



**CITY OF HAVERHILL
CITY COUNCIL AGENDA**

Tuesday, June 24, 2025, 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 an Order to Authorize a Contract in Excess of Three Years *related communication from Robert E Ward, DPW Director*

5.1.1. Order – Multi-year Sludge Disposal Contract

5.2. Mayor Barrett submits Orders for Salaries and Longevity for Administrative/Professional Positions and Non-union Employees for FY 2026

5.2.1. Order-Longevity - Administrative/Professional Positions and Non-union Employees File 10 days

5.2.2. Ordinance-Salaries - Administrative/Professional File 10 days

5.2.3. Ordinance—Salaries - Non-Union Positions File 10 days



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

7. PUBLIC PARTICIPATION- REQUESTS UNDER COUNCIL RULE 28

8. COMMUNICATIONS AND REPORTS FROM CITY OFFICERS AND EMPLOYEES:

8.1. William Pillsbury, Jr., *Community Development Director*, requests approval of the *Resolution* authorizing the Mayor to submit the FY'2026 (Program Year 2025) Community Development Block Grant (CDBG) program for the City

8.1.1. *Resolution* – Authorize Mayor to submit the Amended CDBG Application

8.2. Angel A Perkins, *City Auditor & Chief Financial Officer*, submits the revenue and expense reports for the City's general and enterprise operating budgets for May 2025

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

9.1. Document 79; Petition from National Grid & Verizon requesting joint pole location for Lewis & Winter st, WR#31042144

9.1.1. Document 79-B; Order-grant joint pole location for Lewis & Winter st

10. HEARINGS AND RELATED ORDERS:

10.1. Document 57; City Engineer John Pettis submits request that the City accept Harbor Drive as a Public Way, #126571

10.1.1. Document 57-B; Order – Harbor Drive be accepted as a Public Way *Favorable recommendation from Planning Board & Planning Director*

10.2. Document 58; City Engineer John Pettis submits request that the City accept Mohawk Trail as a Public Way, #127614

10.2.1. Document 58-B; Order – Mohawk Trail be accepted as a Public Way *Favorable recommendation from Planning Board & Planning Director*



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- 10.3. CCSP 25-4; Special Permit Application from Jennifer Colon for *Hertz Corp* requesting to move their existing commercial car rental business from 1184 Main st, across the street to 1187 Main st – Map 638, Block 5, Lot 22 & Lots 23-29 (property is in the CH Zone, Commercial Highway)

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 25-19; Marlene Stasinos requests to hold a Dog Day afternoon at her farm on 436 Salem st, on September 27th, from 10 am to 3 pm *comments from City Depts are included*
- 12.2.2. EVNT 25-21; Anthony Pepe for *Food Truck Festivals of America LLC*, requests to hold a food truck and craft beverage Festival, October 25th, at *Kimball Farm*, 791 East Broadway, from 11 am to 6 pm *comments from City Depts are included*
- 12.3. Auctioneer License:
- 12.4. Tag Days: *with Police approval*
- 12.5. One Day Liquor License – *with License Commission & 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*



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12.6.5. Taxi/Limousine License *with Police approval*

- 12.6.5.1. TDL 25-2; Peter Loring, 98 Broadway
- 12.6.5.2. TDL 25-3; Lynette Sylvester, 21 Observatory av
- 12.6.5.3. TDL 25-4; Heather Lee, 132 South Elm st
- 12.6.5.4. TDL 25-5; Richard Ploof, 145 Winter st
- 12.6.5.5. TDL 25-6; Wisvel Joseph, 43 Greenough st
- 12.6.5.6. TDL 25-7; Windy Smith, 115 Lowell av
- 12.6.5.7. TDL 25-8; Daniel Merchant, 103 Freemont st
- 12.6.5.8. TDL 25-9; Steven Pefine, 52 Washington st 4B
- 12.6.5.9. TDL 25-10; Rachael Trongeau, 52 Newcomb st
- 12.6.5.10. TDL 25-11; David McLaughlin, 15 Grandview rd
- 12.6.5.11. TDL 25-12; Monica Christopher, 99 E Broadway
Salem, NH
- 12.6.5.12. TDL 25-13; Jayshawn Gomez, 115 Lowell av
- 12.6.5.13. TDL 25-14; Eric Sayers, 762 B Washington st

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:

14.ORDINANCES (FILE 10 DAYS):



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15. COMMUNICATIONS FROM COUNCILORS:

- 15.1. Communication from Councillor Lewandowski requesting to discuss House Bill 3660 An Act Enabling a Local Option Empty Homes Tax on Vacant Units in Residential Buildings and request a letter in support be sent to delegation
- 15.2. Communication from Councillor Michitson requesting to address Haverhill's affordability housing issue and upward mobility gaps

16. UNFINISHED BUSINESS OF PRECEEDING MEETING:

17. RESOLUTIONS AND PROCLAMATIONS:

18. COUNCIL COMMITTEE REPORTS AND ANNOUNCEMENTS

19. DOCUMENTS REFERRED TO COMMITTEE STUDY

20. LONG TERM MATTERS STUDY LIST

21. ADJOURN:

MELINDA E. BARRETT
MAYOR



CITY OF HAVERHILL
MASSACHUSETTS

JUN 20 4:10:10
HAYCITYCLERK

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

511

June 20, 2025

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

From: Mayor Melinda E. Barrett

Re: Order to Authorize Contract in Excess of Three Years

Dear Mr. President and Members of the City Council:

I respectfully submit for your approval An Order Relating to Authorization to Enter Into a Contract or Contracts in Excess of Three Years regarding a contract for sludge removal, transportation and disposal services.

I recommend approval.

Thank you.

Sincerely,

Melinda E. Barrett
Mayor



Related Communication
Haverhill

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

June 18, 2025

To: The Honorable Melinda E. Barrett
Mayor of Haverhill

From: Robert E. Ward *RK*
DPW Director

Subject: Request for City Council Authorization – Multi-Year Sludge Disposal Contract

Attached is a proposed City Council order authorizing the City to enter into a contract exceeding three years for sludge removal, transportation, and disposal services, pursuant to M.G.L. c. 30B, §12(b). This authorization is required to proceed with awarding a five-year contract, with a five-year renewal option, for the disposal of wastewater residuals from the Haverhill Wastewater Treatment Plant and South Mill Street Pump Station.

The City generates approximately 14,000 wet tons of sludge, plus additional grit and screenings, requiring off-site disposal in compliance with environmental regulations. The current contract is expiring, and continued service is essential for plant operations.

A formal procurement was conducted under M.G.L. c. 30B. The bid opening is scheduled for June 25, 2025. The contract includes full transport and disposal, fixed pricing with CPI adjustments, fuel surcharges, bonding and insurance requirements, and termination protections for the City.

Multi-year terms are standard in this sector, providing cost stability, reliable service, and reduced administrative burden. A copy of the bid package, including the contract, is attached.

I respectfully request that the attached order be forwarded to the City Council for approval.

Attachments:

Proposed Council Order – Authorizing a Multi-Year Sludge Disposal Contract
Sludge Disposal Bid Package (includes Draft Contract)

Cc: Christine Lindberg, Chief of Staff, clindberg@haverhillma.gov
Lisa L. Mead, Mead, Talerman & Costa LLC, Lisa@mtclawyers.com
Isaiah Lewis, Wastewater Facility Manager, ilewis@haverhillma.gov



DOCUMENT

CITY OF HAVERHILL

In Municipal Council

5111

ORDERED:

CITY COUNCIL

**AN ORDER RELATING TO AUTHORIZATION TO ENTER INTO A CONTRACT OR
CONTRACTS IN EXCESS OF THREE YEARS**

BE IT ORDERED by the City Council of the City of Haverhill that the Mayor is hereby authorized to enter into a contract in excess of three years and no more than fifteen years pursuant to G.L. c 30B sec. 12 (b) with the successful, chosen bidder for services related to sludge removal, transportation, and disposal.

APPROVED AS TO LEGALITY:

City Solicitor

Voted

Attest:

Approved:

City Clerk

Mayor



CITY OF HAVERHILL, MASSACHUSETTS

INVITATION FOR BIDS

IFB033.25

DISPOSAL OF WASTEWATER RESIDUALS

Bids Due by: 10:00 AM, Wednesday, June 25, 2025

City of Haverhill
Purchasing Office
City Hall, Room 105
4 Summer Street
Haverhill, MA 01830-5875
Telephone: (978) 420-3606
purchasing@haverhillma.gov

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- VII. Additional Contract Terms & Conditions:
 - Appendix A - Specifications
 - Appendix B - Bid Pricing Sheet
 - Appendix C - Certifications
 - Appendix D - References
 - Appendix E - Transport Capability
 - Appendix F - Identification of Disposal Facilities
 - Appendix G - Manifest
 - Appendix H – Draft Contract

City of Haverhill
Haverhill, MA
DISPOSAL OF WASTEWATER RESIDUALS
IFB033.25

I. General Information and Bid Submission Requirements

- A. Sealed bids are requested by the City of Haverhill for the Disposal of Wastewater Residuals. Envelopes containing sealed bids will be accepted at the City of Haverhill, Purchasing Office, Room #105, City Hall, 4 Summer Street, Haverhill, Massachusetts 01830 until the time indicated below.
- B. Each bidder must become thoroughly familiar with all aspects of the work and take into account the existing conditions at the Wastewater Treatment Plant, 40 South Porter Street, Haverhill, MA 01835.
- C. Bids are to be submitted by 10:00 AM, Wednesday, June 25, 2025, at which time they will be publicly opened, read, and recorded. Postmarks will not be considered. Bids submitted on any other form will not be accepted as valid bids. Envelopes must be clearly marked "IFB033.25 - Disposal of Wastewater Residuals." Bids will be available for public inspection five (5) business days after the bid opening.
- D. The City will award the contract within thirty (30) days after the bid opening. The time for award may be extended up to 30 additional days by mutual agreement between the City and the apparent lowest responsive bidder.
- E. Addenda: If any changes are made to the Invitation for Bid (IFB) an addendum will be issued. Addenda will be emailed to all bidders on record as having obtained this IFB from purchasing@haverhillma.gov. Contractors shall be responsible for ensuring that they are in receipt of any addenda prior to the bid deadline. The City will require acknowledgment of any addenda issued to be indicated on the bid form.
- F. Questions concerning this bid must be submitted in writing by email to purchasing@haverhillma.gov before 4:00 PM, Friday, June 6, 2025. Written responses will be emailed to all bidders on record as having obtained this IFB from purchasing@haverhillma.gov.
- G. A bidder may correct, modify or withdraw a bid by written notice received by the City prior to the time and date set for the bid opening. Bid modifications must be submitted in a sealed envelope clearly labeled "Modification No. ____." Each modification must be numbered in sequence and must reference the original IFB.
- H. After the bid opening, a bidder may not change any provision of the bid in a manner prejudicial to the interests of the City or fair competition. Minor informalities will be waived or the bidder will be allowed to correct them. If a mistake and the intended bid are clearly evident on the face of the bid document, the mistake will be corrected to reflect the intended correct bid, and the bidder will be notified in writing.
- I. The City may cancel this IFB, or reject in whole or in part any and all bids, if the City determines that the cancellation or rejection serves the best interests of the City of Haverhill.
- J. All bid prices submitted in response to this IFB must remain firm for forty five (45) days following the bid opening.
- K. Each bidder must submit one original and one copy of the following: Appendix B– Bid Pricing Sheet, Appendix C – Certifications, Appendix D – References, Appendix E – Transport Capability, Appendix F – Identification of Disposal Facilities and Appendix G – Manifest.

- L. A bid must be signed as follow: 1) if the bidder is an individual, by her/him personally; 2) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the bidder is a corporation, by the authorized officer.
- M. Bid Bond: A bid deposit in the form of a bid bond, or a certified check shall accompany the bid or a treasurer's or cashier's check issued by, a responsible bank or trust company, payable to the City of Haverhill. A bid bond shall be (a) in a form satisfactory to the awarding authority, (b) with a surety company qualified to do business in Massachusetts and satisfactory to the awarding authority, and (c) conditioned upon the faithful performance by the principal of the agreements contained in the bid. The amount of such bid deposit shall be five (5) percent of the value of the bid.
- N. Performance Bond: The successful bidder must furnish a Performance Bond for one hundred (100) percent of the full value of the bid by a surety company licensed to do business in Massachusetts.
- O. Funds Availability. All contract awards are subject to and contingent upon fund availability.
- P. Indemnity: Unless otherwise provided by law, the Contractor will fully and completely indemnify and hold harmless the City against any and all liability, loss, damages, costs or expenses for personal injury or damage to real or tangible personal property that the City may sustain, incur or be required to pay, arising out of or in connection with the performance of the Contract by reason of any negligent action/inaction or willful misconduct by the Contractor, its agents, servants or employees. These provisions shall also include any liability, which may result from a workers compensation claim or resulting third party action against the City.
- Q. Except as otherwise provided in the Articles of Agreement, the City may terminate the contract upon seven days' notice.
- R. The estimated first year cost for the services is \$2.9 million.

II. Purchase Description / Scope of Services:

- A. Wastewater treatment residuals including sludge, grit, and screenings generated by the Haverhill Waste Water Treatment Plant (HWWTP) shall be removed and disposed at a disposal facility. The successful bidder shall furnish sufficient transport equipment to load and remove the entire output of dewatered sludge (an estimated 14,000 wet tons per year at an average of 24 to 32 percent solids) to an offsite location for disposal.
- B. The successful bidder shall also be responsible for furnishing sufficient transport equipment to load and remove the entire output of grit and screenings from the HWWTP and the South Mill Street Pumping Station. An estimated 1,000 wet tons of grit and an estimated 100 wet tons of screenings are generated per year.
- C. It is the City of Haverhill's intent to contract for the estimated residuals hauling and disposal services for a five year period commencing on July 1, 2025 through June 30, 2030. The City will purchase only the residual hauling and disposal services actually needed and requested during the term of the agreement. The City and the Contactor may mutually agree to extend this contract for up to one (1) additional five (5) year period.
- D. The Estimated Contract price shall be adjusted annually on the anniversary of this Contract which adjustment shall be based on eighty (80%) percent of the change (increase or decrease) in the Consumer Price Index for all "Urban Consumers-U.S. City Average-Water & Sewer and Trash Collection Services Water, Sewer and Trash" index.
- E. The work is located at 40 South Porter Street, Haverhill, Massachusetts. Screenings removal will be from the South Mill Street Pumping Station, 98 South Kimball Street in Haverhill.
- F. The successful bidder will be the transporter of the residuals from HWWTP and will be required

to supply transport equipment on a timely basis. The successful bidder shall be responsible for disposing of the residuals.

- G. The successful bidder shall identify both a Primary and Backup Disposal Sites in Appendix F.
1. The Base Price of Diesel Fuel and Gasoline will be the price as indicated in the Massachusetts Department of Transportation's web site https://www.eia.gov/dnav/pet/pet_pri_gnd_dcus_rlx_w.htm for the month in which the contract was bid, which includes State Tax.
 2. The Period Price will be the average of prices charged to the State, including State Tax for the bulk purchases made during each month.
 3. This adjustment will be effected only if the variance from the Base Price is 5% or more for a monthly period. The complete adjustment will be paid in all cases with no deduction of the 5% from either upward or downward adjustments.
 4. No adjustment will be paid for work done beyond the extended completion date of any contract.
 5. Any adjustment (increase or decrease) to estimated quantities made to each item at the time of final payment will have the fuel price adjustment figured at the average period price for the entire term of the project for the difference of quantity.

III. Quality Requirements:

- A. Bidder must have been in the business successfully for a minimum of five (5) years.

IV. Rule for Award:

- A. The contract will be awarded to the responsible and eligible bidder offering the lowest unit prices equating to the lowest total bid amount.

V. Non Collusion Form and Tax Compliance Form:

- A. Bidder shall complete the forms in Appendix C.

VI. References:

- A. Commercial: Listing of contracts, which the Bidder has performed during the last five (5) years similar to the work called for in this specification. Complete Appendix D.
- B. Financial References demonstrate a stable and secure financial position. Bidders must include a business information report or business profile from a credit reporting agency dated no earlier than sixty (60) days prior to bid submission date. Dunn and Bradstreet number or other financial rating classification
- C. The Bidder shall disclose any current or pending litigation regarding the Long-Term Disposal of Residuals.

VII. Additional Contract Terms & Conditions:

- A. The successful bidder shall comply with all applicable federal, state, and local laws and regulations.
- B. Purchases made by the City are exempt from taxes and bid prices must exclude any taxes. Tax

exemption certificates will be furnished upon request.

- C. Verbal orders are not binding on the City or work done without formal Purchase Order or Contract are at the risk of the Contractor and may result in an unenforceable claim.
- D. All words, signatures and figures submitted on the bid shall be in ink. Proposals, which are conditional, obscure or which contain additions not called for, erasures, alterations or irregularities, or any prices, which contain abnormally high or low amounts for any item, may be rejected as informal.
- E. All work is to be completed during normal working hours. If the CITY, in its sole discretion, deems it necessary for sludge removal to occur on a Saturday, Sunday or legal holiday, the successful bidder shall execute this work at the applicable per ton bid price entered on the bid form attached hereto, without any adjustment, surcharge or additional cost to the CITY.
- F. A bid must be signed as follow: 1) if the bidder is an individual, by her/him personally; 2) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the bidder is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.
- G. The HWWTP operates under a National Pollution Discharge Elimination System (NPDES) Permit. Bypassing, spilling, or discharging of sludge or raw sewage into the waters of the Merrimack River is a violation of the Permit terms and conditions and could result in considerable fines and other penalties being levied against the CITY. If an emergency situation occurs as a result of a failure on the part of the successful bidder to supply sufficient transport equipment capacity to the plant in a timely manner, for the loading of material, or if the successful bidder fails to perform under the requirements of this contract causing the CITY to violate its NPDES permit, then successful bidder will be held accountable and will forfeit out of monies due, a sum equal to 100 percent of any cost or expense incurred in connection with alleviating such emergency condition, including without limitation, any fine or penalty which may be imposed by an appropriate governmental authority including, but not limited to the Environmental Protection Agency (EPA) and the Massachusetts Department of Environmental Protection (MassDEP).
- H. The successful bidder shall be responsible for the security of all his equipment when moved onto the HWWTP site and shall take all reasonable and necessary precautions to protect the property of the City of Haverhill from damage resulting from his operations or his approved subcontractor's operations under this Contract.
- I. Copies of approved permits from all applicable CITY, County, State, special district, and federal jurisdictions for transporting and processing or disposing of sludge of indicated quality and estimated quantity. The successful bidder shall attach an inventory of all permits/licenses necessary to execute the Contract including type, number, location, issuance date, expiration date, copies of all these permits, all reports filed with regulatory agencies within the previous twelve (12) months as a condition of these permits, and a sworn statement attesting to the fact that the permits/licenses so inventoried: (a) are all that are currently necessary to perform the required Long-Term Disposal of Residuals from the Haverhill Wastewater Utility, (b) consistent with the issuer's duration provisions, offer the specified days authorization of required service capabilities, (c) are currently in good standing, and (d) to the maximum extent permissible by law and regulation, can be exercised on the CITY's behalf in executing the services without further conditions, qualifications, regulatory agency authorization, or other intervention.
- J. The successful bidder shall supply a sworn Certification which shall specify at a minimum of: (1) daily maximum processing capacity for wastewater residuals, (2) current daily quantity of wastewater residuals processed, (3) remaining capacity, and (4) the facility is in environmental compliance with all applicable laws and regulations.

- K. Bidders shall provide an overall plan describing how they intend to guarantee the removal, transportation, and disposal of the wastewater residuals. The plan shall also address any arrangements made to use a local staging area and how the Bidder intends to promptly accommodate variability in quantities. The Bidder must state its abilities in this regard and its means for having all removal, transport, and disposal available on a standby basis for such variability.
- L. Insurance: The Contractor shall purchase and maintain during the term of this agreement such insurance coverage as is specified below and in the Contract, which names the City as additionally insured. This coverage shall apply to the Contractor directly and the work of any or all Subcontractor(s) he may employ, or anyone directly or indirectly employed for work under this Project. The Contract shall not become binding upon the City until receipt of satisfactory insurance certification.
- a. Worker's Compensation And Employer's Liability Insurance: Coverage as required by the Worker's Compensations laws of the Commonwealth of Massachusetts, M.G.L. Ch. 149, sec. 34A, including both statutory lines and Coverage B.
 - b. Comprehensive Commercial General Liability Policy with limits of \$1,000,000 per occurrence, \$3,000,000 in aggregate for property damage, and \$3,000,000 per occurrence for bodily injury. Said policy shall provide insurance for the Contractor for Bodily Injury and Property Damage to third parties arising out of:
 - i. Work performed by the Contractor himself with his own employees; Premises-operations and products and completed operation.
 - ii. Work performed by his Subcontractors; Contractors' Protective Liability ("sublet work" or "Independent Contractors") line. Use of subcontractors may be subject to provisions within the Specification regarding prior approval by the City.
 - iii. The Contractor's liability assumed under the Contract Terms; "hold harmless" or "indemnity agreement" line also known as Contractual Liability Insurance. This coverage must be explicitly stated on the Contractor's Insurance Certificate.
 - iv. Insurance certificates must name the City of Haverhill as an additional insured.
 - c. Automobile liability insurance: The Contractor shall provide the following minimum liability limits for all owned, non-owned and hired autos: Combined single limit for Bodily Injury and Property Damage: \$1,000,000.00.
 - d. Excess Umbrella Liability Insurance: The Contractor may purchase and maintain excess liability insurance in the amount of \$3,000,000 in order to satisfy the limits of liability required for the insurance to be purchased and maintained in accordance with the requirements set forth above. Any such amounts must be in addition to the umbrella limits required, must list all underlying policies, and must list the City as an additional insured. Evidence of such excess liability shall be delivered to the City in the same form and manner as the required insurance policies.
 - e. General Requirements for All Lines of Insurance to be Furnished
 - i. All policies shall be written so the City shall be notified of cancellation or addition of "restrictive amendments" by Registered Mail or by Facsimile not later than sixty (60) days prior to the effective date of such cancellation or amendments.
 - ii. If the initial policy/policies expire prior to the completion of the work, renewal certifications shall be promptly filed with the City for extension of said coverage. The full cost of renewing such coverage for additional amounts of time shall be the full responsibility of the Contractor.
 - iii. The Contractor shall require that each subcontractor procure and maintain, until the completion of that subcontractor's work, insurance of the types and to the limits set forth in the above sections. All such coverage by subcontractors shall be in favor of the Contractor, and the City shall be held harmless from liability in all such policies. Use of subcontractor(s) may be subject to the prior approval of the City as described more fully in applicable contract terms and conditions.

**Appendix A
IFB033.25
SPECIFICATIONS**

SLUDGE QUANTITIES AND CHARACTERISTICS

Since January 19, 2016, the CITY has operated new high solids centrifuges. The CITY estimates that the dewatering units may produce approximately 14,000 wet tons per year, as a dewatered cake at an average of 24 to 32 percent solids of sludge. The sludge metals characteristics for this period are included in Table 1. Sludge TCLP extractable metal scans are shown in Table 1. The CITY makes no representations or guarantees as to actual amounts or characteristics of the sludge.

In the event the CITY's centrifuge dewatering facilities are not functioning, the CITY intends to produce 80,000 to 120,000 gallons of liquid sludge per day. During this period, the successful bidder will be required to accept the liquid sludge quantities. The total solids in the liquid sludge are expected to range from 3 to 5 percent.

Table 1
Haverhill Wastewater Treatment Plant: Sludge Characteristics
City of Haverhill Sludge Data: 2022 - 2024

	TCLP	TCLP	TCLP
YEAR	2022	2023	2024
Silver	ND	ND	ND
Arsenic	ND	ND	ND
Barium	.084 mg/L	.043 mg/L	.063 mg/L
Cadmium	ND	ND	ND
Chromium	ND	ND	ND
Mercury	ND	ND	ND
Lead	ND	ND	ND
Selenium	ND	ND	ND

ND=Not Detected

**GENERAL
REQUIREMENTS**

- 1.1 Dewatered sewage sludge averaging 13,000 wet tons per year will be delivered to the CONTRACTOR as dewatered cake, from 24 to 32-percent solids in the sludge loading area.
- 1.2 The CONTRACTOR will be permitted to take samples of the sludge for analysis to verify the sludge quality during regular business hours upon reasonable notice to the Superintendent of the Wastewater Treatment Plant at the CONTRACTOR'S sole cost and expense. The CONTRACTOR must submit necessary permits for transport and processing of HWWTP sludge within 60 days after award of the Contract. The number of samples shall be up to the CONTRACTOR, who shall be solely responsible for determining sludge quality in order to obtain the necessary permits. If a program of continuous testing is required to meet permit requirements, the CONTRACTOR shall develop a schedule for taking such samples, which shall be approved by the wastewater treatment plant superintendent.
- 1.3 CONTRACTOR shall as a condition of award and continuously throughout the Contract duration, maintain compliance with all laws and regulations applicable to removal, transport, processing, and use of CITY's sludge at its sole cost and expense.
- 1.4 CONTRACTOR shall compile and submit a listing of all regulatory agency authorizations applicable to long-term removal, transport, and disposal of CITY's residuals. The listing shall identify the effective date and expiration date of all permits; copies of all permits shall be included within this compilation. As a condition of award, CONTRACTOR shall establish to CITY's satisfaction that he possesses for the Contract duration regulatory authorization applicable to the CITY's project, shall demonstrate they are in good standing and can accommodate the CITY's long-term sludge disposal and use conditions within these authorizations.
- 1.5 CONTRACTOR shall notify CITY of any action(s) potentially or actually altering the status of any of these authorizations. CONTRACTOR shall also notify CITY at least six months prior to the expiration of any permit applicable to this Contract. CONTRACTOR shall reapply for requisite re-authorization(s) in conformance with law and regulation, shall notify CITY of the disposition of its reapplication, and shall implement such secondary contingency plans as necessary for providing uninterrupted long-term residuals disposal. CONTRACTOR shall provide CITY with copies of all transactions conducted from reapplication through disposition and reissuance.
- 1.6 CONTRACTOR shall diligently make all reasonable efforts to appeal or contest all unfavorable regulatory sanctions or permit disposition affecting CITY's residuals disposal and/or processing and use at no cost to the CITY and shall keep CITY fully informed as to the status and progress of such appeal(s) or contestation(s).

- 1.7 CONTRACTOR shall take all actions necessary at no additional cost to the CITY to comply with new laws and regulations enacted after the effective date of the Contract and throughout its duration affecting CITY's long-term residuals disposal. CONTRACTOR shall keep CITY informed as to impacts of these laws and regulations and actions being implemented to comply, including preparation of filing of new applications. CONTRACTOR shall provide CITY with copies of all transactions undertaken in this regard.
- 1.8 CONTRACTOR shall ensure that all labor, material and equipment necessary to provide the required services exists, is under his direct control, and is in good working order throughout the duration of the Contract.
- 1.9 CITY, as residuals generator, will perform testing as required by EPA.
The results of these tests shall be made available to the CONTRACTOR. However, the CITY makes no guarantees or representations as to the accuracy of the tests or test results.
- 1.10 CONTRACTOR shall take custody of, control of, title to and all legal responsibility, including but not limited to liability for sludge spills and pollution remediation, for all sludge delivered to it by the CITY at the moment the residuals are loaded into the trailer at the HWWTP for the term of this Agreement.
- 1.11 CONTRACTOR shall employ a chain-of-custody manifest system to record all persons and all equipment involved in removing, transporting, and disposing of CITY's sludge under this Contract. The sludge manifest system is instituted:
 - a. To ensure traceability and proper transfer of responsibility of all of the CITY's sludge removed, transported, and disposed under this Contract from its removal from CITY's site through its acceptance at CONTRACTOR's processing site.
 - b. To document removal, transport, and disposal operations in compliance with law, regulation, and permit authorization and consistent with conditions under which this Contract was awarded.
 - c. To support CONTRACTOR's Application for Payment.

The following information must appear on or with the Manifest (Appendix G):

- a. Assignment of a unique identification number for each load of CITY's sludge removed from CITY's site.
- b. Container identification number.
- c. Date/time loading started and finished.
- d. Transport vehicle identification number (VIN).
- e. Signed by representatives of both CITY and CONTRACTOR at each load's pickup and removal.
- f. Any changes in container or transport vehicle between initiation and conclusion of each load's manifesting shall be accompanied by date/time responsibility was transferred, explanation of the circumstances, and signatures of the formerly responsible and newly responsible parties.

- g. Identification of the disposal facility to which the sludge was delivered, date and time each load was received and signature of representative accepting each load at the disposal facility.
 - h. Sufficient weight determinations to enable CONTRACTOR's reporting of correct weights of CITY's sludge removed, transported, and disposed.
- 1.12 CONTRACTOR shall submit an Emergency Spill Control Plan identifying how a spill will be contained and cleaned up and including the equipment to be utilized. The CONTRACTOR shall submit this spill response plan to the CITY no more than 30 days after award of the Contract.
- a. Should a situation arise which threatens to harm the environment or places the CITY or CONTRACTOR personnel, equipment, or property under immediate risk of life, health, damage, or significant harm ("Emergency Events"), the CONTRACTOR is responsible for managing, handling and paying for all costs resulting from the Emergency Event: The CITY is also authorized to undertake all actions necessary to correct such emergency in the event the CONTRACTOR does not respond in a timely and adequate manner as determined by the CITY, notwithstanding other terms set forth in this Agreement. The CONTRACTOR shall indemnify the CITY for claims damages, or losses arising out of Emergency Events.
 - b. CONTRACTOR shall identify and provide contact information for a representative of the CONTRACTOR who shall be accessible 24 hours per day to respond to Emergency Events.
 - c. The plan shall identify a minimum of three names of individuals employed by the CONTRACTOR who can be contacted by the vehicle operator in the case of a spill. The list shall have both work and home telephone numbers. The plan shall also call for the notification of Department of Environmental Protection (DEP) within 24 hours of a spill. Additionally, written notification must be sent to DEP within five (5) business days after the spill.
 - d. The plan shall identify methods of containing the spilled sludge and the method the CONTRACTOR intends to utilize in the cleanup. The method should clearly state the difference in cleaning spills occurring on pervious or impervious areas. It should also state how a waterway is to be protected if the spill occurs next to it, how varying weather conditions will affect the cleanup and the equipment to be used in the cleanup.
 - e. It should also identify the state agencies that must be notified if a spill occurs and the response time by the CONTRACTOR in addressing the spill.
 - f. Specifically, the plan shall require the CONTRACTOR to notify the appropriate agencies within the timeframes required by law or regulation. Within five (5) business days of the date the incident first occurred, the CONTRACTOR shall provide written acknowledgment of the incident to the CITY and to the same agencies. The CITY shall also be notified of the occurrence of an Emergency Event immediately after such occurrence but no later than two (2) hours after the commencement of such event.

LOADING AND REMOVAL REQUIREMENT

- 2.1 Dewatered sludge cake shall be available for removal from the CITY's treatment plant five days per week. Normal removal operations will take place between Mondays through Friday. However, during weeks containing a holiday, normal "fifth day" operations will be on a Saturday. If the CITY, in its sole discretion, deems it necessary for sludge removal to occur on a Saturday, Sunday or legal holiday, the CONTRACTOR shall execute this work at the applicable per ton bid price entered on the bid form attached hereto, without any adjustment, surcharge or additional cost to the CITY.
- 2.2 Dewatered sludge cake will be loaded by the CITY's existing overhead conveyor equipment into the CONTRACTOR's containers/vehicles in the sludge loading area. The loading of the container/vehicle shall normally occur between the hours of 7:00 a.m. to 6:00 p.m. All container/vehicles filled shall be removed from HWWTP site by the CONTRACTOR. Hours of removal by CONTRACTOR will be between 6:00 a.m. and 6:00 p.m. The sludge will be loaded into the container /vehicle from an overhead sludge conveyor. A sludge spreader or similar device will be employed by the CITY to evenly fill the containers. The container/vehicle shall enter into the truck/container loading area through the side of the building and once full, the container /vehicle driven away, whereupon the process will be repeated. The operation of the sludge conveyor system and any other equipment in the dewatering facility will be by the CITY's personnel. The CITY will limit the extent of its involvement with sludge loading to observation of the fill sequence and automatic operation of a device to evenly fill the containers. The CITY's operators will not participate in any activity, which requires a labor- intensive movement of a container/vehicle.
- a. Dewatered sludge cake samples will be taken from each operating centrifuge and analyzed for total solids three times per week by the CITY. The CONTRACTOR may request copies of such test data, but the CITY makes no guarantees or representations about the accuracy of such test data.
 - b. The CONTRACTOR shall provide sufficient labor and means to remove the full containers/vehicles from the CITY's site and to provide additional empty containers, ready to receive dewatered sludge at the sludge loading area of the Sludge Process Building.
 - c. The CITY shall maintain the spreader efficiently and evenly spread the CITY's sludge in the containers. Maintenance, repair or replacement of the spreader will be the sole cost and responsibility of the CITY.
 - d. Containers shall be of sufficient type, size, and number to efficiently and safely remove CITY's sludge and transport it to the designated disposal facilities. The construction of CONTRACTOR's containers shall enable complete compliance with requirements of all regulatory agencies exercising jurisdiction. They shall enable lawful transport of CITY's sludge loads within applicable weight restrictions and will prevent loss of vapors or liquid from all loads. At a minimum, all containers/vehicles shall be equipped with a covering system, which will be in place prior to leaving the treatment plant site. The cover system shall prevent odors from emanating from the container / vehicles and shall prevent rain, snow, or other material from entering the container/vehicle.
 - e. CONTRACTOR will not be permitted to store full or partially full containers /vehicles overnight on the CITY's site. The CONTRACTOR shall swap full containers with empty

containers in the truck loading bay.

