



**CITY OF HAVERHILL  
CITY COUNCIL AGENDA - AMENDED 5**

**Tuesday, May 18, 2021 at 7:00 PM**

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

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Due to the ongoing COVID-19 Pandemic, Governor Baker issued an Emergency Order temporarily suspending certain provisions of the Open Meeting Law, M.G.L. c. 30A sec. 20. Public bodies otherwise governed by the OML are temporarily relieved from the requirement that meetings be held in public places, open and physically accessible to the public, so long as measures are taken to ensure public access to the bodies' deliberations "through adequate, alternative means."

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 requests to give an update on Haverhill's efforts regarding the Coronavirus (COVID-19) crisis along with Councillor Daly O'Brien
  - 5.2. Mayor Fiorentini would like to exercise our right of first refusal under M.G.L. Chapter 61A, Section 14 to purchase the property at 97 Corliss Hill rd. Mr. Moore and Mr. Ward will address Council regarding this matter
6. **COMMUNICATIONS FROM COUNCILLORS TO INTRODUCE AN INDIVIDUAL(S) TO ADDRESS THE COUNCIL:**
  - 6.1. Council President Barrett requests to introduce Erin Padilla, Program Director, Creative Haverhill/Reinvent Cogswell Campaign, to speak about the Underutilized Properties Grant
  - 6.2. Councillors Michitson and Jordan request to introduce Vanessa Johnson-Hall of Greenbelt to discuss an alternative path forward for land sale at 97 Corliss Hill rd
7. **PUBLIC PARTICIPATION- REQUESTS UNDER COUNCIL RULE 28**
8. **COMMUNICATIONS AND REPORTS FROM CITY OFFICERS AND EMPLOYEES:**
9. **UTILITY HEARING(S) AND RELATED ORDER(S):**
  - 9.1. Mass Electric d/b/a National grid of North Andover requests permission for underground electric conduits on Crosby st Ext; Plan 30319017 to provide electric service to two new homes  
**HEARING JUNE 15<sup>TH</sup> 2021**
10. **HEARINGS AND RELATED ORDERS:**
11. **APPOINTMENTS:**
  - 11.1. **Confirming Appointments**
    - 11.1.1. **Zoning Board of Appeals:**
      - 11.1.1.1. Lynda Brown, 26 Windsor st, *Member Expires May 18 2023*
      - 11.1.1.2. Pascual Ruiz – 6 Paradise Lane, *Associate Member Expires May 18 2024*  
**Both To be Confirmed**
  - 11.2. **Non-Confirming Appointments :**
    - 11.2.1. **Board of Health:**
      - 11.2.1.1. Diana Sherlock, 92 Agawam av *Expires February 7 2022*



**CITY OF HAVERHILL**  
**CITY COUNCIL AGENDA - AMENDED 2**  
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- 11.2.1.2. **Native American Commemoration Task Force:**  
Dan Spears – *Chairperson*, Ron Peacetree, John Lynch, Dr. Thomas Wylie, Erin Padilla
- 11.2.1.3. **Council on Aging:** Stephen Ducharme, 2-A Forest Acres dr  
*Expires Dec 31, 2021*
- 11.2.1.4. **Merrimack Street Redevelopment Project Advisory Committee:** Noah Koretz and Matthew Hennigan

**12. PETITIONS:**

- 12.1. **Applications Handicap Parking Sign**
- 12.2. **Amusement/Event Applications:**
  - 12.2.1. Jennifer Matthews, Executive Director of *L'Arche Boston North* requests permit for the *Longest Table* outdoor dining experience on Wingate st, August 19, 2021; from 6 to 9 pm; with street closure from 2 to 10 pm *and* also requests event permit fee of \$500.00 be waived
- 12.3. **Tag Days**
- 12.4. **One Day Liquor License:**
  - 12.4.1. Jennifer Matthews, Executive Director of *L'Arche Boston North* for One Day Beer & Wine license for *Longest Table* event, August 19 2021; 6 pm to 9pm  
*Has License Commission approval*
- 12.5. **Annual License Renewals:**
  - 12.5.1. **Hawker Peddlers License 2021 - Fixed location**
  - 12.5.2. **Coin-Op License Renewals 2021**
  - 12.5.3. **Drainlayer License for 2021 - with City Engineer approval**
  - 12.5.4. **Christmas Tree Vendor**
  - 12.5.5. **Taxi Driver Licenses for 2021**
  - 12.5.6. **Taxi License/ Limo/Livery:**
  - 12.5.7. **Junk Dealer License**
  - 12.5.8. **Pool Tables**
  - 12.5.9. **Sunday Pool**
  - 12.5.10. **Bowling**
  - 12.5.11. **Sunday Bowling**
  - 12.5.12. **Buy & Sell Second Hand Articles**
  - 12.5.13. **Buy & Sell Second Hand Clothing**
  - 12.5.14. **Pawnbroker license**
  - 12.5.15. **Fortune Teller**
  - 12.5.16. **Buy & Sell Old Gold**
  - 12.5.17. **Roller Skating Rink**
  - 12.5.18. **Sunday Skating**
  - 12.5.19. **Exterior Vending Machines – 2021 renewals**
  - 12.5.20. **Limousine/Livery License/Chair Cars**



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**13. MOTIONS AND ORDERS**

13.1. Order – as part of FY 2022 annual budget \$208,510,412 be and is hereby raised and appropriated within the categories as designated as appropriated as listed and further that said appropriation be funded in the following manner:

\$210,581	Water Receipts
624,236	Wastewater Receipts
4,900,000	Free Cash
760,000	Transfer from Special Revenue (ARPA)
202,015,595	Taxation and Other Receipts

13.2. Order- as part of the FY 2022 annual budget the sum of \$45,000 be raised and appropriated from the Hospital Trust Funds and transferred into General Funds as follows:

Public Health Salaries	\$40,000
Public Health Expenses	\$5,000

13.3. Order: as part of the FY2022 annual budget the sum of \$100,261,618 be appropriated to operate the Water Department for items marked as appropriation on the attached  
And that \$9,415,975 come from Water Revenue  
And that \$2,056,224 come from available Retained Earnings  
And that \$210,581 be appropriated in the General Fund and funded from Water Receipts

13.4. Order – as part of the FY 2022 annual budget the sum of \$12,802,632 be appropriated to operate the Wastewater Department for items marked as appropriation on the attached  
And that \$13,392,665 come from Wastewater Revenue  
And that \$34,202 come from available Retained Earnings  
And that \$624,235 be appropriated from the General Fund and funded from Wastewater Receipts

13.5. Order – City Council, in accordance with the City Ordinance Chapter 83 set the annual budget for the following revolving funds:

Recreation and Youth Activities	\$175,000
Veteran’s Memorial Skating Rink	456,000
Citizen Center Rental	25,000
Council on Aging Activities	50,000
Wood School Daycare	100,000
Municipal Open Space Management	100,000

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

14.1. Ordinance re: Vehicles & Traffic – Add Handicap parking at 23 Chestnut st  
**File 10 days**

14.2. Ordinance re: Vehicles & Traffic – Delete Handicap Parking at 24 Fifth av  
**File 10 days**

14.3. Ordinance e: Vehicles & Traffic – Delete Handicap parking at 157 Franklin st and add Parking at 15 Franklin st  
**File 10 days**

14.4. Ordinance re: Vehicles & Traffic – Add Handicap Parking at 180 Summer st  
**File 10 days**



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**15. COMMUNICATIONS FROM COUNCILLORS:**

- 15.1. Council President Barrett and Vice President LePage request to discuss composting options and savings for the City
- 15.2. Councillor Daly O'Brien and Council President Barrett request to discuss community complaints of increased loud motorcycle noise throughout the City
- 15.3. Councillor Michael McGonagle requests to discuss an option to reward first responders and frontline workers to receive a bonus for working through the pandemic
- 15.4. Councillor Michael McGonagle requests to discuss available parking spaces at the Granite Street MVRTA parking garage
- 15.5. Councillor Michael McGonagle requests stop sign at Mill st at the end of the Vietnam Veterans Memorial at the road that goes to and from Plugs Pond (a request from a constituent) and refer to *Traffic and Safety Committee*
- 15.6. Councillor Michael McGonagle requests removal of a handicap parking space at 13 Hancock st, as it is no longer needed
- 15.7. Councillor Bevilacqua requests a discussion regarding the need for additional off street parking in the Washington/Wingate Historic District and introducing a proposal for a plan of action.

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

- 16.1.1. Document 30-C: Ordinance: No parking on south side of Pentucket Street from its intersection with White St to its intersection with Portland st.  
*Filed May 4 2021*
- 16.2. Document 20-B: Mayor Fiorentini submits the following Memorandum of Agreement (MOA) and salary ordinance between the City of Haverhill and the *Haverhill Police Patrolman's Association*.
  - 16.2.1. Document 21-C: Ordinance: Salaries – Haverhill Police Patrolman's Association  
*Filed May 4 2021*

**17. RESOLUTIONS AND PROCLAMATIONS:**

**18. COUNCIL COMMITTEE REPORTS AND ANNOUNCEMENTS:**

**19. DOCUMENTS REFERRED TO COMMITTEE STUDY**

**20. LONG TERM MATTERS STUDY LIST**

**21. ADJOURN**

JAMES J. FIORENTINI  
MAYOR



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

5.1

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

May 14, 2021

City Council President Melinda Barrett and Members of the Haverhill City Council

RE: Communication from the Mayor regarding Coronavirus

Dear Madame President and Members of the Haverhill City Council:

I am requesting to address the City Council at their meeting on Tuesday, May 18<sup>th</sup>, to give an update on Haverhill's efforts regarding the Coronavirus (COVID-19) crisis.

Very truly yours,

**James J. Fiorentini**  
Mayor

JJF/lyf

JAMES J. FIORENTINI  
MAYOR



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

512  
CITY HALL, ROOM 100  
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May 14, 2021

City Council President Melinda E. Barrett and Members of the Haverhill City Council

RE: Exercise Right of First Refusal under M.G.L. Chapter 61A, Section 14 - 97 Corliss Hill Road, Haverhill, MA

Dear Madame President and Members of the Haverhill City Council:

As the Council knows, a development is proposed for Corliss Hill Road. The city does not wish to see a large development in that area and wishes to protect its water supply.

We are in the process of speaking with the landowner, the prospective buyer, Greenbelt and other concerned parties concerning the best way to protect our water supply.

In order to protect our rights while these discussions continue, I recommend that we exercise our right of first refusal under M.G.L. Chapter 61A, Section 14 to purchase the property at 97 Corliss Hill Road, Haverhill, MA, Assessor's Map 462, Block 204, Lot 71B, 22.45 acres to be sold by Mark A. Byra. It is the opinion of City Solicitor Cox that this has not expired and is timely.

If there are further developments on this prior to Tuesday, May 18<sup>th</sup>, we will notify the City Council. Mr. Moore and Mr. Ward will be before the City Council Tuesday night to discuss this.

Very truly yours,

**James J. Fiorentini**  
Mayor

JJF/lyf

**CITY COUNCIL**

**MELINDA E. BARRETT**  
*PRESIDENT*  
**COLIN F. LEPAGE**  
*VICE PRESIDENT*  
**JOSEPH J. BEVILACQUA**  
**JOHN A. MICHITSON**  
**THOMAS J. SULLIVAN**  
**TIMOTHY J. JORDAN**  
**MICHAEL S. MCGONAGLE**  
**MARY ELLEN DALY O'BRIEN**  
**WILLIAM J. MACEK**



**CITY OF HAVERHILL**  
HAVERHILL, MASSACHUSETTS 01830-5843

611

CITY HALL, ROOM 204  
4 SUMMER STREET  
HAVERHILL, MA 01830  
TELEPHONE: 978 374-2328

[www.cityofhaverhill.com](http://www.cityofhaverhill.com)  
[citycncl@cityofhaverhill.com](mailto:citycncl@cityofhaverhill.com)

May 12, 2021

TO: Members of the City Council:

President Barrett requests to introduce Erin Padilla, Program Director, Creative Haverhill/ Reinvent Cogswell Campaign, to speak about the Underutilized Properties Grant.

  
\_\_\_\_\_  
Council President Melinda Barrett

**CITY COUNCIL**

**MELINDA E. BARRETT**  
*PRESIDENT*  
**COLIN F. LEPAGE**  
*VICE PRESIDENT*  
**JOSEPH J. BEVILACQUA**  
**JOHN A. MICHITSON**  
**THOMAS J. SULLIVAN**  
**TIMOTHY J. JORDAN**  
**MICHAEL S. MCGONAGLE**  
**MARY ELLEN DALY O'BRIEN**  
**WILLIAM J. MACEK**



**CITY OF HAVERHILL**  
HAVERHILL, MASSACHUSETTS 01830-5843

612

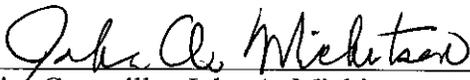
CITY HALL, ROOM 204  
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[citycncl@cityofhaverhill.com](mailto:citycncl@cityofhaverhill.com)

May 13, 2021

TO: President and Members of the City Council:

Councillors Michitson and Jordan wish to introduce Vanessa Johnson-Hall of Greenbelt to discuss an alternative path forward for land sale at 97 Corliss Hill Road.

  
City Councillor John A. Michitson

  
City Councillor Timothy Jordan

Hearing June 15, 2021

Questions contact – Joe Ientile 978-766-3114

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

2021 HAVILLAND CITY

9.11

To the City Council of Haverhill

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

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

The following are the streets and highways referred to:

**30319017** Crosby St. Ext. - National Grid proposes to install new heavy duty handhole approximately 50' westerly from existing Pole 16 including approximately 50' 2-3" conduits with primary cable #2 al 1-1C in public way in order to provide electric service to two new homes on Crosby St Ext.

Location approximately as shown on plan attached.

Massachusetts Electric Company d/b/a  
NATIONAL GRID *Dave Johnson/lla*  
BY \_\_\_\_\_  
Engineering Department

Dated: May 3, 2021

30319017-UG

**nationalgrid**

*Heary*  
*June 15<sup>th</sup>, 2021*

May 11, 2021

The City Council of Haverhill, Massachusetts

2021MAY1109123100000000

To Whom It May Concern:

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

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

Joe Ientile 978-766-3114

If this petition meets with your approval, please return an executed copy to:

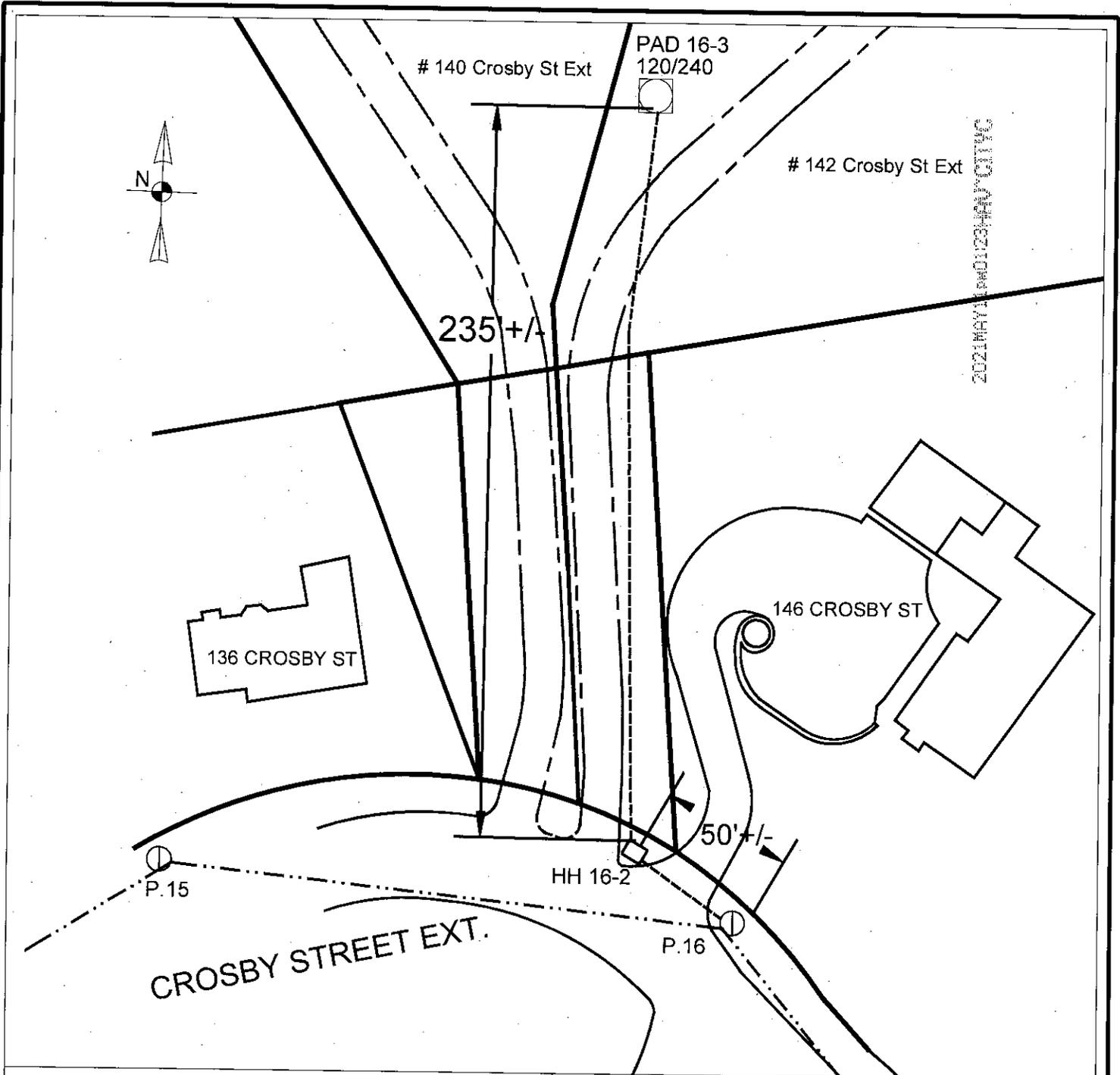
National Grid: Lisa Ayres; 1101 Turnpike Street; North Andover, MA 01845; # 978-725-1418

Very truly yours,

*Dave Johnson (lla)*

Dave Johnson  
Supervisor, Distribution Design

Enclosures



**UNDERGROUND PETITION**

**nationalgrid**

- Proposed heavy duty handhole in public way
- Proposed 1ph transformer on private property
- Existing overhead wire
- Jointly owned pole in public way existing
- Proposed 2-3" conduit with 1ph primary cable #2 at 1-1C

Date: 4/24/21

WORK REQUEST: WR 30319017

To The: City Of Haverhill

For Proposed: **HANDHOLE AND CONDUIT** Location: CROSBY ST EXT

Drawn By: S Steeves

Nationalgrid proposes to install new heavy duty handhole approximately 50' westerly from existing Pole 16 including approximately 50' 2-3" conduits with primary cable #2 at 1-1C in order to provide electric service to two new homes on Crosby St Ext, Haverhill, MA.

