



**CITY OF HAVERHILL
CITY COUNCIL AGENDA**

Tuesday, September 16, 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 requests to introduce *Public Works Director* Robert E. Ward to provide an update on the current drought status in the City of Haverhill

5.2. Mayor Barrett submits an order authorizing the City Council to establish the Zins Playground Landscaping and Maintenance Fund for the receipt of gifts to be spent on the landscape and beautification of Zins Playground and Park at 341 Groveland St

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

6.1. Councilor Michitson wishes to introduce Phil Brown from *SkyCanvas Productions* to propose plan to light up Haverhill with cutting-edge projection, lighting, and drone technologies to celebrate our Nation's 250th anniversary



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6.2. Vice President Jordan and Councilor Ferreira wish to introduce Jenny Arndt and Kalyn Ryll of the *Haverhill Education Foundation*, seeking approval of their application for a one-day bingo license to hold scratch ticket bingo night fundraiser to be held on October 4th from 6 – 11pm at the AmVets, 576 Primrose St

6.3. Councilor Ferreira requests to introduce Sean Duffy who is requesting a Home Rule Age Waiver petition for the position of Fire Fighter in the City of Haverhill

6.3.1. Home Rule Petition – Authorizing Sean Duffy to take the Civil Service Exam for the position of Fire Fighter in the City of Haverhill notwithstanding the maximum age requirement

7. PUBLIC PARTICIPATION- REQUESTS UNDER COUNCIL RULE 28

8. COMMUNICATIONS AND REPORTS FROM CITY OFFICERS AND EMPLOYEES:

8.1. EROM-25-14; John Pettis, *City Engineer*, requests permission to open the following street:

8.1.1. Order permission to excavate at 227 Broadway to cut off gas at main, inactive use

8.2. Christine Webb, *City Assessor*, submits the abatement report for the month of August 2025

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

9.1. Document -88; Petition from National Grid WR# 31044543 requesting underground electric conduits on Jaffarian rd, Fieldstone Way & Singingwood dr

9.1.1. Document 88-B; Order – grant National Grid underground electric conduits on Jaffarian rd, Fieldstone Way & Singingwood dr



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10. HEARINGS AND RELATED ORDERS:

10.1. Document 68; Planning Director William Pillsbury request hearing for confirmation of vote on July 1, 2025, and resubmits Amendment Floodplain overly District Chapter 225, sec 9.1

10.1.1. Document 68-B - Ordinance re: Zoning – Amend Chapter 255 – Delete section 9.1 in its entirety and replace with new section 9.1, to provide required updates to the City’s Floodplain Overlay District Ordinance (FODO)

11.APPOINTMENTS:

11.1. **Confirming Appointments:**

11.2. **Non-Confirming Appointments:**

11.2.1. *Treasurer and Collector of Taxes – Lynn Spitalere, 123 Mercury Ter, expires December 31, 2025*

11.2.2. *Whittier Tech School Building Committee – Councilor John Michitson, 119 Kenoza St*

11.3. **Constables**

11.4. **Resignations**

11.4.1. *Haverhill Cultural Council - Rosa DiFiore, effective September 5, 2025*

12.PETITIONS:

12.1. CCSP-25-8; Attorney Gordon Glass for client Richard Early, Jr. of *Early Contractors, Inc.* requests to raze an existing nonconforming auto repair, machine shop, and contractor’s yard on the property located at 47 Railroad St in the High Density Residential Zoning District and replace with a residential condominium, which will consist of four townhouses within one building

Hearing October 28th

12.2. SPFL-25-3; JT Couch for *Creek Brook CML* requesting to store 19,000 gallons of Class 3B edible shortening oil in an above ground storage tank at 30 Creek Brook Dr

Hearing October 28th



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

12.4. **Amusement/Event Application:** *with Police approval*

12.4.1. EVNT-25-24; Devon Allen for *Vintage Bazaar*, a craft and vintage show, with live music and food trucks, to be held on October 4th 8:30 am – 4pm & October 5th 10 am - 3pm at *Crescent Farm at 280 Willow Ave*

12.4.2. EVNT-25-25; James Carbone for *Whitter Birthplace Dale Rogers' Dog Show* at the Bradford Common with public art installation, where sponsors and school children will decorate the dog sculptures and exhibit them on October 25th 9am – 3pm

12.5. **Auctioneer License:**

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

12.6.1. TAGD-25-18; HHS Boys & Girls Soccer, September 27th & September 28th

12.6.2. TAGD-25-20; HHS Field Hockey Boosters, October 25th

12.6.3. TAGD 25-21; HHS Boys Swim Team, October 18th & 19th

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

12.8. **ANNUAL LICENSE RENEWALS:**

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

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

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

12.8.3.1. TREE-25-1; Charles Hibbert of *Hibberts Plantation, LLC* at 297 Lincoln Av, Monday through Sunday, 9am to 9pm; November 28th - December 24th

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

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

12.8.5.1. TLLB-25-3; John Harrington for *The Coach Transportation, Inc.* - 99 Front Nine Dr – 1 Limousine

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

12.8.7. **Pool/Billiard**



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-
- 12.8.8. **Bowling**
 - 12.8.9. **Sunday Bowling**
 - 12.8.10. **Buy & Sell Second Hand Articles** *with Police approval*
 - 12.8.11. **Buy & Sell Second Hand Clothing** *with Police approval*
 - 12.8.12. **Pawnbroker license** - *with police approval*
 - 12.8.13. **Fortune Teller** *with - Police approval*
 - 12.8.14. **Buy & Sell Old Gold** – *with Police approval*
 - 12.8.15. **Roller Skating Rink**
 - 12.8.16. **Sunday Skating**
 - 12.8.17. **Exterior Vending Machines/Redbox Automated Retail, LLC**
 - 12.8.18. **Limousine/Livery License/Chair Cars** *with Police approval*

13.MOTIONS AND ORDERS:

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

<u>Vendor</u>	<u>Amount</u>	<u>Account</u>
Edgemont Oil LLC	\$135.00	Water Dept.
Comcast Business	\$14.44	Water Dept.
Comcast Business	\$14.44	Water Dept.
G & L Labs	\$710.00	Recreation Dept.
GHD Services	\$2,607.00	IT Dept.
Middlesex Gases and Technologies	\$59.80	Wastewater Dept.
Southern Essex Registry of Deeds	\$735.00	Wastewater Dept
SFE Energy	\$13,650.40	Citizens Center
SFE Energy	(\$6,083.43)	Citizens Center
SFE Energy	\$155.22	Wastewater Dept.
Weston & Sampson	\$4,980.00	Wastewater Dept.

Total: \$23,061.30

14.ORDINANCES (FILE 10 DAYS):



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15. COMMUNICATIONS FROM COUNCILORS:

- 15.1. President Sullivan and Councilor Lewandowski request update from City Engineer regarding Amesbury Line Rd and Merrimac Road intersection improvement. Also, Sergeant Lynch to present the most recent accident and speeding stats and offer his thoughts on the conceptual plan

At the August 19th City Council meeting, the Council voted to refer the item to Traffic and Safety Committee. The item will now be revisited at the September 16th City Council meeting to make a motion to refer it to the Public Safety Subcommittee instead

- 15.2. President Sullivan request to establish the Macek Memorial Landscaping and Maintenance (L&M) Fund for the receipt of gifts to be spent on landscape beautification at the Macek Memorial Park

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

File 10 Days

16. UNFINISHED BUSINESS OF PRECEEDING MEETING:

- 16.1. Document 11-J; Ordinance: re: Vehicles and Traffic; Add handicap parking at 17 Mount Vernon St

filed August 21st

- 16.2. Document 49-E; Ordinance: re: Vehicles and Traffic; No Parking on South Webster St, for 10' length each in front of walkways adjacent to #41, 63, and 77 (Haverhill Housing)

filed August 21st



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16.3 Document 49-F; Ordinance: re: Vehicles and Traffic; Amend Ch. 240, sec 85, Schedule B: Parking Restrictions and Prohibitions, as amended, and Ch. 240, sec 88, Schedule E: City Parking Lots, as amended, be further amended as follows: that on street parking space in front of 116 Washington St, just east of the existing handicap parking spot, be changed to 15-minute time limit and that the permit parking in the Washington-Wingate Parking lot be for those with resident or employee permits, as opposed to being for those with resident parking only, as has been the case since 2020.

filed August 21st

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

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

SEP 12 AM 8:30
HAVERHILL CITY CLERK

5.1

September 11, 2025

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

From: Mayor Melinda E. Barrett

RE: Water Supply Status Update- Drought Watch

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

I, Mayor Barrett, wish to introduce Public Works Director Robert E. Ward to provide an update on the current drought status in the City of Haverhill.

Sincerely,

Melinda E. Barrett
Mayor

MEB/em

Effie Mayors Admin

From: Robert Ward
Sent: Thursday, September 11, 2025 8:41 AM
To: Mayor
Cc: Christine Lindberg; Josselyn DeLeon-Estrada; Effie Mayors Admin; John D'Aoust
Subject: Water Supply Status Update - Drought Watch
Attachments: Kenoza Lake Drought Monitoring - 2025-09-09.pdf

SEP 12 AM 8:50
HAYCITYCLERK

Mayor,

This email provides an update on the City's water supply status as of September 9th and outlines recommended voluntary water conservation measures for residents and businesses during a Drought Watch condition.

As of September 9th, the water level at Kenoza Lake was approximately 108.2 feet, about 1.8 feet below the 35-year average and roughly 6 feet from full. Through July and August, Kenoza Lake followed its typical seasonal decline. However, with continued lack of rainfall, we expect the level at Crystal Lake to decline to the point of having to shut off the pumps within two weeks. Without supplemental water from Crystal Lake and Millvale Reservoir, the level in Kenoza Lake will decrease more rapidly.

Attached is a chart showing the current Kenoza Lake level, the 35-year average level, and the various drought condition zones.

Under Chapter 250 of the City Code, Kenoza Lake's current level places the City in the Drought Watch Zone, which states: *"All water consumers may be requested to enact water conservation measures as described in § 250-26 on a voluntary basis."*

Below is a list of recommended voluntary water conservation measures for residents and businesses.

Smart Water Use Outdoors

- Water early or late: Only water plants before 7 a.m. or after 7 p.m. to reduce evaporation.
- Focus on essentials: Water vegetable gardens, edible plants, and newly planted trees or lawns only.
- Use efficient tools: Drip irrigation, soaker hoses, watering cans, or hoses with shut-off nozzles.
- Skip the lawn: Do not water established lawns — let them go dormant. They will recover naturally.

Smart Water Use Indoors

- Fix leaks: Repair dripping faucets, toilets, and outdoor spigots right away.
- Shorter showers: Aim for 5 minutes or less.
- Full loads only: Run dishwashers and washing machines only when full.
- Turn it off: Don't let water run while brushing teeth, shaving, or washing dishes.

Business & Community Tips

- Car washing: Use commercial car washes that recycle water instead of washing at home.
- Restaurants & offices: Serve water only upon request, check for leaks, and install low-flow fixtures.
- Construction & landscaping: Limit water use for dust control and avoid unnecessary spraying.

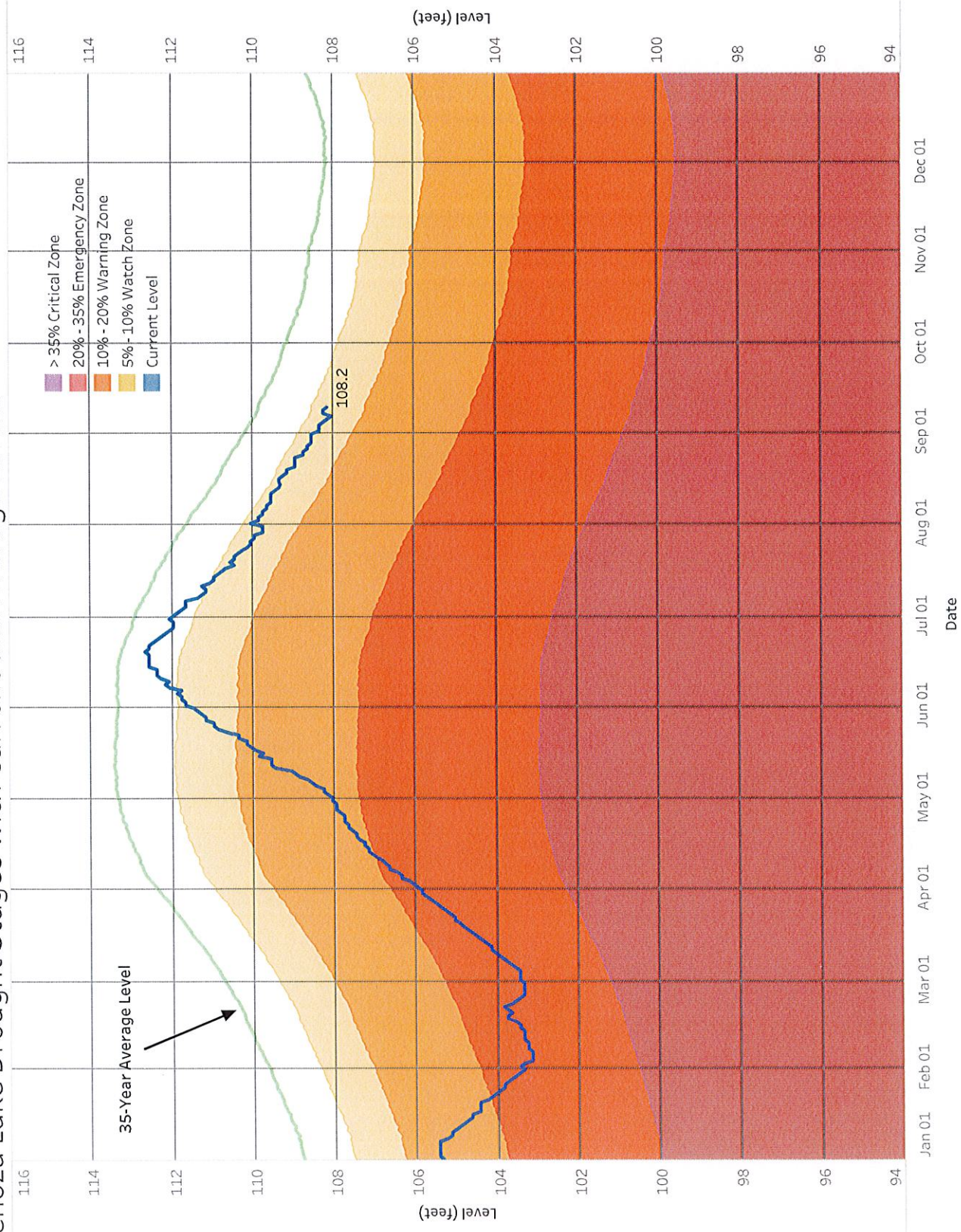
Please let me know if you need more information.

Bob

Robert E. Ward
DPW Director

City of Haverhill | 40 South Porter Street | Haverhill, MA 01835
Tel. (978) 374-2382 | Fax (978) 521-4083
Email: rward@haverhillma.gov

Kenoza Lake Drought Stages with Current and Average Levels





MELINDA E. BARRETT
MAYOR

CITY OF HAVERHILL
MASSACHUSETTS

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

5.2

September 11, 2025

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

From: Mayor Melinda E. Barrett

RE: Order - Establishment of Zins Playground Landscaping and Maintenance Fund

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

Please see attached an order authorizing the City Council to establish the Zins Playground Landscaping and Maintenance Fund for the receipt of gifts to be spent on the landscape and beautification of Zins playground and Park at 341 Groveland Street, Haverhill.

I recommend approval.

Sincerely,

Melinda E. Barrett
Mayor

MEB/em



Document

CITY OF HAVERHILL

In Municipal Council

SEP 12 AM 8:30
HAVERHILL CLERK

Ordered:

ZINS PLAYGROUND LANDSCAPING AND MAINTENANCE FUND

At a regularly convened meeting of the City Council of the City of Haverhill, held on the 16th day of September, 2025, it was voted as follows:

That the City Council of the City of Haverhill, duly elected, qualified, and acting as such, on behalf of the City votes to establish the Zins Playground Landscaping and Maintenance (L&M) Fund for the receipt of gifts to be spent on the landscape and beautification of Zins Playground and Park at 341 Groveland Street.

YEAS: _____

NAYS: _____

ABSENT: _____

PASSED IN COUNCIL: _____

A True Record, Attest:

Date Approved

Kaitlin M. Wright, City Clerk

Melinda E. Barrett, Mayor

ZINS PLAYGROUND LANDSCAPING AND MAINTENANCE FUND

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That the City Council of the City of Haverhill, duly elected, qualified, and acting as such, on behalf of the City votes to establish the Zins Playground Landscaping and Maintenance (L&M) Fund for the receipt of gifts to be spent on the landscape and beautification of Zins Playground and Park at 341 Groveland Street.

YEAS: _____

NAYS: _____

ABSENT: _____

PASSED IN COUNCIL: _____

A True Record, Attest:

Date Approved

Kaitlin M. Wright, City Clerk

Melinda E. Barrett, Mayor

6.1

CITY COUNCIL

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



CITY HALL, ROOM 204
4 SUMMER STREET
TELEPHONE: 978-374-2328
FACSIMILE: 978-374-2329

WWW.CITYOFHAVERHILL.COM
CITYCOUNCIL@HAVERHILLMA.GOV

CITY OF HAVERHILL

HAVERHILL, MASSACHUSETTS 01830-5843

SEP 5 AM 10:00
HAVERHILL MA

September 5, 2025

To: President and Members of the City Council

Councilor Michitson wishes to introduce Phil Brown from SkyCanvas Productions to propose plan to light up Haverhill with cutting-edge projection, lighting, and drone technologies to celebrate our Nation's 250th anniversary.


Councilor John A. Michitson (LAR)

(Meeting: 9.16.25)

CITY COUNCIL

Thomas J. Sullivan, *President*
Timothy J. Jordan, *Vice President*
John A. Michitson
Colin F. LePage
Melissa J. Lewandowski
Catherine P. Rogers
Shaun P. Toohey
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CITY OF HAVERHILL

HAVERHILL, MASSACHUSETTS 01830-5843

CITY HALL, ROOM 204
4 SUMMER STREET
TELEPHONE: 978-374-2328
FACSIMILE: 978-374-2329

WWW.CITYOFHAVERHILL.COM
CITYCOUNCIL@HAVERHILLMA.GOV

6.2

September 9, 2025

To: President and Members of the City Council

SEP 9 PM 12:08
HAVCITYCLERK

Vice President Jordan and Councilor Ferreira to introduce Jenny Arndt and Kalyn Ryll from the Haverhill Education Foundation. They are seeking council approval for their Scratch Ticket Bingo fundraiser being held at the AmVets on October 4th from 6-11 pm.

Timothy J. Jordan
Vice President Timothy J. Jordan (LM)

Devan Ferreira
Councilor Devan Ferreira (LM)

(Meeting: 9.16.25)

Massachusetts State Lottery Commission

CHARITABLE GAMING DIVISION
P.O. BOX 859012
BRAINTREE, MASSACHUSETTS 02185-9012
TEL. 781-849-5555



DEBORAH B. GOLDBERG
Treasurer and Receiver General

APPLICATION FOR LICENSE TO CONDUCT A ONE DAY GAME COMMONLY CALLED "BEANO"

PLEASE TYPE OR PRINT IN BLACK INK

IMPORTANT: PLEASE FILL OUT FORM COMPLETELY AND ACCURATELY. FAILURE TO DO SO WILL DELAY PROCESSING OF YOUR LICENSE APPLICATION

NAME OF ORGANIZATION:
Haverhill Education Foundation, Inc.

DATE ORG. CHARTERED:
11/16/1990

STREET ADDRESS:
PO Box 1864

ORGANIZATION F.I.D.:
22-3152599

CITY/TOWN:
Haverhill, MA 01831

OCCASION DAY:
10/04/2025

OCCASION ADDRESS:
576 Primrose Street

ORG. TELEPHONE:
978-697-5045

CITY/TOWN/ZIP:
Haverhill, MA 01830

BEANO HALLPHONE:
978-374-9807

MAILING AND SHIPPING ADDRESS:
PO Box 1864

Check one:
6:00 P.M. TO 12:00 MID. ☒

1:00 P.M. TO 6:00 P.M. ☐
LICENSE FEE - \$50.00

CITY/TOWN/ZIP:
Haverhill, MA 01831

NAME OF HEAD OF ORGANIZATION:
Herb Bergh, President

HOME PHONE:
978-697-5045

MAILING ADDRESS:
15 Forest Ave

BUSINESS PHONE:
N/A

CITY/TOWN/ZIP:
Haverhill, MA 01830

EMAIL ADDRESS:
hbergh@haverhilleducationfoundation.org

NAME OF MEMBER IN CHARGE:
Kalyn Ryll, Clerk

HOME PHONE:
978-857-7001

MEMBER IN CHARGE OF BEANO ADDRESS:
39 Hyatt Ave

BUSINESS PHONE:
N/A

CITY/TOWN/ZIP:
Haverhill, MA 01835

EMAIL ADDRESS:
kryll@haverhilleducationfoundation.org

NAME OF BOOKKEEPER:
Tina Fuller, Treasurer

HOME PHONE:
978-697-5620

MAILING ADDRESS:
9 Pleasant Street

BUSINESS PHONE:
N/A

CITY/TOWN/ZIP:
Groveland, MA 01834

EMAIL ADDRESS:
tfuller@haverhilleducationfoundation.org

FOR MASSACHUSETTS STATE LOTTERY COMMISSION USE ONLY

INVEST.

COUNTY	CITY/TOWN	TYPE	LICENSE NUMBER

EFFECTIVE DATE

APPLICATION FOR LICENSE TO SELL LOTTERY TICKETS CALLED "THE CHARITY GAMES"

IN ADDITION TO A LICENSE TO OPERATE BEANO, IT IS REQUESTED THE ABOVE ORGANIZATION BE LICENSED TO SELL SPECIAL LOTTERY TICKETS FOR CHARITABLE, RELIGIOUS AND EDUCATIONAL PURPOSES PURSUANT TO SECTION 37 OF CHAPTER 10 OF THE GENERAL LAWS. SUCH LOTTERY TICKETS MAY BE SOLD ONLY AT AND DURING LICENSED BEANO GAMES AND OTHER EVENTS HELD ON THE PREMISES AND PURSUANT TO THE RULES AND REGULATIONS OF THE COMMISSION.

☐ CHECK

PLEASE CHECK () WHICH BEST DESCRIBES YOUR ORGANIZATION:

- | | |
|--|---|
| 001 <input type="checkbox"/> FRATERNAL ORGANIZATION | 006 <input type="checkbox"/> NON-PROFIT ORGANIZATION FOR THE INTEREST OF DIFFERENTLY ABLED CITIZENS |
| 002 <input type="checkbox"/> CHURCH OR RELIGIOUS ORGANIZATION | 007 <input type="checkbox"/> NON-PROFIT ATHLETIC ASSOCIATION |
| 003 <input type="checkbox"/> VETERANS ORGANIZATION | 008 <input type="checkbox"/> NON-PROFIT SENIOR CITIZENS ORGANIZATION |
| 004 <input type="checkbox"/> VOLUNTEER NON-PROFIT FIRE COMPANY OR VOLUNTEER NON-PROFIT AMBULANCE SERVICE | 009 <input type="checkbox"/> NON-PROFIT SOCIAL WELFARE ORGANIZATION |
| 005 <input type="checkbox"/> BOSTON FIREMAN'S RELIEF FUND | 010 <input checked="" type="checkbox"/> OTHER <u>NON PROFIT EDUCATION</u> |

UNDER PENALTIES OF PERJURY, HAVE ANY MEMBERS OF YOUR ORGANIZATION WHO WILL BE ASSISTING IN THE GAME OF BEANO BEEN CONVICTED OF AN OFFENSE OTHER THAN A TRAFFIC INFRACTION? ☒ NO ☐ YES -IF YES, SPECIFY ON SEPARATE SHEET.

HAS YOUR ORGANIZATION EVER HAD A BEANO LICENSE BEFORE?

☒ YES ☐ NO IF YES, WHAT YEAR 2023

I HEREBY CERTIFY that the information provided herein is true to the best of my knowledge and belief. I authorize the Commission to obtain credit or other information about me or my organization which may assist the Commission in making a decision on this application(s). I am aware that false or misleading statements, or failure to abide by the rules and regulations of the Commission will be cause for rejection of this application(s) or revocation of my Licenses(s). Violation of General Laws, Chapter 10, Sections 37 through 40, or of Commission Regulations may result in a fine or imprisonment or both.

1/11/24 President
SIGNATURE & TITLE HEAD OF ORGANIZATION

Kathy Ryell
SIGNATURE OF MEMBER IN CHARGE OF BEANO

DATE 08 19 25
MONTH DAY YEAR

BELOW THIS LINE FOR MUNICIPAL AUTHORITIES ONLY

THIS APPLICATION IS APPROVED AND IS CERTIFIED TO BE IN CONFORMITY WITH CHAPTER 10 OF THE MASS. GENERAL LAWS BY, BOARD OF SELECTMEN, OR CITY COUNCIL AND MAYOR, OR LICENSING BOARD OF THE CITY OF BOSTON

INDICATE DAY OF WEEK AND PERMITTED HOURS OF BEANO OPERATION RECOMMENDED: _____ PM to _____ PM
DAY HOURS

DATE: _____
DATE: _____

CHIEF OF POLICE

FOR MASSACHUSETTS STATE LOTTERY COMMISSION USE ONLY

DISPOSITION:

AUTHORIZED DEFERRED DENIED

DIRECTOR OR DESIGNEE

DATE



Massachusetts State Lottery Commission
"Supporting the 351 Cities and Towns of Massachusetts"
CHARITABLE GAMING DIVISION



Deborah B. Goldberg
Treasurer and Receiver General

P.O. Box 859012
Braintree, Massachusetts 02184-9012
Tel. 781-849-5555

WEEKLY BEANO FINANCIAL REPORT

ATTENTION: FILE COMPLETED REPORT WITHIN 10 DAYS AFTER OCCASION TO THE ABOVE ADDRESS.
FAILURE TO COMPLY WILL RESULT IN SUSPENSION OR REVOCATION OF ABOVE LICENSE(S).

☐ Check here if no game and give REASON _____

Organization Identification Number 0 D 0 9 5

Haverhill Education Foundation Name of Organization A 4 Summer St. Street Address A Haverhill MA 01830 City A State A Zip Code A	DAY OF OCCASION Friday	DATE OF OCCASION 5, 19, 23
	TIME OF OCCASION 7 PM TO 9:30 PM	NUMBER OF PLAYERS 65

SCHEDULE 1: BEANO INCOME STATEMENT

A. RECEIPTS:

1. Admission Cards (65 At 25.00 Each) \$ 1625.
2. Extra Regular Cards (10 At 5.00 Each) \$ 50.00
3. Bonus Cards Admissions (_____ At _____ Each) + X-Regular (_____ At _____ Each) \$ _____

RECEIPTS FROM SPECIAL GAMES WINNER-TAKE-ALL GAMES (W.T.A.) AND PROGRESSIVES (Complete the Following)

Enter Special Games	W.T.A. #1	Prog. #1									Prog. #2	W.T.A. #2
Number of Cards												
Price												
Total Special Games												

4. Sale of Beano Supplies \$ _____
5. Other Receipts \$ _____
6. GROSS BEANO RECEIPTS (Add Items 1 Through 5) (TAX BASED ON .05 X THIS LINE) \$ 1675.00

B. EXPENDITURES (SHOW ONLY PAYMENTS ACTUALLY MADE)

1. Tax Paid to M.S.L.C. \$ _____
Check Number if Applicable _____
2. Prizes (Complete Schedule 3 and Enter TOTAL from REVERSE SIDE) \$ _____

	CHECK NO.	PAYEE	DESCRIPTION	
3. Rent				\$ _____
4. Bookkeeper				\$ _____
5. Supplies				\$ _____
6. Other Expense				\$ _____
7. Other Expense				\$ _____
8. Other Expense				\$ _____
9. Other Expense				\$ _____
10. Other Expense				\$ _____

11. TOTAL BEANO EXPENDITURES (Add Items 1 Through 10) \$ 30.00

C. NET PROFIT (OR LOSS)

From line 6 Part A (GROSS BEANO RECEIPTS) DEDUCT line 11 PART B (TOTAL BEANO EXPENDITURES) \$ 1645.00

CITY COUNCIL

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



CITY OF HAVERHILL

HAVERHILL, MASSACHUSETTS 01830-5843

CITY HALL, ROOM 204
4 SUMMER STREET
TELEPHONE: 978-374-2328
FACSIMILE: 978-374-2329

WWW.CITYOFHAVERHILL.COM
CITYCOUNCIL@HAVERHILLMA.GOV

SEP 12 AM 8:40
HAVERHILL CITY CLERK

6.3

September 12, 2025

To: President and Members of the City Council

Councilor Ferreira wishes to introduce Sean Duffy who is seeking a home rule age waiver petition for the position of firefighter in the City of Haverhill.


Councilor Devan Ferreira

LAH

(Meeting: 9.16.25)



DOCUMENT

CITY OF HAVERHILL

In Municipal Council

SEP 12 AM 8:46
HAVERHILL CITY CLERK

6.3.1

ORDERED:

**THAT THE FOLLOWING HOME RULE PETITION BE ADOPTED BY THE
CITY COUNCIL AND FORWARDED TO THE GENERAL COURT**

HOME RULE PETITION

**AN ACT AUTHORIZING SEAN DUFFY TO TAKE THE CIVIL SERVICE
EXAMINATION FOR THE POSITION OF FIREFIGHTER IN THE CITY OF
HAVERHILL NOTWITHSTANDING THE MAXIMUM AGE REQUIREMENT.**

Be it enacted, etc. as follows:

Section 1. Notwithstanding any general or special law or rule or regulation to the contrary regulating the maximum age of applicants for appointment as firefighter, Sean Duffy of the City of Haverhill, shall be eligible for appointment to the position of firefighter in the City if he meets all other requirements, in which case he shall be eligible for certification and appointment to the fire department of the City of Haverhill.

Section 2. This act shall take effect upon its passage.

Sean K. Duffy

September 11, 2025

Hiring Manager

Haverhill Fire Department

Haverhill, MA

Dear Hiring Manager,

I am writing to express my interest in the Firefighter position with the Haverhill Fire Department. With over eight years of public service experience for the Commonwealth of Massachusetts, most recently serving as a Special Programs Eligibility Representative (BERS D), I have developed the skills, composure, and dedication required to serve and protect the community as part of your team.

In my role with the Executive Office of Health and Human Services, including responsibilities in BERS A/B, BERS C, and now BERS D Special Programs, I have gained strong crisis management, communication, and problem-solving skills. I am trusted to make critical decisions under strict state and federal compliance standards, while working with sensitivity and empathy for individuals during stressful situations. My experience supervising teams and collaborating with diverse stakeholders has reinforced my ability to remain calm, accountable, and effective in high-pressure environments.

I am also recognized for my ability to connect with people and lead in challenging moments. Whether de-escalating disputes, guiding individuals through complex processes, or ensuring critical outcomes are met, I consistently bring composure and leadership. These qualities, combined with my physical readiness and passion for public safety, make me confident in my ability to contribute as a firefighter and valued member of your department.

I would welcome the opportunity to discuss how my skills and dedication align with the needs of the Haverhill Fire Department. Thank you for your time and consideration—I look forward to the possibility of serving our community.

Sincerely,

Sean K. Duffy

Sean K. Duffy

Professional Summary

Dedicated Health and Human Services employee for the Commonwealth of Massachusetts with over 8 years of experience. Experienced in high-stress, high-call-volume environments and in supervising staff to meet and exceed performance expectations.

Prior Accomplishments

- Awarded Rising Star Award for most collected in a three-month period and recognized for excellent customer service.
- Recognized as Employee of the Year for overall company/customer satisfaction.

Skills

- Active Listening
- Complex Problem Solving
- Customer and Personal Service
- Telecommunications
- Reading Comprehension
- Complaint Handling / Dispute Resolution
- Time Management
- Multi-line Phone Use

Experience

Special Programs Eligibility Representative (BERS D) (Aug 1, 2023 – Present)

Commonwealth Of Massachusetts (EOHHS), Tewksbury, MA

- Review applicants' paperwork and documentation to determine program eligibility for special programs.

- Explain program details and coverage options to members and their authorized representatives.
- Coordinate with facilities and representatives to expedite eligibility determinations.
- Handle sensitive member information in compliance with state and federal regulations.
- Prepare appeals and documentation to support eligibility decisions.

BER'S C LTC Intake (Feb 2023 – Aug 1, 2023)

Commonwealth Of Massachusetts (EOHHS), Tewksbury, MA

- Reviewed applicants' applications, documentation, and personal information to determine long-term care eligibility within specified timeframes.
- Communicated with authorized representatives and facilities to expedite processes and ensure correct eligibility.
- Handled private information with sensitivity and ensured safeguards to meet state and federal compliance standards.
- Prepared appeals to explain decisions made on behalf of MassHealth.

BER'S A/B HCR (May 2017 – Feb 2023)

Commonwealth Of Massachusetts (EOHHS), Tewksbury, MA

- Reviewed applicants' applications and documentation to determine eligibility for programs and coverages.
- Explained program and coverage details to applicants and representatives.
- Coordinated with authorized representatives and facilities to expedite eligibility determinations.
- Ensured confidential handling of member information in compliance with regulations.
- Prepared and managed appeals related to eligibility decisions.

Team Lead (Assistant Supervisor) (Jul 2013 – May 2017)

F H Cann & Associates Inc, North Andover, MA

- Answered telephones, provided information to callers, and transferred calls appropriately.
- Created, maintained, and entered information into databases.
- Reviewed work for compliance with company format and policy; recommended revisions.
- Supervised clerical staff and provided training and orientation to new staff.
- Built strategic relationships by listening attentively and solving problems diplomatically.

Supervisor / Credit Solutions Customer Service Rep (Feb 2008 – Aug 2013)

Nelson Watson & Associates, Haverhill, MA

- Supervised a team of 10 collectors to achieve quotas and deadlines.
- Calmed upset clients, repaired trust, and designed best-option solutions.
- Handled customer inquiries, complaints, billing questions, and payment extensions.
- Managed customer personal information per state and federal laws.

Manager (Aug 2011 – Jan 2012)

Brandoni's Pizzeria, Bradford, MA

- Processed payroll and maintained timekeeping records.
- Scheduled staff, trained employees, and oversaw daily operations.
- Conducted inventory and replenished supplies as needed.
- Provided strong customer service and problem resolution.

Education

High School Diploma – Haverhill High School, Haverhill, MA (Jun 2007)



Haverhill

Engineering Department, Room 300
978-374-2335

John H. Pettis III, P.E.
Deputy DPW Director/City Engineer
JPettis@HaverhillMA.gov

August 19, 2025

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

Subject: Road Opening, 227 Broadway, EROM-25-14

As the subject street was paved within the last 5 years, Council approval is required to open the roadway to cut off gas at main, inactive use. I am supportive of this request, and The Engineering Office will require proper trench compaction and either infrared treatment or proper repaving over the limits of new trenching.

Please contact me if you have any questions.

Sincerely,

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

C: Mayor Barrett, Ward, Mead

AUG 19 AM 11:49
HAVERHILL CITY CLERK



DOCUMENT

CITY OF HAVERHILL

In Municipal Council

ORDERED:

That the City Council approve the requests to excavate at the following location to cut off gas at main, inactive use:
Broadway #227

The roadway has been paved in the last 5 years and in accordance with Chapter 222, Section 11, Restrictions on future paving of the Municipal Ordinances, Council approval is necessary.

AUG 19 AM 11:50
HAVCITYCLERK



8.2

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

Sept. 8, 2025

TO: MEMBERS OF THE HAVERHILL CITY COUNCIL:

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

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

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

Very truly yours,

Christine Webb, MAA
Assessor

HAVERHILL CITY CLERK SEP 9'25 9:49

Transaction Summary All Years
City of Haverhill

All Entry Date range 08/01/2025 through 08/31/2025 for Abate

Totals	Tax		Interest		Fees		Tax		Interest		Fee		Refund		Abate	Exemp	Adjust	Transfers
	Paid	0.00	Paid	0.00	Paid	0.00	Reversals	0.00	Reversals	0.00	Reversals	0.00	Reversals	0.00				
Motor Vehicle Excise Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	893.30	0.00	0.00	0.00
2024 Motor Vehicles	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	893.30	0.00	0.00	0.00
2024	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	893.30	0.00	0.00	0.00
Motor Vehicle Excise Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	42,326.47	0.00	0.00	0.00
2025 Motor Vehicles	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	42,326.47	0.00	0.00	0.00
2025	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	42,326.47	0.00	0.00	0.00
Report	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	43,219.77	0.00	0.00	0.00
Total All Charges															43,219.77			

Total All Charges: Add all columns except Adjustments.

nationalgrid

(9.1)

/Kary Sept 16, 2025
9/16 Henry.

WR# 3104543 – Jaffarian Road

July 10, 2025

The City Council of Haverhill, Massachusetts

To Whom It May Concern:

*alittle please!
Thanks!
Mama*

Enclosed please find a petition of NATIONAL GRID covering the installation of underground facilities.

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

Adam Dion – (703) 676-0671 or adam.dion@leidos.com

WR# 3104543

UG Petition on Jaffarian Rd., Fieldstone Way, Singingwood Dr.

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:

National Grid: Jennifer Iannalfo; 1101 Turnpike Street; North Andover, MA 01845.

Very truly yours,

Dave Johnson

Dave Johnson
Supervisor, Distribution Design

Enclosures

88

Hearing September 16
2025

WR# 31044543 – Jaffarian Road

9.1

Questions contact – Adam Dion (703) 676-0671 or adam.dion@leidos.com

Petition of the Massachusetts Electric Company d/b/a NATIONAL GRID
Of NORTH ANDOVER, MASSACHUSETTS
For Electric Conduit Location:

To the City Council of Haverhill, Massachusetts

Respectfully represents the Massachusetts Electric Company d/b/a NATIONAL GRID of North Andover, Massachusetts, that it desires to construct a line of underground electric conduits, including the necessary sustaining and protecting fixtures, under and across the public way or ways hereinafter named.

Wherefore it prays that after due notice and hearing as provided by law, it be granted permission to excavate the public highways and to run and maintain underground electric conduits, together with such sustaining and protecting fixtures as it may find necessary for the transmission of electricity, said underground conduits to be located substantially in accordance with the plan filed herewith marked – Jaffarian Road - Haverhill, Massachusetts.

The following are the streets and highways referred to:

WR# 31044543

Jaffarian Road - National Grid proposes to install underground facilities, beginning at a point approximately 12550 feet North-East of the centerline of the intersection of Jaffarian Road, Fieldstone Way and Singingwood Drive. To improve system reliability, National Grid will be installing; Approximately 28 ft of 2-3" 1-1/C #2 AL - trenching. Approximately 1,572 ft of 2-2" 1-1/C # 2 AL CIC - directional drill HDD. 2 Heavy duty hand holes and 3 primary Pull Boxes, Haverhill, MA 01830.

Location approximately as shown on plan attached.

IN CITY COUNCIL: JULY 22, 2025
HEARING SCHEDULED FOR SEPT 16th

ATTEST:

Kaitlin Wright CITY CLERK

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

BY _____

Engineering Department

cg, B

9.1.1

Questions contact – Adam Dion (703) 676-0671 or adam.dion@leidos.com

WR# 31044543 – Jaffarian Road

Dated: July 10, 2025

ORDERED:

JUL 16 PM3:20
HAVCITYCLERK

Notice having been given and public hearing held, as provided by law, that the Massachusetts Electric Company d/b/a NATIONAL GRID be and it is hereby granted permission to excavate the public highways and to run and maintain underground electric conduits, together with such sustaining and protecting fixtures as said company may deem necessary, in the public way or ways hereinafter referred to, and to make the necessary house connections along said extensions, as requested in petition with said company dated the 24th day of June, 2025.

Said underground electric conduits shall be located substantially in accordance with the plan filed herewith marked – Jaffarian Road - Haverhill, Massachusetts.

The following are the public ways or part of ways along which the underground electric conduits above referred to may be laid:

WR# 31044543

Jaffarian Road - National Grid proposes to install underground facilities, beginning at a point approximately 12550 feet North-East of the centerline of the intersection of Jaffarian Road, Fieldstone Way and Singingwood Drive. To improve system reliability, National Grid will be installing; Approximately 28 ft of 2-3" 1-1/C #2 AL - trenching. Approximately 1,572 ft of 2-2" 1-1/C # 2 AL CIC - directional drill HDD. 2 Heavy duty hand holes and 3 primary Pull Boxes, Haverhill, MA 01830.

I hereby certify that the foregoing order was adopted at a meeting of the

.....

