



**CITY OF HAVERHILL
CITY COUNCIL AGENDA**

May 14, 2024 at 7:00 PM

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

In-Person/Remote Meeting

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

1. OPENING PRAYER

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MINUTES OF PRIOR MEETING

4. ASSIGNMENT OF THE MINUTES REVIEW FOR THE NEXT MEETING

5. COMMUNICATIONS FROM THE MAYOR:

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

6.1. Council Vice President Jordan requests to introduce Lisa Marzilli to provide an update on the Clean & Green Downtown Haverhill Project



**CITY OF HAVERHILL
CITY COUNCIL AGENDA**

May 14, 2024 at 7:00 PM

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

In-Person/Remote Meeting

7. COMMUNICATIONS AND REPORTS FROM CITY OFFICERS AND EMPLOYEES:

7.1. Christine Webb, Assessor, files the Abatement report for month of April 2024

8. APPOINTMENTS:

8.1. Confirming Appointments:

8.2. Non-Confirming

8.2.1. *Board of Health, Chairman & Member-Peter Carbone, 48 Colby st Expires May 31 2027*

8.2.2. *Board of Health, Romie Mundy II M.D., 150 Gale av Expires May 31 2027*

8.2.3. *Board of Assessors, Re-appointment, Christine Webb, 33 Exeter Farms rd, Exeter NH Expires May 31 2027*

8.2.4. *Board of Assessors, Re-appointment, Stephen Gullo, 196 Chadwick rd, Expires May 31 2027*

8.2.5. *Harbor Commission, Re-appointment, William Laliberty, 31 Whitney st Expires May 31 2025*

8.2.6. *Mayor's Representative on the Haverhill Community Television Board of Directors, William Gould, 22 Littlefield ct Expires May 31 2025*

8.2.7. *Commission on Disability Issues, Dana Lovell, 21 Wingate st Apt 206 Expires May 31 2027*



CITY OF HAVERHILL
CITY COUNCIL AGENDA

May 14, 2024 at 7:00 PM

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

In-Person/Remote Meeting

9. PETITIONS:

9.1. Amusement/Event Application – *with Police approval*

9.1.1. EVNT 24-11, Hailey Moschella for *Creative Haverhill* requests to hold Art Walk, *June 8th*, along Washington st and parts of Wingate st from 2 pm to 8 pm and also requests any additional fees be waived

9.1.2. EVNT 24-12, Hailey Moschella for *Creative Haverhill* requests to hold Art Walk, *September 28th*, along Washington st and parts of Wingate st from 2 pm to 8 pm and also requests any additional fees be waived

9.1.3. EVNT 24-10, Jeff Grassie for *Haverhill Farmers Market*, being held on the Bradford Common, 10 Church st, starting June 22nd thru October 26th, from 9 am to 1 pm and also requests any additional fees be waived

9.1.4. EVNT 24-8, James Carbone requests to hold *Tattersall Farm-to-Table* food and drink tasting event, July 25th, at Tattersall Farm, 542 North Broadway, from 5 pm to 8:30 pm *Pending updated Insurance*

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

9.2.1. LCDL 24-3, Alcohol One-Day License request from James Carbone for Beer and Wine license to hold *CiderFeast* food and drink taste event, June 20th, from 5 pm to 8:30 pm, on Harbor Place Outdoor courtyard and Boardwalk
Pending updated liquor liability and general liability insurance



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In-Person/Remote Meeting

10. COMMUNICATIONS FROM COUNCILLORS:

- 10.1. Councillor Michitson requests to discuss Alignment of Equitable Learning, Training and Business Needs for Enhanced Quality of Life and Economic Development

11. UNFINISHED BUSINESS OF PRECEEDING MEETING:

- 11.1. Document 11-D, Ordinance re: Vehicles & Traffic, Delete Handicap Parking at 51 Bellevue and 53 Bellevue av *filed 5/2/24*
- 11.2. Document 28-D, Loan Order & Authority to File, Amended \$2,700,000 for improvements to Coffin av, Danielle dr, Alvanos dr, and Hanover st Sewer Pumping Stations *filed 5/2/2024*
- 11.3. Document 28-E, Loan Order, \$1,500,000.00 for Wastewater Treatment Plant and South Mill st Pumping Station *filed 5/2/2024*

12. COUNCIL COMMITTEE REPORTS AND ANNOUNCEMENTS

13. DOCUMENTS REFERRED TO COMMITTEE STUDY

14. LONG TERM MATTERS STUDY LIST

15. ADJOURN :

6.1

CITY COUNCIL

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



CITY OF HAVERHILL

HAVERHILL, MASSACHUSETTS 01830-5843

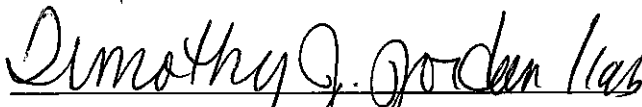
HAVERHILL CITY CLERK MAY 10 2024 AM 8:08

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

May 10, 2024

To: President and Members of the City Council:

Council Vice President Jordan wishes to introduce Lisa Marzilli to provide an update on the Clean & Green Downtown Haverhill Project.


Vice President Timothy J. Jordan

(meeting 5.14.2024)



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

7.1

HAU CITY CLERK MAY 7 24 AM 11:00

May 7, 2024

TO: MEMBERS OF THE HAVERHILL CITY COUNCIL:

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

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

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

Very truly yours,

Christine Webb, MAA
Assessor

Transaction Summary All Years
City of Haverhill

All Entry Date range 04/01/2024 through 04/30/2024 for Abatements,Exemptions

Totals	Tax Paid	Interest Paid	Fees Paid	Tax Reversals	Interest Reversals	Fee Reversals	Refunds	Reversals	Abate	Exemp	Adjust	Transfers
Motor Vehicle Excise Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	101.50	0.00	0.00	0.00
2021 Motor Vehicles	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	101.50	0.00	0.00	0.00
2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	101.50	0.00	0.00	0.00
Motor Vehicle Excise Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	48.67	0.00	0.00	0.00
2022 Motor Vehicles	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	48.67	0.00	0.00	0.00
2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	48.67	0.00	0.00	0.00
Motor Vehicle Excise Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,846.83	0.00	0.00	0.00
2023 Motor Vehicles	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,846.83	0.00	0.00	0.00
Property Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,916.50	0.00	0.00	0.00
2023 Real Estate	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,916.50	0.00	0.00	0.00
2023	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,763.33	0.00	0.00	0.00
Boat Excise Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00
2024 Boats	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00
Motor Vehicle Excise Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28,202.99	0.00	0.00	0.00
2024 Motor Vehicles	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28,202.99	0.00	0.00	0.00
Property Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,408.52	9,204.00	0.00	0.00
2024 Real Estate	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,408.52	9,204.00	0.00	0.00
2024	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	41,661.51	9,204.00	0.00	0.00
Report	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	52,575.01	9,204.00	0.00	0.00
Total All Charges									61,779.01			

Total All Charges: Add all columns except Adjustments.



MELINDA E. BARRETT
MAYOR

**CITY OF HAVERHILL
MASSACHUSETTS**

8.2.1
CITY HALL, ROOM 100
FOUR SUMMER STREET
HAVERHILL, MA 01830
PHONE 978-374-2300
FAX 978-373-7544
MAYOR@HAVEHILLMA.GOV
WWW.CI.HAVERHILL.MA.US

May 9, 2024

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

RE: Board of Health

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

HAVERHILL CITY CLERK MAY 9/24 PM 4:15

I hereby re-appoint Peter Carbone, 48 Colby Street, Haverhill, MA 01835, as Chairman and member of the Board of Health. This is a non-confirming appointment and takes effect immediately and expires on May 31st, 2027.

Sincerely,

Melinda E. Barrett
Mayor

MEB\em

CC: Peter Carbone



MELINDA E. BARRETT
MAYOR

**CITY OF HAVERHILL
MASSACHUSETTS**

8.2.2
CITY HALL, ROOM 100
FOUR SUMMER STREET
HAVERHILL, MA 01830
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May 9, 2024

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

RE: Board of Health

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

HAU CITY CLRK MAY 9/24 PM 4:15

I hereby re-appoint Romie Mundy II M.D., 150 Gale Avenue, Haverhill, MA 01830, as member of the Board of Health. This is a non-confirming appointment and takes effect immediately and expires on May 31st, 2027.

Sincerely,

Melinda E. Barrett
Mayor

MEB\em

CC: Dr. Romie Mundy II



MELINDA E. BARRETT
MAYOR

**CITY OF HAVERHILL
MASSACHUSETTS**

8.2.3
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May 9, 2024

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

RE: Appointment Board of Assessors

Dear President and Members of the Haverhill City Council:

HAU CITY CLERK MAY 9/24 PM 4:15

I hereby re-appoint Christine Webb, 33 Exeter Farms Road, Exeter, NH, to the Board of Assessors. This is a non-confirming appointment and takes effect immediately and expires on May 31, 2027.

Sincerely,

Melinda E. Barrett
Mayor

MEB/em

Cc: Christine Webb



MELINDA E. BARRETT
MAYOR

**CITY OF HAVERHILL
MASSACHUSETTS**

8124
CITY HALL, ROOM 100
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May 9, 2024

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

RE: Appointment Board of Assessors

HAVERHILL CITY CLERK MAY 9 '24 PM 4:15

Dear President and Members of the Haverhill City Council:

I hereby re-appoint Stephen Gullo, 196 Chadwick Road Haverhill to the Board of Assessors. This is a non-confirming appointment and takes effect immediately and expires on May 31, 2027.

Sincerely,

Melinda E. Barrett
Mayor

MEB/em

Cc: Christine Webb/ Stephen Gullo



MELINDA E. BARRETT
MAYOR

**CITY OF HAVERHILL
MASSACHUSETTS**

8.2.5
CITY HALL, ROOM 100
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May 9, 2024

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

RE: William Laliberty – Harbor Commission

HAU CITY CLERK MAY 9'24 PM 4:15

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

I hereby re-appoint William Laliberty, 31 Whitney Street, Haverhill to the Harbor Commission. This is a non-confirming appointment which takes effect immediately and expires on May 31st, 2025.

Sincerely,

Melinda E. Barrett
Mayor

MEB/em

Cc: William Laliberty

MELINDA E. BARRETT
MAYOR



**CITY OF HAVERHILL
MASSACHUSETTS**

8.2.6
CITY HALL, ROOM 100
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May 9, 2024

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

HAU CITY CLERK MAY 9/24 PM 4:15

RE: Haverhill Community Television Board

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

I hereby appoint William Gould, 22 Littlefield Court Haverhill, as the Mayor's Representative on the Haverhill Community Television Board of Directors. This is a non-confirming appointment and I recommend your approval. This appointment expires 5-31-2025.

Sincerely,

Melinda E. Barrett
Mayor

MEB/em



MELINDA E. BARRETT
MAYOR

**CITY OF HAVERHILL
MASSACHUSETTS**

827
CITY HALL, ROOM 100
FOUR SUMMER STREET
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May 9, 2024

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

RE: Commission on Disability Issues Appointment

HAU CITY CLERK MAY 9/24 PM 4:15

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

I hereby appoint Dana Lovell, 21 Wingate Street Apt. 206, Haverhill to the Commission on Disability Issues. This is a non-confirming appointment which will take place immediately and expires on May 31, 2027.

Sincerely,

Melinda E. Barrett
Mayor

MEB/em

cc: Vincent Ouellette



9.1.1

EVNT-24-11

Event Permit

Status: Active

Submitted On: 4/25/2024

Primary Location

2 WASHINGTON ST
Haverhill, MA 01832

Owner

LEE PROPERTIES, LLC
ORCHARD HILL RD 155
BRADFORD, MA 01835

Applicant

 Hailey Moschella
 845-750-7941
• haverhillartwalk@gmail.com
 11 Allen Street
Haverhill, MA 01835

Organization Information

Organization*

Creative Haverhill

Organization Phone*

8457507941

MAY 10 AM 8:56
HAVCITYCLERK

Organization Address*

PO Box 205

Organization City*

Haverhill

Organization State*

MA

Organization Zip*

01831

Is the Organization Tax Exempt?*

Yes

Is the Organization Non-Profit?*

Yes

Is the Organization a House of Worship?*

No

Contact Information

Contact Name*

Hailey Moschella

Contact Title*

Haverhill Art Walk Coordinator

Contact Phone*

8457507941

Contact Email*

haverhillartwalk@gmail.com

Contact Address*

11 Allen St

Contact City*

Haverhill

Contact State*

MA

Contact Zip*

01835

Property Owner Information

Property Owner Name*

N/A

Property Owner Phone*

N/A

Property Owner Address*

N/A

Property Owner City*

N/A

Property Owner State*

N/A


Property Owner Zip*

N/A

Is the Applicant the Property Owner? 

No

Event Information

Description of event** 

Haverhill Art Walk is an indoor and outdoor event with live music, an artist market in the alleyways, family friendly programming including a paint tent, hula hooping and more. Businesses will host artist demos, plein air painters and other activities suited to their space. Haverhill Art Walk aims to support the creative community with opportunities to showcase their work while bringing business downtown.

Type of Event*

Fair

Event Date*

06/08/2024

Event Location*

Businesses, alleyways and public spaces along Washington Street and parts of Wingate Street

is the Event on Bradford Common?* 

No

Is the Event on City Property?*

Yes

Event Venue*

Outdoor

Number of Anticipated Attendees*

500

Are You Requesting Additional Fees Be Waived?

(APPLICATION FEE IS NOT WAIVABLE)*

Yes

Event Start Time*

2:00

Event End Time*

8:00

Will Food Be Served/Sold at the Event?*

No

Any Helpful Comments about Food

Special Considerations (i.e. fireworks)* ?

The event will happen twice, once in June and once in September, we will fill out a separate permit for the September event.

Parking Information

Number of Parking Spaces Onsite*

50

Have Off-site Parking Arrangements Been Made?*

Yes

IF YES, Please Provide Details of Offsite Arrangements*

Multiple public parking lots and garages available for use during the event.

Are There Charges/Fees for Parking?*

Yes

IF YES, Please Specify the Type of Fees and the Amount(s).*

City of Haverhill paid parking

Sanitation Information

Number of Public Restrooms Available*

0

Type of Toilets*

Permanent

Please Describe Plans for Solid Waste Disposal & Recycling*

Participants will be able to use the restrooms within participating businesses. There won't be outside food vendors which would create trash, as the only food will be from already existing restaurants.