DISTANCES ARE APPROXIMATE

JAMES J. FIORENTINI  
MAYOR



**CITY OF HAVERHILL  
MASSACHUSETTS**

  
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May 14, 2021

City Council President Melinda E. Barrett and Members of the Haverhill City Council

**RE: Lynda Brown – Board of Appeals**

Dear Madame President and Members of the Haverhill City Council:

I hereby appoint Lynda Brown, 26 Windsor Street, Haverhill, currently an Associate Member to be a Member of the Haverhill Board of Appeals. She will fill the unexpired term of Joseph Sullivan who has submitted his resignation from this board.

This is a confirming appointment and I recommend your approval. This appointment takes effect immediately and expires on May 18, 2023.

Very truly yours,

**James J. Fiorentini**  
Mayor

JJF/lyf

cc: William Pillsbury, Director of Economic Development, City of Haverhill  
Lynda Brown

JAMES J. FIORENTINI  
MAYOR



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

11.1.12

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May 14, 2021

City Council President Melinda E. Barrett and Members of the Haverhill City Council

**RE: Pascual Ruiz – Zoning Board of Appeals**

Dear Madame President and Members of the Haverhill City Council:

I hereby appoint Pascual Ruiz, 6 Paradise Lane, Haverhill, as an Associate Member of the Haverhill Board of Appeals. He will fill the unexpired term of Lynda Brown.

This is a confirming appointment and I recommend your approval. This appointment takes effect immediately and expires on May 18, 2024.

Very truly yours,

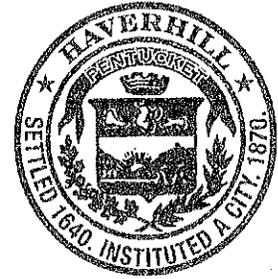
**James J. Fiorentini**  
**Mayor**

JJF/lyf

cc: William Pillsbury, Director of Economic Development, City of Haverhill  
Pascual Ruiz

# City of Haverhill

## Massachusetts



City Hall • 4 Summer Street • Room 100 • Haverhill, MA 01830 • (978) 374-2300 • Fax (978) 373-7544

### APPLICATION FOR APPOINTMENT TO CITY BOARD, COMMITTEE OR COMMISSION

The city appreciates your interest in serving on one of its Boards, Committees or Commissions. Please complete this form and return it to the Mayor's Office in city hall.

Name Pascual A Ruiz

Home address 60 Paradise Lane

Phone number 978 476-0352

Business number \_\_\_\_\_

Email patruizlaw@gmail.com

Please indicate which Board, Commission or Committee you are applying to be appointed to:

- |  |  |
|--|--|
| <input type="checkbox"/> Agricultural Commission                   |  |
| <input type="checkbox"/> Bike Haverhill                            | <input type="checkbox"/> Council on Youth                      |
| <input type="checkbox"/> Board of Registrars                       | <input type="checkbox"/> Cultural Council                      |
| <input type="checkbox"/> Bradford Common Historic Dist. Commission | <input type="checkbox"/> Development and Industrial Commission |
| <input type="checkbox"/> Brightside Committee                      | <input type="checkbox"/> Downtown Parking Commission           |
| <input type="checkbox"/> Community Affairs Adv. Board (CAAB)       | <input type="checkbox"/> Forestry Management Committee         |
| <input type="checkbox"/> Commission on Disability                  | <input type="checkbox"/> Friends of the Bradford Rail Trail    |
| <input type="checkbox"/> Community Action Commission               | <input type="checkbox"/> Harbor Commission                     |
| <input type="checkbox"/> Conservation Commission                   | <input type="checkbox"/> Haverhill Historic Commission         |
| <input type="checkbox"/> Council on Aging                          | <input type="checkbox"/> Haverhill Housing Authority           |

- Park and Recreation Commission
- Planning board
- Recycling Adv. Committee
- Rte. 110 Park Advisory Committee
- Rock's Village Historic Dist. Comm.
- Veterans Memorial Ice Rink Adv. Comm.
- Master Plan Task Force
- Washington St. Historic Dist. Comm.
- Water/ Wastewater Rating Board
- Zoning Board of Appeals

1. Please explain why you would like to serve on a particular Board, Committee or Commission. If necessary attach additional sheets.

- 1) I would like to promote public safety, health and general welfare.
- 2) Protect the Environment
- 3) Protect Property Rights
- 4) Protect Property Values
- 5) Regulate property use in accordance with community standards and values.
- 6) Prevent or reduce nuisances.
- 7) Conserve land for appropriate uses,

2. Please briefly describe your education, any relevant work or life experiences or other activities which, in your opinion, would be beneficial in carrying out the responsibilities of this office. If necessary, attach additional sheets or you resume.

Please see resume attached

3. Please list any city offices you have held in Haverhill or elsewhere.

Date appointed/elected	Office	Term Expired
None		

4. Public service on a Board, Committee or Commission can be demanding. Please indicate the realistic time commitment you are willing and able to make.

1 hour/ week  2-4 hours/week  4-6 hours/week  other; specify

Additionally, please indicate your availability  AM  AFTERNOON  PM

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5. How did you hear about the vacancy on this City Board, Committee or Commission?

- City Hall Information Board
- Council, Board, Committee or Commission Meeting
- Newspaper
- City Website
- Word of Mouth
- Other: specify Mayor James J Fiorentini

6. APPLICANTS STATEMENT AND SIGNATURE: I hereby submit this as my application for the position I have indicated on the front of this form. I understand that my completion of this form in no way assures appointment. All Board, Committee, Commission vacancies will be filled by citizens deemed most qualified to serve in a particular capacity. I also understand that in the event that I am appointed to a position, my activities will be governed by the Massachusetts Conflict of Interest Law (M.G.L.c.268A), the Massachusetts Open Meeting Law (M.G.L.c.39), the Massachusetts Public Records Law (M.G.L.c.66), the Massachusetts Campaign Finance Law (M.G.L.c.55), the Haverhill City Charter and ordinances, and all other applicable federal, state, and local laws or regulations.

Signature: Pascual A Ruiz

Date: 5/14/2021

## **Pascual A. Ruiz (Pat)**

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### **Employment**

Reassigned to the Inspectional Services Department to implement the new permitting and licensing program Citizenserve for the Lawrence Fire Department and the Inspectional Services Department. **(September 2019 – Present)**

Fire Investigator/Code Enforcement Officer **(December 2017 – September 2019)**

Lawrence Fire Department, Lawrence, Massachusetts

- Conduct origin and cause investigations of fires and explosions.
- Prepare written reports of investigative results.
- Conduct follow-up investigations.
- Assigned to Fire Prevention Bureau as Fire Inspector/Fire Investigator
- Conduct fire inspections in industrial, commercial, and residential occupancies to enforce NFPA 1 Fire Prevention Code and MGL's 148 Fire Prevention Laws
- Review plans for new construction to ensure they meet the fire and building codes.

Director of Inspectional Services/Agent to the Board of Health **(September 2014 –December 2017)** City of Lawrence

Oversaw the following Divisions in the Inspectional Services Department:

- Building Department
- Code Enforcement Division
- Health Department/Public Health Nurse/Board of Health
- Food Inspector
- Plumbing & Gas
- Weights & Measures
- Licensing Department/ Licensing Board
- Four Administrative Clerks

Fire Investigator/Code Enforcement Officer **(January 2006 – September 2014)** Lawrence Fire Department Lawrence, Massachusetts

- Conduct origin and cause investigations of fires and explosions.
- Prepare written reports of investigative results.
- Conduct follow-up investigations.
- Assigned to Fire Prevention Bureau as Fire Inspector
- Conduct fire inspections in commercial and residential occupancies to enforce the NFPA 1 Fire Prevention Code and MGL's 148 Fire Prevention
- Perform plan reviews for new construction to ensure they meet the fire and building codes.

Firefighter **(October 1988 – December 2005)** Lawrence Fire Department

Emergency Medical Technician-Basic **(November 1999 – May 2010)**  
Lawrence Fire Department Lawrence, MA

Firefighter (*April 1999 – April 2002*) 468<sup>th</sup> Engineer Detachment (Firefighting Unit) Hanscom AFB, Massachusetts

- Control and extinguish aircraft, structure, wild land, and miscellaneous fires.
- Provide fire prevention guidance.
- Effect's entry into aircraft, structures, and other enclosures. Shuts down engines, safeties ejection systems, and isolate utilities. Conducts search and rescue operations. Administer emergency first aid.

Deputy Sheriff (*April 2007 – January 2017*) Commonwealth of Massachusetts

## **Certifications**

March 12, 2020 - Fire Officer 1 (72 hours) Office of State Fire Marshall

December 2019 - Advanced ICS (ICS-400) MEMA

October 2019 - Fire Investigation for Officers Multi-Program, CFI Trainer (25 hours)

October 2019 - Principles of Fire Investigation Multi-Program, CFI Trainer (67 hours)

October 2019 - Basic Incident Command System for Initial Response (IS-200.c) FEMA

October 2019 - Intermediate ICS for Expanding Incidents (ICS-300) MEMA

September 2019 - Understanding & Firefighting Basement Fire, Essex County Fire Chief's Association (8 hours)

September 2019 - Residential Sprinkler Plan Review FEMA

May 2019 - Fire Prevention Officer Credential – Level 2

May 2019 - Saint Anselm College Fire Investigation Seminar (40 hours)

February 2019 - The Court System and Fire Code Violations (3 hours)

January 2018 - Establishing a Drone Program for Public Safety, North Hampton Police sUAS Unit (8 hours)

April 3-7, 2017 Commonwealth of MA, Office of Public Safety & Inspections, Board of Building Regulations and Standards

Modules:

- Introduction to MA Building Code Enforcement (C-071)
- Ministerial Duties (C-072)
- Architectural Access Board Requirements (C-073)
- How Zoning Affects, the Process (C-074)
- Building Inspection Techniques (C-075)

March 2017 - National Fire Academy Campus Fire & Life Safety III: Codes & Systems (16 hours)

March 2017 - National Fire Academy Campus Fire & Life Safety II: Public Education (16 hours)

January 2017 - National Fire Academy Campus Fire & Life Safety I: Risk Assessment (16 hours)

May 2016 - Massachusetts Firefighting Academy, Night Club Safety (8 hours)

January 2016 - MA Emergency Management Agency, Emergency Operations Center Management & Operations Training

January 2016 - Introduction to Incident Command System (IS-00100.b) FEMA

January 2016 - National Incident Management System IS-00700.a FEMA

November 2015 - Merrimack Valley Planning Commission, Citizens Planner Certification Program

November 2015 - MA Emergency Management Agency, Effective Leadership During Crisis Conference

August 2015 - Code Enforcement Lead Determination License Training (License #D4179)

August 2015 - MA Public Health Inspector Training, Code Enforcement Inspector Certification (Certified Public Health Inspector)

March 2015 - Community Progress Leadership Institute, Vacant and Abandoned Properties Training (Detroit, MI)

December 2015 - MA Association of Health Boards (Board of Health Training Program)

October 2014 - New Fire Code Orientation, Massachusetts Firefighting Academy (16 hours)

October 2014 - Local Public Health Institute of MA, (Housing Training)

June 2014 - Youth Firesetting Prevention & Intervention National Fire Academy (40 hours)

May 2014 - Saint Anselm College, Arson Seminar (40 hours)

February 2014 - Public Safety Responses to Bombing Incidents, Department of Fire Services

January 2014 - Writing & Defending your Expert Report, Public Agency Training Council (16 hours)

November 2013 - Arson Investigation and Prosecution, No Fires (Northwestern Juvenile Fire Intervention Response, Education & Safety Partnership) (16 hours)

September 2013 - Smartphone Forensics, Public Agency Training Council (20 hours)

May 2013 - Arson Seminar, Saint Anselm College (40 hours)

November 2012 - Fire Prevention Officer- Level 1, Office of State Fire Marshall

September 2012 - Vehicle Fire Investigation, Massachusetts Firefighting Academy (16 hours)

May 30 - Juvenile Fire Setting Pathways: Investigation to Interview, 3-day MA IAAI Seminar

May 2012 - Arson Seminar, Saint Anselm College (40 hours)

March 2012 - Fire Pattern Recognition NEAFM (8 hours)

January 2012 - The Public-Private Partnership, MA IAAI

March 2011 - Multiagency Coordination System (MACS) (IS-00701.a) FEMA

March 2011 - NIMS Public Information Systems (IS-00702.a) FEMA

March 2011 - NIMS Resource Management (IS-703.a) FEMA

March 2011 - National Response Framework (IS-00800.b) FEMA

March 2011 - Communications & Information Management (IS-00704) FEMA

December 2011 - Arson Investigation & Fire Scene Examination, SRR Training (16 hours)

November 2011 - Proper Handling of Evidence, MA IAAI

October 2011 - Cell Phone Technology, Public Agency Training Council (16 hours)

September 2011 - New Bomb Component Law, MA IAAI

June 2011 - Small Appliance Fire Investigation, MA IAAI

May 2011 - Arson Seminar, Saint Anselm College (40 hours)

November 2010 - Digital X-Ray & Cell Phone Technology for Today's Fire Investigator, MA IAAI

September 2010 - Motor Vehicle Fire Investigation, MA IAAI

May 2010 - IAAI ATC Fundamentals Sessions Exam, CFITrainer.net

March 2010 - Prevention of and Response to Suicide Bombing Incidents, New Mexico Tech (32 hours)

October 2009 - Incident Response to Terrorist Bombings, New Mexico Tech (32 hours)

September 2009 - Fire/Arson Origin & Cause Investigations, National Fire Academy

May 2009 - Fire Pattern Certification, Public Training Agency Council (20 hours)

March 2009 - Public Fire and Life Safety Educator, Massachusetts Firefighting Academy

December 2008 - New Fire/Arson Investigator Academy, Public Training Agency Council (35 hours)

November 2008 - Juvenile Firesetter Intervention Specialist 1, National Fire Academy

October 2008 - Hands-on Electrical Fire/Arson Investigation, Public Training

Agency Council (20 hours)

September 2008 - Abandoned Building Project & 921 Code Updates for "Large Scale Fire Investigations", MA IAAI

April 2008 - Courtroom Testimony 16-hour MCTFT Training Methuen, MA St. Petersburg College

January 2008 - National Response Plan Introduction (IS-00800.A) FEMA

December 2007 - Juvenile Firesetter Intervention Specialist 2, National Fire Academy

October 2007 - Post Blast Investigation ATF/ NEMLEC Training Concord, MA

September 8, 2007 – February 2, 2008 Basic Reserve Intermittent Program The Municipal Police Training Committee - Reading, MA Police Academy

June 2007 - Appliance Fires (IAAI) Cape Code Community College Seminar, 3-day Fire & Investigation Seminar

April 2007 - Essex County Correctional and Sheriffs Headquarters Appointed Deputy Sheriff

May 2007 - Vehicle Fire Investigation (16 hours) course Massachusetts Firefighting Academy Stow, MA

March 2007 - Advanced Fire Investigation (48 hours) course Massachusetts Firefighting Academy Stow, MA

November 2006 - Basic Fire Investigation (48 hours) course Massachusetts Firefighting Academy Stow, MA

August 2006 - Incident Command System (ICS-100) MEMA

June 2006 - The Reid Technique of Interviewing and Interrogation. The Reid Technique of Interviewing and Interrogation Advanced Course. Westborough, MA

February 2001 - Fire Instructor 1 NFPA 1041 Certification # 85098 National Board on Fire Service Professional Qualifications

April 2001 Firefighter 1 Certification # 366826, Firefighter 2 Certification # 366862, Hazardous Materials Awareness Level Certification # 366827, Hazardous Materials Operations Level Certification # 366863. International Fire Service Accreditation Congress and National Board on Fire Service Professional Qualifications

May 2001 - Fire Instructor 1 Certification # 399022 International Fire Service Accreditation Congress

December 1996 - HAZWOPER Training 29CFR1910.120(e)(3) 40 Hour Laidlaw Environmental Services North Andover, MA

January 1989 - Fatal Fires and Legal Photography, MA IAAI

## **Commendations**

November 2019 Governor Charles Baker & Lt Governor Karyn Polito Citation Recognition of Heroism and Dedicated Service to the Lawrence Fire Department, during the Merrimack Valley Gas Explosions and recovery effort.

