



# CITY OF HAVERHILL

## CITY COUNCIL AGENDA

May 23, 2023 at 7:00 PM

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

### In-Person/Remote Meeting

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

#### 1. OPENING PRAYER

#### 2. PLEDGE OF ALLEGIANCE

#### 3. APPROVAL OF MINUTES OF PRIOR MEETING

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

#### 5. COMMUNICATIONS FROM THE MAYOR:

5.1. Mayor Fiorentini submits Orders concerning Appropriations for the Fiscal Year Beginning July 1, 2023:

5.1.1. Order – City Council in accordance with the City Ordinance Chapter 83, set the annual budget for the following revolving funds:

Recreation and Youth Activities	\$175,000
Veteran's Memorial Skating Rink	456,000
Citizens Center Rental	25,000
Council on Aging Activities	50,000
Wood School Daycare	100,000
Municipal Open Space Management	100,000

5.1.2. Order – City Council vote to transfer \$732,304, in accordance with MGL c.44s.63, Sale of Real Estate Proceeds other than by tax-title, to the capital projects account to fund the following fiscal 2024 capital projects:

#### **Highway: Facilities & Other Improvements**

Park Barn Rehabilitation	\$15,000
Infrastructure- Parking Lots-Washington st/Wingate st	50,000
Replace bricks in downtown sidewalks	10,000
Winter & White sts Sidewalk repair	250,000

**Lan & Land Improvement-Shade trees for Parks** 25,000

**Highway Total:** **\$350,000**

**Inspections: Equipment – Cell phones & I-Pads** 20,000

**Inspections Total:** **\$ 20,000**

**IT: Equipment-Data transformation-IT** \$63,880

Microsoft Tenant Consolidation-IT 83,564

Hardware Based Multi-Factor 30,820

Authentication – IT

GIS Rework-IT 104,200

Wifi Overhaul – IT 31,120



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Computer Software – Active Directory Overhaul-IT	\$48,720
<b>IT Total:</b>	<b>362,304</b>

<b>Grand Total:</b>	<b>\$732,304</b>
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- 5.1.3 Order – As part of the fiscal year 2024 annual budget the sum of \$14,029,287 be appropriated to operate the Wastewater Department for items marked as appropriated on the attached

And that \$14,681,925 come from Wastewater Revenue

And that \$ 0 come from available Retained Earnings

And that \$ 652,638 be appropriated in the General Fund and funded from Wastewater receipts

- 5.1.4 Order-that as part of the fiscal year 2024 annual budget the sum of \$13,116,358 be appropriated to operate the Water Department for items marked as appropriated on the attached:

And that \$ 12,429,755 come from Water Revenue

And that \$ 906,766 come from Available Retained Earnings

And that \$ 220,163 be appropriated in the General Fund & funded from Water Receipts

- 5.1.5 Order-Sum of \$235,706,663 be appropriated as designated and funded in the following manner:

\$5,180,341	Free Cash
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220,163	Water Receipts
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652,638	Wastewater Receipts
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100,000	Transfer from Other Available Funds
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\$229,553,521	Taxation and Other Receipts
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- 5.2 Mayor Fiorentini submits Ordinance Relating to Outdoor Dining for approval

5.2.1 Ordinance – City Code Chapter 222, Streets & Sidewalks be amended by deleting “Article XII, Outdoor Dining” and inserting in place thereof: “Article XII Outdoor Dining as stated File 10 days

*Related communication from William Cox, City Solicitor*

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

- 6.1.Councillor Sullivan requests to introduce Viki and Dick Ouellette, Co-Chairs of the 43<sup>rd</sup> Annual Crescent Yacht Club Charity Canoe Race on June 3<sup>rd</sup> at 9 am

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



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

8.1. John Pettis, City Engineer, requests to open 19 Lackey st for utilities to a new residential unit

8.1.1. Order – grant request to open 19 Lackey st for underground utilities

8.2. Robert E Ward, DPW Director, submits Combined Sewer System and Water Distribution System Improvements Proposed Loan Order and Authority to File

8.2.1. Authorize Mayor to File applications and execute agreements

8.2.2. Loan Order - \$10,348,200.00 for Combined Sewer System & Water Distribution System Improvements File 10 days

8.3. Robert E Ward, DPW Director, submits Proposed Loan Order for Asset Management Plan Grant – Phase II

8.3.1. Authorize Mayor to File applications and execute agreements

8.3.2. Loan Order-\$250,000 to fund Phase II of Asset Management Plan for City's water, sewer, and stormwater assets File 10 days

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

9.1. Petition from Mass Electric Co d/b/a National Grid & Verizon New England requesting Joint Pole Location for Plan 30743544, Thorndike st/Federal st  
Hearing July 11 2023

9.2. Petition from Mass Electric Co d/b/a National Grid & Verizon New England requesting Joint Pole Location for Plan 30631836, South Elm st & Railroad av  
Hearing July 11 2023

#### 10. HEARINGS AND RELATED ORDERS:

#### 11. APPOINTMENTS:

11.1. Confirming Appointments:

11.2. Non-Confirming:

11.2.1. *Haverhill License Commission* – Linda Koutoulas, 358 Gile st – to fill the seat vacated by Attorney Joseph C Edwards - to expire May 23 2026

11.3. Resignations:

11.3.1. Joseph C Edwards submits his resignation from the Haverhill License Commission

11.3.1.1. Related communication from Mayor Fiorentini to present a citation to Joseph C Edwards for his over 22 years of service to the Haverhill License Commission

11.4. PETITIONS:

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

11.6. Amusement/Event Application - *with Police approval – and requests to have fees waived*



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- 11.7. **Auctioneer License:**
- 11.8. **Tag Days:** *with Police approval*
- 11.9. **One Day Liquor License:**
- 11.10. **Annual License Renewals:**
  - 11.10.1. **Hawker Peddlers License 2023 - Fixed location** – *with approvals*
  - 11.10.2. **Coin-Op License Renewals** – *with Police approval*
  - 11.10.3. **Christmas Tree Vendor** – *with Police approval*
  - 11.10.4. **Taxi Driver Licenses for 2023:** *with Police approval*
  - 11.10.5. **Taxi/Limousine License** *with Police approval:*
  - 11.10.6. **Junk Dealer License** *with Police approval*
  - 11.10.7. **Pool Tables**
  - 11.10.8. **Sunday Pool**
  - 11.10.9. **Bowling**
  - 11.10.10. **Sunday Bowling**
  - 11.10.11. **Buy & Sell Second Hand Articles** *with Police approval*
  - 11.10.12. **Buy & Sell Second Hand Clothing**
  - 11.10.13. **Pawnbroker license** - *with police approval*
  - 11.10.14. **Fortune Teller** *with - Police approval*
  - 11.10.15. **Buy & Sell Old Gold** – *with Police approval*
  - 11.10.16. **Roller Skating Rink**
  - 11.10.17. **Sunday Skating**
  - 11.10.18. **Exterior Vending Machines/Redbox Automated Retail, LLC**
  - 11.10.19. **Limousine/Livery License/Chair Cars** *with Police approval*

#### 12. MOTIONS AND ORDERS:

- 12.1. Order – Transfer \$2,593,438.00 from various general fund appropriations to fund FY 2023 operating expenses as submitted

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

#### 14. COMMUNICATIONS FROM COUNCILLORS:

- 14.1. Councillor Sullivan and Councillor Barrett request a discussion for a possible truck exclusion for the Poet's Bridge on Whittier Road

#### 15. UNFINISHED BUSINESS OF PRECEDING MEETING:

#### 16. RESOLUTIONS AND PROCLAMATIONS:



## **CITY OF HAVERHILL**

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**In-Person/Remote Meeting**

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#### **17. COUNCIL COMMITTEE REPORTS AND ANNOUNCEMENTS**

- 17.1. Councillor McGonagle submits the Minutes of the Public Safety Committee meeting held on May 3 2023 for acceptance

#### **18. DOCUMENTS REFERRED TO COMMITTEE STUDY**

#### **19. LONG TERM MATTERS STUDY LIST**

#### **20. ADJOURN :**

Introduced by Mayor James J. Fiorentini

City Council  
City of Haverhill

an Order Concerning Appropriations for the Fiscal Year Beginning July 1, 2023

Submitted May 15, 2023

511

Ordered that the following sums, designated as appropriations, are hereby appropriated in the General Fund of the City of Haverhill.						
	Salaries Appropriation	Expenses Appropriation	Capital Appropriation	Department Totals	State and Other Assessments	Grand Totals
<b>General Government</b>						
City Council	213,820	10,600		224,420		224,420
Mayor's Office	433,598	40,100		473,698		473,698
Auditor's Office	367,856	105,038		472,894		472,894
Treasurer/Collector	449,330	231,000		680,330		680,330
Constituent Services	106,617	33,000		139,617		139,617
Assessing	281,389	164,500		445,889		445,889
Purchasing	112,365	8,600		120,965		120,965
Law Department	108,590	168,900		277,490		277,490
Building & Zoning	446,385			446,385		446,385
Economic Development	253,204	58,718		311,922		311,922
Building Maintenance	168,819	266,500		435,319		435,319
Human Resources	300,219	105,200		405,419		405,419
Municipal Information Systems	50,000	917,415		967,415		967,415
City Clerk	562,411	170,451		732,862		732,862
	<b>3,854,603</b>	<b>2,280,022</b>	<b>0</b>	<b>6,134,625</b>	<b>0</b>	<b>6,134,625</b>
<b>Public Safety</b>						
Police Department	13,148,441	1,807,253	253,351	15,209,045		15,209,045
Crossing Guards						
Fire Department	11,648,760	937,578		12,586,338		12,586,338
	<b>24,797,201</b>	<b>2,744,831</b>	<b>253,351</b>	<b>27,795,383</b>	<b>0</b>	<b>27,795,383</b>
<b>Education</b>						
Whittier Regional School		8,655,804		8,655,804		8,655,804
North Shore/Essex Regional School		799,659		799,659		799,659
School Other Funding		15,000		15,000		15,000
School Medicaid						
School Department		115,732,085		115,732,085		115,732,085
	<b>0</b>	<b>125,202,548</b>	<b>0</b>	<b>125,202,548</b>	<b>0</b>	<b>125,202,548</b>
<b>Public Works</b>						
Administration	64,009	35,815		99,824		99,824
Highways	1,264,996	842,813	0	2,107,809		2,107,809
Solid Waste/Recycling	198,094	5,623,840		5,821,934		5,821,934
Parking	51,587	377,951		429,518		429,518
Street Marking Division		112,483		112,483		112,483
Fleet Maintenance	249,240	69,080		318,320		318,320
Parks Department	572,978	339,573		912,551		912,551
Street Lighting		645,000		645,000		645,000
Snow & Ice Removal	228,349	481,651		710,000		710,000
	<b>2,629,233</b>	<b>8,528,206</b>	<b>0</b>	<b>11,157,439</b>	<b>0</b>	<b>11,157,439</b>
<b>Human Services</b>						
Citizens Center	309,855	166,150		476,005		476,005
Veterans Service	109,942	594,600		704,542		704,542
Senior Services	12,100	2,700		14,800		14,800
Public Health	239,071	9,000		248,071		248,071
Stadium Commission		54,000		54,000		54,000
Recreation	162,309	88,000		250,309		250,309
Inspectional & Health Services	639,218	42,350		681,568		681,568
Public Library	1,508,107	382,955		1,891,062		1,891,062
	<b>2,980,602</b>	<b>1,339,755</b>	<b>0</b>	<b>4,320,357</b>	<b>0</b>	<b>4,320,357</b>
<b>Debt Service</b>		<b>8,230,898</b>		<b>8,230,898</b>		<b>8,230,898</b>
<b>Employee Benefits</b>						

	Salaries Appropriation	Expenses Appropriation	Capital Appropriation	Department Totals	State and Other Assessments	Grand Totals
Retirement Fund		21,646,740		21,646,740		21,646,740
Unemployment Compensation		490,000		490,000		490,000
Group Insurance		25,727,037		25,727,037		25,727,037
Payroll Taxes (FICA/Medicare)		1,710,893		1,710,893		1,710,893
Workers Compensation		805,000		805,000		805,000
Indemnification of Retirees		100,000		100,000		100,000
Sick Leave Bank		100,000		100,000		100,000
Long Term Disability		0		0		0
Vacation Accrual		51,000		51,000		51,000
Injured on Duty Clams		225,000		225,000		225,000
<b>Other</b>	<b>0</b>	<b>50,855,670</b>	<b>0</b>	<b>50,855,670</b>	<b>0</b>	<b>50,855,670</b>
Capital Projects			100,000			100,000
General Liability Insurance		945,801		945,801		945,801
Salary Reserve		448,697		448,697		448,697
Stabilization Fund						
Budget Reserve		615,245		615,245		615,245
Other Deficits (Snow & Ice)					629,191	629,191
State Assessments (Cherry Sheets)		8,868,459			8,868,459	8,868,459
Reserve for Abatelements and Exemptions (Overlay)					400,000	400,000
	<b>0</b>	<b>10,878,202</b>	<b>100,000</b>	<b>2,009,743</b>	<b>9,897,650</b>	<b>12,007,393</b>
<b>Total General Fund</b>	<b>34,261,639</b>	<b>210,060,132</b>	<b>353,351</b>	<b>235,706,663</b>	<b>9,897,650</b>	<b>245,704,313</b>

5.1.1



HAU CITY CLERK MAY15/23 PM 1:07

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City of Haverhill

In Municipal Council May 15, 2023

Ordered:

That the City Council, in accordance with the City Ordinance Chapter 83, set the annual budget for the following revolving funds:

Recreation and Youth Activities	\$175,000
Veteran's Memorial Skating Rink	\$456,000
Citizens Center Rental	\$ 25,000
Council on Aging Activities	\$ 50,000
Wood School Daycare	\$100,000
Municipal Open Space Management	\$100,000





5.1.2

HAV CITY CLERK MAY 15/23 PM 1:07

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City of Haverhill

In Municipal Council May 15, 2023

Ordered:

That the City Council vote to transfer \$732,304, in accordance with MGL c. 44 s. 63, Sale of Real Estate Proceeds other than by tax-title, to the capital projects account to fund the following fiscal 2024 capital projects:

<b>Highway</b>	
<b>Facilities &amp; Other Improvements</b>	
Park Barn Rehabilitation	\$ 15,000
<b>Infrastructure</b>	
Parking Lots - Washington St / Wingate St	\$ 50,000
Replace bricks in downtown sidewalks	\$ 10,000
Winter Street & White Street Sidewalk Repair	\$ 250,000
<b>Land &amp; Land Improvement</b>	
Shade Trees for Parks	\$ 25,000
<b>Highway Total</b>	<b>\$ 350,000</b>
<b>Inspections</b>	
<b>Equipment</b>	
Cell Phones & I-Pads - Inspections	\$ 20,000
<b>Inspections Total</b>	<b>\$ 20,000</b>
<b>IT</b>	
<b>Equipment</b>	
Data Transformation - IT	\$ 63,880
Microsoft Tenant Consolidation - IT	\$ 83,564
Hardware Based Multi-Factor Authentication - IT	\$ 30,820

GIS Rework - IT	\$ 104,200
Wifi Overhaul - IT	\$ 31,120
<b>Computer Software</b>	
Active Directory Overhaul - IT	\$ 48,720
<b>IT Total</b>	<b>\$ 362,304</b>
<b>Grand Total</b>	<b>\$ 732,304</b>



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City of Haverhill

HAU CITY CLERK MAY 15/23 PM 1:07

In Municipal Council May 15, 2023

Ordered:

That as part of the fiscal year 2024 annual budget the sum of **\$14,029,287** be appropriated to operate the Wastewater Department for items marked as appropriated on the attached.

