



**CITY OF HAVERHILL
CITY COUNCIL AGENDA - AMENDED**

April 30, 2024 at 7:00 PM

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

In-Person/Remote Meeting

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

1. OPENING PRAYER

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MINUTES OF PRIOR MEETING

4. ASSIGNMENT OF THE MINUTES REVIEW FOR THE NEXT MEETING

5. COMMUNICATIONS FROM THE MAYOR:

5.1. Mayor Barrett submits Loan Order to increase amount for improvements to four sewer pumping stations

5.1.1. Loan Order Amended - \$2,700,000 for improvements to Coffin av, Danielle dr, Alvanos dr and Hanover st Sewer Pumping Stations

File 10 days

Related communication from Robert Ward, DPW Director



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- 5.2 Mayor Barrett submits Loan Order for Wastewater Treatment Plant and South Mill Street Pumping Station Upgrades

5.2.1 Loan Order - \$1,500,000.00 for Wastewater Treatment Plant and South Mill Street Pumping Station File 10 days

Related communication from Robert Ward. DPW Director

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

6.1. Council President Sullivan requests to introduce Kyle McWilliam-Lopez, Executive Director of the local Red Cross, to discuss the upcoming *Sound the Alarm Event* in partnership with the Haverhill Fire Department on Saturday, May 4, 2024

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 35, CCSP 24-3, Special Permit request from Glenn Belanger for 145 Elliott st to construct a bedroom addition on this property which is in our watershed
Comments are included from City Departments



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11. APPOINTMENTS:

11.1. **Confirming Appointments:**

11.2. **Non-Confirming**

11.2.1. *Haverhill Stadium Commission: Councillor Melissa
Lewandowski expires 4/30/2027*

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

11.4. **Resignations:**

12. PETITIONS:

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

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

12.2.1. EVNT 24-5, Melissa de Friesse for the Boys & Girls
Club of Greater Haverhill for their *Walk a-Palooza* on May 4th on
Bailey blvd from 10 am to 1 pm

12.3. **Auctioneer License:**

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

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

12.6. **ANNUAL LICENSE RENEWALS:**

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

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

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

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

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



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

12.6.6.1. JUNK 23-2, *TJS Metals*, James Smith, 39 Hale st

12.6.7. **Sunday Pool**

12.6.8. **Bowling**

12.6.9. **Sunday Bowling**

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

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

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

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

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

12.6.15. **Roller Skating Rink**

12.6.16. **Sunday Skating**

12.6.17. **Exterior Vending Machines/Redbox Automated**

Retail, LLC

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

13.MOTIONS AND ORDERS:

14.ORDINANCES (FILE 10 DAYS):

14.1. Ordinance re: Vehicles and Traffic, *Delete Handicap Parking at*
51 Bellevue av and 53 Bellevue av File 10 days

15.COMMUNICATIONS FROM COUNCILLORS:

16. UNFINISHED BUISINESS OF PRECEEDING MEETING:

17.RESOLUTIONS AND PROCLAMATIONS:



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18.COUNCIL COMMITTEE REPORTS AND ANNOUNCEMENTS

- 18.1. Councillor LePage submits the minutes of the *Administration and Finance Committee* meeting held on April 22, 2024 for discussion and acceptance

Related communication from Lisa Mead, City Solicitor

19.DOCUMENTS REFERRED TO COMMITTEE STUDY

20.LONG TERM MATTERS STUDY LIST

21.ADJOURN :



MELINDA E BARRETT
MAYOR

**CITY OF HAVERHILL
MASSACHUSETTS**

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

511

April 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

File 10 DAYS

HAU CITY CLERK APR26/24 AM 9:27



DOCUMENT

CITY OF HAVERHILL

In Municipal Council

5.11.1

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

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.



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 *RM*
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. McOsker, Chief Financial Admin Assistant, ajmcosker@haverhillMa.gov

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 *REW*
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



MELINDA E BARRETT
MAYOR

**CITY OF HAVERHILL
MASSACHUSETTS**

5.2
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 \$ 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
Mayor

MEB/em



DOCUMENT

CITY OF HAVERHILL

In Municipal Council

File 10 DAYS
HAV CITY CLERK APR 26 '24 AM 9:29

5.2.1

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



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 *RM*
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. McOsker, WWTP Finance/Project, ajmcosker@haverhillMA.gov

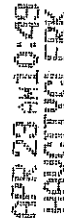
CITY COUNCIL

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



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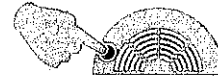
April 23, 2024

To: President and Members of the City Council:

Council President Sullivan wishes to introduce Kyle McWilliam-Lopez, Executive Director of the local Red Cross, to discuss the upcoming **Sound the Alarm Event** in partnership with the Haverhill Fire Department on Saturday, May 4, 2024.

President Thomas J. Sullivan

(meeting 4.30.2024)



SOUND THE ALARM

Save a Life



Smoke Alarms Save Lives!

Working smoke alarms can cut the risk of death from home fires in half.

That's why we're rallying volunteers, fire departments and partners to *Sound the Alarm*.

Together, we're installing **FREE** smoke alarms in your community. Request a smoke alarm installation today!

Haverhill, MA

May 4, 2024

9 a.m. — 3 p.m.



Scan code for
appointment

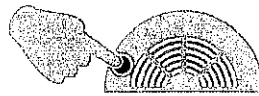
For an appointment and to learn more,
visit SoundtheAlarm.org/ma
or call 800-564-1234



FEMA

nationalgrid





ACTIVA TU ALARMA

Salva una Vida



**Cruz Roja
Americana**

¡Las alarmas de humo salvan vidas!

Las alarmas de humo que funcionan pueden reducir a la mitad el riesgo de muerte por incendios domésticos.

Es por eso que estamos reuniendo a voluntarios, departamentos de bomberos y socios para la campaña *Activa tu Alarma*.

Juntos, estamos instalando alarmas de humo **GRATUITAS** en su comunidad. ¡Solicite la instalación de una alarma de humo hoy mismo!

Haverhill, MA

4 Mayo de 2024

9 a.m. — 3 p.m.



escanear código
para cita

Obtenga más información en
ActivaTuAlarma.org o llame al 800-564-1234.

 **State Farm**
nationalgrid

 **FEMA**
ODIN
EAC

Hearing April 30, 2024

City Council Special Permit - Add to a project

 **Expiration Date**

Active

Request Changes
(/#/explore/request-changes/167261)

⋮

CCSP-24-3*10.1***Details**

Submitted on Jan 30, 2024 at 10:43 am

**Attachments**

10 files

**Activity Feed**

Latest activity on Mar 13, 2024

**Applicant**

Matthew Lacroix

 0**Location**

145 ELLIOTT ST Unit AA, Haverhill, MA 01830

View ▼

Edit Workflow

**Special Permit Filing Fee**

Paid Jan 30, 2024 at 1:55 pm

**Planning Director Review**

Completed Jan 30, 2024 at 3:14 pm

**City Clerk Review - Hearing Dates Set**

In Progress

**City Council Admin Notified**



Abutter Notification
Review



Second Ad Placement
Review



City Council Meeting
Review



Meeting Minutes & Decision Filed w/City Clerk
Review



City Clerk Review - Hearing Dates Set

● **Active** ▾

Became active a month ago

Original documents of all attachments to the application must be submitted so they can be registered.

Assignee

Maria Bevilacqua ✕

Due date
































None



Maria Bevilacqua ✓

Remove Comment • Mar 14, 2024 at 11:01 am

Special Permit hearing set for April 30 2024

	City Council Admin Notified Completed Jan 31, 2024 at 9:59 am	
	Assessor for Abutter's List Completed Jan 31, 2024 at 9:26 am	
	Conservation Department Review Completed Mar 11, 2024 at 12:36 pm	
	DPW Review Completed Mar 04, 2024 at 10:18 am	
	Engineering Department Review Completed Feb 27, 2024 at 1:10 pm	
	Fire1 Department Review Skipped Feb 01, 2024 at 10:00 am	
	Fire2 Department Review Completed Feb 29, 2024 at 4:31 pm	
	Health Department Review Completed Jan 31, 2024 at 3:21 pm	
	Police Department Review Completed Jan 31, 2024 at 8:31 am	
	School Department Review Completed Jan 31, 2024 at 5:51 pm	
	Storm Water Review Completed Mar 11, 2024 at 12:36 pm	
	Water/Wastewater Review Completed Mar 04, 2024 at 10:26 am	
	Water Supply Review Completed Mar 11, 2024 at 12:27 pm	
	Building Inspector Approval for Agenda Completed Mar 13, 2024 at 3:09 pm	
		
	First Ad Placement Review	

**Placed on Agenda**

Review

**Abutter Notification**

Review

**Second Ad Placement**

Review

**City Council Meeting**

Review

**Meeting Minutes & Decision Filed w/City Clerk**

Review



Details

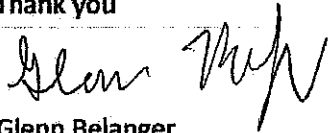
Important: Please Read Before Starting Your Application

THE CITY COUNCIL HAS CHANGED THE DEADLINE FOR SUBMITTING APPLICATIONS FOR SPECIAL PERMITS. IT IS NOW APPROXIMATELY 6 WEEKS PRIOR TO THE HEARING DATE. ALSO, ALL APPLICATIONS MUST BE COMPLETE, HAVING SATISFIED ALL OF THE REQUIREMENTS - BOTH INFORMATION AND ATTACHMENTS - FROM THE BUILDING INSPECTOR, CITY TREASURER, CITY ASSESSOR AND CLERK OF THE BOARD. INCOMPLETE OR LATE APPLICATIONS WILL NOT BE HEARD UNTIL AT LEAST 1 MEETING LATER

January 22 2024

To whom it my concern, My name is Glenn Belanger I live at 145 Elliott st Haverhill MA 01830, I am the owner of this property and give Matthew Lacroix@ msiconstruction16@gmail of 14 Newton Rd ,Plaistow NH 03865 License# CS-113057 permission to construct a small bedroom addition on same address with permit #108682.

