



**CITY OF HAVERHILL  
CITY COUNCIL AGENDA**

**September 19, 2023 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/hearing of Haverhill City Council will be held in-person at the location provided on this notice. Members of the public are welcome to attend this in-person meeting. Please note that while an option for remote attendance and/or participation is being provided as a courtesy to the public, the meeting/hearing 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.*

**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 Fiorentini submits Salary Ordinances between: City of Haverhill and Administrative & Professional positions and Non-Union groups

5.1.1. Ordinance re: Salaries – Administrative & Professional Positions

File 10 days

5.1.2. Ordinance re: Salaries – Non-Union Positions

File 10 days

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

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

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

8.1. Abatement report from Christine Webb, City Assessor for month of August 2023



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

9.1. Petition from Verizon New England Inc for underground cables  
and 2 new manholes on Railroad av Hearing Oct 10, 2023

9.2. Petition from Verizon New England Inc and National Grid  
requesting joint pole location on 229 Water st  
Hearing Oct 17, 2023

**10. HEARINGS AND RELATED ORDERS:**

10.1. Document 79; Attorney Robert Harb, for applicant Jared Fish,  
Trustee of Eight Vine st Realty Trust, requests Special Permit, CCSP  
23-6, for property at 8 Vine st, Assessor's Map 108-15-12, to build a  
new three story, six- unit, multifamily dwelling *Comments from City  
Depts are included*

10.2. Document 80; Attorney Robert Harb, for applicant *Shoe City  
Development Corporation* owned by *Haverhill Housing Authority*,  
requests Special Permit, CCSP 23-9, Assessor's Map 423-151-18A &  
423-151-1B, to expand an existing 4-unit multifamily dwelling at 335  
Groveland st and 0 Katsaros dr, to an 8-unit multifamily dwelling, in  
an RH zone *Comments from City Depts are included*

**11.APPOINTMENTS:**

11.1. **Confirming Appointments:**

11.2. **Non-Confirming:**

11.3. **Resignations**

11.4. **PETITIONS**

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



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

11.6.1. EVNT 23-28, Indra Cruz, Manager, for *Utec Inc/VIP Haverhill for Walk for Peace*, at *GAR Park*, October 15<sup>th</sup>, 1:00 to 4:00 PM

11.6.2. EVNT 23-30, Devon Allen, Director, for *Vintage Bazaar New England*, for 2-day vintage and craft event on September 30th and October 1<sup>st</sup>. 8:30 am to 4:00 pm; at *Kimball Farm*, 725 East Broadway

11.7. **Auctioneer License:**

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

11.8.1. *HHS Wrestling*, October 7

11.8.2. *HHS Girls Volleyball*, October 14 & 15

11.8.3. *Haverhill Travel Boys Basketball*, October 21 & 22

11.8.4. *HHS Girls & Boys Soccer*, October 27, 28 & 29

11.8.5. *Haverhill Travel Girls Basketball*, November 4 & 5

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

11.10. **Annual License Renewals:**

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

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

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

11.10.4. Charles Hibbert for 297 Lincoln av, Nov 24<sup>th</sup> to Dec 24<sup>th</sup>; Monday-Sunday, 9 am to 9 pm

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

11.10.5.1. TDL 23-26, Laurel Walsh, 59 Lamoille av

11.10.5.2. TDL 23-28, Jayshawn Gomez, 115 Lowell av

11.10.5.3. TDL 23-29, June DeMarco, 21 East rd, Plaistow

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

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



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- 11.10.8. Sunday Pool
  - 11.10.9. Bowling
  - 11.10.10. Sunday Bowling
  - 11.10.11. Buy & Sell Second Hand Articles *with Police approval*
  - 11.10.12. Buy & Sell Second Hand Clothing
  - 11.10.13. Pawnbroker license - *with police approval*
  - 11.10.14. Fortune Teller *with - Police approval*
  - 11.10.15. Buy & Sell Old Gold – *with Police approval*
  - 11.10.16. Roller Skating Rink
  - 11.10.17. Sunday Skating
  - 11.10.18. Exterior Vending Machines/Redbox Automated Retail, LLC
  - 11.10.19. Limousine/Livery License/Chair Cars *with Police approval*

**12.MOTIONS AND ORDERS:**

- 12.1. Order –Pursuant to the provisions of Massachusetts General Laws Chapter 43, Section 43 the following non-binding question shall be submitted to a vote of the registered voters of the City for adoption or rejection at a City Election to be held on Tuesday, November 7, 2023: **“Shall the following Home Rule Petition providing that no person shall hold the office of Mayor, City Councilor or School Committee member while simultaneously holding any other elected or appointed office of the City, or holding a position with the City for which the salary or compensation is payable out of The City treasury be adopted and forwarded to the General Court for enactment? \_\_\_\_ Yes \_\_\_\_ No**
  
- 12.2. Order –Pursuant to the provisions of Massachusetts General Laws Chapter 43, Section 43 the following non-binding question shall be submitted to a vote of the registered voters of the City for adoption or rejection at a City Election to be held on Tuesday, November 7, 2023: **“Shall the following Home Rule Petition providing for limitations as to the number of offices a person may be a candidate for at any preliminary election be adopted and forwarded the General Court for enactment? \_\_\_\_ Yeas \_\_\_\_ No**



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

<u>Vendor</u>	<u>Amount</u>	<u>Account</u>
UTEC (3)	6,032.00	Highway-Refuse
Ring Central	1,339.78	Constituent Services
Blinn's Auto Body	3,577.95	Police Department
Durkin Company	3.30	Public Property
Boston Systems & Solutions	672.00	Information Technology

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

- 13.1. Ordinance re: Vehicles and Traffic, Amend Stop Streets - Franklin Street , North/South at intersection of John Street and John Street East/West at intersection of Franklin Street  
File 10 Days
- 13.2. Loan Order - \$1,765,316 Fire Truck Bonds – appropriated to acquire a fire truck  
File 10 Days
- 13.3. Ordinance re: Repair of Private Ways – Amend Chapter 222 of City Code  
File 10 days

**14. COMMUNICATIONS FROM COUNCILLORS:**

- 14.1. Councillor Bevilacqua requests to recognize Hispanic Heritage Month and the contributions of the Hispanic people to our city, State and Country



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

- 15.1.1. Document 76; Jason Babin, 620 Primrose st, requests Valet Parking Business License, *Shoe City Valet*  
*Comments from City Departments are included. Pending receipt by City Clerk's Office of agreement with approved off-street parking facility & pending approval of Downtown Parking Commission \*Related communication from MEVA Transit, Noah Berger, Administrator (continued from August 22nd) Pending insurance*
- 15.1.2. Doc 12-G; Loan Order - \$3,800,000 for modular classrooms at JG Whittier Middle School *filed 8/16/2023*
- 15.1.3. Document 75-D; Council President Jordan, Council Vice President Michitson, and Councilor Lewandowski propose a non-binding ballot question for this November's municipal election asking the voters if they would like a charter change that would prohibit people from running for more than one elected position (mayor, city councilor, school committee) in the same election cycle  
*continued from 8/23/2023*
- 15.1.4. Document 77-B; Ordinance re: Vehicles and Traffic - Parking Restriction on Sanders Road, which leads to the Plugs Pond Recreation area (45 Sanders Rd) – both sides approximately 620' (note the right of way ends before the parking area) *filed 8/23/2023*
- 15.1.5. Document 78-E; Attorney Thomas Fallon, Assistant City Solicitor, submits a proposed amendment to Zoning; 8.3 entitled INCLUSIONARY ZONING *continued from 8/8/2023*
- 15.1.5.1. Document 78-F; Ordinance re: Inclusionary Zoning *continued from 8/8/2023*
- 15.1.5.2. Ordinance re: Inclusionary Zoning Chapter 255,8.3



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**16.RESOLUTIONS AND PROCLAMATIONS:**

**17.COUNCIL COMMITTEE REPORTS AND ANNOUNCEMENTS**

- 17.1. Councillor Barrett submits the attached minutes of the  
Administration and Finance Committee meeting held on August 29,  
2023 for acceptance

**18.DOCUMENTS REFERRED TO COMMITTEE STUDY**

**19.LONG TERM MATTERS STUDY LIST**

**20.ADJOURN :**

JAMES J. FIORENTINI  
MAYOR



**CITY OF HAVERHILL  
MASSACHUSETTS**

511  
CITY HALL, ROOM 100  
FOUR SUMMER STREET  
HAVERHILL, MA 01830  
PHONE 978-374-2300  
FAX 978-373-7544  
MAYOR@CITYOFHAVERHILL.COM  
WWW.CI.HAVERHILL.MA.US

July 21, 2023

City Council President Timothy J. Jordan and Members of the Haverhill City Council

**RE: Salary Ordinance & MOA submission**

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

Please find attached a Salary Ordinance S between the City of Haverhill and the Administrative and Professional positions and Non-Union groups. This ordinance must be placed on file for 10 days after which I recommend approval.

Very truly yours,

**James J. Fiorentini**  
Mayor

JJF/lyf





DOCUMENT

**CITY OF HAVERHILL**

In Municipal Council

*File 10 DAYS*  
*(5/11)*

ORDERED:

MUNICIPAL ORDINANCE  
AN ORDINANCE RELATING TO SALARIES

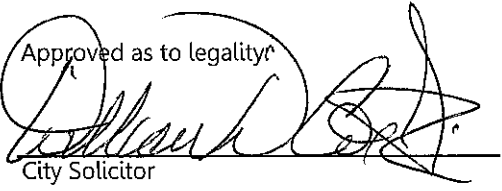
CHAPTER  
ADMINISTRATIVE & PROFESSIONAL POSITIONS

BE IT ORDAINED by the City Council of the City of Haverhill that Document 99-B of 2022 is hereby amended as follows:

**EFFECTIVE 7/1/2023 2%**

SEE ATTACHED PAGES

Approved as to legality:

  
City Solicitor

FY 24 SALARY SCHEDULE FOR ALL DEPARTMENTS (ADMINISTRATIVE/PROFESSIONAL POSITIONS) EFFECTIVE 7/1/2023 2%										
DEPARTMENT	POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5				
MAYOR	MAYOR	\$ 150,000								
	CHIEF OF STAFF	\$ 99,450	\$ 102,931	\$ 106,533	\$ 110,262	\$ 114,121				
311 CALL CENTER/CONSTITUENT SERVICES	MANAGER	\$ 78,031	\$ 79,054							
CITY CLERKS	CITY CLERK	\$ 93,805	\$ 97,556	\$ 101,458	\$ 105,517	\$ 109,737				
	ASSISTANT CITY CLERK	\$ 53,928	\$ 56,116	\$ 58,398	\$ 60,678	\$ 63,050				
	CLERK OF COUNCIL	\$ 4,000								
	CLERK OF BOARD OF REGISTERS VOTERS	\$ 1,400								
CITY COUNCIL	PRESIDENT	\$ 18,000								
	COUNCILORS (8)	\$ 15,000								
SCHOOL COMMITTEE	SCHOOL COMMITTEE MEMBER	\$ 12,000								
HUMAN RESOURCES	HR DIRECTOR	\$ 93,805	\$ 97,556	\$ 101,458	\$ 105,517	\$ 109,737				
	HR TECHNICIAN	\$ 60,678	\$ 63,050	\$ 65,571	\$ 68,194	\$ 70,922				
PUBLIC LIBRARY	LIBRARY DIRECTOR	\$ 116,525								
	ASSISTANT DIRECTOR	\$ 79,070								
	SYSTEMS ADMINISTRATOR	\$ 58,876	\$ 60,756	\$ 62,634	\$ 64,513	\$ 66,392				
	LIBRARIAN I	\$ 58,223	\$ 62,193	\$ 66,163	\$ 70,133	\$ 74,102				
AUDITORS	CHIEF FINANCIAL OFFICER	\$ 151,169								
	DEPUTY FINANCE DIRECTOR	\$ 87,056	\$ 90,103	\$ 93,257	\$ 96,521	\$ 99,899				
	SR. ACCOUNTANT	\$ 67,626	\$ 69,993	\$ 72,443	\$ 74,978	\$ 77,602				
RETIREMENT	AUDITOR	\$ 3,000								
	TREASURER/COLLECTOR	\$ 1,200								
INFORMATION TECHNOLOGY	NETWORK MANAGER	\$ 84,798	\$ 87,356	\$ 89,976	\$ 92,675	\$ 95,456				
ASSESSORS	ASSESSOR	\$ 95,022	\$ 97,872	\$ 100,808	\$ 103,832	\$ 106,948				
	ASSISTANT ASSESSOR	\$ 65,551								
	CHAIRPERSON	\$ 3,500								
PURCHASING	PURCHASING AGENT	\$ 97,301								
TREASURER/COLLECTOR	TREASURER/COLLECTOR	\$ 113,248	\$ 116,645	\$ 120,144	\$ 123,748	\$ 127,459				
	ASSISTANT TREASURER/COLLECTOR	\$ 71,672	\$ 74,658	\$ 77,765	\$ 80,878	\$ 84,113				
	PARKING STIPEND	\$ 5,000								
HEALTH & INSPECTIONAL SERVICES	DIRECTOR	\$ 70,122	\$ 72,576	\$ 75,117						
	DEPUTY DIRECTOR	\$ 71,546	\$ 73,692	\$ 75,903	\$ 78,180	\$ 80,525				
	BUILDING INSPECTOR	\$ 89,432	\$ 92,115	\$ 94,878	\$ 97,725	\$ 100,657				
	PLUMBING AND GASFITTING INSPECTOR	\$ 76,220	\$ 78,887	\$ 81,648	\$ -	\$ -				
	WIRE INSPECTOR	\$ 55,165	\$ 57,465	\$ 59,860	\$ 62,255	\$ 64,746				
FIRE SAFETY SERVICES	FIRE CHIEF	\$ 225,059								
LAW	CITY SOLICITOR	\$ 80,870	\$ 84,105	\$ 87,470	\$ 90,968	\$ 94,607				
	ASST CITY SOLICITOR	\$ 45,900								

5.1.1

FY 24 SALARY SCHEDULE FOR ALL DEPARTMENTS (ADMINISTRATIVE/PROFESSIONAL POSITIONS) EFFECTIVE 7/1/2023 2%									
DEPARTMENT	POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5			
LAW ENFORCEMENT	POLICE CHIEF	\$ 255,442							
	DEPUTY POLICE CHIEF	\$ 219,433							
	EMERGENCY MANAGEMENT STIPEND	\$ 8,000							
ECONOMIC DEVELOPMENT	ECONOMIC DEVELOPMENT DIRECTOR	\$ 112,101	\$ 115,838	\$ 120,509	\$ 124,123	\$ 127,847			
	ASST. ECON DEV. DIRECTOR	\$ 65,759	\$ 68,389	\$ 71,125	\$ 73,970	\$ 76,929			
	PLANNING DIRECTOR/GRANTS COORDINATOR	\$ 100,115	\$ 102,989	\$ 105,983	\$ 110,220	\$ 114,632			
	CDBG STIPEND								
	ENVIRONMENTAL HEALTH TECHNICIAN	\$ 77,107	\$ 80,319	\$ 83,535	\$ 86,874	\$ 89,915			
PUBLIC WORKS	DPW DIRECTOR	\$ 165,000	\$ 170,000	\$ -	\$ -	\$ -			
	DEPUTY DPW DIRECTOR	\$ 128,671	\$ 132,531	\$ 136,507	\$ 140,602	\$ 144,820			
	ASST. DPW DIRECTOR/CITY ENGINEER	\$ 122,747	\$ -	\$ -	\$ -	\$ -			
	ASST. DPW DIRECTOR/HIGHWAY-PARK	\$ 111,154	\$ -	\$ -	\$ -	\$ -			
	SOLID WASTE/RECYCLING COORDINATOR	\$ 82,203	\$ 85,491	\$ 92,087	\$ 92,467	\$ 96,166			
	SNOW STIPEND	\$ 5,000							
PUBLIC HEALTH	PUBLIC HEALTH DIRECTOR	\$ 94,676	\$ -	\$ -	\$ -	\$ -			
HUMAN SERVICES	HUMAN SERVICES DIRECTOR	\$ 70,030	\$ 72,947	\$ 75,867	\$ 78,901	\$ 82,057			
	WOOD SCHOOL STIPEND	\$ 5,000							
	HUMAN SERVICES/COA STIPEND	\$ 2,250							
	VETERANS' MEM. RINK COORDINATOR	\$ 5,500							
	RECREATION DIRECTOR	\$ 54,799	\$ 58,223	\$ 63,516	\$ 68,809	\$ -			
VETERANS SERVICES	DIRECTOR/AGENT	\$ 71,456	\$ 74,102	\$ -	\$ -	\$ -			
	COA/VETERANS SERVICES STIPEND	\$ 2,250							

5.1.1



# Haverhill

Human Resources Department, Room 306

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

Denise McClanahan, HR Director – [dmcclanahan@cityofhaverhill.com](mailto:dmcclanahan@cityofhaverhill.com)

Christine Caminero, HR Technician – [ccaminero@cityofhaverhill.com](mailto:ccaminero@cityofhaverhill.com)

Christina Carrie, Head Clerk/Floater – [ccarrie@cityofhaverhill.com](mailto:ccarrie@cityofhaverhill.com)

TO: Mayor James J. Fiorentini  
FROM: Denise McClanahan, HR Director  
DATE: September 14, 2023  
RE: Salary Ordinances

Attached are the salary ordinances for the Administrative/Professional positions schedule and the Non-Union positions schedule. Please submit these documents to the next City Council meeting for action.

dIm

23 SALARY SCHEDULE FOR ALL DEPARTMENTS (NON-UNION POSITIONS) EFFECTIVE 7/1/2022 - 2%						
PARTMENT/DIVISION	POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
VOR	ADMINISTRATIVE ASSISTANT	\$ 61,333.92	\$ 66,909.73	\$ 69,586.12	\$ 72,369.56	\$ 75,264.34
	COMMUNICATIONS DIRECTOR	\$ 61,985.59	\$ 64,469.56	\$ 67,048.34	\$ 70,000.00	\$ 72,450.00
	WARDENS & CLERKS INSPECTORS	\$ 225.00				
TY CLERK	Election Worker	\$ 195.00				
	Administrative Assistant	\$ 15.00				
	Administrative Assistant	\$ 50,000.00	\$ 51,500.00	\$ 53,045.00		
TY COUNCIL	EXECUTIVE SECRETARY/ADM. ASSISTANT	\$ 980.82	\$ 1,010.24	\$ 1,040.55	\$ 1,071.77	\$ 1,109.28
	CALL OPERATOR/REPRESENTATIVE	\$ 44,606.49	\$ 46,495.44	\$ 48,355.26	\$ 50,289.47	
	Administrative Assistant (PT)	\$ 24.80				
1 CALL CENTER/CONSTITUENT SERVICES	IT Consultant	\$ 44.00				
	Systems Analyst (PT)	\$ 35.15				
	ANIMAL INSPECTOR	\$ 3,000.00				
JCHASING	PUBLIC HEALTH NURSE	\$ 64,974.00	\$ 66,923.22			
	SOCIAL WORKER	\$ 53,040.00	\$ 54,631.20			
	ADMINISTRATIVE ASST	\$ 46,410.00	\$ 47,802.30			
INFORMATION TECHNOLOGY	GARAGE ATTENDANT	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
	ELDER MEALS AIDE	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
	MOW DRIVER	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
INSPECTIONS & HEALTH REG.	BENEFITS AIDE	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
	LEGAL AIDE	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
	SENIOR AIDE	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
JBLIC HEALTH	DATA TRANSCRIBER	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
	OUTREACH AIDE	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
	SUBSTITUTE MOW DRIVER	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
OUNCIL ON AGING	WATER FRONT DIRECTOR/HEAD LIFEGUARD	\$ 18.00	\$ 19.00	\$ 20.00	\$ 22.00	
	LIFEGUARD	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
	CAMP DIRECTOR	\$ 23.00				
UN. PARKING AREAS & DECK	DAY CAMP NURSE	\$ 23.00				
	WOOD SCHOOL SITE COORDINATOR	\$ 20.00				
	ASSISTANT SUPERVISOR	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
RECREATION	SPECIAL NEEDS DIRECTOR	\$ 20.00				
	TEACHER SUPPORT	\$ 20.00				
	YOUTH ACTIVITIES SUPERVISOR	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
CUSTODIAN	CUSTODIAN	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	

BACK UP REFERENCE  
ONLY

DOL 99C-2022

23 SALARY SCHEDULE FOR ALL DEPARTMENTS (NON-UNION POSITIONS) EFFECTIVE 7/1/2022 - 2%						
DEPARTMENT/DIVISION	POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
1. SKATING RINK	SUPERINTENDENT	\$ 963.58	\$ 1,021.40	\$ 1,082.68		
	LABORER	\$ 565.90	\$ 597.43	\$ 604.39		
	LABORER (PT)	\$ 16.17	\$ 17.07	\$ 17.92		
RK COMMISSION	TENNIS COURT ATTENDANT	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
	TENNIS INSTRUCTOR	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
	TENNIS DIRECTOR	\$ 20.00				
	ASST. BOATING DIRECTOR	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
	SR. BOATING INSTRUCTOR	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
	BOATING INSTRUCTOR	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
	DOCKMASTER	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
	COMFORT STATION ATTENDANT	\$ 793.11	\$ 830.40	\$ 861.83	\$ 896.30	\$ 932.16
	SKILLED LABORER	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
	SKILLED LABORER (TEMP)					
BRARY	LIBRARY PAGE	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
	LIBRARY CLERK (PT)	\$ 16.58				
OLICE	ASST. NETWORK SPECIALIST/CRIME ANALYST	\$ 59,522.02	\$ 61,308.01	\$ 63,147.97	\$ 65,041.88	\$ 66,992.44
	DOMESTIC VIOLENCE ADVOCATE	\$ 25.00				
	RESERVE POLICE OFFICER	\$ 25.24				
	DETENTION ATTENDANT	\$ 16.44				
RE	CALL FIREFIGHTER	\$ 25.00				
	CALL SUPERIOR OFFICER	\$ 30.00				
	ASSISTANT HARBORMASTER	\$ 25.00				
LL DEPARTMENTS	INTERN	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
	SEASONAL EMPLOYEES	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
	AMBASSADOR					
GINEERING	ENGINEERING INTERN	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
BLC WORKS	DPW SEASONAL WORKER	\$ 21.00	\$ 22.00	\$ 23.00	\$ 24.00	\$ 25.00
	WASTE REDUCTION COORDINATOR	\$ 42,442.46	\$ 43,715.73	\$ 45,027.20	\$ 46,378.02	\$ 47,769.36
	RECYCLING ATTENDANT (PT)					
	IPP CONSULTANT					
ATER	TEMPORARY WATER METER READER	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	
ARK	SEASONAL GROUNDWORKER	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	

Backup

23 SALARY SCHEDULE FOR ALL DEPARTMENTS (ADMINISTRATIVE/PROFESSIONAL POSITIONS) EFFECTIVE 7/1/2022 2%					STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
DEPARTMENT	POSITION								
	MAYOR				\$ 110,000				
	CHIEF OF STAFF				\$ 97,500	\$ 100,913	\$ 104,444	\$ 108,100	\$ 111,883
1 CALL CENTER/CONSTITUENT SERVICES	MANAGER				\$ 76,501	\$ 77,504			
	CITY CLERK				\$ 91,966	\$ 95,643	\$ 99,469	\$ 103,448	\$ 107,586
	ASSISTANT CITY CLERK				\$ 52,870	\$ 55,016	\$ 57,253	\$ 59,488	\$ 61,813
CITY CLERKS	CLERK OF COUNCIL				\$ 4,000				
	CLERK OF BOARD OF REGISTERS VOTERS				\$ 1,400				
CITY COUNCIL	PRESIDENT				\$ 18,000				
	COUNCILLORS (8)				\$ 15,000				
SCHOOL COMMITTEE	SCHOOL COMMITTEE MEMBER				\$ 8,250				
HUMAN RESOURCES	HR DIRECTOR				\$ 91,966	\$ 95,643	\$ 99,469	\$ 103,448	\$ 107,586
	HR TECHNICIAN				\$ 59,488	\$ 61,813	\$ 64,285	\$ 66,857	\$ 69,532
PUBLIC LIBRARY	LIBRARY DIRECTOR				\$ 114,240				
	ASSISTANT DIRECTOR				\$ 77,520				
	SYSTEMS ADMINISTRATOR				\$ 57,722	\$ 59,564	\$ 61,406	\$ 63,248	\$ 65,091
LIBRARIAN I	LIBRARIAN I				\$ 57,082	\$ 60,974	\$ 64,866	\$ 68,758	\$ 72,650
AUDITORS	CHIEF FINANCIAL OFFICER				\$ 145,656				
	DEPUTY FINANCE DIRECTOR				\$ 70,266	\$ 73,194	\$ 76,241	\$ 79,292	\$ 82,463
	SR. ACCOUNTANT				\$ 66,300	\$ 68,621	\$ 71,022	\$ 73,508	\$ 76,081
RETIREMENT	AUDITOR				\$ 3,000				
	TREASURER/COLLECTOR				\$ 1,200				
INFORMATION TECHNOLOGY	NETWORK MANAGER				\$ 84,798	\$ 87,356	\$ 89,976	\$ 92,675	\$ 95,456
	ASSESSOR				\$ 93,159	\$ 95,953	\$ 98,832	\$ 101,796	\$ 104,851
	CHAIRPERSON				\$ 3,500				
PURCHASING	PURCHASING AGENT				\$ 95,393				
	TREASURER/COLLECTOR				\$ 111,027	\$ 114,358	\$ 117,788	\$ 121,322	\$ 124,960
	ASSISTANT TREASURER/COLLECTOR				\$ 70,266	\$ 73,194	\$ 76,241	\$ 79,292	\$ 82,464
PARKING	PARKING STIPEND				\$ 5,000				

BACK UP REFERENCE ONLY

DEC 9-3 2022

BACK UP

23 SALARY SCHEDULE FOR ALL DEPARTMENTS (ADMINISTRATIVE/PROFESSIONAL POSITIONS) EFFECTIVE 7/1/2022 2%									
PARTMENT	POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5			
ALTH & INSPECTIONAL SERVICES	DIRECTOR	\$ 68,747	\$ 71,153						
	DEPUTY DIRECTOR	\$ 70,143	\$ 72,247	\$ 74,415	\$ 76,647	\$ 78,946			
	BUILDING INSPECTOR	\$ 87,679	\$ 90,309	\$ 93,018	\$ 95,809	\$ 98,684			
	PLUMBING AND GASFITTING INSPECTOR	\$ 73,440	\$ 76,010						
	WIRE INSPECTOR	\$ 54,084	\$ 56,338	\$ 58,687	\$ 61,034	\$ 63,477			
RE SAFETY SERVICES	FIRE CHIEF	\$ 212,160							
	CITY SOLICITOR	\$ 79,284	\$ 82,456	\$ 85,754	\$ 89,185	\$ 92,752			
LAW ENFORCEMENT	POLICE CHIEF	\$ 240,802							
	DEPUTY POLICE CHIEF	\$ 206,856							
	EMERGENCY MANAGEMENT STIPEND	\$ 8,000							
	ECONOMIC DEVELOPMENT DIRECTOR	\$ 109,903	\$ 113,566	\$ 118,146	\$ 120,000	\$ 124,200			
ECONOMIC DEVELOPMENT	ASST. ECON DEV. DIRECTOR	\$ 64,470	\$ 67,048	\$ 69,730	\$ 72,520	\$ 75,421			
	PLANNING DIRECTOR/GRANTS COORDINATOR	\$ 98,152	\$ 100,970	\$ 103,905	\$ 108,058	\$ 112,384			
	CDBG STIPEND								
PUBLIC WORKS	ENVIRONMENTAL HEALTH TECHNICIAN	\$ 66,146	\$ 68,901	\$ 71,660	\$ 74,525	\$ 77,133			
	DPW DIRECTOR	\$ 147,871							
	DEPUTY DPW DIRECTOR	\$ 126,148							
	ASST. DPW DIRECTOR/CITY ENGINEER	\$ 120,340							
	ASST. DPW DIRECTOR/HIGHWAY-PARK	\$ 108,974							
PUBLIC HEALTH	SOLID WASTE/RECYCLING COORDINATOR	\$ 80,591	\$ 83,815	\$ 90,282	\$ 90,654	\$ 94,280			
	SNOW STIPEND	\$ 5,000							
	PUBLIC HEALTH DIRECTOR	\$ 92,820.00							
HUMAN SERVICES	HUMAN SERVICES DIRECTOR	\$ 68,657	\$ 71,517	\$ 74,380	\$ 77,354	\$ 80,448			
	WOOD SCHOOL STIPEND	\$ 5,000							
	HUMAN SERVICES/COA STIPEND	\$ 2,250							
	VETERANS' MEM. RINK COORDINATOR	\$ 5,500							
VETERANS SERVICES	RECREATION DIRECTOR	\$ 53,725	\$ 57,082	\$ 62,271	\$ 67,460				
	DIRECTOR/AGENT	\$ 70,055	\$ 72,650						
	COA/VETERANS SERVICES STIPEND	\$ 2,250							

*Back 40*





DOCUMENT

**CITY OF HAVERHILL**  
In Municipal Council

*File 10 days*

*3.1.2*

**ORDERED:**

MUNICIPAL ORDINANCE  
AN ORDINANCE RELATING TO SALARIES

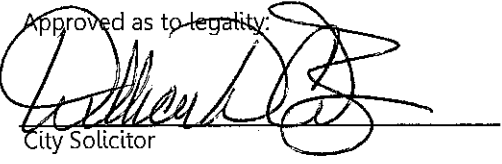
CHAPTER  
NON-UNION POSITIONS

BE IT ORDAINED by the City Council of the City of Haverhill that Document 99-C of 2022 is hereby amended as follows:

**EFFECTIVE 7/1/2023 2%**

SEE ATTACHED PAGES

Approved as to legality:

  
City Solicitor

FY 24 SALARY SCHEDULE FOR ALL DEPARTMENTS (NON-UNION POSITIONS) EFFECTIVE 7/1/2023 - 2%									
DEPARTMENT/DIVISION	POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5			
MAYOR	ADMINISTRATIVE ASSISTANT	\$ 68,247.92	\$ 70,977.84	\$ 73,816.95	\$ 76,769.63	\$ 79,456.57			
	COMMUNICATIONS DIRECTOR	\$ 63,225.30	\$ 65,758.95	\$ 68,389.30	\$ 71,124.88	\$ 73,969.87			
	ARPA PROJECT MANAGER	\$ 110,500.00	\$ 112,710.00						
CITY CLERK	WARDENS & CLERKS	\$ 275.00							
	INSPECTORS	\$ 245.00							
	Election Worker	\$ 17.00							
	Administrative Assistant	\$ 51,000.00	\$ 52,530.00	\$ 54,105.90					
CITY COUNCIL	EXECUTIVE SECRETARY/ADM. ASSISTANT	\$ 1,030.44	\$ 1,061.36	\$ 1,200.59	\$ 1,242.61	\$ 1,286.10			
311 CALL CENTER/CONSTITUENT SERVICES	CALL OPERATOR/REPRESENTATIVE	\$ 45,498.62	\$ 47,425.35	\$ 49,322.37	\$ 51,295.26				
PURCHASING	Administrative Assistant (PT)	\$ -							
INFORMATION TECHNOLOGY	IT Consultant	\$ 44.00							
	Systems Analyst (PT)	\$ 35.15							
INSPECTIONS & HEALTH REG.	ANIMAL INSPECTOR	\$ 3,000.00							
PUBLIC HEALTH	PUBLIC HEALTH NURSE	\$ 66,273.48	\$ 68,261.68						
	SOCIAL WORKER	\$ 54,100.80	\$ 55,723.82						
	ADMINISTRATIVE ASST	\$ 47,338.20	\$ 48,758.35						
MUN. PARKING AREAS & DECK	GARAGE ATTENDANT	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00				
COUNCIL ON AGING	ELDER MEALS AIDE	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00				
	MOW DRIVER	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00				
	BENEFITS AIDE	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00				
	LEGAL AIDE	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00				
	SENIOR AIDE	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00				
	DATA TRANSCRIBER	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00				
	OUTREACH AIDE	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00				
	SUBSTITUTE MOW DRIVER	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00				
RECREATION	WATER FRONT DIRECTOR/HEAD LIFEGUARD	\$ 18.00	\$ 19.00	\$ 20.00	\$ 22.00				
	LIFEGUARD	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00				
	CAMP DIRECTOR	\$ 23.00							
	DAY CAMP NURSE	\$ 23.00							
	WOOD SCHOOL SITE COORDINATOR	\$ 20.40							
	ASSISTANT SUPERVISOR	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00				
	SPECIAL NEEDS DIRECTOR	\$ 20.00							
	TEACHER SUPPORT	\$ 20.00							
YOUTH ACTIVITIES	YOUTH ACTIVITIES SUPERVISOR	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00				
	CUSTODIAN	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00				
V.M. SKATING RINK	LABORER SUPERVISOR	\$ 1,106.89							
	SUPERINTENDENT	\$ 982.86	\$ 1,041.83	\$ 1,104.33					
	LABORER	\$ 577.22	\$ 609.38	\$ 616.48					
	LABORER (PT)	\$ 16.49	\$ 17.42	\$ 18.28					

5/12

FY 24 SALARY SCHEDULE FOR ALL DEPARTMENTS (NON-UNION POSITIONS) EFFECTIVE 7/1/2023 - 2%									
DEPARTMENT/DIVISION	POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5			
PARK COMMISSION	TENNIS COURT ATTENDANT	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00				
	TENNIS INSTRUCTOR	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00				
	TENNIS DIRECTOR	\$ 21.00							
	ASST. BOATING DIRECTOR	\$ 20.00							
	SR. BOATING INSTRUCTOR	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00				
	BOATING INSTRUCTOR	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00				
	DOCKMASTER	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00				
	COMFORT STATION ATTENDANT	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00				
	SKILLED LABORER	\$ 879.07	\$ 914.23	\$ 950.80	\$ 984.08	\$ 1,018.52			
	SKILLED LABORER (TEMP)	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00				
LIBRARY	LIBRARY PAGE	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00				
	LIBRARY CLERK (PT)	\$ -							
POLICE	ASST. NETWORK SPECIALIST/CRIME ANALYST	\$ 60,712.46	\$ 62,534.17	\$ 64,410.93	\$ 66,342.72	\$ 68,332.29			
	DIRECTOR OF OFFICER WELLNESS	\$ 60,189.79							
	DOMESTIC VIOLENCE ADVOCATE	\$ 23.32	\$ 25.50						
	RESERVE POLICE OFFICER	\$ 25.24							
	DETENTION ATTENDANT	\$ -							
FIRE									
	CALL FIREFIGHTER	\$ 19.00							
	CALL SUPERIOR OFFICER	\$ 25.00							
ALL DEPARTMENTS	ASSISTANT HARBORMASTER	\$ 25.00							
	INTERN	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00				
	SEASONAL EMPLOYEES	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00				
	AMBASSADOR								
ENGINEERING	ENGINEERING INTERN	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00				
PUBLIC WORKS	DPW SEASONAL WORKER	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00				
	WASTE REDUCTION COORDINATOR	\$ 43,291.31	\$ 44,590.05	\$ 45,927.75	\$ 47,305.58	\$ 48,724.75			
	RECYCLING ATTENDANT (PT)								
	IPP CONSULTANT								
WATER									
	TEMPORARY WATER METER READER	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00				
PARK									
	SEASONAL GROUNDSWORKER	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00				

571.2



8.11

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

Sept. 5, 2023

TO: MEMBERS OF THE HAVERHILL CITY COUNCIL:

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

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

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

Very truly yours,

Christine Webb, MAA  
Assessor

HAVERHILL CITY CLERK/RECORDS

**Transaction Summary All Years**  
City of Haverhill

All Entry Date range 08/01/2023 through 08/31/2023 for Abateements

Totals	Tax Paid	Interest Paid	Fees Paid	Tax Reversals	Interest Reversals	Fee Reversals	Refunds	Refund Reversals	Abate	Exemp	Adjust	Transfers
Boat Excise Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.00	0.00	0.00	0.00
2020 Boats	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.00	0.00	0.00	0.00
2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.00	0.00	0.00	0.00
Boat Excise Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.00	0.00	0.00	0.00
2021 Boats	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.00	0.00	0.00	0.00
Motor Vehicle Excise Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	318.70	0.00	0.00	0.00
2021 Motor Vehicles	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	318.70	0.00	0.00	0.00
2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	438.70	0.00	0.00	0.00
Boat Excise Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.00	0.00	0.00	0.00
2022 Boats	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.00	0.00	0.00	0.00
Motor Vehicle Excise Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	735.42	0.00	0.00	0.00
2022 Motor Vehicles	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	735.42	0.00	0.00	0.00
2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	855.42	0.00	0.00	0.00
Boat Excise Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	280.00	0.00	0.00	0.00
2023 Boats	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	280.00	0.00	0.00	0.00
Motor Vehicle Excise Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,526.46	0.00	0.00	0.00
2023 Motor Vehicles	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,526.46	0.00	0.00	0.00
2023	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,806.46	0.00	0.00	0.00
Report	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,220.58	0.00	0.00	0.00
Total All Charges									17,220.58			

Total All Charges: Add all columns except Adjustments.