And that \$ 14,681,925 come from Wastewater Revenue

And that \$ 0 come from available Retained Earnings

And that \$ 652,638 be appropriated in the General Fund and funded from Wastewater receipts.

Introduced by the Mayor James J. Fiorentini  
an Order Concerning Appropriations for the Fiscal Year Beginning July 1, 2023

Ordered that the following sums, designated as appropriations, are hereby appropriated in the Wastewater Fund of the City of Haverhill and that \$652,638 be appropriated in the General Fund and funded from Wastewater revenue.

	Salaries	Expenses	Capital	Total City	Other Assessments	Grand Totals
	Appropriation	Appropriation	Appropriation		From General Fund	
General Operations	2,740,011	5,200,273	555,000	8,495,284		8,495,284
Stormwater	93,230	305,100	122,000	520,330		520,330
Transfers	0	0		0	652,638	652,638
Benefits	1,343,308			1,343,308		1,343,308
Debt		3,575,796		3,575,796		3,575,796
Reserves	0	0		0		0
Insurance		94,569		94,569		94,569
<b>Total Wastewater Fund</b>	<b>4,176,549</b>	<b>9,175,738</b>	<b>677,000</b>	<b>14,029,287</b>	<b>652,638</b>	<b>14,681,925</b>

Be it further ordered that the City appropriations and assessments in the Wastewater Fund are to be financed by estimated revenues drawn from the following sources.

	Charges for	Other	Total	Available	Grand Totals
	Services	Revenue	Revenue	Fund Balance	
Wastewater Fund	14,495,947	220,000	14,715,947	(34,022)	14,681,925
<b>Total Wastewater Fund</b>	<b>14,495,947</b>	<b>220,000</b>	<b>14,715,947</b>	<b>(34,022)</b>	<b>14,681,925</b>



5.1.4

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HAU CITY CLERK MAY 15 '23 PM 1:07

City of Haverhill

In Municipal Council May 15, 2023

Ordered:

That as part of the fiscal year 2024 annual budget the sum of **\$13,116,358** be appropriated to operate the Water Department for items marked as appropriated on the attached.

And that \$ 12,429,755 come from Water Revenue

And that \$ 906,766 come from Available Retained Earnings

And that \$ 220,163 be appropriated in the General Fund and funded from Water Receipts

Introduced by the Mayor James J. Fiorentini

Submitted May 19, 2023

an Order Concerning Appropriations for the Fiscal Year Beginning July 1, 2023

Ordered that the following sums, designated as appropriations, are hereby appropriated in the Water Fund of the City of Haverhill and that \$220,163 be appropriated in the General Fund and funded from Water revenue.

	Salaries	Expenses	Capital	Total City	Other Assessments	Grand Totals
	Appropriation	Appropriation	Appropriation		From General Fund	
General Operations	2,709,351	2,973,546	1,148,512	6,831,409		6,831,409
Engineering	574,951	159,600		734,551		734,551
Conservation	110,348	3,450		113,798		113,798
Transfers		0		0	220,163	220,163
Benefits	1,521,755			1,521,755		1,521,755
Debt		3,772,011		3,772,011		3,772,011
Reserves		0		0		0
Insurance		142,834		142,834		142,834
<b>Total Water Fund</b>	<b>4,916,405</b>	<b>7,051,441</b>	<b>1,148,512</b>	<b>13,116,358</b>	<b>220,163</b>	<b>13,336,521</b>

Be it further ordered that the City appropriations and assessments in the Water Fund are to be financed by estimated revenues drawn from the following sources.

Charges for	Other	Engineering	Total	Available	Grand Totals
Services	Revenue	Fees	Revenue	Fund Balance	
Water Fund	12,070,905	205,000	153,850	12,429,755	906,766
					13,336,521
<b>Total Water Fund</b>	<b>12,070,905</b>	<b>205,000</b>	<b>153,850</b>	<b>12,429,755</b>	<b>906,766</b>
					<b>13,336,521</b>



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City of Haverhill

HAU CITY CLERK MAY 15/23 PM 1:07

In Municipal Council May 15, 2023

Ordered:

That the sum of **\$235,706,663** be and is hereby raised and appropriated designated as appropriation on the attached and further that said appropriation be funded in the following manner:

\$5,180,341	Free Cash
\$ 220,163	Water Receipts
\$ 652,638	Wastewater Receipts
\$ 100,000	Transfer from Other Available Funds
\$229,553,521	Taxation and Other Receipts

JAMES J. FIORENTINI  
MAYOR



**CITY OF HAVERHILL  
MASSACHUSETTS**

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

May 17, 2023

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

**RE: Outdoor Dining Ordinance**

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

Please find attached an Ordinance Relating to Outdoor Dining which combines provisions of the expired temporary COVID based outdoor dining ordinance into a permanent ordinance. Prior to this, outdoor dining was only included within the Commercial Central Zoning district and only on public sidewalk areas. The temporary COVID ordinance provided expanded outdoor dining to both public and private property in any area of the City. This ordinance must be placed on file for 10 days. I recommend approval.

Very truly yours,

**James J. Fiorentini**  
Mayor

JJF/lyf





DOCUMENT

**CITY OF HAVERHILL**

In Municipal Council

*File 10 days*

*5.2.1*

ORDERED:

**MUNICIPAL ORDINANCE**

**CHAPTER 222**

**AN ORDINANCE RELATING TO OUTDOOR DINING**

**BE IT ORDAINED** by the City Council of the City of Haverhill that the Code of the City of Haverhill Chapter 222, Streets and Sidewalks, as amended, being and is hereby further amended as follows:

By deleting "Article XII, Outdoor Dining" in its entirety and by inserting the following in place thereof:

**"Article XII  
Outdoor Dining**

**§ 222-66 Purpose/Eligible outdoor areas**

Purpose: The intent of the program is to facilitate outdoor dining throughout the City to allow restaurants, cafes, fast-food outlets, coffee shops, and other similar places of public accommodation offering food and beverages, including alcoholic beverages, ("establishments") for on-premises consumption to operate safely in outdoor settings.

Eligible outdoor areas: Under this program, eligible businesses may be able to utilize private property, including on their own property or on a neighboring property (with permission from the other property owner) and the use of any number of off-street parking spaces, and, public right-of-ways, including sidewalks, street parking spaces, public parking lots and any other public areas. Use of public right of ways, excepting sidewalks and Parklets as defined by §222-84 of the Code, shall require permission of the Mayor and City Council. No permit holder shall obtain any property right in the continued private commercial use of any public right-of-ways granted herein.

Allowed use of sidewalk areas shall be as follows:

- A. Food and beverage service – Notwithstanding any other provisions of the Code of the City of Haverhill, licensed food service establishments located within the City on a public way,

*8 octavo pages*

which includes a sidewalk of no less than four feet in width and is restricted to pedestrian traffic only, shall be allowed, subject to the provisions below, the use of said contiguous adjacent sidewalk areas to serve food and beverages from March 1 to October 31.

B. No food and beverage service – Notwithstanding any other provisions of the Code of the City of Haverhill, licensed food service establishments located within the City on a public way may use a contiguous adjacent sidewalk area to place movable tables, chairs or benches from March 1 to October 31, provided they do not seek to serve food and beverages on the area. The adjacent sidewalk must be at least four feet in width and restricted to pedestrian traffic only. Use of the adjacent sidewalk area must comply with the provisions of §222-66 to 222-69 below; however, no permit or further permission shall be required. Prior to use of the adjacent sidewalk area, the establishment must complete a sidewalk placement notice as required by the Director of Public Works, who shall be responsible for enforcement of the provisions of this subsection. No sidewalk bond shall be required; however, the establishment must name the City of Haverhill as an additional insured for general liability coverage in an amount of not less than \$1,000,000 for the seasonal period and provide proof of same. No permit holder shall obtain any property right in the continued private commercial use of the public sidewalk.

**§ 222-67 Permit required; fee; purpose.**

A. Establishments seeking the use of said adjacent sidewalk areas and other public and private outdoor areas to serve food and beverages shall annually apply for and obtain a permit to be issued by the License Commission. No other permit or license, except as provided in §222-66, from any other board, department or officer of the City shall be required; however, any permit application shall be sent to the Board of Health, Building Inspector, Superintendent of Highways, Police Department, Fire Department and Mayor for comment.

B. The permit application shall include a description and diagram of the area where service will be provided, which shall include the number and type of tables, chairs, umbrellas, heat lamps and any barriers, railings or other temporary dividers to be used. Applicants for use of public right-of-ways shall also provide a certificate of insurance and a sidewalk bond, both of which shall name the City as an insured. Other information shall be provided as required by the License Commission to carry out the purpose of this article. An application fee of \$100 for a permit shall be paid at the time of filing for either a new or renewal permit.

C. The License Commission shall grant or deny the permit no later than 30 days from the date the application is received by the License Commission and, if no determination is made within that period by the License Commission, the permit shall be deemed to be allowed. If an establishment seeks to serve alcoholic beverages as a component of outdoor dining, the application for a permit shall be considered as required by the License Commission pursuant to the provisions of Massachusetts General Laws. The License Commission shall have the authority to set reasonable hours of operation for outdoor dining.

D. The purpose of this article is to promote and encourage outdoor dining in the downtown area of the City and shall be interpreted in accordance with that intent. The License Commission may deny a permit only upon a finding that it would be detrimental to the public interest to have

outdoor dining at the location applied for. In making such a determination, the License Commission may consider the following factors, among others:

- (1) Objections and/or concerns received from Board of Health, Building Inspector, Superintendent of Highways or Police Department.
- (2) Previous licensing, health or public safety complaints against the applicant.
- (3) The health and cleanliness of the establishment.
- (4) Excessive noise complaints or concerns, allowing for reasonable activity for the purpose of encouraging outdoor dining downtown.
- (5) Violations of any other laws, rules, or regulations.

E. The License Commission shall have the authority to deny, revoke or suspend the permit upon finding that any provision of this article, including the factors enumerated in Subsection D above, or condition of approval will be or has been violated. The License Commission shall give notice of any such action to the permit holder in writing stating the action taken and the reason therefore. The action may be effective immediately, but the applicant or permit holder may make a written request for a final hearing before the License Commission, which shall render a final decision concerning the permit. The Superintendent of Highways, after notice to the permit holder and the License Commission, may suspend the permit temporarily if the public interest requires use of the right-of-way for a public event, construction, repair, or any other purpose.

#### **§ 222-68 Furnishings.**

Only movable tables, chairs, umbrellas and heat lamps shall be placed on any public right-of-way area. Awnings over public right-of-way areas may be used; however, no permanent roof or shelter over the public right-of-way area shall be erected. Barriers, railings or other temporary dividers may be used to designate the area where service will be provided.

Establishments which are licensed to serve alcohol within the establishment's public right-of-way seating area, must be separated from any pedestrian walk space with a nonmovable system of enclosure, such as decorative fencing with removable bollards. Establishments using public right-of-way areas that do not serve alcohol do not need this nonmovable system of enclosure.

No equipment which would amplify sound, including but not limited to: Live music, music over speakers, radio, television or loudspeaker call systems shall be allowed, except with permission of the License Commission.

Should the permit holder not utilize the public right-of-way area as authorized for a period of 48 hours or more, all the tables and materials shall be removed therefrom, including the period from November 1st to the last day of February.

**§ 222-69 Refuse storage.**

No trash, garbage or refuse disposal shall be permitted to be maintained in any outdoor dining area at any time. Outdoor dining areas and all things placed there shall at all times be maintained in a clean and orderly condition. Outdoor dining areas must be cleaned daily, including adjacent public right-of-way areas.

**§ 222-70 Hours of operation.**

The use of outdoor dining areas to serve food and beverages by establishments shall be limited to the hours of operation provided for by current state law, municipal ordinances or licensing provisions, including those granted to the License Commission herein.

**§ 222-71 Parking.**

There shall be no further requirement for the provision of parking spaces by any establishment due to the maintenance of an outdoor dining area of 200 square feet or less.

**§ 222-72 Pedestrian access.**

Adequate room for passage by pedestrians on the remaining area of the sidewalk shall be provided at all times. Food service establishments which are not located on a sidewalk of at least four feet in width or for which no sidewalk exists on a public way may be allowed to obtain a permit for outdoor dining upon a finding by the License Commission that the establishment of an outdoor dining area, as shown on the description and diagram of the area where service will be provided, will not impede the passage of pedestrian traffic and where public safety would not be jeopardized.”

And, by deleting “**Article XVI, Outdoor Dining Addition**”, in its entirety.

Approved as to legality:

A handwritten signature in black ink, appearing to read "William D. [unclear]", written over a horizontal line.

City Solicitor

*Related communication*

**CITY OF HAVERHILL**

**MASSACHUSETTS**

**CITY SOLICITOR'S OFFICE**

145 South Main Street

Bradford, MA 01835

(978) 373-2360


FAX: 978/891-5424

EMAIL: billcoxlaw@aol.com

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

May 16, 2023

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

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

RE: Ordinance - Outdoor Dining Amendment

As you are aware, the City enacted temporary outdoor dining provisions in the City Code to assist and provide relief to local establishments during the Covid pandemic. Prior to this the ordinance only provided outdoor dining within the Commercial Central zoning district and only on public sidewalk areas (Article XII). The temporary Covid ordinance provided expanded outdoor dining to both public and private property in any area of the City (Article XVI).

The temporary ordinance has expired and we have taken this opportunity to update the limited pre-pandemic ordinance provisions to include expanded outdoor dining to both public and private property in any area of the City. Several other temporary provisions have also been included to further enhance outdoor dining throughout the City.

Attached you will find a redlined copy of the current ordinance, Article XII, which provides the changes being made in the revised ordinance being submitted for your approval, along with a copy of Article XVI which has expired.

I recommend approval of the revised Article XII to provide for a permanent expansion of city wide outdoor dining. Should you have any questions or concerns, please do not hesitate to contact me.

cc: James J. Fiorentini, Mayor

The following Code does not display images or complicated formatting. Codes should be viewed online. This tool is only meant for editing.

Redlined  
Merged  
Ordinance

## Article XII Outdoor Dining

~~{Adopted 11-23-2004 by Doc. 150 (Ch. 222, Art. XI, of the 1980 Code)}~~

### § 222-66 Purpose/Eligible outdoor areas

Purpose: The intent of the program is to facilitate outdoor dining throughout the City to allow restaurants, cafes, fast-food outlets, coffee shops, and other similar places of public accommodation offering food and beverages, including alcoholic beverages, ("establishments") for on-premises consumption to operate safely in outdoor settings.

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### § 222-66 Allowed use of sidewalk areas

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### [Amended 7-11-2017 by Doc. 811]

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Eligible outdoor areas: Under this program, eligible businesses may be able to utilize private property, including on their own property or on a neighboring property (with permission from the other property owner) and the use of any number of off-street parking spaces, and, public right-of-ways, including sidewalks, street parking spaces, public parking lots and any other public areas. Use of public right of ways, excepting sidewalks and Parklets as defined by § 222-84 of the Code, shall require permission of the Mayor and City Council. No permit holder shall obtain any property right in the continued private commercial use of any public right-of-ways granted herein.

