# CITY OF HAVERHILL CITY COUNCIL AGENDA nuary 30, 2024 at 7:00 PM

#### January 30, 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. 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 requests to introduce Library Director Sara Moser to provide an update on storm damage to the Library and impact on operations
  - 5.2. Mayor Barrett submits Order to purchase land for the property known as the "Crystal Street/Jericho Road Conservation Project" off Crystal st for the purposes of water supply protection and passive recreational usage by the public. This purchase is being made following our successful application for LAND Grant funding from the State Related communication from Robert E Moore Jr, Environmental Health Technician, Conservation Dept
    - 5.2.1. Order Resolution to apply for, accept and expend a grant from the Commonwealth of Massachusetts executive office of energy and environmental affairs, division of conservation services local acquisitions for natural diversity (Land) grant program

#### CITY OF HAVERHILL CITY COUNCIL AGENDA January 30, 2024 at 7:00 PM

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- 5.3. Mayor Barrett submits a Salary Ordinance and a Memorandum of Agreement (MOA) between the City of Haverhill and the Teamsters Water Purification Union Group
  - 5.3.1. Memorandum of Agreement between the City of Haverhill and the Water Purification Group Teamsters Local #170
  - 5.3.2. Ordinance relating to Salaries Water Purification File 10 days
- 6. COMMUNICATIONS FROM COUNCILLORS TO INTRODUCE AN INDIVIDUAL(S) TO ADDRESS THE COUNCIL:
  - 6.1. Councillor Ferreira requests to introduce Sarah Moser, Director of the *Haverhill Public Library* to provide an update on the storm damage to the Library and impact on operations
- 7. Public Participation-Requests under Council Rule 28
- 8. COMMUNICATIONS AND REPORTS FROM CITY OFFICERS AND EMPLOYEES:
  - 8.1. City Clerk, Kaitlin M Wright requests to address the City Council to announce the 3<sup>rd</sup> Annual Haverhill Top Dog Contest
  - 8.2. City Clerk, Kaitlin M Wright submits Order *and* requests Council accept provisions of Mass General Law Ch. 53, sec 18B, which would allow the City to print information relating to ballot questions on local elections. Information in such a pamphlet would be prepared by the City Solicitor
    - 8.2.1. Order That the City Council votes to accept the provisions of Massachusetts General Laws, Chapter 53, Section 18B, as stated

January 30, 2024 at 7:00 PM

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- 9. UTILITY HEARING(S) AND RELATED ORDER(S):
  - 9.1. <u>Document 6</u>; Petition from Mass Electric Company d/b/a National Grid requesting underground electric conduit location for Bridge st and Main st Plan 30849716
    - 9.1.1. <u>Document 6-B</u>; Order grant underground electric conduit location for Bridge st and Main st Plan 30849716
  - 9.2. <u>Document 7</u>; Petition from Mass Electric Company d/b/a National Grid requesting underground electric conduit location for Middlesex st and South Main st Plan 308949716
    - 9.2.1. <u>Document 7-B</u>; Order grant underground electric conduit location for Middlesex st and South Main st Plan 30849716

#### 10. HEARINGS AND RELATED ORDERS:

10.1. <u>Document 113; CCSP -23-17;</u> Tes Mercedat owner and manager of *DM Motors* requests approval to allow *TM Auto Group LLC* to add rental car services on top of selling used cars at 251 Winter st comments from Depts are included

#### 11.APPOINTMENTS:

- 11.1. Confirming Appointments:
- 11.2. Non-Confirming to expire December 31, 2024
  - 11.2.1. Chief of Staff to Mayor, Christine Lindberg
    Deputy Chief of Staff to Mayor, Josselyn DeLeon-Estrada
- 11.3. Resignations:

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#### 12. PETITIONS:

- 12.1. Petition from National Grid and Verizon New England for Joint Pole Location at the intersection of Foundation av and Ward Hill av; Plan 30682213 Hearing February 27, 2024
  - 12.1.1. Application from Attorney Robert Harb for Special Permit hearing CCSP 24-2; for applicant 38-42 Washington st LLC, for a Major Plan Approval to convert two upper-level floors in the existing building located at 38 Washington st; into 8 residential rental units while maintaining 2 Commercial Retail Units on the first floor Hearing February 27, 2024
- 12.2. Applications Handicap Parking Sign: with Police approval
- 12.3. Amusement/Event Application with Police approval
- 12.4. Auctioneer License:
- 12.5. <u>Tag Days</u>: with Police approval
  - 12.5.1. HHS Boys Crew Team, April 26, 7, 28
  - 12.5.2. HHS Girls Crew Team, Sept 13, 14, 15
- 12.6. <u>One Day Liquor License</u> with License Commission & Police approval

#### 12.7. <u>ANNUAL LICENSE RENEWALS</u>:

- 12.7.1. **Hawker Peddlers License- Fixed location** w/Police approval
  - 12.7.1.1. Lisa Wright to sell hot dogs, chips, and soda at 25 Lincoln av, outside of *Haverhil Stadium* from 11 am to 4 pm
  - 12.7.1.2. Kenneth Zibolis to sell hot dogs, sausages, burgers, and fries; 10 am to 7 pm at 10 Church st
- 12.7.2. **Coin-Op License** *Renewals* with Police approval
  - 12.7.2.1. *Market Basket*, 400 Lowell av 1 Coin-op
  - 12.7.2.2. Crescent Yacht Club, 30 Ferry st 2 Coin-ops

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12.7.3. <b>Ch</b>	ristmas Tree Vendor – with Police approval
12.7.4. <b>Tax</b>	ti Driver Licenses for 2023: with Police approval
12.7.5. Tax	xi/Limousine License with Police approval:
12.7.6. <b>Jun</b>	k Dealer /Collector License with Police approval
12.7.7.	Sunday Pool
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, I	LLC

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

#### 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>	Amount	<u>Account</u>
Milestones Inc	517.50	School Dept
Aramark	73.68	Police Dept
Steve Nguyen	498.00	Inspectional Services
Steve Nguyen	498.00	Inspectional Services
Steve Nguyen	622.50	Inspectional Services

#### January 30, 2024 at 7:00 PM

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

- 14.1. Ordinance re: Vehicles and Traffic Parking restrictions

  Bartlett av West side entire length

  File 10 days
- 14.2. Ordinance re: Vehicles and Traffic Delete Handicap parking
   23 Shepherd st
   File 10 days

#### 15. COMMUNICATIONS FROM COUNCILLORS:

- 15.1. Council Vice President Jordan and Councillor Michitson request City Council discussion on long-term planning to support Mayor Barrett's initiative
- 15.2. Councillors Lewandowski and Michitson request a discussion about the future of Merrimack Valley Hospital
- 15.3. Councillor Rogers requests a discussion about the recent Whittier Tech election results and the future of public schools funding projects

#### 16. UNFINISHED BUISINESS OF PRECEEDING MEETING:

16.1. <u>Document 11</u>; Ordinance re: Vehicles and Traffic – Add Handicap Parking at 5 Abbott st *filed 1/11/2024* 

#### 17.RESOLUTIONS AND PROCLAMATIONS:

#### January 30, 2024 at 7:00 PM

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#### 18. COUNCIL COMMITTEE REPORTS AND ANNOUNCEMENTS

- 18.1. Councillor LePage submits the attached minutes of the Administration and Finance Committee meeting held on January 16 2024 for acceptance Review of the Rules and Regulations of the City Council
- 19. DOCUMENTS REFERRED TO COMMITTEE STUDY
- 20.Long term matters study list
- 21.ADJOURN:

#### MELINDA E. BARRETT MAYOR



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

January 26, 2024

To:

City Council President Thomas J. Sullivan and Members of the

Haverhill City Council

From:

Mayor Melinda E. Barrett

Re:

Sara Moser, Library Director

Dear Mr. President and Members of the City Council:

At the Council meeting on January 30, 2024, I would like to introduce Library Director Sara Moser to provide an update on storm damage to the Library and impact on operations.

Very truly yours,
Miliile & Baintt

Melinda E. Barrett

Mayor

MEB/cm1

#### MELINDA E. BARRETT MAYOR



CITY HALL, ROOM 100
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January 26, 2024

To:

City Council President Thomas J. Sullivan and Members of the

Haverhill City Council

From:

Mayor Melinda E. Barrett

Re:

Order for Acquisition of Land for Open Space Protection Purposes

Dear Mr. President and Members of the City Council:

Please see attached an Order to purchase land on Crystal Street for the purposes of water supply protection and passive recreational usage by the public. The purchase is being made following our successful application for LAND Grant funding from the state, which will reimburse the City up to \$404,232. I recommend approval.

Very truly yours,

Muleule E Bauth Melinda E. Barrett

Mayor

MEB/cml



# Haverhill

Conservation Department Phone: 978-374-2334 Fax: 978-374-2366

rmoore@cityofhaverhill.com conservation@cityofhaverhill.com

MEMO TO: President Thomas J. Sullivan and Haverhill City Councilors

FROM: Robert E. Moore, Jr., Environmental Health Technician

DATE: January 5, 2024

RE: LAND Grant Resolution, Early Property off Crystal Street

Several months ago, Mayor Fiorentini and the City Council authorized the City's filing of two grant applications under the Commonwealth's Local Acquisitions for Natural Diversity grant program ("LAND"). One of these applications was filed to purchase 35.6 acres of land off Crystal Street for the purposes of water supply and rare species habitat protection, as well as improved public recreation around the lake. This land is shown on the attached maps. I am pleased to say that the Executive Office of Energy and Environmental Affairs selected to fund this important project.

As we have done with our other recent purchases of watershed properties from Mr. Early, this acquisition will be in the form of a "friendly" taking. An Order of Taking will be submitted to the Council further along in the acquisition process. This evening, as we work to meet the requirements of the LAND grant program, I ask for the Council's approval of the drafted Order authorizing the City's purchase of this land. It is important to note that, with tonight's Order, the City will be reimbursed at its 68% community reimbursement rate for this project. The balance of the purchase will be funded by the Water Department.

Please don't hesitate to reach out to me with any questions.



#### Document

#### CITY OF HAVERHILL



In Municipal Council

Ordered:

#### A RESOLUTION TO APPLY FOR, ACCEPT, AND EXPEND A GRANT FROM THE COMMONWEALTH OF MASSACHUSETTS EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS, DIVISION OF CONSERVATION SERVICES' LOCAL ACQUISITIONS FOR NATURAL DIVERSITY (LAND) GRANT PROGRAM

WHEREAS: The Commonwealth of Massachusetts Executive Office of Energy and Environmental

Affairs (EEA) Division of Conservation Services (DCS) is making funding available through

the Local Acquisitions for Natural Diversity (LAND) Program;

WHEREAS: The LAND Program was established in 1961 to assist municipal conservation commissions

in acquiring land for natural resources protection and passive outdoor recreation

purposes;

WHEREAS: The permanent preservation of open space is a priority of the City of Haverhill; and

WHEREAS: The CITY will vote to appropriate, and/or borrowing according to M.G.L. Chapter 44,

[particularly Section 8C], to borrow the sum of \$594,458 for the purpose of purchasing for

conservation and passive recreation purposes, by eminent domain or negotiated

purchase or otherwise.

WHEREAS: The City of Haverhill has identified an assembly of parcels of 35.56 acres known as the

> "Crystal Street/Jericho Road Conservation Project" that would be preserved for the conservation of soil, water, plants, and wildlife, as well as passive recreational uses such as hiking, bicycling, and fishing, and will be in the care and control of the Conservation Commission, under the provision of M.G.L. c.40, section 8c, and Article 97 of the

Amendments to the Massachusetts Constitution, per the program regulations.

WHEREAS: The City of Haverhill has been awarded a LAND grant from EEA to fund up to 68% of the

total project cost of \$594,458 for the purchase in fee of the property known as the

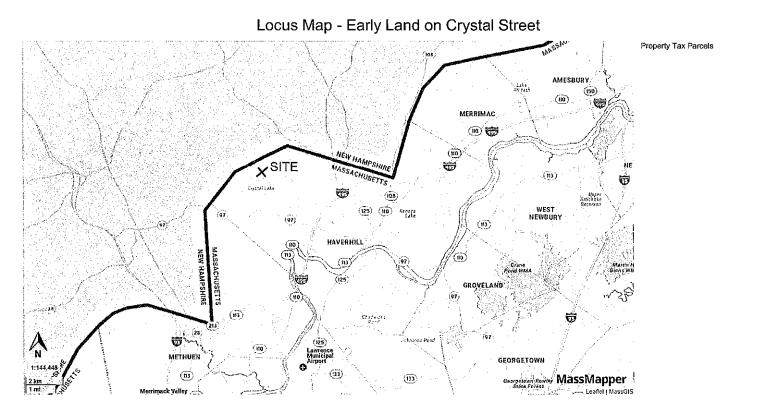
#### NOW THEREFORE, BE IT RESOLVED:

- total project cost of \$594,458 for the purchase in fee of the property known as the "Crystal Street/Jericho Road Conservation Project".

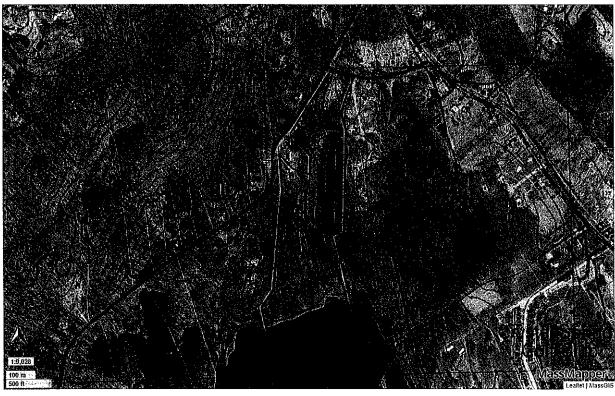
  THEREFORE, BE IT RESOLVED:

  1. That the Mayor be and is hereby authorized to accept grant funds and execute contracts, and any amendment thereto, in order to carry out the terms, purposes, and conditions of EEA DCS LAND Grant Program;

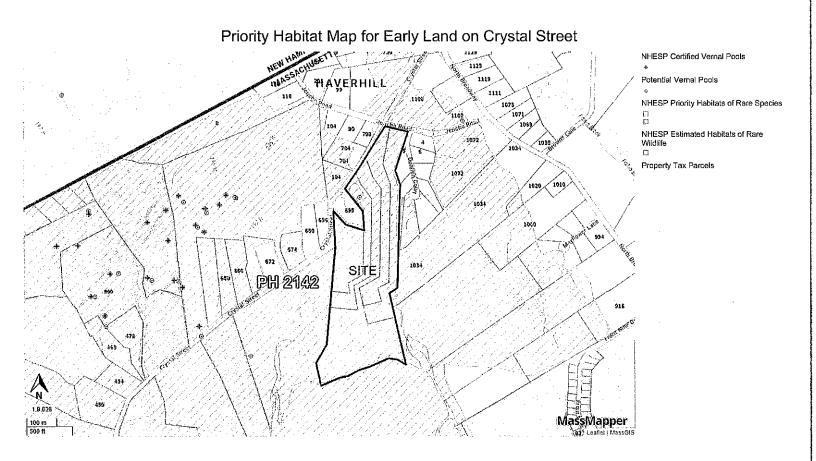
  2. That the Mayor be and is hereby authorized to take such other actions as are necessary to
- 2. That the Mayor be and is hereby authorized to take such other actions as are necessary to carry out the terms purposes, and conditions of EEA DCS LAND Grant Program.

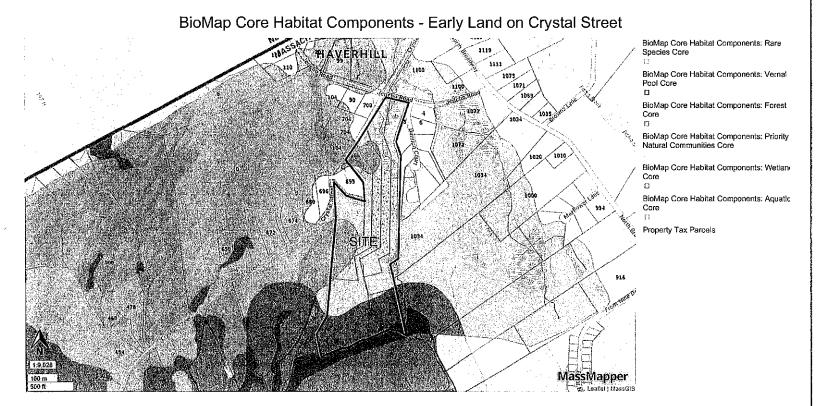


#### 2021 Aerial with USGS Topo - Early Land on Crystal Street



USGS Topographic Maps Property Tax Parcels 2021 Aerial Imagery





# Critical Natural Landscape Components - Early Land on Crystal Street BioMap Critical Natural Landscape Components. Welfard Core Buffer Property Tax Percels SITE 1023 1030 1030 1030 1030 1030 1030 1031

#### MELINDA E. BARRETT MAYOR



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(513)

January 26, 2024

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

RE: Salary Ordinance & MOA submission

Milita & Bank

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

Please find attached a Salary Ordinance and a Memorandum of Agreement (MOA) between the City of Haverhill and the Teamsters Water Purification Union Group. This ordinance must be placed on file for 10 days after which I recommend approval.

Very truly yours,

Melinda E. Barrett

Mayor

MEB/em

# (5,3,1)

#### Memorandum of Agreement Between

#### THE CITY OF HAVERHILL and THE WATER PURIFICATION GROUP – Teamsters Local #170

#### Two-year contract:

July 1, 2022 to June 30, 2023 July 1, 2023 to June 30, 2024

#### Wages

#### Amend Article VII: WAGES Section 4 by the following:

Delete the existing job classifications and pay rates and replace them with the proposed classifications and pay rates shown in Exhibit A (Attached).

The following wage adjustments shall apply to the wages for the proposed classifications shown in Exhibit A.

\$1.00 per hour + 2% salary increase effective 7/1/2022 \$1.00 per hour + 2% salary increase effective 7/1/2023 \$.50 per hour increase effective 1/1/2024

#### Clothing/Boot allowance

#### **Amend Article VII WAGES Section 2:**

Effective 7/1/2022, amend Section 2 as follows:

- Increase clothing allowance from \$500 to \$600 per year
- Increase boot allowance from \$150 to \$375 per year

#### Longevity

#### Amend Article VII WAGES Section 1: Longevity:

Effective 7/1/2021 longevity will be as follows:

- \$1,300.00 for 5<10 years
- \$1,350.00 for 10<15 years
- \$1,400.00 for 15<20 years</li>
- \$1,450.00 for 20<25 years</li>
- \$1,700.00 for 25<30 years

#### Also add a new step for 30-year employees as follows:

• \$2,500.00 for 30 years

#### Holiday language

#### **Amend Article VIII: HOLIDAYS**

Effective 7/1/2022 add "Juneteenth holiday" to Article 8 as a paid holiday.

Miscellaneous Contract	Modifications
------------------------	---------------

Refer to Exhibit B (Attached)

All **remaining** terms and conditions of the current CBA **not altered as per above shall** remain in full force and effect. This agreement is subject to ratification by the Union and appropriation by the City Council.

Date:	
Melinda Barrett, Mayor	James Marks, Teamsters Business Agent
Thomas Fallon, City Solicitor	Shop Steward (Water Purification Group)

Classification of employee in an operator or lab technician position shall be tied to the level of certification as a Massachusetts drinking water treatment plant operator.  No certification, grades TA, TB, 1T, 2T shall be considered the in training classification  Grades TC and T3 shall be considered Grade 3  Grades TD and T4 shall be considered Grade 4	50/hr effective 1/1/24 Senior Water Treatment Plant Operator Grade 4 Water Treatment Plant Operator Grade 3 Water Treatment Plant Operator Operator In Training Laboratory Technician In Training Grade 4 Laboratory Technician Grade 3 Laboratory Technician Maintenance Mechanic Water/Wastewater Electrician	\$1/hr 8 2% effective 7/1/23 Senior Water Treatment Plant Operator Grade 4 Water Treatment Plant Operator Grade 3 Water Treatment Plant Operator Operator In Training Laboratory Technician In Training Grade 4 Laboratory Technician Grade 3 Laboratory Technician Maintenance Mechanic Water/Wastewater Electrician	CURRENT (EES HIRED PRIOR 7/1/10) \$I/hr 8 2% effective 7/1/22 Senior Water Treatment Plant Operator Grade 4 Water Treatment Plant Operator Grade 3 Water Treatment Plant Operator Operator in Training Laboratory Technician in Training Grade 4 Laboratory Technician Grade 3 Laboratory Technician Maintenance Mechanic Water/Wastewater Electrician
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sition shall k	\$ 34.19 \$ 29.93 \$ 29.15 \$ 25.02 \$ 26.05 \$ 28.16 \$ 29.15 \$ 21.08 \$ 36.08	\$ 33.69 \$ 29.43 \$ 28.65 \$ 24.52 \$ 27.66 \$ 27.66 \$ 28.65 \$ 27.66 \$ 28.65 \$ 35.08	\$ 32.03 \$ 27.86 \$ 27.09 \$ 23.04 \$ 24.05 \$ 26.12 \$ 27.09 \$ 19.18 \$ 33.08
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e level of certification	\$ 36.86 \$ 32.17 \$ 31.35 \$ 26.96 \$ 27.97 \$ 33.21 \$ 31.35 \$ 24.54 \$ 42.20	\$ 36.36 \$ 31.67 \$ 30.85 \$ 26.46 \$ 27.47 \$ 32.71 \$ 30.85 \$ 24.04 \$ 41.20	Step 4 \$ 34.65 \$ 30.05 \$ 29.24 \$ 25.93 \$ 31.07 \$ 29.24 \$ 29.24 \$ 39.20
Classification of employee in an operator or lab technician position shall be tied to the level of certification as a Massachusetts drinking water treatment plant operator.  No certification, grades TA, TB, 1T, 2T shall be considered the invitalining classification Grades TC and T3 shall be considered Grade 3  Grades TD and T4 shall be considered Grade 4	.50/hr effective 1/1/24 Senior Water Treatment Plant Operator Grade 4 Water Treatment Plant Operator Crade 3 Water Treatment Plant Operator Operator In Training Laboratory Technician In Training Grade 4 Laboratory Technician Grade 3 Laboratory Technician Maintenance Mechanic Water/Wastewater Electrician	\$1/hr 8 2% effective 7/1/23 Senior Water Treatment Plant Operator Grade 4 Water Treatment Plant Operator Grade 3 Water Treatment Plant Operator Operator In Training Laboratory Technician In Training Grade 4 Laboratory Technician Grade 3 Laboratory Technician Maintenance Mechanic Water/Wastewater Electrician	CURRENT (EES HIRED AFTER 7/1/10) \$1/hr \$ 2% effective 7/1/22 Senior Water Treatment Plant Operator Grade 4 Water Treatment Plant Operator Grade 3 Water Treatment Plant Operator Operator in Training Laboratory Technician in Training Grade 4 Laboratory Technician Grade 3 Laboratory Technician Maintenance Mechanic Water/Wastewater Electrician
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be tied to the	\$ 34.47 \$ 30.29 \$ 29.50 \$ 25.30 \$ 26.36 \$ 30.29 \$ 29.50 \$ 21.34 \$ 35.67	\$ 33.97 \$ 29.79 \$ 29.00 \$ 24.80 \$ 25.86 \$ 29.79 \$ 29.79 \$ 20.84 \$ 34.67	Step 3 \$ 32.30 \$ 28.20 \$ 27.43 \$ 23.32 \$ 24.36 \$ 28.20 \$ 19.43 \$ 32.67
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rtification as	1 \$ 32.17 8 \$ 31.35	\$ 31.67 \$ 30.85	Yr5   \$30.05   \$29.24

#### Exhibit B

force, a suitable test shall be given to determine who is best qualified. Notice of promotional vacancy in an existing position filled by an employee covered by this Agreement, shall be posted for a period of seven (7) days on the appropriate bulletin board. Any employee of the Water Purification Facility covered by this Agreement who has completed his/her probationary period and who is interested in filling the vacancy shall sign his/her name to the notice. Whenever an appointment is made in accordance with the provisions of this section, to fill a promotional vacancy, the name of the applicant appointed shall be posted on all bulletin boards used for vacancy announcement purposes within three (3) working days after the appointment.

#### **ARTICLE 6:** HOURS OF WORK AND OVERTIME

Section 1: The work week: The regular work week shall be five (5) consecutive days Monday through Friday inclusive, from 7:00 am to 3:00 p.m. A definitive working time covering all regular employees shall be established by the Plant Manager and a copy of the same shall be furnished to the Union.

The Senior Plant Operator will work a 7:00 am to 3:00 p.m. (day shift 40 hours).

The Lab Technician will work a 8:00 am to 4:00 p.m. shift (40 hours) as directed by the Plant Manager.

The Plant Electrician will work a 7:00 am to 3:00 p.m. shift (40 hours).

The Chief Pumping Station Operator will work a 7:00 am to 3:00 p.m. shift (40 hours).

All employees shall be allowed a twenty (20) minute lunch period. There shall be two (2) breaks per shift of fifteen (15) minutes each, one during the first half of each shift, and one during the second half of each shift.

Section 2: The workweek for Operators shall consist of four (4) twelve (12) hour shifts and one (1) eight (8) hour shift. The normal working hours for each shift is as follows.

Shift A: Sunday - Tuesday 7:00 a.m. to 7:00 p.m.

Wednesday 3:00 p.m. to 7:00 p.m.

Shift B: Thursday - Saturday 7:00 a.m. to 7:00 p.m.

Tuesday 7:00 p.m. to 11:00 p.m. Saturday - Monday 7:00 p.m. to 7:00 a.m. Shift C:

Tuesday 11:00 p.m. 3:00 a.m.

Shift D: Wednesday - Friday 7:00 p.m. + 7:00 a.m.

Wednesday 3:00 a.m. to 7:00 a.m.

Shift E: Monday - Friday 7.00 a.m. to 3:00 p.m.

All Operators, with the exception of those working Shift C and D are "floating" operators, and will be required to alter his/her hours of work to fill any scheduled vacancy in other shifts. Scheduled vacancies include vacation, personal days, jury day, maternity leave, sick leave, family sick leave, bereavement leave, military leave, or other vacancies. When an operator is floated to a shift other than his/her own it will be done in a manner that will allow said operator to fill the entire vacant forty (40) hour shift and no less.

#### Shift differential as follows:

Monday - Friday 7:00 a.m. to 3:00 p.m. is straight time.

Sunday - Saturday 3:00 p.m. to 7:00 a.m. shall receive a 10% differential.

Replace with Insert A (Attached)

Effective July 1, 1999, the 10% differential will also be paid on Saturday & Sunday 7:00 a.m. to 3:00 p.m. and on overtime falling during the aforementioned hours.

All time worked in excess of a normal working shift one (1) day or forty (40) hours in any one week shall be paid for at the overtime rate. A "normal work shift" as used in this section shall be construed as twelve (12), eight (0), or four (4) --- as defined in the shift schedule above. eight (8) or ten (10)

If a shift is left vacant due to a reduction in personnel, the Water Treatment Plant Manager has the ultimate decision on what shifts will be filled and/or left vacant.

A definite working schedule covering all operation personnel shall be established by the Water Freatment mane -Manager and furnished to the Union. Operators will choose his/her shift in accordance with his/her seniority with the City. As of July 1, 1996 any new operator entering the Water Purification Bargaining Group shall have his/her seniority determined by time within said bargaining group. Requests for changing permanent shift assignments shall be made in writing to the Water Treatment Plant Manager

Delete

Any scheduled vacancy on shift A, B, C, and D will first be filled with overtime. The dollar amount allocated to the filling of overtime manning shifts shall be five thousand dollars (\$5,900.00), when said limit is met the shift will be filled as per Article VI. Section 2, Paragraph Z. If the Water Treatment racility does not become automated as of July 1, 2000, this section will be reopened and evaluated.

Section 3: An employee called to work before his/her regular shift scheduled report time shall not be required to take time off to compensate therefore. An employee reporting to work at his/her regular scheduled report time shall be guaranteed an eight (8) hour work day, unless bad weather or an Act of God prevents work. If bad weather or an Act of God prevents work employees may be laid off but will receive compensation for work performed or a minimum of two (2) hours pay at their regular rate. If any employee is notified a day before that no work is available the following day, then he/she shall not receive any pay. An employee shall be notified of a lay off at the end of his/her tour of duty. In the event of lay off the most junior person shall be laid off and rehiring shall be in the inverse order of seniority if qualified to perform the work required.

**Section 4:** All emergency and overtime work shall be rotated according to seniority if qualified to perform the work required amongst those employees that have completed their six (6) months' probation period. Any employee called in on an emergency shall be paid a minimum of two (2) hours at the overtime rate; however, he/she may be required to remain on the job for the two (2) hours, depending upon the nature of the emergency situation.

**Section 5:** The following employees may be required to work temporarily in the management classification listed below while his/her supervisor is off duty and unavailable to perform their duties.

- · Senior water Treatment Plant Operator for Treatment Plant Supervisor
- Laboratory Technician for Chemist

Employees working in a management classification shall have an additional twenty percent (20%) added to their base rate of pay for the actual hours working in the higher classification. Employees shall not work overtime out of classification for a management classification. Management will determine if an employee is qualified to work in the higher classification and will define the duties and responsibilities expected of the employee while working in the higher classification.

There will be a minimum of one Commonwealth of Massachusetts Certified Grade IV or Grade III operator on duty during the manned hours of operation of the facility, this includes the Senior Operators.

**Section 6:** All time worked on a Saturday and Sunday shall be paid for at the overtime rate and a minimum pay of four (4) hours shall be guaranteed however, he/she may be required to remain on the job for the four (4) hours, depending on the nature of the project. Overtime for Saturday and Sunday will not include Purification Operators.

Section 7: In the event any new employee is hired at a higher rate of pay than the employees presently working in the same classification the present employees will automatically be paid the higher rate of pay.

**Section 8:** At any time during emergency or snow removal that additional help is required at the Highway Department, employees at the Purification Facility who are available and qualified to perform the work required shall be put to work before any outside help is hired.

#### ARTICLE 7: WAGES

Wages in all classifications of employees covered by this Agreement employed in the Water Purification Facility of the City of Haverhill shall be increased as follows:

#### Section 1: Longevity:

\$ 1,000.00	5<10	yrs.
\$ 1,050.00	10<15	yrs.
\$ 1,100.00	15<20	yrs.
\$ 1,150.00	20<25	yrs.
\$ 1,400.00	25+	yrs.

To be paid by separate check.

#### Exhibit B (continued)

Maintenance Man Custodian \$ 17.13 \$ 19.52 \$ 15.83 \$ 18.24

—Senior Operator shall receive step 3 upon receiving Bachelor's Degree in a related field—— Delete

Delete

Any grade two (2) operator who possess a grade three (3) certification shall receive a differential of \$0.50 per hour.

The City agrees that the step raise schedule is a part of the Agreement. Step raises shall be six (6) months apart from the date of hire or advancement.

The Lab Technician will work in operations as the Water Treatment Plant Manager deems necessary.

The agreement also includes a wage/health insurance re-opener in the event that any other City of Haverhill employee group (excluding those in the school department) receives a wage increase greater than wage increases offered to this group, or, a lesser split in health insurance premiums than accepted by this group.

**Section 5:** The Sr. Water Treatment Plant Operator will be paid a stipend to implement a SCADA system at the Wastewater Treatment Plant. The stipend will be paid weekly and total \$2,500 annually. The stipend will be paid retroactive to July 1, 2001.

**Section 6:** The City agrees they shall establish the following new classifications:

- 1. Safety Committee
- 2. Safety Officer
- 3. Training Officer

The Safety Officer and Training Officer shall be compensated at \$1.00 per hour. The Duties and responsibilities of these positions shall be specified by the Plant Manager. The Safety Officer and Training Officer shall be rotated every six (6) months among those qualified to perform the duties.

Safety Officer and Training Officer will be responsible for organizing and scheduling safety meetings and training sessions. Training sessions will consist of, but not limited to, protective garments, road work safety, hygiene, proper lifting, power equipment safety, first aid, C.P.R. classes and checking and stocking first aid kids and first aid room. Department approved training sessions will be scheduled to maximize attendance during normal working hours. Annual agenda and detailed scope of services with a tentative schedule will be submitted to the Plant Manager by end of March each year.

Section 7: The City agrees to pay an annual tool allowance as follows:

Electrician

\$350.00 per year

#### Section 8: Merit Rating System

Effective July 1, 2010 the merit bonus is eliminated and in lieu of same 3% shall be added to the current base rate of pay for each employee. The above 3% shall not be added to the base pay of new employees hired after July 1, 2010. Management shall have complete flexibility to determine the performance appraisal process, policies, and procedures.

#### Section 9: Cost Sharing Program

All employees will share equally in all savings attained by Water Department employees doing approved work projects that would normally be done by an outside contractor. The City and the employees will split 50/50 all monies left between the lowest acceptable estimate and the Water Department cost.

Section 10: On Call

Replace with Insert B (Attached)

When the 11:00 p.m. to 7:00 a.m. shift is eliminated, due to automation, a rotating call will be established among the qualified five (5) Operators and the two (2) Senior Operators. Operators and Senior Operators on call shall be required

#### Exhibit B (continued)

to carry a pager. The rate of compensation shall be eight (8) hours of pay per week.

An operator called in on an emergency shall be paid a minimum of two (2) hours at the overtime rate, however, he/she may be required to remain on the job for two (2) hours, depending on the nature of the emergency situation.

An operator called in on an emergency on Saturday, Sunday, or a Holiday shall be paid a minimum of four (4) hours at the overtime rate, however, he/she may be required to remain on the job for two (2) hours (or 14 hours total), depending on the nature of the emergency situation.

#### Section 11 Training Contact Hour Requirement

The City will require a full certification as an Operator of a Drinking Water Treatment Facility from the Commonwealth of Massachusetts, and an additional ten (10) training contact hours per license renewal period for Grade IV, Grade III, and Lab Technician positions to qualify for the top salary step in that job classification. At each time an employee obtains five (5) training contact hours above the Commonwealth of Massachusette' requirement, the top step will be paid. The Water Treatment Plant Manager and/or his/her designee must review and approve all courses before that course can be credited to an employee's training contact hour requirement. If the employee does not acquire the necessary additional training contact hours he or show in the moved to the "In training or without TCH" step in his/her respective job classification. Said employee will be eligible again during the next renewal period when he/she meets the full requirement plus the previous balance. Employees possessing a related college or technical degree will be exempted.

As of July 1, 1999 if an Operator In-Training has been in the In-Training position for more than one (1) year previous, the Operator will be moved to the appropriate Full Class III or Full Class IV step. Training contact hour requirements will still need to be satisfied.

#### Section 12: Bi-Weekly Payroll

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

#### Section 13: Time and Attendance Software

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

#### ARTICLE 8: HOLIDAYS

The following shall be recognized as paid holidays and all employees shall be paid their regular tour of duty at straight time pay therefore: New Year's Day, Martin Luther King Jr. Day, President's Birthday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and Christmas Day, irrespective of the day on which the holiday falls.

Employees required to work on any of the above named holidays shall be paid the applicable premium rate in addition to the holiday pay. Any employee required to report for work on any of the above holidays shall be guaranteed four (4) hours work or pay at the overtime rate. When a holiday falls on a Saturday, any employee may at his/her discretion accept a sixth (6th) days pay or a day off with pay.

#### Section 1: Personal Days

All employees shall be entitled to five (5) days off with pay annually for personal reasons. An employee must work six (6) months prior to becoming eligible to use these five (5) personal days. During the first six (6) months of employment, a personal day may be granted on an emergency basis by the department head. The term "day off" as used in this section shall be construed as twelve (12) hours, eight (8) hours or four (4) hours. The employee must notify the Plant Manager or his/her designee a reasonable time (five (5) days) in advance. The Plant Manager or his/her designee shall not unreasonably withhold personal leave. One personal day shall be taken on the day after Thanksgiving or on another day for those employees required to work on the day after Thanksgiving.

Section 1A. New employees hired after January 1, 2010 shall be entitled to three (3) personal days with pay in each calendar year for personal reasons. An employee must work six (6) months prior to becoming eligible to use these three (3) Personal Days - One (1) of the three (3) days to be used the day after Thanksgiving. During the first six (6)

#### Exhibit B (End of Exhibit)

D. If within five (5) days of being notified of the grievance the Mayor does not resolve the grievance to the satisfaction of the Union, the Union may submit the grievance to the Massachusetts State Board of Arbitration and Conciliation. The decision of the Board shall be final and binding upon both parties.

#### ARTICLE 21: EDUCATIONAL PAY

It is agreed that if employees attend courses applicable to the Water Treatment Plant and if they receive written approval, prior to taking the course, from the Superintendent/Engineer, the City will pay the tuition fee of such courses if the individual passes said course with a grade "C" or better.

The City shall provide One Thousand Dollars (\$1,000.00) per year for educational courses. The City will provide an application form for employees requesting educational reimbursement. Payment of a course, if approved, will be made to the individual upon receipt of their grade for the course of "C" or better. A voucher or invoice specifying the cost of the course will be required prior to payment of the course by the City.

#### ARTICLE 22: TIME OFF FOR UNION BUSINESS

Employees and Shop Stewards that are required to attend Arbitration hearings as witnesses shall be given time off without loss of pay or benefits and without the requirement to make up for lost time.

#### ARTICLE 23: CROSS TRAINING

If in the interest of being beneficial to the Water/Wastewater Division, an employee of this bargaining unit possesses the skills and qualifications to perform a related water or wastewater task which may or may not be included in his/her job description, said employee may be requested to perform said task and shall be allowed to complete the task while working outside his/her description of duties. It is the intent of this article to cross train individuals within both divisions as needed. Other than paying one for working out of classification, there would not be any other additional compensation.

Tasks that normally require emergency personnel to be called in to work, outside their normal working hours, shall be conducted as per this contract. Cross training shall not be implemented in situations where overtime forfeiture would result. No employee will be asked to work for fewer wages than he/she is paid for their normal job.

Members of this bargaining unit who are requested to perform such tasks normally governed by a separate bargaining unit may do so upon consent of said bargaining unit (contract stipulation) and must abide by all procedures set forth under both agreements.

It is the intent of this article to utilize personnel on a project or task basis. A temporary or permanent re-assignment or shift change (i.e.; day, evening, or overnight) would require mutual agreement between the parties as well as to conform with collective bargaining contracts.

At no time will the Superintendent/Engineer of the Water/Wastewater Divisions, in moving individuals to perform projects or tasks, leave the treatment facilities/systems in violation of the Board of Certification Rules and Regulations.

#### ARTICLE 24: AUTOMATION Delete

At such time when the Water Treatment Plant can be left unmanned due to the installation of an automation system, the bargaining agreement will be respected to redefine the hours of unmanned operation. The union will provide a new shift schedule to the City for the review and approval by the water/Wastewater Superintendent/Engineer. There will be no additional compensation granted for the shift change alone.

#### Insert A

The workweek for operators shall consist of two (2) eight-hour shifts and four (4) ten-hour shifts. The regular hours for each shift are as follows.

#### **Shift Schedule**

Shift A	Sunday – Wednesday, 7 am – 5 pm
Shift B	Wednesday – Saturday, 7 am – 5 pm
Shift C	Sunday – Wednesday, 11 am – 9 pm
Shift D	Wednesday – Saturday, 11 am – 9 pm
Shift E	Monday – Friday, 7 am – 3 pm
Shift F	Monday – Friday, 7 am – 3 pm (Senior Operator)
Unattended Hours	Sunday – Saturday, 9 pm – 7 am

Shift E will be reserved for operations staff working to obtain a minimum grade 3 drinking water treatment plant operator certification. Shift E will be the last shift filled once shifts A, B, C, and D are filled with properly certified operations staff. Operators assigned to Shift E may be reassigned to cover vacancies on Shifts A through E.

