



**CITY OF HAVERHILL  
CITY COUNCIL AGENDA**

**April 23, 2024 at 7:00 PM**

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

**In-Person/Remote Meeting**

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*This meeting of Haverhill City Council will be held in-person at the location provided on this notice as its official meeting location pursuant to the Open Meeting Law. As the meeting is held in person at a physical location that is open and accessible to the public, the City Council is not required to provide remote access to the meeting. Members of the public are welcome to attend this in-person meeting. Please note that a live stream of the meeting is being provided only as a courtesy to the public, and the meeting will not be suspended or terminated if technological problems interrupt the virtual broadcast, unless otherwise required by law. Members of the public with particular interest in any specific item on this agenda should make plans for in-person vs. virtual attendance accordingly. Those attending tonight's meeting should be aware that the meeting is being audio and video recorded by HCTV, The Eagle Tribune, and WHAV. Any audience members who wish to record any part of the meeting must inform the Council President who will announce the recording. This is to comply with the MA wiretap statute. Thank you.*

**1. OPENING PRAYER**

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL OF MINUTES OF PRIOR MEETING**

**4. ASSIGNMENT OF THE MINUTES REVIEW FOR THE NEXT MEETING**

**5. COMMUNICATIONS FROM THE MAYOR:**

5.1. Mayor Barrett requests to present a citation to the owners of the *Peddler's Daughter*, Michael and Mags Conneely, recognizing them as they celebrate 25 years in business

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

6.1. Councillor Lewandowski requests to introduce Maureen McGonagle from *Rebuilding Together Greater Haverhill* to talk about the upcoming *National Rebuilding Together Day* on Saturday, April 27<sup>th</sup> and requests Council waive all permit fees and asks that the recycling center on Primrose st to stay open until 2:30 PM



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**7. PUBLIC PARTICIPATION- REQUESTS UNDER COUNCIL RULE 28**

**8. COMMUNICATIONS AND REPORTS FROM CITY OFFICERS AND EMPLOYEES:**

8.1. City Clerk, Kaitlin M Wright submits request and Order for approval by the City Council that Document 87 of June 30, 2015 be amended to increase the fee for entering Notice of Intention of Marriage

8.1.1. Order – Fees for Marriage License Applications – increased from \$25.00 to \$40.00

8.2. City Engineer, John Pettis submits request to open roadway for replacement of gas service

8.2.1. Order – City Council approve the request to excavate at 135 Hyatt av to work on underground utilities

8.3. Angel A Perkins, *City Auditor & Chief Financial Officer* submits the March 2024 revenue and expense reports for the City's general fund operating budget

8.4. City Assessor, Christine Webb submits abatement report for the month of March 2024

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

**10. HEARINGS AND RELATED ORDERS:**

10.1. Document 43, SPM 24-1, hearing request from Attorney Connor McIsaac for applicant Locke Street Owner LLC – 40 Locke st (f/k/a) Haverhill Mills requesting an amendment to the Plan Approval to reduce the total amount of required parking spaces from 394 spaces to 321 parking spaces by eliminating the parking spaces off site  
*Related communication from William Pillsbury, Economic Development & Planning Director*





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**11.APPOINTMENTS:**

11.1. **Confirming Appointments:**

- 11.1.1. *Haverhill Cultural Council* – Michael Morales, 37  
Coachman's Lane expires 4/3/2026
- 11.1.2. *Board of Registrars of Voters* – Maureen Ferris, 25-J  
Forest Acres dr expires 5/1/2027

11.2. **Non-Confirming**

- 11.2.1. *Harbor Commission*: Sandra O'Dea, 4 Central av  
expires 4/30/2026
- 11.2.2. *Youth Activities & Mental Health Program Review  
Committee:*  
Colin LePage, City Councillor  
Timothy J Jordan, VP Haverhill City Council  
Sharon Sullivan, Community Affairs Advisory Board  
Chairman  
Melissa J Lewandowski, Councillor  
Vinny Ouellette, Director, Haverhill Social Services Dept  
Anne Vlack, Community Affairs Advisory Board Member  
Toni Fultz, 552 Main st Unit 1, Haverhill  
Kathleen Lambert, Haverhill ARPA Project Manager

11.3. **Constables to expire December 31, 2024**

11.4. **Resignations:**

**12.PETITIONS:**

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

12.2. **Amusement/Event Application** - with Police approval

- 12.2.1. EVNT 24-4, Anastasia Dimopoulos, for *Hellenic  
Orthodox Church*, for Food Festival at 154 Winter st; May 18<sup>th</sup>,  
11:00 am to 8:00 pm
- 12.2.2. EVNT 24-1, Kevin Dorr for *Crescent Yacht Club*, to hold  
44<sup>th</sup> Annual Charity Canoe Race, June 1<sup>st</sup> at 30 Ferry st, from 9 am  
to 4 pm at the Crescent Yacht Club



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12.3. **Auctioneer License:**

12.4. **Tag Days:** *with Police approval*

12.4.1. *HHS Boys Lacrosse, May 11 & 12*

12.5. **One Day Liquor License** – *with License Commission & Police approval*

12.6. **ANNUAL LICENSE RENEWALS:**

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

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

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

12.6.4. **Taxi Driver Licenses for 2023:** *with Police approval*

12.6.5. **Taxi/Limousine License** *with Police approval:*

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

12.6.6.1. *JUNK 24-1, Windfield Alloy, Inc; Brandon Tetler,  
81 Hale st*

12.6.7. **Sunday Pool**

12.6.8. **Bowling**

12.6.9. **Sunday Bowling**

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

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

12.6.12. **Pawnbroker license** - *with police approval*

12.6.13. **Fortune Teller** *with - Police approval*

12.6.14. **Buy & Sell Old Gold** – *with Police approval*

12.6.15. **Roller Skating Rink**

12.6.16. **Sunday Skating**

12.6.17. **Exterior Vending Machines/Redbox Automated  
Retail, LLC**

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

12.6.18.1. *TLLB 24-1, Jalbert Wilson, Inc; John Jalbert, 102  
Hale st – 10 Limos*





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**13.MOTIONS AND ORDERS:**

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

- 14.1. Ordinance re: Vehicles and Traffic – Delete Handicap parking for 83 Blossom st, 30 Lancaster st and 42 Allen st and *add* handicap parking at 12 Jackson st File 10 days

**15.COMMUNICATIONS FROM COUNCILLORS:**

- 15.1. Councillors Lewandowski, Ferreira and President Sullivan request a discussion about reactivating the *Forest Steward Program* as part of the City's Open Space & Recreation Plan
- 15.2. Council Vice President Jordan requests to present a City Council citation to Michael and Mags Conneely, owners of the *Peddler's Daughter*, recognizing them as they celebrate 25 years in business

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

**17.RESOLUTIONS AND PROCLAMATIONS:**

- 17.1. Mayor Barrett presents proclamation – Recognizing April 24<sup>th</sup> as *ARMENIAN HOLY MARTYR'S DAY* in City of Haverhill

**18.COUNCIL COMMITTEE REPORTS AND ANNOUNCEMENTS**

**19.DOCUMENTS REFERRED TO COMMITTEE STUDY**



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**20.LONG TERM MATTERS STUDY LIST**

**21.ADJOURN :**



MELINDA E. BARRETT  
MAYOR



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

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

511

April 19, 2024

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

RE: The Peddler's Daughter 25 years in Business

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

Mayor Barrett requests to present a citation to the owners of the Peddler's Daughter, Michael and Mags Conneely, recognizing them as they celebrate 25 years in business.

Thank you,

**Melinda E. Barrett**  
Mayor

MEB/em

**CITY COUNCIL**

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



**CITY OF HAVERHILL**

HAVERHILL, MASSACHUSETTS 01830-5843

6.1

CITY HALL, ROOM 204  
4 SUMMER STREET  
TELEPHONE: 978-374-2328  
FACSIMILE: 978-374-2329  
[WWW.CITYOFHAVERHILL.COM](http://WWW.CITYOFHAVERHILL.COM)  
CITYCNCL@CITYOFHAVERHILL.COM

April 3, 2024

To: President and Members of the City Council:

Councilor Lewandowski wishes to introduce Maureen McGonagle from Rebuilding Together Greater Haverhill to talk about the upcoming National Rebuilding Together Day on Saturday, April 27, 2024 and requests the Council waive all permit fees and ask that the recycling center on Primrose Street to stay open until 2:30 PM.



Councilor Melissa J. Lewandowski

(meeting 4.23.2024)





**CITY OF HAVERHILL**  
**MASSACHUSETTS**  
*Office of the City Clerk*

4 Summer St  
Room 118  
Haverhill, MA 01830  
Phone: 978-374-2312  
Fax: 978-973-8490  
[www.cityofhaverhill.com](http://www.cityofhaverhill.com)

Kaitlin M. Wright  
*City Clerk*

Rose Leonard-Flynn  
*Assisant City Clerk*

8.1

HAU CITY CLRK APR 9'24 am 11:27

April 9, 2024

Dear President Sullivan and Members of the Haverhill City Council,

I am requesting approval by the City Council to increase the fee for entering notice of intention of marriage. Presently, we charge couples \$25. I am requesting approval to increase the fee to \$40.

Communities comparable in population size to Haverhill generally charge a fee of \$40 or higher. The process of filing an intention is time consuming for Clerk's office staff and can take anywhere from thirty minutes to an hour to complete pending on the needs of the couple. Increasing the cost would appropriately compensate for the work involved.

Further, increasing the fee would in turn increase revenue for the Clerk's office as we have over 300 marriages filed in our office per year.

Thank you for your consideration.

Respectfully,

Kaitlin M. Wright  
**City Clerk**



DOCUMENT

## CITY OF HAVERHILL

In Municipal Council

ORDERED:

HAVERHILL CITY CLERK APR 9 '24 AM 9:36

### An Order Relating to Fees for Marriage Licenses and Applications

That Document #87 of June 30, 2015, being an order relating to certain fees charged by the City Clerk, be amended by striking Item 7 therefrom, which presently reads:

7. For entering notice of intention of marriage intentions – in person only \$25.00

and inserting the following in place thereof:

7. For entering notice of intention of marriage intentions – in person only \$40.00

IN CITY COUNCIL: \_\_\_\_\_, 2024

PASSED

Attest:

Approved:

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

\_\_\_\_\_  
Mayor





# Haverhill

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

April 10, 2024

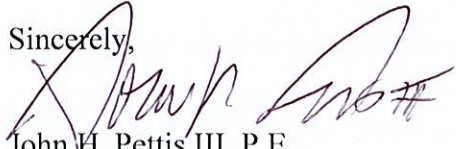
**MEMO TO: CITY COUNCIL PRESIDENT THOMAS J. SULLIVAN AND  
MEMBERS OF THE CITY COUNCIL**

**Subject: Road Opening, 135 Hyatt Avenue, EROM-24-4**

As the subject street was paved within the last 5 years, Council approval is required to open the roadway for replacement of corroded gas service. I am supportive of this request, and the Engineering Office will require proper trench compaction and final pavement repair (grind and inlay or infrared treatment) as part of the Right of Way/Trench Permits.

Please contact me if you have any questions.

Sincerely,

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

C: Mayor Barrett, Ward, Fallon



DOCUMENT

f.2.1

## CITY OF HAVERHILL

In Municipal Council

ORDERED:

That the City Council approve the requests to excavate at the following location for work on underground utilities:

Hyatt Avenue at #135

The roadway has been paved in the last 5 years and in accordance with Chapter 222, Section 11, Restrictions on future paving of the Municipal Ordinances, Council approval is necessary.

HAU CITY CLERK APR 10/24 PW 225



# Haverhill

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

APR 18 PM 5:14  
HAVCITYCLERK

8.3

HAV CITY CLERK APR 18/24 PM 5:04

April 18, 2024

To The Honorable City Council

Attached are the March 2024 revenue and expense reports for the city's general fund operating budget. Please note, the indicated shortfall in meals and cannabis excise is due to the city not receiving its 3<sup>rd</sup> quarter payment from the state, however, our Treasurer is looking into this.

On the expense side, the budget is on target but with very little projected excess to cover all fiscal 2024 expenses, including the snow and ice deficit of \$800,000. Last year, the city's snow and ice deficit was \$1.8 million and the year before that was \$1.7 million.

These reports will be posted monthly on the City Auditor's web page.

Sincerely,

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



Year to Date Benchmark	 75.00%
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City Department	Budget (YTD)	Expended (YTD)	Unexpended (YTD)	% Expended
Council Salaries	\$ 215,320	\$ 159,461	\$ 55,859	✓ 74.06%
Council Expenses	\$ 9,100	\$ 3,794	\$ 5,306	✓ 41.69%
Mayor Salaries	\$ 413,598	\$ 323,765	\$ 89,833	✗ 78.28%
Mayor Expenses	\$ 40,100	\$ 22,475	\$ 17,625	✓ 56.05%
Auditor's Office Salaries	\$ 359,856	\$ 278,515	\$ 81,341	✗ 77.40%
Auditor's Office Expenses	\$ 113,038	\$ 111,772	\$ 1,266	✗ 98.88%
Assessors Salaries	\$ 281,389	\$ 198,703	\$ 82,686	✓ 70.62%
Assessors Expenses	\$ 164,500	\$ 78,081	\$ 86,419	✓ 47.47%
Treasurer/Collector Salaries	\$ 449,330	\$ 331,277	\$ 118,053	✓ 73.73%
Treasurer/Collector Expenses	\$ 231,000	\$ 174,687	\$ 56,313	✓ 75.62%
Constituent Services Salaries	\$ 106,617	\$ 98,926	\$ 7,691	✗ 92.79%
Constituent Services Expenses	\$ 33,000	\$ 8,860	\$ 24,140	✓ 26.85%
Purchasing Salaries	\$ 112,365	\$ 78,100	\$ 34,265	✓ 69.51%
Purchasing Expenses	\$ 8,600	\$ 9,287	\$ (687)	✗ 107.99%
Law Department Salaries	\$ 108,590	\$ 53,505	\$ 55,085	✓ 49.27%
Law Department Legal	\$ 168,900	\$ 106,092	\$ 62,808	✓ 62.81%
Human Resources Salaries	\$ 290,219	\$ 192,580	\$ 97,639	✓ 66.36%
Human Resources Expenses	\$ 146,200	\$ 125,393	\$ 20,807	✗ 85.77%
MIS Salaries	\$ 75,000	\$ 37,795	\$ 37,205	✓ 50.39%
MIS Expenses	\$ 910,415	\$ 743,744	\$ 166,671	✗ 81.69%
MIS Capital	\$ 25,000	\$ 10,576	\$ 14,424	✓ 42.30%
City Clerk Salaries	\$ 562,411	\$ 452,217	\$ 110,194	✗ 80.41%
City Clerk Expenses	\$ 170,451	\$ 105,701	\$ 64,750	✓ 62.01%
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$ 4,994,999</b>	<b>\$ 3,705,306</b>	<b>\$ 1,289,693</b>	<b>✓ 74.2%</b>
Building & Zoning Salaries	\$ 446,385	\$ 227,514	\$ 218,872	✓ 50.97%
Building Maint. Salaries	\$ 103,127	\$ 54,164	\$ 48,963	✓ 52.52%
Building Maint. Expenses	\$ 266,500	\$ 178,560	\$ 87,940	✓ 67.00%
Inspectional & Health Services Salaries	\$ 619,218	\$ 552,359	\$ 66,859	✗ 89.20%
Inspectional & Health Services Expenses	\$ 42,350	\$ 22,489	\$ 19,861	✓ 53.10%
Public Health Salaries	\$ 239,071	\$ 215,312	\$ 23,760	✗ 90.06%
Public Health Expenses	\$ 9,000	\$ 4,493	\$ 4,507	✓ 49.92%
Economic Development Salaries	\$ 272,823	\$ 201,604	\$ 71,219	✓ 73.90%
Economic Development Expenses	\$ 58,717	\$ 43,209	\$ 15,508	✓ 73.59%
<b>TOTAL COMMUNITY &amp; ECONOMIC DEVELOPMENT</b>	<b>\$ 2,057,191</b>	<b>\$ 1,499,702</b>	<b>\$ 557,489</b>	<b>✓ 72.9%</b>
Police Salaries	\$ 13,153,441	\$ 9,558,625	\$ 3,594,816	✓ 72.67%
Police Expenses	\$ 1,807,252	\$ 1,175,339	\$ 631,914	✓ 65.03%

Expense Report as of 3/31/2024



City Department	Budget (YTD)	Expended (YTD)	Unexpended (YTD)	% Expended
Police Capital	\$ 253,351	\$ 253,351	\$ 0	100.00%
Fire Salaries	\$ 11,648,759	\$ 8,953,077	\$ 2,695,682	76.86%
Fire Expenses	\$ 935,078	\$ 588,275	\$ 346,803	62.91%
Fire Capital	\$ 2,500		\$ 2,500	0.00%
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 27,800,381</b>	<b>\$ 20,528,666</b>	<b>\$ 7,271,715</b>	<b>73.84%</b>
Whittier Regional School Assessment	\$ 8,655,804	\$ 7,357,434	\$ 1,298,370	85.00%
North Shore Essex Tech. Assessment	\$ 799,659	\$ 647,996	\$ 151,663	81.03%
School Other Funding	\$ 15,000		\$ 15,000	0.00%
School Department	\$ 119,182,085	\$ 80,238,372	\$ 38,943,713	67.32%
<b>TOTAL EDUCATION</b>	<b>\$ 128,652,548</b>	<b>\$ 88,243,802</b>	<b>\$ 40,408,746</b>	<b>68.6%</b>
Public Works Administration Salaries	\$ 185,009	\$ 171,269	\$ 13,740	92.57%
Public Works Administration Expenses	\$ 38,815	\$ 26,406	\$ 12,409	68.03%
Public Works Highways Salaries	\$ 1,254,996	\$ 868,908	\$ 386,088	69.24%
Public Works Highways Expenses	\$ 1,792,813	\$ 1,069,516	\$ 723,297	59.66%
Public Works Solid Waste/Recycling Salaries	\$ 198,094	\$ 148,857	\$ 49,237	75.14%
Public Works Solid Waste/Recycling Expenses	\$ 5,623,840	\$ 3,541,672	\$ 2,082,168	62.98%
Public Works Parking Area Salaries	\$ 51,567	\$ 41,072	\$ 10,495	79.65%
Public Works Parking Area Expenses	\$ 377,951	\$ 224,244	\$ 153,707	59.33%
Public Works Street Marking Expenses	\$ 112,483	\$ 72,266	\$ 40,217	64.25%
Public Works Fleet Maint. Salaries	\$ 249,240	\$ 162,508	\$ 86,732	65.20%
Public Works Fleet Maint. Expenses	\$ 69,080	\$ 22,250	\$ 46,830	32.21%
Public Works Park Dept. Salaries	\$ 572,977	\$ 334,079	\$ 238,898	58.31%
Public Works Park Dept. Expenses	\$ 339,573	\$ 143,663	\$ 195,910	42.31%
Public Works Street Lighting Expenses	\$ 605,000	\$ 387,926	\$ 217,074	64.12%
Public Works Snow & Ice Removal Salaries	\$ 228,349	\$ 157,845	\$ 70,504	69.12%
Public Works Snow & Ice Removal Expenses	\$ 481,651	\$ 1,199,722	\$ (718,071)	249.09%
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 12,181,438</b>	<b>\$ 8,572,204</b>	<b>\$ 3,609,234</b>	<b>70.4%</b>
Citizens Center Salaries	\$ 309,855	\$ 234,827	\$ 75,028	75.79%
Citizens Center Expenses	\$ 166,150	\$ 127,349	\$ 38,801	76.65%
Veterans Services Salaries	\$ 109,942	\$ 82,452	\$ 27,490	75.00%
Veterans Services Expenses	\$ 594,600	\$ 391,042	\$ 203,558	65.77%
Senior Services Salaries	\$ 12,100	\$ 6,054	\$ 6,046	50.03%
Senior Services Expenses	\$ 2,700	\$ 796	\$ 1,904	29.48%
Stadium Commission	\$ 54,000	\$ 30,219	\$ 23,781	55.96%
Recreation Salaries	\$ 164,309	\$ 144,527	\$ 19,782	87.96%
Recreation Expenses	\$ 88,000	\$ 68,267	\$ 19,733	77.58%
Public Library Salaries	\$ 1,509,507	\$ 1,086,639	\$ 422,868	71.99%
Public Library Expenses	\$ 382,955	\$ 303,797	\$ 79,158	79.33%

