



**CITY OF HAVERHILL
CITY COUNCIL MINUTES**

Tuesday, September 30, 2025, at 7:00 PM

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

In-Person/Remote Meeting

Present: President Sullivan, Councilors Jordan, McGonagle Basiliere, Ferreira, Hobbs Everett, Michitson, Toohey, Rogers, and Lewandowski

Remote: None

Absent: Councilor LePage

City Clerk: Kaitlin M. Wright

1. OPENING PRAYER

2. PLEDGE OF ALLEGIANCE

President Sullivan extended heartfelt condolences on behalf of the City Council for Officer Katelyn Tully who passed away on September 26th, reflecting on her service and expressing sympathy to her loved ones during this difficult time. President Sullivan led a moment of silence in honor of Officer Tully.

3. APPROVAL OF MINUTES OF PRIOR MEETING

COUNCILOR ROGERS STATED SHE DIDN'T HAVE A CHANCE TO REVIEW THE MINUTES AND WILL REVIEW FOR NEXT WEEK.

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

PRESIDENT SULLIVAN ASSIGNED THE MINUTES TO COUNCILOR MCGONAGLE

5. COMMUNICATIONS FROM THE MAYOR:

5.1. Mayor Barrett submits an order establishing the Mark F. Sheehan Trail within the City's Wheeler Woods Conservation Area

5.1.1. Order- That the City of Haverhill hereby establishes the Mark F. Sheehan Trail to be located on Boxford Rd along the eastern shore of Chadwick Pond including about 3,000 linear feet and as shown on the attached sketch plan dated September 2025. The trail is located in the Wheeler Woods shown on the City of Haverhill Assessor's Map as parcels 773-793-16 and 773-793-8. 94-H

Related communication from Robert E. Moore, Jr., Environmental Health Technician

Mayor Barrett addressed the council. Mark Sheehan has served for 30 years as Conservation Officer, built and mapped trails and continues to volunteer deeply.

Robert Moore, Environmental Health Technician, addressed the council. This surprise with the help of Mark's family means a lot to him.

Councilor Michitson and Jordan thanked Mark for his service. Rob Moore discussed the location of trails and where to find information regarding the hiking trails in Haverhill. The Friends Shop at the Library has a beautiful trail guide.

MOTION BY VICE PRESIDENT JORDAN TO APPROVE, SECOND BY COUNCILOR TOOHEY

PASSED

YEAS 10, NAYS 0, ABSENT 1 (LEPAGE)



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- 15.1 Councilor Lewandowski requests a discussion on city protocol and ongoing planning for clearing of vegetation in Riverside Park/Edible Avenue and along the river 33-T

Councilor Lewandowski stated Riverside Park/Edible Avenue has grown into a valued community space through strong partnerships and volunteer support. To ensure its long-term success, a working group led by Rob Moore, Environmental Health Technician will develop a five-point plan focused on maintenance, funding and sustainability. Councilor Lewandowski would like to motion to send this to Natural Resource subcommittee to continue to look at what the working group discussed and how we can continue to support implementing the plan they come up with.

MOTION BY COUNCILOR LEWANDOWSKI, SECOND BY COUNCILOR MICHITSON

Mayor Barrett noted we welcome partners to make this sustainable. President Sullivan noted when the storage facility was approved in the Lincoln Plaza, we made a condition that they were going to improve the border that connects to the Riverside Park. The Mayor stated we have a contact within city hall that has a relationship and will reach out. Rob Moore stated we will need the direct abutter to work with us to make sure it is a nice and well-kept area. The goal is a well-coordinated beneficial space for the city. Councilor Ferreira asked if the city is eligible for any of NRCS funding. Rob Moore stated he hasn't looked to see if they have anything for invasive management.