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Allowed use of sidewalk areas shall be as follows:

- A. Food and beverage service – Notwithstanding any other provisions of the Code of the City of Haverhill, licensed food service establishments located within the ~~Commercial Central (CC) zoning district~~ City on a public way, which includes a sidewalk of no less than four feet in width and is restricted to pedestrian traffic only, shall be allowed, subject to the provisions below, the use of said contiguous adjacent sidewalk areas to serve food and beverages from March 1 to October 31. ~~No permit holder shall obtain any property right in the continued private commercial use of the public sidewalk.~~
- B. No food and beverage service – Notwithstanding any other provisions of the Code of the City of Haverhill, licensed food service establishments located within ~~any zoning district~~ the City on a public way may use a contiguous adjacent sidewalk area to place movable tables, chairs or benches from March 1 to October 31, provided they do not seek to serve food and beverages on the area. The adjacent sidewalk must be at least four feet in width and restricted to pedestrian traffic only. Use of the adjacent sidewalk area must comply with the provisions of §§ 222-66 to 222-69 below; however, no permit or further permission shall be required. Prior to use of the adjacent sidewalk area, the establishment must complete a sidewalk placement notice as required by the Director of Public Works, who shall be responsible for enforcement of the provisions of this subsection. No sidewalk bond shall be required; however, the establishment must name the City of Haverhill as an additional insured for general liability coverage in an amount of not less than \$1,000,000 for the seasonal period and provide proof of same.

No permit holder shall obtain any property right in the continued private commercial use of the public sidewalk.

**§ 222-67 Permit required; fee; purpose.**

- A. Establishments seeking the use of said adjacent sidewalk areas and other public and private outdoor areas to serve food and beverages shall annually apply for and obtain a permit to be issued by the License Commission. No other permit or license, except as provided in § 222-66, shall from any other board, department or officer of the City shall be required; however, any permit application shall be sent to the Board of Health, Building Inspector, Superintendent of Highways, Police Department, Fire Department and Mayor for comment.
- B. The permit application shall include a description and diagram of the sidewalk area where service will be provided, which shall include the number and type of tables, chairs, umbrellas, heat lamps and any barriers, railings or other temporary dividers to be used. Applicants for use of public right-of-ways shall also provide a certificate of insurance and a sidewalk bond, both of which shall name the City as an insured. Other information shall be provided as required by the License Commission to carry out the purpose of this article. An application fee of \$100 for a permit shall be paid at the time of filing for either a new or renewal permit.
- C. The License Commission shall grant or deny the permit no later than 30 days from the date the application is received by the License Commission and, if no determination is made within that period by the License Commission, the permit shall be deemed to be allowed. If an establishment seeks to serve alcoholic beverages as a component of outdoor dining, the application for a permit shall be considered as required by the License Commission pursuant to the provisions of Massachusetts General Laws. The License Commission shall have the authority to set reasonable hours of operation for outdoor dining.
- D. The purpose of this article is to promote and encourage outdoor dining in the downtown area of the City and shall be interpreted in accordance with that intent. The License Commission may deny a permit only upon a finding that it would be detrimental to the public interest to have outdoor dining at the location applied for. In making such a determination, the License Commission may consider the following factors, among others:
- (1) Objections and/or concerns received from Board of Health, Building Inspector, Superintendent of Highways or Police Department.
  - (2) Previous licensing, health or public safety complaints against the applicant.
  - (3) The health and cleanliness of the establishment.
  - (4) Excessive noise complaints or concerns, allowing for reasonable activity for the purpose of encouraging outdoor dining downtown.
  - (5) Violations of any other laws, rules, or regulations.
- E. The License Commission shall have the authority to deny, revoke or suspend the permit upon finding that any provision of this article, including the factors enumerated in Subsection D above, or condition of approval will be or has been violated. The License Commission shall give notice of any such action to the permit holder in writing stating the action taken and the reason therefore. The action may be effective immediately, but the applicant or permit holder may make a written request for a final hearing before the License Commission, which shall render a final decision concerning the permit. The Superintendent of Highways, after notice to the permit holder and the License Commission, may suspend the permit temporarily if the public interest requires use of the right-of-way for a public event, construction, repair, or any other purpose.

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**§ 222-68 Furnishings.**

Only movable tables, chairs, umbrellas and heat lamps shall be placed on the sidewalkany public right-of-way area. Awnings over the sidewalkpublic right-of-way areas may be used; however, no permanent roof or shelter over the public right-of-waysidewalk area shall be erected. Barriers, railings or other temporary dividers may be used to designate the area where service will be provided.

Establishments which are licensed to serve alcohol within the establishment's public right-of-way seating area, must be separated from any pedestrian walk space with a nonmovable system of enclosure, such as decorative fencing with removable bollards. Establishments using public right-of-way areas that do not serve alcohol do not need this nonmovable system of enclosure.

No equipment which would amplify sound, including but not limited to: Live music, music over speakers, radio, television or loudspeaker call systems shall be allowed, except with permission of the License Commission.

Should the permit holder not utilize the sidewalk-public right-of-way area as authorized for a period of 48 hours or more, all the tables and materials shall be removed therefrom, including the period from November 1st to the last day of February.

**§ 222-69 Refuse storage.**

No trash, garbage or refuse disposal shall be permitted to be maintained on the sidewalkin any outdoor dining area at any time. Sidewalk-Outdoor dining areas and all things placed there shall at all times be maintained in a clean and orderly condition. Sidewalk-and-flooringOutdoor dining areas must be cleaned dailydaily, including adjacent sidewalk-public right-of-way areas.

**§ 222-70 Hours of operation.**

The use of contiguous-adjacent sidewalkoutdoor dining areas to serve food and beverages by establishments shall be limited to the hours of operation provided for by current state law, municipal ordinances or licensing provisions, including those granted to the License Commission herein.

**§ 222-71 Parking.**

There shall be no further requirement for the provision of parking spaces by any establishment due to the maintenance of an outdoor dining area of 200 square feet or less.

**§ 222-72 Pedestrian access.**

Adequate room for passage by pedestrians on the remaining area of the sidewalk shall be provided at all times. Food service establishments which are not located on a sidewalk of at least four feet in width or for which no sidewalk exists on a public way may be allowed to obtain a permit for outdoor dining upon a finding by the License Commission that the establishment of an outdoor dining area, as shown on the description and diagram of the area where service will be provided, will not impede the passage of pedestrian traffic and where public safety would not be jeopardized.



*The following Code does not display images or complicated formatting. Codes should be viewed online. This tool is only meant for editing.*

Article XVI  
**Outdoor Dining Addition**

[Adopted 6-2-2020 by Doc. 65; amended in its entirety 4-26-2022 by Doc. 58]

*Current  
Provisions  
Expire*

**§ 222-98 Temporary provisions.**

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

**§ 222-99 Purpose.**

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

**§ 222-100 Eligible outdoor areas.**

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

- A. Private property, including off-street parking lots with the property owner's consent.
- B. Public right-of-way, including sidewalks, street parking spaces, public parking lots, boardwalks, public parks and any other public areas with the permission of the Mayor, and, possibly, closing select streets.

**§ 222-101 Limitations.**

- A. Private property. These properties can expand outdoors on their own property or on a neighboring property (with permission from the other property owner), including using any number of off-street parking spaces.
- B. Public right-of-way. Proposals to expand into the public right-of-way will require that a right-of-way inspector, designated by the Director of Inspectional Services, visit the business location and consider the closure proposal from a mobility and safety perspective. An inspector may be able to approve a simple inspection in the field and issue an approval no later than the following business day. More complex requests will be reviewed for:
  - (1) Safety: ensuring any closure of the public right of way is done safely;
  - (2) Mobility: considering impacts to people's ability to get around the closure by foot, bike, wheelchair and car and how the proposal mitigates impacts with a traffic control plan, if necessary;
  - (3) Local and emergency access: local access to adjacent homes and businesses must be maintained.
- C. Once a temporary patio is established, a right-of-way inspector will do a final inspection.

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

- A. All conditions and restrictions below apply to the new, temporary outdoor patio space only.
- B. All establishments must provide food service in order to be eligible for outdoor dining.

- C. Unless these provisions are renewed or expanded, businesses will have one week (through November 9, 2022) to remove any fixtures from their outdoor area.
- D. Hours of operation: Outdoor patios opened under this program must close by 10:00 p.m. on Sundays through Thursdays and by 11:00 p.m. on Fridays and Saturdays.
- E. Allowed uses of the patio: Outdoor patios established under this program can only be used for sit-down food and beverage service or customer pickup and carryout service.
- F. All seating areas must comply with all applicable federal, state, and local laws and regulations, including the Americans with Disabilities Act, and any state-recommended or-mandated COVID 19 distancing and restaurant service policies.
- G. To prevent additional encroachment onto public space and to contain the sale of alcohol within the establishment's public right-of-way seating area, the area must be separated from any pedestrian walk space with a nonmovable system of enclosure, such as decorative fencing with removable bollards. Establishments using public right-of-way areas that do not serve alcohol do not need this nonmovable system of enclosure.
- H. Total seating shall not exceed the restaurant's maximum occupancy.
- I. Only movable tables, chairs, umbrellas and heat lamps shall be placed on public right-of-way areas. Temporary awnings or tents over the public right-of-way areas may be used, provided they are approved by the right-of-way inspector.
- J. They cannot be used for activities that would promote congregating, involve shared equipment, or amplify sound, including but not limited to:
  - (1) Standing areas.
  - (2) Live music.
  - (3) Outdoor games.
  - (4) Music over speakers.
  - (5) Movies.
  - (6) Broadcast sports.
  - (7) Loudspeaker call systems.
  - (8) Pets, except as provided in the Americans with Disabilities Act.

#### **§ 222-103 Parking.**

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

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

- A. Establishments seeking to institute outdoor dining during this period to serve food and beverages shall apply for and obtain a permit to be issued by the Director of Inspectional Services. No other permit or license shall from any other board, department or officer of the City shall be required. No public hearing and no other notice or hearing other than what is specifically required by this ordinance or by state law shall be required; however, any permit application shall be sent to the Police Chief, Fire Chief and

Department of Public Works Director, or their designees, who shall review and comment on the application within two business days of receipt of the application.

B. The online permit application shall request:

- (1) Description and diagram of the area where service will be provided, include the number and type of tables, chairs, umbrellas, tents, awnings, heat lamps and any barriers, railings or other temporary dividers to be used;
  - (2) Contact information for the restaurant owner, and if any expansion is planned in public areas or onto the property of adjacent owners, contact information for the adjacent owner.
  - (3) The number of tables and occupancy of each proposed table and what services will be required in the expanded area and whether the applicant wishes to provide table service, and whether alcohol or food will be served.
  - (4) Applicants shall also provide a certificate of insurance and a sidewalk bond, both of which shall name the City as an insured.
- C. If the establishment is seeking to serve alcoholic beverages in the outdoor dining area, the application shall also be referred to the License Commission for compliance with any requirements of the Massachusetts Alcoholic Beverages Control Commission (ABCC). In the event that a hearing is required by the License Commission, a meeting shall be held within two weeks. No fee of any type shall be required unless required by state law. The application shall be allowed unless the License Commission can state clear and coherent reasons for denial. The License Commission shall be able to set reasonable terms and conditions regarding the serving of alcohol if allowed by law; however, the License Commission shall not in any way contradict the intent or purposes of these provisions.
- D. Any requests to close streets or alleys for the purpose of on-premises consumption in outdoor settings shall be acted on by the Director of Inspectional Services, after consultation with the Police Chief, Fire Chief and Department of Public Works Director, or their designees.

**§ 222-105 Fees.**

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

**§ 222-106 (Reserved)**

**§ 222-107 Temporary signs.**

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

**§ 222-108 Parklets.**

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

**CITY COUNCIL**

**Timothy J. Jordan**

*President*

**John A. Michitson**

*Vice President*

**Melinda E. Barrett**

**Joseph J. Bevilacqua**

**Thomas J. Sullivan**

**Melissa J. Lewandowski**

**Michael S. McGonagle**

**Catherine P. Rogers**

**Shaun P. Toohey**



**CITY OF HAVERHILL**

HAVERHILL, MASSACHUSETTS 01830-5843

6.1  
CITY HALL, ROOM 204

4 SUMMER STREET

TELEPHONE: 978-374-2328

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

CITYCNCL@CITYOFHAVERHILL.COM

HAU CITY CLERK MAY 15 2023 PM 3:46

May 16, 2023

To: President and Members of the City Council:

Councilor Sullivan requests to introduce Viki and Dick Ouellette, Co-Chairs of the 43<sup>rd</sup> Annual Crescent Yacht Club Charity Canoe Race on June 3, 2023 at 9 a.m.

Thomas J. Sullivan /at

City Councilor Thomas J. Sullivan

(meeting 5.23.2023)



# 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)

May 17, 2023

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

**Subject: Road Opening, 19 Lackey St, EROM-23-5**

As the subject street was paved within the last 5 years, Council approval is required to open the roadway for utilities to new residential unit. I am supportive of this request, and The Engineering Office will require proper trench compaction and infrared treatment to the pavement after the paving is completed 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 Fiorentini, Ward, Cox



DOCUMENT

8/1/11

## CITY OF HAVERHILL

In Municipal Council

ORDERED:

That the City Council approve the requests to excavate at the following location for the installation of underground utilities:  
Lackey Street at #19

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.



# Haverhill

Robert E. Ward, DPW Director  
Phone: 978-374-2382 Fax: 978-521-4083  
rward@haverhillwater.com

Date: May 17, 2023

To: The Honorable James J. Fiorentini  
Mayor of Haverhill

From: Robert E. Ward *REW*  
DPW Director

Subject: Combined Sewer System and Water Distribution System Improvements  
Proposed Loan Order

Enclosed for your review and approval is a proposed loan order and the Authority to File document to fund the cost of engineering and construction of improvements to the City's combined sewer system and drinking water distribution system. The loan order appropriates \$3,324,800 for drinking water improvements and \$7,004,200 for combined sewer improvements.

On November 10, 2016, the City entered into a Consent Decree (CD) with the United States Environmental Protection agency (US EPA) and Massachusetts Department of Environmental Protection (MassDEP) requiring the City to reduce combined sewer overflows (CSOs). Combined sewer overflows occur during rainstorms when stormwater and sewage exceed the capacity of the combined sewer pipes. CSO outfalls were designed to prevent excessive flow from backing up into basements, streets, parking lots, etc. Since the 1960s, sewer and stormwater systems have been built as separate systems.

In 2020 and 2021, the City and Wright-Pierce investigated alternatives to reduce the volume and number of CSOs from the Locke Street Interceptor area. The solution recommended was sewer separation, which involves separating the combined sewer system into separate wastewater and stormwater systems, thereby reducing excessive stormwater entering the sewer system during rain events. The Locke Street sewer separation project was divided into three phases to meet construction sequencing needs. This loan order is for Phase 1 of the Locke Street sewer separation project.

Phase 1 separates approximately 3,500 feet of combined sewers in the Locke Street area (see attached map) by installing new stormwater pipes, disconnecting catch basins from the combined sewers, and connecting them to separate stormwater lines. This project also involves upsizing existing storm drains and installing new outfalls to increase the capacity of the existing storm drain system and rehabilitating existing sewers and manholes. In conjunction with the sewer and drain work, old, undersized water mains in the Phase 1 area will be replaced and upsized.

