



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

**June 4, 2024 at 7:00 PM**

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

**In-Person/Remote Meeting**

---

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

**1. OPENING PRAYER**

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL OF MINUTES OF PRIOR MEETING**

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

**5. COMMUNICATIONS FROM THE MAYOR:**

5.1. Mayor Barrett submits a report on permitting of Accessory Dwelling Units (ADU)

5.2. Mayor Barrett wishes to recognize the following Haverhill firefighters for their outstanding response to a horrific motor vehicle accident in May 2023:

Deputy Greg Roberts  
Capt. Richard Shellene  
Lt. Keith Baldwin  
Lt. Bill Cowl  
FF Andrew Hastings  
FF Kyle Lepore  
FF Pat Taft





CITY OF HAVERHILL  
CITY COUNCIL AGENDA - AMENDED

June 4, 2024 at 7:00 PM

Theodore A. Pelosi, Jr. Council Chambers, 4 Summer st, Room 202  
In-Person/Remote Meeting

---

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

6.1. Council President Sullivan together with Mayor Melinda Barrett requests to introduce the Disabled American Veterans (DAV) Hannah Dustin Chapter 20 to honor Russell V.J. Chaput for being selected as the *DAV Department of Massachusetts Veteran of the Year*

6.2. Councillor Basiliere requests to introduce Michael Morales of the *Haverhill Cultural Council* to discuss the *Multicultural Festival* on June 22<sup>nd</sup> at G.A.R. Park

**7. PUBLIC PARTICIPATION- REQUESTS UNDER COUNCIL RULE 28**

**8. COMMUNICATIONS AND REPORTS FROM CITY OFFICERS AND EMPLOYEES:**

8.1. Angel Perkins, City Auditor & Chief Financial Officer submits April 2024 revenue and expense reports for the City's general fund operating budget

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

**10. HEARINGS AND RELATED ORDERS:**

10.1. Document 43; SPM 24-1; request from Attorney Connor MacIsaac for applicant Locke st Owner LLC – 40 Locke st (fka) Haverhill Mills requesting an amendment to Plan Approval to reduce the total amount of required parking spaces from 394 spaces to 321 parking spaces by eliminating the parking spaces off site  
*Continued from April 23 2024*      *Related communication from Attorney MacIsaac for applicant requesting to **withdraw this application without prejudice***

10.2. Document 44; CCSP 24-4; request for Flexible Development from Attorney Migliori for applicant JR Builders Inc to develop 50 acres of land at 0 Broadway off Emma Rose Circle to create 26 residential single-family homes on 20 acres of land and provide dedicated open space on land remaining about 30 acres deeded to City of Haverhill  
*Continued from May 7 2024*





CITY OF HAVERHILL  
CITY COUNCIL AGENDA - AMENDED

June 4, 2024 at 7:00 PM

Theodore A. Pelosi, Jr. Council Chambers, 4 Summer st, Room 202  
In-Person/Remote Meeting

---

**11.APPOINTMENTS:**

11.1. **Confirming Appointments:**

11.2. **Non-Confirming**

11.2.1. *Harbor Commission: Jeremiah McCarthy, 7 Brickett av*

11.2.2. *Harbor Commission: Alison Colby-Campbell, 112  
Farrwood dr both to expire 5/31/2025*

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

11.4. **Resignations:**

**12.PETITIONS:**

12.1. Petition for Hearing on CCSA 24-1 from Attorney Russell  
Channen for applicant Dennis Suslavich for approval of a Repetitive  
Petition for property located at 0 Stanley Drive

Refer to Planning Board

Council Hearing July 9, 2024

12.2. Petition for Hearing on CCSP 24-5 from Attorney Russell  
Channen for applicant Dennis Suslavich for approval of a Special  
Permit; to build a single-family home at 0 Stanley Drive which is  
located in the Watershed Protection Overlay District

Council Hearing July 9, 2024

12.3. Petition for Hearing SPM 24-2; Special Permit Major  
Modification from Christos Eliopoulos seeking approval for  
modifications to a residential development (Residences at Kenoza)  
initially approved by City Council in 2023, located at 7-13 Kenoza av

Council Hearing July 23, 2024

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

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





CITY OF HAVERHILL  
CITY COUNCIL AGENDA - AMENDED

June 4, 2024 at 7:00 PM

Theodore A. Pelosi, Jr. Council Chambers, 4 Summer st, Room 202  
**In-Person/Remote Meeting**

---

12.5.1. Hailey Moschella, for the *Wisteria Montessorri School*, requests to hold a *Boardwalk Block Party*, on the lawn area at *Harbor Place*, Merrimack st on Saturday, June 29<sup>th</sup>, 3 pm to 6 pm

12.5.2. Tyler Kimball, for *Muddy Princess Corporation* requests to hold an *Obstacle Run*, on Saturday and Sunday; June 15 & 16<sup>th</sup>, from 8 am to 5 pm at *Kimball Farm*, 791 East Broadway

12.5.3. Jennifer Matthews, for *L'Arche Boston North Inc.* requests to hold the *Fifth Annual Longest Table* event being held on Thursday, August 22<sup>nd</sup> on Wingate st (if it rains event will be held at Bradford County Club) from 5 pm to 10 pm and requests any additional fees be waived

12.6. **Auctioneer License:**

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

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

12.9. **ANNUAL LICENSE RENEWALS:**

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

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

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

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

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

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

12.9.7. **Pool/Billiard**

12.9.7.1. *Amvets of Haverhill*, 576 Primrose st, 1 Table

12.9.7.2. *RG's Pub*, 242 Winter st, 2 Tables

12.9.8. **Bowling**

12.9.9. **Sunday Bowling**

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

12.9.10.1. Marcus Bunch, for "Krispy Clean Kicks & Cuts",  
at 400 Lowell av, Unit 10

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





CITY OF HAVERHILL  
CITY COUNCIL AGENDA - AMENDED

June 4, 2024 at 7:00 PM

Theodore A. Pelosi, Jr. Council Chambers, 4 Summer st, Room 202  
In-Person/Remote Meeting

---

12.9.11.1. Reverend Christopher Wallace for *All Saints*  
*Parish, 120 Bellevue st*

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

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

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

12.9.15. **Roller Skating Rink**

12.9.16. **Sunday Skating**

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

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

**13.MOTIONS AND ORDERS:**

13.1. Order – appropriate \$1,014,535 from Wastewater Retained  
earnings and transferred to account Rain Storm 8/8/23  
*Related communication from Robert Ward, DPW Director*

**14.ORDINANCES (FILE 10 DAYS):**

14.1. Ordinance re: Vehicles and Traffic; amend Section 240-98  
Schedule P: Heavy Commercial Vehicles: Truck Exclusions

<u>Street</u>	<u>Location</u>	<u>Type</u>	<u>Times</u>
Downing av	Main st to Primrose st	All vehicles over 2/12/tons	24 Hours 7 days
Sixteenth av	“ “	“ “	“ “
Seventeenth av	“ “	“ “	“ “
Cross rd	Ferry rd to Boston rd	“ “	“ “
Ferry rd	Neck rd to Cross rd	“ “	“ “ <u>File 10 days</u>

14.2 Loan Order – amended - \$10,600,000 for the Closure of the Northern  
Mound of the Old Haverhill Landfill File 10 days  
*Related communication from Robert Ward, DPW Director*

14.3 Loan Order – amended - \$12,380,000.00 for Phase I Locke Street  
CSO Separation and Water System Improvements Project File 10 days  
*Related communication from Robert Ward, DPW Director*





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

**June 4, 2024 at 7:00 PM**

**Theodore A. Pelosi, Jr. Council Chambers, 4 Summer st, Room 202  
In-Person/Remote Meeting**

---

**15.COMMUNICATIONS FROM COUNCILLORS:**

- 15.1. Councillors Lewandowski and Michitson request to discuss neighborhood concerns about excessive truck traffic on Gile st

**16. UNFINISHED BUISINESS OF PRECEEDING MEETING:**

- 16.1. Document 51; Ordinance re: Playgrounds, Parks, and Recreation Areas: Amend Chapter 193, Article III Swimming  
*Filed 5/22/24*

**17.RESOLUTIONS AND PROCLAMATIONS:**

- 17.1. Mayor Melinda Barrett submits *Proclamation* for *Juneteenth National Independence Day* on June 19<sup>th</sup> to commemorate the day in 1865 when enslaved people were informed that slavery was over
- 17.2. Mayor Melinda Barrett submits *Proclamation* to declare June 2024 as *LGBTQ+Pride Month*

**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

5.1  
CITY HALL, ROOM 100  
FOUR SUMMER STREET  
HAVERHILL, MA 01830  
PHONE 978-374-2300  
FAX 978-373-7544  
MAYOR@CITYOFHAVERHILL.COM  
WWW.CITYOFHAVERHILL.COM

May 31, 2024

HAU CITY CLERK MAY31/24 AM 9:00 KHW

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

**From:** Mayor Melinda E. Barrett

**Re:** Report on Accessory Dwelling Units (ADU)

Dear Mr. President and Members of the City Council:

Per your request, please find attached a report on permitting of Accessory Dwelling Units (ADU).

Sincerely,

Melinda E. Barrett  
Mayor

MEB/cml



MELINDA E. BARRETT  
MAYOR



CITY OF HAVERHILL  
MASSACHUSETTS

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

TO: City Council

FROM: Mayor Melinda E. Barrett

DATE: May 31, 2024

RE: Accessory Dwelling Units (ADU)

On February 28, 2023, the City approved the new Accessory Dwelling Unit (ADU) zoning. Since that time, the Building Commissioner estimates that he has spoken with 62 interested individuals seeking further information regarding ADU permitting and construction. Of those 62 inquiries, approximately 25 applicants have proceeded to the defining step of completing Development Review.

Per the ordinance, the new zoning now allows ADU additions and internal upgrades to existing structures "by-right" and detached ADUs via special permit from the Board of Appeals.

***How many ADUs have been approved for occupancy since new zoning was approved?***

***By the Numbers  
(2023 Ordinance Adoption through 5/30/24)***

New ADUs Now Being Occupied-	9
Of those 9 occupied ADUs:	
-Number of new Detached occupied ADUs-	2
-Number of new Non-Detached occupied ADUs-	7
-Previously Illegal Units brought to Code-	4
Completed Development Review-	16 (not including the 9 above)
Special Permit applications for Detached ADUs-	6 approved by BOA (only 2 received)
Occupancy)	
Total Number of recorded Neighbor ADU Complaints	1
Number of preexisting ADUs (created 1992-2023)	70



In total, **nine (9) ADUs have received occupancy permits since the new zoning was approved;** including two (2) detached ADUs (one of which already existed and would be considered an illegal unit prior to receiving special permit approval from the Board of Appeals.)

Of the seven (7) non-detached ADUs that have received occupancy permits, only four ADUs were newly created “by-right” as the remaining three already existed within single-family dwellings and would have previously been considered illegal units, along with the previously mentioned one illegal detached unit.

Overall, through the new ADU ordinance, a total of four previously illegal units have now been made legal. It is important to note that former “illegal units” referenced above are now in conformance with all City zoning, health, building, fire, and other local laws and regulations and are now considered safe.

Regarding special permit applications for detached ADUs, the Board of Appeals has received a total of six (6). All six were approved with minimal opposition. One homeowner returned to the Board with a scaled-down proposal due to higher than projected construction costs.

### ***What’s next?***

According to the Building Commissioner, approximately 25 interested parties have completed Development Review, including the 9 ADUs that have received occupancy permits. In addition, the Building Commissioner expects three additional “by-right” ADUs to receive occupancy permits in the coming weeks.

With respect to enforcement of the owner-occupancy requirement, we have identified 70 existing ADUs that were approved by special permit from the Board of Appeals and received occupancy permits since 1992 when Accessory Apartment zoning was first adopted. (Please note that this total number of existing ADUs is lower than initially anticipated.)

This summer, homeowners of existing ADUs will receive information via mail that will be coordinated with the roll-out of the Annual ADU Affidavit (AAA) on OpenGov. The Annual ADU Affidavit will require homeowners to electronically confirm owner-occupancy of the property and continued compliance with the Haverhill Zoning Ordinance section 255-8.1. Any outstanding AAAs will require follow-up with respective homeowners.

The Building Commissioner has determined that the single utility service requirement for detached ADUs as unrealistic. His recommendation is for the ordinance to be amended to allow for separate utility service for detached ADUs only.

In conclusion, we anticipate that the topic of ADUs will continue to be very popular among Haverhill residents. While we have seen great interest and essentially no complaints so far, financial resources for ADU construction has kept the quantity of ADUs permits relatively modest.



5.2



**MELINDA E. BARRETT**  
MAYOR

**CITY OF HAVERHILL**  
**MASSACHUSETTS**

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

May 31, 2024

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

**From:** Mayor Melinda E. Barrett

**Re:** Recognition and Citations for Haverhill Firefighters

Dear Mr. President and Members of the City Council:

I wish to recognize the following Haverhill firefighters for their outstanding response to a horrific motor vehicle accident in May 2023:

Deputy Greg Roberts  
Capt. Richard Shellene  
Lt. Keith Baldwin  
Lt. Bill Cowl  
FF Andrew Hastings  
FF Kyle Lepore  
FF Pat Taft

MAY 31 PM 2:09  
HAYCITYCLERK

Resident Ed Modeen was seriously injured in the accident at the intersection of Main Street and Kenoza Avenue and contacted my office to express his appreciation for the lifesaving actions of these individuals.

I am proud to recognize these firefighters, as well as all our public safety personnel, who work tirelessly for the residents of Haverhill.

Sincerely,

**Melinda E. Barrett**  
Mayor

MEB/cml



611

**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. Basilliere**



**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](http://WWW.CITYOFHAVERHILL.COM)

[CITYCOUNCIL@HAVERHILLMA.GOV](mailto:CITYCOUNCIL@HAVERHILLMA.GOV)

RECEIVED  
CITY OF HAVERHILL  
MAY 30 2024

May 30, 2024

To: President and Members of the City Council:

Council President Sullivan together with Mayor Melinda E. Barrett wish to introduce the Disabled American Veterans (DAV) Hannah Dustin Chapter 20 to honor Russell V.J. Chaput for being selected as the DAV Department of Massachusetts Veteran of the Year.



President Thomas J. Sullivan

(meeting 6.4.2024)



**CITY COUNCIL**

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



**CITY OF HAVERHILL**

HAVERHILL, MASSACHUSETTS 01830-5843

HAVERHILL CITY CLERK MAY 28/24 PM 2:53

6.2

CITY HALL, ROOM 204  
4 SUMMER STREET  
TELEPHONE: 978-374-2328  
FACSIMILE: 978-374-2329  
[WWW.CITYOFHAVERHILL.COM](http://WWW.CITYOFHAVERHILL.COM)  
[CITYCNCL@CITYOFHAVERHILL.COM](mailto:CITYCNCL@CITYOFHAVERHILL.COM)

May 29, 2024

To: President and Members of the City Council:

Councilor Basiliere wishes to introduce Michael Morales of the Haverhill Cultural Council to discuss the Multicultural Festival on June 22<sup>nd</sup> at G.A.R. Park.

Ralph T. Basiliere/lab  
Councilor Ralph T. Basiliere

(meeting 6.4.2024)



WELCOME 歡迎

**JOIN US  
FOR A**

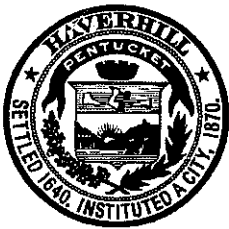
**MULTICULTURAL  
FESTIVAL**

**LIVE MUSIC, PERFORMANCES,  
FOOD TRUCKS, ARTISAN  
VENDORS, & MORE!**

**22 | FREE ENTRY | NOON  
JUNE | G.A.R. Park | -  
| Haverhill | 6**

Brought to you by the Massachusetts Cultural Council & Haverhill Cultural Council





# Haverhill

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

811

May 22, 2024

MAY 23 AM 11:48  
CITY CLERK

To The Honorable City Council

Attached are the April 2024 revenue and expense reports for the city's general fund operating budget. Overall, revenue is trending above target and I am expecting the city to close the fiscal year with a surplus. However, we are beginning to see a decline in meals, hotel tax, fees, and fines.

On the expense side, the overall budget is on target, including interdepartmental transfers, which will be submitted for council approval in late June.

These reports will be posted monthly on the City Auditor's web page, ensuring that you are always up to date with our financial status.

Sincerely,

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



Year to Date Benchmark	83.33%
------------------------	--------

City Department	Budget (YTD)	Expended (YTD)	Unexpended (YTD)	% Expended
Council Salaries	\$ 215,320	\$ 178,263	\$ 37,057	82.79%
Council Expenses	\$ 9,100	\$ 4,133	\$ 4,967	45.42%
Mayor Salaries	\$ 413,598	\$ 356,265	\$ 57,333	86.14%
Mayor Expenses	\$ 40,100	\$ 23,402	\$ 16,698	58.36%
Auditor's Office Salaries	\$ 359,856	\$ 307,226	\$ 52,630	85.37%
Auditor's Office Expenses	\$ 113,038	\$ 112,141	\$ 897	99.21%
Assessors Salaries	\$ 281,389	\$ 221,066	\$ 60,323	78.56%
Assessors Expenses	\$ 164,500	\$ 84,420	\$ 80,080	51.32%
Treasurer/Collector Salaries	\$ 449,330	\$ 363,913	\$ 85,417	80.99%
Treasurer/Collector Expenses	\$ 231,000	\$ 177,624	\$ 53,376	76.89%
Constituent Services Salaries	\$ 106,617	\$ 106,666	\$ (49)	100.05%
Constituent Services Expenses	\$ 33,000	\$ 8,963	\$ 24,037	27.16%
Purchasing Salaries	\$ 112,365	\$ 85,584	\$ 26,781	76.17%
Purchasing Expenses	\$ 8,600	\$ 14,222	\$ (5,622)	165.37%
Law Department Salaries	\$ 108,590	\$ 57,330	\$ 51,260	52.79%
Law Department Legal	\$ 168,900	\$ 117,924	\$ 50,976	69.82%
Human Resources Salaries	\$ 290,219	\$ 215,780	\$ 74,439	74.35%
Human Resources Expenses	\$ 146,200	\$ 126,638	\$ 19,562	86.62%
MIS Salaries	\$ 75,000	\$ 40,551	\$ 34,449	54.07%
MIS Expenses	\$ 910,415	\$ 754,729	\$ 155,686	82.90%
MIS Capital	\$ 25,000	\$ 11,129	\$ 13,872	44.51%
City Clerk Salaries	\$ 562,411	\$ 481,879	\$ 80,532	85.68%
City Clerk Expenses	\$ 170,451	\$ 114,142	\$ 56,309	66.96%
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$ 4,994,999</b>	<b>\$ 3,963,989</b>	<b>\$ 1,031,010</b>	<b>79.4%</b>
Building & Zoning Salaries	\$ 446,385	\$ 232,092	\$ 214,293	51.99%
Building Maint. Salaries	\$ 103,127	\$ 57,723	\$ 45,404	55.97%
Building Maint. Expenses	\$ 266,500	\$ 200,097	\$ 66,403	75.08%
Inspectional & Health Services Salaries	\$ 619,218	\$ 620,551	\$ (1,334)	100.22%
Inspectional & Health Services Expenses	\$ 42,350	\$ 25,477	\$ 16,873	60.16%
Public Health Salaries	\$ 239,071	\$ 236,907	\$ 2,164	99.09%
Public Health Expenses	\$ 9,000	\$ 4,624	\$ 4,376	51.38%
Economic Development Salaries	\$ 272,823	\$ 223,424	\$ 49,398	81.89%
Economic Development Expenses	\$ 58,717	\$ 44,503	\$ 14,214	75.79%
<b>TOTAL COMMUNITY &amp; ECONOMIC DEVELOPMENT</b>	<b>\$ 2,057,191</b>	<b>\$ 1,645,399</b>	<b>\$ 411,792</b>	<b>80.0%</b>
Police Salaries	\$ 13,153,441	\$ 10,530,021	\$ 2,623,420	80.06%
Police Expenses	\$ 1,807,252	\$ 1,253,872	\$ 553,380	69.38%

Expense Report as of 4/30/2024



City Department	Budget (YTD)	Expended (YTD)	Unexpended (YTD)	% Expended
Police Capital	\$ 253,351	\$ 253,351	\$ 0	☒ 100.00%
Fire Salaries	\$ 11,648,759	\$ 9,854,340	\$ 1,794,419	☒ 84.60%
Fire Expenses	\$ 935,078	\$ 642,539	\$ 292,538	☑ 68.72%
Fire Capital	\$ 2,500		\$ 2,500	☑ 0.00%
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 27,800,381</b>	<b>\$ 22,534,123</b>	<b>\$ 5,266,258</b>	<b>☑ 81.06%</b>
Whittier Regional School Assessment	\$ 8,655,804	\$ 8,655,804	\$ -	☒ 100.00%
North Shore Essex Tech. Assessment	\$ 799,659	\$ 624,733	\$ 174,926	☑ 78.12%
School Other Funding	\$ 15,000		\$ 15,000	☑ 0.00%
School Department	\$ 119,182,085	\$ 86,268,974	\$ 32,913,111	☑ 72.38%
<b>TOTAL EDUCATION</b>	<b>\$ 128,652,548</b>	<b>\$ 95,549,511</b>	<b>\$ 33,103,037</b>	<b>☑ 74.3%</b>
Public Works Administration Salaries	\$ 185,009	\$ 183,722	\$ 1,287	☒ 99.30%
Public Works Administration Expenses	\$ 38,815	\$ 27,540	\$ 11,275	☑ 70.95%
Public Works Highways Salaries	\$ 1,254,996	\$ 950,449	\$ 304,547	☑ 75.73%
Public Works Highways Expenses	\$ 1,792,813	\$ 1,089,638	\$ 703,175	☑ 60.78%
Public Works Solid Waste/Recycling Salaries	\$ 198,094	\$ 162,597	\$ 35,497	☑ 82.08%
Public Works Solid Waste/Recycling Expenses	\$ 5,623,840	\$ 3,974,782	\$ 1,649,058	☑ 70.68%
Public Works Parking Area Salaries	\$ 51,567	\$ 45,215	\$ 6,352	☒ 87.68%
Public Works Parking Area Expenses	\$ 377,951	\$ 261,809	\$ 116,142	☑ 69.27%
Public Works Street Marking Expenses	\$ 112,483	\$ 75,916	\$ 36,567	☑ 67.49%
Public Works Fleet Maint. Salaries	\$ 249,240	\$ 178,401	\$ 70,839	☑ 71.58%
Public Works Fleet Maint. Expenses	\$ 69,080	\$ 30,819	\$ 38,261	☑ 44.61%
Public Works Park Dept. Salaries	\$ 572,977	\$ 363,234	\$ 209,743	☑ 63.39%
Public Works Park Dept. Expenses	\$ 339,573	\$ 155,692	\$ 183,881	☑ 45.85%
Public Works Street Lighting Expenses	\$ 605,000	\$ 427,253	\$ 177,747	☑ 70.62%
Public Works Snow & Ice Removal Salaries	\$ 228,349	\$ 183,151	\$ 45,198	☑ 80.21%
Public Works Snow & Ice Removal Expenses	\$ 481,651	\$ 1,240,571	\$ (758,920)	☒ 257.57%
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 12,181,438</b>	<b>\$ 9,350,790</b>	<b>\$ 2,830,648</b>	<b>☑ 76.8%</b>
Citizens Center Salaries	\$ 309,855	\$ 261,897	\$ 47,958	☒ 84.52%
Citizens Center Expenses	\$ 166,150	\$ 136,896	\$ 29,254	☑ 82.39%
Veterans Services Salaries	\$ 109,942	\$ 90,908	\$ 19,034	☑ 82.69%
Veterans Services Expenses	\$ 594,600	\$ 430,154	\$ 164,446	☑ 72.34%
Senior Services Salaries	\$ 12,100	\$ 6,823	\$ 5,277	☑ 56.39%
Senior Services Expenses	\$ 2,700	\$ 978	\$ 1,722	☑ 36.23%
Stadium Commission	\$ 54,000	\$ 35,689	\$ 18,311	☑ 66.09%
Recreation Salaries	\$ 164,309	\$ 152,974	\$ 11,334	☒ 93.10%
Recreation Expenses	\$ 88,000	\$ 73,996	\$ 14,004	☒ 84.09%
Public Library Salaries	\$ 1,509,507	\$ 1,200,518	\$ 308,989	☑ 79.53%
Public Library Expenses	\$ 382,955	\$ 321,757	\$ 61,198	☒ 84.02%

Expense Report as of 4/30/2024



City Department	Budget (YTD)	Expended (YTD)	Unexpended (YTD)	% Expended
<b>TOTAL HUMAN SERVICES</b>	\$ 3,394,118	\$ 2,712,591	\$ 681,526	79.9%
Debt Service	\$ 5,086,898	\$ 3,796,785	\$ 1,290,113	74.64%
<b>TOTAL DEBT SERVICE</b>	\$ 5,086,898	\$ 3,796,785	\$ 1,290,113	74.6%
Retirement Fund	\$ 21,646,740	\$ 21,299,610	\$ 347,130	98.40%
Unemployment Compensation	\$ 490,000	\$ 99,176	\$ 390,824	20.24%
Group Insurance	\$ 25,727,041	\$ 20,537,683	\$ 5,189,358	79.83%
Payroll Taxes (FICA/Medicare)	\$ 1,710,893	\$ 1,569,791	\$ 141,102	91.75%
Workers Compensation	\$ 805,000	\$ 975,863	\$ (170,863)	121.23%
Injured on Duty Claims	\$ 225,000	\$ 219,969	\$ 5,031	97.76%
Sick Leave Bank	\$ 100,000	\$ 130,473	\$ (30,473)	130.47%
Vacational Buyback	\$ 51,000	\$ 14,714	\$ 36,286	28.85%
Retiree Medical Claims	\$ 100,000	\$ 47,223	\$ 52,777	47.22%
<b>TOTAL EMPLOYEE BENEFITS</b>	\$ 50,855,674	\$ 44,894,502	\$ 5,961,172	88.3%
Capital Projects	\$ 423,901		\$ 423,901	0.00%
General Liability Insurance	\$ 945,801	\$ 1,090,286	\$ (144,485)	115.28%
Salary Reserve	\$ 795,697		\$ 795,697	0.00%
Budget Reserve	\$ 604,245		\$ 604,245	
State Assessments (Cherry Sheets)	\$ 8,827,111	\$ 7,266,356	\$ 1,560,755	82.32%
Reserve for Abatement & Exemption (Overlay)	\$ 429,191		\$ 429,191	0.00%
<b>TOTAL OTHER CITY EXPENSES</b>	\$ 12,025,946	\$ 8,356,642	\$ 3,669,304	69.5%
<b>TOTAL GENERAL FUND</b>	\$ 247,049,193	\$ 192,804,332	\$ 54,244,861	78.0%
	FY '22 through 4/30/22	FY '23 through 4/30/23	FY '24 through 4/30/24	Trendline
TOTAL GENERAL GOVERNMENT	\$ 3,360,646	\$ 3,762,453	\$ 3,963,989	
TOTAL COMMUNITY & ECONOMIC DEVELOPMENT	\$ 866,068	\$ 1,479,468	\$ 1,645,399	
TOTAL PUBLIC SAFETY	\$ 21,159,380	\$ 21,790,030	\$ 22,534,123	
TOTAL EDUCATION	\$ 88,412,109	\$ 94,157,241	\$ 95,549,511	
TOTAL PUBLIC WORKS	\$ 9,238,139	\$ 9,429,921	\$ 9,350,790	
TOTAL HUMAN SERVICES	\$ 2,409,979	\$ 2,510,300	\$ 2,712,591	
TOTAL DEBT SERVICE	\$ 4,529,094	\$ 5,273,586	\$ 3,796,785	
TOTAL EMPLOYEE BENEFITS	\$ 40,455,272	\$ 42,957,281	\$ 44,894,502	
TOTAL OTHER CITY EXPENSES	\$ 9,501,370	\$ 9,890,990	\$ 8,356,642	
<b>TOTAL CITY EXPENDITURES</b>	\$ 179,932,057	\$ 191,051,270	\$ 192,804,332	

Expense Report as of 4/30/2024



**City of Haverhill**  
Revenue Report  
Period Ending 4/30/24

Year to Year Comparison					
Revenue Source	4/30/2022	4/30/2023	4/30/2024	FY 23 to 24 Change	FY 20-22 Trendline
Real Estate & Pers Property	\$ 108,906,735	\$ 112,734,853	\$ 116,616,164	⬆️ \$ 3,881,311	
Motor Vehicle Excise	\$ 6,626,951	\$ 6,701,307	\$ 7,182,230	⬆️ \$ 480,923	
Meals Excise	\$ 863,959	\$ 963,489	\$ 953,481	⬇️ \$ (10,008)	
Hotel / Room Excise	\$ 256,685	\$ 284,234	\$ 259,001	⬇️ \$ (25,233)	
Boat & Other Excise	\$ 3,485	\$ 3,873	\$ 10,491	⬆️ \$ 6,618	
Cannabis Excise	\$ 767,406	\$ 831,554	\$ 867,603	⬆️ \$ 36,049	
Waste Disposal Facility Program	\$ 1,915,705	\$ 2,251,493	\$ 2,508,978	⬆️ \$ 257,485	
PILOT	\$ 16,382	\$ 16,348	\$ 21,525	⬆️ \$ 5,177	
Penalties & Interest	\$ 354,031	\$ 494,313	\$ 693,419	⬆️ \$ 199,106	
Fees	\$ 907,109	\$ 785,327	\$ 773,699	⬇️ \$ (11,628)	
Rentals	\$ 147,288	\$ 179,883	\$ 137,840	⬇️ \$ (42,043)	
Departmental Revenue	\$ 581,210	\$ 510,158	\$ 644,574	⬆️ \$ 134,416	
License & Permits	\$ 3,296,393	\$ 2,055,811	\$ 2,332,311	⬆️ \$ 276,500	
Fines & Forefits	\$ 592,258	\$ 679,223	\$ 653,032	⬇️ \$ (26,191)	
Investments	\$ 215,254	\$ 978,777	\$ 2,451,745	⬆️ \$ 1,472,968	
Medicaid Reimbursement	\$ 767,981	\$ 543,615	\$ 569,135	⬆️ \$ 25,520	
*Misc Revenue	\$ 1,548,221	\$ 154,607	\$ 87,841	⬇️ \$ (66,766)	
Comm of MA Cherry Sheet	\$ 62,838,226	\$ 72,961,897	\$ 80,358,800	⬆️ \$ 7,396,903	
Wastewater Enterprise Fund	\$ 10,532,841	\$ 11,260,420	\$ 11,883,784	⬆️ \$ 623,364	
Water Enterprise Fund	\$ 7,150,711	\$ 8,511,508	\$ 9,755,326	⬆️ \$ 1,243,818	
Other GF Rev - Trnsf From Sp Rev & Free Cash	\$ 1,639,816	\$ 1,208,915	\$ 6,193,120	⬆️ \$ 4,984,205	
Total	\$ 209,928,647	\$ 224,111,605	\$ 244,954,101	\$ 20,842,496	
Total without Enterprise Funds	\$ 192,245,095	\$ 204,339,677	\$ 223,314,991	\$ 18,975,314	
			9.3%		



**City of Haverhill**  
Revenue Report  
Period Ending 4/30/24

Collections as a Percent of Budget					
Revenue Source	FY 24 Estimated Revenue	FY 24 Actual Revenue Collections	\$ Surplus/(Deficit)	YTD Benchmark	Actual Revenue Benchmark
Real Estate & Pers Property	\$ 123,093,875	\$ 116,616,164	\$ (6,477,711)	75%	94.7%
Motor Vehicle Excise	\$ 7,822,572	\$ 7,182,230	\$ (640,342)	83%	91.8%
Meals Excise	\$ 1,165,000	\$ 953,481	\$ (211,519)	75%	81.8%
Hotel/ Room Excise	\$ 310,000	\$ 259,001	\$ (50,999)	75%	83.5%
Boat & Other Excise	\$ 11,198	\$ 10,491	\$ (707)	75%	93.7%
Cannabis Excise	\$ 1,068,100	\$ 867,603	\$ (200,497)	75%	81.2%
Waste Disposal Facility Program	\$ 2,608,200	\$ 2,508,978	\$ (99,222)	83%	96.2%
PILOT	\$ 16,000	\$ 21,525	\$ 5,525	100%	134.5%
Penalties & Interest	\$ 500,500	\$ 693,419	\$ 192,919	83%	138.5%
Fees	\$ 902,500	\$ 773,699	\$ (128,801)	83%	85.7%
Rentals	\$ 180,000	\$ 137,840	\$ (42,160)	83%	76.6%
Departmental Revenue	\$ 621,200	\$ 644,574	\$ 23,374	83%	103.8%
License & Permits	\$ 2,328,535	\$ 2,332,311	\$ 3,776	83%	100.2%
Fines & Forefits	\$ 726,200	\$ 653,032	\$ (73,168)	83%	89.9%
Investments	\$ 1,200,000	\$ 2,451,745	\$ 1,251,745	83%	204.3%
Medicaid Reimbursement	\$ 750,000	\$ 569,135	\$ (180,865)	83%	75.9%
*Misc Revenue	\$ -	\$ 87,841	\$ 87,841	83%	0.0%
Comm of MA Cherry Sheet	\$ 96,332,931	\$ 80,358,800	\$ (15,974,131)	83%	83.4%
Wastewater Enterprise Fund	\$ 14,681,925	\$ 11,883,784	\$ (2,798,141)	83%	80.9%
Water Enterprise Fund	\$ 12,429,755	\$ 9,755,326	\$ (2,674,429)	83%	78.5%
Other GF Rev - Trnsf From Sp Rev & Free Cash	\$ 7,412,382	\$ 6,193,120	\$ (1,219,262)	0%	83.6%
Total	\$ 274,160,873	\$ 244,954,101	\$ (29,206,772)	77%	89.3%
Estimated General Fund Revenue	\$ 247,049,193	\$ 223,314,991	\$ (23,734,202)	77%	90.4%
Estimated Local Receipts	\$ 20,210,005	\$ 20,146,906	\$ (63,099)	82%	99.7%



43

Hearing April 23,  
2024  
**goulston&storrs**  
counsellors at law

Connor A. MacIsaac, Esq.  
CMacIsaac@goulstonstorrs.com  
(617) 574-0572 (tel)

March 27, 2024

HAVERHILL CITY CLERK MAR 28 2024 PM 3:12

**VIA HAND DELIVERY AND ELECTRONIC MAIL**

Haverhill City Council  
4 Summer Street, Room 204  
Haverhill, MA 01830

Re: Halstead Haverhill (f/k/a Haverhill Mills) – Plan Approval Decision  
Amendment to Eliminate Off-Site Parking

Dear Members of the City Council:

On behalf of Locke Street Owner LLC, an affiliate of DSF Advisors LLC (the “Proponent”), the record title owner of the Halstead Haverhill (f/k/a Haverhill Mills) multifamily development located at 262 Winter Street, 38 Locke Street, 10 Duncan Street and 108-113 Essex Street in the City of Haverhill, also known as Assessing Parcels #304-57-1, #304-58-20, #304-58-11 and #304-58-4 (the “Project”), we respectfully submit a proposed amendment to that certain 40R Plan Approval Decision “Forest City – Haverhill Mills Building Redevelopment” dated as of June 26, 2007 (“Plan Approval”), granted by the City Council of the City of Haverhill (the “City Council”), acting as the Plan Approval authority pursuant to Section 9.8 of the Haverhill Zoning Code, entitled the Downtown Smart Growth Overlay District (the “DSGOD”), to Forest City Residential Group, Inc. (the Proponent’s predecessor-in-interest).

The Plan Approval reflects that Section 9.8.9.2(a) of the DSGOD requires the Project provide 389 minimum off-street parking spaces based on the following requirements for residential use: (i) 1.2 parking spaces per one-bedroom unit; and (ii) 1.4 parking spaces per two-bedroom and three-bedroom unit. The Plan Approval indicates that the off-street parking requirement was met by providing that the Project maintain a total of 394 parking spaces to service the Project through a combination of (i) parking spaces located on-site at the Project and (ii) parking spaces located off-site via a long-term ground lease with the City of Haverhill. There are currently 321 parking spaces located on-site at the Project and 72 parking spaces located off-site in the adjacent municipal parking garage with an address of 43 Granite Street.

Pursuant to this letter, the Proponent is seeking an amendment to the Plan Approval to reduce the total amount of required parking spaces from 394 parking spaces to 321 parking spaces by eliminating the need for the parking spaces located off-site (the “Application”). For the avoidance of doubt, no other change to the Plan Approval is being sought, other than a reduction in the total amount of required parking spaces; and the requested relief, if granted, would not otherwise change the zoning compliance of the Project, as allowed by the Plan Approval.



In connection with the Application, the Proponent enlisted Vanasse & Associates, Inc. to prepare that certain Parking Demand Assessment dated December 14, 2023 (the “Parking Assessment”) in order to determine the current actual parking demands and evaluate the parking availability for the Project. The Parking Assessment indicates that during peak demand hours for parking spaces, (i) approximately twenty-five percent (25%) or 82 out of the 321 on-site parking spaces were available and not occupied during the weekdays and (ii) approximately twenty-one percent (21%) or 69 out of the 321 on-site parking spaces were available and not occupied during the weekends. The Parking Assessment concludes that the on-site parking supply of 321 parking spaces is more than sufficient to accommodate the peak parking demands of residents and visitors of the Project, including reserve capacity to accommodate parking demand fluctuations that may occur.

In order to reduce the minimum off-street parking space requirement to eliminate the need for the 72 off-site parking spaces under the Plan Approval, the City Council will need to amend the Plan Approval. Under Section 9.8.14 of the DSGOD, a waiver may be sought to vary (reduce) the required minimum parking zoning requirements for the Project. This section provides that:

“...upon the request of the applicant, the Plan Approval Authority [City Council] may waive dimensional and other requirements of this section in the interests of design flexibility and overall project quality, and upon a finding of consistency of such variation with the overall purpose and objectives of the DSGOD, or if it finds that such waiver will allow the project to achieve the density, affordability, mix of uses, and/or physical character allowable under this section.”

Procedurally, we anticipate that this request for an additional waiver from the minimum parking requirements under the DSGOD is best made by seeking a Major (vs. a Minor) Change to the Plan Approval per Section 9.8.15.2 of the DSGOD, as the City Council can be assured, in this way, that the public hearing requirements have been met. However, after review of this Application, the City Council can determine, in their discretion, to administer this Application as a Minor Change to the Plan Approval per Section 9.8.15.1 of the DSGOD. Accordingly, on behalf of the Proponent, we hereby request a Major Change to the Plan Approval to receive a waiver reducing the required total amount of parking spaces from 394 parking spaces to 321 parking spaces in order to eliminate the need for off-site parking spaces.

Enclosed with this Application are the following materials:

- 1) 40R Plan Approval Decision “Forest City – Haverhill Mills Building Redevelopment” dated as of June 26, 2007; and
- 2) Parking Demand Assessment dated December 14, 2023.

We have also provided a digital copy of all materials listed above. We look forward to continuing our discussion on the Project and reviewing our Application with the City Council at



## MEMORANDUM

**TO:** Mr. Ryan Ball  
Vice President, Investments  
The DSF Group  
341 Newbury Street, 5<sup>th</sup> Floor  
Boston, MA 02115

**FROM:** Mr. Jeffrey S. Dirk, P.E.\*, PTOE, FITE *JSD*  
Managing Partner and  
Mr. Andrew J. Arseneault  
Senior Transportation Engineer  
Vanasse & Associates, Inc.  
35 New England Business Center Drive  
Suite 140  
Andover, MA 01810-1066  
(978) 269-6830  
[jdirk@rdva.com](mailto:jdirk@rdva.com)

*\*Professional Engineer in CT, MA, ME, NH, RI and VA*

**DATE:** December 14, 2023

**RE:** 9873

**SUBJECT:** Parking Demand Analysis  
Halstead Haverhill - 40 Locke Street  
Haverhill, Massachusetts

---

Vanasse & Associates, Inc. (VAI) has prepared a Parking Demand Assessment in order to determine the parking demands and evaluate parking availability for the Halstead Haverhill multifamily residential community located at 40 Locke Street in Haverhill, Massachusetts (hereafter referred to as the Project). The purpose of this study is to identify the peak parking demands for the Project and to evaluate the available parking supply as it relates to the identified peak demand period.

Based on this analysis, we have determined the following:

1. On-site parking is provided for 321 vehicles, including six (6) handicapped accessible spaces. In addition, 72 off-site parking spaces are leased in the adjacent municipal parking garage located at 43 Granite Street in accordance with the Decision by the City approving the Project;
2. Parking demand observations conducted for the on-site parking supply on three (3) consecutive weekdays and one (1) Saturday in November 2023 between 5:00 and 7:00 AM, the peak parking demand period for a multifamily residential development, indicates that approximately 25 percent, or 82 of the 321 on-site parking spaces, were available (not occupied) on a weekday and approximately 21 percent, or 69 total parking spaces, were available during a Saturday; and
3. With consideration to the four (4) parking spaces reserved for use by the ground floor commercial space, a minimum of 78 on-site parking spaces are available for use by residents of the Project and their visitors on an average weekday during the peak parking demand period, with 65 on-site parking spaces available on a Saturday.

It is apparent based on the parking demand observations that the on-site parking supply of 321 parking spaces is more than sufficient to accommodate the peak parking demands of residents and visitors of the Project, with reserve capacity to accommodate parking demand fluctuations that may occur. In fact, the reserve capacity observed during the peak parking demand period (i.e., the number of unoccupied parking



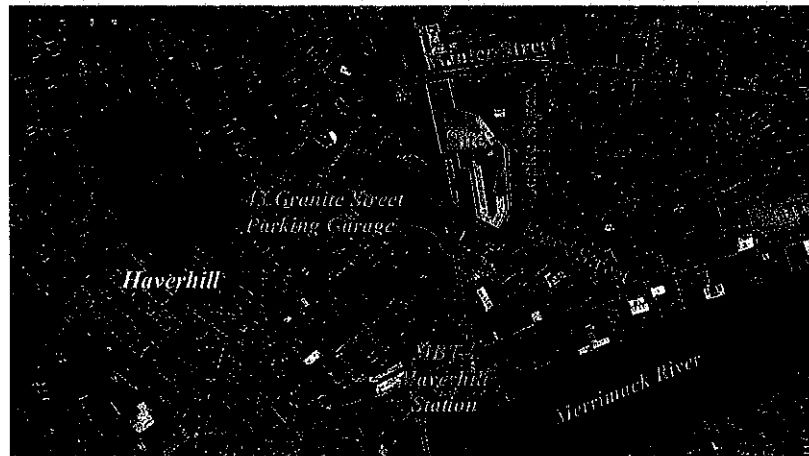


spaces) was found to be similar to the number of off-site parking spaces that are leased for the Project at 43 Granite Street (72 parking spaces). Accordingly, this assessment has indicated that the 72 leased off-site parking spaces are not required to meet the parking requirements of the Project. It should be noted that while this assessment does not provide a measurement of the off-site parking activity, the property manager identified that the residents of the Project had collectively requested and used a total of 15 of the leased off-site parking spaces during the period observed of this assessment (November 2023).

The following details our assessment of the parking demands of the Project.

### **EXISTING CONDITIONS CONTEXT**

The Project site is located at 40 Locke Street in Haverhill, Massachusetts, and consists of two (2) buildings that contain a total of 304 multifamily residential units with two (2) ground-floor tenant spaces that are currently occupied by Myrna's Lash and Brow and 109 Gallery, respectively. The Project site contains approximately 5.46± acres of land that is bounded by Winter Street and Duncan Street to the north; Essex Street and commercial properties to the south; Locke Street and Duncan Street to the east; and the Massachusetts Bay Transit Authority (MBTA) Commuter Rail/Amtrak railroad tracks to the west.



Imagery ©2023 Google

Access to the Project site is provided by way of five (5) driveways configured as follows: a one-way, entrance-only driveway that intersects the north side of Essex Street opposite Batchelders Court; a one-way, exit-only driveway that intersects the west side of Locke Street approximately 325 feet north of Essex Street; a one-way, entrance-only driveway that intersects the west side of Locke Street approximately 425 feet north of Essex Street; a full-access driveway that intersects the southwest side of Duncan Street approximately 230 feet northwest of Locke Street; and a full access driveway that intersects the south side of Winter Street, opposite Hale Street.

On-site parking is provided for 321 vehicles, including six (6) handicapped accessible spaces, four (4) parking spaces that are reserved for the commercial uses and 15 visitor parking spaces. The main parking field is situated to the west of the residential buildings and accessed by way of the driveways located along Essex Street, Duncan Street, and Winter Street. The visitor parking is located to the east of the residential buildings and is accessed by way of the Locke Street driveways.





As required as a part of the City's approval for the Project, an additional 72 parking spaces are leased within the municipal parking lot located at 43 Granite Street, an approximate 3-minute walking distance (approximately 650 feet) to the south of the Project site.

### **PARKING DEMAND OBSERVATIONS**

In order to determine the parking demands of the Project, parking demand observations were conducted between 5:00 AM and 7:00 AM on Tuesday, November 7, 2023; Wednesday, November 8, 2023; Thursday, November 9, 2023; and on Saturday, November 11, 2023. It should be noted that the peak-parking demand for a residential community generally occurs on a weekday after 10:00 PM and before 6:00 AM. The parking observations were completed in half-hour intervals during the observation period and included both the number of vehicles parked and the general location within each of the two (2) parking fields. Table 1 summarizes the overall observed parking demands for each of the observation days, with the peak parking demand period shaded for identification. The detailed observations provided as an attachment.

**Table 1**  
**PARKING DEMAND OBSERVATIONS**

Time	Tuesday, November 7, 2023		Wednesday, November 8, 2023		Thursday, November 9, 2023		Saturday, November 11, 2023	
	Number of Vehicles Parked	Occupancy (%) <sup>a</sup>	Number of Vehicles Parked	Occupancy (%)	Number of Vehicles Parked	Occupancy (%)	Number of Vehicles Parked	Occupancy (%)
5:00 AM	234	72.9	238	74.1	239	74.5	252	78.5
5:30 AM	232	72.3	227	70.7	238	74.1	251	78.2
6:00 AM	215	67.0	211	65.7	229	71.3	250	77.9
6:30 AM	211	65.7	214	66.7	219	68.2	250	77.9
7:00 AM	199	62.0	199	62.0	208	64.8	252	78.5

<sup>a</sup>Based on 321 available parking spaces.

As can be seen in Table 1, the observed peak-parking demand on a weekday was identified to occur at 5:00 AM on Thursday, November 9, 2023, with 239 parking spaces occupied, or approximately 75 percent occupancy of the on-site parking supply (321 total spaces). During the Saturday observation period, the peak-parking demand was also identified to also occur at 5:00 AM, with 252 parking spaces occupied, or approximately 79 percent occupancy of the on-site parking supply.

Based on the parking demand observations, there were 82 unoccupied and available parking spaces within the Project site on a weekday during the peak parking demand period and 69 available parking spaces on a Saturday during the peak parking demand period. After accounting for the four (4) parking spaces that are reserved for the commercial space within the Project site, the number of additional parking spaces that are available for use by residents and their guests is 78 parking spaces on a weekday and 65 parking spaces on a Saturday.





## **SUMMARY AND CONCLUSIONS**

VAI has prepared a Parking Demand Assessment in order to determine the parking demands and evaluate on-site parking availability for the Halstead Haverhill multifamily residential community located at 40 Locke Street in Haverhill, Massachusetts. This assessment included the completion of parking demand observations on three weekdays and one Saturday in November 2023. Based on this analysis, we have determined the following:

1. On-site parking is provided for 321 vehicles, including six (6) handicapped accessible spaces. In addition, 72 off-site parking spaces are leased in the adjacent municipal parking garage located at 43 Granite Street in accordance with the Decision by the City approving the Project;
2. Parking demand observations conducted for the on-site parking supply on three (3) consecutive weekdays and one (1) Saturday in November 2023 between 5:00 and 7:00 AM, the peak parking demand period for a multifamily residential development, indicates that approximately 25 percent, or 82 of the 321 on-site parking spaces, were available (not occupied) on a weekday and approximately 21 percent, or 69 total parking spaces, were available during a Saturday; and
3. With consideration to the four (4) parking spaces reserved for use by the ground floor commercial space, a minimum of 78 on-site parking spaces are available for use by residents of the Project and their visitors on an average weekday during the peak parking demand period, with 65 on-site parking spaces available on a Saturday.

Based on the parking demand observations, the on-site parking supply of 321 parking spaces is more than sufficient to accommodate the peak parking demands of residents and visitors of the Project, with reserve capacity to accommodate parking demand fluctuations that may occur. Accordingly, this assessment has indicated that the 72 leased off-site parking spaces are not required to meet the parking requirements of the Project. Residents and guests of the Project will continue to have access to the parking that is available at the public parking lot located at 43 Granite Street.

Attachments





43  
March 27, 2024  
Page 3

---

the next available meeting. I would appreciate being notified at (617) 574-0572 or [CMacIsaac@goulstonstorr.com](mailto:CMacIsaac@goulstonstorr.com) as soon as the hearing date on this matter is scheduled, or if there are any questions. Thank you.

Sincerely,

*Connor MacIsaac*

Connor A. MacIsaac  
Attorney for Proponent

Enclosures

cc: Kaitlin M. Wright, City Clerk  
Ryan Ball  
Molly Porter  
Peter Tamm, Esq.

IN CITY COUNCIL: April 9 2024  
HEARING APRIL 23 2024

Attest:

\_\_\_\_\_  
City Clerk

IN CITY COUNCIL: April 23 2024  
CONTINUED TO JUNE 4 2024

Attest:

\_\_\_\_\_  
City Clerk





Connor A. MacIsaac, Esq.  
CMacIsaac@goulstonstorrs.com  
(617) 574-0572 (tel)

May 30, 2024

**VIA HAND DELIVERY AND ELECTRONIC MAIL**

Thomas J. Sullivan, President  
Haverhill City Council  
City of Haverhill  
4 Summer Street, Room 204  
Haverhill, MA 01830

MAY 30 AM 11:35  
HAVCITYCLERK

Re: Halstead Haverhill (f/k/a Haverhill Mills) – Withdrawal of Plan Approval  
Decision Amendment to Eliminate Off-Site Parking (SPMM 24-1)

Dear Mr. President and Members of the City Council:

I write on behalf of Locke Street Owner LLC (the “Proponent”), the record title owner of the Halstead Haverhill (f/k/a Haverhill Mills) multifamily development located at 262 Winter Street, 38 Locke Street, 10 Duncan Street and 108-113 Essex Street in the City of Haverhill to request leave to withdraw, without prejudice, the pending application SPMM 24-1 (the “Application”) scheduled for the City Council’s public hearing, June 4, 2024.

In connection with above referenced matter, the Proponent engaged in discussions with the Planning Department concerning the Application. As a result of these discussions, the Proponent intends to gather additional information pertaining to the surplus parking associated with the development in order to continue its review with the Planning Department and other municipal officials with respect to the Property.

Should these further consultations be productive, the Proponent may file another application with respect to this site in the future. In the interim, we trust this request to withdraw, without prejudice, is in order. However, do not hesitate to contact me with any questions.

Thank you.

Sincerely,

*Connor MacIsaac*

Connor A. MacIsaac  
Attorney for Proponent



10.1

May 30, 2024  
Page 2

---

Enclosures

cc: Kaitlin M. Wright, City Clerk  
William Pillsbury  
Adam J. Costa, Esq.  
Ryan Ball  
Molly Porter  
Peter Tamm, Esq.



44

Hearing May 7, 2024

City Council Special Permit - Add to a project



Expiration Date

Active

Request Changes

(/#/explore/request-changes/171421)



CCSP-24-4

10.2.1

## Details

Submitted on Mar 10, 2024 at 12:31 pm



## Attachments

7 files



## Activity Feed

Latest activity on Mar 28, 2024



## Applicant

michael miglioni

1



## Location

0 BROADWAY - OFF EMMA ROSE CIR Unit Main Building, Haverhill, MA 01832

View ▼

Edit Workflow



## Special Permit Filing Fee

Paid Mar 10, 2024 at 12:33 pm



## Planning Director Review

Completed Mar 28, 2024 at 10:22 am



WP



## City Clerk Review - Hearing Dates Set

Completed Mar 28, 2024 at 2:46 pm




































MB



## City Council Admin Notified



	In Progress	
	<b>Assessor for Abutter's List</b> Completed Mar 28, 2024 at 12:48 pm	
	<b>Conservation Department Review</b> In Progress	
	<b>DPW Review</b> In Progress	
	<b>Engineering Department Review</b> In Progress	
	<b>Fire1 Department Review</b> Skipped Mar 28, 2024 at 2:26 pm	
	<b>Fire2 Department Review</b> Completed Mar 28, 2024 at 2:31 pm	
	<b>Health Department Review</b> In Progress	
	<b>Police Department Review</b> In Progress	
	<b>School Department Review</b> In Progress	
	<b>Storm Water Review</b> In Progress	
	<b>Water/Wastewater Review</b> In Progress	
	<b>Water Supply Review</b> In Progress	
	<b>Building Inspector Review</b> In Progress	
		
	<b>First Ad Placement</b> Review	
	<b>Placed on Agenda</b> Review	



**Abutter Notification**

Review

**Second Ad Placement**

Review

**City Council Meeting**

Review

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

Review



## Details

### Important: Please Read Before Starting Your Application

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

### Applicant Information

[Edit](#)

IMPORTANT NOTE: ALL DOCUMENTS THAT ARE ATTACHED TO THIS APPLICATION MUST BE SUBMITTED AS ORIGINALS TO THE CITY CLERK BEFORE THE APPLICATION IS CONSIDERED COMPLETE AND PROCEEDS TO REVIEW. THESE



44 DOCUMENTS WILL LATER BE FILED WITH THE COUNTY REGISTRY WHICH REQUIRES ORIGINAL DOCUMENTS.

What is Your Role in This Process?\*

Attorney/Agent

Applicant Business/Firm Name\*

Fiorello & Migliori

Applicant Business/Firm Phone\*

978 884 6431

Applicant Business/Firm Address\*

280 Merrimack Street

Applicant Business/Firm City\*

Methuen

Applicant Business/Firm State\*

MA

Applicant Business/Firm Zip\*

01844

Client Name\*

JR Builders Inc

Client Business Name\*

Client Phone\*

IN CITY COUNCIL: April 9 2024

VOTED: that HEARING BE HELD MAY 7 2024

Attest:

\_\_\_\_\_  
City Clerk

IN CITY COUNCIL: May 7 2024

CONTINUE HEARING REQUEST TO JUNE 4 2024

Attest:

\_\_\_\_\_  
City Clerk





# Haverhill

Economic Development and Planning  
Phone: 978-374-2330 Fax: 978-374-2315  
wpillsbury@cityofhaverhill.com

May 3, 2024

MAY 3 AM 8:54  
HAVCITYCLERK

TO: City Council President Thomas Sullivan and members of the Haverhill City Council  
FROM: William Pillsbury, Jr. Economic Development and Planning Director

**SUBJECT: Emma Rose Extension Flexible Development Special Permit- Section 255.8.4 located off Broadway at the end of Emma Rose Circle**

The proposed project at Emma Rose Circle comes before the City Council as an application under the City's new zoning tool – Flexible Development. As you will recall this tool was contained in the recently approved zoning recodification.