- 2.3 If, for reasons beyond the CONTRACTOR's control (i.e., weather conditions, impassable roads, etc.,) the amount of dewatered sludge cake removed from the plant is significantly below the average daily production or below the amount requested to be removed by plant personnel, then this amount must be made up. On the next calendar day, this left over amount must be removed in addition to that day's normal amount removed. The CONTRACTOR shall do this at no additional cost to the CITY even if the total amount for this day exceeds the peak output noted in the Information for Bidders.
- 2.4 Certified weights of the full containers removed will be tabulated daily by CONTRACTOR and weekly summaries will be delivered to the Facility Manager. Monthly totals for billings must be delivered to the Facility Manager by the fourth day of the next month. Billings will be done on a calendar month schedule.
- 2.5 Grit will be discharged from the CITY's facilities to the CONTRACTOR's container/vehicle on a regular schedule or at a schedule based on the CITY's ability to store grit. The existing grit hopper has a capacity of approximately 10 cubic yards. The CONTRACTOR may be allowed to park a vehicle/container beneath the grit hopper for more than the period of time necessary to discharge the grit. The CITY will operate the grit hopper at the request of the CONTRACTOR.
- 2.6 Screenings will be discharged from containers located at the wastewater treatment facility and the South Mill Street Pumping Station. The CITY will operate the screenings container system at the request of the CONTRACTOR. A schedule will be developed by the CITY for screenings transport. The CONTRACTOR shall not be allowed to park a vehicle/container in the screenings loading area for more than the period of time necessary to discharge the screenings.

WASTEWATER RESIDUALS REMOVAL

- 3.1 CONTRACTOR shall provide at all times during the Term of this Agreement suitable equipment and equipment operators for the removal of Sludge on a timely basis.
- 3.2 Such removal equipment includes sufficient Sludge, Grit and Screenings containers and/or vehicles to be filled and removed so as not to interfere with Sludge removal operations.
- 3.3 The Sludge, Grit and Screenings shall be removed by the CONTRACTOR on a daily basis from the property or other facilities on a schedule determined by the CITY.
 - a. If the CITY provides notice to the CONTRACTOR of complaints concerning odors associated with container/vehicles left overnight or over weekends in the Sludge, Grit and Screenings loading areas, the CONTRACTOR shall implement odor-control measures that demonstrate to the CITY's satisfaction that such measures are sufficient to eliminate the odors from the container/vehicles. The CONTRACTOR shall implement such measures at no additional cost to the CITY.
 - b. The CITY shall maintain and/or modify and/or improve and/or replace the spreader

at the CITY'S sole expense so that the spreader is continuously in good working order.

- 3.4 The CONTRACTOR shall provide a watertight roll off (minimum capacity of 20 cubic yards) for screening and grit disposal. The screening roll off is to be located at the South Mill Street Pump Station and brought to the Wastewater Treatment Facility on a schedule established by the City. The grit roll off will be located in the Grit Garage.
- 3.5 Unless otherwise approved in writing by the CITY, the CONTRACTOR shall not stockpile Sludge on the CITY's Property. Further, CONTRACTOR shall not store full or partially full containers/vehicles on the CITY's Property. The CONTRACTOR shall swap full containers with empty containers only in the truck loading bay.
- 3.6 CONTRACTOR shall utilize and supply an approved, state certified weigh station for the accurate reporting of the weight of Sludge, Grit and Screenings removed, transported and disposed. All empty and loaded containers/vehicles shall be weighed at the weigh station and these weights recorded on a Daily Inspection Form for use in determining the weight of the Sludge hauled by the CONTRACTOR. Payments for sludge, grit and screenings shall be based on weight measured at the approved scales. The CITY personnel shall determine when the container/vehicle is full. The CONTRACTOR shall be solely responsible for any overfilling of the container/vehicles and any overweight container/vehicles of sludge, screenings or grit. The CITY shall not be responsible for any overweight/overfilled containers/vehicles. Certified weights of the full containers removed shall be tabulated daily by CONTRACTOR and weekly summaries shall be delivered to the Facility Manager. Monthly totals for billings must be delivered to the Facility Manager not later than 4:00 p.m. on the fourth day of the next calendar month.
- 3.7 Each Sludge container/vehicle shall be equipped with a cover system. The cover system shall be activated either inside the sludge loading bay after sludge loading has ceased or right outside the bay if the required clearance does not exist in the loading bay. The cover shall be manufactured of a material, which prohibits the emission of any odors from the container/vehicle. The cover shall also prevent the entry of any rain, snow or other material into the container/vehicle.
- 3.8 If the CITY receives odor complaints due to trucking activities, upon notice by the CITY, the mutually agreed party shall add an odor control chemical or other substance to the full container/vehicle prior to installing the cover. The quantity of the odor control chemical or other material to be added shall be determined in the field. Final Odor Control terms will be mutually negotiated between the CITY and the CONTRACTOR.
- 3.9 If for any reason the CITY is unable to deliver dewatered Sludge to the CONTRACTOR'S container/vehicle because of a failure of equipment, or for any other reason beyond the CITY's control, the CONTRACTOR shall have no recourse and shall release, defend, indemnify and hold the CITY harmless for and from any and all claims and damages resulting from the CITY's inability to supply the Sludge to the CONTRACTOR.

SLUDGE TRANSPORTATION

- 4.1 CONTRACTOR shall route its Sludge transportation vehicles in accordance with the transportation route approved by the City.
- 4.2 Prior to the transportation of each truckload of the Sludge offsite, the transporter shall

complete the appropriate sections of the manifest form attached hereby the bidder and approved by the City for the purposes of identifying the quantity of Sludge transported off site and identifying the location of Sludge disposal.

SLUDGE DISPOSAL REQUIREMENTS

- 5.1 CONTRACTOR has identified both a primary solid waste disposal facility and an alternative solid waste disposal facility.
- 5.2 CONTRACTOR has identified and provided evidence that the primary solid waste disposal facility and alternative solid waste disposal facility have each agreed to receive the quantities of Sludge, Grit and Screenings described herein in accordance with this Agreement, and that such facilities have adequate disposal capacity for the Sludge for the duration of the term of this Agreement, as evidenced by the enclosed agreements entered into by the CONTRACTOR and the primary and alternative solid waste disposal facility, attached hereto as Exhibit D. Such agreements shall be executed even if the CONTRACTOR plans to beneficially use such Sludge pursuant to 310 CMR 19.000-19.060
- 5.3 Any change in the CONTRACTOR's use of the primary or alternative solid waste disposal facility shall be approved in writing by the CITY prior to such change in use.
- 5.4 Should either the primary or alternative solid waste management disposal facility refuse to accept all or a portion of Sludge delivered by the CONTRACTOR, the CONTRACTOR shall be responsible for identifying and locating an alternative primary or alternative disposal facility, as the case may be, the use of which must be approved in writing by the CITY prior to such disposal.
- 5.5 CONTRACTOR shall comply with all applicable laws and regulations governing disposal of Sludge, including but not limited to 310 CMR 19.000 ("Solid Waste Management Regulations").

CONTRACTOR OBLIGATIONS

- 6.1 Execution of this Agreement by CONTRACTOR is a representation that the CONTRACTOR has visited the property and has become familiar with local conditions under which the Work is to be performed.
- 6.2 CONTRACTOR shall supervise and direct the Work, using the CONTRACTOR's best skill and attention.
- 6.3 Unless otherwise provided in this Agreement, CONTRACTOR shall be solely responsible for and have control over the means, methods, techniques, sequences, and procedures, and for coordinating all portions of the Work.
- 6.4 CONTRACTOR shall employ personnel who are careful and competent. The CITY may request the dismissal of any employee of the CONTRACTOR or subcontractor for misconduct, incompetence or negligence in the due and proper performance of his duty, or neglects or refuses to comply with instruction given by the CITY or its agent. Any person dismissed by the CONTRACTOR shall not be employed again without the written consent of the CITY. Should the CONTRACTOR continue to employ or reemploy such person or persons, the CITY may terminate this Agreement.
- 6.5 CONTRACTOR, within five (5) days after the Execution Date shall furnish in writing to the CITY the names of subcontractors or suppliers for each portion of the Work. The CITY will promptly reply to the CONTRACTOR if the CITY, after due investigation, has reasonable objection to the subcontractors or suppliers listed.

- 6.6 Unless otherwise provided in this Agreement, the CONTRACTOR shall provide and pay for labor, materials, equipment, tools, utilities, transportation, and other services necessary for proper execution and completion of the Work.
- 6.7 CONTRACTOR shall obtain and pay for and maintain all permits, licenses, or approvals, including fees and inspections necessary for the proper execution and completion of the Work.
- 6.8 The CONTRACTOR shall comply with and give notice as required by governmental agencies having jurisdiction over the Work. If the CONTRACTOR violates any law, statute, ordinance, building code, and rule and regulation with or without notice to the CITY, the CONTRACTOR shall assume full responsibility for such violation(s) and shall bear all attributable costs, including but not limited to, the CITY's costs to comply with any governmental enforcement order or penalty assessment arising out of the CONTRACTOR's violation(s).
- 6.9 CONTRACTOR shall confine operations at the Property to areas permitted by law, ordinances, permits, this Agreement, and the CITY.
- 6.10 CONTRACTOR shall keep the premises and surrounding area free from accumulation of debris and trash related to the Work.

SAMPLING AND TESTING OF SLUDGE

- 7.1 CONTRACTOR shall be solely responsible for all testing required for the removal, transport, processing and/or disposal of the CITY's Sludge at no additional cost to the CITY. Copies of all such test results, and all reports required, prepared or filed by CONTRACTOR incorporating these data shall be forwarded to the CITY within 30 days of CONTRACTOR's receipt of test results and reports. The CITY agrees to comply with Sludge testing requirements as a "person who prepares sewage sludge" in accordance with 40 CFR 503. If the CITY currently does not test for certain parameters, or does not currently undertake testing in accordance with 40 CFR 503, CONTRACTOR agrees to pay the reasonable costs for, and provide CITY with, suitable testing equipment to undertake such additional testing.

Appendix B
IFB033.25
BID PRICING SHEET

Item	Estimated Annual Volumes	Unit Bid Prices	Total Estimated Costs
Service and Hauling/Disposal Cost for Dewatered Sludge	14,000 wet tons	\$_____ / Wet Ton	\$_____
Hauling and Disposal of Grit	1,000 wet tons	\$_____ / Wet Ton	\$_____
Hauling and Disposal of Screenings	100 wet tons	\$_____ / Wet Ton	\$_____
		Total Bid Amount	\$_____

Other Services

Service and Hauling/Disposal Cost for Liquid Sludge	\$_____ / Wet Gallon
---	----------------------

This bid includes Addendum _____ (if issued).

Company _____

Address _____

Signature of Company Official _____

Printed Name of Company Official _____

Title of Company Official _____

Phone number _____

E-Mail _____

Date _____

Appendix C
IFB033.25
CERTIFICATIONS

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee club, or other organization, entity, or group or individuals.

Signature of Individual Submitting Bid

Name of Individual Authorized to Submit Bid

Name of Business

TAX COMPLIANCE CERTIFICATION

Pursuant to MGL Chapter 62C, Sec. 49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature of Individual Submitting Bid

Name of Individual Authorized to Submit Bid

Name of Business

Appendix D
IFB033.25
REFERENCES

Listing of contracts which the Bidder is performing or has performed during the last five (5) years similar to the work called for in these specifications (may provide separate sheet).

Company	Project Contact Person	Address	Phone

Appendix E
IFB033.25
TRANSPORT
CAPABILITY

Data	Response
Name (if a proposed subcontractor will be used for transport capability).	
Office address and telephone number (if a proposed subcontractor will be used for transport capability).	
Ownership: names, address, telephone numbers of entity and principals (if a proposed subcontractor will be used for transport capability).	
Description of proposed method of transport of sewage sludge.	
Complete inventory of equipment (number, type, and capacity) sufficient to demonstrate the adequacy of installed equipment.	

Signature of Individual Submitting Bid

Name of Individual Authorized to Submit Bid

Name of Business

Appendix F
IFB033.25
IDENTIFICATION OF DISPOSAL FACILITIES

Primary Disposal Site:

Location of Disposal Site

Primary Disposal Site Phone Number

Primary Disposal Site Office Address

Primary Disposal Site Ownership:

Names

Address

Telephone number

Secondary Disposal Site:

Location of Disposal Site

Secondary Disposal Site Phone Number

Secondary Disposal Site Office Address

Secondary Disposal Site Ownership:

Name

Address

Telephone number

Description of proposed method of disposing of the residuals from the HWWTP including schematic, complete inventory of process (es), and equipment (number, type, and capacity) sufficient to demonstrate the reliability and efficiency of installed technologies and equipment.

Signature of Individual Submitting Bid

Name of Individual Authorized to Submit Bid

Name of Business

Appendix G **IFB033.25** **MANIFEST**

Haverhill WWTP
 40 South Porter Street
 Haverhill, MA 01835-7646
 Telephone: (978) 374-2382

Generator EPA ID. Number: _____

S.I.C. Code: _____

MANIFEST FORM

Vehicle/Container Identification		Weight of Vehicle/Container Empty (Lbs.)	Weight of Vehicle/Container Full (Lbs.)	Weight of Sludge Transported, Disposed, or Processed for Beneficial Use
Truck Number	Trailer/Container Number			

HWWTP

_____ _____ _____

WEIGH STATION

I hereby certify that the EMPTY WEIGHT of the vehicle/container _____ (Identification) is Signature: _____ Date: _____ Time: _____ a.m./p.m.: _____ (Weigh Station Operator) I hereby certify that the FULL WEIGHT of the vehicle/container (including sludge from HWWTP) Signature: _____ Date: _____ Time: _____ a.m./p.m.: _____ (Weigh Station Operator)
--

TRANSPORTER

I hereby certify that the vehicle/container _____ (Identification) is in receipt of dewatered sludge from HWWTP on _____ (Date) Signature: _____ Date: _____ Time: _____ a.m./p.m.: _____ (Transportation Vehicle Operator) Transporter Name: _____ Transporter Address: _____ Transporter Telephone Number: _____ Permit Number: _____

PROCESSING FACILITY

I hereby certify that the vehicle/container arrived at the disposal/beneficial use (circle one) processing facility destination on Date: _____ Signature: _____ Date: _____ Time: _____ a.m./p.m.: (Processing Site Operator) Processing Site: _____ Processing Site Address: _____ Processing Site EPA ID. Number: _____ Processing Site Telephone Number: _____
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Appendix H
IFB033.25
DRAFT FORM OF CONTRACT



CITY OF HAVERHILL
IFB033.25
CONTRACT FOR DISPOSAL OF WASTEWATER RESIDUALS

This Contract is entered into on, or as of, this date of _____, 2025, by and between the City of Haverhill, 4 Summer Street, Haverhill, MA 01830 (the "City"), and _____, a corporation duly organized and existing under the laws of the Commonwealth/or as a D/B/A duly registered at _____ (the "Contractor").

1. This is a Contract for the procurement of the services described in this Paragraph 1, which incorporates the terms of this Contract and the Contract Documents (defined below) and include the following:
 - 1.1. Transporting and disposal of wastewater treatment residuals including sludge, grit, and screenings generated by the Haverhill Waste Water Treatment Plant ("HWWTP") and the South Mill Street Pumping Station (collectively, the "Residuals") for disposal at a disposal facility pursuant to the Contract Documents;
 - 1.2. Contractor shall be responsible for furnishing sufficient transport equipment on a timely basis to load and remove the entire output of dewatered sludge (an estimated 14,000 wet tons per year at an average of 22 to 32 percent solids) pursuant to a schedule to be provided by the City to an offsite location for disposal; and
 - 1.3. Contractor shall also be responsible for furnishing sufficient transport equipment on a timely basis to load and remove the entire output of grit and screenings from the HWWTP and the South Mill Street Pumping Station pursuant to a schedule to be provided by the City offsite location for disposal. An estimated 1,000 wet tons of grit and an estimated 100 wet tons of screenings are generated per year.
2. The Estimated Contract price to be paid to the Contractor by the City is: \$_____ per year (unit price of \$_____/wet ton) based on actual volumes of sludge, grit, and screenings generated and disposed. The Estimated Contract price shall be adjusted annually on the anniversary of this Contract which adjustment shall be based on eighty (80%) percent of the change (increase or decrease) in the Consumer Price Index for all "Urban Consumers-U.S. City Average-Water & Sewer and Trash Collection Services Water, Sewer and Trash" index.
3. Payment will be made as follows:
 - 3.1. The Contractor shall weigh all Residuals on a certified scale at the disposal facility which weight slips shall be the basis for measuring and billing for Residuals under this Contract.
 - 3.2. The City agrees to pay the amounts set forth in the Contractor's bid for the actual volumes of sludge, grit, and screenings generated and disposed of and will pay all undisputed amounts due to Contractor within forty-five (45) days from the date of Contractor's invoice to the City.

- 3.3. Fees and Reimbursable Costs combined shall not exceed the unit price of \$ N/A as more fully set forth in the Contractor Documents which unit price shall be inclusive of all fees, transportation costs, taxes (if applicable to the City) and surcharges. There shall be no further costs, fees or reimbursable charges due the Contractor under this Contract unless said fees and/or costs are so set forth in writing. The City will not pay any surcharge or premium on top of the direct out of pocket expenses, if any.
- 3.4. Final payment including any unpaid balance of the Contractor's compensation shall be due and payable when the Term, as may be extended pursuant to this Contract, is completed.
- 3.5. Fuel Adjustment. A fuel adjustment may be provided as described in the Contract Documents pursuant to which the Base Price of Diesel Fuel and Gasoline will be the price as indicated in the Massachusetts Department of Transportation's web site https://www.eia.gov/dnav/pet/pet_pri_gnd_dcus_rlx_w.htm for the month in which the contract was bid and the Period Price will be the average of prices charged to the State, including State Tax for the bulk purchases made during each month. This adjustment will be effected only if the variance from the Base Price is 5% or more for a monthly period. In the alternative, the City and the Contractor will work to implement a mutually agreed upon mileage-based fuel surcharge to replace the proposed fuel surcharge structure provided in the bid documents.
4. Security: Upon delivery of the executed Contract to the City, the Contractor shall furnish the City a Performance Bond for one hundred (100) percent of the annual value of the bid, which shall from time to time require increasing due to the increase in annual costs, and all required certificates of insurance required by Section 24 below.
5. Definitions:
 - 5.1. Acceptance: All Contracts require proper acceptance of the described goods or services by the City. Proper acceptance shall be understood to include inspection of goods and certification of acceptable performance for services by authorized representatives of the City to ensure that the goods or services are complete and are as specified in the Contract.
 - 5.2. Contract Documents: All documents relative to the Contract including (where used) Request for Proposals and all attachments thereto, Instructions to Bidders, Proposal Form, General Conditions, Supplementary General Conditions, General Specifications, Other Specifications included in Project Manual, Drawings, all Addenda issued during the bidding period and Contractor's Response to the Request for Proposal. The Contract Documents are complementary, and what is called for by any one shall be as binding as if called for by all. The purpose of the Contract Documents is to include all labor and materials, equipment and transportation necessary for the proper performance of the Contract.
 - 5.3. The Contractor: The "other party" to any Contract with the City. This term shall (as the sense and particular Contract so require) include Vendor, Contractor, Engineer, or other label used to identify the other party in the particular Contract. Use of the term "Contractor" shall be understood to refer to any other such label used.
 - 5.4. Subcontractor: Those having a direct agreement with the Contractor. The term includes one who furnished material worked to a special design according to the Drawings or Specifications of this work, but does not include one who merely furnishes material not so worked.

5.5. Work: The services or materials contracted for, or both.

6. Term of Contract and Time for Performance:

- 6.1. This Contract shall be for an initial term of five (5) years and shall automatically be extended for an additional five (5) year term unless the City or the Contractor provides written notice to the other Party at least twelve (12) months prior to the expiration of the initial term. Time is of the essence for the completion of the Contract.
- 6.2. In the event that the initial term is extended hereunder, the Estimated Contract Price shall be adjusted annually for the subsequent five year term by an amount equal to the percentage increase, if any, for the previous twelve-month period in Consumer Price Index for all "Urban Consumers-U.S. City Average-Water & Sewer and Trash Collection Services Water, Sewer and Trash" index or as otherwise agreed to by the City and the Contractor.

7. Subject to Appropriation:

Notwithstanding anything in the Contract Documents to the contrary, any and all payments which the City is required to make under this Contract shall be subject to appropriation or other availability of funds as certified by the City Auditor. In the absence of appropriation or availability as certified herein, this Contract shall be immediately terminated without liability for damages, penalties or other charges to the City. In the event this is a multi-year contract, this Contract shall be subject to annual appropriation and in the event funds are not so appropriated, this Contract shall terminate immediately without liability for damages, penalties or charges to the City.

8. Permits and Approvals:

Permits, Licenses, Approvals and all other legal or administrative prerequisites to its performance of the Contract shall be secured and paid for by the Contractor prior to commencement of the Services and shall be maintained throughout the duration of the Contract. Pursuant to the Contract Documents, the Contractor shall provide an inventory of all permits/licenses necessary to execute and provided services pursuant to the Contract.

9. Termination and Default:

- 9.1. Without Cause. The City may terminate this Contract on seven (7) calendar days' notice when in the City's sole discretion it determines it is in the best interests of the City to do so, by providing notice to the Contractor, which shall be in writing and shall be deemed delivered and received when given in person to the Contractor, or when received by fax, express mail, certified mail return receipt requested, regular mail postage prepaid or delivered by any other appropriate method evidencing actual receipt by the Contractor. Upon termination without cause, the Contractor shall cease to incur additional expenses in connection with this Contract. The Contractor shall be entitled to compensation for all satisfactory work completed prior to the termination date as determined by the City. Such payment shall not exceed the fair value of the services provided hereunder.
- 9.2. For Cause. If the Contractor is determined by the City to be in default of any term or condition of this Contract, the City may terminate this Contract on seven (7) days' notice by providing notice to the Contractor, which shall be in writing and shall be deemed delivered and received when given in person to the Contractor, or when received by fax, express mail, certified mail

return receipt requested, regular mail postage prepaid or delivered by any other appropriate method evidencing actual receipt by the Contractor.

- 9.3. Default. The following shall constitute events of a default under the Contract: (1) any material misrepresentation made by the Contractor to the City; 2) any failure to perform any of its obligations under this Contract including, but not limited to the following: (i) failure to commence performance of this Contract at the time specified in this Contract due to a reason or circumstance within the Contractor's reasonable control, (ii) failure to perform this Contract with sufficient personnel and equipment or with sufficient material to ensure the completion of this Contract within the specified time due to a reason or circumstance within the Contractor's reasonable control, (iii) failure to promptly re-perform within a reasonable time services that were rejected by the City as a result of negligent acts, errors, or omissions by the Contractor, (v) discontinuance of the services for reasons not beyond the Contractor's reasonable control, (vi) failure to comply with a material term of this Contract, including, but not limited to, the provision of insurance and non-discrimination, (vii) any other acts specifically and expressly stated in this Contract as constituting a basis for termination of this Contract, and (viii) failure to comply with any and all requirements of state law and/or regulations, and City bylaw and/or regulations.

10. Suspension or Delay

The City may order the Contractor, in writing, to suspend, delay or interrupt all or any part of the Services without cause for such period of time as the City may determine to be appropriate for its convenience. In the event of any such suspension, delay or interruption, the Contractor's compensation shall be equitably adjusted. No adjustment shall be made if the Contractor is or otherwise would have been responsible for the suspension, delay or interruption of the Services, or if another provision of this Contract is applied to render an equitable adjustment.

11. The Contractor's Breach and the City's Remedies:

- 11.1. Failure of the Contractor to comply with any of the terms or conditions of this Contract shall be a material breach of this Contract, and the City of Haverhill shall have all the rights and remedies provided in the Contract Documents, the right to cancel, terminate, or suspend the Contract in whole or in part, the right to maintain any and all actions at law or in equity or other proceedings with respect to a breach of this Contract, including "Damages" including but not limited to costs, attorney's fees or other damages resulting from said breach ("Damages") as well as specific performance, and the right to select among the remedies available to it by all of the above.
- 11.2. From any sums due to the Contractor for services, the City may keep the whole or any part of the amount for expenses, losses and Damages incurred by the City as a consequence of procuring services as a result of any failure, omission or mistake of the Contractor in providing services as provided in this Contract.

12. Statutory Compliance:

- 12.1. This Contract will be construed and governed by the provisions of applicable federal, state and local laws and regulations; and wherever any provision of the Contract or Contract Documents shall conflict with any provision or requirement of federal, state or local law or regulation, then the provisions of law and regulation shall control. Where applicable to the Contract, the provisions of the General Laws are incorporated by reference into this Contract, including, but not limited to, the following:

- a. General Laws Chapter 30B – Procurement of Goods and Services.
- b. General Laws Chapter 30, Sec. 39, et seq: - Public Works Contracts.
- c. General Laws Chapter 149, Section 44A, et seq: Public Buildings Contracts.

12.2. Wherever applicable law mandates the inclusion of any term and provision into a municipal contract, this Section shall be understood to import such term or provision into this Contract. To whatever extent any provision of this Contract shall be inconsistent with any law or regulation limiting the power or liability of cities, such law or regulation shall control.

12.3. The Contractor shall comply with all Federal, State and local laws, rules, regulations, policies and orders applicable to the Work provided pursuant to this Contract, such provisions being incorporated herein by reference, and shall be responsible for obtaining all necessary licenses, permits, and approvals required for the supply of such Work.

The Contractor hereby agrees to indemnify and hold the City harmless for and against any and all fines, penalties or monetary liabilities incurred by the City as a result of the failure of the Contractor to comply with the previous sentence. If any discrepancy or inconsistency is discovered in the Drawings, Specifications or Contract for this work in violation of any such law, by-law, regulation, order or decree, it shall forthwith report the same in writing to the City. The Contractor hereby agrees to, at all times, itself observe and comply with all such existing and future laws, by-laws, regulations, orders and decrees; and hereby agrees to protect and indemnify the City, and its duly appointed agents against any claim or liability arising from or based on any violation whether by him or its agents, employees or subcontractors of any such law, by-law, regulation or decree. The City agrees to make reasonable effort to notify the Contractor of any duty arising out of this paragraph, but failure to make timely notice will not relieve the Contractor of any duty under this paragraph.

13. Conflict of Interest:

Both the City and the Contractor acknowledge the provisions of the State Conflict of Interest Law (General Laws Chapter 268A), and this Contract expressly prohibits any activity which shall constitute a violation of that law. The Contractor shall be deemed to have investigated the application of M.G.L. c. 268A to the performance of this Contract; and by executing the Contract Documents the Contractor certifies to the City that neither it nor its agents, employees, or subcontractors are thereby in violation of General Laws Chapter 268A.

14. Certification of Tax Compliance

This Contract must include a certification of tax compliance by the Contractor, as required by General Laws Chapter 62C, Section 49A (Requirement of Tax Compliance by All Contractors Providing Goods, Services, or Real Estate Space to the Commonwealth or Subdivision).

15. Non-Discrimination/Affirmative Action

15.1. The Contractor shall carry out the obligations of this Contract in compliance with all requirements imposed by or pursuant to federal, State and local ordinances, statutes, rules and regulations and policies prohibiting discrimination in employment, including but not limited to, Title VII of the Civil Rights Act of 1964; the Age Discrimination in Employment Act of 1967; Section 504 of the Rehabilitation Act of 1973 and Mass. G. L. c. 151B, and any other executive orders, rules, regulations, requirements and policies relating thereto

enacted by the Commonwealth of Massachusetts and the City as they may be amended from time to time. Contractor shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age, sex, religion, physical or mental handicap or sexual orientation.

- 15.2. As used in this section "affirmative action" means positive steps to ensure all qualified persons equal employment opportunity without regard to race, color, religion, sex or national origin at all stages of the employment process: recruitment, selection, placement, promotion, training, layoff and termination. It may include, but is not limited to, the following:
- a. Inclusion in all solicitation and advertisements for employees of a statement that the Contractor is an "Equal Opportunity Employer;"
 - b. Placement of solicitations and advertisements for employees in media that reaches minority groups;
 - c. Notification in writing of all recruitment sources that the Contractor solicits the referral of applicants without regard to race, color, religion, sex or national origin;
 - d. Direct solicitation of the support of responsible and appropriate community, state and federal agencies to assist recruitment efforts;
 - e. Participation in, or establishment of, apprenticeship or training programs where outside programs are inadequate or unavailable to minority groups;
 - f. Modification of collective bargaining agreements to eliminate restrictive barriers established by dual lines of seniority, dual rates of pay or dual lines of promotion or progression which are based on race, color, religion, sex or national origin; and
 - g. Review selection, placement, promotion, training, layoff and termination procedures and requirements to ensure that they do not intentionally or unintentionally discriminate against qualified persons because of race, color, religion, sex or national origin.
- 15.3. The Contractor, if applicable, shall include in all compliance and progress reports submitted to the City a report which shall include: (a) A certificate stating that he or she is currently in compliance with the provisions of G.L. c. 152B and setting forth the Affirmative Action he or she is currently undertaking and will undertake during the contract period to provide equal employment opportunity for all qualified persons without regard to race, color, religion, sex or national origin; and (b) A statement in writing supporting information signed by an authorized officer or agent on behalf of any labor union or other agency which refers workers or provides or supervises apprenticeship or other training programs which the Contractor deals, to the effect that the union or other agency's practices and policies do not discriminate on the basis of race, color, religion, sex or national origin; provided, in the event that the union or other agency shall refuse to execute such a statement, the Contractor need only so certify in writing.
- 15.4. A copy of any such report as described above, shall be filed in the office of the City Clerk and shall upon said filing become a public record.
- 15.5. The Contractor will take Affirmative Action to ensure that employees are solicited and employed, and that employees are treated during employment, without regard to race, color, religion, sex or national origin.
- 15.6. The Contractor will in all solicitation or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

- 15.7. In determining whether steps taken by the Contractor constitute Affirmative Action, the City shall take into account the relevant characteristics of the Contractor including, but not limited to, the number of employees and the location of the principal and branch offices.

16. Assignment:

The Contractor shall not assign, sublet or otherwise transfer this Contract, in whole or in part, without the prior written consent of the City, and shall not assign any of the moneys payable under this Contract, except by and with the written consent of the City.

17. Condition of Enforceability Against the City:

This Contract is only binding upon, and enforceable against, the City if: (1) the Contract is signed by the City Mayor, Department Head, and Purchasing Director; and (2) endorsed with approval by the City Auditor as to appropriation or availability of funds; and (3) endorsed with approval by the City Solicitor as to form.

18. Corporate Contractor:

If the Contractor is a corporation, it shall endorse upon this Contract (or attach hereto) its Clerk's Certificate certifying the corporate capacity and authority of the party signing this Contract for the corporation. Such certificate shall be accompanied by a letter or other instrument stating that such authority continues in full force and effect as of the date the Contract is executed by the Contractor. This Contract shall not be enforceable against the City of Haverhill unless and until the Contractor complies with this section.

The Contractor, if a foreign corporation, shall file with the Commissioner of Corporations a Power of Attorney and duly authenticated copies of its Charter or Certificate of Incorporation; and said Contractor shall comply with all the laws of the Commonwealth of Massachusetts.

