

CITY COUNCIL  
**CITY OF NORTHAMPTON**  
MASSACHUSETTS Councilors

- President William H. Dwight, At-Large
- Vice President Jesse M. Adams, At-Large
- Maureen T. Carney, Ward 1
- Paul D. Spector, Ward 2
- Ryan R. O'Donnell, Ward 3
- Gina Louise Sciarra, Ward 4
- David A. Murphy, Ward 5
- Marianne L. LaBarge, Ward 6
- Alisa F. Klein, Ward 7

Meeting Agenda  
October 16, 2014, 7:00 pm  
City Council Chambers  
Walter J. Puchalski Municipal Building  
212 Main Street, Northampton

1. 7:00 P.M. **PUBLIC COMMENT**
2. 7:05 P.M. **REGULAR MEETING**
3. **ROLL CALL**
4. **PUBLIC HEARINGS**

**Announcement Of Tax Classification Hearing Date**

When: November 6, 2014 City Council Meeting, 7:05pm

Where: Council Chambers, 212 Main Street, Northampton, MA

5. **COMMUNICATIONS FROM THE MAYOR**
6. **PROCLAMATIONS, RESOLUTIONS, RECOGNITIONS AND ONE-MINUTE ANNOUNCEMENTS OF EVENTS**

**Resolution: Condemn Violent Acts**

*(2nd Reading)-As amended in City Council on Oct. 2, 2014*

Documents:14.246\_Resolution\_with\_amendments.pdf

7. PRESENTATION
8. LICENSES AND PETITIONS
9. APPROVAL OF CTY COUNCIL MEETING MINUTES
10. REPORTS OF COMMITTEES, APPOINTMENTS, AND ELECTIONS

**Minutes Of The Committee On Economic And Community Development, Housing & Land Use Of July 1, 2014**

Documents:Min\_ECDHLU\_7-1-2014.pdf

**Minutes Of The Committee On Public Safety Meeting Of September 8, 2014**

Documents:Min\_Public\_Saf\_9\_8\_2014.pdf

**Appointments To Boards And Committees**

Human rights Commission: Carolyn Toll Oppenheim, 3 Montview Ave., Northampton; term November 2014-November 2017 (New) (*Refer to Committee on Rules, Orders, Appointments and Ordinances*)

Documents:14.261\_Appointment\_Oppenheim.pdf

11. RECESS FOR FINANCE COMMITTEE

## 12. FINANCIAL ORDERS

### **14.260 Financial Order: Florence Recreational Fields \$162,500**

*(Request 2 Readings)*

Documents:[14.260\\_Florence\\_Fields\\_Upload.pdf](#)

### **14.262 Financial Order: \$15,000 Appropriated For Merchant Service Fees Associated With Credit Card Use At E.J. Gare Parking Garage**

*1st Reading*

Documents:[14.262\\_credit\\_card\\_merchant\\_feesgarage\\_201410141005.pdf](#)

### **14.243 Financial Order: Lease For Handicap Accessible Entrance To Thornes Market**

*(2nd Reading)*

Documents:[14.243\\_Thornes\\_Entrance\\_Financial\\_Order.pdf](#)

### **14.240 Financial Order To Acquire Land From The McKown Family**

*(2nd Reading)*

Documents:[12.240\\_Financial\\_Order\\_McKown\\_parcel.pdf](#)

### **14.242 Financial Order To Rescind Borrowing For Boat House Project, Lampron Park Playground, And Bridge/Trails @ Beaver Brook**

*(2nd Reading)*

Documents:[14.242\\_Rescind\\_Borrowing\\_\(2\).pdf](#)

## 13. ORDERS AND ORDINANCES

### **Mayor David J. Narkewicz's Administrative Orders For City Government**

*(1st Reading)*

*See Memo regarding Dept. name change from Chief Duggan*

Documents:[14.249\\_Administrative\\_Order\\_10\\_16\\_Upload.pdf](#), [14.249-duggan-memo\\_201410141004.pdf](#)

### **14.253 Ordinance: Code Changes : Community Preservation Committee**

*(1st Reading)*

Documents:[14.253.pdf](#)

### **14.255 Order: Establish Conservation Commission**

*(1st Reading)*

Documents:[14.255.pdf](#)

### **14.256 Order: Establish Historical Commission**

*(1st Reading)*

Documents:[14.256.pdf](#)

### **14.257 Order: Establish Historic District Commission**

*(1st Reading)*

Documents:[14.257.pdf](#)

### **14.258 Order: Establish Municipal Affordable Housing Trust Fund**

*(1st Reading)*

Documents:[14.258.pdf](#)

**14.230 Warrant For The November 4th, 2014 State Election  
(2nd Reading)**

Documents:14.230\_warrant\_with\_indexing.pdf

**14.259 Ordinance: Add Administrative Order Chapters To Code  
(1st Reading)**

Documents:14.259.pdf

**14.254 Ordinance: Code Changes To Agricultural Commission Sections  
(1st Reading)**

Documents:14.254.pdf

**Ordinance: §312-80 Bike Lanes  
(Positive Recommendation from the Committee on Rules, Orders, Appointments  
and Ordinances; 2nd Reading)**

Documents:312\_80\_bikelanes\_201407221212.pdf

**Ordinance: §312-102 Schedule I: Parking Prohibited All Times Main St., Florence  
(Positive Recommendation from the Committee on Rules, Orders, Appointments  
and Ordinances; 2nd Reading)**

Documents:312\_102\_main\_chestnut\_201407221214.pdf

**Ordinance: §312-104 Schedule III: Limited-Time Parking, Main St., Florence  
(Positive recommendation from the Committee on Rules, Orders, Appointments  
and Ordinances; 2nd Reading)**

Documents:312\_104\_main\_florence\_201407221213.pdf

**14.217 Ordinance: §350-10.1B Detached Accessory Apartments  
(Positive Recommendation from the Committee on Rules, Orders, Appointments  
and Ordinances; 2nd Reading)**

Documents:14.217\_Detached\_Accessory\_Appartments.pdf

**14.218 Ordinance: §350-12.6 Site Lighting Standard**  
*(Positive Recommendation from the Committee on Rules, Orders, Appointments and Ordinances; 2nd Reading)*

Documents:14.218\_Site\_Lighting\_Standard.pdf

**14.219 Ordinance: Section §312-104 Schedule III: Limited-Time Parking**  
*(Positive recommendation from the Committee on Rules, Orders, Appointments and Ordinances; 2nd Reading)*

Documents:14.219\_Ordinance\_312-104\_15min.pdf

**14.220 Ordinance: §319-109 Schedule VIII: On Street Parking Meter Zones**  
*(Positive recommendation from the Committee on Rules, Orders, Appointments and Ordinances; 2nd Reading)*

Documents:14.220\_Ordinance312-109amend.pdf

**14.226 Ordinance: Violations & Penalties: Amend Fines For Misuses Of Handicap Parking Spaces**  
*(Positive recommendation from the Committee on Rules, Orders, Appointments and Ordinances; 2nd Reading)*

Documents:14.226\_ODonnell\_Ordinance\_312.99\_Violations\_and\_penalties.pdf

**14. UPDATES FROM COUNCIL PRESIDENT AND COMMITTEE CHAIRS**

**15. INFORMATION REQUESTS (CHARTER PROVISION 2-7)**

**16. NEW BUSINESS.**

*– Reserved for topics that the Chair did not reasonably anticipate would be discussed*

**Contact**

Pamela L. Powers  
Clerk to the City Council  
powers@northamptonma.gov  
413-587-1224

**City of Northampton**  
**MASSACHUSETTS**

*In City Council, October 2, 2014*

**Upon the recommendation of Councilors William Dwight, Jesse Adams and Marianne LaBarge**

**RESOLUTION**

*Whereas:* The most elemental tenet of a successful and just community is the necessity for people to live securely and to respect differences.

*And whereas:* The ability of a community to thrive and flourish is threatened when violence or the threat of violence is inflicted on any citizen or citizens because of their identity and/or how they are identified by others.

*And whereas:* Recent acts of vandalism in Northampton have been committed upon emblems of distinct political cultures i.e.: The theft of the rainbow flag from Jackson Street School and the attempted burning of the Israeli flag at Congregation B'nai Israel.

*And whereas:* Both of these institutions strive to promote open, respectful discussion of complicated and challenging issues.

*And whereas:* These acts of vandalism are expressions of contempt and are implicit and actual violence.

*And whereas:* These acts are an anathema to the citizens of Northampton and are counter to the goodness to which they aspire.

*Now therefore be it resolved:* That the City Council of Northampton vehemently condemns these recent criminal acts and all other malicious actions that are designed to promote fear and discourage civil discourse.

*And be it further resolved that:* The City Council of Northampton calls upon all citizens to express their courage and hope by engaging in respectful debate and discussion with one another and by supporting the people who have been threatened.

Approved @ECDHLU meeting of  
October 7, 2014



*Committee on Economic & Community Development,  
Housing and Land Use*

*Councilor Jesse M. Adams, Chair  
Councilor Ryan R. O'Donnell  
Councilor Gina-Louise Sciarra  
Councilor Paul D. Spector*

*Kevin Lake, Conservation Commission liaison  
Ann DeWitt Brooks, Planning Board liaison*

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**July 1, 2014 MEETING MINUTES**  
**5:00 p.m. – 7:00 p.m.**  
**City Council Chambers, 212 Main Street**  
**Wallace J. Puchalski Municipal Building**  
**Northampton, MA**

**\*Activate NCTV Camera to Record Meeting**

1. Members present/absent:
  - Present: Councilors Jesse M. Adams, Ryan R. O'Donnell, Gina-Louise Sciarra, Paul D. Spector
  - Absent: Kevin Lake, Ann DeWitt Brooks
2. Meeting Called to Order: *At 5:05 pm, Councilor Adams called the meeting to order.*
3. Announcement of Audio/Video Recording of Meeting: *Councilor Adams announced that the meeting would be video and audio taped.*
4. Public Comment: *None*
5. Approval of Minutes of May 6, 2014: *Councilor Spector moved to accept the meeting minutes of May 6, 2014, Councilor O'Donnell seconded. The motion passed on a voice vote of 4 yes, 0 no.*
6. Ordinance: Amend §350 Section 2.1 Affordable Units-
  - Councilor Sciarra moved to recognize Director Wayne Feiden; Councilor O'Donnell seconded the motion. The motion passed on a voice vote of 4 yes, 0 no.
  - Director Feiden noted that the definition of affordable housing comes up when builders are interested in having certain zoning or planning requirements waived. The builders must then comply with the affordable housing definition. When definition was first drafted, the properties were required to be affordable for 99 years—this works for rental properties. Home ownership is different. Home owners want their properties to appreciate; language change would make it affordable for 30 years.
  - Most tax credit projects are for 30 years. One motive to create affordable housing is that there is a state goal of 10% affordable housing. If this goal is met, it makes it easier to waive certain planning and zoning regulations when a developer brings a project forward. The City is currently at about 11.4% affordable housing.
  - Hathaway Farms mortgage ended about 10 years ago. The City continues to subsidized rents from money that was put into funds for this purpose allowing HF to continue to provide affordable housing.

- Housing Partnership will take up this matter at their next meeting. They may have ideas about this ordinance. The committee discussed how best to proceed with this ordinance.
- Councilor O'Donnell moved to continue this item to the next ECDLU meeting; motion failed for a lack of a second.
- Councilor Spector made a motion to return to city council w/out recommendation; Councilor Adams seconded the motion. The motion passed on a voice vote of 4 yes, 0 no.

7. NEW BUSINESS --*Ad Hoc Roundhouse Committee was discussed:*

- The issue of the Round House property will be re-visited likely in the fall. Councilor Spector suggested that the site may be a good location for a movie theater. The cost for a study to put a movie theater in Northampton would be about \$50,000. He believes that there may be interested parties who would be willing to fund the study.

8. ADJOURN—At 5:40pm, Councilor Sciarra made a motion to adjourn; Councilor O'Donnell seconded the motion. The motion passed on a voice vote of 4 yes, 0 no.

*Respectfully submitted by  
Pamela L. Powers, Clerk to the City Council  
ppowers@northamptonma.gov*



*Committee on Public Safety*

*Councilor Maureen T. Carney, Chair  
Councilor Jesse M. Adams  
Councilor William H. Dwight  
Councilor David A. Murphy*

**September 8, 2014 Meeting Minutes  
5:00 p.m. – 6:00 p.m.  
City Council Chambers, 212 Main Street,  
Wallace J. Puchalski Municipal Building  
Northampton, MA**

**\*Activate NCTV Camera to Record Meeting**

1. **Members present:** Councilor Maureen T. Carney, Chair, Jesse M. Adams, David A. Murphy, Councilor William H. Dwight
2. **Members Absent:** None
3. **Meeting Called to Order:** At 5:04 p.m., Councilor Carney called the meeting to order.
4. **Announcement of Audio/Video Recording of Meeting:** Councilor Carney announced that the meeting will be audio and video recorded.
5. **Public Comment:** None
6. **Approval of Minutes of June 2, 2014:** Councilor Dwight moved to approve the meeting minutes of July 7, 2014; Councilor Adams seconded the motion. The motion was approved on a Voice Vote of 4 Yes, 0 No.
7. **Report of Police Department:**
  - Police Chief Russ Sienkiewicz presented that the Department has completed FY14 within Budget. This makes 21 years in a row that the department has met the budget.
  - Review of Department Statistics
    - 7 graduates of 8 enrolled in the Police Academy class.; 4 or 5 in will enroll in Academy in August.
    - Chief Sienkiewicz expects that around November, the department will be fully staffed as budgeted.
  - New vehicle purchases are on schedule.
  - New regulations regarding written log maintained by the department pertaining to domestic abuse calls are being introduced.
  - Chief Sienkiewicz reports that schools are supposed to send teachers to suicide prevention training; this is an unfunded mandate.
  - New legislation allows an individual who has been committed for certain mental health reasons, for an alcohol use disorder, substance use disorder, or guardianship appointment to petition the court 5 years from the date of commitment to request that his/her ability to possess a firearms, rifle, or shotgun be restored. Ramifications of this new law have yet to be determined.