General Release & Indemnity Agreement

Yes*



Terms of Understanding

Yes*



Attachments



General Release & Indemnity Agreement

REQUIRED

Permit_Agreement_Creative_Haverhill.docx_-_Tue_Apr_11_2023_20-56-01.pdf

Uploaded by Hailey Moschella on Apr 24, 2024 at 12:37 PM



Proof of Non-Profit Status

REQUIRED

Creative_Haverhill_IRS_Tax_Exempt_Letter_Articles_of_Amendment_Form_Fri_May_6_2022_17-08-35_Tue_Apr_11_2023_21-01-18.pdf

Uploaded by Hailey Moschella on Apr 24, 2024 at 12:37 PM



Property Owner's Written Consent

REQUIRED

June Poster.pdf

Uploaded by Hailey Moschella on Apr 24, 2024 at 12:38 PM



Proof of Insurance

REQUIRED

Cert of Ins - City of Haverhill (3).PDF

Uploaded by Hailey Moschella on Apr 25, 2024 at 10:26 AM

History

Date	Activity
5/10/2024, 8:28:11 AM	Kaitlin Wright waived approval step Public Works Director Approval on Record EVNT-24-11
5/9/2024, 4:41:34 PM	Eric Tarpy approved approval step Fire Inspector Approval on Record EVNT-24-11
5/9/2024, 3:42:54 PM	Tom Bridgewater approved approval step Building Inspector Approval on Record EVNT-24-11
4/30/2024, 2:42:44 PM	Kevin Lynch approved approval step Police Department Approval on Record EVNT-24-11
4/25/2024, 1:49:05 PM	Ben Delaware approved approval step Recreation Department Approval on Record EVNT-24-11
4/25/2024, 11:33:23 AM	Kaitlin Wright assigned approval step City Council Approval to Kaitlin Wright on Record EVNT-24-11
4/25/2024, 11:33:20 AM	Kaitlin Wright unassigned approval step City Council Approval from Kaitlin Wright on Record EVNT-24-11
4/25/2024, 11:33:18 AM	altered payment step Event Permit Payment, changed sequence from "1" to "0" on Record EVNT-24-11
4/25/2024, 11:33:18 AM	Kaitlin Wright assigned approval step City Council Approval to Kaitlin Wright on Record EVNT-24-11
4/25/2024, 11:33:01 AM	approval step Building Inspector Approval was assigned to Tom Bridgewater on Record EVNT-24-11
4/25/2024, 11:33:01 AM	approval step Public Works Director Approval was assigned to Robert Ward on Record EVNT-24-11
4/25/2024, 11:33:01 AM	approval step Recreation Department Approval was assigned to Ben Delaware on Record EVNT-24-11
4/25/2024, 11:33:01 AM	approval step Police Department Approval was assigned to Kevin Lynch on Record EVNT-24-11
4/25/2024, 11:33:01 AM	approval step Fire Inspector Approval was assigned to Eric Tarpy on Record EVNT-24-11
4/25/2024, 11:33:00 AM	Kaitlin Wright approved approval step City Clerk Approval on Record EVNT-24-11
4/25/2024, 10:32:26 AM	approval step City Clerk Approval was assigned to Kaitlin Wright on Record EVNT-24-11
4/25/2024, 10:32:25 AM	completed payment step Event Permit Payment on Record EVNT-24-11
4/25/2024, 10:26:25 AM	Hailey Moschella submitted Record EVNT-24-11
4/24/2024, 12:30:22 PM	Hailey Moschella started a draft of Record EVNT-24-11

Timeline

Label	Activated	Completed	Assignee	Due Date	Status
📄 Event Permit Payment	4/25/2024, 10:26:26 AM	4/25/2024, 10:32:25 AM	Hailey Moschella	-	Completed
✓ City Clerk Approval	4/25/2024, 10:32:26 AM	4/25/2024, 11:33:00 AM	Kaitlin Wright	-	Completed
✓ Building Inspector Approval	4/25/2024, 11:33:00 AM	5/9/2024, 3:42:54 PM	Tom Bridgewater	-	Completed
✓ Fire Inspector Approval	4/25/2024, 11:33:00 AM	5/9/2024, 4:41:34 PM	Eric Tarpy	-	Completed
✓ Police Department Approval	4/25/2024, 11:33:00 AM	4/30/2024, 2:42:44 PM	Kevin Lynch	-	Completed
✓ Public Works Director Approval	4/25/2024, 11:33:00 AM	5/10/2024, 8:28:11 AM	Robert Ward	-	Skipped
✓ Recreation Department Approval	4/25/2024, 11:33:00 AM	4/25/2024, 1:49:05 PM	Ben Delaware	-	Completed
✓ City Council Approval	4/25/2024, 11:33:20 AM	-	Kaitlin Wright	-	Active
📄 Event Permit Issued	-	-	-	-	Inactive



9.1.2

EVNT-24-12

Event Permit

Status: Active

Submitted On: 4/25/2024


Primary Location


2 WASHINGTON ST
Haverhill, MA 01832

Owner


LEE PROPERTIES, LLC
ORCHARD HILL RD 155
BRADFORD, MA 01835

Applicant

 Hailey Moschella

 845-750-7941

• haverhillartwalk@gmail.com

 11 Allen Street
Haverhill, MA 01835

Organization Information

MAY 10 AM 8:56
HAVCITYCLERK

Organization*

Creative Haverhill

Organization Phone*

8457507941

Organization Address*

PO Box 205

Organization City*

Haverhill

Organization State*

MA

Organization Zip*

01831

Is the Organization Tax Exempt?*

Yes

Is the Organization Non-Profit?*

Yes

Is the Organization a House of Worship?*

No

Contact Information

Contact Name*

Hailey Moschella

Contact Title*

Haverhill Art Walk Coordinator

Contact Phone*

8457507941

Contact Email*

haverhillartwalk@gmail.com

Contact Address*

11 Allen St

Contact City*

Haverhill

Contact State*

MA

Contact Zip*

01835

Property Owner Information

Property Owner Name*

N/A

Property Owner Phone*

N/A

Property Owner Address*

N/A

Property Owner City*

N/A

Property Owner State*

N/A


Property Owner Zip*

N/A

Is the Applicant the Property Owner? 

No

Event Information

Description of event* 

Haverhill Art Walk is an indoor and outdoor event with live music, an artist market in the alleyways, family friendly programming including a paint tent, hula hooping and more. Businesses will host artist demos, plein air painters and other activities suited to their space. Haverhill Art Walk aims to support the creative community with opportunities to showcase their work while bringing business downtown.

Type of Event*

Fair

Event Date*

09/28/2024

Event Location*

Businesses, alleyways and public spaces along Washington Street and parts of Wingate Street

is the Event on Bradford Common?* 

No

Is the Event on City Property?*

Yes

Event Venue*

Outdoor

Number of Anticipated Attendees*

500

Are You Requesting Additional Fees Be Waived?

(APPLICATION FEE IS NOT WAIVABLE)*

Yes

Event Start Time*

2:00

Event End Time*

8:00

Will Food Be Served/Sold at the Event?*

No

Any Helpful Comments about Food

N/A

Special Considerations (i.e. fireworks)* ?

The event will happen twice, once in June and once in September, we are applying for event permits for each event separately.

Parking Information

Number of Parking Spaces Onsite*

50

Have Off-site Parking Arrangements Been Made?*

Yes

IF YES, Please Provide Details of Offsite Arrangements*

Multiple public parking lots and garages available for use during the event.

Are There Charges/Fees for Parking?*

Yes

IF YES, Please Specify the Type of Fees and the Amount(s).*

City of Haverhill paid parking

Sanitation Information

Number of Public Restrooms Available*

0

Type of Toilets*

Permanent

Please Describe Plans for Solid Waste Disposal & Recycling*

Participants will be able to use the restrooms within participating businesses. There won't be outside food vendors which would create trash, as the only food will be from already existing restaurants.

General Release & Indemnity Agreement

Yes*



Terms of Understanding

Yes*



Attachments



General Release & Indemnity Agreement

REQUIRED

Permit_Agreement_Creative_Haverhill.docx_-_Tue_Apr_11_2023_20-56-01.pdf

Uploaded by Hailey Moschella on Apr 24, 2024 at 12:45 PM



Proof of Non-Profit Status

REQUIRED

Creative_Haverhill_IRS_Tax_Exempt_Letter_Articles_of_Amendment_Form_Fri_May_6_2022_17-08-35_Tue_Apr_11_2023_21-01-18.pdf

Uploaded by Hailey Moschella on Apr 24, 2024 at 12:45 PM



Property Owner's Written Consent

REQUIRED

June Poster.pdf

Uploaded by Hailey Moschella on Apr 24, 2024 at 12:45 PM



Proof of Insurance

REQUIRED

Cert of Ins - City of Haverhill (3).PDF

Uploaded by Hailey Moschella on Apr 25, 2024 at 10:33 AM

History

Date	Activity
5/10/2024, 8:28:27 AM	Kaitlin Wright waived approval step Public Works Director Approval on Record EVNT-24-12
5/9/2024, 4:41:18 PM	Eric Tarpy approved approval step Fire Inspector Approval on Record EVNT-24-12
5/9/2024, 3:41:52 PM	Tom Bridgewater approved approval step Building Inspector Approval on Record EVNT-24-12
4/30/2024, 2:42:31 PM	Kevin Lynch approved approval step Police Department Approval on Record EVNT-24-12
4/25/2024, 1:49:32 PM	Ben Delaware approved approval step Recreation Department Approval on Record EVNT-24-12
4/25/2024, 11:33:57 AM	Kaitlin Wright assigned approval step City Council Approval to Kaitlin Wright on Record EVNT-24-12
4/25/2024, 11:33:55 AM	Kaitlin Wright unassigned approval step City Council Approval from Kaitlin Wright on Record EVNT-24-12
4/25/2024, 11:33:53 AM	altered payment step Event Permit Payment, changed sequence from "1" to "0" on Record EVNT-24-12
4/25/2024, 11:33:53 AM	Kaitlin Wright assigned approval step City Council Approval to Kaitlin Wright on Record EVNT-24-12
4/25/2024, 11:33:50 AM	approval step Building Inspector Approval was assigned to Tom Bridgewater on Record EVNT-24-12
4/25/2024, 11:33:50 AM	approval step Public Works Director Approval was assigned to Robert Ward on Record EVNT-24-12
4/25/2024, 11:33:50 AM	approval step Recreation Department Approval was assigned to Ben Delaware on Record EVNT-24-12
4/25/2024, 11:33:50 AM	approval step Police Department Approval was assigned to Kevin Lynch on Record EVNT-24-12
4/25/2024, 11:33:50 AM	approval step Fire Inspector Approval was assigned to Eric Tarpy on Record EVNT-24-12
4/25/2024, 11:33:49 AM	Kaitlin Wright approved approval step City Clerk Approval on Record EVNT-24-12
4/25/2024, 10:34:18 AM	approval step City Clerk Approval was assigned to Kaitlin Wright on Record EVNT-24-12
4/25/2024, 10:34:18 AM	completed payment step Event Permit Payment on Record EVNT-24-12
4/25/2024, 10:33:28 AM	Hailey Moschella submitted Record EVNT-24-12
4/24/2024, 12:41:18 PM	Hailey Moschella started a draft of Record EVNT-24-12

Timeline

Label	Activated	Completed	Assignee	Due Date	Status
📅 Event Permit Payment	4/25/2024, 10:33:29 AM	4/25/2024, 10:34:18 AM	Hailey Moschella	-	Completed
✓ City Clerk Approval	4/25/2024, 10:34:18 AM	4/25/2024, 11:33:49 AM	Kaitlin Wright	-	Completed
✓ Building Inspector Approval	4/25/2024, 11:33:49 AM	5/9/2024, 3:41:52 PM	Tom Bridgewater	-	Completed
✓ Fire Inspector Approval	4/25/2024, 11:33:49 AM	5/9/2024, 4:41:18 PM	Eric Tarpy	-	Completed
✓ Police Department Approval	4/25/2024, 11:33:49 AM	4/30/2024, 2:42:31 PM	Kevin Lynch	-	Completed
✓ Public Works Director Approval	4/25/2024, 11:33:49 AM	5/10/2024, 8:28:27 AM	Robert Ward	-	Skipped
✓ Recreation Department Approval	4/25/2024, 11:33:49 AM	4/25/2024, 1:49:32 PM	Ben Delaware	-	Completed
✓ City Council Approval	4/25/2024, 11:33:55 AM	-	Kaitlin Wright	-	Active
📅 Event Permit Issued	-	-	-	-	Inactive



General Release & Indemnity Agreement

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

Yes *



Terms of Understanding

As licensee, I understand that it is my sole responsibility for the cost of any damage that occurs to public property or extraordinary expense necessary for the public safety as a result of the public event, exhibition, show or amusement. As Licensee, I also understand that I am responsible for the cost of any police or fire official(s) required by the Haverhill City Council to be in attendance at the event.

Yes *



April 24, 2024

To whom it may concern,

As the Executive Director for Creative Haverhill, I agree to the statements above on behalf of myself, program contractors, and volunteers.

Sincerely,

A handwritten signature in black ink, appearing to read "Erin Padilla".

Erin Padilla
Executive Director
Creative Haverhill
Erin.cogswellarts@gmail.com

Internal Revenue Service

Date: April 18, 2007

**GREATER HAVERHILL CHAMBER OF
COMMERCE COMMUNITY ARTS
87 WINTER ST
HAVERHILL MA 01830-5759 877**

**Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201**

**Person to Contact:
John C. Crawford 31-08672
Customer Service Representative
Toll Free Telephone Number:
877-829-5500
Federal Identification Number:
22-2539427**

Dear Sir or Madam:

This is in response to your request of April 18, 2007, regarding your organization's tax-exempt status.

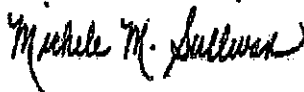
In May 1987 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

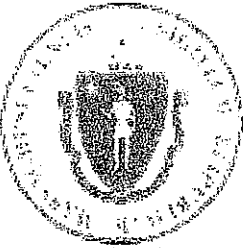
Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



**Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations 1**



**The Commonwealth of Massachusetts
William Francis Galvin**

Minimum Fee: \$15.00

Secretary of the Commonwealth, Corporations Division
One Ashburton Place, 17th floor
Boston, MA 02108-1512
Telephone: (617) 727-9640

[Special Filing Instructions](#)

Articles of Amendment

(General Laws, Chapter 180, Section 22B)

Identification Number: 222539427

We, DANIELLE SMIDA ☒ President ☐ Vice President,

and TIM JORDAN ☒ Clerk ☐ Assistant Clerk,

of GREATER HAVERHILL CHAMBER OF COMMERCE COMMUNITY ARTS AND EDUCATION
FOUNDATION, INC.

located at: 80 MERRIMACK ST 2ND FLOOR HAVERHILL, MA 01830 USA

do hereby certify that these Articles of Amendment affecting articles numbered:

☒ Article 1 ☐ Article 2 ☐ Article 3 ☐ Article 4

(Select those articles 1, 2, 3, and/or 4 that are being amended)

of the Articles of Organization were duly adopted at a meeting held on 6/30/2015, by vote of: 0 members, 6 directors, or 0 shareholders, being at least two-thirds of its members/directors legally qualified to vote in meetings of the corporation (or, in the case of a corporation having capital stock, by the holders of at least two thirds of the capital stock having the right to vote therein):

ARTICLE I

The exact name of the corporation, *as amended*, is:
(Do not state Article I if it has not been amended.)

CREATIVE HAVERHILL, INCORPORATED

ARTICLE II

The purpose of the corporation, *as amended*, is to engage in the following business activities:
(Do not state Article II if it has not been amended.)

ARTICLE III

A corporation may have one or more classes of members. *As amended*, the designation of such classes, the manner of election or appointments, the duration of membership and the qualifications and rights, including voting rights, of the members of each class, may be set forth in the by-laws of the corporation or may be set forth below:

ARTICLE IV

corporation, for its voluntary dissolution, or for limiting, defining, or regulating the powers of the business entity, or of its directors or members, or of any class of members, are as follows:
(If there are no provisions state "NONE")

The foregoing amendment(s) will become effective when these Articles of Amendment are filed in accordance with General Laws, Chapter 180, Section 7 unless these articles specify, in accordance with the vote adopting the amendment, a *later* effective date not more than *thirty days* after such filing, in which event the amendment will become effective on such later date.

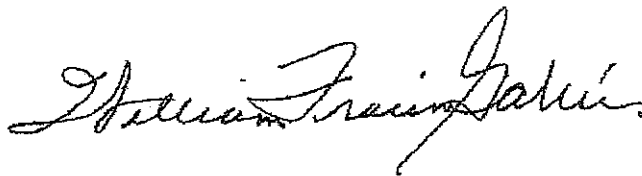
Later Effective Date:

Signed under the penalties of perjury, this 17 Day of July, 2015, DANIELLE SMIDA, its ,
President / Vice President,
TIM JORDAN, Clerk / Assistant Clerk.

THE COMMONWEALTH OF MASSACHUSETTS

I hereby certify that, upon examination of this document, duly submitted to me, it appears
that the provisions of the General Laws relative to corporations have been complied with,
and I hereby approve said articles; and the filing fee having been paid, said articles are
deemed to have been filed with me on:

July 17, 2015 03:23 PM

A handwritten signature in cursive script, reading "William Francis Galvin". The signature is written in dark ink and is centered on the page.

