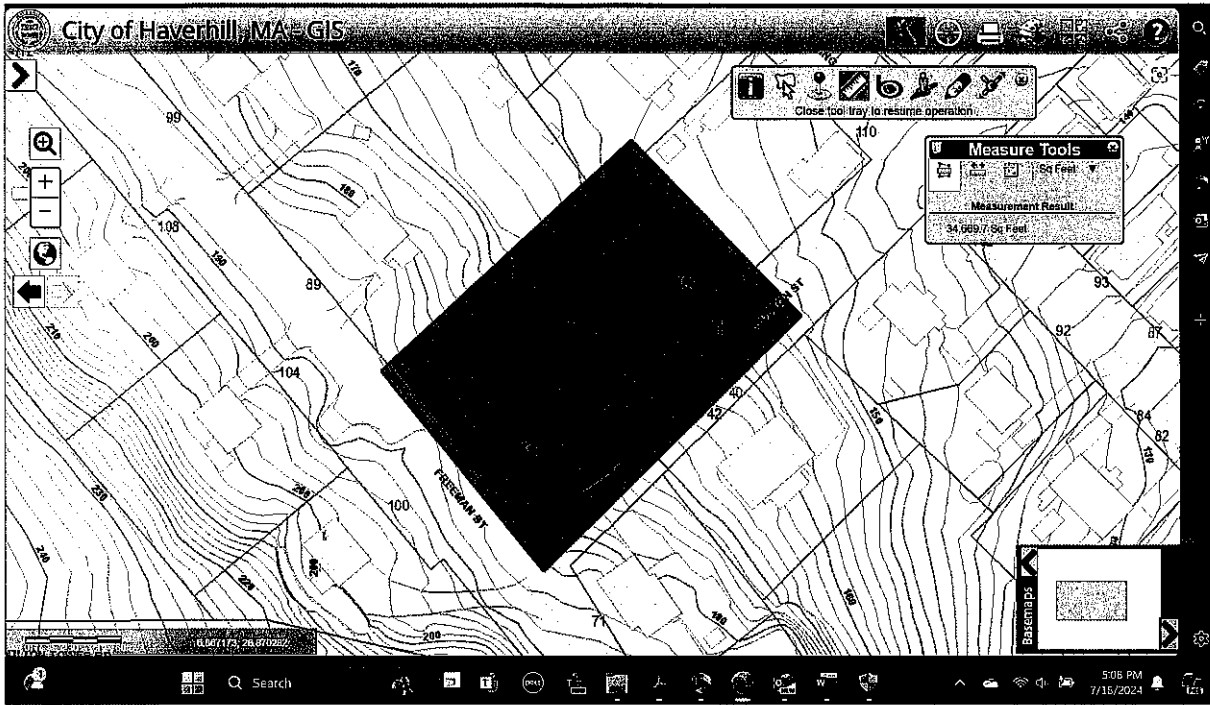
SNOW CASSELL LLC
16 DOUGLAS ST HAVERHILL, MA 01830

Comments

Robert Moore, Jul 18, 2024

Wrong locus information

C.219 n/a as currently designed. Total project limit of disturbance less than 1 acre. City Engineer will review stormwater impacts. Should project scope change and disturbance reach 1 acre or more, then a Stormwater Management Permit under C. 219 will be required.



March 4, 2024

City of Haverhill
4 Summer Street
Haverhill, MA 01830

RE: Lots 2A & 3A Boston Street Haverhill, MA

To whom it may concern,

Please allow this letter to serve as permission for Michael Cassell, Snow Cassell, LLC or their counsel to apply for any special permit required with city council or town departments on the property I own on Boston Street.

Thank you

<i>Andrew Fanaras</i>	dotloop Verified 03/09/24 11:11 AM EST V1MX-N3WW-4QGS-RLHA
-----------------------	--

Andrew Fanaras, Trustee

PBF Trust

9784787110

FIORELLO & MIGLIORI
ATTORNEYS AT LAW

KAREN L. FIORELLO
(Retired)

MICHAEL J. MIGLIORI
mmigliori@fimidlaw.com

280 Merrimack Street
Suite B
Methuen, Massachusetts 01844
FAX 978-849-5191

June 12, 2024

Thomas J. Sullivan, President
Haverhill City Council
City Hall
4 Summer Street
Haverhill, MA 01830

Re: Special Permit-Three Family Residence
Owner: Andrew Fanaras, Trustee
Applicant: Snow Cassell, LLC
Pilling & Boston Street, Haverhill MA
Parcel ID: 520-314-1

Dear President Sullivan:

Please be advised this office represents Snow Cassell, LLC regarding the property located at Pilling Street and Boston Street and being shown on Haverhill Assessor's Map 530 Block 314 Lot 1.

The premises consist of 11,709 square feet of land.

Snow Cassell, LLC is requesting a Special Permit from the City of Haverhill to construct a three-family residential building. The Haverhill Zoning Ordinance Chapter 255 Section 80 requires a Special Permit in light of the three-family use.

The property is shown in Haverhill Assessor's Map 530 Block 314 Lot 1 and is located in the "RH" Zoning District.

The property meets all of the dimensional and use criteria as set out in the Haverhill Zoning Ordinance.

Kindly schedule a hearing to be held before the City Council. I have enclosed the appropriate plans, reports and fees in connection with the requested Special Permit.

The applicant further agrees to waive the statutory requirement for Haverhill City Council to hold a hearing on the matter within sixty-five (65) days.

Should you have any questions or need any additional information, please don't hesitate to contact me.

Sincerely yours,



Michael J. Migliori

MJM/dma

Enc.

c.c.: Michael Cassell
William Pillsbury, Economic Development Office

Neville Triplex
946.320 (5/14/2024)

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Art Form Architecture, LLC

603-431-9559

Dear Builders and Home Buyers,

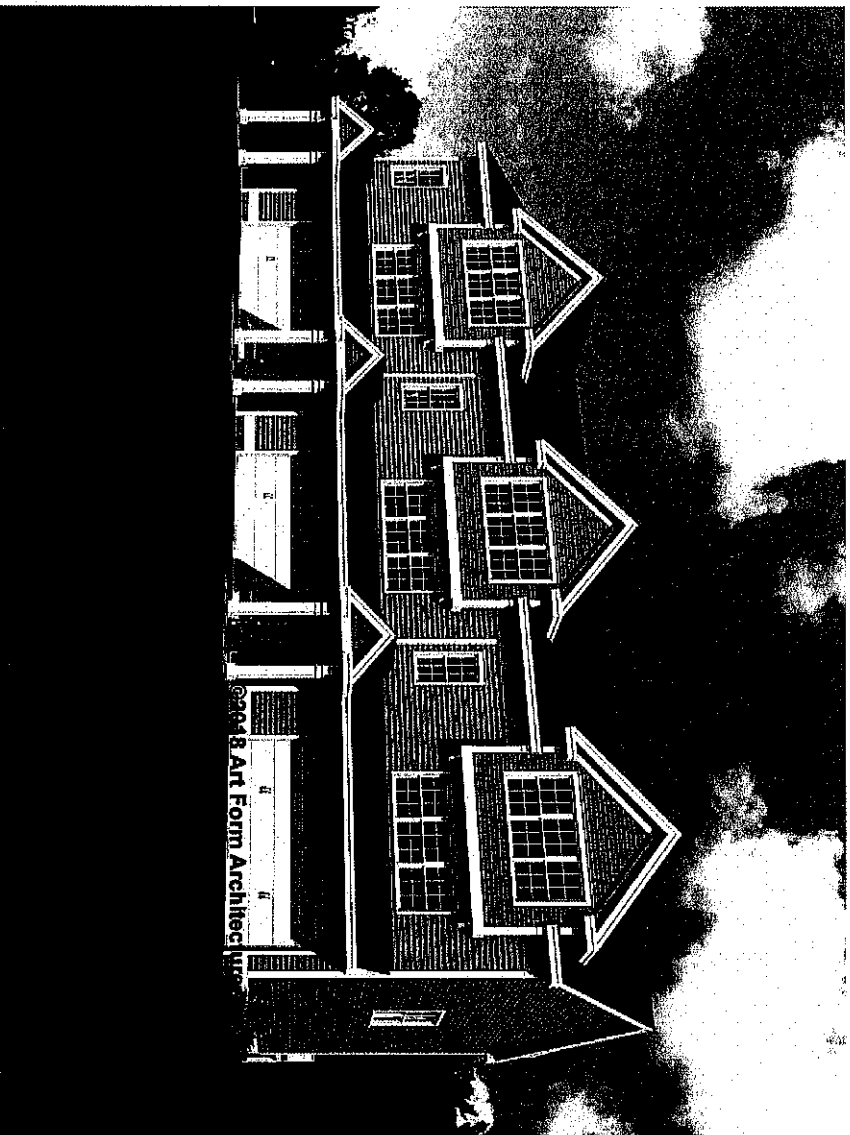
In addition to our Terms and Conditions (the "Terms"), please be aware of the following:

This design may not yet have Construction Drawings (as defined in the Terms), and is, therefore, only available as a Design Drawing (as defined in the Terms and together with Construction Drawings, "Drawings"). It is possible that during the conversion of a Design Drawing to a final Construction Drawing, changes may be necessary including, but not limited to, dimensional changes. Please see Plan Data Explained on www.artform.us to understand room sizes, dimensions and other data provided. We are not responsible for typographical errors.

Art Form Architecture ("Art Form") requires that our home designs be built substantially as designed. Art Form will not be obligated by or liable for use of this design with markups as part of any builder agreement. While we attempt to accommodate where possible and reasonable, and where the changes do not denigrate our design, any and all changes to Drawings must be approved in writing by Art Form. It is recommended that you have your Drawing updated by Art Form prior to attaching any Drawing to any builder agreement. Art Form shall not be responsible for the misuse of or unauthorized alterations to any of its Drawings.

Facade Changes:

- To maintain design integrity, we pay particular attention to features on the front facade, including but not limited to door surrounds, window casings, finished porch column sizes, and roof friezes. While we may allow builders to add their own flare to aesthetic elements, we don't allow our designs to be stripped of critical details. Any such alterations require the express written consent of Art Form.
- Increasing ceiling heights usually requires adjustments to window sizes and other exterior elements.
- Floor plan layout and/or Structural Changes:
 - Structural changes always require the express written consent of Art Form
 - If you wish to move or remove walls or structural elements (such as removal of posts, increases in house size, ceiling height changes, addition of dormers, etc), please do not assume it can be done without other additional changes (even if the builder or lumber yard says you can).



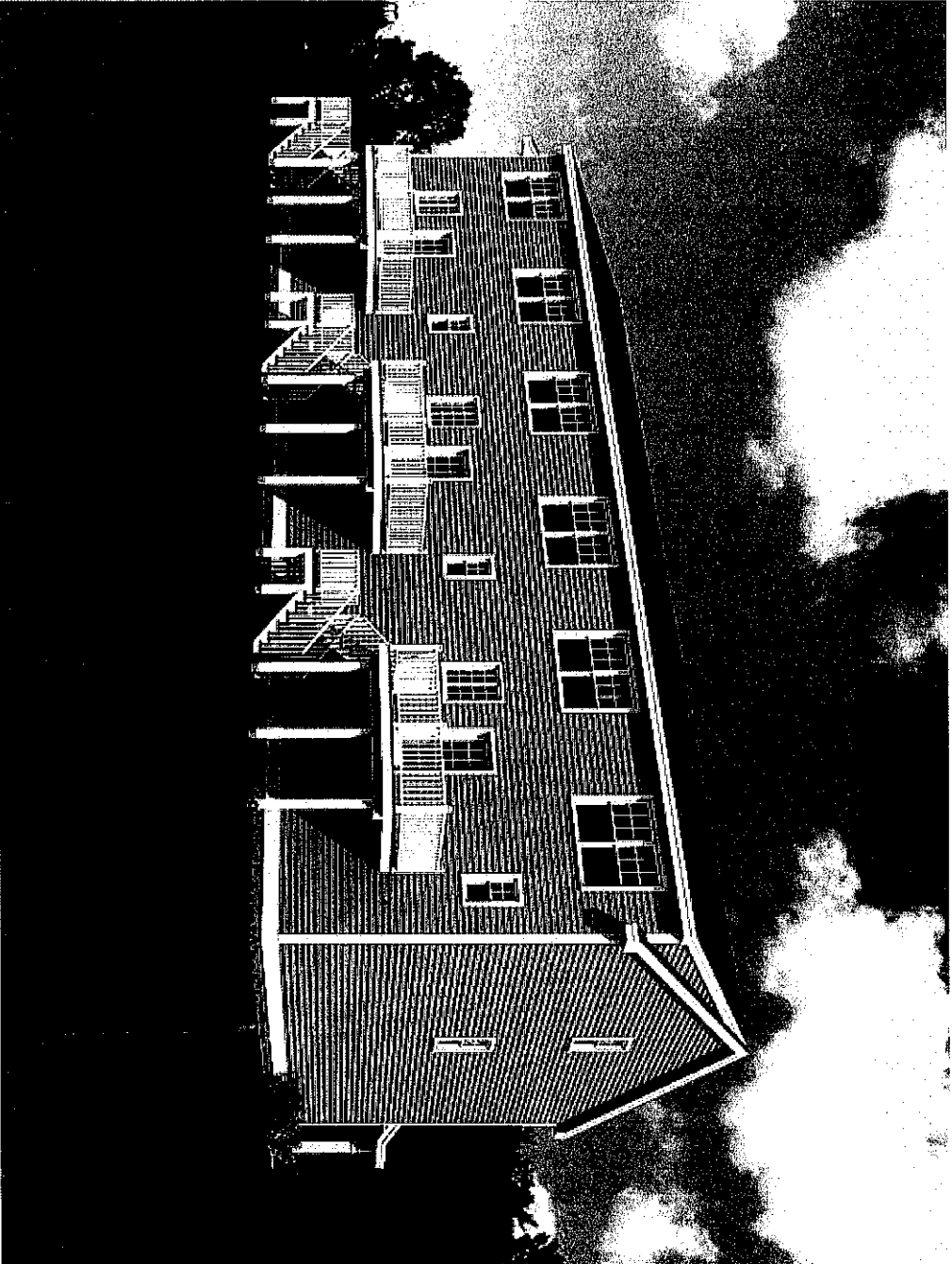
Neville Triplex
946.320 (5/14/2024)

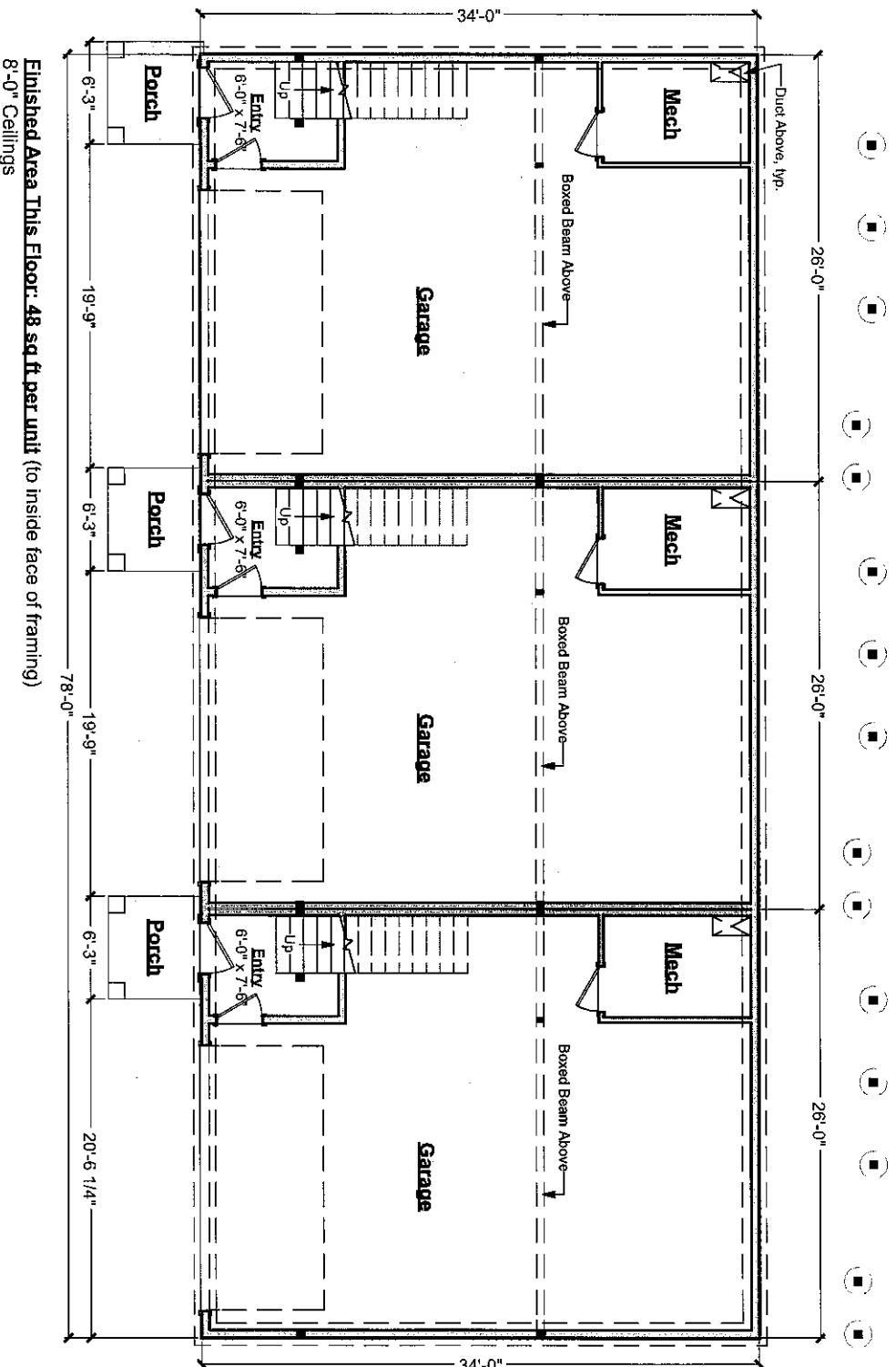
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Art Form Architecture, LLC

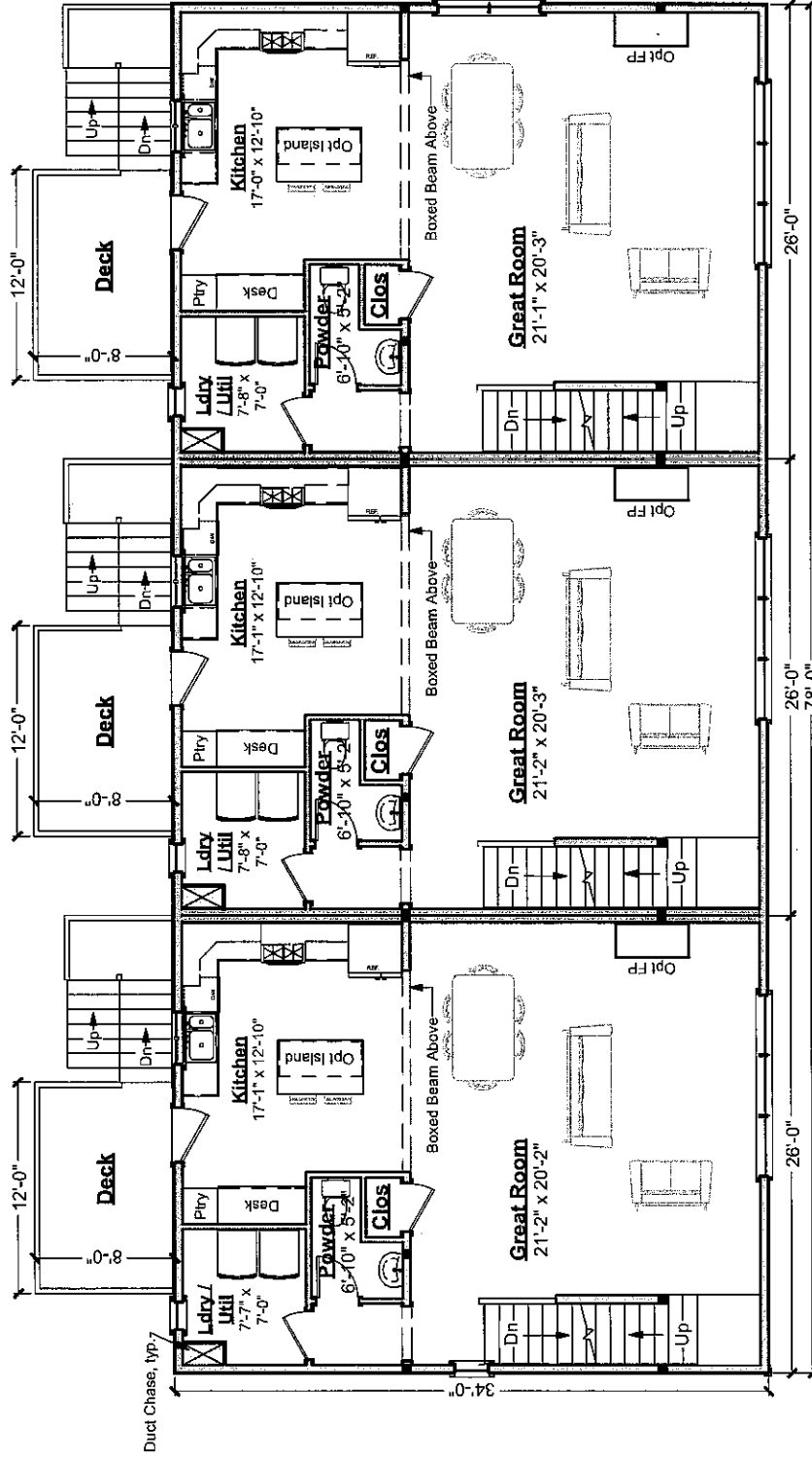
603-431-9559





Finished Area This Floor: 48 sq ft per unit (to inside face of framing)
8'-0" Ceilings

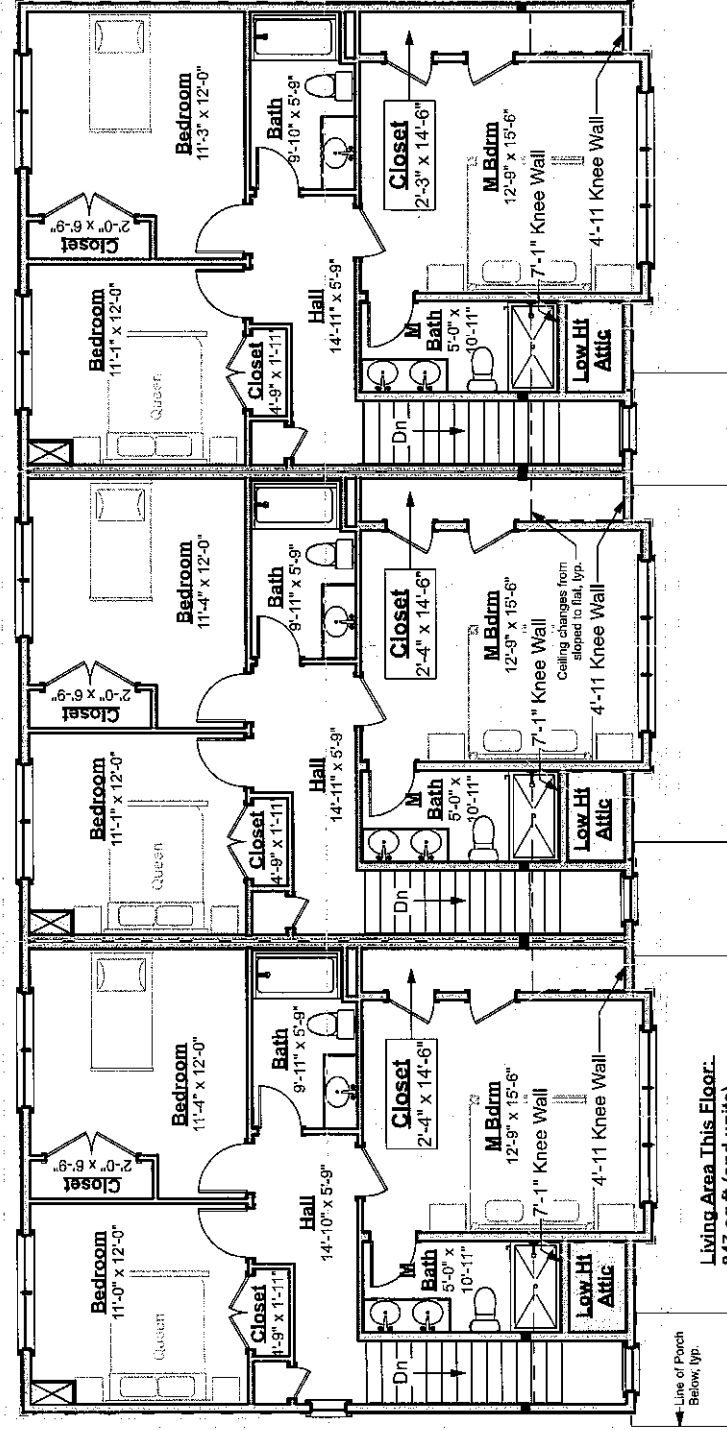
First Floor Plan
Scale: 3/32" = 1'-0"



Living Area This Floor:
834 sq ft (end units)
838 sq ft (middle unit)
(to inside face of framing)
Approx. 8'-6" Ceilings

Second Floor Plan

Scale: 3/32" = 1'-0"



Third Floor Plan
Scale: 3/32" = 1'-0"