Thank you


Glenn Belanger



Placed on Agenda
Review



Abutter Notification
Review



Second Ad Placement
Review



City Council Meeting
Review



Meeting Minutes & Decision Filed w/City Clerk
Review



Conservation Department Review



● **Complete** ▾

Complete

Assignee

Robert Moore

Due date



None



John D'Aoust

Remove Note • Jan 31, 2024 at 11:02 am

Was assigned to me. I guess I've taken over conservation, I didn't get the memo!

**Robert Moore**

Remove Comment • Jan 31, 2024 at 11:37 am

Hi Matt. The coverage calculations on the site plan are appreciated, but what we need to see are the calculations for impervious area related to the area of the lot. These should include all existing and proposed roof areas, driveway paving, and any concrete/paved patios and walkways. These should not include the driveway apron that is within the Elliott Street right-of-way, nor should they include the deck (assuming board spacing). For clarity, they should also identify which area(s) of roof you will be recharging. You do not need the surveyor to revise the plan; you can simply scale these areas and upload a written summary to the record. Also, please sketch out and upload your proposed infiltration design.

**Robert Moore**

Remove Comment • Mar 11, 2024 at 12:36 pm

with the Water Department's approval, the Conservation Department has no objections to the granting of the Special Permit.

This step was assigned to John D'Aoust - Jan 30, 2024 at 3:14 pm

John D'Aoust assigned this step to Robert Moore - Jan 31, 2024 at 11:01 am

Robert Moore approved this step - Mar 11, 2024 at 12:36 pm



Placed on Agenda
Review



Abutter Notification
Review



Second Ad Placement
Review



City Council Meeting
Review



Meeting Minutes & Decision Filed w/City Clerk
Review



Engineering Department Review



● **Complete** ▾

Complete

Assignee

John Pettis

Due date

None



John Pettis

Remove Comment • Feb 27, 2024 at 1:10 pm

I have no objection to the requested Special Permit, provided that a Condition of Approval be that Engineering is to receive and approve a copy of revised Certified Foundation plan.

This step was assigned to John Pettis - Jan 30, 2024 at 3:14 pm
John Pettis approved this step - Feb 27, 2024 at 1:10 pm



Placed on Agenda
Review



Abutter Notification
Review



Second Ad Placement
Review



City Council Meeting
Review



Meeting Minutes & Decision Filed w/City Clerk
Review



Fire2 Department Review



● **Complete** ▾

Complete

Assignee

Robert Irvine

Due date



None



Robert Irvine

Remove Comment • Feb 1, 2024 at 10:00 am

1 & 2 Family Dwellings

The installation of smoke, heat, and co alarms shall be compliant to applicable MSBC 780 CMR 9th edition for 1 & 2 Family Residential Dwellings, 527 CMR 1.00 2021 ed., MGL, City of Haverhill ordinances including City of Haverhill Subdivision Rules and Regulations and

fire prevention regulations that are required with this project. Required permitting of fire protection systems should not hold up foundation permit, however Contractor information will be required. Contractors hired to install fire protection systems shall be required to obtain permit approval of proposed fire alarm and or sprinkler systems before any building permit will be issued. Failure to abide by the permitting process as required by the 9th edition of the MSBC, 780 CMR 51.R106.3.3.4 shall cause a delay in acquiring the final occupancy certificate.

The Fire Alarm system mentioned above regards the proper smoke, heat, and CO detectors/alarms

This step was assigned to Robert Irvine - Jan 30, 2024 at 3:14 pm
Robert Irvine approved this step - Feb 29, 2024 at 4:31 pm



Placed on Agenda
Review



Abutter Notification
Review



Second Ad Placement
Review



City Council Meeting
Review



Meeting Minutes & Decision Filed w/City Clerk
Review



Health Department Review



● **Complete** ▾

Complete

Assignee

Mark Tolman

Due date

None



Mark Tolman

Remove Comment • Jan 31, 2024 at 3:21 pm

Approved / Dwelling is serviced by city water and sewer service connections.

This step was assigned to Bonnie Dufresne - Jan 30, 2024 at 3:14 pm
Bonnie Dufresne assigned this step to Mark Tolman - Jan 31, 2024 at 12:55 pm
Mark Tolman approved this step - Jan 31, 2024 at 3:21 pm



Placed on Agenda
Review



Abutter Notification
Review



Second Ad Placement
Review



City Council Meeting
Review



Meeting Minutes & Decision Filed w/City Clerk
Review



Storm Water Review



● **Complete** ▾

Complete

Assignee

Robert Moore

Due date

None



Robert Moore

Remove Comment • Jan 31, 2024 at 11:37 am

see Conservation Review



Robert Moore

Remove Comment • Mar 11, 2024 at 12:36 pm

C.219 n/a. With the Water Department's approval, the Conservation Department has no objections to the granting of the Special Permit.

This step was assigned to Robert Moore - Jan 30, 2024 at 3:14 pm
Robert Moore approved this step - Mar 11, 2024 at 12:36 pm



Placed on Agenda
Review



Abutter Notification
Review



Second Ad Placement
Review



City Council Meeting
Review



Meeting Minutes & Decision Filed w/City Clerk
Review



Water Supply Review

Complete ▾

Complete

Assignee

John D'Aoust

Due date

None



John D'Aoust

Remove Comment • Jan 31, 2024 at 2:43 pm

The water department concurs with the comments made by Robert Moore of Conservation. Please provide the requested information so the water supply review can be completed prior to the special permit hearing.

**Robert Moore**

Remove Note • Feb 26, 2024 at 3:02 pm

owner uploaded new plan with calculations tables today. let me know your thoughts.

**Robert Moore**

Remove Note • Mar 11, 2024 at 10:46 am

Hi John, are you all set with the information that has been submitted. I've been withholding my approval until I hear confirmation from you.

**John D'Aoust**

Remove Comment • Mar 11, 2024 at 12:27 pm

The water department has reviewed the applicant's drainage improvement plan dated 2/23/2024 by Bergman & Associates and finds that the impervious area from proposed addition as well as the existing accessory apartment is being mitigated by the installation of a drywell to infiltrate the stormwater from those surfaces.

The water department does not oppose the granting of a special permit for the proposed project.

This step was assigned to John D'Aoust - Jan 30, 2024 at 3:14 pm
John D'Aoust approved this step - Mar 11, 2024 at 12:27 pm

January, 22 2024

Hello, my name is Glenn Belanger. I live at 145 Elliott st Haverhill. I have lived here for 46 years with my family, went to Haverhill Trade school and am a disabled Veteran. In 2021 I was allowed to build a 750 sq ft accessory apartment because my existing homes foot print only allowed 800 sq ft. In 2022 just after completing the apartment the city increased the sq ft to 1200. Since then, my daughter and husband have now brought a 5 month old daughter into this world. The existing apartment only has one bedroom, therefore the baby's crib is in the hallway. I applied to the city to add on a 12x 14 small bedroom for the child which was allowed by city departments. Except, in 2023 it was not allowed again because the city changed the zoning in 2023 water shed area to 2,714 sq ft which put my accessory apartment over the limit. I have discussed this problem with Robert Moore and hired a civil engineer for plans to evacuate all rain water from my two gutters into a under ground dry well system. This added expense is costing me thousands of dollars just to add a small bedroom for this child. Please look over this city council request for a special permit.

Thank you,

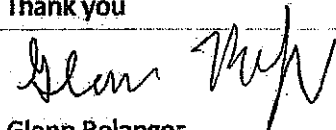
A handwritten signature in black ink, appearing to read "Glenn Belanger", written in a cursive style.