WILLIAM FRANCIS GALVIN

Secretary of the Commonwealth

June 8, 2024

HANOVER HILL

Art Walk

**Plein Air
Live Music
Art Market
Pub Walk**



June 8, 2024

No. 1
SUMMER EDITION

HAVERHILL

Art Walk

**Plein Air
Live Music
Art Market
Pub Walk**



2:00 PM - 8:00 PM

DOWNTOWN HAVERHILL

FREE

ALL AGES





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/24/2024

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

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

PRODUCER	James Page Insurance Agency, Inc. 191 Merrimack St, Suite 306 Haverhill, MA 01830 License #: 1780398	CONTACT NAME: James P Traver PHONE (A/C, No, Ext): (978)373-3893 FAX (A/C, No): (978)373-9321 E-MAIL ADDRESS: jtraver@jamespageins.com
INSURED	Creative Haverhill, Inc PO Box 205 Haverhill, MA 01831	INSURER(S) AFFORDING COVERAGE INSURER A: JOHNSON & JOHNSON NAIC #: A1120J INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER: 00066156-164722

REVISION NUMBER: 2

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			JTA5014583	04/01/2024	04/01/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER

CANCELLATION

City of Haverhill
4 Summer St
Haverhill, MA 01830

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

AUTHORIZED REPRESENTATIVE

(JPT)

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9.13

EVNT-24-10

Event Permit

Status: Active

Submitted On: 4/18/2024

Primary Location

10 CHURCH ST
Bradford, MA 01835

Owner

FIRST CHURCH OF CHRIST
CHURCH ST 10 BRADFORD,
MA 01835

Applicant

👤 Jeff Grassie
☎ 978-872-7535
@ jeffgrassie@yahoo.com
🏠 1153 West Lowell Ave.
Haverhill, MA 01832-1155

Organization Information

MAY 10 AM 8:54
HAVCITYCLERK

Organization*

Haverhill Farmers Market

Organization Phone*

978-872-7535

Organization Address*

10 Church Street

Organization City*

Haverhill

Organization State*

Ma

Organization Zip*

01835

Is the Organization Tax Exempt?*

Yes

Is the Organization Non-Profit?*

Yes

Is the Organization a House of Worship?*

No

Contact Information

Contact Name*

Jeff Grassie

Contact Title*

Market Organizer of Haverhill Farmers
Market

Contact Phone*

978-872-7535

Contact Email*

jeffgrassie1966@gmail.com

Contact Address*

1153 West Lowell Ave.

Contact City*

Haverhill

Contact State*

Ma

Contact Zip*

01832

Property Owner Information

Property Owner Name*

First Church of Christ

Property Owner Phone*

978-621-5152

Property Owner Address*

10 Church Street

Property Owner City*

Haverhill

Property Owner State*

Ma

Property Owner Zip*

01835

Is the Applicant the Property Owner? ⓘ

Yes

Event Information

Description of event* ?

Haverhill Farmers Market

Type of Event*

Other

IF OTHER, Please Specify*

Haverhill Farmers Market

Event Date*

06/22/2024

thru Oct 26, 2024

Event Location*

Bradford Common

Is the Event on Bradford Common?* ?

Yes

Is the Event on City Property?*

No

Event Venue*

Outdoor

Number of Anticipated Attendees*

500

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

Yes

Event Start Time*

9am

Event End Time*

1pm

Will Food Be Served/Sold at the Event?*

Yes

IF YES TO FOOD, By What Means?*

Vendors

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

Other

IF OTHER COOKING, Please Explain*

all Board of Health approved vendors, on site cooking with small propane tanks or electricity

Any Helpful Comments about Food

Special Considerations (i.e. fireworks)* ?

no

Parking Information

Number of Parking Spaces Onsite*

200

Have Off-site Parking Arrangements Been Made?*

Yes

IF YES, Please Provide Details of Offsite Arrangements*

Sacred Hearts Church and School

Are There Charges/Fees for Parking?*

No

Sanitation Information

Number of Public Restrooms Available*

3

Type of Toilets*

Permanent

Please Describe Plans for Solid Waste Disposal & Recycling*

bathrooms at church, barrels at Bradford Common

General Release & Indemnity Agreement

Yes*



Terms of Understanding

Yes*



Attachments

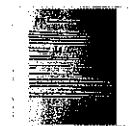


Event Agreements, Leases & Contracts

2024 Letter of Intent FM.jpg

Uploaded by Jeff Grassie on Apr 18, 2024 at 4:43 PM

REQUIRED

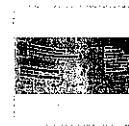


General Release & Indemnity Agreement

2024 Letter of Intent FM.jpg

Uploaded by Jeff Grassie on Apr 18, 2024 at 4:43 PM

REQUIRED



Proof of Non-Profit Status

IMG_8278.jpg

Uploaded by Jeff Grassie on Apr 18, 2024 at 4:29 PM

REQUIRED



Letter of Agreement from First Church of Christ

FM Insurance Binder.jpg

Uploaded by Jeff Grassie on Apr 18, 2024 at 4:33 PM

**Proof of Insurance**

FM Insurance Binder.jpg

Uploaded by Jeff Grassie on Apr 18, 2024 at 4:32 PM

REQUIRED**FM Insurance Binder.jpg**

FM Insurance Binder.jpg

Uploaded by Jeff Grassie on Apr 13, 2024 at 7:38 AM

**FM Insurance receipt.jpg**

FM Insurance receipt.jpg

Uploaded by Jeff Grassie on Apr 13, 2024 at 7:39 AM

**FARMERS MARKET LETTER 2024 (1).pdf**

FARMERS MARKET LETTER 2024 (1).pdf

Uploaded by Jeff Grassie on Apr 26, 2024 at 6:02 AM

History

Date	Activity
5/3/2024, 3:34:34 PM	Neil Gouveia approved approval step Health Inspector Approval on Record EVNT-24-10
5/3/2024, 3:11:29 PM	Kaitlin Wright assigned approval step City Council Approval to Kaitlin Wright on Record EVNT-24-10
4/30/2024, 2:42:55 PM	Kevin Lynch approved approval step Police Department Approval on Record EVNT-24-10
4/30/2024, 2:18:02 PM	Tom Bridgewater approved approval step Building Inspector Approval on Record EVNT-24-10
4/26/2024, 11:18:22 AM	altered payment step Event Permit Payment, changed sequence from "1" to "0" on Record EVNT-24-10
4/26/2024, 11:18:22 AM	Mark Tolman assigned approval step Health Inspector Approval to Neil Gouveia on Record EVNT-24-10
4/26/2024, 9:34:45 AM	Kaitlin Wright approved approval step City Clerk Approval on Record EVNT-24-10
4/25/2024, 4:09:35 PM	Eric Tarpy approved approval step Fire Inspector Approval on Record EVNT-24-10
4/25/2024, 11:25:11 AM	Kaitlin Wright assigned approval step Public Works Director Approval to Robert Ward on Record EVNT-24-10

Date	Activity
4/25/2024, 11:24:58 AM	Kaitlin Wright assigned approval step Police Department Approval to Kevin Lynch on Record EVNT-24-10
4/25/2024, 11:24:50 AM	Kaitlin Wright assigned approval step Health Inspector Approval to Mark Tolman on Record EVNT-24-10
4/25/2024, 11:24:40 AM	Kaitlin Wright assigned approval step Fire Inspector Approval to Eric Tarpy on Record EVNT-24-10
4/25/2024, 11:24:33 AM	Kaitlin Wright assigned approval step Building Inspector Approval to Tom Bridgewater on Record EVNT-24-10
4/24/2024, 2:03:52 PM	approval step City Clerk Approval was assigned to Kaitlin Wright on Record EVNT-24-10
4/24/2024, 2:03:50 PM	completed payment step Event Permit Payment on Record EVNT-24-10
4/18/2024, 4:44:50 PM	Jeff Grassie submitted Record EVNT-24-10
4/13/2024, 7:18:52 AM	Jeff Grassie started a draft of Record EVNT-24-10

Timeline

Label	Activated	Completed	Assignee	Due Date	Status
🕒 Event Permit Payment	4/18/2024, 4:44:51 PM	4/24/2024, 2:03:50 PM	Jeff Grassie	-	Completed
✓ City Clerk Approval	4/24/2024, 2:03:51 PM	4/26/2024, 9:34:45 AM	Kaitlin Wright	-	Completed
✓ Building Inspector Approval	4/25/2024, 11:24:26 AM	4/30/2024, 2:18:02 PM	Tom Bridgewater	-	Completed
✓ Fire Inspector Approval	4/25/2024, 11:24:36 AM	4/25/2024, 4:09:35 PM	Eric Tarpy	-	Completed
✓ Health Inspector Approval	4/25/2024, 11:24:46 AM	5/3/2024, 3:34:34 PM	Neil Gouveia	-	Completed

Label	Activated	Completed	Assignee	Due Date	Status
✓ Police Department Approval	4/25/2024, 11:24:52 AM	4/30/2024, 2:42:55 PM	Kevin Lynch	-	Completed
✓ Public Works Director Approval	4/25/2024, 11:25:01 AM	-	Robert Ward	-	Active
✓ City Council Approval	5/3/2024, 3:11:30 PM	-	Kaitlin Wright	-	Active
📅 Event Permit Issued	-	-	-	-	Inactive

General Release & Indemnity

The Above organization in consideration of the permit granted by the City of Milwaukee hereby remises, releases and forever discharges the City of Milwaukee, its officers and attorneys from all manner of actions, causes of actions, debts, damages, claims, suits and in equity, more especially any and all claims as a result of the use of the City's Property, including, but not limited to, property damages and personal injuries.

Signature of Authorized
Agent of Organization

[Handwritten Signature]

Signature Witnessed By

City Council will hear this request for application on:

(date)

(time)

Applicant must attend Yes ☐ No ☐

Licensee is solely responsible for the cost of any damage that occurs to public property or extraordinary expense necessary for the public safety as a result of the public event, exhibition, show or amusement.

Licensee shall be responsible for the cost of any police or fire officials required by the City Council to be attendance at the event.



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities

CREATIVE HAVERHILL INC
PO BOX 205
HAVERHILL, MA 01831-0205

(They) are our FISCAL



IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must meet the terms and conditions of the policy, certain policies may require an endorsement. A certificate holder in lieu of such endorsement(s).

CONTACT: Larry Spill

Pro Insur, Inc dba
Campbell Risk Management
9595 Whitley Drive, Suite 204
Indianapolis, IN 46240
Larry Spilker Ext 203

ADDRESS: _____

INSURED
Haverhill Farmers Market
1153 West Lowell Ave.
Haverhill Massachusetts 01832

INSURER'S

CERTIFICATE NUMBER:

COVERAGES **CERTIFICATE NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED. NOTWITHSTANDING ANY REQUIREMENT, TERM, OR CONDITION OF ANY CONTRACT OR OTHER INSTRUMENT, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN MAY BE SUBJECT TO EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

[illegible]

Those usual to the Insured's operation. Blanket additional Insured applies per coverage form 421. 2915.00 15. 9/1/01. 10/1/01. 11/1/01. 12/1/01. 1/1/02. 2/1/02. 3/1/02. 4/1/02. 5/1/02. 6/1/02. 7/1/02. 8/1/02. 9/1/02. 10/1/02. 11/1/02. 12/1/02. 1/1/03. 2/1/03. 3/1/03. 4/1/03. 5/1/03. 6/1/03. 7/1/03. 8/1/03. 9/1/03. 10/1/03. 11/1/03. 12/1/03. 1/1/04. 2/1/04. 3/1/04. 4/1/04. 5/1/04. 6/1/04. 7/1/04. 8/1/04. 9/1/04. 10/1/04. 11/1/04. 12/1/04. 1/1/05. 2/1/05. 3/1/05. 4/1/05. 5/1/05. 6/1/05. 7/1/05. 8/1/05. 9/1/05. 10/1/05. 11/1/05. 12/1/05. 1/1/06. 2/1/06. 3/1/06. 4/1/06. 5/1/06. 6/1/06. 7/1/06. 8/1/06. 9/1/06. 10/1/06. 11/1/06. 12/1/06. 1/1/07. 2/1/07. 3/1/07. 4/1/07. 5/1/07. 6/1/07. 7/1/07. 8/1/07. 9/1/07. 10/1/07. 11/1/07. 12/1/07. 1/1/08. 2/1/08. 3/1/08. 4/1/08. 5/1/08. 6/1/08. 7/1/08. 8/1/08. 9/1/08. 10/1/08. 11/1/08. 12/1/08. 1/1/09. 2/1/09. 3/1/09. 4/1/09. 5/1/09. 6/1/09. 7/1/09. 8/1/09. 9/1/09. 10/1/09. 11/1/09. 12/1/09. 1/1/10. 2/1/10. 3/1/10. 4/1/10. 5/1/10. 6/1/10. 7/1/10. 8/1/10. 9/1/10. 10/1/10. 11/1/10. 12/1/10. 1/1/11. 2/1/11. 3/1/11. 4/1/11. 5/1/11. 6/1/11. 7/1/11. 8/1/11. 9/1/11. 10/1/11. 11/1/11. 12/1/11. 1/1/12. 2/1/12. 3/1/12. 4/1/12. 5/1/12. 6/1/12. 7/1/12. 8/1/12. 9/1/12. 10/1/12. 11/1/12. 12/1/12. 1/1/13. 2/1/13. 3/1/13. 4/1/13. 5/1/13. 6/1/13. 7/1/13. 8/1/13. 9/1/13. 10/1/13. 11/1/13. 12/1/13. 1/1/14. 2/1/14. 3/1/14. 4/1/14. 5/1/14. 6/1/14. 7/1/14. 8/1/14. 9/1/14. 10/1/14. 11/1/14. 12/1/14. 1/1/15. 2/1/15. 3/1/15. 4/1/15. 5/1/15. 6/1/15. 7/1/15. 8/1/15. 9/1/15. 10/1/15. 11/1/15. 12/1/15. 1/1/16. 2/1/16. 3/1/16. 4/1/16. 5/1/16. 6/1/16. 7/1/16. 8/1/16. 9/1/16. 10/1/16. 11/1/16. 12/1/16. 1/1/17. 2/1/17. 3/1/17. 4/1/17. 5/1/17. 6/1/17. 7/1/17. 8/1/17. 9/1/17. 10/1/17. 11/1/17. 12/1/17. 1/1/18. 2/1/18. 3/1/18. 4/1/18. 5/1/18. 6/1/18. 7/1/18. 8/1/18. 9/1/18. 10/1/18. 11/1/18. 12/1/18. 1/1/19. 2/1/19. 3/1/19. 4/1/19. 5/1/19. 6/1/19. 7/1/19. 8/1/19. 9/1/19. 10/1/19. 11/1/19. 12/1/19. 1/1/20. 2/1/20. 3/1/20. 4/1/20. 5/1/20. 6/1/20. 7/1/20. 8/1/20. 9/1/20. 10/1/20. 11/1/20. 12/1/20. 1/1/21. 2/1/21. 3/1/21. 4/1/21. 5/1/21. 6/1/21. 7/1/21. 8/1/21. 9/1/21. 10/1/21. 11/1/21. 12/1/21. 1/1/22. 2/1/22. 3/1/22. 4/1/22. 5/1/22. 6/1/22. 7/1/22. 8/1/22. 9/1/22. 10/1/22. 11/1/22. 12/1/22. 1/1/23. 2/1/23. 3/1/23. 4/1/23. 5/1/23. 6/1/23. 7/1/23. 8/1/23. 9/1/23. 10/1/23. 11/1/23. 12/1/23. 1/1/24. 2/1/24. 3/1/24. 4/1/24. 5/1/24. 6/1/24. 7/1/24. 8/1/24. 9/1/24. 10/1/24. 11/1/24. 12/1/24. 1/1/25. 2/1/25. 3/1/25. 4/1/25. 5/1/25. 6/1/25. 7/1/25. 8/1/25. 9/1/25. 10/1/25. 11/1/25. 12/1/25. 1/1/26. 2/1/26. 3/1/26. 4/1/26. 5/1/26. 6/1/26. 7/1/26. 8/1/26. 9/1/26. 10/1/26. 11/1/26. 12/1/26. 1/1/27. 2/1/27. 3/1/27. 4/1/27. 5/1/27. 6/1/27. 7/1/27. 8/1/27. 9/1/27. 10/1/27. 11/1/27. 12/1/27. 1/1/28. 2/1/28. 3/1/28. 4/1/28. 5/1/28. 6/1/28. 7/1/28. 8/1/28. 9/1/28. 10/1/28. 11/1/28. 12/1/28. 1/1/29. 2/1/29. 3/1/29. 4/1/29. 5/1/29. 6/1/29. 7/1/29. 8/1/29. 9/1/29. 10/1/29. 11/1/29. 12/1/29. 1/1/30. 2/1/30. 3/1/30. 4/1/30. 5/1/30. 6/1/30. 7/1/30. 8/1/30. 9/1/30. 10/1/30. 11/1/30. 12/1/30. 1/1/31. 2/1/31. 3/1/31. 4/1/31. 5/1/31. 6/1/31. 7/1/31. 8/1/31. 9/1/31. 10/1/31. 11/1/31. 12/1/31. 1/1/32. 2/1/32. 3/1/32. 4/1/32. 5/1/32. 6/1/32. 7/1/32. 8/1/32. 9/1/32. 10/1/32. 11/1/32. 12/1/32. 1/1/33. 2/1/33. 3/1/33. 4/1/33. 5/1/33. 6/1/33. 7/1/33. 8/1/33. 9/1/33. 10/1/33. 11/1/33. 12/1/33. 1/1/34. 2/1/34. 3/1/34. 4/1/34. 5/1/34. 6/1/34. 7/1/34. 8/1/34. 9/1/34. 10/1/34. 11/1/34. 12/1/34. 1/1/35. 2/1/35. 3/1/35. 4/1/35. 5/1/35. 6/1/35. 7/1/35. 8/1/35. 9/1/35. 10/1/35. 11/1/35. 12/1/35. 1/1/36. 2/1/36. 3/1/36. 4/1/36. 5/1/36. 6/1/36. 7/1/36. 8/1/36. 9/1/36. 10/1/36. 11/1/36. 12/1/36. 1/1/37. 2/1/37. 3/1/37. 4/1/37. 5/1/37. 6/1/37. 7/1/37. 8/1/37. 9/1/37. 10/1/37. 11/1/37. 12/1/37. 1/1/38. 2/1/38. 3/1/38. 4/1/38. 5/1/38. 6/1/38. 7/1/38. 8/1/38. 9/1/38. 10/1/38. 11/1/38. 12/1/38. 1/1/39. 2/1/39. 3/1/39. 4/1/39. 5/1/39. 6/1/39. 7/1/39. 8/1/39. 9/1/39. 10/1/39. 11/1/39. 12/1/39. 1/1/40. 2/1/40. 3/1/40. 4/1/40. 5/1/40. 6/1/40. 7/1/40. 8/1/40. 9/1/40. 10/1/40. 11/1/40. 12/1/40. 1/1/41. 2/1/41. 3/1/41. 4/1/41. 5/1/41. 6/1/41. 7/1/41. 8/1/41. 9/1/41. 10/1/41. 11/1/41. 12/1/41. 1/1/42. 2/1/42. 3/1/42. 4/1/42. 5/1/42. 6/1/42. 7/1/42. 8/1/42.