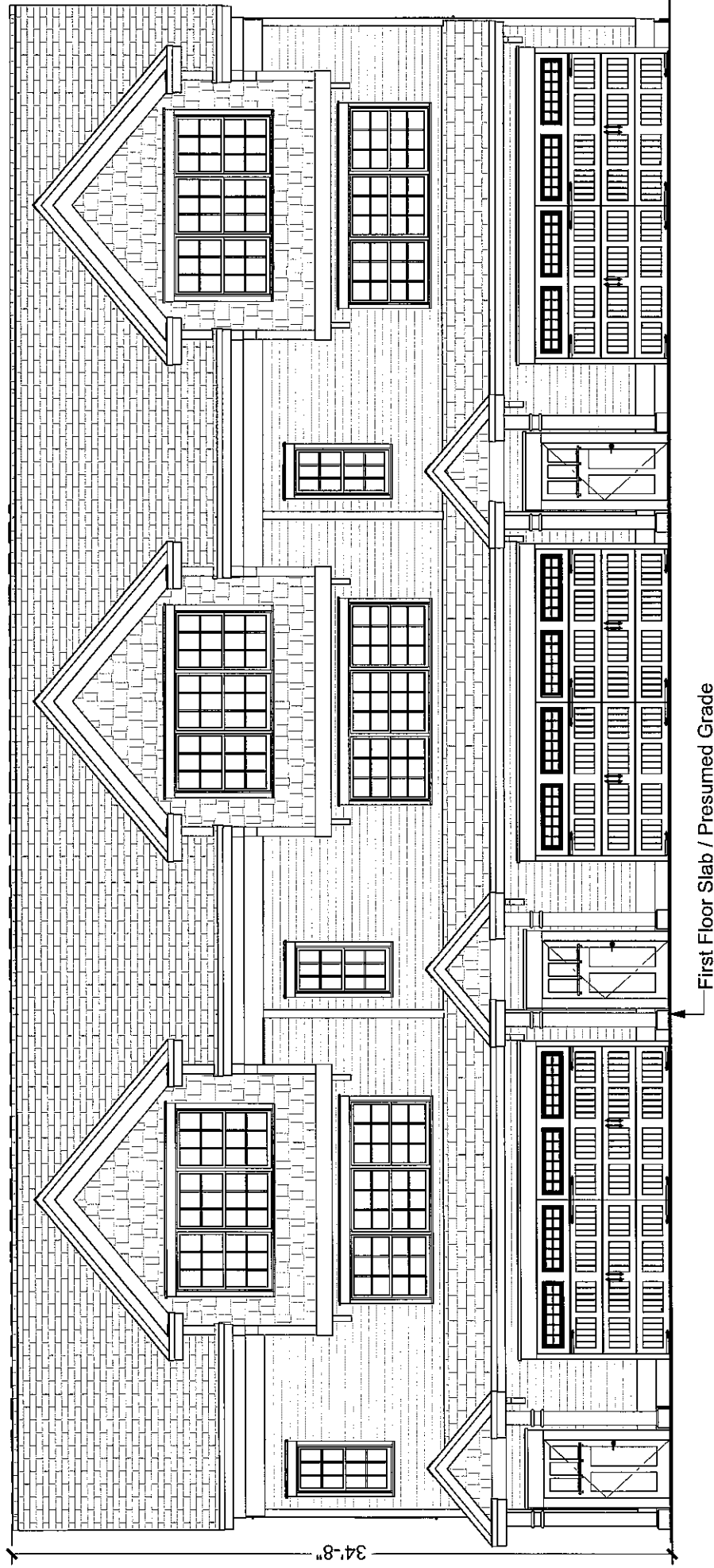
Neville Triplex
946.320 (5/14/2024)



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Art Form Architecture, LLC

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Front Elevation
Scale: 1/8" = 1'-0"

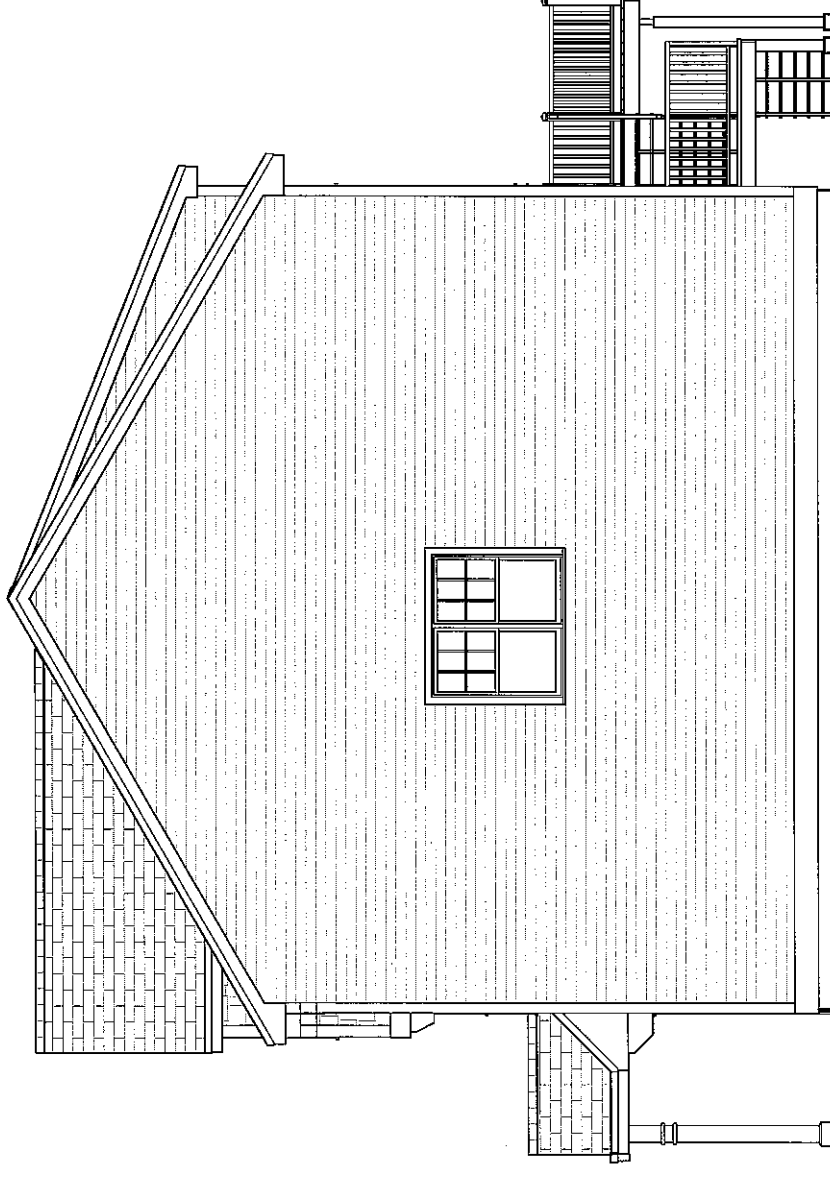
Neville Triplex
946.320 (5/14/2024)

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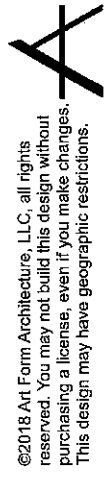
Art Form Architecture, LLC

603-431-9559



Right Elevation
Scale: 1/8" = 1'-0"

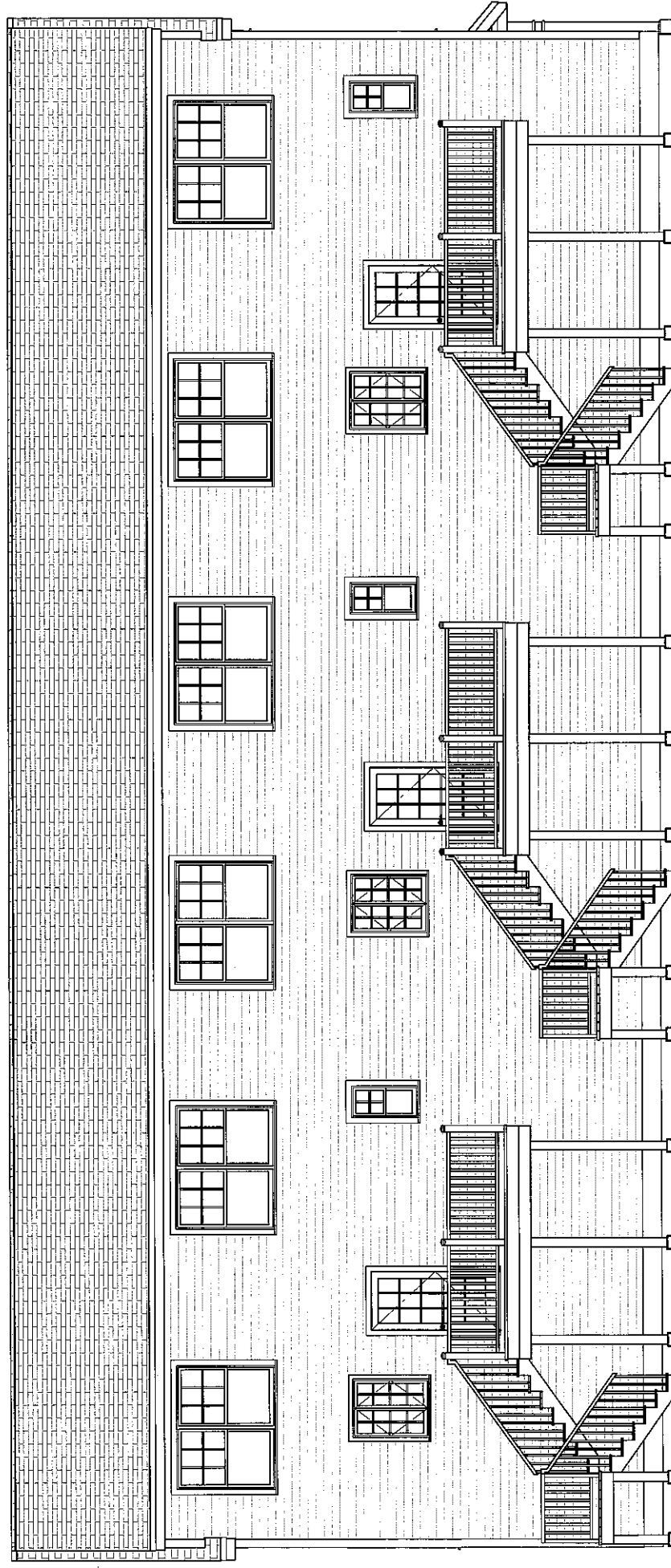
Neville Triplex
946.320 (5/14/2024)



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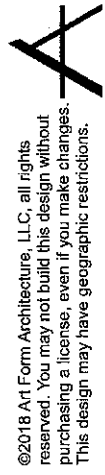
Art Form Architecture, LLC

603-431-9559



Rear Elevation
Scale: 1/8" = 1'-0"

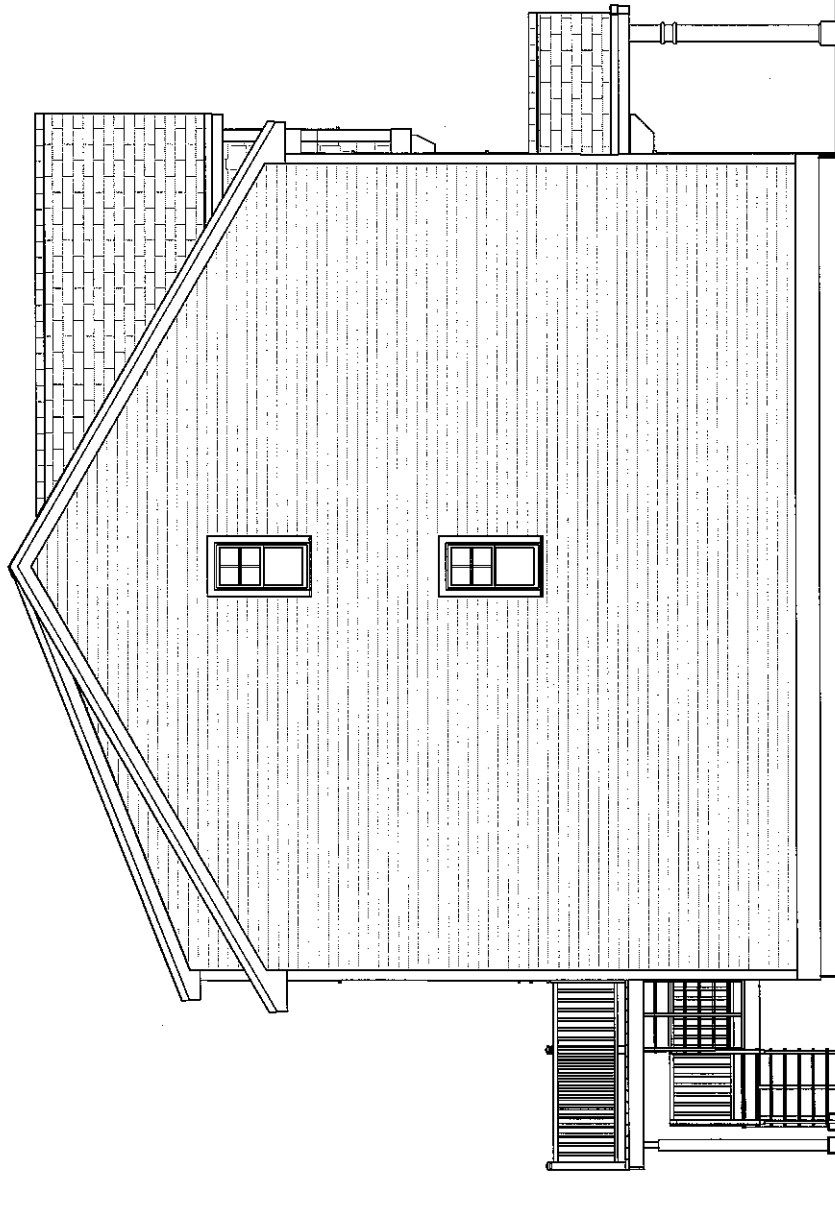
Neville Triplex
946.320 (5/14/2024)



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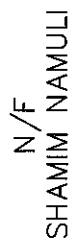
603-431-9559



Left Elevation
Scale: 1/8" = 1'-0"

N/F
SPENCER AMES

(PUBLIC-60, WIDE)



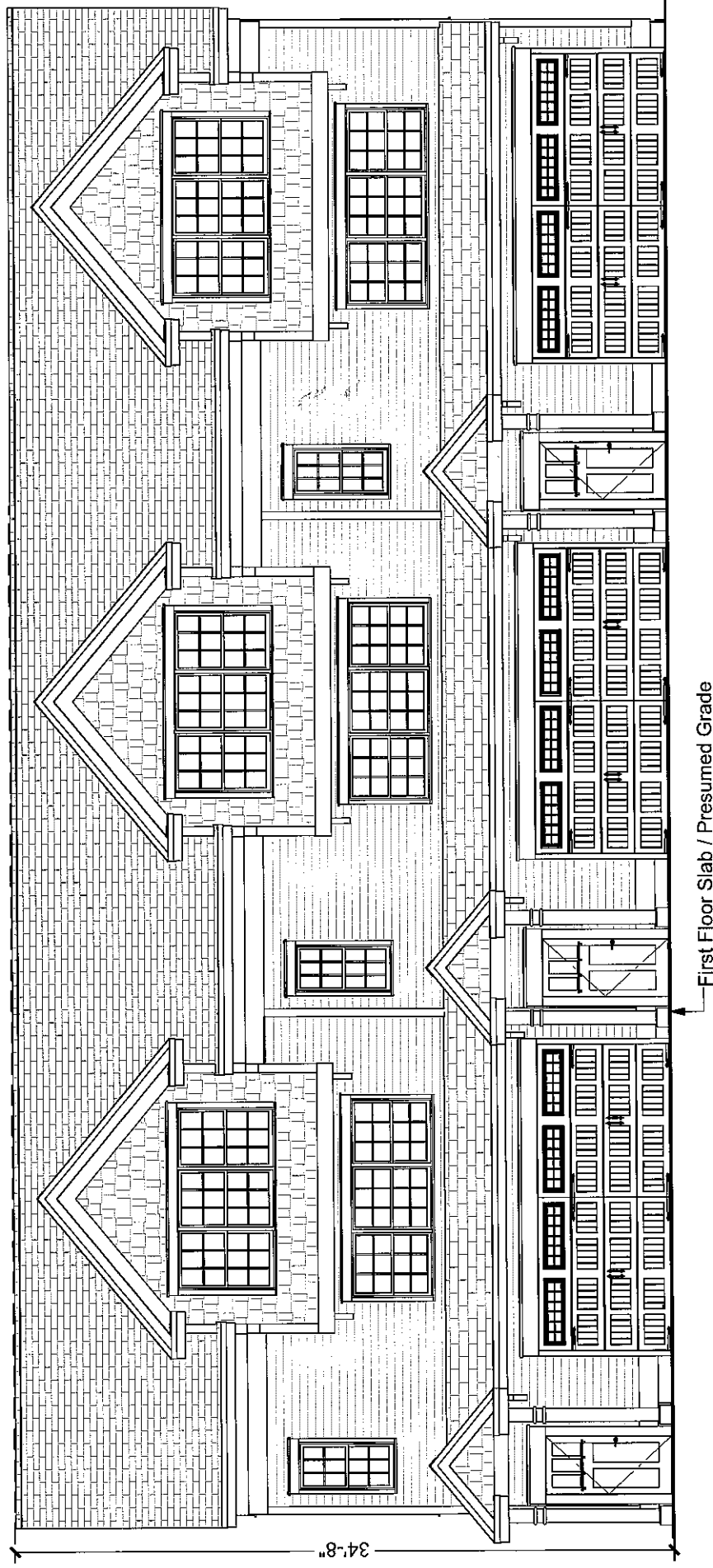
Neville Triplex
946.320 (5/14/2024)

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Art Form Architecture, LLC

603-431-9559



Front Elevation
Scale: 1/8" = 1'-0"

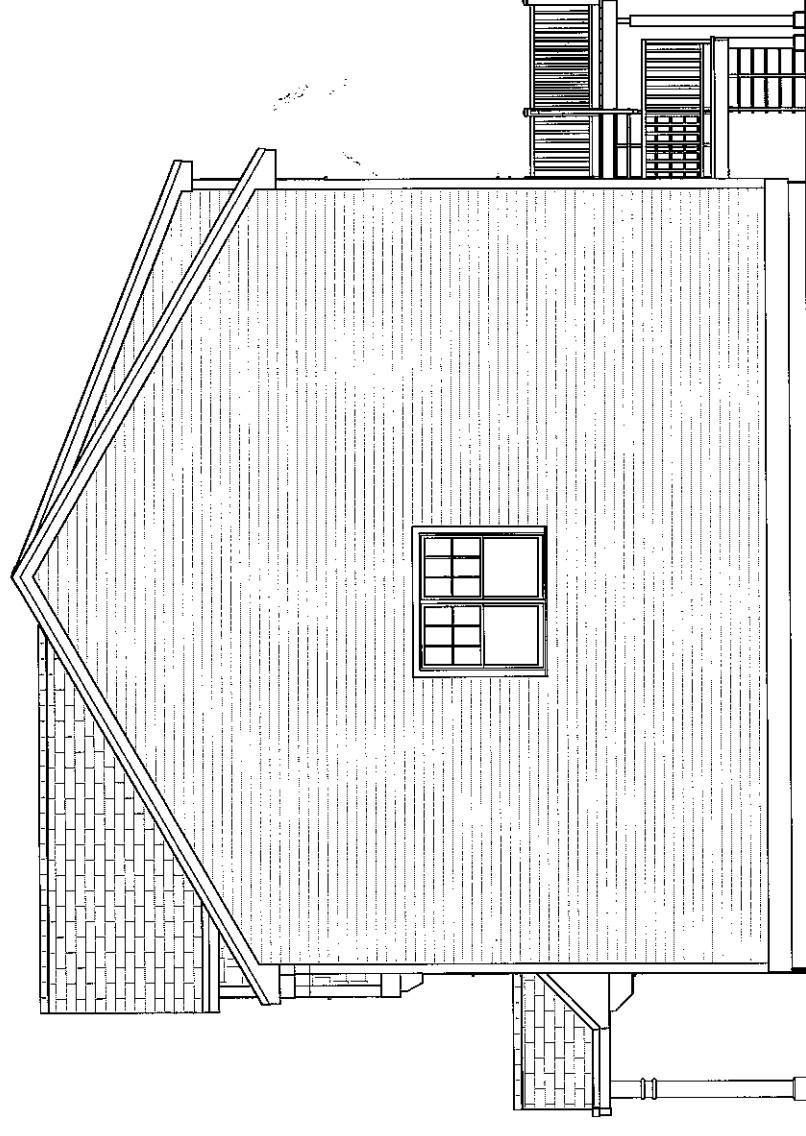
Neville Triplex
946.320 (5/14/2024)

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603-431-9559



Right Elevation
Scale: 1/8" = 1'-0"

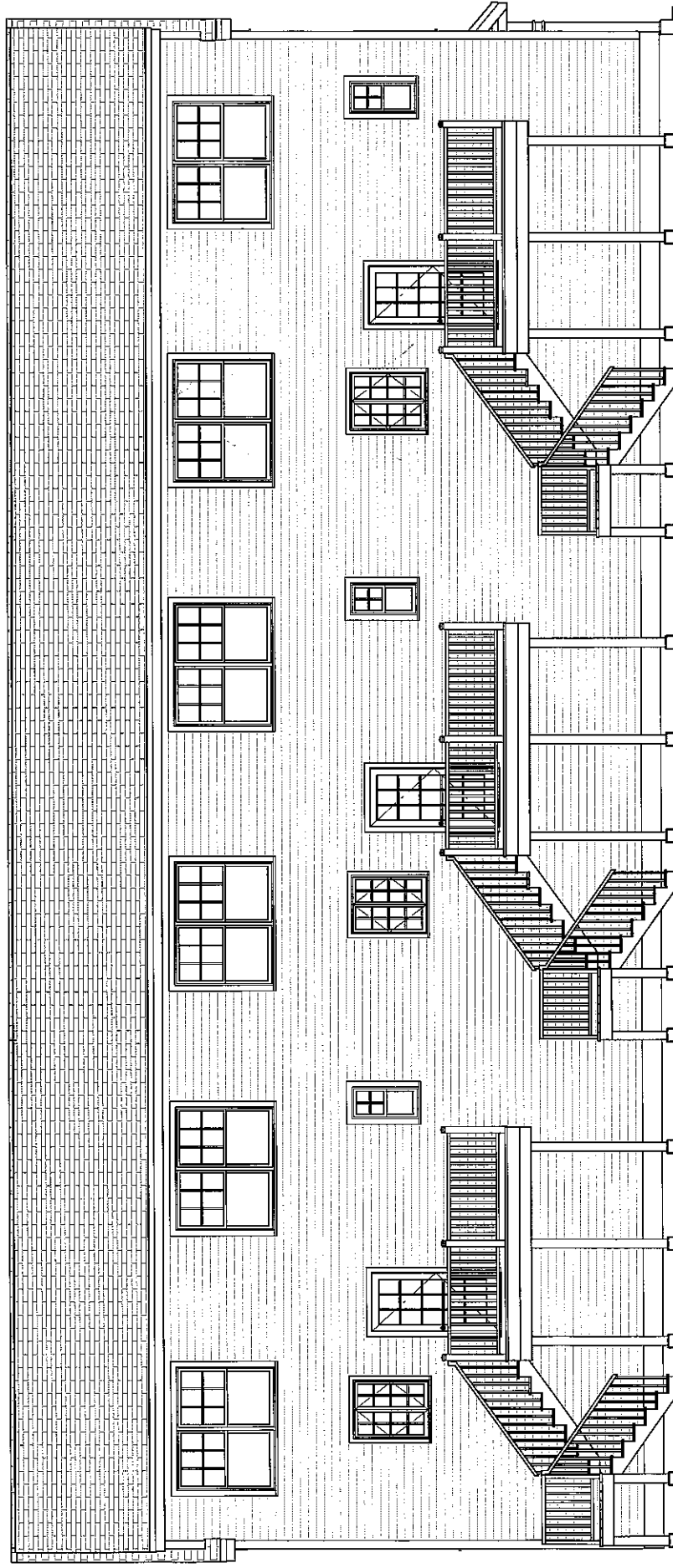
Neville Triplex
946.320 (5/14/2024)

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Art Form Architecture, LLC

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Rear Elevation
Scale: 1/8" = 1'-0"

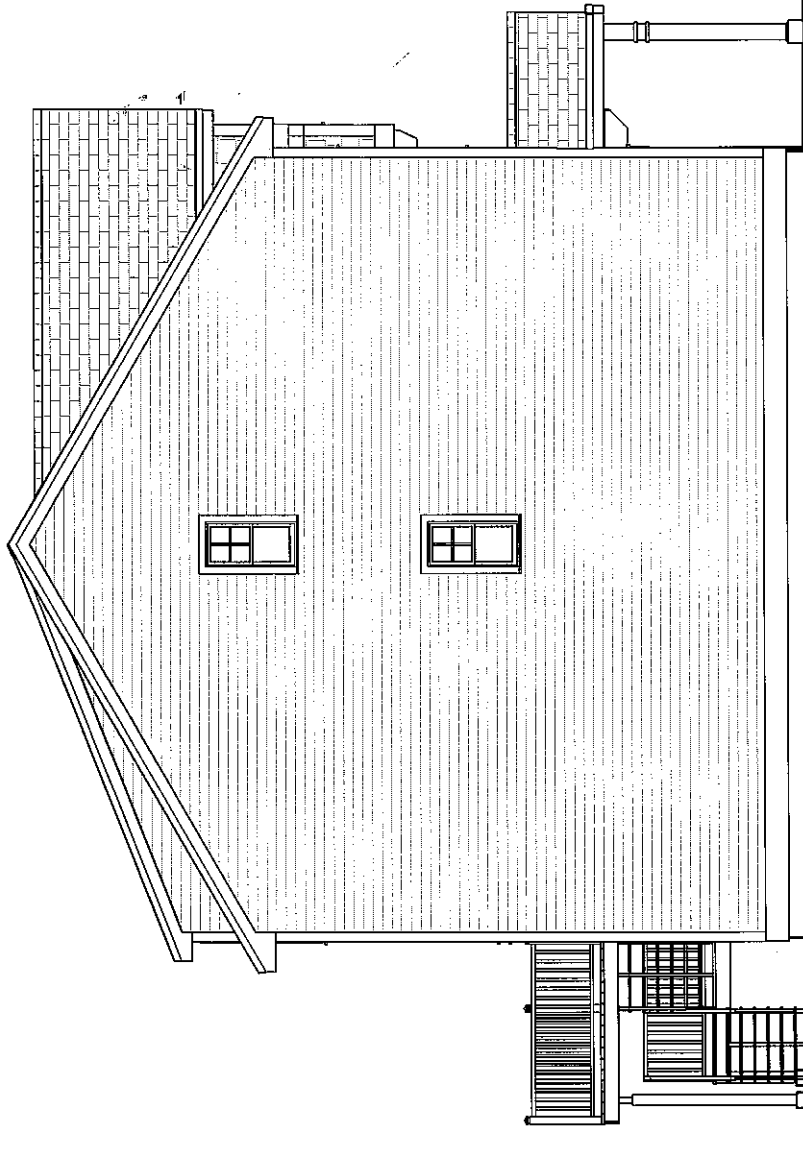
Neville Triplex
946.320 (5/14/2024)

