



**CITY OF HAVERHILL  
CITY COUNCIL AGENDA**

**Tuesday, May 6, 2025, at 7:00 PM**

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

**In-Person/Remote Meeting**

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*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 for approval an Order granting a license to *Essex County Greenbelt Assoc., Inc* for use of Easement at 915 North Broadway in Haverhill

5.1.1. Order – Grant license to *Essex County Greenbelt Association., Inc* for the use of the City's 25' easement located on 915 North Broadway granted by *The Hamel Field, LLC* (the "Easement")

*Related communications from Robert E Moore, Jr, Environmental Health Technician and Lisa L Mead and Bethany Raffa, City Solicitors*



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

- 6.1. Council President Sullivan requests to introduce Susan S Hatfield, Ph.D., Curriculum Supervisor for Fine and Performing Arts in the Haverhill School District and to inform and invite everyone to the *Haverhill Public Schools Citywide Arts Show*, scheduled for May 15, 2025
- 6.2. Council Vice President Jordan requests to introduce Eunice Zeigler and Al Hanscom from *Emmaus, Inc* to promote their upcoming “*Sip, Sample, and Support*” Gala being held at the *Bradford Country Club* on Thursday, May 15<sup>th</sup> from 5:30 pm to 9:00 pm
- 6.3. Councillor McGonagle requests to introduce Adam Jankowski who is seeking a home rule age waiver petition for the position of Police Officer in the City of Haverhill
  - 6.3.1. Home Rule Petition – An Act Authorizing Adam T Jankowski to take the Civil Service Examination for the position of Police Officer in the City of Haverhill notwithstanding the maximum age requirement

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

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

- 8.1. Andrew K Herlihy, *Community Development Division Director*, requests on behalf of the *Haverhill Historic Commission* that the Haverhill City Council officially donate to the *Haverhill Public Library Special Collections* eight (8) boxes of materials including notes, correspondence, reports and surveys regarding the creation of historic districts and properties in Haverhill 1970s-1990s. Historic commission is requesting Mayor, City Clerk or another appropriate official be authorized to execute a Deed of Gift from the City to the *Haverhill Public Library* for these materials.

*Related communication from Becky Geller, Head of Special Collections, Haverhill Public Library*





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

**10. HEARINGS AND RELATED ORDERS:**

- 10.1. DOCUMENT 39; CCSP 25-2; Application from WP Acquisition Sub, LLC to construct an addition to the *Haverhill Pavilion* on 76 Summer st, that will add a new 24-bed geriatric unit  
*Continued from April 8, 2025*

**11. APPOINTMENTS:**

11.1. Confirming Appointments

- 11.1.1. *Commission on Disability Issues* -- Alexandra Ponder, 25 Perspective dr, to expire May 6, 2028

To Be Confirmed

- 11.1.2. *Board of Assessors* -- Roy P Wright, 59 Woodland Park dr, to expire April 30, 2028

11.2. Non-Confirming Appointments:

11.3. Constables

11.4. Resignations:

**12. PETITIONS:**

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

- 12.2. Amusement/Event Application: *with Police approval*

- 12.2.1. EVNT 25-7: Haverhill Garden Club, Annual Plant Sale; on the *Bradford Common*, 10 Church st, May 17<sup>th</sup>, 6:00 am to 12 noon (also requests any additional fees be waived)

- 12.2.2. EVNT 25-10: Trinity Church, BBQ and Resource Fair, at 26 White st, June 8<sup>th</sup>, 12 noon to 3:00 pm

- 12.3. Auctioneer License:

- 12.4. Tag Days: *with Police approval*



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

12.6. **ANNUAL LICENSE RENEWALS:**

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

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

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

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

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

12.6.6. **Junk Dealer /Collector License (renewal)** – *with Police approval*

12.6.7. **Pool/Billiard**

12.6.8. **Bowling**

12.6.9. **Sunday Bowling**

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

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

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

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

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

12.6.15. **Roller Skating Rink**

12.6.16. **Sunday Skating**

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

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

**13.MOTIONS AND ORDERS:**

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

14.1. Ordinance re: Vehicles & Traffic; No Parking, East side, entire length for Marshall st File 10 days

14.2. Ordinance re: Vehicles & Traffic; Add handicap parking for 212 Wilson st File 10 days



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**15. COMMUNICATIONS FROM COUNCILORS:**

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

16.1. Document 60; *Community Development Director*, Andrew Herlihy submits the related Order and the draft of the 2025-2030 *Haverhill Housing Production Plan* for review and approval and will be available to offer a presentation about the plan

16.1.1. Document 60-B; Order – Authorize the Mayor to submit the *Haverhill Housing Production Plan* as presented to the *Massachusetts Executive Office of Housing and Livable Communities (EOHLC)* for formal certification  
*Continued from April 15, 2025*

**17. RESOLUTIONS AND PROCLAMATIONS:**

**18. COUNCIL COMMITTEE REPORTS AND ANNOUNCEMENTS**

**19. DOCUMENTS REFERRED TO COMMITTEE STUDY**

**20. LONG TERM MATTERS STUDY LIST**

**21. ADJOURN:**

MELINDA E. BARRETT  
MAYOR



CITY OF HAVERHILL  
MASSACHUSETTS

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

511

May 1, 2025

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

**From:** Mayor Melinda E. Barrett

**Re:** Order Granting a License to Essex County Greenbelt Assoc., Inc.  
For Use Of Easement At 915 North Broadway, Haverhill, MA

Dear Mr. President and Members of the City Council:

I respectfully submit for your approval an Order granting a license to Essex County Greenbelt Association, Inc. for use of the City's twenty-five foot (25') easement at 915 North Broadway, Haverhill, MA.

I recommend approval.

Very truly yours,

Melinda E. Barrett  
Mayor



*Related  
comm*  
**Haverhill**

Conservation Department  
Phone: 978-374-2334 Fax: 978-374-2366  
[conservation@cityofhaverhill.com](mailto:conservation@cityofhaverhill.com)

MEMO TO: Melinda E. Barrett, Mayor, City of Haverhill

FROM: Robert E. Moore, Jr., Environmental Health Technician

DATE: May 2, 2025

RE: License to Essex County Greenbelt Association, Inc.  
915 North Broadway and Parcel 575-1-8, North Broadway

The City Solicitor and the attorney for Greenbelt have spent significant time developing the submitted license to accommodate pedestrian access to 33 acres of landlocked open space acquired last year by Greenbelt. The parcel was acquired as part of Greenbelt's efforts to preserve Parsonage Hill and the Fishin' Brook watershed. Should you find the documents acceptable, I recommend submittal to the City Council for a vote to grant the license. Please contact me should you require any additional information. Thank you.





Mead, Talerman & Costa, LLC  
Attorneys at Law

30 Green Street  
Newburyport, MA 01950  
Phone 978.463.7700  
Fax 978.463.7747

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

*Related  
Comm*

TO: City Council  
FR: Lisa L. Mead, City Solicitor  
Bethany Raffa, City Solicitor  
CC: Mayor Melinda Barrett  
DA: May 1, 2025  
RE: License to Essex County Greenbelt Association, Inc. - 915 North Broadway and Parcel ID #575-1-8, North Broadway

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Reference is made to the above-captioned matter. In that connection, I have attached the License to be granted by the City of Haverhill to Essex County Greenbelt Association, Inc. ("ECGA"), to allow ECGA access to Parcel ID #575-1-8, North Broadway, Haverhill, Essex County, Massachusetts, over the City's 25' easement located on 915 North Broadway, Haverhill, Essex County, Massachusetts, granted by The Hamel Field, LLC (the "Easement"). Said Easement is further described in an Easement Deed dated January 31, 2012 and recorded with the Essex South District Registry of Deeds (the "Deeds") at Book 31076, Page 178 (the "Easement Deed") and depicted on a plan of land recorded with said Deeds in Plan Book 432, as Plan 14 (the "Easement Plan"). A copy of the Easement Deed and Easement Plan are attached hereto as Exhibit "A" for reference purposes. The terms of the Easement Deed allow for the granting of new or additional easements to third parties within the Easement so long as these new rights do not interfere with the exercise of any current rights or easements granted or reserved within the Easement Deed. The purpose of the City's Easement is to grant "foot" access and egress to the public from North Broadway to the open space lot commonly known as Parcel ID #575-1-8, North Broadway, Haverhill, Essex County, Massachusetts, which has been purchased by ECGA. The terms of License mirror the City's Easement and do not grant rights that would interfere with the exercise of any current rights or easements granted or reserved within the Easement Deed.

The License should be executed by the Mayor on behalf of the City of Haverhill, to grant said License.

I have also attached the relevant City Council Vote authorizing the Mayor to act on behalf of the City with respect to said License.

Please let me know if you have any questions regarding the foregoing.

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*Millis Office*

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

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*New Bedford Office*

227 Union Street, Suite 606  
New Bedford, MA 02740



5/1/1

ORDERED:

COMMONWEALTH OF MASSACHUSETTS

ESSEX, SS.

CITY OF HAVERHILL

**HAVERHILL CITY COUNCIL**

At a regularly convened meeting of the City Council of the City of Haverhill, held on the 6th day of May, 2025, it was voted as follows:

That the City Council of the City of Haverhill, duly elected, qualified, and acting as such, on behalf of the City, votes to grant a License to Essex County Greenbelt Association, Inc. for the use the City's 25' easement located on 915 North Broadway, Haverhill, Essex County, Massachusetts, granted by The Hamel Field, LLC (the "Easement"). Said Easement is further described in an Easement Deed dated January 31, 2012 and recorded with the Essex South District Registry of Deeds (the "Deeds") at Book 31076, Page 178 (the "Easement Deed") and depicted on a plan of land recorded with said Deeds in Plan Book 432, as Plan 14 (the "Easement Plan"); and further to authorize the Mayor, to execute a License to Essex County Greenbelt Association, Inc. and to take any other action necessary or convenient to carry out this vote.

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

PASSED IN COUNCIL: \_\_\_\_\_

A True Record, Attest:

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Kaitlin M. Wright, City Clerk

\_\_\_\_\_  
Melinda E. Barrett, Mayor

Exhibit "A"



E  
3

P.C.S.

B-PLAN

2012021000180 Bk:31076 Pg:178  
02/10/2012 11:40 EMNT Pg 1/3

### **EASEMENT DEED**

**The Hamel Field, LLC**, a Massachusetts limited liability company, with a principal place of business in Haverhill, Massachusetts ("Grantor"),

For no consideration paid,

Grants to **The City of Haverhill Conservation Commission**, with an address of City Hall, Room 210, 4 Summer Street, Haverhill, MA 01830 a (referred to herein as "Grantee"), with **Quitclaim Covenants**,

A certain twenty-five (25) foot wide perpetual and permanent access easement ("Access Easement") on, over, under, across and upon real estate owned by Grantor and shown as Lot 1 (the "Property") on a plan entitled "Plan of Land Located in Haverhill, MA, Scale 1" – 100', dated June 20, 2011 by Christiansen & Sergi, Inc., Professional Engineers & Land Surveyors, 160 Summer Street, Haverhill, MA 01830" recorded with the Essex South Registry of Deeds in Book 429, Page 74, (the "Plan").

The "25' Wide Access Easement" (hereinafter "Easement Area") is shown on an easement plan entitled "Easement Plan of Land Located in Haverhill, MA, Prepared for North Broadway Realty Trust, LLC", (the "Easement Plan"), dated 10/20/2011, prepared by Christiansen & Sergi, Inc., and recorded herewith with the Essex South Registry of Deeds, and as more fully described as follows:

A certain access easement running along the southerly boundary of Lot 1 as shown on said Easement Plan along land now or formerly of Pamela A. McCauley North 46° 23' 56" East a distance of 287.34 feet to a point; then North 47° 41' 55" East along land now or formerly known as Ernest & Kathryn Martin and Christopher & Kelly Nicolosi a distance of 321.88 feet to a point; then turning and running North 47° 45' 55" West a distance of 25.11 feet to a point; then turning and running South 47° 41' 55" West a distance of 319.77 feet to a point; then South 46° 23' 56" West a distance of 283.04 feet to a point; then South 33° 13' 20" East a distance of 25.42 feet to a point. The 25' Wide Access Easement being 15,150 square feet, more or less, as shown on said Easement Plan.

The purpose of the Access Easement is for "foot" access and egress of the public generally, to use in common with the Grantee, and its successors the use by the public is subject to such rules and regulations as may be promulgated by the Grantee addressing the manner of

use, including hours of operation, from North Broadway to the area identified on said Plan as "Open Space", including, without limitation, (i) to pass and repass on and over the Access Easement by foot for access to and egress from the Open Space and for all other purposes for which ways are now or hereafter may be used in the City of Haverhill including (1) the installation and maintenance of a gravel "walkway" or trail with the right to develop, construct, maintain and use a trail and pedestrian right-of-way for walking, hiking, snowshoeing, cross country skiing or other similar activities and to construct, maintain and use pedestrian bridges and walkways; (2) to allow periodic access of land management equipment, such as forestry equipment and equipment necessary to construct and maintain a foot bridge or like structure to allow foot access; (3) to regrade the surface of the Access Easement; (4) the installation of a trail-head on the roadway end of one Easement Area, to include a trail sign/kiosk with no more than three (3) parking spots to be framed-in by boulders, logs, or railings; and (5) to use the Access Easement for any purposes which (i) do not interfere with the exercise of any of the rights herein granted, and/or purposes which (ii) do not create a hazard, in each case as determined by the Grantee in its reasonable discretion.

The Grantor and Grantee hereby acknowledge, covenant and agree for themselves and their respective heirs, successors and assigns as follows:

- (a) No party shall erect any building or structure on (except as noted in the paragraph above), place or store any materials on, obstruct, grade, excavate, fill or flood the Easement Area, or otherwise use the Easement Area in any manner which may create a hazard;
- (b) No cessation of use of all or any portion of said easements or rights or of the Easement Area shall be deemed an abandonment thereof resulting in the termination of any aspect of the easements and/or rights or of the Easement Area, unless the holder of same at the time of such cessation of use or operation releases, in a written instrument in recordable form, its rights in such easement and rights in the Easement Area.
- (c) No party shall convey any new or additional easements to any third parties within or across the Easement Area which may interfere with the exercise of any of the rights and/or easement granted or reserved herein.
- (d) The Agreement (as herein defined) may only be amended or otherwise modified by an instrument in writing executed by the Grantee and the Grantor and filed with the Essex South Registry of Deeds.

For title of Grantor see Quitclaim Deed of North Broadway Realty LLC to Grantor dated November 8, 2011 and recorded with the South Essex County Registry of Deeds at Book 30814, Page 58.

The terms and conditions hereof shall be binding upon and inure to the benefit of Grantor and Grantee and their respective heirs, executors, successors and assigns.

EXECUTED this 31<sup>ST</sup> day of January, 2012.

The Hamel Field, LLC

By: Richard C Hamel  
Richard C. Hamel, Member

STATE OF MA  
COUNTY OF Essex

On this the 31<sup>st</sup> day of January, 2012, before me, the undersigned officer, personally appeared Richard C. Hamel, duly authorized Sole Member of The Hamel Field, LLC, who proved to me through satisfactory evidence of identification, which was MA DL to be the person whose name is signed on the preceding or attached document and acknowledged to me that he/she signed it voluntarily for its stated purpose on behalf of The Hamel Field, LLC.

Lori Archambault  
Notary Public  
My Commission Expires: April 24 2013

FOR REGISTRY USE ONLY

14-  
432

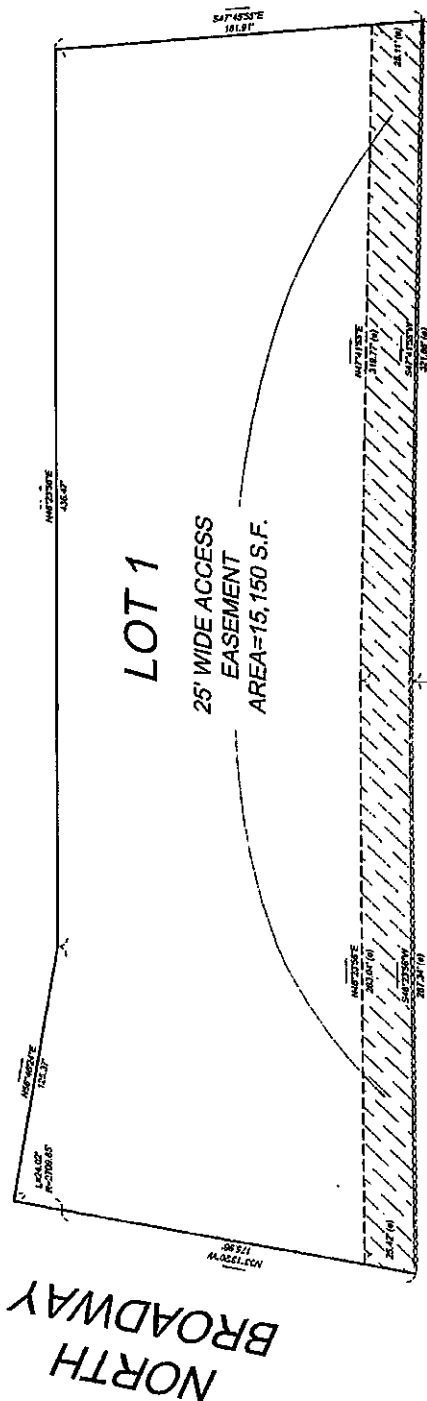
PLAN BOOK 432 PLAN 14  
CASE REGISTRY OF DEEDS 30.0001

Received February 10, 2012  
with EMINENT, The Home  
Field LLC to City of  
Haverhill Recd 3/27/12  
Attest

g. 8001  
Register of Deeds

I CERTIFY THAT THIS PLAN CONFORMS TO  
THE RULES AND REGULATIONS OF THE  
REGISTER OF DEEDS.

*[Signature]*  
DATE



N/E  
JAMES CLARK & JANE  
ETHEREDGE  
BOOK 24407 PAGE 560  
MAP 575 BLOCK 3 LOT 2A

N/E  
CHRISTOPHER & KELLY  
NICOLSI  
BOOK 25887 PAGE 501  
MAP 575 BLOCK 3 LOT 1A

N/E  
ERNEST & KATHRYN MARTIN  
BOOK 9587 PAGE 25  
MAP 575 BLOCK 3 LOT 1

N/E  
PAMELA A. McCAULEY  
BOOK 8708 PAGE 22  
MAP 575 BLOCK 3 LOT 4E

## EASEMENT

## PLAN OF LAND

LOCATED IN  
HAVERHILL, MA

PREPARED FOR  
NORTH BROADWAY  
REALTY TRUST LLC

8 NEWELL FARM DRIVE, WEST NEWBURY, MA

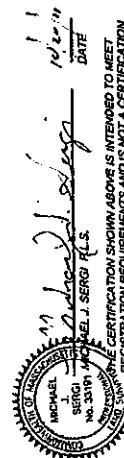
40 0 40 80 FT

DATE: 10/20/11 SCALE: 1"=40'



PROFESSIONAL ENGINEERS & LAND SURVEYORS  
**CHRISTIANSEN & SERGI, INC.**  
100 SUMMER STREET, HAVERHILL, MASSACHUSETTS 01830  
WWW.CSI-ENG.COM TEL: 978-375-6610 FAX: 978-375-6386

I CERTIFY THAT THE PROPERTY LINES SHOWN ARE THE  
LINES DIVIDING EXISTING OWNERSHIPS, AND THE LINES OF  
STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR  
PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND  
NOT SUBJECT TO THE JURISDICTION OF EXISTING OWNERSHIPS OR  
FOR NEW WAYS ARE SHOWN.  
CHAPTER 41 SECTION 81X



THE CERTIFICATION SHOWN ABOVE IS INTENDED TO MEET  
THE REQUIREMENTS OF MASSACHUSETTS AND IS NOT A CERTIFICATION  
TO TITLE OR OWNERSHIP OF PROPERTY SHOWN. OWNERSHIP  
OF ADJOINING PROPERTIES ARE ACCORDING TO  
ASSESSORS RECORDS.

## REFERENCE DEEDS

1. BOOK 30576 PAGE 438

## REFERENCE PLANS

1. PLAN BOOK 429 PLAN 74

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## LICENSE AGREEMENT

THIS LICENSE AGREEMENT is made by THE CITY OF HAVERHILL, a municipality organized under the laws of the Commonwealth of Massachusetts, with its usual place of business located at 4 Summer Street, Haverhill, Massachusetts 01830 (the "LICENSOR"), acting by and through its Mayor, duly elected, qualified, and acting as such, on behalf of the City and by virtue of and in accordance with the authority provisions of Massachusetts General Laws, and pursuant to a vote at a regularly convened meeting of the City Council of the City of Haverhill, held on \_\_\_\_\_, 2025, a copy of which is attached hereto, the City's Charter, as amended, and every other power and authority which is hereunto in any way enabling, all as may be amended, in favor of ESSEX COUNTY GREENBELT ASSOCIATION, INC., a Massachusetts not-for-profit corporation having its principal office at 82 Eastern Avenue, Essex, Massachusetts 01929, for its permitted successors and assigns (the "LICENSEE").

WHEREAS, the LICENSOR is the holder of a perpetual, non-exclusive easement to use a certain 25-foot wide access easement in and to the land shown as "Lot 1" on a plan entitled "Plan of Land Located in Haverhill, MA, Scale it' - 100', dated June 20, 2011 by Christiansen & Sergi, Inc., Professional Engineers & Land Surveyors, 160 Summer Street, Haverhill, MA 01830" recorded with the Essex South Registry of Deeds in Plan Book 429, Plan 74 pursuant to the terms of that certain Easement Deed from The Hamel Field LLC to the LICENSOR dated January 31, 2012 (the "Easement Deed") and recorded with said Registry in Book 31076, Page 178; and

WHEREAS, said 25-foot wide access easement (hereinafter "Access Easement") is shown on an easement plan entitled "Easement Plan of Land Located in Haverhill, MA, Prepared for North Broadway Realty Trust, LLC", dated 10/20/2011, prepared by Christiansen & Sergi, Inc., and recorded with the Essex South District Registry of Deeds in Plan Book 432, Plan 14 (the "Easement Plan"), and as more fully described on said Easement Plan.

WHEREAS, the LICENSEE owns the adjacent parcel of land being shown as Parcel 575-1-8 on the Haverhill Tax Maps and being more particularly shown on the Plan as the "Open Space" lot consisting of approximately 32.7131 acres (the "Open Space Land"),

pursuant to the Deed to LICENSEE from The Congregation of the Sisters of Saint Joseph of Boston dated August 7, 2024 and recorded with said Registry in Book 42262, Page 376; and

WHEREAS, the LICENSOR has agreed that the LICENSEE shall have the benefit of a license as herein provided to use the Access Easement for the purposes expressed in the Easement Deed in common with the LICENSOR, and all others legally entitled thereto;

NOW, THEREFORE, for Ten Dollars (\$10.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the LICENSOR hereby grants to the LICENSEE the non-exclusive right of entry and revocable license to use the Access Easement, subject to the following terms and conditions:

1. LICENSE AREA. As used herein, the term "License Area" shall mean the area shown as the "25' Wide Access Easement Area = 15,150 S.F." on the Easement Plan. The term "Fee Owner" shall mean The Hamel Field LLC, together with its successors in title to the fee ownership of the License Area.
2. TERM OF LICENSE. The term of this License shall be for a period of five (5) years, commencing on May 1, 2025 and ending on the fifth (5<sup>th</sup>) anniversary thereof, provided that this License shall automatically renew in successive 5-year terms upon the same terms and conditions herein unless either party gives the other at least thirty (30) days' prior written notice of the intention to terminate. The LICENSOR and the LICENSEE shall meet at least once annually to review LICENSEE'S use of the License Area. At the expiration of the License term or any extension thereof, this License shall terminate.
3. PERMITTED USES. LICENSEE shall be permitted to pass and repass on and over the License Area by foot for access to and egress from the Open Space Land and for all other purposes for which ways are now or hereafter may be used in the City of Haverhill and to exercise the following rights subject to the terms of the Easement Deed including (A) the installation and maintenance of a gravel "walkway" or trail with the right to develop, construct, maintain and use a trail and pedestrian right-of-way for walking, hiking, snowshoeing, cross country skiing or other similar activities and to construct, maintain and use pedestrian bridges and walkways; (B) to allow periodic access of land management equipment, such as forestry equipment and equipment necessary to construct and maintain a foot bridge or like structure to allow foot access; (C) to regrade the surface of the License Area, providing regrading does not impair the use by the LICENSOR or the Fee Owner of the License Area; (D) the installation of a trail-head on the roadway end of the License Area, to include a trail sign/kiosk with no more than a total of three (3) parking spots, including any spots previously installed by LICENSOR or the Fee Owner, to be framed-in by boulders, logs, or railings; and (E) to use the License Area for any purposes which (i) do not interfere with the exercise of any of the rights herein granted, and/or purposes which (ii) do not create a hazard, in each case as determined by the LICENSOR or the Fee Owner in their reasonable discretion. LICENSEE'S

use is subject to such rules and regulations as may be promulgated by the LICENSOR addressing the manner of use, including hours of operation, from North Broadway to the Open Space Land.

4. **PROHIBITED USES.** Except as expressly allowed in Paragraph 2 above, LICENSEE shall not (i) erect any building or structure on, place or store any materials on, obstruct, grade, excavate, fill or flood the License Area, or otherwise use the License Area in any manner which may create a hazard; (ii) grant any new or additional licenses to any third party within or across the License Area; (iii) interfere with the exercise of any of the rights and/or easements granted or reserved by the Fee Owner in the Easement Deed; and (iv) interfere with the exercise of any of the rights and/or easements granted to LICENSOR by the Fee Owner in the Easement Deed.
5. **RISK OF LOSS.** LICENSEE shall use and occupy the License Area at its own risk, and LICENSOR shall not be liable to LICENSEE for any injury or death to persons entering the License Area pursuant to the License, or loss or damage to equipment or other personal property of any nature whatsoever of LICENSEE, or of anyone claiming by or through LICENSEE, that are brought upon the License Area pursuant to this License.
6. **NOTICE.** For purposes of this License, the parties shall be deemed duly notified in accordance with the terms and provisions hereof, if written notices are mailed through the U.S. Postal Service by certified mail, hand-delivered, or delivered by overnight delivery service to the addresses first set forth above or by e-mail transmission. These addresses are subject to change, and the parties hereto agree to inform each other of such change(s) in writing as soon as practicable. Notices given hereunder shall be effective upon receipt in the case of notices given by hand, upon transmission with proof of delivery if e-mail transmission, and the earlier of the date of receipt or the first attempted delivery in the case of notices given by certified mail or express mail.
7. **REVOCABLE LICENSE; NO ESTATE CREATED.** LICENSOR reserves the right to rescind or suspend the rights granted hereunder upon thirty (30) days written notice given in accordance with Paragraph 5 above. This License shall not be construed as creating or vesting in LICENSEE any estate in the Access Easement or the License Area, but only the limited right of use and possession as hereinabove stated.
8. **MODIFICATIONS AND AMENDMENTS.** Modifications or amendments to this License shall be in writing and duly executed by both parties hereto to be effective.

In Witness Whereof, the Mayor of the City of Haverhill, duly authorized, has hereunto set her hand and seal this \_\_\_\_ day of \_\_\_\_\_, 2025.

City of Haverhill

By: \_\_\_\_\_  
Melinda E. Barrett, Mayor

Commonwealth of Massachusetts

Essex, ss.

On this \_\_\_\_ day of \_\_\_\_\_, 2025, before me, the undersigned Notary Public, personally appeared Melinda E. Barrett, in her capacity of the Mayor of Haverhill, proved to me through satisfactory evidence, which was personal knowledge, to be the person whose name is signed on the preceding or attached documents, and acknowledged to me that she signed it voluntarily for its stated purpose, not individually but as Mayor of the City of Haverhill.

\_\_\_\_\_  
Name:  
Notary Public  
My commission expires: \_\_\_\_\_

APPROVED AS TO LEGALITY:

\_\_\_\_\_  
Lisa L. Mead, Esq.  
City Solicitor



**CITY COUNCIL**

**Thomas J. Sullivan, President**

**Timothy J. Jordan, Vice President**

**John A. Michitson**

**Colin F. LePage**

**Melissa J. Lewandowski**

**Catherine P. Rogers**

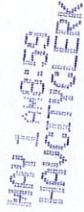
**Shaun P. Toohey**

**Michael S. McGonagle**

**Katrina Hobbs Everett**

**Devan Ferreira**

**Ralph T. Basiliere**



**CITY OF HAVERHILL**

HAVERHILL, MASSACHUSETTS 01830-5843

6.1

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)

April 29, 2025

TO: Members of the City Council:

President Sullivan wishes to introduce Susan S. Hatfield, Ph.D., Curriculum Supervisor for Fine and Performing Arts in the Haverhill School District, to inform and invite council members and residents to Haverhill Public Schools Citywide Arts Show, scheduled for May 15, 2025.

*Thomas J. Sullivan*  
President Thomas J. Sullivan (LAR)

(meeting: 5.6.25)

(6.2)

**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**

2025  
MAY 1  
2025



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)

**CITY OF HAVERHILL**

HAVERHILL, MASSACHUSETTS 01830-5843

May 1, 2025

TO: President and Members of the City Council:

Vice President Jordan to introduce Eunice Zeigler and Al Hanscom from Emmaus, Inc to promote their upcoming "Sip, Sample, and Support" Gala being held at Bradford Country Club on Thursday, May 15th from 5:30-9:00 pm.

*Timothy J. Jordan*  
Vice President Timothy J. Jordan

(meeting: 5.6.25)



**CITY COUNCIL**

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

REC'D 1 PM 12:02  
CITY CLERK



**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)  
[CITYCNCL@CITYOFHAVERHILL.GOV](mailto:CITYCNCL@CITYOFHAVERHILL.GOV)

613

May 1, 2025

To: President and Members of the City Council:

Councilor McGonagle wishes to introduce Adam Jankowski who is seeking a home rule age waiver petition for the position of police officer in the City of Haverhill.

*Michael S. McGonagle*  
Councilor Michael S. McGonagle 

(meeting 5.6.2025)

# ADAM T. JANKOWSKI

---

## **EDUCATION**

Salem State University, Salem, MA  
**Bachelor of Science in Nursing (BSN)** August 2023  
GPA: 4.0

University of Massachusetts, Lowell, MA  
**Master of Business Administration (MBA)** August 2016  
GPA: 3.91

Southern New Hampshire University, Manchester, NH  
**Bachelor of Science in Business Studies: Accounting** November 2012  
**Bachelor of Science in Business Studies: Business Administration** January 2010

## **WORK EXPERIENCE**

Registered Nurse (Full-Time) – **Holy Family Hospital, St. Dymphna (Center for Behavioral Medicine), Methuen, MA (09/24 – Present).**

- Manage a caseload of up to 9 patients in a 22-bed comprehensive, locked inpatient psychiatric unit.
- Work in conjunction with psychiatrists, nurse practitioners, social workers, occupational therapists in the assessment, treatment, and discharge planning of individuals with acute/chronic psychiatric disorders as well as dual diagnosis treatment of those with substance use disorder.
- Administer medications, educate patients, provide emotional support and maintain overall safety and status of the milieu.
- Served as Charge Nurse on an as-needed basis, coordinating patient care, assigning staff tasks, and ensuring smooth shift operations.

Registered Nurse (Full-Time) - **Lawrence General Hospital, Unit R4 (med/surg), Lawrence, MA (12/23 – 08/24).**

- Manage an average caseload of 6 patients with complex medical conditions in a fast-paced 25 bed acute medical unit that allows for high flow oxygen and hemodialysis on unit.
- Evaluate the medical needs and provide culturally competent direct and individualized bedside care to medically diverse patients each shift.
- Apply critical thinking skills and prioritize patient needs to ensure timely and effective care delivery.
- Specific skills learned and applied available upon request.

Student Nurse (Preceptorship) - **Massachusetts General Hospital Bridge Clinic, Boston, MA (05/23 – 07/23).**

- Performed the duties of student nurse under supervision in a clinic setting that offered immediate and appointment-based access to substance use disorder treatment, including physical and mental assessments, medication management, harm reduction, referrals to community resources and overdose education.

**Security Officer (Full-Time/Per Diem) - Massachusetts General Hospital Department of Police & Security, Boston, MA (06/09 – 11/24).**

- Enforce hospital regulations; provide a safe and secure environment for hospital patients, visitors, and employees by enforcing hospital security policies and by watching for unusual occurrences through patrol of assigned areas.
- Investigate complaints or potential criminal conduct; assist in restraining patients as necessary; provide protective services.
- Provide 24-hour presence in the Acute Psychiatry Service (APS) unit, located within the Emergency Department. Provide security, access control, patient de-escalation, and nursing support in a 20-bed, locked, dedicated behavioral health unit.
- Perform as Central Dispatcher in the Communication Center utilizing integrated security systems; radio dispatch personnel to respond to occurrences and phone calls for assistance; provide and maintain documentation.

**CERTIFICATIONS/AWARDS**

**Registered Nurse (RN), Commonwealth of Massachusetts (RN2390390)**

**Basic Life Support (BLS), American Heart Association, expires 04/2026**

**AVADE Universal Precautions for Workplace Violence Prevention**

**Communicating with Angry People, MGH TargetSolutions**

**Dealing with Issues of Alcohol and Substance Abuse, MGH TargetSolutions**

**Dealing with Mentally Ill Persons, MGH TargetSolutions**

**Class Speaker for 2022 – 2023 Salem State University ABSN Cohort**

*Beta Gamma Sigma International Honor Society*

*Delta Mu Delta International Honor Society in Business*

*Alpha Sigma Lambda National Honor Society*

*Alpha Lambda Delta National Honor Society*

To Whom it May Concern:

I am writing this letter to introduce myself and make the applicable parties aware of my interest in pursuing a home rule petition age waiver for the Haverhill Police Department. I have been a resident of Haverhill for nearly 16 years and have enjoyed the city and seen its growth and future potential. As an individual who had worked in healthcare public safety for 15 years at an inner Boston hospital, I've always brushed the line of law enforcement without actually being a sworn officer. I have gained valuable life experience as I have aged, along with my educational endeavors, including a BS in Business Administration, BS in Accounting, MBA, and most recently BSN and RN licensure. Having this varied education and going through the paces of life, I finally realized that my professional goals wouldn't be complete without at least attempting again to work in law enforcement as a certified police officer.