Hearing October 10  
2023

PETITION FOR UNDEGROUND CABLE LOCATIONS

August 23, 2023

FILED BY CLERK AUG 24 2023 PM 357

9.1

To the City Council

in **HAVERHILL**, Massachusetts

**VERIZON NEW ENGLAND, INC.** requests permission to locate underground cables and fixtures including the necessary sustaining and protecting fixtures to be owned and used in common by your petitioners, along and across the following public way or ways:

**Railroad Avenue:**

Place four (4) four-inch (4") PVC conduits approximately 1280', one (1) two-inch (2") PVC conduit approximately 50', and two (2) new manholes on Railroad Avenue. Starting from existing manhole, MH172A, located in the intersection of Railroad Avenue and South Elm Street, heading in a southwesterly direction for  $\pm 38'$  to the westerly side of Railroad Ave and then continuing along Railroad Avenue in a southwesterly direction for  $\pm 462'$  to proposed manhole, MH172B. From proposed manhole, MH172B place approximately 50' of two-inch (2") conduit in a southeasterly direction crossing Railroad Avenue to existing pole, P.5. Continuing in a southwesterly from proposed manhole, MH172B for an additional 580' to proposed manhole, MH172C, and then continuing for an additional 200' to existing pole, P.12.

**This petition is necessary to accommodate new construction on Railroad Avenue.**

Wherefore they pray that after due notice and hearing as provided by law, they be granted joint or identical locations for and permission to erect and maintain poles, wires and cables, together with anchors, guys and other such sustaining and protecting fixtures as they may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked-VZ N.E. Inc. Plan No. **4A0T7HR** Dated **August 23, 2023**.

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

Your petitioners agree that space shall be reserved and maintained for the limited purpose of attaching one-way low voltage fire and police signaling wires owned by the municipality or governmental entity for public safety purposes only.

VERIZON NEW ENGLAND INC.

By Anthony Marini  
Anthony Marini - Manager - Rights of Way

Dated this 24th day of August, 2023.

Anthony Marini  
Right of Way Manager



85 High Street, 3<sup>rd</sup> Floor  
Pawtucket, RI 02860

Office: 401-727-9529  
Mobile: 401-487-2846  
Anthony.Marini@one.verizon.com

August 24, 2023

Office of the City Council  
4 Summer Street, Room 204  
Haverhill, MA 01830

**RE: Petition for Verizon job # 4A0T7HR  
Railroad Avenue, Haverhill, MA**

Dear Honorable City Council:

Enclosed find the following items in support of the above-referenced project:

1. Petition;
2. Petition Plan;
3. Order;
4. Abutters.

A Public Hearing and notice to abutters is required. A Verizon representative will attend the Public Hearing. Should any questions or comments arise concerning this matter prior to the hearing, please contact me at 401-487-2846. Your assistance is greatly appreciated.

Sincerely,

*Karen Levesque*

Anthony Marini  
Right of Way Manager

Enc



# PETITION PLAN

MUNICIPALITY: HAVERHILL

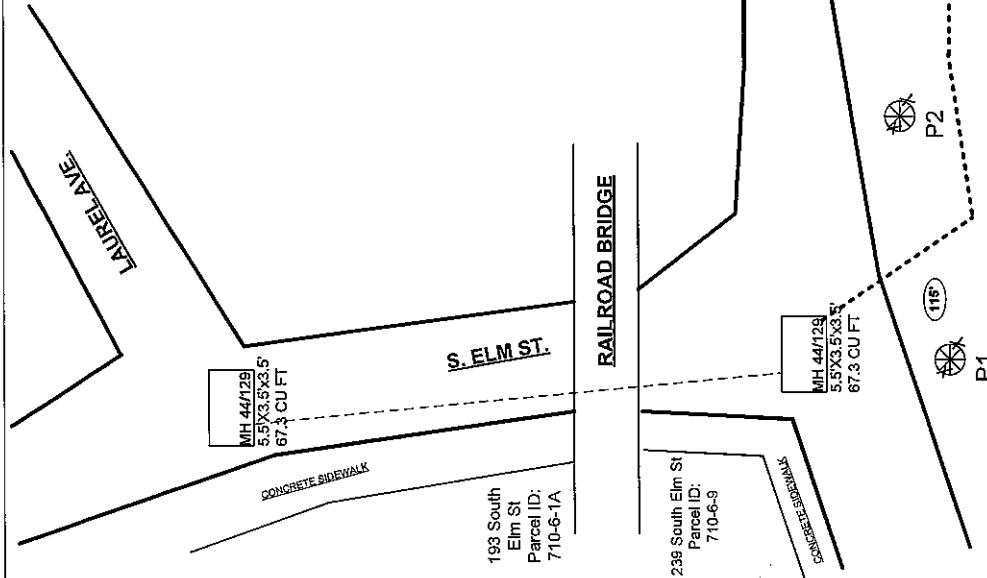
4A07HR

VZ N.E. Inc. No.

DATE: AUGUST 23, 2023

VERIZON NEW ENGLAND, INC

SHOWING: PROPOSED PLACEMENT OF CONDUIT AND MANHOLES ON RAILROAD AVENUE



SEE PLAN 2

## LEGEND

- EDGE OF ROADWAY
- PARCEL BOUNDARY
- PROPOSED CONDUIT
- PROPOSED MANHOLE
- EXISTING POLE TO REMAIN
- EXISTING POLE TO BE REMOVED

NOT TO SCALE





PETITION PLAN

MUNICIPALITY: HAVERHILL

VERIZON NEW ENGLAND, INC

VZ N.E. Inc. No. 4A0T7HR

DATE: AUGUST 23, 2023

SHOWING: PROPOSED PLACEMENT OF CONDUIT AND MANHOLES ON RAILROAD AVENUE



86 Railroad Ave  
Parcel ID: 712-885-1

SEE PLAN 1

RAILROAD AVE.

P51-1

180°

P12

30' RISER

185°

P8

1-4" CONDUIT 200'

MH NEW  
4'X4'X4'  
64 CU FT

MH TO BE 40' FROM P8

0 Railroad Ave  
Parcel ID: 712-684-3

123 Railroad Ave  
Parcel ID: 712-684-8

MVRT- 85 RAILROAD AVE.

210°

P663-2-7

2-4" CONDUIT 580'

PLACE CONDUIT 6" NORTH  
WEST OFF EDGE OF CURB

0 Railroad Ave  
Parcel ID: 712-684-1

210°

P6

0 Railroad Ave  
Parcel ID: 711-4-4A

LEGEND

- EDGE OF ROADWAY
- PARCEL BOUNDARY
- PROPOSED CONDUIT

- MH
- PROPOSED MANHOLE
- EXISTING POLE TO REMAIN
- EXISTING POLE TO BE REMOVED

NOT TO SCALE

2023 AUG 28 AM 9:26  
MM 159E551R

ParcelID	StreetNum	StreetName	Owner1	BillingAddress	City	State	Zip
710-6-1		SOUTH ELM ST	MASS BAY TRANS AUTHORITY	45 HIGH ST	BOSTON	MA	02110
710-6-1A	193	SOUTH ELM ST	FLYNDA, LLC	116 PARK ST	STONEHAM	MA	02180
710-6-9	239	SOUTH ELM ST	M BAY TRANS AUTHORITY	45 HIGH ST	BOSTON	MA	02110
710-7-1		LAUREL AVE	ESSEX COUNTY - EC-05	FEDERAL ST	SALEM	MA	01970
711-4-1	236	SOUTH ELM ST	HAVERHILL PARK FOUNDATION, INC	4 SUMMER ST, ROOM 100	HAVERHILL	MA	01830
711-4-4		RAILROAD AVE	BECK RESIDENTIAL, LLC	31 MILK ST, STE 401	BOSTON	MA	02109
711-4-5		RAILROAD AVE	M BAY TRANS AUTHORITY	45 HIGH ST	BOSTON	MA	02110
711-5-6	30	RAILROAD AVE	E-Z WAY REALTY TRUST	141 WHITE ST	HAVERHILL	MA	01830-5728
712-684-3		RAILROAD AVE	MERRIMACK VALLEY REGIONAL	85 RAILROAD AVE	BRADFORD	MA	01835
712-684-8	123	RAILROAD AVE	MERRIMACK VALLEY REGIONAL TRAN	123 RAILROAD AVE	BRADFORD	MA	01835
712-685-1	86	RAILROAD AVE	M BAY TRANS AUTHORITY	45 HIGH ST	BOSTON	MA	02110

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

Hearing October 17

2023

Questions contact - Veasna Eang - 978-995-4819

**PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS**

North Andover, Massachusetts

To The City Council  
Of Haverhill, Massachusetts

9.2

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

Water Street - National Grid to install 1 JO pole beginning at a point approximately +/- 62 feet Northeast of the centerline of the intersection of Water Street and Eastern Avenue and continuing approximately +/- 25 feet in a Southeast direction. NGrid to install pole 10-50 with a 45' C2 pole approximately +/- 56 feet Southeast of existing pole 10. Pole to be installed in the public way at 229 Water Street. Installation of +/- 70 feet of 2-4" conduit from the new JO pole 10-50 to pad-1.

Location approximately as shown on plan attached.

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

No.# 30533841

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

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

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

BY \_\_\_\_\_  
Engineering Department

VERIZON NEW ENGLAND, INC.  
BY \_\_\_\_\_  
Manager / Right of Way

**nationalgrid**

92

September 5, 2023

**WR# 30533841 -- Water Street**

To the City of Haverhill, Massachusetts

To Whom It May Concern:

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

**WR# 30533841 --  
Install 1 JO pole # 10-50  
Water Street, Haverhill, MA**

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

Vcasna Eang 978-995-4819

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

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

National Grid: Jennifer Iannalfo, 1101 Turnpike Street; North Andover, MA 01845  
978-725-1392.

Very truly yours,

*Dave Johnson*

Dave Johnson  
Supervisor, Distribution Design

Enclosures



# CITY OF HAVERHILL



City Clerk's Office

Date: October 2 2023

To: "Abutters/Interested Party" Hybrid Hearing 978-374-2328

Pole Location: 229 Water st - Joint Pole

Notice is hereby given under Ch 166 of MGL and amendments thereto, of the application to the City Council of

**Applicant:** Mass Electric d/b/a National Grid & Verizon

for a location and its poles and wires thereon, and the necessary supporting and strengthening fixtures and wires in

**Location:** 229 Water st

**Plan:** 30631836 Questions: Veasna Eang 978-995-4819

and the Room 202 of the City Council, City Hall, and the

**Date:** October 17, 2023

**Time:** 7:00 pm

are the place and time fixed for hearing said company and all parties interested in said applications.

By order of the City Council

*Kaitlin M. Wright*

---

City Clerk



City of Haverhill, MA

**CCSP-23-6**

City Council Special Permit

**Status:** Active**Applicant**

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

**Date Created:** Jul 21, 2023**Primary Location**

8 VINE ST  
Haverhill, MA 01830

**Owner:**

EIGHT VINE ST REALTY TRUST FISH JARED TRUSTEE  
946 Greenland Road Portsmouth, NH 03801

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

Attorney/Agent

**Applicant Business/Firm Phone**

978-373-5611

**Applicant Business/Firm City**

Haverhill

**Applicant Business/Firm Zip**

01830

**Client Business Name**

Eight Vine Street Realty Trust

**Client Email**

budfishbosox@yahoo.com

**Client City**

Portsmouth

**Client Zip**

03801

**Client Business Structure**

Sole Proprietorship

**Applicant Business/Firm Name**

Robert D. Harb, Attorney At Law

**Applicant Business/Firm Address**

40 Kenoza Avenue

**Applicant Business/Firm State**

MA

**Client Name**

Jared Fish, Trustee of Eight Vine Street Realty Trust

**Client Phone**

603-502-3157

**Client Address**

946 Greenland Road

**Client State**

NH

**Client County**

Rockingham

**Property Information****Proposed Housing Plan Name**

N/A

**How Long Owned by Current Owner?**

13 years

**Lot Dimension(s)****Proposed Street Name(s)**

N/A

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

Multi-Family

**Registry Plat Number, Block & Lot**

Hearing September 19

2023

07/26/2023

1011

City Council Special Permit · Add to a project

 **Expiration Date****Active****Request Changes**  
(</#/explore/request-changes/156090>)

## CCSP-23-6

**Details**

Submitted on Jul 21, 2023 at 4:58 pm

**Attachments**

13 files

**Activity Feed**

Latest activity on Aug 11, 2023

**Applicant**

Robert Harb

**Location**

8 VINE ST, Haverhill, MA 01830

**View** ▼**Edit Workflow****Special Permit Filing Fee**

Paid Jul 21, 2023 at 5:14 pm

**Planning Director Review**

Completed Jul 21, 2023 at 5:16 pm

**City Clerk Review - Hearing Dates Set**

Completed Jul 26, 2023 at 9:56 am

**City Council Clerk Notified**





Completed Jul 25, 2023 at 10:59 am

**Assessor for Abutter's List**

Completed Jul 24, 2023 at 8:57 am

**Conservation Department Review**

Completed Jul 24, 2023 at 9:04 am

**DPW Review**

In Progress

**Engineering Department Review**

In Progress

**Fire1 Department Review**

Completed Jul 24, 2023 at 8:58 am

**Fire2 Department Review****Health Department Review**

Completed Aug 03, 2023 at 11:48 am

**Police Department Review**

Completed Jul 24, 2023 at 12:55 pm

**School Department Review**

Completed Jul 24, 2023 at 11:13 am

**Storm Water Review**

Completed Jul 24, 2023 at 9:04 am

**Water/Wastewater Review**

In Progress

**Water Supply Review**

In Progress

**Building Inspector Approval for Agenda**

Completed Jul 22, 2023 at 9:58 am

**First Ad Placement**

Completed Aug 09, 2023 at 5:45 pm

**Placed on Agenda**

Completed Jul 26, 2023 at 2:44 pm



**Abutter Notification**

Completed Aug 11, 2023 at 2:24 pm

**Second Ad Placement**

Completed Aug 09, 2023 at 5:45 pm

**City Councilor A Review**

Review

**City Councilor B Review**

Review

**City Councilor C Review**

Review

**City Councilor D Review**

Review

**City Councilor E Review**

Review

**City Councilor F Review**

Review

**City Councilor G Review**

Review

**City Councilor H Review**

Review

**City Councilor I Review**

Review

**City Council Meeting**

Review

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

Review





# Planning Director Review

 **● Complete** ▾

Complete

Assignee

 William Pillsbury

Due date

 None



**William Pillsbury**

Remove Comment • Jul 21, 2023 at 5:16 pm

ok to schedule hearing



**William Pillsbury**

Remove Comment • Sep 13, 2023 at 8:52 am

I recommend approval of this project as submitted. I recommend any city department comments be included as part of the special permit.

This step was assigned to William Pillsbury - Jul 21, 2023 at 5:14 pm  
William Pillsbury approved this step - Jul 21, 2023 at 5:16 pm



## Fire1 Department Review

**● Complete ▾****Complete****Assignee** **Eric Tarpy****Due date****None****Eric Tarpy**

Remove Comment • Jul 24, 2023 at 8:58 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, 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.

Driveway must comply with the Public Safety Driveway Design Standard for Residential Dwellings.

This project requires NFPA compliant Sprinkler and Fire Alarm Systems

Snow storage plan needs to be addressed. Stored on site or removed.

This step was assigned to Eric Tarpy - Jul 21, 2023 at 5:16 pm  
Eric Tarpy approved this step - Jul 24, 2023 at 8:58 am

Lot Frontage:60 feet;Lot depth:124.50 feet;Lot area:7,342 S.F.

Map 108 Block 15 Lot 12

**Zoning District Where Property Located**

CC - Commercial Central

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

Book 29663

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

Page 83

**Does the Property Have Multiple Lots?**

No

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

Applicant/Owner seeks a Special Permit to construct a 6 unit mutifamily dwelling in a CC Zone. Lot is currently vacant. Prior building destroyed by fire on August 1, 2020 and was demolished on October 27, 2020.

**Property Description**

The land situated in Haverhill, now known as 8 Vine Street, bounded and described as follows:

Beginning at the Southeast corner of Vine Street and by land sometime of Kimball running Westerly by said Kimball land, one hundred twenty-four and 5/10 (124.5) feet, more or less, to land now or formerly of Flynn;

Northerly thirty (30) feet;

Easterly eleven (11) feet;

Northerly thirty and 5/10 (30.5) feet; to land now or formerly of Swain, said last three courses being by said land now or formerly of Flynn;

Easterlky by land now or formerly of Swain, one hundred thirteen (113) feet, more or less, to Vine Street;

Southerly by said Street, sixty (60) feet to the point begun at.

**Current Property Use**

Vacant

**TOTAL Number of Units Planned**

6

**TOTAL Number of Parking Spaces Planned**

6

**Special Circumstances****Building Coverage**☐**Dimensional Variance**☐**Front Yard Setback**☐**Side Yard Setback**☐**Rear Yard Setback**☐**Lot Frontage**☐**Lot Depth**☐**Lot Area**☐**Building Height**☐**Floor Area Ratio**☐**Open Space**☐**Parking**☐**Sign Size**☐**Use**☐**Other**☒**IF OTHER, Please Describe**

Special Permit for a multifamily Dwelling in the CC Zone

**Hearing Waiver**

Agrees

Yes

79

**Agreement & Signature****Agrees****PLEASE READ****Office Use Only****City Council Decision**

--

**City Council Hearing Date**

--

**Reason for Council's Decision**

--

**City Council Members Absent**

--

**City Council Members Present**

--

**Continuance Meeting Date**

--

**Also Present**

--

**City Councilor Who Seconded Motion**

--

**City Councilor Who Made Motion**

--

**City Councilors Who Voted Against**

--

**City Councilors Who Abstained**

--

**Continuance Motion Decision**

--

**Who Submitted Continuance Request?**

--

**City Councilors Who Voted in Favor**

--

**Number of 12"x18" Mylar Copies**

--

**Appeal Expiration Date**


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**Number of 24"x36" Mylar Copies**


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**Number of 18"x24" Mylar Copies**


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**Attachments** Applicant is Owner.docx


Uploaded by Robert Harb on Jul 11, 2023 at 6:47 pm

 fish-sp bried-col-07212023164653.pdf


Uploaded by Robert Harb on Jul 21, 2023 at 4:52 pm

 Vine\_St-Updated\_Plan.pdf


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Uploaded by Robert Harb on Jul 11, 2023 at 6:51 pm

 fish-sp bried-col-07212023164653.pdf

Uploaded by Robert Harb on Jul 21, 2023 at 4:53 pm

 fish-sp bried-col-07212023164653.pdf

Uploaded by Robert Harb on Jul 21, 2023 at 4:53 pm

IN CITY COUNCIL: August 8 2023

VOTED THAT HEARING BE HELD

SEPTEMBER 19 2023

Attest;

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

79  
cc of 23-6

**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)

July 21, 2023

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

Re: **APPLICATION FOR A SPECIAL PERMIT  
FOR A SIX UNIT MULTIFAMILY DWELLING IN A CC ZONE**  
Jared Fish, Trustee of the Eight Vine Street Realty Trust-Owner/Applicant  
Property: 8 Vine Street, Haverhill  
Haverhill Assessor's Map 108-15-12

Jared Fish, Trustee of the Eight Vine Street Realty Trust, Owner and Applicant, with mailing address 110 Exeter Road, Kingston, NH 03848, is applying to the City Council for a Special Permit under the terms and provisions of the Haverhill Zoning Ordinance Chapter 255 for a Six Unit Multifamily Dwelling for the property located at 8 Vine Street. See Site Plan filed herewith. Applicant proposes 6 one bedroom dwelling units.

The building formerly on the property was destroyed by a fire on August 11, 2020 and was demolished on October 27, 2020. See Photos attached. The property has remained vacant since the fire. Applicant proposes to build a new three story, six unit, multifamily dwelling on this site.

A Multifamily dwelling is allowed in this CC Zone with a Special Permit. All variances required for this project have been obtained from the Board of Appeals and the decision has been recorded at the Registry of Deeds. This use is the best use of the property where it is located.

The required parking spaces are provided on the lot.

This project on this lot will be a valuable addition to the neighborhood. It would make valuable use of a presently vacant lot.

Architectural Plans drawn by Matthew Carlson are filed with this application.

79  
Applicant meets all the following requirements under Chapter 255  
Section 10.4.2 for a Special Permit:

- A. The proposed use or structure 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.
- B. Community need for additional housing is served by this proposal.
- C. Traffic and pedestrian flow and safety have been addressed and the required parking has been supplied.
- D. Adequate utilities and other public services are all supplied for this project. Property is on city water and city sewer.
- E. The neighborhood character and social structures have been addressed in the architectural designs of this project. Many multifamily dwellings are in the neighborhood. See Assessors Report attached hereto.
- F. There will be no impact to natural environment.
- G. The project will increase the city's tax base and have no adverse impact on City services.

Applicants would respectfully request the City Council grant this Application for a Special Permit for a six unit residential dwelling.

Respectfully submitted,

*Robert D. Harb*

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Robert D. Harb, Attorney For Applicant-Jared Fish, Trustee

l-city council-fish-vine street-sp-brief

:





Date	Activity
Jul 24, 2023 at 8:54 am	Christine Webb added attachment Abutters 8 Vine St 108.15.12.xlsx to Record CCSP-23-6
Jul 24, 2023 at 8:54 am	Christine Webb added attachment Mailing Labels 8 Vine St 108.15.12.pdf to Record CCSP-23-6
Jul 24, 2023 at 8:57 am	Christine Webb approved approval step Assessor for Abutter's List on Record CCSP-23-6
Jul 24, 2023 at 8:58 am	Eric Tarpy approved approval step Fire1 Department Review on Record CCSP-23-6
Jul 24, 2023 at 9:04 am	Robert Moore approved approval step Conservation Department Review on Record CCSP-23-6
Jul 24, 2023 at 9:04 am	Robert Moore approved approval step Storm Water Review on Record CCSP-23-6
Jul 24, 2023 at 9:41 am	Bonnie Dufresne assigned approval step Health Department Review to Mark Tolman on Record CCSP-23-6
Jul 24, 2023 at 11:13 am	Mike Pfifferling approved approval step School Department Review on Record CCSP-23-6
Jul 24, 2023 at 12:02 pm	Eric Tarpy waived approval step Fire2 Department Review on Record CCSP-23-6
Jul 24, 2023 at 12:55 pm	Kevin Lynch approved approval step Police Department Review on Record CCSP-23-6
Jul 25, 2023 at 10:59 am	Laurie Brown approved approval step City Council Clerk Notified on Record CCSP-23-6
Jul 26, 2023 at 9:49 am	Kaitlin Wright approved approval step City Clerk Review - Hearing Dates Set on Record CCSP-23-6
Jul 26, 2023 at 9:49 am	Kaitlin Wright reactivated approval step City Clerk Review - Hearing Dates Set on Record CCSP-23-6
Jul 26, 2023 at 9:49 am	Kaitlin Wright assigned approval step City Clerk Review - Hearing Dates Set to Kaitlin Wright on Record CCSP-23-6
Jul 26, 2023 at 9:49 am	Kaitlin Wright approved approval step City Clerk Review - Hearing Dates Set on Record CCSP-23-6
Jul 26, 2023 at 9:54 am	Kaitlin Wright reactivated approval step City Clerk Review - Hearing Dates Set on Record CCSP-23-6
Jul 26, 2023 at 9:56 am	Kaitlin Wright approved approval step City Clerk Review - Hearing Dates Set on Record CCSP-23-6

### Timeline

Label	Status	Activated	Completed	Assignee	Due Date
 Special Permit Filing Fee	Paid	Jul 21, 2023 at 4:58 pm	Jul 21, 2023 at 5:14 pm	-	-
 Planning Director Review	Complete	Jul 21, 2023 at 5:14 pm	Jul 21, 2023 at 5:16 pm	William Pillsbury	-
 Building Inspector Approval for Agenda	Complete	Jul 21, 2023 at 5:16 pm	Jul 22, 2023 at 9:58 am	Tom Bridgewater	-
 Assessor for Abutter's List	Complete	Jul 21, 2023 at 5:16 pm	Jul 24, 2023 at 8:57 am	Christine Webb	-
 Fire1 Department Review	Complete	Jul 21, 2023 at 5:16 pm	Jul 24, 2023 at 8:58 am	Eric Tarpy	-
 Conservation Department Review	Complete	Jul 21, 2023 at 5:16 pm	Jul 24, 2023 at 9:04 am	Robert Moore	-
 Storm Water Review	Complete	Jul 21, 2023 at 5:16 pm	Jul 24, 2023 at 9:04 am	Robert Moore	-
 School Department Review	Complete	Jul 21, 2023 at 5:16 pm	Jul 24, 2023 at 11:13 am	Mike Pfifferling	-
Fire2 Department Review	Skipped	Jul 21, 2023 at 5:16 pm	Jul 24, 2023 at 12:02 pm	Michael Picard	-
 Police Department Review	Complete	Jul 21, 2023 at 5:16 pm	Jul 24, 2023 at 12:55 pm	Kevin Lynch	-
 City Council Clerk Notified	Complete	Jul 21, 2023 at 5:16 pm	Jul 25, 2023 at 10:59 am	Laurie Brown	-
 City Clerk Review - Hearing Dates Set	Complete	Jul 21, 2023 at 5:16 pm	Jul 26, 2023 at 9:56 am	Kaitlin Wright	-
 DPW Review	Active	Jul 21, 2023 at 5:16 pm	-	Robert Ward	-
 Engineering Department Review	Active	Jul 21, 2023 at 5:16 pm	-	John Pettis	-
 Health Department Review	Active	Jul 21, 2023 at 5:16 pm	-	Mark Tolman	-
 Water/Wastewater Review	Active	Jul 21, 2023 at 5:16 pm	-	Robert Ward	-
 Water Supply Review	Active	Jul 21, 2023 at 5:16 pm	-	Robert Ward	-
 First Ad Placement	Inactive	-	-	-	-
 Placed on Agenda	Inactive	-	-	-	-

Label	Status	Activated	Completed	Assignee	Due Date
✓ Abutter Notification	Inactive	-	-	-	-
✓ Second Ad Placement	Inactive	-	-	-	-
✓ City Councilor A Review	Inactive	-	-	-	-
✓ City Councilor B Review	Inactive	-	-	-	-
✓ City Councilor C Review	Inactive	-	-	-	-
✓ City Councilor D Review	Inactive	-	-	-	-
✓ City Councilor E Review	Inactive	-	-	-	-
✓ City Councilor F Review	Inactive	-	-	-	-
✓ City Councilor G Review	Inactive	-	-	-	-
✓ City Councilor H Review	Inactive	-	-	-	-
✓ City Councilor I Review	Inactive	-	-	-	-
✓ City Council Meeting	Inactive	-	-	-	-
✓ Meeting Minutes & Decision Filed w/City Clerk	Inactive	-	-	-	-

**City of Haverhill, MA**

Jul 26, 2023

**CCSP-23-6****Assessor for Abutter's List****City Council Special Permit****Status:** Complete**Assignee:** Christine Webb**Became Active:** Jul 21, 2023**Completed:** Jul 24, 2023**Applicant**

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

**Primary Location**

8 VINE ST  
Haverhill, MA 01830

**Owner:**

EIGHT VINE ST REALTY TRUST FISH JARED  
TRUSTEE  
946 Greenland Road Portsmouth, NH 03801

**Comments****Christine Webb, Jul 24, 2023**

Please see the attached abutters and mailing lists for 8 Vine St 108.15.12



City of Haverhill, MA

Jul 26, 2023

CCSP-23-6

## Fire1 Department Review

City Council Special Permit

**Status:** Complete**Became Active:** Jul 21, 2023**Assignee:** Eric Tarpy**Completed:** Jul 24, 2023

### Applicant

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

### Primary Location

8 VINE ST  
Haverhill, MA 01830

### Owner:

EIGHT VINE ST REALTY TRUST FISH JARED  
TRUSTEE  
946 Greenland Road Portsmouth, NH 03801

### Comments

#### Eric Tarpy, Jul 24, 2023

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.

Driveway must comply with the Public Safety Driveway Design Standard for Residential Dwellings.

This project requires NFPA compliant Sprinkler and Fire Alarm Systems

Snow storage plan needs to be addressed. Stored on site or removed.





Sent from AOL on Android

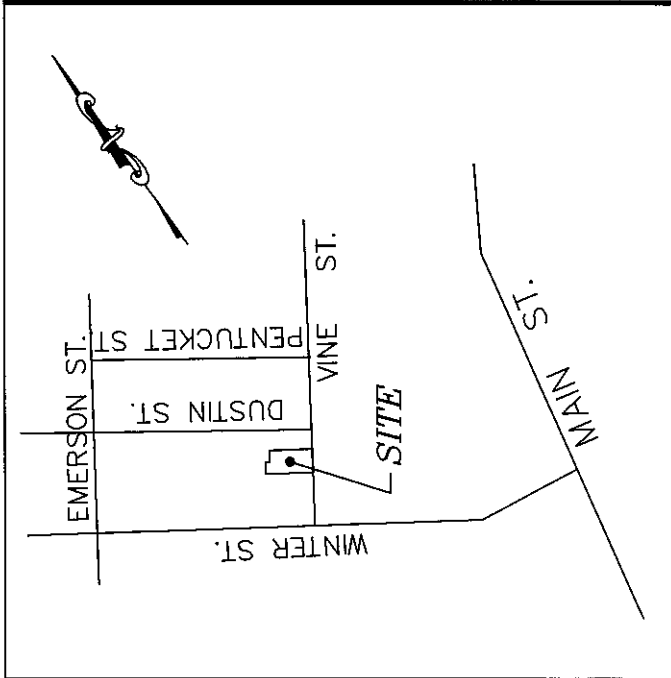
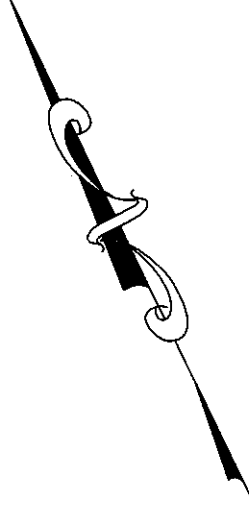
Click on the Column Headings to sort accordingly.  
Click on the Parcel ID to view the parcel detail.

Parcel ID	Location	Owner	Built Type	Total Value	Beds Baths	Lot size Fin area	LUC Description	NHood	Sale date Sale price	Book Page
108-15-11	10 VINE ST	FORMIGONI MARCO A-ETUX GOES POLLYANNA T	1900 MULTI-GRDN	\$639,200	7 3	3,698 2,820	105 3 FAMLY	XF	4/14/2020 \$530,000	38419-483
109-18-7	13 VINE ST	LOPEZ GERONIMO-ETUX LOPEZ TRIGIDIA	1900 OLD STYLE	\$423,200	6 3	8,320 3,128	101 ONE FAM	XF	1/29/1993 \$80,000	11722-493
108-16-1	16 VINE ST	VELAZQUEZ JAVIER	1900 MULTI-GRDN	\$650,800	6 4	11,099 3,938	105 3 FAMLY	XF	5/22/2006 \$329,000	25693-72
109-18-8	17 VINE ST	VINE REALTY GROUP LLC	1900 APRTMNT-GN	\$759,600	9 9	8,002 4,107	112 APTS >8	AF	7/26/2019 \$670,000	37700-249
108-16-13	22 VINE ST	ERAZO NATALIE	1900 MULTI-GRDN	\$636,600	7 3	3,171 3,780	105 3 FAMLY	XF	4/11/2012 \$100	31249-565
109-18-9	23 VINE ST	CATALINA CLARIBEL-ETUX QUELIZ EDGAR	1900 APT CONV	\$511,500	6 5	8,651 3,558	111 APT 4-8	XF	10/13/2017 \$365,000	36251-477
109-18-10	25 VINE ST	BROADWAY-VINE REALTY TR BUCKLEY NANCY W-TRUSTEE	1875 APT CONV	\$579,000	8 7	6,922 3,969	111 APT 4-8	XF	5/12/1995 \$100	13019-83
108-17-1	2628 VINE ST	VS PROPERTIES, LLC C/O PARTRIDGE SNOW & HAHN, LLP	1900 APT CONV	\$779,800	8 8	6,081 6,080	111 APT 4-8	XF	12/22/2021 \$100	40600-211
109-21-4	27 VINE ST	VS PROPERTIES, LLC C/O PARTRIDGE SNOW & HAHN, LLP	1880 APT CONV	\$587,000	7 6	5,040 4,555	111 APT 4-8	XF	12/22/2021 \$100	40600-206
109-18-5	35 VINE ST	KINGSTON FAMILY IRREVOCABLE TR KINGSTON DAWN M-TRUSTEE	1870 APT CONV	\$636,000	10 5	3,642 4,691	111 APT 4-8	XF	5/24/2016 \$100	34944-490
108-17-14	30 VINE ST	VS PROPERTIES, LLC C/O PARTRIDGE SNOW & HAHN, LLP	1900 APT CONV	\$521,000	7 5	4,900 3,982	111 APT 4-8	XF	12/22/2021 \$1,400	40600-206
109-21-5	31 VINE ST	MARTINEZ ARIEL JONES-ETUX LUNA ANYERINES MARTINEZ	1900 MULTI-CONV	\$466,200	5 3	5,502 2,516	104 TWO FAM	XF	5/29/2018 \$380,000	36742-580
108-17-13	34 VINE ST	34 VINE ST., LLC	1909 MULTI-GRDN	\$482,200	6 3	5,380 2,271	104 TWO FAM	XF	9/11/2019 \$358,827	37831-418
109-21-6	35 VINE ST	35 VINE STREET, LLC	1854 APT CONV	\$454,900	5 4	7,902 2,819	111 APT 4-8	XF	10/4/2021 \$100	40345-301
109-21-7A	39 VINE ST	BRUNET WILLIAM J ETUX BRUNET NANCY A	1920 CONDO-GRDN	\$86,700	1 1	0 487	102 CONDO	C4	11/4/2008 \$40,000	28134-255
109-21-7B	39 VINE ST	MANN STEPHANIE E	1920 CONDO-GRDN	\$96,800	1 1	0 657	102 CONDO	C4	12/29/2020 \$87,000	39355-287
109-21-7C	39 VINE ST	MANN STEPHANIE E	1920 CONDO-GRDN	\$83,300	1 1	0 477	102 CONDO	C4	9/29/2010 \$26,000	29813-475
109-21-7D	39 VINE ST	MANN STEPHANIE E	1920 CONDO-TNHS	\$124,700	2 1	0 1,225	102 CONDO	C4	3/6/2009 \$35,000	28383-526
108-15-12	8 VINE ST	EIGHT VINE ST REALTY TRUST CYNEWSKI BARRY L TRUSTEE FISH JARED TRUSTEE		\$130,600		7,179	111 APT 4-8	XF	8/6/2010 \$179,900	29663-83
109-18-6	9 VINE ST	KINGSTON FAMILY IRREVOCABLE TR KINGSTON DAWN M-TRUSTEE	1905 OLD STYLE	\$440,800	3 2	7,100 2,732	101 ONE FAM	XF	5/24/2016 \$100	34944-493



150.00'

150.00'

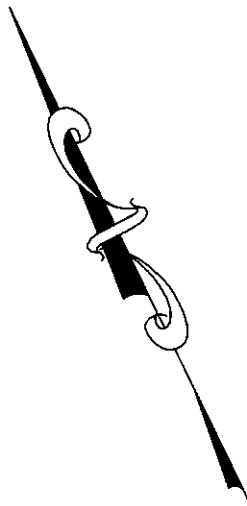


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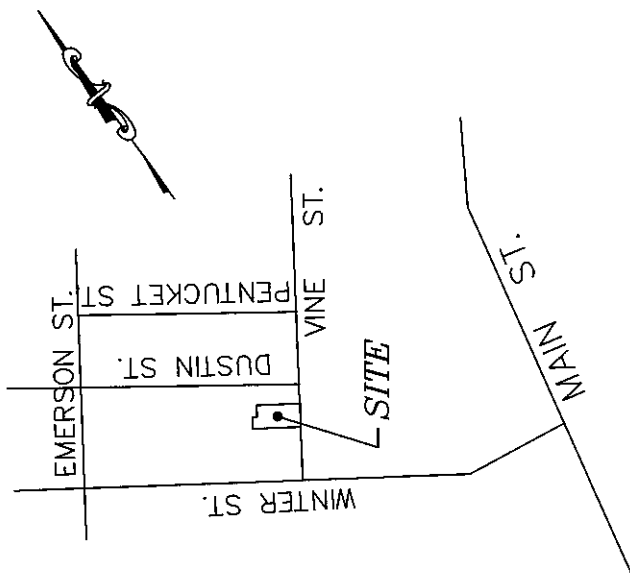
N/F  
EMMA'S HOLDINGS INC

150.00'

150.00'



LOCUS  
1' = 1200'



MECHANICAL  
EQUIPMENT ZONE

ROOF DRAIN

14' - 10 1/2"