When Shifts A through E are filled with properly certified operators, the bargaining unit may request the rebidding of shifts once annually if a majority of the operations staff assigned to Shifts A through E have voted to change shifts. The bargaining unit shall submit the shift rebid request in writing to the water treatment plant manager.

If, in the future, the City obtains approval to increase, or must decrease, the hours of unattended operation of the water treatment plant, the bargaining agreement will be reopened to redefine the hours of unattended operation. The Union may propose a new shift schedule to the City for the Director of Public Works review. The Director of Public Works shall develop the final shift schedule with consideration given to the Union's proposed schedule.

If the City's waiver to operate the water treatment facility is revoked, the City may define a temporary shift schedule to cover the staffed twenty-four (24) hour operation of the facility until the waiver to run unattended is restored.

#### Insert B

An on-call rotation shall be established to cover all issues related to the water treatment plant, source water pumping stations, water booster pumping stations, and water storage tanks during the hours the water treatment plant is unattended. All properly certified operations staff are required to be on-call. This call rotation shall be in the order of seniority, highest to lowest. One on-call period shall be seven consecutive days, with on-call change over to happen on Wednesday of each week.

The on-call operator shall also be required to respond to calls when the facility is staffed by one operator and no other personnel are available. When the on-call operator is staffing a one-operator shift, and additional staff is needed but unavailable, he or she will contact the water treatment plant manager or his or her designee. If a shift vacancy cannot be filled, the on-call operator shall be required to fill part of or the entire shift.

When an operator is required to respond to a facility, they must report to the water treatment plant to punch in and/or out. The operator's maximum response time to a call shall be no longer than what is allowed by 310 CMR 22.11B(5)(a)(4). The Massachusetts Department of Environmental Protection can revoke the City's waiver to run the facility unattended if the maximum response time is exceeded. Operations staff who fail to meet the maximum required response time or whose actions result in the revocation of the City's unattended operations waiver will be subject to an accelerated disciplinary process, which may include immediate termination.

In consideration for being on-call the operator on-call will be compensated ten and one-half (10.5) hours per week at their regular rate of pay paid at the rate of one and one-half (1.5) hours per day for each day on call.



## Haverhill

Human Resources Department, Room 306 Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – <u>dmcclanahan@cityofhaverhill.com</u> Christine Caminero, HR Technician – <u>ccaminero@cityofhaverhill.com</u> Christina Carrie, HR Technician – <u>ccarrie@cityofhaverhill.com</u>

TO:

Mayor Melinda Barrett

FROM:

Denise McClanahan, HR Direct

DATE:

January 25, 2024

RE:

Salary Ordinance & MOA submission

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

dlm

FROM:	Denise McClanahan, H	IR Director		
DATE:	1/25/2024			
RE:	COLLECTIVE BARGAINI	NG FINANCIAL D	DISCLOSURE	
NAME OF CO	ONTRACT OR GROUP:	Water Purifica	ation Group	
CONTRACT	PERIOD:	7/1/2023	to <u>6/30/2024</u>	
0/ INICDEASE	FOR EACH CONTRACT_YEA	.D.	· ***	
	and the second s		Year 3 %	
Teal	+ \$1/HR SALARY ADJU			
	+\$1/HR SALARY ADJUS			
	+.50 PER HOUR SALAR		1/1/24	
	T.30 PEN HOUR SALAN	T ADJUSTIVIENT	1/1/24	
COST OF CO	LA FOR EACH FISCAL YEAR	OF CONTRACT:		
Year	r 1 – FY <u>23</u>	Cost amount	\$24,954	
Year	r 2 – FY <u>24</u>	Cost amount	\$28,241	
Yea	r 3 – FY	Cost amount		
ADDITIONAL				
•	• •	•	Clothing Allowance, Holiday Pay, etc.)	
Approx OT o		\$10,00		
	gevity increase	\$ 950.	.00	
	nsure/certification cost	\$		
Clothing/bo	ot allowance	\$ 1,95	0.00	
What is the	percentage increase that t	hese extras add	to the budget?	
TOTAL COST	FOF PROPOSED COLLECTIV	'E BARGAINING A	AGREEMENT:	
<b>-</b>				
	budget for this group was:			
Percent Inci	rease in salary budget:	·		
Are there a	ny other groups or individu	rals that would h	e directly affected by this budget? No	
	be the effect?	iais that would b	te directly directed by this budget: No	
		ns to this contrac	et?	
Are there ar	Ty other known implication	is to this contrac		
		Yes No		
Funds are a	ppropriated	$\boxtimes$ $\square$		
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Auditors	Office	HR Dep	ot	

TO:

MAYOR MELINDA BARRETT



#### DOCUMENT

#### CITY OF HAVERHILL

In Municipal Council

ORDERED:

MUNICIPAL ORDINANCE AN ORDINANCE RELATING TO SALARIES CHAPTER WATER PURIFICATION

File 10 DAY

BE IT ORDAINED by the City Council of the City of Haverhill that Document 21-B of 2021 is hereby amended and the following be inserted in its place thereof:

See attached sheet (marked as Exhibit A)

#### AMEND ARTICLE VII WAGES SECTION 2:

Effective 7/1/2022 Increase clothing allowance from \$500 to \$600 per year Increase boot allowance from \$150 to \$375 per year

#### AMEND ARTICLE VII WAGES SECTION 1 - LONGEVITY

Effective 7/1/21 longevity schedule will be as follows:

After fifth (5) year \$ 1,300.00

After tenth (10) year \$ 1,350.00

After fifteenth (15) year \$ 1,400.00

After twentieth (20) year \$ 1,450.00

After twenty-fifth (25) year \$ 1,700.00

30+ years \$ 2,500.00

Approved as to legality:

City Solicitor

HAU CITY CLRK JANZE/24 AMI (JAYZ

CURRENT (EES HIRED PRIOR 7/1/10)	Step 1 St	Step 2	Step 3	Step 4	CURRENT (EES HIRED AFTER 7/1/10) \$1/hr & 2% effective 7/1/22	Step 1	Step 2	Step 3	Step 4	Yr 5
Senior Water Treatment Plant Operator	\$ 30.78 \$ :	32.03 \$	33.20	\$ 34.65	Senior Water Treatment Plant Operator	\$ 29.97 \$	31.17	\$ 32.30	\$ 33.71	
Grade 4 Water Treatment Plant Operator	26.79 \$	27.86 \$	\$ 28.98		Grade 4 Water Treatment Plant Operator	\$ 26.07 \$		\$ 28.20	\$ 29.24	\$ 30.05
Grade 3 Water Treatment Plant Operator	\$ 26.04 \$ 2	27.09 \$	\$ 28.17	\$ 29.24	Grade 3 Water Treatment Plant Operator	\$ 25.36 \$	26.37	\$ 27.43	\$ 28.46	\$ 29.24
Operator In Training	⊌≎	23.04 1	33.96	\$ 24.94	Operator In Training	\$ 21.57 \$	22.43	\$ 23.32	\$ 24.28	
Laboratory Technician In Training	↔	24.05	\$ 25.01	\$ 25.93	Laboratory Technician In Training	\$ 22.53 \$	23.42	\$ 24.36	\$ 25.23	
Grade 4 Laboratory Technician	↔	26.12	\$ 27.17	\$ 31.07	Grade 4 Laboratory Technician	\$ 26.07 \$	27.11	\$ 28.20	\$ 29.24	
Grade 3 Laboratory Technician	↔	27.09 \$	\$ 28.17	\$ 29.24	Grade 3 Laboratory Technician	\$ 25.36 \$	26.37	\$ 27.43	\$ 28.46	
Maintenance Mechanic	\$ 18.45 \$	19.18 1	19.93	\$ 22.57	Maintenance Mechanic	\$ 17.98 \$	18.70	\$ 19.43	\$ 21.99	
Water/Wastewater Electrician	\$ 31.43 \$ 3	33.08 \$	34.41	\$ 39.20	Water/Wastewater Electrician	\$ 29.98 \$	31.56	\$ 32.67	\$ 33.74	
\$1/hr & 2% effective 7/1/23					\$1/hr 8 2% effective 7/1/23					
Senior Water Treatment Plant Operator	\$ 32.42 \$ 3	33.69	34.89	\$ 36.36	Senior Water Treatment Plant Operator					
Grade 4 Water Treatment Plant Operator	₩	29.43	30.58		Grade 4 Water Treatment Plant Operator	27.61				
Grade 3 Water Treatment Plant Operator	<b>↔</b>				Grade 3 Water Treatment Plant Operator	26.88	27.91		\$ 30.05	\$ 30.85
Operator in Training	<del>,</del> 4	76.77			Operator: Tachnician in Training	0 4 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6	2/01	98 HC	26.76	
Crade 4   aboratori Technician	\$ 26.65 \$	27.66 9	38.74	\$ 32.71	Grade 4 Laboratoru Technician	↔ +				
Grade 3 Laboratoru Technician	↔	28.65	29.76		Grade 3 Laboratory Technician	26.88			\$ 30.05	_
Maintenance Mechanic	↔	20.58 1	21.35	\$ 24.04	Maintenance Mechanic	\$ 19.36 \$		\$ 20.84	\$ 23,45	
Water/Wastewater Electrician	\$ 33.33 \$ 3	35.08 \$	36.41	\$ 41.20	Water/Wastewater Electrician	\$ 31.88 \$	33.56	\$ 34.67	\$ 35.74	
.50/hr effective 1/1/24					.50/hr effective 1/1/24					
Senior Water Treatment Plant Operator	\$ 32.92 \$	34.19	35.39	\$ 36.86	Senior Water Treatment Plant Operator	\$ 32.09 \$		\$ 34.47		
Crade 4 Water Treatment Plant Operator	\$ 28.84 \$ 2	29.93	31.08	\$ 32.17	Grade 4 Water Treatment Plant Operator	\$ 28.11 \$	29.17			
Grade 3 Water Treatment Plant Operator	\$ 28.08 \$	29.15	30.26	\$ 31.35	Grade 3 Water Treatment Plant Operator	\$ 27.38 \$	28.41	\$ 29.50	\$ 30.55	\$ 31.35
Operator In Training	\$ 24.13 \$ 2	25.02	\$ 25.96	\$ 26.96	Operator In Training	\$ 23.52 \$	24.40	\$ 25.30	\$ 26.28	
Laboratory Technician In Training	₩	26.05 1	\$ 27.03	\$ 27.97	Laboratory Technician In Training	\$ 24.50 \$	25.41	\$ 26.36	\$ 27.26	•
Grade 4 Laboratory Technician	₩.	28.16	\$ 29.24	\$ 33.21	Grade 4 Laboratory Technician	\$ 28.11 \$	29.17	\$ 30.29	\$ 31.35	
Grade 3 Laboratory Technician	↔	29.15	30.26	\$ 31.35	Grade 3 Laboratory Technician	\$ 27.38 \$	28.41	\$ 29.50	\$ 30.55	
Maintenance Mechanic	₩	21.08 \$	21.85	\$ 24.54	Maintenance Mechanic	\$ 19.86 \$	20.59	\$ 21.34	\$ 23.95	
Water/Wastewater Electrician	\$ 34.28 \$ 3	36.08 \$	37.41	\$ 42.20	Water/Wastewater Electrician	\$ 32.83 \$	34.56	\$ 35.67	\$ 36.74	
Classification of employee in an operator or lab technician position shall be tied to the level of certification	echnician position	shall be	tied to the	level of certification	Classification of employee in an operator or lab technician position shall be tied to the level of certification as	chnician positi	on shall be	tied to the	level of certi	ification as
as a Massachusetts drinking water treatment plant operator.	nt operator.				a Massachusetts drinking water treatment plant operator.	perator		<b>.</b>		
No certification, grades TA, TB, 1T, 2T shall be considered the in training classification	nsidered the in tra	ining clas	sification		No certification, grades TA, TB, 1T, 2T shall be considered the in-training classification	sidered the in-	training cl	assification		
Grades TC and T3 shall be considered Grade 3					Grades TC and T3 shall be considered Grade 3					
Grades TD and T4 shall be considered Grade 4					Grades TD and T4 shall be considered Grade 4					

#### BACK UP REFERENCE ONLY

#### DOCUMENT 21-B



#### CITY OF HAVERHILL

In Municipal Council

April 13 2021

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MUNICIPAL ORDINANCE

**CHAPTER** 

An Ordinance Relating to Salaries

Water Purification Group

Since this Ordinance exceeds in length eight octavo pages of ordinary book print, in lieu of advertising, it is published by the City Council in a municipal bulletin, and placed on file in the City Clerk's Office and posted on the municipal bulletin board in City Hall.

PLACED ON FILE for at least 10 days

IN CITY (CUNCII: April 13 2021 PLACED ON FILE for at least 10 days Attest:

CITY CLERK





EFFECTIVE 7/1/2019 1.75%

#### **DOCUMENT**

#### CITY OF HAVERHILL

in Municipal Council

ORDERED: MUNICIPAL ORDINANCE AN ORDINANCE RELATING TO SALARIES

CHAPTER
WATER PURIFICATION GROUP

STEP 1 STEP 2 STEP 3

BE IT ORDAINED by the City Council of the City of Haverhill that Document 1-1 of 2019 is hereby amended as follows:

41 40 11 4 7 1 2 0 2 5 1 1 5 1 0	SICE T SICE T
Sr. Water Treatment Plant Operator	\$ 29.37 \$ 30.47 . \$ 31.85
Chief Pumping Station Operator	\$ 24.76 \$ 27.36
Class IV Water Treatment Plant Operator (Full with TCH)	\$ 26.47 \$ 27.49
Class IV Water Treatment Plant Operator (In training or without TCH)	\$ 25 <b>.71</b>
Class III Water Treatment Plant Operator (Full with TCH)	\$ <b>25.71</b> \$. 26.73
Class III Water Treatment Plant Operator (In training or without TCH)	\$ 25.06 \$ 26.00
Class II Water Treatment Plant Operator	\$ 21.72 \$ 22.65
Class I Water Treatment Plant Operator	\$ 20.06 \$ 23.08
Maintenance Man/Operator	\$ 19.85 \$ 22.90
Custodian/Operator	\$ 19.85 \$ 22.90
Electrician/Carpenter	\$ 30.02 \$ 31,31 \$ 32.58
Laboratory Technician (No Certification)	\$ 22.71 \$ 23.59
Laboratory Technician (Grade IV Full with TCH)	\$ 26.47 \$ 27.49
Laboratory Technician (Grade IV In training or without TCH)	<b>\$ 25.71  \$ 26.73</b>
Laboratory Technician (Grade III Full with TCH)	\$ 25.71 \$ 26.73
Laboratory Technician (Grade III In training or without TCH)	\$ 25.06 \$ 26.00
Maintenance Man	\$ 17.91 \$ 20.41
Custodian	<b>\$ 16.54  \$ 19.0</b> 9
EFFECTIVE 7/1/2019 1.75%	
(For new hires after 7/1/10)	STEP 1 STEP 2 STEP 3
Sr. Water Treatment Plant Operator	\$ 28.55 \$ 29.62 \$ 30.96
Chief Pumping Station Operator	\$ 24.08 \$ 26.59
Class IV Water Treatment Plant Operator (Full with TCH)	\$ 25.74 \$ 26.73
Class IV Water Treatment Plant Operator (In training or without TCH)	\$ 25.00 \$ 25.99
Class III Water Treatment Plant Operator (Full with TCH)	\$ 25.00 \$ 25.99
Class III Water Treatment Plant Operator (In training or without TCH)	\$ 24.36 \$ 25.28
Class II Water Treatment Plant Operator	\$ 21.12 \$ 22.03
Class I Water Treatment Plant Operator	\$ 19.51 \$ 22.44
Maintenance Man/Operator	\$ 19.31 \$ 22.27
Custodian/Operator	\$ 19.31 \$ 22.27
Electrician/Carpenter	\$ 28.55 \$ 29.62
Laboratory Technician (No Certification)	\$ 22.10 \$ 22.94
Laboratory Technician (Grade IV Full with TCH)	\$ 25.74 \$ 26.73
Laboratory Technician (Grade IV In training or without TCH)	\$ 25.00 \$ 25.99
Laboratory Technician (Grade III Full with TCH)	\$ 25.00 <b>\$ 25.</b> 99
Laboratory Technician (Grade III In training or without TCH)	\$ 24.36 \$ 25.28
Maintenance Man	\$ 17.43 \$ 19.86
Custodian	\$ 16.10 \$ 18.56

# Brucep

Sr. Water Treatment Plant Operator Chief Pumping Station Operator Class IV Water Treatment Plant Operator (Full with TCH) Class IV Water Treatment Plant Operator (In training or without TCH) Class III Water Treatment Plant Operator (Full with TCH) Class III Water Treatment Plant Operator (In training or without TCH) Class II Water Treatment Plant Operator Class I Water Treatment Plant Operator Electrician/Operator Electrician/Operator Electrician/Carpenter Laboratory Technician (No Certification) Laboratory Technician (Grade IV Full with TCH) Laboratory Technician (Grade IV In training or without TCH) Laboratory Technician (Grade III In training or without TCH) Maintenance Man Custodian	STEP 1       STEP 2       STEP 3         \$ 29.88       \$ 31.01       \$ 32.41         \$ 25.29       \$ 27.84         \$ 26.93       \$ 27.97         \$ 26.16       \$ 27.19         \$ 26.16       \$ 27.19         \$ 25.50       \$ 26.45         \$ 22.10       \$ 23.05         \$ 20.20       \$ 23.30         \$ 20.20       \$ 23.30         \$ 30.55       \$ 31.86       \$ 33.15         \$ 23.11       \$ 24.00         \$ 26.94       \$ 27.97         \$ 26.16       \$ 27.19         \$ 25.50       \$ 26.45         \$ 18.22       \$ 20.77         \$ 16.82       \$ 19.43
EFFECTIVE 7/1/2020 1.75%  (For new hires after 7/1/10)  Sr. Water Treatment Plant Operator Chief Pumping Station Operator Class IV Water Treatment Plant Operator (Full with TCH) Class IV Water Treatment Plant Operator (In training or without TCH) Class III Water Treatment Plant Operator (Full with TCH) Class III Water Treatment Plant Operator (In training or without TCH) Class I Water Treatment Plant Operator Class I Water Treatment Plant Operator Class I Water Treatment Plant Operator Custodian/Operator Electrician/Carpenter Laboratory Technician (No Certification) Laboratory Technician (Grade IV Full with TCH) Laboratory Technician (Grade III Full with TCH) Laboratory Technician (Grade III In training or without TCH) Maintenance Man Custodian	STEP 1       STEP 2       STEP 3       Yr 5 Step         \$ 29.05       \$ 30.14       \$ 31.50         \$ 24.50       \$ 27.05       \$ 27.05         \$ 26.19       \$ 27.19       \$ 27.19         \$ 25.44       \$ 26.44       \$ 27.19         \$ 24.79       \$ 25.72       \$ 21.49       \$ 22.41         \$ 19.86       \$ 22.83       \$ 19.65       \$ 22.66         \$ 19.65       \$ 22.66       \$ 29.05       \$ 30.14         \$ 22.49       \$ 23.34       \$ 26.19       \$ 27.19         \$ 25.44       \$ 26.44       \$ 24.79       \$ 25.72         \$ 17.74       \$ 20.21       \$ 16.38       \$ 18.89
EFFECTIVE 7/1/2021 1.75%  Sr. Water Treatment Plant Operator Chief Pumping Station Operator Class IV Water Treatment Plant Operator (Full with TCH) Class IV Water Treatment Plant Operator (In training or without TCH) Class III Water Treatment Plant Operator (Full with TCH) Class III Water Treatment Plant Operator (In training or without TCH) Class II Water Treatment Plant Operator Class I Water Treatment Plant Operator	\$ 26.62 \$ 27.67

Backup

Electrician/Carpenter	\$ 31.08	\$ 32.41	\$ 33.73		
Laboratory Technician (No Certification)	\$ 23.52	\$ 24.42	1		
Laboratory Technician (Grade IV Full with TCH)	\$ 27.41	\$ 28.46			
Laboratory Technician (Grade IV In training or without TCH)	\$ 26.62	\$ 27.67			
Laboratory Technician (Grade III Full with TCH)	\$ 26.62	\$ 27.67			
Laboratory Technician (Grade III In training or without TCH)	\$ 25.94	\$ 26.92			
Maintenance Man	\$ 18.54	\$ 21.13			
Custodian	\$ 17.12	\$ 19.77			
EFFECTIVE 7/1/2021 1.75%					
(For new hires after 7/1/10)	STEP 1	STEP 2	STEP 3	Yr !	Step
Sr. Water Treatment Plant Operator	\$ 29.56	\$ 30.67	\$ 32.05		<del></del>
Chief Pumping Station Operator	\$ 24.93	\$ 27.53			
Class IV Water Treatment Plant Operator (Full with TCH)	\$ 26.65	\$ 27.67		\$	28.46
Class IV Water Treatment Plant Operator (In training or without TCH)	\$ 25.89	\$ 26.90		\$	27.67
Class III Water Treatment Plant Operator (Full with TCH)	\$ 25.8 <b>9</b>	\$ 26.90		\$	27.67
Class III Water Treatment Plant Operator (In training or without TCH)	\$ 25.22	\$ 26.17			
Class II Water Treatment Plant Operator	\$ 21.86	\$ 22.80			
Class I Water Treatment Plant Operator	\$ 20.20	\$ 23.23			
Maintenance Man/Operator	\$ 19,99	\$ 23.06			
Custodian/Operator	\$ 19.99	\$ 23.06			
Electrician/Carpenter	\$ 29.56	\$ 30.67			
Laboratory Technician (No Certification)	\$ 22.88	\$ 23.74			
Laboratory Technician (Grade IV Full with TCH)	\$ 26.65	\$ 27.67			
Laboratory Technician (Grade IV In training or without TCH)	\$ 25.89	\$ 26.90			
Laboratory Technician (Grade III Full with TCH)	\$ 25.89	\$ 26.90			
Laboratory Technician (Grade III In training or without TCH)	\$ 25,22	\$ 26.17			
Maintenance Man	\$ 18.05	\$ 20.56			
Custodian	\$ 16.67	\$ 19.22			

Approved as to legality:

City Solicitor

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 HALL, ROOM 204 **4 SUMMER STREET** 

TELEPHONE: 978-374-2328

FACSIMILE: 978-374-2329

WWW.CITYOFHAVERHILL.COM CITYCNCL@CITYOFHAVERHILL.COM

January 22, 2024

To: President and Members of the City Council:

Devan Gerreeralias

Councilor Ferreira wishes to introduce Sarah Moser, Director of Haverhill Public Library, to provide an update on storm damage to the building and the impact on library services.

Councilor Devan Ferreira

(meeting 1.30.2024)



# Haverhill

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



January 26, 2024

To: President and Members of the City Council

City Clerk, Kaitlin M. Wright, wishes to address the City Council to announce the 3<sup>rd</sup> Annual Haverhill Top Dog Contest.

Kaitlin M. Wright, City Clerk



## Haverhill

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



HAU CITY CLRK JAN24'24 pm 5/48

January 24, 2024

Dear President Sullivan and Members of the Haverhill City Council,

I am requesting the Council accept the provisions of Massachusetts General Law Ch. 53, sec. 18B, which would allow the city to print information relating to ballot questions on local elections. Information in such a pamphlet would be prepared by the city solicitor.

At present, our office is extremely limited with how we can answer a voter when they call and ask what a yes or no vote means. Accepting this MGL would allow my office to better assist voters and would create a smoother election process for our voters.

Thank you for your consideration.

Respectfully,

aith M. Wright Kaitlin M. Wright

City Clerk





DOCUMENT

#### CITY OF HAVERHILL

In Municipal Council

HAU CITY CLRK JAN24'24 pm 5:48

ORDERED:

#### **HAVERHILL CITY COUNCIL**

That the City Council votes to accept the provisions of Massachusetts General Laws, Chapter 53, Section 18B, as follows:

counsel or counsel for the city, town or district; and (3) arguments for and against each quasi provided in subsections (d) and (e). Not later than 7 days before an election at which question shall be submitted to the voters in a city, town or district, the information subsection shall be sent to each household wherein a person whose name appears on the				
voting list for the city, to	wn or district resides and to approve the	pres		
to the City Council on	_, 2024, accepting said, 2024.	, p		
e e manufactura de la companya de l				
YEAS:				
NAYS:				
A True Record, Attest:				
Date Approved				

0

Heaving Junuary 30, 2024

WR# 30849716 Bridge Street

Questions contact - Tim Williamson - Leidos - (508) 935-1650

Petition of the Massachusetts Electric Company d/b/a NATIONAL GRID Of NORTH ANDOVER, MASSACHUSETTS For Electric Conduit Location:

To the City Council of Haverhill,

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

Wherefore it prays that after due notice and hearing as provided by law, it be granted permission to excavate the public highways and to run and maintain underground electric conduits, together with such sustaining and protecting fixtures as it may find necessary for the transmission of electricity, said underground conduits to be located substantially in accordance with the plan filed herewith marked — Bridge Street & Main Street -Haverhill, Massachusetts.

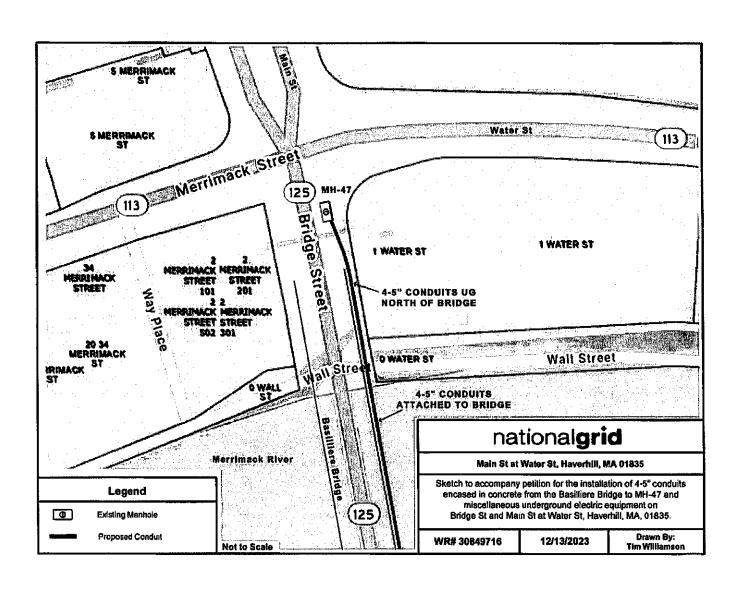
The following are the streets and highways referred to:

30849716 Bridge Street & Main Street - Beginning at a point approximately 200 feet South of the centerline of the intersection of Main Street & Water Street and continuing approximately 150 feet in an Northerly direction. Installation of 4-5" conduits encased in concrete (+/- 150 feet) from the Basilliere Bridge to MH-47 and miscellaneous underground equipment on Bridge Street and Main Street near the intersection of Water Street, Haverhill, MA 01835.

Location approximately as shown on plan attached.

IN	CITY	COU	NCIL:	Jar	nuai	ry 9 2	2024		
COV	ED:	that	HEAR	ING	$\mathbf{B}\mathbf{E}$	HELD	JANUARY	30	2024
Att	est;	;							
						C:	ity Clerl	ĸ.	

Massachusetts Electric Company d/b/a
NATIONAL GRID \*\*Dave Johnson\*\*
BY \_\_\_\_\_
Engineering Department



## national grid

WR# 30849716 Bridge Street

December 13, 2023

The City Council of Haverhill, Massachusetts

To Whom It May Concern:

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

If you have any questions regarding this permit, please contact:

Tim Williamson - Leidos (508) 935-1650

Please notify National Grid's Jennifer Iannal of the hearing date / time to Jennifer Iannal fo@national grid com

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

National Grid: Jennifer Iannalfo; 1101 Turnpike Street; North Andover, MA 01845; # 978-725-2308

Very truly yours,

Dave Johnson

Dave Johnson Supervisor, Distribution Design

**Enclosures** 

B



#### WR# 30849716 Bridge Street

Dated: December 13, 2023

ORDERED:

Notice having been given and public hearing held, as provided by law, that the Massachusetts Electric Company d/b/a NATIONAL GRID be and it is hereby granted permission to excavate the public highways and to run and maintain underground electric conduits, together with such sustaining and protecting fixtures as said company may deem necessary, in the public way or ways hereinafter referred to, and to make the necessary house connections along said extensions, as requested in petition with said company dated the 8th day of December, 2023.

Said underground electric conduits shall be located substantially in accordance with the plan filed herewith marked – Bridge Street & Main Street - Haverhill, Massachusetts.

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

30849716 Bridge Street & Main Street - Beginning at a point approximately 200 feet South of the centerline of the intersection of Main Street & Water Street and continuing approximately 150 feet in an Northerly direction. Installation of 4-5" conduits encased in concrete (+/-150 feet) from the Basilliere Bridge to MH-47 and miscellaneous underground equipment on Bridge Street and Main Street near the intersection of Water Street, Haverhill, MA 01835.

I hereby certify that the foregoing order was adopted	_	
, held on the		
•••••••	, 20	*****
Received and entered in the records of loca	ation orders of the City/Town of	
Book	Page	
	Attest:	
	***************************************	
hereby certify that on	o'clock,	M



# WR# 30849716 Bridge Street

at	GRID for permission to construct the r herewith recorded, and that I mailed at least the time and place of said hearing to each of the reding assessment for taxation) along the ways sted to construct the underground electric
	***************************************
	***************************************

Hearing January 39, 2024
(92)

WR# 30849716 Middlesex Street

Questions contact - Tim Williamson - Leidos - (508) 935-1650

Petition of the Massachusetts Electric Company d/b/a NATIONAL GRID Of NORTH ANDOVER, MASSACHUSETTS For Electric Conduit Location:

To the City Council of Haverhill,

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

Wherefore it prays that after due notice and hearing as provided by law, it be granted permission to excavate the public highways and to run and maintain underground electric conduits, together with such sustaining and protecting fixtures as it may find necessary for the transmission of electricity, said underground conduits to be located substantially in accordance with the plan filed herewith marked – Middlesex Street & South Main Street -Haverhill, Massachusetts.

The following are the streets and highways referred to:

30849716 Middlesex Street & S. Main Street - Beginning at a point approximately 170 feet West of the centerline of the intersection of South Summer St. and continuing approximately 750 feet in an Easterly direction. Installation of 4-6" and 4-5" conduits encased in concrete (+/-600 feet), 4-5" conduits encased in concrete (+/-150 feet), three manholes and miscellaneous underground equipment on Middlesex Street and South Main Street, Haverhill, MA 01835.

Location approximately as shown on plan attached.

IN CITY COUN	NCIL: Janua	ry 9 2024	, +	
VOTED: that	HEARING BE	HELD JAM	NUARY 30	2024
Attest:				
			City(	Clerk

Massachusetts Electric Company d/b/a	
NATIONAL GRID Dave Johnson	
BY	
Engineering Department	_

## national**grid**

WR# 30849716 Middlesex Street

December 13, 2023

The City Council of Haverhill, Massachusetts

To Whom It May Concern:

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

If you have any questions regarding this permit, please contact:

Tim Williamson - Leidos (508) 935-1650

Please notify National Grid's Jennifer Iannal of the hearing date / time to Jennifer. Iannal fo@national grid.com

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

National Grid: Jennifer Iannalfo; 1101 Turnpike Street; North Andover, MA 01845; # 978-725-2308

Very truly yours,

Dave Johnson

Dave Johnson Supervisor, Distribution Design

**Enclosures** 

1/

(9.2.1)

WR# 30849716 Middlesex Street

Dated: December 13, 2023

ORDERED:

Notice having been given and public hearing held, as provided by law, that the Massachusetts Electric Company d/b/a NATIONAL GRID be and it is hereby granted permission to excavate the public highways and to run and maintain underground electric conduits, together with such sustaining and protecting fixtures as said company may deem necessary, in the public way or ways hereinafter referred to, and to make the necessary house connections along said extensions, as requested in petition with said company dated the 8th day of December, 2023.

Said underground electric conduits shall be located substantially in accordance with the plan filed herewith marked – Middlesex Street & South Main Street - Haverhill, Massachusetts.

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

30849716 Middlesex Street & S. Main Street - Beginning at a point approximately 170 feet West of the centerline of the intersection of South Summer St. and continuing approximately 750 feet in an Easterly direction. Installation of 4-6" and 4-5" conduits encased in concrete (+/-600 feet), 4-5" conduits encased in concrete (+/-150 feet), three manholes and miscellaneous underground equipment on Middlesex Street and South Main Street, Haverhill, MA 01835.

	dopted at a meeting of the
	day of, 20
Received and entered in the records of	f location orders of the City/Town of
	Page
	Attest:
hereby certify that on	

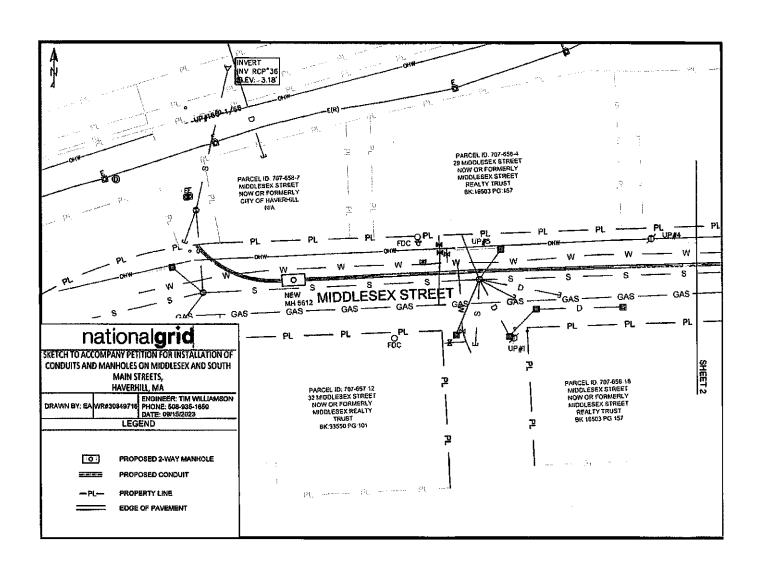


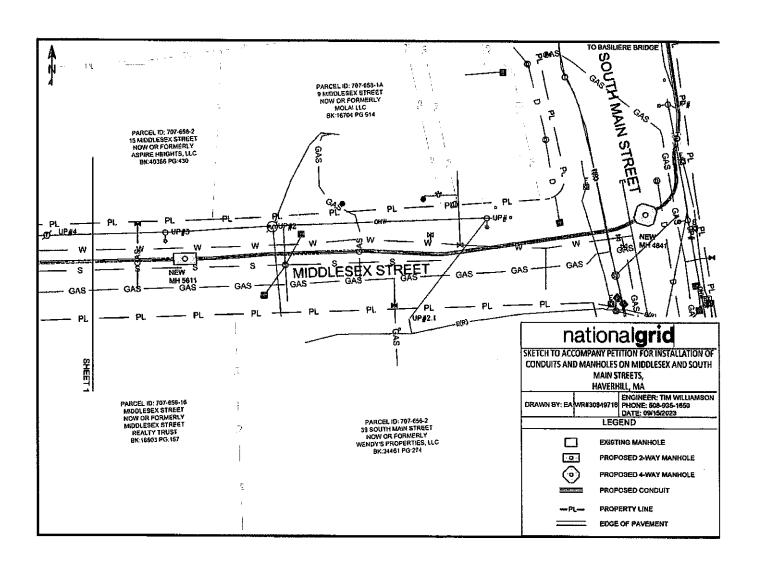


#### Middlesex Street

at	a public hearing was held on the petition of
Massachusetts Electric Compa	any d/b/a NATIONAL GRID for permission to construct the
seven days before said hearing owners of real estate (as deter or parts of ways upon which t	described in the order herewith recorded, and that I mailed at least g a written notice of the time and place of said hearing to each of the mined by the last preceding assessment for taxation) along the ways he Company is permitted to construct the underground electric and that thereupon said order was duly adopted.
	***************************************
	***************************************
	***************************************

1-30/2018





**Expiration Date** 

**Active** 

**Request Changes** (/#/explore/request-changes/143573)

**CCSP-23-17** 



#### **Details**

Submitted on Dec 12, 2023 at 5:16 pm

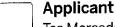


#### **Attachments**

7 files

#### **Activity Feed**

Latest activity on Dec 14, 2023



Tes Mercedat



#### Location

251 WINTER ST, Haverhill, MA 1830

View ▼

**Edit Workflow** 



#### **Special Permit Filing Fee**

Paid Dec 13, 2023 at 1:47 pm



#### **Planning Director Review**

Completed Dec 13, 2023 at 2:47 pm







## City Clerk Review - Hearing Dates Set

In Progress



#### **Property Owner Information** (for this record)

Name

RICE PHIL

**Email Address** 

--

Phone Number

--

Address P O BOX 1626 HAVERHILL, MA 1831

#### TM AUTO GROUP LLC

**Dba DM Motors** 

251 Winter St, Haverhill, MA 01830

978-377-0703

Date: 12/12/2023

To:

Haverhill City Counsil Board

Re:

Special Permit to add Rental Car Services to existing Used Car Dealership

My name is Tes Mercedat, the owner and Manager of DM Motors. Before I dive into details about my request, I want to first apologize upfront if I'm missing something. Most of the questions on the application did not seem to apply to what I'm looking to do. I'm looking for the Board to grant the special permit that will allow TM Auto Group LLC to add Rental Car services on top of selling used cars. The special permit will allow me to find ways to keep the dealership open and provide a service that people in town can use.

This location has been used as a used car dealership for years. I bought it from the previous owner in April 2020 right at the very beginning of the pandemic. The car business was completely new to me coming from the banking world. I wanted to start a new adventure, so I chose to purchase this small dealership for a couple of reasons. The first reason is I've always loved cars. Second, I owned a mixed used property on the same street just a couple of blocks away.

To be frank with you the used car business is tough especially for small dealerships like mine. We don't provide any other type of services. The only way to make money is by selling a lot of cars. The economy, inflations, interest rates, and people are still recovering from the pandemic financially. It's been hard trying to stay afloat; I'm hoping the Board will grant this request. Nothing will change physically to the property and the lot; everything will remain the same.

Thank you so much for your time and consideration,

Sincerely,

TM Auto Group LLC

BOD VAL

**Dba DM Motors** 

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

is being used as a used car dealership. I'm looking to add the rental car service to it. Nothing will change in regard to the lot size and no renovations will be done to add the rental service.

#### **Property Description\***

is being used as a used car dealership. I'm looking to add the rental car service to it. Nothing will change in regard to the lot size and no renovations will be done to add the rental service.

**Current Property Use\*** 

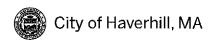
**TOTAL Number of Units Planned\*** 

**Business** 

1

**TOTAL Number of Parking Spaces Planned\*** 

31



CCSP-23-17

City Council Special

Permit

Status: Active

Submitted On: 12/12/2023

**Primary Location** 

251 WINTER ST

Haverhill, MA 01830

Owner

RICE PHIL

P O BOX 1626 HAVERHILL,

MA 1831

**Applicant** 

Tes Mercedat

**J** 978-377-0703

tmautogroupllc@gmail.com

🛖 251 Winter St

Haverhill, MA 01830

#### **Applicant Information**

What is Your Role in This Process?\*

Owner

Applicant Business/Firm Name\*

TM Auto Group LLC

Applicant Business/Firm Phone\*

9783770703

Applicant Business/Firm Address\*

251 Winter St

Applicant Business/Firm City\*

Haverhill

Applicant Business/Firm State\*

MA

Applicant Business/Firm Zip\*

01830

**Property Information** 

**Proposed Housing Plan Name\*** 

Proposed Street Name(s)\*

n/a

How Long Owned by Current Owner?\*

3 years

Type of Dwelling(s) Planned in Project\*

None

Lot Dimension(s)\*

.3 acres

Registry Plat Number, Block & Lot\*

na

**Zoning District Where Property Located\*** 

CG - Commercial General

Deed Recorded in Essex South Registry: Block Number\*

n/a

Deed Recorded in Essex South Registry: Page\*

n/a

Does the Property Have Multiple Lots?\*

No

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

is being used as a used car dealership. I'm looking to add the rental car service to it. Nothing will change in regard to the lot size and no renovations will be done to add the rental service.