I say "again" due to the fact I attempted many years ago as a resident of Methuen, but due to a litany of inner-city politics and nepotism, it was not in the cards for me. I can attest to anyone my desire to work in the field and my criminal background and driving record is clean, never used illegal drugs, do not drink/smoke and truly do care about keeping the place I live safe. I'd say more so now than ever being the father of a 3-year-old and wanting to not only be a role model to him, but other children in the community. My role as a nurse allows me to interact with people daily and hopefully make an impact on their life, but I believe the role of police officer takes that even further. In addition, the often fast-paced nature of the role and the many hats an officer must wear correspond very directly to my personal traits and what I deem to be the ideal career.

I understand the dangers of the profession as well as the spotlight cast by the public, but I know that I always have and always will represent myself and the institution/organization I work for with the highest level of pride and ethics. Turning 41-years old this past February, I am beyond the age limit set forth by the Civil Service Commission and the City of Haverhill, which unfortunately makes things difficult for individuals like me. I am prepared physically, mentally, and emotionally for a career in law enforcement, and thus am asking to petition the age limit so that when the eligibility lists from the 2025 Entry Level Police Officer Exam are released, I can at least be considered by the Haverhill Police Department. I have read of a few individuals who have sought a home rule petition for age and felt this was appropriate to give myself a chance in being selected and possibly hired. Lastly, and most importantly, thank you for your time and consideration regarding this matter and hope you have a great day.

Sincerely,

Adam T. Jankowski



DOCUMENT

## CITY OF HAVERHILL

In Municipal Council

ORDERED:

6,3,1

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

### HOME RULE PETITION

**AN ACT AUTHORIZING ADAM T. JANKOWSKI TO TAKE THE CIVIL SERVICE EXAMINATION FOR THE POSITION OF POLICE OFFICER IN THE CITY OF HAVERHILL NOTWITHSTANDING THE MAXIMUM AGE REQUIREMENT.**

*Be it enacted, etc. as follows:*

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

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





# Haverhill

Haverhill Historical Commission, Room 309  
Phone: 978-374-2344 Fax: 978-374-2332  
aherlihy@cityofhaverhill.com

8.1

May 2, 2025

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

Dear President Sullivan:

At its monthly meeting on April 2, 2025, the Haverhill Historic Commission voted to recommend that the Haverhill City Council officially donate to the Haverhill Public Library Special Collections eight (8) boxes of materials, including notes, correspondence, reports and surveys regarding the creation of historic districts and properties in Haverhill 1970s-1990s. This meeting of the Historic Commission was held in the Special Collections room at the Haverhill Public Library where these documents have been housed for decades. Historic Commission members were able to personally review these materials.

The Haverhill Historic Commission determined that these documents were well organized, safely protected and available to the public in their current location at the Haverhill Public Library. However, these City documents were never properly donated to the Library. Given the space constraints at City Hall and the ongoing work cataloguing records in the City Hall archives, the Commission agreed that these materials noted above were best kept where they are in the Special Collections files.

Therefore, the Historic Commission is requesting that the Mayor, City Clerk or other appropriate official be authorized to execute a Deed of Gift from the City to the Haverhill Public Library for these materials.

I am sending this correspondence at the direction of the Historic Commission.

Thank you for your consideration,

Sincerely,

Andrew K. Herlihy, Community Development Division Director,  
on behalf of the Haverhill Historic Commission



## RETURN OF DEPOSITED MATERIALS ACKNOWLEDGEMENT

Name(s): _____	Date: _____
Address: <u>Haverhill Historical Commission, Haverhill City Hall, 4 Summer Street</u>	
City: <u>Haverhill</u>	State: <u>MA</u> Zip: <u>01830</u>
Phone: _____	E-mail: <u>historiccommission@haverhillma.gov</u>

The owner(s) of the property described below requests the return of said property from the Special Collections Department of the Haverhill Public Library. The undersigned warrants sole ownership, or is a representative of the sole owner of the material described below, and has full right, power, and authority to receive the material from the Special Collections of the Haverhill Public Library.

### Description of Material:

8 boxes documents (12 linear feet), including notes, correspondence, reports, and surveys regarding historical districts and properties in Haverhill, 1970s – 1990s.

By my signature below, I, the owner/representative, acknowledge the return of the material described above and agree to contact the Special Collections Department to schedule a time to retrieve them.

\_\_\_\_\_  
Name of Owner/Agent

\_\_\_\_\_  
Name of Library Representative

\_\_\_\_\_  
Signature of Owner/Agent

\_\_\_\_\_  
Signature of Library Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*Collection of materials is at the expense of the owner(s) and may not be retrieved without prior notice.*



## DEED OF GIFT

Name(s): _____	Date: _____
Address: <u>Haverhill Historical Commission, Haverhill City Hall, 4 Summer Street</u>	
City: <u>Haverhill</u>	State: <u>MA</u> Zip: <u>01830</u>
Phone: _____	E-mail: <u>historiccommission@haverhillma.gov</u>

I, the owner(s) or agent(s), own the property described below and desire to donate and relinquish said property to the Special Collections Department of the Haverhill Public Library. I do hereby irrevocably and unconditionally give and transfer all right, title, and interest, including all copyright, trademark, and related interests, in and to the following described property.

### Description of Gift:

8 boxes documents (12 linear feet), including notes, correspondence, reports, and surveys regarding historical districts and properties in Haverhill, 1970s – 1990s.

I understand that the location, retention, cataloging, and preservation of the materials are at the discretion of Special Collections of the Haverhill Public Library in accordance with library policies. The Library may dispose of duplicate and extraneous materials.

The materials will be made accessible to the general public and will be available for research, display (including the Internet), educational, and publication purposes, subject to standard archival practices and, to the extent authorized by state and federal law, without restriction.

I represent and warrant that I am the sole owner of the materials described below and that I have full right, power, and authority to give the materials to the Special Collections Department at Haverhill Public Library. By my signature below, I acknowledge and accept these conditions.

\_\_\_\_\_  
Name of Owner/Agent

\_\_\_\_\_  
Name of Library Representative

\_\_\_\_\_  
Signature of Owner/Agent

\_\_\_\_\_  
Signature of Library Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Optional: This gift is given in memory of \_\_\_\_\_





February 11, 2025

Andrew Herlihy  
Haverhill Historical Commission  
Haverhill City Hall  
4 Summer Street  
Haverhill, MA 01810

Dear Andrew,

This notice is to inform you that the Haverhill Public Library Special Collections holds undocumented property belonging to Haverhill Historical Commission, on deposit with us starting in approximately the 1980s (described below).

These materials are an excellent fit for our research collections and we hope to formally add them to our holdings, but we cannot move forward without establishing ownership. If you wish to donate them, we have enclosed a Deed of Gift to transfer the ownership of the property to Haverhill Public Library.

Alternatively, if you do not wish to donate the property, we are unfortunately no longer able to store materials on behalf of outside organizations. To claim the property, you must contact the library, establish your ownership of the property, and make arrangements to collect the property at the expense of your organization. We have included a Return of Materials Acknowledgement form to facilitate this process.

If you do not claim and collect the property within one year after the date on which this notice was delivered, you will be considered to have donated the property to the Haverhill Public Library Special Collections, and the library will become the owner of the property. (Mass. Gen. Laws ch. 200B, § 4)

Description of Materials:

8 boxes documents (12 linear feet) materials, including notes, correspondence, reports, and surveys regarding historical districts and properties in Haverhill, 1970s – 1990s.

Please contact our department with any questions about the disposition of the property:

Contact: Becky Geller, Head of Special Collections at Haverhill Public Library

Address: Special Collections Department, Haverhill Public Library, 99 Main Street, Haverhill, MA 01830

Email: [specialcollections@haverhillpl.org](mailto:specialcollections@haverhillpl.org)

Phone: 978-373-1586 Ext. 642

Thank you for your time and consideration.

Respectfully,

Becky Geller  
Head of Special Collections, Haverhill Public Library

Enclosures: Deed of Gift, Return of Materials Acknowledgment, Return Envelope



Hearing

April 8,  
2025

39

City Council Special Permit · Add to a project



Expiration Date

Active



CCSP-25-2



## Details

Submitted on Feb 5, 2025 at 6:26 pm

FEB 20 PM 2:29  
Haverhill City Clerk

## Attachments

12 files



## Activity Feed

Latest activity on Feb 19, 2025



## Applicant

Robert Harb

0



## Location

76 SUMMER ST, Haverhill, MA 01830



There was an error: Request failed with status code 403

## Planning Director Review



● Complete ▾

Complete

Assignee

( ) William Pillsbury

Due date

( ) None

IN CITY COUNCIL: February 25 2025

VOTED: that HEARING BE HELD APRIL 8 2025

Attest; Kaitlin M. Wright City Clerk

IN CITY COUNCIL: April 8 2025

HEARING CONTINUED TO MAY 6 2025

Attest: \_\_\_\_\_ City Clerk



William Pillsbury

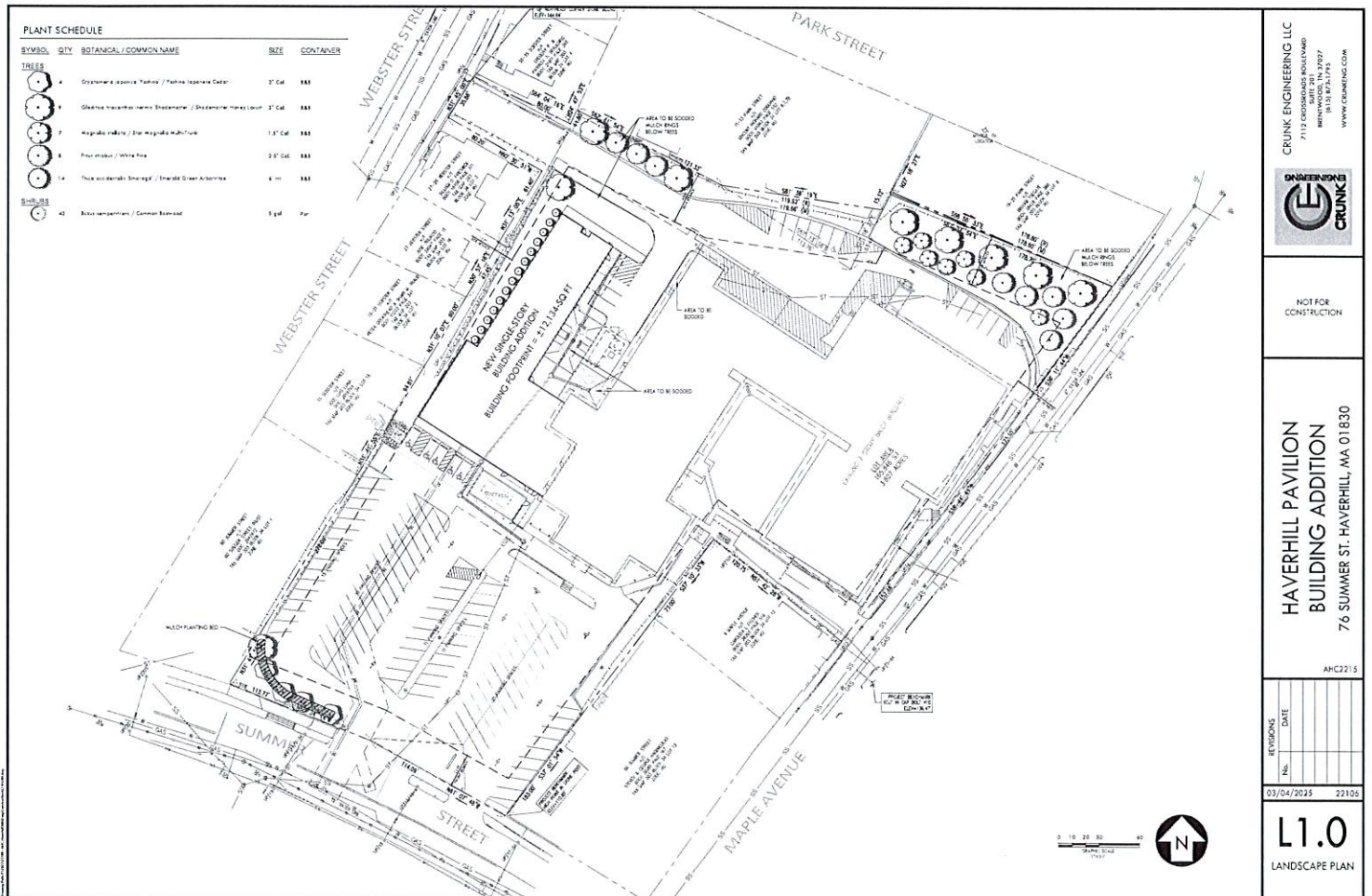
Remove Comment • Feb 13, 2025 at 8:51 am

Ok to proceed to schedule hearing. Applicant has filed a detailed brief under the city council rules for special permits. city departments should comment on this submission.



10.1

APR 28 AM 5:14  
HAYCITYCLERK





**ROBERT D. HARB**  
ATTORNEY AT LAW  
40 KENOZA AVENUE  
HAVERHILL, MASSACHUSETTS 01830

copy  
10.1

TEL: (978) 373-5611  
FAX: (978) 373-7441  
EMAIL: [bobharb@aol.com](mailto:bobharb@aol.com)

APR 7 PM 3:25  
HAVCITYCLERK

April 7, 2025

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

RE: **SPECIAL PERMIT HEARING FOR WP Acquisition Sub, LLC**  
**To CONSTRUCT AN ADDITION TO THE HAVERHILL PAVILION**  
**Property Address: 76 SUMMER STREET**  
**CCSP-25-2**

Hearing Date Scheduled for April 8, 2025

### **Request For Continuance To May 6, 2025**

Dear City Council:

On behalf of the Applicant, a request is hereby made for a continuance of the Special Permit Hearing until the Council meeting on May 6, 2025 so as to enable the Applicant to have a full Council for the hearing.

This is the Applicant's first request for a continuance.

Thank you for your consideration of the same.

Respectfully submitted,



Robert D. Harb

Attorney for Applicant, WP Acquisition Sub, LLC

Delivered In Hand and by Email  
Cc: City Clerk and Council Clerk



## City Council Special Permit · Add to a project

Expiration Date

Active

Request Changes  
(/#/explore/request-changes/193809)

## CCSP-25-2



## Details

Submitted on Feb 5, 2025 at 6:26 pm



## Attachments

12 files



## Activity Feed

Latest activity on Feb 19, 2025



## Applicant

Robert Harb



## Location

76 SUMMER ST, Haverhill, MA 01830



View By

Edit Workflow



## Special Permit Filing Fee

Paid Feb 19, 2025 at 9:38 am



## Legal Notice Fee

Paid Feb 12, 2025 at 6:02 pm



## Planning Director Review

Completed Feb 13, 2025 at 8:51 am



## City Clerk Review - Hearing Dates Set

In Progress







Planning Director Review

Record No.CCSP-25-2

Status Completed                      Became Active February 12, 2025  
Assignee William Pillsbury              Due Date None

Primary Location

76 SUMMER ST  
Haverhill, MA 01830

Owner

WP ACQUISITION SUB, LLC  
METCALF AVE 14400 OVERLAND PARK,  
KS 66223

Applicant

Robert Harb  
 978-373-5611  
 bobharb@aol.com  
 40 Kenoza Avenue  
Haverhill, MA 01830

Messages

William Pillsbury                      February 13, 2025 at 8:51 am  
Ok to proceed to schedule hearing. Applicant has filed a detailed brief under the city council rules for special permits. city departments should comment on this submission.

Step Activity

OpenGov system activated this step                      02/12/2025 at 6:02 pm  
OpenGov system assigned this step to William Pillsbury                      02/12/2025 at 6:02 pm  
William Pillsbury approved this step                      02/13/2025 at 8:51 am



Conservation Department Review

Record No. CCSP-25-2

Status Completed

Became Active February 13, 2025

Assignee Robert Moore

Due Date None

Primary Location

76 SUMMER ST  
Haverhill, MA 01830

Owner

WP ACQUISITION SUB, LLC  
METCALF AVE 14400 OVERLAND PARK,  
KS 66223

Applicant

Robert Harb

978-373-5611

bobharb@aol.com

40 Kenoza Avenue  
Haverhill, MA 01830

Messages

Robert Moore

February 13, 2025 at 9:28 am

n/a

Step Activity

OpenGov system activated this step02/13/2025 at 8:51 am

OpenGov system assigned this step to Robert Moore02/13/2025 at 8:51 am

Robert Moore approved this step02/13/2025 at 9:28 am



City of Haverhill, MA

April 4, 2025

## DPW Review

Record No. CCSP-25-2

Status Completed

Became Active February 13, 2025

Assignee Robert Ward

Due Date None

---

### Primary Location

76 SUMMER ST  
Haverhill, MA 01830

### Owner

WP ACQUISITION SUB, LLC  
METCALF AVE 14400 OVERLAND PARK,  
KS 66223

### Applicant

 Robert Harb  
 978-373-5611  
 bobharb@aol.com  
 40 Kenoza Avenue  
Haverhill, MA 01830

---

## Messages

Kaitlin Wright

March 18, 2025 at 7:15 pm

@Robert Ward please review - special permit is coming before Council on April 8th.

Kaitlin Wright

March 31, 2025 at 9:10 am

@Robert Ward please review - special permit is coming before Council on April 8th.

---

## Step Activity

OpenGov system activated this step

02/13/2025 at 8:51 am

OpenGov system assigned this step to Robert Ward

02/13/2025 at 8:51 am

Robert Ward approved this step

03/31/2025 at 2:20 pm



City of Haverhill, MA

April 4, 2025

## Engineering Department Review

Record No.CCSP-25-2

**Status** Completed**Became Active** February 13, 2025**Assignee** John Pettis**Due Date** None

---

### Primary Location

76 SUMMER ST  
Haverhill, MA 01830

### Owner

WP ACQUISITION SUB, LLC  
METCALF AVE 14400 OVERLAND PARK,  
KS 66223

### Applicant

 Robert Harb  
 978-373-5611  
 bobharb@aol.com  
 40 Kenoza Avenue  
Haverhill, MA 01830

---

## Messages

**Kaitlin Wright**

March 18, 2025 at 7:16 pm

@John Pettis please review - special permit is coming before Council on April 8th.

**Kaitlin Wright**

March 31, 2025 at 9:11 am

@John Pettis please review - special permit is coming before Council on April 8th.

---

## Step Activity

OpenGov system activated this step

02/13/2025 at 8:51 am

OpenGov system assigned this step to John Pettis

02/13/2025 at 8:51 am

John Pettis approved this step

04/01/2025 at 3:07 pm



## Fire1 Department Review

Record No. CCSP-25-2

Status Completed

Became Active February 13, 2025

Assignee Eric Tarpy

Due Date None

---

### Primary Location

76 SUMMER ST  
Haverhill, MA 01830

### Owner

WP ACQUISITION SUB, LLC  
METCALF AVE 14400 OVERLAND PARK,  
KS 66223

### Applicant

 Robert Harb  
 978-373-5611  
 bobharb@aol.com  
 40 Kenoza Avenue  
Haverhill, MA 01830

---

## Messages

Eric Tarpy

February 13, 2025 at 2:01 pm

see fire 2 comments

---

## Step Activity

OpenGov system activated this step

02/13/2025 at 8:51 am

OpenGov system assigned this step to Eric Tarpy

02/13/2025 at 8:51 am

Eric Tarpy approved this step

02/13/2025 at 2:01 pm



City of Haverhill, MA

April 4, 2025

## Fire2 Department Review

Record No. CCSP-25-2

**Status** Completed**Became Active** February 13, 2025**Assignee** Robert Irvine**Due Date** None

---



### Primary Location

76 SUMMER ST  
Haverhill, MA 01830

### Owner

WP ACQUISITION SUB, LLC  
METCALF AVE 14400 OVERLAND PARK,  
KS 66223

### Applicant

 Robert Harb  
 978-373-5611  
 bobharb@aol.com  
 40 Kenoza Avenue  
Haverhill, MA 01830

---

## Messages

**Robert Irvine**

February 13, 2025 at 10:51 am

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. (527 CMR 1.04(4) and 780 CMR 101.2). Additionally, 780 CMR (901.2.1) Document Submittal Process will be required.

Plans approved by the fire department are approved with the intent they comply in all respects to MSBC, 780 CMR 527 CMR 1.00, NFPA 1 2021 Ed., 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.

Fire Dept access (Chap. 18) will be required with this project

Snow storage and Dumpster location to be shown on plan

Intergration of FP Systems between new and existing to be evaluated and Third Party Review of the plan will be required

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City of Haverhill, MA

April 4, 2025

## Health Department Review

Record No. CCSP-25-2

**Status** Completed**Became Active** February 13, 2025**Assignee** Mark Tolman**Due Date** None

---


### Primary Location

76 SUMMER ST  
Haverhill, MA 01830

### Owner

WP ACQUISITION SUB, LLC  
METCALF AVE 14400 OVERLAND PARK,  
KS 66223

### Applicant

 Robert Harb  
 978-373-5611  
 bobharb@aol.com  
 40 Kenoza Avenue  
Haverhill, MA 01830

Messages

Kaitlin WrightMarch 18, 2025 at 7:16 pm

@Mark Tolman please review - special permit is coming before Council on April 8th.

Kaitlin WrightMarch 31, 2025 at 9:11 am

@Mark Tolman please review - special permit is coming before Council on April 8th.

Mark TolmanMarch 31, 2025 at 1:29 pm

To all Councilor's,

Approved here locally.

It is an extension of existing services that is currently being provided. The State DPH needs to approve the increase in occupancy and all other aspects of the project.

The rubbish compactor will be located at a minimum of ten feet (10') from the lot lines as to not interfere with the safety, convenience or health of abutters and residents and must not be a nuisance. It will be placed on a smooth non-pervious surface in order to be easily maintained. The dumpster location has been approved.

The emptying of the compactor may not commence before 7:00 a.m.

Any other questions or comments let me know.

Mark

Step Activity

OpenGov system activated this step02/13/2025 at 8:51 am

OpenGov system assigned this step to Bonnie Dufresne02/13/2025 at 8:51 am

Bonnie Dufresne reassigned this step from Bonnie Dufresne to Mark Tolman02/18/2025 at 8:43 am

Mark Tolman approved this step03/31/2025 at 1:29 pm



## Police Department Review

Record No. CCSP-25-2

Status Completed

Became Active February 13, 2025

Assignee Kevin Lynch

Due Date None

---

### Primary Location

76 SUMMER ST  
Haverhill, MA 01830

### Owner

WP ACQUISITION SUB, LLC  
METCALF AVE 14400 OVERLAND PARK,  
KS 66223

### Applicant

 Robert Harb  
 978-373-5611  
 bobharb@aol.com  
 40 Kenoza Avenue  
Haverhill, MA 01830

---

## Messages

No comments yet.

### Step Activity

OpenGov system activated this step 02/13/2025 at 8:51 am

OpenGov system assigned this step to Kevin Lynch 02/13/2025 at 8:51 am

Kevin Lynch approved this step 02/13/2025 at 9:00 am



School Department Review

Record No. CCSP-25-2

Status Completed

Became Active February 13, 2025

Assignee Margaret Marotta

Due Date None

Primary Location

76 SUMMER ST  
Haverhill, MA 01830

Owner

WP ACQUISITION SUB, LLC  
METCALF AVE 14400 OVERLAND PARK,  
KS 66223

Applicant

Robert Harb

978-373-5611

bobharb@aol.com

40 Kenoza Avenue  
Haverhill, MA 01830

Messages

Kaitlin Wright

March 18, 2025 at 7:17 pm

@Margaret Marotta please review - special permit is coming before Council on April 8th.

Margaret Marotta Internal

March 20, 2025 at 1:05 pm

There is a dearth of psychiatric beds in Haverhill and across the state - the additional beds would be of great benefit to our students and families - is there any preference fro community members?



City of Haverhill, MA

April 4, 2025

## Storm Water Review

Record No. CCSP-25-2

**Status** Completed**Became Active** February 13, 2025**Assignee** John Pettis**Due Date** None

---

### Primary Location

76 SUMMER ST  
Haverhill, MA 01830

### Owner

WP ACQUISITION SUB, LLC  
METCALF AVE 14400 OVERLAND PARK,  
KS 66223

### Applicant

 Robert Harb  
 978-373-5611  
 bobharb@aol.com  
 40 Kenoza Avenue  
Haverhill, MA 01830

## Messages

**Robert Moore**

February 13, 2025 at 9:28 am

C. 219 n/a. Limit of Disturbance less than 1 acre.

**Kaitlin Wright**

March 18, 2025 at 7:21 pm

@Robert Moore is this review complete? Or does @John Pettis need to review further?

**Robert Moore**

March 18, 2025 at 7:33 pm

@Kaitlin Wright my review under C219 is complete. @John Pettis needs to approve any other stormwater related impacts.

**Kaitlin Wright**

March 18, 2025 at 7:40 pm

@Robert Moore thank you for clarifying! @John Pettis please review and comment ASAP, thank you.

**Kaitlin Wright**

March 31, 2025 at 9:11 am

@John Pettis please review - special permit is coming before Council on April 8th.

**John Pettis**

April 1, 2025 at 3:07 pm

See Engineering Department Review

**Kaitlin Wright**  Internal

April 1, 2025 at 3:12 pm

@John Pettis did you mean to upload a comment to the Engineering Review? If so, I do not see it.





## Water/Wastewater Review

Record No. CCSP-25-2

Status Completed

Became Active February 13, 2025

Assignee Paul Jessel

Due Date None

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### Primary Location

76 SUMMER ST  
Haverhill, MA 01830

### Owner

WP ACQUISITION SUB, LLC  
METCALF AVE 14400 OVERLAND PARK,  
KS 66223

### Applicant

 Robert Harb  
 978-373-5611  
 bobharb@aol.com  
 40 Kenoza Avenue  
Haverhill, MA 01830

---

## Messages

Kaitlin Wright

March 18, 2025 at 7:21 pm

@Robert Ward please review - special permit is coming before Council on April 8th.

Kaitlin Wright

March 31, 2025 at 9:11 am

@Robert Ward please review - special permit is coming before Council on April 8th.



City of Haverhill, MA

April 4, 2025

## Water Supply Review

Record No. CCSP-25-2

**Status** Completed**Became Active** February 13, 2025**Assignee** John D'Aoust**Due Date** None

---

### Primary Location

76 SUMMER ST  
Haverhill, MA 01830

### Owner

WP ACQUISITION SUB, LLC  
METCALF AVE 14400 OVERLAND PARK,  
KS 66223

### Applicant

 Robert Harb  
 978-373-5611  
 bobharb@aol.com  
 40 Kenoza Avenue  
Haverhill, MA 01830

---

## Messages

**Kaitlin Wright**

March 18, 2025 at 7:22 pm

@Robert Ward please review - special permit is coming before Council on April 8th.

**Kaitlin Wright**

March 31, 2025 at 9:11 am

@Robert Ward please review - special permit is coming before Council on April 8th.



City of Haverhill, MA

April 4, 2025

## Building Inspector Review

Record No. CCSP-25-2

**Status** Completed**Became Active** February 13, 2025**Assignee** Tom Bridgewater**Due Date** None

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### Primary Location

76 SUMMER ST  
Haverhill, MA 01830

### Owner

WP ACQUISITION SUB, LLC  
METCALF AVE 14400 OVERLAND PARK,  
KS 66223

### Applicant

 Robert Harb  
 978-373-5611  
 bobharb@aol.com  
 40 Kenoza Avenue  
Haverhill, MA 01830

---

## Messages

**Kaitlin Wright**

March 18, 2025 at 7:22 pm

@Tom Bridgewater please review - special permit is coming before Council on April 8th.

---

**Tom Bridgewater**

March 20, 2025 at 2:48 pm

After review, ok for agenda. If CC approves this application , if any conditions were put on Inspectional Services will enforce before any Occupancy Permit is granted.

---

**ROBERT D. HARB**  
ATTORNEY AT LAW  
40 KENOZA AVENUE  
HAVERHILL, MASSACHUSETTS 01830

TEL: (978) 373-5611  
FAX: (978) 373-7441  
EMAIL: [bobharb@aol.com](mailto:bobharb@aol.com)

February 4, 2025

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

Re: APPLICATION FOR A SPECIAL PERMIT  
TO EXPAND AN EXISTING PSYCHIATRIC HOSPITAL  
Property Located at 76 Summer Street, Haverhill, MA in an RU Zone

WP Acquisition Sub, LLC, doing business as Haverhill Pavilion Behavioral Health Hospital, Owner, hereby applies to the Haverhill City Council for a Special Permit under the terms and provisions of the Haverhill Zoning Ordinance Chapter 255 to expand the existing Psychiatric Hospital located at 76 Summer Street, Haverhill, MA in an RU Zone by constructing an attached addition and increasing the current 71 bed Psychiatric Hospital to a 95 bed Psychiatric Hospital. This is a preexisting use. A Psychiatric Hospital is an allowed use in an RU Zone with a Special Permit from the City Council.

Applicants would respectfully request the City Council grant this Application for a Special Permit.

Respectfully submitted,



Robert D. Harb, Attorney For Applicant

WP Acquisition Sub, LLC





# *The Commonwealth of Massachusetts*

*Executive Office of Health and Human Services*

*Department of Mental Health*

*25 Staniford Street*

*Boston, Massachusetts 02114-2575*

MAURA T. HEALEY  
*Governor*

KIMBERLEY DRISCOLL  
*Lieutenant Governor*

KATHLEEN E. WALSH  
*Secretary*

BROOKE DOYLE  
*Commissioner*

(617) 626-8000  
[www.mass.gov/dmh](http://www.mass.gov/dmh)

March 4, 2024

Felicia Risick  
Division President Acadia  
Haverhill Pavilion  
76 Summer Street  
Haverhill, MA 01830

Ms. Risick:

The Department of Mental Health (DMH) has reviewed and is providing provisional approval for a twenty-four (24) bed expansion to the current Haverhill Pavilion Behavioral Health located at 76 Summer Street, Haverhill.

The proposed expansion is to construct a new twenty-four (24) bed geriatric unit. The current twenty-one (21) geriatric unit will be converted to an adult unit once the newly constructed twenty-four (24) bed geriatric unit is completed and opened. Upon completion of the proposed twenty-four (24) bed geriatric unit, Haverhill Pavilion Behavioral Health will have a total of ninety-five (95) beds. Seventy-one (71) general adult beds and twenty-four (24) geriatric beds.

Please feel free to share this with interested parties and do not hesitate to email or call if you have questions on this or related matters.

Please ensure that there is ongoing communication with DMH on the progress of your construction project and any changes that may need to be made to the conceptual design drawing that was submitted and discussed with the Licensing team on February 22, 2024.

Once the expansion project is completed it will be necessary for Haverhill Pavilion to submit an application for licensing of the new twenty-four (24) geriatric beds.

Sincerely,

Martha M. Ryan, JD, MSN, RN

Assistant Commissioner for Clinical and Professional Service/ Director of Licensing

cc: Jeff Lenar, Chief Executive Officer, Haverhill Pavilion Behavioral Health





City of Haverhill, MA

Feb 20, 2025

CCSP-25-2

## City Clerk Review - Hearing Dates Set

City Council Special Permit

**Status:** Active**Became Active:** Feb 13, 2025**Assignee:** Maria Bevilacqua**Completed:**

---

**Applicant**

Robert Harb  
bobharb@aol.com  
40 Kenoza Avenue  
Haverhill, MA 01830  
9783735611

**Primary Location**

76 SUMMER ST  
Haverhill, MA 01830

**Owner:**

WP ACQUISITION SUB, LLC  
14400 METCALF AVE OVERLAND  
PARK, KS 66223

---

**Comments****Kaitlin Wright, Feb 19, 2025**

Please note, building has existing 71 beds and will be increasing to 95 - 24 units being built.

**Kaitlin Wright, Feb 19, 2025**

Hearing scheduled for April 8 - will be announced in Council on February 25th.





City of Haverhill, MA

Feb 20, 2025

CCSP-25-2

## Fire2 Department Review

City Council Special Permit

**Status:** Complete**Became Active:** Feb 13, 2025**Assignee:** Robert Irvine**Completed:** Feb 13, 2025

### Applicant

Robert Harb  
bobharb@aol.com  
40 Kenoza Avenue  
Haverhill, MA 01830  
9783735611

### Primary Location

76 SUMMER ST  
Haverhill, MA 01830

### Owner:

WP ACQUISITION SUB, LLC  
14400 METCALF AVE OVERLAND  
PARK, KS 66223

### Comments

**Robert Irvine, Feb 13, 2025**

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, 9<sup>th</sup> edition, shall be made in accordance therewith. (527 CMR 1.04(4) and 780 CMR 101.2). Additionally, 780 CMR (901.2.1) Document Submittal Process will be required.

Plans approved by the fire department are approved with the intent they comply in all respects to MSBC, 780 CMR 527 CMR 1.00, NFPA 1 2021 Ed., 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.