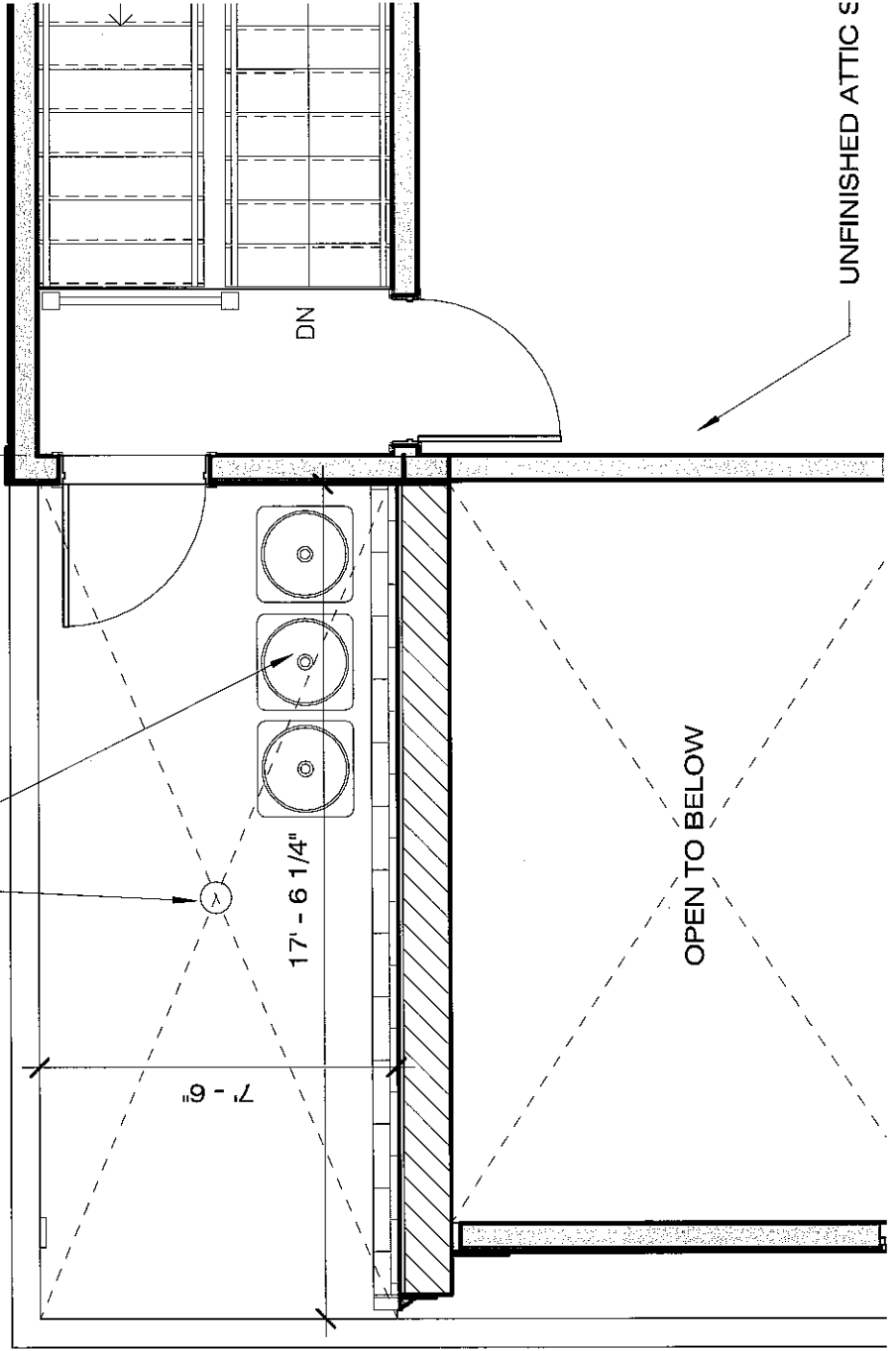
7' - 6"

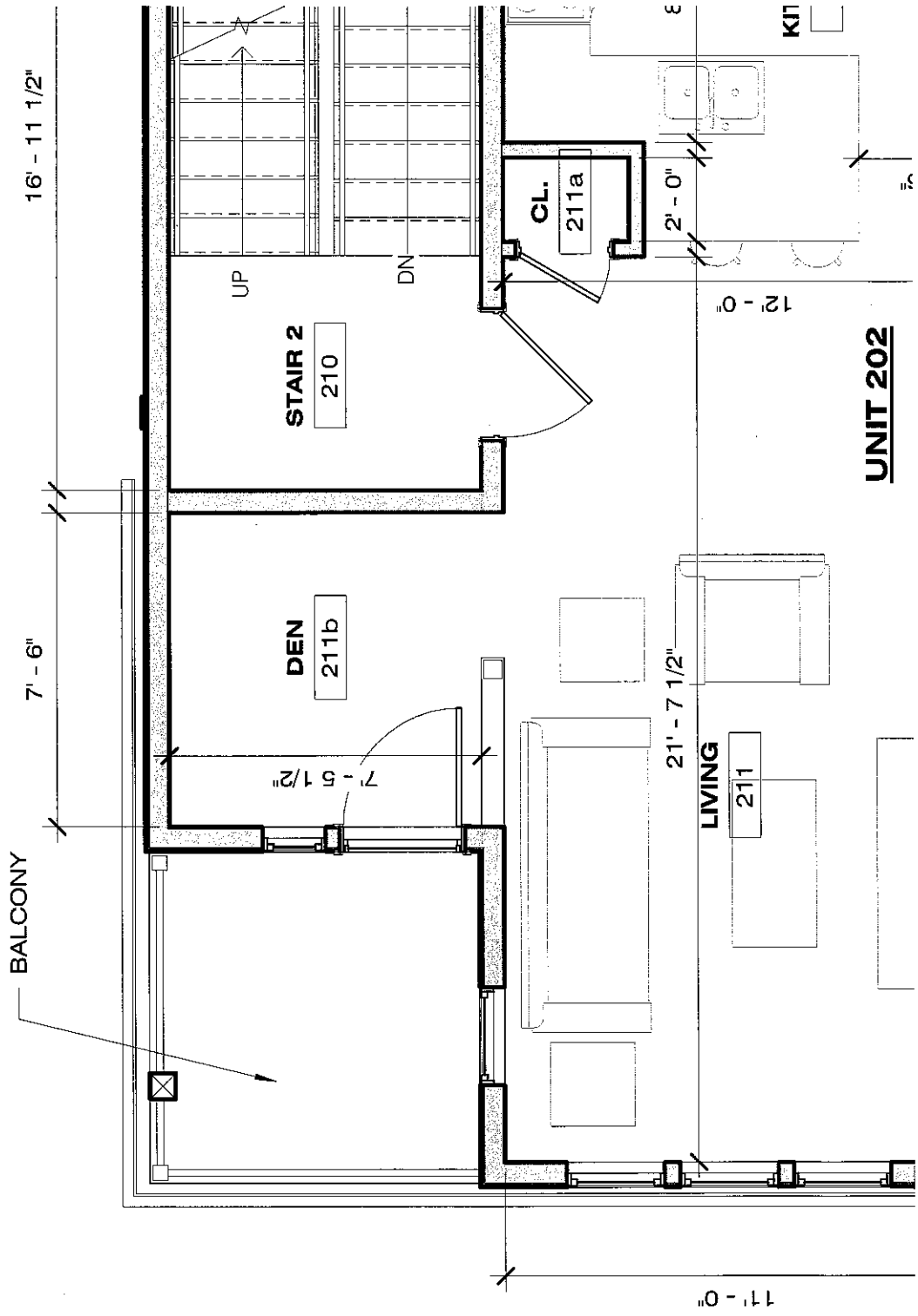
17' - 6 1/4"

DN

OPEN TO BELOW

UNFINISHED ATTIC





**UNIT 202**



City of Haverhill, MA

Hearing September 19, 2023

HVR CITY CLERK 08/01/2023

**CCSP-23-9**

City Council Special Permit

**Status:** Active**Date Created:** Jul 31, 2023

10-2

**Applicant**

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

**Primary Location**

335 GROVELAND ST  
Haverhill, MA 01830

**Owner:**

HAVERHILL HOUSING AUTHORITY  
25C WASHINGTON SQUARE HAVERHILL, MA 01830

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

Attorney/Agent

**Applicant Business/Firm Phone**

978-373-5611

**Applicant Business/Firm City**

Haverhill

**Applicant Business/Firm Zip**

01830

**Client Business Name**

Shoe City Development Corporation

**Client Email**

clara@haverhillhousing.com

**Client City**

Haverhill

**Client Zip**

01831

**Client Business Structure**

Corporation

**Applicant Business/Firm Name**

Robert D Harb, Attorney At Law

**Applicant Business/Firm Address**

40 Kenoza Avenue

**Applicant Business/Firm State**

MA

**Client Name**

Shoe City Development Corporation

**Client Phone**

978-372-6761

**Client Address**

25-C Washington Street

**Client State**

MA

**Client County**

Essex

IN CITY COUNCIL: August 8 2023

VOTED: that HEARING BE HELD SEPTEMBER 19 2023

Attest:

\_\_\_\_\_  
City Clerk**Property Information****Proposed Housing Plan Name**

N/A

**How Long Owned by Current Owner?**

under agreement

**Lot Dimension(s)**

Frontage: 149.84' ; Depth: 85.8' ; area: 13,789S.F.

**Proposed Street Name(s)**

N/A

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

Multi-Family

**Registry Plat Number, Block & Lot**

423-151-18A &amp; 423-151-1B

**Zoning District Where Property Located**

RH - Residential High Density

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

41388

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

66

**Does the Property Have Multiple Lots?**

Yes

**IF YES, How Many Lots?**

2

**IF YES, What Is/Are the Map, Block Lot (MBL) Number(s)?**

423-151-18A and 423-151-1B (335 Groveland St and O Katsaros Drive)

**IF YES, Provide Additional Addresses if Different Than "Location" (or Enter NONE")**

O Katsaros Drive

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

Appricant seeks a Special Permit to expand an existing 4 unit multifamily dwelling to an 8 unit multifamily dwelling in an RH Zone.

**Property Description**

Being the same premises conveyed in Book 41388 Page 66. See attached property description.

**Current Property Use**

Residential Housing

**TOTAL Number of Units Planned**

8

**TOTAL Number of Parking Spaces Planned**

9

**Special Circumstances****Building Coverage**☐**Dimensional Variance**☐**Front Yard Setback**☐**Side Yard Setback**☐**Rear Yard Setback**☐**Lot Frontage**☐**Lot Depth**☐**Lot Area**☐**Building Height**☐**Floor Area Ratio**☐**Open Space**☐**Parking**☐**Sign Size**☐**Use**☐**Other**☒**IF OTHER, Please Describe**

Special Permit to expand a 4 unit multifamily dwelling to an 8 unit multifamily dwelling in an RH Zone.

**Hearing Waiver****Agrees**

No

**Agreement & Signature****Agrees****PLEASE READ****Office Use Only****City Council Decision**

--

**City Council Hearing Date**

--

**Reason for Council's Decision**

--

**City Council Members Absent**

--

**City Council Members Present**

--

**Continuance Meeting Date**

--

**Also Present**

--

**City Councilor Who Seconded Motion**

--

**City Councilor Who Made Motion**

--

**City Councilors Who Voted Against**

--

**City Councilors Who Abstained**

--

**Continuance Motion Decision**

--

**Who Submitted Continuance Request?**

--

**City Councilors Who Voted in Favor**

--

**Number of 12"x18" Mylar Copies**

--

**Appeal Expiration Date**


--

**Number of 24"x36" Mylar Copies**


--

**Number of 18"x24" Mylar Copies**


--

**Attachments** shoe\_city-owner\_consent-06142023092814\_Wed\_Jun\_14\_2023\_10-27-59.pdf


Uploaded by Robert Harb on Jul 28, 2023 at 4:05 pm

 i-city council-Shoe city-HHA-Groveland street-sp-brief.pdf

Uploaded by Robert Harb on Jul 28, 2023 at 4:55 pm

 Groveland-4510\_Site\_plan\_revisions\_6-26-23\_revision\_1(2)\_Mon\_Jun\_26\_2023\_16-15-07.pdf


Uploaded by Robert Harb on Jul 28, 2023 at 4:06 pm

 Groveland-4510\_Site\_plan\_revisions\_6-26-23\_revision\_1(2)\_Mon\_Jun\_26\_2023\_16-15-07.pdf


Uploaded by Robert Harb on Jul 28, 2023 at 4:06 pm

 i-city council-Shoe city-HHA-Groveland street-sp-brief.pdf


Uploaded by Robert Harb on Jul 28, 2023 at 4:55 pm

 i-city council-Shoe city-HHA-Groveland street-sp-brief.pdf


Uploaded by Robert Harb on Jul 28, 2023 at 4:56 pm

 Groveland\_Street\_Revised\_Floor\_Plans\_Mon\_Jun\_26\_2023\_10-35-25.pdf

Uploaded by Robert Harb on Jul 28, 2023 at 4:38 pm

 shoe-desc-07282023164453.pdf

Uploaded by Robert Harb on Jul 28, 2023 at 4:53 pm

 Abutters 335 Groveland St and Karsaros Dr 423.151.1B 423.151.18A.xlsx

Uploaded by Christine Webb on Jul 31, 2023 at 2:18 pm








 Mailing Labels 335 Groveland St and Karsaros Dr 423.151.1B 423.151.18A.pdf

Uploaded by Christine Webb on Jul 31, 2023 at 2:19 pm

## History

Date	Activity
Jul 28, 2023 at 3:47 pm	Robert Harb started a draft of Record CCSP-23-9
Jul 28, 2023 at 4:38 pm	Robert Harb added attachment Groveland_Street_Revised_Floor_Plans_Mon_Jun_26_2023_10-35-25.pdf to Record CCSP-23-9
Jul 28, 2023 at 4:53 pm	Robert Harb added attachment shoe-desc-07282023164453.pdf to Record CCSP-23-9
Jul 31, 2023 at 11:58 am	Robert Harb submitted Record CCSP-23-9
Jul 31, 2023 at 12:03 pm	completed payment step Special Permit Filing Fee on Record CCSP-23-9
Jul 31, 2023 at 12:03 pm	approval step Planning Director Review was assigned to William Pillsbury on Record CCSP-23-9
Jul 31, 2023 at 1:02 pm	William Pillsbury approved approval step Planning Director Review on Record CCSP-23-9
Jul 31, 2023 at 1:02 pm	approval step Assessor for Abutter's List was assigned to Christine Webb on Record CCSP-23-9
Jul 31, 2023 at 1:02 pm	approval step Conservation Department Review was assigned to Robert Moore on Record CCSP-23-9
Jul 31, 2023 at 1:02 pm	approval step Engineering Department Review was assigned to John Pettis on Record CCSP-23-9
Jul 31, 2023 at 1:02 pm	approval step Water/Wastewater Review was assigned to Robert Ward on Record CCSP-23-9
Jul 31, 2023 at 1:02 pm	approval step Health Department Review was assigned to Bonnie Dufresne on Record CCSP-23-9
Jul 31, 2023 at 1:02 pm	approval step Fire1 Department Review was assigned to Eric Tarpy on Record CCSP-23-9
Jul 31, 2023 at 1:02 pm	approval step Fire2 Department Review was assigned to Michael Picard on Record CCSP-23-9
Jul 31, 2023 at 1:02 pm	approval step Police Department Review was assigned to Kevin Lynch on Record CCSP-23-9
Jul 31, 2023 at 1:02 pm	approval step Storm Water Review was assigned to Robert Moore on Record CCSP-23-9
Jul 31, 2023 at 1:02 pm	approval step City Clerk Review - Hearing Dates Set was assigned to Maria Bevilacqua on Record CCSP-23-9
Jul 31, 2023 at 1:02 pm	approval step DPW Review was assigned to Robert Ward on Record CCSP-23-9
Jul 31, 2023 at 1:02 pm	approval step School Department Review was assigned to Mike Pfifferling on Record CCSP-23-9
Jul 31, 2023 at 1:02 pm	approval step Building Inspector Approval for Agendawas assigned to Tom Bridgewater on Record CCSP-23-9
Jul 31, 2023 at 1:02 pm	approval step Water Supply Review was assigned to Robert Ward on Record CCSP-23-9
Jul 31, 2023 at 1:02 pm	approval step City Council Clerk Notified was assigned to Laurie Brown on Record CCSP-23-9
Jul 31, 2023 at 1:17 pm	Mike Pfifferling approved approval step School Department Review on Record CCSP-23-9
Jul 31, 2023 at 2:18 pm	Christine Webb added attachment Abutters 335 Groveland St and Karsaros Dr 423.151.1B 423.151.18A.xlsx to Record CCSP-23-9
Jul 31, 2023 at 2:19 pm	Christine Webb added attachment Mailing Labels 335 Groveland St and Karsaros Dr 423.151.1B 423.151.18A.pdf to Record CCSP-23-9
Jul 31, 2023 at 2:21 pm	Christine Webb added attachment Mailing Labels 335 Groveland St and Karsaros Dr 423.151.1B 423.151.18A.pdf to Record CCSP-23-9
Jul 31, 2023 at 2:22 pm	Christine Webb removed attachment Mailing Labels 335 Groveland St and Karsaros Dr 423.151.1B 423.151.18A.pdf from Record CCSP-23-9
Jul 31, 2023 at 2:23 pm	Christine Webb approved approval step Assessor for Abutter's List on Record CCSP-23-9
Jul 31, 2023 at 3:48 pm	Laurie Brown approved approval step City Council Clerk Notified on Record CCSP-23-9
Aug 1, 2023 at 8:46 am	Robert Moore approved approval step Conservation Department Review on Record CCSP-23-9
Aug 1, 2023 at 8:47 am	Robert Moore approved approval step Storm Water Review on Record CCSP-23-9
Aug 1, 2023 at 11:36 am	Kevin Lynch approved approval step Police Department Review on Record CCSP-23-9
Aug 1, 2023 at 1:07 pm	Kaitlin Wright assigned approval step City Clerk Review - Hearing Dates Set to Kaitlin Wright on Record CCSP-23-9

## Timeline

Label	Status	Activated	Completed	Assignee	Due Date
 Special Permit Filing Fee	Paid	Jul 31, 2023 at 11:58 am	Jul 31, 2023 at 12:03 pm	-	-
 Planning Director Review	Complete	Jul 31, 2023 at 12:03 pm	Jul 31, 2023 at 1:02 pm	William Pillsbury	-
 School Department Review	Complete	Jul 31, 2023 at 1:02 pm	Jul 31, 2023 at 1:17 pm	Mike Pfifferling	-
 Assessor for Abutter's List	Complete	Jul 31, 2023 at 1:02 pm	Jul 31, 2023 at 2:23 pm	Christine Webb	-
 City Council Clerk Notified	Complete	Jul 31, 2023 at 1:02 pm	Jul 31, 2023 at 3:48 pm	Laurie Brown	-



Label	Status	Activated	Completed	Assignee	Due Date
✓ Conservation Department Review	Complete	Jul 31, 2023 at 1:02 pm	Aug 1, 2023 at 8:46 am	Robert Moore	-
✓ Storm Water Review	Complete	Jul 31, 2023 at 1:02 pm	Aug 1, 2023 at 8:47 am	Robert Moore	-
✓ Police Department Review	Complete	Jul 31, 2023 at 1:02 pm	Aug 1, 2023 at 11:36 am	Kevin Lynch	-
✓ City Clerk Review - Hearing Dates Set	Active	Jul 31, 2023 at 1:02 pm	-	Kaitlin Wright	-
✓ DPW Review	Active	Jul 31, 2023 at 1:02 pm	-	Robert Ward	-
✓ Engineering Department Review	Active	Jul 31, 2023 at 1:02 pm	-	John Pettis	-
✓ Fire1 Department Review	Active	Jul 31, 2023 at 1:02 pm	-	Eric Tarpy	-
✓ Fire2 Department Review	Active	Jul 31, 2023 at 1:02 pm	-	Michael Picard	-
✓ Health Department Review	Active	Jul 31, 2023 at 1:02 pm	-	Bonnie Dufresne	-
✓ Water/Wastewater Review	Active	Jul 31, 2023 at 1:02 pm	-	Robert Ward	-
✓ Water Supply Review	Active	Jul 31, 2023 at 1:02 pm	-	Robert Ward	-
✓ Building Inspector Approval for Agenda	Active	Jul 31, 2023 at 1:02 pm	-	Tom Bridgewater	-
✓ First Ad Placement	Inactive	-	-	-	-
✓ Placed on Agenda	Inactive	-	-	-	-
✓ Abutter Notification	Inactive	-	-	-	-
✓ Second Ad Placement	Inactive	-	-	-	-
✓ City Councilor A Review	Inactive	-	-	-	-
✓ City Councilor B Review	Inactive	-	-	-	-
✓ City Councilor C Review	Inactive	-	-	-	-
✓ City Councilor D Review	Inactive	-	-	-	-
✓ City Councilor E Review	Inactive	-	-	-	-
✓ City Councilor F Review	Inactive	-	-	-	-
✓ City Councilor G Review	Inactive	-	-	-	-
✓ City Councilor H Review	Inactive	-	-	-	-
✓ City Councilor I Review	Inactive	-	-	-	-
✓ City Council Meeting	Inactive	-	-	-	-
✓ Meeting Minutes & Decision Filed w/City Clerk	Inactive	-	-	-	-

City Council Special Permit - Add to a project



Expiration Date

Active

Request Changes

([/#/explore/request-changes/157093](#))



## CCSP-23-9



### Details

Submitted on Jul 31, 2023 at 11:58 am



### Attachments

11 files



### Activity Feed

Latest activity on Aug 11, 2023



### Applicant

Robert Harb



### Location

335 GROVELAND ST, Haverhill, MA 01830

View ▼

Edit Workflow



### Special Permit Filing Fee

Paid Jul 31, 2023 at 12:03 pm



### Planning Director Review

Completed Jul 31, 2023 at 1:02 pm



### City Clerk Review - Hearing Dates Set

Completed Aug 03, 2023 at 1:05 pm



### City Council Clerk Notified

Completed Jul 31, 2023 at 3:48 pm

LB

✓ **Assessor for Abutter's List**  
Completed Jul 31, 2023 at 2:23 pm



✓ **Conservation Department Review**  
Completed Aug 01, 2023 at 8:46 am



✓ **DPW Review**  
In Progress



✓ **Engineering Department Review**  
In Progress



✓ **Fire1 Department Review**  
Completed Aug 07, 2023 at 3:48 pm



✓ **Fire2 Department Review**  
Completed Aug 07, 2023 at 9:20 am



✓ **Health Department Review**  
Completed Aug 03, 2023 at 12:09 pm



✓ **Police Department Review**  
Completed Aug 01, 2023 at 11:36 am



✓ **School Department Review**  
Completed Jul 31, 2023 at 1:17 pm



✓ **Storm Water Review**  
Completed Aug 01, 2023 at 8:47 am



✓ **Water/Wastewater Review**  
In Progress



✓ **Water Supply Review**  
In Progress



✓ **Building Inspector Approval for Agenda**  
Completed Aug 02, 2023 at 8:24 am



✓ **First Ad Placement**  
Completed Aug 09, 2023 at 5:55 pm



✓ **Placed on Agenda**  
Completed Aug 09, 2023 at 5:56 pm



**Abutter Notification**

Completed Aug 11, 2023 at 2:26 pm

**Second Ad Placement**

Completed Aug 09, 2023 at 5:55 pm

**City Councilor A Review**

Review

**City Councilor B Review**

Review

**City Councilor C Review**

Review

**City Councilor D Review**

Review

**City Councilor E Review**

Review

**City Councilor F Review**

Review

**City Councilor G Review**

Review

**City Councilor H Review**

Review

**City Councilor I Review**

Review

**City Council Meeting**

Review

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

Review





Planning Director Review

 **Complete** ▾

Complete

Assignee

 William Pillsbury

Due date

 None



William Pillsbury

Remove Comment • Jul 31, 2023 at 1:02 pm

ok for agenda



William Pillsbury

Remove Comment • Sep 13, 2023 at 8:50 am

I recommend approval of the important housing project by the Haverhill Housing Authority. This is the first project the Authority has undertaken in some time and will be specifically for elderly residents which is a much needed category of the housing mix across the city.

This step was assigned to William Pillsbury - Jul 31, 2023 at 12:03 pm  
William Pillsbury approved this step - Jul 31, 2023 at 1:02 pm



## Conservation Department Review

**● Complete ▾**

Complete

Assignee

 Robert Moore

Due date



None



**Robert Moore**

Remove Comment • Aug 1, 2023 at 8:46 am

A small wetland and stream was identified on the land to the west. The stream runs into the area drainage system about 50-60' west of proposed parking space #9. Although the project will require permitting with the Conservation Commission, it appears there is more than sufficient space to accommodate the project. I have no objections to the granting of the special permit.

This step was assigned to Robert Moore - Jul 31, 2023 at 1:02 pm  
Robert Moore approved this step - Aug 1, 2023 at 8:46 am



## Fire2 Department Review

**Complete** ▾

Complete

Assignee

Michael Picard

Due date



None



Michael Picard

Remove Comment • Aug 7, 2023 at 9:20 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, 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.

The rear Units will require an NFPA compliant Sprinkler and Fire Alarm System, Front Units to be evaluated for Sprinkler and Fire Alarm System requirement based on market value vs. renovation cost factor. Please provide these numbers

This step was assigned to Michael Picard - Jul 31, 2023 at 1:02 pm  
Michael Picard approved this step - Aug 7, 2023 at 9:20 am



# Health Department Review



● Complete ▾

Complete

Assignee

 Mark Tolman

Due date

 None



Mark Tolman

Remove Comment • Aug 3, 2023 at 12:09 pm

Hi Bob,

Building will be serviced by city water and sewer service connections.

Just have to show on plot plan where dumpster will be located for private pickup.

Mark

This step was assigned to Bonnie Dufresne - Jul 31, 2023 at 1:02 pm  
Bonnie Dufresne assigned this step to Mark Tolman - Aug 2, 2023 at 11:27 am  
Mark Tolman approved this step - Aug 3, 2023 at 12:09 pm





City of Haverhill, MA

9/6/2023

**EVNT-23-28**

Event Permit

Status: Active

Submitted On: 8/17/2023

**Primary Location**10 WELCOME ST  
Haverhill, MA 01830**Owner**CITY OF HAVERHILL PUBLIC  
PROPERTY DEPT  
SUMMER ST 4 HAVERHILL,  
MA 01830**Applicant**

Indra Cruz

978-457-1414

icruz@utecinc.org

 9784571414  
Haverhill, ma 01832

11.6.11

FAX CITY CLERK 857 6700 PM 2023

**Organization Information****Organization\***

Utec Inc / VIP Haverhill

**Organization Phone\***

9784571414

**Organization Address\***

241 Winter St

**Organization City\***

Haverhill

**Organization State\***

ma

**Organization Zip\***

01832

**Is the Organization Tax Exempt?\***

Yes

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

Yes

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

No

## Contact Information

**Contact Name\***

Indra Cruz

**Contact Title\***

SW Manager

**Contact Phone\***

9784571414

**Contact Email\***

icruz@utecinc.org

**Contact Address\***

241 Winter St

**Contact City\***

Haverhill

**Contact State\***

Ma

**Contact Zip\***

01832

## Property Owner Information

**Property Owner Name\***

Utec Inc

**Property Owner Phone\***

(978) 519-3878

**Property Owner Address\***

35 Warren St

**Property Owner City\***

Lowell

**Property Owner State\***

Ma

**Property Owner Zip\***

01852

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

No

## Event Information

**Description of event\* ?**

Walk for Peace

**Type of Event\***

Other

**IF OTHER, Please Specify\***

Violence prevention

**Event Date\***

10/15/2023

**Event Location\***

GAR Park / Citizen Center

**is the Event on Bradford Common?\* ?**

No

**Is the Event on City Property?\***

Yes

**Event Venue\***

Indoor

**Number of Anticipated Attendees\***

100

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

No

**Event Start Time\***

1

**Event End Time\***

4

**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?\***

Truck Stoves/Grills

**Any Helpful Comments about Food**

Servesafe Manager along with serve safe staff

Special Considerations (i.e. fireworks)\* ?

Speaker, tables chairs, grill for bbq (rented)

Parking Information

Number of Parking Spaces Onsite\*

0

Have Off-site Parking Arrangements Been Made?\*

Yes

IF YES, Please Provide Details of Offsite Arrangements\*

street parking

Are There Charges/Fees for Parking?\*

No

Sanitation Information

Number of Public Restrooms Available\*

2

Type of Toilets\*

Permanent

Please Describe Plans for Solid Waste Disposal & Recycling\*

Utec Inc Dumpster / Recycling bin

General Release & Indemnity Agreement

Yes\*





City of Haverhill, MA

Sep 6, 2023

EVNT-23-28

## Fire Inspector Approval

Event Permit

**Status:** Complete

**Became Active:** Aug 18, 2023

**Assignee:** Eric Tarpy

**Completed:** Aug 21, 2023

### Applicant

Indra Cruz  
icruz@utecinc.org  
9784571414  
Haverhill, ma 01832  
9784571414

### Primary Location

10 WELCOME ST  
Haverhill, MA 01830

### Owner:

CITY OF HAVERHILL PUBLIC PROPERTY DEPT  
4 SUMMER ST HAVERHILL, MA 01830

### Comments

**Eric Tarpy, Aug 21, 2023**

gathering under 400 - no fire detail/permit required.

**Indra Cruz, Aug 21, 2023**

thank you they're won't be 400.



City of Haverhill, MA

Sep 6, 2023

EVNT-23-28

## Health Inspector Approval

### Event Permit

**Status:** Complete**Assignee:** Mark Tolman**Became Active:** Aug 18, 2023**Completed:** Aug 22, 2023

### Applicant

Indra Cruz  
icruz@utecinc.org  
9784571414  
Haverhill, ma 01832  
9784571414

### Primary Location

10 WELCOME ST  
Haverhill, MA 01830

### Owner:

CITY OF HAVERHILL PUBLIC PROPERTY DEPT  
4 SUMMER ST HAVERHILL, MA 01830

### Comments

**Mark Tolman, Aug 18, 2023**

Hi Indra,

Will there be any food at the event?

Mark

**Indra Cruz, Aug 18, 2023**

Good morning Mark Yes burgers and hotdogs.

**Mark Tolman, Aug 22, 2023**

Hi again Indra,

Whoever is supplying the food and cooking, have them apply for a temporary food permit.

Any other questions or comments let me know.

Mark

**Indra Cruz, Aug 22, 2023**

Good afternoon would I apply for temporary food permit online? or in person?

**Mark Tolman, Aug 23, 2023**

Yes you can, need someone that is serve-safe and allergen awareness certified.

**Indra Cruz, Aug 23, 2023**

Good Morning And sorry to bother. I put 10/14 and it's actually 10/15/23 do I need to submit new application? or is there a way I can change date? Again sorry to bother.

## Terms of Understanding

**Yes\***



## Attachments

## General Release & Indemnity Agreement

**REQUIRED**

'pc3-files\haverhill\IMG\_0124\_Thu\_Aug\_17\_2023\_at\_17-  
440%3A29Z&se=2023-09  
xayBs%2BZ8qsYyZO7og1qOb5rTFDT2%2FhJ%2B9vc%3D)

## Proof of Non-Profit Status

**REQUIRED**

'pc3-files\haverhill\IMG\_0121 Thu Aug 17 2023 at 17-  
40%3A29Z&se=2023-09  
5%2FkMAJO2MnaNGN0o%2BZ4D1DcbyBLTCU70sU%3D)

### Property Owner's Written Consent

**REQUIRED**

at\_17-23-35.jpeg?sv=2021-10-04&st=2023-09-17-17-23-35

290mZ7BBZL9bl436%2F0u1TJgpt8sGzcLTHt%2Fk%3D)

## Proof of Insurance

**REQUIRED**

at/vpc3-IMG\_0120.jpeg  
\_at\_17-22-07.jpeg?sv=2021-10-04&st=2023-09-17-22-07

T0d%2FaYyN9fGPqamCeBYBg6NoluvWyCr2niuus%3D)

## History

Date	Activity
8/17/2023, 5:01:50 PM	Indra Cruz started a draft of Record EVNT-23-28
8/17/2023, 5:24:09 PM	Indra Cruz submitted Record EVNT-23-28
8/17/2023, 5:26:10 PM	completed payment step Event Permit Payment on Record EVNT-23-28



Date	Activity
8/17/2023, 5:26:11 PM	approval step City Clerk Approval was assigned to Kaitlin Wright on Record EVNT-23-28
8/18/2023, 9:03:33 AM	Kaitlin Wright approved approval step City Clerk Approval on Record EVNT-23-28
8/18/2023, 9:03:34 AM	approval step Fire Inspector Approval was assigned to Eric Tarpy on Record EVNT-23-28
8/18/2023, 9:03:34 AM	approval step Police Department Approval was assigned to Kevin Lynch on Record EVNT-23-28
8/18/2023, 9:03:34 AM	approval step Health Inspector Approval was assigned to Mark Tolman on Record EVNT-23-28
8/18/2023, 9:03:34 AM	approval step Recreation Department Approval was assigned to Ben Delaware on Record EVNT-23-28
8/18/2023, 9:03:34 AM	approval step Public Works Director Approval was assigned to Robert Ward on Record EVNT-23-28
8/18/2023, 9:03:34 AM	approval step Building Inspector Approval was assigned to Tom Bridgewater on Record EVNT-23-28
8/18/2023, 2:03:40 PM	Kevin Lynch approved approval step Police Department Approval on Record EVNT-23-28
8/19/2023, 3:56:54 PM	Tom Bridgewater approved approval step Building Inspector Approval on Record EVNT-23-28
8/21/2023, 9:05:47 AM	Eric Tarpy approved approval step Fire Inspector Approval on Record EVNT-23-28
8/22/2023, 2:36:38 PM	Mark Tolman approved approval step Health Inspector Approval on Record EVNT-23-28
8/28/2023, 1:36:26 PM	Ben Delaware approved approval step Recreation Department Approval on Record EVNT-23-28
9/5/2023, 1:03:38 PM	Melissa Navichoque added a guest: jarandkas@comcast.net to Record EVNT-23-28
9/6/2023, 10:38:34 AM	Kaitlin Wright changed Description of event from "Walk for Peace&nbsp;" to "<div>Walk for Peace&nbsp;</div>" on Record EVNT-23-28
9/6/2023, 10:38:34 AM	Kaitlin Wright changed Any Helpful Comments about Food from "Servesafe Manager along with serve safe staff&nbsp;" to "<div>Servesafe Manager along with serve safe staff&nbsp;</div>" on Record EVNT-23-28

Date	Activity
9/6/2023, 10:38:34 AM	Kaitlin Wright changed Special Considerations (i.e. fireworks) from "Speaker, tables chairs, grill for bbq (rented)&nbsp;" to "<div>Speaker, tables chairs, grill for bbq (rented)&nbsp;</div>" on Record EVNT-23-28
9/6/2023, 10:38:34 AM	Kaitlin Wright changed Event Date from "10/14/2023" to "10/15/2023" on Record EVNT-23-28
9/6/2023, 10:38:45 AM	Kaitlin Wright waived approval step Public Works Director Approval on Record EVNT-23-28
9/6/2023, 10:38:45 AM	approval step City Council Approval was assigned to Kaitlin Wright on Record EVNT-23-28

## Timeline

Label	Activated	Completed	Assignee	Due Date
✓ City Clerk Approval	8/17/2023, 5:26:10 PM	8/18/2023, 9:03:33 AM	Kaitlin Wright	-
✓ Fire Inspector Approval	8/18/2023, 9:03:34 AM	8/21/2023, 9:05:47 AM	Eric Tarp	-
✓ Police Department Approval	8/18/2023, 9:03:34 AM	8/18/2023, 2:03:40 PM	Kevin Lynch	-
✓ Health Inspector Approval	8/18/2023, 9:03:34 AM	8/22/2023, 2:36:38 PM	Mark Tolman	-
✓ Recreation Department Approval	8/18/2023, 9:03:34 AM	8/28/2023, 1:36:26 PM	Ben Delaware	-
✓ Building Inspector Approval	8/18/2023, 9:03:34 AM	8/19/2023, 3:56:54 PM	Tom Bridgewater	-
💰 Event Permit Payment	8/17/2023, 5:24:10 PM	8/17/2023, 5:26:10 PM	Indra Cruz	-
✓ Public Works Director Approval	8/18/2023, 9:03:34 AM	9/6/2023, 10:38:45 AM	Robert Ward	-
✓ City Council Approval	9/6/2023, 10:38:45 AM	-	Kaitlin Wright	-
📄 Event Permit Issued	-	-	-	-



City of Haverhill, MA

9/6/2023

**EVNT-23-30**

Event Permit

Status: Active

Submitted On: 8/30/2023

**Primary Location**

791 EAST BROADWAY

Haverhill, MA 01830

**Owner**

Tyler Kimball

East Broadway 725 Haverhill,

MA 01830

**Applicant**

Devon Allen

978-518-0128

@ thevintagebazaar@live.com

 12 Heath Rd  
Merrimac, MA 01860**Organization Information**

CITY OF HAVERHILL MA 01830

**Organization\***

Vintage Bazaar New England

**Organization Phone\***

19785180128

**Organization Address\***

12 HEATH RD

**Organization City\***

MERRIMAC

**Organization State\***

MA

**Organization Zip\***

01860

**Is the Organization Tax Exempt?\***

No

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

No

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

No

Contact Information

Contact Name\*

Devon Allen

Contact Title\*

Founder/Director

Contact Phone\*

19785180128

Contact Email\*

thevintagebazaar@live.com

Contact Address\*

12 HEATH RD

Contact City\*

MERRIMAC

Contact State\*

MA

Contact Zip\*

01860

Property Owner Information

Property Owner Name\*

Tyler Kimball

Property Owner Phone\*

978-807-3214

Property Owner Address\*

791 East Broadway

Property Owner City\*

Haverhill

Property Owner State\*

MA

Property Owner Zip\*

01830

Is the Applicant the Property Owner? ⓘ

No



City of Haverhill, MA

Sep 6, 2023

EVNT-23-30

## Police Department Approval

### Event Permit

**Status:** Complete**Assignee:** Kevin Lynch**Became Active:** Aug 30, 2023**Completed:** Aug 30, 2023

### Applicant

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

### Primary Location

791 EAST BROADWAY  
Haverhill, MA 01830

### Owner:

Tyler Kimball  
725 East Broadway Haverhill, MA 01830

### Comments

#### Devon Allen, Aug 30, 2023

Same event layout at our June 2023 Vintage Bazaar. All off-street parking. Entrance road address of 725 East Broadway. Hours Saturday September 30 from 8:30am to 4pm and Sunday October 1 from 10am to 3pm. Requesting 2 police details - as before. Thank you, Devon

#### Kevin Lynch, Aug 30, 2023

Will require 2 police retails.