- The Chief commented that building issues continue in the new parking garage: Water leaks still exist in the new parking garage; The City Solicitor has been involved discuss a path forward.
- Captain Kasper's connection with downtown businesses has had a positive impact on the community. The community feels that they have a resource working directly for them as a result of better police presence.

8. *NEW BUSINESS* –NONE

9. *ADJOURN* – Councilor Murphy made a motion to adjourn the meeting; Councilor Dwight seconded the motion. The motion passed on a Voice Vote of 4 Yes, 0 No.

*Respectfully Submitted By:*  
*Pamela L. Powers, Clerk to the City Council*  
[ppowers@northamptonma.gov](mailto:ppowers@northamptonma.gov)



CITY OF NORTHAMPTON, MASSACHUSETTS

Mayor David J. Narkewicz  
City Hall  
210 Main Street Rm 12  
Northampton MA 01060-3199  
413-587-1249; fax: 413-587-1275  
mayor@northamptonma.gov

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MEMORANDUM

DATE: October 16, 2014  
TO: City Council  
FROM: Mayor David J. Narkewicz  
SUBJECT: **Appointments to Boards and Commissions**

Please find the attached appointments and re-appointments to City Boards, Committees and Commissions:

Human Rights Commission

- Carolyn Toll Oppenheim, 3 Montview Avenue., Northampton – term November 2014 – November 2017, (new appointment) to replace Carol Rinehart

cc: City Clerk, Wendy Mazza

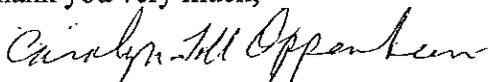
Mayor's Office  
SEP 30 2014  
Northampton MA

Sept. 30, 2014

To: Lyn Simmonds  
From: Carolyn Toll Oppenheim  
RE: Attachment to my application for the Human Rights Commission

Dear Lyn Simmonds,  
Would you please attach this resume to my application for the Human Rights Commission and then bring it to the Mayor's attention that it has been included?

Thank you very much,

  
Carolyn Toll Oppenheim

Nov 14 Nov 17



## City of Northampton Application for Appointment to Boards, Committees and Commissions

Name: CAROLYN TOLL OPPENHEIM  
 Address: 40 MOUNTAIN LAUREL PATH, FLORENCE (MOVING IN FEBRUARY TO 3 MANTVIEW AVE., NORTHAMPTON)  
 Email: CTOLL@PP@GMAIL.COM  
 Home Phone: 413 584 0722 Work: N/A Cell: 413 530 6484  
 Occupation: RETIRED (JOURNALISM, PROFESSOR AND PUBLICIST) Years lived in Northampton: 8 1/2

Please indicate the Committee(s) you have interest serving on: (Appointment subject to vacancies)

Affordable Housing Trust	<input type="checkbox"/>	Historical Commission	<input type="checkbox"/>
Agricultural Commission	<input type="checkbox"/>	Housing Partnership-Fair Housing	<input type="checkbox"/>
Arts Council	<input type="checkbox"/>	Human Rights Commission	<input checked="" type="checkbox"/>
Board of Health	<input type="checkbox"/>	License Commission	<input type="checkbox"/>
Board of Public Works	<input type="checkbox"/>	Northampton Housing Authority	<input type="checkbox"/>
Cable Advisory Board	<input type="checkbox"/>	Planning Board	<input type="checkbox"/>
Capital Improvements	<input type="checkbox"/>	Recreation Commission	<input type="checkbox"/>
Central Business Architecture	<input type="checkbox"/>	Registrar of Voters	<input type="checkbox"/>
Conservation Committee	<input type="checkbox"/>	Transportation & Parking Commission	<input type="checkbox"/>
Committee on Disabilities	<input type="checkbox"/>	Bicycle and Pedestrian Subcommittee	<input type="checkbox"/>
Community Preservation Committee	<input type="checkbox"/>	Tree Committee	<input type="checkbox"/>
Council on Aging	<input type="checkbox"/>	Youth Commission	<input type="checkbox"/>
Elm Street Historic District	<input type="checkbox"/>	Zoning Board of Appeal	<input type="checkbox"/>
Energy & Sustainability Commission	<input type="checkbox"/>	Other	<input type="checkbox"/>

What skills and experience will you bring to this Committee assignment:

(attach additional sheet or resume if necessary)

- (see attached sheet)*
- 1) ABILITY (and Training) to listen to all sides of an issue.
  - 2) SKILLS in public service and a desire to serve Northampton.
  - 3) Background in dialogue work to contribute to the quality of life in my own community.

Are you currently serving or have you served on any City committee:  No  Yes\*

(\*If yes please state what committee)

**Required:** Please read the following, by signing below you state that you understand and agree:

The filing of this form does not guarantee my appointment. An application is kept on file for two (2) years; after that I must file a new application. Being appointed to a committee, board, or commission means that I am considered a Municipal Employee under MGL Chapter 268A and thereby subject to Conflict of Interest Law MGL Chapter 268A, Financial Disclosure Law MGL Chapter 268B, as well as Open Meeting Law MGL Chapter 39: Section 23B. I understand that I will take the conflict of interest test AFTER being appointed and that I also must be sworn in by the City Clerk. I will contact the appointing authority with any questions about my service. **IMPORTANT: Once this form is submitted it becomes a public document, if there is information you do not want open to the public please do not include it on this form!**

SIGNATURE

Carolyn Toll Oppenheim

DATE

December 19, 2013

Please Return Form To: [Mayor@northamptonma.gov](mailto:Mayor@northamptonma.gov) or

David J. Narkewicz, Mayor, 210 Main Street, Northampton, MA 01060

**CAROLYN TOLL OPPENHEIM**  
ctolopp@gmail.com

413-584-0722  
3 Montview Ave. Northampton

### SUMMARY

- Ten years reporting for two major Chicago daily newspapers: award-winning journalist
- Ten years promoting arts and books.
- Directed college print journalism program of 200 students
- Boston Mayoral College Teaching Award Recipient (1995) : Public Service in the Arts
- International Media Trainer on public policy, ethnic and racial diversity
- Developed and wrote weekly newspaper column on urban affairs and ethnicity
- Masters of Journalism, University of Michigan, Ann Arbor

### PUBLIC PURPOSE COMMUNICATIONS

1986-present

Public Purpose Communications is my consulting company for community education, public affairs, and writing training materials. Directed the following primary projects:

#### Apex Press

2002-2013

- Promoted and edited books, designed web site, organized public events with authors. Many titles about human rights, peacemaking and conflict resolution.

#### Open House, Ramle, Israel

2000-2002

- Developing American support for Arab-Israeli grass roots dialogue and peacemaking taking place in *Open House*, a Jewish/Arab community center in the city of Ramle, in the center of Israel, providing youth and adult joint programming involving Jews, Christians and Muslims in a concrete model of peacemaking.

#### Music & More at the Meeting House, New Marlborough, MA

2000-2001

- Created public education on the topic of civic involvement in the arts as a nonprofit and participatory venture in a community rich in arts resources.

#### International Training and Development, Amherst, MA

2000

- Developed seminar for Indonesian print and electronic journalists to report co-existence over conflict, maintaining credibility as journalists and limiting risks of physical danger.
- Implemented the training format for two separate international groups: Ukrainian human rights activists advocating for the Crimean/Muslim minority, and Indonesian journalists including a mix of Muslims and Buddhists.

#### International Federation of Journalists, Brussels, Belgium

1996-1999

- Produced diversity training report, adapting US methods for diversity training. Developed four seminars for print and electronic journalists in former Yugoslavian Republic of Macedonia, to help journalists covering ethnic issues in an emerging multicultural society.

#### Wellesley College, Wellesley, MA

1997

- Developed media strategy on diversity for Wellesley College as Interim Director of Public Affairs and Governmental Relations.

#### The Samantha Smith World Peace Camp, Poland Springs, ME

1986

- Publicized first summer-long gathering of Soviet and American children. The expression of their encounter was produced in arts programming.

--more--

## NEWSPAPER CAREER

- Chicago Tribune, 1970 – 1973** Covered education, mental health, community affairs  
**Chicago Sun Times 1973- 1980** Covered Children & Family services, Juvenile Court,  
Religion, public affairs, diversity  
**Brookline Citizen (MA) 1988-93** Wrote weekly column on diversity and human rights

## JOURNALISM TEACHING

- Emerson College, Boston MA,** 1989-1996
- Developed and taught one of the first college courses in the country on the practice of reporting diversity.
- Framingham State College, Framingham, MA** 1986-89
- Executed a statewide conference on role of journalism for state college student editors
- Northeastern University, Boston, MA** 1985-86
- Developed graduate course in international reporting for London program
  - Implemented public issues graduate reporting class covering public health, environment, labor, immigration, education, child care, transportation, housing, and juvenile justice.
- Boston Mayor Thomas Menino and the Pro Arts Consortium of Colleges, 1995**  
"Public Service in the Arts" Award for "commitment to empowering homeless & welfare women in Greater Boston through her projects in media and journalism."

## EDUCATION

- University of Michigan, Ann Arbor, MA,** Journalism and Middle East Studies  
**University of Michigan, Ann Arbor, MA,** Near Eastern Languages and Literature  
**Metropolitan Mediation Services, Boston,** Certificate of Mediation Training

**City of Northampton**  
MASSACHUSETTS

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*In City Council,      October 16, 2014*

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Upon recommendation of the Mayor

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*Ordered, that*

Whereas the City has committed to the development of recreational facilities known as Florence Recreational Fields;

Whereas the Florence Recreation Fields include five multi-purpose fields, two baseball fields, a walking trail, parking lots, future playground and recreation pavilion which will contain restrooms, a concession stand and maintenance equipment storage;

Whereas this project almost doubles the amount of City of Northampton recreation land for field sports;

Whereas bids for the development of the restroom/concession/maintenance pavilion were received and opened on October 6, 2014;

Whereas additional funds are needed to complete the project;

Ordered that,

\$162,500 be appropriated from the Capital Stabilization Fund (5000 340616) for the purpose of constructing the restroom/concession/maintenance pavilion at Florence Fields.



Pamela Powers &lt;ppowers@northamptonma.gov&gt;

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**Fwd: Florence Fields - DRAFT of email to City Council**

1 message

David Narkewicz &lt;dnarkewicz@northamptonma.gov&gt;

Tue, Oct 7, 2014 at 3:32 PM

To: "William H. Dwight" &lt;wdwight@northamptonma.gov&gt;

Cc: Pamela Powers &lt;ppowers@northamptonma.gov&gt;, Susan Wright &lt;swright@northamptonma.gov&gt;

Dear President Dwight

Attached is an order to appropriate \$162,500 from Stabilization to the Florence Fields restroom/concession/maintenance pavilion project for the October 16, 2014 meeting. Included with the order is a memorandum from Planning and Sustainability and the Recreation Department providing details on the overall project at Florence Fields and information on why, in part, the bids may have come in higher than expected. Also included is the record of the bids received.

The pavilion project was originally estimated to cost approximately \$400,000. With the addition of storage for the DPW field maintenance equipment and some other changes related to sustainability, the new estimate, prior to bidding was approximately \$453,000. As a result of the bids, the lowest bid for the construction of the concession and maintenance building was \$579,000 and \$446,500 is what is available for construction. The proposed order seeks \$162,500 to meet the gap in funding the low bid (\$132,500) and a contingency budget (\$30,000).

It is necessary to request two readings for this order because the City opened six bids yesterday, Monday, October 6, 2014 and the bids are good for 14 days. This means the City must accept and enter into a contract no later than October 20, 2014. The next regularly scheduled meeting of the Council is not for three weeks, November 6, 2014 and there is time sensitive and weather dependent construction that must occur before the weather turns colder to keep the project on schedule for completion by spring. Waiting to sign the contract following the November 6, 2014 meeting could jeopardize the contractor's ability to complete key components of the project before winter sets in.

I am submitting this order to you early so as to allow the City Council maximum notice about the funding request and the request for two readings. This appropriation, if approved by City Council, would Currently the Stabilization Fund balance from \$1,231,163.52 to \$1,068,663.52.

Thank you for your attention to this matter. Please let me know if you have any questions or need additional information.

Sincerely,

David

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David J. Narkewicz  
 Mayor, City of Northampton  
 210 Main Street, Room 12  
 Northampton, MA 01060  
 (413) 587-1249  
 www.northamptonma.gov

(City of Northampton E-mail is a public record except when it falls under one of the specific statutory exemptions.)

14.260



# PLANNING AND SUSTAINABILITY • CITY OF NORTHAMPTON

planning • conservation • zoning • northampton GIS • historic • community preservation • central business architecture

Wayne Feiden, FAICP, Director of Planning and Sustainability • wfeiden@northamptonma.gov • 413-587-1265

TO: City Council

FROM: Wayne Feiden, Director of Planning and Sustainability  
Ann-Marie Moggio, Director of Recreation



RE: Restroom/Concession Recreation Pavilion at Florence Recreation Fields

DATE: October 7, 2014

The Mayor is requesting a transfer to allow us to sign a contract for the Restroom/Concession Recreation Pavilion at Florence Recreation Fields. The bids came in higher than we had hoped, but with six bidders it was a competitive bidding environment and we believe that the bids simply reflect the real cost. Florence Recreation Fields is part of the city's largest and most complex open space project:

Acreage	Land Protected and Improved by City (in partnership with others)
42	Mill River Greenway: one mile of Mill River frontage
116	Mill River Agricultural Preservation Restrictions: co-held by City and Commonwealth
24	Florence Fields Recreation Area: almost doubling city Recreation land for field sports
7	Florence Organic Community Garden (overlaps with land in APR): City hold 198 year lease

Total public funding for the entire project is \$4.63 million, of which \$2.45 million is from CPA. NO funding for the project to date has come from the City's General Fund.