Fire Dept access (Chap. 18) will be required with this project  
Snow storage and Dumpster location to be shown on plan  
Intergration of FP Systems between new and existing to be evaluated and Third Party Review of the plan will be required

**ROBERT D. HARB**  
ATTORNEY AT LAW  
40 KENOZA AVENUE  
HAVERHILL, MASSACHUSETTS 01830

TEL: (978) 373-5611  
FAX: (978) 373-7441  
EMAIL: [bobharb@aol.com](mailto:bobharb@aol.com)

February 4, 2025

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

**Special Permit Application-76 Summer Street, Haverhill, MA**  
**City Council Rules and Regulations for Special Permits Information Required**

**General Criteria: General Special Permit Criteria**

1. As required by the Special Permit criteria section of the Zoning Ordinance (Section 10.4.2), in order to grant a Special Permit, a Special Permit Granting Authority must make a written determination "that the proposed use or structure(s) 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." Under Section 10.4.2, "[i]n addition to any specific factors that may be set forth in th[e] [zoning] chapter, such determination shall include consideration of each of the following:
2. Community needs served by the proposal.
3. Traffic and pedestrian flow and safety, including parking and loading.
4. Adequacy of utilities and other public services
5. Neighborhood character and social structures
6. Impacts on the natural environment, and
7. Potential fiscal impact, including impact on City services, tax base, and employment.

**Specific Findings Under Zoning Ordinance Section 10.4.2**

- 8: Community needs served by the proposal.
- 9: Department of Mental Health has reviewed the need for the expansion project, which is proposing to add (24) beds to an existing (71)-bed facility for a total of 95 beds and has provided provisional approval based on assessed need. See attached letter from DMH. In 2024, Haverhill Pavillion deflected 1,354 geriatric referrals. Our current geriatric unit operated at a 97.1% occupancy rate in 2024.
- 10: Traffic and pedestrian flow and Safety, including parking and loading.
- 11: Careful attention has been given to traffic flow and pedestrian safety in this development plan. As part of the expansion, the design will update the facility to meet the latest ADA standards for parking and include an additional van-accessible handicap parking space. The main parking lot will



remain functional and largely unaffected by the project scope. Similarly, the rear asphalt area, primarily used for ambulance drop-offs and deliveries, will see minimal changes, with the addition of a new ambulance drop-off area incorporated into the expansion. These details are outlined in the provided site plan filed with this Application (see Sheet C5.0)

- 12: Adequacy of utilities and other public services.
- 13: The existing building is already connected to domestic water, fire service, and city sanitary systems, so no major utility extensions are required for this project. Independent sewer, fire, and sanitary connections will be established for the new building, all of which are detailed on the site plan and will be further coordinated with development services. The proposed site plan fully complies with Section 6.3.3(8) concerning utilities, security, and emergency systems, ensuring all new connections meet city standards without the need for special approvals. City Departments have raised no concerns about utility availability at this time, and the parcel's central location within the city provides ample utility access on all three sides. This favorable positioning allows for seamless integration of the expansion into existing infrastructure, minimizing disruptions and ensuring efficient service delivery. The project team will continue to collaborate closely with development services to confirm that all utility connections align with the city's expectations and requirements.
- 14: Neighborhood character and social structures.
- 15: The proposed addition is consonant with neighborhood character and social structures, as it will match the existing facility in materials and massing and represents no substantive change in the use or operation of the existing facility. The new addition will marginally increase the percentage of open space on the site and the replacement of asphalt with grass and landscaping will improve sightlines of existing parking. Unsightly elements such as dumpsters and a trash compactor will be shielded to the interior of the site, and the new emergency generator will be shielded on all sites by a concrete masonry unit enclosure finished with materials to match the existing building exterior. Applicant has met with the neighbors and reviewed this Application with them prior to submission. Property used to contain a 122 bed rehabilitation hospital.
- 16: Impact on natural environment.
- 17: There are no expected impacts to the natural environment as a consequence of this project. The new addition will marginally increase the percentage of open space on the site, and the replacement of asphalt with grass and landscaping will increase permeable areas, allowing for improved natural rainwater infiltration.
- 18: *Potential fiscal impact, including impact on City services, tax base, and employment.*
- 19: *This project will have no impact on city services. It is believed that this project will increase the tax base. No impact on schools. Haverhill Pavilion will increase its staffing to operate the additional beds. This will create employment opportunities for both clinical and non-clinical staff.*

#### Specific Findings Under Zoning Ordinance Section 6.3.3

- **Lighting:** The proposed lighting for this project will comply with city standard 6.3.3(1). The existing lot lighting will remain largely unchanged, with the addition of wall packs on the new building. These wall packs will be mounted at a maximum height of 15 feet and designed as full-cutoff fixtures to ensure no light is directed outward, minimizing glare and maintaining a focused, compliant lighting environment where required on site.
- **Noise:** The project will comply with city standard 6.3.3(2) as it pertains to noise. Construction will abide by the restrictions set forth in Chapter 182 of the Haverhill Code and 310 CMR 7.10 of the Department of Environmental Protection's regulations. The project's new emergency generator has been placed away from the lot line and has a built-in muffler to mitigate noise. This generator will be shielded on all sites by a concrete masonry unit enclosure to further mitigate noise. An existing



dumpster located on the periphery of the site will be moved to a courtyard shielded on three sides by building, which will reduce noise at times of refuse collection.

- **Landscaping: 6.3.3 (3) Screening and buffer area in I or C Districts.** A screening and buffer area shall be required in any I or C District which adjoins or abut an R or S District at the side or rear of the property. This screening must consist of any one of, or some combination of, the following:  
(1) A solid fence or wall not less than six feet in height. A fence presently exists along the west side of the building. Additional screening was provided in the northeast corner based on request from neighboring property owners at a neighborhood review meeting.
- **Stormwater Management:** The proposed stormwater plan will comply with city standard 6.3.3(4), as detailed in the provided site plan. The design ensures that post-construction peak flow rates will match pre-construction conditions, supported by preliminary calculation tables. Additionally, the replacement of asphalt with grass and landscaping will increase permeable areas, allowing for improved natural rainwater infiltration. The existing on-site storm line will be expanded to accommodate the new building while maintaining its current outfall to the city sewer beneath Sumer Street. All necessary Erosion Prevention and Sediment Control (EPSC) measures will be implemented during construction to minimize sediment displacement, protect nearby waterways, and maintain compliance with city regulations.
- **Site development Standards:** The proposed development plan complies with all site development standards outlined in Section 6.3.3(5). The area of disturbance has been carefully minimized to accommodate the building addition, ensuring the new footprint aligns seamlessly with the existing hospital facility. This thoughtful approach preserves the functionality of the site while reducing disturbance and maintaining accessibility for patients, staff, and visitors. Furthermore, new landscaping will be introduced to enhance the hospital grounds that also support improved stormwater management, soil stability, and sustainability, while adhering to city standards for healthcare facilities.
- **Pedestrian and Vehicular Access/Traffic Management:** As stated careful attention has been given to traffic flow and pedestrian safety in this development plan ensuring adherence to Section 6.3.3(6). The facility has operated in this capacity for an extended period without any reported issues related to traffic management or vehicular access. Pedestrian traffic and parking will continue to be located at the front, while ambulances and deliveries will be directed to the rear, maintaining separation of these traffic elements. The site currently has an excess of approximately 100 parking spaces, so the removal of the upper parking lot will not impact on the availability of parking for staff and patients, remaining within code requirements. Detailed parking requirements are outlined in the "Site Data Table" on sheet C0.0. Haverhill Pavilion plans on hiring an estimated (30) new staff members to facilitate the operations of the new unit. This increase in staff numbers does not trigger the need of a traffic study. Parking lot is within code for the proposed bed increase.
- **Aesthetics:** The proposed design of the building addition complies with the neighborhood compatibility requirement outlined in Section 6.3.3(7). The building addition will closely match the front façade of the existing facility in materials and massing, and will shield older and less-harmonious elements of the facility.
- **Utilities/Security/Emergency Systems:** The existing building is already connected to domestic water, fire service, and city sanitary systems, so no major utility extensions are required for this project. Independent sewer, fire, and sanitary connections will be established for the new building, all of which are detailed on the site plan and will be further coordinated with development services. The



proposed site plan fully complies with Section 6.3.3(8) concerning utilities, security, and emergency systems, ensuring all new connections meet city standards without the need for special approvals. City development services have raised no concerns about utility availability at this time, and the parcel's central location within the city provides ample utility access on all three sides. This favorable positioning allows for seamless integration of the expansion into existing infrastructure, minimizing disruptions and ensuring efficient service delivery. The project team will continue to collaborate closely with development services to confirm that all utility connections align with the city's expectations and requirements.

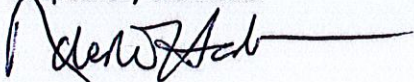
- Other General Standards: The proposed expansion will cause no substantive change in the current facility's compliance with Section 6.3.3(9). The expansion will not be conducted in a manner as to emit any dangerous, noxious, injurious or otherwise objectionable fire, explosion, radioactive or other hazard; noise or vibration, smoke, dust, odor or other form of environmental pollution; electrical or other disturbance; glare; liquid or solid, refuse or wastes; conditions conducive to the breeding of insects, rodents or other substance, conditions or element in an amount as to affect adversely the surrounding environment. All operations shall be conducted in such a manner so as to comply with the laws of the Commonwealth of Massachusetts regulating air pollution.

Based upon all of the above as well as all the plans and other documents filed with this Application, Applicant believes this Petition meets all the following requirements under Chapter 255 Section 10.4.2 for a Special Permit:

- A. The proposed addition will not cause substantial detriment to the neighborhood or the City taking into account the characteristics of the site (its size, location, and existing structure) and the proposal in regard to this site. The Lot currently exists. The Site has an existing structure/use, and the additional will not be detrimental to the neighborhood. No objections to this project were received during Pre-development Review.
- B. Community needs for additional psychiatric beds is served by this proposal. The increased beds have already been approved by the Department of Mental Health. See the letter attached.
- C. Traffic and pedestrian flow and safety have been addressed and required parking for a 95 bed facility is being provided. See Site Plan filed with this Application.
- D. Adequate utilities and other public services are all supplied for this project. Property is on city water and sewer.
- E. The neighborhood character and structures have been addressed in the architectural designs of this project. The addition fits this lot and will fit in the neighborhood.
- F. There will be no impact to natural environment.
- G. The project will increase the city's tax base, supplies greatly needed psychiatric beds, and has no adverse impact on City services or City Schools.

Wherefore, the Petitioner would request that the Council approve this Special Permit.

Respectfully submitted.



Robert D. Harb  
Attorney For Applicant

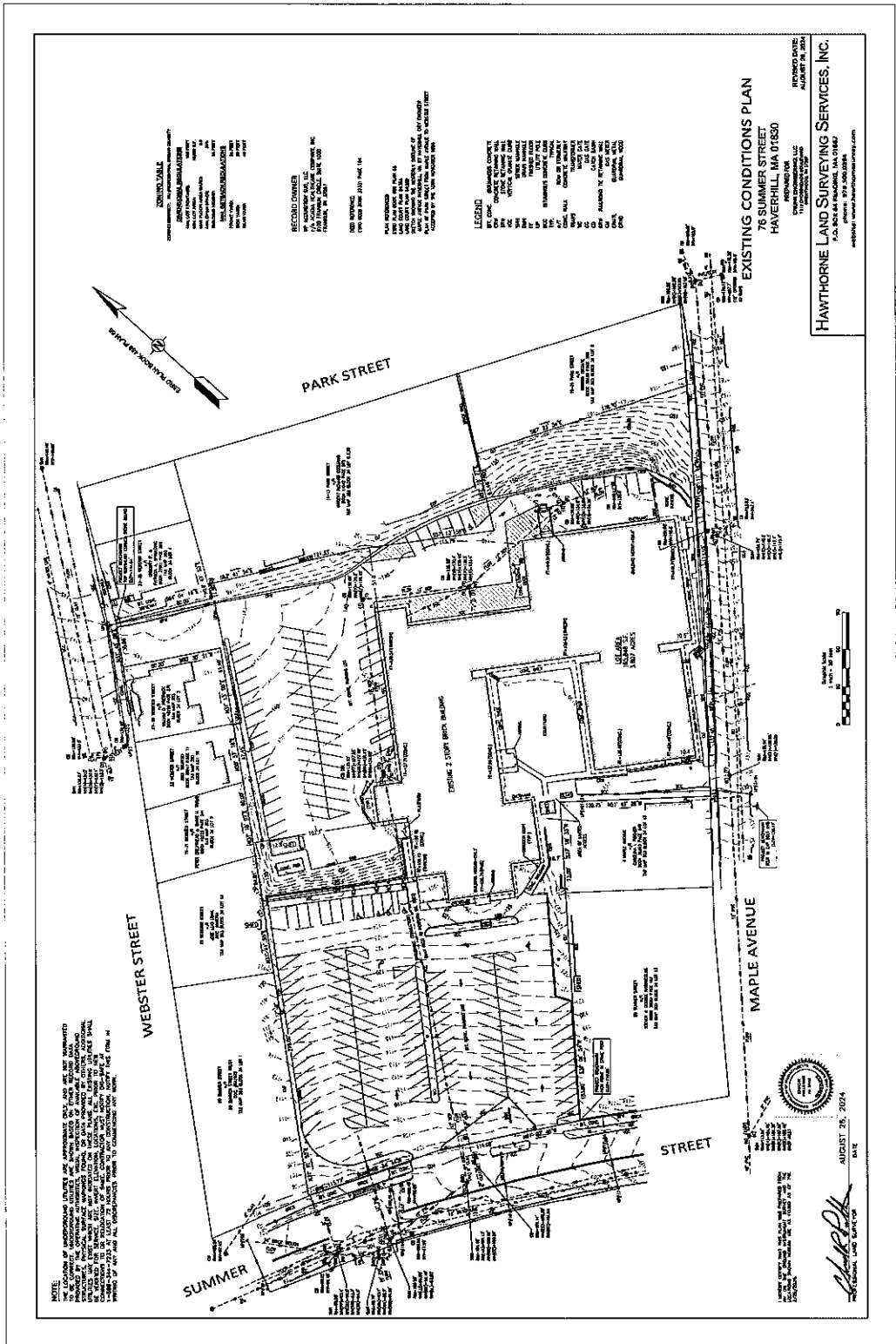


# PRELIMINARY SITE PLAN

76 SUMMER STREET HAVERHILL, MA 01830

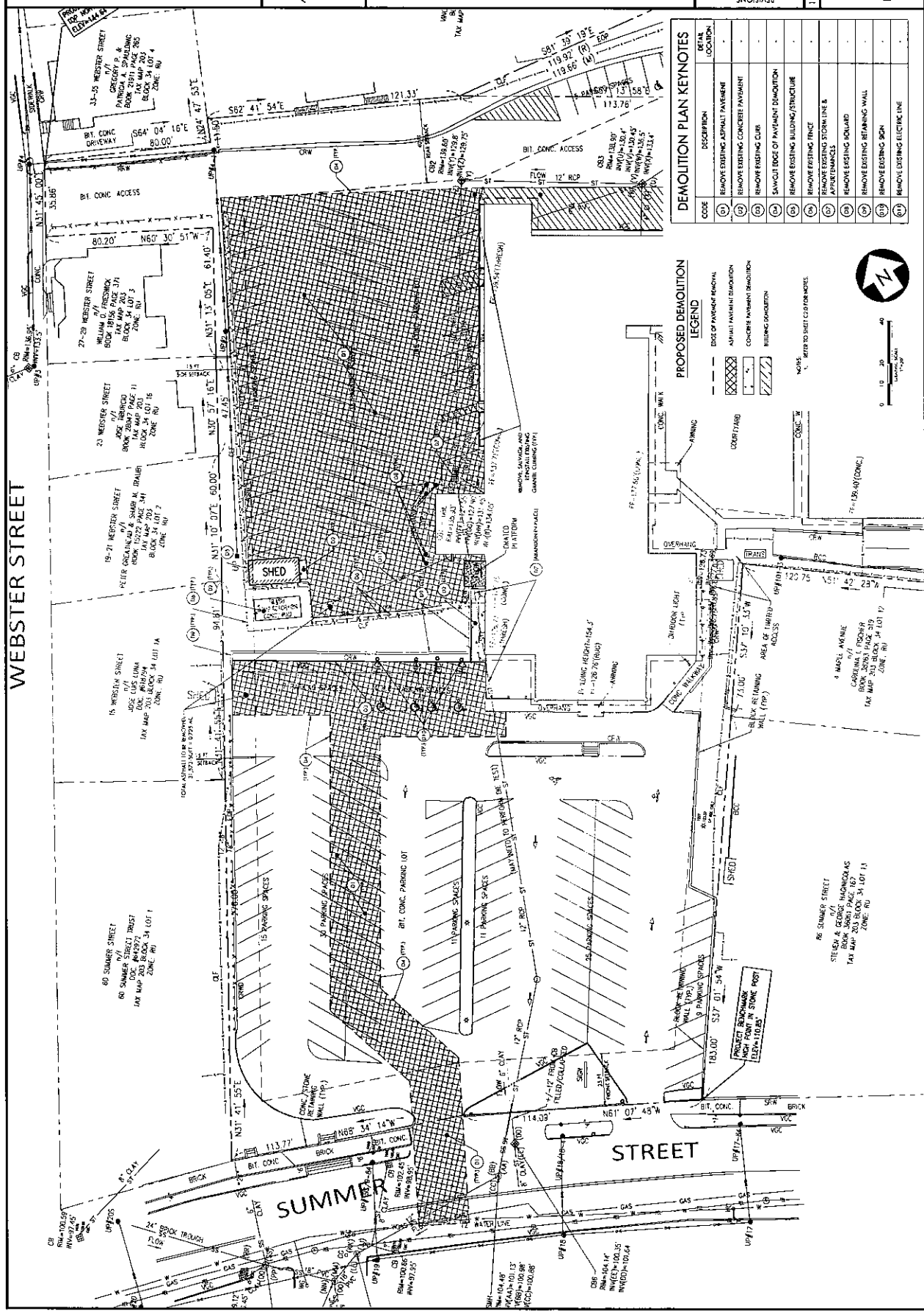
**PARKING:**  
**ZONING REQUIREMENT: 1.25 SPACES PER BED**

[illegible]





WEBSTER STREET



CRUNK ENGINEERING LLC  
7112 CROSSROADS BOULEVARD  
SUITE 201  
BRENTWOOD, TN 37027  
(615) 873-1795  
WWW.CRUNKENG.COM



HAYERHILL PAVILION  
BUILDING ADDITION  
76 SUMMER ST. HAVERHILL, MA 01830

REVISIONS	
NO.	DATE
1	12.03.2024
2	22.06

ANC2315

DEMOLITION PLAN KEYNOTES	
CODE	DESCRIPTION
(01)	REMOVE EXISTING ASPHALT PAVEMENT
(02)	REMOVE EXISTING CONCRETE PAVEMENT
(03)	REMOVE EXISTING CURB
(04)	REMOVE EXISTING SIDEWALK
(05)	REMOVE EXISTING BUILDING/STRUCTURE
(06)	REMOVE EXISTING STORM LINE & APPURTENANCES
(07)	REMOVE EXISTING HOLLAND
(08)	REMOVE EXISTING RETAINING WALL
(09)	REMOVE EXISTING SIGN
(10)	REMOVE EXISTING ELECTRIC LINE

**PROPOSED DEMOLITION**

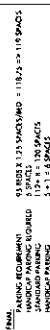
**LEGEND**

- EDGE OF PAVEMENT REMOVAL
- ASPHALT PAVEMENT DEMOLITION
- CONCRETE PAVEMENT DEMOLITION
- BUILDING DEMOLITION








NOTES:  
1. REFER TO SHEET C3 FOR NOTES

0 10 20 40  
Feet

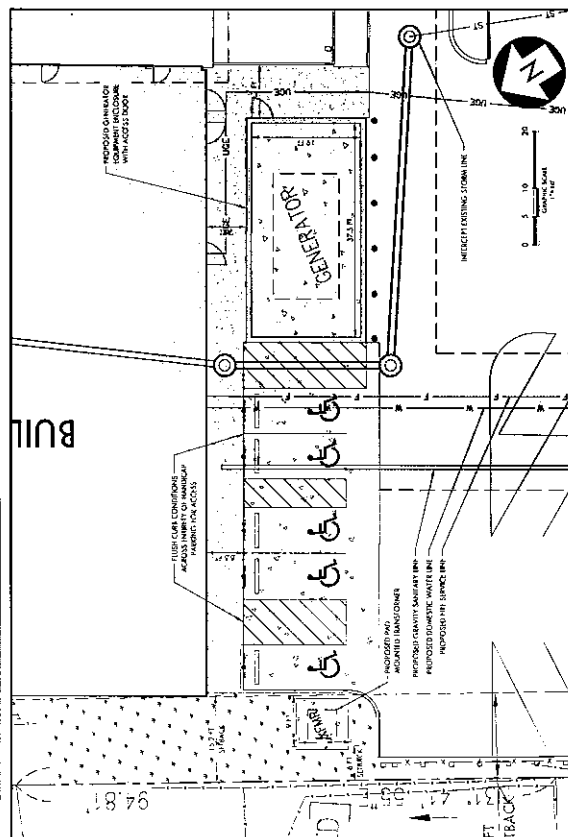
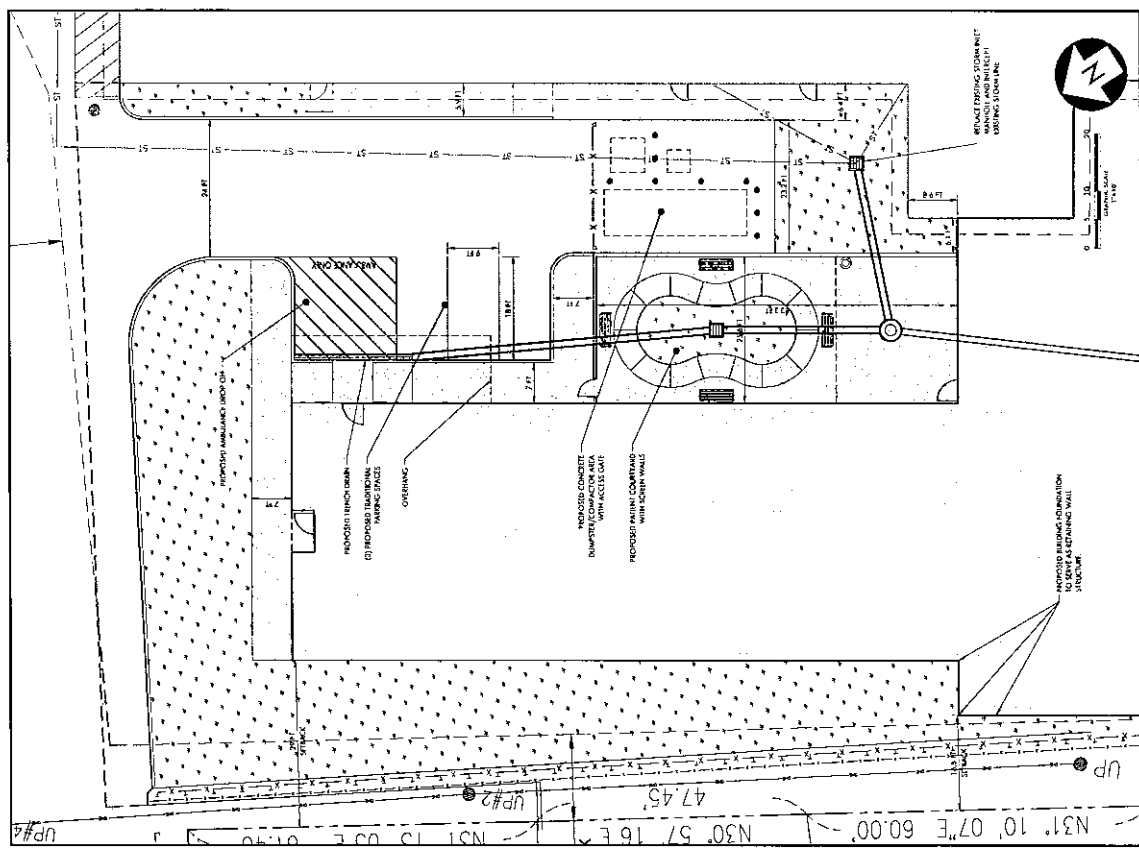
C4.0  
DEMOLITION PLAN



### PROPOSED LAYOUT LEGEND

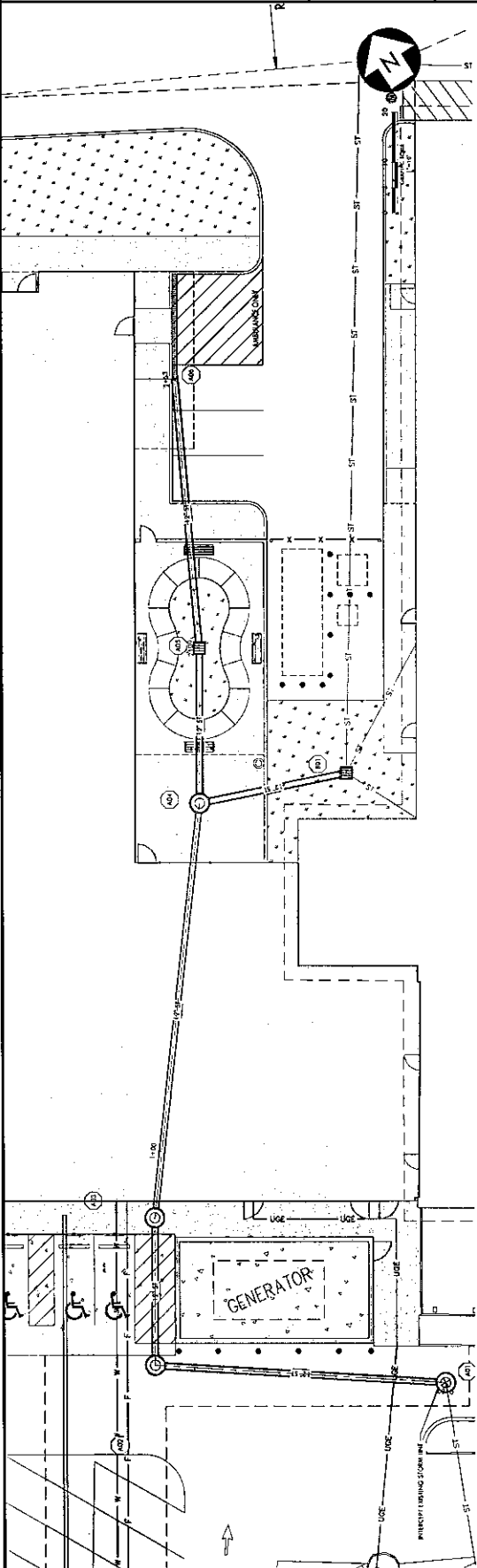
	ROADSIDE TULING
	HEAVY DUTY ASPHALT PAVEMENT
	LIGHT DUTY ASPHALT PAVEMENT
	CONCRETE PAVEMENT/SIDEWALK
	LANDSCAPING/GRASS COVER
	PROPERTY LINE
	EDGE OF NEW PAVEMENT

### SITE DATA TABLE

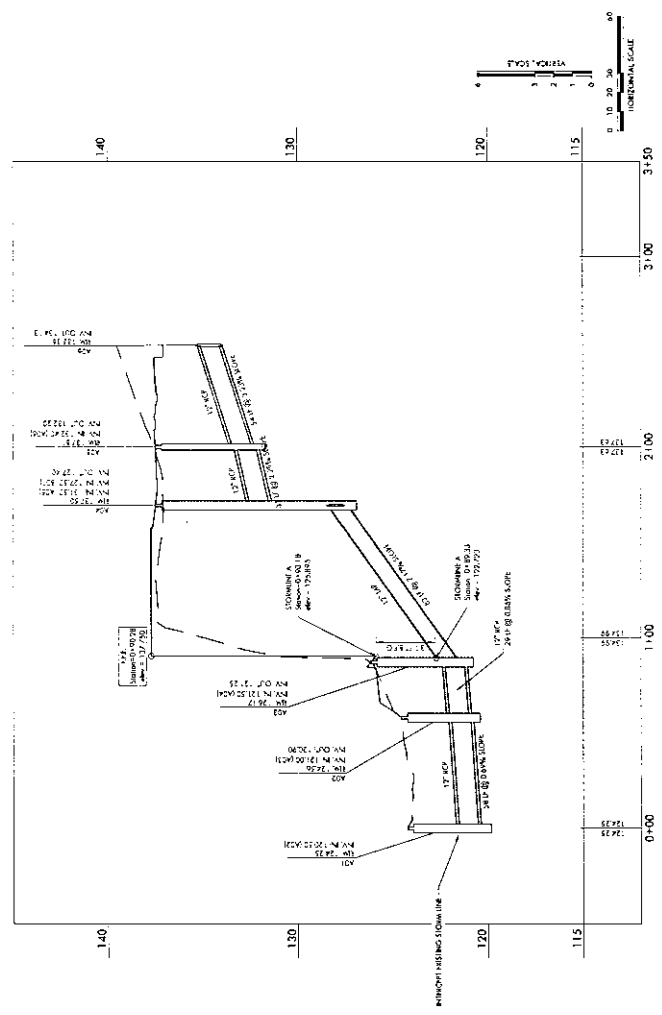
[illegible]

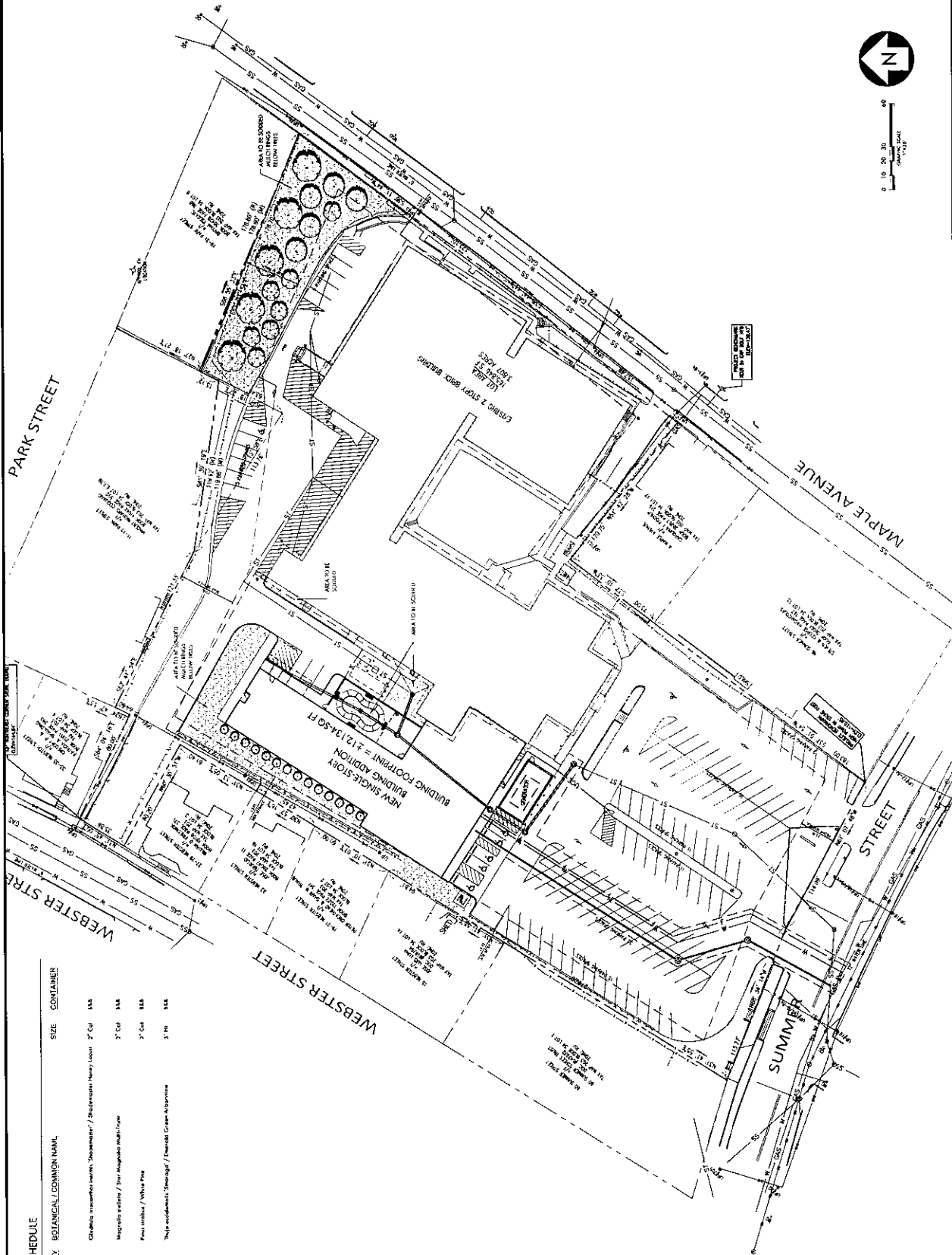


REVISIONS	
No.	DATE







## STORMLINE A





## PLANT SCHEDULE

SYMBOL	G.I.Y.	BOTANICAL / COMMON NAME	SIZE	CONTAINER
	6	<i>Gladiolus renardii</i> var. 'Stenocarpus' / Stenocarpus Heavy bulb	3" Cat	3.6L
	7	<i>Magnolia salicaria</i> / Tree Magnolia Multi-root	3" Cat	3.6L
	5	<i>Picea canadensis</i> / White Pine	3" Cat	3.6L
	14	<i>Thuja occidentalis</i> 'Smaragd' / Emerald Green Arborvitae	3" Ho	3.6L

## FEDERAL TREE PRESERVATION/PROTECTION NOTICE AND PERMIT 12, SUBPART B - TREE PROTECTION

- [illegible]

888.826.6222 [www.888.826.6222.com](http://www.888.826.6222.com) 888.826.6222

- [illegible]

100

- [illegible]

1. 415

- [illegible]

11

- [illegible]

1. **ASLPM**

- [illegible]

- [illegible]

110

- 

ALL

- 

## 511

- 
- TEEL SHEET PILED AROUND TRUNK TO  
FURNISH GRADING
- ABOVE GROUND 12" RAIL  
MOUNTED TO TRUNK LINE
- 1" RAIL DOUBLE GATHERED  
HARDWOOD MULCH
- MULCH TRUNK SAWT  
BARKER AS PLANTING  
MATERIALS MUST BE KEPT  
AWAY FROM TRUNK
- CONCRETE FLOOR SLAB  
INCLUDES 1" ASPH. TRUCK  
FINISH
- NEEDS GUARD CONDITIONS
- 12" SHEET PILING STAGE OR  
PLACE COURSE OF TEEL  
PLANNING RE
- SACRED AND LIGHT TRUNK  
SAND 1" TRUNKING COA  
1" MOTOR PORTION OF TRUNK  
FIT AS SHOWN
- UNDISTURBED SUBGRADE
- MIN. 2" CONTAINING SIZE PAINTING  
FIT ON ALL NEW TEELS

DETAIL



## City Council

### Special Permit Meeting

04.08.25

## New Patient Health Unit Addition

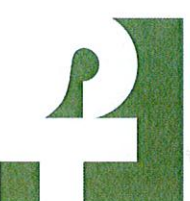
76 Summer Street

Haverhill, Massachusetts 01830



Haverhill Pavilion  
BEHAVIORAL HEALTH HOSPITAL

ACCADIA  
HEALTH CARE



STENGEL HILL



# Case For Expansion

## + Haverhill Pavillion Statistics

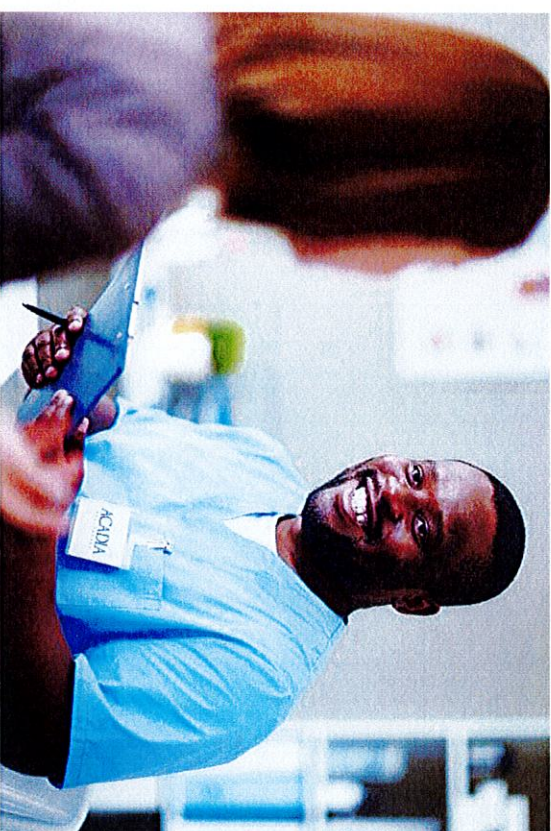
- Treatment footprint includes Essex County and Southern New Hampshire.
- Existing Hospital capacity is 71 patients. Approximately 1,320 patients are treated annually, equating to approximately 25,000 patient days.
- The Patient Unit Addition will add 24 inpatient beds. Allowing Haverhill Pavillion to impact an additional 450 patients, and 8,500 patient days.