November 2019 State Fire Marshall-Recognition of extraordinary heroism, teamwork and commitment to the Fire Department displayed during the Merrimack Valley Gas Explosions and recovery effort.

Exchange Club of Lawrence 2011 Firefighter of The Year Award also recognized by The Massachusetts State Senate and The House of Representatives. The Fire Prevention Division was recognized for outstanding effort in fire prevention and fire investigation.

Exchange Club of Lawrence 2010 Firefighter of The Year Award also recognized by The Massachusetts State Senate and The Massachusetts House of Representative. Investigating an arson case in conjunction with the State Fire Marshal's Office. An arsonist received 8-10 years in state prison for arson.

March 2001 A Vehicle collided with a motorcycle while I was at the Arlington School on a detail. I administered aid to the victim while ALS and BLS arrived. Red Cross workers also assisted at accident scene.

June 1998 Engine 9, Engine 5 Ladder 4, Ladder 5 and Car 21 were summoned to a river rescue on the Merrimack River. Engine 9 launched boat to rescue man from river.

January 1998 A vehicle with four passengers went off Route 114 and landed on the banks of the Shawsheen River. Four passengers where seriously injured in this accident and three were entrapped in the vehicle. Unit commendation: Units 3&4 Car 21, Engine 9, Ladder 4 and Ladder 5.

April 1997 Engine 9 responded to motor vehicle accident. On arrival found 61-year-old man in cardiac arrest. We started CPR, delivering oxygen to vital organs while waiting for EMT's and Paramedics.

**Professional  
Affiliations**

International Association of Firefighters AFL-CIO Local 146

The Reid Institute, An Association of Reid Trained Investigators

Massachusetts International Association of Arson Investigators

Metro Fire/Arson Investigators Association

The Center for Campus Fire Safety

Citizens Planner Training Collaborative (CPTC)

Massachusetts Health Officer's Association

Massachusetts Department of Public Health

**Education**

January 1995 North Shore Community College Danvers, MA  
**Associates Degree in Fire Protection and Safety**

June 1979 Madison Park High Boston, MA  
**High School Diploma**

**Languages**

Working Knowledge of Spanish (oral and written)

11,2,11.1



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  
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WWW.CI.HAVERHILL.MA.US

May 13, 2021

City Council President Melinda E. Barrett and Members of the Haverhill City Council

**RE: Diana Sherlock – Board of Health**

Dear Madame President and Members of the Haverhill City Council:

Please be advised that I hereby appoint Diana Sherlock, 92 Agawam Avenue, Haverhill to the Board of Health. She will fill the unexpired term of Dr. Alexander Matolcsy. This is a non-confirming appointment which takes effect immediately and expires February 7, 2022.

Very truly yours,

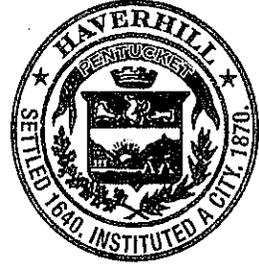
**James J. Fiorentini**  
Mayor

JJF/lyf

cc: Richard MacDonald  
Diana Sherlock

# City of Haverhill

## Massachusetts



City Hall • 4 Summer Street • Room 100 • Haverhill, MA 01830 • (978) 374-2300 • Fax (978) 373-7544

### APPLICATION FOR APPOINTMENT TO CITY BOARD, COMMITTEE OR COMMISSION

The city appreciates your interest in serving on one of its Boards, Committees or Commissions. Please complete this form and return it to the Mayor's Office in city hall.

Name Diana Sherlock

Home address 92 Agawam Avenue, Haverhill, MA 01835

Phone number 978-869-7898

Business number \_\_\_\_\_

Email d\_sherlock@msn.com

Please indicate which Board, Commission or Committee you are applying to be appointed to:

- |  |  |
|--|--|
| <input type="checkbox"/> Agricultural Commission                   | <input checked="" type="checkbox"/> Board of Health        |
| <input type="checkbox"/> Bike Haverhill                            | <input type="checkbox"/> Council on Youth                  |
| <input type="checkbox"/> Board of Registrars                       | <input type="checkbox"/> Cultural Council                  |
| <input type="checkbox"/> Bradford Common Historic Dist. Commission | <input type="checkbox"/> Development and Industrial        |
| <input type="checkbox"/> Brightside Committee                      | <input type="checkbox"/> Commission Downtown Parking       |
| <input type="checkbox"/> Community Affairs Adv. Board (CAAB)       | <input type="checkbox"/> Commission Forestry Management    |
| <input type="checkbox"/> Commission on Disability                  | <input type="checkbox"/> Committee Friends of the Bradford |
| <input type="checkbox"/> Community Action Commission               | <input type="checkbox"/> Rail Trail Harbor Commission      |
| <input type="checkbox"/> Conservation Commission                   | <input type="checkbox"/> Haverhill Historic Commission     |
| <input type="checkbox"/> Council on Aging                          | <input type="checkbox"/> Haverhill Housing Authority       |

License Commission

Park and Recreation Commission

Planning board

Recycling Adv. Committee

Rte. 110 Park Advisory Committee

Rock's Village Historic Dist.

Comm.

Veterans Memorial Ice Rink Adv. Comm.

Master Plan Task Force

Washington St. Historic Dist. Comm.

Water/ Wastewater Rating Board

Zoning Board of Appeals



3. Please list any city offices you have held in Haverhill or elsewhere.

Date appointed/elected

Office

Term Expired

**Not applicable. I have never held positions in public service.**

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4. Public service on a Board, Committee or Commission can be demanding. Please indicate the realistic time commitment you are willing and able to make.

1 hour/ week  2-4 hours/week  4-6 hours/week \_\_\_\_\_ other; specify

Additionally, please indicate your availability  AM  AFTERNOON  PM

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5. How did you hear about the vacancy on this City Board, Committee or Commission?

City Hall Information Board

Council, Board, Committee or Commission Meeting

Newspaper

City Website

Word of Mouth

Other: specify **FaceBook posting by Mayor Fiorentini**

6. APPLICANTS STATEMENT AND SIGNATURE: I hereby submit this as my application for the position I have indicated on the front of this form. I understand that my completion of this form in no way assures appointment. All Board, Committee, Commission vacancies will be filled by citizens deemed most qualified to serve in a particular capacity. I also understand that in the event that I am appointed to a position, my activities will be governed by the Massachusetts Conflict of Interest Law (M.G.L.c.268A), the Massachusetts Open Meeting Law (M.G.L.c.39), the Massachusetts Public Records Law (M.G.L.c.66), the Massachusetts Campaign Finance Law (M.G.L.c.55), the Haverhill City Charter and ordinances, and all other applicable federal, state, and local laws or regulations.

Signature: *Diana Schubert*

Date: January 28, 2021

# DIANA M. SHERLOCK

RN, BSN, MBA, PMP, RAC-US

92 Agawam Avenue, Bradford, MA 01835 · 978-869-7898

d\_sherlock@msn.com

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Medical devices regulatory affairs professional with strong combination of technical, clinical and business experience. Proven leadership, project management and communication skills. Adept at working with multi-disciplinary teams in high volume, fast pace settings. Active RN license. Fluent in Spanish.

## EXPERIENCE

### JUN 2014 – PRESENT

#### PHILIPS MEDICAL SYSTEMS, REGULATORY AFFAIRS SPECIALIST

NOV 2017 – PRESENT

- Provide regulatory guidance to internal stakeholders regarding current/pending regulations, agency/industry initiatives, etc. Create detailed regulatory plans for domestic and international product launches.
- Identify potential regulatory approval risks based on changes in regulations, standards, country specific issues or other unique characteristics of the project.
- Develop and prepare product registration submissions for the US FDA, Health Canada, EU and select worldwide locations. Review and approve engineering changes, advertising, promotional items and labeling for regulatory compliance.

#### PROPOSAL MANAGER (HEALTHCARE INFORMATICS/CARDIOLOGY)

AUG 2016 – NOV 2017

- Developed medical equipment proposals for IntelliSpace Cardiovascular, Xper, iECG, as well as Patient Monitoring, Ultrasound, and Medical Consumables. Acted as the project leader to deliver strategic, and customer-centric bids. Identified requirements and resources; researched technical specifications and worked with SMEs to draft responses to technical questions; managed timelines to ensure bid deadlines were met.

#### LEARNING PRODUCTS DEVELOPER

JUN 2014 – AUG 2016

- Developed instructions for use (IFU), technical data sheets, and product labeling for Newborn Solutions and Medical Consumables. Managed the localization process.
- Assisted in the deployment and maintenance of eIFU website, an initiative projected to save the organization over \$100,000 in product costs during its first year.

### JUN 2012 – JUN 2014

#### GREATER LAWRENCE FAMILY HEALTH CENTER, RN CASE MANAGER

MAR 2013 – JUN 2014

- Established, implemented, monitored and evaluated cost effective care plans for HIV+ clients. Obtained medical records and ordered intake labs, per protocol. Followed up on lab results and provided supported referrals, as needed. Renewed prescriptions, per protocol. Documented contact with clients and outside agencies in EMR. Educated clients on STI transmission and prevention, risk reduction, positive prevention, disease progression, and treatment strategies.
- Coordinated on-going care with primary and specialty providers and participated in medical visits. Conducted periodic chart reviews for follow-up and quality assurance. Responsible for state-mandated reporting, case conferences, monthly utilizations, outcome measures, and discharge planning.

## REGISTERED NURSE

JUNE 2012 – MAR 2013

- Performed patient assessments during nursing visits. Prepared and administered immunizations. Administered PO, SQ, and IM medications, as ordered by clinicians. Performed other nursing skills such as suture and staple removal, wound care, pregnancy tests, and ear irrigations. Educated patients on health maintenance issues like PT/INR, blood sugar checks, birth control options, as well as disease and medication management. Responded to patient calls, and notified patients about test results. Documented patient care using Centricity EMR.

## ASPEN TECHNOLOGY, NALA TRAINING MANAGER

AUG 2009 – JUN 2010

- Managed the development and delivery of software training programs in North America and Latin America. Responsible for P&L. Developed and executed marketing campaigns.
- Evaluated and assessed new projects based on size, complexity, and time frame in order to establish a budget. Interfaced with customers to sell training offerings. Negotiated contracts, and resolved customer satisfaction issues that came up during the delivery of educational events. Served as the escalation point for issues beyond team authority.

## NOV 2005 – JUL 2009

### KRONOS, INC., SR. EDUCATION DEVELOPMENT MANAGER

JUN 2008 – JUL 2009

- Managed two teams responsible for the development of instructor-led, synchronous and asynchronous computer-based training. Provided instructional design direction and led the needs analysis effort for the development of standard and customized training materials.
- Provided consulting services for healthcare, retail, and manufacturing customers during the development of training solutions. Developed project plans, schedules, and identified risks and dependencies. Managed P&L for development resources to generate \$4 to \$6 million in custom education revenue.

## CONTENT DEVELOPMENT MANAGER

NOV 2005 – JUN 2008

- Managed the courseware development team. Developed and executed quality and productivity strategies. Tracked and reported on development metrics providing utilization and ROI statistics. Established and managed relationships with independent contractors/partners.

## MRO SOFTWARE, INC., TECHNICAL DOCUMENTATION MANAGER

JUL 2001 – NOV 2005

- Managed a team of 12 direct reports, an editor and 11 technical writers to produce printed and online documentation for strategic asset management software. Set development goals and objectives for the team. Developed the documentation strategy for major releases by conducting needs assessments and determining appropriate technology and methodology for delivering materials. Managed documentation and localization schedules.

## EDUCATION

FRANKLIN PIERCE UNIVERSITY, Portsmouth, NH • MBA Degree in Leadership

RIVIER UNIVERSITY, Nashua, NH • Bachelor of Science Degree in Nursing

FRANKLIN PIERCE UNIVERSITY, Concord, NH • Bachelor of Science Degree in Marketing

NORTHERN ESSEX COMM. COLLEGE, Haverhill, MA • Assoc. Degree in Engineering Science

## VOLUNTEER

SACRED HEARTS PARISH, BRADFORD, MA., PARISH NURSING

2015 – 2017



JAMES J. FIORENTINI  
MAYOR

**CITY OF HAVERHILL  
MASSACHUSETTS**

11,2,1,2  
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FOUR SUMMER STREET  
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WWW.CI.HAVERHILL.MA.US

May 14, 2021

City Council President Melinda Barrett and Members of the Haverhill City Council

RE: Native American Commemoration Task Force

Dear Madame President and Members of the Haverhill City Council:

We have in the city many monuments to commemorate various periods of our history. We are strikingly lacking in any commemoration of the Native Americans who inhabited this land for thousands of years before the European settlers arrived here.

In order to remedy this, I hereby establish a Native American Commemoration Task Force to plan and design the proper method of honoring and commemorating those Native Americans who inhabited this land. There are many grants available to plan and fund such commemoration and I also charge this Task Force with finding the appropriate grants so that we can apply for them. I will assign Andrew Herlihy and our independent grant writer, Nancy London, the task of assisting the committee and finding those grants.

I hereby appoint the following members to this task force:

Dan Spears, chairperson. Mr. Spears is a Native American, a well-known poet in the area and a member of Haverhill's Historic Commission. Although he is not originally from this area and is not descended from the Native Americans who lived here, he is a Native American himself and an expert on Native American history. He will be an ideal person to head this task force.

Ron Peacetree. Mr. Peacetree is also a local Native American and also an expert on Native American history.

John (Jack) Lynch. Mr. Lynch is an expert on Haverhill's history. Many of you have seen his posts on Facebook. I have really met anyone with as much knowledge of Haverhill's history as Jack Lynch.

Dr. Thomas Wylie, ED. Dr. Wylie is currently a member of the Haverhill Conservation Commission and a member of the Haverhill Historic Commission. He has shown a keen interest in Haverhill's history.

Erin Padilla of Creative Haverhill whom I feel would do an excellent job in helping with the creative aspects of this commemoration.

I plan on appointing additional members to this Task Force but have not been able to reach them to ask them in time for the City Council agenda deadline. These are non-confirming appointments.

Very truly yours,

  
James J. Fiorentini  
Mayor

JJF/lyf

11,2,1,3



JAMES J. FIORENTINI  
MAYOR

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

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May 14, 2021

City Council President Melinda E. Barrett and Members of the Haverhill City Council

**RE: Council on Aging Appointment**

Dear Madame President and Members of the Haverhill City Council:

I hereby appoint Stephen Ducharme, 2-A Forest Acres Drive, Haverhill to the Council on Aging. This is a non-confirming appointment which will take place immediately and expires on December 31,2021.

Very truly yours,

**James J. Fiorentini**  
Mayor

JJF/lyf

cc: Vincent Ouellette

# City of Haverhill

## Massachusetts



City Hall • 4 Summer Street • Room 100 • Haverhill, MA 01830 • (978) 374-2300 • Fax (978) 373-7544

### APPLICATION FOR APPOINTMENT TO CITY BOARD, COMMITTEE OR COMMISSION

The city appreciates your interest in serving on one of its Boards, Committees or Commissions. Please complete this form and return it to the Mayor's Office in city hall.

Name Stephen DuCharme  
Home address 2-A Forest Acres Drive Bradford Mass 01835  
Phone number home 978-702-4153  
<sup>Mobile</sup>  
Business number 978-971-6006  
Email Pigeonhead61@aol.com

Please indicate which Board, Commission or Committee you are applying to be appointed to:

Agricultural Commission

Bike Haverhill

Board of Registrars

Bradford Common Historic Dist. Commission

Brightside Committee

Community Affairs Adv. Board (CAAB)

Commission on Disability

Community Action Commission

Conservation Commission

Council on Aging

Board of Health

Council on Youth

Cultural Council

Development and Industrial

Commission Downtown Parking

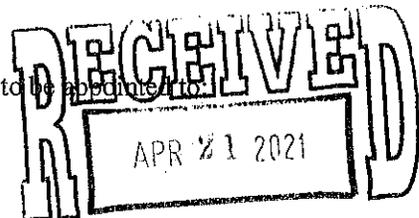
Commission Forestry Management

Committee Friends of the Bradford

Rail Trail Harbor Commission

Haverhill Historic Commission

Haverhill Housing Authority



By: L.F. - registered

mail

1. Please explain why you would like to serve on a particular Board, Committee or Commission. If necessary attach additional sheets.

I want to insure that Haverhill handi-capped residents have equal access with regards to buildings and travelling on sidewalks, streets, etc.

2. Please briefly describe your education, any relevant work or life experiences or other activities which, in your opinion, would be beneficial in carrying out the responsibilities of this office. If necessary, attach additional sheets or you resume.