....., held on the day of, 20

....., 20


Received and entered in the records of location orders of the City/Town of
Book Page

Attest:

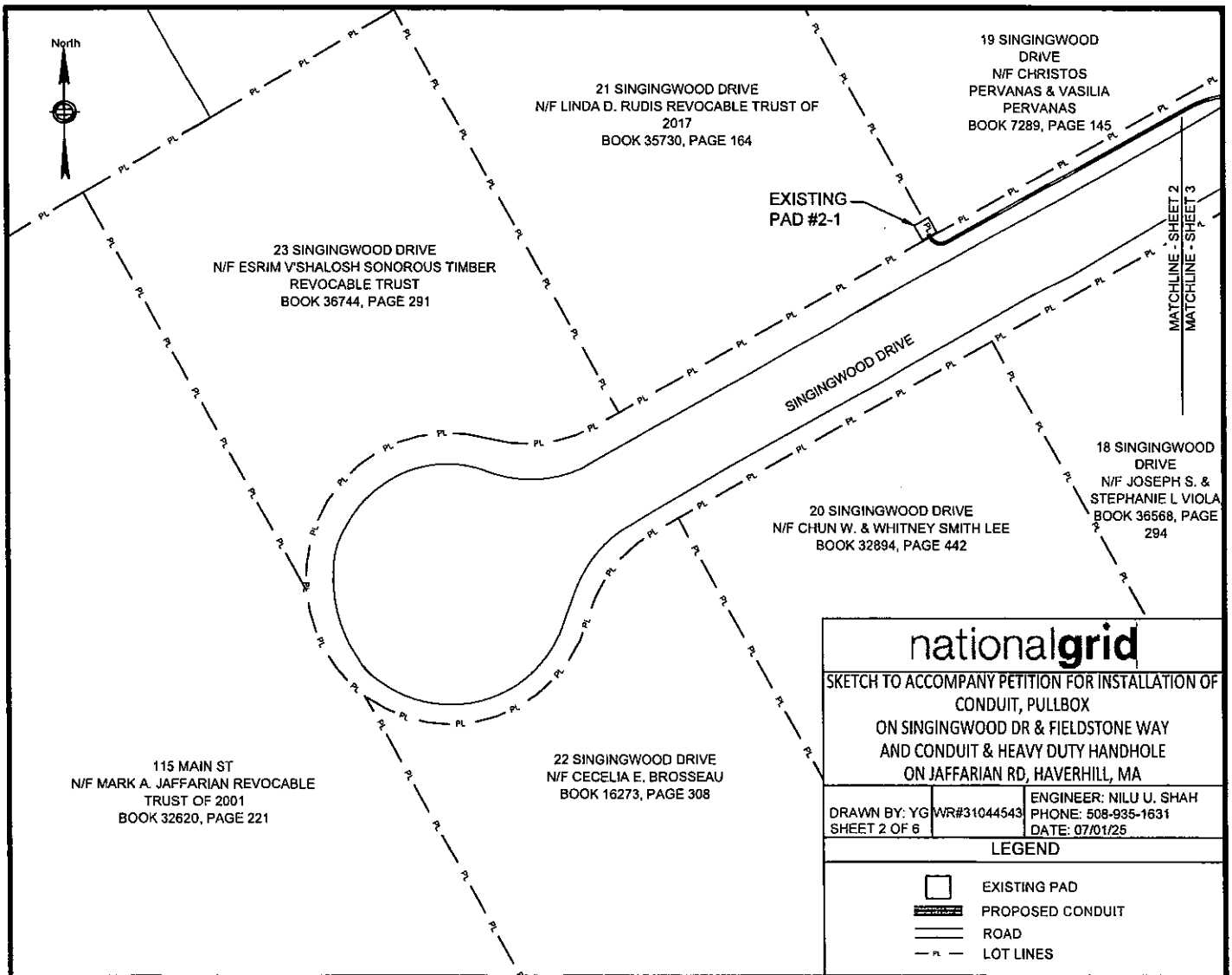
..... hereby certify that on20....., at o'clock,M

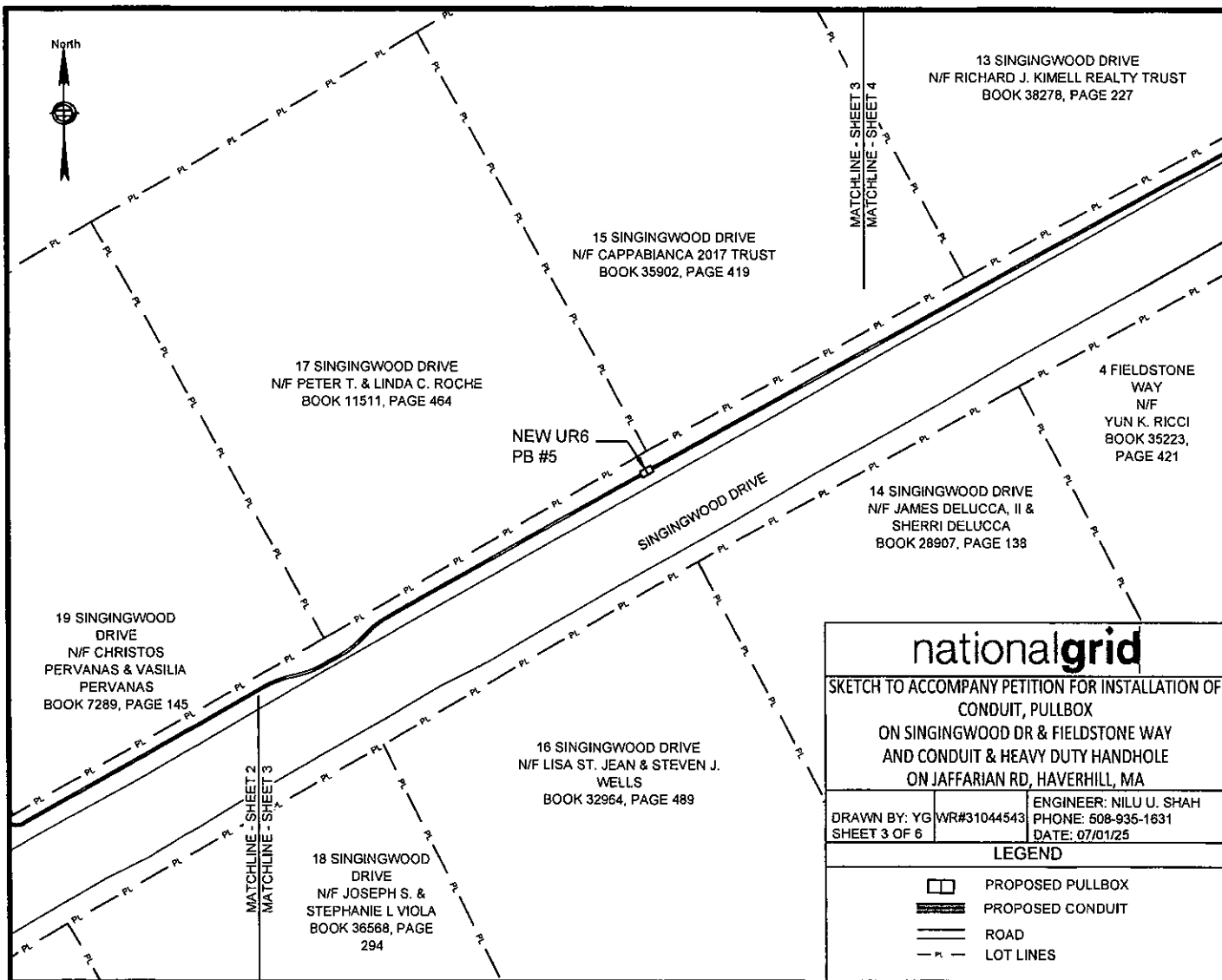
at, a public hearing was held on the petition of

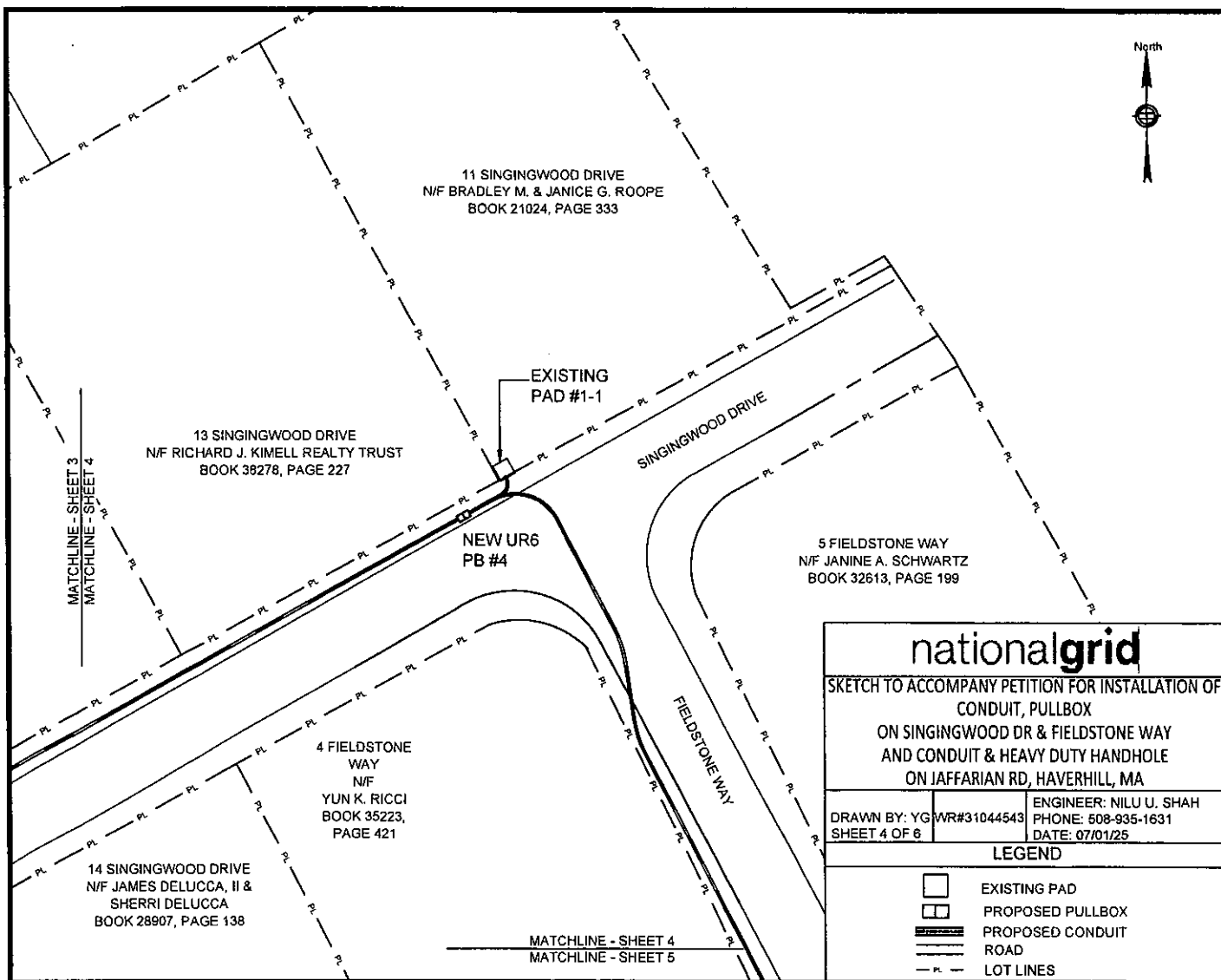
For Hearing September 16, 2025

 Massachusetts Electric Company d/b/a NATIONAL GRID for permission to construct the underground electric conduits described in the order herewith recorded, and that I 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 construct the underground electric conduits under said order. And that thereupon said order was duly adopted.

.....
.....
.....












nationalgrid

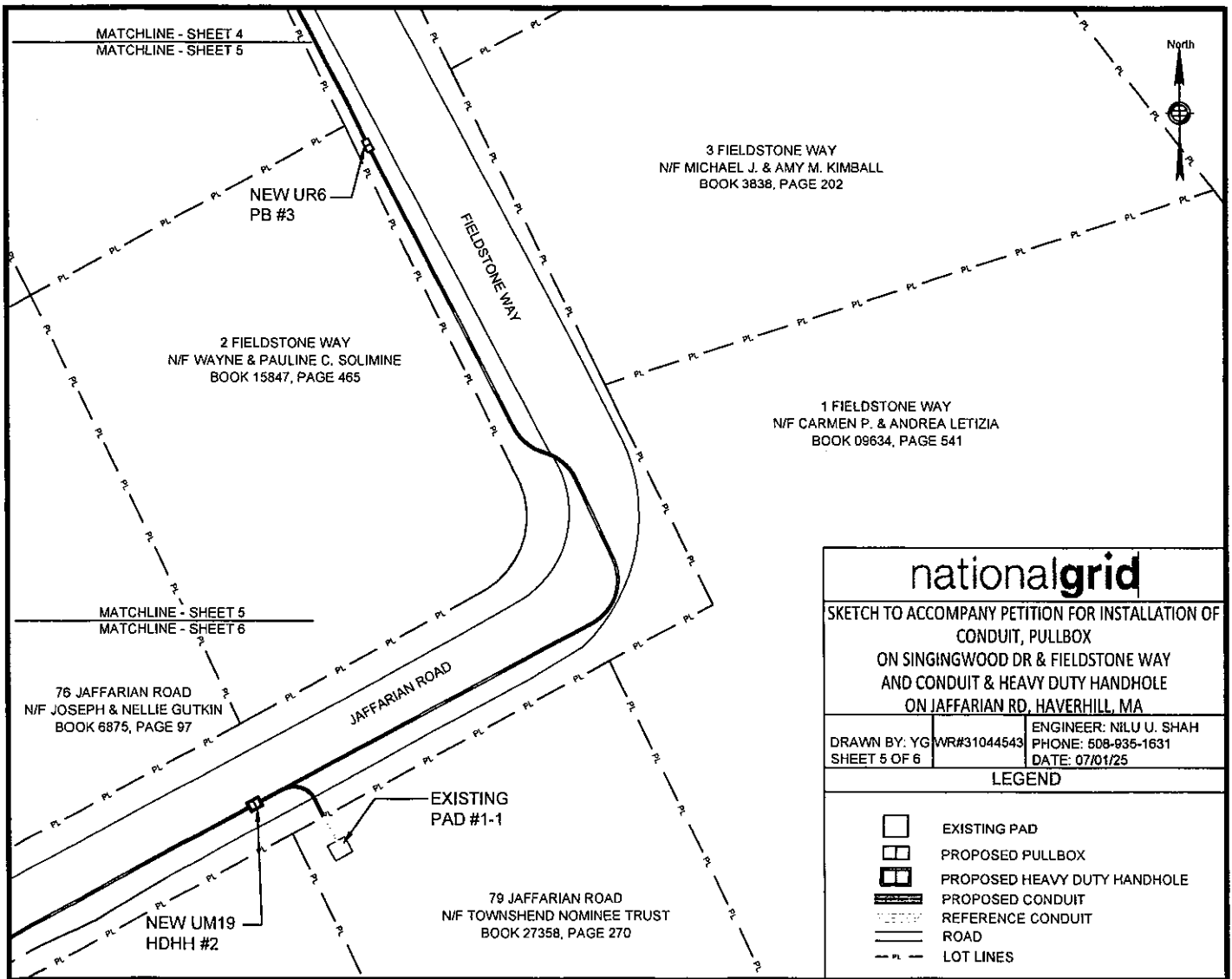
SKETCH TO ACCOMPANY PETITION FOR INSTALLATION OF
CONDUIT, PULLBOX
ON SINGINGWOOD DR & FIELDSTONE WAY
AND CONDUIT & HEAVY DUTY HANDHOLE
ON JAFFARIAN RD, HAVERHILL, MA

DRAWN BY: YG WR#31044543
SHEET 4 OF 6

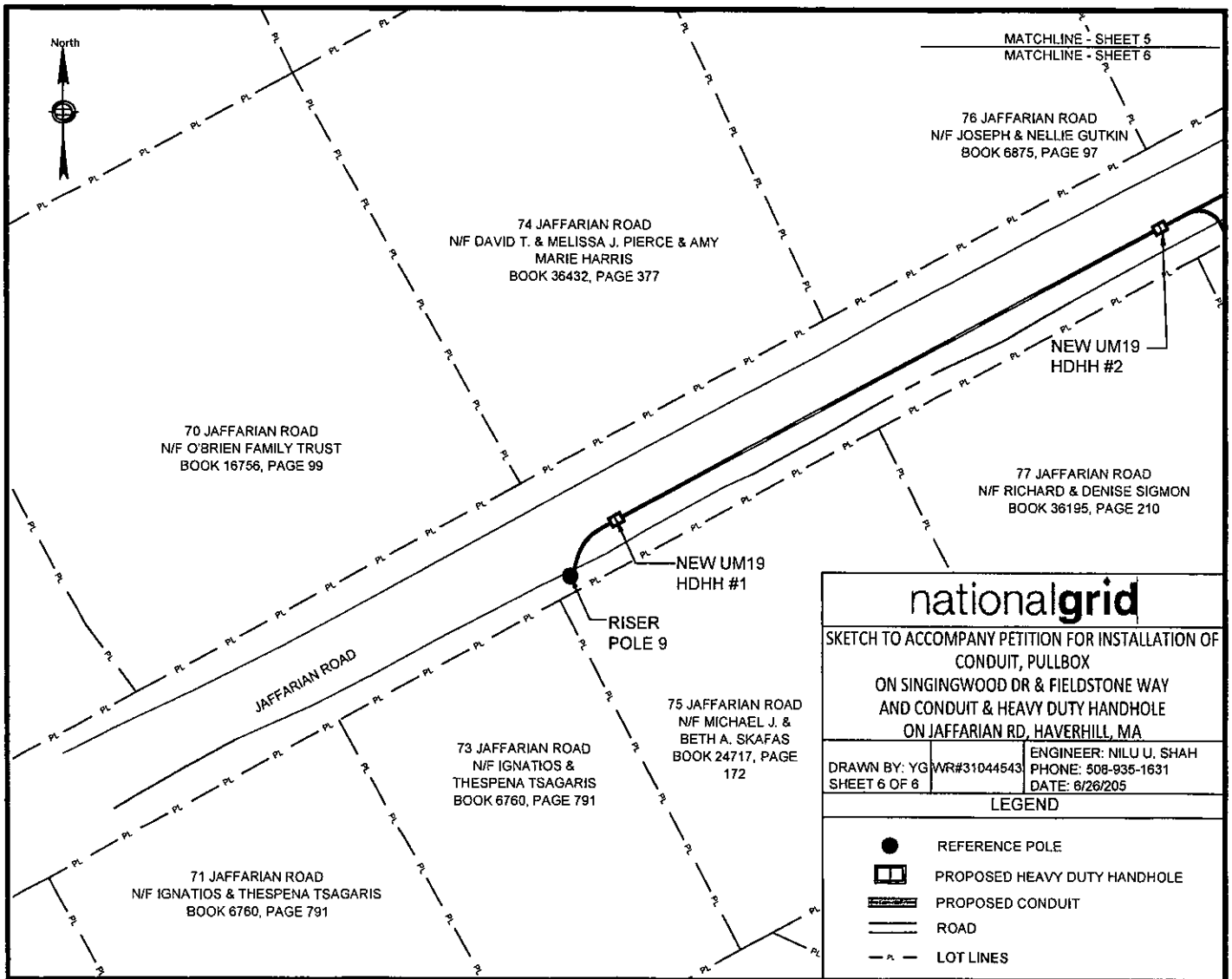
ENGINEER: NILU U. SHAH
PHONE: 508-935-1631
DATE: 07/01/25

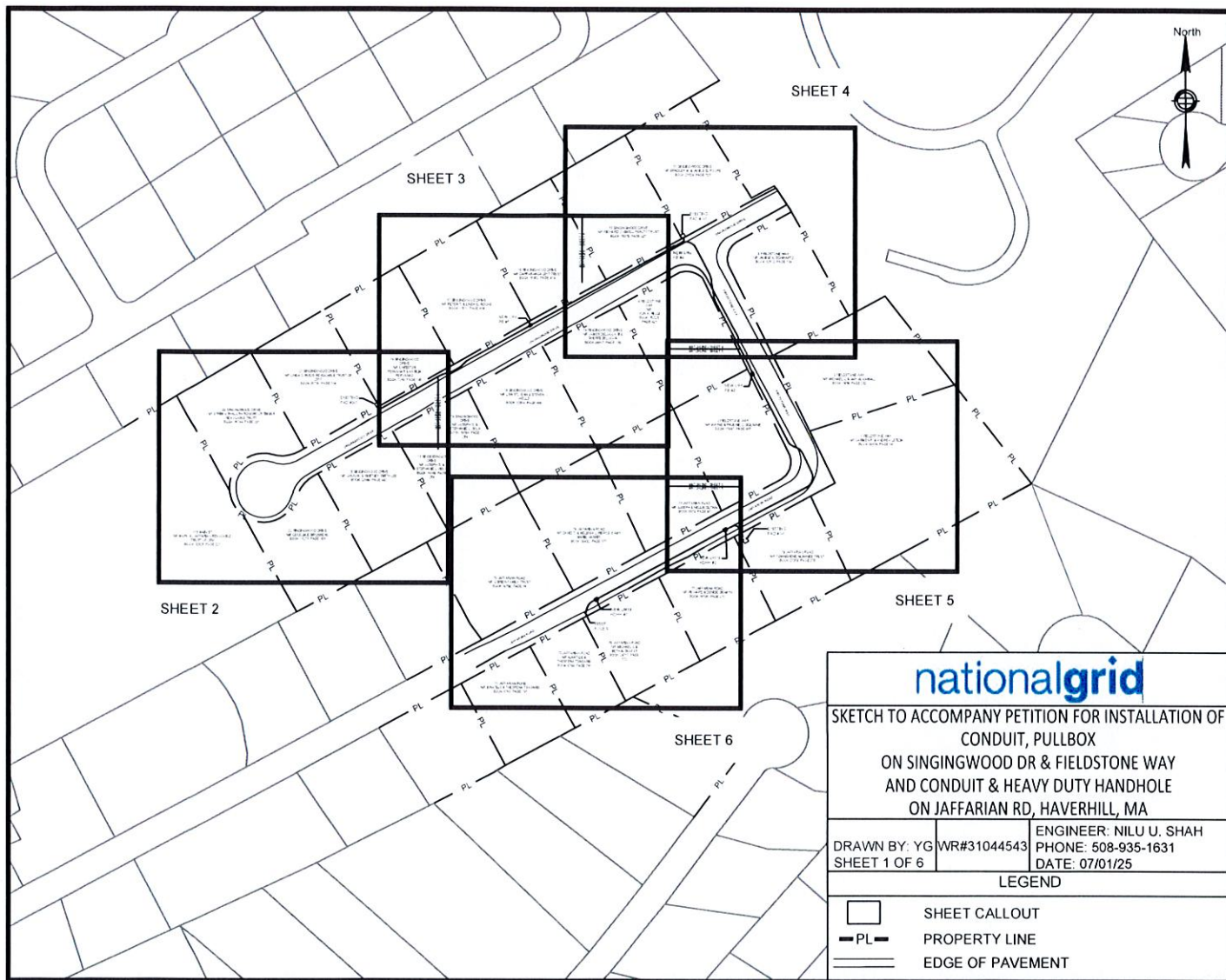
LEGEND

-  EXISTING PAD
-  PROPOSED PULLBOX
-  PROPOSED CONDUIT
-  ROAD
-  LOT LINES



nationalgrid	
SKETCH TO ACCOMPANY PETITION FOR INSTALLATION OF CONDUIT, PULLBOX ON SINGINGWOOD DR & FIELDSTONE WAY AND CONDUIT & HEAVY DUTY HANDHOLE ON JAFFARIAN RD, HAVERHILL, MA	
DRAWN BY: YG/WR#31044543 SHEET 5 OF 6	ENGINEER: NILU U. SHAH PHONE: 508-935-1631 DATE: 07/01/25
LEGEND	
	EXISTING PAD
	PROPOSED PULLBOX
	PROPOSED HEAVY DUTY HANDHOLE
	PROPOSED CONDUIT
	REFERENCE CONDUIT
	ROAD
	LOT LINES





88-B

635-3-10
GUTKIN JOSEPH ETAL
76 JAFFARIAN RD
HAVERHILL, MA 01830

635-3-23
SIGMON RICHARD-ETUX
77 JAFFARIAN RD
HAVERHILL, MA 01830

635-3-26
KIMBALL MICHAEL J-ETUX
3 FIELDSTONE WAY
HAVERHILL, MA 01830

635-3-29
DELUCCA JAMES II-ETUX
14 SINGINGWOOD DR
HAVERHILL, MA 01830

635-3-32
LEE CHUN W-ETUX
20 SINGINGWOOD DR
HAVERHILL, MA 01830

635-3-35
THE LINDA D RUDIS REVOCABLE TRUST OF 2017
21 SINGINGWOOD DR
HAVERHILL, MA 01830

635-3-38
CAPPABIANCA 2017 TRUST
15 SINGINGWOOD DR
HAVERHILL, MA 01830

635-3-8
OBRIEN FAMILY TRUST
70 JAFFARIAN RD
HAVERHILL, MA 01830

635-4-16
TSAGARIS IGNATIOS
71 JAFFARIAN RD
HAVERHILL, MA 01830

635-3-11
SOLIMINE WAYNE ETUX
2 FIELDSTONE WAY
HAVERHILL, MA 01830

635-3-24
TOWNSHEND NOMINEE TRUST
79 JAFFARIAN RD
HAVERHILL, MA 01830

635-3-27
SCHWARTZ JANINE A
5 FIELDSTONE WAY
HAVERHILL, MA 01830

635-3-30
ST. JEAN LISA-ETAL
16 SINGINGWOOD DR
HAVERHILL, MA 01830

635-3-33
BROSSEAU CECILIA E
22 SINGINGWOOD DR
HAVERHILL, MA 01830

635-3-36
19 SINGINGWOOD DRIVE REALTY TRUST
19 SINGINGWOOD DR
HAVERHILL, MA 01830

635-3-39
RICHARD J KIMELL REALTY TRUST
13 SINGINGWOOD DRIVE
HAVERHILL, MA 01830

635-3-8C
PALERMO ROBERT D ETUX
64 JAFFARIAN RD
HAVERHILL, MA 01832

635-4-16A
TSAGARIS IGNATIOS
71 JAFFARIAN RD
HAVERHILL, MA 01830

635-3-22
SKAFAS MICHAEL J ETUX
75 JAFFARIAN RD
HAVERHILL, MA 01830

635-3-25
LETIZIA CARMEN P ETUX
1 FIELDSTONE WAY
HAVERHILL, MA 01830

635-3-28
RICCI YUN K
4 FIELDSTONE WAY
HAVERHILL, MA 01830

635-3-31
VIOLA JOSEPH S-ETUX
18 SINGINGWOOD DR
HAVERHILL, MA 01830

635-3-34
ESRIM V'SHALOSH SONOROUS TIMBER REVOCABLE TR
32 ABBEY DR
WESTWOOD, MA 02090

635-3-37
ROCHE PETER T-ETUX
17 SINGINGWOOD DR
HAVERHILL, MA 01830

635-3-40
THE BRADLEY M ROOPE TRUST
11 SINGINGWOOD DR
HAVERHILL, MA 01830

635-3-9
PIERCE DAVID T-ETALI
74 JAFFARIAN ROAD
HAVERHILL, MA 01830

V.C.
condemns
Jaffarian
road etc.,

1/2 way
9-16
ADV
By
9-4

rational
isud

A	B	C	D	E	F	G	H	I
ParcelID	StreetNum	StreetName	LocCity	Owner1	BillingAddress	City	State	Zip
1 635-3-10	76	JAFFARIAN RD	HAVERHILL	GLUTKIN JOSEPH ETAL	76 JAFFARIAN RD	HAVERHILL	MA	01830
2 635-3-11	2	FIELDSTONE WAY	HAVERHILL	SOLIMINE WAYNE ETUX	2 FIELDSTONE WAY	HAVERHILL	MA	01830
3 635-3-22	75	JAFFARIAN RD	HAVERHILL	SAFAS MICHAEL J ETUX	75 JAFFARIAN RD	HAVERHILL	MA	01830
4 635-3-23	77	JAFFARIAN RD	HAVERHILL	SIGMON RICHARD-ETUX	77 JAFFARIAN RD	HAVERHILL	MA	01830
5 635-3-24	79	JAFFARIAN RD	HAVERHILL	TOWNSHEND NOMINEE TRUST	79 JAFFARIAN RD	HAVERHILL	MA	01830
6 635-3-25	1	FIELDSTONE WAY	HAVERHILL	LETIZIA CARMEN P ETUX	1 FIELDSTONE WAY	HAVERHILL	MA	01830
7 635-3-26	3	FIELDSTONE WAY	HAVERHILL	KIMBALL MICHAEL J-ETUX	3 FIELDSTONE WAY	HAVERHILL	MA	01830
8 635-3-27	5	FIELDSTONE WAY	HAVERHILL	SCHWARTZ JANINE A	5 FIELDSTONE WAY	HAVERHILL	MA	01830
9 635-3-28	4	FIELDSTONE WAY	HAVERHILL	RICCI YUN K	4 FIELDSTONE WAY	HAVERHILL	MA	01830
10 635-3-29	14	SINGINGWOOD DR	HAVERHILL	DELUCCA JAMES II-ETUX	14 SINGINGWOOD DR	HAVERHILL	MA	01830
11 635-3-30	16	SINGINGWOOD DR	HAVERHILL	ST JEAN USA ETAL	16 SINGINGWOOD DR	HAVERHILL	MA	01830
12 635-3-31	18	SINGINGWOOD DR	HAVERHILL	VIOLA JOSEPH S-ETUX	18 SINGINGWOOD DR	HAVERHILL	MA	01830
13 635-3-32	20	SINGINGWOOD DR	HAVERHILL	LEE CHUN W-ETUX	20 SINGINGWOOD DR	HAVERHILL	MA	01830
14 635-3-33	22	SINGINGWOOD DR	HAVERHILL	BROSSEAU CECELIA E	22 SINGINGWOOD DR	HAVERHILL	MA	01830
15 635-3-34	23	SINGINGWOOD DR	HAVERHILL	ESRIM V SHALOSH SONOROUS TIMBER REVOCABLE TR	32 ABBEY RD	WESTWOOD	MA	02090
16 635-3-35	21	SINGINGWOOD DR	HAVERHILL	THE LINDA D RUDIS REVOCABLE TRUST OF 2017	21 SINGINGWOOD DR	HAVERHILL	MA	01830
17 635-3-36	19	SINGINGWOOD DR	HAVERHILL	19 SINGINGWOOD DRIVE REALTY TRUST	19 SINGINGWOOD DR	HAVERHILL	MA	01830
18 635-3-37	17	SINGINGWOOD DR	HAVERHILL	ROCHE PETER T-ETUX	17 SINGINGWOOD DR	HAVERHILL	MA	01830
19 635-3-38	15	SINGINGWOOD DR	HAVERHILL	CAPPABIANCA 2017 TRUST	15 SINGINGWOOD DR	HAVERHILL	MA	01830
20 635-3-39	13	SINGINGWOOD DR	HAVERHILL	RICHARD J KIMELL REALTY TRUST	13 SINGINGWOOD DRIVE	HAVERHILL	MA	01830
21 635-3-40	11	SINGINGWOOD DR	HAVERHILL	THE BRADLEY M ROOPE TRUST	11 SINGINGWOOD DR	HAVERHILL	MA	01830
22 635-3-41	70	JAFFARIAN RD	HAVERHILL	OBRIEN FAMILY TRUST	70 JAFFARIAN RD	HAVERHILL	MA	01830
23 635-3-8C	64	JAFFARIAN RD	HAVERHILL	PALEMO ROBERT D ETUX	64 JAFFARIAN RD	HAVERHILL	MA	01832
24 635-3-9	74	JAFFARIAN RD	HAVERHILL	PIERCE DAVID T-ETAL	74 JAFFARIAN ROAD	HAVERHILL	MA	01830
25 635-4-16	71	JAFFARIAN RD	HAVERHILL	TSAGARIS IGNATIOS	71 JAFFARIAN RD	HAVERHILL	MA	01830
26 635-4-16A	73	JAFFARIAN RD	HAVERHILL	TSAGARIS IGNATIOS	71 JAFFARIAN RD	HAVERHILL	MA	01830

BOARD OF ASSESSORS
CITY OF HAVERHILL
4 SUMMER STREET • RM 115
HAVERHILL, MA 01830-5843



Haverhill

Economic Development and Planning

Phone: 978-374-2330

wpillsbury@HaverhillMA.gov

10.1

DATE: May 8, 2025

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

FROM: William Pillsbury, Economic Development and Planning Director

RE: Zoning Amendment- Floodplain Overlay District (Sec 255:9.1)

Attached please find a proposed zoning ordinance amendment prepared by City Solicitor Lisa Mead. The proposed amendments provide required updates to the City's Floodplain Overlay District Ordinance (FODO).

I request that the council refer the proposed ordinance to the planning board for a hearing to be held on June 11, 2025, and also schedule a hearing before the council on the proposed amendment shortly thereafter.

Thank you for your attention to this matter.

RECOMMENDATION: Refer the proposed amendment to the Planning BOARD FOR A HEARING ON JUNE 11, 2025 and schedule a hearing on the city council agenda shortly thereafter.

IN CITY COUNCIL: August 19 2025

VOTED: that COUNCIL HEARING BE HELD September 16 2025

Attest:

City Clerk



DOCUMENT 68-B

CITY OF HAVERHILL

In Municipal Council July 1 2025

ORDERED:

Municipal ordinance

Chapter 255

An Ordinance related to Zoning

Be it ordained by the City Council of the City of Haverhill the at code of the City of Haverhill Chapter 255 is hereby amended as follows:

DELETE section 9.1 in its entirety and replace with the following section 9.1

Chapter 255. Zoning

SECTION 9.0. SPECIAL/OVERLAY DISTRICTS

§ 9.1. FLOODPLAIN OVERLAY DISTRICT (FPOD).

§ 9.1.0. Purpose and Definitions.

The purpose of the Floodplain Overlay District is to:

- 1) Ensure public safety through reducing the threats to life and personal injury
- 2) Eliminate new hazards to emergency response officials
- 3) Prevent the occurrence of public emergencies resulting from water quality, contamination, and pollution due to flooding
- 4) Avoid the loss of utility services which if damaged by flooding would disrupt or shut down the utility network and impact regions of the community beyond the site of flooding
- 5) Eliminate costs associated with the response and cleanup of flooding conditions
- 6) Reduce damage to public and private property resulting from flooding waters

For the purpose of this Section 9.1 only, the following terms have the following meanings:

DEVELOPMENT means any man-made change to improved or unimproved real estate, including but not limited to building or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials. [US Code of Federal Regulations, Title 44, Part 59]

FLOODWAY. The channel of the river, creek or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height. [Base Code, Chapter 2, Section 202]

FUNCTIONALLY DEPENDENT USE means a use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, but does not include long-term storage or related manufacturing facilities. [US Code of Federal Regulations, Title 44, Part 59] Also [Referenced Standard ASCE 24-14]

HIGHEST ADJACENT GRADE means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure. [US Code of Federal Regulations, Title 44, Part 59]

HISTORIC STRUCTURE means any structure that is:

- (a) Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
- (b) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- (c) Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or
- (d) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
 - (1) By an approved state program as determined by the Secretary of the Interior or
 - (2) Directly by the Secretary of the Interior in states without approved programs.

[US Code of Federal Regulations, Title 44, Part 59]

NEW CONSTRUCTION. Structures for which the start of construction commenced on or after the effective date of the first floodplain management code, regulation, ordinance, or standard adopted by the authority having jurisdiction, including any subsequent improvements to such structures. *New construction includes work determined to be substantial improvement.* [Referenced Standard ASCE 24-14]

RECREATIONAL VEHICLE means a vehicle which is:

- (a) Built on a single chassis;
- (b) 400 square feet or less when measured at the largest horizontal projection;
- (c) Designed to be self-propelled or permanently towable by a light duty truck; and
- (d) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

[US Code of Federal Regulations, Title 44, Part 59]

REGULATORY FLOODWAY - see FLOODWAY.

SPECIAL FLOOD HAZARD AREA. The land area subject to flood hazards and shown on a Flood Insurance Rate Map or other flood hazard map as Zone A, AE, A1-30, A99, AR, AO, AH, V, VO, VE or V1-30. [Base Code, Chapter 2, Section 202]

START OF CONSTRUCTION. The date of issuance for new construction and substantial improvements to existing structures, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement or other improvement is within 180 days after the date of issuance. The actual start of construction means the first placement of permanent construction of a building (including a manufactured home) on a site, such as the pouring of a slab or footings, installation of pilings or construction of columns.

Permanent construction does not include land preparation (such as clearing, excavation, grading or filling), the installation of streets or walkways, excavation for a basement, footings, piers or foundations, the erection

of temporary forms or the installation of accessory buildings such as garages or sheds not occupied as dwelling units or not part of the main building. For a substantial improvement, the actual "start of construction" means the first alteration of any wall, ceiling, floor or other structural part of a building, whether or not that alteration affects the external dimensions of the building. [Base Code, Chapter 2, Section 202]

STRUCTURE means, for floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home. [US Code of Federal Regulations, Title 44, Part 59]

SUBSTANTIAL IMPROVEMENT: Any repair, reconstruction, or improvement of a structure, the cost of which equals or exceeds fifty (50) percent of the market value of the structure either (a) before the improvement or repair is started, or (b) if the structure has been damaged and is being restored, before the damage occurred. For the purposes of this definition, "substantial improvement" is considered to occur when the first alteration of any wall, ceiling, floor, or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure. The standards for Substantial Improvements in this Section 9.1 shall not apply to Historic Structures, as defined above.

SUBSTANTIAL REPAIR OF A FOUNDATION. When work to repair or replace a foundation results in the repair or replacement of a portion of the foundation with a perimeter along the base of the foundation that equals or exceeds 50% of the perimeter of the base of the foundation measured in linear feet, or repair or replacement of 50% of the piles, columns or piers of a pile, column or pier supported foundation, the building official shall determine it to be substantial repair of a foundation. Applications determined by the building official to constitute substantial repair of a foundation shall require all existing portions of the entire building or structure to meet the requirements of 780 CMR. [As amended by MA in 9th Edition BC]

VARIANCE means a grant of relief by a community from the terms of a flood plain management regulation. [US Code of Federal Regulations, Title 44, Part 59]

VIOLATION means the failure of a structure or other development to be fully compliant with the community's flood plain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in §60.3 is presumed to be in violation until such time as that documentation is provided. [US Code of Federal Regulations, Title 44, Part 59]

§ 9.1.1. Overlay District.

The Floodplain Overlay District is herein established as an overlay district. The District includes all special flood hazard areas within the City of Haverhill designated as Zones A and AE on the Essex County Flood Insurance Rate Map (FIRM), dated July 8, 2025 issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program.. The exact boundaries of the Floodplain Overlay District may be defined by the 100-year base flood elevations shown on the FIRM and further defined by the Essex County Flood Insurance Study (FIS) report dated July 8, 2025. The FIRM and FIS report are incorporated herein by reference and are on file with the Floodplain Administrator to be defined below.

§ 9.1.2. Applicability.

In A Zones, in the absence of FEMA BFE data and floodway data, the building department will obtain, review and reasonably utilize base flood elevation and floodway data available from a Federal, State, or other source as criteria for requiring new construction, Substantial Improvements, or other development.

A and as the basis for elevating residential structures to or above base flood level, for floodproofing or elevating nonresidential structures to or above base flood level, and for prohibiting encroachments in floodways.

§ 9.1.3. Existing Structures.

1. Existing structures and appurtenances thereto within the Floodplain District which are inconsistent with these provisions shall be considered nonconforming structures and as such shall be bound by the provisions contained in Section 5.0, except that a facility permitted and assigned under the provisions of MGL c. 111, § 150A, may be completed without regard to the floodplain provisions stated herein.
2. In addition, an existing structure, group of structures and appurtenances thereto and a facility permitted and assigned under MGL c. 111, § 150A, may be expanded, altered and/or otherwise improved by right, without regard to the floodplain provisions stated herein, provided that such improvement, alteration and/or expansion which is inconsistent with said floodplain requirements does not exceed 50% of the market value of the existing structure or facility as defined under "Substantial Improvement" when completed.

§ 9.1.4. Floodway.

In the floodway, as designated on the Flood Insurance Rate Map, the following provisions shall apply:

1. All encroachments, including fill, new construction, Substantial Improvement to existing structures and other development, are prohibited unless certification by a registered professional engineer is provided by the applicant demonstrating, through hydrologic and hydraulic analyses performed in accordance with standard engineering practice, that the proposed encroachment would not result in any increase in flood levels within the community during the occurrence of the base flood discharge..
2. Any encroachment meeting the above standard shall comply with the floodplain requirements of the State Building Code.

§ 9.1.5. Base Flood Elevation and Floodway Data.