## + Patient Population

- The Patient Unit Addition will treat older adult and dementia patients.

## + Neighborhood

- Haverhill Pavillion is committed to maintaining a positive relationship with its neighbors. To be proactive, a Neighborhood Meeting was held in December 2024.
- Revisions to the design based upon the meeting include:
  - Screening and noise isolation of new rooftop units.
  - Roof connections for future green sources of energy.
  - Electric vehicle parking and charging stations.
  - Increased landscape screening at the parking lot and new addition.



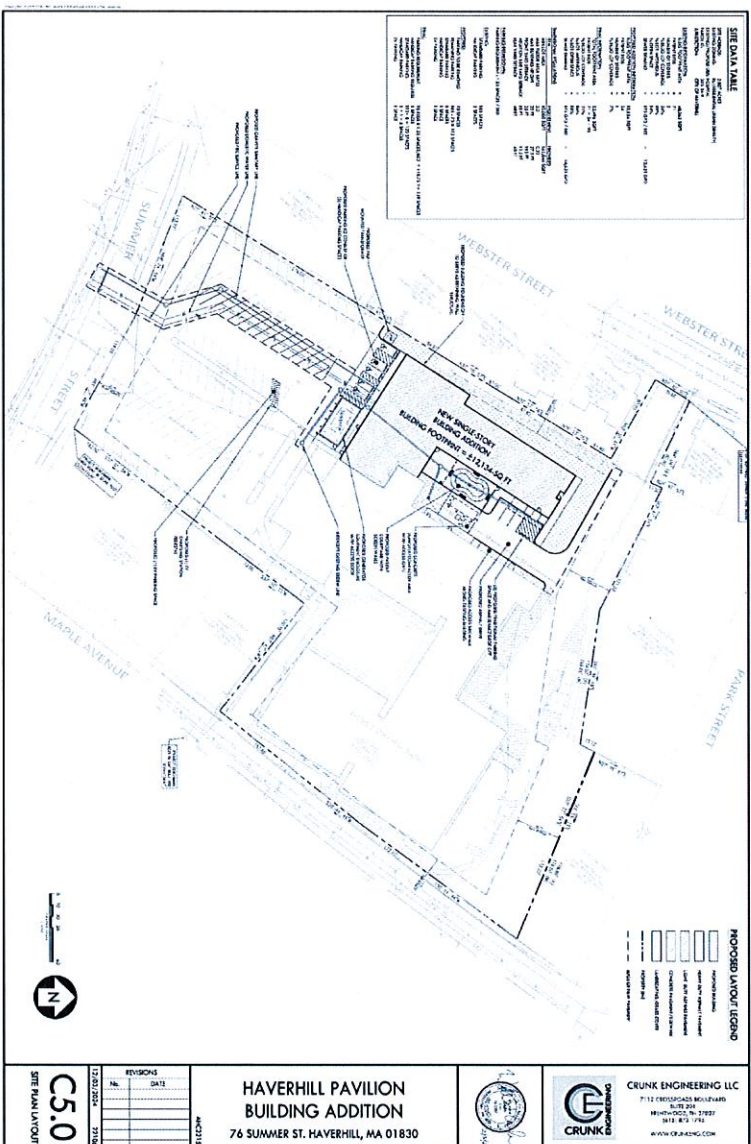


# What Will We Treat

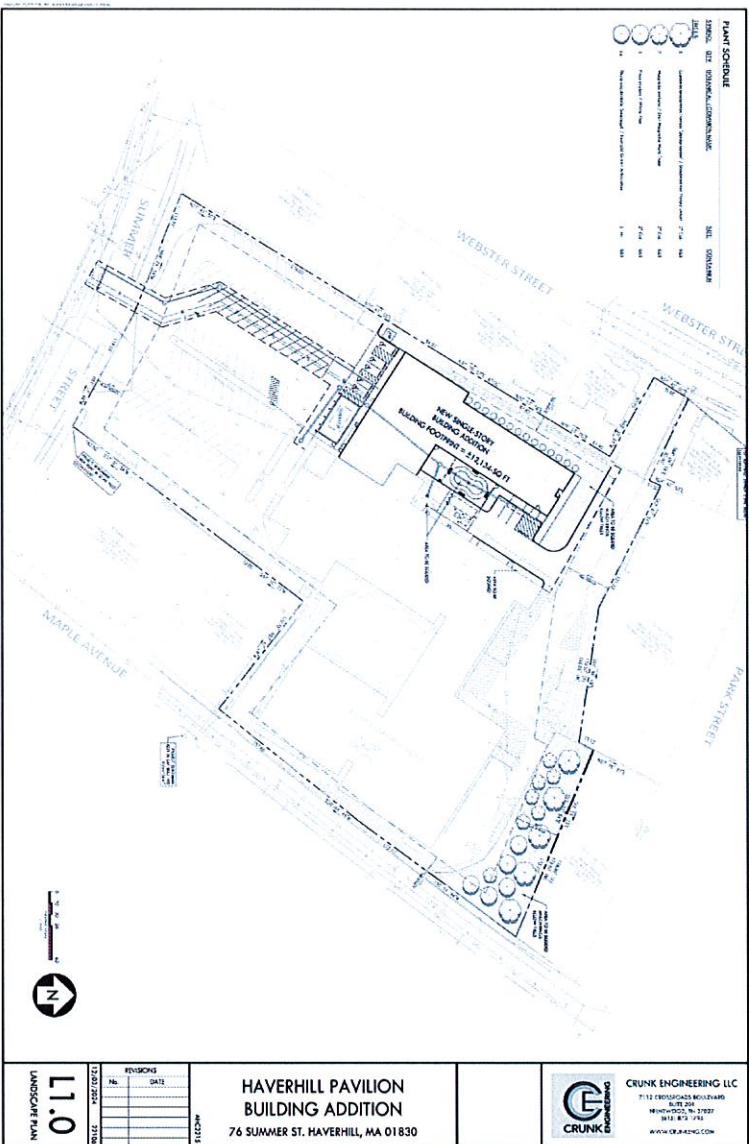
- + Geriatric Psychiatry
- + General Mood Disorders
  - Depression
  - Anxiety
  - Bipolar Disorder
  - Traumatic Experience Care
- + Thought Disorders
  - Disturbance of thought and perception
  - Neurocognitive decline
- + Dual Diagnosis/SUD
  - Alcohol
  - Opioids
  - Tobacco



# Site Plan

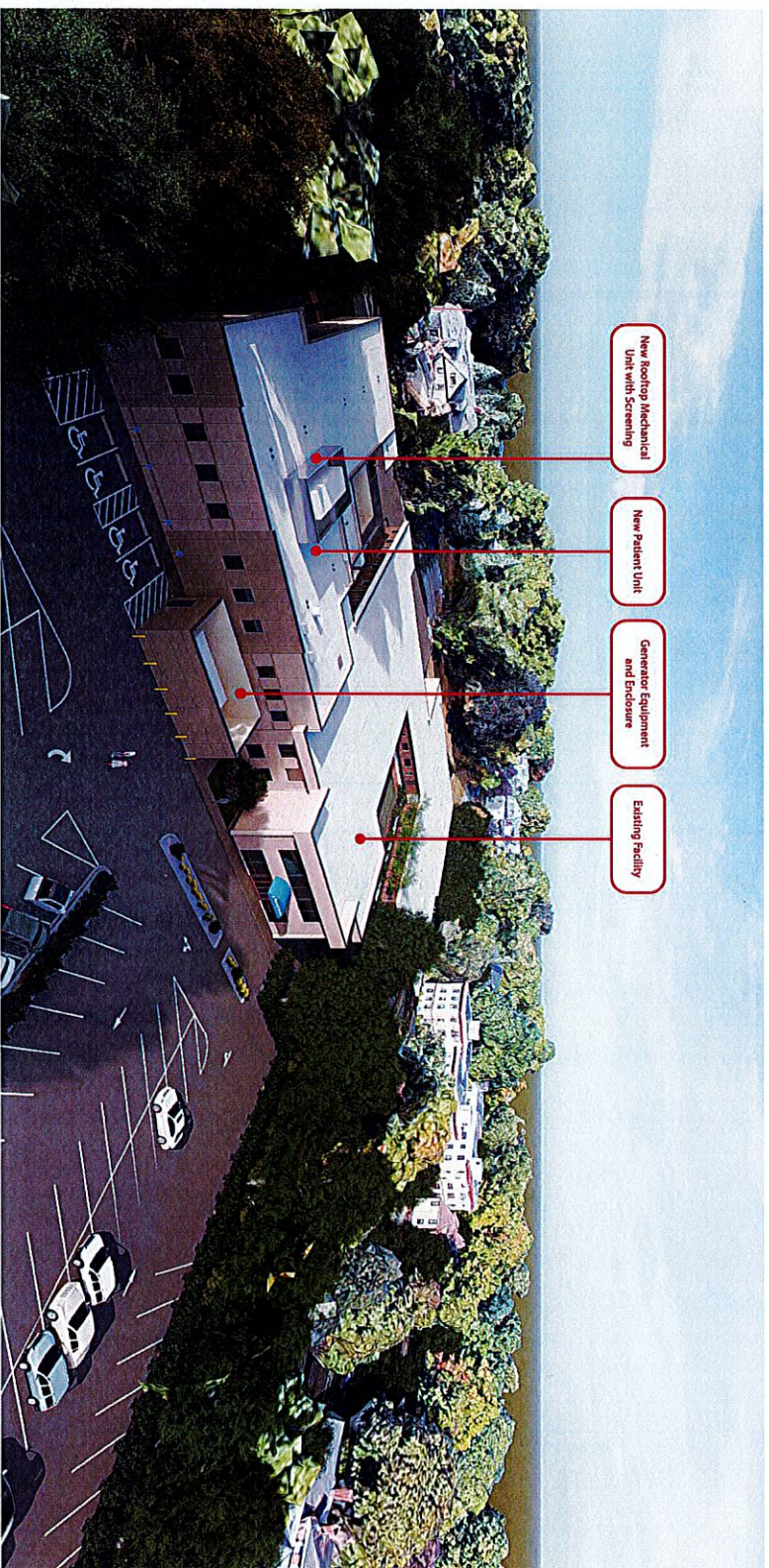


# Landscape Plan





## Aerial View





## Front View

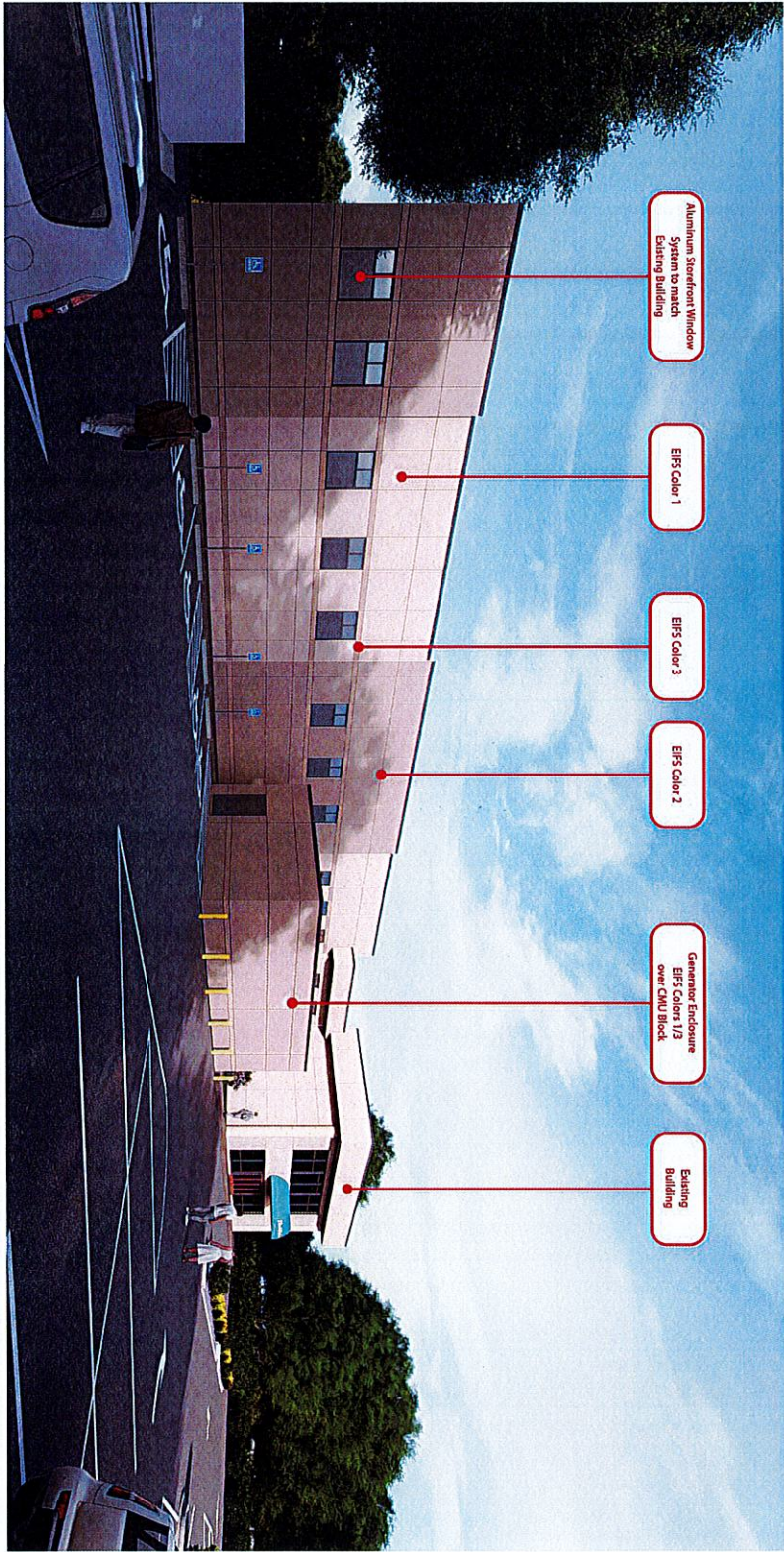


7 | New Patient Unit  
Haverhill, Massachusetts

ACADIA  
HEALTHCARE

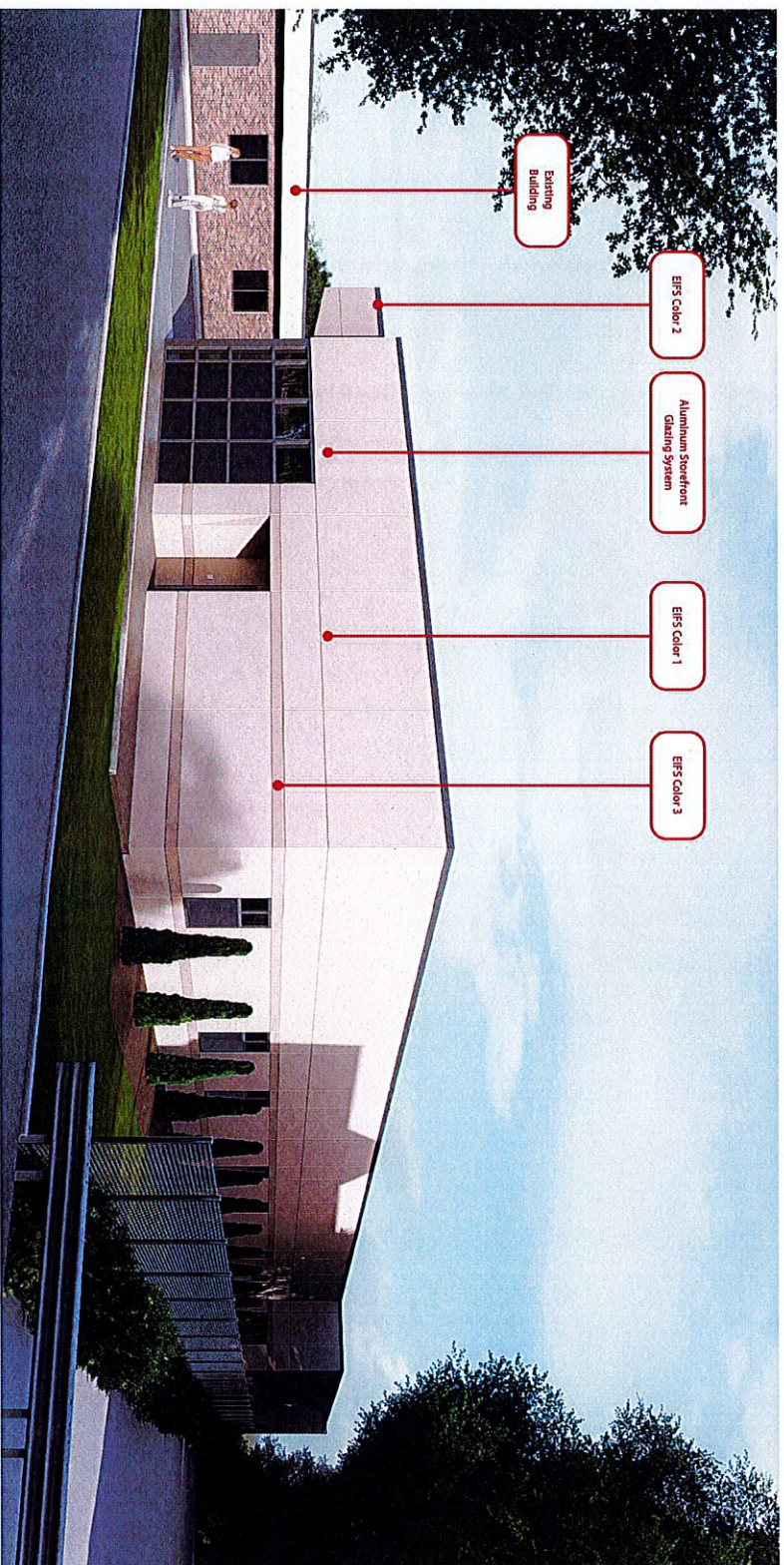


# Front View



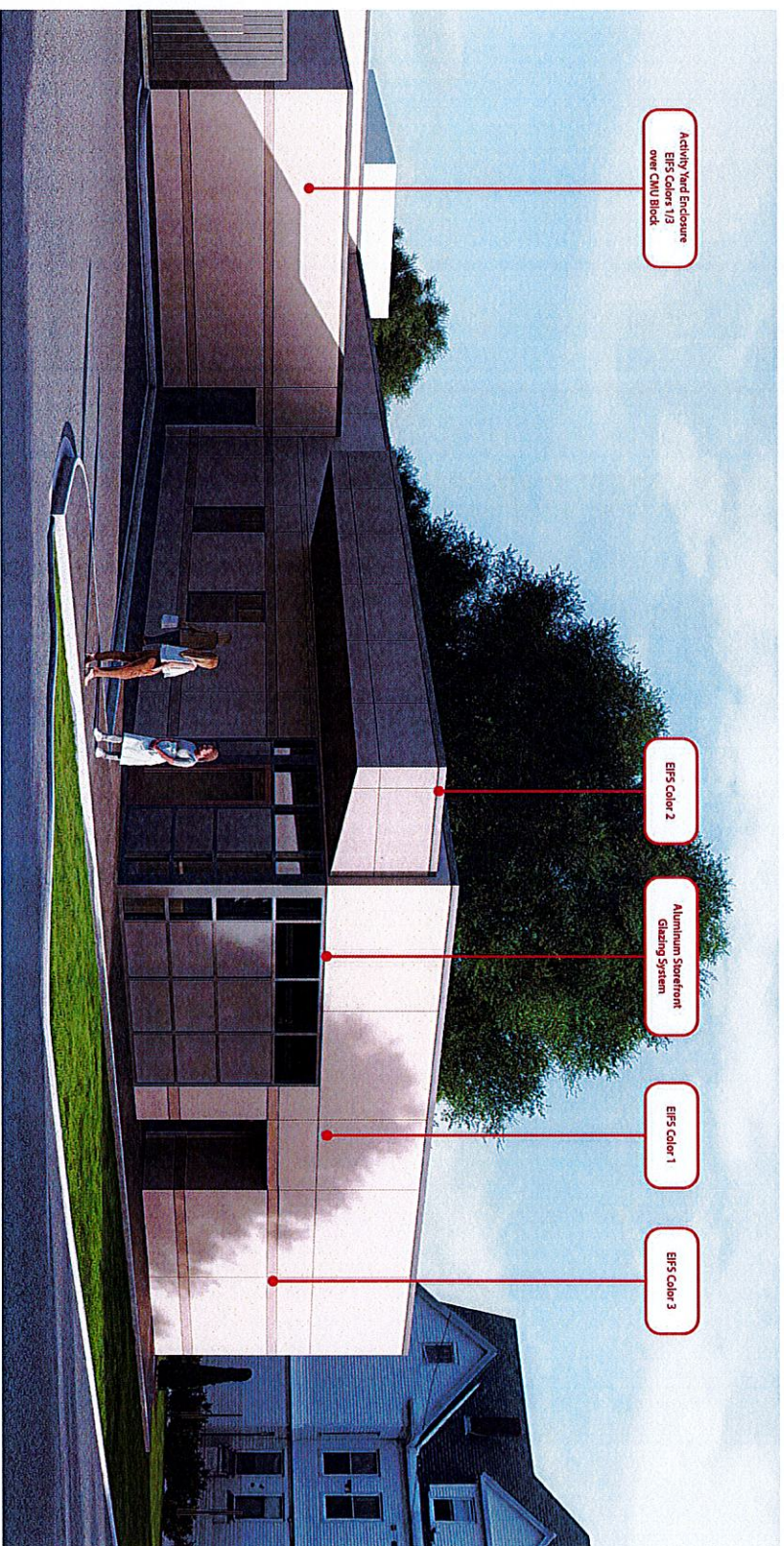


## Rear View



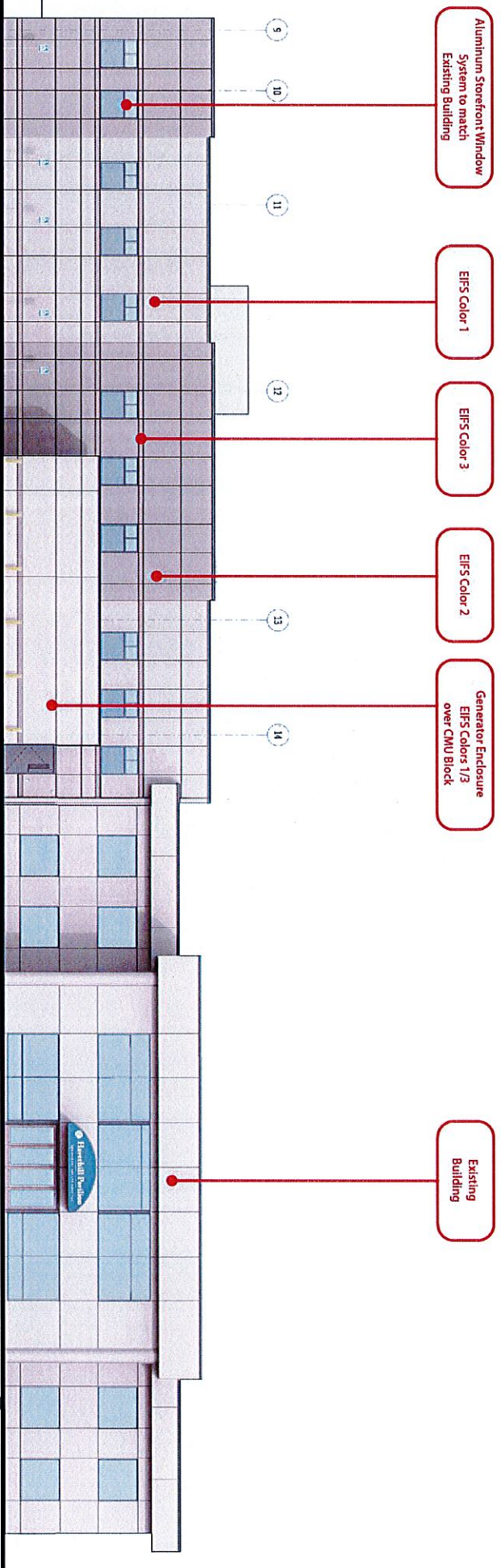


## Rear View

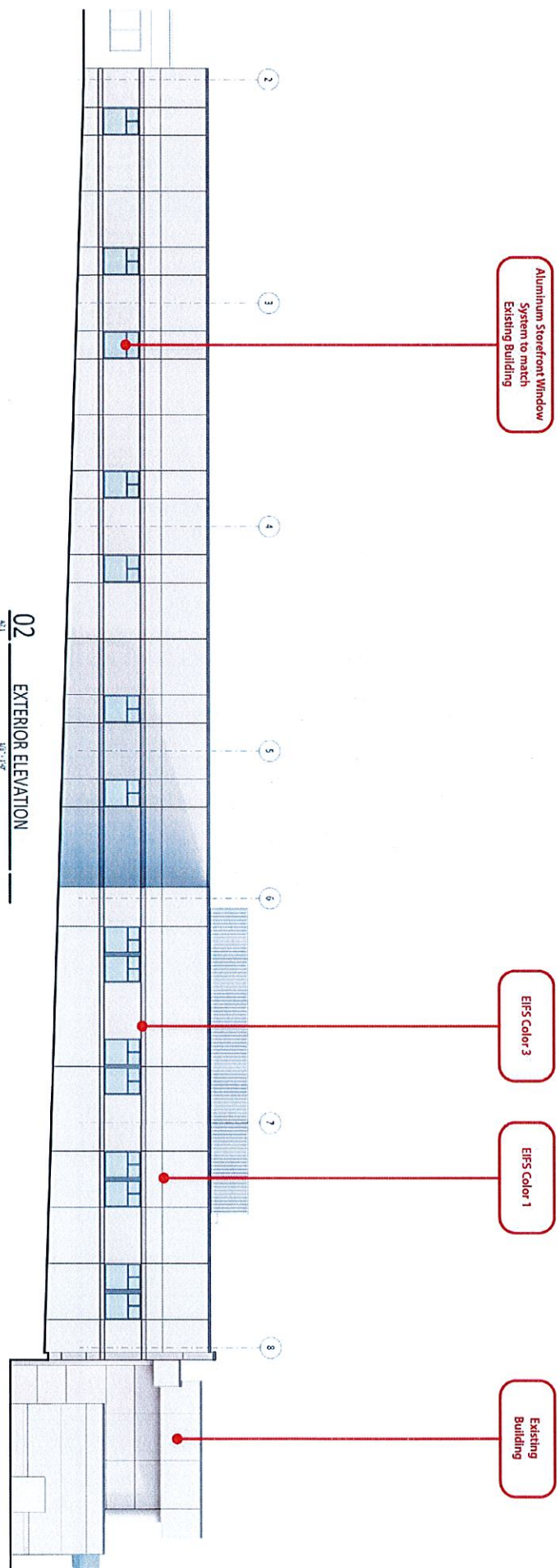




# Exterior Elevations

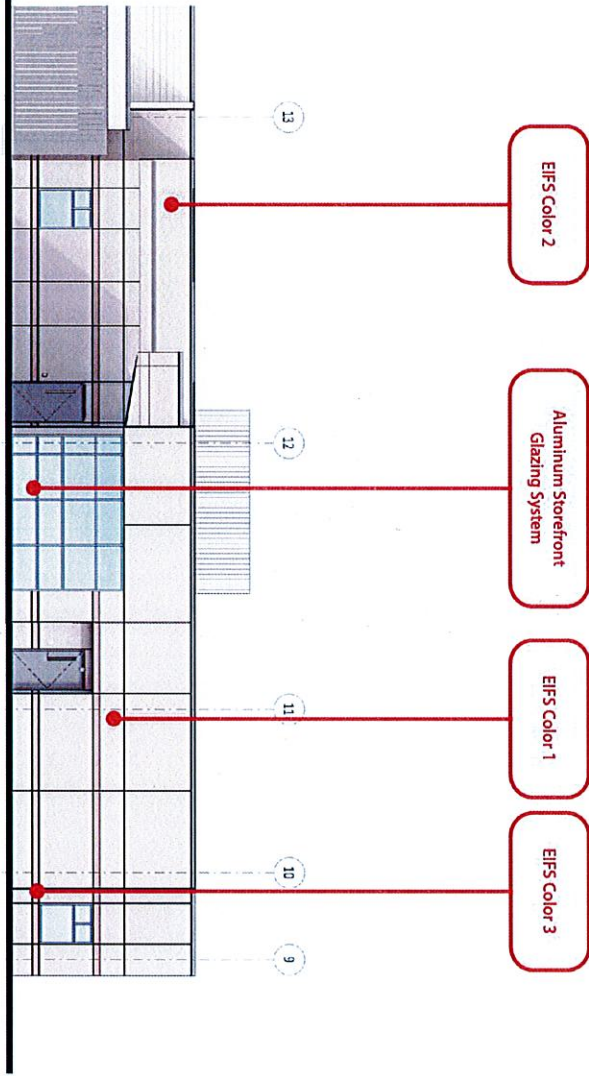


# Exterior Elevations



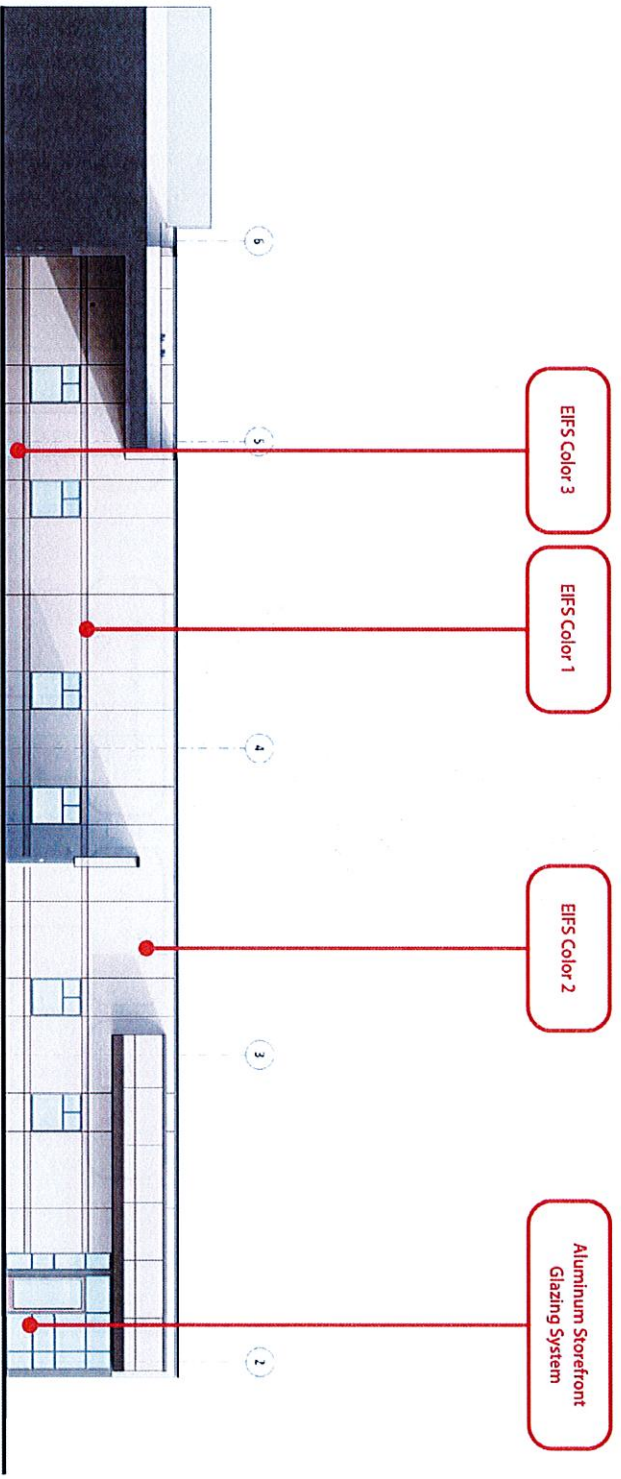


# Exterior Elevations



03 EXTERIOR ELEVATION  
1/8" = 1' - 0"

# Exterior Elevations



04 EXTERIOR ELEVATION

MELINDA E. BARRETT  
MAYOR



CITY OF HAVERHILL  
MASSACHUSETTS

REC-2454  
CITY CLERK

Confirming

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

11/1/1

May 1, 2025

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

**From:** Mayor Melinda E. Barrett

**Re:** Appointment to Commission on Disability Issues

Dear Mr. President and Members of the City Council:

I hereby appoint the following to serve on the Commission on Disability Issues  
for the term so stated:

1. Alexandra Ponder, 25 Perspective Dr., Haverhill, MA for the term of  
three years (May 6, 2025 – May 6, 2028).

Pursuant to City Code, Chapter 11, Boards and Commissions, Article IV,  
Commission on Disability Issues, §11-10, these members are appointed by the  
Mayor and confirmed by City Council.