Funding	Funding Dedicated for
\$ 990,000	CPA: city share of acquisition costs for recreation, conservation, agriculture preservation, and community gardens and the recreation master plan.
\$1,460,000	CPA: city share of construction of Florence Fields and related sidewalks and mitigation
\$ 6,273	Program income: sale of surplus soil and sliver of land
\$1,175,000	State and Federal grant: state share of agriculture preservation
\$ 500,000	Massachusetts Parkland Acquisitions and Renovations for Communities (PARC): state share of recreation purchase and rough grading of recreation site
\$ 500,000	PARC: state share of construction of Florence Fields
	Does NOT include Grow Food Northampton's purchase of their farmland, but does include city share of that project (agriculture preservation restriction and 198 year lease for the Florence Community Gardens)

The requested transfer \$162,500 represents only 3.5% of the entire public project funding.

Two steps as part of a broader effort to be more sustainable (net zero electricity, near-zero potable water consumption, providing sidewalks and bike path to connect to Florence) have driven this increase:

1. All irrigation water is drawn from a drilled well (not from city treated water). The well provided lower yields that hoped for, requiring some additional costs to the distribution system.
2. The city determined that it is more cost effective to store field maintenance equipment on-site instead of hauling it when needed, requiring a storage bay in the pavilion.



**Florence Recreation Area—Restroom Pavilion Bid Record—General Contractor Bids**

<b>Bidder</b>	<b>Address</b>	<b>Bid</b>	<b>Certificate</b>	<b>Update</b>	<b>Bid Bond</b>	<b>Acknowledge Addendum</b>	<b>Other</b>
Evergreen Construction Corp.	39 Sullivan St, Springfield, MA 01104	\$651,344	YES	YES	YES	YES	
Five Star Building Corp.	123 Union St, Easthampton, MA 01027	\$640,916	YES	YES	YES	YES	
Renaissance Builders	PO Box 272, Turners Falls, MA 01376	\$791,000	YES	YES	YES	YES	
Diversified Construction Services LLC	100 University Drive, Amherst, 01002	\$678,434	YES	YES	YES	YES	
Inglewood Development Corp	123 Dwight Rd, Longmeadow, MA 01106	\$579,000	YES	YES	YES	YES	
Marois Construction Company Inc.	262 Old Lyman Rd, S. Hadley, MA 01075	\$735,676	YES	YES	YES	YES	

**Bid opening and witnesses**

**Wayne Feiden** \_\_\_\_\_ **Date** \_\_\_\_\_ **Ann-Marie Moggio** \_\_\_\_\_ **Date** \_\_\_\_\_



**Florence Recreation Area—Restroom Pavilion Bid Record**

**Filed Sub-bids—Roofing**

<b>Bidder</b>	<b>Address</b>	<b>Bid</b>	<b>Certificate</b>	<b>Update</b>	<b>Bid Bond</b>	<b>Acknowledge Addendum</b>	<b>Restrictions</b>	<b>Other</b>
Rockwell Roofing, Inc	44 Pond Street, Leominster, MA 01453	\$108,530	YES	YES	YES	YES	None	
Meadows Construction Company, LLC	4 New Pasture Rd, Newberyport, MA 01950	\$42,000	YES	YES	YES	YES	None	
D.P. Carney Construction Inc.	34 Horseshoe Circle, Ware, MA 01082	\$81,277	YES	YES	YES	YES	None	
J.D. Rivet & Company, Inc.	1634 Page Blvd, Springfield, MA 01104	\$63,250	YES	YES	YES	YES	None	

**Bid opening and witnesses**

**Wayne Feiden** \_\_\_\_\_ **Date**

**Joseph Cook** \_\_\_\_\_ **Date**

**Ann-Marie Moggio** \_\_\_\_\_ **Date**

**Florence Recreation Area—Restroom Pavilion Bid Record**

**Filed Sub-bids—Plumbing**

<b>Bidder</b>	<b>Address</b>	<b>Bid</b>	<b>Certificate</b>	<b>Update</b>	<b>Bid Bond</b>	<b>Acknowledge Addendum</b>	<b>Restrictions</b>	<b>Other</b>
Edward F. Corcoran Heating and Plumbing Co., Inc.	5 Rose Place, Springfield, MA 01104	\$69,968	YES	YES	YES	YES	YES	

**Bid opening and witnesses**

**Wayne Feiden** \_\_\_\_\_ **Date**

**Joseph Cook** \_\_\_\_\_ **Date**

**Ann-Marie Moggio** \_\_\_\_\_ **Date**

**Florence Recreation Area—Restroom Pavilion Bid Record**

**Filed Sub-bids—Painting**

<b>Bidder</b>	<b>A d d r e s s</b>	<b>Bid</b>	<b>Certificate</b>	<b>Update</b>	<b>Bid Bond</b>	<b>Acknowledge Addendum</b>	<b>Restrictions</b>	<b>Other</b>
King Painting, Inc.*	85 Flagship Drive, Ste K, N. Andover, MA 01845	\$36,000	YES	YES	YES	YES	none	Wrong bid form, clerical error
Keltic Paining, LLC	189 Hill Road, Thompson, CT 06277	\$35,700	YES	YES	YES	YES	none	
Grimaldi Painting, Inc.*	102 Lee Street, E. Longmeadow, MA 01028	\$20,500	No certificate	No updates	YES	Did not acknowledge addendum	none	Wrong bid form, bid rejected: no certificate, no update, and did not acknowledge addendum
Drizos Contracting, LLC	101 Middlesex Turnpike, Ste 6 #353, Burlington, MA 01803	\$49,400	YES	YES	YES	YES	none	
Dandis Contracting	1020 Turnpike St, Canton, MA 01021	\$59,980	YES	YES	YES	YES	none	
Northeast Painting Associates, Inc.	881 North King Street, Northampton, MA 01060	\$38,000	YES	YES	YES	YES	none	
Evergreen Construction Corp.*	39 Sullivan St, Springfield, MA 01104	\$79,700	YES	YES	YES	YES	Restricted to Evergreen Construction	Wrong bid form, clerical error
O Byrne Painting and Contracting, Inc.	21 Old Farm Rd, Wayland, MA 01778	\$18,800	YES	YES	YES	YES	none	Bid delivered to City on time but delayed at Central Services. Per AG, city should accept bid

Attorney General bid unit ruled that using the wrong bid form does not require rejection  
**Bid opening and witnesses**

<b>Wayne Feiden</b>	<b>Date</b>	<b>Joseph Cook</b>	<b>Date</b>
		<b>Ann-Marie Moggio</b>	<b>Date</b>

**City of Northampton**  
MASSACHUSETTS

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*In City Council*

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Upon recommendation of the Mayor

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*Ordered, that*

That \$15,000 be appropriated from the Parking Receipts Reserved for Appropriation to the Collector's Financial Management Services Account (11462 530012) for the purpose of paying merchant service fees associated with credit card use at the E.J. Gare Parking Garage.

**City of Northampton**  
MASSACHUSETTS

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*In City Council, October 2, 2014*

Upon the recommendation of Mayor David J. Narkewicz and Planning and Sustainability

WHEREAS, There is a public interest in providing handicap accessible entrance to buildings to serve all populations and promote commercial vitality; and

WHEREAS, The City has received a request for a handicap accessible entrance to a new business in the lowest level of Thornes Market that would be located on public land (on the plaza facing the Parking Garage); and

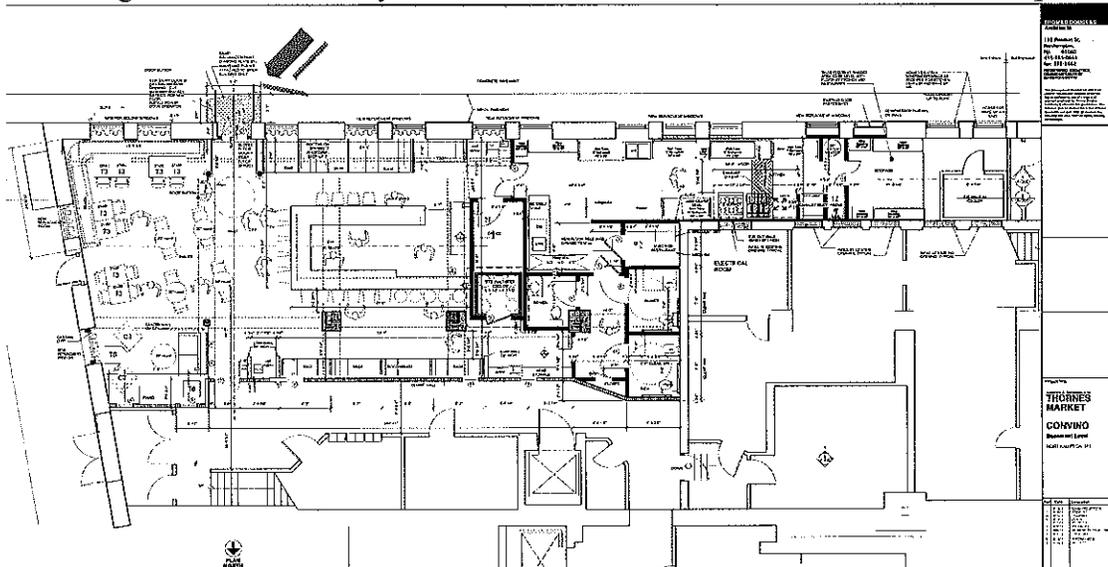
WHEREAS, A temporary lease does not threaten any public purposes nor limit future city options;

**NOW, THEREFORE BE IT RESOLVED,**

The City Council declares as surplus to city needs a temporary lease for an accessible entrance to Thornes Market;

Further, the City Council authorizes that the Mayor to sign a lease for up to 60 months for \$1,000 for such staircase, provided that such lease be recorded in the Registry of Deeds, comply with MGL c. 30B, reserve the right of the city to terminate the lease early if necessary for public access on the plaza, and include such other terms and conditions as the Mayor finds reasonable;

Further, the City Council authorizes the Mayor to renew the lease one time upon the termination of the original lease if the Mayor finds that such renewal is not inconsistent with public access.



**City of Northampton**  
MASSACHUSETTS

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*In City Council, October 2, 2014*

Upon the recommendation of Mayor David J. Narkewicz and the Conservation Commission

*Ordered, that*

WHEREAS,  
The *Open Space, Recreation and Multi-Use Plan: 2011-2018* recommends linking conservation areas along Broad Brook to enhance wildlife value and create a continuous Broad Brook Greenway; and

WHEREAS,  
The McKown family offered to sell a key parcel (Map ID 2-16) totaling 12.1± acres for \$12,100 to add to the Broad Brook Greenway; and

WHEREAS,  
This acquisition will fill a gap in the Greenway; and

WHEREAS,  
All funds will be drawn from CPA Conservation Fund, Broad Brook Coalition contributions and community donations. No additional appropriation is required for this purpose; and



**NOW, THEREFORE BE IT ORDERED,**

That the Conservation Commission is authorized to purchase or otherwise acquire for conservation and passive recreation purposes, as provided by Section 8C of Chapter 40 of the General Laws, the Community Preservation Act, and Article 97 of the Amendments to the Massachusetts Constitution, any fee, easement or conservation restriction as defined in Section 31 of Chapter 184 of the General Laws or any other interest in the above land and any immediately adjoining land; that the City Council hereby accepts such conservation restrictions; that the Conservation Commission is authorized to grant conservation restrictions on any land so acquired.

**City of Northampton**  
MASSACHUSETTS

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*In City Council, October 2, 2014*

Upon recommendation of the Mayor

*Ordered, that*

The following amounts of borrowing authority under the following loan orders be and hereby are rescinded:

1. \$625,000 of borrowing authority authorized under the loan order approved on July 12, 2012 for the acquisition of land, easements or conservation restrictions for property adjacent to the Connecticut River, necessary for the expansion of the Connecticut River Greenway and development of a Connecticut River Boathouse as the City has received a PARC grant for the acquisition.
2. \$250,000 of borrowing authority authorized under the loan order approved on February 6, 2014 for the purpose of developing new playgrounds at Lampron Park and/or the Florence Fields Recreation Area as the City has received an Our Common Backyards Grant for the project.
3. \$500,000 of borrowing authority authorized under the loan order approved May 2, 2013 for improvements to public multi-use trails in the Beaver Brook Conservation Area as the City has received a Land and Water Conservation Grant for the project.



**Mayor David J. Narkewicz**

**City of Northampton**  
City Hall, 210 Main Street, Room 12  
Northampton, MA 01060-3199  
(413) 587-1249  
mayor@northamptonma.gov

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September 30, 2014

Northampton City Council  
210 Main Street, Room 4  
Northampton, MA 01060

RE: Submission of Administrative Order Pursuant to Article 6 of the Charter

To the Honorable Members of the City Council,

Today I am submitting the attached administrative order organizing city government into operating agencies under Article 6 of the charter of the city of Northampton, Chapter 277 of the Acts of 2012, and pursuant to the transitional provisions set out in Section 2 of said Chapter 277.

Northampton city departments and multiple-member bodies are currently established by ordinance, charter, special acts, state law, or in some cases a combination thereof. Article 6 of the city charter requires that "the organization of the city into operating agencies to provide services and administer the government may be accomplished only through an administrative order submitted to the city council by the mayor." Section 2 of Chapter 277 provides that "no later than September 30, 2014, the mayor shall promulgate a series of administrative orders providing for the organization of city government into operating agencies under article 6 of the charter." This first-ever, omnibus administrative order is submitted in conformity with those requirements.

The administrative order is arranged in code format for organization and accessibility. The order is entitled "Administrative Code of the City of Northampton," and it is divided into two major parts. Part I establishes twenty-two city departments organized into six divisions and describes the authorities and responsibilities of each agency. Part II establishes twenty-six appointed multiple-member bodies and describes the authorities and responsibilities of each board, committee, or commission.