The construction of the sewer improvements is eligible for a low-interest loan and principal forgiveness from the MassDEP State Revolving Fund (SRF) loan program. Below is a summary of the terms for the SRF loan for the sewer work.

Combined Sewer System and Combined System Improvements  
Proposed Loan Order

page 2

CWSRF 7252 Sewer Loan Terms

Loan amount	\$7,004,200
Minimum loan forgiveness	6.6% or \$462,277
Interest rate	2%
Annual Payment	\$431,000 (20 years)

To remain eligible for the SRF loan and principal forgiveness for the sewer work, the City must submit an approved loan order to MassDEP by June 30, 2023. The principal forgiveness will reduce the annual payments by approximately \$28,000.

The estimated annual payments on the loan for the water work will be \$254,000 over 20 years. See attached debt service schedule. Attached is a copy of the Water and Wastewater Divisions 5-Year financial forecast from the FY23 budgets showing user rates. The loan payments for these projects are included in the forecast. The water rate impact is approximately \$0.11 and will add \$8 to the annual bill for an average household. The sewer rate impact is \$0.22 and \$16 per year for an average household.

If the loan order is acceptable to you, I will submit it to the City Clerk to be placed on the City Council agenda. I will be attending the City Council meeting after the documents are placed on file.

If you need more information, please advise.

Attachment(s)

- Loan Order – For approval
- Authority to File – For approval
- Maps showing project area
- Wastewater Division's Five-Year Financial Forecast
- Draft Schedule C for sewer loan
- Water Division's Five-Year Financial Forecast
- Debt Service Schedule for water work



8.2.11

### **AUTHORITY TO FILE**

Whereas, City of Haverhill, (the "Applicant"), after thorough investigation, has determined that the work activity consisting of engineering and construction of water distribution improvements and sewer system improvements is both in the public interest and necessary to protect the public health, and that to undertake this activity, it is necessary to apply for assistance; and

Whereas, the Massachusetts Department of Environmental Protection (the "MassDEP") and the Massachusetts Clean Water Trust (the "Trust") of the Commonwealth of Massachusetts, pursuant to Chapter 21 and Chapter 29C of the General Laws of the Commonwealth ("Chapter 21" and "Chapter 29C") are authorized to make loans to municipalities for the purpose of funding planning and construction activities relative to Water Pollution Abatement Projects; and

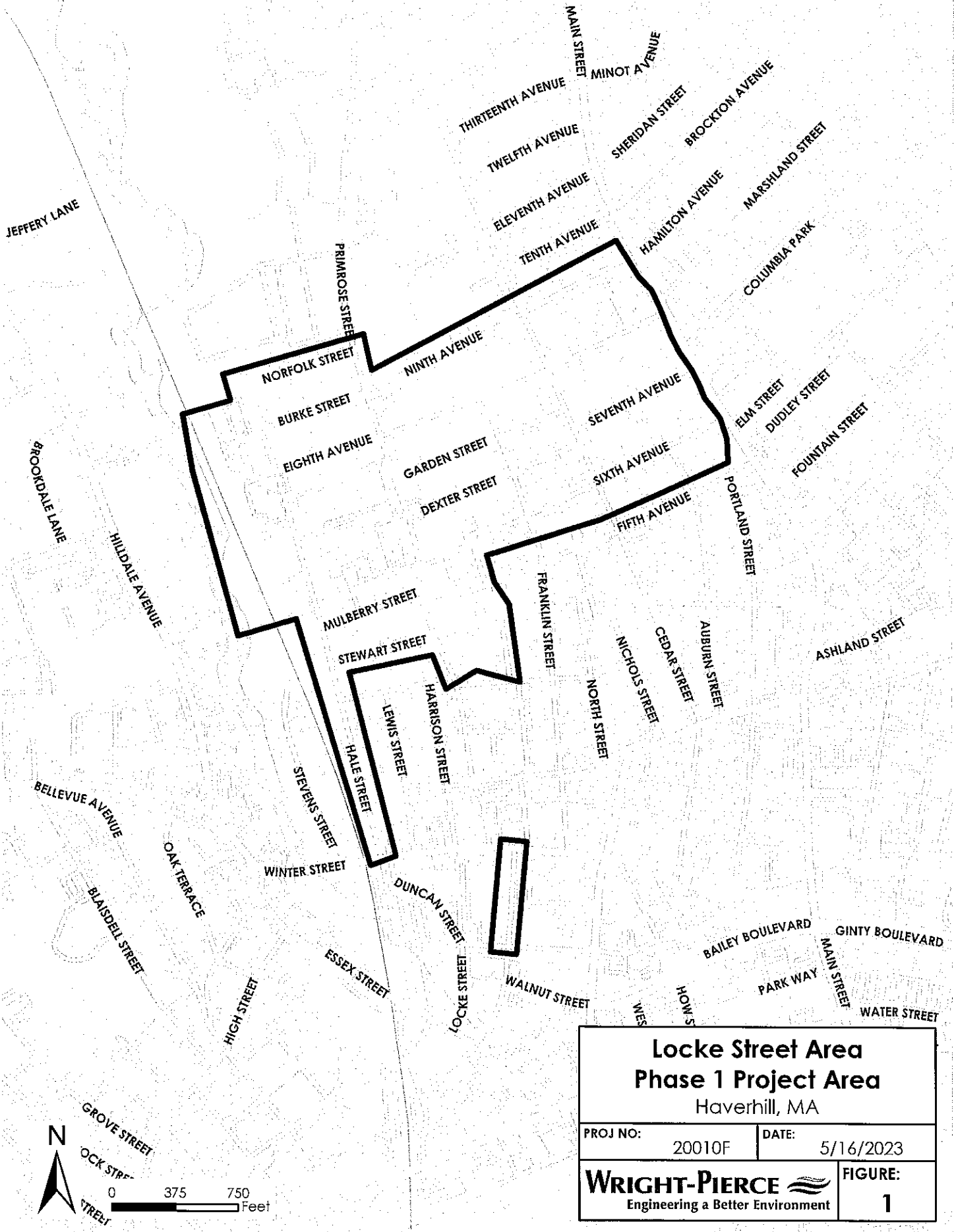
Whereas, the Applicant has examined the provisions of the Act, Chapter 21 and Chapter 29C, and believes it to be in the public interest to file a loan application.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Haverhill as follows:

1. That the Mayor is hereby authorized on behalf of the Applicant to file applications and execute agreements for grant and/or loan assistance as well as furnishing such information, data and documents pertaining to the applicant for a grant(s) and/or loan(s) as may be required; and otherwise to act as the authorized representative of the Applicant in connection with this application;
2. That the purpose of said loan(s), if awarded, shall be to fund planning and construction activities.
3. That if said award is made the Applicant agrees to pay those costs which constitute the required Applicant's share of the project cost.

Data credits.

CLM W:\GIS\_Development\Projects\MA\Haverhill\20010\_LongTermPlan\MXDs\Lockes\Lockes1\_Figures.aprx - Lockes1\_Phase1\_Proj\Loc2\_8x11



<b>Locke Street Area Phase 1 Project Area</b> Haverhill, MA	
PROJ NO: 20010F	DATE: 5/16/2023
<b>WRIGHT-PIERCE</b> Engineering a Better Environment	FIGURE: <b>1</b>

**LOCKE STREET SEWER SEPARATION - PHASE 1**  
**CITY OF HAVERHILL, MASSACHUSETTS**  
**ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COSTS**  
BOSTON ENR INDEX 17740 (JULY 2022)

	Description	Estimated Quantity	Unit	Unit Price	Total Cost
<b>Storm Drains</b>					
1.a.	12-inch Diameter HDPE Drainage Pipe, all depths	1,130	LF	\$250	\$ 282,500
1.b.	15-inch Diameter HDPE Drainage Pipe, all depths	810	LF	\$250	\$ 202,500
1.c.	18-inch Diameter HDPE Drainage Pipe, all depths	1,260	LF	\$300	\$ 378,000
1.d.	24-inch Diameter HDPE Drainage Pipe, all depths	650	LF	\$350	\$ 227,500
1.e.	36-inch Diameter HDPE Drainage Pipe, all depths	20	LF	\$400	\$ 8,000
1.f.	42-inch Diameter HDPE Drainage Pipe, all depths	120	LF	\$1,000	\$ 120,000
1.g.	60-inch Diameter HDPE Drainage Pipe, all depths	10	LF	\$750	\$ 7,500
2	42" Stormwater Piping under Railroad Track	600	LF	\$2,000	\$ 1,200,000
3	Flow Diversion Structure	1	EA	\$20,000	\$ 20,000
4.a.	4-foot Diameter Drain Manhole	115	VF	\$1,100	\$ 126,500
4.b.	5-foot Diameter Drain Manhole	82	VF	\$1,300	\$ 106,600
4.c.	8-foot Diameter Drain Manhole	10	VF	\$3,000	\$ 30,000
5.a.	4-foot Diameter Catch Basin	368	VF	\$900	\$ 331,200
6	Capping Existing Storm Drain Pipe	72	EA	\$500	\$ 36,000
7	Abandoning of Existing Storm Drain Pipe	30	CY	\$300	\$ 9,000
8	Abandon Existing Drain Structures	13	EA	\$1,200	\$ 15,600
<b>Existing Sewer Rehabilitation</b>					
10.a.	12-inch PVC Gravity Sewer	260	LF	\$350	\$ 91,000
10.b.	15-inch PVC Gravity Sewer	72	LF	\$400	\$ 28,800
11	6-inch PVC Sewer Service Lateral	7	LF	\$350	\$ 2,500
12	Sanitary Sewer Pipe - Line, ≤ 18" diameter	3,632	LF	\$100	\$ 363,200
13	Storm Drain Pipe - Line, ≤ 36" diameter	1,000	LF	\$150	\$ 150,000
14	Reinstatement of Sewer Service after Lining	103	EA	\$500	\$ 51,500
15	Sanitary Sewer Pipe - Point Repair Replace	2	EA	\$12,000	\$ 24,000
16	Sanitary Sewer Pipe - Heavy Clean	1,192	LF	\$8	\$ 9,500
17	Sanitary Sewer Pipe - Root Removal	2,831	LF	\$3	\$ 8,500
18	Sanitary Sewer Pipe - Short Line, ≤ 18" diameter	23	EA	\$10,000	\$ 230,000
19	Sanitary Sewer Pipe - Test and Seal	32	EA	\$300	\$ 9,600
20	Sanitary Sewer Pipe - Trim Tap	72	EA	\$350	\$ 25,200
21	Sanitary Sewer Pipe - Lateral Line	11	EA	\$4,500	\$ 49,500
22	4-foot Diameter Sewer Manhole	23	VF	\$900	\$ 20,700
23	Sanitary Sewer Manhole - Replace Cover and Frame	6	EA	\$2,000	\$ 12,000
24	Sanitary Sewer Manhole - Line Chimney	2	EA	\$2,000	\$ 4,000
25	Sanitary Sewer Manhole - Frame Seal Wrap	7	EA	\$1,300	\$ 9,100
26.a.	Sanitary Sewer Manhole - Point Repair, Rebuild Channel	12	EA	\$1,300	\$ 15,600
26.b.	Sanitary Sewer Manhole - Point Repair, Patch Channel	1	EA	\$1,300	\$ 1,300
26.c.	Sanitary Sewer Manhole - Point Repair, Patch Wall/Bench	1	EA	\$1,300	\$ 1,300
26.d.	Sanitary Sewer Manhole - Point Repair, Patch Wall	1	EA	\$1,300	\$ 1,300
26.e.	Sanitary Sewer Manhole - Point Repair, Patch Pipe Seal	1	EA	\$1,300	\$ 1,300
27	Sanitary Sewer Manhole - Fix Pipe Seal	16	EA	\$1,300	\$ 20,800
28	Sanitary Sewer Manhole - Clean	16	EA	\$200	\$ 3,200
29	Sanitary Sewer Manhole - Root Removal	1	EA	\$400	\$ 400
<b>Roadway Restoration</b>					
30	Milling	13,000	SY	\$10	\$ 130,000
31	Initial Pavement (Binder Course) (4-in)	900	TON	\$200	\$ 180,000
32	Final Pavement (Surface Course) (2-in)	1,500	TON	\$200	\$ 300,000

**LOCKE STREET SEWER SEPARATION - PHASE 1**  
**CITY OF HAVERHILL, MASSACHUSETTS**  
**ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COSTS**  
 BOSTON ENR INDEX 17740 (JULY 2022)

	Description	Estimated Quantity	Unit	Unit Price	Total Cost
33	Asphalt Sidewalk	750	SY	\$100	\$ 75,000
34	Concrete Sidewalk	70	SY	\$100	\$ 7,000
35	Granite Curb	1,380	LF	\$60	\$ 82,800
<b>General Project</b>					
36	Test Pits	25	EA	\$1,500	\$ 37,500
37	Unsuitable Materials Below Normal Grade	11	CY	\$60	\$ 600
38	Unsuitable Materials Above Normal Grade	38	CY	\$60	\$ 2,300
39	Ledge Excavation	200	CY	\$150	\$ 30,000
40	Relocation of Existing Water Lines	50	LF	\$200	\$ 10,000
41	Management and Disposal of Excess Soils	1	LS	\$50,000	\$ 50,000
42	Erosion and Sedimentation Control	1	LS	\$10,000	\$ 10,000
43	Traffic Control	1	LS	\$20,000	\$ 20,000
44	Utility Support and Coordination	1	LS	\$5,000	\$ 5,000
45	Mobilization and Demobilization (max 5%)	1	LS	\$258,800	\$ 258,800
	Subtotal of Construction Costs				\$ 5,434,200
	Construction Contingency			10%	\$ 543,400
	<b>Engineer's Estimate of Construction Costs</b>				<b>\$ 5,977,600</b>
	Police Details	1	LS	\$100,000	\$ 100,000
	Engineering Services for Bidding, Construction Admin and RPR				\$ 921,200
	MBTA Permitting Fees	1	LS	\$50,000	\$ 50,000
	<b>Engineer's Estimate of Project Costs</b>				<b>\$ 7,048,800</b>

**LOCKE STREET AREA CSS PHASE 1 - WATER MAIN IMPROVEMENTS**  
**CITY OF HAVERHILL, MASSACHUSETTS**  
**ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COSTS**  
BOSTON ENR INDEX 17833 (March 2023)

Description	Unit	Estimated Quantity	Unit Price	Total Cost
Mobilization/Demob (5%)	LS	1	\$126,000	\$126,000
8-Inch DI Water Main	LF	6,310	\$150	\$946,500
12-Inch DI Water Main	LF	3,000	\$200	\$600,000
8-Inch Gate Valve & Box	EA	36	\$2,000	\$72,000
12-Inch Gate Valve & Box	EA	11	\$3,000	\$33,000
Water Main Fittings	LB	1,605	\$0.01	\$16
Service Corporation	EA	166	\$1,250	\$207,500
Service Curb Stop and Box	EA	166	\$425	\$70,550
Service Line	LF	3,720	\$20	\$74,400
6" Temp Water Bypass	LF	9,310	\$15	\$139,650
2" Temp Water Bypass	LF	9,310	\$15	\$139,650
Temporary Trench Pavement	SY	3,560	\$40	\$142,400
Fire Hydrant Assemblies	EA	8	\$9,500	\$76,000
Construction Subtotal				\$2,628,000
Construction Contingency (10%)				\$262,800
Engineering Construction Administration Fee (15%)				\$434,000
<b>Engineer's Opinion of Probable Construction Costs</b>				<b>\$3,324,800</b>

## 5-Year Forecast

As part of the annual financial planning process, the Wastewater Division develops a 5-year financial forecast of revenues, expenses and required rates. To assemble this forecast, the Division estimates the level of expenditures to maintain and operate the wastewater system, provide basic services, and meet financial obligations. Estimates of water demands are made to calculate user rate revenues. Projected rates are set forth below.