Expense Report as of 3/31/2024



City Department	Budget (YTD)	Expended (YTD)	Unexpended (YTD)	% Expended
<b>TOTAL HUMAN SERVICES</b>	\$ 3,394,118	\$ 2,475,968	\$ 918,150	✓ 72.9%
Debt Service	\$ 5,086,898	\$ 3,549,689	\$ 1,537,209	✓ 69.78%
<b>TOTAL DEBT SERVICE</b>	\$ 5,086,898	\$ 3,549,689	\$ 1,537,209	✓ 69.8%
Retirement Fund	\$ 21,646,740	\$ 21,299,610	\$ 347,130	✓ 98.40%
Unemployment Compensation	\$ 490,000	\$ 81,422	\$ 408,578	✓ 16.62%
Group Insurance	\$ 25,727,041	\$ 19,008,467	\$ 6,718,574	✓ 73.89%
Payroll Taxes (FICA/Medicare)	\$ 1,710,893	\$ 1,409,333	\$ 301,560	✗ 82.37%
Workers Compensation	\$ 805,000	\$ 887,146	\$ (82,146)	✗ 110.20%
Injured on Duty Claims	\$ 225,000	\$ 209,331	\$ 15,669	✗ 93.04%
Sick Leave Bank	\$ 100,000	\$ 130,473	\$ (30,473)	✗ 130.47%
Vacational Buyback	\$ 51,000	\$ 14,714	\$ 36,286	✓ 28.85%
Retiree Medical Claims	\$ 100,000	\$ 39,736	\$ 60,264	✓ 39.74%
<b>TOTAL EMPLOYEE BENEFITS</b>	\$ 50,855,674	\$ 43,080,233	\$ 7,775,441	✗ 84.7%
Capital Projects	\$ 423,901		\$ 423,901	✓ 0.00%
General Liability Insurance	\$ 945,801	\$ 1,090,286	\$ (144,485)	✗ 115.28%
Salary Reserve	\$ 795,697		\$ 795,697	✓ 0.00%
Budget Reserve (Snow & Ice FY 23 Deficit)	\$ 604,245	\$ 6,160	\$ 598,085	
State Assessments (Cherry Sheets)	\$ 8,827,111	\$ 6,549,785	\$ 2,277,326	✓ 74.20%
Reserve for Abatement & Exemption (Overlay)	\$ 429,191		\$ 429,191	✓ 0.00%
<b>TOTAL OTHER CITY EXPENSES</b>	\$ 12,025,946	\$ 7,646,231	\$ 4,379,715	✓ 63.6%
<b>TOTAL GENERAL FUND</b>	\$ 247,049,193	\$ 179,301,800	\$ 67,747,393	✓ 72.6%
	FY '22 through 3/31/22	FY '23 through 3/31/23	FY '24 through 3/31/24	Trendline
TOTAL GENERAL GOVERNMENT	\$ 3,098,499	\$ 3,432,552	\$ 3,705,306	
TOTAL COMMUNITY & ECONOMIC DEVELOPMENT	\$ 995,203	\$ 1,318,880	\$ 1,499,702	
TOTAL PUBLIC SAFETY	\$ 19,384,145	\$ 19,820,655	\$ 20,528,666	
TOTAL EDUCATION	\$ 76,975,275	\$ 84,313,125	\$ 88,243,802	
TOTAL PUBLIC WORKS	\$ 8,440,190	\$ 7,996,886	\$ 8,572,204	
TOTAL HUMAN SERVICES	\$ 2,194,978	\$ 2,271,874	\$ 2,475,968	
TOTAL DEBT SERVICE	\$ 4,460,784	\$ 5,215,579	\$ 3,549,689	
TOTAL EMPLOYEE BENEFITS	\$ 38,140,406	\$ 41,227,514	\$ 43,080,233	
TOTAL OTHER CITY EXPENSES	\$ 8,835,315	\$ 8,966,254	\$ 7,646,231	
<b>TOTAL CITY EXPENDITURES</b>	\$ 162,524,795	\$ 174,563,319	\$ 179,301,800	



**City of Haverhill**  
Revenue Report  
Period Ending 3/31/24

Year to Year Comparison					
Revenue Source	3/31/2022	3/31/2023	3/31/2024	FY 23 to 24 Change	FY 20-22 Trendline
Real Estate & Pers Property	\$ 86,475,170	\$ 89,695,696	\$ 92,018,916	↑ \$ 2,323,220	
Motor Vehicle Excise	\$ 5,912,207	\$ 6,046,426	\$ 6,233,722	↑ \$ 187,296	
Meals Excise	\$ 863,959	\$ 963,489	\$ 653,664	↓ \$ (309,825)	
Hotel / Room Excise	\$ 256,685	\$ 284,234	\$ 259,001	↓ \$ (25,233)	
Boat & Other Excise	\$ 2,331	\$ 2,557	\$ 9,618	↑ \$ 7,061	
Cannabis Excise	\$ 767,406	\$ 831,554	\$ 567,650	↓ \$ (263,905)	
Waste Disposal Facility Program	\$ 1,915,705	\$ 2,251,493	\$ 2,508,977	↑ \$ 257,484	
PILOT	\$ 16,382	\$ 16,348	\$ 21,525	↑ \$ 5,177	
Penalties & Interest	\$ 324,180	\$ 420,787	\$ 628,776	↑ \$ 207,989	
Fees	\$ 1,066,572	\$ 659,409	\$ 624,192	↓ \$ (35,217)	
Rentals	\$ 132,828	\$ 177,226	\$ 135,158	↓ \$ (42,068)	
Departmental Revenue	\$ 230,086	\$ 482,025	\$ 596,059	↑ \$ 114,034	
License & Permits	\$ 2,790,362	\$ 1,971,213	\$ 2,091,951	↑ \$ 120,738	
Fines & Forefits	\$ 497,781	\$ 605,949	\$ 570,137	↓ \$ (35,812)	
Investments	\$ 175,256	\$ 863,308	\$ 1,915,372	↑ \$ 1,052,064	
Medicaid Reimbursement	\$ 639,251	\$ 388,591	\$ 569,135	↑ \$ 180,544	
*Misc Revenue	\$ 1,566,289	\$ 136,889	\$ 103,047	↓ \$ (33,842)	
Comm of MA Cherry Sheet	\$ 56,250,006	\$ 65,692,341	\$ 72,083,186	↑ \$ 6,390,845	
Wastewater Enterprise Fund	\$ 10,222,551	\$ 10,962,334	\$ 11,353,678	↑ \$ 391,344	
Water Enterprise Fund	\$ 6,914,857	\$ 8,296,154	\$ 9,314,635	↑ \$ 1,018,481	
Other GF Rev - Trnsf From Sp Rev & Free Cash	\$ 1,639,816	\$ 1,208,915		↓ \$ (1,208,915)	
Total	\$ 178,659,680	\$ 191,956,938	\$ 202,258,399	\$ 10,301,461	
Total without Enterprise Funds	\$ 161,522,272	\$ 172,698,450	\$ 181,590,087	\$ 8,891,637	
			5.1%		



**City of Haverhill**  
Revenue Report  
Period Ending 3/31/24

Collections as a Percent of Budget					
Revenue Source	FY 24 Estimated Revenue	FY 24 Actual Revenue Collections	\$ Surplus / (Deficit)	YTD Benchmark	Actual Revenue Benchmark
Real Estate & Pers Property	\$ 123,093,875	\$ 92,018,916	\$ (31,074,959)	75%	<div><div></div>74.8%</div>
Motor Vehicle Excise	\$ 7,822,572	\$ 6,233,722	\$ (1,588,850)	83%	<div><div></div>79.7%</div>
Meals Excise	\$ 1,165,000	\$ 653,664	\$ (511,336)	75%	<div><div></div>56.1%</div>
Hotel / Room Excise	\$ 310,000	\$ 259,001	\$ (50,999)	75%	<div><div></div>83.5%</div>
Boat & Other Excise	\$ 11,198	\$ 9,618	\$ (1,580)	75%	<div><div></div>85.9%</div>
Cannabis Excise	\$ 1,068,100	\$ 567,650	\$ (500,451)	75%	<div><div></div>53.1%</div>
Waste Disposal Facility Program	\$ 2,608,200	\$ 2,508,977	\$ (99,223)	75%	<div><div></div>96.2%</div>
PILOT	\$ 16,000	\$ 21,525	\$ 5,525	100%	<div><div></div>134.5%</div>
Penalties & Interest	\$ 500,500	\$ 628,776	\$ 128,276	75%	<div><div></div>125.6%</div>
Fees	\$ 902,500	\$ 624,192	\$ (278,308)	75%	<div><div></div>69.2%</div>
Rentals	\$ 180,000	\$ 135,158	\$ (44,842)	75%	<div><div></div>75.1%</div>
Departmental Revenue	\$ 621,200	\$ 596,059	\$ (25,141)	75%	<div><div></div>96.0%</div>
License & Permits	\$ 2,328,535	\$ 2,091,951	\$ (236,584)	75%	<div><div></div>89.8%</div>
Fines & Forefits	\$ 726,200	\$ 570,137	\$ (156,063)	75%	<div><div></div>78.5%</div>
Investments	\$ 1,200,000	\$ 1,915,372	\$ 715,372	75%	<div><div></div>159.6%</div>
Medicaid Reimbursement	\$ 750,000	\$ 569,135	\$ (180,865)	75%	<div><div></div>75.9%</div>
*Misc Revenue	\$ -	\$ 103,047	\$ 103,047	0%	<div><div></div>0.0%</div>
Comm of MA Cherry Sheet	\$ 96,332,931	\$ 72,083,186	\$ (24,249,745)	75%	<div><div></div>74.8%</div>
Wastewater Enterprise Fund	\$ 14,681,925	\$ 11,353,678	\$ (3,328,247)	75%	<div><div></div>77.3%</div>
Water Enterprise Fund	\$ 12,429,755	\$ 9,314,635	\$ (3,115,120)	75%	<div><div></div>74.9%</div>
Other GF Rev - Trnsf From Sp Rev & Free Cash	\$ 7,412,382	\$ -	\$ (7,412,382)	0%	<div><div></div>0.0%</div>
Total	\$ 274,160,873	\$ 202,258,399	\$ (71,902,474)	73%	<div><div></div>73.8%</div>
Estimated General Fund Revenue	\$ 247,049,193	\$ 181,590,087	\$ (65,459,106)	73%	<div><div></div>73.5%</div>
Estimated Local Receipts	\$ 20,210,005	\$ 17,487,984	\$ (2,722,021)	78%	<div><div></div>86.5%</div>



8.4

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

April 3, 2024

TO: MEMBERS OF THE HAVERHILL CITY COUNCIL:

In accordance with Municipal Ordinance, Chapter 7,  
entitled "Assessor" as follows:

HAVERHILL CITY CLERK APR 5 '24 PM 2:07

The Board of Assessors shall file monthly with the City Council a copy of the report submitted to the Auditor showing a summary of the above abated amounts for that month.

Attached herewith is the report for the month of March as filed in the Assessors Office.

Very truly yours,

Christine Webb, MAA  
Assessor



Transaction Summary All Years  
City of Haverhill

All Entry Date range 03/01/2024 through 03/31/2024 for Abatements, Exemptions

Totals	Tax Paid	Interest Paid	Fees Paid	Tax Reversals	Interest Reversals	Fee Reversals	Refunds	Refund Reversals	Abate	Exemp	Adjust	Transfers
Motor Vehicle Excise Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	189.55	0.00	0.00	0.00
2020 Motor Vehicles	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	189.55	0.00	0.00	0.00
2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	189.55	0.00	0.00	0.00
Motor Vehicle Excise Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	392.91	0.00	0.00	0.00
2021 Motor Vehicles	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	392.91	0.00	0.00	0.00
2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	392.91	0.00	0.00	0.00
Motor Vehicle Excise Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	379.28	0.00	0.00	0.00
2022 Motor Vehicles	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	379.28	0.00	0.00	0.00
2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	379.28	0.00	0.00	0.00
Boat Excise Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00	0.00	0.00	0.00
2023 Boats	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00	0.00	0.00	0.00
Motor Vehicle Excise Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,667.27	0.00	0.00	0.00
2023 Motor Vehicles	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,667.27	0.00	0.00	0.00
2023	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,692.27	0.00	0.00	0.00
Boat Excise Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00	0.00	0.00	0.00
2024 Boats	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00	0.00	0.00	0.00
Motor Vehicle Excise Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,720.66	0.00	0.00	0.00
2024 Motor Vehicles	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,720.66	0.00	0.00	0.00
Property Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27,169.37	26,384.00	0.00	0.00
2024 Real Estate	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27,169.37	26,384.00	0.00	0.00
2024	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	77,965.03	26,384.00	0.00	0.00

All Entry Date range 03/01/2024 through 03/31/2024 for Abateements,Exemptions

Totals	Tax Paid	Interest Paid	Fees Paid	Tax Reversals	Interest Reversals	Fee Reversals	Refunds Reversals	Refund Reversals	Abate	Exemp	Adjust	Transfers
Report	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	81,619.04	26,384.00	0.00	0.00
Total All Charges										108,003.04		

Total All Charges: Add all columns except Adjustments.

43

Hearing April 23,  
2024

**goulston&storrs**  
counsellors at law

Connor A. MacIsaac, Esq.  
CMacIsaac@goulstonstorrs.com  
(617) 574-0572 (tel)

March 27, 2024

**VIA HAND DELIVERY AND ELECTRONIC MAIL**

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

Re: Halstead Haverhill (f/k/a Haverhill Mills) – Plan Approval Decision  
Amendment to Eliminate Off-Site Parking

Dear Members of the City Council:

On behalf of Locke Street Owner LLC, an affiliate of DSF Advisors LLC (the “Proponent”), the record title owner of the Halstead Haverhill (f/k/a Haverhill Mills) multifamily development located at 262 Winter Street, 38 Locke Street, 10 Duncan Street and 108-113 Essex Street in the City of Haverhill, also known as Assessing Parcels #304-57-1, #304-58-20, #304-58-11 and #304-58-4 (the “Project”), we respectfully submit a proposed amendment to that certain 40R Plan Approval Decision “Forest City – Haverhill Mills Building Redevelopment” dated as of June 26, 2007 (“Plan Approval”), granted by the City Council of the City of Haverhill (the “City Council”), acting as the Plan Approval authority pursuant to Section 9.8 of the Haverhill Zoning Code, entitled the Downtown Smart Growth Overlay District (the “DSGOD”), to Forest City Residential Group, Inc. (the Proponent’s predecessor-in-interest).

The Plan Approval reflects that Section 9.8.9.2(a) of the DSGOD requires the Project provide 389 minimum off-street parking spaces based on the following requirements for residential use: (i) 1.2 parking spaces per one-bedroom unit; and (ii) 1.4 parking spaces per two-bedroom and three-bedroom unit. The Plan Approval indicates that the off-street parking requirement was met by providing that the Project maintain a total of 394 parking spaces to service the Project through a combination of (i) parking spaces located on-site at the Project and (ii) parking spaces located off-site via a long-term ground lease with the City of Haverhill. There are currently 321 parking spaces located on-site at the Project and 72 parking spaces located off-site in the adjacent municipal parking garage with an address of 43 Granite Street.

Pursuant to this letter, the Proponent is seeking an amendment to the Plan Approval to reduce the total amount of required parking spaces from 394 parking spaces to 321 parking spaces by eliminating the need for the parking spaces located off-site (the “Application”). For the avoidance of doubt, no other change to the Plan Approval is being sought, other than a reduction in the total amount of required parking spaces; and the requested relief, if granted, would not otherwise change the zoning compliance of the Project, as allowed by the Plan Approval.



In connection with the Application, the Proponent enlisted Vanasse & Associates, Inc. to prepare that certain Parking Demand Assessment dated December 14, 2023 (the "Parking Assessment") in order to determine the current actual parking demands and evaluate the parking availability for the Project. The Parking Assessment indicates that during peak demand hours for parking spaces, (i) approximately twenty-five percent (25%) or 82 out of the 321 on-site parking spaces were available and not occupied during the weekdays and (ii) approximately twenty-one percent (21%) or 69 out of the 321 on-site parking spaces were available and not occupied during the weekends. The Parking Assessment concludes that the on-site parking supply of 321 parking spaces is more than sufficient to accommodate the peak parking demands of residents and visitors of the Project, including reserve capacity to accommodate parking demand fluctuations that may occur.

In order to reduce the minimum off-street parking space requirement to eliminate the need for the 72 off-site parking spaces under the Plan Approval, the City Council will need to amend the Plan Approval. Under Section 9.8.14 of the DSGOD, a waiver may be sought to vary (reduce) the required minimum parking zoning requirements for the Project. This section provides that:

"...upon the request of the applicant, the Plan Approval Authority [City Council] may waive dimensional and other requirements of this section in the interests of design flexibility and overall project quality, and upon a finding of consistency of such variation with the overall purpose and objectives of the DSGOD, or if it finds that such waiver will allow the project to achieve the density, affordability, mix of uses, and/or physical character allowable under this section."

Procedurally, we anticipate that this request for an additional waiver from the minimum parking requirements under the DSGOD is best made by seeking a Major (vs. a Minor) Change to the Plan Approval per Section 9.8.15.2 of the DSGOD, as the City Council can be assured, in this way, that the public hearing requirements have been met. However, after review of this Application, the City Council can determine, in their discretion, to administer this Application as a Minor Change to the Plan Approval per Section 9.8.15.1 of the DSGOD. Accordingly, on behalf of the Proponent, we hereby request a Major Change to the Plan Approval to receive a waiver reducing the required total amount of parking spaces from 394 parking spaces to 321 parking spaces in order to eliminate the need for off-site parking spaces.

Enclosed with this Application are the following materials:

- 1) 40R Plan Approval Decision "Forest City – Haverhill Mills Building Redevelopment" dated as of June 26, 2007; and
- 2) Parking Demand Assessment dated December 14, 2023.

We have also provided a digital copy of all materials listed above. We look forward to continuing our discussion on the Project and reviewing our Application with the City Council at

## MEMORANDUM

**TO:** Mr. Ryan Ball  
Vice President, Investments  
The DSF Group  
341 Newbury Street, 5<sup>th</sup> Floor  
Boston, MA 02115

**FROM:** Mr. Jeffrey S. Dirk, P.E.\*, PTOE, FITE   
Managing Partner *and*  
Mr. Andrew J. Arseneault  
Senior Transportation Engineer  
Vanasse & Associates, Inc.  
35 New England Business Center Drive  
Suite 140  
Andover, MA 01810-1066  
(978) 269-6830  
[jdirk@rdva.com](mailto:jdirk@rdva.com)

*\*Professional Engineer in CT, MA, ME, NH, RI and VA*

**DATE:** December 14, 2023

**RE:** 9873

**SUBJECT:** Parking Demand Analysis  
Halstead Haverhill - 40 Locke Street  
Haverhill, Massachusetts

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Vanasse & Associates, Inc. (VAI) has prepared a Parking Demand Assessment in order to determine the parking demands and evaluate parking availability for the Halstead Haverhill multifamily residential community located at 40 Locke Street in Haverhill, Massachusetts (hereafter referred to as the Project). The purpose of this study is to identify the peak parking demands for the Project and to evaluate the available parking supply as it relates to the identified peak demand period.

Based on this analysis, we have determined the following:

1. On-site parking is provided for 321 vehicles, including six (6) handicapped accessible spaces. In addition, 72 off-site parking spaces are leased in the adjacent municipal parking garage located at 43 Granite Street in accordance with the Decision by the City approving the Project;
2. Parking demand observations conducted for the on-site parking supply on three (3) consecutive weekdays and one (1) Saturday in November 2023 between 5:00 and 7:00 AM, the peak parking demand period for a multifamily residential development, indicates that approximately 25 percent, or 82 of the 321 on-site parking spaces, were available (not occupied) on a weekday and approximately 21 percent, or 69 total parking spaces, were available during a Saturday; and
3. With consideration to the four (4) parking spaces reserved for use by the ground floor commercial space, a minimum of 78 on-site parking spaces are available for use by residents of the Project and their visitors on an average weekday during the peak parking demand period, with 65 on-site parking spaces available on a Saturday.

