



Lowell City Council

Regular Meeting Agenda

Michael Q. Geary
City Clerk

Date: August 25, 2020
Time: 6:30 PM
Location: Zoom / Remote Participation

1. ROLL CALL

2. MAYOR'S BUSINESS

2.1. Communication Remote Participation:

Pursuant To Governor Baker's Emergency Order Modifying The State's Open Meeting Law Issued March 12, 2020, Meetings Will Be Held Using Remote Participation As Follows: Members Of The Public May View The Meeting Via LTC And Those Wishing To Speak Regarding A Specific Agenda Item Shall Register To Speak In Advance Of The Meeting By Sending Email To City Clerk Indicating The Agenda Item And A Phone Number To Call So That You May Be Tele-Conferenced In To The Meeting. Email Address Is MGEARY@LOWELLMA.GOV. If No Access To Email You May Contact City Clerk At 978-674-4161.
For Zoom - [HTTPS://SUPPORT.ZOOM.US/HC/EN-US/ARTICLES/201362193-JOINING-A-MEETING](https://support.zoom.us/hc/en-us/articles/201362193-joining-a-meeting)

3. CITY CLERK

3.1. Minutes Of Rules SC August 10th; City Council Meeting August 11th, For Acceptance.

Documents:

[2020 AUGUST 10 RULES SC MINUTES.PDF](#)
[2020 AUGUST 11 CC MINUTES.PDF](#)

4. GENERAL PUBLIC HEARINGS

4.1. Vote-Approve One-Twelfth Budget For The City Of Lowell For September Of FY21.

Documents:

[VOTE-APPROVE ONE TWELFTH BUDGET SEPTEMBER FY2021.PDF](#)

5. UTILITY PUBLIC HEARING

5.1. National Grid - Request Installation Of 375 Feet Of Gas Main For Infrastructure Reinforcement From 1500 To 1524 Gorham Street.

Documents:

[2020 AUGUST 11 NATIONAL GRID GAS MAIN REQ TO INSTALL 375FT GORRHAM ST.PDF](#)

- 5.2. National Grid - Request Installation Of 700 Feet Of Gas Main For Infrastructure Reinforcement Along Gorham Street (Saratoga St. To Rivers Edge Rd.).

Documents:

[2020 AUGUST 11 NATIONAL GRID GAS MAIN REQ TO INSTALL 700FT GORHAM ST.PDF](#)

- 5.3. National Grid - Request To Reconstruct Gas Pressure Regulator And Add SCADA System At The Intersection Of Carlisle And Gorham Streets.

Documents:

[2020 AUGUST 11 NATIONAL GRID GAS MAIN REQ TO REPLACE OUR EXISTING GAS PRESSURE REGULATOR STATION IN SHOULDER OF ROAD ON CARLISLE ST..PDF](#)

6. COMMUNICATIONS FROM CITY MANAGER

- 6.1. Motion Responses

- A) Motion Response - Demand Fees
- B) Motion Response - Marijuana Social Equity Issues
- C) Motion Response - Human Resources Audit

Documents:

[A\) MOTION RESPONSE - DEMAND FEES.PDF](#)
[B\) MOTION RESPONSE - MARIJUANA SOCIAL EQUITY ISSUES.PDF](#)
[C\) MOTION RESPONSE - HUMAN RESOURCES AUDIT.PDF](#)

- 6.2. Informational Reports

- D) Informational - Construction Update

Documents:

[D\) INFORMATIONAL - CONSTRUCTION UPDATE.PDF](#)

- 6.3. Communication-Appoint Candace Lawrence To Sustainability Council

Documents:

[COMMUNICATION-APPOINT CANDACE LAWRENCE TO SUSTAINABILITY COUNCIL.PDF](#)

7. VOTES FROM THE CITY MANAGER

- 7.1. Vote-Accept Expend \$40,244.36 AFG Award

Documents:

[VOTE-ACCEPT EXPEND 40,244.36 AFG AWARD.PDF](#)

- 7.2. Vote-Accept Gift From Greater Lowell Technical High School (Truck)

Documents:

[VOTE-ACCEPT GIFT FROM GREATER LOWELL TECHNICAL HIGH SCHOOL \(TRUCK\).PDF](#)

7.3. Vote-Accept.Expend \$12,500 Municipal Energy Technical Assist. Grant

Documents:

[VOTE-ACCEPT.EXPEND 12,500 MUNICIPAL ENERGY TECHNICAL ASSIST. GRANT.PDF](#)

7.4. Vote-Apply Accept Expend \$28,935 JAG FY 2020 Grant

Documents:

[VOTE-APPLY ACCEPT EXPEND 28,935 JAG FY 2020 GRANT.PDF](#)

7.5. Vote-Authorize City Manager Execute Temporary Access Agmt 44 And 71 YMCA Dr

Documents:

[VOTE-AUTH CM EX. TEMPORARY ACCESS AGMT 44 AND 71 YMCA DR.PDF](#)

7.6. Vote-Authorize City Manager To Issue Proprietary Specs

Documents:

[VOTE-AUTH CM TO ISSUE PROPRIETARY SPECS.PDF](#)

8. ORDERS FROM THE CITY MANAGER

8.1. 60 Day Trials

Documents:

[60 DAY TRIALS.PDF](#)

9. ORDINANCES FROM THE CITY MANAGER

9.1. Ordinance-Amend Ch 150 Fees

Documents:

[ORDINANCE-AMEND CH 150 FEES.PDF](#)

10. REPORTS (SUB/COMMITTEE, IF ANY)

10.1. Zoning SC August 25, 2020.

11. PETITIONS

11.1. Claim - (1) Property Damage.

11.2. Misc. - Kaushik Patel Request Installation Of Street Light On Pole At The Beginning Of

Cheryl Lee Lane.

Documents:

[2020 AUGUST 25 KAUSHIK PATEL REQ STREETLIGHT ON POLE AT BEGINNING OF CHERYL LEE LANE.PDF](#)

- 11.3. Misc. - Bryan Cowell Request Continued Trash Removal Service At 24 Nesmith Street.

Documents:

[2020 AUGUST 25 COWELL GARBAGE PICK UP NESMITH ST.PDF](#)

- 11.4. Misc. - The Markley Group, LLC Request To Amend Flammable Materials License For Additional 15,100 Gallons Of Diesel Fuel II (AST) At 2 Prince Avenue.

Documents:

[2020 AUGUST 25 THE MARKLEY GROUP LLC REQ TO AMEND LICENSE FOR ADDITIONAL 15,100 GALLONS OF DIESEL FUEL II AST.PDF](#)

- 11.5. Misc. - Michael Deangelis Request Installation Of A Handicap Parking Sign At 33 Jordon Street.

Documents:

[2020 AUGUST 25 MICHAEL DEANGELIS REQ HP SIGN 33 JORDAN ST..PDF](#)

12. CITY COUNCIL - MOTIONS

- 12.1. C. Conway - Req. City Mgr. Provide An Update Regarding Hiring Of Our Retired Police Officers For Uncovered Special Details.
- 12.2. C. Mercier - Req. City Mgr. Find Ways And Means To Extend The Guard Rail Along Fisher Street To Prevent Vehicle Cut Throughs At 150 Aiken Avenue.
- 12.3. C. Mercier - Req. City Mgr. Have Law Department Take Appropriate Steps Necessary To Address The Abandoned Home At 150 Fetherston Avenue.
- 12.4. C. Mercier - Req. City Mgr. Provide A Report And Explanation Regarding What Material Is Going Into The Jersey Barrier Containment Structure At The National Park Parking Lot On Dutton Street.
- 12.5. C. Mercier - Req. City Mgr. Provide A Report Regarding The Installation Of A Walkway Along The River Behind The Lowell Memorial Auditorium And How It Will Effect The Monuments There.
- 12.6. C. Rourke - Req. City Mgr. Have Proper Department Implement That All Rental Properties In The City Have Publicly Posted Information Consisting Of Who The Property Owner Is, Along With Phone And Email Contacts; Information To Be Posted On The Property In A Manner Which Follow Proper Guidelines.
- 12.7. C. Chau - Req. City Council Support The Enhancement Of The USPS Through November 2020 Elections For The Successful Outreach And Tabulation Of The Vote-By-Mail Program Within The City; And Request City Mgr. Immediately Notify Our

Representatives In Congress (House And Senate) Of The Council Action And Urge Their Immediate Support.

- 12.8. C. Chau - Req. Appropriate Council Subcommittee Hold A Hearing To Discuss Measures For Prevention Of Illegal Dumping Within The City Of Lowell; And Request City Mgr. Invite Representatives From Inspectional Services Department, Code Enforcement, Police, Fire And DPW, As Well As Other Relevant And Interested Parties To Attend.
- 12.9. M. Leahy - Req. City Mgr. Provide A Report Regarding Large Truck Traffic On And Around Olive Street; Report To Include Possible Solutions To Lessen Such Traffic Throughout That Neighborhood.
- 12.10. M. Leahy - Req. City Mgr. Provide A Report Regarding Traffic Flow Around Boylston And Laurel Streets; Report To Include Increase In Traffic Flow On Side Streets And Through Parking Lot At Store 38.

13. CITY COUNCIL - EXECUTIVE SESSION

- 13.1. Executive Session - To Consider And Discuss The Possible Purchase Or Sale Of Properties (Hurd Street Site And The Hamilton Canal District), Public Discussions Of Which May Have Detrimental Effect On Negotiating Position Of The City; And Further, To Discuss Matters Of Litigation (Huot; Open Meeting Complaints), Public Discussions Of Which May Have A Detrimental Effect On The City's Position.

14. ANNOUNCEMENTS

15. ADJOURNMENT

Office of the City Clerk - 375 Merrimack Street - Phone: 978.674.4161



Lowell City Council

Rules SC Minutes

Michael Q. Geary
City Clerk

Date: August 10, 2020
Time: 5:00 PM
Location: Zoom/Remote Participation

PRESENT:

Present on Roll Call were Chairman Elliott, C. Conway and C. Mercier. Also present was Manager Donoghue, Allison Chambers (Asst. CFO), C. Drinkwater, C. Chau and City Solicitor O'Connor.

MEETING CALLED TO ORDER:

Chairman Elliott called the meeting to order noting the attendance.

ORDER OF BUSINESS:

C. Elliott commented on the motions that were referred to the subcommittee and noted the need to address protocol with Zoom meetings. C. Mercier commented on recommendations noting that it is the Manager who invites department heads to the meeting and that there should be full transparency regarding Zoom participation and visual participation would endure that. C. Elliott noted there should be equal access to all and need to ensure security with the system. C. Conway prefers visual participation and once they are finished they should be disconnected from the meeting. C. Conway there should be a process to be allowed into the meeting and participants should know the regulations and all speakers must be respectful. C. Chau noted the report and commented on improvements. C. Elliott noted flexibility in the system for allowing speakers. City Solicitor O'Connor noted that rules may be suspended to allow speakers. C. Elliott noted that the meetings have been efficient thus far and that protocols are important. Manager Donoghue noted that Zoom Meetings should be governed by standard protocols. C. Elliott noted once speakers have concluded they should be discharged from the meeting. **Motion** by C. Mercier, seconded by C. Conway that once speakers have concluded will be discharged from the meeting. Adopted per Roll Call vote, 3 yeas. So voted. Manager Donoghue commented on the report from MIS regarding prior meeting noting the Council would be final authority as to how to conduct the Zoom Meetings. C. Mercier noted changing passwords for each meeting will enhance security and that speakers should be seen when addressing the



body. **Motion** by C. Mercier, seconded by C. Conway to have speakers during the Zoom Meetings to be seen via video. Adopted per Roll Call vote, 3 yeas. So voted. C. Drinkwater noted there may be constraints for some people regarding access to meetings. C. Mercier noted that all speakers should be identified. C. Elliott commented on the role of hosts of the meetings. C. Elliott commented on use of the waiting room feature during the meeting. C. Conway questioned who can see who is in the waiting room. C. Elliott noted the need to have tight procedures for Zoom as the need will be present in the future. C. Mercier requested that MIS employee be present at next meeting if necessary. City Solicitor O'Connor noted employees can be available to answer questions noting the report was straight forward but more information can be provided. C. Elliott noted City Solicitor will monitor involvement of employee. C. Conway noted that Executive Session could be used if discussions warrant it. **Motion** by C. Conway, seconded by C. Mercier to accept the report as a report of progress and adopt motions. So voted.

ADJOURNMENT:

Motion "To Adjourn" by C. Mercier, seconded by C. Conway. So voted. Meeting adjourned at 5:45 PM.

Michael Q. Geary, City Clerk



Lowell City Council

Regular Meeting Minutes

Michael Q. Geary
City Clerk

Date: August 11, 2020
Time: 6:30 PM
Location: Zoom / Remote Participation

1. ROLL CALL

Roll Call showed 9 present.

M. Leahy presiding. Meeting was conducted via teleconference with audio stream by LTC as well as Zoom and recorded due to Covid-19 pandemic.

C. Mercier requested moment of silence in darkened chamber for Francis McCabe. C. Nuon and C. Rourke commented on the life of Mr. McCabe.

2. MAYOR'S BUSINESS

2.1. Communication Remote Participation:

Pursuant to Governor Baker's Emergency Order modifying the State's Open Meeting Law issued March 12, 2020, meetings will be held using remote participation as follows: Members of the public may view the meeting via LTC and those wishing to speak regarding a specific agenda item shall register to speak in advance of the meeting by sending email to City Clerk indicating the agenda item and a phone number to call so that you may be tele-conferenced in to the meeting. Email address is mgeary@lowellma.gov. If no access to email you may contact City Clerk at 978-674-4161.

For Zoom - <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

In City Council, **Motion** "To accept and place on file" by C. Conway, seconded by C. Nuon. So voted.

2.2. Proclamation - National Health Center Week.

In City Council, M. Leahy read the proclamation.



3. CITY CLERK

3.1. Minutes of City Council Meeting July 28th, for acceptance.

In City Council, minutes read, **Motion** “To accept and place on file” by C. Samaras, seconded by C. Chau. So voted.

4. UTILITY PUBLIC HEARING

4.1. National Grid - Req. installation of (1) SO pole on Andrews Street.

In City Council, Given 2nd Reading. Hearing held. Speaking in favor was Richard Jackson from National Grid. No Remonstrants. **Motion** to refer to Wire Inspector for report and recommendation by C. Rourke, seconded by C. Mercier. So voted.

4.2. National Grid - Req. installation of PVC conduit from new pole to existing manhole on Andrews Street.

In City Council, Given 2nd Reading. Speaking in favor was Richard Jackson from National Grid. Hearing held. No Remonstrants. **Motion** to refer to Wire Inspector for report and recommendation by C. Chau, seconded by C. Samaras. So voted.

5. COMMUNICATIONS FROM CITY MANAGER

5.1. Motion Responses

In City Council, **Motion** “To accept and place on file” by C. Chau, seconded by C. Mercier. So voted.

A) Motion Response - Affordable Housing Inventory – C. Nuon noted the list of housing along with the subsidizing agency. Phil Ferreira (DPD) outlined housing procedures and the restrictions that may be in place. C. Nuon noted the need to increase housing as population grows with demands that increase costs and rents. C. Chau commented on the housing units in the City noting that they do very well in comparison to other communities. C. Chau questioned the meaning of perpetual housing. Mr. Ferreira outlined concept of perpetual use and noted that the City is very aggressive in their approach to increasing affordable housing stock. Mr. Ferreira commented on the use of 40B developments to increase affordable housing units. M. Leahy noted the need for these units but commented that the integrity of the neighborhoods must be maintained.

Motion by C. Rourke, seconded by C. Nuon to suspend rules and take Item #9.7 out of order. So voted.

B) Motion Response - CDBG Grant Program – C. Chau noted the report and commented on the efforts of all the partners in the program and that it benefited all sections of the City. C. Chau requested information regarding use of the program. Christine McCall (DPD) commented on the number of participants in the program and



noted that there were about 200 applicants and those that were rejected was mostly due because of income regulations. C. Chau questioned if there would be additional funding. Ms. McCall noted that the Cares Act would generate more funding. C. Mercier noted that added funding would allow for more applicants as well as covering prior applicants. Ms. McCall noted that new programs would be available to all applicants, old and new. C. Nuon praised the team effort and noted that information about the programs should be sent out to the community. C. Rourke noted that the program is an example of how the City assists all of its citizens. C. Rourke noted some businesses did not participate in the program so that others could benefit.

C) Motion Response - MCC Parking Garage – C. Nuon commented on the report. C. Mercier questioned costs of construction and who would bear it. Manager Donoghue noted that there would be a joint venture with the MCC as City owns property and the use would be shared between the entities.

D) Motion Response - Public Participation in Zoom Meetings – Motion to suspend rules to allow Memorandum of C. Drinkwater dated August 10, 2020 entitled “Response to Communications from Chief Information Officer Miran Fernandez” to be discussed and accepted has a communication by the body by C. Drinkwater, seconded by C. Nuon. So voted. C. Mercier noted she had not seen the memorandum but recognized the efforts of Mr. Fernandez and the MIS department. C. Mercier noted that she had received an apology from person who was disrespectful to her during the July 14th meeting. C. Mercier noted that a Councilor has not right to demand anything from a department head in the City as was indicated in the report and the report is a public record. C. Elliott noted that the Rules SC had recently met and that protocols were in place and there had been no issues with any prior meetings. C. Elliott noted all should be on equal footing and that there should be no favoritism for any individual. C. Elliott requested to be allowed to provide Rules SC report of August 10, 2020 and was allowed with no objections (See Item #7.1). C. Drinkwater commented on the situation and noted that he was being treated unfairly and was surprised that the actions of his colleagues surprised him. C. Drinkwater stated he never demanded anything from anyone. C. Drinkwater commented on the response of MIS noting that Mr. Fernandez statements did not match what was actually said on his voicemail. C. Drinkwater noted that Mr. Fernandez was not credible and as such the whole report should be questioned. C. Drinkwater outlined the facts as they appear to him comparing what Mr. Fernandez described and what was actually said on the voicemail left by him. C. Elliott commented that C. Drinkwater was out of order in his characterization of City employee. M. Leahy requested opinion of City Solicitor O’Connor. Solicitor O’Connor noted that the Council requested straight forward information regarding the incident and that MIS provided information on that matter. Solicitor O’Connor note that if there are contradictions with subject matter then there could be a request for Manager to further investigate or the Council can take matter up among themselves through the Executive Session process. C. Elliott noted that there was a citizen complaint and that was reason for Rules SC meeting. Solicitor O’Connor noted that the Rules SC corrected any departures that may have happened procedurally. Solicitor O’Connor noted that the proper forum for the Council to discuss personnel issues is in Executive Session. C. Drinkwater noted he felt misrepresented and his character was called out. C.



Drinkwater also questioned who may have sent out credentials on separate meeting and why there wasn't an investigation of that. C. Rourke questioned if both reports could be accepted and placed on file. Solicitor O'Connor noted both reports could be accepted and an Executive Session could be called if Council wished. C. Mercier noted that the employee should be present to provide his side of story. Solicitor O'Connor noted the proper forum is in Executive Session and that calls for providing notice to employee regarding rights before the event. **Motion** by C. Rourke, seconded by C. Elliott to accept the reports and place them on file. Adopted per Roll Call vote 9 yeas. So voted. C. Nuon noted procedures and that he was supportive of C. Drinkwater. C. Elliott noted that there was a breach of procedures and place the matter on file and move on.

E) Motion Response - Equity and Inclusion Fund – C. Samaras requested information regarding legality and process for the fund. Solicitor O'Connor outlined the legal process for funding in this manner. C. Samaras noted such a fund would work well in the City and suggested that a commission be establish to help with the administration. **Motion** by C. Samaras, seconded by C. Elliott to establish a citizens' commission to assist and administer the fund. So voted. C. Elliott noted that this commission is the proper next step in the process. C. Conway noted this was a timely endeavor and that the City has a history of helping all people. C. Chau recognized the procedure being used to collect funds. Solicitor O'Connor noted there would be an insert in the tax bill and a platform could be launched as well and that any money raised would have to be for a government purpose.

Motion by C. Nuon, seconded by C. Elliott to suspend rules and take Item #9.9 out of order. So voted.