The 5-year forecast includes estimated debt payments to fund capital improvements listed on the 5-year capital plan. Debt and sludge disposal are the largest projected budget increases over the next 5 years. Many of these projects will be required under the Consent Decree.

The proposed user rate for FY23 is \$6.55. The proposed rates shown below for FY23 through FY27 will use a significant amount of Retained Earnings reducing them to \$671,711 in FY27, well below the minimum of \$2.2 million.

Based on the projected rates shown below for FY23 through FY27, annual charges for the average Haverhill household will increase from \$490 in FY23 to \$710 in FY27.

5-Year Forecast							
	Budget FY22	Budget Request FY23	Mayor Allowed FY23	Forecast FY24	Forecast FY25	Forecast FY26	Forecast FY27
<b>Wastewater-Revenue</b>							
<b>User rate</b>	<b>\$6.21</b>	<b>\$6.94</b>	<b>\$6.55</b>	<b>\$7.20</b>	<b>\$7.94</b>	<b>\$8.75</b>	<b>\$9.75</b>
Percent increase	4.0%	11.8%	5.5%	9.9%	10.3%	10.2%	11.4%
Sewer-Residential Usage	927,573	953,291	953,291	958,058	962,848	967,662	972,501
Sewer-Commercial Usage	932,406	931,101	931,101	935,756	940,435	945,137	949,863
Residential Usage	\$ 5,760,229	\$ 6,615,843	\$ 6,244,059	\$ 6,898,017	\$ 7,645,015	\$ 8,467,046	\$ 9,481,882
Commercial Usage	\$ 5,790,242	\$ 6,461,839	\$ 6,098,710	\$ 6,737,445	\$ 7,467,054	\$ 8,269,951	\$ 9,261,163
Charge for Services	\$ 1,150,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000
Other Revenue	\$ 190,000	\$ 230,000	\$ 230,000	\$ 170,000	\$ 170,000	\$ 170,000	\$ (107,500)
Stormwater	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenue</b>	<b>\$ 12,890,471</b>	<b>\$ 14,507,682</b>	<b>\$ 13,772,769</b>	<b>\$ 15,005,462</b>	<b>\$ 16,482,069</b>	<b>\$ 18,106,997</b>	<b>\$ 19,835,545</b>
<b>Wastewater-Expenditures</b>							
Salaries-Highway	\$ 119,159	\$ 118,042	\$ 118,042	\$ 119,708	\$ 122,614	\$ 125,591	\$ 128,644
Expenses-Highway	\$ 34,000	\$ 44,000	\$ 44,000	\$ 44,880	\$ 45,778	\$ 46,693	\$ 47,627
Salaries	\$ 2,532,972	\$ 2,546,370	\$ 2,546,370	\$ 2,691,078	\$ 2,759,059	\$ 2,828,776	\$ 2,900,272
Benefits	\$ 1,214,407	\$ 1,297,278	\$ 1,297,278	\$ 1,335,964	\$ 1,402,513	\$ 1,472,388	\$ 1,545,758
Expenses	\$ 4,749,862	\$ 5,647,316	\$ 5,592,400	\$ 5,816,735	\$ 5,991,238	\$ 6,170,975	\$ 6,356,104
Stormwater	\$ 520,330	\$ 520,330	\$ 520,330	\$ 531,814	\$ 543,630	\$ 555,790	\$ 568,301
Debt	\$ 3,399,668	\$ 3,467,310	\$ 3,467,310	\$ 3,560,704	\$ 6,211,289	\$ 6,239,940	\$ 7,132,002
Insurance	\$ 94,569	\$ 94,569	\$ 94,569	\$ 99,297	\$ 104,262	\$ 109,475	\$ 114,949
Capital	\$ 762,900	\$ 805,000	\$ 755,000	\$ 687,000	\$ 825,000	\$ 790,000	\$ 825,000
<b>Total Expenditures</b>	<b>\$ 13,427,867</b>	<b>\$ 14,540,215</b>	<b>\$ 14,435,299</b>	<b>\$ 14,887,181</b>	<b>\$ 18,005,382</b>	<b>\$ 18,339,628</b>	<b>\$ 19,618,657</b>
<b>Surplus/(Deficit)</b>	<b>\$ (537,396)</b>	<b>\$ (32,533)</b>	<b>\$ (662,530)</b>	<b>\$ 118,281</b>	<b>\$ (1,523,313)</b>	<b>\$ (232,631)</b>	<b>\$ 216,888</b>
<b>Year End Retained Earnings</b>	<b>\$ 2,321,538</b>	<b>\$ 2,289,005</b>	<b>\$ 1,659,008</b>	<b>\$ 1,777,289</b>	<b>\$ 253,976</b>	<b>\$ 21,344</b>	<b>\$ 238,232</b>
<b>Min. Retained Earnings (15%)</b>	<b>\$ 2,014,180</b>	<b>\$ 2,181,032</b>	<b>\$ 2,165,295</b>	<b>\$ 2,233,077</b>	<b>\$ 2,700,807</b>	<b>\$ 2,750,944</b>	<b>\$ 2,942,799</b>

Impact to Rate Payer							
<b>User Rate</b>	<b>\$6.21</b>	<b>\$6.94</b>	<b>\$6.55</b>	<b>\$7.20</b>	<b>\$7.94</b>	<b>\$8.75</b>	<b>\$9.75</b>
Ave. Residential Bill	\$464	\$519	\$490	\$538	\$594	\$654	\$729
Ave. Annual Increase	\$64	\$55	\$25	\$49	\$55	\$61	\$75

Average residential bill is based on usage of 60 gallons per person per day and 2.56 persons per household. This methodology is consistent with MWRA's Appendix C of their 2017 rate survey document.

# Draft Schedule C

Prepared by MCWT

Apr. 24 2023 - 3:11 PM

## Massachusetts Clean Water Trust Preliminary Structuring Analysis City of Haverhill CWSRF-7252

Initial Obligation Amount 7,004,200.00  
Loan Forgiveness\*  
Net Loan Obligation 7,004,200.00

Loan Origination Fee (\$5.5/1000) 38,523.10  
Loan Term (in years) 20  
Loan Rate 2.00%  
Closing Date 11/15/2024  
First Interest 1/15/2025  
First Principal 7/15/2025

Date	Principal	Interest	Total Debt Service	Admin Fee (0.15%)	Loan Origination Fee	Total Payments	Total Annual Payments
11/15/2024							
1/15/2025		23,347.33	23,347.33	5,253.15	38,523.10	67,123.58	67,123.58
7/15/2025	283,327.00	70,042.00	353,369.00	5,253.15		358,622.15	
1/15/2026		67,208.73	67,208.73	5,040.65		72,249.38	430,871.53
7/15/2026	269,485.00	67,208.73	356,693.73	5,040.65		361,734.38	
1/15/2027		64,313.88	64,313.88	4,823.54		69,137.42	430,871.81
7/15/2027	295,776.00	64,313.88	360,089.88	4,823.54		364,913.42	
1/15/2028		61,356.12	61,356.12	4,601.71		65,957.83	430,871.25
7/15/2028	302,205.00	61,356.12	363,561.12	4,601.71		368,162.83	
1/15/2029		58,334.07	58,334.07	4,375.06		62,709.13	430,871.95
7/15/2029	308,773.00	58,334.07	367,107.07	4,375.06		371,482.13	
1/15/2030		55,246.34	55,246.34	4,143.48		59,389.82	430,871.94
7/15/2030	315,483.00	55,246.34	370,729.34	4,143.48		374,872.82	
1/15/2031		52,091.51	52,091.51	3,906.86		55,998.37	430,871.19
7/15/2031	322,340.00	52,091.51	374,431.51	3,906.86		378,338.37	
1/15/2032		48,868.11	48,868.11	3,665.11		52,533.22	430,871.59
7/15/2032	329,345.00	48,868.11	378,213.11	3,665.11		381,878.22	
1/15/2033		45,574.66	45,574.66	3,418.10		48,992.76	430,870.98
7/15/2033	336,503.00	45,574.66	382,077.66	3,418.10		385,495.76	
1/15/2034		42,209.63	42,209.63	3,165.72		45,375.35	430,871.11
7/15/2034	343,817.00	42,209.63	386,026.63	3,165.72		389,192.35	
1/15/2035		38,771.46	38,771.46	2,907.86		41,679.32	430,871.67
7/15/2035	351,289.00	38,771.46	390,060.46	2,907.86		392,968.32	
1/15/2036		35,258.57	35,258.57	2,644.39		37,902.96	430,871.28
7/15/2036	358,924.00	35,258.57	394,182.57	2,644.39		396,826.96	
1/15/2037		31,669.33	31,669.33	2,375.20		34,044.53	430,871.49
7/15/2037	366,725.00	31,669.33	398,394.33	2,375.20		400,769.53	
1/15/2038		28,002.08	28,002.08	2,100.16		30,102.24	430,871.77
7/15/2038	374,695.00	28,002.08	402,697.08	2,100.16		404,797.24	
1/15/2039		24,255.13	24,255.13	1,819.13		26,074.26	430,871.50
7/15/2039	382,838.00	24,255.13	407,093.13	1,819.13		408,912.26	
1/15/2040		20,426.75	20,426.75	1,532.01		21,958.76	430,871.02
7/15/2040	391,159.00	20,426.75	411,585.75	1,532.01		413,117.76	
1/15/2041		16,515.16	16,515.16	1,238.64		17,753.80	430,871.55
7/15/2041	399,660.00	16,515.16	416,175.16	1,238.64		417,413.80	
1/15/2042		12,518.56	12,518.56	938.89		13,457.45	430,871.25
7/15/2042	408,346.00	12,518.56	420,864.56	938.89		421,803.45	
1/15/2043		8,435.10	8,435.10	632.63		9,067.73	430,871.18
7/15/2043	417,221.00	8,435.10	425,656.10	632.63		426,288.73	
1/15/2044		4,262.89	4,262.89	319.72		4,582.61	430,871.34
7/15/2044	426,289.00	4,262.89	430,551.89	319.72		430,871.61	
1/15/2045							430,871.61
	7,004,200.00	1,524,025.49	8,528,225.49	117,804.01	38,523.10	8,684,552.61	8,684,552.61

Notes:

\*This project qualifies for loan forgiveness in accordance with Schedule B to the Financing Agreement.

## Five Year Forecast

As part of the annual financial planning process, the Water Division develops a 5-year financial forecast of revenues, expenses, and rate requirements. To assemble this forecast, the Division estimates the level of expenditures to maintain and operate the water system, provide essential services, and meet financial obligations. Estimates of water demands are made to calculate user rate revenues. Projected rates are set forth below.

Debt payments over the next five years have the largest impact on user rates. The 5-year forecast shows existing and proposed debt payments for water system improvements including water treatment plant improvements, additional water supply, and water distribution system improvements. The 5-year capital plan is shown on page 15. Debt payments increase the budget by \$1.8 million starting in FY21.

The user rates shown below for FY23 through FY27 will rely heavily on retained earnings to offset rate increases over the next few years. Even with the proposed rates shown below, retained earnings will drop below the minimum.

The annual average household water bill for FY23 is \$310, which is \$43 more than FY22. Over the next five years, the average yearly household bill is projected to increase from \$310 to \$446.

5-Year Forecast							
	Budget FY22	Budget Request FY23	Mayor Allowed FY23	Forecast FY24	Forecast FY25	Forecast FY26	Forecast FY27
<b>Water-Revenue</b>							
User rate	\$3.57	\$4.15	\$4.15	\$4.95	\$5.40	\$5.67	\$5.96
Percent Change	9.8%	16.2%	16.2%	19.3%	9.1%	5.0%	5.1%
Water-Residential Usage	1,121,891	1,171,892	1,171,892	1,177,752	1,183,641	1,189,559	1,195,507
Water-Commercial Usage	1,069,342	1,090,508	1,090,508	1,095,960	1,101,440	1,106,947	1,112,482
Residential Usage	\$ 4,005,152	\$ 4,863,354	\$ 4,863,354	\$ 5,829,872	\$ 6,391,660	\$ 6,744,799	\$ 7,125,220
Commercial Usage	\$ 3,817,552	\$ 4,525,607	\$ 4,525,607	\$ 5,425,003	\$ 5,947,776	\$ 6,276,391	\$ 6,630,392
Charge for Services	\$ 841,500	\$ 841,500	\$ 841,500	\$ 841,500	\$ 841,500	\$ 841,500	\$ 841,500
Water Infrastructure Fee	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
Water Supply Fee	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
Other Revenue	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Engineering Revenue	\$ 152,350	\$ 152,350	\$ 152,350	\$ 152,350	\$ 152,350	\$ 152,350	\$ 152,100
<b>Total Revenue</b>	<b>\$ 9,021,554</b>	<b>\$ 10,587,811</b>	<b>\$ 10,587,811</b>	<b>\$ 12,453,725</b>	<b>\$ 13,538,286</b>	<b>\$ 14,220,040</b>	<b>\$ 14,954,212</b>
<b>Water-Expenditures</b>							
Salaries-Water	\$ 2,514,680	\$ 2,617,453	\$ 2,617,453	\$ 2,682,888	\$ 2,750,716	\$ 2,820,282	\$ 2,891,630
Benefits - Water & Engineering	\$ 1,337,177	\$ 1,421,890	\$ 1,421,890	\$ 1,476,866	\$ 1,534,034	\$ 1,593,796	\$ 1,655,947
Expenses-Water	\$ 2,524,028	\$ 2,782,409	\$ 2,719,409	\$ 2,865,881	\$ 2,951,858	\$ 3,040,414	\$ 3,131,626
Engineering	\$ 534,116	\$ 699,532	\$ 615,081	\$ 715,636	\$ 735,405	\$ 754,251	\$ 773,586
Conservation	\$ 79,882	\$ 97,297	\$ 82,923	\$ 99,677	\$ 102,118	\$ 104,620	\$ 107,186
Debt	\$ 3,583,982	\$ 3,673,020	\$ 3,673,020	\$ 3,807,040	\$ 4,872,725	\$ 5,331,808	\$ 5,330,808
Insurance	\$ 142,834	\$ 142,834	\$ 142,834	\$ 148,547	\$ 154,489	\$ 160,669	\$ 167,096
Capital	\$ 761,600	\$ 773,512	\$ 773,512	\$ 820,680	\$ 861,714	\$ 904,800	\$ 950,040
<b>Total Expenditures</b>	<b>\$ 11,478,299</b>	<b>\$ 12,207,947</b>	<b>\$ 12,046,122</b>	<b>\$ 12,617,216</b>	<b>\$ 13,963,059</b>	<b>\$ 14,710,639</b>	<b>\$ 15,007,920</b>
<b>Surplus/(Deficit)</b>	<b>\$ (2,456,745)</b>	<b>\$ (1,620,136)</b>	<b>\$ (1,458,311)</b>	<b>\$ (163,491)</b>	<b>\$ (424,773)</b>	<b>\$ (490,599)</b>	<b>\$ (53,708)</b>
<b>Year End Retained Earnings</b>	<b>\$ 2,707,362</b>	<b>\$ 1,087,227</b>	<b>\$ 1,249,052</b>	<b>\$ 923,736</b>	<b>\$ 498,963</b>	<b>\$ 8,364</b>	<b>\$ (45,344)</b>
<b>Min. Retained Earnings (15%)</b>	<b>\$ 1,721,745</b>	<b>\$ 1,831,192</b>	<b>\$ 1,806,918</b>	<b>\$ 1,892,582</b>	<b>\$ 2,094,459</b>	<b>\$ 2,206,596</b>	<b>\$ 2,251,188</b>
<b>Average Impact to Rate Payer</b>							
<b>User Rate</b>	<b>\$3.57</b>	<b>\$4.15</b>	<b>\$4.15</b>	<b>\$4.95</b>	<b>\$5.40</b>	<b>\$5.67</b>	<b>\$5.96</b>
Ave. Household Bill	\$267	\$310	\$310	\$370	\$404	\$424	\$446
Ave. Annual Increase	\$0	\$43	\$43	\$60	\$34	\$20	\$22

Average residential bill is based on usage of 60 gallons per person per day and 2.56 persons per household. This methodology is consistent with MWRA's Annual Water and Sewer Rate Survey.