It is apparent based on the parking demand observations that the on-site parking supply of 321 parking spaces is more than sufficient to accommodate the peak parking demands of residents and visitors of the Project, with reserve capacity to accommodate parking demand fluctuations that may occur. In fact, the reserve capacity observed during the peak parking demand period (i.e., the number of unoccupied parking



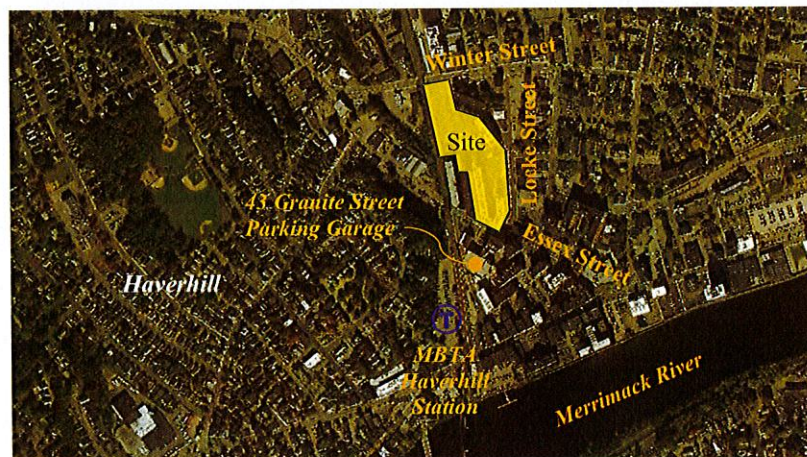


spaces) was found to be similar to the number of off-site parking spaces that are leased for the Project at 43 Granite Street (72 parking spaces). Accordingly, this assessment has indicated that the 72 leased off-site parking spaces are not required to meet the parking requirements of the Project. It should be noted that while this assessment does not provide a measurement of the off-site parking activity, the property manager identified that the residents of the Project had collectively requested and used a total of 15 of the leased off-site parking spaces during the period observed of this assessment (November 2023).

The following details our assessment of the parking demands of the Project.

### **EXISTING CONDITIONS CONTEXT**

The Project site is located at 40 Locke Street in Haverhill, Massachusetts, and consists of two (2) buildings that contain a total of 304 multifamily residential units with two (2) ground-floor tenant spaces that are currently occupied by Myrna's Lash and Brow and 109 Gallery, respectively. The Project site contains approximately 5.46± acres of land that is bounded by Winter Street and Duncan Street to the north; Essex Street and commercial properties to the south; Locke Street and Duncan Street to the east; and the Massachusetts Bay Transit Authority (MBTA) Commuter Rail/Amtrak railroad tracks to the west.



Imagery ©2023 Google

Access to the Project site is provided by way of five (5) driveways configured as follows: a one-way, entrance-only driveway that intersects the north side of Essex Street opposite Batchelders Court; a one-way, exit-only driveway that intersects the west side of Locke Street approximately 325 feet north of Essex Street; a one-way, entrance-only driveway that intersects the west side of Locke Street approximately 425 feet north of Essex Street; a full-access driveway that intersects the southwest side of Duncan Street approximately 230 feet northwest of Locke Street; and a full access driveway that intersects the south side of Winter Street, opposite Hale Street.

On-site parking is provided for 321 vehicles, including six (6) handicapped accessible spaces, four (4) parking spaces that are reserved for the commercial uses and 15 visitor parking spaces. The main parking field is situated to the west of the residential buildings and accessed by way of the driveways located along Essex Street, Duncan Street, and Winter Street. The visitor parking is located to the east of the residential buildings and is accessed by way of the Locke Street driveways.





As required as a part of the City's approval for the Project, an additional 72 parking spaces are leased within the municipal parking lot located at 43 Granite Street, an approximate 3-minute walking distance (approximately 650 feet) to the south of the Project site.

### **PARKING DEMAND OBSERVATIONS**

In order to determine the parking demands of the Project, parking demand observations were conducted between 5:00 AM and 7:00 AM on Tuesday, November 7, 2023; Wednesday, November 8, 2023; Thursday, November 9, 2023; and on Saturday, November 11, 2023. It should be noted that the peak-parking demand for a residential community generally occurs on a weekday after 10:00 PM and before 6:00 AM. The parking observations were completed in half-hour intervals during the observation period and included both the number of vehicles parked and the general location within each of the two (2) parking fields. Table 1 summarizes the overall observed parking demands for each of the observation days, with the peak parking demand period shaded for identification. The detailed observations provided as an attachment.

**Table 1**  
**PARKING DEMAND OBSERVATIONS**

Time	Tuesday, November 7, 2023		Wednesday, November 8, 2023		Thursday, November 9, 2023		Saturday, November 11, 2023	
	Number of Vehicles Parked	Occupancy (%) <sup>a</sup>	Number of Vehicles Parked	Occupancy (%)	Number of Vehicles Parked	Occupancy (%)	Number of Vehicles Parked	Occupancy (%)
5:00 AM	234	72.9	238	74.1	239	74.5	252	78.5
5:30 AM	232	72.3	227	70.7	238	74.1	251	78.2
6:00 AM	215	67.0	211	65.7	229	71.3	250	77.9
6:30 AM	211	65.7	214	66.7	219	68.2	250	77.9
7:00 AM	199	62.0	199	62.0	208	64.8	252	78.5

<sup>a</sup>Based on 321 available parking spaces.

As can be seen in Table 1, the observed peak-parking demand on a weekday was identified to occur at 5:00 AM on Thursday, November 9, 2023, with 239 parking spaces occupied, or approximately 75 percent occupancy of the on-site parking supply (321 total spaces). During the Saturday observation period, the peak-parking demand was also identified to also occur at 5:00 AM, with 252 parking spaces occupied, or approximately 79 percent occupancy of the on-site parking supply.

Based on the parking demand observations, there were 82 unoccupied and available parking spaces within the Project site on a weekday during the peak parking demand period and 69 available parking spaces on a Saturday during the peak parking demand period. After accounting for the four (4) parking spaces that are reserved for the commercial space within the Project site, the number of additional parking spaces that are available for use by residents and their guests is 78 parking spaces on a weekday and 65 parking spaces on a Saturday.



## **SUMMARY AND CONCLUSIONS**

VAI has prepared a Parking Demand Assessment in order to determine the parking demands and evaluate on-site parking availability for the Halstead Haverhill multifamily residential community located at 40 Locke Street in Haverhill, Massachusetts. This assessment included the completion of parking demand observations on three weekdays and one Saturday in November 2023. Based on this analysis, we have determined the following:

1. On-site parking is provided for 321 vehicles, including six (6) handicapped accessible spaces. In addition, 72 off-site parking spaces are leased in the adjacent municipal parking garage located at 43 Granite Street in accordance with the Decision by the City approving the Project;
2. Parking demand observations conducted for the on-site parking supply on three (3) consecutive weekdays and one (1) Saturday in November 2023 between 5:00 and 7:00 AM, the peak parking demand period for a multifamily residential development, indicates that approximately 25 percent, or 82 of the 321 on-site parking spaces, were available (not occupied) on a weekday and approximately 21 percent, or 69 total parking spaces, were available during a Saturday; and
3. With consideration to the four (4) parking spaces reserved for use by the ground floor commercial space, a minimum of 78 on-site parking spaces are available for use by residents of the Project and their visitors on an average weekday during the peak parking demand period, with 65 on-site parking spaces available on a Saturday.

Based on the parking demand observations, the on-site parking supply of 321 parking spaces is more than sufficient to accommodate the peak parking demands of residents and visitors of the Project, with reserve capacity to accommodate parking demand fluctuations that may occur. Accordingly, this assessment has indicated that the 72 leased off-site parking spaces are not required to meet the parking requirements of the Project. Residents and guests of the Project will continue to have access to the parking that is available at the public parking lot located at 43 Granite Street.

Attachments



## ATTACHMENTS

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PARKING DEMAND OBSERVATIONS





# TDC

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*Transportation Data Corporation*  
*P.O. Box 486 Norwood, MA 02062*  
*tel (781) 587-0086 cell (781) 439-4999*

Hamel Mill Lofts Parking Accumulation Study  
**Mixed-Use Apartment Complex (Halstead Haverhill)**

40 Locke Street, Haverhill, MA

Tuesday, 11/7/2023

5:00 AM-7:00 AM

Client: VAI #9873/A. Arseneault

TDC #05787

Vehicles	Corresponding Zones		
Time	1	2	3
5:00 AM	214	7	13
5:30 AM	209	11	12
6:00 AM	194	9	12
6:30 AM	191	10	10
7:00 AM	178	10	11

**Zone Key:**

1. Rear Lot access at Duncan St. & Winter St.
2. One-way Alley btwn Essex St. & Rear Lot
3. Front Doors Visitor & Staff Parking at Locke St.

# TDC

---

*Transportation Data Corporation  
P.O. Box 486 Norwood, MA 02062  
tel (781) 587-0086 cell (781) 439-4999*

Hamel Mill Lofts Parking Accumulation Study  
**Mixed-Use Apartment Complex (Halstead Haverhill)**

40 Locke Street, Haverhill, MA

Wednesday, 11/8/2023

5:00 AM-7:00 AM

Client: VAI #9873/A. Arseneault

TDC #05787

Vehicles	Corresponding Zones		
Time	1	2	3
5:00 AM	213	11	14
5:30 AM	207	7	13
6:00 AM	190	9	12
6:30 AM	191	10	13
7:00 AM	177	10	12

**Zone Key:**

1. Rear Lot access at Duncan St. & Winter St.
2. One-way Alley btwn Essex St. & Rear Lot
3. Front Doors Visitor & Staff Parking at Locke St.

# TDC

---

*Transportation Data Corporation*  
*P.O. Box 486 Norwood, MA 02062*  
*tel (781) 587-0086 cell (781) 439-4999*

Hamel Mill Lofts Parking Accumulation Study  
**Mixed-Use Apartment Complex (Halstead Haverhill)**

40 Locke Street, Haverhill, MA

Thursday, 11/9/2023

5:00 AM-7:00 AM

Client: VAI #9873/A. Arseneault

TDC #05787

Vehicles	Corresponding Zones		
Time	1	2	3
5:00 AM	215	12	12
5:30 AM	214	12	12
6:00 AM	207	11	11
6:30 AM	197	11	11
7:00 AM	185	11	12

**Zone Key:**

1. Rear Lot access at Duncan St. & Winter St.
2. One-way Alley btwn Essex St. & Rear Lot
3. Front Doors Visitor & Staff Parking at Locke St.



# TDC

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*Transportation Data Corporation*  
*P.O. Box 486 Norwood, MA 02062*  
*tel (781) 587-0086 cell (781) 439-4999*

Hamel Mill Lofts Parking Accumulation Study  
**Mixed-Use Apartment Complex (Halstead Haverhill)**

40 Locke Street, Haverhill, MA

Saturday, 11/11/2023

5:00 AM-7:00 AM

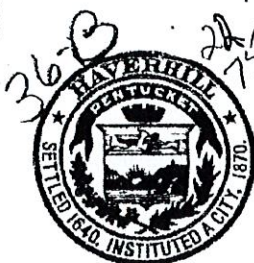
Client: VAI #9873/A. Arseneault

TDC #05787

Vehicles	Corresponding Zones		
Time	1	2	3
5:00 AM	229	10	13
5:30 AM	228	10	13
6:00 AM	227	10	13
6:30 AM	227	10	13
7:00 AM	229	10	13

**Zone Key:**

1. Rear Lot access at Duncan St. & Winter St.
2. One-way Alley btwn Essex St. & Rear Lot
3. Front Doors Visitor & Staff Parking at Locke St.



Return Box 11  
R. HARB, ESQ.

36-B

CHAPTER 40R APPLICATION FORM  
DOWNTOWN SMART GROWTH OVERLAY DISTRICT

Hearing June 26

City of Haverhill  
Permit Approval Authority/City Council



File No.  
Fee Paid 250.00  
Date Rec'd.

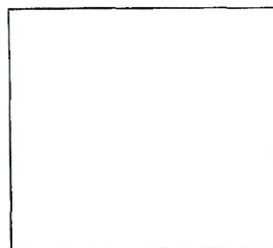
Applicants should file applications for plan approval with the City Clerk in Haverhill City Hall, Room 118. Copies of the application including the date of filing will then be filed with the Plan Approval Authority (PAA) and appropriate departments. Applications must be submitted with twenty (20) full sets of certified plans, including rehabilitation plans if applicable.

PROJECT NAME:

Haverhill Mills

PROJECT ADDRESS:

109 Essex Street, 10 Duncan Street  
262 Winter St., Locke St.  
Haverhill, MA 01830



MAP/BLOCK/LOT:

Map 304, Block 57, Lot 1 (109 Essex St.)  
Map 304, Block 58, Lot 11 (10 Duncan St.)  
Map 304, Block 58, Lot 20 (Locke St.)  
Map 304, Block 61, Lot 6 (262 Winter St.)

DSGOD SUBZONE:

☐ A ☐ B ☒ C ☒ D ☐ E

(For Office Use Only)

APPLICANT NAME:

Forest City Residential, Inc.

CONTACT PERSON:

Douglas Arsham

TELEPHONE/FAX NO.:

(t) 617-914-2542 (f) 617-494-9615

ADDRESS:

38 Sidney St  
Cambridge, MA 02139

OWNER NAMES:

Charlotte Stoller, Trustee of Essex Street Haverhill Nominee Realty Trust (109 Essex), City of Haverhill (Locke St. Parcel), Saturn Realty Inc. (262 Winter St.), Duncan Realty Inc. (10 Duncan St.).

(If Other Than Applicant)

GENERAL INFORMATION:



36-B  
New Construction or Rehabilitation: Rehabilitation

Total Area of Site: 4.73 Ac Bldg SF (if existing): 350,618 Proposed Commercial SF: 2,700 sf

No. of Dwelling Units: 306

No. of Affordable Units: 61

Project Density: \_\_\_\_\_

(Please See Attached Documentation for Calculation)

No. of Parking Spaces: 399

No. of Units by Size: 194 (1) Bedrooms

112 (2) Bedrooms

0 (3) Bedrooms

Washington Street

Historic District: ☐ Yes ☒ No

**DETAILED NARRATIVE DESCRIBING PROPOSED PROJECT:**

See Filing Brief attached hereto and made a part hereof.

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**PLEASE DEMONSTRATE THAT PROPOSED PROJECT MEETS DSGOD DESIGN STANDARDS:**

See Filing Brief attached hereto and made a part hereof.

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**REQUESTED WAIVERS (If Applicable):**

\* Please note: No affordability waivers can be granted by the PAA.

Density waivers are only required when proposed density exceeds the maximum by-right number of units.

☒ Density No. of Units Allowed in Subzone C: 160 No. of Units Requested by Waiver: 234

☒ Density No. of Units Allowed in Subzone D: 70 No. of Units Requested by Waiver: 72

☐ Parking No. of Parking Spaces Required: No. of Spaces Requested by Waiver:

☒ Design Standards (see attached Filing Brief for requested waivers)

Chapter 40B  
Downtown  
Smart Growth  
Overlay District

☐ Permitted Commercial Use/s

**PROVIDE DESCRIPTION AND REASON FOR REQUESTED WAIVERS:**

See attached Brief for Requested findings, description, and reason for said findings

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**APPLICATION CHECKLIST:**

- ☒ Review DSGOD Regulations Section 255-98 of the Haverhill Zoning Code
- ☒ Review the PAA's Recommended Design Guidelines
- ☒ Meet with the Planning Director prior to submission (Recommended, Not Required)
- ☐ Assemble the following required materials. Full descriptions are included in the DSGOD
  - ☒ Housing Marketing and Selection Plan
  - ☒ Evidence that Project complies with cost and eligibility requirements
  - ☒ Affordable Housing Restriction
  - ☒ Twenty (20) Copies of Certified Plans
  - ☒ Twenty (20) Copies of Certified Rehabilitation Plans (When Applicable)

I hereby certify that I have read and understand the required submittals of the Downtown Smart Growth Overlay District (Chapter 40R), Section 255-98 L.1 - L.19 and L.2 for Rehabilitation Projects.

APPLICANT SIGNATURE: [Signature]

DATE: 5/18/07

OWNER SIGNATURE: (See attached letters of consent to file from owners)

DATE: \_\_\_\_\_

IN CITY COUNCIL: May 22 2007

VOTED: that COUNCIL HEARING BE HELD JUNE 26 2007

Attest:

[Signature]  
City Clerk

Doug Aulam / Forest City  
planning  
engineer  
Rdy Insp  
water/wastewater  
health dept  
police  
council  
Fire

IN CITY COUNCIL: June 26 2007

HEARING CLOSED and

40R WAIVERS AND FINDINGS, and,

40R PLAN APPROVAL DECISION PASSED and ALLOWED

Attest:

[Signature]  
City Clerk

Ch. 40R/DSGOD Application - Draft 02.05.07

4 Summer Street, Haverhill, MA 01830



## **Purpose**

Forest City proposes to redevelop said properties into a mixed income, partially mixed use development (the "Project") that will provide a range of affordable workforce housing opportunities along with some ground floor commercial use which will contribute to the continued revitalization of the Downtown and the abandoned mill buildings in the City.

Consistent with the purpose of the DSGOD, the Project will provide a range of housing opportunities and choices for households of various incomes, ages, and sizes which will preserve the municipal character and diversity of Haverhill and increase the production of housing units to meet existing and anticipated housing needs.

## **Applicant**

Forest City Enterprises, Inc., a \$9 billion publicly traded real estate company, is principally engaged in the ownership, development, acquisition and management of premier commercial and residential real estate throughout the United States. An NYSE-listed real estate company (NYSE: FCEA and FCEB), based in Cleveland, Ohio, its portfolio includes interests in retail centers, apartment communities, office buildings and hotels throughout the United States.

Established in 1921, Forest City operates under three strategic business units: Commercial, Residential, and Land Development. It is committed to building superior, long-term value through a consistent strategic focus on projects in markets with high-growth potential and challenging barriers to entry.

## **Project Description and History**

The L.H. Hamel Leather Company Complex is significant for its associations with the City of Haverhill's shoe making industry. By the mid-nineteenth century in Haverhill, the manufacture of shoes was the predominant industry of Haverhill. The L.H. Hamel Leather Company Complex represents the resurgence of the shoe manufacturing industry in Haverhill following the devastating fire of 1882 in the City that destroyed nearly 10 acres of the shoe district and put over 75 firms out of business. Established by Louis H. Hamel, the LH Hamel Leather Company became a major producer of leather goods for the shoe industry during the first half of the twentieth century. By 1928, the L.H. Hamel Leather Company was the largest producer of shoe linings in the United States. The success of the Company was largely based on the innovation of Louis Hamel, who created and patented a new method of manufacture known as the Nu-Process System. L.H.



Hamel Leather Company Complex was built between 1911 and 1916. The Complex currently includes four major manufacturing buildings (the Burgess, Lang, Essex, and Tilton Buildings), two small outbuildings, and the original brick smokestack that was utilized for power generation. Forest City's project includes the Essex and Tilton buildings, each standing 8-9 stories tall, a 2-story outbuilding, the Pentucket Building (10 Duncan) and smokestack. The three buildings are interconnected, and form a "G" shape around a central courtyard space, while the Pentucket Building is a stand alone structure. The Little River Aqueduct runs under the site from the railroad right-of-way to Locke Street, but as development pressures within the City increased, the River was partially filled, and the banks on the north side of the island minimized. By 1944, an underground aqueduct completely submerged the Little River beneath the site. The buildings are currently used as office space, storage and light industrial manufacturing. Many former industrial buildings in the area have either been converted to residential projects or are in the process of being converted.

The project is situated at the corner of Essex and Locke Streets, and Duncan and Winter Streets, approximately 280 yards from the Haverhill Commuter Rail station. The four buildings will contain 305 residential rental units and amenity space, with a total finished square footage of 281, 448. The project is programmed for 112 two-bedroom units and 193 one-bedroom units, 20% of which are affordable. On and off site surface parking will be provided for the project providing 394 spaces. Approximately 1700 s.f. of retail space will be provided along Essex Street in the original storefront section of the building. Forest City is seeking a "historic" designation by the Commonwealth of Massachusetts and the National Park Service. We have a preliminary tax credit allocation of \$6M by the Massachusetts Historic Commission and are seeking the maximum possible allocation from the state, and federal government, of up to 20% of the total cost of construction, which is currently estimated at \$64 million.

The Project fosters housing opportunities and is a distinctive and attractive site development that will promote compact design and a variety of transportation options. The Project is in conformity with the objectives of the DSGOD, including but not limited to the following:

1. It will promote public health, safety and welfare by encouraging diversity of housing opportunities.
2. It will provide a full range of housing choices for households of all incomes, ages and sizes to meet the goal of preserving municipal character and diversity.
3. It will contribute directly to increasing the supply and diversity of housing.
4. The Project is a use permitted As Of Right in the DSGOD Sub zones.
5. The Project promotes smart growth in accordance with the purposes of G.L. Chapter 40R.