Six city departments have been renamed to better reflect their mission or modern terminology. For example, Management Information Systems (MIS) has been renamed the Information Technology (IT) Department. Four multiple-member bodies have also been renamed to better reflect their mission, modern terminology, and, in some cases, to

conform to state law. For example, the Tree Committee has been renamed the Public Shade Tree Commission to better reflect both state terminology and its independent role advising our tree warden (a DPW position also created by this code) and the mayor on the preservation and expansion of our city's shade tree canopy.

Three city agencies in Part I have undergone more substantive changes to either their establishment process or their authorities and responsibilities. The City Solicitor has been a direct appointment of the Mayor since 1927. Previous to that the position was elected directly and along political party lines by the City Council. Under my administrative order, the City Solicitor will now be appointed by the Mayor subject to confirmation by the City Council. This aligns the City Solicitor appointment process with that of every other city department head under our charter and better reflects the division of shared powers of the executive and legislative branches of our government.

The authority and responsibility of the renamed Parks and Recreation Department has, as its new name implies, been expanded to include oversight of the use and programming of city parks. The Board of Public Works previously held this authority in its role as park commissioners under a series of special acts repealed by this administrative order. This change better reflects the needed division of departmental responsibilities for maintenance versus programming of our city's expanding inventory of parks and recreation facilities.

The Department of Public Works (DPW) maintains its current name and mission, but absorbs many of the responsibilities and authorities that had been delegated to the Board of Public Works (BPW) under a series of special acts repealed by this administrative order. This division of power between a DPW and a BPW created in 1921 no longer conforms to modern local governmental structure, is often confusing to residents, and seemingly creates an un-elected third branch of government for public works making fiduciary and policy decisions that are more appropriately delegated to either professional staff or the city's elected representatives.

The dedicated and hard-working citizen volunteers who currently comprise the Board of Public Works will continue to play an important role in guiding our city's planning and investment in public works as the renamed Public Works Commission. This new commission will be advisory to the DPW as the department moves forward directly managing our city's public works and making recommendations to the Mayor and City Council on both policy and budgetary matters. For example, and of particular significance, the Public Works Commission will offer advice on future water and sewer rates that the DPW must recommend to the Mayor who, in turn, must submit the proposed rates to the City Council for final approval under Article 7 of the city charter.

Pursuant to Article 6 of the charter, this administrative order is accompanied by a set of recommended ordinance amendments or deletions that must be simultaneously adopted by the City Council in order to fully effectuate the new administrative code. In most cases this involves deleting ordinances that currently govern the establishment and responsibilities of departments or multiple-member bodies. In other instances, the

amendments are designed to implement agency name changes or shifts in responsibility. Finally, some of the ordinance changes eliminate multiple-member bodies that have been long defunct or are better suited as ad-hoc advisory committees.

This administrative order represents the final major remaining unfinished transition item of the special act city charter adopted by both the legislature and the voters of Northampton in 2012. It serves to complete our city's move forward to a new, more modern structure of local government featuring a clear and well-defined separation of powers between our executive and legislative branch of government.

I want to personally and publicly thank my Chief of Staff, Lyn Simmons, who is the principal architect and author of this impressive and complex document. Its creation involved countless hours of painstaking research of city ordinances, special acts, historic documents and wills, and state law as well as comparative research of other Massachusetts cities. Dozens of drafts, editing sessions, and legal reviews by City Solicitor Alan Seewald later left the similarly painstaking task of cross-checking the completed administrative code against our code of ordinances to create the necessary ordinance changes and deletions. Our city owes Lyn Simmons a debt of gratitude for helping this mayor provide a strong foundation for the administrative organization of our city for future generations of chief executive officers to rely and build upon.

I respectfully request that the City Council approve this administrative order pursuant to Article 6 of the city charter. I stand ready to answer any questions you have about the document or provide any additional information needed for your required public hearing and deliberations.

Respectfully,

A handwritten signature in black ink, appearing to read 'David J. Narkewicz', with a long horizontal line extending to the right.

David J. Narkewicz  
Mayor, City of Northampton



**Administrative Code of the City of Northampton**  
**Mayor David J. Narkewicz**  
**September 30, 2014**

**Part I. Administrative Organization**

- 1.0 Office and Standards**
  - 1.01 Generally
  - 1.02 Coordination of Operations
  - 1.03 Department Heads
  - 1.04 Staffing
  - 1.05 Bonds
  - 1.06 Oath of Office
  - 1.07 Setting Charges and Fees
  
- 2.0 Administration and Finance Division**
  - 2.01 Office of the Mayor
  - 2.02 City Solicitor
  - 2.03 Central Services Department
  - 2.04 Office of the City Clerk
  - 2.05 Human Resources Department
  - 2.06 Information Technology
  - 2.07 Office of Planning & Sustainability

**Finance**

  - 2.08 Finance Director
  - 2.09 Office of the Assessor
  - 2.10 Office of the Auditor
  - 2.11 Office of the City Collector
  - 2.12 Office of the Treasurer
  
- 3.0 Health and Human Services Division**
  - 3.01 Health Department
  - 3.02 Department of Veterans' Services
  
- 4.0 Cultural and Recreational Services Division**
  - 4.01 Arts and Culture Department
  - 4.02 Parks and Recreation Department
  - 4.03 Senior Services
  
- 5.0 Public Safety Division**
  - 5.01 Building Department
  - 5.02 Fire/Rescue Department
  - 5.03 Police Department
  - 5.04 Public Safety Communications Center

- 6.0 Public Works Division**
  - 6.01 Department of Public Works
- 7.0 Other Municipal Positions**
  - 7.01 Fence Viewer
  - 7.02 Weighers of Coal
  - 7.03 Weighers of Hay

## **Part II. Multiple-Member Appointive Organization**

- 1.0 Office and Standards**
  - 1.01 Generally
  - 1.02 Multiple-Member Bodies
  - 1.03 Method of Appointment; Removal; Term of Office
  - 1.04 Oath of Office
  - 1.05 Meetings
  - 1.06 Meeting Documents and Submissions; Rules and Regulations
  - 1.07 Quorum
  - 1.08 Residency
  - 1.09 Multiple-Member Body Internal Organization
  - 1.10 Setting Charges and Fees
  - 1.11 Authority to Establish Subcommittees
  - 1.12 Authority of Multiple-Member Bodies
- 2.0 Agricultural Commission**
- 3.0 Almoners, Board of**
- 4.0 Arts Council**
- 5.0 Assessors, Board of**
- 6.0 Central Business Architecture Committee**
- 7.0 Community Preservation Committee**
- 8.0 Conservation Commission**
- 9.0 Council on Aging**
- 10.0 Disability Commission**
- 11.0 Energy & Sustainability Commission**
- 12.0 Health, Board of**
- 13.0 Historical Commission**
- 14.0 Housing Partnership**

- 15.0 Human Rights Commission
- 16.0 License Commission
- 17.0 Municipal Affordable Housing Trust Fund Board of Trustees
- 18.0 Parks and Recreation Commission
- 19.0 Planning Board
- 20.0 Public Works Commission
- 21.0 Redevelopment Authority
- 22.0 Registrars, Board of
- 23.0 Public Shade Tree Commission
- 24.0 Transportation & Parking Commission
- 25.0 Trust Fund Committee
- 26.0 Youth Commission
- 27.0 Zoning Board of Appeals

## **Part I. Administrative Organization**

### **1.0 Office and Standards**

#### **1.01 Generally**

All agencies shall be under the jurisdiction of the mayor and are described in this part of the administrative code. The description of agencies delineates the mission and functions of each agency and broadly highlights their authorities and responsibilities.

#### **1.02 Coordination of Operations**

The mayor coordinates administration, finance, operations, and public safety activities by meeting regularly to discuss and coordinate activities to assure appropriate delivery of municipal services and to mitigate duplication of services where possible. The mayor develops action programs, evaluates program completion, and reviews management, financial, personnel, and legal issues. Significant attention is paid towards coordination of work programs, so as to ensure minimal work disruption and efficient service delivery. The delivery of service to the public requires coordination and cooperation among the various divisions, departments, and programs within the city. Department heads identify those areas of concern where the various agencies can assist each other in the accomplishment of their mission.

#### **1.03 Department Heads**

Each department head shall perform all duties required of their office or position by state law, the charter, the administrative code, and the ordinances of the city, and such other duties as may be required by the mayor. The officers and department heads shall: be immediately responsible to the mayor for the effective administration of their respective departments and all activities assigned thereto; utilize sound practices and keep informed as to the latest practices in their particular fields and implement, with the approval of the mayor, such new practices as appear to be of the benefit and service to the public; submit annual reports of the activities of their department to the mayor; establish and maintain systems of filing and indexing records and reports in sufficient detail to furnish all information necessary for proper control of department activities and to form a basis for the periodic reports to the mayor; supervise all subordinates under them; be responsible for the proper maintenance of all city property and equipment used in their departments.

#### **1.04 Staffing**

Each department shall consist of such administrative, clerical, maintenance, and technical staff that may be authorized by the mayor and subject to budget appropriation and, where required, confirmation by the city council.

#### **1.05 Bonds**

Officials required by state law shall each, before entering upon the duties of their respective offices, give a good and sufficient surety company bond to the city, duly approved by the city solicitor, and conditioned upon the faithful performance and discharge of their respective duties and the proper

application and payment of all money or property coming into their hands by virtue of their offices. The city shall pay the cost of each official bond. Official bonds of city officers shall be in the custody of the city auditor.

## **1.06 Oath of Office**

Any non-elected city officer required to take an oath of office shall have it administered by the mayor.

## **1.07 Setting Charges and Fees**

Any city office authorized to issue a license, permit, certificate, or to render a service or perform work for a person or class of persons, may, from time to time, fix reasonable fees for all such licenses, permits, service or work in accordance with Mass. Gen. Laws c. 40, § 22F.

## **2.0 Administration and Finance Division**

### **2.01 Office of the Mayor**

#### Established

There shall be an office of the mayor under the supervision of a mayor elected by the voters of Northampton.

#### Authorities and Responsibilities

The office of the mayor supports the chief executive officer in carrying out the duties set forth in article 3 of the charter. The office oversees housing, community development block grant, and economic development. The mayor's executive assistant serves as staff to the license commission.

### **2.02 City Solicitor**

#### Established

The city solicitor shall be appointed by the mayor, subject to confirmation by the city council, and shall serve as legal counsel to the mayor and the City of Northampton. Employment of the city solicitor shall be on such terms and conditions as designated by the mayor. In no event shall the mayor extend the contract of the city solicitor beyond the term of office that the mayor is currently serving.

#### Authorities and Responsibilities

The city solicitor shall be admitted to practice as an attorney in the courts of this commonwealth and the U.S. District Court for the District of Massachusetts. The city solicitor shall hold no other office under the city government while under contract with the municipality as its solicitor, except for those specifically permitted by ordinance. The city solicitor shall provide the city with legal services and, with consent of the mayor, may advise any officer or department head of the city on any question of law connected with the discharge of his or her official duties. The city solicitor shall oversee the legal services budget including the hiring of outside counsel as required. The city solicitor and any outside counsel shall be paid from the city's legal services budget subject to appropriation by the city council.

### **2.03 Central Services Department**

#### Established

There shall be a central services department under the supervision of a director.

Authorities and Responsibilities

The central services department shall be responsible for the care and maintenance of all municipal property and all municipal buildings, including the contents thereof, with the exception of parks, recreation and conservation land, and smith vocational and agricultural high school. The department shall coordinate all construction projects for city buildings and other facilities under the department's jurisdiction. The department shall be responsible for the maintenance, operation, and repair of all parking meters on public ways and in all off-street public parking areas and garages. The department shall be responsible for snow removal in all off-street public parking areas and garages.

## **2.04 Office of the City Clerk**

Established

There shall be an office of the city clerk under the supervision of a city clerk elected by the voters of Northampton.

Authorities and Responsibilities

The city clerk is the keeper of all vital records and statistics of the city and of ancient and public records. The city clerk is responsible for all aspects of elections in accordance with federal, state and local laws. The city clerk serves as a member of the board of registrars and shall carry out the provisions of MGL c. 51. The city clerk is the custodian of the city seal. The city clerk administers the oath of office to elected officers and appointed members of multiple member bodies. The city clerk posts meeting notices as required by Massachusetts general law. The city clerk issues such licenses and permits as may be provided by law. The city clerk records all business related filings, including state and federal tax liens, uniform commercial code filings, and business name registration. The city clerk receives notice of claims and transmits these claims to the city solicitor. There shall be an assistant city clerk whose certification or attestation shall have the same effect as that of the city clerk.

## **2.05 Human Resources Department**

Established

There shall be a human resources department under the supervision of a director.

Authorities and Responsibilities

The human resources department administers the classification and compensation plans, collective bargaining agreements and personnel policies. The department provides advice and assistance to the mayor and departmental managers on personnel matters, including position classification and compensation levels, employee relations, recruitment, training, employee grievances and discipline. The department establishes uniform personnel practices and procedures. The department coordinates affirmative action and equal opportunity programs, ensures compliance with the fair labor standards act, and administers insurance programs.

## **2.06 Information Technology Department**

Established

There shall be an information technology department under the supervision of a director.

Authorities and Responsibilities

The information technology department provides computer hardware and software acquisition, networking, maintenance, and support to all city departments. It is further responsible for computer supplies management, desktop publishing and data communications. The department shall be

responsible for systems development and planning, systems modification and enhancement, operations, central services, and management and administration of the hardware and software for the geographic information system. The department is responsible for computer training and the official city website. The department is the central depository for all electronic information.

## **2.07 Office of Planning & Sustainability**

### Established

There shall be an office of planning and sustainability under the supervision of a director.

### Authorities and Responsibilities

The office of planning and sustainability identifies and implements the city's vision for sustainable land use and growth. The office performs comprehensive and strategic planning, demographic and policy analysis, historic planning and preservation, open space and recreation planning and implementation, sustainable transportation planning and implementation, and environmental project implementation. The office manages the land use and environmental permitting process.