MOTION BY COUNCILOR LEWANDOWSKI TO SEND TO NATURAL RESOURCES AND PUBLIC PROPERTY SUBCOMMITTEE, SECOND BY COUNCILOR MICHITSON

PASSED

YEAS 10, NAYS 0, ABSENT 1 (LEPAGE)

- 5.2. Mayor Barrett submits an order to accept grant of easement - Sherwood Drive Water Boosting Pumping Station - Permanent easement at 2 Sherwood Drive

5.2.1. Order- That the City Council of the City of Haverhill votes to authorize the Mayor to grant a permanent easement to the Massachusetts Electric Company across a portion of the property located at 2 Sherwood Dr known as "Parcel F" on a Plan recorded with the Essex County Registry of Deeds in Plan Book 138, Page 93, which is shown on the sketch plans attached to the Easement appended hereto, for purposes of constructing, installing, operating, repairing, using and maintaining an underground electric distribution system; and further to authorize the Mayor execute any document necessary to effectuate the grant of the easement including, but not limited to the Easement, and to take any other action necessary or convenient to carry out this vote. 94-I

Related communication from Robert E. Ward, DPW Director



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Robert Ward, DPW Director, addressed the council. He stated this is an order authorizing the Mayor to grant an easement to National Grid for underground electrical service to the new Sherwood Drive pumping station. The new station is adjacent to the old one. The easement ensures the most direct route for service.

MOTION BY COUNCILOR MCGONAGLE FOR PASSAGE, SECOND BY VICE PRESIDENT JORDAN
PASSED YEAS 10, NAYS 0, ABSENT 1 (LEPAGE)

5.3. Mayor Barrett submits an order to relating to Asset Management Plan Grant and Authority to File

5.3.1. Order- The City Council of the City of Haverhill authorize the Mayor 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

94-J

MOTION BY COUNCILOR MICHITSON, SECOND BY VICE PRESIDENT JORDAN
PASSED YEAS 10, NAYS 0, ABSENT 1 (LEPAGE)

5.3.2. Authority to File - Authorize Mayor on behalf of the applicant to file applications and execute any pertinent agreements as needed

94-JJ

Related communication from Robert E. Ward, DPW Director

MOTION BY VICE PRESIDENT JORDAN, SECOND BY COUNCILOR MICHITSON
PASSED YEAS 10, NAYS 0, ABSENT 1 (LEPAGE)

Robert Ward, DPW Director, addressed the council. This order authorizes the Mayor to file applications and execute agreements for grant. The purpose of the grant is to assist the city in developing an Asset Management Plan for stormwater. The total project cost is \$250,000, the grant award is \$150,000 and the city share is \$100,00 (a combination of cash and kind services).

Councilor Rogers asked if this was a grant that you applied for. Robert Ward confirmed it was a MASSDEP grant (SRF program). Councilor McGonagle asked where the in-kind money came from. Robert Ward stated its mostly city employees doing work. We are able to reimburse for their hourly rate.

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

6.1. Councilor Michitson wishes to introduce Matt Belfiore and Dave Shultz of HC Media to show video intended to change the image of



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manufacturing jobs and work as a recruitment tool for manufacturing companies

95-D

Matt Belfiore and Dave Shultz of HC Media addressed the council and presented a brief preview of a video about manufacturing jobs and usage of a recruitment tool. As cable revenues decline we are reinventing ourselves through community focused initiatives. The project in partnership with local manufacturers, NECC, the Chamber of Commerce, and Councilor Michitson is one of the first steps. Councilors Michitson, McGonagle, Rogers and Jordan applauded the effort of HC Media.

7. PUBLIC PARTICIPATION- REQUESTS UNDER COUNCIL RULE 28

8. COMMUNICATIONS AND REPORTS FROM CITY OFFICERS AND EMPLOYEES:

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

10. HEARINGS AND RELATED ORDERS:

- 10.1. Document 90 - CCSP 25-6; Marcos Devers requests to convert an existing two-family to a three-family dwelling at 43 Jackson St

President Sullivan opened the hearing.

Marcos Devers presented on behalf of the property owner a proposal to renovate and convert an existing two-family wood-frame dwelling, built circa 1910, into a three-family residence. The property, located on a 7,535.88 sq. ft. lot within an RU zoning district, was purchased in June 2022. The proposed project includes demolition and reconstruction of the rear interior section, the addition of a rear deck, and interior reconfiguration, all within what was described as the original footprint. The application triggered a special permit review due to the amount of demolition conducted, which exceeded what had been previously approved by the Zoning Board of Appeals.

President Sullivan asked if anyone would like to speak in favor. No one spoke.

President Sullivan asked if anyone would like to speak in opposition. No one spoke.

President Sullivan closed the hearing.