#### **Property Description\***

is being used as a used car dealership. I'm looking to add the rental car service to it. Nothing will change in regard to the lot size and no renovations will be done to add the rental service.

**Current Property Use\*** 

**TOTAL Number of Units Planned\*** 

Business

1

**TOTAL Number of Parking Spaces Planned\*** 

31

#### Planned Lot Use

Lot Number*	Lot Plat Number, Bock, Lot*
Lot 1	2
Lot Dimensions*	Number of Existing Buildings on Lot* ②
.335	1
Size of Existing Building(s) on Lot*	Number of Buildings Planned for Lot*
700	1
Size of Proposed Building(s)*	Number of Families to be Accommodated*
0	0
Extent of Proposed Alterations*	IF OTHER ALTERATIONS, Please Describe*
Other	no alteration
Types of Units Planned on Lot*	Number of Units Planned on Lot*
Rental	1
	1

## **Special Circumstances**

<b>Building Coverage</b>	Dimensional Variance

Front Yard Setback	Side Yard Setback
	_
Rear Yard Setback	Lot Frontage
Lat Double	Lat Area
Lot Depth	Lot Area
Building Height	Floor Area Ratio
Open Space	Parking
Sign Size	Use
Other	IF OTHER, Please Describe*
	n/a
	11/4
Hearing Waiver	
Ticaling Walver	
Agrees*	
Yes	

## Agreement & Signature

Agrees*	
Office Use Only	
■ City Council Decision	<b>△</b> City Council Hearing Date
_	-
Reason for Council's Decision	
	•
O City Council Mambaua Decomb	
<b>△</b> Continuance Meeting Date	
<del>-</del>	
= and administration to the testing the second to the seco	

■ Who Submitted Continuance Request?

**△** Continuance Motion Decision

Δ	City	Councilors	Who	Voted in	Favor
---	------	------------	-----	----------	-------

<b>△</b> Number of 12"x18" Mylar Copies	Appeal Expiration Date
<b>-</b>	-
<b>△</b> Number of 24"x36" Mylar Copies	■ Number of 18"x24" Mylar Copies

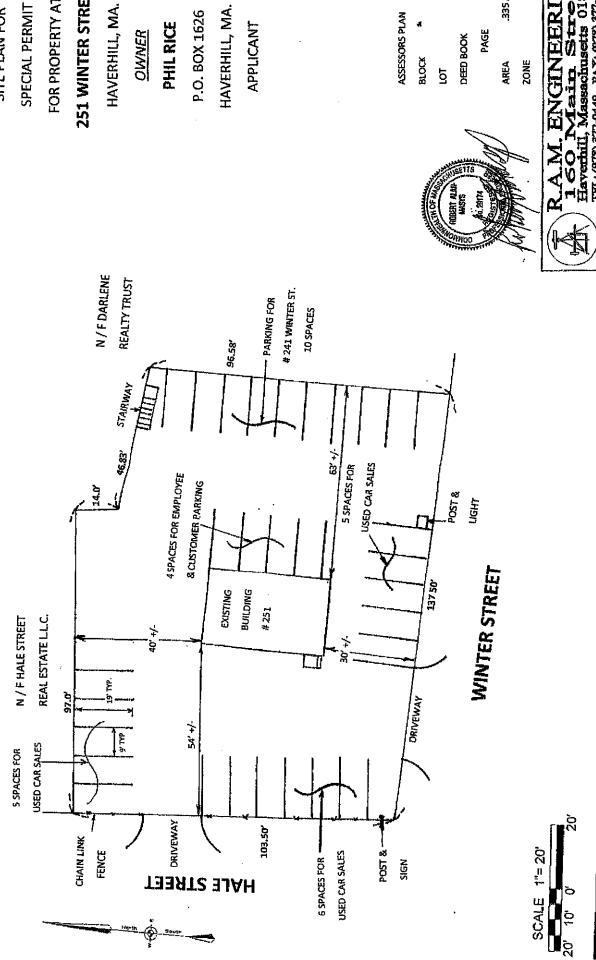
### **Attachments**

Ē	Written Summary of Project Rental Car Letter.pdf Uploaded by Tes Mercedat on Dec 12, 2023 at 5:15 PM	REQUIRED
<b>a</b>	Copy of Proposed Site Plan Dealership Lot Plot Plan.pdf Uploaded by Tes Mercedat on Dec 12, 2023 at 4:35 PM	REQUIRED
	Certified Plot Plan Dealership Lot Plot Plan.pdf Uploaded by Tes Mercedat on Dec 12, 2023 at 4:35 PM	REQUIRED
=	Description of Project Rental Car Letter.pdf Uploaded by Tes Mercedat on Dec 12, 2023 at 5:15 PM	REQUIRED
	Zoning Opinion Rental Car Letter.pdf Uploaded by Tes Mercedat on Dec 12, 2023 at 5:16 PM	REQUIRED

Abutters 251 Winter St 306.76.2.xlsx

Uploaded by Christine Webb on Dec 13, 2023 at 3:08 PM

Abutters 251 Winter St 306.76.2.xlsx



FOR PROPERTY AT SPECIAL PERMIT SITE PLAN FOR

# **251 WINTER STREET**

OWNER

P.O. BOX 1626

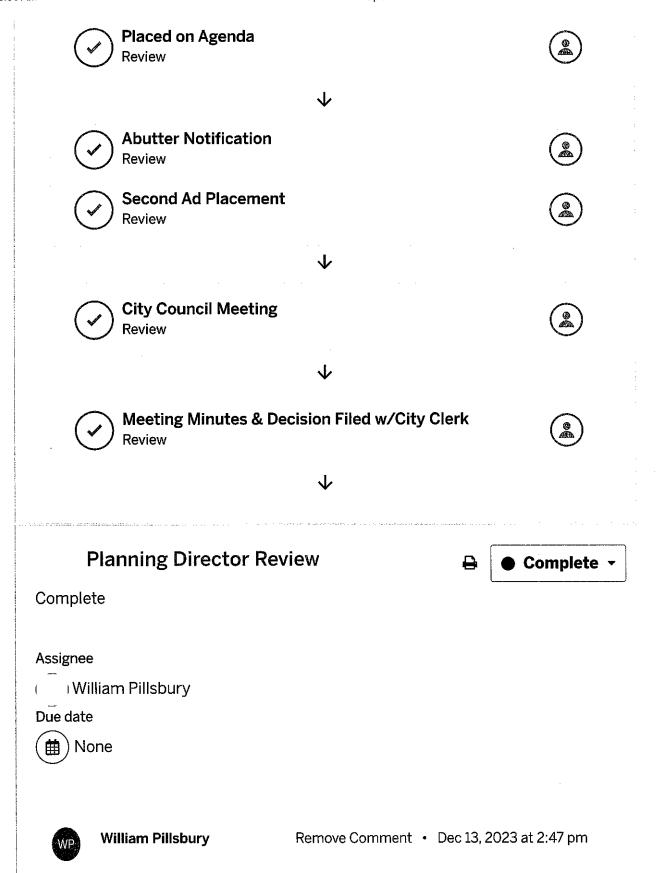
306 ASSESSORS PLAN

25439

88

.335 AC. +/-

1 60 Massachusetts 01830 TEL: (978) 372-0449 RAX: (978) 372-044



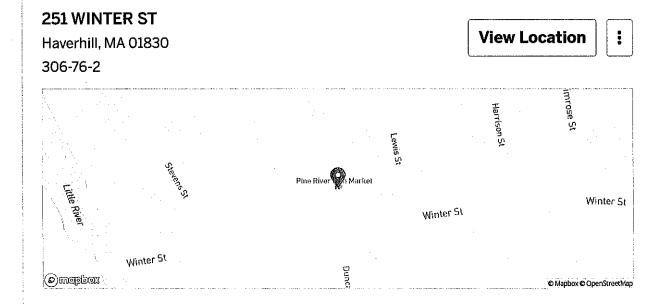
ok for agenda



#### Location

#### **PRIMARY LOCATION**

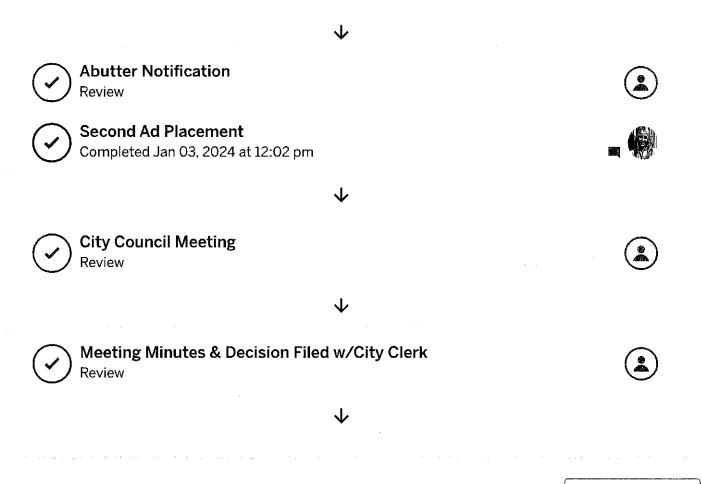
The main location associated with this record.



City Council Special Permit · Add to a project

**Expiration Date Request Changes** Active (/#/explore/request-changes/143573) CCSP-23-17 **Details** Submitted on Dec 12, 2023 at 5:16 pm **Attachments** 8 files **Activity Feed** Latest activity on Jan 3, 2024 **Applicant** Tes Mercedat Location 251 WINTER ST, Haverhill, MA 1830 **Edit Workflow** View • Special Permit Filing Fee Paid Dec 13, 2023 at 1:47 pm **Planning Director Review** Completed Dec 13, 2023 at 2:47 pm City Clerk Review - Hearing Dates Set Completed Dec 19, 2023 at 8:17 pm City Council Clerk Notified

	Completed Dec 18, 2023 at 10:57 am		LB
	Assessor for Abutter's List Completed Dec 13, 2023 at 3:09 pm		(GVI)
	Conservation Department Review Completed Dec 13, 2023 at 2:51 pm		
	DPW Review In Progress		RW
	Engineering Department Review In Progress		(JP)
	Fire1 Department Review Completed Dec 14, 2023 at 8:01 am		<b>E</b>
	Fire2 Department Review Skipped Dec 14, 2023 at 8:01 am		
	Health Department Review In Progress		MT
	Police Department Review In Progress		KL.
-	School Department Review Completed Dec 14, 2023 at 10:03 am		MP
	Storm Water Review Completed Dec 13, 2023 at 2:52 pm	<b>M</b>	
	Water/Wastewater Review In Progress		RW
	Water Supply Review In Progress		RW
	Building Inspector Approval for Agenda In Progress		
	ullet		
	First Ad Placement Completed Jan 03, 2024 at 12:02 pm		
	Placed on Agenda Completed Jan 03, 2024 at 12:03 pm		



#### Fire1 Department Review



Complete

Complete

Assignee

**Eric Tarpy** 

Due date



None

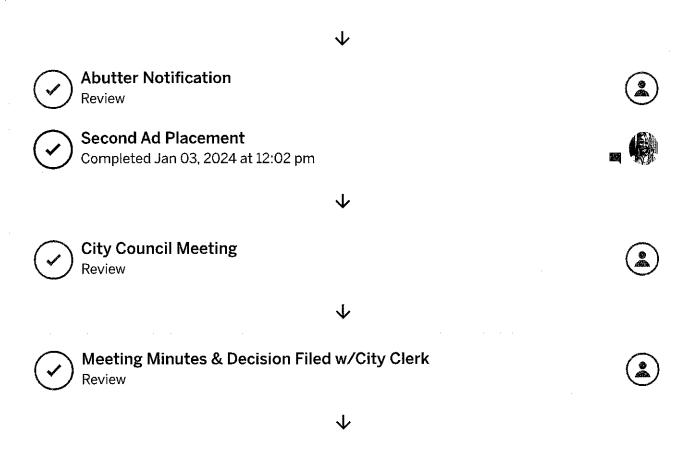


**Eric Tarpy** 

Remove Comment • Dec 14, 2023 at 8:01 am

applicant to keep current lot layout

This step was assigned to Eric Tarpy - Dec 13, 2023 at 2:47 pm Eric Tarpy approved this step - Dec 14, 2023 at 8:01 am



#### **Police Department Review**



Active

Became active a month ago

Assignee



Kevin Lynch 2

Due date



None



Kevin Lynch

Remove Comment • Dec 15, 2023 at 11:55 am

Currently there are 26 spaces to display cars for sale and 2 spaces or pre/post sale. 1 space for employee, 1 space for handicap, and 1 space customers. if rentals are allowed how many rental cars will be on the lot, and there should be additional spots for customer parking, please provide an undated floor plan as the lot allows for 31 total spaces. Additionally, there cannot be any vehicles within 5 feet of the structure.



#### Tes Mercedat

Remove Comment • Dec 15, 2023 at 1:42 pm

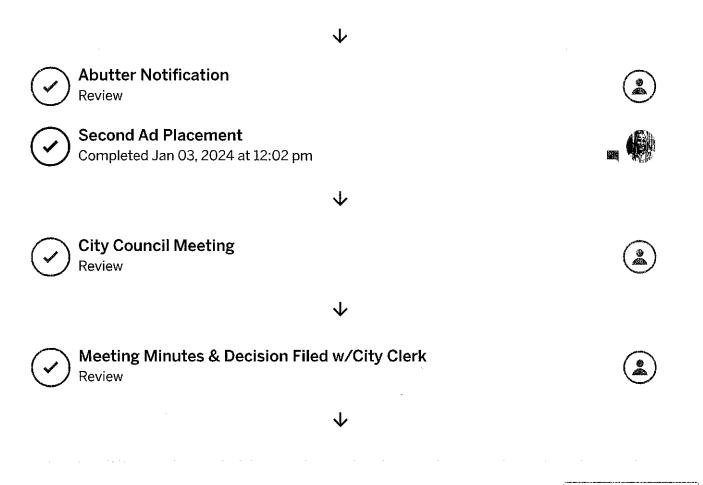
Kevin.

whatever number of rental vehicles that will be on the lot combine with for sale cars will not exceed the 26. when a customer comes to rent a car, it will take 10-15 minutes and they will be on their way. So i don't understand why you're asking for an update floor plan. As far as additional customer parking you're looking for, the lot has more open space for someone to park for short period of time. Also they are street parking on side of the street plus a public parking lot across the street. The plot plan that is attached with this request is the same one Tom, fire department, and you approved before. the 5' away the structure was added due a fire at a larger dealership that created a challenge for the fire fighters. Not only my plot plan meets that requirement, my structure is so small that would not be an issue for fire fighters. if you want to talk more about this feel free to call me at 978-377-0703.

thank you,

Tes

This step was assigned to Kevin Lynch - Dec 13, 2023 at 2:47 pm



**Storm Water Review** 



Complete

Assignee

Robert Moore

Due date





**Robert Moore** 

Remove Comment • Dec 13, 2023 at 2:52 pm

lot less than an acre; no site work proposed. C. 219 of the City Code would not apply.

This step was assigned to Robert Moore - Dec 13, 2023 at 2:47 pm Robert Moore approved this step - Dec 13, 2023 at 2:52 pm

Placed on Agenda Review	
ullet	
Abutter Notification Review	
Second Ad Placement Review	
4	
City Council Meeting Review	
<b>V</b>	
Meeting Minutes & Decision Filed w/City Clerk Review	
ullet	

IN CITY COUNCIL: December 19, 2023
VOTED that hearing be held on January 30, 2024
Attest:

Kaitlin M. Wightity Clerk





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

January 26, 2024

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

**RE: 2024 City Officer Appointments** 

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

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

- Christine Lindberg, Chief of Staff to the Mayor for one year
- Josselyn DeLeon-Estrada Deputy Chief of Staff to the Mayor for one year

I certify that in my opinion the people listed above are appropriate to serve the City in their appointed capacity based on their unique qualifications in the areas of education, training, and experience. I make these appointments solely in the interest of the City of Haverhill. These appointments are effective immediately and expire on December 31, 2024.

Very truly yours, Muliih & Bault

Melinda E. Barrett

Mayor

MEB/cml

Hearing February 27, 2004

WR#30682213-Foundation Ave.

Questions contact - Veasna Eang - 978-995-4819

12,1

### PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS

North Andover, Massachusetts

To The City Council
Of Haverhill, Massachusetts

Massachusetts Electric Company d/b/a NATIONAL GRID and Verizon New England, Inc requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

Foundation Avenue - National Grid to install 1 JO pole beginning at a point approximately 1092 feet Northwest of the centerline of the intersection of Foundation Avenue and Ward Hill Avenue and continuing approximately 20 feet in an East direction. National Grid to install pole 5-50 +/-1092 feet Northwest and 20 feet East of the centerline of the intersection of Foundation Ave. and Ward Hill Ave. in Haverhill, MA.

Location approximately as shown on plan attached.

Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as it may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked – Foundation Avenue - Haverhill, Massachusetts.

### No.# 30682213

Also, for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

Your petitioner agrees to reserve space for one cross-arm at a suitable point on each of said poles for the fire, police, telephone, and telegraph signal wires belonging to the municipality and used by it exclusively for municipal purposes.

Massachusetts Electric Company d/b/a	
NATIONAL GRID Dave Johnson	
ЗҮ	. 11
Engineering Department	<del>-</del>
VERIZON NEW ENGLAND, INC.	
3Y	
Manager / Right of Way	

## national**grid**

January 12, 2024

WR# 30682213 - Foundation Avenue

To the City of Haverhill, Massachusetts

To Whom It May Concern:

Enclosed please find a petition of NATIONAL GRID and VERIZON, covering joint NATIONAL GRID-VERIZON pole location(s)

WR# 30682213 – Foundation Avenue Install 1 JO pole # 5-50 Foundation Ave, Haverhill, MA

If you have any questions regarding this permit, please contact:

Veasna Eang 978-995-4819

Please notify National Grid's Jennifer Iannalfo of the hearing date / time to Jennifer.Iannalfo@nationalgrid.com

If this petition meets with your approval, please return an executed copy to each of the above-named Companies.

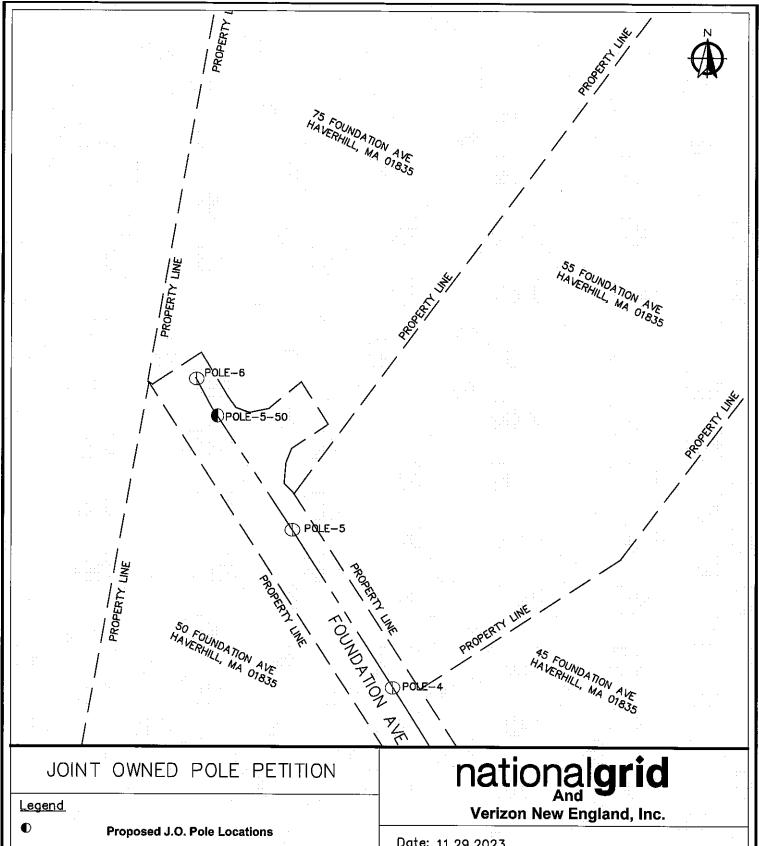
National Grid: Jennifer Iannalfo, 1101 Turnpike Street; North Andover, MA 01845 978-725-2308.

Very truly yours,

Dave Johnson

Dave Johnson Supervisor, Distribution Design

**Enclosures** 



Φ

**Existing J.O. Pole Locations** 

**Existing Overhead Conductors** 

Nationalgrid to install pole 5-50 + /- 1092Northwest and 20' East of the centerline of the intersection of Foundation Ave and Ward Hill Ave.

DISTANCES ARE APPROXIMATE

Date: 11.29.2023

Work Request

Number:

30682213

To Accompany Petition Dated:

To The: Town

Of Haverhill

For Proposed: JO Pole:5-50 Location: Foundation Ave

CCSp 24-2

February

Robert D. Harb

ATTORNEY AT LAW 40 KENOZA AVENUE HAVERHILL, MASSACHUSETTS 01830 (12.1.1)

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

January 8, 2024

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

Re: APPLICATION FOR A MAJOR PLAN APPROVAL

FOR A MIXED USE -

2 Commercial Units And 8 Residential Units 38-42 Washington Street, Haverhill, MA Haverhill Assessor's Map 309 Block 1 Lot 16

38-42 Washington Street LLC, Owner, hereby applies to the City Council for a Major Plan Approval under the terms and provisions of the Haverhill Zoning Ordinance Chapter 255 to convert two upper level floors in the existing building located at 38-42 Washington Street into 8 residential units while maintaining 2 Commercial/Retail Units on the first floor for the above mixed use project

The property is located in the Subzone D of the Downtown Smart Growth Overlay District. Upon further review, the site is also located in the WD-A Waterfront District Subzone. This mixed use is permitted by right in the WD-A Overlay District. There are no dimensional regulations for Sub-Zone A except the maximum height of the building shall be 74 feet and the building shall have six stories maximum.

The units will be rented.

The lot and the building are prior existing.

Because there are no parking spaces with this property, required Parking Spaces will be provided by lease in property located at 27 Essex Street, Haverhill, MA. See letter from the Owner filed with this Application.

This E Filed Application is accompanied by:

Site Plan and Architectural Floor and Building Plans; A Legal description of said Premises; Applicant is aware that this Application is subject to the Affordable Requirement required in the Downtown Smart Growth District, which Applicant believe to be 2 affordable units for this project. Although Applicant had been advised that the City currently exceeds the 10% Affordable Housing requirement and that waivers of this requirement for this District have been granted in the past, Applicant is not requesting a waiver. The remaining residential units will be market rate rental housing.

Applicants would respectfully request the City Council grant this Application for a Major Plan Approval for the requested Mixed Use.

Applicant waives the 65 day hearing requirement.

Respectfully submitted,

Robert D. Harb, Attorney For Applicant

38-42 Washington Street, LLC

Rob Landry, Manager

L-city-38-42 Washington Street LLC-Application-2023

### DESCRIPTION 38-42 Washington Stret, Haverhill, MA

The land in said Haverhill, MA, with buildings thereon, situated on the Southerly side of Washington Street, bounded and described as follows:

Beginning at the Northeasterly comer thereof at a point by said Washington Street and by land now or formerly of Mosher, directly opposite the center of the brick wall at the Westerly end of the brick block on said Mosher land; thence running SOUTHERLY through the center of said brick wall and onward without deviation from a straight line about 75.15 feet to a point in the middle line of Phoenix Row, so-called, a way running South of and parallel with, said Washington Street, by land of Sapareto, formerly of Pentucket Saving Bank, thence WESTERLY, along said middle line of said Phoenix Row, by said land of Sapareto, 44.58 feet to a private way, thence NORTHERLY along said private way, 75.18 feet to said Washington Street; and thence EASTERLY, by said Washington Street, 44.67 feet to point beginning.

Together with and subject to all rights and agreements referenced in deed to 38-42 Washington Street, LLC recorded in Book 38126 Page 477.

Being the same premises described in deed recorded with Essex South District Registry of Deeds in Book 38126 Page 477.

P.O. BOX 1096 LOWELL, MA 01853-1096

January 10, 2024

City of Haverhill 4 Summer Street Haverhill, MA 01830

Re: Four Points Property Management Parking Request

To whom it may concern,

We are currently in conversations with Four Points Property Management regarding a long-term parking lease in our lot located at 27 Essex Street. They currently are renting several parking spaces from us for use for their employees. We have agreed to an initial 5-year term with the option to renew within 90 days prior to the expiration of the existing term. This agreement will be for 8 parking spaces.

Please feel free to contact me with any questions you may have.

Thank you,

Markos D. Zygouris, Trustee

Much & Zyr

978-807-7939



Active

Request Changes (/#/explore/request-changes/167712)

:

CCSP-24-2

# Details Submitted on Jan 16, 2024 at 7:57 pm Attachments 13 files Activity Feed Latest activity on Jan 17, 2024 Applicant Robert Harb Location 38 WASHINGTON ST, Haverhill, MA 01832 View ▼ Edit Workflow



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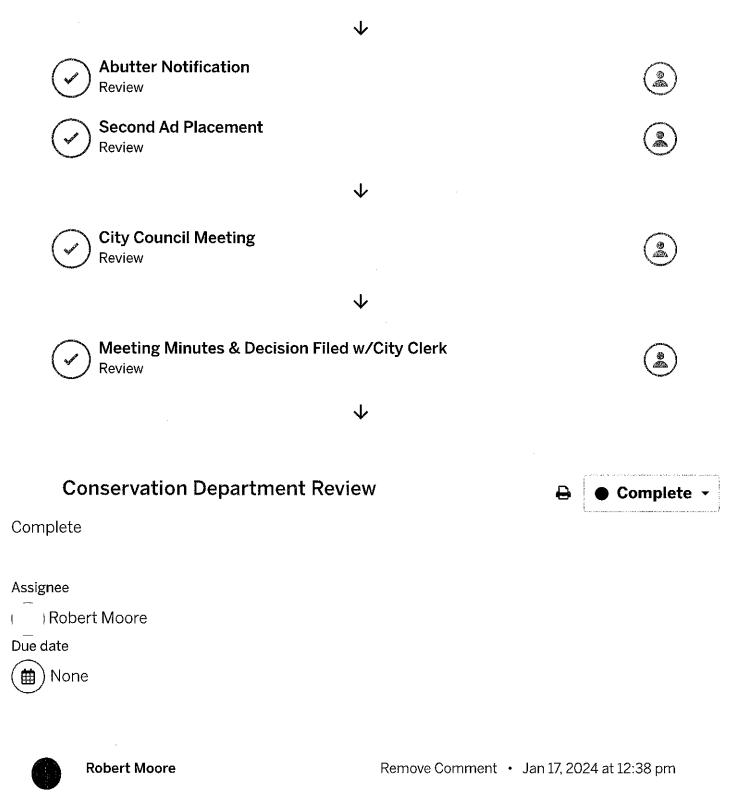




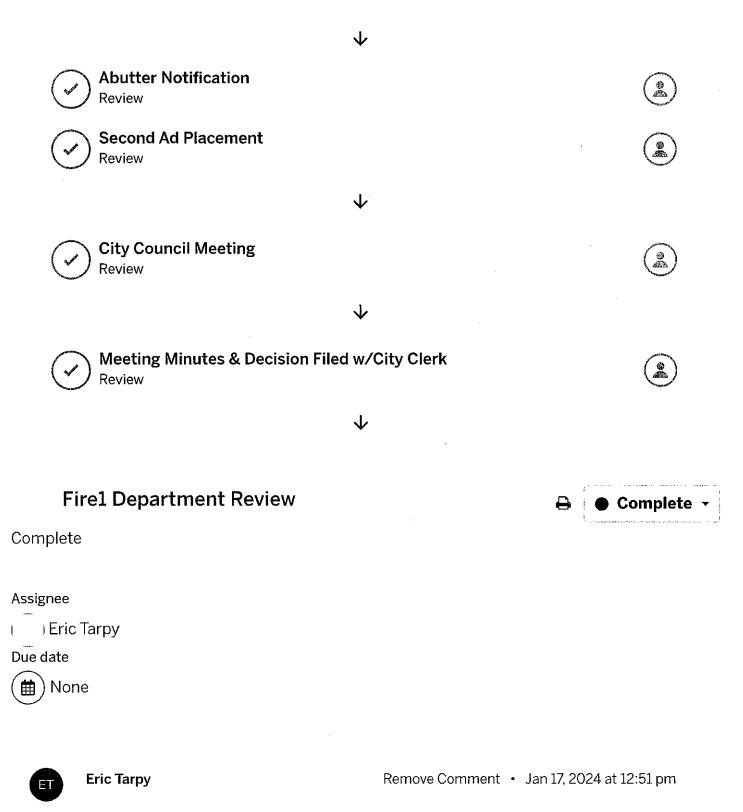


**City Council Admin Notified** 

Completed Jan 17, 2024 at 2:07 pm		LB							
Assessor for Abutter's List Completed Jan 17, 2024 at 1:37 pm		(CW)							
Conservation Department Review Completed Jan 17, 2024 at 12:38 pm									
DPW Review In Progress		(EW)							
Engineering Department Review In Progress		JP.							
Fire1 Department Review Completed Jan 17, 2024 at 12:51 pm		ET							
Fire2 Department Review Completed Jan 17, 2024 at 3:23 pm									
Health Department Review In Progress		MT							
Police Department Review In Progress		KL							
School Department Review Completed Jan 17, 2024 at 12:25 pm		MP							
Storm Water Review Completed Jan 17, 2024 at 12:39 pm									
Water/Wastewater Review In Progress		PW)							
Water Supply Review In Progress		RW							
Building Inspector Approval for Agenda In Progress									
<b>↓</b>									
First Ad Placement Review									
Placed on Agenda Review									



n/a. property is within the area of reduced flood risk due to the downtown floodwall levee.



Fire Dept. will require that Fire Protection systems be evaluated/upgraded/replaced to protect the proposed use.

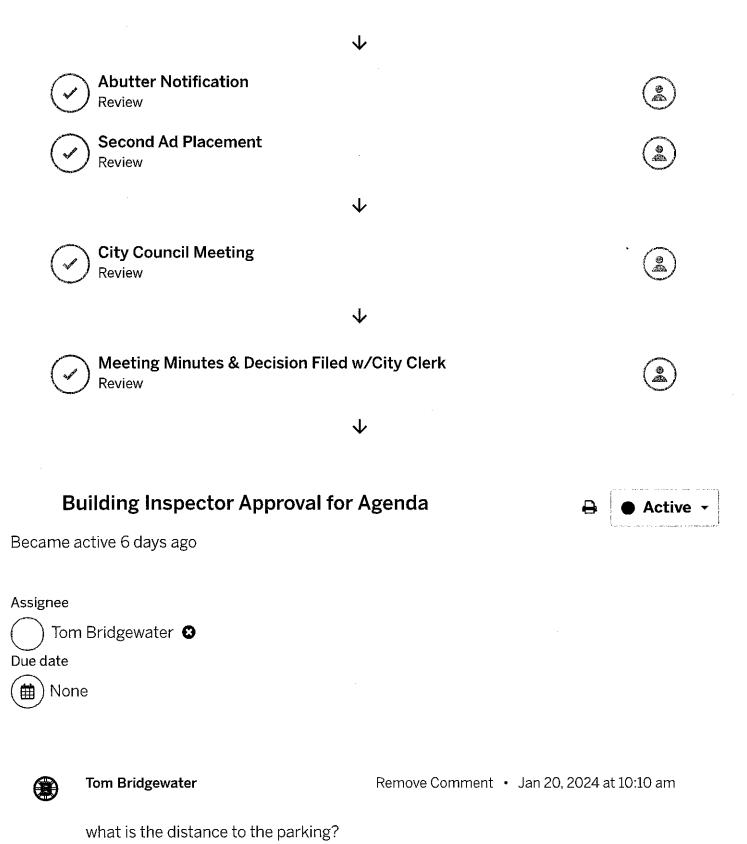
Trash plan must be acceptable to Fire Dept.

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,  $9^{th}$  edition, shall be made in accordance therewith. (527 CMR 1.04(4) and 780 CMR 101.2). Additionally, 780 CMR (901.2.1) Document Submittal Process will be required.

Plans approved by the fire department are approved with the intent they comply in all respects to MSBC, 780 CMR 527 CMR 1.00, NFPA 1 2021 Ed., 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.

This step was assigned to Eric Tarpy - Jan 17, 2024 at 12:16 pm Eric Tarpy approved this step - Jan 17, 2024 at 12:51 pm



This step was assigned to Tom Bridgewater - Jan 17, 2024 at 12:16 pm

Austin eliminated parking requirements for new developments to make the city more affordable and sustainable. Several cities have followed Austin's example and successfully repealed parking minimums for new developments. Here are some notable examples:

Downtown Haverhill already has a parking garage, and another is being built in the coming years. It also has a train station and a bus station downtown.

Several cities have followed Austin's example and successfully repealed parking minimums for new developments. Here are some notable examples:

**Oregon Cities:** Various cities in Oregon, including Beaverton, Salem, Albany, Tigard, Portland, and Bend, have eliminated parking requirements. This decision was influenced by the state's policy to lift parking mandates statewide for properties near transit corridors and rail stations. In Tigard, the change was particularly beneficial for small businesses, as it removed the burden of providing excessive parking.

**Burlington, Vermont:** Burlington replaced its minimum parking requirements with parking maximums, extending a downtown-focused ordinance to the entire city. This was part of an effort to ensure that the city only has the parking it needs, rather than an excess.

**Bend, Oregon:** Bend, Oregon, removed its parking minimums to reduce housing costs, lower vehicle emissions, and promote walkable communities. This policy was seen as a significant step towards sustainable urban development.

**Chicago and Washington, D.C.:** These cities have reduced parking requirements, particularly in areas targeted for transit-oriented development. The motivation includes economic and environmental considerations, such as reducing housing costs and encouraging sustainable, walkable development.

Minneapolis and St. Paul (Twin Cities): The elimination of parking minimums in Minneapolis and St. Paul has led to a decrease in the construction of parking spaces in new developments, thereby increasing housing affordability and improving city design. Developers have shown a willingness to build fewer parking spaces than previously required, which has allowed for more flexible urban planning and development.

**Sandpoint, Idaho:** Sandpoint took a significant step by removing parking minimums, which has changed the trajectory of the city's development, indicating a move towards more sustainable and economically feasible urban planning.

These examples demonstrate a growing trend among cities to reconsider traditional parking requirements in favor of more flexible, sustainable, and economically viable urban development strategies. The success stories from these cities highlight the potential benefits of such reforms, including improved housing affordability, enhanced urban design, and reduced reliance on vehicles.

Downtown Haverhill already has a parking garage, and another is being built in the coming years. It also has a train station and a bus station downtown as well so it is set well for this growing trend.



# Haverhill

Haverhill Historical Commission, Room 309 Phone: 978-374-2344 Fax: 978-374-2332 aherlihy@cityofhaverhill.com

January 3, 2024

Brona Simon, Historic Preservation Officer Massachusetts Historical Commission 220 Morrissey Boulevard Boston, MA 02125

RE: The Adams Building, 38 Washington Street, Haverhill • Massachusetts Historic Rehabilitation Tax Credits

Dear Secretary Galvin:

I am writing to you to express the support of the Washington Street Shoe Historic District Commission for 38-42 Washington Street's application for Massachusetts Historic Rehabilitation Tax Credits for the Adams Building at 38 Washington Street in Haverhill.

The Adams Building is a three-story Italianate style commercial building located in downtown Haverhill. The brick building features an eight-bay wide symmetrical sandstone façade divided by a center pier that extends through second and third levels and two end piers extending the full height of the building. At the center of the building a one-story four-bay wide storefront system is recessed from the plane of the façade. The fenestration of the upper levels is formed by eight bays of regularly set two-over-two double hung sash windows. The second level windows have carved sandstone sills and lintels. Above the arched third level windows is the name "Adams Building" carved in sandstone. Capping the entire façade in the cornice are decorative carved sandstone swags that run between lion's heads that top the three piers.

The Adams Building was constructed in 1882 for the manufacturing of shoes and shoe related industries following the Great Fire of 1881 that destroyed a majority of the city's shoe manufacturing district. Designed by architect Josiah M. Littleton, this strucutre was constructed by mason S. F. Foster of Maine. The building is located in the Washington Street Shoe National Register Historic District (HVR.C). Designated in 1976, the district extends along Washington Street between the railroad tracks to the west and Washington Square to the east.

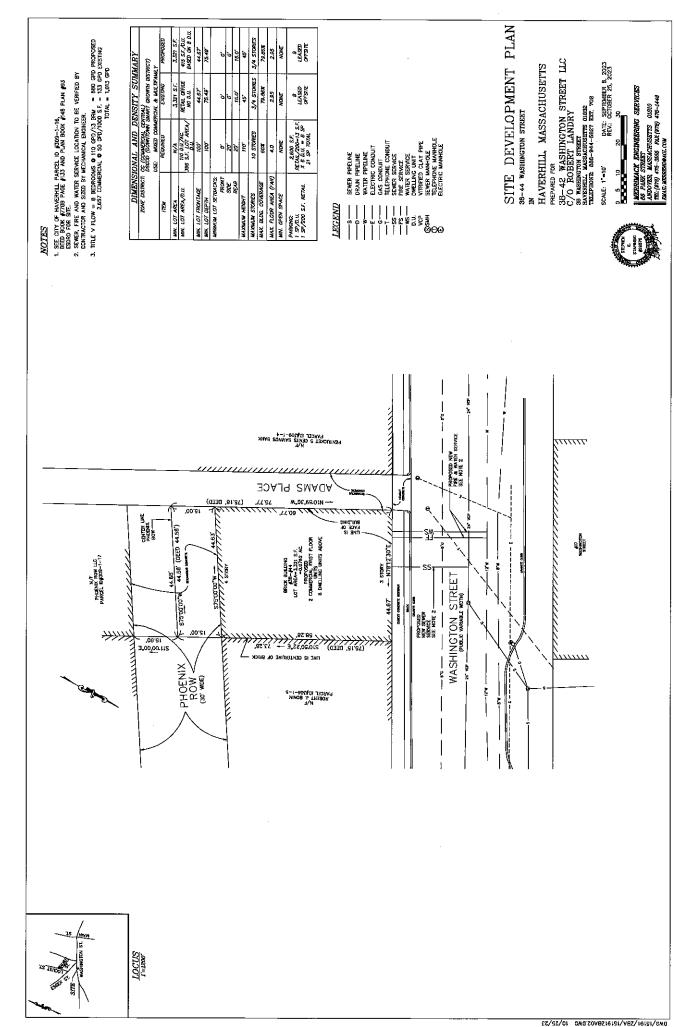
The project will involve the rehabilitation of the commercial and office building for continued commercial units and new residential use. On the exterior, the masonry will be rehabilitated to meet the *Secretary of Interior's Standard*. As proposed, new residential units will be created within the building while preserving the key interior and exterior architectural finishes and flourishes.

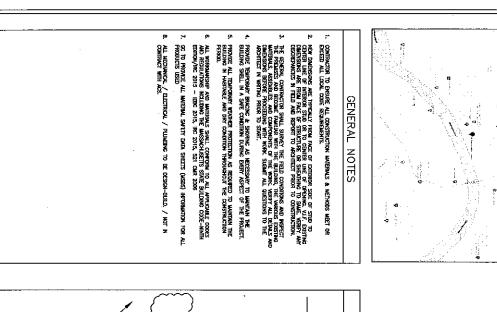
The Washington Street Shoe Historic District Commission strongly encourages your favorable consideration of the application for state historic tax credits for this important project.