The proposed special permit before the city council is for 26 lots. The plans submitted show that Eighteen lots are permitted under conventional development of the site. The applicant has presented information seeking to justify 2 types of density bonus. Four units based on additional open space and Four additional lots based on amenities. This results in a 26 lot subdivision consisting of 18 lots conventional and 8 lots bonus density (40 % maximum density bonus). **I believe the applicants calculations are incorrect and the following review describes the correct application of the ordinance standards.**

## **MAXIMUM NUMBER OF UNITS CALCULATION**

My review of the calculations to arrive at these numbers produces a **different result** based on the information provided. The building inspector has reviewed the lotting plan and indicates that the site does allow 18 conventional lots. The 18 lots then become the basic maximum number of dwelling units that can be built on the site PRIOR to consideration of Section 8.4.7 Density Bonus. (see density bonus calculation below)

The applicant has arrived at the number of bonus units **in error** as they have taken 20% of the basic minimum number ( $18 \times 20 = 3.6$ ) and rounded up to get to 4. The ordinance clearly states that the following: "***computations shall be rounded to the lowest number***" which establishes a **maximum bonus in each category of 3 bonus units not 4.**

Therefore according to my review the maximum project size can be is 18 units plus 20% bonus density for additional open space which is 3 for 21 units and an additional 3 units if the council grants the bonus for "significant amenities". **18 + 3 + 3 = 24 units maximum special permit request.**





# Haverhill

Economic Development and Planning  
Phone: 978-374-2330 Fax: 978-374-2315  
wpillsbury@cityofhaverhill.com

## **DENSITY BONUS CALCULATION 8.4.7**

### **OPEN SPACE BONUS 8.4.7.1**

The ordinance requires that to comply with the flexible development ordinance the plan must set aside a minimum of 20% contiguous open space which in this case is **10 acres**. The applicant proposes to set aside **30 acres** of open space. The additional 20 acres of open space may be proposed as the basis for one of the two categories of density bonus.

To arrive at the maximum 20% bonus number of 3 units for this category of density bonus, they must achieve the following: for each additional 10%(in this case 5 acres) of the site set aside a bonus of 5% of the basic minimum number may be awarded. ***The additional 20 acres of open space set aside does qualify the project to receive the 3-unit density bonus. I recommend grant approval of this 3 unit density bonus.***

### **AMENITY BONUS 8.4.7.2**

The second category of density bonus specifies that when the city council determines that the applicant has *offered significant amenities to the city including but not limited to infrastructure improvements, equipment or technical assistance a bonus of up to 20% of the basic minimum number may be awarded 20% of 18 units=3.7 units rounded down. **The council may award up to 3 units in this category.***

To demonstrate the provision of "amenities " in order for the council to grant the density bonus, the applicant proposes a trail system around the development for public recreational use; infrastructure improvements to the city's water system and fire suppression systems for each home. Additionally, as discussed in the applicants submission he intends, if approved, to donate in addition to the 30 acres of open space at the project site including parking and related improvements and signage.

The applicant also proposes to purchase and donate an additional 9 acre site on Amesbury Road directly abutting the John Greenleaf Whittier Homestead. This additional donation could be a benefit to the Whittier Homestead and provide an additional 9 acres of protected open space in the city's water supply protection overlay district. Parking and trail improvements should be added here as well as part of the definitive plan improvements to the donated site.

Additionally, the applicant commits to donate \$3000.00 per certificate of occupancy to the city affordable housing trust. Single family residential subdivisions are not subject to the inclusionary ordinance requirements but the represents an effort by the developer to assist the city in providing affordable housing.





# Haverhill

Economic Development and Planning  
Phone: 978-374-2330 Fax: 978-374-2315  
wpillsbury@cityofhaverhill.com

In total, I believe the amenity package is sufficient to justify the granting of the additional 3 unit density bonus and recommend that the city council make such a finding. These items should be made conditions of any final approval given by the city council and that they can be included in the definitive plan.

***In summary the total number of units allowable for this project is:***

<b>Consisting of 1. Basic Maximum number:</b>	<b>18</b>
<b>2. Open space density bonus:</b>	<b>3</b>
<b>3. Amenities density bonus maximum of 3</b>	
	<b>24 units</b>

The zoning ordinance establishes development additional standards and criteria requiring the applicant to analyze site characteristics and verify open space, comply with dimensional and density standards, parking ratios, and roadways and utilities which create the highest and best use of the site resulting in a high-quality development.

The applicant's project is presented in your packages and my detailed review of the proposal indicates the project largely complies with the Flexible Development zoning ordinance. Revisions must be made to comply with the calculations above. In general, the project complies with the requirement's by providing detailed information as required to document and confirm each of the ordinance's standards.

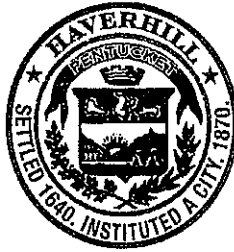
If the special permit is granted the applicant must then file a definitive plan with the planning board which must document compliance with the standards and incorporate any conditions of the plan approved by the council.

The City departments have reviewed the application and their reports are in your packages.

Upon review of all this information I believe that the proposed project complies with the purpose and intent of the ordinance and **with the above noted revisions** meets the requirements of the flexible zoning ordinance. **Further, compliance with the ordinance shall be achieved through the filing of a definitive plan with the planning board to confirm all of the elements of the special permit..**

**Recommendation: Approve the 24 unit (18 +3+3) Emma Rose Flexible Development pursuant to zoning section 8.4 with revisions as noted allowing the project to move forward to Definitive Plan with the Planning Board, formal Conservation filing, and permitting.**





MAY 3 AM 8:54  
HVCITYCLERK

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

**CITY OF HAVERHILL  
COMMUNITY DEVELOPMENT**

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

TO: City Council President Thomas Sullivan and members of the Haverhill City Council  
FROM: Andrew K. Herlihy, Community Development Division Director *AH*  
DATE: May 3, 2024

**RE: Emma Rose Extension Flexible Development Special Permit**

I am writing to offer support for Approval of the Special Permit application for the extension of Emma Rose.

There are two separate reasons for this recommendation.

First, this project, as proposed by the developer, would provide funds into the Affordable Housing Trust which could be used for affordable housing purposes, as mandated by the City's 2023 Inclusionary Zoning act. With the City hovering precariously around the 10% threshold under M.G.L. 40(b), any sources of funds to support the development and/or preservation of affordable housing are beneficial.

Second, not only does this Flex Development proposal prevent sprawl in west Haverhill, the developer is offering to purchase a critical 'missing puzzle piece' of open space land in east Haverhill that would unlock a possible expanded trail network centered around the John Greenleaf Whittier Birthplace. This arrangement would greatly advance the hopes of an expanded Whittier Trails Network that I believe offers exciting grant funding prospects and potential.

Thanks for you consideration.





City of Haverhill, MA

May 3, 2024

CCSP-24-4

## Assessor for Abutter's List

City Council Special Permit

**Status:** Complete

**Became Active:** Mar 28, 2024

**Assignee:** Christine Webb

**Completed:** Mar 28, 2024

### Applicant

michael miglioni  
mmiglioni@fimilaw.com  
280 Merrimack Street  
Methuen, MA 01844  
978-884-6431

### Primary Location

0 BROADWAY - OFF EMMA ROSE CIR Unit Main  
Building  
Unit Main Building  
Haverhill, MA 01832

### Comments

**Christine Webb, Mar 28, 2024**

\*\*\*\*\*PARCEL 539-439-9A IS IN CHAPTER 61A. ROFR WAS REFUSED MAY 10, 2023 BUT CHECKING THAT THIS IS STILL VALID\*\*\*\*

**Christine Webb, Mar 28, 2024**

Please see the attached abutters list for 539-439-9A and 539-439-39D. Sorry no mailing labels :(





Mead, Talerman & Costa, LLC  
Attorneys at Law

30 Green Street  
Newburyport, MA 01950

Phone 978.463.7700  
Fax 978.463.7747

www.mtcclawyers.com

**TO:** CHRISTINE WEBB, TAX ASSESSOR, CITY OF HAVERHILL  
**FROM:** LISA MEAD AND RYAN CLEMENS, CITY COUNSEL  
**RE:** BROADWAY PARCEL, MAP 539, BLOCK 439, LOT 9A  
**DATE:** APRIL 3, 2024

---

Reference is made to the above captioned matter. In that connection, you inquired as to the status of that parcel of land ("the Property") under Chapter 61A, Assessment and Taxation of Agricultural and Horticultural Land. As explained in detail below, in our opinion, the Property is currently removed from classification under Chapter 61A as the City of Haverhill did not exercise its option to purchase that land within 120 days of receiving the Notice of Intent to convert its use. The Property's current owner/applicant may therefore move forward with its special permit application and you may assess rollback taxes against the Property in accordance with G.L. c. 61A, § 19.

Based upon the materials you provided to us, which are attached, I understand the facts as follows. The Property was subject to a prior notice of intent to convert its use pursuant to G.L. c. 61A, § 14. On November 3, 2022, Attorney Frank DiLuna sent a Notice of Intent, attached as Exhibit A, to convert the Property to a residential development use and out of Chapter 61A on behalf of the owner, the Estate of Frank J. Dudley, Sr. by and through Nancy O'Neill as administrator of the Estate. The City's former Mayor sent a Notice of Nonexercise, attached as Exhibit B, back to Attorney DiLuna on May 10, 2023, stating that the City will not exercise its right to purchase the property. Now, Attorney Michael Migliori, who you have explained is representing a new party who you believe might be a new owner, is seeking a special permit pursuant to that residential development use.

Removing land from Chapter 61A by converting its use requires the owner to send a notice of intent to convert to another use beyond agriculture or horticulture to the land's city. G.L. c. 61A, § 14. Once received, that city has 30 days to notify the owner if the notice does not comply with Section 14 and is therefore insufficient. *Id.* A notice is sufficient if it includes: "a statement of intent to convert, a statement of proposed use of the land, the location and acreage of land as shown on a map drawn at the scale of the assessors map in the city or town in which the land is situated, the name, address and telephone number of the landowner and the landowner's attorney." *Id.* The notice must be sent to several city departments and the state forester, for which a notarized affidavit qualifies as conclusive evidence. *Id.*

---

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

---

New Bedford Office  
227 Union Street, Suite 606  
New Bedford, MA 02740



If a notice of intent to convert to other use is sufficient, or if the city does not reject a deficient notice within 30 days, the city has an option to purchase the land at full and fair market value for 120 days following receipt of that notice. G.L. c. 61A, § 14; *Sudbury v. Scott*, 439 Mass. 288, 298 (2003); *Billerica v. Card*, 66 Mass.App.Ct. 664, 668-69 (2006) (citing *Scott*, 439 Mass. at 297 n.12, 301; *Board of Appeals of Hanover v. Housing Appeals Comm.*, 363 Mass. 339, 355 (1973)). The city's option to purchase the land expires either at the end of those 120 days or once the city issues a notice of nonexercise and such notice is recorded within those 120 days, thus finalizing the conversion of land out of Chapter 61A. *Id.*

Here, the Notice of Intent to convert use dated November 3, 2022, includes all of Section 14's requirements. Ex. A. Further, the Notice is addressed to all relevant parties. *Id.* Although the scan of the Notice does not include an affidavit which would be conclusive proof that Attorney DiLuna sent that notice to each recipient, you did not forward us any notice of deficiency from the City either. The notice of intent to convert was therefore likely sufficient, and, in any event, it does not appear that the City timely issued a notice of deficiency. Accordingly, the City's 120-day option to purchase the Property started on November 3, 2022, and ended on March 3, 2023. Although the former Mayor issued a notice of nonexercise for the City, that notice is dated May 10, 2023, and was therefore sent after the option period expired. Further, we could not find that notice recorded at the Registry. In any event, the City's notice of nonexercise was untimely because the option period had already lapsed. Expiration of the option period absent a response was sufficient on its own to remove the Property from Chapter 61A.

The November 2, 2022, Notice of Intent to convert use and lack of response by the City within the 120-option period validly removed the Property from Chapter 61A. The Property thus left Chapter 61A on March 3, 2023. As the Property is no longer confined to agricultural or horticultural use, Attorney Migliori may move forward with his special permit application for residential development of the Property. Further, you may assess rollback taxes for the Property. G.L. c. 61A, § 19. I hope that the foregoing is helpful to you and please do not hesitate to contact us with further questions on this matter.





City of Haverhill, MA

May 3, 2024

CCSP-24-4

## Conservation Department Review

City Council Special Permit

**Status:** Active

**Became Active:** Mar 28, 2024

**Assignee:** Robert Moore

**Completed:**

### Applicant

michael migliori  
mmigliori@fimilaw.com  
280 Merrimack Street  
Methuen, MA 01844  
978-884-6431

### Primary Location

0 BROADWAY - OFF EMMA ROSE CIR Unit Main  
Building  
Unit Main Building  
Haverhill, MA 01832

### Comments

**Robert Moore, May 3, 2024**

I strongly support issuance of a special permit for this flexible development. More comments to follow.





May 3, 2024

CCSP-24-4

## Fire2 Department Review

City Council Special Permit

**Status:** Complete

**Became Active:** Mar 28, 2024

**Assignee:** Robert Irvine

**Completed:** Mar 28, 2024

### Applicant

michael migliori  
mmigliori@fimilaw.com  
280 Merrimack Street  
Methuen, MA 01844  
978-884-6431

### Primary Location

0 BROADWAY - OFF EMMA ROSE CIR Unit Main  
Building  
Unit Main Building  
Haverhill, MA 01832

### Comments

**Robert Irvine, Mar 28, 2024**

Fire Protection Requirements: Installation of fire alarm and or sprinkler systems shall be compliant to applicable 9th edition of MSBC 780 CMR 51.00, MGL, City of Haverhill ordinances including City of Haverhill Subdivision Rules and Regulations and fire prevention regulations that are required with this project.

Required permitting of fire protection systems should not hold up foundation permit. However, contractors hired to install fire protection systems shall be required to obtain permit approval of proposed fire alarm and or sprinkler systems before any installation commences.

Failure to abide by the permitting process as required by the 9th edition of the MSBC, 780 CMR 901.1.2 or 780 CMR 51.R106.3.3.4 shall cause a delay in acquiring the final occupancy certificate.

Compliant NFPA 13 D Fire Suppression System will be required with this project.

This project must conform to the City of Haverhill Subdivision Rules and Regulations.

No combustible mulch around the perimeter of the structures.





City of Haverhill, MA

May 3, 2024

CCSP-24-4

## Health Department Review

City Council Special Permit

**Status:** Complete

**Became Active:** Mar 28, 2024

**Assignee:** Tim Wicks

**Completed:** Mar 29, 2024

### Applicant

michael migliori  
mmigliori@fimilaw.com  
280 Merrimack Street  
Methuen, MA 01844  
978-884-6431

### Primary Location

0 BROADWAY - OFF EMMA ROSE CIR Unit Main  
Building  
Unit Main Building  
Haverhill, MA 01832

### Comments

Mark Tolman, Mar 29, 2024

In accordance with the flexible development regulation 8.4.12: Trash removal in a flexible development shall be private.

Mark Tolman, Mar 29, 2024

All lots need to be Title V compliant regarding septic systems for new construction. ie.. perk tested and soil analyzed for each lot.

There is a city sewer line on Rolling Meadows Lane that ends at the end of Rolling Meadows Lane that possibly the project can be connected into. Water lines are already existing on Emma Rose that will be used for project.





City of Haverhill, MA

May 3, 2024

CCSP-24-4

## Police Department Review

City Council Special Permit

**Status:** Complete

**Became Active:** Mar 28, 2024

**Assignee:** Kevin Lynch

**Completed:** May 1, 2024

### Applicant

michael miglioni  
mmiglioni@fimilaw.com  
280 Merrimack Street  
Methuen, MA 01844  
978-884-6431

### Primary Location

0 BROADWAY - OFF EMMA ROSE CIR Unit Main  
Building  
Unit Main Building  
Haverhill, MA 01832





City of Haverhill, MA

May 3, 2024

CCSP-24-4

## Storm Water Review

City Council Special Permit

**Status:** Complete

**Became Active:** Mar 28, 2024

**Assignee:** Robert Moore

**Completed:** May 3, 2024

### Applicant

michael migliori  
mmigliori@fimilaw.com  
280 Merrimack Street  
Methuen, MA 01844  
978-884-6431

### Primary Location

0 BROADWAY - OFF EMMA ROSE CIR Unit Main  
Building  
Unit Main Building  
Haverhill, MA 01832

### Comments

**Robert Moore, May 3, 2024**

Project will require approval under C.219 (Stormwater Management Ordinance) unless final design requires approval from the Conservation Commission under the MA Stormwater Management Standards. There is more than sufficient land associated with this project. I have no concerns about the final design being able to meet these Standards.





Do NOT Copy ✓

# Haverhill

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

April 8 2024

## HYBRID HEARING

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

Notice is hereby given that a hearing will be held for all parties interested, in a hybrid meeting (virtual/in person), on Tuesday, May 7, 2024; at 7:00 PM on Special Permit CCSP 24-4; a request for Flexible Development from Attorney Migliori for applicant JR Builders, Inc to develop 50 acres of land at 0 Broadway off Emma Rose Circle, to create 26 new residential single-family homes located on approximately 20 acres of land and provide dedicated open space on the remaining 30 acres deeded to the City of Haverhill

*(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: April 18 & 25, 2024  
Haverhill Gazette**

Kaitlin M Wright  
City Clerk



## **Maria Bevilacqua**

---

**From:** Maria Bevilacqua  
**Sent:** Monday, April 8, 2024 2:57 PM  
**To:** HGLegals@hgazette.com  
**Cc:** Kaitlin Wright  
**Subject:** legal ad hearing CCSP 24-4 JR Builders Broadway off Emma Rose 26 homes  
**Attachments:** Broadwy off Emma Rose cir Atty Migliori JR Builders May 7 2024.docx

Happy Eclipse Day!

Please run this hearing ad 2 times in Gazette. April 18 & April 25 , 2024.

Hearing is CCSP 24-4 to build 26 homes at 0 Broadway off Emma Rose cir

Thanks as usual!

Maria  
City Clerk's Office  
Haverhill 978-420-3624



## PURCHASE AND SALE AGREEMENT

This Agreement made this 31st day of August, 2023 by and between:

### 1. Parties and Mailing Addresses

Nancy O'Neill, as Personal Representative of the Estate of Frank J. Dudley, Essex County Probate Court Docket # ES16P0034EA and Individually, Carol Szpuk, Robert Dudley and Frank J. Dudley, Jr., hereinafter collectively called the SELLER, agrees to sell and

JR Builders, Inc, a corporation organized under laws of the Commonwealth of Massachusetts with a principal office located at 599 Canal Street, Lawrence, MA 01840, hereinafter called the BUYER, agrees to buy

upon the terms hereinafter set forth, the following described Premises:

### 2. Description of Premises

The land located on Broadway, Haverhill, Essex County, Massachusetts, known as Parcel ID 539-439-9A, with the City of Haverhill Assessor's Office. The above described premises being a portion of the premises conveyed to Frank J. Dudley and Patricia A. Dudley by deed dated August 29, 1961 and recorded with Essex South Registry of Deeds at Book 4811, Page 301, consisting of approximately 31.84 acres. See attached Exhibit "A" for a more particular description of the premises

### 3. Title Deed

The Premises are to be conveyed by a good and sufficient quitclaim deed running to the BUYER, or to the nominee designated by the BUYER by written notice to the SELLER at least seven (7) days before the deed is to be delivered as herein provided, and said deed shall convey a good and clear record and marketable title thereto, free from encumbrances, except

- (a) Provisions of existing building and zoning laws;
- (b) Such taxes for the then current year as are not due and payable on the date of the delivery of such deed;
- (c) Any liens for municipal betterments assessed after the date of this Agreement;
- (d) Easements, restrictions, and reservations of record, if any, so long as the same do not prohibit or materially interfere with the use of said Premises;
- (e) NONE

### 4. Plans

If said deed refers to a plan necessary to be recorded therewith, the SELLER shall deliver such plan with the deed in form adequate for recording or registration.

### 5. Registered Title

In addition to the foregoing, if the title to the Premises is registered, said deed shall be in form sufficient to entitle the BUYER to a Certificate of Title of the Premises, and the SELLER shall deliver with said deed all instruments, if any, necessary to enable the BUYER to obtain such Certificate of Title.

### 6. Purchase Price

The purchase price hereunder shall be a minimum of One Million and 00/100 Dollars (\$1,000,000.00) of which \$5,000.00 has been paid as a deposit with the Offer, \$45,000.00 has been paid as an additional



deposit this day, and \$950,000.00 are to be paid at the time of delivery of the deed by certified, cashier's, treasurer's, bank check(s), Closing Attorney's Trust Account check, or electronic funds transfer. Said price is based on Buyer obtaining approvals for ten (10) single-family house lots ("Lots"). The purchase price shall be increased by One Hundred Thousand and 00/100 Dollars (\$100,000.00) for each Lot approved above and beyond ten (10) Lots. Notwithstanding any language to the contrary, the minimum Purchase Price shall be One Million (\$1,000,000.00) Dollars. In the event that Buyer is not approved for at least ten (10) Lots then Seller shall have the unconditional right to terminate this Agreement. In the event of such termination, the Deposit shall be returned to Buyer forthwith, and then this Agreement shall become void and have no effect, without any liability on the part of any party hereto or its officers, members, managers, employees, agents, and representatives, in respect of this Agreement.

**7. Time for Performance: Delivery of Deed**

Such deed is to be delivered on the earlier of the following events to occur: (1) forty-five (45) days after Buyer obtains all required approvals from the City of Haverhill with all appeal periods having lapsed; or (2) May 31, 2024. The Parties agree that as long as the Buyer has been diligently pursuing its obligation to obtain the necessary permits from the City of Haverhill referenced in the attached rider but has not received the required permits by May 31, 2024, then the Buyer shall be granted appropriate extensions for time of performance up to December 31, 2024. The Closing shall take place at the location designated by Buyer's Counsel. If any date on which the Closing would occur by operation of this Agreement is not a business day in Essex County, Massachusetts, the Closing shall occur on the next business day. IT IS AGREED THAT TIME IS OF THE ESSENCE OF THIS AGREEMENT. Neither SELLER nor SELLER's attorney will be required to physically attend closing, but instead may deliver the deed, and such other documents as SELLER may be obligated to produce, to the closing attorney on or before the closing date, and the non-attendance at the closing by SELLER or any representative of SELLER shall not be considered a breach of the terms of this Agreement. For purposes of this Agreement, Buyer's obligation to diligently pursue all necessary permits from the City of Haverhill shall be defined as Buyer having submitted complete Applications to all necessary Land Use Boards in the City of Haverhill including, but not limited to the City Council, Planning Board, Zoning Board of Appeals and the Conservation Commission no later than December 1, 2023.

**8. Possession and Condition of Premises**

Full possession of the Premises, free of all tenants and occupants, except as herein provided, is to be delivered at the time of the delivery of the deed, the Premises to be then be in compliance with the provisions of any instrument referred to in clause 3 hereof.

**9. Extension to Perfect Title or Make Premises Conform**

If the SELLER shall be unable to give title or to make conveyance, or to deliver possession of the Premises, all as herein stipulated, or if at the time of the delivery of the deed the Premises do not conform with the provisions hereof, then the SELLER shall to use reasonable efforts to remove any defects in title, or to deliver possession as provided herein, or to make the Premises conform to the provisions hereof, as the case may be, in which event the SELLER shall give written notice thereof to the BUYER at or before the time for performance hereunder, and thereupon the time for performance hereof shall be extended for a period of thirty (30) days, provided, however, that SELLER shall not be required to expend in excess of one-half of one percent of the purchase price, inclusive of attorney's fees, in order to meet its obligations under this paragraph.

**10. Failure to Perfect Title or Make Premises Conform**

NOX

F3D COZ

RMD

2





If at the expiration of the extended time the SELLER shall have failed so to remove any defects in title, deliver possession, or make the Premises conform, as the case may be, all as herein agreed, then any payments made under this Agreement shall be forthwith refunded and all other obligations or the parties hereto shall cease and this Agreement shall be void without recourse to the parties hereto.

**11. Buyer's Election to Accept Title**

The BUYER shall have the election, at either the original or any extended time for performance, to accept such title as the SELLER can deliver to the Premises in their then condition and to pay therefore the purchase price without deduction, in which case the SELLER shall convey such title.

**12. Acceptance of Deed**

The acceptance and recording of a deed by the BUYER or his nominee, as the case may be, shall be deemed to be a full performance and discharge of every agreement and obligation herein contained or expressed, except such as are, by the terms hereof, to be performed after the delivery of said deed.

**13. Use of Money to Clear Title**

To enable the SELLER to make conveyance as herein provided, the SELLER may, at the time of delivery of the deed, use the purchase money or any portion thereof to clear the title of any or all encumbrances or interests, provided that all instruments so procured are recorded simultaneously with the delivery of said deed, except that discharges of mortgages or other liens held by banks or other institutional lenders, and discharges of liens for municipal taxes, or of liens for municipal taxes and liens under M.G.L. c. 61A including those for roll back taxes need not be furnished at the time for performance provided that arrangements consistent with customary conveyancing practice are made for the payoff of same from the sale proceeds at closing and for the subsequent procurement and recordation thereof in due course.

**14. Adjustments**

Taxes for the then current fiscal year shall be apportioned as of the day of performance of this Agreement and the net amount thereof shall be added to or deducted from, as the case may be, the purchase price payable by the BUYER at the time of delivery of the deed.

**15. Adjustment of Unassessed and Abated Taxes**

If the amount of said taxes is not known at the time of the delivery of the deed, they shall be apportioned on the basis of the taxes assessed for the preceding fiscal year, with a reapportionment as soon as the new tax rate and valuation can be ascertained; and, if the taxes which are to be apportioned shall thereafter be reduced by abatement, the amount of such abatement, less the reasonable cost of obtaining the same, shall be apportioned between the parties, provided that neither party shall be obligated to institute or prosecute proceedings for an abatement unless otherwise herein agreed.

**16. Broker's Fee**

A Facilitator's fee for professional services as per listing agreement is due from the SELLER to One Group Realty Nest, the Broker(s) herein, but only if, as and when BUYER accepts and records SELLER's deed and SELLER receives the full purchase price under this Agreement, and not otherwise.

BUYER and SELLER understand that Keller Williams Realty, a real estate broker, is seeking a fee from Realty One Group Nest for services rendered as buyer's agent.



**17. Broker's Warranty**

The Broker(s) named herein, Realty One Group Nest and Keller Williams Realty warrant(s) that the Broker(s) is(are) duly licensed as such by the Commonwealth of Massachusetts.

**18. Deposit**

All deposits against the purchase price made hereunder shall be held in escrow by Realty One Group Nest as escrow agent (the "Escrow Agent") in a federal or state commercial bank account and shall be duly accounted for at closing. There is no requirement hereunder that the deposit be held in an interest-bearing account. In the event of any disputes as to disposition of the deposits thereon, the Escrow Agent shall, without liability, retain the deposits until directed by the parties in writing as to disposition thereof, and shall upon the written request of either Seller or Buyer, or may at said Escrow Agent's election, pay the deposits into court in an action (commenced by the Buyer or Seller or the Escrow Agent) to determine disposition thereof and, upon any payment into court, the Escrow Agent will be relieved of liability for the amount so paid in. Buyer specifically acknowledges and agrees that Geary & Geary, LLP shall not be disqualified from representing Seller in any dispute regarding this Agreement or the deposit held hereunder by virtue of its acting as escrow agent hereunder.

**19. Buyer's Default; Damages**

In the event of a default by Buyer, the retention by the Seller of the deposit and the acquisition of ownership and possession of the plans, documents, applications, surveying, engineering, permits, approvals, reports, engineering and third-party provider work product, if any, shall be the Seller's sole remedy at law and in equity for any default by the Buyer under this Agreement.

**20. Release by Husband or Wife**

The SELLER's spouse hereby agrees to join in said deed and to release and convey all statutory and other rights and interests in the Premises.

**21. Broker as Party**

The Broker(s) named herein join(s) in this Agreement and becomes a party hereto, insofar as any provisions of this Agreement expressly apply to the Broker(s), and to any amendments or modifications of such provisions to which the Broker(s) agree in writing.

**22. Liability of Trustee, Shareholder, Beneficiary**

If the SELLER or BUYER executes this Agreement in a representative or fiduciary capacity, only the principal or the estate represented shall be bound, and neither the SELLER nor the BUYER so executing, nor any shareholder or beneficiary of any trust, shall be personally liable for any obligation, express or implied, hereunder.

**23. Warranties and Representations**

The BUYER acknowledges that the BUYER has not been influenced to enter into this transaction nor has the BUYER relied upon any warranties or representations not set forth or incorporated in this Agreement,

NDN

ED

COZ

RMD



except for the following additional warranties and representations, if any, made by either the SELLER or the Broker(s): NONE

Except for the representations and warranties contained herein or in any documents delivered by Seller to Buyer at Settlement, the Property is being acquired by Buyer in an "AS IS", "WHERE IS" condition, "WITH ALL DEFECTS" and "WITH ALL FAULTS". Buyer acknowledges that it will be acquiring the Property on the basis of its own investigations. Except as expressly set forth in this Agreement or in any documents delivered by Seller to Buyer at Settlement, no representations or warranties, whether express, implied or statutory, have been made or are made and no responsibility has been or is assumed by Seller or by any officer, person, firm, agent or representative acting or purporting to act on behalf of the Seller as to condition or repair of the Property or the value, expense of operation, existence of oil or hazardous materials on environmental matters, or income potential thereof, the reliability of any information furnished to Buyer or as to any other fact or condition which has or might affect the Property or any portion thereof. Except for the representations and warranties by Seller as provided herein, Buyer hereby expressly releases the Seller from any and all claims, losses, proceedings, damages, causes of action, liability, costs or expenses (including attorneys' fees) arising from, in connection with or caused by Hazardous Substances.

**24. Mortgage Contingency Clause**

INTENTIONALLY DELETED

**25. Construction of Agreement**

This instrument, executed in multiple counterparts, is to be construed as a Massachusetts contract, is to take effect as a sealed instrument, sets forth the entire contract between the parties, is binding upon and enures to the benefit of the parties hereto and their respective heirs, devisees, executors, administrators, successors and assigns, and may be canceled, modified or amended only by a written instrument executed by both the SELLER and the BUYER. If two or more persons are named herein as BUYER their obligations hereunder shall be joint and several. The captions and marginal notes, if any, are used only as a matter of convenience and are not to be considered a part of this Agreement or used in determining the intent of the parties to it. In the event that any deadline or date for performance or providing notice contained herein (including, without limitation, any contingencies or extensions of the time for performance under this Agreement), falls on a Saturday, Sunday or legal holiday, as the case may be, such deadline or other date shall be automatically extended to the immediately following business day. Any matter or practice which has not been addressed in this Agreement and which is the subject of a title Standard or Practice Standard of the Real Estate Bar Association of Massachusetts at the time for performance shall be governed by the Standards and Practices of the Real Estate Bar Association of Massachusetts.

**26. Additional Provisions**

The Buyer believes that based upon the size of the Premises to be conveyed by the Seller and applying the zoning by-laws in place at the time of execution of this Agreement, including conventional subdivision and flex zoning by-laws, that Buyer may be able to obtain approval for 15 Lots or more on the Premises.

Buyer is also negotiating to purchase an additional contiguous parcel of land situate at Broadway, Haverhill, MA containing approximately 8.74 acres of land (Parcel 539-439-39D) not owned by the Seller (the "Additional Land"), to include with the Premises in its subdivision application to the City which may allow the Buyer to obtain approval for additional lots from the City.



In the event Buyer enters into an agreement to purchase the Additional Land and obtains approval from the City for a plan which includes both the Premises and Additional Land, then the provisions regarding the per lot computation of the Purchase Price for each Lot approved above and beyond ten (10) Lots provided for in Paragraph 6 hereinabove shall not apply, and the Purchase Price paid from Buyer to Seller shall be fixed at \$1,500,000.00.

The provisions of said Paragraph 6 regarding the minimum purchase price shall apply in all events.

**27. Riders**

The below listed Riders, if any, are hereby incorporated into this Agreement by reference:

See Addendum A to Purchase and Sale Agreement

SELLER: Estate of Frank J. Dudley  
By: Nancy O'Neill, P.R. and  
individually  
August 28, 2023

BUYER: JR Builders, Inc.,  
By: Lawrence Palmisano  
dotloop verified  
08/28/23 11:22 AM EDT  
HHBA-B57E-EFSX-XPSP  
Larry R. Palmisano, President

SELLER: Carol Szpuk  
Carol Szpuk  
5/22/23

SELLER: Robert Dudley  
Robert Dudley  
September 1, 2023

SELLER: Frank J. Dudley, Jr.  
Frank J. Dudley, Jr.  
August 28, 2023



## ADDENDUM A TO PURCHASE AND SALE AGREEMENT

**SELLER:** Nancy O'Neill, Personal Representative of the Estate of Frank J. Dudley, Essex County Probate Court Docket # ES16P0034EA and individually, Carol Szpuk, Robert Dudley and Frank J. Dudley, Jr.

**BUYER:** JR Builders, Inc.

**PREMISES:** The land located on **Broadway, Haverhill, Essex County, Massachusetts, known as Parcel ID 539-439-9A, with the City of Haverhill Assessor's Office.** The above described premises being a portion of the premises conveyed to Frank J. Dudley and Patricia A. Dudley by deed dated August 29, 1961 and recorded with Essex South Registry of Deeds at Book 4811, Page 301, consisting of approximately 31.84 acres.

**DATE:** August 31, 2023

The following provisions supplement and amend the Purchase and Sale Agreement of even date simultaneously signed between the parties identified above, and are included within said Agreement for all purposes. If any term or provision contained in this addendum conflicts in any way with the terms of the Purchase and Sale Agreement to which it is attached, then the terms and provisions of this Addendum shall supersede the terms of the Purchase and Sale Agreement and control.

1. Project: Buyer's intent is to obtain all necessary approvals in order to construct a single-family home residential subdivision with associated infrastructure including, but not limited to drainage structures, roadways and utilities (the "Project"). Buyer shall have until **July 31, 2023** in order for Buyer to confirm the feasibility of Project. Thereafter, Buyer shall diligently pursue all necessary municipal approvals with the City of Haverhill, Massachusetts. In pursuit of the Project approvals, Buyer shall:

(a) (i) to file plans and documents for approval by municipal, state or federal boards, commissions, authorities or entities (collectively, "Authorities") including, without limiting the generality of the foregoing, plans and documents under the Massachusetts Subdivision Control Law, M.G.L. c. 41 §§81K through 81GG inclusive (collectively, "Subdivision Filings"); (ii) to file one or more notices of intent, applications, requests, plans and the like for approval by municipal, state or federal Authorities including plans and documents under the Massachusetts Wetlands Protection Act, M.G.L. c. 131 § 40 *et. seq.*, the regulations thereunder and under any municipal ordinances relating thereto (collectively, "Wetland Filings"; and (iii) to file Requests/Petitions with the Haverhill Board of Appeals and/or City Council and Plans with the Haverhill Planning Board).

(b) Buyer may inspect and test the land for chemicals and environmental hazards by records check, observation, and either digging or boring in order to obtain a report or reports ordered by Buyer from engineers, scientist, lawyers and similar professionals engaged by Buyer at its sole expense to ascertain that no hazardous material or oil (as those terms are defined in

ND/N

FD CDZ

RMD





M.G.L. c. 21E, Sec. 2), has been released or is unlawfully stored in unlawful quantities or concentrations in or on any portion of the premises and that the condition of the premises, following such testing and evaluation as required by such professional, will permit a responsible environmental engineering firm to issue an environmental site assessment report sufficient to reasonably satisfy Buyer that the condition of the premises at the time of closing will not give rise to a lien, an assessment, or liability to the Commonwealth of Massachusetts pursuant to M.G.L. C. 21E; and

(c) Seller authorizes Buyer, individually and through its employees, representatives, agents, consultants and contractors, to enter upon the premises from time to time between the execution of this Agreement and the date of delivery of the deed at reasonable times upon prior notice to Seller for the purposes of surveying, engineering, inspections, soil tests, and the like in connection with Buyer's due diligence and elected permitting activities, provided that Buyer promptly restores the premises to its prior conditions. The Buyer, for itself, its employees, representatives, agents and consultants and contractors and its successors and assigns, agrees to defend, indemnify and hold harmless the Seller, and its successors and assigns, and all persons claiming by, through and under the Seller from and against all claims, losses, costs, expenses, damage or liability of any nature resulting from any actions, injury or damage, however caused, including personal injuries and property damage in connection with the Buyer's access to and activities on the premises, resulting from the acts or omissions of Buyer, or its independent contractors or agents. This indemnity and hold harmless agreement shall include indemnity against all expenses and liabilities incurred in or in connection with any such claim or proceeding brought thereon; and the defense thereof with counsel acceptable to the Seller or counsel selected by an insurance company that has accepted liability for any such claim.

2. Title. Within ten (10) days of the execution of this Agreement, at Buyer's sole cost and expense, Buyer will order a title search in order to determine that the Seller can convey good and marketable title in and to the Property, subject only to standard title exceptions and such non-standard title exceptions as may be reasonably acceptable to Buyer. In the event title is not in conformity with the foregoing standards, Buyer shall notify Seller in writing of any title objections or defects on or before 5:00 p.m. on the sixtieth (60<sup>th</sup>) Business Day following the date of this Agreement, and Seller shall have the option of correcting such title deficiencies or providing evidence or documentation for the title company to insure over such title deficiencies. In the event Seller is unable to remedy the title deficiencies prior to Closing, or is unwilling to correct the title deficiencies or provide evidence or documentation for the title company to insure over such title deficiencies, Buyer may accept title "as is", without a reduction in the Purchase Price, and Buyer shall not have any action or claim for Damages with regard to any such deficiencies. If Buyer decides not to take title "as is," Buyer's sole remedy at law or in equity shall be termination of this Agreement, with each party being released from any liability or cause of action arising from this Agreement.

3. Permits, Plans, Test Results and Reports. If Buyer fails to obtain subdivision approval as provided for in Paragraph 1 above or if the transaction contemplated by this Agreement is terminated or is otherwise not consummated at the time for performance for any reason other than Seller's default, then Buyer hereby assigns and transfers to Seller all right, title and interest

NDN FAD CDZ RMD





of Buyer in and to all plans, surveys, engineering studies, reports, test results and the like relating to Seller's premises, all without cost to Seller.

4. Assignment; Recording. This Agreement may not be assigned or recorded by the Buyer without the prior written consent of the Seller and any recordation by Buyer (including a recording of notice hereof) or purported assignment by Buyer in violation of this paragraph shall be considered a default by Buyer under this Agreement, whereupon all deposits hereunder shall be paid to the Seller and shall become the Seller's property and this Agreement shall terminate without further recourse to the Parties hereto. This provision is not in derogation of the Buyer's rights under paragraph four (4) to designate a nominee to take title.

5. Seller Representations. All of Seller's representations under this Agreement and any Rider or Addendum hereto are to the Seller's actual knowledge, made without conducting any independent investigation or inquiry and are not intended to imply or create any obligation for the Seller to take additional actions or make further inquiry with regard to any topics contained within this Agreement, and are not intended to survive the delivery of the deed. Furthermore, it is acknowledged and agreed by the Parties that any such representations shall not constitute a representation or warranty against the existence of such conditions about which Seller has no knowledge.

6. Representations and Warranties of Buyer. Buyer represents and warrants to Buyer as follows:

(a) Power and Authority: This Agreement has been duly executed and delivered by Buyer and is the legal, valid, and binding obligation of Buyer, enforceable in accordance with its terms. Buyer has all requisite corporate power and authority, and has taken all necessary corporate action, to purchase and accept such Property from Seller as contemplated hereby, to execute and deliver this Agreement, and to perform its obligations hereunder.

(b) Organization: Buyer is a Corporation validly existing under laws of the Commonwealth of Massachusetts.

(c) Due Authorization: The execution and delivery of this Agreement and the performance by Buyer of its obligations hereunder have been duly authorized by all necessary corporate action or other appropriate governance action, and no other company proceedings on the part of Buyer are necessary to approve and authorize the execution and delivery of this Agreement and the consummation of the transactions contemplated hereby.

(d) Non-Contravention: The execution and delivery of this Agreement by Seller, and the performance of its obligations hereunder, will not: (i) breach or violate any of the provisions of, constitute a default under, or conflict with, the governing documents of Buyer; (ii) create or impose any Encumbrance on the Property; (ii) violate any Law to which Buyer is subject; or (iii) violate or result in a breach in any material respect any agreement to which Buyer is a party.

(e) Consents and Approvals: No authorization, consent, or approval of, or filing with or notice to, any Governmental Body or other Person is required to be obtained by

NDN

EM

CDZ

RMD





Buyer in connection with the execution and delivery of this Agreement by Buyer or the performance of its obligations hereunder.

7. Notice. All notices required or permitted to be given under the terms of this Agreement shall be in writing and delivered by hand, by certified mail, postage prepaid, by express courier service or by facsimile transmission and electronic mail, in the case of SELLER to the address above or to SELLER's attorney, John C. Geary, Geary & Geary, LLP, 32 Church Street, Lowell, MA 01852, Facsimile # 978-458-1337, email: [jcg@gearyandgeary.com](mailto:jcg@gearyandgeary.com) provided if any such notice is sent to SELLER a copy shall be sent to SELLER's attorney, and in the case of BUYER to the address above or to BUYER's attorney, Michael Migliori, Esq., 18 Essex Street, Haverhill, MA 01830; Facsimile # \_\_\_\_\_; email: [mmigliori@fimidlaw.com](mailto:mmigliori@fimidlaw.com), provided if any such notice is sent to BUYER, a copy shall be sent to BUYER's attorney, or in the event of either party to such other address as shall be designated by notice given to the other party in compliance with this paragraph. Except as otherwise provided for herein, notice shall be deemed given on (a) the date of receipt if delivered by hand, if sent by express courier service, and the date transmitted (provided proof of transmission is retained) if by facsimile or email transmission or (b) the earlier of the date of receipt and the date of first attempted delivery by the U.S. Postal Service, if transmitted by mail as aforesaid.

8. Electronic and Facsimile Signatures. In order to facilitate the execution and delivery of certain documents contemplated hereby; the Parties acknowledge that any signatures obtained electronically or by facsimile shall be relied upon by the parties as original signatures to any such document.

Executed under seal as of the date of the Agreement, by

Estate of Frank J. Dudley  
By:  
SELLER: Nancy O'Neill, P.R.  
Nancy O'Neill, P.R. and  
August 28, 2023

JR Builders, Inc.,  
By:  
BUYER: Lawrence Palmisano  
Larry R. Palmisano, President  
dotloop verified  
08/29/23 11:22 AM EDT  
CSZ-FDFOALAPHXGIV

SELLER: Carol Szpuk  
Carol Szpuk  
8/29/23

SELLER: Robert Dudley  
Robert Dudley  
September 1, 2023

SELLER: Frank J. Dudley, Jr.  
Frank J. Dudley, Jr.  
August 28, 2023



**IORELLO & MIGLIORI**  
**ATTORNEYS AT LAW**

KAREN L. IORELLO  
(Retired)

MICHAEL J. MIGLIORI  
mmigliori@fmlaw.com

280 Merrimack Street  
Suite B  
Methuen, Massachusetts 01844  
FAX 978-849-5191

March 7, 2024

Mr. Thomas Sullivan

Haverhill City Council President

Haverhill City Hall 4 Summer Street

Haverhill, MA 01830

RE: Special Permit (SPGA):

Owner: Frank Dudley c/o Nancy O'Neill, Essex Properties Trust

Applicant: JR Builders, INC

Location: Broadway and Emma Rose Circle

Parcel ID: 539-439-9A, 539-439-D

Chapter 255 Section 8.4 JR Builders, INC

Brief in Support of a Flexible Development at Broadway,  
Haverhill, Massachusetts

Pursuant to the Code of the City of Haverhill, Chapter 255 sec. 8.4 (Flexible Development), the applicant, JR Builders, INC., wishes to develop 50 acres of land currently comprised of two parcels owned by two separate owners. The project planned would create 26 new residential single-family homes located on approximately 20 acres of land and provide dedicated open space to be deeded to the City of Haverhill on the remaining 30 acres. The development is designed to preserve open land, protect the natural environment, protect the value of real property, promote more sensitive siting of buildings, perpetuate the appearance of the City's traditional New England landscape, facilitate the construction and maintenance of streets, utilities, and public services in a more economical and efficient manner, and offer an alternative to standard subdivision development.



## Background

The land to be developed abuts Emma Rose Circle. The Emma Rose subdivision, which consists of ten beautiful homes, was developed by Mr. Palmisano about six years ago.

Since that time Larry has been in discussions with the owners of the larger parcel in our plans for many years trying to purchase the land due to its location abutting Emma Rose Circle and due to the success the Emma Rose subdivision became. It seemed logical to continue Emma Rose Circle into the site subject of this Special Permit and create another beautiful subdivision using the Flex Zoning Ordinance because of the size of the parcel.

By using the Flex Development process, it allows Larry to donate 30 Acres of open space land to the city for trails, hiking and all outdoor activities while leaving it in its natural state as undeveloped forever.

While we were working with the city departments through the Preliminary Project Review process, we were advised that one of the sellers, Mr. Shinberg who owns the rear parcel that makes up this development, also owned a parcel of land on Amesbury Road located in the WSOPD and directly abuts the Whittier Homestead property. Mr. Shinberg was in the process of selling the parcel, which is almost 9 acres, for development.

We had discussions about the importance and value of the parcel if the city was able to pursue the purchase of the parcel.

The city apparently was unable to purchase the parcel.

Mr. Palmisano decided he would purchase the parcel and donate it to the city if his project is approved.



**Special Permit  
Pursuant to Chapter 255  
sec. 8.4 (Flexible Zoning)**

Special Permits are granted upon the City Council's written determination that the proposed use or structures shall not cause substantial detriment to the neighborhood or the City, taking into account the characteristics of the site and of the proposal in relation to that site.

The Applicant, in support of his application for a Special Permit, meets the requirements of Ch. 255-8.4 and meets the requirements to develop 26 residential homes. Pursuant to the Table of Dimensional and Density Regulations the Lot can be developed with 18 homes. Chapter 255 sec 8.4.7, allows for a density bonus which brings us to the 26 lots we are requesting.

"The SPGA may award a density bonus to increase the number of dwelling units beyond the basic maximum number. The density bonus for the flexible development shall not, in the aggregate, exceed 40% of the basic maximum number.

1. *For each additional 10% of the site over the open space required below and set aside as contiguous open space, a bonus of 5% of the basic maximum number may be awarded; provided, however, that this density bonus shall not exceed 20% of the basic maximum number.*
2. *Where the SPGA determines that the applicant has offered significant amenities to the city, including but not limited to infrastructure improvements, equipment, or technical assistance, a bonus of up to 20% of the basic maximum number may be awarded."*

The plan submitted by Mr. Palmisano was developed to meet the express purpose and intent of section 8.4 and the density bonus requirements of 8.4.7.



Mr. Palmisano has been very generous with his open space offering of 30 acres at the site of the development, allowing for a trail system around the development for public recreational use. These offerings are significant when compared with other developments that incorporate large portions of wetlands. The wetlands located on this site are minimal.

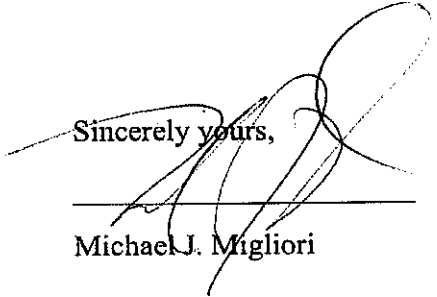
Further, the purchase of the Amesbury Road parcel located in the WSOPD and which abuts the Whittier Homestead which the city will receive can be viewed as a significant amenity being given to the city.

Additionally, Mr. Palmisano is providing other enhancements such as fire suppression systems and infrastructure improvements to the city's water system.

The Flexible Development plan Mr. Palmisano has submitted for this site, in addition to addressing the purpose and intent of the ordinance, also significantly reduces a number of adverse environmental impacts that would be seen in a conventional 18 lot subdivision that can be developed on the site by right.

The Flexible Development plan as presented complies with the requirements of the ordinance and clearly addresses the goals sought to be achieved by the Flexible Development Ordinance.

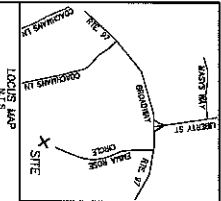
Sincerely yours,



---

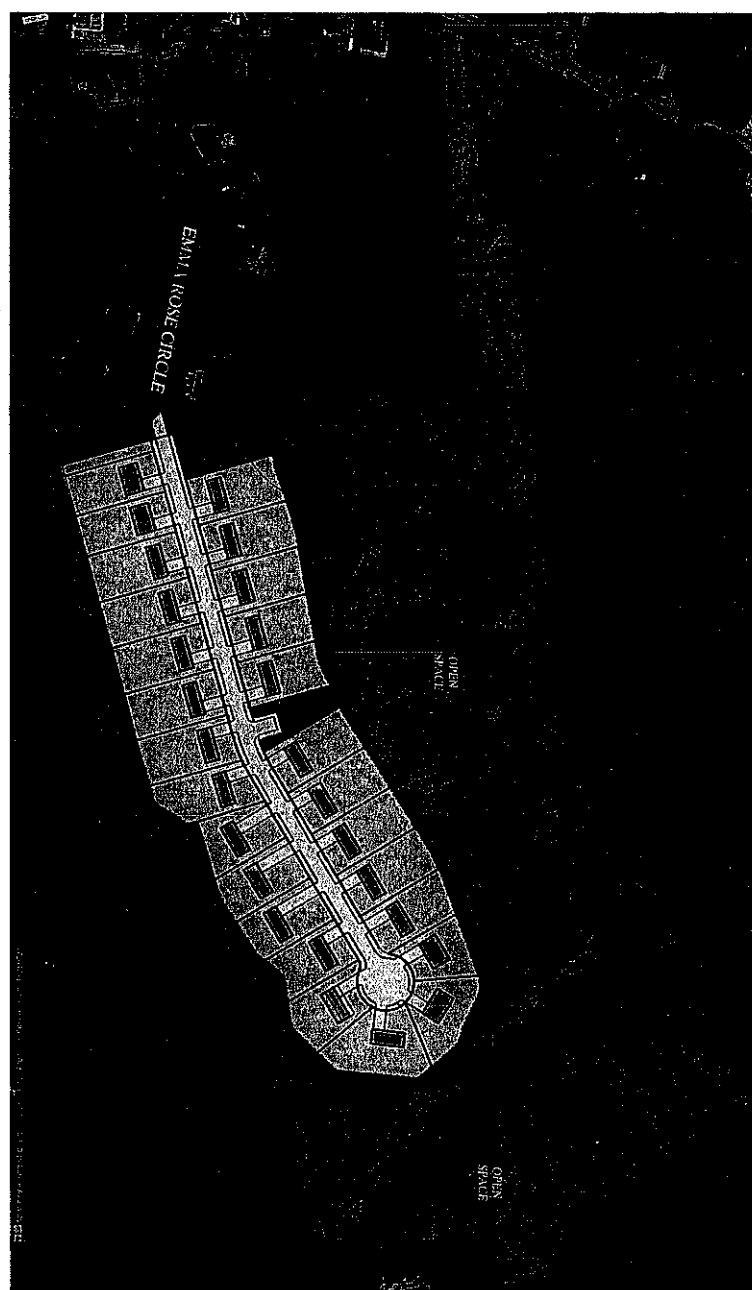
Michael J. Migliori





# FLEXIBLE DEVELOPMENT IN HAVERHILL, MA FEBRUARY 2024

SHEET NO.	TITLE
1	COVER SHEET
2	EXISTING CONDITIONS
3	CONVENTIONAL YIELD PLAN
4	SITE PLAN
5-6	GRADING & DRAINAGE PLAN
7-8	PLAN & PROFILE
9-10	EROSION AND SEDIMENTATION CONTROL PLAN



THIS PLAN IS FOR PERMITTING PURPOSES ONLY AND IS NOT INTENDED FOR CONSTRUCTION.