I recommend approval.

Very truly yours,

Melinda E. Barrett  
Mayor





JAMES J. FIORENTINI  
MAYOR

CITY OF HAVERHILL  
MASSACHUSETTS

11/12

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

May 1, 2025

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

From: Mayor Melinda E. Barrett

**RE: Reappointment Board of Assessors-Roy Wright**

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

I hereby reappoint Roy P. Wright, 59 Woodland Park Drive, Haverhill, to the Board of Assessors. This is a non-confirming appointment and takes effect immediately and expires on 4/30/2028.

Sincerely,

**Melinda E. Barrett**  
Mayor

MEB/em

Cc: Christine Webb

**Event Permit****EVNT-25-7**

Submitted On: Apr 1, 2025

**Applicant**

 Dustin MacIver  
 978-914-5877  
@ dustinmaciver@gmail.com

**Primary Location**

**10 CHURCH ST**  
Bradford, MA 01835

122.1

**Organization Information****Organization****Haverhill Garden Club****Organization Address**

31 Eastland Terrace

**Organization State**

Massachusetts

**Is the Organization Tax Exempt?**

Yes

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

No

**Organization Phone**

508-265-4820

**Organization City**

Haverhill

**Organization Zip**

01830

**Is the Organization Non-Profit?**

Yes

APR 28 AM 8:52  
HAVCITYCLERK

**Contact Information****Contact Name****Dustin MacIver****Contact Phone**

978-914-5877

**Contact Address**

1019 West Lowell Avenue

**Contact State**

Massachusetts

**Contact Title**

Garden Club Plant Sale Co-Chair

**Contact Email**

DustinMacIver@gmail.com

**Contact City**

Haverhill

**Contact Zip**

01832

**Property Owner Information****Property Owner Name****FIRST CHURCH OF CHRIST - BRADFORD****Property Owner Address****10 Church Street****Property Owner State**

Massachusetts

**Is the Applicant the Property Owner?**

No

**Property Owner Phone**

978) 374-1114

**Property Owner City**

Bradford

**Property Owner Zip**

01835

## Event Information

### Description of event

Haverhill Garden Club's annual plant sale

### Type of Event

Other

### IF OTHER, Please Specify

Plant Sale

### Event Date

05/17/2025

### Event Location

10 Church Street Bradford, MA 01835

### is the Event on Bradford Common?

Yes

### Is the Event on City Property?

No

### Event Venue

Outdoor

### Number of Anticipated Attendees

500

### Do attendees need to purchase a ticket to attend?

No

### Is this event open to the public? Or private?

Public

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

Yes

### Event Start Time

6:00 A.M.

### Event End Time

12:00 P.M.

### Will Food Be Served/Sold at the Event?

No

### Any Helpful Comments about Food

N/A

### Special Considerations (i.e. fireworks)

N/A

---

## Parking Information

### Number of Parking Spaces Onsite

50

### Have Off-site Parking Arrangements Been Made?

Yes

### IF YES, Please Provide Details of Offsite Arrangements

The Harverhill Garden club will once again be obtaining permission to use the parking lot owned by First Church of Christ-Bradford for additional parking

### Are There Charges/Fees for Parking?

No

---

## Sanitation Information

### Number of Public Restrooms Available

0

### Type of Toilets

Permanent



**Please Describe Plans for Solid Waste Disposal & Recycling**

The Haverhill Garden Club will utilize the existing trashcan receptacles on the Bradford Green and/or dispose of trash/recyclables privately

**General Release & Indemnity Agreement**

**Yes**

true

**Terms of Understanding**

**Yes**

true



## Building Inspector Approval

Record No. EVNT-25-7

Status Completed

Became Active April 1, 2025

Assignee Tom Bridgewater

Due Date None

---

### Primary Location

10 CHURCH ST  
Bradford, MA 01835

### Owner

FIRST CHURCH OF CHRIST  
CHURCH ST 10 BRADFORD, MA 01835

### Applicant

 Dustin MacIver  
 978-914-5877  
 dustinmaciver@gmail.com  
 1019 W Lowell Ave  
Haverhill, MA 01832-1146

---

## Messages

Kaitlin Wright

April 10, 2025 at 2:00 pm

@Tom Bridgewater please review, thank you!

Kaitlin Wright

April 16, 2025 at 8:17 am

@Tom Bridgewater please review, thank you!

Kaitlin Wright

April 22, 2025 at 11:02 am

@Tom Bridgewater Please review - I am waiting for your review before sending to Council.

Kaitlin Wright

April 24, 2025 at 1:56 pm

Please review - I am waiting for your review before sending to Council.

---

### Step Activity

Kaitlin Wright assigned this step to Tom Bridgewater

04/01/2025 at 2:37 pm

Kaitlin Wright activated this step

04/01/2025 at 2:38 pm

Tom Bridgewater approved this step

04/28/2025 at 7:40 am





## Fire Inspector Approval

Record No. EVNT-25-7

**Status** Completed

**Became Active** April 1, 2025

**Assignee** Eric Tarpy

**Due Date** None

---

### Primary Location

10 CHURCH ST  
Bradford, MA 01835

### Owner

FIRST CHURCH OF CHRIST  
CHURCH ST 10 BRADFORD, MA 01835

### Applicant

 Dustin MacIver  
 978-914-5877  
 dustinmaciver@gmail.com  
 1019 W Lowell Ave  
Haverhill, MA 01832-1146

---

### Step Activity

Kaitlin Wright assigned this step to Eric Tarpy

04/01/2025 at 2:38 pm

Kaitlin Wright activated this step

04/01/2025 at 2:38 pm

Eric Tarpy approved this step

04/07/2025 at 12:23 pm



## Police Department Approval

Record No.EVNT-25-7

Status Completed

Became Active April 1, 2025

Assignee Kevin Lynch

Due Date None

---

### Primary Location

10 CHURCH ST  
Bradford, MA 01835

### Owner

FIRST CHURCH OF CHRIST  
CHURCH ST 10 BRADFORD, MA 01835

### Applicant

 Dustin MacIver  
 978-914-5877  
 dustinmaciver@gmail.com  
 1019 W Lowell Ave  
Haverhill, MA 01832-1146

---

### Step Activity

Kaitlin Wright assigned this step to Kevin Lynch

04/01/2025 at 2:38 pm

Kaitlin Wright activated this step

04/01/2025 at 2:38 pm

Kevin Lynch approved this step

04/16/2025 at 12:42 pm



## Public Works Director Approval

Record No. EVNT-25-7

Status Completed

Became Active April 1, 2025

Assignee Robert Ward

Due Date None

---

### Primary Location

10 CHURCH ST  
Bradford, MA 01835

### Owner

FIRST CHURCH OF CHRIST  
CHURCH ST 10 BRADFORD, MA 01835

### Applicant

 Dustin MacIver  
 978-914-5877  
 dustinmaciver@gmail.com  
 1019 W Lowell Ave  
Haverhill, MA 01832-1146

---

### Step Activity

Kaitlin Wright assigned this step to Robert Ward

04/01/2025 at 2:38 pm

Kaitlin Wright activated this step

04/01/2025 at 2:38 pm

Robert Ward approved this step

04/01/2025 at 2:44 pm



# TAYLOR RENTAL CENTER

531 BROADWAY  
HAVERHILL, MA 01832  
www.mypartyplus.com

978-374-0136 Phone

Status: Reservation

Contract #: 69596

Event Beg: Fri 5/16/2025 8:00AM

Event End: Mon 5/19/2025 4:00PM

Operator: Andy R

Customer #: 5449

HAVERHILL GARDEN CLUB

Phone 978-373-0441

Mobile 978-837-2093

166 CEDAR ST

HAVERHILL MA 01830

Qty	Key	Items	Part#	Status	Each	Price
21	071-0901-1	TABLE, BANQUET 8'		Reserved	\$10.95	\$229.95
8	071-1101-1	CHAIR, BROWN SAMSONITE	W/#45	Reserved	\$1.95	\$15.60
1	JMISC	DELIVERY, MISCELLANEOUS CHARGE		Selling	\$140.00	\$140.00

## Delivery Fri 5/16/2025

TRUDI 978-973-4555  
WILL BE THERE  
HAVERHILL MA 01830

## Pickup Mon 5/19/2025

TRUDI 978-973-4555  
WILL BE THERE  
HAVERHILL MA 01830

deliver to Bradford commons

DUSTIN MACIVER- 978-914-5877

CALL TRUDI OR DUSTIN ON THE WAY

What day is the event: 5/18/24

**Cancellations will result in a 25% reservation fee**

### Payments made on this contract:

Rental/Sale Paid \$410.11 Sat 3/ 8/2025 12:04PM Check # 722

**Total \$410.11**

### Rental Contract

The back of this contract contains important terms and conditions, including Taylor's disclaimer of all liability for injury or damage and details of Renter's responsibilities to care for and return the item(s) rented. They are part of this contract- Read them. "I have read and understand the terms & conditions listed on the face and reverse hereof, specifically item 3."

Delivery is door to door only, no exceptions will be made.

"Please" keep all rented equipment secure.

You are responsible for theft.

Tables & chairs must be folded & stacked for pick up.

Folding and stacking charges are \$5.00 per table & 1.00 per chair.

Reservation fees are non-refundable or non transferable.

All delivery and pick up times are estimated and are subject to change with or without notice

Signature: \_\_\_\_\_

HAVERHILL GARDEN CLUB

Rental:	\$245.55
Damage Waiver:	\$24.56
Delivery Charge:	\$140.00
Subtotal:	\$410.11
Total:	\$410.11
Paid:	\$410.11
Amount Due:	\$0.00



**MASSACHUSETTS DEPARTMENT OF REVENUE**

**Form ST-2**

**Certificate of Exemption**

HAVERHILL GARDEN CLUB  
226 KENOZA ST  
HAVERHILL MA 01830-4319

**MA Taxpayer ID:** 11170999  
**Certificate Number:** 163502080

This certifies that the organization named above is an exempt purchaser under Chapter 64H, section 6(d) or (e) of the Massachusetts General Laws. All purchases of tangible personal property by this organization are exempt from taxation to the extent that such property is used in the conduct of the business of the purchaser. Misuse of this certificate by any tax-exempt organization or unauthorized use of this certificate by any individual will lead to revocation. Willful misuse of this certificate is subject to criminal sanctions of up to one year in prison and \$10,000 (\$50,000 for corporations) in fines. This certificate is non-transferable and may be suspended or revoked for failure to comply with state laws and regulations.

**Effective Date:** December 9, 2019

**Expiration Date:** December 8, 2029

The First Church of Christ, Bradford  
10 Church Street  
Bradford, Massachusetts 01835  
978-374-1114    [office@ccbbradford.org](mailto:office@ccbbradford.org)

March 7, 2025

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

Please be advised the Trustees of the First Church of Christ – Bradford grant permission to use the Bradford Common to the Haverhill Garden Club to hold their 2024 Plant Sale on Saturday May 17th, 2025 between 7AM and 12 Noon.

Our approval is contingent upon the Greater Haverhill Garden Club meeting all Haverhill City Council, Haverhill Police Department and our Board of Trustees' requirements.

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

Very truly yours:

*Steven R Esty*

Steven Esty, President    Board of Trustees





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/01/2025

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

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

<b>PRODUCER</b> Alera Group, Inc. 500 Faunce Corner Road  Dartmouth MA 02747	<b>CONTACT NAME:</b> Kathleen Fuller <b>PHONE (A/C, No, Ext):</b> (508) 995-4553 <b>FAX (A/C, No):</b> (508) 995-4525 <b>E-MAIL ADDRESS:</b> kathleen.fuller@aleragroup.com																					
<b>INSURED</b> Garden Club Federation of Massachusetts, Inc. 400 5th Ave Ste 110  Waltham MA 02451	<table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>Philadelphia Indemnity Ins. Co</td><td>18058</td></tr><tr><td>INSURER B:</td><td></td><td></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:	Philadelphia Indemnity Ins. Co	18058	INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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INSURER B:																						
INSURER C:																						
INSURER D:																						
INSURER E:																						
INSURER F:																						

**COVERAGES****CERTIFICATE NUMBER:** 25-26 GL BAP UMB**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.

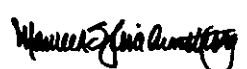
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		PHPK2681203	05/01/2025	05/01/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PHPK2681203	05/01/2025	05/01/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB909608	05/01/2025	05/01/2026	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

Haverhill Garden Club-May 17, 2025 Plant Sale.

City of Haverhill is additional insured as respect the general liability when required by written contract.

**CERTIFICATE HOLDER****CANCELLATION**

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

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AGENCY CUSTOMER ID: 00136653

LOC #: \_\_\_\_\_



## ADDITIONAL REMARKS SCHEDULE

Page \_\_\_\_ of \_\_\_\_

AGENCY Alera Group, Inc.		NAMED INSURED Garden Club Federation of Massachusetts, Inc.
POLICY NUMBER		
CARRIER	NAIC CODE	EFFECTIVE DATE:

### ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance: Notes

Coverage is excluded for the following events:

- Parades sponsored by the Insured
- Shooting activities
- Fireworks
- Carnivals and fairs with mechanical rides sponsored by the Insured
- Events including contact sports
- Rodeos sponsored by the Insured
- Political Rallies
- Any event with greater than 2,500 people at any one time (including otherwise acceptable events)
- Any event with liquor provided by the Insured if a license is required for such activity.

**Event Permit****EVNT-25-10**

Submitted On: Apr 10, 2025

**Applicant**

 Lynn Peterson  
 7813152484  
@ lynn.peterson4@verizon.net

**Primary Location**

26 WHITE ST  
Haverhill, MA 01830

122,2

**Organization Information****Organization**

Trinity Church

**Organization Address**

26 White St.

**Organization State**

MA

**Is the Organization Tax Exempt?**

Yes

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

Yes

**Organization Phone**

978-372-4244

**Organization City**

Haverhill

**Organization Zip**

01830

**Is the Organization Non-Profit?**

Yes

**Contact Information****Contact Name**

Lynn Peterson

**Contact Phone**

781-315-2484

**Contact Address**

380 Kenoza St.,

**Contact State**

MA

**Contact Title**

Co-Warden (Board co-chair)

**Contact Email**

lynn.peterson4@verizon.net

**Contact City**

Haverhill

**Contact Zip**

01830

APR 29 AM 11:24  
HAVCITYCLERK**Property Owner Information****Property Owner Name**

Trinity Church

**Property Owner Address**

26 White Street

**Property Owner State**

MA

**Is the Applicant the Property Owner?**

Yes

**Property Owner Phone**

978-373-4244

**Property Owner City**

Haverhill

**Property Owner Zip**

01830



## Event Information

### Description of event

BBQ and resource fair

### Type of Event

Other

### IF OTHER, Please Specify

BBQ (outdoors)/resource fair (indoors)

### Event Date

06/08/2025

### Event Location

26 White Street

### is the Event on Bradford Common?

No

### Is the Event on City Property?

No

### Event Venue

Indoor

### Number of Anticipated Attendees

100

### Do attendees need to purchase a ticket to attend?

No

### Is this event open to the public? Or private?

Public

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

No

### Event Start Time

12:00

### Event End Time

3:00

### Will Food Be Served/Sold at the Event?

Yes

### IF YES TO FOOD, By What Means?

Organization Sponsored Cookout

### IF YES To FOOD, How Will it be Cooked?

Gas Grills

### Any Helpful Comments about Food

Volunteers will grill hamburgers and hotdogs. We will have bags of chips, bottled beverages, and ice cream.

### Special Considerations (i.e. fireworks)

None

## Parking Information

### Number of Parking Spaces Onsite

0

### Have Off-site Parking Arrangements Been Made?

Yes

### IF YES, Please Provide Details of Offsite Arrangements

We have permission to use the Shoe City Hardware parking lot on Winter Street and the Youth program lot on William St.

### Are There Charges/Fees for Parking?

No

## Sanitation Information

### Number of Public Restrooms Available

3

### Type of Toilets

Permanent

**Please Describe Plans for Solid Waste Disposal & Recycling**

We will use our garbage and recycling barrels.

**General Release & Indemnity Agreement**

Yes

true

**Terms of Understanding**

Yes

true



## Building Inspector Approval

Record No. EVNT-25-10

**Status** Completed

**Became Active** April 15, 2025

**Assignee** Tom Bridgewater

**Due Date** None

---

### Primary Location

26 WHITE ST  
Haverhill, MA 01830

### Owner

TRINITY EPISCOPAL CHURCH  
WHITE ST 26 HAVERHILL, MA 01830

### Applicant

 Lynn Peterson  
 781-315-2484  
 lynn.peterson4@verizon.net  
 380 Kenoza Street  
Haverhill, MA 01830

---

### Step Activity

OpenGov system activated this step

04/15/2025 at 10:21 am

OpenGov system assigned this step to Tom  
Bridgewater

04/15/2025 at 10:21 am

Tom Bridgewater approved this step

04/15/2025 at 1:43 pm





## Fire Inspector Approval

Record No.EVNT-25-10

**Status** Completed

**Became Active** April 15, 2025

**Assignee** Eric Tarpy

**Due Date** None

---

### Primary Location

26 WHITE ST  
Haverhill, MA 01830

### Owner

TRINITY EPISCOPAL CHURCH  
WHITE ST 26 HAVERHILL, MA 01830

### Applicant

 Lynn Peterson  
 781-315-2484  
 lynn.peterson4@verizon.net  
 380 Kenoza Street  
Haverhill, MA 01830

---

### Step Activity

OpenGov system activated this step

04/15/2025 at 10:21 am

OpenGov system assigned this step to Eric Tarpy

04/15/2025 at 10:21 am

Eric Tarpy approved this step

04/15/2025 at 2:38 pm



## Health Inspector Approval

Record No. EVNT-25-10

**Status** Completed

**Became Active** April 15, 2025

**Assignee** Mark Tolman

**Due Date** None

---

### Primary Location

26 WHITE ST  
Haverhill, MA 01830

### Owner

TRINITY EPISCOPAL CHURCH  
WHITE ST 26 HAVERHILL, MA 01830

### Applicant

 Lynn Peterson  
 781-315-2484  
 lynn.peterson4@verizon.net  
 380 Kenoza Street  
Haverhill, MA 01830

## Step Activity

OpenGov system activated this step

04/15/2025 at 10:21 am

OpenGov system assigned this step to Mark Tolman

04/15/2025 at 10:21 am

Mark Tolman approved this step

04/18/2025 at 8:44 am



## Police Department Approval

Record No. EVNT-25-10

**Status** Completed

**Became Active** April 15, 2025

**Assignee** Kevin Lynch

**Due Date** None

---

### Primary Location

26 WHITE ST  
Haverhill, MA 01830

### Owner

TRINITY EPISCOPAL CHURCH  
WHITE ST 26 HAVERHILL, MA 01830

### Applicant

 Lynn Peterson  
 781-315-2484  
 lynn.peterson4@verizon.net  
 380 Kenoza Street  
Haverhill, MA 01830

---

### Step Activity

OpenGov system activated this step

04/15/2025 at 10:21 am

OpenGov system assigned this step to Kevin Lynch

04/15/2025 at 10:21 am

Kevin Lynch approved this step

04/16/2025 at 12:11 pm





## Public Works Director Approval

Record No. EVNT-25-10

Status Completed

Became Active April 15, 2025

Assignee Robert Ward

Due Date None

---

### Primary Location

26 WHITE ST  
Haverhill, MA 01830

### Owner

TRINITY EPISCOPAL CHURCH  
WHITE ST 26 HAVERHILL, MA 01830

### Applicant

 Lynn Peterson  
 781-315-2484  
 lynn.peterson4@verizon.net  
 380 Kenoza Street  
Haverhill, MA 01830

---

### Step Activity

OpenGov system activated this step	04/15/2025 at 10:21 am
OpenGov system assigned this step to Michael Arpino	04/15/2025 at 10:21 am
Kaitlin Wright reassigned this step from Michael Arpino to Robert Ward	04/25/2025 at 8:56 am
Robert Ward approved this step	04/29/2025 at 11:17 am

Trinity Church  
26 White Street  
Haverhill MA 02130

Trinity Church has authorized consent to hold a BBQ and Resource Fair on June 8, 2025 on its property.

We have no leases or contracts with outside vendors. This is a church-led event.

Sincerely,

A handwritten signature in cursive script that reads "Lynn Peterson".

Lynn Peterson  
Co-Warden (Board co-chair)

Trinity Church  
26 White Street  
Haverhill MA 02130

April 8, 2025

RE: June 8 BBQ and Resource Fair

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

A handwritten signature in cursive script that reads "Lynn Peterson".

Lynn Peterson  
Co-Warden



Commonwealth of Massachusetts  
Department of Revenue  
Christopher C. Harding, Commissioner

mass.gov/dor

Letter ID: L0820496000  
Notice Date: December 3, 2018  
MA Taxpayer ID: 11423845



## CERTIFICATE OF EXEMPTION



TRINITY EPISCOPAL CHURCH  
26 WHITE ST  
HAVERHILL MA 01830-5702

Attached below is your Certificate of Exemption (Form ST-2). Cut along the dotted line and display at your place of business. You must report any change of name or address to us so that a revised ST-2 can be issued.

*EIN*  
*04-6057712*

DETACH HERE



MASSACHUSETTS DEPARTMENT OF REVENUE

Form ST-2

### Certificate of Exemption

TRINITY EPISCOPAL CHURCH  
26 WHITE ST  
HAVERHILL MA 01830-5702

MA Taxpayer ID: 11423845  
Certificate Number: 700274688

This certifies that the organization named above is an exempt purchaser under Chapter 64H, section 6(d) or (e) of the Massachusetts General Laws. All purchases of tangible personal property by this organization are exempt from taxation to the extent that such property is used in the conduct of the business of the purchaser. Misuse of this certificate by any tax-exempt organization or unauthorized use of this certificate by any individual will lead to revocation. Willful misuse of this certificate is subject to criminal sanctions of up to one year in prison and \$10,000 (\$50,000 for corporations) in fines. This certificate is non-transferable and may be suspended or revoked for failure to comply with state laws and regulations.

Effective Date: January 4, 2019

Expiration Date: January 3, 2029





HAVERMAS01

RBLAND

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/11/2025

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

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

<b>PRODUCER</b> License # 957262 The Church Insurance Agency Corp 210 South Street, Suite 2 Bennington, VT 05201-2894	<b>CONTACT NAME:</b> Ruth Bland <b>PHONE (A/C, No, Ext):</b> (800) 293-3525 <b>FAX (A/C, No):</b> (800) 557-1395 <b>E-MAIL ADDRESS:</b> rbland@cpg.org														
<b>INSURED</b>  Trinity Church 26 White St Haverhill, MA 01830-5702	<table border="1"><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A: Church Ins Co of Vermont</td><td>10669V</td></tr><tr><td>INSURER B:</td><td></td></tr><tr><td>INSURER C:</td><td></td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Church Ins Co of Vermont	10669V	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: Church Ins Co of Vermont	10669V														
INSURER 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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A X	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			VPP0010450	4/1/2025	4/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 30,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:						\$
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/>						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A X	UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			VPP0010450	4/1/2025	4/1/2026	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY 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 OTH-ER 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)

**CANCELLATION:** THE POLICY IS SUBJECT TO THE PREMIUMS, FORMS, AND RULES IN EFFECT FOR EACH POLICY PERIOD. SHOULD THE POLICY BE TERMINATED, THE COMPANY WILL ENDEAVOR TO GIVE THE ADDITIONAL INTEREST IDENTIFIED 30 DAYS WRITTEN NOTICE, AND WILL SEND NOTIFICATION OF ANY CHANGES TO THE POLICY THAT WOULD EFFECT THAT INTEREST, IN ACCORDANCE WITH THE POLICY PROVISIONS OR REQUIRED BY LAW.

## 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



AGENCY CUSTOMER ID: HAVERMAS01

RBLAND

LOC #: 1

## ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY The Church Insurance Agency Corp	License # 957262	NAMED INSURED Trinity Church 26 White St Haverhill, MA 01830-5702
POLICY NUMBER SEE PAGE 1		
CARRIER SEE PAGE 1	NAIC CODE SEE P 1	EFFECTIVE DATE: SEE PAGE 1

## ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

## Coverage Details

CANCELLATION: THE POLICY IS SUBJECT TO THE PREMIUMS, FORMS, AND RULES IN EFFECT FOR EACH POLICY PERIOD. SHOULD THE POLICY BE TERMINATED, THE COMPANY WILL ENDEAVOR TO GIVE THE ADDITIONAL INTEREST IDENTIFIED 30 DAYS WRITTEN NOTICE, AND WILL SEND NOTIFICATION OF ANY CHANGES TO THE POLICY THAT WOULD EFFECT THAT INTEREST, IN ACCORDANCE WITH THE POLICY PROVISIONS OR REQUIRED BY LAW.



DOCUMENT

**CITY OF HAVERHILL**

In Municipal Council

File 10 DAYS

114.1

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 § 240-85 Schedule B: Parking Restrictions and Prohibitions:

**Marshall Street  
East side, entire length**

**No Parking**

**24 hrs**

APPROVED AS TO LEGALITY:

\_\_\_\_\_  
City Solicitor

APR 30 PM2:09  
HAVERHILL CITY CLERK



# 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)

April 30, 2025

**MEMO TO: CITY COUNCIL PRESIDENT TIMOTHY J. JORDAN AND  
MEMBERS OF THE CITY COUNCIL**

**Subject: *Marshall Street - Parking Restriction***

As requested by Traffic & Safety, attached is the Ordinances for Parking Restriction on the east side of Marshall Street.

Please contact me if you have any questions.

Sincerely,

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

C: Mayor Barrett, Ward, Mead, Pistone, O'Brien

APR 30 PM2:09  
HAUCITYCLERK





DOCUMENT

**CITY OF HAVERHILL**

In Municipal Council

*File 10 DAYS*

*14.2*

ORDERED:

**AN ORDINANCE RELATING TO VEHICLES AND TRAFFIC**

**BE IT ORDAINED** by the City Council of the City of Haverhill that the Code of the City of Haverhill, Chapter 240, §85, Schedule B: Parking Restrictions and Prohibitions, as amended, is hereby further amended by **ADDING** the following:

**Wilson Street:**

**In front of #212**

**No Parking**

**(except for 1 24-hour  
parking space)**

**24 hours**

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)

April 25, 2025

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

Subject: *Wilson Street #212 – Add Handicap Parking*

As requested, attached is the subject Ordinance to add handicap parking.

Please contact me if you have any questions.

Sincerely,

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

C: Mayor Barrett, Ward, Pistone, Wright

APR 25 AM 9:58  
HAVERHILL CITY CLERK



1611

60  
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

April 11, 2025

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

RE: Haverhill Housing Production Plan

Dear President Sullivan and Members of the Haverhill City Council:

On behalf of Mayor Barrett, I am pleased to submit a draft of the **2025-2030 Haverhill Housing Production Plan** for your review and approval.

The City's previous 2018-2023 Housing Production Plan on file with the Commonwealth expired at the end of 2024. There are tangible benefits to having an approved Housing Production Plan on file with the State, including advantages with certain State grants and programs, as well as 'safe harbor' provisions from M.G.L. Chapter 40B. These benefits will explained more broadly before the City Council.

Our goal was to give the City Council time to be able to review this draft, which was largely created by the Merrimack Valley Planning Commission (MVPC) working closely with the Mayor's Office and the Community Development Department. The Council may choose to made edits to this Plan, which also requires approval from the Planning Board.

I am pleased to state that the cost of producing this report was borne by the MVPC and a State grant, with no real impacts to the City budget.

MVPC staff and I will be available to offer a presentation to the City Council about this Plan at the May 6, 2025 meeting. The Council may elect to place this draft Plan on file for 10 days or send to committee, whatever it chooses. This Plan is merely being submitted at this juncture to allow adequate time for review.

Sincerely,

Andrew K. Herlihy, Division Director  
Community Development Department

IN CITY COUNCIL: April 15 2025  
POSTPONED TO MAY 6 2025

Attest;

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



Document 60-B

CITY OF HAVERHILL

In Municipal Council Apr11 15 2025

16,1,1

Ordered:

That the Mayor being and is hereby authorized to submit the Haverhill Housing Production Plan, a copy of which is attached hereto and incorporated herein, to the Massachusetts Executive Office of Housing and Livable Communities (EOHLC) for formal certification.

POSTPONED TO MAY 6 2025

Attest;

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



*Comments from  
Planning Board*

April 9, 2025

City Council President Thomas Sullivan  
& City Councilors  
City of Haverhill

*16.1.11*

RE: Approval of minutes-

Members Present: Michael Morales  
Nate Robertson  
Bill Evans  
April DerBoghossian  
Paul Howard

Members Absent: Carmen Morales  
Bobby Brown  
Ismael Matias

APR 30 PM 3:04  
HAVCITYCLERK

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

Paul Howard: Can we get approval of the minutes?

Member Nate Robertson made a motion to approve the minutes of 2/12/2025 meeting.

Mike Morales Moved Motion

April DerBoghossian seconded the motion.

Member Nate Robertson – yes

Member Bobby Brown – Absent

Member Carmen Garcia – Absent

Member William Evan – Yes

Member Michael Morales – Yes

Member Ismael Matias – Absent

Chairman Paul Howard – Yes

Paul Howard: Tonight, we are going to have a presentation on the Haverhill housing plan.

William Pillsbury: Thank you, Mr. Chairman I just want to remind you, that the board, I want to say 6 years ago approved the earlier plan and now it is as you know it has a 5-year lifespan, so we back for another review. Another check on the issue is a very important issue of housing, how it affects the city and you know it sets future strategies and goals. This plan that Andrew is going to present has been worked on by the Merrimack Valley

Planning Commission. Everyone who puts it together did a great job getting a lot of statistical information in your package. Tonight sets the table for the city to be able to apply for grants and apply for other things so it does have to be approved by the planning board, But again we want to see how tonight goes and then the council has to look at it as well and so there might be an opportunity to you know if there are going to be comments or recommendations then to you know perhaps yeah come back and you know so again in the future at some point. So again, the presentation is important. I want to have your feedback. I want to hear from the board as to your thoughts about the plan. Then we'll go from there and see which direction we take.