19. Minimum Wage/Prevailing Wage:

The Contractor will carry out the obligations of this Contract in full compliance with all of the requirements imposed by or pursuant to G. L. c. 151, §1, *et seq.* (Minimum Wage Law) and the wage rates as set forth in G.L. c. 149 §26 to 27D (Prevailing Wage).

20. Contractor's Personnel

The Contractor shall utilize only its employees and shall not utilize any third-party contractors without prior written approval of the City.

21. Liability of Public Officials:

To the full extent permitted by law, no official, employee, agent or representative of the City of Haverhill shall be individually or personally liable on any obligation of the City under this Contract.

22. Waste Characterization, Rejection of Waste and Special Handling

- 22.1. The City shall be responsible for testing and characterization of the Residuals and shall be responsible for completing a Waste Profile supplied by the Contractor (A copy of which is attached as Exhibit A. The characteristics of the Residuals are provided in Exhibit B). The Residuals must at all times conform to the description and any conditions of acceptance

contained in the Waste Profile ("Conforming Waste"). In addition, the City will comply with any applicable state and local requirements, provided the Contractor provides reasonable notice to the City of local requirements to which Contractor is subject relating to the management and disposal of sludge, as well as requirements imposed by the receiving disposal facility such as those relating to odor, free liquids and sulfur content. Title to and ownership of Conforming Waste shall transfer to the Contractor upon its final acceptance of such Conforming Waste.

- 22.2. The Contractor retains the right at any time, as a condition of receipt or continued receipt of the sludge (i) to impose additional testing requirements beyond any requirements imposed by applicable laws and regulations. The Contractor may refuse to accept any material that (i) is not in accordance with waste descriptions provided on the Profile Sheet (ii) is prohibited from being received, managed or disposed of at a transfer, storage or disposal facility used hereunder by federal, state or local law, regulation, ordinance, permit or other legal requirement or (iii) the receipt of which, in Contractor's sole discretion could create an environmental hazard or environmental or public health or safety concern, or nuisance and/or which could adversely affect Contractor's management and/or operation of its solid waste disposal facilities ("Nonconforming Waste").
- 22.3. The City hereby represents and warrants that all Residuals collected by or delivered to the Contractor shall be Conforming Waste and not be or contain any Nonconforming Waste. The City further represents and warrants that it will comply with all applicable laws, ordinances, regulations, orders, permits or other legal requirements applicable to the Waste. The City shall provide the Contractor and its Subcontractors a safe work environment for Services performed on any premises owned or controlled by the City.
- 22.4. Subject to Sections 22.5 and 23 below, title to and liability for Nonconforming Waste shall remain with City at all times. The Contractor shall have the right to inspect, analyze or test any waste delivered by City. If the City's Residuals are Nonconforming Waste, the Contractor can, at its option, reject Nonconforming Waste and return it to the City or require the City to remove and dispose of the Nonconforming Waste at the City's expense. The City shall pay or reimburse the Contractor for any and all costs, damages and/or fines incurred as a result of or relating to the City's tender or delivery of Nonconforming Waste or other failure to comply or conform to this Contract, including costs of inspection, testing and analysis. The Contractor also may impose volume limitations on inbound deliveries, reject any Nonconforming Waste or the Contractor may terminate the Contract.
- 22.5. If the Contractor elects to handle, rather than reject, Nonconforming Waste, the Contractor shall have the right to manage the same in the manner deemed most appropriate by the Contractor given the characteristics of the Nonconforming Waste after providing seven (7) days written notice to the City of the cost and manner for such handling for the City's approval. Should the City agree to the cost and manner of handling the Nonconforming Waste, the Contractor may assess and the City shall pay additional charges associated with delivery of Nonconforming Waste, including, but not limited to, special handling or disposal charges, and costs associated with different quantities of waste, different delivery dates, modifications in operations, specialized equipment, and other operational, environmental, health, safety or regulatory requirements. Title to and ownership of Nonconforming Waste shall transfer to the Contractor upon its final acceptance of such Nonconforming Waste and the Contractor shall indemnify, hold harmless and pay or reimburse the City for any and all costs, damages and/or fines incurred as a result of or relating to the Nonconforming Waste pursuant to this Contract.

23. Indemnification:

23.1. The Contractor hereby agrees to indemnify, defend and save harmless the City, the City's officers, agents and employees, from and against any and all damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs, expenses, recoveries and judgments of every nature and description (including attorneys' fees) that may arise in whole or in part out of or in connection with the work being performed or to be performed, or out of any act or omission by the Contractor, its employees, agents, subcontractors, material men, and anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by any party indemnified hereunder, including but not limited to which occurs (1) during the collection or transportation of the City's Residuals by the Contractor; or (2) as a result of the disposal of the City's Residuals, after the date of this Contract, in a facility owned by a subsidiary or affiliate of the Contractor provided that the Contractor's indemnification obligations will not apply to occurrences involving Nonconforming Waste except as provided in Section 22.5. The Contractor hereby agrees to reimburse the City for damage to its property caused by the Contractor, its employees, agents, subcontractors or material men, and anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, including damages caused by his, its or their use of faulty, defective, or unsuitable material or equipment, unless the damage is caused by the City's gross negligence or willful misconduct.

23.1.1. The Contractor hereby agrees to indemnify and hold harmless the City, including the agents, employees and representatives of either, from and against all claims, damages, losses and expenses, including attorney's fees, arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of use resulting therefrom and (b) is caused in whole or in part by any negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

23.1.2. The Contractor shall be responsible for all damage or injury to property of any character during the prosecution of the work resulting from any act, omission, neglect, or misconduct in the manner or method of executing the work or due to the non-execution of the work or at any time due to defective work or materials.

23.1.3. In any and all claims against the City or any of their agents or employees by any employee of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in anyway by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any Subcontractor under workmen's Compensation Acts, disability benefit acts or other employee benefit acts.

23.1.4. The Contractor hereby assumes the entire responsibility and liability for any and all injury to or death of any or all persons, including the Contractor's employees, and for any and all damage to property caused by, resulting from or arising in whole or in part out of any act, omission, or neglect on the part of the Contractor or of any Subcontractor or of anyone directly or indirectly employed by any of them, or of anyone for whose acts any of them may be liable in connection with operations under the Contract.

23.1.5. The City agrees to make reasonable effort to notify the Contractor of any duty arising out of this paragraph, but failure to make timely notice will not relieve the Contractor of any duty under this paragraph.

23.2. Neither party shall be liable to the other for consequential, incidental or punitive damages arising out of the performance of this Contract except for third party claims related to violations of law.

The foregoing provisions shall not be deemed to be released, waived, limit or modified in any respect by reason of any surety or insurance provided by the Contractor under the Contract. The provisions of this Section 23 shall survive the termination of the Contract.

24. Insurance:

24.1. General Insurance Requirements. The Contractor shall procure and maintain, at its sole cost and expense, insurance of the types and in the amounts specified herein for the duration of the project. This coverage shall apply to the Contractor directly and the work of any or all Subcontractor(s) the Contractor may employ, or anyone directly or indirectly employed for work under this Contract. All policies shall be issued by insurance companies with an A.M. Best rating of A- or better and shall be authorized to do business in the jurisdiction of the project location.

24.2. Workers Compensation Insurance:

The Contractor shall provide by insurance for the payment of compensation and the furnishing of other benefits pursuant to all applicable federal and state laws, including under Chapter 152 of the General Laws of Massachusetts (The Worker's Compensation Act) and to all employees of the Contractor who are subject to the provisions of Chapter 152 of the General Laws of Massachusetts with limits of at least:

Coverage A	Statutory	
Coverage B	Each Accident	\$500,000
	Disease-Policy limit	\$500,000
	Disease-Each Employee	\$500,000

Failure to provide and continue in force such insurance during the period of this Contract shall be a material breach of this Contract, shall operate as an immediate termination thereof, and the Contractor agrees to indemnify the City for all losses, claims, and actions resulting from the failure to provide the insurance required by this Article. The City agrees to make reasonable effort to notify the Contractor of any duty arising out of this paragraph, but failure to make timely notice will not relieve the Contractor of any duty under this paragraph.

The Contractor shall furnish to the City a certificate evidencing such insurance prior to the execution of this Contract before the same shall be binding on the parties thereto, except if specifically waived by the City.

24.3. Other Insurance Requirements

24.3.1. Comprehensive Commercial General Liability: The Contractor shall provide coverage at least equal to the following minimum liability limits:

Coverage	Limits of Insurance
General Aggregate Limit: (Other than Products-Completed Operations)	\$3,000,000.00
Products-Completed Operations aggregate Limit	\$2,000,000
Personal and Advertising Injury Limit	\$1,000,000
Each Occurrence Limit	\$1,000,000
Fire Damage Limit (any one fire)	\$100,000
Medical Expense Limit (any one person)	\$5,000

The Commercial General Liability Policy shall provide insurance for the Contractor for Bodily Injury and Property Damage to third parties arising out of:

- 24.3.1.1. The Commercial General Liability Policy shall provide insurance for Bodily Injury, Personal Injury and property damage arising out of work performed by the contractor, his employees and subcontractors and anyone directly employed for work under this project.
- 24.3.1.2. Coverage shall apply to premises and operations, independent contractors and products and completed operations and shall include Broad Form property damage; explosion, collapse and underground (XC&U) and Contractual Liability.
- 24.3.1.3. The Contractor's liability assumed under the Contract Terms; "hold harmless" or "indemnity agreement" line also known as Contractual Liability Insurance. This coverage must be explicitly stated on the Contractor's Insurance Certificate.
- 24.3.1.4. Coverage shall be extended to include protection against property damage caused by explosion (including blasting), and collapse of structures and damage to underground pipes and utilities; "XC&U" line.
- 24.3.2. Motor Vehicle Insurance: The Contractor shall provide coverage for Motor Vehicle insurance for any owned, non-owned and hired motor vehicles used in performing the Work, with combined limits of for Bodily Injury and Property Damage of \$1,000,000 per accident.
- 24.3.3. Umbrella/Excess Liability Insurance: The Contractor shall provide Umbrella Excess Liability coverage for General Liability, Motor Vehicle Liability, and Workers Compensation Liability policies limits of \$3,000,000 per occurrence and in the aggregate.
- 24.3.4. The intent of the Specifications regarding insurance is to specify minimum coverage and minimum limits of liability acceptable under the Contract. However, it shall be the Contractor's responsibility to purchase and maintain insurance of such character and in such amounts as will adequately protect it and the City from and against all claims, damages, losses and expenses resulting from exposure to any casualty liability in the performance of the work, including and not limited to Professional liability insurance where applicable.
- 24.3.5. All policies shall identify the City and any designated third parties as an additional insured (except Workers' Compensation). The Contractor shall notify the City immediately upon the cancellation or amendment to any policy and all policies shall include a provision requiring thirty (30) days' prior written notice to the City before cancellation, non-renewal, or material reduction in coverage. Policies shall provide for a waiver of subrogation in favor of the City.

Renewal Certificates shall be filed with the City at least ten (10) days prior to the expiration of the required policies. Certificates evidencing all such coverage shall be provided to the City upon the execution of this Contract, and upon the renewal of any such coverage. Each such certificate shall specifically refer to this Contract and shall state that such insurance is as required by this Contract. Failure to provide the notices required in this Section or to continue in force such insurance shall be a material breach of this Contract and shall be grounds for immediate termination. Said insurance shall include: Workers Compensation/Employers' Liability Insurance, Business Automobile Liability Insurance, and Commercial General Liability Insurance (CGL). The CGL policy shall include coverage for liability arising from premises, operations, independent Contractors, personal injury, contractual liability. All Certificates of Insurance shall be on the "MIIA" or "ACORD" Certificate of Insurance form, shall contain true transcripts from the policies, authenticated by the proper officer of the Insurer, evidencing in particular those insured, the extent of coverage, the location and operations to which the insurance applies, the expiration date and the above-mentioned notice clauses. All insurance shall be written on an occurrence basis. Coverages shall be maintained without interruption from date of the Contract until date of final payment and termination of any coverage required to be maintained after payment.

24.3.6. All subcontractors shall maintain insurance coverage consistent with the above requirements. The Contractor shall be responsible for verifying and ensuring that all subcontractors comply with these requirements.

24.3.7. The Contractor shall obtain and maintain during the term of this Contract the insurance coverage in companies licensed to do business in the Commonwealth of Massachusetts and acceptable to the City. Failure to maintain the required insurance or submit satisfactory proof of coverage shall be grounds for termination of the contract. The City reserves the right to modify these insurance requirements as necessary to reflect project-specific risks.

25. From any sums due to the Contractor for materials, supplies or equipment delivered, the City may keep for its own the whole or any part of the amount for expenses, losses and damages as directed by the Purchasing Agent, incurred by the City as a consequence of purchasing materials, supplies or equipment as a result of any event of default, failure, negligent act, willful omission of the Contractor in furnishing or delivering materials, supplies or equipment as provided in this Contract.

26. Documents, Materials, Etc.

Any materials, reports, information, data, etc. given to or prepared or assembled by the Contractor under this Contract are to be kept confidential and shall not be made available to any individual or organization by the Contractor (except agents, servants, or employees of the Contractor) without the prior written approval of the City, except as otherwise required by law. The Contractor shall comply with the provisions Chapter 66A of the General Laws of Massachusetts as it relates to public documents, and all other state and federal laws and regulations relating to confidentiality, security, privacy and use of confidential data.

Any materials produced in whole or in part under this Contract shall not be subject to copyright, except by the City, in the United States or any other country. The City shall have unrestricted authority to, without payment of any royalty, commission, or additional fee of any type or nature, publicly disclose, reproduce, distribute and otherwise use, and authorize others to use, in whole or in part, any reports, data or other materials prepared under this Contract.

All data, reports, programs, software, equipment, furnishings, and any other documentation or product paid for by the City shall vest in the City at the termination of this Contract. The Contractor shall at all times,

during or after termination of this Contract, obtain the prior written approval of the City before making any statement bearing on the work performed or data collected under this Contract to the press or issues any material for publication through any medium.

27. No Employment

The Contractor acknowledges and agrees that it is acting as an independent Contractor for all services rendered pursuant to this Contract, and neither the Contractor, nor its employees, agents, servants nor any person for whose conduct the Contractor is responsible shall be considered an employee or agent of the City for any purpose and shall not file any claim or bring any action for any worker's compensation unemployment benefits and compensation for which they may otherwise be eligible as a City employee as a result of work performed pursuant to the terms of this Contract.

28. Audit, Inspection and Recordkeeping

At any time during normal business hours, and as often as the City may deem it reasonably necessary, there shall be available in the office of the Contractor for the purpose of audit, examination, and/or to make excerpts or transcript all records, contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Contract.

29. Payment

The City agrees to make all reasonable efforts to pay to the Contractor the sum set forth in the Contractor's bid or proposal within forty-five (45) days of receipt of an invoice detailing the work completed and acceptance from the City of the work completed.

30. Waiver and Amendment

Amendments, or waivers of any additional term, condition, covenant, duty or obligation contained in this Contract may be made only by written amendment executed by all signatories to the original Contract, prior to the effective date of the amendment.

To the extent allowed by law, any conditions, duties, and obligations contained in this Contract may be waived only by written agreement by both parties.

Forbearance or indulgence in any form or manner by a party shall not be construed as a waiver, nor in any manner limit the legal or equitable remedies available to that party. No waiver by either party of any default or breach shall constitute a waiver of any subsequent default or breach of a similar or different matter.

31. Except for the obligation to make payments hereunder, neither party shall be in default for its failure to perform or delay in performance caused by events beyond its reasonable control, including, but not limited to, strikes, riots, fires, acts of God, orders related to pandemics or epidemics where the Contractor is ordered to cease operating, inability to obtain equipment and the affected party shall be excused from performance during the occurrence of such events.

32. Severability

If any term or condition of this Contract or any application thereof shall to any extent be held invalid, illegal or unenforceable by a court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Contract shall not be deemed affected thereby unless

one or both parties would be substantially or materially prejudiced.

33. Forum and Choice of Law

This Contract and any performance herein shall be governed by and be construed in accordance with the laws of the Commonwealth of Massachusetts. Any and all proceedings or actions relating to subject matter herein shall be brought and maintained in the courts of the Commonwealth of Massachusetts or the federal district court sitting in the Commonwealth of Massachusetts, which shall have exclusive jurisdiction thereof. This paragraph shall not be construed to limit any other legal rights of the parties.

34. Notices

Any notice permitted or required under the provisions of this Contract to be given or served by either of the parties hereto upon the other party hereto shall be in writing and signed in the name or on the behalf of the party giving or serving the same. Notice shall be deemed to have been received at the time of actual service or three (3) business days after the date of a certified or registered mailing properly addressed. Notice to the Contractor shall be deemed sufficient if sent to the address set forth on page 1 or furnished from time to time in writing hereafter.

35. Binding on Successors:

This Contract is binding upon the parties hereto, their successors, assigns and legal representatives (and where not corporate, the heirs and estate of the Contractor). Neither the City nor the Contractor shall assign or transfer any interest in the Contract without the written consent of the other.

36. Entire Agreement:

This Contract, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This Contract supersedes all prior agreements, negotiations and representations, either written or oral, and it shall not be modified or amended except by a written document executed by the parties hereto, however, in the event there is a conflict between Contract and the Contract Documents, the Contract documents shall supersede this Contract.

37. Counterparts:

The parties may execute this Contract in one or more counterparts, each of which is an original, and all of which constitute only one agreement between the parties.

IN WITNESS WHEREOF the parties have hereto and to other identical instruments set forth their hands and executed this as an instrument under seal this the day and year first above written.

City of Haverhill:

For the Contractor:

Mayor Date
Melinda E. Barrett

Signature Date

Steven S. Bucuzzo Date
Purchasing Director

Print Name & Title

Robert E. Ward
Department Head

Certified as to Availability of Funding
Pursuant to M.G.L. c. 44, §31(c)

Corporate Secretary
Print Name:

Angel Perkins
Director of Finance & City Auditor

Approved as to Form:

City Solicitor Date

Print Name

CERTIFICATION OF GOOD FAITH

The undersigned certifies under pains and penalties of perjury that this contract has been obtained in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

The Contractor by:

Signature

Date

Print Name

Title/Authority

CERTIFICATE OF STATE TAX COMPLIANCE

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A

_____, authorized signatory for

name of signatory

_____, whose principal place of business is at _____

name of contractor

_____, does hereby certify under the pains and penalties
of perjury that _____ has paid all Massachusetts

name of contractor

taxes and has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting
of employees and contractors, and withholding and remitting child support.

Signature

Date

Print Name

Federal Tax ID # or Social Security #

EXAMPLE CLERK'S CERTIFICATE

Action of Shareholders
Written Consent
(Date)

The undersigned, being the Shareholders of _____, a Massachusetts Corporation (the "Corporation") entitled to vote on the action, hereby consent to the adoption of the following votes:

VOTED: That the [President and/or the Vice President or named individual], each of them acting singly is, authorized to execute any and all Contract Documents and to enter into and negotiate the terms of all contracts and to accomplish same and to execute any and all documents, instruments, and agreements in order to effectuate the transaction and that said transaction shall be valid, binding, effective, and legally enforceable.

VOTED: That the officers are, and each of them acting singly is, authorized, from time to time, in the name and on behalf of the Corporation to take or cause to be taken all such action(s) as s/he or they, as the case may be, deem necessary, appropriate or advisable to effect the foregoing votes, as may be shown by the officer or officers execution or performance which shall be conclusive evidence that the same is authorized by the directors of this Corporation.

VOTED: That the officers are, and each of them acting singly is, authorized, from time to time, in the name and on behalf of this Corporation, under its corporate seal, if desired, attested by an appropriate officer, if desired, to execute, make oath to, acknowledge, deliver and file any and all of the agreements, instruments, certificates and documents referred to or related to the foregoing votes.

VOTED: That the officers are, and each of them acting singly is, authorized, from time to time and on behalf of this Corporation, under its corporate seal, if desired, to execute, acknowledge and deliver any and all agreements, instruments, certificates and documents referred to or related to the foregoing votes, with such changes as the officer or officers so acting may deem necessary or desirable, and the signature of such officer or officers to be conclusive evidence that the same is authorized by the directors of this Corporation.

Clerk of Corporation Certificate

I, _____ the Clerk of the foregoing corporation, do hereby certify that the above vote was taken at a duly called meeting of the shareholders of the Corporation on _____, 20__.

Clerk of Corporation

SEAL

EXHIBIT A
WASTE PROFILE FORM

EXHIBIT B
Sludge Quantities and Characteristics

Since January 19, 2016, the CITY has operated new high solids centrifuges. The CITY estimates that the

dewatering units may produce approximately 14,000 wet tons per year, as a dewatered cake at an average of 24 to 32 percent solids of sludge. The sludge metals characteristics for this period are included in Table 1. Sludge TCLP extractable metal scans are shown in Table 1. The CITY makes no representations or guarantees as to actual amounts or characteristics of the sludge.

In the event the CITY's centrifuge dewatering facilities are not functioning, the CITY intends to produce 80,000 to 120,000 gallons of liquid sludge per day. During this period, the successful bidder will be required to accept the liquid sludge quantities. The total solids in the liquid sludge are expected to range from 3 to 5 percent.

Table 1
Haverhill Wastewater Treatment Plant: Sludge Characteristics
City of Haverhill Sludge Data: 2019 - 2021

	TCLP	TCLP	TCLP
YEAR	2022	2023	2024
Silver	ND	ND	ND
Arsenic	ND	ND	ND
Barium	.084 mg/L	.043 mg/L	.063 mg/L
Cadmium	ND	ND	ND
Chromium	ND	ND	ND
Mercury	ND	ND	ND
Lead	ND	ND	ND
Selenium	ND	ND	ND

ND=Not Detected

MELINDA E. BARRETT
MAYOR



CITY OF HAVERHILL
MASSACHUSETTS

512
CITY HALL, ROOM 100
FOUR SUMMER STREET
HAVERHILL, MA 01830
PHONE 978-374-2300
FAX 978-373-7544
MAYOR@HAVERHILLMA.GOV
WWW.HAVERHILLMA.GOV

June 20, 2025

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

From: Mayor Melinda E. Barrett

Re: Salary and Longevity Orders – FY2026

Dear Mr. President and Members of the City Council:

I respectfully submit for your approval orders regarding salary and longevity
for FY2026.

I recommend approval.

Thank you.

Sincerely,

Melinda E. Barrett
Mayor



Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – dmcclanahan@haverhillma.gov

Christina Carrie, HR Technician – ccarrie@haverhillma.gov

John DelRosso, HR Technician – jdelrosso@haverhillma.gov

Bridget Panniello, Head Clerk/Floater – bpanniello@haverhillma.gov

TO: Mayor Melinda Barrett
FROM: Denise McClanahan, HR Director 
DATE: June 18, 2025
RE: salary scale/longevity scale submissions

Attached are the salary ordinances for the Administrative/Professional positions and the Non-Union positions schedules as well as the longevity scale salary ordinance. Please submit these documents to the next City Council meeting for action.

dIm



Document
CITY OF HAVERHILL
In Municipal Council

File 10 DAYS

51211

Ordered:

MUNICIPAL ORDINANCE
AN ORDINANCE RELATING TO SALARIES

CHAPTER
ADMINISTRATIVE/PROFESSIONAL POSITIONS &
NON-UNION EMPLOYEES

BE IT ORDAINED by the City Council of the City of Haverhill that Document 99 of 2022 is hereby deleted and the following be inserted in its place thereof:

Effective 7/1/2025 longevity will be as follows:

\$1,400.00 for 5<10 years
\$1,450.00 for 10<15 years
\$1,500.00 for 15<20 years
\$1,550.00 for 20<25 years
\$1,800.00 for 25<30 years
\$2,750.00 for 30<40 years
\$3,000.00 for 40<50 years
\$4,000.00 for 50+ years

Approved as to legality:

City Solicitor



Document

CITY OF HAVERHILL

In Municipal Council

File 10 PAYS

5.2.2

Ordered:

MUNICIPAL ORDINANCE
AN ORDINANCE RELATING TO SALARIES

CHAPTER
ADMINISTRATIVE & PROFESSIONAL POSITIONS

BE IT ORDAINED by the City Council of the City of Haverhill that Document 15-D of 2024 is hereby amended as follows:

EFFECTIVE 7/1/2025 2%

SEE ATTACHED PAGES

Approved as to legality:

City Solicitor

FY 26 SALARY SCHEDULE FOR ALL DEPARTMENTS (ADMINISTRATIVE/PROFESSIONAL POSITIONS) EFFECTIVE 7/1/2025 2%

DEPARTMENT		POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
MAYOR	MAYOR		\$ 150,000.00				
	CHIEF OF STAFF		\$ 110,837.27	\$ 114,716.58	\$ 118,731.66	\$ 122,887.27	\$ 125,345.01
311 CALL CENTER/CONSTITUENT SERVICES		MANAGER	\$ 81,183.10	\$ 82,248.10			
CITY CLERKS	CITY CLERK		\$ 97,594.86	\$ 101,496.84	\$ 105,556.85	\$ 109,779.53	\$ 114,170.71
	ASSISTANT CITY CLERK		\$ 70,358.09	\$ 72,820.62	\$ 75,369.35	\$ 78,007.27	\$ 80,737.53
	CLERK OF COUNCIL		\$ 4,000.00				
	CLERK OF BOARD OF REGISTERS VOTERS		\$ 5,000.00				
CITY COUNCIL	PRESIDENT		\$ 18,000.00				
	COUNCILLORS (8)		\$ 15,000.00				
SCHOOL COMMITTEE		SCHOOL COMMITTEE MEMBER	\$ 12,000.00				
HUMAN RESOURCES	HR DIRECTOR		\$ 105,556.85	\$ 109,779.53	\$ 114,170.71	\$ 118,166.68	\$ 120,530.01
	HR TECHNICIAN		\$ 70,358.09	\$ 72,820.62	\$ 75,369.35	\$ 78,007.27	\$ 80,737.53
PUBLIC LIBRARY	LIBRARY DIRECTOR		\$ 121,232.40	\$ 125,475.54	\$ 127,985.05		
	ASSISTANT DIRECTOR		\$ 82,264.84	\$ 85,144.11	\$ 86,847.00		
	SYSTEMS ADMINISTRATOR		\$ 63,210.32	\$ 65,164.73	\$ 67,119.13	\$ 69,074.68	\$ 70,456.17
	LIBRARIAN I		\$ 64,705.76	\$ 68,835.92	\$ 72,966.08	\$ 77,096.23	\$ 78,638.16
AUDITORS	CHIEF FINANCIAL OFFICER		\$ 165,234.49				
	DEPUTY FINANCE DIRECTOR		\$ 90,573.27	\$ 93,743.33	\$ 97,024.35	\$ 100,420.20	\$ 103,934.91
	SR. ACCOUNTANT		\$ 70,358.09	\$ 72,820.62	\$ 75,369.35	\$ 78,007.27	\$ 80,737.53
RETIREMENT	AUDITOR		\$ 3,000.00				
	TREASURER/COLLECTOR		\$ 1,200.00				
INFORMATION TECHNOLOGY		NETWORK MANAGER	\$ 88,223.62	\$ 90,885.22	\$ 93,611.44	\$ 96,419.53	\$ 99,312.70
ASSESSORS	ASSESSOR		\$ 98,860.55	\$ 101,826.37	\$ 104,881.13	\$ 108,027.10	\$ 111,268.86
	ASSISTANT ASSESSOR		\$ 70,358.09	\$ 72,820.62	\$ 75,369.35	\$ 78,007.27	\$ 80,737.53
	CHAIRPERSON		\$ 3,500.00				
PURCHASING		PURCHASING AGENT	\$ 101,231.84				
TREASURER/COLLECTOR	TREASURER/COLLECTOR		\$ 117,823.08	\$ 121,357.89	\$ 124,997.60	\$ 128,747.91	\$ 132,608.83
	ASSISTANT TREASURER/COLLECTOR		\$ 74,567.31	\$ 77,674.52	\$ 80,907.16	\$ 84,145.50	\$ 87,511.54
	PARKING STIPEND		\$ 5,000.00				
HEALTH & INSPECTIONAL SERVICES	DIRECTOR		\$ 72,955.06	\$ 75,508.49	\$ 78,151.29	\$ 80,886.58	
	DEPUTY DIRECTOR		\$ 76,668.81	\$ 78,969.86	\$ 81,338.18	\$ 83,778.33	\$ 85,453.90
	BUILDING INSPECTOR		\$ 95,836.58	\$ 98,711.18	\$ 101,673.58	\$ 104,723.77	\$ 106,818.25
	PLUMBING AND GASFITTING INSPECTOR		\$ 79,298.98	\$ 82,074.44	\$ 84,947.05		
	WIRE INSPECTOR		\$ 79,298.98	\$ 82,074.44	\$ 84,947.05		

FY 26 SALARY SCHEDULE FOR ALL DEPARTMENTS (ADMINISTRATIVE/PROFESSIONAL POSITIONS) EFFECTIVE 7/1/2025 2%						
DEPARTMENT	POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
FIRE SAFETY SERVICES	FIRE CHIEF	\$ 243,517.00				
LAW	ASST CITY SOLICITOR	\$ 47,754.36				
LAW ENFORCEMENT	POLICE CHIEF	\$ 276,392.33				
	DEPUTY POLICE CHIEF	\$ 237,430.02				
	EMERGENCY MANAGEMENT STIPEND	\$ 8,000.00				
	5th/6th WEEK (CHIEF)	\$ 5,000.00				
ECONOMIC DEVELOPMENT	ECONOMIC DEVELOPMENT DIRECTOR	\$ 116,630.37	\$ 120,517.51	\$ 125,377.30	\$ 129,137.88	\$ 133,012.48
	ASST. ECON DEV. DIRECTOR	\$ 68,415.61	\$ 71,152.11	\$ 73,998.06	\$ 76,958.56	\$ 80,036.90
	PLANNING DIRECTOR/GRANTS COORDINATOR	\$ 104,159.34	\$ 107,150.24	\$ 110,264.30	\$ 114,672.54	\$ 119,263.23
	CDBG STIPEND					
PUBLIC WORKS	DPW DIRECTOR	\$ 180,301.20				
	DEPUTY DPW DIRECTOR	\$ 133,868.82	\$ 137,884.82	\$ 142,021.68	\$ 146,282.83	\$ 150,670.55
	ASST. DPW DIRECTOR/CITY ENGINEER	\$ 127,705.50				
	ASST. DPW DIRECTOR/HIGHWAY-PARK	\$ 115,644.35				
	SOLID WASTE/RECYCLING COORDINATOR	\$ 85,524.07	\$ 88,944.82	\$ 95,807.49	\$ 96,202.88	\$ 100,051.08
	ENVIRONMENTAL HEALTH TECHNICIAN	\$ 80,222.19	\$ 83,563.48	\$ 86,909.98	\$ 90,384.19	\$ 93,547.63
	SNOW STIPEND	\$ 5,000.00				
PUBLIC HEALTH	PUBLIC HEALTH DIRECTOR	\$ 98,501.33	\$ 101,948.87	\$ 103,987.85		
HUMAN SERVICES	HUMAN SERVICES DIRECTOR	\$ 72,859.20	\$ 75,894.57	\$ 78,932.23	\$ 82,088.47	\$ 85,372.42
	WOOD SCHOOL STIPEND	\$ 1,500.00				
	COA STIPEND	\$ 10,000.00				
	VETERANS' MEM. RINK COORDINATOR	\$ 5,000.00				
	RECREATION DIRECTOR	\$ 57,013.01	\$ 60,575.61	\$ 66,082.48	\$ 71,589.36	
VETERANS SERVICES	DIRECTOR/AGENT	\$ 74,342.79	\$ 77,096.23			



DOCUMENT 15-D

CITY OF HAVERHILL

In Municipal Council June 18 2024

162.11

FOR BACK UP
REFERENCE ONLY

ORDERED:

MUNICIPAL ORDINANCE
AN ORDINANCE RELATING TO SALARIES

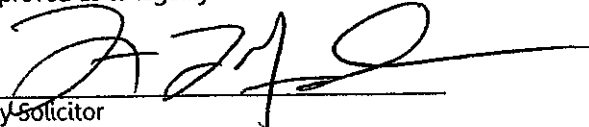
CHAPTER
ADMINISTRATIVE & PROFESSIONAL POSITIONS

BE IT ORDAINED by the City Council of the City of Haverhill that Document 35-G of 2024 is hereby amended as follows:

EFFECTIVE 7/1/2024 2%

SEE ATTACHED PAGES


Approved as to legality:



City Solicitor

PLACED ON FILE for at least 10 days

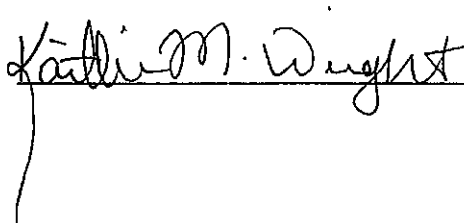
Attest:

 City Clerk

IN CITY COUNCIL: July 9, 2024

PASSED

ATTEST:

 City Clerk

APPROVED:

 Mayor

FOR BACK UP
REFERENCE ONLY

FY 25 SALARY SCHEDULE FOR ALL DEPARTMENTS (ADMINISTRATIVE/PROFESSIONAL POSITIONS) EFFECTIVE 7/1/2024 2%									
DEPARTMENT	POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5			
MAYOR	MAYOR	\$ 150,000							
	CHIEF OF STAFF	\$ 104,989	\$ 108,664	\$ 112,467	\$ 116,404	\$ 120,478			
311 CALL CENTER/CONSTITUENT SERVICES	MANAGER	\$ 79,591	\$ 80,635						
CITY CLERKS	CITY CLERK	\$ 95,681	\$ 99,507	\$ 103,487	\$ 107,627	\$ 111,932			
	ASSISTANT CITY CLERK	\$ 68,979	\$ 71,393	\$ 73,892	\$ 76,478	\$ 79,154			
	CLERK OF COUNCIL	\$ 4,000							
	CLERK OF BOARD OF REGISTERS VOTERS	\$ 5,000							
CITY COUNCIL	PRESIDENT	\$ 18,000							
	COUNCILLORS (8)	\$ 15,000							
SCHOOL COMMITTEE	SCHOOL COMMITTEE MEMBER	\$ 12,000							
HUMAN RESOURCES	HR DIRECTOR	\$ 99,507	\$ 103,487	\$ 107,627	\$ 111,932	\$ 115,850			
	HR TECHNICIAN	\$ 68,979	\$ 71,393	\$ 73,892	\$ 76,478	\$ 79,154			
PUBLIC LIBRARY	LIBRARY DIRECTOR	\$ 118,855	\$ 123,015						
	ASSISTANT DIRECTOR	\$ 80,652	\$ 83,475						
	SYSTEMS ADMINISTRATOR	\$ 60,054	\$ 61,971	\$ 63,887	\$ 65,803	\$ 67,720			
	LIBRARIAN I	\$ 59,388	\$ 63,437	\$ 67,486	\$ 71,535	\$ 75,585			
AUDITORS	CHIEF FINANCIAL OFFICER	\$ 157,276							
	DEPUTY FINANCE DIRECTOR	\$ 88,797	\$ 91,905	\$ 95,122	\$ 98,451	\$ 101,897			
	SR. ACCOUNTANT	\$ 68,979	\$ 71,393	\$ 73,892	\$ 76,478	\$ 79,154			
RETIREMENT	AUDITOR	\$ 3,000							
	TREASURER/COLLECTOR	\$ 1,200							
INFORMATION TECHNOLOGY	NETWORK MANAGER	\$ 86,494	\$ 89,103	\$ 91,776	\$ 94,529	\$ 97,365			
ASSESSORS	ASSESSOR	\$ 96,922	\$ 99,830	\$ 102,825	\$ 105,909	\$ 109,087			
	ASSISTANT ASSESSOR	\$ 68,979	\$ 71,393	\$ 73,892	\$ 76,478	\$ 79,154			
	CHAIRPERSON	\$ 3,500							
PURCHASING	PURCHASING AGENT	\$ 99,247							
TREASURER/COLLECTOR	TREASURER/COLLECTOR	\$ 115,513	\$ 118,978	\$ 122,547	\$ 126,223	\$ 130,009			
	ASSISTANT TREASURER/COLLECTOR	\$ 73,105	\$ 76,151	\$ 79,321	\$ 82,496	\$ 85,796			
	PARKING STIPEND	\$ 5,000							
HEALTH & INSPECTIONAL SERVICES	DIRECTOR	\$ 71,525	\$ 74,028	\$ 76,619	\$ 79,301				
	DEPUTY DIRECTOR	\$ 72,977	\$ 75,166	\$ 77,421	\$ 79,743	\$ 82,136			
	BUILDING INSPECTOR	\$ 91,221	\$ 93,957	\$ 96,776	\$ 99,680	\$ 102,670			
	PLUMBING AND GASFITTING INSPECTOR	\$ 77,744	\$ 80,465	\$ 83,281					
	WIRE INSPECTOR	\$ 77,744	\$ 80,465	\$ 83,281					

FY 25 SALARY SCHEDULE FOR ALL DEPARTMENTS (ADMINISTRATIVE/PROFESSIONAL POSITIONS) EFFECTIVE 7/1/2024 2%						
DEPARTMENT	POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
FIRE SAFETY SERVICES	FIRE CHIEF	\$ 229,560				
LAW	CITY SOLICITOR					
	ASST CITY SOLICITOR	\$ 46,818				
LAW ENFORCEMENT	POLICE CHIEF	\$ 270,973				
	DEPUTY POLICE CHIEF	\$ 232,775				
	EMERGENCY MANAGEMENT STIPEND	\$ 8,000				
	5th/6th WEEK (CHIEF)	\$ 5,000				
ECONOMIC DEVELOPMENT	ECONOMIC DEVELOPMENT DIRECTOR	\$ 114,343	\$ 118,154	\$ 122,919	\$ 126,606	\$ 130,404
	ASST. ECON DEV. DIRECTOR	\$ 67,074	\$ 69,757	\$ 72,547	\$ 75,450	\$ 78,468
	PLANNING DIRECTOR/GRANTS COORDINATOR	\$ 102,117	\$ 105,049	\$ 108,102	\$ 112,424	\$ 116,925
	CDBG STIPEND					
	ENVIRONMENTAL HEALTH TECHNICIAN	\$ 78,649	\$ 81,925	\$ 85,206	\$ 88,612	\$ 91,713
PUBLIC WORKS	DPW DIRECTOR	\$ 176,766				
	DEPUTY DPW DIRECTOR	\$ 131,244	\$ 135,181	\$ 139,237	\$ 143,415	\$ 147,716
	ASST. DPW DIRECTOR/CITY ENGINEER	\$ 125,201				
	ASST. DPW DIRECTOR/HIGHWAY-PARK	\$ 113,377				
	SOLID WASTE/RECYCLING COORDINATOR	\$ 83,847	\$ 87,201	\$ 93,929	\$ 94,317	\$ 98,089
	SNOW STIPEND	\$ 5,000				
PUBLIC HEALTH	PUBLIC HEALTH DIRECTOR	\$ 96,570	\$ 99,950			
HUMAN SERVICES	HUMAN SERVICES DIRECTOR	\$ 71,431	\$ 74,406	\$ 77,385	\$ 80,479	\$ 83,698
	WOOD SCHOOL STIPEND	\$ 5,000				
	HUMAN SERVICES/COA STIPEND	\$ 2,250				
	VETERANS' MEM. RINK COORDINATOR	\$ 5,500				
	RECREATION DIRECTOR	\$ 55,895	\$ 59,388	\$ 64,787	\$ 70,186	
VETERANS SERVICES	DIRECTOR/AGENT	\$ 72,885	\$ 75,585			
	COA/VETERANS SERVICES STIPEND	\$ 2,250				



Document

File 10 DAYS

CITY OF HAVERHILL

In Municipal Council

Ordered:

MUNICIPAL ORDINANCE
AN ORDINANCE RELATING TO SALARIES

CHAPTER
NON-UNION POSITIONS

BE IT ORDAINED by the City Council of the City of Haverhill that Document 15-E of 2024 is hereby amended as follows:

EFFECTIVE 7/1/2025 2%

SEE ATTACHED PAGES

Approved as to legality:

City Solicitor

FY 26 SALARY SCHEDULE FOR ALL DEPARTMENTS (NON-UNION POSITIONS) EFFECTIVE 7/1/2025 - 2%						
DEPARTMENT/DIVISION	POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
MAYOR	ADMINISTRATIVE ASSISTANT	\$ 67,626.00	\$ 69,992.91	\$ 72,442.66	\$ 74,978.16	\$ 77,602.39
	DEPUTY CHIEF OF STAFF	\$ 80,110.80	\$ 82,914.68	\$ 85,816.69	\$ 88,820.28	\$ 91,928.99
CITY CLERK	WARDENS & CLERKS	\$ 275.00				
	INSPECTORS	\$ 245.00				
	Election Worker	\$ 17.00				
	Administrative Assistant	\$ 53,060.40	\$ 54,652.21	\$ 56,291.78		
	Election Administrator	\$ 70,358.09	\$ 72,820.72	\$ 75,369.70	\$ 78,007.11	\$ 80,737.12
CITY COUNCIL	EXECUTIVE SECRETARY/ADM. ASSISTANT	\$ 1,072.07	\$ 1,104.24	\$ 1,249.09	\$ 1,292.81	\$ 1,338.06
311 CALL CENTER/CONSTITUENT SERVICES	CALL OPERATOR/REPRESENTATIVE	\$ 47,336.76	\$ 49,341.34	\$ 51,314.99	\$ 53,367.59	\$ 54,434.94
PURCHASING	Administrative Assistant (PT)					
INFORMATION TECHNOLOGY	IT Consultant	\$ 44.00				
	Systems Analyst (PT)	\$ 35.15				
INSPECTIONS & HEALTH REG.	ANIMAL INSPECTOR	\$ 3,000.00				
PUBLIC HEALTH	PUBLIC HEALTH NURSE	\$ 68,950.93	\$ 71,019.46	\$ 72,439.85		
	SOCIAL WORKER	\$ 56,286.47	\$ 57,975.07	\$ 59,134.57		
	ADMINISTRATIVE ASST	\$ 49,250.66	\$ 50,728.18	\$ 51,742.75		
MUN. PARKING AREAS & DECK	GARAGE ATTENDANT	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
COUNCIL ON AGING	ELDER MEALS AIDE	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
	MOW DRIVER	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
	BENEFITS AIDE	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
	LEGAL AIDE	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
	SENIOR AIDE	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
	DATA TRANSCRIBER	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
	OUTREACH AIDE	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
	SUBSTITUTE MOW DRIVER	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
RECREATION/PARK COMMISSION	SITE DIRECTOR	\$ 28.00	\$ 29.00	\$ 30.00		
	ASST PROGRAM DIRECTOR	\$ 23.00				
	SECURITY GUARD	\$ 23.00				
	LIFEGUARD	\$ 20.00	\$ 21.00	\$ 22.00	\$ 23.00	
	PARK AMBASSADOR	\$ 16.00	\$ 17.00	\$ 18.00		
	ASSISTANT SUPERVISOR	\$ 16.00	\$ 17.00	\$ 18.00		
	TENNIS COURT ATTENDANT	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
	TENNIS INSTRUCTOR	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
	COMFORT STATION ATTENDANT	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
	SKILLED LABORER	\$ 914.58	\$ 951.16	\$ 989.21	\$ 1,023.83	\$ 1,059.67
	SKILLED LABORER (TEMP)	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
YOUTH ACTIVITIES	YOUTH ACTIVITIES SUPERVISOR	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	

FY 26 SALARY SCHEDULE FOR ALL DEPARTMENTS (NON-UNION POSITIONS) EFFECTIVE 7/1/2025 - 2%						
DEPARTMENT/DIVISION	POSITION	STEP 1				
			STEP 2	STEP 3	STEP 4	STEP 5
V.M. SKATING RINK	LABORER	\$ 600.54	\$ 634.00	\$ 641.39		
	LABORER (PT)	\$ 16.82	\$ 17.76	\$ 18.65		
LIBRARY	LIBRARY PAGE	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
	LIBRARY CLERK (PT)					
POLICE	ASST. NETWORK SPECIALIST/CRIME ANALYST	\$ 63,165.25	\$ 65,060.55	\$ 67,013.13	\$ 69,022.97	\$ 71,092.92
	DIRECTOR OF OFFICER WELLNESS	\$ 62,621.46				
	DOMESTIC VIOLENCE ADVOCATE	\$ 24.26	\$ 26.53			
	RESERVE POLICE OFFICER	\$ 25.74				
	DETENTION ATTENDANT					
	WEBMASTER	\$ 7,500.00				
FIRE	CALL FIREFIGHTER	\$ 20.00				
	CALL SUPERIOR OFFICER	\$ 30.00				
	ASSISTANT HARBORMASTER	\$ 25.50				
ALL DEPARTMENTS	INTERN	\$ 18.00	\$ 19.00	\$ 20.00		
	SEASONAL EMPLOYEES	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
	AMBASSADOR	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
ENGINEERING	ENGINEERING INTERN	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
PUBLIC WORKS	DPW SEASONAL WORKER	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
	WASTE REDUCTION COORDINATOR	\$ 26.44	\$ 27.64	\$ 28.84		
	RECYCLING ATTENDANT (PT)	\$ 18.00	\$ 19.00	\$ 20.00		
	IPP CONSULTANT					
WATER	TEMPORARY WATER METER READER	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
PARK	SEASONAL GROUNDWORKER	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	



DOCUMENT 15-E

CITY OF HAVERHILL

In Municipal Council June 18 2024

161212

ORDERED:

MUNICIPAL ORDINANCE
AN ORDINANCE RELATING TO SALARIES

CHAPTER
NON-UNION POSITIONS

BE IT ORDAINED by the City Council of the City of Haverhill that Document 35-H of 2024 is hereby amended as follows:

EFFECTIVE 7/1/2024 2%

SEE ATTACHED PAGES

FOR BACK UP
REFERENCE ONLY

Approved as to legality:

City Solicitor

PLACED ON FILE for at least 10 days

Attest:

City Clerk

IN CITY COUNCIL: JULY 9, 2024

PASSED

Attest:

City Clerk

Approved:

Mayor

FAU CITY CLERK JUN 14/24 PM 8:55

FOR BACK UP
REFERENCE ONLY

FY 25 SALARY SCHEDULE FOR ALL DEPARTMENTS (NON-UNION POSITIONS) EFFECTIVE 7/1/2024 - 2%									
DEPARTMENT/DIVISION	POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5			
MAYOR	ADMINISTRATIVE ASSISTANT	\$ 66,300.00	\$ 68,620.50	\$ 71,022.22	\$ 73,508.00	\$ 76,080.77			
	DEPUTY CHIEF OF STAFF	\$ 78,540.00	\$ 81,288.90	\$ 84,134.01	\$ 87,078.70	\$ 90,126.46			
	ARPA PROJECT MANAGER	\$ 114,964.20							
CITY CLERK	WARDENS & CLERKS	\$ 275.00							
	INSPECTORS	\$ 245.00							
	Election Worker	\$ 17.00							
	Administrative Assistant	\$ 52,020.00	\$ 53,580.60	\$ 55,188.02	\$ 56,838.30	\$ 58,538.60			
	Election Administrator	\$ 68,978.52	\$ 71,392.86	\$ 73,891.86	\$ 76,477.56	\$ 79,154.04			
CITY COUNCIL	EXECUTIVE SECRETARY/ADM. ASSISTANT	\$ 1,051.05	\$ 1,082.59	\$ 1,224.60	\$ 1,267.46	\$ 1,311.83			
311 CALL CENTER/CONSTITUENT SERVICES	CALL OPERATOR/REPRESENTATIVE	\$ 46,408.59	\$ 48,373.86	\$ 50,308.81	\$ 52,321.17				
PURCHASING	Administrative Assistant (PT)								
INFORMATION TECHNOLOGY	IT Consultant	\$ 44.00							
	Systems Analyst (PT)	\$ 35.15							
INSPECTIONS & HEALTH REC.	ANIMAL INSPECTOR	\$ 3,000.00							
PUBLIC HEALTH	PUBLIC HEALTH NURSE	\$ 67,598.95	\$ 69,626.92						
	SOCIAL WORKER	\$ 55,182.82	\$ 56,838.30						
	ADMINISTRATIVE ASST	\$ 48,284.96	\$ 49,733.51						
MUN. PARKING AREAS & DECK	GARAGE ATTENDANT	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00				
COUNCIL ON AGING	ELDER MEALS AIDE	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00				
	MOW DRIVER	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00				
	BENEFITS AIDE	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00				
	LEGAL AIDE	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00				
	SENIOR AIDE	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00				
	DATA TRANSCRIBER	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00				
	OUTREACH AIDE	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00				
	SUBSTITUTE MOW DRIVER	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00				
RECREATION	WATER FRONT DIRECTOR/HEAD LIFEGUARD	\$ 18.00	\$ 19.00	\$ 20.00	\$ 22.00				
	LIFEGUARD	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00				
	CAMP DIRECTOR	\$ 23.00							
	DAY CAMP NURSE	\$ 23.00							
	WOOD SCHOOL SITE COORDINATOR	\$ 20.40							
	ASSISTANT SUPERVISOR	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00				
	SPECIAL NEEDS DIRECTOR	\$ 20.00							
	TEACHER SUPPORT	\$ 20.00							
YOUTH ACTIVITIES	YOUTH ACTIVITIES SUPERVISOR	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00				
	CUSTODIAN	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00				

FY 25 SALARY SCHEDULE FOR ALL DEPARTMENTS (NON-UNION POSITIONS) EFFECTIVE 7/1/2024 - 2%						
DEPARTMENT/DIVISION	POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
V.M. SKATING RINK	LABORER SUPERVISOR	\$ 1,129.03				
	SUPERINTENDENT	\$ 1,002.51	\$ 1,062.67	\$ 1,126.42		
	LABORER	\$ 588.77	\$ 621.56	\$ 628.81		
	LABORER (PT)	\$ 16.82	\$ 17.76	\$ 18.65		
PARK COMMISSION	TENNIS COURT ATTENDANT	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
	TENNIS INSTRUCTOR	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
	TENNIS DIRECTOR	\$ 21.00				
	ASST. BOATING DIRECTOR	\$ 20.00				
	SR. BOATING INSTRUCTOR	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
	BOATING INSTRUCTOR	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
	DOCKMASTER	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
	COMFORT STATION ATTENDANT	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
	SKILLED LABORER	\$ 896.65	\$ 932.51	\$ 969.82	\$ 1,003.76	\$ 1,038.89
	SKILLED LABORER (TEMP)	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
LIBRARY	LIBRARY PAGE	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
	LIBRARY CLERK (PT)					
POLICE	ASST. NETWORK SPECIALIST/CRIME ANALYST	\$ 61,926.71	\$ 63,784.86	\$ 65,699.15	\$ 67,669.58	\$ 69,698.94
	DIRECTOR OF OFFICER WELLNESS	\$ 61,393.59				
	DOMESTIC VIOLENCE ADVOCATE	\$ 23.79	\$ 26.01			
	RESERVE POLICE OFFICER	\$ 25.74				
	DETENTION ATTENDANT					
	WEBMASTER	\$ 7,500				
FIRE	CALL FIREFIGHTER	\$ 19.00				
	CALL SUPERIOR OFFICER	\$ 25.00				
	ASSISTANT HARBORMASTER	\$ 25.00				
ALL DEPARTMENTS	INTERN	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
	SEASONAL EMPLOYEES	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
	AMBASSADOR	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
ENGINEERING	ENGINEERING INTERN	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
PUBLIC WORKS	DPW SEASONAL WORKER	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
	WASTE REDUCTION COORDINATOR	\$ 44,157.13	\$ 45,481.85	\$ 46,846.30	\$ 48,251.69	\$ 49,699.24
	RECYCLING ATTENDANT (PT)					
	IPP CONSULTANT					
WATER	TEMPORARY WATER METER READER	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
PARK	SEASONAL GROUNDSWORKER	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	

HAV CITY CLK JUL 2024 4:58 PM



811

WILLIAM PILLSBURY, JR.,
DIRECTOR
TELEPHONE: 978-374-2344 V/TDD
FAX: 978-374-2332

**CITY OF HAVERHILL
COMMUNITY DEVELOPMENT**

CITY HALL, ROOM 309
FOUR SUMMER STREET
HAVERHILL, MA 01830-5843

RECEIVED
CITY CLERK
JUN 17 2025

June 16, 2025

Mr. Thomas J. Sullivan
Council President
Council Office - City Hall - Room 204
Haverhill, MA 01830

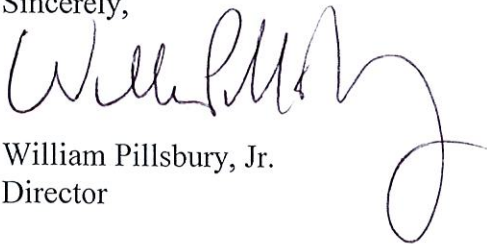
Re: Resolution authorizing the Mayor to submit the CDBG Application

Dear President Sullivan:

I respectfully request that the City Council on Tuesday, June 24, 2025 approve the attached resolution authorizing the Mayor to submit the FY'2026 (Program Year 2025) Community Development Block Grant (CDBG) program for the City.

The resolution is attached and your positive action on this matter is requested. Thank you for your attention to this request.

Sincerely,



William Pillsbury, Jr.
Director

c: Mayor Melinda E. Barrett
Andrew K. Herlihy, Division Director
City Clerk



DOCUMENT

CITY OF HAVERHILL

In Municipal Council

RECEIVED
JUN 16 AM 11:58
CITY CLERK

8.1.1

ORDERED:

RESOLUTION OF THE CITY COUNCIL OF HAVERHILL, MASSACHUSETTS, AUTHORIZING THE MAYOR TO SUBMIT THE AMENDED CONSOLIDATED PLAN FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM, INCLUDING ALL UNDERSTANDINGS AND ASSURANCES CONTAINED THEREIN.

WHEREAS: the City of Haverhill is entitled to receive federal financial assistance under the Housing and Community Development Act of 1974, as amended, and

WHEREAS: to secure such financial assistance, it is necessary to file an annual amendment to the Consolidated Plan, and

WHEREAS: the Housing and Community Development Act of 1974, as amended, requires each municipality to give assurances with respect to Community Development Block Grant funds.

NOW, THEREFORE, BE IT RESOLVED THAT

1. The Mayor, as Chief Executive Officer, is hereby authorized as follows:
 - a. To file said amendment to the Consolidated Plan with the U.S. Department of Housing and Urban Development on or before July 15, 2025.
 - b. To serve as authorized representative of the City of Haverhill in connection with said amended Consolidated Plan, and to provide such additional information as may be required.
2. The Mayor, his designee, and City Solicitor, in their respective capacities, are hereby authorized to sign all necessary documents for implementation of the City's Community Development Block Grant program.
3. The Secretary of Housing and Urban Development be, and is hereby, assured of full compliance by the City of Haverhill with the assurances attached hereto and made part thereof.



Haverhill

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

812

June 16, 2025

JUN 16 PM3:47
HAYCITYCLERK

To The Honorable City Council

Attached are the revenue and expense reports for the city's general and enterprise operating budgets for May 2025. By the end of May, the city collected 100% of its estimated local receipts, along with an additional 12.1% or \$2.5 million. These additional funds will contribute to free cash, which the city plans to use for funding 2026 capital projects and to continue subsidizing the 2027 operating budget.

While this statistic is favorable, we are noticing a decline in nine out of nineteen general fund revenue categories. In comparison, at this same time last year, we experienced a 7% increase in economic-related revenue compared to the current year's increase of only 4%. It will be essential to continue estimating revenue conservatively to ensure the city's fiscal stability as we navigate uncertain times.

General fund expenditures are close to the budget, with the exception of snow and ice removal, which will require additional funding before June 30th. The deficit for snow and ice in this fiscal year amounts to \$999,939. Additionally, we will need to address overages in general liability insurance, retiree medical claims, and sick leave and we will need to reserve funds for recently settled collective bargaining agreements that will require retroactive payments.

The Mayor's spending freeze has been in effect since April 15th, and I am optimistic that this initiative will provide the city with an alternative funding option for several high-priority projects in 2026. These projects include building maintenance at City Hall, repairs to the park barn, upgrades to the skating rink and police station, improvements at several schools, the installation of replacement turf for the stadium, and the purchase of three new highway trucks along with a trailer.

Sincerely,

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



City Department	Budget (YTD)	Expended (YTD)	Unexpended (YTD)	% Expended
Council Salaries	\$ 233,916	\$ 211,856	\$ 22,060	✓ 90.57%
Council Expenses	\$ 8,100	\$ 2,507	\$ 5,593	✓ 30.96%
Mayor Salaries	\$ 427,434	\$ 405,775	\$ 21,659	✗ 94.93%
Mayor Expenses	\$ 210,500	\$ 117,023	\$ 93,477	✓ 55.59%
Auditor's Office Salaries	\$ 365,083	\$ 309,781	\$ 55,302	✓ 84.85%
Auditor's Office Expenses	\$ 187,381	\$ 162,643	\$ 24,738	✓ 86.80%
Assessors Salaries	\$ 285,602	\$ 270,242	\$ 15,360	✗ 94.62%
Assessors Expenses	\$ 179,850	\$ 106,202	\$ 73,648	✓ 59.05%
Treasurer/Collector Salaries	\$ 451,970	\$ 461,284	\$ (9,314)	✗ 102.06%
Treasurer/Collector Expenses	\$ 255,900	\$ 202,967	\$ 52,933	✓ 79.31%
Constituent Services Salaries	\$ 108,591	\$ 96,593	\$ 11,998	✓ 88.95%
Constituent Services Expenses	\$ 33,000	\$ 14,393	\$ 18,607	✓ 43.62%
Purchasing Salaries	\$ 98,601	\$ 92,913	\$ 5,688	✗ 94.23%
Purchasing Expenses	\$ 11,100	\$ 12,073	\$ (973)	✗ 108.76%
Law Department Salaries	\$ 45,900	\$ 42,917	\$ 2,984	✗ 93.50%
Law Department Legal	\$ 491,400	\$ 454,808	\$ 36,592	⚠ 92.55%
Human Resources Salaries	\$ 313,918	\$ 274,606	\$ 39,312	✓ 87.48%
Human Resources Expenses	\$ 161,450	\$ 129,995	\$ 31,455	✓ 80.52%
MIS Salaries	\$ 110,000	\$ 109,742	\$ 258	✗ 99.77%
MIS Expenses	\$ 925,721	\$ 689,271	\$ 236,450	✓ 74.46%
MIS Capital	\$ 25,000	\$ 14,598	\$ 10,402	✓ 58.39%
City Clerk Salaries	\$ 606,078	\$ 568,858	\$ 37,220	✗ 93.86%
City Clerk Expenses	\$ 161,609	\$ 125,671	\$ 35,937	✓ 77.76%
TOTAL GENERAL GOVERNMENT	\$ 5,698,104	\$ 4,876,720	\$ 821,384	✓ 85.6%
Building & Zoning Salaries	\$ 398,940	\$ 369,100	\$ 29,840	⚠ 92.52%
Building Maint. Salaries	\$ 80,627	\$ 51,920	\$ 28,707	✓ 64.40%
Building Maint. Expenses	\$ 298,500	\$ 249,757	\$ 48,743	✓ 83.67%
Inspectional & Health Services Salaries	\$ 740,297	\$ 684,500	\$ 55,797	⚠ 92.46%
Inspectional & Health Services Expenses	\$ 44,550	\$ 35,969	\$ 8,581	✓ 80.74%
Public Health Salaries	\$ 242,083	\$ 250,144	\$ (8,061)	✗ 103.33%
Public Health Expenses	\$ 9,000	\$ 7,592	\$ 1,408	✓ 84.36%
Economic Development Salaries	\$ 279,958	\$ 242,895	\$ 37,063	✓ 86.76%
Economic Development Expenses	\$ 59,362	\$ 38,940	\$ 20,422	✓ 65.60%
TOTAL COMMUNITY & ECONOMIC DEVELOPMENT	\$ 2,153,317	\$ 1,930,818	\$ 222,499	✓ 89.7%
Police Salaries	\$ 14,482,735	\$ 13,219,102	\$ 1,263,633	✓ 91.27%
Police Expenses	\$ 1,791,974	\$ 1,242,921	\$ 549,053	✓ 69.36%
Police Capital	\$ 363,501	\$ 351,897	\$ 11,604	✗ 96.81%
Fire Salaries	\$ 13,193,382	\$ 12,138,076	\$ 1,055,306	⚠ 92.00%
Fire Expenses	\$ 978,085	\$ 748,294	\$ 229,791	✓ 76.51%

City Department	Budget (YTD)	Expended (YTD)	Unexpended (YTD)	% Expended
Fire Capital	\$ 2,500	\$ 2,398	\$ 102	95.93%
TOTAL PUBLIC SAFETY	\$ 30,812,177	\$ 27,702,688	\$ 3,109,489	89.91%
Whittier Regional School Assessment	\$ 8,504,442	\$ 8,504,440	\$ 2	100.00%
North Shore Essex Tech. Assessment	\$ 688,876	\$ 726,966	\$ (38,090)	105.53%
School Other Funding	\$ 15,000		\$ 15,000	0.00%
School Department	\$ 126,584,662	\$ 107,204,265	\$ 19,380,397	84.69%
TOTAL EDUCATION	\$ 135,792,980	\$ 116,435,671	\$ 19,357,309	85.7%
Public Works Administration Salaries	\$ 58,333	\$ 54,498	\$ 3,835	93.43%
Public Works Administration Expenses	\$ 50,685	\$ 29,818	\$ 20,867	58.83%
Public Works Highways Salaries	\$ 1,366,311	\$ 1,055,768	\$ 310,543	77.27%
Public Works Highways Expenses	\$ 868,000	\$ 464,867	\$ 403,133	53.56%
Public Works Highways Capital	\$ 112,000	\$ 81,451	\$ 30,549	72.72%
Public Works Solid Waste/Recycling Salaries	\$ 215,499	\$ 197,189	\$ 18,310	91.50%
Public Works Solid Waste/Recycling Expenses	\$ 5,882,808	\$ 4,473,212	\$ 1,409,596	76.04%
Public Works Parking Area Salaries	\$ 50,055	\$ 46,209	\$ 3,846	92.32%
Public Works Parking Area Expenses	\$ 384,101	\$ 294,722	\$ 89,379	76.73%
Public Works Street Marking Expenses	\$ 115,483	\$ 98,939	\$ 16,544	85.67%
Public Works Fleet Maint. Salaries	\$ 251,774	\$ 202,319	\$ 49,455	80.36%
Public Works Fleet Maint. Expenses	\$ 69,080	\$ 46,334	\$ 22,746	67.07%
Public Works Park Dept. Salaries	\$ 584,357	\$ 460,929	\$ 123,428	78.88%
Public Works Park Dept. Expenses	\$ 339,244	\$ 200,158	\$ 139,086	59.00%
Public Works Street Lighting Expenses	\$ 718,000	\$ 493,377	\$ 224,623	68.72%
Public Works Snow & Ice Removal Salaries	\$ 229,330	\$ 267,469	\$ (38,139)	116.63%
Public Works Snow & Ice Removal Expenses	\$ 980,670	\$ 1,942,470	\$ (961,800)	198.08%
TOTAL PUBLIC WORKS	\$ 12,275,730	\$ 10,409,730	\$ 1,866,000	84.8%
Citizens Center Salaries	\$ 297,577	\$ 338,923	\$ (41,346)	113.89%
Citizens Center Expenses	\$ 168,655	\$ 143,417	\$ 25,238	85.04%
Veterans Services Salaries	\$ 109,936	\$ 104,724	\$ 5,212	95.26%
Veterans Services Expenses	\$ 590,100	\$ 435,738	\$ 154,362	73.84%
Senior Services Salaries	\$ 12,100	\$ 9,231	\$ 2,869	76.29%
Senior Services Expenses	\$ 2,700	\$ 728	\$ 1,972	26.96%
Stadium Commission	\$ 55,000	\$ 52,700	\$ 2,300	95.82%
Recreation Salaries	\$ 184,749	\$ 186,150	\$ (1,401)	100.76%
Recreation Expenses	\$ 88,000	\$ 79,787	\$ 8,213	90.67%
Public Library Salaries	\$ 1,544,437	\$ 1,381,452	\$ 162,985	89.45%
Public Library Expenses	\$ 365,678	\$ 312,478	\$ 53,200	85.45%
TOTAL HUMAN SERVICES	\$ 3,418,932	\$ 3,045,325	\$ 373,607	89.1%
Debt Service	\$ 7,458,939	\$ 4,180,505	\$ 3,278,434	56.05%
TOTAL DEBT SERVICE	\$ 7,458,939	\$ 4,180,505	\$ 3,278,434	56.0%
Retirement Fund	\$ 22,106,951	\$ 22,106,951	\$ -	100.00%
Unemployment Compensation	\$ 470,000	\$ 144,785	\$ 325,215	30.81%