Currently the building located on 262 Winter St. will remain in its current use under the local zoning guidelines and is not presently intended to be rehabilitated under this project.

### **Housing and Housing Affordability**

Reference is hereby made to the Affirmative Fair Housing Marketing Plan and Residential Selection Criteria filed herewith.

20% of the housing units, or 61 housing units, shall be Affordable Housing to be rented and occupied only by Eligible Households. Because of practicability, there are 55 one-bedroom units, and 6 two-bedroom units proposed.

As set forth in the Marketing Plan, the affordable units will be marketed to achieve a diverse, integrated residential pool.

The affordable units will be similar to other units, will be dispersed throughout the Project and will be equivalent in design and materials to the other housing units.

### **Density**

***1) High Density 65 - Subzone C. The density in Subzone C shall be 65 dwellings as of right per acre. In the alternative, where an existing building is rehabilitated, the density (number of dwelling units) shall be the gross square feet contained in the existing building, minus twenty-five percent, divided by 1200 square feet.***

Our project is an existing building, therefore, the existing building calculation is applicable here. The subzone only encompasses buildings 1 and 2, so these are the square footages we must use.

Gross Square Feet of Buildings 1 & 2: 255,764 sf  
255,764 - 25%: 191,823 s.f  
191,823 sf / 1,200: 159.85

The allowable density in this subzone is 159.85, or 160 units rounded up. We are proposing a total of 234 units in this subzone, and as an increase in downtown density is the core of the smart growth program, and leaving entire floors vacant is not a viable option, a waiver is requested for relief of density requirements in Subzone C

**2) Multifamily 20 - Subzone D: The density in Subzone D shall be 20 dwellings as of right per acre.**

Building 3 and 10 Duncan St. are both located in Subzone D, which requires 20 units/ Acre. There are currently 3.48 acres of land on the proposed project located in this subzone. By using the provided calculations of 20 units/ acre, the allowable unit count would be 69.6, or 70 Rounded up.

$$(20 \text{ units/ acre}) \times (3.48 \text{ acres}) = 69.6 \text{ units}$$

We are proposing 71 units in these two buildings. Although the difference is minimal, we do exceed the allowable number of units, and as an increase in downtown density is the core of the smart growth program, and leaving units undeveloped is not a financially viable option, we are requesting a waiver for relief of density requirements in Subzone D.

### **Parking Requirements**

**1) Minimum Off-Street Parking Space Requirements.**

Residential Use:	1.2 Spaces per one bedroom unit
	1.4 spaces per two bedroom unit

Pursuant to our unit bedroom count, the following is the calculation regarding our parking count.

193 one bedroom units x 1.2 spaces per one bedroom unit = 231.6 spaces  
112 two bedroom units x 1.4 spaces per two bedroom unit = 156.8 spaces

Total: 388.4 spaces

We currently have 394 planned surface parking spaces. 322 spaces are located onsite, with an additional 72 to be provided through a long term lease with the City of Haverhill (should we win the RFP) that will locate spaces at the Locke St. Lot. These 72 off site spaces will be within 800 feet of our project (directly adjacent), therefore we will not need a waiver for this provision.

### **Findings**

DSGOD G. 4. states in part: "The total number of bedrooms in the Affordable Housing shall, insofar as practicable, be proportionate to the



number of bedrooms in all units in the Project of which the Affordable Housing is part."

Applicant's Affirmative Fair Housing Marketing Plan proposes, as required, that 20% of the proposed 305 residential units (61 units) will be affordable rental units made available to Eligible Households. Applicant proposes that 55 of the Affordable Units will be one-bedroom units, and 6 Affordable units will be two-bedroom units. Although this is not proportionate to the overall distribution of units, a proportionate amount of two bedroom units as Affordable Units (22) would add unreasonable costs and unreasonably impair the economic feasibility of the proposed Project. Wherefore, Applicant requests a finding by the Permit Approval Authority that the allocation proposed by Applicant is insofar as practicable.

## **Design Standards (All Buildings)**

### **General Design Standards**

***1) The design of the new building shall preserve existing views to the Merrimack river, and incorporate site and building design features that may help to preserve those views from public rights-of way.***

The project in question is an adaptive re-use of an existing mill building that is not adjacent to the river, therefore this standard does not apply.

***2) New buildings shall be sited to preserve view corridors, particularly to the Merrimack river.***

The project in question is an adaptive re-use of an existing mill building that is not adjacent to the river, so new design and construction standards do not apply.

***3) Drive in facilities shall not have driveways entering or exiting over the main frontage sidewalk.***

The project in question is not a drive in facility, so this standard does not apply.

***4) Signs shall conform to the requirements for C districts set forth in Article VII of the Zoning ordinance dated in effect as of August 8, 2006; provided, however, that sections 255-33c. and 255-34.i shall not apply in the DSGOD.***

As of the design reflected in the attached drawings dated March 16, 2007, the project signage will be in full compliance with Ordinance 255-37 (Designs permitted in any C district) of Article VII in the Haverhill Zoning ordinance.

**5) *When dumpsters, utility meters, mechanical units and service areas cannot be located away from the street front, they shall be screened from view and shall not be located in the pedestrian right-of-way.***

The project dumpsters, utility meters, mechanical units and service areas are all located inside the building, or in the back alley. The project complies with this guideline.

**6) *Lighting shall not create overspill onto adjacent properties or into the night sky.***

The project lighting has been designed with the local police department and will localize all exterior lighting to shine strictly on the property. As such, no lighting will overspill into the night sky.

#### **Subzone C Design Standards (Building 1 and 2)**

**1) *Some mixed use is required on the first floor, restricted to allowed non residential uses, where oriented towards the street. No mixed use shall take place other than on the first floor. Not more than 5% of the gross floor area of the structure shall be devoted to such mixed use.***

Approximately 1,700 sf of the 350,618 gross square feet (.48%) of the first floor is mixed use, non residential. There are no other planned/ designed commercial spaces in the entire complex, therefore the project complies with this provision.

**2) *Maximum height of the building shall be no greater than the height of the existing structure in the subzone.***

No building on the property will be higher than the existing structure in the sub zone.

#### **Subzone D Design Standards (Building 3 and 10 Duncan)**

**1) *Mixed use is required, with first floor restricted to allowed nonresidential uses on street frontage.***



The first floor of Building 3 and 10 Duncan is planned for residential dwellings, with mixed use located on Essex St., as required by the DSGOD guidelines. Mixed use at Locke St. and Duncan St. would not work, as Locke/ Duncan St. are not commercial thoroughfares, therefore residential units are the only financially viable option, and Forest City is requesting a waiver for relief of this design standard.

***2) New construction in this subzone shall provide public access and view corridors to the Merrimack River from Washington St.***

The project in question is an adaptive re-use of an existing mill building that is not adjacent to the river, therefore this standard does not apply.

***3) Buildings shall be oriented perpendicular to the riverfront, or in such a fashion as to maximize view corridors to the river.***

The project in question is an adaptive re-use of an existing mill building that is not adjacent to the river, therefore this standard does not apply.

***4) Buildings shall be designed in a manner so as to prevent a "front" façade to both the Washington Street streetscape as well as to the riverfront. Dual entries from Washington Street and from the riverfront façade are required to promote the city's vision for an active, public downtown waterfront.***

The project in question is an adaptive re-use of an existing mill building that is not adjacent to the river or located on Washington St., therefore this standard does not apply.

***5) First Floor use along Washington Street and along the riverfront shall be of public and/ or commercial nature.***

The project in question is an adaptive re-use of an existing mill building that is not adjacent to the river or located on Washington St., therefore this standard does not apply.

***6) Maximum height shall not exceed 6 stories overall, with a 4 story maximum at Washington St. If higher than 4 stories, building shall step from Washington Street frontage from the front cornice line along 45 degree bulk control plane which begins at the cornice height at the front of the lot line.***

The project is 8 stories high and is an existing historic mill building. Removing floors is not a viable option, therefore Forest City is requesting a waiver for relief of this design standard.

***7) In exchange for an easement for the public's right to pass from Washington Street to the City's planned Riverwalk, a proposed project may request an increase in height and density from standard dimensional regulations contained herein. No building shall exceed a maximum height of 8 stories under any circumstances. The PAA will weigh the value of the proposed public benefit against any potential impacts when deciding whether to grant such a request.***

The project in question is an adaptive re-use of an existing mill building that is not adjacent to the river or located on Washington St., therefore this standard does not apply.

## **Design Guidelines**

### **Height, Bulk, and Scale; Design Guidelines**

Many of the design guidelines outlined in the Plan Approval Authority's Recommended Design Guidelines are in reference to new construction. The project in question is an adaptive re-use redevelopment of an old mill structure, so new building design and siting guidelines do not apply here.

### **Streetscape Compatibility; Design Guidelines**

The project will reinforce desirable characteristics, such as street trees, planters, and paving materials that are different and complimentary to the natural streetscape.

### **Human Activity; Design Guidelines**

Real activities on Essex St. have an opportunity to display goods to pedestrians.

### **Residential Open Space; Design Standards**

Project incorporates a courtyard entrance on Locke St.

### **Parking and Vehicle Access; Design Guidelines**

The parking solution for the proposed project will be adequate and convenient. Surface parking at the front of the building, which will service both residents and prospective residents at the turn-around, will consist of pavers. Parking at the surface lot located on Locke St and Duncan St. will



not face the main streets of Essex or Winter. This lot will be tucked away behind 10 Duncan and the Main LH Hamel Project.

### **Corner Lots; Design Guidelines**

The project is located on the corner of Locke and Essex St., and Duncan and Winter St. Parking is located away from the corners, and the retail space is located on the corner as well, as per design guidelines.

### **Pedestrian Environment; Design Guidelines**

The project has currently designed a drop off area that will incorporate at the front of the building that has planters, trees, benches, and greenspace that will enhance the aesthetic of the complex. All residential main entrances will be located off of the main streets where commercial activity will take place. All open spaces for pedestrians will be well lit, and under the surveillance of a security system. All pedestrian environment areas will have a pleasing aesthetic that will drastically improve the nature of the neighborhood that currently surrounds the project.

### **Blank Walls; Design Guidelines**

The project currently has very few blank walls that would require treatment as described in the design guidelines. All walls are currently broken up by windows that are of historic nature. Those walls that do not contain windows are similarly of historic nature, and cannot be modified, as the modification would jeopardize our Historic Tax Credit application.

### **Screening of Dumpsters, Utilities, and Service Areas; Design Guidelines**

All dumpsters, and service elements will be centrally located and accessed by the back alley between the large concrete building and the Lang (Nopfsker) Building. These elements will be as shielded from the street fronts and pedestrian environments as possible.

### **Personal Safety and Security/ Lighting; Design Guidelines**

The project will promote safety and security of the residents and surrounding areas by implementing a security system that incorporates cameras and monitoring equipment that will record site activities 24/7. There will also be a design lighting plan that will keep all areas of the site well lit, and under close monitor. Besides the safety lighting, a complex architectural lighting plan will be employed, highlighting the architectural history of the complex. Lighting will be consistent in nature with lighting in the immediate neighborhood.

### **Landscaping: Design Guidelines**

Street trees and existing trees will be used to enhance the planting areas of the project.

### **Conclusion**

Wherefore, the Applicant respectfully requests that the Permit Approval Authority approve the Project and the Plans filed with the Application and find the following:

1. The Applicant filed the proper Application and Plans with the PAA.
2. The PAA has conducted a properly convened and advertised hearing.
3. The Application has been reviewed by the PAA for consistency with the purpose and intent of the DSGOD and such plan review is an as-of-right review and approval process as required in accordance with the Enabling Laws.
4. The Applicant has submitted all required fees and information as set forth in Section 255-98 of the DSGOD.
5. The Project and the Approved Plans meet the requirements and standards set forth in Section 255-98 of the DSGOD, and where they do not, at the request of the Applicant, the PAA grants a waiver there from, waiving the dimensional and other requirements of the Enabling Laws in the interests of design flexibility and overall project quality, and finds that such variations do not materially vary or substantially conflict with the consistency of the Project and Approved Plans and do not materially vary and are consistent with the overall purpose and objectives of the DSGOD. The PAA further finds that such waivers will allow the Project to achieve the density, affordability, mix of uses, and/or physical character allowed under the Enabling Laws.
6. The PAA find that that any extraordinary adverse potential impacts that the Project may have on neighboring properties has been adequately mitigated, and that the Project and the Approved Plans therefore satisfy the requirements of the DSGOD.
7. The total number of bedrooms in the Affordable Housing is, insofar as practicable, proportionate to the number of bedrooms in all units in the Project of which the Affordable Housing is part.



## 40R Plan Approval Decision

### Forest City- Haverhill Mills Building Redevelopment

June 26, 2007

#### Grant of Plan Approval

The City Council of Haverhill, acting as the Plan Approval Authority pursuant to the DSGOD, hereby approves, by majority vote, the Approved Plans for the Project, based on the Findings of Fact stated below.

A copy of this Plan Approval Decision will be filed with the City Clerk of the City of Haverhill, Massachusetts. All existing plans referred to in this Decision, including without limitation the Approved Plans, are on file with the Plan Approval Authority.

#### Basic Defined Terms and Information

Applicant:	Forest City Residential Group, Inc. c/o Doug Arsham 38 Sidney St. Cambridge, MA 02139 and its successors and assigns as developer and/or owner of the Project.
Application	The application for Plan Approval filed by the Applicant on May 18, 2007, as supplemented and updated by the Applicant at the request of City officials.
Approved Plans	Plans entitled "Haverhill Mills 113 Essex Street, Haverhill, MA 01832" prepared by DiMella Shaffer and dated <u>March 16, 2007</u> , which have been reviewed by the PAA and are the subject of this Decision. Revised plans which are in substantial conformity with said Approved Plans, which do not materially alter the Approved Plans shall not require further review or approval by the PAA, but shall also be treated as Approved Plans.
Current Property Owners:	Charlotte Stoller, Trustee of Essex Street Haverhill Nominee Realty Trust ( 109 Essex St.); City of Haverhill (Locke St.); Saturn Realty, Inc. (262 Winter St.), and Duncan Realty Inc. (10 Duncan St.)
Decision	This Plan Approval Decision is issued pursuant to the DSGOD.

A True Copy Attest

*Margaret A. Toomey*

Margaret A. Toomey  
City Clerk, Haverhill

Property:	MAP 304 Block 57 Lot 1 (109 Essex Street) MAP 304 Block 58 Lot 11 (10 Duncan St.) MAP 304 Block 58 Lot 20 (Locke St.) MAP 304 Block 58 Lot 4 (262 Winter Street)
Plan Approval Authority or PAA	The City Council of the City of Haverhill.
Project	The redevelopment of the Essex and Tilton Buildings and a 2 story outbuilding ( part of the L.H. Hamel Leather Company Complex shown as Buildings 1,2, and 3 on Approved Plans) and the Pentucket Building (10 Duncan Street) into 305 units of residential housing with some ground floor commercial space, together with signage, parking, drives, drainage and utility facilities, landscaping and other amenities, materially consistent with those shown on the Approved Plans.
DSGOD	The Downtown Haverhill Smart Growth Overlay District Chapter 40R adopted as Section 255-98 of the Zoning Ordinance of the City of Haverhill on December 19, 2006 by City Council.

Other terms used but not defined in this Decision shall have the meaning stated in the DSGOD.

#### Findings of Fact

- A. The Applicant filed the Application with the PAA on May 18, 2007.
- B. The PAA has conducted a properly convened and advertised hearing on the Project.
- C. The Application has been reviewed by the PAA for consistency with the purpose and intent of the DSGOD and such plan review is an as-of-right review and approval process as required by and in accordance with the Enabling Laws.
- D. The PAA finds that the Applicant has submitted all required fees and information as set forth in Section 255-98 of the DSGOD.
- E. The Project and the Approved Plans meet the requirements and standards set forth in Section 255-98 of the DSGOD and where they do not, at the request of the Applicant, the PAA grants a waiver therefrom, waiving the dimensional and other requirements of the Enabling Laws in the interests of design flexibility and overall project quality




and finds that such variations do not materially vary or substantially conflict with the consistency of the Project and Approved Plans and do not materially vary and are consistent with the overall purpose and objectives of the DSGOD pursuant to its authority in Section 255-98 of the DSGOD. The PAA further finds that such waivers will allow the Project to achieve the density, affordability, mix of uses, and/or physical character allowed under the Enabling Laws and therefore satisfy the requirements of the DSGOD. Not in limitation hereof, see also the chart attached hereto and incorporated in this Decision as Exhibit A.

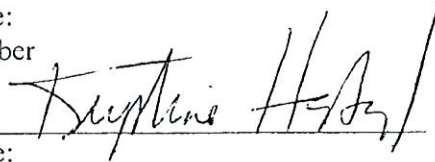
- F. The PAA finds that any extraordinary adverse potential impacts that the Project may have on neighboring properties have been adequately mitigated, and that the Project and the Approved Plans therefore satisfy the requirements of the DSGOD.
- G. The PAA finds that the total number of bedrooms in the Affordable Housing is, insofar as practicable, proportionate to the number of bedrooms in all units in the Project of which the Affordable Housing is part.
- H. Prior to issuance of any building permit for the project, Applicant will conclude all final long-term lease arrangements with the City of Haverhill for the off site parking spaces.

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VOTED by the City Council of the City of Haverhill, acting as the Plan Approval Authority under the DSGOD, as of the date first written above.



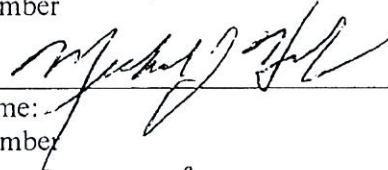
Name:  
Member



Name:  
Member



Name:  
Member



Name:  
Member



Name:  
Member



Name:  
Member



Name:  
Member

Name:  
Member

Name:  
Member



Exhibit A  
DSGOD ZONING TABLE

Assessors Map #, Block # and Lot#	Address:		
304-57-1	109 Essex Street		
304-58-11	10 Duncan Street		
304-58-20	Locke Street		
304-58-4	262 Winter Street		
	Required/Allowed	Existing	Proposed
Affordable Housing	20%		20% ****
Subzone D	Mixed Use First Floor		All Residential
Maximum Stories	6 in Subzone D	8 in Subzone D	8 in Subzone D
Building Coverage	None	N/A	N/A
Density *	N/A See Subzone Requirements Below		*
Minimum Open Space	None	N/A	N/A
Parking Spaces			394 ** ***
Accessible Spaces			
Loading Spaces			1
Compact Spaces	35% maximum		
One Bedroom Dwelling Units			193
Two Bedroom Dwelling Units			112
Total Dwelling Units			305
**** 61 Total Affordable Housing Units: 55 One Bedroom and 6 Two Bedroom Units Proposed			
*Overlay District High Density (65) Subzone C) Requirements			
The Density in Subzone C shall be 65 dwellings as of right per acre. In the alternative, where an existing building is being rehabilitated, the density (number of dwelling units) shall be the gross square feet contained in the existing building, minus twenty-five percent, divided by 1,200 square feet			
Gross SF of Buildings 1&2	Minus 25%	Yield	Divided by 1,200 SF
255,764 SF	-25%	191,823 SF	160 allowable units 234 Proposed
Overlay District Multifamily (20) Subzone D) Requirements			
The Density in Subzone D shall be 20 dwellings as of right per acre.			
3.48 Acres	70 allowable units	71 Proposed	
** Minimum off-street parking requirements			
Residential use: 1.2 spaces per one bedroom unit and 1.4 spaces per two bedroom unit and three bedroom unit			
Required parking: 193 one bedroom units = 231.6 spaces; 112 two bedroom units = 156.8 spaces; Total: 388.4 required. 394 Proposed			
On-site parking includes designated accessible spaces			
*** The Proposed Development will include on-site and off-site parking with the Applicant having site control for 394 parking spaces through a combination of 1) parking spaces located on the premises and 2) parking spaces via a long-term ground lease with the City of Haverhill, which will provide for the possible relocation of the spaces into a parking garage facility, which may include shared parking for those spaces at some point in time.			

## FOREST CITY RESIDENTIAL GROUP

## HAVERHILL MILLS REDEVELOPMENT

## 40R WAIVERS AND FINDINGS

### REQUESTED WAIVERS

#### Density – Subzones C and D

1.

*High Density 65 - Subzone C. The density in Subzone C shall be 65 dwellings as of right per acre. In the alternative, where an existing building is rehabilitated, the density (number of dwelling units) shall be the gross square feet contained in the existing building, minus twenty-five percent, divided by 1200 square feet.*

Our project is an existing building, therefore, the existing building calculation is applicable here. Subzone C encompasses buildings 1 and 2, so these are the square footages we must use.