Sincerely,

Andrew K. Herlihy, Local Historic Preservation Officer, and

Administrator for the WASHINGTON STREET SHOE HISTORIC DISTRICT COMMISSION

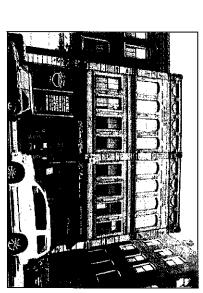






38 WASHINGTON STREET HAVERHILL, MA

HISTORICAL RENOVATION

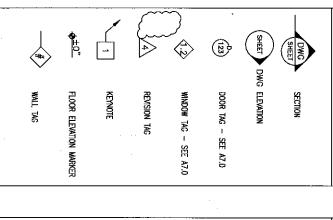


ÄΑ

PROJECT TEAM

ROB LANDRY
FOUR POINTS PROPERTY WANAGEMENT
30 WASHINGTON STREET
HAVERHILL MA 01832
WHIN: 888-944-5827 X702

ARCHITECT DAIL: ROBOFOURPOINTSPM.NET



FLOOD CONSULTING STACY FLOOD, P.E. SE LURREL DREYE HAUSSON, MA 01749 TEL: 978-582-6849 FAC: 978-582-6846 EMAIL: SRFLOOD@MERIZON.NET

STRUCTURAL ENGINEER

EPSILON ASSOCIATES, INC 3 MILL & MAIN PLACE, SUITE 250 MAYNARD, MA 01754 TEL: 978—897—7700 BMAIL: BMCGLAUFUNBEPSILONASSOCIATES.COM

AR CONSTRUCTION MASONRY, INC 41 STALL BROOK ROAD MLFORD, MA 01757

REFERENCE ONLY

DRAWN LAST 12-27-23

SSUE DATE 12-27-23 CD 100%

RAWN BY

×

MASONRY CONTRACTOR

HISTORICAL CONSULTANT

GENERAL TIJO TITLE SHEET TIJO CODE STUDY TIJO RENODANG TABLE OF CONTENTS

LITION.

DIAGRAMMITIC SITE PLAN — FOR REPERRICE ONLY
BASELERI FLOOR PLAN
REST FLOOR FLOOR
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RE

2304

CHECKED BY

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WINDOW SHOP DRAWINGS
I ITTLE SHEET
2 SCHEDULE
5 DETAILS

THIS DRAWING SCALE IS BASED ON PRINTING AT 11X17

38 WASHINGTON ST. RENOVATION 38 WASHINGTON STREET HAVERHILL, MA

TITLESHEET

ArchitecturalConsultingServices, LLC
415 Pawfucket St. #1, Lowell, MA Jay R. Mason, AM. LEED
FRI: 978.499.2004 Fax: 775.254.5097
Email: jay@ACSLOWELLCOM

THIS DRAWING SCALE IS BASED ON PRINTING AT 11X17				Existing Building Area:	Proposed: Proposed work shall be a separated mixed use occupancy in accordance with Section 5984, IBC.  Basement: Utility (NO CHANGE) First Floor: B, Business, salon, wine store (NO CHG.) Scood Floor: R-2, apartments  Third Floor: R-2, apartments		uenre is separated mixed use occupancy in with Section 508.4, IBC. Utility	n affer and sommusuos	an Lourawy.  er IEBC §301.1. Level 3 alteration with a change of occupancy  III3 – combastitic	ndows.	rioyee, to hanks of to tumpless knowating of the change second gate time from our air consulig intererse.  structure third four grew apartment utilist. Renovation work will consist of:  Construction of (8) single bedroom apartment units which will include a new full kitchen, bathroom, living area, and some clustes.  Ecclosing the existing interfor staff to fire separates it from the new apartment thats.		sprinkled in compliance with Section 903.3.1.1, IBC. speci with a fire alarm and detection system in compliance with Section 907.1	regulation (24) Cinto 87.4.1 Existing multiple Diretimgs, 8-2. Existing buildings) and profit v. [43] §96.  • M.G.L. Ch. [48] 26G.		) – National Electrical Code with	ns (248 CMR)	¿ Code (780 CMR), 9th Edition (2015 IBC and 2015 IEBC with partian Code, 2021 IECC as amended, 225 CMR 23	Little Datab Summart.  38-44 Washington Street Building Address: Haverhill, Massachusetts 01832 Applicable Codes and Remisrians:	
Corridors: 0 hours	AL SE	Procurior Bearing Walls: 2 bours, Table 721.1(2), IBC Interior Bearing Walls: 0 hours Staff Enclosure: 1 hour, Table 721.1(2), IBC and UL Design U-305 Shaft Enclosure: 1 hour, Table 721.1(2), IBC and UL Design U-305 Shaft Enclosure: 1 hour, Table 721.1(2), IBC and UL Design U-305	Fire Resistance Ratings:	Required fixers within residential building containing multiple dwellings:  Washing Machine Connection 1 required = 1 provided	Plumbing Fritures: per 248 CMR   Required fixences per dwelling (Residential use – multiple dwellings):   Required fixences   required     provided     Lavatories   required     provided     Sitowers/Baths   required     provided     Kitchen Sink   required     provided	Vertical exits and exit passageways: Class C Exit access corridors: Class C Other rooms and enclosed space: Class C	renova 2, Resid	Total Renovated Area Occupancy: 22 people total	Building Occupancy: (only fur area of renovations) Third Floor Occupancy: 2162/200 = 11 people Third Floor Occupancy: 2162/200 = 11 people	Existing floor area: 2,550 sf < all areas indicated above	ig Area (Table 506.2); ory (SM) with B use: ory (SM) with k-2 use:	Sprinkled (5) with B use:  4 stories above grade  5 prinkled (5) with R-2 use:  5 stories above grade  Existing building:  3 stories above grade	Allowable Building Height: Toble 504.4).  Allowable Building Height: 45°-0" +/- (field verify)	Allowable Building Height and Area:	ns:	First Floor Renovations:         200 st           Second Floor Renovations:         2,465 sf           Third Floor Renovations:         2,465 sf		Total Building Area: 9,795 sf+/- Area of Renovations:	Total Piort Area: 2,465 sf +/- Total Floor Area: 2,465 sf +/- Total Total Floor Area: 2,465 sf +/-	ea:
	T1.1	JOE NO. 2304	CHECKED BY	DRAWN BY	ISSUE DATE 12-27-23 DRAWN LAST 08-25-23	CD 100%	38		WASHINO RENOV 38 WASHING HAVERH CODE	ATI TON:	ON Street AA		<b>Archit</b> 415 Pawi Ph. 978.489.2	ucket	S†. #	Cons 1, Lowe 775.254	ell, MA	A Jay R	VICES, . . Mason, . ayéacslowei	IA, LEED AP

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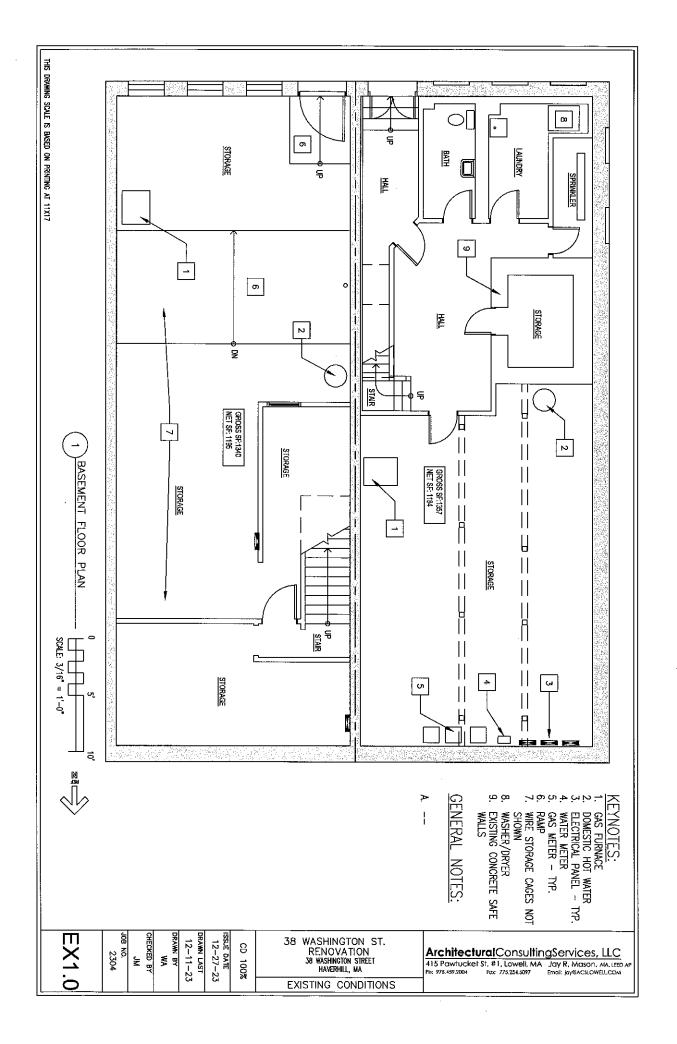
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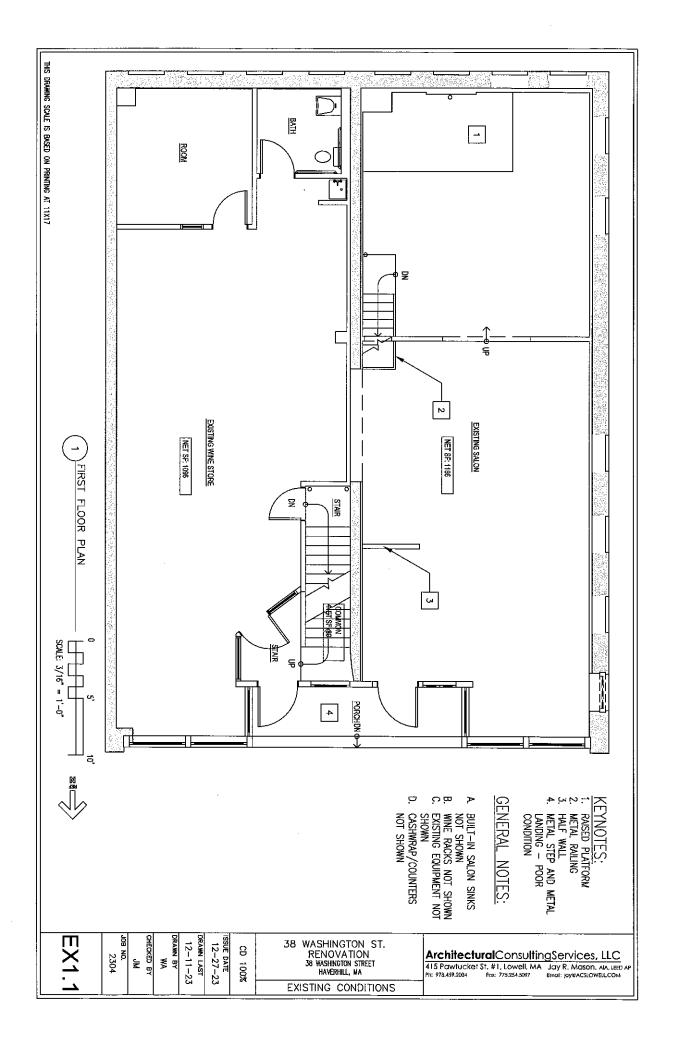
38 WASHINGTON ST. RENOVATION 38 WASHINGTON STREET HAVERHILL, MA

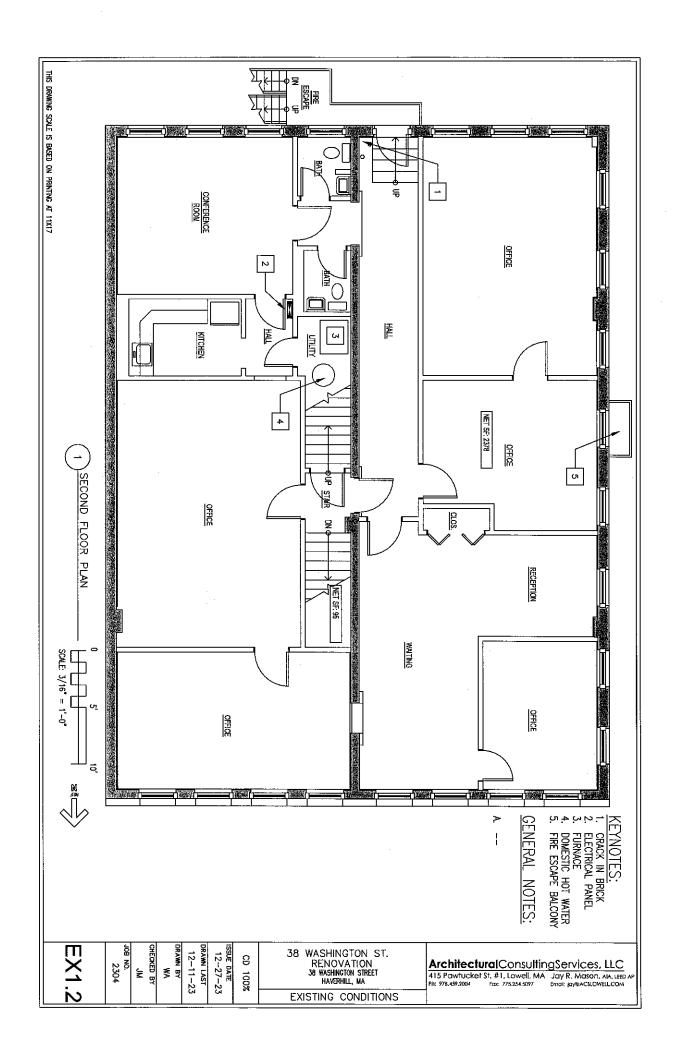
RENDERING

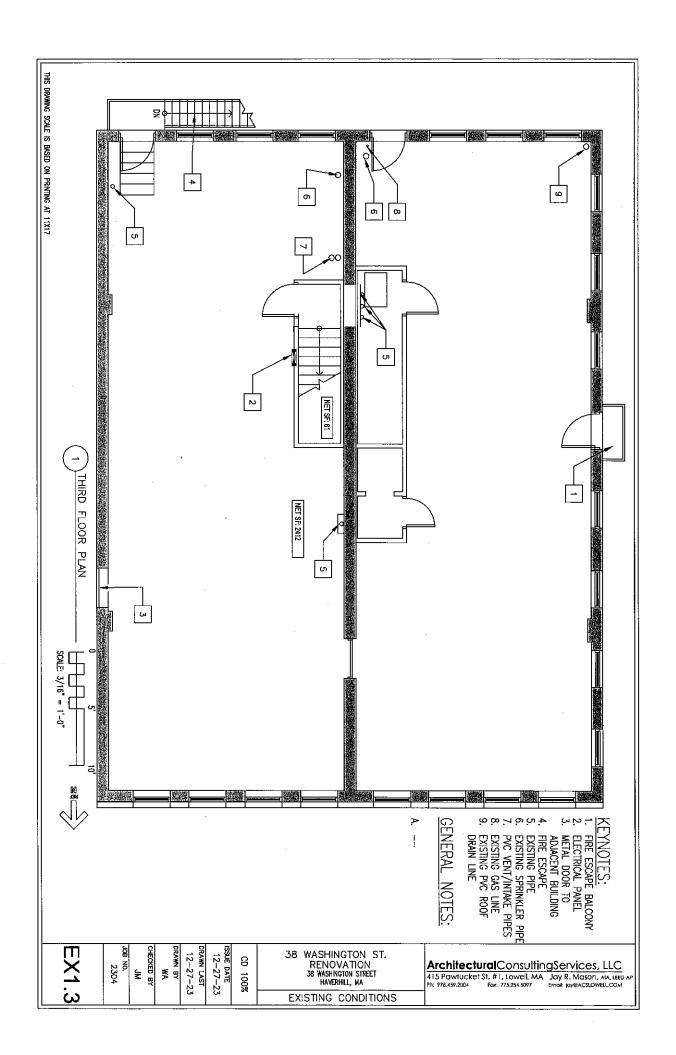
ArchitecturalConsultingServices, LLC

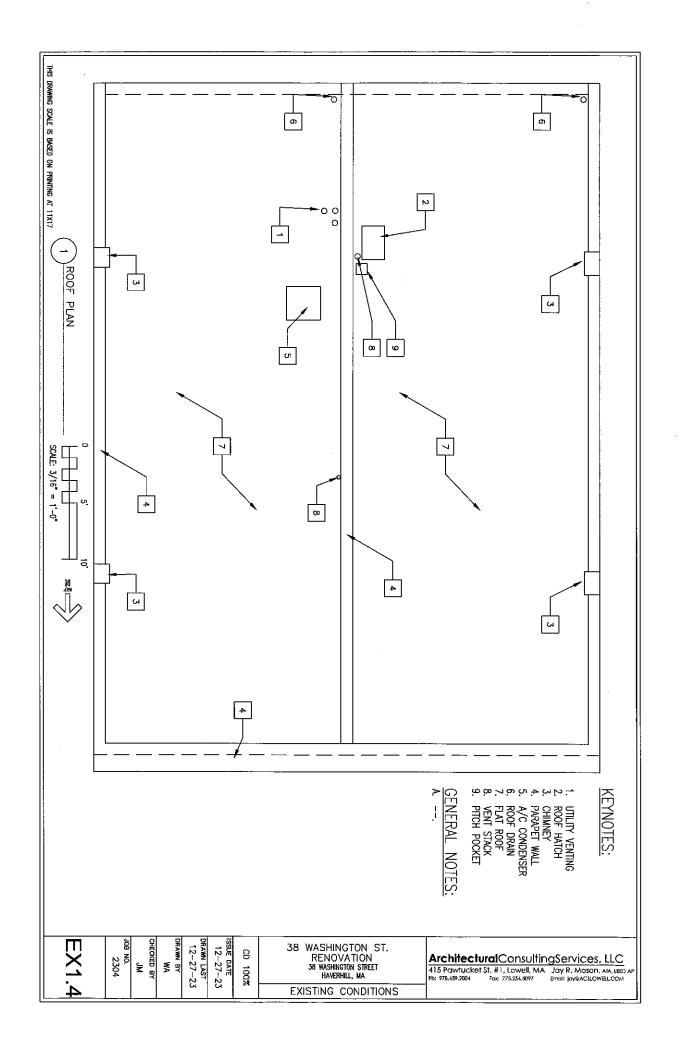
415 Pawfucket St. #1, Lowell, MA Jay R, Mason, AA, LEED AP
FIN: 978.459,2004 Fax: 775.254.5097 Email: Jay8ACSLOWELLCOM