Expense Report as of 5/30/2025

City Department	Budget (YTD)	Expended (YTD)	Unexpended (YTD)	% Expended
Group Insurance	\$ 26,453,945	\$ 21,084,698	\$ 5,369,247	79.70%
Payroll Taxes (FICA/Medicare)	\$ 1,975,000	\$ 1,840,867	\$ 134,133	93.21%
Workers Compensation	\$ 1,006,000	\$ 698,927	\$ 307,073	69.48%
Injured on Duty Claims	\$ 250,000	\$ 205,649	\$ 44,351	82.26%
Sick Leave Bank	\$ 120,000	\$ 125,781	\$ (5,781)	104.82%
Vacational Buyback	\$ 50,000	\$ 40,312	\$ 9,688	80.62%
Retiree Medical Claims	\$ 110,000	\$ 134,660	\$ (24,660)	122.42%
TOTAL EMPLOYEE BENEFITS	\$ 52,541,896	\$ 46,382,629	\$ 6,159,267	88.3%
General Liability Insurance	\$ 1,155,703	\$ 1,241,709	\$ (86,006)	107.44%
Salary Reserve	\$ 1,000,000		\$ 1,000,000	0.00%
Budget Reserve	\$ 500,000	\$ 124,046	\$ 375,954	24.81%
State Assessments (Cherry Sheets)	\$ 9,242,313	\$ 8,550,590	\$ 691,723	92.52%
Reserve for Abatement & Exemption (Overlay)	\$ 450,000		\$ 450,000	0.00%
TOTAL OTHER CITY EXPENSES	\$ 12,348,016	\$ 9,916,345	\$ 2,431,671	80.3%
TOTAL GENERAL FUND	\$ 262,500,091	\$ 224,880,431	\$ 37,619,660	85.7%

Water Department Salaries	\$ 5,112,947	\$ 4,297,886	\$ 815,061	84.06%
Water Department Expenses	\$ 7,831,021	\$ 5,726,632	\$ 2,104,389	73.13%
Water Department Capital	\$ 1,175,012	\$ 275,645	\$ 899,367	23.46%
Water Department Indirect	\$ 224,566	\$ 224,566	\$ -	100.00%
TOTAL WATER DEPARTMENT	\$ 14,343,546	\$ 10,524,730	\$ 3,818,816	73.4%
Wastewater Salaries	\$ 4,336,188	\$ 3,282,934	\$ 1,053,254	75.71%
Wastewater Expenses	\$ 10,249,855	\$ 8,181,833	\$ 2,068,022	79.82%
Wastewater Capital	\$ 947,000	\$ 529,565	\$ 417,435	55.92%
Wastewater Indirect	\$ 665,691	\$ 665,691	\$ -	100.00%
TOTAL WASTEWATER DEPARTMENT	\$ 16,198,734	\$ 12,660,023	\$ 3,538,711	78.2%

	FY '23 through 5/30/23	FY '24 through 5/30/24	FY '25 through 5/30/25	Trendline
TOTAL GENERAL GOVERNMENT	\$ 4,113,538	\$ 4,344,560	\$ 4,876,720	
TOTAL COMMUNITY & ECONOMIC DEVELOPMENT	\$ 1,616,407	\$ 1,841,331	\$ 1,930,818	
TOTAL PUBLIC SAFETY	\$ 23,705,696	\$ 25,062,982	\$ 27,702,688	
TOTAL EDUCATION	\$ 100,634,343	\$ 105,137,072	\$ 116,435,671	
TOTAL PUBLIC WORKS	\$ 9,869,409	\$ 10,261,921	\$ 10,409,730	
TOTAL HUMAN SERVICES	\$ 2,735,333	\$ 3,014,045	\$ 3,045,325	
TOTAL DEBT SERVICE	\$ 5,304,351	\$ 4,389,504	\$ 4,180,505	
TOTAL EMPLOYEE BENEFITS	\$ 45,484,758	\$ 46,314,637	\$ 46,382,629	
TOTAL OTHER CITY EXPENSES	\$ 9,177,382	\$ 9,549,018	\$ 9,916,345	
TOTAL CITY EXPENDITURES	\$ 202,641,217	\$ 209,915,070	\$ 224,880,431	

City of Haverhill
Revenue Report
Period Ending 5/31/25

Year to Year Comparison

Revenue Source	5/31/2023	5/31/2024	5/31/2025	FY 24 to 25 % Change	FY 24 to 25 \$ Change	FY 23-25 Trendline
Real Estate & Pers Property	\$ 118,250,540	\$ 121,568,206	\$ 131,667,574	8.31% ↑	\$ 10,099,368	
Motor Vehcile Excise	\$ 7,381,544	\$ 7,804,979	\$ 8,747,972	12.08% ↑	\$ 942,993	
Meals Excise	\$ 963,489	\$ 953,481	\$ 988,106	3.63% ↑	\$ 34,625	
Hotel/ Room Excise	\$ 284,234	\$ 259,001	\$ 255,225	-1.46% ↓	\$ (3,776)	
Boat & Other Excise	\$ 8,913	\$ 10,825	\$ 7,719	-28.69% ↓	\$ (3,106)	
Cannabis Excise	\$ 831,554	\$ 867,603	\$ 883,629	1.85% ↑	\$ 16,026	
Waste Disposal Facility Program	\$ 2,490,023	\$ 2,793,918	\$ 2,856,415	2.24% ↑	\$ 62,497	
PILOT	\$ 16,348	\$ 156,633	\$ 35,798	-77.15% ↓	\$ (120,835)	
Penalties & Interest	\$ 552,782	\$ 759,734	\$ 660,127	-13.11% ↓	\$ (99,607)	
Fees	\$ 875,172	\$ 946,739	\$ 1,050,306	10.94% ↑	\$ 103,567	
Rentals	\$ 188,856	\$ 222,376	\$ 152,964	-31.21% ↓	\$ (69,412)	
Departmental Revenue	\$ 608,256	\$ 751,093	\$ 580,614	-22.70% ↓	\$ (170,479)	
License & Permits	\$ 2,768,597	\$ 2,608,605	\$ 2,809,627	7.71% ↑	\$ 201,022	
Fines & Forefits	\$ 752,715	\$ 693,894	\$ 603,454	-13.03% ↓	\$ (90,440)	
Investments	\$ 977,466	\$ 2,744,530	\$ 2,699,353	-1.65% ↓	\$ (45,177)	
Medicaid Reimbursement	\$ 543,615	\$ 805,004	\$ 635,002	-21.12% ↓	\$ (170,002)	
*Misc Revenue	\$ 157,570	\$ 87,842	\$ 235,780	168.41% ↑	\$ 147,938	
Comm of MA Cherry Sheet	\$ 80,231,453	\$ 80,358,800	\$ 85,185,277	6.01% ↑	\$ 4,826,477	
Wastewater Enterprise Fund	\$ 13,227,405	\$ 13,590,800	\$ 14,871,239	9.42% ↑	\$ 1,280,439	
Water Enterprise Fund	\$ 9,995,018	\$ 11,109,509	\$ 12,858,814	15.75% ↑	\$ 1,749,305	
Other GF Rev - Trnsf From Sp Rev & Free Cash	\$ 1,208,915	\$ 872,801	\$ 6,290,257	620.70% ↑	\$ 5,417,456	
Total	\$ 242,314,465	\$ 249,966,373	\$ 274,075,253	9.64% ↑	\$ 24,108,880	
Total without Enterprise Funds	\$ 219,092,042	\$ 225,266,064	\$ 246,345,200	9.36% ↑	\$ 21,079,136	
			9.36%			

Prepared by Angel A. Perkins, Chief Financial Officer

City of Haverhill
Revenue Report
Period Ending 5/31/25

Collections as a Percent of Budget

Revenue Source	FY 25 Estimated Revenue	FY 25 Actual Revenue Collections	\$ Surplus / (Deficit)	YTD Benchmark	Actual Revenue Benchmark
Real Estate & Pers Property	\$ 132,886,756	\$ 131,667,574	\$ (1,219,182)	100%	99.1%
Motor Vehicle Excise	\$ 8,108,097	\$ 8,747,972	\$ 639,875	100%	107.9%
Meals Excise	\$ 1,199,950	\$ 988,106	\$ (211,844)	75%	82.3%
Hotel / Room Excise	\$ 300,000	\$ 255,225	\$ (44,775)	75%	85.1%
Boat & Other Excise	\$ 9,200	\$ 7,719	\$ (1,481)	75%	83.9%
Cannabis Excise	\$ 1,089,462	\$ 883,629	\$ (205,833)	75%	81.1%
Waste Disposal Facility Program	\$ 2,660,364	\$ 2,856,415	\$ 196,051	92%	107.4%
PILOT	\$ 274,189	\$ 35,798	\$ (238,391)	100%	13.1%
Penalties & Interest	\$ 730,115	\$ 660,127	\$ (69,988)	92%	90.4%
Fees	\$ 911,940	\$ 1,050,306	\$ 138,366	92%	115.2%
Rentals	\$ 189,000	\$ 152,964	\$ (36,036)	92%	80.9%
Departmental Revenue	\$ 651,200	\$ 580,614	\$ (70,586)	92%	89.2%
License & Permits	\$ 2,374,375	\$ 2,809,627	\$ 435,252	92%	118.3%
Fines & Forefits	\$ 700,000	\$ 603,454	\$ (96,546)	92%	86.2%
Investments	\$ 800,000	\$ 2,699,353	\$ 1,899,353	92%	337.4%
Medicaid Reimbursement	\$ 700,000	\$ 635,002	\$ (64,998)	92%	90.7%
*Misc Revenue		\$ 235,780	\$ 235,780	100%	100.0%
Comm of MA Cherry Sheet	\$ 101,967,266	\$ 85,185,277	\$ (16,781,989)	92%	83.5%
Wastewater Enterprise Fund	\$ 16,198,734	\$ 14,871,239	\$ (1,327,495)	92%	91.8%
Water Enterprise Fund	\$ 14,343,546	\$ 12,858,814	\$ (1,484,732)	92%	89.6%
Other GF Rev - Trnsf From Sp Rev & Free Cash	\$ 6,290,257	\$ 6,290,257	\$ -	100%	100.0%
Total	\$ 292,384,451	\$ 274,075,253	\$ (18,309,198)	96%	93.7%
<i>Estimated General Fund Revenue</i>	<i>\$ 261,842,171</i>	<i>\$ 246,345,200</i>	<i>\$ (15,496,971)</i>	<i>94%</i>	<i>94.1%</i>
<i>Estimated Local Receipts</i>	<i>\$ 20,697,892</i>	<i>\$ 23,202,092</i>	<i>\$ 2,504,200</i>	<i>93%</i>	<i>112.1%</i>

Prepared by Angel A. Perkins, Chief Financial Officer

Hearing June 24
2025

WR# 31042144 - Lewis Street

Questions contact - Veasna Eang - 978-995-4819 or Veasna.eang@nationalgrid.com

PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS

North Andover, Massachusetts

To The City Council
Of Haverhill, Massachusetts

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

Lewis Street - National Grid to install 1 JO pole on Lewis Street beginning at a point approximately 224 feet North of the centerline of the intersection of Winter Street and Lewis Street and continuing approximately 12 feet in a West direction. National Grid proposes to install pole 2-50 in the public way. Pole 2-50 to be located +/- 224 feet North and +/- 12 feet West of the centerline of Winter Street and Lewis Street, Haverhill, MA.

Location approximately as shown on plan attached.

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

No.# 31042144

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

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

IN CITY COUNCIL: JUNE 3 2025

VOTED: that HEARING BE HELD JUNE 24 2025

Attest:

City Clerk

Massachusetts Electric Company d/b/a

NATIONAL GRID *Dave Johnson*

BY _____

Engineering Department

VERIZON NEW ENGLAND, INC.

BY *JB* _____

Manager / Right of Way



92

Hearing June 24, 2025

May 21, 2025

WR# 31042144 - Lewis

To the City of Haverhill, Massachusetts

To Whom It May Concern:

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

**WR# 31042144 – Lewis Street
Install 1 JO pole # 2-50
Lewis & Winter Street, Haverhill, MA**

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

Veasna Eang (978) 995-4819 or Veasna.eang@nationalgrid.com

Please notify National Grid's Jennifer Iannalfo of the hearing date / time to Jennifer.Iannalfo@nationalgrid.com

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

National Grid: Jennifer Iannalfo, 1101 Turnpike Street; North Andover, MA 01845
978-725-2308.

Very truly yours,

Dave Johnson

Dave Johnson
Supervisor, Distribution Design

Enclosures

29-B

National GRID

9/1/11

WR# 31042144 – Lewis Street

May 21, 2025

Veasna Eang – 978-995-4819 or Veasna.eang@nationalgrid.com

ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS

To the City Council Of Haverhill, Massachusetts

Notice having been given and public hearing held, as provided by law,
IT IS HEREBY ORDERED: that Massachusetts Electric Company d/b/a NATIONAL GRID and VERIZON NEW ENGLAND INC. (formerly known as NEW ENGLAND TELEPHONE AND TELEGRAPH COMPANY) be and they are hereby granted joint or identical locations for and permission to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said Companies may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said Companies dated the 20th day of March, 2025.

All construction under this order shall be in accordance with the following conditions:

Poles shall be of sound timber, and reasonable straight, and shall be set substantially at the points indicated upon the plan marked – Lewis Street - Haverhill, Massachusetts.

No.# 31042144

Filed with this order:

There may be attached to said poles by Massachusetts Electric Company d/b/a NATIONAL GRID and Verizon New England Inc. such wires, cables, and fixtures as needed in their business and all of said wires and cables shall be placed at a height of not less than twenty (20) feet from the ground.

The following are the public ways or part of ways along which the poles above referred to may be erected, and the number of poles which may be erected thereon under this order:

Lewis Street - National Grid to install 1 JO pole on Lewis Street beginning at a point approximately 224 feet North of the centerline of the intersection of Winter Street and Lewis Street and continuing approximately 12 feet in a West direction. National Grid proposes to install pole 2-50 in the public way. Pole 2-50 to be located +/- 224 feet North and +/- 12 feet West of the centerline of Winter Street and Lewis Street, Haverhil, MA.

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

for 1 hour June 24, 2025

W9-B

National Grid

I hereby certify that the foregoing order was adopted at a meeting of the
Of the City/Town of _____, Massachusetts held on the _____ day of _____ 20 ____.

City/Town Clerk.

Massachusetts 20 ____
Received and entered in the records of location orders of the City/Town of _____
Book _____ Page _____

Attest:
City/Town Clerk

I hereby certify that on _____ 20 ____, at _____ o'clock, M
At _____ a public hearing was held on the petition of
Massachusetts Electric Company d/b/a NATIONAL GRID and VERIZON NEW ENGLAND,
INC. for permission to erect the poles, wires, and fixtures described in the order herewith recorded,
and that we mailed at least seven days before said hearing a written notice of the time and place of
said hearing to each of the owners of real estate (as determined by the last preceding assessment
for taxation) along the ways or parts of ways upon which the Company is permitted to erect
Poles, wires, and fixtures under said order. And that thereupon said order was duly adopted.

City/Town Clerk.

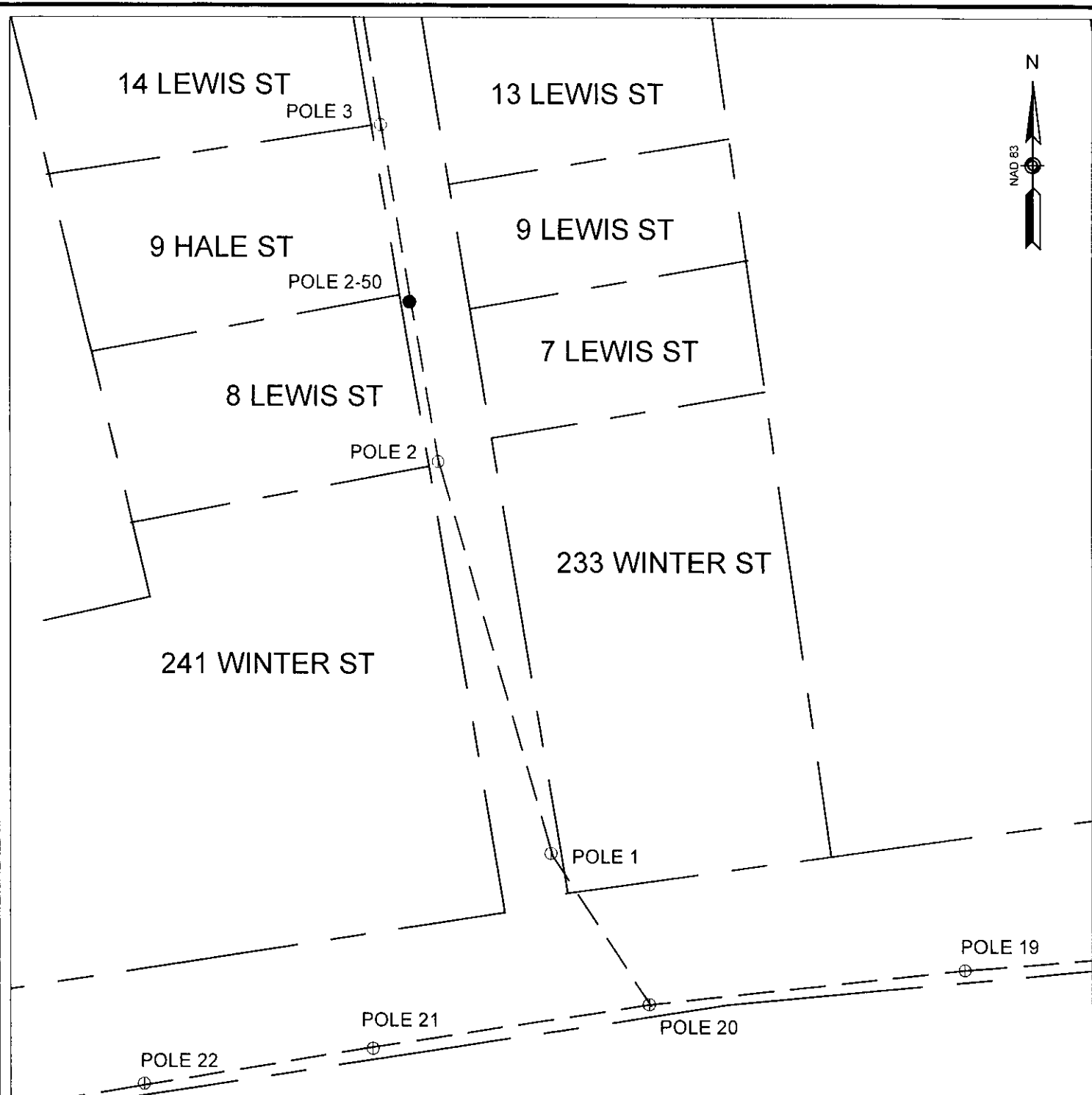
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Board or Council of Town or City, Massachusetts

CERTIFICATE

I hereby certify that the foregoing is a true copy of the location order and certificate of
hearing with notice adopted by the _____ of the City of _____
Massachusetts, on the _____ day of 20 ____ and recorded with the records of location
orders of the said City, Book _____, and Page _____. This certified copy is made under
the provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest:
City/Town Clerk



JOINT OWNED POLE PETITION		nationalgrid And Verizon New England, Inc.	
●	Proposed NGRID Pole Locations	Date: 3/24/2025	
---	Property Line	Work Request Number: WR#31042144	
----	Existing Overhead Utilities	To Accompany Petition Dated: 3/24/2025	
⊕	Existing J.O. Pole Locations	To The: City _____ Of Haverhill	
Nationalgrid to install _____ pole 2-50, New pole to be located +/-224' north and +/-12' west of the centerline of Winter St and Lewis St. New pole install is for new solar customer at 13 Lewis St.		For Proposed: Pole:#2-50 Location: Lewis St	
DISTANCES ARE APPROXIMATE			

Hearing June 24, 2025
Haverhill



57

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

April 1, 2025

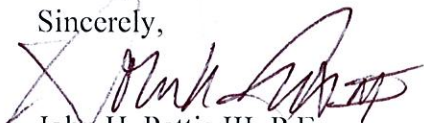
**MEMO TO: CITY COUNCIL PRESIDENT THOMAS J. SULLIVAN AND
 MEMBERS OF THE CITY COUNCIL**

Subject: *Street Acceptance – Harbor Drive – OpenGov #126571*

It is hereby requested that the City of Haverhill Accept as Harbor Drive as a Public Way. The roadway was completed in accordance with the associated Definitive Plan, however the Developer never went through the process of having the roadway accepted, as they should have. The meets and bounds description and plan are uploaded to OpenGov. It is requested that this be referred to the Planning Board for a hearing and recommendation and then be brought back to Council for their Acceptance vote. Acceptance will allow the City to increase our Chapter 90 funds from the State based on increased accepted road miles and also make the roadway eligible for paving improvements from Chapter 90 funds.

Please contact me if you have any questions.

Sincerely,


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

APR 2 AM 10:36
 HAVCITYCLERK

IN CITY COUNCIL: April 8 2025
 REFER TO PLANNING BOARD AND VOTED
 that COUNCIL HEARING BE HELD
 JUNE 24 2025
 Attest;

 City Clerk

57-B



DOCUMENT 57-B

APR 2 AM 10:37
HAVCITYCLERK

10.1.1

CITY OF HAVERHILL

IT APPEARING ^{In Municipal Council} that the common convenience and necessity require it,

ORDERED:

It is hereby

**That a the following street herein described be accepted as a
Public Way**

Harbor Drive

Beginning at a point at the northeasterly intersection with Old Ferry Road at a stone bound as shown on a Subdivision Plan of Land, Tax Map 427 Block 215 Lot 4-B, Old Ferry Road, Haverhill, MA showing Harbor Drive and on file at the Haverhill Engineering office as Plan 2B 2085 file #12877;

Thence N 53°04'22" E a distance of 121.36 feet to a point at a stone bound;

Thence along a curve to the left with a radius of 245.00 feet a distance of 100.00 feet to a point at a stone bound;

Thence along a curve to the right with a radius of 60.00 feet a distance of 280.25 feet to a point at a stone bound;

Thence along a curve to the left with a radius of 25.00 feet a distance of 31.52 feet to a point at a stone bound;

Thence along a curve to the right with a radius of 295.00 feet a distance of 41.17 feet to a point at a stone bound;

Thence S 53°04'22" W a distance of 125.83 feet to a stone bound and the easterly sideline of Old Ferry Road;

Thence N 31°48'52" W a distance of 50.20 feet to a stone bound and the point of beginning.

Meaning and intending to describe Harbor Drive as shown as Lot 15 on Land Court Plan #3422J, Dated November 8, 1997.

For Hearing June 27, 2025



Haverhill

Economic Development and Planning
Phone: 978-374-2330
wpillsbury@HaverhillMA.gov

June 12, 2025

City Council President Thomas Sullivan
& City Councilors
City Hall Haverhill

Members Present: Michale Morales
Ismael Matias
Bill Evans
April DerBoghosian
Boby Brown
Paul Howard

JUN 20 AM 10:03
HANCITYCLERK

Members Absent: Carmen Morales

Also Present: William Pillsbury Jr. Director of Economic Development and Planning
Melanie Sloan, Head Clerk

RE:STREEP ACCEPTANCE FOR HARBOR DRIVE

Paul: Next is street acceptance for Harbor Drive. Is there anyone wishing to speak?
Seeing none, I'll close the public portion of the hearing and turn over comments to the planning director.

Bill: Thank you, Mr. Chairman, similarly, I would recommend a favorable recommendation again this is the same situation where the street when it was constructed it was constructed in a place with all the definitive plans, and the bond was reduced to 0. And the street acceptance step was not taken so that we'll clarify that. A matter in retrospect should have been done, did not we've got a much better procedure in place now so I would recommend a favorable recommendation to the city council on Harbor Drive Street acceptance.

After board consideration William Evans Motioned to forward a favorable recommendation to the city council as recommended by the planning board director William Pillsbury Jr. Member

Bobby Brown seconded the motion.
Member Nate Robertson -Absent
Member Bobby Brown – Yes
Member Carmen Garcia – Absent
Member William Evans – Yes
Member April DerBoghosian – Yea
Member Michael Morales – Yea



Haverhill

Economic Development and Planning
Phone: 978-374-2330
wpillsbury@HaverhillMA.gov

Member Ismael Matias – Yes
Motion Passed



Haverhill

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Phone: 978-374-2330
wpillsbury@HaverhillMA.gov

June 20, 2025

JUN 20 AM 10:02
HAVCITYCLERK

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

FROM: William Pillsbury, Economic Development and Planning Director

RE: Proposed Street Acceptances (2)

On June 11, 2025 the Haverhill Planning Board met and held hearings for two proposed street acceptances.

Street Acceptance- Harbor Drive

Street Acceptance- Mohawk Trail

The public hearing on these matters were opened, and the public was offered the opportunity to speak. Several members of the public spoke.

The hearings were closed. and the planning board voted unanimously to send a favorable recommendation to the City Council recommending approval of the street acceptances as presented by the city engineer.

The minutes for both of the hearings have been filed with the city clerk for your next meeting.

As Planning Director, I concur with the action of the Planning Board and also recommend approval of the zoning amendments for Flood Plain regulations and Roof top solar as presented.

William Pillsbury
Economic Development and Planning Director

Hearing June 24, 2025

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 3, 2025

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

Subject: *Street Acceptance – Mohawk Trail* 127614 #

It is hereby requested that the City of Haverhill Accept as a Public Way the portion of Mohawk Trail just east of Lake Street. Four houses exist along this area, each built decades ago. Title search has confirmed the land where the roadway resides in City owned. Attached is a plan and meets and bounds description of the portion to be Accepted. It is requested that this be referred to the Planning Board for a hearing and recommendation and then be brought back to Council for their Acceptance vote. Acceptance will allow the City to increase our Chapter 90 funds from the State based on increased accepted road miles and make the roadway eligible for paving improvements from Chapter 90 funds.

Please contact me if you have any questions.

Sincerely,

John H. Pettis III, P.E.

City Engineer

IN CITY COUNCIL: April 8 2025
 REFER TO PLANNING BOARD AND VOTED
 that COUNCIL HEARING BE HELD
 JUNE 24 2025

Attest:

 City Clerk

APR 3 PM 3:36
 HAVCITYCLERK



DOCUMENT 58-B

CITY OF HAVERHILL

In Municipal Council

ORDERED:

IT APPEARING that the common convenience and necessity
require it,

It is hereby

**That a portion of following street herein described be accepted as a
Public Way**

Mohawk Trail

Beginning at a point at the northeasterly intersection with Lake Street at an iron pin as shown on a Plan of Land in Haverhill, MA showing Mohawk Trail Street Acceptance and on file at the Haverhill Engineering office as Plan 4B 3379 file #16706;

Thence along a curve to the right with a radius of 3025.00 feet a distance of 538.03 feet to an iron pin;

Thence S 19°49'54" E a distance of 57.58 feet to a to an iron pin at land now or formerly of Ricketts;

Thence along a curve to the left with a radius of 2975.00 feet a distance of 601.47 feet to an iron pin and the intersection with the easterly sideline of Lake Street;

Thence along a curve to the left with a radius of 850.00 feet a distance of 45.39 feet to a point:

Thence S 39°34'30" W a distance of 21.48 feet to a to an iron pin and the point of beginning.

Meaning and intending to describe a portion of the Mohawk Trail as shown on a plan described as, "Plan of Haverhill and Southern New Hampshire, Street Railway Co. Private Right of Way in Haverhill, MA, 1"=100', dated August 1902, by A.W. Dean and recorded as Plan Book 1718, Plan 1;

10.2.11
PR 3 40:36
HAVERHILL

FOR HEARING
JUNE 24, 2025



Haverhill

Economic Development and Planning

Phone: 978-374-2330

wpillsbury@HaverhillMA.gov

June 12, 2025

City Council President Thomas Sullivan
& City Councilors
City Hall Haverhill

JUN 20 AM 10:02
HAVCITYCLERK

Members Present: Michale Morales
Ismael Matias
Bill Evans
April DerBoghosian
Boby Brown
Paul Howard

Members Absent: Carmen Morales

Also Present: William Pillsbury Jr. Director of Economic Development and Planning
Melanie Sloan, Head Clerk

RE: STREET ACCEPTANCE MOHAWK TRAIL AND HARBOR DRIVE

Paul Howard: There are 2 street acceptances Mohawk Trail and Harbor Drive.

Bill: We have 2 recommendations for street acceptances on streets that were previously approved by the state planning board and many moons ago both of these streets were approved by the planning board and development, they never went through this process of street acceptance. The city engineer is now bringing forward a number of these streets. We've had them before proposed to come and review. And so, there's 2 of them tonight. One of them is Mohawk Trail and the other is Harbor Drive. Mr. Chairman can open the session on each.

Paul: anyone want to speak on either street acceptance?

Brandon Fox: Yeah, basically my backyard is that street. So, what I'm trying to figure out is that I guess there was some way you could look it up in advance and I try to online I don't know exactly what we are doing here so if we want to turn it into a private way? I mean basically the street ends at my house or in my back yard. I mean for it

Bill: Which one are we talking about

Brandon Fox: Mohawk Trail. This being from you are we putting in sidewalks like are we widening the street? The other thing is just to add is, I know last year the neighbor at 186 mohawk trail. He doesn't, he isn't connected to sewer. Just basically like can we connect him to



Haverhill

Economic Development and Planning

Phone: 978-374-2330

wpillsbury@HaverhillMA.gov

sewer and because it's a private street they weren't able to go under the street in order to connect with sewer through my property. So that might be something to consider is maybe if they're going to put in enough, you know a public street maybe we have the allowance to get this guy connected to sewer at the same time.

Bill: He'd have his rights available to do that once it was a public street.

Brandon Fox: Just at least make note of that. The other thing is like basically a lot of people use my property as a cut through. They just come right through. I live on 42 Christian Circle; it's a dead-end street. When people walk through my property all the time and I usually don't have a problem with them walking through, but it also is, you know connecting those 2 together, and you know is it going to create more traffic down the street? I happen to know that there is a small sliver of land that is basically not owned by the people. It's not owned by me. It's owned by the city, so that they can extend that road right through to some old railroad tracks and extended, you know, right up to the other street if they wanted to, I guess. A full possible connection to me in there.

Bill: There is a trail system.

Brandon Fox: But I guess the point is what are we trying to do with this street?

Bill: The net effect of this street acceptance is not to change anything to the physical nature of the street. We're not adding to the street. Basically, what the City Engineer has done. This road has had it was improved at 1 point in time by a definitive plan. The plan where we have built in performance with that plan and the requirement of the law is that way back when, whenever this was a requirement to bring that plan forward to the City Council for street acceptance.

But that never happened. So, what the city engineer is doing now is going through a list of all the streets we have in the city, I'm sure we're picking up the trash, I'm sure we're plowing. We're doing all the things that the city does out there but it's not on the list of public streets

Brandon Fox: So, it's usually a well-kept street. It's kind of a trail.

Bill: Well, I mean that the argument would be that what we would be once it's added to the inventory of streets then we're able to go into the state and get more chapter 9 money to improve those things. So, this is really trying to clear up an error, a past error really.

Brandon Fox: but we are looking to improve it anyway. That I think the main point then would be if they're going to fix up the street which is not a well-kept street and then for obvious reasons, you know the ability to allow some of those people to connect to public sewer might be a good idea.

Bill: Ok I'll pass that along.



Haverhill

Economic Development and Planning

Phone: 978-374-2330

wpillsbury@HaverhillMA.gov

Paul: Anyone else want to speak on the matter

Bill: Name and address for the record.

Annette Marchand: My name is Annette Marchand, and I live at 180 Mohawk trail and I built my house in 1987 and so at the time it was paved by the city, the trees have been cut down, and then most recently I went to the city because there was a culvert. I took my tape measure and it was about a foot and a half down so we called they came out and patched it, now there is another area of the culvert that is starting to depress too, and so there's only one way in and 1 way out so if that collapses or anything like that We're stuck 4 houses are stuck.

Bill: What we will do is have you pass that along to the city engineer officer.

Annette Marchand: Yeah, I have for months.