1. In Zones A and AE, along watercourses that have not had a regulatory floodway designated, the best available federal, state, local, or other floodway data shall be used to prohibit encroachments in floodways which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.
2. Base flood elevation data is required for subdivision proposals or other developments greater than 50 lots or five acres, whichever is the lesser, within unnumbered A zones.

§ 9.1.6.1 Use Regulations.

The Floodplain Overlay District is established as an overlay district to all other districts. All development in the district, including structural and nonstructural activities, whether permitted by right or by special permit, must be in compliance with MGL c. 131, § 40, and with the following:

1. Sections of the Massachusetts State Building Code (780 CMR) which address floodplain and coastal high hazard areas;
2. Wetlands Protection Regulations, Department of Environmental Protection (DEP) (currently 310 CMR 10.00);

3. Inland Wetlands Restriction, DEP (currently 310 CMR 13.00);
4. Minimum Requirements for the Subsurface Disposal of Sanitary Sewage, DEP (currently 310 CMR 15, Title 5).

§ 9.1.6.2. Local Variances

A variance from this Section 9.1 must meet the requirements set out by State law, and may only be granted if: 1) good and sufficient cause and exceptional non-financial hardship exist; 2) the variance will not result in additional threats to public safety, extraordinary public expense, or fraud or victimization of the public; and 3) the variance is the minimum action necessary to afford relief. The Conservation Commissioner shall be responsible for granting local variances.

§ 9.1.6.3 State Variances

Any variances from the provisions and requirements of the above referenced state regulations may only be granted in accordance with the required variance procedures of these state regulations. The City will request from the State Building Code Appeals Board a written and/or audible copy of the portion of the hearing related to the variance, and will maintain this record in the community's files. The City shall also issue a letter to the property owner regarding potential impacts to the annual premiums for the flood insurance policy covering that property, in writing over the signature of a community official that (i) the issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25 for \$100 of insurance coverage and (ii) such construction below the base flood level increases risks to life and property. Such notification shall be maintained with the record of all variance actions for the referenced development in the floodplain overlay district.

§ 9.1.6.4 Use Regulations - Permits.

The City of Haverhill requires a permit for all proposed construction or other development in the floodplain overlay district, including new construction or changes to existing buildings, placement of manufactured homes, placement of agricultural facilities, fences, sheds, storage facilities or drilling, mining, paving and any other development that might increase flooding or adversely impact flood risks to other properties. The Inspectional Services Department shall create a form application and process said application for permits.

The City's permit review process shall include the requirement that the proponent obtain all local, state and federal permits that will be necessary in order to carry out the proposed development in the floodplain overlay district. The proponent must acquire all necessary permits, and must demonstrate that all necessary permits have been acquired.

§ 9.1.7. Zone AE.

In Zone AE, along watercourses within the City of Haverhill that have a regulatory floodway designated on the Essex County FIRM, encroachments are prohibited in the regulatory floodway which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.

§ 9.1.8. Subdivisions.

All subdivision proposals must be designed to assure that:

1. Such proposals minimize flood damage;
2. All public utilities and facilities are located and constructed to minimize or eliminate flood damage; and
3. Adequate drainage is provided to reduce exposure to flood hazards.
4. When proposing subdivisions or other developments greater than 50 lots or 5 acres (whichever is less), the proponent must provide technical data to determine base flood elevations for each developable parcel shown on the design plans.

§ 9.1.9.1 Notification of Watercourse Alteration.

In a riverine situation, the Conservation Commission shall notify the following of any alteration or relocation of a watercourse:

1. Adjacent communities of Merrimac, West Newbury, Groveland, Boxford, North Andover, and Methuen, Massachusetts and Salem, Atkinson, Plaistow, and Newton, New Hampshire;
2. NH NFIP State Coordinator, New Hampshire Department of Business and Economic Affairs;
3. NFIP State Coordinator - Massachusetts Department of Conservation and Recreation
4. NFIP Program Specialist - Federal Emergency Management Agency, Region I.

§ 9.1.9.2 Base Flood Elevation Notification

If the City acquires data that changes the base flood elevation in the FEMA mapped Special Flood Hazard Areas, the City will, within 6 months, notify FEMA of these changes by submitting the technical or scientific data that supports the change(s.) Notification shall be submitted to:

- NFIP State Coordinator
Massachusetts Department of Conservation and Recreation
- NFIP Program Specialist
Federal Emergency Management Agency, Region I

§ 9.1.10. Permitted Uses.

The following uses of low flood damage potential and causing no obstructions to flood flows are encouraged, provided they are permitted in the underlying district and they do not require structures, fill, or storage of materials or equipment:

1. Agricultural uses such as farming, grazing, truck farming, horticulture, etc.
2. Forestry and nursery uses.
3. Outdoor recreational uses, including fishing, boating, play areas, etc. However, in A and AE Zone, all recreational vehicles to be placed on a site must be elevated and anchored in accordance with the zone's

regulations for foundation and elevation requirements or be on the site for less than 180 consecutive days or be fully licensed and highway ready.

4. Conservation of water, plants, wildlife.
5. Wildlife management areas, foot, bicycle, and/or horse paths.
6. Temporary nonresidential structures used in connection with fishing, growing, harvesting, storage, or sale of crops raised on the premises.
7. Buildings lawfully existing prior to the adoption of these provisions, subject to Substantial Damage/Substantial Improvement provisions in the state building code.

§ 9.1.11. Designation of Community Floodplain Administrator

The City of Haverhill hereby designates the position of Building Commissioner to be the Official Floodplain Administrator for the City.

§ 9.1.12 Abrogation and Greater Restriction

The floodplain management regulations found in this Floodplain Overlay District section shall take precedence over any less restrictive conflicting local laws, ordinances or codes

§ 9.1.13 Severability.

If any section, provision or portion of this Section 9.1 is deemed to be unconstitutional or invalid by a court, the remainder of the ordinance shall be effective.

§ 9.1.14 Disclaimer of liability

The degree of flood protection required by this bylaw is considered reasonable but does not imply total flood protection.

Kaitlin Wright

From: Kaitlin Wright
Sent: Friday, August 15, 2025 10:11 AM
To: HGLegals@hgazette.com
Cc: Kaitlin Wright; Natalia Hernandez
Subject: Haverhill 4 Legal Ads
Attachments: Ad - Ch 240 sec 85 and 88 parking.pdf; Ad - 17 Mount Vernon St handicap.pdf; Ad-South Webster St no parking.pdf; floodplain overlay a.pdf

Good morning,

Please run the following four legal ads:

- Ordinance: South Webster St no parking (attached) for 1 time in the Gazette on August 21, 2025.
- Ordinance: Handicap parking 17 Mount Vernon St (attached) for 1 time in the Gazette on August 21, 2025.
- Ordinance: Ch. 240 sec 85 and 88 parking (attached) for 1 time in the Gazette on August 21, 2025.
- Ordinance: relating to zoning – Floodplain Overlay District for 1 time in the Gazette on September 4, 2025 – 8 octavo pages.

Any questions, please call 978-420-3622. Thank you!

All my best,

Kaitlin

All my best,

Kaitlin

Kaitlin M. Wright, CMC

City Clerk

4 Summer Street, Room 118

Office: (978) 374-2312

Fax: (978) 373-8490

kwright@haverhillma.gov





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

RE: Zoning Changes:

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

JUN 20 AM 10:03
HAVCITYCLERK

Members Absent: Carmen Morales

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

Dear City Council President and Councilors:

Please note that on June 11, 2025, the Planning Board meeting was held at 7pm in the City Council Chambers. The board considered the recommendations of the Planning Director, William Pillsbury, Jr. to forward favorable recommendation to the city council on the proposed Zoning Changes. William Pillsbury read the rules of the meeting on record.

Paul: Thank you, Bill. Our first hearing is the zoning amendment for the flood plain regulations and a zoning amendment for the rooftop solar energy systems.

Bill: Thank you, Mr. Chairman Both of these items are technical in nature of their zoning amendments. In the first case, the flood plain regulations, we are being asked by the state to adopt the current state's flood plain zoning regulations. Our zoning regulations are very close to that, but they are not exactly that. So, the city solicitor has asked us to just go through the exercise of adopting the full zoning regulations as it relates to the flood plain of the state regulations and make them part of the city zoning code. So that is what this item is for tonight. We'll open the hearing to see if anyone wants to speak. Does anyone want to speak on the flood plain regulations?

Paul: Ok I'll close that portion of the hearing and turn over comments to the Planning Board Director.



Haverhill

Economic Development and Planning

Phone: 978-374-2330

wpillsbury@HaverhillMA.gov

Bill: Ok again we want to move forward with the one with the basis of being a recommendation to the City Council first of all, on all these zoning amendments, and to very clear about this, this planning board is not making decision tonight as to approval or not approval. We've basically been asked, and part of our zoning ordinance requires that the planning board make recommendations to the city council on zoning amendments, so this hearing tonight is to make recommendations to the council on everything that they are zoning amendments. So again, if it's a zoning amendment for flood plain regulations, I'm now going to recommend that we move forward a favorable recommendation to the city council on that particular item.

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, April DerBoghiosian Seconded the motion

Member Nate Robertson – absent

Member Bobby Brown – Yes

Member William Evans – Yes

Member April DerBghoian – Yes

Member Michael Morales – Yes

Member Ismael Matias – Yes

Chairman Paul Howard – Yes

Motion Passed.



Melinda Barrett
Mayor

Robert M. O'Brien
Fire Chief

Haverhill Fire Department

Fire Prevention / Investigation Unit

D/C Eric M. Tarpy
Lieut. Robert Irvine
Insp. Richard H. Wentworth
Insp. Brian Belfiore



4 Summer St, Room 113
Tel: (978) 373-8460
Fax: (978) 521-4441

June 2, 2025

William Pillsbury, Planning Director
4 Summer Street, room 201
Haverhill, MA 01830

Re: City of Haverhill Zoning Amendments Floodplain Overlay District (Sec 255 9.7)

I have reviewed the application from the City of Haverhill for the Zoning Amendment changes and in the interest of public safety, have no comments at this time in the process.

Respectfully,


Eric M. Tarpy

Eric M. Tarpy
Deputy Fire Chief
Haverhill Fire Prevention Division

APPROVED AS TO LEGALITY:


 City Solicitor

PLACED ON FILE for at least 10 days

Attest: 
 City Clerk

IN CITY COUNCIL: June 17 2025

PASSED

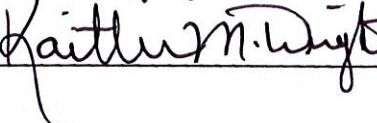
Attest: 
 City Clerk

APPROVED:


 Mayor

IN CITY COUNCIL: July 1 2025

* PASSED Yeas 10, Nays 0, Absent 1

Attest: 
 City Clerk

APPROVED: July 1 2025


 Mayor

*CONFIRMATORY VOTE AND ADOPTION OF ZONING DOCUMENT; CITY'S FLOODPLAIN OVERLAY DISTRICT
 ORDINANCE (FODO) INCLUSIVE OF 7 PAGES YEAS 10, NAYS 0, ABSENT 1

MELINDA E. BARRETT
MAYOR



CITY OF HAVERHILL
MASSACHUSETTS

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

SEP 12 AM 8:29
HVCITYCLERK

September 11, 2025

11.2.1

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

From: Mayor Melinda E. Barrett

RE: Appointment- Lynn Spitalere

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

I hereby appoint Lynn Spitalere of 123 Mercury Terrace, Haverhill as Treasurer and Collector of Taxes. I certify that in my opinion she is appropriate to serve the City in her appointed capacity based on her unique qualifications in the areas of education, training, and experience. This appointment is effective immediately and expires on December 31, 2025.

Sincerely,

Melinda E. Barrett
Mayor

MEB/em



MELINDA E. BARRETT
MAYOR

CITY OF HAVERHILL
MASSACHUSETTS

SEP 12 4:09:30
HVCITYCLERK

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

11.2.2

September 11, 2025

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

From: Mayor Melinda E. Barrett

RE: Appointment - Councilor John Michitson to Whittier Tech School Building Committee

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

I hereby appoint City Councilor John A. Michitson of 119 Kenoza Street, Haverhill, to serve on the Whittier Tech School Building Committee. John is highly qualified for this appointment. He is an engineer by trade and an at-large member of the Haverhill City Council. John has served on the City Council for over 20 years. As a member of the Council, he is very familiar with Haverhill's municipal budget, which he votes on to approve. While serving on the council, John has been a staunch advocate of vocational education and expanding opportunities for youth and adults to enter the trades. He is extremely knowledgeable in Whittier's educational mission and function and has been following closely the efforts being made to build a new school. I can't think of anyone better for this appointment than John Michitson.

Sincerely,

Melinda E. Barrett
Mayor

MEB/em

MELINDA E. BARRETT
MAYOR



CITY OF HAVERHILL
MASSACHUSETTS

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

SEP 12 4:30 PM
CITY CLERK

11.4.1

September 11, 2025

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

From: Mayor Melinda E. Barrett

RE: Resignation- Rosa DiFiore from Haverhill Cultural Council

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

I want to inform you that effective September 5th, 2025, Rosa DiFiore has resigned from the Haverhill Cultural Council. Her letter of resignation is attached for your review.

Sincerely,

Melinda E. Barrett
Mayor

MEB/em

Rosa B DiFiore

Formally of

1376 River St Unit 1

Haverhill, MA 01832

To Whom It May Concern,

This letter is to inform you I am resigning my position from the Haverhill Cultural Council due to moving away from the area. I enjoyed the time spent with the council and will miss the great work we did together. I have moved away from the area and can no longer serve.

This resignation is effective immediately.

Thank you and enjoy your day.

Rosa B DiFiore

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

Attorney/Agent

Applicant Business/Firm Name

Johnson & Borenstein, LLC

Applicant Business/Firm Phone

9784754488

Applicant Business/Firm Address

12 Chestnut St

Applicant Business/Firm City

Andover

Applicant Business/Firm State

MA

Applicant Business/Firm Zip

01810

Client Name

Richard Early, Jr.

Client Business Name

Early Contractors, Inc.

Client Phone

9783748033

Client Email

earlydickjr@yahoo.com

Client Address

50 South Main Street

Client City

Bradford

Client State

MA

Client Zip

01835

Client County

Essex

Client Business Structure

Corporation

New Field

--

SEP 12 AM 10:24
HAYCITYCLERK

Property Information**Proposed Housing Plan Name**

Proposed Site Plan of Land at 47 Railroad Street, Haverhill,
Massachusetts

Proposed Street Name(s)

N/A

How Long Owned by Current Owner?

>16 years

Type of Dwelling(s) Planned in Project

Multi-Family

Lot Dimension(s)

157'x73'x150'x92'

Registry Plat Number, Block & Lot

701-631-1

Zoning District Where Property Located

RH - Residential High Density

Deed Recorded in Essex South Registry: Block Number

28164

Deed Recorded in Essex South Registry: Page

359

Does the Property Have Multiple Lots?

No

Thoroughly Describe the Reason(s) for thre Special Permit

Early Contractors, Inc. ("Applicant") hereby petitions the City Council to grant a special permit necessary to allow Applicant's proposed razing of a nonconforming auto repair and machine shop on the Property and replacement of the same with a condominium which will consist of four townhouses within one building and which will conform with the buildings/uses surrounding the Property ("Project").

Importantly, the Zoning Board of Appeals has recently approved the necessary variances for the Project by decision dated April 16, 2025, and recorded with the Essex South District Registry of Deeds at Book 42733, Page 511.

Property Description

A parcel of land in the High Density Residential Zoning District improved by a nonconforming auto repair and machine shop.

Current Property Use

Business

TOTAL Number of Units Planned

4

TOTAL Number of Parking Spaces Planned

16

Planned Lot Use

Lot Number

Lot 1

Lot Plat Number, Book, Lot

701-631-1

Lot Dimensions

157'x73'x150'x92'

Number of Existing Buildings on Lot

1

Size of Existing Building(s) on Lot

46'x60'

Number of Buildings Planned for Lot

1

Size of Proposed Building(s)

120'x36'

Number of Families to be Accommodated

4

Extent of Proposed Alterations

New Construction: Residential

IF OTHER ALTERATIONS, Please Describe

Razing of existing structure

Types of Units Planned on Lot

Condominiums (for sale)

Number of Units Planned on Lot

4

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

--

Other

true

Use

--

IF OTHER, Please Describe

Special Permit for Use

Hearing Waiver

Agrees

No

Agreement & Signature

Agrees

true

PLEASE READ

**ADDENDUM TO APPLICATION OF EARLY CONTRACTORS, INC.
47 RAILROAD STREET, HAVERHILL, MASSACHUSETTS**

The instant petition to the City Council seeks the approval of a special permit to allow the razing of an existing nonconforming auto repair, machine shop, and contractor's yard located in the High Density Residential Zoning District at 47 Railroad Street ("Property") and redevelopment of the Property with a residential condominium which will consist of four townhouses within one building ("Project").¹ In support of said petition, Early Contractors, Inc. ("Applicant") avers as follows:

- 1) The proposed use of the new structure on the Property will not cause substantial detriment to the neighborhood or the City. Indeed, the proposed multifamily use will benefit the neighborhood and the City, as it will be harmonious with surrounding uses in the residential zoning district, unlike the existing, nonconforming commercial use, and will expand the supply and diversity of housing options in the City.
- 2) The community's acknowledged need for an increased and more diverse housing supply will be served by the replacement of a nonconforming auto repair and machine shop with four units of condominium housing.
- 3) Traffic and pedestrian flow will not be adversely impacted by the Project, and while the Haverhill Zoning Ordinance requires 8 parking spaces for the Project, double the required amount (i.e., 16 spaces) will instead be provided.
- 4) There are adequate utilities and other public services to support the Project.
- 5) The neighborhood character and social structures are that of a residential neighborhood located in the High Density Residential Zoning District. As such, replacement of a nonconforming auto repair and machine shop with four units of condominium housing will be consistent with the neighborhood character and social structures.
- 6) The proposed Project will improve the Property without negatively impacting the natural environment.
- 7) The proposed Project will have a beneficial fiscal impact for the City, increasing its tax base, as well as homeownership opportunities for individuals employed or seeking employment within the City.

As such, Applicant respectfully requests the City Council grant its special permit request, thereby benefitting the public by allowing well-designed residential improvement of the Property, neighborhood, and City.

¹ Importantly, the Zoning Board of Appeals has recently approved the necessary variances for the Project by decision dated April 16, 2025, and recorded with the Essex South District Registry of Deeds at Book 42733, Page 511.

	A	B	C	D	E	F	G	H	I	J
	ParcelID	StreetNum	AltStreetNm	StreetName	LocCity	Owner1	BillingAddress	City	State	Zip
1	701-630-11			SOUTH RIVER ST	HAVERHILL	REED MARY E	310 MYRTLE STREET	MANCHESTER	NH	03104
2	701-630-4A			RAILROAD ST	HAVERHILL	MASSACHUSETTS ELECTRIC CO	40 SYLVAN RD	WALTHAM	MA	02451
3	701-630-5	19		SOUTH RIVER ST	HAVERHILL	WEBER KELIE-ETAL	19 SOUTH RIVER ST	BRADFORD	MA	01835
4	701-630-5A			RAILROAD ST	HAVERHILL	MASSACHUSETTS ELECTRIC CO	40 SYLVAN RD	WALTHAM	MA	02451
5	701-630-6	21		SOUTH RIVER ST	HAVERHILL	DUGGAN CAROL A	21 SOUTH RIVER ST	BRADFORD	MA	01835
6	701-630-6A-1			RAILROAD ST	HAVERHILL	MASSACHUSETTS ELECTRIC CO	40 SYLVAN RD	WALTHAM	MA	02451
7	701-630-7	23		SOUTH RIVER ST	HAVERHILL	FIELDS DANA A-ETUX	23 SOUTH RIVER ST	BRADFORD	MA	01835
8	701-630-7A			RAILROAD ST	HAVERHILL	MASSACHUSETTS ELECTRIC CO	40 SYLVAN RD	WALTHAM	MA	02451
9	701-630-8	25		SOUTH RIVER ST	HAVERHILL	FRASCONI GEORGE E	25 SO RIVER ST	BRADFORD	MA	01835
10	701-630-9	38		RAILROAD ST	HAVERHILL	CIOTO AND JOHNSON DEVELOPMENT LLC	256 WASHINGTON ST	BOXFORD	MA	01921
11	701-630-A			RAILROAD ST	HAVERHILL	CITY OF HAVERHILL	4 SUMMER ST	HAVERHILL	MA	01830
12	701-630-B			RAILROAD ST	HAVERHILL	CITY OF HAVERHILL	4 SUMMER ST	HAVERHILL	MA	01830
13	701-630-C			RAILROAD ST	HAVERHILL	CITY OF HAVERHILL	4 SUMMER ST	HAVERHILL	MA	01830
14	701-630-D			RAILROAD ST	HAVERHILL	CITY OF HAVERHILL	4 SUMMER ST	HAVERHILL	MA	01830
15	701-631-1	47		RAILROAD ST	HAVERHILL	EARLY CONTRACTORS INC	50 SOUTH MAIN ST	BRADFORD	MA	01835
16	701-631-10	32		SOUTH KIMBALL ST	HAVERHILL	RODRIGUEZ JOHN III ETUX	32 SO KIMBALL ST	BRADFORD	MA	01835
17	701-631-11	16		SOUTH CHARLES ST	BRADFORD	WHITE GAIL K	16 SO CHARLES ST	BRADFORD	MA	01835
18	701-631-11A	28		SOUTH KIMBALL ST	BRADFORD	COBBETT REALTY TRUST	28 SOUTH KIMBALL ST	HAVERHILL	MA	01835
19	701-631-12	14		SOUTH CHARLES ST	BRADFORD	LEBLANC JOSEPH E	14 SO CHARLES ST	BRADFORD	MA	01835
20	701-631-13	12		SOUTH CHARLES ST	BRADFORD	PAULINO MAGNOLIA A	12 SO CHARLES STREET	BRADFORD	MA	01835
21	701-631-14	6		SOUTH CHARLES ST	BRADFORD	LAUREANO DENISE	6 SOUTH CHARLES ST	BRADFORD	MA	01835
22	701-631-15	4		SOUTH CHARLES ST	BRADFORD	MARCELLINO MARCELO D	4 SOUTH CHARLES ST	BRADFORD	MA	01835
23	701-631-2	1		SOUTH GROVE ST	HAVERHILL	BUFFUM CYNTHIA A	1 SOUTH GROVE ST	BRADFORD	MA	01835
24	701-631-4	5		SOUTH GROVE ST	HAVERHILL	JUSTICE STACEY C	5 SOUTH GROVE ST	BRADFORD	MA	01835
25	701-631-4A	3		SOUTH GROVE ST	HAVERHILL	NICHOLAS WILLIAM E III	3 S GROVE ST	BRADFORD	MA	01835
26	701-631-5	7		SOUTH GROVE ST	HAVERHILL	WITTY STEPHEN K ETAL	7 SOUTH GROVE ST	BRADFORD	MA	01835
27	701-631-6	9		SOUTH GROVE ST	HAVERHILL	MATHIEU RONALD	645 HILLDALE AV	HAVERHILL	MA	01832
28	701-631-7	13		SOUTH GROVE ST	HAVERHILL	FLAHERTY PATRICK J-ETAL	13 SOUTH GROVE STREET	BRADFORD	MA	01835
29	701-631-8	38		SOUTH KIMBALL ST	HAVERHILL	MOULISON JAMES F-ETUX	38 SOUTH KIMBALL ST	BRADFORD	MA	01835
30	701-631-9	34		SOUTH KIMBALL ST	HAVERHILL	SAADI INVESTMENT TRUST	38 SOUTH KIMBALL ST	BRADFORD	MA	01835
31	701-632-1	13		RAILROAD ST	HAVERHILL	BARBARA J SMITH 2023 REVOCABLE FAMILY TRUST	489 EAST BROADWAY	HAVERHILL	MA	01830
32	701-632-10	22		SOUTH KIMBALL ST	HAVERHILL	JJD TRUST	22 SOUTH KIMBALL ST	BRADFORD	MA	01835
33	701-632-14	4		SOUTH WARREN ST	HAVERHILL	HAVERHILL HOUSING AUTHORITY	P.O. BOX 751	HAVERHILL	MA	01831
34	701-632-15	2		SOUTH WARREN ST	HAVERHILL	WOOD ELLEN F	4 SOUTH WARREN ST	BRADFORD	MA	01835
35	701-632-17	15		SOUTH WARREN ST	HAVERHILL	PACINO REALTY TRUST	2 SO WARREN ST	BRADFORD	MA	01835
36	701-632-2	1		RAILROAD ST	HAVERHILL	FLANTIGUA WILLY	15 RAILROAD ST	BRADFORD	MA	01835
37	701-632-3	5		SOUTH CHARLES ST	BRADFORD	GOULD LESLIE-ANN-ETUX	1 SOUTH CHARLES ST	BRADFORD	MA	01835
38	701-632-3A	7		SOUTH CHARLES ST	BRADFORD	GREENE JESSICA	5 SO CHARLES ST	BRADFORD	MA	01835
39	701-632-4	11		SOUTH CHARLES ST	BRADFORD	RODRIGUEZ JOSE H ETUX	7 SO CHARLES STREET	BRADFORD	MA	01835
40	701-632-5	13		SOUTH CHARLES ST	BRADFORD	BUSWELL TRAVIS N-ETUX	11 SOUTH CHARLES ST	BRADFORD	MA	01835
41	701-632-6	15		SOUTH CHARLES ST	BRADFORD	HADLEY SCOTT	15 SOUTH CHARLES ST	BRADFORD	MA	01835
42	701-632-7	17		SOUTH CHARLES ST	BRADFORD	GIOLITO JOHN C	17 SOUTH CHARLES ST	BRADFORD	MA	01835
43	701-632-8	26		SOUTH KIMBALL ST	HAVERHILL	MCGINLEY FAMILY REVOCABLE TRUS	26 SO KIMBALL ST	BRADFORD	MA	01835
44	701-632-9	24		SOUTH KIMBALL ST	HAVERHILL	WEBSTER NATHAN E-ETUX	24 SOUTH KIMBALL ST	BRADFORD	MA	01835
45	702-634-10	8		SOUTH GROVE ST	HAVERHILL	McLEAN ASHLEE	8-10 SOUTH GROVE ST	BRADFORD	MA	01835
46	702-634-11A	6		SOUTH GROVE ST	HAVERHILL	CAMERANO LINDSAY-ETAL	6 SOUTH GROVE ST	BRADFORD	MA	01835
47	702-634-11B	9		STONE ST	HAVERHILL	FERNALD SHAWN M ETUX	1 STONE AVE	BRADFORD	MA	01835

	A	B	C	D	E	F	G	H	I	J
49	702-634-8	18		SOUTH GROVE ST	HAVERHILL	GRANILLOS ANA R	18 SOUTH GROVE ST	BRADFORD	MA	01835
50	702-634-9	12		SOUTH GROVE ST	HAVERHILL	WALL JOSEPH W	12 SOUTH GROVE ST	BRADFORD	MA	01835
51	702-635-1	58		RAILROAD ST	HAVERHILL	COTO AND JOHNSON DEVELOPMENT LLC	256 WASHINGTON ST	BOXFORD	MA	01921
52	702-635-2	60		RAILROAD ST	HAVERHILL	COTO AND JOHNSON DEVELOPMENT LLC	256 WASHINGTON ST	BOXFORD	MA	01921
53	702-636-1	2		SOUTH GROVE ST	HAVERHILL	SOUTH GROVE STREET OWNER LLC	290 MERRIMACK ST, Unit 210	LAWRENCE	MA	01843
54	702-636-1B	4		SOUTH GROVE ST	HAVERHILL	ALLEN JAMES A-ETUX	4 SOUTH GROVE ST	BRADFORD	MA	01835
55	702-636-1C			SOUTH GROVE ST	HAVERHILL	SOUTH GROVE STREET OWNER LLC	290 MERRIMACK ST, Unit 210	LAWRENCE	MA	01843

BOARD OF ASSESSORS
CITY OF HAVERHILL
4 SUMMER STREET • RM 115
HAVERHILL, MA 01830-5843

701-630-11
REED MARY E
310 MYRTLE STREET
MANCHESTER, NH 03104

701-630-5A
MASSACHUSETTS ELECTRIC CO
40 SYLVAN RD
WALTHAM, MA 02451

701-630-7
FIELDS DANA A-ETUX
23 SOUTH RIVER ST
BRADFORD, MA 01835

701-630-9
CIOTO AND JOHNSON DEVELOPMENT LLC
256 WASHINGTON ST
BOXFORD, MA 01921

701-630-C
CITY OF HAVERHILL
4 SUMMER ST
HAVERHILL, MA 01830

701-631-10
RODRIGUEZ JOHN III ETUX
32 SO KIMBALL ST
BRADFORD, MA 01835

701-631-12
LEBLANC JOSEPH E
14 SO CHARLES ST
BRADFORD, MA 01835

701-631-15
MARCELLINO MARCELO D
4 SOUTH CHARLES ST
BRADFORD, MA 01835

701-631-4A

701-630-4A
MASSACHUSETTS ELECTRIC CO
40 SYLVAN RD
WALTHAM, MA 02451

701-630-6
DUGGAN CAROL A
21 SOUTH RIVER ST
BRADFORD, MA 01835

701-630-7A
MASSACHUSETTS ELECTRIC CO
40 SYLVAN RD
WALTHAM, MA 02451

701-630-A
CITY OF HAVERHILL
4 SUMMER ST
HAVERHILL, MA 01830

701-630-D
CITY OF HAVERHILL
4 SUMMER ST
HAVERHILL, MA 01830

701-631-11
WHITE GAIL K
16 SO CHARLES ST
BRADFORD, MA 01835

701-631-13
PAULINO MAGNOLIA A
12 SO CHARLES STREET
BRADFORD, MA 01835

701-631-2
BUFFUM CYNTHIA A
1 SOUTH GROVE ST
BRADFORD, MA 01835

701-631-5

701-630-5
WEBER KELLIE-ETAL
19 SOUTH RIVER ST
BRADFORD, MA 01835

701-630-6A-1
MASSACHUSETTS ELECTRIC CO
40 SYLVAN RD
WALTHAM, MA 02451

701-630-8
FRASCONI GEORGE E
25 SO RIVER ST
BRADFORD, MA 01835

701-630-B
CITY OF HAVERHILL
4 SUMMER ST
HAVERHILL, MA 01830

701-631-1
EARLY CONTRACTORS INC
50 SOUTH MAIN ST
BRADFORD, MA 01835

701-631-11A
COBBETT REALTY TRUST
28 SOUTH KIMBALL ST
HAVERHILL, MA 01835

701-631-14
LAUREANO DENISE
6 SOUTH CHARLES ST
BRADFORD, MA 01835

701-631-4
JUSTICE STACEY C
5 SOUTH GROVE ST
BRADFORD, MA 01835

701-631-6

4th
Railroad St
CCSP 25-8



FP-002A
(Rev. 6/23)

The Commonwealth of Massachusetts
City/Town of Haverhill

Application For License

Massachusetts General Law, Chapter 148 §13

☒ New License ☐ Amended License

12.2

GIS Coordinates	
<u>42.7935 N</u>	LAT.
<u>71.1233 W</u>	LONG.
License Number _____	

Application is hereby made in accordance with the provisions of Chapter 148 of the General Laws of Massachusetts for a license to store flammables, combustibles or explosives on land in buildings or structures herein described.

Location of Land: 30 Creek Brook Dr.

Number, Street and Assessor's Map and Parcel ID

Attach a plot plan of the property indicating the location of property lines and all buildings or structures.

Owner of Land: Mar Fiber Tech Two LLC

Address of Land Owner: 20 Pickering Street, Needham MA 02492

SEP 8 PM 2:25
HAVERHILL CLERK

Use and Occupancy of Buildings and Structures: Food Manufacturing

If this is an application for amendment of an existing license, indicate date of original license and any subsequent amendments

Attach a copy of the current license

Flammable and Combustible Liquids, Flammable Gases and Solids

Complete this section for the storage of flammable and combustible liquids, solids, and gases; see 527 CMR 1.00 Table 1.12.8.50; Attach additional pages if needed. All tanks and containers are considered full for the purposes of licensing and permitting.

PRODUCT NAME	CLASS	MAXIMUM QUANTITY	UNITS gal., lbs, cubic feet	CONTAINER UST, AST, IBC, drums
Edible Shortenings and Oils	Class 3B	15,000 Gallons 19,000 Gallons	Gal.	AST

Total quantity of all flammable liquids to be stored: N/A

Total quantity of all combustible liquids to be stored: ~~15,000 Gallons~~ 19,000 Gallons

Total quantity of all flammable gases to be stored: N/A

Total quantity of all flammable solids to be stored: N/A

SEP 20 PM 2:21
HAVERHILL CLERK

LP-gas (Complete this section for the storage of LP-gas or propane)

Indicate the maximum quantity of LP-gas to be stored and the sizes and capacities of all storage containers. (See 527 CMR 1.00 Table 1.12.8.50)

- ❖ Maximum quantity (in gallons) of LP-gas to be stored in aboveground containers: N/A

List sizes and capacities of all aboveground containers used for storage: _____

- ❖ Maximum quantity (in gallons) of LP-gas to be stored in underground containers: N/A

List sizes and capacities of all underground containers used for storage: _____

Total aggregate quantity of all LP-gas to be stored: N/A

Fireworks (Complete this section for the storage of fireworks)

Indicate classes of fireworks to be stored and maximum quantity of each class. (See 527 CMR 1.00 Table 1.12.8.50)

- ❖ Maximum amount (in pounds) of Class 1.3G: N/A Type/class of magazine used for storage: N/A
❖ Maximum amount (in pounds) of Class 1.4G: N/A Type/class of magazine used for storage: N/A
❖ Maximum amount (in pounds) of Class 1.4: N/A Type/class of magazine used for storage: N/A

Total aggregate quantity of all classes of fireworks to be stored: _____

Explosives (Complete this section for the storage of explosives)

Indicate classes of explosive to be stored and maximum quantity of each class. (See 527 CMR 1.00 Table 1.12.8.50)

- ❖ Maximum amount (in pounds) of Class 1.1: N/A Number of magazines used for storage: _____
❖ Maximum amount (in pounds) of Class 1.2: N/A Number of magazines used for storage: _____
❖ Maximum amount (in pounds) of Class 1.3: N/A Number of magazines used for storage: _____
❖ Maximum amount (in pounds) of Class 1.4: N/A Number of magazines used for storage: _____
❖ Maximum amount (in pounds) of Class 1.5: N/A Number of magazines used for storage: _____
❖ Maximum amount (in pounds) of Class 1.6: N/A Number of magazines used for storage: _____

I, Joseph T. Couch IV, hereby attest that I am authorized to make this application. I acknowledge that the information contained herein is accurate and complete to the best of my knowledge and belief. I acknowledge that all materials stored pursuant to any license granted hereunder must be stored or kept in accordance with all applicable laws, codes, rules and regulations, including but not limited to Massachusetts Chapter 148, and the Massachusetts Fire Code (527 CMR 1.00). I further acknowledge that the storage of any material specified in any license granted hereunder may not exceed the maximum quantity specified by the license.

Signature Joseph Theodore Couch IV Date 8/26/2025 Name Joseph T. Couch IV

PLEASE NOTE THAT ONLY APPLICATIONS WITH ORIGINAL WET SIGNATURES WILL BE ACCEPTED. PHOTOCOPIES OF APPLICATIONS WILL NOT BE PROCESSED.

Fire Department Use Only

I, ERIC M. TAPY, Head of the HAVERHILL Fire Department endorse this application with my

☒ Approval ☐ Disapproval

D/C EMT
Signature of Head of the Fire Department

9/2/25
Date

Recommendations: Follow all code requirements and best practices associated with the use, storage, and maintenance of tank, product and process.

Special Permit - Flammable Fuel Storage

SPFL-25-3

Submitted On: Aug 15, 2025

Applicant

👤 JT Couch
☎ 973-650-6060
@ jt@creekbrookcml.com

Primary Location

30 CREEK BROOK DR
Haverhill, MA 01832

Important: Please Read Before Starting Your Application

Applicant Information

Is this application a new license or an amendment to an existing license?

New

If amendment, please indicate date of original license

--

What is Your Role in this Process?

Representative of Applicant

IF OTHER, please specify

--

Applicant or Business/Firm Name

Creek Brook CML

Applicant or Business/Firm Phone

9736506060

Applicant or Business/Firm Address

30 Creek brook Dr.

Applicant or Business/Firm City

Haverhill

Applicant or Business/Firm State

Massachusetts

Applicant or Business/Firm Zip Code

01832

Business Structure

Corporation

Name of Licensee

Mark Cafua

Address of Licensee

30 Creek Brook Dr.

Contact Information for Licensee (Email and Phone Number)

jt@creekbrookcml.com

Land Information

Location of Land

30 Creek Brook Dr.

Owner of Land

Mar Fiber Tech Two LLC

Address of Land Owner

20 Pickering ST. Needham MA 02492

Use and Occupancy of Buildings and Structures

Food Manufacturing

GIS Coordinants

548- 1 -3c-2A-2

Flammable and Combustible Liquids, Flammable Gases, and Solids

Product Name

Edible shortening oil

Class of Flammable or Combustible

Class ~~2B~~ 3B

Maximum Quantity of Tank Storage

15000

Units

Gallons

Container

IF OTHER, please specify

Aboveground Storage Tank

--

Total quantity of all flammable liquids to be stored

0

Total quantity of all combustible liquids to be stored

15000

Total quantity of all flammable gases to be stored

0

Total quantity of all flammables solids to be stored

0

LP Gas or Propane Information

Will you have LP gas or propane?

No

Explosives Information

Will you have explosives?

No

Emergency Contact Information

Emergency Contact Name

JT Couch

Emergency Contact Phone Number

9736506060

Acknowledgement

I, _____, hereby attest that I am authorized to make this application. I acknowledge that the information contained herein is accurate and complete to the best of my knowledge and belief. I acknowledge that all materials stored pursuant to any license granted hereunder must be stored or kept in accordance with all applicable laws, codes, rules and regulations, including but not limited to Massachusetts Chapter 148, and the Massachusetts Fire Code (527 CMR 1.00). I further acknowledge that the storage of any material specified in any license granted hereunder may not exceed the maximum quantity specified by the license.

true

Electronically Sign Here:

Joseph Theodore Couch IV

Signor's Role

Representative of Applicant

City Clerk – Hearing Date Set

Record No.SPFL-25-3

Status Completed

Became Active September 3, 2025

Assignee Kaitlin Wright

Due Date None

Primary Location

30 CREEK BROOK DR
Haverhill, MA 01832

Owner

MAR FIBERTECH TWO LLC
PICKERING ST, STE 200 20 NEEDHAM, MA 02492

Applicant

 JT Couch
 973-650-6060
 jt@creekbrookcml.com
 30 creek brook dr
Haverhill, MA 01832

Messages

Kaitlin Wright

September 3, 2025 at 2:20 pm

Hearing will be announced at September 16th Council meeting. Application will be heard before Council on October 28th meeting at 7 PM

Kaitlin Wright

September 3, 2025 at 2:21 pm

Application states 19,000 gallons, but written summary still shows 15,000 gallons. It would be helpful if the summary could be updated or something could be added to reflect/explain the change for the additional gallons.

Step Activity

OpenGov system activated this step

09/03/2025 at 2:14 pm

OpenGov system assigned this step to Maria Bevilacqua

09/03/2025 at 2:14 pm

Kaitlin Wright reassigned this step from Maria Bevilacqua to Kaitlin Wright

09/03/2025 at 2:14 pm

Kaitlin Wright approved this step

09/03/2025 at 2:21 pm

City Clerk Review

Record No.SPFL-25-3

Status Completed

Became Active September 3, 2025

Assignee Kaitlin Wright

Due Date None

Primary Location

30 CREEK BROOK DR
Haverhill, MA 01832

Owner

MAR FIBERTECH TWO LLC
PICKERING ST, STE 200 20 NEEDHAM, MA 02492

Applicant

 JT Couch
 973-650-6060
 jt@creekbrookcml.com
 30 creek brook dr
Haverhill, MA 01832

Messages

Kaitlin Wright

August 28, 2025 at 1:18 pm

Please provide GIS coordinates (latitude and longitude) for where the tank/tanks will be stored.

JT Couch

August 28, 2025 at 3:13 pm

The coordinates for the shortening tank are (42.7935° N, 71.1233° W).

Kaitlin Wright

August 28, 2025 at 3:23 pm

Thank you - I added the coordinates to the application and reuploaded.

JT Couch

August 28, 2025 at 3:40 pm

Thank you!