GRAPHIC SCALE  
1" = 100'  
(IN FEET)  
1" = 200'

PREPARED FOR  
JR BUILDERS, INC.  
18 INDUSTRIAL WAY  
Salem, NH 03079

NO.	DATE	DESCRIPTION	BY	DATE	CHKD BY	PROJECT
1	MAR. 5, 2024	CHG. SET. 11A				W24272

MILLENNIUM ENGINEERING, INC.  
ENGINEERING AND LAND SURVEYING  
63 DAV. ST. SUITE 201, MA 01832 (978) 463-8880  
13 HAWTHORN RD. DEXTER, MI 48831 (800) 776-0528

SITE PLAN  
IN  
HAVERHILL, MA  
AT  
BROADWAY

COVER  
SHEET  
SHEET C-1

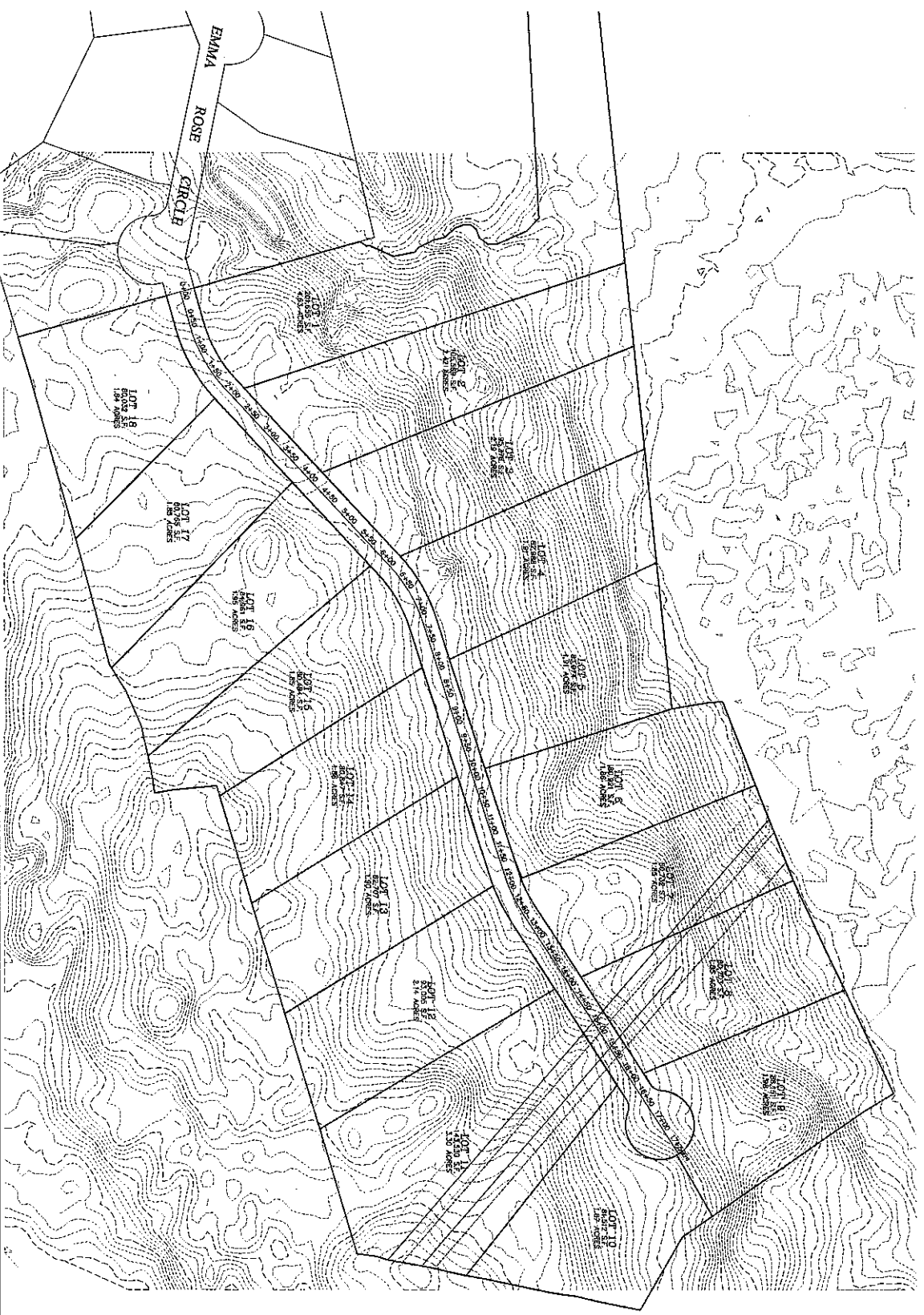




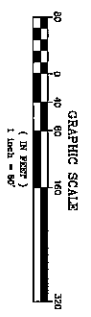


**ZONING DISTRICT - RR**

LOT AREA:	60,000 S.F.
LOT FRONTAGE:	100 FEET
LOT DEPTH:	600 FEET
FRONT SETBACK:	40 FEET
SIDE SETBACK:	25 FEET
REAR SETBACK:	40 FEET
MIN. LOT AREA:	10,000 S.F.
MIN. LOT DEPTH:	100 FEET
MIN. LOT WIDTH:	75 FEET
MIN. LOT AREA:	35 FEET



THIS PLAN IS FOR PERMITTING PURPOSES ONLY AND IS NOT INTENDED FOR CONSTRUCTION.



PREPARED FOR  
JR BUILDERS, INC.  
15 INDUSTRIAL WAY  
SALEM, NH 03079

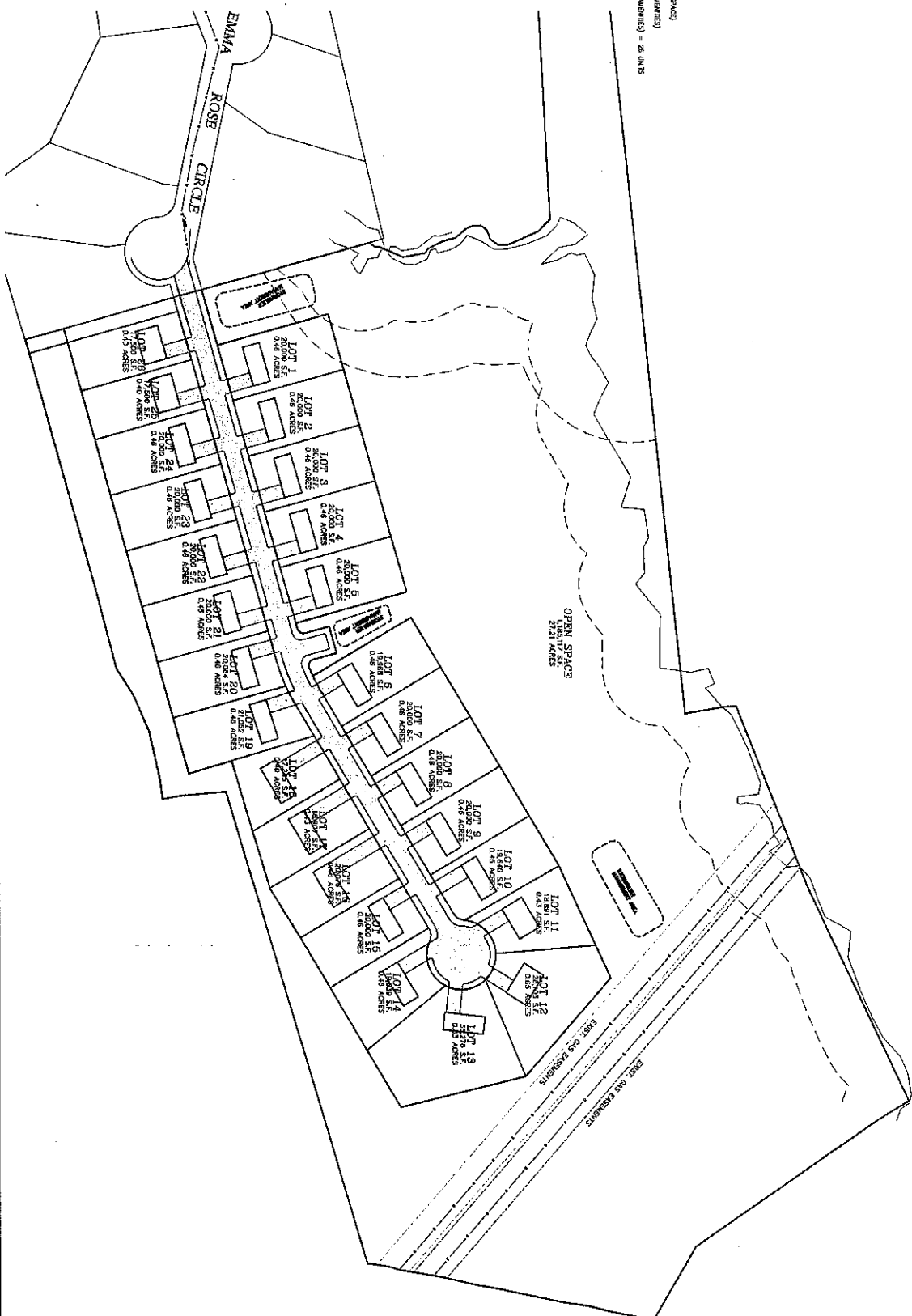
NO.	DATE	DESCRIPTION	BY	DATE	SCALE	CHECK BY	DATE	PROJECT
1					1"=40'			
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								

**MEI** **MILLENNIUM ENGINEERING, INC.**  
ENGINEERING AND LAND SURVEYING  
62 ELM ST., SUITE 200, SALEM, NH 03079  
13 HAMPTON RD., EXETER, NH 03824 (603) 776-0228  
DATE: MAR. 5, 2024  
SCALE: 1"=40'  
CHECK BY: J.E.B.  
PROJECT: W234272

**SITE PLAN**  
IN  
HAVERHILL, MA  
AT  
O BROADWAY

**YIELD PLAN**  
SHEET C-3



[illegible]

GRAPHIC SCALE

0 40 80 120

( IN FEET )

1 inch = 80'

[illegible]

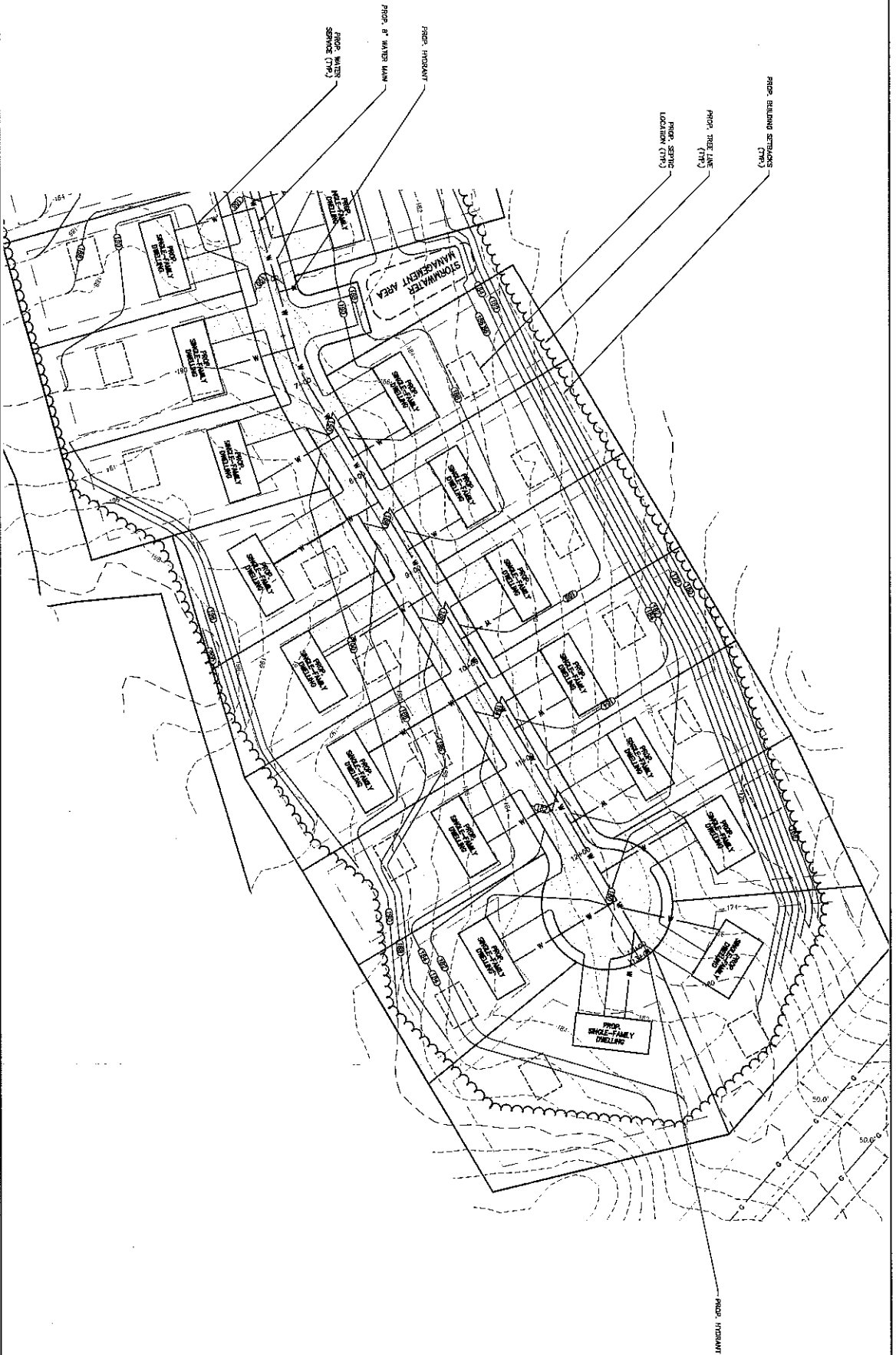
PROJECT: M23427

**SITE  
PLAN**

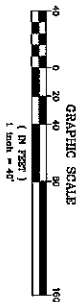








THIS PLAN IS FOR PERMITTING PURPOSES ONLY AND IS NOT INTENDED FOR CONSTRUCTION.



PREPARED FOR  
JR BUILDERS, INC.  
16 INDUSTRIAL WAY  
SHELDON, NH 03079

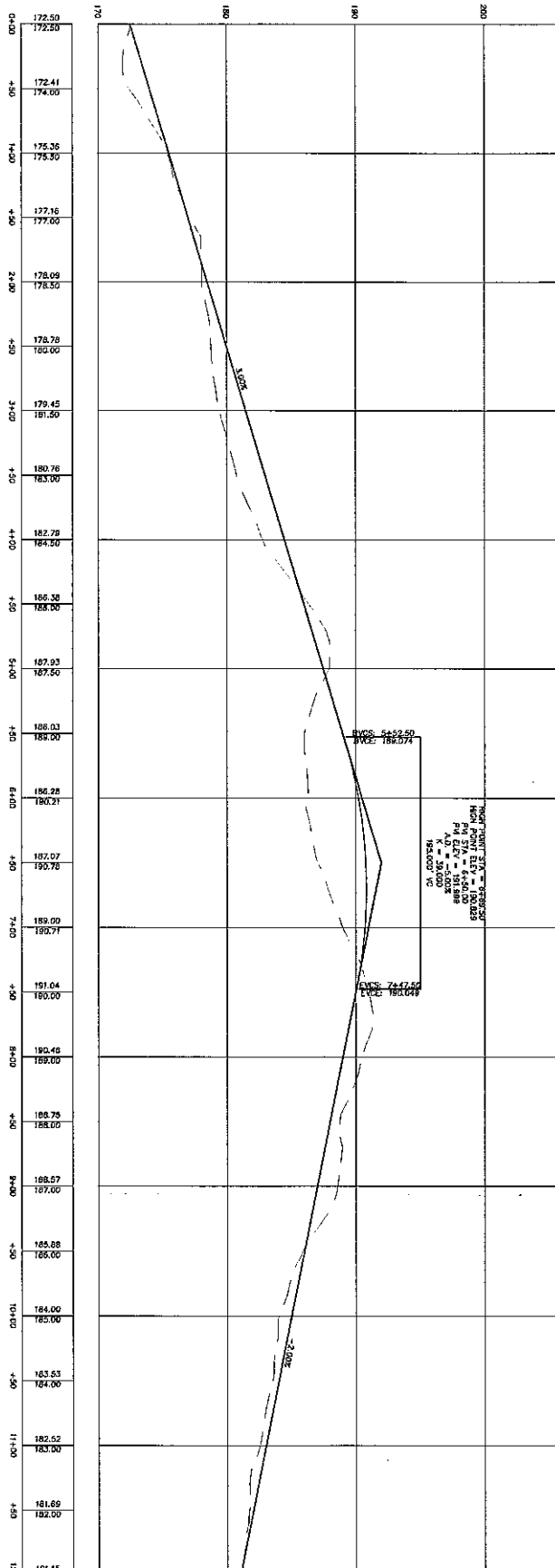
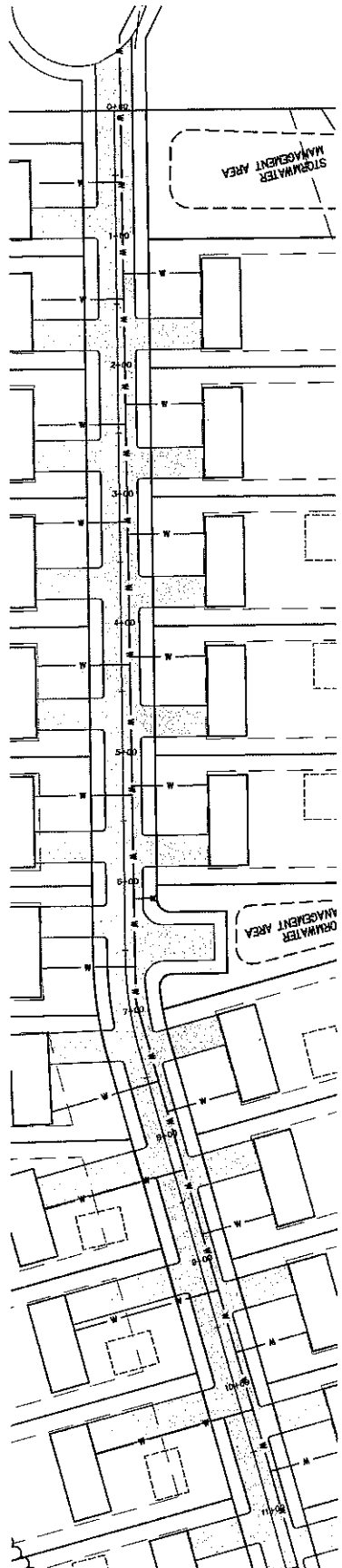
NO.	DATE	DESCRIPTION	BY

**MEL** MILLENNIA ENGINEERING, INC.  
ENGINEERING AND LAND SURVEYING  
62 OLD ST. SAULSBURY, MA 01827 (978) 445-8880  
13 HANCOCK RD. EXETER, NH 03303 (603) 779-2528  
SCALE: 1"=40'  
DATE: MAR. 5, 2024  
CHECKED BY: J.M.  
PROJECT: MA24272

**SITE PLAN**  
IN  
HAVERHILL, MA  
AT  
O BROADWAY

GRADING &  
DRAINAGE  
PLAN  
SHEET C-6





THIS PLAN IS FOR PERMITTING PURPOSES ONLY AND IS NOT INTENDED FOR CONSTRUCTION.

GRAPHIC SCALE  
(IN FEET)  
1 inch = 40'

PREPARED FOR  
**JR BUILDERS, INC.**  
15 INDUSTRIAL HWY  
SHELTON, NH 03075

**MEI**  
MILLENNIUM ENGINEERING, INC.  
ENGINEERING AND LAND SURVEYING  
82 ELM ST. SUITE 200 (2ND FLOOR)  
13 WASHINGTON ST. SUITE 200 (2ND FLOOR)  
778-5558

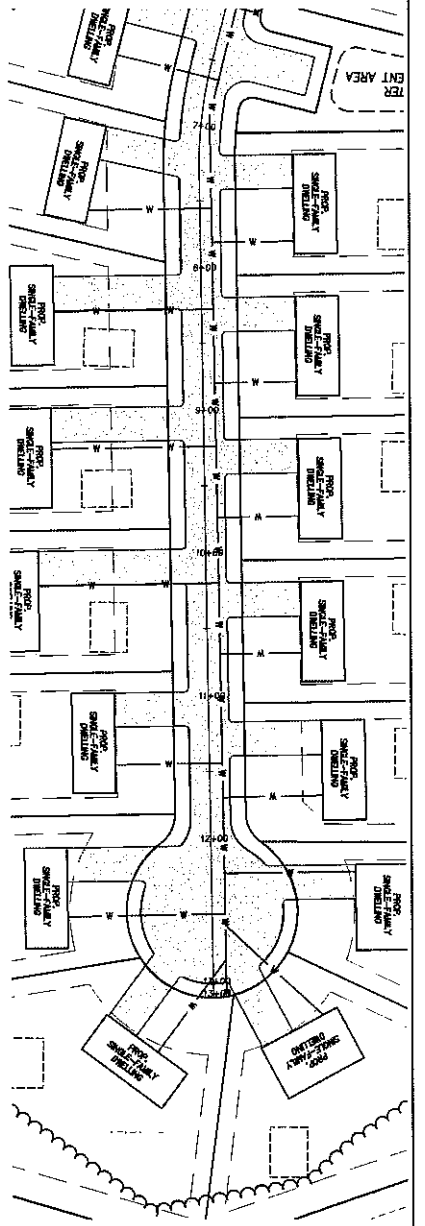
NO. DATE DESCRIPTION BY DATE

SCALE: 1"=40'  
DATE: MAR 5, 2024  
CADD: BKT, EWE  
PROJECT: W24272

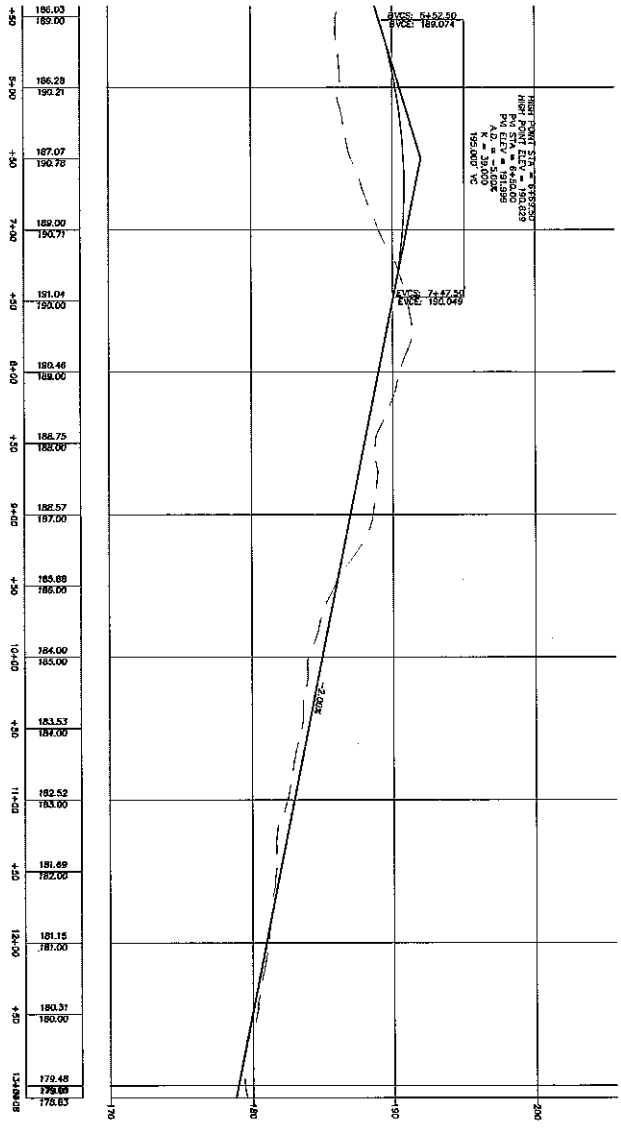
**SITE PLAN**  
IN  
HAVERHILL, MA  
AT  
O BROADWAY

**PLAN & PROFILE**  
SHEET: C-7

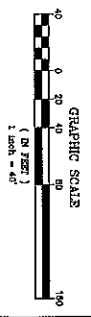




HIGH POINT STA = 4185.25  
 HIGH POINT ELEV = 64.50  
 PG STA = 64.50  
 PG ELEV = 64.50  
 K = 20.00  
 152.00' VC



THIS PLAN IS FOR PERMITTING  
 PURPOSES ONLY AND IS NOT  
 INTENDED FOR CONSTRUCTION.



PREPARED FOR  
 J.R. BUILDERS, INC.  
 15 INDUSTRIAL AVE  
 SALEM, NH 03079

NO.	DATE	DESCRIPTION	BY	DATE	SCALE	CHK. BY	DATE	PROJECT
1	MAR. 5, 2024	DESIGN	MEI		1"=40'			1234567

**MEI**  
 MILLENNIUM ENGINEERING, INC.  
 ENGINEERING AND LAND SURVEYING  
 62 ELM ST., SUITE 200, (2ND FL.)  
 15 WILSON RD. SCEN. NH 03023 781-555-5555

SITE PLAN  
 IN  
 HAVERHILL, MA  
 AT  
 O BROADWAY

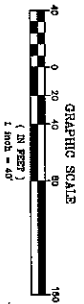
PLAN  
 PROFILE  
 SHEET C-6







THIS PLAN IS FOR PERMITTING PURPOSES ONLY AND IS NOT INTENDED FOR CONSTRUCTION.



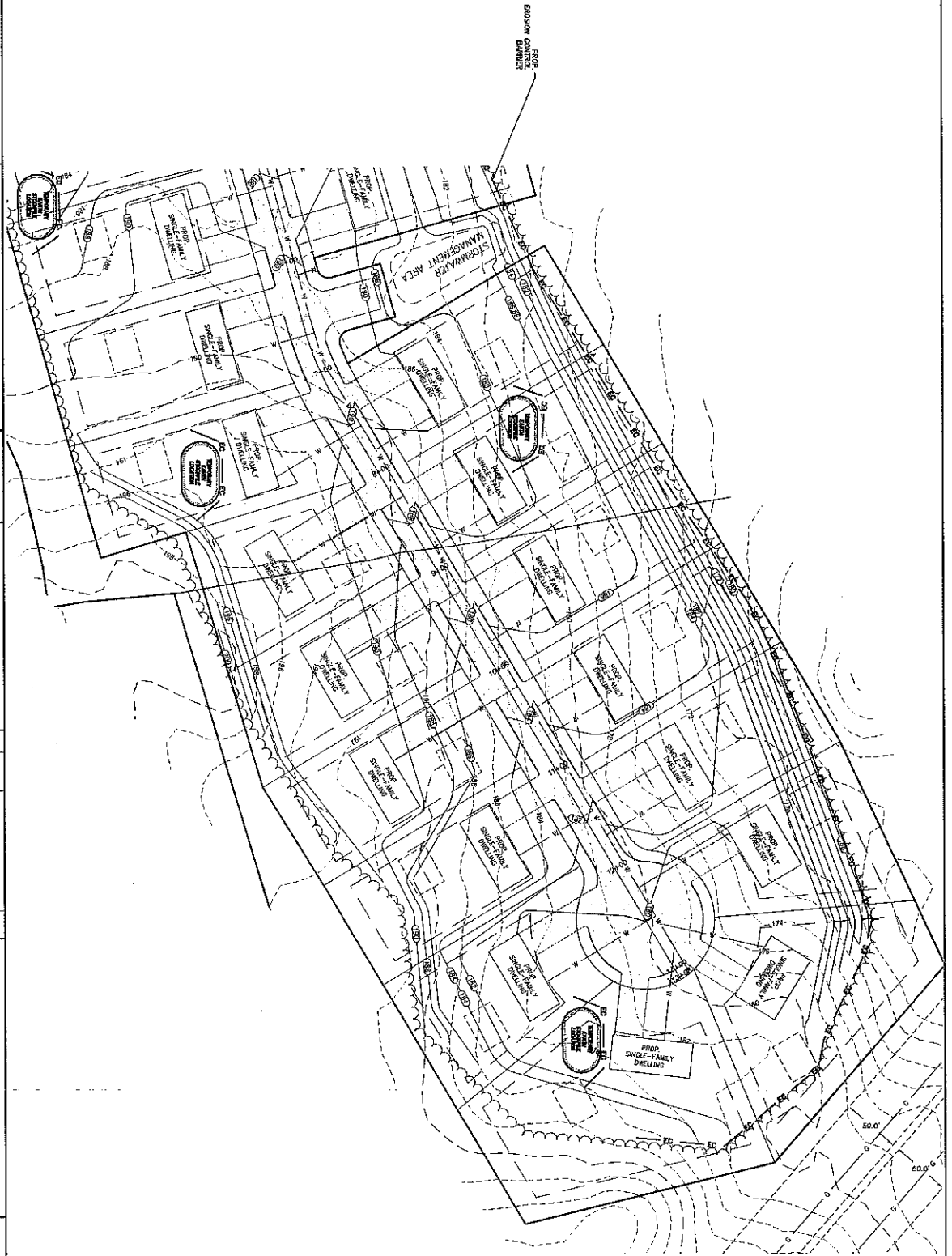
PREPARED FOR  
JR. BUILDERS, INC.  
16 INDUSTRIAL WAY  
SHELBY, NH 03079

NO.	DATE	DESCRIPTION	BY

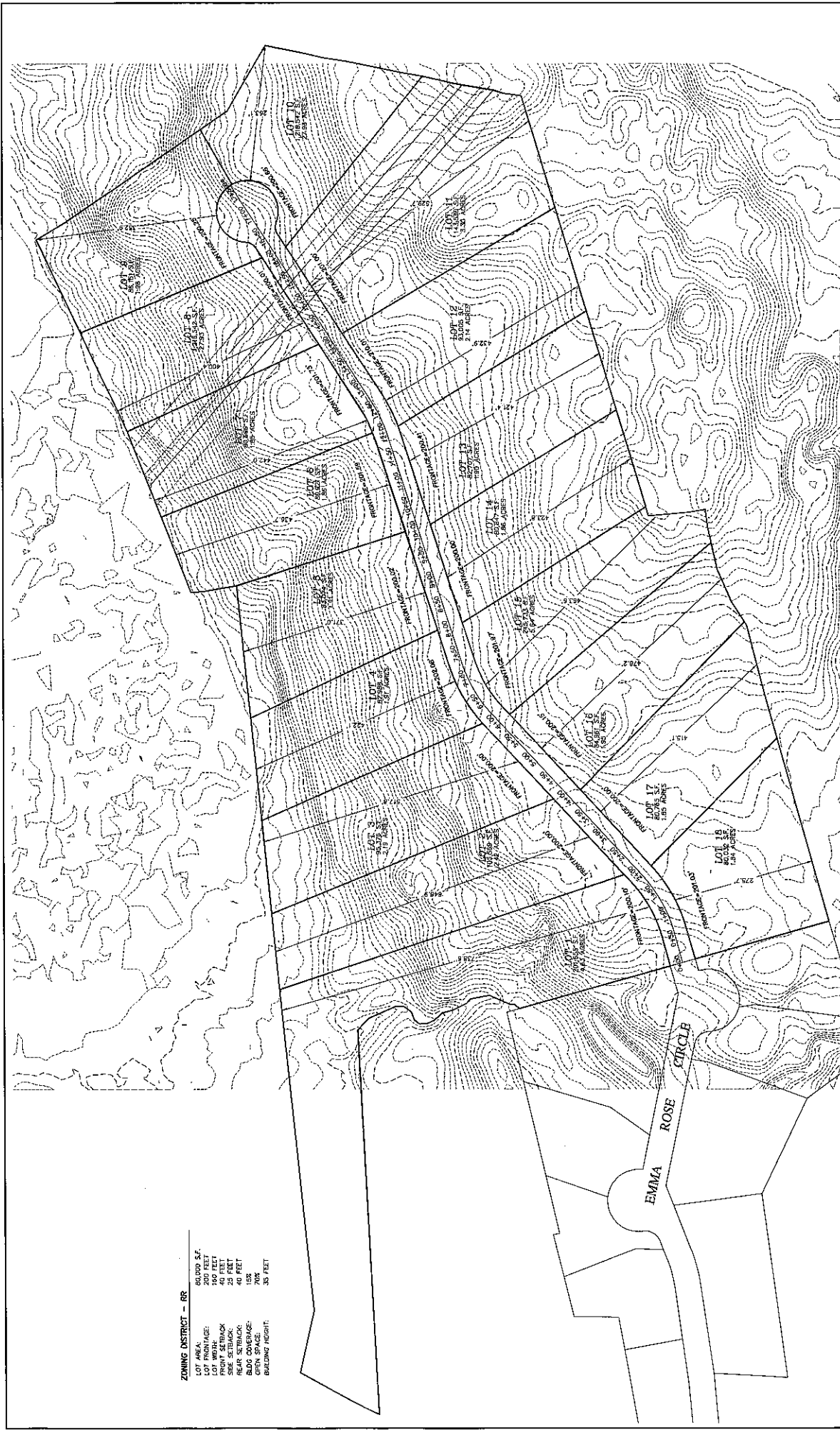
**MEI** **MILLENNIUM ENGINEERING, INC.**  
ENGINEERING AND LAND SURVEYING  
42 DIX ST. SULLY, MA 01922 (978) 483-8880  
11 HANFORD RD. DERRY, NH 03025 (603) 778-8028  
SCALE: 1"=40'  
DATE: MAR. 5, 2024  
DRAWN BY: E.M.B.  
PROJECT: M24272

**SITE PLAN**  
IN  
HAVERHILL, MA  
AT  
O BROADWAY

EROSION &  
SEDIMENTATION  
CONTROL  
PLAN  
SHEET C-10

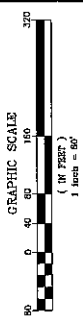






ZONING DISTRICT - R2


LOT AREA:	60,000 S.F.
LOT FRONTAGE:	200 FEET
LOT WIDTH:	140 FEET
MIN. LOT DEPTH:	25 FEET
REAR SETBACK:	25 FEET
REAR SETBACK:	40 FEET
BLDG COVERAGE:	15%
MAX. BLDG HEIGHT:	35 FEET



THIS PLAN IS FOR PERMITTING PURPOSES ONLY AND IS NOT INTENDED FOR CONSTRUCTION.

PREPARED FOR  
JR BUILDERS, INC.  
15 INDUSTRIAL WAY  
SALEM, NH 03079

NO	DATE	DESCRIPTION	BY

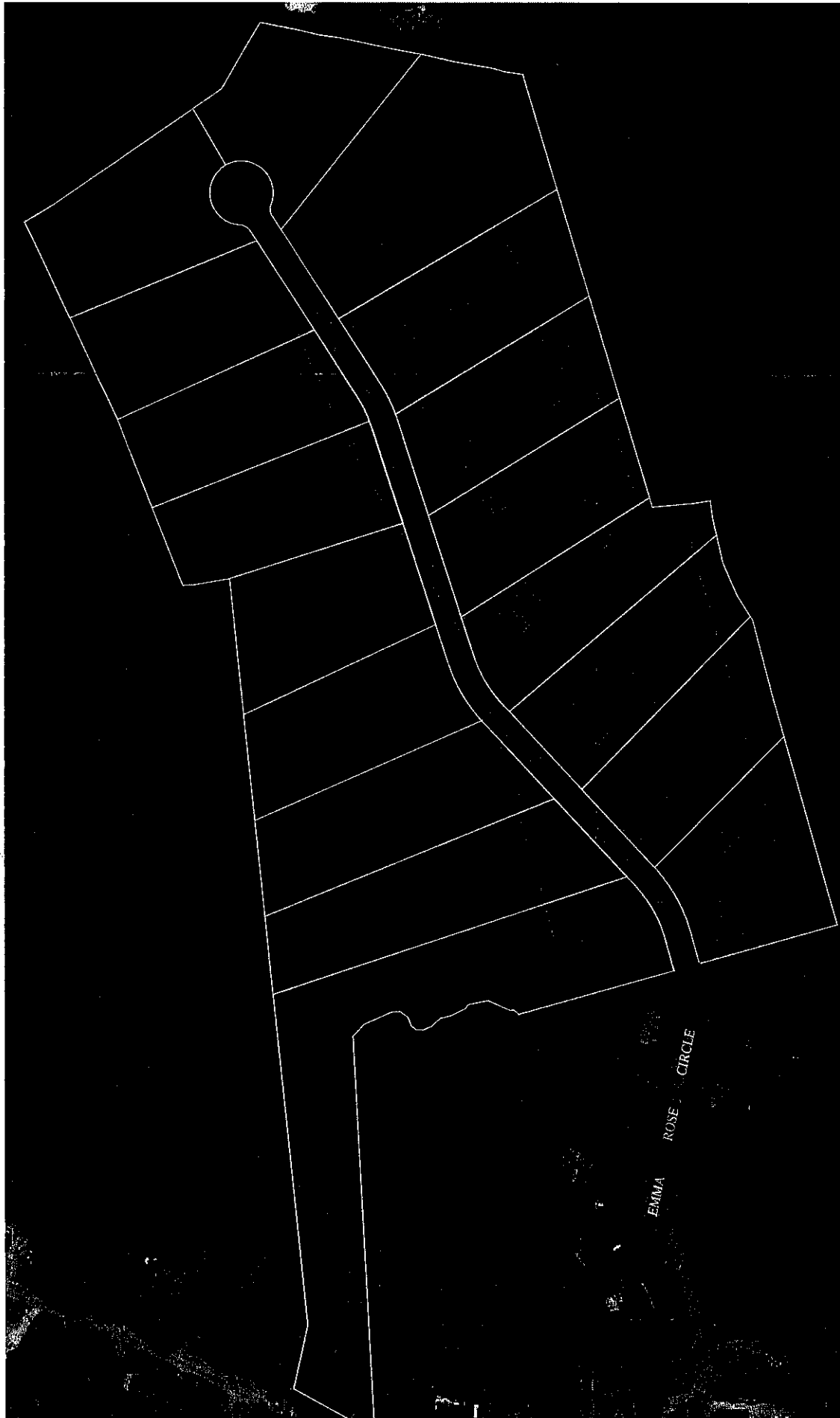
**MILLENNIUM ENGINEERING, INC.**  
100 W. MAIN ST., 3RD FLOOR  
HAVERHILL, MA 01830  
(978) 453-8800  
FAX (978) 453-8801  
13 HAMPTON RD., EXETER, NH 03833 (603) 776-0528

SCALE: 1"=80'  
DATE: MAY. 1, 2024  
CALC. BY: J.F.A.  
CHD. BY: E.W.B.  
PROJECT: M034272

**SITE PLAN**  
HAVERHILL, MA  
0 BROADWAY

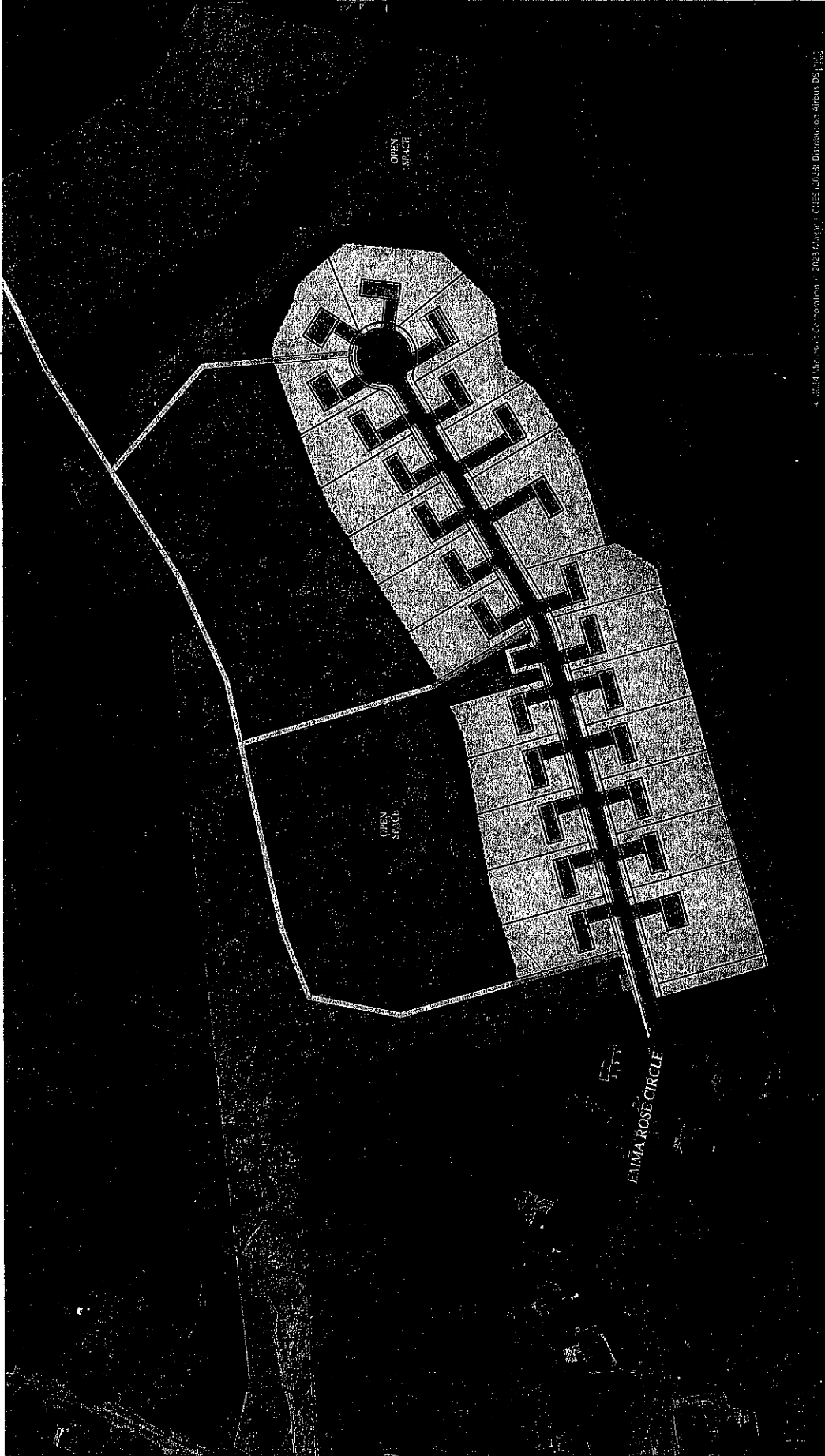
**YIELD PLAN**  
SHEET: C-3





<p>GRAPHIC SCALE</p>		<p>PREPARED FOR</p> <p><b>JR BUILDERS, INC.</b>          1000 BROADWAY          SALEM, MA 01970</p>	<table border="1"> <tr> <th>NO.</th> <th>DATE</th> <th>DESCRIPTION</th> <th>BY</th> </tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </table>	NO.	DATE	DESCRIPTION	BY																																									<p><b>MEI</b> <b>MILLENNIUM ENGINEERING, INC.</b>          ENGINEERING AND LAND SURVEYING          13 HAMPDEN ST., 3RD FL.          BOSTON, MA 02114          TEL: (617) 778-0588          FAX: (617) 778-0589</p>	<p>CONCEPT PLAN          IN          HAVERHILL, MA          AT          O BROADWAY</p>	<p>CONCEPTUAL          YIELD PLAN</p>
NO.	DATE	DESCRIPTION	BY																																															
<p>SCALE: 1" = 80'</p> <p>DATE: NOV. 28, 2023</p> <p>CALC. BY: J.T.M.</p> <p>CHECKED BY: E.T.B.</p> <p>PROJECT: 423422</p>		<p>SHEET: 1 OF 1</p>																																																

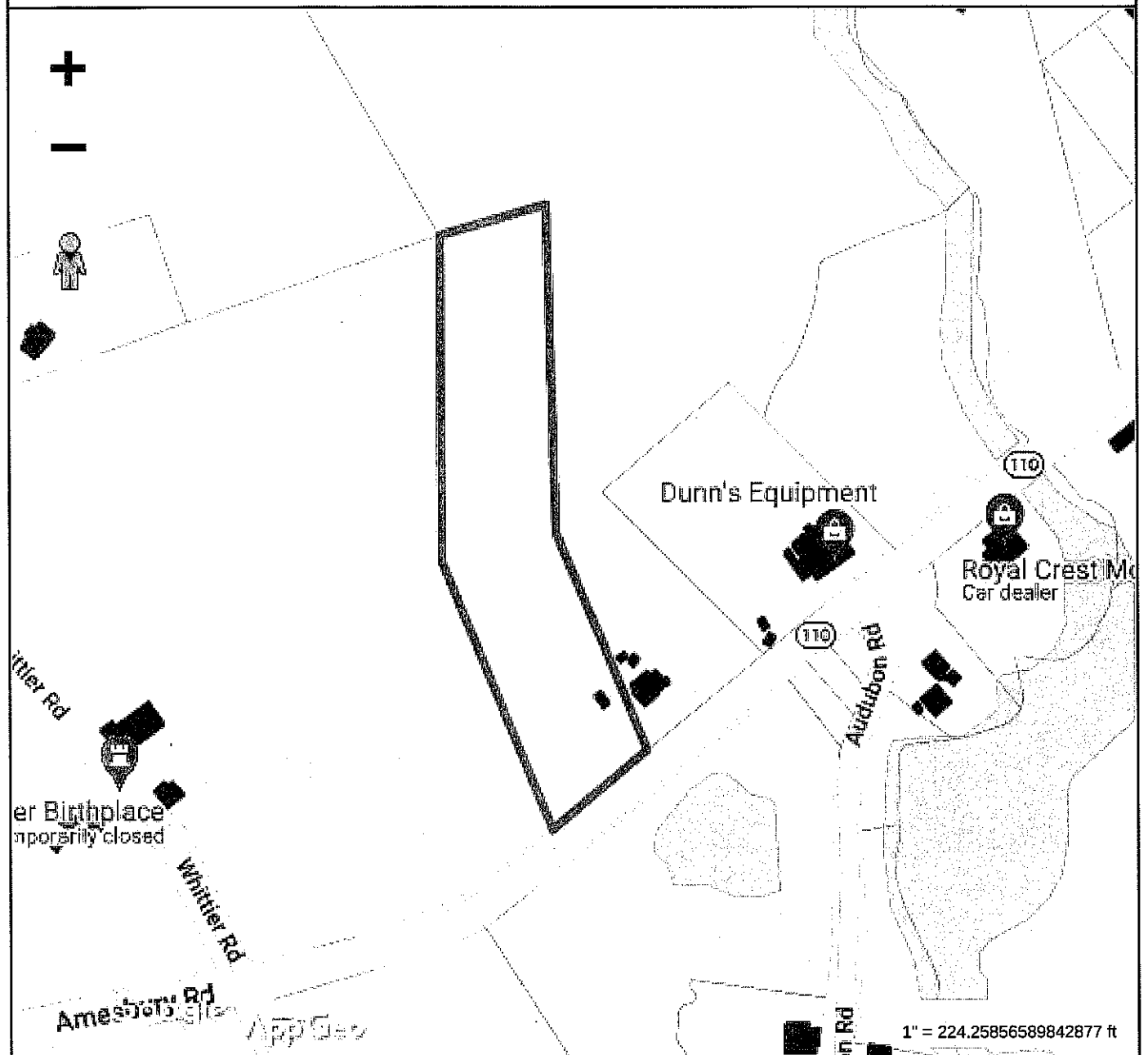




4. 2024 Millennial Corporation - 2023 Map - CHSE (04.04) Denison Avenue D3 1.1.3

<p>THIS PLAN IS FOR PERMITTING PURPOSES ONLY AND IS NOT INTENDED FOR CONSTRUCTION.</p>		<p>GRAPHIC SCALE</p> <p>1" = 100'</p>		<p>PREPARED FOR</p> <p><b>JR BUILDERS, INC.</b> 18 INDUSTRIAL WAY SHELDON, NY 11783</p>		<p>REVISIONS</p> <table border="1"> <thead> <tr> <th>NO.</th> <th>DATE</th> <th>DESCRIPTION</th> <th>BY</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>4/30/24</td> <td>REVISIONS PER CITY COMMENTS</td> <td>J.T.M.</td> </tr> </tbody> </table>		NO.	DATE	DESCRIPTION	BY	1	4/30/24	REVISIONS PER CITY COMMENTS	J.T.M.	<p><b>MEI</b> <b>MILLENNIUM ENGINEERING, INC.</b> ENGINEERING AND LAND SURVEYING 25 CUM ST. W. 01545 12 WILSON RD. BURLINGTON, MA 01803 TEL: (978) 452-0880 FAX: (978) 452-0881 PROJECT: M234272</p>		<p><b>SITE PLAN</b> IN <b>HAVERHILL, MA</b> AT <b>BROADWAY</b></p>		<p><b>PRESENTATION PLAN</b></p> <p>SHEET C-1</p>	
NO.	DATE	DESCRIPTION	BY																		
1	4/30/24	REVISIONS PER CITY COMMENTS	J.T.M.																		



**Property Information**

Property ID 440-2-6  
Location AMESBURY RD  
Owner ESSEX PROPERTIES TRUST

**MAP FOR REFERENCE ONLY  
NOT A LEGAL DOCUMENT**

City of Haverhill, MA makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated February 5, 2019  
Data updated February 4, 2019

Print map scale is approximate.  
Critical layout or measurement  
activities should not be done using  
this resource.



## WHITTIER BIRTHPLACE

305 Whittier Road • Haverhill, MA 01830-1738



The Trustees of the John Greenleaf Whittier Homestead support the conservation of land abutting the Whittier Birthplace and look forward to working with the City of Haverhill in these efforts. The Whittier Birthplace was organized in April 1893 to preserve the historic landscape, house, and other buildings as nearly as may be, in the same condition as when John Greenleaf Whittier lived on the farmstead and to provide public access to the property so that the legacy of Whittier's literary and abolition works may be remembered.

Cindy Davis Jackson - President

James Cleary - Vice President

Marcia Rogers - Treasurer

Linda Koutoulas -Secretary

Arthur Veasey

Lynda Brown

James Carbone

Robyn Tretter

Thomas Phaneuf



## Kaitlin Wright

---

**From:** Michael Migliori <mmigliori@fimidlaw.com>  
**Sent:** Tuesday, May 7, 2024 12:33 PM  
**To:** Laurie Brown; Kaitlin Wright  
**Cc:** tom@tsullivanlaw.com; TJ Melvin; Larry Palmisano  
**Subject:** CCSP 24-4 Broadway & Emma Rose Continuance

**Warning! External Email. Exercise caution when opening attachments or clicking on any links.**

Laurie and Kaitlin,

In light of the fact that there may be two councilors unable to attend and vote on the above referenced special permit I am requesting a continuance until June 4<sup>th</sup> (this is the next meeting that hopefully will have a full council). Should you have any questions or comments please let me know.

My client has advised the neighbors of the need for the continuance.

Thank you.

Michael J. Migliori  
Fiorello & Migliori  
280 Merrimack Street, Suite B  
Methuen, MA 01844

fx 978-849-5191



MELINDA E BARRETT  
MAYOR



**CITY OF HAVERHILL**  
**MASSACHUSETTS**

11.2.1

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

HAVERHILL CITY CLERK MAY 30 2024 PM 03:04

May 16, 2024

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

**RE: Jeremiah McCarthy– Harbor Commission**

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

I hereby appoint Jeremiah McCarthy, 7 Brickett Avenue, Haverhill to the Harbor Commission. This is a non-confirming appointment which takes effect immediately and expires on May 31st, 2025.

Sincerely,

**Melinda E. Barrett**  
**Mayor**

MEB/em

Cc: Jeremiah McCarthy



MELINDA E BARRETT  
MAYOR



**CITY OF HAVERHILL**  
**MASSACHUSETTS**

11.2.2  
CITY HALL, ROOM 100  
FOUR SUMMER STREET  
HAVERHILL, MA 01830  
PHONE 978-374-2300  
FAX 978-373-7544  
MAYOR@HAVERHILLMA.GOV  
WWW.CI.HAVERHILL.MA.US

HAVERHILL CITY CLERK MAY30/24 PM 3:34

May 30, 2024

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

**RE:**  
**Alison Colby-Campbell- Harbor Commission**

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

I hereby appoint Alison Colby-Campbell 112 Farwood Drive, Haverhill to the Harbor Commission. This is a non-confirming appointment which takes effect immediately and expires on May 31st, 2025.

Sincerely,

**Melinda E. Barrett**  
**Mayor**

MEB/em

Cc: Alison Colby-Campbell



*Hearing July 9, 2024*

City Clerk - Repetitive Petition - Add to a project

 **Expiration Date****Active****Request Changes**

(/#/explore/request-changes/176125)

⋮

**CCSA-24-1***Repetitive  
petition**12.1***Details**

Submitted on Apr 29, 2024 at 1:30 pm

**Attachments**

12 files

**Activity Feed**

Latest activity on May 7, 2024

**Applicant**

Russell Channen

 1**Location**

0 STANLEY DR, Haverhill, MA 01830

**View** ▼**Edit Workflow****Application Fees**

Paid Apr 29, 2024 at 1:31 pm

**City Clerk Review**

Completed May 01, 2024 at 1:52 pm

**Planning Director Approval**

Completed May 06, 2024 at 8:53 am

**Building Chief Inspector Approval**



Completed May 02, 2024 at 2:48 pm

**Planning Board Clerk Notified**

Completed May 06, 2024 at 9:00 am

**Conservation Approval**

Completed May 06, 2024 at 12:17 pm

**DPW Approval**

In Progress

**Engineering Approval**

In Progress

**Fire Approval**

Completed May 07, 2024 at 4:16 pm

**Police Approval**

In Progress

**School Approval**

In Progress

**Wastewater Approval**

Completed May 07, 2024 at 11:04 am

**Water Approval**

Completed May 07, 2024 at 7:57 am

**Planning Board Member A Review**

Review

**Planning Board Member B Review**

Review

**Planning Board Member C Review**

Review

**Planning Board Member D Review**

Review







**Planning Board Member E Review**  
Review



**Planning Board Member F Review**  
Review



**Planning Board Member G Review**  
Review



**Planning Board Member H Review**  
Review



**Planning Board Member I Review**  
Review



**Assessor Readies the Abutters List**  
Completed May 06, 2024 at 10:10 am



**First Announcement Ad Placed**  
Review



**Appeal Placed on Planning Agenda**  
Review



**Abutter Notification**  
Review



**Planning Board Meeting**  
Review



**Planning Board Decision**  
Document



**City Council Meeting**  
Review







## Conservation Approval

**● Complete** ▾

Complete

Assignee

Robert Moore

Due date



None

**Robert Moore**

Remove Comment • May 6, 2024 at 12:17 pm

No objection to project returning to City Council. If Special Permit is granted, project will require a Notice of Intent filing with the Conservation Commission.

