



City of Amesbury
Office of the City Clerk
62 Friend St.
Amesbury, MA 01913

MEETING NOTICE

POSTED IN ACCORDANCE WITH THE PROVISIONS OF M.G.L. CHAPTER 30A §§18-25
Version 7.1.10

City Council Meeting Agenda
City Hall Auditorium, 62 Friend St.
Tuesday, May 10, 2022
7:00 PM

1. Call to Order
2. Pledge of Allegiance – Councilor Lennon
3. Roll Call
4. Act on Minutes – None at this time
5. Mayoral Appointments
 - **2022-054** Appointment of James Humphries as Constable for a term to expire June 30, 2025
 - **2022-055** Appointment of Michael Craig Ebert to the position of member of the Conservation Commission for a term to expire May 2, 2025
 - **2022-056** Appointment of M. Lea Cabeen to the position of member of the Council on Aging Board of Directors for a term to expire May 2, 2025
6. Monthly list of licenses
 - Licenses
 - **2022-051** Pole Hearing-National Grid 30540057
 - **2022-052** Pole Hearing- National Grid 30504434
 - **2022-053** Installation of Underground Facilities- National Grid 30504434
7. Correspondence
 - President/Vice President Communications
 - Subcommittee Assignments
 - Council Meeting Schedule
 - Communication from Elected Officials, Boards and Commissions
 - Amesbury PACT Presentation
 - Council Communications, Announcements and Committee Reports
8. Public Comment
9. Council Response to Public Comment
10. Second Readings

2022-036 An Ordinance to Adopt Rules of Procedure for the Amesbury City Council – 13th Session- Councilor Wheeler and Lennon Sponsor

Summary: This Ordinance will adopt Rules of Procedure for the Amesbury City Council as required per Section 3-5(c) of the Amesbury City Charter.

Public Hearings:

2022-040 An Order to change various fees for the City Clerk's Office and to adopt a Schedule of Fees. - Mayor Sponsor

Summary: The City of Amesbury recently commissioned a Comprehensive Review of Municipal Fees by the Edward J. Collins, Jr. Center for Public Management. The report dated November 2021 provided the following recommendation: "The Project Team recommends increases in these three fees - Annual Street listing book, Kennels, National Grid pole hearing. Additionally, there are several other new or increased fees proposed, which include Notary Oaths and Notary Services for Non-residents and Genealogy Research." The current fee schedule was last updated in 2008 per Council order 2008-071.

2022-041 An Order to change various Fire Safety Inspection and Permit Fees and to adopt a Schedule of Fees. -Mayor Sponsor

Summary: The City of Amesbury recently commissioned a Comprehensive Review of Municipal Fees by the Edward J. Collins, Jr. Center for Public Management. The report dated November 2021 provided the following recommendation: "Raise many/all Fire Department fees, in accordance with MGL Chapter 148 Section 10A, to the maximum allowable in most instances." The current fee schedule was last updated in 2003 per Council order 2003-39.

2022-042 An Order to authorize the transfer of \$66,100.00 from the Library front stair repair capital account (120 0610 5861 01) to pay for engineer's revised drawings and work recommended by the architect's investigative report relative to repairing the compromised North wall at the Amesbury Public Library. -Mayor Sponsor

Summary: This order requests a budget transfer in the amount of \$66,100.00 from the Library front stair repair capital account (which has a remaining balance of \$66,100.00) to pay for structural drawings furnished by engineer McBrie, LLC, required to repair the failed lintel at the basement rear emergency door and to facilitate work recommended by architect Raymond T. Guertin in his investigative report. Guertin's investigative report and McBrie's proposal for structural engineering services are attached.

2022-043 An Order to transfer \$15,662.00 from Library Salaries and Wages to Library Expenses. -Mayor Sponsor

Summary: This order requests a budget transfer in the amount of \$15,662 from Library Salaries and Wages to Library Expenses in order to replenish the expenses for unexpected costs incurred in FY22. This includes funds to pay for a new cleaning contract awarded at a higher rate and engineer's fees to investigate compromised lintel and render structural drawings for repair of the masonry arched lintel above the emergency exit door in the lower level.

2022-044 An Order to approve and accept a historic preservation restriction on property located at 5 Sparhawk Street and to authorize the Mayor to execute said restriction on behalf of the City. -Mayor Sponsor

Summary: The Planning Board approved an Application for Site Plan Review and a Special Permit for property located at 5 Sparhawk Street, Amesbury on June 28, 2021 (said approval recorded with the Essex South Registry of Deeds in Book 40238, Page 513.) The Planning Board required that a historic preservation restriction be prepared and recorded for the church at the property, known as the "Holy Family Parish Convent," described in a deed recorded with said Registry in Book 40277, Page 413. The convent was constructed in 1885 in the Panel Brick style; the architect is unknown. The intent of this Order is to obtain the authorization of the City Council to acquire the historic preservation restriction, and authorize the Mayor to accept the historic preservation restriction.

2022-045 An Order to establish an *Amesbury Street Acceptance Process*. -Mayor Sponsor

Summary: When the City approves a subdivision, the roads in the subdivision are commonly accepted by the City. Until now, the City has been using an informal process to guide us in acceptance of streets, and has been shepherded by various departments. This proposed process outlines the specific steps, departments involved and conditions that need to be met before the City Council accepts new streets into the municipal road infrastructure.