# City of Haverhill, Massachusetts

\$3,380,000 General Obligation Water Distribution System Improvement Bonds dated May 1, 2025

Level Debt, 20 Years @ 4.25%

Interest Estimated, Subject to Change

## Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
05/01/2025	-	-	-	-	-
11/01/2025	-	-	71,825.00	71,825.00	-
05/01/2026	110,000.00	4.250%	71,825.00	181,825.00	-
06/30/2026	-	-	-	-	253,650.00
11/01/2026	-	-	69,487.50	69,487.50	-
05/01/2027	115,000.00	4.250%	69,487.50	184,487.50	-
06/30/2027	-	-	-	-	253,975.00
11/01/2027	-	-	67,043.75	67,043.75	-
05/01/2028	120,000.00	4.250%	67,043.75	187,043.75	-
06/30/2028	-	-	-	-	254,087.50
11/01/2028	-	-	64,493.75	64,493.75	-
05/01/2029	125,000.00	4.250%	64,493.75	189,493.75	-
06/30/2029	-	-	-	-	253,987.50
11/01/2029	-	-	61,837.50	61,837.50	-
05/01/2030	130,000.00	4.250%	61,837.50	191,837.50	-
06/30/2030	-	-	-	-	253,675.00
11/01/2030	-	-	59,075.00	59,075.00	-
05/01/2031	135,000.00	4.250%	59,075.00	194,075.00	-
06/30/2031	-	-	-	-	253,150.00
11/01/2031	-	-	56,206.25	56,206.25	-
05/01/2032	140,000.00	4.250%	56,206.25	196,206.25	-
06/30/2032	-	-	-	-	252,412.50
11/01/2032	-	-	53,231.25	53,231.25	-
05/01/2033	150,000.00	4.250%	53,231.25	203,231.25	-
06/30/2033	-	-	-	-	256,462.50
11/01/2033	-	-	50,043.75	50,043.75	-
05/01/2034	155,000.00	4.250%	50,043.75	205,043.75	-
06/30/2034	-	-	-	-	265,087.50
11/01/2034	-	-	46,750.00	46,750.00	-
05/01/2035	160,000.00	4.250%	46,750.00	206,750.00	-
06/30/2035	-	-	-	-	253,500.00
11/01/2035	-	-	43,350.00	43,350.00	-
05/01/2036	170,000.00	4.250%	43,350.00	213,350.00	-
06/30/2036	-	-	-	-	256,700.00
11/01/2036	-	-	39,737.50	39,737.50	-
05/01/2037	175,000.00	4.250%	39,737.50	214,737.50	-
06/30/2037	-	-	-	-	254,475.00
11/01/2037	-	-	36,018.75	36,018.75	-
05/01/2038	180,000.00	4.250%	36,018.75	216,018.75	-
06/30/2038	-	-	-	-	252,037.50
11/01/2038	-	-	32,193.75	32,193.75	-
05/01/2039	190,000.00	4.250%	32,193.75	222,193.75	-
06/30/2039	-	-	-	-	254,387.50
11/01/2039	-	-	28,156.25	28,156.25	-
05/01/2040	200,000.00	4.250%	28,156.25	228,156.25	-
06/30/2040	-	-	-	-	256,312.50
11/01/2040	-	-	23,906.25	23,906.25	-
05/01/2041	205,000.00	4.250%	23,906.25	228,906.25	-
06/30/2041	-	-	-	-	252,812.50
11/01/2041	-	-	19,550.00	19,550.00	-
05/01/2042	215,000.00	4.250%	19,550.00	234,550.00	-
06/30/2042	-	-	-	-	254,100.00
11/01/2042	-	-	14,981.25	14,981.25	-
05/01/2043	225,000.00	4.250%	14,981.25	239,981.25	-
06/30/2043	-	-	-	-	254,962.50
11/01/2043	-	-	10,200.00	10,200.00	-
05/01/2044	235,000.00	4.250%	10,200.00	245,200.00	-
06/30/2044	-	-	-	-	265,400.00
11/01/2044	-	-	5,206.25	5,206.25	-
05/01/2045	245,000.00	4.250%	5,206.25	250,206.25	-
06/30/2045	-	-	-	-	255,412.50
Total	\$3,380,000.00	-	\$1,706,587.50	\$5,086,587.50	-

Hilltop Securities Inc.

Public Finance



DOCUMENT

**CITY OF HAVERHILL**

In Municipal Council

LOAN  
ORDER

File 10 days

8.2.2

ORDERED: That \$3,380,000.00 is appropriated for the purpose of financing the engineering and construction of improvements to the water distribution system and \$7,004,200.00 is appropriated for the purpose of financing the engineering and construction of improvements to the sewer system including without limitation all costs thereof; by that to meet this appropriation the Treasurer with the approval of the Mayor is authorized to borrow \$10,348,200.00 and issue bonds or notes therefore under Chapter 44 of the General Laws and/or Chapter 29C of the General Laws, as most recently amended; that such bonds or notes shall be general obligations of the City unless the Treasurer with the approval of the Mayor determines that they should be issued as limited obligations and may be secured by local system revenues as defined in Section 1 of Chapter 29C, as most recently amended; that the Treasurer with the approval of the Mayor is authorized to borrow all or a portion of such amount from the Massachusetts Clean Water Trust established pursuant to Chapter 29C, as most recently amended; and in connection therewith to enter into a financing agreement and/or a security agreement with the Trust and otherwise to contract with the Trust and the Department of Environmental Protection with respect to such loan and for any federal or state aid available for the project or for the financing thereof; that the Mayor is authorized to enter into a project regulatory agreement with the Department of Environmental Protection, to expend all funds available for the project and to take any other action necessary or convenient to carry out the project.

Loan Order

JAMES J. FIORENTINI  
MAYOR



**CITY OF HAVERHILL  
MASSACHUSETTS**

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

May 19, 2023

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

**RE: Loan Order for \$10,348,200.00 for Combined Sewer System & Water Distribution  
System Improvements**

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

Please see attached loan order for \$10,348,200.00 to fund the cost of engineering and construction of improvements to the City's combined sewer system (7,004,200.00) & drinking water distribution system (\$3,380,000.00). I recommend approval.

Very truly yours,

**James J. Fiorentini**  
Mayor

JJF/lyf



# Haverhill

Robert E. Ward, DPW Director  
Water/Wastewater Division  
Phone: 978-374-2382 Fax: 978-521-4083  
[rward@haverhillwater.com](mailto:rward@haverhillwater.com)

8.3

Date: May 17, 2023

To: The Honorable James J. Fiorentini  
Mayor of Haverhill

From: Robert E. Ward *RW.*  
DPW Director

Subject: Proposed Loan Order for Asset Management Plan Grant – Phase II

Attached for your approval and City Council approval is a proposed Loan Order and Authority to File for \$250,000 for funding Phase II of the Asset Management Plan for the City's water, sewer, and stormwater assets.

The project will be funded through a grant program implemented by the Massachusetts Department of Environmental Protection and the Massachusetts Clean Water Trust. The grant amount is \$150,000, and the City will provide the remaining \$100,000 with in-kind services and cash. The Grant Program requires the loan order to be the full amount of the project cost.

The primary objective of this project is to ensure the long-term sustainability of the City's drinking water distribution system, stormwater collection system, and the wastewater collection system. The Asset Management Plan will assist the City in making strategic decisions for the repair, replacement, or rehabilitation of particular assets. A more detailed description of the project is attached.

If the loan order is acceptable to you, I would like to submit it to the City Council for the May 23rd meeting to be placed on file for ten days. I plan to attend the meeting two weeks later to answer questions.

If you need additional information, please email me at [rward@haverhillwater.com](mailto:rward@haverhillwater.com) or call me at (978) 374-2382.

Attachment(s)

- Loan Order – For approval
- Authority to File -- For approval
- Project Description

Cc: Angel A. Perkins, City Auditor/Finance Director, [aperkins@cityofhaverhill.com](mailto:aperkins@cityofhaverhill.com)  
Yenise Rozon, CMMC, Treasurer/Collector, [yrozon@cityofhaverhill.com](mailto:yrozon@cityofhaverhill.com)  
James A. Conte, Asset & Information Management Specialist, [jconte@haverhillwater.com](mailto:jconte@haverhillwater.com)

8,3,1

### **AUTHORITY TO FILE**

Whereas, City of Haverhill, (the "Applicant"), after thorough investigation, has determined that the work activity consisting of preparing an asset management plan for the City's water, wastewater and stormwater assets is both in the public interest and necessary to protect the public health, and that to undertake this activity, it is necessary to apply for assistance; and

Whereas, the Massachusetts Department of Environmental Protection (the "MassDEP") and the Massachusetts Clean Water Trust (the "Trust") of the Commonwealth of Massachusetts, pursuant to Chapter 21 and Chapter 29C of the General Laws of the Commonwealth ("Chapter 21" and "Chapter 29C") are authorized to make loans to municipalities for the purpose of funding planning and construction activities relative to Water Pollution Abatement Projects; and

Whereas, the Applicant has examined the provisions of the Act, Chapter 21 and Chapter 29C, and believes it to be in the public interest to file a loan application.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Haverhill as follows:

1. That the Mayor is hereby authorized on behalf of the Applicant to file applications and execute agreements for grant and/or loan assistance as well as furnishing such information, data and documents pertaining to the applicant for a grant(s) and/or loan(s) as may be required; and otherwise to act as the authorized representative of the Applicant in connection with this application;
2. That the purpose of said loan(s), if awarded, shall be to fund planning and construction activities.
3. That if said award is made the Applicant agrees to pay those costs which constitute the required Applicant's share of the project cost.

## **Scope of Services**

The City of Haverhill Department of Public Works will work collaboratively with Woodard & Curran to prepare Phase 2 of the City's Asset Management Plan to assess and update the accuracy of the water GIS inventory, specifically in areas planned for sewer separation; review and update the City's existing water model; funding the second year of the recently acquired CityWorks CMMS software, and purchase and implementation of Cityworks advanced tools. Assets considered will include sources of supply, treatment and pumping facilities, existing distribution system components and storage facilities essential to the function of the system. Results from this assessment will be presented in both tabular and narrative forms.

This work will expand on the inventory dataset as the City works to capture its water infrastructure facilities and equipment information for operations and maintenance. The goal of this phase of the asset management plan is to continue to improve upon the Phase 1 efforts to update and maintain the drinking water system repository.

### **Task 1 – Water Distribution System Assessment and GIS Updates**

The City of Haverhill DPW will work collaboratively with W&C to determine basic asset information, including age, size, capacity, performance, and current condition of the drinking water system, building upon updates from the Phase 1 Asset Management Plan. The work will also include updating the City's GIS database to refine the water system assets. A GPS survey will be performed to geo-reference assets such as valves, hydrants, pump stations and storage facilities, specifically in the area around planned sewer separation work.

### **Task 2 – Review and Update Existing Drinking Water Hydraulic Model**

Woodard & Curran will develop an updated hydraulic computer model of the City's water distribution system. The work under this Task will build upon the previously developed hydraulic computer model and will incorporate changes to the water supply and distribution system that have occurred since the model's last calibration and development. The work to be performed will be conducted in four (4) sub-tasks, as follows:

- Data collection and review;
- Distribution system hydraulic model update;
- Model calibration (including field testing); and
- Operational evaluation of risk and resilience

#### **1. Data Collection and Review**

W&C will utilize the data from Task 1 to develop the hydraulic model update including:

- Pipe Network Mapping Data – for each of the items referenced below, W&C will focus on changes made to the water system since development of the last computer model.
  - Water Mains – with physical descriptors such as diameter, length, material, lining and year installed (if available).
  - Valves – with physical descriptors such as type, diameter, year installed and current status (open/closed).
  - Hydrant locations.
  - Facility locations – pump stations, storage tanks, control valves, water treatment plants, interconnections, etc.
  - Property parcels – street address and owner.
- Customer Demands – Three (3) years of water consumption data for the City's top 20 users, including names and service addresses (this data will be allocated to the closest model nodes).

- **Water Supplied** – Monthly operating records (electronically, if possible) from each of the City's water supply source(s) for the past three (3) years will be obtained to determine the amount of water that has been supplied to the system and to perform statistical analyses to establish up-to-date maximum, average and minimum day demands.
- **Pumping and Storage Facilities** – Information on the automated or manual operation of the pumping and storage facilities is needed to input into the model. Records of storage tank levels for the average and maximum days for the past three (3) years will be used during model validation.
- **Fire Flow Requirements** – If the City (or ISO) has established fire flow requirements for its customer categories, this information will be needed to incorporate into the modeling evaluation.

## 2. Update of System-Wide Distribution System Hydraulic Model

Woodard & Curran will use the data obtained in Subtask 1 to update the computer-based hydraulic model for the City Water Supply System. Update of the model will entail the following:

**Electronic Mapping** – The model will be updated to include work performed on the system since the last hydraulic model development. We propose holding a workshop with City staff to review and edit the existing model and mapping data to reflect recent changes to the distribution system. The physical and operational information related to pumping, storage and treatment facilities will be included using a schematic representation of the internal piping and structures. Elevations will be confirmed, and/or assigned as appropriate, for each structure per the topographic information obtained from publicly available sources. The piping network will include all pipes 6-inches or greater in diameter; smaller diameter piping may be included on a specific basis, if needed to complete loops, for example. Woodard & Curran proposes that once this step is complete the updated model map will be transmitted to the City to perform a quality control review of the physical system layout and operations.

**Demand Allocation** – If sufficient detail exists within the City's billing data, allocation of the water demands within the hydraulic model will be based on actual parcel and address locations. If the City's billing data is not adequate to perform this detail of demand allocation, equal distribution of demand across each of the model nodes will be considered. The highest 15-20 consumer demands will be applied to the nearest hydraulic model node.

**Diurnal Patterns** – The American Water Works Association (AWWA) standard diurnal curves will be included in the model as the base diurnal pattern. We have used these standard curves in previous models with accurate results. We will review this pattern with the City to ensure it accurately represents the typical hourly usage changes.

**Fire Flow Requirements** – Fire flow requirements are an important consideration for evaluating the system during severe storm events and related emergency conditions. Fire flow requirements provided by the City for specific facilities or general customer categories, with particular attention to Environmental Justice populations, will be included in the model.