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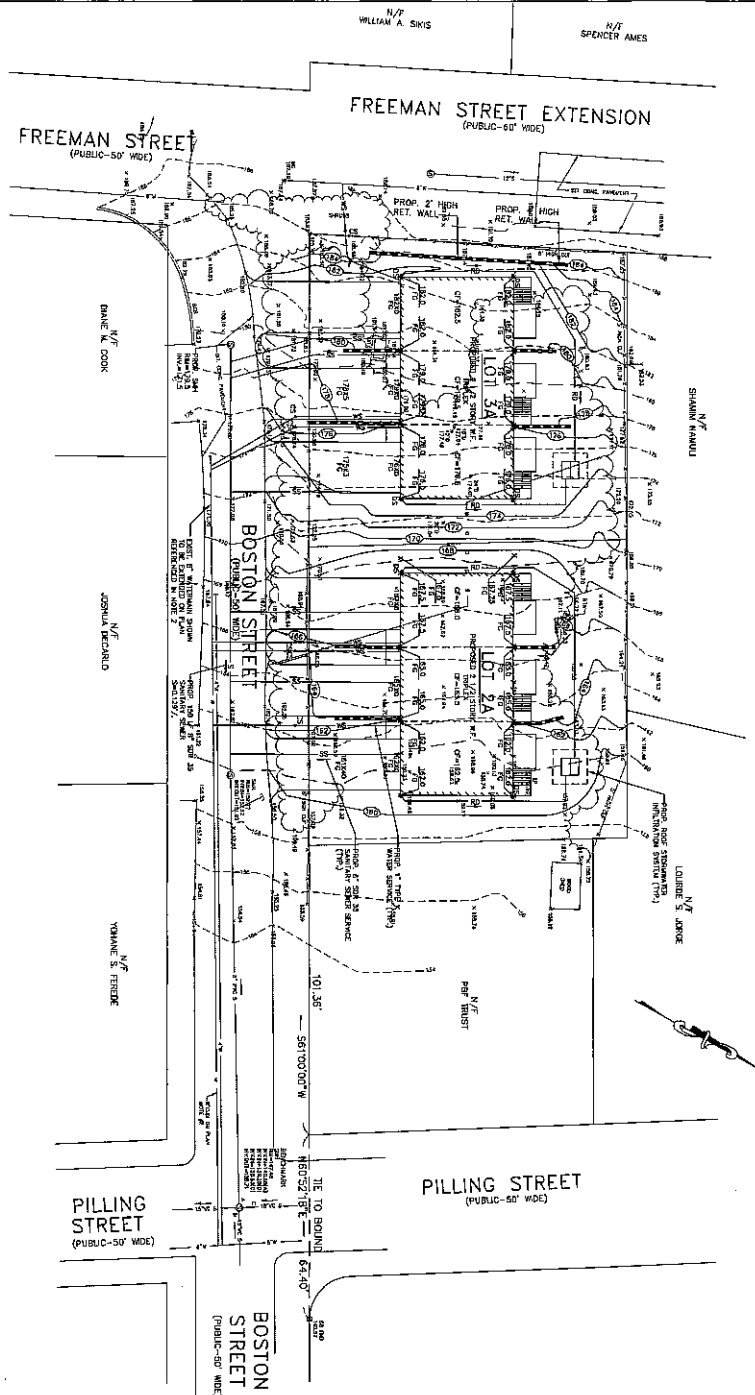


Art Form Architecture, LLC

603-431-9559



Left Elevation
Scale: 1/8" = 1'-0"



- NOTES**
1. SEE CITY OF HAVERHILL PARCEL ID #529-314-4A, DEED BOOK #1098 PAGE #16 AND PLAN BOOK #4153 PAGE #358 ESNO FOR SITE.
 2. TOPOGRAPHIC DATUM BASE IS BASE ON PLAN BY RAL ENGINEERING FOR SEWER EXTENSION IN BOSTON STREET DATED NOVEMBER 18, 1988 CITY ENGINEER PLAN SEC 2B PL 1159, APPROXIMATELY NAD 83.

- LEGEND**
- SB STONE BOUND
 - S&H SEWER MANHOLE
 - WC WATER CATE
 - 24" DECIDUOUS TREE
 - CS DOWN SPOUT
 - CS CURB STOP
 - LP LIGHT POLE
 - 15' FINCH GRADE
 - 17' FINCH GRADE
 - 18' FINCH GRADE
 - 19' FINCH GRADE
 - 20' FINCH GRADE
 - 21' FINCH GRADE
 - 22' FINCH GRADE
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 - 95' FINCH GRADE
 - 96' FINCH GRADE
 - 97' FINCH GRADE
 - 98' FINCH GRADE
 - 99' FINCH GRADE
 - 100' FINCH GRADE

PLAN OF LAND

IN
HAVERHILL, MASSACHUSETTS

TO ACCOMPANY SPECIAL PERMIT APPLICATION
FOR OWNER/APPLICANT:
SNOW CASSELL

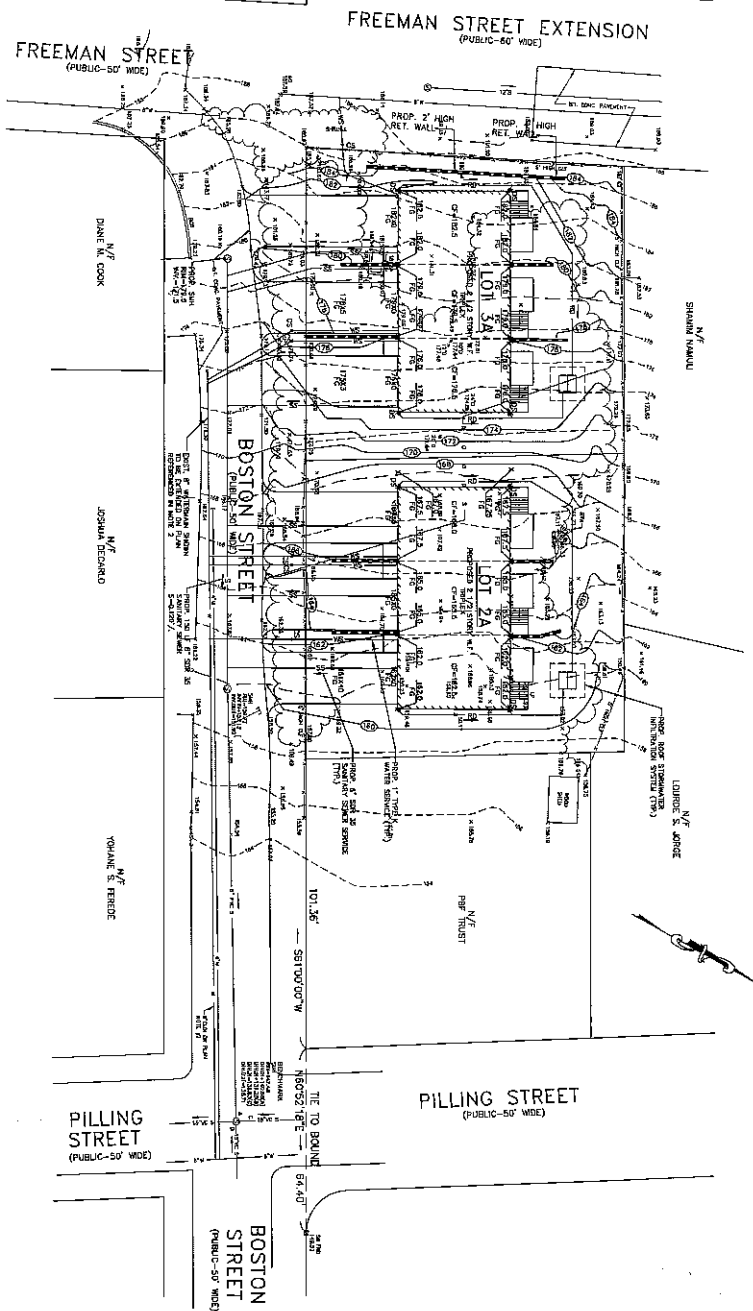
15 DOREANS STREET
HAVERHILL, MASSACHUSETTS 01830

DATED MAY 8, 2024

SCALE 1"=40'

MERRIMACK ENGINEERING SERVICES
66 PARK STREET
HAVERHILL, MASSACHUSETTS 01830
PHONE: (978) 470-1440
FAX: (978) 470-1440
EMAIL: MERRIMACK@AOL.COM

SHEET 2 OF 2
TOPOGRAPHY/PAVING
STUDIOS



NOTES

1. SEE CITY OF HAVERTHILL PERMIT ID #529-314-44, DEED BOOK #31098 PAGE #2616 AND PLAN BOOK #41853 PAGE #558 EXSD FOR SITE.
2. TOPOGRAPHIC DATUM BASE IS BASED ON PLAN BY RAM ENGINEERING FOR SEWER EXTENSION IN BOSTON STREET DATED NOVEMBER 15, 1989 CITY ENGINEER PLAN SEC 28 PL 1359, APPROXIMATELY NAVD 88.

PLAN OF LAND

HAVERRILL, MASSACHUSETTS

FOR OWNER/APPLICANT:

SNO W CASSELL
S. POLICE S. SHERIFF

16 LOGICAL SHAPE:
17 MEDIAN: 1400
18 MEAN: 1400

DATE: MAY 8, 2024

SCALE: 1"=20'

MERRIMACK ENGINEERING SERVICES

66 PARK STREET

ANDOVER, MASSACHUSETTS
PHONE (978) 451-1111

EMMA MERRING

100

—

1000

SHEET 2 OF 2
TOPOGRAPHY/FINISH GRADING
UTILITIES

100% CASH-ON-DELIVERY

100% CASH-ON-DELIVERY

Property Address: LOTS 3A & 2A, Boston Street, Haverhill, MA



SO.ESSEX #471 Bk:42170 Pg:457
06/14/2024 03:34 PM DEED Pg 1/3
eRecorded

MASSACHUSETTS EXCISE TAX
Southern Essex District ROD
Date: 06/14/2024 03:34 PM
ID: 1620875 Doc# 20240614004710
Fee: \$2,280.00 Cons: \$500,000.00

Quitclaim Deed

I, Andrew Fanaras, Trustee of PBF Trust u/d/t dated December 1, 2020 as restated April 29, 2024, as evidenced by Trustee Certificate pursuant to M.G.L. ch. 183A sec. 35, recorded with the Essex South District Registry of Deeds herewith, of Haverhill, MA

for consideration paid and in full consideration of Five Hundred Thousand and 00/100 (\$500,000.00) Dollars

grant to Snow Cassell LLC, a Massachusetts Limited Liability Company with a usual place of business at 16 Douglas Street, Haverhill , MA 01830

with Quitclaim Covenants

The two vacant parcels of land located on Boston Street, in Haverhill, Essex County, Commonwealth of Massachusetts, being shown as LOT 3A and LOT 2A on a Plan of Land entitled, " Plan of Land in Haverhill, MA, Boston Street, Map 520 Block 314 Lots 3, 4, 4A, 4B & 32, Date: October 24, 2023, Scale: 1 " = 20', Prepared for PFB Trust, Prepared by E.S.S. Engineering & Survey Services", recorded with said Registry of Deeds in Book 41853 Page 538, to which Plan reference is made for a more particular description of said LOT 3A and LOT 2A.

LOT 3A contains 11,784 S.F. according to said Plan.

LOT 2A contains 11,709S.F. according to said Plan.

This is vacant land and is not Homestead property. Grantor swears under the pains and penalties of perjury that there are no persons who can claim a homestead in said property.

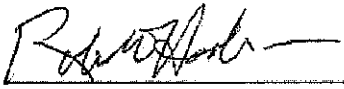
Meaning and intending to convey a portion of the premises conveyed to Andrew Fanaras, Trustee of PBF Trust by deed dated December 10, 2010 and recorded with the Southern Essex District Registry of Deeds in Book 31098 Page 216 and meaning and intending to convey the same premises conveyed to Andrew Fanaras, Trustee of PBF Trust by deed dated February 28, 2012 and recorded with the Southern Essex District Registry of Deeds in Book 31210, Page 492. See Confirmatory Deed from Natalie L. Fanaras to Andrew R. Fanaras, Trustee of PBF Trust dated June 11, 2024 and recorded immediately prior hereto.

{Signature page to follow}

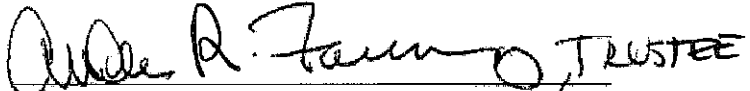
ARF

Executed as a sealed instrument this 14th day of June, 2024.

PBF Trust



Witness

 TRUSTEE

By: Andrew R. Fanaras, Trustee

COMMONWEALTH OF MASSACHUSETTS

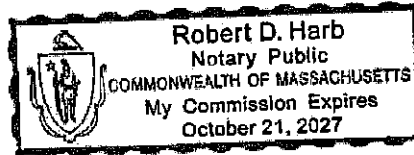
Essex, ss

On this 14th day of June, 2024, before me, the undersigned Notary Public personally appeared Andrew R. Fanaras, Trustee, proved to me through satisfactory evidence of identification which was a driver's license to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he has signed it voluntarily for its stated purpose as his free act and deed as Trustee of PBF Trust as the voluntarily act of said Trust.



Robert D. Harb - Notary Public
My Commission Expires: 10/21/27

d-Fanaras-2a and 3a





Haverhill

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

August 21 2024

NOTICE OF PUBLIC HEARING

City Council Chambers, City Hall, Room 202, 4 Summer st

Notice is hereby given that a hearing will be held for all parties interested, in a public meeting (virtual/in person), on Tuesday, September 24, 2024; at 7:00 PM on Special Permit CCSP 24-7; a request from Attorney Michael Migliori representing Snow Cassell LLC to construct a three-family residential building at Pilling & Boston st; Assessors Map 520, Block 314, Lot 3

(Residents who are interested in commenting on this item can either (1) Attend in person (Council Chambers, Room 202) or (2) Attend remotely using the link provided on the public meeting calendar on the City's website.)

Description of area, maps and plans are on file in the City Clerk's Office.

Advertise: September 5 & September 12, 2024
Haverhill Gazette

Kaitlin M. Wright

Kaitlin M Wright
City Clerk



Haverhill

Economic Development and Planning
Phone: 978-374-2330 Fax: 978-374-2315
wpillsbury@haverhillma.gov

September 19, 2024

TO: City Council President Thomas Sullivan and members of the Haverhill City Council

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

SUBJECT: Pilling Street/Boston Street CCSP-24-7 and CCSP 24- 8

This application to the City Council is a special permit for two triplexes (6 total units). Given the fact that the request is pursuant to special permit requirements under 255:10.4.2, the review of the project enables the city departments reviews to include recommendations for improvements needed to benefit the project and the surrounding neighborhood impacted by the proposal for 6 total units.

The city departments have reviewed the project, and several concerns/objections have been received.

Specifically, a review of the project by myself, the fire department and city engineer and water department has raised several infrastructure issues (see individual department comments from fire, city engineer and water department).

Directly abutting the project is an unconstructed portion of Freeman Street which will be directly impacted by the addition of 6 units to the area. It is always good infrastructure planning to create through streets whenever possible. The addition of these 6 special permit units allows such a possibility to extend the street make it a though street and extend and loop water infrastructure to improve overall water service to the area impacted by the 6 new units.

Specifically, I recommend that should the Council approve the project that it do so with the conditions that the applicant be required to construct the roadway extension along the unconstructed section of Freeman Street to Freeman Street Extension thereby creating a through street and provide additional water line to loop the system as required by the water department to enhance infrastructure needs for the area.




HAU CITY CLERK SEP 19 24 AM 8:45

The council may include in its approval any additional comments from the letters of the City departments and any additional comments/ conditions deemed necessary by the city council;

City Council Special Permit**CCSP-24-8**

Submitted On: Jun 12, 2024

Applicant

 michael miglioni
 978-884-6431
 mmiglioni@fimilaw.com

Primary Location

0 BOSTON ST
Haverhill, MA 1832

Important: Please Read Before Starting Your Application**Applicant Information****What is Your Role in This Process?**

Attorney/Agent

Applicant Business/Firm Phone

978 884 6431

Applicant Business/Firm City

Methuen

Applicant Business/Firm Zip

01844

Client Business Name

Snow Cassell LLC

Client Email

michael.i.cassell@gmail.com

Client City

Haverhill

Client Zip

01830

Client Business Structure

Limited Liability Corporation (LLC)

Applicant Business/Firm Name

Fiorello & Migliori

Applicant Business/Firm Address

280 Merrimack Street

Applicant Business/Firm State

MA

Client Name

Snow Cassell LLC

Client Phone

978 228 9715

Client Address

16 Douglas Street

Client State

MA

Client County

Essex

Property Information**Proposed Housing Plan Name**

NA

How Long Owned by Current Owner?

12 Years

Lot Dimension(s)

104.8 x111.77 x 104.8 x 111.77

Zoning District Where Property Located

RH - Residential High Density

Proposed Street Name(s)

NA

Type of Dwelling(s) Planned in Project

Multi-Family

Registry Plat Number, Block & Lot

520-314-4A

Deed Recorded in Essex South Registry: Block Number

31098

No

Thoroughly Describe the Reason(s) for thre Special Permit

Applicant seeks to construct a three family residence which requires a special permit from the City Council.

Property Description

See attached plans.

Current Property Use

Vacant

TOTAL Number of Units Planned

3

TOTAL Number of Parking Spaces Planned

6

Planned Lot Use**Special Circumstances****Building Coverage**

--

Dimensional Variance

--

Front Yard Setback

--

Side Yard Setback

--

Rear Yard Setback

--

Lot Frontage

--

Lot Depth

--

Lot Area

--

Building Height

--

Floor Area Ratio

--

Open Space

--

Parking

--

Sign Size

--

Use

--

Other

--

Hearing Waiver**Agrees**

Yes

Agreement & Signature

Agrees

true

PLEASE READ

FIORELLO & MIGLIORI
ATTORNEYS AT LAW

KAREN L. FIORELLO
(Retired)

MICHAEL J. MIGLIORI
mmigliori@fimilaw.com

280 Merrimack Street
Suite B
Methuen, Massachusetts 01844
FAX 978-849-5191

June 12, 2024

Thomas J. Sullivan, President
Haverhill City Council
City Hall
4 Summer Street
Haverhill, MA 01830

Re: Special Permit-Three Family Residence
Owner: Andrew Fanaras, Trustee
Applicant: Snow Cassell, LLC
Boston Street, Haverhill MA
Parcel ID: 530-314-4A

Dear President Sullivan:

Please be advised this office represents Snow Cassell, LLC regarding the property located at Boston Street and being shown on Haverhill Assessor's Map 530 Block 314 Lot 4A.

The premises consist of 11,784 square feet of land.

Snow Cassell, LLC is requesting a Special Permit from the City of Haverhill to construct a three-family residential building. The Haverhill Zoning Ordinance Chapter 255 Section 80 requires a Special Permit in light of the three-family use.

The property is shown in Haverhill Assessor's Map 530 Block 314 Lot 4A and is located in the "RH" Zoning District.

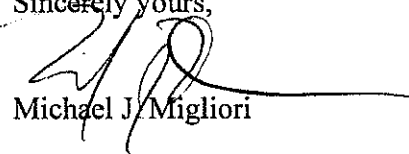
The property meets all of the dimensional and use criteria as set out in the Haverhill Zoning Ordinance.

Kindly schedule a hearing to be held before the City Council. I have enclosed the appropriate plans, reports and fees in connection with the requested Special Permit.

The applicant further agrees to waive the statutory requirement for Haverhill City Council to hold a hearing on the matter within sixty-five (65) days.

Should you have any questions or need any additional information, please don't hesitate to contact me.

Sincerely yours,

A handwritten signature in black ink, appearing to read "MJM", with a long horizontal line extending to the right.

Michael J. Migliori

MJM/dma

Enc.

c.c.: Michael Cassell
William Pillsbury, Economic Development Office

March 4, 2024

City of Haverhill
4 Summer Street
Haverhill, MA 01830

RE: Lots 2A & 3A Boston Street Haverhill, MA

To whom it may concern,

Please allow this letter to serve as permission for Michael Cassell, Snow Cassell, LLC or their counsel to apply for any special permit required with city council or town departments on the property I own on Boston Street.

Thank you

<i>Andrew Fanaras</i>	dotloop verified 03/09/24 11:11 AM EST V1MX-N3WV-4QGS-RLHA
-----------------------	--

Andrew Fanaras, Trustee

PBF Trust

9784787110



Haverhill

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

August 21 2024

NOTICE OF PUBLIC HEARING

City Council Chambers, City Hall, Room 202, 4 Summer st

Notice is hereby given that a hearing will be held for all parties interested, in a public meeting (virtual/in person), on Tuesday, September 24, 2024; at 7:00 PM on Special Permit CCSP 24-8; a request from Attorney Michael Migliori representing Snow Cassell LLC, to construct a three-family residential building at Boston st; Assessors Map 520, Block 314, Lot 4A

(Residents who are interested in commenting on this item can either (1) Attend in person (Council Chambers, Room 202) or (2) Attend remotely using the link provided on the public meeting calendar on the City's website.)

Description of area, maps and plans are on file in the City Clerk's Office.

Advertise: September 5 & September 12, 2024
Haverhill Gazette

Kaitlin M. Wright

Kaitlin M Wright
City Clerk



CCSP-24-8

Conservation Department Review

City Council Special Permit

Status: Complete

Assignee: Robert Moore

Became Active: Jul 17, 2024

Completed: Jul 18, 2024

Applicant

michael miglioni
mmiglioni@fimilaw.com
280 Merrimack Street
Methuen, MA 01844
978-884-6431

Primary Location

0 BOSTON ST
Haverhill, MA 1832

Owner:

PBF TRUST ANDREW R. FANARAS-TRUSTEE
37 HANCOCK ST HAVERHILL, MA 1832

Comments

Robert Moore, Jul 17, 2024

Mike do you have a Sheet 2 for the site plan. The upload Sheet 1 just shows layout. Sheet 2 presumably shows actual grading, drainage, utilities...?

michael miglioni, Jul 17, 2024

Rob, I just uploaded a couple of additional plans. Let me know if that works.

Robert Moore, Jul 18, 2024

yes, thanks

Robert Moore, Jul 18, 2024

n/a



CCSP-24-8

Fire1 Department Review

City Council Special Permit

Status: Complete

Assignee: Eric Tarpy

Became Active: Jul 17, 2024

Completed: Aug 15, 2024

Applicant

michael migliori
mmigliori@fimilaw.com
280 Merrimack Street
Methuen, MA 01844
978-884-6431

Primary Location

0 BOSTON ST
Haverhill, MA 1832

Owner:

PBF TRUST ANDREW R. FANARAS-TRUSTEE
37 HANCOCK ST HAVERHILL, MA 1832

Comments

Eric Tarpy, Aug 15, 2024

In addition to Fire 2 comments: The additional units will create additional congestion and demand to area. The city should look at roadway upgrades such as extending Freeman Street to Freeman Street Ext. and potentially water upgrades to area. As proposed, the units will required NFPA 13D fire suppression systems.



CCSP-24-8

Fire2 Department Review

City Council Special Permit

Status: Complete

Assignee: Robert Irvine

Became Active: Jul 17, 2024

Completed: Jul 18, 2024

Applicant

michael migliori
mmigliori@fimilaw.com
280 Merrimack Street
Methuen, MA 01844
978-884-6431

Primary Location

0 BOSTON ST
Haverhill, MA 1832

Owner:

PBF TRUST ANDREW R. FANARAS-TRUSTEE
37 HANCOCK ST HAVERHILL, MA 1832

Comments

Robert Irvine, Jul 18, 2024

The planning, design and construction of new buildings, renovation of existing buildings and structures to provide egress facilities, fire protection and built-in fire protection equipment shall be in accordance with 780 CMR; and any alterations, additions or changes in buildings required by the provisions of 527 CMR which in the scope of 780 CMR, 9th edition, shall be made in accordance therewith.

Plans approved by the fire department are approved with the intent they comply in all respects to MSBC, 780 CMR 527 CMR 1.00, MGL Chapter 148 and any City of Haverhill ordinance. Any omissions or errors on the plans do not relieve the applicant of complying with applicable requirements

Driveway must comply with the Public Safety Driveway Design Standard for Residential Dwellings. An NFPA 13D residential Sprinkler System shall be required



CCSP-24-8

Health Department Review

City Council Special Permit

Status: Complete

Assignee: Mark Tolman

Became Active: Jul 17, 2024

Completed: Jul 22, 2024

Applicant

michael migliori
mmigliori@fimilaw.com
280 Merrimack Street
Methuen, MA 01844
978-884-6431

Primary Location

0 BOSTON ST
Haverhill, MA 1832

Owner:

PBF TRUST ANDREW R. FANARAS-TRUSTEE
37 HANCOCK ST HAVERHILL, MA 1832

Comments

Mark Tolman, Jul 22, 2024

Units will be serviced by city water and sewer service connections.

Units will have city rubbish collection.



Sep 13, 2024

CCSP-24-8

Police Department Review

City Council Special Permit

Status: Complete

Assignee: Kevin Lynch

Became Active: Jul 17, 2024

Completed: Aug 12, 2024

Applicant

michael migliori
mmigliori@fimilaw.com
280 Merrimack Street
Methuen, MA 01844
978-884-6431

Primary Location

0 BOSTON ST
Haverhill, MA 1832

Owner:

PBF TRUST ANDREW R. FANARAS-TRUSTEE
37 HANCOCK ST HAVERHILL, MA 1832

Comments

Kevin Lynch, Aug 27, 2024

May require having an ordinance written related to parking on the street as the street is only 18.3 Ft wide.