CANCELLATION

Haverhill Farmers Market
10 Church Street
Haverhill, Ma 01835

City of Haverhill
4 Summer Street
Haverhill, Ma. 01830

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

AUTHORIZED REPRESENTATIVE

John C. Campbell

The First Church of Christ, Bradford

10 Church Street

Bradford, Massachusetts 01835

978-374-1114

office@ccbradford.org

April 25, 2024

Dear City Council President Thomas and members of the Haverhill City Council:

Please be advised the Trustees of the First Church of Christ – Bradford grant permission to use the Bradford Common to the HAVERHILL FARMERS MARKET to hold their 2024 Market on the Common on Saturday's 9AM to 1PM starting June 22nd thru October 26th 2024.

Our approval is contingent upon the Haverhill Farmers Market meeting all Haverhill City Council, Haverhill Police Department and our Board of Trustees' requirements.

Please contact us through the church office (telephone number and e-mail address above) if you have any questions or concerns.

Very truly yours:

Steven R Esty

Steven Esty, President

Board of Trustees



City of Haverhill, MA

May 10, 2024

EVNT-24-10

City Clerk Approval

Event Permit

Status: Complete

Became Active: Apr 24, 2024

Assignee: Kaitlin Wright

Completed: Apr 26, 2024

Applicant

Jeff Grassie
jeffgrassie@yahoo.com
1153 West Lowell Ave.
Haverhill, MA 01832-1155
9788727535

Primary Location

10 CHURCH ST
Bradford, MA 01835

Owner:

FIRST CHURCH OF CHRIST
10 CHURCH ST BRADFORD, MA 01835

Comments

Kaitlin Wright, Apr 25, 2024

Waiting on letter from church to be uploaded before approval.

Jeff Grassie, Apr 26, 2024

Hey Kaitlin, I just got their letter and uploaded for you. Just let me know what else you need :)

Kaitlin Wright, Apr 26, 2024

Jeff, I have gone ahead and approved on my end. I just need the other departments to approve before sending to Council.

Jeff Grassie, May 2, 2024

Sounds great and thank you Kaitlin :)



City of Haverhill, MA

5/10/2024

9.1.4

EVNT-24-8

Event Permit

Status: Active

Submitted On: 4/5/2024

Primary Location

542 NORTH BROADWAY

Haverhill, MA 01832

Owner

CITY OF HAVERHILL

SUMMER ST 4 HAVERHILL,

MA 01830

Applicant

JAMES CARBONE

917-386-8357

jimmypotsandpans@gmail.com

29 Rutherford ave

Haverhill, MA 01830

Organization Information

MAY 10 AM 8:57
HAVERHILL CLERK

Organization*

Tattersall Farm-to-Table food and drink
tasting event

Organization Phone*

917 386 8357

Organization Address*

Washington Square #1866

Organization City*

Haverhill

Organization State*

MA

Organization Zip*

01831

Is the Organization Tax Exempt?*

Yes

Is the Organization Non-Profit?*

Yes

Is the Organization a House of Worship?*

No

Contact Information

Contact Name*

James Carbone

Contact Title*

Event Producer

Contact Phone*

917 386 8357

Contact Email*

Jimmypotsandpans@gmail.com

Contact Address*

Washington Square #1866

Contact City*

Haverhill

Contact State*

MA

Contact Zip*

01831

Property Owner Information

Property Owner Name*

Tattersall Farm trustees

Property Owner Phone*

9783742390

Property Owner Address*

542 North Broadway

Property Owner City*

Haverhill

Property Owner State*

MA

Property Owner Zip*

01832

Is the Applicant the Property Owner? ②

No

Event Information

Description of event* ?

Tattersall Farm-to-Table food and drink tasting event

Type of Event*

Festival

Event Date*

07/25/2024

Event Location*

542 North Broadway

is the Event on Bradford Common?* ?

No

Is the Event on City Property?*

Yes

Event Venue*

Outdoor

Number of Anticipated Attendees*

150

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

No

Event Start Time*

5pm

Event End Time*

8:30pm

Will Food Be Served/Sold at the Event?*

Yes

IF YES TO FOOD, By What Means?*

Caterer

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

Prepared Off-site

Any Helpful Comments about Food

La Pizza Di Forno will be lead caterer with guest chefs from other licensed Haverhill restaurants like Roasted Cafe, Mark's Deli

Special Considerations (i.e. fireworks)* ?

N/a

Parking Information

Number of Parking Spaces Onsite*

100

Have Off-site Parking Arrangements Been Made?*

No

Are There Charges/Fees for Parking?*

No

Sanitation Information

Number of Public Restrooms Available*

3

Type of Toilets*

Portable

Please Describe Plans for Solid Waste Disposal & Recycling*

Covanta, regular venue service

IF PORTABLE TOILETS, Who is the Vendor?*

THRONE DEPOT, BILLERICA MA

General Release & Indemnity Agreement

Yes*



Terms of Understanding

Yes*



Attachments



General Release & Indemnity Agreement

Indemnify 2024.pdf

Uploaded by JAMES CARBONE on Apr 5, 2024 at 4:59 PM

REQUIRED



Proof of Non-Profit Status

tattersall non profit.PDF

Uploaded by JAMES CARBONE on Apr 5, 2024 at 4:56 PM

REQUIRED



Property Owner's Written Consent

Tattersall Consent letter 24.pdf

Uploaded by JAMES CARBONE on Apr 5, 2024 at 4:54 PM

REQUIRED



Proof of Insurance

GL_ACORD_CityofHaverhill_08_31_2023_P100259182-1244095943456.PDF.pdf

Uploaded by JAMES CARBONE on Apr 5, 2024 at 4:55 PM

REQUIRED

History

Date	Activity
4/12/2024, 11:10:56 AM	Kevin Lynch approved approval step Police Department Approval on Record EVNT-24-8
4/11/2024, 11:21:38 AM	Ben Delaware approved approval step Recreation Department Approval on Record EVNT-24-8
4/11/2024, 9:37:40 AM	Tom Bridgewater approved approval step Building Inspector Approval on Record EVNT-24-8
4/11/2024, 8:19:54 AM	Mark Tolman approved approval step Health Inspector Approval on Record EVNT-24-8
4/10/2024, 2:05:20 PM	Eric Tarpay approved approval step Fire Inspector Approval on Record EVNT-24-8
4/10/2024, 1:00:53 PM	Kaitlin Wright assigned approval step City Council Approval to Kaitlin Wright on Record EVNT-24-8
4/10/2024, 1:00:31 PM	approval step Building Inspector Approval was assigned to Tom Bridgewater on Record EVNT-24-8
4/10/2024, 1:00:31 PM	approval step Public Works Director Approval was assigned to Robert Ward on Record EVNT-24-8
4/10/2024, 1:00:31 PM	approval step Recreation Department Approval was assigned to Ben Delaware on Record EVNT-24-8
4/10/2024, 1:00:31 PM	approval step Health Inspector Approval was assigned to Mark Tolman on Record EVNT-24-8
4/10/2024, 1:00:31 PM	approval step Police Department Approval was assigned to Kevin Lynch on Record EVNT-24-8
4/10/2024, 1:00:30 PM	approval step Fire Inspector Approval was assigned to Eric Tarpay on Record EVNT-24-8
4/10/2024, 1:00:29 PM	Kaitlin Wright approved approval step City Clerk Approval on Record EVNT-24-8
4/5/2024, 5:00:20 PM	approval step City Clerk Approval was assigned to Kaitlin Wright on Record EVNT-24-8
4/5/2024, 5:00:20 PM	completed payment step Event Permit Payment on Record EVNT-24-8
4/5/2024, 4:59:33 PM	JAMES CARBONE submitted Record EVNT-24-8
4/5/2024, 4:44:03 PM	JAMES CARBONE started a draft of Record EVNT-24-8

Timeline

Label	Activated	Completed	Assignee	Due Date	Status
💰 Event Permit Payment	4/5/2024, 4:59:34 PM	4/5/2024, 5:00:20 PM	JAMES CARBONE	-	Completed
✓ City Clerk Approval	4/5/2024, 5:00:20 PM	4/10/2024, 1:00:29 PM	Kaitlin Wright	-	Completed
✓ Building Inspector Approval	4/10/2024, 1:00:30 PM	4/11/2024, 9:37:40 AM	Tom Bridgewater	-	Completed
✓ Fire Inspector Approval	4/10/2024, 1:00:30 PM	4/10/2024, 2:05:20 PM	Eric Tarpy	-	Completed
✓ Health Inspector Approval	4/10/2024, 1:00:30 PM	4/11/2024, 8:19:54 AM	Mark Tolman	-	Completed
✓ Police Department Approval	4/10/2024, 1:00:30 PM	4/12/2024, 11:10:56 AM	Kevin Lynch	-	Completed
✓ Public Works Director Approval	4/10/2024, 1:00:30 PM	-	Robert Ward	-	Active
✓ Recreation Department Approval	4/10/2024, 1:00:30 PM	4/11/2024, 11:21:38 AM	Ben Delaware	-	Completed
✓ City Council Approval	4/16/2024, 11:41:21 AM	-	Kaitlin Wright	-	Active
📅 Event Permit Issued	-	-	-	-	Inactive

Tattersall Farm-to-Table /James Carbone
Event July 25, 2024
Indemnify

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

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



tattersall farm non profit info

1 message

jimmy pots and pans

<jimmypotsandpans@gmail.com>

Tue, Jan 31, 2023 at 1:03

PM

To: Jimmy Carbone <jimmypotsandpans@gmail.com>

Non profit info

Tattersall Farm Charitable Foundation Trust

542 North Broadway P

.O.Box 456

Haverhill MA 01831

Non profit info, tax id 04-6909192

John G. Cleary , co- trustee

Kathy Bresnahan T

tattersall Farm Charitable Foundation Trust

April 4, 2024

James Carbone
Washington Square #1866
Haverhill, MA 01831

Re: Farm to Table Event

Dear Mr. Carbone:

This letter is to confirm the recent vote of the Trustees of the Tattersall Farm Charitable Foundation Trust approving your application to make use of Tattersall Farm on July 25, 2024, to host a Farm to Table event. This event will include the serving of alcoholic beverages, and approval is based on the condition that you obtain all necessary permits from the City of Haverhill to conduct this event.

Trustees consent to all permit applications you will need to file with the City Departments, including the permit to serve alcohol.

Sincerely,

Kathleen Bresnahan, Co-Trustee
Tattersall Farm Charitable Foundation Trust



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/31/2023

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

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

PRODUCER Hiscox Inc. 5 Concourse Parkway Suite 2150 Atlanta GA, 30328	CONTACT NAME: PHONE (A/C, No, Ext): (888) 202-3007 E-MAIL ADDRESS: contact@hiscox.com FAX (A/C, No):
INSURED Rutherford Food Resources Inc 65 East 4th Street #34 New York, NY 10003	INSURER(S) AFFORDING COVERAGE INSURER A: Hiscox Insurance Company Inc INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 10200

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		P100.259.182.3	05/12/2023	05/12/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ S/T Gen. Agg. \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A						PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDERCity of Haverhill
Summer Street
Haverhill, MA 01830**CANCELLATION**

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

AUTHORIZED REPRESENTATIVE

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City of Haverhill, MA

May 10, 2024

EVNT-24-8

City Clerk Approval

Event Permit

Status: Complete

Became Active: Apr 5, 2024

Assignee: Kaitlin Wright

Completed: Apr 10, 2024

Applicant

JAMES CARBONE
jimmypotsandpans@gmail.com
29 Rutherford ave
Haverhill, MA 01830
9173868357

Primary Location

542 NORTH BROADWAY
Haverhill, MA 01832

Owner:

CITY OF HAVERHILL
4 SUMMER ST HAVERHILL, MA 01830

Comments

Kaitlin Wright, Apr 10, 2024

Please ensure to upload updated insurance before event.

JAMES CARBONE, Apr 10, 2024

Thank you, will update insurance renewal when it's issued in May



City of Haverhill, MA

May 10, 2024

EVNT-24-8

Fire Inspector Approval

Event Permit

Status: Complete

Became Active: Apr 10, 2024

Assignee: Eric Tarpy

Completed: Apr 10, 2024

Applicant

JAMES CARBONE
jimmypotsandpans@gmail.com
29 Rutherford ave
Haverhill, MA 01830
9173868357

Primary Location

542 NORTH BROADWAY
Haverhill, MA 01832

Owner:

CITY OF HAVERHILL
4 SUMMER ST HAVERHILL, MA 01830

Comments

Eric Tarpy, Apr 10, 2024

FD okay with event. Any propane over 42lbs needs fire dept. permit.



City of Haverhill, MA

May 10, 2024

EVNT-24-8

Building Inspector Approval

Event Permit

Status: Complete

Became Active: Apr 10, 2024

Assignee: Tom Bridgewater

Completed: Apr 11, 2024

Applicant

JAMES CARBONE
jimmypotsandpans@gmail.com
29 Rutherford ave
Haverhill, MA 01830
9173868357

Primary Location

542 NORTH BROADWAY
Haverhill, MA 01832

Owner:

CITY OF HAVERHILL
4 SUMMER ST HAVERHILL, MA 01830

Comments

Tom Bridgewater, Apr 11, 2024

Building ok with the proposed event



City of Haverhill, MA

May 10, 2024

EVNT-24-8

Health Inspector Approval

Event Permit

Status: Complete

Became Active: Apr 10, 2024

Assignee: Mark Tolman

Completed: Apr 11, 2024

Applicant

JAMES CARBONE
jimmypotsandpans@gmail.com
29 Rutherford ave
Haverhill, MA 01830
9173868357

Primary Location

542 NORTH BROADWAY
Haverhill, MA 01832

Owner:

CITY OF HAVERHILL
4 SUMMER ST HAVERHILL, MA 01830

Comments

Mark Tolman, Apr 11, 2024

Food vendors must apply for temporary food permits as required.