Anderw Herilhy:

Good evening, I'm Andrew Herilhy for the record I'm the Division Director of the Community Development Department. I work for Bill. I'm not before the planning board much so a little different type of thing tonight here is obviously not an address specific project here it's more of a policy piece. Bill touched on a good amount of it. Again, what is this housing production plan? It's something that the state would like to see us do and it gives us certain protection and benefits to have the housing plan the best piece of the news is this costs us basically nothing, because the Merrimack Planning Commission got a grant to do this. They did 6 years ago and they did this again working primarily with our department and community development, one of the other city staff the mayor herself, was very involved in this and has read every word of it. And has been active with the mayor's office and other folks in other departments who've had some public outreach sessions on this as well. There are certain state standards to having a housing production plan and among those standards it is it has to pass both the planning board and the city council equal footing to be adopted if we get a housing production plan it does several things for us. First, it's a guidebook for us. Going forward, driving some of our policy considerations which hopefully gets down to the project level and who guides this and that, but there are some goodie attached to that as Bill said we get some advantages on certain grants, one of the things we can do to help us get housing choice money. It could help us get lower interest rates on wastewater bonds and loans and stuff from the state. I put this in a really good position with the state along with our already approved, MBTA communities' passage. This is just another feather in our cap with the state about how we're doing in terms of housing and the other thing about this is the plan talks about it gives you some safe harbor protection under some circumstances from 40B so if we end up as a community below 10% and I'll get into that in a second. We are right there. We could get up to a year or 2 years of safe harbor protection if we're making progress on a state-approved housing production plan, even if we're below 10%, we can be shielded from a 40B development out of our control, out of your control if we have this, So this is a little bit of an insurance policy for us as well. That's

giving you some background on what that is. I think it's kind of, I haven't heard this formally, I think they gave everyone during COVID a one-year extension, so it was done in 2018 and supposed to be for 5 years. I think it was 6, in any event, December 31, 2024, was considered over. So we have been working to update the housing production plan and MEPC working with the city updated a bunch of statistics in here and I'm not going to go through everything, but there is some very interesting statistical information in here and I think it's presented pretty well graphically, I'm just going to touch on a couple of quick highlights, obviously the one of the most dramatic ones we knew this already but so we're in the middle of a 20 year period right now. Between 2015-2035 whereas Haverhill's population over 65 doubles in size. That statistic shows that blue line is going from last place to first place here. It'll be our biggest cohort in the city. So senior housing helps people to be able to downsize. Making sure housing is accessible. Physical accessibility for seniors. There are all going to be major major issues for us to continue to think about over 55 developments. All this kind of stuff is going to be big. It gets into our population projections which you can see which go up and but not like they have been. Population of Haverhill soared for a while it really sort of levels off actually went down in 2021 and 2022 recovered in 2023 we didn't get increased in 2024 we'll get those statistic soon. It certainly hasn't gone up in a dramatic sense since 2020 gets into some of the rates and ethnicity and income data interesting chart on page 10. We've known this but it's pretty dramatic. I mean since 2000 it is a fact that people's incomes household income has gone up. People have seen real economic gains since 2000, that's good right? The bad news is it's been wiped out entirely by housing costs. So, people aren't necessarily better off they're getting more income in, they get more going out for housing so they're not they're not necessarily better off. And the amount of the issues of renters versus owners in Haverhill you can see those income discrepancies that's true across the state. But it's particularly profound here, renters in Haverhill tend to be at a lot less well-off than homeowners, and you can see what homeownership can mean here in Haverhill. Statistically, in relative terms we have a lot of renters that are struggling, literally a majority of 51% are considered a cost burden. Spending over 30% of their income or more. In any case, 50% of income are just on housing. I've actually just came from a CBG meeting going on upstairs right now and where it's all kinds of different food banks and stuff. This what's going on, people may have a roof over their head but they have nothing at the end of the month. If they're not hitting food pantries and other social services because so much of their money is going into their rent or their housing or their mortgage or whatever, so that's the sort of an overview of that. It details a lot about our current zoning. It talks about interesting stat about the permits. You can see what 2023 did with all those big projects we called them the big 4 at least in this building they did. Some of the large developments get a big spike in multifamily housing approvals, but those are mostly market rate and all rental

units. We certainly need to do that but it's not addressing some of the other types of housing. Haverhill's great diversity is socio-economic. And we have to continue to build housing for different types of people. The study does an interesting job showing the types units versus the types of households and there is a disconnect there. We don't have enough housing for certain types of people, especially one person households and for more persons households. We are in both cases, dramatically underhoused, and in many cases over housed. We have seniors and other people living in large buildings that they struggle to maintain, but really have no else where to go.

And if you could get that kind of turnover and people, families could move into those larger 3-4-bedroom units. It would help immensely. But there were some recommendations, which I think I what you really want to get into. That've been made just general strategies. And I can quickly walk through them. Obviously, one is expanding home ownership opportunities for Haverhill residents. There are some interesting suggestions that the MVPC have made new program like 40Y, that is board may want to take a look at in the future. I can speak on the first-time home buyer issue for a second, It's been a great struggle for us up in ZBG land we have money through community development block grant. First time home buyer, it was great program 5-10 years ago. We really struggle to use those funds now because I say it to people, you have to be poor enough for the qualifying of the federal level and rich enough to get an offer accepted. It's almost impossible to find people now that can make that work. So to use CBG money, you have to be 80% of area median income or below and 10 years ago you could be at 80% of the air median income and you could make an offer on a house and have it accepted, but the housing prices in Haverhill have escalated to a point, and we're still relatively affordable compared to our neighbors. But the whole thing in Eastern Mass. We're not immune to that. It's gotten kind out of whack. So, we really have a hard time finding people who can qualify for first time home buyers so it's a resource we can hardly ever use because of the math because of the restrictions. So if there's other funding, we can do to encourage homeownership we would like to do that. Strategy 2 continues to encourage development housing as affordable low in modern income households again. I'll get into 4040B right now. There is no city in Massachusetts larger than us that is closer to the line, this study actually has us at 9.8% I can tell you, we're at like a 10.03% we are that close. It's literally within 10-15 units here either way. We just submitted some new project approvals to the state. We believe that'll have us just over 10, when I say just over we're talking like 8 to 10 units over threshold. So we perilously close to being under 10% and I anticipate by 2030, Every 10 years with the census, they count a denominator a new number a total housing unit. So, in all these market rate housing developments come online is over 1000 that's going to really put us under in the future but or right now we are 10% but we could use the benefit of the housing production plan to give us that safe harbor if we need it. So, we can control our own



housing destiny. The mayor is going to renew her push to nominate members to the affordable housing trust. If that's another strategy that would be a flexible tool for us if developers were to buy out of developing affordable units now we're talking about projects of 10 units or more. That money would go into a special piggy bank here at the city and we could be more flexible. There's some state rules about that, but we could be a lot more flexible about it than the kind of rules we're seeing with this CBG or some of these other federal areas that would allow us to, we could have first time home buyers for example for people at higher incomes where it could actually make a difference for people. That's just one example.

Strategy number 4 is obviously about developing senior housing incentives to help seniors age in place or make it easier to downsize their large homes so there's some interesting ideas there. Maybe MPC did a good job of looking at different programs around the state and new things that are coming out. Strategy 5 is based off the master plan looking to increase housing supply strictly in the village centers, you're probably familiar with that from the master plan work and maybe adding one additional level on top of some commercial areas. There are different commercial neighborhood districts throughout the city. I'll pick one like Walnut Square. You know where you have a little bit of commercial mixed in with it, you're in a residential neighborhood all of a sudden there are some businesses in there and then it goes back to residential. Another interesting idea of strategy 6 is the good landlord tax credit which would allow property tax exemptions for voluntarily for landlords who allow their properties to be rented out at a more affordable rate, sort of an end to round to rent control and again, we're looking at potentially going for a house and choice designation. Having an approved housing production plan would help us get that designation which has again real concrete benefits for the city in a number of other ways. I'll stop there. We can have a conversation about this, but you have the report in front of you, it's still a draft. The council has to approve of this as well. Our plan is to enter this onto the council's agenda next week. Simply for it to be placed on file. We anticipate that the council will take a look at this and vote on it on May 6<sup>th</sup> or at least to have a presentation done better than what I'm doing but from one from the MVPC on May 6<sup>th</sup>. We need approval from both parties, it's a draft, they may have suggestions you may have suggestions we can continue to flush this out, but we do ultimately our goal is to get approval from this body. A majority approval from the planning board and eventually be able to file this to the state, get them in such a way that they can officially certify it, we can have this in the books as an official housing plan for the next 5 years.

Bill Pilsbury Thank you Andrew, again while it's not a public hearing we're not going through public format, but we certainly want to hear from members of the board know your

thoughts and comments and questions about issue that we can talk about and then we can see where we go from there.

Paul Howard: Any members want to speak. I just had a question, in the past we had a lot more projects that had affordable there were no market rate, what changed where in the past we had mandate

Nate Robertson:

Andrew, thank you for walking us through the statistics. I have written a bunch of stats that were shocking to me. Rents going up 86% in the past 20 years, home value is going up 101%. It just doesn't keep up, it blows any sort of income game that has happened over the past few years out of the water and the result is you know, young people. Homeownership is out of the question for a lot of people. Seniors have to stay to stay in homes that are falling apart because they can't afford to leave. And working classes people who aren't making a ton of money are getting priced out. So, from my perspective, I mean I thought the report itself did an awesome job laying out that reality. What I'm frustrated by is I don't, I didn't think the suggestions for what we can produce over the next 5 years were bold enough really to address what is a pretty serious problem probably the biggest challenge for folks in Haverhill today so from my perspective that the plan, the recommendation in the plan, one in particular, around the affordable housing trust fund I think in the plan it says it's going to take 2 years to constitute a committee to point affordable house fun which isn't going to move the needle on anything. It's something that should be done, but I feel like that's something that could happen in the line. So, I guess what I'd like the city to do is maybe work with MVPC to come up with some heftier suggestions here for addressing the housing production over the next 5 years in a real way. The report itself was great. I just wanted to see some more meat on the bones in terms of what we are going to do over the next 5 years. What we are going to produce for housing in the next 5 years because as it stands it doesn't move the needle much.

Mike Morales:

Mr. Chairman if I may. First, I've been anticipating this report for a while now knowing that it's been coming down the pipeline, but I will say I'm not exactly sure when this report was released, but I will say that there's a measure of process it would be more beneficial to receive this report as a body and have more than 48 hours to review, that being said

knowing that this report was coming down the pipeline and I'm happy to see that it is. I do have some suggestions and recommendations to put in the preview of the council and I echo my fellow board members in terms of wishing that some of those suggestions were a little bit more robust. I completely agree that, for example, that the affordable housing trust, which as enacted I think about 3 years ago, still hasn't been inactive. In that case, it should not take more than a couple of months to pick up the phone and appoint people to that board. I don't think that it's necessary to suggest a 1-2-year time frame for something that can be done with picking up the phone.

Second one of the things that I in my conversations with developers for years now is 1 of the obstacles that a lot of developers are facing with regards to zoning and it certainly the Commonwealth of the city has done many things to improve that situation, but there are still things that we can do in the city. I feel we can help improve that. For example, some zoning restrictions in certain zoning areas, for example some zoning restrictions in certain areas for example in zoning R, M, which requires a minimum of 20,000 square feet of an lot. 20,000 square feet is a lot. To be built in the R district it requires 80,000. I would love to see the council have a meaningful conversation about the possibility of reducing those requirements and minimum lot requirements in those zoning areas specifically because that was something that was imposed back in I think 2000 once in June of 2001 and the purpose of that was to actually reduce the rate of housing production, which as we know right now pretty much worked. So, I would love to see the city council have a meaningful conversation about certain zoning changes beyond the scope of what the commonwealth recommends in terms of how we can keep things in-house. Second, I love the idea of downpayment assistance for buyers. I'm always a proponent of those but I would caution and I didn't know that a lot of people were having difficulty getting qualified, but it doesn't surprise me, but I would throw caution to the wind in the sense that people who are renting are having to come up with first and last and deposits, you know you're talking about 6-8 thousand of dollars that they would otherwise be happy to put towards a down payment for a house if there was one available so my hesitation and just throwing caution to the wind, is the down payment assistance programs that if we get too much money out there, where we are just saturating the market even more it comes basically down to housing production. Third, the senior tax credit is something that I shared my remarks as a resident of Haverhill a few weeks ago to the city council. In clause 41C we have the ability the council has the ability to strengthen certain tax abatements for seniors. If not tax deferment that's a separate program, but a tax abatement for seniors. Right now, for example it requires a minimum age of 70 years old but the commonwealth statute. It provides the municipality with the opportunity to lower that to 65. It also provides municipality, to revise some of the income and asset requirements which I believe in my

opinion are frankly antiquated. So, I encourage the city council to take a look at it as well. I would also encourage the council to take a look at the good landlord tax credit. There are certain equations that I know that many landlords would be interested in taking advantage of if they can but again it goes back down to zoning. Another point to that is if we even incorporate or explore the opportunity for a 40Y overlay district where people where developers can establish starter homes in talking with developers. The problem is that if you're still buying a lot that required to put a minimum square footage on, they are forced to build those 6,7,8 hundred thousand McMansions that drive everybody crazy. So, I don't have an answer for that, but I would definitely invite the council to pay careful attention to that. To echo Mr. Hurley, I think that maintaining that housing community choice designation is paramount to our community, but I also feel that it would make no difference if we didn't have the affordable housing trust in place. So, thank you Mr. Hurley, I just want to relay those interpretations and recommendations to the council

Paul Howard:

We submit something like this to a client it would be a draft report they would review it we would get comments back and would produce a final report and that final report is something that if you would vet again and you wouldn't vote on it until that point, you wouldn't be asked to vote on it in the draft state. I would want to see what they do with the comments that we have, are they going to accept them or not? Are they going to expand on them or not. I look at this as just this is the cursory first shot at it. Yes, you know that they'll get the feedback from us and the city council they'll go back, it's an attempt to produce a final report. Then we'll get another shot at the final report.

Nate Robertson:

Is this something that we should make a motion on to send back to the city and of the VPC to come up with more and to take our comments into consideration?

Paul Howard:

I think before we vote on it, that it should be one of our records.

Nate Robertson:

So, I guess in the spirit of that I guess the motion would be to incorporate plenty more comments into the draft of this housing production plan as he continues to development process within the city,



Paul Howard:

I'd like to see this graph of the public school expand you know that one only went out to the current year yeah, the projections went out to 2050 because if you look at it you know as the age of school population should drop you know? I mean, they're showing pacifically going from 25 down to 19. What does that look like? That's a big thing to right for the services that are required but it shows us to that if we target the more for the senior housing part of it, you know you impact more city services.

Mike Morales:

Mr. Chairman, If I may on the next page of that graph on page 8, 1<sup>st</sup> paragraph, the MRP FC does share some statistic with regards to the underage, our population projection to decrease from 2020 to 2050 whereas the age of 65 plus age group is projected to increase by 11%.

Paul Howard:

If they don't give any percentage for that you know the show, but you sort of see it in the graph that's going from 25 down to 19, so I agree.

Mike Morales:

So, I just want to say that procedurally, I'm not sure but I definitely agree that this is something that requires very thoughtful and meaningful conversations. Almost all the city hall levels. We talked to our neighbors; we talked to people throughout the city and the number one issue that can consistently comes up as their main concern is housing. I just want to make sure that this is not something that is casually overlooked because people are busy and we don't have time to read it, we need to consider this very carefully, and it's my hope and recommend that the city council and the mayor's office take this into account as well

Mike Morales:

You know I also want to just point out that statistically speaking Massachusetts in general compared to the other 50 states has about a 2% vacancy rate, which is not toward the bottom, it's pretty much the bottom. Massachusetts, if we look at the statistics, it's around third or fourth most expensive state in the country. Which yay for us but boo at the same time and Haverhill, I think I looked it up yet last week or before, according to the US census, we had about a 5% vacancy rate, so I agree with you Bill, you know that number that we're often fixed with 1700 units oh that's enough. Personally, and professionally, I would prefer to see a lot more guard style condo because it allows people to fiat time buyers to get their foot in the door, generate wealth. Sell it in a few year, make some profit and move on, but

for my conversations with developers who are consistently asking apartments for granted, Yes I understand that apartments are necessary and the demand is there but it does nothing to help people's bottom lines, in terms of being able to want to generate wealth in the long run because spending 6-8K in 1 shot just to rent an apartment and if they are lucky to get their deposits back at the end. So again, this is a conversation that goes well beyond this room, and I just want to reiterate and thank you Mr. Hurley for all your efforts. I just want to reiterate to the council that I don't want them to overlook this, I really really them to have meaningful conversations and just put their stuff aside in order to look at the whole picture.

Nate Robertson:

what was it in 2024 I mean the big 4 happened. That was a ton of new homes which is great within 2024 it was like 8 multifamily homes

Nate Roberson:

So, when we keep having years of 8. The rent goes up if the home prices continue to go up here's more and more people online beginning for an apartment or anything because there's a lot of that too, and that stuff breaks my heart. So, unless the city changes things we're going to keep getting 5 minutes 8 minutes which is just no.

Paul Howard:

If you're not competing against cash buyers, if you don't have cash, they are not getting anything. I've bought and sold a couple of houses in the past couple of years, if you don't have cash, you're not getting them.

Nate Robertson:

Should we take a motion to have the city incorporate the planning board's comments into it continued the drafting of the 5 year April housing production plan with it.

Mike Morales:

May I just ask if we move that motion, does that mean that the report comes back to this board

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# City of Haverhill 2025-2030 Housing Production Plan

**DRAFT 4/3/2025**

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## CHAPTER 1: INTRODUCTION

### Background & Purpose

A Housing Production Plan, or HPP, is a state-guided plan that articulates a city or town's path, goals, and vision towards creating affordable housing in the community. The Commonwealth of Massachusetts allows communities to use certified HPPs as a way for achieving compliance with M.G.L. Chapter 40B if the community has not yet reached the statutory threshold of having 10% of its housing stock designated as affordable.

The City of Haverhill last created its HPP in 2018. That 5-year plan was due to expire in 2023, and thus this plan began its creation. Following state guidance, this plan offers tools and strategies for how to achieve affordable housing production goals. More than that, however, this plan articulates a strategy for increasing housing of all types in the community. As is shown throughout the plan, Haverhill has a need and a desire to diversify its housing stock and create a community where all its residents have access to the housing that best fits their needs.

The Merrimack Valley Planning Commission (MVPC) previously spearhead a region-wide Housing Production Plan (HPP) process, co-creating a series of 14 HPPs alongside municipal partners in 2018, in addition to creating the Merrimack Valley Regional Housing Production Plan. As these plans have been in place, the region has implemented strategies aligned with increased housing production including the adoption of inclusionary zoning, increased permitting activity for multi-family development, and proactively pursuing funding opportunities geared towards supporting creation of housing types to meet the needs of residents. Those 14 plans, along with Haverhill's HPP, helped guide the region's housing production. As their expiration dates neared, MVPC launched this HPP update project.

This HPP process allowed for MVPC, community working groups, municipal planning staff, and members of the public to come together and learn from one another about the unique challenges, aspirations, and concerns related to housing in each of the region's communities. As the statewide housing shortage affects each and every community in the Commonwealth, it is more crucial than ever to understand the individual nuances of community housing development and address the shortage from a place of mutual understanding and commitment.

As part of this process, the City of Haverhill, in collaboration with MVPC, conducted a public engagement event to closely involve Haverhill residents in the HPP update process. A virtual session was held on October 4, 2023, where participants had the opportunity to review region-wide and local housing data and discuss their interpretations of how this data resonated with their lived experiences.





### *Acknowledgements*

On behalf of the Merrimack Valley Planning Commission, we would like to express our sincere thanks to all who participated in the 2024-2029 Haverhill Housing Production Plan process.

Throughout this update process, a working group comprised of City personnel gathered to build consensus around Haverhill's existing housing landscape and what types of strategies and action items would work most effectively to continue to build a Haverhill that includes a variety of housing types with varying affordability. This intensive, thoughtful work would not have been possible without the significant contributions of time and thought from each and every participant. In addition to this core work, Haverhill co-hosted a virtual community engagement session to glean public sentiment around key housing production strategies and simultaneously educate on these types of tools. Thank you to the Haverhill community at-large and the working group for their impactful contributions to this important plan.

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The Consensus Building Institute (CBI) provided robust planning, coordination, and facilitation support for the community engagement phase of the regional HPP update process.

The development of this plan is funded through the Executive Office of Housing and Livable Communities (EOHLC) Community Planning Grant, the Executive Office of Energy and Environmental Affairs (EOEEA) Planning Assistance Grant, and through District Local Technical Assistance (DLTA) funds.



## Community Overview & Findings

Haverhill is a mid-sized city bordered by New Hampshire to the north; Merrimack, West Newbury, and Groveland to the east; Boxford and North Andover to the south; and Methuen to the west. Haverhill retains all of the characteristics of a Gateway city with a historic downtown, rural agricultural areas, and several suburban residential neighborhoods. Haverhill was first incorporated as a town early in the state's history in 1641, later becoming a city in 1870.

Haverhill changed gradually between the 19<sup>th</sup> and 20<sup>th</sup> centuries from an industrial community to one which is mostly residential with a vibrant commercial downtown center. City residents have easy access to Interstate 495 as well as Routes 97, 108, 110, 113, and 125.

Haverhill has experienced both population and household growth over the last several years. From 2010 to 2020, the City gained about 6,900 residents.

Homes for sale in Haverhill tend to be lower priced than in nearby communities. The average price for all home sales (single family & condominiums) was about \$463,000 in 2023. Roughly 60 percent of Haverhill's occupied housing units were owner occupied and 40 percent renter occupied, which is typical for a Gateway city in the region.

Haverhill has a low homeownership vacancy rate, reasonably high rental prices, and a potential increase of population and households in the coming years. This indicates that Haverhill's housing needs may be best addressed through a combination of new housing production of affordable ownership and rental units, both in the form of single family and multi-family homes. Similar to other Gateway cities in the region, Haverhill is experiencing a demographic shift:

- Haverhill's population is projected to increase by 6% between 2020 and 2050
- Between 2020 and 2050, the following changes to Haverhill's age distribution are projected to occur:
  - 6% decrease in population under 20
  - 11% increase 65+ population

The demographic shift would indicate a need for housing types to accommodate an aging population with more accessible units that accommodate a variety of needs, including both physical and mental disabilities. This shift will also need to accommodate various income levels, as an aging population may indicate a higher proportion of residents on a fixed income.



## 2018-2023 Housing Accomplishments

Over the past 5 years, the City of Haverhill has worked diligently to advance its housing production efforts, in accordance with its 2018 Housing Production Plan. Through joint efforts spearhead by the Affordable Housing Trust, Planning Department, Planning Board, Zoning Board of Appeals, and Select Board, the following accomplishments have been achieved:

### *Planning & Policies*

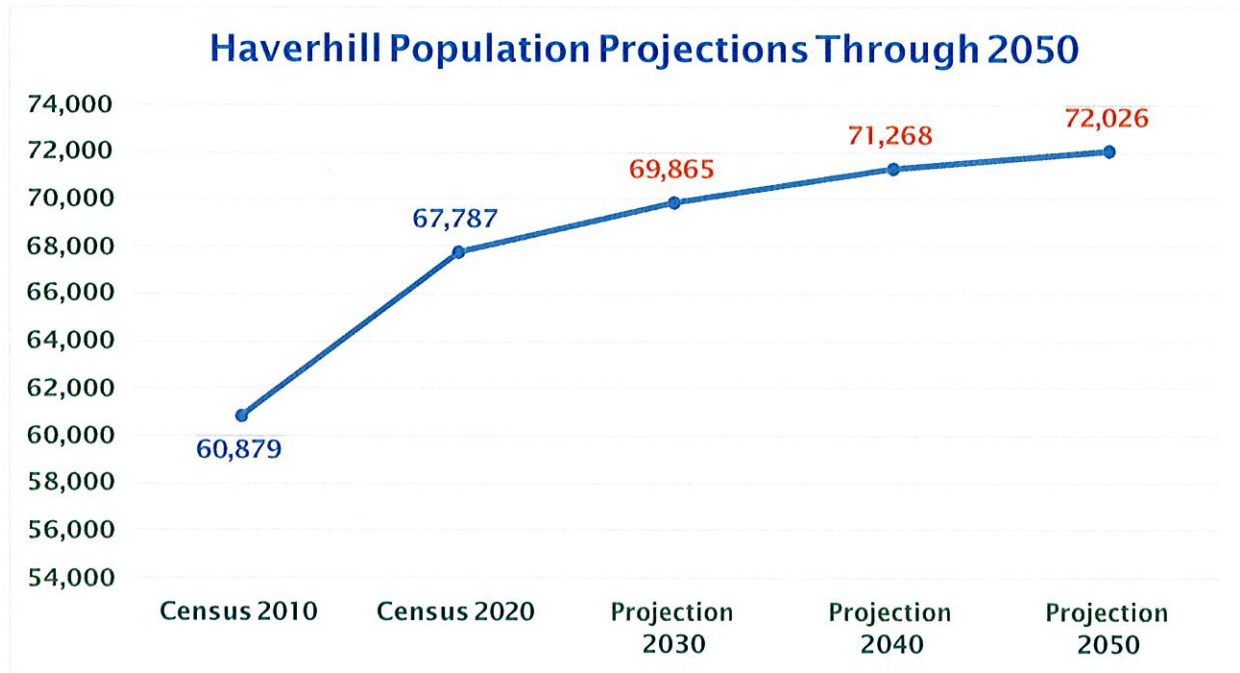
- Completed construction of over 400 new housing units, including 100+ affordable housing units.
- Recently approved permits for over 1,000 new housing units.
- Created 7 new affordable homeownership units in the Mount Washington neighborhood with 4 additional units in the planning process.
- Adopted a new Accessory Dwelling Unit (ADU) bylaw in 2023.  
Added more group homes and sober homes to the City's housing inventory to better meet the housing needs of those challenged by addiction, mental illness, and disabilities. This step is in response to a broader regional issue (addiction and mental illness, etc.) whose burden falls disproportionately on Haverhill and other Gateway Cities.
- Adopted a new Inclusionary Zoning ordinance





## CHAPTER 2: DEMOGRAPHIC PROFILE

### Population

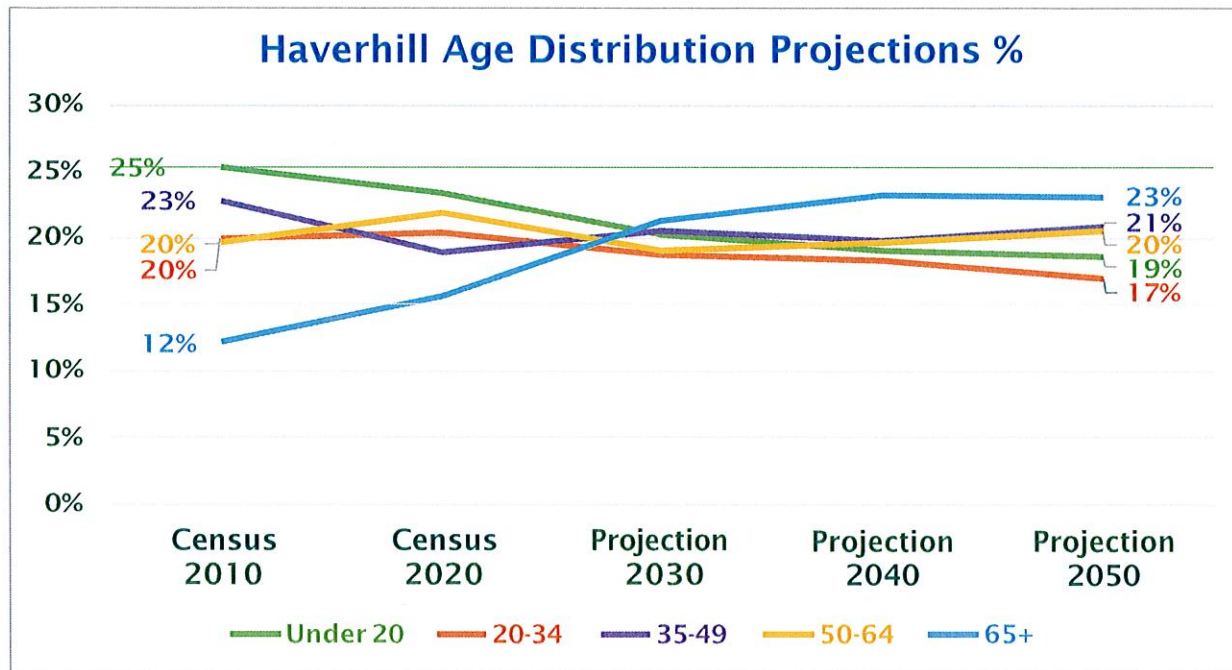


Source: UMass Donahue Institute, Massachusetts Population Projections

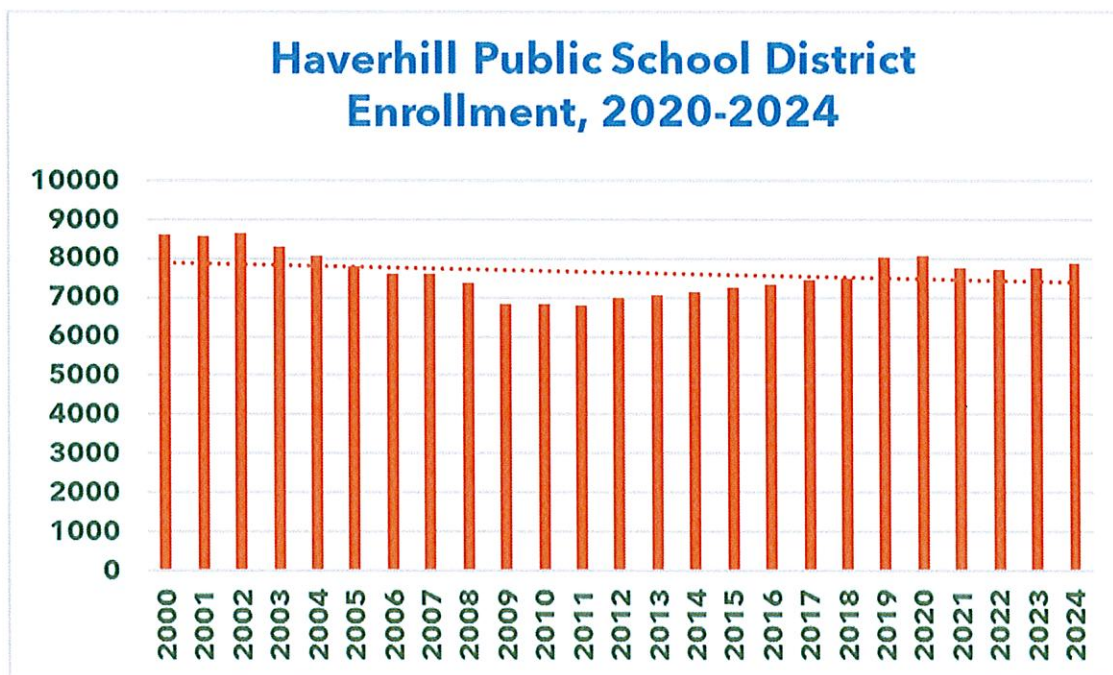
Per the 2020 Census, the City of Haverhill has a population of 67,787 residents. Population projections from the UMass Donahue Institute indicate that between 2020 and 2050, the population is projected to increase by about 6% percent, from 67,787 to 72,026. This projected increase over 30 years is moderate, and is estimated based on current birth, mortality, and local migration trends. Promoting and maintaining diverse housing availability is a substantial factor in mitigating out-migration, as well as providing opportunities for new residents looking to move into the City. The strategies Haverhill looks to employ in this plan may be leveraged to encourage sustainable growth for the community.

These projections, combined with changing household compositions (fewer children, more people over 65, and more single-person households), point to the possible need to rethink how the current housing stock is used. This could include seeking opportunities to redevelop existing properties to accommodate changing needs, or to encourage development of housing types that best fit the demographics.





Source: UMASS Donahue Institute, Massachusetts Population Projections, "Age/Sex Details"



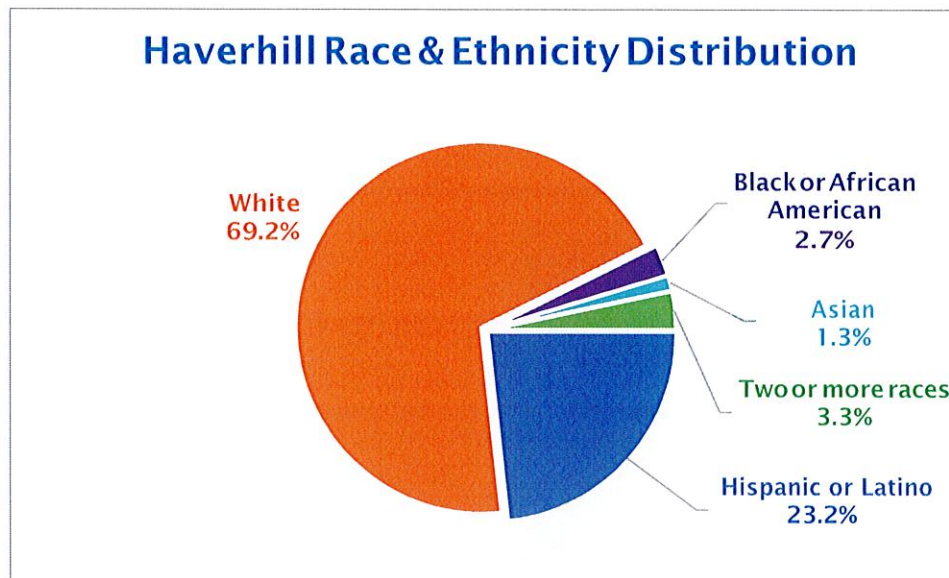
Source: MA Department of Elementary & Secondary Education, School and District Profiles



Haverhill's age projections show an aging population, suggesting a need for additional housing types suitable for downsizing and individuals on a fixed income. In some cases, lack of suitable housing may be a factor in the decrease that is projected in certain groups. Most notably, the under 20 age group proportion is projected to decrease from 2020-2050. This decrease correlates with local school enrollment data, which indicates a slight decrease in enrollment since 2000. Meanwhile, the 65+ age group is projected to increase by 11%, making up almost a quarter of Haverhill's population by 2050. With an aging population, it is crucial that the housing and personal needs of seniors are strongly integrated into the housing production conversation, especially in regard to the need or desire to downsize into physically and financially accessible housing. The need for supportive services is also an integral factor when considering where senior-friendly housing could and should be located.

It is important to note that this age distribution data is based on projections from trends seen in previous years. There are several factors that determine changes in a community's age distribution. Fluctuations in birth rates, aging populations, and housing turnover rates may affect the age distribution seen in a community. If communities work to develop new housing, it may impact the projected distribution, depending on the types of housing communities are building.