I have a degree from Boston College with a Specialization in Spanish and French Languages. Also I had suffered a stroke several years ago which has affected my mobility a little. I cannot move as fast as I would like.

3. Please list any city offices you have held in Haverhill or elsewhere.

Date appointed/elected	Office	Term Expired

4. Public service on a Board, Committee or Commission can be demanding. Please indicate the realistic time commitment you are willing and able to make.

1 hour/ week    2-4 hours/week    4-6 hours/week   \_\_\_\_\_ other; specify

Additionally, please indicate your availability    AM    AFTERNOON    PM

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. How did you hear about the vacancy on this City Board, Committee or Commission?

- City Hall Information Board
- Council, Board, Committee or Commission Meeting
- Newspaper
- City Website
- Word of Mouth
- Other: specify \_\_\_\_\_

6. APPLICANTS STATEMENT AND SIGNATURE: I hereby submit this as my application for the position I have indicated on the front of this form. I understand that my completion of this form in no way assures appointment. All Board, Committee, Commission vacancies will be filled by citizens deemed most qualified to serve in a particular capacity. I also understand that in the event that I am appointed to a position, my activities will be governed by the Massachusetts Conflict of Interest Law (M.G.L.c.268A), the Massachusetts Open Meeting Law (M.G.L.c.39), the Massachusetts Public Records Law (M.G.L.c.66), the Massachusetts Campaign Finance Law (M.G.L.c.55), the Haverhill City Charter and ordinances, and all other applicable federal, state, and local laws or regulations.

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



JAMES J. FIORENTINI  
MAYOR

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

11,2,14  
CITY HALL, ROOM 100  
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FAX 978-373-7544  
MAYOR@CITYOFHAVERHILL.COM  
WWW.CI.HAVERHILL.MA.US

May 14, 2021

City Council President Melinda Barrett and Members of the Haverhill City Council

RE: Merrimack Street Redevelopment Project Advisory Committee

Dear Madame President and Members of the Haverhill City Council:

I hereby appoint Noah Koretz, Deputy Director of MassDevelopment's Transformative Development Initiative and Matthew Hennigan, Haverhill Community Development's Housing Manager to the Merrimack Street Redevelopment Project Advisory Committee.

These are non-confirming appointments and I recommend your approval.

Very truly yours,

**James J. Fiorentini**  
Mayor

JJF/lyf



City of Haverhill, MA

*Frent*

12.2.1

05/12/2021

### EVNT-21-3

Event Permit

**Status:** Active

**Date Created:** Apr 30, 2021

#### Applicant

Jennifer Matthews  
jmatthews@larchebostonnorth.org  
53 Wingate Street  
Basement  
Haverhill, MA 01832  
9789739323

#### Location

53 WINGATE ST  
Haverhill, MA 01832

#### Owner:

NORTH PROPERTIES, LLC  
27 BAKER AV BEVERLY, MA 01915

#### Organization Information

##### Organization

L'Arche Boston North, Inc

##### Organization Phone

9783746928

##### Organization Address

53 Wingate Street

##### Organization City

Haverhill

##### Organization State

MA

##### Organization Zip

01832

##### Is the Organization Tax Exempt?

Yes

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

Yes

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

No

#### Contact Information

##### Contact Name

Jennifer Matthews

##### Contact Title

Executive Director

##### Contact Phone

9789739323

##### Contact Email

jmatthews@larchebostonnorth.org

**Contact Address**

25 Hadley Road

**Contact State**

MA

**Contact City**

Methuen

**Contact Zip**

01844

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**Property Owner Information****Property Owner Name**

City of Haverhill

**Property Owner Phone**

9783746928

**Property Owner Address**

Wingate Street

**Property Owner City**

Haverhill

**Property Owner State**

MA

**Property Owner Zip**

01832

**Is the Applicant the Property Owner?**

No

---

**Event Information****Type of Event**

Other

**IF OTHER, Please Specify**

Longest Table 2021- Outdoor dining and entertainment experience on Wingate Street. 21+ event, tickets sold in advance, no tickets sold on day of event.

**Event Date**

08/19/2021

**Event Location**

Wingate Street

**is the Event on Bradford Common?**

No

**Is the Event on City Property?**

Yes

**Event Venue**

Outdoor

**Number of Anticipated Attendees**

150

**Are You Requesting Fees Be Waived?**

Yes

**Event End Time**

9pm

**Event Start Time**

6pm

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

Street closure from 2pm- 10pm, no street parking on Wingate Street after 2pm on event day. Event to be cleared and street re-opened by 10pm.

## Parking Information

### Number of Parking Spaces Onsite

0

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

No

### Are There Charges/Fees for Parking?

No

## Sanitation Information

### Number of Public Restrooms Available

5

### Type of Toilets

Permanent

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

Covanta will provide trash boxes for the event. Arrangements will be made with DPW to have boxes picked up after the event.

## General Release & Indemnity Agreement

Yes



## Terms of Understanding

Yes



## Attachments

 LArche Insurance Certificate - Longest Table 21.pdf

Uploaded by Jennifer Matthews on Apr 30, 2021 12:25 PM

 #1 IRS letter tax exempt 1983.pdf

Uploaded by Jennifer Matthews on Apr 30, 2021 11:30 AM

 Neighborhood notification letter 2021 .docx

Uploaded by Jennifer Matthews on Apr 30, 2021 12:25 PM

-  L'Arche Insurance Certificate - Longest Table 21.pdf  
Uploaded by Jennifer Matthews on Apr 30, 2021 11:15 AM
-  IRS letter of name change.pdf  
Uploaded by Jennifer Matthews on Apr 30, 2021 11:31 AM
-  2018 tax exempt certificate FINAL LBN.pdf  
Uploaded by Jennifer Matthews on Apr 30, 2021 11:31 AM
-  city council cover letter 2021.pdf  
Uploaded by Jennifer Matthews on Apr 30, 2021 12:24 PM
-  Committee Members 2021.docx  
Uploaded by Jennifer Matthews on Apr 30, 2021 12:24 PM
-  Longest Table- narrative 2021.docx  
Uploaded by Jennifer Matthews on Apr 30, 2021 12:24 PM
-  Longest Table Attestation form - Google Forms.pdf  
Uploaded by Jennifer Matthews on Apr 30, 2021 12:26 PM
-  LT event map with detail- updated 4-13-2021.pdf  
Uploaded by Jennifer Matthews on Apr 30, 2021 12:26 PM

## History

Date	Activity
Apr 30 2021 9:04 am	Jennifer Matthews started a draft of Record EVNT-21-3
Apr 30 2021 11:31 am	Jennifer Matthews added attachment IRS letter of name change.pdf to Record EVNT-21-3
Apr 30 2021 11:31 am	Jennifer Matthews added attachment 2018 tax exempt certificate FINAL LBN.pdf to Record EVNT-21-3
Apr 30 2021 12:24 pm	Jennifer Matthews added attachment city council cover letter 2021.pdf to Record EVNT-21-3
Apr 30 2021 12:24 pm	Jennifer Matthews added attachment Committee Members 2021.docx to Record EVNT-21-3
Apr 30 2021 12:24 pm	Jennifer Matthews added attachment Longest Table- narrative 2021.docx to Record EVNT-21-3
Apr 30 2021 12:24 pm	Jennifer Matthews added attachment Neighborhood notification letter 2021 .docx to Record EVNT-21-3
Apr 30 2021 12:25 pm	Jennifer Matthews removed attachment Neighborhood notification letter 2021 .docx from Record EVNT-21-3
Apr 30 2021 12:26 pm	Jennifer Matthews added attachment Longest Table Attestation form - Google Forms.pdf to Record EVNT-21-3
Apr 30 2021 12:26 pm	Jennifer Matthews added attachment LT event map with detail- updated 4-13-2021.pdf to Record EVNT-21-3
Apr 30 2021 12:28 pm	Jennifer Matthews submitted Record EVNT-21-3
Apr 30 2021 1:50 pm	completed payment step Event Permit Payment on Record EVNT-21-3
Apr 30 2021 1:50 pm	approval step City Clerk Approval was assigned to LINDA KOUTOULAS on Record EVNT-21-3
May 04 2021 1:06 pm	LINDA KOUTOULAS approved approval step City Clerk Approval on Record EVNT-21-3

<b>Date</b>	<b>Activity</b>
May 04 2021 1:06 pm	approval step Building Inspector Approval was assigned to Tom Bridgewater on Record EVNT-21-3
May 04 2021 1:06 pm	approval step Fire Chief Approval was assigned to Robert O'Brien on Record EVNT-21-3
May 04 2021 1:06 pm	approval step Health Inspector Approval was assigned to Karin Devlin on Record EVNT-21-3
May 04 2021 1:06 pm	approval step Police Chief Approval was assigned to Robert Pistone on Record EVNT-21-3
May 04 2021 1:06 pm	approval step Public Works Director Approval was assigned to Mike Stankovich on Record EVNT-21-3
May 04 2021 1:06 pm	LINDA KOUTOULAS assigned approval step City Council Approval to LINDA KOUTOULAS on Record EVNT-21-3
May 04 2021 7:18 pm	Tom Bridgewater approved approval step Building Inspector Approval on Record EVNT-21-3
May 06 2021 10:54 am	Robert Pistone approved approval step Police Chief Approval on Record EVNT-21-3
May 11 2021 10:59 am	LINDA KOUTOULAS assigned approval step Public Works Director Approval to John Pettis on Record EVNT-21-3
May 11 2021 11:17 am	Eric Tarcy assigned approval step Fire Chief Approval to Eric Tarcy on Record EVNT-21-3
May 11 2021 11:22 am	Eric Tarcy approved approval step Fire Chief Approval on Record EVNT-21-3



April 30, 2021

Haverhill City Council  
City Hall- 4 Summer Street  
Haverhill, MA 01830

Dear Council Members,

L'Arche Boston North, Inc requests the event permit fee of \$500.00 be waived for the Longest Table outdoor dining experience on Wingate Street, hosted by L'Arche Boston North on Thursday, August 19<sup>th</sup> 2021.

Jennifer Matthews, Executive Director will be attending a City Council meeting during the month of May to answer any of your questions or concerns. Should you have any questions in the meantime, please do not hesitate to contact L'Arche Boston North at 978-374-6928. Thank you for your continued support.

Very Truly Yours,

Jennifer Matthews  
Executive Director/ Community Leader  
L'Arche Boston North, Inc (formerly Irenicon, Inc)

Cc: Honorable Mayor James Fiorentini

Enc.

## The Longest Table

Thursday, August 19, 2021

Wingate Street

### Event Concept

I am proud to announce that L'Arche Boston North will be hosting Haverhill's Second Annual Longest Table on Thursday, August 19<sup>th</sup>, 2021 in the Wingate Street Arts District. For one night only, we will transform Wingate Street into an outdoor dining and entertainment experience where friends, neighbors and families can safely gather to celebrate our city's resilience and enjoy a meal served under the stars by some of Haverhill's most talented restaurants. 2019's SOLD-OUT event was a tremendous success. This year, we have made some significant changes to the design and planning of the evening to be aligned with the permitted outdoor dining movement.



This year's evening serves as the kickoff to the Greater Haverhill Chamber of Commerce's Restaurant Week. We are excited to partner with the Chamber to celebrate the resilience and strength of our community and its members. The Longest Table provides the perfect opportunity for everyone to enjoy the fruits of our community in a safe and enjoyable outdoor dining atmosphere.

The Longest Table will benefit L'Arche Boston North, a community where people with developmental disabilities and those who assist them live together as family, sharing daily activities and creating a home together in mutually transforming relationships of kindness and friendship. So much of life in L'Arche takes place around a shared table. The pandemic has given our community an increased awareness and appreciation for the sacredness of time together and the value of connection. After a year of disconnection, we hunger to safely share in an experience of togetherness with others from our community. We are excited to use this experience as an opportunity to stand in solidarity with our neighboring local restaurants. **20% of the evening's ticket proceeds will be given back to the participating restaurants.**

### Logistics

Our signature "Longest Table" will be broken down to 25 six-foot tables that are spaced six feet apart to ensure proper social distancing standards are met. Each participating restaurant will have a maximum of two 6ft tables serving 6 guests with 6 ft of separation between each table. We estimate a total of 150 people seated at the main table.

This year there will not be any single ticket registration permitted. Tables of six must be fully reserved by members of the same party. Food and beverage consumption will take place at the designated table.

**No Rain Date-** The event will be held rain or shine. In the event of rain, we can use the pop-up tents from The Haverhill Farmer's Market.

**Health-** All attendees and vendors are required to wear a mask or face covering during the evening except for eating or drinking at their reserved table. Anyone without a proper face covering will be denied entry.

**Entry screening-** There will be one point of entry and one point of exit to the space. All attendees will be required to complete a COVID-19 related health screening questionnaire prior to entry. Each attendee will have their temperature taken and will not be allowed entry if their temperature is over 100.00 degrees. Each table will have individually packaged sanitizing wipes for guests to use and there will be multiple hand sanitizing stations throughout the space.

### Restaurants

All participating restaurants and food vendors are licensed in the State of Massachusetts to prepare/serve food to the general public. All food will be prepared at the participants licensed establishment and transported to the Wingate Street location using temperature-controlled units. I will communicate a list of restaurants and vendors we

once confirmed to the Health Inspector's office. We will submit a final list of restaurants/ vendors and detailed menus planned for the evening to the City **no later than 1 week** prior to Longest Table. All vendors will have a prep area specific to them. Each area will be equipped with hand sanitizer wipes, vinyl gloves. Handwashing stations will be available to all food vendors that include a fresh water source, soap, and paper towels as well as sanitizing wipes. Only Serve-safe employees from the participating restaurants/vendors will be handling food during the evening.

**Security**-We are meeting with members of the Haverhill Police and Fire Department leadership to ensure that The Longest Table is a safe and enjoyable evening that brings acclaim to our beloved city. We plan to have between 4-5 police details to assist with traffic and crowd control and one fire detail for the duration of the event. The HPD will close the street to traffic beginning at **2:00pm**. HPD will have their mobile command center on site for the evening.

We will use this time to transform the event area into an outdoor dining room. We will secure the entire perimeter with 4ft high metal pedestrian barricades that will enclose the entire event area. The barricades will be placed on the street, abutting the sidewalk curb. The sidewalks will remain open and accessible to foot traffic in the area.

**Tickets to the event must be purchased ahead of time.**

Pending approval from the liquor licensing commission, Peddler's Daughter is planning to serve beer and wine from a designated outdoor area that will be included in the secured event perimeter. Peddler's will provide TIPS certified staff to ensure that all alcohol is served in compliance with the liquor commissions standards and practices. Peddler's will provide table service to eliminate crowding or gathering near a bar. This is a 21+ event and has been marketed as such. We will have one dedicated point of entry and one dedicated point of egress to the event. We will station a member of HPD, a member of LBN staff, and a TIPS-certified Peddler's employee at the dedicated point of entry to check pre-purchased registration, COVID-19 screening, and personal identification. Once confirmed for entry, participants will be given a conspicuous wristband identifying that they have been granted access to the event and are 21+. Participants will have to show ID and event ticket to gain re-entry if they leave the secured perimeter at any time throughout the event.

**Restrooms**- Restrooms are available in the basement of 53 Wingate Street (3) and Peddler's Daughter (2). Event participants will be required to present their ID and ticket info for re-entry into the event if they leave the secured perimeter to use the restroom. Restrooms will be monitored and disinfected throughout the evening by a member of our team, using a CDC recommended EPA-approved disinfectant.

**Electrical**- We will coordinate with Robert Pigeon the safest way to provide electrical access to the event for lighting and sound. We plan to use the same system and set-up as last year.

**Trash**- We have several Covanta boxes that will be distributed throughout the event area for trash and waste collection. We have confirmed with DPW that they will pick up the Covanta Boxes at the end of the event and will sweep the street following the event. Servpro will be providing a crew to help expedite the cleanup and clearing process.

**Music**- The event will feature live-music by several local artists. Each artist is responsible for setting up and breaking down their own equipment. Any live music will be coordinated with current COVID restrictions on spacing for performers.

**Neighborhood**- We will post notices in all neighboring businesses and residences. We have talked with several of the business owners individually to let them know about the event and street closing.

**Parking**- Our proposed planning would limit entry and egress onto Wingate Street. The large public lot will maintain at least one lane of egress onto Wingate Street. There will be another available egress onto Essex to ensure no disruptions for people utilizing the lot. The private Wingate Residence parking lot adjacent to Peddler's Daughter will not be accessible via Wingate Street from 2-10pm. The lot can be accessed via Granite or Essex and Exit via Essex. The small private lot across from Peddler's Daughter will not have entrance/ exit capacity from 2pm-10pm. We will post notices multiple times prior to the event on all cars parked in these lots to make sure residents are prepared. We will contact the building owners to ask that they share this information among the tenants. This was not an issue in 2019.

**Emergency Preparedness**- All vendors and event staff will be briefed on emergency procedures in the event of an emergency during the event. Staff and vendors will be instructed to move tables to the Left side of the street to provide clearance to any emergency vehicles needing access.

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# THE LONGEST TABLE



L'ARCHE®



## IT'S BEEN TOO LONG ...

Let's Kickoff 2021 Greater Haverhill Chamber of Commerce Restaurant Week in style with The Longest Table.