CCSP-24-8

Storm Water Review

City Council Special Permit

Status: Complete

Assignee: Robert Moore

Became Active: Jul 17, 2024

Completed: Jul 18, 2024

Applicant

michael migliori
mmigliori@fimilaw.com
280 Merrimack Street
Methuen, MA 01844
978-884-6431

Primary Location

0 BOSTON ST
Haverhill, MA 1832

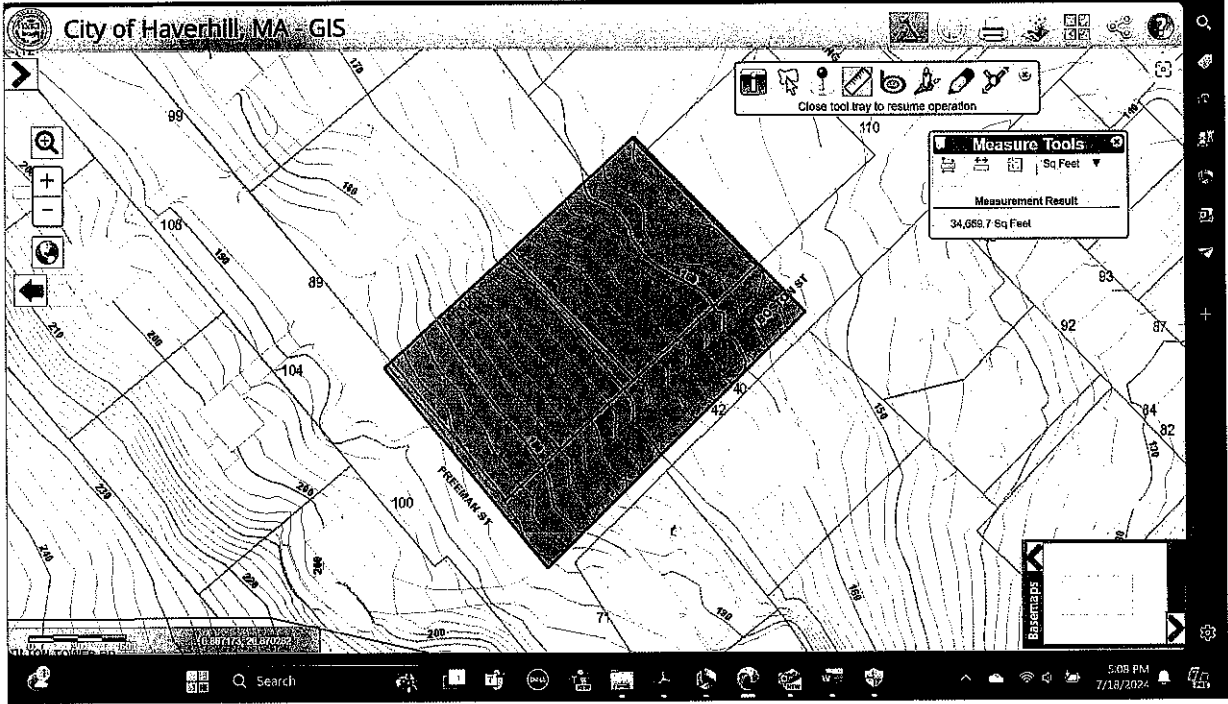
Owner:

PBF TRUST ANDREW R. FANARAS-TRUSTEE
37 HANCOCK ST HAVERHILL, MA 1832

Comments

Robert Moore, Jul 18, 2024

C.219 n/a as currently designed. Total project limit of disturbance less than 1 acre. City Engineer will review stormwater impacts. Should project scope change and disturbance reach 1 acre or more, then a Stormwater Management Permit under C. 219 will be required.





CCSP-24-8

Building Inspector Review

City Council Special Permit

Status: Complete

Assignee: Tom Bridgewater

Became Active: Jul 17, 2024

Completed: Jul 26, 2024

Applicant

michael migliori
mmigliori@fimilaw.com
280 Merrimack Street
Methuen, MA 01844
978-884-6431

Primary Location

0 BOSTON ST
Haverhill, MA 1832

Owner:

PBF TRUST ANDREW R. FANARAS-TRUSTEE
37 HANCOCK ST HAVERHILL, MA 1832

Comments

Tom Bridgewater, Jul 24, 2024

Michael, I need to investigate the set back on the paper rd before I make a comment

Tom Bridgewater, Jul 26, 2024

ok to move to agenda



City of Haverhill, MA

CCSP-24-8City Council Special
Permit

Status: Active

Submitted On: 6/12/2024

Primary Location0 BOSTON ST
Haverhill, MA 1832**Owner**PBF TRUST ANDREW R.
FANARAS-TRUSTEE
HANCOCK ST 37 HAVERHILL,
MA 1832**Applicant**

michael miglioni
 978-884-6431
 mmiglioni@fimilaw.com
 280 Merrimack Street
 Methuen, MA 01844

August 5, 2024

 AUG 5 AM 8:01
 HAUCITYCLERK
Applicant Information**What is Your Role in This Process?***

Attorney/Agent

Applicant Business/Firm Name*

Fiorello & Migliori

Applicant Business/Firm Phone*

978 884 6431

Applicant Business/Firm Address*

280 Merrimack Street

Applicant Business/Firm City*

Methuen

Applicant Business/Firm State*

MA

Applicant Business/Firm Zip*

01844

Client Name*

Snow Cassell LLC

Client Business Name*

Snow Cassell LLC

Client Phone*

978 228 9715

Client Email*

michael.i.cassell@gmail.com

Client Address*

16 Douglas Street

IN CITY COUNCIL: August 20 2024

VOTED: that COUNCIL HEARING BE HELD SEPTEMBER 24 2024

Attest:

City Clerk

81

Client City*

Haverhill

Client State*

MA

Client Zip*

01830

Client County*

Essex

Client Business Structure*

Limited Liability Corporation (LLC)

Property Information

Proposed Housing Plan Name*

NA

Proposed Street Name(s)*

NA

How Long Owned by Current Owner?*

12 Years

Type of Dwelling(s) Planned in Project*

Multi-Family

Lot Dimension(s)*

104.8 x 111.77 x 104.8 x 111.77

Registry Plat Number, Block & Lot*

520-314-4A

Zoning District Where Property Located*

RH - Residential High Density

Deed Recorded in Essex South Registry: Block Number*

31098

Deed Recorded in Essex South Registry: Page*

216

Does the Property Have Multiple Lots?*

No

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

Applicant seeks to construct a three family residence which requires a special permit from the City Council.

Property Description*

See attached plans.

Current Property Use*

Vacant

TOTAL Number of Units Planned*

3

TOTAL Number of Parking Spaces Planned*

6

Special Circumstances

Building Coverage

☐

Dimensional Variance

☐

Front Yard Setback

☐

Side Yard Setback

☐

Rear Yard Setback

☐

Lot Frontage

☐

Lot Depth

☐

Lot Area

☐

Building Height

☐

Floor Area Ratio

☐

Open Space

☐

Parking

☐

Sign Size

☐

Use

☐

Other

☐

Hearing Waiver

Agrees*

Yes

Agreement & Signature

Agrees*

☒


Office Use Only


City Council Decision

—

City Council Hearing Date

—

 Number of 24"x36" Mylar Copies

 Number of 18"x24" Mylar Copies

Attachments



Property Owner's Permission

Boston Street Owner Permission Letter (version 3).pdf
Uploaded by michael miglioni on Jun 12, 2024 at 6:21 AM

REQUIRED



Written Summary of Project

Boston Street TransmittalLtr to Council.pdf
Uploaded by michael miglioni on Jun 12, 2024 at 6:21 AM

REQUIRED



Copy of Proposed Site Plan

Plan 1.pdf
Uploaded by michael miglioni on Jun 12, 2024 at 6:21 AM

REQUIRED



Certified Plot Plan

Plan 1.pdf
Uploaded by michael miglioni on Jun 12, 2024 at 6:21 AM

REQUIRED



Description of Project

Boston Street Owner Permission Letter (version 3).pdf
Uploaded by michael miglioni on Jun 12, 2024 at 6:22 AM

REQUIRED



Zoning Opinion

Boston Street TransmittalLtr to Council.pdf
Uploaded by michael miglioni on Jun 12, 2024 at 6:22 AM

REQUIRED



Triplex Plans.pdf

Triplex Plans.pdf
Uploaded by michael miglioni on Jun 12, 2024 at 6:22 AM



Abutters Boston Street 520.314.4A.xlsx

Abutters Boston Street 520.314.4A.xlsx
Uploaded by Christine Webb on Jul 17, 2024 at 1:24 PM



Haverhill

Economic Development and Planning
Phone: 978-374-2330 Fax: 978-374-2315
wpillsbury@haverhillma.gov

September 19, 2024

TO: City Council President Thomas Sullivan and members of the Haverhill City Council

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

SUBJECT: Pilling Street/Boston Street CCSP-24-7 and CCSP 24- 8

This application to the City Council is a special permit for two triplexes (6 total units). Given the fact that the request is pursuant to special permit requirements under 255:10.4.2, the review of the project enables the city departments reviews to include recommendations for improvements needed to benefit the project and the surrounding neighborhood impacted by the proposal for 6 total units.

The city departments have reviewed the project, and several concerns/objections have been received.

Specifically, a review of the project by myself, the fire department and city engineer and water department has raised several infrastructure issues (see individual department comments from fire, city engineer and water department).

Directly abutting the project is an unconstructed portion of Freeman Street which will be directly impacted by the addition of 6 units to the area. It is always good infrastructure planning to create through streets whenever possible. The addition of these 6 special permit units allows such a possibility to extend the street make it a though street and extend and loop water infrastructure to improve overall water service to the area impacted by the 6 new units.

Specifically, I recommend that should the Council approve the project that it do so with the conditions that the applicant be required to construct the roadway extension along the unconstructed section of Freeman Street to Freeman Street Extension thereby creating a through street and provide additional water line to loop the system as required by the water department to enhance infrastructure needs for the area.

HMU CITY CLERK SEP19/24 M345

The council may include in its approval any additional comments from the letters of the City departments and any additional comments/ conditions deemed necessary by the city council;

**Mailing labels Boston Street 520.314.4A.pdf**

Mailing labels Boston Street 520.314.4A.pdf

Uploaded by Christine Webb on Jul 17, 2024 at 1:24 PM

**Plan 2.pdf**

Plan 2.pdf

Uploaded by michael miglioni on Jul 17, 2024 at 5:53 PM

**Plan with Water Sewer lines.pdf**

Plan with Water Sewer lines.pdf

Uploaded by michael miglioni on Jul 17, 2024 at 5:53 PM

History

Date	Activity
7/26/2024, 2:26:27 PM	Tom Bridgewater approved approval step Building Inspector Review on Record CCSP-24-8
7/22/2024, 9:50:01 AM	Mark Tolman approved approval step Health Department Review on Record CCSP-24-8
7/18/2024, 5:09:47 PM	Robert Moore approved approval step Storm Water Review on Record CCSP-24-8
7/18/2024, 5:04:07 PM	Robert Moore approved approval step Conservation Department Review on Record CCSP-24-8
7/18/2024, 11:41:09 AM	Robert Irvine approved approval step Fire2 Department Review on Record CCSP-24-8
7/17/2024, 1:26:24 PM	Christine Webb approved approval step Assessor for Abutter's List on Record CCSP-24-8
7/17/2024, 11:47:02 AM	Eric Tarpy assigned approval step Fire2 Department Review to Robert Irvine on Record CCSP-24-8
7/17/2024, 11:31:24 AM	Laurie Brown approved approval step City Council Admin Notified on Record CCSP-24-8
7/17/2024, 9:58:35 AM	Bonnie Dufresne assigned approval step Health Department Review to Mark Tolman on Record CCSP-24-8
7/17/2024, 8:54:30 AM	approval step City Council Admin Notified was assigned to Laurie Brown on Record CCSP-24-8
7/17/2024, 8:54:30 AM	approval step Water Supply Review was assigned to Robert Ward on Record CCSP-24-8

Date	Activity
7/17/2024, 8:54:30 AM	approval step Building Inspector Review was assigned to Tom Bridgewater on Record CCSP-24-8
7/17/2024, 8:54:30 AM	approval step School Department Review was assigned to Michael Pfifferling on Record CCSP-24-8
7/17/2024, 8:54:30 AM	approval step DPW Review was assigned to Robert Ward on Record CCSP-24-8
7/17/2024, 8:54:30 AM	approval step City Clerk Review - Hearing Dates Set was assigned to Maria Bevilacqua on Record CCSP-24-8
7/17/2024, 8:54:30 AM	approval step Storm Water Review was assigned to Robert Moore on Record CCSP-24-8
7/17/2024, 8:54:30 AM	approval step Police Department Review was assigned to Kevin Lynch on Record CCSP-24-8
7/17/2024, 8:54:30 AM	approval step Fire2 Department Review was assigned to Eric Tarpy on Record CCSP-24-8
7/17/2024, 8:54:30 AM	approval step Fire1 Department Review was assigned to Eric Tarpy on Record CCSP-24-8
7/17/2024, 8:54:30 AM	approval step Health Department Review was assigned to Bonnie Dufresne on Record CCSP-24-8
7/17/2024, 8:54:30 AM	approval step Water/Wastewater Review was assigned to Robert Ward on Record CCSP-24-8
7/17/2024, 8:54:30 AM	approval step Engineering Department Review was assigned to John Pettis on Record CCSP-24-8
7/17/2024, 8:54:30 AM	approval step Conservation Department Review was assigned to Robert Moore on Record CCSP-24-8
7/17/2024, 8:54:30 AM	approval step Assessor for Abutter's List was assigned to Christine Webb on Record CCSP-24-8
7/17/2024, 8:54:28 AM	William Pillsbury approved approval step Planning Director Review on Record CCSP-24-8
7/9/2024, 9:04:47 PM	Kaitlin Wright altered payment step Legal Notice Fee, changed autoAssign from "" to "0" on Record CCSP-24-8
7/9/2024, 9:04:47 PM	Kaitlin Wright altered payment step Legal Notice Fee, changed publicCanRequest from "" to "0" on Record CCSP-24-8
7/9/2024, 9:04:47 PM	Kaitlin Wright waived payment step Legal Notice Fee on Record CCSP-24-8
6/13/2024, 11:45:39 AM	Kaitlin Wright added payment step Legal Notice Fee to Record CCSP-24-8
6/12/2024, 6:23:50 AM	approval step Planning Director Review was assigned to William Pillsbury on Record CCSP-24-8

Date	Activity
6/12/2024, 6:23:49 AM	completed payment step Special Permit Filing Fee on Record CCSP-24-8
6/12/2024, 6:22:38 AM	michael migliori submitted Record CCSP-24-8
6/10/2024, 11:44:32 AM	michael migliori started a draft of Record CCSP-24-8

Timeline

Label	Activated	Completed	Assignee	Due Date	Status
💰 Special Permit Filing Fee	6/12/2024, 6:22:38 AM	6/12/2024, 6:23:49 AM	michael migliori	-	Completed
💰 Legal Notice Fee	6/13/2024, 11:45:39 AM	7/9/2024, 9:04:47 PM	-	-	Skipped
✓ Planning Director Review	6/12/2024, 6:23:49 AM	7/17/2024, 8:54:28 AM	William Pillsbury	-	Completed
✓ City Clerk Review - Hearing Dates Set	7/17/2024, 8:54:29 AM	-	Maria Bevilacqua	-	Active
✓ City Council Admin Notified	7/17/2024, 8:54:29 AM	7/17/2024, 11:31:24 AM	Laurie Brown	-	Completed
✓ Assessor for Abutter's List	7/17/2024, 8:54:29 AM	7/17/2024, 1:26:24 PM	Christine Webb	-	Completed
✓ Conservation Department Review	7/17/2024, 8:54:29 AM	7/18/2024, 5:04:07 PM	Robert Moore	-	Completed
✓ DPW Review	7/17/2024, 8:54:29 AM	-	Robert Ward	-	Active
✓ Engineering Department Review	7/17/2024, 8:54:29 AM	-	John Pettis	-	Active
✓ Fire1 Department Review	7/17/2024, 8:54:29 AM	-	Eric Tarpy	-	Active

Label	Activated	Completed	Assignee	Due Date	Status
✓ Fire2 Department Review	7/17/2024, 8:54:29 AM	7/18/2024, 11:41:09 AM	Robert Irvine	-	Completed
✓ Health Department Review	7/17/2024, 8:54:29 AM	7/22/2024, 9:50:01 AM	Mark Tolman	-	Completed
✓ Police Department Review	7/17/2024, 8:54:29 AM	-	Kevin Lynch	-	Active
✓ School Department Review	7/17/2024, 8:54:29 AM	-	Michael Pfifferling	-	Active
✓ Storm Water Review	7/17/2024, 8:54:29 AM	7/18/2024, 5:09:47 PM	Robert Moore	-	Completed
✓ Water/Wastewater Review	7/17/2024, 8:54:29 AM	-	Robert Ward	-	Active
✓ Water Supply Review	7/17/2024, 8:54:29 AM	-	Robert Ward	-	Active
✓ Building Inspector Review	7/17/2024, 8:54:29 AM	7/26/2024, 2:26:27 PM	Tom Bridgewater	-	Completed
✓ First Ad Placement	-	-	-	-	Inactive
✓ Placed on Agenda	-	-	-	-	Inactive
✓ Abutter Notification	-	-	-	-	Inactive
✓ Second Ad Placement	-	-	-	-	Inactive
✓ City Council Meeting	-	-	-	-	Inactive
✓ Meeting Minutes & Decision Filed w/City Clerk	-	-	-	-	Inactive

**Placed on Agenda**

Review

MB

**Abutter Notification**

Review

**Second Ad Placement**

Review

MB

**City Council Meeting**

Review

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

Review

**michael miglioni**[View Profile](#)**Email Address**mmigliori@fimilaw.com (mailto:mmigliori@fimilaw.com)**Phone Number**

978-884-6431

Address

280 Merrimack Street, Methuen, MA 01844

**Placed on Agenda**

Review

**Abutter Notification**

Review

**Second Ad Placement**

Review

**City Council Meeting**

Review

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

Review

**Fire1 Department Review****Complete** ▾

Complete

Assignee

Eric Tarp

Due date

None

**Robert Moore**

Remove Note • Jul 17, 2024 at 4:18 pm

Are you going to require Freeman to be built through? It's only about 125' to do so and would get rid of a long dead end.

**Eric Tarpy**

Remove Note • Jul 18, 2024 at 4:58 pm

Hi Rob,

I like the idea, maybe a discussion at Dev rev with other dept. I can see the public safety ad to it

**Eric Tarpy**

Remove Comment • Aug 15, 2024 at 12:09 pm

In addition to Fire 2 comments: The additional units will create additional congestion and demand to area. The city should look at roadway upgrades such as extending Freeman Street to Freeman Street Ext. and potentially water upgrades to area. As proposed, the units will required NFPA 13D fire suppression systems.

Step Activity

Eric Tarpy approved this step

OpenGov system assigned this step to Eric Tarpy

Plans approved by the fire department are approved with the intent they comply in all respects to MSBC, 780 CMR 527 CMR 1.00, MGL Chapter 148 and any City of Haverhill ordinance. Any omissions or errors on the plans do not relieve the applicant of complying with applicable requirements

Driveway must comply with the Public Safety Driveway Design Standard for Residential Dwellings.

An NFPA 13D residential Sprinkler System shall be required

Step Activity

Robert Irvine approved this step

Eric Tarpy assigned this step to Robert Irvine

OpenGov system assigned this step to Eric Tarpy

**Placed on Agenda**

Review

**Abutter Notification**

Review

**Second Ad Placement**

Review

**City Council Meeting**

Review

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

Review

**Health Department Review****Complete** ▾

Complete

Assignee

Mark Tolman

Due date

None

**Mark Tolman**

Remove Comment • Jul 22, 2024 at 9:50 am

Units will be serviced by city water and sewer service connections.

Units will have city rubbish collection.

**Placed on Agenda**

Review

**Abutter Notification**

Review

**Second Ad Placement**

Review

**City Council Meeting**

Review

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

Review

**Storm Water Review****Complete** ▾

Complete

Assignee

Robert Moore

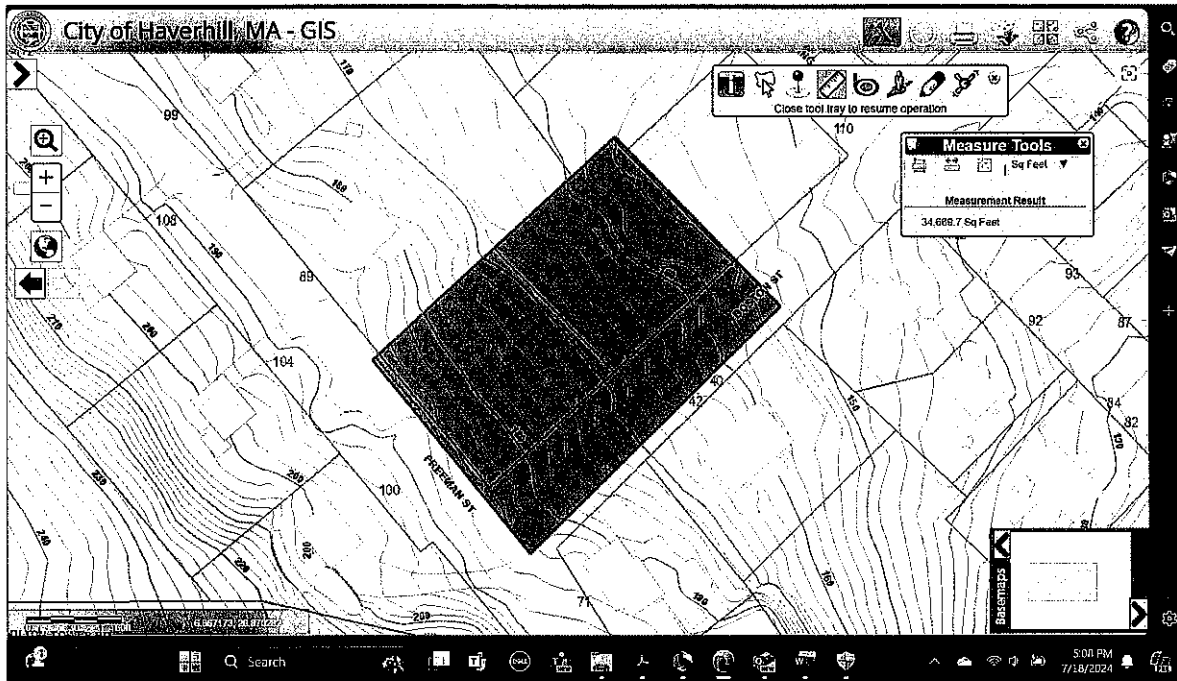
Due date

None

**Robert Moore**

Remove Comment • Jul 18, 2024 at 5:09 pm

C.219 n/a as currently designed. Total project limit of disturbance less than 1 acre. City Engineer will review stormwater impacts. Should project scope change and disturbance reach 1 acre or more, then a Stormwater Management Permit under C. 219 will be required.



Step Activity

Robert Moore approved this step

OpenGov system assigned this step to Robert Moore

FIORIELLO & MIGLIORI
ATTORNEYS AT LAW

KAREN L. FIORELLO
(Retired)

MICHAEL J. MIGLIORI
mmigliori@fimilaw.com

280 Merrimack Street
Suite B
Methuen, Massachusetts 01844
FAX 978-849-5191

June 12, 2024

AUG 15 PM 12:13
HAVCITYCLERK

Thomas J. Sullivan, President
Haverhill City Council
City Hall
4 Summer Street
Haverhill, MA 01830

Re: Special Permit-Three Family Residence
Owner: Andrew Fanaras, Trustee
Applicant: Snow Cassell, LLC
Boston Street, Haverhill MA
Parcel ID: 530-314-4A

Dear President Sullivan:

Please be advised this office represents Snow Cassell, LLC regarding the property located at Boston Street and being shown on Haverhill Assessor's Map 530 Block 314 Lot 4A.

The premises consist of 11,784 square feet of land.

Snow Cassell, LLC is requesting a Special Permit from the City of Haverhill to construct a three-family residential building. The Haverhill Zoning Ordinance Chapter 255 Section 80 requires a Special Permit in light of the three-family use.

The property is shown in Haverhill Assessor's Map 530 Block 314 Lot 4A and is located in the "RH" Zoning District.

The property meets all of the dimensional and use criteria as set out in the Haverhill Zoning Ordinance.

Kindly schedule a hearing to be held before the City Council. I have enclosed the appropriate plans, reports and fees in connection with the requested Special Permit.

The applicant further agrees to waive the statutory requirement for Haverhill City Council to hold a hearing on the matter within sixty-five (65) days.

Should you have any questions or need any additional information, please don't hesitate to contact me.

Sincerely yours,

A handwritten signature in black ink, appearing to read "MJM", followed by a long horizontal line extending to the right.

Michael J. Migliori

MJM/dma

Enc.

c.c.: Michael Cassell
William Pillsbury, Economic Development Office

N/F
SPENCER AMES

(PUBLIC-60, WIDE)

Diagram of a parallel-sided channel with a central bar. The bar is labeled "BIT. CONC. PAVEMENT" and has arrows pointing away from it towards the channel walls, indicating flow direction.

$$\frac{N61^{\circ}00'00''E \rightarrow}{100.85'}$$

PROPOSED
2 1/2 STORY W.F.
TRIPLEX

→ S30.26'29"E

40.00'

39.67

78.00'

78.00'

39.67'

40.00'

111.92

→ M.O

Neville Triplex
946.320 (5/14/2024)

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Art Form Architecture, LLC

603-431-9559

Dear Builders and Home Buyers,

In addition to our Terms and Conditions (the "Terms"), please be aware of the following:

This design may not yet have Construction Drawings (as defined in the Terms), and is, therefore, only available as a Design Drawing (as defined in the Terms and together with Construction Drawings, "Drawings"). It is possible that during the conversion of a Design Drawing to a final Construction Drawing, changes may be necessary including, but not limited to, dimensional changes. Please see Plan Data Explained on www.artform.us to understand room sizes, dimensions and other data provided. We are not responsible for typographical errors.