This step was assigned to Robert Moore - May 6, 2024 at 9:00 am  
Robert Moore approved this step - May 6, 2024 at 12:17 pm





## Fire Approval

**Complete** ▾

Complete

Assignee

 Eric Tarpy

Due date



None

**Eric Tarpy**

Remove Comment • May 7, 2024 at 4:16 pm

The planning, design and construction of new buildings, renovation of existing buildings and structures to provide egress facilities, fire protection and built-in fire protection equipment shall be in accordance with 780 CMR; and any alterations, additions or changes in buildings required by the provisions of 527 CMR which in the scope of 780 CMR, 9th edition, shall be made in accordance therewith. Plans approved by the fire department are approved with the intent they comply in all respects to MSBC, 780 CMR 527 CMR 1.00, MGL Chapter 148 and any City of Haverhill ordinance. Any omissions or errors on the plans do not relieve the applicant of complying with applicable requirements

This step was assigned to Eric Tarpy - May 6, 2024 at 9:00 am  
Eric Tarpy approved this step - May 7, 2024 at 4:16 pm





## Water Approval

**Complete** ▾

Complete

Assignee

Andrew Carvalho

Due date

None



Andrew Carvalho

Remove Comment • May 7, 2024 at 7:57 am

**Water Service Application:**

Water Service Applications forms are now available online, click here (<https://www.cityofhaverhill.com/Water%20Service%20Final%202-28-2023.pdf>).

**Instructions:**

Applicant must complete the Water Service Application form and sign where appropriate. Once signed, scan and upload the form onto the Viewpoint portal and we will receive an email.

You may also obtain a paper copy at the Water Billing Office, City Hall, 4 Summer Street, Room 300 or at the Water Maintenance Office at 125 Amesbury Road. You can also return the completed and signed Water Service Application directly to Water Maintenance Office at 125 Amesbury Road.

**Note:** Submission of water service(s) application is required for review and processing. The developer shall be required to pay all invoices to the City's billing department directly. No permits for water shall be granted until these application(s) are completed. Offsite improvements may be required.

***Existing services shall be discontinued at the corporation, this can be conducted when installing the newly approved service but is encouraged to do so at the earliest convenience of the project and is required to be inspected by a Water Department Personnel. If existing services are not discontinued the Haverhill Water Department reserves the right to not issue metering devices and/or turn on new service(s).***

***\*\*Failure to comply with City Ordinance Chapter 250: Water, shall result in a delay in issuance of foundation permit(s).\*\****



If you have any questions, please call 978-374-2368.

This step was assigned to Andrew Carvalho - May 6, 2024 at 9:00 am  
Andrew Carvalho approved this step - May 7, 2024 at 7:57 am





SO.ESSEX #89 Bk:42023 Pg:011  
03/14/2024 11:10 AM DEED Pg 1/3  
eRecorded

MASSACHUSETTS EXCISE TAX  
Southern Essex District ROD  
Date: 03/14/2024 11:10 AM  
ID: 1610059 Doc# 20240314000890  
Fee: \$364.80 Cons: \$80,000.00

## Quitclaim Deed

I, Peter C. Lane, an unmarried man, of Salisbury, Essex County, Massachusetts

for consideration paid and in full consideration of Eighty Thousand and 00/100  
(\$80,000.00) Dollars

Grant to Dennis R. Suslavich and Susan M. Suslavich, husband and wife, as tenants by  
the entirety, of 47 Village Woods Road, Haverhill, Essex County, Massachusetts

With Quitclaim Covenants

The unimproved land in Haverhill, Essex County, Massachusetts, located on the  
southerly side of Stanley Drive, being shown as LOT A on a plan of land entitled "Plan  
Of Land At Stanley Drive In Haverhill, Massachusetts, Prepared For: Peter Lane, 33  
Stanley Drive, Haverhill, Massachusetts, Engineer: Atlantic Engineering & Survey  
Consultants Inc. ", Dated: April 24, 2023, Scale: 1" = 20', which plan is recorded at the  
Essex South Registry of Deeds at Book 41538, Page 384, to which Plan reference is  
hereby made for a more particular description of said LOT A.

Said LOT A is bounded and described as follows:

Beginning at an iron rod found at the northeasterly corner of the premises and LOT B  
(CORRECTED) on the southeasterly side of Stanley Drive, thence running

South 21°26'38" East      by said LOT B (CORRECTED) 100.00 feet to a point at  
land labelled on said Plan as Assessor Ref: 640-1-43,  
thence turning and running

South 68°33'22" West      by said land labelled on said Plan as Assessor Ref: 640-1-  
43 100.00 feet to a point at the most southwesterly corner  
of LOT A as shown on said Plan, thence turning and  
running

North 21°26'38" West      by land labelled on said Plan as Assessor Ref: 640-600-7  
100.00 feet to an iron rod found in the southeasterly  
sideline of Stanley Drive as shown on said Plan, thence  
turning and running

North 68°33'22" East      by said Stanley Drive 100.00 feet to the iron rod found and  
the point begun at.

Property: Stanley Drive, Haverhill, MA



Being Lot 8 and a portion of Lot 9 as shown on "Plan For Stanley Drive For Acceptance, Haverhill, Mass.", recorded with the Essex South District Registry of Deeds in Plan Book 80 Plan 17.

The Grantor releases to Grantees all rights of homestead and other interests herein. The Grantor states under the pains and penalties of perjury that there are no former spouses nor partners to a domestic union nor other persons who are entitled to estates of homestead in the premises.

Meaning and intending to convey and hereby conveying a portion of the same premises conveyed to Peter C. Lane and Mary Anne Lane, as joint tenants with rights of survivorship, by deed of Mary Anne Lane dated October 24<sup>th</sup>, 2012, and recorded in the Essex South District Registry of Deeds at Book 31857, Page 529. Mary Anne Lane deceased on December 16, 2022, as evidenced by a death certificate recorded in the Essex South Registry of Deeds at Book 41541 Page 30.

*(Signature page to follow.)*



Executed as a sealed instrument this 13<sup>th</sup> day of March, 2024.

  
Peter C. Lane

COMMONWEALTH OF MASSACHUSETTS

Essex, ss.

On this 13<sup>th</sup> day of March, 2024, before me, the undersigned notary public, personally appeared Peter C. Lane, proved to me through satisfactory evidence of identification, which was a driver's license, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose.



PHILIP A. PARRY  
NOTARY PUBLIC

COMMONWEALTH OF MASSACHUSETTS

MY COMMISSION EXPIRES  
MAY 24, 2024

  
Notary Public— Philip A. Parry  
My Commission Expires: 05-24-2024



**FIGRELLO & MIGLIORI**  
**ATTORNEYS AT LAW**

KAREN L. FIGRELLO  
(Retired)

MICHAEL J. MIGLIORI  
mmigliori@fmilaw.com

280 Merrimack Street  
Suite B  
Methuen, Massachusetts 01844  
FAX 978-849-5191

October 18, 2023

Timothy J. Jordan, President  
Haverhill City Council  
City Hall  
4 Summer Street  
Haverhill, MA 01830

Re: Special Permit WSPOD  
Owner: Peter Lane  
Applicant: Ronald Judkins  
Stanley Drive, Haverhill MA  
Parcel ID: 640-600-8

Dear President Jordan:

Please be advised this office represents Ronald Judkins regarding the property located at Stanley Drive and being shown on Haverhill Assessor's Map 640 Block 600 Lot 8.

The parcel consists of 10,000 square feet of land.

Mr. Judkins is requesting a Special Permit from the City of Haverhill to construct a two-family residential building. The Haverhill Zoning Ordinance Chapter 255 Section 9 requires a Special Permit due to the fact that the parcel is located in the Water Supply Protection Overlay District.

The property is shown in Haverhill Assessor's Map 640 Block 600 Lot 8 and is located in the "RH" Zoning District.

The property meets all of the dimensional and use criteria as set out in the Haverhill Zoning Ordinance for a two-family home which is allowed in the RH Zone and requires no waivers or variances.

Kindly schedule a hearing to be held before the City Council. I have enclosed the appropriate plans, reports and fees in connection with the requested Special Permit.

The applicant further agrees to waive the statutory requirement for Haverhill City Council to hold a hearing on the matter within sixty-five (65) days.



Should you have any questions or need any additional information, please don't hesitate to contact me.

Sincerely yours,

Michael J. Migliori

MJM/dma

Enc.

c.c.: Ronald Judkins  
William Pillsbury, Economic Development Office





**CITY OF HAVERHILL  
CITY COUNCIL MINUTES**

**Tuesday, December 12, 2023 at 7:00 PM**

**Theodore A. Pelosi, Jr. Council Chambers, 4 Summer St., Room 202  
In-Person/Remote Meeting**

---

Present – President Jordan, Councilors Barrett, Sullivan, Michitson, Lewandowski, McGonagle, Rogers, and Toohey

Attending Remotely – Councilor Bevilacqua

City Clerk – Kaitlin M. Wright

**1. OPENING PRAYER**

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL OF MINUTES OF PRIOR MEETING**

*Motion by Councilor Bevilacqua to approve November 28<sup>th</sup> minutes, second Councilor Barrett*  
*PASSED Placed on File Yeas 9, Nays 0*

*Motion by Councilor Sullivan to approve December 5<sup>th</sup> minutes, second Councilor Barrett*  
*PASSED Placed on File Yeas 9, Nays 0*

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

Councilor Michitson assigned the minutes.

**5. COMMUNICATIONS FROM THE MAYOR:**

5.1. Mayor Fiorentini requests to introduce BETA Engineering, the City's consultant working on the pavement management plan. They will be providing a PowerPoint presentation detailing the plan specifics.

Mayor Fiorentini introduced the BETA Group. Anthony Gerro, Sr. Vice President along with Tito Sanchez, Project Manager. Mr. Gerro gave a PowerPoint presentation outlining the city's pavement management plan.

5.2. Mayor Fiorentini and Council President Jordan request to introduce *Whittier Regional Vocational Technical High School's* Superintendent Maureen Lynch who will be giving a presentation on the MSBA *Whittier Tech* new Building Project.

Maureen Lynch, Superintendent of Whittier Tech, who gave a PowerPoint presentation on the MSBA Whittier Tech new building project. She also introduced her team Kara Kosmes, Chris Laganas, Robert Hardy, Tia Gerber, David Saindon, Doug Roberts, Alicia Carintano and John LaMarre. The website to find all the information on the project is [www.buildingthefutureofwhittier.org](http://www.buildingthefutureofwhittier.org). The public vote for the school is January 23, 2024.

Several citizens spoke in support the new school Alex Valhouli, Amanda Crosby, Mary Ellen Daly O'Brien, Jay Faxon, Debbie Gange, Natalie DeLeno, Nichols Gavina.





**CITY OF HAVERHILL  
CITY COUNCIL MINUTES**

**Tuesday, December 12, 2023 at 7:00 PM**

**Theodore A. Pelosi, Jr. Council Chambers, 4 Summer St., Room 202  
In-Person/Remote Meeting**

---

5.3. Mayor Fiorentini submits the following Order for display of flags on City Hall Property for approval

5.3.1. **Order** – Guidelines For The Display of Flags on City Hall Property  
*related communication from City Solicitor William Cox*

*Motion by Councilor Sullivan, second Councilor Toohey*

**PASSED**

*Yeas 8, Nays 0, Absent 1 (Bevilacqua)*

5.4. Mayor Fiorentini submits the following Home Rule Petition regarding Electric Vehicle Charging Stations for approval

5.4.1. **Home Rule Petition** – An Act Establishing Guidelines for the Installation and Use of Electric Vehicle Charging Stations in the City of Haverhill  
*related communication from City Solicitor William Cox*

*Motion by Councilor Michitson to send to A&F in order to coordinate with Condo Associations, second Councilor Lewandowski*

**PASSED send to A&F**

*Yeas 8, Nays 0, Absent 1 (Bevilacqua)*

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

6.1. Councillor McGonagle requests to introduce Patrick Menzie who would like to present a check to *Northeast Veterans Outlook Outreach* to start heating assistance program for Veterans

Patrick Menzie addressed the Council presented a \$10K check to Veterans Outreach Center for heating assistance.

Jim Behen, Outreach Coordinator, explained the services provided by VNEOC for Veterans.

6.2. Council President Jordan requests to introduce Jeff Grassie of the *Cogswell Club*. He will speak briefly about the Club and then introduce this year's nonprofit beneficiaries, Jonathan Pramas of the *Haverhill Downtown Boxing* and Lisbeth Valdez director of *MakeIT Haverhill*

Jeff Grassie gave a summary of the Cogswell Club. He announced the nonprofit beneficiaries Lisbeth Valdez of MakeIT Haverhill and Jonathan Pramas of Haverhill Downtown Boxing. Each gave a summary of their programs.

**7. PUBLIC PARTICIPATION- REQUESTS UNDER COUNCIL RULE 28**





**CITY OF HAVERHILL  
CITY COUNCIL MINUTES**

**Tuesday, December 12, 2023 at 7:00 PM**

**Theodore A. Pelosi, Jr. Council Chambers, 4 Summer St., Room 202  
In-Person/Remote Meeting**

---

**8. COMMUNICATIONS AND REPORTS FROM CITY OFFICERS AND EMPLOYEES:**

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

**10. HEARINGS AND RELATED ORDERS:**

- 10.1.1. Document 96; Petition from Attorney Migliori representing Ronald Judkins for Hearing CCSP 23-14 Special Permit to build a 2 family at 0 Stanley dr which is in the Watershed Protection Overlay District  
*comments from departments are included*

**President Jordan opened the hearing.**

Michael Migliori appeared before the Council representing Ronald Judkins for a special permit. The property is located on Stanley Drive. The parcel consists of 10K square feet. Mr. Judkins is proposing to construct a two-family home on the parcel where he plans on residing in the larger home and father will be in the smaller one. Lot is in the RH Zoning district which allows two-family homes. Because the property is located in the WSOD, the proposed use requires a special permit from the Council.

George Zambouras, Engineer, highlighted items in his report which was drafted to ensure standards are met for the WSOD.

Councilor concerns were water drainage from property affecting area and existing houses; impact of the project; and missing requirements of the application.

Attorney Migliori stated the city department heads reviewed this extensively and were satisfied.

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

President Jordan asked if anyone would like to speak in opposition?

Those speaking in opposition were James Allen, Arthur Tzitzon, Paul Magliocchetti for Linda and Edward Baxter.

**President Jordan closed the hearing.**

*Motion by Councilor McGonagle, second Councilor Sullivan*

Councilor McGonagle commented on his disappointment with not coming fully prepared.

Councilor Rogers agrees with protecting water shed and disappointed it is a two-family.

Councilor Michitson suggested sending it back to department heads for answers. Thinks developer should reconsider to make it a single-family home.

Councilor Barrett would like to add several conditions if feels will go forward.

Councilor McGonagle will add to his motion with approval of all city departments.





**CITY OF HAVERHILL  
CITY COUNCIL MINUTES**

**Tuesday, December 12, 2023 at 7:00 PM**

**Theodore A. Pelosi, Jr. Council Chambers, 4 Summer St., Room 202  
In-Person/Remote Meeting**

---

Councilor Michitson asked instead of voting down, send it back to make sure all appropriate information is provided and developer come back with a one family home design.

Councilor McGonagle asked president for a point of order. Applicant has an avenue if it is voted down, he will come back as a material change.

**President Jordan:** *Motion by McGonagle to approve with department conditions, second Councilor Sullivan.*

**Madam Clerk please call the roll.**

City Clerk Wright: Vice President Michitson-no, Councilor Barrett-no, Councilor Bevilacqua-absent, Councilor Sullivan-no, Councilor Lewandowski-no, Councilor McGonagle-no, Councilor Rogers-no, Councilor Toohey-no, President Jordan-no, 0 Yeas, 8 Nays, 1 Absent (Bevilacqua)

**President Jordan: FAILED**

**11. APPOINTMENTS:**

**11.1. Confirming Appointments:**

**11.2. Non-Confirming:**

**11.3. Resignations:**

**11.4. PETITIONS:**

11.4.1. Petition from Johnson & Borenstein, LLC for applicant *D & D Realty Trust* to accept the applicant's request to *withdraw* their application for CCSP 20-5, 0 Brandy Brow rd

*Motion by Councilor Barrett, second Councilor Toohey*

*PASSED withdrawn Yeas 8, Nays 0, Absent 1 (Bevilacqua) 108*

11.4.2. Petition 110726 from TJ Melvin on behalf of Steve Paquette, requesting hearing to have O'Leary Way accepted as a public way Refer to Planning Board & Council Hearing Jan 9, 2024

*Motion by Councilor Sullivan, second Councilor Rogers*

*PASSED to be heard January 9<sup>th</sup> Yeas 8, Nays 0, Absent 1 (Bevilacqua) 109*

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

**11.6. Amusement/Event Application - with Police approval**

**11.7. Auctioneer License:**

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

11.8.1. *HHS Boys Swim & Dive, December 30 & 31*





**CITY OF HAVERHILL  
CITY COUNCIL MINUTES**

**Tuesday, December 12, 2023 at 7:00 PM**

**Theodore A. Pelosi, Jr. Council Chambers, 4 Summer St., Room 202  
In-Person/Remote Meeting**

---

*Motion by Councilor Sullivan, second Councilor Barrett*

**PASSED**

*Yeas 8, Nays 0, Absent 1 (Bevilacqua)*

**3-T**

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

**11.10. Annual License Renewals:**

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

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

**11.10.2.1. Academy Lanes, 725 South Main st, 12 Coin-ops**

*Motion by Councilor Sullivan, second Councilor Rogers*

**PASSED**

*Yeas 8, Nays 0, Absent 1 (Bevilacqua)*

**13-G**

**11.10.2.2. Crescent Yacht Club, 30 Ferry st, 2 Coin-ops pending HPD approval**

*Motion by Councilor Sullivan, second Councilor Barrett*

**PASSED**

*All in Favor*

**13-H**

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

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

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

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

**11.10.7. Sunday Pool**

**11.10.8. Bowling**

**11.10.9. Sunday Bowling**

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

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

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

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

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

**11.10.15. Roller Skating Rink**

**11.10.16. Sunday Skating**

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

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

**12. MOTIONS AND ORDERS:**

**13. ORDINANCES (FILE 10 DAYS)**

**14. COMMUNICATIONS FROM COUNCILLORS:**

- 14.1.** Council President Jordan and Councilor Sullivan request to discuss asking the City Solicitor draft an Order to update the rules for passing agenda items before Council beginning in January 2024, specifically that for passage of an item by a simple majority vote, it will require 6 affirmative votes and for passage of an item requiring a 2/3 majority





**CITY OF HAVERHILL  
CITY COUNCIL MINUTES**

**Tuesday, December 12, 2023 at 7:00 PM**

**Theodore A. Pelosi, Jr. Council Chambers, 4 Summer St., Room 202  
In-Person/Remote Meeting**

---

vote, it will require 8 affirmative votes. The rationale for doing this now being that we want the correct numbers in place in time for our first regular meeting in January. A complete review of the remainder of current Council rules and regulations will take place in January.

*Motion by Councilor Sullivan, second Councilor Barrett*  
**PASSED** *All in Favor*

110

**15. UNFINISHED BUSINESS OF PRECEEDING MEETING:**

15.1. Mayor submits Memorandum of Agreement (MOA) & Salary Ordinance between City of Haverhill and the *Haverhill Superior Officers* from November 28 2023

*Motion by Councilor Sullivan, second Councilor Barrett*  
**PASSED** *Yeas 8, Nays 0, Absent 1 (Bevilacqua)*

15.2. Document 34-H; Memorandum of Agreement between City of Haverhill and the *Haverhill Superior Officers*

*Motion by Councilor Sullivan, second Councilor Barrett*  
**PASSED** *Yeas 8, Nays 0, Absent 1 (Bevilacqua)*

15.3. Document 35-I; Ordinance re: Salaries – *Superior Officers Group* filed November 30 2023

*Motion by Councilor Barrett, second Councilor Lewandowski*  
**PASSED** *Yeas 8, Nay 0, Absent 1 (Bevilacqua)*

**16. RESOLUTIONS AND PROCLAMATIONS:**

**17. COUNCIL COMMITTEE REPORTS AND ANNOUNCEMENTS**

**18. DOCUMENTS REFERRED TO COMMITTEE STUDY**

**19. LONG TERM MATTERS STUDY LIST**

**20. ADJOURN :**

*Motion by Councilor Sullivan, second Lewandowski*  
**PASSED** *Yeas 8, Nays 0, Absent 1 (Bevilacqua)*

Adjourned 22:11



## CORRECTION OF PROPOSED NEW STRUCTURE

On the Repetitive Petition, the application contained an incorrect house size of 46 x 22 x 28. The correct proposed structure would be 42 x 34 x 28.





# Haverhill

Economic Development and Planning  
Phone: 978-374-2330 Fax: 978-374-2315

## Public Hearing Notice 6-12-24 Planning Board Meeting

The Haverhill Planning Board will hold its public hearing on **WEDNESDAY, June 12, 2024, at 7:00 P.M.** in Room 202, Haverhill City Hall. (See files in the Planning Dept. for further information).

**Repetitive Petition for Stanley Drive.** The applicant/owner Dennis and Susan Suslavich seeks permission to go back to the City Council showing specific and material change from the old application before the City Council on 12.12.23. The new petition reduces the petitioner's request from a two family to a single-family residence. See Map:640 Block:600 Lot:8 (CCSA-24-1)

Paul Howard

Chairman

Advertise: HG: 5/23&5/30

HAU CITY CLERK MAY15/24 04:10:34



LAW OFFICES OF

***Phillips, Gerstein & Channen, LLP***

25 Kenoza Avenue ■ Haverhill, MA 01830

Tel: (978) 374-1131 ■ Fax: (978) 372-3086

www.pgclawoffice.com

Herbert P. Phillips (1933 - 2017)

Michael A. Gerstein

Russell S. Channen

Of Counsel:

Jane M. Owens Triano

JULY 9, 2024

CCSA 24-1

Repetitive  
petition

April 25, 2024

Planning Board  
City Council  
City of Haverhill  
4 Summer Street  
Haverhill, MA 01830

Re: Current Owners' (Dennis R. Suslavich and Susan M. Suslavich – "Applicants")  
Application for Repetitive Petition pursuant to City of Haverhill Code, Chapter 255  
Section 10.5.1

**PROPERTY LOCATION: 0 Stanley Drive, Map/Block/Lot 640-600-8**

Dear Sir/Madam:

Please accept this letter as the Applicants' Request for a Repetitive Petition, pursuant to Chapter 255 Section 10.5.1, concerning the Property located at 0 Stanley Drive, Parcel ID 640-600-8 ("the Property"). In support of this request, the undersigned states the following:

On December 12, 2023, a hearing was held before the Haverhill City Council concerning the prior applicant, Ronald Judkin's request for a Special Permit for the Property. The Haverhill City Council denied the request and in its deliberations noted concerns; the first and primary concern being Mr. Judkin's request to build a two family home; and the second being water/drainage concerns from the neighbors.

Dennis R. Suslavich and Susan M. Suslavich, the current Owners/Applicants request approval of this Repetitive Petition based upon specific and material changes and conditions for which the December 12<sup>th</sup> denial was based upon. These specific and material changes are as follows:

1. With respect to the City Council's prior denial based upon a two-family home, the Applicants' intend to construct a single family "Green" home on the Property which will be Owner occupied. The home will be environmentally friendly, totally electric and have zero emissions. The house will be heated and cooled with high-efficiency electric heat pumps with net zero carbon, free solar. The system will replenish the groundwater with approximately 200 gallons a day of clean water equating to



approximately 70,000 gallons a year. The home will set the standard of future eco-friendly homes. Attached are copies of the proposed building plans for the Home.

2. With respect to the drainage issue, attached hereto are plans that were developed by the Applicants' engineer which provide additional drainage and run-off support. French drains will be constructed on both sides of the home. This change is materially related and in direct response to Mayor (then Councilor) Barrett's concern regarding water runoff to the direct abutters. Specifically the proposed system would allow for water to be diverted to a rain garden to be put back into the groundwater. In addition, the prior home had a proposed deck on the back. The current Applicants will replace the deck and install pervious pavers which will only enhance drainage for the Property.

The Applicants will provide oil spill kits with 3M petroleum, absorbent pads, bucket and pillows for each piece of equipment on site to mitigate any possible oil spills during construction.

During the December 12<sup>th</sup> hearing, at least one City Councilor suggested that if Mr. Judkins' returned with a Special Permit Application for a single family home that they would consider this to be a specific and material change warranting approval of a Request for a Repetitive Petition.

3. Because the multi-family home and water/drainage concerns were the two main issues raised and arguably used to deny the prior Applicant's Petition on December 12, 2023 and because these issues have been specifically addressed and this Petition provides specific and material changes to the issues raised by the Council, the undersigned requests that this Application for Repetitive Petition be allowed by both the Planning Board and the City Council.

The Applicants will be simultaneously submitting an Application for a Special Permit to allow them to construct a single family home on the Property.

To the extent the Planning Board and City Council approve this Repetitive Petition, the Applicants would request that their Special Permit application be placed on the next available City Council agenda.

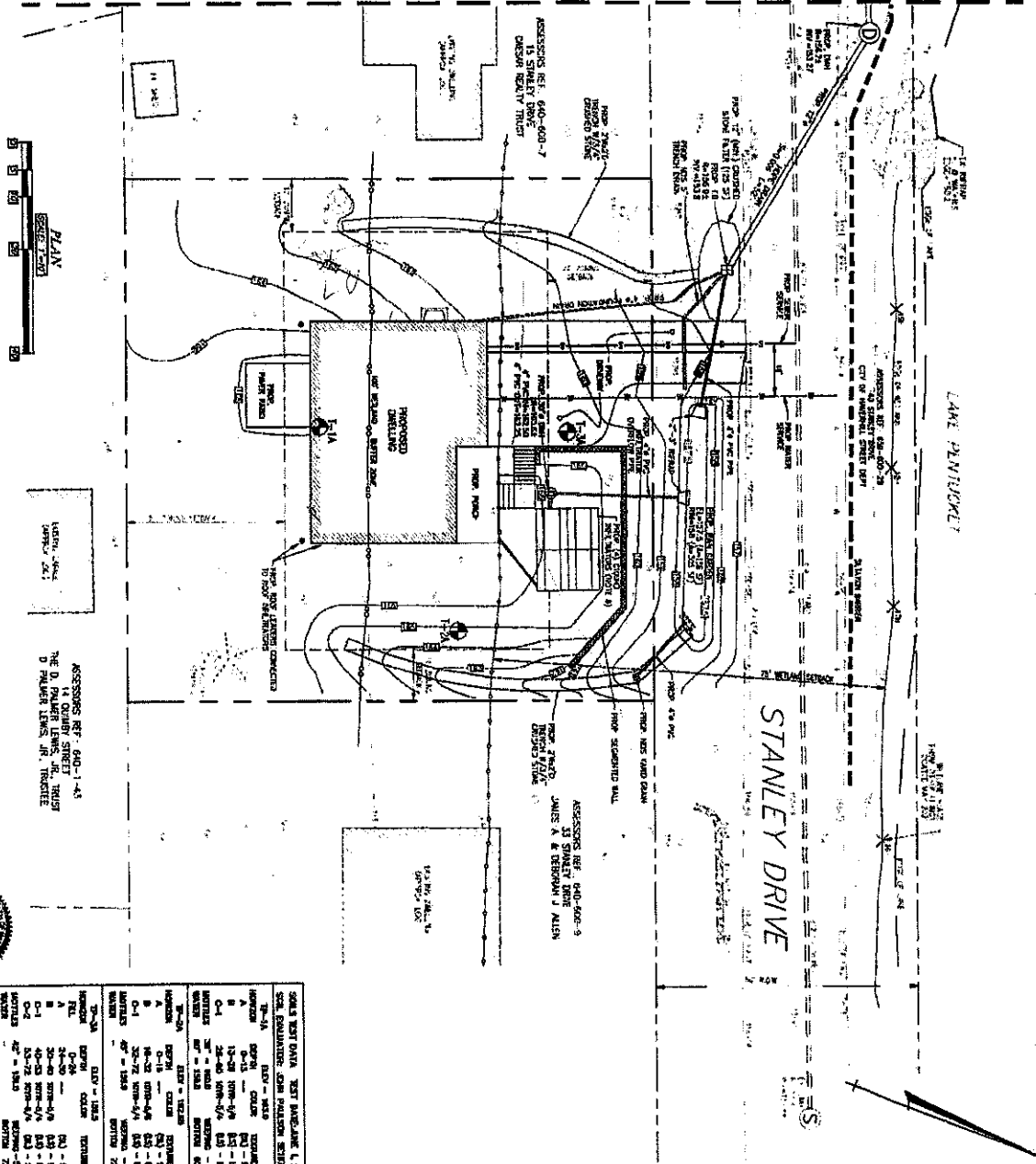
Respectfully submitted,  
Dennis R. Suslavich and Susan M. Suslavich  
By their Attorney:



Russell S. Channen

RSC:gdp





PLAN  
SCALE 1"=20'

ASSASSIN REF. 640-1-43  
THE D. PALMER TRUST, JR.  
D. PALMER TRUST, JR., TRUSTEE

ASSASSIN REF. 640-1-43  
THE D. PALMER TRUST, JR.  
D. PALMER TRUST, JR., TRUSTEE



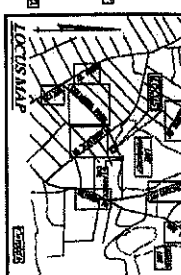
NO.	DATE	DESCRIPTION
1	10/1/71	PRELIMINARY
2	10/1/71	REVISION
3	10/1/71	REVISION
4	10/1/71	REVISION
5	10/1/71	REVISION
6	10/1/71	REVISION
7	10/1/71	REVISION
8	10/1/71	REVISION
9	10/1/71	REVISION
10	10/1/71	REVISION

**OWNER / APPLICANT:**  
STANLEY DRIVE  
HARTFORD, CT 06105  
PERMIT NO. 100-1-43

**DESIGN ENGINEER:**  
JOSEPH A. SPINALE  
REGISTERED PROFESSIONAL ENGINEER  
NO. 100-1-43  
HARTFORD, CT 06105

**LEGEND**

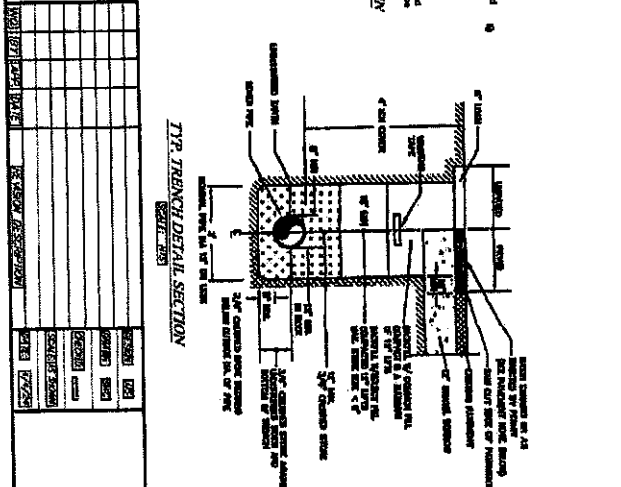
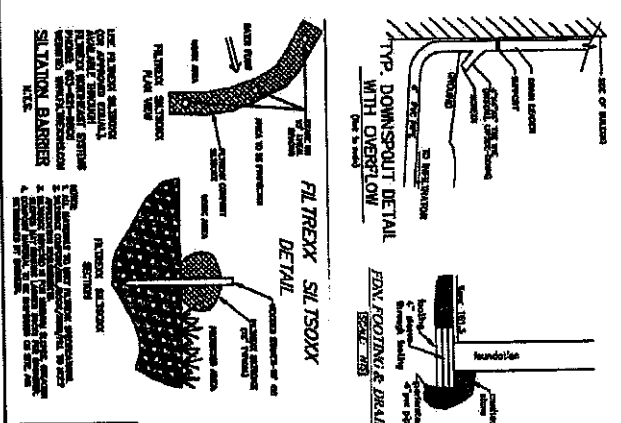
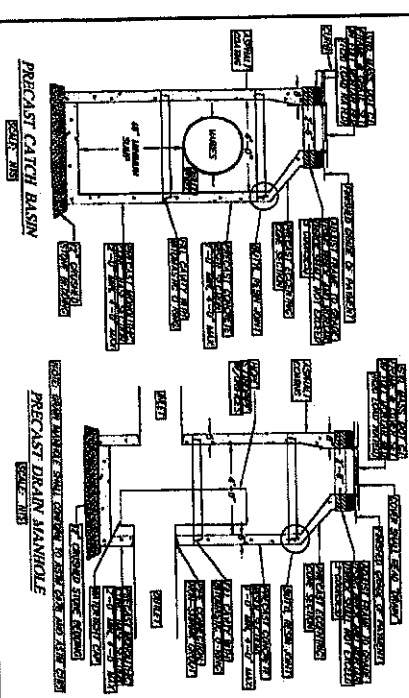
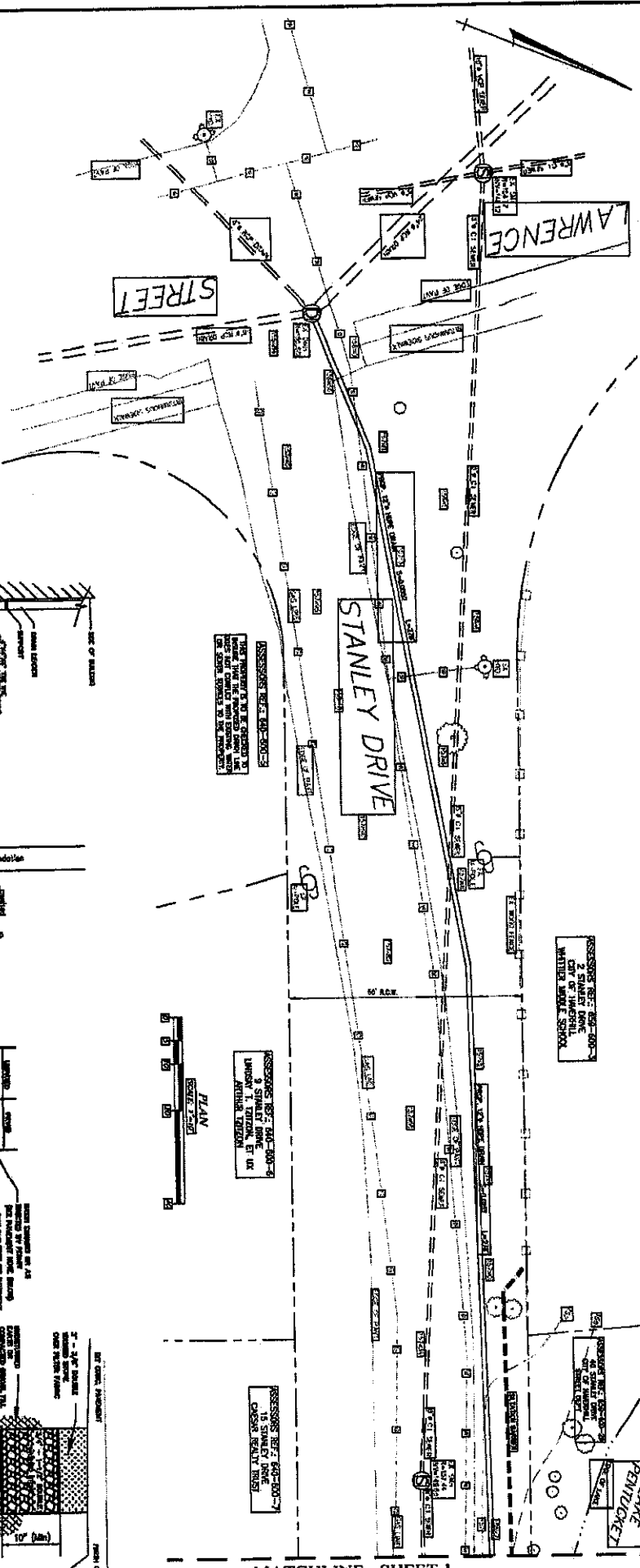
1"=20'	PROPOSED BUILDING
1"=20'	EXISTING BUILDING
1"=20'	PROPOSED DRIVE
1"=20'	EXISTING DRIVE
1"=20'	PROPOSED EASEMENT
1"=20'	EXISTING EASEMENT
1"=20'	PROPOSED SETBACK
1"=20'	EXISTING SETBACK
1"=20'	PROPOSED LOT
1"=20'	EXISTING LOT
1"=20'	PROPOSED ROAD
1"=20'	EXISTING ROAD
1"=20'	PROPOSED BRIDGE
1"=20'	EXISTING BRIDGE
1"=20'	PROPOSED FENCE
1"=20'	EXISTING FENCE
1"=20'	PROPOSED SIGN
1"=20'	EXISTING SIGN
1"=20'	PROPOSED LIGHT
1"=20'	EXISTING LIGHT
1"=20'	PROPOSED UTILITY
1"=20'	EXISTING UTILITY
1"=20'	PROPOSED WATER
1"=20'	EXISTING WATER
1"=20'	PROPOSED SEWER
1"=20'	EXISTING SEWER
1"=20'	PROPOSED GAS
1"=20'	EXISTING GAS
1"=20'	PROPOSED CABLE
1"=20'	EXISTING CABLE
1"=20'	PROPOSED FENCE
1"=20'	EXISTING FENCE
1"=20'	PROPOSED SIGN
1"=20'	EXISTING SIGN
1"=20'	PROPOSED LIGHT
1"=20'	EXISTING LIGHT
1"=20'	PROPOSED UTILITY
1"=20'	EXISTING UTILITY
1"=20'	PROPOSED WATER
1"=20'	EXISTING WATER
1"=20'	PROPOSED SEWER
1"=20'	EXISTING SEWER
1"=20'	PROPOSED GAS
1"=20'	EXISTING GAS
1"=20'	PROPOSED CABLE
1"=20'	EXISTING CABLE



**NOTES**

- THE EXISTING LOT LINES ARE SHOWN FOR REFERENCE ONLY. THE LOT LINES ARE BASED ON THE RECORD PLANS AND FIELD SURVEY.
- THE PROPOSED BUILDING IS SHOWN FOR REFERENCE ONLY. THE BUILDING IS BASED ON THE RECORD PLANS AND FIELD SURVEY.
- THE PROPOSED DRIVE IS SHOWN FOR REFERENCE ONLY. THE DRIVE IS BASED ON THE RECORD PLANS AND FIELD SURVEY.
- THE PROPOSED EASEMENT IS SHOWN FOR REFERENCE ONLY. THE EASEMENT IS BASED ON THE RECORD PLANS AND FIELD SURVEY.
- THE PROPOSED SETBACK IS SHOWN FOR REFERENCE ONLY. THE SETBACK IS BASED ON THE RECORD PLANS AND FIELD SURVEY.
- THE PROPOSED LOT IS SHOWN FOR REFERENCE ONLY. THE LOT IS BASED ON THE RECORD PLANS AND FIELD SURVEY.
- THE PROPOSED ROAD IS SHOWN FOR REFERENCE ONLY. THE ROAD IS BASED ON THE RECORD PLANS AND FIELD SURVEY.
- THE PROPOSED BRIDGE IS SHOWN FOR REFERENCE ONLY. THE BRIDGE IS BASED ON THE RECORD PLANS AND FIELD SURVEY.
- THE PROPOSED FENCE IS SHOWN FOR REFERENCE ONLY. THE FENCE IS BASED ON THE RECORD PLANS AND FIELD SURVEY.
- THE PROPOSED SIGN IS SHOWN FOR REFERENCE ONLY. THE SIGN IS BASED ON THE RECORD PLANS AND FIELD SURVEY.
- THE PROPOSED LIGHT IS SHOWN FOR REFERENCE ONLY. THE LIGHT IS BASED ON THE RECORD PLANS AND FIELD SURVEY.
- THE PROPOSED UTILITY IS SHOWN FOR REFERENCE ONLY. THE UTILITY IS BASED ON THE RECORD PLANS AND FIELD SURVEY.
- THE PROPOSED WATER IS SHOWN FOR REFERENCE ONLY. THE WATER IS BASED ON THE RECORD PLANS AND FIELD SURVEY.
- THE PROPOSED SEWER IS SHOWN FOR REFERENCE ONLY. THE SEWER IS BASED ON THE RECORD PLANS AND FIELD SURVEY.
- THE PROPOSED GAS IS SHOWN FOR REFERENCE ONLY. THE GAS IS BASED ON THE RECORD PLANS AND FIELD SURVEY.
- THE PROPOSED CABLE IS SHOWN FOR REFERENCE ONLY. THE CABLE IS BASED ON THE RECORD PLANS AND FIELD SURVEY.





**PERMIT PLAN**

FOR  
STANLEY DRIVE  
HAVERHILL, MA  
PARCEL 0400004

DESIGN ENGINEER:  
JOHN F. SEYMOUR, P.E.  
POST OFFICE BOX 1018  
HAVERHILL, MA 01830  
(978) 375-1111

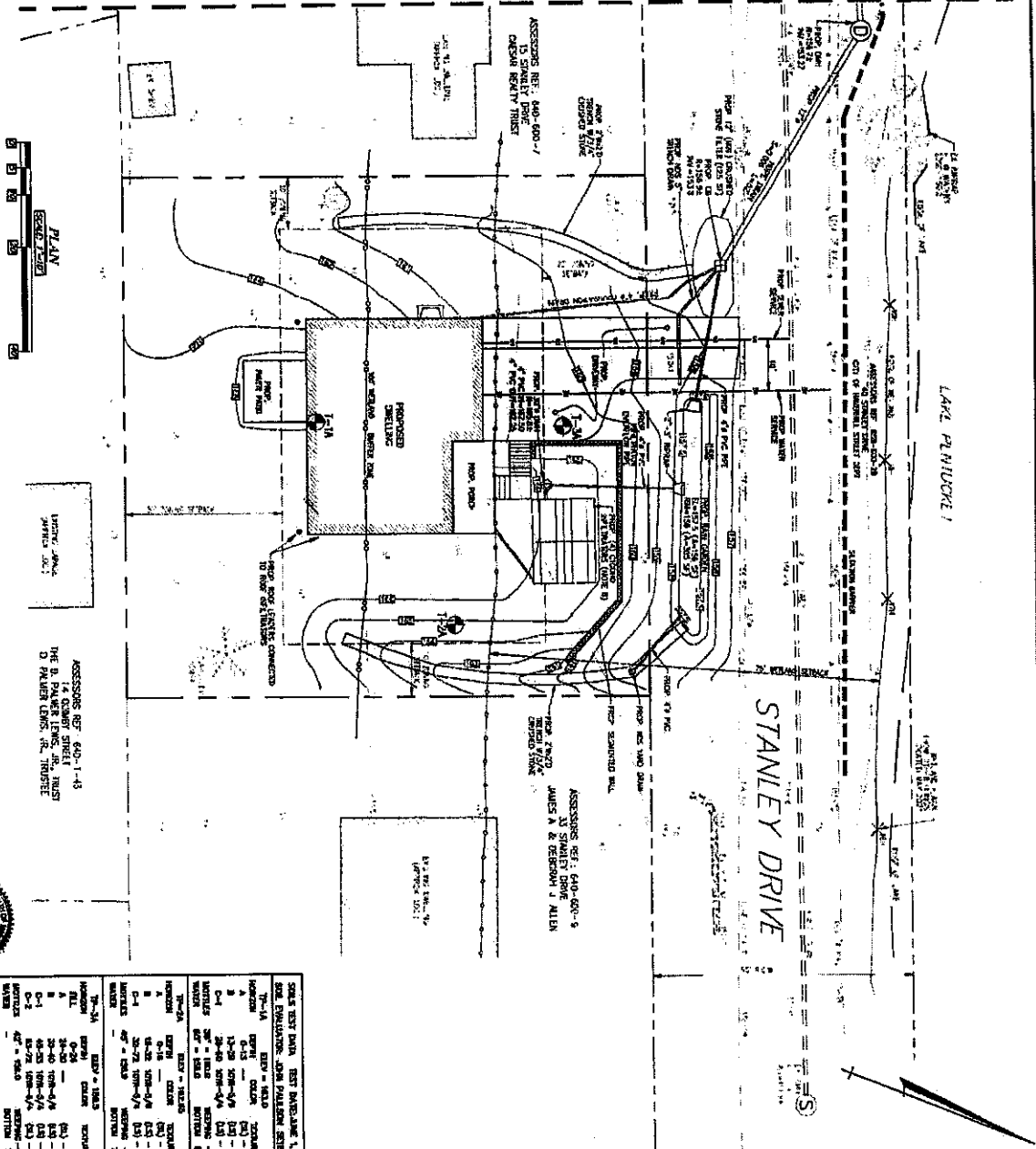
OWNER/APPLICANT:  
JOHN F. SEYMOUR  
HAVERHILL, MA 01830  
POST OFFICE BOX 1018  
(978) 375-1111

ROADWAY/DRIVEWAY  
STONE FILTER TRENCH

DATE: 04/24/24

SCALE: 1"=40'



[illegible]

## NOTES

- [illegible]

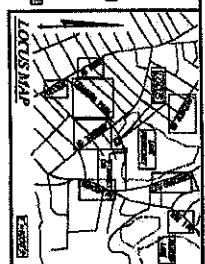
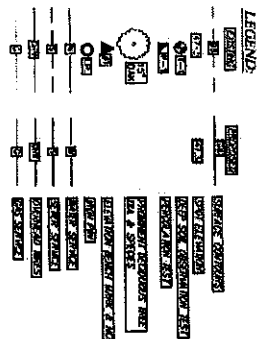
**OWNER / APPLICANT:**  
DENNIS & SUSAN SISKAWAY  
47 WILAGE WOODS ROAD  
HAVERHILL, MA 01902  
DEED BOOK 40023, PAGE 01  
PARCEL 640-800-B

**DESIGN ENGINEER**  
JOSEPH J. SERRANO, P.E.  
POST OFFICE BOX 1016  
MORTON ANDOVER, MA 018  
978-314-8731

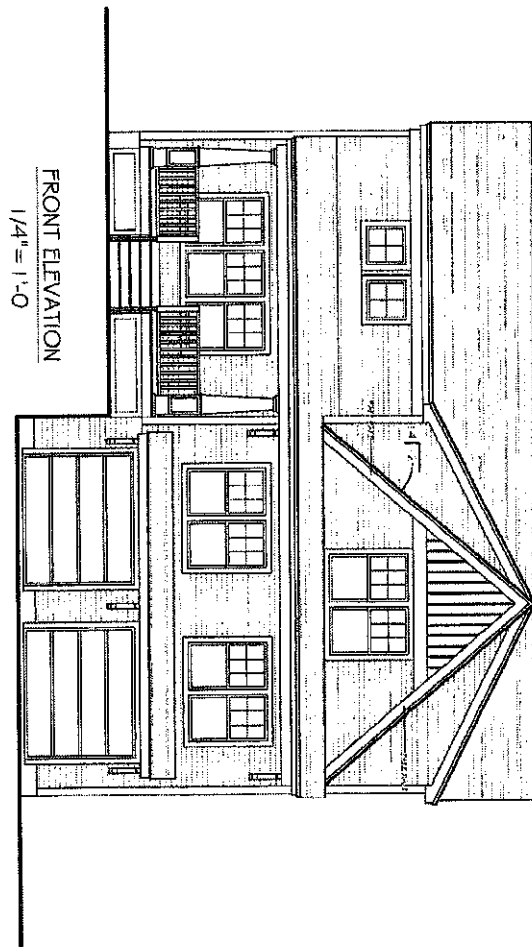
PERMIT PLAN  
FOR  
STANLEY DRIVE

PREPARED FOR: SCS&A INC.

1577







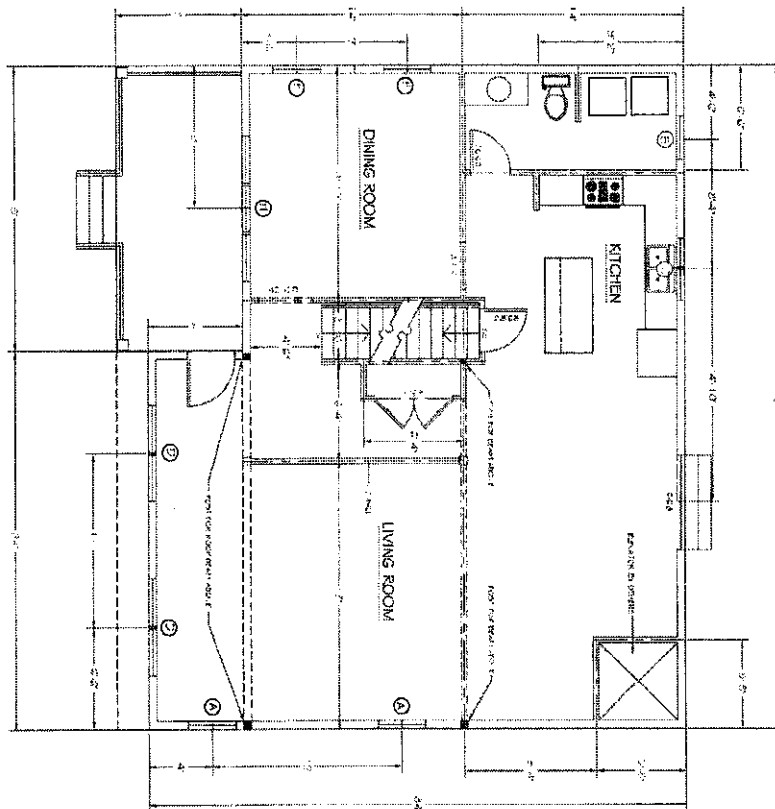
FRONT ELEVATION  
1/4" = 1'-0"

1  
MARCH 29, 2024

PROPOSED NEW CONSTRUCTION  
DENNIS & SUSAN SUSLAVICH  
STANLEY DRIVE  
HAVERHILL, MA

DRAWN BY:  
MARTHA MADONIC  
66 REGENT AVE.  
DRAKEFORD, MA. 01835  
19781374-6719





FIRST FLOOR PLAN  
1/4" = 1'-0"  
1320 SQUARE FEET

NO	Model	TYPE	NO
A	3041.0	21	3' 8" 1/8" x 5' 0" 7/8"
B	2032	24	2' 10" 1/8" x 3' 4" 7/8"
C	3335	20	6' 0" 3/8" x 5' 5" 0/8"
D	3041.0.2	21	31" 3/8" VAIL 6' 4" 3/8" x 5' 0" 7/8"
E	3041.0.2	21	31" 3/8" VAIL 6' 4" 3/8" x 5' 0" 7/8"
F	3042	21	31" 3/8" VAIL 6' 4" 3/8" x 5' 0" 7/8"
G	3041.0.3	21	31" 3/8" VAIL 6' 4" 3/8" x 5' 0" 7/8"
H	3041.0.3	21	31" 3/8" VAIL 6' 4" 3/8" x 5' 0" 7/8"

NOT TO SCALE  
ALL DIMENSIONS ARE IN FEET AND INCHES  
UNLESS OTHERWISE SPECIFIED

PROPOSED NEW CONSTRUCTION  
DENNIS & SUSAN SUSLAVICH  
STANLEY DRIVE  
HAVERHILL, MA

DRAWN BY  
MARCO MACINIS  
56 REGENT AVE.  
BRADFORD, MA 01835  
(978)474-8719

5

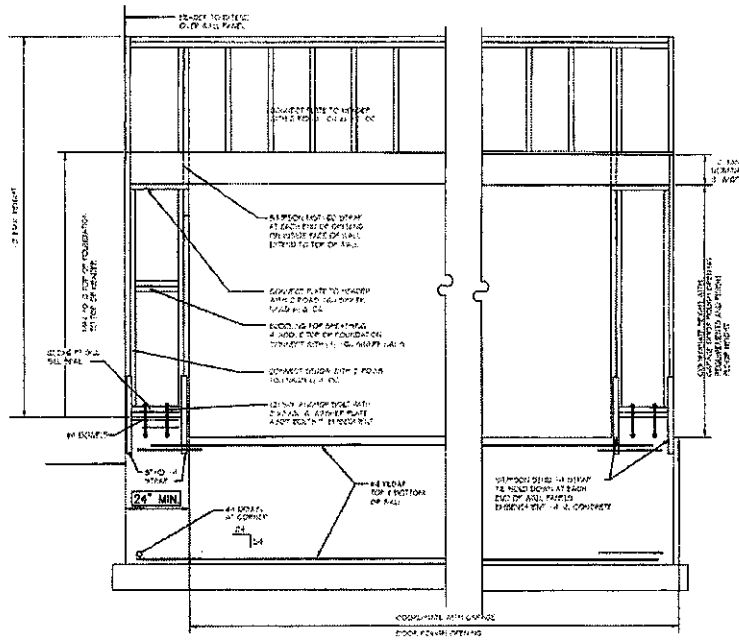
MARCH 25, 2024



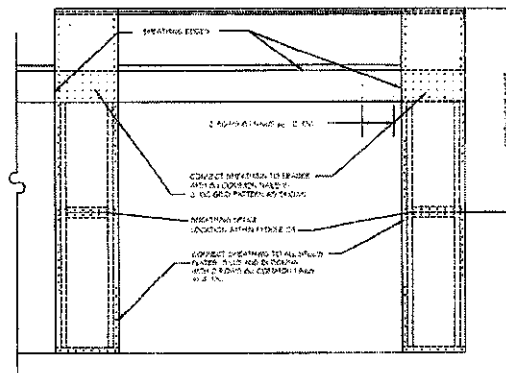
**PROPOSED NEW CONSTRUCTION**  
**DENNIS & SUSAN SUSLAVICH**  
STANLEY DRIVE  
HAVERHILL, MA

**MAKIN: 7/3, 2024**

6



## GARAGE DOOR FRAMING REQUIREMENTS

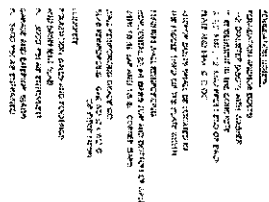


## SHEATHING REQUIREMENTS

**WE TRUST CO., INC.**  
CONSTRUCTION CONSULTANTS  
1000 N. 10th St., Suite 100  
Phoenix, AZ 85006  
Tel: 602/254-1100

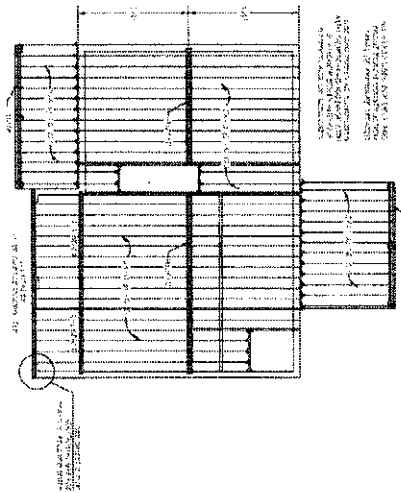
**CONDITIONS & LIMITATIONS**  
CONSULTANTS SHALL BE RESPONSIBLE FOR THE DESIGN OF THE PROJECT AND FOR THE PREPARATION OF THE CONTRACT DOCUMENTS. THE CONSULTANTS SHALL NOT BE RESPONSIBLE FOR THE CONSTRUCTION OF THE PROJECT OR FOR THE PERFORMANCE OF THE CONTRACT. THE CONSULTANTS SHALL NOT BE RESPONSIBLE FOR THE DESIGN OF THE PROJECT OR FOR THE PERFORMANCE OF THE CONTRACT. THE CONSULTANTS SHALL NOT BE RESPONSIBLE FOR THE DESIGN OF THE PROJECT OR FOR THE PERFORMANCE OF THE CONTRACT.