MOTION BY VICE PRESIDENT JORDAN TO APPROVE, SECOND BY COUNCILOR FERREIRA

Council discussion followed, led by Councilor Toohey, who raised concerns about the increase in square footage from 2,454.5 sq. ft. to 2,661.6 sq. ft. and the proposed increase in bedrooms from six to eight. He questioned whether this expansion violated the original footprint and expressed concern over density potentially occurring without full approvals. Marcos Devers acknowledged that construction had begun and extended beyond the initial permit due to unsafe structural conditions, but stated this had since been addressed with inspectional services. He expressed a willingness to amend the proposal to six bedrooms.

Councilors Basiliere and Rogers also supported reducing the number of bedrooms, citing safety, crowding, and code compliance, particularly the need for proper egress, sprinkler systems, and hardwired smoke and carbon monoxide detectors. Councilor Ferreira noted that the Zoning Board had already approved the conversion, and emphasized that issues related to interior layout and code compliance would be handled during the developmental review process. She supported the project as a way to add housing in a dense but well-connected area.



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Motion by Councilor Toohey to go from eight bedrooms to six bedrooms. Second by Councilor Basiliere.

PASSED

YEAS 9, NAYS 1 (FERREIRA), ABSENT 1 (LEPAGE)

President Sullivan now we will take a vote on approving the special permit from two to three units with all department conditions.

MOTION BY VICE PRESIDENT JORDAN TO APPROVE, SECOND BY COUNCILOR FERREIRA

PASSED

YEAS 10, NAYS 0, ABSENT 1 (LEPAGE)

- 10.2. Document 5; William Pillsbury, Economic Development and Planning Director, requests Zoning Amendment - Battery Energy Storage Systems

Continued from August 5, 2025 meeting

- 10.2.1. Document 5-B; Ordinance re: Zoning - Add a new section 7.9 Battery Energy Storage Systems *filed January 9, 2025*

Related communication from City Solicitor Lisa Mead to continue the hearing until December 2, 2025

MOTION BY COUNCILOR TOOHEY TO CONTINUE TO DECEMBER 2, 2025, SECOND BY COUNCILOR

MCGONAGLE

PASSED

YEAS 9, NAYS 0, ABSTENTION, 1 (ROGERS) ABSENT 1 (LEPAGE)

11.APPOINTMENTS:

- 11.1. Confirming Appointments:
11.2. Non-Confirming Appointments:
11.3. Constables
11.4. Resignations

12.PETITIONS:

- 12.1. Applications Handicap Parking Sign: *with Police approval*
12.2. Amusement/Event Application: *with Police approval*

- 12.2.1. EVNT-25-28; Cynthia Graham for the *Haverhill Firefighting Museum Chili/ Chowder Cookoff* at 75 Kenoza Ave, October 18th from 5-10pm 101-A

Requesting additional fees be waived

MOTION BY VICE PRESIDENT JORDAN, SECOND BY COUNCILOR MCGONAGLE

PASSED

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12.3. **Auctioneer License:**

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

12.4.1. **TAGD-25-22;** *Haverhill Girls Softball League, November*
1st & 2nd 8-U

MOTION BY VICE PRESIDENT JORDAN, SECOND BY COUNCILOR MICHITSON

PASSED

YEAS 10, NAYS 0, ABSENT 1 (LEPAGE)

12.5. **One Day Liquor License –with HPD approval**

12.6. **ANNUAL LICENSE RENEWALS:**

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

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

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

12.6.4. **Taxi Driver Licenses for 2024: with Police approval**

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

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

12.6.7. **Pool/Billiard**

12.6.8. **Bowling**

12.6.9. **Sunday Bowling**

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

12.6.11. **Buy & Sell Second Hand Clothing with Police approval**

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

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

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

12.6.15. **Roller Skating Rink**

12.6.16. **Sunday Skating**

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

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

13.MOTIONS AND ORDERS:

13.1. Order – pay bills of previous years and authorize payment from
current year departmental appropriations as listed:

<u>Vendor</u>	<u>Amount</u>	<u>Account</u>
Vestis	\$95.94	Police Dept.
Advantage One	\$654.90	Police Dept.



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Advantage One	\$654.90	Police Dept.
Advantage One	\$654.90	Police Dept.