Step Activity

OpenGov system activated this step

09/03/2025 at 8:13 am

OpenGov system assigned this step to Rose Leonard-Flynn

09/03/2025 at 8:13 am

Kaitlin Wright reassigned this step from Rose Leonard-Flynn to Kaitlin Wright

09/03/2025 at 2:14 pm

Kaitlin Wright approved this step

09/03/2025 at 2:14 pm



Water Bill Check

Record No.SPFL-25-3

Status Completed

Became Active August 19, 2025

Assignee Elizabeth Remmes

Due Date None

Primary Location

30 CREEK BROOK DR
Haverhill, MA 01832

Owner

MAR FIBERTECH TWO LLC
PICKERING ST, STE 200 20 NEEDHAM, MA 02492

Applicant

 JT Couch
 973-650-6060
 jt@creekbrookcml.com
 30 creek brook dr
Haverhill, MA 01832

Step Activity

Kaitlin Wright assigned this step to Elizabeth Remmes	08/19/2025 at 11:11 am
Kaitlin Wright activated this step	08/19/2025 at 11:11 am
Elizabeth Remmes approved this step	08/19/2025 at 11:30 am

Tax Check

Record No.SPFL-25-3

Status Completed

Became Active August 15, 2025

Assignee Lynn Spitalere

Due Date None

Primary Location

30 CREEK BROOK DR
Haverhill, MA 01832

Owner

MAR FIBERTECH TWO LLC
PICKERING ST, STE 200 20 NEEDHAM, MA 02492

Applicant

 JT Couch
 973-650-6060
 jt@creekbrookcml.com
 30 creek brook dr
Haverhill, MA 01832

Step Activity

OpenGov system activated this step	08/15/2025 at 12:58 pm
Kaitlin Wright assigned this step to Lynn Spitalere	08/19/2025 at 11:10 am
Lynn Spitalere approved this step	08/21/2025 at 4:36 pm

Fire Chief Approval

Record No.SPFL-25-3

Status Completed Became Active August 15, 2025
Assignee Eric Tarpy Due Date None

Primary Location

30 CREEK BROOK DR
Haverhill, MA 01832

Owner

MAR FIBERTECH TWO LLC
PICKERING ST, STE 200 20 NEEDHAM, MA 02492

Applicant

 JT Couch
 973-650-6060
 jt@creekbrookcml.com
 30 creek brook dr
Haverhill, MA 01832

Messages

Eric Tarpy August 26, 2025 at 3:11 pm

Waiting on updated FP- 002A form to be sent to office for Fire Dept. signature.

JT Couch August 26, 2025 at 3:25 pm

Hello, I just sent it over to Private Belfiore and uploaded it to the portal as well.

JT Couch August 27, 2025 at 3:05 pm

Hi I see the form was signed off on, do I need to send to anyone for further approval or will it automatically switch from in progress to approved?

Kaitlin Wright September 2, 2025 at 1:34 pm

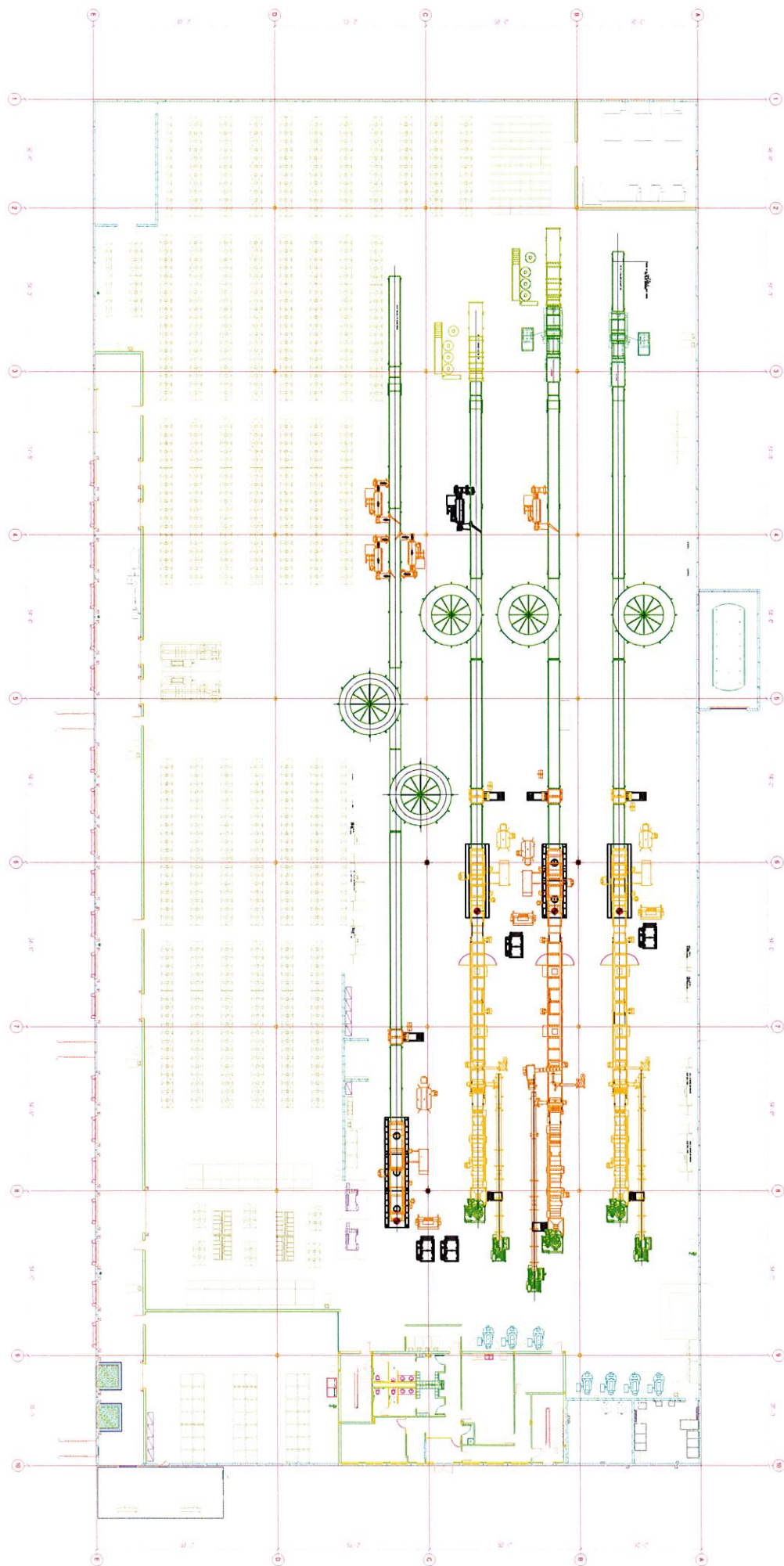
@Eric Tarpy form FP-002A is attached under attachments and awaits the Fire Chief's signature.

Eric Tarpy September 3, 2025 at 8:14 am

Applicant to apply for permit to exercise license. Subject to all code requirements.

Kaitlin Wright September 3, 2025 at 2:18 pm

Hearing will be announced at September 16th Council meeting. Application will be heard before Council on October 28th meeting at 7 PM.





DRAWING NUMBER	DESCRIPTION
24600714-01.1	COVER SHEET
24600714-01.2	SYMBOLS SHEET
24600714-01.3	BILL OF MATERIALS
24600714-01.4	PIPING AND INSTRUMENTATION DIAGRAM
24600714-01.5	LAYOUT

DRAWING NUMBER	DESCRIPTION
24600714-01.1	COVER SHEET
24600714-01.2	SYMBOLS SHEET
24600714-01.3	BILL OF MATERIALS
24600714-01.4	PIPING AND INSTRUMENTATION DIAGRAM
24600714-01.5	LAYOUT

GENERAL NOTES

CLIENT

CREEK BROOK
HAVERHILL, MA



PROJECT TITLE

PKO STORAGE AND HOT WATER SET

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MATERIALS

316 SS

SUBSTRATE

CHECKED BY _____

QUANTITY

1

1

DATE

Yours

DRAWING D

COVER SHEET

DRAWING NUMBER

24G0074- 01.1

GENERAL NOTES

1. VERIFY ALL DIMENSIONS WITH EQUIPMENT

CLIENT
CREEK BROOK
HARTFORD, CT

PROJECT
MGN
MGN

PROJECT TYPE
PKO STORAGE AND HOT WATER SET

REV	DESCRIPTION	DATE
1	INITIAL DRAWING	JAN 5/2/2025

REVISIONS	DATE
DESCRIPTION	BY

DATE
316 SS

CHECKED BY
JAB

SCALE
1" = 1'-0"

PROJECT NUMBER
24G0074-01.2

SYMBOL SHEET

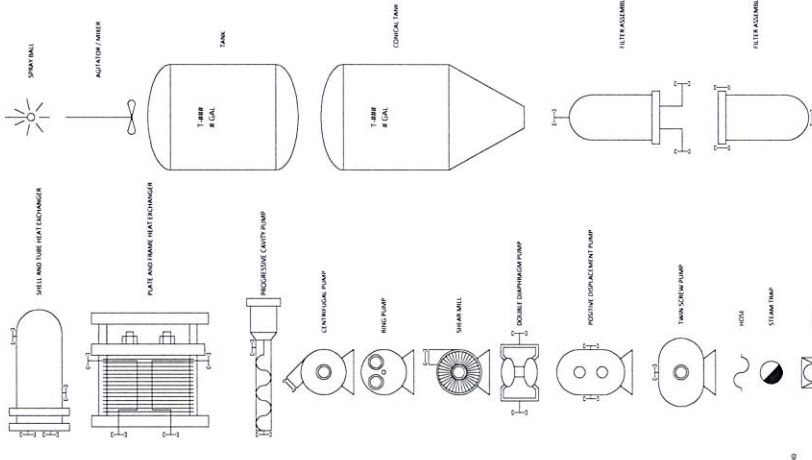
DRAWING DESCRIPTION

SYMBOL SHEET

24G0074-01.2

EQUIPMENT

VESSELS



LINE TYPE	ANNOTATIONS
---	CENTER LINE
---	DIMENSIONS
---	REVISIONS
---	EQUIPMENT IDENTIFICATION
---	PROCESS IDENTIFICATION
---	PHILMATIC
---	CHILLED WATER
---	HOT WATER
---	STEAM
---	CONDENSATE
---	PRODUCT
---	EQUIPMENT/INSTRUMENTS
---	STATUS
---	DEMOLITION
---	FUTURE

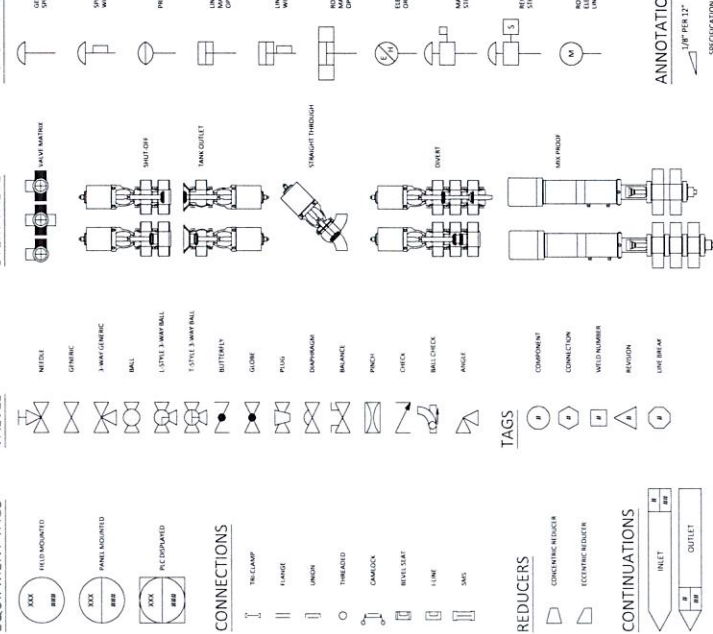
LINE TYPE	ANNOTATIONS
---	CENTER LINE
---	DIMENSIONS
---	REVISIONS
---	EQUIPMENT IDENTIFICATION
---	PROCESS IDENTIFICATION
---	PHILMATIC
---	CHILLED WATER
---	HOT WATER
---	STEAM
---	CONDENSATE
---	PRODUCT
---	EQUIPMENT/INSTRUMENTS
---	STATUS
---	DEMOLITION
---	FUTURE

ACTUATORS

STEM VALVE

VALVES

EQUIPMENT TAGS



FLOW SYMBOLS

CONTINUATIONS

REDUCERS



GENERAL NOTES

1. VERIFY ALL DIMENSIONS WITH EQUIPMENT

CUSTOMER

CREEK BROOK
HAVERHILL, MA



PRODUCT TITLE

PKO STORAGE AND HOT WATER SET

MATERIAL

316 SS

DRAWN BY JAB

QUANTITY 1

SIZE D

SCALE

NA

UNITS DIMENSIONS SPECIFIED
DIMENSIONS ARE IN INCHES
TOLERANCE ON MATERIALS
TOLERANCE ON FINISHES 1.00"

DRAWING DESCRIPTION

BILL OF MATERIALS

DRAWING NUMBER

24G0074- 01.3

MECHANICAL BILL OF MATERIALS - 24G0074-01				
NO.	TAG	DESCRIPTION	SPECIFICATION / MODEL	MANUFACTURER
1	M-101	Motor Header 5 HP 184TC 3	118-3148MD	SPX
2	AV-105	1/2" SHUT OFF VALVE	WH10283	SPX
3	TK-100	15,000 Gall Tank	15000Gallon Tank	Fastwater Equipment
4	EW-104,105,106,107	1.5" BALL VALVE	EA-33W-SM-1.5-CV	OSM
5	BPV-602	2in GSW BPV, TC 316SS EPDM	BPV-316L-E-2	OSM
6	CP-100	CP14 Centrifugal Pump	CP1402333	SPX
7	EW-106	1/2" BALL VALVE	EA-33W-SM-1.5-CV	OSM
8	VENT	LIQUID TANK CONDENSER 4"	LTC-24H440	American Ultratank
9	VENT	10" TANK VENT	LTX-10A824D	American Ultratank
10	BPV-100,101,102	EA-33W-SM-1.5-MT-70-SM-SS-OSM41-24L-SS-SS098-24D	MDN4380	OSM
11	PMV-100	6" EMERGENCY VENT	F7806H	PROTECTOSEAL
12	WV-100	2" END OF LINE VACUUM VENT	F8242	PROTECTOSEAL
13	AV-600	Air Vent	B7	Bel & Gossett
14	BV-602	3/4" BALL VALVE	FIC 260A	FWW
15	CV-100	2" VERTICAL DISC CHECK VALVE	CSE-316L-TC-2-V	OSM
16	PSV-601	3/4" PRESSURE RELIEF VALVE, 60 PSIG, ASME	790-80 ASME RV	Bel & Gossett
17	BPV-100	2" BUTTERFLY VALVE	BPV-316L-E-2	OSM
18	FS-100	FLOW SWITCH	S6860	IFM
19	BPV-101	1.5" BUTTERFLY VALVE	BPV-316L-E-1.5	OSM
20	BPV-102	2" BUTTERFLY VALVE	BPV-316L-E-2.0	OSM
HOT WATER SET - BILL OF MATERIALS - 24G0074-05				
NO.	TAG	DESCRIPTION	SPECIFICATION / MODEL	MANUFACTURER
1	TI-600	Temperature Transmitter	TI2603	IFM
2	PSV-600	3/4" Pressure Relief Valve, 60 PSIG, ASME	790-80 ASME RV	Bel & Gossett
3	BV-600	1" Ball Valve	EA-33W-SM-1-CV	OSM
4	BFP-600	3/4" Back Flow Preventer	4AUF-104-A2F	Acacia
5	PMV-600	1/2" Pressure Reducing Valve	RP-36	Bel & Gossett
6	PG-600	Pressure Gauge, -30 psig to 0 to 60 psi	PHD-30L-402CD-01	Grozier
7	BV-601	1" Ball Valve	EA-33W-SM-1-CV	OSM
8	TK-600	Expansion Tank	PFA-30V 5/10 ASME	Bel & Gossett
9	CP-600	Hot Water Heats Pump, 3HP, 3000 RPM, 4.5" impeller	2645	SPX
10	M-600	3HP MOTOR 14.3kW	118-60MD	BAUDER
11	FW-600	Flow Switch	S6860	IFM
12	TK-600	2" Flanged Circulation Vessel	WFLS12X2543 1	MATCO
13	BV-602	3/4" Ball Valve	EA-33W-SM-75-CV	OSM
14	BPV-600	2" Butterfly Valve	BPV-316L-V-2	OSM
15	BPV-601	2" Butterfly Valve	BPV-316L-V-2	OSM
16	FRAME	2.0" MB Square Tubing with Adjustable Legs	24G0074-05	M.C. Newell

24V

24V

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24V

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24V

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24V

GENERAL NOTES

1. VERIFY ALL DIMENSIONS WITH EQUIPMENT

CLIENT
CREEK BROOK
HAVERHILL, MA

PROJECT TITLE
MGNewell

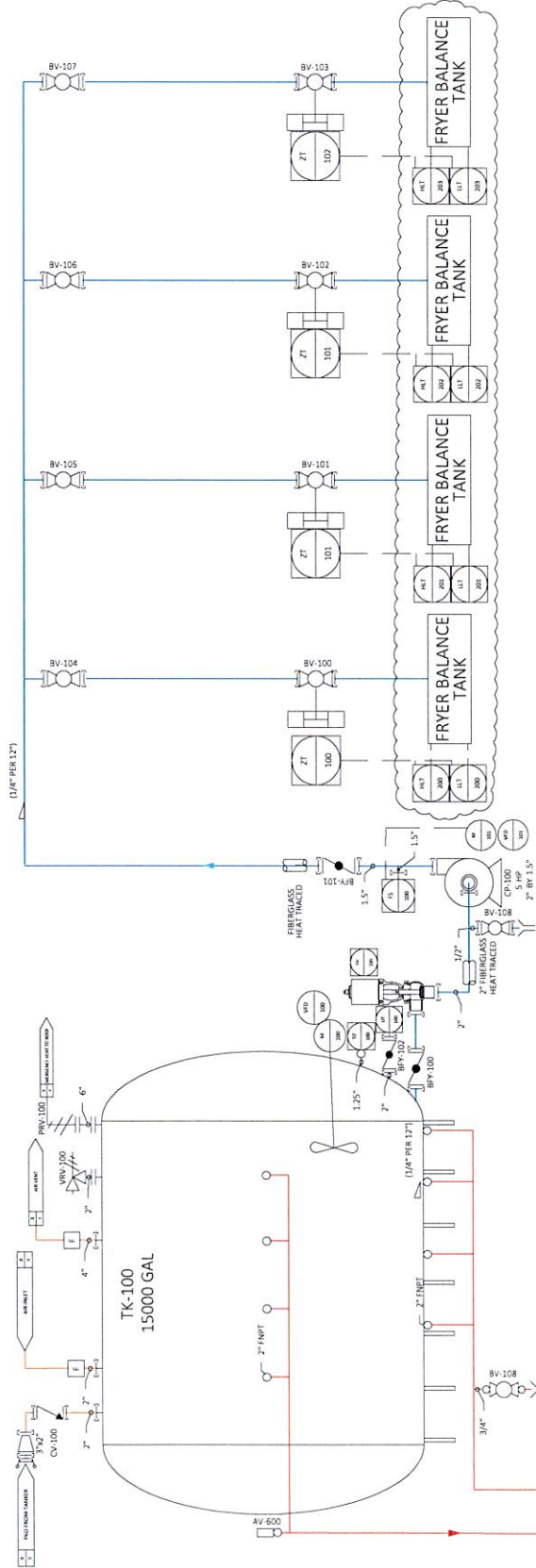
PROJECT TYPE
PKO STORAGE AND HOT WATER SET

DATE
316 SS

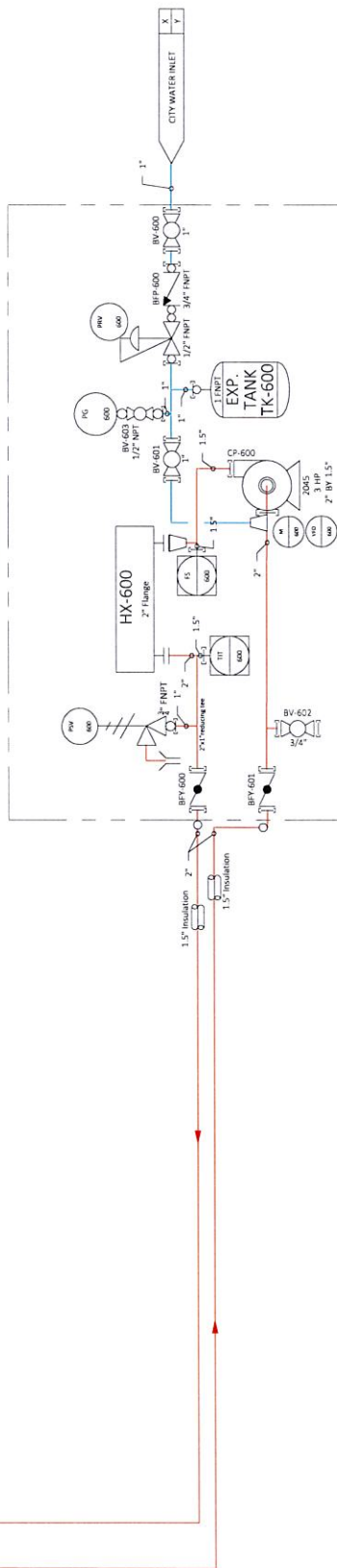
DRAWN BY	JAB	CHECKED BY	
QUANTITY	1	SCALE	NA
UNLESS OTHERWISE SPECIFIED TOLERANCES (DIMENSIONS) 1/16" EQUIPMENT ON INCHES 1/8"			
DRAWING DESCRIPTION			

P&ID

24G0074- 01.4



Skid Boundaries



GENERAL NOTES

1. VERIFY ALL DIMENSIONS WITH EQUIPMENT.

CLIENT

CREEK BROOK
HAVERHILL, MA

MGNewell

PROJECT TITLE

PKO STORAGE AND HOT WATER SET

REV	DESCRIPTION	BY	DATE
1	INITIAL DRAWING	JAB	3/7/2025

COMPARISON OF ALL REVISED DIMENSIONS TO THE ORIGINAL DRAWING. THE DIMENSIONS OF THE ORIGINAL DRAWING SHALL BE MAINTAINED UNLESS OTHERWISE NOTED. THE LAYOUTS SHALL BE CONSIDERED AS A GUIDE ONLY.

DATE: 3/7/2025

SCALE: 1" = 10'

QUANTITY: 1

SIZE: D

CHECKED BY: NA

DATE: 3/7/2025

SCALE: 1" = 10'

QUANTITY: 1

SIZE: D

CHECKED BY: NA

DATE: 3/7/2025

SCALE: 1" = 10'

QUANTITY: 1

SIZE: D

CHECKED BY: NA

DATE: 3/7/2025

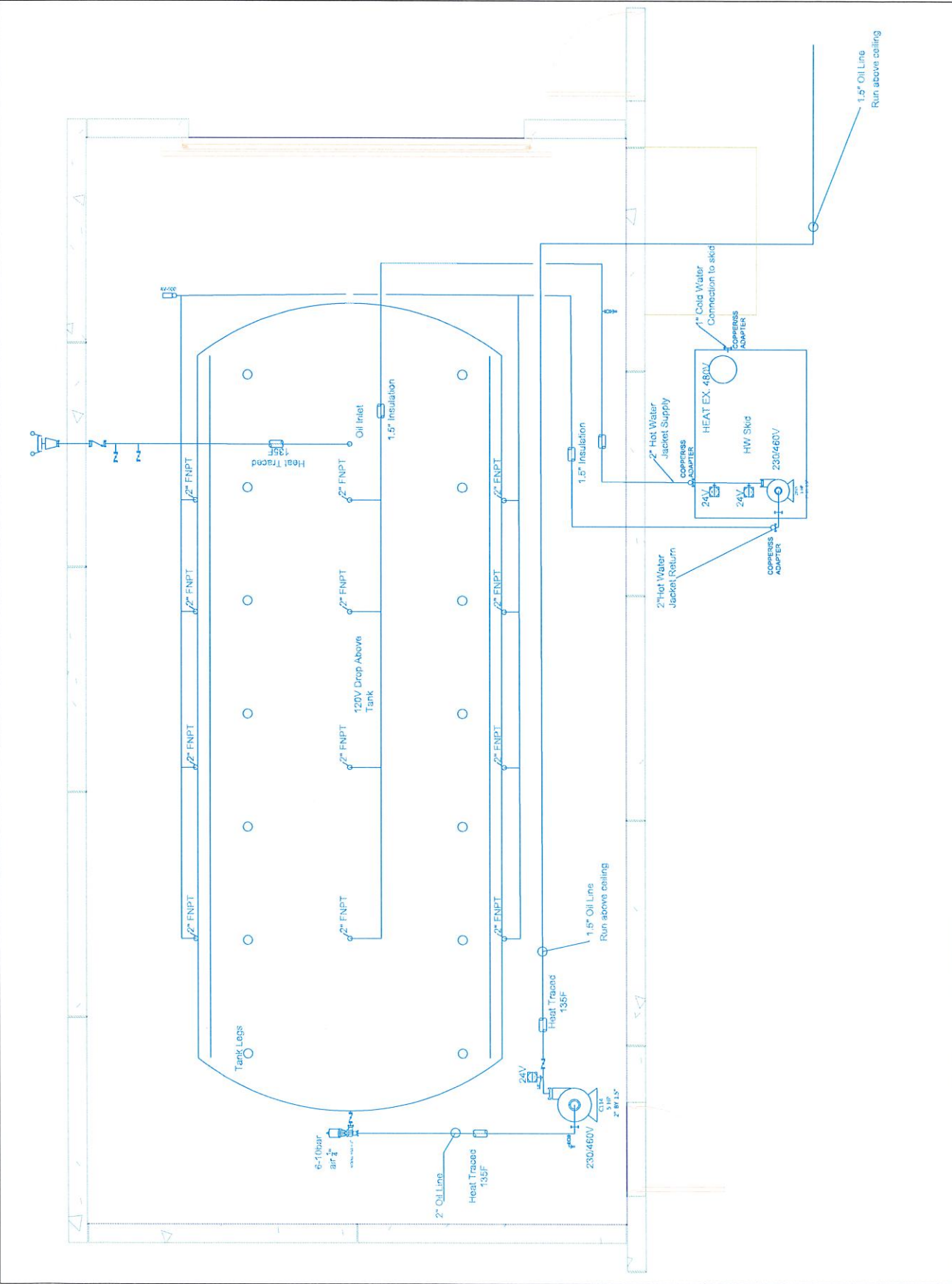
SCALE: 1" = 10'

QUANTITY: 1

SIZE: D

CHECKED BY: NA

DATE: 3/7/2025





Safety Data Sheet

*** Section 1 - Product and Company Identification ***

Material Name: Edible Shortenings and Oils

Synonyms/Other Common Names: Canola oil, Linseed oil, Corn oil, Soybean oil, Cottonseed oil, Peanut Oil, Palm kernel oil, Copra, Olive oil, Tallow oil, Lard, Palm oil, Sunflower Oil.

Recommended Use & Restrictions: Food additive, Emulsifier

Manufacturer Information:

Bunge North America
1391 Timberlake Manor Parkway
Chesterfield, MO 63017

Phone: 314-292-2000 between 7:30 AM – 5:30 PM Central Time
Fax: 314-292-2384

Emergency Information:

In the event of an Emergency, contact Chemtrec at 1-800-424-9300

*** Section 2 – Hazard(s) Identification ***

Hazard classification: Not a dangerous substance according to GHS. The substance does not meet the criteria for classification.

Hazard Statement(s): Excessive inhalation of oil mist may affect the respiratory system. Sensitive individuals may experience dermatitis after prolonged exposure of oil on the skin.

Potential Health Effects:

Eyes: None expected under anticipated use conditions. May cause irritation in sensitive individuals.

Skin: None expected under anticipated use conditions. May cause irritation in sensitive individuals.

Ingestion: None expected under anticipated use conditions. May cause irritation in sensitive individuals.

Inhalation: Excessive inhalation of oil mist may affect the respiratory system.

Carcinogenicity and Reproductive Hazard: None of this product's components are listed by ACGIH, IARC, OSHA, NIOSH, or NTP.

Medical Conditions aggravated by exposure to product: Excessive inhalation of oil mist may affect the respiratory system. Sensitive individuals may experience dermatitis after prolonged exposure of oil on the skin.

HMIS Ratings: Health: 1 Fire: 1 HMIS Reactivity 0

Hazard Scale: 0 = Minimal 1 = Slight 2 = Moderate 3 = Serious 4 = Severe * = Chronic hazard

Label Elements: Not required

Signal Word: Not required

*** Section 3 - Composition / Information on Ingredients ***

CAS #	Component (Chemical Name & Common Name)	Concentration
120962-03-0	Canola oil	
8001-26-1	Linseed oil	
8001-30-7	Corn oil	
8001-22-7	Soybean oil	
8001-29-4	Cottonseed oil	
8002-03-7	Peanut Oil	
8023-79-8	Palm kernel oil	
8001-31-8	Copra	
8001-25-0	Olive oil	
61789-97-9	Tallow oil	
61789-99-9	Lard	
8002-75-3	Palm oil	
8001-21-6	Sunflower oil	
	Algae oil	

Safety Data Sheet

*** Section 4 - First Aid Measures ***

Eyes: If necessary, rinse eyes with water.

Skin: Wash with soap and water.

Ingestion: None necessary.

Inhalation: Remove to fresh air.

Most important symptoms/effects (acute & delayed): Acute eye contact requires rinsing. No delayed effects anticipated.

*** Section 5 - Fire Fighting Measures ***

General Fire Hazards: See Section 9 for Flammability Properties.

Hazardous Combustion Products: Not Determined

Extinguishing Media: Foam, CO2 or dry chemical. Because water can spread the fire, it is advisable to avoid a direct water stream for extinguishing the fire.

Fire Fighting Equipment/Instructions: Firefighters should wear full protective gear.

NFPA Ratings: Health: 1 Fire: 1 Reactivity: 0

Hazard Scale: 0 = Minimal 1 = Slight 2 = Moderate 3 = Serious 4 = Severe

*** Section 6 - Accidental Release Measures ***

Evacuation Procedures/ Containment Procedures: Isolate area. Keep unnecessary personnel away. No special containment procedures necessary.

Clean-Up Procedures: For small spills, add solid adsorbent, shovel into disposable container and hose down area. Do not use incompatible clay adsorbents to avoid the possibility of spontaneous combustion. Clean area with detergent. For large spills, squeegee or pump into holding container. Clean area with detergent. Dispose of in accordance with local, state, and Federal regulations.

*** Section 7 - Handling and Storage ***

Handling Procedures: Use appropriate protective equipment when handling hot oils.

Storage Procedures: Store away from flame and excessive heat. To avoid spontaneous fire, store wiping rags and similar material in UL/FM approved containers with tight fitting lids. Spilled product presents a slip hazard.

*** Section 8 - Exposure Controls / Personal Protection ***

Exposure Limits:

Chemical	ACGIH (TWA & Ceiling)	OSHA (PEL)	NIOSH (REL)
Vegetable oil mist (CAS No. 68956-68-3)	As PNOS guidelines: 3 mg/m3 (respirable) 10 mg/m3 (inhalable)	TWA 15 mg/m3 (total) TWA 5 mg/m3 (respirable)	TWA 10 mg/m3 (total) TWA 5 mg/m3 (respirable)

Engineering Controls: Ventilation should be provided in areas where hot oil is being used.

PERSONAL PROTECTIVE EQUIPMENT

Eyes/Face: Wear safety glasses; chemical goggles (if splashing is possible).

Skin: If handling containers of hot oil, insulated gloves and apparel may be required.

Respiratory: If exposed to oil mist, an appropriate NIOSH approved respirator for organic vapors may be required.

General: Eye wash fountain and emergency showers are recommended.

Safety Data Sheet

*** Section 9 - Physical & Chemical Properties ***

Appearance: Liquid, yellow-brown
Odor: NA
Odor Threshold: ND
pH: ND
Melting Point/Freezing Point: ND
Initial Boiling Point and Boiling Range: NA
Flash point: >500°F
Evaporation Rate: ND
Flammability (solid/gas): ND
Upper/Lower Flammability/Explosive Limits (UFL/LFL): >1
Vapor Pressure: NA
Vapor Density: NA
Specific Gravity: 0.70-0.95
Relative Density: ND
Solubility(ies): Insoluble
Partition Coefficient (n-octanol/water): ND
Auto-ignition temperature: ND
Decomposition temperature: ND
Viscosity: ND

*** Section 10 - Chemical Stability & Reactivity Information ***

Chemical Stability: This is a stable material.

Possibility of Hazardous Reactions: Will not occur.

Conditions to Avoid (e.g., static discharge, shock, or vibration): None

Incompatible materials: None

Hazardous Decomposition products: None

*** Section 11 - Toxicological Information ***

Likely routes of exposure (inhalation, ingestion, skin and eye contact): Eyes, skin, ingestion, inhalation.

Description of immediate, delayed or chronic effects from short or long-term exposure: None anticipated

Numerical measures of toxicity (LD50/LC50)

Cottonseed oil (8001-29-4)

Oral LD50 Rat: >90 mL/kg

Corn oil (8001-30-7)

Oral LD50 Rat: >100 mL/kg

Copra (8001-31-8)

Oral LD50 Rat: >5000 mg/kg

Palm oil (8002-75-3)

Oral LD50 Rat: >18000 mg/kg

Palm kernel oil (8023-79-8)

Oral LD50 Rat: >5000 mg/kg

Listed in NTP report on Carcinogens, or identified as potential carcinogen by IARC or OSHA: None of this product's components are listed by ACGIH, IARC, OSHA, NIOSH, or NTP.

Safety Data Sheet

*** Section 12 - Ecological Information *** (non-mandatory)

Ecotoxicity

A. General Product Information

B. Component Analysis - Ecotoxicity - Aquatic Toxicity: No ecotoxicity data are available for this product's components.

*** Section 13 - Disposal Considerations *** (non-mandatory)

US EPA Waste Number & Descriptions: No EPA Waste Numbers are applicable for this product's components.

Disposal Instructions:

All wastes must be handled in accordance with local, state and federal regulations.

See Section 7 for Handling Procedures. See Section 8 for Personal Protective Equipment recommendations.

*** Section 14 - Transportation Information *** (non-mandatory)

US DOT Information

Shipping Name: Not Regulated

*** Section 15 - Regulatory Information *** (non-mandatory)

US Federal Regulations: None of this products components are listed under SARA Section 302 (40 CFR 355 Appendix A), SARA Section 313 (40 CFR 372.65), or CERCLA (40 CFR 302.4).

Component Analysis - State

The following components appear on one or more of the following state hazardous substances lists:

State/Provincial Regulations:

The following components appear on one or more of the following state hazardous substances lists:

Component	CAS	CA	MA	MN	NJ	PA	RI
Linseed oil	8001-26-1	No	No	No	No	Yes	Yes
Corn oil	8001-30-7	No	No	No	No	Yes	Yes
Soybean oil	8001-22-7	No	No	No	No	Yes	Yes
Cottonseed oil	8001-29-4	No	No	No	No	Yes	Yes
Peanut Oil	8002-03-7	No	No	No	No	Yes	Yes
Tallow oil	61789-97-9	No	No	No	No	Yes	Yes

Additional Regulatory Information

Component Analysis – Inventory

Component	CAS #	TSCA	CAN	EEC
Canola oil	120962-03-0	Yes	DSL	No
Linseed oil	8001-26-1	Yes	DSL	EINECS
Corn oil	8001-30-7	Yes	DSL	EINECS
Soybean oil	8001-22-7	Yes	DSL	EINECS
Cottonseed oil	8001-29-4	Yes	DSL	EINECS
Peanut Oil	8002-03-7	Yes	DSL	EINECS
Palm kernel oil	8023-79-8	Yes	DSL	EINECS
Copra	8001-31-8	Yes	DSL	EINECS
Olive oil	8001-25-0	Yes	DSL	EINECS
Tallow oil	61789-97-9	Yes	DSL	EINECS
Lard	61789-99-9	Yes	DSL	EINECS
Palm oil	8002-75-3	Yes	DSL	EINECS
Sunflower oil	8001-21-6	Yes	DSL	EINECS

Safety Data Sheet

*** Section 16 - Other Information ***

Other Information

Bunge believes, to the best of its knowledge, that the information contained herein is accurate as of the date hereof. However, as the conditions or methods of use are beyond our control, we do not assume any responsibility and expressly disclaim any liability for any use of the material. MOREOVER, NO REPRESENTATIONS OR WARRANTIES, EITHER EXPRESSED OR IMPLIED, OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR OF ANY OTHER NATURE ARE MADE HEREIN AS TO THE INFORMATION PROVIDED OR THE PRODUCT TO WHICH THE INFORMATION REFERS. The health and safety precautions contained herein may not be adequate for all individuals and/or situations. It is the user's obligation to evaluate and use this product safely. Users should satisfy themselves that they have all current data relevant to their particular use and that their activities comply with all applicable laws.

Key/Legend

NA - Not Applicable
ND - Not Determined
ACGIH - American Conference of Governmental Industrial Hygienists
OSHA - Occupational Safety and Health Administration
TLV - Threshold Limit Value
PEL - Permissible Exposure Limit
TWA - Time Weighted Average
STEL - Short Term Exposure Limit
NTP - National Toxicology Program
IARC - International Agency for Research on Cancer

Revision Date: 6/1/2017

Prepared by: Rick Hendricks

Detailed Written Summary of Project

****This application is set up for 19,000 gallons to satisfy state fire marshal's request to cover total amount of shortening on property. Hence forward in this plan the tank will be referred to as 19,000 gallons with the understanding the actual capacity of the tank is 17,000 gross gallons. ****

Application Summary – 19,000 Gallon Edible Shortening Oil Storage Tank (Class 3B Liquid)

The engineering documentation provided outlines the design and intended application of a **19,000-gallon stainless steel storage tank (Tag: TK-100)** manufactured by Feldmeier Equipment, configured for handling **Class 3B edible shortening oil**. The system is part of a **PKO (Palm Kernel Oil) Storage and Hot Water Set** designed for industrial food production, specifically for controlled storage, heating, and transfer of shortening oil to downstream fryer balance tanks.

1. Tank Design and Construction

- **Capacity:** 19,000 gallons
- **Material:** 316 stainless steel construction for sanitary food-grade applications.
- **Configuration:** Vertical tank with legs and integrated connections for inlet, outlet, venting, and heating systems.
- **Thermal Features:** Equipped with a **heat-traced and insulated oil line network** to maintain product temperature at **135°F**, preventing solidification of the shortening oil during storage and transfer.
- **Hot Water Jacket System:** Supplies heated water to the tank jacket for precise temperature maintenance.

2. Process Flow and Integration

- **Oil Supply:** Product is delivered from a tanker truck via a dedicated **oil inlet line** with **heat tracing and insulation** to maintain fluidity during transfer.

- **Distribution:** Heated oil is transferred through a **centrifugal pump (CP-100)** and associated sanitary valves to connected fryer balance tanks.
 - **Piping:** All product lines use sanitary tri-clamp fittings and stainless steel construction.
-

3. Heating & Temperature Control

- **Hot Water Set:**
 - **Recirculation Pump (CP-600, 3 HP)** circulates hot water through the tank jacket and return loop.
 - **Electric Heat Exchanger (HX-600, 480V)** heats the water supply.
 - **Expansion Tank (TK-600)** maintains system pressure stability.
 - **Temperature Monitoring:** Multiple **temperature transmitters (TIT-600)** monitor jacket water and tank oil temperature.
 - **Flow Monitoring:** Flow switches ensure proper circulation of heating media.
-

4. Safety and Venting Systems

- **Venting:**
 - **Emergency Vent (PRV-100)** – 6” Protectoseal pressure relief vent to prevent over-pressurization.
 - **Vacuum Vent (VRV-100)** – 2” Protectoseal unit to prevent vacuum collapse during unloading or cooling.
 - **Tank Conditioner & UV Ventilation Units** – maintain product quality and prevent microbial growth.
 - **Pressure Relief:** ASME-rated pressure relief valves installed on both oil and hot water circuits (80 PSIG).
 - **Check Valves:** Prevent backflow contamination between product and utility lines.
-

5. Controls and Instrumentation

- **Valves:** A combination of ball valves, butterfly valves, and shut-off valves for isolation and flow control.
- **Instrumentation:**

- Level transmitters for high/low product monitoring.
 - Temperature transmitters for jacket and product temperature control.
 - Flow switches to confirm fluid circulation in both oil and hot water loops.
 - **Automation:** Designed for integration with plant control systems via PLC interface.
-

6. Operational Purpose

This tank system provides **bulk storage, heating, and controlled delivery** of Class 3B edible shortening oil for use in continuous frying operations. The **temperature-controlled environment** ensures the oil remains in a liquid state for process reliability, while sanitary construction and venting systems maintain **product integrity and food safety compliance**.