5.2. Informational Reports

F) Informational - Open Meeting Law Complaints – Manager Donoghue noted that there was the option to refer complaint to Law Department to prepare response. Solicitor O'Connor commented on procedure to respond and the involvement of the Council. C. Mercier commented on her involvement with the matter and that the adopted resolution was put before public in proper manner. **Motion** by C. Mercier, seconded by C. Nuon to refer matter to Law Department to prepare and issue response to the complaint. So voted. C. Nuon commented on the Open Meeting Law and the need to get extension to answer the matter. C. Elliott noted complaint was frivolous and brought forward for simple reason resolution was adopted after public input. C. Elliott questioned if there was a procedure that allows penalties to groups or persons who file frivolous complaints such as this. C. Conway commented complaint was just anger on group who did not get there way. C. Conway noted the resolution was not only effective but was acted on in a proper manner. C. Chau noted he was elected to do the best job for the citizens and he believes that all of the members' intent is the same. C. Chau requested brief explanation of the law. Solicitor O'Connor provided overview of the law.

G) Informational - Cares Act Funding – Conor Baldwin (CFO) provided a report outlining funds and expenditures and noted the educational element to the funding. Manager Donoghue commented on the number of needs the City is now facing and the



need for these funds. Manager Donoghue outlined the desperate situation with the homeless in the City and that a lot of funding will be needed to rectify matter. C. Rourke commented on the money to be used for preparation of school buildings.

5.3. Petition Responses

H) Petition Response - Stop Sign at River Place Towers – C. Mercier questioned authority over that area. Manager Donoghue noted it was private so the City has limited authority.

5.4. Presentation - Peter Lally, Lowell Memorial Auditorium.

In City Council, Christopher Dick (LMA) commented on the operations of the auditorium. Peter Lally (LMA) provided update to Council regarding operations during pandemic and the challenges that imposes. Mr. Lally provided review of 2019 successful season and noted steps being taken to move forward. Mr. Lally recognized the grants secured by the City for the benefit of the auditorium.

5.5. Appoint John S. Marshall, III to Cemetery Commission.

In City Council, **Motion** "To accept and place on file" by C. Rourke, seconded by C. Mercier. So voted. C. Mercier lauded the choice. C. Rourke commented that it was a successful pick.

6. VOTES FROM THE CITY MANAGER

6.1. Vote-Approve One-Twelfth Budget for the City of Lowell for September of FY21.

In City Council, Given 1st Reading, **Motion** to refer to public hearing on August 25, 2020 at 7PM by C. Nuon, seconded by C. Mercier. So voted.

Motion to bundle and waive second reading of Items #6.2 to #6.8 inclusive by C. Rourke, seconded by C. Nuon. So voted.

6.2. Vote-Authorize Payment of Bills Incurred in Excess of Appropriations Police.

In City Council, Read twice, full reading waived with no objections. **Motion** to adopt by C. Elliott, seconded by C. Samaras. Adopted per Roll Call vote 9 yeas. So voted. C. Elliott questioned expenditure regarding canine. Mr. Baldwin noted that there was a specific purpose for the cost. **Motion** by C. Elliott, seconded by C. Samaras to refer to Finance SC. So voted.

6.3. Vote-Authorize Payment of Bills Incurred in Excess of Appropriations School.

In City Council, Read twice, full reading waived with no objections. **Motion** to adopt by C. Elliott, seconded by C. Samaras. Adopted per Roll Call vote 9 yeas. So voted.



6.4. Vote-Authorize Payment of Bills Incurred in Excess of Appropriations Wastewater.

In City Council, Read twice, full reading waived with no objections. **Motion** to adopt by C. Elliott, seconded by C. Samaras. Adopted per Roll Call vote 9 yeas. So voted.

6.5. Vote-MassWorks Infrastructure Grant-Tanner St Realignment.

In City Council, Read twice, full reading waived with no objections. **Motion** to adopt by C. Elliott, seconded by C. Samaras. Adopted per Roll Call vote 9 yeas. So voted. C. Elliott noted the need for the grant to push the development along.

6.6. Vote-Transfer \$60,000.00 to Law.

In City Council, Read twice, full reading waived with no objections. **Motion** to adopt by C. Elliott, seconded by C. Samaras. Adopted per Roll Call vote 9 yeas. So voted. C. Elliott noted the expenditure as part of the lawsuit settled by the City. C. Elliott questioned estimate of total costs. Solicitor O'Connor noted that costs could not be totally identified to date.

6.7. Vote-Transfer \$7,950.00 to Cemetery for Columbarium.

In City Council, Read twice, full reading waived with no objections. **Motion** to adopt by C. Elliott, seconded by C. Samaras. Adopted per Roll Call vote 9 yeas. So voted. C. Mercier questioned structures associated with the costs. Manager Donoghue commented on what money would be used for.

6.8. Vote-Transfer \$750.00 to Cemetery to pay for ad in The Sun.

In City Council, Read twice, full reading waived with no objections. **Motion** to adopt by C. Elliott, seconded by C. Samaras. Adopted per Roll Call vote 9 yeas. So voted.

7. REPORTS (SUB/COMMITTEE, IF ANY)

7.1. Rules SC August 10, 2020.

In City Council, C. Elliott noted attendance and discussion of protocols and procedures regarding zoom meetings. C. Elliott outlined the two motions that were adopted by the subcommittee which included video participation by public and accepting the rules protocols established by MIS. **Motion** to accept the report as a report of progress and adopt motions by C. Elliott, seconded by C. Mercier. Adopted per Roll Call vote 9 yeas. So voted. C. Mercier noted her approval of visual participation so that all is transparent and noted all should follow the rules.



8. PETITIONS

8.1. Misc. - Bill Dzoung (for the benefit of John Martin) request installation of a handicap parking sign at 236 West Street.

In City Council, **Motion** to refer to Transportation Engineer to draft ordinance by C. Chau, seconded by C. Elliott. So voted.

8.2. National Grid - Request installation of 375 feet of gas main for infrastructure reinforcement from 1500 to 1524 Gorham Street.

In City Council, Given 1st Reading, **Motion** to refer to public hearing on August 25, 2020 at 7PM by C. Samaras, seconded by C. Drinkwater. So voted.

8.3. National Grid - Request installation of 700 feet of gas main for infrastructure reinforcement along Gorham Street (Saratoga St. to Rivers Edge Rd.).

In City Council, Given 1st Reading, **Motion** to refer to public hearing on August 25, 2020 at 7PM by C. Nuon, seconded by C. Mercier. So voted.

8.4. National Grid - Request to reconstruct gas pressure regulator and add SCADA system at the intersection of Carlisle and Gorham Streets.

In City Council, Given 1st Reading, **Motion** to refer to public hearing on August 25, 2020 at 7PM by C. Nuon, seconded by C. Drinkwater. So voted.

9. CITY COUNCIL - MOTIONS

9.1. C. Mercier - Req. City Mgr. have Transportation Engineer poll the residents on Corbett Street to see if there is interest in making Corbett Street one-way from Gorham Street to Stromquist Avenue.

In City Council, seconded by C. Chau, referred to City Manager. So voted. C. Mercier requested neighborhood be polled to establish what needs to be done.

9.2. C. Mercier - Req. City Mgr. provide a report regarding the steps taken to acquire 75 Arcand Drive; include total costs to date, appraisals done and any remaining eminent domain court proceedings.

In City Council, seconded by C. Rourke, referred to City Manager. So voted. C. Mercier noted the need for an update regarding procedures and appraisals done on the property as she does not have that information and the project will be beginning soon.

9.3. C. Conway - Req. City Mgr. meet with appropriate Departments/Organizations to develop a report showing the readiness of our school buildings for the opening of school; said report shall include but not limited to air quality, heating systems and bathroom facilities.



In City Council, seconded by C. Elliott, referred to City Manager. So voted. C. Conway noted the concerns of teachers, students and parents and that efforts must continue in the future. C. Conway noted update provided to Council regarding preparation of school buildings. Manager Donoghue commented that there would be an update and that the City has always got the school buildings prepared for the year and that this year there are different protocols in place. Manager Donoghue provide the update of the school preparations commenting on air quality, effort of DPW, costs, filter review and indicated that they have adhered to all State guidelines and recommendations. Christine Clancy (DPW) commented on the collaborative efforts of all parties and noted work being done on ventilation systems and windows. C. Conway requested once report is returned it should be referred to Education Partnerships SC for review and oversight going forward. C. Chau noted that the City was optimizing all of its options. Ms. Clancy commented on State recommendations. C. Rourke commented that the partnership needed to provide a safe environment. C. Nuon noted concerns were being addressed. Manager Donoghue noted that this was a top priority for the City. M. Leahy recognized effort of City administration for past, present and future works. C. Rourke noted that Covid testing is going well in the City with low positive test results. Manager Donoghue reviewed latest statistics with the Council. M. Leahy made note of all the test sites in the City.

9.4. C. Elliott - Req. City Mgr. / CFO report on possible options to reduce the demand fees on taxes established by State law.

In City Council, seconded by C. Samaras, referred to City Manager/CFO. So voted. C. Elliott noted many residents requesting relief.

9.5. C. Elliott - Req. City Mgr. provide a report regarding UTEC involvement with criminal investigations.

In City Council, seconded by C. Rourke, referred to City Manager. So voted. C. Elliott commented on issues regarding investigations so meeting should be scheduled to iron out any possible issues. C. Rourke noted prior issues and which were cleared and hopes same approach be used if needed.

9.6. C. Elliott - Req. Finance SC meet regarding potential savings from police precinct relocation plan.

In City Council, seconded by C. Chau, referred to City Manager. So voted. C. Elliott noted savings could be beneficial.

9.7. C. Nuon/C. Rourke - Req. City Mgr. invite WinnCompanies to speak on HCID motion and advice on what it would take to build more housing in Lowell.

In City Council, no second needed, referred to City Manager. So voted. C. Rourke noted the need to look at all options and assist in any fashion. C. Nuon commented on the need for housing.



9.8. C. Nuon/C. Samaras - Req. City Mgr. have proper department provide update regarding HCID parking; HCID development projects (various developers); Lord Overpass project; Lowell Connector bridge deck development at Industrial Avenue (MassDOT); and traffic plan surrounding these and other construction projects in the City for next few years.

In City Council, no second needed, referred to City Manager. So voted. C. Samaras commented on the need for the information. C. Rourke questioned garage construction in the Hamilton Canal District. Manager Donoghue noted City garage is ahead of schedule and possible construction of another one.

9.9. C. Nuon/C. Samaras - Req. City Mgr. report on result of previous negotiations with SiFi Networks and explore options to provide Wifi throughout the City so all students can access online learning as necessary.

In City Council, no second needed, referred to City Manager. So voted. C. Nuon commented on the need to prepare for remote learning and need access to internet. C. Nuon noted that all options and vendors should be explored. M. Leahy noted currently Hot Spots are purchased for internet connections. Registered speakers, Shamir Rivera-Quintal and Hilary Clark, addressed the body. C. Samaras noted some connections must be made for remote learning. C. Conway questioned how many homes are in need of a connection. M. Leahy noted that there are discussions with Comcast to provide coverage. C. Conway noted organizations like Project Learn can provide valuable grant money for such projects. C. Chau noted that citizens should be informed of any plan being put forward.

9.10. C. Samaras - Req. City Mgr. communicate with school administration as to what steps were taken to clean and sanitize our school buildings and what steps will be taken on an ongoing basis to ensure the safety and security for our students and faculty - what safety/personal protection will be available to all our staff in our schools.

In City Council, seconded by C. Chau, referred to City Manager. So voted. C. Samaras noted the need to continue efforts and that there should be training in cleaning approaches. C. Samaras commented that all staff must be provided with safety equipment.

9.11. C. Drinkwater - Req. City Mgr. provide a report on the number of applicants for marijuana cultivation or retail licenses that were certified economic empowerment applicants or social equity program participants; as well as any other considerations made during the review process with regard to social equity.

In City Council, seconded by C. Chau, referred to City Manager. So voted. C. Drinkwater noted the requirements of the original law and data should be tracked to ensure that groups have opportunities to enter Host Agreements.



9.12. **C. Drinkwater - Req. City Mgr. provide an update on discussions with the construction manager for the Lowell High School project regarding diversity and inclusion measures, training, and other community benefits to enhance the positive economic impact on Lowell residents.**

In City Council, seconded by C. Nuon, referred to City Manager. So voted. C. Drinkwater noted the project was moving forward so proper time for an update regarding inclusiveness.

10. ANNOUNCEMENTS

In City Council, none.

11. ADJOURNMENT

In City Council, **Motion** to Adjourn C. Rourke, seconded by C. Samaras. So voted.

Meeting adjourned at 9:50 PM.

Michael Q. Geary, City Clerk

COMMONWEALTH OF MASSACHUSETTS

CITY OF LOWELL

In City Council

VOTE

Approving a continuing appropriation order to fund the one-twelfth Budget for the City of Lowell for September of Fiscal Year 2021.

On March 10, 2020 the Governor of the Commonwealth declared a State of Emergency in response to the COVID-19, which is currently still in effect;

Until July 30, 2020 the State had still not released information about more definitive fiscal year 2021 funding for Unrestricted General Government Aid and Chapter 70 Education Aid, revenue sources which comprises approximately 53% of the City of Lowell's annual revenue, and action on a full year's budget appropriation would not be in the city's best financial interest at this time;

Under the provisions of Mass. G.L. c.44 §32, the City Manager submitted a proposed continuing appropriation order for fiscal year 2021 for the month of September to the City Council on August 11, 2020 and the appropriation order was accepted by vote of the City Council; and

The City Council held advertised public hearings to consider the appropriation order on August 25, 2020 and any other dates necessary, as advertised in the public hearing notice; and

Upon motion the City Council accepted the budget as submitted by the City Manager, after reductions otherwise separately voted, if any.

NOW, THEREFORE, BE IT VOTED BY THE CITY COUNCIL OF THE CITY OF LOWELL:

That the City Council of the City of Lowell hereby adopts and approves the continuing appropriation order for fiscal year 2021 for the City of Lowell for the month of September, including all line items therein as if separately voted thereon, in the sum of **\$41,909,381**, which sum shall be appropriated and raised by taxation and other sources, including but not limited to intergovernmental revenue, charges for services, licenses and permits, miscellaneous, etc. The full list of appropriations follows this vote.

v.budgetfy21

**City of Lowell Fiscal Year 2021 City Manager's Recommended Appropriation Order –
One-Twelfth Budget – September FY2021**

WHEREAS, THE City of Lowell enterprise funds may have insufficient operating revenues to fund all expenditures of the funds in fiscal year 2021 and appropriation of retained earnings may be required to fund the fiscal year's operations.

NOW, THEREFORE, BE IT FURTHER VOTED BY THE CITY COUNCIL OF THE CITY OF LOWELL:

			FY2021 Manager
Line			
Number	Department	Description	Recommended Appropriation
2021-01	City Council	Personal Services	\$19,359
2021-02	City Council	Ordinary Expenses	\$625
2021-03	Mayor	Personal Services	\$4,362
2021-04	Mayor	Ordinary Expenses	\$1,159
2021-05	City Clerk	Personal Services	\$35,552
2021-06	City Clerk	Ordinary Expenses	\$3,405
2021-07	City Manager	Personal Services	\$151,174
2021-08	City Manager	Ordinary Expenses	\$318,167
2021-09	City Manager - Lowell School Syst.	Ordinary Expenses	\$4,167
2021-10	City Manager - Marketing Develop.	Personal Services	\$3,000
2021-11	City Manager - Marketing Develop.	Ordinary Expenses	\$42,084
2021-12	City Manager - Contingency	Ordinary Expenses	\$94,434
2021-13	City Manager - Contingency	Reserve for Wages	-
2021-14	City Manager - Cable Access	Personal Services	\$10,427
2021-15	City Manager - Cable Access	Ordinary Expenses	\$24,086
2021-16	City Manager - Cable Access	Transfers to Schools	\$6,250

**City of Lowell Fiscal Year 2021 City Manager's Recommended Appropriation Order –
One-Twelfth Budget – September FY2021**

			FY2021 Manager
Line			
Number	Department	Description	Recommended Appropriation
2021-17	City Manager – CASE	Personal Services	\$15,931
2021-18	City Manager – CASE	Ordinary Expenses	-
2021-19	Finance	Personal Services	\$13,621
2021-20	Finance	Ordinary Expenses	\$125
2021-21	Budget	Personal Services	\$11,682
2021-22	Budget	Ordinary Expenses	-
2021-23	Auditing	Personal Services	\$41,612
2021-24	Auditing	Ordinary Expenses	\$4,884
2021-25	Purchasing	Personal Services	\$20,252
2021-26	Purchasing	Ordinary Expenses	\$12,391
2021-27	Assessing	Personal Services	\$43,311
2021-28	Assessing	Ordinary Expenses	\$5,724
2021-29	Treasurer	Personal Services	\$49,909
2021-30	Treasurer	Ordinary Expenses	\$24,058
2021-31	Human Relations	Personal Services	\$28,074
2021-32	Human Relations	Ordinary Expenses	\$2,296
2021-33	Management Information Systems	Personal Services	\$62,674
2021-34	Management Information Systems	Ordinary Expenses	\$103,552
2021-35	Law	Personal Services	\$97,193
2021-36	Law	Ordinary Expenses	\$23,925
2021-37	Elections	Personal Services	\$170,198

**City of Lowell Fiscal Year 2021 City Manager's Recommended Appropriation Order –
One-Twelfth Budget – September FY2021**

			FY2021 Manager
Line			Recommended
Number	Department	Description	Appropriation
2021-38	Elections	Ordinary Expenses	\$114,500
2021-39	Planning & Development	Personal Services	\$230,405
2021-40	Planning & Development	Ordinary Expenses	\$24,804
2021-41	Police	Personal Services	\$2,420,525
2021-42	Police	Ordinary Expenses	\$118,031
2021-43	Fire	Personal Services	\$1,669,076
2021-44	Fire	Ordinary Expenses	\$67,559
2021-45	Lowell Public Schools	Single Line	\$14,948,596
		Appropriation	
2021-46	Greater Lowell Technical School	Ordinary Expenses	\$795,480
2021-47	Essex Agricultural High School	Ordinary Expenses	-
2021-48	DPW Administration	Personal Services	\$45,157
2021-49	DPW Administration	Ordinary Expenses	\$124,000
2021-50	DPW Engineering	Personal Services	\$53,182
2021-51	DPW Engineering	Ordinary Expenses	-
2021-52	DPW Land & Buildings	Personal Services	\$189,294
2021-53	DPW Land & Buildings	Ordinary Expenses	\$52,834
2021-54	DPW Streets	Personal Services	\$112,992
2021-55	DPW Streets	Ordinary Expenses	\$1,667
2021-56	Parks	Personal Services	\$128,043
2021-57	Parks	Ordinary Expenses	\$43,069

**City of Lowell Fiscal Year 2021 City Manager's Recommended Appropriation Order –
One-Twelfth Budget – September FY2021**

			FY2021 Manager
Line			Recommended
Number	Department	Description	Appropriation
2021-58	Cemetery	Personal Services	\$20,841
2021-59	Cemetery	Ordinary Expenses	\$21,888
2021-60	DPW Other	Snow & Ice	\$112,500
2021-61	DPW Other	Street Lighting	\$34,667
2021-62	DPW Other	Waste Coll./Disposal	\$614,209
2021-63	Health	Personal Services	\$234,271
2021-64	Health	Ordinary Expenses	\$33,260
2021-65	Council on Aging	Personal Services	\$27,248
2021-66	Council on Aging	Ordinary Expenses	\$7,365
2021-67	Veterans'	Personal Services	\$13,225
2021-68	Veterans'	Ordinary Expenses	\$54,430
2021-69	Recreation	Personal Services	\$57,080
2021-70	Recreation	Ordinary Expenses	\$3,958
2021-71	Library	Personal Services	\$87,937
2021-72	Library	Ordinary Expenses	\$31,285
2021-73	Unclassified	Debt Service	\$6,918,795
2021-74	Unclassified	Workers Comp	\$107,193
2021-75	Unclassified	Unemployment	\$35,417
2021-76	Unclassified	Health Insurance	\$2,012,500
2021-77	Unclassified	Retirement	\$2,271,826
2021-78	Unclassified	Medicare Tax	\$229,167

**City of Lowell Fiscal Year 2021 City Manager's Recommended Appropriation Order –
One-Twelfth Budget – September FY2021**

			FY2021 Manager
Line			Recommended
Number	Department	Description	Appropriation
2021-79	Unclassified	Claims & Judgments	\$141,746
2021-80	Unclassified	Other Insurance	-
2021-81	Unclassified	No. Middlesex	-
Subtotal	General Fund		\$35,659,686
2021-82	Wastewater	Personal Services	\$293,213
2021-83	Wastewater	Ordinary Expenses	\$918,041
2021-84	Wastewater	Debt Service	\$732,196
Subtotal	Wastewater Enterprise Fund		\$1,943,450
2021-85	Parking	Personal Services	\$31,582
2021-86	Parking	Ordinary Expenses	\$300,393
2021-87	Parking	Debt Service	\$2,778,732
Subtotal	Parking Enterprise Fund		\$3,110,707
2021-88	Water	Personal Services	\$211,795
2021-89	Water	Ordinary Expenses	\$590,880
2021-90	Water	Debt Service	\$392,863
Subtotal	Water Enterprise Fund		\$1,195,538
Grand Total All Funds			\$41,909,381

**City of Lowell Fiscal Year 2021 City Manager's Recommended Appropriation Order –
One-Twelfth Budget – September FY2021**

Furthermore, the following projected needs are costs to the City, but according to accounting rules established by the Department of Revenue, are not to be included in the appropriation order.