Bill: Yeah, I would recommend that this part of the conversation be before this vote again this is the city planning board making a recommendation to the City Council, the City Council has to vote to accept it. Then between now and the hearing we'll pass this information along to the city engineer and you know I would recommend that we make it part of the recommendation that these matters we've taken into consideration.

Annette Marchand: Yeah, last winter when I called last winter, the city put a metal plate down and so to drive over it and then the snow was coming and I got concerned about the plows going through that it would hurt them. Now that it's depressed my husband's been a firefighter for 35 yes and his concern with the fire trucks going on that something's going to happen. And to my knowledge there's no other road that can be made because that goes to the condos.

Brandon Fox: Yeah, I don't know where it would connect either. There's no way yeah, I want to make sure nothing like that is happening.

Bill: there is no extending the road, changing the road, it basically just accepting that it's on the ground.

Annett Marchand: There are potholes, 2 culverts that need to be done. I see the trees tagged like they're trying to take them down. I always thought it was a city road, it was only I did the 311 to try to get it paved, and they said it wasn't a city road.

Bill: Right, well this will change that, and the ability to get more work done. It's a stronger argument when it's a public street. So, I think this will help in that regard.

Annette Marchand: I hope so

Bill: I'm not guaranteeing anything because it's the city.

Annett Marchand: We are going to get caved in there and that is our only way out.



Haverhill

Economic Development and Planning

Phone: 978-374-2330

wpillsbury@HaverhillMA.gov

Paul: It just gives the city the ability to spend state funding on the roadway and seeking state funding. So, they only look at accepted streets.

Annette Marchand: Thank you.

Brandon Fox: The other thing I wanted to add was that I just noticed that there is a lot of water collection in that general area. One of the neighbors just pitched the water to go 1 way and then started going towards someone's house and then they move the land pitch. It's towards my house now it's coming to my house. I mean basically, if this is going to result in maintaining the street better may sewer system. And allow some of this runoff and drainage that's been a major concern for me lately. It's collected quite a bit. The other thing is that there is a runoff on my property that allows some of the water to be collected but it is not even pitching towards that right now at all. So other than stuff coming back from the other side, I mean that's certainly something that I'd be open to you know making work better.

Bill: Again, I guess my only point is I think as I said earlier, I think of the likelihood of you being heard on these matters is higher when it's a public road as opposed to not a public road.

Brandon Fox: I'd definitely be for it.

Bill: I recommend you know again City Council is the place they need to hear this and you have ward counselor. I would talk to your ward counselor tell them so you want to get this stuff taken care of. And this is a good time while they're being asked to vote on it. They probably won't be happy with me for saying that, but that is what I would reach out to them, and I think they'll be responsive too.

Brandon Fox: So once that changes any other things that we brought up in the future such as connecting with the city sewer.

Bill: I mean you said you called 311 and you said it's a private road, right?

Annette Marchand: That's why

Brandon Fox: this changes it.

Bill: When you do that, that won't be the case anymore. So, I guess that's what my suggestion to you

John Persico: 184 mohawk trail. So, we were the last house built on mohawk trail in 1998, 93 sorry and we had to go for easements and a few other things, because we were the last one the last lot, we have a little over an acre and it required an acre, but anyways, we were able to get it. The street I believe is maintained by mostly residents. As a matter of fact, I think Annette's husband does the plowing on the street. The street has gotten into massive disrepair; I'm constantly going online and asked them to fill potholes because it's become you know like a video game trying to maneuver the street and get around the potholes. But they have been



Haverhill

Economic Development and Planning

Phone: 978-374-2330

wpillsbury@HaverhillMA.gov

very good at being responsive. But it's definitely in disrepair. The water that flows either under it or around it. It has deteriorated the edges, making the trees falling into the stream are a concern as well. There are some that are tagged, definitely in favor of having the road made public. Somebody came down with a sign the other day, I don't know if it was a city worker or somebody, but it had an old cast iron monarch trail sign on it. And the post is gone.

Bill: The street sign?

Annette Marchand: 311 says there is a street sign that you can find. You know it's up on the telephone pole. I had it taken down and put another one.

John Persico: Oh Ok. Yes yes, across the way from us they just built a new street and they have named it Mohawk trail as well so it'll get a little confusing, but now it definitely needs to be taken over by the city to be paved and made safe for vehicles to go down and as it was said there is one way in and one way out if something were to happen to the road, or something happened to one of the residents on that road getting some type of emergency vehicles down that street would be almost impossible

Bill: Well, I would encourage you once it's accepted and, on the list, and you know again the city has an annual paving program, and they usually they've gotten really good. Our highway department has gotten really good at grading the streets that need it. You know, with the ones that are in worse repair comes first. And again, highlighting these things to the highway dept is a good idea.

John Persico: As far as the water that was mentioned I mean again my property was the last on Mohawk trail there used to be water that ran in front of my house, and when the development that is now the cul-de-sac before so that water got rerouted to that ravine, that used to be in front of my house no longer gets water anymore. So, I don't know where it got diverted and how it got diverted.

Bill: When we build a new subdivision, we try to take care of that.

John Persico: It doesn't show anymore.

Thank the developer.

John Persico: I didn't have any say in that development because I was a brand-new abutting property how I just bought it so when the development went in it was the decisions were made that but didn't have any say. But it's never affected my property. It's never been an issue it's never caused any flooding.

Bill: Thank you

John Persico: That is all I have to say.



Haverhill

Economic Development and Planning

Phone: 978-374-2330

wpillsbury@HaverhillMA.gov

Brandon Fox: You made a good point. I would say there are some degradations with some trees that are definitely, I look out my window and I have a tree that's definitely at an angle. So yeah, you just kind of never know what can happen. I mean it's actually pitched probably right onto the street if it did fall, but like it's definitely pitched right in an area that would block off quite a few houses. Just a good point to make.

Paul: Anyone else wish to speak? Seeing no one, I'll close the public portion of this hearing.

Bill: I would make a recommendation Mr. Chairman for a favorable recommendation to city council on the street acceptance for mohawk trail.

After board consideration, member Bobby Brown motioned to forward a favorable recommendation to the city council as recommended by the Planning Board Director William Pillsbury Jr. Mike morales seconded the motion

Member Nate Robertson – Absent

Member Bobby Brown – Yes

Member Carmen Garcia – Absent

Member William Evans – Yes

Member April DerBOghosian – Yes

Member Michael Morales – Yes

Member Ismael Matias – Yes

Chairman Paul Howard – Yes

MOTION PASSED

Maria Bevilacqua

From: William Pillsbury
Sent: Friday, June 20, 2025 9:14 AM
To: Thomas J Sullivan, Esq.; Kaitlin Wright; Maria Bevilacqua
Cc: Melanie Sloan; Lori Robertson; John Pettis
Subject: Street Acceptances

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

FROM: William Pillsbury, Economic Development and Planning Director

RE: Proposed Street Acceptances (2)

On June 11, 2025 the Haverhill Planning Board met and held hearings for two proposed street acceptances.

Street Acceptance- Harbor Drive

Street Acceptance- Mohawk Trail

The public hearing on these matters were opened, and the public was offered the opportunity to speak. Several members of the public spoke.

The hearings were closed. and the planning board voted unanimously to send a favorable recommendation to the City Council recommending approval of the street acceptances as presented by the city engineer.

The minutes for both of the hearings have been filed with the city clerk for your next meeting.

As Planning Director, I concur with the action of the Planning Board and also recommend approval of the zoning amendments for Flood Plain regulations and Roof top solar as presented.

William Pillsbury
Economic Development and Planning Director



Reply



Reply all



Forward

WP

80



City of Haverhill, MA

CCSP-25-4

City Council Special Permit

Status: Active

Submitted On: 5/8/2025

Primary Location

1187 MAIN ST

Haverhill, MA 01830

Owner

M AND N REALTY TRUST

GEORGE M. LAMBROU-TRUSTEE

SOUTH MAIN ST 815 BRADFORD, MA 01835

Applicant

 Jennifer Colon

 551-502-9549

 jennifer.colon@hertz.com

 8501 Williams Road

Estero, FL 33928

10.3

1 Hearing June 24, - 2025

May 22, 2025

MAY 27 PM 12:08

HAVCITYCLERK

Applicant Information

What is Your Role in This Process?*

Lessee

Applicant Business/Firm Name*

Car Rental / Hertz Corporation

Applicant Business/Firm Phone*

Hertz Corporation 551 502 9549

Applicant Business/Firm Address*

1184 Main Street Haverhill MA 01830

Applicant Business/Firm City*

Haverhill MA

Applicant Business/Firm State*

MA

Applicant Business/Firm Zip*

01830

New Field

Property Information

Proposed Housing Plan Name*

N/A

Proposed Street Name(s)*

N/A

IN CITY COUNCIL: June 3 2025

VOTED: that COUNCIL HEARING

BE HELD JUNE 24 2025

Attest;

City Clerk

1 of 11

5/22/2025, 10:20 AM

City Council Special Permit**CCSP-25-4**

Submitted On: May 8, 2025

Applicant

 Jennifer Colon
 551-502-9549
@ jennifer.colon@hertz.com

Primary Location

1187 MAIN ST
Haverhill, MA 01830

Important: Please Read Before Starting Your Application**Applicant Information****What is Your Role in This Process?**

Lessee

Applicant Business/Firm Name

Car Rental / Hertz Corporation

Applicant Business/Firm Phone

Hertz Corporation 551 502 9549

Applicant Business/Firm Address

1184 Main Street Haverhill MA 01830

Applicant Business/Firm City

Haverhill MA

Applicant Business/Firm State

MA

Applicant Business/Firm Zip

01830

New Field

--

Property Information**Proposed Housing Plan Name**

N/A

Proposed Street Name(s)

N/A

How Long Owned by Current Owner?

N/A

Type of Dwelling(s) Planned in Project

None

Lot Dimension(s)

1605sf

Registry Plat Number, Block & Lot

638-5-22

Zoning District Where Property Located

CG - Commercial General

Deed Recorded in Essex South Registry: Block Number

638-5-22

Deed Recorded in Essex South Registry: Page

book/page 470-83688 dated 12/16/2009

Does the Property Have Multiple Lots?

No

Thoroughly Describe the Reason(s) for thre Special Permit

Hertz is losing its lease for 1184 Main Street, we have operated there for nearly 20 years (since 2006). We located a space immediately across the street and would be moving over our furniture and fand applying for a sign permit - no construction work is planned. Use would be unchanged from existing, car rental servicing the local community.

Property Description

Existing building on paved lot currently used for car sales

Current Property Use

Other

IF OTHER USE, Please Describe

car sales

TOTAL Number of Units Planned

1

TOTAL Number of Parking Spaces Planned

17

Planned Lot Use**Lot Number**

Lot 1

Lot Plat Number, Bock, Lot

638-5-22

MAY 27 PM12:17
HAUCITYCLERK

Lot Dimensions

plot plan attached

Number of Existing Buildings on Lot

1

Size of Existing Building(s) on Lot

about 1600sf

Number of Buildings Planned for Lot

1

Size of Proposed Building(s)

no change

Number of Families to be Accommodated

0

Extent of Proposed Alterations

Other

IF OTHER ALTERATIONS, Please DescribeNO change to existing building - furniture and signage only -
this is a commercial building not residential**Types of Units Planned on Lot**

Rental

Number of Units Planned on Lot

1

Special Circumstances**Building Coverage**

--

Dimensional Variance

--

Front Yard Setback

--

Side Yard Setback

--

Rear Yard Setback

--

Lot Frontage

--

Lot Depth

--

Lot Area

--

Building Height

--

Floor Area Ratio

--

Open Space

--

Parking

--

Sign Size

--

Use

--

Other

--

Hearing Waiver**Agrees**

Yes

Agreement & Signature**Agrees**

true

PLEASE READ

Date May 8 2025

Re: 1187 Main Street Haverhill MA
Parcel ID 638-5-22

To Whom It May Concern:

I am the owner of the above named property.

I am authorizing the Hertz Corporation to submit the City Council Special Permit application in support of the change of use to a car rental business.

Very truly yours,

Property Owner

(x) Steven Lombrow
Print Owner Name/Company Name

(x) [Signature]
Signature

(x) 978 590 0192
Owner Phone Number

Date May 8 2025

Re: 1187 Main Street Haverhill MA
Parcel ID 638-5-22

To Whom It May Concern:

I am the owner of the above named property.

I am authorizing the Hertz Corporation to submit the City Council Special Permit application in support of the change of use to a car rental business.

Very truly yours,

Property Owner

(x) Steven Lombrow
Print Owner Name/Company Name

(x) [Signature]
Signature

(x) 978 590 0192
Owner Phone Number

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onestratus.com

888.503.1569

LOCATION NUMBER:

190987

SITE ADDRESS:

1187 MAIN STREET
HAVERHILL, MA 01830

[View in Google Maps](#)

SIGN CODE:

Site Plan: Haverhill, MA - Site Map

Zoning: CH / Commercial Highway

Sign Code: Shall not exceed a max sign area of 120sf per building frontage.

Number of Signs: 1 for each building frontage

Cabinet Signs: Not stipulated either way - submit proposal for review

Freestanding Signs: A total sign area of 1sf for each LF of lot frontage shall be permitted, not to exceed a max sign area of 160sf. A freestanding sign placed at the intersection of two or more public roads

Permit Processing Time: Allow 2 weeks

Landlord Approval: Yes

NOTE:

- A Special Use Permit is required for this Use at this location - per Tom Bridgewater - Building Commissioner
- Permit REQUIRED to reface

Hertz

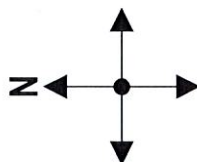
Mentor, Ohio 44060
888.503.1569

1187 MAIN STREET
HAVERHILL, MA 01830

1
G:\ACCOUNTS\HHERTZ\LOCATIONS\HERTZ\2025\MAI
H.E. Haverhill Refast

Infinite possibilities, ideal solutions

Scale: NTS



E01 E02 E03

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9359 Tyler Boulevard
Mentor, Ohio 44060
888.503.1569

<p>CLIENT:</p> <p>Hertz</p>	<p>PAGE NO. 2</p>
<p>ADDRESS:</p> <p>1187 MAIN STREET HAVERHILL, MA 01830</p>	

ORDER NUMBER:	1237415	PROJECT NUMBER:	82468
WRITE NUMBER:	190987	PROJECT MANAGER:	VALERIE SANDLAND
ELECTRONIC FILE NAME: G:\ACCOUNTS\HHWERTZ\LOCATIONS\HWERTZ\2025\MAIL\Haverhill_Refrish			

[illegible]

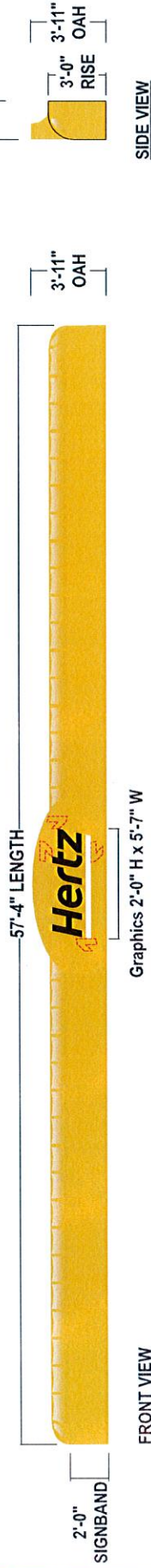
AWNING RESKIN - STOREFRONT

AWN47

Scale: 3/16"=1'-0"

172 square feet

E01

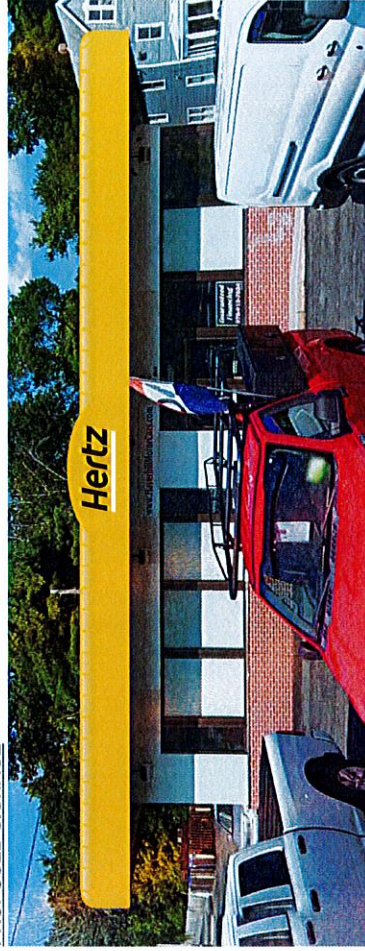


- FRAME:** Existing to remain
- FABRIC:** Sunflower Yellow Sunbrella eradicated fabric material
- GRAPHICS:** Eradicated from background - graphics to show thru;
Surface applied vinyls to match colors shown
- ATTACH:** To Be Verified
- QUANTITY:** (1) ONE AWNING RESKIN REQUIRED



Existing awning fabric to be removed and replaced with new awning fabric

PROPOSED SIGNAGE



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onestratus.com

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Mentor, Ohio 44060

888.503.1569

CLIENT: Hertz

ADDRESS: 1187 MAIN STREET
HAVERHILL, MA 01830

ORDER NUMBER: 1237415

SITE NUMBER: 190987

PROJECT NUMBER: 82468

PROJECT MANAGER: VALERIE SANDLAND

ELECTRONIC FILE NAME: G:\ACCOUNTS\H\HERTZ_LOCATIONS\H\H2025\MAI_HLE_Haverhill_Refresh

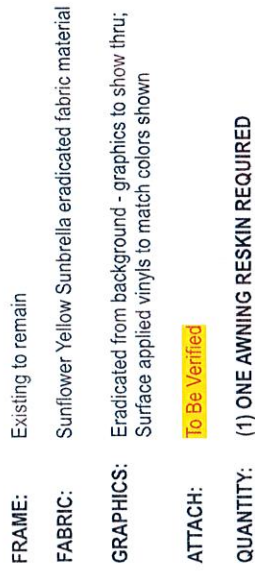
PAGE NO.: 3

Rev #	Req #	Date/Artist	Description
Original	57306	01/24/23 JAW	
Rev 1	529386	05/02/25 SM	Revised material, chose this opt, removed opt. B

PRINTED ARCHITECTURAL DRAWING. THIS DRAWING IS NOT TO BE USED OR REPRODUCED WITHOUT THE WRITTEN CONSENT OF STRATUS.

AWN47

72.5 square feet

[illegible]

E01

Diagram of a yellow L-shaped corner piece. The dimensions are labeled as follows:

- Top horizontal segment: 33'-2" LENGTH
- Right vertical segment: 57'-4" LENGTH
- Bottom horizontal segment: 24'-2" LENGTH

Labels for the corner pieces are: CORNER PIECE TBV (top right) and CORNER PIECE TBV (bottom right).

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888.503.1569



ADDRESS:
1187 MAIN STREET
HAVERHILL, MA 01830

SITE NUMBER:

ELECTRONIC FILE NAME:
G:\ACCOUNTS\IHHERTZ_LO
HLE_Haverhill_Refresh

PROJECT MANAGER

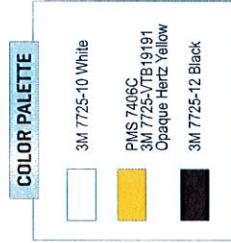
PROJECT MANAGER:
VALERIE SANDLAND

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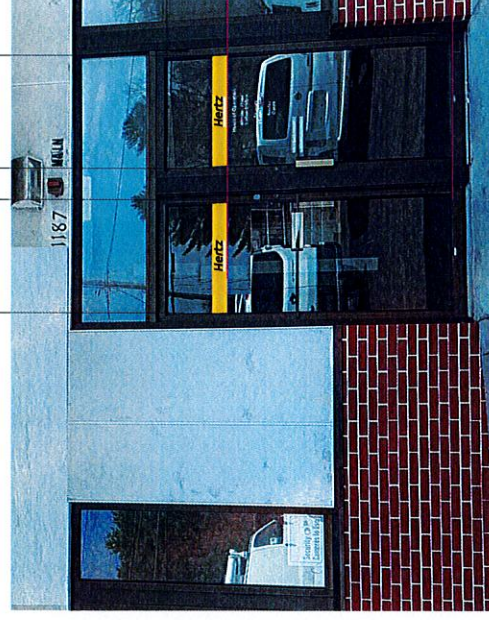
PEOPLE ARE IN THE EXCLUDED CATEGORY OF STATISTICS. THIS MATERIAL SHOULD NOT BE USED IN PRACTICE, OR OTHERWISE REPRESENTED WITHOUT THE CONSENT OF STATISTICS CANADA.

HZ-HRS-SC

4.1 square feet



QUANTITY: (1) ONE VINYL GRAPHICS SET REQUIRED

Scale: $3/8" = 1'-0"$ [illegible]

ORDER NUMBER:	1237415	PROJECT NUMBER:	82468
SITE NUMBER:	190987	PROJECT MANAGER:	VALERIE SANDLAND

ELECTRONIC FILE NAME:
 GIACCOUNTSHHERTZ_1_LOCATIONSHERTZ2025WAI
 HUE_Haverhill_Refresh

only 18% of the population aged 15-19 years is employed, compared with 25% in the EU. The unemployment rate is 15% for young people, compared with 10% in the EU. The average wage is 10% below the EU average. The average wage for young people is 10% below the EU average.

FACE REPLACEMENTS & LED RETROFIT

RFLED60.i.df.fpl

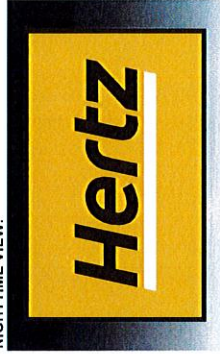
E03

Scale: 1/2"=1'-0"

39.7 square feet



NIGHTTIME VIEW:



DOTTED LINES STANDARD 1/2 Z SPACING

SIDE VIEW

- CABINET:** Existing 1'-6" deep cabinet w/ 1-1/2" retainers to remain
- FACES:** .177 Flat white polycarbonate faces
- GRAPHICS:** Surface applied vinyl graphics to match colors shown
- ILLUM.:** NEW White LED's as required by manufacturer to replace existing illumination;
- POWER SUPPLIES HOUSED WITHIN CABINET**
- QUANTITY:** (2) TWO FACES REQUIRED
(1) ONE FULL LED RETROFIT REQUIRED
- NOTE:** **EXISTING CABINET & POLE TO BE PAINTED BLACK**

COLOR PALETTE

PMS 7409C
3M 7725-UTB19191
Opaque Hertz Yellow

3M 7725-12 Black
Black

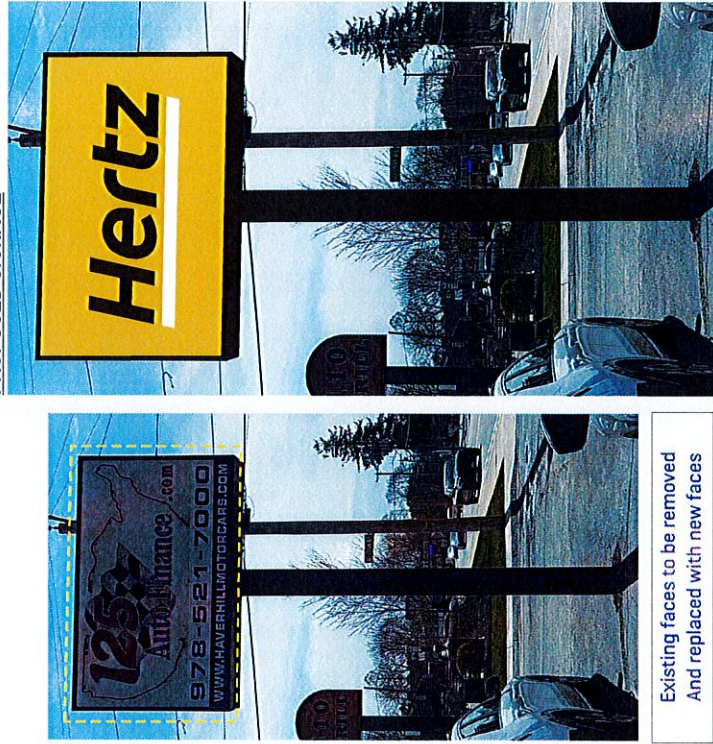
Paint finish to be satin unless otherwise specified

ALL SIGNS TO COMPLY WITH ILL 48 AND WILL BE MARKED AS SUCH WITH APPROPRIATE LABORATORY LABELS.

THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN.

THE LOCATION OF THE DISCONNECT SWITCH AFTER INSTALLATION SHALL COMPLY WITH ARTICLE 600.6(A) (1) OF THE NATIONAL ELECTRICAL CODE.

PROPOSED SIGNAGE



Existing faces to be removed
And replaced with new faces

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CLIENT: Hertz

ADDRESS: 1187 MAIN STREET
HAVERHILL, MA 01830

PAGE NO.: 7

Rev. #	Req. #	Date/Artist	Description	Rev. #	Req. #	Date/Artist	Description
Original	527306	01/24/25 JAM					
Rev.1	527306	05/02/25 SM	confirmed face cut size				

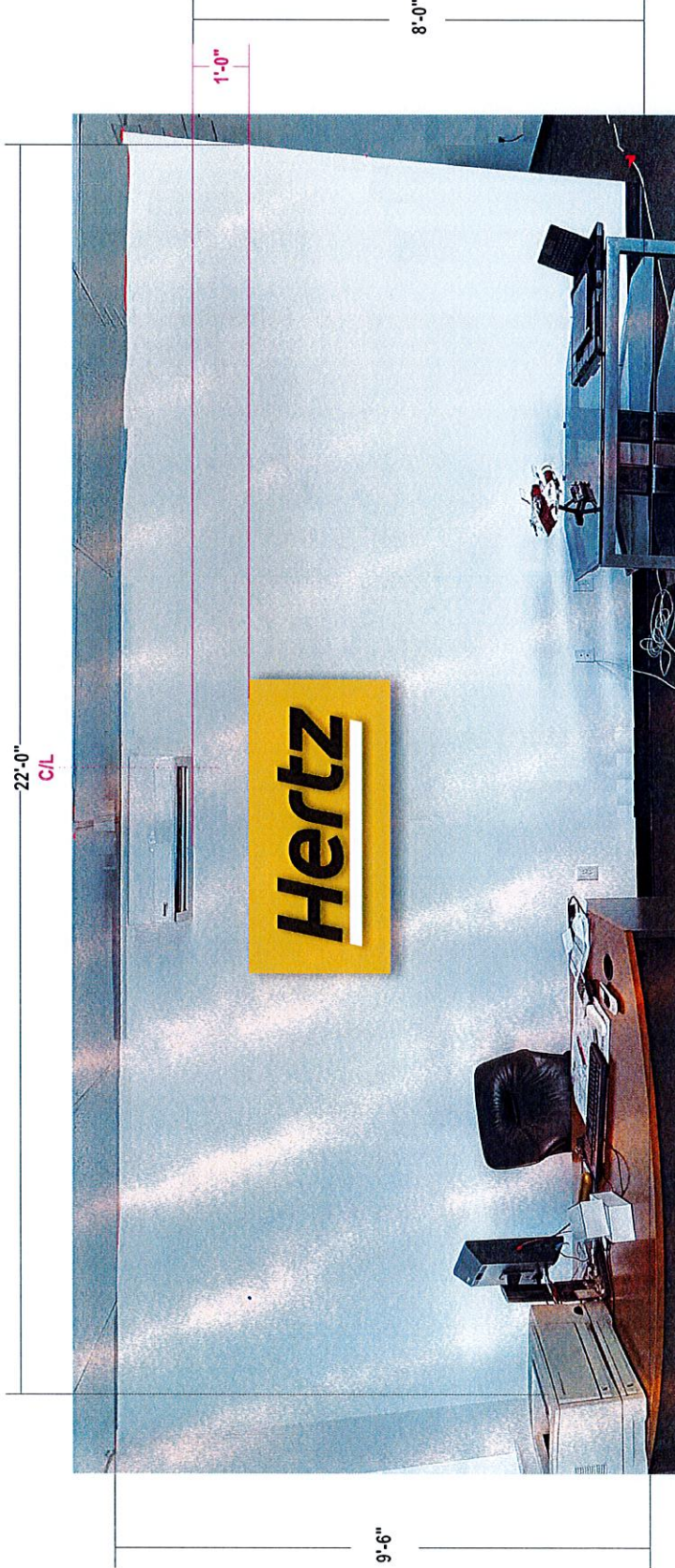
PRINT: AND THE EXCLUSIVE PROPERTY OF STRATUS. THE HAZARD SIGN, ARTICLE 600.6(A) (1) OF THE NATIONAL ELECTRICAL CODE, IS NOT TO BE REPRODUCED OR OTHERWISE USED WITHOUT THE WRITTEN CONSENT OF STRATUS.

PROPOSED INTERIOR SIGN

HZ-INT18

I01

Scale: 1/2"=1'-0"



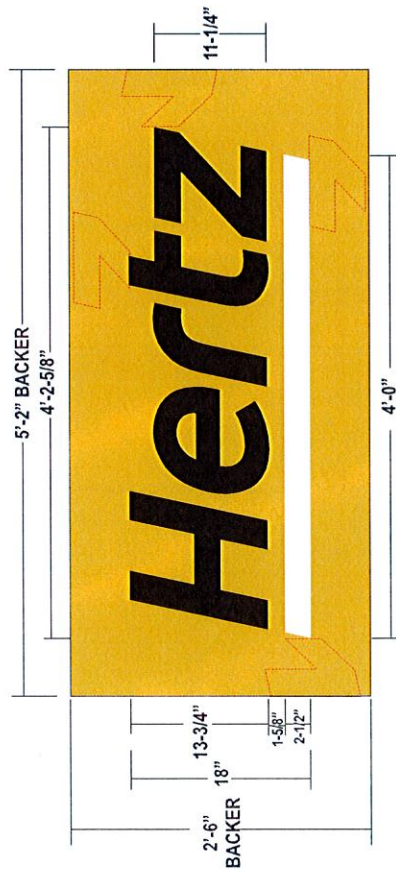
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Mentor, Ohio 44060
888.503.1569

CLIENT: **Hertz**
ADDRESS: 1187 MAIN STREET
HAVERHILL, MA 01830
PAGE NO.: 8

ORDER NUMBER: 1237415
SITE NUMBER: 190987
PROJECT NUMBER: 82468
PROJECT MANAGER: VALERIE SANDLAND
ELECTRONIC FILE NAME: GIACCONTISHERTZ_LOCATIONSHERTZ2025MAI
H.E. Haverhill Refresh

Rev #	Req #	Date/Artist	Description	Rev #	Req #	Date/Artist	Description
Original	527506	01/24/05 T-AM					
Rev 1	529286	06/02/05 SM					

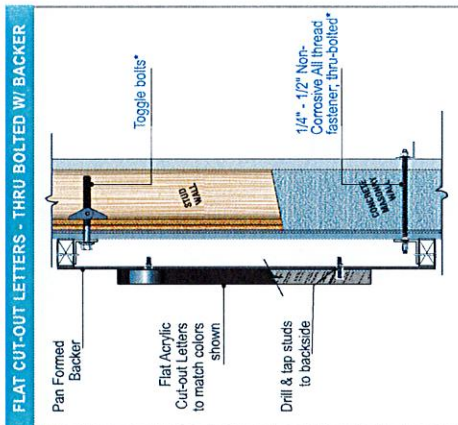
PRINTS ARE THE SOLE PROPERTY OF STRATUS. THEY ARE REFERENCE ONLY. NOT BE USED OR REPRODUCED WITHOUT THE WRITTEN CONSENT OF STRATUS.



DOTTED LINES STANDARD 1/2 Z SPACING

- BACKER:** 1-1/2" internal alum. framework, w/ 1-1/2" deep pan formed .080 alum. face painted Matthews Rattlebox Yellow
- LETTERS:** 3/4" Flat cut out acrylic letters painted Benjamin Moore Space Black and Frostine; Drilled & tapped to accept studs for flush mounting to backer
- INSTALL:** Backer to be flush mounted to wall using 1/4" HTB Toggle anchor w/ 1/4" Bolts (min of 6) via internal clips on backer; No visible fasteners (per engineering recommendation)

QUANTITY: (1) ONE SET REQUIRED




COLOR PALETTE

MF 05185 Rattlebox Yellow

Benjamin Moore AF-5 Frostline

Benjamin Moore 2119-10 Space Black

[illegible]

	CUSTOMER: 187 MAIN STREET HAVERTHILL, WA 98030		PAGE NO.: 9
	ADDRESS:		PROJECT NUMBER: 82468
ORDER NUMBER: 1237415	SITE NUMBER: 100987	PROJECT MANAGER: VALERIE SANDLAND	ELECTRONIC FILE NAME: G:\ACCOUNTS\HVERTZ\LOCATIONS\HVERTZ\0225\WAI HLE_Havertill_Retreat

THE UNIVERSITY OF CHICAGO PRESS

DATE _____

THE ABOVE ENDORSEMENT IS NOT A
DEFINITION OF CONFORMANCE
WITH ZONING REGULATIONS.