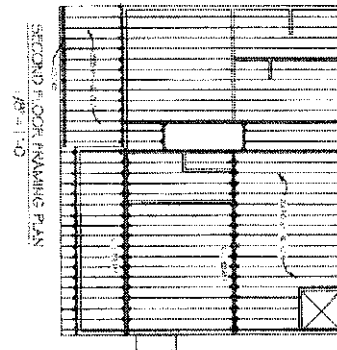
4



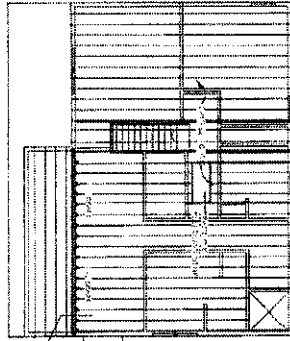


FIRST FLOOR FRAMING PLAN  
1/8" = 1'-0"

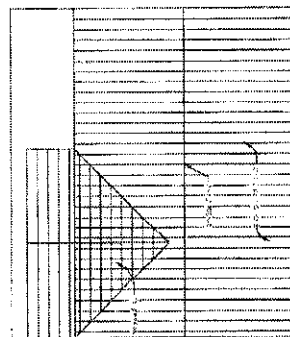
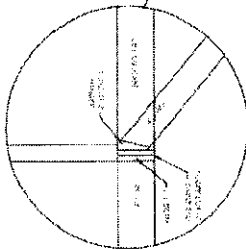
NOTES:  
1. ALL JOIST SPACING SHALL BE 16"  
2. ALL BEAM SPACING SHALL BE 8"  
3. ALL COLUMN SPACING SHALL BE 8"  
4. ALL DIMENSIONS SHALL BE IN FEET AND INCHES  
5. ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE MEMBER UNLESS OTHERWISE NOTED



SECOND FLOOR FRAMING PLAN  
1/8" = 1'-0"



CEILING JOIST FRAMING PLAN  
1/8" = 1'-0"



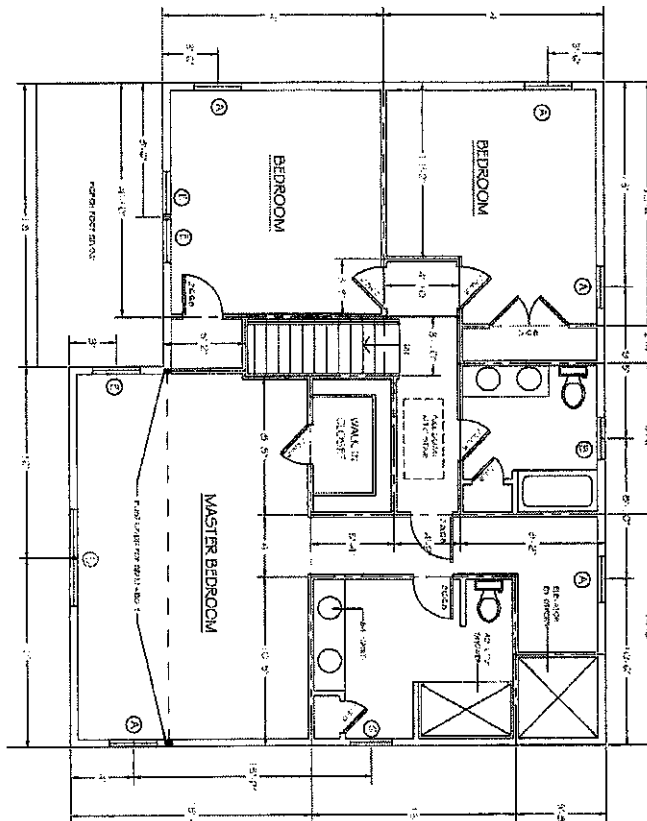
ROOF FRAMING PLAN  
1/8" = 1'-0"

PROPOSED NEW CONSTRUCTION  
DENNIS & SUSAN SUSLAVICH  
STANLEY DRIVE  
HAVERHILL, MA

DRAWN BY:  
VARTAN M. M. M.  
50 REGENT AVE.  
BOSTON, MA 02108  
1000-0000-0000

7





SECOND FLOOR PLAN  
1/4" = 1'-0"  
1,320 SQUARE FEET

NO.	WALL	TYPE	FOOT
A	SOA-0	2H	3' 2" x 2' 0" x 7' 0"
B	2H-2	2H	2' 10" x 1' 0" x 5' 4" x 7' 0"
C	2H-3	2H	2' 10" x 1' 0" x 5' 4" x 7' 0"
D	SOA-10-2	2H	2' 10" x 1' 0" x 5' 4" x 7' 0"
E	2H-4	2H	2' 10" x 1' 0" x 5' 4" x 7' 0"
F	2H-5	2H	2' 10" x 1' 0" x 5' 4" x 7' 0"
G	SOA-2	2H	2' 10" x 1' 0" x 5' 4" x 7' 0"
H	SOA-10-3	2H	2' 10" x 1' 0" x 5' 4" x 7' 0"

NOTE:  
1. ALL WALLS TO BE CONSTRUCTED IN ACCORDANCE WITH THE LATEST EDITION OF THE BUILDING CODE.  
2. ALL WALLS TO BE CONSTRUCTED IN ACCORDANCE WITH THE LATEST EDITION OF THE BUILDING CODE.

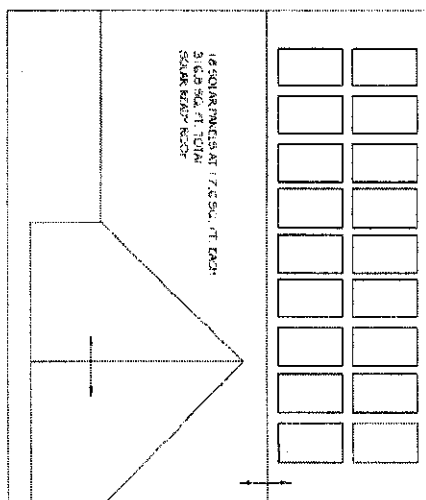
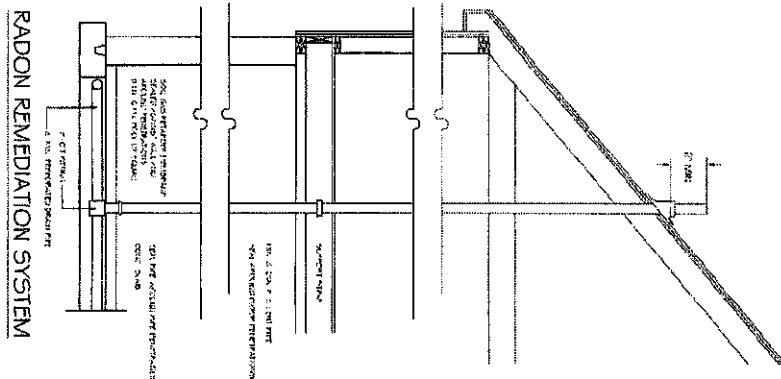
PROPOSED NEW CONSTRUCTION  
DENNIS & SUSAN SUSLAVICH  
STANLEY DRIVE  
HAVERHILL, MA

DRAWN BY:  
MARSHA MACINNIS  
50 REGENT AVE.  
BRAINTREE, MA 01905  
(617) 374-6718

6

MARCH 28, 2004





DRAWN BY:  
 MARY MA MCCANNIS  
 56 REGENT AVE.  
 BRADFORD, VA. 21034  
 (576) 374-6719

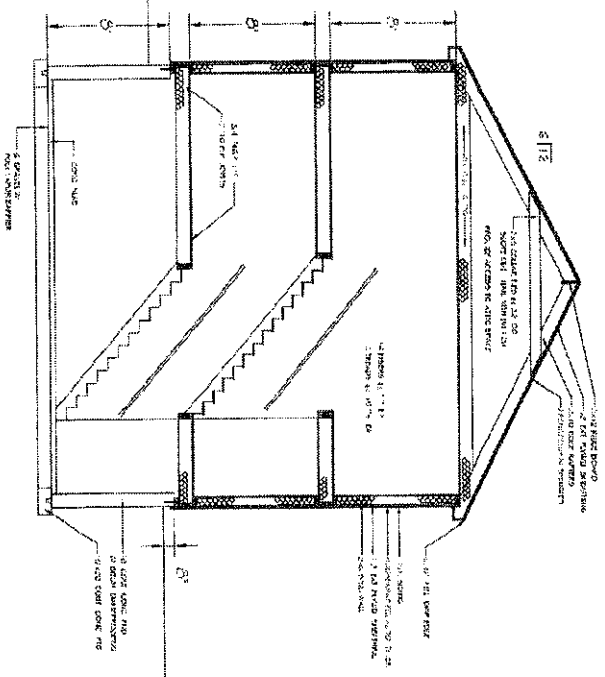
**PROPOSED NEW CONSTRUCTION**  
**DENNIS & SUSAN SUSLAVICH**  
STANLEY DRIVE  
HAVERHILL, MA

11



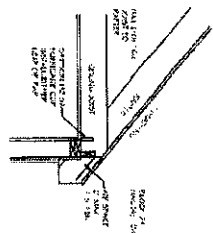
NOT TO SCALE  
 1/4" = 1'-0"  
 1/2" = 1'-0"  
 3/4" = 1'-0"  
 1" = 1'-0"

NOTE:  
 ALL DIMENSIONS ARE IN FEET AND INCHES  
 UNLESS OTHERWISE SPECIFIED  
 1/4" = 1'-0"



TYPICAL WALL SECTION  
 1/4" = 1'-0"

TYP. EAVE BLOCKING DETAIL  
 AT LAPED CEILING JOIST



NOTE:  
 ALL DIMENSIONS ARE IN FEET AND INCHES  
 UNLESS OTHERWISE SPECIFIED  
 1/4" = 1'-0"

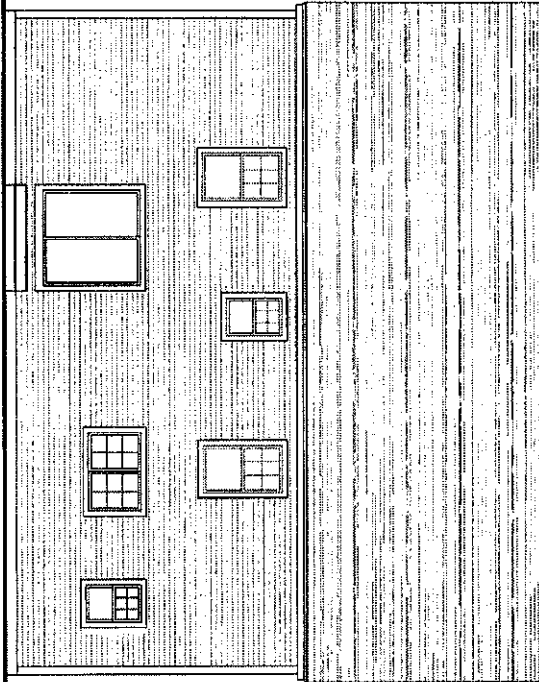
DESIGN BY  
 S. A. S. ARCHITECTS  
 1000 WEST 10TH AVENUE  
 DENVER, CO 80202

PROPOSED NEW CONSTRUCTION  
 DENNIS & SUSAN SUSLAVICH  
 STANLEY DRIVE  
 HAVERHILL, MA

7

MARCH 28, 2024





REAR ELEVATION  
1/4" = 1'-0"

3

MARCH 28, 2024

PROPOSED NEW CONSTRUCTION  
DENNIS & SUSAN SUSLAVICH  
STANLEY DRIVE  
HAVERHILL, MA

DRAWN BY:  
ANASTASIA MACINNES  
501 RICHMOND AVE.  
BRADFORD, MA 01830  
978/374-8719



*Hearing July 9, 2024*

City Council Special Permit · Add to a project

 **Expiration Date**

Active

**Request Changes**

(/#/explore/request-changes/176142)

⋮

**CCSP-24-5***(162)**Special permit**(12.2)***Details**

Submitted on Apr 29, 2024 at 1:42 pm

**Attachments**

10 files

**Activity Feed**

Latest activity on May 7, 2024

**Applicant**

Russell Channen

 1**Location**

0 STANLEY DR, Haverhill, MA 01830

View ▼

Edit Workflow

**Special Permit Filing Fee**

Paid Apr 29, 2024 at 1:43 pm

**Planning Director Review**

Completed May 06, 2024 at 8:57 am

**City Clerk Review - Hearing Dates Set**

Completed May 29, 2024 at 12:13 pm

**City Council Admin Notified**





City of Haverhill, MA

May 28, 2024

CCSP-24-5

## City Clerk Review - Hearing Dates Set

City Council Special Permit

**Status:** Active

**Became Active:** May 6, 2024

**Assignee:** Maria Bevilacqua

**Completed:**

### Applicant

Russell Channen  
rchannen@pgclawoffice.com  
25 Kenoza Avenue  
Haverhill, MA 01830  
9783142070

### Primary Location

0 STANLEY DR  
Haverhill, MA 01830

### Owner:

SUSLAVICH DENNIS R SUSLAVICH SUSAN M  
47 VILLAGE WOODS RD HAVERHILL, MA 01832

### Comments

Kaitlin Wright, May 28, 2024

Hearing scheduled for July 9th, will be announced June 4th



Completed May 06, 2024 at 9:31 am

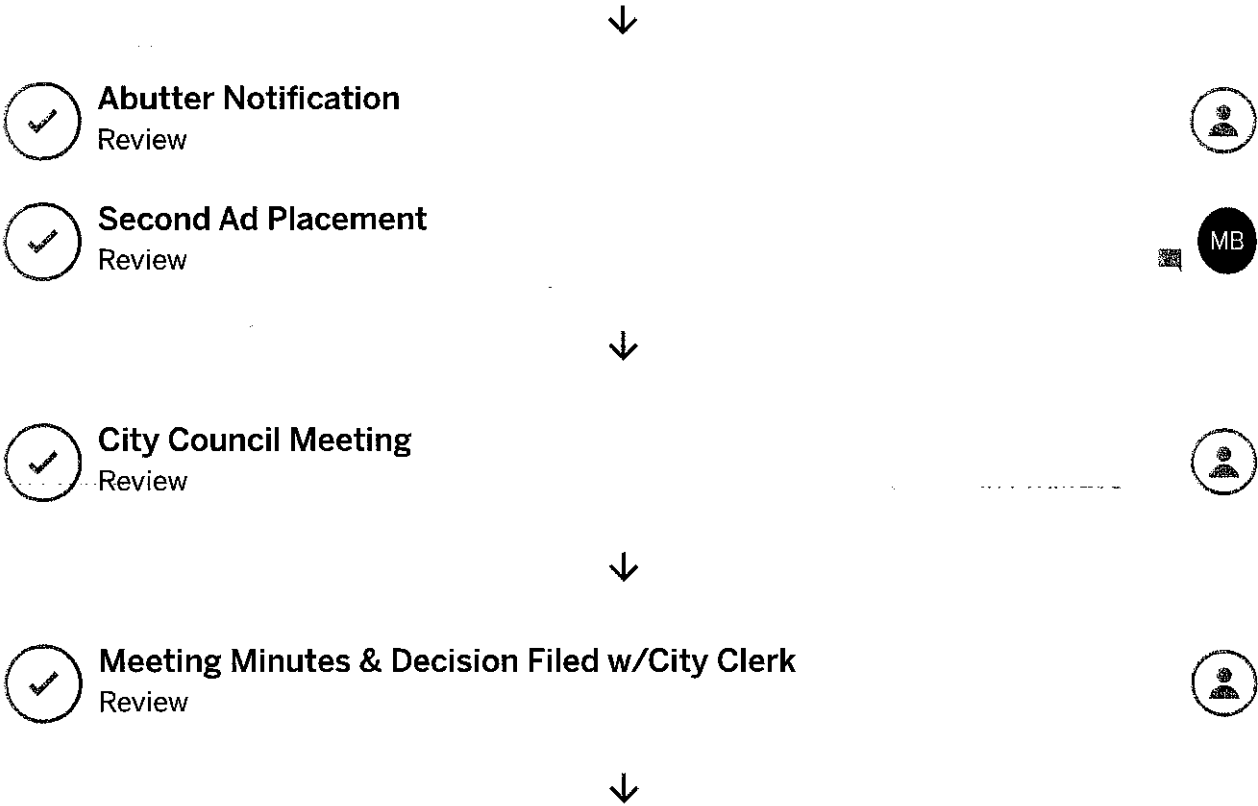
- ☒ **Assessor for Abutter's List**  
Completed May 06, 2024 at 9:26 am
- ☒ **Conservation Department Review**  
In Progress
- ☒ **DPW Review**  
In Progress
- ☒ **Engineering Department Review**  
In Progress
- ☒ **Fire1 Department Review**  
Completed May 06, 2024 at 9:41 am
- ☒ **Fire2 Department Review**  
Completed May 06, 2024 at 9:37 am
- ☒ **Health Department Review**  
Completed May 07, 2024 at 7:30 am
- ☒ **Police Department Review**  
In Progress
- ☒ **School Department Review**  
In Progress
- ☒ **Storm Water Review**  
In Progress
- ☒ **Water/Wastewater Review**  
In Progress
- ☒ **Water Supply Review**  
In Progress
- ☒ **Building Inspector Review**  
Completed May 06, 2024 at 9:48 am



- ☒ **First Ad Placement**  
Review
- ☒ **Placed on Agenda**  
Review







City Clerk Review - Hearing Dates Set



●

 Complete ▾

Complete

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

Assignee

 Maria Bevilacqua

Due date

 None



Kaitlin Wright

Remove Comment • May 28, 2024 at 3:49 pm

Hearing scheduled for July 9th, will be announced June 4th



## **DESCRIPTION OF PROJECT**

1. Applicants intend to construct a single family "Green" home on the Property which will be Owner occupied. The home will be environmentally friendly, totally electric and have zero emissions. The house will be heated and cooled with high-efficiency electric heat pumps with net zero carbon, free solar. The system will replenish the groundwater with approximately 200 gallons a day of clean water equating to approximately 70,000 gallons a year. The home will set the standard of future eco-friendly homes.
2. With respect to construction/drainage and environmental concerns, Joseph J. Serwatka, P.E.'s letter dated April 17, 2024 addresses and alleviates a number of concerns and requirements contained in Chapter 255 Section 9.2, et seq. In addition, The Applicants will provide oil spill kits with 3M petroleum, absorbent pads, bucket and pillows for each piece of equipment on site to mitigate any possible oil spills during construction. French drains will be installed on both sides of the home to further ensure and alleviate drainage concerns from neighbors.



## **ZONING OPINION**

The Property is located in the RH Zone. The minimum lot area required is 7,500 square feet and minimum frontage is 75 feet. The Property has 10,000 square feet and 100 feet frontage. The home will be constructed with appropriate front, side and rear setbacks and comply with all other Zoning Restrictions for a single-family home in the RH District.



LAW OFFICES OF

*Phillips, Gerstein & Channen, LLP*

25 Kenoza Avenue ■ Haverhill, MA 01830

Tel: (978) 374-1131 ■ Fax: (978) 372-3086

[www.pgclawoffice.com](http://www.pgclawoffice.com)

Herbert P. Phillips (1933 - 2017)  
Michael A. Gerstein  
Russell S. Channen

Of Counsel:  
Jane M. Owens Triano

April 29, 2024

Thomas J. Sullivan, President  
Haverhill City Council  
City Hall  
4 Summer Street  
Haverhill, MA 01830

Re: Special Permit WSPOD  
Owners: Dennis Suslavich R. Suslavich and Susan M. Suslavich  
Applicant: Dennis Suslavich  
0 Stanley Drive, Map/Block/Lot 640-600-8

Dear President Sullivan:

Please be advised that this office represents Dennis R. Suslavich and Susan M. Suslavich (the "Applicants") regarding the property located at Stanley Drive and being shown on Haverhill Assessor's Map 640, Block 600, Lot 8 (the "Property"). The parcel consists of 10,000 square feet of land.

The Applicants are requesting a Special Permit from the City of Haverhill to construct a single family home. The Haverhill Zoning Ordinance Chapter 255 Section 9 requires a Special Permit due to the fact that the parcel is located in the Water Supply Protection Overlay District.

The Property is shown in Haverhill Assessor's Map 640, Block 600, Lot 8 and is located in the "RH" Zoning District.

Incorporated into the Application is a Request for Repetitive Petition which provides information evidencing a material and specific change to the 2023 application filed by Ronald Judkins.

The Property meets all of the dimensional and use criteria as set out in the Haverhill Zoning Ordinance for a single family home which is allowed in the RH Zone and requires no waivers or variances.



Pursuant to Haverhill City Code Section 9.2.7, the construction of a single family home within 500 feet of a registered water supply for the City of Haverhill can be allowed by Special Permit. Pursuant to Section 9.2.8 (Application), the Request for Special Permit must address those various subsections contained within Section 9.2.8 and, if applicable, Section 9.2.9. By way of this Application, the undersigned attaches a letter from Joseph J. Serwatka, P.E. responding directly to Section 9.2.8 and Section 9.2.9.

With respect to the Proposed Development, the Applicant provides the following information:

1. Applicants intend to construct a single family "Green" home on the Property which will be Owner occupied. The home will be environmentally friendly, totally electric and have zero emissions. The house will be heated and cooled with high-efficiency electric heat pumps with net zero carbon, free solar. The system will replenish the groundwater with approximately 200 gallons a day of clean water equating to approximately 70,000 gallons a year. The home will set the standard of future eco-friendly homes. Attached are copies of the proposed building plans for the Home.
2. With respect to construction/drainage and environmental concerns, Mr. Serwatka's letter addresses and alleviates a number of concerns and requirements contained in Chapter 255 Section 9.2, et seq. In addition, The Applicants will provide oil spill kits with 3M petroleum, absorbent pads, bucket and pillows for each piece of equipment on site to mitigate any possible oil spills during construction. French drains will be installed on both sides of the home to further ensure and alleviate drainage concerns from neighbors.

The Purpose of the Water Supply Protection Overlay District is to:

1. Promote the health, safety and general welfare of the City;
2. Protect, preserve and maintain the existing and any future surface water supply and groundwater recharge areas within the City;
3. Preserve and protect the community against detrimental uses and development within the WSPOD;
4. Conserve the natural resources of the City; and
5. Prevent pollution in the WSPOD and degradation of the public water supply.

The Applicants content that their proposed construction of a single family home and the safeguards to be enacted in both pre and post-construction satisfy the criteria required by Chapter 255 Section 9.2.11.



1. Applicants proposed design and operations satisfy the guidelines in Section 9;
2. Where the safeguards will ensure the neighboring public water supply will not be negatively affected by the construction of this single family home, then the Application is in harmony with the purpose and intent of Section 9;
3. The construction of the single family home is appropriate to the natural topography, soils and the neighboring properties on Stanley Drive;
4. Applicants' safeguards, both during construction and thereafter will not create an adverse environmental impact on Lake Pentucket a/k/a Round Pond or any other watercourse in the City; and
5. The construction of the single family home will not adversely affect the existing water supply for Lake Pentucket.

The Applicant further agrees to waive the statutory 120 day hearing requirement.

Should you have any questions or need any further information, please do not hesitate to contact me.

Very truly yours,

  
Russell S. Channen

RSC:gdp  
Enclosure



**Joseph J. Serwatka, P.E.**  
**Post Office Box 1016**  
**North Andover, MA 01845**  
**(978)-314-8731**  
**joeserwatka@comcast.net**

April 17, 2024

Dennis Suslavich  
47 Village Woods Road  
Haverhill, MA 01832

Re: Stanley Drive  
Section 9.2.8 Requirements

Dear Dennis:

Relative to section 9.2.8, I offer the following:

9.2.8.1 The project will require Haverhill Conservation Commission and MassDEP approval for work within the buffer zone to a wetland. Local trench permits will also likely be required for work within Stanley Drive.

9.2.8.2 Erosion and sediment controls are depicted on the plan. Erosion controls will also be reviewed by the Conservation Commission. Stormwater BMPs are depicted to infiltrate roof runoff, and to treat pavement and site runoff. Drainage improvements are also proposed in Stanley Drive at the City's request. The project will be connected to city sewer and, therefore, does not require a septic system.

9.2.8.3 No chemicals, pesticides, fuels or other potentially hazardous materials are proposed to be used or stored on the site other than associated with a typical single family dwelling, similar to every other house in the area.

9.2.8.4 Soils in the area of the proposed BMPs consist of loamy sand and sandy loam as indicated in test pits TP-2A and TP-3A. Both soil types are conducive to the recharge or roof runoff as intended by the roof recharge system shown on the plan. Soil mottling indicates an estimated seasonal high groundwater (ESHGW) at 45" depth. The bottom of the recharge system is set at 161.50 feet, whereas the ESHGW is at 156.0 feet, for a separation of 5.5 feet, well in excess of DEP stormwater requirements.

Driveway and site runoff will be directed to stone trenches on both sides of the lot where it will be treated for TSS (total suspended solids) and directed to a proposed rain garden for further treatment. After treatment, runoff will be directed into a proposed drainage system that will connect to the City system at the intersection with Lawrence Street. This design was requested by the Engineering Department.

Under the proposed design, no runoff from the site will enter Stanley Drive or Pentucket Lake. Site runoff will either be recharged or directed to the City closed drainage system at Lawrence Street.

9.2.8.9 This section appears to indicate that the Design and Performance Standards apply to projects "except for one single family dwelling". The proposed project is one single



family dwelling. Nonetheless, the project has been designed with stormwater BMPs and drainage improvements that, in my professional opinion, "satisfies the design and operation guidelines", ensures that the project "is in harmony with the purposes and intent" of the WSPOD, "is appropriate to the natural topography, soils and other characteristics of the site", "will not, during construction or thereafter, have an adverse environmental impact on any water body or water course in the district", and "will not adversely affect the quality or quantity of an existing water supply".

Should you have any questions concerning this letter, please contact me.

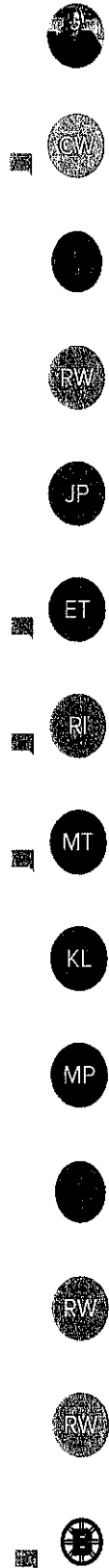
Sincerely, .....

Joseph. J. Serwatka  
Professional Engineer 36981  
Soil Evaluator SE2190



Completed May 06, 2024 at 9:31 am

- ☒ **Assessor for Abutter's List**  
Completed May 06, 2024 at 9:26 am
- ☒ **Conservation Department Review**  
In Progress
- ☒ **DPW Review**  
In Progress
- ☒ **Engineering Department Review**  
In Progress
- ☒ **Fire1 Department Review**  
Completed May 06, 2024 at 9:41 am
- ☒ **Fire2 Department Review**  
Completed May 06, 2024 at 9:37 am
- ☒ **Health Department Review**  
Completed May 07, 2024 at 7:30 am
- ☒ **Police Department Review**  
In Progress
- ☒ **School Department Review**  
In Progress
- ☒ **Storm Water Review**  
In Progress
- ☒ **Water/Wastewater Review**  
In Progress
- ☒ **Water Supply Review**  
In Progress
- ☒ **Building Inspector Review**  
Completed May 06, 2024 at 9:48 am



- ☒ **First Ad Placement**  
Review
- ☒ **Placed on Agenda**  
Review





**Abutter Notification**

Review

**Second Ad Placement**

Review

**City Council Meeting**

Review

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

Review



## Details

### Important: Please Read Before Starting Your Application

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

### Applicant Information

[Edit](#)

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



**What is Your Role in This Process?\***

Attorney/Agent

**Applicant Business/Firm Name\***

Phillips, Gerstein &amp; Channen, LLP

**Applicant Business/Firm Phone\***

9783741131

**Applicant Business/Firm Address\***

25 Kenoza Avenue

**Applicant Business/Firm City\***

Haverhill

**Applicant Business/Firm State\***

Massachusetts

**Applicant Business/Firm Zip\***

01830

**Client Name\***

Dennis R. Suslavich and Susan M. Suslavich

**Client Business Name\***

Not Applicable

**Client Phone\***

978-479-3211





## CCSP-24-5

### City Council Special Permit

Status: Active

Submitted On: 4/29/2024

### Primary Location

0 STANLEY DR  
Haverhill, MA 01830

### Owner

SUSLAVICH DENNIS R  
SUSLAVICH SUSAN M  
VILLAGE WOODS RD 47  
HAVERHILL, MA 01832

### Applicant

 Russell Channen  
 978-314-2070  
rchannen@pgclawoffice.com  
 25 Kenoza Avenue  
Haverhill, MA 01830

## Applicant Information

### What is Your Role in This Process?\*

Attorney/Agent

### Applicant Business/Firm Name\*

Phillips, Gerstein & Channen, LLP

### Applicant Business/Firm Phone\*

9783741131

### Applicant Business/Firm Address\*

25 Kenoza Avenue

### Applicant Business/Firm City\*

Haverhill

### Applicant Business/Firm State\*

Massachusetts

### Applicant Business/Firm Zip\*

01830

### Client Name\*

Dennis R. Suslavich and Susan M.  
Suslavich

### Client Business Name\*

Not Applicable

### Client Phone\*

978-479-3211

### Client Email\*

rockyms2000@gmail.com

### Client Address\*

47 Village Woods Road



**Client City\***

Haverhill

**Client State\***

Massachusetts

**Client Zip\***

01830

**Client County\***

Essex

**Client Business Structure\***

Sole Proprietorship

## Property Information

**Proposed Housing Plan Name\***

Stanley Drive single Family Development

**Proposed Street Name(s)\***

0 Stanley Drive

**How Long Owned by Current Owner?\***

2 months

**Type of Dwelling(s) Planned in Project\***

Single Family

**Lot Dimension(s)\***

100' x 100'

**Registry Plat Number, Block & Lot\***

640-600-8

**Zoning District Where Property Located\***

RH - Residential High Density

**Deed Recorded in Essex South Registry: Block Number\***

42023

**Deed Recorded in Essex South Registry: Page\***

11

**Does the Property Have Multiple Lots?\***

No



**Thoroughly Describe the Reason(s) for thre Special Permit\***

As more fully set forth in the attached brief, Applicants seek to construct a single family home within the Water Supply Protection Overlay District and a Special Permit pursuant to Chapter 255 Section 9.

**Property Description\***

100'x 100' vacant lot

**Current Property Use\***

Vacant

**TOTAL Number of Units Planned\***

1

**TOTAL Number of Parking Spaces Planned\***

2

**Special Circumstances**

**Building Coverage**

☐

**Dimensional Variance**

☐

**Front Yard Setback**

☐

**Side Yard Setback**

☐

**Rear Yard Setback**

☐

**Lot Frontage**

☐

**Lot Depth**

☐

**Lot Area**

☐



**Building Height**

☐

**Floor Area Ratio**

☐

**Open Space**

☐

**Parking**

☐

**Sign Size**

☐

**Use**

☐

**Other**

☐

**Hearing Waiver**

**Agrees\***

Yes

**Agreement & Signature**

**Agrees\***

☒

**Office Use Only**


 **City Council Decision**

—


 **City Council Hearing Date**

—



 Number of 24"x36" Mylar Copies

—

 Number of 18"x24" Mylar Copies

—

## Attachments



### Property Owner's Permission

NotApplicableform.pdf

Uploaded by Russell Channen on Apr 29, 2024 at 1:40 PM

REQUIRED



### Written Summary of Project

writtenbrieftofilespecialpermitapplication.pdf

Uploaded by Russell Channen on Apr 29, 2024 at 1:40 PM

REQUIRED



### Copy of Proposed Site Plan

plotplan.pdf

Uploaded by Russell Channen on Apr 29, 2024 at 1:41 PM

REQUIRED



### Certified Plot Plan

plotplan.pdf

Uploaded by Russell Channen on Apr 29, 2024 at 1:41 PM

REQUIRED



### Description of Project

desscriptionofprojectforspecialpermitapplication.pdf

Uploaded by Russell Channen on Apr 29, 2024 at 1:41 PM

REQUIRED



### Zoning Opinion

zoningopiniontofile.pdf

Uploaded by Russell Channen on Apr 29, 2024 at 1:41 PM

REQUIRED



### houseplans.pdf

houseplans.pdf

Uploaded by Russell Channen on Apr 29, 2024 at 1:42 PM



### engineeringplans.pdf

engineeringplans.pdf

Uploaded by Russell Channen on Apr 29, 2024 at 1:42 PM



**Abutters Stanley Dr 640.600.8.xlsx**

Abutters Stanley Dr 640.600.8.xlsx

Uploaded by Christine Webb on May 6, 2024 at 9:20 AM

**Mailing list Stanley Dr 640.600.8.pdf**

Mailing list Stanley Dr 640.600.8.pdf

Uploaded by Christine Webb on May 6, 2024 at 9:20 AM

## History

Date	Activity
5/7/2024, 7:30:34 AM	Mark Tolman approved approval step Health Department Review on Record CCSP-24-5
5/6/2024, 11:51:14 AM	altered payment step Special Permit Filing Fee, changed sequence from "1" to "0" on Record CCSP-24-5
5/6/2024, 11:51:14 AM	Bonnie Dufresne assigned approval step Health Department Review to Mark Tolman on Record CCSP-24-5
5/6/2024, 9:48:48 AM	Tom Bridgewater approved approval step Building Inspector Review on Record CCSP-24-5
5/6/2024, 9:41:23 AM	Eric Tarpay approved approval step Fire1 Department Review on Record CCSP-24-5
5/6/2024, 9:37:46 AM	Robert Irvine approved approval step Fire2 Department Review on Record CCSP-24-5
5/6/2024, 9:31:22 AM	Laurie Brown approved approval step City Council Admin Notified on Record CCSP-24-5
5/6/2024, 9:26:38 AM	Christine Webb approved approval step Assessor for Abutter's List on Record CCSP-24-5
5/6/2024, 8:57:20 AM	approval step City Council Admin Notified was assigned to Laurie Brown on Record CCSP-24-5
5/6/2024, 8:57:20 AM	approval step Water Supply Review was assigned to Robert Ward on Record CCSP-24-5
5/6/2024, 8:57:20 AM	approval step Building Inspector Review was assigned to Tom Bridgewater on Record CCSP-24-5
5/6/2024, 8:57:20 AM	approval step School Department Review was assigned to Michael Pfifferling on Record CCSP-24-5
5/6/2024, 8:57:20 AM	approval step DPW Review was assigned to Robert Ward on Record CCSP-24-5
5/6/2024, 8:57:20 AM	approval step City Clerk Review - Hearing Dates Set was assigned to Maria Bevilacqua on Record CCSP-24-5
5/6/2024, 8:57:20 AM	approval step Storm Water Review was assigned to Robert Moore on Record CCSP-24-5
5/6/2024, 8:57:20 AM	approval step Police Department Review was assigned to Kevin Lynch on Record CCSP-24-5



Date	Activity
5/6/2024, 8:57:20 AM	approval step Fire2 Department Review was assigned to Robert Irvine on Record CCSP-24-5
5/6/2024, 8:57:20 AM	approval step Fire1 Department Review was assigned to Eric Tarpy on Record CCSP-24-5
5/6/2024, 8:57:20 AM	approval step Health Department Review was assigned to Bonnie Dufresne on Record CCSP-24-5
5/6/2024, 8:57:20 AM	approval step Water/Wastewater Review was assigned to Robert Ward on Record CCSP-24-5
5/6/2024, 8:57:19 AM	approval step Engineering Department Review was assigned to John Pettis on Record CCSP-24-5
5/6/2024, 8:57:19 AM	approval step Conservation Department Review was assigned to Robert Moore on Record CCSP-24-5
5/6/2024, 8:57:19 AM	approval step Assessor for Abutter's List was assigned to Christine Webb on Record CCSP-24-5
5/6/2024, 8:57:17 AM	William Pillsbury approved approval step Planning Director Review on Record CCSP-24-5
5/2/2024, 8:12:12 AM	Lori Robertson added a guest: rockyms2000@gmail.com to Record CCSP-24-5
4/29/2024, 1:43:27 PM	approval step Planning Director Review was assigned to William Pillsbury on Record CCSP-24-5
4/29/2024, 1:43:26 PM	completed payment step Special Permit Filing Fee on Record CCSP-24-5
4/29/2024, 1:42:36 PM	Russell Channen submitted Record CCSP-24-5
4/26/2024, 3:00:23 PM	Russell Channen started a draft of Record CCSP-24-5

## Timeline

Label	Activated	Completed	Assignee	Due Date	Status
💰 Special Permit Filing Fee	4/29/2024, 1:42:37 PM	4/29/2024, 1:43:26 PM	Russell Channen	-	Completed
✓ Planning Director Review	4/29/2024, 1:43:27 PM	5/6/2024, 8:57:17 AM	William Pillsbury	-	Completed
✓ City Clerk Review - Hearing Dates Set	5/6/2024, 8:57:18 AM	-	Maria Bevilacqua	-	Active

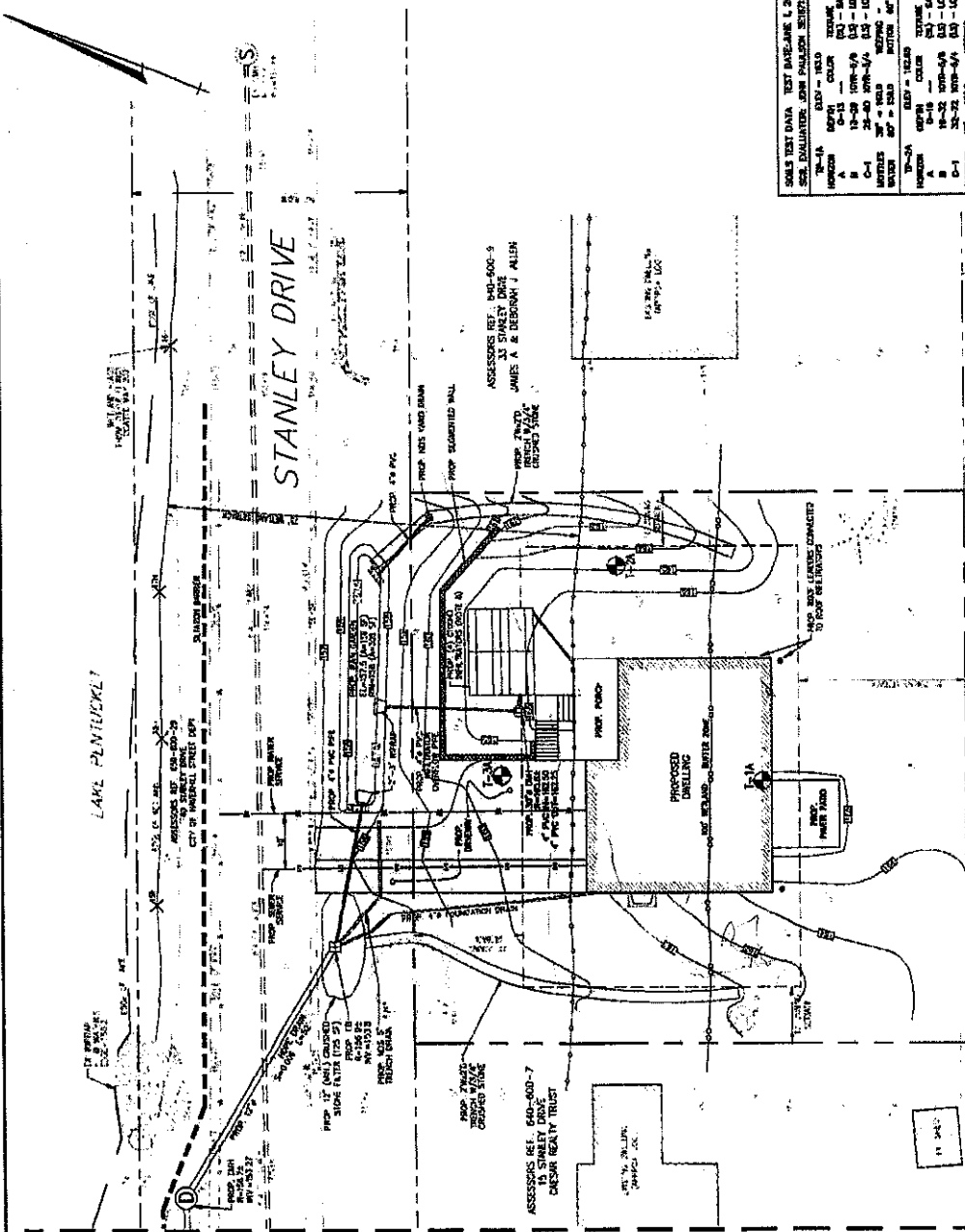


Label	Activated	Completed	Assignee	Due Date	Status
✓ City Council Admin Notified	5/6/2024, 8:57:18 AM	5/6/2024, 9:31:22 AM	Laurie Brown	-	Completed
✓ Assessor for Abutter's List	5/6/2024, 8:57:18 AM	5/6/2024, 9:26:38 AM	Christine Webb	-	Completed
✓ Conservation Department Review	5/6/2024, 8:57:18 AM	-	Robert Moore	-	Active
✓ DPW Review	5/6/2024, 8:57:18 AM	-	Robert Ward	-	Active
✓ Engineering Department Review	5/6/2024, 8:57:18 AM	-	John Pettis	-	Active
✓ Fire1 Department Review	5/6/2024, 8:57:18 AM	5/6/2024, 9:41:23 AM	Eric Tarpy	-	Completed
✓ Fire2 Department Review	5/6/2024, 8:57:18 AM	5/6/2024, 9:37:46 AM	Robert Irvine	-	Completed
✓ Health Department Review	5/6/2024, 8:57:18 AM	5/7/2024, 7:30:34 AM	Mark Tolman	-	Completed
✓ Police Department Review	5/6/2024, 8:57:18 AM	-	Kevin Lynch	-	Active
✓ School Department Review	5/6/2024, 8:57:18 AM	-	Michael Pfifferling	-	Active
✓ Storm Water Review	5/6/2024, 8:57:18 AM	-	Robert Moore	-	Active
✓ Water/Wastewater Review	5/6/2024, 8:57:18 AM	-	Robert Ward	-	Active
✓ Water Supply Review	5/6/2024, 8:57:18 AM	-	Robert Ward	-	Active
✓ Building Inspector Review	5/6/2024, 8:57:18 AM	5/6/2024, 9:48:48 AM	Tom Bridgewater	-	Completed



Label	Activated	Completed	Assignee	Due Date	Status
✓ First Ad Placement	-	-	-	-	Inactive
✓ Placed on Agenda	-	-	-	-	Inactive
✓ Abutter Notification	-	-	-	-	Inactive
✓ Second Ad Placement	-	-	-	-	Inactive
✓ City Council Meeting	-	-	-	-	Inactive
✓ Meeting Minutes & Decision Filed w/City Clerk	-	-	-	-	Inactive





## SERIES

- [illegible]

[illegible]

**OWNER / APPLICANT:**  
DENNIS & SUSAN SUTSKIN  
177 WELLS WOODS ROAD  
HAWTHORNE, MA 01888  
DEED BOOK 42623 PAGE 012  
RECORDED 640-000-2

**OWNER / APPLICANT:**

DEANES & SUSAN SUSLAUGH  
17 VILLAGE WOODS ROAD  
UNIVERSITY, MA 01587  
DEED BOOK 47023, PAGE 011  
PARCEL 640-800-8

PERMIT PLAN  
for  
TANLEY DRIVE  
HAVERHILL, MA  
PARCEL 640-600-5  
PREPARED FOR: SISKIYOU

PREPARED FOR: SISLAIX71

[illegible]

ASSESSORS REF: 940-1-43  
14 QUINCY STREET  
THE D. PALMER LEWIS, JR., TRUST  
D PALMER LEWIS, JR., TRUSTEE

PLAN SCALE 1"=10'









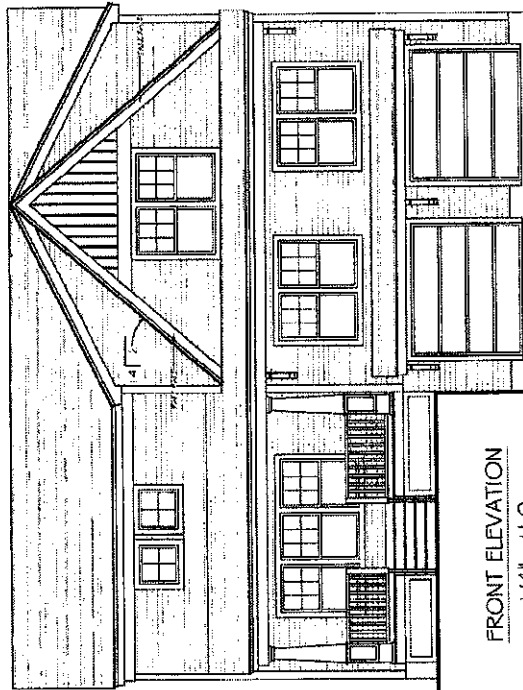


2007 FEB 10 AM

1

PROPOSED NEW CONSTRUCTION  
DENNIS & SUSAN SUSLAVICH  
STANLEY DRIVE  
HAVERHILL, MA

DRAWN BY:  
MARTHA MALINOWSKI  
56 REGENT AVE.  
BRAINTON, MA 01905  
1878374-5718



FRONT ELEVATION  
1/4" = 1'-0"



DRAWN BY:  
 MARTHA MACHING  
 56 KESWICK AVE.  
 BARNSTABLE, MA 01955  
 508/237-4275

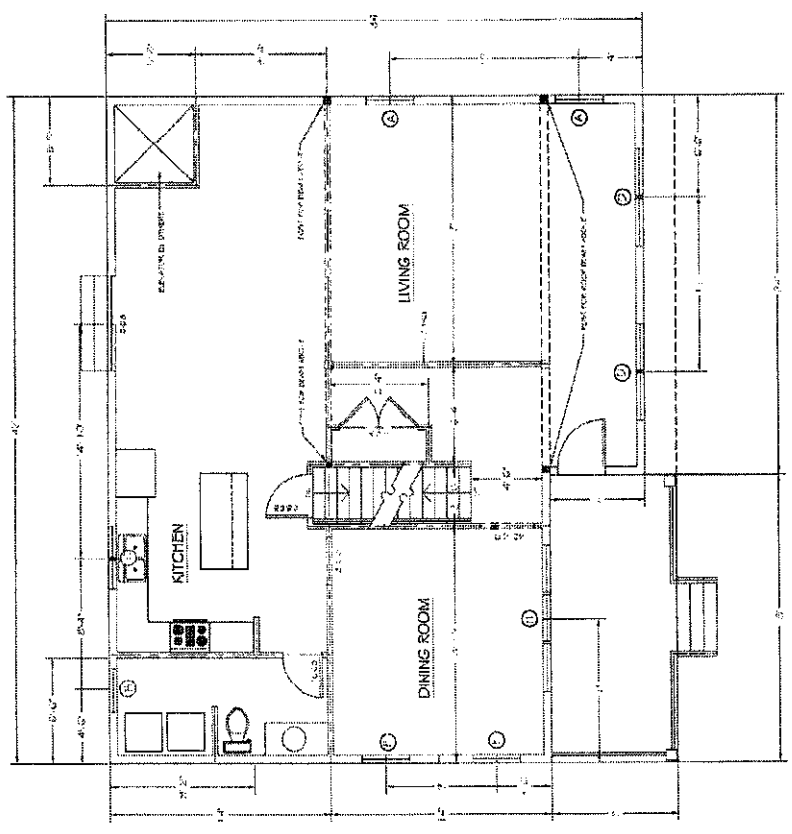
PROPOSED NEW CONSTRUCTION  
 DENNIS & SUSAN SUSLAVICH  
 STANLEY DRIVE  
 HAVERHILL, MA

5  
 MARCH 22, 2024

FIRST FLOOR PLAN  
 1/4" = 1'-0"  
 1320 SQUARE FEET

NOTE: SUGGESTED MATERIALS APPROVED  
 OFFICE TO BE ADOPTED  
 ALTERNATE

WINDOW SCHEDULE			
No.	Model	Type	EO
A	30410	DN	3'-2" WIDE x 3'-0" HIGH
B	20432	DN	2'-10" WIDE x 3'-4" HIGH
C	2335	Common	6'-0" WIDE x 3'-3" HIGH
D	30410 2	DN	3'-0" WIDE x 3'-0" HIGH
E	A4261	Awning	2'-0" x 2'-0"
F	AS	Awning	3'-0" WIDE x 2'-0" HIGH
G	30410	DN	3'-0" WIDE x 3'-4" HIGH
H	30410 3	DN	3'-0" WIDE x 3'-0" HIGH

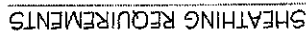




0

DENNIS & SUSAN SUSLAVICH

DRAWN BY:  
 MARTIN MACHINES  
 50 REGENT AVE.  
 BRADFORD, MA. 01834  
 (617) 874-8719



**NEWBORN BABY**  
CONGRATULATIONS, PARENTS!  
PAGE 10 A JAN. 2002

**CONGRATULATIONS & LIMITATIONS**

WOMEN HAVE LONGER LIVES  
A COMMON MYTH IS  
THAT WOMEN LIVE LONGER  
BECAUSE THEY ARE HEALTHIER  
AND TAKE BETTER CARE OF  
THEIR BODIES. BUT THE REAL REASON  
IS THAT WOMEN ARE MORE  
HEALTHY AND TAKE BETTER CARE  
OF THEMSELVES.



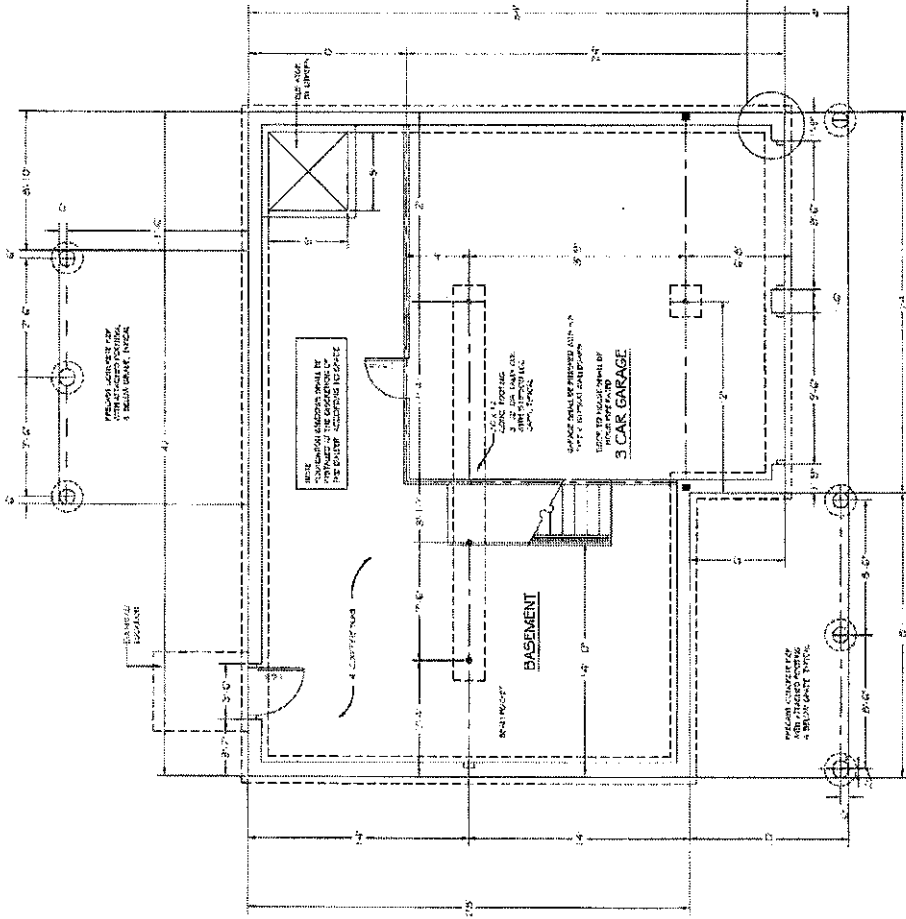
4

MARCH 28, 2004

PROPOSED NEW CONSTRUCTION  
DENNIS & SUSAN GUSLAVICH  
STANLEY DRIVE  
HAVERHILL, MA

22 WALKER BL.  
MAVERICK MASSACHUSETTS  
01930-1101  
(978) 374-8718

1. FOUNDATION SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE LATEST EDITIONS OF THE MASSACHUSETTS FOUNDATION DESIGN MANUAL AND THE 2003 INTERNATIONAL RESIDENTIAL CODE BOOK (IRC).  
2. FOUNDATION SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE LATEST EDITIONS OF THE MASSACHUSETTS FOUNDATION DESIGN MANUAL AND THE 2003 INTERNATIONAL RESIDENTIAL CODE BOOK (IRC).  
3. FOUNDATION SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE LATEST EDITIONS OF THE MASSACHUSETTS FOUNDATION DESIGN MANUAL AND THE 2003 INTERNATIONAL RESIDENTIAL CODE BOOK (IRC).  
4. FOUNDATION SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE LATEST EDITIONS OF THE MASSACHUSETTS FOUNDATION DESIGN MANUAL AND THE 2003 INTERNATIONAL RESIDENTIAL CODE BOOK (IRC).  
5. FOUNDATION SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE LATEST EDITIONS OF THE MASSACHUSETTS FOUNDATION DESIGN MANUAL AND THE 2003 INTERNATIONAL RESIDENTIAL CODE BOOK (IRC).  
6. FOUNDATION SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE LATEST EDITIONS OF THE MASSACHUSETTS FOUNDATION DESIGN MANUAL AND THE 2003 INTERNATIONAL RESIDENTIAL CODE BOOK (IRC).  
7. FOUNDATION SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE LATEST EDITIONS OF THE MASSACHUSETTS FOUNDATION DESIGN MANUAL AND THE 2003 INTERNATIONAL RESIDENTIAL CODE BOOK (IRC).  
8. FOUNDATION SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE LATEST EDITIONS OF THE MASSACHUSETTS FOUNDATION DESIGN MANUAL AND THE 2003 INTERNATIONAL RESIDENTIAL CODE BOOK (IRC).  
9. FOUNDATION SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE LATEST EDITIONS OF THE MASSACHUSETTS FOUNDATION DESIGN MANUAL AND THE 2003 INTERNATIONAL RESIDENTIAL CODE BOOK (IRC).  
10. FOUNDATION SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE LATEST EDITIONS OF THE MASSACHUSETTS FOUNDATION DESIGN MANUAL AND THE 2003 INTERNATIONAL RESIDENTIAL CODE BOOK (IRC).