2022-046 An Order to authorize the Mayor to accept and expend a FY22 Firefighter Safety Equipment Grant from the Department of Fire Services (DFS) -Mayor Sponsor

Summary: This grant from DFS in the amount of \$15,944.79 will be used to purchase the following approved firefighter safety equipment: Hoses, Nozzles, and Valves

2022-047 An Order to authorize the Mayor to accept and expend a grant from the Massachusetts Cultural Council for FY 2022. -Mayor Sponsor

Summary: The Massachusetts Cultural Council has allocated \$10,600.00 from the FY 2022 Local Cultural Council funds to the Amesbury Cultural Council's local fund.

2022-048 An Order to authorize the Mayor to accept and expend a FY2021 Community Development Fund Grant from the Massachusetts Community Development Block Grant (CDBG) Program. -Mayor Sponsor

Summary: This Community Development Fund grant (up to \$679,020) will be used for: Housing Rehabilitation: \$435,000, Public Social Service: \$139,800, General Administration: \$104,220.

2022-049 An Order to transfer \$3,200.00 from Administration & Finance Salaries & Wages to Administration & Finance Expenses. -Mayor Sponsor

Summary: This order requests a budget transfer in the amount of \$3,200.00 from Administration & Finance Salaries & Wages to Administration & Finance Expenses to replenish the expense appropriation for consulting services performed by the previous CFO while the position was vacant, pending the hiring of a new CFO.

2022-050 An Order to authorize the transfer of \$10,350 from the General Fund to the Conservation Commission Receipts Reserved Fund. -Mayor Sponsor

Summary: This order requests a budget transfer in the amount of \$10,350 from the General Fund to the Conservation Commission Receipts Reserved Fund. These funds are prior year receipts that were incorrectly posted to the General Fund instead of the Conservation Commission Receipts Reserved Fund for conservation permits/fees.

11. First Readings

2022-057 An Order to authorize the Mayor to participate in the 2022 LEED for Cities Local Government Leadership Program. - Mayor Sponsor

Summary: Since 2019, the US Green Building Council's (USGBC) Leadership in Energy and Environmental Design (LEED) for Cities Local Government Leadership Program has directly engaged 50 cities, towns and counties in their pursuit of LEED v4.1 certification. In late March, Amesbury was accepted into the 2022 program with 14 other communities to work through the LEED v4.1 certification process. Over the next year, LEED will provide technical assistance to institutionalize sustainability into Amesbury's programs and policies and work with the City to build our capacity to advance social equity. Acceptance in this program is valued at \$12,000 and includes: One-year USGBC Silver level membership valued at \$1,500; LEED for Cities program registration and certification review valued at \$2,500 and \$8,000 respectively. We will also get one-on-one assistance from a dedicated USGBC staff. This program runs from April 2022 to March 2023 and is at no cost to the City.

2022-058 An Order to transfer \$107,000 from Department of Public Works Salaries & Wages to Department of Public Works Other Expenses. -Mayor Sponsor

Summary: This order requests a budget transfer in the amount of \$107,000.00 from Department of Public Works Salaries & Wages to Department of Public Works Other Expenses to cover overruns in the DPW Repairs & Maintenance Vehicles.

2022-059 An Order to create five (5) new, permanent fifteen (15) minute parking spaces throughout downtown Amesbury. -Mayor Sponsor

Summary: In 2020, many businesses adapted to COVID restrictions by offering curbside delivery. The City created nine (9) temporary parking spaces throughout downtown to help businesses deliver their products to customers curbside or allow customers to pick up their items quickly. After reaching out to the businesses, we heard back from five of them that the 15-minute space was helpful to their business and they would like it to be a permanent parking space. The five (5) new permanent parking spaces are proposed at: 15 Friend Street, 36 Friend Street, 35 Friend Street, 25 Main Street, 40 Market Street.

2022-060 An Order to request the City Council vote to authorize the Mayor to enter into five-year or less lease purchase Agreements for the purchase of replacement copiers. -Mayor Sponsor

Summary: The City seeks to enter into five-year or less lease purchase agreements for replacement copiers.

2022-061 An Order to establish spending limits for departmental revolving funds pursuant to the provisions of M.G.L .c. 44, § 53E1/2. -Mayor Sponsor

Summary: This order proposes to establish spending limits for departmental revolving funds pursuant to the provisions of M.G.L. c. 44, § 53E1/2 for the fiscal year beginning July 1, 2022.

12. Late Files

2022-001 FY2023 Budget

2022-062 An order to Amend the Amesbury Zoning Map and Zoning Bylaw to establish a Marijuana Overlay District (MCOB).

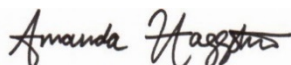
Summary: This ordinance to amend the Amesbury Zoning Bylaw as previously outlines in bill 2018-056 will:

- Revise the minimum acreage requirement for outdoor cannabis cultivation from a minimum lot size of 100 acres to 15 acres that are located within the R-80 Zoning District, by special permit and site plan review from the Planning Board.
- Revise the minimum lot frontage for outdoor cannabis cultivation from 200 feet to 50 feet.
- Revise the minimum yards (ft) for outdoor cannabis cultivation from 40/40/80 to 50 feet of frontage.
- Revise the maximum building area from 10% to 20%.

2022-063 An Order to authorize a transfer of \$179,953.50 from Water Enterprise Retained Earnings to Water Enterprise Operating Budget.

Summary: This order requests a budget transfer in the amount of \$179,953.50 from Water Enterprise Retained Earnings, which has a balance of \$611,870.00 to Water Enterprise Operating Budget. This transfer will be used to cover escalated chemical costs due to global supply chain issues. Alum and Sodium Hydroxide have increased more than 25% over CY 2020 and continue to increase. Sodium Hypochlorite has increased 50% in the same period. Two Carbon Changes were required this year to make up for the change that was missed last year due to supply chain issues.

13. Adjournment



May 5, 2022