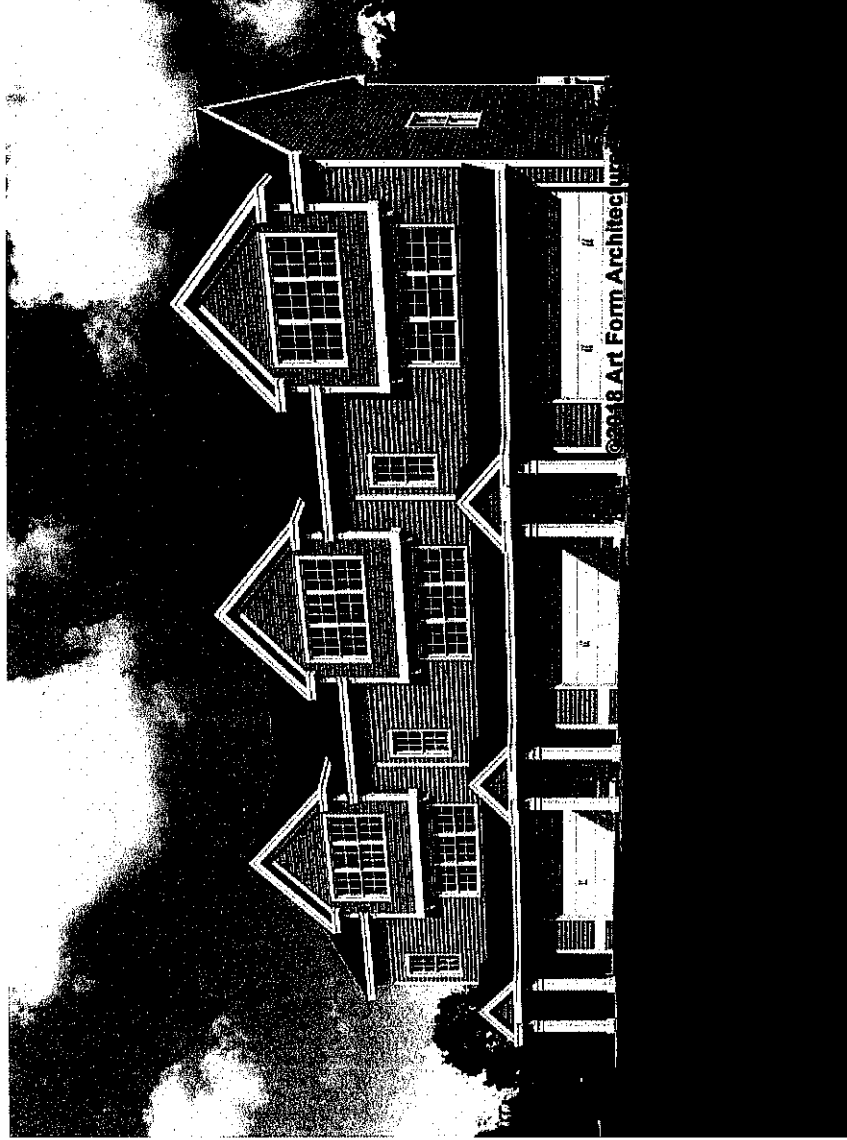
Art Form Architecture ("Art Form") requires that our home designs be built substantially as designed. Art Form will not be obligated by or liable for use of this design with markups as part of any builder agreement. While we attempt to accommodate where possible and reasonable, and where the changes do not denigrate our design, any and all changes to Drawings must be approved in writing by Art Form. It is recommended that you have your Drawing updated by Art Form prior to attaching any Drawing to any builder agreement. Art Form shall not be responsible for the misuse of or unauthorized alterations to any of its Drawings.

Facade Changes:

- To maintain design integrity, we pay particular attention to features on the front facade, including but not limited to door surrounds, window casings, finished porch column sizes, and roof friezes. While we may allow builders to add their own flare to aesthetic elements, we don't allow our designs to be stripped of critical details. Any such alterations require the express written consent of Art Form.
- Increasing ceiling heights usually requires adjustments to window sizes and other exterior elements.

Floor plan layout and/or Structural Changes:

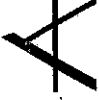
- Structural changes always require the express written consent of Art Form
- If you wish to move or remove walls or structural elements (such as removal of posts, increases in house size, ceiling height changes, addition of dormers, etc), please do not assume it can be done without other additional changes (even if the builder or lumber yard says you can).



Neville Triplex

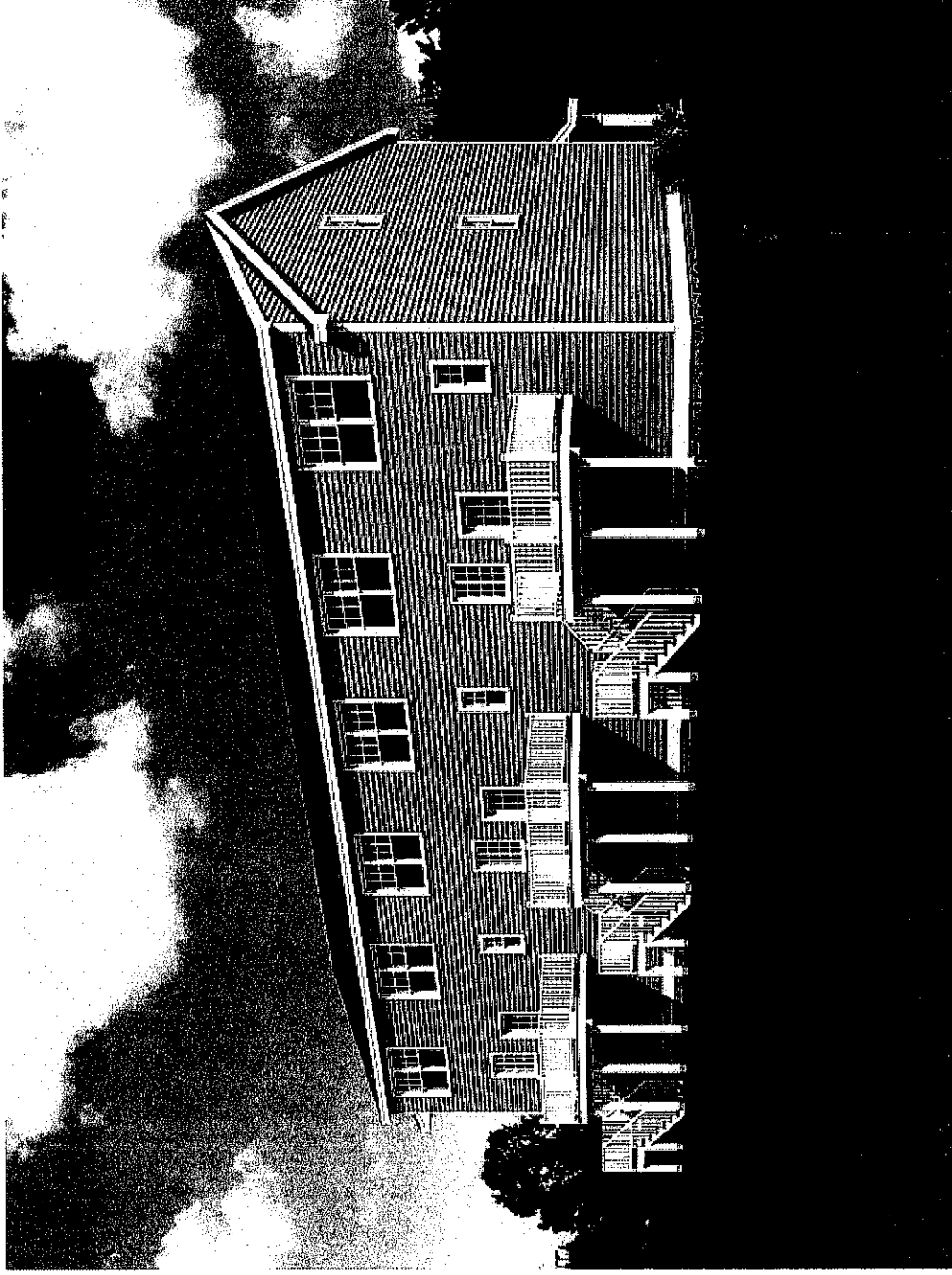
946.320 (5/14/2024)

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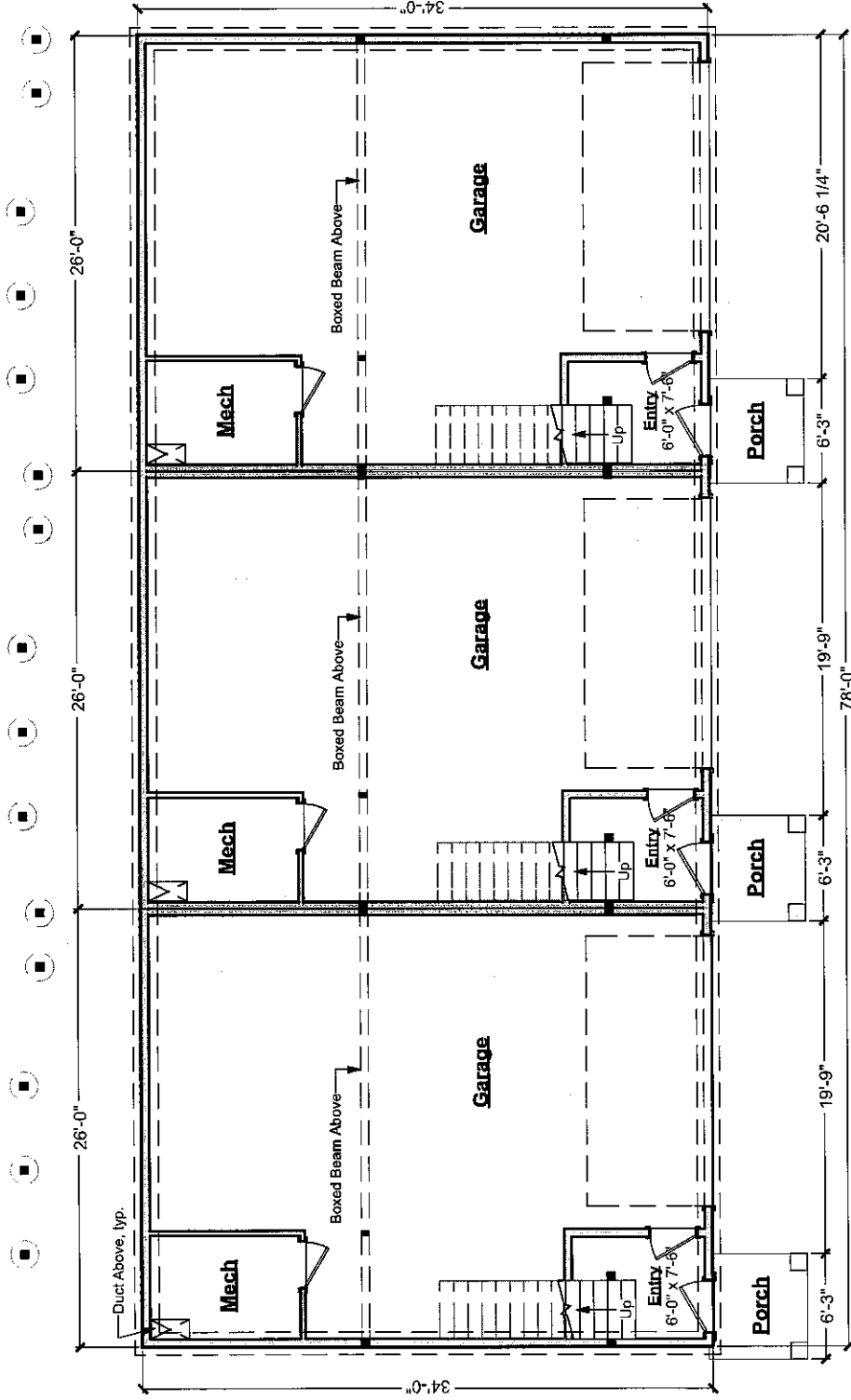
Neville Triplex
946.320 (5/14/2024)

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Art Form Architecture, LLC

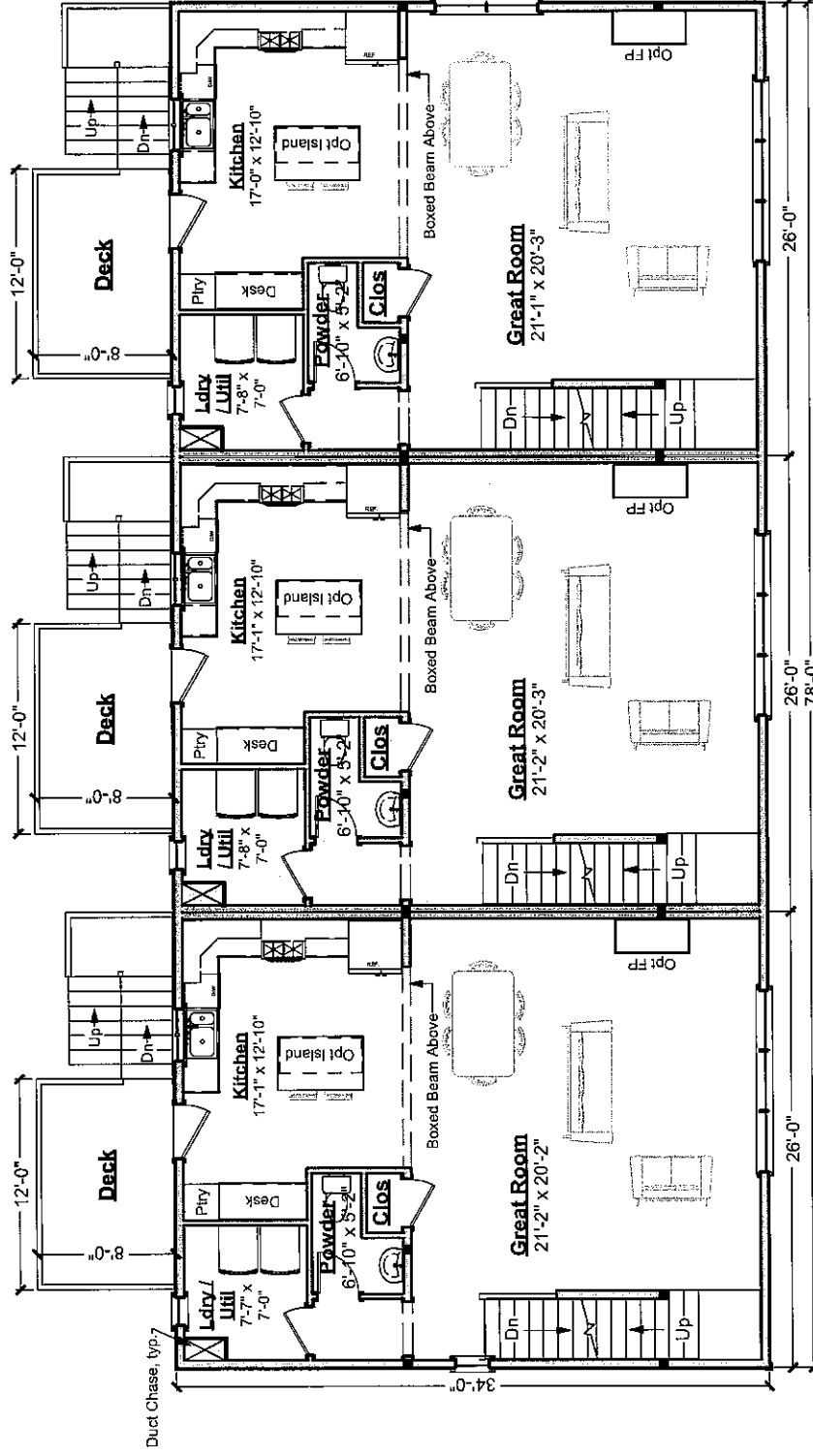
603-431-9559



Finished Area This Floor: 48 sq ft per unit (to inside face of framing)

8'-0" Ceilings

First Floor Plan
Scale: 3/32" = 1'-0"



Second Floor Plan

Scale: 3/32" = 1'-0"

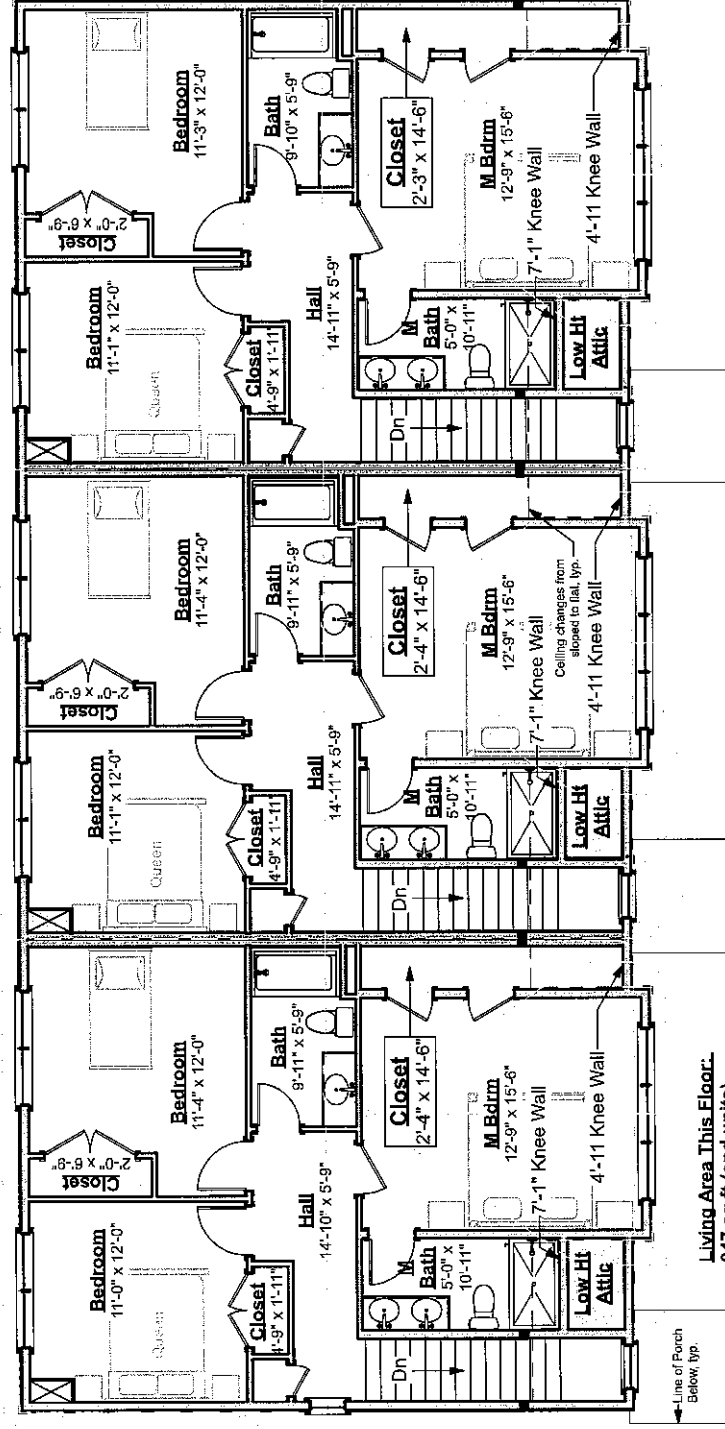
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Third Floor Plan
Scale: 3/32" = 1'-0"

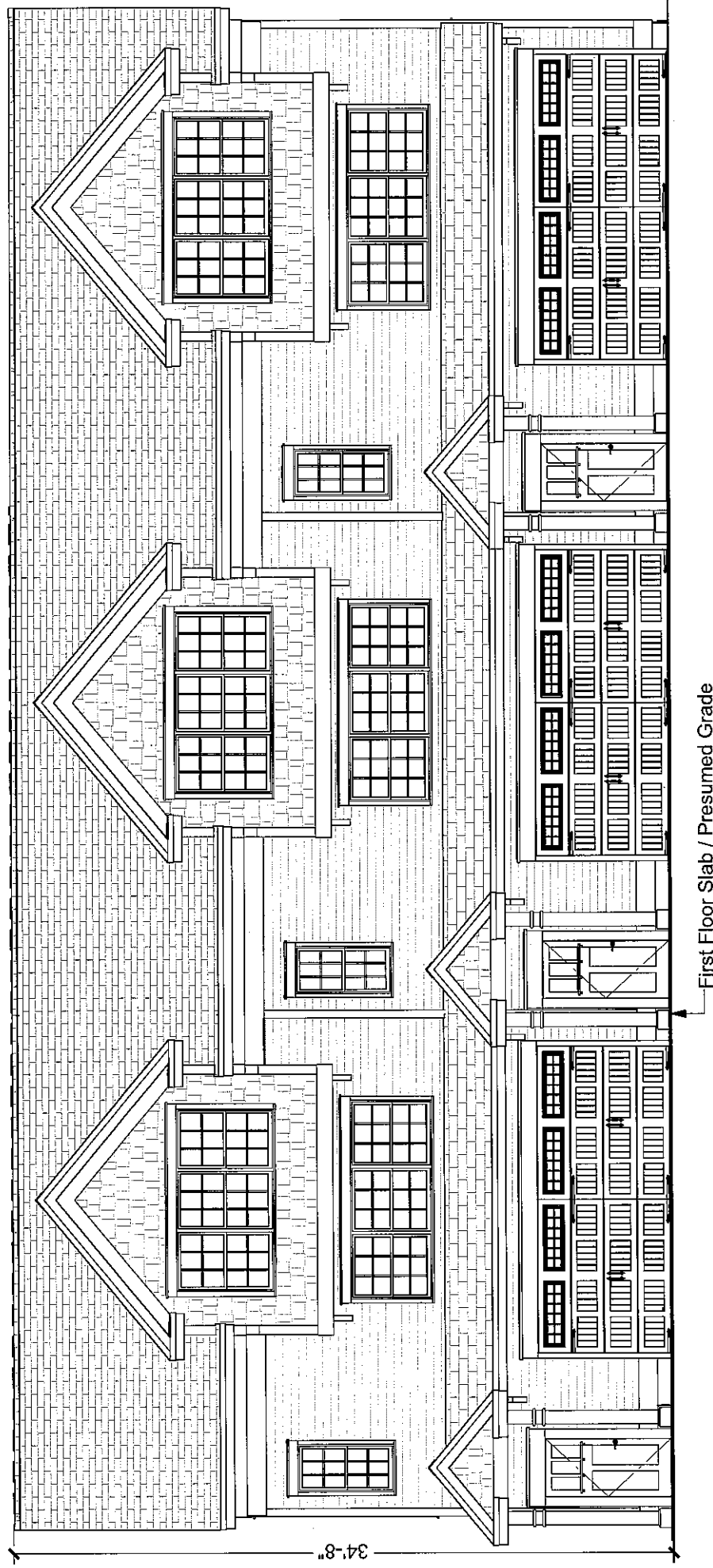
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Art Form Architecture, LLC

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Front Elevation
Scale: 1/8" = 1'-0"

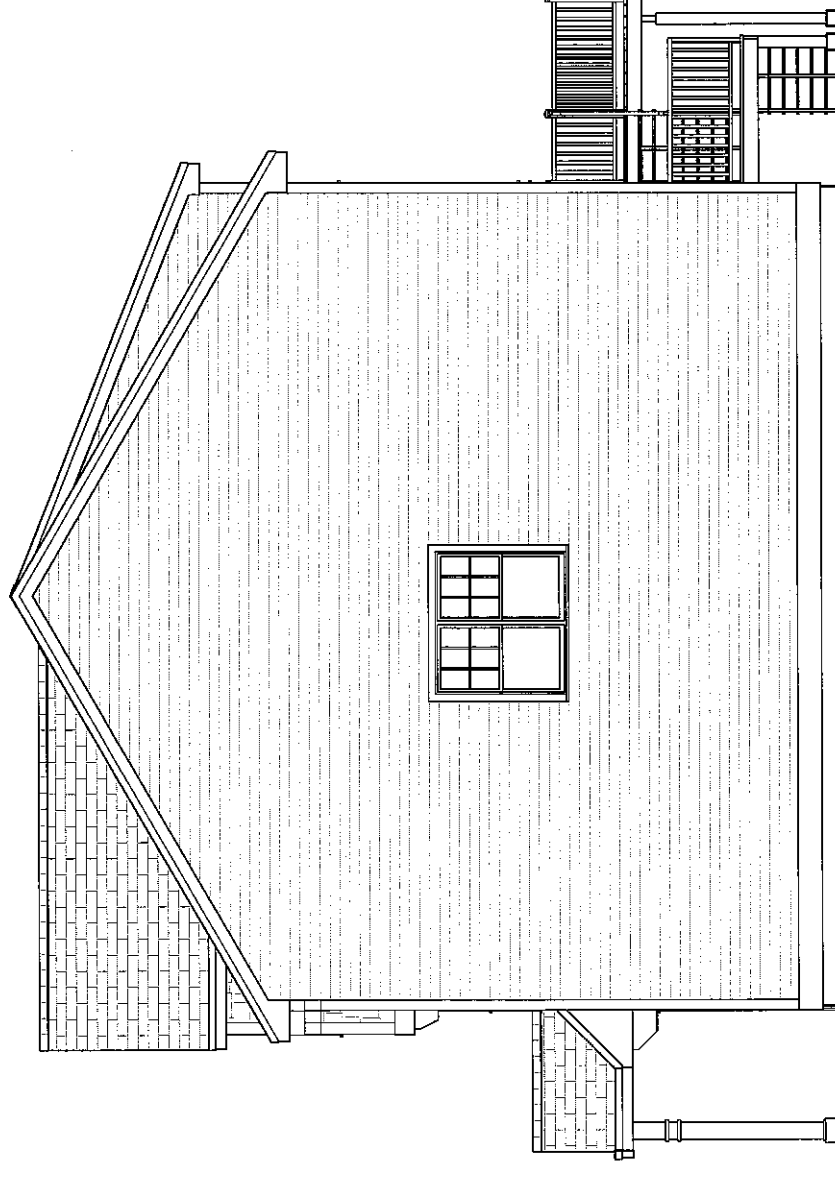
Neville Triplex
946.320 (5/14/2024)

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Art Form Architecture, LLC

603-431-9559



Right Elevation
Scale: 1/8" = 1'-0"