Line		FY2021 Manager
Number	Department	Recommended
		Amount
2021-91	General Fund - Cherry Sheet Assessments	\$2,430,075
2021-92	General Fund - Provision for Abatements & Exemptions	\$91,667
2021-93	Indirect costs of the enterprise funds	\$751,044



Eileen M. Donoghue
City Manager

August 5, 2020

Mayor John J. Leahy
And
Members of the Lowell City Council

Dear Mayor Leahy and Members of the Lowell City Council,

I herewith transmit for your approval a continuing appropriation or “one-twelfth” budget for September of FY2021, pursuant to Chapter 44 Section 32 of the Massachusetts General Laws. Upon recommendation by the City Council’s Finance Subcommittee, the City Council voted at the May 12th regular meeting to move forward with a “one-twelfth” budget for July of FY2021 and appropriation orders for July and August were based on that direction. Now that the Legislature has committed to an FY2020 funding level, we can begin to formulate a full year funding plan, but have presented this final appropriation order to bring us through September. My finance team has continued to work with each Department Head to project expenditures in September so that the amounts included in the accompanying appropriation order are not in excess of the need, nor deficient to cover all expenses for September. The Administration is confident that the order before the Council includes allowances for any anomalies and is governed by an overarching policy of fiscal prudence.

After months of uncertainty regarding the size of the state’s fiscal crisis, state leaders, on July 30th, announced a framework for protecting the two main sources of local aid in the state’s fiscal 2021 state budget. According to a statement issued by Administration and Finance Secretary Michael Heffernan, the governor and Legislature are committing to no less than level funding of Unrestricted General Government Aid and Chapter 70 education aid as the baseline amount for fiscal 2021 funding for each community.

The Administration will bring a full year budget for consideration by the Council for a first reading on September 8th and will hold a public hearing on the FY2021 budget on September 22nd, to begin the full year appropriation on October 1st. Further details regarding cuts necessary to meet the revised budget picture for FY2021 will follow in the meantime.

Sincerely,

Eileen M. Donoghue
City Manager

CC: Conor Baldwin, Chief Financial Officer

CITY OF LOWELL

PETITION

CITY COUNCIL

Gas Mains

Attention: Bill Butcher

*Proposed to install 375' of 4" main for
under structure by joining sewer located
on Johnson St. from house #1500 to house #1504
In City Council*

August 11, 2000

Read and hearing ordered for 7PM on

August 25, 2000

**Read, Hearing Held,
Referred to Wire In-
specter, Development
Services**

City Clerk

Review of Utility Company Request for New Conduit/Pole Location

Applicant Information

Project Address

Utility Gas Electric Telephone

1500 Gorham Street

(circle one) Other

Lowell, MA

Reason Install 375' of new gas main

Date Submitted July 24, 2020

Review done by John Gleason

Sidewalk Material

Concrete Asphalt Other

Note: material to be replaced in kind (Concrete in full panels)

Sidewalk Vaults present Y N

Work on Street under a Paving Moratorium Y N

Is this location within the Flood Plain? Y N

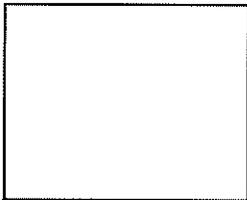
Are ADA requirements being met? Y N

Comments

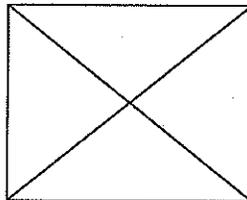
1. Contractor shall notify abutters at least 72 hours prior to beginning work.

Outcome of Review

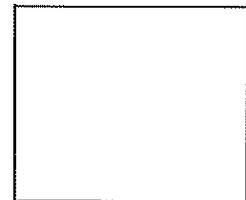
Approved



Approved With
Comments



Denied



Ting Chang, City Engineer

June 11, 2020

Lowell City Clerks Office
375 Merrimack St
Lowell Ma 01852

To whom it may concern:

Enclosed please find a petition of NATIONAL GRID covering infrastructure reinforcement of 375' of 4" gas main on Gorham Street.

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

Michael Floyd
775 Dutton Street
Lowell, Ma 01854

Phone: 978-375-0257
E-Mail: michael.floyd@nationalgrid.com

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

National Grid Contact:

Michael Floyd, Gas Construction Supervisor
775 Dutton St
Lowell, Ma 01854

Phone: 978-375-0257
E-Mail: michael.floyd@nationalgrid.com

Very truly yours,

Dave Madden
Manager, Construction Gas

Enclosures

June 11, 2020

National Grid Contact
Michael Floyd, Gas Construction Supervisor, Cell # 978-375-0257

Petition of:

National Grid
775 Dutton St.
Lowell, Ma. 01854

For infrastructure reinforcement of 375' of 4" gas main on Gorham Street.

TO: Lowell City Clerks Office.

Respectfully represents the NATIONAL GRID of 775 Dutton Street, Lowell, Massachusetts, that it desires to install 375' of 4" main for infrastructure reinforcement located on Gorham Street, Lowell, Ma, from house #1500 to house #1524. Approximately 3' off curb including the necessary sustaining and protecting fixtures, under and across the public way hereinafter named.

Wherefore it prays that after due notice and hearing as provided by law, it be granted permission to excavate the public right of way to run and maintain our underground infrastructure, together with such sustaining and protecting fixtures as it may find necessary for the safe running operation of our system, said 375' of 4" gas main to be located substantially in accordance with the plan filed herewith marked –“National Grid infrastructure reinforcement Map 2 on Gorham Street Lowell, Ma.”

Location approximately as shown on plan attached

NATIONAL GRID
BY _____
Manager, Construction Gas

June 11, 2020

JUN 18 '20 AM 8:59
ENGINEERS

ORDERED:

Notice having been given and public hearing held, as provided by law, that NATIONAL GRID be and it is hereby granted permission to excavate the public right of way for infrastructure reinforcement of 375' of 4" gas main on Gorham Street. and maintain as needed, together with such sustaining and protecting fixtures as said Company may deem necessary, in public way or ways hereinafter referred to, as requested in petition with the said COMPANY dated, June 11, 2020.

Said gas main shall be located substantially in accordance with the plan filed herewith marked - --National Grid infrastructure reinforcement Map 2 on Gorham Street Lowell, Ma."

The following are public ways along which the gas main above referred to may be installed: install 3 feet of existing curb line on City Property as shown on Gorham Street, Lowell, Ma,

I hereby certify that the foregoing order was adopted at a meeting of the
.....
....., held on the day of.....,20.....
....., , 20.....

Received and entered in the records of location orders of the City of Lowell, Ma.

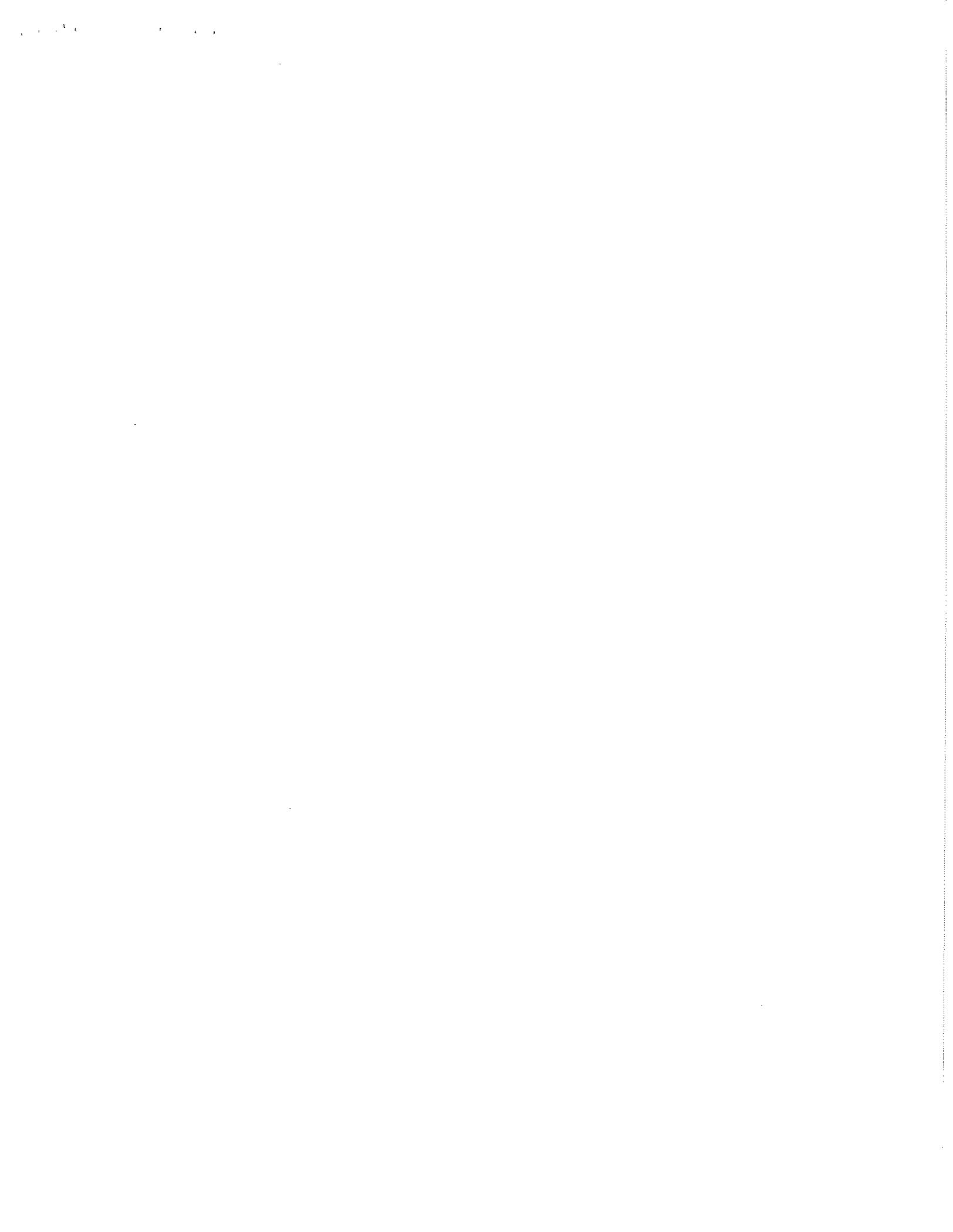
Book.....Page.....

Attest:

.....hereby certify that on20....., at o'clock,..... M
At....., a public hearing was held on the petition of
NATIONAL GRID for permission for infrastructure reinforcement as described in the
order herewith recorded, and that I mailed at least seven days before said hearing a
written notice of the time and hearing to each of the owners of real estate (as determined
by the last preceding assessment for taxation) along the ways or parts of ways upon
which the Company is permitted to install gas main under said order. And that thereupon
said order was duly adopted.

.....
.....
.....

NationalGrid



CITY OF LOWELL

PETITION

CITY COUNCIL

Gas Mains

Jonathan Hind (Buttun St)
Agree to install 100' of 4" main
for infrastructure improvement
located on 300 from St. from River Edge
In City Council to save costs.

August 11, 2020

Read and hearing ordered for 7PM on

August 25, 2020

**Read, Hearing Held,
Referred to Wire In-
specter, Development
Services**

City Clerk

Review of Utility Company Request for New Conduit/Pole Location

Applicant Information

Utility Gas Electric Telephone

Project Address

Gorham Street – Saratoga St to Rivers Edge Rd

(circle one) Other

Lowell, MA

Reason Install 700' of new gas main

Date Submitted July 24, 2020

Review done by John Gleason

Sidewalk Material

Note: material to be replaced in kind (Concrete in full panels)

Concrete Asphalt Other

Sidewalk Vaults present Y N

Work on Street under a Paving Moratorium Y N

Is this location within the Flood Plain? Y N

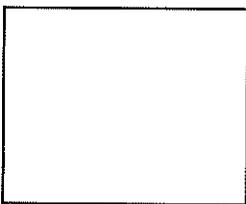
Are ADA requirements being met? Y N

Comments

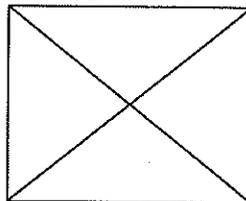
- Contractor shall notify abutters at least 72 hours prior to beginning work.

Outcome of Review

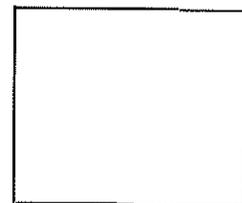
Approved



Approved With
Comments



Denied



Ting Chang, City Engineer

June 11, 2020

Lowell City Clerks Office
375 Merrimack St
Lowell Ma 01852

To whom it may concern:

Enclosed please find a petition of NATIONAL GRID covering infrastructure reinforcement of 700' of 4" gas main on Gorham Street.

If you have any questions regarding this permit please contact:

Michael Floyd
775 Dutton Street
Lowell, Ma 01854

Phone: 978-375-0257
E-Mail: michael.floyd@nationalgrid.com

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

National Grid Contact:

Michael Floyd, Gas Construction Supervisor
775 Dutton St
Lowell, Ma 01854

Phone: 978-375-0257
E-Mail: michael.floyd@nationalgrid.com

Very truly yours,

Dave Madden
Manager, Construction Gas

Enclosures

ENCLOSURES

National Grid Contact
Michael Floyd, Gas Construction Supervisor, Cell # 978-375-0257

Petition of:

National Grid
775 Dutton St.
Lowell, Ma. 01854

For infrastructure reinforcement of 700' of 4" gas main on Gorham Street.

TO: Lowell City Clerks Office.

Respectfully represents the NATIONAL GRID of 775 Dutton Street, Lowell, Massachusetts, that it desires to install 700' of 4" main for infrastructure reinforcement located on Gorham Street, Lowell, Ma, from Rivers Edge to Saratoga Street. Approximately 3' off curb including the necessary sustaining and protecting fixtures, under and across the public way hereinafter named.

Wherefore it prays that after due notice and hearing as provided by law, it be granted permission to excavate the public right of way to run and maintain our underground infrastructure, together with such sustaining and protecting fixtures as it may find necessary for the safe running operation of our system, said 700' of 4" gas main to be located substantially in accordance with the plan filed herewith marked –“National Grid infrastructure reinforcement on Gorham Street Lowell, Ma.”

Location approximately as shown on plan attached

NATIONAL GRID
BY _____
Manager, Construction Gas

June 11, 2020

ORDERED:

Notice having been given and public hearing held, as provided by law, that NATIONAL GRID be and it is hereby granted permission to excavate the public right of way for infrastructure reinforcement of 700' of 4" gas main on Gorham Street. and maintain as needed, together with such sustaining and protecting fixtures as said Company may deem necessary, in public way or ways hereinafter referred to, as requested in petition with the said COMPANY dated, June 11, 2020.

Said gas main shall be located substantially in accordance with the plan filed herewith marked - --National Grid infrastructure reinforcement on Gorham Street Lowell, Ma."

The following are public ways along which the gas main above referred to may be installed: install 3 feet of existing curb line on City Property as shown on Gorham Street, Lowell, Ma,

I hereby certify that the foregoing order was adopted at a meeting of the
....., held on the day of.....,20.....
....., 20.....

Received and entered in the records of location orders of the City of Lowell, Ma.

Book.....Page.....

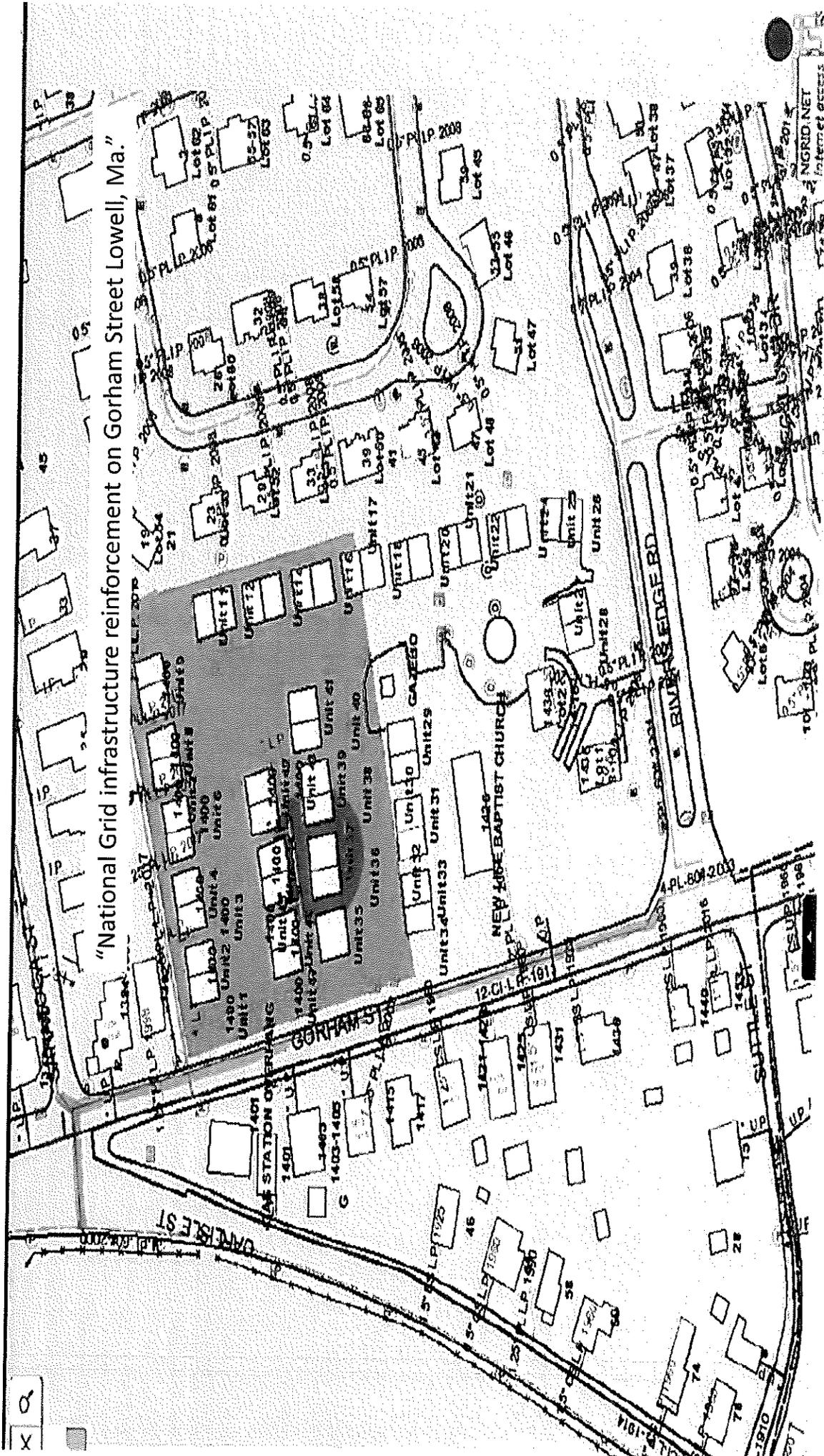
Attest:

.....hereby certify that on20....., at o'clock,..... M
At....., a public hearing was held on the petition of
NATIONAL GRID for permission for infrastructure reinforcement as described in the
order herewith recorded, and that I mailed at least seven days before said hearing a
written notice of the time and hearing to each of the owners of real estate (as determined
by the last preceding assessment for taxation) along the ways or parts of ways upon
which the Company is permitted to install gas main under said order. And that thereupon
said order was duly adopted.