Glenn Belanger

January 22 2024

To whom it may concern, My name is Glenn Belanger I live at 145 Elliott st Haverhill MA 01830, I am the owner of this property and give Matthew Lacroix@msiconstruction16@gmail of 14 Newton Rd ,Plaistow NH 03865 License# CS-113057 permission to construct a small bedroom addition on same address with permit #108682.

Thank you



Glenn Belanger

145 Elliott St. City Council Permit

In regard to the Attorney Representation

Home owner was told he don't need an attorney to represent him for the current application, and to mark this Step N/A by the building commissioner.

Matthew Lacroix, General Contractor

CS-113057

Northpoint Survey
Services, Inc.

P.O. Box 1226
Newburyport, MA 01950
(978)-572-0835

CITY OF HAVERHILL
BOARD OF APPEALS



DATE

APPLICANT

ZONING DISTRICT - RM

FOOTPRINT AREA OF EXISTING BUILDING = 1,955 S.F.
FOOTPRINT AREA OF EXISTING DECK = 347 S.F.
FOOTPRINT AREA OF EXISTING GARAGE = 1,243 S.F.
TOTAL = 3,545 S.F.
AREA OF PROPOSED ADDITION = 165 S.F.
TOTAL = 4,015 S.F.

LOT COVERED BY EXISTING & PROPOSED=14.5%

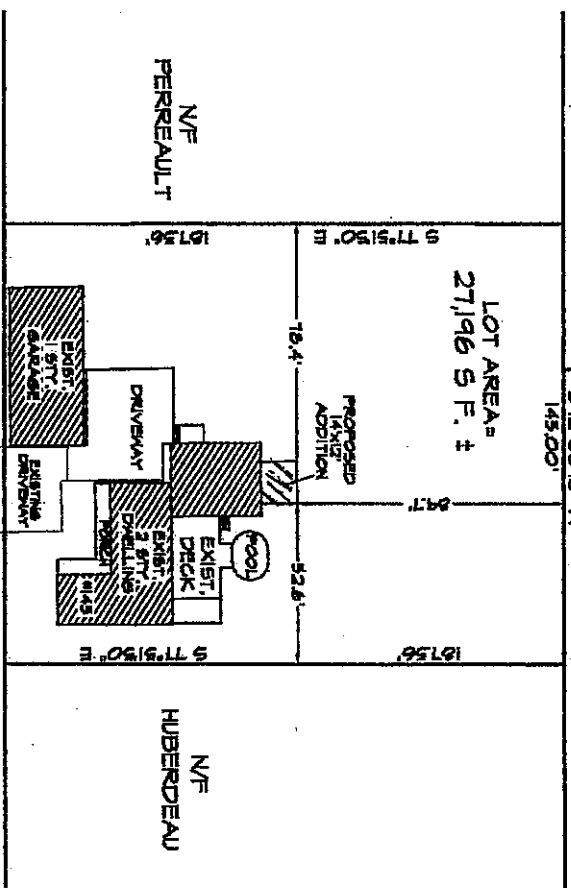
DEED REFERENCE

RECORD OWNER,
GLENN & MARYELLEN BELANGER
145 ELLIOT STREET
HAVERHILL, MA.
DEED BOOK 11205 PAGE 547 S.E.R.D.

PLAN REFERENCE

PLAN BOOK 154 PLAN 15 S.E.R.D.
ASSESSORS INFORMATION
MAP 441 BLOCK 3 LOT 5

N/F LAITSAS
N/F SCHMIDT

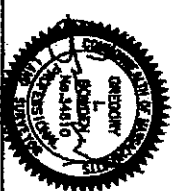


ELLIOTT STREET
50' WIDE-PUBLIC

FOR REGISTRY USE

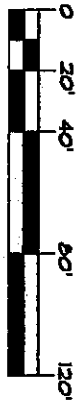
I CERTIFY THAT TO THE BEST OF MY PROFESSIONAL KNOWLEDGE AND BELIEF THE PROPERTY LINES SHOWN ON THIS PLAN ARE THE LINES DIVIDING EXISTING OWNERSHIPS AND THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND THAT NO NEW LINES FOR DIVISION OF EXISTING OWNERSHIP OR FOR NEW WAYS ARE SHOWN.

I CERTIFY THAT TO THE BEST OF MY PROFESSIONAL KNOWLEDGE AND BELIEF THIS PLAN CONFORMS TO THE RULES AND REGULATIONS OF THE REGISTERS OF DEEDS.



9/28/23

GREGORY L. BORDEN P.L.S. DATE

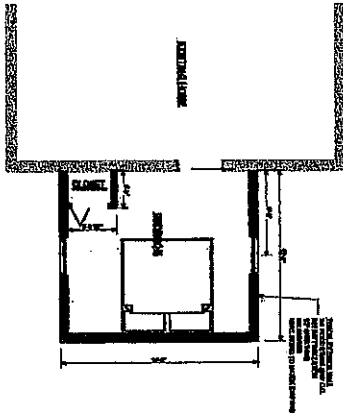


SCALE IN FEET
1" = 40'

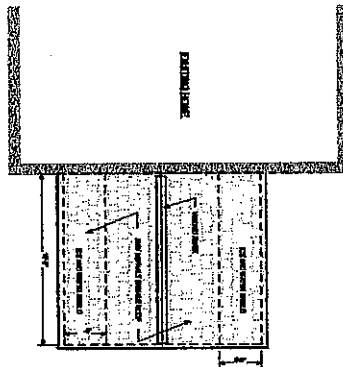
DATE, SEPTEMBER 28, 2023

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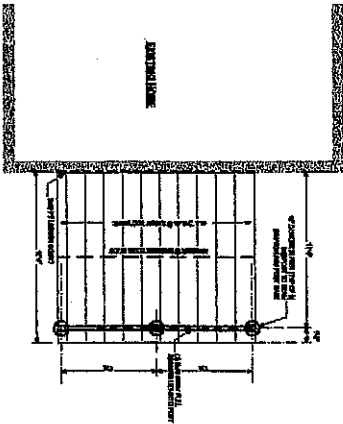
JOB NO. 4458.00