Any questions regarding porta potties my # is 978-374-2341.



City of Haverhill, MA

May 10, 2024

EVNT-24-8

Police Department Approval

Event Permit

Status: Complete

Became Active: Apr 10, 2024

Assignee: Kevin Lynch

Completed: Apr 12, 2024

Applicant

JAMES CARBONE
jimmypotsandpans@gmail.com
29 Rutherford ave
Haverhill, MA 01830
9173868357

Primary Location

542 NORTH BROADWAY
Haverhill, MA 01832

Owner:

CITY OF HAVERHILL
4 SUMMER ST HAVERHILL, MA 01830

Comments

Kevin Lynch, Apr 12, 2024

Will require one police detail. Please call Lt. Powell at 978 722-1512 to schedule detail.



City of Haverhill, MA

May 10, 2024

EVNT-24-8

Public Works Director Approval

Event Permit

Status: Skipped

Became Active: May 10, 2024

Assignee: Robert Ward

Completed: May 10, 2024

Applicant

JAMES CARBONE
jimmypotsandpans@gmail.com
29 Rutherford ave
Haverhill, MA 01830
9173868357

Primary Location

542 NORTH BROADWAY
Haverhill, MA 01832

Owner:

CITY OF HAVERHILL
4 SUMMER ST HAVERHILL, MA 01830

Comments

Kaitlin Wright, Apr 16, 2024

Please review so we can send this to council

Kaitlin Wright, Apr 24, 2024

@Robert Ward please review ASAP



City of Haverhill, MA

5/9/2024

9.2.1

LCDL-24-3

Alcohol - One-Day
License

Status: Active

Submitted On: 3/19/2024

Primary Location

2 MERRIMACK ST Unit
Boardwalk
Haverhill, MA 01830

Owner

Harbor Place
Merrimack Street 44
Haverhill, MA 01830

Applicant

JAMES CARBONE
 917-386-8357
jimmypotsandpans@gmail.com
 29 Rutherford ave
Haverhill, MA 01830

*pending
update
liquor
license
for
liquor
license*

Applicant Information

Applicant Role in the Event*

Event Host (i.e. bride, parent, relative)

Birth Date*

08/17/1965

Is the Event Sponsored?*

no

IF NO, What Type of Event?*

Other

IF NO, Who is the Responsible Person*

James Carbone

IF NO, Responsible Person's Address*

29 Rutherford Ave

IF NO, Responsible Person's City*

Haverhill

IF NO, Responsible Person's State*

MA

IF NO, Responsible Person's Zip*

01830

IF NO, Responsible Person's Phone*

9173868357

IF NO, Responsible Person's Email*

Jimmypotsandpans@gmail.com

IF NO, Responsible Person's Social Security #*

025425680

NOV 5 PM 11:58
HAWK CITY CLERK

Event Information

Type of License Being Requested*

Beer & Wine

Event Date*

06/20/2024

Event Start Time*

5:00pm

Event End Time*

8:30pm

Event Location*

Harbor Place outdoor courtyard and boardwalk

Event Purpose*

CiderFeast food and drink taste event

Will there Be Music or Entertainment?*

No

Will the Event be Catered?*

Yes

Name of Caterer*

La Pizza Di Forno

Will Food be Provided in Another Way?*

Yes

Expected Number of Adults Attending*

150

Expected Number of Children Attending* ⓘ

0

Is an Entrance Fee/Donation Required?*

Yes

Type of Attendees*

Public

Will the Event Be on City Property?* ⓘ

Yes

Liquor Information

Name of Liquor Wholesaler*

Craft Collective

Name of Person Serving the Alcohol* ⓘ

James Carbone

Is This a Cash Bar?*

No

Agreement & Signature

Yes*




Office Use Only

 Expiration Date

—

 Receipts Submitted

—

 Conditions or Restrictions

Attachments



TIPS Certification

REQUIRED

etips James carbone -1.jpg

Uploaded by JAMES CARBONE on Mar 19, 2024 at 5:32 AM



Liquor Liability Insurance

REQUIRED

TemplateFiller_policy_cover_generic_2023-02-08_18-57-50_bb13d44e-7dc5-492b-acf4-48c22fa8350a-1.pdf

Uploaded by JAMES CARBONE on Mar 19, 2024 at 5:31 AM



GL_ACORD_CityofHaverhill_08_31_2023_P100259182-1244095943456.PDF.pdf

GL_ACORD_CityofHaverhill_08_31_2023_P100259182-1244095943456.PDF.pdf

Uploaded by JAMES CARBONE on Mar 20, 2024 at 1:10 PM

History

Date	Activity
5/9/2024, 11:51:54 AM	Kaitlin Wright assigned approval step Mayor Approval to Christine Lindberg on Record LCDL-24-3
4/11/2024, 8:22:26 AM	Kaitlin Wright approved approval step License Commission Approval on Record LCDL-24-3
4/11/2024, 8:22:03 AM	Kaitlin Wright assigned approval step License Commission Approval to Kaitlin Wright on Record LCDL-24-3
4/11/2024, 8:18:54 AM	Kaitlin Wright approved approval step License Commission Clerk Approval on Record LCDL-24-3
4/11/2024, 8:18:32 AM	Kaitlin Wright assigned approval step License Commission Clerk Approval to Kaitlin Wright on Record LCDL-24-3
4/11/2024, 8:13:27 AM	approval step City Council Approval was assigned to Kaitlin Wright on Record LCDL-24-3
4/11/2024, 8:13:26 AM	Mark Tolman approved approval step Health Dept. Approval on Record LCDL-24-3
4/9/2024, 4:15:27 PM	Kaitlin Wright assigned approval step Health Dept. Approval to Mark Tolman on Record LCDL-24-3
3/26/2024, 3:19:19 PM	Kevin Lynch approved approval step Police Department Approval on Record LCDL-24-3
3/25/2024, 9:44:25 AM	approval step Police Department Approval was assigned to Kevin Lynch on Record LCDL-24-3
3/25/2024, 9:44:24 AM	Jennifer Sanchez approved approval step Licensing Clerk Review on Record LCDL-24-3
3/19/2024, 5:33:49 AM	approval step Licensing Clerk Review was assigned to Jennifer Sanchez on Record LCDL-24-3
3/19/2024, 5:33:49 AM	completed payment step 1-Day License Fee Payment on Record LCDL-24-3
3/19/2024, 5:33:01 AM	JAMES CARBONE submitted Record LCDL-24-3
3/18/2024, 6:28:05 PM	JAMES CARBONE altered Record LCDL-24-3, changed ownerStreetNo from "" to "44"
3/18/2024, 6:28:05 PM	JAMES CARBONE altered Record LCDL-24-3, changed ownerUnit from "" to "Office "
3/18/2024, 6:28:05 PM	JAMES CARBONE altered Record LCDL-24-3, changed ownerCity from "" to "Haverhill"
3/18/2024, 6:28:05 PM	JAMES CARBONE altered Record LCDL-24-3, changed ownerEmail from "" to "Ghfoundation1964@gmail.com"
3/18/2024, 6:28:05 PM	JAMES CARBONE altered Record LCDL-24-3, changed ownerName from "" to "Harbor Place"

Date	Activity
3/18/2024, 6:28:05 PM	JAMES CARBONE altered Record LCDL-24-3, changed ownerPhoneNo from "" to "6177190893"
3/18/2024, 6:28:05 PM	JAMES CARBONE altered Record LCDL-24-3, changed ownerPostalCode from "" to "01830"
3/18/2024, 6:28:05 PM	JAMES CARBONE altered Record LCDL-24-3, changed ownerState from "" to "MA"
3/18/2024, 6:28:05 PM	JAMES CARBONE altered Record LCDL-24-3, changed ownerStreetName from "" to "Merrimack Street "
3/18/2024, 6:26:46 PM	JAMES CARBONE started a draft of Record LCDL-24-3

Timeline

Label	Activated	Completed	Assignee	Due Date	Status
 1-Day License Fee Payment	3/19/2024, 5:33:02 AM	3/19/2024, 5:33:49 AM	JAMES CARBONE	-	Completed
 Licensing Clerk Review	3/19/2024, 5:33:49 AM	3/25/2024, 9:44:24 AM	Jennifer Sanchez	-	Completed
 Police Department Approval	3/25/2024, 9:44:24 AM	3/26/2024, 3:19:19 PM	Kevin Lynch	-	Completed
 Health Dept. Approval	3/26/2024, 3:19:19 PM	4/11/2024, 8:13:26 AM	Mark Tolman	-	Completed
 City Council Approval	4/11/2024, 8:13:27 AM	-	Kaitlin Wright	-	Active
 Mayor Approval	5/9/2024, 11:51:46 AM	-	Christine Lindberg	-	Active
 License Commission Clerk Approval	4/11/2024, 8:18:40 AM	4/11/2024, 8:18:54 AM	Kaitlin Wright	-	Completed
 License Commission Approval	4/11/2024, 8:22:04 AM	4/11/2024, 8:22:26 AM	Kaitlin Wright	-	Completed
 1-Day Liquor License	-	-	-	-	Inactive

Label	Activated	Completed	Assignee	Due Date	Status
✓ Commission Clerk Reviews Receipts	-	-	-	-	Inactive



Liquor Liability for Rutherford food resources inc

Thanks for choosing CoverWallet!

Hello james carbone,

I'm happy to present to you your insurance policy. The terms and coverage details are specified in the following pages, so please review them and maintain a copy for your records. If you have any questions about the language, your coverage or anything else, please let me know.

About CoverWallet:

CoverWallet was created with one goal: build an easy to use online solution to take the stress out of dealing with insurance. We're on a mission to help businesses deal with the complex, and often confusing, intricacies of commercial insurance. We will get the insurance coverages that fit your budget, and do it all in less time than you think. CoverWallet's customer centric features include automatic risk analysis, document management, benchmarking and data analytics, intelligent data driven risk and insurance assessments, coverage recommendations, peer risk comparisons and claims support. The online platform currently manages commercial insurance including, among others, general liability, commercial property, workers' compensation, professional liability, errors and omissions and cyber liability coverages and policies. The platform provides a better customer experience linked with online servicing options. Insurance experts are available to respond to any questions that might emerge from our analysis. CoverWallet will respond via email, phone, video or online chat, whatever the user finds most convenient, to talk as much or as little as a customer wants.

Type of policy	Start Date	Expiry Date	Type of Payment	Invoiced Amount
Liquor Liability	3/31/2023	3/31/2024	Downpayment	
			Premium	\$471.75
			Taxes	\$48.26
			Service Fee	\$154.50
			Initial Payment Processing fees	\$0.00
			Total Amount	\$674.51



RPS COWLES & CONNELL - BREWSTER (NY)
MAIL STOP: 072101 MER: MERIDEN
PO BOX 2819
CLINTON, IA 52733
Phone: (845) 279-4844
Fax: (845) 279-4860

To: CoverWallet

*** BINDER ***

02/08/2023

Attn:

Renewal Of: LQ 3003058

From: Nicole Mancini-Deuel
nicole_mancinideuel@rpsins.com/845 207 5529

Insured: **RUTHERFORD FOOD RESOURCES INC**

Mailing **65 E. 4TH ST #34**
Address: **NEW YORK , NY 10003**

Thank you for your order to bind. We appreciate your business! We have bound the below coverage. Policy to Follow Shortly

THIS POLICY IS SUBJECT TO RECEIPT OF THE FOLLOWING INFORMATION WITHIN 21 DAYS OF THE INCEPTION DATE OF COVERAGE

- Our completed Confirmation of Material Information Form signed & dated by the Owner, Officer, Partner or Managing Member.

POLICY INFORMATION

COMMERCIAL LIABILITY POLICY

Policy Number:	LQ 3003058A
Policy Period:	03/31/2023 to 03/31/2024
Carrier:	U. S. Underwriters Insurance Company
Status:	Non-Admitted
A.M. Best Rating:	A++ (Superior) - XII

COVERAGE PART

PREMIUM

Liquor Liability	\$1,287.00
Each Common Cause Limit	\$1,000,000
Aggregate Limit	\$2,000,000

POLICY PREMIUM (This premium may be subject to adjustment.)

\$1,287.00

COVERED LOCATION(S)

1 - 54 E. 4th St #34, New York , NY 10003

APPLICABLE FORMS & ENDORSEMENTS

The following forms apply to the Liquor Liability coverage part

2110 04/15	Service Of Suit	CG0033 12/07	Liquor Liability Coverage Form
CG2603 04/09	New York Changes - Liquor Liability Coverage Form	IL0017 11/98	Common Policy Conditions
IL0023 07/02	Nuclear Energy Liability Exclusion Endorsement	Jacket 07/19	Policy Jacket
L 590 10/16	Exclusion - New Entities	L 657 10/16	Absolute Pollution Exclusion - Liability
L 816 01/18	Amendment of Conditions - Insurance Under Two or	L-224 12/17	Punitive or Exemplary Damages Exclusion

More Coverage Forms

L-548 01/03	Contingent Liability Endorsement - Event Planner	L-584C 03/17	Policy Conditions Endorsement
L-610 11/04	Expanded Definition Of Bodily Injury	LLQ100 04/15	Who Is An Insured Clarification Endorsement
LLQ367 04/15	Minimum Earned Premium Endorsement	LLQ368 04/15	Separation Of Insureds Clarification Endorsement
LQ-202 04/15	Assault Or Battery Exclusion	LQ-428 10/16	Absolute Firearms Exclusion



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/31/2023

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

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

PRODUCER Hiscox Inc. 5 Concourse Parkway Suite 2150 Atlanta GA, 30328	CONTACT NAME: PHONE (A/C, No, Ext): (888) 202-3007 E-MAIL ADDRESS: contact@hiscox.com FAX (A/C, No):
INSURED Rutherford Food Resources Inc 65 East 4th Street #34 New York, NY 10003	INSURER(S) AFFORDING COVERAGE INSURER A: Hiscox Insurance Company Inc INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 10200

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		P100.259.182.3	05/12/2023	05/12/2024	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000						
	MED EXP (Any one person) \$ 5,000						
	PERSONAL & ADV INJURY \$ 1,000,000						
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ S/T Gen. Agg.
							\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A					PER STATUTE OTH-ER E.I. EACH ACCIDENT \$ E.I. DISEASE - EA EMPLOYEE \$ E.I. DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDERCity of Haverhill
Summer Street
Haverhill, MA 01830**CANCELLATION**

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

AUTHORIZED REPRESENTATIVE



City of Haverhill, MA

May 9, 2024

LCDL-24-3

Police Department Approval

Alcohol - One-Day License

Status: Complete

Became Active: Mar 25, 2024

Assignee: Kevin Lynch

Completed: Mar 26, 2024

Applicant

JAMES CARBONE
jimmypotsandpans@gmail.com
29 Rutherford ave
Haverhill, MA 01830
9173868357

Primary Location

2 MERRIMACK ST Unit Boardwalk
Unit Boardwalk
Haverhill, MA 01830

Owner:

Harbor Place
44 Merrimack Street Haverhill, MA 01830

Comments

Kevin Lynch, Mar 25, 2024

Will all the insurance policies be updated as the Liquor Liability Police and Insurance will be both expired. Additionally, the TIPS certification expired before the event.

JAMES CARBONE, Mar 25, 2024

Kevin. Thank you. The insurance docs and Etips will renew before the event. I submit the updated docs in a timely fashion.

Kevin Lynch, Mar 26, 2024

Approval contingent on update current Insurance Binder, Alcohol Liability Insurance and TIPS Certification. One police detail required (Already advised on Event Permit).



City of Haverhill, MA

May 9, 2024

LCDL-24-3

Health Dept. Approval

Alcohol - One-Day License

Status: Complete

Became Active: Mar 26, 2024

Assignee: Mark Tolman

Completed: Apr 11, 2024

Applicant

JAMES CARBONE
jimmypotsandpans@gmail.com
29 Rutherford ave
Haverhill, MA 01830
9173868357

Primary Location

2 MERRIMACK ST Unit Boardwalk
Unit Boardwalk
Haverhill, MA 01830

Owner:

Harbor Place
44 Merrimack Street Haverhill, MA 01830

Comments

Mark Tolman, Apr 11, 2024

Food vendors must apply for temporary food permits as required.