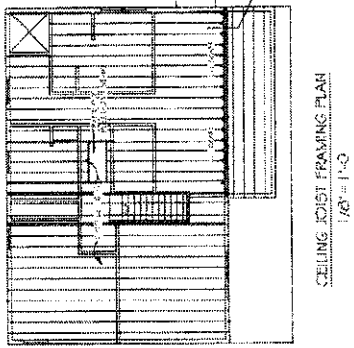
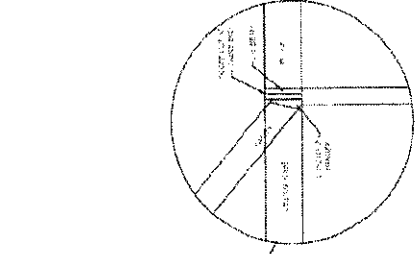
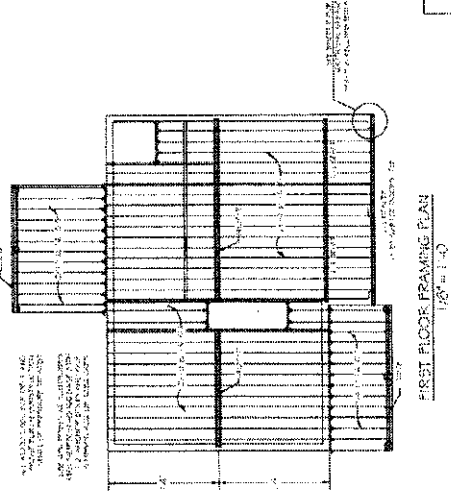
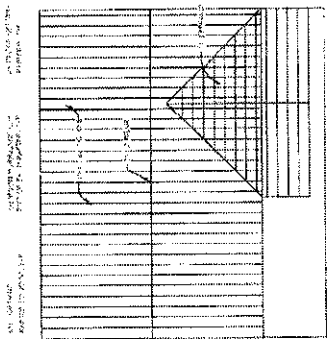
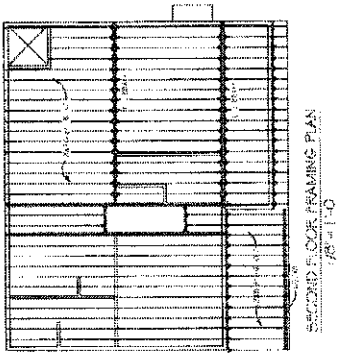
BASEMENT/FOUNDATION PLAN  
1/4" = 1'-0"



DENNIS & SUSAN GUSLAVICH  
 100 HAVEN DRIVE  
 STANLEY, MA 02464  
 781-225-2244

PROPOSED NEW CONSTRUCTION  
 DENNIS & SUSAN GUSLAVICH  
 STANLEY DRIVE  
 STANLEY, MA

7  
 781-225-2244



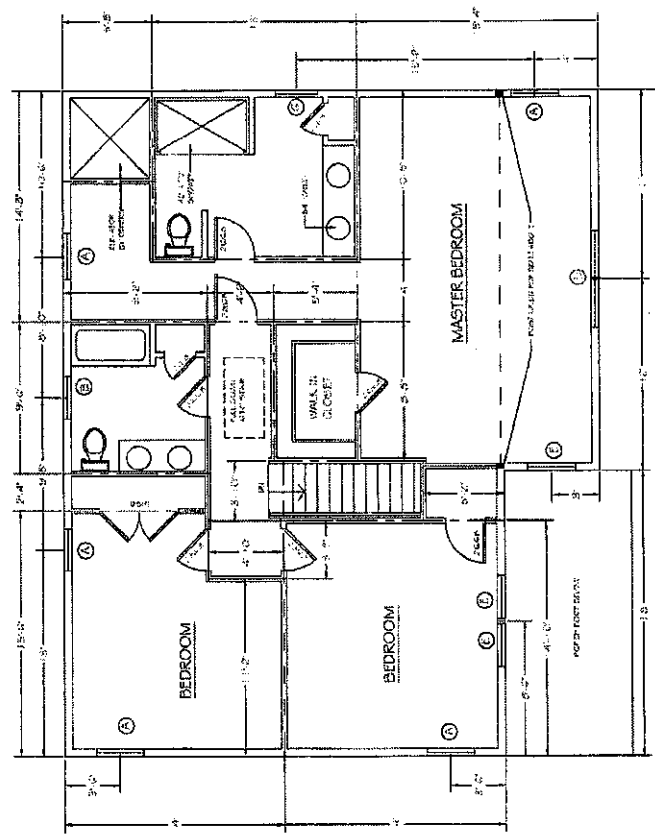
SECTION  
 1-1  
 1/8" = 1'-0"



DRAWN BY:  
 VANCEA-MACONIS  
 36 REGENT AVE.  
 BEDFORD, MA. 0 85  
 1978/3/4-2/12

PROPOSED NEW CONSTRUCTION  
 DENNIS & SUSAN SUSLAVICH  
 STANLEY DRIVE  
 HAVERHILL, MA

9  
 MARCH 28, 1978

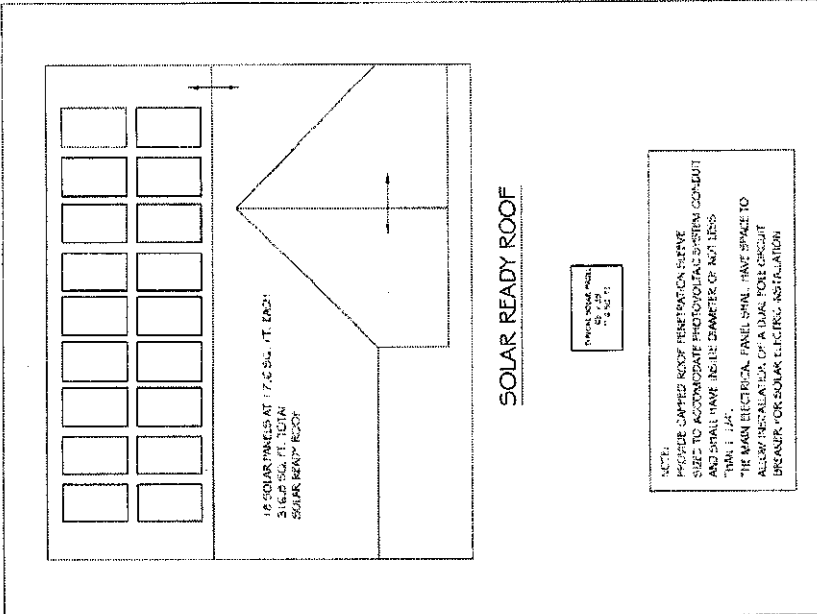
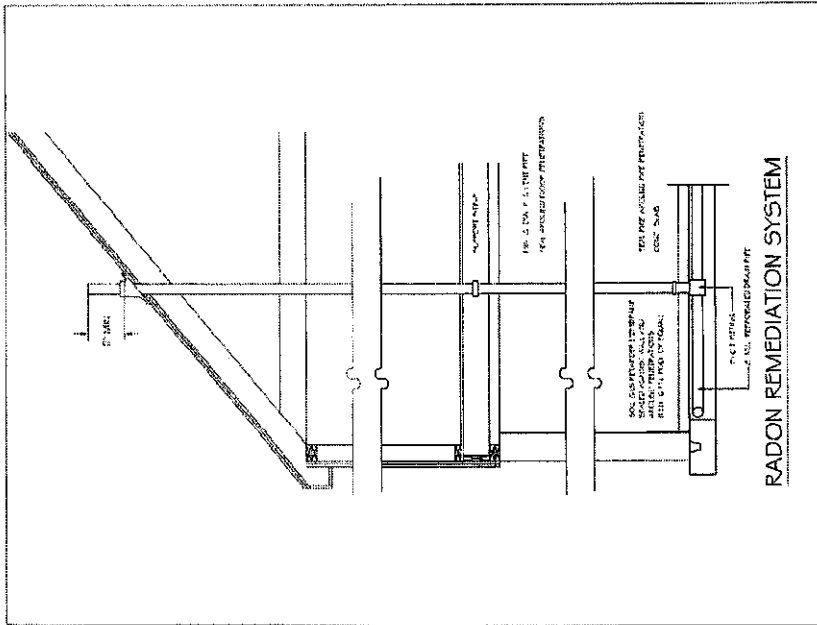


SECOND FLOOR PLAN  
 1/4" = 1'-0"  
 1320 SQUARE FEET

NOTE: ALL DIMENSIONS SHOWN FOR AREAS ARE TO CENTER UNLESS OTHERWISE NOTED.

NO.	ROOM	TYPE	NO.
A	BRD. O	DR	1
B	BRD. O	DR	2
C	BRD. O	DR	3
D	BRD. O	DR	4
E	BRD. O	DR	5
F	BRD. O	DR	6
G	BRD. O	DR	7
H	BRD. O	DR	8
I	BRD. O	DR	9
J	BRD. O	DR	10
K	BRD. O	DR	11
L	BRD. O	DR	12
M	BRD. O	DR	13
N	BRD. O	DR	14
O	BRD. O	DR	15
P	BRD. O	DR	16
Q	BRD. O	DR	17
R	BRD. O	DR	18
S	BRD. O	DR	19
T	BRD. O	DR	20
U	BRD. O	DR	21
V	BRD. O	DR	22
W	BRD. O	DR	23
X	BRD. O	DR	24
Y	BRD. O	DR	25
Z	BRD. O	DR	26
AA	BRD. O	DR	27
AB	BRD. O	DR	28
AC	BRD. O	DR	29
AD	BRD. O	DR	30
AE	BRD. O	DR	31
AF	BRD. O	DR	32
AG	BRD. O	DR	33
AH	BRD. O	DR	34
AI	BRD. O	DR	35
AJ	BRD. O	DR	36
AK	BRD. O	DR	37
AL	BRD. O	DR	38
AM	BRD. O	DR	39
AN	BRD. O	DR	40
AO	BRD. O	DR	41
AP	BRD. O	DR	42
AQ	BRD. O	DR	43
AR	BRD. O	DR	44
AS	BRD. O	DR	45
AT	BRD. O	DR	46
AU	BRD. O	DR	47
AV	BRD. O	DR	48
AW	BRD. O	DR	49
AX	BRD. O	DR	50
AY	BRD. O	DR	51
AZ	BRD. O	DR	52
BA	BRD. O	DR	53
BB	BRD. O	DR	54
BC	BRD. O	DR	55
BD	BRD. O	DR	56
BE	BRD. O	DR	57
BF	BRD. O	DR	58
BG	BRD. O	DR	59
BH	BRD. O	DR	60
BI	BRD. O	DR	61
BJ	BRD. O	DR	62
BK	BRD. O	DR	63
BL	BRD. O	DR	64
BM	BRD. O	DR	65
BN	BRD. O	DR	66
BO	BRD. O	DR	67
BP	BRD. O	DR	68
BQ	BRD. O	DR	69
BR	BRD. O	DR	70
BS	BRD. O	DR	71
BT	BRD. O	DR	72
BU	BRD. O	DR	73
BV	BRD. O	DR	74
BW	BRD. O	DR	75
BX	BRD. O	DR	76
BY	BRD. O	DR	77
BZ	BRD. O	DR	78
CA	BRD. O	DR	79
CB	BRD. O	DR	80
CC	BRD. O	DR	81
CD	BRD. O	DR	82
CE	BRD. O	DR	83
CF	BRD. O	DR	84
CG	BRD. O	DR	85
CH	BRD. O	DR	86
CI	BRD. O	DR	87
CJ	BRD. O	DR	88
CK	BRD. O	DR	89
CL	BRD. O	DR	90
CM	BRD. O	DR	91
CN	BRD. O	DR	92
CO	BRD. O	DR	93
CP	BRD. O	DR	94
CQ	BRD. O	DR	95
CR	BRD. O	DR	96
CS	BRD. O	DR	97
CT	BRD. O	DR	98
CU	BRD. O	DR	99
CV	BRD. O	DR	100





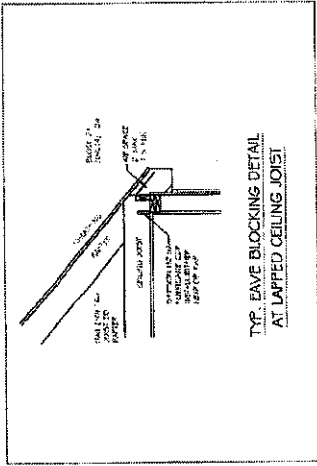
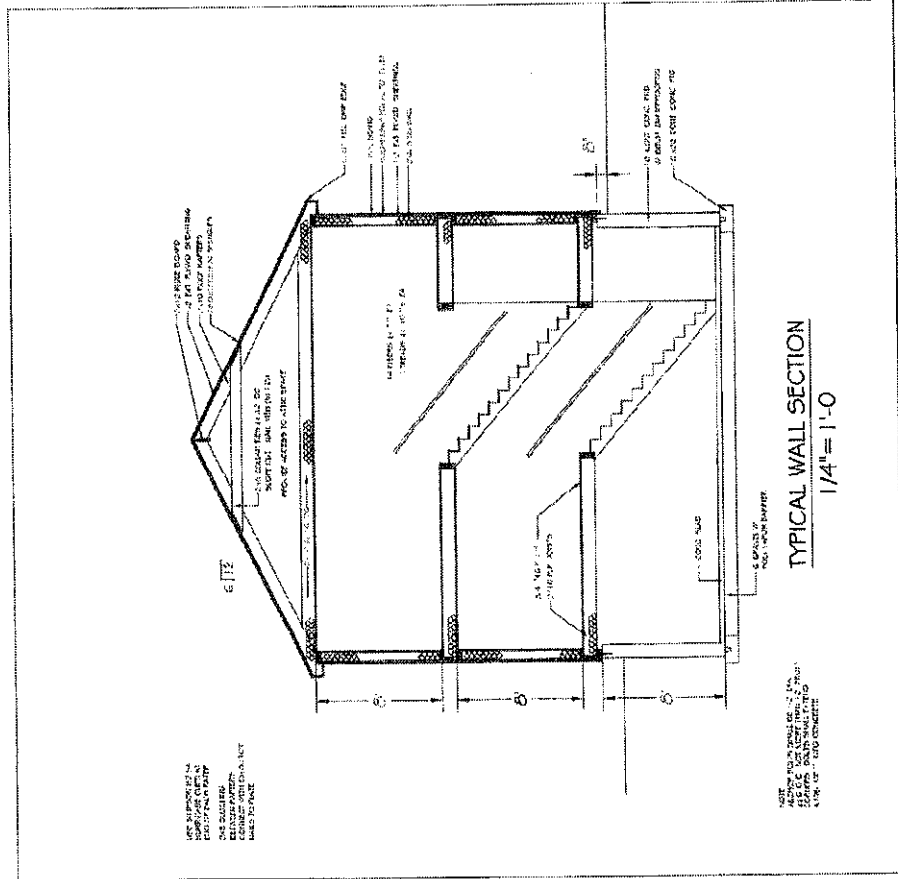
DRAFTER: D.C.  
 MARTHA MACINNES  
 52 KESWICK AVE.  
 BRANFORD, ME 04806  
 (207) 874-8717

PROPOSED NEW CONSTRUCTION  
 DENNIS & SUSAN SUSLAVICH  
 STANLEY DRIVE  
 HAVERHILL, MA

11

MARCH 28, 2004





TYP. EAVE BLOCKING DETAIL  
AT LAPPED CEILING JOIST

NOTE:  
THESE EAVE BLOCKING DETAILS  
ARE TO BE USED IN CONJUNCTION  
WITH THE REQUIREMENTS  
OF THE LATEST NATIONAL BUILDING CODE

MARK-26, 2024

7

PROPOSED NEW CONSTRUCTION  
DENNIS & SUSAN SUSLAVICH  
STANLEY DRIVE  
HAVERHILL, MA

DRAWN BY:  
MARKET  
1000 W. 10TH AVE.  
BOSTON, MA 02118  
HY827-0712

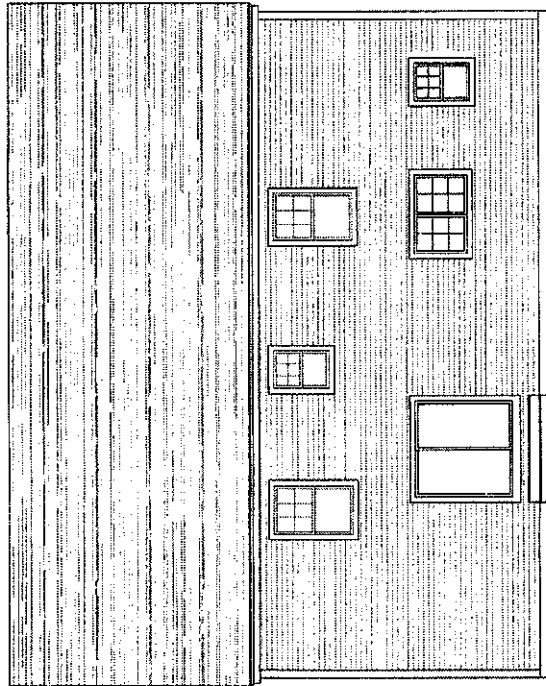


3

7/20/2018 10:41 AM

PROPOSED NEW CONSTRUCTION  
DENNIS & SUSAN SUSLAVICH  
STANLEY DRIVE  
HAVERHILL, MA

DRAWN BY:  
MARTHA MACDONALD  
500 RICHMOND AVE.  
HAVERHILL, MA 01830  
10/20/2017 4:07:19



REAR ELEVATION  
1/4" = 1'-0"





City of Haverhill, MA

Hearing July 23  
2024

MAY 28 AM 10:00 May 28, 2024  
HVCITYCLERK

SPMM-24-2

## City Clerk Review - Hearing Dates Set

City Council Special Permit MAJOR MODIFICATION

12.3

**Status:** Complete

**Became Active:** May 10, 2024

**Assignee:** Kaitlin Wright

**Completed:** May 28, 2024

### Applicant

Christos Eliopoulos  
info@developxproperties.com  
28 Woodland Road  
Georgetown, MA 01833  
781-835-7761

### Primary Location

7 KENOZA AVE  
Haverhill, MA 01830

### Owner:

7-13 KENOZA AVE, LLC  
28 Woodland Ave Georgetown, MA 01833

### Comments

Kaitlin Wright, May 28, 2024

Hearing will be announced on June 4th for date scheduled on July 23rd.





## SPMM-24-2

City Council Special  
Permit MAJOR  
MODIFICATION

Status: Active

Submitted On: 5/10/2024

### Primary Location

7 KENOZA AVE  
Haverhill, MA 01830

### Owner

7-13 KENOZA AVE, LLC  
Woodland Ave 28  
Georgetown, MA 01833

### Applicant

 Christos Eliopoulos  
 781-835-7761  
info@developxproperties.com  
 28 Woodland Road  
Georgetown, MA 01833

## Applicant Information

What is Your Role in This Process?\*

Owner

Applicant Business/Firm Name\*

7-13 Kenoza Ave LLC

Applicant Business/Firm Phone\*

781.835.7761

Applicant Business/Firm Address\*

28 Woodland Ave

Applicant Business/Firm City\*

Georgetown

Applicant Business/Firm State\*

MA

Applicant Business/Firm Zip\*

01833

## Modification Information

Original Application Number\*

113933



New Field

## Hearing Waiver

Agrees\*

Yes

## Agreement & Signature

Agrees\*



## Office Use Only

🔒 City Council Decision

—

🔒 City Council Hearing Date

—

🔒 Reason for Council's Decision

🔒 City Council Members Absent

🔒 City Council Members Present



## Residences at Kenoza Description of Project

Residences at Kenoza is a strategically planned residential development initially approved by the City Council. Located at 1, 7-13 Kenoza Ave, the project aims to deliver high-quality housing while complementing the existing neighborhood fabric. Our commitment to creating a valuable community asset remains unchanged, and the overall size and scope of the project as initially approved are maintained.

### **Reason for Revision:**

During the detailed architectural and engineering phase, it became evident that specific aspects of the original exterior design could not be constructed as initially rendered. These discrepancies were primarily due to structural feasibility concerns that emerged during the technical evaluation. To ensure the highest standards of safety and quality, slight modifications to the exterior design are proposed.

### **Proposed Changes:**

The revised design includes subtle alterations to the building's facade to address the structural challenges while preserving the aesthetic and thematic essence of the initial proposal. These changes are purely architectural and do not alter the overall footprint, scale, or the number of residential units within the building.

### **Details of Changes:**

- **Facade Elements:** Minor reconfigurations of facade elements to enhance constructability without compromising on the design integrity.
- **Architectural Features:** Introduction of alternative architectural features that align with the original design intent, ensuring continuity in the building's visual impact.

### **Commitment to Original Aesthetics:**

The new design adheres to the same architectural language and aesthetic qualities as the originally approved version. The essence of the building's appearance remains intact, ensuring that the visual impact envisioned for the community is preserved.


### **Conclusion:**

We are seeking re-approval from the City Council for these necessary modifications. Our team is committed to transparency and adherence to all planning regulations. We believe these revisions are in the best interest of the project's long-term success and community acceptance. The slight changes to the exterior design ensure that Residences at Kenoza not only meets but exceeds the expectations set forth in our initial proposal, ultimately enhancing the living experience for future residents and contributing positively to the local community.




Hearing July 23, 2024

City Council Special Permit MAJOR MODIFICATION · Add to a project

 **Expiration Date**

Active

**Request Changes**  
(</#/explore/request-changes/174465>)



SPMM-24-2



**Details**  
Submitted on May 10, 2024 at 10:00 am



**Attachments**  
10 files



**Activity Feed**  
Latest activity on May 28, 2024



**Applicant**  
Christos Eliopoulos

 1



**Location**  
7 KENOZA AVE, Haverhill, MA 01830

View ▼

Edit Workflow



**Special Permit Filing Fee**  
Paid May 10, 2024 at 10:02 am



**Planning Director Review**  
Completed May 14, 2024 at 9:57 am



**City Clerk Review - Hearing Dates Set**  
Completed May 28, 2024 at 9:39 am



**City Council Clerk Notified**  
Completed May 10, 2024 at 11:26 am



**Assessor for Abutter's List**  
Completed May 10, 2024 at 11:23 am





<div><div><div>✓</div></div><div><div>Conservation Department Review</div><div>Completed May 10, 2024 at 12:06 pm</div></div></div>	<div><div></div><div></div></div>
<div><div><div>✓</div></div><div><div>DPW Review</div><div>In Progress</div></div></div>	<div><div></div><div>RW</div></div>
<div><div><div>✓</div></div><div><div>Engineering Department Review</div><div>In Progress</div></div></div>	<div><div></div><div>JP</div></div>
<div><div><div>✓</div></div><div><div>Health Department Review</div><div>In Progress</div></div></div>	<div><div></div><div>MT</div></div>
<div><div><div>✓</div></div><div><div>Police Department Review</div><div>In Progress</div></div></div>	<div><div></div><div>KL</div></div>
<div><div><div>✓</div></div><div><div>Storm Water Review</div><div>Completed May 10, 2024 at 12:07 pm</div></div></div>	<div><div></div><div></div></div>
<div><div><div>✓</div></div><div><div>Wastewater Review</div><div>In Progress</div></div></div>	<div><div></div><div>RW</div></div>
<div><div><div>✓</div></div><div><div>Water Department Review</div><div>In Progress</div></div></div>	<div><div></div><div>AC</div></div>
<div><div><div>✓</div></div><div><div>Water Supply Review</div><div>Completed May 10, 2024 at 2:01 pm</div></div></div>	<div><div></div><div>JD</div></div>
<div><div><div>✓</div></div><div><div>Building Inspector Approval for Agenda</div><div>Completed May 10, 2024 at 10:21 am</div></div></div>	<div><div></div><div></div></div>
↓	
<div><div><div>✓</div></div><div><div>First Ad Placement</div><div>Review</div></div></div>	<div><div></div><div></div></div>
↓	
<div><div><div>✓</div></div><div><div>Second Ad Placement</div><div>Review</div></div></div>	<div><div></div><div></div></div>
↓	
<div><div><div>✓</div></div><div><div>City Councilor A Review</div><div>Review</div></div></div>	<div><div></div><div></div></div>
<div><div><div>✓</div></div><div><div>City Councilor B Review</div><div>Review</div></div></div>	<div><div></div><div></div></div>





**City Councilor C Review**  
Review



**City Councilor D Review**  
Review



**City Councilor E Review**  
Review



**City Councilor F Review**  
Review



**City Councilor G Review**  
Review



**City Councilor H Review**  
Review



**City Councilor I Review**  
Review



**City Council Meeting**  
Review



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




## Building Inspector Approval for Agenda



● Complete ▾

Complete

Assignee

 Tom Bridgewater

Due date

 None



**Tom Bridgewater**

Remove Comment • May 10, 2024 at 10:21 am

This needs to back to City Council for a Major Modification , some changes are listed below.

This also appears to be non compliant with the ZBA Approval , the rear shows and angle in the foundation for a 20' set back but the rear elevation shows building is a square with out the angle .

**FRONT**

Gable missing left side

Windows missing in gables

3 Small dormers eliminated

Gable locations different

Windows changed sizes and #

Columns different

**REAR**

3 Gables missing

Window sizes changed, locations and some eliminated

Shed roof added

**KENOZA SIDE**

Gables and windows different, some missing

**ASHLAND SIDE**

Peaks of roof changed

Windows eliminated and sizes changed

This step was assigned to Tom Bridgewater - May 10, 2024 at 10:00 am

Tom Bridgewater approved this step - May 10, 2024 at 10:21 am




 Continuance Meeting Date

—

 Also Present

 City Councilor Who Seconded Motion

 City Councilor Who Made Motion

 City Councilors Who Voted Against

 City Councilors Who Abstained


 Continuance Motion Decision

—

 Who Submitted Continuance Request?

—


 City Councilors Who Voted in Favor

 Number of 12"x18" Mylar Copies


—

 Appeal Expiration Date

—

 Number of 24"x36" Mylar Copies

—

 Number of 18"x24" Mylar Copies

—

## Attachments



### Description of Project

Res at Kenoza\_Project Description\_City Council.docx

Uploaded by Christos Eliopoulos on May 10, 2024 at 10:00 AM

REQUIRED



### Zoning Opinion

Kenoza\_Recorded Decision.pdf

Uploaded by Christos Eliopoulos on Apr 8, 2024 at 1:13 PM

REQUIRED



**Res at Kenoza\_Final Site Plans.pdf**

Res at Kenoza\_Final Site Plans.pdf

Uploaded by Christos Eliopoulos on Apr 8, 2024 at 11:56 AM

**Res at Kenoza\_Building Plan.pdf**

Res at Kenoza\_Building Plan.pdf

Uploaded by Christos Eliopoulos on Apr 8, 2024 at 12:00 PM

**Residence at Kenoza\_Front\_Final.jpeg**

Residence at Kenoza\_Front\_Final.jpeg

Uploaded by Christos Eliopoulos on Apr 8, 2024 at 1:04 PM

**Residence at Kenoza\_Right\_Final.jpeg**

Residence at Kenoza\_Right\_Final.jpeg

Uploaded by Christos Eliopoulos on Apr 8, 2024 at 1:05 PM

**Residence at Kenoza\_Rear\_Final.jpeg**

Residence at Kenoza\_Rear\_Final.jpeg

Uploaded by Christos Eliopoulos on Apr 8, 2024 at 1:07 PM

**Residence at Kenoza\_Approved Plans.pdf**

Residence at Kenoza\_Approved Plans.pdf

Uploaded by Christos Eliopoulos on Apr 8, 2024 at 1:12 PM

**Abutters Kenoza Ave 204.48.2A and 204.48.1.xlsx**

Abutters Kenoza Ave 204.48.2A and 204.48.1.xlsx

Uploaded by Christine Webb on May 10, 2024 at 11:22 AM

**Mailing labels Kenoza Ave 204.48.2A and 204.48.1.pdf**

Mailing labels Kenoza Ave 204.48.2A and 204.48.1.pdf

Uploaded by Christine Webb on May 10, 2024 at 11:22 AM

## History

Date	Activity
5/28/2024, 9:39:50 AM	Kaitlin Wright approved approval step City Clerk Review - Hearing Dates Set on Record SPMM-24-2
5/28/2024, 9:39:27 AM	Kaitlin Wright assigned approval step City Clerk Review - Hearing Dates Set to Kaitlin Wright on Record SPMM-24-2



Date	Activity
5/14/2024, 9:57:56 AM	William Pillsbury approved approval step Planning Director Review on Record SPMM-24-2
5/14/2024, 8:30:12 AM	Christos Eliopoulos added a guest: mmigliori@fimilaw.com to Record SPMM-24-2
5/10/2024, 2:01:49 PM	John D'Aoust approved approval step Water Supply Review on Record SPMM-24-2
5/10/2024, 1:57:04 PM	John D'Aoust assigned approval step Water Department Review to Andrew Carvalho on Record SPMM-24-2
5/10/2024, 12:07:02 PM	Robert Moore approved approval step Storm Water Review on Record SPMM-24-2
5/10/2024, 12:06:15 PM	Robert Moore approved approval step Conservation Department Review on Record SPMM-24-2
5/10/2024, 11:41:05 AM	altered payment step Special Permit Filing Fee, changed sequence from "1" to "0" on Record SPMM-24-2
5/10/2024, 11:41:05 AM	Bonnie Dufresne assigned approval step Health Department Review to Mark Tolman on Record SPMM-24-2
5/10/2024, 11:26:03 AM	Laurie Brown approved approval step City Council Clerk Notified on Record SPMM-24-2
5/10/2024, 11:23:23 AM	Christine Webb approved approval step Assessor for Abutter's List on Record SPMM-24-2
5/10/2024, 10:21:31 AM	Tom Bridgewater approved approval step Building Inspector Approval for Agenda on Record SPMM-24-2
5/10/2024, 10:02:39 AM	completed payment step Special Permit Filing Fee on Record SPMM-24-2
5/10/2024, 10:00:19 AM	approval step City Council Clerk Notified was assigned to Laurie Brown on Record SPMM-24-2
5/10/2024, 10:00:18 AM	approval step Water Supply Review was assigned to John D'Aoust on Record SPMM-24-2
5/10/2024, 10:00:18 AM	approval step Building Inspector Approval for Agenda was assigned to Tom Bridgewater on Record SPMM-24-2
5/10/2024, 10:00:18 AM	approval step DPW Review was assigned to Robert Ward on Record SPMM-24-2
5/10/2024, 10:00:18 AM	approval step City Clerk Review - Hearing Dates Set was assigned to Maria Bevilacqua on Record SPMM-24-2
5/10/2024, 10:00:18 AM	approval step Storm Water Review was assigned to Robert Moore on Record SPMM-24-2



Date	Activity
5/10/2024, 10:00:18 AM	approval step Police Department Review was assigned to Kevin Lynch on Record SPMM-24-2
5/10/2024, 10:00:18 AM	approval step Planning Director Review was assigned to William Pillsbury on Record SPMM-24-2
5/10/2024, 10:00:18 AM	approval step Health Department Review was assigned to Bonnie Dufresne on Record SPMM-24-2
5/10/2024, 10:00:18 AM	approval step Wastewater Review was assigned to Robert Ward on Record SPMM-24-2
5/10/2024, 10:00:18 AM	approval step Water Department Review was assigned to John D'Aoust on Record SPMM-24-2
5/10/2024, 10:00:18 AM	approval step Engineering Department Review was assigned to John Pettis on Record SPMM-24-2
5/10/2024, 10:00:18 AM	approval step Conservation Department Review was assigned to Robert Moore on Record SPMM-24-2
5/10/2024, 10:00:18 AM	approval step Assessor for Abutter's List was assigned to Christine Webb on Record SPMM-24-2
5/10/2024, 10:00:17 AM	Christos Eliopoulos submitted Record SPMM-24-2
4/8/2024, 11:48:37 AM	Christos Eliopoulos altered Record SPMM-24-2, changed ownerCity from "MEDFORD" to "Georgetown"
4/8/2024, 11:48:37 AM	Christos Eliopoulos altered Record SPMM-24-2, changed ownerPostalCode from "02155" to "01833"
4/8/2024, 11:48:37 AM	Christos Eliopoulos altered Record SPMM-24-2, changed ownerStreetName from "WATER ST" to "Woodland Ave"
4/8/2024, 11:48:37 AM	Christos Eliopoulos altered Record SPMM-24-2, changed ownerStreetNo from "2" to "28"
4/8/2024, 11:48:37 AM	Christos Eliopoulos altered Record SPMM-24-2, changed ownerUnit from "" to ""
4/8/2024, 11:47:00 AM	Christos Eliopoulos started a draft of Record SPMM-24-2

## Timeline

Label	Activated	Completed	Assignee	Due Date	Status
💰 Special Permit Filing Fee	5/10/2024, 10:00:17 AM	5/10/2024, 10:02:39 AM	Christos Eliopoulos	-	Completed



Label	Activated	Completed	Assignee	Due Date	Status
✓ Planning Director Review	5/10/2024, 10:00:17 AM	5/14/2024, 9:57:56 AM	William Pillsbury	-	Completed
✓ City Clerk Review - Hearing Dates Set	5/10/2024, 10:00:17 AM	5/28/2024, 9:39:50 AM	Kaitlin Wright	-	Completed
✓ City Council Clerk Notified	5/10/2024, 10:00:17 AM	5/10/2024, 11:26:03 AM	Laurie Brown	-	Completed
✓ Assessor for Abutter's List	5/10/2024, 10:00:17 AM	5/10/2024, 11:23:23 AM	Christine Webb	-	Completed
✓ Conservation Department Review	5/10/2024, 10:00:17 AM	5/10/2024, 12:06:15 PM	Robert Moore	-	Completed
✓ DPW Review	5/10/2024, 10:00:17 AM	-	Robert Ward	-	Active
✓ Engineering Department Review	5/10/2024, 10:00:17 AM	-	John Pettis	-	Active
✓ Health Department Review	5/10/2024, 10:00:17 AM	-	Mark Tolman	-	Active
✓ Police Department Review	5/10/2024, 10:00:17 AM	-	Kevin Lynch	-	Active
✓ Storm Water Review	5/10/2024, 10:00:17 AM	5/10/2024, 12:07:02 PM	Robert Moore	-	Completed
✓ Wastewater Review	5/10/2024, 10:00:17 AM	-	Robert Ward	-	Active
✓ Water Department Review	5/10/2024, 10:00:17 AM	-	Andrew Carvalho	-	Active
✓ Water Supply Review	5/10/2024, 10:00:17 AM	5/10/2024, 2:01:49 PM	John D'Aoust	-	Completed



Label	Activated	Completed	Assignee	Due Date	Status
✓ Building Inspector Approval for Agenda	5/10/2024, 10:00:17 AM	5/10/2024, 10:21:31 AM	Tom Bridgewater	-	Completed
✓ First Ad Placement	-	-	-	-	Inactive
✓ Second Ad Placement	-	-	-	-	Inactive
✓ City Councilor A Review	-	-	-	-	Inactive
✓ City Councilor B Review	-	-	-	-	Inactive
✓ City Councilor C Review	-	-	-	-	Inactive
✓ City Councilor D Review	-	-	-	-	Inactive
✓ City Councilor E Review	-	-	-	-	Inactive
✓ City Councilor F Review	-	-	-	-	Inactive
✓ City Councilor G Review	-	-	-	-	Inactive
✓ City Councilor H Review	-	-	-	-	Inactive
✓ City Councilor I Review	-	-	-	-	Inactive
✓ City Council Meeting	-	-	-	-	Inactive



Label	Activated	Completed	Assignee	Due Date	Status
✓ Meeting Minutes & Decision Filed w/City Clerk	-	-	-	-	Inactive



2023

**FIORELLO & MIGLIORI**  
**ATTORNEYS AT LAW**

KAREN L. FIORELLO  
(Retired)

MICHAEL J. MIGLIORI  
mmigliori@fmlaw.com

280 Merrimack Street  
Suite B  
Methuen, Massachusetts 01844  
FAX 978-849-5191

2023

April 17, 2023

Timothy J. Jordan, President  
Haverhill City Council  
City Hall  
4 Summer Street  
Haverhill, MA 01830

HAVERHILL CITY CLERK APR 4 '24 PM 2:45

Re: Special Permit  
Owner: 7-13 Kenoza Ave., LLC  
Applicant: 7-13 Kenoza Ave., LLC  
3-13 Kenoza Avenue, Haverhill MA  
Parcel ID: 204-48-1 & 2A

Dear President Jordan,

Please be advised this office represents 7-13 Kenoza Ave., LLC, the applicant regarding the above-referenced Special Permit. This Memorandum is filed with the Council in order to assist it in arriving at a decision regarding this Application.

Kenoza Ave., LLC purchased the property at 3 Kenoza Avenue last year which is the site of a long ago abandoned gasoline station that has been a blight in the neighborhood for many years. Kenoza Ave., LLC has owned the commercial/residential property at 7 Kenoza Avenue for several years.

The combining of these two parcels will allow for a beautiful apartment building to be constructed on the site to provide 14 badly needed apartments in the City.

The property is in the CC zoning district. The property currently contains a commercial/residential property to be demolished and an abandoned building on site of the former gas station in a state of total disrepair.

The applicant wishes to remove the blighted buildings on the site and construct a 14 unit residential apartment building.

In light of the requested use the applicant is seeking a special permit for the project which is required in the CC zone.

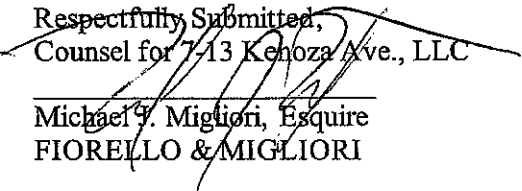
We are not requesting any waivers from the Council because the project as designed complies with all zoning requirements for the CC Zone.



We believe that the Special Permit we are requesting, if approved by the Council, will result in a significant beneficial impact on the public good and carry out the goals and purposes and intent of the provisions of Haverhill's Zoning Ordinance and create additional affordable housing in the inner City while removing a terrible blight.

Kindly schedule a hearing before the Council at your earliest convenience.

Respectfully Submitted,  
Counsel for 7-13 Kenzo Ave., LLC

  
Michael G. Migliori, Esquire  
FIORELLO & MIGLIORI





2023

**CITY OF HAVERHILL, MASSACHUSETTS**

**CERTIFICATION OF DECISION**

I, the City Clerk of the City of Haverhill, hereby certify that the City Council NOTICE OF DECISION on the application of:

Attorney Michael Migliori for 7-13 Kenoza Ave, LLC

**APPLICANT AND OWNER (IF DIFFERENT)**

for a special permit to:

build a 14-unit residential building

at: 3 Kenoza av combined with 7 Kenoza av Map 204-48-1 and 204-48-2A

**STREET NAME AND NUMBER**

has been filed with this office on:

July 27 2023, and that

**DATE OF FILING**

- (1) X Twenty (20) days have elapsed from the date the Decision was filed and no appeal notice to the District or Superior Court has been received by this office.
- (2)      If an appeal had been taken, notice has been received that said appeal has been dismissed or denied.
- (3)      The application was denied.

As a condition of the Special Permit becoming effective, the applicant must record this NOTICE OF DECISION and CERTIFICATION OF DECISION at the Registry of Deeds as required and in compliance with Chapter 40A of the MGL and to file evidence with the City Clerk attesting that said NOTICE OF DECISION and CERTIFICATION OF DECISION have been duly recorded as cited above.

Upon receipt by the City Clerk of evidence that the NOTICE OF DECISION and CERTIFICATION OF DECISION of the City Council has been duly recorded and indexed in the Grantor Index under the name of the Owner of Record (registered land to be noted on the Owner's Certificate of Title) and the Essex County South District Registry of Deeds, such evidence will be placed on file in the office of the City Clerk.

*Kaitlin M. Wright*

August 21 2023

**DATE**

**KAITLIN M. WRIGHT, CITY CLERK**





City of Haverhill, MA

5/28/2024

12.51

## EVNT-24-9

### Event Permit

Status: Active

Submitted On: 4/12/2024

### Primary Location

2 MERRIMACK ST

Haverhill, MA 1830

### Owner

### Applicant

Hailey Moschella

845-750-7941

hailey@wisteriamontessori.org

11 Allen Street

Haverhill, MA 01835

HAV CITY CLERK 5/28/24 4:50:03

## Organization Information

5/28/24 4:50:03  
HAV CITY CLERK

### Organization\*

Wisteria Montessori School

### Organization Phone\*

978-308-9038

### Organization Address\*

76 Merrimack Street

### Organization City\*

Haverhill

### Organization State\*

MA

### Organization Zip\*

01830

### Is the Organization Tax Exempt?\*

Yes

### Is the Organization Non-Profit?\*

Yes

### Is the Organization a House of Worship?\*

No

## Contact Information

### Contact Name\*

Hailey Moschella

### Contact Title\*

co-head of school



**Contact Phone\***

845-750-7941

**Contact Email\***

hailey@wisteriamontessori.org

**Contact Address\***

11 Allen St

**Contact City\***

Haverhill

**Contact State\***

MA

**Contact Zip\***

01835

## Property Owner Information

**Property Owner Name\***

Peabody Properties

**Property Owner Phone\***

978-478-6310

**Property Owner Address\***

44 Merrimack St.

**Property Owner City\***

Haverhill

**Property Owner State\***

MA

**Property Owner Zip\***

01830

**Is the Applicant the Property Owner? ?**

No

## Event Information

**Description of event\* ?**

*The Boardwalk Block Party hosted by the Wildflower Montessori Schools of Haverhill will invite the public to enjoy a day of free, family friendly programming. Activities may include but are not limited to; interactive art projects, music and dance performances.*



**Type of Event\***

Amusement

**Event Date\***

06/29/2024

**Event Location\***

Lawn area at Harbor Place

**is the Event on Bradford Common?\*** ⓘ

No

**Is the Event on City Property?\***

No

**Event Venue\***

Outdoor

**Number of Anticipated Attendees\***

300

**Are You Requesting Additional Fees Be Waived?**

**(APPLICATION FEE IS NOT WAIVABLE)\***

Yes

**Event Start Time\***

3pm

**Event End Time\***

6pm

**Will Food Be Served/Sold at the Event?\***

No

**Any Helpful Comments about Food**

**Special Considerations (i.e. fireworks)\*** ⓘ

n/a



## Parking Information

Number of Parking Spaces Onsite\*

387

Have Off-site Parking Arrangements Been Made?\*

No

Are There Charges/Fees for Parking?\*

No

## Sanitation Information

Number of Public Restrooms Available\*

1

Type of Toilets\*

Permanent

Please Describe Plans for Solid Waste Disposal & Recycling\*

We will encourage a carry in, carry out garbage policy. There are also two garbage cans available on site, and we will have a team of volunteers cleaning up at the end of the event.

## General Release & Indemnity Agreement

Yes\*









## Terms of Understanding

Yes\*





## Attachments

	<b>Event Agreements, Leases &amp; Contracts</b> Event Agreement.pdf Uploaded by Hailey Moschella on Apr 12, 2024 at 9:17 AM	REQUIRED
	<b>General Release &amp; Indemnity Agreement</b> General Release and Indemnity Agreement.pdf Uploaded by Hailey Moschella on Apr 12, 2024 at 9:08 AM	REQUIRED
	<b>Proof of Non-Profit Status</b> nonprofit status.pdf Uploaded by Hailey Moschella on Apr 12, 2024 at 9:09 AM	REQUIRED
	<b>Property Owner's Written Consent</b> Property Owner Written Consent.pdf Uploaded by Hailey Moschella on Apr 12, 2024 at 9:10 AM	REQUIRED
	<b>Proof of Insurance</b> Insurance2024.pdf Uploaded by Hailey Moschella on Apr 12, 2024 at 9:59 AM	REQUIRED
	<b>Certificate of Insurance</b> 24-25 CGL - City of Haverhill.pdf Uploaded by Kaitlin Wright on May 8, 2024 at 2:52 PM	

## History

Date	Activity
5/17/2024, 4:13:03 PM	approval step City Council Approval was assigned to Kaitlin Wright on Record EVNT-24-9
5/17/2024, 4:13:02 PM	Kevin Lynch approved approval step Police Department Approval on Record EVNT-24-9
5/15/2024, 2:41:34 PM	Robert Ward approved approval step Public Works Director Approval on Record EVNT-24-9
5/8/2024, 2:57:23 PM	Kaitlin Wright approved approval step City Clerk Approval on Record EVNT-24-9



Date	Activity
5/7/2024, 4:03:37 PM	Eric Tarpay approved approval step Fire Inspector Approval on Record EVNT-24-9
5/6/2024, 8:31:06 AM	Tom Bridgewater approved approval step Building Inspector Approval on Record EVNT-24-9
5/2/2024, 9:33:57 AM	Kaitlin Wright assigned approval step Public Works Director Approval to Robert Ward on Record EVNT-24-9
5/2/2024, 9:33:39 AM	Kaitlin Wright assigned approval step Police Department Approval to Kevin Lynch on Record EVNT-24-9
5/2/2024, 9:33:34 AM	Kaitlin Wright assigned approval step Fire Inspector Approval to Eric Tarpay on Record EVNT-24-9
5/2/2024, 9:33:26 AM	Kaitlin Wright assigned approval step Building Inspector Approval to Tom Bridgewater on Record EVNT-24-9
4/12/2024, 10:03:09 AM	approval step City Clerk Approval was assigned to Kaitlin Wright on Record EVNT-24-9
4/12/2024, 10:03:09 AM	completed payment step Event Permit Payment on Record EVNT-24-9
4/12/2024, 10:00:48 AM	Hailey Moschella submitted Record EVNT-24-9
4/12/2024, 8:52:54 AM	Hailey Moschella started a draft of Record EVNT-24-9

## Timeline

Label	Activated	Completed	Assignee	Due Date	Status
📄 Event Permit Payment	4/12/2024, 10:00:49 AM	4/12/2024, 10:03:09 AM	Hailey Moschella	-	Completed
✓ City Clerk Approval	4/12/2024, 10:03:09 AM	5/8/2024, 2:57:23 PM	Kaitlin Wright	-	Completed
✓ Building Inspector Approval	5/2/2024, 9:33:23 AM	5/6/2024, 8:31:06 AM	Tom Bridgewater	-	Completed
✓ Fire Inspector Approval	5/2/2024, 9:33:29 AM	5/7/2024, 4:03:37 PM	Eric Tarpay	-	Completed
✓ Police Department Approval	5/2/2024, 9:33:40 AM	5/17/2024, 4:13:02 PM	Kevin Lynch	-	Completed



Label	Activated	Completed	Assignee	Due Date	Status
✓ Public Works Director Approval	5/2/2024, 9:33:59 AM	5/15/2024, 2:41:34 PM	Robert Ward	-	Completed
✓ City Council Approval	5/17/2024, 4:13:02 PM	-	Kaitlin Wright	-	Active
📅 Event Permit Issued	-	-	-	-	Inactive



04/12/24

Wisteria Montessori School is working with Marigold and Snowdrop Montessori Schools as well as local organizations including but not limited to Creative Haverhill, Team Haverhill, Haverhill Promise, Good and Golden Bookstore, Historic New England, Bubbles McGee and others, to host family friendly activities during the event.

Sincerely,

Hailey Moschella

Wisteria Montessori School

76 Merrimack Street Ste. 4



04/12/24

Wisteria Montessori School 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 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 amusement.

Sincerely,

Hailey Moschella

Wisteria Montessori School

76 Merrimack Street Ste. 4



# The Wildflower Foundation

1010 W Lake Street, Suite 100, Minneapolis, MN 55408



September 13, 2018  
Wisteria Montessori  
2 West Meadow Rd.  
Haverhill, MA 01832

Dear Wisteria Montessori,

This letter is to inform you that you have received 501c3 tax exemption status under the Wildflower Foundation's group exemption effective September 13, 2018.

Our group exemption number (GEN) is 6267. You will need this information when you file taxes and when you file your annual Form 990.

As a reminder, you will need to file information with the Wildflower Foundation in order to maintain your group exemption status. Some documents are required on a yearly basis and some information you will need to provide as situations arise. Please refer to [this page](#) to understand more about using the Foundation's group tax exemption.

As always, if you have questions you may consult your school operations coach or me.

Best,

Jon

A handwritten signature in black ink, appearing to read 'Jon Schwartz', written over a horizontal line.

Jon Schwartz  
Chief Administrative Officer  
The Wildflower Foundation



March 7<sup>th</sup>, 2024

To Whom it may concern,

The Trustees of Harbor Place Primary Condominium Trust have approved the use of the Plaza Grass Area on the boardwalk in Haverhill for the purpose of a Boardwalk Block party hosted by The Wildflower Montessori Schools of Haverhill to be held on Saturday, June 29<sup>th</sup> 2024.

Sincerely,

Christopher Lassiter

Print

Chris Lassiter

Sign

3/7/2024

Date





MARIMON-03

YESPINOSA

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/8/2024

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

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

<b>PRODUCER</b> License # 0C36861 Irvine-Alliant Insurance Services, Inc. 18100 Von Karman Ave 10th Fl Irvine, CA 92612	<b>CONTACT NAME:</b> Yovana Espinosa		
	<b>PHONE (A/C, No, Ext):</b> (949) 242-6261	<b>FAX (A/C, No):</b>	
	<b>E-MAIL ADDRESS:</b> Yovana.Espinosa@Alliant.com		
<b>INSURED</b>  Urban Village Montessori Inc DBA: Marigold Montessori School 26 White Street Haverhill, MA 01830-5702	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A:</b> Church Mutual Insurance Company		18767
	<b>INSURER B:</b>		
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
	<b>INSURER F:</b>		

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			0398170 25-707837	3/15/2024	3/15/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 PRODUCTS - COMP/OP AGG \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <b>DED</b> <input type="checkbox"/> <b>RETENTION \$</b> <input type="checkbox"/>						EACH OCCURRENCE \$ AGGREGATE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

## CERTIFICATE HOLDER

## CANCELLATION

City of Haverhill  
4 Summer St  
Haverhill, MA 01830

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

AUTHORIZED REPRESENTATIVE





City of Haverhill, MA

May 28, 2024

EVNT-24-9

## City Clerk Approval

### Event Permit

**Status:** Complete

**Became Active:** Apr 12, 2024

**Assignee:** Kaitlin Wright

**Completed:** May 8, 2024

### Applicant

Hailey Moschella  
hailey@wisteriamontessori.org  
11 Allen Street  
Haverhill, MA 01835  
8457507941

### Primary Location

2 MERRIMACK ST  
Haverhill, MA 1830

### Comments

**Kaitlin Wright, Apr 16, 2024**

Please update insurance to list City of Haverhill as insured.

**Hailey Moschella, Apr 22, 2024**

Hi Kaitlin, This is our general liability insurance which sufficed for the event last year. Is there something I need to change on the policy, or elsewhere?

**Kaitlin Wright, Apr 22, 2024**

Hi Hailey,

That was a mistake on my part. The City needs to be listed as insured on the policy. Thank you!

**Kaitlin Wright, Apr 30, 2024**

Hi Hailey, checking in on the status of the update insurance? Thanks!

**Hailey Moschella, May 3, 2024**

Hi Kaitlin, We're still figuring this out. Seems like it's a cost we didn't anticipate to add onto our insurance so exploring other options. Can the permit move through the departments pending insurance update? (Ideally I would be able to go to the City Council once for both this and Art Walk approval if possible!)

**Kaitlin Wright, May 3, 2024**





## EVNT-24-14

### Event Permit

Status: Active

Submitted On: 5/6/2024

### Primary Location

791 EAST BROADWAY

Haverhill, MA 01830

### Owner


JUDITH KIMBALL FARM, LLC

NORTH EAST POND RD 272


MILTON, NH 03851

### Applicant

 Tyler Kimball

 978-807-3214

 kffeds@gmail.com

 791 East Broadway  
Haverhill, MA 01830

12.5.2

HAU CITY CLERK MAY 28 2024 04:50:04

## Organization Information

### Organization\*

Muddy Princess Corporation

### Organization Phone\*

3056001940

### Organization Address\*

444 Brickell Avenue Suite 51270

### Organization City\*

Miami

### Organization State\*

Florida

### Organization Zip\*

33131

### Is the Organization Tax Exempt?\*

No

### Is the Organization Non-Profit?\*

No

### Is the Organization a House of Worship?\*

No



## Contact Information

**Contact Name\***

Sandra Loosen

**Contact Title\***

Vice President

**Contact Phone\***

3056001940

**Contact Email\***

sandra@muddyprincess.com

**Contact Address\***

444 Brickell Ave Suite 51270

**Contact City\***

Miami

**Contact State\***

Florida

**Contact Zip\***

33131

## Property Owner Information

**Property Owner Name\***

Judith Kimball

**Property Owner Phone\***

9788073214

**Property Owner Address\***

791 East Broadway

**Property Owner City\***

Haverhill

**Property Owner State\***

Massachusetts

**Property Owner Zip\***

01830

**Is the Applicant the Property Owner?** ⓘ

Yes



## Event Information

### Description of event\* ⓘ

Muddy Princess Obstacle Run, Muddy Princess Kids. Event will take place both sat and sun.