The office provides administrative, clerical and technical support to the planning board, conservation commission, zoning board of appeals, historic district commission, central business architecture committee, agricultural commission, and the community preservation committee.

## **Finance Division**

### **2.08 Finance Director**

#### Established

The finance director shall be appointed by the mayor, subject to confirmation by the city council.

#### Authorities and Responsibilities

The finance director shall oversee the finance division and provide financial management and analysis to the city. The finance director assists the mayor in development of the annual city budget and coordinates the annual capital improvement program and tax rate setting process. The finance director supervises and recommends to the mayor the appointment of finance division department heads and staff.

### **2.09 Office of the Assessor**

#### Established

There shall be an office of the assessor under the supervision of a principal assessor.

#### Authorities and Responsibilities

The office of the assessor is responsible for the full and fair market valuation of real and personal property as of January 1 every year for the purposes of levying property taxes. The office shall maintain a database on each parcel of property including name and address of the owner, measurements of the land and a description of any structures, as well as their quality and condition. The office of the assessor conducts a city-wide revaluation and re-certification with the Department of Revenue every three years. The office of the assessor is also responsible for the annual submission of the tax rate recapitulation sheet to the Department of Revenue. The office of the assessor also has the authority to grant abatements and exemptions to tax payers, upon a vote of the board of assessors.

The office provides administrative, clerical and technical support to the board of assessors.

## **2.10 Office of the Auditor**

### Established

There shall be an office of the city auditor under the supervision of an auditor.

### Authorities and Responsibilities

The office of the auditor produces financial reports of revenues and expenditures. The office examines the books and accounts of all city agencies entrusted with the receipt, custody or expenditure of funds, and all original bills and vouchers on which funds have been or may be paid from the city treasury. The city auditor verifies the cash balance of the city treasury and reviews the bank reconciliations. The office examines all bills, drafts, orders and payrolls, and, if found correct, draws a warrant upon the treasury for their payment. The office disallows or refuses to approve for payment any claim found to be fraudulent, unlawful or in excess of budget. The department, at the close of the fiscal year, compiles statements showing the amounts appropriated, and the amounts expended and encumbered from each appropriations during the preceding fiscal year.

The office of the auditor acts as the procurement agent for the city through the position of chief procurement officer. The chief procurement officer ensures the process for acquisition and disposal of goods and services will be conducted in accordance with state law.

## **2.11 Office of the City Collector**

State law reference c. 41 § 38A

### Established

There shall be an office of the city collector under the supervision of a collector.

### Authorities and Responsibilities

The office of the city collector collects and enforces the collection of committed taxes, betterments and other amounts as provided by law. The office certifies as to the existence of municipal liens, and counts and records parking meter receipts. The office supervises and coordinates the enforcement and processing of parking violations, including the duties set forth in MGL c. 90 § 20A ½.

## **2.12 Office of the Treasurer**

### Established

There shall be an office of the treasurer under the supervision of a treasurer.

### Authorities and Responsibilities

The treasurer manages the city's cash and is responsible for the deposit, investment and disbursement of city funds. The treasurer is authorized to issue debt on behalf of the city upon approval of the city council and prepares for the sale of long term bonds by working with the city's financial advisor, bond counsel and the mayor and finance director. The treasurer establishes and maintains an efficient cash management system including maintenance of the city's cashbook and determines the cash flow needs of the city by timing investments to ensure maximum yield for interest and planning when borrowing may need to occur. The treasurer is the custodian of all tax title accounts and prepares and maintains all deeds, conducts sales of land and property and prepares documents for foreclosures.

The city treasurer shall be the treasurer of the city's retirement board. The treasurer provides administrative, clerical and technical support to the board of almoners and trust fund committee.

### **3.0 Health and Human Services Division**

#### **3.01 Health Department**

##### Established

There shall be a health department under the supervision of a director.

##### Authorities and Responsibilities

The health department is responsible for protecting and strengthening public health in the city. The department acts as the agent of the board of health in enforcing all related regulations of the Commonwealth of Massachusetts, all related ordinances and regulations of the city of Northampton, and shall perform any other duties which it may be assigned by state or federal statute, state or federal regulation, or city ordinance or regulation.

The department provides administrative, clerical and technical support to the board of health.

#### **3.02 Department of Veterans' Services**

State law reference c. 115 § 10

##### Established

There shall be a department of veterans' services under the supervision of a director.

##### Authorities and Responsibilities

The department of veterans' services shall provide assistance to veterans and/or dependents in obtaining benefits from federal, state and local programs for veterans and/or their dependents. The department provides outreach, counseling, medical, employment and other support services.

### **4.0 Cultural and Recreational Services Division**

#### **4.01 Arts and Culture Department**

##### Established

There shall be an arts and culture department under the supervision of a director.

##### Authorities and Responsibilities

The arts and culture department works to fund, promote and present high-quality, community-based arts programming for the benefit of artists, residents and visitors to the City of Northampton. The department works with the arts council to perform tasks assigned to local cultural councils under MGL c. 10, § 58, or successor statutes. The department coordinates the paradise city cultural district under MGL c. 10 § 58A. The department serves as the city's liaison to local, regional, and statewide arts and culture organizations.

The department provides administrative, clerical and technical support to the arts council.

#### **4.02 Parks and Recreation Department**

##### Established

There shall be a parks and recreation department under the supervision of a director.

Authorities and Responsibilities

The parks and recreation department is responsible for the establishment, coordination and implementation of community recreation programs. The department oversees programmatic use of parks and recreation facilities.

The department provides administrative, clerical and technical support to the parks and recreation commission.

### **4.03 Senior Services**

Established

There shall be a senior services department under the supervision of a director.

Authorities and Responsibilities

Senior services operates the city's senior center to provide services for the enjoyment of residents aged 55 or older within the city. The department is responsible for outreach to seniors in the community. The department develops health, cultural and recreational programs for seniors. The director serves as the city's Americans with Disabilities Act (ADA) coordinator.

The department provides administrative, clerical and technical support to the council on aging and the disability commission.

## **5.0 Public Safety Division**

### **5.01 Building Department**

State law reference c. 143 § 3

Established

There shall be a building department under the supervision of a building commissioner.

Authorities and Responsibilities

The building department provides services related to public safety, environmental, and quality of life concerns. The department is responsible for building, plumbing, electrical, and gas inspections. The department reviews plans, issues permits, conducts inspections, enforces zoning ordinances and investigates complaints. The sealer of weights and measures, inspector of wires, and inspector of gas piping and gas appliances, appointed by the mayor to carry out the duties set forth in MGL c. 41 § 85, MGL c. 166 § 32-34, and MGL c.143 § 3(O) respectively, shall be employees of the department. All permits issued, inspections made and enforcement conducted by the department shall be in accordance with governing provisions of Massachusetts General Law, Code of Massachusetts Regulations and city ordinances.

### **5.02 Fire/Rescue Department**

Established

There shall be a fire/rescue department under the supervision of a fire chief.

Authorities and Responsibilities

The fire/rescue department provides fire, rescue and emergency medical services to the city. The department investigates the causes of all fires and provides written reports of all suspected arson,

inspects all buildings and structures as provided for by the state fire code, and provides for the issuance and renewal of certificates of occupancy.

### **5.03 Police Department**

#### Established

There shall be a police department under the supervision of a police chief.

#### Authorities and Responsibilities

The police department is responsible for the protection of life and property, the preservation of peace, order and safety, the safeguarding of constitutional guarantees, the prevention of crime, and the detection and arrest of offenders. The department investigates incidents and is empowered to enforce laws and ordinances. The police department shall act as the agent of the Northampton license commission under the provisions of MGL c. 138, § 63, as amended.

### **5.04 Public Safety Communications Center**

#### Established

There shall be a public safety communications center under the supervision of a director.

#### Authorities and Responsibilities

The public safety communications center is responsible for the receipt and appropriate dispatch of all public safety service requests including, but not limited to, calls for police, fire, emergency medical services or animal control services. The center is responsible for the operation and implementation of the city's reverse 911 notification system and provides twenty-four (24) hour a day, seven (7) day a week communications.

## **6.0 Public Works Division**

### **6.01 Department of Public Works**

#### Established

There shall be a department of public works under the supervision of a director.

#### Authorities and Responsibilities

The department of public works is responsible for design, engineering, maintenance and repair of all public works infrastructure. The department shall be made up of the following divisions: administration; engineering; highways; solid waste; water; and wastewater. The city's tree warden, appointed by the mayor to carry out the duties set forth in MGL c. 87, shall be an employee of the department. The department oversees the city's enterprise funds for water, sewer, stormwater, and solid waste and is responsible for billing. In consultation with the public works commission, the department makes annual recommendations to the mayor for water and sewer rates which shall be subject to the approval of the city council.

The department provides administrative, clerical and technical support to the public works commission, public shade tree commission and the transportation and parking commission.

## **7.0 Other Municipal Positions**

### **7.01 Fence Viewer**

State law reference c. 49 § 1

Established

The mayor, subject to confirmation by the city council, and shall annually appoint two or more fence viewers, to hold office for one year and until successors are qualified.

Authorities and Responsibilities

The fence viewer shall perform all tasks assigned under MGL c. 49.

## **7.02 Weighers of Coal**

State law reference c. 94 § 238

Established

The mayor shall annually appoint weighers of coal.

Authorities and Responsibilities

The weighers of coal shall perform all tasks assigned under MGL c. 94 § 238.

## **7.03 Weighers of Hay**

State law reference c. 94 § 236

Established

The mayor shall appoint weighers of hay for a term not to exceed one year.

Authorities and Responsibilities

The weighers of hay shall perform all tasks assigned under MGL c. 94 § 236.

## **Part II. Multiple-Member Appointive Organization**

### **1.0 Office and Standards**

#### **1.01 Generally**

This part of the administrative code describes all multiple-member bodies whose members are appointed by the mayor, and further delineates manner and time of appointment, terms of appointment generally and authorities and responsibilities. The city's representatives to regional governmental boards and committees shall, unless the law establishing such a committee provides otherwise, be appointed by the mayor.

#### **1.02 Multiple-Member Bodies**

The mayor may, by administrative order, reorganize, consolidate, create, merge, divide, or abolish multiple-member bodies of the city. Administrative orders establishing multiple-member bodies shall specify the following: membership, term of office and authorities and responsibilities. Multiple-member bodies are city agencies as that term is defined in the charter.

#### **1.03 Method of Appointment; Removal; Term of Office**

The mayor appoints all members of multiple-member bodies subject to confirmation by the city council as provided in the city charter section 2-10. Unless otherwise provided by law or administrative order, the terms of office of multiple-member bodies are arranged so that one-third of the terms or as nearly that number as may be possible, shall expire each year; vacancies are filled in the same manner of appointment for the remainder of the term. Unless otherwise provided by law, the length of term shall be three years and appointments shall be effective on the first day of July and shall expire the last day of June. Members may be removed by the mayor for such cause as the mayor deems sufficient.

#### **1.04 Oath of Office**

All members of multiple-member bodies shall take the oath of office within four weeks of their appointment and must take the oath of office prior to entering upon the duties of their office. The city clerk shall administer the oath of office.

#### **1.05 Meetings**

All appointed multiple-member bodies of the city shall meet regularly at the times and places that the body, by its own rules, shall prescribe. Special meetings of any multiple-member body shall be held on the call of the chair or by a majority of the members of the body. Notice of the meeting shall be posted as required by law. Except as may otherwise be authorized by law, all meetings of all multiple-member bodies shall at all times be open to the public. Meetings shall provide a reasonable opportunity for residents to offer public comment.

#### **1.06 Meeting Documents and Submissions; Rules and Regulations**

Each appointed multiple-member body shall determine its own rules and order of business within the bounds of this code. Each multiple-member body shall provide for the keeping of agenda, minutes and related submissions of its proceedings. All such documents shall be a public record and certified copies shall be placed on file in the office of the city clerk within 15 days of approval.

### **1.07 Quorum**

A majority of all voting members of a multiple-member body constitute a quorum unless some other number is provided by law or by ordinance. No multiple-member body shall meet in absence of a quorum. The city has accepted remote participation as an option for meeting participation, which shall be exercised in accordance with 940 CMR 29.10.

### **1.08 Residency**

Unless otherwise allowed by law, regulation, charter or administrative code, all members of multiple-member bodies shall be residents of the city at all times during that member's term of office. If a member of a multiple-member body removes from the city during the term for which appointed, such seat shall immediately be deemed vacant and shall be filled under section 3-3 of the charter.

### **1.09 Multiple-Member Body Internal Organization**

Each multiple-member body shall annually elect from its membership, a chair, vice-chair and clerk, and such other officer or officers as are deemed necessary or as is required by law. The annual election shall occur at the first regular meeting after July 1. The mayor and city clerk shall be notified of the officers of each body upon their election. The chair shall preside over all meetings of the multiple-member body, and is the official representative of the multiple-member body in all proceedings before the city council and other officials in the city. The vice-chair performs the chair's functions in the absence of the chair. The clerk is responsible for the certification of the multiple-member body's meeting minutes, and observance of the open meeting law.

### **1.10 Setting Charges and Fees**

Any multiple-member body authorized to issue a license, permit, certificate, or to render a service or perform work for a person or class of persons, may, from time to time, fix reasonable fees for all such licenses, permits, service or work in accordance with MGL c. 40, § 22F.

### **1.11 Authority to Establish Subcommittees**

Each multiple-member body may, by a majority vote of its membership, establish subcommittees of the multiple-member body for the purpose of addressing a particular issue or issues. A report of their activities shall regularly be made to the full multiple-member body. Each subcommittee so established shall observe laws relevant to the keeping of public records, the open meeting law, and any other applicable law, charter or administrative order.

## 1.12 Authority of Multiple-Member Bodies

Multiple-member bodies may be:

Advisory: Wherein the body has no legal authority to promulgate rules or regulations, decide individual cases or enact policy; or

Regulatory: Wherein the body has legal authority to promulgate rules and regulations, set charges and fees, decide individual cases and enact policy; or

Adjudicatory: Wherein the body has legal authority to hear and decide the rights and obligations of individual applicants.