#### Devon Allen, Aug 31, 2023

Thank you.



City of Haverhill, MA

Sep 6, 2023

EVNT-23-30

## Health Inspector Approval

### Event Permit

**Status:** Complete**Assignee:** Mark Tolman**Became Active:** Aug 30, 2023**Completed:** Aug 31, 2023

### Applicant

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

### Primary Location

791 EAST BROADWAY  
Haverhill, MA 01830

### Owner:

Tyler Kimball  
725 East Broadway Haverhill, MA 01830

### Comments

**Devon Allen, Aug 30, 2023**

All food trucks/food vendors will obtain their Temporary Food Permit with the City of Haverhill. Once approved - we will obtain the portable toilet permit (using Mr Portable Restroom) and we will obtain dumpster permit again as well (using Pistone Dumpster). Thank you. Devon

**Mark Tolman, Aug 31, 2023**

Thanks! Devon

Same setups & Operation / No changes.

Mark

**Devon Allen, Aug 31, 2023**

Thank you, Mark.



City of Haverhill, MA

Sep 6, 2023

EVNT-23-30

## Building Inspector Approval

Event Permit

**Status:** Complete**Became Active:** Aug 30, 2023**Assignee:** Tom Bridgewater**Completed:** Aug 30, 2023

### Applicant

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

### Primary Location

791 EAST BROADWAY  
Haverhill, MA 01830

### Owner:

Tyler Kimball  
725 East Broadway Haverhill, MA 01830

### Comments

**Devon Allen, Aug 30, 2023**

Same event layout as our Vintage Bazaar in June 2023 - with no tents larger than 20x20.

**Tom Bridgewater, Aug 30, 2023**

Please call for inspection when everything is set up.

**Devon Allen, Aug 31, 2023**

Thank you. Most of the set-up will be completed by 4pm on Friday 9/29. However, the food trucks arrive on Saturday morning (9/30) by 10am.



City of Haverhill, MA

Sep 6, 2023

EVNT-23-30

## Fire Inspector Approval

### Event Permit

**Status:** Complete**Assignee:** Eric Tarpy**Became Active:** Aug 30, 2023**Completed:** Aug 30, 2023

### Applicant

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

### Primary Location

791 EAST BROADWAY  
Haverhill, MA 01830

### Owner:

Tyler Kimball  
725 East Broadway Haverhill, MA 01830

### Comments

#### Devon Allen, Aug 30, 2023

Same style/type of event that we hosted in June. We had two Haverhill EMTs in June - requesting two for this Fall Vintage Bazaar as well. Dates are September 30th from 8:30am to 4pm and Sunday October 1 from 10am to 3pm.

#### Eric Tarpy, Aug 30, 2023

2 fire details required. Same as previous event.

Please file for a standard fire permit (no cost), under details explain your event, and request the details. You will have to come into office to pay for details.



## Event Information

**Description of event\* ?**

Vintage Bazaar New England - a 2-day vintage and craft event on 9/30/23 and 10/1/23

**Type of Event\***

Show

**Event Date\***

09/30/2023

**Event Location\***

Kimball Farm

**is the Event on Bradford Common?\* ?**

No

**Is the Event on City Property?\***

No

**Event Venue\***

Outdoor

**Number of Anticipated Attendees\***

2000

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

No

**Event Start Time\***

8:30am

**Event End Time\***

4pm

**Will Food Be Served/Sold at the Event?\***

Yes

**IF YES TO FOOD, By What Means?\***

Food Trucks

**IF YES To FOOD, How Will it be Cooked?\***

Other

**IF OTHER COOKING, Please Explain\***

food vendors prepare food onsite and offsite at commerical or licensed kitchens

**Any Helpful Comments about Food**

all food vendors will seek a temporary food permit with the City of Haverhill (as they have done at past Vintage Bazaar events at Kimball Farm).

**Special Considerations (i.e. fireworks)\* ?**

none

**Parking Information**

**Number of Parking Spaces Onsite\***

2000

**Have Off-site Parking Arrangements Been Made?\***

Yes

**IF YES, Please Provide Details of Offsite Arrangements\***

all parking will be contained on the farm field at Kimball farm. NO on-street parking will be allowed. All cars must park on the farm fields in our designated parking area.

**Are There Charges/Fees for Parking?\***

No

**Sanitation Information**

**Number of Public Restrooms Available\***

18

**Type of Toilets\***

Portable

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

We will use Pistone Dumpster for trash disposal and Mr Portable Restroom for portable toilets.

**IF PORTABLE TOILETS, Who is the Vendor?\***

Mr Portable Restroom

**General Release & Indemnity Agreement**

Yes\*

**Terms of Understanding**

Yes\*

**Attachments**

<b>Event Agreements, Leases &amp; Contracts</b>	<b>REQUIRED</b>
ws.net/vpc3-CT VB Vendor Application - 2023.pdf tion_- 2023-Wed_Aug_30_2023_09-40-33.pdf 5T16%3A42%3A21Z&se=2023-09- :ZNo52WrxoFGZuSh8wNkNn6KU32K%2FdLQ%3D)	
<b>General Release &amp; Indemnity Agreement</b>	<b>REQUIRED</b>
it/vpc3- INDEMNIFICATION AGREEMENT.pdf NT_Wed_Aug_30_2023_09-40-31.pdf :3-09- vFxFaL6oT7IIStrL1SNmiTFzB2RHmS8xCg3%2FhM%3D)	
<b>Property Owner's Written Consent</b>	<b>REQUIRED</b>
ws.net/vpc3- Property Usage Consent Letter.pdf it_Letter_Wed_Aug_30_2023_09-40-33.pdf 6T16%3A42%3A21Z&se=2023-09- :utcZFdWB2utak3SySXcbdiz%2BjrbMasYlvw%3D)	
<b>Proof of Insurance</b>	<b>REQUIRED</b>
COI - VB event insurance - fall 2023.pdf s.net/vpc3-files/haverhillma/COI _30_2023_14-29-33.pdf?sp=r&sv=2017-11- Z&se=2023-09- DnULPxaZdJCglx60%2FMfSpbikVXwo%2FR1js%3D)	

/vpc3-file:COI-VBEventInsuranceBevfall2023.pdf -

=r&sv=2017-09-08&entirety=2023-10-02-23-30-2023.pdf

Uploaded by Devon Allen on Aug 30, 2023 at 2:30 PM

XIXvaWc%2Bro9y%2BDBNa%2F%2FvqXVC6AHB8%3D)

## History

Date	Activity
8/30/2023, 9:29:25 AM	Devon Allen started a draft of Record EVNT-23-30
8/30/2023, 9:30:36 AM	Devon Allen altered Record EVNT-23-30, changed ownerCity from "MILTON" to "Haverhill"
8/30/2023, 9:30:36 AM	Devon Allen altered Record EVNT-23-30, changed ownerName from "JUDITH KIMBALL FARM, LLC" to "Tyler Kimball"
8/30/2023, 9:30:36 AM	Devon Allen altered Record EVNT-23-30, changed ownerPostalCode from "03851" to "01830"
8/30/2023, 9:30:36 AM	Devon Allen altered Record EVNT-23-30, changed ownerState from "NH" to "MA"
8/30/2023, 9:30:36 AM	Devon Allen altered Record EVNT-23-30, changed ownerStreetName from "NORTH EAST POND RD" to "East Broadway"
8/30/2023, 9:30:36 AM	Devon Allen altered Record EVNT-23-30, changed ownerStreetNo from "272" to "725"
8/30/2023, 9:41:33 AM	Devon Allen submitted Record EVNT-23-30
8/30/2023, 9:42:50 AM	completed payment step Event Permit Payment on Record EVNT-23-30
8/30/2023, 9:42:51 AM	approval step City Clerk Approval was assigned to Kaitlin Wright on Record EVNT-23-30
8/30/2023, 2:30:24 PM	Devon Allen added attachment COI - VB event insurance - fall 2023.pdf to Record EVNT-23-30
8/30/2023, 2:46:45 PM	Kaitlin Wright approved approval step City Clerk Approval on Record EVNT-23-30
8/30/2023, 2:46:47 PM	approval step Fire Inspector Approval was assigned to Eric Tarpy on Record EVNT-23-30
8/30/2023, 2:46:47 PM	approval step Police Department Approval was assigned to Kevin Lynch on Record EVNT-23-30
8/30/2023, 2:46:47 PM	approval step Health Inspector Approval was assigned to Mark Tolman on Record EVNT-23-30

Date	Activity
8/30/2023, 2:46:47 PM	approval step Public Works Director Approval was assigned to Robert Ward on Record EVNT-23-30
8/30/2023, 2:46:48 PM	approval step Building Inspector Approval was assigned to Tom Bridgewater on Record EVNT-23-30
8/30/2023, 4:01:36 PM	Kevin Lynch approved approval step Police Department Approval on Record EVNT-23-30
8/30/2023, 4:51:00 PM	Eric Tarpay approved approval step Fire Inspector Approval on Record EVNT-23-30
8/30/2023, 6:57:09 PM	Tom Bridgewater approved approval step Building Inspector Approval on Record EVNT-23-30
8/31/2023, 8:06:44 AM	Mark Tolman approved approval step Health Inspector Approval on Record EVNT-23-30
9/6/2023, 12:56:48 PM	Kaitlin Wright waived approval step Public Works Director Approval on Record EVNT-23-30
9/6/2023, 12:56:53 PM	approval step City Council Approval was assigned to Kaitlin Wright on Record EVNT-23-30

## Timeline

Label	Activated	Completed	Assignee	Due Date
✓ City Clerk Approval	8/30/2023, 9:42:51 AM	8/30/2023, 2:46:45 PM	Kaitlin Wright	-
✓ Fire Inspector Approval	8/30/2023, 2:46:46 PM	8/30/2023, 4:51:00 PM	Eric Tarpay	-
✓ Police Department Approval	8/30/2023, 2:46:46 PM	8/30/2023, 4:01:36 PM	Kevin Lynch	-
✓ Health Inspector Approval	8/30/2023, 2:46:46 PM	8/31/2023, 8:06:44 AM	Mark Tolman	-
✓ Building Inspector Approval	8/30/2023, 2:46:46 PM	8/30/2023, 6:57:09 PM	Tom Bridgewater	-
💰 Event Permit Payment	8/30/2023, 9:41:33 AM	8/30/2023, 9:42:50 AM	Devon Allen	-
✓ Public Works Director Approval	8/30/2023, 2:46:46 PM	9/6/2023, 12:56:48 PM	Robert Ward	-

Label	Activated	Completed	Assignee	Due Date
✓ City Council Approval	9/6/2023, 12:56:49 PM	-	Kaitlin Wright	-
📄 Event Permit Issued	-	-	-	-



# Haverhill

11,811

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

Date: \_\_\_\_\_

Honorable President and Members of the Municipal Council:

The undersigned respectfully asks to receive a license for **TAG DAYS**  
pursuant to Chapter 227 of Haverhill City Code

AUG 30 2023

Organization: HHS Wrestling Applicant's Name: Kelly, Nicolas  
Applicant's Residence (must be Haverhill resident): 6 Parsunage Hill Rd  
Applicant's Signature: Kelly

**(3 CONSECUTIVE DAYS ONLY)**

Date of Tag Day Request(s): OCT 7, 2023

Canister: \_\_\_\_\_ Tag: \_\_\_\_\_ Fee: \$ N/C

**ON STREET LOCATIONS ARE NO LONGER PERMITTED - SEE DOC. 47 OF 2017**

**OFF STREET LOCATIONS - PLEASE SPECIFY**

**\*A LETTER FROM THE PRIVATE PROPERTY OWNER GRANTING PERMISSION FOR  
USE OF THE LISTED LOCATIONS IS REQUIRED AT THE TIME OF THE APPLICATION**

**A sample of the badge being used by those tagging and a sample of the tag being issued by the  
Organization must be filed with the City Clerk's Office at the time of the application**

Recommendation by Police Chief: ☒ Approved ☐ Denied  
Office Use Only: Ralph P. Pistone  
Police Chief

In Municipal Council, \_\_\_\_\_

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



# Haverhill

11.8.2

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

Date: Aug 21

Honorable President and Members of the Municipal Council

The undersigned respectfully asks to receive a license for **TAG DAYS**  
pursuant to Chapter 227 of Haverhill City Code

Organization: NHS Girls Volleyball Applicant's Name: Samantha Cerasuolo-Hackett  
Applicant's Residence (must be Haverhill resident): 13 Allen St  
Applicant's Signature: S Cerasuolo-Hackett Haverhill MA  
01835

**(3 CONSECUTIVE DAYS ONLY)**

Date of Tag Day Request(s): October 14<sup>th</sup> 15, 2023

Canister: \_\_\_\_\_ Tag: X Fee: \$ \_\_\_\_\_

**ON STREET LOCATIONS ARE NO LONGER PERMITTED - SEE DOC . 47 OF 2017**

**OFF STREET LOCATIONS - PLEASE SPECIFY**

Market Basket, Heavenly Rewards, Quibby's

**\*A LETTER FROM THE PRIVATE PROPERTY OWNER GRANTING PERMISSION FOR  
USE OF THE LISTED LOCATIONS IS REQUIRED AT THE TIME OF THE APPLICATION**

**A sample of the badge being used by those tagging and a sample of the tag being issued by the  
Organization must be filed with the City Clerk's Office at the time of the application**

Recommendation by Police Chief: ☒ Approved  
☐ Denied

Office Use Only

Ralph P. Pistone

Police Chief

In Municipal Council, \_\_\_\_\_

Attest:

City Clerk

HAV CITY CLERK ALBERTA 23 AUG 2023





# Haverhill

11.8.3

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

Date: 8/31/23

Honorable President and Members of the Municipal Council:

The undersigned respectfully asks to receive a license for **TAG DAYS**  
pursuant to Chapter 227 of Haverhill City Code

Organization: HAVERHILL TRAVEL (BOYS) BASKETBALL Applicant's Name: Dianne Tarpy  
Applicant's Residence (must be Haverhill resident): Haverhill  
Applicant's Signature: Dianne Tarpy

(3 CONSECUTIVE DAYS ONLY)

Date of Tag Day Request(s): OCTOBER ~~17~~ 21 & 22

Canister: \_\_\_\_\_ Tag: \_\_\_\_\_ Fee: \$ \_\_\_\_\_

**ON STREET LOCATIONS ARE NO LONGER PERMITTED - SEE DOC. 47 OF 2017**

OFF STREET LOCATIONS - PLEASE SPECIFY

HEAVANLY Donuts - Bradford  
Duffy's Diner - Bradford

**\*A LETTER FROM THE PRIVATE PROPERTY OWNER GRANTING PERMISSION FOR  
USE OF THE LISTED LOCATIONS IS REQUIRED AT THE TIME OF THE APPLICATION**

*A sample of the badge being used by those tagging and a sample of the tag being issued by the  
Organization must be filed with the City Clerk's Office at the time of the application*

Recommendation by Police Chief: ☒ Approved ☐ Denied  
Office Use only: Ralph P. Pistorone  
Police Chief

In Municipal Council, \_\_\_\_\_

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



# Haverhill

11.8.4

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

Date: 9-11-23

Honorable President and Members of the Municipal Council:

The undersigned respectfully asks to receive a license for **TAG DAYS**  
pursuant to Chapter 227 of Haverhill City Code

Organization: HHS Boys & Girls Soccer Applicant's Name: Karen Peugh  
Applicant's Residence (must be Haverhill resident): 9 Diana Dr. Haverhill 01832  
Applicant's Signature: [Signature]

(3 CONSECUTIVE DAYS ONLY)

Date of Tag Day Request(s): Oct 27, 28, 29th 2023

Canister: \_\_\_\_\_ Tag: ✓ Fee: \$ —

**ON STREET LOCATIONS ARE NO LONGER PERMITTED – SEE DOC . 47 OF 2017**

OFF STREET LOCATIONS - PLEASE SPECIFY

One Stop Duffy's  
Market Baskets  
Dunkin' Donuts

**\*A LETTER FROM THE PRIVATE PROPERTY OWNER GRANTING PERMISSION FOR  
USE OF THE LISTED LOCATIONS IS REQUIRED AT THE TIME OF THE APPLICATION**

**A sample of the badge being used by those tagging and a sample of the tag being issued by the  
Organization must be filed with the City Clerk's Office at the time of the application**

Recommendation by Police Chief: ✓ Approved [Signature]  
\_\_\_\_\_ Denied Police Chief

In Municipal Council, \_\_\_\_\_

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



# Haverhill

11,85

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

Date: 8/31/23

Honorable President and Members of the Municipal Council:

The undersigned respectfully asks to receive a license for **TAG DAYS**  
pursuant to Chapter 227 of Haverhill City Code

Organization: Haverhill Travel Basketball (Girls) Applicant's Name: Dianne Torpy  
Applicant's Residence (must be Haverhill resident): \_\_\_\_\_

Applicant's Signature: Dianne M Torpy

**(3 CONSECUTIVE DAYS ONLY)**

Date of Tag Day Request(s): November 4 & 5

Canister: \_\_\_\_\_ Tag: \_\_\_\_\_ Fee: \$ 20.00

**ON STREET LOCATIONS ARE NO LONGER PERMITTED - SEE DOC. 47 OF 2017**

OFF STREET LOCATIONS - PLEASE SPECIFY

HEAVENLY Donuts - Bradford  
Duffy's Diner - Bradford

**\*A LETTER FROM THE PRIVATE PROPERTY OWNER GRANTING PERMISSION FOR  
USE OF THE LISTED LOCATIONS IS REQUIRED AT THE TIME OF THE APPLICATION**

**A sample of the badge being used by those tagging and a sample of the tag being issued by the  
Organization must be filed with the City Clerk's Office at the time of the application**

Recommendation by Police Chief: ☒ Approved  
\_\_\_\_\_ Denied

Office Use Only

Ruth P. Pistone

Police Chief


In Municipal Council, \_\_\_\_\_

Attest:

City Clerk


11.10.41

Christmas Tree Vendor Permit · Add to a project

 **Expiration Date**

Active

**Request Changes**  
(</#/explore/request-changes/159812>)



TREE-23-1



**Details**  
Submitted on Sep 8, 2023 at 1:15 pm



**Attachments**  
0 files



**Activity Feed**  
Latest activity on Sep 11, 2023



**Applicant**  
Charles Hibbert

 0



**Location**  
297 LINCOLN AVE, Haverhill, MA 01830



View ▼

Edit Workflow



**Payment**  
Paid Sep 08, 2023 at 1:16 pm



**City Clerk Office Review**  
Completed Sep 11, 2023 at 10:39 am

 MB



**Police Department Approval**  
Completed Sep 11, 2023 at 1:03 pm

KL





**City Council Approval**  
In Progress



**City Clerk Office Print Permit**  
Review



**Permit Issued**  
Document



**Police Department Approval**



**Complete**

Complete

Assignee

Kevin Lynch

Due date



None

This step was assigned to Kevin Lynch - Sep 11, 2023 at 10:39 am  
Kevin Lynch approved this step - Sep 11, 2023 at 1:03 pm



**City Council Approval**  
Review



**City Clerk Office Print Permit**  
Review



**Permit Issued**  
Document


**City Clerk Office Review**



**Complete** ▾

Complete

Assignee

 Maria Bevilacqua

Due date

 None



**Maria Bevilacqua** ✓

Remove Comment • Sep 11, 2023 at 10:39 am

ready for HPD

This step was assigned to Maria Bevilacqua - Sep 8, 2023 at 1:16 pm



City Council Approval  
Review



City Clerk Office Print Permit  
Review



Permit Issued  
Document

Details

Business Information

Edit

Type of Applicant\*  
Individual

New Field  
Less than 30 days

Operating Information

Edit

Date for Opening\*  
11/24/2023

Date for Closing\*  
12/24/2023

Manager's Name\*  
Charles Hibbert

Manager's Cellphone\*  
5086621372

Structure On Site\*  
Trailer

Number of Trees\*  
350

**Monday Hours of Operation\* ⓘ**

9-9

**Tuesday Hours of Operation\***

9-9

**Wednesday Hours of Operation\***

9-9

**Thursday Hours of Operation\***

9-9

**Friday Hours of Operation\***

9-9

**Saturday Hours of Operation\***

9-9

*Sunday 9-9***Sunday Hours of Operation\***





City Council Approval  
Review



City Clerk Office Print Permit  
Review



Permit Issued  
Document

Location

PRIMARY LOCATION

The main location associated with this record.

297 LINCOLN AVE

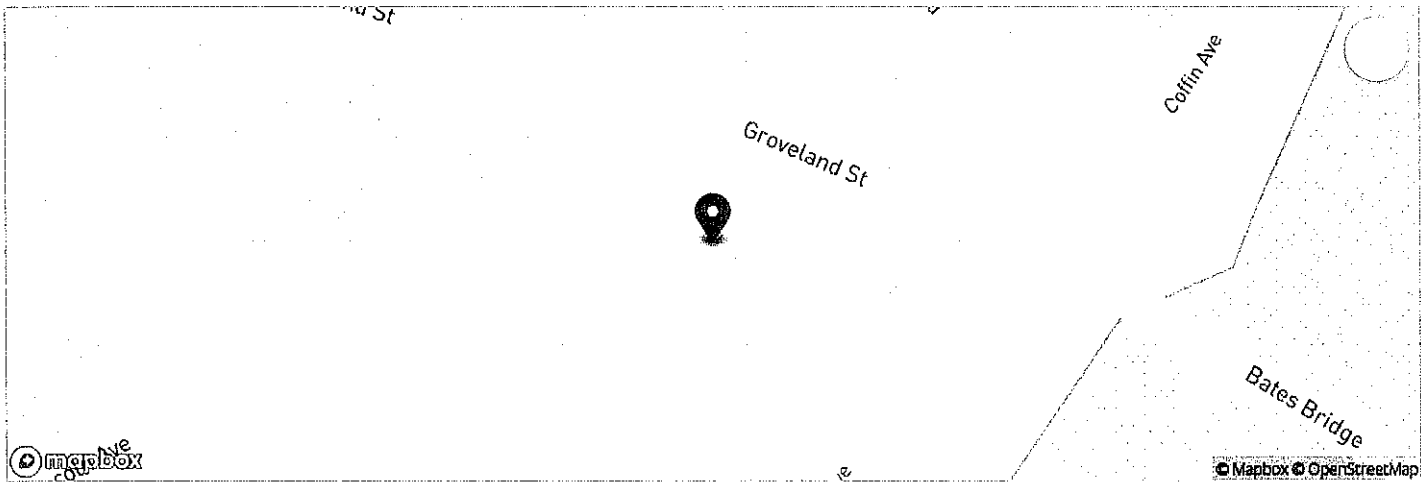
Haverhill, MA 01830

408-2-12

View Location



FLOOD ZONE: 100%



Property Owner Information (for this record)

Name

SCANGAS PAUL ETALI SCANGAS NICHOLAS

Email Address

--

Phone Number

--

Address

330 LYNNWAY SUITE 105  
LYNN, MA 01901

Taxi Driver License · Add to a project

**Expiration Date****Active****TDL-23-26****Details**

Submitted on Jul 10, 2023 at 9:54 pm

**Attachments**

1 file

**Activity Feed**

Latest activity on Aug 14, 2023

**Applicant**

Laurel Walsh

**Location**

21 WHITE ST, Haverhill, MA 01830

**Timeline****Add New** ▾**Police Fee**

Paid Jul 10, 2023 at 9:57 pm

**Annual License Fee**

Paid Jul 15, 2023 at 11:48 pm

**Police Department Approval**

Completed Aug 14, 2023 at 3:27 pm

**City Clerk Review**

In Progress

**City Council Approval**

Review

**Taxi Driver License**

Document



Laurel Walsh

[View Profile](#)



Email Address

ann.marie271@yahoo.com (mailto:ann.marie271@yahoo.com)

Phone Number

9786019748

Address

59 Lamoille Ave, Bradford, MA 01835

Guests

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

Guest's Email

Enter guest's email here...

[Grant Access](#)

No guests with access to this record yet



City of Haverhill, MA

08/21/2023

**TDL-23-26****Taxi Driver License****Status:** Active**Date Created:** Jul 10, 2023**Applicant**

Laurel Walsh  
ann.marie271@yahoo.com  
59 Lamoille Ave  
Bradford, MA 01835  
9786019748

**Primary Location**

21 WHITE ST  
Haverhill, MA 01830

**Owner:**

HOUSE BRIAN J  
17 WHITE STREET HAVERHILL, MA 01830-5701

**Application Form****Social Security Number**

--

**MA Driver's license****Applicant Home Address**

59 Lamoille Ave

**Business Address Street**

21 White

**Business Address City**

Haverhill

**Business Address City**

Haverhill

**Business Address Zipcode**

01830

**Business Phone**

19783733511

**Attachments**

16890403939705982677427055126647.jpg

Uploaded by Laurel Walsh on Jul 10, 2023 at 9:53 pm

**History****Date****Activity**

Jul 10, 2023 at 9:44 pm

Laurel Walsh started a draft of Record TDL-23-26

Jul 10, 2023 at 9:47 pm







Laurel Walsh altered Record TDL-23-26, changed ownerPhoneNo from "" to "9783733511"

Jul 10, 2023 at 9:52 pm

Laurel Walsh added attachment 16890402655474951904952424945331.jpg to Record TDL-23-26

Date	Activity
Jul 10, 2023 at 9:53 pm	Laurel Walsh removed attachment 16890402655474951904952424945331.jpg from Record TDL-23-26
Jul 10, 2023 at 9:54 pm	Laurel Walsh submitted Record TDL-23-26
Jul 10, 2023 at 9:57 pm	completed payment step Police Fee on Record TDL-23-26
Jul 15, 2023 at 11:48 pm	completed payment step Annual License Fee on Record TDL-23-26
Jul 15, 2023 at 11:48 pm	approval step Police Department Approvalwas assigned to Kevin Lynch on Record TDL-23-26
Aug 14, 2023 at 3:27 pm	Kevin Lynch approved approval step Police Department Approval on Record TDL-23-26
Aug 14, 2023 at 3:27 pm	inspection step City Clerk Reviewwas assigned to Maria Bevilacqua on Record TDL-23-26

Timeline

Label	Status	Activated	Completed	Assignee	Due Date
 Police Fee	Paid	Jul 10, 2023 at 9:54 pm	Jul 10, 2023 at 9:57 pm	-	-
 Annual License Fee	Paid	Jul 10, 2023 at 9:54 pm	Jul 15, 2023 at 11:48 pm	-	-
 Police Department Approval	Complete	Jul 15, 2023 at 11:48 pm	Aug 14, 2023 at 3:27 pm	Kevin Lynch	-
 City Clerk Review	Active	Aug 14, 2023 at 3:27 pm	-	Maria Bevilacqua	-
 City Council Approval	Inactive	-	-	-	-
 Taxi Driver License	Inactive	-	-	-	-



## Police Department Approval



● Complete ▾

Complete

Assignee

 Kevin Lynch

Due date



None

This step was assigned to Kevin Lynch - Jul 15, 2023 at 11:48 pm  
Kevin Lynch approved this step - Aug 14, 2023 at 3:27 pm

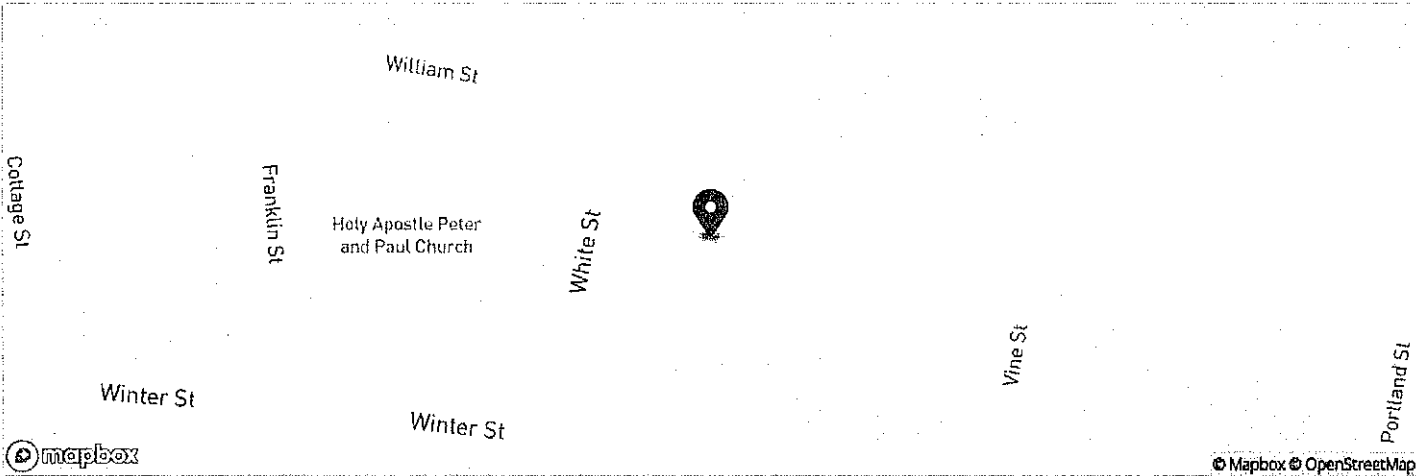
Location

PRIMARY LOCATION

The main location associated with this record.

21 WHITE ST  
Haverhill, MA 01830  
108-15-8

View Location



Property Owner Information (for this record)

Name  
HOUSE BRIAN J

Email Address  
--

Phone Number  
9783733511

Address  
17 WHITE STREET  
HAVERHILL, MA 01830-5701



11,10,5.2

Taxi Driver License · Add to a project

 **Expiration Date**

**Active**



TDL-23-28

YOU CITY JUL 24 AUG 21 23 PM 2023



Details

Submitted on Jul 14, 2023 at 1:52 pm



Attachments

1 file



Activity Feed

Latest activity on Aug 14, 2023



Applicant

Jayshawn Gomez

 0



Location

145 WINTER ST Unit Unit B, Haverhill, MA 01830

Timeline

Add New ▾

Police Fee

Paid Jul 14, 2023 at 1:57 pm

Annual License Fee

Paid Jul 14, 2023 at 2:05 pm

Police Department Approval

Completed Aug 14, 2023 at 3:27 pm



City Clerk Review

In Progress



City Council Approval

Review



Taxi Driver License

Document

**Activity Log**

Jayshawn Gomez started a draft of Record TDL-23-28	Jul 14, 2023 at 1:41 pm
Jayshawn Gomez altered Record TDL-23-28, changed ownerStreetName from "CEDAR ST #1" to "Winter St"	Jul 14, 2023 at 1:43 pm
Jayshawn Gomez altered Record TDL-23-28, changed ownerStreetNo from "138" to "145 "	Jul 14, 2023 at 1:43 pm
Jayshawn Gomez altered Record TDL-23-28, changed ownerUnit from "" to "B"	Jul 14, 2023 at 1:43 pm
Jayshawn Gomez submitted Record TDL-23-28	Jul 14, 2023 at 1:52 pm
completed payment step Police Fee on Record TDL-23-28	Jul 14, 2023 at 1:57 pm
completed payment step Annual License Fee on Record TDL-23-28	Jul 14, 2023 at 2:05 pm
approval step Police Department Approvalwas assigned to Kevin Lynch on Record TDL-23-28	Jul 14, 2023 at 2:05 pm
Kevin Lynch approved approval step Police Department Approval on Record TDL-23-28	Aug 14, 2023 at 3:27 pm
inspection step City Clerk Reviewwas assigned to Maria Bevilacqua on Record TDL-23-28	Aug 14, 2023 at 3:27 pm



City of Haverhill, MA

08/21/2023

**TDL-23-28****Taxi Driver License****Status:** Active**Date Created:** Jul 14, 2023**Applicant**

Jayshawn Gomez  
baggyjay@icloud.com  
115 Lowell Ave  
Haverhill, ma 01832  
9785199653

**Primary Location**

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

**Owner:**

145 WINTER STREET LLC  
145 Winter St HAVERHILL, MA 01830

**Application Form****Social Security Number**

--

**MA Driver's license**

SA0920970

**Applicant Home Address**

115 Lowell Ave

**Business Address Street**

145 Winter St

**Business Address City**

Haverhill

**Business Address City**

Haverhill

**Business Address Zipcode**

01830

**Business Phone**

978-377-7785

**Attachments**

IMG-20230714-WA0027.jpg

Uploaded by Jayshawn Gomez on Jul 14, 2023 at 1:52 pm

**History****Date****Activity**

Jul 14, 2023 at 1:41 pm

Jayshawn Gomez started a draft of Record TDL-23-28

Jul 14, 2023 at 1:43 pm

Jayshawn Gomez altered Record TDL-23-28, changed ownerStreetName from "CEDAR ST #1" to "Winter St"

Jul 14, 2023 at 1:43 pm

Jayshawn Gomez altered Record TDL-23-28, changed ownerStreetNo from "138" to "145 "







**Date**

Jul 14, 2023 at 1:43 pm  
 Jul 14, 2023 at 1:52 pm  
 Jul 14, 2023 at 1:57 pm  
 Jul 14, 2023 at 2:05 pm  
 Jul 14, 2023 at 2:05 pm  
 Aug 14, 2023 at 3:27 pm  
 Aug 14, 2023 at 3:27 pm

**Activity**

Jayshawn Gomez altered Record TDL-23-28, changed ownerUnit from "" to "B"  
 Jayshawn Gomez submitted Record TDL-23-28  
 completed payment step Police Fee on Record TDL-23-28  
 completed payment step Annual License Fee on Record TDL-23-28  
 approval step Police Department Approval was assigned to Kevin Lynch on Record TDL-23-28  
 Kevin Lynch approved approval step Police Department Approval on Record TDL-23-28  
 inspection step City Clerk Review was assigned to Maria Bevilacqua on Record TDL-23-28

**Timeline**

Label	Status	Activated	Completed	Assignee	Due Date
 Police Fee	Paid	Jul 14, 2023 at 1:52 pm	Jul 14, 2023 at 1:57 pm	-	-
 Annual License Fee	Paid	Jul 14, 2023 at 1:52 pm	Jul 14, 2023 at 2:05 pm	-	-
 Police Department Approval	Complete	Jul 14, 2023 at 2:05 pm	Aug 14, 2023 at 3:27 pm	Kevin Lynch	-
 City Clerk Review	Active	Aug 14, 2023 at 3:27 pm	-	Maria Bevilacqua	-
 City Council Approval	Inactive	-	-	-	-
 Taxi Driver License	Inactive	-	-	-	-

**Jayshawn Gomez**[View Profile](#)**Email Address**

baggyjay@icloud.com (mailto:baggyjay@icloud.com)

**Phone Number**

9785199653

**Address**

115 Lowell Ave , Haverhill , ma 01832

**Guests**

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

**Guest's Email**[Grant Access](#)**No guests with access to this record yet**

Location

PRIMARY LOCATION

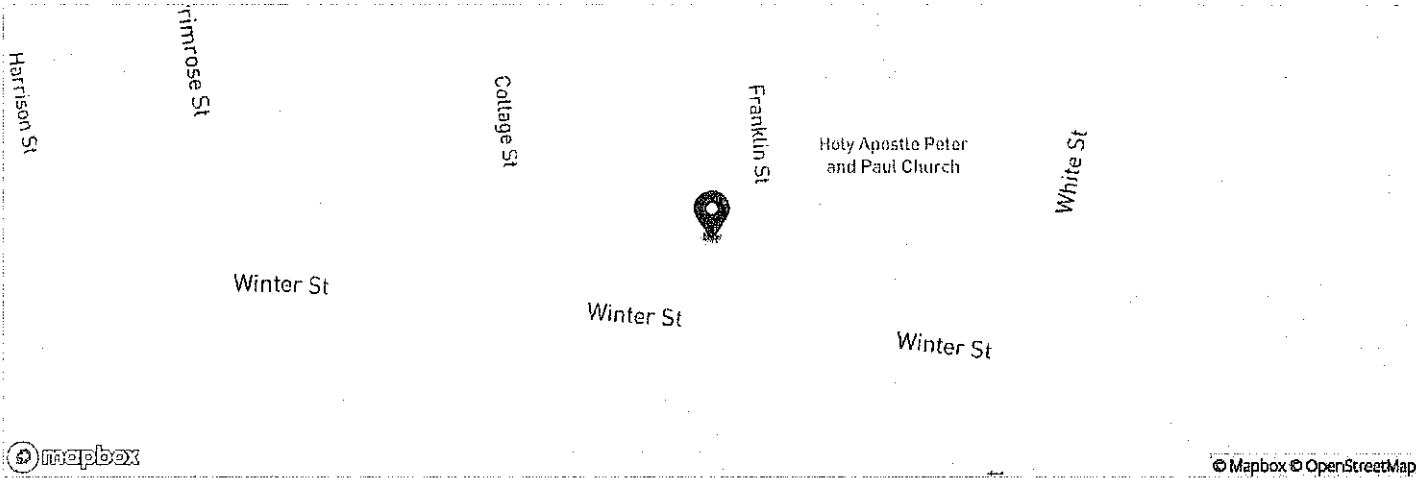
The main location associated with this record.