LCDL-24-3

City Council Approval

Alcohol - One-Day License

Status: Active

Became Active: Apr 11, 2024

Assignee: Kaitlin Wright

Completed:

Applicant

JAMES CARBONE
jimmypotsandpans@gmail.com
29 Rutherford ave
Haverhill, MA 01830
9173868357

Primary Location

2 MERRIMACK ST Unit Boardwalk
Unit Boardwalk
Haverhill, MA 01830

Owner:

Harbor Place
44 Merrimack Street Haverhill, MA 01830

Comments

Kaitlin Wright, Apr 11, 2024

Jimmy, can you upload a new/current liquor liability policy? I would like to get this on the Council agenda for April 23.

Kaitlin Wright, Apr 17, 2024

Following up - Jimmy, can you upload a new/current liquor liability policy? I would like to get this on the Council agenda for April 23.

JAMES CARBONE, Apr 17, 2024

Kaitlin Yes I'm on a work gig in nyc this I have the new policy and can upload by friday

Kaitlin Wright, Apr 17, 2024

Okay, thank you. If you can get it to me by 9 AM on Friday, I can include it on the agenda for 4.23. If not, I will have to hold it for 4.30.24

JAMES CARBONE, Apr 19, 2024

Kaitlin I paid the liquor liability renewal and am waiting for the new certificate, will not have until next week sometime.

Kaitlin Wright, Apr 19, 2024

Thank you for the follow up. Once you have the new certificate, please upload. We can get you on the agenda for the 30th of April if you'd like.

JAMES CARBONE, Apr 19, 2024

Thank you

Kaitlin Wright, Apr 25, 2024

Checking in to see if you received the new certificate?

JAMES CARBONE, Apr 25, 2024

Kaitlin. Liquor liability Renewal paid April 1. Still Waiting on COI.

Kaitlin Wright, Apr 25, 2024

Okay, keep me updated. Once received, I can put this on the agenda!

Kaitlin Wright, May 9, 2024

Any update on the insurance?

JAMES CARBONE, May 9, 2024

Kaitlin, no yet. The renewal was paid end of March. Last week I was notified there was an additional doc to sign and submit. Expect sometime in May. Event is June 20.

Kaitlin Wright, May 9, 2024

Okay. I will put this on the agenda for the May 14th meeting, pending updated insurance.



City of Haverhill, MA

May 9, 2024

LCDL-24-3

License Commission Clerk Approval

Alcohol - One-Day License

Status: Complete

Became Active: Apr 11, 2024

Assignee: Kaitlin Wright

Completed: Apr 11, 2024

Applicant

JAMES CARBONE
jimmypotsandpans@gmail.com
29 Rutherford ave
Haverhill, MA 01830
9173868357

Primary Location

2 MERRIMACK ST Unit Boardwalk
Unit Boardwalk
Haverhill, MA 01830

Owner:

Harbor Place
44 Merrimack Street Haverhill, MA 01830

Comments

Kaitlin Wright, Apr 11, 2024

Placed on April 4th agenda.



City of Haverhill, MA

May 9, 2024

LCDL-24-3

License Commission Approval

Alcohol - One-Day License

Status: Complete

Became Active: Apr 11, 2024

Assignee: Kaitlin Wright

Completed: Apr 11, 2024

Applicant

JAMES CARBONE
jimmypotsandpans@gmail.com
29 Rutherford ave
Haverhill, MA 01830
9173868357

Primary Location

2 MERRIMACK ST Unit Boardwalk
Unit Boardwalk
Haverhill, MA 01830

Owner:

Harbor Place
44 Merrimack Street Haverhill, MA 01830

Comments

Kaitlin Wright, Apr 11, 2024

Approved by License Commission at April 4th meeting.

CITY COUNCIL

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



CITY OF HAVERHILL

HAVERHILL, MASSACHUSETTS 01830-5843

HAVERHILL CITY CLERK MAY 10 24 PM 3:09

10.1
CITY HALL ROOM 204

4 SUMMER STREET

TELEPHONE: 978-374-2328

FACSIMILE: 978-374-2329

WWW.CITYOFHAVERHILL.COM

CITYCNCL@CITYOFHAVERHILL.COM

May 10, 2024

To: President and Members of the City Council:

Councilor Michitson wishes to discuss Alignment of Equitable Learning, Training and Business Needs for Enhanced Quality of Life and Economic Development


Councilor John A. Michitson

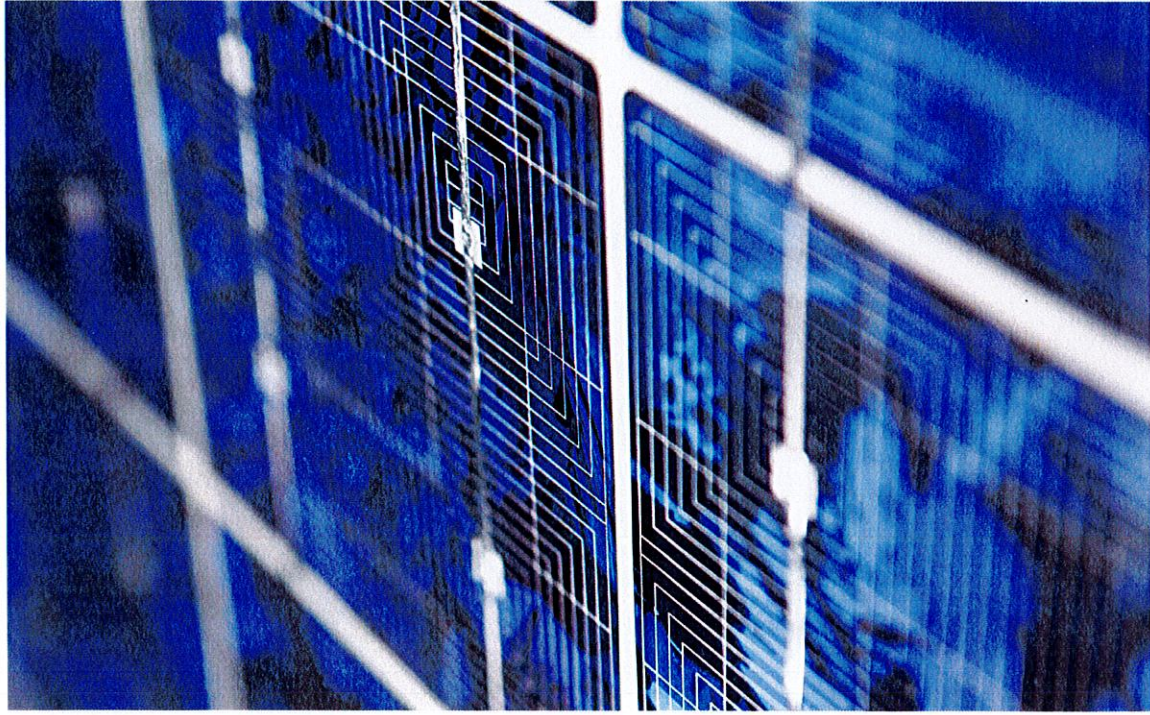
(meeting 5.14.2024)

Alignment of Equitable Learning, Training and Business Needs

- Enhanced Quality of Life for Residents &
- Increased City Revenues from Economic Development

John Michitson, City Council

Representatives from: HHS, Whittier Vo-Tech,
NECC



Top Business Need by Far - “Workers for Good Jobs at all Levels”

Haverhill studied needs of Advanced Manufacturing, Life Sciences/Bio-Tech, Climate Tech and Other Key Industries for Future

- Collaborate with Industry, Academia and Government

Result: Top Business Need Identified

- Trained or Trainable Workforce

If Haverhill Branded as “Life-long Learning & Training Hub”

- Will differentiate Haverhill versus the competition for business attraction/retention along with other advantages that we already have!

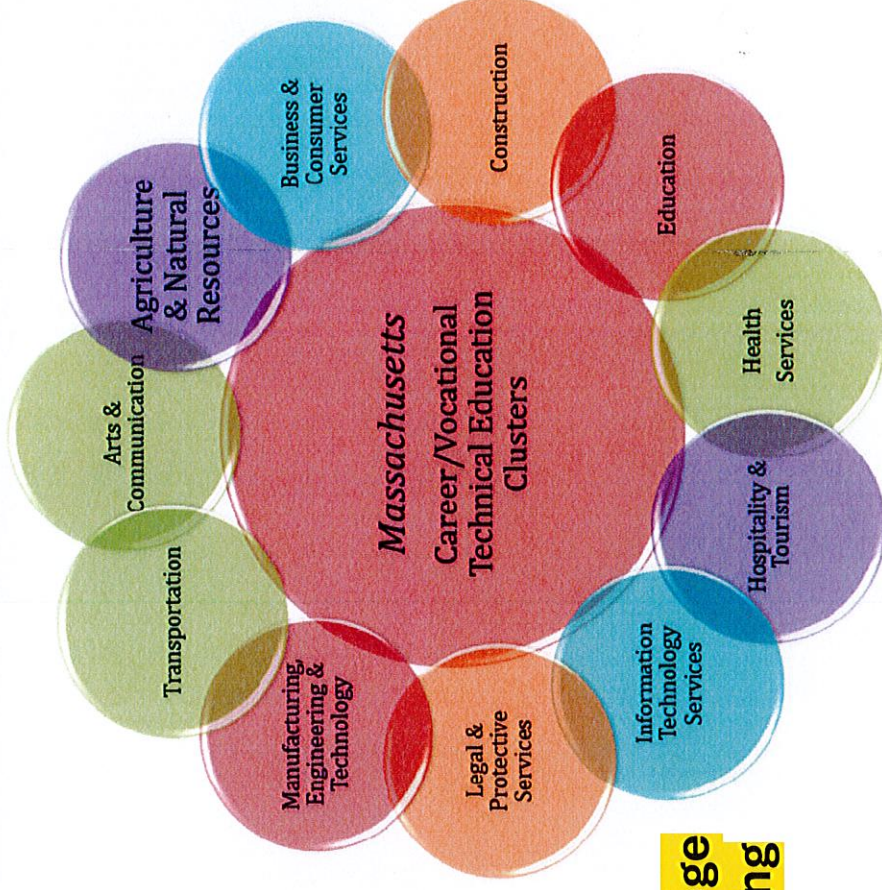
**Need Good Jobs at All Levels &
Aligned Workforce Development for
Enhanced Quality of Life for Citizens**

1. Chapter 74 Programs in Massachusetts

- 44 programs in 11 clusters
- Tied to Business and Industry Demands

Agility:

- All students prepare for College
- Some also have Career Training



Massachusetts Department of Elementary and Secondary Education

1. Why Career Vocational Technical Education?

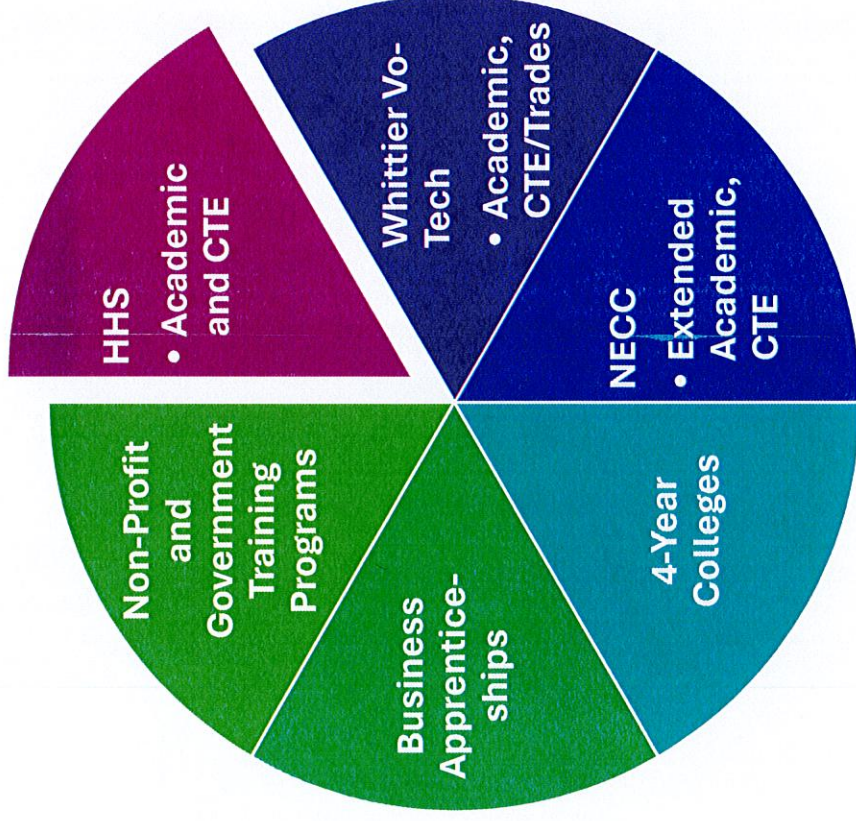
Students in CVTE benefit from

- Choice in their programs of studies
- Strengthened academics with academic/technical integration
- Engagement in "Deeper Learning"
- Belonging to a community of learners
- Opportunity of expanded options

Key Learning & Training Venues in Haverhill

Agility – Key to Success

“We Want All Students to
have Equity and Choices
Throughout Life!”



4. Waitlist Data from 2020: Analysis

Awareness Gap: schools received fewer applications from students who might otherwise be expected to apply, based on their representation in sending communities

Opportunity Gap: schools admitted fewer students than might otherwise be expected from populations present in their sending communities

- Observed in several vocational schools and programs:
 - **awareness gaps** for students of color, English Learners, and students whose first language is not English
 - **opportunity gaps** for students of color, economically-disadvantaged students, students with disabilities, English Learners, and students whose first language is not English
- Though study is limited (just one year's data, affected by pandemic), it shows vocational schools and programs – particularly in Gateway Cities – can do better to attract, admit, and retain students from their communities

Whittier Vo-Tech:

Haverhill	481 Applied	213 Waitlist	268 Accepted
-----------	-------------	--------------	--------------

Massachusetts Department of Elementary and Secondary Education

H ML numbers are on the rise!

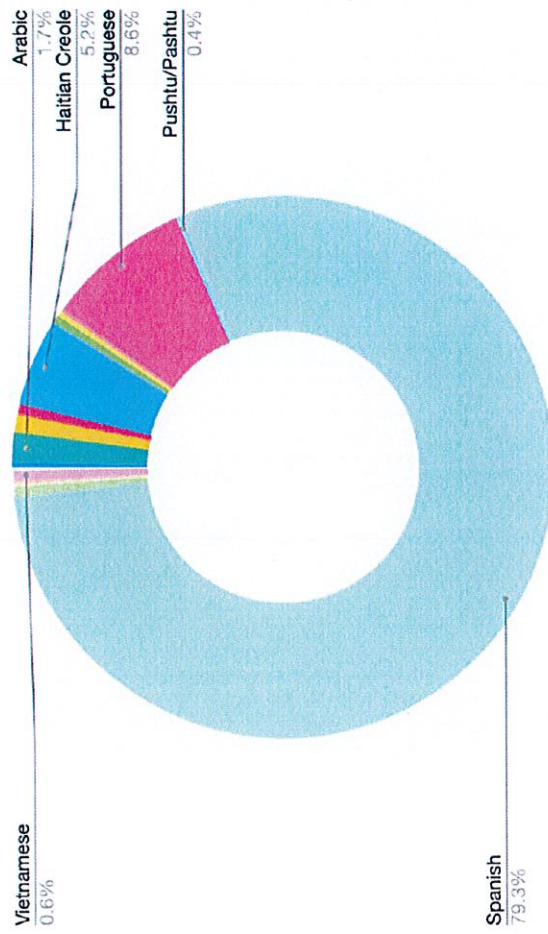
Census on 9-29-22 893

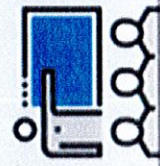
Census on 9-29-23 1037 13% increase in a year!