The Longest Table is Haverhill's most exciting, out-of-the-ordinary dining experience. Due to safety guidelines, a group of friends can purchase a table of six and enjoy favorite local restaurants for fun, food, and entertainment under the summer sky.

The Longest Table supports L'Arche Boston North, a local non-profit envisioning and inspiring a world that welcomes difference and celebrates the gifts of all people.

A table includes six guests, appetizers, a delicious entree from a local eatery, and a fun gift bag. 20% of ticket sales benefit participating restaurants. Table of six: \$600.

[www.larchebostonnorth.org/the-longest-table](http://www.larchebostonnorth.org/the-longest-table)





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/15/2021

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

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

<b>PRODUCER</b> Malcolm & Parsons Insurance Agency 713 Washington Street P.O. Box 527 Stoughton MA 02072		<b>CONTACT NAME:</b> Jalme Gonsalves <b>PHONE (A/C, No, Ext):</b> (781) 344-3200 <b>E-MAIL ADDRESS:</b> Jll@malcolmandparsons.com <b>FAX (A/C, No):</b> (781) 344-1425	
<b>INSURED</b> Amstel Enterprises, Inc. DBA: The Peddlers Daughter & Shoe City Urban Bistro 45 Wingate Street Haverhill MA 01830-5736		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Utica First Insurance Co <b>INSURER B:</b> Hartford Ins Co of the Midwest <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		NAIC #	38261

**COVERAGES**

CERTIFICATE NUMBER: Master 4/26/21

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			BOP4462976-02	04/26/2021	04/26/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Hired/Non Owned Auto \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	08WECLH7768	03/06/2021	03/06/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Liquor Liability			BOP4462976-02	04/26/2021	04/26/2022	Each Occurrence \$1,000,000 Aggregate \$1,000,000

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

Restaurant  
 City of Haverhill is additional insured with respect to General Liability for the outside patio.

**CERTIFICATE HOLDER****CANCELLATION**

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

AUTHORIZED REPRESENTATIVE

 City of Haverhill  
 4 Summer Street

Haverhill

MA 01830

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# Longest Table 2021

## Committee Members

**Jennifer Matthews**

Executive Director  
L'Arche Boston North, Inc.

**Melissa Seavey**

Events Manager  
Greater Haverhill Chamber of Commerce

**Ariana Bachman**

House Manager  
L'Arche Boston North, Inc

**Jason Petrou**

General Manager  
Krueger's Flatbread/ Olivia's

**Tammy Gagngon**

Director of Finance  
L'Arche Boston North, Inc.

**Michael Conneely**

Proprietor  
The Peddler's Daughter

**Mags Conneely**

Proprietor  
The Peddler's Daughter

**Eva Montibello**

CEO  
Alpha E Consulting

**Molly Leblanc-Medeiros**

Community Outreach and  
Development Coordinator  
L'Arche Boston North, Inc.

**James Henebry**

Assistant Vice President  
Haverhill Bank

**Patrick Dirscoll**

Funeral Director, Owner  
Dirscoll Funeral Home

**Michael Joy**

Realtor  
Coldwell Banker- New England

**Melissa Cerasuolo**

Event and Design Consultant

13 Restaurants & Main Table. Each restaurant max 2 tables of 6 (12 guests)

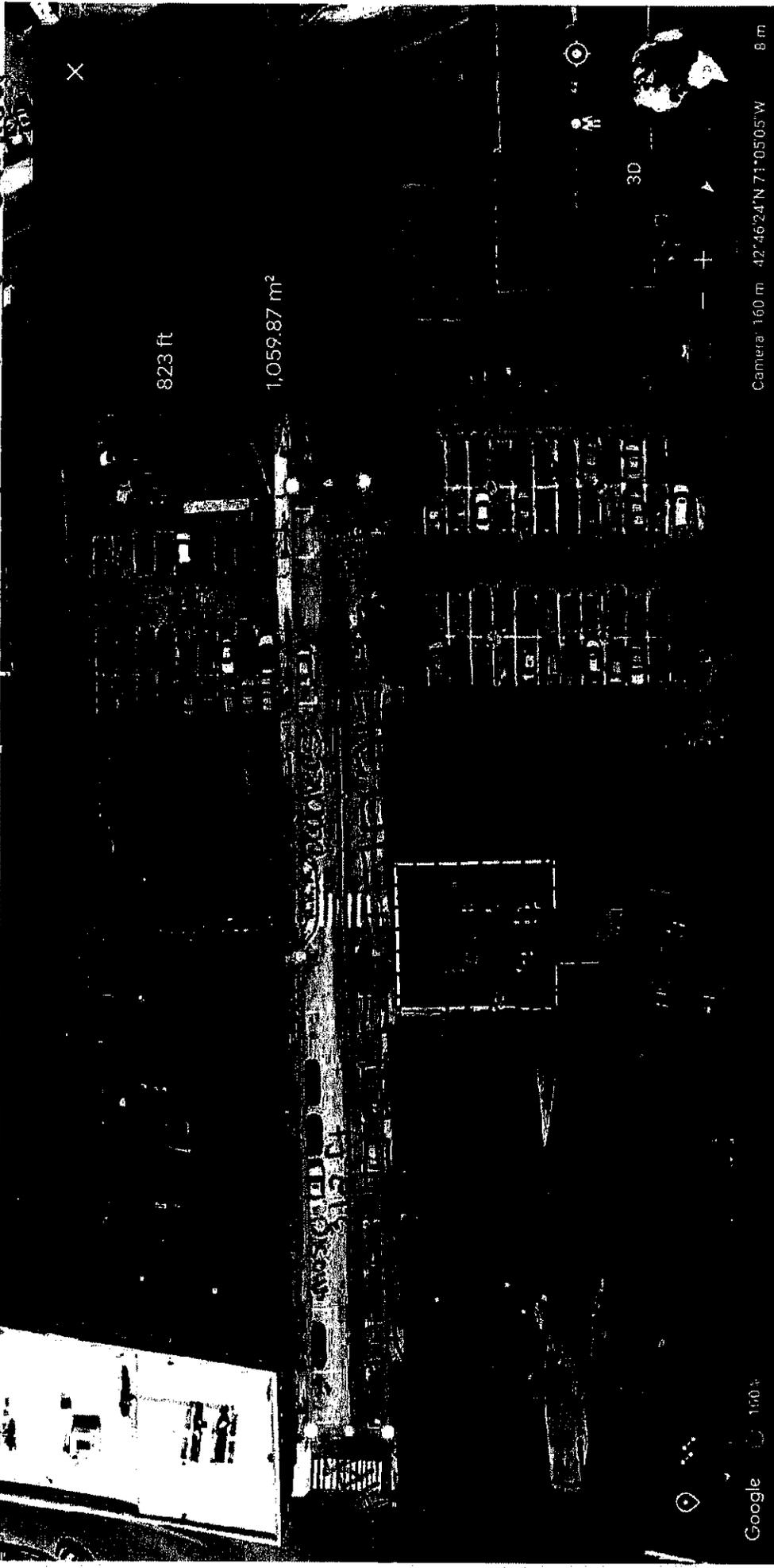
150 people. 25 6ft tables.

6ft tables w/ 16 feet separation between = 18ft restaurant + 18ft for additional spacing = 36ft table

- Entire perimeter enclosed by 4ft barricades

- Street closing begins @ 2pm.

- 5 bathrooms = 3 @ 93 wingate @ Paddler's Daughter



- Prep table / Restaurant
- Bar service table side
- All food to be plated prepared in licensed kitchen + transported in temp-controlled units.
- All ID's checked / no risk based registration.
- COVID - face masks worn @ all times, except seated.
- Attestation form completed by all guests / vendors Day of.



City of Haverhill, MA

05/12/2021

EVNT-21-3

## Police Chief Approval

Event Permit

**Status:** Complete**Assignee:** Robert Pistone**Became Active:** 05/04/2021**Completed:** 05/06/2021

### Applicant

Jennifer Matthews  
jmatthews@larchebostonnorth.org  
53 Wingate Street  
Basement  
Haverhill, MA 01832  
9789739323

### Location

53 WINGATE ST  
Haverhill, MA 01832

### Owner:

NORTH PROPERTIES, LLC  
27 BAKER AV BEVERLY, MA 01915

### Comments

**Robert Pistone, May 6, 2021**

Requires 3 Police details. Fencing around entire area of alcohol consumption which is ages 21+. An exit and entrance open on Wingate St lot.



City of Haverhill, MA

05/12/2021

EVNT-21-3

## Fire Chief Approval

Event Permit

**Status:** Complete**Became Active:** 05/04/2021**Assignee:** Eric Tarcy**Completed:** 05/11/2021

### Applicant

Jennifer Matthews  
jmatthews@larchebostonnorth.org  
53 Wingate Street  
Basement  
Haverhill, MA 01832  
9789739323

### Location

53 WINGATE ST  
Haverhill, MA 01832

### Owner:

NORTH PROPERTIES, LLC  
27 BAKER AV BEVERLY, MA 01915

### Comments

**Eric Tarcy, May 11, 2021**

As discussed in preliminary meeting-

- 1). 1 (one) fire detail will be required for duration of street closure
- 2). Emergency Plan to be discussed with event staff to coordinate evacuation of area should the need arise.



Internal Revenue Service

Department of the Treasury

District  
Director

*file*

INTERNAL REVENUE SERVICE  
P. O. BOX 1680, GPO  
BROOKLYN, N. Y. 11202

Date: **JAN 14 1985**

Irenicon Inc.  
PO Box 999  
Boston, MA. 02103

Employer Identification Number:  
04-2774177  
Our Letter Dated:  
January 18, 1983  
Person to Contact:  
Donna Steriti  
Contact Telephone Number:  
617-223-4241

Gentlemen:

This modifies our letter of the above date in which we stated that you would be treated as an organization which is not a private foundation until the expiration of your advance ruling period.

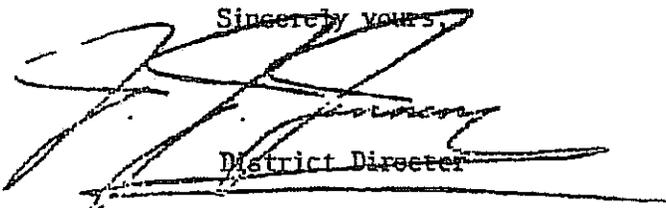
Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Internal Revenue Code, because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi). Your exempt status under section 501(c)(3) of the Code is still in effect.

Grantors and contributors may rely on this determination until the Internal Revenue Service publishes notice to the contrary. However, a grantor or a contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section 170(b)(1)(A)(vi) status, or acquired knowledge that the Internal Revenue Service has given notice that you would be removed from classification as a section 170(b)(1)(A)(vi) organization.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



District Director

cc:



## WINGATE STREET NEIGHBORHOOD NOTICE PLEASE READ

Dear Friends and Neighbors of Wingate Street,

I am proud to announce that L'Arche Boston North will be hosting Haverhill's Second Longest Table on **Thursday, August 19<sup>th</sup>, 2021** in the Wingate Street Arts District. For one night only, we will transform Wingate Street into an outdoor dining and entertainment experience where friends, neighbors and families can safely gather to celebrate our city's resilience and enjoy a meal served under the stars by some of Haverhill's most talented restaurants. 2019's SOLD-OUT evening was a tremendous success. This year, we have made some significant changes to the design and planning of the evening to be aligned with all CDC and MA COVID-19 restrictions and protocols.

This year's Longest Table serves as the kickoff to the Greater Haverhill Chamber of Commerce's Restaurant Week. We are excited to partner with the Chamber to celebrate the resilience and strength of our community and its members.

The Longest Table provides the perfect opportunity to enjoy the fruits of our community in a safe and enjoyable outdoor dining atmosphere.

The Longest Table will benefit L'Arche Boston North, a community where people with developmental disabilities and those who assist them live together as family, sharing daily activities and creating a home together in mutually transforming relationships of kindness and friendship. So much of life in L'Arche takes place around a shared table. The pandemic has given our community an increased awareness and appreciation for the sacredness of time together and the value of connection. After a year of disconnection, we hunger to safely share in an experience of togetherness with others from our community. We are excited to use this experience as an opportunity to stand in solidarity with our neighboring local restaurants. A percentage of the evening's proceeds will be given back to the participating restaurants.

### STREET CLOSURE DETAILS

The event will take place on Thursday, August 19<sup>th</sup> from 6-9pm in the immediate vicinity of Wingate Street between Railroad Square extending down Wingate Street.

We are working with the Haverhill Police Department to close the street the day of beginning at 2:00pm and lasting until 10pm.

**There will be no street parking allowed from 2pm-10pm on Thursday, August 19<sup>th</sup>.**

#### **Parking Restrictions**

Cars parked in the private Jacques Pillings lot between 52-62 Wingate will not be able to enter/exit from 2pm-10pm

Cars parked in the private Wingate Residence Lot will not have access to enter/exit on Wingate St (access is through Granite Street and exit onto Essex)

Cars will not have full Wingate Street access to enter/ exit the large public parking lot across from Peddler's Daughter. Access will be through Washington Street entrance with one available outlet at the bottom of Wingate or onto Essex Street through the use of the alley.

**The event is 21+ and will feature live music, and dinner provided by several of your favorite local restaurants.**

Beer and wine will be available for sale by Peddler's Daughter.

The evening will feature a layout and design specific to meet all COVID-19 guidelines and safety requirements.

All attendees **MUST** reserve their table in advance and will be required to wear a face covering when not seated at their table.

All attendees will need to complete a COVID-19 screening questionnaire and undergo a temperature check prior to entry.

We have coordinated trash removal as well as police and fire presence to ensure it is a clean, safe and enjoyable evening for everyone.

**Tables of 6 must be purchased in advance- there will be no single tickets sold this year!**

Only registered individuals and residents will be able to access the immediate street location of the outdoor dining experience.

Sidewalks will be open and accessible throughout the evening.

*While we know that any time the street is closed it creates an inconvenience for our neighbors, we hope that this one-night outdoor dining opportunity will benefit not only L'Arche, but the entire downtown community. If you are a resident, we encourage you to bring together 5 of your close family and friends to reserve a table and join your fellow neighbors for safe and enjoyable evening of reconnecting and celebrating our community's resilience during the recent pandemic.*

If you have any questions regarding the event or would like to get involved, please email [office@larchebostonnorth.org](mailto:office@larchebostonnorth.org).

Sincerely yours,

Jennifer Matthews

Executive Director-L'Arche Boston North





IRENINC-01

EFITZGERALD

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/15/2021

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

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

PRODUCER James Page Insurance Agency, Inc. 191 Merrimack St., St. 306 Haverhill, MA 01830	CONTACT NAME:	
	PHONE (A/C, No, Ext): (978) 373-3893	FAX (A/C, No): (978) 373-3893
	E-MAIL ADDRESS: info@jamespageins.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED  L'Arche Boston North P.O. Box 1177 Haverhill, MA 01831	INSURER A: Philadelphia Insurance	
	INSURER B: A.I.M. Mutual Insurance Co.	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> prof. & sexual abuse  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		PHPK2197513	10/27/2020	10/27/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	X		PHUB743416	10/27/2020	10/27/2021	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		WWC-100-6003755-2020A	8/28/2020	8/28/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional	X		PHPK2197513	10/27/2020	10/27/2021	Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
City of Haverhill is an additional insured for the Longest Table event on August 19, 2021.

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



**Department of the Treasury  
Internal Revenue Service  
Ogden, UT 84201**

In reply refer to: 0458504026  
Jan 28, 2019 LTR 147C  
04-2774177

**L ARCHE BOSTON NORTH INC  
L ARCHE BOSTON NORTH  
PO BOX 1177  
HAVERHILL MA 01831-1577 773**

Taxpayer Identification Number: 04-2774177

Form(s):

Dear Taxpayer:

Thank you for your telephone inquiry of January 28th, 2019.

Your Employer Identification Number (EIN) is 04-2774177. Please keep this letter in your permanent records. Enter your name and your EIN on all business federal tax forms and on related correspondence.

If you have any questions regarding this letter, please call our Customer Service Department at 1-800-829-0115 between the hours of 7:00 AM and 7:00 PM. If you prefer, you may write to us at the address shown at the top of the first page of this letter. When you write, please include a telephone number where you may be reached and the best time to call.