145 WINTER ST Unit Unit B

Haverhill, MA 01830

303-65-1

[View Location](#)



Property Owner Information (for this record)

Name

145 WINTER STREET LLC

Email Address

--

Phone Number

--

Address

145 Winter St  
HAVERHILL, MA 01830



## Police Department Approval

**● Complete** ▾

Complete

Assignee

Kevin Lynch

Due date



None

**Kaitlin Wright**

Remove Comment • Jul 26, 2023 at 10:13 am

@Kevin Lynch

(<https://haverhillma.viewpointcloud.io/#/explore/users/auth0|5f33f90009263f003a186>  
review when you are able. Would like to get this on the agenda for August 8th  
meeting.

**Jayshawn Gomez**

Remove Comment • Jul 26, 2023 at 11:03 am

Okay

This step was assigned to Kevin Lynch - Jul 14, 2023 at 2:05 pm  
Kevin Lynch approved this step - Aug 14, 2023 at 3:27 pm

11.10.5.3

Taxi Driver License · Add to a project

 **Expiration Date**

**Active**



TDL-23-29

2023-08-21 14:01



Details

Submitted on Jul 14, 2023 at 5:03 pm



Attachments

1 file



Activity Feed

Latest activity on Aug 14, 2023



Applicant

June DeMarco

0



Location

21 WHITE ST, Haverhill, MA 01830

Timeline

Add New ▾

Police Fee

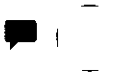
Paid Jul 14, 2023 at 7:28 pm

Annual License Fee

Paid Jul 14, 2023 at 7:30 pm

Police Department Approval

Completed Aug 14, 2023 at 3:27 pm



City Clerk Review

In Progress



City Council Approval

Review



Taxi Driver License

Document





June DeMarco

[View Profile](#)

Email Address

junedemarco@yahoo.com (mailto:junedemarco@yahoo.com)

Phone Number

16032342592

Address

21 East Rd , Plaistow, New Hampshire 03865

Guests

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

Guest's Email

[Grant Access](#)

No guests with access to this record yet



08/21/2023

TDL-23-29  
Taxi Driver License

Status: Active

Date Created: Jul 14, 2023

Applicant

June DeMarco  
junedemarco@yahoo.com  
21 East Rd  
Plaistow, New Hampshire 03865  
16032342592

Primary Location

21 WHITE ST  
Haverhill, MA 01830

Owner:

HOUSE BRIAN J  
21 WHITE STREET HAVERHILL, MA 01830-5701

Application Form

Social Security Number

--

MA Driver's license

Applicant Home Address

21 East Rd Plaistow Nh

Business Address Street

21 White st

Business Address City

Haverhill

Business Address City

Haverhill

Business Address Zipcode

01830

Business Phone

978-373-3511

Attachments



IMG\_20230714\_165649.jpg







Uploaded by June DeMarco on Jul 14, 2023 at 5:02 pm

History

Date	Activity
Jul 14, 2023 at 4:57 pm	June DeMarco started a draft of Record TDL-23-29
Jul 14, 2023 at 5:01 pm	June DeMarco altered Record TDL-23-29, changed ownerEmail from "" to "bjhouse123@aol.com"
Jul 14, 2023 at 5:01 pm	June DeMarco altered Record TDL-23-29, changed ownerPhoneNo from "" to "9783733511"
Jul 14, 2023 at 5:01 pm	June DeMarco altered Record TDL-23-29, changed ownerStreetNo from "17" to "21"

Date	Activity
Jul 14, 2023 at 5:03 pm	June DeMarco submitted Record TDL-23-29
Jul 14, 2023 at 7:28 pm	completed payment step Police Fee on Record TDL-23-29
Jul 14, 2023 at 7:30 pm	completed payment step Annual License Fee on Record TDL-23-29
Jul 14, 2023 at 7:30 pm	approval step Police Department Approval was assigned to Kevin Lynch on Record TDL-23-29
Aug 14, 2023 at 3:27 pm	Kevin Lynch approved approval step Police Department Approval on Record TDL-23-29
Aug 14, 2023 at 3:27 pm	inspection step City Clerk Review was assigned to Maria Bevilacqua on Record TDL-23-29

## Timeline

Label	Status	Activated	Completed	Assignee	Due Date
 Police Fee	Paid	Jul 14, 2023 at 5:04 pm	Jul 14, 2023 at 7:28 pm	-	-
 Annual License Fee	Paid	Jul 14, 2023 at 5:04 pm	Jul 14, 2023 at 7:30 pm	-	-
 Police Department Approval	Complete	Jul 14, 2023 at 7:30 pm	Aug 14, 2023 at 3:27 pm	Kevin Lynch	-
 City Clerk Review	Active	Aug 14, 2023 at 3:27 pm	-	Maria Bevilacqua	-
 City Council Approval	Inactive	-	-	-	-
 Taxi Driver License	Inactive	-	-	-	-

## Location

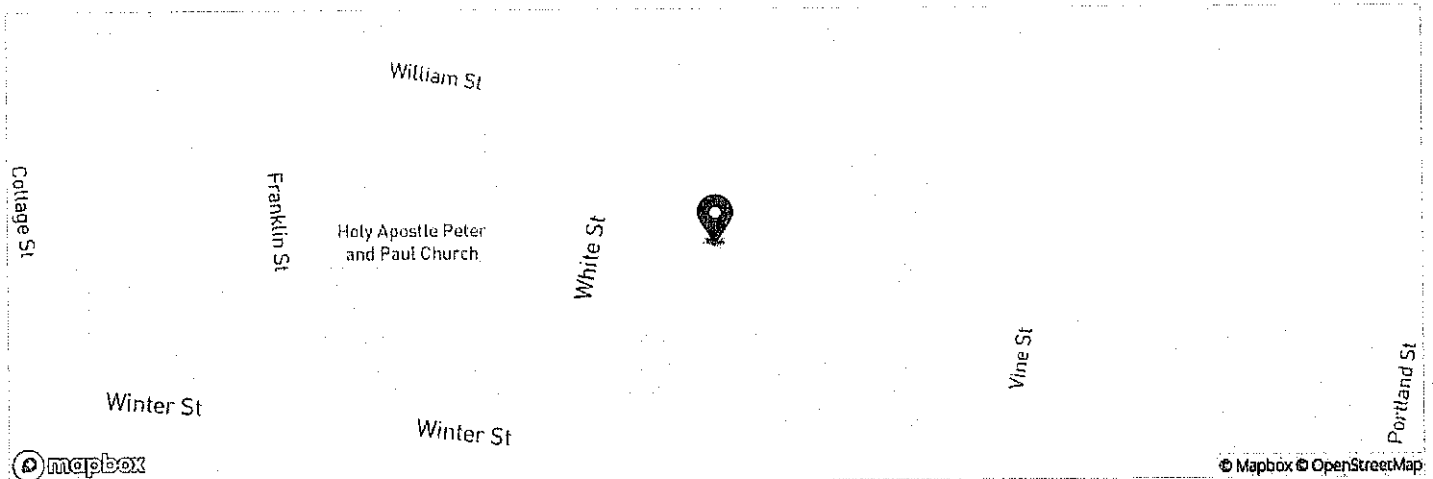
### PRIMARY LOCATION

The main location associated with this record.

#### 21 WHITE ST

Haverhill, MA 01830

108-15-8

[View Location](#)

### Property Owner Information (for this record)

#### Name

HOUSE BRIAN J

#### Email Address

bjhouse123@aol.com

#### Phone Number

9783733511

#### Address

21 WHITE STREET  
HAVERHILL, MA 01830-5701

## Police Department Approval



● Complete ▾

Complete

Assignee

Kevin Lynch

Due date



None



**Kaitlin Wright**

Remove Comment • Jul 26, 2023 at 10:06 am

@Kevin Lynch please review when you are able. Would like to get this on the agenda for August 8th meeting.

This step was assigned to Kevin Lynch - Jul 14, 2023 at 7:30 pm  
Kevin Lynch approved this step - Aug 14, 2023 at 3:27 pm



DOCUMENT

12.1

## CITY OF HAVERHILL

In Municipal Council

ORDERED:

Pursuant to the provisions of Massachusetts General Laws Chapter 43, §43 the following non-binding question shall be submitted to a vote of the registered voters of the city for adoption or rejection at a city election to be held on Tuesday, November 7, 2023:

**“Shall the following Home Rule Petition providing that no person shall hold the office of Mayor, City Councilor or School Committee member while simultaneously holding any other elected or appointed office of the City, or holding a position with the city for which the salary or compensation is payable out of the city treasury be adopted and forwarded to the General Court for enactment?”**

\_\_\_\_\_ Yes

\_\_\_\_\_ No

### HOME RULE PETITION

#### AN ACT PROVIDING FOR THE ELECTION OF CANDIDATES IN THE CITY OF HAVERHILL

*Be it enacted, etc. as follows:*

SECTION 1. Chapter 195 of the Acts of 2022, an Act Providing for the Election of At-large and District Councilors and School Committee Members in the City of Haverhill, is hereby amended by inserting the following new paragraph at the end of section 2:- No person shall simultaneously hold the office of Mayor, City Councilor or School Committee member while holding another elected or appointed office of the City or holding a position with the city for which the salary or compensation is payable out of the city treasury. These provisions shall not apply to any City Councilor serving as acting Mayor.

SECTION 2. This act shall take effect upon its passage and be applicable to city elections beginning with the 2025 biennial municipal election.”



DOCUMENT

## CITY OF HAVERHILL

In Municipal Council

12.2

ORDERED:

Pursuant to the provisions of Massachusetts General Laws Chapter 43, §43 the following non-binding question shall be submitted to a vote of the registered voters of the city for adoption or rejection at a city election to be held on Tuesday, November 7, 2023:

**“Shall the following Home Rule Petition providing for limitations as to the number of offices a person may be a candidate for at any preliminary election be adopted and forwarded to the General Court for enactment?”**

\_\_\_\_\_ Yes

\_\_\_\_\_ No

### HOME RULE PETITION

#### AN ACT PROVIDING FOR THE ELECTION OF CANDIDATES IN THE CITY OF HAVERHILL

*Be it enacted, etc. as follows:*

SECTION 1. Chapter 195 of the Acts of 2022, an Act Providing for the Election of At-large and District Councilors and School Committee Members in the City of Haverhill, is hereby amended by inserting the following new paragraph at the end of section 2:- No person shall be a candidate for nomination to more than one office at any preliminary election. Any person having taken out and submitted nomination papers for more than one office appearing on the ballot for any preliminary election shall withdraw from one such nomination no later than the last day and hour for withdrawals as established by section 13 of chapter 53 of the General Laws. If a candidate for nomination to more than one office shall neglect to so withdraw by the deadline, they will appear on the official ballot as a candidate for the office for which they filed nomination papers first in time, as shown by the city time stamp thereon.

SECTION 2. This act shall take effect upon its passage and be applicable to city elections beginning with the 2025 biennial municipal election.”



Document  
CITY OF HAVERHILL  
In Municipal Council

12,3

Ordered:

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

<u>Vendor</u>	<u>Amount</u>	<u>Account</u>
UTEC (3)	6,032.00	Highway - Refuse
Ring Central	1,339.78	Constituent Services
Blinn's Auto Body & Collision	3,577.95	Police Department
Durkin Company	3.30	Public Property
Boston Systems & Solutions LLC	672.00	Information Technology



JAMES J. FIORENTINI  
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

September 15, 2023

City Council President Timothy J. Jordan and Members of the Haverhill City Council

**RE: FY2023 Bills**

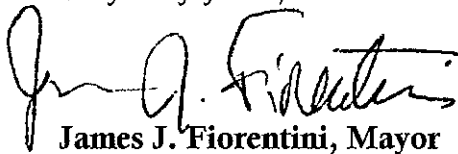
Dear Mr. President and Members of the Haverhill City Council:

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

Vendor	Amount	Account
UTEC	\$6,032.00	Highway - Refuse
Ring Central	\$1,339.78	Constituent Services
Blinn's Auto Body	\$3,577.95	Police Department
Durkin Company	\$ 3.30	Public Property
Boston Systems & Solutions	\$ 672.00	Information Technology
<b>TOTAL</b>	<b>\$11,625.03</b>	

I recommend approval.

Very truly yours,

  
James J. Fiorentini, Mayor

JJF/lyf



Invoice	INV00000000003875
Date	4/30/2023
Page	1

**Bill To:**

City of Haverhill

**Remit To:**UTEC, Inc.  
P.O. Box 7066  
Lowell MA 01852

Purchase Order No.	Customer ID	Payment Terms			
	HAVERHILL				
Quantity		Description	Discount	Unit Price	Ext. Price
8	PICKUP_TOWN	Mattress Pickup 4/5/23	\$0.00	\$16.00	\$128.00
54	PICKUP_TOWN	Mattress Pickup 4/12/23	\$0.00	\$16.00	\$864.00
34	PICKUP_TOWN	Mattress Pickup 4/19/23	\$0.00	\$16.00	\$544.00
22	PICKUP_TOWN	Mattress Pickup 4/26/23	\$0.00	\$16.00	\$352.00
			Subtotal	\$1,888.00	
			Tax	\$0.00	
			Total	\$1,888.00	

Thank you for supporting UTEC.  
Please include Invoice # on your check.REFUSE - yard waste  
1010000.1.0430.5092



Invoice	INV00000000003934
Date	5/31/2023
Page	1

**Bill To:**

City of Haverhill

**Remit To:**

UTEC, Inc.  
P.O. Box 7066  
Lowell MA 01852

Purchase Order No.	Customer ID	Payment Terms			
	HAVERHILL				
Quantity		Description	Discount	Unit Price	Ext. Price
36	PICKUP_TOWN	Mattress Pickup 5/3/23	\$0.00	\$16.00	\$576.00
40	PICKUP_TOWN	Mattress Pickup 5/10/23	\$0.00	\$16.00	\$640.00
20	PICKUP_TOWN	Mattress Pickup 5/12/23	\$0.00	\$16.00	\$320.00
34	PICKUP_TOWN	Mattress Pickup 5/17/23	\$0.00	\$16.00	\$544.00
22	PICKUP_TOWN	Mattress Pickup 5/24/23	\$0.00	\$16.00	\$352.00
25	PICKUP_TOWN	Mattress Pickup 5/31/23	\$0.00	\$16.00	\$400.00
			Subtotal	\$2,832.00	
			Tax	\$0.00	
			Total	\$2,832.00	

Thank you for supporting UTEC.  
Please include Invoice # on your check.

REFUSE • yard waste  
1010000.1.0430.5292  
*[Signature]*



Invoice	INV00000000003997
Date	6/30/2023
Page	1

**Bill To:**

City of Haverhill

**Remit To:**

UTEC, Inc.  
P.O. Box 7066  
Lowell MA 01852

Purchase Order No.	Customer ID	Payment Terms			
	HAVERHILL				
Quantity		Description	Discount	Unit Price	Ext. Price
14	PICKUP_TOWN	Mattress Pickup 6/7/23	\$0.00	\$16.00	\$224.00
23	PICKUP_TOWN	Mattress Pickup 6/14/23	\$0.00	\$16.00	\$368.00
23	PICKUP_TOWN	Mattress Pickup 6/21/3	\$0.00	\$16.00	\$368.00
22	PICKUP_TOWN	Mattress Pickup 6/28/23	\$0.00	\$16.00	\$352.00
			Subtotal	\$1,312.00	
			Tax	\$0.00	
			Total	\$1,312.00	

Thank you for supporting UTEC.  
Please include Invoice # on your check.

REFUSE - Yard waste  
1010000.1.0430 . 5292

122.5585

**RingCentral Invoice****Billed To**

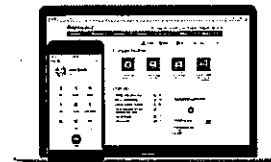
The City of Haverhill  
 4 Summer St  
 Haverhill MA 01830  
 United States  
**Phone:** (978) 358-1311  
**Customer Email:**  
 lferry@cityofhaverhill.com

**Account Information**

**Customer User ID:** 953495020  
**Invoice No.:** INVA393503  
**Currency:** US Dollar  
**Terms:** Net 30  
**Invoice Date:** 07/10/2023  
**Invoice Amount to Pay:** \$1,339.78  
**Due Date:** 08/18/2023

Discover  
 what's new  
 at RingCentral.

Learn more. >

**Statement Summary**

SERVICE	AMOUNT
<b>Products</b>	
Contact Center: Ultimate Edition Seat	\$899.94
Contact Center: US Toll Free Number Overage	\$1.49
Domestic Minutes Overage	\$137.32
International Minutes Overage	\$0.07
Seat Overage	\$149.99
<b>Subtotal</b>	<b>\$1,188.81</b>
<b>Taxes and Fees</b>	
Federal Universal Service Fund (FUSF)	\$150.97
<b>Subtotal</b>	<b>\$150.97</b>
<b>Amount Due</b>	<b>\$1,339.78</b>

June '23 Services

RingCentral

RingCentral Inc., 20 Davis Drive, Belmont, CA 94002, United States

©2023 RingCentral Inc. All rights reserved

## Account Information

Customer User ID: 953495020

Invoice No.: INVA393503

Invoice Amount to Pay: \$1,339.78

## Payment Methods

Please email remittance advice to [Collections@RingCentral.com](mailto:Collections@RingCentral.com)

### Checks Regular Mail to Lockbox:

RingCentral Inc.  
P.O. Box 734232  
Dallas, TX 75373-4232

### Overnight/Courier Check Payment:

JPMorgan Chase (TX1-0029)  
Attn: RingCentral Inc. 734232  
14800 Frye Road, 2nd Floor  
Ft Worth, TX 76155

### Wire Instructions:

JPMorgan Chase Bank For credit to: RingCentral Inc.  
JPMorgan Chase New York, NY 10017  
SWIFT ID: CHASUS33  
ABA #: 021000021  
Account #: 3602193095

### ACH Payment:

JPMorgan Chase Bank For credit to: RingCentral Inc.  
Account #: 3602193095  
ABA #: 021000021

**For Credit Card Payment** - Please call collections hotline at (415) 649-6735

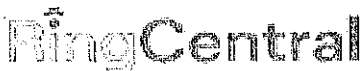
## Billing Questions?

Email [billingsupport@ringcentral.com](mailto:billingsupport@ringcentral.com) or call 888-898-4591.

Customer must notify RingCentral at [billingsupport@ringcentral.com](mailto:billingsupport@ringcentral.com) of disputes arising from invoices in writing within thirty (30) days of invoice date, unless otherwise specified in contract.

Undisputed amounts unpaid on or before agreed upon payment term on the invoice may lead to service interruption.

**Business Hours:** 12:00 AM to 12:00 AM (PST), Monday - Friday



RingCentral Inc., 20 Davis Drive, Belmont, CA 94002, United States

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## Statement Details

Description	Start Date	End Date	Qty	Rate	Amount
Contact Center: Ultimate Edition Seat	06/01/2023	06/30/2023	6	\$149.99	\$899.94
Contact Center: US Toll Free Number Overage	06/01/2023	06/30/2023	1	\$1.49	\$1.49
Domestic Minutes Overage	06/01/2023	06/30/2023	1	\$137.32	\$137.32
International Minutes Overage	06/01/2023	06/30/2023	1	\$0.07	\$0.07
Seat Overage	06/01/2023	06/30/2023	1	\$149.99	\$149.99
Federal Universal Service Fund (FUSF)			1	\$150.97	\$150.97
				<b>Total</b>	<b>\$1,339.78</b>



## Blinn's Auto Body & Collision

Business Number BLINNS  
AUTO BODY

38 Westville Road

Plaistow

03865

603 382-1175

blinnsauto@yahoo.com

INVOICE  
INV1092

DATE  
Mar 30, 2023

DUE  
On Receipt

BALANCE DUE  
USD \$3,577.95

### BILL TO

### City of Haverhill

40 Bailey BLVD

Haverhill MA

01830

978-697-9006

wduff@haverhillpolice.com

DESCRIPTION	RATE	QTY	AMOUNT
Per Estimate	\$3,577.95	1	\$3,577.95
TOTAL			\$3,577.95
BALANCE DUE			USD \$3,577.95

YEAR-2017  
MAKE-Dodge  
MODEL-Durango  
COLOR-Black/White  
CAR 29



## Claim Summary

Cor 29  
3/2/23

### Owner: CITY OF HAVERHILL

2017 DODG Durango Special Service AWD (Fleet) 4D UTV 8-5.7L Gasoline Sequential MPI BLK/WHT

### Insurance Company

Company:	SEDGWICK	Claim #:	4A23026YD4G0001
Claim Office:		Adjuster:	
Address:		Policy #:	
Phone:			

### Appraisal Company

Company:	AUTO SERVICES GROUP	Estimator:	BUD GENDRON
IA Office:	AUTO SERVICES GROUP		
Address:	PO BOX 256 budricks11@gmail.com HAMPSTEAD, NH 03841	Job #:	16221
Phone:	(617) 240-2428		

### Vehicle Owner

Insured:	CITY OF HAVERHILL	Loss Type:	Collision
Owner:	CITY OF HAVERHILL	Cell:	(978) 607-9006

### Vehicle Information

2017 DODG Durango Special Service AWD (Fleet) 4D UTV 8-5.7L Gasoline Sequential MPI BLK/WHT

VIN:	1C4SDJFXHC936934	Production Date:		Interior Color:	
License:	A490	Odometer:	117,585	Exterior Color:	BLK/WHT
State:	MA	Condition:	Good		
Primary Impact Point:	Rear			Drivable:	Yes
Secondary Impact Point:					

### Inspection Information

Place of Inspection:	CITY OF HAVERHILL
Address:	

## Claim Summary

**Owner: CITY OF HAVERHILL**

2017 DODG Durango Special Service AWD (Fleet) 4D UTV 8-5.7L Gasoline Sequential MPI BLK/WHT

### Estimate to Repair

<b>Estimate</b>	<b>\$ 3,433.05</b>
<b>Taxable Subtotal</b>	<b>\$ 3,433.05</b>
Tax	144.90
<b>Non-Taxable Subtotal</b>	<b>\$ 3,577.95</b>
Betterment	0.00
Deductible	0.00
Appearance Allowance	0.00
0% Negligence	0.00
<b>Calculated Net Loss</b>	<b>\$ 3,577.95</b>

LKQ Parts Not Included  
A/M Parts Included  
Opt OEM Parts Not Included  
Recond Parts Not Included

### Total Loss Valuation

<b>Vehicle Valuation</b>	<b>\$ 0.00</b>
Supp. Taxable Adjustments	0.00
<b>Taxable Subtotal</b>	<b>\$ 0.00</b>
Tax	0.00
Supp. Non-Taxable Adjustments	0.00
<b>Non-Taxable Subtotal</b>	<b>\$ 0.00</b>
Owner Retained Salvage	0.00
Deductible	0.00
0% Negligence	0.00
<b>Calculated Net Loss</b>	<b>\$ 0.00</b>

**Vehicle Valuation Request#**

### Settlement Information

Settlement Type: Undetermined

### Comments

IMPACT TO REAR AS NOTED  
NO SHOP AS YET-C/C OWNER

### Events

2/6/2023		Loss occurred
3/1/2023	12:14 PM	Workfile Created.
		Comments: Workfile was created.
3/1/2023	12:26 PM	First preliminary estimate line written.
3/1/2023	12:30 PM	Payer Type updated - [None]
3/1/2023	12:30 PM	Insurance Company updated - SEDGWICK
3/1/2023	12:30 PM	Workfile converted to job
3/1/2023	12:30 PM	Advisor report on estimate requested
3/1/2023	12:30 PM	Advisor report on estimate received
3/1/2023	12:30 PM	Workfile state changed from assigned to inspected.
3/1/2023	12:30 PM	Estimate of Record created.
3/1/2023	12:31 PM	Estimate of Record was first printed.

**AUTO SERVICES GROUP**

Workfile ID: 87d0b781

PO BOX 256  
budricks11@gmail.com  
HAMPSTEAD, NH 03841  
Phone: (617) 240-2428  
budricks11@gmail.com

For:

**SEDGWICK****Estimate of Record****Owner: CITY OF HAVERHILL****Job Number: 16221**

Written By: BUD GENDRON

Insured: CITY OF HAVERHILL Policy #: Claim #: 4A23026YD4G0001  
Type of Loss: Collision Date of Loss: 2/6/2023 12:00 AM Days to Repair: 0  
Point of Impact: 05 Rear

**Owner:** CITY OF HAVERHILL  
(978) 607-9006 Cell

**Inspection Location:** CITY OF HAVERHILL  
Home  
(978) 607-9006 Cell

**Repair Facility:** NONE

**VEHICLE**

2017 DODG Durango Special Service AWD (Fleet) 4D UTV 8-5.7L Gasoline Sequential MPI BLK/WHIT

VIN: 1C4SD3FTXHC936934 Production Date: Interior Color:  
License: A490 Odometer: 117,585 Exterior Color: BLK/WHIT  
State: MA Condition: Good

**TRANSMISSION**

Automatic Transmission

4 Wheel Drive

**POWER**

Power Steering

Power Brakes

Power Windows

Power Locks

Power Mirrors

Heated Mirrors

Power Driver Seat

**DECOR**

Dual Mirrors

Privacy Glass

Console/Storage

Overhead Console

**CONVENIENCE**

Air Conditioning

Intermittent Wipers

Tilt Wheel

Cruise Control

Rear Defogger

Keyless Entry

Message Center

Steering Wheel Touch Controls

Rear Window Wiper

Telescopic Wheel

Climate Control

Dual Air Condition

**RADIO**

AM Radio

FM Radio

Stereo

Search/Seek

Auxiliary Audio Connection

**SAFETY**

Drivers Side Air Bag

Passenger Air Bag

Anti-Lock Brakes (4)

4 Wheel Disc Brakes

Traction Control

Stability Control

Front Side Impact Air Bags

Head/Curtain Air Bags

Hands Free Device

**SEATS**

Cloth Seats

Bucket Seats

Reclining/Lounge Seats

**WHEELS**

Aluminum/Alloy Wheels

**PAINT**

Clear Coat Paint

**OTHER**

Fog Lamps

Rear Spoiler

California Emissions

**TRUCK**

Rear Step Bumper

# **Estimate of Record**

**Owner: CITY OF HAVERHILL**

**Job Number: 16221**

2017 DODG Durango Special Service AWD (Fleet) 4D UTV 8-5.7L Gasoline Sequential MPI BLK/WHIT

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1		<b>REAR BUMPER</b>					
2		O/H rear bumper				2.8	
3	**	Repl A/M CAPA Bumper cover w/o reverse sensor	68092093AB	1	305.00	Incl.	2.4
4		Add for Clear Coat					1.0
5	**	Repl A/M Step pad	5113690AA	1	74.00	0.3	
6	**	Repl A/M CAPA Lower cover w/o dual exhaust	68260787AA	1	258.00	Incl.	1.8
7		Add for Clear Coat					0.7
8	#	Repl REAR HITCH COVER		1	28.00	Incl.	
9		<b><u>LIFT GATE LKO NOT COST EFFECTIVE</u></b>					
10		Repl Lift gate w/o SSV	68188026AF	1	1,370.00	5.2	4.4
11		Add for Clear Coat					1.8
12		Add for transfr glass				0.7	
13		Repl Nameplate "DURANGO" w/bright chrome	68298744AA	1	61.70	0.2	
14		Repl Nameplate "AWD" w/bright chrome	68298745AA	1	34.75	0.2	
15		Repl Latch w/o power lift gate	68110603AC	1	150.00	Incl.	
16	#	FLEX		1	12.00		
17	#	CORROSION PROTECTION		1	12.00	0.3	
18	#	COVER CAR		1	5.00	0.3	
19	#	MASK JAMBS		1	5.00	0.5	
20	#	Rpr TINT PAINT				0.5	
21	#	Rpr SAND & BUFF				0.5	
22	#	Subl WASTE DISPOSAL		1	3.00		
<b>SUBTOTALS</b>					<b>2,318.45</b>	<b>11.5</b>	<b>12.1</b>

## **ESTIMATE TOTALS**

Category	Basis	Rate	Cost \$
Parts			2,318.45
Body Labor	11.5 hrs @	\$ 38.00 /hr	437.00
Paint Labor	12.1 hrs @	\$ 38.00 /hr	459.80
Paint Supplies	12.1 hrs @	\$ 18.00 /hr	217.80
Subtotal			3,433.05
Sales Tax	\$ 2,318.45 @	6.2500 %	144.90
<b>Total Cost of Repairs</b>			<b>3,577.95</b>
Deductible			0.00
<b>Total Adjustments</b>			<b>0.00</b>
<b>Net Cost of Repairs</b>			<b>3,577.95</b>

# Invoice

Page: 1

Commonwealth Supply LLC  
dba The Durkin Company  
4 Tower Farm Road  
Billerica, MA 01821  
(978) 262-1312



Invoice Number: 0173681-IN  
Invoice Date: 6/15/2023

Order Number: 0140820  
Order Date: 6/6/2023  
Salesperson: 0011  
Customer Number: 00-CITYHAV

**Sold To:**

Haverhill, City of  
4 Summer Street  
Haverhill, MA 01830  
Confirm To: Steve Bucuzzo

**Ship To:**

Haverhill, City of  
4 Summer Street  
Haverhill, MA 01830

Customer P.O.	Ship VIA	F.O.B.	Terms			
EXCHANGE	DAN CHABOT		NET 30 DAYS			
Item Number	Unit	Ordered	Shipped	Back Ordered	Price	Amount
BWKMWTMG	EA	3.00-	3.00-	0.00	14.15	42.45-
Microfiber Looped-End Wet Mop Head, Medium, Green		Whse: 000				
Your Part Number: BWK-MWTMG						
BWK502GNEA	EA	3.00	3.00	0.00	15.25	45.75
Super Loop Wet Mop Head, Cotton/Synthetic Fiber, 5" Headband, Medium Size, Green		Whse: 000				

Net Invoice:	3.30
Less Discount:	0.00
Ship/Delivery:	0.00
Sales Tax:	0.00
Invoice Total:	3.30

# INVOICE

## Boston Systems & Solutions, LLC

1 Red Oak Drive Unit D  
Plaistow, NH 03865  
978-469-0002  
www.bssc corp.com

Invoice Number: IN23H510  
Invoice Date: Jul 28, 2023  
Page: 1

<b>Bill to:</b>
City of Haverhill 4 Summer Street Room 312 Haverhill, MA 01830

<b>Ship to:</b>
City of Haverhill 4 Summer Street Room 312 Haverhill, MA 01830

Customer ID	Customer PO	Payment terms	
Haverhill		Net 10 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Courier		8/7/23

Quantity	Item	Description	Unit Price	Amount
12.00		Axcient Sync Tool for 8 PCs @ \$7.00 per month July 1, 2022 - through June 30, 2023	56.00	672.00
<div><div>Please get an invoice w/ correct dates</div><div>Examined and allowed for AUG 17 2023 AMOUNT AUDITOR</div><div>- For FY23 services per K. Buckley - See attached</div></div>				

Please remit all payments to:  
Boston Systems & Solutions  
1 Red Oak Drive Unit D  
Plaistow, NH 03865

Subtotal	672.00
Sales Tax	
Total Invoice Amount	672.00
Payment/Credit Applied	
<b>TOTAL</b>	<b>672.00</b>

We appreciate your business. Call BSS for all of your IT needs.

## **Sandy White**

---

**From:** Karen Buckley  
**Sent:** Wednesday, August 16, 2023 5:04 PM  
**To:** Sandy White  
**Subject:** Re: Send data from MFP14237844 08/16/2023 14:05

it turns out those are the correct dates. BSS is the only vendor that actually provides a service and bills for it AFTER the contract is over. Who would have thought?

*Karen L. Buckley*

IT Consultant  
City of Haverhill  
ph: 978.374.2371 x3716  
cell: 978.852.0423

---

**From:** Sandy White <swhite@cityofhaverhill.com>  
**Sent:** Wednesday, August 16, 2023 2:25 PM  
**To:** Karen Buckley <kbuckley@cityofhaverhill.com>  
**Subject:** RE: Send data from MFP14237844 08/16/2023 14:05

Pat asked you for an updated invoice with correct dates.

---

**From:** Karen Buckley <kbuckley@cityofhaverhill.com>  
**Sent:** Wednesday, August 16, 2023 2:06 PM  
**To:** Sandy White <swhite@cityofhaverhill.com>  
**Subject:** Fw: Send data from MFP14237844 08/16/2023 14:05

*Karen L. Buckley*

IT Consultant  
City of Haverhill  
ph: 978.374.2371 x3716  
cell: 978.852.0423

---

**From:** copier <copier@cityofhaverhill.com>  
**Sent:** Wednesday, August 16, 2023 2:05 PM  
**To:** Karen Buckley <kbuckley@cityofhaverhill.com>  
**Subject:** Send data from MFP14237844 08/16/2023 14:05

Scanned from MFP14237844  
Date:08/16/2023 14:05  
Pages:1  
Resolution:200x200 DPI  
-----



DOCUMENT

**CITY OF HAVERHILL**

In Municipal Council

File 10 DAYS ✓

RECEIVED CITY CLERK AUGUST 28 2013

13.1

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 240-95 Schedule L: Stop Streets, as amended, is hereby further amended by adding the following:

Stop Street	Direction of Travel	At intersection of
Franklin Street	North/South	John Street
John Street	East/West	Franklin Street

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)

August 25, 2023

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

**Subject: *Franklin Street & John Street – Stop Ordinances***

As requested by Traffic & Safety, see attached ordinances for existing stop signs on John Street and proposed stop signs on Franklin Street.

Please contact me if you have any questions.

Sincerely,

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

C: Mayor Fiorentini, Ward, Pistone, O'Brien, Pillsbury, Wright, Cox, Lynch, Brown

File 10 DAYS



HAVERHILL CITY CLERK AUG30/23 PM 2:46

13.2

Document

City of Haverhill

In Municipal Council August 30, 2023

**Ordered:**

\$1,765,316 Fire Truck Bonds

Ordered: That One Million Seven Hundred Sixty-Five Thousand Three Hundred Sixteen Dollars (\$1,765,316) is appropriated to acquire a fire truck, including the payment of all costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the Mayor, is authorized to borrow said amount pursuant to Chapter 44, Section 7(1) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.

Further Ordered: That the Treasurer is authorized to file an application with the appropriate officials of The Commonwealth of Massachusetts (the "Commonwealth") to qualify under Chapter 44A of the General Laws any and all bonds of the City authorized to be borrowed pursuant to this loan order and to provide such information and execute such documents as such officials of the Commonwealth may require in connection therewith.

Loan order

JAMES J. FIORENTINI  
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

August 18, 2023

City Council President Timothy J. Jordan and Members of the Haverhill City Council

**RE: Bond Loan Order for \$1,765,316.00 for a New Fire Truck**

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

Please see attached bond loan order for \$1,765,316.00 for a new fire truck. This item must remain on file for 10 days after which I recommend approval.

Very truly yours,

  
James J. Fiorentini  
Mayor

JJF/lyf

# ALLEGIANCE

— FIRE & RESCUE™ —



## PURCHASE AGREEMENT

This Purchase Agreement (together with all attachments referenced herein, the "Agreement"), made and entered into by and between Minuteman Fire and Rescue Apparatus, LLC. (DBA Allegiance Fire & Rescue) ("Dealer"), and City of Haverhill, MA a MA Municipality ("Customer") and is effective as of the last date executed by both parties (the "Effective Date").