.....
.....
.....

NationalGrid

"National Grid infrastructure reinforcement on Gorham Street Lowell, Ma."



NORID NET
Internet Access

CITY OF LOWELL

PETITION

CITY COUNCIL

Gas Mains

National Blvd (Outcross)

*To replace an existing gas pressure
regulator station in the middle of
the driveway on the side of*

In City Council

August 11, 2020

Read and hearing ordered for 7PM on

August 25, 2020

**Read, Hearing Held,
Referred to Wire In-
spector, Development
Services**

City Clerk

Review of Utility Company Request for New Conduit/Pole Location

Applicant Information

Project Address

Utility Gas Electric Telephone

Carlisle Street and Gorham St

(circle one) Other

Lowell, MA

Reason Install new regulator pit

Date Submitted August 5, 2020

Review done by John Gleason

Sidewalk Material

Concrete Asphalt Other

Note: material to be replaced in kind (Concrete in full panels)

Sidewalk Vaults present Y N

Work on Street under a Paving Moratorium Y N

Is this location within the Flood Plain? Y N

Are ADA requirements being met? Y N

Comments

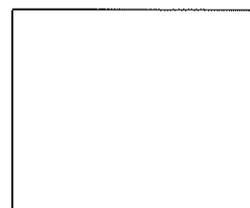
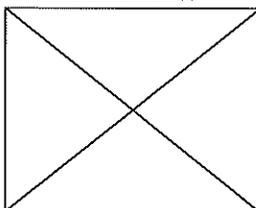
1. Contractor shall notify abutters at least 72 hours prior to beginning work.

Outcome of Review

Approved

Approved With
Comments

Denied



Ting Chang, City Engineer



National Grid Contact
Christopher Maher, Senior Supervisor Gas Instrumentation and Regulation
Christopher.Maher@nationalgrid.com
Cell # 617-839-5435

Petition of:

National Grid
775 Dutton St.
Lowell, MA 01854

For the request to reconstruct our gas pressure regulator station and add a SCADA (Supervisory Control and Data Acquisition) System in the public right of way. The installation is located in the shoulder of the roadway on Carlisle St, in the intersection of Carlisle St & Gorham St.

TO: Lowell City Clerks Office.

Respectfully represents the NATIONAL GRID of 775 Dutton Street, Lowell, Massachusetts, that it desires to replace our existing gas pressure regulator station in the shoulder of the roadway on *Carlisle St* at the intersection of *Carlisle St* and *Gorham St*. The proposed installation will replace the existing regulator station at the intersection of *Boston Rd* and *Spencer St* with a new station meeting National Grid's latest safety standards. This installation includes a new SCADA system and the necessary sustaining and protecting fixtures, under and across the public way hereinafter named.

Wherefore it prays that after due notice and hearing as provided by law, it be granted permission to excavate the public right of way to run and maintain a gas pressure regulator station, together with such sustaining and protecting fixtures as it may find necessary for the safe running operation of our underground gas structure and SCADA box, said gas pressure regulator station to be located substantially in accordance with the attached plan named – "New 4" Prefabricated Regulator Station Installation Station #2540."

NATIONAL GRID

BY 
Sr Supervisor Gas I&R

June 6, 2020

ORDERED:

Notice having been given and public hearing held, as provided by law, that National Grid be and it is hereby granted permission to excavate the public right of way to install the new station as shown in the plan named "New 4" Prefabricated Regulator Station Installation Station #2540," under and across the public way hereinafter named as said Company may deem necessary, in public way or ways hereinafter referred to, as requested in petition with the said COMPANY dated, June 6, 2020.

Said gas pressure regulator station shall be located substantially in accordance with the attached plan named - "New 4" Prefabricated Regulator Station Installation Station #2540."

The following are public ways along which the gas pressure regulator station above referred to may be installed: the shoulder of the roadway on Carlisle St on City Property, Lowell, Ma.

I hereby certify that the foregoing order was adopted at a meeting of the
....., held on the day of.....,20.....
....., 20.....

Received and entered in the records of location orders of the City of Lowell, Ma.

Book.....Page.....

Attest:

.....hereby certify that on20....., at o'clock,..... PM
At....., a public hearing was held on the petition of
NATIONAL GRID for permission to install gas pressure regulator station as described in the
order herewith recorded, and that I mailed at least seven days before said hearing a written notice
of the time and hearing to each of the owners of real estate (as determined by the last preceding
assessment for taxation) along the ways or parts of ways upon which the Company is permitted
to install gas pressure regulator station under said order. And that thereupon said order was duly
adopted.

.....
.....
.....

nationalGrid

June 6, 2020

Lowell City Clerks Office
375 Merrimack St
Lowell Ma 01852

To whom it may concern:

Enclosed please find a petition of National Grid covering the installation of a gas pressure regulator station.

If you have any questions regarding this permit please contact:

Christopher Maher
775 Dutton Street
Lowell, Ma 01854

Christopher.Maher@nationalgrid.com
Phone: 617-839-5435

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

National Grid Contact:

Christopher Maher
775 Dutton Street
Lowell, Ma 01854

Christopher.Maher@nationalgrid.com
Phone: 617-839-5435

Very truly yours,



Christopher Maher
Sr Supervisor Gas Instrumentation and Regulation



Conor M. Baldwin
Chief Financial Officer

Allison Chamber
Deputy CFO

MEMORANDUM

TO: Eileen M. Donoghue, City Manager *EMD*

FROM: Conor Baldwin, Chief Financial Officer *CB*

CC: Kelly Oakes, City Treasurer/ Collector

DATE: August 15, 2020

SUBJECT: MOTION RESPONSE: 8/11/2020 by C. Elliott - C. Elliott - Req. City Mgr. / CFO Report On Possible Options To Reduce The Demand Fees On Taxes Established By State Law

Collection costs imposed on delinquent local taxpayers are governed by law (G.L. c. 60, § 15). The requirement to demand overdue accounts to the City is further codified in the City of Lowell Code of Ordinances (§28-11). These charges are fixed dollar amounts that are added to the outstanding tax by law, not at the discretion of local officials. Demand fees for real estate tax bills are added to the tax bill if a balance remains unpaid by the taxpayer after the final due date on the fourth quarter bill (May 1st). The addition of demand fee to the tax bill is a required component of the collection process under the law. For both motor vehicle excise and real estate taxes, the collector may only waive accrued interest and collection costs where the total amount accrued is \$15 or less. Under an amendment passed by the Legislature, effective July 1, 2008 (G.L. c. 60, § 15), the law was changed to provide that the charge for issuing a demand is “not more than \$30.” Previously, the charge was \$5. The amendment did not include any language indicating that the collector is to determine the actual amount to be charged within the \$30 limit, rather, the Department of Revenue has published regulations confirming that the amount must be set by each city or town. Additionally, once the fee is set at \$30, the Collector’s office has no ability to reduce or waive these fees once added.

As a general rule, the power to set fees and charges resides in the municipality’s legislative body unless otherwise provided by statute or charter. On March 24, 2009, the City Council voted to set the demand fee at \$30. Enclosed with this memorandum is a report on a comparative survey conducted by the finance department on the existing demand fee of other Massachusetts municipalities. One option available to the Council would be to amend the fee schedule to set the fee at a reduced amount, less than \$30. A financial consequence of this action, however, would be a loss of revenue in the general fund during an already difficult time for the city budget. The city issues an average of 18,000 demand charges each year and a reduction of the demand fee would result in a loss of approximately \$270,000 in revenue. The reduction in the fee would necessitate a cut in expenses commensurate with the loss of revenue. An additional challenge to this change, operationally, would be that the City Treasurer/Collector’s Office would have no official guidance or policy on a taxpayer’s eligibility for a waiver, but would nevertheless have discretion to waive the fee under the statute.



Conor M. Baldwin
Chief Financial Officer

Allison Chamber
Deputy CFO

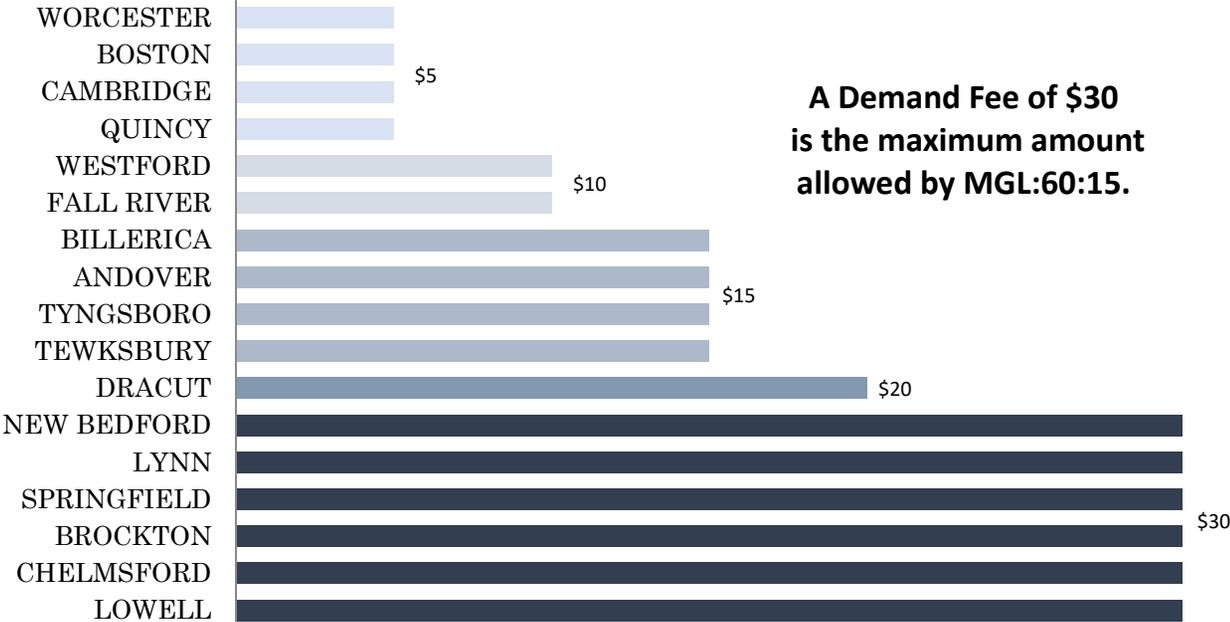
Another, more viable option available to the Council would be to file a home rule petition with the legislature to provide for relief to taxpayers. The finance department has drafted legislation, which could be referred by the law department to be reviewed and prepared in the proper form for a vote. The draft legislation addresses the challenging issue of defining a “needy” taxpayer. To achieve this as objectively as possible, the determination is based on income and census data. Provided a taxpayer qualifies, this legislation would provide relief from both demand fees and 50% of delinquent interest. This special legislation is patterned after general legislation enacted in 2003. It provides only temporary relief, since there would be only a slight chance of passage if the relief were made permanent.

The current City Council has already taken action to assist Lowell residents, financially, by extending the fourth quarter tax bill in FY2020 from May 1, 2020 to June 1, 2020 and forbearing all penalties and interest on taxes, including motor vehicle excise taxes, to June 30th, 2020. The normal procedure each year for motor vehicle excise tax bills, with a due date of April 8th, 2020, has commenced and any bills still outstanding are 129 days past due, as of the date of this memorandum.

Please let me know if there are any questions.

CITY	DEMAND FEE	POPULATION
LOWELL	\$30	106,519
CHELMSFORD	\$30	33,802
BROCKTON	\$30	93,810
SPRINGFIELD	\$30	153,060
LYNN	\$30	90,329
NEW BEDFORD	\$30	95,072
DRACUT	\$20	29,457
TEWKSBURY	\$15	28,961
TYNGSBORO	\$15	11,292
ANDOVER	\$15	33,201
BILLERICA	\$15	40,243
FALL RIVER	\$10	88,857
WESTFORD	\$10	21,951
QUINCY	\$5	92,271
CAMBRIDGE	\$5	105,162
BOSTON	\$5	617,660
WORCESTER	\$5	181,045

MUNICIPAL DEMAND FEES



Motor Vehicle Excise Collection Process

Example 1:

- **Model Year:** 2019
- **Make:** KIA
- **Blue Book Value** = \$13,740

- **Excise Tax Due: \$343.50 (Due 4/8/2020)**
 - Tax Rate = \$25 per \$1,000 assessed value
 - $\$13,740 / \$1,000 = \$13.74$
 - $\$13.74 \times \$25 = \$343.50$

- **Amount Due on 8/15/2020:**
 - Principal Amount: \$343.50
 - Demand Fee: \$30
 - Warrant Notice: \$12
 - Warrant Issued: \$10
 - Interest Accrued: \$8.47
 - **TOTAL DUE: \$403.97**

Demand Process: Steps for Example 1

1. **Demand** (1st Late Notice) – *completed*
 - a. 14 days to pay;
 - a. 12% interest from due date (*City revenue*);

b. \$5-\$30 late fee (*City revenue*).

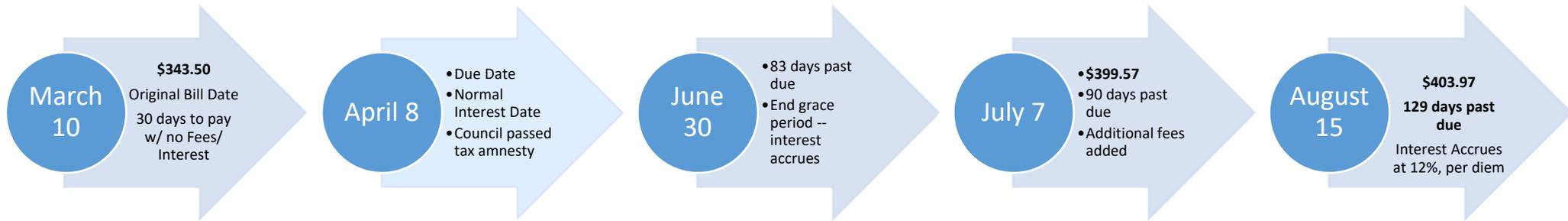
2. **Warrant** (2nd Late Notice) - *completed*
 - a. 30 days to pay;
 - b. Continuation of interest (*City revenue*);
 - c. \$22 additional late fee (*Deputy Collector revenue*).

3. **Service Warrant** (3rd Late Notice) - *pending*
 - a. Due immediately;
 - b. Continuation of interest (*City revenue*);
 - c. \$17 warrant service fee (*Deputy Collector revenue*).

4. **Registry Hold** – *pending*
 - a. Prevents renewal of license and registration;
 - b. Continuation of interest (*City revenue*);
 - c. \$20 release fee (*RMV revenue*)

Although not required, Lowell typically waits at least one week between each stage to allow for payments in transit.

FLOW CHART – MV COLLECTION PROCESS



Home Rule Petition for Limited Tax Amnesty – City of Lowell

This legislation, which authorizes a Limited Tax Amnesty (“LTA”) program, is intended provide temporary relief from fees and interest levied upon Lowell citizens that are in arrears with regard to motor vehicle excise taxes. It is patterned after provisions of Chapter 46, §113 of the Acts of 2003 as amended, which provided municipalities with the ability to implement a local option temporary tax amnesty program.

Amnesty Coverage

This LTA will provide a waiver for demand fees on outstanding motor vehicle excise tax bills assessed in accordance with General Laws Chapter 60A, as well as 50% of all interest that has accrued on such bills, provided the taxpayer meets all other qualifications.

This LTA will not apply to real estate or personal property taxes, boat excise taxes, water and sewer bills, or parking tickets, however payment of outstanding parking tickets will be a prerequisite for qualification.

This LTA will not apply to any warrant fee or Massachusetts Registry of Motor Vehicles fee. Rights to these fees are held by private firms or the Commonwealth of Massachusetts.

Amnesty Period

The amnesty period will take effect with the passage of this legislation, and will extend six months from that date, but in no event extend beyond June 30, 2021.

Amnesty Eligibility

To be eligible, a Lowell taxpayer must be in need of assistance. For the purposes of this LTA, need exists if the taxpayer is a member of a household with an income of less than \$60,745 for a 4-person household, which is the estimated Lowell median household income as reported by the U.S. Census Bureau’s Table B19001 “Household Income in the Past 12 Months (in 2018 Inflation-Adjusted Dollars),” using the data set 2018: American Community Survey 1-Year Estimates. Income shall be verified using the taxpayer’s 2019 Federal tax return and shall be deemed eligible if the applicant is within the published margin of error for their particular household size. Income documentation must be supplied with payment, and

To be eligible, a taxpayer must not have outstanding parking tickets or late fees on parking tickets, and

To be eligible, a taxpayer must make full payment of all motor vehicle excise tax and interest not waived. If payment is returned, the waiver demand fees and interest will be rescinded, and the taxpayer will be deemed ineligible for the remainder of the Amnesty Period. Payment may be made by the taxpayer or anyone acting on the taxpayer’s behalf.

Amnesty participants do not forfeit local abatement rights.

Payments made prior to the passage of this legislation are ineligible, and no demand fees or interest will be waived retroactively.

Definitions

Taxpayer: the person assessed the excise and personally liable for its payment.

Payment: payment received by the collector on or before the close of business on the date it is due under this legislation. As with any local tax or excise payment, it is not sufficient simply to mail the payment, or send it by delivery agent other than the United States Postal Service, on or before the due date. If payment is made by mail a signed copy of Form 1040 or 1040EZ must be included.

Income: adjusted gross income as it appears on line 37 of Form 1040 or line 4 of Form 1040EZ on the taxpayer's 2019 Federal tax return. If the taxpayer was not required to file a tax return because the taxpayer's income was too low, the taxpayer must provide a signed and notarized statement to that effect.

This Act shall take effect upon its passage.



Diane N. Tradd
Assistant City Manager/DPD Director

R. Eric Slagle
Director of Development Services

David Fuller
Building Commissioner

TO: Eileen Donoghue, City Manager *EMD*
FROM: R. Eric Slagle, Director of Development Services
DATE: August 20, 2020

RE: Motion by C. Drinkwater - Req. City Mgr. Provide A Report On The Number Of Applicants For Marijuana Cultivation Or Retail Licenses That Were Certified Economic Empowerment Applicants Or Social Equity Program Participants; As Well As Any Other Considerations Made During The Review Process With Regard To Social Equity.

As the Council is aware, the City in December of 2019 authorized the negotiation of Host Community Agreements (HCAs) with four entities for retail locations within the City. The businesses that currently have HCAs for retail locations, and their respective statuses, are as follows:

Patriot Care – 70 Industrial Ave. E. – Operational since 3/2019
Mayflower Medicinals - 470 Chelmsford St. #7 – Received their special permit on 6/19/2020
Full Harvest Moonz - 1201 Westford St. – In Planning Board process now
Pure Industries - 671-683 Rogers St. – In Planning Board Process now
Fresh Fields - 1148 Bridge St. – Has not yet filed with the Planning Board

Patriot Care has been open for retail sales since March of 2019. We do not anticipate that any of the remaining businesses will be open for retail until late 2020 at the earliest, more likely in 2021.

Additionally, the City has executed several agreements for marijuana cultivation and manufacturing. These entities are in various stages of licensing and build-out, and the businesses and locations are as follows:

BeWell Organic Medicine – 92 Bolt St.
Four Twenty Industries – 3 Foundry St.
Grow One, Inc. – 60 Dix St.
Grow Team Gardens – 705 Dutton St.
Patriot Care – 170 Lincoln St.
Platinum Hydrolab – 740 Dutton St.
Pure Industries – 181 Stedman St.
Wellman Farms – 26 Wellman Ave.

With respect to the social equity question regarding the applicants for the City, we were ahead of the curve with regards to our process for establishing zoning and reviewing applicants. We set up

our process prior to the finalization of the CCC regulations at the state level, and established the following criteria for review of prospective marijuana businesses:

1. Purchase or lease of a vacant or underutilized parcel;
2. Cultivation facilities within City of Lowell;
3. Commitment to expansion of cultivation/manufacturing facilities within the City of Lowell if and when expansion takes place;
4. Priority to woman-, minority-, and/or veteran-owned businesses;
5. Business plan demonstrating sufficient capital to adequately fund operation;
6. Commitment to community impact/outreach above and beyond requirements in the Host Community Agreement;
7. Commitment to meeting and exceeding the Leadership Rating Criteria laid out by the Cannabis Control Commission.