Census to Date: 1104

Year	% of MLs in Haverhill	% of MLs in MA
2023-2024	13% to date	13.1% to date
2022-2023	11.4%	12.1%
2021-2022	10.2%	11%
2020-2021	9.6%	10.5%
2019-2020	9.6%	10.8%
2018-2019	9.5%	10.5%

MLs First Languages





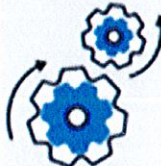
Delivering CTE programs may be challenging for providers due to:

- Funding and staff capacity
- Difficulty recruiting and retaining diverse teachers
- Negative perceptions of CTE



Accessing CTE programs may be challenging for students due to:

- Lack of transportation for work-based learning
- Language barriers
- Lack of support services and inflexible scheduling
- Program screening criteria
- Financial challenges



Replicating CTE programs may be challenging for states and providers due to:

- Limited long-term outcome data
- Limited information on evidence-based strategies

Source: GAO analysis of information obtained from interviews with selected CTE stakeholders. | GAO-22-104544

Challenge: Access to CTE Programs by Underserved Communities

Career and Technical Education:
Perspectives on Program Strategies
and Challenges | U.S. GAO

While four-year college remains the
gold standard for many families,

46% are interested in other
possibilities for their child.

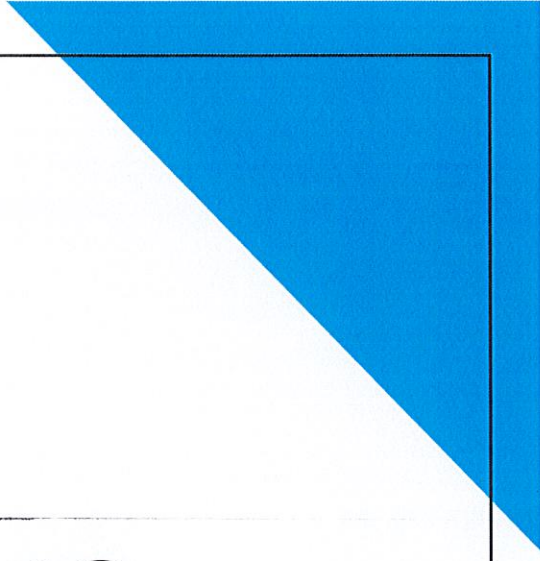
Carnegie
CORPORATION
OF NEW YORK

GALLUP®

Future Discussions

What are Gaps?

How do we **collectively** fill the Gaps?



Learning and Training Programs at HHS, Whittier Vo-Tech and NECC

Whittier Tech Career Technical Initiative Program



CVTE Exploratory Program

- Whittier offers a CVTE Exploratory program for seniors who attend our community high schools
 - Students explore 1 program per week from 8 AM to 11 AM. Whittier provides transportation to the school through our morning bus routes. The sending schools are responsible for providing transportation back
 - 14 students are enrolled, 3 are from Haverhill High School
 - The program began on March 18, 2024 and ends on May 17th 2024
 - Students are exploring the CTE areas of Advanced MFG, Auto Body, Carpentry, Culinary, Construction Craft Laborers, Marine Tech, Metal Fab/Welding and Plumbing
 - This is the third year Whittier has offered the CVTE Exploratory program
 - Whittier schedules a meeting in the fall to discuss the CVTE program with the community school counselors
 - Upon completion of the CVTE Exploratory program, students have the opportunity to enroll in the Career Technical Initiative (CTI) training program

Career Technical Initiative (CTI) Training Program

- Through CTI grant funding, Whittier is able to offer 200 hour career training programs.
- This is the third year Whittier has offered the summer training program
- We have applied for funding to offer training programs during the summer of 2025
- The training areas and spots available for the summer of 2024 are:
 - Advanced MFG (8 spots available), Auto Body (full), Carpentry (full), Construction Craft Laborers (2 spots available), Culinary (3 spots available), Electrical (full), Marine Tech (5 spots available), Plumbing (full) and Welding (full)
- Whittier currently has eight students from Haverhill High School enrolled in a CTI training program
- Whittier uses our social media pages to share information with the public on this training opportunity
- Whittier communicates this opportunity to the the community schools though emails to the school guidance programs, by attending career fairs hosted by the community school and through informational sessions that target students interested in career training after graduation

Career Technical Initiative (CTI) Training Program

- The criteria for the CTI program is:
 - MA resident
 - Consider under employed or unemployed (individual income limit of \$55,300)
 - 18 years or older by the time the program concludes
 - Not currently enrolled in high school
 - Eligible to work in the U.S
- Interested candidates can express interest on our [Adult Education Website](#)
- Whittier open the online form in October and begins in enrollment in March
- The CTI Training Program includes:
 - CTI training provides 200 hours of hands on training
 - Industry recognized certifications like OSHA-10, Hot Works and ServSafe
 - A Career Coach to provide career workshops and assist students with career placement upon completion of the training program
 - A program translator to support non-English speaking students

Other Training Opportunities

- In the fall of 2023, Whittier offered a no-cost Welding training program through Northeast Advanced Manufacturing Consortium (NAMC) grant funding
- Whittier is currently working with a non-profit located in Haverhill who is seeking grant funding to offer ESOL Career training in early 2025. The non-profit will provide the language classes and Whittier will provide the career training in Welding. This will offer ten training spots
- Whittier offers 75 hour introductory training programs in Electrical and Plumbing through adult education. There is a fee due to it not being grant funded

Outreach

- Whittier attended the Haverhill High School Career Fair on March 12, 2024. We have a representative attend this annually
- Whittier has offered to host an information session for students who would benefit from the CTI training program
- Whittier hosted a Community Career Fair on March 21, 2024. This was communicated with all sending community guidance departments. The career fair included a CTI informational table

If interested in learning more about training opportunities available at Whittier, please email
Amanda Crosby at acrosby@whittier.tec.ma.us

2024

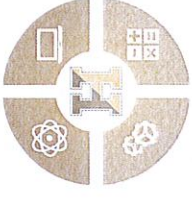
- Hosted CVTE informational program meeting with sending community school counselors on October 12, 2023. This was so they could start to identify students to enroll in the spring CVTE exploratory program
 - This is the 3rd year Whittier has offered the CVTE exploratory program
 - 4 students participated in 2022, 4 students in 2023 and 3 in 2024
- Attended Haverhill High School Career fair on March 12, 2024. We have a representative attend this annually. We have offered to host information sessions for students specifically for the CTI as we do this for other community high schools
- Hosted a community career fair on March 21, 2024 at Whittier which was communicated with all sending community guidance departments. The career fair included a CTI informational table
- CVTE- 3 students enrolled in the 8 week exploratory program
 - 2 out of 3 enrolled in CTI, 1 is not eligible due to birthdate
- CTI training offered during the summer of 2024. This is the 3rd summer Whittier will offer this training program in this model. We have offered it a night in the past but the summer allows us to target recently graduated high school students.
 - 8 Haverhill High students are enrolled in a training program for the summer of 2024
- The training programs are in Advanced MFG (8 spots), Auto Body (full), Carpentry (full), Construction Craft Laborers (2 spots), Culinary (3 spots), Electrical (full), Marine Tech (5 spots), Plumbing (full), Welding (full). Program includes 200 hours of hand on training, a career coach and a program translator
- We are currently working with Community Action who is seeking grant funding to offer ESOL training in early 2025. Community Action will provide the language classes and Whittier will provide the career training in Welding
- We have secured funding to offer CTI summer training program in 2025
- We will seek funding to offer the CVTE Exploratory program for the 24-25 school year
- We offer 75 hour introductory training programs in Electrical and Plumbing through adult education. There is a fee due to them not being grant funded

Career Technical Education

— Haverhill High School —



Program Design Goals



Build programs that:

- 1. align with the Northeast Regional Blueprint identified as priority STEM industries**
- 2. provide students with industry skills & certifications to access livable wage STEM careers**
- 3. help fill the STEM workforce labor gap**



HHS CTE Programs

Information Technology

Chapter 74 Vocational & Perkins CTE (2015/16)

Healthcare Occupations

Perkins Non-Chapter 74 CTE & Innovation Pathway (2016/17)

Computer Science & Web Development

Chapter 74 Vocational & Perkins CTE (2017/18)

PLTW Biomedical Science

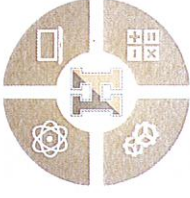
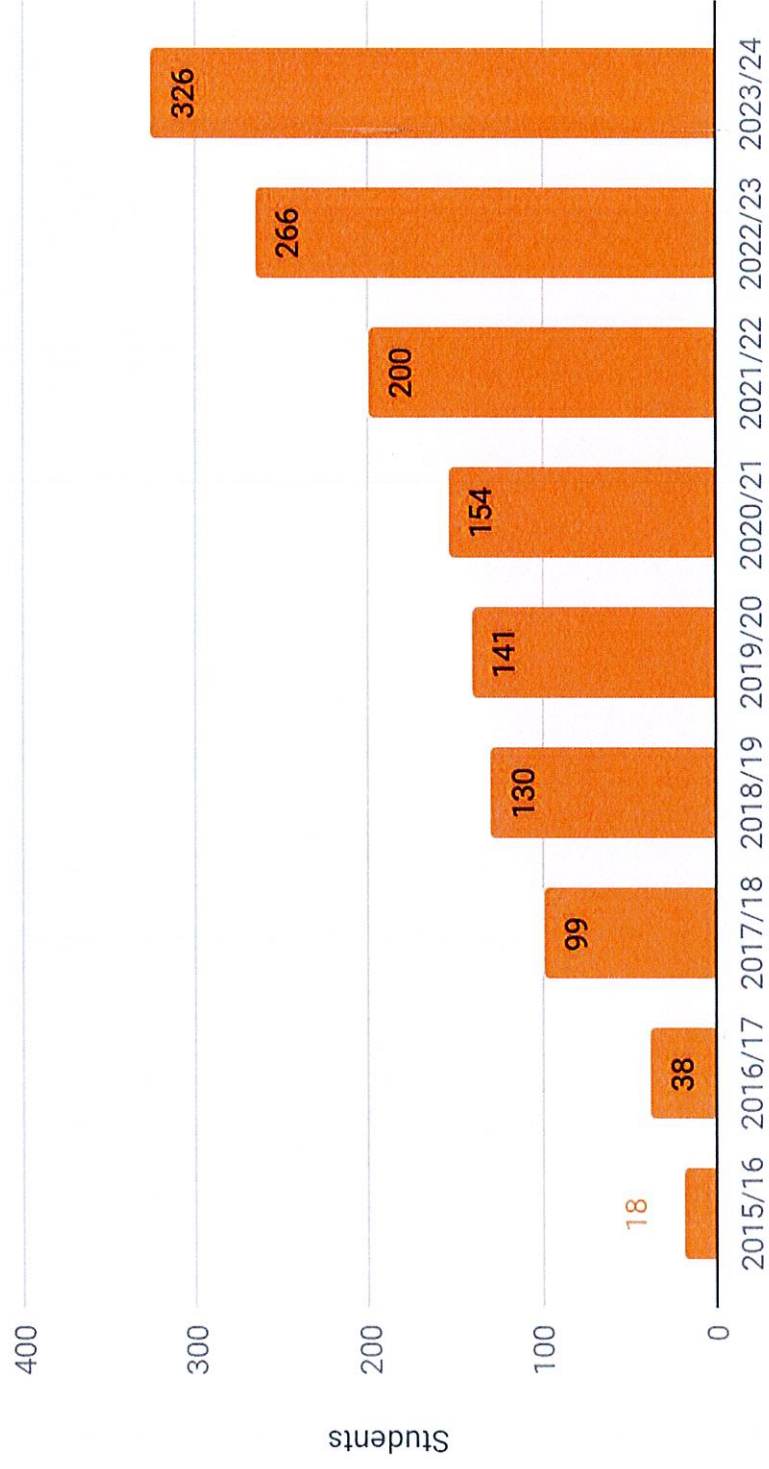
Perkins Non-Chapter 74 CTE & Innovation Pathway (2022/23)

PLTW Engineering/Manufacturing

Perkins Non-Chapter 74 CTE & Innovation Pathway (2023/24)



CTE Student Enrollment





Over 580 Internships Completed Est. 2010

383 Industry Certifications Earned

326 Students Currently Enrolled

CTE "Where Hands On Learning Meets Real-World Experience"

Goals to Support Program Growth



1. Recruit and retain students that are underrepresented in STEM careers
 2. Increase access to post-secondary opportunities
 3. Provide wrap around services to support our most at risk populations
 4. Recruit and hire bi-lingual staff
-

CTE Support Services Added Since 2021



- Bi-lingual Staff: Internship Coordinator, CTE Recruiting and Retention Specialist, Job Coaches
- Established a CTE Student Support Center
- Bi-lingual After School Out of School Support
- Bi-lingual In-class CTE Support
- Partnered with NECC to provide CTE Innovation Pathway students a no-cost Associate's Degree



CERTIFIED
eTIPS On Premise 3.1

Issued: 11/23/2021

Expires: 11/23/2024

ID#: 5601907

Daniel L Clapp
1634 Meadery Winery
2 Lakemans Ln
Ipswich, MA 01938-2505

For service visit us online at www.gettips.com

Cluster	Programs
Health Professions	<ul style="list-style-type: none"> • Community Health Worker Certificate • Dental Assistant Certificate • Dental Assistant Certificate Evening • Exercise Science • Health Care Technician Cert. • Ihealth: Medical Assistant Cert. • Ihealth: Medical Assistant Cert. • Medical Assistant Certificate • Medical Assistant Certificate • Medical Assistant Certificate • Medical Billing Cert. • Medical Coding - Ihealth • Medical Office Assistant Cert. - Ihealth • Paramedic (EMT-P) Technology • Paramedic Technology Cert • Paramedic Technology Cert • Practical Nursing Certificate • Public Health • Radiologic Technology • Registered Nursing (Day) • Respiratory Care • Sleep Technologist Cert.
Business and Accounting	<ul style="list-style-type: none"> • Business Management • Culinary Arts Cert • Hospitality Management • Technology And Business • Culinary Arts, Associate Of Applied Science • Baking And Pastry, Certificate
Professional Studies	<ul style="list-style-type: none"> • Alcohol/Drug Abuse Counseling Cert • ASL: Amer Sign Lang Studies • ASL: Sign Lang Interpreting Ct • Children's Behavioral Health Specialist Cert • Community Support Human Service Practitioner Cert • Community Support Human Services Practician: Direct Support Cert. • Criminal Justice • Direct Support Cert. • Early Childhood Director Cert • Early Childhood Director Cert

	<ul style="list-style-type: none"> • Early Childhood Education • Human Services • Human Services, AS • Law Enforcement Cert • Peer Recovery Specialist Cert
STEM	<ul style="list-style-type: none"> • CIS: Computer Science • CIS: Information Technology Opt. • CIS: Networking & Security Option • Computer Networking Certificate • Computer-aided Drafting Certificate • Electronic Equipment Technology Certificate • Engineering Sci Technology Opt. • Laboratory Science AAS • Test B Electronic Equipment Technician Cert. Raytheon



DOCUMENT 11-D

CITY OF HAVERHILL

In Municipal Council April 30 2024



HAU CITY CLERK APR 19 24 AM 11:10

ORDERED:

AN ORDINANCE RELATING TO VEHICLES AND TRAFFIC

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

Bellevue Avenue: In front of #51	No Parking (except for 1 24-hour parking space)	24 hours
Bellevue Avenue: In front of #53	No Parking (except for 1 24-hour parking space)	24 hours

APPROVED AS TO LEGALITY

City Solicitor

PLACED ON FILE for at least 10 days

Attest:

City Clerk



Haverhill

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


April 19, 2024

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

**Subject: 51 and 53 Bellevue Avenue – HPS-24-10 and 11
Delete Handicap Parking**

As requested, see attached ordinances for deleting handicap spots at the subject locations.
Please contact me if you have any questions.