- 1. Product.** Customer agrees to purchase the following product, as further described in the Dealer Proposal attached hereto as **Exhibit A** and incorporated herein ("**Product**"). The Product comes with all applicable manufacturers' warranties from Pierce Manufacturing, Inc. ("**Pierce**") and all makers of component parts or other equipment that is part of the Product. All such warranties are included in the Dealer Proposal and/or separately attached hereto as **Exhibit B**.
- 2. Purchase and Payment.** The Customer agrees to purchase the Product specified on Exhibit A for the total purchase price of \$1,741,106.00 ("Purchase Price"). Prices are in U.S. funds.  
In addition to the Purchase Price, Customer shall be responsible for paying for all added costs and expenses incurred by Dealer in the event that any state, federal or other regulatory agency (e.g. NFPA, DOT, EPA) requires any modifications to the Product. Dealer shall make reasonable efforts to advise the Customer of any such changes within a reasonable time and to provide Customer with documentation to support the required modifications.

Quantity	Description	Price Per Unit	Total Price
One (1)	Pierce ® Enforcer Aerial 100' HDL	\$1,765,316.00	\$1,765,316.00
One (1)	Discount for Aerial and Chassis Progress Payment	(\$24,210.00)	(\$24,210.00)
	Total		\$1,741,106.00

If the sum of \$589,354.00 is remitted to Allegiance Fire & Rescue upon frame up of the chassis as a progress payment (approximately 90 days prior to delivery) you may deduct \$17,680.00

If the sum of \$326,500.30 is remitted to Allegiance Fire & Rescue upon "weld out" of the Aerial device itself as a progress payment (approximately 90 days prior to delivery) you may deduct \$6,530.00

The above amount reflects HGAC contract pricing.

Training Requirements: Standard

Other: 100% Performance Bond

3. **Optional Product Changes.** Customer may request changes to the Product at any time by way of a written change order. Dealer will review the request and notify Customer of any resulting changes to the Purchase Price, Delivery dates or other terms of this Agreement that will result from the change order. Dealer may accept or reject the change order request. All change orders (including new pricing and delivery dates) must be signed by the parties to be effective.
4. **Cancellation.** Customer may cancel this Agreement (or individual Units if the Product involves multiple Units in which event the cancellation fees are based on the portion of the Purchase Price for the subject Unit set forth in Section 1) prior to Delivery only by a written notice provided in accordance with Section 6. In such event, Customer shall pay Dealer the following cancellation fee as liquidated damages because actual damages would be difficult to ascertain and the following agreed upon fees are a reasonable estimate of actual damages: (a) 10% of the Purchase Price if cancellation occurs after Pierce enters the order for the Product on its computer system; (b) 20% of the Purchase Price if cancellation occurs after Pierce has completed draft Product drawings; and (c) 40% of the Purchase Price if cancellation occurs after Pierce makes any material requisition (i.e. orders material), plus an additional percentage as reasonably set by Dealer to account for additional costs and expenses incurred after material requisition, up to no more than 80% of the Purchase Price if cancellation occurs after substantial completion of the Product. Dealer shall have no obligation to mitigate damages. Customer hereby authorizes Dealer to deduct the cancellation fee from the Purchase Price being held by Dealer and return the remainder to Customer in exchange for a waiver and release of claims.
5. **Delivery, Inspection and Acceptance.** ~~Due to global supply chain constraints, any delivery date contained herein is a good faith estimate as of the date of this order/contract, and merely an approximation based on current information. Delivery updates will be made available, and a final firm delivery date will be provided as soon as possible.~~ Delivery of the Product is scheduled to be within 792-836 working days of the Effective Date, F.O.B. Haverhill Fire Department, MA Haverhill, MA. Risk of loss shall pass to Customer upon Delivery. Upon Delivery, Customer shall have ten (10) business days within which to inspect the Product and, in the event of substantial non-conformance, to furnish Dealer with detailed written notice sufficient to permit Dealer to evaluate any such non-conformance. Absent timely receipt of such notice of non-conformance, the Product shall be deemed in conformance and accepted by Customer. Time is of the essence with respect to such notice. Any Product not in substantial conformance shall be remedied by Dealer by putting Pierce on written notice of such non-conformance.
6. **Notices.** All notices hereunder must be given in writing at the address of each party set forth below, or to such other address as either party may substitute by written notice to the other in the manner contemplated herein, by either hand delivery (notice deemed delivered upon receipt) or by registered, overnight mail (notice deemed delivered one business day after mailing):

**Dealer:**

Allegiance Fire & Rescue  
2181 Providence Highway  
Walpole, Massachusetts 02081  
Fax: 508-216-6368

**Customer:**

City of Haverhill, MA  
Haverhill Fire Department, MA  
4 Summer St Rm 113  
Haverhill, MA 01830-5841

7. **Warranty Disclaimer.** The Product comes with the warranties referred to in Section 1. Dealer itself provides no warranties whatsoever. TO BE CLEAR, NEITHER DEALER NOR, ITS AFFILIATES, AGENTS OR REPRESENTATIVES, MAKE ANY EXPRESS OR IMPLIED WARRANTIES WITH RESPECT TO THE PRODUCTS OR OTHERWISE REGARDING THIS AGREEMENT, WHETHER ORAL OR WRITTEN,

EXPRESS, IMPLIED OR STATUTORY. WITHOUT LIMITING THE FOREGOING, ANY IMPLIED WARRANTY OR CONDITION OF MERCHANTABILITY, THE IMPLIED WARRANTY AGAINST INFRINGEMENT, AND THE IMPLIED WARRANTY OR CONDITION OF FITNESS FOR A PARTICULAR PURPOSE ARE EXPRESSLY EXCLUDED AND DISCLAIMED. STATEMENTS MADE BY SALES REPRESENTATIVES OR IN PROMOTIONAL MATERIALS DO NOT CONSTITUTE WARRANTIES.

8. **Force Majeure.** Dealer shall not be responsible nor deemed to be in default on account of delays in performance due to causes which are beyond Dealer's control which make Dealer's performance impracticable, including but not limited to civil wars, insurrections, strikes, riots, fires, storms, floods, pandemics or public health emergencies, other acts of nature, explosions, earthquakes, accidents, any act of government, delays in transportation, inability to obtain necessary labor supplies or manufacturing facilities, allocation regulations or orders affecting materials, equipment, facilities or completed products, failure to obtain any required license or certificates, acts of God or the public enemy or terrorism, failure of transportation, epidemics, quarantine restrictions, failure of vendors (due to causes similar to those within the scope of this clause) to perform their contracts or labor troubles causing cessation, slowdown, or interruption of work.
9. **Indemnity.** Customer shall indemnify, defend and hold harmless the Dealer and all of its officers, directors, employees, representatives, agents and subcontractors, from and against any and all claims, costs, judgments, liability, loss, damage, attorneys' fees or expenses of any kind or nature whatsoever (including, but without limitation, relating to personal injury or death) caused by, resulting from, arising out of or occurring directly or indirectly in connection with Customer's purchase, operation, ownership, installation or use of Product (and/or any part of the Product such as attachments or apparatus). In the event of any claim, Customer shall engage counsel for Dealer and Dealer shall allow Customer to direct the defense of such claim with counsel of Customer's choosing. Customer shall make good faith efforts to have Dealer dismissed from any lawsuit and shall otherwise not settle any such claim or alleged claim without first obtaining Dealer's written consent, which consent shall not be unreasonably withheld.
10. **Independent Contractors.** The relationship of the parties established under this Agreement is that of independent contractors and neither party is a partner, employee, agent, or joint venturers of or with the other.
11. **Entire Agreement / Amendments.** This Agreement (including Exhibits) contains the entire agreement between the parties regarding the Product. No representations, promises, agreements, or understandings, written or oral not contained herein shall be of any force or effect. This Agreement may only be amended or modified by a written agreement signed by both parties.
12. **Assignment.** Neither party may assign its rights and obligations under this Agreement unless it has obtained the prior written approval of the other party; provided, however, that Dealer may assign this Agreement as part of a public offering or the sale or transfer of all or substantially all of its assets.
13. **Severability.** The invalidity or un-enforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision.
14. **No Waiver of Rights.** No waiver of any provision of this Agreement shall be enforceable unless in writing and signed by the waiving party. No waiver of any provision shall affect the validity or enforceability of any other provision.
15. **Governing Law / Jurisdiction.** Without regard to any conflict of law provisions, this Agreement is to be governed by and under the laws of the Commonwealth of Massachusetts. The parties agree that any claim concerning this Agreement must be filed and adjudicated in state or federal courts located in the Commonwealth and such courts shall be the sole and exclusive venue for the adjudication of all claims under

this Agreement. The parties hereby consent to personal and subject matter jurisdiction within the Commonwealth.

16. **Counterparts / Electronic Signatures.** This Agreement may be executed in one or more counterparts. The exchange of signed copies of this Agreement by facsimile or via .pdf by email will constitute effective execution and delivery of this Agreement and may be used in the lieu of the original Agreement for all purposes.

Accepted and agreed to:

**Dealer: Allegiance Fire & Rescue**

**Customer: City of Haverhill, MA**

Name: William O'Connor

Name: \_\_\_\_\_

Title: Vice President

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

# **EXHIBIT A**

**BID #705**

**DEALER PROPOSAL**



# **EXHIBIT B**

**BID #705**

**WARRANTIES**



Document  
CITY OF HAVERHILL  
In Municipal Council

File 10 days  
8 octavo pages

13.3

Ordered:

MUNICIPAL ORDINANCE

CHAPTER 222

AN ORDINANCE RELATING TO REPAIR OF PRIVATE WAYS

BE IT ORDAINED by the City Council of the City of Haverhill that Chapter 222 of the Code of the City of Haverhill, as amended, be further amended by adding the following:

"ARTICLE XVII  
REPAIR OF PRIVATE WAYS

§222-110. Purpose; definitions; exclusions; city not required to maintain.

(a) Purpose. The purpose of this article is to provide for the permanent or temporary construction or repair of private ways in the interest of public safety.

(b) Definitions. The following words, terms and phrases, when used in this article shall have the meanings ascribed to them in this subsection except where the context clearly indicates a different meaning.

*Abutter and abutting owner* means all persons holding ownership rights in property abutting a private way and all persons holding ownership rights in any property the access to which, by necessity, requires travel over such private way.

*Abutting parcel* means any property actually abutting the private way regulated by this article and any property the access to which, by necessity, requires travel over such private way,

*Private way.*

(1) The term "private way" includes, within the scope of this article, statutory private ways and dedicated private ways.

a. The term "statutory private ways" means those ways which have been laid out pursuant to M.G.L. c. 82, § 21 and are subject to M.G.L. c. 84, §§ 23, 24.

Such ways are open to the same type and extent of use as public ways.

b. The term "dedicated private ways" are those ways that were not laid out under statutory authority but are open to free public use of a nature and extent sufficient to constitute evidence of the permanent intention of abutting property owners to abandon private rights in the ways.

(2) The term "private ways" within the scope of this article does not include permissive private ways or unconstructed (paper) ways.

a. The term "permissive private ways" means those ways that have not been laid out by a public authority or dedicated to public use and are wholly the subject of private ownership. A

permissive private way is open to public use solely by the continuing permission or license of the owner or abutter where such owner or abutter displays a continuing intent to exercise dominion over the way and may, for example, post the way with signs limiting or prohibiting public use.

**b.** The term "unconstructed" or "paper ways" means those ways or portions thereof that have been created on paper by a deed, easement, plan or other instrument or by subdivision or approval not required (ANR) plan under the Subdivision Control Act, but have not yet been paved, improved or otherwise constructed on the ground.

**c.** Pursuant to chapter 325 of the Acts of 2002 and M.G.L. c. 84, § 12 and c.40, § 6N, this article is intended to establish the process by which temporary and permanent repairs may be made to private ways.

**d.** In order to qualify for permanent or temporary construction or repair under this article, all private ways otherwise eligible must have been open to the public for six or more years and must abut four or more occupied residences or operating businesses.

**e.** None of the ways described in this section are of the type of which the city has an existing duty of maintenance or repair for which the city is liable in damages for defects. Abutters to private ways are responsible for the maintenance of such ways. Constructed private ways must be maintained so that there are no defects to impede the safe passage of emergency vehicles. Nothing in this article is intended to create any duty to maintain or repair such private ways or to subject the city to any liability for defects therein.

§222-111. Permanent construction or repair.

Permanent construction or repair may be performed by the city in accordance with the procedures set forth in 222-114. below.

§222-112. Temporary repair.

**(a)** Temporary repair shall include the filling of potholes in the subsurface of private ways and repairs to the surface materials, but shall not include significant excavation, regrading, drainage work, or the resurfacing thereof.

**(b)** Temporary repair may be performed by the city upon a determination by the director of public works that the condition of a way adversely affects the safety of the inhabitants and that repair of a permanent nature is unnecessary to cure the condition, or upon a determination that the condition of the way constitutes an emergency which requires immediate repair in order to protect the health or safety of the inhabitants of the city.

**(c)** Such temporary repair shall not be considered as maintenance of the private way nor shall the way be considered a public way as the result of any repair.

§222-113. Funding for approved construction or repair.

**(a)** The total cost of the approved permanent construction or repair work shall be paid by the abutting owners, the amount to be paid will be divided by the number of abutting parcels and assessed to the owners thereof.

**(b)** Betterments shall be assessed and collected for such work in accordance with the provisions of M.G.L. c. 80, § 1 et. seq. and other applicable laws. All betterments shall be apportioned at either five or ten year terms based on the size of the project. Individual total assessments totaling \$3,000.00 or more may be apportioned over a ten-year term.

- (c) In the case of temporary repairs, the owner(s) of the private way shall be assessed and pay the total cost of the repairs.

§222-114. Permanent construction or repair.

- (a) Any performance of permanent construction or repair to a private way as set forth in this article is subject to the availability of funding and the authorization for said funding must be made by recommendation of the mayor and a two-thirds vote of the city council.

- (b) Abutters to a private way shall begin the process of seeking permanent repair to the private way by submitting a petition to the city clerk signed by not less than 75 percent of all abutting owners to the private way. Petitioners shall use only official petition forms, available from the city clerk's office upon request.

Petitioners shall agree in writing that (1) the city may not accept the road as public as a result of the permanent repair process outlined herein; (2) city employees shall be allowed on each abutting parcel in order to repair the private way; (3) any deviation from the current road layout of the existing travelled way as a result of the repair of the private way shall be done at the discretion of the director of public works; and (4) a non-refundable fee shall be assessed with the petition of \$1.00 per linear foot of the private way at the discretion of the director of public works. Petitioners shall include the name and contact information for no less than three primary contact persons who shall also be abutting owners. In order to proceed, the city clerk must certify all signatures on the petition as submitted.

- (c) The city clerk shall refer the petition to the mayor's office with a request for a feasibility determination.

- (d) The mayor's office shall refer the petition to the department of public works for a feasibility determination whereby the department of public works shall (1) consult with the fire department, police department, conservation commission, chief financial officer/treasurer, and the city engineer; (2) determine the parameters of the project; and (3) set a price range for the project. The director of public works shall then respond to the primary contact persons with, among other things, a memorandum outlining the determinations and an official abutters' list to be used in noticing a meeting of all abutters' as outlined in section 222-114(e).

- (e) Three or more abutting owners shall call and hold a meeting of abutting owners. Notice of such meeting shall include the date, time and location thereof and shall be given at least seven days in advance by posting the notice in the city clerk's office and by mailing the notice to all abutting owners by certified mail, return receipt requested. A receipt of the certified mailing shall be required as evidence that notice has been provided to all abutting owners.

- (f) At the meeting as outlined in section 222-114(e), the abutting owners shall vote to determine whether certain repairs are to be sought according to (1) the project parameters and (2) the price range as provided by the director of public works. Seventy-five percent of all abutting owners on the private way must be present at the meeting; 66 percent of all abutting owners on the private way must vote in favor in order to qualify for permanent repair under this article.

- (g) Any abutting owner may designate a proxy to represent them and cast the requisite vote(s) on matters required by this section. Such a designation shall be a notarized letter by the abutting owner that includes the following: 1) the name and address of the abutting owner, 2) the name and address of the proxy, 3) language from the abutting owner expressly granting permission to the proxy to vote on the abutting owner's behalf, 4) a copy of the proxy's valid state or federal picture identification, and 5) a copy of the abutting owner's valid state or federal picture identification and 6) the abutting owner's signature. The designation documents must be 1) delivered to the city clerk no later than 48 hours before the date and time set for the meeting at which votes will be cast, and 2) presented at the meeting under section 222-114(e) prior to voting.

- (h) An official record of the meeting as outlined in section 222-114(f), including the attendees' names, addresses and signatures, as well as evidence of the votes cast shall be submitted to the city clerk within seven days of the meeting.
- (i) The city clerk shall file a copy of the official record with the mayor's office.
- (j) The mayor's office may submit the petition and official record with a recommendation to the city council for funding consideration.
- (k) Upon the mayor's submission of the petition, the city council shall hold a public hearing within 60 calendar days except that, by a two-thirds vote thereof, the deadline for the hearing may be extended by no more than 30 days. Review of the petition by the city council shall include a vote on (1) a determination that the construction or repair is required by public necessity and (2) an authorization of funding for the project.
- (l) Notice of the city council's decision shall be posted and a copy thereof shall be provided to all abutting owners.

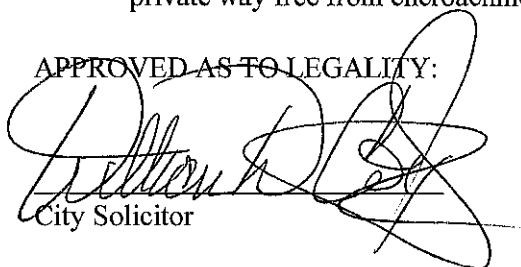
§222-115. Petition submission schedule.

- (a) All petitions requesting permanent construction or repair pursuant to section 222-114 shall be submitted annually to the city clerk no later than December 31st in order to be scheduled for completion the following year.
- (b) Should the city fail to complete a project in any given year, the project shall automatically be re-scheduled for the following year.
- (c) Should the abutters fail to secure the appropriate and necessary approval, the project shall be eligible for re-submission in no less than two years.

§222-116. Municipal liability for construction or repair.

- (a) The city shall not be liable for any damage whatsoever caused by construction or repair performed pursuant to this article.
- (b) No term or provision of this article shall be interpreted or construed to constitute the acceptance by the city of any duty, responsibility or liability for the enforcement of any private right of any petitioner or abutting owner, including without limitation any right to improve or maintain a private way or to keep a private way free from encroachment.

APPROVED AS TO LEGALITY:

  
City Solicitor



JAMES J. FIORENTINI  
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

September 15, 2023

City Council President Timothy J. Jordan and Members of the Haverhill City Council

**RE: Repair of Private Road Ordinance**

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

Please see attached order to authorize the city to repair a private road in the interest of public safety. This item must remain on file for 10 days after which I recommend approval.

Very truly yours,



James J. Fiorentini  
Mayor

JJF/lyf

**CITY COUNCIL**

**Timothy J. Jordan**

*President*

**John A. Michitson**

*Vice President*

**Melinda E. Barrett**

**Joseph J. Bevilacqua**

**Thomas J. Sullivan**

**Melissa J. Lewandowski**

**Michael S. McGonagle**

**Catherine P. Rogers**

**Shaun P. Toohey**



**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.COM](mailto:CITYCNCL@CITYOFHAVERHILL.COM)

141

September 12, 2023

To: President and Members of the City Council

Councilor Bevilacqua wishes to recognize Hispanic Heritage Month and the contributions of the Hispanic people to our City, State and Country

Joseph Bevilacqua 11a6  
City Councilor Joseph Bevilacqua

(meeting 9.19.2023)

Valet Parking Business License - Add to a project

 **Expiration Date****Active****VPKG-23-1****Details**

Submitted on Jun 23, 2023 at 2:50 pm

**Attachments**

1 file

**Activity Feed**

Latest activity on Jul 20, 2023

**Applicant**

Jason Babin

0

**Location**

620 PRIMROSE ST Unit Raff's Cafe, Haverhill, MA 01830

**Add New** ▼**Timeline****Valet Parking Business License Application Fee**

Paid Jul 12, 2023 at 2:11 pm

**Police CORI Fee**

Waived Jul 12, 2023 at 2:11 pm

**Police Approval**

Completed Jul 12, 2023 at 10:45 pm

**City Clerk Review**

Completed Jul 14, 2023 at 1:53 pm

**Planning Director Approval**

Completed Jul 17, 2023 at 8:27 am

**Parking Commission Approval**

Completed Jul 20, 2023 at 11:05 am

**City Engineer Approval**

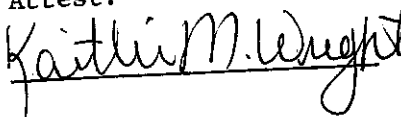
Completed Jul 20, 2023 at 1:52 pm

IN CITY COUNCIL: July 25 2023  
TO COME BACK FOR APPROVAL ON  
AUGUST 8 2023

Attest:

  
City ClerkIN CITY COUNCIL: AUGUST 8, 2023  
TO COME BACK FOR APPROVAL PENDING INSURANCE  
AUGUST 22, 2023

Attest:

  
City Clerk





Kassandra Gove, Chair  
Myra Ortiz, Vice Chair  
Kathleen Cotwell, Secretary  
James Ryan, Treasurer  
Noah S. Berger, Administrator

July 20, 2023

Jason Babin  
Raff's Cafe  
620 Primrose Street  
Haverhill, MA 01830

HAV CITY CLERK JUL 20

Dear Mr. Babin:

Shoe City Valet is seeking permission to use the Haverhill Transit site during off hours to park cars. Currently, MeVa Transit uses the Haverhill Transit location to operate buses Monday-Saturday until 9pm. We are happy to offer Shoe City use of the Haverhill Transit lot from 9:00pm-2:00am Thursday, Friday, and Saturday nights. The site must be left clean and free of cars, rubbish, litter or other debris, and you must provide an insurance certificate indicating the City of Haverhill and MeVa Transit as named insured in an amount suitable to both the City and MeVa Transit. In addition, we will make use of our Granite Street parking garage from 5:00pm-2:00am Thursday, Friday, and Saturday nights. These spaces will be discounted from market rate for the hours used. Any vehicles left in the garage overnight will be subject a 50% split of the Shoe City Valet overnight valet charge or \$20.00, whichever is greater.

MeVa is pleased to partner with the City and support a small Haverhill business looking to support fellow small business owners in order to close a service gap. Should you have additional questions, please feel free to reach out.

Sincerely,  
MeVa Transit

Noah S. Berger  
Administrator

**DPW Approval**  
In Progress



**City Council Approval**  
Review



**Valet Parking Business License Issued**  
Document

**Valet Parking Business License Application Fee**



Paid

Due date

 None

**Fees**

Valet Parking Business Fee ⓘ	\$700.00
<b>Total Fees</b>	<b>\$700.00</b>

**Payments**

Date	Method	Note	Amount	
Jul. 12, 2023	Cash		\$700.00	⋮



**Jason Babin**

Remove Comment • Jun 23, 2023 at 3:08 pm

How do we get back into the application to correct the number of spaces and linear footage? It was calculated incorrectly using all the parking and not the curb space for drop off and pick up. Thank you,

**DPW Approval**  
Completed Jul 20, 2023 at 3:20 pm



**Parking Commission Approval**  
In Progress



**City Council Approval**  
In Progress



**Valet Parking Business License Issued**  
Document

**City Engineer Approval**

**Complete** ▾

Complete

Assignee

John Pettis

Due date

None



**Jason Babin**

Remove Comment • Jul 19, 2023 at 1:55 pm

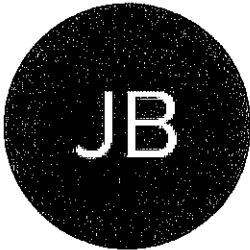
Hello, we are trying to get these approved before the deadline for the next City Council which is Friday. I tried calling the office today and was told J. Pettis would be in the office tomorrow, Thursday, 7/20/23. If anything is needed to get this approved please do not hesitate to contact me at 978-994-2631. We are requesting approval asap. Thank you. Tracy Shoe City Valet

Kaitlin Wright assigned this step to John Pettis - Jul 14, 2023 at 1:50 pm  
John Pettis approved this step - Jul 20, 2023 at 1:52 pm

**DPW Approval**  
In Progress

**City Council Approval**  
Review

**Valet Parking Business License Issued**  
Document



**Jason Babin**

[View Profile](#)

⋮

Email Address  
jb27ston@yahoo.com (mailto:jb27ston@yahoo.com)

Phone Number  
603-425-9194

Address  
620 Primrose St Unit 5, Haverhill , MA 01830

**Guests**

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

**Guest's Email**

Enter guest's email here...

[Grant Access](#)

No guests with access to this record yet



## VPKG-23-1

### Valet Parking Business License

**Status:** Active

**Date Created:** Jun 23, 2023

#### Applicant

Jason Babin  
jb27ston@yahoo.com  
620 Primrose St  
Unit 5  
Haverhill, MA 01830  
603-425-9194

#### Primary Location

620 PRIMROSE ST Unit Raff's Cafe  
Unit Raff's Cafe  
Haverhill, MA 01830

#### Owner:

Ainsworth, LLC  
620 Primrose Street HAVERHILL, MA 01830

#### Application Type

##### Application

New

##### Application Duration

1-year

#### Applicant Information

##### Relationship to Owner

Owner

##### Owner Nighttime Phone

6034259194

##### Owner Fax Number

0000000000

#### Business Information

##### Business Name

Shoe City Valet

##### Business Phone

6034259194

##### Business Address

620 Primrose St

##### Business City

Haverhill

##### Business State

MA

##### Business Zip

01830

##### Business Legal Structure

Limited Liability Company

##### Type of Valet Management

Valet Parking Operation

##### Type of Parking

Off-Street - Public

##### Location of Valet Parking Zone

Merrimack st ? washington st

##### Total Number of Spaces Needed

300

##### Total Linear Feet for Valet Parking Zone

26

##### Request Use of Municipal Parking Lot(s)

Yes

##### Number of Valet Parking Signs

2

#### Restaurant Operation Information

**Restaurant Name**

na

**Restaurant Street Address**

na

**Restaurant Contact Name**

na

**Restaurant Contact Daytime Phone**

na

**Restaurant Contact Nighttime Phone**

na

**Restaurant Contact Fax Number**

na

**Valet Information****Day of the Week**

Friday

**Day Part**

Night

**Hours of Operation**

5 pm to 9pm

**Number of Valet Spaces Needed**

300

**Number of Valets Working**

6

**Day of the Week**

Saturday

**Day Part**

Night

**Hours of Operation**

5 pm to 9 pm

**Number of Valet Spaces Needed**

300

**Number of Valets Working**

6

**Day of the Week**

Thursday

**Day Part**

Night

**Hours of Operation**

5 pm to 9 pm

**Number of Valet Spaces Needed**

300

**Number of Valets Working**

6

**Signature****Agree****Attachments**

Business Certificate.jpg

Uploaded by Jason Babin on Jun 23, 2023 at 2:47 pm



Shoe City Valet Pic 1.jpeg

Uploaded by Jason Babin on Jun 23, 2023 at 2:46 pm



Shoe City Valet Pic 6.jpeg

Uploaded by Jason Babin on Jun 23, 2023 at 2:48 pm



Shoe City Valet Pic 2.jpeg

Uploaded by Jason Babin on Jun 23, 2023 at 2:49 pm



Shoe City Valet Pic 3.jpeg

Uploaded by Jason Babin on Jun 23, 2023 at 2:49 pm



Shoe City Valet Pic 4.jpeg

Uploaded by Jason Babin on Jun 23, 2023 at 2:49 pm



Shoe City Valet Pic 5.jpeg



Uploaded by Jason Babin on Jun 23, 2023 at 2:50 pm

## History

Date	Activity
Jun 27, 2022 at 5:06 pm	Jason Babin started a draft of Record VPKG-23-1
Jun 29, 2022 at 8:18 pm	Jason Babin altered Record VPKG-23-1, changed ownerCity from "" to "HAVERHILL"
Jun 29, 2022 at 8:18 pm	Jason Babin altered Record VPKG-23-1, changed ownerEmail from "" to ""
Jun 29, 2022 at 8:18 pm	Jason Babin altered Record VPKG-23-1, changed ownerName from "" to "Diamond reality "
Jun 29, 2022 at 8:18 pm	Jason Babin altered Record VPKG-23-1, changed ownerPhoneNo from "" to ""
Jun 29, 2022 at 8:18 pm	Jason Babin altered Record VPKG-23-1, changed ownerPostalCode from "" to "01830"
Jun 29, 2022 at 8:18 pm	Jason Babin altered Record VPKG-23-1, changed ownerState from "" to "Massachusetts"
Jun 29, 2022 at 8:18 pm	Jason Babin altered Record VPKG-23-1, changed ownerStreetName from "" to "primrose st"
Jun 29, 2022 at 8:18 pm	Jason Babin altered Record VPKG-23-1, changed ownerStreetNo from "" to "620"
Jun 29, 2022 at 8:18 pm	Jason Babin altered Record VPKG-23-1, changed ownerUnit from "" to "6"
Jun 7, 2023 at 3:29 pm	Jason Babin altered Record VPKG-23-1, changed ownerState from "Massachusetts" to "MA"
Jun 7, 2023 at 3:29 pm	Jason Babin altered Record VPKG-23-1, changed ownerStreetName from "primrose st" to "Primrose Street"
Jun 9, 2023 at 3:27 pm	Jason Babin altered Record VPKG-23-1, changed ownerEmail from "" to "jb27ston@yahoo.com"
Jun 9, 2023 at 3:27 pm	Jason Babin altered Record VPKG-23-1, changed ownerName from "Diamond Reality " to "Ainsworth"
Jun 9, 2023 at 3:27 pm	Jason Babin altered Record VPKG-23-1, changed ownerPhoneNo from "" to "603-425-9194"
Jun 9, 2023 at 3:27 pm	Jason Babin altered Record VPKG-23-1, changed ownerUnit from "6" to "5"
Jun 23, 2023 at 2:42 pm	Jason Babin altered Record VPKG-23-1, changed ownerName from "Ainsworth" to "Ainsworth, LLC"
Jun 23, 2023 at 2:49 pm	Jason Babin added attachment Shoe City Valet Pic 2.jpeg to Record VPKG-23-1
Jun 23, 2023 at 2:49 pm	Jason Babin added attachment Shoe City Valet Pic 3.jpeg to Record VPKG-23-1
Jun 23, 2023 at 2:49 pm	Jason Babin added attachment Shoe City Valet Pic 4.jpeg to Record VPKG-23-1
Jun 23, 2023 at 2:50 pm	Jason Babin added attachment Shoe City Valet Pic 5.jpeg to Record VPKG-23-1
Jun 23, 2023 at 2:50 pm	Jason Babin submitted Record VPKG-23-1
Jul 10, 2023 at 2:07 pm	Jennifer Sanchez changed Total Linear Feet for Valet Parking Zone from "5300" to "26" on Record VPKG-23-1
Jul 12, 2023 at 2:05 pm	Lilian LeBlanc assigned approval step City Clerk Review to Kaitlin Wright on Record VPKG-23-1
Jul 12, 2023 at 2:11 pm	completed payment step Valet Parking Business License Application Fee on Record VPKG-23-1
Jul 12, 2023 at 2:11 pm	Lilian LeBlanc waived payment step Police CORI Fee on Record VPKG-23-1
Jul 12, 2023 at 2:11 pm	Lilian LeBlanc assigned approval step City Clerk Review to Lilian LeBlanc on Record VPKG-23-1
Jul 12, 2023 at 2:11 pm	Lilian LeBlanc approved approval step City Clerk Review on Record VPKG-23-1
Jul 12, 2023 at 2:12 pm	approval step Police Approvalwas assigned to Kevin Lynch on Record VPKG-23-1
Jul 12, 2023 at 2:12 pm	approval step Parking Commission Approvalwas assigned to Kaitlin Wright on Record VPKG-23-1
Jul 12, 2023 at 2:12 pm	approval step DPW Approvalwas assigned to Robert Ward on Record VPKG-23-1
Jul 12, 2023 at 2:12 pm	approval step Planning Director Approvalwas assigned to William Pillsbury on Record VPKG-23-1
Jul 12, 2023 at 2:19 pm	Kaitlin Wright reactivated approval step City Clerk Review on Record VPKG-23-1
Jul 12, 2023 at 2:19 pm	Kaitlin Wright assigned approval step City Clerk Review to Kaitlin Wright on Record VPKG-23-1

Date	Activity
Jul 12, 2023 at 2:24 pm	Kaitlin Wright assigned approval step Parking Commission Approval to Lisa Ferry on Record VPKG-23-1
Jul 12, 2023 at 10:45 pm	Kevin Lynch approved approval step Police Approval on Record VPKG-23-1
Jul 14, 2023 at 1:50 pm	Kaitlin Wright assigned approval step City Engineer Approval to John Pettis on Record VPKG-23-1
Jul 14, 2023 at 1:53 pm	Kaitlin Wright approved approval step City Clerk Review on Record VPKG-23-1
Jul 17, 2023 at 8:27 am	William Pillsbury approved approval step Planning Director Approval on Record VPKG-23-1
Jul 20, 2023 at 11:04 am	Karen Buckley assigned approval step Parking Commission Approval to Karen Buckley on Record VPKG-23-1
Jul 20, 2023 at 11:05 am	Karen Buckley approved approval step Parking Commission Approval on Record VPKG-23-1

## Timeline

Label	Status	Activated	Completed	Assignee	Due Date
 Valet Parking Business License Application Fee	Paid	Jun 23, 2023 at 2:50 pm	Jul 12, 2023 at 2:11 pm	-	-
Police CORI Fee	Waived	Jun 23, 2023 at 2:50 pm	Jul 12, 2023 at 2:11 pm	-	-
✓ Police Approval	Complete	Jul 12, 2023 at 2:12 pm	Jul 12, 2023 at 10:45 pm	Kevin Lynch	-
✓ City Clerk Review	Complete	Jul 12, 2023 at 2:11 pm	Jul 14, 2023 at 1:53 pm	Kaitlin Wright	-
✓ Planning Director Approval	Complete	Jul 12, 2023 at 2:12 pm	Jul 17, 2023 at 8:27 am	William Pillsbury	-
✓ Parking Commission Approval	Complete	Jul 12, 2023 at 2:12 pm	Jul 20, 2023 at 11:05 am	Karen Buckley	-
✓ City Engineer Approval	Active	Jul 12, 2023 at 2:12 pm	-	John Pettis	-
✓ DPW Approval	Active	Jul 12, 2023 at 2:12 pm	-	Robert Ward	-
✓ City Council Approval	Inactive	-	-	-	-
 Valet Parking Business License Issued	Inactive	-	-	-	-



DPW Approval

In Progress



City Council Approval

Review



Valet Parking Business License Issued

Document

City Clerk Review



● Complete ▾

Complete

Assignee

 Kaitlin Wright

Due date

 None



Kaitlin Wright ✓

Remove Comment • Jul 13, 2023 at 5:49 pm

Jason and Tracy, are you working with specific restaurants for this? If so, they all must be listed in the application. Also, please confirm that you will be using municipal lots and street parking?



Kaitlin Wright ✓

Remove Comment • Jul 13, 2023 at 5:49 pm

I am available all day tomorrow 7/14 if you would like to call and discuss further (978) 420-3622.



Kaitlin Wright ✓

Remove Comment • Jul 14, 2023 at 1:53 pm

Spoke with Tracy on Friday July 14th. Approving my step with contingency that she will provide contracts with privately owned lots they will be using and name and contact information for managers of lots.

**Kaitlin Wright** ✓

Remove Comment • Jul 20, 2023 at 1:17 pm

---

**§ 240-112 Application for valet parking permit****([https://ecode360.com/38978399?](https://ecode360.com/38978399?highlight=parked,parking,valet,valet%20parked,valet%20parking&search=)****[highlight=parked,parking,valet,valet%20parked,valet%20parking&search=](https://ecode360.com/38978399?highlight=parked,parking,valet,valet%20parked,valet%20parking&search=)**

A copy of the agreement between the valet parking operator or the establishment approved off-street parking facility where the valet vehicles will be parked shall include the following information: the location of the facility; the total number of parking spaces that will be available for valet parked vehicles from establishment or independent valet operator is seeking the use of City of Haverhill for such use shall be requested in the permit application, with a map showing the :

Lilian LeBlanc assigned this step to Kaitlin Wright - Jul 12, 2023 at 2:05 pm

Lilian LeBlanc assigned this step to Lilian LeBlanc - Jul 12, 2023 at 2:11 pm

Lilian LeBlanc approved this step - Jul 12, 2023 at 2:11 pm

Kaitlin Wright reactivated this step - Jul 12, 2023 at 2:19 pm

Kaitlin Wright assigned this step to Kaitlin Wright - Jul 12, 2023 at 2:19 pm

Kaitlin Wright approved this step - Jul 14, 2023 at 1:53 pm

**Jennifer Sanchez** ✓

Remove Comment • Jul 10, 2023 at 2:15 pm

Is forming corporation Adrian Ainsworth Enterprises wants to do d/b/a Adrian Ainsworth Enterprises d/b/a Shoe City Valet (spoke to Tracy and told her to bring new Corp docs in when recorded with secretary of state to update here and amend business certificate

**Jennifer Sanchez** ✓

Remove Note • Jul 10, 2023 at 3:19 pm

Tracy called back and I spoke with her. We changed the square footage and she was concerned about the price said it should only be 520 and not 820, Called @Tom Bridgewater to see if the sign was temporary if they needed to be charged the 300 additional sign fee. he said it was a gray area and he was ok not charging them the 300 for the sign since it is temporary and there is no ordinance for temporary signs. I spoke with Tracy and let her know that City Clerk @Kaitlin Wright would have to verify the charge for the application and the sign. She also inquired if the cori check fee was needed since he just had one done and I explained that yes that it is a requirement and needed for this application after speaking with @Rose Leonard-Flynn

**Kaitlin Wright** ✓

Remove Comment • Jul 11, 2023 at 12:50 pm

Tracy, please call me to discuss further (978) 420-3622.