Our efforts to create social equity hinged on #4 above, where the City Manager and the administration committed to giving a preference to woman-owned, minority-owned, and veteran owned businesses. Unfortunately, at the state level, the social equity program was not up and running in any meaningful way when the City initiated its review process for the retail businesses. As such, we were reliant on our own internal priorities to create such equity. For the four retail HCAs that were offered in December of 2019, one of the businesses, Full Harvest Moonz, qualified as a woman-owned business, with the president and CEO being a woman, and the COO being a woman of color.

For the eight entities who received cultivation HCAs, we have one Social Equity applicant, Four Twenty Industries, and one woman-owned applicant, Wellman Farms, which the CCC classifies as an expedited applicant because they are a Disadvantaged Business Enterprise. Also, Grow One Inc is a woman-owned business.

ES

08/20/2020



Eileen M. Donoghue
City Manager

Kara Keefe Mullin
Assistant City Manager

MEMORANDUM

TO: Mayor Leahy and Members of the City Council
FROM: Eileen Donoghue, City Manager
DATE: August 19, 2020
SUBJECT: Human Resources Audit

EMD

Motion by C.Drinkwater/C. Nuon on 6/9/2020 - Req. City Mgr. Report On The Costs Of A Third Party Audit Of Human Resources/Hiring Practices That Includes Recommendations For Ensuring A Diverse And Inclusive City Workforce, And To Explore The Possibility Of Outside Funding Sources For The Report, Including Grants

Motion by C. Elliott on 7/14/20 - Req. City Council Discuss Reallocating State And Federal Grant Resources For HR Audit Or Other Programs To Address Equity And Inclusiveness

As requested by the City Council, my office has worked over the last several months to initiate the process of hiring a qualified firm to conduct a comprehensive audit of the practices, procedures, and protocols of the City's Human Relations Department and to put forward recommendations to promote equity, inclusion and diversity within our workforce. Last month, on July 6, a request for proposals (RFP) for a Human Resources audit was posted by the Purchasing Department. The submission period for the RPF closed on July 20.

In order to maximize the value of the potential audit, a comprehensive and exhaustive scope of services was put forward in the initial RFP, as reflected on pages 14 through 16 of the attached document. While maintaining a focus on equity and diversity, the scope indicates that the selected firm should assess a host of additional factors associated with the city's existing human resources processes including, recruiting and hiring, organizational structure, staffing levels, and compensation and technology. It also asks for the selected firm to facilitate community engagement to assess the public's perception of the City's organization.

The City received proposals from two firms in response to the RFP. Unfortunately, the costs for the full scope of services to be fulfilled that were quoted by the responding firms were prohibitive, ranging up to \$160,000. As such, the process is currently at a juncture where we must consider either re-posting the RFP to include a specific amount that the City is able to pay a responding firm for the audit, or significantly limiting the audit's scope. The City may also have the opportunity to negotiate with the firms which have provided proposals, requesting that they only perform services for certain items on an "a la carte" basis. For instance, the City could request that either responding firm only examine diversity equity and inclusion in the City's human

resources department, which would significantly reduce the cost of the services though potentially limit its value.

While no outside funding sources have yet been identified to support a human resources audit, the City is continuing to explore potential funding opportunities as requested by the City Council. Because all state and federal grants are applied for and received with specific intents and purposes, there are no grant funds that the City is already in receipt of that could be reallocated to fund a human resources audit. However, the City will remain alert to opportunities to apply for new grant funding that could assist in funding the audit.

Recognizing the potential value of a human resources audit in guiding the City's efforts to recruit and retain a talented and diverse workforce, we remain hopeful that a means can be identified to advance this process. I will keep the City Council apprised of all pertinent developments related to this effort.

City of Lowell
Purchasing Department
City Hall
375 Merrimack Street, Room 60
Lowell, Massachusetts 01852

Project Name: **HR Department Audit**
RFP No.: **21-07**
Date: **July 6, 2020**
Buyer: **P. Michael Vaughn**
Tel. No.: **978-970-4110**
Email: **pmvaughn@lowellma.gov**

The City of Lowell is seeking proposals from qualified firms to conduct a comprehensive audit of the practices, procedures, and protocols of the City's Human Resources Department and how it is leveraged within the organization. Consultant to conduct detailed study of the HR Department and provide recommendations to ensure equity in the City's hiring process, identify opportunities to promote diversity and inclusion within the City's workforce, develop a plan to implement improvements determined to be necessary in the course of the audit, and produce a comprehensive report detailing all findings and recommendations.

DUE DATE

Sealed proposals are due and will not be publicly opened on: **July 20, 2020** at City Hall in the Purchasing Department, Room 60, 375 Merrimack Street, Lowell, MA 01852, at **11:00 AM**, EST/EDST, for the work described herein. **BIDDERS ARE REQUIRED TO SUBMIT A BID INCLUDING ALL BID FORMS CONTAINED IN THIS PACKAGE. DO NOT REMOVE PAGES.**

CLARIFICATIONS OF SPECIFICATIONS

Any request for clarification to, or relief from, the specifications, must be submitted in writing to the attention of the assigned Buyer at the Purchasing Department's office no later than **July 13, 2020 at 5pm.**

Should the City make changes to any specification, stipulation, requirement, or procedure, notification will be made to all Bidders in the form of written Addenda. No officer, agent, or employee of the City is authorized to amend any provision contained in this IFB, including the specifications, unless such amendment is issued as an Addendum and sent to all Bidders in accordance with this Section (Clarification of Specifications). Bidder is required to acknowledge all addenda. (**attached – form B**).

APPROPRIATION CONTINGENCY

If the City fails to appropriate operating funds, or if funds are not otherwise made available for the continued performance for any fiscal period of this Contract succeeding the first fiscal period, this Contract shall be cancelled automatically as of the beginning of the fiscal year for which funds were not appropriated. The City's fiscal year begins July 1st.

CONDITIONS, REQUIREMENTS AND COVENANTS PROJECT DOCUMENTS

Article 1. Acceptance or Rejection of Bids

The Purchasing Agent reserves the right to reject any or all bids and to accept any bid, in whole or in part which it considers to serve the best interest of the City of Lowell.

Any bid which is not according to prescribed form, not properly signed, or otherwise contrary to instructions may be rejected by the Purchasing Department.

All bids received by the Purchasing Department will be stamped in when received and said stamp shall indicate the time and date of receipt. All bids received will be publicly opened and read in the Purchasing Department at date and time shown above.

NO BID WILL BE ACCEPTED AFTER TIME AND DATE SPECIFIED.

Article 2. Identification of Sealed Envelopes

Bids shall be placed in sealed envelopes that are marked on the outside with the name and address of the bidder, the title of the project and the scheduled date for the opening of bids. No responsibility will be attached to the City of Lowell or the Purchasing Department for the premature opening of any bid that is not properly identified.

Article 3. Certified Check and/or Performance/Payment Bond

A certified check made payable to the "City of Lowell" in the amount of 0% must accompany this bid. **Bid bonds** are acceptable.

A **performance bond** in the amount of 0% of the total dollar award is required prior to contract execution.

A **payment bond** in the amount of 0% of the total dollar award is required prior to contract execution.

Article 4. Mailing of Bids

Bids which are mailed should be addressed to the Purchasing Department at 375 Merrimack St., Lowell, MA. 01852.

Article 5. Bid Forms

It is advisable that bids be submitted on appropriate Bid Forms prepared by the Purchasing Department in order to avoid errors, misconception or ambiguities in reference to the Project Documents.

Article 6. Possible Discrepancies in Specifications

Any inadvertent errors, omissions or discrepancies in the applicable specifications should be brought to the attention of the Purchasing Agent who shall then send written instructions to all bidders in order to effect the correction and clarification of the Project Documents. Failure of any bidder to receive any such addendum shall NOT relieve the bidder from any obligation under his bid as submitted.

Article 7. Waiver Of Informalities, Deviations, Mistakes, And Matters Of Form

The City reserves the right to waive any informalities, deviations, mistakes, and matters of form rather than substance of the bid documents, which can be waived or corrected without prejudice to the Bidder. No officer or agent of the City is authorized to waive this reservation.

Article 8. General Bidding Instructions

Within any context of specifications wherein the item required is defined by using a particular trade name, or by the designation of a specific manufacturer, or by reference to a Dealer's catalogue, the phrase "or approved equal" is not intended to exclude the consideration of other products. Any consideration of an "approved equal", however, will be predicted on the basis that such an item is of equal value in terms of physical attributes, durability, and functional use. The final decision concerning the acceptability of any equipment item shall rest with the Purchasing Agent.

- (a) Any clarification of specifications requested by bidders must be in writing addressed to the Purchasing Agent and received no later than seven (7) working days prior to the bid opening in order to be acknowledged.

- (b) Bidders must state the name of the manufacturer and the material model of each item for which they submit a bid.
- (c) All prices to be firm.
- (d) Bid offerings must be based on INSIDE DELIVERY F.O.B. DESTINATION unless otherwise indicated by the city.
- (e) All bidders must clearly state their terms of sale and maximum delivery time after receipt of order (ARO).
- (f) All bidders must clearly state the terms and conditions of the manufacturer's and/or dealer's warrantee and guarantee.
- (g) Any deviations from specifications must be clearly listed on bid sheet.
- (h) Quantities are for bidding purposes only; the exact quantities to be determined by purchase orders.
- (i) Bidders must submit brochures with their bid.
- (j) All bids must be totaled and where indicated, please list unit cost and the total price of each item. Awards will be made to the lowest responsible bidder who submits a responsive bid which is most advantageous to the City.
- (k) Proposals shall be type-written or written in ink. Erasures on bids will not be considered.
- (l) Conditional bids will not be accepted by the Purchasing Agent.

Article 9. Requirements of City Departments

The actual requirements of the City Departments shall govern the actual amount delivered under a contract to be drawn and entered into between bidder and the City of Lowell, Purchasing Agent and approved by the City Auditor as to the availability of appropriation to pay for the materials and supplies to be furnished under the Contract aforesaid, shall be made a part of said Contract.

Article 10. Discount

In determining the amount of any bid, a discount is in the amount of 1% or more City pay day.

Article 11. Taxes

The City of Lowell is exempt from payments of Federal Excise Taxes and Mass. Sales Tax, and the attention of all bidders is invited to this fact. The City will furnish to successful bidders properly executed tax exemption certificates upon request. Such taxes should not be included in bid prices.

Article 12. Contractor's Responsibility for Specifications

Any measurements, calculations or estimates included herein are believed to be correct, but each bidder should conduct a thorough examination of the project himself, since no allowance will be made because of any inaccuracy that inadvertently appears within the context of the Bid Documents. The failure of any bidder to acquaint himself with conditions as they actually exist shall not relieve him from any obligations and responsibilities inherent within Bid Documents.

Article 13. Unloading, Assembling and Installing of Equipment

The Contractor is responsible for the unloading of any trucking units or vans involved in the delivery of project items, and for overseeing the assembly, placement and installation of all such equipment in areas specified by the Purchasing Agent.

Article 14. Cleaning Up

Following the delivery or installation of any equipment items, the Contractor shall remove from the site all rubbish, waste and surplus materials and the premises shall be left in neat, orderly and broom-clean conditions.

Article 15. Contractor's Liability Insurance

- (a) Workmen's Compensation Insurance: The Contractor shall take out and maintain during the life of this Contract adequate Workmen's Compensation Insurance for all his employees assigned to the project in the manner and to the extent provided for in Chapter 152 of the General Laws and the amendments thereto.

In the event that any employees of the Contractor are engaged in hazardous work at the site of the project and are not protected under Workmen's Compensation Insurance, the Contractor shall be responsible for providing sufficient insurance to cover such employees.

- (b) Public Liability Insurance: The Contractor shall take out and maintain during the life of this Contract (1) Bodily Injury Insurance which includes coverage for accidental death and (2) Property Damage Insurance.

The Contractor further agrees to indemnify and save the Owner harmless from any responsibility arising under the context of the aforesaid paragraphs.

- (c) Approval of Certificate and Evidence of Compliances: A true copy of a properly endorsed Insurance Certificate, issued by a company or companies duly licensed and authorized by the Commonwealth of Massachusetts to write the various types of insurance as specified above, shall be submitted to the Purchasing Agent as evidence of compliance with the requirements of the preceding paragraphs prior to the commencement of any work herein specified.

Article 16. Breach of Contract

If at any time the Contractor is unable to furnish material or services as ordered by the City, the City may order such material or services from such places as are available, and the Contractor shall pay to the City all expense incurred above the contract price.

Article 17. Signatures on the Bid Forms

If a bid is submitted by an individual, the full name and post address of this person shall be designated.

If a bid is submitted by a firm, partnership or corporation, it shall be signed by the person having the legal authority to execute such a document in behalf of the bidder, the individual signing the bid form shall then indicate his title or position in addition to the Full name and address of the firm, partnership or corporation (**certification attached – form D**).

Article 18. Guarantee

The bidder to whom a contract is awarded guarantees to the City of Lowell all equipment, materials and/or workmanship for a period of one (1) year after final inspection and acceptance and shall replace promptly any defective equipment, materials and/or workmanship required without additional cost to the City.

Article 19. Withholding of Contract Award

The Purchasing Agent reserves the right to withhold the awarding of any contract under its jurisdiction when the bidder is unable to furnish satisfactory evidence of adequate ability, experience and/or capital to execute the completion of a project in accordance with the prescribed requirements and specifications.

Article 20. Modifications

This Agreement can only be modified by a written agreement duly signed by persons authorized to sign agreements on behalf of the Contractor and of the City. Any variance from the terms and conditions of this Agreement or any order or other written notification given by either Party to the other that is not duly authorized shall have no force or effect.

Article 21. Change Order

The City may, at any time throughout the Term of the Agreement or any extensions thereof, issue a written Change Order requiring the Contractor to make changes within the general scope of the Agreement that may include additions, modifications, and improvements to the services. A Change Order shall not modify the overall purpose of this Agreement. No change order can exceed twenty-five (25) percent of the total price.

The Contractor may, at any time, propose in writing to the City for acceptance or denial, modifications to the Contract documents, which will benefit the City. The City shall review the Contractor's proposal and may request such modifications. Denial of a proposed modification shall neither provide the Contractor with any basis for a claim for damages nor release the Contractor from contractual responsibilities.

If the Change Order issued by the City causes an increase or decrease in the Contractor's cost to provide the services and/or requires a change to the schedule that, in the City's reasonable discretion, is determined to be necessary, an equitable adjustment will be made and incorporated into this Agreement.

Change Order Notice. Upon receipt of a Change Order issued by the City, the Contractor shall within ten (10) business days of receipt of the Order give written notice (including preliminary cost and time estimates) to the City stating the Change Order to be either an alteration to, deviation from, addition to, or deletion from the Contract. Within thirty (30) days of receipt of the Order or other time period mutually agreed to by the City and the Contractor, the Contractor shall submit a detailed Change Order proposal, which includes the following information:

Description of change and details of work to be done. Detailed cost and pricing data, the cost detail should be comprehensive and readily traceable into the Contractor's accounting records and underlying supporting documentation. The Contractor's statement of additional time shall include a detailed schedule analysis identifying which schedule activities and key milestones are impacted.

Change Order Authorization. The Contractor shall not proceed with any Change Order work until the City gives written authorization. The City shall not accept any responsibility whatsoever for Change Order work performed by the Contractor without proper authorization by the City. All Change Orders shall be executed in accordance with the terms and conditions of the Contract. All executed Change Orders shall constitute the entire agreement between the City and the Contractor with regard to any and all costs and time extensions related to Change Order work.

Article 22. Samples

The Purchasing Agent may require the submission of samples either before or after the award of a contract, at no charge to the City, in order to ascertain whether or not a product will be suitable for the purpose for which it is intended. If it is specifically stated elsewhere in the bid documents that samples are required, full size samples must be submitted not later than the official BID OPENING. Failure to submit said samples may be regarded as a basis for rejecting a bid. Samples may be impounded until satisfactory completion of the contract. Otherwise all samples must be called for by the bidder within thirty (30) days of the award of contracts or said samples will be presumed abandoned and the Purchasing Agent will dispose of them as he sees fit.

Article 23. Compliance with Laws, By-Laws and Regulations

The Contractor shall keep fully informed and shall comply with the provisions of applicable federal, state, and municipal laws, rules, and regulations that in any manner regulate the Contractor's performance of this Contract and those engaged or employed with the services herein described, other than any such laws, rules and regulations that relate to City's own operations. The Contractor shall indemnify, protect, defend, and save harmless the City and its officers, agents and employees harmless from all fines, penalties, and liabilities imposed upon the City under any such laws, rules, and regulations by any public agency, authority or court having jurisdiction over the parties hereto when the imposition of same is attributable to the failure of the Contractor to keep fully informed and to comply with its obligations in this regard, provided that if any public agency, authority or court seeks to impose such fine, penalty or liability on the City, the City shall promptly notify the Contractor and allow the Contractor, in consultation with the City, to object to and defend such imposition.

Article 24. Permits and Licenses

The Contractor shall secure at his own expense all permits and licenses, pay all necessary charges and provide all notices that are due in connection with the lawful prosecution of the work.

Article 25. Liens

The final payment on any project may be deferred until the Contractor has delivered to the Owner a complete release from all liens arising out of the applicable contract, or receipts covering all labors and materials for which liens could be filed, or a bond that satisfactorily indemnifies the Owner against all possible liens.

Article 26. Contractor's Expenses

Unless otherwise stipulated, the Contractor shall provide and pay for all materials, labor, water, tools, equipment, light, power, transportation, incidental services and other facilities necessary for the execution and completion of the project. The contractor shall be responsible for royalties and costs associated with patents, trademarks, and copyrights in any way involved in the project. All Garland Roofing products will be purchased separately by the City of Lowell directly from Garland Roofing Products through FAC-27.

Article 27. Payment Schedule

Bills in triplicate for the amount of Materials and Supplies furnished by the successful bidder under the contract to be entered into should be submitted before the first day of the month in which payment is to be made to insure payment on the twentieth day of the month, except that where the time conditioned in the bid for the allowance of discount differs from the above successful bidder agrees to submit bill to the Purchasing Agent in sufficient time for such discount to be taken advantage of by the City which, in any event, shall not be less than ten days from the submission to the Purchasing Agent of such bills.

Article 28. Assignment

Neither the Contract nor any interest herein shall be assigned, pledged or otherwise transferred by the Contractor without the written consent of the City, except in the case of a transfer of all or substantially all of the Contractor's assets provided that all obligations of this Contract are assumed by the controlling entity. If the Contractor makes any such assignment, pledge or other transfer without the written consent of the City, the Contract shall be voidable at the election of the City. The City's consent to any such assignment, pledge or other transfer may impose such additional conditions thereon as may be deemed necessary to ensure the performance of the terms of the Contract by the assignee. Moreover, unless otherwise agreed to in writing by the City, any transfer by the Contractor shall not release the Contractor of its liability under the Contract.

Article 29. No Waiver

None of the provisions of this Agreement, unless otherwise specified, shall be considered waived by either party hereto unless such waiver is in writing and signed by both parties. No such waiver shall be construed as a modification of any of the provisions of this Agreement or as a waiver of any past or future default or breach hereof, except as expressly stated in such waiver.

Article 30. Indemnification of the City

The Contractor agrees to indemnify, save harmless, and defend the City and all of its officers, agents, and employees from and against any and all third party suits, claims, or proceedings ("Claims"), and any losses, damages, charges or expenses, whether direct or indirect, and liability of every name and nature related to such Claims ("Liabilities") for or due to any loss or injury to persons or damages to real or tangible property to the extent caused by the Contractor or its employees, subcontractors or agents.

Article 31. Termination Of Contract

Default Termination.

The City may, without prejudice to or waiver of any other right or remedy available to it, terminate or suspend this Agreement, in whole or in part, either immediately upon receipt of such notice by the Contractor or upon written notice to the Contractor seven (7) days prior to the effective date of such termination or suspension for an "Event of Default" as defined hereunder.