Facility: PKO (Edible Shortening Oil) Storage & Hot Water Set

Primary Vessel: TK-100, 19,000 gal, 316 SS, Feldmeier (S/N 24E0725)

1) Product classification (NFPA 30 / OSHA)

- **NFPA 30 combustible liquid class:** For edible shortening/palm-kernel oils with flash point typically well above 200 °F, the applicable NFPA 30 class is **Class IIIB** (combustible liquid, FP ≥ 200 °F). Although the project description references “Class 3B,” this system is operated at ~135 °F—below common edible-oil flash points—so the **NFPA 30 design basis is Class IIIB**.
- **OSHA 1910.106 alignment:** OSHA follows similar category logic; edible oils normally fall in the highest flash-point (least hazardous) combustible category when not heated near FP.

Implication: Class IIIB liquids are the least restrictive under NFPA 30; normal building locations are generally permitted, hazardous (electrical) classification is **not** typically required unless heated to/above the flash point, sprayed, or otherwise aerosolized.

2) System description supporting compliance

- **Tank & capacity:** One 19,000-gal sanitary vertical tank, 316 SS, leg-supported (Tag TK-100).
- **Heating method:** Hot-water jacket with dedicated **hot-water skid** (pump CP-600 3 HP; electric circulation heater HX-600 480 V; expansion tank TK-600; PRV/PSV; flow and temperature instrumentation) designed to maintain ~135 °F jacket supply/return—well below typical edible-oil FP.

- **Product transfer:** Sanitary, heat-traced, insulated oil lines (1.5–2") from tanker offload to TK-100 and out to fryer balance tanks via **CP-100** centrifugal pump and sanitary valves. Lines/headers are heat-traced and insulated to maintain fluidity, not to approach FP.
- **Overpressure/venting:**
 - **Emergency vent:** **PRV-100** 6" Protectoseal F7806H, piped to roof ("EMERGENCY VENT TO ROOF").
 - **Vacuum relief:** **VRV-100** 2" Protectoseal F6242 (end-of-line).
 - **Normal/conditioning vents:** 10" tank vent **LTX-10AB2A0** and **Liquid Tank Conditioner (UV) LTC-2AB4A0** (American Ultraviolet).
- **Instrumentation & interlocks:** Level transmitters (LLT/HLT tags shown), temperature transmitters (**TIT-600**), and flow switches (**FS-100**, **FW-600**) for both oil and hot-water loops to verify circulation and prevent heater operation on no-flow.

3) NFPA 30 conformance elements

Chapters referenced (by topic): Design & construction of tanks; normal/emergency venting; heating; transfer operations; indoor tank allowances for Class IIIB; drainage/spill control.

- **Tank design & materials:** Stainless steel, closed, fixed-roof vessel with sanitary connections aligns with NFPA 30 tank construction options for Class IIIB. (TK-100 BOM and P&ID/lifecycle show sanitary, closed system.)
- **Normal venting:** Provided via the dedicated tank vent assembly and conditioner; sized/selected equipment is identified (10" American Ultraviolet vent + conditioner) for normal breathing and product quality. Final vent sizing to meet NFPA 30 normal vent capacity is by manufacturer data; devices are specified in the BOM.
- **Emergency venting:** The **6" Protectoseal F7806H** emergency vent meets the NFPA 30 requirement for emergency relief due to fire exposure (capacity per manufacturer curves). Discharge is routed to roof, minimizing in-room vapor release.
- **Vacuum protection:** The **2" Protectoseal F6242** prevents vacuum collapse during unloading/cooling.
- **Heating controls:** Jacket water heat is mechanically separated from product, with temperature transmitters (**TIT-600**) and flow switches (**FW/FS**) interlocked to heaters/pumps, satisfying NFPA 30 expectations that heating systems be controlled and monitored to avoid overheating.

- **Pumping & valves:** Sanitary pumps (**CP-100**, **CP-600**) and isolation/butterfly valves (QSM) provide positive shutoff and control. Check valves (**CV-100**) are included to prevent reverse flow.
- **Electrical classification:** Because the product is **Class IIIB** and operating temperature (~135 °F) is **well below FP**, the area is **not normally a classified (hazardous) location** per NFPA 30. Standard industrial electrical installation is acceptable unless the AHJ identifies specific classified pockets (e.g., at vents or if future operations heat above FP).

4) Spill control, drainage, and secondary containment

- **Floor drainage:** Direct any drainage away from doorways/exits and ignition sources. Provide shut-off valves on trench drains leading to an oil-water separator or dedicated containment.

5) Fire protection & emergency planning

- **Portable extinguishers:** Provide **Class B** (and, where fryer operations exist, **Class K** near cooking equipment) extinguishers with travel distance per NFPA 10.
- **Fixed protection:** For **Class IIIB** indoor tanks, foam systems are **not typically required** by NFPA 30; coordinate with AHJ based on risk assessment. If foam is provided, use agents compatible with vegetable oils.
- **Alarm & shutdowns:**
 - High-high product level → stop transfer from tanker.
 - Low/No jacket flow (**FW-600/FS-100**) → trip **HX-600** heater.
 - High jacket temperature (**TIT-600**) → alarm and heater trip.
- **Vent routing:** Maintain the **emergency vent to roof** penetration, weather-proofed and clear of air intakes and ignition sources.
- **Housekeeping:** Keep combustibles clear of tank and hot-water skid. Post emergency shutdown procedures at the skid and tanker offload point.

6) Transfer operations (tanker to TK-100)

- **Connection point:** Dedicated heated/insulated product inlet line “PKO FROM TANKER” to TK-100 (with isolation valve and flow/level interlocks).
- **Bonding/grounding:** Bond tanker to facility during offload to control static (good practice even for high-FP edible oils).
- **Supervision:** Offloading performed by trained personnel; verify **LLT/HLT** signals and vent path clear before start.

7) Signage, labels, and documentation

- **Tank labeling:** “EDIBLE SHORTENING OIL – CLASS IIIB COMBUSTIBLE LIQUID – 19,000 GAL – NO SMOKING/NO OPEN FLAMES.”
- **Process labels:** Tag all valves/instruments per P&ID (e.g., **PRV-100, VRV-100, CP-100/600, HX-600, TIT-600, FS/FW**) to match drawings/BOM.
- **SDS availability:** Maintain product SDS on site; confirm FP and operating limits in writing as part of the pre-startup safety review.

8) Construction & installation notes

- **Anchorage/seismic:** Anchor tank legs per structural calcs to resist sloshing and overturning; maintain clear access to emergency vent and manways. (Tank legs shown on layout sheet.)
- **Insulation/heat tracing:** As shown, oil lines are heat-traced and insulated (“1.5” Insulation,” oil lines heat-traced **135 °F**) to maintain pumpability without approaching FP. Verify insulation jacketing is non-absorbent, fire-retardant.
- **Electrical:** Power to **HX-600 (480 V)**, motors (**230/460 V**), and instruments (**24 V/120 V**) per BOM; follow NFPA 70 for wiring methods.

9) Owner/AHJ action items (to close out permitting)

1. **Confirm final product FP** (from SDS) to document **Class IIIB** basis at 135 °F operation.
2. **Vent capacity certs:** Attach manufacturer sizing sheets for **F7806H** and **F6242**, and for the 10" vent, to demonstrate normal + emergency venting capacity per NFPA 30.
3. **Containment drawings:** Provide diked area/containment calcs ($\geq 110\%$ of 19,000 gal) and drain control details (valved to oil-water separator).
4. **SPCC applicability check:** If total on-site oil $\geq 1,320$ gal, adopt/update **SPCC Plan** and inspection logs.
5. **PSSR/Commissioning:** Document interlock tests (no-flow trips, high-temp trips, level cutouts) and operator training.
6. **Labeling & pre-fire plan:** Post tank/valve IDs, emergency procedures, and add the tank to the facility pre-incident plan for the fire department.

Cross-references to the engineering package

- **BOM (mechanical & hot water):** TK-100 19,000 gal Feldmeier; PRV-100 6" Protectoseal F7806H; VRV-100 2" Protectoseal F6242; American Ultraviolet **LTX-10AB2A0** (10" vent) & **LTC-2AB4A0** (conditioner); CP-100 C114 pump; CP-600 hot-water recirc; **HX-600** WATTCO heater; **TIT-600**, **FS/FW-600** instrumentation; valves (QSM) and relief valves (Bell & Gossett 80 psig).
- **P&ID/Layout:** Heat-traced (135 °F) insulated oil lines; jacket supply/return; emergency vent routed to roof; level instruments (LLT/HLT); electrical services (480 V/230-460 V/120 V/24 V) noted.



Haverhill

City Clerk's Office, Room 118
Phone: 978-374-2312 Fax: 978-373-8490
cityclerk@haverhillma.gov

September 8, 2025

PUBLIC HEARING

City Council Chambers, City Hall, Room 202, 4 Summer st

Notice is hereby given that the following application for a license to store, keep, and use INFLAMMABLE LIQUIDS has been made to the City Clerk and the City Council will conduct a hearing for all parties interested, in a hybrid meeting (virtual/in person), on Tuesday, October 28, 2025; at 7:00 PM. This notice is given under the provisions of Chapter 148 of the General Laws - JT Couch on behalf of Creek Brook CML (SPFL-25-3); requesting to store 19,000 gallons of Class 3B edible shortening oil in an above ground storage tank at 30 Creek Brook Dr.

(Residents who are interested in commenting on this item can either (1) Attend in person (Council Chambers, Room 202) or (2) Attend remotely using the link provided on the public meeting calendar on the City's website.)

Description of area, maps and plans are on file in the City Clerk's Office.

Advertise: October 9 & October 16, 2025
Haverhill Gazette

Kaitlin M. Wright, CMC
City Clerk

Event Permit**EVNT-25-24**

Submitted On: Aug 7, 2025

Applicant

 Devon Allen
 978-518-0128
 thevintagebazaar@live.com

Primary Location

725 BROADWAY
Haverhill, MA 01832

Organization Information**Organization**

Vintage Bazaar

Organization Phone

9785180158

Organization Address

12 Heath Rd

Organization City

Haverhill

Organization State

MA

Organization Zip

01860

Is the Organization Tax Exempt?

No

Is the Organization Non-Profit?

No

Is the Organization a House of Worship?

No

Contact Information**Contact Name**

Devon Allen

Contact Title

Founder/Director

Contact Phone

9785180128

Contact Email

thevintagebazaar@live.com

Contact Address

12 Heath Rd

Contact City

Merrimac

Contact State

MA

Contact Zip

01860

Property Owner Information**Property Owner Name**

Tyler Kimball

Property Owner Phone

978-807-3214

Property Owner Address

791 East Broadway

Property Owner City

Haverhill

Property Owner State

MA

Property Owner Zip

01860

Is the Applicant the Property Owner?

No

SEP 12 AM 10:24
HAVCITYCLERK

Event Information**Description of event**

Vintage Bazaar is a craft and vintage show with food trucks and live music. This is our 4th year at Kimball Farm. Please note: we use the property/field at 725 East Broadway to host the event - not the main Kimball Farm address.

Type of Event**Event Date**

Fair

10/04/2025

Event Location

Kimball Farm - 725 East Broadway, Haverhill MA

is the Event on Bradford Common?

No

Is the Event on City Property?

No

Event Venue

Outdoor

Number of Anticipated Attendees

2800

Do attendees need to purchase a ticket to attend?

Yes

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

8:30am

Event End Time

4pm

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?

Truck Stoves/Grills

Any Helpful Comments about Food

We will follow the same protocol as before when it comes to food trucks/vendors. All food vendors will obtain a Temporary Food Establishment Permit with the Board of Health and follow all rules/regulations.

Special Considerations (i.e. fireworks)

There are no changes to our event. It is the same as it was in June 2025 and previous years as well.

Parking Information

Number of Parking Spaces Onsite

1500

Have Off-site Parking Arrangements Been Made?

No

Are There Charges/Fees for Parking?

No

Sanitation Information

Number of Public Restrooms Available

16

Type of Toilets

Portable

Please Describe Plans for Solid Waste Disposal & Recycling

We use Clean Restrooms for our portable toilets and handwash stations. We use Pistone Dumpster for disposing trash. Both are Haverhill based.

IF PORTABLE TOILETS, Who is the Vendor?

CLEAN RESTROOMS

General Release & Indemnity Agreement

Yes

true

Terms of Understanding

Yes

true

Building Inspector Approval

Record No.EVNT-25-24

Status Completed

Became Active August 7, 2025

Assignee Tom Bridgewater

Due Date None

Primary Location

140 WILLOW AVE
Bradford, MA 01835

Owner

WALLYWORLD TRUST DAVIDOWICZ C MICHAEL
TRUSTEE
WILLOW AVE 75 BRADFORD, MA 01835

Applicant

 Devon Allen
 978-518-0128
 thevintagebazaar@live.com
 12 Heath Rd
Merrimac , MA 01860

Messages

Devon Allen

August 7, 2025 at 10:24 am

Hi there. Just a quick note to let you know that all the information for our event is the same as the June Bazaar (and previous years). No changes. Please let me know if you have any questions.

Kaitlin Wright

August 19, 2025 at 2:42 pm

Event location has been to changed to 230 Willow Ave (Crescent Farm). Please re-review.

Devon Allen

August 25, 2025 at 2:57 pm

Hi there, please advise if there is any additional information you need. I am happy to provide. Thank you for your time and assistance. Best - Devon. Vintage Bazaar.

Step Activity

OpenGov system activated this step

08/07/2025 at 10:20 am

OpenGov system assigned this step to Tom Bridgewater

08/07/2025 at 10:20 am

Tom Bridgewater approved this step

08/12/2025 at 11:41 am

Kaitlin Wright reactivated this step

08/19/2025 at 2:41 pm

Tom Bridgewater approved this step

08/28/2025 at 12:32 pm

Health Inspector Approval

Record No. EVNT-25-24

Status Completed

Became Active August 7, 2025

Assignee Mark Tolman

Due Date None

Primary Location

140 WILLOW AVE
Bradford, MA 01835

Owner

WALLYWORLD TRUST DAVIDOWICZ C MICHAEL
TRUSTEE
WILLOW AVE 75 BRADFORD, MA 01835

Applicant

 Devon Allen
 978-518-0128
 thevintagebazaar@live.com
 12 Heath Rd
Merrimac, MA 01860

Messages

Devon Allen

August 7, 2025 at 10:25 am

Hi there. Just a quick note to let you know that all the information for our event is the same as the June Bazaar (and previous years). No changes. All food vendors will apply for the Temp. Food Permit. And portable toilets/dumpster is the same. I will obtain permits for both as well.

Devon Allen

August 8, 2025 at 9:28 am

Side note: most of the food vendors from the June Bazaar will be returning for the October event. I believe there are only a 2-3 new additions. I am sending all the food vendors instructions on getting permits and telling them to submit it all by early September.

Devon Allen

August 13, 2025 at 12:11 pm

Good Afternoon! I wanted to circle back to see if you had any questions/concerns so that we can proceed with the approval process. Thank you! Devon

Mark Tolman

August 14, 2025 at 3:31 pm

Nothing will be changed from previous events. Same layout, same amount of porta potties and dumpsters. All outside vendors must pull temporary food permits.

Devon Allen

August 14, 2025 at 3:48 pm

Thank you, Mark!

Kaitlin Wright

August 19, 2025 at 2:42 pm

Event location has been to changed to 230 Willow Ave (Crescent Farm). Please re-review.

Devon Allen

August 25, 2025 at 2:59 pm

Hi there, please advise if there is any additional information you need. The event itself will remain the same - only the location is different. I am happy to provide any additional info. Thank you for your time and assistance. Best - Devon. Vintage Bazaar.

Mark Tolman

August 26, 2025 at 9:15 am

To Council, Different location this year. Nothing will be changing from the previous events. Same layout, same amount of porta potties and dumpsters. All outside vendors must pull temporary food permits.

Step Activity

OpenGov system activated this step

08/07/2025 at 10:20 am

OpenGov system assigned this step to Mark Tolman

08/07/2025 at 10:20 am

Mark Tolman approved this step

08/14/2025 at 3:27 pm

Kaitlin Wright reactivated this step

08/19/2025 at 2:42 pm

Mark Tolman approved this step

08/25/2025 at 3:22 pm

Police Department Approval

Record No.EVNT-25-24

Status Completed Became Active August 7, 2025
Assignee Kevin Lynch Due Date None

Primary Location

140 WILLOW AVE
Bradford, MA 01835

Owner

WALLYWORLD TRUST DAVIDOWICZ C MICHAEL
TRUSTEE
WILLOW AVE 75 BRADFORD, MA 01835

Applicant

 Devon Allen
 978-518-0128
 thevintagebazaar@live.com
 12 Heath Rd
Merrimac, MA 01860

Messages

Devon Allen August 7, 2025 at 10:26 am
Hi there. Just a quick note to let you know that all the information for our event is the same as the June Bazaar (and previous years). No changes. Please let me know if you have any questions. I am hoping we can 3 police details again this year (two for event and one for the beer garden).

Devon Allen August 8, 2025 at 11:11 am
Police details needed from October 4th from 8:30am to 4pm and October 5th from 10am to 3pm.

Kaitlin Wright August 19, 2025 at 2:43 pm
Event location has been to changed to 230 Willow Ave (Crescent Farm). Please re-review.

Step Activity

OpenGov system activated this step	08/07/2025 at 10:20 am
OpenGov system assigned this step to Kevin Lynch	08/07/2025 at 10:20 am
Kevin Lynch approved this step	08/11/2025 at 12:33 pm
Kaitlin Wright reactivated this step	08/19/2025 at 2:42 pm
Kevin Lynch approved this step	08/20/2025 at 8:09 am

City Clerk Approval

Record No.EVNT-25-24

Status Completed

Became Active August 7, 2025

Assignee Kaitlin Wright

Due Date None

Primary Location

140 WILLOW AVE
Bradford, MA 01835

Owner

WALLYWORLD TRUST DAVIDOWICZ C MICHAEL
TRUSTEE
WILLOW AVE 75 BRADFORD, MA 01835

Applicant

 Devon Allen
 978-518-0128
 thevintagebazaar@live.com
 12 Heath Rd
Merrimac , MA 01860

Messages

Devon Allen

August 7, 2025 at 10:12 am

Hi Kaitlin. I hope you are having a great summer! It's that time of year again - I am applying for our Vintage Bazaar - Fall show. The dates are October 4 & 5. Everything is the same as June show. Please let me know if you have any questions. Thank you! Devon

Kaitlin Wright

August 7, 2025 at 10:21 am

Thanks, Devon. I have moved this forward for department review.

Devon Allen

August 7, 2025 at 10:27 am

Thank you very much!!

Devon Allen

August 8, 2025 at 11:13 am

Hi Kaitlin. Quick request. I just got off the phone with Sgt Lynch from Haverhill PD. I need to add to the event description that police details needed from October 4th from 8:30am to 4pm and October 5th from 10am to 3pm. Is there any way to do that? THANKS! Devon

Kaitlin Wright

August 12, 2025 at 12:02 pm

Just updated!

Devon Allen

August 18, 2025 at 7:41 am

Good Morning Kaitlin. I hope you had a lovely summer weekend. I just checked our event status and it looks like all the departments have signed off. So I wanted to touch base with you and see when the City Council meeting will be for us. Thank you very much! Devon - Vintage Bazaar.

Step Activity

OpenGov system activated this step	08/07/2025 at 10:10 am
OpenGov system assigned this step to Kaitlin Wright	08/07/2025 at 10:10 am
Kaitlin Wright approved this step	08/07/2025 at 10:20 am



Building Inspector Approval

Record No.EVNT-25-24

Status Completed

Became Active August 7, 2025

Assignee Tom Bridgewater

Due Date None

Primary Location

140 WILLOW AVE
Bradford, MA 01835

Owner

WALLYWORLD TRUST DAVIDOWICZ C MICHAEL
TRUSTEE
WILLOW AVE 75 BRADFORD, MA 01835

Applicant

 Devon Allen
 978-518-0128
 thevintagebazaar@live.com
 12 Heath Rd
Merrimac , MA 01860

Messages

Devon Allen

August 7, 2025 at 10:24 am

Hi there. Just a quick note to let you know that all the information for our event is the same as the June Bazaar (and previous years). No changes. Please let me know if you have any questions.

Kaitlin Wright

August 19, 2025 at 2:42 pm

Event location has been to changed to 230 Willow Ave (Crescent Farm). Please re-review.

Devon Allen

August 25, 2025 at 2:57 pm

Hi there, please advise if there is any additional information you need. I am happy to provide. Thank you for your time and assistance. Best - Devon. Vintage Bazaar.

Step Activity

OpenGov system activated this step

08/07/2025 at 10:20 am

OpenGov system assigned this step to Tom Bridgewater

08/07/2025 at 10:20 am

Tom Bridgewater approved this step

08/12/2025 at 11:41 am

Kaitlin Wright reactivated this step

08/19/2025 at 2:41 pm

Tom Bridgewater approved this step

08/28/2025 at 12:32 pm

Fire Inspector Approval

Record No.EVNT-25-24

Status Completed Became Active August 7, 2025
Assignee Eric Tarpy Due Date None

Primary Location

140 WILLOW AVE
Bradford, MA 01835

Owner

WALLYWORLD TRUST DAVIDOWICZ C MICHAEL
TRUSTEE
WILLOW AVE 75 BRADFORD, MA 01835

Applicant

 Devon Allen
 978-518-0128
 thevintagebazaar@live.com
 12 Heath Rd
Merrimac, MA 01860

Messages

Devon Allen August 7, 2025 at 10:24 am
Hi there. Just a quick note to let you know that all the information for our event is the same as the June Bazaar (and previous years). No changes. Please let me know if you have any questions. I will apply for the Standard Permit as well. Thank you. Devon

Devon Allen August 13, 2025 at 12:08 pm
Hi there... Just a quick note that we will require fire details from 8:30am to 4pm on October 4th and 10am to 3pm on October 5th. Thank you! Devon

Kaitlin Wright August 19, 2025 at 2:42 pm
Event location has been to changed to 230 Willow Ave (Crescent Farm). Please re-review.

Eric Tarpy August 21, 2025 at 8:36 am
Please provide map of where the event will take place and coordinate fire details with the office asap.Thank you

Devon Allen August 21, 2025 at 9:01 am
Good Morning Eric. I will have an overview map and site map ready for you by noon today. I will send it Kaitlin Wright to upload and I can also email it over to you with more written information as well. What is your email address? Thank you! Devon

Devon Allen August 25, 2025 at 2:57 pm
Hi there, please advise if there is any additional information you need. I am happy to provide. Thank you for your time and assistance. Best - Devon. Vintage Bazaar.

Step Activity

OpenGov system activated this step	08/07/2025 at 10:20 am
OpenGov system assigned this step to Eric Tarpy	08/07/2025 at 10:20 am
Eric Tarpy approved this step	08/14/2025 at 4:31 pm
Kaitlin Wright reactivated this step	08/19/2025 at 2:41 pm
Eric Tarpy approved this step	08/21/2025 at 8:35 am

Public Works Director Approval

Record No. EVNT-25-24

Status Completed

Became Active August 7, 2025

Assignee Robert Kimball

Due Date None

Primary Location

140 WILLOW AVE
Bradford, MA 01835

Owner

WALLYWORLD TRUST DAVIDOWICZ C MICHAEL
TRUSTEE
WILLOW AVE 75 BRADFORD, MA 01835

Applicant

 Devon Allen
 978-518-0128
 thevintagebazaar@live.com
 12 Heath Rd
Merrimac, MA 01860

Messages

Devon Allen

August 7, 2025 at 10:25 am

Hi there. Just a quick note to let you know that all the information for our event is the same as the June Bazaar (and previous years). No changes. Please let me know if you have any questions.

Devon Allen

August 13, 2025 at 12:11 pm

Good Afternoon! I wanted to circle back to see if you had any questions/concerns so that we can proceed with the approval process. Thank you! Devon

Kaitlin Wright

August 19, 2025 at 2:43 pm

Event location has been to changed to 230 Willow Ave (Crescent Farm). Please re-review.

Step Activity

OpenGov system activated this step

08/07/2025 at 10:20 am

OpenGov system assigned this step to Robert Kimball

08/07/2025 at 10:20 am

Robert Kimball approved this step

08/15/2025 at 12:47 pm

Kaitlin Wright reactivated this step

08/19/2025 at 2:42 pm

Robert Kimball approved this step

08/19/2025 at 3:04 pm

INDEMNIFICATION AGREEMENT

Vintage Bazaar New England, Crescent Farm and City of Haverhill, MA

Location: Crescent Farm 140 Willow Ave & 230 Willow Ave Haverhill MA

Dates: October 4th & 5th 2025

This Indemnity Agreement made as of this 19 day of August, 2025 (the execution date) between Vintage Bazaar New England and City of Haverhill, Massachusetts.

The above organization (Vintage Bazaar New England) in consideration of the permit granted by the City Council of Haverhill as above requested hereby remises, releases and forever discharges the City of Haverhill, it's respectful employees, agents and attorneys from all manner of actions, causes of action, debts, dues, claims and demands both in law and in equity, more especially any and all claims as the result of issuance of this permit or use of any City Property, including but not limited to, property damage and personal injuries resulting from the same.

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

Date: 8/19/2025

Devon Allen

Devon Allen (Founder/Director at Vintage Bazaar New England)



Allen , Devon
12 Heath Rd
Merrimac , MA 01860

Specialty Insurance Products

Insurance Policy Number: NAEP130093

Tel. (800) 364-2433

Email support@rvnuccio.com

Online rvnuccio.com

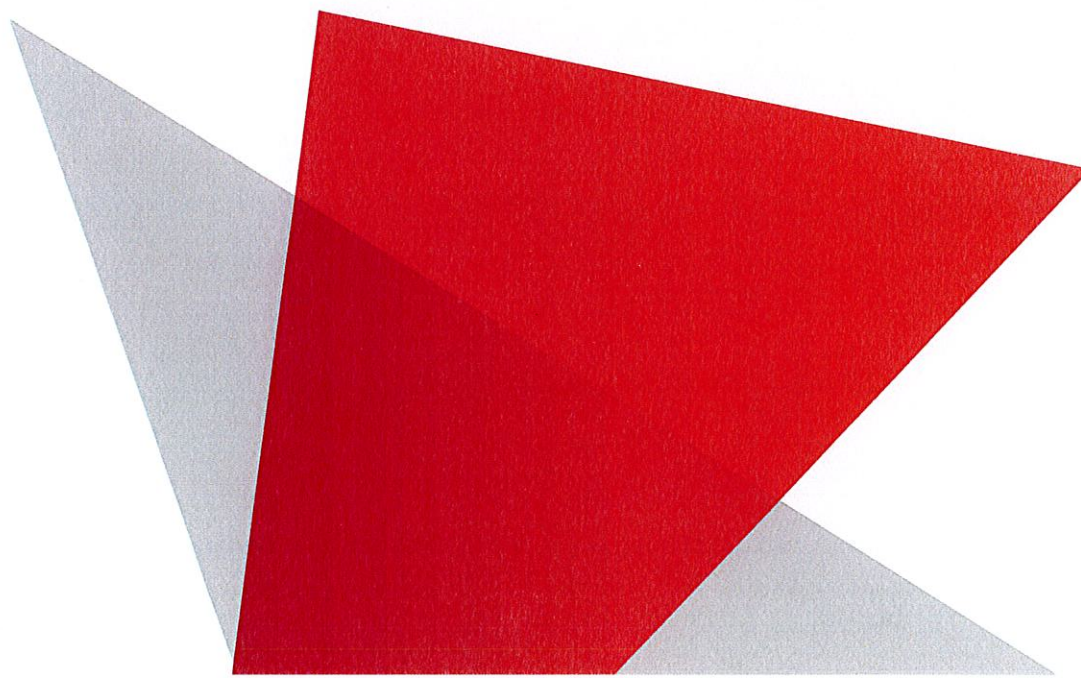
Office 10148 Riverside Drive
Toluca Lake, CA 91602

Your Insurance Policy

What's included:

- ✓ Your Certificate(s) of Insurance
- ✓ A copy of your Application
- ✓ Your Memorandum
- ✓ Your Coverages
- ✓ Your Quote Letter

Thank you for choosing R.V. Nuccio & Associates
Insurance Brokers — We look forward to helping
with your specialty insurance needs.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/25/2025

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 DOXA Programs, LLC DBA R.V. Nuccio & Associates Insurance Brokers 10148 Riverside Drive Toluca Lake, CA 91602	CONTACT NAME: Joseph Guerrero PHONE (A/C, No, Ext): (800) 364-2433 FAX (A/C, No): (818) 980-1595 E-MAIL ADDRESS: support@rvnuccio.com																					
INSURED Devon Allen 12 Heath Rd Merrimac, MA 01860	<table border="1"><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>Fireman's Fund Insurance Company</td><td>21873</td></tr><tr><td>INSURER B:</td><td>Axis Insurance Company</td><td>37273</td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></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:	Fireman's Fund Insurance Company	21873	INSURER B:	Axis Insurance Company	37273	INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

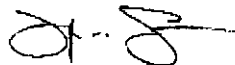
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Host Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>		UST022072240 NAEP130093	10/3/2025	10/6/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES \$ 75,000 MEDICAL EXPENSE \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Liquor Liability			UST022072240	10/3/2025	10/6/2025	1,000,000

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

Additional Insured: Wally World

CERTIFICATE HOLDER**CANCELLATION**

Wally World 234 Willow Ave Haverhill, MA 01835	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 Joseph Guerrero 
--	--

Certificate Number: NAEF130093

Policy Number: UST022072240

Effective Dates: 10/3/2025 12:01am to 10/6/2025 12:01am

Additional Insured - Person, Organization or other Entity
600002STEP 09 12

Policy Amendment(s) Commercial General Liability

This endorsement modifies insurance provided under the following:

Commercial General Liability Coverage Part

Schedule

Name of Additional Insured Person(s) or Organization(s) or other Entity(ies)
Wally World

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II - Who Is An Insured is amended to include as an insured the person, organization or other entity shown in the Schedule above but only to the extent that **bodily injury, property damage or personal and advertising injury** is caused by the sole negligence of the Memorandum of Insurance holder.

Any Additional Insured Person(s) or Organization(s) or other Entity(ies) covered under this policy is subject to the policy forms, terms, conditions, exclusions, limitations and provisions.

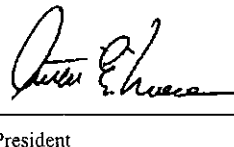
This Endorsement is otherwise subject to all the terms, conditions, exclusions, limitations, and provisions of the policy to which it is attached.

This Form must be attached to Change Endorsement when issued after the policy is written.

One of the Fireman's Fund Insurance Companies as named in the policy



Secretary



President



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/25/2025

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 DOXA Programs, LLC DBA R.V. Nuccio & Associates Insurance Brokers 10148 Riverside Drive Toluca Lake, CA 91602	CONTACT NAME: Joseph Guerrero	
	PHONE (A/C, No, Ext): (800) 364-2433	FAX (A/C, No): (818) 980-1595
INSURED Devon Allen 12 Heath Rd Merrimac, MA 01860	E-MAIL ADDRESS: support@rvnuccio.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Fireman's Fund Insurance Company	
	INSURER B: Axis Insurance Company	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Host Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>		UST022072240 NAEP130093	10/3/2025	10/6/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES \$ 75,000 MEDICAL EXPENSE \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Liquor Liability			UST022072240	10/3/2025	10/6/2025	1,000,000

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

CERTIFICATE HOLDER City of Haverhill 4 Summer Street Haverhill, MA 01830	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Joseph Guerrero
--	--

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Certificate Number: NAEP130093

Policy Number: UST022072240

Effective Dates: 10/3/2025 12:01am to 10/6/2025 12:01am

Additional Insured - Person, Organization or other Entity

600002STEP 09 12

Policy Amendment(s) Commercial General Liability

This endorsement modifies insurance provided under the following:

Commercial General Liability Coverage Part

Schedule

Name of Additional Insured Person(s) or Organization(s) or other Entity(ies)

City of Haverhill

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II - Who Is An Insured is amended to include as an insured the person, organization or other entity shown in the Schedule above but only to the extent that **bodily injury, property damage or personal and advertising injury** is caused by the sole negligence of the Memorandum of Insurance holder.

Any Additional Insured Person(s) or Organization(s) or other Entity(ies) covered under this policy is subject to the policy forms, terms, conditions, exclusions, limitations and provisions.

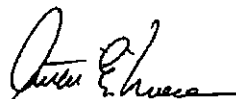
This Endorsement is otherwise subject to all the terms, conditions, exclusions, limitations, and provisions of the policy to which it is attached.

This Form must be attached to Change Endorsement when issued after the policy is written.

One of the **Fireman's Fund Insurance Companies** as named in the policy



Secretary



President



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/25/2025

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 DOXA Programs, LLC DBA R.V. Nuccio & Associates Insurance Brokers 10148 Riverside Drive Toluca Lake, CA 91602	CONTACT NAME: Joseph Guerrero	
	PHONE (A/C, No, Ext): (800) 364-2433 FAX (A/C, No): (818) 980-1595	
INSURED Devon Allen 12 Heath Rd Merrimac, MA 01860	E-MAIL ADDRESS: support@rvnuccio.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Fireman's Fund Insurance Company	
	INSURER B: Axis Insurance Company	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		


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

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INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD 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 <input checked="" type="checkbox"/> Host Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>	UST022072240 NAEP130093	10/3/2025	10/6/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES \$ 75,000 MEDICAL EXPENSE \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Liquor Liability		UST022072240	10/3/2025	10/6/2025	1,000,000

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

Additional Insured: Crescent Farms

CERTIFICATE HOLDER Crescent Farms 140 Willow Ave Haverhill, MA 01830	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Joseph Guerrero 
--	--

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Certificate Number: NAEP130093

Policy Number: UST022072240

Effective Dates: 10/3/2025 12:01am to 10/6/2025 12:01am

Additional Insured - Person, Organization or other Entity

600002STEP 09 12

Policy Amendment(s) Commercial General Liability

This endorsement modifies insurance provided under the following:

Commercial General Liability Coverage Part

Schedule

Name of Additional Insured Person(s) or Organization(s) or other Entity(ies)

Crescent Farms

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II - Who Is An Insured is amended to include as an insured the person, organization or other entity shown in the Schedule above but only to the extent that **bodily injury, property damage or personal and advertising injury** is caused by the sole negligence of the Memorandum of Insurance holder.

Any Additional Insured Person(s) or Organization(s) or other Entity(ies) covered under this policy is subject to the policy forms, terms, conditions, exclusions, limitations and provisions.

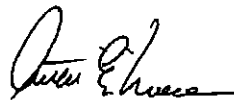
This Endorsement is otherwise subject to all the terms, conditions, exclusions, limitations, and provisions of the policy to which it is attached.

This Form must be attached to Change Endorsement when issued after the policy is written.

One of the **Fireman's Fund Insurance Companies** as named in the policy



Secretary



President



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/25/2025

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PRODUCER DOXA Programs, LLC DBA R.V. Nuccio & Associates Insurance Brokers 10148 Riverside Drive Toluca Lake, CA 91602	CONTACT NAME: Joseph Guerrero PHONE (A/C, No, Ext): (800) 364-2433 E-MAIL ADDRESS: support@rvnuccio.com FAX (A/C, No): (818) 980-1595																					
INSURED Devon Allen 12 Heath Rd Merrimac, MA 01860	<table border="1"><thead><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A:</td><td>Fireman's Fund Insurance Company</td><td>21873</td></tr><tr><td>INSURER B:</td><td>Axis Insurance Company</td><td>37273</td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></tbody></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Fireman's Fund Insurance Company	21873	INSURER B:	Axis Insurance Company	37273	INSURER C:			INSURER D:			INSURER E:			INSURER F:		
INSURER(S) AFFORDING COVERAGE		NAIC #																				
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COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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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 Host Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>		UST022072240 NAEP130093	10/3/2025	10/6/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES \$ 75,000 MEDICAL EXPENSE \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Liquor Liability			UST022072240	10/3/2025	10/6/2025	1,000,000

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

Additional Insured: Charles Davidowicz

CERTIFICATE HOLDER**CANCELLATION**

Charles Davidowicz
140 Willow Ave
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

Joseph Guerrero

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Certificate Number: NAEP130093

Policy Number: UST022072240

Effective Dates: 10/3/2025 12:01am to 10/6/2025 12:01am

Additional Insured - Person, Organization or other Entity

600002STEP 09 12

Policy Amendment(s) Commercial General Liability

This endorsement modifies insurance provided under the following:

Commercial General Liability Coverage Part

Schedule

Name of Additional Insured Person(s) or Organization(s) or other Entity(ies)

Charles Davidowicz

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II - Who Is An Insured is amended to include as an insured the person, organization or other entity shown in the Schedule above but only to the extent that **bodily injury, property damage or personal and advertising injury** is caused by the sole negligence of the Memorandum of Insurance holder.

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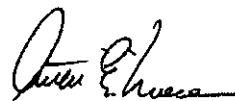
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One of the **Fireman's Fund Insurance Companies** as named in the policy



Secretary



President



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/25/2025

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PRODUCER DOXA Programs, LLC DBA R.V. Nuccio & Associates Insurance Brokers 10148 Riverside Drive Toluca Lake, CA 91602	CONTACT NAME: Joseph Guerrero	
	PHONE (A/C No. Ext): (800) 364-2433	FAX (A/C No.): (818) 980-1595
INSURED Devon Allen 12 Heath Rd Merrimac, MA 01860	E-MAIL ADDRESS: support@rvnuccio.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Fireman's Fund Insurance Company	NAIC # 21873
	INSURER B: Axis Insurance Company	37273
	INSURER C:	
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INSURER E:		
INSURER F:		

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

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A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Liquor Liability			UST022072240	10/3/2025	10/6/2025	1,000,000

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

CERTIFICATE HOLDER**CANCELLATION**

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

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ALLIANCE OF EVENT PLANNERS & VENDORS, LLC

Commercial General Liability Insurance Master Policy GENERAL CHANGE ENDORSEMENT

Master Policy Number: UST022072240

Endorsement Date:

Memorandum Number: NAEP130093

Endorsement Sequential Number: 1

Issuing Company:

Fireman's Fund Insurance Company

225 W. Washington Street, Suite 1900, Chicago, IL 60606

Nationwide Claims: 1-888-347-3428

National Program Administrator:

DOXA Programs, LLC

R.V. Nuccio & Associates Insurance Brokers

10148 Riverside Drive, Toluca Lake, CA 91602

01. MEMORANDUM HOLDER NAME AND ADDRESS (Memorandum holder means Named Insured)

A. Memorandum Holder: Devon Allen

B. Street Address: 12 Heath Rd

C. City: Merrimac

D. State: MA

E. Zip Code: 01860

02. COVERAGE PERIOD

Inception Date: 10/3/2025 12:01 AM to Expiration Date 10/6/2025 12:01 AM Standard Time at Named Insured's address stated above

03. EVENT TYPE AND LOCATION

Event Type: Event Type: Craft /Fair Show

Event Facility Name: Wally World

Event Facility Address: 234 Willow Ave

04. TYPE OF ENDORSEMENT

☐ Addition

☐ Deletion

☒ Change

05. TOTAL AMOUNT DUE OR PAYABLE

\$ \$0.00

☐ Additional Amount Due

☐ Return Amount Due

New/Changed Coverages and Premiums

Total Premium

\$0.00

Detailed Policy changes are listed on the following page.