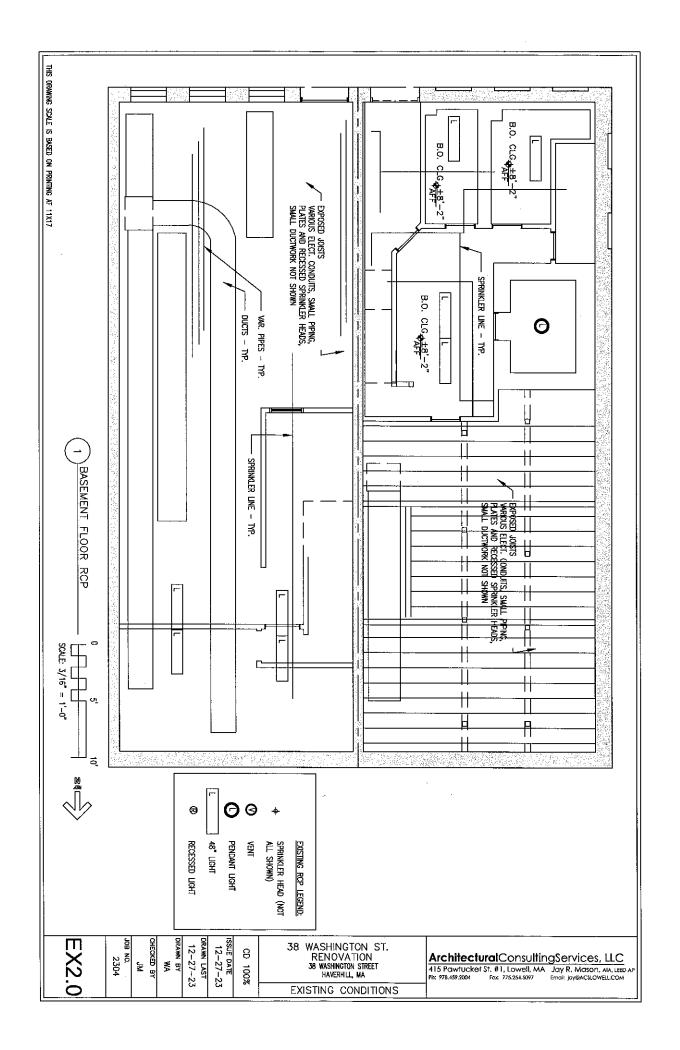


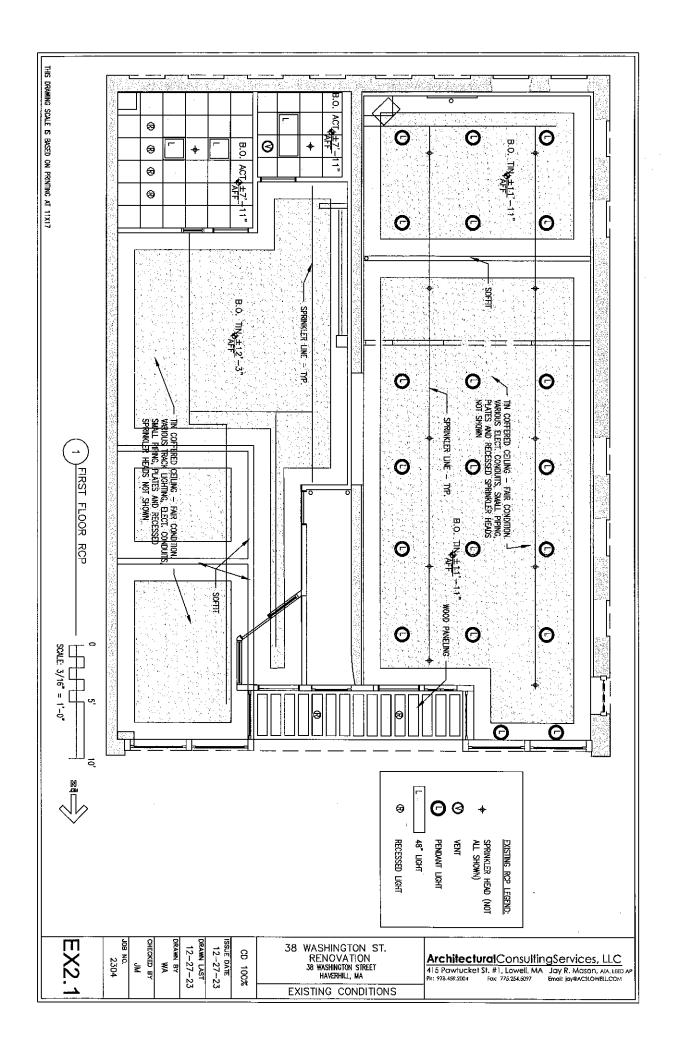


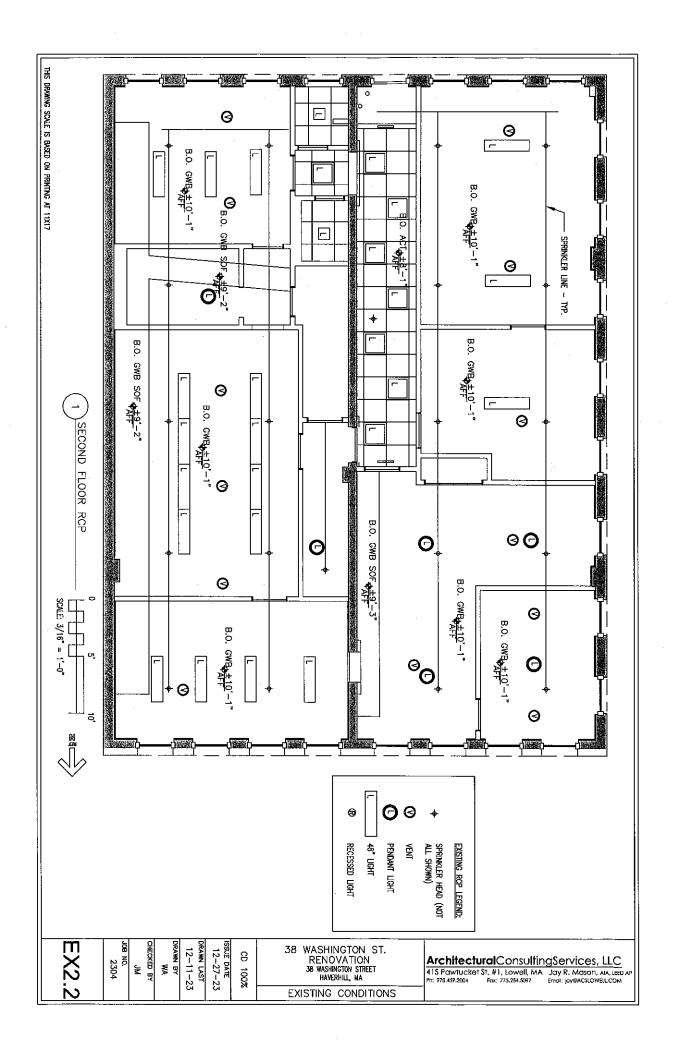


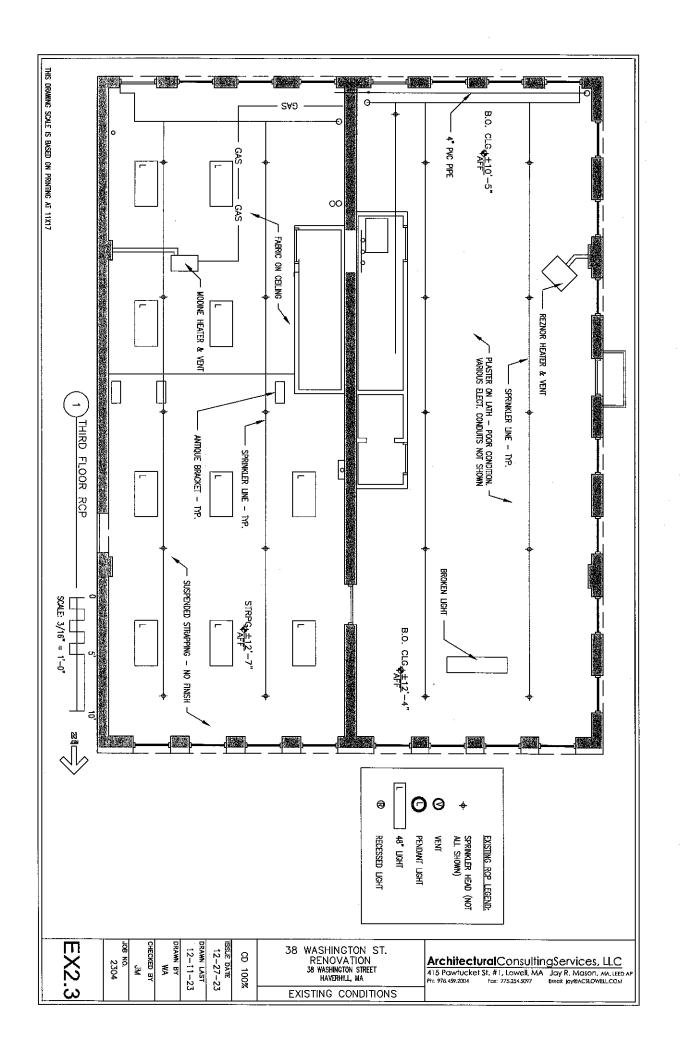


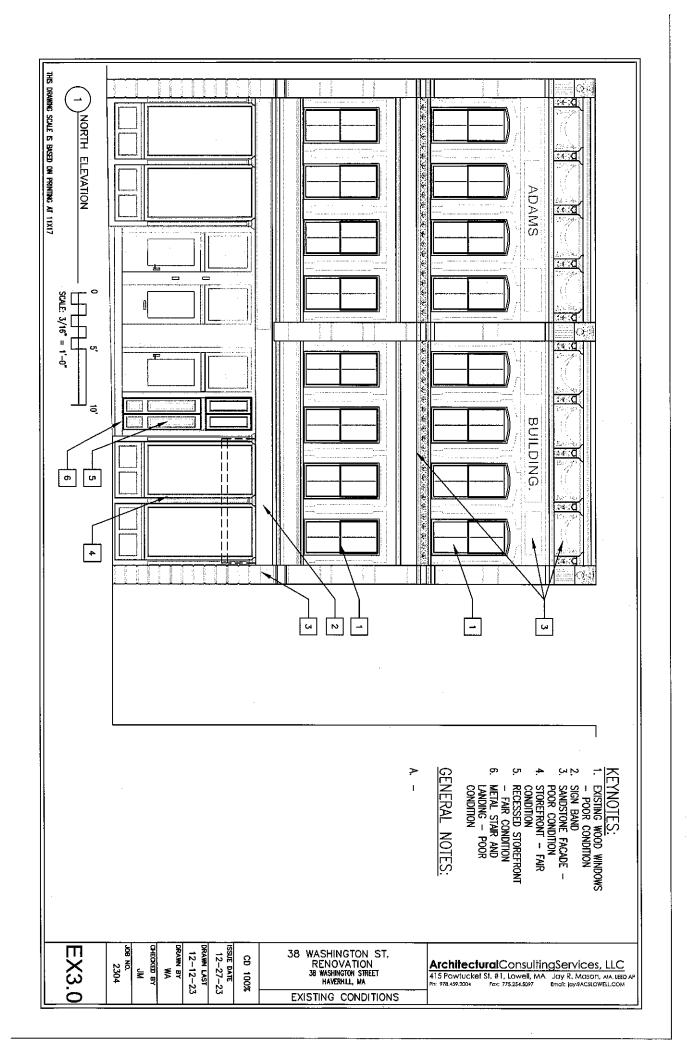


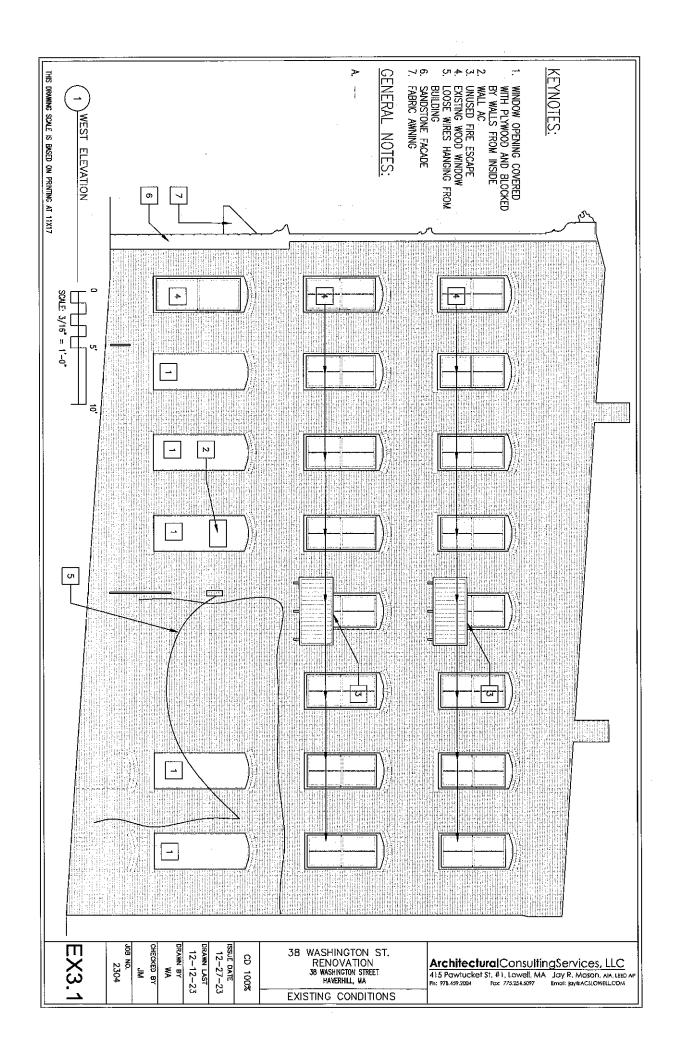


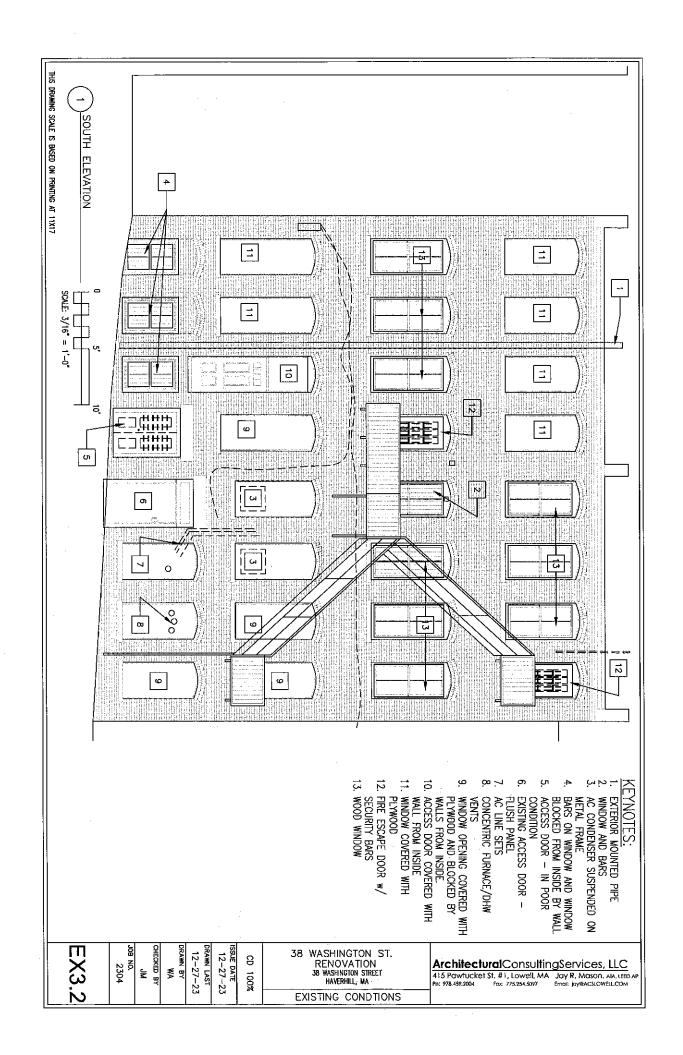


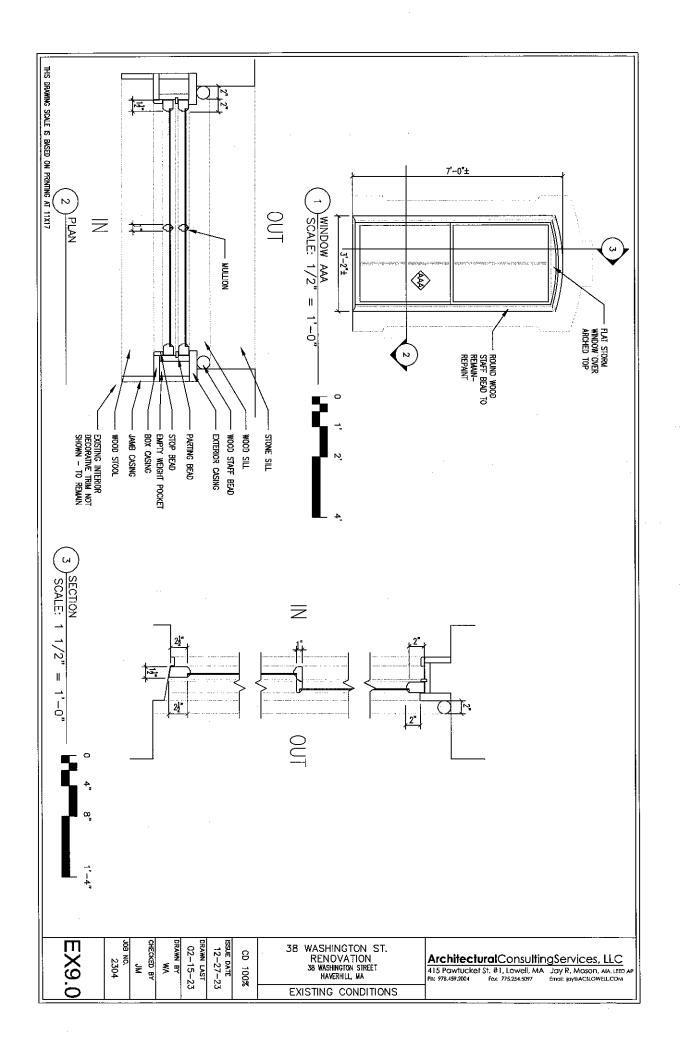


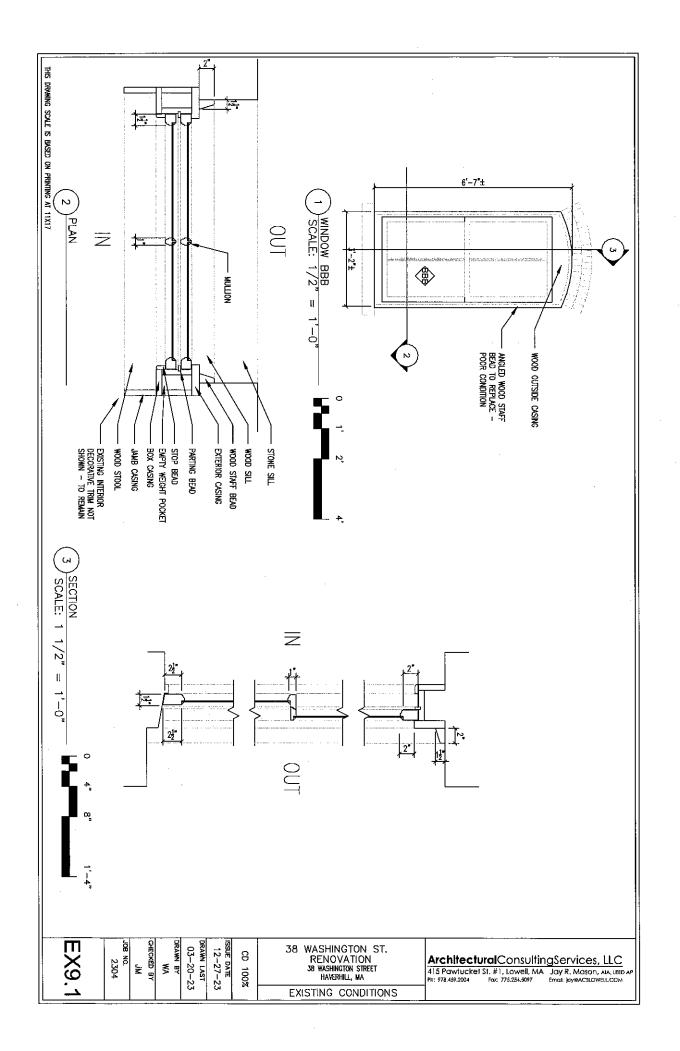


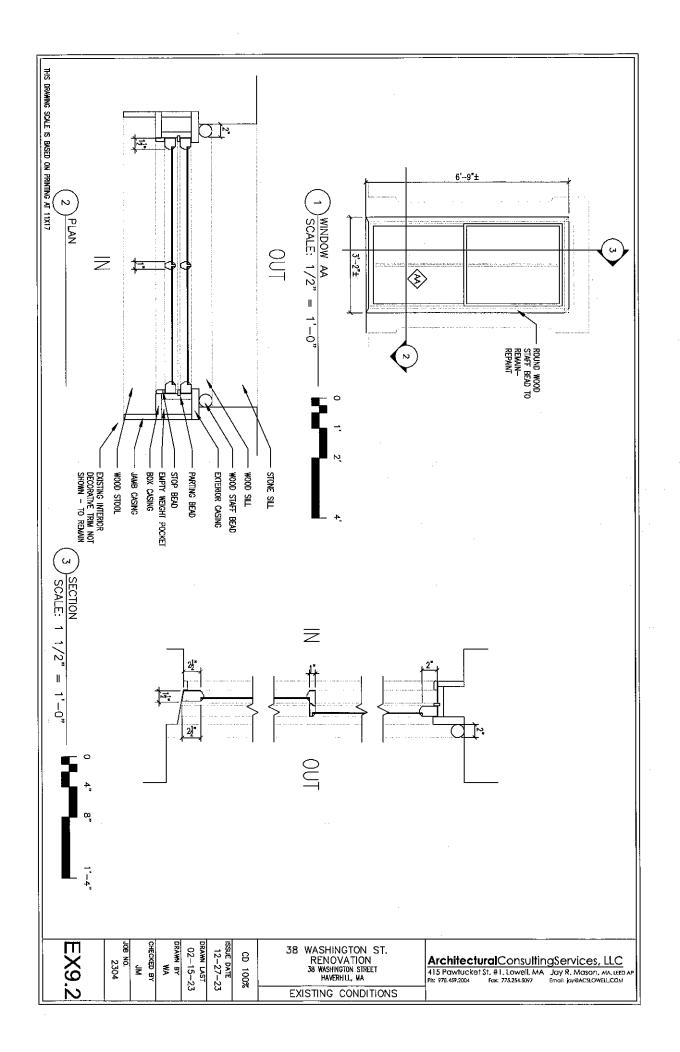


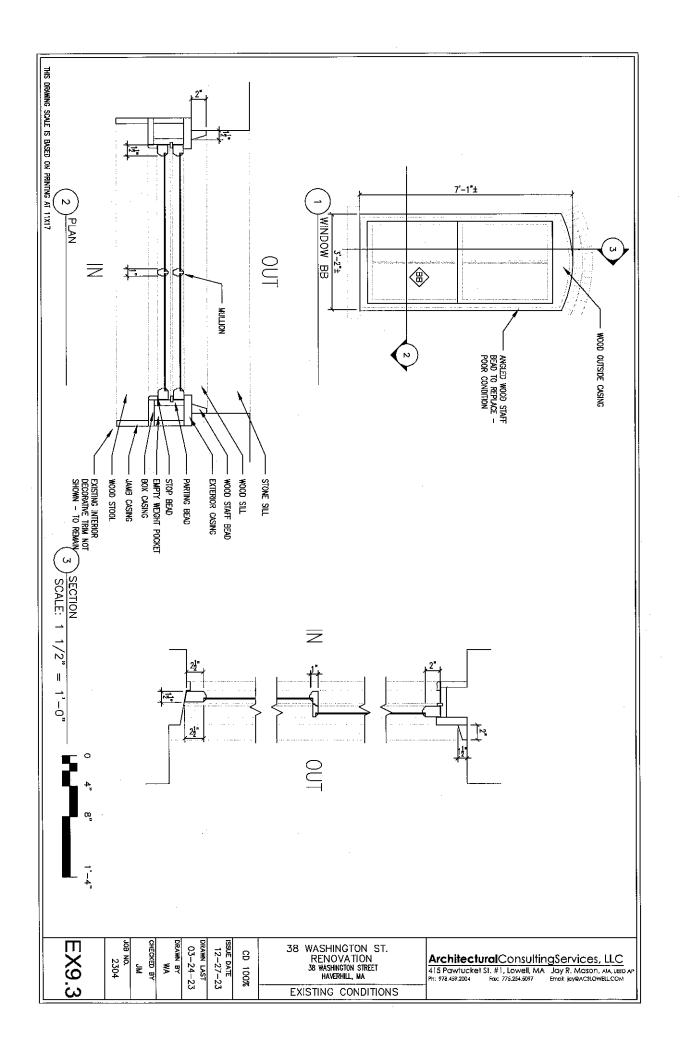


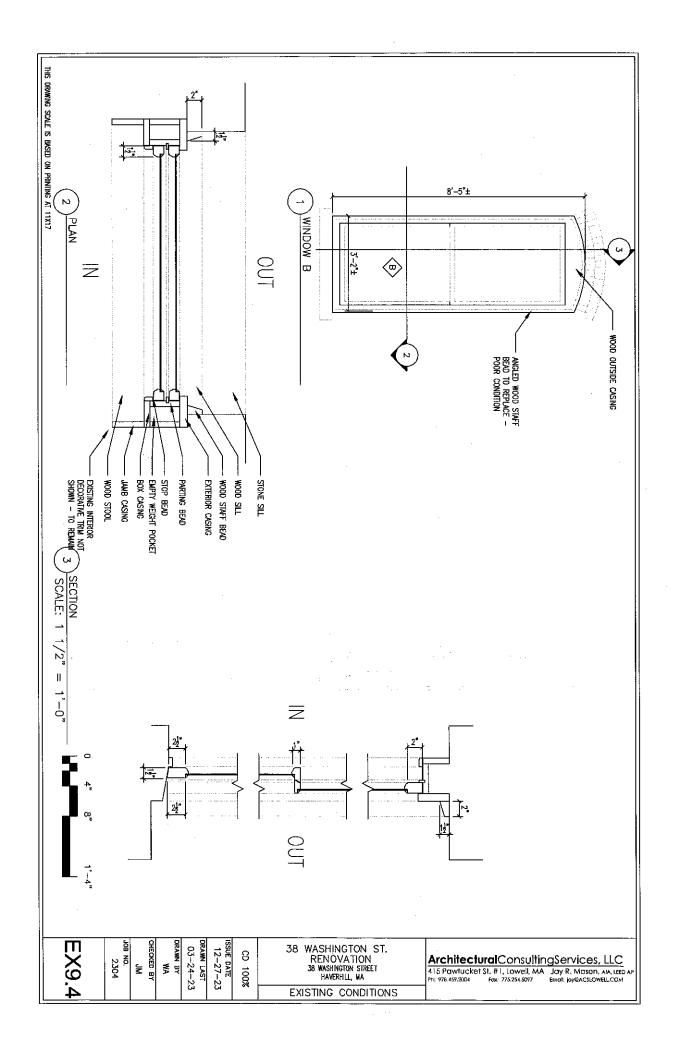


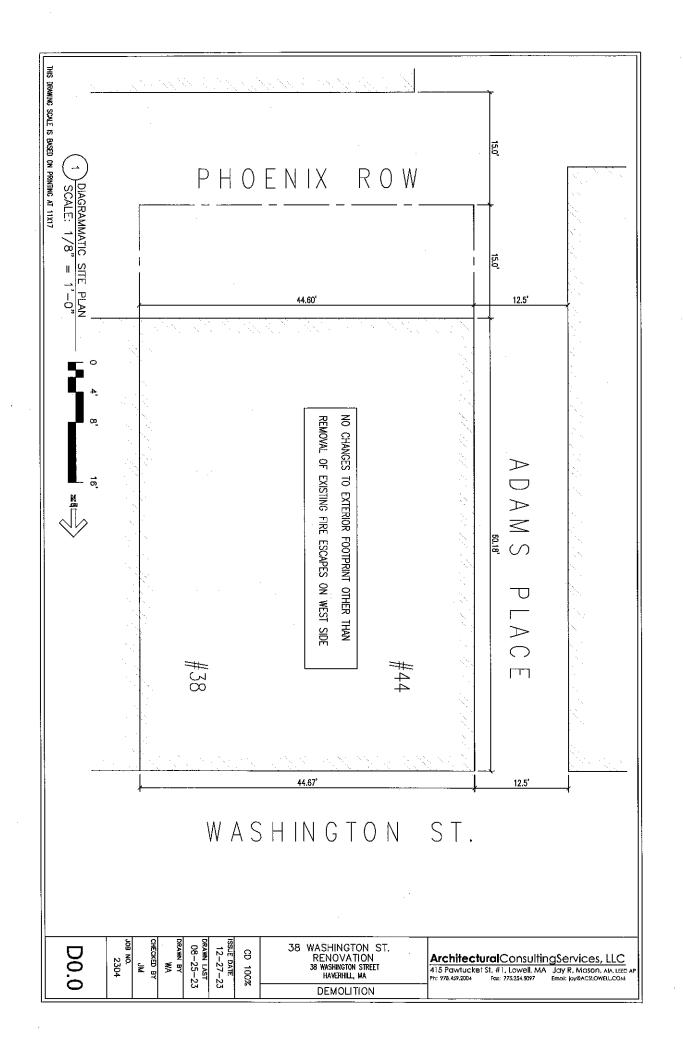


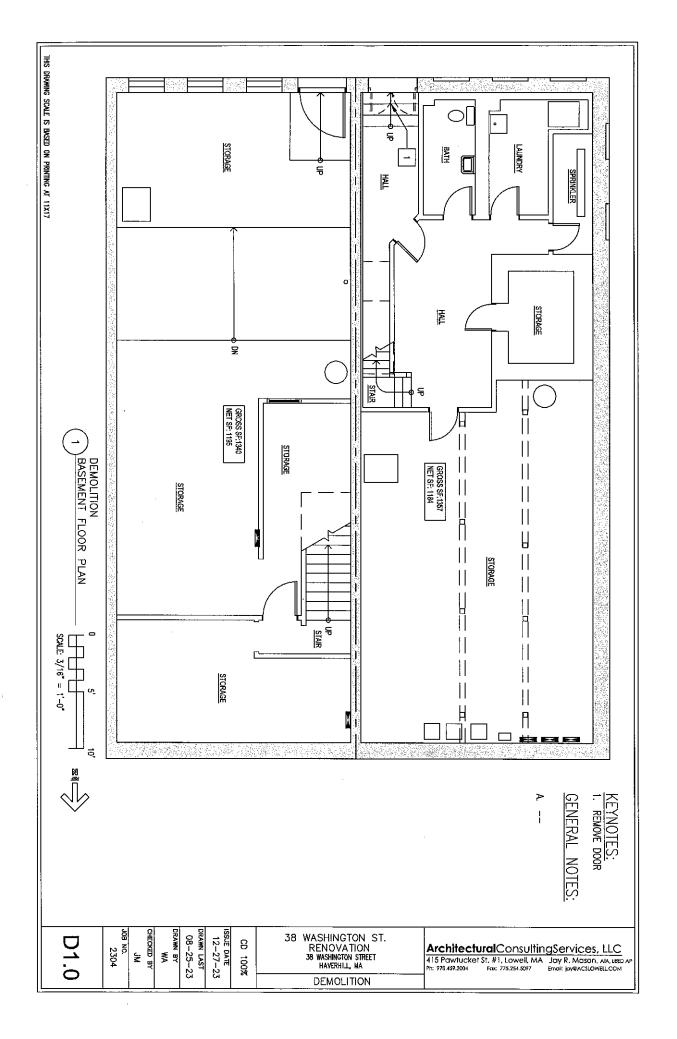


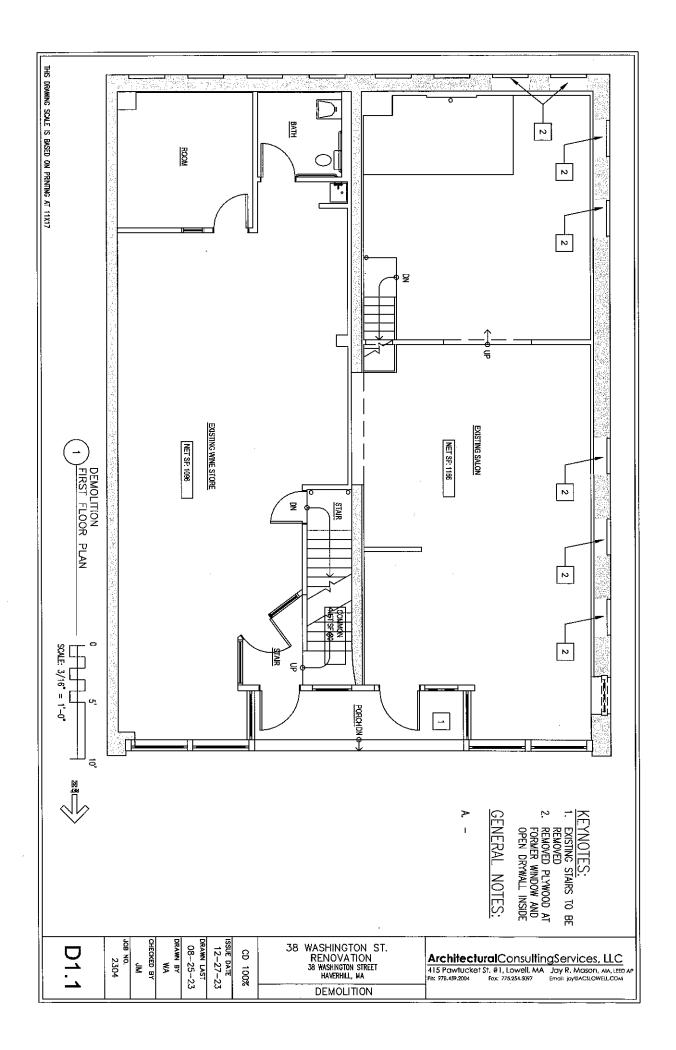


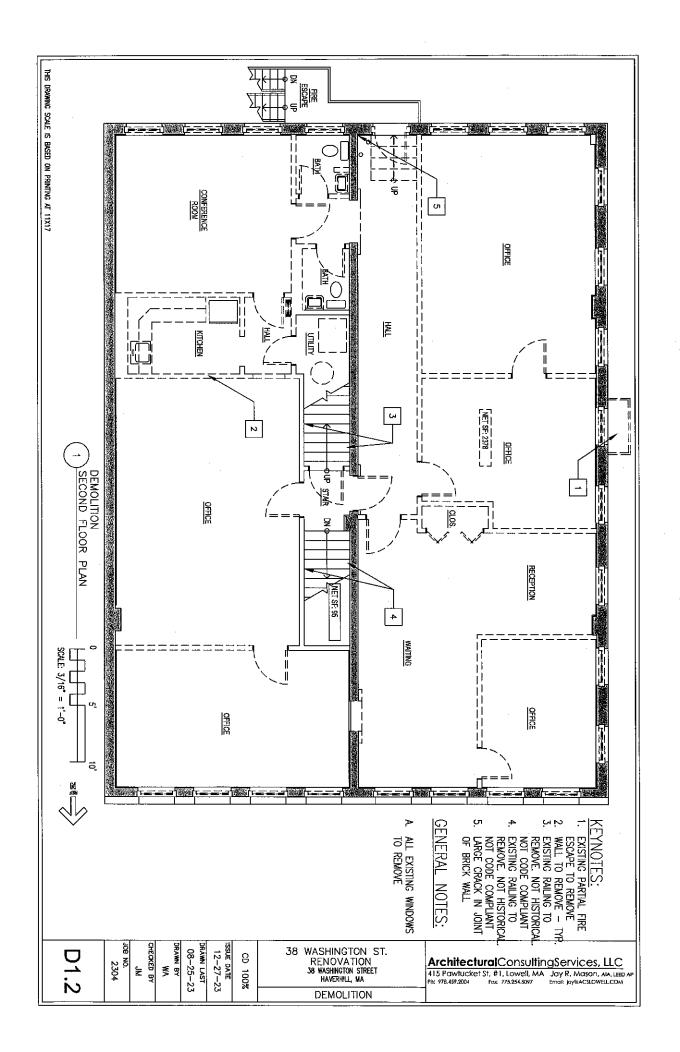


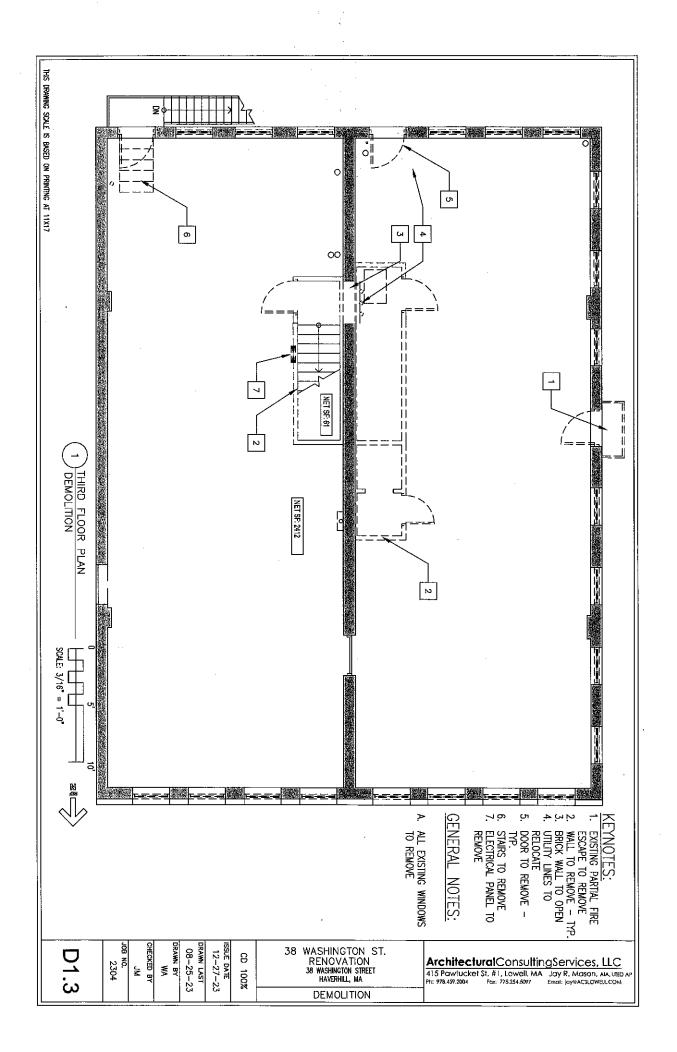


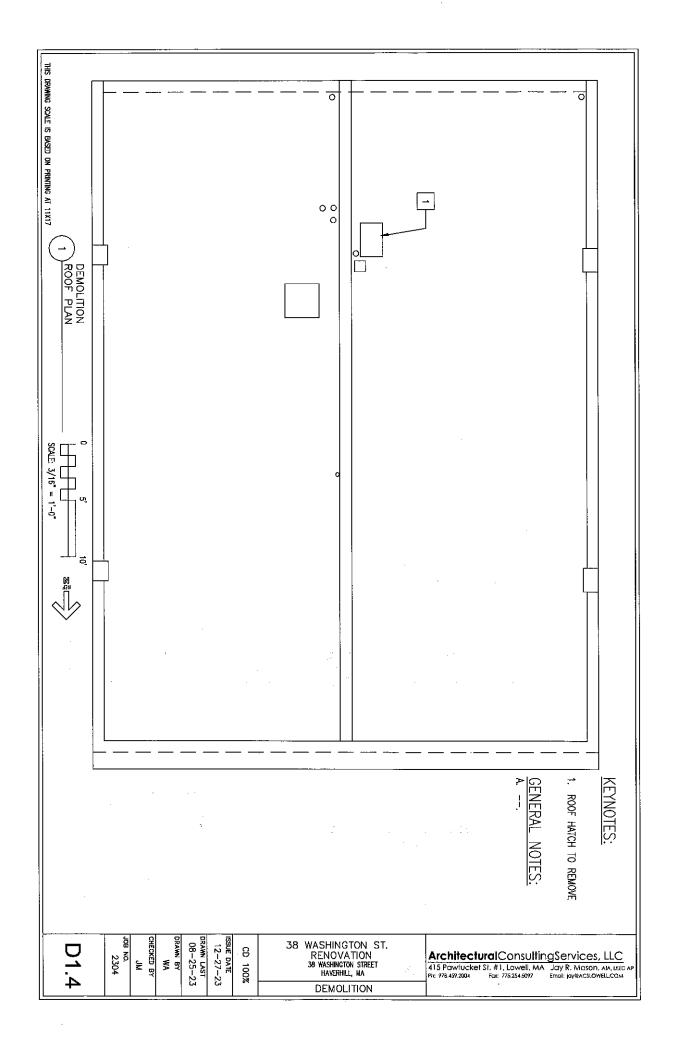


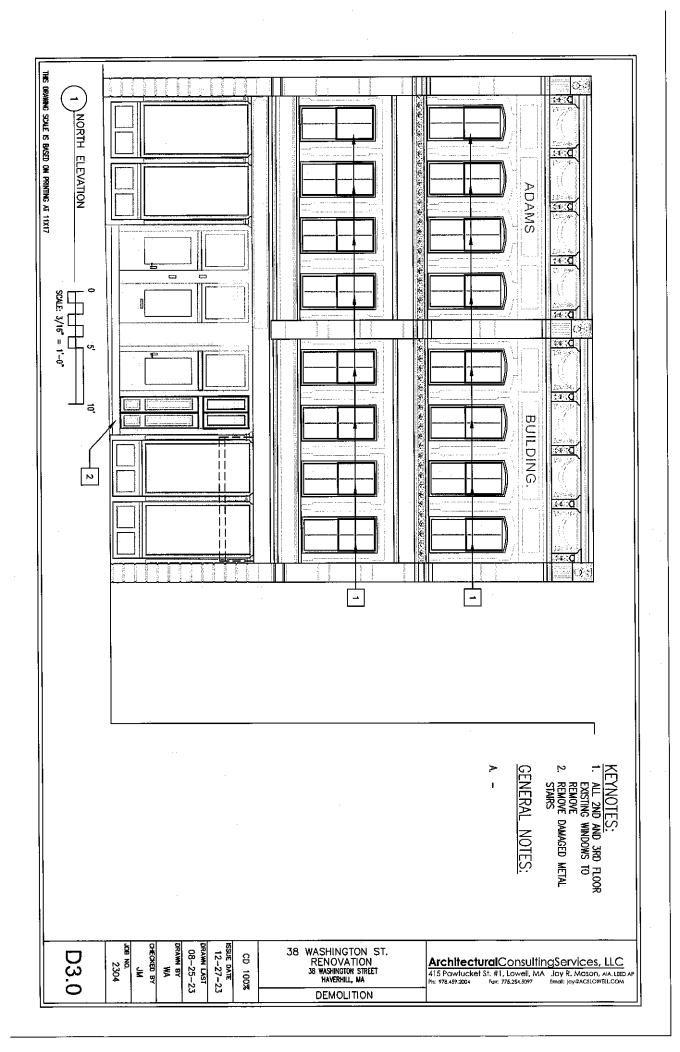


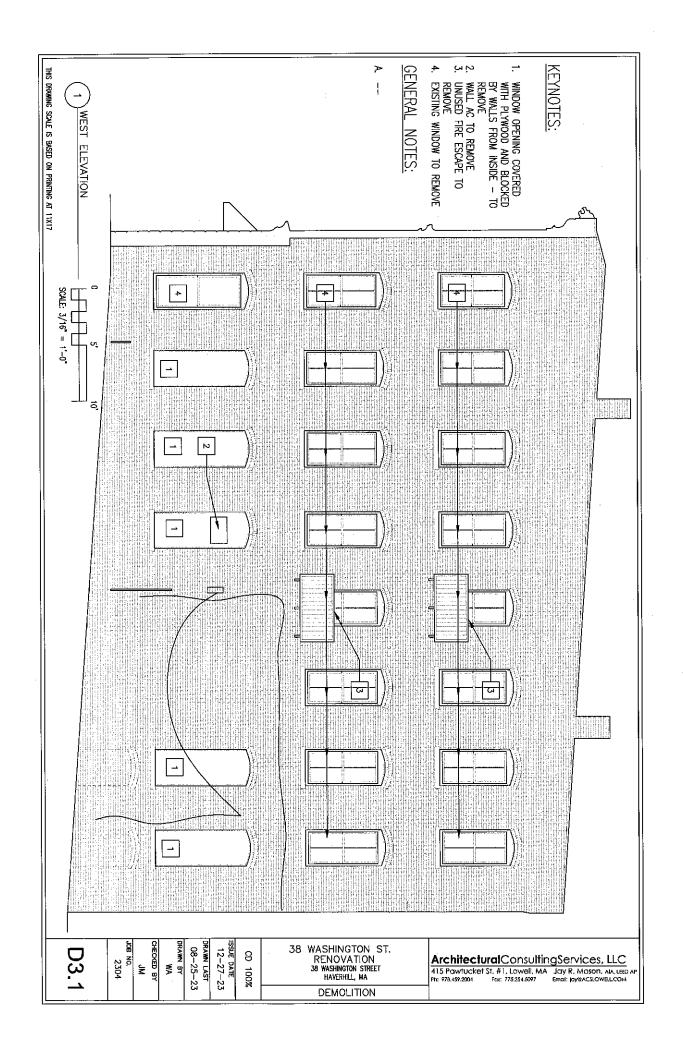


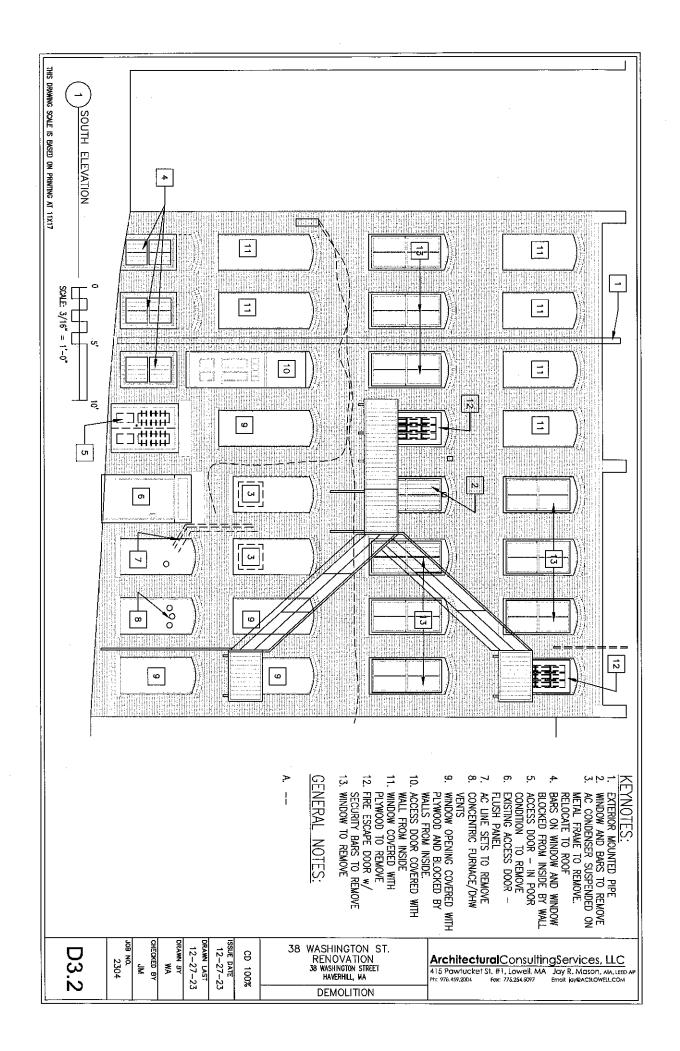


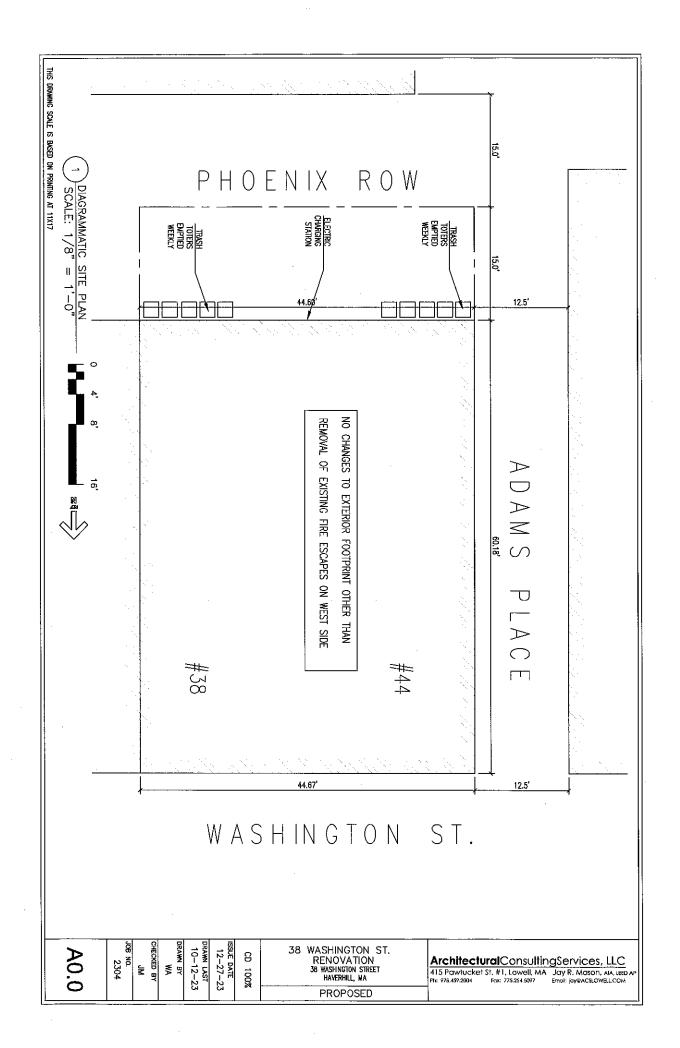


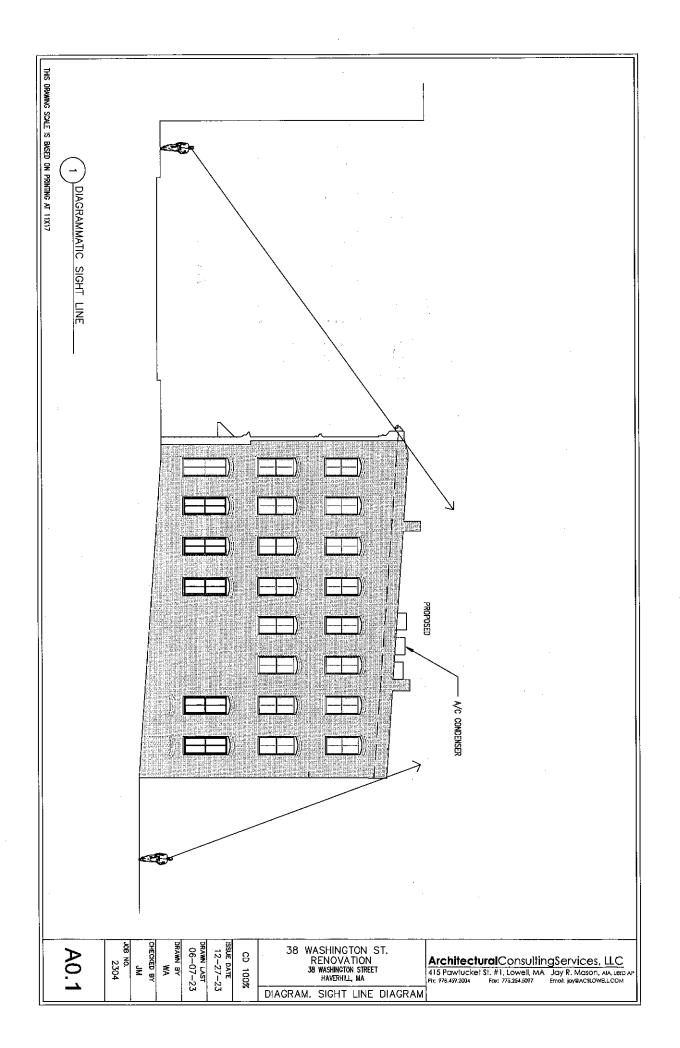


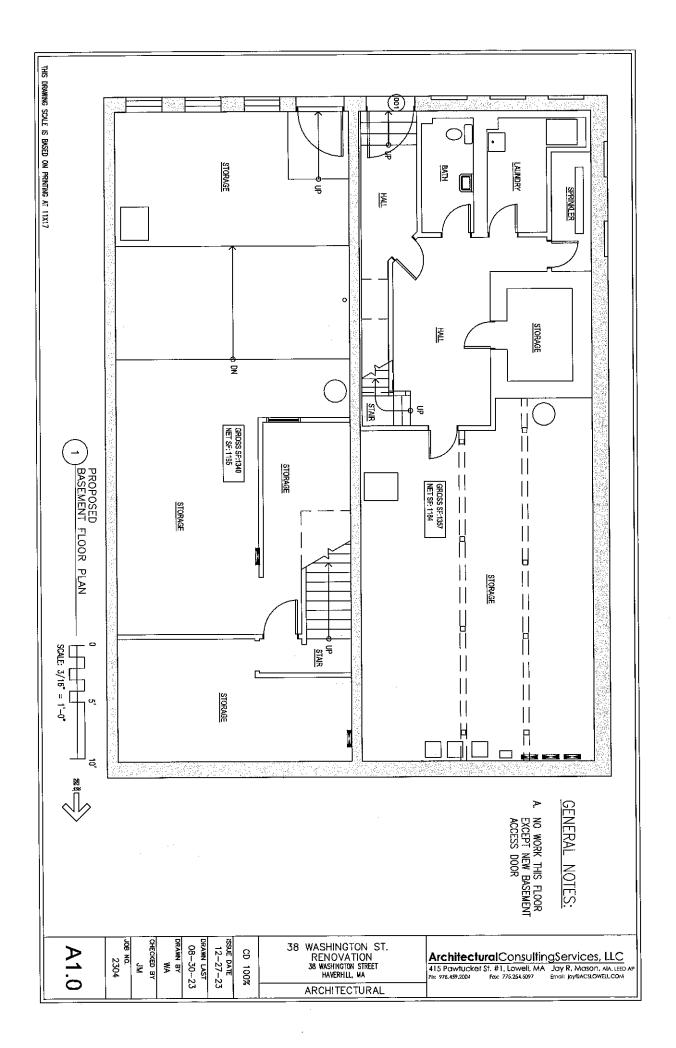


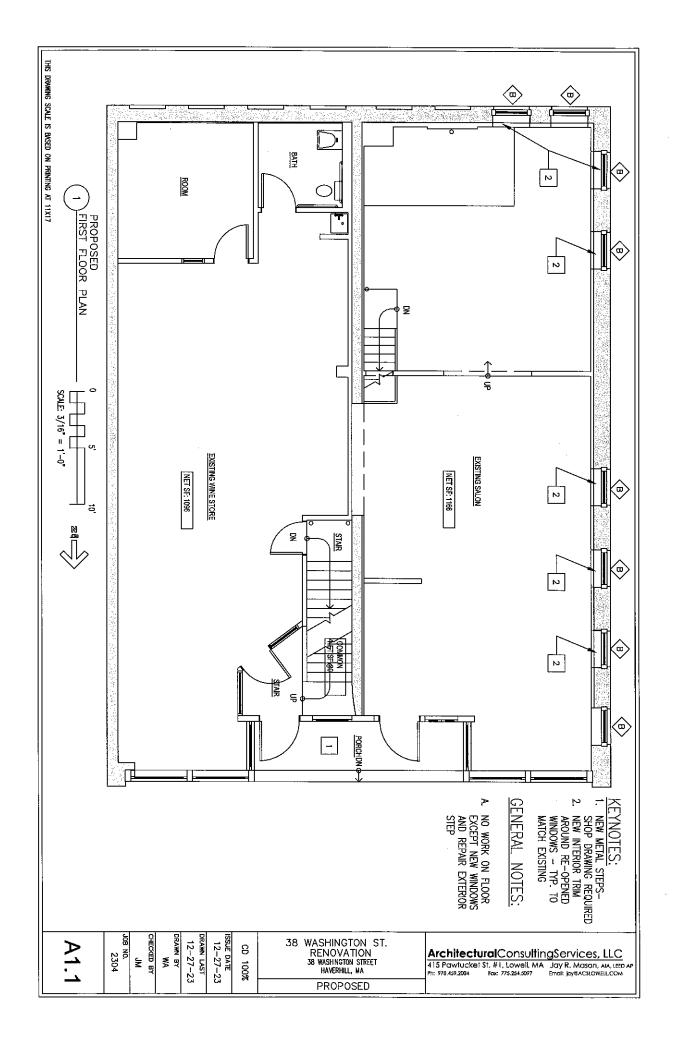


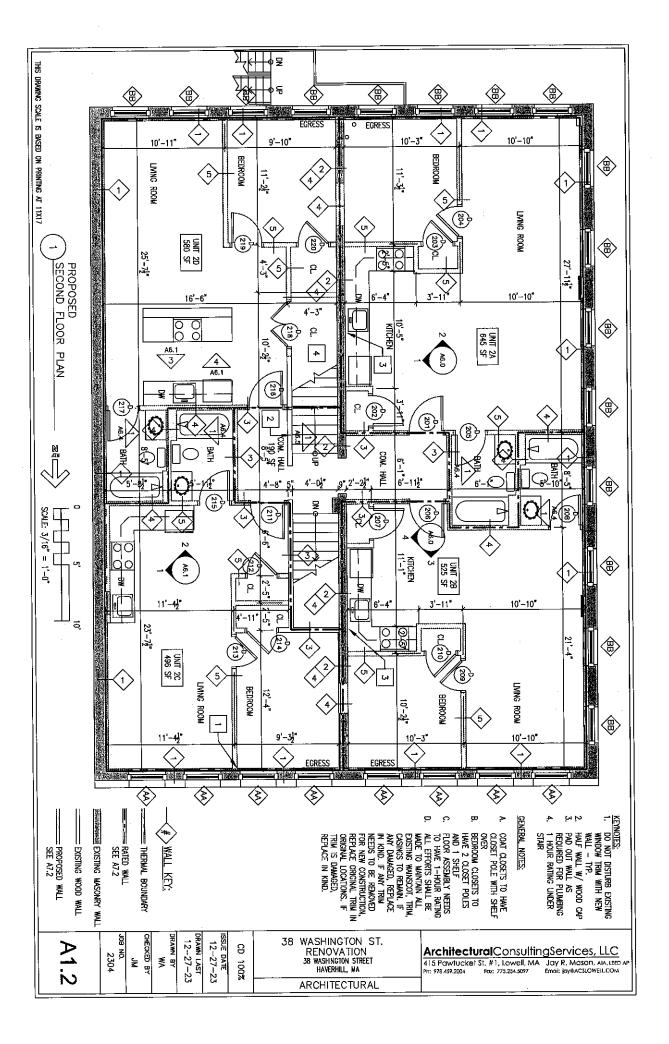


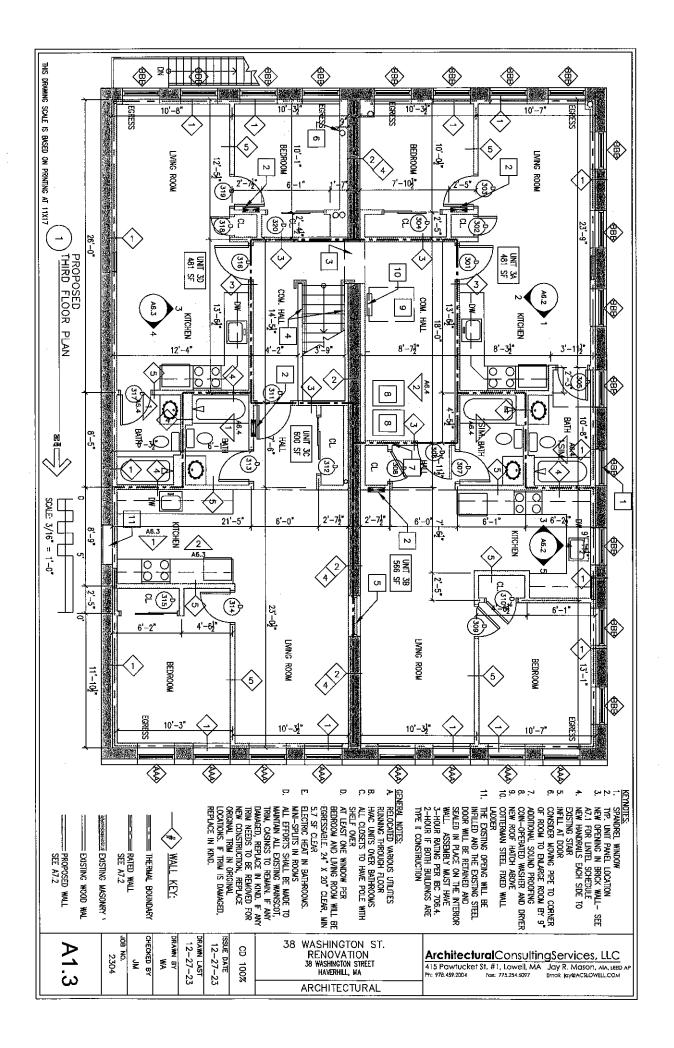


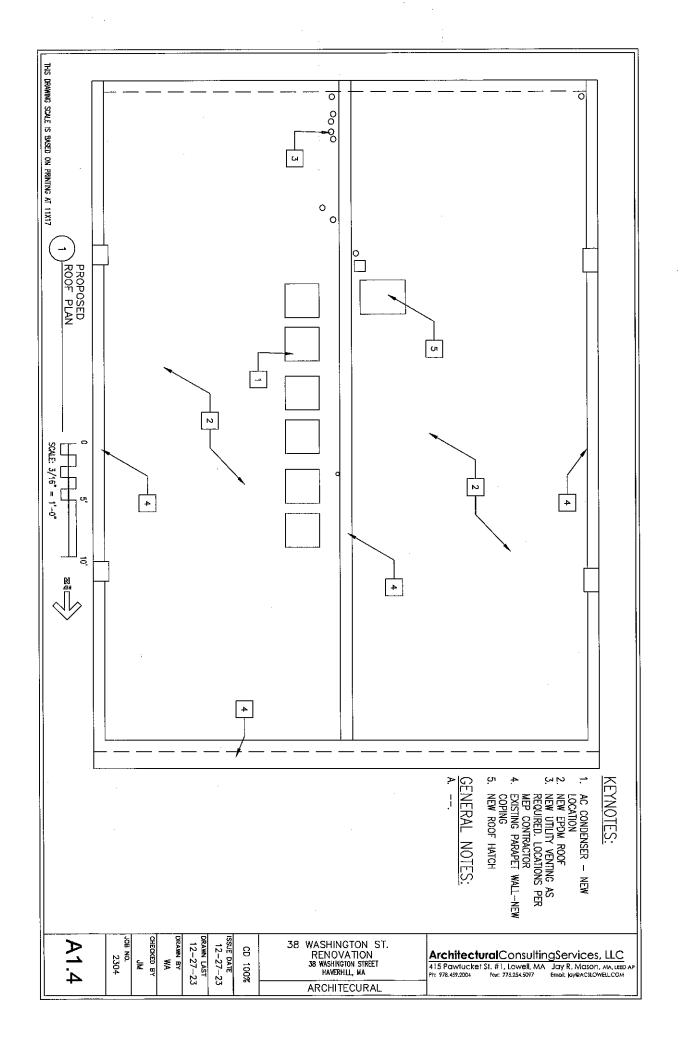


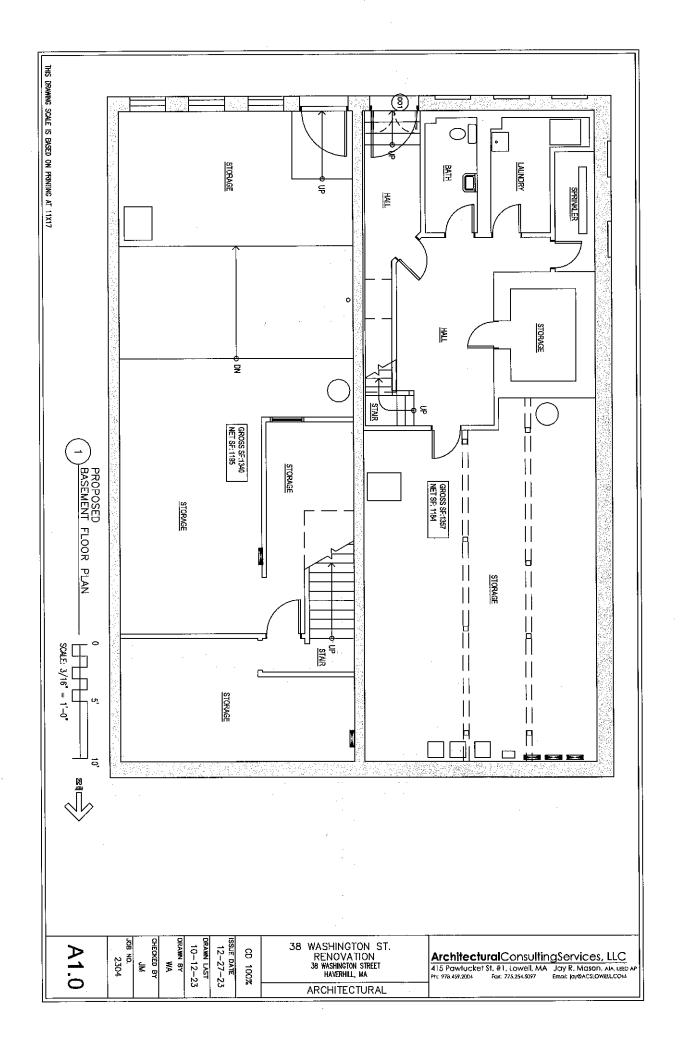


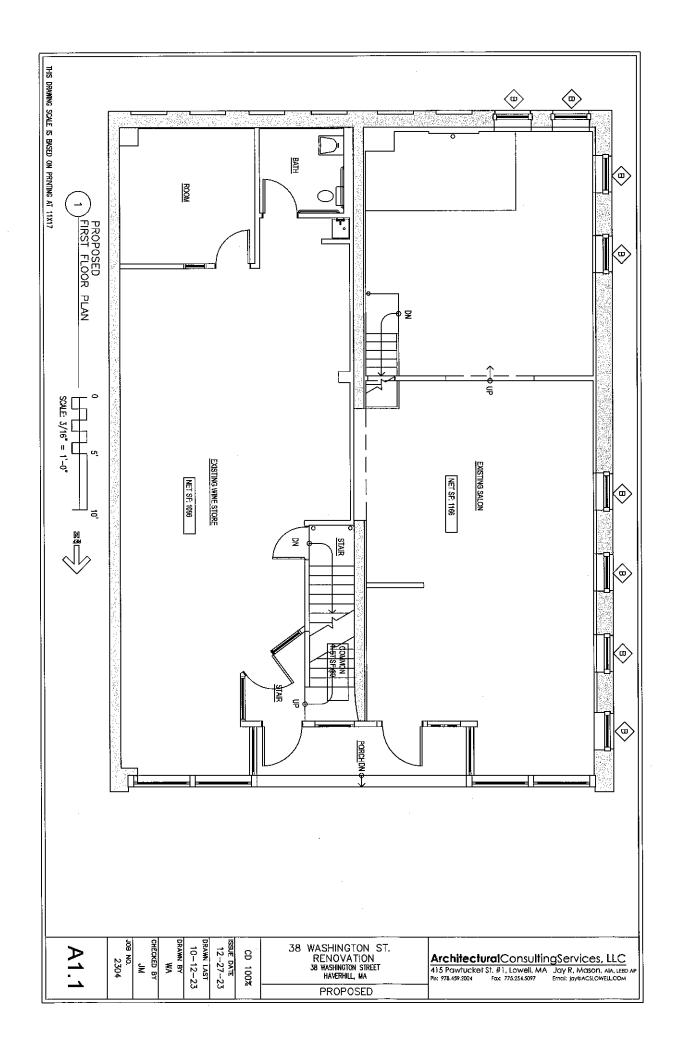