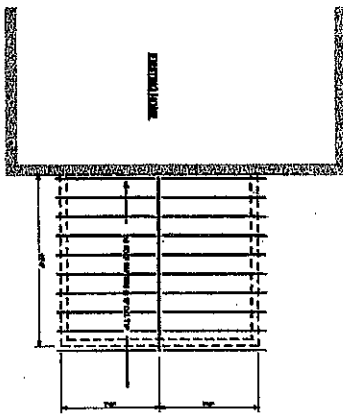
FLOOR PLAN



ROOF PLAN

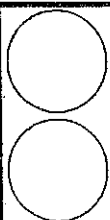


FLOOR PLAN



ROOF PLAN

CONSULTANT

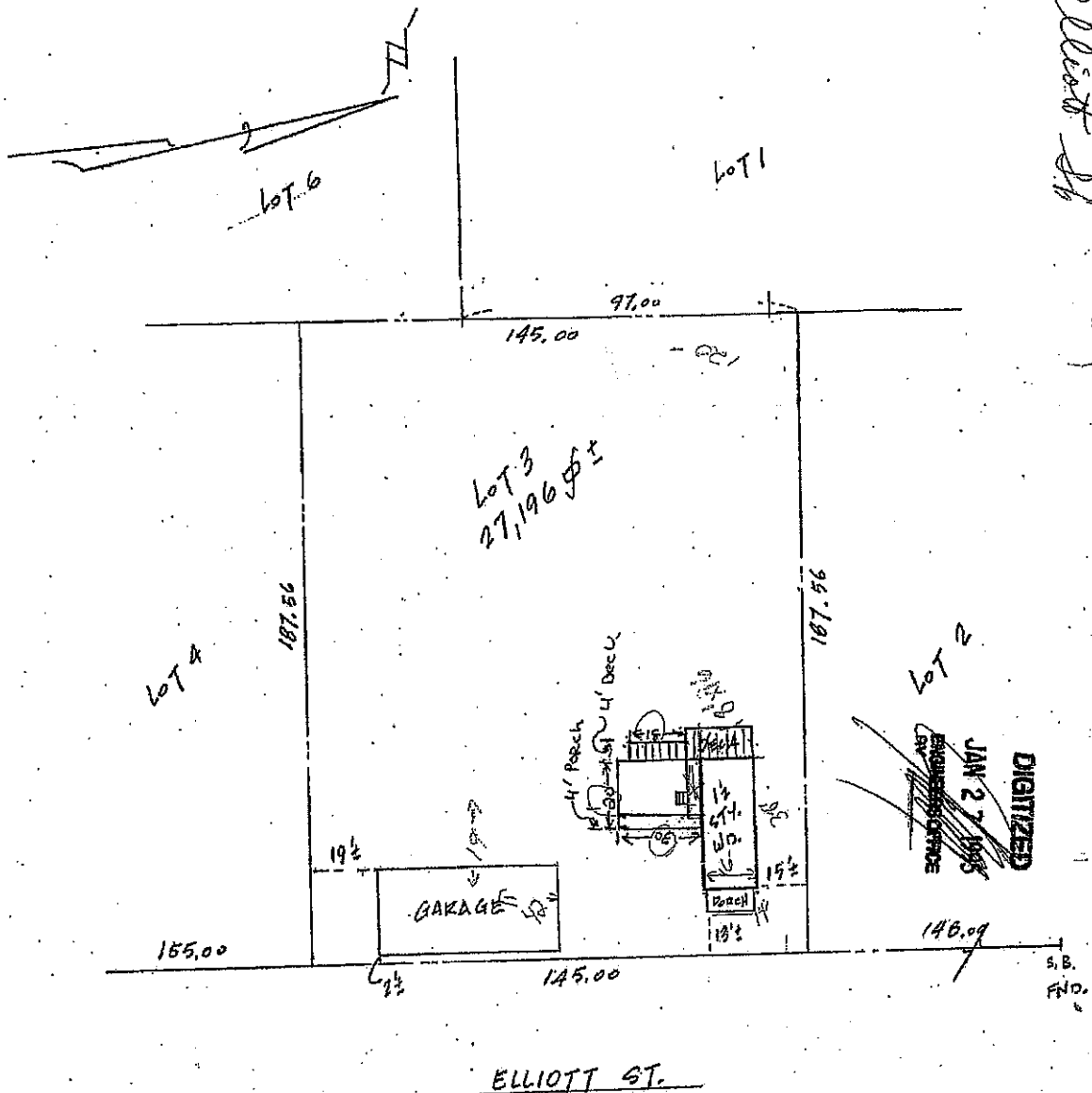


RESIDENTIAL
ADDITION

145 ELLIOT STREET
HAVERHILL, MA

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1/141347765180765169976465241339180250516437558310672813332239312945152
1/28269553036153033995



BUYER: BELANGER

MORTGAGE INSPECTION PLAN

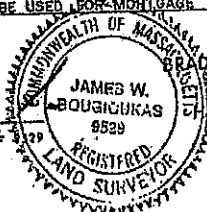
LOCATED IN
HAVERHILL,
MASSACHUSETTS

TO THE THE FAMILY MUTUAL SAVINGS BANK AND ITS TITLE INSURERS
I HEREBY CERTIFY THAT I HAVE EXAMINED THE PREMISES AND ALL EASEMENTS,
ENCROACHMENTS AND BUILDINGS ARE LOCATED ON THE GROUND AS SHOWN.
I FURTHER CERTIFY THAT THE BUILDING SHOWN DO CONFORM TO THE
ZONING LAWS AND AMENDMENTS, (i.e. FRONT, SIDE & REAR YARD SET BACK, ETC.) OF HAVERHILL
WHEN CONSTRUCTED. I FURTHER CERTIFY THAT THIS PROPERTY IS NOT
LOCATED IN THE ESTABLISHED FLOOD HAZARD AREA.

NOTE: THIS CERTIFICATION IS BASED ON THE LOCATION OF SURVEY MARKERS OF OTHERS, AND
DOES NOT REPRESENT A PROPERTY SURVEY.
EXAMINATION OF THE RECORDS IS MADE ONLY SUBSEQUENT TO THE RECORDED DATE OF THE
LATEST DEED AND DOES NOT INCLUDE VERIFYING THE ACCURACY OF THE DEED DESCRIPTION
PREVIOUS TO ITS DATE OF RECORD.
THIS COMPANY IS NOT RESPONSIBLE FOR ANY INDENTURES MADE SUBSEQUENT TO THE
RECORDED DATE OF THE LATEST DEED OF RECORD.
WHENEVER BUILDINGS ARE SHOWN LESS THAN ONE FOOT FROM THE PROPERTY LINE IT IS
ADVISED THAT A MORE PRECISE SURVEY BE MADE TO VERIFY THESE MEASUREMENTS.

THIS CERTIFICATION TO BE USED FOR MORTGAGE PURPOSES ONLY

James W. BOUGIOUKAS RLS # 329



BOUGIOUKAS ENGINEERING CO.
P.O. BOX 1244
Haverhill, Mass 01831
TEL. 373 2398

DEED
BOOK 7219
PAGE 283

PLAN
NO. 15
BOOK 15A
PAGE

CERT. NO.
JAN. 28, 1986

SCALE: 1" = 40'

441 3 3

IMPORTANT NOTE: ALL DOCUMENTS THAT ARE ATTACHED TO THIS APPLICATION MUST BE SUBMITTED AS ORIGINALS TO THE CITY CLERK BEFORE THE APPLICATION IS CONSIDERED COMPLETE AND PROCEEDS TO REVIEW. THESE DOCUMENTS WILL LATER BE FILED WITH THE COUNTY REGISTRY WHICH REQUIRES ORIGINAL DOCUMENTS.

What is Your Role in This Process?*

Other

IF OTHER, Please Specify*

Contractor

Applicant Business/Firm Name*

Matthew S. Lacroix

Applicant Business/Firm Phone*

978-360-6752

Applicant Business/Firm Address*

14 Newton Rd.

Applicant Business/Firm City*

Plaistow

Applicant Business/Firm State*

N.H.

Applicant Business/Firm Zip*

03865

IN CITY COUNCIL: March 19 2024

VOTED: that COUNCIL HEARING BE HELD APRIL 30 2024

Attest:

City Clerk



MELINDA E BARRETT
MAYOR

**CITY OF HAVERHILL
MASSACHUSETTS**

HAU CITY CLERK APR 26 2024 11:21

11,2,1
CITY HALL, ROOM 100
FOUR SUMMER STREET
HAVERHILL, MA 01830
PHONE 978-374-2300
FAX 978-373-7544
MAYOR@CITYOFHAVERHILL.COM
WWW.CI.HAVERHILL.MA.US

April 25, 2024

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

RE: Councilor Melissa Lewandowski- Haverhill Stadium Commission

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

I hereby appoint Councilor Melissa Lewandowski of 61 Whittier Street, Haverhill as the City Council Representative to the Haverhill Stadium Commission.

This is a non-confirming appointment. This appointment takes effect immediately and expires April 30, 2027.

Sincerely,

Melinda E. Barrett
Mayor

MEB/em



EVNT-24-5

Event Permit

Status: Active

Submitted On: 3/27/2024

Primary Location

0 BAILEY BLVD

Haverhill, MA 01830

Owner


TD BANKNORTH, N.A.


TOWER B 10TH FLOOR

WELLINGTON ST 380


LONDON, ON N6A 4

Applicant

 Melissa deFriesse

 978-374-6171 x102

mdefriesse@haverhillbgc.org

 55 Emerson Street
Haverhill, MA 01830

12.2.1

HAU CITY CLRK APR26/24 AM10:27

Organization Information

Organization*

Boys & Girls Club of Greater Haverhill

Organization Phone*

978-374-6171

Organization Address*

55 Emerson Street

Organization City*

Haverhill

Organization State*

MA

Organization Zip*

01830

Is the Organization Tax Exempt?*

Yes

Is the Organization Non-Profit?*

Yes

Is the Organization a House of Worship?*

No

Contact Information

Contact Name*

Javier Bristol

Contact Title*

Executive Director

Contact Phone*

978-374-6171 x104

Contact Email*

jbristol@haverhillbgc.org

Contact Address*

55 Emerson Street

Contact City*

Haverhill

Contact State*

MA

Contact Zip*

01830

Property Owner Information

Property Owner Name*

TD Bank

Property Owner Phone*

978-556-1031

Property Owner Address*

153 Merrimack Street

Property Owner City*

Haverhill

Property Owner State*

MA

Property Owner Zip*

01830

Is the Applicant the Property Owner? ?

No

Event Information

Description of event* ?

Walk-a-Palooza is a Boys & Girls Club event, raising awareness and support for the organization via a 1.2 mile walk through downtown Haverhill, followed by a celebratory gathering in the TD Bank parking lot (directly behind the Boys & Girls Club building). The gathering will have fun kids activities, music, and food.

Type of Event*

Other

IF OTHER, Please Specify*

Walk & Post-Walk Celebration

Event Date*

05/04/2024

Event Location*

0 Bailey Blvd, Haverhill MA

is the Event on Bradford Common?* ?

No

Is the Event on City Property?*

No

Event Venue*

Outdoor

Number of Anticipated Attendees*

150

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

Yes

Event Start Time*

10am

Event End Time*

1pm

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?*

Gas Grills

Any Helpful Comments about Food

Maria's Restaurant does our BBQ - food is no charge/free for attendees

Special Considerations (i.e. fireworks)* ?