### Type of Event\*

Other

### IF OTHER, Please Specify\*

Womans only 5k Obstacle Run

### Event Date\*

06/15/2024

### Event Location\*

Kimball Farm

### is the Event on Bradford Common?\* ⓘ

No

### Is the Event on City Property?\*

No

### Event Venue\*

Outdoor

### Number of Anticipated Attendees\*

1000

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

No

### Event Start Time\*

8:00am

### Event End Time\*

5:00PM

### Will Food Be Served/Sold at the Event?\*

No

### Any Helpful Comments about Food



**Special Considerations (i.e. fireworks)\*** ?

None

## Parking Information

**Number of Parking Spaces Onsite\***

1500

**Have Off-site Parking Arrangements Been Made?\***

Yes

**IF YES, Please Provide Details of Offsite Arrangements\***

Open field available for parking.

**Are There Charges/Fees for Parking?\***

Yes

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

\$15 for standard parking

## Sanitation Information

**Number of Public Restrooms Available\***

10

**Type of Toilets\***

Portable

**Please Describe Plans for Solid Waste Disposal & Recycling\***

1 portable toilet per 150 participants. 10 yard dumpster for trash removal.



IF PORTABLE TOILETS, Who is the Vendor?\*

TBD

## General Release & Indemnity Agreement

Yes\*



## Terms of Understanding

Yes\*



## Attachments



### Event Agreements, Leases & Contracts

REQUIRED

Muddy Princess Boston Executed Contract.pdf

Uploaded by Tyler Kimball on May 3, 2024 at 1:37 PM



### General Release & Indemnity Agreement

REQUIRED

Idemnification Agreement Muddy Princess.pdf

Uploaded by Tyler Kimball on May 3, 2024 at 1:37 PM



### Proof of Insurance

REQUIRED

Kimball Farm - COI.pdf

Uploaded by Tyler Kimball on May 6, 2024 at 8:20 AM



### City of Haverhill - COI.pdf

City of Haverhill - COI.pdf

Uploaded by Tyler Kimball on May 6, 2024 at 10:21 AM



## History

Date	Activity
5/17/2024, 4:12:35 PM	Kevin Lynch approved approval step Police Department Approval on Record EVNT-24-14
5/15/2024, 2:38:15 PM	Robert Ward approved approval step Public Works Director Approval on Record EVNT-24-14
5/10/2024, 9:00:19 AM	Kaitlin Wright assigned approval step City Council Approval to Kaitlin Wright on Record EVNT-24-14
5/10/2024, 9:00:14 AM	Kaitlin Wright unassigned approval step City Council Approval from Kaitlin Wright on Record EVNT-24-14
5/10/2024, 9:00:11 AM	altered payment step Event Permit Payment, changed sequence from "1" to "0" on Record EVNT-24-14
5/10/2024, 9:00:11 AM	Kaitlin Wright assigned approval step City Council Approval to Kaitlin Wright on Record EVNT-24-14
5/7/2024, 8:34:33 AM	Mark Tolman approved approval step Health Inspector Approval on Record EVNT-24-14
5/6/2024, 1:15:16 PM	Kaitlin Wright approved approval step City Clerk Approval on Record EVNT-24-14
5/6/2024, 11:29:58 AM	Eric Tarpy approved approval step Fire Inspector Approval on Record EVNT-24-14
5/6/2024, 9:14:36 AM	Tom Bridgewater approved approval step Building Inspector Approval on Record EVNT-24-14
5/6/2024, 8:52:24 AM	Kaitlin Wright assigned approval step Public Works Director Approval to Robert Ward on Record EVNT-24-14
5/6/2024, 8:52:17 AM	Kaitlin Wright assigned approval step Police Department Approval to Kevin Lynch on Record EVNT-24-14
5/6/2024, 8:51:55 AM	Kaitlin Wright assigned approval step Health Inspector Approval to Mark Tolman on Record EVNT-24-14
5/6/2024, 8:51:44 AM	Kaitlin Wright assigned approval step Fire Inspector Approval to Eric Tarpy on Record EVNT-24-14
5/6/2024, 8:51:39 AM	Kaitlin Wright assigned approval step Building Inspector Approval to Tom Bridgewater on Record EVNT-24-14
5/6/2024, 8:21:21 AM	approval step City Clerk Approval was assigned to Kaitlin Wright on Record EVNT-24-14
5/6/2024, 8:21:20 AM	completed payment step Event Permit Payment on Record EVNT-24-14
5/6/2024, 8:20:34 AM	Tyler Kimball submitted Record EVNT-24-14












## Date

## Activity

4/24/2024, 4:10:08  
PM

Tyler Kimball started a draft of Record EVNT-24-14

## Timeline

Label	Activated	Completed	Assignee	Due Date	Status
 Event Permit Payment	5/6/2024, 8:20:34 AM	5/6/2024, 8:21:20 AM	Tyler Kimball	-	Completed
 City Clerk Approval	5/6/2024, 8:21:21 AM	5/6/2024, 1:15:16 PM	Kaitlin Wright	-	Completed
 Building Inspector Approval	5/6/2024, 8:51:48 AM	5/6/2024, 9:14:36 AM	Tom Bridgewater	-	Completed
 Fire Inspector Approval	5/6/2024, 8:51:45 AM	5/6/2024, 11:29:58 AM	Eric Tarpy	-	Completed
 Health Inspector Approval	5/6/2024, 8:51:56 AM	5/7/2024, 8:34:33 AM	Mark Tolman	-	Completed
 Police Department Approval	5/6/2024, 8:52:18 AM	5/17/2024, 4:12:35 PM	Kevin Lynch	-	Completed
 Public Works Director Approval	5/6/2024, 8:52:24 AM	5/15/2024, 2:38:15 PM	Robert Ward	-	Completed
 City Council Approval	5/10/2024, 9:00:14 AM	-	Kaitlin Wright	-	Active
 Event Permit Issued	-	-	-	-	Inactive





City of Haverhill, MA

May 28, 2024

EVNT-24-14

## City Clerk Approval

Event Permit

**Status:** Complete

**Became Active:** May 6, 2024

**Assignee:** Kaitlin Wright

**Completed:** May 6, 2024

### Applicant

Tyler Kimball  
kffeds@gmail.com  
791 East Broadway  
Haverhill, MA 01830  
978-807-3214

### Primary Location

791 EAST BROADWAY  
Haverhill, MA 01830

### Owner:

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

### Comments

**Kaitlin Wright, May 6, 2024**

Please add the City of Haverhill as insured on the certificate of liability to proceed. Thank you!

**Tyler Kimball, May 6, 2024**

We will upload as soon as received. Thank you.

**Tyler Kimball, May 6, 2024**

COI has been uploaded. Thank you

**Kaitlin Wright, May 6, 2024**

Excellent, thank you!





City of Haverhill, MA

May 28, 2024

EVNT-24-14

## Fire Inspector Approval

Event Permit

**Status:** Complete

**Became Active:** May 6, 2024

**Assignee:** Eric Tarpy

**Completed:** May 6, 2024

### Applicant

Tyler Kimball  
kffeds@gmail.com  
791 East Broadway  
Haverhill, MA 01830  
978-807-3214

### Primary Location

791 EAST BROADWAY  
Haverhill, MA 01830

### Owner:

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

### Comments

**Eric Tarpy, May 6, 2024**

2 fire details will be required. UTV to be provided by fire department. Please file a standard fire permit (fee for permit waived) requesting details.

**Tyler Kimball, May 6, 2024**

I believe I filed the permit correctly. please let me know if any changes are needed. Thank you.

**Eric Tarpy, May 6, 2024**

perfect. Thank you Mr. Kimball.





May 28, 2024

EVNT-24-14

## Health Inspector Approval

Event Permit

**Status:** Complete

**Became Active:** May 6, 2024

**Assignee:** Mark Tolman

**Completed:** May 7, 2024

### Applicant

Tyler Kimball  
kffeds@gmail.com  
791 East Broadway  
Haverhill, MA 01830  
978-807-3214

### Primary Location

791 EAST BROADWAY  
Haverhill, MA 01830

### Owner:

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

### Comments

**Mark Tolman, May 7, 2024**

All temporary food vendors must obtain **temporary** food permits on the portal here at least a week before the event.

There must be at least a minimum of 20 porta potties. A few of them must be handicap accessible.

There must also be 2-3 common hand wash stations.

**Mark Tolman, May 7, 2024**

Tyler,

Any other questions or comments let me know.

Mark

**Tyler Kimball, May 7, 2024**

There will be no food vendors for this event. I will notify the event manager of the porta potty requirements. thank you.

**Mark Tolman, May 8, 2024**

Thanks! Tyler





City of Haverhill, MA

May 28, 2024

EVNT-24-14

## Police Department Approval

### Event Permit

**Status:** Complete

**Became Active:** May 6, 2024

**Assignee:** Kevin Lynch

**Completed:** May 17, 2024

### Applicant

Tyler Kimball  
kffeds@gmail.com  
791 East Broadway  
Haverhill, MA 01830  
978-807-3214

### Primary Location

791 EAST BROADWAY  
Haverhill, MA 01830

### Owner:

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

### Comments

**Kaitlin Wright, May 17, 2024**

@Kevin Lynch can you please review?

**Kevin Lynch, May 17, 2024**

This event will require 4 police details. **Please call Lt. Powell at 978 722-1512 to schedule police detail.** Additionally, there will be NO PARKING Allowed on East Broadway.



**I. NAME OF EVENT:**

- A. Muddy Princess and Muddy Kids Boston (hereinafter referred as "Event").

**II. DATES OF EVENT:**

- A. Set-up time period ("Commencement Date"): 6 days prior to event date.  
B. Event Date: The event shall be held on June 15 - 16, 2024.  
C. Clean-up time period ("Expiration Date"): 1 day after event date.

**III. RECITALS**

- A. This Agreement is made between Muddy Princess Corporation their successors and assigned parties, (hereinafter referred as "Client"), and Kimball Farm, (hereinafter referred as "Host").

**IV. GRANT OF RIGHTS**

- A. This Agreement establishes that in consideration of the mutual agreement and conditions contained herein, the parties agree that the Host's property is the site for Client to stage Event. Client is granted the use of the Host's land and facilities located at 791 E Broadway, Haverhill, MA 01830, United States, (hereinafter referred to as the "Site") for the dates of the Event.

**V. FACILITY FEE**

- A. Fees to be paid to the Host by the Client:  
1. Site Rental Fee: \$10,000.  
2. 50 percent of the net parking revenue payable by 5pm on event date.

**VI. PAYMENTS**

- A. The full amount is due to the Host at the beginning of load-in. Any additional fees or charges under this contract are due fourteen (14) days upon conclusion of the Event.

**VII. CANCELLATION**

- A. Client reserves the right to cancel the contract until 8 weeks prior to the Event (April 20, 2024).  
B. If Host cancels this Agreement, then the Client shall be returned of all its deposits, including any claims for damages or consequential damages not to exceed the amount of \$25,000.

**VIII. DIRECT COMPETITION**

- A. Host agrees not to book another women's only mud run at the Site for six (6) months before or after the Event.  
B. Should the host wish to book another women's only mud run on the expiration of this period, Host must give Client notice thereof 6 months prior to the expiration of the period, or the period will automatically renew for an additional six (6) months.  
C. Host agrees not to book another competing obstacle mud run event at the Site four (4) weeks prior to the Event and four (4) weeks following the Event.

**IX. FOOD AND BEVERAGE**

- A. Client will have concession stands for food and beverage for this Event. No outside vendors are allowed without specific consent from Client.

**X. OPERATIONS**

- A. Host agrees to open the main gate to the Site at 5am for staff and volunteers, and 6am for participants.  
B. Host will allow Client to use the lighting, water and electrical system. Client needs access for approximately 1,500 gallons of potable water for the water stations, existing lighting during any operational hours before/after sunrise/sunset, and minimal power if available near the start, finish, registration, merchandise, and worksite area to power computers and battery chargers.  
C. Host allows Client to use existing waste receptacles throughout the Event area.  
D. Host shall permit Client's contestants to park their required vehicles in pre-identified areas. Any individual not associated with the Event cannot park in designated areas.  
E. Host shall conduct a walk through with the Client prior to loading in for the purpose of inspecting the Site.



- F. Client shall provide all exhibitors and working personnel directly related to the Event.
- G. Client agrees to allow unlimited access throughout Event Site to Hosts employees with name tags.
- H. Client shall be responsible for providing any additional fencing, lighting, sound, and power system for the Site on all Event days – if necessary, at no cost to Host.
- I. Client shall provide and pay for barricades and police officers to control traffic, if deemed necessary (by both parties and local jurisdiction) for the Event on the Event days.
- J. Client agrees to provide parking passes for volunteers to display to assist parking enforcement. Volunteers will not be charged for parking.
- K. Client agrees to provide parking passes for vendors to display with vendor company name to assist parking enforcement. Vendors must be pre-set by 7am. No vendor vehicles will be allowed to set-up on the Site after 7am. Vendors will not be charged for parking.
- L. Client agrees to perform a post Event teardown and clean-up program at their own expense and to return the Event Site and surrounding areas to its pre-Event condition.

#### **XI. ITEMS WITH FEES**

- A. Client shall provide one (1) 10-yard trash dumpster for the Event, at no cost to Host. Placement of the dumpsters will be mutually agreed upon.
- B. Client shall provide 1 portable toilet per 150 participants to be placed in mutually agreed upon areas, at no cost to Host. Client shall place toilets up to 5 days prior to the Event and will remove the toilets on the Monday after the Event.

#### **XII. WATER USE**

- A. The Client needs approximately 35,000 gallons of clean water (not necessarily potable) for the obstacles at the Event. Host will provide access to clean but possibly non-potable water to the Client.

#### **XIII. PARKING**

- A. Host must provide parking for a minimum of 1,500 cars.
- B. Host shall ensure the parking area has a single entrance and a separate exit.
- C. Client will charge Event attendees to park at the Host's property.
- D. Client will be responsible for properly marking, staffing and cleaning the parking area.
- E. Client may allow staff, temporary staff, volunteers, sponsors, vendors, other personnel necessary to the Event, friends and family to park for no charge.

#### **XIV. COMPED ENTRIES**

- A. Client will give Host 10 free entries for Host to use as they see fit.

#### **XV. MARKETING**

- A. Host shall provide Client will all necessary logos and permission to use any trademarks associated to promote the Host's property.
- B. Client may place Host's logo and/or name on any advertising and promotional materials produced by the Client, recognizing Host as sponsor of their Event, if desired.
- C. Client may provide signage to be placed at Site for the purpose of promoting their Event. Placement is subject to Host's approval.
- D. Client and Host reserves the right to take still, film, video, and/or other images of the Event at the Site and to use such images, subject to application ownership rights, publicity rights and privacy rights of any parties depicted in such footage for their own promotional purposes only.
- E. Client agrees not to display any banners that would promote a direct competitor with any aspect of the Host's operation including but not limited to food, beverage, retail, and entertainment without the Host's prior approval.

#### **XVI. SPONSORSHIP**



- A. Client shall be permitted to sell/solicit Event sponsorships. For the purposes of this Agreement, the term "Sponsorship" shall include, but not be limited to, the receipt by Client of any consideration from a third party for associating such third party with the Event through advertising, promotion, signage, program ads or stories, or other forms of marketing.
- B. Host agrees to permit banners for those sponsors to be displayed anywhere Client wishes within the exclusive area(s) that they are granted by virtue of this Agreement. Client agrees not to display any banners that would promote a direct competitor with any aspect of the Host's operation including but not limited to food, beverage, retail, and entertainment without the Host's prior approval.

#### **XVII. LICENSES, PERMITS, FEES and TAXES**

- A. Client shall be responsible for obtaining any and all licenses and permits, and paying any and all fees and taxes, as may be necessary to legally conduct its Event on the Host's property. Copies of all licenses and permits will be provided to Host within 7 days of request by Host. Client shall assume sole responsibility for remitting sales taxes on ticket revenue to the appropriate taxing agencies in a timely manner.
- B. Client shall also be solely responsible for assuring the Client and all of Client's vendors, contractors (including sub-contractors), exhibitors, and any other related agency that provides and services or goods in conjunction with this said Event have proper licenses and permits.

#### **XVIII. INSURANCE**

- A. Client shall obtain and maintain during the Term of this Agreement, at its own cost and expense, insurance covering the Event as follows:
  - 1. Commercial general liability insurance in an amount not less than \$1,000,000 for each occurrence and \$2,000,000 aggregate.
- B. The Certificate of Insurance must be written from a Standard & Poor's or best ("A") rated (or better) insurance company. The Certificate of Insurance and endorsement shall name the following entities as additional named and insured:
  - 1. Kimball Farm
- C. At least seven (7) days prior to the Event, Client shall provide Host with the specified Certificates of Insurance along with copies of endorsements indicating the above-mentioned entities are named as additional insured.

#### **XIX. FACILITY**

- A. Client acknowledges that neither Host nor any of its affiliated entities or individuals has a contractual relationship with any individual or entity associated with this Event other than the Client. Client may bring such items of personal property onto the Site property, as may be reasonably necessary to stage its Event, however the delivery, use and temporary storage of such property shall be at Client's own risk.
- B. Client agrees to return the Event Site to the same condition that the Site was prior to the Event.

#### **XX. SECURITY AND OPERATIONS**

- A. Client may hire any outside Event security company to assist in securing the event and valuables. Clients' security personnel, employees and volunteers shall have no jurisdiction over the activities or movement of Host's employees.

#### **XXI. INDEMNIFICATION**

- A. To the extent permitted by law, the Host shall not be liable to the Client for any damage to the Client's or participants property from any cause, and the Client hereby releases and discharges the Host from any and all claims against the Host for damage to person or property arising for any reason in connection with negligence (active or passive) of the Host, excepting only damage resulting from the Host's wilful misconduct. The Client shall indemnify, defend and hold the Host free and harmless from any and all claims, liability, loss and responsibility of any kind of character



in connection with the premises, or use thereof, including without limitation, injuries to or death of any person, or damage to or loss of property, arising out of, connected with, or resulting from this Agreement, or the use of the premises by the Client or others, or from failure of the Host to keep the premises in good condition as provided herein, excepting only matters caused by the Host's wilful misconduct.

**XXII. NO JOINT VENTURE**

- A. This Agreement does not constitute and will not be construed as constituting a partnership or joint venture, or an employee-employer relationship or one of the principal and agent, it being understood that the parties hereto are and will remain independent contractors in all aspects.

**XXIII. CONFIDENTIALITY**

- A. Host and Client acknowledge that the terms of this Agreement are valuable and confidential information. Host and Client agree to take all reasonable steps to protect the confidentiality of the terms of this Agreement, including employing the practices and procedures it uses to protect its own interests in this Agreement. Disclosure of the terms of this Agreement will be limited to both party's agents or employees on a need-to-know basis, and only after such persons have been informed of, and are subject to obligations to maintain, the Agreements' confidentiality.

**XXIV. ENTIRE AGREEMENT**

- A. Each party to the Agreement acknowledges that this Agreement constitutes the entire Agreement of the parties and this Agreement cannot be varied, amended, changed, waived, or discharged except in writing signed by all parties hereto.

**XXV. LATE PAYMENT**

- A. Client agrees that any payments required under the terms of this Agreement which are not paid when due will accrue interest at the rate of one and a half percent (1.5%) per month, (or the maximum legal rate, commencing ten (10) days after the due date as established by this Agreement.

**XXVI. WARRANTIES AND REPRESENTATIONS**

- A. Host hereby represents and warrants that: (i) it has the full right and authority to enter into and fully perform this Agreement in accordance with its terms and this Agreement constitutes a valid and binding Agreement; (ii) it is the sole owner of all rights granted to Client hereunder and such rights granted to Client will not violate the rights of any third party; (iii) it will not do anything which would not limit, diminish or impair the rights which Client has acquired in this Agreement; and (iv) the execution, delivery, and performance of this Agreement will not violate the provisions of any Agreement to which the Host is a party or by which it is bound.
- B. Client hereby represents and warrants that: (i) it has the full right and authority to enter into and fully perform this Agreement in accordance with its terms and this Agreement constitutes a valid and binding Agreement of Client; (ii) it will not do anything which would not limit, diminish or impair the rights which Host has acquired in this Agreement; and (iii) the execution, delivery, and performance of this Agreement will not violate the provisions of any Agreement to which the Client is a party or by which it is bound.



**IN WITNESS WHEREOF,**

The parties have signed and entered into this Agreement as of the day and year set below.

**HOST**

Kimball Farm, 791 E Broadway, Haverhill, MA 01830

\_\_\_\_\_(signature)

by\_\_\_\_\_

its\_\_\_\_\_

date\_\_\_\_\_

**CLIENT**

Muddy Princess Corporation, 444 Brickell Avenue, Suite 51270, Miami, FL 33131

\_\_\_\_\_(signature)

by\_\_\_\_\_

its\_\_\_\_\_

date\_\_\_\_\_



IN WITNESS WHEREOF

The parties have signed and entered into this Agreement as of the day and year set below.

HOST

Kimball Farm, 791 E Broadway, Haverhill, MA 01830

[Signature] (signature)

by THOMAS KIMBALL

is THOMAS KIMBALL

date 2/7/24

CLIENT

Muddy Pines Corporation, 444 Bridell Avenue, Suite 200, Miami, FL 33131

Sandra Loosen (signature)

by Sandra Loosen

is VP

date 2/7/2024



# Indemnification Agreement

Muddy Princess Corporation, Kimball Farm and City of Haverhill, MA

Location: Kimball Farm, 791 East Broadway, Haverhill MA

Dates: June 15 & 16, 2024

This indemnity Agreement made as of this 30 day of April, 2024 (The execution date) between Muddy Princess Corporation and City of Haverhill, Massachusetts.

The above organization (Muddy Princess Corporation) 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 in attendance at the event.

Date: 4/30/2024

Signature: Sandra Loosen

Date: 5/2/2024

Name: Sandra Loosen Title: VP





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/24/2024

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

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must 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  
PCF INSURANCE SERVICES OF THE WEST, LLC DBA KERN  
INSURANCE ASSOCIATES  
PO Box 11390  
5407 Stockdale Hwy

CONTACT NAME

PHONE (A/C No, Ext):

FAX (A/C No):

EMAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

Bakersfield, CA 93389

INSURER A: Mount Vernon Fire Insurance Company

26522

MUDDY-PRINCESS CORPORATION

INSUREB B:

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			SE 2023049	06/15/2024	06/18/2024	EACH OCCURRENCE	\$1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$1,000
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$2,000,000
							PRODUCTS-COMP/OP AGG	See L-535
	GEN'L AGGREGATE LIMIT APPLIES PER:							
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							\$
	AUTOMOBILIE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	EXCESS LIAB						AGGREGATE	\$
	DED							\$
	RETENTION \$							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS	OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE-EA EMPLOYEE	\$
							E.L. DISEASE-POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (See attached Acord 101 for additional liability limits)

Muddy Kids Boston on June 15, 2024 & Muddy Princess Boston on June 16, 2024. City of Haverhill is named as an additional insured L-820 12/18 Special Events Blanket Additional Insured Endorsement is part of this policy.

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



AGENCY CUSTOMER ID: **6386**

LOC #: **All**



## ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY PCF INSURANCE SERVICES OF THE WEST, LLC DBA KERN INSURANCE		INSURED MUDDY PRINCESS CORPORATION 444 BRICKELL AVE MIAMI, FL 33131
ASSOCIATES POLICY NUMBER SE 2023049		
CARRIER Mount Vernon Fire Insurance Company	NAIC CODE 26522	EFFECTIVE DATE: 6/15/2024

### ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: **ACORD 25** FORM TITLE: **CERTIFICATE OF LIABILITY INSURANCE**

COVERAGE PART	LIMITS
Commercial Liability	
Each Occurrence Limit	\$1,000,000
Personal & Advertising Injury Limit (Any One Person/Organization)	\$1,000,000
Medical Expense Limit (Any One Person)	\$1,000
Damages To Premises Rented To You (Any One Premises)	\$100,000
Products/Completed Operations Aggregate Limit	See L-535
General Aggregate Limit	\$2,000,000





## EVNT-24-15

Event Permit

Status: Active

Submitted On: 5/9/2024

### Primary Location

53 WINGATE ST

Haverhill, MA 01832


### Owner


NORTH PROPERTIES, LLC

BAKER AV 27 BEVERLY, MA


01915

### Applicant

 Jennifer Matthews

 978-973-9323

jmatthews@larchebostonnorth.org

 53 Wingate Street  
Haverhill, MA 01832

MAU CITY CLK MAY 28 24 AM 0503

## Organization Information

5/28/2024 12:53 PM  
MAU CITY CLK

### Organization\*

L'Arche Boston North, Inc

### Organization Phone\*

978-374-6928 ext 104

### Organization Address\*

53 Wingate Street

### Organization City\*

Haverhill

### Organization State\*

MA

### Organization Zip\*

01832

### Is the Organization Tax Exempt?\*

Yes

### Is the Organization Non-Profit?\*

Yes

### Is the Organization a House of Worship?\*

No

## Contact Information

### Contact Name\*

Jennifer Matthews

### Contact Title\*

Executive Director



**Contact Phone\***

978-973-9323

**Contact Email\***

jmatthews@larchebostonnorth.org

**Contact Address\***

53 Wingate Street

**Contact City\***

Haverhill

**Contact State\***

MA

**Contact Zip\***

01832

## Property Owner Information

**Property Owner Name\***

City of Haverhill

**Property Owner Phone\***

978-358-1311

**Property Owner Address\***

4 Summer Street

**Property Owner City\***

Haverhill

**Property Owner State\***

MA

**Property Owner Zip\***

01830

**Is the Applicant the Property Owner?** ⓘ

No



## Event Information

### Description of event\* ?

I am proud to announce that L'Arche Boston North will be hosting Haverhill's Fifth Annual Longest Table on Thursday, August 22, 2024 in the Wingate Street Arts District. We will once again transform Wingate Street into an outdoor dining and entertainment experience where friends, neighbors and families can safely gather to celebrate our five years of Longest Table magic!

This year's event serves as the kickoff to the Greater Haverhill Chamber of Commerce's Restaurant Week. The Wingate Street Arts District is a picturesque location that represents Haverhill's rich history and incredible progress. In 2019, The Longest Table transformed this neighborhood into an outdoor dining and entertainment experience that transcended the boundaries of what people thought was possible for downtown Haverhill.

The Longest Table benefits L'Arche Boston North, a community where people with developmental disabilities and those who assist them live together as family, sharing daily activities and creating a home together in mutually transforming relationships of kindness and friendship. So much of life in L'Arche takes place around a shared table. The pandemic has given our community an increased awareness and appreciation for the sacredness of time together and the value of connection. We are grateful for the opportunity to welcome neighbors of all abilities to share a common table for the evening.

### Type of Event\*

Other

### IF OTHER, Please Specify\*

21 +Outdoor community dining and entertainment experience.

### Event Date\*

08/22/2024

### Event Location\*

Wingate Street

### is the Event on Bradford Common?\* ?

No

### Is the Event on City Property?\*

Yes

### Event Venue\*

Outdoor

### Number of Anticipated Attendees\*

250

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

Yes

### Event Start Time\*

5:00PM



**Event End Time\***

10:00PM

**Will Food Be Served/Sold at the Event?\***

Yes

**IF YES TO FOOD, By What Means?\***

Other

**IF OTHER FOOD, Please Explain\***

Served by all fully licensed Haverhill restaurants

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

Prepared Off-site

**Any Helpful Comments about Food**

All participating restaurants and food vendors are licensed in the State of Massachusetts to prepare/serve food for the public. All food will be prepared at the participants licensed establishment and transported to the Wingate Street location using temperature-controlled units or The Northern Essex Culinary Center has offered their certified, state-of the art, Culinary Center for any restaurants needing a larger area or downtown location to prepare their food and transport to Wingate Street.

**Special Considerations (i.e. fireworks)\* ?**

Posted No Parking and street closure from 10am-12am on day of event (August 22nd)  
Rain or shine event.  
In the event of rain- the event will be relocated to Bradford Country Club.

## Parking Information

**Number of Parking Spaces Onsite\***

0

**Have Off-site Parking Arrangements Been Made?\***

No

**Are There Charges/Fees for Parking?\***

No



## Sanitation Information

Number of Public Restrooms Available\*

6

Type of Toilets\*

Portable

Please Describe Plans for Solid Waste Disposal & Recycling\*

We have coordinated trash disposal with DPW. Covanta boxes will be distributed throughout event area.  
Trash will be collected at the end of the evening and available for pick-up early Friday morning.

IF PORTABLE TOILETS, Who is the Vendor?\*

The Throne Depot

## General Release & Indemnity Agreement

Yes\*



## Terms of Understanding

Yes\*



## Attachments










### General Release & Indemnity Agreement

Indemnity.pdf

Uploaded by Jennifer Matthews on May 9, 2024 at 9:45 PM

REQUIRED



	<b>Proof of Non-Profit Status</b> IRS letter of name change.pdf Uploaded by Jennifer Matthews on May 9, 2024 at 9:46 PM	REQUIRED
	<b>Property Owner's Written Consent</b> Indemnity.pdf Uploaded by Jennifer Matthews on May 9, 2024 at 9:47 PM	REQUIRED
	<b>Proof of Insurance</b> Cert of Ins - City of Haverhill.PDF Uploaded by Jennifer Matthews on May 9, 2024 at 9:47 PM	REQUIRED
	<b>Longest Table MAP JEN CITY.pdf</b> Longest Table MAP JEN CITY.pdf Uploaded by Jennifer Matthews on May 9, 2024 at 9:47 PM	
	<b>Longest Table- event narrative and planning details.docx</b> Longest Table- event narrative and planning details.docx Uploaded by Jennifer Matthews on May 9, 2024 at 9:47 PM	
	<b>Peddlers- City of haverhill Cert of Ins.pdf</b> Peddlers- City of haverhill Cert of Ins.pdf Uploaded by Jennifer Matthews on May 9, 2024 at 9:48 PM	
	<b>Restaurant List-2024 draft .docx</b> Restaurant List-2024 draft .docx Uploaded by Jennifer Matthews on May 9, 2024 at 9:55 PM	

## History

Date	Activity
5/17/2024, 4:11:07 PM	approval step City Council Approval was assigned to Kaitlin Wright on Record EVNT-24-15
5/17/2024, 4:11:07 PM	Kevin Lynch approved approval step Police Department Approval on Record EVNT-24-15
5/16/2024, 2:32:44 PM	Ben Delaware approved approval step Recreation Department Approval on Record EVNT-24-15
5/16/2024, 2:16:49 PM	Eric Tarpy approved approval step Fire Inspector Approval on Record EVNT-24-15
5/15/2024, 2:34:11 PM	Robert Ward approved approval step Public Works Director Approval on Record EVNT-24-15



Date	Activity
5/13/2024, 12:12:11 PM	Neil Gouveia approved approval step Health Inspector Approval on Record EVNT-24-15
5/13/2024, 9:37:03 AM	altered payment step Event Permit Payment, changed sequence from "1" to "0" on Record EVNT-24-15
5/13/2024, 9:37:03 AM	Mark Tolman assigned approval step Health Inspector Approval to Neil Gouveia on Record EVNT-24-15
5/11/2024, 1:45:32 PM	Tom Bridgewater approved approval step Building Inspector Approval on Record EVNT-24-15
5/10/2024, 8:23:16 AM	approval step Building Inspector Approval was assigned to Tom Bridgewater on Record EVNT-24-15
5/10/2024, 8:23:16 AM	approval step Public Works Director Approval was assigned to Robert Ward on Record EVNT-24-15
5/10/2024, 8:23:16 AM	approval step Recreation Department Approval was assigned to Ben Delaware on Record EVNT-24-15
5/10/2024, 8:23:16 AM	approval step Health Inspector Approval was assigned to Mark Tolman on Record EVNT-24-15
5/10/2024, 8:23:16 AM	approval step Police Department Approval was assigned to Kevin Lynch on Record EVNT-24-15
5/10/2024, 8:23:16 AM	approval step Fire Inspector Approval was assigned to Eric Tarpy on Record EVNT-24-15
5/10/2024, 8:23:15 AM	Kaitlin Wright approved approval step City Clerk Approval on Record EVNT-24-15
5/9/2024, 9:56:30 PM	approval step City Clerk Approval was assigned to Kaitlin Wright on Record EVNT-24-15
5/9/2024, 9:56:30 PM	completed payment step Event Permit Payment on Record EVNT-24-15
5/9/2024, 9:55:46 PM	Jennifer Matthews submitted Record EVNT-24-15
5/9/2024, 9:23:28 PM	Jennifer Matthews started a draft of Record EVNT-24-15

## Timeline

Label	Activated	Completed	Assignee	Due Date	Status
💰 Event Permit Payment	5/9/2024, 9:55:46 PM	5/9/2024, 9:56:30 PM	Jennifer Matthews	-	Completed
✓ City Clerk Approval	5/9/2024, 9:56:30 PM	5/10/2024, 8:23:15 AM	Kaitlin Wright	-	Completed



Label	Activated	Completed	Assignee	Due Date	Status
✓ Building Inspector Approval	5/10/2024, 8:23:15 AM	5/11/2024, 1:45:32 PM	Tom Bridgewater	-	Completed
✓ Fire Inspector Approval	5/10/2024, 8:23:15 AM	5/16/2024, 2:16:49 PM	Eric Tarpy	-	Completed
✓ Health Inspector Approval	5/10/2024, 8:23:15 AM	5/13/2024, 12:12:11 PM	Neil Gouveia	-	Completed
✓ Police Department Approval	5/10/2024, 8:23:15 AM	5/17/2024, 4:11:07 PM	Kevin Lynch	-	Completed
✓ Public Works Director Approval	5/10/2024, 8:23:15 AM	5/15/2024, 2:34:11 PM	Robert Ward	-	Completed
✓ Recreation Department Approval	5/10/2024, 8:23:15 AM	5/16/2024, 2:32:44 PM	Ben Delaware	-	Completed
✓ City Council Approval	5/17/2024, 4:11:07 PM	-	Kaitlin Wright	-	Active
📄 Event Permit Issued	-	-	-	-	Inactive





City of Haverhill, MA

May 28, 2024

EVNT-24-15

## Fire Inspector Approval

Event Permit

**Status:** Complete

**Assignee:** Eric Tarpy

**Became Active:** May 10, 2024

**Completed:** May 16, 2024

### Applicant

Jennifer Matthews  
jmatthews@larchebostonnorth.org  
53 Wingate Street  
Haverhill, MA 01832  
9789739323

### Primary Location

53 WINGATE ST  
Haverhill, MA 01832

### Owner:

NORTH PROPERTIES, LLC  
27 BAKER AV BEVERLY, MA 01915

### Comments

**Eric Tarpy, May 16, 2024**

1 fire detail will be required with this project- please file standard fire permit to request fire detail- contact Kim or Carol in office to coordinate detail





City of Haverhill, MA

May 28, 2024

EVNT-24-15

## Health Inspector Approval

### Event Permit

**Status:** Complete

**Became Active:** May 10, 2024

**Assignee:** Neil Gouveia

**Completed:** May 13, 2024

### Applicant

Jennifer Matthews  
jmatthews@larchebostonnorth.org  
53 Wingate Street  
Haverhill, MA 01832  
9789739323

### Primary Location

53 WINGATE ST  
Haverhill, MA 01832

### Owner:

NORTH PROPERTIES, LLC  
27 BAKER AV BEVERLY, MA 01915

### Comments

Neil Gouveia, May 13, 2024

Approved for licensed in town food vendors. Temp food permit required for out to town vendors.



**Licensee Applicant:** L'Arche Boston North, Inc

**Event:** The Longest Table 2024- August 22, 2024

**Location:** Wingate Street, Haverhill MA 01832

**Organization Representative:** Jennifer Matthews

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 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 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.

**L'Arche Boston North Representative:** Jennifer Matthews, Executive Director

Signature Jennifer Matthews Date 05/09/2024





**Department of the Treasury  
Internal Revenue Service  
Ogden, UT 84201**

In reply refer to: 0458504026  
Jan 28, 2019 LTR 147C  
04-2774177

**L ARCHE BOSTON NORTH INC  
L ARCHE BOSTON NORTH  
PO BOX 1177  
HAVERHILL MA 01831-1577 773**

**Taxpayer Identification Number: 04-2774177**

**Form(s):**

**Dear Taxpayer:**

**Thank you for your telephone inquiry of January 28th, 2019.**

**Your Employer Identification Number (EIN) is 04-2774177. Please keep this letter in your permanent records. Enter your name and your EIN on all business federal tax forms and on related correspondence.**

**If you have any questions regarding this letter, please call our Customer Service Department at 1-800-829-0115 between the hours of 7:00 AM and 7:00 PM. If you prefer, you may write to us at the address shown at the top of the first page of this letter. When you write, please include a telephone number where you may be reached and the best time to call.**

**Sincerely,**

**//s// Mr. Hsu  
1000984125  
Customer Service Representative**



**Licensee Applicant:** L'Arche Boston North, Inc

**Event:** The Longest Table 2024- August 22, 2024

**Location:** Wingate Street, Haverhill MA 01832

**Organization Representative:** Jennifer Matthews

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 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 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.

**L'Arche Boston North Representative:** Jennifer Matthews, Executive Director

Signature Jennifer Matthews Date 05/09/2024





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/09/2024

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

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

<b>PRODUCER</b> <b>James Page Insurance Agency, Inc.</b> <b>191 Merrimack St, Suite 306</b> <b>Haverhill, MA 01830</b> <b>License #: 1780398</b>	<b>CONTACT NAME:</b> James P Traver <b>PHONE (A/C, No, Ext):</b> (978)373-3893 <b>FAX (A/C, No):</b> (978)373-9321 <b>E-MAIL ADDRESS:</b> jtraver@jamespageins.com <b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Philadelphia Insurance <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
<b>INSURED</b> <b>L'Arche Boston North</b> <b>P.O. Box 1177</b> <b>Haverhill, MA 01831</b>	<b>NAIC #</b>

**COVERAGES****CERTIFICATE NUMBER: 00066390-771402****REVISION NUMBER: 1**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y		PHPK2618694	10/27/2023	10/27/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <b>DED</b> <input type="checkbox"/> <b>RETENTION \$</b> <input type="checkbox"/>						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

The City of Haverhill is an additional insured for The Longest Table event held on August 22, 2024

**CERTIFICATE HOLDER****CANCELLATION**City of Haverhill  
4 Summer St  
Haverhill, MA 01830

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

AUTHORIZED REPRESENTATIVE

(JPT)

© 1988-2015 ACORD CORPORATION. All rights reserved.



## Sidewalks to remain open to pedestrians



## The Longest Table

### Thursday, August 22nd, 2024

I am proud to announce that L'Arche Boston North will be hosting Haverhill's Fifth Annual Longest Table on Thursday, August 22, 2024 in the Wingate Street Arts District. We will once again transform Wingate Street into an outdoor dining and entertainment experience where friends, neighbors and families can safely gather to celebrate our five years of Longest Table magic!

This year's event serves as the kickoff to the Greater Haverhill Chamber of Commerce's Restaurant Week. The Wingate Street Arts District is a picturesque location that represents Haverhill's rich history and incredible progress.

In 2019, The Longest Table transformed this neighborhood into an outdoor dining and entertainment experience that transcended the boundaries of what people thought was possible for downtown Haverhill.

The Longest Table benefits L'Arche Boston North, a community where people with developmental disabilities and those who assist them live together as family, sharing daily activities and creating a home together in mutually transforming relationships of kindness and friendship. So much of life in L'Arche takes place around a shared table. The pandemic has given our community an increased awareness and appreciation for the sacredness of time together and the value of connection. We are excited to use this experience as an opportunity to stand in solidarity with our neighboring local restaurants. In keeping with the tradition of previous years, a percentage of the evening's proceeds will be given back to the participating restaurants.

#### Logistics

Our signature "Longest Table" will be broken down to over 30 eight-foot tables spanning 300 ft of Wingate Street. The table will be broken down into sections of 4 (32ft) to allow for space and ease of access. The event space will feature a cocktail area with 2 bars and cocktail tables for guests.

#### Restaurants

All participating restaurants and food vendors are licensed in the State of Massachusetts to prepare/serve food for the public. All food will be prepared at the participants licensed establishment and transported to the Wingate Street location using temperature-controlled units or The Northern Essex Culinary Center has offered their certified, state-of the art, Culinary Center for any restaurants needing a larger area or downtown location to prepare their food and transport to Wingate Street. I have communicated a list of restaurants and vendors we have confirmed as of this time to the Health Inspector's office. We will submit a final list of restaurants/ vendors and detailed menus planned for the evening to the city **no later than 1** week prior to The Longest Table. All vendors will have a prep area specific to them. Each area will be equipped with hand sanitizer, vinyl gloves, and a handwashing station (bottled water, basin, and soap) and paper towels. Only Serve-safe employees from the participating restaurants/vendors will be preparing or handling food during the event.

**Security-**We have met with members of the Haverhill Police and Fire Department leadership to ensure that The Longest Table is a safe and enjoyable evening that brings acclaim to our beloved city. We plan to have at least two police details, and one fire detail for the duration of the event.

Wingate Street will be closed to traffic beginning at 10am on August 22<sup>nd</sup>. The street will re-open by 12am on August 23<sup>rd</sup>. Barricades will be used to create a secure perimeter enclosing the entire event space restricting access to the area to 21+ ticketholders only. We will have signage and notifications displayed letting the public know that area is restricted. Sidewalks will remain open to all pedestrian traffic.



Pending approval from the liquor licensing commission, The Peddler's Daughter is planning to serve alcohol from two designated outdoor areas that will be included in the secured event perimeter. The Peddler's Daughter will provide TIPS certified staff to ensure that all alcohol is served in compliance with the liquor commissions standards and practices. There will be two beverage stations inside the event perimeter. This is a 21+ event and has been marketed as such. We will have one dedicated point of entry and one dedicated point of egress to the event. We will station a member of HPD, a member of LBN staff, and a TIPS-certified Peddler's employee at the dedicated point of entry to check pre-purchased registration, and personal identification. Once confirmed for entry, participants will be given a conspicuous wristband identifying that they've been granted access to the event and are 21+. Participants will have to show ID and event ticket to gain re-entry if they leave the secured perimeter at any time throughout the event.

**Restrooms-** We plan to have 4 luxury portable restrooms available at the event location. There is a handicapped accessible restroom available inside the L'Arche office building located at 53 Wingate Street that we will also have access to in the event a guest needs accessibility.

**Electrical-** We are working with a certified event lighting company to professionally install all lighting for the event. There is electricity available on-site on Wingate Street. The lighting company carries their own liability insurance.

**Trash-** We have several Covanta boxes that will be distributed throughout the event area for trash and waste collection. We have confirmed with DPW that they will pick up the Covanta Boxes at the end of the event. The area will be cleared and cleaned to its original condition following the event.

**Music-** The event will feature live music by several local artists. Each artist is responsible for setting up and breaking down their own equipment. We will have a professional DJ on site to coordinate all sound logistics using wireless speakers. Music will end at the conclusion of the event at 10pm.

**Neighborhood-** We have posted notices in all neighboring businesses and residences. We have talked with several of the business owners individually to let them know about the event, and parking restrictions.

#### **Parking Restrictions**

We have asked the Haverhill Police to restrict street parking beginning at 10am on August 22<sup>nd</sup>.

**Parking-** Our proposed planning would limit entry and egress onto Wingate Street. During the event, entry to the Wingate Lot will originate from Washington Street with an available egress onto Essex to ensure no disruptions for people utilizing the lot. The private Wingate Residence parking lot adjacent to Peddler's Daughter will not be accessible via Wingate Street from 10am-12am. The lot can be accessed via Granite or Essex and Exit via Essex. The small private Jacques Pilling lot located between 52-62 Wingate, across from Peddler's Daughter will not have entrance/ exit capacity from 10am-12am. We will post notices multiple times prior to the event on all cars parked in these lots to make sure residents are prepared. We have contacted the building owners to ask that they share this information among the tenants. This was not an issue in 2019.

**Emergency Preparedness-** All vendors and event staff will be briefed on emergency procedures in the event of an emergency during the event. Staff and vendors will be instructed to move tables to the Left side of the street to provide clearance to any emergency vehicles needing access.







# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
05/07/2024

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

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

<b>PRODUCER</b> Malcolm & Parsons Insurance Agency 713 Washington Street P.O. Box 527 Stoughton MA 02072	<b>CONTACT NAME:</b> Jaime Gonsalves <b>PHONE (A/C, No, Ext):</b> (781) 344-3200 <b>FAX (A/C, No):</b> (781) 344-1425 <b>E-MAIL ADDRESS:</b> jll@malcolmandparsons.com																					
<b>INSURED</b> Amstel Enterprises, Inc. DBA: The Peddlers Daughter & Shoe City Urban Bistro 45 Wingate Street Haverhill MA 01830-5736	<table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>Utica First Insurance Co</td><td></td></tr><tr><td>INSURER B:</td><td>Hartford Ins Co of the Midwest</td><td>38261</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:	Utica First Insurance Co		INSURER B:	Hartford Ins Co of the Midwest	38261	INSURER C:			INSURER D:			INSURER E:			INSURER F:		
INSURER(S) AFFORDING COVERAGE		NAIC #																				
INSURER A:	Utica First Insurance Co																					
INSURER B:	Hartford Ins Co of the Midwest	38261																				
INSURER C:																						
INSURER D:																						
INSURER E:																						
INSURER F:																						

## COVERAGES

CERTIFICATE NUMBER: GL/WC - 5/7/24

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"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		BOP3000155370	04/26/2024	04/26/2025	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000						
	MED EXP (Any one person) \$ 5,000						
	PERSONAL & ADV INJURY \$ 1,000,000						
	<b>AUTOMOBILE LIABILITY</b> <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						GENERAL AGGREGATE \$ 2,000,000
	PRODUCTS - COMP/OP AGG \$ 2,000,000						
	Hired/Non-Owned Auto \$ 1,000,000						
	COMBINED SINGLE LIMIT (Ea accident) \$						
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						BODILY INJURY (Per person) \$
	BODILY INJURY (Per accident) \$						
	PROPERTY DAMAGE (Per accident) \$						
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	08WECLH7768	03/06/2024	03/06/2025	E.L. EACH ACCIDENT \$ 500,000
	E.L. DISEASE - EA EMPLOYEE \$ 500,000						
	E.L. DISEASE - POLICY LIMIT \$ 500,000						

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

The Longest Table event being held 8/22/2024  
City of Haverhill is additional insured with respect to General Liability.

## CERTIFICATE HOLDER

## CANCELLATION

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

© 1988-2015 ACORD CORPORATION. All rights reserved.



**The Longest Table Haverhill 2024- Restaurant List**

**DRAFT**  
**5-9-2024**

<b>Restaurant Name</b>	<b>Course</b>
BOSA	Dinner
Peddler's /Shoe City	Dinner
Maria's	Dinner
Casa Blanca	Dinner
G's	Dinner
L'Arche Culinary	Dinner
Keon's	Dinner
Joseph's Trattoria	Dinner
Wang's Table	Dinner
The Hidden Pig	Dinner
La Pizza Di Forno	Apps
Bethany Communities (Ft. Kristen Carbone)	Dinner
Phoenician	Apps
LBN Hummus	Apps
Barrio's	Apps
110 Grill	Apps
Baker's Rack	Dessert
Carter's Ice Cream	Dessert
Drop Café	Non-Alcoholic Cocktails
Lowe's Donuts	Dessert



12.9.7.1

Pool/Billiard License · Add to a project

**Expiration Date**

Active

**Request Changes**

(/#/explore/request-changes/178132)

**PBYD-24-1**

HAU CITY CLERK MAY 21 10:48 AM 2024

**Details**

Submitted on May 20, 2024 at 9:27 am

**Attachments**

0 files

**Activity Feed**

Latest activity on May 21, 2024

**Applicant**

Amvets of Haverhill

0

**Location**

576 PRIMROSE ST, Haverhill, MA 01830



View ▼

Edit Workflow

**Pool/Billiard License Payment**

Paid May 20, 2024 at 9:29 am

**City Clerk Approval**

Completed May 20, 2024 at 10:34 am

MB

**Police Department Approval**

Completed May 21, 2024 at 8:42 am

KL







City Council Approval  
In Progress



Pool/Billiard License Issued  
Document

Details

Business Information

Edit

Business Name\*

Amvets

Type of Business\*

Corporation

Identification Number (TIN)\*

New

Number of Pin Setters/Alleys\*

1

Applicant Birthday\*

02/21/1982

Vendor Information

Edit

Vendor Name\*

amvets

Vendor Phone\*

978-374-9807



Vendor Address\*

576 primrose st

Vendor City\*

haverhill

Vendor State\*

ma

Vendor Zip\*

01830





**City Council Approval**  
In Progress

MB



**Pool/Billiard License Issued**  
Document

**Police Department Approval**



● **Complete** ▾

Complete

Assignee

 Kevin Lynch

Due date


 None

This step was assigned to Kevin Lynch - May 20, 2024 at 10:34 am  
Kevin Lynch approved this step - May 21, 2024 at 8:42 am




12.9.7.2

Pool/Billiard License · Add to a project

 **Expiration Date**

Active

**Request Changes**  
(</#/explore/request-changes/178409>)



PBYD-24-2

HAV CITY CLERK MAY21 11AM 830



**Details**  
Submitted on May 22, 2024 at 2:19 pm



**Attachments**  
0 files



**Activity Feed**  
Latest activity on May 22, 2024



**Applicant**  
Russell Littlefield

 0



**Location**  
242 WINTER ST, Haverhill, MA 01830

View ▼

Edit Workflow



**Pool/Billiard License Payment**  
Paid May 22, 2024 at 2:21 pm



**City Clerk Approval**  
Completed May 22, 2024 at 2:21 pm

MB



**Police Department Approval**  
Completed May 22, 2024 at 3:33 pm

KL







City Council Approval  
In Progress



Pool/Billiard License Issued  
Document

Details

Business Information

Edit

Business Name\*

RG 'S PUB

Type of Business\*

Corporation

Identification Number (TIN)\*

Renewal

Number of Pin Setters/Alleys\*

2

Applicant Birthday\*

02/08/1949

Vendor Information

Edit

Vendor Name\*

RUSS LITTLEFIELD

Vendor Phone\*

978-373-7656



Vendor Address\*

242 WINTER ST

Vendor City\*

HAVERHILL

Vendor State\*


MA

Vendor Zip\*

01830




Second Hand Articles License · Add to a project

 **Expiration Date**

**Active**

**Request Changes**  
(</#/explore/request-changes/178433>)



117331

12.9.10.1

HAVERHILL CITY CLERK MAY 23/24 9:18 AM



**Details**

Submitted on May 22, 2024 at 3:47 pm



**Attachments**

0 files



**Activity Feed**

Latest activity on May 24, 2024



**Applicant**

Marcus Bunch

 0



**Location**

400 LOWELL AVE Unit Unit 10, Haverhill, MA 01832

View ▼

Edit Workflow



**Second Hand Articles Permit Fee Payment**

Paid May 22, 2024 at 3:48 pm



**City Clerk Approval**

Completed May 23, 2024 at 9:18 am

 MB



**Police Department Approval**

Completed May 24, 2024 at 3:16 pm

 KL







**City Council Approval**  
In Progress



**Second Hand Articles Permit Issued**  
Document

## Details

### Business Information

Edit

**Applicant's Relationship to Owner\***

Owner

**Type of Business Structure\***

Limited Liability Corporation (LLC)

**Business Name\***

krispy celan kicks & cuts

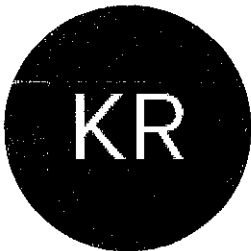




City Council Approval  
Review



Second Hand Articles Permit Issued  
Document



Marcus Bunch

[View Profile](#)

Email Address

krispycleankicks@gmail.com (mailto:krispycleankicks@gmail.com)

Phone Number

9782840388

Address

15 william st , Haverhill , Ma 01830

Guests

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

Guest's Email

Enter guest's email here...

[Grant Access](#)

No guests with access to this record yet





City Council Approval  
In Progress



Second Hand Articles Permit Issued  
Document

Police Department Approval



● Complete ▾

Complete

Assignee

 Kevin Lynch

Due date

 None

This step was assigned to Kevin Lynch - May 23, 2024 at 9:18 am  
Kevin Lynch approved this step - May 24, 2024 at 3:16 pm





**City Council Approval**  
Review



**Second Hand Articles Permit Issued**  
Document

## Location

### PRIMARY LOCATION

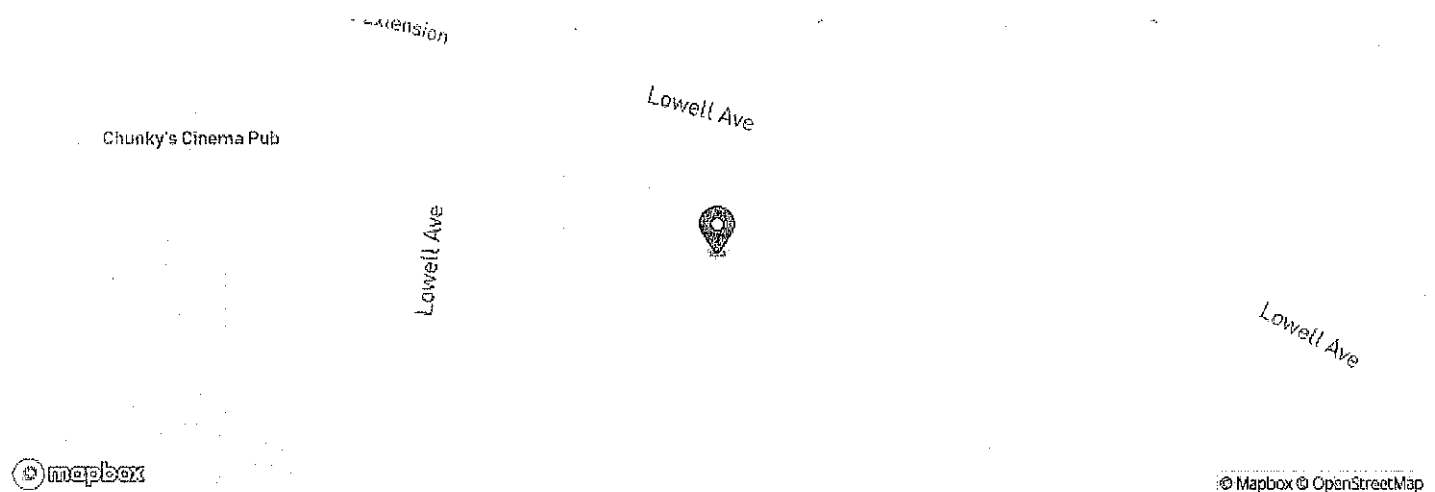
The main location associated with this record.