Date Issued: 8/25/2025

By

Authorized Representative



GENERAL CHANGE ENDORSEMENT

Continued from Previous Page

Changes to Policy (Endorsements)

Name Of Facility/Venue	Wally World
Event Location Street Address	234 Willow Ave
Zip Code	01835
Name of Certificate Holder	Wally World
The Certificate Holder address is the same as the Venue.	Yes
Address	234 Willow Ave
Zip Code	01835
Endorsement Date	10/3/2025
Number of Certificate Holders/Additional Insureds	4
Additional Insured Name	Wally World
Additional Insured Street	234 Willow Ave
Additional Insured Zip	01835
Add Primary Form (Only use if CG Form is required, otherwise use 600004)	n/a
Remove Host Liquor Liability from COI	n/a
Add Primary Form (Only use if CG Form is required, otherwise use 600004)	n/a
Remove Host Liquor Liability from COI	n/a
Additional Insured Name	Crescent Farms
Additional Insured Street	140 Willow Ave
Add Primary Form (Only use if CG Form is required, otherwise use 600004)	n/a
Remove Host Liquor Liability from COI	n/a
Marker to determine to close or delete RCard	TRUE
Additional Insured Name	Charles Davidowicz
Additional Insured Street	140 Willow Ave
Additional Insured City	Haverhill
Additional Insured State	MA
Additional Insured Zip	01830
Add Primary Form (Only use if CG Form is required, otherwise use 600004)	n/a
Additional Insured Number	4
Remove Host Liquor Liability from COI	n/a

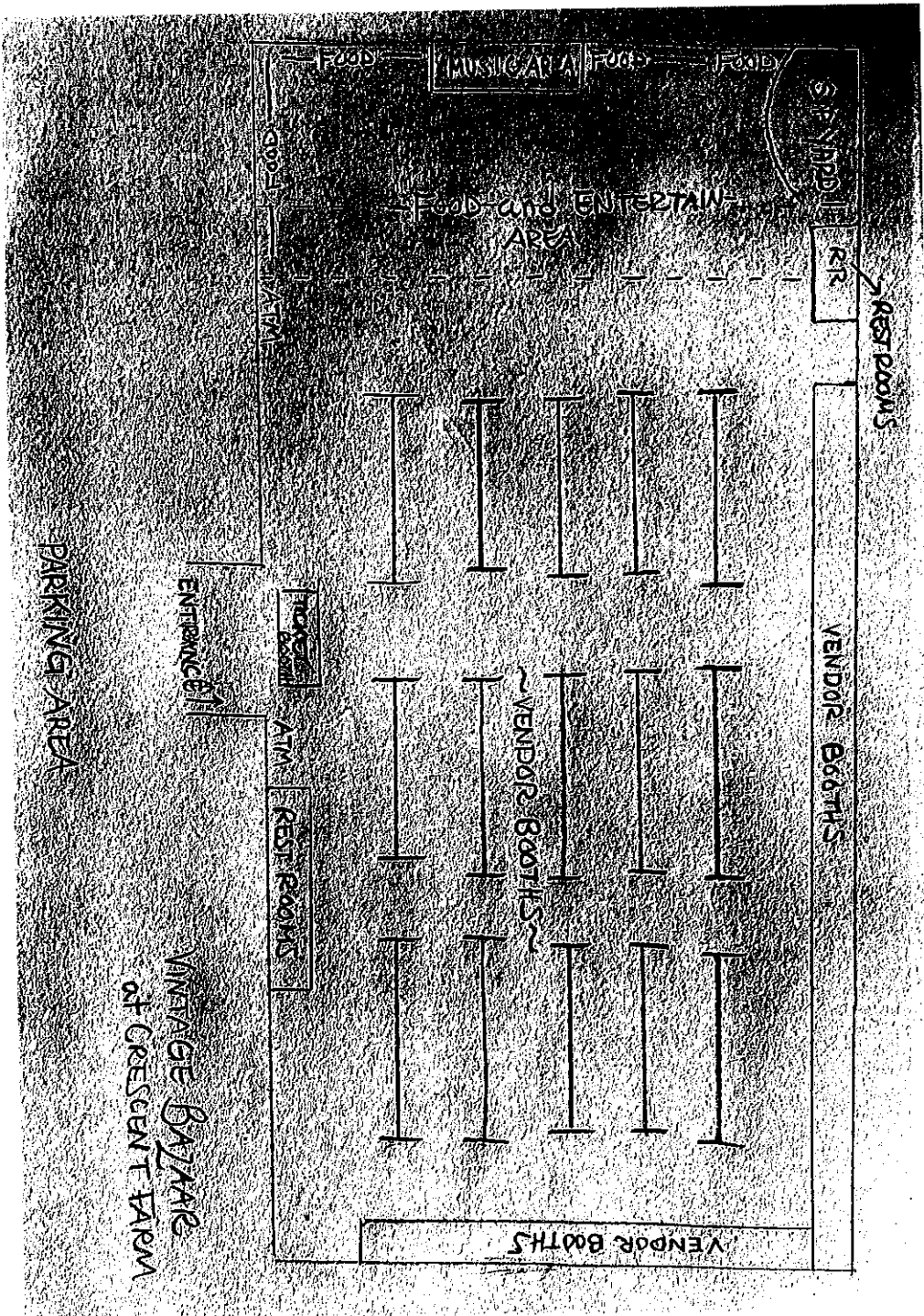


The **BLUE** area is the Vintage Bazaar Vendor/Show Field

The **YELLOW** area is the customer parking area

The **RED** area is the overflow parking area

The **GREEN** shows the "horseshoe" traffic pattern—along cars to enter at 234 Willow Ave and exit at 140 Willow Ave.
This is a hardpack gravel roadway. There will be directional signage along the roadway.





VINTAGE BAZAAR NEW ENGLAND

VENUE: CRESCENT FARM
230 WILLOW AVE
HAVERHILL, MA

THEVINTAGEBAZAAR@LIVE.COM

~ 2025 ~
VENDOR
APPLICATION
OCTOBER 4 & 5
Fall Edition

VENDOR RATES

10x10 SPACE: \$335

20x10 SPACE: \$620

30x10 SPACE: \$885

20x20 SPACE: \$1170

LARGER SPACES ARE AVAILABLE.
UPON REQUEST

* APPLICATION
DEADLINE:
SEPTEMBER 5TH

*APPLY EARLY TO ENSURE YOUR
APPLICATION IS CONSIDERED.
MANY VENDOR CATEGORIES FILL

GROUP TENT INFO

WANT TO BE A VENDOR BUT DON'T WANT TO BRING A TENT OR RENT
A TENT? YOU ARE IN LUCK! JOIN OUR GROUP TENT. THESE ARE
LARGE TENTS, BROKEN OUT INTO 10x10 AND 20x10 BOOTHS.
LIMITED SPACE AVAILABLE!

10x10 SPACE = \$470

20x10 SPACE = \$830

BE IN THE KNOW

- Applications will be reviewed promptly. Applicants will be notified of their acceptance by or before **SEPTEMBER 5th**. Vendors not accepted will be notified and payment will be returned.
- New Vendors **MUST** submit photos or web links showing their work and/or booth display.
- **FULL PAYMENTS** must be submitted with application to be considered or to reserve your space.
- Space Requests — First Come, First Serve!
- See page 2 and 3 for our vendor set-up & breakdown times and our cancellation policy.
- **VENDOR PAYMENTS:** we accept Venmo & Paypal. Check payments may be allowed upon request.

APPLY HERE & RETURN TO SENDER



NAME: _____

BUSINESS NAME: _____

ADDRESS: _____ ZIP: _____

PHONE: _____ EMAIL: _____

WEBSITE: _____

PRODUCT DESCRIPTION: _____

PAYMENT TYPE:

☐ VENMO: @DEVON-CHOUINARD (VERIFY CODE: 0128)

☐ PAYPAL: @HEIRLOOMMARKETING@OUTLOOK.COM

IMPORTANT:

When paying via venmo or paypal, please be
sure to include your full name, business
name & which Bazaar you are applying for.
EX: Jane Smith. ABC Gifts. June 2025.

MAKE YOUR SELECTIONS

☐ 10x10 SPACE: \$335

☐ 20x10 SPACE: \$620

☐ 30x10 SPACE: \$885

☐ GROUP/OTHER: _____

- 2 WAYS TO APPLY -

EMAIL APPLICATION TO:

THEVINTAGEBAZAAR@LIVE.COM

TEXT APPLICATION TO:

SNAP A PHOTO OR SCREENSHOT
AND TEXT TO

978-518-0128

PLEASE SIGN TO CONFIRM VENDOR CONTRACT, RULES & EVENT TERMS ON PAGE 2 & 3

SIGNATURE _____

DATE _____

THE FINE PRINT

RULES & REGULATIONS:

Vendor acknowledges receipt of Vintage Bazaar New England's Information, Rules and Regulations. Vendor agrees to read and abide by the Rules and Regulations and any subsequent amendments to the Rules & Regulations posted via email and/or the VBNE Vendor Facebook page. Failure to comply with the Rules and Regulations is a material breach of this Agreement and will result in the immediate revocation of any space in favor of another seller.

COMPLIANCE WITH LAWS & HOLD HARMLESS:

Vendor agrees to comply with all Federal, State, and Local laws, rules, regulations, and ordinances. Vendor agrees to conduct activities at the Vintage Bazaar so as not to endanger any person or damage any property. The Vendor also agrees to forever indemnify, save, defend and hold Vintage Bazaar New England, Devon Chouinard, Heirloom Marketing, Crescent Farm, Charles Davidowicz, City of Haverhill, MA and it's departments— such as City of Haverhill Fire and Police Department, Health Dept. etc. In addition all affiliated agents, officials, representatives, beneficiaries, employees, interns, and volunteers harmless from and against any and all claims, damages, injuries, liabilities, losses, suits, costs and expenses (including attorney fees) for anything and everything whatsoever arising from or out of Vendor's participation at Vintage Bazaar New England at Crescent Farm in Haverhill and/or any other event promoted by Vintage Bazaar New England.

CONTRACT:

Vendor exercises any rights under this agreement at the Vendor's own risk and voluntarily assumes all risks attendant to such use, including without limitation, the risk of property damage and personal injury or death to the Vendor, to any of the Vendors officials, agents, representatives, employees, or volunteers.

NOTE: By signing page 1 of this application, Vendor agrees to all rules & terms of this contract indicated on pages 1-3.

SELLER CANCELLATIONS & NO SHOWS:

Vendor cancellations must contact Devon Chouinard. Email thevintagebazaar@live.com or via call/text to 978.518.0128 by or before SEPTEMBER 4th. These cancellations will receive a CREDIT for an additional bazaar of the seller's choice. Refunds will not be given for any reason. Cancellations after SEPTEMBER 4th will not receive a credit or a refund. No shows will forfeit their opportunity to sell at future shows. Rain or Shine Event. No Rain Checks. Early break-down is strictly prohibited and will result in being banned from future Vintage Bazaar plus at \$150 FINE (due within 10 days after the show).

PROTECTION OF PROPERTY & SHOW POLICY:

Vintage Bazaar New England and it's associates assumes no responsibility or liability whatsoever to ensure the Vendors property from damage, theft, fire, malicious mischief, accident, wind, rain or other. Devon Chouinard, Brian Mulvany, Heirloom Marketing, Crescent Farm, Vintage Bazaar NE employees, venue landlords/employees, volunteers, officials, etc are neither responsible nor liable for any damages, theft, fire, malicious mischief, accident, wind, rain, or other that may occur to or related to the Seller. **IMPORTANT NOTE:** IF VINTAGE BAZAAR IS CANCELLED FOR ANY REASON (For example but not limited to: Weather Related, Health/Safety Reasons, Pandemics, Natural Disasters, Town/State Restrictions, Personal Emergencies or any other) THERE ARE NO REFUNDS and CREDITS ONLY will be issued. CREDITS MUST BE USED WITHIN 1 YEAR. VBNE reserves the right to cancel a vendor contract for any reason they deem as inappropriate behavior or as vendor negligence without a refund or credit issued. By signing this contract, you are agreeing to all of the above.

SALES TAX:

Reporting of a vendor's sales and obtaining TAX ID numbers is the sole responsibility of each vendor. VBNE is not involved nor gives advice on taxes.

* SHOW INFO *

SHOW HOURS: OCTOBER 4 & 5

SATURDAY SHOW HOURS: 830AM-4PM

SUNDAY SHOW HOURS: 10AM-3PM

VENDOR SET-UP TIMES:

THURSDAY OCTOBER 2ND 9AM TO 6PM

FRIDAY OCTOBER 3RD : 9AM TO 6PM

VENDOR CHECK-IN CLOSES PROMPTLY AT 5PM

EACH DAY! YOU MUST ARRIVE BY 5PM DURING SET-UP DAYS. ALL VENDORS MUST BE SET-UP BY OR BEFORE 6PM ON FRIDAY 10/3.

NO VENDOR SET-UP HOURS ON SATURDAY.

NO EXCEPTIONS. RAIN OR SHINE!

VENDOR BREAKDOWN TIMES:

SUNDAY 3PM TO 7PM. MONDAY 8AM TO 1PM.

NO LATER. PLEASE PLAN ACCORDINGLY.

SHOW GATES WILL OPEN AT 3PM ON SUNDAY TO ALLOW FOR VENDORS TO PACK UP. EARLY BREAKDOWN IS NOT ALLOWED.

SHARING SPACE(S):

UP TO 2 APPROVED VENDORS MAY SHARE A SINGLE SPACE. EACH VENDOR MUST SUBMIT AN APPLICATION. 3+ VENDORS MAY SHARE LARGER SPACES (INQUIRE FOR MORE DETAILS).

VENDOR PARKING:

DURING SHOW DAYS, ALL VENDOR VEHICLES MUST BE PARKED IN OUR VENDOR PARKING AREA. SUBJECT TO TOWING IF NOT FOLLOWED.

SPACES & ASSIGNMENTS:

SPACES ARE FIRST COME. FIRST SERVE UNTIL VENDOR CATEGORY IS FULL. VENDOR SPACE REQUESTS ARE TAKEN INTO CONSIDERATION BUT NOT GUARANTEED.

CONTACT US:

DEVON CHOUINARD

TEXT: 978-518-0128

THEVINTAGEBAZAAR@LIVE.COM

VENMO: DEVON-CHOUINARD

**PAYPAL: HEIRLOOMMARKETING
@OUTLOOK.COM**



RECAP OF BAZAAR DETAILS



ABOUT VBNE - FALL EDITION: Our popular Vintage Bazaar—FALL FESTIVAL will be at KIMBALL FARM again! We are excited to host our 14th bazaar year at beautiful hill top pasture of Kimball Farm! This show is completely outside (rain or shine). Vendors may bring their own tents, rent tents or join our “group” tent. Thoughtfully curated booth displays are expected and draw in more customers. We encourage our vendors to get creative with their set-ups. Bazaar attendees and press travel far and wide to be inspired by our vendors (and SHOP)...this is an opportunity to knock some socks off and have fun doing it!

SHOW HOURS:

Saturday, OCTOBER 4th—8:30am to 4pm
Sunday, OCTOBER 5th—10am to 3pm

Notes: Our EARLY BIRD Hours are SATURDAY ONLY from 8:30am to 10am. General Admission begins at 10am on both days.

VENDOR CHECK-IN, SET-UP & BREAKDOWN:

Vendor Check-In Hours are Thursday & Friday from 9am to 5pm. Once a vendor “checks in” they may continue setting up until 6pm (Or until dark). You must arrive to check-in by or before 5pm. All vendors must participate both Saturday and Sunday. During Vendor Check-In our Bazaar Staff will show vendors to their space(s). Please note: We do not provide dollies, carts or wagons - vendors are allowed to bring their own. **Vendor Breakdown is October 5th from 3pm to 8pm and October 6th from 8am to 1pm.** All vendors must be packed up and leaving the venue space by 1pm...unless other arrangements have been made and approved by VBNE (ahead of time).

IMPORTANT TENT/BOOTH SETUP INFO—All vendors must properly stake and/or weight their tent(s). VBNE is not responsible for staking/weighing down tents. VBNE is not responsible of any damages OR injuries that may occur from tents (regardless if weighted/staked). Vendors are responsible for any damages and injuries caused by their tents. Vendor space boundaries must be obeyed by. We allocate approx. 2 ft of extra space in front of each vendors booth. We follow all fire/emergency/health codes. If these rules change, you will be notified.

****TENT REQUIREMENTS:**** ***We prefer all tents be WHITE. If you do not have a white tent, please reach out to us and we may consider making an exception.** **ALSO:** Due to previous weather experiences, we no longer allow sun-shade style tents (for example: Ozark Trail and similar brands). We recommend the following pop-style tent brands: EZUP and ABC Canopy and other like brands. These are more expensive but they hold up much better and are often a much safer option.

VENDOR ARRIVAL & PARKING: All vendor vehicles must be in the designated vendor parking area by 7am on Saturday 10/4 and by 9:30am on 10/5. This gives our parking staff time to set-up before we open each day and ensures safety of arriving customers. Vehicles not in vendor parking by the times listed— may be subject to towing at their expense. PLEASE arrive to the Bazaar at least a hour before the bazaar begins. If you are not able to arrive on time, you must text Devon Chouinard and let her know.

CARRY IN - CARRY OUT: We have a strict Carry In—Carry Out Policy. All vendors MUST remove their own trash and unwanted items from the venue during breakdown. Items must be hauled away by the vendor. We have an onsite dumpster that can be used as well. Please do not leave piles of trash in your booth. If your tent breaks, please bring it home with you—do not use the dumpster. Dumpster is to be used for trash and smaller items. Not for discarded furniture and such.

****IMPORTANT**** **JOIN OUR “VBNE VENDOR” GROUP ON FACEBOOK.**

Once you have been accepted as a vendor—please join our vendor group. This is a private group where we post important show updates, reminders, tips and ideas. It is important that you join this group—as this is how we spread news to all our vendors before/during/after the show. Please follow the link below. If you are not accepted into the group with 24 hrs, please DM us or email us. **www.facebook.com/groups/vbnevendors**

PAYMENT DETAILS

We currently accept VENMO and PAYPAL for vendor booth payments. Below you will find the QR codes and links to our Venmo/Paypal.

IMPORTANT: when making your payments, please be sure to include the following in the NOTES section of Venmo or Paypal. This better helps us match your payment to your application.

Please include the following:

- FIRST & LAST NAME
- BUSINESS NAME
- BOOTH SIZE
- WHICH BAZAAR YOU ARE PAYING FOR

For example: Jane Smith | ABC VINTAGE | 20x10 | JUNE BAZAAR 2025

VENMO QR CODE:

Devon Chouinard

@Devon-Chouinard



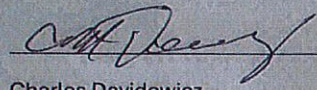
venmo

PAYPAL QR CODE & LINK: <https://www.paypal.me/heirloommarketing>

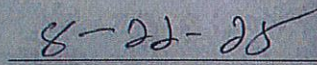


PROPERTY CONSENT AGREEMENT

I, Charles Davidowicz, given written consent and permission to Devon Allen and the Vintage Bazaar to use a portion of my property at Crescent Farm, 230 Willow Ave in Haverhill, MA for the Vintage Bazaar event on October 4 & 5.



Charles Davidowicz



DATE

Event Permit**EVNT-25-25**

Submitted On: Aug 11, 2025

Applicant

 JAMES CARBONE
9173868357
@ jimmypotsandpans@gmail.com

Primary Location

10 CHURCH ST
Bradford, MA 01835

Organization Information**Organization**

Whittier Birthplace

Organization Address

305 Whittier Road

Organization State

Ma

Is the Organization Tax Exempt?

Yes

Is the Organization a House of Worship?

No

Organization Phone

917 386 8357

Organization City

Haverhill

Organization Zip

01830

Is the Organization Non-Profit?

Yes

12.4.2

AUG 19 AM 10:56
HAVCITYCLERK**Contact Information****Contact Name**

Jimmy Carbone

Contact Phone

917 386 8357

Contact Address

P.o.box 1866

Contact State

MA

Contact Title

Trustee

Contact Email

jimmypotsandpans@gmail.com

Contact City

Haverhill

Contact Zip

01831

Property Owner Information**Property Owner Name**

First Church of Christ Bradford

Property Owner Address

10 Church Street

Property Owner State

MA

Property Owner Phone

978 374-1114

Property Owner City

Haverhill

Property Owner Zip

01835

Is the Applicant the Property Owner?

No

Event Information**Description of event**

Whittier Birthplace presents for the 4th consecutive year, Dale Rogers' Big Dog Show at Bradford Common. Public Art installation, sponsors and schools children will decorate the dog sculptures on Friday and exhibit them Saturday October 25. The public will vote on favorites.

For the 3rd year, we will share the Common with the Haverhill Farmers market, which worked out very well last year.

Type of Event

Exhibit

Event Date

10/25/2025

Event Location

Bradford Common, 10 Church Street

is the Event on Bradford Common?

Yes

Is the Event on City Property?

No

Event Venue

Outdoor

Number of Anticipated Attendees

150

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)

Yes

Event Start Time

9am

Event End Time

3pm

Will Food Be Served/Sold at the Event?

No

Any Helpful Comments about Food

N/A

Special Considerations (i.e. fireworks)

N/A

Parking Information**Number of Parking Spaces Onsite**

0

Have Off-site Parking Arrangements Been Made?

Yes

IF YES, Please Provide Details of Offsite Arrangements

Same as Farmerw Market, street parking, extra parking at nearby churches and lots

Are There Charges/Fees for Parking?

No

Sanitation Information**Number of Public Restrooms Available**

2

Type of Toilets

Permanent

Please Describe Plans for Solid Waste Disposal & Recycling

Regular city trash pick up

General Release & Indemnity Agreement

Yes

true

Terms of Understanding

Yes



Building Inspector Approval

Record No.EVNT-25-25

Status Completed

Became Active August 12, 2025

Assignee Tom Bridgewater

Due Date None

Primary Location

10 CHURCH ST
Bradford, MA 01835

Owner

FIRST CHURCH OF CHRIST
CHURCH ST 10 BRADFORD, MA 01835

Applicant

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

Step Activity

OpenGov system activated this step	08/12/2025 at 11:03 am
OpenGov system assigned this step to Tom Bridgewater	08/12/2025 at 11:03 am
Tom Bridgewater approved this step	08/12/2025 at 11:20 am

Fire Inspector Approval

Record No.EVNT-25-25

Status Completed Became Active August 12, 2025
Assignee Eric Tarpy Due Date None

Primary Location

10 CHURCH ST
Bradford, MA 01835

Owner

FIRST CHURCH OF CHRIST
CHURCH ST 10 BRADFORD, MA 01835

Applicant

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

Step Activity

OpenGov system activated this step	08/12/2025 at 11:03 am
OpenGov system assigned this step to Eric Tarpy	08/12/2025 at 11:03 am
Eric Tarpy approved this step	08/12/2025 at 4:33 pm

Police Department Approval

Record No. EVNT-25-25

Status Completed

Became Active August 12, 2025

Assignee Kevin Lynch

Due Date None

Primary Location

10 CHURCH ST
Bradford, MA 01835

Owner

FIRST CHURCH OF CHRIST
CHURCH ST 10 BRADFORD, MA 01835

Applicant

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

Step Activity

OpenGov system activated this step	08/12/2025 at 11:03 am
OpenGov system assigned this step to Kevin Lynch	08/12/2025 at 11:03 am
Kevin Lynch approved this step	08/14/2025 at 1:33 pm

Public Works Director Approval

Record No. EVNT-25-25

Status Completed

Became Active August 12, 2025

Assignee Robert Kimball

Due Date None

Primary Location

10 CHURCH ST
Bradford, MA 01835

Owner

FIRST CHURCH OF CHRIST
CHURCH ST 10 BRADFORD, MA 01835

Applicant

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

Messages

Kaitlin Wright

August 14, 2025 at 5:23 pm

@Robert Kimball can you review? Just waiting on a review on your end and I can put this on the Council agenda.

Step Activity

OpenGov system activated this step

08/12/2025 at 11:03 am

OpenGov system assigned this step to Robert Kimball

08/12/2025 at 11:03 am

Robert Kimball approved this step

08/15/2025 at 12:48 pm

The First Church of Christ, Bradford

10 Church Street
Bradford, Massachusetts 01835
978-374-1114
office@fccbradford.org

February 26, 2025

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

Please be advised the Trustees of the First Church of Christ – Bradford grant permission to use of the Bradford Common and provide sponsorship for (The Whittier Birthplace and Dale Rogers Studio) to conduct their Big Dog Show between Thursday October 23rd thru Tuesday October 28th, 2025

Our approval is contingent upon The Whittier Birthplace and Dale Rogers Studio meeting all Haverhill City Council, Haverhill Police Department and our Board of Trustees requirements.

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

Very truly yours: *Steven R Esty*

Steven Esty, President Board of Trustees

Big Dog Show by Whittier Birthplace/James Carbone
Event October 2025
Indemnify

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

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

CLIENT'S COPY

Form **990-PF**

Return of Private Foundation
or Section 4947(a)(1) Trust Treated as Private Foundation

OMB No. 1545-0047

2019

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

▶ Do not enter social security numbers on this form as it may be made public.
▶ Go to www.irs.gov/Form990PF for instructions and the latest information.

For calendar year 2019 or tax year beginning **07/01/19**, and ending **06/30/20**

Name of foundation TRUSTEES OF THE JOHN GREENLEAF WHITTIER HOMESTEAD		A Employer identification number 04-6047193
Number and street (or P.O. box number if mail is not delivered to street address) C/O MARCIA ROGERS, 136 NECK ROAD		B Telephone number (see instructions) 978-373-3979
City or town, state or province, country, and ZIP or foreign postal code WARD HILL MA 01835		C If exemption application is pending, check here <input type="checkbox"/>
G Check all that apply: <input type="checkbox"/> Initial return <input type="checkbox"/> Initial return of a former public charity <input type="checkbox"/> Final return <input type="checkbox"/> Amended return <input type="checkbox"/> Address change <input type="checkbox"/> Name change		D 1. Foreign organizations, check here <input type="checkbox"/> 2. Foreign organizations meeting the 85% test, check here and attach computation <input type="checkbox"/>
H Check type of organization: <input checked="" type="checkbox"/> Section 501(c)(3) exempt private foundation <input type="checkbox"/> Section 4947(a)(1) nonexempt charitable trust <input type="checkbox"/> Other taxable private foundation		E If private foundation status was terminated under section 507(b)(1)(A), check here <input type="checkbox"/>
I Fair market value of all assets at end of year (from Part II, col. (c), line 16) ▶ \$ 985,274		F If the foundation is in a 60-month termination under section 507(b)(1)(B), check here <input type="checkbox"/>
J Accounting method: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other (specify) _____		

Part I Analysis of Revenue and Expenses (The total of amounts in columns (b), (c), and (d) may not necessarily equal the amounts in column (a) (see instructions).)		(a) Revenue and expenses per books	(b) Net investment income	(c) Adjusted net income	(d) Disbursements for charitable purposes (cash basis only)
Revenue	1 Contributions, gifts, grants, etc., received (attach schedule) ...	1,561			
	2 Check <input checked="" type="checkbox"/> if the foundation is not required to attach Sch. B				
	3 Interest on savings and temporary cash investments	630	630		
	4 Dividends and interest from securities	27,853	27,853		
	5a Gross rents	4,400	4,400		
	b Net rental income or (loss)				
	6a Net gain or (loss) from sale of assets not on line 10	51,794			
	b Gross sales price for all assets on line 6a	255,483			
	7 Capital gain net income (from Part IV, line 2)		51,794		
	8 Net short-term capital gain			0	
	9 Income modifications				
	10a Gross sales less returns and allowances	446			
Operating and Administrative Expenses	b Less: Cost of goods sold	572			
	c Gross profit or (loss) (attach schedule) STMT 1	-126		-126	
	11 Other income (attach schedule) STMT 2	7,645	7,468	177	
	12 Total. Add lines 1 through 11	93,757	92,145	51	
	13 Compensation of officers, directors, trustees, etc.	0			
	14 Other employee salaries and wages	2,441			2,441
	15 Pension plans, employee benefits	52			52
	16a Legal fees (attach schedule)				6,077
	b Accounting fees (attach schedule) STMT 3	6,077			
	c Other professional fees (attach schedule) STMT 4	5,076	4,396		680
	17 Interest				
	18 Taxes (attach schedule) (see instructions) STMT 5	2,875		2,875	
	19 Depreciation (attach schedule) and depletion STMT 6	4,566		4,566	
	20 Occupancy	24,811			24,811
	21 Travel, conferences, and meetings				
	22 Printing and publications			7	12,511
	23 Other expenses (att. sch.) STMT 7	12,526			
	24 Total operating and administrative expenses. Add lines 13 through 23	58,424	4,396	7,448	46,581
	25 Contributions, gifts, grants paid	0			
	26 Total expenses and disbursements. Add lines 24 and 25	58,424	4,396	7,448	46,581
	27 Subtract line 26 from line 12:				
	a Excess of revenue over expenses and disbursements	35,333			
	b Net investment income (if negative, enter -0-)		87,749		
	c Adjusted net income (if negative, enter -0-)			0	

THE COMMONWEALTH OF MASSACHUSETTS

OFFICE OF THE ATTORNEY GENERAL

CLIENTS COPY

NON-PROFIT ORGANIZATIONS/PUBLIC CHARITIES DIVISION

MAURA HEALEY
ATTORNEY GENERAL

ONE ASHBURTON PLACE
BOSTON, MASSACHUSETTS 02108

(617) 727-2200, ext. 2101
www.mass.gov/ago/charities

Form PC

Report for the Fiscal Period: 07/01/2019 to 06/30/2020Attorney General's Account #: 009577Federal ID #: 04-6047193

Electronic Payment Confirmation #: _____

When did the organization first engage in charitable work in Massachusetts?

04/19/1893

Has the organization applied for or been granted IRS tax exempt status?

☒ Yes ☐ No

If yes, date of application OR date of determination letter:

04/19/1893

IRS Exemption under 501(c):

3

If exempt under 501(c), are contributions to the organization tax deductible as charitable contributions?

☒ Yes ☐ No

Check all items attached (if applicable)

- ☒ Filing Fee or Printout of Electronic Payment Confirmation
- ☒ Copy of IRS Return
- ☐ Audited Financial Statements/Review
- ☐ Amended Articles/By-Laws
- ☒ Schedule A-1
- ☒ Schedule A-2
- ☐ Schedule RO
- ☐ Schedule VCO
- ☐ Probate Account

Organization Data

TRUSTEES OF THE JOHN GREENLEAF

Name: WHITTIER HOMESTEADMailing Address: C/O MARCIA ROGERS, 136 NECK ROADCity: WARD HILLState: MA Zip: 01835Phone Number: 978-373-3979

Fax Number: _____

Email: NECKRD@AOL.COMWebsite: WWW.JOHNGREENLEAFWHITTIER.COM

In the table below, please enter the appropriate codes from the corresponding tables found in the instructions.
Enter up to 2 codes from Table 3 for your organization's main purpose(s)

Category	Code	Category	Code
County (Table 1)	<u>5</u>	Organization Purpose Code 1	<u>8</u>
Type of Organization (Table 2)	<u>1</u>	Organization Purpose Code 2	<u>27</u>

Please check box if final return prior to dissolution: ☐

Office Use Only: Payment Received



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/21/2025

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 CoverWallet, Inc. One Liberty Plaza, Suite 3201 New York, NY 10006	CONTACT NAME: Miriam Hertzler PHONE (A/C, No. Ext.): (646) 844-9933 FAX (A/C, No.): EMAIL ADDRESS: customer.service@coverwallet.com
INSURED Rutherford food resources inc 65 East 4th Street #34 New York City, NY, 10003	INSURER(S) AFFORDING COVERAGE INSURER A: U.S. Underwriters Insurance Company INSURER B: Hiscox Insurance Company Inc. INSURER C: INSURER D: INSURER E: INSURER F:

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

PROD LTR	TYPE OF INSURANCE	ADDITIONAL SUBROGATION (INSURER) WVD	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER: <input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A	X	P100,259,182.5	05/12/2025	05/12/2026	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 \$ COMBINED SINGLE LIMIT (EA accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ EACH OCCURRENCE \$ AGGREGATE \$ \$ PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Liquor Liability		LQ 3003058C	03/31/2025	03/31/2026	Each Common Cause Limit \$1,000,000 Aggregate Limit \$ 2,000,000

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

Certificate holder is included as additional insured with respect to the General Liability per the policy terms and conditions.

CERTIFICATE HOLDER City of Haverhill 4 Summer Street Haverhill, MA, 01830	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Margaret M. Raff</i>
---	---

Tag Day Permit**TAGD-25-18**

Submitted On: Aug 13, 2025

Applicant

👤 Lauren MacKinnon
☎ 978-766-5720
@ irishjew78@hotmail.com

Organization Information**Organization**

Haverhill

Organization Phone

9787665720

Organization Address

4 Summer Street

Organization City

Haverhill

Organization State

MA

Organization Zip

01830

Is the Organization Tax Exempt?

Yes

Is the Organization Non-Profit?

No

Is your organization affiliated with the Haverhill Public School system?

Yes

Is the Applicant a Haverhill Resident

Yes

Off-Street Locations Information [OFF-STREET LOCATIONS NOT PERMITTED]**How Many Locations Will You Cover?**

5

Location 1

Market basket Westgate

Location 2

Market Basket Riverside

Location 3

Market Basket - plaistow

Location 4

Market basket Central Plaza

Location 5

Duffys Diner

Date Information -MAXIMUM 3 CONSECUTIVE DAYS**How Many Dates Will the Event Include?**

2

Date #1

09/27/2025

Date #2




09/28/2025

SEP 9 AM 8:39
HAVCITYCLERK

Tag Day Permit**TAGD-25-20**

Submitted On: Aug 21, 2025

Applicant

 Amie Moscaritolo
 617-429-0945
 amiemoscaritolo@gmail.com

Organization Information**Organization**

HHS Field Hockey Boosters

Organization Address

137 Monument Street Haverhill, MA

Organization State

MA

Is the Organization Tax Exempt?

Yes

Is your organization affiliated with the Haverhill Public School system?

Yes

Organization Phone

978-374-5700

Organization City

Haverhill

Organization Zip

01835

Is the Organization Non-Profit?

Yes

Is the Applicant a Haverhill Resident

Yes

Off-Street Locations Information [OFF-STREET LOCATIONS NOT PERMITTED]**How Many Locations Will You Cover?**

4

Location 1

Market Basket

Location 2

Market Basket

Location 3

Market Basket

Location 4

Heavenly Donuts

Date Information -MAXIMUM 3 CONSECUTIVE DAYS**How Many Dates Will the Event Include?**

1

Date #1

10/25/2025




AUG 28 PM 12:46
HAVCITYCLERK

Tag Day Permit

TAGD-25-21

Submitted On: Aug 22, 2025

Applicant

 Stacey Bunyar
 9788527775
 @ stacey.bunyar@gmail.com

Organization Information

Organization

HHS Boys Swim Team

Organization Address

137 Monument St

Organization State

MA

Is the Organization Tax Exempt?

Yes

Is your organization affiliated with the Haverhill Public School system?

Yes

Organization Phone

978-852-7775

Organization City

Haverhill

Organization Zip

01830

Is the Organization Non-Profit?

Yes

Is the Applicant a Haverhill Resident

Yes

Off-Street Locations Information [OFF-STREET LOCATIONS NOT PERMITTED]

How Many Locations Will You Cover?

4

Location 1

Market Basket

Location 2

Battlegrounds

Location 3

Drop Cafe

Location 4

Dunkin Donuts

AUG 28 PM12:45
HAVCITYCLERK

Date Information -MAXIMUM 3 CONSECUTIVE DAYS

How Many Dates Will the Event Include?

2

Date #1

10/18/2025

Date #2

10/19/2025

12. 8.31



City of Haverhill, MA

September 5, 2025

TREE-25-1**Christmas Tree Vendor
Permit**

Status: Active

Submitted On: 9/4/2025

Primary Location297 LINCOLN AVE
Haverhill, MA 01830**Owner**SCANGAS PAUL ETALI
SCANGAS NICHOLAS
LYNNWAY SUITE 105 330
LYNN, MA 01901**Applicant** Charles Hibbert
 508-662-1372
 hibbertsplantation@yahoo.com
 P. O. Box 575
Franklin, NH 03235SEP 5 AM 8:29
HAVCITYCLERK**Business Information****Type of Applicant***

Business

Business/Organization Name*

Hibberts Plantation, LLC

Business/Organization Phone*

508-662-1372

Business/Organization Address*

PO Box 575

Business/Organization City*

Franklin

Business/Organization State*

NH

Business/Organization Zip*

03235

New Field

Less than 30 days

Operating Information**Date for Opening***

11/28/2025

Date for Closing*

12/24/2025

Manager's Name*

Charles Hibbert

Manager's Cellphone*

508-662-1372

Structure On Site*

Trailer

Number of Trees*

350

Monday Hours of Operation* ?

9-9

Tuesday Hours of Operation*

9-9

Wednesday Hours of Operation*

9-9

Thursday Hours of Operation*

9-9

Friday Hours of Operation*

9-9

Saturday Hours of Operation*

9-9

Sunday Hours of Operation*

9-9





Signature**Yes***

Attachments

Record Activity

Charles Hibbert started a draft Record	10/18/2024 at 10:15 am
Charles Hibbert submitted Record TREE-25-1	09/04/2025 at 3:10 pm
OpenGov system altered payment step Payment, changed status from Inactive to Active on Record TREE-25-1	09/04/2025 at 3:10 pm
OpenGov system completed payment step Payment on Record TREE-25-1	09/04/2025 at 3:24 pm
OpenGov system altered approval step City Clerk Office Review, changed status from Inactive to Active on Record TREE-25-1	09/04/2025 at 3:24 pm
OpenGov system assigned approval step City Clerk Office Review to Maria Bevilacqua on Record TREE-25-1	09/04/2025 at 3:24 pm
Maria Bevilacqua approved approval step City Clerk Office Review on Record TREE-25-1	09/05/2025 at 8:26 am
OpenGov system altered approval step Police Department Approval, changed status from Inactive to Active on Record TREE-25-1	09/05/2025 at 8:26 am

Timeline

Label	Activated	Completed	Assignee	Due Date	Status
 Payment	9/4/2025, 3:10:08 PM	9/4/2025, 3:24:30 PM	Charles Hibbert	-	Completed
 City Clerk Office Review	9/4/2025, 3:24:30 PM	9/5/2025, 8:26:18 AM	Maria Bevilacqua	-	Completed
 Police Department Approval	9/5/2025, 8:26:18 AM	-	Kevin Lynch	-	Active
 City Council Approval	-	-	-	-	Inactive

Label	Activated	Completed	Assignee	Due Date	Status
✓ City Clerk Office Print Permit	-	-	-	-	Inactive
📄 Christmas Tree Vendor Permit Issued	-	-	-	-	Inactive

297 LINCOLN AVE, Haverhill, MA 01830 

Actions ▾

TREE-25-1

Christmas Tree Vendor Permit

View More ▾

Details

Workflow

Attachments 0 [\(/#/explore/records/187508/file](#)

[\(/#/explore/records/187508/details\)](#)

[\(/#/explore/records/187508/1126812\)](#)



September 8, 2025

Police Department Approval

Record No.TREE-25-1

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

Primary Location

297 LINCOLN AVE
Haverhill, MA 01830

Owner

SCANGAS PAUL ETALI SCANGAS
NICHOLAS
LYNNWAY SUITE 105 330 LYNN, MA
01901

Applicant

Charles Hibbert
 508-662-1372
 hibbertsplantation@yahoo.com
 P. O. Box 575
Franklin, NH 03235

Messages

No comments yet.