Bouncy houses, kids activities

Parking Information

Number of Parking Spaces Onsite*

0

Have Off-site Parking Arrangements Been Made?*

No

Are There Charges/Fees for Parking?*

No

Sanitation Information

Number of Public Restrooms Available*

2

Type of Toilets*

Permanent

Please Describe Plans for Solid Waste Disposal & Recycling*

Our Club has a dumpster. Note on restrooms - the Club building (55 Emerson St) is open and accessible for bathroom use.

General Release & Indemnity Agreement

Yes*








Terms of Understanding

Yes*



Attachments

	Event Agreements, Leases & Contracts Maria's Menu Walk 2024.pdf Uploaded by Melissa deFriesse on Mar 27, 2024 at 11:19 AM	REQUIRED
	General Release & Indemnity Agreement General Release Indemnity Agreement.pdf Uploaded by Melissa deFriesse on Mar 27, 2024 at 11:30 AM	REQUIRED
	Proof of Non-Profit Status 501c3Letter.pdf Uploaded by Melissa deFriesse on Mar 11, 2024 at 12:06 PM	REQUIRED
	Property Owner's Written Consent TD Bank approval email 2024.pdf Uploaded by Melissa deFriesse on Mar 27, 2024 at 11:30 AM	REQUIRED
	Proof of Insurance TD Bank NA 153 Merrimack St Haverhill MA 01830 Certificate of Liability Insurance 2024.pdf Uploaded by Melissa deFriesse on Mar 11, 2024 at 12:06 PM	REQUIRED

**Contract 38829.pdf**

Contract 38829.pdf

Uploaded by Melissa deFriesse on Mar 27, 2024 at 11:30 AM

**TD Bank NA 153 Merrimack St Haverhill MA 01830.pdf**

TD Bank NA 153 Merrimack St Haverhill MA 01830.pdf

Uploaded by Melissa deFriesse on Apr 3, 2024 at 10:28 AM

History

Date	Activity
4/26/2024, 10:23:15 AM	Kaitlin Wright waived approval step Public Works Director Approval on Record EVNT-24-5
4/25/2024, 12:44:30 PM	Kaitlin Wright assigned approval step City Council Approval to Kaitlin Wright on Record EVNT-24-5
4/12/2024, 8:34:52 AM	Kevin Lynch approved approval step Police Department Approval on Record EVNT-24-5
4/4/2024, 8:41:46 AM	Mark Tolman altered inspection step Temporary Food Inspection, changed sequence from "" to "1" on Record EVNT-24-5
4/4/2024, 8:41:46 AM	Mark Tolman added inspection step Temporary Food Inspection to Record EVNT-24-5
4/4/2024, 8:33:46 AM	Mark Tolman approved approval step Health Inspector Approval on Record EVNT-24-5
4/4/2024, 8:28:11 AM	Tom Bridgewater approved approval step Building Inspector Approval on Record EVNT-24-5
4/3/2024, 3:25:26 PM	Eric Tarpay approved approval step Fire Inspector Approval on Record EVNT-24-5
4/3/2024, 3:03:30 PM	approval step Building Inspector Approval was assigned to Tom Bridgewater on Record EVNT-24-5
4/3/2024, 3:03:30 PM	approval step Public Works Director Approval was assigned to Robert Ward on Record EVNT-24-5
4/3/2024, 3:03:30 PM	approval step Health Inspector Approval was assigned to Mark Tolman on Record EVNT-24-5
4/3/2024, 3:03:30 PM	approval step Police Department Approval was assigned to Kevin Lynch on Record EVNT-24-5
4/3/2024, 3:03:30 PM	approval step Fire Inspector Approval was assigned to Eric Tarpay on Record EVNT-24-5
4/3/2024, 3:03:29 PM	Kaitlin Wright approved approval step City Clerk Approval on Record EVNT-24-5
4/3/2024, 9:12:01 AM	completed payment step Event Permit Payment on Record EVNT-24-5

Date	Activity
4/2/2024, 10:42:43 AM	altered payment step Event Permit Payment, changed sequence from "1" to "0" on Record EVNT-24-5
4/2/2024, 10:42:43 AM	Kaitlin Wright assigned approval step City Clerk Approval to Kaitlin Wright on Record EVNT-24-5
3/27/2024, 11:31:45 AM	Melissa deFriesse submitted Record EVNT-24-5
3/11/2024, 11:15:49 AM	Melissa deFriesse started a draft of Record EVNT-24-5

Timeline

Label	Activated	Completed	Assignee	Due Date	Status
💰 Event Permit Payment	3/27/2024, 11:31:47 AM	4/3/2024, 9:12:01 AM	Melissa deFriesse	-	Completed
✓ City Clerk Approval	4/2/2024, 10:42:46 AM	4/3/2024, 3:03:29 PM	Kaitlin Wright	-	Completed
✓ Building Inspector Approval	4/3/2024, 3:03:29 PM	4/4/2024, 8:28:11 AM	Tom Bridgewater	-	Completed
✓ Fire Inspector Approval	4/3/2024, 3:03:29 PM	4/3/2024, 3:25:26 PM	Eric Tarpy	-	Completed
✓ Health Inspector Approval	4/3/2024, 3:03:29 PM	4/4/2024, 8:33:46 AM	Mark Tolman	-	Completed
✓ Police Department Approval	4/3/2024, 3:03:29 PM	4/12/2024, 8:34:52 AM	Kevin Lynch	-	Completed
✓ Public Works Director Approval	4/3/2024, 3:03:29 PM	4/26/2024, 10:23:15 AM	Robert Ward	-	Skipped
📋 Temporary Food Inspection	4/4/2024, 8:41:46 AM	-	Mark Tolman	-	Active

Label	Activated	Completed	Assignee	Due Date	Status
✓ City Council Approval	4/25/2024, 12:44:35 PM	-	Kaitlin Wright	-	Active
📅 Event Permit Issued	-	-	-	-	Inactive



EVNT-24-5

Event Permit Payment**Event Permit****Status:** Paid**Became Active:** Mar 27, 2024**Invoice:** 882268**Completed:** Apr 3, 2024**Applicant**

Melissa deFriesse
mdefriesse@haverhillbgc.org
55 Emerson Street
Haverhill, MA 01830
978-374-6171 x102

Primary Location

0 BAILEY BLVD
Haverhill, MA 01830

Owner:

TD BANKNORTH, N.A. TOWER B 10TH FLOOR
380 WELLINGTON ST LONDON, ON N6A 4

Fees

Event Fees	\$50.00
Total Fees	\$50.00

Payments

Date	Method	Note	Amount
Apr. 3, 2024	Check	paid in office with check	\$50.00

Comments**Melissa deFriesse, Mar 27, 2024**

Please let us know what, if anything, we owe for this permit. I believe in the past it was either discounted or free.

Kaitlin Wright, Apr 2, 2024

The fee is \$50.00 non-refundable. You can apply for a fee waiver for any fees further associated with the permit but the application fee is non-waivable, non-refundable.

Melissa deFriesse, Apr 2, 2024

Ok, I can cut a check and bring it by. Just so you know, I'm nearly positive every year I pay this and every year it gets returned to us so I just didn't want to waste the dollars on the cc processing fee.

Kaitlin Wright, Apr 2, 2024

Melissa, last year I incorrectly refunded the fee to several organizations. I was new to my position and was unaware that the application fee was not refundable. As it was my mistake, I did not require the organizations to pay the fee once I discovered I was wrong as many of the applications had already been approved. Since I learned of the non-refundable application fee, all event permit applicants are required to pay the fee as per city code.

The application fee for nonprofit organizations conducting public events, theatrical exhibitions, public shows, public amusements and exhibitions shall be \$50. Otherwise fees shall be as follows:

A. (<https://ecode360.com/28995205#28995205>)The nonrefundable application fee for public events, theatrical exhibitions, public shows, public amusements and exhibitions shall be as follows:

Anticipated Persons Attending (Single Event)	Fee
Less than 500	\$50
Less than 1,000	\$100
Less than 2,500	\$150
Less than 5,000	\$300
More than 5,000	\$500



City of Haverhill, MA

Apr 26, 2024

EVNT-24-5

City Clerk Approval

Event Permit

Status: Complete

Assignee: Kaitlin Wright

Became Active: Apr 2, 2024

Completed: Apr 3, 2024

Applicant

Melissa deFriesse
mdefriesse@haverhillbgc.org
55 Emerson Street
Haverhill, MA 01830
978-374-6171 x102

Primary Location

0 BAILEY BLVD
Haverhill, MA 01830

Owner:

TD BANKNORTH, N.A. TOWER B 10TH FLOOR
380 WELLINGTON ST LONDON, ON N6A 4

Comments

Kaitlin Wright, Apr 3, 2024

Insurance has expired. Please upload current insurance to procedure.