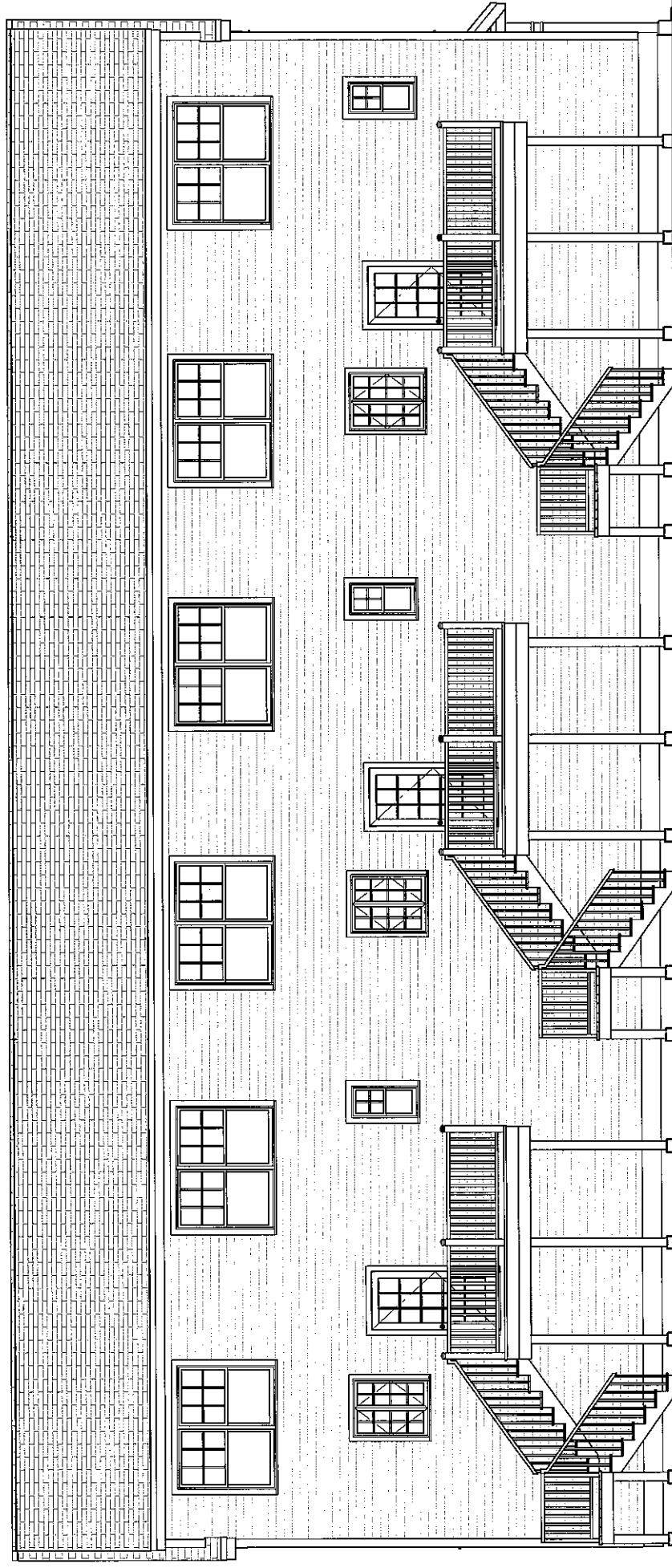
Neville Triplex
946.320 (5/14/2024)



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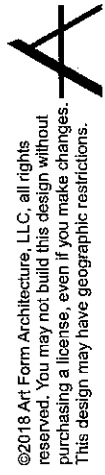
Art Form Architecture, LLC

603-431-9559



Rear Elevation
Scale: 1/8" = 1'-0"

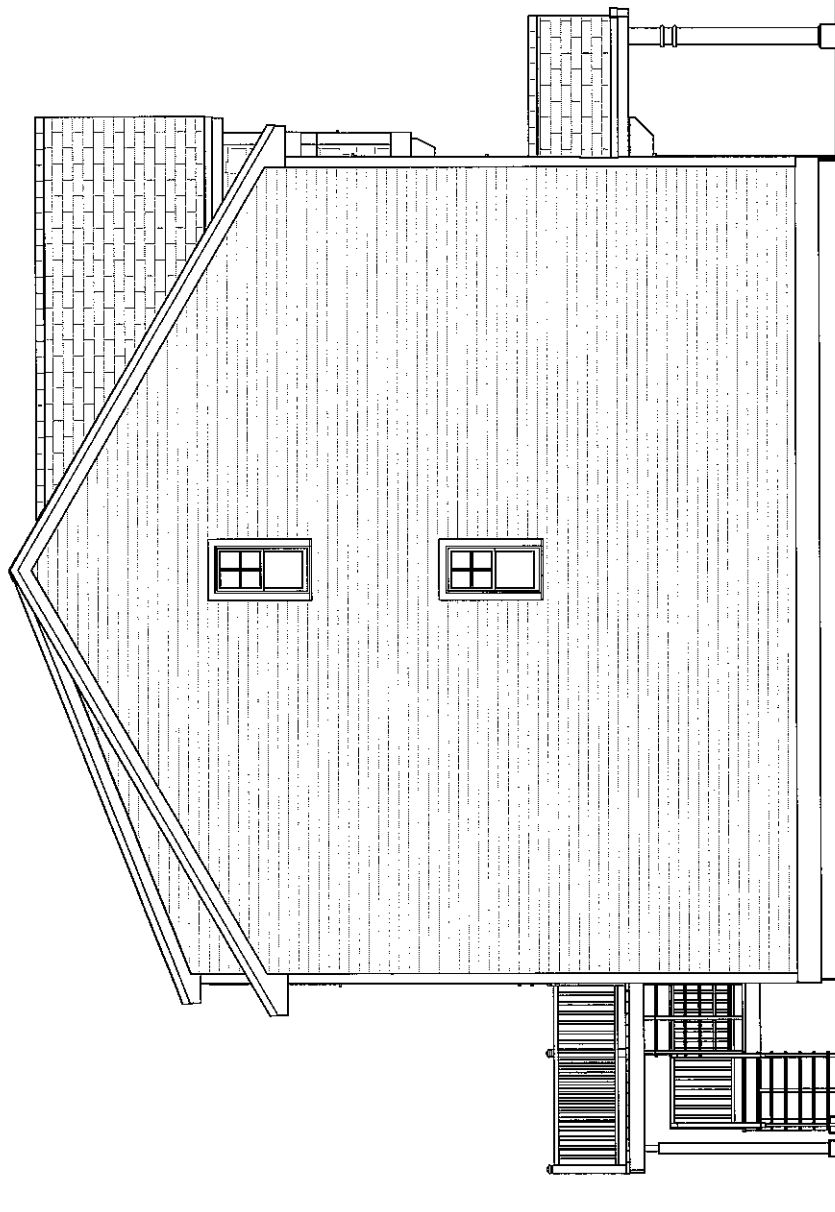
Neville Triplex
946.320 (5/14/2024)



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603-431-9559



Left Elevation
Scale: 1/8" = 1'-0"

March 4, 2024

City of Haverhill
4 Summer Street
Haverhill, MA 01830

RE: Lots 2A & 3A Boston Street Haverhill, MA

To whom it may concern,

Please allow this letter to serve as permission for Michael Cassell, Snow Cassell, LLC or their counsel to apply for any special permit required with city council or town departments on the property I own on Boston Street.

Thank you

<i>Andrew Fanaras</i>	dotloop verified 03/09/24 11:11 AM EST V1MX-N3WV-4QG5-RLHA
-----------------------	--

Andrew Fanaras, Trustee

PBF Trust

9784787110

121

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources

225 Turnpike Road, 3rd Floor, Southborough, MA 01772
www.mass.gov/agr



Maura T. Healey
GOVERNOR

Kimberley Driscoll
LIEUTENANT
GOVERNOR

Rebecca L. Tepper
SECRETARY

Ashley E. Randle
COMMISSIONER

September 18, 2024

Kaitlin M. Wright
City Clerk
4 Summer Street
Haverhill, MA 01830

SEP 20 AM 8:58
HAV CITY CLERK

Re: APR Project Name: Crescent Farms Trust, Project ID # 24C04

The Commonwealth Massachusetts, acting by and through its Department of Agricultural Resources (the "Department"), hereby gives notice that it proposes to acquire an agricultural preservation restriction ("APR") on the real property identified herein for the purpose of protecting in perpetuity its superior and productive agricultural resources by preventing their conversion to other uses.

The applicable regulations require the disclosure of the Commonwealth's reasons for the proposed land acquisition at a public hearing held in the city or town in which such real property is located. To comply with this requirement, we ask that the City Clerk announce that the Commonwealth is considering this acquisition for the above-stated purposes at its next regularly scheduled and publicly noticed meeting by reading the enclosed "**Notice of Proposed Acquisition**". The Board of Selectmen does not need to take any formal action on its part. Please document the announcement in the Board of Selectmen's meeting minutes and **please complete and return the enclosed signed "Certificate of Notice"**. The date that you certify for the announcement starts the minimum 120-day (4-month) clock for closing on the APR.

The applicable regulations require that, 120 days prior to a purchase, an agency must notify certain public officials of its proposed action. The notification is for informational purposes only. Because of the Department's priority classification of this farmland for protection, we ask that your municipality agree to reduce the 120-day notification period to 60 days to expedite the process. The closing for this project is a time-sensitive matter, and **therefore ask that you agree to waive the 120-day notice period**. If in agreement, please **complete and return the enclosed "Consent to Reduction of Notice Period"**.

If you have any question regarding this proposed acquisition, I can be contacted at 617-455-9204. Thank you for your assistance.

Sincerely,

Christine Chisholm
APR Regional Planner

Cc: Dorothy Du, APR Program Administrator

NOTICE OF PROPOSED ACQUISITION
OF AN AGRICULTURAL PRESERVATION RESTRICTION
ON PROPERTY IN THE CITY OF HAVERHILL

Date of this Notice: September 18, 2024

Notice of proposed acquisition is hereby given to:

- () Chairman of the Board of Selectmen of the Town of , or
(X) Mayor or City Manager of the City of Haverhill

Separate notice will be given by the Department to the appropriate: County Commissioners, Regional Planning Agency, and the members of the General Court representing the district in which the land is located.

In compliance with G. L. c. 7C, Section 37, the Commonwealth Massachusetts, acting by and through its Department of Agricultural Resources (the "Department"), hereby gives notice that it proposes to acquire an agricultural preservation restriction ("APR") on the real property identified herein for the purpose of protecting in perpetuity its superior and productive agricultural resources by preventing their conversion to other uses.

The application received by MDAR indicates that the property is owned by Frances Eason and Ann Davidowicz, Trustees of the Crescent Farms Trust and consists of parcel (s) located at 145 Willow Avenue in Haverhill **as approximately represented on the attached map**. The APR may encompass all or parts of the area shown.

The current use of the property is primarily for hay, corn and pumpkins.

Following the recording of the APR, the use of the subject property is limited to agricultural use as more particularly set forth in the APR document, the General Laws [Chapter 184, Sections 31], and the Regulations of the Department [330 CMR 22.00 et seq].

Massachusetts Department of Agricultural Resources, by:



Christine Chisholm, APR Regional Planner

CONFIRMATION OF NOTICE
REGARDING PROPOSED ACQUISITION
OF AN AGRICULTURAL PRESERVATION RESTRICTION

In compliance with the G. L. c. 7C, Section 37, notice is hereby given that an announcement at a public meeting was held for the purpose of disclosing the conditions or reasons supporting the Commonwealth's proposed acquisition of an agricultural preservation restriction ("APR") on certain property in the City of Haverhill as more particularly described in the attached NOTICE OF PROPOSED ACQUISITION.

The date, time, and place of the public meeting are as follows:

Date: _____

Time: _____

Place: _____

CERTIFICATE OF NOTICE

I certify that this Confirmation of Notice Regarding Proposed Acquisition of an Agricultural Preservation Restriction was posted or published in the following manner:

I further certify that an announcement was held at the place, date, and time indicated in this Notice.

x _____
(name and title: _____)

Please complete this form and return the original to:

Dorothy Du, APR Program
Mass Department of Agricultural Resources
225 Turnpike Road, 3rd Floor
Southborough, MA 01772

Electronic copy can be emailed to: dorothy.du@mass.gov

CONSENT TO REDUCTION OF NOTICE PERIOD

APR Project Name: Crescent Farms Trust, Project ID# 24C04

As authorized by the Massachusetts General Laws Chapter 7C, Section 37, the undersigned and duly authorized representative(s) of the **City of Haverhill** do hereby consent to a reduction of the 120-day notice period prescribed for the announcement at a public meeting on the Commonwealth's proposed acquisition of an Agricultural Preservation Restriction referenced above to not less than 60 days.

Date: _____

Signature	Name	Title
Signature	Name	Title
Signature	Name	Title
Signature	Name	Title
Signature	Name	Title

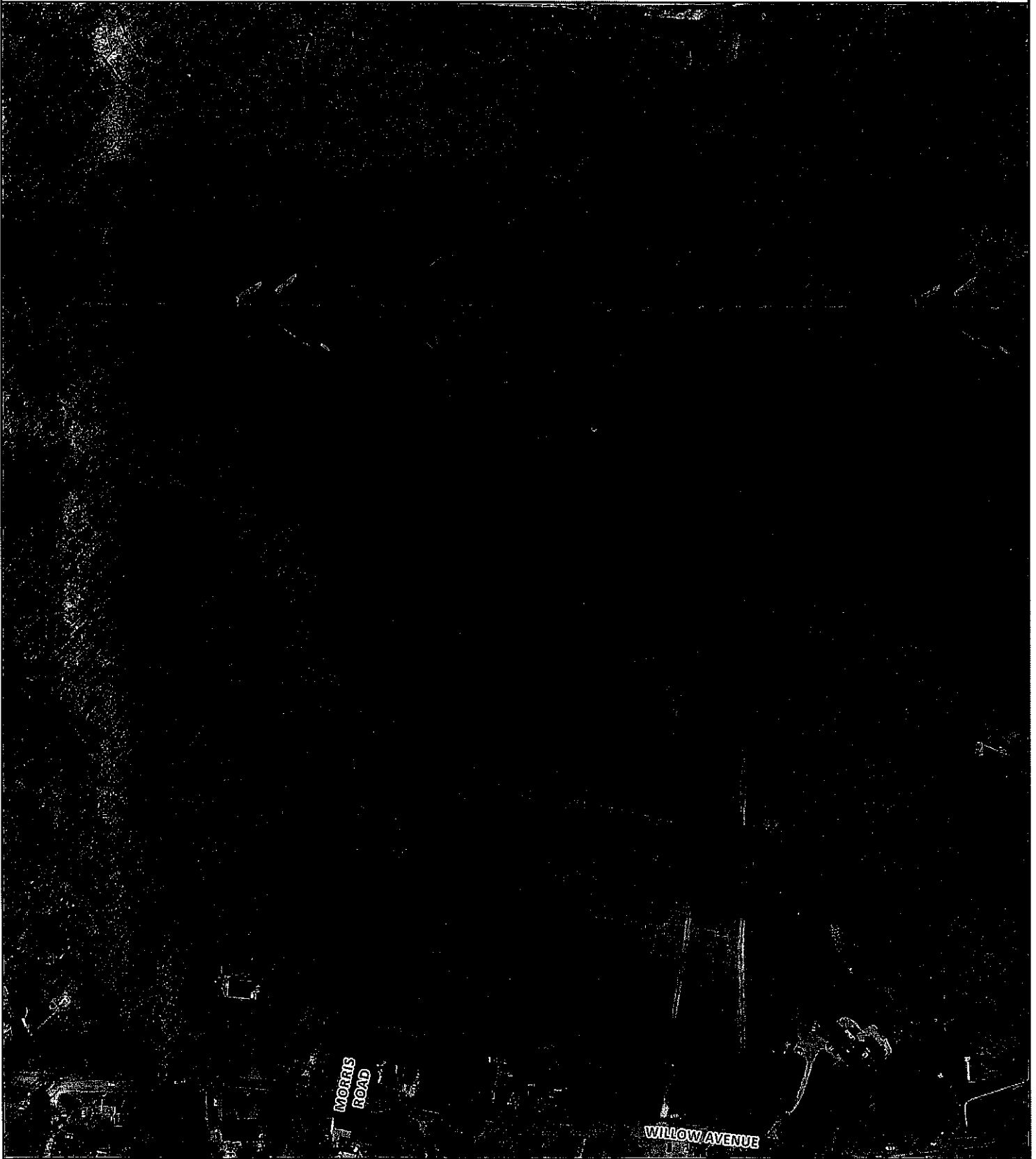
Additional signatures are required for a 60-day Waiver from legislators and Regional Planning Agencies. MDAR will attain those additional approvals.

Please complete this form and return the original to:

**Dorothy Du, APR Program
Mass Department of Agricultural Resources
225 Turnpike Road, 3rd Floor
Southborough, MA 01772**

*Electronic copy can be emailed to: **dorothy.du@mass.gov***

Project Name: Crescent Farms Trust - Landcover
Haverhill, MA



Land Cover	Acreage	% Land Cover
Open Agriculture	19.58	59.1%

APR Project = 33.14 acres

Data Provided by MassGIS, MDAR, Maxar 2023
imagery, and LCLU (2016)


Created By Massachusetts Department of
Agricultural Resources

Created: 8/5/2024 3:45 PM



 Proposed APR



 Feet
0 230 460

Center: 71.093153°W 42.748549°N

Kaitlin Wright

From: Du, Dorothy (AGR) <dorothy.du@mass.gov>
Sent: Wednesday, September 18, 2024 4:34 PM
To: Kaitlin Wright
Cc: Chisholm, Chris (AGR)
Subject: Notice of Proposed Acquisition of Crescent Farms Trust APR in Haverhill
Attachments: 120 Day Notice_Municipal_Crescent Farms Trust_Haverhill.pdf

Follow Up Flag: Follow up
Flag Status: Completed

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

Dear Kaitlin M. Wright:

The Commonwealth Massachusetts, acting by and through its Department of Agricultural Resources (the "Department"), hereby gives notice that it proposes to acquire an agricultural preservation restriction ("APR") on the real property identified herein for the purpose of protecting in perpetuity its superior and productive agricultural resources by preventing their conversion to other uses.

The applicable regulations require the disclosure of the Commonwealth's reasons for the proposed land acquisition at a public hearing held in the city or town in which such real property is located. To comply with this requirement, we ask that the City Clerk announce that the Commonwealth is considering this acquisition for the above-stated purposes at its next regularly scheduled and publicly noticed meeting by reading the enclosed "**Notice of Proposed Acquisition**". The Board of Selectmen does not need to take any formal action on its part. Please document the announcement in the Board of Selectmen's meeting minutes and **please complete and return the enclosed signed "Certificate of Notice"**. The date that you certify for the announcement starts the minimum 120-day (4-month) clock for closing on the APR.

The applicable regulations require that, 120 days prior to a purchase, an agency must notify certain public officials of its proposed action. The notification is for informational purposes only. Because of the Department's priority classification of this farmland for protection, we ask that your municipality agree to reduce the 120-day notification period to 60 days to expedite the process. The closing for this project is a time-sensitive matter, and **therefore ask that you agree to waive the 120-day notice period**. If in agreement, please **complete and return the enclosed "Consent to Reduction of Notice Period"**.


If you have any question regarding this proposed acquisition, please contact Christine Chisholm at 617-455-9204.

Thank you,
Dorothy Du
Administrative Coordinator II, Agricultural Preservation Restriction (APR) Program
Program Assistant, Farm Viability Enhancement Program

Event Permit**EVNT-24-21**

Submitted On: Aug 12, 2024

Applicant

 Alexandra Wall
978-971-1162
@ awall@vneoc.org

Primary Location

100 ELLIOTT ST
Haverhill, MA 01830

12.3.11

Organization Information**Organization**

Veterans Northeast Outreach Center

Organization Address

10 Reed St

Organization State

MA

Is the Organization Tax Exempt?

Yes

Is the Organization a House of Worship?

No

Organization Phone

9783723626

Organization City

Haverhill

Organization Zip

01832

Is the Organization Non-Profit?

Yes

SEP 11 11:12:02
HAYCITY/OLEK

Contact Information**Contact Name**

Alexandra Wall

Contact Phone

978-971-1162

Contact Address

10 Reed St

Contact State

MA

Contact Title

Development Associate

Contact Email

awall@vneoc.org

Contact City

Haverhill

Contact Zip

01832

Property Owner Information**Property Owner Name**

Northern Essex Community College

Property Owner Address

100 Elliott Street

Property Owner State

MA

Property Owner Phone

978-556-3964

Property Owner City

Haverhill

Property Owner Zip

01830

Is the Applicant the Property Owner?

No

Event Information

Description of event

Cars and Cans Car Show canned good drive and fundraiser

Type of Event

Show

Event Location

Northern Essex Community College, 100 Elliott St, Haverhill, MA

Event Venue

Outdoor

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

No

Event Date

09/28/2024

is the Event on Bradford Common?

No

Is the Event on City Property?

No

Number of Anticipated Attendees

400

Event Start Time

9:00 am

Event End Time

12:00 pm

Will Food Be Served/Sold at the Event?

No

Any Helpful Comments about Food

--

Special Considerations (i.e. fireworks)

Will be asking Haverhill PD for support with road marquee sign to mark event on Rt 110. NECC is providing 3 police detail. We intend to notify residents on the neighboring streets of the event by mail.

Parking Information

Number of Parking Spaces Onsite

1805

Have Off-site Parking Arrangements Been Made?

No

Are There Charges/Fees for Parking?

No

Sanitation Information

Number of Public Restrooms Available

4

Type of Toilets

Portable

Please Describe Plans for Solid Waste Disposal & Recycling

Toilets will be picked up by the vendor no later than Monday Sep 30

IF PORTABLE TOILETS, Who is the Vendor?

Pete's Toilets

General Release & Indemnity Agreement

Yes

true

Terms of Understanding

Yes

true



EVNT-24-21

Fire Inspector Approval

Event Permit

Status: Complete

Assignee: Eric Tarpy

Became Active: Aug 15, 2024

Completed: Aug 15, 2024

Applicant

Alexandra Wall
awall@vneoc.org
10 Reed Street
Veterans Northeast Outreach Center
Haverhill, MA 01832
978-971-1162

Primary Location

100 ELLIOTT ST
Haverhill, MA 01830

Owner:

COMMONWEALTH OF MASS BOARD OF REG
COMM COLL
100 ELLIOTT ST HAVERHILL, MA 01830

Comments

Eric Tarpy, Aug 15, 2024

Due to the decrease in number of attendees listed on the application by the applicant, a fire detail will not be needed. This is a change from previous applications. A fire detail can still be obtained at the request of the applicant. Any propane over 42lbs used for cooking will need a permit from the fire dept.

Alexandra Wall, Aug 21, 2024

We are not allowing any food to be served at this event.



Sep 11, 2024

EVNT-24-21

Health Inspector Approval

Event Permit

Status: Complete

Assignee: Mark Tolman

Became Active: Aug 15, 2024

Completed: Aug 19, 2024

Applicant

Alexandra Wall
awall@vneoc.org
10 Reed Street
Veterans Northeast Outreach Center
Haverhill, MA 01832
978-971-1162

Primary Location

100 ELLIOTT ST
Haverhill, MA 01830

Owner:

COMMONWEALTH OF MASS BOARD OF REG
COMM COLL
100 ELLIOTT ST HAVERHILL, MA 01830

Comments

Mark Tolman, Aug 19, 2024

Hi Alexandra,

All temporary food vendors must obtain a permit through this office.

If bathrooms in the college building are not being used, then porta potties must be used.

Any other questions or comments let me know.

Mark

Alexandra Wall, Aug 21, 2024

Hello, We are renting 4 porta potties from Pete's Toilets (invoice attached in materials.) And we are opting to not have any food at this event. Thank you.

DJ NICK

CONTRACT

J&C Entertainment/John & Christine Ross

Mail To: John Ross 3 Maria Drive Ipswich Ma 01938

AGREEMENT made this 16 day of July, 2024, by and between Veterans Northeast Outreach Center (Your name)

Hereinafter referred to as the purchaser, and J&C Entertainment, hereinafter referred to as the DJ's, KJ's, dance instructors.

NOW THEREFORE, in consideration of the promises and the agreements herein contained and intending to be legally bound hereby, the parties do agree as follows:

1. The purchaser hereby engages J&C Entertainment to provide the service(s) to be performed at event location:

(Venue): NECC

(Venue Address): 100 Elliot St. Haverhill, MA 01830

(Venue Telephone): (978) 372-3626

(Service) DJ ☒ Karaoke (Add \$100) ☐ Extra Set of Equipment (Weddings/Ceremony) ☐ Check each service requested

Before 8 AM and after 1159 PM incurs extra charge of \$75 per ½ hour _____

2. J&C Entertainment hereby agrees to provide service(s) for the purchaser at the above mentioned location.

3. J&C Entertainment shall consist primarily of providing music entertainment by means of a recorded music format.

4. J&C Entertainment hereby agrees to render their professional services (Music, Karaoke, MC, and Instruction)

5. The Parties hereby agree that the J&C Entertainment shall be provided and accepted on the following date(s) and time(s) of the engagement:

Date(s): SEPT 28, 2024

Start Time(s): 9 AM/PM

Finish Time(s): 12 AM/PM All parking and toll fees will be paid by the purchaser _____

6. The purchaser in consideration of the service(s) to be rendered by J&C Entertainment and the mutual promises contained herein, hereby agrees to pay to J&C Entertainment the following consideration:

A non-refundable reservation fee of \$ 100, is required to secure the services of J&C Entertainment for the above listed date only. This amount shall be applied towards the performance fee.

The performance fee is \$ 300 for the 3 hour time frame outlined above.

J&C Entertainment states that to exceed the 3 hour time frame will be charged at the rate of \$ _____ per ½ hour, payable the day of the engagement. It may not always be possible to provide additional performance time. However, when feasible, requests for extended playing/teaching/karaoke time will be accommodated.

7. The agreement of J&C Entertainment to perform is subject to inability to perform due to accidents, riots, strikes, epidemics, acts of God, or any other legitimate conditions beyond their control. If such circumstances arise, all reasonable efforts will be made by J&C Entertainment to find replacement entertainment at the agreed upon fees. Should J&C Entertainment be unable to procure a replacement, purchaser shall receive a full refund, inclusive of the reservation fee. Purchaser agrees that in all circumstances, J&C Entertainment liability shall be exclusively limited to an amount equal to the performance fee and that J&C Entertainment shall not be liable for indirect or consequential damages arising from any breach of contract. All deposits are non-refundable unless J&C Entertainment cancels the engagement.

8. No performance on the engagement shall be recorded, reproduced, or transmitted from the place of performance, in any manner, or any means whatsoever, in the absence of a specific written agreement with J&C Entertainment relating to and permitting such recording, reproduction, or transmission. Pictures and videotape of the event are permitted for the private use of the contracting party only.