Termination for Convenience.

The City may, in its sole discretion, terminate all or any portion of this Agreement or the work required hereunder, at any time for its convenience and/or for any reason by giving written notice to the Contractor thirty (30) calendar days prior to the effective date of termination or such other period as is mutually agreed upon in advance by the parties. If the Contractor is not in default or in breach of any material term or condition of this Agreement, the Contractor shall be paid its reasonable, proper and verifiable. Such payment shall be the Contractor's sole and exclusive remedy for any Termination for Convenience, and upon such payment by the City to the Contractor, the City shall have no further obligation to the Contractor. The City shall not be responsible for the Contractor's anticipatory profits or overhead costs attributable to unperformed work.

Article 32. Force Majeure

Neither party hereto shall be in default in the performance of its obligations to the extent that the performance of any such obligation is prevented or delayed by a Force Majeure Event. Should Contractor's services be delayed by a Force Majeure Event, the Agreement and Contractor's schedule for completion of tasks affected by such delay shall be extended. "Force Majeure" or a "Force Majeure Event" is an event beyond the control of a party and not due to the act or omission of such party, which materially and adversely affects the party's ability to meet its obligations under the Agreement and which event or the effects of the event would not have been anticipated and avoided by a prudent party acting commercially reasonably. Force Majeure Events may include, but are not limited to, Acts of God; acts or failures to act of government agencies and delays related to the City in either their contractual, sovereign or regulatory capacities; fires, floods, earthquakes, epidemics quarantines, strikes, wars, riots, terrorism, interruptions of energy supply or civil disturbances. Within thirty (30) calendar days after the last day of

delay, the Contractor shall furnish the City with detailed information concerning the circumstances of the delay, the number of days actually delayed, the appropriate Agreement references, and the measures taken to prevent or minimize the delay. Upon review of the detailed information concerning the delay, the City shall assess the impact the delay may have on price and schedule of the work and modify the Contract as needed.

Article 33. Mutual General Representation and Warranties

Corporate Power. Each party represents (a) that it is duly incorporated, validly existing and in good standing under the laws of the state of its incorporation and (b) that it has full corporate power to own, lease, and operate its properties and assets, to conduct its business as such business is currently being conducted, and to consummate the transactions contemplated by this Agreement.

Authority. Each party represents that this Agreement has been duly authorized, executed and delivered and constitutes a valid and binding Agreement, enforceable against such party in accordance with this Agreement's terms, subject to the effect of bankruptcy, insolvency, moratorium and other laws now or hereafter in effect relating to and affecting the rights of creditors generally and to equitable principles of general application.

No Breaches. Each party represents that neither the execution nor delivery of this Agreement, nor the consummation of any of the transactions contemplated herein, will result in the breach of any term or provision of, or constitute a default under, any charter provision or bylaw, or material agreement (subject to any applicable required consent), order, law, rule or regulation to which it is a party or which is otherwise applicable to it.

Article 34. Conflict of Interest

Massachusetts Conflict of Interest Law, G.L. c. 268A, governs the conduct of all public officials and employees, including all dealings with potential contractors. Therefore, it is the responsibility of Contractor to ensure compliance with the Commonwealth's Conflict of Interest Laws and avoid any conduct which might result in or give the appearance of creating for Board members, officers or employees of the Authority in their relationship with the Contractor any conflicts of interest or favoritism and/or the appearance thereof or any conduct which might result in a Board member, officer or employee failing to comply with G.L., c. 268A. Non-compliance with these Conflict of Interest terms shall constitute a material breach of this Contract.

For purposes of this solicitation, it is understood and agreed that no gift, loan or other thing has been or will be given to any employee, agent or officer of the City by the Bidder, Bidder's employees, subcontractors, or agents in connection with the award or performance of this Contract. It is further understood and agreed that no Board member, officer, or employee of the City; no officer or employee of any independent authority or political subdivision of the Commonwealth of Massachusetts, no officer, employee, or elected official of the Commonwealth of Massachusetts, executive or legislative of the City; and no member or delegate to the Congress of the United States, during his/her tenure shall have any financial interest, direct or indirect, in this Contract or the proceeds thereof.

If, during the performance of this Contract and any extension thereof, the Contractor becomes aware of any relationship, financial interest, or other activity in which it or an affiliated person or company is involved which is not in compliance with these provisions, the Contractor shall promptly notify the City's Chief Procurement Officer in writing and fully disclose all circumstances thereof. The City reserves the right to grant an exception to the requirements of this Section, if so allowed by law, and notify the Contractor thereof. If the City does not grant an exception, the Contractor shall, within ten (10) days of written notice from the City, take all action necessary to comply with the terms stated herein.

The Bidder shall certify compliance with these terms and the Massachusetts Conflict of Interest Laws (**certification attached – form A**).

Article 35. Collusion

The Bidder shall sign an affidavit stating that Bidder understands that any bid submitted to the City is made without collusion with any other Bidder submitting a bid on the same commodity/service, and is in all respects fair and without fraud (**certification attached – form C**).

Article 36. Award or Rejection of Bids

The contract will be awarded to the lowest responsible and responsive bidder complying with the provision of the invitation provided the bid price is reasonable and it is to the interest of the city to accept it. The Purchasing Agent reserves the right to reject any or all bids and to waive any informality in bids received whenever such

rejection or wavier is in the interest of the City. The Purchasing Agent also reserves the right to reject the bid of bidder who has previously failed to perform properly or complete on time contacts of similar nature or a bid of a bidder who investigation shows is not in a position to perform the contract.

In determining responsibility the following qualifications, in addition to price will be considered by the Purchasing Agent

- (a) The ability, capacity and skill of the bidder to perform the service required within the specified time.
- (b) The character, integrity, reputation, judgment, experience and efficiency of the bidder.
- (c) The quality of performance of previous contracts or services.
- (d) The previous and existing compliance by the bidder with laws and ordinances relating to previous contacts with the City and to the bidders employment practices.
- (e) The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the services.
- (f) The quality, availability and adaptability of the supplies, or contractual services to the particular use required.
- (g) The ability of the bidder to provide future maintenance and service for the use of the subject of the contract.
- (h) Whether the bidder is in arrears to the City in debt on contract or is a defaulter on surety to the City or whether the bidder's taxes or assessments are delinquent.
- (i) The resale value of the subject of the contract.
- (j) Such other information as may be secured by the Purchasing Agent having a bearing on the decision to make the award.

In determining a bidder's responsiveness, the Purchasing Agent shall consider material deviations from the advertised specifications which materially affect price, quantity, quality or limit the bidder's liability.

Article 37. Purchases of all Types of Vehicles

Good and clear title to each vehicle must be made to the City of Lowell at time of delivery of said vehicle.

Article 38. Transaction by Third Parties

The City of Lowell will reject any and all bids for the purchase or lease purchase of equipment if any third party has or intends to have a security interest in said equipment.

The City will further reject any and all bids which would require the City to sign any agreement or agreements concerning financing of the transaction by third parties.

Article 39. Pass Through Restrictions

The Contractor will not provide any good or service that was not specifically identified and defined in the scope of service contained within the contract. Any good or service provided by the Contractor to the City that would be considered a "pass-through" is strictly prohibited.

Article 40. Insurance

The Contractor will carry insurance in the amount of 10% of the total cost of the project or \$1 million, whatever is less.

CONFLICT OF INTEREST CERTIFICATION

The undersigned hereby certifies that the Bidder shall comply with Massachusetts Conflict of Interest Laws, G.L. c. 268A and with the City's Conflict of Interest terms stated in Article 33 of these Contract Documents.

BIDDER'S NAME: _____

AUTHORIZED SIGNATURE: _____

TITLE: _____

DATE: _____

ACKNOWLEDGEMENT OF ADDENDA

The Bidder acknowledges all addenda.

ADDENDA NUMBER

DATE ISSUED

AFFIDAVIT OF NON-COLLUSION

It shall be understood that any bid submitted to the City is made without collusion with any other bidder submitting a bid on the same commodity/service, and is in all respects fair and without fraud.

STATE OF: _____ Date: _____

COUNTY OF: _____ S.S.: _____

The undersigned being duly sworn, deposes and says that he/she is the

(Sole Owner; Partner, President, Treasurer,
or Other Duty Authorized Official of a Corporation)

of _____
(Name of Firm as Appearing in Submitted Proposal)

and works in _____
(City/Town)

and certifies under penalties of perjury that this proposal is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this paragraph the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

(Signature and Title of Person Making Affidavit)

Sworn to before me this _____ day of _____, 20 ____

Notary Public: _____ My commission expires: _____

IN WITNESS WHEREOF, the undersigned certifies, under the pains and penalties of perjury that:

1. It is in compliance with all of the provisions, and shall remain in compliance with the provisions for the life of any Contract resulting from this solicitation. That the bidder is qualified to perform any such Contract and possess, or shall obtain, all requisite licenses and permits to complete performance; shall maintain all unemployment, workers' compensation, professional and personal liability insurance policies sufficient to cover its performance under any such Contract; and shall comply with relevant prevailing wage rates and unemployment laws.
2. To the best of its knowledge and belief has paid all local taxes, tax titles, utilities, motor vehicle excise taxes, water and wastewater bills to the City of Lowell as required by law.
3. To the best of its knowledge and belief has filed all State tax returns and paid all State taxes required by law, and has complied with reporting of employees and contractors, and withholding and remitting of child support (MGL c.62C, s.49A).
4. Pursuant to MGL c.30B s.10 (or c.30 s.39M), this bid or proposal has been made in good faith and without collusion or fraud with any other person. As used in this paragraph, "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Signature of Person Signing Bid or Proposal

BY: Corporate Officer (Type/Print)

Corporate Name (Full Business Name)

BY: Corporate Officer (Sign)

Social Security or Federal Tax ID#
Business (DBA)

State of Incorporation/City of
Registration

Approval of a contract, or other agreement, will not be granted unless the applicant signs this certification form. You're Social Security number or Federal Tax Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine weather you have met tax filing or tax payment obligations. The City of Lowell is required to furnish a list to the DOR at the end of its fiscal year, showing the vendors to whom more than \$5,000 is paid during the twelve months, ending June 30. Providers who fail to correct their non-filing or delinquency, will not have a contract or other agreement issued or extended. This request is made under the authority of Massachusetts General Laws, c.62C, s.49A.

CERTIFICATE OF AUTHORITY

At a duly authorized meeting of the Board of Directors of (insert name of corporation)

Held _____ at which all the Directors

Were _____

Present or waived notice, it was voted that _____
(name)

_____ Of this corporation, be it he or she, hereby is (corp. office)

authorized to execute bid documents, contracts and bonds in the name and on (corp. office)

behalf of said corporation, and affix its Corporate Seal thereto, and such execution of any bid

document or contract or obligation in this corporation's name on its behalf under seal of the

corporation, shall be valid and binding upon this corporation.

ATTEST: _____

(Clerk or secretary)

Place of Business: _____

I hereby certify that I am the clerk/secretary of the _____
(Name of Corporation)

And that _____
(Name)

is the duly elected _____ of said corporation,

and _____
(Corp. office)

that the above vote has not been amended or rescinded and remains in full force and effect as of
the date set forth below.

ATTEST _____
(Clerk or secretary)

Date:*

* This date must be on or before the date of the Contract

BASIS OF AWARD: RFP 21-07

In accordance with the Specifications, and under the terms and conditions mentioned above, I (We) hereby offer to furnish and deliver to departments described above the following materials which shall in all respects meet the attached specifications, as required during the terms mentioned above for the following prices:

The City will negotiate will the top proposer

Submit: Bidders are to submit an original and one (1) electronic copy of their qualifications proposal

Signature of Bidder _____

Print Name and Title _____

Company Name and Address _____

Telephone Number _____

Email _____

SCOPE OF SERVICES

SUMMARY

The City of Lowell is seeking proposals from qualified firms to conduct a comprehensive audit of the practices, procedures, and protocols of the City's Human Resources Department and how it is leveraged within the organization. Consultant to conduct detailed study of the HR Department and provide recommendations to ensure equity in the City's hiring process, identify opportunities to promote diversity and inclusion within the City's workforce, develop a plan to implement improvements determined to be necessary in the course of the audit, and produce a comprehensive report detailing all findings and recommendations.

SCOPE

The City of Lowell seeks to obtain the services of a qualified firm to provide the specific services outlined herein. Best industry and/or management practices may require additional services not specifically described within this scope. The selected firm should identify and note any additional services recommended, provide pricing for them, and explain their necessity in the response.

1. The responding firm will act as a consultant and partner with senior and executive-level staff in the City Manager's office, including the City Manager, Assistant City Manager, and/or their designee. Methodology to obtain this information should be creative and exhausting, including HR Dept. staff interviews, other department head and regular employee interviews (anonymous if necessary), record and transaction reviews and more as necessary.

Specific areas the City may require advice, counsel, recommendations, resources, research, and data may include but are not limited to the following:

- a. A comprehensive review of the City's Human Resources department and core functions, with specific focus on the following areas:
- b. Assessment of Recruiting and Hiring Process: Examine existing hiring practices of the City, including outreach and recruitment efforts, the application process, the interview process, verification of education and professional accreditations, maintenance of personnel data, and consider methods to modernize these processes in order to attract more qualified and diverse applicants.

- c. Assessment of Current Workforce: Examine and produce data related to the demographic breakdown of current City employees by department, and assess other elements of the current workforce including, including breakdowns of department heads, managers, and general staff. Assessment should also include relevant background/education levels of all employees, compensation (compared with peer cities and towns), promotional opportunities and procedures, and workloads . This should include surveying current staff of all levels throughout the organization.
- d. Diversity, Equity and Inclusion: Conduct an organizational diversity and inclusion assessment, including evaluating existing diversity and inclusion activities for impact; benchmarking and goal setting for inclusive effectiveness; measuring efficacy of interventions; recommendations for updates on key policies and practices in the Human Resources Department and across the organization. Develop and conduct training for all City employees with regards to diversity and inclusion, including all city and public safety personnel. Training shall contain content to specifically address current understanding and best practices with regards to diversity and inclusion in the workplace, and shall be intended to help remove barriers to diversity and inclusion that exist within the workplace, and increase the ability of staff to serve, work, and engage with people of all races and backgrounds. Provide additional specialized department-head and manager-level training to promote inclusion, and to spot instances of racism and/or discrimination, and train on how to provide remedies for these issues if they are found.
- e. Organizational structure, staffing levels, and compensation. Study the current organizational chart, ensure that all staff, to include all management, department heads, and regular employees, are functioning within their allotted operational capacity, and make recommendations to update or modify organizational chart if necessary. Complete a benchmark survey of peer cities to determine staffing levels and compensation rates relative to the organizational chart, and compare those to Lowell's staffing and compensation, to include employee tenure and education levels of senior staff. Recommend adjustments where deficiencies are noted. Note promotional opportunities within departments, based on staffing levels and skillsets. Study disciplinary and termination procedures, and make necessary improvements or recommendations therein.
- f. Specific review of the HR Department leadership, department structure, staffing level, responsibilities, organization-wide interaction, organization-wide employee perception, and recommend changes which

may increase the ease and efficiency of the HR department in completing their mission. Develop detailed understanding of the key issues impacting the HR Department. Determine HR Department views and understanding of local organized labor relations, and develop recommendations where possible. Determine how the HR Department can become more strategic to align with City Manager and City Council vision.

- g. Technology: Determine how the City's existing technology should be utilized for best HR practices, including access to existing technology implementations that have not yet occurred, determine the specific reasons why implementations have not occurred, develop plan to make necessary implementations (including operational changes/trainings where necessary). Make note of other technology products that the City currently does not have access to which may be beneficial. Make a plan to bring City into alignment with industry best practices.
- h. Community Engagement: Facilitate community engagement, including through stakeholder workshops, in order to develop and understanding of the public's perception of the City's organization and to garner public input on how to improve certain processes.
- i. Other recommendations as necessary

SUBMITTALS

Cover Letter

Submit a cover letter that includes the official name of the firm submitting the proposal, mailing address, e-mail address, telephone number, fax number, and contact name. The letter must be signed by an official authorized to bind the proposer contractually and contain a statement that the proposal is firm for ninety (90) days. An unsigned letter, or one signed by an individual not authorized to bind the Offeror, may be disqualified.

Qualifications & Experience

The Offeror shall include qualifications and experience of the firm (or sole proprietor). The Offeror shall identify the year the firm was established, the total number of employees currently employed, and the number of employees focused on this engagement. This section should also describe work that is similar in scope and complexity that the Offeror has undertaken in the past. A discussion of the challenges faced and solutions developed are highly recommended. The Offeror may include any additional literature and product brochures.

Sample Work Product and Work Plan

The Offeror should submit a sample work product and work plan with their technical proposal. The sample work plan should thoroughly address the scope of services and the Offeror's approach to how the services will be completed and addressed.

References shall include the following information:

●The name, address, telephone number, and email address of each client listed above.	
●A description of the work performed under each contract.	●The amount of the contract.
●A description of the nature of the relationship between Offeror and the customer.	
●The dates of performance.	●The volume of the work performed.

Evaluation Criteria

The contract will be awarded to the proposer with the highest total score, lowest price of cost per day and taking into consideration all evaluation criteria as well as the cost of the entire project. The scoring rubric will be based on the following Likert scale:

- Yes/No

Proposal Requirements:

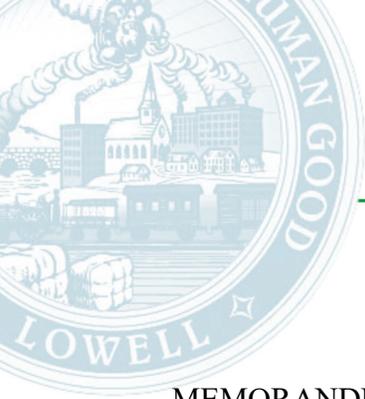
1. The proposer exceeds criteria listed throughout the entire RFP.
2. The proposer shows qualifications and resources that meet the requirements of the RFP.
3. The proposer has administrative experience with conducting HR Audits as listed in the RFP.
4. The proposer shows the ability to meet and exceed the requirements listed by the RFP.
5. The proposer has the ability to evaluate HR practices, procedures and protocols.

Question 1	
Question 2	
Question 3	
Question 4	
Question 5	

GUIDELINES FOR DESIGN PROPOSAL REVIEW COMMITTEE

Each Committee Member is responsible for independently ranking each preliminary proposal in accordance with the system below.

	Highly Advantageous	Advantageous	Not Advantageous
I. Plan of Services Ratings will be based on the experience and qualifications. Particular attention will be given to the candidates ability to complete all aspects of the requirements.	Proposal includes a detailed, logical, and highly efficient scheme for addressing all of the required issues.	Proposal includes a credible scheme for addressing all of the required issues.	Proposal is not sufficiently detailed to fully evaluate, or does not contain components necessary to address all the required issues.
II. Timeline Thoroughness Ratings will be based on how thorough and clear the proposed timeline will be	Candidate has demonstrated excellent experience providing proposed timelines of deliverables.	Candidate has demonstrated experience providing proposed timelines of deliverables.	Candidate has no experience providing proposed timelines of deliverables.
III. Proposed Manual Ratings will be based on how experienced and clear the production of a financial modeling tool and manual will be completed.	Candidate has demonstrated excellent experience and existing examples of finance modeling tool and manual.	Candidate has demonstrated experience and/or planned exercise to complete a finance modeling tool and manual.	Candidate has no experience with the finance modeling tool and manual.
IV. Experience with similar projects. Rating will be based on experience providing professional services for similar renovation projects.	The firm has at least five years of experience with similar projects. The Proposal includes at least three examples of similar projects.	The firm has at least three years of experience with similar projects. The Proposal includes at least three examples of similar projects.	The firm has less than three years' experience for this type of project.
V. Understanding Scope of Work. Desirability of approach to project(s).	The proposal indicates a thorough review and full understanding of the required Scope of Work, and proposes a clear and comprehensive approach.	The proposal indicates a sufficient review and understanding of the required Scope of Work, and documents the proposed approach.	The proposal indicates an incomplete review and vague understanding of the required Scope of Work.
VI. References. Strength and credibility of client references.	The proposal indicates five or more strong and credible client references with contact information.	The proposal indicates three – four strong and credible client references with contact information.	The proposal indicates less than two more strong and credible client references with contact information.