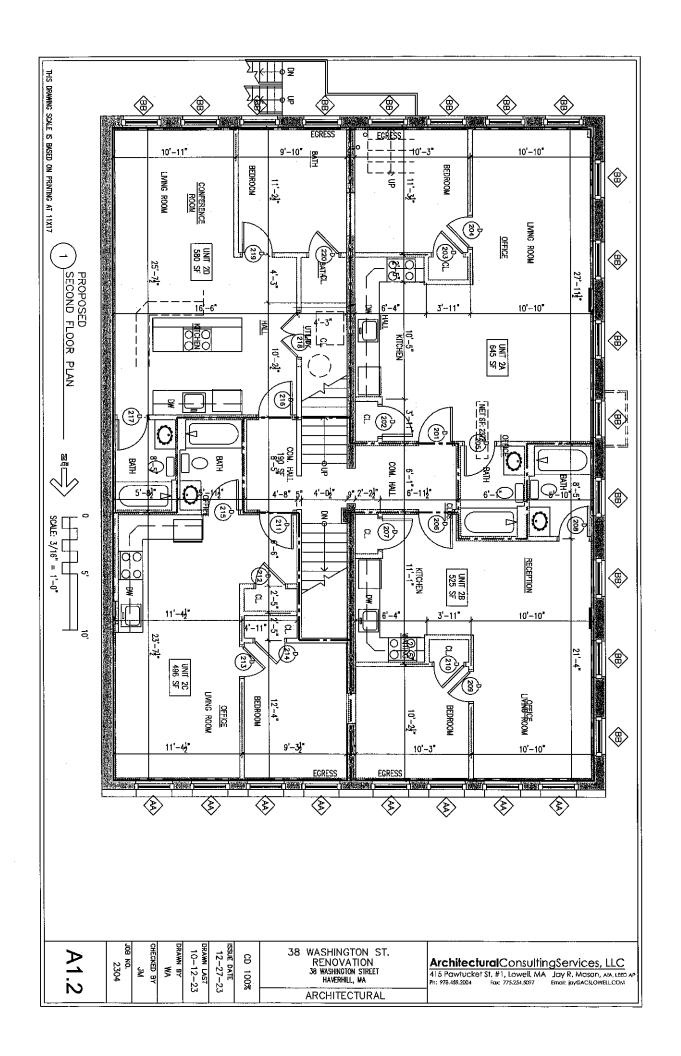


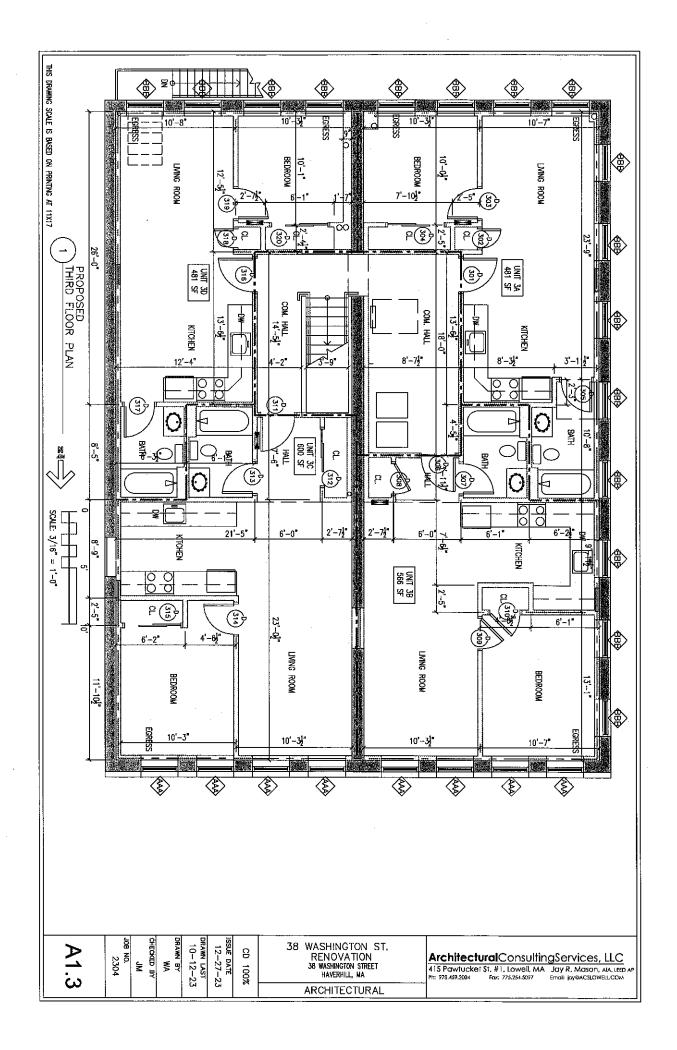


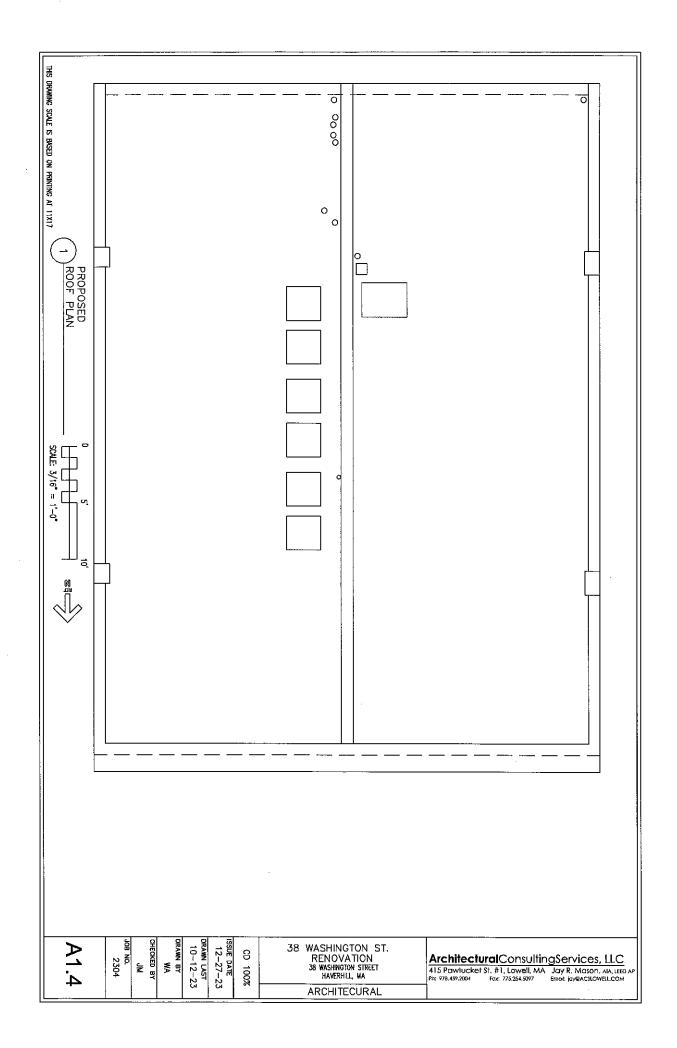


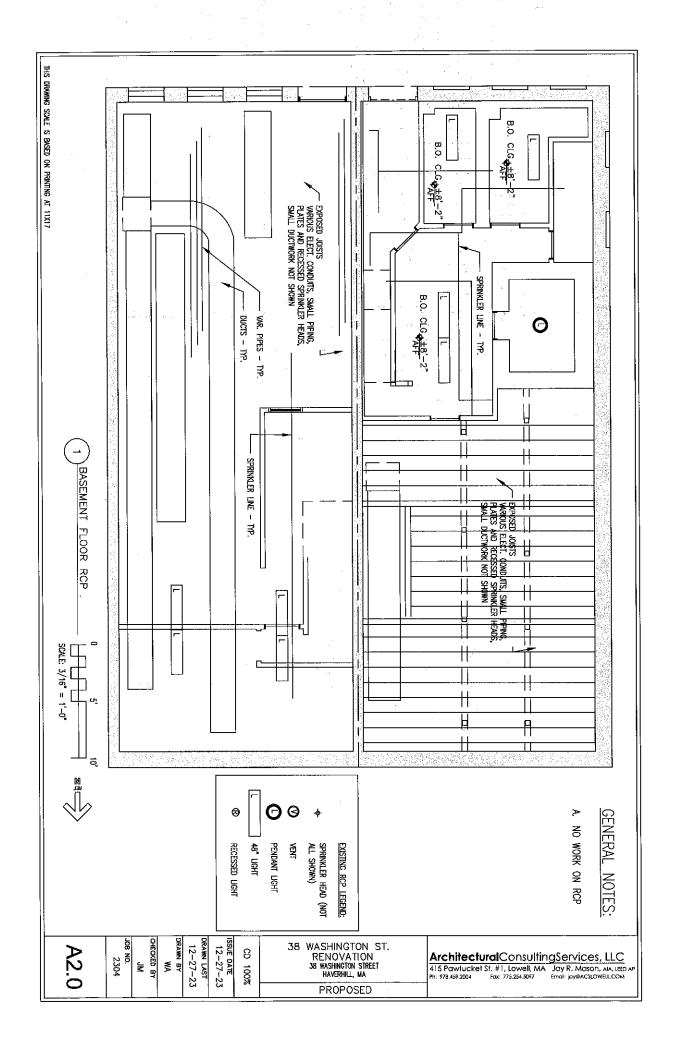


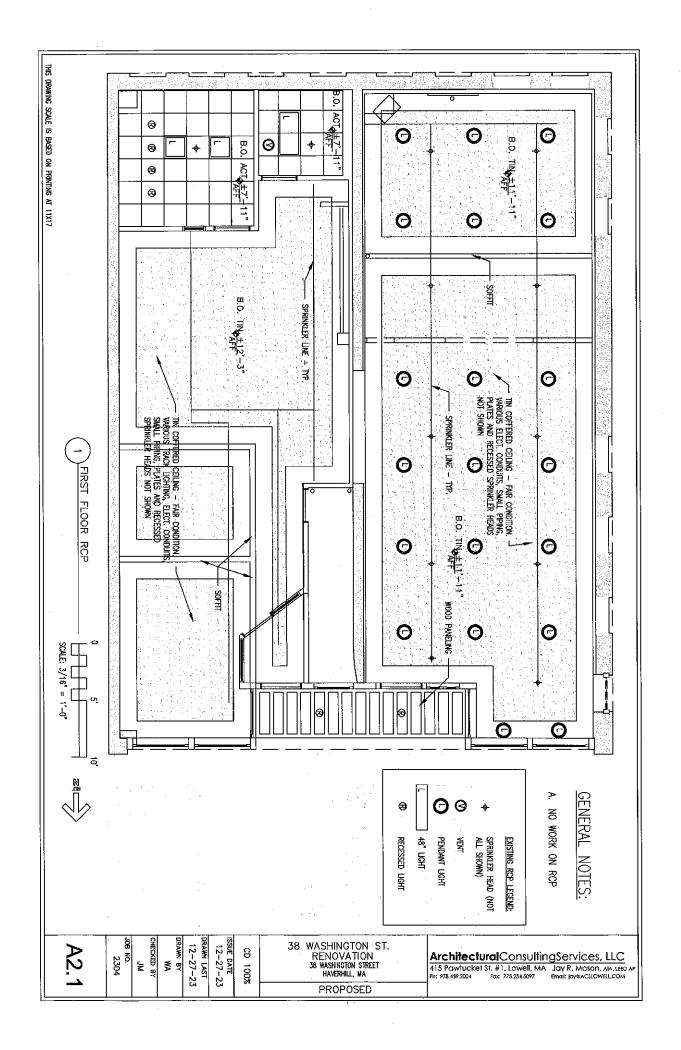


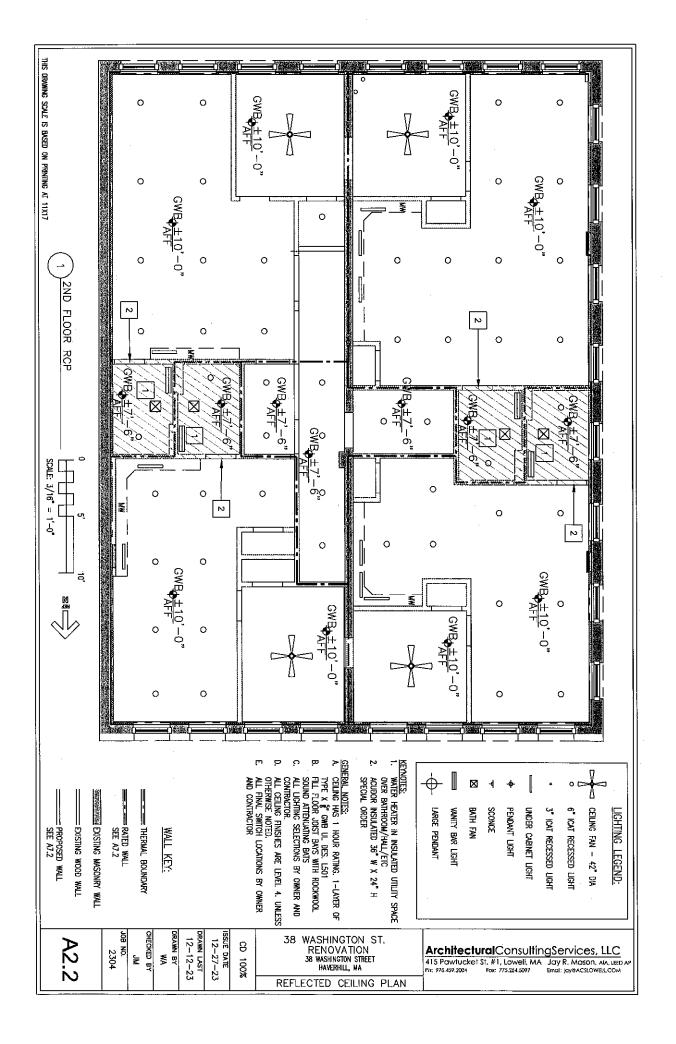


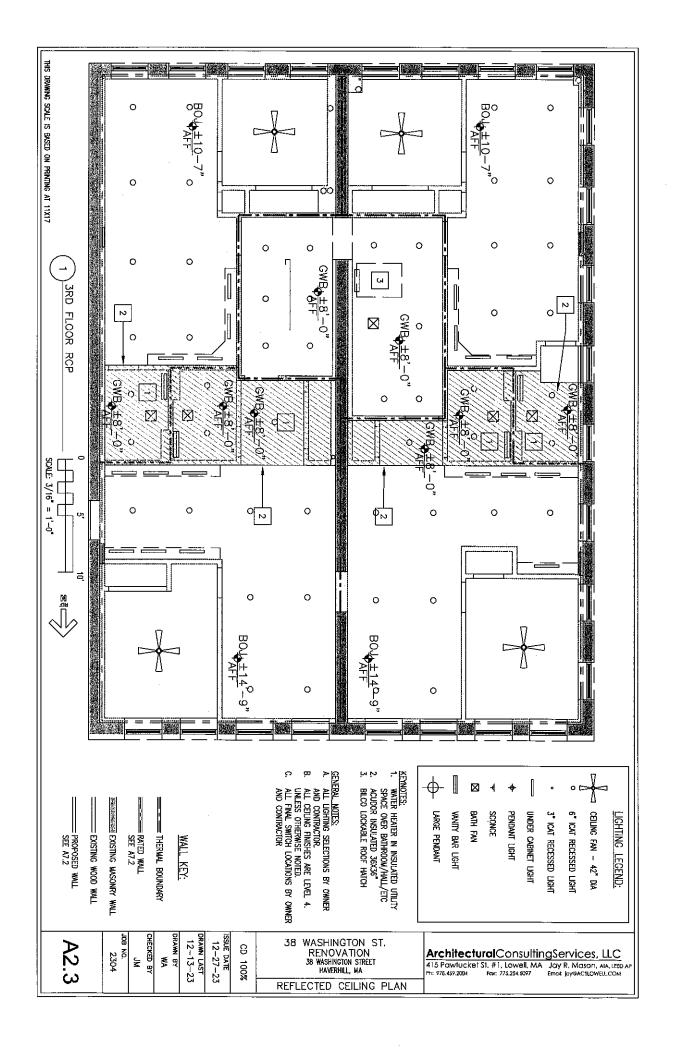


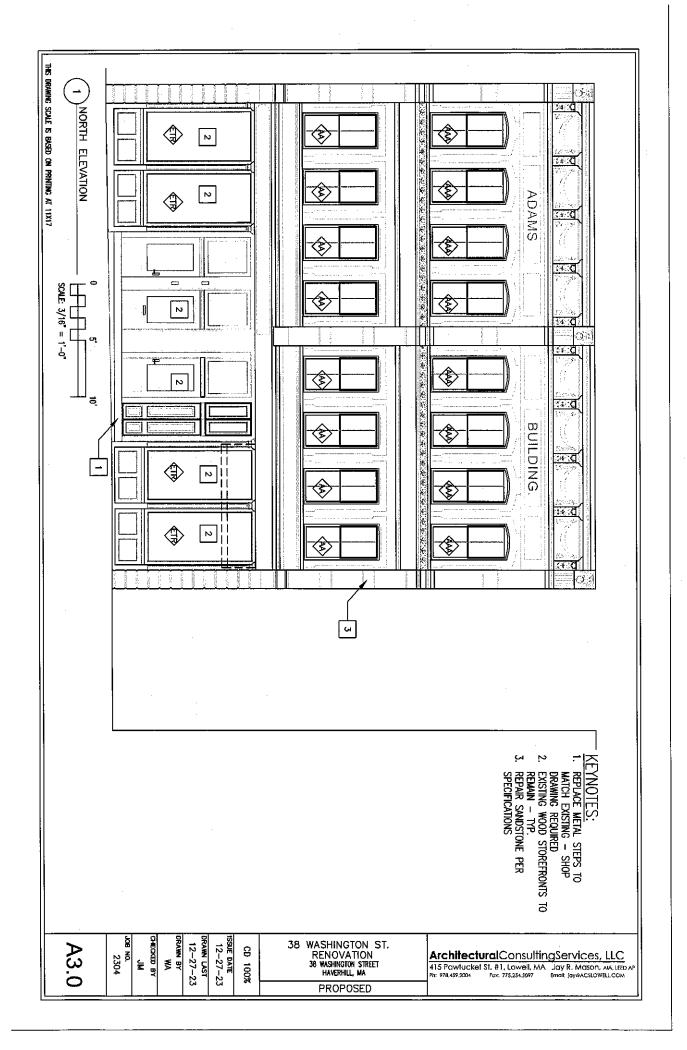


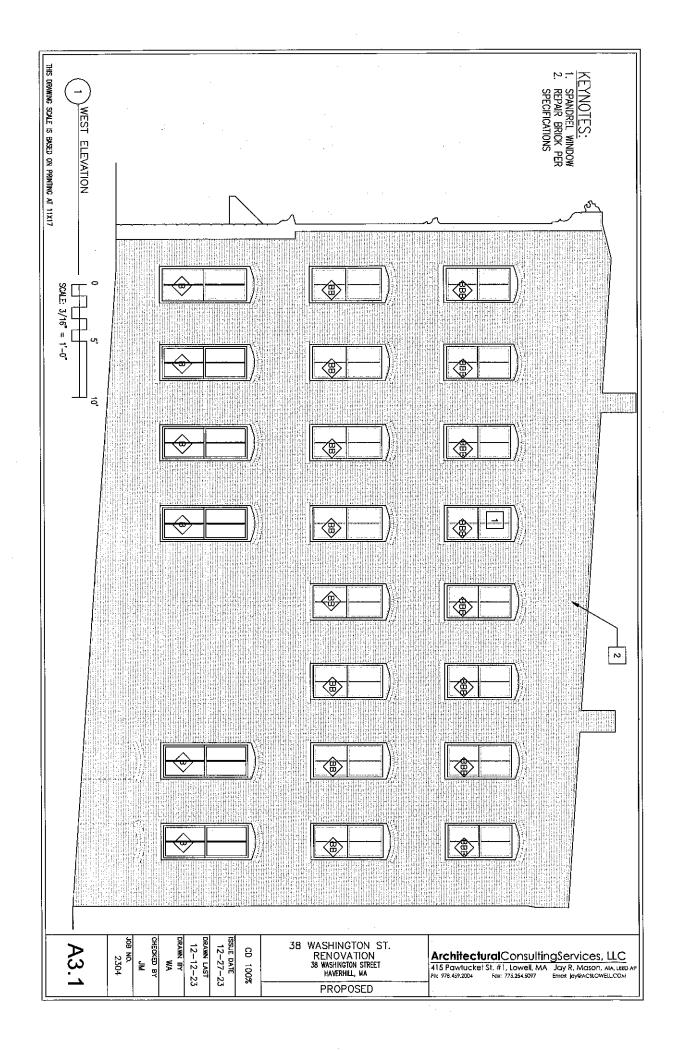


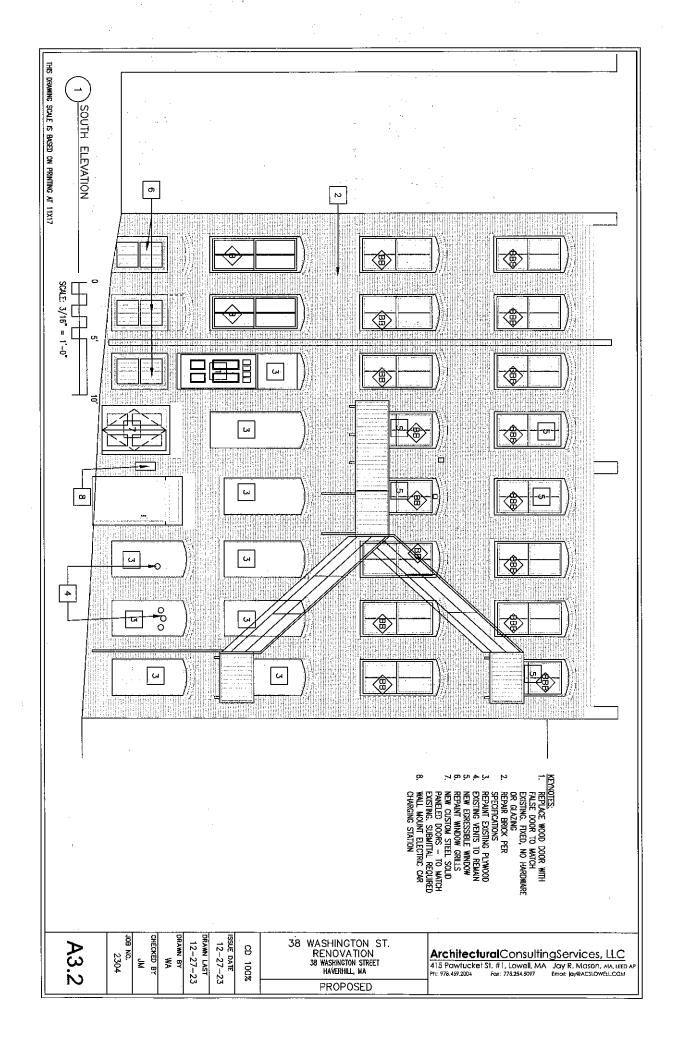


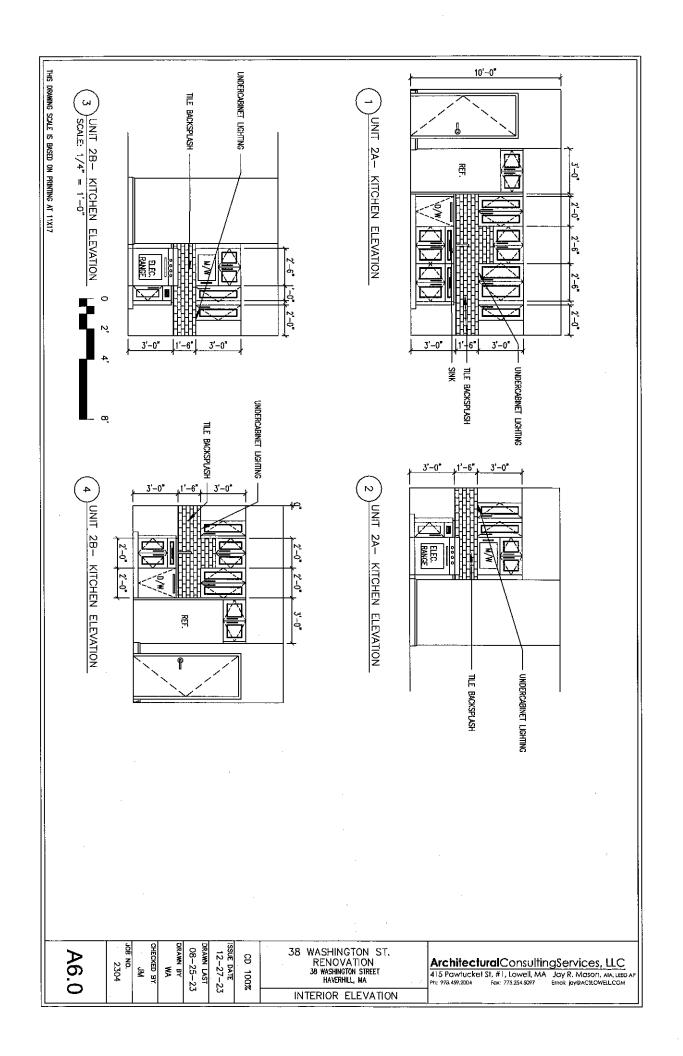


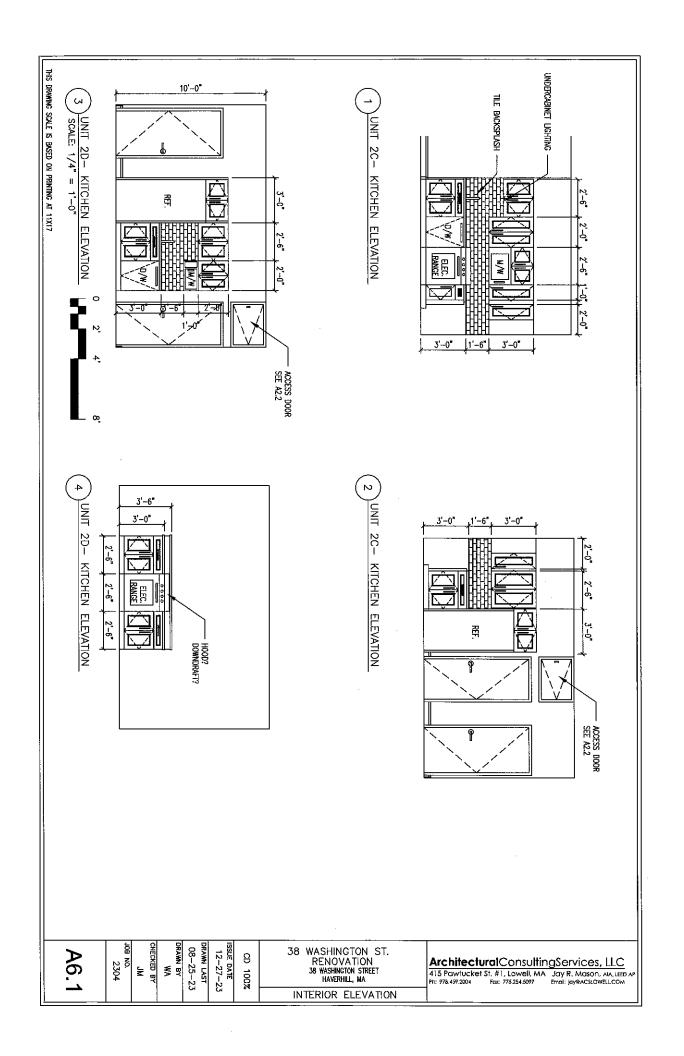


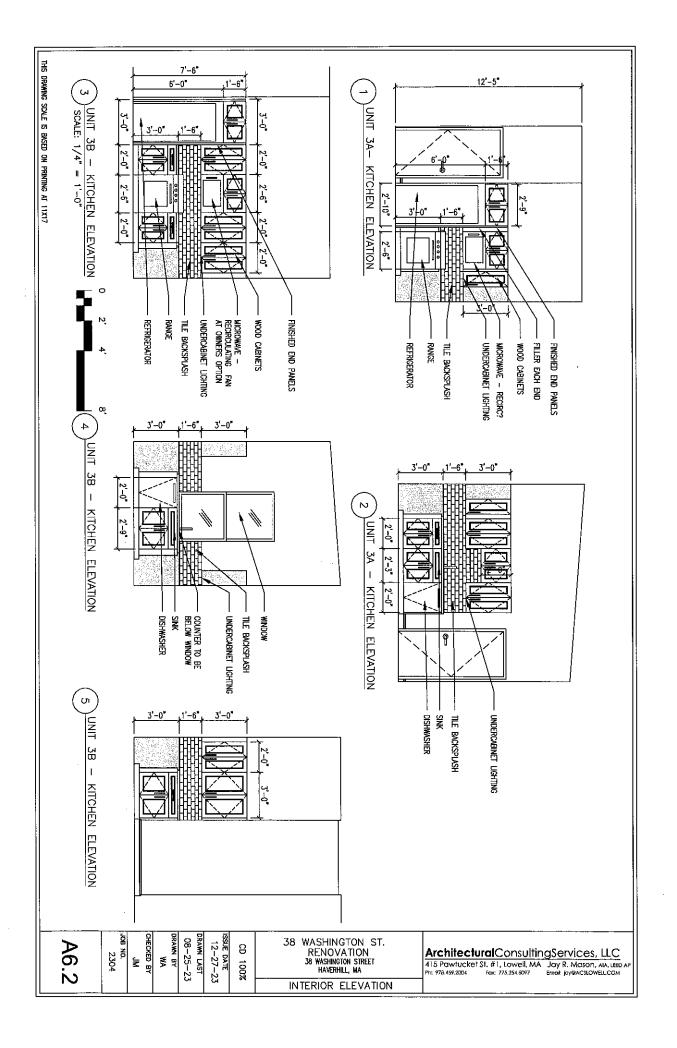


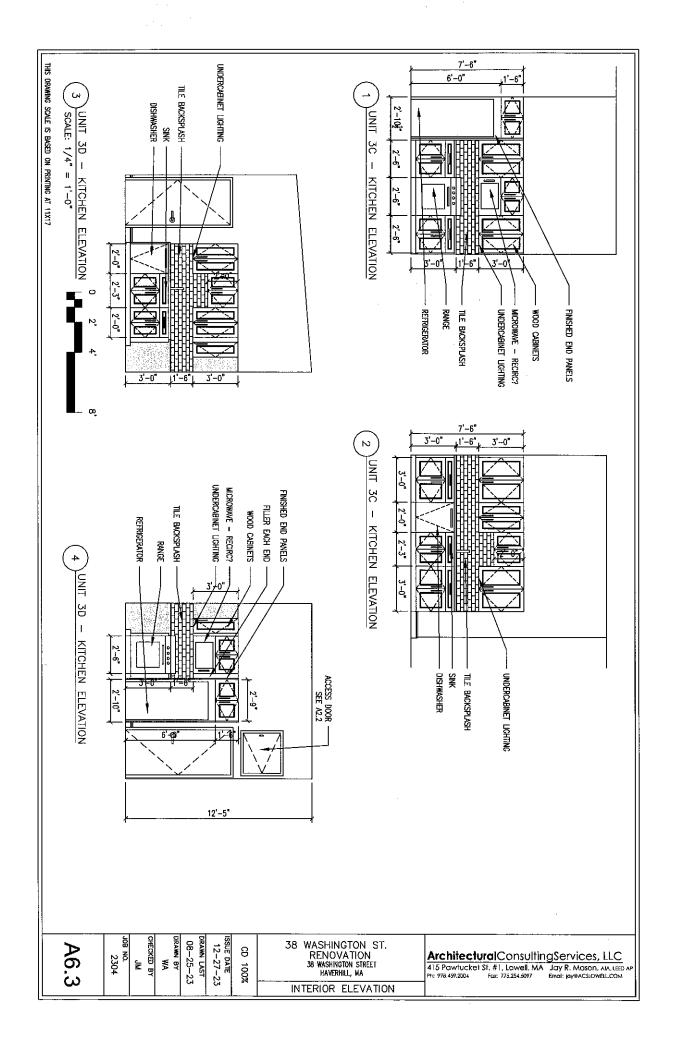


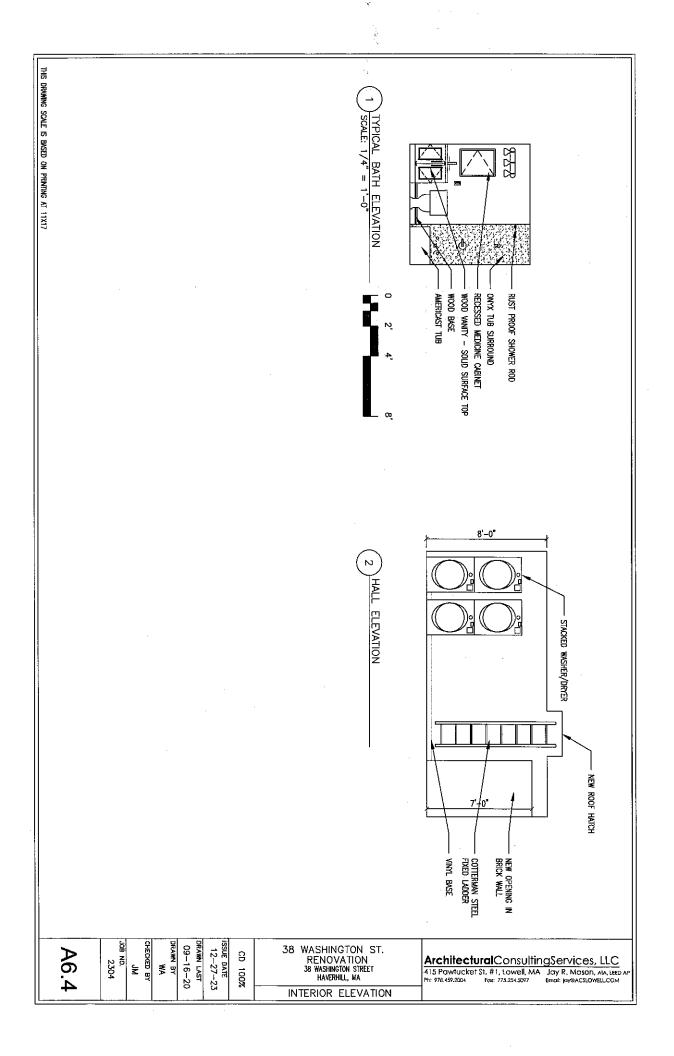


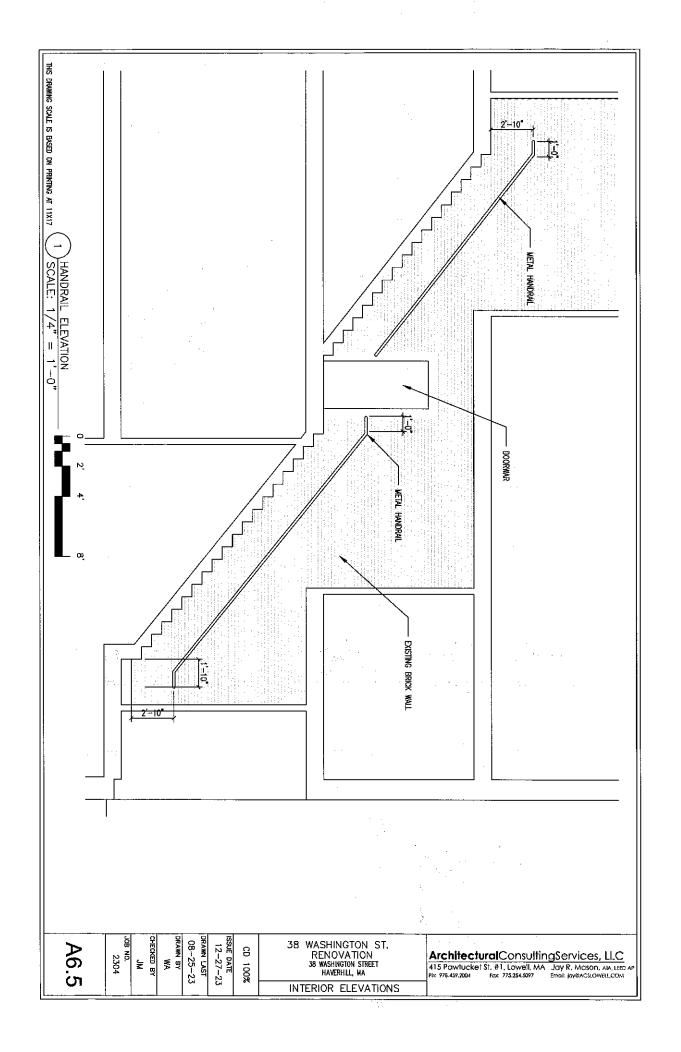












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CD 100%

1. DOORS & FRAMES MUST MATCH THE ACQUISTICAL, FIRE CODE, &/OR SECURITY CAMITIES OF THE SURROUNDING WALLS
2 DIMENSIONS & LOCATIONS OF DOORS & HARDWARE MUST COMPLY w/ ALL APPLICABLE, CASCESSIBILITY REQUIRELENTS.
3. DOOR/FRAME FIREN MUST CONTROL OF SITH OF COAT SEAL-PRIMER & THY COATS SEAL-CLOSS DEWALE, UP TO THREE COLDES SEALERT DIFF. THE LISERY ACROST, OR THIS COATS PALMERITHME, w/ OR w/o STAM.
4. KEN DOORS MUST KET CONTROL PREPARED TO RECEIVE MUST RECEIVE MUST HOUSE MUST HOUSE MUST HOUSE MUST HOUSE MUST HOUSE MUST HOUSE HOUSE MUST HOUSE HOU