CERTIFY THAT THIS PLAN WAS DRAWN FROM AN ACTUAL SURVEY MADE ON THE GROUND IN ACCORDANCE WITH THE LAND COURT INSTRUCTIONS OF 2006 AND BETWEEN OCTOBER 12 AND OCTOBER 19, 2012

George C. Collins

 GEORGE C. COLLINS, PLS.
 DATE: OCTOBER 19, 2012

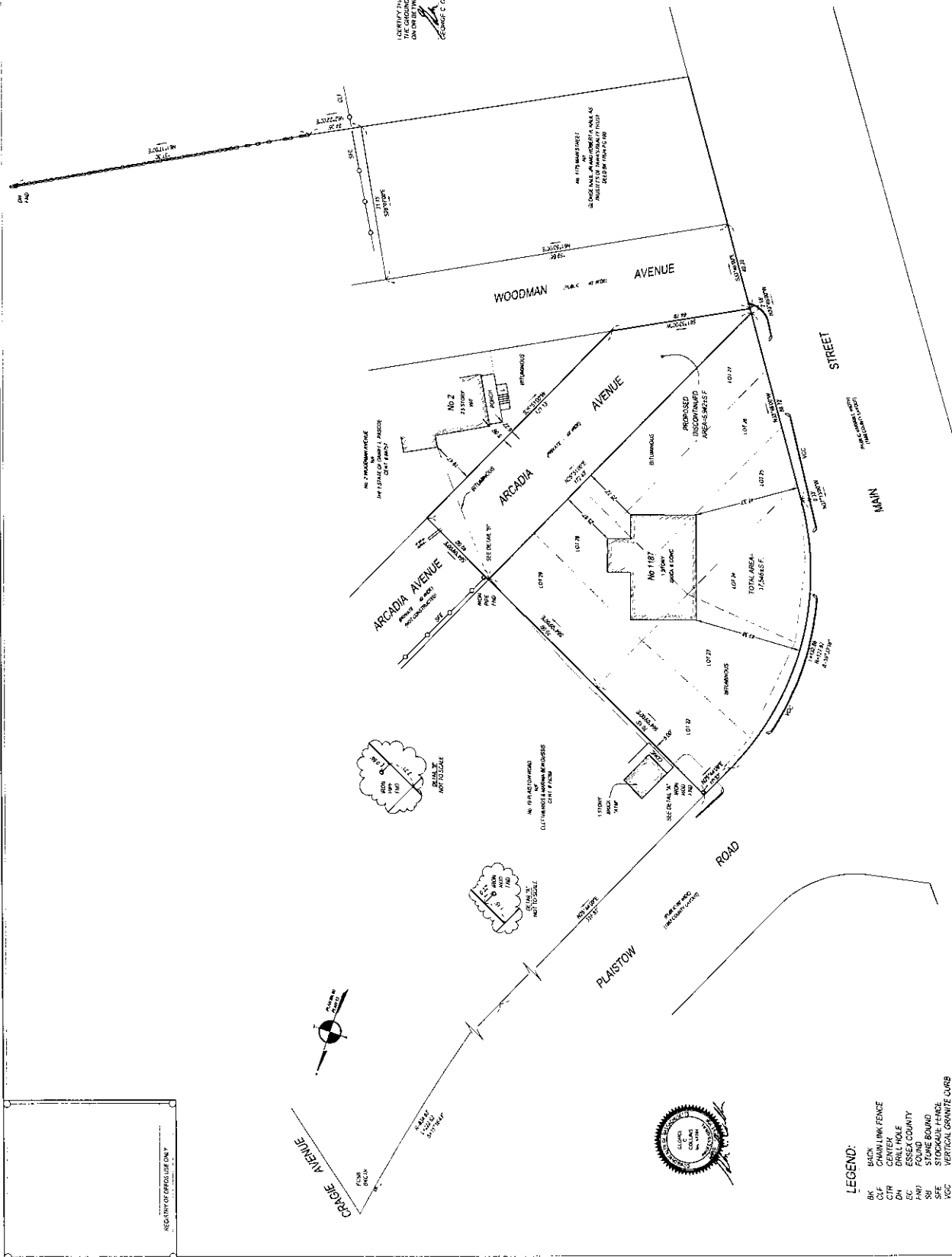
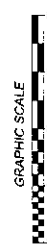
REFERENCES:
C.O.T. 228
L.C.C. # 1063 B

OWNER-APPLICANT
GEORGE M. LAMPROU, TRUSTEE OF
THE M AND N REALTY TRUST
215 SOUTH MAIN STREET 7
PAYETTEVILLE, ME

PLAN OF LAND

BEING A SUBDIVISION OF LOT
SHOWN ON LAND COURT PLAN 7063 B
LOCATED ON MAIN STREET, WOODMAN AVE
AND ARCADIA AVENUE
HAVERHILL, MA

SCALE: 1 INCH = 20 FEET
BOSTON SURVEY, INC.
UNIT C-4 SHIPWAYS PLACE
PHONE: (617) 242-1313



LEGEND:

- BACK
CHAIN LINK FENCE
CENTER
DRILL HOLE
ESSEX COUNTY
FOUND
STONE BOUND
STOCKADE FENCE
VERTICAL GRANITE CURB



The Hertz Corporation
Jennifer Colon
Real Estate Director

Tel: (551) 502-9549
Email: jennifer.colon@hertz.com

For:
City of Haverhill
Haverhill City Hall
4 Summer Street
Haverhill MA, 01830
Attn : City Council

RE: Proposal to Lease 1187 Main Street– Hertz Car Rental

To Whom It May Concern:

Please note that Hertz is seeking to lease the subject location for a car rental location in accordance with our Use clause generally as follows:

The Premises may be used for the operation of a motor vehicle leasing and renting business, motor vehicle sharing business, and uses ancillary thereto, including, without limitation, insured motor vehicle replacement services, and for any other lawful use. The term "motor vehicles" shall include, without limitation, cars, sport utility vehicles, motorcycles, and vans.

Typical retail store operations are Monday through Friday from 8am to 5pm and Saturdays 9am-noon. We have lost our lease at 1184 Main Street after nearly 20 years in business and this move will allow us to continue to maintain a car rental amenity in this City in addition to retaining our current employees.

In connection with this relocation, there is no construction planned, Hertz will be moving in signage and installing signage subject to securing the appropriate permits.

We expect some overnight parking here. We utilize drivers to help move fleet around the area to the different locations as fleet is needed and the goal is to have about 90% of our fleet on rent at all times. We also deploy burglar alarms, CCTVs, license plate readers and live view technology to keep our fleet secure. We have an assigned Manager of Security overseeing this region. Therefore, please note that the vehicles and premises are under constant surveillance, and are not stagnant at the location, but rather are in a constant state of movement reflecting the real time demands of Hertz' business.

If you have any further questions, do not hesitate to contact me.

Sincerely,
Jennifer Colon
Director, Real Estate

Zoning
Verification for
Business
Certificate

ZVBC-25-87

Building Inspector Review

⌘ Stopped. This step was stopped on May 2, 2025 at 2:08pm.

Your Submission
Attachments
Guests (0)



Tom Bridgewater

May 2, 2025 at 2:08 pm

Haverhill Zoning Code in the table of use section H. MOTOR VEHICLE AND MARINE RELATED USES #3 states rentals need City Council approval

- ✔ Zoning Verification Fee - **PAID**
- ✔ Treasurer1Approval (Tax **PAID**)
- ✔ Address Verification - **PAID**

⌘ Building Inspector Review

Zoning Verification
Certificate

Message the reviewer

Send Message

HERTZ

PARKING DIAGRAM

1187 MAIN ST

HAVERNHILL, MA



Event Permit**EVNT-25-19**

Submitted On: May 9, 2025

Applicant

 Marlene Stasinos
978-994-4315
@ marlene@chrisfarmstand.com

Primary Location

436 SALEM ST
Bradford, MA 01835

12.2.1

Organization Information**Organization**

cyndies methodical media

Organization Phone

978-500-2579

Organization Address

22 Tiverton Ave

Organization City

haverhill

Organization State

ma

Organization Zip

01835

Is the Organization Tax Exempt?

No

Is the Organization Non-Profit?

No

Is the Organization a House of Worship?

No

JUN 17 PM 8:45
HAVCITYCLERK

Contact Information**Contact Name**

Cyndie Morgan

Contact Title

event organizer

Contact Phone

978-500-2579

Contact Email

cyndiemethodicalmedia@yahoo.com

Contact Address

22 Tiverton ave

Contact City

Haverhill

Contact State

Ma

Contact Zip

01835

Property Owner Information**Property Owner Name**

Chris Stasinos

Property Owner Phone

9789944315

Property Owner Address

22 S. Cross rd

Property Owner City

Haverhill

Property Owner State

ma

Property Owner Zip

01835

Is the Applicant the Property Owner?

Yes

Event Information**Description of event**

A Dog day afternoon at the farm.. we open the farm up for human and canine fun, information, entertainment , activites and vendors.

Type of Event**Event Date**

Festival

09/27/2025

Event Location

436 Salem st

is the Event on Bradford Common?

No

Is the Event on City Property?

No

Event Venue

Outdoor

Number of Anticipated Attendees

1699

Do attendees need to purchase a ticket to attend?

No

Is this event open to the public? Or private?

Public

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

No

Event Start Time

10am

Event End Time

3pm

Will Food Be Served/Sold at the Event?

Yes

IF YES TO FOOD, By What Means?

Food Trucks

IF YES To FOOD, How Will it be Cooked?

Other

IF OTHER COOKING, Please Explain

combinations of different food trucks and cooking methods

Any Helpful Comments about Food

--

Special Considerations (i.e. fireworks)

none

Parking Information

Number of Parking Spaces Onsite

1000

Have Off-site Parking Arrangements Been Made?

No

Are There Charges/Fees for Parking?

Yes

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

parking fee of \$5

Sanitation Information

Number of Public Restrooms Available

4

Type of Toilets

Portable

Please Describe Plans for Solid Waste Disposal & Recycling

throne king

IF PORTABLE TOILETS, Who is the Vendor?

throne king

General Release & Indemnity Agreement

Yes

true

Terms of Understanding

Yes

true



Building Inspector Approval

Record No. EVNT-25-19

Status Completed

Became Active May 28, 2025

Assignee Tom Bridgewater

Due Date None

Primary Location

436 SALEM ST
Bradford, MA 01835

Owner

SILSBY FARM, LLC
P.O. BOX 5421 SALISBURY, MA 01952

Applicant

 Marlene Stasinos
 978-994-4315
 marlene@chrisfarmstand.com
 22 So. Cross Rd.
Haverhill, Ma 01835

Step Activity

OpenGov system activated this step	05/28/2025 at 11:01 am
OpenGov system assigned this step to Tom Bridgewater	05/28/2025 at 11:01 am
Tom Bridgewater approved this step	05/29/2025 at 9:08 pm

City Clerk Approval

Record No. EVNT-25-19

Status Completed

Became Active May 9, 2025

Assignee Kaitlin Wright

Due Date None

Primary Location

436 SALEM ST
Bradford, MA 01835

Owner

SILSBY FARM, LLC
P.O. BOX 5421 SALISBURY, MA 01952

Applicant

 Marlene Stasinios
 978-994-4315
 marlene@chrisfarmstand.com
 22 So. Cross Rd.
Haverhill, Ma 01835

Messages

Kaitlin Wright

May 9, 2025 at 1:58 pm

Hi Marlene, please upload a general release and indemnity agreement signed by the event organizer and property owner.

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

Further, certificate of insurance must list City of Haverhill as additionally insured.

Kaitlin Wright

May 21, 2025 at 8:37 am

Marlene, following up - Please upload a general release and indemnity agreement signed by the event organizer and property owner.

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

Further, certificate of insurance must list City of Haverhill as additionally insured.

Kaitlin Wright

May 27, 2025 at 12:26 pm

Marlene, I am still awaiting further documentation before this can move forward.

Kaitlin Wright

May 28, 2025 at 11:01 am

Documents received.

Step Activity

OpenGov system activated this step

05/09/2025 at 10:26 am

OpenGov system assigned this step to Kaitlin Wright

05/09/2025 at 10:26 am

Kaitlin Wright approved this step

05/28/2025 at 11:01 am



Fire Inspector Approval

Record No. EVNT-25-19

Status Completed

Became Active May 28, 2025

Assignee Eric Tarpy

Due Date None

Primary Location

436 SALEM ST
Bradford, MA 01835

Owner

SILSBY FARM, LLC
P.O. BOX 5421 SALISBURY, MA 01952

Applicant

 Marlene Stasinios
 978-994-4315
 marlene@chrisfarmstand.com
 22 So. Cross Rd.
Haverhill, Ma 01835

Step Activity

OpenGov system activated this step	05/28/2025 at 11:01 am
OpenGov system assigned this step to Eric Tarpy	05/28/2025 at 11:01 am
Eric Tarpy approved this step	05/29/2025 at 4:29 pm



Health Inspector Approval

Record No. EVNT-25-19

Status Completed

Became Active May 28, 2025

Assignee Mark Tolman

Due Date None

Primary Location

436 SALEM ST
Bradford, MA 01835

Owner

SILSBY FARM, LLC
P.O. BOX 5421 SALISBURY, MA 01952

Applicant

 Marlene Stasinios
 978-994-4315
 marlene@chrisfarmstand.com
 22 So. Cross Rd.
Haverhill, Ma 01835

Messages

Mark Tolman

May 29, 2025 at 8:18 am

Hi Cyndie, Any food vendors attending this event that are not licensed have them pull temporary food permits. Also make sure there will be enough porta potties for this event. Any other questions or comments let me know. Mark

Kaitlin Wright

May 30, 2025 at 11:05 am

Spoke with Marlene, she indicated her count was wrong and anticipate roughly 395 attendees.

Step Activity

OpenGov system activated this step

05/28/2025 at 11:01 am

OpenGov system assigned this step to Mark Tolman

05/28/2025 at 11:01 am

Mark Tolman approved this step

05/29/2025 at 8:18 am



Police Department Approval

Record No. EVNT-25-19

Status Completed

Became Active May 28, 2025

Assignee Kevin Lynch

Due Date None

Primary Location

436 SALEM ST
Bradford, MA 01835

Owner

SILSBY FARM, LLC
P.O. BOX 5421 SALISBURY, MA 01952

Applicant

 Marlene Stasinios
 978-994-4315
 marlene@chrisfarmstand.com
 22 So. Cross Rd.
Haverhill, Ma 01835

Messages

Kaitlin Wright

May 30, 2025 at 11:00 am

Please review when you have a moment!

Kaitlin Wright

June 9, 2025 at 12:33 pm

@Kevin Lynch Please review when you have a moment!

Kaitlin Wright

June 16, 2025 at 11:22 am

@Kevin Lynch please review, thank you!

Step Activity

OpenGov system activated this step

05/28/2025 at 11:01 am

OpenGov system assigned this step to Kevin Lynch

05/28/2025 at 11:01 am

Kevin Lynch approved this step

06/17/2025 at 8:41 am

Public Works Director Approval

Record No. EVNT-25-19

Status Completed

Became Active May 28, 2025

Assignee Robert Kimball

Due Date None

Primary Location

436 SALEM ST
Bradford, MA 01835

Owner

SILSBY FARM, LLC
P.O. BOX 5421 SALISBURY, MA 01952

Applicant

 Marlene Stasinios
 978-994-4315
 marlene@chrisfarmstand.com
 22 So. Cross Rd.
Haverhill, Ma 01835

Step Activity

OpenGov system activated this step	05/28/2025 at 11:01 am
OpenGov system assigned this step to Robert Kimball	05/28/2025 at 11:01 am
Robert Kimball approved this step	05/29/2025 at 9:02 am

Haverhill's Woofstock 2025

Vendor Contract



Date of Event: September 27, 2025

Day: Saturday

Time: 10:00 a.m. to 3:00 p.m.

Rain Date: September 28, 2025

VENDOR REQUIREMENTS/RESPONSIBILITIES

All participating vendors will be present at the event from 10:00 AM to 3:00 PM. This guarantees that all attendees will have the opportunity to engage with every participant. We will be promoting your attendance at the event. Please plan accordingly.

PARKING: All vendors may unload their vehicles near their booth area; once the vendor has unloaded, you must park across the street in the field. The parking lot near the Farm Stand is reserved for handicap use only—no exceptions.

BOOTH GUIDELINES: The booth size must not exceed 10x10. Please ensure to bring weights for your booths, with a recommended weight of 100 lbs.

Weight Guidelines:

- Ensure weights do not create tripping hazards.
- Secure weights with Velcro, without using lines.
- The weights should be securely fastened and positioned on the leg base.
- All weights should remain on the ground—absolutely no hanging weights allowed.

SETUP TIME - Vendors may set up the evening before from 4:30 to 7:00 p.m. or two hours before the event starts from 8:00 to 10:00 a.m. Vendors are required to bring their own equipment for setup and are also responsible for the breakdown and cleanup of their designated area.

VENDOR FEE - Payments can be made via VENMO or through other arrangements with Cyndie's Methodical Media, the Event Organizer. **NON-REFUNDABLE FEE IS: \$60.00***

***Note – Non-Profits all fees are waived.**

VENDOR WAIVES ALL RESPONSIBILITY to Chris' Farm Stand, located at 346 Salem Street, Haverhill, MA, and Cyndie's Methodical Media (Cynthia Morgan), PO BOX 8411, Haverhill, MA.

VENDOR CANCELLATION - If you are unable to attend the event due to unforeseen circumstances, please contact the Event Organizer. Vendors are not required to secure a replacement. There will be **NO REFUND** for the vendor entrance fee.

FOOD VENDORS - It is mandatory to have insurance and obtain approval from the Health Department of the City of Haverhill. Vendors are responsible for covering all their own fees related to participating in the event. The vendor must send proof to Haverhill's Woofstock after obtaining permits from the City of Haverhill to secure their spot for the event.

HAVERHILL'S WOOFSTOCK RESPONSIBILITY

- Each vendor will have a bucket of wood chips to use for any dogs that may defecate near your booth.
- Haverhill's Woofstock - provide trash receptacles near your booth (if needed) IF NEEDED - Please contact Event Organizer if you need electricity.
- You will receive booth assignments by email closer to the event date. An event map will be printed and distributed.

SOCIAL MEDIA - All parties (vendors/Event Planner/Venue) agree to promote the event via their own perspective platforms. Both parties grant permission to cross-promote using photos & logo for promotion purposes only.

EMAIL – Correspondence will be via email from Haverhill's Woofstock to Vendors.

VENDOR ZOOM MEET-UP - A meeting will be scheduled with all vendors once the "slots" are complete. The purpose of this meeting is to facilitate group interaction and address any questions that may arise. It will be scheduled approximately 2 months before the event date. Zoom Host: Cyndie Morgan - Event Planner

By signing below, the reader acknowledges that they have read, understood, and accepted the terms and conditions outlined in the Haverhill's Woofstock Vendor Contract for the 2025 event. This agreement signifies compliance with all specified requirements and responsibilities, ensuring smooth and successful participation at the event.



haverhillswooftstock@gmail.com



Date: 5/27/25

General Release and Indemnity Agreement

In exchange for the permit granted by the Haverhill City Council to Marlene Stasinos, Cynthia Morgan, Cyndie's Methodical Media & Haverhill's Woofstock the undersigned hereby:

- Remises, releases, and forever discharges the City of Haverhill, along with its employees, agents, and attorneys.
- Releases all actions, causes of action, debts, dues, claims, and demands, whether in law or in equity.
- Specifically releases any claims arising from the issuance of this permit or the use of City Property, including property damage and personal injury claims.

Cynthia Morgan

Cynthia Morgan

Cyndie's Methodical Media

22 Tiverton Avenue, Haverhill, MA 01835

Event Organizer for Haverhill's Woofstock

Marlene Stasinos

Marlene Stasinos

Chris' Farm Stand

CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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

PRODUCER Foresite Sports, Inc. DBA: Eventsured 3553 West Chester Pike #418 Newtown Square, PA 19073	CONTACT NAME: Eventsured Customer Service	
	PHONE (A/C, No, Ext): 888-882-5902	FAX (A/C, No):
INSURED Cynthia Morgan 436 Salem Street Bradford, MA 01835	E-MAIL ADDRESS: info@eventsured.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Houston Casualty Company	NAIC # 42374
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		

COVERAGES

CERTIFICATE NUMBER: TM430280

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS				
A	GENERAL LIABILITY	Y	H24SE00172/TM430280	09/27/2025 12:01AM	09/28/2025 2:01AM	EACH OCCURRENCE \$ 1,000,000				
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000				
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$ 1,000				
	<input checked="" type="checkbox"/>					PERSONAL & ADV INJURY \$ 1,000,000				
						GENERAL AGGREGATE \$ 2,000,000				
						PRODUCTS - COMP/OP AGG \$ 1,000,000				
						DEDUCTIBLE \$ 0				
	GEN'L AGGREGATE LIMIT APPLIES PER:									
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC									
						AUTOMOBILE LIABILITY				
	ANY AUTO					BODILY INJURY (Per person) \$				
	ALL OWNED AUTOS					BODILY INJURY (Per accident) \$				
	HIRED AUTOS					PROPERTY DAMAGE (Per accident) \$				
						\$				
	UMBRELLA LIAB					EACH OCCURRENCE \$				
	EXCESS LIAB					AGGREGATE \$				
	DED					\$				
	RETENTION \$					\$				
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					WC STATUTORY LIMITS OTH-ER				
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N				E.L. EACH ACCIDENT \$				
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				E.L. DISEASE - EA EMPLOYEE \$				
						E.L. DISEASE - POLICY LIMIT \$				

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

Additional Insureds must be venue managers or municipalities and are added with respect to our insured's operations only. Waiver of Subrogation (WOS) and Primary & Non-Contributory (PNC) wording applies only when coverage is purchased by the insured, required by written contract and as indicated below. This coverage is with respect to the 4H Fair to be held on 09/27/2025 - 09/27/2025 with 1750 attendees at Haverhill's Woodstock 436 Salem Street Haverhill, MA 01835. Additional Insureds include: Haverhill's Woodstock 436 Salem Street Haverhill, MA 01835; City of Haverhill Haverhill City Hall 4 Summer Street Haverhill MA 01830.

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF NOTICE WILL BE DELIVERED IN

Event Permit**EVNT-25-21**

Submitted On: May 14, 2025

Applicant

 Anthony Pepe
781-956-3832
@ contact@ftfofamerica.com

Primary Location

791 EAST BROADWAY
Haverhill, MA 01830

12.2.2

Organization Information**Organization**

Food Truck Festivals of America LLC

Organization Phone

781-956-3832

Organization Address

247 Washington St, Suite 21

Organization City

Stoughton

Organization State

MA

Organization Zip

02072

Is the Organization Tax Exempt?

No

Is the Organization Non-Profit?

No

Is the Organization a House of Worship?

No

JUN 17 PM3:40
HAVCITYCLERK

Contact Information**Contact Name**

Anthony Pepe

Contact Title

Owner

Contact Phone

781-956-3832

Contact Email

contact@ftfofamerica.com

Contact Address

247 Washington St, Suite 21

Contact City

Stoughton

Contact State

MA

Contact Zip

02072

Property Owner Information**Property Owner Name**

Tyler Kimball

Property Owner Phone

978-807-3214

Property Owner Address

791 E Broadway

Property Owner City

Haverhill

Property Owner State

MA

Property Owner Zip

01830

Is the Applicant the Property Owner?

No

Event Information**Description of event**

Family friendly food truck and craft beverage event with an artisan market

Type of Event

Festival

Event Date

10/25/2025

Event Location

Kilimball Farm

Is the Event on City Property?

No

Number of Anticipated Attendees

1500

Is this event open to the public? Or private?

Public

Event Start Time

11:00 am

Will Food Be Served/Sold at the Event?

Yes

IF YES To FOOD, How Will it be Cooked?

Truck Stoves/Grills

Any Helpful Comments about Food

All food will be cooked and served on the food trucks

Special Considerations (i.e. fireworks)

N/A

Is the Event on Bradford Common?

No

Event Venue

Outdoor

Do attendees need to purchase a ticket to attend?

Yes

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

No

Event End Time

6:00 pm

IF YES TO FOOD, By What Means?

Food Trucks

Parking Information**Number of Parking Spaces Onsite**

400

Have Off-site Parking Arrangements Been Made?

No

Are There Charges/Fees for Parking?

No

Sanitation Information**Number of Public Restrooms Available**

10

Type of Toilets

Portable

Please Describe Plans for Solid Waste Disposal & Recycling

We will have a trash team on site taking care of the trash all day

IF PORTABLE TOILETS, Who is the Vendor?

To Be Determined

General Release & Indemnity Agreement

Yes

true

Terms of Understanding

Yes

true

City Clerk Approval

Record No. EVNT-25-21

Status Completed

Became Active May 14, 2025

Assignee Kaitlin Wright

Due Date None

Primary Location

791 EAST BROADWAY
Haverhill, MA 01830

Owner

JUDITH KIMBALL FARM, LLC
NORTH EAST POND RD 272 MILTON, NH 03851

Applicant

 Anthony Pepe
 781-956-3832
 contact@ftfofamerica.com
 247 Washington St
Suite 21
Stoughton, MA 02072

Messages

Kaitlin Wright

May 15, 2025 at 12:25 pm

Insurance must list City of Haverhill as additionally insured. Further, please be sure to upload an updated insurance document once your current expires on June 1, 2025.

Further, a general release and indemnity document must be completed and uploaded to the portal, stating the following:

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

This must be signed by an officer of your organization.

Kaitlin Wright

May 21, 2025 at 8:41 am

Anthony - following up:

Insurance must list City of Haverhill as additionally insured. Further, please be sure to upload an updated insurance document once your current expires on June 1, 2025.

Further, a general release and indemnity document must be completed and uploaded to the portal, stating the following:

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

This must be signed by an officer of your organization.

Anthony Pepe

May 21, 2025 at 1:14 pm

Is there a general release and indemnity form that you can send to me to sign and upload? Or do you just need this wording on our letterhead? We haven't been asked for this before so I want to make sure we are getting you the right info. Thanks!

Kaitlin Wright

May 22, 2025 at 10:31 am

Yes, you can take the wording and place on your letterhead. Please make sure an officer from the organization signs.

Anthony Pepe

May 27, 2025 at 1:14 pm

Great just uploaded that - let us know if there is anything else you need. Thanks!

Step Activity

OpenGov system activated this step

05/14/2025 at 3:36 pm

OpenGov system assigned this step to Kaitlin Wright

05/14/2025 at 3:36 pm

Kaitlin Wright approved this step

05/27/2025 at 1:42 pm



Building Inspector Approval

Record No. EVNT-25-21

Status Completed

Became Active May 27, 2025

Assignee Tom Bridgewater

Due Date None

Primary Location

791 EAST BROADWAY
Haverhill, MA 01830

Owner

JUDITH KIMBALL FARM, LLC
NORTH EAST POND RD 272 MILTON, NH 03851

Applicant

 Anthony Pepe
 781-956-3832
 contact@ftfofamerica.com
 247 Washington St
Suite 21
Stoughton, MA 02072

Step Activity

OpenGov system activated this step	05/27/2025 at 1:42 pm
OpenGov system assigned this step to Tom Bridgewater	05/27/2025 at 1:42 pm
Tom Bridgewater approved this step	05/29/2025 at 9:39 pm

Fire Inspector Approval

Record No. EVNT-25-21

Status Completed

Became Active May 27, 2025

Assignee Eric Tarpy

Due Date None

Primary Location

791 EAST BROADWAY
Haverhill, MA 01830

Owner

JUDITH KIMBALL FARM, LLC
NORTH EAST POND RD 272 MILTON, NH 03851

Applicant

 Anthony Pepe
 781-956-3832
 contact@ftfofamerica.com
 247 Washington St
Suite 21
Stoughton, MA 02072

Step Activity

OpenGov system activated this step	05/27/2025 at 1:42 pm
OpenGov system assigned this step to Eric Tarpy	05/27/2025 at 1:42 pm
Eric Tarpy approved this step	05/27/2025 at 4:46 pm

Health Inspector Approval

Record No. EVNT-25-21

Status Completed Became Active May 27, 2025
Assignee Mark Tolman Due Date None

Primary Location

791 EAST BROADWAY
Haverhill, MA 01830

Owner

JUDITH KIMBALL FARM, LLC
NORTH EAST POND RD 272 MILTON, NH 03851

Applicant

 Anthony Pepe
 781-956-3832
 contact@ftfofamerica.com
 247 Washington St
Suite 21
Stoughton, MA 02072

Messages

Mark Tolman

June 3, 2025 at 8:59 am

Hi Anthony, All food vendors will pull individual temporary food permits. (Make sure they pull them ahead of time and not wait until the last minute). How many Porta potties do you plan on having? Need at least one handicapped. If you are going to have more than 5 porta Potties you will need to have a separate standalone handwash station. A dumpster must be on site also. Upload a sketch of the event layout. Any other questions or comments let me know. Mark

Step Activity

OpenGov system activated this step	05/27/2025 at 1:42 pm
OpenGov system assigned this step to Mark Tolman	05/27/2025 at 1:42 pm
Mark Tolman approved this step	06/10/2025 at 8:18 am



Police Department Approval

Record No. EVNT-25-21

Status Completed

Became Active May 27, 2025

Assignee Kevin Lynch

Due Date None

Primary Location

791 EAST BROADWAY
Haverhill, MA 01830

Owner

JUDITH KIMBALL FARM, LLC
NORTH EAST POND RD 272 MILTON, NH 03851

Applicant

 Anthony Pepe
 781-956-3832
 contact@ftfofamerica.com
 247 Washington St
Suite 21
Stoughton, MA 02072

Step Activity

OpenGov system activated this step

05/27/2025 at 1:42 pm

OpenGov system assigned this step to Kevin Lynch

05/27/2025 at 1:42 pm

Kevin Lynch approved this step

06/17/2025 at 3:30 pm



Public Works Director Approval

Record No. EVNT-25-21

Status Completed

Became Active May 27, 2025

Assignee Robert Kimball

Due Date None

Primary Location

791 EAST BROADWAY
Haverhill, MA 01830

Owner

JUDITH KIMBALL FARM, LLC
NORTH EAST POND RD 272 MILTON, NH 03851

Applicant

 Anthony Pepe
 781-956-3832
 contact@ftfofamerica.com
 247 Washington St
Suite 21
Stoughton, MA 02072

Step Activity

OpenGov system activated this step

05/27/2025 at 1:42 pm

OpenGov system assigned this step to Robert Kimball

05/27/2025 at 1:42 pm

Robert Kimball approved this step

05/29/2025 at 8:59 am



Kimball Farm
791 East Broadway
Haverhill, MA 01830

Date: 5/8/2025

To Whom It May Concern:

This letter confirms that Kimball Farm Haverhill grants permission to Food Truck Festivals of America (FTFA) to use our property for the entire day of the following event:

Event Name: 1st Annual Haverhill Food Truck & Craft Beverage Festival

Date: *Saturday, October 25, 2025*

Location: Kimball Farm, 791 East Broadway, Haverhill, MA 01830

We understand that the event will include food trucks, craft beverage vendors, and foot traffic throughout the day. Kimball Farm Haverhill supports this community event and is happy to provide space for its success. Should you require any additional information or formal documentation, please feel free to contact us directly.