Diane Nichols Tradd
Assistant City Manager/DPD Director

Craig Thomas
Deputy Director

MEMORANDUM

TO: Eileen M. Donoghue, City Manager *EMD*

FROM: Ting Chang, PE, City Engineer
Natasha Vance, PE, Transportation Engineer

DATE: August 11, 2020

SUBJECT: INFORMATIONAL UPDATE - CONSTRUCTION PROJECTS

The following report addresses the current status and anticipated schedule for the construction projects that are currently under construction or design in the City of Lowell.

Streets F&G/Signature Bridge in HCID – Newport Construction remobilized to the site in late May, 2020. They have poured the bridge deck for the signature bridge and completed the new sidewalk bridges flanking the existing bridge off of Dutton Street, including all railings. The sidewalks flanking the bridge are now open. They are now completing site finishes. Construction coordination continues for all of the projects in the HCID, both new and ongoing. The bridge and site work is anticipated to be complete by the end of September 2020.

TIGER Bridges:

1. Merrimack Street over Merrimack Canal – bridge work has been completed. Punchlist work remaining.
2. Merrimack Street over Western Canal – bridge rehabilitation work has been completed. Sidewalk and punchlist work remains to be completed.
3. Pawtucket Street over Northern Canal – currently underway and closed to vehicular traffic. Pedestrians and cyclists can cross the bridge. The rock anchors are installed and final pull testing is completed. Abutment and retaining wall work will commence in August 2020. Bridge completion is anticipated by August 2021.
4. Central Street over Pawtucket Canal – The City, MassDOT, the contractor, the design team, NPS and Central Rivers Power (CRP) worked collaboratively over the winter to determine the most effective dewatering method for the canal. The selected method includes CRP shutting down their operations in this canal, de-energizing the underwater cable and the contractor building a piped bypass system so they can work in the dry. The contractor remobilized to the site on July 13, 2020 and will work on the bridge for the next 6 months. They have installed the upstream sandbags and headwalls and expect to install the bypass piping the beginning of August. The NPS granite artwork will be removed by the contractor and stored by the City. Expected completion date is September 2022, which is also the anticipated date for the entire program completion.
5. Pawtucket Street over Pawtucket Canal –The bridge has been closed to vehicular traffic since February 2020 due to significant deterioration of the existing bridge, which was discovered following the collapse of a small portion of the bridge deck. The revised TMP is in place, closing Pawtucket Street from the intersection with School Street to Walker Street. Detour signs are in

place at the intersections and adjustments have been made to the signal timing. The project continues to move forward. The contractor has almost completed all of the required utility relocations. They have recently completed sidewalk sections and continue to form and pour the bridge approach slabs, moment slabs and BR2 curb for the outbound lane and will begin paving in August 2020. The outbound lane will be open to vehicular traffic by the end of September 2020, as planned. Bridge completion is anticipated by November 2021.

VFW Bridge Replacement over the Beaver Brook (MADOT): This work includes full bridge replacement (both sub and super structure replacements). The contractor is working on the substructure of the bridge. Phase 1, which includes the completion of the first half of the bridge closest to the Merrimack River, is anticipated to be completed by summer/fall 2020. Phase 2, which will include the second half of the bridge replacement, is anticipated to be completed by summer/fall 2021. Lane shifts on VFW are in place for Phase 1 and will be in place for Phase 2.

Lord Overpass: Stage 2 of the construction phasing began mid-May 2020. The underpass fill is nearly complete. Utility relocation is still underway for National Grid and Verizon. Once the utility companies have raised their manholes within the fill section, the contractor can complete the filling operation and begin Stage 2A. Stage 2A involves creating temporary roadways next to the bridges to maintain cross traffic while the bridge demolition is completed. As anticipated, the construction work is being performed between 7am and 3:30pm most days. Night and weekend work is possible over the duration of the project, but is expected to be infrequent. The anticipated project duration is 34 months, with completion in January 2023.

Route 38 Improvements: MADOT's contractor, J. Tropeano, was able to work through most of the winter and through the COVID19 shutdowns and remains slightly ahead of schedule. Completed items include mast arm and pedestrian post foundations, hand holes, traffic cabinet foundations, conduit, relocation of utility poles, hydrants and signs. The traffic channelization island leading to Laurel Street has been closed to install the mast arm foundation. The widening along Nesmith between Chestnut Street and Andover Street is almost complete. The retaining wall at Kittredge Park has been constructed. Next steps will include installing the railing on top of the wall, constructing the sidewalk and resetting the granite wall/edge along the park. The final paving courses, signage and landscaping will be installed in 2021. The anticipated construction duration is 25 months with project completion scheduled for September 2021.

HCID Garage: Shawmut Construction completed the installation of all the outer reinforced concrete panels and is currently working on finishing the interior of the garage. The anticipated construction duration is 18 months with project completion scheduled for October 2020.

Beaver Street over Beaver Brook Bridge: Per MADOT's recommendation, the City closed the bridge to vehicular traffic as a result of recent findings in a bridge inspection report. The bridge is open to cyclist and pedestrian traffic. Localized or short term repairs are not feasible. The design consultant completed 100% bid documents for a bridge superstructure replacement and substructure repair. MADOT has approved the design. The cost to replace the bridge is \$3Million. The bridge is expected to remain closed until a funding source is determined.

Lowell Connector Bridge Deck Replacement over Industrial Ave East: MADOT's contractor, S&R Construction, began bridge rehabilitation work in January 2020. Work began on the substructure and has shifted to the superstructure. The current traffic management plan has lanes closed on the Lowell Connector. Construction activities may mandate the closure of the exit ramp. If so, MADOT will

notify the City prior to the closure and will set up signage for a short detour. The Project is anticipated to be completed by the summer of 2021. .

City-Wide Roadway and Sidewalk Improvement Projects: In addition to above mentioned projects, the City has two roadway and sidewalk improvement contracts underway. The City's contractor, P.J Keating, has completed work the following streets: Belmont Ave, Butler Drive, Carriage Drive, Clithroe Street, Evergreen Road, Heritage Drive, Mansur Street, Nob Way, Old Canal Drive, O'Neil Street, Sanborn Street, Starr Avenue, Vaughn Street, Warren Court, and Wyman Street.

The City's contractor, Newport Construction, has completed sidewalk construction or is underway and now is preparing for paving the following streets: Highland Street, Perkins Street, Hildreth Street, Williams Street, Arthur Street, Hutchinson Street, and Liberty Street.

Sidewalk construction will commence in the upcoming months on: Dummer Street, Suffolk Street, Birch Street, Sycamore Street, Wentworth Ave, Hovey Street,

National Grid Gas Main Replacement: National Grid continues to complete gas main replacement throughout the City. This work will continue into the Fall 2020. Current streets where gas main replacement is occurring includes Chelmsford Street, Plain Street, Mammoth Road, Cedar St., Agawam St, South Whipple St., Pine St., Belmont St., Marlborough St. (This is not an all-inclusive list).

Merrimack Riverwalk Phase II: This project will extend the Merrimack Riverwalk under the Bridge Street Bridge, behind Massachusetts Mills, and over the Concord River to a new terminus in front of Lowell Memorial Auditorium. The contractor, MAS Building and Bridge, mobilized to the site in August and began vegetation removal and other prep work. MAS is anticipated to begin work on an ADA-compliant ramp, a cantilevered overlook, and abutments for a new footbridge over the Concord River in early September. It anticipates bridge truss erection in winter 2020/21. MAS plans to break for the season and then complete the bridge deck, landscape, and hardscape work in spring and early summer of 2021.

Concord River Greenway: This project will connect two existing portions of the Concord River Greenway from the Joleen Dubner Park and over the Concord River to the Lawrence Street portion of the greenway. The contractor, MAS Building and Bridge, is currently doing some initial site inspections in preparation for a full mobilization in September. The construction of this portion of the Greenway will include 2 footbridges and an extended walkway. The contractor intends to work on site this fall, take a break over the winter, and resume work in the spring. The project, including bridge erection, and all landscaping will be complete in the summer of 2021.

Other Miscellaneous Infrastructure Projects: In addition to the above mentioned projects, there is ongoing utility work by municipal and private utility companies. Traffic management considerations for these smaller projects are evaluated in conjunction with the larger projects mentioned above.

NV/ns

cc: Christine Clancy, DPW Commissioner
Diane Tradd



Eileen Donoghue
City Manager

August 21, 2020

Mayor John J. Leahy
And
Members of the City Council

Re: Sustainability Council Appointment

Dear Mayor Leahy and Members of the City Council:

Pursuant to the authority vested in me as City Manager under Chapter 9, Article XI, §9-40, I am appointing Candace H. Lawrence, 92 Holyrood Avenue, Lowell, MA 01852 to a two year term to the Sustainability Council which term shall expire on August 25, 2022, or until such time thereafter as a successor is appointed and qualified.

Under the above-referenced code, confirmation by the City Council is required for this appointment. I have attached her resumé for your review.

I would be happy to answer any inquiry you may have concerning this appointment.

Very truly yours,


Eileen M. Donoghue
City Manager

Encl.

cc: City Clerk
City Council
City Auditor
Human Relation Manager

MIS
Sustainability Council
Diane Tradd Asst. City Mgr/Dir DPD

Boards/sustainability

CANDACE H. LAWRENCE

92 Holyrood Ave., Lowell, MA 01852 • [REDACTED] • [REDACTED]

EDUCATION

University of Maryland School of Law

Baltimore, Md.

J.D. awarded May 2006 – Concentration: Environmental Law

- Associate Editor, Maryland Law Review
- President, Student Animal Legal Defense Fund
- First Place, 2005 Roscoe Hogan Environmental Law Essay Contest
- Honorable Mention, the American College of Trust and Estate Counsel Mary Moers Wenig 2006 Student Writing Competition
- Finalist, 2006 Paul Cordish Memorial Writing Competition

University of Maryland

College Park, Md.

B.A. awarded May 2000 - Art Studio/Liberal Arts

University of Hiroshima

Hiroshima, JAPAN

- Fall 1997 – Spring 1998
 - Awarded a full-scholarship to study microbiology through an exchange program.
-

EXPERIENCE

Social Security Administration (June 2013-present)

Boston, Ma.

*Office of the General Counsel, Office of the Chief Regional Counsel, Region I
Assistant Regional Counsel*

Social Security Administration (July 2007-June 2013)

Woodlawn, Md.

*Office of the General Counsel, Office of Program Law
Attorney*

Social Security Administration (Sept. 2006-July 2007)

Woodlawn, Md.

Presidential Management Fellow

- Rotation in the Office of the Chief Strategic Officer (September 2006 – December 2006)
- Rotation in the Office of the General Counsel, Office of General Law (January 2007 – July 2007)

Environmental Law Clinic (Fall/Spring 2005-2006)

Baltimore, Md.

Legal Clinic – Student Attorney

- Represented clients with controversies related to the Clean Water Act and Maryland's Integrated Pest Management-in-Schools law.

Office of the City Solicitor, Law Department (Summer 2005)

Baltimore, Md.

Legal Internship

- Assisted in the representation of the Mayor and the City of Baltimore in the fields of environmental, tort, commercial, and employment law.

Humane Society of the United States (Spring 2005)

Washington, D.C.

Legal Internship

- Assisted the Humane Society's newly formed litigation department in the field of animal law.

Office of the Public Defender (Summer 2004)

Baltimore, Md.

Legal Internship

- Assisted in the representation of indigent criminal defendants.

PUBLICATIONS

A New Kind of “Outrageous Misconduct”: Efforts to Undermine Law’s Ability to Deter and Punish Intentional and Outrageous Corporate Behavior (Vermont Journal of Environmental Law).

From Markham to Marshall: Why the Probate Exception Should be Narrowly Construed (online publication on American College of Trust and Estate Counsel’s website).

COMMONWEALTH OF MASSACHUSETTS
CITY OF LOWELL

In City Council

VOTE

Authorizing the City Manager to accept and expend an Assistance to Firefighters Grant (AFG) Program awarded by the Federal Emergency Management Agency in the amount of Forty Thousand Two Hundred Forty-Four and 36/100 (\$40,244.36) Dollars, for the City of Lowell Fire Department.

The Federal Emergency Management Agency has awarded the amount of Forty Thousand Two Hundred Forty-Four and 36/100 (\$40,244.36) Dollars; and

The City of Lowell is desirous of accepting and expending said Grant from the Federal Emergency Management Agency; and

The Grant will allow the Lowell Fire Department to purchase various personal protective equipment such as disinfecting supplies, N95 masks and isolation gowns along with all other necessary supplies needed related to the Coronavirus.

NOW, THEREFORE, BE IT VOTED BY THE CITY COUNCIL OF THE CITY OF LOWELL:

That the City Manager be and is hereby authorized to accept and expend funds from the Federal Emergency Management Agency under its Assistance to Firefighters Grant (AFG) Program in the amount of Forty Thousand Two Hundred Forty-Four and 36/100 (\$40,244.36) Dollars, for the City of Lowell Fire Department.

Fighting Fires, Saving Lives, and Promoting Safety.

Joseph Roth
Interim Fire Chief

To: City Manager, Eileen Donoghue
From: Interim Fire Chief Joseph Roth
Date: August 18, 2020
Re: FEMA COVID-19 Grant

The Lowell Fire Department (LFD) is excited to notify you of a recently received notification from the Federal Emergency Management Agency regarding the Assistance to Firefighters Grant Program - COVID-19 award in the amount of \$40,244.36. These funds will be used for various personal protective equipment such as disinfecting supplies, N95 masks, and isolation gowns along with other necessary supplies needed related to the coronavirus.



Fighting Fires, Saving Lives, and Promoting Safety.

Joseph Roth
Interim Fire Chief

August 18, 2020

City Council
City of Lowell
375 Merrimack Street
Lowell, MA 01852

Dear City Councilors,

The Lowell Fire Department (LFD) recently received notification from the Federal Emergency Management Agency regarding the Assistance to Firefighters Grant Program - COVID-19 award in the amount of \$40,244.36. These funds will be used for various personal protective equipment such as disinfecting supplies, N95 masks, and isolation gowns along with other necessary supplies needed related to the coronavirus.

Sincerely,



Joseph Roth
Interim Fire Chief

COMMONWEALTH OF MASSACHUSETTS
CITY OF LOWELL

In City Council

VOTE

Authorizing the City Manager on Behalf of the City of Lowell, to accept a gift from Greater Lowell Technical High School of a 1989 International S1600 Rack Body Truck with a plow for use by the City of Lowell Department of Public Works.

Greater Lowell Technical High School desires to donate a 1989 International S1600 Rack Body Truck with a plow to the City of Lowell Department of Public Works as it has been deemed surplus; and

The City of Lowell desires to accept the gift of said a 1989 International S1600 Rack Body Truck with a plow to the City of Lowell Department of Public Works.

NOW, THEREFORE, BE IT VOTED:

That the City Manager be and is hereby authorized in the name of the City of Lowell, to accept a gift from Greater Lowell Technical High School of a 1989 International S1600 Rack Body Truck with a plow for use by the Department of Public Works, pursuant to Massachusetts General Laws Chapter 44, Section 53A.

BE IT FURTHER VOTED:

That the City Manager will convey the City's appreciation for the gift.



Alex Magee
Interim Deputy Director Administration and Finance

To: Eileen Donoghue, City Manager
From: Alex Magee, Assistant to the City Manager/Interim Deputy Director DPW
Finance/Administration
Date: August 18, 2020
RE: Accept Gift of Surplus Vehicle from GLTHS

The Greater Lowell Regional Technical High School has determined one of their large trucks, a 1989 International S1600 Rack Body Truck with a plow, as surplus. They kindly reached out to us at the DPW to see if we would be able to use this truck, and we believe we could put this truck to good use. We are appreciative of the generosity of the GLTHS and the GLTHS School Committee for reaching out to us and are determined to maximize the use of this vehicle in our daily operations. We recommend the City Council accept this gift.

Please do not hesitate to reach out with any further questions.



CC: Christine Clancy, DPW Commissioner
Dave Dymont, Deputy Commissioner of Streets
Christine O'Connor, City Solicitor

GREATER LOWELL TECHNICAL HIGH SCHOOL

250 PAWTUCKET BOULEVARD
TYNGSBORO, MASSACHUSETTS 01879-2199

TEL: (978)454-5411 FAX: (978) 441-5344

www.gltech.org



Jill A. Davis

Superintendent-Director

Michael R.H. Barton

Assistant

Superintendent/Principal

Christine Clancy, P.E.

Department of Public Works

1365 Middlesex St

Lowell, MA 01851

SCHOOL COMMITTEE

Paul E. Morin

Chair

Kempton P. Giggey

Vice-Chair

Fred W. Bahou, Jr.

Secretary

Lee Gitschier

Curtis J. LeMay

George W. O'Hare

Matthew J. Sheehan

George A. Tatseos

Thank you for your recent letter of interest regarding the vehicle available from the Greater Lowell Regional Technical High School. At this time, it has been decided that the 1989 International S1600 will be transferred to the Lowell Department of Public Works.

Please complete the attached acceptance of transfer of property and return the signed copy to Greater Lowell Technical High School when you would like to pick up the truck.

You may contact Mark Byrne, Supervisor Buildings, Grounds & Maintenance, at (978) 441-4999 to arrange for your pick-up. Please feel free to contact me if you should have any questions or concerns. Thank you for your interest in the vehicles and I hope the bus will be helpful in your future training programs.

Best,

Michael Knight

School Business Administrator

Greater Lowell Technical High School

Title for the following vehicle is being transferred from the Greater Lowell Technical High School to the City of Lowell Department of Public works without financial consideration.

Item #	YEAR	MAKE	MODEL	COLOR	Approximate Mileage	VIN
1	1989	International	S1600	Red	14,684	1HTLAZPM1KH623299

The undersigned buyer accepts receipt of this Bill of Sale and understands that the above vehicle is sold in "as is" condition with no guarantees or warranties, either expressed or implied, for the vehicle.

Seller Signed: _____

Michael Knight

School Business Administrator

Greater Lowell Technical High School

Buyer Signed: _____

Buyer Printed: _____

For Department of Public Works Lowell

1365 Middlesex St

Lowell, MA 01851

COMMONWEALTH OF MASSACHUSETTS

CITY OF LOWELL

In City Council

VOTE

Authorizing the City Manager to accept and expend a Municipal Energy Technical Assistance (META) Grant from the Massachusetts Department of Energy Resources (DOER) to implement feasibility and technical assistance for clean energy projects at the Stoklosa Middle School.

The City of Lowell is desirous of identifying and implementing measures reducing energy costs and environmental impact of energy production; and

The Department of Energy Resources announced a 2020 grant round making available grant awards of up to \$12,500 to eligible communities and

The City of Lowell submitted a grant application for \$12,500 which did not require a City match.

NOW, THEREFORE, BE IT VOTED BY THE CITY COUNCIL OF THE CITY OF LOWELL:

That the City Manager be and is hereby authorized to accept and expand a grant from the Massachusetts Department of Energy Resources (DOER) for up to \$12,500 of funds available through the Municipal Energy Technical Assistance (META) Grant Program to implement feasibility and technical assistance for clean energy projects at the Stoklosa Middle School.



Eileen M. Donoghue
City Manager

Kara Keefe Mullin
Assistant City Manager

August 25, 2020

Mayor John Leahy
and
Members of the City Council

SUBJECT: Apply, Accept, and Expend a Municipal Energy Technical Assistance Grant from the Massachusetts Division of Energy Resources Green Communities Division

Dear Mayor Leahy and Members of the City Council:

The Massachusetts Department of Energy Resources (DOER) Green Communities Division opened the Municipal Technical Assistance (META) grant to all communities within the Commonwealth.

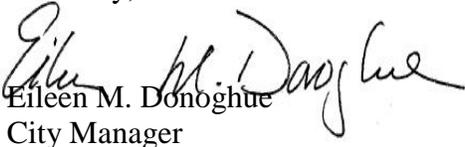
DOER plans to award over \$250,000 in the current grant round on a first-come, first-served basis, with a maximum grant amount of \$12,500 per applicant. Grant applications were due by August 20, 2020 for consideration. Eligible projects for this grant included feasibility and technical assistance for clean energy projects including: solar PV, net metering agreements, community shared solar assessments, energy savings performance contracts, microgrid systems, clean energy resiliency, energy storage opportunities, audits of high heating fuel cost buildings (propane, oil, and electric resistance, high performance buildings, heating system conversions, and retro-commissioning.