**400 LOWELL AVE Unit Unit 10**

Haverhill, MA 01832

569-2-5

**View Location**



### Property Owner Information (for this record)

Name

VALLEY MB LLC C/O DEMOULAS SUPER MARKETS

Email Address

--

Phone Number

--

Address

875 EAST ST  
TEWKSBURY, MA 01876



12.9.11.1

Second Hand Clothing License · Add to a project

 **Expiration Date****Active****Request Changes**

(/#/explore/request-changes/178003)

**117140**

HAV CITY CLERK MAY 20 2024 PM 1:03

**Details**

Submitted on May 17, 2024 at 12:11 pm

**Attachments**

0 files

**Activity Feed**

Latest activity on May 21, 2024

**Applicant**

Rev. Christopher Wallace

 0**Location**

120 BELLEVUE AVE, Haverhill, MA 01832

**View** ▼**Edit Workflow****Second Hand Clothing Permit Fee Payment**

Paid May 17, 2024 at 12:12 pm

**City Clerk Approval**

Completed May 20, 2024 at 10:33 am

MB

**Police Department Approval**

Completed May 21, 2024 at 8:38 am

KL







City Council Approval  
In Progress



Second Hand Clothing Permit Issued  
Document

Police Department Approval



● Complete ▾

Complete

Assignee

 Kevin Lynch

Due date

 None

This step was assigned to Kevin Lynch - May 20, 2024 at 10:33 am  
Kevin Lynch approved this step - May 21, 2024 at 8:38 am

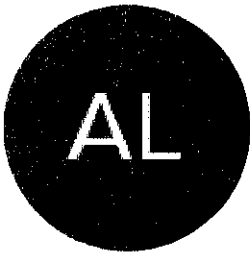




City Council Approval  
In Progress



Second Hand Clothing Permit Issued  
Document



Rev. Christopher Wallace

View Profile



Email Address

allsaintsbusmgr@gmail.com (mailto:allsaintsbusmgr@gmail.com)

Phone Number

9783727721

Address

120 Bellevue Avenue, Haverhill, MA 01832

Guests

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

Guest's Email

Enter guest's email here...

Grant Access

No guests with access to this record yet





**117140**  
**Second Hand Clothing**  
**License**  
**Status: Active**  
**Submitted On: 5/17/2024**

**Primary Location**  
120 BELLEVUE AVE  
Haverhill, MA 01832  
**Owner**  
All Saints Parish  
BELLEVUE AVE 120  
HAVERHILL, MA 01832

**Applicant**  
• Rev. Christopher Wallace  
• 978-372-7721  
• allsaintsbusmgr@gmail.com  
• 120 Bellevue Avenue  
Haverhill, MA 01832

## Business Information

MAY 30 PM 12:37  
HAVCITYCLERK

### Applicant's Relationship to Owner\*

Owner

### Type of Business Structure\*

Corporation

### Business Name\*

All Saints Parish

## Attachments






## History

Date	Activity
5/21/2024, 8:38:28 AM	approval step City Council Approval was assigned to Maria Bevilacqua on Record 117140
5/21/2024, 8:38:27 AM	Kevin Lynch approved approval step Police Department Approval on Record 117140
5/20/2024, 10:33:38 AM	approval step Police Department Approval was assigned to Kevin Lynch on Record 117140
5/20/2024, 10:33:38 AM	Maria Bevilacqua approved approval step City Clerk Approval on Record 117140



Date	Activity
5/17/2024, 12:12:31 PM	approval step City Clerk Approval was assigned to Maria Bevilacqua on Record 117140
5/17/2024, 12:12:30 PM	completed payment step Second Hand Clothing Permit Fee Payment on Record 117140
5/17/2024, 12:11:34 PM	Rev. Christopher Wallace submitted Record 117140
5/17/2024, 12:10:06 PM	Rev. Christopher Wallace altered Record 117140, changed ownerName from "RCA ST JOSEPH" to "All Saints Parish"
5/17/2024, 12:09:23 PM	Rev. Christopher Wallace started a draft of Record 117140

## Timeline

Label	Activated	Completed	Assignee	Due Date	Status
 Second Hand Clothing Permit Fee Payment	5/17/2024, 12:11:37 PM	5/17/2024, 12:12:30 PM	Rev. Christopher Wallace	-	Completed
 City Clerk Approval	5/17/2024, 12:12:31 PM	5/20/2024, 10:33:38 AM	Maria Bevilacqua	-	Completed
 Police Department Approval	5/20/2024, 10:33:38 AM	5/21/2024, 8:38:27 AM	Kevin Lynch	-	Completed
 City Council Approval	5/21/2024, 8:38:27 AM	-	Maria Bevilacqua	-	Active
 Second Hand Clothing Permit Issued	-	-	-	-	Inactive





DOCUMENT

## CITY OF HAVERHILL

In Municipal Council

ORDERED:

That the sum of one million, fourteen thousand five hundred and thirty-five dollars (\$1,014,535) be appropriated from Wastewater Retained Earnings and transferred to account Rain Storm 8/8/23 (2202568).

HAU CITY CLERK MAY30/24 PM 3:34

13.1





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@CITYOFHAVERHILL.COM  
WWW.CITYOFHAVERHILL.COM

May 30, 2024

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

**RE: Order to transfer (\$1,014,535.00) to be transferred from Wastewater Retained Earnings and transferred to Rain Storm Account.**

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

Please see attached a request to transfer \$1,014,535.00 from Wasterwater Retained Earnings to be transferred to Rain Storm Account. This transfer will be used to pay for costs related to the emergency response and repair of the cross-country sewer line that runs from Washington Street to River Street near 261 River Street that collapsed during the August 85h, 2023 storm. I recommend approval.

Sincerely,

**Melinda E. Barrett**  
Mayor

MEB/em





*Related Communication*

# Haverhill

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

Date: May 28, 2024  
To: Thomas J. Sullivan, City Council President  
and Members of the City Council  
From: Robert E. Ward  
DPW Director *REW*  
Subject: Request for Transfer of Wastewater Funds

I am writing to formally request the transfer of one million, fourteen thousand five hundred and thirty-five dollars (\$1,014,535) be appropriated from Wastewater Retained Earnings and transferred to account Rain Storm 8/8/23 (2202568).

The transfer will be used to pay for costs related to the emergency response and repair of the cross-country sewer line that runs from Washington Street to River Street near 261 River Street that collapsed during the August 8, 2023 storm. The work included cleanup and restoration, removing debris in the sewer line downstream of the collapse, the repair of the collapsed 24-inch brick sewer, installation of a structural liner in the brick sewer, and separating a 24-inch storm drain from the sewer.

Please find attached the necessary Order for City Council to approve this transfer.

Should you require further information or have any questions, feel free to contact me at extension 2328 or via email at [rward@haverhillMA.gov](mailto:rward@haverhillMA.gov).

Thank you for your prompt attention to this matter.

cc: Angel A. Perkins, City Auditor/Finance Director, [aperkins@haverhillMA.gov](mailto:aperkins@haverhillMA.gov)  
Christine M. Lindberg, MPA, MCPPO, [clindberg@haverhillMA.gov](mailto:clindberg@haverhillMA.gov)  
Allana J. McOsker, WWTP Finance/Project, [ajmcosker@haverhillMA.gov](mailto:ajmcosker@haverhillMA.gov)





DOCUMENT

# CITY OF HAVERHILL

In Municipal Council

File 10 DAY 5

14.1

HAV CITY CLERK MAY30/24 PM 3:34

ORDERED:

MUNICIPAL ORDINANCE

CHAPTER 240

## 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, as amended, be further amended by adding the following to § 240-98 Schedule P: Heavy Commercial Vehicles:

NAME OF STREET	LOCATION OF EXCLUSION	EXCLUSION TYPE	EXCLUSION TIMES
Downing Avenue	Main St to Primrose St	All vehicles over 2 ½ tons	24 Hours 7 days
Sixteenth Avenue	Main St to Primrose St	All vehicles over 2 ½ tons	24 Hours 7 days
Seventeenth Avenue	Main St to Primrose St	All vehicles over 2 ½ tons	24 Hours 7 days
Cross Road	Ferry Rd to Boston Rd	All vehicles over 2 ½ tons	24 Hours 7 days
Ferry Road	Neck Rd to Cross Rd	All vehicles over 2 ½ tons	24 Hours 7 days

APPROVED AS TO LEGALITY:

\_\_\_\_\_  
City Solicitor





# Haverhill

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

May 30, 2024

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

Subject: *Heavy Commercial Vehicle Exclusions (HCVE's) - Sixteenth Avenue, Downing Avenue, Seventeenth Avenue, Cross Road and Ferry Road*

MassDOT has agreed with two Engineering Studies the City had performed, which recommended HCVE's. Downing Avenue between Main Street and Primrose has been used by many trucks, mostly because the Highway Department and Triad Associates are located at the lower section of Downing Avenue. The study recommended a HCVE for the upper portion of Downing Avenue and for adjacent streets Sixteenth Avenue and Seventeenth Avenue. As part of the public engagement associated with the Joseph's Restaurant Redevelopment project the City received several requests for HCVE on Cross Road as well as Ferry Road between Neck Road and Cross Road. An Engineering Study was conducted and does recommend these exclusions. As there is farmland in close vicinity to these two streets, I'll point out that HCVE's do not apply to farm equipment, so farm equipment will continue to be able to use these roads.

I recommend approval of the attached Ordinances. Please contact me if you have any questions.

Sincerely,

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

C: Mayor Barrett, Ward, Arpino, Pistone, Mead, Fallon



File 10 DAYS  
2024



HAU CITY CLERK MAY2024 PM 3:34

DOCUMENT

CITY OF HAVERHILL

In Municipal Council

14.2

ORDERED:

That the order adopted by the City Council on June 7, 2022, which authorized a total of \$7,785,500.00 for the closure of the Old Haverhill Landfill located off Old Groveland Road be amended to increase the amount appropriated and authorized to be borrowed for engineering and construction relating to the closure of the Old Haverhill Landfill for a new aggregate total of \$10,600,000.00 and to authorize the Treasurer to file an application with the appropriate officials of The Commonwealth of Massachusetts to qualify under Chapter 44A of the General Laws any and all bonds of the City authorized by the order, so the amended loan order reads as follows:

That \$10,600,000.00 is appropriated for the purpose of financing the engineering and construction of the closure of the Old Haverhill Landfill located off Old Groveland Road, including without limitation all costs thereof; that to meet this appropriation the Treasurer with the approval of the Mayor is authorized to borrow \$10,600,000.00 and issue bonds or notes therefore under Chapter 44 of the General Laws and/or Chapter 29C of the General Laws, as amended; that such bonds or notes shall be general obligations of the City unless the Treasurer with the approval of the Mayor determines that they should be issued as limited obligations and may be secured by local system revenues as defined in Section 1 of Chapter 29C, as amended; that the Treasurer with the approval of the Mayor is authorized to borrow all or a portion of such amount from the Massachusetts Clean Water Trust established pursuant to Chapter 29C, as amended; and in connection therewith to enter into a financing agreement and/or a security agreement with the Trust and otherwise to contract with the Trust and the Department of Environmental Protection with respect to such loan and for any federal or state aid available for the project or for the financing thereof; that the Mayor is authorized to enter into a project regulatory agreement with the Department of Environmental Protection, to expend all funds available for the project and to take any other action necessary or convenient to carry out the project. The Treasurer is authorized to file an application with the appropriate officials of The Commonwealth of Massachusetts (the "Commonwealth") to qualify under Chapter 44A of the General Laws any and all bonds of the City authorized by this order, and to provide such information and execute such documents as such officials of the Commonwealth may require in connection therewith. The Mayor is authorized to apply for and accept any and all grants that may be available to pay the costs of this project.

Amended Loan Order





**FIELD LAYOUT CONCEPT PLAN**  
HAVERHILL LANDFILL-NORTHERN MOUND  
HAVERHILL, MA  
MAY 2024



Loan  
Order



42-E

DOCUMENT 42-E

**CITY OF HAVERHILL**

In Municipal Council May 24 2022

2022  
File 10 days

HAVERHILL CITY CLERK MAY 20 2022 AM 9:07

**ORDERED:**

That \$7,785,500.00 is appropriated for the purpose of financing the engineering and construction relating to the closure of the Old Haverhill Landfill located off Groveland Road including without limitation all costs thereof as defined in Section 1 of Chapter 29C of the General Laws, as most recently amended; by that to meet this appropriation the Treasurer with the approval of the Mayor is authorized to borrow \$7,785,500.00 and issue bonds or notes therefore under Chapter 44 of the General Laws and/or Chapter 29C of the General Laws, as most recently amended; that such bonds or notes shall be general obligations of the City unless the Treasurer with the approval of the Mayor determines that they should be issued as limited obligations and may be secured by local system revenues as defined in Section 1 of Chapter 29C, as most recently amended; that the Treasurer with the approval of the Mayor is authorized to borrow all or a portion of such amount from the Massachusetts Clean Water Trust established pursuant to Chapter 29C, as most recently amended; and in connection therewith to enter into a financing agreement and/or a security agreement with the Trust and otherwise to contract with the Trust and the Department of Environmental Protection with respect to such loan and for any federal or state aid available for the project or for the financing thereof; that the Mayor is authorized to enter into a project regulatory agreement with the Department of Environmental Protection, to expend all funds available for the project and to take any other action necessary or convenient to carry out the project.

PLACED ON FILE for at least 10 days

Attest:

City Clerk

IN CITY COUNCIL: June 7 2022

PASSED

Attest:

Yeas 9, Nays 0

City Clerk

APPROVED:

June 15 2022

Mayor

JUN 15 2022

True Attest Copy

Linda L. Koutoulas

Loan  
Order





# Haverhill

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

Date: May 18, 2022

To: James J. Fiorentini  
Mayor of Haverhill

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

Subject: Landfill Closure – Proposed Loan Order for the Northern Mound Cap Construction

Enclosed for review and approval is a proposed loan order for \$7,785,500 and the Authority to File document to fund the cost of engineering and construction of the City's share of the cost of the cap construction for the closure of the Northern Mound of the Old Haverhill Landfill.

The Landfill, owned by the City and Aggregate Industries – Northeast Region, Inc. (Aggregate), is located between Old Groveland Road and the Merrimack River near the Town of Groveland border. The landfill is divided into two mounds, the Southern Mound and the Northern Mound. The 35-acre Southern Mound was capped in 2013 and approved by the Massachusetts Department of Environmental Protection (MassDEP) in 2015. This loan order will fund the construction of the 17-acre Northern Mound cap.

The City and Aggregate are required to cap and close the Landfill under an Administrative Consent Order (ACO NE-98-4001) issued by MassDEP. The City and Aggregate are sharing the cost of the landfill closure under the Cost Sharing Agreement which the City and Aggregate negotiated many years ago. The current schedule is to start the construction of the Northern Mound cap in the summer of 2023.

The City's share of the project cost is eligible for a low-interest loan and principal forgiveness from the MassDEP's State Revolving Fund (SRF) loan program. The terms of the loan are listed below.

CWSRF 6970 Loan Terms

Loan amount	\$7,785,500
Principal forgiveness grant	6.6% or \$513,843
Interest rate	1.5% (Reduced from 2%)
Term	20 years

To remain eligible for the loan and principal forgiveness, the City must submit an approved loan order to MassDEP by June 30, 2022 and execute the construction contract by June 30, 2023. Please note that approving the loan order does not obligate the City to move forward with the project.



2022

Landfill Closure

page 2

The estimated annual payments of \$458,000, without principal forgiveness, are expected to begin in fiscal year 2025. The principal forgiveness will reduce the annual payments by approximately \$30,000.

If the loan order is acceptable to you, please forward it to the City Clerk to place on the City Council agenda for the May 24<sup>th</sup> meeting. I will attend the June 7<sup>th</sup> City Council meeting after the documents are placed on file to provide additional information and answer questions.

cc: Alicia T. McOske, City Treasurer, [amcoske@cityofhaverhill.com](mailto:amcoske@cityofhaverhill.com)  
Angel A. Wills, City Auditor, [awills@cityofhaverhill.com](mailto:awills@cityofhaverhill.com)

Attachments

- Loan Order – For approval
- Authority to File – For approval





## DOCUMENT

**CITY OF HAVERHILL**

## In Municipal Council

**ORDERED:** That \$7,785,500.00 is appropriated for the purpose of financing the engineering and construction relating to the closure of the Old Haverhill Landfill located off Groveland Road including without limitation all costs thereof as defined in Section 1 of Chapter 29C of the General Laws, as most recently amended; by that to meet this appropriation the Treasurer with the approval of the Mayor is authorized to borrow \$7,785,500.00 and issue bonds or notes therefore under Chapter 44 of the General Laws and/or Chapter 29C of the General Laws, as most recently amended; that such bonds or notes shall be general obligations of the City unless the Treasurer with the approval of the Mayor determines that they should be issued as limited obligations and may be secured by local system revenues as defined in Section 1 of Chapter 29C, as most recently amended; that the Treasurer with the approval of the Mayor is authorized to borrow all or a portion of such amount from the Massachusetts Clean Water Trust established pursuant to Chapter 29C, as most recently amended; and in connection therewith to enter into a financing agreement and/or a security agreement with the Trust and otherwise to contract with the Trust and the Department of Environmental Protection with respect to such loan and for any federal or state aid available for the project or for the financing thereof; that the Mayor is authorized to enter into a project regulatory agreement with the Department of Environmental Protection, to expend all funds available for the project and to take any other action necessary or convenient to carry out the project.



### **AUTHORITY TO FILE**

Whereas, City of Haverhill, (the "Applicant"), after thorough investigation, has determined that the work activity consisting of engineering and construction of relating to the closure of the Old Haverhill Landfill located off Old Groveland Road is both in the public interest and necessary to protect the public health, and that to undertake this activity, it is necessary to apply for assistance; and

Whereas, the Massachusetts Department of Environmental Protection (the "MassDEP") and the Massachusetts Clean Water Trust (the "Trust") of the Commonwealth of Massachusetts, pursuant to Chapter 21 and Chapter 29C of the General Laws of the Commonwealth ("Chapter 21" and "Chapter 29C") are authorized to make loans to municipalities for the purpose of funding planning and construction activities relative to Water Pollution Abatement Projects; and

Whereas, the Applicant has examined the provisions of the Act, Chapter 21 and Chapter 29C, and believes it to be in the public interest to file a loan application.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Haverhill as follows:

1. That the Mayor is hereby authorized on behalf of the Applicant to file applications and execute agreements for grant and/or loan assistance as well as furnishing such information, data and documents pertaining to the applicant for a grant(s) and/or loan(s) as may be required; and otherwise to act as the authorized representative of the Applicant in connection with this application;
2. That the purpose of said loan(s), if awarded, shall be to fund planning and construction activities.
3. That if said award is made the Applicant agrees to pay those costs which constitute the required Applicant's share of the project cost.





MELINDA E BARRETT  
MAYOR

**CITY OF HAVERHILL  
MASSACHUSETTS**

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

May 30, 2024

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

**RE: Proposed Loan Order Amendment for \$10,600,000.00 for the Closure of the Northern Mound of the Old Haverhill Landfill.**

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

Please see attached loan order for \$10,600,000.00 to amend the loan order adopted by the City Council on June 7, 2022, for the closure of the Northern Mound of the old Haverhill Landfill. The amended loan order increases the amount appropriated and authorized to \$10,600,000.00 from \$7,785,500. This item must remain on file for 10 days. I recommend approval.

Sincerely,

**Melinda E. Barrett**  
Mayor

MEB/em





2024  
Related Communication  
**Haverhill**

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

Date: May 24, 2024

To: Melinda E. Barrett  
Mayor of Haverhill

From: Robert E. Ward  
DPW Director

Subject: Landfill – Proposed Amended Loan Order for the Northern Mound Closure

Attached for review and approval is a proposed City Council order to amend the loan order adopted by the City Council on June 7, 2022, for the closure of the Northern Mound of the Old Haverhill Landfill. The amended loan order increases the amount appropriated and authorized to \$10,600,000 from \$7,785,500. Attached is a copy of the previously adopted loan order and related memo submitted to the City Council in June 2022.

The Landfill, owned by the City and Holcim - NER, Inc. (Holcim), is located between Old Groveland Road and the Merrimack River near the Town of Groveland border. The City and Holcim are required to cap and close the Landfill under an Administrative Consent Order (ACO NE-98-4001) issued by the Massachusetts Department of Environmental Protection (MassDEP). The City and Holcim are sharing the cost of the landfill closure under the Cost Sharing Agreement, which the City and Holcim negotiated many years ago.

The landfill is divided into two mounds: the Southern and Northern Mounds. The 35-acre Southern Mound was closed in 2013 and approved by MassDEP in 2015. This loan order will fund the closure of the 17-acre Northern Mound.

Since 2022, the City has added two soccer fields and related improvements (i.e., parking area, entrance road, etc.) to be constructed on the top of the Northern Mound as part of the closure project. Attached is a copy of the proposed site plan. The closure construction was deferred to allow time for permitting and designing the soccer fields.

The City's share of the project cost is eligible for a low-interest loan and principal forgiveness from MassDEP's State Revolving Fund (SRF) loan program. The terms of the loan are listed below.

SRF Loan Terms

Loan amount	\$10,600,000.00
Principal forgiveness grant	6.6% or \$699,600
Interest rate	2%
Term	20 years
Estimated Annual Payment	\$590,000 without principal forgiveness

To remain eligible for the SRF loan program and principal forgiveness, the City must submit an



approved loan order to MassDEP by June 30, 2024, and execute a construction contract by June 30, 2025.

If the loan order is acceptable, please forward it to the City Clerk to place on the June 4<sup>th</sup> City Council meeting agenda. After the documents are placed on file, I will attend the city council meeting to answer questions.

Attachments

- Proposed Amended Loan Order – For Approval
- Loan Order adopted in June 2022
- Loan Order Memo Dated May 18, 2022
- Site Plan

Cc: Christine Lindberg, MPA, MCPPO, [clindberg@haverhillma.gov](mailto:clindberg@haverhillma.gov)  
Angel A. Perkins, City Auditor/Finance Director, [aperkins@haverhillma.gov](mailto:aperkins@haverhillma.gov)  
Yenise Rozon, City Treasurer, [yrozon@haverhillma.gov](mailto:yrozon@haverhillma.gov)  
Allana J. McOsker, Chief Financial Admin Assistant, [ajmcosker@haverhillma.gov](mailto:ajmcosker@haverhillma.gov)



File 10 DAYS  
2024  
14.3



HAVERHILL CITY CLERK MAY 30 2024 PM 3:34

DOCUMENT

CITY OF HAVERHILL

In Municipal Council

ORDERED:

That the order adopted by the City Council on June 13, 2023, which authorized \$3,380,000 for water distribution system improvements and \$7,004,200 for sewer system improvements be amended to increase the amount appropriated and authorized to be borrowed for engineering and construction relating to sewer improvements to \$9,000,000 for a new aggregate total of \$12,380,000 and to authorize the Treasurer to file an application with the appropriate officials of The Commonwealth of Massachusetts to qualify under Chapter 44A of the General Laws any and all bonds of the City authorized by the order, so the amended loan order reads as follows:

That \$3,380,000 is appropriated for the purpose of financing the engineering and construction of water distribution system improvements and \$9,000,000 is appropriated for the purpose of financing the engineering and construction of sewer system improvements, including without limitation all costs thereof; that to meet this appropriation the Treasurer with the approval of the Mayor is authorized to borrow \$12,380,000 and issue bonds or notes therefore under Chapter 44 of the General Laws and/or Chapter 29C of the General Laws, as amended; that such bonds or notes shall be general obligations of the City unless the Treasurer with the approval of the Mayor determines that they should be issued as limited obligations and may be secured by local system revenues as defined in Section 1 of Chapter 29C, as amended; that the Treasurer with the approval of the Mayor is authorized to borrow all or a portion of such amount from the Massachusetts Clean Water Trust established pursuant to Chapter 29C, as amended; and in connection therewith to enter into a financing agreement and/or a security agreement with the Trust and otherwise to contract with the Trust and the Department of Environmental Protection with respect to such loan and for any federal or state aid available for the project or for the financing thereof; that the Mayor is authorized to enter into a project regulatory agreement with the Department of Environmental Protection, to expend all funds available for the project and to take any other action necessary or convenient to carry out the project. The Treasurer is authorized to file an application with the appropriate officials of The Commonwealth of Massachusetts (the "Commonwealth") to qualify under Chapter 44A of the General Laws any and all bonds of the City authorized by this order, and to provide such information and execute such documents as such officials of the Commonwealth may require in connection therewith. The Mayor is authorized to apply for and accept any and all grants that may be available to pay the costs of this project.

Amended Loan Order



## Water Five-Year Forecast

The table below shows the five-year forecast detail.

5-Year Forecast - Detail							
	Budget FY24	Budget Request FY25	Mayor Allowed FY25	Forecast FY26	Forecast FY27	Forecast FY28	Forecast FY29
<b>Water-Revenue</b>							
User rate	\$4.93	\$5.76	\$5.76	\$5.90	\$6.20	\$6.35	\$6.67
Percent Change	18.8%	16.8%	16.8%	2.5%	5.0%	2.5%	5.0%
Water-Residential Usage	1,177,680	1,177,680	1,177,680	1,183,568	1,189,486	1,195,433	1,201,410
Water-Commercial Usage	1,108,682	1,108,682	1,108,682	1,114,226	1,119,797	1,125,396	1,131,023
Residential Usage	\$ 5,826,914	\$ 6,781,362	\$ 6,781,362	\$ 6,985,651	\$ 7,371,608	\$ 7,593,678	\$ 8,013,228
Commercial Usage	\$ 5,422,491	\$ 6,384,058	\$ 6,384,058	\$ 6,576,378	\$ 6,939,723	\$ 7,148,782	\$ 7,543,752
Charge for Services	\$ 841,500	\$ 841,500	\$ 841,500	\$ 841,500	\$ 841,500	\$ 841,500	\$ 841,500
Water Infrastructure Fee	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Water Supply Fee	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
Other Revenue	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Engineering Revenue	\$ 153,850	\$ 153,850	\$ 153,850	\$ 153,850	\$ 153,850	\$ 153,850	\$ 153,850
<b>Total Revenue</b>	<b>\$ 12,429,755</b>	<b>\$ 14,345,770</b>	<b>\$ 14,345,770</b>	<b>\$14,742,379</b>	<b>\$15,491,681</b>	<b>\$15,922,810</b>	<b>\$ 16,737,330</b>
<b>Water-Expenditures</b>							
Salaries-Water	\$ 2,690,351	\$ 2,776,429	\$ 2,776,429	\$ 2,761,122	\$ 2,830,491	\$ 2,901,966	\$ 2,975,269
Benefits - Water & Engineering	\$ 1,521,755	\$ 1,606,777	\$ 1,606,777	\$ 1,669,168	\$ 1,734,051	\$ 1,801,733	\$ 1,872,122
Expenses-Water	\$ 3,212,709	\$ 3,401,848	\$ 3,401,848	\$ 3,503,903	\$ 3,609,021	\$ 3,717,291	\$ 3,828,810
Engineering	\$ 734,551	\$ 792,219	\$ 792,219	\$ 807,809	\$ 830,185	\$ 851,714	\$ 873,808
Conservation	\$ 113,798	\$ 117,020	\$ 117,020	\$ 119,823	\$ 122,698	\$ 125,644	\$ 128,665
Debt	\$ 3,772,011	\$ 4,331,407	\$ 4,331,407	\$ 4,647,920	\$ 4,862,850	\$ 4,805,090	\$ 5,195,180
Insurance	\$ 142,834	\$ 142,834	\$ 142,834	\$ 148,547	\$ 154,489	\$ 160,669	\$ 167,096
Capital	\$ 1,148,512	\$ 1,175,012	\$ 1,175,012	\$ 983,500	\$ 1,016,000	\$ 918,500	\$ 1,438,500
<b>Total Expenditures</b>	<b>\$ 13,336,521</b>	<b>\$ 14,343,546</b>	<b>\$ 14,343,546</b>	<b>\$ 14,641,792</b>	<b>\$ 15,159,784</b>	<b>\$ 15,282,607</b>	<b>\$ 16,479,450</b>
Surplus/(Deficit)	\$ (906,766)	\$ 2,224	\$ 2,224	\$ 100,587	\$ 331,897	\$ 640,203	\$ 257,880
<b>Year End Retained Earnings</b>	<b>\$ 1,496,663</b>	<b>\$ 1,498,887</b>	<b>\$ 1,498,887</b>	<b>\$ 1,599,474</b>	<b>\$ 1,931,371</b>	<b>\$ 2,571,574</b>	<b>\$ 2,829,454</b>
<b>Min. Retained Earnings (15%)</b>	<b>\$ 2,000,478</b>	<b>\$ 2,151,532</b>	<b>\$ 2,151,532</b>	<b>\$ 2,196,269</b>	<b>\$ 2,273,968</b>	<b>\$ 2,292,391</b>	<b>\$ 2,471,917</b>

Average Impact to Rate Payer							
User Rate	\$4.93	\$5.76	\$5.76	\$5.90	\$6.20	\$6.35	\$6.67
Percent Change	18.8%	16.8%	16.8%	2.5%	5.0%	2.5%	5.0%
Ave. Household Bill	\$369	\$430	\$430	\$441	\$463	\$475	\$499
Ave. Annual Increase	\$58	\$62	\$62	\$11	\$22	\$12	\$24

Average residential bill is based on usage of 60 gallons per person per day and 2.56 persons per household. This methodology is consistent with MWRA's Annual Water and Sewer Rate Survey.



## Wastewater Five-Year Forecast

5-Year Forecast - Detail							
	Budget FY24	Budget Request FY25	Mayor Allowed FY25	Forecast FY26	Forecast FY27	Forecast FY28	Forecast FY29
<b>Wastewater-Revenue</b>							
<b>User rate</b>	<b>\$6.96</b>	<b>\$7.71</b>	<b>\$7.71</b>	<b>\$7.82</b>	<b>\$8.25</b>	<b>\$10.19</b>	<b>\$10.70</b>
Percent increase	6.3%	10.8%	10.8%	1.4%	5.5%	23.6%	5.0%
Sewer-Residential Usage	958,058	962,848	962,848	967,662	972,501	977,363	982,250
Sewer-Commercial Usage	935,756	940,435	940,435	945,137	949,863	954,612	959,385
Residential Usage	\$ 6,668,083	\$ 7,421,827	\$ 7,421,827	\$ 7,563,361	\$ 8,019,242	\$ 9,961,342	\$ 10,511,707
Commercial Usage	\$ 6,512,864	\$ 7,249,061	\$ 7,249,061	\$ 7,387,301	\$ 7,832,571	\$ 9,729,462	\$ 10,267,015
Charge for Services	\$ 1,315,000	\$ 1,315,000	\$ 1,315,000	\$ 1,315,000	\$ 1,315,000	\$ 1,315,000	\$ 1,315,000
Other Revenue	\$ 220,000	\$ 220,000	\$ 220,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000
Stormwater	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenue</b>	<b>\$ 14,715,947</b>	<b>\$ 16,205,888</b>	<b>\$ 16,205,888</b>	<b>\$ 16,425,662</b>	<b>\$ 17,326,813</b>	<b>\$ 21,165,804</b>	<b>\$ 22,253,722</b>
<b>Wastewater-Expenditures</b>							
Salaries-Highway	\$ 118,042	\$ 130,179	\$ 130,179	\$ 134,268	\$ 137,538	\$ 140,889	\$ 144,323
Expenses-Highway	\$ 44,000	\$ 44,000	\$ 44,000	\$ 45,280	\$ 46,598	\$ 47,954	\$ 49,350
Salaries	\$ 2,621,969	\$ 2,700,716	\$ 2,700,716	\$ 2,812,482	\$ 2,883,415	\$ 2,956,154	\$ 3,030,743
Benefits	\$ 1,343,308	\$ 1,412,063	\$ 1,412,063	\$ 1,465,668	\$ 1,538,201	\$ 1,614,362	\$ 1,694,330
Expenses	\$ 5,808,911	\$ 6,467,677	\$ 6,467,677	\$ 6,661,707	\$ 6,861,558	\$ 7,067,405	\$ 7,279,427
Stormwater	\$ 520,330	\$ 520,330	\$ 520,330	\$ 531,814	\$ 543,630	\$ 555,790	\$ 568,301
Debt	\$ 3,575,796	\$ 4,004,200	\$ 4,004,200	\$ 4,100,000	\$ 4,482,000	\$ 7,967,000	\$ 8,034,605
Insurance	\$ 94,569	\$ 94,569	\$ 94,569	\$ 99,297	\$ 104,262	\$ 109,475	\$ 114,949
Capital	\$ 555,000	\$ 825,000	\$ 825,000	\$ 520,000	\$ 670,000	\$ 620,000	\$ 1,230,000
<b>Total Expenditures</b>	<b>\$ 14,681,925</b>	<b>\$ 16,198,734</b>	<b>\$ 16,198,734</b>	<b>\$ 16,370,516</b>	<b>\$ 17,267,203</b>	<b>\$ 21,079,028</b>	<b>\$ 22,146,028</b>
<b>Surplus/(Deficit)</b>	<b>\$ 34,022</b>	<b>\$ 7,154</b>	<b>\$ 7,154</b>	<b>\$ 55,146</b>	<b>\$ 59,610</b>	<b>\$ 86,776</b>	<b>\$ 107,694</b>
<b>Year End Retained Earnings</b>	<b>\$ 3,871,430</b>	<b>\$ 3,878,584</b>	<b>\$ 3,878,584</b>	<b>\$ 3,933,730</b>	<b>\$ 3,993,340</b>	<b>\$ 4,080,116</b>	<b>\$ 4,187,810</b>
<b>Min. Retained Earnings (15%)</b>	<b>\$ 2,202,289</b>	<b>\$ 2,429,810</b>	<b>\$ 2,429,810</b>	<b>\$ 2,455,577</b>	<b>\$ 2,590,080</b>	<b>\$ 3,161,854</b>	<b>\$ 3,321,904</b>

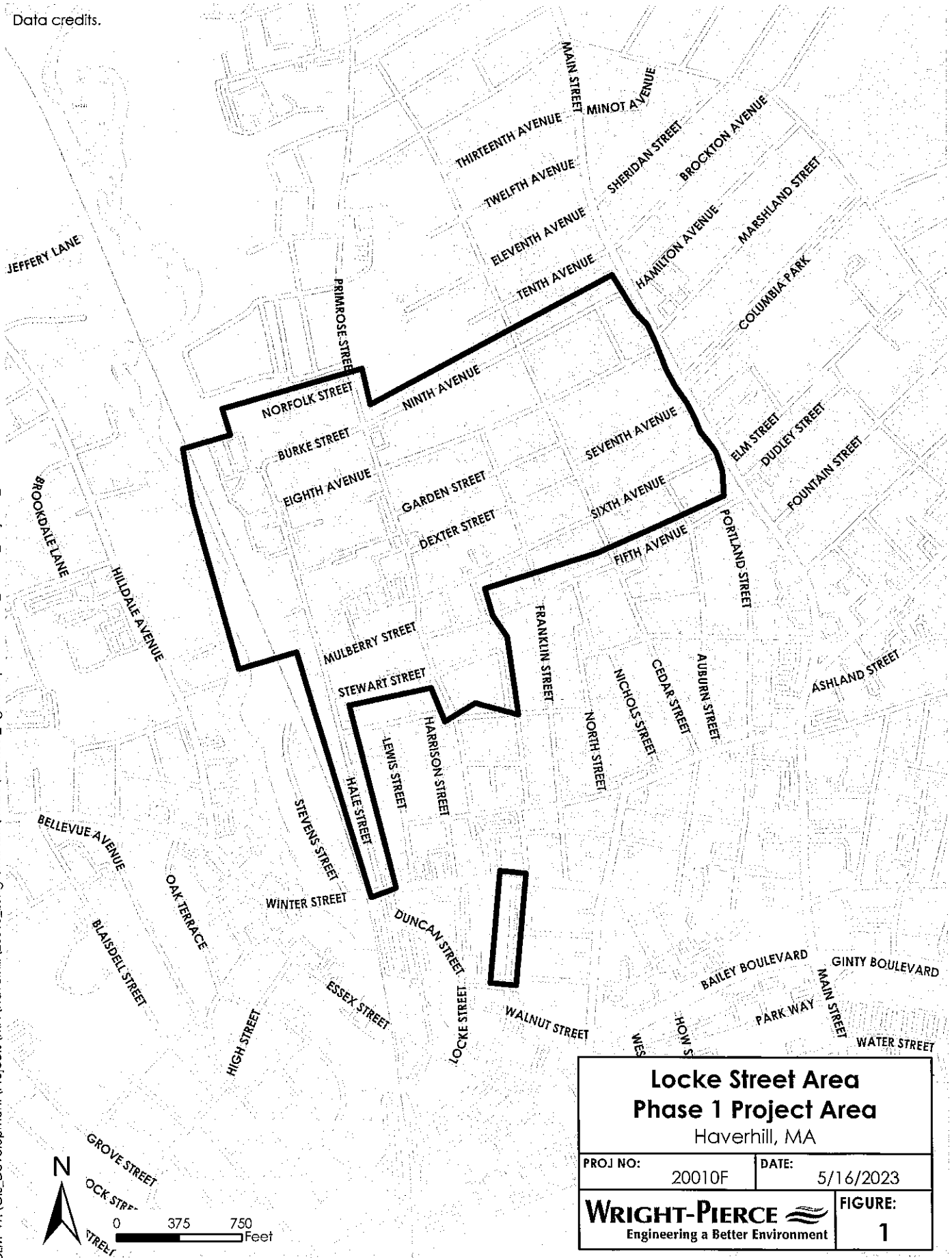
Impact to Rate Payer							
Ave. Residential Bill	\$520	\$576	\$576	\$584	\$616	\$762	\$800
Ave. Annual Increase	\$31	\$56	\$56	\$8	\$32	\$145	\$38

Average residential bill is based on usage of 60 gallons per person per day and 2.56 persons per household. This methodology is consistent with MWRA's Appendix C of their 2017 rate survey document.



Data credits.

CLM: W:\GIS\_Development\Projects\MA\Haverhill\20010\_LongTermPlan\MXD\LockeSt\_Figures.aprx - LockeSt\_Phase1\_ProjLoc2\_8x11







# Haverhill

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

Date: May 30, 2024

To: The Honorable Melinda E. Barrett  
Mayor of Haverhill

From: Robert E. Ward *RYK.*  
DPW Director

Subject: Proposed Order - Phase I Locke Street CSO Separation and Water System  
Improvements Project

Attached for your review and approval is a proposed City Council order to amend the loan order adopted by the City Council on June 13, 2023 for the Locke Street Phase 1 combined sewer overflow (CSO) separation and water system improvements project. The amended loan order increases the sewer loan order amount from \$7,004,200 to \$9,000,000, while the amount for the water distribution improvements remains at \$3,380,000 for a new total of \$12,380,000. Also attached is a copy of the original loan order.

In 2016, the City entered into a Consent Decree (CD) with the United States Environmental Protection Agency (US EPA) and Massachusetts Department of Environmental Protection (MassDEP) requiring the City to reduce CSOs. Before the 1960's, sewage and stormwater were commonly collected in the same pipe. These combined sewers were designed and built to overflow into nearby waterways to prevent excessive flow during rainstorms from backing up into basements, streets, parking lots, etc.

Per the CD, in 2021, the City and the City's engineer, Wright-Pierce, completed an evaluation of CSO reduction alternatives, which recommended sewer separation for the Locke Street Interceptor area. Sewer separation involves separating the combined sewer system into separate wastewater and stormwater systems, reducing excessive stormwater entering the sewer system during rain events. The Locke Street sewer separation project is divided into three phases. This loan order is for Phase 1.

Phase 1 separates approximately 3,500 feet of combined sewers in the Locke Street area (see attached map) by installing new stormwater pipes, disconnecting catch basins from them, and connecting them to the separate stormwater lines. This project also involves upsizing existing storm drains and, installing new outfalls to increase the capacity of the existing storm drain system, and rehabilitating existing sewers and manholes. In conjunction with the sewer and drain work, old, undersized water mains in the Phase 1 area will be replaced and upsized.

The initial cost estimate of \$7,004,200 for the sewer work was completed in early 2022 for the application to MassDEP for a low-interest loan from their State Revolving Fund (SRF) program.

At the time of the original estimate, the project was still in the early design stage. The increased cost to \$9 million resulted from the following changes made during the design.



Proposed Order - Phase I Locke Street CSO Separation  
and Water System Improvements Project

page 2

- Increased quantities of drain and sewer pipe
- Added rehab of existing storm drainpipe
- Increased requirements for the storm water outfall discharging to the Little River
- Increased the area requiring paving
- Improved traffic management

The construction of the combined sewer separation work is eligible for a low-interest loan and principal forgiveness from MassDEP's SRF loan program. To remain eligible for the SRF program, the City must submit an approved loan order to MassDEP by June 30, 2024. The terms of the SRF loan are listed below.

CWSRF CSO Separation Loan Terms

Loan amount	\$9 million
Principal forgiveness grant	6.6% or \$594,000
Interest rate	2%
Estimated Annual Payment	\$559,000 (20 years)
Expected First Payment	Fiscal Year 2027

The average household's sewer rate impact is \$0.28 and less than \$21 annually.

The estimated annual debt payment for the water distribution system improvements, which is not eligible for an SRF loan, is \$254,000 over 20 years. The water rate impact is approximately \$0.11 and will add \$8 to the annual bill for an average household.

Attached is a copy of the Water and Wastewater Divisions Five-Year financial forecast from the FY25 budgets showing anticipated user rates. The loan payments for these projects are included in the forecast.

If the loan order is acceptable, please forward it to the City Clerk to place on the June 4<sup>th</sup> City Council meeting agenda. After the documents are placed on file, I will attend the city council meeting to answer questions.

If you need more information, please advise.

Attachment(s)

- Amended Loan Order – For Approval
- Loan Order Approved June 13, 2023
- Map Project Area Map
- Water and Wastewater Division 5-Year Financial Forecasts

Cc: Christine Lindberg, Mayor Chief of Staff, [clindberg@haverhill.MA.gov](mailto:clindberg@haverhill.MA.gov)  
Angel A. Perkins, City Auditor/Finance Director, [aperkins@haverhillMA.gov](mailto:aperkins@haverhillMA.gov)  
Yenise Rozon, CMMC, Treasurer/Collector, [yrozon@haverhillMA.gov](mailto:yrozon@haverhillMA.gov)  
Allana J. McOsker, Chief Financial Admin Assistant, [ajmcosker@haverhillMA.gov](mailto:ajmcosker@haverhillMA.gov)



2023



DOCUMENT 12-B

## CITY OF HAVERHILL

In Municipal Council May 23 2023

*Kaitlin M. Wright*  
 TRUE ATTEST COPY  
 Kaitlin M. Wright

ORDERED: That \$3,380,000.00 is appropriated for the purpose of financing the engineering and construction of improvements to the water distribution system and \$7,004,200.00 is appropriated for the purpose of financing the engineering and construction of improvements to the sewer system including without limitation all costs thereof; by that to meet this appropriation the Treasurer with the approval of the Mayor is authorized to borrow \$10,348,200.00 and issue bonds or notes therefore under Chapter 44 of the General Laws and/or Chapter 29C of the General Laws, as most recently amended; that such bonds or notes shall be general obligations of the City unless the Treasurer with the approval of the Mayor determines that they should be issued as limited obligations and may be secured by local system revenues as defined in Section 1 of Chapter 29C, as most recently amended; that the Treasurer with the approval of the Mayor is authorized to borrow all or a portion of such amount from the Massachusetts Clean Water Trust established pursuant to Chapter 29C, as most recently amended; and in connection therewith to enter into a financing agreement and/or a security agreement with the Trust and otherwise to contract with the Trust and the Department of Environmental Protection with respect to such loan and for any federal or state aid available for the project or for the financing thereof; that the Mayor is authorized to enter into a project regulatory agreement with the Department of Environmental Protection, to expend all funds available for the project and to take any other action necessary or convenient to carry out the project.

PLACED ON FILE for at least 10 days

Attest:

*Kaitlin M. Wright* City Clerk

IN CITY COUNCIL: June 13 2023

PASSED

*Kaitlin M. Wright* City Clerk

APPROVED:

*AC* Mayor



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

May 30, 2024

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

**RE: Proposed Loan Order Amendment– Phase I Locke Street CSO Separation and Water System Improvements Project.**

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

Please see attached proposed Order to amend the loan order adopted by the City Council on June 13, 2023 for the Locke Street Phase 1 combined sewer overflow (CSO) separation and water system improvements project. The amended loan order increases the sewer loan amount from \$7,004,200.00 to \$ 9,000,000.00, while the amount for the water distribution improvements remains at \$3,380,000.00 for a new a total of \$12,380,000.00. This item must remain on file for 10 days. I recommend approval.

Thank you,

**Melinda E. Barrett**  
Mayor

MEB/em



**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. Basilliere**



**CITY OF HAVERHILL**  
HAVERHILL, MASSACHUSETTS 01830-5843

15.1  
CITY HALL, ROOM 204  
4 SUMMER STREET

TELEPHONE: 978-374-2328

FACSIMILE: 978-374-2329

[WWW.CITYOFHAVERHILL.COM](http://WWW.CITYOFHAVERHILL.COM)

[CITYCOUNCIL@HAVERHILLMA.GOV](mailto:CITYCOUNCIL@HAVERHILLMA.GOV)

May 30, 2024

To: President and Members of the City Council:

Councilors Lewandowski and Michitson wish to discuss neighborhood concerns about excessive truck traffic on Gile Street.

Melissa J. Lewandowski  
Councilor Melissa J. Lewandowski

John A. Michitson  
Councilor John A. Michitson





51

Document 51

**CITY OF HAVERHILL**

**In Municipal Council May 21 2024**

1611

HAU CITY CLERK MAY 17 24 PM 5:13

**Ordered:**

**MUNICIPAL ORDINANCE**

**CHAPTER 193**

**AN ORDINANCE RELATING TO PLAYGROUNDS, PARKS AND RECREATION AREAS**

**BE IT ORDAINED** by the City Council of the City of Haverhill that Chapter 193, Article III – Swimming, of the Code of the City of Haverhill, as amended, being and is hereby further amended as follows;

**Article III Swimming**

**§ 193-8 Restrictions and limitations**

No swimming, bathing or wading shall be allowed in any body of water under the control and jurisdiction of the City of Haverhill except for the Lake Saltonstall Recreation Area. No swimming, bathing or wading shall be allowed at the Lake Saltonstall Recreation Area unless there is Staff on duty.

**§ 193-11 Parking fees.**

**a.) Daily Passes**

**Haverhill Residents: \$10 per vehicle**

**Non-Haverhill Residents: \$20 per vehicle**

**Walkers: Free**

**b.) Season Passes**

**Haverhill Residents: \$20 per vehicle**

**Non-Haverhill Residents: \$40 per vehicle**

**c.) Senior Citizen Lifetime Passes:**

**Haverhill Residents: \$5 per vehicle**

**Non-Haverhill Residents: \$10 per vehicle**

**APPROVED AS TO LEGALITY:**

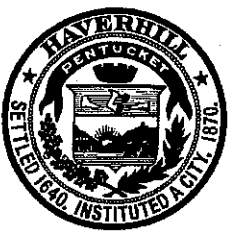
\_\_\_\_\_  
**City Solicitor**

PLACED ON FILE for at least 10 days

Attest:

\_\_\_\_\_  
City Clerk





Relaxed  
Communication

# Haverhill

Human Services –Director Vincent R Ouellette  
Phone: 978-374-2388 ext. 3928 Fax: 978-5212626  
vouellette@cityofhaverhill.com

To: Council President Tom Sullivan/ Council Members

From: Vin Ouellette Director of Human Services

Re: Plug Pond Ordinance Update

CC: Mayor Barrett  
Christine Lindberg / Chief of Staff

Dear Council President Sullivan and Council Members

Please see the attached ordinance change for Plug Pond. In accepting the PARC grant for improvements to Plug Pond, we are no longer allowed to restrict the area to Haverhill Residents. The new ordinance will reflect that change. We are allowed to charge fees for both Haverhill residents and non-residents with the restriction. Those fees for non-residents cannot exceed two times the amount for residents. This ordinance will also reflect that we are in accordance with the PARC grant agreement.

The fear of COVID disappearing and the pond improvements resulted in occasional large crowds this past summer. A rainy summer helped keep the crowds down but there were issues when warmer days drew larger crowds. In anticipation of a normal summer, we have worked to improve crowd control procedures. This will include signage, crosswalks, surveillance, and staff training.

I look forward to discussing the ordinance with you as well as other safety measures we have put in place to make the Plug Pond experience more enjoyable to residents and non-residents alike.

Vincent Ouellette  
Director of Human Services



# **Plug Pond Fees**

All passes to be pre-purchased online at [haverhillrec.com](http://haverhillrec.com). Daily passes can be purchased from 8am the prior day through 2pm the day of. A maximum of 10 daily passes on a given day.

## **Daily Passes:**

Haverhill Residents: \$10/day

Non-Haverhill Residents: \$20/day

Walkers: Free



## **Season Passes:**

Haverhill Residents: \$20/vehicle

Non-Haverhill Residents: \$40/vehicle

## **Senior Citizen Lifetime Passes:**

Haverhill Residents: \$5/vehicle

Non-Haverhill Residents: \$10/vehicle

\*Season Passes must be applied to a visible area of vehicle by attendant and do NOT guarantee admission if park is at capacity. Photo ID must match the address on vehicle registration.

\*Patrons to present receipt of payment matching the day to receive paper pass. Pass remains in vehicle.



MELINDA E. BARRETT  
MAYOR



**CITY OF HAVERHILL  
MASSACHUSETTS**

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

May 16, 2024

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

**RE: To Submit Amended Chapter 193 Article III Relating to Playgrounds, Parks, and Recreation Areas.**

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

I, Mayor Barrett, submit to the City Council a request to amend Chapter 193 Article III Swimming of the Code of the City of Haverhill to be placed on file for 10 days. I recommend approval.

Sincerely,

**Melinda E. Barrett**  
Mayor

MEB/em



## **JUNETEENTH PROCLAMATION**

1711

- WHEREAS:** President Abraham Lincoln signed the Emancipation Proclamation on January 1, 1863, declaring slaves in the Confederate states free and paving the way for the passing of the 13<sup>th</sup> Amendment, which formally abolished slavery in the United States of America; and
- WHEREAS:** Word about the signing of the Emancipation Proclamation was delayed some two and one-half years until June 19, 1865 in reaching authorities and African-Americans in the South and Southwestern United States; and
- WHEREAS:** June 19<sup>th</sup> has a special meaning to African-Americans, is called "JUNETEENTH" combining the words June and Nineteenth, and has been celebrated by the African-American community for over 150 years; and
- WHEREAS,** Juneteeth commemorates the day in 1865 when Union Troops arrived in Texas and informed enslaved people that slavery was over, bringing to fruition the promise of Abraham Lincoln's Emancipation Proclamation.

NOW, THEREFORE I, MELINDA E. BARRETT, MAYOR of the City of Haverhill do hereby proclaim June 19, 2024 as

### **JUNETEENTH NATIONAL INDEPENDENCE DAY**

In the City of Haverhill and urge all its citizens to become more aware of the significance of this celebration in African-American History and in the heritage of our nation and city.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Seal of the City of Haverhill to be affixed this 19<sup>th</sup> day of June in the year of Our Lord Two Thousand and Twenty-Four.

  
MAYOR MELINDA E. BARRETT



**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

May 31, 2024

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

RE: Recognition of Juneteenth National Independence Day

Dear Council President and Members of the Haverhill City Council:

Mayor Barrett requests to present a proclamation recognizing June 19, 2024 as Juneteenth National Independence Day in the City of Haverhill.

Sincerely,

**Melinda E. Barrett**  
Mayor

MEB/jd



*City of Haverhill, Massachusetts*  
**PROCLAMATION**

17.2

**Whereas:** The month of June is designated as LGBTQ Pride Month and it commemorates the Stonewall Rebellion that occurred during a weekend in June 1969 in NYC, which started the modern lesbian, gay, bisexual, transgender, and queer (LGBTQ) civil rights movement; and

**Whereas:** LGBTQ Pride is defined as the positive stance against discrimination and violence toward lesbian, gay, bisexual, transgender, and queer people to promote their self-affirmation, dignity, and equal rights; and

**Whereas:** Cities around the world during LGBTQ+ Pride Month celebrate victories that have affirmed freedom and fairness; and

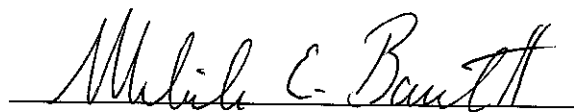
**Whereas:** Individually and collectively, members of the City of Haverhill's LGBTQ+ community contribute greatly to neighborhood revitalization, economic vitality, arts and culture, and the social fabric of our city, state, and country.

NOW, THEREFORE I, MELINDA E. BARRETT, MAYOR of Haverhill, Massachusetts, do hereby declare June 2024 as

***LGBTQ+ Pride Month***

In the City of Haverhill and I urge all its citizens to join me in ending prejudice everywhere it may exist, respect the rights of all people, and celebrate the diversity of our City.

*IN WITNESS WHEREOF I have hereunto set my hand and caused the Seal of the City of Haverhill to be affixed this 1<sup>st</sup> day of June in the year of our Lord Two Thousand and Twenty-Four.*



**MAYOR MELINDA E. BARRETT**

HAV CITY CLERK MAY 31/24 09:54:55



**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

May 31, 2024

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

RE: Recognition of LGBTQ Pride Month

Dear Council President and Members of the Haverhill City Council:

Mayor Barrett requests to present a proclamation recognizing June 2024 as LGBTQ Pride Month in the City of Haverhill.

Sincerely,

**Melinda E. Barrett**  
Mayor

MEB/jd



**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](http://WWW.CITYOFHAVERHILL.COM)  
[CITYCNCL@CITYOFHAVERHILL.COM](mailto:CITYCNCL@CITYOFHAVERHILL.COM)

**CITY OF HAVERHILL**

HAVERHILL, MASSACHUSETTS 01830-5843

**DOCUMENTS REFERRED TO COMMITTEE STUDY**

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