Sincerely,

//s// Mr. Hsu  
1000984125  
Customer Service Representative



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

mass.gov/dor

Letter ID: L0226679936  
Notice Date: July 12, 2018  
MA Taxpayer ID: 11676777



## CERTIFICATE OF EXEMPTION



L'ARCHE BOSTON NORTH, INC  
PO BOX 1177  
HAVERHILL MA 01831-1577

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

DETACH HERE



MASSACHUSETTS DEPARTMENT OF REVENUE

Form ST-2

Certificate of Exemption

L'ARCHE BOSTON NORTH, INC  
PO BOX 1177  
BRADFORD MA 01835-0034

MA Taxpayer ID: 11676777  
Certificate Number: 1764216832

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

Effective Date: June 13, 2018

Expiration Date: June 12, 2028



12.4.1  
12 file  
4/23/24  
012.341

# Haverhill

City Clerk's Office, Room 118  
4 Summer Street Haverhill, MA 01830  
Phone: 978-374-2312 Fax: 978-373-8490  
E-MAIL: [cityclerk@ci.haverhill.ma.us](mailto:cityclerk@ci.haverhill.ma.us)  
[www.ci.haverhill.ma.us](http://www.ci.haverhill.ma.us)

## ONE DAY LIQUOR LICENSE

### Business/ Organization Information

Business/Organization Name: L'Arche Boston North, Inc

Address: 53 Wingate Street, Haverhill MA 01832

### Individual Applicant Information

Individual's Name: Jennifer Matthews, Executive Director

Home Address: 25 Hadley Road, Methuen MA 01844

Telephone: 978-973-9323

Is the Applicant a US Citizen? Yes  No

E-Mail Address: Jmatthews@larchebostonnorth.org

### Event Information

Date of Event: 08-19-2021

Start Time: 6pm

End Time: 9 pm

Location of Event: Wingate Street

Purpose of Event: Outdoor dining and entertainment experience hosted by L'Arche Boston North

Will there be music or entertainment? Yes  No

Is the event being catered? Yes  No

Name of Caterer: licensed Haverhill- area restaurants

Approximate number of People Attending

Adults: 150 Children: 0

### Type of License (circle one)

One-Day All-Alcohol  One-Day Beer and Wine

Charitable Wine Pouring

Charitable Wine Auction

### Purchase and Service

Alcohol for a one day license cannot be donated. The alcohol must be purchased. All receipts for purchase of alcohol must be submitted to the Clerk's Office by 4:00 PM the last business day before the event



# Haverhill

City Clerk's Office, Room 118  
4 Summer Street Haverhill, MA 01830  
Phone: 978-374-2312 Fax: 978-373-8490  
License\_comm@cityofhaverhill.com  
www.ci.haverhill.ma.us

WA-LIC- 000074 Merrinack Valley Dist. Co Inc  
WA-LIC- 000222 Monsieur Taton Selections of MA LTD  
WA-LIC- 000326 L.Knife and Sons Inc. Seaboard Products

Where is the liquor being purchased from? \_\_\_\_\_

**All alcohol must be purchased through a licensed wholesaler. If the above-listed business is not a licensed wholesaler, then this application will not be approved**

Who will be serving the alcohol? Margaret Ann Connolly

The server must be certified in safe service of alcohols (commonly referred to as TIPS certified) Please attach a copy of the certification for each server listed above.

Please attach a copy of the liquor liability insurance held by the server/applicant

**If the server does not have liquor liability insurance, then the application will not be approved**

### Determination of License Requirements

Is the event held by, or held for the benefit of a business or non-profit group?

	Yes	No
Business:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Non-Profit:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will there be a cash bar?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is there an entrance fee or donation required?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the event open to the general public?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**If the answer to ANY of these questions is YES:**

- A One-Day Special License is required. License applications must be put before the License Commission.
- If the event is on city property, approval from City Council and the Mayor is also required.
- The licensee must purchase all alcohol from a *licensed wholesaler*.
- **A copy of the receipts for alcohol purchases are due to the City Clerk's office no later than 4 pm on the workday before the event.**

I certify under the pains and penalties of perjury that the above information is true and that I will comply with all applicable Alcohol Control Laws of the State of Massachusetts and policies and regulations of the City of Haverhill.

Signature: Jennifer Matthews

Please contact the City Clerk's Office for any licensing questions



# Haverhill

City Clerk's Office, Room 118  
4 Summer Street Haverhill, MA 01830  
Phone: 978-374-2312 Fax: 978-373-8490

[www.ci.haverhill.ma.us](http://www.ci.haverhill.ma.us)

Official Use Only

Approval

*SEE FOLLOWING EMAIL*  
*FROM HPD*  
\_\_\_\_\_  
Chief of Police Date

*Joseph C. Oliveira* *5/6/21*  
\_\_\_\_\_  
License Commission Date

\_\_\_\_\_  
City Council (City Property) Date

\_\_\_\_\_  
Mayor (City Property) Date

Additional Conditions for License: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



Introduced by Mayor James J. Fiorentini

an Order Concerning Appropriations for the Fiscal Year Beginning July 1, 2021

Ordered that the following sums, designated as appropriations, are hereby appropriated in the General Fund of the City of Haverhill.

	Salaries Appropriation	Expenses Appropriation	Capital Appropriation	Department Totals	State and Other Assessments	Grand Totals
<b>General Government</b>						
City Council	189,866	8,400	0	198,266		198,266
Mayor's Office	363,801	39,600	0	403,401		403,401
Auditor's Office	282,585	106,995	0	389,580		389,580
Treasurer/Collector	436,640	208,000	0	644,640		644,640
Constituent Services	128,779	29,400	500	158,679		158,679
Assessing	260,571	158,995	0	419,566		419,566
Purchasing	114,275	12,100	0	126,375		126,375
Law Department	86,027	238,578	0	323,605		323,605
Human Recourses	212,786	83,710	0	296,496		296,496
Municipal Information Systems	25,000	602,834	15,000	642,834		642,834
City Clerk	396,723	130,250	0	526,973		526,973
	2,496,053	1,618,862	15,500	4,130,415	0	4,130,415
<b>Community &amp; Economic Development</b>						
Building & Zoning	301,420	0	0	301,420		301,420
Inspectional & Health Services	486,695	48,750	0	535,445		535,445
Public Health	41,900	0	0	41,900		41,900
Economic Development	186,228	69,939	0	256,167		256,167
	1,016,243	118,689	0	1,134,931	0	1,134,931
<b>Public Safety</b>						
Police Department	11,912,426	1,566,167	171,589	13,650,183		13,650,183
Crossing Guards	95,000	0	0	95,000		95,000
Fire Department	10,701,305	847,275	1,200	11,549,780		11,549,780
	22,708,731	2,413,442	172,789	25,294,963	0	25,294,963
<b>Education</b>						
Whittier Regional School		8,673,859		8,673,859		8,673,859
North Shore/Essex Regional School		739,398		739,398		739,398
School Other Funding		15,000		15,000		15,000
School Medicaid		300,000		300,000		300,000
School Department		98,383,213		98,383,213		98,383,213
	0	108,111,470	0	108,111,470	0	108,111,470
<b>Public Works</b>						
Administration	67,500	33,415	0	100,915		100,915
Highways	1,155,793	569,250	0	1,725,043		1,725,043
Solid Waste/Recycling	171,034	5,191,930	0	5,362,964		5,362,964
Parking Area	45,743	376,659	0	422,402		422,402
Street Marking Division	0	112,483	0	112,483		112,483
Fleet Maintenance	229,445	51,100	0	280,545		280,545
Building Maintenance	176,486	182,500	0	358,986		358,986
Park Department	378,386	278,731	0	657,117		657,117
Street Lighting	0	499,000	0	499,000		499,000
Snow & Ice Removal	228,349	481,651	0	710,000		710,000
	2,452,738	7,776,719	0	10,229,457		10,229,457
<b>Human Services</b>						
Citizens Center	242,364	136,800	0	379,164		379,164
Veterans Service	94,752	949,800	0	1,044,552		1,044,552
Senior Services	11,000	2,700	0	13,700		13,700
Stadium Commission	0	14,443	0	14,443		14,443

Recreation	137,930	83,000	0	220,930		220,930
Public Library	1,227,386	397,267	0	1,624,653		1,624,653
	1,713,433	1,584,010	0	3,297,443		3,297,443
<b>Debt Service</b>		8,114,877		8,114,877		8,114,877
<b>Employee Benefits</b>						
Retirement Fund	19,649,956			19,649,956		19,649,956
Unemployment Compensation	209,800			209,800		209,800
Group Insurance	22,617,970			22,617,970		22,617,970
Payroll Taxes (FICA/Medicare)	1,476,800			1,476,800		1,476,800
Workers Compensation	496,743			496,743		496,743
Indemnification of Retirees	207,632			207,632		207,632
Sick Leave Bank	75,000			75,000		75,000
Long Term Disability	2,000			2,000		2,000
Vacation Accrual	50,000			50,000		50,000
Injured on Duty Clams	216,300			216,300		216,300
	45,002,201			45,002,201		45,002,201
<b>Other</b>						
Capital Projects			500,000	500,000		500,000
General Liability Insurance		695,905		695,905		695,905
Salary Reserve	1,348,751			1,348,751		1,348,751
Stabilization Fund				0	0	0
Budget Reserve		650,000		650,000		650,000
Other Deficits (Snow & Ice)					675,000	675,000
State Assessments (Cherry Sheets)				0	7,216,772	7,216,772
Reserve for Abatements and Exemptions (Overlay)					400,000	400,000
	1,348,751	1,345,905	500,000	3,194,656	8,291,772	11,486,428
<b>Total General Fund</b>	<b>76,738,149</b>	<b>131,083,974</b>	<b>688,289</b>	<b>208,510,412</b>	<b>8,291,772</b>	<b>216,802,184</b>



Document

CITY OF HAVERHILL

In Municipal Council

Ordered:

That as part of the fiscal year 2022 annual budget the sum of \$45,000 be raised and appropriated from the Hospital Trust Funds and transferred into General Fund as follows:

Public Health Salaries	\$40,000
Public Health Expenses	\$5,000



DOCUMENT

**CITY OF HAVERHILL**

In Municipal Council

ORDERED:

That as part of the fiscal year 2022 annual budget the sum of **\$11,261,618** be appropriated to operate the Water Department for items marked as appropriation on the attached

And that \$9,415,975 come from Water Revenue

And that \$2,056,224 come from available Retained Earnings

And that \$210,581 be appropriated in the General Fund and funded from Water Receipts

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City Council  
 City of Haverhill  
 Submitted May 17, 2021

Introduced by the Mayor James J. Fiorentini  
 an Order Concerning Appropriations for the Fiscal Year Beginning July 1, 2021

Ordered that the following sums, designated as appropriations, are hereby appropriated in the Water Fund of the City of Haverhill and that \$210,581 be appropriated in the General Fund and funded from Water revenue.

	Salaries Appropriation	Expenses Appropriation	Capital Appropriation	Total City From General Fund	Other Assessments From General Fund	Grand Totals
General Operations	2,515,580	2,313,447	761,600	5,590,627		5,590,627
Engineering	428,016	99,100		527,116		527,116
Conservation	75,182	4,700		79,882		79,882
Transfers		0		0	210,581	210,581
Benefits	1,337,177			1,337,177		1,337,177
Debt		3,583,982		3,583,982		3,583,982
Reserves		0		0		0
Insurance		142,834		142,834		142,834
<b>Total Water Fund</b>	<b>4,355,955</b>	<b>6,144,063</b>	<b>761,600</b>	<b>11,261,618</b>	<b>210,581</b>	<b>11,472,199</b>

Be it further ordered that the City appropriations and assessments in the Water Fund are to be financed by estimated revenues drawn from the following sources.

	Charges for Services	Other Revenue	Engineering Fees	Total Revenue	Available Fund Balance	Grand Totals
Water Fund	9,058,625	205,000	152,350	9,415,975	2,056,224	11,472,199
<b>Total Water Fund</b>	<b>9,058,625</b>	<b>205,000</b>	<b>152,350</b>	<b>9,415,975</b>	<b>2,056,224</b>	<b>11,472,199</b>



DOCUMENT

**CITY OF HAVERHILL**

In Municipal Council

ORDERED:

That as part of the fiscal year 2022 annual budget the sum of **\$12,802,632** be appropriated to operate the Wastewater Department for items marked as appropriation on the attached

And that \$13,392,665 come from Wastewater Revenue

And that \$34,202 come from available Retained Earnings

And that \$624,235 be appropriated in the General Fund and funded from Wastewater Receipts

2021071413440000

Introduced by the Mayor James J. Fiorentini  
 an Order Concerning Appropriations for the Fiscal Year Beginning July 1, 2021  
**Ordered that the following sums, designated as appropriations, are hereby appropriated in the Wastewater Fund of the City of Haverhill and that \$624,235 be appropriated in the General Fund and funded from Wastewater revenue.**

	Salaries Appropriation	Expenses Appropriation	Capital Appropriation	Total City	Other Assessments From General Fund	Grand Totals
General Operations	2,664,481	4,146,277	762,900	7,573,658		7,573,658
Stormwater	93,230	427,100	0	520,330		520,330
Transfers	0	0		0	624,235	624,235
Benefits	1,214,407			1,214,407		1,214,407
Debt		3,399,668		3,399,668		3,399,668
Reserves		0		0		0
Insurance		94,569		94,569		94,569
<b>Total Wastewater Fund</b>	<b>3,972,118</b>	<b>8,067,614</b>	<b>762,900</b>	<b>12,802,632</b>	<b>624,235</b>	<b>13,426,867</b>

Be it further ordered that the City appropriations and assessments in the Wastewater Fund are to be financed by estimated revenues drawn from the following sources.

	Charges for Services	Other Revenue	Total Revenue	Available Fund Balance	Grand Totals
Wastewater Fund	13,202,665	190,000	13,392,665	34,202	13,426,867
<b>Total Wastewater Fund</b>	<b>13,202,665</b>	<b>190,000</b>	<b>13,392,665</b>	<b>34,202</b>	<b>13,426,867</b>



DOCUMENT

**CITY OF HAVERHILL**

In Municipal Council

ORDERED:

THAT the City Council, in accordance with the City Ordinance Chapter 83, set the annual budget for the following revolving funds:

Recreation and Youth Activities	\$175,000
Veterans' Memorial Skating Rink	\$456,000
Citizen Center Rental	\$ 25,000
Council on Aging Activities	\$ 50,000
Wood School Daycare	\$100,000
Municipal Open Space Management	\$100,000

20230414 10:15:00 AM

# City of Haverhill Massachusetts

## Fund Balances

Fiscal Year: 2020-2021

Include Cash Balance  
 Month: May  
 Year: 2021  
 Fund Type: Chapter 44 Section  FY End Report

Fund	Description	Beginning Balance	Revenue	Expense	Transfers	Fund Balance
2302662	Recreation/Parks Revolving	\$7,789.87	\$55,240.77	(\$57,661.86)	\$0.00	\$5,368.78
2302663	Skating Rink Revolving	\$36,757.69	\$179,875.00	(\$204,749.05)	\$0.00	\$11,683.64
2302666	Citizen Center Revolving	\$0.00	\$536.28	\$0.00	\$0.00	\$536.28
2302667	Council on Aging Revolving	\$21,649.54	\$3,868.07	(\$18,743.34)	\$0.00	\$6,774.27
2302670	Wood School Day Care Revolving Fund	\$71,657.96	\$39,875.00	(\$39,975.48)	\$0.00	\$71,557.48
2302671	Parking Commission Revolving	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2302672	Crowell School Day Care Revolving Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2302673	Municipal Open Space Management	\$50,833.24	\$0.00	\$0.00	\$0.00	\$50,833.24
<b>Grand Total:</b>		<b>\$188,688.30</b>	<b>\$279,195.12</b>	<b>(\$321,129.73)</b>	<b>\$0.00</b>	<b>\$146,753.69</b>

End of Report



DOCUMENT

**CITY OF HAVERHILL**

In Municipal Council

*File 10 days*

2021MAY13PM0235HAVERHILLCITY

14.1

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, §85, Schedule B: Parking Restrictions and Prohibitions, as amended, is hereby further amended by **ADDING** the following:

<b>Chestnut Street:</b> In front of #23	<b>No Parking</b> (except for 1 24-hour parking space)	<b>24 hours</b>
--	--	-----------------

APPROVED AS TO LEGALITY

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



# Haverhill

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

May 13, 2021

**MEMO TO: CITY COUNCIL PRESIDENT MELINDA BARRETT AND  
MEMBERS OF THE CITY COUNCIL**

**Subject: *Summer Street and Chestnut Street – Add Handicap Parking***

As requested, attached are Ordinances to add handicap parking at 180 Summer Street and 23 Chestnut Street.

Please contact me if you have any questions.

Sincerely,



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

C: Mayor Fiorentini, Stankovich, Ward, Cox, DeNaro



DOCUMENT

File 10 DAYS

**CITY OF HAVERHILL**

In Municipal Council

2021MAY13AM02:33PMV/CITIC

14.2

ORDERED:

**AN ORDINANCE RELATING TO VEHICLES AND TRAFFIC**

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

<b>Fifth Avenue:</b>	<b>No Parking</b>	<b>24 hours</b>
<b>In front of #24</b>	<b>(except for 1 24-hour parking space)</b>	

APPROVED AS TO LEGALITY

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



# Haverhill

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

May 13, 2021

**MEMO TO: CITY COUNCIL PRESIDENT MELINDA BARRETT AND  
MEMBERS OF THE CITY COUNCIL**

Subject: *Franklin Street and Fifth Avenue – Remove Handicap  
Parking*

As requested, attached are Ordinances to remove handicap parking at 157 Franklin Street and 24 Fifth Avenue.

Please contact me if you have any questions.