Sincerely,



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

C: Mayor Barrett, Ward, Fallon, Pistone

DOCUMENT 28-D

CITY OF HAVERHILL

In Municipal Council April 30 2024

ORDERED:

That the order adopted by the City Council on June 27, 2023, which authorized a total of \$2,100,000 for sewer pumping station improvements be amended to increase the amount appropriated and authorized to be borrowed for engineering and construction of sewer pumping station improvements for a new aggregate total of \$2,700,000 so the amended loan order reads as follows:

That \$2,700,000.00 is appropriated for the purpose of financing the engineering and construction of improvements to the Coffin Avenue, Danielle Drive, Alvanos Drive, and Hanover Street Sewer Pumping Stations, including without limitation all costs thereof; that to meet this appropriation the Treasurer with the approval of the Mayor is authorized to borrow \$2,700,000.00 and issue bonds or notes therefore under Chapter 44 of the General Laws and/or Chapter 29C of the General Laws, as 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 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 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. 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 accept any and all grants that may be available to pay the costs of this project.

PLACED ON FILE for at least 10 days

Attest:

City Clerk

Loan Order

28-D



11.2

112

AUTHORITY TO FILE

Whereas, City of Haverhill, (the "Applicant"), after thorough investigation, has determined that the work activity consisting of improvement to Coffin Avenue, Danielle Drive, Alvanos Drive, and Hanover Street Sewer Pumping Stations 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.

BACK-up



DOCUMENT 12-E

CITY OF HAVERHILL

In Municipal Council June 13 2023

ORDERED: That \$2,100,000.00 is appropriated for the purpose of financing the engineering and construction of improvements to Coffin Avenue, Danielle Drive, Alvanos Drive, and Hanover Street Sewer Pumping Stations, including without limitation all costs thereof; that to meet this appropriation, the Treasurer with the approval of the Mayor, is authorized to borrow \$2,100,000.00 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 ("Chapter 29C"); 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; 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 ("the Trust"); 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.

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.

PLACED ON FILE for at least 10 days

Attest:

Kaitlin M. Wright City Clerk

IN CITY COUNCIL: June 27 2023

PASSED Yeas 9, Nays 0

Attest:

Kaitlin M. Wright City Clerk

APPROVED: June 28 2023

[Signature] Mayor

TRUE ATTEST COPY

Kaitlin M. Wright



Backup

Haverhill

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

Date: June 7, 2023

To: The Honorable James J. Fiorentini
Mayor of Haverhill

From: Robert E. Ward *R.E.W.*
DPW Director

Subject: Sewer Pump Station 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 four of the City's sewer pumping stations.

Our sewer pumping stations play a crucial role in ensuring the effective and efficient transport of wastewater in our sewer system. However, over the years, these stations have aged, leading to recurring maintenance and equipment failure that can result in sewer overflows and backups into residents and businesses. In 2016, the City completed an evaluation and 20-year capital improvements plan (CIP) for all thirty-six of the City's sewer pumping stations to begin to address these problems and ensure the long-term viability of our sewer infrastructure.

Implementation of the pumping station CIP is required by the Consent Decree (CD) which the City entered into with the United States Environmental Protection Agency (US EPA) and Massachusetts Department of Environmental Protection (MassDEP) on November 10, 2016.

This loan will pay for various improvements at Coffin Avenue, Danielle Drive, Alvanos Drive, and the Hanover Street Sewer Pumping Stations including:

- Upgrading and replacing outdated pumping equipment and piping,
- Repairing structural deficiencies,
- Electrical and control system upgrades, and
- Improved ventilation systems and emergency backup power sources.

The construction of these pumping station 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.

CWSRF 12419 Sewer Loan Terms

Loan amount	\$2,100,000
Minimum loan forgiveness	6.6% or \$138,600
Interest rate	2%
Annual Payment	\$129,000 (20 years)

2023

Sewer Pump Station Improvements

page 2

To remain eligible for the SRF loan and principal forgiveness, the City must submit an approved loan order to MassDEP by June 30, 2023. The principal forgiveness will reduce the annual payments by approximately \$8,000. The wastewater rate impact is approximately \$0.06 and will add \$5.00 to the annual bill for an average household.

By approving the loan order for the rehabilitation and repair of our sewer pumping stations, we will be taking a proactive step towards preserving public health, ensuring compliance with regulations, and optimizing the efficiency of our wastewater management system.

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

DO NOT COPY

Maria Bevilacqua

From: Maria Bevilacqua
Sent: Friday, April 26, 2024 12:20 PM
To: HGLegals@hgazette.com
Cc: Kaitlin Wright
Subject: 2 Legal ads - 2 Loan Orders - re: Sewer pump stations and Sewer upgrades
Attachments: loan orders 1,500and 2,700.pdf

Afternoon,

Please run these 2 *different ads* next week on Thursday, May 2nd Gazette.

One is for \$1,500,000 and one is for \$2,700,000. One is for 4 sewer pump stations and the other is for Pump station upgrades on So Mill st

Call with any questions.

Thanks as always,

Maria
978-420 3624

City Clerk's Office
Haverhill



DOCUMENT

CITY OF HAVERHILL

In Municipal Council

HAVERHILL CITY CLERK APR 26/24 AM 8:27

ORDERED:

That the order adopted by the City Council on June 27, 2023, which authorized a total of \$2,100,000 for sewer pumping station improvements be amended to increase the amount appropriated and authorized to be borrowed for engineering and construction of sewer pumping station improvements for a new aggregate total of \$2,700,000 so the amended loan order reads as follows:

That \$2,700,000.00 is appropriated for the purpose of financing the engineering and construction of improvements to the Coffin Avenue, Danielle Drive, Alvanos Drive, and Hanover Street Sewer Pumping Stations, including without limitation all costs thereof; that to meet this appropriation the Treasurer with the approval of the Mayor is authorized to borrow \$2,700,000.00 and issue bonds or notes therefore under Chapter 44 of the General Laws and/or Chapter 29C of the General Laws, as 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 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 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. 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 accept any and all grants that may be available to pay the costs of this project.

Loan Order



Related communication Haverhill

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

2024

Date: April 25, 2024

To: Melinda E. Barrett
Mayor of Haverhill

From: Robert E. Ward *REW*
DPW Director

Subject: Proposed Loan Order for Improvements to Four Sewer Pumping Stations

Attached for City Council approval is a proposed Order to increase the amount appropriated by the City Council (Document 12-E) on June 27, 2023, to pay for the cost of improvements to the Coffin Avenue, Danielle Drive, Alvanos Drive, and Hanover Street Sewer Pumping Stations. The proposed Order will increase the appropriation from \$2.1 million to \$2.7 million.

To be eligible for a low-interest loan from the Massachusetts Department of Environmental Protections' (MassDEP) State Revolving Fund (SRF) loan program, the City Council appropriated \$2.1 million last June to meet the funding appropriation deadline of June 30, 2023, required by the MassDEP. Since then, the design was completed and approved by MassDEP, and the construction bids received in March 2024.

Attached is a copy of the information package dated June 7, 2023 submitted to the City Council with the loan order last year.

The proposed increase from \$2.1 million to \$2.7 million will cover the increase in construction costs between the actual bid and the estimated cost and the increased scope of work since the original appropriation was approved.

The increased loan amount will increase the loan payment by approximately \$37,000 per year to \$166,000 per year which is approximately \$0.02 on the user rate.

If the attached Order is acceptable to you, I will submit it to the City Clerk to be placed on the City Council agenda. I will attend the City Council Meeting after the Order is placed on file for ten days to answer questions.

If you need additional information, please contact me at rward@haverhillMa.gov or call me at (978) 374-2382.

Attachments

- Loan Order (for approval)
- Document 12-E
- Memo dated June 7, 2023, with attachments

Cc: Christine Lindberg, MPA, MCPPO, clindberg@cityofhaverhill.com
Angel A. Perkins, City Auditor/Finance Director, aperkins@haverhillMa.gov
Yenise Rozon, City Treasurer, yrozon@haverhillMa.gov
Paul J. Jessel, Collection system Supervisor, pjessel@haverhillMa.gov
Allana J. McOske, Chief Financial Admin Assistant, ajmcosker@haverhillMa.gov

BACK-up



2-M
MELINDA E BARRETT
MAYOR

**CITY OF HAVERHILL
MASSACHUSETTS**

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

April 25, 2024

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

RE: Proposed Loan Order for Improvements to Four Sewer Pumping Stations

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

Please see attached loan order to increase the amount appropriated by the City Council (Document 12-E) on June 27, 2023, to pay for the cost of improvements to Coffin Avenue, Danielle Drive, Alvanos Drive, and Hanover Street Sewer Pumping Stations. The proposed order will increase the appropriation from 2.1 million to 2.7 million. This item must remain on file for 10 days after which I recommend approval.

Sincerely,

Melinda E. Barrett
Mayor

MEB/em

IN CITY COUNCIL: April 30 2024
FILED AND ORDER FILED 10 DAYSS

Attest:

City Clerk

see memo 28-D

28-E



HAVERHILL CITY CLERK APR 28 '24 PM 3:23

11.3

DOCUMENT 28-E

CITY OF HAVERHILL

In Municipal Council April 30 2024

ORDERED:

That One Million, Five Hundred Thousand Dollars (\$1,500,000) is appropriated for engineering services for the design, permitting, and construction related to improvements to the wastewater treatment plant and South Mill Street Pumping Station, including the payment of all costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the Mayor, is authorized to borrow said amount pursuant to Chapter 44, Section 7(1) of the General Laws, or pursuant to any other enabling authority, and to issue bond or notes of the City therefore.

Further Ordered: That 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 to be borrowed pursuant to this loan order and to provide such information and execute such documents as such officials of the Commonwealth may require in connection therewith.

PLACED ON FILE for at least 10 days

Attest:

City Clerk

Loan Order 4607



Related communication
Haverhill

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

Date: April 25, 2024

To: The Honorable Melinda E. Barrett
Mayor of Haverhill

From: Robert E. Ward *REW*
DPW Director

Subject: Wastewater Treatment Plant and South Mill Street Pumping Station Upgrades
Proposed Loan Order for the Design

Attached for your review and approval is a proposed loan order for \$1.5 million dollars to fund part of the cost of engineering design services for improvements to the Wastewater Treatment Plant and South Mill Street Pumping Station. The remaining \$2 million of the \$3.5 million design agreement will be funded with ARPA money.

Haverhill's wastewater treatment plant and South Mill Street Pumping Station were constructed in the late 1970's and have been pumping and treating wastewater discharged by Haverhill residents and businesses since then. Since coming online, the plant and pumping station have undergone various upgrades to specific areas and processes. The proposed upgrade funded by this proposed loan order will be the first plant-wide upgrade since the plant was constructed and includes many areas that have not been upgraded since the plant was built.

The City operates and maintains the plant under its National Pollutant Discharge Elimination System (NPDES) permit issued and enforced by the United States Environmental Protection Agency (US EPA) and the Massachusetts Department of Environmental Protection (MassDEP). In 2016, the City entered into a Consent Decree (CD) with the US EPA and MassDEP which was entered into the United States District Court Civil Action on November 10, 2016, as Civil Action No. 16-11698-IT. The CD included numerous requirements to address combined sewer overflows, upgrades to the wastewater treatment plant, improvements to the City's thirty-seven pumping stations, the City's program for managing, operating, and maintaining the sewer collection system, and compliance with the Municipal Separate Storm Sewer System (MS4) permit.

Per the CD, in 2017, the City completed a Comprehensive Plant Evaluation (CPE) "*assessing the capital and operational improvements necessary to maintain compliance with the City's National Pollutant Discharge Elimination System (NPDES) Permit*". The CPE was required to assess every aspect of each of the plant's treatment units, process equipment, building systems, plant electrical systems, and emergency backup power. The CD also required the CPE to include an implementation schedule for the improvements. Any reports, schedules, plans, or other items submitted by the City and approved by US EPA and MassDEP are enforceable under the CD and the City is required to implement such plans, schedules, reports, or other items. The CD includes stipulated penalties for violations.

In February 2023, the City submitted the WWTF and South Mill Street Pumping Station Evaluation report to the US EPA and MassDEP. This evaluation was a more detailed review of the unit processes and equipment and evaluated changes in the sewer system and at the facility made by the City since the CPE was completed. The evaluation also included some items that were not included in the CPE.

This loan will pay for various improvements resulting from the CPE and plant evaluation including:

- Secondary Treatment System – Aeration Basins, Activated Sludge Pump Station, and new Blower Building
- Electrical Distribution and Standby Power – Process Building and Activated Sludge Pump Station and new Blower Building
- Plant Water System – Activated Sludge Pump Station
- Building Heating Systems
- South Mill Street Pump Station Interior Piping and Bypass
- Return Activated Sludge (RAS) Piping Modifications
- Headworks Odor Control
- Vehicle Storage Building
- Miscellaneous Building Modifications

By using \$2 million in ARPA funding for the design, the estimated annual loan payment will be reduced from \$280,000 to \$120,000 over 20 years. This loan is not eligible for a low interest loan from MassDEP. The wastewater rate impact for the \$1.5 million will be approximately \$0.06 and will add approximately \$5.00 to the annual bill for an average household.

Please note the design is scheduled to be completed in early 2025. Upon approval of the design by the US EPA and Mass DEP, the City will be required to bid and construct the improvements. The FY24 budget package provided to the City Council last year included \$57 million for this project in the five-year capital plan and the five-year financial forecast.

By approving this loan order, we will be taking a proactive step towards preserving public health, ensuring compliance with regulations, and optimizing the efficiency of our wastewater treatment plant and pumping station.

Upon your approval, I will submit the loan order to the City Clerk for inclusion on the City Council agenda and will attend the City Council meeting to discuss it further.

Please let me know if you require additional information or have any concerns.

Attachment

Cc: Christine Lindberg, MPA, MCPPO, clindberg@cityofhaverhill.com
Angel A. Perkins, City Auditor/Finance Director, aperkins@cityofhaverhill.com
Isaiah A. Lewis, WWTP Facility Manager, ilewis@haverhillMA.gov
Allana J. McOske, WWTP Finance/Project, ajmcoske@haverhillMA.gov

DO NOT COPY

Maria Bevilacqua

From: Maria Bevilacqua
Sent: Friday, April 26, 2024 12:20 PM
To: HGLegals@hgazette.com
Cc: Kaitlin Wright
Subject: 2 Legal ads - 2 Loan Orders - re: Sewer pump stations and Sewer upgrades
Attachments: loan orders 1,500and 2,700.pdf

512.1

Afternoon,

Please run these 2 *different ads* next week on Thursday, May 2nd Gazette.

One is for \$1,500,000 and one is for \$2,700,000. One is for 4 sewer pump stations and the other is for Pump station upgrades on So Mill st

Call with any questions.

Thanks as always,

Maria
978-420 3624

City Clerk's Office
Haverhill



DOCUMENT
CITY OF HAVERHILL

In Municipal Council

HAVERHILL CITY CLERK APR 26 '24 AM 8:29

ORDERED:

That One Million, Five Hundred Thousand Dollars (\$1,500,000) is appropriated for engineering services for the design, permitting, and construction related to improvements to the wastewater treatment plant and South Mill Street Pumping Station, including the payment of all costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the Mayor, is authorized to borrow said amount pursuant to Chapter 44, Section 7(1) of the General Laws, or pursuant to any other enabling authority, and to issue bond or notes of the City therefore.

Further Ordered: That 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 to be borrowed pursuant to this loan order and to provide such information and execute such documents as such officials of the Commonwealth may require in connection therewith.

Loan Order



**CITY OF HAVERHILL
MASSACHUSETTS**

2-N
MELINDA E. BARRETT
MAYOR

Backup

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April 25, 2024

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

RE: Proposed Loan Order for \$ 1,500,000.00 for Wastewater Treatment Plant and South Mill Street Pumping Station Upgrades

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

Please see attached loan order for \$1,500,000.00 to fund part of the cost of engineering design services for improvements to the Wastewater Treatment Plant and South Mill Street Pumping Station. This item must remain on file for 10 days after which I recommend approval.

Sincerely,

Melinda E. Barrett

Melinda E. Barrett
Mayor

MEB/em

IN CITY COUNCIL: April 30 2024

ORDER FILED 10 DAYS

Attest:

see doc 28-E

City Clerk

CITY COUNCIL

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CITY OF HAVERHILL

HAVERHILL, MASSACHUSETTS 01830-5843

DOCUMENTS REFERRED TO COMMITTEE STUDY

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