Multiple-member bodies may be combinations of advisory, regulatory, and adjudicatory.

## 2.0 Agricultural Commission

### Established

There shall be an agricultural commission, consisting of seven members as follows: 4 members whose prime source of income is derived from farming or agricultural-based enterprises; and 3 members who have small or medium-sized farms, own agricultural land, no more than one representative of an agriculture-related organization, and/or those who have been nominated by 10 farmers. Members are not required to have residency in Northampton provided they own or manage agricultural land in the city.

### Authorities and Responsibilities

The agricultural commission shall serve as facilitators for encouraging the pursuit of agriculture in Northampton; promote agricultural-based economic opportunities in the city; act as mediators, advocates, educators, and/or negotiators on farming issues; work for preservation of prime agricultural lands; and pursue all initiatives appropriate to creating a sustainable agricultural community.

The agricultural commission is an advisory multiple-member body of the city.

## 3.0 Almoners, Board of

### Established

There shall be a board of almoners consisting of five members.

### Authorities and Responsibilities

The board of almoners shall responsibly oversee the accounting and expenditure of funds from the account the will of the late Whiting Street, and shall hear applications on requests for funds.

The board of almoners is an advisory and adjudicatory multiple-member body of the city.

## 4.0 Arts Council

State law reference – c. 10 § 58

### Established

There shall be an arts council consisting of fifteen voting members.

### Authorities and Responsibilities

The arts council works to fund, promote and present high-quality, community-based arts programming for the benefit of artists, residents and visitors to the city of Northampton. The arts council shall also perform all other tasks assigned to local cultural councils under MGL c. 10, § 58, or successor statutes.

The arts council is an advisory, regulatory and adjudicatory multiple-member body of the city.

## **5.0 Assessors, Board of**

State law reference c. 41 § 24

### Established

There shall be a board of assessors consisting of three members, one member of which shall be the principal assessor.

### Authorities and Responsibilities

The board of assessors is responsible for the full and fair market valuation of real and personal property as of January 1 each year for the purpose of levying taxes. The board of assessors provides all necessary information to the city council in preparation for the annual classification hearing. The board hears and decides all questions relating to the abatement of taxes levied by it. The board has all of the other powers, duties and responsibilities that are given to boards of assessors by general laws.

The board of assessors is an advisory, regulatory and adjudicatory multiple-member body of the city.

## **6.0 Central Business Architecture Committee**

### Established

There shall be a central business architecture committee consisting of five members and two alternates. Members shall include at least one of each of the following: one person from two nominations made by the greater Northampton chamber of commerce; one person in the building trades or construction industry; one person from two nominations made by the association of realtors covering Northampton; one architect; and one person from two nominations made by the historic district commission.

### Authorities and Responsibilities

The central business architecture committee shall have the authority to adopt reasonable rules, regulations, and forms and to revise the design guidelines manual to aid in the administration of the central business architectural ordinance chapter, and to reclassify building types shown in said ordinance.

The central business architecture committee is a regulatory and adjudicatory multiple-member body of the city.

## **7.0 Community Preservation Committee**

State law reference – c. 44B § 5

### Established

There shall be a community preservation committee consisting of nine voting members. Membership on the committee shall include one current member of the conservation commission, one current member of the historical commission, one current member of the planning board, one current member of the

parks and recreation commission, one current member of the housing authority, two members to be elected at large for four-year terms, two members of the public.

Authorities and Responsibilities

The committee carries out the duties prescribed in MGL c. 44B § 5 and city ordinance.

The community preservation committee is an advisory multiple-member body of the city.

## **8.0 Conservation Commission**

State law reference – c. 40 § 8C

Established

There shall be a conservation commission consisting of seven members.

Authorities and Responsibilities

The conservation commission protects, promotes and enhances the quality of the natural resources within the city, especially wetlands and water resources. The conservation commission is responsible for the preservation and protection of flood plains, water bodies and other wetlands within the city. The commission is responsible for the stewardship of the city's conservation lands. The commission has all of the other powers, duties and responsibilities that are given to conservation commissions by the general laws and city ordinances.

The conservation commission is an advisory, regulatory and adjudicatory multiple-member body of the city.

## **9.0 Council on Aging**

State law reference – c. 40 § 8B

Established

There shall be a council on aging consisting of fifteen members.

Authorities and Responsibilities

The council on aging shall advise the senior services department on programs and services designed to meet the needs of city of Northampton residents aged 55 or older. The council has all of the other powers, duties and responsibilities that are given to councils on aging by the general laws.

The council on aging is an advisory multiple-member body of the City.

## **10.0 Disability Commission**

State law reference – c. 40 § 8J

Established

There shall be a disability commission consisting of nine members. A majority of commission members shall consist of people with disabilities; one member shall be a member of the immediate family of a person with a disability, and one member of said commission shall be an elected official. The city's Americans with disabilities act (ADA) coordinator shall be the liaison to the commission.

#### Authorities and Responsibilities

The commission shall research local problems of people with disabilities; advise and assist municipal officials and employees in ensuring compliance with state and federal laws and regulations that affect people with disabilities; coordinate and/or carry out programs designed to meet the problems of people with disabilities in coordination with programs of the Massachusetts office on disability; review and make recommendations about policies, procedures, services, activities and facilities of departments, boards, and agencies of the city of Northampton as they affect people with disabilities; provide information, referrals, guidance and technical assistance to individuals, public agencies, businesses and organizations in all matters pertaining to disabilities, and; coordinate activities of other local groups organized for similar purposes.

The disability commission is an advisory multiple-member body of the city.

### **11.0 Energy & Sustainability Commission**

#### Established

There shall be an energy and sustainability commission consisting of eleven members, as follows; director of central services, or his/her designee; director of public works, or his/her designee; director of planning and sustainability, or his/her designee; building commissioner, or his/her designee; a representative of smith vocational and agricultural high school selected biannually by the smith vocational high school superintendent; two elected officials; and four members of the public.

#### Authorities and Responsibilities

The energy and sustainability commission shall advise and assist the city in identifying, developing, implementing, and managing programs and policies for achieving energy efficiency and energy resource sustainability, and guard against effects of energy resource disruption/depletion and climate change in all of Northampton's public and private sectors (e.g., municipal, business, commercial, residential, agricultural, and institutional). The commission shall advise and assist with achieving the goals of the sustainable Northampton plan, the city's climate change protection commitments, and other city plans/goals.

The energy and sustainability commission is an advisory multiple-member body of the city.

### **12.0 Health, Board of**

State law reference – c. 111 § 26

City Charter - Article 6A

#### Established

There shall be a board of health consisting of five members, one of whom shall be a physician.

#### Authorities and Responsibilities

The board of health preserves and maintains the city's public health standards and protects its environmental resources through community education, and by promulgating reasonable rules and regulations pertaining to those matters placed under its jurisdiction by state law or city ordinances. The board reviews and recommends health department policies and programs for implementation by the health department. The board has all of the other powers, duties and responsibilities that are given to boards of health by the general laws and city ordinances.

The board of health is an advisory, regulatory and adjudicatory multiple-member body of the city.

### **13.0 Historical Commission**

State law reference – c. 40 § 8D, and c. 40C § 14

#### Established

There shall be an historical commission which shall consist of seven members as follows: at least one member who resides or owns property in the district; one member appointed from two nominations submitted by the Northampton historical society; one member appointed from two nominees from the western Massachusetts chapter of the American Institute of Architects; one member appointed from two nominees from the realtor association of pioneer valley, the local board of realtors.

#### Authorities and Responsibilities

The historical commission shall have all powers and duties in accordance with Massachusetts general laws chapter 40, § 8C and all the power and duties of historic districts in accordance with chapter 40C. The commission shall have the authority to adopt such rules and regulations not inconsistent with the provisions of chapter 40C. The commission shall carry out the preservation, promotion and development of the historical assets of the city.

The historical commission is an advisory, regulatory and adjudicatory multiple-member body of the city.

### **14.0 Housing Partnership**

#### Established

There shall be a housing partnership consisting of fifteen members consisting of those representing the interests of people with low and moderate incomes, the housing and real estate industry, city boards and commissions involved in housing policy and/or projects, including but not limited to the planning board and the zoning board of appeals. The partnership will strive to achieve maximum diversity in its membership.

#### Authorities and Responsibilities

The housing partnership shall assist in the preservation and development of low and moderate income housing stock. All housing proposals submitted for the use of community development block grant funds shall be reviewed by the partnership and the partnership shall issue a recommendation on such proposals to the mayor.

The housing partnership is an advisory multiple-member body of the city.

### **15.0 Human Rights Commission**

#### Established

There shall be a human rights commission consisting of nine members. Membership shall, as far as it is practicable, be selected so as to ensure representation from those classes protected under state and federal law, including but not limited to, race, color, religious creed, national origin, sex, age, disability, veteran status, ancestry, sexual orientation or public benefit status.

#### Authorities and Responsibilities

The human rights commission shall act to promote human rights in the city of Northampton. The commission shall advocate and be an information resource for the rights guaranteed pursuant to local,

state, and/or federal law on the basis of race or color, gender, physical or mental ability, religion, socio-economic status, ethnic or national origin, sexual identification or orientation, or age for all persons within the city of Northampton. The mayor and city council may refer issues pertaining to human rights to the commission for review and recommendation. The commission may organize programs and events to educate about human rights.

The Human Rights Commission is an advisory multiple-member body of the city.

## **16.0 License Commission**

State law reference – c. 138 § 4

### Established

There shall be a license commission consisting of three persons in accordance with MGL c. 138. Members shall serve for six year terms from the first monday in june.

### Authorities and Responsibilities

The license commission acts as the licensing board for the city with all powers to grant, suspend, or revoke licenses and permits for alcoholic beverages as provided in MGL c. 138. The commission has the power to grant, suspend or revoke all other licenses not otherwise provided by law.

The license commission is an advisory, regulatory and adjudicatory multiple-member body of the city.

## **17.0 Municipal Affordable Housing Trust Fund Board of Trustees**

State law reference – c. 44 § 55C

### Established

There shall be a municipal affordable housing trust fund board of trustees made up of five members, one of whom shall be the mayor. Trustees shall serve two year terms.

### Authorities and Responsibilities

The municipal affordable housing trust fund board of trustees shall work to provide for the creation and preservation of affordable housing in Northampton for the benefit of low and moderate income households. The board manages the municipal affordable housing trust fund and has all other authority delegated to it under MGL c. 44, § 55C.

The affordable housing trust is an advisory and adjudicatory multiple-member body of the city.

## **18.0 Parks and Recreation Commission**

### Established

There shall be a parks and recreation commission consisting of nine members.

### Authorities and Responsibilities

The parks and recreation commission advises the parks and recreation department on development and implementation of recreational programming for parks, playgrounds, playfields, indoor recreation centers and other recreation areas and facilities owned or controlled by the city.

The parks and recreation commission is an advisory multiple-member body of the city.

## **19.0 Planning Board**

State law reference – c. 41 § 81A

### Established

There shall be a planning board consisting of seven members and two associate members. The associate members shall serve in the absence of a full member to the extent permitted by law.

### Authorities and Responsibilities

The planning board develops and recommends land use policies, design standards and amendment to zoning code and subdivision plans. The board reviews and approves the subdivision plans for the city, decides applications for special permits and site plan review as provided in the zoning ordinance. The board has all of the other powers, duties and responsibilities that are given to planning boards by the general laws and ordinances.

The planning board is an advisory, regulatory and adjudicatory multiple-member body of the city.

## **20.0 Public Works Commission**

### Established

There shall be a public works commission consisting of seven members.

### Authorities and Responsibilities

The public works commission advises the department of public works and the mayor on the city's public works service delivery, infrastructure management, and long-range planning. The commission reviews and makes recommendations to the department on its policies, operating and capital budgets, proposed city ordinances, fee-setting and permitting processes, and the prioritization and planning of public works projects. The commission works with the department to conduct public hearings on public works issues and projects. The commission's advisory role includes reviewing proposed water and sewer rates, stormwater fees, and solid waste fees.

The public works commission is an advisory multiple-member body of the City.

## **21.0 Redevelopment Authority**

State law reference – c. 121B § 4

### Established

There shall be a redevelopment authority consisting of five members. Members shall serve a term of five years. The mayor shall appoint four members, the fifth member shall be appointed by the department of housing and community development.

### Authorities and Responsibilities

The authority has all duties and responsibilities as set forth in MGL c. 121B § 4.

## **22.0 Registrars, Board of**

State law reference – c. 51 § 15

### Established

There shall be a Board of Registrars consisting of four persons in accordance with MGL c. 51§ 15. Members shall serve three-year terms beginning in April.

Authorities and Responsibilities

The board of registrars shall hold voter registration sessions, including those required by MGL c. 51 § 42C, certify the signatures on nomination papers and petitions, hold hearings and decide disputes over signatures on nomination papers, prepare annual list of persons, and employ poll workers and ballot counters. The board has all of the other powers, duties and responsibilities that are given to boards of registrars of voters by the general laws.

The board of registrars is a regulatory and adjudicatory multiple-member body of the city.

### **23.0 Public Shade Tree Commission**

Established

There shall be a public shade tree commission consisting of seven members.

Authorities and Responsibilities

The public shade tree commission preserves, protects and promotes city shade trees. The commission works to inventory current trees and select new trees for planting. The commission advises and makes recommendations to the tree warden and the mayor on matters involving public shade trees. The commission works to promote knowledge and awareness of the benefits of shade trees.

The public shade tree commission is an advisory multiple-member body of the city.

### **24.0 Transportation & Parking Commission**

Established

There shall be a transportation and parking commission consisting of eleven members as follows: director of public works, or his/her designee; director of planning and sustainability, or his/her designee; police chief, or his/her designee; director of central services or his/her designee; a member of the planning board, selected biannually by the planning board; two elected officials and four members of the public. The city's traffic engineer and parking clerk shall serve as advisors to the commission.