9. The purchaser and J&C Entertainment agree that this contract is not subject to cancellation unless both parties have agreed to such cancellation. In the event the purchaser breaches the contract, he or she shall pay J&C Entertainment the amount set forth above as "wage agreed upon" as liquidated damages, 5% interest thereon, plus any attorney's fee.

10. It is hereby further agreed; that the purchaser shall be held liable for any injury or damages to John & Christine Ross, or property of J&C Entertainment while on the premises of said engagement, if damage is caused by purchaser or guest, members of his organization, engagement invitees, employees, or any other party in attendance, whether invited or not.

Purchaser Initials [Signature] J&C Entertainment [Signature]

11. It is understood that if this is a "rain or shine" event, J&C Entertainment compensation is in no way affected by inclement weather. For outdoor performances, purchaser shall provide overhead shelter for setup area. J&C Entertainment reserves the right, in good faith, to stop or cancel the performance should the weather pose a potential danger to them, the equipment, or audience. Every effort will be made to continue the performance; however, safety is paramount in all decisions. The DJ's compensation will not be affected by such cancellation.

12. In the event of circumstances deemed to present a threat or implied threat of injury or harm to the J&C Entertainment staff or any equipment in the J&C Entertainment possession, J&C Entertainment reserves the right to cease performance. If the purchaser is able to resolve the threatening situation in a reasonable amount of time (maximum of 15 minutes), J&C Entertainment shall resume performance in accordance with the original terms of this agreement. Purchaser shall be responsible for payment in full, regardless of whether the situation is resolved or whether J&C Entertainment resumes performance. In order to prevent equipment damage or liability arising from accidental injury to any individual attending this performance, J&C Entertainment reserves the right to deny any guest access to the sound system, music recordings, or other equipment. The buyer also agrees that the DJ is not responsible for skips, errors or omissions in announcements, music, or vocal content during the event and will not be held responsible for any loss incurred thereof. The DJ is also not responsible for music lyric content.

13. Purchaser shall provide J&C Entertainment with safe and appropriate working conditions. This includes a 6X6 foot area for setup, space for setting up speakers and a 6 foot table for equipment set up. J&C Entertainment requires a minimum of one 15-20-amp (standard home size) circuit outlet from a reliable power source within 6 feet (along the wall) of the set-up area. This circuit must be free of all other connected loads. Any delay in the performance or damage to J&C Entertainment equipment due to improper power is the responsibility of the purchaser. Two circuits are preferred, where possible. Purchaser shall provide crowd control if warranted; and furnishing directions to place of engagement. Purchaser is responsible for paying any charges imposed by the venue. These charges may include, but are not limited to, parking, use of electric power, police detail and fire marshal if necessary (for use of fog).

14. The purchaser shall at all times have complete control, direction and supervision of the performance of J&C Entertainment at this engagement and purchaser expressly reserves the right to control the manner, means and details of the performance of the services of J&C Entertainment. A written event/music planner or music request list must be received from the purchaser and forwarded to J&C Entertainment at least two weeks prior to the date of the engagement for it to be included in J&C Entertainment programming guidelines. With or without the aid of an event/music planner or music request list, J&C Entertainment shall attempt to play purchaser's and purchaser's guests' music requests but shall not be held responsible if certain selections are unavailable. J&C Entertainment will make an extra effort to have music requests available if they are received in writing or via e-mail, at least two weeks prior to the engagement.

15. In the event of non-payment, J&C Entertainment retains the right to attempt collection through the courts. Purchaser will be held responsible for all court fees, legal fees, and collection costs incurred by J&C Entertainment. Purchaser shall be charged \$25 for each bounced check plus a \$7.50 service charge for each collection notice.

16. This agreement guarantees that J&C Entertainment will be ready to perform at the start time of the engagement. No guarantee is made as to J&C Entertainment time of arrival; however, J&C Entertainment requests that they be permitted 90 minutes before the engagement and 60 minutes after the engagement for setup and takedown. J&C Entertainment also requests ramp or elevator access between the parking/service entrance and the setup area. If Purchaser or venue requires J&C Entertainment to complete setup more than one hour before the start time, or to postpone takedown more than one half hour after the end time indicated, the additional time will be charged at the rate of \$50.00 per half-hour.

17. Engagements within 30 miles of Ipswich will not be assessed a travel charge. Services requiring travel outside of this area will be charged at \$0.75 per mile in excess of 30 miles, to and from. Engagements in excess of 100 miles will require accommodations be made for an overnight stay in a local hotel/motel for J&C Entertainment to be provided by purchaser. Mileage to event (Yahoo Maps Estimate) _____ Mileage Charge _____ Purchaser _____

Photos or videos may be taken by the DJ(s) to be later posted on social media (Facebook) or DJ's personal web page. Approved (YES ☐) (NO ☐)

Party is a celebration of (Birthday, Anniversary, etc) CAR SHOW Approximate number of guests 300

Wireless Hand Held Microphone Needed? ☒ DJ's Encourage Requests _____

18. By executing this contract as purchaser, the person executing said contract, either individually, or as an agent or representative, represents and warrants that he or she is at least eighteen (18) years of age, and further, if executing said contract as agent or representative, that he or she has the authority to enter into this agreement and should he or she not have such authority, he or she personally accepts and assumes full responsibility and liability under the terms of this contract.

Purchaser Initials

J&C Entertainment

19. All attached riders are an integral part of this contract. This contract will supersede any other contract. If any part of this contract is illegal or unenforceable, the remaining provisions of this contract will remain valid and enforceable to both parties. This contract contains the entire agreement between the parties and no statement, promises, or inducements made by any party hereto, or agent or representative of either party hereto, which are not contained in this written contract, shall be valid or binding. This contract shall not be enlarged, modified, or altered except in writing by both parties and endorsed hereon.

20. The laws of the State of Massachusetts shall govern this agreement. In the event of suit involving or relating to this agreement.

21. Purchaser agrees to defend, indemnify, assume liability for and hold J&C Entertainment harmless from any claims, damages, losses and expenses by or to any person, regardless of the basis, which pertains directly or indirectly to J&C Entertainment. In the event that a civil action arises in an effort to enforce any provision of this agreement, the losing party shall pay the attorney's fee and court costs of the prevailing party.

Purchaser may not transfer this contract to another party without the prior written consent of J&C Entertainment. This agreement is not binding until signed by both purchaser and J&C Entertainment. Any changes must be written, signed and initialed by both the purchaser and J&C Entertainment. Oral agreements are non-binding. If any clause in this agreement is found to be illegal, the rest of the agreement shall remain in force.

22. J&C Entertainment may elect not to exercise their rights as specified in this agreement. By doing so, J&C Entertainment does not waive their right to exercise those options at a future date.

THE PARTIES hereto promise to abide by the terms of this agreement and intend to be legally bound thereby.

JOHN ROSS 7-10-24
John or Christine Ross Date

John Ross 7-10-24
John or Christine Ross Signature Date

Alexandra Wall 7/16/24
Purchaser Printed Name Date

Alexandra Wall 7/16/24
Purchaser Signature Date

Street Address 10 Reed St. Haverhill, MA 01832

Alex: 978-971-1162

VMO: 978-372-3626
*Daytime Phone *Evening Phone same

E-mail address contact awall@vmo.org *Cell Phone

PLEASE MAKE CHECK PAYABLE TO



JOHN ROSS - 781-572-1172

*We may use your telephone number for a future reference. If you do not want your number used, please specify. If you only wish to have one number used, also please specify that. Thank you J&C Ross

Gratuities given to your DJ are made at the client's sole discretion.
Ten percent is customary for an excellent performance.

PLEASE RETURN CONTRACT BEFORE AUG 1 TO SECURE DATE

Pete's Toilet Rentals LLC

PO Box 1290

Plaistow, NH 03865 US

+1 6033897394

PetesToiletRentalsbilling@gmail.com

www.PetesToiletRentals.com



*Check requests
submitted for
deposit + balance
Invoice
on 7/17/24.*

BILL TO

Veterans Northeast Outreach Center,
Inc. (VNEOC)
Northeast Division
10 Reed Street
Haverhill, MA 01832

SHIP TO

Veterans Northeast Outreach Center,
Inc. (VNEOC)
Northern Essex Community College
100 Elliott St, Haverhill, MA 01830

INVOICE #

24039

DATE

07/15/2024

TOTAL DUE

\$375.00

DUE DATE

09/26/2024

TERMS

Net 30

ENCLOSED

P.O. NUMBER

Car Show Sept 28th

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Weekend Potty	Portable Toilet - Weekend Rental with lock kits - to be delivered Sept 27th	3	85.00	255.00
	Handicap rental	Weekend Rental, Handicap unit 50% nonrefundable deposit for reservation, balance due on delivery.	1	120.00	120.00

Pete's Toilet Rentals LLC

PO Box 1290

Plaistow NH 03865

603-389-7394

\$25 fee on returned checks and declined credit cards- 15% interest on accounts after 30 days past due -
90 days past due accounts will be sent to a collection agency

Internal Revenue Service

Department of the Treasury

District
Director

10 MetroTech Center
625 Fulton St., Brooklyn, NY 11201

Date: MAR 19 1998

Veterans North East
Outreach Center, Inc.
65 Cedar Street
Haverhill, MA 01830

Person to Contact:
Patricia Holub
Contact Telephone Number:
(718) 488-2333
EIN: 04-2879409

Dear Sir or Madam:

Reference is made to your request for verification of the tax exempt status of Veterans North East Outreach Center, Inc.

A determination or ruling letter issued to an organization granting exemption under the Internal Revenue Code remains in effect until the tax exempt status has been terminated, revoked or modified.

Our records indicate that exemption was granted as shown below.

Sincerely yours,

(Patricia Holub)

Patricia Holub
Manager, Customer
Service Unit

Name of Organization: Veterans North East Outreach Center, Inc.

Date of Exemption Letter: September 1986

Exemption granted pursuant to section 501(c)(3) of the Internal Revenue Code.

Foundation Classification (if applicable): Not a private foundation as you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

**EVENT AGREEMENT
TERMS AND CONDITIONS**

This Agreement is made and entered into on this date: between Northern Essex Community College (NECC) an agency of the Commonwealth of Massachusetts and _VNEOC_____ (hereafter called the User) for the use of event space at NECC.

NECC authorizes the User access to the use of event space on the date(s) and time(s) as noted:

Date(s): **Sept 28, 2024 rain date sept 29, 2024** Time(s): **9 to 12 pm**

Room Reserved: Parkin lot TC and SC and overflow if needed # of Guests: 500

The User declares the purpose of the event as follows: Car show

The User understands that other activities may be conducted on the college campus by the college or other users during the above time period; however, the college agrees that it shall use its best efforts to schedule such other activities so as not to unreasonably interfere with the User's activities. The college reserves the right to move and/or reschedule events on as needed basis.

Breakdown of Costs:

The User agrees to sign, and return this Agreement within ten (10) business days. An invoice will be issued from NECC Accounts Receivable Dept to: Alexandra Wall

Development Associate

Direct: 978-971-1162

Email: awall@vneoc.org

Non-refundable Deposit \$100 (Exclude State & Government Agencies) Set up fee

Facility Use **\$800.00** Room Maintenance **\$450.00** IT\$ Public Safety **\$1200.00**

Other Fees (Billed separately) Fire Detail/EMT\$ Police Detail\$ Food Services\$

Payment received/waived\$800.00 waived_____

Total amount due **\$1650.00**

Please remit payment with signed agreement (\$100.00 of which will be non-refundable)

The college will work closely with the User to ensure the success of the event. The college values the community and its User groups and strives to provide successful events through professional planning assistance. Please also understand that the college has policies and guidelines in place which must be followed by all Users. A bill for costs incurred due to damage of equipment or facilities or other services not provided for will be directed to the User and are due within 10 days after receipt of bill.

Deposit: A non-refundable deposit of \$100 is when the event is booked. This Agreement must be signed and returned within ten (10) business days, to the Director of Auxiliary Services at NECC 100 Elliott

Street, Haverhill, MA 01830. The signed Agreement will ensure the exact date, time and location of your event reserved for the User.

Schedule of Payment:

Four (4) weeks prior to the event, 50% of the estimated balance is due. Final payment must be remitted by Money Order, Credit Card, or Bank Check at least seven (7) business days before the event. This payment policy will be strictly enforced. State agencies using a purchase requisition must have purchase orders in place two (2) weeks prior to the scheduled event.

Function Time:

space is held for use in four (4) hour increments Mon-Fri from 8:00 am until 10 pm unless designated differently in the agreement and 8 am to 5 pm Saturday and Sunday unless designated differently in the agreement.

Cancellation Policy:

NECC reserves the right to cancel any permission to use its facilities if the User fails to adhere to the policies outlined in this contract or if the premises become unusable due to events outside of the reasonable control of the college.

- a. If the User cancels an event less than one month prior to the date of the scheduled function, monies paid will be forfeited other than a cancellation due to Force Majeure.
- b. If NECC cancels an event due to the User's failure to adhere to the material policies outlined in this contract, monies paid by the User will be forfeited (which shall be NECC's sole remedy).
- c. If NECC cancels an event due to events outside of its reasonable control, all monies paid by the User will be refunded.

Liability and Indemnification:

The User agrees that the college shall not be liable for any damage to persons or property arising from any cause which shall occur in any manner in or about the premises during the term of this agreement, and the User shall be responsible for, and hereby agrees to indemnify and hold harmless the Board of Trustees and the Department of Higher Education, herein after called the Board(s), its trustees and its executive and administrative officers and NECC and its executive and administrative officers, agents, employees and students from all loss, damage suits, claims, costs, expenses, demands, judgments or liabilities of whatsoever kind or nature arising out of or in any way connected with the User's undertakings, activities, or performance under this agreement except to the extent due to any negligence of the college, its officers, agents, employees, students or due to any other cause.

Additional Policies:

The User may not assign or in any way transfer its rights under this Agreement to any other parties. Nothing in the Agreement shall imply any partnership, joint venture, or other association between the college and the User. The User shall have sole responsibility for the content and the conduct of its activities on the college campus. The college's name shall not be used to suggest co-sponsorship or endorsement of any activity without prior written approval of the college.

College facilities may not, under any circumstances, be used by individuals or groups, private or public, profit or non-profit, for the purpose of conducting political fundraising activities as provided in Chapter 55, Massachusetts General Laws.

The User agrees to strictly enforce and abide by state, federal and local laws and NECC's policies regarding the consumption of alcoholic beverages and smoking.

NECC must approve all advertising related to this function which directly or indirectly refers to the college prior to the publication thereof.

The college's name shall not be used to suggest co-sponsorship or endorsement of any activity without prior written notice from the college's COO/CFO.

The host of the event is responsible for accommodating sign language interpreting, access, and food-related allergy requests

The User agrees that it has inspected the premises and facilities and accepts them in their present as is condition and shall not alter or change the premises and/or facilities without written approval of the college and that at the termination of use, the premises and/or facilities shall be returned in the same condition as received by the User (reasonable wear and tear excepted), unless agreement has been made for college staff to return the premises and/or facilities to original condition (reasonable wear and tear excepted) and payment has been made for those services. Staking of any kind and/or erecting any type of structure is strictly prohibited unless otherwise approved by the College. Structure includes, but is not limited to, tents, scaffolds, shack

If prior to the use date(s) the facilities/equipment are destroyed or damaged by fire or other casualty or become unavailable or unusable because of cause beyond the reasonable control of the college, then the college may elect to terminate this Agreement and return User's payment and have no further obligation.

If any required deposit or other sum is not paid promptly when due or in the event the User shall violate any of the terms of the Agreement, the college may cancel the Agreement, and require the User to vacate the premises; the college shall retain all sums received prior to such termination.

The User, its representatives and employees, shall comply with all college rules, regulations, and/or laws prescribed by the college for use of facilities/equipment/services of the college and with all applicable governmental rules, laws, ordinances and regulations of the Commonwealth of Massachusetts. College personnel shall be given preference to any space.

The User agrees to comply with all reasonable requests and regulations provided by college officers and/or representatives regarding health and safety considerations. All state and local laws and ordinances, as well as college regulations concerning health, safety and public order, which are applicable to the use and occupancy of college facilities shall be observed by User, its officers, agents, employees, guests, patrons, or invitees.

Facilities occupied by the User shall, at all times, be under control of the college, and all personnel from the college shall have the right to enter the college facilities on official college matters at any time when so deemed necessary; provided that other than in the event of an emergency such entry shall not interfere with the User's operation or the Event.

NECC is a Smoke-Free Campus.

The User agrees that it will comply with all state and federal anti-discrimination laws during its performance under this agreement.

The parties acknowledge that this agreement, and the enforcement of the terms and conditions stated herein, are governed and construed in accordance with the laws of the Commonwealth of Massachusetts. In the event of litigation in connection with this Agreement, the non-prevailing party shall reimburse the prevailing party for all costs and expenses, including reasonable attorneys' fees and expenses, incurred in connection with any such litigation, including any appeal therefrom.

No alcoholic beverages may be consumed, served, sold or stored by students, guests, invitees, educators, administrators or executives of the college at any of the college campuses or satellites or in any motor vehicle owned or leased by NECC without the advance (not less than 30 days) written approval of the college president, or vice president of administration & finance, or designee. The college requires a liquor permit when serving alcohol. This permit is attained by having NECC's approved vendors submit a liquor application with the city or town where the function is being held. Since most if not all of the licensing boards at each city or town only meets once a month, the application for this license should be submitted at least 60 days before the function. All events where alcohol is served must have the president's or vice president of administration & finance's approval. If, after having secured the required written approval, alcohol is served or sold by anyone, then it must be served or sold strictly in accordance with applicable state law.

Visitors to an NECC campus are required to adhere to the following guidelines:

- The user must choose NECC Approved Vendors for Catering and Alcohol.
- Alcohol is limited to the space you have reserved
- If a Beer type truck is approved the alcohol must be consumed outside only. Porta potties must be provided at the users cost and external space must be reserved .
- No animals are allowed at college events, whether for companionship, or as part of entertainment. Individuals who use Guide dogs or other Service Animals are permitted by law with their animals, to participate in any activity or event offered at NECC.
- Please remember that no tape can be used to affix material to the walls, doors, or windows in any rooms on campus. Material posted randomly devalues the appearance of this facility and the adhesive material (or adhesive removal products) can permanently destroy surfaces. We need your help in keeping our campus tidy!!
- We do not offer printing/copying services on campus. All materials should be printed or copied prior to your arrival.
- In other areas, it is college policy that all posters, paper, announcements, etc. must be approved and stamped by the Student Activities and Orientation office and hung only on designated bulletin boards. Fire code prohibits material from being posted in any other areas; please help us by removing any items hung outside of designated bulletin boards.
- If requested, the User will provide Liability insurance \$1,000,000 per occurrence, \$1,000,000 aggregate and will provide NECC with a Certificate of Insurance showing all applicable coverage and showing NECC as an additional insured on the Certificate of Insurance.

- The User will need to use their own wireless payment system and will not take credit card payments over the Northern Essex Community College wired/wireless network.

Upon signing this Agreement, the User also agrees to all "Terms and Conditions".

IN WITNESS WHEREOF, the parties have executed this Event Agreement on the date first written above.

User: (signature) _____

Date: _____

User: (print) _____

Please sign and return the above agreement, with total deposits within ten business days to:

events@necc.mass.edu
Northern Essex Community College 100 Elliott Street
Haverhill, MA 01830

Please make checks payable to Northern Essex Community College, Accounts Receivable

Thank you for choosing Northern Essex Community College.

Veterans Northeast Outreach Center

Event September 28, 2024

Indemnify

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

Licensee is solely responsible for the cost of any damage that occurs to public property or extraordinary expense necessary for the public safety as a result of the public event, exhibition, show or amusement. Licensee shall be responsible for the cost of any police or fire officials required by the City Council to be attendants at the event.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/20/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER James Page Insurance Agency, Inc. 191 Merrimack St, Suite 306 Haverhill, MA 01830 License #: 1780398	CONTACT NAME: Samantha Wahlgren PHONE (A/C, No, Ext): (978)373-3893 E-MAIL ADDRESS: swahlgren@jamespageins.com FAX (A/C, No): 9789127902														
INSURED Veterans Northeast Outreach Center Veterans Northeast Outreach Center 10 Reed St. Haverhill, MA 01832	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A : Philadelphia Insurance</td><td></td></tr><tr><td>INSURER B :</td><td></td></tr><tr><td>INSURER C :</td><td></td></tr><tr><td>INSURER D :</td><td></td></tr><tr><td>INSURER E :</td><td></td></tr><tr><td>INSURER F :</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Philadelphia Insurance		INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #														
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INSURER B :															
INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															

COVERAGES

CERTIFICATE NUMBER: 00067284-240820105930

REVISION NUMBER: 1

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		EV147388	9/28/2024	9/30/2024	<table><tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 300,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$ EXCLUDED</td></tr><tr><td>PERSONAL & ADV INJURY</td><td>\$ 1,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$ 3,000,000</td></tr><tr><td>PRODUCTS - COMP/OP AGG</td><td>\$ 3,000,000</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURRENCE	\$ 1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000	MED EXP (Any one person)	\$ EXCLUDED	PERSONAL & ADV INJURY	\$ 1,000,000	GENERAL AGGREGATE	\$ 3,000,000	PRODUCTS - COMP/OP AGG	\$ 3,000,000		\$
EACH OCCURRENCE	\$ 1,000,000																			
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GENERAL AGGREGATE	\$ 3,000,000																			
PRODUCTS - COMP/OP AGG	\$ 3,000,000																			
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PROPERTY DAMAGE (Per accident)	\$																			
	\$																			
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AGGREGATE	\$																			
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	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				<table><tr><td>PER STATUTE</td><td>OTH-ER</td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$</td></tr></table>	PER STATUTE	OTH-ER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$						
PER STATUTE	OTH-ER																			
E.L. EACH ACCIDENT	\$																			
E.L. DISEASE - EA EMPLOYEE	\$																			
E.L. DISEASE - POLICY LIMIT	\$																			

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The City of Haverhill is Listed as an Additional Insured

CERTIFICATE HOLDER

CANCELLATION

City of Haverhill
4 Summer Street
Haverhill, MA 01830

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

(SMW)

© 1988-2015 ACORD CORPORATION. All rights reserved.

Christmas Tree Vendor Permit · Add to a project

 **Expiration Date**

Active

Request Changes

(/#/explore/request-changes/185611)

**TREE-24-1**

12,631

Details

Submitted on Sep 17, 2024 at 10:19 am

**Attachments**

0 files

SEP 18 PM8:00
HAVERHILL CLERK**Activity Feed**

Latest activity on Sep 17, 2024

**Applicant**

Charles Hibbert

 0**Location**

297 LINCOLN AVE, Haverhill, MA 01830



View ▼

Edit Workflow

**Payment**

Paid Sep 17, 2024 at 10:20 am

**City Clerk Office Review**

Completed Sep 17, 2024 at 12:28 pm

MB

**Police Department Approval**

Completed Sep 17, 2024 at 1:03 pm

KL

**City Council Approval**

 In Progress



City Clerk Office Print Permit
Review



Christmas Tree Vendor Permit Issued
Document

Details

Business Information

Edit

Type of Applicant*

New Field

Individual

Less than 30 days

Operating Information

Edit

Date for Opening*

Date for Closing*

11/26/2024

12/24/2024

Manager's Name*

Manager's Cellphone*

Charles Hibbert

5086621372

Structure On Site*

Number of Trees*

Trailer

350

Monday Hours of Operation* 🌐

9 am to 9 pm

Tuesday Hours of Operation*

9 am to 9 pm

Wednesday Hours of Operation*

9 am to 9 pm

Thursday Hours of Operation*

9 am to 9 pm

Friday Hours of Operation*

9 am to 9 pm

Saturday Hours of Operation*

9 am to 9 pm

 In Progress**City Clerk Office Print Permit**
Review**Christmas Tree Vendor Permit Issued**
Document

City Council Approval

**Active** ▼

Became active a day ago

Assignee



Maria Bevilacqua ✕

Due date



None

**Maria Bevilacqua** ✓

Remove Comment • Sep 18, 2024 at 3:25 pm

on agenda for Sept 24 2024 meeting

Step Activity

OpenGov system assigned this step to Maria Bevilacqua

OpenGov system altered approval step City Council Approval, changed status from Inactive to Active


 Review**City Clerk Office Print Permit**
Review**Christmas Tree Vendor Permit Issued**
Document

City Clerk Office Review

**Complete** ▾

Complete

Assignee

 Maria Bevilacqua

Due date



None

Step Activity

OpenGov system assigned this step to Maria Bevilacqua

OpenGov system altered approval step City Clerk Office Review, changed status from Inactive to Active

Taxi/Limousine Business License · Add to a project

1271181

 **Expiration Date**

Active

Request Changes
([/#/explore/request-changes/184993](#))



TLLB-24-5

Details

Submitted on Sep 6, 2024 at 1:48 pm



Attachments

4 files



Activity Feed

Latest activity on Sep 18, 2024



Applicant

Ryan O'Neil

 0



Location

22 MARSHLAND ST, Haverhill, MA 01830

View ▼

Edit Workflow



Taxi/Limosine Business License Application Fee

Paid Sep 06, 2024 at 1:49 pm



City Clerk Approval

Completed Sep 11, 2024 at 8:15 am

MB



Police Approval

Completed Sep 18, 2024 at 10:26 am

KL



City Council Approval

 In Progress



Taxi/Limosine Business License Issued Document

Details

Applicant Information

Edit

Relationship to Owner*

Owner

Business Information

Edit

Business Name*

Granite Ground Transportation

Business Phone*

6176559699

Business Address*

22 Marshland St

Business City*

Haverhill

Business State*

MA

Business Zip*

01830

Legal Structure*

Limited Liability Company

Number of Employees*

0

Business Type*

Limousine

Total Number of Vehicles*

1

Number of Taxis*

0

Number of Limosines*

1



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/13/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Express Insurance Agency 100 TRADECENTER DR., WOBURN, MA 01801	CONTACT NAME: Progressive Commercial Lines Customer and Agent Servicing PHONE (A/C, No, Ext): 1-800-444-4487 FAX (A/C, No): E-MAIL ADDRESS: progressivecommercial@email.progressive.com														
INSURED Ryan Oneil 22 Marshland St Haverhill, MA 01830	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A: Progressive Casualty Insurance Company</td><td>24260</td></tr><tr><td>INSURER B:</td><td></td></tr><tr><td>INSURER C:</td><td></td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Progressive Casualty Insurance Company	24260	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: Progressive Casualty Insurance Company	24260														
INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES**CERTIFICATE NUMBER:** 578749595169370205D081324T143625**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	See ACORD 101 for additional coverage details.	N	N	985250953	08/13/2024	08/13/2025	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDERBANK AMERICA AUTO FN
PO BOX 2759
JACKSONVILLE, FL 32203**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



AGENCY CUSTOMER ID: _____

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY Express Insurance Agency		NAMED INSURED Ryan Oneil 22 Marshland St Haverhill, MA 01830	
POLICY NUMBER 985250953			
CARRIER Progressive Casualty Insurance Company	NAIC CODE 24260	EFFECTIVE DATE: 08/13/2024	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 **FORM TITLE:** Certificate of Liability Insurance

Description of Location/Vehicles/Special Items

Scheduled autos only

2023 CADILLAC ESCALADE 1GYS4KKL7PR261206

Collision	\$1,000 Ded w/waiver
Comprehensive	\$1,000 Ded w/\$0 glass Ded

Liability coverage may not apply to all scheduled vehicles.