**Kaitlin Wright** ✓

Remove Comment • Jul 11, 2023 at 2:38 pm

Spoke to Tracy on the phone, we will prorate the fee for the signage as code specifies the ability to do that. Signage fee is \$90, rather than original of \$150 due to prorated signage fee as we are 7 months into the calendar year.

Kaitlin Wright overrode fee Valet Parking Business Fee to 700.00 - Jul 11, 2023 at 2:36 pm  
Lilian LeBlanc processed a \$700.00 payment - Jul 12, 2023 at 2:11 pm

**DPW Approval**

In Progress



**City Council Approval**

Review



**Valet Parking Business License Issued**

Document

**Planning Director Approval**



● **Complete** ▾

Complete

Assignee

 William Pillsbury

Due date

 None



**William Pillsbury**

Remove Comment • Jul 17, 2023 at 8:27 am

ok to proceed

This step was assigned to William Pillsbury - Jul 12, 2023 at 2:12 pm  
William Pillsbury approved this step - Jul 17, 2023 at 8:27 am

**DPW Approval**  
In Progress



**City Council Approval**  
Review



**Valet Parking Business License Issued**  
Document

**Parking Commission Approval**



● **Complete** ▾

Complete

Assignee

 Karen Buckley

Due date

 None



**Jason Babin**

Remove Comment • Jul 19, 2023 at 1:58 pm

Hello, we are trying to get these approved before the deadline for the next City Council which is Friday. If anything is needed to get this approved please do not hesitate to contact me at 978-994-2631. We are requesting approval asap. Thank you. Tracy Shoe City Valet



**Karen Buckley**

Remove Comment • Jul 20, 2023 at 11:05 am

Bypassed.



**Kaitlin Wright** ✓

Remove Comment • Jul 20, 2023 at 1:14 pm

**Evaluation procedures and criteria.**

([https://ecode360.com/38978399?](https://ecode360.com/38978399?highlight=parked,parking,valet,valet%20parked,valet%20parking&searchId=499)

## § 240-113

[highlight=parked,parking,valet,valet%20parked,valet%20parking&searchId=499](https://ecode360.com/38978399?highlight=parked,parking,valet,valet%20parked,valet%20parking&searchId=499)

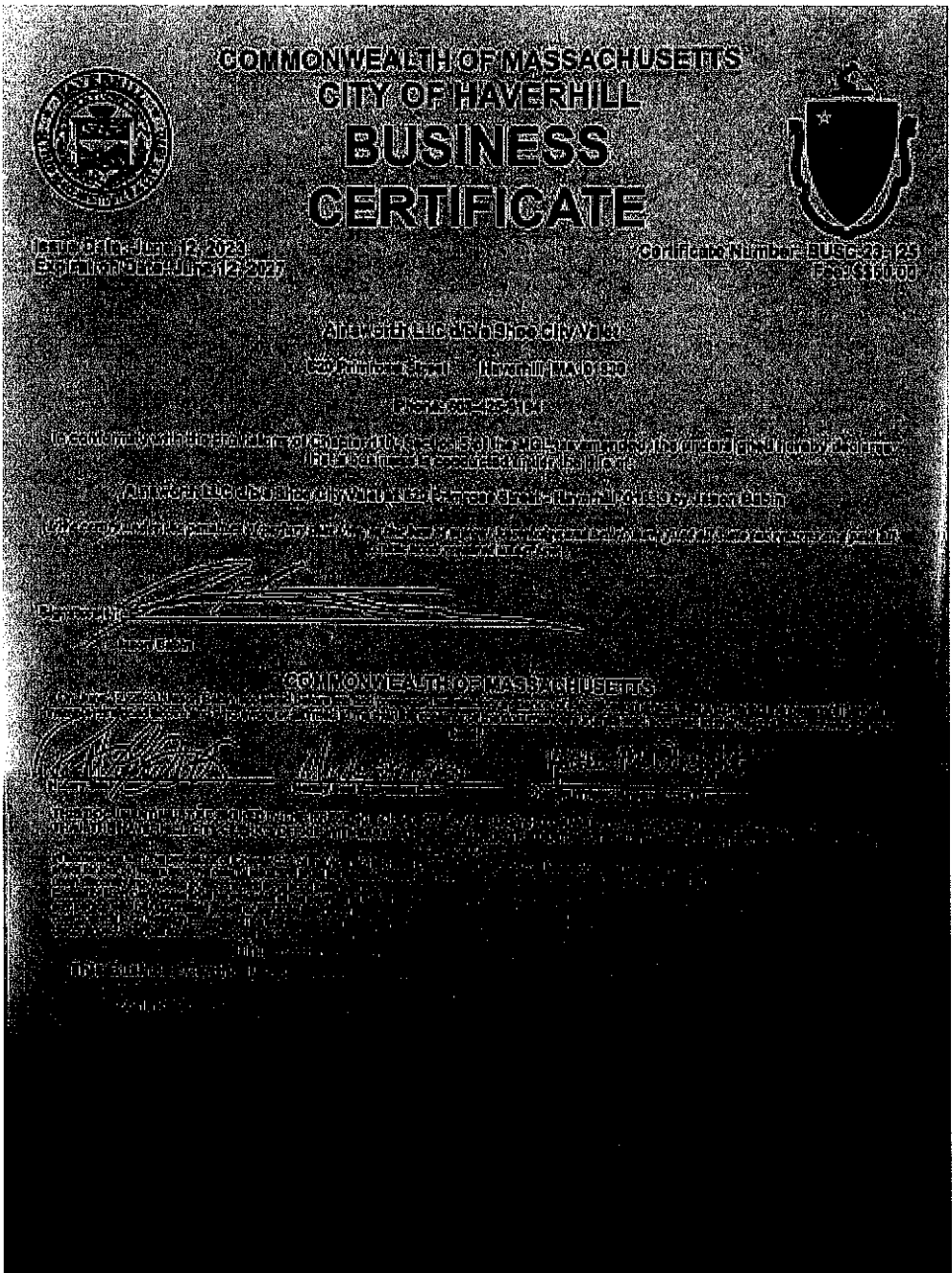
Upon receipt of a completed application, the Police Department shall provide a copy to the CBD Parking Commission, License Commission, Superintendent of Highways, City Engineer, and Planning Director for review and comment. All applications for an initial permit or renewal of an existing permit are subject to an evaluation in order to insure that there is safe and adequate vehicular access to and from the valet parking zone and that the vehicular traffic expected to be generated by the valet parking operation will not cause undue traffic congestion, block or impede the flow of traffic or pose a public safety hazard by delaying or preventing access in or throughout the area of the valet parking zone. The evaluation shall be completed promptly but no later than 30 days following receipt of a complete application.

This step was assigned to Kaitlin Wright - Jul 12, 2023 at 2:12 pm

Kaitlin Wright assigned this step to Lisa Ferry - Jul 12, 2023 at 2:24 pm

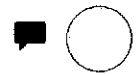
Karen Buckley assigned this step to Karen Buckley - Jul 20, 2023 at 11:04 am

Karen Buckley approved this step - Jul 20, 2023 at 11:05 am



**DPW Approval**

In Progress

**City Council Approval**

Review

**Valet Parking Business License Issued**

Document

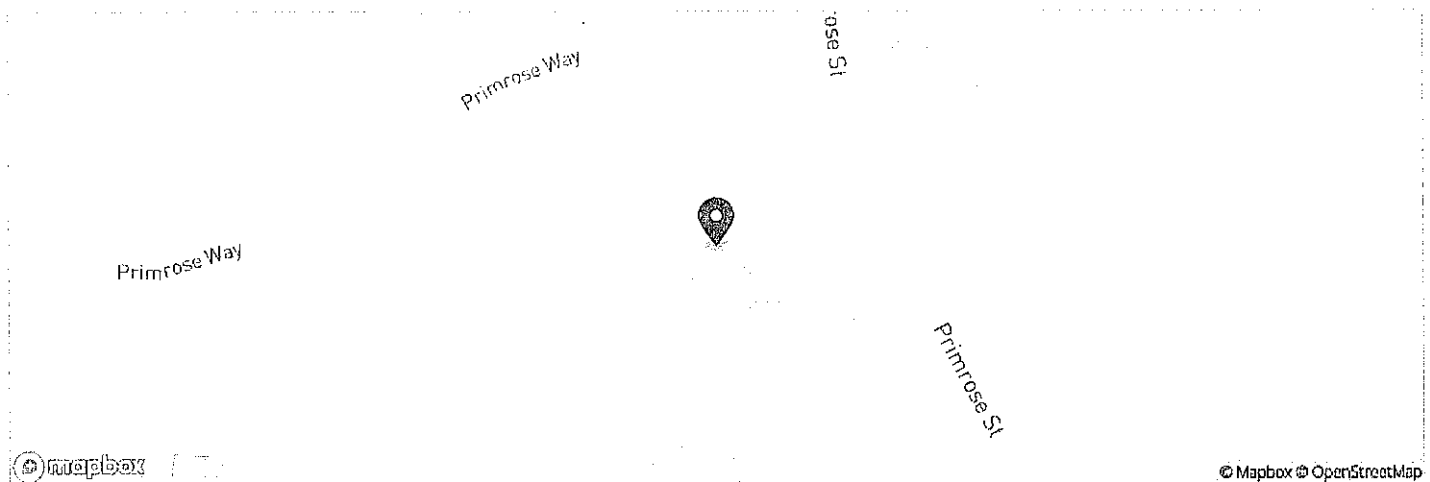
## Location

**PRIMARY LOCATION**

The main location associated with this record.

**620 PRIMROSE ST Unit Raff's Cafe**

Haverhill, MA 01830

[View Location](#)**Property Owner Information (for this record)**

Name

Ainsworth, LLC

Email Address

jb27ston@yahoo.com

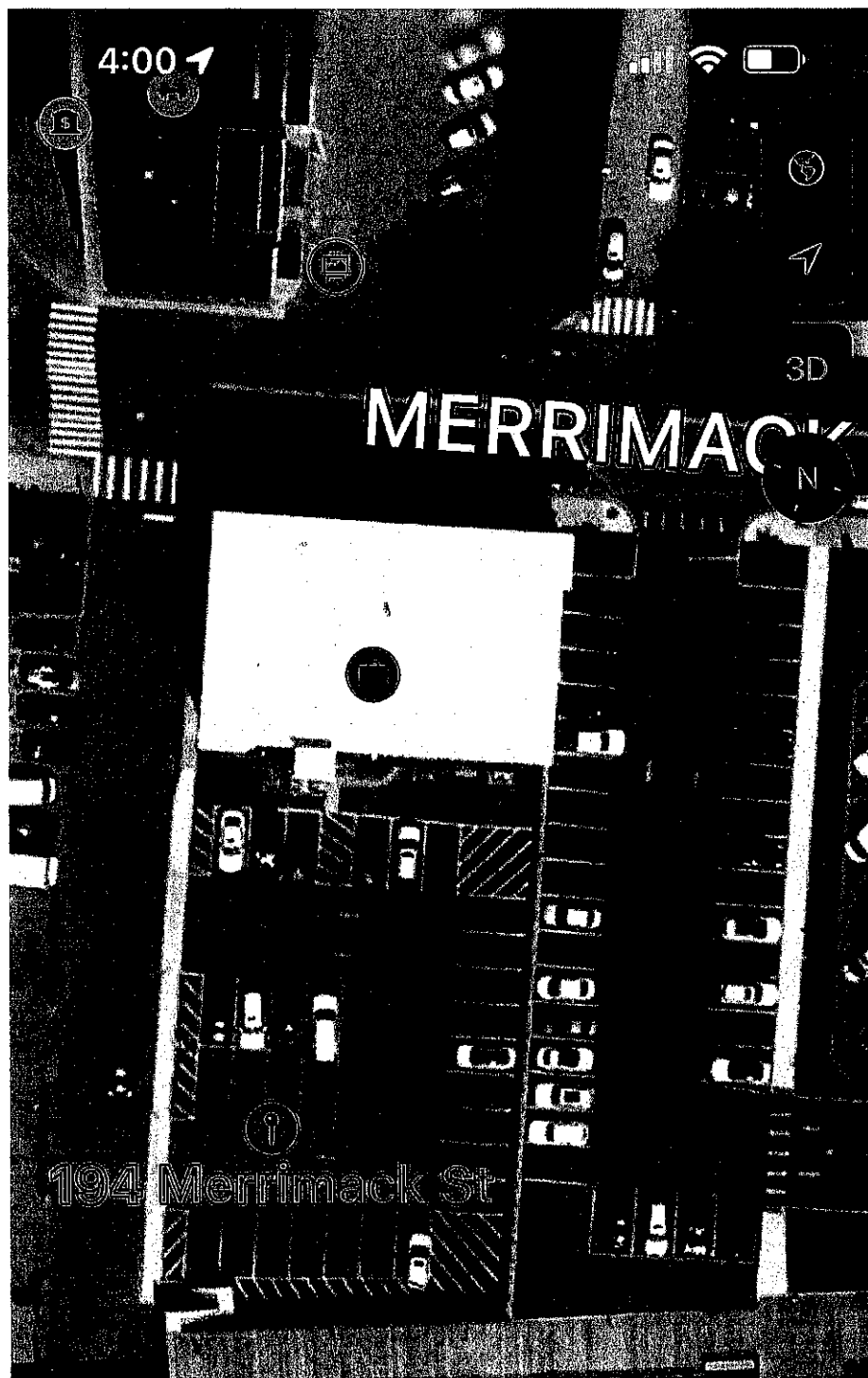
Phone Number

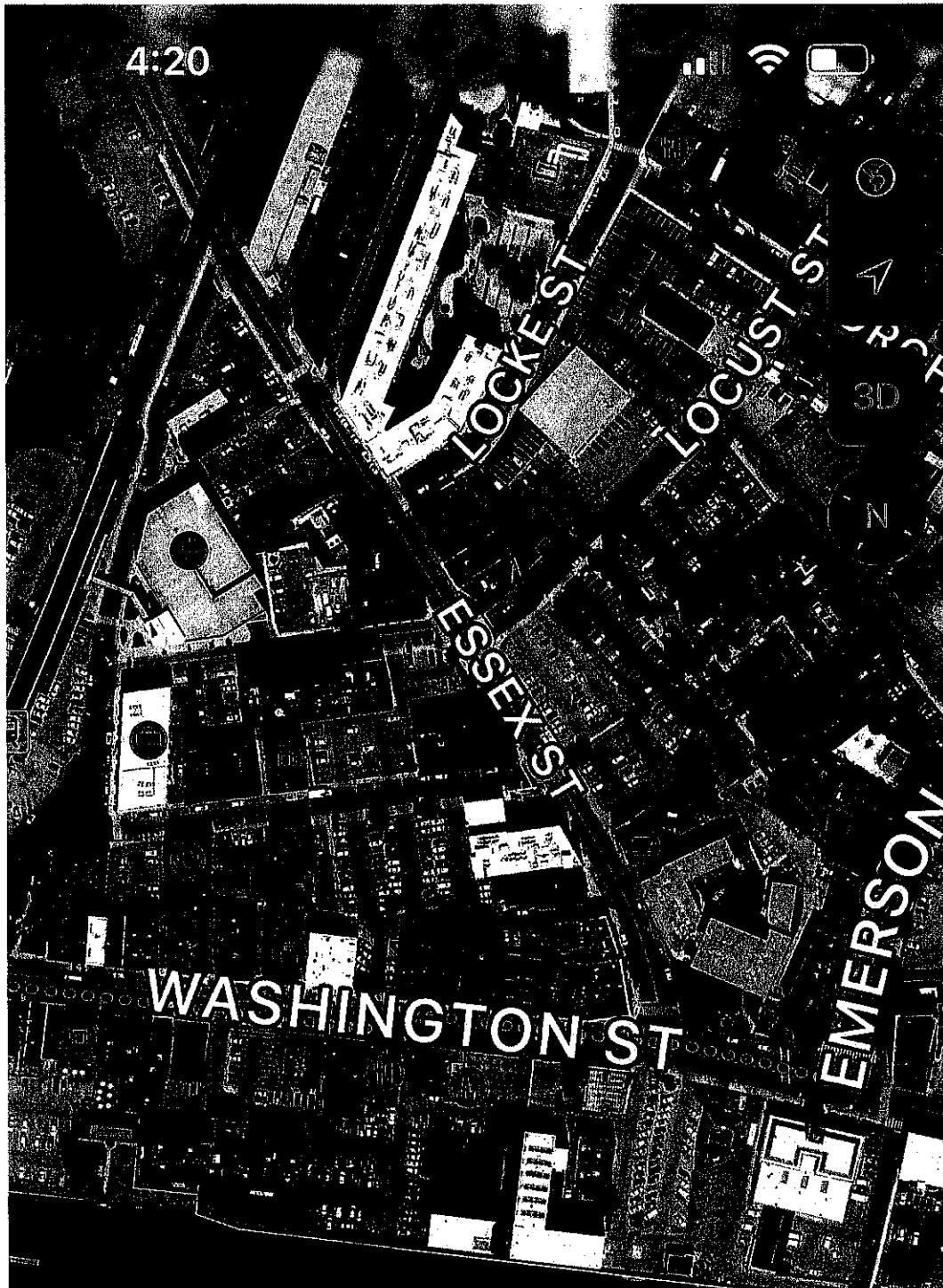
603-425-9194

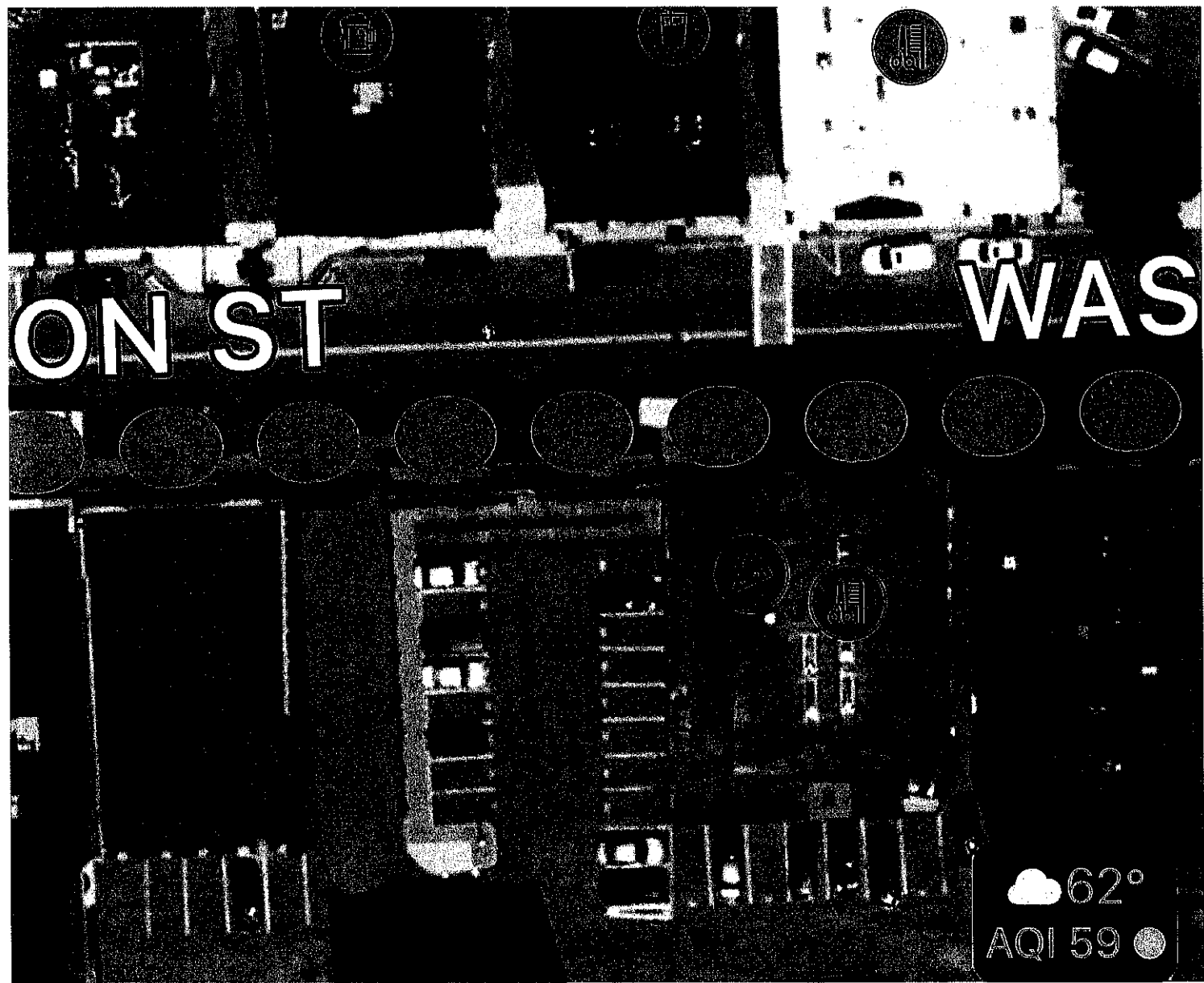
Address

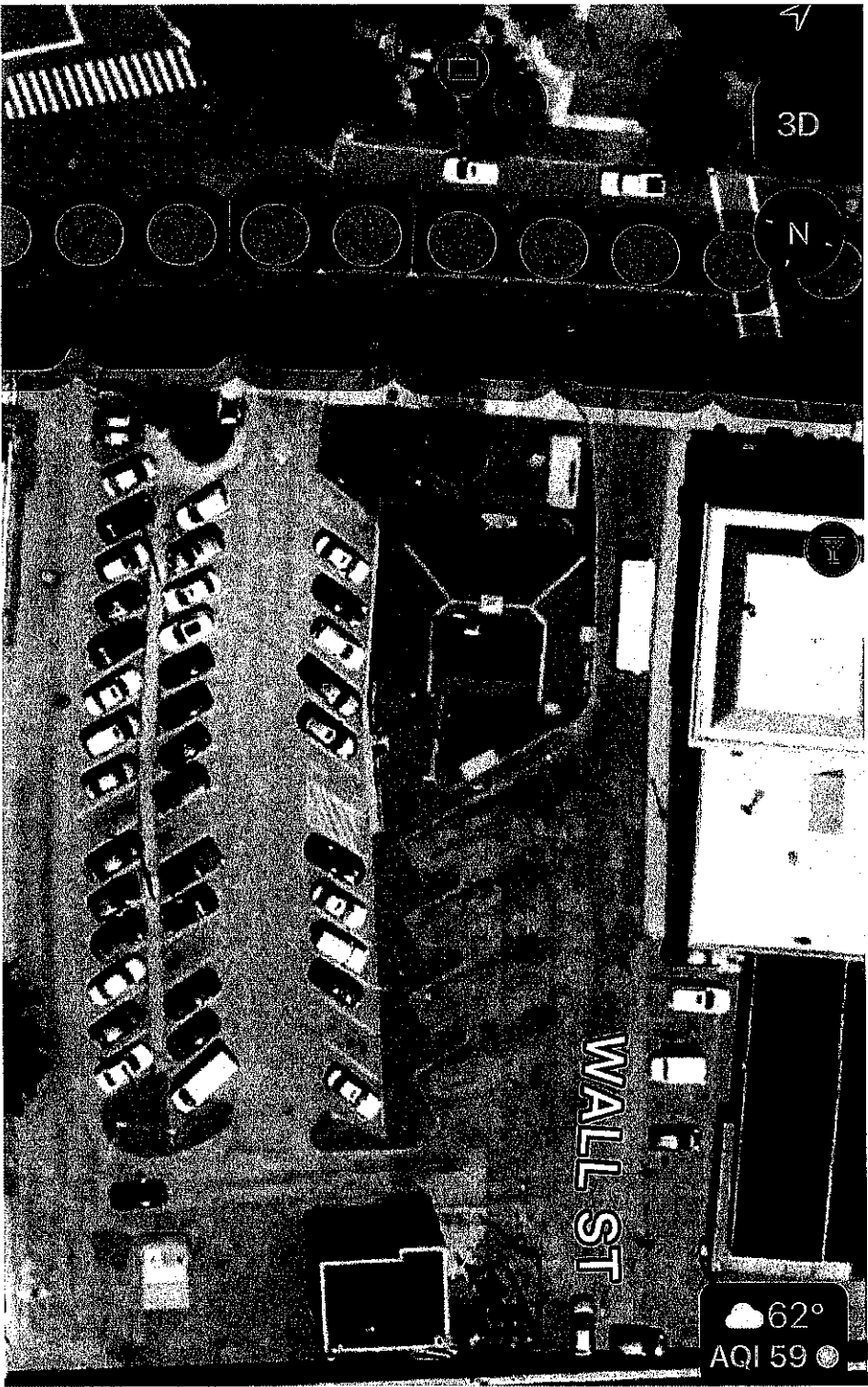
620 Primrose Street  
HAVERHILL, MA 01830

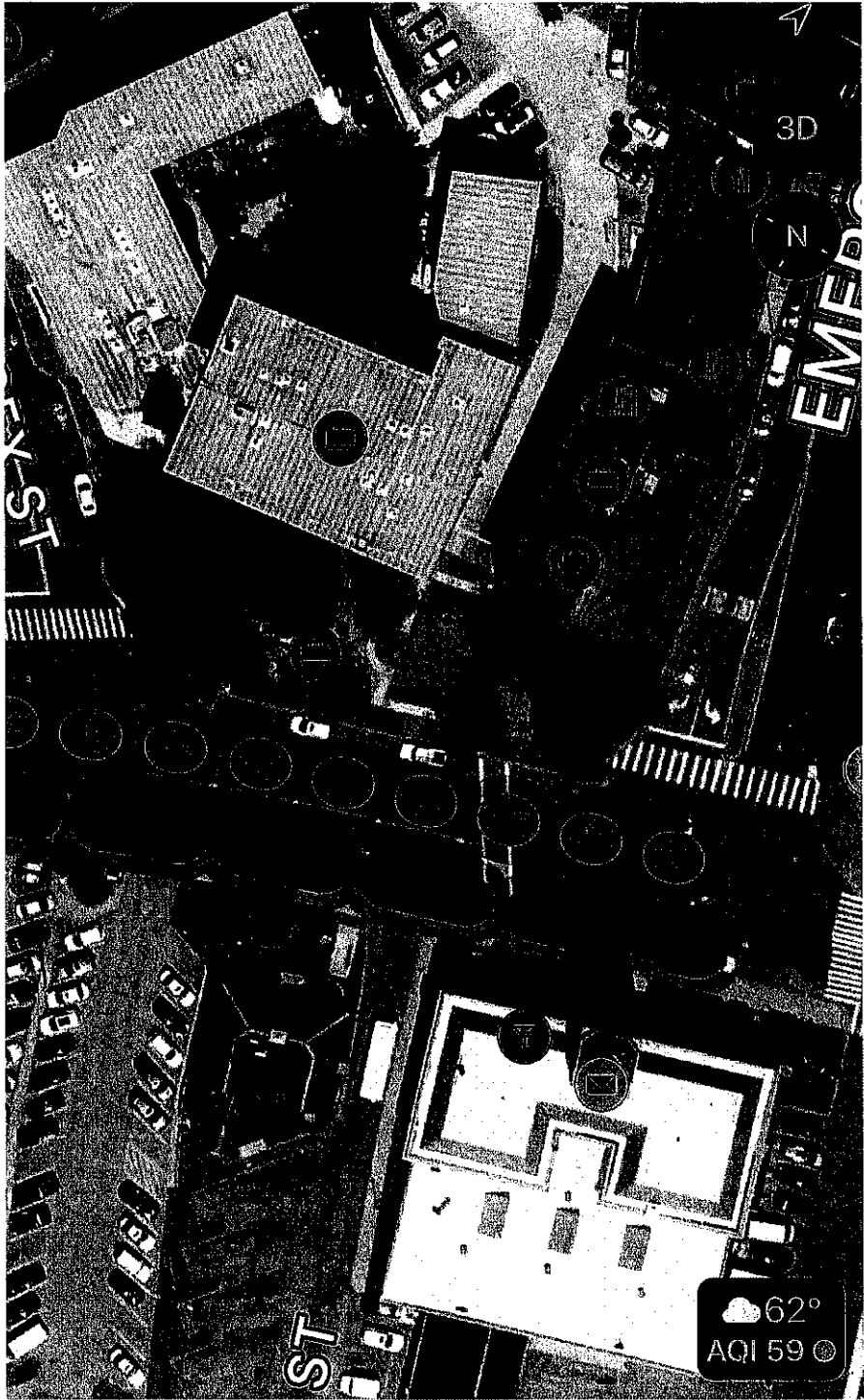


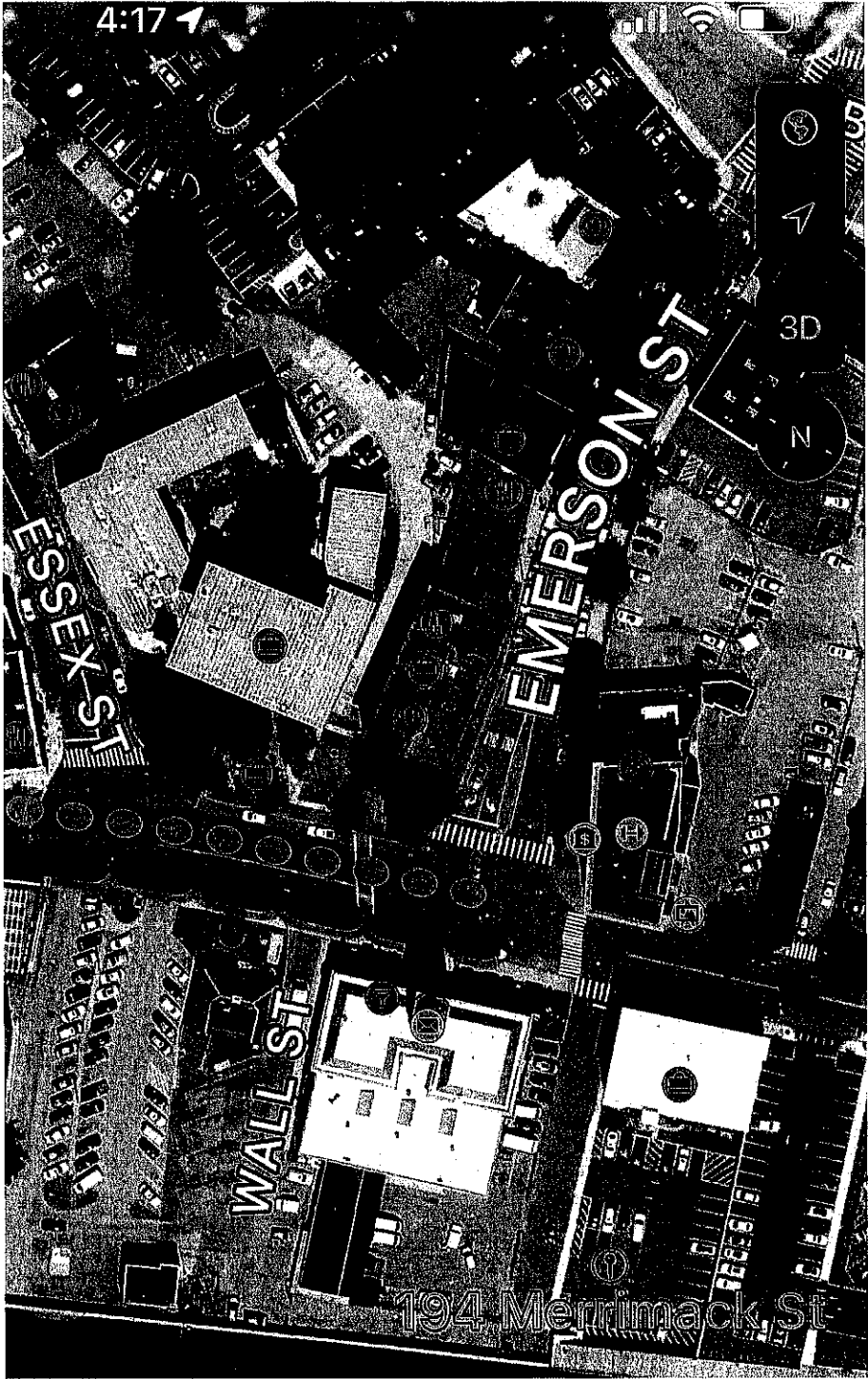












**DPW Approval**  
In Progress



**City Council Approval**  
Review



**Valet Parking Business License Issued**  
Document

**Police CORI Fee**



Waived

Due date



None

**Fees**

Police CORI Fee	\$110.00
<b>Total Fees</b>	<b>\$110.00</b>



**Kaitlin Wright** ✓

Remove Comment • Jul 12, 2023 at 2:19 pm

CORI not required by city code.

Lilian LeBlanc waived this step - Jul 12, 2023 at 2:11 pm

**DPW Approval**

In Progress

**City Council Approval**

Review

**Valet Parking Business License Issued**

Document

**DPW Approval****Active** ▾

Became active 8 days ago

Assignee



Robert Ward ✕

Due date



None

**Jason Babin**

Remove Comment • Jul 19, 2023 at 1:57 pm

Hello, we are trying to get these approved before the deadline for the next City Council which is Friday. I tried calling the office today and was told this department doesn't usually sign off on Business Licenses and do not have access to them. We are requesting approval or a minus sign (as Police CORI Fee was done) asap. If you don't have access to it, then I don't know how to get that done either. Thank you.

Tracy Shoe City Valet 978-994-2631

This step was assigned to Robert Ward - Jul 12, 2023 at 2:12 pm



12-G



Document 12-G

CITY OF HAVERHILL

In Municipal Council August 15 2023

15.1.2

Ordered:

**City of Haverhill, Massachusetts**

**\$3,800,000 JG Whittier Middle School Project Bonds**

Ordered: That Three Million Eight Hundred Thousand Dollars (\$3,800,000) is appropriated for the purpose of paying costs of the acquisition, construction, installation and equipping of modular classrooms for the JG Whittier Middle School, including site improvements and all other costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the Mayor, is authorized to borrow said amount pursuant to Chapter 44, Section 7(1) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.

Further Ordered: That the Treasurer is authorized to file an application with the appropriate officials of The Commonwealth of Massachusetts (the "Commonwealth") to qualify under Chapter 44A of the General Laws any and all bonds of the City authorized to be borrowed pursuant to this loan order and to provide such information and execute such documents as such officials of the Commonwealth may require in connection therewith.

PLACED ON FILE for at least 10 days

Attest:

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

Loan order



JAMES J. FIORENTINI  
MAYOR

12-G

**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

August 11, 2023

City Council President Timothy J. Jordan and Members of the Haverhill City Council

**RE: Loan Order for \$3,800,000.00 for Modular Classrooms at JG Whittier Middle School**

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

Please see attached loan order for \$3,800,000.00 for acquisition, construction, installation and equipping modular classrooms for the JG Whittier Middle School. This item must remain on file for 10 days after which I recommend approval.

Very truly yours,

  
James J. Fiorentini  
Mayor

JJF/lyf

HAU CITY CLERK AUG 11/23 PM 1:03D

**CITY COUNCIL****Timothy J. Jordan**

President

**John A. Michitson**

Vice President

**Melinda E. Barrett****Joseph J. Bevilacqua****Thomas J. Sullivan****Melissa J. Lewandowski****Michael S. McGonagle****Catherine P. Rogers****Shaun P. Toohey****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.COM

15.1.3

August 18, 2023

To: President and Members of the City Council

Council President Jordan, Council Vice President Michitson and Councillor Lewandowski propose a non-binding ballot question for this November's municipal election asking the voters if they would like a charter change that would prohibit people from running for more than one elected position (mayor, city councilor, school committee) in the same election cycle.

Timothy J. Jordan 11ab  
Council President Timothy J. Jordan

John A. Michitson 11ab  
City Council Vice President John A. Michitson

Melissa J. Lewandowski 11ab  
City Councillor Melissa J. Lewandowski

IN CITY COUNCIL: August 22 2023

REFER TO ADMINISTRATION &amp; FINANCE AND BRING BACK FOR MEETING ON SEPTEMBER 19 2023

Attest:

City Clerk

(meeting 8.22.2023)



DOCUMENT 77-B

## CITY OF HAVERHILL

In Municipal Council August 22 2023

15.1.4

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:

Sanders Road

No Parking

24 hrs

Both sides, entire length,

APPROVED AS TO LEGALITY:

HAU CITY CLERK AUG18/23 pm 3:41

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

PLACED ON FILE for at least 10 days

Attest:

\_\_\_\_\_  
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)

August 16, 2023

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

**Subject: *Sanders Road - Parking Restriction***

As requested by Traffic & Safety, attached is the Ordinances for Parking Restriction on Sanders Road, which leads to the Plugs Pond Recreation area (45 Sanders Rd). This will restrict parking on both sides for the length of the roadway, approximately 620' (note the right of way ends before the parking area).