Step Activity

OpenGov system activated this step	09/05/2025 at 8:26 am
OpenGov system assigned this step to Kevin Lynch	09/05/2025 at 8:26 am
Kevin Lynch approved this step	09/05/2025 at 1:08 pm



City of Haverhill, MA

August 27, 2025

TLLB-25-3

Taxi/Limousine Business

License

Status: Active

Submitted On: 7/31/2025

Primary Location99 FRONT NINE DR
Haverhill, MA 01832**Owner**HARRINGTON CHRISTINE A-
ETUX HARRINGTON JOHN
FRONT NINE DR 99 HAVERHILL,
MA 01832**Applicant**

John Harrington

781-229-7979

thecoachtransportation@yahoo.com

 99 Front Nine Drive
Haverhill, MA 01832

12.8.5.1

Applicant Information

Relationship to Owner*

Owner

AUG 27 PM1:01
HAUCITYCLERK

Business Information

Business Name*

The Coach Transportation, Inc

Business Phone*

781-229-7979

Business Address*

99 Front Nine Dr

Business City*

Haverhill

Business State*

MA

Business Zip*

01832

Legal Structure*

Corporation

Number of Employees*

1

Business Type*

Limousine

Total Number of Vehicles*

1

Number of Taxis*

0

Number of Limosines*

1

99 FRONT NINE DR, Haverhill, MA 01832

Actions ▾

TLLB-25-3

Taxi/Limousine Business License

View More ▾

Details

Workflow

Attachments 2 (/#/explore/records/207168/file

(/#/explore/records/207168/details)

(/#/explore/records/207168/1111489)

≡ Show Workflow

Details

Applicant Information

✎ Edit

Relationship to Owner*

Owner

Business Information

✎ Edit

Business Name*

The Coach Transportation, Inc

Business Phone*

781-229-7979

Business Address*

99 Front Nine Dr

Business City*

Haverhill

Business State*

MA

Business Zip*

01832

Legal Structure*

Corporation

Number of Employees*

1

Business Type*

Limousine

Total Number of Vehicles*

1

Number of Taxis*

0

Number of Limosines*

1

99 FRONT NINE DR, Haverhill, MA 01832

Actions ▾

TLLB-25-3

Taxi/Limousine Business License

View More ▾

Details

Workflow

Attachments 2 ([/#/explore/records/207168/file](#))[\(/#/explore/records/207168/details\)](#)[\(/#/explore/records/207168/1111489\)](#)

☰ Show Workflow

Completed ▾



Police Approval

Complete



Assignee

Kevin Lynch ✎



Due Date

Add +

Messages

All Messages ▾

Newest to Oldest ▾



Kaitlin Wright

🔒 Internal

July 31, 2025 at 9:20 am



@Kevin Lynch please feel free to give me a call if you have any questions regarding this application.

internal ☒ public

MB

🔒 Send Internal Message

Step Activity

Kevin Lynch approved this step

OpenGov system assigned this step to Kevin Lynch

Vehicle Information


Vehicle Make*	Vehicle Model*
Chevrolet	Suburban
Vehicle Year*	Was Vehicle Purchased New?*
2024	Yes
Vehicle Color*	Vehicle License Number*
Black	LVA4367

Signature

Agree*


☒

Attachments

- 

Business Certificate or Articles of Organization/Certificate of Registration REQUIRED

busc-25-156 coach transportation.pdf

Uploaded by Kaitlin Wright on Jul 31, 2025 at 9:05 AM
- 

Motor Vehicle Registration(s) REQUIRED

The Coach Transportation Registration.pdf

Uploaded by Kaitlin Wright on Jul 31, 2025 at 9:07 AM

Record Activity

- Kaitlin Wright started a draft Record

07/31/2025 at 9:00 am
- Kaitlin Wright added file busc-25-156 coach transportation.pdf

07/31/2025 at 9:05 am
- Kaitlin Wright added file The Coach Transportation Registration.pdf

07/31/2025 at 9:07 am

Kaitlin Wright submitted Record TLLB-25-3	07/31/2025 at 9:07 am
OpenGov system altered payment step Taxi/Limosine Business License Application Fee, changed status from Inactive to Active on Record TLLB-25-3	07/31/2025 at 9:07 am
OpenGov system completed payment step Taxi/Limosine Business License Application Fee on Record TLLB-25-3	07/31/2025 at 9:08 am
OpenGov system altered approval step City Clerk Approval, changed status from Inactive to Active on Record TLLB-25-3	07/31/2025 at 9:08 am
OpenGov system assigned approval step City Clerk Approval to Maria Bevilacqua on Record TLLB-25-3	07/31/2025 at 9:09 am
Kaitlin Wright reassigned approval step City Clerk Approval from Maria Bevilacqua to Kaitlin Wright on Record TLLB-25-3	07/31/2025 at 9:09 am
Kaitlin Wright approved approval step City Clerk Approval on Record TLLB-25-3	07/31/2025 at 9:09 am
OpenGov system altered approval step Police Approval, changed status from Inactive to Active on Record TLLB-25-3	07/31/2025 at 9:09 am
OpenGov system assigned approval step Police Approval to Kevin Lynch on Record TLLB-25-3	07/31/2025 at 9:09 am
Kevin Lynch approved approval step Police Approval on Record TLLB-25-3	08/07/2025 at 11:38 am
OpenGov system altered approval step City Council Approval, changed status from Inactive to Active on Record TLLB-25-3	08/07/2025 at 11:38 am
OpenGov system assigned approval step City Council Approval to Maria Bevilacqua on Record TLLB-25-3	08/07/2025 at 11:38 am

Timeline

Label	Activated	Completed	Assignee	Due Date	Status
💰 Taxi/Limosine Business License Application Fee	7/31/2025, 9:07:54 AM	7/31/2025, 9:08:59 AM	John Harrington	-	Completed
✓ City Clerk Approval	7/31/2025, 9:08:59 AM	7/31/2025, 9:09:03 AM	Kaitlin Wright	-	Completed
✓ Police Approval	7/31/2025, 9:09:03 AM	8/7/2025, 11:38:49 AM	Kevin Lynch	-	Completed
✓ City Council Approval	8/7/2025, 11:38:50 AM	-	Maria Bevilacqua	-	Active
📄 Taxi/Limosine Business License Issued	-	-	-	-	Inactive

MELINDA E. BARRETT
MAYOR



CITY OF HAVERHILL
MASSACHUSETTS

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

September 11, 2025

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

From: Mayor Melinda E. Barrett

RE: FY25 Bills

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

Attached, please find an order to pay bills from the previous fiscal year:

Vendor	Amount	Account
Edgemont Oil LLC	\$ 135.00	Water Dept.
Comcast Business	\$ 14.44	Water Dept.
Comcast Business	\$ 14.44	Water Dept.
G & L Labs	\$ 710.00	Recreation Dept.
GHD Services	\$ 2,607.00	IT Dept.
Middlesex Gases and Technologies	\$ 59.80	Wastewater Dept.
Southern Essex Registry of Deeds	\$ 735.00	Wasterwater Dept.
SFE Energy	\$ 13,650.40	Citizens Center
SFE Energy	(\$6,083.43)	Citizens Center
SFE Energy	\$155.22	Wastewater Dept.
Weston & Sampson	\$4,980.00	Wastewater Dept.

Total: \$ 23,061.30

I recommend approval.

Sincerely,

Melinda E. Barrett
Mayor

MEB/em

13.1



Document

CITY OF HAVERHILL

In Municipal Council

Ordered:

That in accordance with General Laws, Chapter 44, Section 64, authorize the payment of bill(s) of the previous years and to further authorize the payment from current year departmental appropriations as listed below:

<u>Vendor</u>	<u>Amount</u>	<u>Account</u>
Edgemont Oil LLC	\$135.00	Water Dept
Comcast Business	\$14.44	Water Dept
Comcast Business	\$14.44	Water Dept
G & L Labs	\$710.00	Recreation Dept
GHD Services	\$2,607.00	IT Dept
Middlesex Gases & Technologies	\$59.80	Wastewater Dept
Southern Essex Registry of Deeds	\$735.00	Wastewater Dept
SFE Energy	\$13,650.40	Citizens Center
SFE Energy	(\$6,083.43)	Citizens Center
SFE Energy	\$155.22	Wastewater Dept
Weston & Sampson	\$4980.00	Wastewater Dept

EDGEMONT OIL LLC
115 WEST MAIN STREET
MERRIMAC, MA 01860
(978) 346-9785 OR FAX (978) 346-8000

Ref #
P12

Invoice
458763

Account #
2981-1

Date
06/18/2025

BILL TO
HAVERHILL WATER DEPT
125 AMESBURY ROAD
HAVERHILL, MA 01830

SITE
HAVERHILL WATER DEPARTMENT
125 AMESBURY RD
HAVERHILL, MA 01830

Regular Invoice Total: **\$135.00**

✂ Cut Here Please Return this portion with your payment

Amount Enclosed \$ _____

Date	Ref #	Transaction	Comments	Amount
06-18-2025	P12	STICKERS	CHEVY 7621A	\$135.00

A 9/10/25 - last fiscal yr.

Invoice Total: **\$135.00**

For water/wastewater

After 31 days a Finance Charge with a periodic rate of 2.0% on the overdue balance (ANNUAL PERCENTAGE RATE = 26.82%) will be charged

COMCAST BUSINESS

Haverhill Water Dept

Account number
8773 10 376 1035062

For service at:
125 AMESBURY RD
HAVERHILL MA 01830-2801

Thanks for choosing Comcast Business

Need help?
Visit business.comcast.com/help or
call 1-800-391-3000

Ready to pay?
Visit business.comcast.com/myaccount

Bill date Dec 24, 2024
Services from Jan 01, 2025 to Jan 31, 2025

Page 1 of 3

Your monthly account summary

Previous balance	42.08
Credit Card Payment Dec 23, 2024	-42.08 cr
New charges	
Comcast Business services	9.95
Other charges and credits	3.95
Taxes and fees	0.55

Amount due

\$14.45

Payment due Jan 07, 2025



Manage your services online

Your Comcast Business account online is the one-stop destination to pay your bill and manage your services. Visit business.comcast.com/myaccount.

Service updates

See the "additional information" section for upcoming service updates.

For water/wastewater

Detach the bottom portion of this bill and enclose with your payment

Please write your account number on your check or money order

COMCAST BUSINESS

676 ISLAND POND RD, MANCHESTER, NH 03109
8533 0100 NO RP 24 12252024 NNNNNYNN 01 000568 0002

HAVERHILL WATER DEPT
125 AMESBURY RD
HAVERHILL, MA 01830-2801



877310376103506200014456

Account number 8773 10 376 1035062

Payment due Jan 07, 2025

Please pay

~~\$14.45~~ 14.44

Amount enclosed \$

Make checks payable to Comcast. Do not send cash

COMCAST
PO BOX 70219
PHILADELPHIA PA 19176-0219



Account number
8773 10 376 1035062

8633 0100 NO RP 24 12252024 NNNNNNNN 01 000583 0002

Page 3 of 3

Services from Jan 01, 2025 to Jan 31, 2025

Your new charges in detail

Comcast Business services **\$9.95**

Comcast Business Cable	9.95
TV Standard	114.95
Business Video.	
Service Discount	-114.95 cr
Service To Additional TV	11.95
With TV Box and Remote	
Service Discount	-11.95 cr
Service To Additional TV	35.85
With TV Adapter.	
3 @ \$11.95 each	
Service Discount	-35.85 cr
3 @ \$11.95 each	
TV Box + Remote	9.95

Other charges and credits **\$3.95**

Paper Statement Fee	3.95
---------------------	------

Taxes and Fees **\$0.55**

Franchise Fee	0.54
Sales Tax	0.01

New charges **\$14.45**

Additional information

REMINDER: As noted in last month's bill, from time to time we make changes to our pricing and services. On December 20, 2024, there were changes made to video packages, fees, and equipment prices. You can find details of these changes within your last month's bill, visit <https://business.comcast.com/understand-your-bill> or call us at 800-391-3000.

PAPERLESS BILLING UPDATE: Effective December 20, 2024, customers who receive a paper bill will be charged a \$3.95/mo. bill statement fee. To receive an electronic bill and avoid the paper bill statement charge, you can sign in to My Account at business.comcast.com/myaccount to enroll in paperless billing.

Understanding your video costs: Your monthly bill statement now shows the combined price for your Business Video package, including the monthly recurring charge and any TV-related fees. These fees used to appear separately, but now all video expenses are in one place. If you have any questions, please visit business.comcast.com/understand-your-bill or call us at 800-391-3000.

The Regulatory Cost Recovery fee is neither government mandated nor a tax, but is assessed by Comcast to recover certain federal, state, and local regulatory costs.

Accessibility: If you are hearing impaired, call 711.

For issues affecting customers with disabilities, call 1-855-270-0379, chat live at support.xfinity.com/accessibility, email accessibility@comcast.com, fax 1-866-599-4268 or write to Comcast at 1701 JFK Blvd., Philadelphia, PA 19103-2838, Attn: M. Gifford.

Recent and Upcoming Programming Changes: Information on recent and upcoming programming changes can be found at <https://www.xfinity.com/programmingchanges/> or by calling 866-216-8634.

Franchise Authority: MA Department of Telecommunications and Cable Consumer Division, 1000 Washington St., Boston, MA 02118-6500; consumer.complaints@mass.gov; 617-305-3531 or 800-392-6066. FCC Community ID: MA0031.



COMCAST BUSINESS

Haverhill Water Dept

Account number
8773 10 376 1035062

For service at:
125 AMESBURY RD
HAVERHILL MA 01830-2801

Bill date Jan 24, 2025
Services from Feb 01, 2025 to Feb 28, 2025

Page 1 of 3

Your monthly account summary

Previous balance	14.45
No payment received	0.00
Balance forward	14.45
New charges	
Comcast Business services	9.95
Other charges and credits	3.95
Taxes and fees	0.55

Thanks for choosing Comcast Business

Balance forward \$14.45
New charges due Feb 07, 2025 \$14.45

Amount due \$28.90

Payment due Feb 07, 2025



Need help?
Visit business.comcast.com/help or
call 1-800-391-3000

Ready to pay?
Visit business.comcast.com/myaccount

➔ **Manage your services online**
Your Comcast Business account online is the one-stop destination to pay your bill and manage your services. Visit business.comcast.com/myaccount.

Service updates
See the "additional information" section for upcoming service updates.

For water / wastewater

Detach the bottom portion of this bill and enclose with your payment

Please write your account number on your check or money order

COMCAST BUSINESS

676 ISLAND POND RD, MANCHESTER, NH 03109
8633 0100 NO RP 24 01252025 NNNNNYNN 01 000583 0002

HAVERHILL WATER DEPT
125 AMESBURY RD
HAVERHILL, MA 01830-2801

Account number **8773 10 376 1035062**
Balance forward \$14.45
New charges due Feb 07, 2025 ~~\$14.45~~ **14.44**

Please pay \$28.90

Amount enclosed \$

Make checks payable to Comcast Do not send cash



COMCAST
PO BOX 70219
PHILADELPHIA PA 19176-0219



877310376103506200028902

Account number
8773 10 376 1035062

8633 0100 NO RP 24 01252025 NNNNNYNN 01 000583 0002

Page 3 of 3

Services from Feb 01, 2025 to Feb 28, 2025

Your new charges in detail

Comcast Business services	\$9.95
Comcast Business Cable	9.95
TV Standard	114.95
Business Video.	
Service Discount	-114.95 cr
Service To Additional TV	11.95
With TV Adapter.	
Service Discount	-11.95 cr
Service To Additional TV	35.85
With TV Adapter.	
3 @ \$11.95 each	
Service Discount	-35.85 cr
3 @ \$11.95 each	
TV Box + Remote	9.95

Franchise Authority: MA Department of Telecommunications and Cable Consumer Division, 1000 Washington St., Boston, MA 02118-6500; consumer.complaints@mass.gov; 617-305-3531 or 800-392-6066. FCC Community ID: MA0031.



Other charges and credits	\$3.95
Paper Statement Fee	3.95

Taxes and Fees	\$0.55
Franchise Fee	0.54
Sales Tax	0.01
New charges	\$14.45

Additional Information

TV Update: Effective January 14, 2025, NESN and NESN+ will move from Standard to Preferred.

TV Update: Effective January 14, 2025, NBC Sports Boston will move from Standard to Preferred.

The Regulatory Cost Recovery fee is neither government mandated nor a tax, but is assessed by Comcast to recover certain federal, state, and local regulatory costs.

Accessibility: If you are hearing impaired, call 711.

For issues affecting customers with disabilities, call 1-855-270-0379, chat live at support.xfinity.com/accessibility, email accessibility@comcast.com, fax 1-866-599-4268 or write to Comcast at 1701 JFK Blvd., Philadelphia, PA 19103-2838, Attn: M. Gifford.

Recent and Upcoming Programming Changes: Information on recent and upcoming programming changes can be found at <https://www.xfinity.com/programmingchanges/> or by calling 866-216-8631.

G & L Labs
246 Arlington St.
Quincy, MA 02170

PO # 261678

INVOICE

Invoice Number: 000117699
Invoice Date: Jun 27, 2025
Page: 1

Voice: (617) 328-3663
Fax: (617) 472-0706

For Citizen Center

Bill To:

Haverhill Recreation Dept.
Attn: Mr. Ben Delaware
10 Welcome St.
Haverhill, MA 01830

Ship to:

Haverhill Board of Health
Attn: Mr. Richard McDonald
4 Summer St., Room 210
Haverhill, MA 01830

Customer ID	Customer PO	Payment Terms	
1224	June 2025	Net 30 Days	
Sales Rep ID	Start Date	Ship Date	Due Date
	6/4/25	6/27/25	7/27/25

Quantity	Item	Description	Unit Price	Amount
2.00	EC	E. coli (6/4/25, Lab#117221)	52.00	104.00
2.00		DPH Portal Report (6/4/25, Lab#117221)	5.00	10.00
2.00	EC	E. coli (6/11/25, Lab#117355)	52.00	104.00
2.00		DPH Portal Report (6/11/25, Lab#117355)	5.00	10.00
2.00	EC	E. coli (6/18/25, Lab#117561)	52.00	104.00
2.00		DPH Portal Report (6/18/25, Lab#117561)	5.00	10.00
2.00	EC	E. coli (6/20/25, Lab#117622R, Retests)	65.00	130.00
2.00		DPH Portal Report (6/20/25, Lab#117622R)	5.00	10.00
2.00	EC	E. coli (6/25/25, Lab#117699)	52.00	104.00
2.00		DPH Portal Report (6/25/25, Lab#117699)	5.00	10.00
2.00	EC	E. coli (6/30/25, Lab#117860)	52.00	104.00
2.00		DPH Portal Report (6/30/25, Lab#117860)	5.00	10.00
Subtotal				710.00
Sales Tax				
Total Invoice Amount				710.00
Payment/Credit Applied				
TOTAL				710.00

We appreciate your business!



CHAIN OF CUSTODY RECORD

LAB I.D. #: 11/221

DUE DATE: _____

246 Arlington Street, Quincy, MA 02170
Tel: (617) 328-3663 Fax: (617) 472-0706

[illegible]



G & L
Laboratories

CHAIN OF CUSTODY RECORD

LAB I.D. #: 117955
DUE DATE: _____

246 Arlington Street, Quincy, MA 02170
Tel: (617) 328-3663 Fax: (617) 472-0706

E-mail: sales@gl-labs.com

COMPANY: _____				SAMPLE TYPE				CONTAINER TYPE				ANALYSES				
ADDRESS: _____				1 WATER				P - PLASTIC								
PHONE #: _____ FAX #: _____				2 SOIL				G - GLASS								
P.O. #: _____				3 SLUDGE				V - VOA								
CLIENT CONTACT: _____				4 OIL				5 TISSUE								
PROJECT ID/LOCATION: _____				6 DRINKING WATER				OTHER								
SAMPLE IDENTIFICATION	SAMPLE TYPE	CONTAINER		SAMPLING		PRESERVATIVE										
		SIZE	TYPE	#	DATE											
RELINQUISHED BY:	DATE: 11 - 25	TIME: 10 - 35	RECEIVED BY:	DATE: 11 - 25	TIME: 10 - 35	RECEIVED FOR LAB BY:	DATE: 11 - 25	TIME: 10 - 35	SPECIAL INSTRUCTIONS <input type="checkbox"/> RUSH , BUSINESS DAY TURNAROUND <input type="checkbox"/> ROUTINE Sample Disposal Information Are there any other known or suspected contaminants in these samples other than those listed above ? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list known _____							
RELINQUISHED BY:	DATE: 11 - 25	TIME: 10 - 35	RECEIVED BY:	DATE: 11 - 25	TIME: 10 - 35	RECEIVED FOR LAB BY:	DATE: 11 - 25	TIME: 10 - 35								
RELINQUISHED BY:	DATE: 11 - 25	TIME: 10 - 35	RECEIVED BY:	DATE: 11 - 25	TIME: 10 - 35	RECEIVED FOR LAB BY:	DATE: 11 - 25	TIME: 10 - 35								
RELINQUISHED BY:	DATE: 11 - 25	TIME: 10 - 35	RECEIVED BY:	DATE: 11 - 25	TIME: 10 - 35	RECEIVED FOR LAB BY:	DATE: 11 - 25	TIME: 10 - 35								
METHOD OF SHIPMENT							COMMENTS									



CHAIN OF CUSTODY RECORD

LAB I.D. #: 11/501
DUE DATE: _____

246 Arlington Street, Quincy, MA 02170
Tel: (617) 328-3663 Fax: (617) 472-0706

COMPANY:

ADDRESS:

PHONE#

FAX #:

P.O. #:

CLIENT CONTACT:

PROJECT ID/LOCATION

SAMPLE TYPE	CONTAINER TYPE
1 WATER	P - PLASTIC
2 SOIL	G - GLASS
3 SLUDGE	V - VOA
4 OIL	
5 TISSUE	
6 DRINKING WATER	
OTHER	

ANALYSES

[illegible]



CHAIN OF CUSTODY RECORD

LAB I.D. #: _____

DUE DATE: _____

DUE DATE: _____

SAMPLE TYPE	CONTAINER TYPE
1. WATER	P - PLASTIC

1 WATER	P - PLASTIC
2 SOIL	G - GLASS

FAX#

5 TISSUE
6 DRINKING WATER

○ 三

[illegible]



CHAIN OF CUSTODY RECORD

LAB I.D. #: 117699

DUE DATE:

COMPANY: _____
ADDRESS: _____
PHONE #: _____ FAX #: _____
P.O. #: _____
CLIENT CONTACT: _____
PROJECT ID/LOCATION: _____

SAMPLE TYPE CONTAINER TYPE
1 WATER P - PLASTIC
2 SOIL G - GLASS
3 SLUDGE V - VOA
4 OIL
5 TISSUE
6 DRINKING WATER
OTHER _____

[illegible]

G & L
Laboratories

CHAIN OF CUSTODY RECORD

LAB I.D. #: _____

DUE DATE: _____

246 Arlington Street, Quincy, MA 02170
Tel: (617) 328-3663 Fax: (617) 472-0706

[illegible]



GHD Services Inc.
T +1 716 297 6150 W www.ghd.com

City of Haverhill
4 Summer Street, Ste 206
Haverhill, MA 01830
United States of America

Invoice : 340-0148578
Invoice Date : 5/22/2025
Project : 12659635
Project Name : Digital-City of Haverhill GS
Purchase Order # : 12659635

For IT

For Professional Services Rendered Through 5/24/2025

Attention: Douglas Russell
(drussell@haverhillma.gov)

Payment schedule:
30% on signing
60% CMS Handoff
10% on GoLive

	Fee	% Complete	Billings		
			To Date	Previous	Current
12659635 - Govstack Implementation Fees	26,070.00	100.00	26,070.00	23,463.00	2,607.00
			Current Billings		2,607.00
			Amount Due This Bill	USD	2,607.00

Total Fee : 26,070.00
To Date Billings : 26,070.00
Total Remaining : 0.00

Remit EFT Payments To:

Account number 724010386
ABA number 022000020
Please email remittances to usremittance@ghd.com
Please remit checks to GHD Services Inc.
P.O. Box 392237
Pittsburgh, PA 15251-9237



ORIGINAL INVOICE

PLEASE INCLUDE THESE NUMBERS WITH
YOUR PAYMENT TO INSURE PROPER CREDIT

DATE	ACCT. NO.	INVOICE NUMBER
02/24/25	26102	01156165

PLEASE MAKE CHECKS PAYABLE TO
AND MAIL TO

Middlesex Gases & Technologies
P.O. Box 490249
Everett MA 02149
(617) 387-5050 FAX:(617) 387-3537

S
O CITY OF HAVERHILL
L WASTE WATER TREATMENT PLANT
D 40 SOUTH PORTER STREET
T HAVERHILL MA 01835
O

S
H CITY OF HAVERHILL
I WASTE WATER TREATMENT PLANT
P 40 SOUTH PORTER STREET
T HAVERHILL MA 01835
O

ORDER NUMBER		CUSTOMER ORDER NUMBER		LOC	SLS #	TERR #	SHIP VIA	TERMS		INITIALS	PAGE
01644119-00		COLLECTIONS		004	005	003	CUST PICKUP	NET 30 DAYS		GEH	1
SHIPPING ORDER		ITEM	QTY SHIP'D	QTY B/O	CYLINDER		DESCRIPTION	U O M	UNIT PRICE	AMOUNT	
NUMBER	DATE				SHIP'D	RET'D					
16441190220		** Location: CGW42342 Req #: 2601480	4 ** 10	0			CAMEL FLAP WHL GRIT 40 4.5X7/8	EA	5.98	59.80	
							Preferred payment method is ACH:				
							Bank name: Citizens Bank				
							Routing/ABA #: 211070175				
							Bank Account #: 1139889068				
							Email remittance advice to: payments@middlesexgases.com				
							Subtotal	59.80			

OK
8-14-25
JMK

LSTA



Commonwealth of Massachusetts
Southern Essex District Registry of Deeds
100 Cummings Center
Suite 206-C

Beverly, Massachusetts 01915

A division of the Secretary of the Commonwealth
WILLIAM FRANCIS GALVIN, SECRETARY

Eileen R. Duff
Register of Deeds
(978) 542-1730
www.salemdeeds.com
Billing questions:
(978) 542 1733

INVOICE

For period from 12/1/2024 to 8/29/2025

Friday, August 29, 2025

Account # 4290

TO:

HAVERHILL, CITY OF WATER WASTE
HAVERHILL CITY HALL

HAVERHILL MA
EMAIL: pjessel@haverhillma.gov

Date		CHARGE	
RG 1425579	Accounting Dept		
6/13/2025	659290 - CONDITION	105.00	
6/13/2025 9:22	Account		105.00
RC 1665429	Accounting Dept		
6/13/2025	42771/048 - ORDER OF CONDITIONS	105.00	
6/13/2025 8:41	Account		105.00
RC 1665431	Accounting Dept		
6/13/2025	42771/071 - ORDER OF CONDITIONS	105.00	
6/13/2025 8:50	Account		105.00
RC 1665439	Accounting Dept		
6/13/2025	42771/159 - ORDER OF CONDITIONS	105.00	
6/13/2025 9:24	Account		105.00
RC 1666513	Accounting Dept		
6/23/2025	42787/300 - PLAN	105.00	
6/23/2025 9:51	Account		105.00
RC 1673003	Accounting Dept		
8/8/2025	42877/056 - PLAN	105.00	
8/8/2025	42877/032 - EASEMENT	105.00	
8/8/2025 8:24	Account		

Amount due:

210.00

\$735.00

Please forward a check for the amount above made out to the Registry of Deeds or the Commonwealth of Massachusetts, with reference to this invoice and account, or a copy of this invoice. Thank you.

OK Pay PS
Wuif



SFE Energy
PO Box 967
Buffalo NY 14240-0967

Citizen Center

*(currently paying)
will have to
go to (local)*

Account Number:

2102313004

Statement Date:

3/27/2025

Amount Due:

\$15,743.88

Due Date:

4/6/2025

CITY OF HAVERHILL MA

Attn: Accounts Payable
4 SUMMER ST
HAVERHILL, MA 01830

Terms are Net 10 days

BILLING SUMMARY

Bill Date	1/8/2025
Previous Balance	
Payment(s) Received	\$4,648.66
Balance Forward	\$2,555.18
Current Period Gas Charges	\$2,093.48
Total Amount due on 4/6/2025	\$13,650.40
	\$15,743.88

General Information

If you have questions about your bill, please contact our Customer Service Department at 1-855-367-9332 Monday through Friday 9:00 am - 5:00 pm EST, and Saturday 12:00 pm - 6:00 pm EST.

You may contact your local utility at 1-800-233-5325 or 911 for any emergencies, or at 1-800-233-5325 for Customer Service.

You may also contact the Department of Public Utilities at 1 South Station 5th Floor, Boston, Massachusetts, 02110 or by calling at 1-877-886-5066.

Payment Options

Online	www.sfeenergy.com/payments
Mail Money Order or Check	Return with portion below
Call us with a Credit Card	1-855-367-9332

Message Center

This bill is for the commodity portion only. You will also be billed by your Utility for their charges. Both bills must be paid. Please pay this invoice to SFE Energy. Accounts for which Payment is not received within 10 calendar days are subject to interest, collections and potential discontinuation of SFE Energy supply, including application of liquidated damages.

Customer Service Information

Phone: 1-855-367-9332

Hours: Monday through Friday 9:00 am - 5:00 pm EST, and Saturday 12:00 pm - 6:00 pm EST

Please return this portion with money order or check



SFE Energy
29325 Network Place
Chicago, IL
60673-1293

CITY OF HAVERHILL MA
4 SUMMER ST
HAVERHILL, MA 01830

Amount Paid:

Amount Due:

\$15,743.88

Account Number:

2102313004

Invoice Number:

MABOG000251



SFE Energy
PO Box 967
Buffalo NY 14240-0967

Account Number: 2102313004
Statement Date: 3/27/2025
Amount Due: \$15,743.88
Due Date: 4/6/2025

Account Number: 2102313004 Contract Number: MAA291696 Invoice Number: MABOG000251

Service Location: 226 BROOK ST, HAVERHILL, MA, 01832

Your Previous Charges

Previous balance carried forward	\$4,648.66
Payments received	\$2,555.18
Balance Forward - If you have already made payments, thank you!	\$2,093.48

Your Current Energy Charges

10/24/2024 to 03/26/2025

Previous Commodity Charge Cancelled 1,207 Therms @ \$0.9950	(\$1,200.97)
Previous Commodity Charge Cancelled 2,104 Therms @ \$0.9950	(\$2,093.48)
Gas Charge 17,030 therms @ \$0.9950	\$16,944.85
Total Current Charges	\$13,650.40

Meter Information

Service Type	Bill Period	Total Number of Days	Read Type	Consumption Total TD Used
Gas	10/24/2024 to 11/21/2024	28		1207 TD
Gas	11/21/2024 to 12/23/2024	32		2104 TD
Gas	10/24/2024 to 3/26/2025	153	ACT	17030 TD



SFE Energy
PO Box 967
Buffalo NY 14240-0967

Account Number: 2102313004
Statement Date: 3/28/2025
Amount Due: \$7,566.97
Due Date: 4/7/2025

CITY OF HAVERHILL MA

Attn: Accounts Payable
4 SUMMER ST
HAVERHILL, MA 01830

Terms are Net 10 days

BILLING SUMMARY

Bill Date	3/28/2025
Previous Balance	\$15,743.88
Payment(s) Received	\$2,093.48
Balance Forward	\$13,650.40
Current Period Gas Charges	(\$6,083.43)
Total Amount due on 4/7/2025	\$7,566.97

General Information

If you have questions about your bill, please contact our Customer Service Department at 1-855-367-9332 Monday through Friday 9:00 am - 5:00 pm EST, and Saturday 12:00 pm - 6:00 pm EST.

You may contact your local utility at 1-800-233-5325 or 911 for any emergencies, or at 1-800-233-5325 for Customer Service.

You may also contact the Department of Public Utilities at 1 South Station 5th Floor, Boston, Massachusetts, 02110 or by calling at 1-877-886-5066.

Payment Options

Online	www.sfeenergy.com/payments
Mail Money Order or Check	Return with portion below
Call us with a Credit Card	1-855-367-9332

Message Center

This bill is for the commodity portion only. You will also be billed by your Utility for their charges. Both bills must be paid. Please pay this invoice to SFE Energy. Accounts for which Payment is not received within 10 calendar days are subject to interest, collections and potential discontinuation of SFE Energy supply, including application of liquidated damages.

Customer Service Information

Phone: 1-855-367-9332
Hours: Monday through Friday 9:00 am - 5:00 pm EST, and Saturday 12:00 pm - 6:00 pm EST

Please return this portion with money order or check



SFE Energy
29325 Network Place
Chicago, IL
60673-1293

CITY OF HAVERHILL MA
4 SUMMER ST
HAVERHILL, MA 01830

Amount Paid:	
Amount Due:	\$7,566.97
Account Number:	2102313004
Invoice Number:	MABOG000383



SFE Energy
PO Box 967
Buffalo NY 14240-0967

Account Number: 2102313004
Statement Date: 3/28/2025
Amount Due: \$7,566.97
Due Date: 4/7/2025

Account Number: 2102313004

Contract Number: MAA291696

Invoice Number: MABOG000383

Service Location: 226 BROOK ST, HAVERHILL, MA, 01832

Your Previous Charges

Previous balance carried forward	
Payments received	\$15,743.88
Balance Forward - If you have already made payments, thank you!	\$2,093.48
	\$13,650.40

Your Current Energy Charges

	10/24/2024 to 03/26/2025
Previous Commodity Charge Cancelled 17,030 Therms @ \$0.9950	
Gas Charge 10,916 therms @ \$0.9950	(\$16,944.85)
Total Current Charges	\$10,861.42
	(\$6,083.43)

Meter Information

Service Type	Bill Period	Total Number of Days	Read Type	Consumption Total TD Used
Gas	11/20/2024 to 3/26/2025	126		17030 TD
Gas	10/24/2024 to 3/26/2025	153	ACT	10916 TD



SFE Energy
PO Box 967
Buffalo NY 14240-0967

Water/Wastewater
(to Council)

Account Number: 9512212000
Statement Date: 10/22/2024
Amount Due: \$155.22
Due Date: 11/1/2024

CITY OF HAVERHILL MA

Attn: Accounts Payable
4 SUMMER ST
HAVERHILL, MA 01830

Terms are Net 10 days

BILLING SUMMARY

Bill Date	10/22/2024
Previous Balance	\$1.00
Payment(s) Received	\$1.00
Balance Forward	\$0.00
Current Period Gas Charges	\$155.22
Total Amount due on 11/1/2024	\$155.22

General Information

If you have questions about your bill, please contact our Customer Service Department at 1-855-367-9332 Monday through Friday 9:00 am - 5:00 pm EST, and Saturday 12:00 pm - 6:00 pm EST.

You may contact your local utility at 1-800-233-5325 or 911 for any emergencies, or at 1-800-233-5325 for Customer Service.

You may also contact the Department of Public Utilities at 1 South Station 5th Floor, Boston, Massachusetts, 02110 or by calling at 1-877-886-5066.

Payment Options

Online	www.sfeenergy.com/payments
Mail Money Order or Check	Return with portion below
Call us with a Credit Card	1-855-367-9332

Message Center

This bill is for the commodity portion only. You will also be billed by your Utility for their charges. Both bills must be paid. Please pay this invoice to SFE Energy. Accounts for which Payment is not received within 10 calendar days are subject to interest, collections and potential discontinuation of SFE Energy supply, including application of liquidated damages.

Customer Service Information

Phone: 1-855-367-9332

Hours: Monday through Friday 9:00 am - 5:00 pm EST, and Saturday 12:00 pm - 6:00 pm EST

Please return this portion with money order or check



SFE Energy
29325 Network Place
Chicago, IL
60673-1293

CITY OF HAVERHILL MA
4 SUMMER ST
HAVERHILL, MA 01830

Amount Paid:	
Amount Due:	\$155.22
Account Number:	9512212000
Invoice Number:	MABOG000196



SFE Energy
PO Box 967
Buffalo NY 14240-0967

Account Number: 9512212000
Statement Date: 10/22/2024
Amount Due: **\$155.22**
Due Date: 11/1/2024

Account Number: 9512212000 Contract Number: MAA291696 Invoice Number: MABOG000196

Service Location: 131 AMESBURY RD, HAVERHILL, MA, 01830

Your Previous Charges

Previous balance carried forward	\$1.00
Payments received	\$1.00
Balance Forward - If you have already made payments, thank you!	\$0.00

Your Current Energy Charges

09/19/2024 to 10/21/2024

Gas Charge 156 therms @ \$0.9950	\$155.22
Total Current Charges	\$155.22

Meter Information

Service Type	Bill Period	Total Number of Days	Read Type	Consumption Total TD Used
Gas	9/19/2024 to 10/21/2024	32	ACT	156 TD

Tax ID No: 20-5684540

INVOICE

PLEASE MAKE CHECKS PAYABLE TO:

Weston & Sampson CMR, Inc.

Weston & SampsonSM
CMR, INC.

55 Walkers Brook Drive, Suite 100, Reading, MA 01867
westonandsampson.com Tel: 978.532.1900

Paul Jessel
Collection System Supervisor
HAVERHILL, CITY OF
Purchasing Agent
40 South Porter Street
Haverhill, MA 01835-7646

August 21, 2025

Project No: CMR20-0305

Invoice No: 8255172

Project CMR20-0305 HAVERHILL-ON CALL/PREMIUM
Professional Services from June 28, 2025 through July 25, 2025

Phase 300 300-ELECTRICIAN

Task 1-ST

Professional Personnel

	Hours	Rate	Amount
Novello, Dominic	21.00	160.00	3,360.00
Totals	21.00		3,360.00
Total Labor			3,360.00

Unit Billing 3,360.00

Vehicle Service Charge

75.00

Total this Task \$3,435.00

Total this Phase \$3,435.00

Phase 500 500-MILLWRIGHT

Task 1-ST

Professional Personnel

	Hours	Rate	Amount
DiMercurio, Salvatore	9.00	155.00	1,395.00
Totals	9.00		1,395.00
Total Labor			1,395.00

Unit Billing 1,395.00

Vehicle Service Charge

150.00

Total this Task \$1,545.00

Total this Phase \$1,545.00

TOTAL THIS INVOICE \$4,980.00

Payment is due 30 days from Invoice Date

Project CMR20-0305 HAVERHILL-ON CALL/PREMIUM Invoice 8255172

Billing Backup

Weston & Sampson CMR, Inc.

Invoice 8255172 Dated 8/21/2025

Wednesday, August 20, 2025

9:42:49 AM

Project CMR20-0305 HAVERHILL-ON CALL/PREMIUM
Phase 300 300-ELECTRICIAN
Task 1 1-ST

Professional Personnel

		Hours	Rate	Amount
Novello, Dominic	6/23/2025	3.00	160.00	480.00
Main pump station				
Unwired bar rack rake grinder motors				
Novello, Dominic	6/25/2025	2.00	160.00	320.00
Main ps				
Wired in new muffin monster motor and brush motor for bar rack rake				
Novello, Dominic	7/1/2025	8.00	160.00	1,280.00
Meadow view pump station				
Worked with Wilson control troubleshooting plc issues and why plc was faulted.				
Rewired low level alarm back to mission Tester station and all alarms to ensure all was good				
After getting plc back up and running we adjusted the float levels and run levels on the plc				
Novello, Dominic	7/9/2025	8.00	160.00	1,280.00
Rosemont ps.				
Called for station pumping past low level.				
Troubleshoot Vega and let station run and saw it would get stuck at 50 inches.				
Disconnected the Vega and installed floats so the station could run off floats until we got a replacement transducer				
Totals		21.00		3,360.00
Total Labor				3,360.00

Unit Billing

Vehicle Service Charge				
Vehicle Service Charge			75.00	75.00
Total this Task				\$3,435.00
Total this Phase				\$3,435.00

Phase 500 500-MILLWRIGHT
Task 1 1-ST

Professional Personnel

		Hours	Rate	Amount
DiMercurio, Salvatore	6/23/2025	3.00	155.00	465.00
Unwired and tagged muffin, monster and auger assembly for main pump station, Screening machine.				
(Service Vehicle Charge)				
DiMercurio, Salvatore	6/25/2025	2.00	155.00	310.00

Payment is due 30 days from Invoice Date

Project	CMR20-0305	HAVERHILL-ON CALL/PREMIUM	Invoice	8255172
---------	------------	---------------------------	---------	---------

Wired in muffin monster and auger For screening machine at the main pump station. Conducted operational test was satisfactory results..
(Service Vehicle Charge)

DiMercurio, Salvatore	7/1/2025	4.00	155.00	620.00	
Troubleshoot Meadow Lanes pump station with Dom and Wilson control. (Service Vehicle Charge)					
Totals		9.00		1,395.00	
Total Labor					1,395.00

Unit Billing

Vehicle Service Charge

VEHICLE SERVICE CHARGE

VEHICLE SERVICE CHARGE

75.00

75.00

150.00

Total this Task

\$1,545.00

Total this Phase

\$1,545.00

Total this Project

\$4,980.00

Total this Report

\$4,980.00

4205 CLK/DJ
LSTH

CITY COUNCIL

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

15.1



CITY HALL, ROOM 204
4 SUMMER STREET
TELEPHONE: 978-374-2328
FACSIMILE: 978-374-2329

WWW.CITYOFHAVERHILL.COM
CITYCOUNCIL@HAVERHILLMA.GOV

CITY OF HAVERHILL

HAVERHILL, MASSACHUSETTS 01830-5843

August 8, 2025

To: Members of the City Council

President Sullivan and Councilor Lewandowski to request update from City Engineer regarding Amesbury Line Road and Merrimac Road intersection improvements. Also for Sergeant Lynch to present the most recent accident and speeding stats and offer his thoughts on the conceptual plan.

*At the 8/19/25 City Council meeting, the council voted to refer the item to Traffic and Safety Committee. The item will need to be revisited at the 9/16/25 City Council meeting in order to make a motion to refer it to the Public Safety Subcommittee instead. *

Thomas J. Sullivan
President Thomas J. Sullivan

Melissa J. Lewandowski
Councilor Melissa J. Lewandowski

(Meeting: 9.16.25)

CITY COUNCIL

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CITY OF HAVERHILL

HAVERHILL, MASSACHUSETTS 01830-5843

15.2

September 12, 2025

To: President and Members of the City Council

President Sullivan requests to establish the Macek Memorial Landscaping and Maintenance (L&M) Fund for the receipt of gifts to be spent on the beautification at the Macek Memorial Park.

Thomas J. Sullivan
President Thomas J. Sullivan *LM*

SEP 12 AM 9:24
HAVERHILL CLERK

(Meeting: 9.16.25)



Document

SEP 11 AM 11:37
HAVERHILL CITY CLERK

CITY OF HAVERHILL

In Municipal Council

Ordered:

MACEK MEMORIAL LANDSCAPING AND MAINTENANCE FUND

At a regularly convened meeting of the City Council of the City of Haverhill, held on the 16th day of September, 2025, it was voted as follows:

That the City Council of the City of Haverhill, duly elected, qualified, and acting as such, on behalf of the City votes to establish the Macek Memorial Landscaping and Maintenance (L&M) Fund for the receipt of gifts to be spent on the landscape and beautification of the Macek Memorial and Park.