Sincerely,

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

C: Mayor Fiorentini, Stankovich, Ward, Cox, DeNaro



DOCUMENT

**CITY OF HAVERHILL**

In Municipal Council

*File 10 DAYS*

14,3

2021MAY13PM0233HAU\*0110

ORDERED:

**AN ORDINANCE RELATING TO VEHICLES AND TRAFFIC**

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

<b>Franklin Street:</b> In front of #157	<b>No Parking</b> (except for 2 24-hour parking space)	<b>24 hours</b>
---	--	-----------------

Also, that it is hereby further amended by **ADDING** the following:

<b>Franklin Street:</b> Across Street from #155	<b>No Parking</b> (except for 1 24-hour parking space)	<b>24 hours</b>
--	--	-----------------

APPROVED AS TO LEGALITY

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



# Haverhill

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

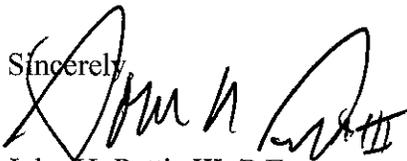
May 13, 2021

**MEMO TO: CITY COUNCIL PRESIDENT MELINDA BARRETT AND  
MEMBERS OF THE CITY COUNCIL**

Subject: *Franklin Street and Fifth Avenue – Remove Handicap  
Parking*

As requested, attached are Ordinances to remove handicap parking at 157 Franklin Street and 24 Fifth Avenue.

Please contact me if you have any questions.

Sincerely,  


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

C: Mayor Fiorentini, Stankovich, Ward, Cox, DeNaro



DOCUMENT

**CITY OF HAVERHILL**

In Municipal Council

*File 10 days*

2021MAY13PM0239HAYCITPC

14.4

ORDERED:

**AN ORDINANCE RELATING TO VEHICLES AND TRAFFIC**

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

<b>Summer Street:</b>	<b>No Parking</b>	<b>24 hours</b>
<b>In front of #180</b>	<b>(except for 1 24-hour parking space)</b>	

APPROVED AS TO LEGALITY

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



# Haverhill

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

May 13, 2021

**MEMO TO: CITY COUNCIL PRESIDENT MELINDA BARRETT AND  
MEMBERS OF THE CITY COUNCIL**

**Subject: *Summer Street and Chestnut Street – Add Handicap Parking***

As requested, attached are Ordinances to add handicap parking at 180 Summer Street and 23 Chestnut Street.

Please contact me if you have any questions.

Sincerely,

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

C: Mayor Fiorentini, Stankovich, Ward, Cox, DeNaro

**CITY COUNCIL**

**MELINDA E. BARRETT**  
*PRESIDENT*  
**COLIN F. LEPAGE**  
*VICE PRESIDENT*  
**JOSEPH J. BEVILACQUA**  
**JOHN A. MICHITSON**  
**THOMAS J. SULLIVAN**  
**TIMOTHY J. JORDAN**  
**MICHAEL S. MCGONAGLE**  
**MARY ELLEN DALY O'BRIEN**  
**WILLIAM J. MACEK**



**CITY OF HAVERHILL**  
HAVERHILL, MASSACHUSETTS 01830-5843

1511

CITY HALL, ROOM 204  
4 SUMMER STREET  
HAVERHILL, MA 01830  
TELEPHONE: 978 374-2328

[www.cityofhaverhill.com](http://www.cityofhaverhill.com)  
[citycncl@cityofhaverhill.com](mailto:citycncl@cityofhaverhill.com)

May 12, 2021

TO: Members of the City Council

Council President Barrett and Vice President LePage would like to discuss future composting options and savings for the city.

  
\_\_\_\_\_  
Council President Melinda Barrett

  
\_\_\_\_\_  
Councillor Colin LePage

**CITY COUNCIL**

**MELINDA E. BARRETT**  
*PRESIDENT*  
**COLIN F. LEPAGE**  
*VICE PRESIDENT*  
**JOSEPH J. BEVILACQUA**  
**JOHN A. MICHITSON**  
**THOMAS J. SULLIVAN**  
**TIMOTHY J. JORDAN**  
**MICHAEL S. MCGONAGLE**  
**MARY ELLEN DALY O'BRIEN**  
**WILLIAM J. MACEK**



**CITY OF HAVERHILL**  
HAVERHILL, MASSACHUSETTS 01830-5843

1512

CITY HALL, ROOM 204  
4 SUMMER STREET  
HAVERHILL, MA 01830  
TELEPHONE: 978 374-2328

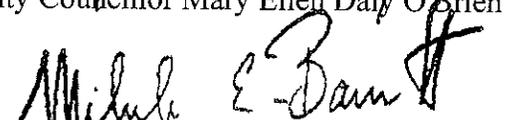
[www.cityofhaverhill.com](http://www.cityofhaverhill.com)  
[citycncl@cityofhaverhill.com](mailto:citycncl@cityofhaverhill.com)

May 14, 2021

TO: President and Members of the City Council:

Councillor Daly O'Brien and Council President Barrett wish to discuss community complaints of increased loud motorcycle noise throughout the city.

  
\_\_\_\_\_  
City Councillor Mary Ellen Daly O'Brien

  
\_\_\_\_\_  
City Council President Melinda Barrett

**CITY COUNCIL**

MELINDA E. BARRETT  
*PRESIDENT*  
COLIN F. LEPAGE  
*VICE PRESIDENT*  
JOSEPH J. BEVILACQUA  
JOHN A. MICHITSON  
THOMAS J. SULLIVAN  
TIMOTHY J. JORDAN  
MICHAEL S. MCGONAGLE  
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WILLIAM J. MACEK



**CITY OF HAVERHILL**  
HAVERHILL, MASSACHUSETTS 01830-5843

1513

CITY HALL, ROOM 204  
4 SUMMER STREET  
HAVERHILL, MA 01830  
TELEPHONE: 978 374-2328

[www.cityofhaverhill.com](http://www.cityofhaverhill.com)  
[citycncl@cityofhaverhill.com](mailto:citycncl@cityofhaverhill.com)

May 14, 2021

TO: President and Members of the City Council:

Councillor Michael McGonagle requests to discuss an option to reward first responders and frontline workers to receive a bonus for working through the pandemic.

  
City Councillor Michael McGonagle

**CITY COUNCIL**

MELINDA E. BARRETT  
*PRESIDENT*  
COLIN F. LEPAGE  
*VICE PRESIDENT*  
JOSEPH J. BEVILACQUA  
JOHN A. MICHITSON  
THOMAS J. SULLIVAN  
TIMOTHY J. JORDAN  
MICHAEL S. MCGONAGLE  
MARY ELLEN DALY O'BRIEN  
WILLIAM J. MACEK



**CITY OF HAVERHILL**  
HAVERHILL, MASSACHUSETTS 01830-5843

15.4

CITY HALL, ROOM 204  
4 SUMMER STREET  
HAVERHILL, MA 01830  
TELEPHONE: 978 374-2328

[www.cityofhaverhill.com](http://www.cityofhaverhill.com)  
[citycncl@cityofhaverhill.com](mailto:citycncl@cityofhaverhill.com)

May 14, 2021

TO: President and Members of the City Council:

Councillor Michael McGonagle requests a discussion about available parking spaces at the Granite Street MVRTA parking garage.

  
City Councillor Michael McGonagle *bcw*

**CITY COUNCIL**

**MELINDA E. BARRETT**  
*PRESIDENT*  
**COLIN F. LEPAGE**  
*VICE PRESIDENT*  
**JOSEPH J. BEVILACQUA**  
**JOHN A. MICHITSON**  
**THOMAS J. SULLIVAN**  
**TIMOTHY J. JORDAN**  
**MICHAEL S. MCGONAGLE**  
**MARY ELLEN DALY O'BRIEN**  
**WILLIAM J. MACEK**



**CITY OF HAVERHILL**  
HAVERHILL, MASSACHUSETTS 01830-5843

15.5

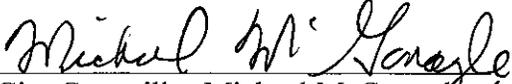
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[www.cityofhaverhill.com](http://www.cityofhaverhill.com)  
[citycncl@cityofhaverhill.com](mailto:citycncl@cityofhaverhill.com)

May 14, 2021

TO: President and Members of the City Council:

Councillor Michael McGonagle requests to refer a request from a constituent for a stop sign at Mill Street at the end of the Vietnam Veterans Memorial at the road that goes to and from Plugs Pond to the Traffic and Safety Committee.

  
City Councillor Michael McGonagle *or*

**CITY COUNCIL**

**MELINDA E. BARRETT**  
*PRESIDENT*  
**COLIN F. LEPAGE**  
*VICE PRESIDENT*  
**JOSEPH J. BEVILACQUA**  
**JOHN A. MICHITSON**  
**THOMAS J. SULLIVAN**  
**TIMOTHY J. JORDAN**  
**MICHAEL S. MCGONAGLE**  
**MARY ELLEN DALY O'BRIEN**  
**WILLIAM J. MACEK**



**CITY OF HAVERHILL**  
HAVERHILL, MASSACHUSETTS 01830-5843

15.6

CITY HALL, ROOM 204  
4 SUMMER STREET  
HAVERHILL, MA 01830  
TELEPHONE: 978 374-2328

[www.cityofhaverhill.com](http://www.cityofhaverhill.com)  
[citycncl@cityofhaverhill.com](mailto:citycncl@cityofhaverhill.com)

May 14, 2021

TO: President and Members of the City Council:

Councillor Michael McGonagle requests the removal of a handicap parking space at 13 Hancock Street, as it is no longer needed.

  
City Councillor Michael McGonagle *mic*

Name of Street Location	Regulation	Hours/Days
Hall Street		
In front of 38 Hall Street, except for 1 24-hour handicapped parking space at No. 38 [Added 10-31-2017 by Doc. 114]	No parking	24 hours
Hancock Street [Amended 2-26-2013 by Doc. 32]		
In front of 3 Hancock Street, except for 1 24-hour handicapped parking space at No. 3 [Added 7-11-2000 by Doc. 18-L]	No parking	24 hours
In front of 9 Hancock Street, except for 1 24-hour handicapped parking space at No. 9 [Added 11-18-2014 by Doc. 12-Q]	No parking	24 hours
In front of 10 Hancock Street, except for 1 24-hour handicapped parking space at No. 10 [Added 5-8-2018 by Doc. 22-D]	No parking	24 hours
In front of 13 Hancock Street, except for 1 24-hour handicapped parking space at No. 13 [Added 5-21-2019 by Doc. 29-Q]	No parking	24 hours
16 Hancock Street [Added 10-18-1983 by Doc. 26-O; repealed 1-31-1989 by Doc. 9-D]		
In front of 20 Hancock Street, except for 1 24-hour handicapped parking space at No. 20 [Added 7-22-2008 by Doc. 20-K; amended 5-17-2011 by Doc. 7-M]	No parking	24 hours
In front of 25 Hancock Street, except for 1 24-hour handicapped parking space in front of No. 25 [Added 12-22-1998 by Doc. 40 S]	No parking	24 hours
29 Hancock Street [Added 11-15-1983 by Doc. 26-P; repealed 1-31-1989 by Doc. 9-D; and repealed 9-6-2011 by Doc. 7-U]		
In front of 37 Hancock Street, <sup>5</sup> except for 1 24-hour handicapped parking space at No. 37 [Added 12-9-1997 by Doc. 47-I; amended 3-17-1998 by Doc. 23-E]	No parking	24 hours
41 Hancock Street [Added 10-5-1999 by Doc. 40-F; repealed 12-3-2013 by Doc. 32-G]		
45 Hancock Street [Added 1-13-1998 by Doc. 52-R; repealed 9-8-1998 by Doc. 23-I]		

5. Editor's Note: This entry was originally added 12-19-1989 by Doc. 9-U and subsequently repealed 3-13-1990 by Doc. 34-C.

Council Agenda Item (MAY 11)

Councils Bevilacqua  
discussion regarding the  
need for <sup>additional OFF STREET</sup> parking in the  
Washington/Wingate Historic  
District and <sup>introducing</sup> ~~request for a meeting~~  
~~with a plan for~~ ~~the~~  
A proposal for A plan  
of Action.

filed 5-11-21

30-C



DOCUMENT 30-C



**CITY OF HAVERHILL**

In Municipal Council May 4 2021

ORDERED:

**AN ORDINANCE RELATING TO VEHICLES AND TRAFFIC**

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

**Pentucket Street:**

**From its intersection with White Street**

**to its intersection with Portland Street, south side**

**No parking**

**24 hours**

APPROVED AS TO LEGALITY

\_\_\_\_\_  
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)

April 28, 2021

**MEMO TO: CITY COUNCIL PRESIDENT MELINDA BARRETT AND  
MEMBERS OF THE CITY COUNCIL**

Subject: *Pentucket Street – Parking Restriction*

It has come to our attention that Parking along both sides of this narrow street has caused an issue for Emergency Response. As observed vehicles parked vehicles were more numerous on the north side of the road in 2017 aerial, 2019 google street view image and during a drive thru today, attached is an Ordinance for no parking on the south side of the street.

Please contact me if you have any questions.

Sincerely,



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

C: Mayor Fiorentini, Stankovich, Ward, Cox, DeNaro, O'Brien

2021 APR 29 AM 09:24 AM CTTM

20-B

1612

MEMORANDUM OF AGREEMENT

Between the City of Haverhill  
And  
The Haverhill Police Patrol Association

1. Duration: 3 years (July 1, 2019 to June 30, 2022)
2. Wages:
 

Effective 7/1/2019	1.75%
Effective 7/1/2020	1.75%
Effective 7/1/2021	1.75%

*See also Paragraph 9 below, Article 21: Salaries*

3. ARTICLE 9: PRIVATE PAID DETAILS AND OVERTIME  
[change language of Article 9(B)(1) to following]

Effective the week following City Council funding of this agreement, increase detail rate to \$52 per hour plus 10% differential on nights and weekends.

4. ARTICLE 10: VACATION  
[add the following to Article 10 Vacation.]

Members of the Association and the Chief of Police agree to the following policy, General Order No. 13, regarding members being granted Vacation request(s). All members and the City agree to be held in accordance with this policy. Any violation of the terms of this policy will be considered a violation of this collective bargaining agreement. The terms shall not be changed or altered without prior written approval of both this Association and the Chief of Police, and as set forth in the provisions of this agreement.

5. ARTICLE 11: HOLIDAYS  
[add following as last paragraph of Article 11]

Effective the week following the City Council funding this Agreement, any Holidays accumulated as days due must be used within twelve (12) months of accrual.

6. ARTICLE 17: GRIEVANCE PROCEDURE  
[amend time for Association submission of grievance under Section A to "six months" from date the Union knew or should have known of the issue]

7. ARTICLE 19: OVERTIME  
[incorporate changes to the Department's "Hold-Over Policy" – General Order No. 024 pursuant to Chief DeNaro and Union's discussions]

IN CITY COUNCIL: May 4 2021  
TO COME BACK MAY 18 WITH SALARY ORDINANCE

Attest:

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

20-B

*The updated hold-over policy language as agreed upon Hold-Over Policy General Order No. 024.*

8. ARTICLE 21: SALARIES

[add the following language after the "Fifth Step" paragraph in Article 21]

Sixth Step (Effective July 1, 2020): Employees will move to this step upon the tenth (10th) anniversary of their employment as a permanent police officer. The City may advance an employee to the 6th step at any time before the employee's tenth anniversary if the employee has received a superior performance evaluation under the performance evaluation program which has been developed by the parties. The 6th step shall be initially established two and one quarter percent (2.25%) higher than the current 5th step (as seen on the attached wage scale).

Seventh Step (Effective July 1, 2021): Employees will move to this step upon the twentieth (20th) anniversary of their employment as a permanent police officer. The City may advance an employee to the 7th step at any time before the employee's twentieth anniversary if the employee has received a superior performance evaluation under the performance evaluation program which has been developed by the parties. The 7th step shall be initially established two and one-quarter percent (2.25%) higher than the 6th step (as seen on the attached wage scale).

[amend and attach wage scales which reflect the following wage adjustments]

Effective 7/1/19 1.75%

Effective 7/1/20 1.75%

Effective 7/1/21 1.75%

9. ARTICLE 27: MISCELLANEOUS

[add the following language as the last paragraph of Article 27; effective upon signing, no retro]

The City may, in its discretion, pay a one-time \$10,000 signing bonus to any qualified candidate who laterally transfers to the department and successfully serves twelve (12) months. The City shall pay a one-time \$5,000 incentive bonus to any member who refers a qualified candidate for lateral transfer who is hired by the City. No more than one such referral bonus shall be paid for any individual candidate.

The City shall pay a one-time PPE allowance of three-hundred dollars (\$300) to each member on a date prior to 6/30/2021.

10. ARTICLE 30: DIFFERENTIALS

20-B

[change language of Article 30 to the following effective 6/30/21.]

Any member of the Bargaining Unit who works any hours between the hours of 4:30 p.m. and 8:30 a.m. will receive a night differential of twelve and one-quarter percent (12.25%) computed on their annual salary. Said differential to be paid weekly. An employee does not have to be regularly assigned to said shift to receive the differential.

Any member of the Bargaining Unit who works any hours between the hours of 8:30 a.m. and 4:30 p.m. will receive a differential of two and one-quarter percent (2.25%) computed on those hours on their annual salary. Said differential to be paid weekly. An employee does not have to be regularly assigned to said shift to receive the differential.

11. ARTICLE 36: RESIDENCY

[amend residency mileage to any other place that is within "15 miles" of the perimeter of said City of Haverhill]

12. ARTICLE 39: WORK JURISDICTION

[amend Article 38 as follows; additions in **bold underline**]

All traditional police work in the City of Haverhill including the directing of traffic and control of crowd shall be performed by academy trained police officers subject to the HPPA Contract, **or as agreed below**. This provision does not change the current practice of the DPW and Water Department of working on the street without police coverage.