Please contact me if you have any questions.

Sincerely,

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

HAV CITY CLERK AUG 18/23 PM 3:41

C: Mayor Fiorentini, Ward, Cox, Pistone, O'Brien

78-E

**CITY OF HAVERHILL  
MASSACHUSETTS  
ASSISTANT CITY SOLICITOR'S OFFICE**

900 Cummings Center, Suite 306-T  
Beverly, MA 01915  
Tel: (978) 927-2211  
Fax: (978) 336-0256  
TFallon@sebflaw.com

**THOMAS C. FALLON  
ASSISTANT CITY SOLICITOR**

MOTION RE: Inclusionary Zoning Ordinance Chapter 255, 8.3

I hereby move to amend the proposed Ordinance relating to zoning, Chapter 255, 8.3 entitled: INCLUSIONARY ZONING, by striking it in its entirety and inserting the following in place thereof:

IN CITY COUNCIL: AUGUST 8, 2023  
TO BE REHEARD ON SEPTEMBER 10, 2023

Attest:

Kaitlin M. Wright City Clerk

Very truly yours,

Thomas C. Fallon,  
Assistant City Solicitor

83



JAMES J. FIORENTINI  
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.HAVERHILLMA.GOV

August 1, 2023

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

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

As I have spoken about numerous times, and as I believe the City Council knows, we have a crisis right now in the availability of housing in Haverhill. There are simply not enough places for people to live. This housing crisis is one major reason why Massachusetts is rapidly losing residents. It is a reason why, for the first time in decades, Haverhill lost population. The lack of housing impedes our economic growth. We cannot attract more business if there is no place for employees to live.

The shortage of housing is causing rents to go up to unsustainable levels. While there is much more to be done to increase our housing stock, we have been increasing it. The laws of supply and demand tell us that more housing will ultimately lower rents. In the short term, rents continue to rise.

In addition, Haverhill has just received word for the first time in many years we have slipped below the threshold of having 10% of its housing stock be affordable. Should this trend continue, we will lose control of our ability to stop unwanted projects.

To meet the housing and affordability challenge we have taken a number of steps:

- We reactivated our housing task force.
- We passed a comprehensive accessory dwelling unit ordinance.
- We put funding into having a Legal Services presence here so that tenants being evicted for not being able to pay rent increases can fight those evictions in court.
- We are updating our housing production plan.
- We are preparing a comprehensive proposal to increase our housing stock and will shortly be introducing ordinances on that.

As part of our effort to ease the housing burden, several months ago we introduced a comprehensive inclusionary zoning ordinance. That ordinance requires that for new rental units being built in the city a minimum of 10% of the units be affordable. While we continue to welcome new growth and new development, the sad truth is that some developers are not doing their fair share to provide affordable housing so that more of our existing residents can afford to stay in their homes.

That ordinance was sent to City Council committee. There were a number of excellent comments, suggestions, and ideas from City Councilors and from the public. What emerged is a better ordinance which is attached.

40  
Attached, please find the final amended version of the proposed Inclusionary Zoning ordinance that incorporates all the changes that arose from the initial City Council meeting and subsequent Administration & Finance Committee meetings.

To facilitate your review, please see below a summary of the changes from the initial ordinance filed and this amended ordinance.

**Insertion of a Non-Applicability section.** To facilitate compliance with new MBTA zoning, it is a state requirement to exclude zones which currently allow multi-family housing as-of-right from any inclusionary zoning ordinance. Specifically, these are downtown 40R and some Waterfront districts (see specific language recommended by City Solicitor).

**Addition of a Homeownership Density Bonus.** In recent years, the city has almost inclusively seen housing development in the form of multi-family rental projects. Based on input from committee members, Density Bonus language was added specifically to ownership units in an effort to incentivize the production of condominiums and offer increased first-time homebuyer opportunities. The density bonus now proposed will feature two market-rate units additional per each affordable homeownership unit provided.

**Removal of option for provision of affordable units at a City Council approved off-site location.** Concerns regarding fair housing arose in connection with this option. As a result, the proposed zoning requires the provision of affordable units to be either constructed on the same site as the proposed development project or provided via the payment in-lieu option.

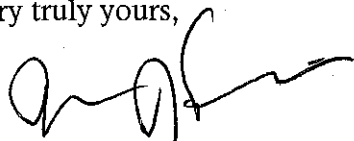
**Finalize Payment in-lieu.** Discussion regarding the Cash Payment option was a focal point of the committee meetings. While Inclusionary Zoning is intended to produce affordable units, the Cash Payment option can be used to ultimately achieve the same goal. The proposed Cash Payment option is based on the most popular methodology (the affordability gap approach – the difference between the market rate price and the affordable price). Typically, this gap is \$100,000 - \$150,000. Based on Haverhill market data, we recently found the gap to be \$158,000. The Housing Task Force's Cash Payment recommendation is \$50,000 per unit for both rental and ownership units that is intended to approximate 50% or less of the affordability gap. However, we leave the final determination of the cash payment to the City Council.

I support the Housing Task Force recommendation as we recognize that the proposed zoning is intended to be as straightforward as possible.

I appreciate the input, patience, and diligence of members throughout this iterative process.

I strongly recommend approval of this inclusionary zoning ordinance as one step of many that we need to take to give relief to our residents in this housing crisis.

Very truly yours,



**James J. Fiorentini**  
Mayor

JJF/lyf



78-1

78 = F

previous 8-8-23

City Clerk August 8, 2023



DOCUMENT

**CITY OF HAVERHILL**

In Municipal Council August 8 2023

15.125.1

MUNICIPAL ORDINANCE

CHAPTER 255

**AN ORDINANCE RELATING TO INCLUSIONARY ZONING**

IT IS ORDAINED by the City Council of the City of Haverhill that Chapter 255 of the Code of the City of Haverhill, as amended, being and is hereby further amended by inserting 8.3 entitled Inclusionary Zoning as follows:

A True Record, Attest:

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

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

IN CITY COUNCIL: AUGUST 8, 2023  
TO BE REHEARD ON SEPTEMBER 10, 2023

Attest:

Kaitlin M. Wright City Clerk

\_\_\_\_\_  
James J. Fiorentini, Mayor

78-4

78-F

8-8-23  
premanis

MUNICIPAL ORDINANCE

CHAPTER 255

An Ordinance Relating to Zoning

BE IT ORDAINED by the City Council of the City of Haverhill that the code of the City of Haverhill, Chapter 255 be and is hereby further amended as follows:

8.3 INCLUSIONARY ZONING

**8.3.1 Purpose.** In order to meet the needs of the community for housing serving households of all incomes, any multifamily residential development requiring a special permit from the City Council with ten (10) or more dwelling units is required to make available 10% or more of the units for low and/or moderate income households, or make a cash contribution to the designated housing entity as described herein.

**8.3.1.5 Non-Applicability.** The provisions of this Section shall not be applicable in the following zoning districts:

- Downtown Smart Growth (40R) Overlay District (DSGOD, §9.8) a.k.a Waterfront District A (WD-A, §9.3.4);
- Merrimack Street Gateway Renaissance Overlay District (MSGROD, §9.5) a.k.a Waterfront District B (WD-B, §9.3.4);
- Waterfront District C (WD-C, §9.3.4); and
- Waterfront District E (WD-W, §9.3.4)

Provided said zones are included in the City's approved MBTA Community zoning district pursuant to G.L. c. 40A, §3A.

**8.3.2 Applicability to Multifamily Dwelling Units.** Prior to favorable action on an application for a special permit to construct multifamily dwelling units, the following requirements must be met:

**CITY OF HAVERHILL  
MASSACHUSETTS  
ASSISTANT CITY SOLICITOR'S OFFICE**

900 Cummings Center, Suite 306-T  
Beverly, MA 01915  
Tel: (978) 927-2211  
Fax: (978) 336-0256  
TFallon@sebflaw.com

new  
8/15

15.1.5.2

**THOMAS C. FALLON  
ASSISTANT CITY SOLICITOR**

FOR CITY OF HAVERHILL

MOTION RE: Inclusionary Zoning Ordinance Chapter 255, 8.3

I hereby move to amend the proposed Ordinance relating to zoning, Chapter 255, 8.3 entitled: INCLUSIONARY ZONING, by striking it in its entirety and inserting the following in place thereof:

Very truly yours,

Thomas C. Fallon,  
Assistant City Solicitor



DOCUMENT

CITY OF HAVERHILL

In Municipal Council

NEW  
15.1.5.2

ORDERED:

MUNICIPAL ORDINANCE

CHAPTER 255

An Ordinance Relating to Zoning

BE IT ORDAINED by the City Council of the City of Haverhill that the code of the City of Haverhill, Chapter 255 be and is hereby further amended as follows:

8.3 INCLUSIONARY ZONING

**8.3.1 Purpose.** In order to meet the needs of the community for housing serving households of all incomes, any multifamily residential development requiring a special permit from the City Council with ten (10) or more dwelling units is required to make available 10% or more of the units for low and/or moderate income households, or make a cash contribution to the designated housing entity as described herein.

**8.3.1.5 Non-Applicability.** The provisions of this Section shall not be applicable in the following zoning districts:

- Downtown Smart Growth (40R) Overlay District (DSGOD, §9.8) a.k.a Waterfront District A (WD-A, §9.3.4);
- Merrimack Street Gateway Renaissance Overlay District (MSGROD, §9.5) a.k.a Waterfront District B (WD-B, §9.3.4);
- Waterfront District C (WD-C, §9.3.4); and
- Waterfront District E (WD-W, §9.3.4)

Provided said zones are included in the City's approved MBTA Community zoning district pursuant to G.L. c. 40A, §3A.

**8.3.2 Applicability to Multifamily Dwelling Units.** Prior to favorable action on an application for a special permit to construct multifamily dwelling units, the following requirements must be met:

1. All new multifamily housing and mixed use developments with ten (10) or more residential dwelling units are required to provide 10% of their units for occupancy by low and/or moderate income households.
  - a. **Fractional Share.** In determining the number of low and moderate income units to be provided, a fractional share of 0.5 or more shall be regarded as a whole unit and a fractional share of 0.4 or less shall require no contribution to satisfy the fractional share.
2. This Section does not apply to the rehabilitation of any building or structure, all of or substantially all of which is destroyed or damaged by fire or other casualty or a natural disaster; provided, however, no rehabilitation nor repair **shall result in net increase** in the density, bulk or size of any such building or structure which previously existed prior to the damage or destruction thereof except in conformance with this Section.
3. This Section shall not apply to the proposed rehabilitation or replacement of any housing units in existence at the time of adoption of this Section and shall only apply to net new units that increase the density of such existing buildings or structures.
4. Projects and developments shall not be segmented or phased in a manner to avoid compliance with the provisions of this Section. These provisions apply to the creation of units over a five-year period.
5. **Avoidance by Phasing.** A development shall not be phased or segmented in a manner to avoid compliance with this Section.
6. **Avoidance by Segmentation.** The Special Permitting Granting Authority shall not approve any Inclusionary Development Project that results in ten or more dwelling units if the land or parcels of land were held in common ownership (including ownership by related or jointly controlled persons or entities) and were subdivided or otherwise modified within the previous five years to avoid compliance without complying with this section.
7. **Enforceability.** This Section shall also be enforceable against purchasers of land previously held in common ownership with land that received, after the date of adoption of this Section, approvals or permits for development, to the effect that units developed under such previous development shall be counted toward the calculation of number of units under this Section.

**8.3.3 Special Permit.** An Inclusionary Development, as defined herein this Ordinance, shall require a special permit.

1. Special Permit Granting Authority. The special permit granting authority (SPGA) for an Inclusionary Development shall be the City Council.

2. Required Findings. A special permit may be granted only if the SPGA finds the proposal complies with the requirements of this Section; and provided that the proposal complies with other applicable provisions of this Ordinance.

**8.3.4 Provision of Affordable Units.** The requirement of low and moderate income housing units may be met in one of the following ways. The developer as part of his/her special permit application shall include a proposal to address this requirement. The City Council shall make the final determination of which method is appropriate.

1. The low and moderate income housing units will be constructed on the same site as other units and indistinguishably interspersed throughout the project (except as provided for below). In all cases, the low and moderate income housing units to be provided shall be equal in quality, materials and character to the base level market rate units in development if a homeownership project, and indistinguishable if a rental project. If the project is built in phases, a proportionate share of low and moderate income units shall be built in each phase.
2. The SPGA may grant a Special Permit to provide affordable housing through a cash payment to the Haverhill Affordable Residence Trust or Designated Housing Entity, in lieu of providing one or more of the affordable units required under this Section. Calculation of payment in lieu of provision of affordable units shall follow the methodology below:

- a. Payment-in-lieu of provision of affordable units is intended to approximate 50% of the difference between the average (mean) price of qualified market sales of condominium units in the City of Haverhill for the prior twelve months and the maximum purchase price of an affordable unit as defined by DHCD. The table below establishes the payment for each affordable unit for which a payment in lieu of construction shall be made.

Type of Affordable Unit	Payment in Lieu
Rental	FOR DISCUSSION: \$20,000 to \$50,000
Ownership	\$50,000

- b. Annually, the City Council, may by majority vote, modify the per unit fee to reflect current market conditions, following a duly noticed public hearing and consultation with the Haverhill Affordable Residence Trust or Designated Housing Entity. Fee schedule shall be kept on file in the Planning Office.

c. A combination of construction of dwelling units and payment -in -lieu -of -units may be combined by the Applicant to meet a single project's requirement if granted approval by the SPGA.

d. Payment in Lieu shall follow the processes below:

- i. Timing of payment. Payment(s) shall be received by the Haverhill Affordable Residence Trust or Designated Housing Entity concurrently with the development of the market rate units prior to issuance of the Building Permit;
- ii. Use of Cash Payment in Lieu. Cash payments made to Haverhill Affordable Residence Trust or Designated Housing Entity in accordance with this Section shall be used exclusively for the purpose of promoting the City's affordable housing goals; and
- iii. Designated Housing Entity. If the Haverhill Affordable Residence Trust or its successor organization has been dissolved or is otherwise no longer in existence as of the time any application has been submitted, then cash payments received under the provisions of this Section shall be paid into a Designated Housing Entity, to be established by the City.

**8.3.5 Density Bonus.** To facilitate the objectives of this Section, the following modification to the dimensional requirements in any zoning district may be authorized by special permit by the **Special Permit Granting Authority** for a development of ten or more units that provides affordable units **on-site** in accordance with Section 8.3.2 and 8.3.4 above.

1. For every affordable rental unit provided in accordance with Section 8.3.2, above, the developer may build one additional unit in the development, regardless of the minimum lot area required for the additional unit or units. For every affordable ownership unit provided in accordance with Section 8.3.2, above, the developer may build two additional units in the development, regardless of the minimum lot area required for the additional unit or units, provided however, for a unit to qualify as an "affordable housing unit", and qualify for two additional units, each said unit must be established as a Condominium Unit, and the Unit Deed for same must contain a Restriction restricting the owner(s) of said Unit also occupy said Unit, at all times. Except for the resulting reduction in the minimum lot area, all other dimensional and density regulations shall apply to the development.

2. The total number of additional units (bonus units) must not exceed 25% of the number of units otherwise permissible on the lot under lot area per dwelling unit requirements.

3. No density bonus shall be granted when the requirements of this Section are met with cash payment pursuant to Section 8.3.4(2).

**8.3.6 Household Eligibility.** An Inclusionary Development shall comply with the following regulations:

1. **Rental.** For Inclusionary Developments with rental Affordable Housing Units, all required Affordable Housing Units shall be reserved for households earning not more than 80% AMI (area median income of the Lawrence, MA-NH HUD Metro FMR Area published annually by the U.S. Department of Housing and Urban Development [HUD]);
2. **Homeownership.** For Inclusionary Developments with homeownership Affordable Housing Units, all required Affordable Housing Units shall be reserved for households earning not more than 80% AMI (area median income of the Lawrence, MA-NH HUD Metro FMR Area published annually by the U.S. Department of Housing and Urban Development [HUD]; and
3. **Local Preference.** To the maximum extent permitted by law, including the regulations of HUD and/or the MA Department of Housing and Community Development (DHCD) or any successor agency, any special permit granted hereunder shall include a condition that a preference for Haverhill residents shall be included as part of any lottery and marketing plan for the Affordable Housing Units.

**8.3.7 Standards for Construction and Occupancy of Affordable Units.**

The following criteria shall apply:

1. **Siting of affordable units.** All affordable units constructed or rehabilitated under this Section shall be situated within the development so as not to be in less desirable locations than market-rate units in the development and shall, on average, be no less accessible to public amenities, such as open space, than the market-rate units.
2. **Minimum design and construction standards for affordable units.** Affordable housing units shall be integrated with the rest of the development and shall be compatible in design, appearance, construction, and quality of materials with other units. Interior features and mechanical systems of affordable units shall conform to the same specifications as apply to market-rate units.
3. **Timing of construction or provision of affordable units or lots.** Where feasible, affordable housing units shall be provided coincident to the development of market-rate units.



**4. Occupancy.** Affordable units shall serve eligible households of diverse sizes based on the number of bedrooms in each affordable unit.

- a. The number of persons occupying the affordable units shall be consistent with the state sanitary code and the applicable state and federal guidelines.
- b. The rental or ownership of affordable units shall mirror the project as a whole. For example, affordable units should be sold, not rented, where a majority of units will be offered for sale.

**5. Lottery or Tenant Selection Agent.** The applicant for an Inclusionary Development Project shall engage a DHCD and City of Haverhill Office of Economic Development and Planning-approved lottery agent for homeownership units who shall ensure affirmative marketing and compliance with income requirements as well as DHCD requirements for maximum housing purchase price for affordable housing units. If the affordable units will be rental units, the applicant shall engage an approved lottery agent qualified to prepare and implement a tenant selection plan consistent with these standards. For certain state and federally funded projects more restrictive requirements may supersede state requirements.

**8.3.8 Affordability Standards.** The maximum housing purchase price or rent for affordable housing units shall be consistent with the affordability guidelines established by the DHCD Local Initiative Program or as required by other state or federal programs. If multiple funding sources are used, the units must still be eligible for inclusion on DHCD's Subsidized Housing Inventory (SHI). As a condition for the granting of the special permit for an Inclusionary Development Project, all affordable housing units shall be subject to an Affordable Deed Restriction and Regulatory Agreement in a form as described below.

**8.3.9 Preservation of Affordability; Restrictions on Resale.** Each homeownership affordable housing unit created in accordance with this ordinance shall have limitations governing its resale through the use of a regulatory agreement. The purpose of these limitations is to preserve the long-term affordability of the unit and to ensure its continued availability for affordable income households. The resale controls shall be established through a restriction on the property and shall be in force for **perpetuity**.

**1. Resale price.** Sales beyond the initial sale to a qualified affordable income purchaser shall comply with the requirements of the DHCD Local Initiative Program (LIP).

**2. Right of first refusal to purchase.** The purchaser of an affordable housing unit developed as a result of this article shall agree to execute a condition in its deed restriction to be approved by the City and DHCD, granting, among other things, the municipality's and DHCD's right of first refusal to purchase the property in the event that a subsequent qualified purchaser cannot be located.

**3. Affordable Deed Restriction.** The SPGA shall require, as a condition for special permit under this Section, that the applicant comply with the mandatory set-asides and accompanying

restrictions on affordability, including the execution of an Affordable Deed Restriction in a form consistent with LIP or any other applicable guidelines issued by DHCD, and that ensures affordable units can be counted toward Haverhill's Subsidized Housing Inventory (SHI). The Building Commissioner shall not issue a Certificate of Occupancy permit for any affordable unit without evidence of the recording of the Affordable Deed Restriction.

**4. Regulatory Agreement.** The applicant shall use the DHCD Local Initiative Program Regulatory Agreement for all Inclusionary Development Projects. No building permit shall be issued until an approved regulatory agreement is recorded at the Registry of Deeds and the Building Commissioner is notified by the Director of the Office of Economic Development and Planning or his/her representative that the project is progressing in a satisfactory manner in fulfilling its affordable housing requirement.

**8.3.10 Administration.** Applicants creating new affordable units under this Section are required to select qualified homebuyers or renters via lottery or a tenant selection plan under an Affirmative Fair Housing Marketing Plan prepared and submitted by the applicant and approved by the **Haverhill Affordable Residence Trust or Designated Housing Entity** and DHCD. The marketing plan shall comply with federal and state fair housing laws and guidelines in effect on the date of filing of the special permit or other permit application(s) with the **City of Haverhill**. The plan must describe the household selection process, set forth a plan for affirmative fair marketing to protected groups underrepresented in the municipality, describe outreach efforts and include provisions for a lottery. No building permit for an Inclusionary Development Project shall be issued unless the Director of the Office of Economic Development and Planning has determined that the applicant's affirmative marketing plan satisfies these requirements. The affirmative marketing costs for the affordable housing units shall be the responsibility of the applicant.

**1. Preparation of Lottery or Tenant Selection Plan.** The applicant is responsible for the application process and lottery or tenant selection plan to establish buyers or tenants for the affordable housing units. The affordable housing lottery or tenant selection plan shall take place prior to the Building Commissioner issuing Certificates of Occupancy for the affordable housing units.

**2. Submittal to DHCD.** The applicant shall provide the City with required information to submit application to DHCD for inclusion of the Affordable Housing Units on the City's Subsidized Housing Inventory before the issuance of the Certificates of Occupancy for the Affordable Housing Units.

**3. Local Action Units.** The Affordable Housing Units shall qualify as local action units in compliance with the provisions of 760 CMR for inclusion on the Subsidized Housing Inventory (SHI) or any successor inventory. Failure to gain approval to maintain compliance with the criteria for inclusion on the SHI, or removal of an Affordable Housing Unit from the SHI for any reason, shall be deemed to be noncompliance with this Ordinance.

### **8.3.11 Compliance and Monitoring.**

- 1. Rental.** Developers/owners of Inclusionary Development Projects with rental Affordable Housing Units shall be required to submit to the **City of Haverhill** an annual statement of rent level, rental income, verification of tenant income, and any other information necessary to confirm compliance with the requirements of this Ordinance.
- 2. Homeownership.** If the owner shall desire to sell, dispose of, or otherwise convey a homeownership Affordable Housing Unit, the owner shall notify the **City of Haverhill** prior to listing the property for-sale to ensure compliance with the requirements of this Ordinance.
- 3. Rules and Regulations.** The City of Haverhill shall have the authority to develop rules and regulations appropriate to and consistent with the compliance and monitoring provisions of this Ordinance.

**8.3.12 Outside Consultants.** The SPGA may hire and employ an outside consultant to assist the SPGA in its review of the application, any study and supporting documentation submitted in conjunction with a petition for a special permit, including conducting a peer review and analysis of any study or documentation, and the fees for the employment of said consultant shall be reasonable and paid to the City by the petitioner or applicant in advance of the consultant services being performed, and in accordance with G.L. c. 44, Section 53G.

**8.3.13 Conflict with Other Ordinances.** The provisions of this Section shall be considered supplemental of existing zoning ordinances. To the extent that a conflict exists between this Section and others, the more restrictive ordinance, or provisions therein, shall apply.

### **ADD TO SECTION 11.0:**

**INCLUSIONARY ZONING:** The following definitions shall apply for the purposes of Section 8.3:

**AFFORDABLE HOUSING RESTRICTION:** A right, either in perpetuity or for the longest period permitted by law, whether or not stated in the form of a restriction, easement, covenant or condition in any deed, mortgage, will, agreement, or other instrument executed by or on behalf of the owner of the land appropriate to (a) limiting the use of all or part of the land to occupancy by persons, or families of low-to-moderate income in either rental housing or other housing, (b) restricting the resale price of all or part of the property in order to assure its affordability by future low-to-moderate income purchasers or (c) in any way limiting or restricting the use of enjoyment of all or any portion of the land for the purpose of encouraging or assuring creation or retention of rental and other housing for occupancy by low-to-moderate income persons and families.

**AFFORDABLE HOUSING UNIT (or AFFORDABLE UNIT):** Any residential dwelling unit constructed as part of an Inclusionary Development Project (a) for which the rent, including utilities, or monthly mortgage

payment, including insurance, taxes and fees, does not exceed *30% of gross household income* (the maximum allowable percentage of household's income), (b) is affordable to and occupied by a low-to-moderate income household, and (c) meets the requirements of this article and the Local Initiative Program (LIP) for the inclusion in the Chapter 40B Subsidized Housing Inventory (SHI).

**AREA MEDIAN INCOME (AMI):** The median family income, adjusted for household size, for the metropolitan area that includes the **City of Haverhill**, as determined annually by the U.S. Department of Housing and Urban Development (HUD).

**CHAPTER 40B SUBSIDIZED HOUSING INVENTORY:** The official listing of low-to-moderate income housing in the **City of Haverhill**, as determined by the Department of Housing and Community Development (DHCD) under G.L. c. 40B, §§ 20—23.

**INCLUSIONARY DEVELOPMENT PROJECT:** Any multifamily housing or mixed use development containing ten or more new residential dwelling units. An Inclusionary Development Project shall include projects that are incrementally divided or phased within a five-year period.

**LOCAL INITIATIVE PROGRAM:** A program administered by the Massachusetts Department of Housing and Community Development (DHCD) pursuant to 760 CMR 45.00 (760 CMR 56) to develop and implement local initiatives that produce affordable housing for low-to-moderate income households.

**LOW-TO-MODERATE INCOME HOUSEHOLD:** A household whose income is at or below 80 percent of the Lawrence Metropolitan Area Median Income (AMI) as defined by the U.S. Department of Housing and Urban Development (HUD), adjusted for household size.

**MARKET-RATE HOUSING:** Residential dwelling units for which prices are captured based on market conditions, without rent or income restrictions. In a development with affordable housing, market-rate housing means all units other than the affordable housing units as defined in this section.

**MAXIMUM AFFORDABLE PURCHASE PRICE OR RENT:** A maximum purchase price or monthly rent that complies with the regulations and guidelines of the Local Initiative Program as published by the Department of Housing and Community Development (DHCD) pursuant to 760 CMR 56 and G.L. c. 40B guidance, other subsidized funding programs whose regulations are consistent with state guidelines, or where no such regulations or guidelines exist, the regulations of the **Haverhill Affordable Residence Trust or Designated Housing Entity**.

**SEGMENTED:** A Inclusionary Development Project that has incrementally divided or phased one or more large tract(s), parcel(s), division(s) of land or project(s) linked in common ownership, control or purpose for which special permits are sought within a five-year period so as to appear unrelated, but such that the division(s) would cumulatively result in ten or more dwelling units. The Special Permit Granting Authority shall determine if there is any shared impact amongst any segmented component(s) or if one or more component(s) relate to other identifiable phases. Segmented components need not be contiguous to relate to a larger, discernable plan or project.

**SPECIAL PERMIT GRANTING AUTHORITY:** The **City Council** shall be the Special Permit Granting Authority (SPGA) for an inclusionary zoning special permit.



DOCUMENT

**CITY OF HAVERHILL**

In Municipal Council

MUNICIPAL ORDINANCE

CHAPTER 255

AN ORDINANCE RELATING TO INCLUSIONARY ZONING

IT IS ORDAINED by the City Council of the City of Haverhill that Chapter 255 of the Code of the City of Haverhill, as amended, being and is hereby further amended by inserting 8.3 entitled Inclusionary Zoning as follows:

A True Record, Attest:

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

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

\_\_\_\_\_  
James J. Fiorentini, Mayor

**CITY COUNCIL**

**Timothy J. Jordan**

*President*

**John A. Michitson**

*Vice President*

**Melinda E. Barrett**

**Joseph J. Bevilacqua**

**Thomas J. Sullivan**

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**CITY OF HAVERHILL**

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19.1

September 14, 2023

To: President and Members of the City Council:

Councilor Barrett submits the attached minutes of the Administration and Finance Committee meeting held on August 29, 2023 for acceptance.

*Melinda E. Barrett /as*

City Councilor Melinda E. Barrett

(meeting 9.19.2023)

**CITY COUNCIL**

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**MINUTES OF THE ADMINISTRATION AND FINANCE COMMITTEE MEETING  
TUESDAY, AUGUST 29, 2023**

An Administration and Finance Committee Meeting was held on Tuesday, August 29, 2023 at 6:00 PM in the City Council Chambers, Room 202.

Committee Members: Chair Councilor Barrett, Council Vice President Michitson, and Councilor Toohey.

Also in Attendance: Council President Jordan, Councilor Sullivan, City Solicitor Cox, Mike Katsulis.

Attending Remotely: Councilor Lewandowski

**Document 75-D:** "Council President Jordan, Council Vice President Michitson, and Councilor Lewandowski propose a non-binding ballot question for this November's municipal election asking the voters if they would like a charter change that would prohibit people from running for more than one elected position (mayor, city councilor, school committee) in the same election cycle." Limiting running and/or holding more than one municipal office in any one election cycle.

City Solicitor Cox: In preparing last year's vote to change to Ward Council, we stumbled on the fact that the city does not actually have a charter. Not all City 's have Charters. In 1965, the City Father's put a question on the ballot to adopt a Plan A form of Government. The measure was put on the ballot per Chapter 290 of the Acts of 1965. That is what happened, and the city had elections in 1967 under that Plan A form. In our code when you see the Charter it is just a compilation of state laws that apply to the Plan A form of Government.

I believe you can put forward whatever proposal you want to the legislature and if they adopt that as a special act, it becomes law. I believe you can do that. If you look at chapter 195 of the Acts of 22, the change to Ward representation. It provides for any person to run for any office if they meet parameters of eligibility. By the same method we did that change we can alter the number of offices one can run for at one time.

I worked through the format and provided for you wording that would allow for someone to take out nomination papers for all three offices and return them all with the requisite number of signatures. At the end of the day, they could only be a candidate for one of those offices. They would have to make a



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decision by the deadline for withdrawing from whichever races they choose. If they do not make that decision, the City Clerk would have to by looking at the time stamps of their application, use the first application as the race they stay in. I provided a second section because it came up. It's a provision that prevents someone from the City Council, School Committee or Mayor from holding any other elected or appointed position that they receive compensation. That would prevent someone from holding two offices at the same time.

Councillor Lewandowski: I think this makes complete sense and I recommend we send this language to the entire Council for adoption.

Councilor Toohey: Is it the Councilor's intention to prevent someone from running for two offices? Is this going to confuse voters that already are confused by Ward representation?

Solicitor Cox: I think this is fairly straightforward and I think the voters will be able to handle this.

Councilor Toohey: Will this take place at this election? Will it happen right away?

Solicitor Cox: No this would take at least six months to get through the legislature.

Solicitor Cox: We could put in language that this wouldn't take effect until after a certain date.

Councilor Toohey: So right now, if someone is elected for two offices, they could serve those terms?

Solicitor Cox: The second provision would prevent that, but you could add language that allows them to serve. Just as we did with three School Committee members in Ward representation that we allowed to finish their four-year terms.

Council President Jordan: I think people are upset that there are folks on the ballot twice. Also, I think that letting the public vote to make this change would pass overwhelmingly. I think that perhaps they should be presented as two questions?

Solicitor Cox: We can do that.

Councilor Sullivan: I like the way they are written and think we should add language that they take effect next election. There is a lot of confusion about people being on the ballot twice. This should help clean it up now.

Council Vice President: I think this is crystal clear and I agree with this, and we should move to a vote.

Councilor Barrett: What happens if a Council President has to assume the position of Mayor in the event the Mayor falls ill or is otherwise unable to serve as Mayor?

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Solicitor Cox: I think that wouldn't be a problem because it is interim and technically you don't hold the position of Mayor. The acting Mayor powers are limited.

Councilor Barrett: Depending on when in the election cycle it occurred, it could be a while.

Solicitor Cox: It is a good question, and I will look into this. It would be good to have that language in there, so it doesn't become an issue in the future.

Councilor Barrett: I think this cleans up some confusion about people running for two offices. It doesn't matter to me if it's for the next election.

Councilor Lewandowski: Is there a Civil Action mechanism about people holding two offices at once? Is there an incompatibility doctrine?

Solicitor Cox: No, they would be subject to State Ethics Law that would prevent taking a salary for two offices and there may be times with Conflict-of-Interest Law that a School committee, City Councilor couldn't vote on certain items.

Mike Katsulis: Piggybacking on your question, wouldn't the Council President as acting Mayor serve three positions as the Mayor serves on the School Committee also?

Solicitor Cox: Yes, but the Mayor doesn't vote for the School committee budget. They would only be serving on a limited basis. I will look into this further.

We had a motion on the floor from Councilor Michitson and we now have a second from Councilor Toohey. Motion passes 3-0

Motion to adjourn by Councilor Mitchitson, Second Councilor Toohey. All in favor.

Adjourned at 18:29 PM

Respectively submitted,

Melinda E. Barrett, Chairperson

Administrative and Finance Committee

September 14, 2023

MEB:lab

**CITY COUNCIL****Timothy J. Jordan**

President

**John A. Michitson**

Vice President

**Melinda E. Barrett****Joseph J. Bevilacqua****Thomas J. Sullivan****Melissa J. Lewandowski****Michael S. McGonagle****Catherine P. Rogers****Shaun P. Toohey****CITY OF HAVERHILL**

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**DOCUMENTS REFERRED TO COMMITTEE STUDY**

79-F	Communication from Councillor Sullivan requesting to introduce Kathleen Fitts, Gale Park Assoc. to request the city replace the Gale Park Fountain in fiscal year 20	NRPP	6/25/19
34-P	Communication from Councillor Sullivan requesting a discussion regarding the disposal of cremated remains on public property	NRPP	3/17/20
86-D	Communication from Councillor Michitson requesting to address economic development ideas resulting from the pandemic	Planning & Dev.	8/11/20
86-F	Communication from Council President Barrett and Councillor LePage requesting discussion pertaining to utilization of UV-C disinfection fixtures in public buildings	A & F	8/25/20
89-C	Mayor Fiorentini submits final recommendations of Matrix Company	NRPP	9/15/20
91	Petition from Wady & Jewnifer Grullon requesting to purchase city property that abuts their property at 14 Silver Birch Ln; Assessor's Map 574, Block 1 Lot 7	NRPP	9/15/20
91-B	Petition from the Biggart Family requesting to purchase 2 parcels of land that abuts their property at 30 Belvidere Rd., Assessor's Map 409, Block 114, Lot 9; and Map 409, Block 1A, Lot 1 that includes conservation land, but only the portion zone RMD (Residential Medium Density)		9/22/20
55-I	Communication from Council President Barrett and Councillor McGonagle requesting to introduce Don Jarvis, Keith Gopsill and Mike Ingham to discuss becoming a Purple Heart Community	NRPP	12/15/20
91-C	Petition of Michael DeLuca requesting to purchase surplus city land on River St., Map 538, Block 419B, Lots 20, 21, 22, 23	NRPP	12/15/20
27-E	Communication from Councillor Sullivan requesting to introduce Debbie Lyons, to explain having legal permitting system as it relates to establishing permitting/licensing process to allow for "Bow Hunter Tree Stands" to be placed on trees on City properties when hunting is allowed in season	NRPP	3/2/21
27-J	Communication from Councillor Michitson requesting to re-start discussion on way ahead for residential zoning in Haverhill	Planning & Dev.	3/9/21
50	Councillor Jordan requests on behalf of Tom Riley, 195 Kingsbury Ave., to have city surplus land that abuts his property, Map 768, Block 50, Lot 85A on Lincolnshire Ave.	NRPP	4/6/21
27-X	Councillor Daly O'Brien requests discussion re: cars parking on Concord St. sidewalks and possibility of city providing off-street parking	NRPP	4/6/21
50-U	President Barrett and Vice President LePage request discussion about composting options	Citizens Outreach	5/18/21
63-S	Councillor Daly O'Brien discuss sending intent of closing Washington St. for trial period to make it pedestrian walkway	Citizens Outreach	8/24/21

91-G	Councillors LePage and Macek request to move and correct procedure error on Rules and Regulations	A & F	9/28/21
92-G	Councillor Daly O'Brien requests providing shaded areas in our City playgrounds	Citizens Outreach	10/19/21
94	Councillor Macek process of private profit organizations using public property	A&F	10/19/21
5-B	Councillor Barrett discussion to establish a design & review board	Planning & Dev.	1/11/22
5-C	Councillor Barrett discussion for specific items and what levels need to be sent to Council for approval	Planning & Dev.	1/11/22
5-F	Councillor Michitson request study between Mayor and City Council budgetary powers	Citizens Outreach	1/25/22
5-W	Communication from Councillor Sullivan and Councillor Lewandowski to discuss Atherton Housing parking needs downtown.	NRPP	4/5/22
118-G	Communication from Vice President Michitson to send to develop city policies to incentivize Building & business park developers to use sustainable & environmentally friendly practices.	Planning & Dev	10/25/22
19-C	Communication from Councillor Sullivan regarding ongoing dog waste problems throughout Downtown	NRPP	1/31/23
21-B	Councillor Barrett motion to send Inclusionary Zoning Ordinance to committee	A&F	3/7/23

HAWAII CITY CLERK JUL 8 2023 8:48:55