Melissa deFriesse, Apr 3, 2024

Updated insurance was just attached

Kaitlin Wright, Apr 3, 2024

Thank you, Melissa!



City of Haverhill, MA

Apr 26, 2024

EVNT-24-5

Fire Inspector Approval

Event Permit

Status: Complete

Assignee: Eric Tarpy

Became Active: Apr 3, 2024

Completed: Apr 3, 2024

Applicant

Melissa deFriesse
mdefriesse@haverhillbgc.org
55 Emerson Street
Haverhill, MA 01830
978-374-6171 x102

Primary Location

0 BAILEY BLVD
Haverhill, MA 01830

Owner:

TD BANKNORTH, N.A. TOWER B 10TH FLOOR
380 WELLINGTON ST LONDON, ON N6A 4

Comments

Eric Tarpy, Apr 3, 2024

Fire okay with event



City of Haverhill, MA

Apr 26, 2024

EVNT-24-5

Health Inspector Approval

Event Permit

Status: Complete

Assignee: Mark Tolman

Became Active: Apr 3, 2024

Completed: Apr 4, 2024

Applicant

Melissa deFriesse
mdefriesse@haverhillbgc.org
55 Emerson Street
Haverhill, MA 01830
978-374-6171 x102

Primary Location

0 BAILEY BLVD
Haverhill, MA 01830

Owner:

TD BANKNORTH, N.A. TOWER B 10TH FLOOR
380 WELLINGTON ST LONDON, ON N6A 4

Comments

Mark Tolman, Apr 4, 2024

Hi Melissa,

Have Maria's apply for a temporary food permit. There will be no cost because he is already city licensed.

Any other questions or comments let me know.

Mark



City of Haverhill, MA

Apr 26, 2024

EVNT-24-5

Police Department Approval

Event Permit

Status: Complete

Assignee: Kevin Lynch

Became Active: Apr 3, 2024

Completed: Apr 12, 2024

Applicant

Melissa deFriesse
mdefriesse@haverhillbgc.org
55 Emerson Street
Haverhill, MA 01830
978-374-6171 x102

Primary Location

0 BAILEY BLVD
Haverhill, MA 01830

Owner:

TD BANKNORTH, N.A. TOWER B 10TH FLOOR
380 WELLINGTON ST LONDON, ON N6A 4



City of Haverhill, MA

Apr 26, 2024

EVNT-24-5

Public Works Director Approval

Event Permit

Status: Skipped

Became Active: Apr 3, 2024

Assignee: Robert Ward

Completed: Apr 26, 2024

Applicant

Melissa deFriesse
mdefriesse@haverhillbgc.org
55 Emerson Street
Haverhill, MA 01830
978-374-6171 x102

Primary Location

0 BAILEY BLVD
Haverhill, MA 01830

Owner:

TD BANKNORTH, N.A. TOWER B 10TH FLOOR
380 WELLINGTON ST LONDON, ON N6A 4

Comments

Kaitlin Wright, Apr 23, 2024

@Robert Ward Please review so this can go on the council agenda.

Kaitlin Wright, Apr 26, 2024

Skipping due to lack of review by DPW @Robert Ward

12.6.6.1

Junk Dealer/Collector License · Add to a project

Expiration Date

Active

Request Changes
(/##/explore/request-changes/174954)

⋮

JUNK-24-2



Details

Submitted on Apr 13, 2024 at 8:06 pm



Attachments

0 files



Activity Feed

Latest activity on Apr 23, 2024



Applicant

James Smith

0



Location

39 HALE ST, Haverhill, MA 01830

View ▼

Edit Workflow



Junk Dealer/Collector License Fee Payment

Paid Apr 22, 2024 at 1:57 pm



City Clerk Approval

Completed Apr 23, 2024 at 2:53 pm

MB



Police Approval

Completed Apr 23, 2024 at 4:37 pm

KL



City Council Approval
In Progress



Junk Dealer/Collector Permit Issued
Document

Details

Business Information

Edit

Applicant's Relationship to Owner*

Owner

Business Owner Address*

17 East Derry road Derry NH 03038

Name of Business*

TJS METAL RECYCLING

Type of Business*

Junk Dealer

Type of Business Structure*

Sole Proprietor

Application Information

Edit

Type of Application*

Renewal



City Council Approval
Review



Junk Dealer/Collector Permit Issued
Document

City Clerk Approval



● Complete

▼

Complete

Assignee

 Maria Bevilacqua

Due date

 None

This step was assigned to Maria Bevilacqua - Apr 22, 2024 at 1:57 pm



City Council Approval
Review



Junk Dealer/Collector Permit Issued
Document

Details

Business Information

[Edit](#)

Applicant's Relationship to Owner*

Owner

Business Owner Address*

17 East Derry road Derry NH 03038

Name of Business*

TJS METAL RECYCLING

Type of Business*

Junk Dealer

Type of Business Structure*

Sole Proprietor

Application Information

[Edit](#)

Type of Application*

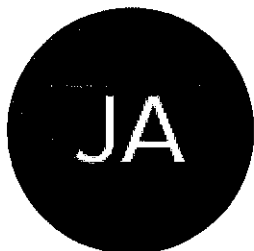
Renewal



City Council Approval
Review



Junk Dealer/Collector Permit Issued
Document



James Smith

[View Profile](#)



Email Address

jackiefoley9@aol.com (mailto:jackiefoley9@aol.com)

Phone Number

6037851202

Address

17 East Derry Road, Derry , NH 03038

Guests

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

Guest's Email

[Grant Access](#)

No guests with access to this record yet



City Council Approval
Review



Junk Dealer/Collector Permit Issued
Document

Location

PRIMARY LOCATION

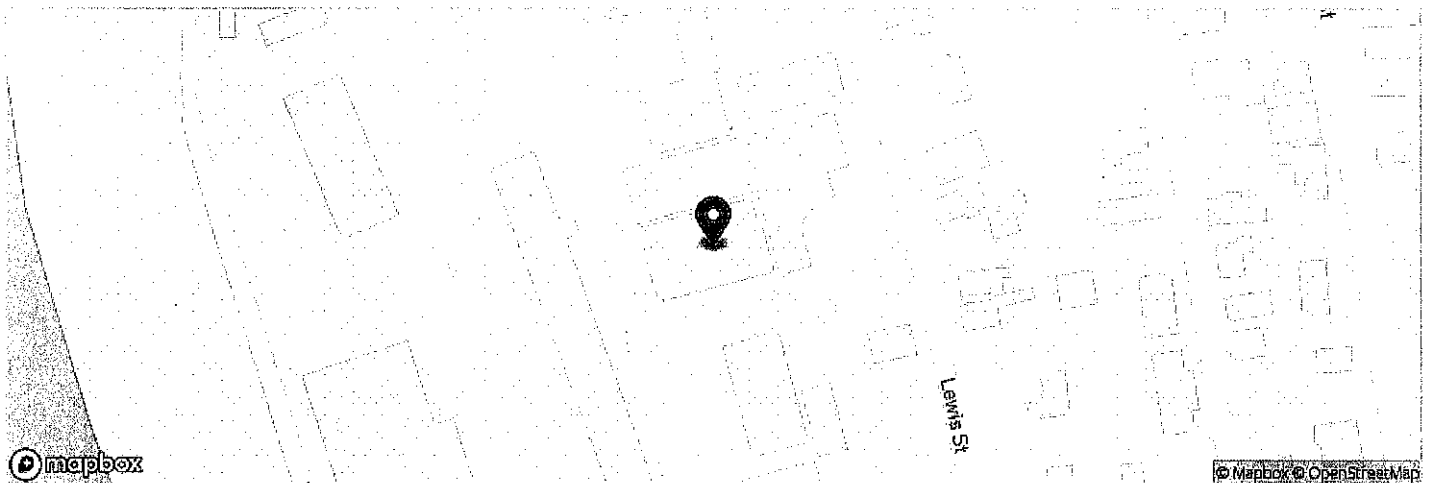
The main location associated with this record.