**The appointing authority, with the joint agreement of the Chief of Police, may hire special police officers subject to the following limitations:**

1. **Special Police Officers shall be full-time or part-time academy certified as required or allowed by State Law;**
2. **Special Police Officers shall only be hired to fill patrol shift vacancies or to perform bicycle or foot patrols, or traffic or parking enforcement duties, but shall not include performing other duties of specialty assignment positions;**
3. **All shifts for which a Special Police Officer would be eligible for hire shall first be made available to members before the Special Police Officer is hired.**
4. **Special Police Officers employed by the City shall not exceed a total number of one (1) Special Police Officer per ten (10) members.**

The parties agree that upon ratification by the Union and funding of this agreement by the City Council of the City of Haverhill, the Union shall withdraw, with prejudice, its charge of prohibited practice (Haverhill Police Patrolmen's Association and City of Haverhill, DLR MUP-20-7989).

20-13

The parties agree to cooperate to create an integrated contract within 60 days of City Council funding of this agreement. All other terms and conditions of the parties' prior agreements not altered as per above shall remain in full force and effect.

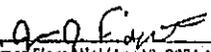
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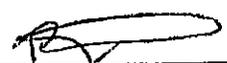
**CITY OF HAVERHILL**

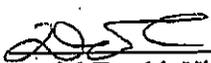
**HAVERHILL POLICE PATROLMEN'S ASSOCIATION**

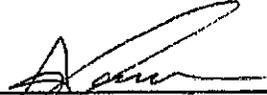
**BY**

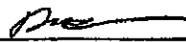
**BY**

  
James J. Fiorentini (Apr 13, 2021 12:47 EDT)  
James J. Fiorentini, Mayor

  
Richard Welch, President

  
Daniel Trocki, Vice President

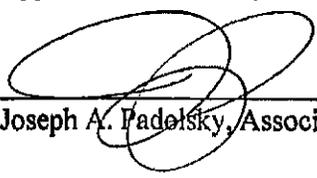
  
Guy Cooper, Treasurer

  
Christopher Dondero, Secretary

Approved as to legality:

Approved as to legality:

  
William Cox, City Solicitor

  
Joseph A. Padelsky, Association Counsel



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.CI.HAVERHILL.MA.US

April 30, 2021

City Council President Melinda E. Barrett and Members of the Haverhill City Council

RE: Salary Ordinance & MOA submission

Dear Madame President and Members of the Haverhill City Council:

Please find attached a Salary Ordinance and a Memorandum of Agreement (MOA) between the City of Haverhill and the Haverhill Police Patrolman's Association. This ordinance must be placed on file for 10 days. I recommend approval.

Very truly yours,

**James J. Fiorentini**  
Mayor

JJF/lyf

21-C



DOCUMENT 21-C

16,211

# CITY OF HAVERHILL

In Municipal Council May 4 2021

**ORDERED:**  
MUNICIPAL ORDINANCE  
AN ORDINANCE RELATING TO SALARIES

CHAPTER  
LAW ENFORCEMENT  
POLICE OFFICERS

BE IT ORDAINED by the City Council of the City of Haverhill that Document 51-B of 2018 is hereby amended and replaced with the following:

**Amend SECTION 21: SALARIES by the following:**

EFFECTIVE 7/1/19 1.75%	START	YEAR 1	YEAR 2	YEAR 3	YEAR 5
Wage Scale A	\$ 911.73	\$ 993.35	\$ 1,056.10	\$ 1,118.60	\$ 1,156.79
Wage Scale B	\$ 834.03	\$ 908.21	\$ 965.27	\$ 1,022.09	\$ 1,056.81
Wage Scale C	\$ 769.27	\$ 837.28	\$ 889.58	\$ 941.66	\$ 973.48
Wage Scale D	\$ 740.79	\$ 806.07	\$ 856.28	\$ 906.27	\$ 936.83

EFFECTIVE 7/1/20 1.75%	START	YEAR 1	YEAR 2	YEAR 3	YEAR 5	YEAR 10
Wage Scale A	\$ 927.69	\$ 1,010.73	\$ 1,074.58	\$ 1,138.17	\$ 1,177.04	\$ 1,203.52
Wage Scale B	\$ 848.63	\$ 924.11	\$ 982.16	\$ 1,039.98	\$ 1,075.30	\$ 1,099.50
Wage Scale C	\$ 782.73	\$ 851.94	\$ 905.14	\$ 958.14	\$ 990.52	\$ 1,012.81
Wage Scale D	\$ 753.75	\$ 820.18	\$ 871.26	\$ 922.13	\$ 953.22	\$ 974.67

EFFECTIVE 7/1/21 1.75%	START	YEAR 1	YEAR 2	YEAR 3	YEAR 5	YEAR 10	YEAR 20
Wage Scale A	\$ 943.92	\$ 1,028.42	\$ 1,093.38	\$ 1,158.09	\$ 1,197.63	\$ 1,224.58	\$ 1,252.13
Wage Scale B	\$ 863.48	\$ 940.28	\$ 999.35	\$ 1,058.18	\$ 1,094.12	\$ 1,118.74	\$ 1,143.91
Wage Scale C	\$ 796.43	\$ 866.84	\$ 920.99	\$ 974.91	\$ 1,007.85	\$ 1,030.53	\$ 1,053.72
Wage Scale D	\$ 766.94	\$ 834.53	\$ 886.51	\$ 938.26	\$ 969.91	\$ 991.73	\$ 1,014.04

**ARTICLE 21: SALARIES - add the following language after the "Fifth Step" paragraph:**

Sixth Step (Effective July 1, 2020): Employees will move to this step upon the tenth (10th) anniversary of their employment as a permanent police officer. The City may advance an employee to the 6th step at any time before the employee's tenth anniversary if the employee has received a superior performance evaluation under the performance evaluation program which has been developed by the parties. The 6th step shall be initially established two and one quarter percent (2.25%) higher than the current 5th step (as seen on the attached wage scale).

Seventh Step (Effective July 1, 2021): Employees will move to this step upon the twentieth (20th) anniversary of their employment as a permanent police officer. The City may advance an employee to the 7th step at any time before the employee's twentieth anniversary if the employee has received a superior performance evaluation under the performance evaluation program which has been developed by the parties. The 7th step shall be initially established two and one quarter percent (2.25%) higher than the 6th step (as seen on the attached wage scale).

**ARTICLE 9: PRIVATE PAID DETAILS AND OVERTIME - change language of Article 9 (B)(1) to the following:**

Effective the week following City Council funding of this agreement, increase the detail rate to \$52 per hour plus 10% differential on nights and weekends.

21-C

**ARTICLE 27: MISCELLANEOUS - add the following two paragraphs to this section:**

The City may, in its discretion, pay a one-time \$10,000 signing bonus to any qualified candidate who laterally transfers to the department and successfully serves twelve (12) months. The City shall pay a one-time \$5,000 incentive bonus to any member who refers a qualified candidate for lateral transfer who is hired by the City. No more than one such referral bonus shall be paid for any individual candidate.

The City shall pay a one-time PPE allowance of three-hundred dollars (\$300) to each member on a date prior to 6/30/2021.

**ARTICLE 30: DIFFERENTIALS - change language to the following effective 6/30/2021:**

Any member of the Bargaining Unit who works any hours between the hours of 4:30 p.m. and 8:30 a.m. will receive a night differential of twelve and one-quarter percent (12.25%) computed on their annual salary. Said differential to be paid weekly. An employee does not have to be regularly assigned to said shift to receive the differential.

Any member of the Bargaining Unit who works any hours between the hours of 8:30 a.m. and 4:30 p.m. will receive a differential of two and one-quarter percent (2.25%) computed on those hours on their annual salary. Said differential to be paid weekly. An employee does not have to be regularly assigned to said shift to receive the differential.

Approved as to legality:

  
City Solicitor

IN CITY COUNCIL: May 4 2021  
PLACED ON FILE for at least 10 days  
Attest:

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

BACK UP REFERENCE ONLY



DOCUMENT 51-B

# CITY OF HAVERHILL

In Municipal Council August 7 2018

**ORDERED:**  
MUNICIPAL ORDINANCE  
AN ORDINANCE RELATING TO SALARIES

CHAPTER  
LAW ENFORCEMENT  
POLICE OFFICERS

BE IT ORDAINED by the City Council of the City of Haverhill that Document 13-D of 2017 is hereby amended and replaced with the following:

**Amend SECTION 21: SALARIES by the following:**  
**EFFECTIVE 7/1/17 2%**

	Start	Year 1	Year 2	Year 3	Year 5
Wage Scale A	\$ 878.48	\$ 957.12	\$ 1,017.58	\$ 1,077.80	\$ 1,114.60
Wage Scale B	\$ 803.61	\$ 875.09	\$ 930.07	\$ 984.81	\$ 1,018.27
Wage Scale C	\$ 741.22	\$ 806.75	\$ 857.13	\$ 907.32	\$ 937.98
Wage Scale D	\$ 713.77	\$ 776.68	\$ 825.05	\$ 873.22	\$ 902.66
<b>EFFECTIVE 7/1/18 2%</b>					
Wage Scale A	\$ 896.05	\$ 976.26	\$ 1,037.93	\$ 1,099.36	\$ 1,136.90
Wage Scale B	\$ 819.69	\$ 892.59	\$ 948.67	\$ 1,004.51	\$ 1,038.63
Wage Scale C	\$ 756.04	\$ 822.88	\$ 874.28	\$ 925.46	\$ 956.74
Wage Scale D	\$ 728.05	\$ 792.21	\$ 841.55	\$ 890.68	\$ 920.72

**Amend SECTION 29 EDUCATIONAL INCENTIVE PAY by the adding the following:**  
Effective 7/1/18: Those officers not eligible for the above so called Quinn benefits shall be eligible to receive educational incentive benefits as follows: \$1,500 for an associate's degree; \$4,000 for a bachelor's degree; \$6,000 for a master's degree, all for Quinn-qualifying criminal justice degrees or a law degree from an accredited institution.

**Amend SECTION 34 CIVILIAN POSITIONS by adding the following:**  
Members shall receive a onetime payment of \$250.00 forty-five (45) days from the date of funding of this agreement by the Haverhill City Council.

Approved as to legality:

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

PLACED ON FILE for at least 10 days

Attest:

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

TO: MAYOR JAMES J. FIORENTINI  
FROM: Denise McClanahan, HR Director  
DATE: 4/30/2021  
RE: COLLECTIVE BARGAINING FINANCIAL DISCLOSURE

NAME OF CONTRACT OR GROUP: Police Patrolman Group  
CONTRACT PERIOD: July 1, 2019 to June 30, 2022

% INCREASE FOR EACH CONTRACT YEAR:

Year 1 1.75 %      Year 2 1.75 %      Year 3 1.75 %

COST OF COLA FOR EACH FISCAL YEAR OF CONTRACT:

Year 1 – FY <u>20</u>	Cost amount	<u>\$103,379</u>
Year 2 – FY <u>21</u>	Cost amount	<u>\$151,060 (includes new step)</u>
Year 3 – FY <u>22</u>	Cost amount	<u>\$229,377 (includes new steps)</u>

ADDITIONAL COSTS

(i.e., OT, Hazardous Duty, Professional Development, Clothing Allowance, Holiday Pay, etc.)

Approx – new differential rates effective FY22      \$ 208,892

PPE one time payment FY 21      \$ 25,800

TOTAL COST OF PROPOSED COLLECTIVE BARGAINING AGREEMENT: \$718,508

Total salary budget for this group: \$7,722,021

Percent increase in salary budget: 9.3% over three years

Are there any other groups or individuals that would be directly affected by this budget? No

What would be the effect? \_\_\_\_\_

Are there any other known implications to this contract? \_\_\_\_\_

Funds are appropriated      Yes  No   
Where funds are located      Account #: 1010000109465101

Funds need appropriation by council      Yes  No   
Where funds to come from      Account #: [Click or tap here to enter text.](#)

\_\_\_\_\_  
Auditors Office

  
\_\_\_\_\_  
HR Dept



# 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)

Sheila Pelczar, HR Technician – [spelczar@cityofhaverhill.com](mailto:spelczar@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: April 30, 2021  
RE: Salary Ordinance & MOA submission

Attached please find the ordinance and Memorandum of Agreement for the Haverhill Police Patrol Association (HPPA) as a result of their recent negotiations. Please submit these documents to the next City Council meeting for action.

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**CITY COUNCIL**

**MELINDA E. BARRETT**  
*PRESIDENT*  
**COLIN F. LEPAGE**  
*VICE PRESIDENT*  
**JOSEPH J. BEVILACQUA**  
**JOHN A. MICHITSON**  
**THOMAS J. SULLIVAN**  
**TIMOTHY J. JORDAN**  
**MICHAEL S. MCGONAGLE**  
**MARY ELLEN DALY O'BRIEN**  
**WILLIAM J. MACEK**



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 citycncl@cityofhaverhill.com

**CITY OF HAVERHILL**  
 HAVERHILL, MASSACHUSETTS 01830-5843

**DOCUMENTS REFERRED TO COMMITTEE STUDY**

38-W	Communication from Councillor Barrett requesting to give an update on response from MBTA/Keolis & US EPA about idling trains in Bradford	Citizens Outreach	4/5/16 1/31/17
10-B	Communication from President Michitson asking to request from Mayor status of facility improvements to public buildings and parks to comply with American w/ Disabilities Act (ADA)	Citizens Outreach	1/3/17 1/31/17, 8/15/17
10-U	Communication from President Michitson requesting discussion on next steps to provide comprehensive long range plan for Haverhill	Citizens Outreach	1/31/17 8/15/17, 4/23/18
38-D	Communication from Councillors Sullivan and Barrett requesting an update on City's emergency management plan and status of working generators in all public building in City	Public Safety	3/20/18 1/23/19
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
79-T	Communication from Councillors Sullivan and Barrett re: discussion with VINFEN & Haverhill Police Dept. regarding incident in neighborhood of 20 Westland Ter. group home on 7/5 and steps being taken to better supervise residents and reduce police calls to residence	Public Safety	7/23/19
89-K	Communication from Councillor Macek requesting open discussion relative to the process for Establishing a Charter Commission to review the current City of Haverhill Charter	Citizens Outreach	8/6/19
89-U	Communication from Councillor LePage re: applying for Community Compact Best Practices Program grant for benefit of city and its residents	Citizens Outreach	9/17/19
89-V	Communication from Councillor McGonagle requesting a discussion about school bus safety	Public Safety	9/17/19
11	Communication from Councilor Jordan requesting to introduce Steve Costa of Citizens for Haverhill Fire to discuss Mayor's CIP and occupational cancer	Public Safety	1/7/20
34-P	Communication from Councillor Sullivan requesting a discussion regarding the disposal of cremated remains on public property	NRPP	3/17/20
58-M	Communication from Councillors LePage and Daly O'Brien re: the possible use of Hale Hospital Trust Funds for ongoing City health care programs and issues	A & F	4/21/20
55-D	Discussion about removal of the Hannah Duston Statue	NRPP	6/30/20
69-O	Communication from President Barrett and Councillor Sullivan requesting discussion on illegal fireworks in the City	Public Safety	7/28/20
55-D	Communication from Councillor Jordan requesting to introduce Ben Roy to discuss Hannah Duston Statue	NRPP	7/28/20
86-D	Communication from Councillor Michitson requesting to address economic development ideas resulting from the pandemic	Planning & Dev.	8/11/20

**DOCUMENTS REFERRED TO COMMITTEE STUDY**

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
86-S	Communication from Councillors LePage, Sullivan and Macek to discuss process for approval of development projects within the Waterfront District Ch. 255, Article XVI	A & F	10/6/20
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
4-I	Communication from Councillor Michitson requesting to address the rising inequities between high and low paid occupations in the United States	Citizens Outreach	1/12/21
4-Q	Communication from Councillor Macek requesting discussion on parking space requirements per zoning regulations throughout City	A & F	2/2/21
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

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**LONG TERM MATTERS STUDY LIST**

- 38-F Communication from Councillors Barrett and LePage requesting to discuss double poles in the City  
A & F 3/15/16, 9/6/16, 11/3/16, 1/17/17, 5/11/17, 10/24/17, 3/6/19
- 26E City of Haverhill – Mayor’s Recommendations, Capital Improvement Program – 2016-2020  
A & F 5/31/16, 11/3/16, 5/11/2017, 7/25/17, 2/15/18, 3/6/19, 4/17/19
- 93-L Communication from President Michitson requesting to introduce Dave Labrode to discuss street tree  
plantings  
NRPP 8/7/18, 2/28/19, 2/27/20
- 38-J Communication from Councillor Macek requesting a discussion about reserve parking spaces at City  
Hall designated for Registry of Motor Vehicles  
NRPP 3/19/19, 2/27/20
- 13-Y Communication from Councillor LePage to discuss accounting of revenue funds received from  
Licensed Marijuana establishments & their allocation to mitigate costs and impacts to city  
A & F 3/12/19, 8/5/19
- 89-D Communication from Councillors LePage, Michitson, Jordan requesting discussion on reducing  
exposure of persons under 21 yrs. of age to outdoor advertising (billboards) of marijuana products and  
zoning regulations pertaining to smoke and/or vapor stores in Haverhill  
A & F 7/23,19, 8/16/19