Authorities and Responsibilities

The transportation and parking commission advises the mayor and city council on the safety, efficiency, and sustainability of its multi-modal transportation system for automobiles, bus transit, passenger rail, bicycles, and pedestrians. The commission researches and recommends city policies related to transportation and/or parking. The commission shall review and make recommendations on any ordinance related to transportation and/or parking. The commission shall receive and review input from city residents, businesses, and neighborhoods on issues or concerns related to transportation and/or parking. The commission holds hearings, reviews data, and makes recommendations on applications filed under the city's traffic calming program.

The transportation and parking commission is an advisory multiple-member body of the city.

### **25.0 Trust Fund Committee**

Established

There shall be a trust fund committee consisting of three members.

Authorities and Responsibilities

The trust fund committee shall make recommendations to the city treasurer on Northampton's trust fund investments to realize the best possible gain while maintaining a balance between risk and return with the primary objectives of preservation of capital, maintenance of security of trust funds and investments, maximization of total return for each trust fund, efficient disbursement of funds on an equitable basis, and effective collection of all due monies. The committee shall also advise the treasurer on the other post employee benefits trust fund.

The trust fund committee is an advisory multiple-member body of the city.

**26.0 Youth Commission**

State law reference – c. 40 § 8E

Established

There shall be a youth commission consisting twenty-one members, from the age of 13 through 18.

Authorities and Responsibilities

The youth commission shall carry out programs which may be designed or established to meet the opportunities, challenges and problems of youth of said city or town and in conjunction with any similar or related programs of any agency of the commonwealth or any agency of the federal government. The commission shall actively involve youth in issues affecting them and to give advice to the mayor and the city council. The commission shall be available to act as a forum for youth concerns about adults and adult concerns about youth.

The youth commission is an advisory multiple-member body of the city.

**27.0 Zoning Board of Appeals**

State law reference – c. 40A § 12

Established

There shall be a zoning board of appeals consisting of three members and two associate members.

Authorities and Responsibilities

The zoning board of appeals hears and decides applications for variances, special permits, comprehensive permits and appeals relating to actions or refusals to act by the zoning enforcement officer. The board has all of the other powers, duties and responsibilities that are given to zoning board of appeals by the general laws. Each of the board members shall serve as a zoning administrator on a rotating basis pursuant to MGL c. 40A § 14 and city ordinance § 350- 4.10(e).

The zoning board of appeals is a regulatory and adjudicatory multiple-member body of the City.



## Northampton Fire Department

# Memorandum

**To:** Mayor David Narkewicz  
**From:** B. Duggan  
**Date:** October 12, 2014  
**Re:** Fire/Rescue Organizational Designation

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Over the previous fifteen years, the organization has developed a wide variety of life safety services. When I arrived in Northampton, the Department was internally focused on fire suppression and the doors were closed to the community. The change in our designation under the New City Charter reaffirms support for the services and community focus that we have developed.

Currently we offer approximately 68 services to the community. The majority of these services and our responses are of a rescue/life safety nature, ranging from car seat installation to advanced cardiac intervention. As our transport emergency medical services program has matured and has become embedded within our organization, the fire/rescue role was solidified as we developed the Fiscal 2015 Budget.

Typically an organization becomes a fire/rescue entity when the mission of the organization has shifted away from the limited focus of fire suppression. Based on the success of fire prevention and code development, the number of structure fires has decreased across the United States. Most proactive fire service agencies have shifted to more of an all hazards orientation that places a primary focus on life safety services. These organizations have become designated as fire/rescue agencies based on the change in role supported by their community. Presently in Massachusetts 14 agencies carry a rescue, life safety designation.

### The Importance of a Name and Designation

The name designation adopted by the community often defines the expectation of an organization. This name defines the organization for both our staff and the

community. I believe that we have successfully shifted toward a life safety focus and this change should be recognized within the city Charter.

### Transitional cost

There will be no transitional cost as the importance of this change is a formal recognition and support of the role the organization plays within the community not the sign hanging on the side of our stations. Over time as we order new patches and vehicles we will utilize the fire/rescue designation. However, to rebrand the entire organization would simply be a waste of municipal funds. There is no need to immediately order new patches, uniforms, badges, and facility signage.

# CITY OF NORTHAMPTON MASSACHUSETTS

In the Year **Two Thousand Fourteen** and

UPON THE RECOMMENDATION OF Mayor David J. Narkewicz

## ORDINANCE

An Ordinance of the City of Northampton, Massachusetts, providing that the Code of Ordinances City of Northampton, Massachusetts, be amended by revising section 22§ 1-4 of said Code providing that

Community Preservation Committee

Be it ordained by the City Council of the City of Northampton, in City Council assembled, as follows,

That section Ch. 22§ 1-4 of the Code of Ordinances of the City of Northampton, Massachusetts, be amended so that such section shall read as follows:

### SECTION 22 § 1-4

Rename Ch. 22 from Commissions and Committees to Community Preservation Committee

Delete Ch. 22 § 128-131 in its entirety and add in place thereof:

#### § 22-1. Establishment.

There is hereby established a Community Preservation Committee, in accordance with the Chapter 267 of the Acts of 2000, Massachusetts Community Preservation Act, consisting of nine voting members pursuant to MGL Chapter 44B.

#### § 22-2. Membership; terms.

##### A.

The composition of the Committee, the appointment authority and the term of office for the Committee members shall be as follows:

##### (1)

One current member of the Conservation Commission as designated by said Commission for an initial term of one year, and thereafter for a term of three years.

##### (2)

One current member of the Historic Commission as designated by said Commission for an initial term of two years, and thereafter for a term of three years.

##### (3)

One current member of the Planning Board as designated by said Board for a term of three years.

##### (4)

One current member of the Parks and Recreation Commission as designated by said Commission for a term of three years.

##### (5)

One current member of the Housing Authority as designated by said Authority for an initial term of two years, and thereafter for a term of three years.

(6)

Two persons be elected at large for four-year terms in the next municipal election following the Charter change approving their election.

(7)

Two members of the public to be appointed by the Mayor for an initial term of one year, and thereafter for a term of three years.

B.

Committee members shall be classified as special municipal employees for the purpose of Chapter 268A of the Massachusetts General Laws.

C.

If any appointed Committee member misses half of the scheduled meetings of the Committee during any calendar year, the Chair shall review the absences of the Committee member and the Chair shall recommend appropriate action to the City Council.

D.

The commissions, boards, or authorities who have appointment authority under this article shall appoint such representatives within 45 days of the effective date of this article, and said names shall be forwarded to the City Council for approval.

E.

In addition, all commissions, boards or authorities who have appointment authority under this article shall appoint an alternate representative for each such position, within 45 days of the effective date of this article, to ensure attendance in the event the primary representative cannot attend a Committee meeting. Said names shall be forwarded to the City Council for approval.

F.

Should there be a vacancy or resignation in any of the Community Preservation Committee positions, the commissions, boards or authorities who have appointment authority under this article shall appoint a new representative within 45 days of the first date of vacancy or resignation, otherwise said vacancy may be filled by the City Council. Said names shall be forwarded to the City Council for approval.

G.

Should any of the commissions, boards, or authorities who have appointment authority under this article be no longer in existence for whatever reason, the appointment authority for that commission, board or authority shall become the responsibility of the City Council.

### § 22-3. Powers and duties.

The Community Preservation Committee shall study the needs, possibilities and resources of the City regarding community preservation. The Committee shall consult with existing municipal boards, including the Mayor, City Council, Conservation Commission, the Historic District Commission, Agricultural Commission, Housing Authority, Youth Commission, Council on Aging, Public Shade Tree Commission, the Planning Board, the Parks and Recreation Commission, the Housing Partnership and the Department of Public Works, or persons acting in those capacities or performing like duties, in conducting such studies. As part of its study, the Committee shall hold one or more public informational hearings on the needs, possibilities and resources of the City of Northampton regarding community preservation possibilities and resources, notice of which shall be posted publicly and published for each of two weeks preceding a hearing in a newspaper of general circulation in the City.

A.

The Community Preservation Committee shall make recommendations to the City Council for the acquisition and preservation of open space which includes parks, conservation land, wildlife preserves, public drinking water supplies and scenic areas, farmland and forests; for the acquisition and restoration of historic buildings and sites; and for the creation and preservation of affordable housing. At least 10% of the funds for each fiscal year will be spent, or reserved for later spending, on each of the three community preservation purposes; open space, historic resources and affordable housing.

B.

The Community Preservation Committee may include in its recommendation to the City Council a recommendation to set aside for later spending funds for specific purposes that are consistent with community preservation but for which sufficient revenues are not then available in the Community Preservation Fund to accomplish that specific purpose or to set aside for later spending funds for general purposes that are consistent with community preservation.

§ 22-4. Officers; rules and regulations.

A.

Officers. The Committee shall annually elect one of its members as Chair and one of its members as Vice-Chair. In the event a Chair is unavailable, the Vice-Chair shall run the meeting, and in the event the Vice-Chair is unavailable the most senior member of the Committee shall chair the Committee.

B.

Rules and regulations. By majority vote of the members of the Committee, the Committee may adopt and promulgate rules and regulations for the conduct of its business on any matter within the Committee's jurisdiction under the Massachusetts Constitution, Massachusetts General or Special Laws, the Code of Massachusetts Regulations (CMR), ordinance, or other legal right or authority granted to or conferred upon the Committee.

(1)

The proposed rule or regulation shall be submitted to all Committee members at least 48 hours prior to any vote to adopt the same; provided, however, the Committee may make such amendments to the proposed rules or regulations as it deems appropriate at the meeting.

(2)

Upon approval of any rule or regulation by the Committee, a copy of the same shall be filed with the City Clerk and become effective as of the date of filing thereof unless the specific vote of the Committee establishes a later effective date.

CITY OF NORTHAMPTON

MASSACHUSETTS

.....

*In City Council,*

OCTOBER 16, 2014

.....  
UPON THE RECOMMENDATION OF...Mayor David J. Narkewicz

*Ordered, that*

The city hereby accepts the provisions of MGL ch. 40 § 8C to establish a Conservation Commission and hereby ratifies the vote to accept said § 8C dated February 20, 1964, and codified as § 22-17 of the code of ordinances, now repealed.

CITY OF NORTHAMPTON

MASSACHUSETTS

.....

*In City Council,*

OCTOBER 16, 2014

.....  
UPON THE RECOMMENDATION OF.....Mayor David J. Narkewicz.....

*Ordered, that*

The city hereby accepts the provisions of MGL ch. 40 § 8D to establish an Historical Commission and hereby ratifies the vote to accept said § 8D dated September 19, 2013, and codified as § 22-30 (A) of the code of ordinances, now repealed.

CITY OF NORTHAMPTON

MASSACHUSETTS

.....

*In City Council,*

OCTOBER 16, 2014

UPON THE RECOMMENDATION OF.....Mayor David J. Narkewicz

*Ordered, that*

In accordance with the provisions of MGL c. 40C § 14, the Historic District Commission shall have the powers and duties of an historical commission as provided in MGL c. 40, § 8D, and hereby ratifies the vote to assign the powers and duties of an historical commission to the Historic District Commission, dated September 19, 2013, and codified as § 195-3 of the code of ordinances, now repealed.

**CITY OF NORTHAMPTON**

MASSACHUSETTS

.....

*In City Council,*

OCTOBER 16, 2014

.....  
UPON THE RECOMMENDATION OF .....David J. Narkewicz

*Ordered, that*

The city hereby accepts the provisions of MGL c. 44 § 55C to establish a Municipal Affordable Housing Trust Fund.

# CITY OF NORTHAMPTON

## MASSACHUSETTS

In City Council, October 2, 2014

Upon the recommendation of City Clerk Wendy Mazza

*Ordered that,*

a meeting of the qualified voters of the City of Northampton will be held on Tuesday, November 4, 2014, in the several polling places designated for the purpose by the City Council, as follows:

- WARD 1, Precinct A - In Jackson Street School Auditorium
- WARD 1, Precinct B - In Jackson Street School Auditorium
- WARD 2, Precinct A - In Smith Vocational-Agricultural High School
- WARD 2, Precinct B - In Smith Vocational-Agricultural High School
- WARD 3, Precinct A - In the Senior Center, Great Room, 67 Conz Street
- WARD 3, Precinct B - In the Senior Center, Great Room, 67 Conz Street
- WARD 4, Precinct A - In the Senior Center, Great Room, 67 Conz Street
- WARD 4, Precinct B - In the Senior Center, Great Room, 67 Conz Street
- WARD 5, Precinct A - In Florence Civic and Business Building, 90 Park Street
- WARD 5, Precinct B - In Smith Vocational-Agricultural High School
- WARD 6, Precinct A - In Robert K. Finn Ryan Road School
- WARD 6, Precinct B - In Robert K. Finn Ryan Road School
- WARD 7, Precinct A - In John F. Kennedy Middle School, Community Room
- WARD 7, Precinct B - In Leeds School Gymnasium, Lower Level

The polls will be opened at seven o'clock in the forenoon and closed at eight o'clock in the evening of the said day, and all such members will in the several wards and precincts in which they are individually entitled to vote, between said hours give in their votes for Senator in Congress, for Governor and Lieutenant Governor, for Attorney General, for Secretary of State, for Treasurer, for Auditor, for Representative in Congress for the Second Congressional District, for Councillor for the Eighth District, for Senator in General Court for the Hampshire & Franklin & Worcester District, for Representative in General Court for the First Hampshire District, for District Attorney for the Northwestern District, and for Register of Probate for Hampshire County.