Gross Square Feet of Buildings 1 & 2: 255,764 sf  
255,764 - 25%: 191,823 s.f  
191,823 sf / 1,200: 159.85

The allowable density in this subzone is 159.85, or 160 units rounded up. 234 units in this subzone are proposed. **A waiver is requested for relief of density requirements in Subzone C**

2.

*Multifamily 20 - Subzone D: The density in Subzone D shall be 20 dwellings as of right per acre.*

Building 3 and 10 Duncan St. are both located in Subzone D, which requires 20 units/ Acre. There are currently 3.48 acres of land on the proposed project located in this subzone. By using the provided calculations of 20 units/ acre, the allowable unit count would be 69.6, or 70 Rounded up.

$(20 \text{ units/ acre}) \times (3.48 \text{ acres}) = 69.6 \text{ units}$

71 units in these two buildings are proposed. **A waiver is requested for relief of density requirements in Subzone D.**



### **Subzone D Design Standards (Building 3 and 10 Duncan)**

3. *Mixed use is required, with first floor restricted to allowed nonresidential uses on street frontage.*

**A waiver for relief of the design standard requiring mixed use with first floor restricted to allowed nonresidential uses on street frontage in Zone D is requested.**

4. *Maximum height shall not exceed 6 stories overall, with a 4 story maximum at Washington St. If higher than 4 stories, building shall step from Washington Street frontage from the front cornice line along 45 degree bulk control plane which begins at the cornice height at the front of the lot line.*

In Zone D, the project is 8 stories high and is an existing historic mill building. Removing floors is not a viable option, therefore Forest City is requesting **a waiver for relief of this design standard regarding height of 6 stories in Zone D.**

### **Requested Finding Housing and Housing Affordability**

**The council finds that :**

**The total number of bedrooms in the Affordable Housing is, insofar as practicable, proportionate to the number of bedrooms in all units in the Project of which the Affordable Housing is part (55 one-bedroom units and 6 two bedroom units).**

NOTE: a finding is necessary on this point as pursuant to the 40R regulations there can be no waivers granted on issues of affordability.

The council is finding that the applicants proposal insofar as practical based on the economics of the project is proportionate. This request has been approved in the same way by the State Dept of Housing and Community Development (DHCD).

**CITY OF HAVERHILL  
MASSACHUSETTS**

**CERTIFICATION OF DECISION**

I, the City Clerk of the City of Haverhill, hereby certify that the NOTICE OF PLAN APPROVAL DECISION of the City Council, the Plan Approval Authority, on the application of:

Forest City Residential Group, Inc., the Applicant, and

Charlotte Stoller, Trustee of the Essex Street Haverhill Nominee Realty Trust,  
City of Haverhill, Saturn Realty, Inc. and Duncan Realty, Inc.,  
the Owners of Record

for Plan Approval for 305 units of residential housing and commercial space on the ground floor

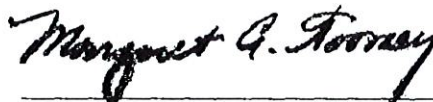
at: 109 Essex Street, MAP 304 Block 57 Lot 1;  
10 Duncan Street, MAP 304 Block 58 Lot 11 ;  
Locke Street, MAP 304 Block 58 Lot 20 ; and  
262 Winter Street, MAP 304 Block 58 Lot 4

has been filed with this office on June 27 , 2007 and that all plans for the Project are on file with the Plan Approval Authority, and that twenty (20) days have elapsed from the date the Decision was filed and no appeal notice to the District or Superior Court has been received by this office.

As a condition of the Plan Approval becoming effective, the applicant must record this PLAN APPROVAL DECISION and CERTIFICATION OF DECISION at the Registry of Deeds as required and in compliance with Chapter 40R of the M.G.L. and Section 255-98 of the Haverhill Zoning Ordinance.

July 26 2007

Date



City Clerk

certificationofdecision



**SPMM-24-1**

City Council Special  
Permit MAJOR  
MODIFICATION

Status: Active

Submitted On: 3/27/2024


**Primary Location**

107 ESSEX ST  
Haverhill, MA 01832

**Owner**

LOCKE STREET OWNER LLC  
C/O THE DSF GROUP  
NEWBURY ST, SUITE 5 341  
BOSTON, MA 02115

**Applicant**

 Connor MacIsaac  
 617-574-0572  
cmacisaac@goulstonstorrs.com  
 400 Atlantic Ave.  
Boston, Massachusetts  
02110

## Applicant Information

What is Your Role in This Process?\*

Attorney/Agent

Applicant Business/Firm Name\*

Goulston & Storrs

Applicant Business/Firm Phone\*

617-574-0572

Applicant Business/Firm Address\*

400 Atlantic Avenue

Applicant Business/Firm City\*

Boston

Applicant Business/Firm State\*

Massachusetts

Applicant Business/Firm Zip\*

02110

Client Name\*

Locke Street Owner LLC, a Delaware  
limited liability company

Client Business Name\*

co/ The DSF Group

Client Phone\*

617-675-3604

Client Email\*

rball@dsfadvisors.com

Client Address\*

341 Newbury Street, 5th Floor

**Client City\***

Boston

**Client State\***

Massachusetts

**Client Zip\***

02115

**Client County\***

Suffolk

**Client Business Structure\***

Limited Liability Corporation (LLC)

---

## Modification Information

**Original Application Number\***

40R Plan Approval Decision "Forest City  
– Haverhill Mills Building  
Redevelopment" dated as of June 26,  
2007

**New Field**

40R Plan Approval Decision "Forest City – Haverhill Mills Building Redevelopment" dated as of June 26, 2007, granted by the City of Haverhill City Council, acting as the Plan Approval authority pursuant to the Downtown Smart Growth Overlay District, to Forest City Residential Group, Inc. (the Proponent's predecessor-in-interest).

---

## Hearing Waiver

**Agrees\***

No



Agreement & Signature

Agrees\*

☒

Office Use Only

 City Council Decision

—

 City Council Hearing Date

—

 Reason for Council's Decision


 City Council Members Absent

 City Council Members Present

 Continuance Meeting Date

—

 Also Present

 City Councilor Who Seconded Motion

 City Councilor Who Made Motion

 City Councilors Who Voted Against

 City Councilors Who Abstained


 Continuation Motion Decision

—


 Who Submitted Continuation Request?

—


 City Councilors Who Voted in Favor

 Number of 12"x18" Mylar Copies


—

 Appeal Expiration Date

—

 Number of 24"x36" Mylar Copies

—

 Number of 18"x24" Mylar Copies

—

Attachments



Property Owner's Permission

DSF - Halstead Haverhill - Letter Requesting Plan Approval Descision Amendment.pdf  
Uploaded by Connor MacIsaac on Mar 27, 2024 at 11:13 AM

REQUIRED



Description of Project

DSF - Halstead Haverhill - Letter Requesting Plan Approval Descision Amendment.pdf  
Uploaded by Connor MacIsaac on Mar 27, 2024 at 11:12 AM

REQUIRED



Zoning Opinion

DSF - Halstead Haverhill - Letter Requesting Plan Approval Descision Amendment.pdf  
Uploaded by Connor MacIsaac on Mar 27, 2024 at 11:12 AM

REQUIRED



Halstead Haverhill Parking Observations 12.14.23.pdf

Halstead Haverhill Parking Observations 12.14.23.pdf  
Uploaded by Connor MacIsaac on Mar 27, 2024 at 11:12 AM





**Zoning Decision (Permit Approval) recorded June 26 2007.pdf**  
Zoning Decision (Permit Approval) recorded June 26 2007.pdf  
Uploaded by Connor MacIsaac on Mar 27, 2024 at 11:13 AM



**Abutters 40 Locke St 304.57.1.xlsx**  
Abutters 40 Locke St 304.57.1.xlsx  
Uploaded by Christine Webb on Mar 27, 2024 at 1:00 PM



**Mailing Lists 40 Locke St 304.57.1.pdf**  
Mailing Lists 40 Locke St 304.57.1.pdf  
Uploaded by Christine Webb on Mar 27, 2024 at 1:00 PM

History



Timeline

Label	Activated	Completed	Assignee	Due Date	Status
Special Permit Filing Fee	3/27/2024, 11:14:54 AM	3/27/2024, 11:33:45 AM	Connor MacIsaac	-	Completed
Planning Director Review	3/27/2024, 11:14:54 AM	4/1/2024, 11:58:20 AM	William Pillsbury	-	Completed
City Clerk Review - Hearing Dates Set	3/27/2024, 11:14:54 AM	-	Maria Bevilacqua	-	Active
City Council Clerk Notified	3/27/2024, 11:14:54 AM	3/27/2024, 1:29:14 PM	Laurie Brown	-	Completed
Assessor for Abutter's List	3/27/2024, 11:14:54 AM	3/27/2024, 1:02:02 PM	Christine Webb	-	Completed
Conservation Department Review	3/27/2024, 11:14:54 AM	3/27/2024, 12:19:11 PM	Robert Moore	-	Completed

Label	Activated	Completed	Assignee	Due Date	Status
✓ DPW Review	3/27/2024, 11:14:54 AM	-	Robert Ward	-	Active
✓ Engineering Department Review	3/27/2024, 11:14:54 AM	-	John Pettis	-	Active
✓ Health Department Review	3/27/2024, 11:14:54 AM	-	Mark Tolman	-	Active
✓ Police Department Review	3/27/2024, 11:14:54 AM	-	Kevin Lynch	-	Active
✓ Storm Water Review	3/27/2024, 11:14:54 AM	3/27/2024, 12:19:47 PM	Robert Moore	-	Completed
✓ Wastewater Review	3/27/2024, 11:14:54 AM	-	Robert Ward	-	Active
✓ Water Department Review	3/27/2024, 11:14:54 AM	3/28/2024, 7:40:03 AM	Andrew Carvalho	-	Completed
✓ Water Supply Review	3/27/2024, 11:14:54 AM	3/27/2024, 12:00:46 PM	John D'Aoust	-	Completed
✓ Building Inspector Approval for Agenda	3/27/2024, 11:14:54 AM	-	Tom Bridgewater	-	Active
✓ First Ad Placement	-	-	-	-	Inactive
✓ Second Ad Placement	-	-	-	-	Inactive
✓ City Councilor A Review	-	-	-	-	Inactive
✓ City Councilor B Review	-	-	-	-	Inactive
✓ City Councilor C Review	-	-	-	-	Inactive



Label	Activated	Completed	Assignee	Due Date	Status
✓ City Councilor D Review	-	-	-	-	Inactive
✓ City Councilor E Review	-	-	-	-	Inactive
✓ City Councilor F Review	-	-	-	-	Inactive
✓ City Councilor G Review	-	-	-	-	Inactive
✓ City Councilor H Review	-	-	-	-	Inactive
✓ City Councilor I Review	-	-	-	-	Inactive
✓ City Council Meeting	-	-	-	-	Inactive
✓ Meeting Minutes & Decision Filed w/City Clerk	-	-	-	-	Inactive

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March 27, 2024  
Page 3

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the next available meeting. I would appreciate being notified at (617) 574-0572 or [CMacIsaac@goulstonstorr.com](mailto:CMacIsaac@goulstonstorr.com) as soon as the hearing date on this matter is scheduled, or if there are any questions. Thank you.

Sincerely,

*Connor MacIsaac*

Connor A. MacIsaac  
Attorney for Proponent

Enclosures

cc: Kaitlin M. Wright, City Clerk  
Ryan Ball  
Molly Porter  
Peter Tamm, Esq.

IN CITY COUNCIL: April 9 2024  
HEARING APRIL 23 2024

Attest:

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





# Haverhill

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

April 18, 2024

Thomas J. Sullivan, President and members of the  
Haverhill City Council  
City of Haverhill  
4 Summer Street, Room 204  
Haverhill, Massachusetts 01830

Re: Request for Amendment of Plan Approval Decision  
Halstead Haverhill, f/k/a Haverhill Mills

Dear Mr. President and City Councilors:

I am in receipt of the request submitted to the Council by Locke Street Owner LLC to amend a Chapter 40R plan approval decision issued in mid-2007 for the project formerly known as Haverhill Mills. Such request asks the Council "to reduce the total amount of required parking spaces from 394 parking spaces to 321 parking spaces by eliminating the need for the parking spaces located off-site."

Parking requirements in the Downtown Smart Growth Overlay District (DSGOD) are determined by Section 9.8.9 of the Zoning Ordinance, which presently states:

2. Minimum Off-Street Parking Space Requirements.
  - a. Residential use: 1.2 spaces per one-bedroom unit; 1.4 spaces per two-bedroom and three-bedroom unit.
  - b. Such off-street parking spaces shall be established no further than 800 feet from the premises to which they are appurtenant.

These same requirements applied at the time of approval of the Haverhill Mills project. The plan approval decision calculated requisite parking as follows:

193 one bedroom units x 1.2 spaces per one bedroom unit = 231.6 spaces  
112 two bedroom units x 1.4 spaces per two bedroom unit = 156.8 spaces

Total: 388.4 spaces

The Ordinance's minimum off-street parking requirements have been applied to all other Chapter 40R projects approved within the DSGOD, including:

24 Essex Street, a.k.a. The Ellis Factory  
14 Granite Street, a.k.a. The Hayes Building  
45 Locust Street, a.k.a. The Cordovan  
25 Locust Street, a.k.a. Haverhill Lofts  
45 Washington Street, a.k.a. J.M. Lofts  
87 Washington Street, a.k.a. The Granville  
45 Wingate Street

In my opinion, compliance with the above minimum off-street parking requirements is necessary to guarantee the availability of sufficient parking for residents, guests and others. I do not necessarily contest the findings of Vanasse & Associates, submitted by Locke Street Owner LLC and indicating that parking demand does not presently require off-site parking. However, parking demand does and will fluctuate based on occupancy, surrounding uses, future development and the availability, or unavailability, of on-street parking, among other factors.

I acknowledge that the DSGOD allows for waivers to be granted by the City Council, acting as Plan Approval Authority. Section 9.8.14 of the Zoning Ordinance states that "upon the request of the applicant, the Plan Approval Authority may waive dimensional and other requirements of this section in the interests of design flexibility and overall project quality, and upon a finding of consistency of such variation with the overall purpose and objectives of the DSGOD, or if it finds that such waiver will allow the project to achieve the density, affordability, mix of uses, and/or physical character allowable under this section." However, in my opinion, granting an after-the-fact waiver to accommodate "design flexibility" and "overall project quality" is illogical where the development is fully completed. Project design is done; and quality has been determined. The project has already achieved the density, affordability, mix of uses and physical character permitted within the DSGOD, and is operating successfully.

I am also concerned that waiving the DSGOD's minimum off-street parking requirements for the Haverhill Mills project, years after issuance of plan approval, will – if not legally, then practically – serve as precedent for the owners or operators of other projects, including those above, to pursue after-the-fact reductions in their parking commitments.

After careful consideration of the merits of the request and carefully weighing the potential consequences of granting the waiver sought by Locke Street Owner LLC, I strongly recommend that the city council deny the request for major modification.

Thank you for your consideration of the above.

Sincerely,

  
William Pillsbury

Economic Development and Planning Director



presentation

Haverhill City Clerk APR 18 '24 PM 3:09

# **Downtown Smart Growth Overlay District - Halstead Haverhill (f/k/a Haverhill Mills)**

City Council of the City of Haverhill

April 23, 2024

SPMM-24-1

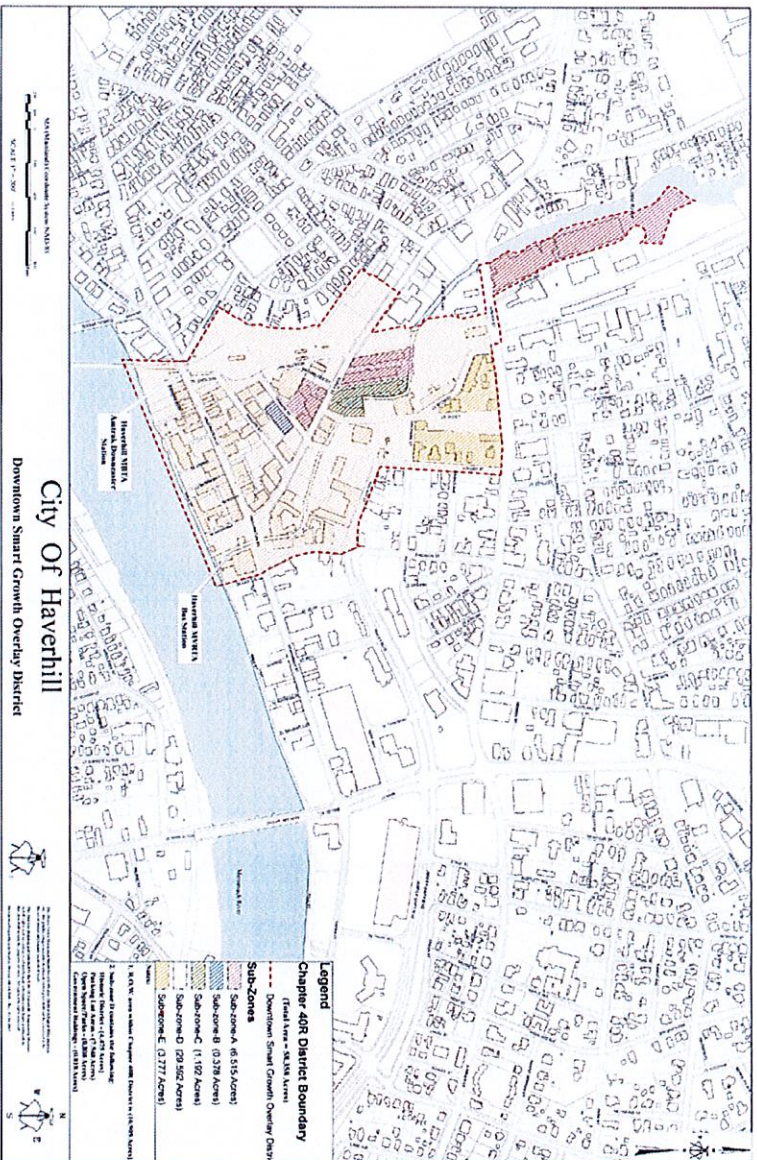


# Agenda

- Site Background
  - Downtown Smart Growth Overlay District
  - Site Aerial
  - Existing Conditions Plan
- Existing Plan Approval Decision
- Parking Locations
- Relief Requested
- Parking Demand Analysis
- Questions