39 HALE ST

Haverhill, MA 01830

306-76-10

[View Location](#)



Property Owner Information (for this record)

Name

TJS METAL RECYCLING

Email Address

Mygirljac@aol.com

Phone Number

6037851202

Address

39 HALE

Haverhill , MA 01832



JUNK-24-2	Primary Location	Applicant
Junk Dealer/Collector	39 HALE ST	James Smith
License	Haverhill, MA 01830	603-785-1202
Status: Active	Owner	jackiefoley9@aol.com
Submitted On: 4/13/2024	TJS METAL RECYCLING	17 East Derry Road
	HALE 39 Haverhill , MA 01832	Derry , NH 03038

Business Information

Applicant's Relationship to Owner*	Business Owner Address*
Owner	17 East Derry road Derry NH 03038

Name of Business*	Type of Business*
TJS METAL RECYCLING	Junk Dealer






Type of Business Structure*
Sole Proprietor

Application Information

Type of Application*
Renewal

Date	Activity
4/13/2024, 8:04:37 PM	James Smith started a draft of Record JUNK-24-2

Timeline

Label	Activated	Completed	Assignee	Due Date	Status
 Junk Dealer/Collector License Fee Payment	4/13/2024, 8:06:38 PM	4/22/2024, 1:57:13 PM	James Smith	-	Completed
 City Clerk Approval	4/22/2024, 1:57:13 PM	4/23/2024, 2:53:49 PM	Maria Bevilacqua	-	Completed
 Police Approval	4/23/2024, 2:53:50 PM	4/23/2024, 4:37:19 PM	Kevin Lynch	-	Completed
 City Council Approval	4/23/2024, 4:37:19 PM	-	Maria Bevilacqua	-	Active
 Junk Dealer/Collector Permit Issued	-	-	-	-	Inactive

File 10 DAYS

14.1



DOCUMENT

CITY OF HAVERHILL

In Municipal Council

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

HAVERHILL CITY CLERK APR 19 24 AM 11:10



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

CITY COUNCIL

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Timothy J. Jordan, *Vice President*
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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



18.1
CITY HALL, ROOM 204

4 SUMMER STREET

TELEPHONE: 978-374-2328

FACSIMILE: 978-374-2329


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April 26, 2024

To: President and Members of the City Council:

Councilor LePage submits the attached minutes of the Administration and Finance Committee meeting held on April 22, 2024 for discussion and acceptance.



Councilor Colin LePage

(meeting 4.30.2024)

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MINUTES OF THE ADMINISTRATION AND FINANCE COMMITTEE MEETING

APRIL 22, 2024

An Administration and Finance Committee Meeting was held on Monday, April 22, 2024 at 6:00PM in the City Council Chambers, Room 202.

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

Council President Thomas Sullivan, Councilor Ralph Basiliere, Councilor Melissa Lewandoski (remotely). Mayor Melinda Barrett and Special City Solicitor Lisa Mead also attended.

The following items were discussed:

1. Document 37: Ordinance re: Officers and Employees – Article IV City Solicitor, *Filed March 20, 2014*

Committee Chair LePage commented on his concerns on the proposed amendments to the existing Ordinance, the removal of the residency requirement, Sections 70-39 and 70-40, along with the proposed transfer of the power and authority of the City Council to the Mayor as stated in Section 70-39 regarding advice or services for outside counsel.

Special City Solicitor Mead remarked that if there was a conflict between the Mayor and Council, the Solicitor should seek outside counsel, which may or may not have happened in the past. She also informed that in other sections of the ordinance, that where it had stated only the City Council in those instances, that the proposed amendments now added the Mayor or City Council in those instances. Councilor Jordan remarked that he had no issue with the residency requirement amendments but has concerns about the proposed change removing the authority of the City Council to seek outside counsel. Special City Solicitor Mead announced that Mayor Barrett suggests amending the first paragraph of the Ordinance, Section 70-39 to now state Mayor or City Council to hire special assistant city solicitors. Mayor Barrett then noted that would be reflective of the whole body of the proposed amendments to the Ordinance. Councilor Lewandowski thanked the Mayor for the concession and cited MGL 258.6 as what City Solicitors are bound to do is defense of actions on behalf of public employees. Councilor Jordan requested clarification as to the process for the city Council to hire an outside counsel, Special City Solicitor Mead informed that it would be by a simple majority vote of the City Council.

Motion by Councilor Jordan, seconded by Councilor Toohey, to amend the verbiage to "Mayor or City Council" in Section 70-39; PASSED Yeas 5, Nays 0

2. Document 40: Mayor Barrett submits the updated Cannabis Social Equity Best Practices from the Cannabis Control Commission for adoption.

Councilor Lewandoski commented on her concerns on the proposed Cannabis Social Equity Policy, specifically regarding Item 3 Delivery Licenses and Item 6 Community Impact Fee reduction. She recited the proposed Item 3 verbiage, acknowledging current Cannabis Control Commission (CCC) Regulations and had a question regarding whether Haverhill has opted-in for deliveries and stated the city's Medical Marijuana Overlay District (MMOD) 9.4 zoning does not mention delivery in those regulations. Special City Solicitor Mead stated that the city has not opted in for delivery, that our zoning does not reflect that, and that Item 3 was included for discussion on whether the city wanted to opt in or not for delivery. She also acknowledged that parameters such as limits on the amount of marijuana in the vehicle, operational hours etc. could be put in place as described earlier by Councilor Lewandoski. Councilors Rogers and Ferreira questioned whether the city had opted in for delivery by citing that the CCC website's Municipal Zoning Tracker for Haverhill shows "Delivery permitted." With that information, Special City Solicitor Mead will further research what has been reported to the CCC, but informed that it does not affect the proposed policy as within a year an ordinance will have to be adopted that will encompass the policy and changes can be made before or at that time. She stated whether delivery is currently allowed or not, the policy is the policy and does not impact delivery, it is separate from zoning. Councilor Basiliere asked if delivery restrictions could be put in place such as medical only, or whether only Haverhill retailers could deliver to Haverhill residents. Special City Solicitor Mead answered that the city could not restrict delivery to just medical only and could restrict delivery in other ways but would not receive the benefit of the taxes from the non-Haverhill retailer cannabis deliveries into the city. She will further research these matters and provide information and advice to the City Council in the next week. Councilor Lewandoski asked whether to remove Item 3 from the proposed policy until further clarification is obtained. Special City Solicitor Mead, along with Committee Chair LePage recommended leaving Item 3 in the policy until it has been determined by the City Solicitor whether Haverhill has opted in or not for delivery and then taking action at the April 30, 2024 City Council meeting on whether or not to remove Item 3 to be in compliance with the CCC Social Equity policy deadline of May 1, 2024.

Councilor Jordan had a question pertaining to Item 6, reciting that it states "The City of Haverhill will offer a 50% reduction of any Community Impact Fee for Social Equity Program etc. ..."; stating that his understanding is that only one of the four Haverhill recreational marijuana retailers is paying the fee. His questions are, is that information accurate and if true, should we remove Item 6 from the policy? Special City Solicitor Mead informed that Item 6 is a choice, not a requirement to give a discount. She informed that the law has changed concerning Community Impact Fees (CIF) and that all current Host Community Agreements (HCA) are being renegotiated relative to the new law. She also stated that Host Community Agreements can still have Community Impact Fees but that you have to of course prove them. Councilor Jordan asked if he was correct that three of the four retailers were not paying the fee, Special City Solicitor Mead declined to answer that question due to the status of the fourth shop and what is happening with that.

Motion by Councilor Jordan, seconded by Councilor Rogers, to remove Item 6 from the policy proposal; PASSED Yeas 5, Nays 0

Motion by Councilor Rogers, seconded by Councilor Toohey, to make a recommendation to the full Council to accept the policy proposal as written, with the removal of Item 6, and with receiving clarification from the Special City Solicitor of what is the city's status with the CCC of being opted in or not for delivery licenses as listed in Item 3; PASSED Yeas 5, Nays 0

Councilor Rogers reminded Councilor Lewandoski of her suggestion to add a paragraph to the policy that mirrors section D, of the attached equity policy from Framingham, that states "Although an applicant may be granted priority review, the applicant is in no way entitled to a marijuana license from the City, and

priority review is not a promise or guarantee the City will enter into a Host Community Agreement with said applicant.”

Motion by Councilor Jordan, seconded by Councilor Toohey, to add the aforesaid statement to the end of the proposed policy; PASSED Yeas 5, Nays 0

3. Discussion of possible open meeting law violation. Email of April 17, 2024 from Councilor Lewandoski to members of the A&F Committee related to the Social Equity Policy – discuss email and authorize City Solicitor to reply to any complaints that may be filed.

Councilor Lewandoski addressed and acknowledged that her email was inadvertently addressed to the quorum of the sub-committee body in an effort to be proactive and helpful not knowing whether she was going to be attending the previously scheduled meeting of April 17. No reply nor discussion of the contents of that email were received, but because there was comment or opinion contained in that email that may be cause for a violation, hence tonight’s public disclosure of the email.

Motion by Councilor Jordan, seconded by Councilor Toohey, to adjourn.