**Initial Model Validation and Runs** – Initial model runs will be conducted to ensure that there are no connectivity issues and that the preliminary results are within a reasonable operating range, an indication that the dataset is correctly input into the model.

Quality assurance/quality control is an important component of the model development and update process. Documentation of these QA/QC steps will be made, with particular attention paid to assumptions made to simplify the model or operational strategies. These assumptions as well as the overall model will be carefully reviewed with the City to ensure an accurate and up-to-date base model.

## 3. Model Calibration

Following development of the updated physical model, model calibration will be performed. Calibration ensures that the hydraulic computer model represents real-world conditions. Woodard & Curran will calibrate the updated model based on data obtained during hydrant flow tests (described below), SCADA information recorded during the tests (if

available) and discussions with water system operations staff. Our modeling team will work closely with the operators to obtain general and specific knowledge of the system's operation. The following steps will be performed in completing model calibration:

- **Fire Hydrant Flow Testing** – The Engineer will review available information and propose hydrant locations where data loggers will be deployed to monitor system pressure and hydrant locations where flow tests will be performed. The Engineer will meet with the City to review and finalize proposed testing plan. Test locations will be selected to provide sufficient pressure change necessary to calibrate the model. Once flow test locations have been approved by the City, the Engineer will schedule, coordinate and performed hydrant flow tests with assistance of Water Department personnel. Data from the flow tests and data loggers will be collected and used to calibrate the model. W&C has assumed that the hydrant flow testing program can be conducted during the day and that no nighttime testing will be required.
- **Model Calibration** – The hydrant flow test data, storage tank levels, pressure reducing valve (PRV) settings, pumping operations and any interconnections data for each test will be input into the model and each scenario will be run. The model will be calibrated by adjusting the roughness coefficients and other parameters to match as closely as possible the pressures recorded in the field. A table of field data results and modeled results will be produced to present and document the accuracy of calibration.

To ensure an accurate model, a quality check will be performed during the calibration process and at completion. Calibration of the model is an essential step, which serves two purposes. Calibration serves to fine-tune the model, but it also can catch misrepresentations in the model, such as problems in connectivity or incorrect operating assumptions.

#### **4. Operational Evaluation, Risk and Resilience Analysis**

With the calibrated hydraulic model, the performance of the system will be assessed to identify any concerns or issues. W&C will conduct the following modeling scenarios and evaluate the results of each under the existing demand condition:

- Average Day Demand – Steady State and Extended Period Simulation
- Maximum Day Demand – Steady State and Extended Period Simulation
- Fire Flow Demand – Maximum Day Demand Plus Fire Flow
- Peak Hour Demand – Steady State

Each of these scenarios will be performed with the current infrastructure fully operational, as well as with critical assets removed from service as part of our assessment to identify vulnerabilities and the overall impact of outages on system performance. The extended period simulations are an excellent way to assess tank and pump operations and to identify possible issues with water quality, pressures, poor tank turnover, reversing flow patterns, or high velocity mains.

Woodard & Curran will summarize the model update process and the analyses of the scenarios presented above in a technical memorandum.

#### **Task 3 – Cityworks Advanced Tools and Implementation**

The City of Haverhill have implemented Cityworks since early 2022, selected during Phase 1 of the City's Asset Management Plan. To fully realize the depths of the software, W&C will work with the City in selecting advanced tools to purchase. Theses potential tools include Capital Improvement Plan budgeting applications such as OpX and Performance Budgeting, as well as risk assessment apps like Operational Insights. W&C will implement the tools and provide two (2) onsite meetings for staff training.

#### **Assumptions/Exclusions:**



The scope of work and costs presented above are based on the following assumptions:

- No hydrant or building sprinkler system flow analysis will be performed to determine hydrant or sprinkler system flow or pressure requirements.
- Data required for model development as detailed herein will be made available.
- Demand data for the hydraulic model will be determined as describe din the scope of work. Population and system build-out projections will not be performed under this scope of services.
- Maintenance and protection of traffic, if required for traffic control during field-testing program, will be paid directly by the City.
- Task 3 includes an allocation for \$25,500 to fund Year 2 of the Cityworks software.
- City will provide up to \$50,000 in in-kind services

### **Tasks and Milestones**

Phase	Description	Deliverable	Time to Complete
1	Water Distribution System Assessment and GIS Updates <ul style="list-style-type: none"> <li>• Request Data/Information from Client</li> <li>• Gather Existing Data</li> <li>• Review Existing Data</li> <li>• GIS system updates</li> <li>• GPS survey</li> </ul>	N/A	3 months
2	Review and Update Existing Drinking Water Hydraulic Model <ul style="list-style-type: none"> <li>• Data Collection and Review</li> <li>• Update of System-Wide Distribution System Hydraulic Model</li> <li>• Model Calibration</li> <li>• Operational Evaluation, Risk and Resilience Analysis               <ul style="list-style-type: none"> <li>○ Summary Technical Memorandum</li> </ul> </li> </ul>	Drinking Water Model Technical Memorandum	6 months from Phase 1 completion
3	Cityworks Advanced Tools and Year 2 Funding Consequence of Failure Analysis <ul style="list-style-type: none"> <li>• Review Optional Tools</li> <li>• Select and Implement Tools</li> <li>• Staff Training</li> </ul>	Cityworks Advanced Tools	3 Months

JAMES J. FIORENTINI  
MAYOR



**CITY OF HAVERHILL  
MASSACHUSETTS**

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

May 17, 2023

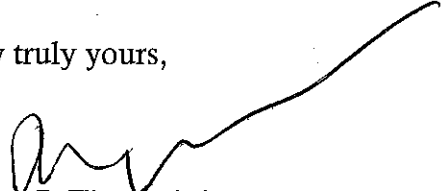
City Council President Timothy J. Jordan and Members of the Haverhill City Council

**RE: Loan Order for \$250,000.00 for Asset Management Plan Grant**

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

Please see attached loan order for \$250,000.00 to fund Phase II of the Asset Management Plan for the City's water, sewer and stormwater assets. I recommend approval.

Very truly yours,



**James J. Fiorentini**  
Mayor

JJF/lyf

Loan Order

File 10 days



DOCUMENT

## CITY OF HAVERHILL

In Municipal Council

8.3.2

ORDERED: That \$250,000 is appropriated, for the purpose of planning and engineering to complete tasks related to the preparation of an asset management plan for the City's water, wastewater, and stormwater assets, including, without limitation, all costs thereof as defined in Section 1 of Chapter 29C of the General Laws, as most recently amended by St. 1998, c78; that to meet this appropriation the Treasurer with the approval of the Mayor and the City Treasurer is authorized to borrow \$250,000 and issue bonds or notes therefor under Chapter 44 of the General Laws, or pursuant to any other enabling authority; that such bonds or notes shall be general obligations of the City unless the Treasurer with the approval of the Mayor and the City Treasurer, determines that they should be issued as limited obligations and may be secured by local system revenues as defined in Section 1 of Chapter 29C of the General Laws, that the Treasurer with the approval of the Mayor and Auditor is authorized to borrow all or a portion of such amount from the Massachusetts Clean Water Trust established pursuant to Chapter 29C of the General Laws; and in connection therewith to enter into a loan agreement and/or security agreement with the Trust and otherwise to contract with the Trust and the Department of Environmental Protection with respect to such loan and for any federal or state aid available for the project or for the financing thereof; that the Mayor is authorized to enter into a project regulatory agreement with Department of Environmental Protection, to expend all funds available for the project and to take any other action necessary to carry out the project. Any premium received upon the sale of any bonds or notes approved by this order, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount. The Treasurer is authorized to file an application with the appropriate officials of The Commonwealth of Massachusetts (the Commonwealth") to qualify under Chapter 44A of the General Laws any and all bonds of the City authorized by this order, and to provide such information and execute such documents as such officials of the Commonwealth may require in connection therewith. The Mayor is authorized to apply for and except any and all grants that may be available to pay costs of this project, and the total borrowing authorized by this order shall be reduced to the extent of any such grants received by the City for this project.

Loan order

Hearing July 11  
2023

9.1

Questions contact – Veansa Eang # 978-995-4819  
**PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS**

To the City Council  
Of Haverhill, Massachusetts

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

Thorndike Street/ Federal Street - Relocate one JO Pole on Thorndike Street/ Federal Street. Beginning at a point approximately +/- 22 feet East of the centerline of the intersection of Thorndike Street and Federal Street and continuing approximately +/- 15 direction. National Grid to relocate Pole 5 +/- 6 feet East from its existing to install sidewalk anchor/ guy +/- 5 feet West of relocated Pole 5. Nation at the Southeast corner of Thorndike Street and Federal Street. Bollards to guy from motor vehicle traffic. All installs to remain in the public way.

Location approximately as shown on plan attached.

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

No.# 30743544

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

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

Massachusetts Electric Company d/b/a  
NATIONAL GRID *Jim Kehrer*

BY \_\_\_\_\_  
Engineering Department

VERIZON NEW ENGLAND, INC.

BY *Karen Levesque*  
Manager / Right of Way

Dated: March 7, 2023

4/12/2023 10:00 AM



THORNDIKE ST.

FEDERAL ST.

521-319-3

521-321-5

521-321

521-319-4

20 Thorndike St  
Haverhill, MA  
01830

521-319-5

14 Thorndike St  
Haverhill, MA  
01830

521-319-6

EXHIBIT 'A' NOT TO SCALE  
THE EXACT LOCATION OF  
SAID FACILITIES TO BE  
ESTABLISHED BY AND UPON  
THE INSTALLATION AND  
ERECTION OF THE FACILITIES  
THEREOF.



POLE-5

POLE-4

11 Thorndike St  
Haverhill, MA  
01830 521-318-7

9 Thorndike St  
Haverhill, MA  
01830

521-318-7A



POLE-2

521-318-6

521-318-6A

## JOINT OWNED POLE PETITION

- Proposed Bollards Locations
- ⚓ Proposed Anchor Location
- Proposed J.O. Pole Relocation
- ⊕ Existing J.O. Pole Locations
- Existing Overhead Lines

Nationalgrid to relocate pole 5 +/-6ft East of its existing location,  
Nationalgrid to install anchor +/-5ft west from relocated pole 5,  
Nationalgrid to install bollards around anchor to protect anchor from  
motor vehicles.

DISTANCES ARE APPROXIMATE

**nationalgrid**  
And  
**Verizon New England, Inc.**

Date: 2.23.2023

Work Request Number: 30743544

To Accompany Petition Dated:

To The: Town

Of Haverhill

For Proposed:  
Relocation

Pole: # 5

Location: Federal/Thorndike

nationalgrid

CITY CLERK MAY 3 2023 PM 1:34

April 26, 2023

The City Council of Haverhill, Massachusetts

To Whom It May Concern:

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

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

Veansa Eang #978-995-4819

Please notify National Grid's Emily O'Brien of the hearing date / time to emily.obrien@nationalgrid.com

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

National Grid: Emily O'Brien; 100 East Ashland St, Brockton, MA 02302

Very truly yours,

*Jim Kehrer*

Jim Kehrer  
Supervisor, Distribution Design

Enclosures

Hearing July 11  
2023

9.2

Questions contact - Veasna Eang - 978-995-4819

**PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS**

North Andover, Massachusetts

To The City Council  
Of Haverhill, Massachusetts

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

Railroad Ave. - National Grid to install 1 JO pole and remove 1 JO pole on Railroad Ave. beginning at a point approximately +/- 542 feet Southwest of the centerline of the intersection of South Elm St. and Railroad Ave. and continuing approximately +/- 10 feet in a Northerly direction. JO pole-5 to be removed by Telco company. New proposed JO pole 56-1 will become the new riser pole that provides utilities to 19 Railroad Ave. apartments. New anchor/sidewalk guy will be set +/- 5 feet north of JO pole 56-1. New pole 56-1 will be set in the public way.

Location approximately as shown on plan attached.

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

No.# 30631836

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

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

Massachusetts Electric Company d/b/a  
NATIONAL GRID *Dave Johnson*

BY \_\_\_\_\_  
Engineering Department

VERIZON NEW ENGLAND, INC.

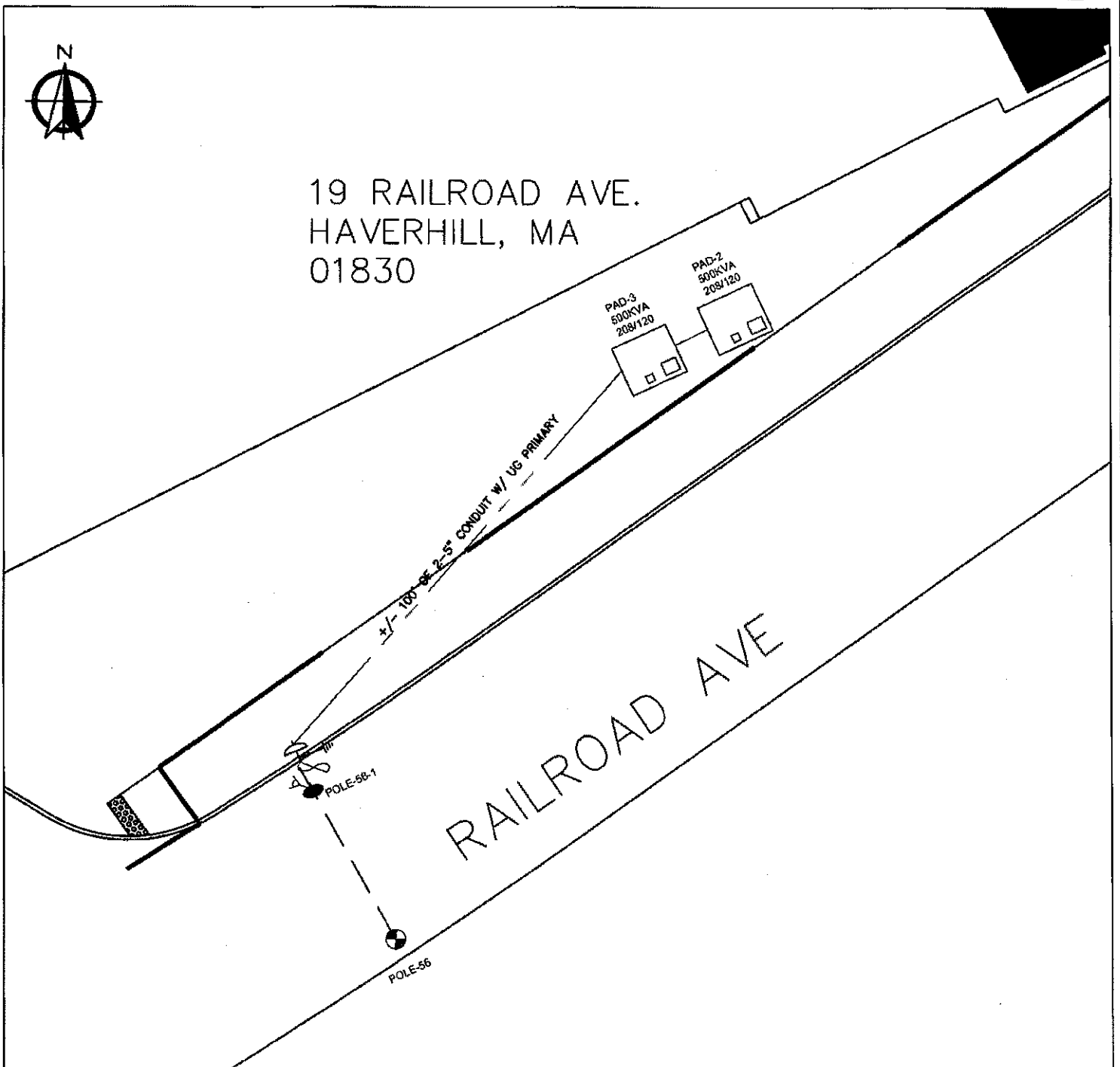
BY \_\_\_\_\_  
Manager / Right of Way

#  
30631836

Railroad 94 / South Elm St



19 RAILROAD AVE.  
HAVERHILL, MA  
01830



## OVERHEAD PETITION



PROPOSED TRANSFORMER PAD LOCATION



PROPOSED 2-5" CONDUIT W/ UG PRIMARY



PROPOSED JO RISER POLE LOCATION



PROPOSED JO ANCHOR/ANCHOR GUY LOCATION



EXISTING NGRID POLE LOCATION



PROPOSED OVERHEAD NGRID CONDUCTORS

### Job description

Nationalgrid to install riser pole 56-1 +/- 524' southwest of the intersection of Elm St. and Railroad Ave., and +/- 12' north of the centerline of Railroad Ave., anchor guy to be installed +/- 5' north of proposed riser pole 56-1.