Sincerely,

Tyler Kimball / Kimball Farm Haverhill



Food Truck Festivals of America, 247 Washington St, Ste 21, Stoughton, MA 02072

contact@ftfofamerica.com 781) 956-3832

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

Anthony Pepe, Owner



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/29/2025

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

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

PRODUCER Dowling Insurance Agency, Inc 44 Adams Street P.O. Box 850962 Braintree MA 02185-0962	CONTACT NAME: Kevin McNamee PHONE (A/C, No, Ext): (781) 848-7652 FAX (A/C, No): (781) 380-8783 E-MAIL ADDRESS: kevin@dowlingins.com																					
INSURED Food Truck Festivals of America, LLC 247 Washington St Stoughton MA 02072	<table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>Penn America Insurance Co.</td><td>32859</td></tr><tr><td>INSURER B:</td><td>Arbella Protection Insurance Co.</td><td>41360</td></tr><tr><td>INSURER C:</td><td>Scottsdale Insurance Co.</td><td>41297</td></tr><tr><td>INSURER D:</td><td>Mount Vernon Fire Insurance Co.</td><td>26522</td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Penn America Insurance Co.	32859	INSURER B:	Arbella Protection Insurance Co.	41360	INSURER C:	Scottsdale Insurance Co.	41297	INSURER D:	Mount Vernon Fire Insurance Co.	26522	INSURER E:			INSURER F:		
INSURER(S) AFFORDING COVERAGE		NAIC #																				
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INSURER E:																						
INSURER F:																						

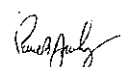
COVERAGES**CERTIFICATE NUMBER:** Haverhill 05.29.25 KM**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PAV0576177	06/01/2025	06/01/2026	<table><tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 100,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$ 5,000</td></tr><tr><td>PERSONAL & ADV INJURY</td><td>\$ 1,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$ 2,000,000</td></tr><tr><td>PRODUCTS - COMP/OP AGG</td><td>\$ 2,000,000</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURRENCE	\$ 1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000	MED EXP (Any one person)	\$ 5,000	PERSONAL & ADV INJURY	\$ 1,000,000	GENERAL AGGREGATE	\$ 2,000,000	PRODUCTS - COMP/OP AGG	\$ 2,000,000		\$
EACH OCCURRENCE	\$ 1,000,000																				
DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000																				
MED EXP (Any one person)	\$ 5,000																				
PERSONAL & ADV INJURY	\$ 1,000,000																				
GENERAL AGGREGATE	\$ 2,000,000																				
PRODUCTS - COMP/OP AGG	\$ 2,000,000																				
	\$																				
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			1020116499	04/07/2025	04/07/2026	<table><tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$ 1,000,000</td></tr><tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr><tr><td></td><td>\$</td></tr></table>	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$		\$				
COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000																				
BODILY INJURY (Per person)	\$																				
BODILY INJURY (Per accident)	\$																				
PROPERTY DAMAGE (Per accident)	\$																				
	\$																				
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB DED <input type="checkbox"/> RETENTION \$			CXS4052313	06/01/2025	06/01/2026	<table><tr><td>EACH OCCURRENCE</td><td>\$ 3,000,000</td></tr><tr><td>AGGREGATE</td><td>\$ 3,000,000</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURRENCE	\$ 3,000,000	AGGREGATE	\$ 3,000,000		\$								
EACH OCCURRENCE	\$ 3,000,000																				
AGGREGATE	\$ 3,000,000																				
	\$																				
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N	N / A	ISSUED BY CARRIER			<table><tr><td>PER STATUTE</td><td>OTH-ER</td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$</td></tr></table>	PER STATUTE	OTH-ER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$						
PER STATUTE	OTH-ER																				
E.L. EACH ACCIDENT	\$																				
E.L. DISEASE - EA EMPLOYEE	\$																				
E.L. DISEASE - POLICY LIMIT	\$																				
D	Liquor Liability			SE 2028566	04/26/2025	10/26/2025	<table><tr><td>Aggregate Limit</td><td>\$2,000,000</td></tr><tr><td>Each Occurrence Limit</td><td>\$1,000,000</td></tr></table>	Aggregate Limit	\$2,000,000	Each Occurrence Limit	\$1,000,000										
Aggregate Limit	\$2,000,000																				
Each Occurrence Limit	\$1,000,000																				

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

CERTIFICATE HOLDER**CANCELLATION**

City Of Haverhill 4 Summer St Haverhill MA 01830	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	--

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Taxi Driver License

TDL-25-2

Submitted On: Apr 15, 2025

Applicant

 Peter Loring
📞 9786013196
@ peterloring58@gmail.com

Primary Location

114 HALE ST
Haverhill, MA 01830

12.6.511

JUN 17 AM 9:30
HAVCITYCLERK

Application Form

MA Driver's license

s78807845

Applicant Home Address

98 Broadway st haverhill mass

Business Address Street

114 hale st

Business Address State

massachusetts

Business Phone

9783733511

Business Address City

haverhill

Business Address Zipcode

01830

Business Name

a family cab

114 HALE ST, Haverhill, MA 01830

Actions ▾

TDL-25-2

Taxi Driver License

View More ▾

Details

Workflow

Attachments 1 (/#/explore/records/199559/files)

(/#/explore/records/199559/details)

(/#/explore/records/199559/1060076)

Show Workflow

Details

Application Form

Edit

Social Security Number*

MA Driver's license*

—

s78807845

Applicant Home Address*

98 Broadway st haverhill mass

Business Address Street*

114 hale st

Business Address State*

massachusetts

Business Phone*

9783733511

Business Address City*

haverhill

Business Address Zipcode*

01830

Business Name*

a family cab

114 HALE ST, Haverhill, MA 01830

Actions ▾

TDL-25-2

Taxi Driver License

View More ▾


Details
(/#/explore/records/199559/details)

Workflow
(/#/explore/records/199559/1060076)

Attachments 1 (/#/explore/records/199559/files)

Show Workflow

Completed ▾ 



Police Department Approval

Complete



Assignee

Kevin Lynch 




Due Date

Add +

Messages

All Messages ▾ Newest to Oldest ▾

INTERNAL ☒ PUBLIC



Send Internal Message

Step Activity

- Kevin Lynch approved this step
- OpenGov system assigned this step to Kevin Lynch
- OpenGov system activated this step

114 HALE ST, Haverhill, MA 01830

Actions ▾

TDL-25-2

Taxi Driver License

View More ▾

Details

Workflow

Attachments 1 (/#/explore/records/199559/files)

(/#/explore/records/199559/details)

(/#/explore/records/199559/1060076)

☰ Show Workflow

Details

Application Form

Edit

🔒 Social Security Number*

—

MA Driver's license*

s78807845

Applicant Home Address*

98 Broadway st haverhill mass

Business Address Street*

114 hale st

Business Address City*

haverhill

Business Address State*

massachusetts

Business Address Zipcode*

01830

Business Phone*

9783733511

Business Name*

a family cab



Taxi Driver License

TDL-25-3

Submitted On: Apr 17, 2025

Applicant

 Lynette Sylvester
6038202326
@ lyettesylvester26@gmail.com

Primary Location

114 HALE ST
Haverhill, MA 01830

Application Form

MA Driver's license

SA4580584

Applicant Home Address

21 Observatory Ave Apt 3

Business Address Street

114 Hale St

Business Address State

MA

Business Phone

9783733511

Business Address City

Haverhill

Business Address Zipcode

01830

Business Name

A Family Cab

JUN 18 AM 9:07
HAVCITYCLERK

12.6.5.2

114 HALE ST, Haverhill, MA 01830

Actions ▾

TDL-25-3

Taxi Driver License

View More ▾

Details

Workflow


Attachments 1 (/#/explore/records/199772/files)



(/#/explore/records/199772/details)


(/#/explore/records/199772/1061864)

Show Workflow

Completed ▾ 

 **Police Department Approval**
Complete


 **Assignee**
Kevin Lynch 

 **Due Date**
Add +

Messages

All Messages ▾ Newest to Oldest ▾

INTERNAL ☒ PUBLIC



Send Internal Message

Step Activity

- Kevin Lynch approved this step
- OpenGov system assigned this step to Kevin Lynch
- OpenGov system activated this step

Taxi Driver License

TDL-25-4

Submitted On: Apr 17, 2025

Applicant

Heather Lee
9786485441
@ heatherlee.7901@yahoo.com

Primary Location

114 HALE ST
Haverhill, MA 01830

12.6.513

Application Form

MA Driver's license

S52520857

Applicant Home Address

132 south elm st

Business Address Street

114 Hale st

Business Address State

Massachusetts

Business Phone

9783733511

Business Address City

Haverhill

Business Address Zipcode

01830

Business Name

A Family Cab

JUN 18 AM 9:10
HAYCITYCLERK

114 HALE ST, Haverhill, MA 01830

Actions ▾

TDL-25-4

Taxi Driver License

View More ▾

Details


Workflow


Attachments 2 (/#/explore/records/199773/files)

[\(/#/explore/records/199773/details\)](/#/explore/records/199773/details)

[\(/#/explore/records/199773/1061873\)](/#/explore/records/199773/1061873)


Show Workflow

Completed ▾ 





Police Department Approval

Complete



Assignee

Kevin Lynch 



Due Date


Add +

Messages

All Messages ▾

Newest to Oldest ▾

INTERNAL ☒ PUBLIC



Send Internal Message

Step Activity

- Kevin Lynch approved this step
- OpenGov system assigned this step to Kevin Lynch
- OpenGov system activated this step

Taxi Driver License

TDL-25-5

Submitted On: May 20, 2025

Applicant

 Richard Ploof
 603-819-8408
 bigdaddyus09@gmail.com

Primary Location

145 WINTER ST
Unit Unit B
Haverhill, MA 01830

Application Form

MA Driver's license

NHL16113903

Applicant Home Address

6

Business Address Street

145 Winter St

Business Address State

Mass

Business Phone

978377-7785

Business Address City

Haverhill

Business Address Zipcode

01830

Business Name

Haverhill Taxi

12.65.4



City of Haverhill, MA

June 17, 2025

Police Department Approval

Record No. TDL-25-5

Status Completed

Became Active May 20, 2025

Assignee Kevin Lynch

Due Date None

JUN 17 PM3:01
HAVCITYCLERK

Primary Location

145 WINTER ST Unit Unit B
Haverhill, MA 01830

Owner

145 WINTER STREET LLC

Applicant

 Richard Ploof
 603-819-8408
 bigdaddyus09@gmail.com
 6 timothy St
Danville, N.H 03819

Messages

No comments yet.

Step Activity

OpenGov system activated this step	05/20/2025 at 1:51 pm
OpenGov system assigned this step to Kevin Lynch	05/20/2025 at 1:51 pm
Kevin Lynch approved this step	06/06/2025 at 1:32 pm



Taxi Driver License

TDL-25-6

Submitted On: May 20, 2025

Applicant

Wisvel Joseph
19786013996
@ haverhilltaxi77@gmail.com

Primary Location

145 WINTER ST
Unit Unit B
Haverhill, MA 01830

Application Form

MA Driver's license

s44049087

Applicant Home Address

43 Greenough St

Business Address Street

145 Winter St

Business Address State

Mass

Business Phone

978-377-7785

Business Address City

Haverhill

Business Address Zipcode

01830

Business Name

Haverhill Taxi

JUN 18 AM 9:08
HAVCITYCLERK
12,615.5

145 WINTER ST, Unit Unit B, Haverhill, MA 01830

Actions ▾

TDL-25-6

Taxi Driver License

View More ▾

Details

Workflow

Attachments 1 (/#/explore/records/202394/files)



(/#/explore/records/202394/details)


(/#/explore/records/202394/1078900)

Show Workflow

Completed ▾ 

 **Police Department Approval**
Complete

 **Assignee**
Kevin Lynch 

 **Due Date**
Add +

Messages

All Messages ▾ Newest to Oldest ▾

INTERNAL ☒ PUBLIC

MB

Send Internal Message

Step Activity

- Kevin Lynch approved this step
- OpenGov system assigned this step to Kevin Lynch
- OpenGov system activated this step

Taxi Driver License

TDL-25-7

Submitted On: May 20, 2025

Applicant

👤 Windy Smith
☎ 9786013920
@ windymuniz173@icloud.com

Primary Location

145 WINTER ST
Unit Unit B
Haverhill, MA 01830

Application Form

MA Driver's license

S70187067

Applicant Home Address

115 Lowell Ave, Haverhill, Mass

Business Address Street

145 Winet St

Business Address State

Mass

Business Phone

978-377-7785

Business Address City

Haverhill

Business Address Zipcode

01830

Business Name

Haverhill Taxi

JUN 17 PM3:37
HAYCITYCLERK

1 2,6,5,6



City of Haverhill, MA

June 17, 2025

City Clerk Review

Record No.TDL-25-7

JUN 17 PM3:25
HAVCITYCLERK

Status Completed

Became Active June 6, 2025

Assignee Maria Bevilacqua

Due Date None

Primary Location

145 WINTER ST Unit Unit B
Haverhill, MA 01830

Owner

145 WINTER STREET LLC

Applicant

Windy Smith
 978-601-3920
 windymuniz173@icloud.com
 115 Lowell Ave
Haverhill, MA 01832

Inspection Types



No Appointments Scheduled

We couldn't find any scheduled inspection appointments.

Messages

Maria Bevilacqua

June 17, 2025 at 3:24 pm

on agenda for June 24 meeting



Police Department Approval

Record No.TDL-25-7

Status Completed

Became Active May 20, 2025

Assignee Kevin Lynch

Due Date None

Primary Location

145 WINTER ST Unit Unit B
Haverhill, MA 01830

Owner

145 WINTER STREET LLC

Applicant

Windy Smith

978-601-3920

windymuniz173@icloud.com

115 Lowell Ave
Haverhill, MA 01832

Messages

No comments yet.

Step Activity

- OpenGov system activated this step05/20/2025 at 2:06 pm
- OpenGov system assigned this step to Kevin Lynch05/20/2025 at 2:06 pm
- Kevin Lynch approved this step06/06/2025 at 1:30 pm





Taxi Driver License

TDL-25-8

Submitted On: May 21, 2025

Applicant

 Daniel Merchant
 9783320297
@
danielmerchantdanielmerchant@yahoo.c
om

Primary Location

103 FREEMONT ST
Haverhill, MA 01832

12,651?

Application Form

MA Driver's license

S22069164

Applicant Home Address

103 Freemont street, Haverhill mass 01832

Business Address Street

145B Winter Street

Business Address State

Ma

Business Phone

978-377-7785

Business Address City

Haverhill

Business Address Zipcode

01830

Business Name

Haverhill Taxi

JUN 17 PM3:40
HAVCITYCLERK

103 FREEMONT ST, Haverhill, MA 01832

Actions ▾

TDL-25-8

Taxi Driver License

View More ▾

Details

Workflow

Attachments 1 (/#/explore/records/202442/files)

(/#/explore/records/202442/details)

(/#/explore/records/202442/1079178)

Show Workflow

Completed ▾



Police Department Approval

Complete



Assignee

Kevin Lynch ✎



Due Date

Add +

Messages

All Messages ▾

Newest to Oldest ▾

INTERNAL ☒ PUBLIC

MB

Send Internal Message

Step Activity

Kevin Lynch approved this step

OpenGov system assigned this step to Kevin Lynch

OpenGov system activated this step

103 FREEMONT ST, Haverhill, MA 01832

Actions ▾

TDL-25-8

Taxi Driver License

View More ▾

Details


Workflow

Attachments 1 (/#/explore/records/202442/files)

(/#/explore/records/202442/details)

(/#/explore/records/202442/1079180)


Show Workflow

Completed ▾ 





Police Department Approval

Complete



Assignee

Kevin Lynch 




Due Date

Add +

Messages

All Messages ▾ Newest to Oldest ▾

INTERNAL ☒ PUBLIC



Send Internal Message

Step Activity

- Kevin Lynch approved this step
- OpenGov system assigned this step to Kevin Lynch
- OpenGov system activated this step

**Taxi Driver License****TDL-25-9**

Submitted On: May 21, 2025

Applicant

👤 steven Pefine
☎ 857-452-0409
@ stevepefine03@gmail.com

Primary Location

145 WINTER ST
Unit Unit B
Haverhill, MA 01830

Application Form**MA Driver's license**

S58325171

Applicant Home Address

52 washington st 4B haverhill massachusets

Business Address Street

127 white st

Business Address State

Massachusetts

Business Phone

9783734411

Business Address City

Haverhill

Business Address Zipcode

01830

Business Name

Haverhill Taxi

12161518
JUN 17 PM 2:57
HAVCITYCLERK

145 WINTER ST, Unit Unit B, Haverhill, MA 01830

Actions ▾

TDL-25-9

Taxi Driver License

View More ▾

Details


Workflow

Attachments 1 (/#/explore/records/202492/files

(/#/explore/records/202492/details)

(/#/explore/records/202492/1079446)

Show Workflow

Completed ▾ 



Police Department Approval

Complete



Assignee

Kevin Lynch 



Due Date


Add +

Messages

All Messages ▾ Newest to Oldest ▾

INTERNAL ☒ PUBLIC

MB



Step Activity

Kevin Lynch approved this step

OpenGov system assigned this step to Kevin Lynch

OpenGov system activated this step

145 WINTER ST, Unit Unit B, Haverhill, MA 01830

Actions ▾


TDL-25-9

Taxi Driver License

View More ▾

Details	Workflow	Attachments 1 (/#/explore/records/202492/files
(/#/explore/records/202492/details)	(/#/explore/records/202492/1079446)	

Show Workflow

Completed ▾ 



Police Department Approval

Complete



Assignee

Kevin Lynch 



Due Date

Add +

Messages

All Messages ▾ Newest to Oldest ▾

INTERNAL ☒ PUBLIC

MB

Send Internal Message

Step Activity

Kevin Lynch approved this step

OpenGov system assigned this step to Kevin Lynch

OpenGov system activated this step

Taxi Driver License**Applicant****Primary Location****TDL-25-10**

 Rachael Trongeau
 978-872-2133
@ rachaeltrongeau@gmail.com

145 WINTER ST
Unit Unit B
Haverhill, MA 01830

Submitted On: May 21, 2025

Application Form**MA Driver's license**

S27584426

Applicant Home Address

52 Newcomb St

Business Address Street

145 Winter st

Business Address State

Mass

Business Phone

978-377-7785

Business Address City

Haverhill

Business Address Zipcode

01830

Business Name

Haverhill Taxi L.L.C

JUN 17 PM3:11
HAVCITYCLERK

12.6.5.9



City of Haverhill, MA

June 17, 2025

City Clerk Review

Record No.TDL-25-10

Status Completed**Became Active** June 6, 2025**Assignee** Maria Bevilacqua**Due Date** None

Primary Location

145 WINTER ST Unit Unit B
Haverhill, MA 01830

Owner

145 WINTER STREET LLC
MA 01830

Applicant

 Rachael Trongeau
 978-872-2133
 rachaeltrongeau@gmail.com
 52 Newcomb Street
3
Haverhill, MA 01830

Inspection Types



No Appointments Scheduled

We couldn't find any scheduled inspection appointments.

Messages

Maria Bevilacqua

June 17, 2025 at 3:09 pm

on agenda for June 24 2025 meeting

145 WINTER ST, Unit Unit B, Haverhill, MA 01830

Actions ▾

TDL-25-10

Taxi Driver License

View More ▾

Details

Workflow

Attachments 1 (/#/explore/records/202499/files

(/#/explore/records/202499/details)

(/#/explore/records/202499/1079459)

Show Workflow

Completed ▾



Police Department Approval

Complete



Assignee

Kevin Lynch



Due Date

Add +

Messages

All Messages ▾

Newest to Oldest ▾

INTERNAL PUBLIC

MB

Send Internal Message

Step Activity

Kevin Lynch approved this step

OpenGov system assigned this step to Kevin Lynch

OpenGov system activated this step

Taxi Driver License**TDL-25-11**

Submitted On: May 24, 2025

Applicant

David McLaughlin
9784787995
@ mclaughlinju19@gmail.com

Primary Location

145 WINTER ST
Unit Unit B
Haverhill, MA 01830

Application Form**MA Driver's license**

S75271551

Applicant Home Address

15 Grandview Rd Haverhill, MA 01832

Business Address Street

145 Winter St Unit B

Business Address State

MA

Business Phone

978-377-7785

Business Address City

Haverhill

Business Address Zipcode

01830

Business Name

Haverhill Taxi LLC

12,6,5,10

JUN 17 PM3:44
HAVCITYCLERK

145 WINTER ST, Unit Unit B, Haverhill, MA 01830

Actions ▾

TDL-25-11

Taxi Driver License

View More ▾


Details

Workflow

Attachments 1 (/#/explore/records/202749/files)

(/#/explore/records/202749/details)

(/#/explore/records/202749/1081345)

 Show Workflow

Completed ▾



Police Department Approval

Complete



Assignee

Kevin Lynch 

Due Date

Add +


Messages

All Messages ▾

Newest to Oldest ▾

INTERNAL ☒ PUBLIC

MB

 Send Internal Message

Step Activity



Kevin Lynch approved this step

OpenGov system assigned this step to Kevin Lynch

OpenGov system activated this step

Taxi Driver License**TDL-25-12**

Submitted On: Jun 2, 2025

Applicant **Monica Christopher** 978-798-5767

@

MONICACHRISTOPHER143143@GMAIL

.COM

Primary Location

145 WINTER ST

Unit Unit B

Haverhill, MA 01830

12.6.5.11

JUN 17 PM2:52
HAYCITYCLERK**Application Form****MA Driver's license**

NHL16833789

Applicant Home Address

99 E Broadway Salem N.H

Business Address Street

145 Winter St

Business Address State

Mass

Business Phone

978-377-7785

Business Address City

Haverhill

Business Address Zipcode

01830

Business Name

Haverhill Taxi

145 WINTER ST, Unit Unit B, Haverhill, MA 01830

Actions ▾

TDL-25-12

Taxi Driver License

View More ▾

Details	Workflow	Attachments 1
(/#/explore/records/203499/details)	(/#/explore/records/203499/1085831)	(/#/explore/records/203499/files)

Show Workflow

Details

Application Form Edit

 Social Security Number*

***-**-7622

MA Driver's license*

NHL16833789

Applicant Home Address*

99 E Broadway Salem NH 03079

Business Address Street*

145 Winter St

Business Address City*

Haverhill

Business Address State*

Mass

Business Address Zipcode*

01830

Business Phone*

978-377-7785

Business Name*

Haverhill Taxi



City of Haverhill, MA

June 17, 2025

Police Department Approval

Record No.TDL-25-12

Status Completed**Became Active** June 6, 2025**Assignee** Kevin Lynch**Due Date** None

Primary Location

145 WINTER ST Unit Unit B
Haverhill, MA 01830

Owner

145 WINTER STREET LLC
HAVERHILL, MA 01830

Applicant

 Monica Christopher
 978-798-5767
 MONICACHRISTOPHER143143@GMAIL.COM
 99 E Broadway
SALEM, NH 03079

Messages

No comments yet.

Step Activity

OpenGov system activated this step	06/06/2025 at 2:03 pm
OpenGov system assigned this step to Kevin Lynch	06/06/2025 at 2:03 pm
Kevin Lynch approved this step	06/06/2025 at 3:01 pm

Taxi Driver License

TDL-25-13

Submitted On: Jun 3, 2025

Applicant

 Jayshawn Gomez
📞 9786013920
@ windymuniz173@gmail.com

Primary Location

145 WINTER ST
Unit Unit B
Haverhill, MA 01830



Application Form

MA Driver's license

SA0920970

Applicant Home Address

115 Lowell Ave

Business Address Street

145 Winter St Unit B

Business Address State

Mass

Business Phone

978-377-7785

Business Address City

Haverhill

Business Address Zipcode

01830

Business Name

Haverhill Taxi

JUN 17 PM3:48
HAYCITYCLERK

12.6.5.12

145 WINTER ST, Unit Unit B, Haverhill, MA 01830

Actions ▾

TDL-25-13

Taxi Driver License

View More ▾


Details

Workflow

Attachments 1 (/#/explore/records/203614/files)

(/#/explore/records/203614/details)

(/#/explore/records/203614/1086790)

 Show Workflow

Completed ▾



Police Department Approval

Complete



Assignee

Kevin Lynch 

Due Date

Add +

Messages

All Messages ▾

Newest to Oldest ▾

INTERNAL ☒ PUBLIC

MB

 Send Internal Message

Step Activity

Kevin Lynch approved this step

OpenGov system assigned this step to Kevin Lynch

OpenGov system activated this step



City of Haverhill, MA

June 17, 2025

Police Department Approval

Record No. TDL-25-13

Status Completed**Became Active** June 3, 2025**Assignee** Kevin Lynch**Due Date** None

Primary Location

145 WINTER ST Unit Unit B
Haverhill, MA 01830

Owner

145 WINTER STREET LLC
Haverhill , MA 01830

Applicant

 Jayshawn Gomez
 978-601-3920
 @ windymuniz173@gmail.com
 115 Lowell Ave
Haverhill , ma 01832

Messages

No comments yet.

Step Activity

OpenGov system activated this step

06/03/2025 at 4:27 pm

OpenGov system assigned this step to Kevin Lynch

06/03/2025 at 4:27 pm

Kevin Lynch approved this step

06/06/2025 at 1:29 pm

Taxi Driver License**TDL-25-14** ✓

Submitted On: Jun 5, 2025

Applicant

eric sayers
19784769462
@zebsayers@yahoo.com

Primary Location

145 WINTER ST
Unit Unit A
Haverhill, MA 01830

Application Form**MA Driver's license**

S24037842

Applicant Home Address

762 B Wahington St Haverhill, Mass 01830

Business Address Street

145 Winter St

Business Address State

Mass

Business Phone

978-377-7785

Business Address City

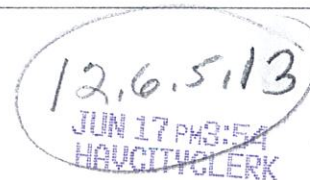
Haverhill

Business Address Zipcode

01830

Business Name

Haverhill Taxi L.L. C





City of Haverhill, MA

June 17, 2025

Police Department Approval

Record No. TDL-25-14

Status Completed**Became Active** June 5, 2025**Assignee** Kevin Lynch**Due Date** None





Primary Location

145 WINTER ST Unit Unit A
Haverhill, MA 01830

Owner

145 WINTER STREET LLC
HAVERHILL, MA 01830

Applicant

 eric sayers
 +1 978-476-9462
 zeksayers@yahoo.com
 762 B Wahington St
haverhill, MA 01832

Messages

No comments yet.

Step Activity

OpenGov system activated this step 06/05/2025 at 1:35 pm

OpenGov system assigned this step to Kevin Lynch 06/05/2025 at 1:35 pm

Kevin Lynch approved this step 06/06/2025 at 1:29 pm

CITY COUNCIL

Thomas J. Sullivan, *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

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JUN 18 PM 12:51
HVCITYCLERK

1511

June 17, 2025

To: President and Members of the City Council

Councilor Lewandowski to discuss House Bill 3660 An Act Enabling a Local Option Empty Homes Tax on Vacant Units in Residential Buildings and request a letter in support be sent to delegation.

Melissa J. Lewandowski
Councilor Melissa J. Lewandowski

LJR

(Meeting: 6.24.25)

HOUSE No. 3660**The Commonwealth of Massachusetts**

PRESENTED BY:

Mike Connolly*To the Honorable Senate and House of Representatives of the Commonwealth of Massachusetts in General Court assembled:*

The undersigned legislators and/or citizens respectfully petition for the adoption of the accompanying bill:

An Act enabling a local option empty homes tax on vacant units in residential buildings.

PETITION OF:

NAME:	DISTRICT/ADDRESS:	DATE ADDED:
<i>Mike Connolly</i>	<i>26th Middlesex</i>	<i>1/20/2023</i>
<i>Lindsay N. Sabadosa</i>	<i>1st Hampshire</i>	<i>1/20/2023</i>
<i>David Henry Argosky LeBoeuf</i>	<i>17th Worcester</i>	<i>2/23/2023</i>

HOUSE No. 3660

By Representative Connolly of Cambridge, a petition (accompanied by bill, House, No. 3660) of Mike Connolly, Lindsay N. Sabadosa and David Henry Argosky LeBoeuf for legislation to establish a local option empty homes tax on vacant units in residential buildings. Revenue.

The Commonwealth of Massachusetts

In the One Hundred and Ninety-Third General Court
(2023-2024)

An Act enabling a local option empty homes tax on vacant units in residential buildings.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

The General Laws are hereby amended by inserting after chapter 64N the following chapter:-

CHAPTER 64O

EMPTY HOMES TAX

Section 1. (a) For the purposes of this chapter, the following term shall, unless the context clearly requires otherwise, have the following meaning:

“Vacant residential unit”, either: (i) a residential unit, in a residential building containing at least 6 residential dwelling units, that is not occupied by a tenant or subtenant for residential purposes for a term of at least 90 consecutive days; or (ii) a newly constructed residential unit with a certificate of occupancy, that has not yet been rented after 90 days of the issuance of the certificate of occupancy in a residential building containing at least 6 residential dwelling units.

(b) Any city or town that accepts the provisions of this chapter in the manner provided in section 4 of chapter 4 may impose a local excise tax on a vacant residential unit as provided for in this chapter.

Section 2. The rate of the vacancy tax shall be: (i) 12.5 per cent of the annualized last agreed upon monthly rental rate of each vacant residential unit paid to the owner by a tenant or subtenant; or (ii) a rate or amount determined by the municipality.

Section 3. The owner of a vacant residential unit shall register that unit with the assessor of taxes in the city or town in which the unit is located within 30 days after it has become vacant, on a form provided by the assessor. The form shall provide for any information prescribed by the city or town. The form may request information relative to methods by which the owner has secured

the property against unauthorized entry, declare any future plans for the property, state whether or not there is fire and liability insurance coverage for the property and provide such other information as the municipality may require. Upon registration of such unit, the board of assessors shall assess the excise imposed by section 2 and commit the same to the collector of taxes with their warrant for the collection of the excise. The excise shall be due and payable on the same date property taxes are due in the city or town. Any city or town that maintains by ordinance a private residential rental housing inspection and registration program may incorporate the requirements of this section as part of its existing registration program.

Section 4. Whenever the assessor has probable cause to believe, based upon an inspection, complaint or report, that a residential unit is vacant and has not been registered as required by this chapter, the assessor shall serve the owner of record as shown on the assessor’s record or an authorized agent with a written notice requiring the owner to register the unit with the assessor as vacant and pay the vacancy tax assessed pursuant to this chapter within the period of time specified in the notice, which shall be no greater than 30 days.

Section 5. The vacant residential unit tax shall not apply to a vacant residential unit undergoing redevelopment or reconstruction for which permits have been issued by the municipality, which the municipality determines are being carried out diligently and without unnecessary delay. The vacant residential unit tax shall not apply in circumstances where, in the previous 6 months, the owner: (i) experienced a significant medical event that kept the owner from engaging in their normal work or business activities for at least 30 days; (ii) was serving in the military and deployed in another state or overseas for at least 60 days; (iii) inherited the unit for the first time; or (iv) was subject to a court order giving notice of a conflict regarding title or ownership interests pursuant to any pending lawsuit, probate action, condemnation action or other action or

proceeding filed with any court. A person who qualifies in any calendar year for exemption from the excise imposed by this chapter shall be entitled to the exemption upon application to the assessor for that year.

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1512

CITY OF HAVERHILL

HAVERHILL, MASSACHUSETTS 01830-5843

June 20, 2025

To: President and Members of the City Council

Councilor Michitson would like to address Haverhill's affordability housing issue and upward mobility gaps.

John A. Michitson
Councilor John A. Michitson

(Meeting: 6.24.25)

Chapter 3: Local Housing Conditions

- Homeowner household incomes are over double that of renter household incomes
- The cost of rent is far outpacing incomes, increasing at over 2x the rate from 2000-2020
- 1- and 2-person households make up 60% of Haverhill's homes, while 1- and 2-bedroom homes make up 40% of Haverhill's housing stock
- Haverhill has permitted a steady number of single-family homes since 2000, as well as several multi-family developments
- 52% of all renters and 28% of homeowners in Haverhill are housing cost burdened

Upward Mobility



<https://upward-mobility.urban.org/framework>

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DOCUMENTS REFERRED TO COMMITTEE STUDY

103-HH	Motion by Councilor Michitson to send the <i>Home Rule Petition – An act establishing guidelines for the installation of and use of Electric vehicle charging stations in the City of Haverhill</i> , to committee in order to coordinate with condo associations.	A&F	12/23/23
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
12-P	Motion by Councilor Jordan to send possible conditions on new development and potential changes to our zoning ordinances.	Planning & Development	5/21/24
12-S	Motion by Councilor Ferreira to send the City's Swimming Ordinance Chapter 193 Article III and related items at Lake Saltonstall, aka Plug Pond to NRPP for further discussion.	NRPP	6/18/24
33-F	Motion by Councilor Basiliere to send resident winter parking concerns and offer suggestions for improvements	Public Health Safety	3/11/25
60	Motion by Councilor Michitson to send the Haverhill Housing Production Plan to P&D for further discussion	Planning & Development	5/6/25