Total: \$2,059.44

10-I

MOTION BY VICE PRESIDENT JORDAN, SECOND BY COUNCILOR MCGONAGLE

PASSED

YEAS 10, NAYS 0, ABSENT 1 (LEPAGE)

14. ORDINANCES (FILE 10 DAYS):

- 14.1. Ordinance re: Vehicles and traffic: Amend Ch. 240, be further amended by **ADDING** the following to §240-85 schedule B: Parking Restrictions and Prohibitions: 49-G

<u>LOCATION</u>	<u>REGULATION</u>	<u>HOURS/ DAYS</u>
<i>Main St, in front of 495 Main St</i>	<i>2-hour Parking</i>	<i>8:30am-6pm, Mon-Fri Jan 1 through April 30</i>

File 10 Days

MOTION BY COUNCILOR MCGONAGLE, SECOND BY VICE PRESIDENT JORDAN

PASSED

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- 14.2 Ordinance re: Vehicles and traffic: Amend Ch. 240, be further amended by **DELETING** the following to §240-85 schedule B: Parking Restrictions and Prohibitions: 49-H

River Street

From 20' west of Washington Street
To 109 River Street

Time limit: 30 min 7 am-6 pm

From 109 to No. 211 River Street, except
for 1 24-hour handicapped parking space
at No. 163, north side

Time limited: 2 hour 7 am-6 pm

In front of 125 River Street (Victoriana
Catering)

Time limited: 1 hour 8 am-4 pm M-Sa

In front of No. 167 River Street except
for 1 24-hour handicap parking space

No Parking 24 hours



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In front of 169-171 River Street	No Parking	24 hours
From No. 211 west for 210 ft, north side	Time limited: 1 hour	7 am -5 pm

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

River Street

From 20' west of Washington St to Across front of 67 River Street	Time limit: 1 hour	7 am-6 pm M-F
In front of 83 River Street	Time limit: 1 hour	7 am-6 pm M-F
In front of 125 River Street	Time limit: 1 hour	9 am-5 pm M-Sa
In front of 173 River Street, except for 1 24-hour handicapped parking space	No Parking	24 hours
In front of 219 River Street	Time limited: 1 hr	7 am -5 pm

File 10 Days

MOTION BY COUNCILOR MICHITSON, SECOND BY VICE PRESIDENT JORDAN
PASSED YEAS 10, NAYS 0, ABSENT 1 (LEPAGE)

15.COMMUNICATIONS FROM COUNCILORS:

15.1. Moved to beginning of agenda 33-T

16.UNFINISHED BUSINESS OF PRECEEDING MEETING:

16.1. Councilor Lewandowski requests an amendment to Chapter 191 of Haverhill City Ordinances prepared by City Solicitor Lisa Mead reflecting changes that were voted by City Council on July 22, 2025. She also requests to send a letter to the delegation to advocate for additional language to our state statute on solicitation to protect residences
Filed September 17, 2025 33-Q

Councilor Lewandowski stated the city is tightening up the door-to-door solicitation ordinance by increasing our fine structure from \$300 to \$500, limited hours from 9AM to 5AM and we have taken out Sundays and legal holidays.

MOTION BY COUNCILOR LEWANDOWSKI, SECOND BY VICE PRESIDENT JORDAN
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Councilor Lewandowski stated door to door solicitation is protected freedom of speech, but localities can regulate it. I propose sending a letter to our state delegation requesting two changes to strengthen the state law. Clarify that residents can still use the Consumer Protection Act (ch. 93a) against unfair or deceptive business practices. Also, to reinforce that no solicitation signs and do not knock registries must be respected, with penalties for violations. Also, she would like to remind residents of the federal 3 day cooling off period for door-to-door sales for anything over \$25.00.

MOTION BY COUNCILOR LEWANDOWSKI TO SEND A LETTER TO THE STATE DELEGATION, SECOND BY VICE PRESIDENT JORDAN

PASSED

YEAS 10, NAYS 0, ABSENT 1 (LEPAGE)

17.RESOLUTIONS AND PROCLAMATIONS:

18.COUNCIL COMMITTEE REPORTS AND ANNOUNCEMENTS:

- Councilor Basiliere noted the City Hall Learning Café is sponsoring the City Hall Employee Pasta Sauce cook-off on October 8th
- Vice President Jordan stated the Hillies Swim and Dive Team improved to 5-0 today

19.DOCUMENTS REFERRED TO COMMITTEE STUDY:

20.LONG TERM MATTERS STUDY LIST:

21.ADJOURN:

MOTION BY VICE PRESIDENT JORDAN TO ADJOURN, SECOND BY COUNCILOR LEWANDOWSKI

PASSED

YEAS 10, NAYS 0, ABSENT 1 (LEPAGE)**ADJOURNED: 20:36**