YEAS: _____

NAYS: _____

ABSENT: _____

PASSED IN COUNCIL: _____

A True Record, Attest:

Date Approved

Kaitlin M. Wright, City Clerk

Melinda E. Barrett, Mayor

CITY COUNCIL

Thomas J. Sullivan, *President*
Timothy J. Jordan, *Vice President*
John A. Michitson
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CITY OF HAVERHILL

HAVERHILL, MASSACHUSETTS 01830-5843

15.3

September 10, 2025

SEP 11 PM 3:25
HVCITYCLERK

To: President and Members of the City Council

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

Melissa J. Lewandowski
Councilor Melissa J. Lewandowski

(Meeting: 9.16.25)

Part I ADMINISTRATION OF THE GOVERNMENT

Title XV REGULATION OF TRADE

Chapter 101 TRANSIENT VENDORS, HAWKERS AND PEDLERS

Section 34 DOOR-TO-DOOR SALES FOR FUTURE DELIVERY;
EMPLOYMENT OF MINORS; DUTIES OF SALES
ORGANIZATION; REGISTRATION

Section 34. (a) As used in this section the following terms shall have the following meanings:—

"Sales agent", a person under eighteen years of age who is recruited or retained by, or who represents, or is in any manner associated with, whether as an employee or an independent contractor, any sales organization engaged in the sale of goods or periodicals door-to-door for future delivery for any commercial purpose in a city or town in the commonwealth. The term "sales agent" shall not include: (i) a person engaged in activities under the immediate supervision of a parent or guardian, or (ii) a person who does not earn his primary source of income while performing services for a sales organization, or (iii) a person who does not reside away from his home while engaged in the sales activity.

"Sales organization", a person or representative thereof, engaged in the supervision, recruitment, retention, or employment of sales agents for the door-to-door sale of goods or periodicals for future delivery.

"Sales group", any group of persons, including sales agents, which is engaged in the door-to-door sale of goods or periodicals for future delivery and which is under the supervision of a sales organization or sales supervisor.

"Sales supervisor", a person representing a sales organization who directs or supervises a sales group in any city or town in which it is engaged in the sale of goods or periodicals door-to-door for future delivery.

(b) No sales organization shall recruit, hire, or employ a person to engage in the sale of goods or periodicals door-to-door for future delivery unless and until such person furnishes the sales organization with information sufficient to inform such sales organization of such person's age and identification.

Each sales organization shall:

(1) prior to the employment of a person under eighteen years of age, furnish to a parent or guardian of such person a listing of cities or towns in which the sales group will be working in the two weeks immediately following such employment, the dates when the sales group shall be in each such city or town, the address of the sales group in each such city or town during the time the sales group is in such city or town, and the business address at which such parent or guardian may be informed of such person's work address.

(2) keep accurate accounts of sales made, lawful expenses incurred, and all amounts earned by each sales agent.

(3) provide to each sales agent for each pay period, but not less than once each seven days, an itemized written statement of the account of such sales agent.

(4) pay, on the same day each pay period to each sales agent, all money earned from all sales made a week or more prior thereto by such sales agent.

No sales organization, in carrying out any contract, agreement, or other arrangement with any sales agent, shall engage in any of the following conduct or activity:

(1) threats or acts of reprisals, intimidation, or physical violence against any sales agent, or any person acting on behalf of any sales agent.

(2) refusal to disburse commissions, salary, compensation, or other remuneration owing to a sales agent.

(c) All sales agents and sales supervisors covered by the provisions of this section shall register with a chief of police or with another official to be designated by the city council of a city or the board of selectmen of a town of initial registration. Each applicant for registration shall provide positive identification, give a permanent street address, provide an exemplar of his signature, the name of his employer or the party responsible for complying with the provisions of subsection (b), the business address of such employer, the identity and registration of any motor vehicle to be used to transport goods or persons engaged in said business, and a brief description of the goods to be sold and proposed method of operation. Said chief of police or designated official shall photograph each applicant for the purpose of identification and shall retain a copy of each such photograph for a minimum of two years.

Each registrant shall pay to the city or town in which the initial registration occurs a registration fee in accordance with the provisions of section twenty-two.

If the chief of police or designated official determines by investigation or receives reliable information that an applicant has been convicted of a felony or is a fugitive from justice or if such applicant refuses to provide any of the required information, then said applicant may be denied registration. Otherwise, said chief of police or designated official shall provide each successful applicant who pays the required fee a certificate of registration which shall be effective and valid for two years from the date of issuance. Each such certificate of registration shall include the applicant's photograph, the applicant's description and signature, as well as the date and the name of the city or town of issuance. The certificate of registration shall be issued within forty-eight hours of the submission of the application. Such certificate shall be conspicuously displayed by each registered sales agent and sales supervisor when engaged in selling.

Before a sales agent or sales group may commence selling goods or periodicals door-to-door for future delivery in a city or town, written notice shall be given to the chief of police or other official designated by the city council of such city or the board of selectmen of such town. Such written notification shall include the name and local address of each sales agent and sales supervisor, the date and time in which the sale is to be conducted, a description of the goods or periodicals to be sold, and the proposed method of operation.

The chief of police or other designated official of a city or town shall electronically notify the department of criminal justice information services of the name of each sales agent, including a sales agent within a sales group, and each sales supervisor who has registered or provided notice that he is selling goods or periodicals door-to-door for future delivery in said city or town. Said notification shall be by means of the criminal justice information system in accordance with a plan to be

developed by the department of criminal justice information services. The the chief of police shall make inquiry to determine whether a sales agent or sales supervisor is a missing person.

The chief of police or other designated official may regulate the hours during which and conditions under which the registrant may engage in door-to-door selling. If the sales group intends to extend its stay in any city or town, the sales supervisor, or sales organization if there is no sales supervisor, shall submit to the chief of police or other designated person a written statement citing the reason for such extension and the date of the expected departure of such sales group.

Any such registration may be revoked for good cause by the chief of police or other designated official in any city or town in which such sales are being made. Good cause shall include a violation of this section or a determination that the registrant has been convicted of a felony, or is a fugitive from justice, or has been charged with a felony while engaged as a sales agent or sales supervisor. In the event of any such revocation, the chief of police or other designated official shall immediately notify in writing the chief of police of the city or town which issued the certificate of registration so revoked.

(d) A person or sales organization that knowingly violates any provision of this section shall be subject to a fine of five hundred dollars or imprisonment for not more than six months.

A person who knowingly supplies false information on an application or who carries on the business regulated by this section without registering or after his registration is revoked or expired shall be punished by a fine of not more than five hundred dollars or by imprisonment for not more than six months.

(e) The provisions of this section shall not apply to any person who goes door-to-door to sell goods or periodicals on behalf of any group organized for any political purpose or for any purpose described in section four of chapter one hundred and eighty, nor shall this section apply to a person engaged in any sale governed by section sixty-nine of chapter one hundred and forty-nine.



Mead, Talerman & Costa, LLC
Attorneys at Law

30 Green Street
Newburyport, MA 01950

978.463.7700
www.mtclawyers.com

July 28, 2025

By Electronic Delivery

Thomas J. Sullivan
City Council President
Haverhill City Council
4 Summer Street,
Room 204
Haverhill, MA 01830

Re: Amendment to Ch. 191 of the City Ordinances

Dear Mr. Sullivan:

Reference is made to the above captioned matter. In that connection, the City has requested that we draft an ordinance amendment to Ch. 191 of the City of Haverhill City Ordinances to reflect the following changes as voted by City Council on July 22, 2025:

1. To reduce the allowed solicitation hours from 9am to 5pm.
2. To prohibit solicitation on Sundays and legal holidays.
3. To require solicitors to visibly display proof of the permit on their person.
4. To increase the fine for violation of the Ordinance to \$500.00 per violation.

Attached to this correspondence for the City Council's review is a redline version of proposed changes, as well as a clean copy.

Sincerely,

/s/ Lisa L. Mead
Atty. Lisa Mead, City Solicitor

Enclosure(s)

cc: Melinda E. Barrett, Mayor

New Bedford Office
227 Union Street
New Bedford, MA 02740
Phone 774.206.6857

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



DOCUMENT

§ 191-2

CITY OF HAVERHILL

In Municipal Council

ORDERED:

MUNICIPAL ORDINANCE

CHAPTER 255

ARTICLE I

Hawkers and Peddlers

[Adopted as Secs. 23-18 and 23-19 of the 1963 City Code (Ch. 191, Art. I, of the 1980 Code)]

§ 191-1. Crying of wares prohibited; condition of vehicles.

No person hawking, peddling or carrying or exposing any articles for sale shall cry his wares to the disturbance of the peace and the comfort of the inhabitants of the City nor otherwise than in vehicles or receptacles which are neat and clean and do not leak.

§ 191-2. Peddling near schools.

No licensed or unlicensed hawker or peddler shall sell or offer for sale on any public street, way or public place in the City within 2,000 feet of any school in the City any goods, wares or merchandise between the hours of 8:00 a.m. and 4:00 p.m. on days when the schools of the City are in session.

ARTICLE II
Solicitors and Canvassers
[Adopted 6-30-1964 by Doc. 176 (Ch. 191, Art. II, of the 1980 Code)]

§ 191-3. Registration required; hours.

No person or group of persons, solicitors, salesmen or canvassers shall solicit funds as authorized by Chapter 68 of the General Laws or other laws or sell or offer for sale any products or merchandise upon the public ways or in any other public places or on private premises in the City of Haverhill prior to 9:00 a.m. or after 8:00 p.m.; nor unless All people soliciting or canvassing shall be -registered with the Chief of Police. Solicitation or canvassing is prohibited on Sundays and legal holidays.

§ 191-4. Licensing; fees. [Added 4-8-2003 by Doc. 58]

Any person soliciting or canvassing shall pay a fee to the City of Haverhill for such license which shall be approved by the Police Department and granted by the City Council. The fee for such license shall be \$60. Said proof of license shall be visibly displayed on the person of such licensee at all times while soliciting or canvassing within the City of Haverhill.

§ 191-5. Exemptions. [Added 4-8-2003 by Doc. 58]

This shall not pertain to Boy or Girl Scouts, religious organizations or any fund raising for school organizations.

ARTICLE III
Ice Cream Vendors
[Adopted 6-23-1981 by Doc. 122 (Ch. 191, Art. III, of the 1980 Code)]

§ 191-6. Licensing of vendors.

- A. Licenses for the sale of ice cream and related products from a vending truck shall be issued by the Board of Health. The initial licenses shall be granted to expire on the first anniversary of the effective date of this legislation.
- B. There shall be issued no more than two such licenses during the course of any given year.
- C. Whenever a license hereunder is issued to a vendor whose principal place of business is located within the City of Haverhill, such license shall limit to two the number of vending trucks to be used by the licensee.
- D. Whenever a license hereunder is issued to a vendor whose principal place of business is located outside the City of Haverhill, such license shall limit to one the number of vending trucks to be used by the licensee.
- E. The fee for licenses issued hereunder shall be set by the Board of Health.
- F. In evaluating an application for a license to sell ice cream and related products from a vending truck, the Board of Health shall consider the following criteria:
 - (1) Whether the applicant has sufficient vending equipment to adequately service the needs of the City.
 - (2) The number of years the applicant has been engaged in the sale of ice cream and related products from vending trucks within the City.
 - (3) The extensiveness and quality of the applicant's line of products to be offered for sale to the public.
 - (4) Whether the applicant's business is located within the City.
 - (5) Whether the applicant has previously had a license to peddle within the City.
 - (6) Whether the applicant has been convicted within the prior 12 months of any offense against the laws of Massachusetts or the ordinances of the City relating to peddling.
 - (7) Whether the applicant is a person of good moral character and has a good business reputation within the City.
 - (8) Any other factors relating to the applicant deemed relevant by the Board of Health in determining whether the issuance of a license to him will best serve the general welfare of the residents of the City.
- G. The Board of Health shall regulate the issuance, revocation, suspension and renewal of all licenses hereunder.
- H. Any individual, corporation, partnership or other entity to which a license hereunder is issued

shall be entitled, at least 30 days prior to the expiration of such license, to apply for renewal of such license, said renewal to be granted unless for good cause shown.

- I. Nothing contained in this § 191-6 shall apply to the issuance or other disposition of a license to sell ice cream and related products from a vending truck at the Haverhill Municipal Stadium, and no license issued hereunder shall entitle the licensee to operate at said stadium.¹
- J. Any individual engaged in the sale of ice cream and related products from a vending truck must be listed on the application and comply with the provisions of Article VII of Chapter 191. **[Added 5-20-2014; amended 6-2-2015 by Doc. 71]**

§ 191-7. Licensing of vendors at Haverhill Municipal Stadium.

- A. Licenses for the sale of ice cream and related products from a vending truck at the Haverhill Municipal Stadium shall be issued by the Board of Health. The initial licenses shall be granted to expire on the first anniversary of the effective date of this legislation.
- B. There shall be issued no more than two such licenses during the course of any given year.
- C. Such license shall stipulate that the licensee shall use no more than one vending truck per licensee in the sale of ice cream and related products at the Haverhill Municipal Stadium.
- D. The fee for such licenses shall be set by the Board of Health.
- E. In evaluating an application for a license to sell ice cream and related products from a vending truck, the Board of Health shall consider the following criteria:
 - (1) Whether the applicant has sufficient vending equipment to adequately service the needs of the stadium.
 - (2) The number of years the applicant has been engaged in the sale of ice cream and related products from vending trucks within the City.
 - (3) The extensiveness and quality of the applicant's line of products to be offered for sale to the public.
 - (4) Whether the applicant's business is located within the City.
 - (5) Whether the applicant has previously had a license to peddle within the City.
 - (6) Whether the applicant has been convicted within the prior 12 months of any offense against the laws of Massachusetts or the ordinances of the City relating to peddling.
 - (7) Whether the applicant is a person of good moral character and has a good business reputation within the City.
 - (8) Any other factors relating to the applicant deemed relevant by the Board of Health in determining whether the issuance of a license to him will best serve the general welfare of the residents of the City.

1. Editor's Note: Original § 191-4J, re: effectiveness for one year unless amended, which immediately followed this subsection, was repealed 6-8-2004 by Doc. 84 and 12-7-2004 by Doc. 155.

- F. The Board of Health shall regulate the issuance, revocation, suspension and renewal of all licenses hereunder.
- G. Any individual, corporation, partnership or other entity to which a license hereunder is issued shall be entitled, at least 30 days prior to the expiration of such license, to apply for renewal of such license, said renewal to be granted unless for good cause shown.²
- H. Any individual engaged in the sale of ice cream and related products from a vending truck must be listed on the application and comply with the provisions of Article VII of Chapter 191. **[Added 5-20-2014; amended 6-2-2015 by Doc. 71]**

2. Editor's Note: Original § 191-5II, re: effectiveness for one year unless renewed, which immediately followed this subsection, was repealed 6-8-2004 by Doc. 84 and 12-7-2004 by Doc. 155.

ARTICLE IV

Peddlers and Hawkers, Transient Vendors and Fixed Location Vendors³
[Adopted 12-1-1981 by Doc. 212 (Ch. 191, Art. IV, of the 1980 Code)]**§ 191-8. Definitions. [Amended 11-9-1982 by Doc. 193; 12-7-2004 by Doc. 155]**

The following words shall for the purposes of this article have the following meanings, unless the context requires otherwise:

FIXED LOCATION VENDOR — Any person who, for himself or for another person, engages in the sale of goods, wares, merchandise, food or beverages at a fixed location which is carried on in any fixed or mobile cart, wagon or tables. **[Amended 10-5-2010 by Doc. 104]**

HAWKER or PEDDLER — Any person who, for himself or for another person, travels by foot, automobile or any other type of conveyance from place to place, from house to house, or from street to street, taking or attempting to lease or take orders for retail sale of goods, wares, merchandise, or services. This shall include persons engaged in door-to-door sale for future delivery as defined by MGL c. 101, § 34. **[Amended 3-21-2006 by Doc. 39; 3-10-2015 by Doc. 31; 4-28-2015 by Doc. 53]**

SEASONAL PRODUCTS — Christmas trees, wreaths, baskets, blooming plants and cut flowers.

TRANSIENT VENDOR — Any person who, for himself or for another person, who engages in a temporary or transient business in the commonwealth selling goods, wares or merchandise, either in one locality or in traveling from place to place. Temporary or transient business shall mean any exhibition and sale of goods, wares or merchandise which is carried on in any tent, booth, building or other structure, unless such place is open for business during usual business hours for a period of at least 12 consecutive months.

§ 191-9. Licenses. [Amended 11-9-1982 by Doc. 193; 11-14-1989 by Doc. 193-B; 7-13-1993 by Doc. 87; 6-28-1994 by Doc. 99; 2-4-1997 by Doc. 23; 4-20-1999 by Doc. 64; 7-23-2002 by Doc. 116; 6-8-2004 by Doc. 84; 12-7-2004 by Doc. 155]

It shall be unlawful for any person, firm or corporation to engage in the business of hawker/peddler without first having secured a state license or a license from the City. It shall be unlawful for any person, firm or corporation to engage in the business of transient vendor without first having secured a state license and a license from the City. It shall be unlawful for any person, firm or corporation to engage in the business of fixed location vendor without first having secured a license from the City.

- A. Application. Applications for permission to use City property or to sell on City streets, sidewalks, public ways or in any public space shall be made to the City Clerk and shall be subject to the approval of the City Council. Applications shall state thereon the kind of merchandise to be sold, the proposed location of the business, the dates and times of operation and the permanent address and telephone number of the vendor.
- B. Fee. The fee for a hawker/peddler license shall be \$62, unless the applicant has a state license

3. Editor's Note: The title of this article was changed from "Transient Vendors and Peddlers and Hawkers of Seasonal Products" to "Peddlers and Hawkers, Transient Vendors and Fixed Location Vendors" 4-24-2012 by Doc. 51.

in which case there shall be no fee. The fee for a transient vendor or a fixed location vendor shall be \$100 for a period of less than 30 days or \$300 for a period exceeding 30 days.

- C. Prior approvals. Before such a permit is issued, approval shall be obtained from the Chief of Police (registration and traffic safety, etc.); Building Inspector (signs, zoning, regulations, etc.); Wiring Inspector (lights, etc.); Recreation Director (use of Riverside Park and area in front of or on the side of Haverhill Stadium); Fire Inspector; and Health Department (food or beverage sales).
- D. Hours of operation. No sales activity shall be allowed before 9:00 a.m. and after 59:00 p.m. without the prior permission of the City Council. No sales activity shall be allowed on Sundays or legal holidays without the prior permission of the City Council. Proof of license shall be visibly displayed on the person of such licensee at all times while hawking or peddling within the City of Haverhill.
- E. The sale of silly string or similar type goods or snap caps and stink bombs or similar explosives or any facsimile cigarettes during a parade or public event in the City of Haverhill is prohibited.
- F. A permit to sell may only be used by the person whose name appears on the City license, unless an employee is working under a licensed vendor and obtains a separate employee license. The fee for such an employee license shall be \$25, and the employee license shall run with the term of the licensed vendor. **[Amended 10-5-2010 by Doc. 104]**
- G. No transient vendor or fixed location vendor license shall be issued without the applicant indemnifying the City of Haverhill from any and all claims arising out of the maintenance of such a location and by placing on file a sidewalk obstruction bond in the amount of \$5,000 as set forth in § 222-46 of this Code.
- H. All permits issued under this section may be effective for up to one year, commencing on January 1 and with an expiration date of December 31 of the year in which the permit is granted. Any license which is not renewed for the upcoming year by December 1 of the prior year may be subject to reassignment in accordance with the provisions of § 191-11B. **[Amended 10-5-2010 by Doc. 104]**
- I. Any person, firm or corporation engaging in the business of hawker/peddler within the City of Haverhill who is operating on the basis of a state license solely shall register with the Chief of Police at least 24 hours prior to conducting business and shall provide the kind of merchandise to be sold, the proposed areas and locations in which they will engage in their business, the dates and times of operation, the permanent address and telephone number of the vendor, and a copy of a valid state hawker/peddler license.
- J. Door-to-door sales. **[Added 3-21-2006 by Doc. 39; amended 4-24-2012 by Doc. 51; 3-10-2015 by Doc. 31; 4-28-2015 by Doc. 53]**
 - (1) Any person, firm or corporation engaging in the business of door-to-door sales for future delivery shall comply with all provisions of M.G.L. c. 101, § 34. The Chief of Police shall be the designated official for the registration required by M.G.L. c. 101, § 34. The Chief of Police may make reasonable rules and regulations for such registrations and persons engaged in the business of door-to-door sales consistent with M.G.L. c. 101, § 34. A registration fee of \$100 shall be paid to the Police Department for each person so registered.

(2) Signs prohibiting solicitation; trespass.

- (a) It shall be unlawful for any salesperson to enter the premises or remain on property displaying a "No Trespassing" or "No Solicitation" sign.
- (b) It shall be unlawful for any salesperson to ignore a no-solicitation directive or remain on private property after a resident or resident's representative has indicated that the salesperson is not welcome.

(3) Do Not Knock Registry.

- (a) The Police Department shall prepare a list of addresses of those premises where the owner and/or occupant has notified the Chief of Police, or his designee, that a door-to-door salesperson, hawker, peddler or any other person, including corporate or business entities, wishing to sell wares or services in all districts, in locations which are not stationary, are not permitted on the premises (hereinafter referred to as the "Do Not Knock Registry"). Notification shall be by completion of a form available at the Police Department.
 - (b) The Chief of Police or designee shall distribute the current Do Not Knock Registry to a person or entity licensed under this section at the time of issuance of the license. The licensee shall not peddle, canvass, or conduct door-to-door sales at any premises identified on the then current Do Not Knock Registry.
- (4) Exemptions. The above provisions shall not apply to any person who goes door to door for the purpose of advocating any religious, political, social or other position or belief protected by the federal or state constitution, the sale or delivery of newspapers, any corporation organized for charitable purposes, such as schools or the Boy/Girl Scouts, and candidates for public office.
- (5) Penalties. Any canvasser, peddler, itinerant vender or owner or employee of a door-to-door sales enterprise who violates any provision of this section shall be:
- (a) Subject to a fine of \$~~5~~300 per offense; and/or
 - (b) Subject to a one-year revocation of any license issued by the Chief of Police.

§ 191-10. Seasonal products; fee. [Added 7-13-1993 by Doc. 87; 4-20-1999 by Doc. 64; 4-8-2003 by Doc. 58; 6-8-2004 by Doc. 84; 12-7-2004 by Doc. 155]

It shall be unlawful for any person, firm or corporation to engage in the business of transient vendor or fixed location vendor for the sale of seasonal products without first having secured a City license pursuant to the requirements of § 191-9. The fee for a license to sell seasonal products shall be \$200.

§ 191-11. Permitted fixed locations; exceptions. [Added 7-13-1993 by Doc. 87; amended 5-16-1995 by Doc. 88; 4-20-1999 by Doc. 64; 11-9-2004 by Doc. 146; 12-7-2004 by Doc. 155]

- A. Permitted locations. Selling within the City of Haverhill of products licensed under § 191-9 by fixed-location vendors shall only be permitted within the boundaries of these areas:

[Amended 10-5-2010 by Doc. 104; 3-22-2011 by Doc. 29]

- (1) Winnekenni area, Route 110: one vendor.
- (2) Bradford Common: one vendor.*
- (3) Riverside Park: one vendor.
- (4) Washington Square: one vendor.
- (5) GAR Park: one vendor.
- (6) Swasey Park: one vendor.
- (7) Outside Haverhill Stadium at Lincoln and Nettleton Avenues: one vendor.
- (8) Other areas as approved by the City Council.

* An enclosed cart 8.5 x 12 feet, excluding hitch, is allowed at the Bradford site only. Any party desiring a similar type of cart at any other location must petition the City Council for permission

- B. Vacated locations. Persons who wish to be considered for a permit for one of the above locations, when vacated, may notify the City Clerk, who shall maintain a waiting list, including the person's name, address and a date of receipt. Interested parties shall be notified when a location is vacated and shall have 30 days to apply for issuance of a permit. If more than one person applies for a particular site, preference shall be given to the earliest qualified applicant, as determined by the City Council. If no person has applied for a permit within 30 days or if there are no persons on the waiting list, the location shall be granted to the earliest qualified applicant, if the City Council so determines. The waiting list must be renewed every two years, with those applicants on the list to be notified by the City Clerk by regular U.S. mail to renew the application by November 1. Persons may be permitted for more than one location if allowed by the City Council. Any person with a valid permit who fails to operate his/her location for a period of less than four days per calendar week, Sunday through Saturday, weather permitting, from Memorial Day through Labor Day, may have said permit be subject to revocation by the City Council, after notice and hearing. **[Amended 10-5-2010 by Doc. 104; 3-22-2011 by Doc. 29]**
- C. Exceptions. The following areas shall not be permitted to have any type of selling by either a transient vendor or hawker/peddler:
- (1) All municipal parking areas.
 - (2) Plug Pond.
 - (3) Meadowbrook Conservation Area.
 - (4) Within 300 feet of any public school building, notwithstanding the provisions of § 191-2.
 - (5) Within 25 feet of any parade route commencing 1/2 hour prior to the start of said parade,

except for those permitted to sell in accordance with § 191-12.

§ 191-12. Special events. [Amended 7-13-1993 by Doc. 87; 4-20-1999 by Doc. 64; 12-7-2004 by Doc. 155]

- A. Fixed location vendors shall also be permitted to operate during special events, provided that a notification of intent to operate during the special event is filed with the event director or committee at least 30 days prior to said special event and the event director or committee approves the specific location. The event director or committee shall not unreasonably withhold approval for operation during a special event; however, the event director or committee shall have exclusive jurisdiction over the assigned specific location at which any person(s) may operate.⁴

§ 191-13. Fraud; violations and penalties. [Amended 7-13-1993 by Doc. 87]

- A. Fraud. Any licensed transient vendor or peddler or hawker who shall be guilty of any fraud, cheating or misrepresentation, whether through himself or through an employee, while acting in the City, or who shall barter, sell or peddle any goods or merchandise or wares other than those specified in his application for a license or who shall fail to comply with the conditions and restrictions contained herein shall be deemed guilty of a violation of this article.
- B. Penalty. Any person, firm or corporation violating any provision of this article shall be fined not less than \$50 nor more than ~~\$250~~0 for each offense, and a separate offense shall be deemed committed on each day during or on which a violation occurs or continues.

4. Editor's Note: Former Subsection B, regarding waiving the fee for "sponsor vendors," which immediately followed, was repealed 7-11-2017 by Doc. 82. Original § 191-7.4, Street vending during the Great Race on June 13, 1998, added 5-26-1998 by Doc. 83, which followed this section, was repealed 6-8-2004 by Doc. 84 and 12-7-2004 by Doc. 155.

ARTICLE V

Leafletting

[Adopted 12-15-1992 by Doc. 174 (Ch. 191, Art. V, of the 1980 Code)]

§ 191-14. Distribution of leaflets.

No person, organization, company or other entity shall distribute or cause to be distributed leaflets, pamphlets or other material by attaching the same to motor vehicles belonging to another person.

§ 191-15. Cleanup responsibilities.

Any person, organization, company or other entity either legally or illegally distributing or causing to be distributed leaflets, pamphlets or other material shall be responsible for the cost of cleaning up litter which is the result of the distribution. This section may be enforced by either a civil or criminal proceeding.

ARTICLE VI
Exterior Vending Machines
[Adopted 2-1-2011 by Doc. 13]

§ 191-16. Purpose.

The purpose of this article is to protect, preserve and maintain the public health, safety and welfare by regulating business activities relating to exterior vending machines, as defined herein. This article sets forth requirements for the review of exterior vending machines so that such machines may be permitted without adversely affecting the public health, safety and welfare.

§ 191-17. Definitions.

As used in this article, the following terms shall have the meanings indicated:

EXTERIOR VENDING MACHINES — Any automated machine that is placed outside of a fully enclosed building and that is designed to allow consumers to insert monies by way of cash, credit or debit cards and obtain goods, merchandise or products stored within or produced by the machine, excepting all food, beverage or cigarette vending machines.

§ 191-18. License required.

The use and/or placement of all exterior vending machines shall require a license from the City Council. Each license shall be valid for one calendar year. Application for such licenses shall be on a form prescribed by the City Clerk, and a fee of \$100 shall be paid for each machine to be licensed. The application shall be submitted to the Police Chief, Fire Chief, Building Inspector, Wiring Inspector and the Board of Health for review and comment prior to the City Council taking final action on the application. The City Council shall then hold a public hearing on such license. In determining whether to issue such a license, the City Council may consider issues pertaining to hours of operation, traffic, lighting, noise and such other issues as may affect the public health, safety and welfare. The City Council may impose reasonable conditions upon the issuance of any such license. Each licensed machine shall display a sticker from the City evidencing that it is properly licensed.

§ 191-19. Violations and penalties.

- A. The following penalties shall be applied in addition to any other remedies available in this article:
 - (1) First offense: \$150.
 - (2) Subsequent offense: \$300.
- B. Each day of violation shall be an independent violation which may result in a separate citation.

§ 191-20. Severability.

The provisions of this article shall be severable and if any section, part, or portion hereof shall be held invalid for any purpose by any court of competent jurisdiction, the decision of such court.⁵

5. Editor's Note: So in original.

ARTICLE VII
Fingerprint-Based Background Checks
[Adopted 6-2-2015 by Doc. 71]

§ 191-21. Purpose.

To protect the health, safety, and welfare of the inhabitants of the City of Haverhill, and as authorized by MGL c. 6, § 172B1/2, this article requires:

- A. Applicants for certain City licenses permitting the engagement in specific occupational activities within the City of Haverhill as enumerated in § 191-23 to submit to fingerprinting by the Haverhill Police Department;
- B. The Haverhill Police Department to conduct criminal record background checks based on such fingerprints; and
- C. The City of Haverhill to consider the results of such background checks in determining whether or not to grant a license.

§ 191-22. Authorization.

The City of Haverhill authorizes the Massachusetts State Police, the Massachusetts Department of Criminal Justice Information Systems (DCJIS) and the Federal Bureau of Investigation (FBI) as may be applicable to conduct on behalf of the City of Haverhill and its Police Department fingerprint-based state and national criminal record background checks, including of FBI records, consistent with this article. The City of Haverhill authorizes the Police Department to receive and utilize FBI records in connection with such background checks, consistent with this article.

§ 191-23. Fingerprinting of applicants required; use of fingerprints.

- A. Any applicant for a license to engage in any of the following occupational activities within the City of Haverhill shall submit a full set of fingerprints taken by the Haverhill Police Department within 10 days of the date of the application for a license, for the purpose of conducting a state and national criminal record background check to determine suitability of the applicant for the license:
 - (1) Owner or operator of a public conveyance (taxi or livery service).
 - (2) Ice cream truck vendor.
- B. At the time of fingerprinting, the Haverhill Police Department shall notify the individual fingerprinted that the fingerprints will be used to check the individual's FBI and other criminal history records.

§ 191-24. Processing; communication of results.

- A. The Police Department shall transmit fingerprints it has obtained pursuant to § 191-23 of this article to the Identification Section of the Massachusetts State Police, DCJIS and/or the FBI as may be necessary for the purpose of conducting fingerprint-based state and national criminal record checks of license applicants specified in § 191-23.

- B. An applicant may request, in writing, and receive a copy of his or her criminal history records from the Police Department. Should an applicant wish to correct or amend the information contained in it, he or she will be directed to the DCJIS for state records and the FBI for national records.
- C. The City of Haverhill Police Department shall communicate the results of the fingerprint-based criminal record background checks to the applicable licensing authority within the City. The Police Department shall indicate whether the applicant has been convicted of, or is awaiting final adjudication for, a crime that bears upon the applicant's suitability, or any felony or misdemeanor involving the use of force or the threatened use of force, controlled substances or a sex-related offense.

§ 191-25. Utilization of results.

Licensing authorities of the City of Haverhill shall utilize the results of fingerprint-based criminal history record background checks for the sole purpose of determining the suitability of the subjects of the checks in connection with the license applications specified in § 191-23. A City of Haverhill licensing authority may deny any application for a license on the basis of the results of the fingerprint-based criminal record background check, if the licensing authority, in its sole discretion, determines that the results of the check render the subject unsuitable for the proposed occupational activity. The licensing authority shall consider all applicable laws, regulations and City policies bearing on the applicant's suitability in making this determination. The licensing authority shall not deny a license based on information in a criminal record unless the applicant has been afforded a reasonable time to correct or complete the record or has declined or failed to do so.

§ 191-26. Compliance with other laws, regulations, and policies.

Implementation of this article and the conducting of fingerprint-based criminal record background checks by the City of Haverhill shall be in accordance with all applicable laws, regulations, and City policies, which shall include record retention and confidentiality requirements. The City of Haverhill shall not disseminate the results of fingerprint-based criminal record background checks except as may be provided by law, regulation, and City policy. The City of Haverhill shall not disseminate criminal record information to unauthorized persons or entities.

§ 191-27. Fees; adoption of policy.

- A. The fee charged by the Haverhill Police Department for the purpose of conducting fingerprint-based criminal record background checks shall be a total of \$100. A portion of the fee, as specified in MGL c. 6, § 172B1/2, shall be deposited into the Firearms Fingerprint Identity Verification Fund, and the remainder of the fee may be retained by the City of Haverhill for costs associated with the administration of the fingerprinting system.
- B. Further, the City Council hereby adopts the following Civil Fingerprinting Policy for Municipal Licensing Applicants by the City of Haverhill, Massachusetts, for the purpose of conducting state and national criminal history screening of applicants for the above-referenced municipal licenses as follows.⁶

6. Editor's Note: Said policy is included as an attachment to this chapter.

ARTICLE VIII
Food Trucks
[Adopted 2-2-2016 by Doc. 67⁷]

§ 191-28. Definitions.

As used in this article, the following terms shall have the meanings indicated:

FOOD TRUCK — A walk-on vehicle-where food is cooked, prepared and served in individual portions that is no larger than 30 feet by eight feet.

§ 191-29. License required; fee.

No person shall operate a food truck on public ways or in any other public places without a license from the City Council. The fee for such a license shall be \$50 per day, but no more than \$500 for any calendar year.

§ 191-30. Permitted locations; exceptions.

Applicants may propose for license from the City Council any reasonable and permissible site from which to operate. Any proposed site shall be reasonably designed to accommodate and provide for the public need, must not negatively impact public health or safety, and may not negatively impact the quality of life while in operation pursuant to its license or while at the designated site. Any licensed food truck must be in compliance with the City's Noise Ordinance, Chapter 182 of this Code, at all times. No food truck shall operate within the Central Business District, as defined by § 11-70 of this Code, except for special events as permitted by the City Council.

7. Editor's Note: This ordinance was adopted as Art. VII, but was redesignated to maintain the organization of the Code.



DOCUMENT 11-J

CITY OF HAVERHILL

In Municipal Council August 19 2025

ORDERED:

AUG 12 PM2:54
HAVERHILL CITY CLERK

AN ORDINANCE RELATING TO VEHICLES AND TRAFFIC

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

Mount Vernon Street:
In front of #17

No Parking
(except for 1 24-hour
handicap parking space)

24 hours

APPROVED AS TO LEGALITY

City Solicitor

PLACED ON FILE for at least 10 days
Attest:

City Clerk

Kaitlin Wright

From: Kaitlin Wright
Sent: Friday, August 15, 2025 10:11 AM
To: HGLegals@h Gazette.com
Cc: Kaitlin Wright; Natalia Hernandez
Subject: Haverhill 4 Legal Ads
Attachments: Ad - Ch 240 sec 85 and 88 parking.pdf; Ad - 17 Mount Vernon St handicap.pdf; Ad-South Webster St no parking.pdf; floodplain overlay a.pdf

Good morning,

Please run the following four legal ads:

- Ordinance: South Webster St no parking (attached) for 1 time in the Gazette on August 21, 2025.
- Ordinance: Handicap parking 17 Mount Vernon St (attached) for 1 time in the Gazette on August 21, 2025.
- Ordinance: Ch. 240 sec 85 and 88 parking (attached) for 1 time in the Gazette on August 21, 2025.
- Ordinance: relating to zoning – Floodplain Overlay District for 1 time in the Gazette on September 4, 2025 – 8 octavo pages.

Any questions, please call 978-420-3622. Thank you!

All my best,

Kaitlin

All my best,

Kaitlin

Kaitlin M. Wright, CMC

City Clerk

4 Summer Street, Room 118

Office: (978) 374-2312

Fax: (978) 373-8490

kwright@haverhillma.gov





Haverhill

Engineering Department, Room 300
978-374-2335

John H. Pettis III, P.E.
Deputy DPW Director/City Engineer
JPettis@HaverhillMA.gov

August 12, 2025

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

Subject: *Mount Vernon St #17 – Add Handicap Parking – HPS-25-10*

As requested, attached is the subject Ordinance to add handicap parking.

Please contact me if you have any questions.

Sincerely,

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

C: Mayor Barrett, Ward, Pistone, Wright



Haverhill

Engineering Department, Room 300
978-374-2335

John H. Pettis III, P.E.
Deputy DPW Director/City Engineer
JPettis@HaverhillMA.gov

16.2

August 12, 2025

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

Subject: *South Webster Street – No Parking adjacent to Walkways*

As requested, attached is the subject Ordinance to restrict parking in front of the three walkways from Haverhill Housing.

Please contact me if you have any questions.

Sincerely,

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

C: Mayor Barrett, Ward, Pistone, Wright



DOCUMENT 49-E

CITY OF HAVERHILL

In Municipal Council August 19 2025

ORDERED:

AUG 12 PM2:54
HAVCITYCLERK

AN ORDINANCE RELATING TO VEHICLES AND TRAFFIC

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

South Webster Street:

For 10' length each

In front of walkways adjacent

To #41, 63 and 77

No Parking

24 hours

APPROVED AS TO LEGALITY

City Solicitor

PLACED ON FILE for at least 10 days

Attest:

City Clerk

Kaitlin Wright

From: Kaitlin Wright
Sent: Friday, August 15, 2025 10:11 AM
To: HGLegals@hgazette.com
Cc: Kaitlin Wright; Natalia Hernandez
Subject: Haverhill 4 Legal Ads
Attachments: Ad - Ch 240 sec 85 and 88 parking.pdf; Ad - 17 Mount Vernon St handicap.pdf; Ad - South Webster St no parking.pdf; floodplain overlay a.pdf

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- Ordinance: relating to zoning – Floodplain Overlay District for 1 time in the Gazette on September 4, 2025 – 8 octavo pages.

Any questions, please call 978-420-3622. Thank you!

All my best,

Kaitlin

All my best,

Kaitlin

Kaitlin M. Wright, CMC

City Clerk

4 Summer Street, Room 118

Office: (978) 374-2312

Fax: (978) 373-8490

kwright@haverhillma.gov





DOCUMENT 49-F

CITY OF HAVERHILL

In Municipal Council August 19 2025

ORDERED:

16.3

AN ORDINANCE RELATING TO VEHICLES AND TRAFFIC

BE IT ORDAINED by the City Council of the City of Haverhill that the Code of the City of Haverhill, Chapter 240, §85, Schedule B: Parking Restrictions and Prohibitions, as amended, and Haverhill, Chapter 240, §88, Schedule E: City Parking Lots, as amended, is hereby further amended as follows:

That on street parking space in front of 116 Washington Street, just east of the existing handicap parking spot, be changed to 15-minute time limit.

That the permit parking in the Washington-Wingate Parking lot be for those with resident or employee permits, as opposed to being for those with resident parking only, as has been the case since 2020.

APPROVED AS TO LEGALITY

City Solicitor

PLACED ON FILE for at least 10 days
Attest:

City Clerk

Kaitlin Wright

From: Kaitlin Wright
Sent: Friday, August 15, 2025 10:11 AM
To: HGLegals@hgazette.com
Cc: Kaitlin Wright; Natalia Hernandez
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All my best,

Kaitlin

All my best,

Kaitlin

Kaitlin M. Wright, CMC

City Clerk

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Office: (978) 374-2312

Fax: (978) 373-8490

kwright@haverhillma.gov





Haverhill

Engineering Department, Room 300
978-374-2335

John H. Pettis III, P.E.
Deputy DPW Director/City Engineer
JPettis@HaverhillMA.gov

August 14, 2025

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

**Subject: *Central Business District Parking Map – Ordinance for Map
Updates***

At the recent meeting of the Central Business District Parking Commission on August 5th, members unanimously recommended approval of two changes to the map, as outlined in the attached ordinance. Should Council approve these changes my office will make the appropriate changes to the official map.

Please contact me if you have any questions.

Sincerely,



John H. Pettis III, P.E.
Deputy DPW Director/City Engineer

AUG 14 PM 3:43
HAVCITYCLERK

C: Mayor Barrett, Ward, Mead, Pistone, O'Brien, Parking Commission

CITY COUNCIL

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



CITY OF HAVERHILL
HAVERHILL, MASSACHUSETTS 01830-5843

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

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
33-L	Motion by Councilor Lewandowski to send Bill 3360 (vacancy tax on residential properties) for review and also further review of MVSP (Massachusetts Vacant Storefront Program)	Planning & Development	6/24/25
33-M	Motion by Councilor Michitson to send for feedback on Cross-Cutting Career training event from various participants	Planning & Development	6/24/25

JUL 2 PM 3:23
HAYOTMEX