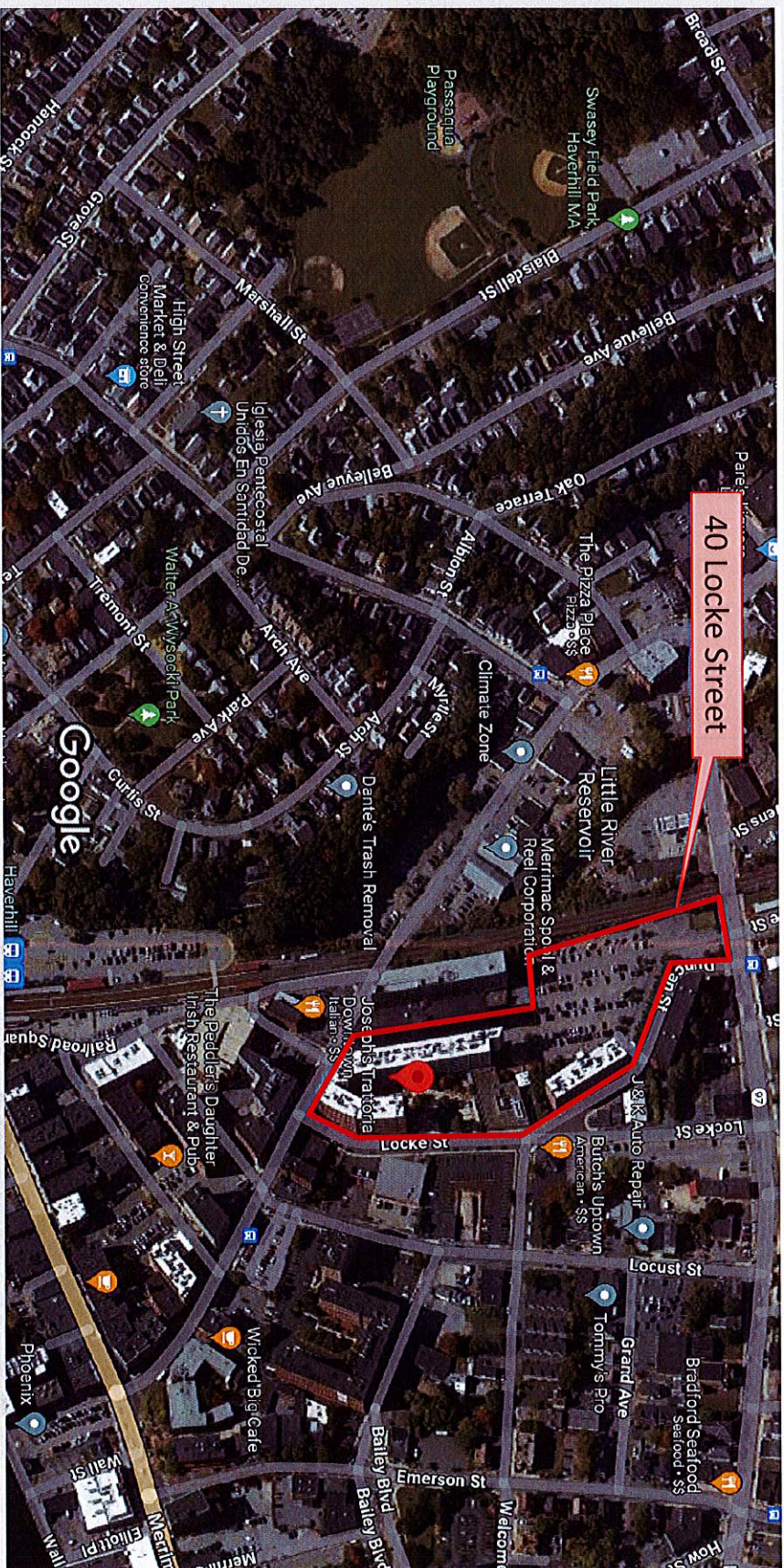


# Downtown Smart Growth Overlay District



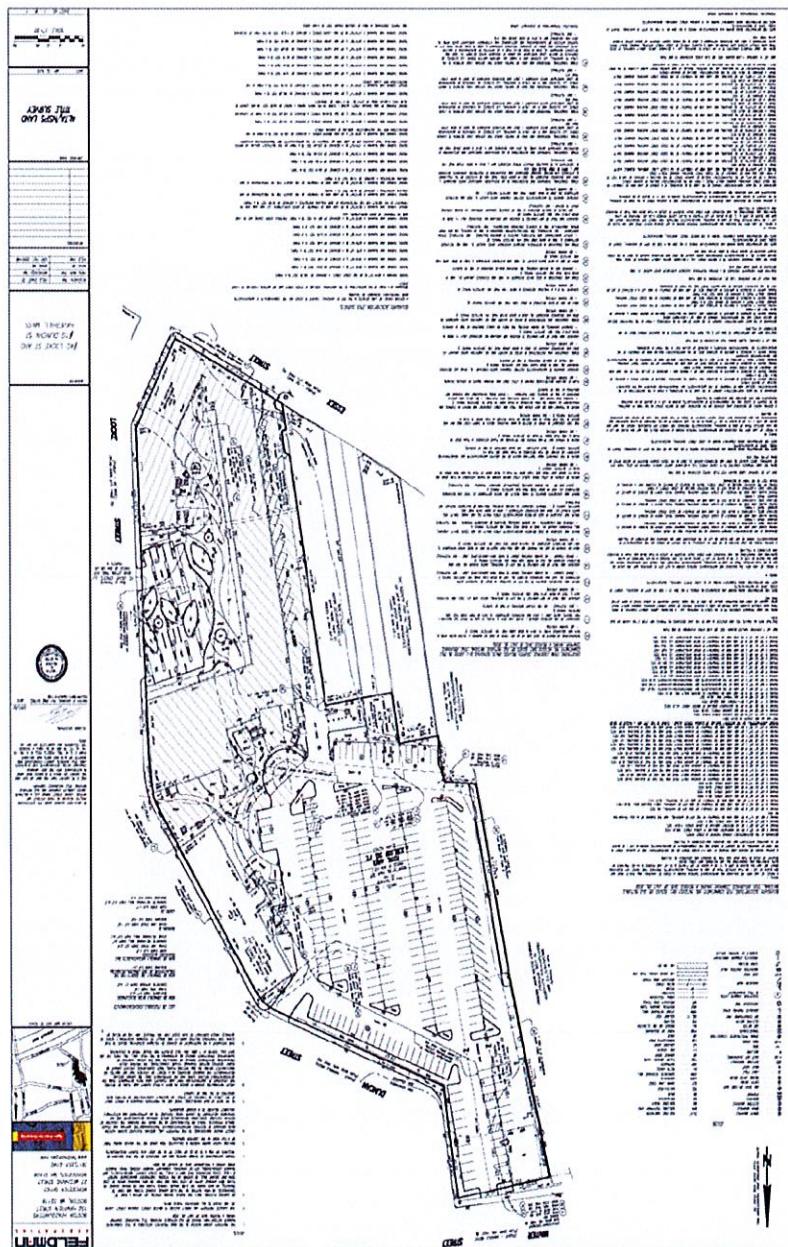


# Aerial View - 40 Locke Street





## Existing Conditions Plan



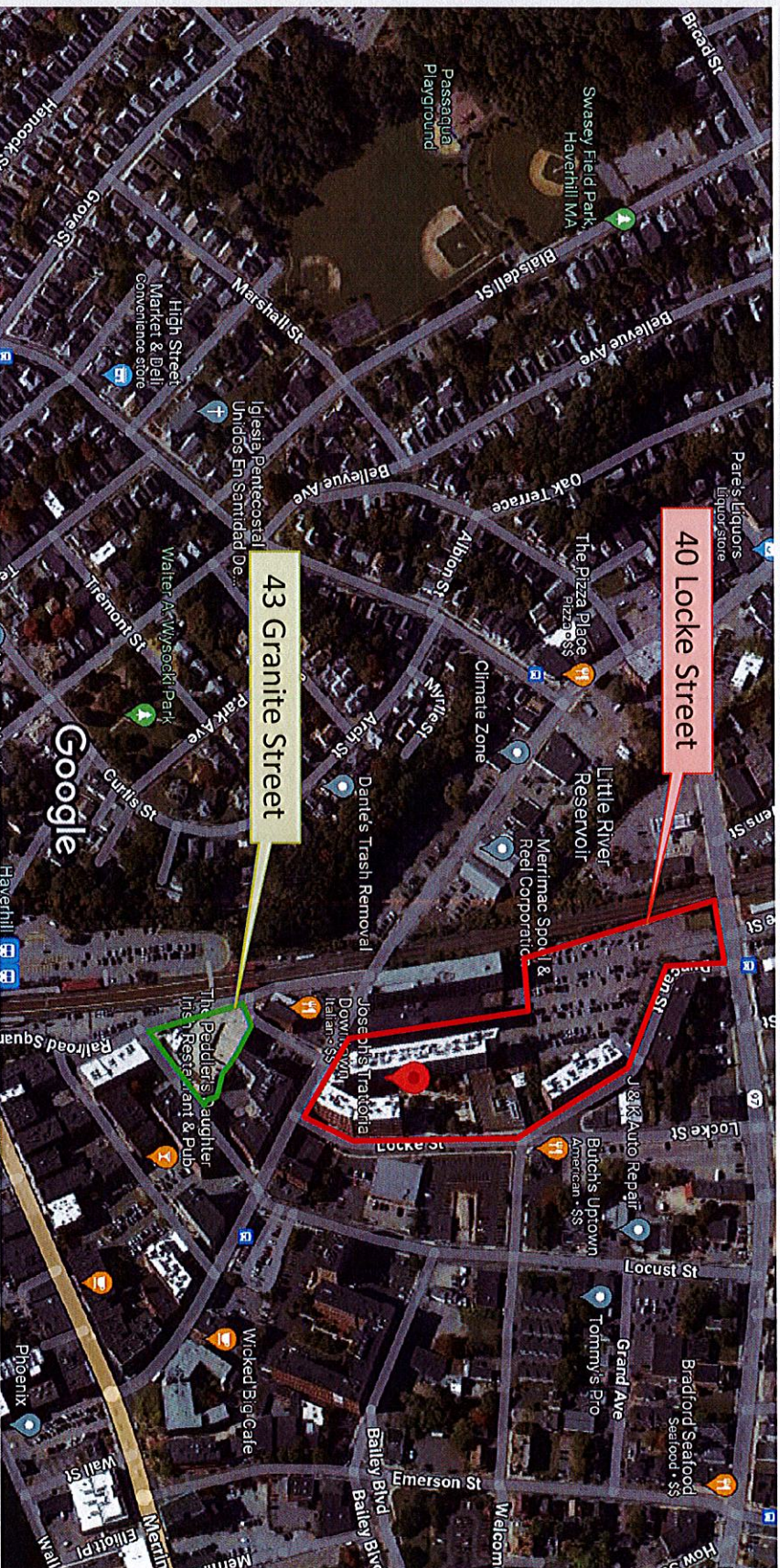


# Existing Plan Approval Decision

- Original Plan Approval issued June 26, 2007, for the redevelopment of the Property into 305 residential housing units.
- Required Parking:
  - Section 9.8.9.2(a) of the DSGOD requires the Project provide 389 minimum off-street parking spaces based on the following requirements for residential use: (i) 1.2 parking spaces per one-bedroom unit; and (ii) 1.4 parking spaces per two-bedroom and three-bedroom unit.
- Parking Supply
  - 321 On Site Parking Spaces
  - 72 Off Site Parking Spaces



# Parking Locations





## Existing Plan Approval Decision (Continued)

- Section 9.8.14 of the DSGOD provides that a waiver may be sought to vary (reduce) the required minimum parking zoning requirements for the Project:
  - “...upon the request of the applicant, the Plan Approval Authority [City Council] may waive dimensional and other requirements of this section in the interests of design flexibility and overall project quality, and upon a finding of consistency of such variation with the overall purpose and objectives of the DSGOD, or if it finds that such waiver will allow the project to achieve the density, affordability, mix of uses, and/or physical character allowable under this section.”



## Relief Requested

- Major Change to Plan Approval: request to reduce the total amount of required parking spaces from 394 parking spaces to 321 parking spaces pursuant to Section 9.8.15.2 of the Downtown Smart Growth Overlay District.



# Parking Demand Analysis

- Parking Demand Assessment

- 25% or 82 out of the 321 on-site parking spaces are available and not occupied during the weekdays.
- 21% or 69 out of the 321 on-site parking spaces are available and not occupied during the weekends.
- Of the 72 off-site parking spaces, 15 parking spaces are actively being used while 57 of the off-site parking spaces are available and not occupied.

- Conclusion

- On-site parking supply of 321 parking spaces is more than sufficient to accommodate the peak parking demands of Tenants of the Project, including reserve capacity to accommodate parking demand fluctuations that may occur.



# Questions

MELINDA E. BARRETT  
MAYOR



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

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

April 18, 2024

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

**RE: Cultural Council Appointment – Michael Morales**

Dear Mr. President and Members of the City Council:

Please be advised that I hereby appoint Michael Morales, 37 Coachman's Lane, Haverhill, to the Haverhill Cultural Council. This is a confirming appointment which takes effect upon confirmation and expires on 4/3/2026. I recommend approval.

Very truly yours,

**Melinda E. Barrett**  
Mayor

MEB/em

cc: John Hassan, Chairman, Haverhill Cultural Council

HAVERHILL CITY CLERK APR 19 24 AM 8:53





MELINDA E. BARRETT  
MAYOR



CITY OF HAVERHILL  
MASSACHUSETTS

HAU CITY CLERK APR 19 2024 PM 2:03

11,112  
CITY HALL, ROOM 100  
FOUR SUMMER STREET  
HAVERHILL, MA 01830  
PHONE 978-374-2300  
FAX 978-373-7544  
MAYOR@CITYOFHAVERHILL.COM  
WWW.CI.HAVERHILL.MA.US

April 19, 2024

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

**RE: Maureen Ferris, Board of Registrars of Voters Appointment**

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

I hereby appoint Maureen Ferris of 25-J Forest Acres Drive, Haverhill as a member of the Board of Registrars of Voters. Ms. Ferris is a registered Democrat is replacing Veronica Pare who was a member of the Board of Registrars of Voters. This is a confirming appointment and expires on May 1, 2027.

Sincerely,

**Melinda E. Barrett**  
Mayor

MEB/em

MELIDA BARRETT  
MAYOR



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

11.2.1

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

HAVERHILL CITY CLERK APR 19/24 #W8035

April 18, 2024

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

**RE: Harbor Commission-Sandra O'Dea**

Dear Council President and Members of the Haverhill City Council:

I hereby appoint Sandra O'Dea, 4 Central Avenue, Haverhill to the Harbor Commission. This is a non-confirming appointment which takes effect immediately and expires on April 30, 2026.

Sincerely,

**Melinda E. Barrett**  
**Mayor**

MEB/em



MELINDA E BARRETT  
MAYOR



**CITY OF HAVERHILL  
MASSACHUSETTS**

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

HAVERHILL CITY CLERK APR 19/24 AM 8:35

11.2.2

April 18, 2024

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

**RE: Youth Activities and Mental Health Program Review Committee Appointments**

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

I hereby appoint the following people to the Youth Activities and Mental Health Program Review Committee:

- Colin LePage, Haverhill City Councilor
- Timothy J. Jordan, Vice President Haverhill City Council
- Sharon Sullivan, Community Affairs Advisory Board Chairman
- Melissa J. Lewandowski, Haverhill City Councilor
- Vinny Ouellette, Director, Haverhill Social Services Department
- Anne Vlack, Community Affairs Advisory Board Member
- Toni Fultz, 552 Main Street Unit 1, Haverhill
- Kathleen Lambert, Haverhill ARPA Project Manager

These are non-confirming appointments which take effect immediately. I recommend approval.

Sincerely,

**Melinda E. Barrett**  
Mayor

MEB/em

12.2.1

Event Permit · Add to a project

 **Expiration Date**

Active

**Request Changes**  
(/#/explore/request-changes/173079)

HAVERHILL CITY CLERK APR 17 24 PM 2:33

## EVNT-24-4

**Details**

Submitted on Mar 23, 2024 at 10:38 am

**Attachments**

6 files

**Activity Feed**

Latest activity on Apr 10, 2024

**Applicant**

Anastasia Dimopoulos

 0**Location**

154 WINTER ST, Haverhill, MA 01830



View ▼

Edit Workflow

**Event Permit Payment**

Paid Mar 23, 2024 at 10:42 am

**City Clerk Approval**

Completed Apr 02, 2024 at 10:16 am

**Building Inspector Approval**

Completed Apr 02, 2024 at 4:00 pm

**Fire Inspector Approval**



Completed Apr 02, 2024 at 3:51 pm

**Health Inspector Approval**

Completed Apr 03, 2024 at 2:18 pm

**Police Department Approval**

Completed Apr 02, 2024 at 10:42 am

**Public Works Director Approval**

Skipped Apr 10, 2024 at 1:02 pm

**Temporary Food Inspection**

In Progress

**City Council Approval**

In Progress

**Event Permit Issued**

Document

## Building Inspector Approval



● Complete ▾

Complete

Assignee

Tom Bridgewater

Due date

None

This step was assigned to Tom Bridgewater - Apr 2, 2024 at 10:16 am  
Tom Bridgewater approved this step - Apr 2, 2024 at 4:00 pm

Completed Apr 02, 2024 at 3:51 pm



### Health Inspector Approval

Completed Apr 03, 2024 at 2:18 pm



### Police Department Approval

Completed Apr 02, 2024 at 10:42 am



### Public Works Director Approval

Skipped Apr 10, 2024 at 1:02 pm



### Temporary Food Inspection

In Progress



### City Council Approval

In Progress



### Event Permit Issued

Document

## Police Department Approval



● Complete ▾

Complete

Assignee

Kevin Lynch

Due date

None

This step was assigned to Kevin Lynch - Apr 2, 2024 at 10:16 am  
Kevin Lynch approved this step - Apr 2, 2024 at 10:42 am





EVNT-24-4

Event Permit

Status: Active

Submitted On: 3/23/2024

Primary Location

154 WINTER ST  
Haverhill, MA 01830

Owner

HELLENIC ORTHODOX  
CHURCH  
WINTER ST 154 HAVERHILL,  
MA 01830

Applicant

Anastasia Dimopoulos  
 978-360-1011  
holypostlesstpeterpaul@gmail.com  
 154 Winter Street  
Haverhill, MA 01830

Organization Information

APR 10 PM 1:05  
HAY CITY SLERX

Organization*	Organization Phone*
Hellenic Orthodox Community	(978) 373-3311
Organization Address*	Organization City*
154-156 Winter St.	Haverhill
Organization State*	Organization Zip*
MA	01830
Is the Organization Tax Exempt?*	Is the Organization Non-Profit?*
Yes	Yes
Is the Organization a House of Worship?*	
Yes	

Contact Information

Contact Name*	Contact Title*
Anastasia Dimopoulos	Parish Council President

Contact Phone\*

978-360-1011

Contact Email\*

holypostlesstpeterpaul@gmail.com

Contact Address\*

154-156 Winter St.

Contact City\*

Haverhill

Contact State\*

MA

Contact Zip\*

01830

Property Owner Information

Property Owner Name\*

Hellenic Orthodox Community

Property Owner Phone\*

978-

Property Owner Address\*

154 Winter St

Property Owner City\*

Haverhill

Property Owner State\*

MA


Property Owner Zip\*

01832

Is the Applicant the Property Owner? 

No

Event Information

Description of event\* 

One day Food Festival

Type of Event\*

Festival

Event Date\*

05/18/2024



**Event Location\***

154-156 Winter St.

**is the Event on Bradford Common?\*** ⓘ

No

**Is the Event on City Property?\***

No

**Event Venue\***

Indoor

**Number of Anticipated Attendees\***

100

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

Yes

**Event Start Time\***

11:00

**Event End Time\***

8:00

**Will Food Be Served/Sold at the Event?\***

Yes

**IF YES TO FOOD, By What Means?\***

Organization Sponsored Cookout

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

Other

**IF OTHER COOKING, Please Explain\***

we will be preparing food on site

**Any Helpful Comments about Food**

Ari Pardales is servsafe certified and will be there overseeing events.