PASSED Yeas 5, Nays 0

Adjourned 6:58PM

Respectfully submitted,

Colin LePage, Chairman
Administration and Finance Committee
Haverhill City Council

CFL



Mead, Talerman & Costa, LLC
Attorneys at Law

30 Green Street
Newburyport, MA 01950
Phone 978.463.7700
Fax 978.463.7747

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Related communication

TO: CITY COUNCIL

FROM: LISA L. MEAD, CITY SOLICITOR
ELIZABETH LYDON, CITY SOLICITOR

CC: MAYOR BARRETT

RE: CANNABIS DELIVERY

DATE: APRIL 25, 2024

APR 25 2024
CITY CLERK

Reference is made to the above-captioned matter. In that connection and per your request, below is a memorandum regarding whether the City of Haverhill allows for delivery of cannabis within the City's borders. In summary, because delivery of cannabis is ultimately regulated by the terms of a Host Community Agreement ("HCA"), none of the current HCA's in the City allow for delivery by its licensed marijuana establishments. However, because the City allows for retail operations, delivery of cannabis is allowed within the City of Haverhill's borders by outside delivery couriers and delivery operators and third party agreements. Further, the City's Ordinances do not prohibit future delivery operators from having a primary location within the City.

I. Facts

Under Section 11.1 of the City's Ordinances, a Licensed Marijuana Establishment is defined as a marijuana cultivator, testing laboratory, marijuana product manufacturer, marijuana retailer, *or any other type of licensed marijuana-related business*. A Marijuana Retailer is defined as an entity licensed to purchase and deliver marijuana and marijuana products from marijuana establishments and to deliver, sell, or otherwise transfer marijuana and marijuana products to marijuana establishments and to consumers. Under the City's Ordinance, Section 9.7.5, Designated Number of Marijuana Establishments, the total number of all marijuana retailers or social consumption establishments is limited to 20% of the number of licensed package and liquor stores within the City. Marijuana Establishments, including Retailers, are allowed in the City with a Special Permit by the City Council.

II. Analysis

The Cannabis Control Commission (CCC) Regulations allow for a Delivery Licensee or a Marijuana Establishment with a Delivery Endorsement to deliver to any municipality **which allows for retail within its borders**, whether or not one is operational. 935 CMR 500.145(1)(I). The City of Haverhill's ordinances allow for retail operations, thereby allowing for delivery of marijuana products within the City's borders.

Millis Office

730 Main Street, Suite 1F
Millis, MA 02054
Phone/Fax 508.376.8400

New Bedford Office

227 Union Street, Suite 606
New Bedford, MA 02740

A municipality may prohibit the operation of 1 or more types of marijuana establishments within the city or town. M.G.L. c. 94G(3)(a)(2)(i). However, if retail operations are allowed, prohibiting delivery operators would not prohibit delivery in general, but the City can prohibit delivery by marijuana establishments located in the City under the terms of the HCA. As the City's definition of Marijuana Establishment includes "any other type of licensed marijuana-related business," it appears that delivery couriers or delivery operators are not prohibited under zoning. It is important to note, however, that under M.G.L. c. 94G section 3, a marijuana establishment or a medical marijuana treatment center seeking a new license or renewal of a license to operate or continue to operate in a municipality that permits such operation shall negotiate and execute a host community agreement with that host community setting forth the conditions to have a marijuana establishment or medical marijuana treatment center located within the host community. Therefore, in order for a delivery operator, or any marijuana establishment, to have a principal location within the City, it is required to first obtain a HCA from the City and then apply for a Special Permit under the City's Zoning Ordinance.

If the City determines it does not wish to allow Delivery Operators to have a principal location within the City, it should be aware that taxes on delivery transactions made by Delivery Operators relate back to the municipality where the Delivery Operator is licensed to do business. This means that in the event the City prohibits delivery operators from having a primary location within the City, the City would forego the taxes from the operation, but would still have marijuana delivered within its borders.

Under the CCC regulations, limitations on the time for delivery shall comply with all municipal bylaws and ordinances, provided however, that all deliveries shall be completed before 9:00 P.M. local time or the time determined by municipal bylaw or ordinance, whichever occurs first, and deliveries may not occur between the hours of 9:00 P.M. and 8:00 A.M., unless otherwise explicitly authorized by municipal bylaw or ordinance. The ordinance does not allow marijuana retailers, social consumption establishments, or microbusinesses to operate between the hours of 9:00 p.m. and 9:00 a.m. and does not allow those businesses to open before 12:00 noon on Sundays. Therefore, although marijuana may be delivered within the City's borders, it is not allowed between the hours of 9:00 p.m. and 9:00 a.m. and currently, deliveries by marijuana establishments located within the City are not authorized under the existing HCAs.

The municipal zoning tracker on the Cannabis Control Commission website shows that the City of Haverhill has zoning in place for marijuana establishments and that the City allows for delivery. As noted above, this is because the City's zoning allows for retail marijuana establishments within its borders, and therefore, the CCC regulations allow marijuana delivery operators and delivery couriers to deliver marijuana within the City. It does not reflect the reality that none of the HCA's allow for delivery by the retail stores.

City of Haverhill Cannabis Social Equity Policies

Purpose and Scope

On August 11, 2022, Governor Charlie Baker signed S. 3096, An Act Relative to Equity in the Cannabis Industry, into law. The new law requires host municipalities to establish initial policies to promote Equity in the cannabis industry no later than July 1, 2023, or be subject to monetary penalties. On June 29, 2023, the Massachusetts Cannabis Control Commission (“CCC”) issued guidance on how to create a model Social Equity policy that encourages cities and towns in Massachusetts to consider incentives for increased participation by Social Equity applicants in their local cannabis ecosystem.

Based on cannabis Social Equity best practices, guidance from the CCC, and lessons learned from the City of Haverhill’s current cannabis business permitting program, the City of Haverhill adopts a set of policies to further promote Equity for new Social Equity applicants seeking to establish businesses in Haverhill.

Applicability

The CCC’s Social Equity programs provide training and technical assistance to applicants who have been disproportionately impacted by the War on Drugs, marijuana prohibition, arrests, and incarceration and who meet certain income and residency requirements. The City of Haverhill defines qualifying Social Equity applicants under Haverhill’s Cannabis Social Equity Policies as those that have been certified as eligible to participate in the CCC Social Equity Program or are Certified Economic Empowerment Priority Applicants according to the CCC.

The City of Haverhill Cannabis Social Equity Policies:

To encourage greater participation by Social Equity applicants in Haverhill’s cannabis industry, when a Host Community Agreement (HCA) becomes available for new businesses, there will be an exclusive period of six months limiting the availability of the HCA to qualifying Social Equity and Economic Empowerment applicants. After the six-month period, 50% of the available licenses, but no less than 1, shall be reserved for social equity applicants. An evaluation form will be made available that scores components of an application. The evaluation form will include consideration of equity in the overall evaluation score, which will comprise not less than 25 percent of the total evaluation score. This equity component will include: (i) whether a License Applicant is pre-verified as a Social Equity Business by the Commission; (ii) whether the License Applicant is a Social Equity Program Participant; (iii) whether the License Applicant is an Economic Empowerment Priority Applicant; (iv) whether the License Applicant has a prior Marijuana related criminal conviction; (v) whether the License Applicant is part of an Area of Disproportionate Impact, as identified by the Commission; or (vi) a majority of the License Applicant entity is comprised of individuals from Black, African American, Hispanic, Latino, or Native American or indigenous descent.

1. The City of Haverhill will enhance marketing and outreach to potential Social Equity applicants by promoting available HCAs to the Cannabis Control Commissions’ Social Equity program, promoting on the City’s website and Social media, and enhanced business outreach as part of the City’s Economic Development program.
2. The City of Haverhill will provide permitting technical assistance for Social Equity and Economic Empowerment applicants navigating the City of Haverhill’s cannabis permitting

process. The City's Economic Development and Planning Department will create a website with guidance and resources for applicants and a list of all required permits, including necessary forms. A municipal contact will be listed on the City's website and will work closely with Social Equity applicants in the permitting process from initial inquiry through the special permit and building permit process.

3. Under the state program, Social Equity and Economic Empowerment applicants are eligible for exclusive access to Delivery Licenses, including Marijuana Courier Marijuana and Delivery Operator licenses, for at least a three-year period from April 1, 2022 to April 1, 2025.
4. Wherever possible, the City of Haverhill will reduce financial barriers and expedite the permitting for Social Equity and Economic Empowerment applicants. Throughout the City of Haverhill's special permit process, the City will endeavor to streamline permitting for these applicants.
5. The City of Haverhill has updated its municipal website pages regarding its adult retail and medical cannabis approval process and centralized all information on one page, including a list of all documentation required by a Host Community's local approval process in downloadable form, in order to be user friendly and transparent.
6. ~~The City of Haverhill will offer a _____% reduction of any Community Impact Fee for Social Equity Program or Certified Economic Empowerment priority applications to reduce barriers to entry.~~

Although an applicant may be granted priority review, the applicant is in no way entitled to a marijuana license from the City, and priority review is not a promise or guarantee the City will enter into a Host Community Agreement with said applicant.

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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