38 WASHINGTON ST, RENOVATION 38 WASHINGTON STREET HAVERHILL, MA

SCHEDULES

Architectural Consulting Services, LLC 415 Pawtuckel St. #1, Lowell, MA Jay R. Mason, Ala, Leed AF Ph: 976-459.2004 Few: 773.254.5097 Email: jay@ACSLOWELLCOM

3

DOOR TAG

## FOR NONBEARING WALLS

$16 \times 3\frac{1}{2} \times \frac{5}{16}$ (6" LEG VERTICAL)	6'-1" TO 8'-0"
$L5 \times 3\frac{1}{2} \times \frac{5}{16}$ (5" LEG VERTICAL)	4'-7" TO 6'-0"
$L4 \times 3^{1}/_{2} \times 5^{1}/_{16}$ (4" LEG VERTICAL)	UP TO 4'-6"
LINTEL SIZE	MASONRY OPENING

- 1. PROVIDE LINTELS OVER ALL MASONRY OPENINGS UNLESS OTHERWISE NOTED OR DETAILED
- 'n PROVIDE ONE ANGLE FOR EACH 4" OF WALL THICKNESS FOR 6" WALLS PROVIDE TEE, DOUBLE ANGLE OR BUILT—UP SECTION WITH PROPERTIES EQUAL TO OR GREATER THAN  $1\frac{1}{2}$  TIMES ANGLE PROPERTIES FOR 4" WALL
- 'n PROVIDE 8" BEARING EACH END OF ALL LINTELS
- 4. ALL EXTERIOR LINTELS SHALL BE GALVANIZED. PROVIDE 1/4" CLOSURE PLATE OVER AIR SPACE AT OPENINGS UNLESS NOTED OR DETAILED OTHERWISE ON ARCHITECTURAL DRAWINGS
- LOOSE LINTELS TO BE PROVIDED UNDER SECTION 05500 -MISCELANEOUS IRON AND STEEL

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WINDOW TAG

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### FINISH NOTES:

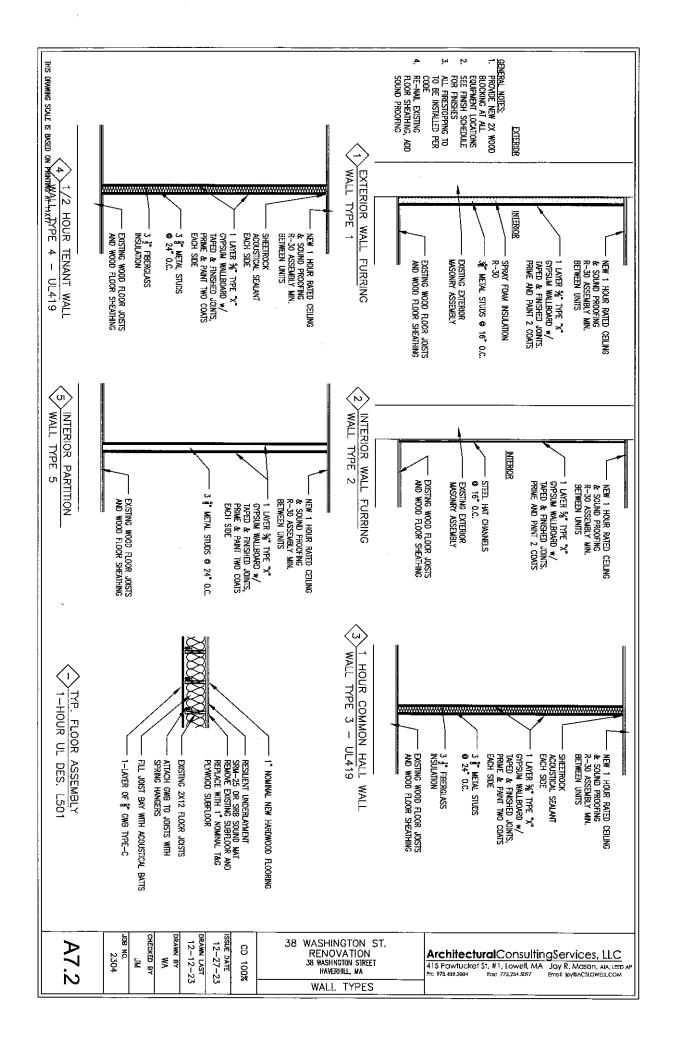
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THIS DRAWING SCALE IS BASED ON PRINTING AT 11X17

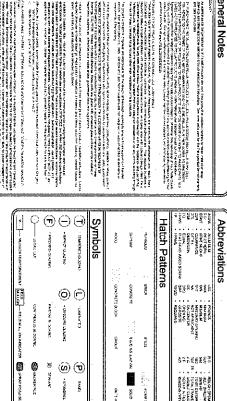
38 WASHINGTON ST. RENOVATION 38 WASHINGTON STREET HAVERHILL, MA

SCHEDULES

ArchitecturalConsultingServices, LLC 415 Powtucket St., #1, Lowell, MA Jay R, Mason, AA, LEED AF Fili: 978.499.2004 Fax: 775.254.5997 Enall: jay&ACSIOWELLCOM



## 38 WASHINGTON ST RENOVATION HAVERHILL, MASSACHUSETTS INSTALLATION SHOP DRAWING FOR



20110 CONTROL AND CO.

SWITT IN BUCK TO

# Deviations from Architectural Drawings

General Notes

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## Special Notes

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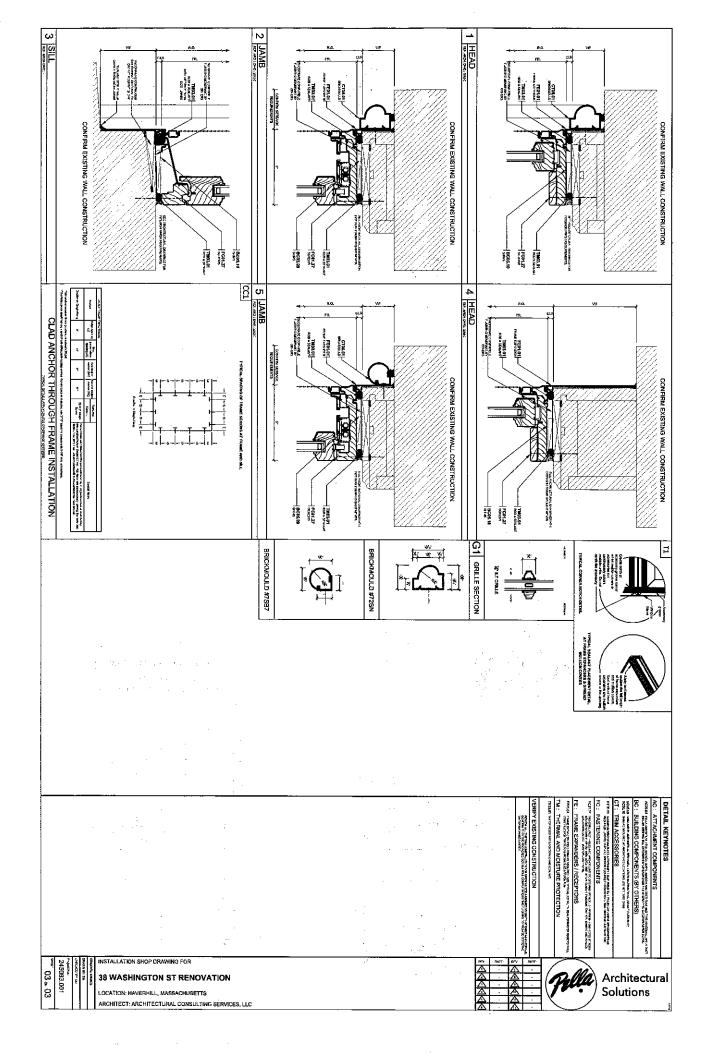
38 WASHINGTON ST RENOVATION

LOCATION, HAVERHILL, MASSACHUSETTS

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Architectural Solutions

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### Haverhill



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

Date: 1/2/24

Honorable President and Members of the Municipal Council:

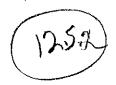
The undersigned respectfully asks to receive a license for **TAG DAYS** pursuant to Chapter 227 of Haverhill City Code

organization: HHS Boys Crew Team Applicant's Name: Joanna Howes
applicant's Residence (must be Haverhill resident): 82 College St Bradford, MA 01835
applicant's Signature:
(3 CONSECUTIVE DAYS ONLY)
Date of Tag Day Request(s): April 26,27,28, 2024
Canister: Tag: Fee: \$/C
ON STREET LOCATIONS ARE NO LONGER PERMITTED - SEE DOC . 47 OF 2017
Market Basket One Stop Market Heavenly Donuts
*A LETTER FROM THE PRIVATE PROPERTY OWNER GRANTING PERMISSION FOR USE OF THE LISTED LOCATIONS IS REQUIRED AT THE TIME OF THE APPLICATION
A sample of the badge being used by those tagging and a sample of the tag being issued by the Organization must be filed with the City Clerk's Office at the time of the application
Recommendation by Police Chief:ApprovedDeniedPolice Chief
In Municipal Council,
Attest:
City Clerk



Applicant's Signature:

### Haverhill



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

Date: 1/2/24

Honorable President and Members of the Municipal Council:

The undersigned respectfully asks to receive a license for TAG DAYS

pursuant to Chapter 227 of Haverhill City Code

Applicant's Residence (must be Haverhill resident): 82 Colby St Bradford, MA 01835

Girls Crew Team Applicant's Name: Joanna Howes

(3.6	CONSECUTIVE DAYS ONLY)
Date of Tag Day Request(s): Seplemk	er 13,14,15, 2024
Canister: Tag: 1	Fee: \$ <u>MC</u>
ON STREET LOCATIONS ARE	E NO LONGER PERMITTED – SEE DOC . 47 OF 2017
OFF STREET LOCATIONS - PLEASE SPECIFY Market Basket one Stop Market Heavenly Donuts	
USE OF THE LISTED LOCATION  A sample of the badge being used b	TE PROPERTY OWNER GRANTING PERMISSION FOR INS IS REQUIRED AT THE TIME OF THE APPLICATION by those tagging and a sample of the tag being issued by the e City Clerk's Office at the time of the application
	Office Use Only
Recommendation by Police Chief:Appro	
In Municipal Council,	·
Attest:	
City Clerk	

12.7.1.1

Fixed Location Street Vendor Permit · Add to a project

**Expiration Date** 

**Active** 

Request Changes (/#/explore/request-changes/140940)

:

**FIXD-23-6** 

Details
Submitted on Dec 29, 2023 at 8:50 am

Attachments
1 file

Activity Feed
Latest activity on Jan 4, 2024

Applicant
Lisa Wright

Location
25 LINCOLN AVE, Haverhill, MA 1830

View ▼ Edit Workflow



 $\Psi$ 

City Clerk Review
Completed Jan 03, 2024 at 11:37 am



Recreation Review and Approval Completed Jan 03, 2024 at 11:42 am





### **Details**

Vendor Information		Edit
Information about the vendor applying	for the permit	
Vendor Date of Birth*	Vendor Social Security Number*	
12/19/1966	***_**	
Vendor Primary Phone*	Vendor Secondary Phone	
9789143955		
Duration of Business*	Number of Employees*	
1 Year	0	
Merchandise to be Sold*		

Hot dogs, chips, soda

**Location Information** 

Edit

Information about the Event for which the vendor is making an application.

Days to be Open\*

Start Date\*

Over 30 Days

04/02/2024

Hours of Operation\*

Select Location\* @

11 to 4

Outside Haverhill Stadium@

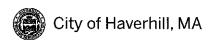
Lincoln/Nettleton Ave

**Proposed Alternate Location\*** 

License Type\*

None

Renewal - Fixed Location



FIXD-23-6

**Fixed Location Street** Vendor Permit

Status: Active

Submitted On: 12/29/2023

**Primary Location** 

25 LINCOLN AVE

Haverhill, MA 01830

Owner

SAAD JASON

GARDEN RD 26 STONEHAM,

MA 2180

**Applicant** 

Lisa Wright

**J** 978-914-3955

(a) lisal519@comcast.net

♠ 160 King Street Groveland, MA 01834

### **Vendor Information**

Vendor Date of Birth\*

12/19/1966

**Vendor Social Security Number\*** 

\*\*\*-\*\*-8686

**Vendor Primary Phone\*** 

9789143955

**Vendor Secondary Phone** 

**Duration of Business\*** 

1 Year

Number of Employees\*

0

Merchandise to be Sold\*

Hot dogs, chips, soda

### Location Information

Days to be Open\*

Start Date\*

Over 30 Days

04/02/2024

1/10/24, 10:39 AM FIXD-23-6

Hours of Operation\*

Select Location\* @

11 to 4

Outside Haverhill Stadium@

Lincoln/Nettleton Ave

**Proposed Alternate Location\*** 

License Type\*

None

Renewal - Fixed Location

Do You Require Electrical Power?\*

Do You Serve Food?\*

No

Yes

### **Attachments**



Copy of \$5000 Sidewalk Obstruction Bond (City of Haverhill REQUIRED must be included as insured)

17038577771031181508994857534021.jpg Uploaded by Lisa Wright on Dec 29, 2023 at 8:49 AM

### History

Date	Activity
12/30/2022, 7:06:33 AM	Lisa Wright started a draft of Record FIXD-23-6
12/29/2023, 8:50:06 AM	Lisa Wright submitted Record FIXD-23-6
12/29/2023, 8:50:07 AM	Lisa Wright submitted Record FIXD-23-6
12/29/2023, 8:52:16 AM	completed payment step Fixed Location Street Vendor Permit Fee Paid on Record FIXD-23-6
12/29/2023, 8:52:16 AM	approval step City Clerk Reviewwas assigned to Kaitlin Wright on Record FIXD-23-6
1/3/2024, 11:37:17 AM	Kaitlin Wright approved approval step City Clerk Review on Record FIXD-23-6

Date	Activity
1/3/2024, 11:37:18 AM	approval step Police Department Approvalwas assigned to Kevin Lynch on Record FIXD-23-6
1/3/2024, 11:37:18 AM	approval step Health Department Approvalwas assigned to Mark Tolman on Record FIXD-23-6
1/3/2024, 11:37:18 AM	approval step Recreation Review and Approvalwas assigned to Ben Delaware on Record FIXD-23-6
1/3/2024, 11:42:14 AM	Ben Delaware approved approval step Recreation Review and Approval on Record FIXD-23-6
1/4/2024, 2:25:35 PM	Kevin Lynch approved approval step Police Department Approval on Record FIXD-23-6
1/4/2024, 3:44:55 PM	Mark Tolman approved approval step Health Department Approval on Record FIXD-23-6
1/4/2024, 3:44:56 PM	approval step City Council Approvalwas assigned to Maria Bevilacqua on Record FIXD-23-6

### Timeline

Label	Activated	Completed	Assignee	Due Date
✓ City Clerk Review	12/29/2023, 8:52:16 AM	1/3/2024, 11:37:17 AM	Kaitlin Wright	-
✓ Police Department Approval	1/3/2024, 11:37:17 AM	1/4/2024, 2:25:35 PM	Kevin Lynch	-
✓ Health Department Approval	1/3/2024, 11:37:17 AM	1/4/2024, 3:44:55 PM	Mark Tolman	-
Recreation Review and Approval	1/3/2024, 11:37:17 AM	1/3/2024, 11:42:14 AM	Ben Delaware	-
S Fixed Location Street Vendor Permit Fee Paid	12/29/2023, 8:50:07 AM	12/29/2023, 8:52:16 AM	Lisa Wright	-
✓ City Council Approval	1/4/2024, 3:44:56 PM	-	Maria Bevilacqua	-
Fixed Location Street Vendor Permit Issued	-	-	-	-

127.1.2

Fixed Location Street Vendor Permit · Add to a project



Active

Request Changes (/#/explore/request-changes/167619) :

**FIXD-24-1** 

Details
Submitted on Jan 15, 2024 at 3:18 pm

Attachments
1 file

Activity Feed
Latest activity on Jan 22, 2024

Applicant
Kenneth Zibolis

Location
10 CHURCH ST, Bradford, MA 01835

View ▼ Edit Workflow

Fixed Location Street Vendor Permit Fee Paid
Paid Jan 19, 2024 at 1:54 pm

 $\mathbf{L}$ 

City Clerk Review
Completed Jan 19, 2024 at 5:02 pm



Recreation Review and Approval Completed Jan 22, 2024 at 8:17 am





**Health Department Approval** 

Completed Jan 22, 2024 at 2:43 pm





Police Department Approval Completed Jan 19, 2024 at 6:39 pm





City Council Approval In Progress







Fixed Location Street Vendor Permit Issued Document

### **Details**

**Vendor Information** 

Edit

Information about the vendor applying for the permit

Vendor Date of Birth\*

**Vendor Social Security Number\*** 

07/08/1951

\*\*\*\_\* .. --

Vendor Primary Phone\*

**Vendor Secondary Phone** 

603-205-2515

**Duration of Business\*** 

Number of Employees\*

1 Year

0

Merchandise to be Sold\*

Hot dogs, sausages, burgers and fries

1/24/24, 3:32 PM OpenGov

Location Information

Edit

Information about the Event for which the vendor is making an application.

Days to be Open\*

Start Date\*

Over 30 Days

03/01/2024

Hours of Operation\*

Select Location\* @

10am to 7pm

Winnekenni Area, Rt 110

**Proposed Alternate Location\*** 

License Type\*

10 church st Bradford Ma

New - Fixed Location

**Do You Require Flectrical Power?\*** 

Do You Serve Food?\*



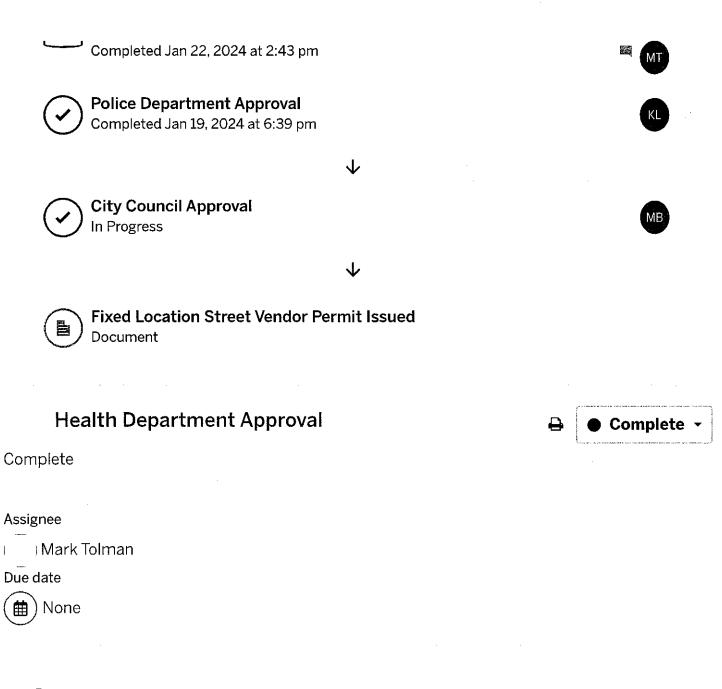
Assignee

Kevin Lynch

Due date



This step was assigned to Kevin Lynch - Jan 19, 2024 at 5:02 pm Kevin Lynch approved this step - Jan 19, 2024 at 6:39 pm



MT

**Mark Tolman** 

Remove Comment • Jan 22, 2024 at 2:45 pm

Will inspect Kart first day of opening when his season starts.

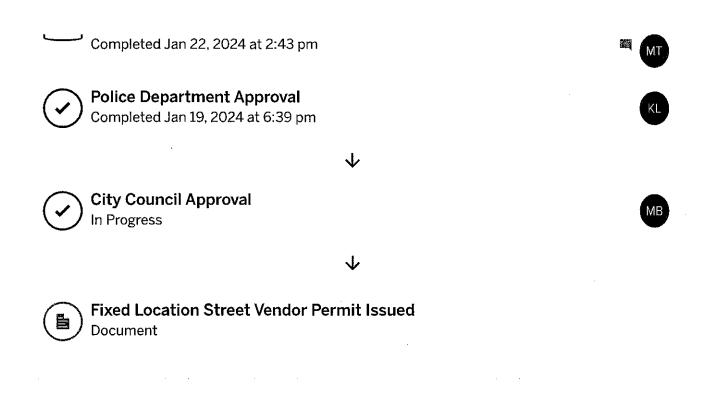
This step was assigned to Mark Tolman - Jan 19, 2024 at 5:02 pm Mark Tolman approved this step - Jan 22, 2024 at 2:43 pm



Name

FIRST CHURCH OF CHRIST

**Email Address** 



### **Attachments**

♠ Download All ♠ Upload New Files

### **Uploads**

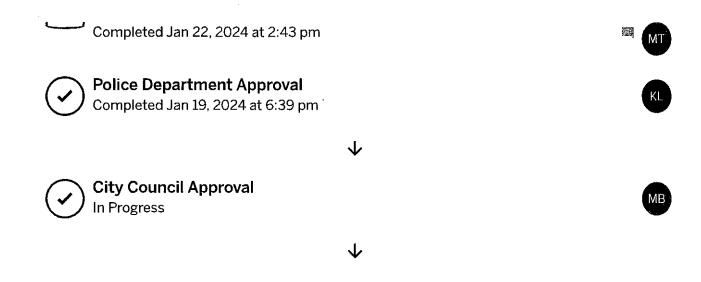
1 Uploaded File <u>Download</u>



Copy of \$5000 Sidewalk Obstruction Bond (City of Haverhill must be included as insured)
20230607\_125155.jpg
Uploaded by Kenneth Zibolis on Jan 15, 2024 at 3:17 PM

REQUIRED

**6** 🖆





### Kenneth Zibolis

**Fixed Location Street Vendor Permit Issued** 

View Profile

•

**Email Address** 

kenz1951@gmail.com (mailto:kenz1951@gmail.com)

Phone Number 603-205-2515

Address

12 pigeon In, Fremont, Nh 03044

Document

### **Guests**

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

### **Guest's Email**

Enter guest's email here...

**Grant Access** 

[12.17.2.1]

Coin-Operated Amusement Device License · Add to a project

[	Expiration Date Active	Request Changes (/#/explore/request-changes/	(167530) <b>i</b>	ade age and a second
	AN.	/US-24-2		
-स्कातात्त्व	<b>Details</b> Submitted on Jan 12, 2024 at 11:26 am			
Ø	<b>Attachments</b> O files			
	<b>Activity Feed</b> Latest activity on Jan 12, 2024			
	<b>Applicant</b> Michael Miamis		•	날 (
	<b>Location</b> 400 LOWELL AVE, Haverhill, MA 1832			•
		View <b>▼</b>	Edit Workflo	w
(	Coin-Operated Amusement I Paid Jan 12, 2024 at 12:17 pm	Device Payment		
		<b>\</b>		
(	City Clerk Approval Completed Jan 12, 2024 at 12:20	pm	М	
		.l.	•	

**Police Department Approval** Completed Jan 12, 2024 at 12:31 pm









**Coin-Operated Amusement Device Permit Issued Document** 

### **Police Department Approval**

 $\Box$ 

Complete

Complete

Assignee

Kevin Lynch

Due date



None

This step was assigned to Kevin Lynch - Jan 12, 2024 at 12:20 pm Kevin Lynch approved this step - Jan 12, 2024 at 12:31 pm











**Coin-Operated Amusement Device Permit Issued Document** 

### **Details**

### **Applicant Information**

Edit

**Business Name\*** 

Modern Amusements

Type of Business\*

Sole Proprietor

**Applicant Birthday\*** 

08/27/1957

Type of Device\*

Coin-Operated Machine

Number of Machines\*

Are Machines Operated on Sundays?\*

1

Yes

### **Vendor Information**

Edit

**Vendor Name\*** 

Vendor Phone\*

Fred Nader

603-434-4889

Vendor Address\*

Vendor City\*

400 Lowell Ave

Haverhill

Vendor State\*

Vendor Zip\*

MΑ

01832

Agreement & Signature

Edit

### Agreement & Signature

Yes\*



### For Office Use Only

### ■ Effective Date

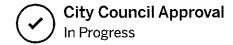
### **Attachments**

### History

Date	Activity
1/12/2024, 11:19:08 AM	Michael Miamis started a draft of Record AMUS-24-2
1/12/2024, 11:20:43 AM	Michael Miamis altered Record AMUS-24-2, changed ownerCity from "" to "Haverhill"
1/12/2024, 11:20:43 AM	Michael Miamis altered Record AMUS-24-2, changed ownerEmail from "" to "mmiamis@demoulasmarketbasket.com"
1/12/2024, 11:20:43 AM	Michael Miamis altered Record AMUS-24-2, changed ownerName from "" to "Market Basket"
1/12/2024, 11:20:43 AM	Michael Miamis altered Record AMUS-24-2, changed ownerPhoneNo from "" to "978-372-2051"
1/12/2024, 11:20:43 AM	Michael Miamis altered Record AMUS-24-2, changed ownerPostalCode from "" to "01832"
1/12/2024, 11:20:43 AM	Michael Miamis altered Record AMUS-24-2, changed ownerState from "" to "MA"
1/12/2024, 11:20:43 AM	Michael Miamis altered Record AMUS-24-2, changed ownerStreetName from "" to "Lowell Ave"
1/12/2024, 11:20:43 AM	Michael Miamis altered Record AMUS-24-2, changed ownerStreetNo from "" to "400"

Date	Activity
1/12/2024, 11:26:43 AM	Michael Miamis submitted Record AMUS-24-2
1/12/2024, 12:17:45 PM	completed payment step Coin-Operated Amusement Device Payment on Record AMUS-24-2
1/12/2024, 12:17:47 PM	approval step City Clerk Approvalwas assigned to Maria Bevilacqua on Record AMUS-24-2
1/12/2024, 12:20:33 PM	Maria Bevilacqua approved approval step City Clerk Approval on Record AMUS-24-2
1/12/2024, 12:20:34 PM	approval step Police Department Approvalwas assigned to Kevin Lynch on Record AMUS-24-2

### Timeline









### **Coin-Operated Amusement Device Permit Issued Document**

### Location

### **PRIMARY LOCATION**

The main location associated with this record.

### **400 LOWELL AVE**

Haverhill, MA 1832

View Location

:

FIRE ALARM REPORT EXPIRES 3/23/24

SPRINKLER REPORT EXPIRES 6/5/24

- Latension

Chunky's Cinema Pub

 $Lowell_{\mathcal{A}_{Ve}}$ 





LowellAve

(a) magaaa

@ Mapbox @ OpenStreetMap

### **Property Owner Information** (for this record)

Name

Market Basket

**Email Address** 

mmiamis@demoulasmarketbasket.com

Phone Number

978-372-2051

12.7.2.2

Coin-Operated Amusement Device License · Add to a project

**Expiration Date** 

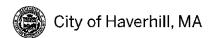
Active

Request Changes (/#/explore/request-changes/167225)

:

### **AMUS-24-1**

чини	<b>Details</b> Submitted on Jan 9, 2024 at 11:55 am	
0	Attachments O files	
	Activity Feed Latest activity on Jan 10, 2024	
	<b>Applicant</b> Kevin Dorr	<b>₩</b> 0
天	<b>Location</b> 30 FERRY ST, Bradford, MA 01835	j~
	View ▼	Edit Workflow
(	Coin-Operated Amusement Device Payment Paid Jan 09, 2024 at 11:57 am	
	<b>↓</b>	
(	City Clerk Approval Completed Jan 10, 2024 at 10:35 am	МВ
	<b>V</b>	
(	Police Department Approval Completed Jan 10, 2024 at 12:10 pm	KL;



AMUS-24-1

Coin-Operated Amusement Device

License

Status: Active

Submitted On: 1/9/2024

**Primary Location** 

30 FERRY ST

Bradford, MA 01835

Owner

CRESCENT YACHT CLUB

PO BOX 5006 BRADFORD,

MA 01835

**Applicant** 

Kevin Dorr

**J** 978-821-8808

@ kjd9918@aol.com

★ 116 Lake St Haverhill, MA 01832

### **Applicant Information**

**Business Name\*** 

crescent yacht club

Type of Business\*

Limited Liabiliity Corporation (LLC)

Applicant Birthday\*

07/25/1961

Type of Device\*

Video Game Machine

Number of Machines\*

Are Machines Operated on Sundays?\*

2

Yes

### **Vendor Information**

Vendor Name\*

Vendor Phone\*

J and M Amusements

9787586100

Vendor Address\*

Vendor City\*

34 Phillips St

Samen

Vendor State\*

Vendor Zip\*

**MASSACHUSETTS** 

01970

### Agreement & Signature

Yes\*



### For Office Use Only

**≜** Effective Date

### **Attachments**

### History

Date	Activity
1/9/2024, 11:47:36 AM	Kevin Dorr started a draft of Record AMUS-24-1
1/9/2024, 11:48:10 AM	Kevin Dorr altered Record AMUS-24-1, changed ownerPhoneNo from "" to "9783749683"
1/9/2024, 11:55:36 AM	Kevin Dorr submitted Record AMUS-24-1
1/9/2024, 11:57:16 AM	completed payment step Coin-Operated Amusement Device Payment on Record AMUS-24-1
1/9/2024, 11:57:17 AM	approval step City Clerk Approvalwas assigned to Maria Bevilacqua on Record AMUS-24-1
1/10/2024, 10:35:39 AM	Maria Bevilacqua approved approval step City Clerk Approval on Record AMUS-24-1
1/10/2024, 10:35:40 AM	approval step Police Department Approvalwas assigned to Kevin Lynch on Record AMUS-24-1

Date	Activity
1/10/2024, 12:10:00 PM	Kevin Lynch approved approval step Police Department Approval on Record AMUS-24-1
1/10/2024, 12:10:00 PM	approval step City Council Approvalwas assigned to Maria Bevilacqua on Record AMUS-24-1

### Timeline

Label	Activated	Completed	Assignee	Due Date
✓ City Clerk Approval	1/9/2024, 11:57:16 AM	1/10/2024, 10:35:39 AM	Maria Bevilacqua	-
✓ Police Department Approval	1/10/2024, 10:35:39 AM	1/10/2024, 12:10:00 PM	Kevin Lynch	-
S Coin-Operated Amusement Device Payment	1/9/2024, 11:55:37 AM	1/9/2024, 11:57:16 AM	Kevin Dorr	-
City Council Approval	1/10/2024, 12:10:00 PM	-	Maria Bevilacqua	-
Coin-Operated  Amusement Device  Permit Issued	-	-	-	-











**Coin-Operated Amusement Device Permit Issued Document** 



**Kevin Dorr** 

**View Profile** 

:

**Email Address** 

kjd9918@aol.com (mailto:kjd9918@aol.com)

Phone Number 9788218808

Address

116 Lake St, Haverhill, MA 01832

### **Guests**

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

Guest's Email

Enter guest's email here...

**Grant Access** 

No guests with access to this record yet



### Document

### (13,1)

### CITY OF HAVERHILL

### In Municipal Council

### 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>	Account
Milestones, Inc.	517.50	School Department
Aramark	73.68	Police Department
Steve Nguyen	498.00	Inspectional Services
Steve Nguyen	498.00	Inspectional Services
Steve Nguyen	622.50	Inspectional Services

Milestones, Inc.

410 Totten Pond Rd. 2nd Floor Waltham, MA 02451

JAN 0 3 2024

Date	Invoice #
7/14/2023	29456

POR COLLINAL

Federal ID #: 04-3494340

### For Services Rendered

3/31/2023	21 21 15 15 22 22 21 11	52.50 105.00 37.50 75.00 55.00 110.00 27.50
241060	r	55.00

Payments/Credits \$0.00

**Balance Due** 

\$517.50



## INVOICE

Lexington, KY 40509

Pay your bill and view invoices and statements at http://myaccount.aramark.com.

WENDY DUFF HAVERHILL POLICE DEPT. 40 BAILEY BLVD HAVERHILL MA 01830

BILLING INQUIRIES	(800) 504-0328			
CUSTOMER SERVICE	(800) ARAMARK			
ACCOUNT NUMBER	860001181			
CUSTOMER NUMBER	2859319			
INVOICE NUMBER	3010206329			
INVOICE DATE	04/12/2023			
TERMS	NET 10 EOM			
PO#				
NAID				
MARKET CENTER	301			
ROUTE NUMBER	16			
Page 1 of 1				

To: HAVERHILL POLICE DEPT. 40 BAILEY BLVD HAVERHILL MA 01830

TOTALE		1-30 DAYS	31-60 DAYS	61-90 DAYS							
468.8		5.07	0.00	0.00	62.68	253.72	· · · · · · · · · · · · · · · · · · ·				
NEARER#	WEARER NAME	ITEM		ITEM I	DESCRIPTION		SIZE	TYPE	BILL QTY	RATE	TOTAL
		1	RESTRO	OM SERVICE							1.50
6 1	PAUL REYNOLDS	G00218NA	VY JACKET	HIP 65/35			2XLR	Rent	2	0.991	1.98
6 1	PAUL REYNOLDS	GP0002NA	VY PANT W	ORK TWILL 65/	/35		42X30	Rent	7	0,659	4.61
6 1	PAUL REYNOLDS	G\$0019NA	VY SHIRTW	ORK SS 65/35			2XLR	Rent	9	0.612	5.51
		CE0102BLA	AK DUST M	OP HANDLE			×	Rent	2	0.151	0.30
		CE0104BLA	ak Wetmo	P HANDLE			x	Rent	1	0.100	0.10
		DP0018BU	JE MOP DU	ST SYNTHETIC	0		18	Rent	4	3.244	12.98
		DP0025GR	EN MOP WE	T SYNTHETIC			LGER	Rent	2	3.244	6.49
		XX0257BL/	AK LNDRYE	AG ERGO			X	Rent	0	0.000	0.00
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					<del></del>						

SUBTOTAL (ALL PAGES) FREIGHT

73.68 0.00 TAX 0.00 **TOTAL** \$73.68

#### THANK YOU FOR YOUR BUSINESS

Delivery received by: PR

Signature from handheld acknowledging delivery

To ensure proper payment application, please write your invoice number on your check, and include the attached coupon with your payment



**PAYMENT DUE** 

May 10, 2023

TOTAL DUE

\$73.68

INVOICE NUMBER

3010206329

Bill To:

**ACCOUNT NUMBER** 

INVOICE DATE

HAVERHILL POLICE DEPT. 40 BAILEY BLVD HAVERHILL MA 01830

04/12/2023

860001181

Payable

ARAMARK PO BOX 28050

**NEW YORK NY 10087-8050** 

## Weekly Time Sheet

NAME: STEVE NGNYEN

WEEK OF: 4-2-23 to 4-29-23

7	MON	TUE	WED	THUR	FRI	SAT	SUN	TOTAL HOURS
A IN		-						
M OUT								
P IN				-		•		
M. OIE								
TOTAL HOURS	5	5	5	5				20

AJ

20,90

## Weekly Time Sheet

NAME: STORE Nowjer

WEEK OF: 4-30-23 - 5-27-23

• •								
	MON	TUE	WED	THUR	FRI	SAT	SUN	TOTAL HOURS
A IN								
Mr. OLT								
P D						•		
TUG: M								-
TOTAL HOURS	5	5	5	5			te de la constante de la const	20

A 24.90 Har.00

# Weekly Time Sheet

NAME: 5-28-23 STEVE Nyuyan WEEK OF: 5-28-23 - 3-1-23								
	MON	TUE	WED	THUR	FRI	SAT	SUN	TOTAL HOURS
A LIN								
Me gotti								
P D						,		
M. OUI.					·			
TOTAL HOURS	5	5	5	5	5	-		25

A

25 24.90 022.50

#### MELINDA E. BARRETT MAYOR



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

January 26, 2024

To:

City Council President Thomas J. Sullivan and Members of the

Haverhill City Council

From:

Mayor Melinda E. Barrett

Re:

Request for payment of prior year invoices

Dear Mr. President and Members of the City Council:

Submitted herewith is a request to authorize payment of bills of the previous years and to further authorize the payment from current year departmental appropriations.