**Special Considerations (i.e. fireworks)\*** ⓘ

no

## Parking Information

Number of Parking Spaces Onsite\*

40

Have Off-site Parking Arrangements Been Made?\*

No

Are There Charges/Fees for Parking?\*

No

## Sanitation Information

Number of Public Restrooms Available\*

15

Type of Toilets\*

Permanent

Please Describe Plans for Solid Waste Disposal & Recycling\*

city disposal and recycling and we have a dumpster

## General Release & Indemnity Agreement

Yes\*



## Terms of Understanding

Yes\*



## Attachments













	<b>Event Agreements, Leases &amp; Contracts</b> General Release and Indemnity Agreement.pdf Uploaded by Anastasia Dimopoulos on Mar 23, 2024 at 10:36 AM	REQUIRED
	<b>General Release &amp; Indemnity Agreement</b> General Release and Indemnity Agreement.pdf Uploaded by Anastasia Dimopoulos on Mar 23, 2024 at 10:36 AM	REQUIRED
	<b>Proof of Non-Profit Status</b> Church Tax Exemption .pdf Uploaded by Anastasia Dimopoulos on Mar 23, 2024 at 10:15 AM	REQUIRED
	<b>Property Owner's Written Consent</b> General Release and Indemnity Agreement.pdf Uploaded by Anastasia Dimopoulos on Mar 23, 2024 at 10:37 AM	REQUIRED
	<b>Proof of Insurance</b> General Release and Indemnity Agreement.pdf Uploaded by Anastasia Dimopoulos on Mar 23, 2024 at 10:37 AM	REQUIRED
	<b>COI City of Haverhill.pdf</b> COI City of Haverhill.pdf Uploaded by Anastasia Dimopoulos on Mar 29, 2024 at 12:52 PM	

History

Date	Activity
4/10/2024, 1:02:13 PM	Kaitlin Wright waived approval step Public Works Director Approval on Record EVNT-24-4
4/4/2024, 8:50:59 AM	Mark Tolman altered inspection step Temporary Food Inspection, changed sequence from "" to "1" on Record EVNT-24-4
4/4/2024, 8:50:58 AM	Mark Tolman added inspection step Temporary Food Inspection to Record EVNT-24-4
4/3/2024, 2:18:51 PM	Mark Tolman approved approval step Health Inspector Approval on Record EVNT-24-4
4/2/2024, 4:00:20 PM	Tom Bridgewater approved approval step Building Inspector Approval on Record EVNT-24-4
4/2/2024, 3:51:08 PM	Eric Tarpay approved approval step Fire Inspector Approval on Record EVNT-24-4
4/2/2024, 10:42:29 AM	Kevin Lynch approved approval step Police Department Approval on Record EVNT-24-4
4/2/2024, 10:41:41 AM	altered payment step Event Permit Payment, changed sequence from "1" to "0" on Record EVNT-24-4

## Timeline

Label	Activated	Completed	Assignee	Due Date	Status
 Event Permit Payment	3/23/2024, 10:38:18 AM	3/23/2024, 10:42:58 AM	Anastasia Dimopoulos	-	Completed
 City Clerk Approval	3/23/2024, 10:42:58 AM	4/2/2024, 10:16:05 AM	Kaitlin Wright	-	Completed
 Building Inspector Approval	4/2/2024, 10:16:06 AM	4/2/2024, 4:00:20 PM	Tom Bridgewater	-	Completed
 Fire Inspector Approval	4/2/2024, 10:16:06 AM	4/2/2024, 3:51:08 PM	Eric Tarp	-	Completed
 Health Inspector Approval	4/2/2024, 10:16:06 AM	4/3/2024, 2:18:51 PM	Mark Tolman	-	Completed
 Police Department Approval	4/2/2024, 10:16:06 AM	4/2/2024, 10:42:29 AM	Kevin Lynch	-	Completed
 Public Works Director Approval	4/2/2024, 10:16:06 AM	4/10/2024, 1:02:13 PM	Robert Ward	-	Skipped
 Temporary Food Inspection	4/4/2024, 8:50:58 AM	-	Mark Tolman	-	Active
 City Council Approval	4/2/2024, 10:41:44 AM	-	Kaitlin Wright	-	Active
 Event Permit Issued	-	-	-	-	Inactive





City of Haverhill, MA

Apr 10, 2024

EVNT-24-4

City Clerk Approval

Event Permit

Status: Complete

Became Active: Mar 23, 2024

Assignee: Kaitlin Wright

Completed: Apr 2, 2024

Applicant

Anastasia Dimopoulos  
holyapostlesstpeterpaul@gmail.com  
154 Winter Street  
Haverhill, MA 01830  
978-360-1011

Primary Location

154 WINTER ST  
Haverhill, MA 01830

Owner:

HELLENIC ORTHODOX CHURCH  
154 WINTER ST HAVERHILL, MA 01830

Comments

Kaitlin Wright, Mar 25, 2024

Please correct address under property owner information - it is listed as an address on Seven Sister Rd. Also, please upload a current certificate of liability insurance with the City of Haverhill listed as insured.

Anastasia Dimopoulos, Mar 25, 2024

I can't find an edit button to make corrections.

Kaitlin Wright, Mar 25, 2024

I have gone ahead and edited the address to show the church address. What is a good contact phone number?

Anastasia Dimopoulos, Mar 29, 2024

I just uploaded the certificate of liability insurance

Kaitlin Wright, Apr 2, 2024

Thank you. I have approved my step and have released the application for other departments approval.



City of Haverhill, MA

Apr 10, 2024

EVNT-24-4

Fire Inspector Approval

Event Permit

**Status:** Complete

**Became Active:** Apr 2, 2024

**Assignee:** Eric Tarpy

**Completed:** Apr 2, 2024

Applicant

Anastasia Dimopoulos  
holyapostlesstpeterpaul@gmail.com  
154 Winter Street  
Haverhill, MA 01830  
978-360-1011

Primary Location

154 WINTER ST  
Haverhill, MA 01830

Owner:

HELLENIC ORTHODOX CHURCH  
154 WINTER ST HAVERHILL, MA 01830

Comments

Eric Tarpy, Apr 2, 2024  
no fire dept detail required





City of Haverhill, MA

Apr 10, 2024

EVNT-24-4

## Health Inspector Approval

Event Permit

**Status:** Complete**Became Active:** Apr 2, 2024**Assignee:** Mark Tolman**Completed:** Apr 3, 2024

---

**Applicant**

Anastasia Dimopoulos  
holyapostlesstpeterpaul@gmail.com  
154 Winter Street  
Haverhill, MA 01830  
978-360-1011

**Primary Location**

154 WINTER ST  
Haverhill, MA 01830

**Owner:**

HELLENIC ORTHODOX CHURCH  
154 WINTER ST HAVERHILL, MA 01830

---

**Comments****Mark Tolman, Apr 3, 2024**

Hi Anastasia,

If you have more food related vendors, have them pull food permits a week before the event.

Tell them don't wait til the last minute.

Thanks!

Mark

**Anastasia Dimopoulos, Apr 6, 2024**

We are the only vendor



City of Haverhill, MA

Apr 10, 2024

EVNT-24-4

## Public Works Director Approval

Event Permit

**Status:** Skipped**Became Active:** Apr 2, 2024**Assignee:** Robert Ward**Completed:** Apr 10, 2024

---

### Applicant

Anastasia Dimopoulos  
holypostlesstpeterpaul@gmail.com  
154 Winter Street  
Haverhill, MA 01830  
978-360-1011

### Primary Location

154 WINTER ST  
Haverhill, MA 01830

### Owner:

HELLENIC ORTHODOX CHURCH  
154 WINTER ST HAVERHILL, MA 01830

---

### Comments

**Kaitlin Wright, Apr 3, 2024**

@Robert Ward please review so we can add this to the agenda!





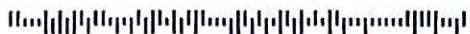
Commonwealth of Massachusetts  
Department of Revenue  
Christopher C. Harding, Commissioner

mass.gov/dor

Letter ID: L1505121920  
Notice Date: December 3, 2018  
MA Taxpayer ID: 11562342



## CERTIFICATE OF EXEMPTION



HELLENIC ORTHODOX COMMUNITY OF HA  
154-156 WINTER ST  
HAVERHILL MA 01830

Attached below is your Certificate of Exemption (Form ST-2). Cut along the dotted line and display at your place of business. You must report any change of name or address to us so that a revised ST-2 can be issued.

DETACH HERE



MASSACHUSETTS DEPARTMENT OF REVENUE

Form ST-2

### Certificate of Exemption

HELLENIC ORTHODOX COMMUNITY OF  
HAVERHILL INC  
154-156 WINTER ST  
HAVERHILL MA 01830

MA Taxpayer ID: 11562342  
Certificate Number: 1713317888

This certifies that the organization named above is an exempt purchaser under Chapter 64H, section 6(d) or (e) of the Massachusetts General Laws. All purchases of tangible personal property by this organization are exempt from taxation to the extent that such property is used in the conduct of the business of the purchaser. Misuse of this certificate by any tax-exempt organization or unauthorized use of this certificate by any individual will lead to revocation. Willful misuse of this certificate is subject to criminal sanctions of up to one year in prison and \$10,000 (\$50,000 for corporations) in fines. This certificate is non-transferable and may be suspended or revoked for failure to comply with state laws and regulations.

Effective Date: January 4, 2019

Expiration Date: January 3, 2029



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/27/2024

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

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

<b>PRODUCER</b> Fred C. Church Insurance 41 Wellman Street Lowell MA 01851		<b>CONTACT NAME:</b> Nick Nardicchio <b>PHONE (A/C, No, Ext):</b> 978-322-7140 <b>E-MAIL ADDRESS:</b> nick.nardicchio@assuredpartners.com <b>FAX (A/C, No):</b> 978-454-1865	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> GuideOne Mutual Insurance Company	
		<b>INSURER B:</b> GuideOne Insurance	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES**      **CERTIFICATE NUMBER:** 1812014172      **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		001297452	3/22/2024	3/22/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		001810661	3/22/2024	3/22/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 2,500		001297453	3/22/2024	3/22/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
B	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y / <input type="checkbox"/> N / A	001297454	3/22/2024	3/22/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.I. EACH ACCIDENT \$ 100,000 E.I. DISEASE - EA EMPLOYEE \$ 100,000 E.I. DISEASE - POLICY LIMIT \$ 500,000

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

<b>CERTIFICATE HOLDER</b>  City of Haverhill 4 Summer Street Haverhill MA 01830	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
---	--



March 23.2024

The Above organization in consideration of the permit granted by the City Council as above requested hereby remises, releases and forever discharges the City of Haverhill, its respectful employees, agents and attorneys from all manner of actions, causes of actions, debts,, dues, claims and demands both in law and in equity, more especially any and all claims as a result of the issuance of this permit or use of any City Property, including, but not limited to, property damages and personal injuries resulting from the same. Licensee is solely responsible for the cost of any damage that occurs to public property or extraordinary expense necessary for the public safety as a result of the public event, exhibition, show or amusement. Licensee shall be responsible for the cost of any police or fire official(s) required by the City Council to be present at the event.

Hellenic Orthodox Community  
Anastasia DImopoulos  
President



City of Haverhill, MA

4/11/2024

12.2.2

EVNT-24-1

Event Permit

Status: Active

Submitted On: 1/25/2024

Primary Location

30 FERRY ST  
Bradford, MA 01835  
  
Owner  
CRESCENT YACHT CLUB  
PO BOX 5006 BRADFORD,  
MA 01835

Applicant

Kevin Dorr  
978-821-8808  
kjd9918@aol.com  
116 Lake St  
Haverhill , MA 01832

HAV CITY CLERK APR 11 24 PM 3:37

APR 11 PM 3:36  
HAVCITYCLERK

Organization Information

Organization\*

crescent yacht club

Organization Phone\*

9783749683

Organization Address\*

30 Ferry St

Organization City\*

Haverhill

Organization State\*

MA

Organization Zip\*

01835

Is the Organization Tax Exempt?\*

Yes

Is the Organization Non-Profit?\*

Yes

Is the Organization a House of Worship?\*

No



## Contact Information

**Contact Name\***

kevin joesph dorr

**Contact Title\***

member

**Contact Phone\***

19788218808

**Contact Email\***

kjd9918@aol.com

**Contact Address\***

116 LAKE ST

**Contact City\***

Haverhill

**Contact State\***

MA

**Contact Zip\***

01832

---

## Property Owner Information

**Property Owner Name\***

crescent yacht club llc

**Property Owner Phone\***

9783749683

**Property Owner Address\***

30 Ferry St

**Property Owner City\***

bradford

**Property Owner State\***

MA

**Property Owner Zip\***

01835

**Is the Applicant the Property Owner? ?**

No

## Event Information

Description of event\* ?

44th annual creacent yacht club canoe race

Type of Event\*

Other

IF OTHER, Please Specify\*

charity canoe race

Event Date\*

06/01/2024

Event Location\*

30 ferry st bradford ma

is the Event on Bradford Common?\* ?

No

Is the Event on City Property?\*

No

Event Venue\*

Outdoor

Number of Anticipated Attendees\*

100

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

Yes

Event Start Time\*

0900

Event End Time\*

1700

Will Food Be Served/Sold at the Event?\*

Yes

IF YES TO FOOD, By What Means?\*

Organization Sponsored Cookout

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

Gas Grills



Any Helpful Comments about Food

Special Considerations (i.e. fireworks)\* ?

no

Parking Information

Number of Parking Spaces Onsite\*

50

Have Off-site Parking Arrangements Been Made?\*

Yes

IF YES, Please Provide Details of Offsite Arrangements\*

off site using shuttle vans back and forth if needed

Are There Charges/Fees for Parking?\*

No

Sanitation Information

Number of Public Restrooms Available\*

2

Type of Toilets\*

Permanent

Please Describe Plans for Solid Waste Disposal &amp; Recycling\*

working with Covanta to provide trash/ recycling bins. Also 4 Porta Potties will be delivered onsite

---

## General Release & Indemnity Agreement

Yes\*



---

## Terms of Understanding

Yes\*



---

## Attachments

**Event Agreements, Leases & Contracts**

canoe race vendor waiver.pdf

Uploaded by Kevin Dorr on Jan 24, 2024 at 1:07 PM

REQUIRED

**General Release & Indemnity Agreement**

canoe race waiver.pdf

Uploaded by Kevin Dorr on Jan 24, 2024 at 1:07 PM

REQUIRED










**Proof of Non-Profit Status**

non profit canoe race.pdf

Uploaded by Kevin Dorr on Jan 24, 2024 at 1:08 PM

REQUIRED












	<b>Property Owner's Written Consent</b> canoe race property owner.pdf Uploaded by Kevin Dorr on Jan 24, 2024 at 1:08 PM	REQUIRED
	<b>Proof of Insurance</b> 24 binder.pdf Uploaded by Kevin Dorr on Jan 25, 2024 at 10:35 AM	REQUIRED
	<b>KD Allergen.pdf</b> KD Allergen.pdf Uploaded by Kevin Dorr on Jan 24, 2024 at 1:09 PM	
	<b>Student_eCard.pdf</b> Student_eCard.pdf Uploaded by Kevin Dorr on Jan 24, 2024 at 1:10 PM	
	<b>24 cyc prop.pdf</b> 24 cyc prop.pdf Uploaded by Kevin Dorr on Apr 2, 2024 at 1:13 PM	
	<b>non profit canoe race.pdf</b> non profit canoe race.pdf Uploaded by Kevin Dorr on Apr 2, 2024 at 1:14 PM	
	<b>property control 2024.pdf</b> property control 2024.pdf Uploaded by Kevin Dorr on Apr 10, 2024 at 3:49 PM	
	<b>Vet 501c.pdf</b> Vet 501c.pdf Uploaded by Kevin Dorr on Apr 10, 2024 at 3:50 PM	
	<b>cyc lod.pdf</b> cyc lod.pdf Uploaded by Kevin Dorr on Apr 11, 2024 at 1:56 PM	

## History



### Timeline

Label	Activated	Completed	Assignee	Due Date	Status
 Event Permit Payment	1/25/2024, 10:35:49 AM	1/26/2024, 10:21:01 AM	Kevin Dorr	-	Completed
 City Clerk Approval	1/26/2024, 10:21:01 AM	4/11/2024, 3:26:38 PM	Kaitlin Wright	-	Completed
 Building Inspector Approval	1/26/2024, 10:35:45 AM	1/27/2024, 11:20:58 AM	Tom Bridgewater	-	Completed
 Fire Inspector Approval	1/26/2024, 10:35:45 AM	1/29/2024, 12:05:20 PM	Eric Tarpy	-	Completed
 Health Inspector Approval	1/26/2024, 10:35:45 AM	3/25/2024, 10:47:08 AM	Mark Tolman	-	Completed
 Police Department Approval	1/26/2024, 10:35:45 AM	3/22/2024, 10:57:10 AM	Kevin Lynch	-	Completed
 Public Works Director Approval	1/26/2024, 10:35:45 AM	4/2/2024, 10:34:19 AM	Robert Ward	-	Skipped
 City Council Approval	4/2/2024, 10:34:19 AM	-	Kaitlin Wright	-	Active
 Event Permit Issued	-	-	-	-	Inactive





City of Haverhill, MA

Apr 11, 2024

EVNT-24-1

## City Clerk Approval

### Event Permit

**Status:** Complete**Assignee:** Kaitlin Wright**Became Active:** Jan 26, 2024**Completed:** Apr 11, 2024

### Applicant

Kevin Dorr  
kjd9918@aol.com  
116 Lake St  
Haverhill, MA 01832  
9788218808

### Primary Location

30 FERRY ST  
Bradford, MA 01835

### Owner:

CRESCENT YACHT CLUB  
PO BOX 5006 BRADFORD, MA 01835

### Comments

**Kaitlin Wright, Apr 2, 2024**

Kevin, please upload a proof of non profit status. The current one on this application is for VNOC, not Crescent Yacht Club.

**Kaitlin Wright, Apr 2, 2024**

Please also correct property owner's written consent. The date of the event is listed on that document as June 4th, but I believe event is June 1st.

**Kaitlin Wright, Apr 2, 2024**

Thank you, but the proof of non profit is still for VNOC. Please attach the non profit paperwork for Crescent Yacht Club.

**Kaitlin Wright, Apr 10, 2024**

Kevin, I cannot put on agenda without correct proof of non-profit status and new property owner's consent with correct event date,



City of Haverhill, MA

Apr 11, 2024

EVNT-24-1

## Fire Inspector Approval

Event Permit

**Status:** Complete**Became Active:** Jan 26, 2024**Assignee:** Eric Tarpy**Completed:** Jan 29, 2024

### Applicant

Kevin Dorr  
kjd9918@aol.com  
116 Lake St  
Haverhill, MA 01832  
9788218808

### Primary Location

30 FERRY ST  
Bradford, MA 01835

### Owner:

CRESCENT YACHT CLUB  
PO BOX 5006 BRADFORD, MA 01835

### Comments

**Eric Tarpy, Jan 29, 2024**

Please forward a rough sketch of the course, start and end time of actual race so that Harbor master and FD will have the information. Upload here and email to [etarpy@haverhillfire.com](mailto:etarpy@haverhillfire.com)

**Eric Tarpy, Jan 29, 2024**

if it is same as last year you may upload same document

**Kevin Dorr, Jan 29, 2024**

Hi Eric, Race starts from ECSD "Farm" in Lawrence @ 0915 and ends at CYC. Racers make it in an hour or so. We tell all others to be in @ 1300 hrs. I'll reach out to you when we get closer to 6/1. Stay safe!

**Eric Tarpy, Jan 29, 2024**

thanks Kevin





City of Haverhill, MA

Apr 11, 2024

EVNT-24-1

## Health Inspector Approval

Event Permit

**Status:** Complete**Assignee:** Mark Tolman**Became Active:** Jan 26, 2024**Completed:** Mar 25, 2024

### Applicant

Kevin Dorr  
kjd9918@aol.com  
116 Lake St  
Haverhill, MA 01832  
9788218808

### Primary Location

30 FERRY ST  
Bradford, MA 01835

### Owner:

CRESCENT YACHT CLUB  
PO BOX 5006 BRADFORD, MA 01835

### Comments

**Mark Tolman, Mar 25, 2024**

Hi kevin

I will call you about the food permitting

Mark

**Kevin Dorr, Mar 25, 2024**

Hi Mark, Probably better off dealing directly with our manager Dick Willett 9784767874 I'll let him know



City of Haverhill, MA

Apr 11, 2024

EVNT-24-1

## Police Department Approval

### Event Permit

**Status:** Complete**Became Active:** Jan 26, 2024**Assignee:** Kevin Lynch**Completed:** Mar 22, 2024

---

#### Applicant

Kevin Dorr  
kjd9918@aol.com  
116 Lake St  
Haverhill, MA 01832  
9788218808

#### Primary Location

30 FERRY ST  
Bradford, MA 01835

#### Owner:

CRESCENT YACHT CLUB  
PO BOX 5006 BRADFORD, MA 01835

---

#### Comments

**Kevin Lynch, Jan 26, 2024**

Insurance binder expires 05/24/2024, event is on 06/01/2024

**Kevin Lynch, Mar 22, 2024**

The event will require one police detail and with update insurance binder.





City of Haverhill, MA

Apr 11, 2024

EVNT-24-1

## City Council Approval

Event Permit

**Status:** Active**Became Active:** Apr 2, 2024**Assignee:** Kaitlin Wright**Completed:**

---

### Applicant

Kevin Dorr  
kjd9918@aol.com  
116 Lake St  
Haverhill, MA 01832  
9788218808

### Primary Location

30 FERRY ST  
Bradford, MA 01835

**Owner:**

CRESCENT YACHT CLUB  
PO BOX 5006 BRADFORD, MA 01835

---

### Comments

**Kaitlin Wright, Apr 2, 2024**

Will require update insurance covering the time period of event.

**Kaitlin Wright, Apr 2, 2024**

If you are able to get correct proof of non-profit status and new property owner's consent by Thursday at 4 PM, I will place on agenda for April 9th pending updated insurance coverage.

**Kaitlin Wright, Apr 11, 2024**

Will go before council on April 23 meeting

There are no contracts or vendors related to this event. Everything is being

Handled internally. -Kevin J. Dorr Canoe race committee member



Crescent Yacht Club

30 Ferry St.

Bradford, MA 01835

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

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

Kevin J. Dorr  
KEVIN J. DORR

In reply refer to: 0248205661  
Jan. 23, 2017 LTR 4168C 0  
04-2499718 000000 00  
00013486  
BODC: TE

CRESCENT YACHT CLUB OF HAVERHILL  
INC  
PO BOX 5006  
BRADFORD MA 01835



004952

Employer ID Number: 04-2499718  
Form 990 required: Yes

Dear Taxpayer:

This is in response to your request dated Jan. 12, 2017, regarding your tax-exempt status.