DISTANCES ARE APPROXIMATE

# nationalgrid

Date: 3.9.2023

WORK REQUEST: WR 30631836

To The: City Of Haverhill, MA

For Proposed: Pole 56-1, and Location: Railroad Ave.  
anchor

Drawn By: V.Eang



**nationalgrid**

HAVERHILL CITY CLERK MAY 15/23 PM 4:43

May 1, 2023

To the City Council of Haverhill, Massachusetts

To Whom It May Concern:

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

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

Veasna Eang 978-995-4819

Please notify National Grid's Jenn Iannalfo of the hearing date / time to [Jennifer.Iannalfo@nationalgrid.com](mailto:Jennifer.Iannalfo@nationalgrid.com)

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

National Grid: Jennifer Iannalfo, 1101 Turnpike Street; North Andover, MA 01845  
978-725-1392.

Very truly yours,

*Dave Johnson/lla*

Dave Johnson  
Supervisor, Distribution Design

Enclosures

JAMES J. FIORENTINI  
MAYOR



**CITY OF HAVERHILL  
MASSACHUSETTS**

11,211  
CITY HALL, ROOM 100  
FOUR SUMMER STREET  
HAVERHILL, MA 01830  
PHONE 978-374-2300  
FAX 978-373-7544  
MAYOR@CITYOFHAVERHILL.COM  
WWW.CITYOFHAVERHILL.COM

May 19, 2023

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

**RE: License Commission Appointment – Linda Koutoulas**

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

Please be advised that I hereby appoint Linda Koutoulas, 358 Gile Street, Haverhill, to the Haverhill License Commission. She will assume the seat vacated by Attorney Joseph Edwards. Attorney Edwards served on the License Commission for 22 years of dedicated and honorable service to the City of Haverhill. This is a non-confirming appointment which takes effect immediately and expires May 23, 2026.

Very truly yours,

**James J. Fiorentini**  
Mayor

JJF/lyf

Cc: City Clerk Kaitlin Wright

11,3,1

**Joseph C. Edwards  
Attorney at Law**

**60 Bailey Boulevard  
Haverhill, MA 01830**

**Phone: 978 469 1819  
FAX: 978 374 6750**

May 15, 2023

**EMAIL: [jcedwardlaw@verizon.net](mailto:jcedwardlaw@verizon.net)  
[www.jcedwardslaw.com](http://www.jcedwardslaw.com)**

Mayor James Fiorentini  
City of Haverhill

Dear Mayor Fiorentini:

I am hereby resigning as a member of the City of Haverhill, Massachusetts License Commission.

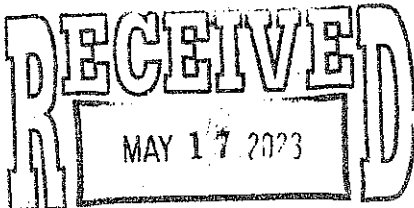
I am proud to state that I served the city well during the 22 years that I was appointed and served.

You can be assured that I will not take any further action in reference to this appointment to this Commission.

I wish you the very best with all that you do.

Best regards,

  
Joseph C. Edwards



By: \_\_\_\_\_

11.3.1.1

*City of Haverhill, Massachusetts*

*Official Citation  
Presented by the  
Office of the Mayor*

*To*

*Joseph C. Edwards*

*In recognition of*

*Your over 22 years of Dedicated Service to the  
Haverhill License Commission.  
Thank you and best wishes!*



*In witness whereof I have set my hand  
and caused the seal of the City of  
Haverhill Massachusetts to be affixed  
this 23<sup>rd</sup> day of December in the Year of  
Our Lord, Two Thousand and Twenty  
Three.*

A handwritten signature in dark ink, appearing to read "James J. Fiorentini".

*Mayor James J. Fiorentini*



JAMES J. FIORENTINI  
MAYOR



**CITY OF HAVERHILL  
MASSACHUSETTS**

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

May 17, 2023

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

**RE: 2023 Year End Budget Transfers**

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

Please see attached an order to transfer \$2,593,438.00 to be transferred to/from the following accounts stated on the attached order to close out FY2023. I recommend approval.

Very truly yours,

**James J. Fiorentini**  
Mayor

JJF/lyf

**CITY COUNCIL**

**Timothy J. Jordan**

*President*

**John A. Michitson**

*Vice President*

**Melinda E. Barrett**

**Joseph J. Bevilacqua**

**Thomas J. Sullivan**

**Melissa J. Lewandowski**

**Michael S. McGonagle**

**Catherine P. Rogers**

**Shaun P. Toohey**



**CITY OF HAVERHILL**

HAVERHILL, MASSACHUSETTS 01830-5843

HAVERHILL MAY 19 2023

141

CITY HALL, ROOM 204

4 SUMMER STREET

TELEPHONE: 978-374-2328

FACSIMILE: 978-374-2329

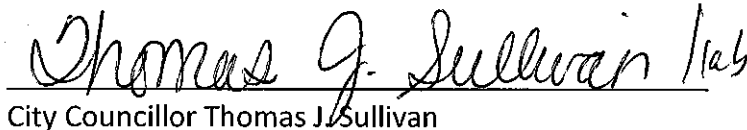
[WWW.CITYOFHAVERHILL.COM](http://WWW.CITYOFHAVERHILL.COM)

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

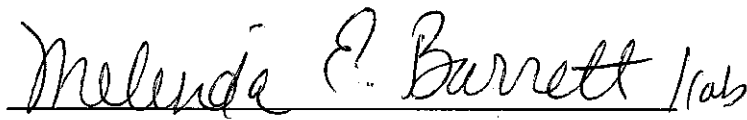
May 19, 2023

To: President and Members of the City Council:

Councilor Sullivan and Councilor Barrett request a discussion for a possible truck exclusion for the Poet's Bridge on Whittier Road.



City Councillor Thomas J. Sullivan



City Councillor Melinda E. Barrett

(meeting 5.23.2023)

**CITY COUNCIL**

**Timothy J. Jordan**

*President*

**John A. Michitson**

*Vice President*

**Melinda E. Barrett**

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**Shaun P. Toohey**



**CITY OF HAVERHILL**

HAVERHILL, MASSACHUSETTS 01830-5843

HAVERHILL CLERK MAY 18 2023 4:05 PM

17.1

CITY HALL, ROOM 204

4 SUMMER STREET

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

May 18, 2023

To: President and Members of the City Council:

Councilor McGonagle submits the attached minutes of the Public Safety Committee meeting held on May 3, 2023, 2023 for acceptance.

*Michael S. McGonagle /s/*

City Councilor Michael S. McGonagle

(meeting 5.23.2023)



**CITY COUNCIL****Timothy J. Jordan**

President

**John A. Michitson**

Vice President

**Melinda E. Barrett****Joseph J. Bevilacqua****Thomas J. Sullivan****Melissa J. Lewandowski****Michael S. McGonagle****Catherine P. Rogers****Shaun P. Toohey**

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**CITY OF HAVERHILL**

HAVERHILL, MASSACHUSETTS 01830-5843

**Public Safety Committee Meeting Minutes****Wednesday May 3, 2023, 6:00 PM**

The purpose of the meeting is to discuss the following:

- Document 9-F: Motion by Council Vice President Michitson, 2nd by Councilor Barrett to send the findings and recommendations of the Center of Public Safety Management (CPSM). Fire study to committee (see March 7, 2023, attached meeting minutes for details).

**Attendees:**

Committee Members: Chairperson McGonagle, Barrett, and Lewandowski (joined remotely).

Council President Jordan, Councilor Toohey, Councilor Rogers, Fire Fighter Union President Tim Carroll, Fire Fighter Ryan Fairbanks, Kenny Quimby and Steve Costa.

The meeting began with me notifying the attendees that the Mayor had ordered Fire Chief O'Brien not to attend the Public Safety Meeting. Fire Fighter Carroll outlined the Union's set of priorities in line with the recommendations from the CPSM study. Several Councilor's shared their understanding of the priorities that Chief O'Brien had discussed in previous conversations. The priorities between the firefighters and the Fire Chief were in line with the CPSM study and very similar in detail. After a lengthy discussion, Councilor Barrett made a motion to send a letter to the full Council that the council prioritized the following recommendations during the budget process.

1. Add Staffing (Not from Call Dispatch)
2. Assistant Chief
3. Begin discussion on Ladder Truck

The Motion was 2<sup>nd</sup> by Councilor Rogers and passed unanimously. The discussion also evolved into the need for a new Fire station and the importance of identifying and acquiring a suitable site.

Respectively Submitted,

*Michael S. McGonagle*

Michael S. McGonagle, Chairperson  
Public Safety Committee

**CITY COUNCIL**

**Timothy J. Jordan**  
President

**John A. Michitson**  
Vice President

**Melinda E. Barrett**

**Joseph J. Bevilacqua**

**Thomas J. Sullivan**

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## CITY OF HAVERHILL

HAVERHILL, MASSACHUSETTS 01830-5843

### DOCUMENTS REFERRED TO COMMITTEE STUDY

38-D	Communication from Councillors Sullivan and Barrett requesting an update on City's emergency management plan and status of working generators in all public building in City	Public Safety	3/20/18 1/23/19
79-F	Communication from Councillor Sullivan requesting to introduce Kathleen Fitts, Gale Park Assoc. to request the city replace the Gale Park Fountain in fiscal year 20	NRPP	6/25/19
79-T	Communication from Councillors Sullivan and Barrett re: discussion with VINFEN & Haverhill Police Dept. regarding incident in neighborhood of 20 Westland Ter. group home on 7/5 and steps being taken to better supervise residents and reduce police calls to residence	Public Safety	7/23/19
89-V	Communication from Councillor McGonagle requesting a discussion about school bus safety	Public Safety	9/17/19
11	Communication from Councilor Jordan requesting to introduce Steve Costa of Citizens for Haverhill Fire to discuss Mayor's CIP and occupational cancer	Public Safety	1/7/20
34-P	Communication from Councillor Sullivan requesting a discussion regarding the disposal of cremated remains on public property	NRPP	3/17/20
69-O	Communication from President Barrett and Councillor Sullivan requesting discussion on illegal fireworks in the City	Public Safety	7/28/20
86-D	Communication from Councillor Michitson requesting to address economic development ideas resulting from the pandemic	Planning & Dev.	8/11/20
86-F	Communication from Council President Barrett and Councillor LePage requesting discussion pertaining to utilization of UV-C disinfection fixtures in public buildings	A & F	8/25/20
89-C	Mayor Fiorentini submits final recommendations of Matrix Company	NRPP	9/15/20
91	Petition from Wady & Jewnifer Grullon requesting to purchase city property that abuts their property at 14 Silver Birch Ln; Assessor's Map 574, Block 1 Lot 7	NRPP	9/15/20
91-B	Petition from the Biggart Family requesting to purchase 2 parcels of land that abuts their property at 30 Belvidere Rd., Assessor's Map 409, Block 114, Lot 9; and Map 409, Block 1A, Lot 1 that includes conservation land, but only the portion zone RMD (Residential Medium Density)		9/22/20
55-I	Communication from Council President Barrett and Councillor McGonagle requesting to introduce Don Jarvis, Keith Gopsill and Mike Ingham to discuss becoming a Purple Heart Community	NRPP	12/15/20
91-C	Petition of Michael DeLuca requesting to purchase surplus city land on River St., Map 538, Block 419B, Lots 20, 21, 22, 23	NRPP	12/15/20
27-E	Communication from Councillor Sullivan requesting to introduce Debbie Lyons, to explain having legal permitting system as it relates to establishing permitting/licensing process to allow for "Bow Hunter Tree Stands" to be placed on trees on City properties when hunting is allowed in season	NRPP	3/2/21

27-J	Communication from Councillor Michitson requesting to re-start discussion on way ahead for residential zoning in Haverhill	Planning & Dev.	3/9/21
50	Councillor Jordan requests on behalf of Tom Riley, 195 Kingsbury Ave., to have city surplus land that abuts his property, Map 768, Block 50, Lot 85A on Lincolnshire Ave.	NRPP	4/6/21
27-X	Councillor Daly O'Brien requests discussion re: cars parking on Concord St. sidewalks and possibility of city providing off-street parking	NRPP	4/6/21
50-U	President Barrett and Vice President LePage request discussion about composting options	Citizens Outreach	5/18/21
50-W	Councillor McGonagle requests to discuss an option to reward first responders and frontline workers to receive bonus for working through pandemic	Public Safety	5/18/21
63-S	Councillor Daly O'Brien discuss sending intent of closing Washington St. for trial period to make it pedestrian walkway	Citizens Outreach	8/24/21
91-G	Councillors LePage and Macek request to move and correct procedure error on Rules and Regulations	A & F	9/28/21
92-G	Councillor Daly O'Brien requests providing shaded areas in our City playgrounds	Citizens Outreach	10/19/21
94	Councillor Macek process of private profit organizations using public property	A&F	10/19/21
91-P	Councillor Michitson requests city adjust its process on how it handles 61A process	Planning & Dev.	12/7/21
5-B	Councillor Barrett discussion to establish a design & review board	Planning & Dev.	1/11/22
5-C	Councillor Barrett discussion for specific items and what levels need to be sent to Council for approval	Planning & Dev.	1/11/22
5-F	Councillor Michitson request study between Mayor and City Council budgetary powers	Citizens Outreach	1/25/22
5-G	Councillor Michitson request adjusts process on how it handles 61, 61A, and 61B	Planning & Dev.	2/1/22
5-W	Communication from Councillor Sullivan and Councillor Lewandowski to discuss Atherton Housing parking needs downtown.	NRPP	4/5/22
118-G	Communication from Vice President Michitson to send to develop city policies to incentivize Building & business park developers to use sustainable & environmentally friendly practices.	Planning & Dev	10/25/22
19-C	Communication from Councillor Sullivan regarding ongoing dog waste problems throughout Downtown	NRPP	1/31/23
21-B	Councillor Barrett motion to send Inclusionary Zoning Ordinance to committee	A&F	3/7/23
9F	Council Vice President Michitson motion to send Fire Study recommendations to committee	Public Safety	3/7/23