Additional Information

Certificate holder is listed as a Loss Payee.

9/6/24, 9:47 AM

about:blank



COMMONWEALTH OF MASSACHUSETTS
CITY OF HAVERHILL
**BUSINESS
CERTIFICATE**



Issue Date: September 6, 2024
Expiration Date: September 6, 2028

Certificate Number: BUSC-24-177
Fee: \$560.00

Granite Ground Transportation LLC

22 Marshland St. Haverhill, MA 01830

Phone: 7819138331

In conformity with the provisions of Chapter 110, Section 5 of the MGL, as amended, the undersigned hereby declares that a business is conducted under the title of:

Granite Ground Transportation LLC at 22 Marshland St. - Haverhill, 01830 by Ryan O'Neil

I/We certify under the penalties of perjury that I/we, to the best of my/our knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

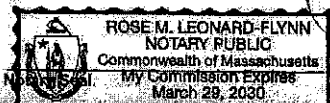
Signature(s):

Ryan O'Neil

Ryan O'Neil

COMMONWEALTH OF MASSACHUSETTS

On September 6, 2024, Ryan O'Neil appeared before me and presented satisfactory evidence of identification which was a , proving the person(s) whose name(s) is signed above and who swore or affirmed to me that the contents of the document are truthful and accurate to the best of their knowledge and belief.



Rose M. Leonard-Flynn
Notary Seal Expiration Date: March 28, 2030

Kaitlin M. Wright
Kaitlin Wright, Haverhill City Clerk

THIS DOCUMENT MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC WHO CAN AFFIX HIS/HER SEAL. IF A NOTARY PUBLIC OTHER THAN THE HAVERHILL CITY CLERK'S OFFICE WITNESSES THE SIGNATURE, THE DOCUMENT MUST BE BROUGHT TO THE HAVERHILL CITY CLERK'S OFFICE.

In accordance with the provisions of Chapter 337 of the Acts of 1985 and Chapter 110, Section 5 of Massachusetts General Laws, Business Certificates shall be in effect for four (4) years from the date of issue and shall be renewed each four (4) years thereafter. A statement under oath must be filed with the Haverhill City Clerk upon discontinuing, retiring or withdrawing from such business or partnership.

Copies of such Certificates shall be available at the address at which such business is conducted and shall be furnished on request during regular business hours to any person who has purchased goods or services from such business. Violations are subject to a fine of not more than three hundred dollars (\$300) for each month during which such violation continues. The aforementioned business owner or agent is required to notify the Haverhill City Clerk in the event that the business is discontinued, changes location, changes the name, changes residence, withdraws from the business or partnership, or is deceased.

This certificate must be renewed every four (4) years.

This Business Certificate does not confer zoning approval for conducting of this business at the above address.

Zoning Compliance may only be determined and issued by the Haverhill Building Inspector.

SEP 6 AM 9:50
HAVERHILL CITY CLERK

about:blank

1/1



Document

CITY OF HAVERHILL

In Municipal Council

13.1

Ordered:

That in accordance with General Laws, Chapter 44, Section 64, authorize the payment of bill(s) of the previous years and to further authorize the payment from current year departmental appropriations as listed below:

<u>Vendor</u>	<u>Amount</u>	<u>Account</u>
Marcum LLP	\$32,400.00	Auditors
Benefit Resource, LLC	\$1,323.25	Human Resources

HAVERHILL CITY CLERK SEP 20 24 AM 8:10

MARCUM

ACCOUNTANTS & ADVISORS

Invoice Date: 6/30/24 Invoice #: 10IN50481516
Payment Terms: Due Upon Receipt Engagement #: 10870934
Client #: 319030

Send Payment To: Marcum LLP
PO Box 95000-2288
Philadelphia, PA 19195-0001
Please refer to invoice number with your payment
Wire & ACH only: TD Bank Swift Code: NRTHUS33XXX
855 Franklin Ave
Garden City, NY 11530
ABA #: 026013673 Account #: 7915750397
Please reference invoice number

City of Haverhill
Attn. Angel Perkins, Finance Director
4 Summer Street, Room 106
Haverhill, MA 01830

Please return top portion with remittance.

Amount enclosed \$ _____

First progress billing for audit of financial statements for the year ending
June 30, 2024, anticipated to be funded by appropriated funds from FY
2024-25 budget.

32,400.00

New Charges

\$ 32,400.00

Payments can be made at our website at <https://www.marcumllp.com/pay>
Invoice amounts due past sixty (60) days will incur a finance charge of 1% per month.

Marcum LLP

*

53 State Street, 12th Floor

*

Boston, MA 02109

*Phone 617.807.5000 *Fax 617.807.5001

Benefit Resource, LLC
245 Kenneth Drive
Rochester NY, 14623
United States



Invoice

Bill To

The City of Haverhill
4 Summer Street
Haverhill MA 01830
United States

Date 8/27/2024
Invoice # 1044794
Terms Net 30
Due Date 9/30/2024
PO #

Description	Quantity	Rate	Amount
BackBill for Pre-tax Monthly Administration for JUN 2024 - previously invoiced 0 ppt	335	3.95	1,323.25

Total 1,323.25
Amount Due \$1,323.25

Backbill for JUN 2024 -335 PPT - Previously Billed 0

Quantity	Rate	Amount	Quantity	Rate	Amount
2,571.45	0.00	0.00	0.00	0.00	\$2,571.45

A 2% late fee will be charged if payment is not received Net 30.

Payment by ACH (No Wires) ABA# 021052053 UPIC/Acct# 99538164	Sending Payment by USPS Benefit Resource, LLC PO BOX 360995 Pittsburgh, PA 15251- 6995	Sending Payment by Carrier Benefit Resource, LLC Attn: Lockbox: 360995 500 Ross St 154-0455 Pittsburgh, PA 15262-0001	Benefit Resource, LLC FEIN 16-1428488 A subsidiary of BRI Parent, Inc. FEIN 84-2247659 Accounting@BenefitResource.com
---	---	---	---



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

September 19, 2024

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

RE: FY2024 Bills

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

Attached, please find an order to pay bills from the previous fiscal year:

Vendor	Amount	Account
Marcum LLP	\$ 32,400.00	Auditors
Benefits Resource, LLC	\$ 1,323.25	Human Resources
TOTAL	\$ 33,723.25	

I recommend approval.

Sincerely,

Melinda E. Barrett
Mayor

MEB/em



DOCUMENT

CITY OF HAVERHILL

In Municipal Council

File 10 DAYS

13,2

HAU CITY CLERK SEP13/24 #101022

ORDERED:

AN ORDINANCE RELATING TO VEHICLES AND TRAFFIC

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

Fountain Street:	No Parking	24 hours
In front of #34	(except for 1 24-hour parking space)	

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

Abbott Street:	No Parking	24 hours
In front of #2	(except for 1 24-hour parking space)	

APPROVED AS TO LEGALITY

City Solicitor



Haverhill

Engineering Department, Room 300
Tel: 978-374-2335 Fax: 978-373-8475
John H. Pettis III, P.E. - City Engineer
JPettis@CityOfHaverhill.com

September 13, 2024


**MEMO TO: CITY COUNCIL PRESIDENT THOMAS J. SULLIVAN AND
MEMBERS OF THE CITY COUNCIL**

**Subject: 34 Fountain Street – HPS-24-19 - Delete Handicap Parking
2 Abbott Street – HPS-24-20 - Add Handicap Parking**

As requested, see attached ordinance for deleting or adding handicap spots at the subject locations.

Please contact me if you have any questions.


Sincerely,



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


C: Mayor Barrett, Ward, Arpino, Pistone, Mead

Handicap Parking Permit · Add to a project

 **Expiration Date**

Active

Request Changes
(/#/explore/request-changes/184648)




HPS-24-20

Details

Submitted on Sep 3, 2024 at 10:06 am



Attachments
4 files




Activity Feed
Latest activity on Sep 13, 2024



Applicant
Kate McGregor




Location
2 ABBOTT ST, Bradford, MA 01835

HAU CITY CLRK SEP13'24 PM12:30  0


View ▼

Edit Workflow




City Council Admin Review
Completed Sep 03, 2024 at 10:07 am





Police Review
Completed Sep 06, 2024 at 12:57 pm





Police Inspection
Completed Sep 06, 2024 at 12:57 pm





Police Chief Approval



Completed Sep 06, 2024 at 12:57 pm



Prepares Ordinance

Completed Sep 13, 2024 at 10:07 am



City Clerk Advertises Ordinance

In Progress



City Clerk Puts on Council Agenda

Review



City Council Votes

Review



DPW Notification

Review



Details

Application Information

Edit

Application Type*

New

Do You Currently Have Offstreet Parking?*

No

Did You Have a Handicap Parking Sign at a Previous Address?*

No

Vehicle Information

Edit

Vehicle Type*

Nissan Rogue

Plate Number*

4BTX46

Plate State of Issue*

MA

For Office Use Only

Edit

 Police Approval

Yes

 City Council Vote

Yes

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 01830-5849

HAVERHILL CITY CLERK SEP 18 2024 AM 9:02

1411
CITY HALL, ROOM 204

4 SUMMER STREET

TELEPHONE: 978-374-2328

FACSIMILE: 978-374-2329

WWW.CITYOFHAVERHILL.COM

CITYCOUNCIL@HAVERHILLMA.GOV

September 18, 2024

To: President and Members of the City Council:

Councilor Michitson wishes to address the abrupt closing of UMass Lowell and their Innovation Hub at Harbor Place in Haverhill.



Councilor John A. Michitson



90

Document 90

CITY OF HAVERHILL

In Municipal Council

Haverhill City Clerk SEP 8 24 AM 8:42

September 10 2024

1511

Ordered:

MUNICIPAL ORDINANCE

CHAPTER []

AN ORDINANCE RELATING TO ADOPTION OF G.L. c. 39, § 23D

BE IT ORDAINED by the City Council of the City of Haverhill that Chapter 3 – Administration of Government, of the Code of the City of Haverhill, as amended, being and is hereby further amended as follows by inserting the following new section 3-16 entitled “Adoption of the Mullin Rule”;

On [Month] [Day], 2024, the City Council of the City of Haverhill voted to adopt G.L. c. 39, § 23D, also known as the “Mullin Rule” for the following boards and commissions: planning board, zoning board of appeals, City Council sitting as the special permit granting authority, conservation commission and licensing board of the City of Haverhill.

A member of an of the foregoing specified boards or commissions, when holding an adjudicatory hearing shall not be disqualified from voting in a matter solely due to that member’s absence from no more than a single session of the hearing at which testimony or other evidence is received. Before any such vote, the member shall certify in writing that the member has examined all evidence received at the missed session, which evidence shall include an audio or video recording of the missed session or a transcript thereof. The written certification shall be part of the record of the hearing.

A form of such certification shall be available in the City Clerk’s office for use by members of the aforementioned boards and commissions, but members may make such certification in any form compliant with G.L. c. 39, § 23D.

APPROVED AS TO LEGALITY:

City Solicitor

PLACED ON FILE for at least 10 days

Attest;

City Clerk

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

HAU CITY CLERK SEP 25 10:44 AM '24

September 6, 2024

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

From: Mayor Melinda E. Barrett

Re: An Ordinance Relating to Adoption of GL c.39, §23D

Dear Mr. President and Members of the City Council:

I respectfully submit for your approval An Ordinance Relating to Adoption of
GL c.39, §23D, also known as the "Mullin Rule".

I recommend approval.

Sincerely,

Melinda E. Barrett
Mayor

MEB/cml

Maria Bevilacqua

From: North of Boston <noreply@wave2adportal.com>
Sent: Monday, September 9, 2024 12:33 PM
To: Maria Bevilacqua; Kaitlin Wright
Subject: Thank you for placing your order with us.
Attachments: W01257460.pdf

THANK YOU for your notice submission!

This is your confirmation that your order has been submitted. Below are the details of your transaction. Please save this confirmation for your records.

Job Details

Order Number:
W0125746
Business Type:
All Other Public Notices
Notice Size:
Public Notices
Notice Estimate:
\$161.54
Referral Code:

Ordinance re; Adoption of the Mullin Rule

Account Details

Haverhill Clerk
4 SUMMER ST STE 118
HAVERHILL, MA 01830
978-374-2312
cityclerk@cityofhaverhill.com
HAVERHILL CITY CLERK

Schedule for notice number W01257460

Thu Sep 12, 2024
Haverhill Gazette Public Notices
All Zones

CITY OF HAVERHILL In Municipal Council

Ordered:

MUNICIPAL ORDINANCE

CHAPTER []

AN ORDINANCE RELATING TO ADOPTION OF G.L. c. 39, § 23D

BE IT ORDAINED by the City Council of the City of Haverhill that Chapter 3 - Administration of Government, of the Code of the City of Haverhill, as amended, being and is hereby further amended as follows by inserting the following new section 3-18 entitled "Adoption of the Mullin Rule":

On [Month] [Day], 2024, the City Council of the City of Haverhill voted to adopt G.L. c. 39, § 23D, also known as the "Mullin Rule" for the following boards and commissions: planning board, zoning board of appeals, City Council sitting as the special permit granting authority, conservation commission and licensing board of the City of Haverhill.

A member of any of the foregoing specified boards or commissions, when holding an adjudicatory hearing shall not be disqualified from voting in a matter solely due to that member's absence from no more than a single session of the hearing at which testimony or other evidence is received. Before any such vote, the member shall certify in writing that the member has examined all evidence received at the missed session, which evidence shall include an audio or video recording of the missed session or a transcript thereof. The written certification shall be part of the record of the hearing.

A form of such certification shall be available in the City Clerk's office for use by members of the aforementioned boards and commissions, but members may make such certification in any form compliant with G.L. c. 39, § 23D.

APPROVED AS TO LEGALITY:

City Solicitor
HG - Publication Dates

The North of Boston Media Group is not responsible for any false, inaccurate or omitted notices.

The North of Boston Media Group reserves the right to alter, edit and omit any notice to meet our editorial guidelines. Any additional charges or credits as a result of this process will be the responsibility of the individual or company submitting the notice.

This is an automated message, please do not reply to this e-mail. If you have any questions or concerns you may contact us toll-free at 800-681-6248.

Maria Bevilacqua

From: CMacDonald@salemnews.com on behalf of HGLegals@hgazette.com
Sent: Monday, September 9, 2024 12:33 PM
To: Maria Bevilacqua
Cc: Kaitlin Wright
Subject: Re: Legal ads - Gazette for Sept 12 2024

Thank you for your email. This notice has been placed through our online legal notice portal. The confirmation has been emailed to you with the proof copy, print date, and cost. An invoice will be sent at the end of the month.

Please let us know if you need any changes or if you have not received the confirmation email.

Cordially,
Christa MacDonald
Haverhill Gazette
North of Boston Media Group
978-946-2157
100 Turnpike St.
North Andover, MA 01845

•Emails received after **3:00 p.m.** will not be processed until the following business day. This includes both requests for changes and new orders. For urgent matters please contact our Legal Advertising Manager, Christa MacDonald, at cmacdonald@northofboston.com

•Please review your proof promptly. If no changes are requested, the notice will print as shown.

•To our pre-pay customers -- payment will be required before publication.

From: "Maria Bevilacqua" <maria@haverhillma.gov>
To: "HGLegals@hgazette.com" <HGLegals@hgazette.com>
Cc: "Kaitlin Wright" <kwright@haverhillma.gov>
Date: 09/06/2024 11:10 AM
Subject: Legal ads - Gazette for Sept 12 2024

Morning,

Please run the 2 Ordinances in next Gazette. Sept 12, 2024.

1. Ordinance re; Vehicles and Traffic
2. Ordinance re; Adoption of the Mullin Rule

Thank you!

Maria Bevilacqua

Haverhill City Clerk's Office

978-420-3624[attachment "ordinances for sept 12 2024 gazette.pdf" deleted by Christa MacDonald/NOB]



Mead, Talerman & Costa, LLC
Attorneys at Law

30 Green Street
Newburyport, MA 01950
Phone 978.463.7700
Fax 978.463.7747

www.mtcattorneys.com

September 10, 2024

By Electronic Delivery

Thomas J. Sullivan
City Council President
Haverhill City Council
4 Summer Street,
Room 204
Haverhill, MA 01830

SEP 10 PM3:14
HVCITYCLERK

Re: Mullin Rule

Dear Mr. Sullivan:

Reference is made to the above captioned matter. In that connection, the City has requested that we draft an ordinance to adopt G.L. c. 39, § 23D, also known as the "Mullin Rule."

Before the Mullin Rule, members of boards, commissions and committees could not vote in a public hearing if they were absent from a session of the public hearing at which testimony or evidence was presented. The Mullin Rule allows members to vote if (i) they have missed no more than one session, (ii) they examine all evidence received at the missed session (including audio or video recording of the missed session or a transcript thereof), and (iii) the member certifies in writing, before the vote, that he or she has examined all evidence received at the missed session.

The member's written certifications shall be part of the record of the hearing. Our draft ordinance includes a requirement that the City Clerk keep a form of such certification in the City Clerk's office. We have attached an example certification to this letter.

Finally, the Mullin Rule may be adopted for all boards, commissions and committees that hold adjudicatory hearings. The City Council may limit the Mullin Rule's applicability to specific boards, commissions or committees. In our draft order, we have applied the Mullin Rule to the planning board, zoning board of appeals, City Council sitting as the special permit granting authority, conservation commission and licensing commission

Millis Office

730 Main Street, Suite 1F
Millis, MA 02054
Phone/Fax 508.376.8400

New Bedford Office

227 Union Street, Suite 606
New Bedford, MA 02740

Sincerely,

LSM by BDM
Atty. Lisa Mead, City Solicitor

Enclosure(s)

cc: Melinda E. Barrett, Mayor

Attachment
Form of Certification

[LETTERHEAD OF HAVERHILL]

CERTIFICATION PURSUANT TO G. L. c. 39, SECTION 23D OF PARTICIPATION IN A SESSION OF
AN ADJUDICATORY HEARING WHERE THE UNDERSIGNED MEMBER

MISSED A SINGLE HEARING SESSION

[Note: Can only be used for absence from one single hearing session]

I, _____ (name), hereby do swear and certify under the pains and penalties of perjury as follows:

1. I am a member of _____ (board, commission or committee).
2. I was absent from a hearing session on the matter of _____

which was held on _____.

3. On _____ (date) I examined all the evidence and testimony received at the hearing session that I missed.

Additionally, I reviewed:

- a. _____ official audio recording of the missed hearing session; or
- b. _____ official video recording of the missed hearing session; or
- c. _____ official transcript of the missed hearing session.

[Instruction: initial as applicable]

This certification shall become a part of the record of the proceedings in the above matter.

Signed under the pains and penalties of perjury this ____ day of _____, ____.

Signature of Member

Received as part of the record of the above matter:

Date: _____

By: _____

Position: _____



Document

CITY OF HAVERHILL

In Municipal Council

Ordered:

MUNICIPAL ORDINANCE

CHAPTER 3

AN ORDINANCE RELATING TO ADOPTION OF G.L. c. 39, § 23D

BE IT ORDAINED by the City Council of the City of Haverhill that Chapter 3 – Administration of Government, of the Code of the City of Haverhill, as amended, being and is hereby further amended as follows by inserting the following new section 3-16 entitled “Adoption of the Mullin Rule”;

On [Month] [Day], 2024, the City Council of the City of Haverhill voted to adopt G.L. c. 39, § 23D, also known as the “Mullin Rule” for the following boards and commissions: planning board, zoning board of appeals, City Council sitting as the special permit granting authority, conservation commission and licensing commission of the City of Haverhill.

Section 3-16 Adoption of the Mullin Rule.

A member of the planning board, zoning board of appeals, City Council sitting as the special permit granting authority, conservation commission and the licensing commission, , when holding an adjudicatory hearing shall not be disqualified from voting in a matter solely due to that member’s absence from no more than a single session of the hearing at which testimony or other evidence is received. Before any such vote, the member shall certify in writing that the member has examined all evidence received at the missed session, which evidence shall include an audio or video recording of the missed session or a transcript thereof. The written certification shall be part of the record of the hearing.

A form of such certification shall be available in the City Clerk’s office for use by members of the aforementioned boards and commissions, but members may make such certification in any form compliant with G.L. c. 39, § 23D.

APPROVED AS TO LEGALITY:

City Solicitor

IN CITY COUNCIL: _____, 2024

PASSED

Attest: _____
City Clerk

Approved: _____
Mayor

[LETTERHEAD OF HAVERHILL]

CERTIFICATION PURSUANT TO G. L. c. 39, SECTION 23D OF PARTICIPATION IN A SESSION OF
AN ADJUDICATORY HEARING WHERE THE UNDERSIGNED MEMBER

MISSED A SINGLE HEARING SESSION

[Note: Can only be used for absence from one single hearing session]

I, _____ (name), hereby do swear and certify under the pains and penalties of perjury as follows:

1. I am a member of _____ (board, commission or committee).
2. I was absent from a hearing session on the matter of _____

_____ which was held on _____.

3. On _____ (date) I examined all the evidence and testimony received at the hearing session that I missed.

Additionally, I reviewed:

- a. _____ official audio recording of the missed hearing session; or
- b. _____ official video recording of the missed hearing session; or
- c. _____ official transcript of the missed hearing session.

[Instruction: initial as applicable]

This certification shall become a part of the record of the proceedings in the above matter.

Signed under the pains and penalties of perjury this ____ day of _____, ____.

Signature of Member

Received as part of the record of the above matter:

Date: _____

By: _____

Position: _____



24-B

DOCUMENT 24-B

CITY OF HAVERHILL

15.2

In Municipal Council September 10 204

ORDERED:

MUNICIPAL ORDINANCE

CHAPTER 240

AN ORDINANCE RELATING TO VEHICLES AND TRAFFIC

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

South Main Street

East side

From Inland Street to Doane Street

Time limit: 1 hour 9 am- 6 pm M-F

Also, that § Chapter 240-85 Schedule B: Parking Restrictions and Prohibitions, as amended, is hereby further amended by adding the following:

South Main Street

East side

From 20' south of Inland Street,
southerly for 280'

Time limit: 15 min 7 am-8 pm M-F

From 300' south of Inland Street
southerly for 320'

No Parking

From 20' north of Doane Street,
Northerly for 155'

Time limit: 1 hour 9 am-6 pm M-F

APPROVED AS TO LEGALITY:

City Solicitor

PLACED ON FILE for at least 10 days

Attest:

City Clerk

HAU CITY CLERK SEP 8 '24 AM 8:47



Haverhill

Engineering Department, Room 300
Tel: 978-374-2335 Fax: 978-373-8475
John H. Pettis III, P.E. - City Engineer
JPettis@CityOfHaverhill.com

September 6, 2024

**MEMO TO: CITY COUNCIL PRESIDENT THOMAS J. SULLIVAN AND
MEMBERS OF THE CITY COUNCIL**

Subject: *South Main Street - Parking Restriction*

As requested by Traffic & Safety, the attached Ordinance is written to specifically now restrict parking along the small section of curbing between Mediterranean's and Alby D's (parking continues to be allowed along curbing in front of Alby D's). Additionally, it changes the time limit parking to match existing signage.

Please contact me if you have any questions.

Sincerely,

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

C: Mayor Barrett, Ward, Mead, Pistone, O'Brien

Maria Bevilacqua

From: North of Boston <noreply@wave2adportal.com>
Sent: Monday, September 9, 2024 12:29 PM
To: Maria Bevilacqua; Kaitlin Wright
Subject: Thank you for placing your order with us.
Attachments: W01257450.pdf

THANK YOU for your notice submission!

This is your confirmation that your order has been submitted. Below are the details of your transaction. Please save this confirmation for your records.

Job Details

Order Number:
W0125745
Business Type:
All Other Public Notices
Notice Size:
Public Notices
Notice Estimate:
\$103.85
Referral Code:
Ordinance re; Vehicles and Traffic

Account Details

Haverhill Clerk
4 SUMMER ST STE 118
HAVERHILL, MA □ 01830
978-374-2312
cityclerk@cityofhaverhill.com
HAVERHILL CITY CLERK

Schedule for notice number W01257450

Thu Sep 12, 2024
Haverhill Gazette Public Notices
All Zones

AN ORDINANCE RELATING TO VEHICLES AND TRAFFIC
BE IT ORDAINED by the City Council of the City of Haverhill that the Code of the City of Haverhill, Chapter 240, as amended, be further amended by deleting the following from § 240-85 Schedule B: Parking Restrictions and Prohibitions:
South Main Street
East side
From Inland Street to Doane Street. Time limit: 1 hour 9 am-6 pm M-F
Also, that § Chapter 240-85 Schedule B: Parking Restrictions and Prohibitions, as amended, is hereby further amended by adding the following:
South Main Street
East side
From 20' south of Inland Street, Time limit: 15 min 7 am-8 pm M-F
southerly for 280'
From 300' south of Inland Street No Parking
southerly for 320'
From 20' north of Doane Street, Time limit: 1 hour 9 am-6 pm M-F
Northerly for 155'
APPROVED AS TO LEGALITY:
City Solicitor
HG - Publication Dates

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CITY OF HAVERHILL
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CITYCOUNCIL@HAVERHILLMA.GOV

HAVERHILL CITY CLERK JUL 3 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