I recommend approval.

Very truly yours, Muliile & Baun M

Melinda E. Barrett

Mayor

MEB/cml



**DOCUMENT** 

File 10 DAYS

## CITY OF HAVERHILL

In Municipal Council

(14.1)

ORDERED:

**MUNICIPAL ORDINANCE** 

**CHAPTER 240** 

24 hrs

HAU CITY CLRK JAK24'24 NMID43

### 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 adding the following to § 240-85 Schedule B: Parking Restrictions and Prohibitions:

No Parking

APPROVED AS TO LEGALITY:	

West side, entire length

**Bartlett Avenue** 

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

January 24, 2024

MEMO TO:

CITY COUNCIL PRESIDENT THOMAS J. SULLIVAN AND MEMBERS OF THE CITY COUNCIL

Subject:

Bartlett Avenue - Parking Restriction, west side

As requested by Traffic & Safety, attached are Ordinances for Parking Restrictions at the three Subject locations.

Please contact me if you have any questions.

Sincerely.

C:

City Engineer

HAU CITY CLRK JAN24'24 AM10:41

Mayor Barrett, Ward, Fallon, Pistone, Wright



**DOCUMENT** 

CITY OF HAVERHILL

In Municipal Council

ORDERED:

HAU CITY CLRK JAN24'24 am 10:43

#### 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:

Shepherd Street: In front of #23 No Parking (except for 1 24-hour parking space) 24 hours

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 <u>JPettis@CityOfHaverhill.com</u>

HAU CITY CLRK JAN24'24 ami 0'41

January 24, 2024

MEMO TO:

CITY COUNCIL PRESIDENT THOMAS J. SULLIVAN AND

MEMBERS OF THE CITY COUNCIL

Subject:

23 Shepherd Street - HPS-24-3 - Delete Handicap Parking

As requested, see attached ordinance for deleting handicap spot at the subject location.

Please contact me if you have any questions.

Sincere

X // W/ /y

City Engineer

C: Mayor Barrett, Ward, Fallon, Pistone, Wright

#### Maria Bevilacqua

From:

North of Boston <noreply@wave2adportal.com>

Sent:

Wednesday, January 24, 2024 11:58 AM

To:

Maria Bevilacqua; Kaitlin Wright

Subject:

Thank you for placing your order with us.

Attachments:

W01179490.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: W0117949

Business Type:

All Other Public Notices

Notice Size: Public Notices Notice Estimate:

\$69,23

Referral Code:

**Shepherd Street Parking** 

#### 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 W01179490

Thu Feb 1, 2024

**Haverhill Gazette Public Notices** 

All Zones

CITY OF HAVERHILL

In Municipal Council

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, Chepter 240, §85, Schedule B: Parking Restrictions
and Prohibitions, as amended, is hereby further amended by DELETING the following:

Stepherd Street: No Parking 24 hours in front of #23 (except for 1.24 hour parking space)
APPROVED AS TO LEGALITY

City Solicitor

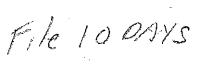
HG - Publication Dates

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**DOCUMENT** 

#### CITY OF HAVERHILL

In Municipal Council

ORDERED:

HAU CITY CLRK JAN24'24 am1043

## 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:

Shepherd Street: In front of #23 No Parking (except for 1 24-hour parking space) - 24 hours

City Solicitor

#### CITY COUNCIL

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



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

CITY HALL, ROOM 204 **4 SUMMER STREET** TELEPHONE: 978-374-2328 FACSIMILE: 978-374-2329 WWW.CITYOFHAVERHILL.COM CITYCNCL@CITYOFHAVERHILL.COM HAUCITY CLRK JANI

January 22, 2024

President and Members of the City Council: To:

Council Vice President Jordan and Councilor Michitson request City Council discussion on longterm planning to support Mayor Barrett's initiative.

(meeting 1.30.2024)

CITY COUNCIL

Ralph T. Basiliere

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



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January 22, 2024

To: President and Members of the City Council:

Councilors Lewandowski and Michitson request a discussion about the future of Merrimack Valley Hospital.

melisea J. Howandowski 110 b

( Michetsun liab

Councilor Melissa J. Lewandowski

Councilor John A. Michitson

(15.3)

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
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Devan Ferreira
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MWW.CITYOFHAVERHILL.COM

#### **CITY OF HAVERHILL**

HAVERHILL, MASSACHUSETTS 01830-5843

January 25, 2024

To: President and Members of the City Council:

Councilor Rogers requests a discussion about the recent Whittier Tech election results and the future of public school funding projects.

Councilor Catherine P. Rogers

(meeting 1.30.2024)



#### DOCUMENT 11

### CITY OF HAVERHILL



In Municipal Council January 9 2024

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 ADDING the following:

Abbott Street:

In front of #5

No Parking (except for 1 24-hour parking space)

24 hours

APPROVED AS TO LEGALITY								
City Sol	icite	r						
PLACED Attest		FILE	FOR	ΑT	LEAST		days	rk



# Haverhill

Engineering Department, Room 300 Tel: 978-374-2335 Fax: 978-373-8475 John H. Pettis III, P.E. - City Engineer <a href="mailto:JPettis@CityOfHaverhill.com">JPettis@CityOfHaverhill.com</a>

January 5, 2024

**MEMO TO:** 

CITY COUNCIL PRESIDENT THOMAS SULLIVAN AND

MEMBERS OF THE CITY COUNCIL

Subject:

Abbott St #5 - Add Handicap Parking (HPS-23-21)

As requested, attached is the subject Ordinance to add handicap parking. Please contact me if you have any questions.

Sincer

John H. Pettis III, P.E.

City Engineer

C: Mayor Barrett, Ward, Pistone, Wright

#### CITY COUNCIL

Thomas J. Sullivan, President
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John A. Michitson
Colin F. LePage
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Catherine P. Rogers
Shaun P. Toohey
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Katrina Hobbs Everett
Devan Ferreira
Ralph T. Basiliere



**CITY OF HAVERHILL** 

HAVERHILL, MASSACHUSETTS 01830-5843

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[8,1]

January 26, 2024

To: President and Members of the City Council:

Councilor LePage submits the attached minutes of the Administration and Finance Committee meeting held on January 16, 2024 for acceptance.

Page /reb

Councilor Colin LePage

(meeting 1.30.2024)

#### **CITY COUNCIL**

Thomas J. Sullivan, President
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#### **CITY OF HAVERHILL**

HAVERHILL, MASSACHUSETTS 01830-5843

## MINUTES OF THE ADMINISTRATION AND FINANCE COMMITTEE MEETING JANUARY 16, 2024

An Administration and Finance Committee Meeting was held on Tuesday, January 16, 2024 at 6:00PM in the City Council Chambers, Room 202.

Committee Members: Committee Chair Colin LePage, Councilor Timothy Jordan (remotely), Councilor Catherine Rogers, Councilor Shaun Toohey, Councilor Devan Ferreira.

Council President Thomas Sullivan also attended.

The following items were discussed:

1. Review of the Rules and Regulations of the City Council

The Committee conducted a thorough reading of the Rules and Regulations that had been amended, voted on and approved, at prior City Council meetings held on February 14, 2023 and December 19, 2023, but not yet incorporated into the Rules and Regulations for 2024. Those previously amended rules concerned Rule 2, removing language that cancelled a regularly scheduled Council meeting when the Mayor delivered the State of the City address to the public; and Rules 4, 5, 7, 10, 12, 34 and 41, that accommodate the change from 9 to 11 Councilors and the At-Large/Ward Council system effective January 1, 2024.

Additionally, the Committee discussed and reviewed the following Rules:

Rule 1: last paragraph, replacing the words "calendar year" with the words "new legislative session."

Motion by Councilor Rogers, seconded by Councilor Toohey, PASSED Yeas 5, Nays 0

Rule 11: last paragraph, removing the words "Council office, Room 204, or" and inserting the words "Room 202," after Chambers.

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



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#### CITY OF HAVERHILL

HAVERHILL, MASSACHUSETTS 01830-5843

Rule 27: replacing the time "11:00 A.M." with the time "9:00 A.M." in both locations and removing the following sentence: "If a Councilor wishes to place an item on the agenda after 10:00 A.M. on the day the agenda closes, said Councilor shall contact the Council President directly to ensure item will be allowed on agenda."

Motion by Councilor Rogers, seconded by Councilor Toohey PASSED Yeas 5, Nays 0

Rule 28: after brief discussion of removing the current requirement of delivering paper format of entire agenda, the Committee recommends no action currently.

Rule 28E: after the words "the City Clerk" insert the words "and the City Council Administrative Assistant". With regards to the brief discussion on changing some of the specific language concerning presentations, format and deadline, the Committee recommends no action currently.

Motion by Councilor Rogers, seconded by Councilor Toohey, to accept all Rule Changes as currently presented PASSED Yeas 5, Nays 0

Motion by Councilor Jordan, seconded by Councilor Toohey, to adjourn
PASSED Yeas 5, Nays 0
Adjourned 6:42PM

Respectfully submitted,

Colin LePage, Chairman

Administration and Finance Committee

Haverhill City Council

CFL/lab

Attachment: Rules and Regulations of the City Council revised January 2024

#### **RULES AND REGULATIONS OF THE CITY COUNCIL**

#### **ORGANIZATION**

Rule 1. The City Council shall meet for organization at ten o'clock in the forenoon on the first Monday of January following the regular municipal election and the members of the City Council shall severally make oath, before the City Clerk or a justice of the peace, to perform faithfully the duties of their respective office, except any member-elect not present shall make oath at the first regular meeting of the City Council thereafter which s/he attends.

For the purpose of organization, the City Clerk shall be temporary Chair until the President and Vice President are elected. The City Clerk shall open nominations and each candidate shall be nominated by name only and require a second to be considered. No other comment or information shall be made during the open nomination period. Once completed, the City Clerk shall close nominations and call the roll for elections. President nominee(s) must have a minimum of one year's experience on the Haverhill City Council to qualify for election.

The City Council shall, by majority vote of all members elected, elect a President and Vice President from its own members; and the persons elected shall likewise make oath to perform faithfully the duties of the respective offices to which they are so elected at the same meeting, except any member-elect not present shall make oath at the first regular meeting of the City Council thereafter which s/he attends.

The following year, the first Tuesday of January at 7:00 o'clock P.M., the members of the City Council shall meet for the purpose of organization for the election of President and Vice President in the same manner as the inaugural election.

Under the direction of the Chairperson of the Administration & Finance Committee and within the first sixty (60) days of each calendar year, the members of the City Council shall vote to approve, amend, add, disapprove or delete from its Rules and Regulations. The City Council may also amend, add or delete from its rules throughout the year through a process of having an agenda item referred to Administration & Finance receiving Administration & Finance recommendation and majority approval of the full City Council.

#### **REGULAR MEETINGS**

Rule 2. Regular meetings of the City Council shall be held every Tuesday at 7:00 o'clock P.M. except in June there shall be a meeting on the first, third and fourth Tuesday except when June has five Tuesdays then it will be first, third and fifth. From July until the second Tuesday after Labor Day, the Council shall meet every other week beginning with the second Tuesday of July. In September, starting with the second Tuesday after Labor Day, the Council shall return to its regular weekly schedule. The meeting(s) scheduled for the Tuesday before Thanksgiving and the Tuesday of the Christmas holiday week shall not be included in the Council's annual calendar of meetings. The meetings shall be held in the City Council Chambers, City Hall, unless a majority of the full Council votes to hold a meeting at an alternative location at least six days prior to such change. The City Council may at any meeting, by a majority vote, discontinue or add any further meetings not scheduled so long as such action is posted at least forty-eight (48) hours in advance in compliance with the Massachusetts Open Meeting Law (M.G.L. c.30A sections 18-25).

#### **HOLIDAYS**

Rule 2A. Whenever the day set by these rules for any meeting of the City Council shall fall upon or immediately after a Monday holiday, then such meeting shall not be included in the Council's annual calendar of meetings.

#### **MEETINGS OPEN TO PUBLIC**

Rule 3. Except in the case of executive sessions, all meetings of the City Council and of City Council Committees thereof shall be open to the public, and the presiding officer of the City Council shall in his/her sole discretion provide that citizens shall have up to three (3) minutes, unless a longer period is deemed necessary by the presiding Councilor to be heard at any such meeting in regard to any matter considered there. All meetings of the City Council shall conform to the Massachusetts Open Meeting Law.

#### **SPECIAL MEETINGS**

Rule 4. The President, or in his/her absence the Vice President, of the City Council, or any four members thereof, may at any time call a special meeting by causing written notices, stating the time of holding such meeting and signed by the person or persons calling the same, to be delivered in hand or by electronic communication to each member of the City Council at least forty-eight (48) hours before the time of such meeting, and posted per the Massachusetts Open Meeting Law.

Every notice for a special meeting shall specify the subject(s) to be acted upon and the place and time where the meeting is to take place.

#### QUORUM

Rule 5. Six (6) members of the City Council shall constitute a quorum.

#### REMOTE PARTICIPATION

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

#### PRESIDING OFFICER

Rule 7. The President, if present, shall preside at the meetings. In the absence of the President, the Vice President of the City Council shall preside or, in the absence of both, the next available Councilor in order of seniority in service on the City Council shall preside if s/he desires during the absence of both the President and the Vice President.

#### VACANCY IN THE OFFICE OF PRESIDENT OR VICE PRESIDENT

Rule 8. If the office of President becomes vacant, the Vice President shall assume duties of the President or if the office of Vice President becomes vacant, the City Council, in the manner provided in Rule 1, shall at the next regularly scheduled meeting elect one of its

members to fill such office for the unexpired term, provided that no such vacancy shall be filled so long as there is a vacancy in the City Council.

#### **DUTIES OF PRESIDING OFFICER**

Rule 9. The presiding officer shall preserve decorum and order, may speak to points of order in preference to other members; shall decide all questions of order, subject to any appeal to the City Council, regularly seconded; and no other business shall be in order until the question on the appeal shall have been decided. The vote upon the appeal from the ruling of the chair shall be by roll call and shall stand unless a majority of the votes are to the contrary. The chair shall be allowed to vote on any question of appeal.

The presiding officer or his/her designee shall report all votes and the presiding officer shall then declare the result, and if the result be in doubt, may call for a roll call vote. Such declaration, if not the result of a roll call, shall stand unless it is reversed by a roll call called for by any member.

#### **RELINQUISHING THE CHAIR**

Rule 10. When the presiding officer desires to relinquish the chair, s/he shall call upon the Council Vice President, and, if not present, s/he shall call upon the next available Councilor in order of seniority in service on the City Council but such substitution shall not continue beyond the will of the presiding office so relinquishing the chair or beyond any adjournment, except as hereafter provided. For practical and logistical purposes, at all Council meetings the Vice President shall sit to the immediate right hand of the President, (chair 4) and with at-large Councilors seated in descending order of election and ward Councilors seated in order of the ward they represent (1, 2, 3, 4, 5, 6, and then 7), all as arranged by the President.

If the presiding officer wishes to present an agenda item or participate in any subject under debate, s/he shall relinquish the chair as above provided and shall not resume the chair until that particular agenda item is concluded.

The presiding officer may, however, express a final opinion on any subject in which debate has concluded, without relinquishing the chair.

#### COMMITTEES

- Rule 11. The President of the City Council shall appoint all standing committees, all special committees, shall fill any committee vacancy and designate the rank of the members of each committee unless specifically directed otherwise by a majority of the council. There shall be the following standing committees:
  - Administration & Finance Committee (A&F): Department of Finance & Records; and Law
  - 2. Natural Resources & Public Property Committee (NRPP): Water and Wastewater; Energy Conservation; Conservation Commission; Public Buildings; Assessors; Parks and Playgrounds
  - 3. Planning & Development Committee (P&D): Department of Community Planning and Development; Planning Department; Engineering.

- 4. Public Health, Safety & Works Committee (Public Safety): Department of Law Enforcement; Department of Fire Safety Services; Public Works; Public Health.
- 5. Citizens Outreach Committee: Constituent and Neighborhood Groups

The City Councilor responsible for initiating an item at an official Council meeting, which is then forwarded to the Mayor, City Department Head(s) or Committee(s) for further study and review, is personally and solely responsible for facilitating all necessary steps for that item's final disposition. The procuring Councilor must also make him/herself available at all of the Committee meeting(s) upon which said item is to be reviewed. The Committee Chairperson shall make reasonable efforts to set the meeting date(s) to accommodate the procuring Councilor's schedule. However, if the Chairperson believes that the issue at hand cannot be delayed, a meeting may be called without the procuring Councilor in attendance. In which case, the item can be acted upon, continued, or disposed. Failure or inability of procuring Councilor to attend the meeting to which the item is scheduled to be heard shall result in said item being dealt with without the procuring Councilor's participation or being continued to the next meeting of the Committee.

Each Committee Chairperson shall ensure items referred to Committee be reported on as soon as reasonably possible after item is referred. On any item submitted to Committee of the City Council, the President shall have final authority as to which Committee or to which department an item will be forwarded to. Any item submitted to Committee of the City Council shall be reported back to the City Council with recommendation(s) for action, if any whenever reasonably possible. The City Council Vice President shall ensure that items referred to Committee be updated on within 30 days of referral by the Committee Chairperson at the end of a Council meeting agenda order of business #18. Items that cannot be reported out or acted upon within 60 days may be transferred to a long-term study list as detailed in Rule 28.

The meetings of the standing committees of the City Council shall be held on Mondays, Wednesdays or Thursdays no earlier than 6:00 PM in the City Council Chambers, Room 202, except in cases where the subject matter to be discussed is deemed by the Committee Chairperson to be more appropriate at another day, time or place. All Committee meetings shall be scheduled in compliance with the Massachusetts Open Meeting Law.

#### SUFFICIENCY OF VOTE

Rule 12. The affirmative vote of a majority of all the members elected to the City Council shall be necessary for the passage of any order, ordinance, resolution, or vote except as noted herein or otherwise provided by the General Laws. The affirmative vote of a majority of the members present shall be sufficient to adjourn any meeting of the City Council.

#### **COUNCIL VOTES NECESSARY PLAN A**

Annual Budget	Majority	6 votes
Salary Appropriation	Majority	6 votes
Salary Ordinance (increase)	2/3	8 votes
Loan Orders	2/3	8 votes

	Transfer from one department to another (C.44 S.33B)	2/3	8 votes
	Transfer within department	Majority	6 votes
	Eminent Domain	2/3	8 votes
*	Zoning ordinances and amendments	2/3 or Majority	8 or 6 votes
**	Zoning Special Permits	2/3 or Majority	8 or 6 votes
	Suspend Rules	Majority	of Councilors present
	To amend a document	Majority	6 votes
	To rescind a document	2/3	8 votes
	To expunge a document	2/3	8 votes
	To override a Mayor's veto	2/3	8 votes
	Motion to censure	2/3	8 votes
	To table a matter without a quorum present	Majority	of Councilors present

- \* Per G.L. C.40A s.5, the type of action contained in the ordinance or special permit application determines the vote required for approval and the number of votes necessary for passage.
- \*\* Cluster Residential Development, Planned Unit Development, Flexible Development and Multifamily dwellings (see G.L. c.40A), Used and New Car Dealerships (see Zoning Regulations Ch.255-16, Table of Use and Parking Regulations)

#### EVERY MEMBER SHALL VOTE EXCEPT AS PROVIDED IN THIS RULE

Rule 13. Every member present when a question is put shall vote, unless any Councilor for special reason(s) or a conflict of interest stated at the introduction of an agenda item shall be excused from voting. Any Councilor who declares an intent not to participate in an agenda item shall leave the Council Chambers until such time as the agenda item has concluded. No member shall leave the Council Chambers without permission of the chair if his/her presence is necessary to make a quorum.

#### MANNER OF VOTING YES - NO - VOICE VOTE

Rule 14. Final votes of the City Council shall be by individual voice vote by YES or NO and shall be entered on the records. The presiding officer shall always vote last.

With the exception of votes for orders, ordinances and Council votes necessary under the Plan A form of government, the President may proceed by voice vote of the City Council unless objected to by another member of the City Council in which case the vote shall be recorded as stated above.

Notwithstanding the language contained in Rule 12, no member shall vote on any question or serve on any committee where his/her private right is immediately concerned, distinct from the public interest.

Rule 15. Prior to the announcement by the Chair of the result of a roll call vote, any Councilor may ask to have his/her name called again in order to record him/herself differently.

#### **GAINING THE FLOOR**

Rule 16. Every Councilor, when wishing to speak, shall raise his/her hand respectfully or, if available, signal the Chair by some other acceptable manner, asserting his/her desire to gain the floor and wait until s/he is recognized.

#### **EVERY ORDER OR RESOLUTION MUST BE ENDORSED**

Rule 17. No order or resolution shall be received or acted upon unless endorsed by a member of the Council and properly seconded.

#### WITHDRAWING NOTICE

Rule 18. After a motion is stated or read by the Chair and properly seconded, it shall be deemed to be in possession of the Council, and shall be disposed of by vote, but the mover or seconder may withdraw it at any time before a decision or amendment.

#### PETITIONS ONCE REJECTED

Rule 19. Except as otherwise might be provided specifically in the Massachusetts General Laws, whenever final action on any order, ordinance, petition, question, discussion, or public participation has been taken by the City Council, no further order, ordinance, petition question, discussion, or public participation which in substance is the same as heretofore acted upon, shall be resubmitted to the Council within six months from the time of the Council's previous action thereon unless two-thirds of the Council consents in writing for its resubmission.

Nothing in this rule shall be intended to waive provisions of Rules 23 and 24 and said rule shall not be considered inconsistent with said rules numbered 23 and 24.

#### ORDINANCE AND BOND ORDERS REFERRED TO CITY SOLICITOR

Rule 20. Every ordinance and every order for a bond issue shall upon its first reading or filing and before its passage, be referred to the City Solicitor, who shall forthwith examine the same as to its legality and notify the Council of his/her findings.

That it be a standing rule of this Council that no final or definite action be passed by this Council in the matter of abatement of betterment assessments until such time as the legality of a proposed abatement be approved by the City Solicitor.

#### MUNICIPAL EMPLOYEE CONTRACTS AND SALARY ORDINANCES

Rule 21. All municipal collective bargaining agreements and other employment contracts sent to the City Council by the Mayor shall be placed on file with no further action taken, except as to the appropriation of funds necessary to fund the collective bargaining agreements and employment contracts. The approval of any change or alteration to a salary ordinance which requires an increase in wages or other financial benefits to employees shall not be acted on until

such time as a financial disclosure form, agreed to by the Mayor and City Council, signed by the Auditor, Department Head and the Human Resources Director is provided to the Council.

#### **ENACTING STYLE**

Rule 22. All by-laws passed by the City Council shall be entitled ordinances and the enacting style be "Be it ordained by the City Council of the City of Haverhill". In all votes by which the City Council expresses anything by order or by command, the enacting style shall be "Ordered:" and in all votes by which the City Council expresses opinions, principles, facts or purposes, the enacting style shall be "Resolved".

Rule 23. When a question is under debate, the chair will receive motions in accordance with Order of Precedence outlined in "Robert's Rules of Order".

#### PREVIOUS QUESTION

Rule 24. The previous question shall be put in the following form: "Move the main question." Once seconded, all further amendment or debate of the main question shall be suspended until the previous question is decided.

On the previous question, not exceeding five minutes shall be allowed for debate, which shall be confined to giving reasons why the main question should not be put, and no member shall speak more than two minutes.

#### RECONSIDERATION

Rule 25. After a vote has been taken, it shall be in order for any member voting with the prevailing side to move reconsideration thereof at the same meeting at which the vote was taken, or to file with the City Clerk, not later than twelve o'clock noon of the second business day following such meeting, written notice of a motion to reconsider such vote. After receiving such written notice of reconsideration, the Clerk shall place it on the calendar for the next regular meeting or for any intervening special meeting, provided the same is included in the call thereof.

Whenever a written notice of a motion to reconsider has been filed as aforesaid, the Clerk shall notify all of the members of the City Council and any parties that spoke at the Council meeting when the original vote was taken. In the case of a question decided by a tie vote, the prevailing side shall be considered to be the one in whose favor the question was decided. Not more than one motion for reconsideration of any vote shall be entertained, and no vote upon either of the following motions shall be reconsidered: viz: to adjourn; to lay on the table; to take from the table and the previous question.

#### **KEEPER OF THE RECORD**

Rule 26. The Clerk or her/his designee shall attend and keep the records of all meetings of the Council. S/he shall record the names of the members present and shall have the care and custody of the city records, and all documents, maps, plans and papers pertaining to the business of the City Council.

#### PAPERS MUST BE FILED BEFORE 9:00 A.M. FRIDAY BEFORE MEETING

Rule 27. All papers of whatever description which may require action by the City Council shall be presented to the City Clerk not later than 9:00 A.M. on the Friday preceding the day of each regular meeting, except when such preceding day is a holiday or City Hall is closed, then they shall be presented at the same hour on the Thursday preceding the day of the meeting. Papers presented after that hour on such day will not be considered until the next meeting, unless admission is approved by a majority of Councilors present.

#### CLERK SHALL PREPARE A LIST OF ALL MATTERS (AGENDA)

Rule 28. The City Clerk in cooperation with the Council President shall prepare a list of all matters to come before the City Council at each meeting in accordance with the established order of business and shall deliver to the Council office for each Councilor, a copy of the same on the same day that the agenda is prepared and to digitally send a copy to each Councilor.

As part of the agenda for each meeting, on a separate sheet in a suitable format, there shall be a list of all orders, documents, reports and communications which have been referred to a Council committee for report or action, along with the date submitted to the committee.

Rule 28A. No business or document scheduled to come before the City Council may be removed or omitted from the agenda prior to a meeting.

Rule 28B. The City Council shall allow for re-reading of all back up material related to any Ordinance before the vote is taken for passage.

Rule 28C. The President of the City Council shall not allow any communication or other matter to be placed on the agenda that does not conform with the City Council's Rules and Regulations or, if not governed by a rule or regulation, that does not conform with Robert's Rules of Order. The City Council President or presiding officer shall have oversight and discretion of the content of the final agenda to ensure compliance with the Massachusetts Open Meeting Law. Agenda items must be sufficiently specific to reasonably inform the public of the issues to be discussed at the meeting. And if in the sole determination of the presiding officer that specificity is lacking, the matter may be delayed until such information is obtained.

Rule 28D. If any items submitted for Council Agenda by Councilors appear to the Council President to be duplicates, the Council President must contact each Councilor involved to discuss the duplication. Resolution of the duplication shall be at the Council Presidents discretion with consultation with Councilors who have submitted duplicate items.

Rule 28E. Any person making a presentation or PowerPoint presentation shall provide the City Clerk and the City Council Administrative Assistant with a copy of any documents utilized. Ideally, documents would be provided before the agenda closes. PowerPoint and other presentations shall be in a font that can be clearly read by the audience.

#### **PUBLIC PARTICIPATION**

Rule 29A. Any Haverhill resident, organization or taxpayer may request through the President, or any other member, to be placed on the agenda for the next regularly scheduled

meeting to speak about a matter or concern, provided it is related to issues that are within the Council's jurisdiction. The person shall be allowed up to three (3) minutes to speak, which time may be expanded or limited at the discretion of the presiding officer.

Rule 29B. Any Haverhill resident, organization or taxpayer may request, in writing, to speak to the City Council at the next regularly scheduled meeting by filing a completed request form with the City Clerk's Office. Request forms may be obtained at the City Clerk's Office or downloaded from the City of Haverhill Official web site. Requests to speak must be about a matter or concern that is related to issues that are within the Council's jurisdiction, and the written request to speak must contain details of the intended topic of discussion, and be specific enough to comply, in the opinion of the Council's presiding officer, with the Massachusetts Open Meeting Law. Any request form filed with the City Clerk's Office that appears to be complete will then be forwarded to the City Council's presiding officer in order to seek approval to place the request item on the next regular meeting agenda. In the event that a request to speak form is incomplete, vague or lacking, in the opinion of the Council's presiding officer, and requires additional time to obtain enough detail so that the item when placed on an agenda will adequately inform the general public as to the specific topic to be discussed and thereby complying with the Massachusetts Open Meeting Law, such delay may cause the request to be held until such time that sufficient additional information is added to the request. The responsibility to provide sufficient detail on the request forms and thereby prevent any delay in filing shall be the sole responsibility of the requesting party. The person making the request shall be allowed up to three (3) minutes to speak, which time may be expanded or limited at the discretion of the presiding officer. Note: for other methods of public participation, see Rules 3, 29A and 36.

#### **EXAMINATION OF RECORDS OF PREVIOUS MEETING**

Rule 30. At each meeting of the Council, the records for the meeting shall be referred to a member thereof (excepting to the President) for examination; and for the next Council meeting s/he shall report the results thereof to the Chair who shall accept the minutes for the file unless objected by any City Councilor whereupon the Chair shall then place before the meeting the question of approval of the same.

#### **ORDER OF BUSINESS**

Rule 31. At every regular meeting of the City Council the order of business shall be as follows:

- 1. Opening Prayer, and additional information at the discretion of the presiding officer
- 2. Pledge of Allegiance
- 3. Approval of the records of previous meeting
- 4. Assignment of minutes review for next meeting
- 5. Communications from the Mayor
- 6. Communications from Councilors to introduce an individual(s) to address the Council
- 7. Public Participation Requests under Council Rule 29B
- 8. Communications and Reports from City Officers and Employees
- 9. Utility hearing(s) and related order(s)
- 10. Hearings and related Orders
- 11. Appointments

- 12. Petitions
- 13. Motions and Orders
- 14. Ordinances
- 15. Communications from Councilors
- 16. Unfinished business of preceding meetings
- 17. Resolutions to be "Resolved" and Proclamations to be "Adopted"
- 18. Council committee updates, reports and announcements

The above shall not be departed from except by permission of the presiding officer.

Any public hearing that is expected to exceed more than two hours in duration in the opinion of the City Council President, may be scheduled by the President as a special meeting to be held other than at the time of a regularly scheduled City Council meeting, provided that special Council meeting can be televised by the local cable channel.

#### PASSAGE AT ONE SESSION

Rule 32. Except as otherwise might be provided specifically in the Massachusetts General Laws, any ordinance after having been placed on file for at least 10 days and approved to legality by the City Solicitor, and any order or resolution may be passed through all its stages of legislation at one session, provided that no member of the Council objects thereto; but if any member of the Council objects, the measure shall be postponed for that meeting.

#### PARLIAMENTARY PRACTICE

Rule 33. In all matters of parliamentary practice not provided for in these rules or the Massachusetts Open Meeting Law, the City Council shall use "Robert's Rules of Order", the latest edition, as a guide.

Rule 34. Insofar as these rules are not of statutory source or origin, the same may be suspended at any meeting by a majority vote of all Councilors present, but not otherwise. Suspension of rules shall apply only for the subject matter under consideration and must be stated in detail prior to voting for said suspension of rules. A suspension of the rules to add an item to the agenda for discussion must be of exigent circumstances. Exigent circumstances shall not include any matter which could have been added to an amended agenda prior to the commencement of the meeting, in compliance with the Open Meeting Law.

Upon completion of process as stated in Rule 1 these rules may be amended or repealed by the vote of six Councilors but said amendment or repeal shall not be effective until the next regular meeting.

If any action is taken inconsistent with these rules, the same shall be construed to have been taken in suspension thereof provided there is a majority vote of all Councilors present, or there is no objection raised prior to the meeting being adjourned.

#### **COUNCIL BUDGET**

Rule 35. Prior to the President's submission of the Council annual budget to the Mayor, the President shall seek input from each Councilor and each Councilor shall be allowed to provide his/her input into the City Council budget request.

#### **HEARINGS**

Rule 36. All public hearings of the City Council will have the following guidelines. The proponent or petitioner will have up to thirty (30) minutes to make their presentation. The opposition will have up to thirty (30) minutes to make their presentation. Each side, proponent and opposition, will have up to five (5) minutes each for rebuttal after initial presentations Anyone wishing to speak in favor of or against the proponent or petitioner shall be allowed up to three (3) minutes, in addition to the thirty (30) minutes each side is given to present. At the discretion of the presiding officer, a speakers' time may be extended or limited.

If a petitioner needs more time for a presentation, the presiding officer may at his/her discretion allow for additional time for any proponent or petitioner to complete a presentation, provided that an equal amount of time be granted to the opposition.

#### INDOCTRINATION OF NEW COUNCILORS

Rule 37. It shall be the responsibility of the Council President to hold indoctrination for all new Councilors within thirty days of the final election. This also includes making available to Councilors Robert's Rules of Order in the City Council office and any other information that is pertinent for a smooth transition.

#### INTRADEPARTMENTAL COMMUNICATION

Rule 38. Any individual Councilor or the Council body may make a formal request for information or ask pertinent questions of the Mayor, City Department Heads, Boards or Commissions pursuant to a matter placed on the Council meeting agenda provided, that, in all cases, the information requested, or questions asked, be in accordance with the following manner:

The City Council at any time may request from the Mayor specific information on any municipal matter within its jurisdiction and may request him/her to be present to answer written questions relating thereto at a meeting to be held not earlier than one week from the date of the receipt by the Mayor of said questions. The Mayor shall personally, or through a designated representative, the head of a department or a member of a board, attend such meeting and publicly answer all such questions. The person so attending shall not be obliged to answer questions relating to any other matter. The Mayor may attend and address the City Council in person or through the head of a department, or a member of a board, upon any subject.

#### **USE OF CITY COUNCIL STATIONERY**

Rule 39. The use of City Council stationery with official letterhead shall be afforded to the Council President to communicate with any City Department, citizens, private businesses or State and Federal entities as s/he deems necessary. However, any communication issued by any other Council member on said stationery with respect to an issue previously, presently or

potentially under the auspices of the City Council, Mayor or any commission, committee, authority, board, task force or any other decision making body on the local, state or federal level, must be brought through the Council Administrative Assistant and must be copied and approved by the Council President before such letter is sent by mail, email, hand delivery or any other delivery process.

The Council President shall be responsible for alerting each newly elected Councilor of this rule during the orientation period outlined in Rule 37.

#### SPECIAL ELECTION AND BALLOT QUESTIONS

Rule 40. Whenever the City Council votes for any special election or question to be placed on a ballot, the City Clerk shall immediately enter into the agenda for the following week an agenda item that would require providing a copy of the certified mail receipt to each Councilor. This would prove that the proper departments in local or state government have been notified of the special election or of the ballot question.

#### **MOTIONS TO CENSURE**

Rule 41. A communication to place a motion to censure a member of the City Council on the agenda must be filed with the City Clerk in a timely manner and must be in writing and signed by no less than eight members of the City Council and must specify egregious behavior and/or conduct unbecoming of a City Councilor.

CITY COUNCIL
Timothy J. Jordan

Timothy J. Jordan, President John A. Michitson, Vice President Thomas J. Sullivan Colin F. LePage Melissa J. Lewandowski Michael S. McGonagle Catherine P. Rogers

Shaun P. Toohey Devin Ferreira Ralph T. Basiliere

Katrina Hobbs Everett

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## **CITY OF HAVERHILL**

#### HAVERHILL, MASSACHUSETTS 01830-5843 <u>DOCUMENTS REFERRED TO COMMITTEE STUDY</u>

79	9 <b>-</b> F	Communication from Councillor Sullivan requesting to introduce Kathleen Fitts, Gale Park Assoc. to request the city replace the Gale Park Fountain in fiscal year 20	NRPP	6/25/19
34	4-P	Communication from Councillor Sullivan requesting a discussion regarding the disposal of cremated remains on public property	NRPP	3/17/20
80	6 <b>-</b> D	Communication from Councillor Michitson requesting to address economic development ideas resulting from the pandemic	ning & Dev.	8/11/20
80	6-F	Communication from Council President Barrett and Councillor LePage requesting discussion pertaining to utilization of UV-C disinfection fixtures in public buildings	A & F	8/25/20
89	9-C	Mayor Fiorentini submits final recommendations of Matrix Company	NRPP	9/15/20
9	1	Petition from Wady & Jewnifer Grullon requesting to purchase city property that abuts their property at 14 Silver Birch Ln; Assessor's Map 574, Block 1 Lot 7	NRPP	9/15/20
9	1-B	Petition from the Biggart Family requesting to purchase 2 parcels of land that abuts their property at 30 Belvidere Rd., Assessor's Map 409, Block 114, Lot 9; and Map 409, Block 1A, Lot 1 that inconservation land, but only the portion zone RMD (Residential Medium Density)	" cludes	9/22/20
5:	5-I	Communication from Council President Barrett and Councillor McGonagle requesting to introduce Don Jarvis, Keith Gopsill and Mike Ingham to discuss becoming a Purple Heart Community	e NRPP	12/15/20
9	1 <b>-</b> C	Petition of Michael DeLuca requesting to purchase surplus city land on River St., Map 538, Block 419B, Lots 20, 21, 22, 23	NRPP	12/15/20
2	7-E	Communication from Councillor Sullivan requesting to introduce Debbie Lyons, to explain having legal permitting system as it relates to establishing permitting/licensing process to allow for "Bow Hunter Tree Stands" to be placed on trees on City properties when hunting is allowed in	NRPP season	3/2/21
2	7-J	Communication from Councillor Michitson requesting to re-start discussion on way ahead for Place residential zoning in Haverhill	anning & Dev	7. 3/9/21
5	0	Councillor Jordan requests on behalf of Tom Riley, 195 Kingsbury Ave., to have city surplus land that abuts his property, Map 768, Block 50, Lot 85A on Lincolnshire Ave.	NRPP	4/6/21
5	0-U	President Barrett and Vice President LePage request discussion about composting options	Citizens Outreach	5/18/21
6	3-S	Councillor Daly O'Brien discuss sending intent of closing Washington St. for trial period to make it pedestrian walkway	Citizens Outreach	8/24/21
5	-F	Councillor Michitson request study between Mayor and City Council budgetary powers Citizens	Outreach	1/25/22

- 5-W Communication from Councillor Sullivan and Councillor Lewandowski to discuss Atherton NRPP 4/5/22 Housing parking needs downtown.
- 118-G Communication from Vice President Michitson to send to develop city policies to incentivize Planning & Dev 10/25/22 Building & business park developers to use sustainable & environmentally friendly practices.
- 78-A Communication from Mayor Fiorentini to send Zoning amendments to committee for review. A&F 10/31/23 Motion by Councilor Rogers to send to A&F, second Councilor Sullivan.