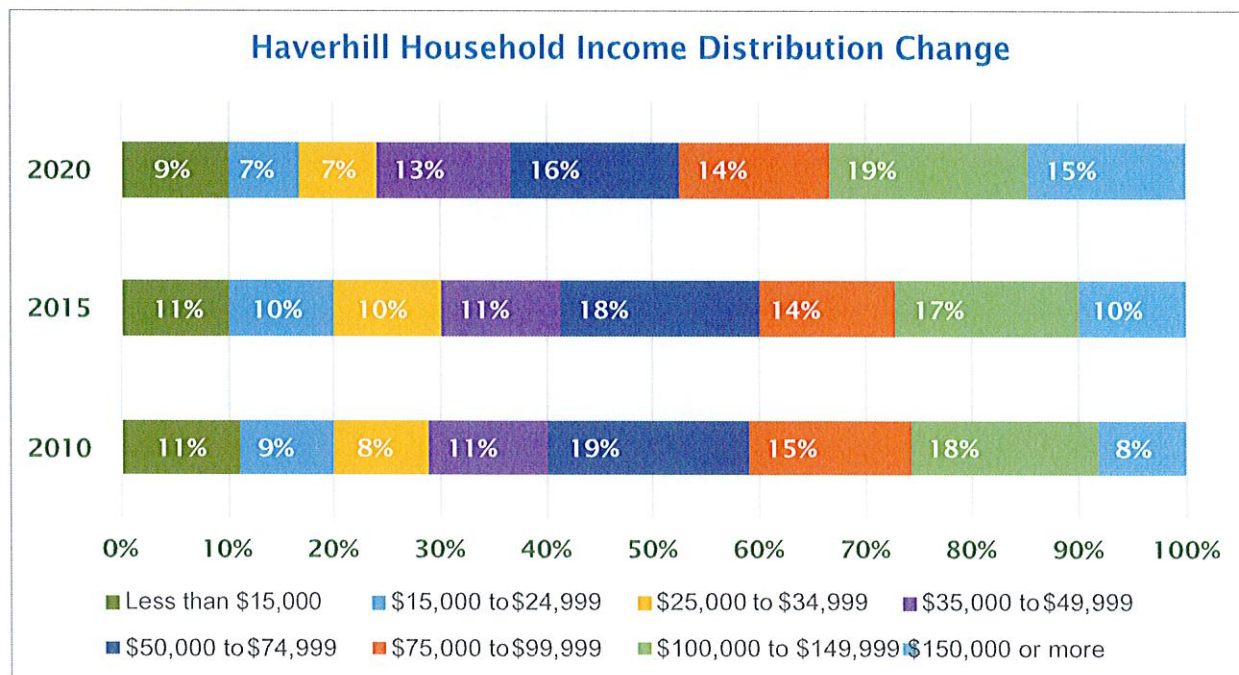




Source: U.S. Census Bureau American Community Survey, 2016-2020 5-year Estimates, Table DP05

Haverhill's race & ethnicity distribution reflects the distribution across the Gateway cities of the Merrimack Valley, with almost 70% of residents identifying as non-Hispanic white and 23% of residents identifying as Hispanic or Latino. A key factor in ensuring continued economic and racial diversity in the community will be the continuation of a diverse housing stock, with a variety of housing types and housing costs accessible to all individuals and families.

#### Household Trends





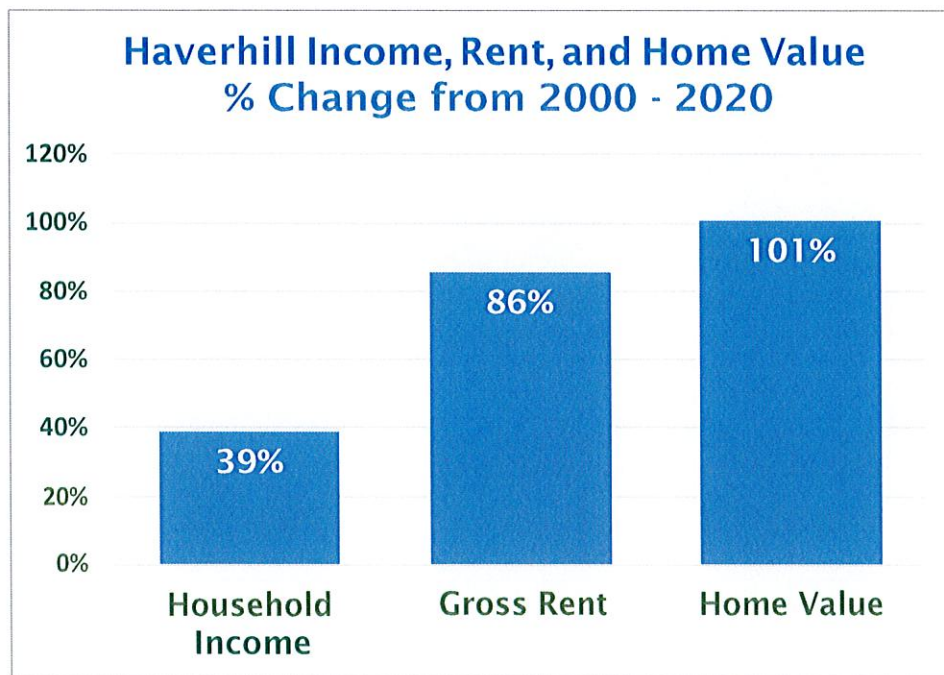
Source: 2006-2010 ACS Estimates, 2011-2015 ACS Estimates, 2016- 2020 ACS Estimates, Table B19001

Median Income by Tenure, 2020				
Tenure	Haverhill	Merrimack Valley Region*	Essex County	Massachusetts
All Residents	\$69,237	\$108,174	\$82,225	\$84,385
Owner	\$96,051	\$127,308	\$112,582	\$110,315
Renter	\$43,525	\$51,875	\$41,553	\$47,842

Source: 2020 ACS Estimates, Table B25119. \*Note: Merrimack Valley Regional median incomes are the author's calculation of the average of the estimated median incomes of the 15 towns and cities in the region.

According to the 2020 American Community Survey (ACS), Haverhill's housing stock is roughly 60% (just over 58%) owner occupied and around 40-42% renter occupied. The median household income for Haverhill renters was \$43,525 in 2020, and the median household income for homeowners was \$96,051. This difference follows a historic wealth disparity between renters and owners state and country- wide and indicates the importance of preserving naturally occurring affordable rental opportunities for residents, in addition to promoting development of income-restricted affordable units, to meet this need.

While Haverhill remains relatively affordable in comparison to its neighbors, when discussing access and availability of units that are affordable to residents seeking both owner and rental opportunities in the city, it is of equal importance to consider available housing types to meet individual needs.



Source: 2000, 2010, and 2020 Decennial Census; Tables DP3 & DP4

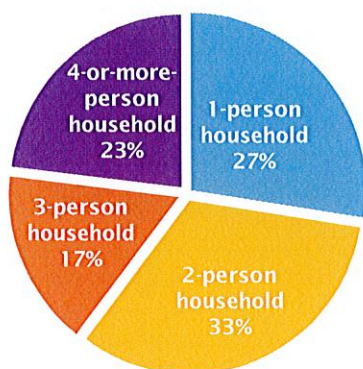




Additionally, it is critical to observe the changes in overall housing costs in Haverhill over time to add more context to the housing landscape. Over the 20-year period between 2000 and 2020, there has been a significant increase in median household income, gross rent, and home value in the City. While it is expected that household incomes would rise alongside rising rent and home values, there is a growing distance between median income and median rent in Haverhill – per Census data, household income has increased 39% over this period, while gross rent has increased 86% and home values have increased 101% over the same 20-year period. This difference has implications when it comes to access to homeownership opportunities in Haverhill, as higher rent costs make it harder for renters to save up enough funds for a downpayment on a home purchase and rising home values increase the amount of money a household needs to purchase a home.

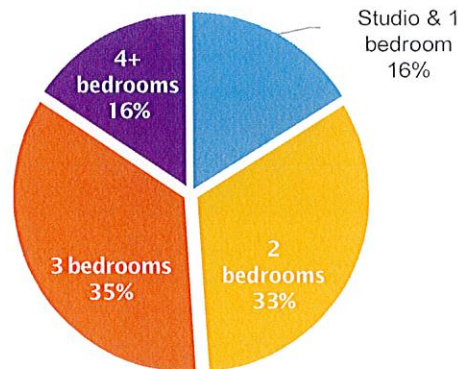
Comparing a community's current housing stock and its current occupancy characteristics may provide insight into possible housing supply gaps, suggesting what types of housing development should be considered if there are sizeable gaps between occupancy counts and bedroom counts within existing structures. These observations are objective, and do not reflect individual housing type preference – for example, a two-person household may be best suited to occupy a 3-bedroom home, based on individual needs, design preference, storage needs, etc. However, these comparisons may provide more quantitative context to identify local needs, such as the desire to downsize within the community, where there potentially are not enough options to do so.

**Housing Breakdown by Occupancy**



1 or 2 person households make up **60%** of Haverhill's homes, while 1- or 2-bedroom homes make up **49%** of Haverhill's housing stock.

**Bedrooms per Housing Unit**



3 or more person households make up **40%** of Haverhill's homes, while 3 or more-bedroom homes make up **51%** of Haverhill's housing stock.



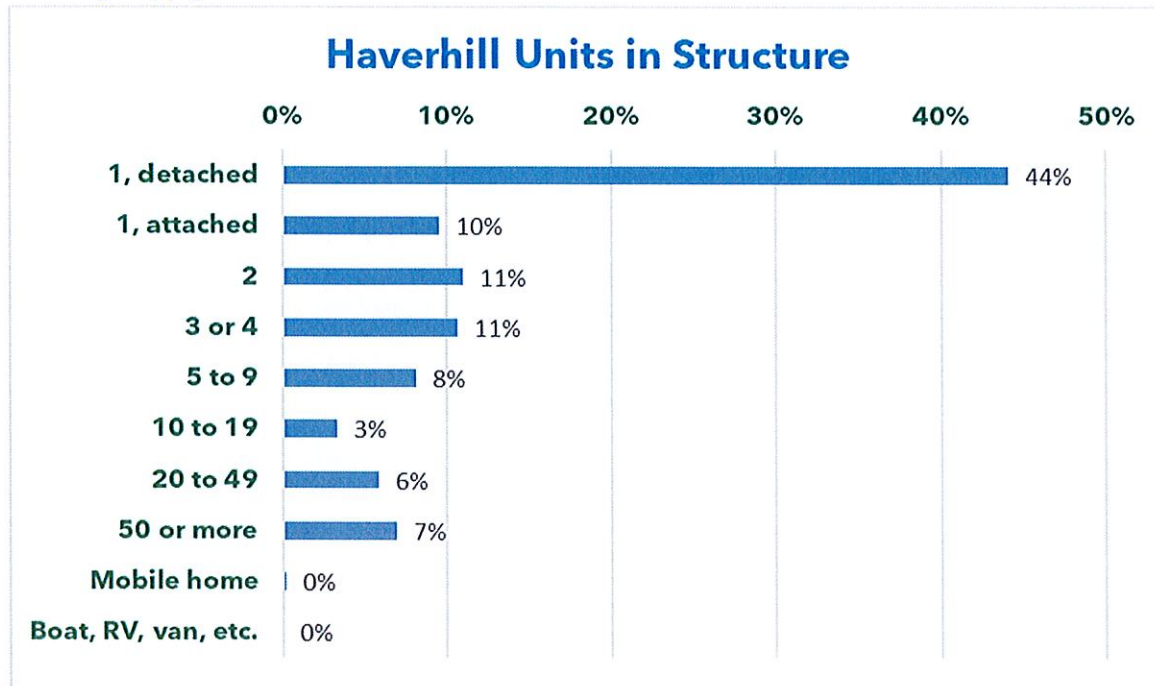


As is commonly seen in surrounding communities, Haverhill appears to have a slight lack of one or two bedroom units and an excess of three or four bedroom units. 1 or 2 person households comprise 60% of Haverhill homes, while 1 and 2 bedroom units comprise 40% of the City's total housing stock. On the other end, 3 or more person households comprise 40% of homes, while the majority of the City's housing stock is three or more bedroom units, at 51%. These figures may suggest a gap in availability of "right-sized" housing, which the City could address by encouraging the development of smaller housing units consisting of studio, one, and two bedroom units.



## CHAPTER 3: LOCAL HOUSING CONDITIONS

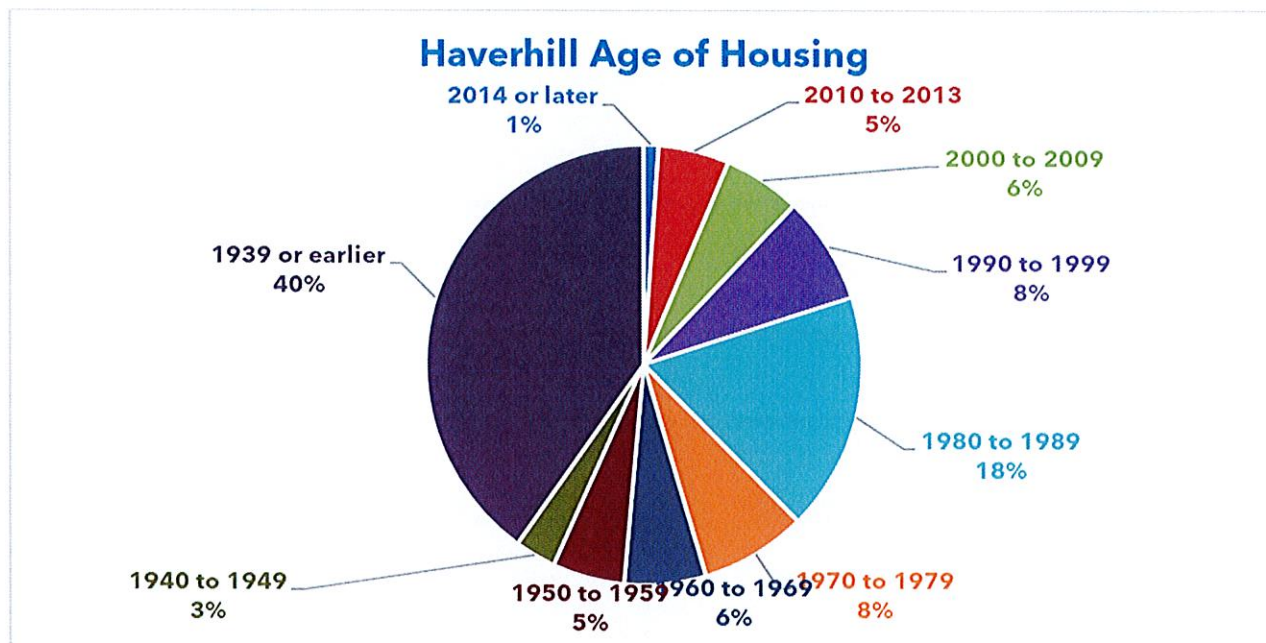
### Housing Supply



Source: 2023 ACS Estimates, Table B25024

As of the 2023 American Community Survey, approximately 44% of all housing units in Haverhill are detached single-family homes. Given the aging population and the apparent gap in availability of smaller units (discussed above), a key strategy of this plan may be to create pathways for the creation of smaller units in multifamily developments. This may encourage developers to incorporate a mix of unit sizes, including studios and one-bedroom apartments. The City could also collaborate with non-profit developers to facilitate the development of smaller, affordable housing units.





Source: 2023 ACS Estimates, Table B25034

The age of housing is an important factor to consider in planning for future growth, as the preservation of existing housing stock is critical to the overall wellbeing of the City's form, function, and of its residents. Haverhill, similar to other Gateway cities in Massachusetts, is known for its quintessential New England aesthetic, where much of this character is exhibited by its housing stock. Approximately half of the City's housing stock was built before 1960, which is typical for many communities in the Merrimack Valley region. The City began seeing steady housing production through the second half of the 20<sup>th</sup> century, with an uptick in construction during the 1980s and 1990s. This trend in housing production during this period is similar to the historic trends seen in other communities throughout Massachusetts, as families began moving out of cities to settle in the bedroom communities outside Boston. In recent years, Haverhill has seen an uptick in housing production once again as new developments in the downtown area have brought much needed new multi-family housing units to the City.

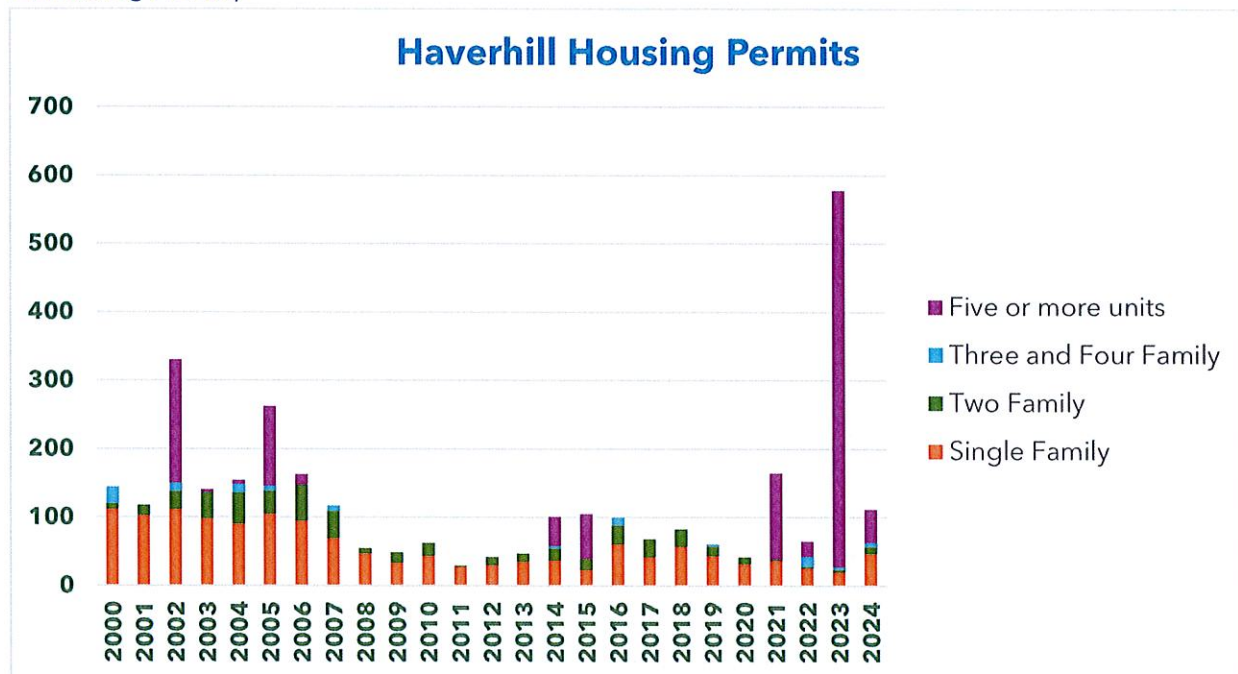


### Trends in Residential Property Values

A review of trends in residential property values provides some perspective on housing costs in the local real estate market. Data from the Massachusetts Department of Revenue (DOR) and other sources can offer insights about residential assessed values, average single-family home values, tax rates, and tax bills for each municipality in the Commonwealth.

In FY23, the total assessed value of all residential parcels in Haverhill was \$8,435,061,505, and the average assessed value of a single-family home was \$462,309. Since the last iteration of the City's HPP in 2017, the single-family assessed value has risen 60%.

### Permitting Activity

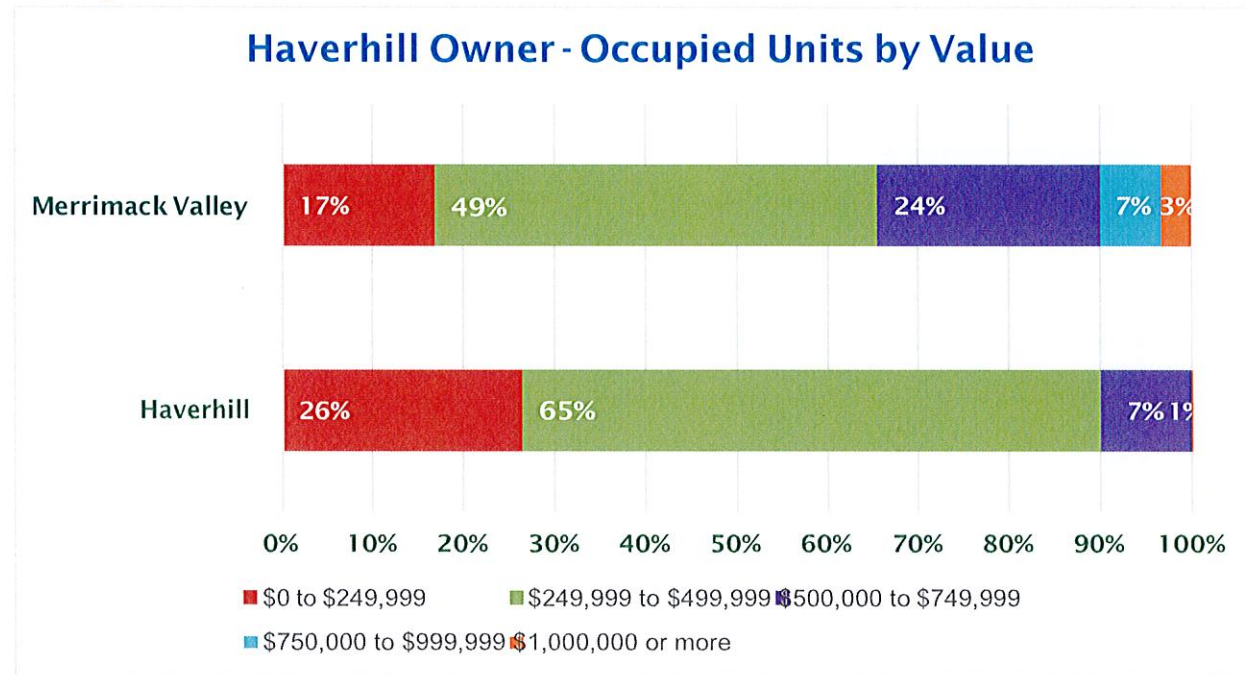


Over the last two decades, permitting activity in Haverhill has varied by total permits issued per year and by building type. In the early 2000s, Haverhill permitted a significant amount of new housing, including single family homes as well as several duplexes and multi-family housing structures. After a decrease in production in the years surrounding the Great Recession, housing production began to increase again with several single-family homes and duplexes, along with a few multi-family housing structures, being permitted albeit at a lower rate than then 2000s. In recent years, Haverhill has increased the number of permits issued mainly encompassing several new multi-family developments, with significant permitting occurring in 2023.

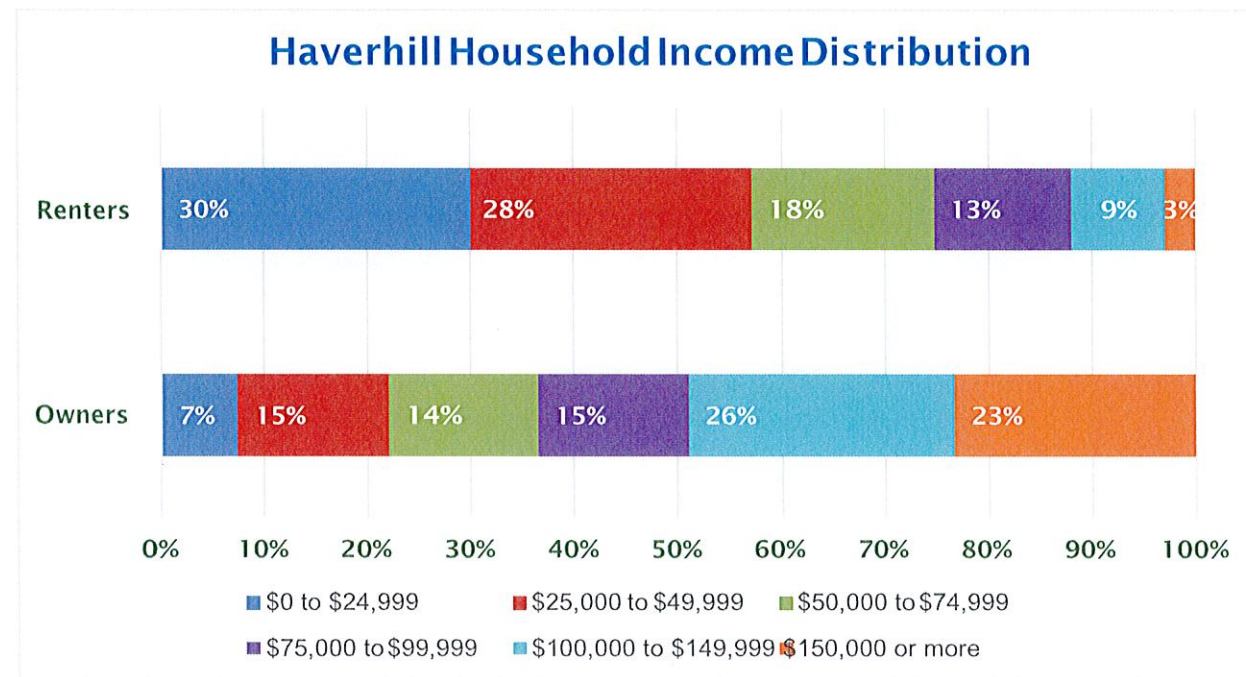




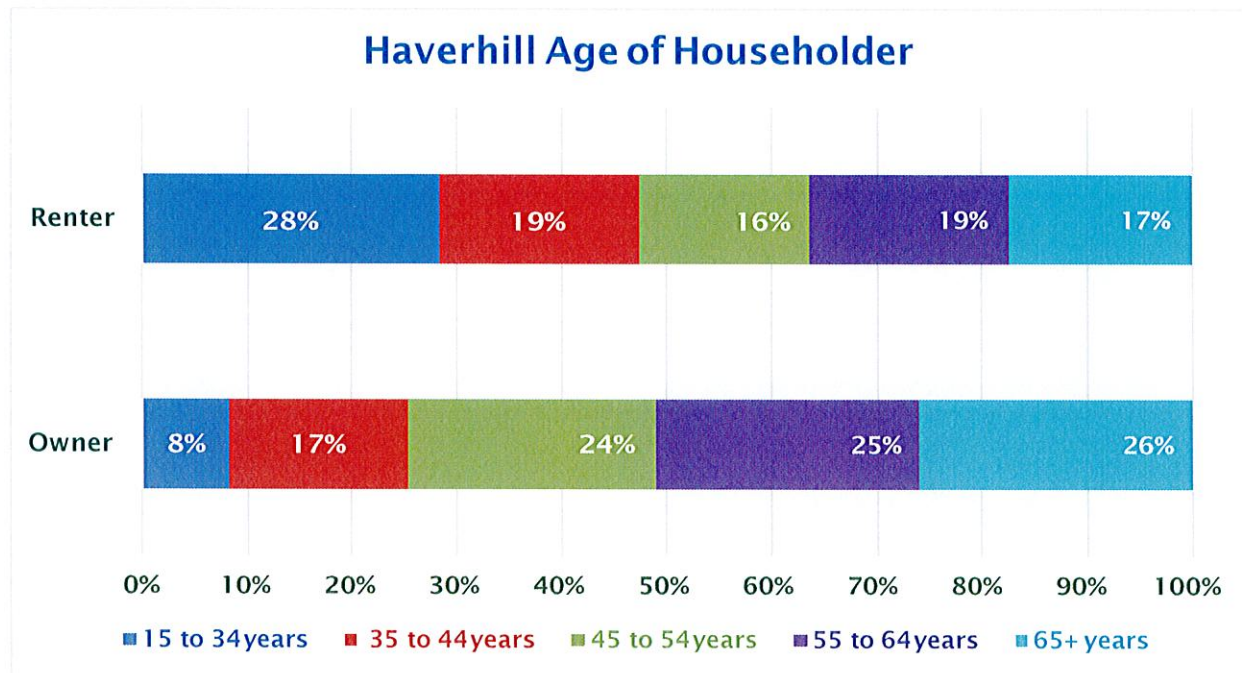
## Housing Characteristics



Source: 2016-2020 ACS Estimates, Table B25118



Source: 2020 ACS Estimates, Table B25118



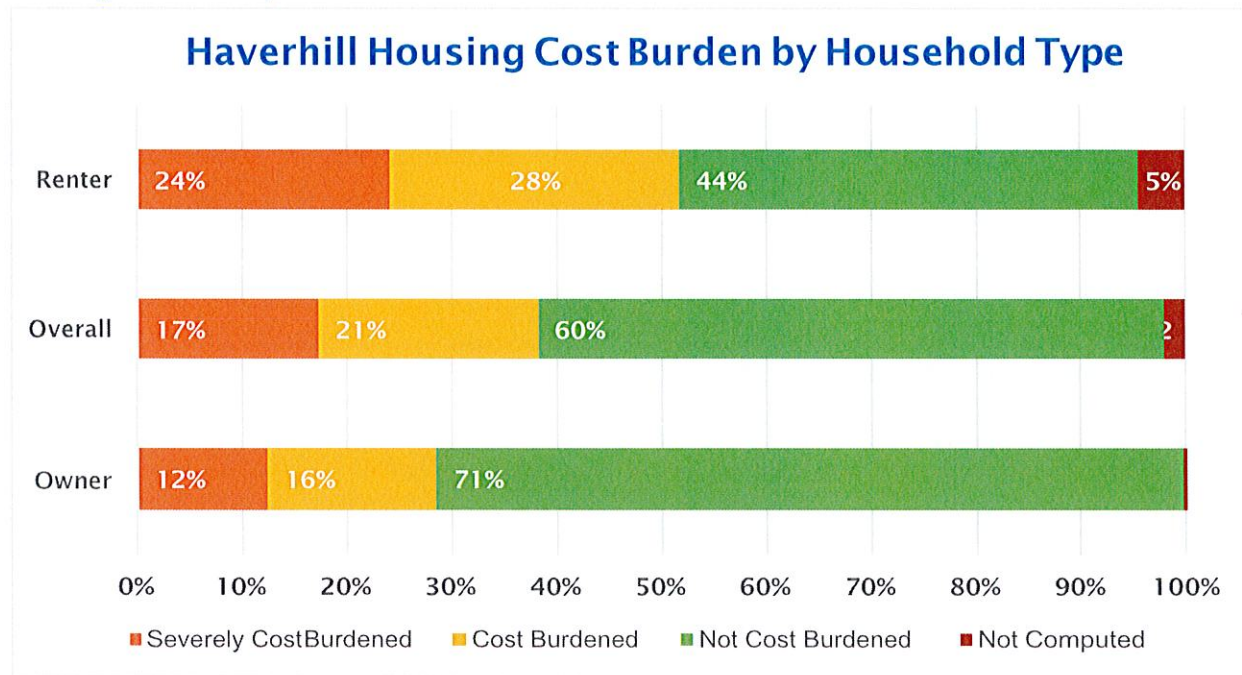
Source: 2020 ACS Estimates, Table B25007

Owner-occupied units in Haverhill have higher household incomes than renters, as is on trend historically and across the state and region. In Haverhill, almost half of all owner-occupied units meet or exceed \$100,000 in annual household income. This differs greatly from renter-occupied units, where over half of households make \$50,000 or less. This difference indicates a significant disparity in the overall income distribution of renters versus owners, a crucial difference that impacts renters disproportionately when housing costs continue to rise.





## Housing Affordability



Source: 2020 ACS Estimates, Table B25070, Table B25091<sup>2</sup>

Per the U.S. Department of Housing and Urban Development (HUD), household cost burden is defined as “...a household that spends more than 30 percent of its gross income on housing costs, including utilities. A household is severely cost burdened if it spends more than 50 percent of its income on housing.” Over one third of all residents residing in Haverhill are cost burdened, while over half of renter households in Haverhill are cost burdened. The percentage of cost burdened owner households is significant as well, with over one quarter of homeowners paying a significant portion of their income on housing expenses.

These figures demonstrate that a sizeable portion of the Haverhill community is confronted with high housing costs, which could have several personal and community-wide implications. If residents continue to experience ever-increasing housing costs, individuals and families with limited financial resources may struggle to afford and maintain access to suitable housing, in addition to experiencing limitations in economic mobility and wealth accumulation. High housing costs carry significant economic development implications, particularly concerning the local workforce. As housing expenses escalate, and a greater share of monthly income is dedicated to meeting these costs, the likelihood increases that workers are unable to reside directly within the community where their employment is based. This dynamic can have negative effects on local economic development, including commuting challenges and overall workforce stability. Understanding the impact of cost burden among homeowners and renters alike is crucial for policymakers, community leaders, and stakeholders to develop targeted



strategies that promote housing affordability and economic well-being for a broader segment of the population.

*Population in Households Below Federal Poverty Thresholds by Age*

Age of Householder	Haverhill		Merrimack Valley		Essex County		Massachusetts	
	Est.	%	Est.	%	Est.	%	Est.	%
Total Population	62,880	100%	349,866	100%	770,223	100%	6,637,329	100%
Total in Poverty	7,550	12%	36,677	10%	78,089	10%	653,454	10%
Under 5 years	672	9%	3,047	8%	6,778	9%	47,069	7%
5 to 17 years	2,021	27%	8,237	22%	15,691	20%	117,012	18%
18 to 34 years	1,596	21%	8,055	22%	16,840	22%	183,304	28%
35 to 64 years	2,580	34%	11,992	33%	26,087	33%	207,736	32%
65 years+	681	9%	5,346	15%	12,693	16%	98,333	15%

Source: 2020 ACS Estimates, Table B17001



### Affordability Gap

As cited in the previous HPP, housing sale prices in Haverhill continue to increase significantly and are out of reach even for median-income households. According to home sale data, the 2023 median sales price in Haverhill for a single family home was \$520,000. However, Haverhill households making the median household income of \$94,210 could only afford to purchase a home up to \$336,172 with a \$60,000 downpayment.