They will also give in their votes "Yes" or "No" on the following questions:

- Question #1 - Law Proposed by Initiative Petition-Sales-Eliminating Gas Tax Indexing
- Question #2 - Law Proposed by Initiative Petition- Expanding the Beverage Container Deposit Law
- Question #3 - Law Proposed by Initiative Petition- Expanding Prohibition on Gaming
- Question #4 - Earned Sick Time for Employees
- Question #5 - Regulate Campaign Spending

Yes \_\_\_\_\_ No \_\_\_\_\_

**CITY OF NORTHAMPTON**  
MASSACHUSETTS

In the Year **Two Thousand and Fourteen**

UPON THE RECOMMENDATION OF **Mayor David J. Narkewicz**

ORDINANCE

An Ordinance of the City of Northampton, Massachusetts, providing that the Code of Ordinances City of Northampton, Massachusetts, be amended by revising section - § - of said Code providing that

-----

Be it ordained by the City Council of the City of Northampton, in City Council assembled, as follows

*Section 1.* That section - § - of the Code of Ordinances of the City of Northampton, Massachusetts, be amended so that such section shall read as follows:

“Section **SECTION - § -**

**Delete the following:**

Chapter 9 Affordable Housing Trust  
Chapter 16 Claims  
Chapter 22 Commissions and Committees  
Chapter 28 Departments  
Chapter 37 Emergency Management  
Chapter 44 Finances  
Chapter 48 Fire Department  
Chapter 55 Health, Board and Department of  
Chapter 70 Maps and Records  
Chapter 73 Meetings  
Chapter 76 Officers & Employees  
Chapter 82 Personnel  
Chapter 89 Planning  
Chapter 93 Police Department  
Chapter 145 Building Regulations  
- Article I Building Department

#### Chapter 153 Cemeteries

Delete the following sections:

- Section 1 Control by the Board of Public Works
- Section 2 Appointment of Superintendents and Caretakers
- Section 3 Recordkeeping and Report required by Board of Public Works

**Add in place thereof:** Reserved: See Administrative Order

#### Chapter 156 Central Business and West Street Architecture

Delete the following section:

- Section 3 Central Business Architecture Committee

**Add in place thereof:** Reserved: See Administrative Order

#### Chapter 195 Historic Districts

Delete the following sections:

- Section 3 Historic District Commission
- Section 4 Powers and Duties of Commission

**Add in place thereof:** Reserved: See Administrative Order

#### Chapter 264 Signs

- Article II Banners

# CITY OF NORTHAMPTON MASSACHUSETTS

In the Year Two Thousand and Fourteen

UPON THE RECOMMENDATION OF Mayor David J. Narkewicz

## ORDINANCE

An Ordinance of the City of Northampton, Massachusetts, providing that the Code of Ordinances City of Northampton, Massachusetts, be amended by revising section 111§ 1-3 of said Code providing that

### **Agriculture**

Be it ordained by the City Council of the City of Northampton, in City Council assembled, as follows

*Section 1.* That section Ch. 111§ 1-3 of the Code of Ordinances of the City of Northampton, Massachusetts, be amended so that such section shall read as follows:

#### **"SECTION 111 § 1-3**

#### **Amend § 1-3 of Chapter 111 as follows:**

#### **§ 111-1. Purpose and mission statement**

##### B.

Due to Northampton's growing desire to protect agricultural land in the community, this chapter establishes ~~the Agricultural Commission and~~ a right to farm. The mission of this chapter is to provide a voice and a network for farmers within Northampton, while, at the same time, to maintain farmland and agricultural-based opportunities in the City for the benefits of its citizens and future generations.

#### **§ 111-2. Membership of Agricultural Commission**

Reserved: See Administrative Order

#### **§ 111-3. Commission Duties**

Reserved: See Administrative Order

City of Northampton  
MASSACHUSETTS

In the Year Two Thousand and Fourteen

UPON THE RECOMMENDATION OF Department Of Public Works and the Transportation and Parking Commission

ORDINANCE

An ordinance of the City of Northampton, Massachusetts, providing that the Code of Ordinances, City of Northampton, Massachusetts, be amended by revising section §312-80 of said Code; providing that: Bike Lanes

Be it ordained by the City Council of the City of Northampton, in City Council assembled, as follows:

Section 1: That section §312-80 of the Code of Ordinances of the City of Northampton, Massachusetts, be amended so that such section shall read as follows:

Section §312-80 Bike Lanes

ADD:

Location	Side	Location
North Main Street (Florence)	Both	Beginning at Cosmian Avenue northerly to Hayward Road
North Main Street (Florence)	East	Beginning 300 feet southerly from Norwottuck Rail Trail northerly to Haydenville Road
North Main Street (Florence)	West	Beginning at Norwottuck Rail Trail northerly to Haydenville Road
Prospect Street	Both	Beginning at Prospect Avenue easterly to Jackson Street

City of Northampton  
MASSACHUSETTS

In the Year Two Thousand and Fourteen

UPON THE RECOMMENDATION OF Department of Public Works

ORDINANCE

An ordinance of the City of Northampton, Massachusetts, providing that the Code of Ordinances, City of Northampton, Massachusetts, be amended by revising section §312-102 of said Code; providing that Schedule I: Parking Prohibited All Times.

Be it ordained by the City Council of the City of Northampton, in City Council assembled, as follows:

Section 1: That section §312-102 of the Code of Ordinances of the City of Northampton, Massachusetts, be amended so that such section shall read as follows:

Section §312-102 Schedule I: Parking Prohibited All Times

AMEND:

Location	Side	From	To
Main Street (Florence)	Northerly	Chestnut Street	Westerly for <del>150</del> 30 feet

City of Northampton  
MASSACHUSETTS

In the Year Two Thousand and Fourteen

UPON THE RECOMMENDATION OF Department of Public Works

ORDINANCE

An ordinance of the City of Northampton, Massachusetts, providing that the Code of Ordinances, City of Northampton, Massachusetts, be amended by revising section §312-104 of said Code; providing that Schedule III: Limited-Time Parking.

Be it ordained by the City Council of the City of Northampton, in City Council assembled, as follows:

Section 1: That section §312-104 of the Code of Ordinances of the City of Northampton, Massachusetts, be amended so that such section shall read as follows:

Section §312-104 Schedule III: Limited-Time Parking

AMEND:

Location	Side	From	To	Time Limit/Hours
Main Street (Florence)	Northerly	140 feet east of the easterly side of Keyes Street	Easterly to a point 150 feet west of Chestnut Street	1 hr./All

**City of Northampton**

**MASSACHUSETTS**

**In the Year Two Thousand Fourteen**

**UPON THE RECOMMENDATION OF THE Office of Planning & Sustainability**

**ORDINANCE**

An Ordinance of the City of Northampton, Massachusetts, providing that the Code of Ordinances, City of Northampton, Massachusetts, be amended by revising section 350-10.10B of said code; providing for clarification of setbacks for detached accessory apartments.

Be it ordained by the City Council of the City of Northampton, in City Council assembled, as follows: That section **350-10.10B** of the Code of Ordinances of the City of Northampton, Massachusetts, be amended so that such section shall read as follows:

Detached Accessory Apartments 10.10 B. The Building Commissioner may issue a zoning permit authorizing the installation and use of an accessory apartment within an existing or new owner-occupied, single-family dwelling and the Zoning Board of Appeals may issue a special permit authorizing the installation and use of an accessory apartment in a detached structure on a single-family home lot when such structures have the same setbacks required for principal residential structures and only when the following conditions are met:

# City of Northampton

MASSACHUSETTS

In the Year Two Thousand Fourteen

UPON THE RECOMMENDATION OF THE Office of Planning & Sustainability

## ORDINANCE

An Ordinance of the City of Northampton, Massachusetts, providing that the Code of Ordinances, City of Northampton, Massachusetts, be amended by revising section 350-12.2-(6) of said code; providing for clarification for lighting standard review/assessment.

Be it ordained by the City Council of the City of Northampton, in City Council assembled, as follows: That section 350-12.2-6 of the Code of Ordinances of the City of Northampton, Massachusetts, be amended so that such section shall read as follows:

12.2-6 {add the following two paragraphs below the site lighting output standards by district table}

.....

The Building Commissioner shall determine if light levels are being met. Based on this assessment, the property owner shall replace or modify fixtures to achieve compliance.

All site lighting, not attached to the building itself, in business districts shall be turned off one-hour after the close of business and/or up until one hour before the open of business unless otherwise approved by the Planning Board through site plan review.

City of Northampton  
MASSACHUSETTS

In the Year Two Thousand and Fourteen

UPON THE RECOMMENDATION OF Transportation and Parking Commission

ORDINANCE

An ordinance of the City of Northampton, Massachusetts, providing that the Code of Ordinances, City of Northampton, Massachusetts, be amended by revising section §312-104 of said Code; providing that Schedule III: Limited-Time Parking.

Be it ordained by the City Council of the City of Northampton, in City Council assembled, as follows:

Section 1: That section §312-104 of the Code of Ordinances of the City of Northampton, Massachusetts, be amended so that such section shall read as follows:

Section §312-104 Schedule III: Limited-Time Parking

ADD:

Location	Side	From	To	Time Limit/Hours
Armory Street	Northerly	A point 23 feet westerly from Pleasant Street	A point 46 feet westerly from Pleasant Street	15 min./All
Bedford Terrace	Northerly	A point 29 feet westerly from State Street	A point 47 feet westerly from State Street	15 min./All
Center Street	Northerly	A point 179 feet easterly from Center Court	A point 197 feet easterly from Center Court	15 min./All
Crafts Avenue	Westerly	A point 146 feet northerly from Old South Street	A point 172 feet northerly from Old South Street	15 min./All
Green Street	Northerly	A point 169 feet westerly from West Street	A point 189 feet westerly from West Street	15 min./All
Main Street	Southerly	A point 117 feet westerly from Old South Street	A point 127 feet westerly from Old South Street	15 min./All
Main Street	Southerly	A point 114 feet easterly from Old South Street	A point 136 feet easterly from Old South Street	15 min./All
Main Street	Southerly	A point 150 feet westerly from Pleasant Street	A point 172 feet westerly from Pleasant Street	15 min./All
Main Street	Southerly	A point 70 feet easterly from Pleasant Street	A point 91 feet easterly from Pleasant Street	15 min./All
Main Street	Northerly	A point 148 feet easterly from Masonic Street	A point 170 feet easterly from Masonic Street	15 min./All

Main Street	Northerly	A point 27 feet easterly from Masonic Street	A point 49 feet easterly from Masonic Street	15 min./All
Main Street	Northerly	A point 18 feet easterly from Crackerbarrell Alley	A point 40 feet easterly from Crackerbarrell Alley	15 min./All
Masonic Street	Westerly	A point 120 feet northerly from Button Street	A point 139 feet northerly from Button Street	15 min./All
Old South Street	Easterly	A point 161 feet southerly from Main Street	A point 179 feet southerly from Main Street	15 min./All
Pearl Street	Southerly	A point 90 feet easterly from Pleasant Street	A point 107 feet easterly from Pleasant Street	15 min./All
Pleasant Street	Westerly	A point 40 feet southerly from Hampton Avenue	A point 60 feet southerly from Hampton Avenue	15 min./All
Pleasant Street	Westerly	A point 18 feet southerly from Florida Avenue	A point 38 feet southerly from Florida Avenue	15 min./All
Strong Avenue	Easterly	A point 22 feet southerly from Main Street	A point 40 feet southerly from Main Street	15 min./All
Strong Avenue	Westerly	A point 152 feet southerly from Main Street	A point 173 feet southerly from Main Street	15 min./All
West Street	Westerly	A point 40 feet southerly from Green Street	A point 38 feet southerly from Green Street	15 min./All

City of Northampton  
MASSACHUSETTS

In the Year Two Thousand and Fourteen

UPON THE RECOMMENDATION OF Transportation and Parking Commission

ORDINANCE

An ordinance of the City of Northampton, Massachusetts, providing that the Code of Ordinances, City of Northampton, Massachusetts, be amended by revising section §312-109 of said Code; providing that Schedule VIII: On Street Parking Meter Zones.

Be it ordained by the City Council of the City of Northampton, in City Council assembled, as follows:

Section 1: That section §312-109 of the Code of Ordinances of the City of Northampton, Massachusetts, be amended so that such section shall read as follows:

Section §312-109 Schedule VIII: On Street Parking Meter Zones

AMEND:

Location	Side	From	To	Time Limit/Class
Armory Street	North-west	Pleasant Street	Kirkland Avenue parking lot <i>(unless otherwise specified)</i>	2 hours/Class 1B
Bedford Terrace	West North	State Street	Elm Street <i>(unless otherwise specified)</i>	10 hours/Class 3D
Pleasant Street	Both	Kingsley Avenue	Holyoke Street <i>(unless otherwise specified)</i>	2 hours/Class 1B
Pleasant Street	Both	Main Street	Point 822 feet southerly <i>(unless otherwise specified)</i>	2 hours/Class 1B
Strong Avenue	East	Main Street	355 feet southerly <i>(unless otherwise specified)</i>	2 hours/Class 1B
West Street	West	Elm Street	Point 160 feet southerly of Green Street <i>(unless otherwise specified)</i>	2 hours/Class 1B

# CITY OF NORTHAMPTON MASSACHUSETTS

*In the Year Two Thousand and Fourteen*

Upon the Recommendation of Councilors Ryan R. O'Donnell, Alisa F. Klein and Marianne L. LaBarge

## ORDINANCE

An Ordinance of the City of Northampton, Massachusetts, providing that the Code of Ordinances, City of Northampton, Massachusetts, be amended by revising section § 312-99 of said code; providing that **Violations and penalties.**

Be it ordained by the City Council of the City of Northampton, in City Council assembled, as follows: that section § 312-99 of the Code of ordinances of the City of Northampton, Massachusetts, be amended so that such section shall read as follows:

### **§ 312-99 Violations and penalties.**

B. Any person who violates any provision of this chapter relative to parking shall be subject to the following penalties made under authority of **MGL c. 40, § 22A and** MGL c. 90, § 20A 1/2:

(4) Group D: fine: as prescribed by Massachusetts General Laws.

- |     |   |
|-----|---|
| 25  | Handicapped plate <b><u>or other official identification of a handicapped person</u></b> only ( <b><u>\$150</u></b> ) |
| 25B | Bus stops (\$100)   |