We issued you a determination letter in June 1974, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(7).

Because you're not an organization described in IRC Section 170(c), donors cannot deduct contributions they make to you. You should advise your contributors that their contributions to you are not deductible.

In the heading of this letter, we indicated whether you must file an annual information return. If a return is required, you must file Form 990, 990-EZ, 990-N, or 990-PF by the 15th day of the fifth month after the end of your annual accounting period. IRC Section 6033(j) provides that, if you don't file a required annual information return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

For tax forms, instructions, and publications, visit [www.irs.gov](http://www.irs.gov) or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

Sincerely yours,



Kim A. Billups, Operations Manager  
Accounts Management Operations 1



04/02/24

To Whom it May Concern,

Regarding the Crescent Yacht Club Canoe Race on Saturday 06/01/24, The event will  
Be held on property either owned by or under legal control of the Crescent Yacht Club.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kevin J. Dorr", written over a dashed horizontal line.

Kevin J. Dorr

C.Y.C. Executive Board



# CERTIFICATE OF ALLERGEN AWARENESS TRAINING

Name of Recipient: KEVIN DORR

Certificate Number: 5643397

Date of Completion: 5/22/2022

Date of Expiration: 5/22/2027



*The above-named person is hereby issued this certificate  
for completing an allergen awareness training program  
recognized by the Massachusetts Department of Public Health  
in accordance with 105 CMR 590.009(G)(3)(a).*

*This certificate will be valid for five (5) years from date of completion.*



Massachusetts Restaurant Association  
333 Turnpike Road, Suite 102  
Southborough, MA 01772  
508-303-9905  
[www.marestantassoc.org](http://www.marestantassoc.org)

Issued By:

  
NATIONAL  
RESTAURANT  
ASSOCIATION®  
800.765.2122  
[www.restaurant.org](http://www.restaurant.org)



# BASIC LIFE SUPPORT

**BLS  
Provider**



American  
Heart  
Association.

**Kevin Dorr**

has successfully completed the cognitive and skills evaluations  
in accordance with the curriculum of the American Heart Association  
Basic Life Support (CPR and AED) Program.

**Issue Date**

5/11/2022

**Training Center Name**

MA Municipal Police Training Committee

**Training Center ID**

MA00752

**Training Center City, State**

Randolph, MA

**Training Center Phone  
Number**

(508) 821-2644 x21

**Renew By**

05/2024

**Instructor Name**

Nicholas Brown

**Instructor ID**

10160513055

**eCard Code**

225414983542

**QR Code**



To view or verify authenticity, students and employers should scan this QR code with their mobile device or go to [www.heart.org/cpr/mycards](http://www.heart.org/cpr/mycards).

© 2020 American Heart Association. All rights reserved. 20-3001 10/20

**Swiss Re Corporate Solutions  
America Insurance Corporation**

Policy Number 50C2002018-01	From 05/24/2023	To 05/24/2024
12:01 A.M. Standard Time at the Address of the Insured assigned here		

**COMMERCIAL PROPERTY COVERAGE PART DECLARATIONS**

**DESCRIPTION OF PREMISES**

Prem No.	Bldg No.	Location and Occupancy	Construction	Prot. Class	Terr	Sq Feet	Year Built
1	1	30 Ferry Street Bradford MA, 01835 - Clubs	Frame	4	2	4,851	1950

**DESCRIPTION OF COVERAGE PROVIDED**

Prem No.	Bldg No.	Coverage	Limit of Insurance	Coinsurance *	Covered Cause of Loss	Deductible	Wind/Hail Deductible	Wind/Hail Exclusion
1	1	Building	\$750,000	90%	Special	\$1,000	\$1,000	N/A
1	1	Contents - Content	\$100,000	90%	Special	\$1,000	\$1,000	N/A

\* - IF EXTRA EXPENSE COVERAGE, LIMITS ON LOSS PAYMENT

**DESCRIPTION OF OPTIONAL COVERAGE PROVIDED**

Prem No.	Bldg No.	Coverage	Agreed Value Expiration Date	Amount	Replacement Cost Pers Bldg PP Prop Incl "Stock"	Inflation Grd Pers Bldg Prop (Percentage)	*Monthly Limit of Indemnity (Fraction)	*Maximum Period of Indemnity (X)	*Extended Period of Indemnity (Days)
1	1	Building		\$750,000.00	X				
1	1	Contents		\$100,000.00	X				

**PREMIUM FOR ENDORSEMENTS**

**TOTAL PREMIUM**

\$3,253.00

\* APPLIES TO BUSINESS INCOME ONLY

**Forms and Endorsements applicable to all Coverage Parts:**

Refer to attached schedule.

Issuing Office: Manchester, NH

Issued Date: 04/19/2023

NAS-CP-DEC (01/01)





# Haverhill

12.4.1

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

Date: 4/1/24

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 Lacrosse Applicant's Name: Erin Kelly

Applicant's Residence (must be Haverhill resident): 14 Haseltine St.

Applicant's Signature: Erin Kelly

**(3 CONSECUTIVE DAYS ONLY)**

Date of Tag Day Request(s): May 11 & 12 - 2024

Canister: \_\_\_\_\_ Tag: ✓ Fee: \$ N/A

**ON STREET LOCATIONS ARE NO LONGER PERMITTED - SEE DOC . 47 OF 2017**

OFF STREET LOCATIONS - PLEASE SPECIFY

Market Basket Dunkin Donuts - Bradford  
"Heavenly Donut - Haverhill"  
"Liquor Junction"

**\*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**

Office Use Only

Recommendation by Police Chief: ✓ Approved  
\_\_\_\_\_ Denied

Police Chief


In Municipal Council, \_\_\_\_\_

Attest:

City Clerk


12.6.6.1

Junk Dealer/Collector License · Add to a project

 **Expiration Date**




**Active**

**Request Changes**  
([/#/explore/request-changes/173946](#))



HAU CITY CLERK APR 02 AM 8:55

# JUNK-24-1

- **Details**  
Submitted on Apr 2, 2024 at 9:47 am
- **Attachments**  
0 files
- **Activity Feed**  
Latest activity on Apr 8, 2024


**Applicant**  
Brandon Tetler

 0


**Location**  
81 HALE ST, Haverhill, MA 01830

**View** ▼


**Edit Workflow**




**Junk Dealer/Collector License Fee Payment**  
Paid Apr 02, 2024 at 9:48 am




↓




**City Clerk Approval**  
Completed Apr 02, 2024 at 2:45 pm



↓



**Police Approval**  
Completed Apr 08, 2024 at 9:58 am



↓





City Council Approval  
In Progress



Junk Dealer/Collector Permit Issued  
Document

Police Approval



● Complete ▾

Complete

Assignee

Kevin Lynch

Due date



None

This step was assigned to Kevin Lynch - Apr 2, 2024 at 2:45 pm  
Kevin Lynch approved this step - Apr 8, 2024 at 9:58 am



**City Council Approval**  
In Progress



**Junk Dealer/Collector Permit Issued**  
Document

**Details**

**Business Information**

**Edit**

**Applicant's Relationship to Owner\***

Owner

**Business Owner Address\***

2 Route 111 Atkinson, NH 03811

**Name of Business\***

Windfield Alloy Inc.

**Type of Business\***

Junk Dealer

**Type of Business Structure\***

Corporation

**Application Information**

**Edit**

**Type of Application\***

Renewal



**City Council Approval**

In Progress

MB

**Junk Dealer/Collector Permit Issued**

Document

**Brandon Tetler**[View Profile](#)**Email Address**

brandon@windfieldalloy.com (mailto:brandon@windfieldalloy.com)

**Phone Number**

(603) 489-3624

**Address**

9 South St, Exeter, NH 03833

**Guests**

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

**Guest's Email**[Grant Access](#)**No guests with access to this record yet**

12.6.18.1

Taxi/Limousine Business License · Add to a project



Expiration Date

Active

Request Changes

(/#/explore/request-changes/170647)



TLLB-24-1

HAU CITY CLERK APR 12 2024



## Details

Submitted on Mar 5, 2024 at 11:32 am



## Attachments

2 files



## Activity Feed

Latest activity on Apr 10, 2024



## Applicant

John Jalbert Jr.

0



## Location

102 HALE ST, Haverhill, MA 01830

View ▼

Edit Workflow



## Taxi/Limosine Business License Application Fee

Paid Mar 05, 2024 at 11:36 am



## City Clerk Approval

Completed Mar 06, 2024 at 2:50 pm



MB



## Police Approval

Completed Apr 10, 2024 at 3:35 pm



KL





**City Council Approval**

In Progress

MB

**Taxi/Limosine Business License Issued**

Document

**Police Approval****● Complete** ▾

Complete

Assignee

Kevin Lynch

Due date

None

BA

**John Jalbert Jr.**

Remove Comment • Apr 2, 2024 at 4:04 pm

One of my vehicles has to do a school student transport tomorrow afternoon. Any chance we could move to 1:30PM so I'm able to send it to school pickup on time?

This step was assigned to Kevin Lynch - Mar 6, 2024 at 2:50 pm  
Kevin Lynch approved this step - Apr 10, 2024 at 3:35 pm



**City Council Approval**  
Review



**Taxi/Limosine Business License Issued**  
Document

**City Clerk Approval**



**Complete** ▾

Complete

Assignee

Maria Bevilacqua

Due date



None



**Maria Bevilacqua** ✓

Remove Comment • Mar 6, 2024 at 2:50 pm

received payment for 10 limos - check plus 300 cash

This step was assigned to Maria Bevilacqua - Mar 5, 2024 at 11:36 am





Details

Applicant Information Edit

Relationship to Owner\*  
Owner

Business Information Edit

Business Name*	Business Phone*
Jalbert Wilson Inc	978-372-9511
Business Address*	Business City*
102 Hale St.	Haverhill
Business State*	Business Zip*
MA	01830

Legal Structure*	Number of Employees*
Corporation	13
Business Type*	Total Number of Vehicles*
Limousine	10
Number of Taxis*	Number of Limosines*
0	7





TLLB-24-1

Taxi/Limousine Business License

Status: Active

Submitted On: 3/5/2024

Applicant Information

Relationship to Owner\*

Owner

Business Information

Business Name\*

Jalbert Wilson Inc

Business Phone\*

978-372-9511

Business Address\*

102 Hale St.

Business City\*

Haverhill

Business State\*

MA

Business Zip\*

01830

Legal Structure\*

Corporation

Number of Employees\*

13

Business Type\*

Limousine

Total Number of Vehicles\*

10

Number of Taxis\*

0

Number of Limosines\*

7

Signature

Agree\*



Attachments



**Business Certificate or Articles of Organization/Certificate of Registration**    REQUIRED  
Articles.pdf  
Uploaded by John Jalbert Jr. on Mar 5, 2024 at 11:26 AM



**Motor Vehicle Registration(s)**    REQUIRED  
Registrations.pdf  
Uploaded by John Jalbert Jr. on Mar 5, 2024 at 11:30 AM



**City Council Approval**

Review

**Taxi/Limosine Business License Issued**

Document

**John Jalbert Jr.**[View Profile](#)**Email Address**

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

**Phone Number**

978-375-3682

**Address**

7 9th St. , Kingston, NH 03848

**Guests**

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

**Guest's Email**[Grant Access](#)**No guests with access to this record yet**



City Council Approval  
Review



Taxi/Limosine Business License Issued  
Document

Location

PRIMARY LOCATION

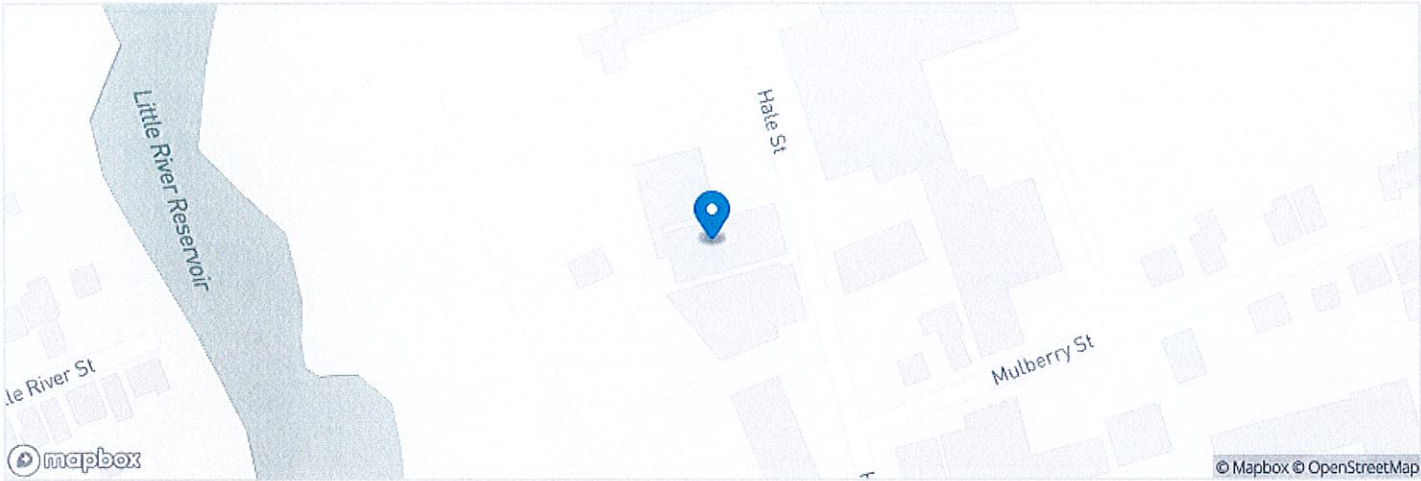
The main location associated with this record.

102 HALE ST

Haverhill, MA 01830  
600-451-2

View Location

⋮



Property Owner Information (for this record)

Name  
JALBERT JOHN J  
  
Email Address  
--

Phone Number  
--

Address  
102 HALE ST  
HAVERHILL, MA 01830





DOCUMENT

**CITY OF HAVERHILL**

In Municipal Council

File 10 DAYS  
ABV. 4-18-24

14.1

HAVERHILL CITY CLERK APR 11/24 AM 10:32

ORDERED:

**AN ORDINANCE RELATING TO VEHICLES AND TRAFFIC**

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

Blossom Street: In front of #83	No Parking (except for 1 24-hour parking space)	24 hours
Lancaster Street: In front of #30	No Parking (except for 1 24-hour parking space)	24 hours
Allen Street: In front of #42	No Parking (except for 1 24-hour parking space)	24 hours

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

Jackson Street: In front of #12	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  
[JPettis@CityOfHaverhill.com](mailto:JPettis@CityOfHaverhill.com)

April 10, 2024

**MEMO TO: CITY COUNCIL PRESIDENT TIMOTHY J. JORDAN AND  
MEMBERS OF THE CITY COUNCIL**

Subject: *83 Blossom Street – HPS-24-5 - Delete Handicap Parking*  
*30 Lancaster Street – HPS-24-7 - Delete Handicap Parking*  
*42 Allen Street – HPS-24-8 - Delete Handicap Parking*  
*12 Jackson Street – HPS-24-4 - Add Handicap Parking*

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

Please contact me if you have any questions.

Sincerely,

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

C: Mayor Barrett, Ward, Fallon, Pistone



**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

1511

CITY HALL, ROOM 204  
4 SUMMER STREET  
TELEPHONE: 978-374-2328  
FACSIMILE: 978-374-2329  
[WWW.CITYOFHAVERHILL.COM](http://WWW.CITYOFHAVERHILL.COM)  
CITYCNCL@CITYOFHAVERHILL.COM

HAVERHILL CITY CLERK APR 18 2024 3:09 PM

April 18, 2024

To: President and Members of the City Council:

Councilors Lewandowski, Ferreira, and President Sullivan request a discussion about reactivating the Forest Steward Program as part of the City's Open Space & Recreation Plan.

Melissa J. Lewandowski

Councilor Melissa J. Lewandowski

Devan Ferreira /ab

Councilor Devan Ferreira

Thomas J. Sullivan /ab

President Thomas J. Sullivan

(meeting 4.23.2024)

**CITY COUNCIL**

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**Catherine P. Rogers**

**Shaun P. Toohey**

**Michael S. McGonagle**

**Katrina Hobbs Everett**

**Devan Ferreira**

**Ralph T. Basiliere**



**CITY OF HAVERHILL**

HAVERHILL, MASSACHUSETTS 01830-5843

HAU CITY CLERK APR 19 '24 AM 8:46

1512

CITY HALL, ROOM 204

4 SUMMER STREET

TELEPHONE: 978-374-2328

FACSIMILE: 978-374-2329

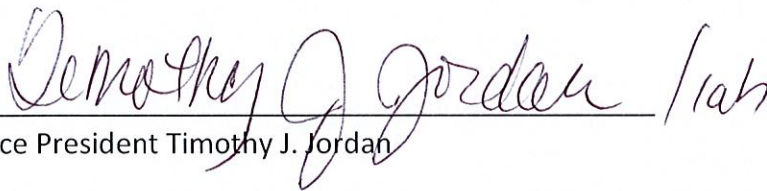
[WWW.CITYOFHAVERHILL.COM](http://WWW.CITYOFHAVERHILL.COM)

CITYCNCL@CITYOFHAVERHILL.COM

April 19, 2024

To: President and Members of the City Council:

Council Vice President Jordan wishes to present a City Council citation to Michael and Mags Conneely, owners of the Peddlers Daughter, recognizing them as they celebrate 25 years in business.

  
Vice President Timothy J. Jordan

(meeting 4.23.2024)



(17.1)

## CITY OF HAVERHILL PROCLAMATION

- WHEREAS: April 24<sup>th</sup>, 1915 marked the start of a persecution of the Armenian people brought by their adherence to the cause of religious freedom and Christianity, and
- WHEREAS: This persecution caused millions of Armenians to abandon their homes and become wanderers and more than 1.5 million of these unfortunate victims perished from starvation, exposure, ruthless treatment and mass murder, and
- WHEREAS: Many Armenians migrated to the United States and enriched the American heritage with their culture, education, arts and sciences, and
- WHEREAS: The commemoration of this terrible blight on humanity at the hands of the Ottoman Empire serves to remind free people everywhere that peace and freedom from oppression should not be accepted in a casual manner but, rather, we should all give thanks for the martyrs who have gone before, who gave their lives that their culture and heritage would survive and be part of a foundation for a better society,
- WHEREAS: The victims were canonized on the centennial genocide Commemoration (April 24, 2015) as Holy Martyrs

NOW, THEREFORE, I, MELINDA E. BARRETT, MAYOR of the CITY OF HAVERHILL do hereby proclaim April 24<sup>th</sup>, 2024 as

### ARMENIAN HOLY MARTYRS' DAY

And urge all of our citizens to pay tribute on this 109th-year anniversary to the memory of those who gave their lives to the cause of religious freedom.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Seal of the City of Haverhill to be affixed this 24th day of April in the Year of Our Lord Two Thousand and Twenty-Four.



*Melinda E. Barrett*

**MAYOR MELINDA E. BARRETT**



MELINDA E. BARRETT  
MAYOR

**CITY OF HAVERHILL  
MASSACHUSETTS**

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

HAVERHILL CITY CLERK APR 18/24 AM 8:33

April 18, 2024

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

RE: Recognition of Armenian Holy Martyr's Day

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

Mayor Barrett requests to present a proclamation recognizing April 24<sup>th</sup> as Armenian Holy Martyr's Day in the City of Haverhill.

Thank you,

**Melinda E. Barrett**  
Mayor

MEB/em



**CITY COUNCIL**

**Thomas J. Sullivan**, *President*  
**Timothy J. Jordan**, *Vice President*  
**John A. Michitson**  
**Colin F. LePage**  
**Melissa J. Lewandowski**  
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CITYCNCL@CITYOFHAVERHILL.COM

**CITY OF HAVERHILL**

HAVERHILL, MASSACHUSETTS 01830-5843

**DOCUMENTS REFERRED TO COMMITTEE STUDY**

12	Communication from Councilor Michitson and President Sullivan for a comprehensive Approach to pedestrian crossing improvements.	Public Safety	1/9/24
12-H	Communication from Councilors Toohey and Basiliere to discuss truck exclusion on 8 <sup>th</sup> Avenue.	Public Safety	2/13/24
40	Motion by Councilor Lewandowski to send updated Cannabis Social Equity Best Practices for the Cannabis Control Commission to A&F for further review.	A&F	4/2/24
37	Motion by Councilor to send Ordinance regarding Officers and Employees – Article IV City Solicitor to A&F for further review.	A&F	4/2/24