As shown in the table below, there is a difference between homeowners' median income and the price of a home, creating a homeowner affordability gap. This gap is defined as the difference between the median sales price for Haverhill and the 'affordable price' (household paying no more than 30 percent of annual income on housing).

Income	Median Sales Price Haverhill	Affordable Price	Gap
80% of Median = \$75,368	\$520,000	\$250,156	\$269,844
100% of Median = \$94,210	\$520,000	\$336,172	\$183,828

*\*Based on 4-person household; 2023 HUD Income Limits*

*Source: Bankrate.com Housing Affordability Calculator; Author's Calculations*

### Ownership Affordability by Income

As seen in the above table, a household of four in Haverhill with 80 percent of the median income could afford to purchase a home up to \$250,000 with a downpayment of \$25,000. However, the average sales price for a single-family home in Haverhill in 2023 was \$520,000, meaning a household would have to make about \$135,000 per year to afford a home at the average sales price.

### Rental Affordability by Income

A two-person household with extremely low income (less than or equal to 30 percent AMI) can afford a gross rent of up to \$685 per month for a one-bedroom unit in the region (Lawrence HUD Metro Fair Market Rent Area or HMFA). A two-person household with very low income (greater than 30 percent and less than or equal to 50 percent AMI) can afford a gross rent of up to \$1,143 per month for a one-bedroom unit, and a two-person household with low-income household (greater than 50 percent and less than or equal to 80 percent) can afford a gross rent of \$1,775 per month for the same unit size. A household with the HMFA Area Median Income can afford a monthly gross rent of \$2,965.

*Source: HUD Affordable Housing Program Income and Rent Limits 2023*



<b>Haverhill Income Distribution by HAMFI*</b>	<b>Owner</b>	<b>% of All Households</b>	<b>% of Owners</b>	<b>Renter</b>	<b>% of All Households</b>	<b>% of Renters</b>	<b>Total</b>
<= 30% HAMFI	995	4%	7%	3,045	12%	30%	4,040
>30% to <=50% HAMFI	1,380	6%	10%	2,025	8%	20%	3,405
>50% to <=80% HAMFI	2,450	10%	17%	2,205	9%	21%	4,655
>80% to <=100% HAMFI	1,545	6%	11%	1,190	5%	12%	2,735
>100% HAMFI	7,950	32%	56%	1,835	7%	18%	9,785
<b>Total</b>	<b>14,320</b>			<b>10,295</b>			<b>24,615</b>

\*HAMFI: HUD Area Median Family Income. This is the median family income calculated by HUD for each jurisdiction, in order to determine Fair Market Rents (FMRs) and income limits for HUD programs. HAMFI will not necessarily be the same as other calculations of median incomes (such as a simple Census number), due to a series of adjustments that are made (For full documentation of these adjustments, consult the [HUD Income Limit Briefing Materials](#)). If you see the terms "area median income" (AMI) or "median family income" (MFI) used in the CHAS, assume it refers to HAMFI.

Source: CHAS Cost Burden Data, Based on 2016-2020 ACS

Referencing HUD Area Median Family Income (HAMFI) figures, of all Haverhill households, 49% earn 80% AMI or below, regardless of tenure type. The highest percentage of households making 80% AMI or below are renters, with 70% of renters falling within the income category of less than or equal to 80% AMI.





## CHAPTER 4: HOUSING DEVELOPMENT CONSTRAINTS

### Environmental Constraints

Haverhill, located on the border of New Hampshire to the north, is defined by the Merrimack River running directly through the center of the City. Haverhill has a landscape that varies widely between rural agricultural areas, suburban residential neighborhoods, and a historic downtown urban center.

Flooding is considered a high risk in Haverhill, and the City's 2024 Hazard Mitigation Plan states:

A GIS analysis of the City's FIRM flood hazard areas by MVPC has determined that 3,628 (5.67 sq. mi.) of land area in Haverhill is located within the 100-Year floodplain and thus is vulnerable to flooding. An additional 847 acres (1.32 sq. mi.) lies within the 500-Year floodplain. Together, these two flood zones constitute almost twenty percent (19.6%) of the total area of the community.

When considering sites for future housing development in the City, care should be taken to minimize new impervious surfaces. If developing in current open space, proper stormwater management may help alleviate the risks posed by flooding.

### Infrastructure

#### Transportation

The City of Haverhill is connected to the rest of the Merrimack Valley region through interstate access and state roads, as well as several municipal roads. Interstate 495 provides several transportation access points across the City. Several state routes cross through the downtown and other areas in the City, including Routes 97, 108, 110, 113, and 125. All of these roads serve as major thoroughfares through Haverhill and connect the City with surrounding communities along with several residences and businesses.

There are several fixed bus routes provided through MeVa (Merrimack Valley Transit), ultimately convening at the Washington Square Transit Center. These routes connect several locations within Haverhill, including commercial centers such as Westgate Plaza, as well as destinations outside the City including Lawrence, North Andover, Groveland, Plaistow, Lawrence, and Salisbury Beach.

Haverhill is also well served by two MBTA commuter rail stations at Bradford and Haverhill, which also serves as an official Amtrak Downeaster destination. There is direct rail service to Boston and Portland, Maine.

Haverhill also continues to focus on developing active transportation routes, connecting destinations within the City as well as the rest of the region. The Riverwalk and the Bradford Rail Trail provide active transportation access along the Merrimack River, while bike lanes throughout the City connect residents with destinations across Haverhill and the Merrimack

Haverhill 2024-2029 Housing Production Plan – **DRAFT 4/3/25**



Valley region.



### *Sewer and Water*

Haverhill provides public drinking water to the majority of residents and businesses through surface water from the City's several lakes and reservoirs. The City also provides public wastewater services through the Haverhill Wastewater Treatment Plant.

### *Regulatory Considerations*

#### *Residential Zoning*

Haverhill has several different residential zoning districts, each having different uses or dimensional parameters. Most land area in the City is zoned for single family detached structures, with several areas allowing multi-family housing.

The following zones allow for residential development of various types and densities throughout the City:

#### Residential Districts

*Rural Special (RS)* is a low-density residential district mainly allowing for the development of single-family housing as well as accessory dwelling units by-right. Flexible developments consisting of single-family, two-family, and multi-family residential structures containing no more than six dwelling units are also allowed in this district with a Special Permit by the City Council. The minimum lot size in this district is 2 acres and the maximum building height is 2.5 stories and 35 feet. This district is located among the low-density residential areas on the outskirts of the City.

*Rural Density (RR)* is a low-density residential district mainly allowing for the development of single-family housing as well as accessory dwelling units by-right. Flexible developments consisting of single-family, two-family, and multi-family residential structures containing no more than six dwelling units are also allowed in this district with a Special Permit by the City Council. The minimum lot size in this district is 80,000 SF and the maximum building height is 2.5 stories and 35 feet. This district is located among the low-density residential neighborhoods on the outskirts of the City.

*Low Density (RL)* is a residential district mainly allowing for the development of single-family housing as well as accessory dwelling units by-right. Flexible developments consisting of single-family, two-family, and multi-family residential structures containing no more than six dwelling units are also allowed in this district with a Special Permit by the City Council. The minimum lot size in this district is 40,000 SF and the maximum building height is 2.5 stories and 35 feet. This district is located among the low-density residential neighborhoods along major roads to the north and south of the City.

*Medium Density (RM)* is a residential district mainly allowing for the development of single-family housing as well as accessory dwelling units by-right. Flexible developments consisting of single-family, two-family, and multi-family residential structures containing no more than six dwelling units are also allowed in this district with a Special Permit by the City Council. The





minimum lot size in this district is 20,000 SF and the maximum building height is 2.5 stories and 35 feet. This district is located among the medium-density residential neighborhoods outside of the downtown core.

*High Density (RH)* is a residential district mainly allowing for the development of single-family and two-family (or duplex) residential structures as well as accessory dwelling units by-right. Three-family and multi-family dwelling units are also allowed in this district with a Special Permit by the City Council. The minimum lot size in this district is 7,500 SF for single-family detached dwellings, 9,600 SF for two-family dwellings (or duplexes), and 11,700 SF for three-family dwellings. For multi-family dwellings, this district requires a 40,000 SF minimum lot size with a 10,000 SF minimum for the first dwelling unit along with a 3,000 SF minimum for each additional dwelling unit. The maximum building height in this district is 2.5 stories and 35 feet. This district is located among the high-density residential neighborhoods outside of the downtown core.

*Urban Density (RU)* is a residential district mainly allowing for the development of single-family and two-family (or duplex) residential structures as well as accessory dwelling units by-right. Three-family and multi-family dwelling units are also allowed in this district with a Special Permit by the City Council. The minimum lot size in this district is 7,500 SF for single-family detached dwellings, 9,000 SF for two-family dwellings (or duplexes), and 11,700 SF for three-family dwellings. For multi-family dwellings, this district requires a 25,000 SF minimum lot size with a 7,500 SF minimum for the first dwelling unit along with a 2,000 SF minimum for each additional dwelling unit. The maximum building height in this district is 2.5 stories and 35 feet, however a maximum building height of up to 110 feet and 10 stories may be allowed with a Special Permit for multi-family residential structures. This district is located among the high-density residential neighborhoods adjacent to the downtown core.

### Commercial Districts

*Neighborhood (CN)* is a zoning district mainly allowing for commercial uses with some residential uses allowed. Multi-family dwelling units, along with flexible developments consisting of single-family, two-family, and multi-family residential structures containing no more than six dwelling units, are allowed with a Special Permit by the City Council. The minimum lot size in this district is 5,000 SF and the maximum building height is 45 feet and 3 stories. Existing residential uses are subject to the regulations in the *High Density (RH)* zoning district depending on the type of dwelling unit. This district is located across several commercial areas in the City among the village nodes.

*General (CG)* is a zoning district mainly allowing for commercial uses with some residential uses allowed. Three-family and multi-family residential structures are allowed with a Special Permit by the City Council. The minimum lot size in this district is 5,000 SF and the maximum building height is 40 feet and 3 stories. Existing residential uses are subject to the regulations in the *High Density (RH)* zoning district depending on the type of dwelling unit. For multi-family dwellings,





this district requires a 20,000 SF minimum lot size with a 2,000 SF minimum for the first dwelling unit along with a 1,000 SF minimum for each additional dwelling unit. The maximum building height for multi-family residential structures is 74 feet and 6 stories. This district is located across several commercial areas in the City, including near the downtown core.

*Central (CC)* is a zoning district mainly allowing for commercial uses with some residential uses allowed. Multi-family residential structures are allowed with a Special Permit by the City Council. The minimum lot size in this district is 5,000 SF and the maximum building height is 74 feet and 6 stories, however a maximum building height of up to 110 feet and 10 stories may be allowed with a Special Permit. Existing residential uses are subject to the regulations in the *High Density (RH)* zoning district depending on the type of dwelling unit. For multi-family dwellings, there is no minimum lot size. This district is located among the commercial areas adjacent to the downtown core.

### Overlay Districts

*Downtown Smart Growth Overlay District (DSGOD)* is a zoning overlay district mainly allowing for multi-family housing by-right as well as mixed-use commercial and residential development in certain subzones. All projects are required to designate at least 20% of new housing units as affordable housing. This overlay district is located within the Washington Square neighborhood and surrounding areas.

- High Density 220 (Subzone A) allows for mixed-use residential and commercial development as well as multi-family housing by-right. The maximum residential density in this subzone is 220 dwelling units per acre. The maximum building height shall be no greater than the height of the existing structures in the subzone, which are typically 8+ stories.
- High Density 120 (Subzone B) allows for mixed-use residential and commercial development as well as multi-family housing by-right. The maximum residential density in this subzone is 120 dwelling units per acre. The maximum building height shall be no greater than the height of the existing structures in the subzone, which are typically 7+ stories.
- High Density 65 (Subzone C) allows for mixed-use residential and commercial development as well as multi-family housing by-right. The maximum residential density in this subzone is 65 dwelling units per acre. The maximum building height shall be no greater than the height of the existing structures in the subzone, which are typically 8+ stories.
- Multifamily 20 (Subzone D) allows for mixed-use residential and commercial development as well as multi-family housing by-right. The maximum residential density in this subzone is 20 dwelling units per acre. The maximum building height in this subzone is six stories, with a four-story building height maximum on Washington Street and within the Historic District.



- Townhouse (Subzone E) allows for multi-family housing by-right. The maximum residential density in this subzone is 12 dwelling units per acre. The maximum building height in this subzone is four stories.

*Merrimack Street Gateway Renaissance Overlay District (MSGROD)* is a zoning overlay district mainly allowing for mixed-use commercial and residential development as well as multi-family housing by-right. There are no minimum lot size requirements in this district, however the maximum building height is 10 stories and 125 feet or 12 stories and 125 feet for priority projects. The maximum residential density in this overlay district is 110 dwellings per acre and 220 dwellings per acre for priority projects. This overlay district is located along Merrimack Street in downtown Haverhill.

*Waterfront District (WD)* is a zoning overlay district located along the Merrimack River that allows a mix of residential and commercial uses. There are several sub-districts

- *Waterfront District A (WD-A)* is a sub-district located in the Washington Street area matching the requirements of the *Downtown Smart Growth Overlay District (DSGOD)*. Multi-family residential structures, along with developments of two or more dwelling units as part of a mixed-use structure, are allowed through site plan review from the City Council or Planning Board. The maximum residential density in this overlay district is 110 dwellings per acre and 220 dwellings per acre for priority projects. The maximum building height in this sub-district is 74 feet.
- *Waterfront District B (WD-B)* is a sub-district located on the south side of Merrimack Street adjacent to the Merrimack River matching the requirements of the *Merrimack Street Gateway Renaissance Overlay District (MSGROD)*. The maximum residential density in this overlay district is 110 dwellings per acre and 220 dwellings per acre for priority projects. The maximum building height in this sub-district is 10 stories and 125 feet or 12 stories and 125 feet for priority projects.
- *Waterfront District C (WD-C)* is a sub-district located on the north side of Merrimack Street. Multi-family residential structures, along with developments of two or more dwelling units as part of a mixed-use structure, are allowed through site plan review from the City Council or Planning Board. The maximum residential density in this sub-district is 120 units per acre. The maximum building height in this sub-district is 74 feet.
- *Waterfront District D (WD-D)* is a sub-district located along Water Street providing a vibrant entrance into the downtown area. Multi-family residential structures, along with developments of two or more dwelling units as part of a mixed-use structure, are allowed through a Special Permit from the City Council. The maximum residential density in this sub-district is 30 units per acre. The maximum building height in this sub-district is 74 feet.
- *Waterfront District E (WD-E)* is a sub-district located at 100 South Kimball Street (also known as the Paperboard site). Single-family, two-family, and multi-family residential structures are allowed through site plan review from the City Council or Planning Board.





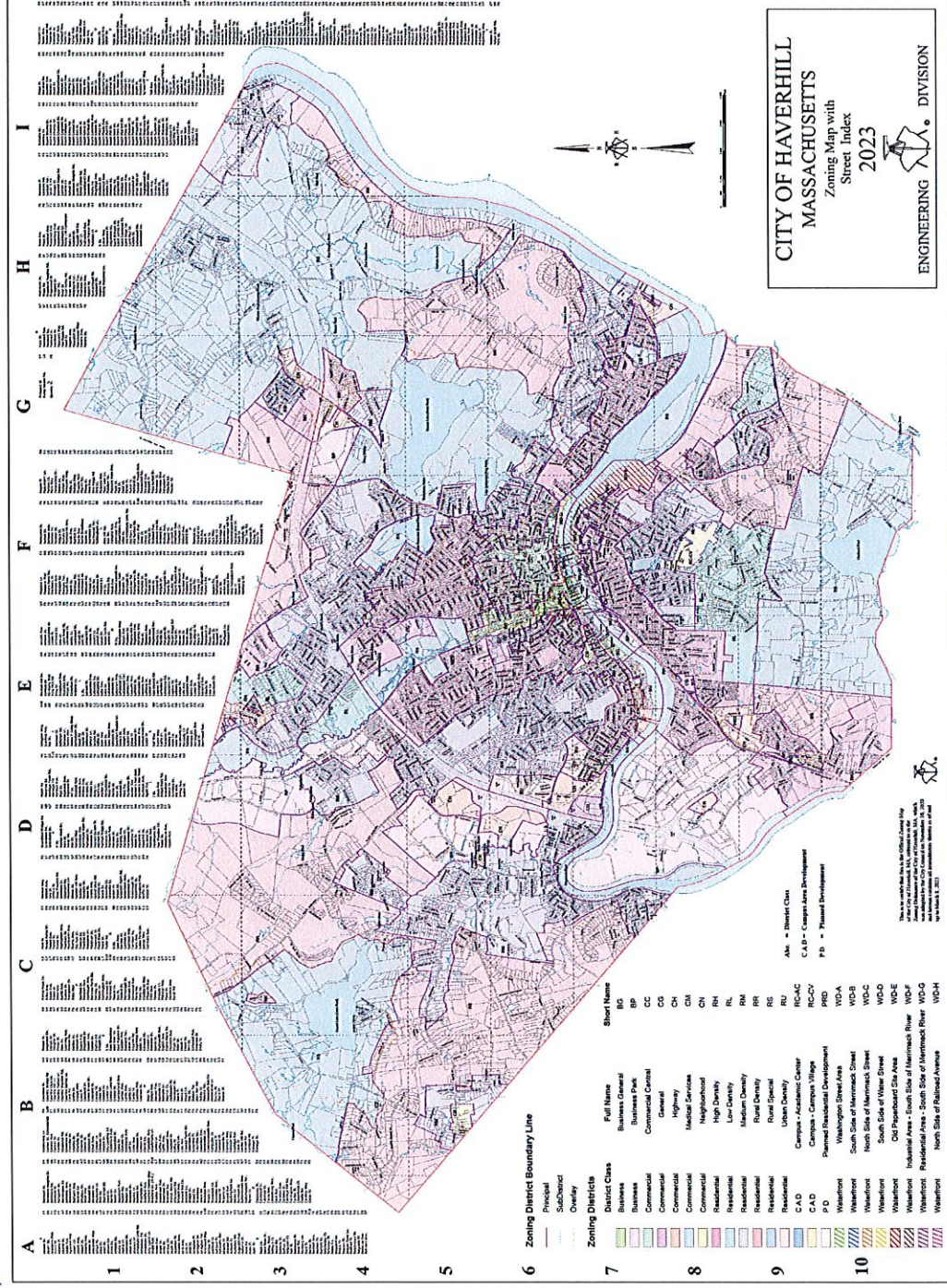
Developments of two or more dwelling units as part of a mixed-use structure are allowed through a Special Permit from the City Council. The maximum residential density in this sub-district is 20 units per acre. The maximum building height in this sub-district is 74 feet and 6 stories.

- *Waterfront District F (WD-F)* is a sub-district located in the industrial area on the south side of the Merrimack River in Bradford. Single-family, two-family, and multi-family residential structures are allowed through site plan review from the City Council or Planning Board. Developments of two or more dwelling units as part of a mixed-use structure are allowed through a Special Permit from the City Council. The maximum residential density in this sub-district is 20 units per acre. The maximum building height in this sub-district is 55 feet.
- *Waterfront District G (WD-G)* is a sub-district located in the residential area on the south side of the Merrimack River in Bradford. Single-family, two-family, and multi-family residential structures are allowed through site plan review from the City Council or Planning Board. The maximum residential density in this sub-district is 20 units per acre. The maximum building height in this sub-district is 40 feet and 3 stories.
- *Waterfront District H (WD-H)* is a sub-district located on the north side of Railroad Avenue near the Bradford Commuter Rail Station. Multi-family residential structures, along with developments of two or more dwelling units as part of a mixed-use structure, are allowed through a Special Permit from the City Council or Planning Board. The maximum residential density in this sub-district is 20 units per acre. The maximum building height in this sub-district is 74 feet. This height allowance may need reduction in order to allow for more palatable projects that are in keeping with their surroundings.





## Zoning Map





## CHAPTER 5: HOUSING PRODUCTION STRATEGIES

### City of Haverhill 5-year Housing Production Numeric Goals

Year	0.5% Increase				1.0% Increase			
	Additional Affordable Units - 0.5%	Number of Total Affordable Units	Total Units	Percent Affordable	Additional Affordable Units - 1%	Number of Affordable Units	Total Units	Percent Affordable
Current		2,735	27,869	9.81%		2,745	27,869	9.85%
2025	139	2,874	28,008	10.31%	279	3,024	28,148	10.85%
2026	139	3,013	28,147	10.81%	279	3,303	28,427	11.85%
2027	139	3,152	28,286	11.31%	279	3,582	28,706	12.85%
2028	139	3,291	28,425	11.81%	279	3,861	28,985	13.85%
2029	139	3,430	28,564	12.31%	279	4,140	29,264	14.86%

The goal for each city and town in Massachusetts, as defined by MA General Law Ch. 40B, is to have 10% of its housing stock designated as affordable and listed on the State's Subsidized Housing Inventory (SHI). Until that 10% is reached, a community can use a certified Housing Production Plan to demonstrate its progress towards that 10% goal and allow the community more control over local development. As explained in the introduction, this Housing Production Plan can be certified by the state if the City adds affordable housing units at a rate equal to 0.5% or 1% of its current housing units annually. At the 0.5% rate, the HPP will be certified for one year, which would allow the City's Zoning Board of Appeals to deny a comprehensive permit to a development application under M.G.L. 40B. At the 1% rate, the HPP will be certified for two years.

The City of Haverhill currently has 2,735 subsidized housing units listed on the Subsidized Housing Inventory (SHI) as of June 2023. This number represents 9.81% percent of the total year-round housing units as reported by the 2020 U.S Census. Haverhill only needs an additional 52 SHI units to reach the 10 percent affordable housing goal. Over the next five years and beyond, the goal is for Haverhill to reach and maintain the 10% 40B minimum. Provided the City takes a proactive approach to housing development, it is possible for Haverhill to reach this goal and certify their HPP over the next five years.

To produce 0.5 percent of its total units annually as SHI units, Haverhill will need to add an additional 139 SHI-eligible housing units each year. In order to produce 1 percent of its total units annually, the City will have to produce 279 SHI units annually.



### Housing Production Strategies

Based on the local needs, existing resources, and development considerations, the following recommended strategies have been developed with Haverhill. The proposed strategies were developed after conversations with residents and City staff to help the community direct and leverage funding, resources, and capacity to best meet the community's housing needs.

While some of the strategies do not directly create affordable units, they do serve as a foundation for achieving housing goals, including the creation of a more diverse housing stock in the city.

- Strategy 1: Expand home ownership opportunities for Haverhill residents.
  - Home ownership allows residents to build personal wealth and invest in their community. Haverhill may encourage additional opportunities for residents to own their home by increasing the supply of new, right-sized housing units available for purchase. One way to do this would be to create a [40Y Overlay Zoning District](#). 40Y districts, also known as “starter home districts,” make it easier for developers to build smaller homes that may be more affordable to first time homebuyers.
    - Similar to 40R districts, if a community adopts a 40Y district it receives payments from the state, and then receives additional payments for each new housing unit created.
    - EOHLC is expected to promulgate regulations to assist communities with creating 40Y districts in the coming months.
  - Haverhill may also look to expand the City's existing first-time homebuyer program. Currently, qualified first-time homebuyers may be eligible to receive up to \$15,000 for downpayment or closing costs towards purchasing a property located in the Mount Washington or Lower Acre neighborhoods. Due to CDBG funding restrictions, the program is limited in its ability to expand. However, the City could expand this program using funds from an Affordable Housing Trust see (Strategy 3). Other communities have leveraged Affordable Housing Trust funding to establish downpayment assistance programs, in partnership with nonprofits.
- Strategy 2: Continue to encourage development of housing that is affordable to both low- and moderate-income households.
  - The City should continue building relationships and partnering with developers who have experience in utilizing applicable tax credits (including the Low-Income Housing Tax Credit (LIHTC) and other effective affordable housing financing tools in order to address the creation of new affordable housing. Haverhill may also wish to activate and utilize municipally owned property to develop housing that supports community needs. Cataloguing existing City owned properties and





working with developers such as Habitat for Humanity or Bread & Roses Housing to assess the feasibility of building affordable housing on these parcels would allow the City to continue increasing its supply of affordable housing.

- Strategy 3: Activate the Affordable Housing Trust.
  - Haverhill does not currently have an active Affordable Housing Trust [but has one established in its bylaws](#). An Affordable Housing Trust would allow the City to have additional flexibility on spending funds towards affordable housing development. With Haverhill's current Inclusionary Zoning Bylaw, any payments in-lieu provided from new housing developments could be utilized by an Affordable Housing Trust towards the creation of new affordable housing. Additional revenue sources, such as funding the City could receive from adopting the Community Preservation Act, may also support affordable housing initiatives of an Affordable Housing Trust.
    - The City may wish to undertake initial first steps towards activating an Affordable Housing Trust. [The Massachusetts Housing Partnership \(MHP\) also created a helpful guide for communities to learn about the process it takes to establish an Affordable Housing Trust](#). It covers essential steps municipalities can take to establish AFTs, including researching existing AFTs, drafting bylaws, forming the trust, and securing funding. Along with assistance from MHP, there are also technical assistance grants available through the Community Compact Cabinet to help communities through the process of establishing an AFT.
- Strategy 4: Support and develop senior housing initiatives to help residents age in place.
  - Haverhill may look to explore the feasibility of expanding the Senior Citizen Tax Incentive Program to provide additional opportunities for relief of property tax burden for senior residents. This program currently allows qualified senior homeowners above 65 years of age to work in the municipal government for a tax abatement. Identifying additional funding opportunities would allow the City to expand access to this program to more seniors.
  - The City may also examine successful programs in other communities to provide senior residents with financial assistance to allow them to remain in their homes. In Norfolk, a new [Retire in Place Assistance \(RIPA\)](#) program provides small grants for eligible senior residents to repair and rehabilitate their properties.
  - With a growing senior population, Haverhill has been proactive in the creation of new senior housing. The City recently saw the development of 48 new units as an extension of an existing affordable senior apartment complex. By partnering with developers and identifying new locations for senior housing, the City can continue to encourage the creation of affordable and market rate housing units



for seniors. This may include age-restricted residential developments, such as 55+ communities, that increase the available housing stock in the City without the potential of impacting the school system.

- Strategy 5: Allow additional housing supply in village centers.
  - The City's 2035 Master Plan outlines several strategies for increasing housing options for residents. Two key strategies that should be further explored include:
    - Modify zoning to enable mixed-use townhouse-level multifamily in commercial neighborhood (CN) zones.
    - Explore the possibility of encouraging one additional level of housing density around the village centers.
  - Both of these strategies can help provide additional housing options and concentrate development in already developed areas of the City, further protecting the open space and farmland elsewhere in Haverhill. Allowing for a slightly higher residential density in these areas may help to increase the number of housing units available in Haverhill while also maintaining the character of existing neighborhoods.
- Strategy 6: Explore the feasibility of adopting the Good Landlord Tax Credit.
  - The Massachusetts Legislature recently passed a law allowing for communities to adopt the [Good Landlord Tax Credit](#), which would provide landlords with a property tax exemption if they rent their properties at an affordable rate. This incentive may encourage more landlords to provide additional affordable rental units that are much needed in the City. Haverhill may wish to examine the benefits of adopting this ordinance as a strategy to address the creation of new affordable housing units.
- Strategy 7: Achieve Housing Choice Community Designation
  - Given the City's recent housing permitting, it is likely the City qualifies to be designated as a Housing Choice Community through the Commonwealth. With this designation, the City will gain access to additional grant opportunities and receive additional points towards other grant opportunities.
  - Applications for this designation are available on an annual basis, with the 2025 applications due by April 18, 2025.





## Action Plan Matrix

Housing Strategies			
Strategies	Time to Complete	Strategy Implementer(s)	Key first steps and funding options
Expand home ownership opportunities for Haverhill residents.	2-3 years	City Council, Planning Board, City Staff	<ul style="list-style-type: none"> <li>Review the <a href="#">40Y statute</a> to learn basic requirements, including review of <a href="#">incentive payments</a> under chapter 40R the city could be eligible for</li> <li>Upon release of state regulations in 2024, review regulations and discuss with the planning board the desire to implement a 40Y district in Haverhill</li> <li>Examine opportunities to expand the current first-time homebuyer program through activating an Affordable Housing Trust and partnering with non-profit developers</li> </ul>
Continue to encourage development of housing that is affordable to both low- and moderate-income households.	Ongoing	Mayor, Affordable Housing Trust, City Staff	<ul style="list-style-type: none"> <li>Inventory existing municipal properties</li> <li>Work with Affordable Housing Trust to identify sites best suited for affordable housing reuse</li> <li>Meet with organizations like Habitat for Humanity or Bread and Roses Housing to learn how they can assist with development of affordable housing on City-owned land</li> </ul>
Activate the Affordable Housing Trust	1-2 years	Mayor, Affordable Housing Trust, City Council	<ul style="list-style-type: none"> <li>Examine the requirements for activating the Affordable Housing Trust in alignment with the city's current bylaw</li> <li>Form an advisory committee to explore the process of activating the Affordable Housing Trust</li> <li>Utilize the Inclusionary Zoning Bylaw's payment in-lieu option to increase the Affordable Housing Trust's funding</li> </ul>
Support and develop senior housing initiatives to help residents age in place	Ongoing	City Council Board, City Staff	<ul style="list-style-type: none"> <li>Expand the Senior Property Tax Work Off program to provide additional housing cost relief to seniors in Haverhill</li> <li>Examine successful programs in other communities that provide senior residents with additional financial assistance, such as Norfolk's <a href="#">Retire in Place Assistance (RIPA)</a></li> </ul>



			<ul style="list-style-type: none"> <li>Partner with developers to identify new locations for affordable and market-rate senior housing</li> </ul>
Explore allowing additional housing supply in village centers	2-3 Years	Planning Board, City Council, City Staff	<ul style="list-style-type: none"> <li>Identify the requirements to modify current zoning to allow additional mixed-use, townhouse, and multi-family housing options in village nodes while maintaining the existing neighborhood character</li> <li>Explore opportunities for slightly higher residential density to concentrate development around existing dense village centers to preserve additional open space</li> </ul>
Explore the feasibility of adopting the Good Landlord Tax Credit	1-2 years	City Council, City Staff	<ul style="list-style-type: none"> <li>Evaluate the benefits of adopting the Good Landlord Tax Credit ordinance to incentivize affordable rental housing</li> <li>Examine the impact of a tax credit that may encourage landlords to offer additional affordable rental units in Haverhill</li> </ul>
Achieve Housing Choice Community Designation	1 Year	Community Development	<ul style="list-style-type: none"> <li>Apply for Housing Choice designation, which will open up additional grant opportunities for the City.</li> </ul>



## 2024-2029 Housing Production Locations

As part of the Housing Production Plan process, the City has identified sites for current and future potential housing production. Listed below are the sites currently permitted, under construction, or identified as conceptual sites for future production. The village centers, identified in the Master Plan, are potential sites for housing development. These are indicated on the attached map as the Commercial Neighborhood zoning districts.

Housing Site List							
Site Name	Housing Type	Development/ Zoning Type	Status	Tenure	Affordability	Affordable Units	Total Units
Merrimack Street	Mixed-Use Multi-Family		Permitted	Rental	Market Rate		390
Oxford Crossing	Mixed-Use Multi-Family		Permitted	Rental	Market Rate		230
The Beck	Mixed-Use Multi-Family		Permitted	Rental	Market Rate		290
The James	Mixed-Use Multi-Family		Permitted	Rental	Market Rate		150
512 Washington Street	Multi-Family	Conversion	Permitted	Ownership	Affordable		4
86 Essex Street	Mixed-Use Multi-Family	Infill/Reuse	Permitted	Rental	Mixed	8	42
85 Water Street	Multi-Family		Permitted	Rental	Mixed	8	113
229 Water Street	Multi-Family		Permitted	Rental	Market Rate		9-10
Monument Square	Multi-Family		Permitted	Rental	Mixed	1	14
66 Emerson Street	Multi-Family		Completed	Rental	Market Rate		24
38 Railroad Street	Multi-Family Condos		Permitted	Ownership	Market Rate		48
38-42 Washington Street	Mixed-Use Multi-Family		Permitted	Rental	Mixed	2	8
45 Wingate Street	Mixed-Use Multi-Family		Completed	Rental	Mixed	3	15
Village Centers							





Ayers Village	Mixed-Use Multi-Family		Conceptual				
Broadway	Mixed-Use Multi-Family		Conceptual				
Main Street	Mixed-Use Multi-Family		Conceptual				
Primrose Street	Mixed-Use Multi-Family		Conceptual				
Washington Street	Mixed-Use Multi-Family		Conceptual				
South Main Street	Mixed-Use Multi-Family		Conceptual				
Groveland Street	Mixed-Use Multi-Family		Conceptual				
Rivers Edge	Mixed-Use Multi-Family		Conceptual				







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103-HH	Motion by Councilor Michitson to send the <i>Home Rule Petition – An act establishing guidelines for the installation of and use of Electric vehicle charging stations in the City of Haverhill</i> , to committee in order to coordinate with condo associations.	A&F	12/23/23
40	Motion by Councilor Lewandowski to send updated Cannabis Social Equity Best Practices for the Cannabis Control Commission to A&F for further review.	A&F	4/2/24
12-P	Motion by Councilor Jordan to send possible conditions on new development and potential changes to our zoning ordinances.	Planning & Development	5/21/24
12-S	Motion by Councilor Ferreira to send the City's Swimming Ordinance Chapter 193 Article III and related items at Lake Saltonstall, aka Plug Pond to NRPP for further discussion.	NRPP	6/18/24
33-F	Motion by Councilor Basiliere to send resident winter parking concerns and offer suggestions for improvements	Public Health Safety	3/11/25