After reviewing all opportunities for this grant round, a clean energy resiliency assessment at the Stoklosa Middle School held the best opportunity for helping increase the City's resiliency in light of projected impacts from climate change. Energy resiliency was identified as a medium priority in the City's recent completion of the Municipal Vulnerability Preparedness/Hazard Mitigation Planning update.

The grant requires no City match and does not obligate the City to act on recommendations from the analysis. However, completion of such an analysis could serve as a stepping stone for future grants.

Your favorable consideration of this application would be greatly appreciated. Attached please find a copy of the Vote to apply for, accept, and expend up to \$12,500 META Grant funds as described above.

Sincerely,


Eileen M. Donoghue
City Manager

EMD/ns

Attachment

cc: Christine P. O'Connor, City Solicitor
Diane N. Tradd, Assistant City Manager/DPD Director
Katherine Moses, Energy Manager

COMMONWEALTH OF MASSACHUSETTS

CITY OF LOWELL

In City Council

VOTE

Authorizing the City Manager to Apply, Accept and Expend Funds from the Edward Byrne Memorial Justice Assistance Grant (JAG) Program FY 2020 in the amount of Twenty Eight Thousand Nine Hundred Thirty Five and 00/100 (\$28,935.00) Dollars.

The City of Lowell is desirous of applying for a Grant from the Edward Byrne Memorial Justice Assistance Grant (JAG); and

The Grant will make available to the City the sum of Twenty Eight Thousand Nine Hundred Thirty Five and 00/100 (\$28,935.00) Dollars to retain civilian staff members.

NOW, THEREFORE, BE IT VOTED BY THE CITY COUNCIL OF THE CITY OF LOWELL:

That the City Manager be and is hereby authorized to apply, accept and expend funds from the Edward Byrne Memorial Justice Assistance Grant (JAG) Program FY 2020 in the amount of Twenty Eight Thousand Nine Hundred Thirty Five and 00/100 (\$28,935.00) Dollars to retain civilian staff members.

BE IT FURTHER VOTED:

That the City Manager, on behalf of the City of Lowell, be and hereby is, authorized to execute any and all documents necessary in connection with said grant, including the expenditure thereof.

Raymond Kelly Richardson
Superintendent

Barry Golner
Deputy Superintendent

Daniel R. Larocque
Deputy Superintendent

Rec
kd
8/17/2020

To: City Manager, Eileen Donoghue
From: Superintendent Kelly Richardson
Date: August 17, 2020
Re: FY2020 Edward Byrne Memorial Justice Assistance Grant

The Lowell Police Department is applying for the Edward Byrne Memorial Justice Assistance Grant FY 2020 grant solicitation in the amount of \$28,935. Prior to the acceptance of funds the application must be made available for public review in order to allow community members an opportunity to comment. Therefore, we respectfully request that this application be reviewed during the City Council meeting on August 25, 2020. I have included an abstract of the grant for your reference.

The City of Lowell, MA Police Department (LPD) is requesting \$28,935 for the FY 2020 Edward Byrne Memorial Justice Assistance Grant (JAG) Program. This funding will be used to support a portion of three civilian staff members. The funding will be instrumental in retaining a Crime Analyst from the Crime Analysis and Intelligence Unit as well as a Grant Research Analyst and a Program Manager in the Research and Development Unit. As a result of significant decreases in local aid and grant funding in recent years, these positions would be in danger of being eliminated without the assistance of this JAG Local funding. Funds will also be used to purchase office supplies including office paper, toner, notebooks, and pens. By retaining civilian staff members, the LPD will be able to focus on the following goals: maintain the departmental community and problem-oriented policing philosophy, utilize evidence-based strategies to improve public safety, locate and secure grant funding, and utilize crime data and intelligence to drive deployment decisions.

Please note that this grant application has been approved by the Grant Oversight Committee.

Project Abstract

The City of Lowell, MA Police Department (LPD) is requesting \$28,935 for the FY 2020 Edward Byrne Memorial Justice Assistance Grant (JAG) Program. This funding will be used to support a portion of three civilian staff members. The funding will be instrumental in retaining a Crime Analyst from the Crime Analysis and Intelligence Unit as well as a Grant Research Analyst and a Program Manager in the Research and Development Unit. As a result of significant decreases in local aid and grant funding in recent years, these positions would be in danger of being eliminated without the assistance of this JAG Local funding. Funds will also be used to purchase office supplies including office paper, toner, notebooks, and pens. By retaining civilian staff members, the LPD will be able to focus on the following goals: maintain the departmental community and problem-oriented policing philosophy, utilize evidence-based strategies to improve public safety, locate and secure grant funding, and utilize crime data and intelligence to drive deployment decisions.

The following project identifiers are associated with this project: community based programs, community policing, data sharing linkage, geomapping, research, research evaluation or statistical services, and strategic planning.

Raymond Kelly Richardson
Superintendent

Barry Golner
Deputy Superintendent

Daniel R. Larocque
Deputy Superintendent

August 17, 2020

City Council
City of Lowell
375 Merrimack Street
Lowell, MA 01852

Dear City Councilors:

The Lowell Police Department (LPD) was recently informed that the department is eligible for \$28,935.00 under the Local FY 2020 Edward Byrne Memorial Justice Assistance Grant (JAG) Program. Prior to the utilizing the grant funds, the LPD must ensure that it is made available for public review in order to allow community members an opportunity to comment. Therefore, we respectfully request that this application is reviewed during the City Council Meeting held on August 25, 2020. The LPD will also post a link on the department's website allowing citizens to review the application and provide comments.

Sincerely,



Raymond Kelly Richardson
Superintendent

COMMONWEALTH OF MASSACHUSETTS
CITY OF LOWELL

In City Council

VOTE

Authorizing the City Manager to execute a Temporary Access Agreement between the City of Lowell and the Massachusetts Department of Transportation (“MassDOT”), relative to 44 and 71 YMCA Drive, Lowell, MA.

The City of Lowell owns property at 44 and 71 YMCA Drive, Lowell; and

MassDOT desires to use the premises for the purpose of staging to provide cleanup along the YMCA/Gallagher Terminal/End of the Lowell Connector area; and

A Temporary Access Agreement for such purpose is needed; and

The City of Lowell is willing to grant access to MassDOT, their employees, agents and contractor’s access onto the property for the purpose of staging to provide cleanup along the YMCA/Gallagher Terminal/End of the Lowell Connector area between August 25, 2020 and October 31, 2020.

BE IT VOTED BY A TWO-THIRDS VOTE OF THE CITY COUNCIL OF THE CITY OF LOWELL, as follows:

That the City Manager be and is hereby authorized to execute a Temporary Access Agreement between the City of Lowell and MassDOT, their employees, agents and contractor’s relative to property at 44 and 71 YMCA Drive for the purpose of staging to provide cleanup along the YMCA/Gallagher Terminal/End of the Lowell Connector area between August 25, 2020 and October 31, 2020.

COMMONWEALTH OF MASSACHUSETTS

CITY OF LOWELL

TEMPORARY ACCESS AGREEMENT

THIS TEMPORARY ACCESS AGREEMENT, made at Lowell, Middlesex County, Massachusetts, between the CITY OF LOWELL, a municipal corporation of the Commonwealth of Massachusetts hereinafter called the "City" and the Massachusetts Department of Transportation having its principal offices at Ten Park Plaza, Suite 4160, Boston, Massachusetts 02116 hereinafter called "MassDOT," WITNESSETH THAT:

The City owns the property known as 44 and 71 YMCA Drive, in the City of Lowell, hereinafter called the "SITE", attached hereto as Exhibit "A" and made a part hereof; and

MassDOT desires to use the premises for the purpose of staging to provide cleanup along the YMCA/Gallagher Terminal/End of the Lowell Connector area. The work by MassDOT would include associated MassDOT subcontractors, and

NOW, THEREFORE:

1. The City hereby grants to MassDOT temporary access to encroach upon and use the SITE as shown on the plan marked "Exhibit "A" and made a part hereof, for the purpose of staging. The City and MassDOT shall be subject to the following applicable terms:

2. MassDOT shall notify the City Engineer of the schedule of work to be conducted between August 25, 2020 and October 31, 2020.

3. MassDOT shall maintain the SITE area free and clear of all debris, litter, and nuisance during the Temporary Access Agreement period.

4. MassDOT shall be responsible for the safety of the site by excluding any use of areas unsuitable and/or unsafe for the work, as in, embankments, walls, grades, access areas, etc.

5. MassDOT shall be responsible for any necessary security, maintenance of the Site, necessitated by the work. The City shall make no improvements.

6. MassDOT shall assume all liability for the use of the SITE and provide the City with insurance documentation.

7. It is agreed that this is a Temporary Access Agreement only, that MassDOT shall, at all times, maintain sufficient insurance policies in an amount not less than \$500,000.00 on the premises, naming the City as one of the "insured", and agrees to hold the City harmless from any and all injuries resulting from said use of the property under this Temporary Access Agreement. The City shall have the right to inspect the property at any time during the period of said Temporary Access Agreement granted hereunder.

8. If the insurance policy is cancelled or lapses without being immediately renewed, or replaced or for any other breach of the Temporary Access Agreement provisions, then the agreement granted hereunder shall be forthwith terminated and MassDOT shall have to cease and desist from said use of the Site. Evidence of insurance shall, at all times, be sent to the Law Department of the City of Lowell.

9. The Temporary Access Agreement shall be predicated upon and shall not be in effect until adequate insurance coverage, satisfactory to the Law Department of the City of Lowell, naming the City as an insured party, which coverage shall be kept in force so long as the use of the premises continues under this Temporary Access Agreement.

10. The Temporary Access Agreement is issued under the authority and in accordance with the Vote of the City Council of Lowell on this subject dated August 25, 2020.

11. MassDOT releases and agrees to indemnify and hold harmless the City of Lowell, its agents, officers, servants and employees from any and all claims, demands and liabilities, including attorney's fees, whatsoever from any and all claims for damage or injury to persons or property which might occur on account of the Temporary Access Agreement use of the Site.

12. MassDOT hereby warrants and guarantees that upon termination of this Temporary Access Agreement that the premises shall be returned to such condition as currently exists or August 25, 2020. MassDOT hereby agrees to be responsible for, and to pay for the cost of any damage to the City regarding the premises.

13. Inherent in this Temporary Access Agreement is the unilateral right of the City to cancel this Temporary Access Agreement at any time upon written notice thereof to MassDOT for any reason.

14. It is understood and agreed that this Temporary Access Agreement does not grant any ownership interest to the Site in the Temporary Access Agreement area.

Signed and sealed this day of _____ 2020.

CITY OF LOWELL

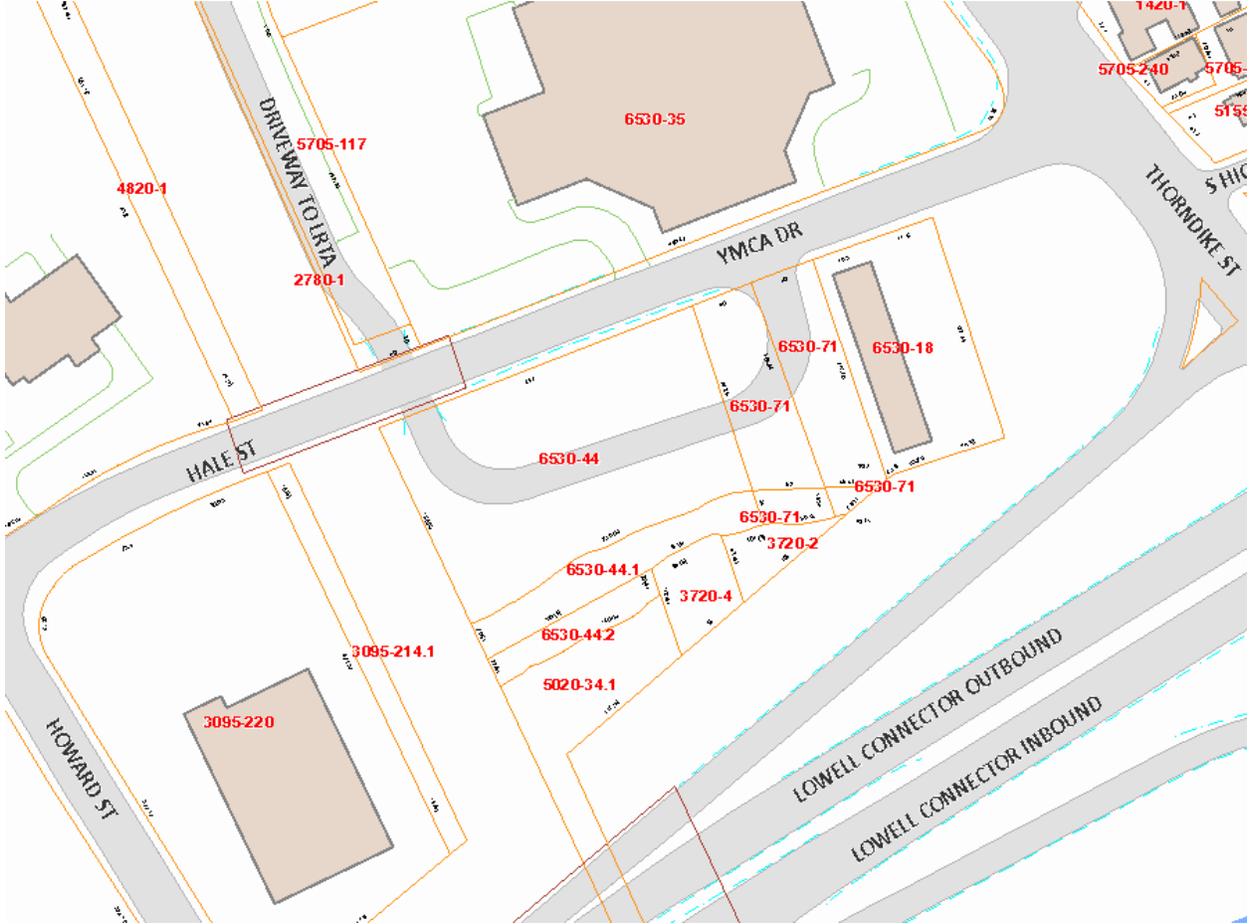
Eileen M. Donoghue
City Manager

MassDOT

APPROVED AS TO FORM:

Christine P. O'Connor
City Solicitor

EXHIBIT "A"
44 and 71 YMCA Drive





Eileen M. Donoghue
City Manager

Kara Keefe Mullin
Assistant City Manager

August 25, 2020

Mayor John Leahy
and
Members of the City Council

REFERENCE: Temporary Access Agreement 44 and 71 YMCA Drive

Dear Mayor Leahy and Members of the City Council:

Attached please find a Temporary Access Agreement for the City of Lowell owned property located at 44 and 71 YMCA Drive and as depicted in Exhibit "A" attached.

The Massachusetts Department of Transportation (MassDOT) has requested a Temporary Access Agreement for use of this property, as shown in Exhibit "A", between August 25, 2020 and October 31, 2020. MassDOT would utilize the property for the purpose of staging for cleanup along the YMCA/Gallagher Terminal/End of the Lowell Connector area.

The Department of Planning and Development (DPD) recommends this Temporary Access Agreement in order to allow the cleanup of these areas.

If you have any questions or need any assistance in this matter, please contact Diane Tradd, Assistant City Manager at (978) 674-1401 or me.

Sincerely,

Eileen M. Donoghue
City Manager

EMD/ns

Attachment

cc: Diane N. Tradd, Assistant City Manager/DPD Director
Christine P. O'Connor, City Solicitor
Ting Chang, City Engineer
Craig Thomas, Deputy Director
Patricia Lucken, Asset Manager

COMMONWEALTH OF MASSACHUSETTS

CITY OF LOWELL

In City Council

VOTE

Authorizing the City Manager after reasonable investigation issue Proprietary Specifications for the fire alarm master box, door access control system and sidewalk light fixture within the City of Lowell.

The City of Lowell is seeking permission to issue Proprietary Specifications for the fire alarm master box, door access control system and sidewalk light fixture for the Lowell High School project within the City of Lowell; and

The City desires to issue proprietary specifications for the fire alarm master box, door access control system and sidewalk light fixture for the Lowell High School project within the City of Lowell in order to align with the existing systems already in place, as further described in attachment "A".

The City has utilized these services for several years within the City of Lowell.

NOW, THEREFORE, BE IT VOTED BY THE CITY COUNCIL OF THE CITY OF LOWELL, as follows:

That the City Manager be and she is hereby authorized on behalf of the City of Lowell to issue proprietary specifications after reasonable investigation for the fire alarm master box, door access control system and sidewalk light fixture for the Lowell High School project within the City of Lowell in order to align with the existing systems already in place in which the City has utilized said services for several years within the City of Lowell.



"A"

Lowell High School Project

Proprietary Items

We understand even though we, the Lowell City Council as the Awarding Authority, are voting these products to be proprietary, the specifications will include an "or equal" clause. An item is considered equal if it:

- Is at least equal in quality, durability, appearance, strength, and design;
- Will perform the intended function at least equally; and
- Conforms substantially, even with deviations, to the detailed requirements contained in the specifications.

1. Keltron Radio Master Box

In compliance with M.G.L. c.30 §39M(b), the Awarding Authority has determined that the specification of the Keltron shall be provided as a proprietary specifications follow a reasonable investigations.

As a result of the investigation, it was determined that this item is required by the Lowell Fire Department as a standard piece of equipment required for all buildings in the city. This is the only product that will work with the city-wide fire alarm receiving equipment.

2. Access Control

In compliance with MGL c30 §39M(b), the Awarding Authority has determined that the specification of the Avigilon shall be provided as a proprietary specifications follow a reasonable investigations.

As a result of the investigation, it was determined that the Lowell School Department uses Avigilon to for its access control system in school facilities. Maintaining a standard set of manufacture for this type of equipment helps to lower the total cost of ownership of the system by allowing the Schools to maintain a standard operating procedure for installation, operation, support, and maintenance.

3. Sidewalk Light Fixture

In compliance with MGL c30 §39M(b), the Awarding Authority has determined that the specification of the Penn Globe Boulevard shall be provided as a proprietary specifications follow a reasonable investigations.

As a result of the investigation, it was determined that the Lowell Department of Public Works uses Penn Globe to for historic Victorian styled sidewalk light fixtures. Because of this, allowing an alternative product would require additional resources and costs to maintain two different fixtures.

15:36:09 15:36:09 15:36:09
05/06/10 05/06/10 05/06/10

15:36:09 15:36:09 15:36:09
05/18/14 05/18/14 05/18/14

20:36:09 20:36:09 20:36:09

KELTRON®

Keltron RF778F Wireless Transceiver



- High performance
- Cost effective
- Scalable
- UL-Listed Primary Signaling

Keltron RF778F wireless transceivers provide two-way alarm transmission from monitored locations to the supervising receiver. Replacing expensive and unreliable telephone lines, active network radio is a self-routing and self-healing solution that ensures instant life safety event monitoring over a wide geographic area.

Designed for use in campus facilities, industrial complexes or municipal environments, each Keltron RF778F wireless transceiver serves as both a transceiver and a repeater to improve the strength and range of the entire network. The two-way transceiver provides high integrity communications that ensure every signal is authenticated and acknowledged.

Keltron RF778F wireless transceivers feature 8 discrete programmable end-of-line (EOL) inputs.

Keltron RF778F benefits

High performance - delivers messages in less than two seconds

Cost effective - case-mount antenna - easy installation reduces expense - eliminates monthly telephone charges

Scalable - multiple routing enables long range mesh network with high capacity growth potential

Reliable - unique store-and-forward technology eliminates signal loss

Keltron RF778F features

The Keltron active network radio system is UL-listed as a Primary Signaling System. This means that it may be used as the sole method of transmitting fire alarm signals to the receiving location. Other key features include:

- Built-in power supply and battery charger
- Digital dialer input using the IntelliTap receiver to tap the alarm panel dialer output and transfer full alarm data by radio
- 8 programmable end-of-line fire/security inputs (EOL)
- Alternate input module, DataTap™ RS232 interface to addressable FACP
- Ground fault detection for direct device monitoring
- Charger failure reporting
- Synthesized radios increase stability and accuracy

Programmable features include:

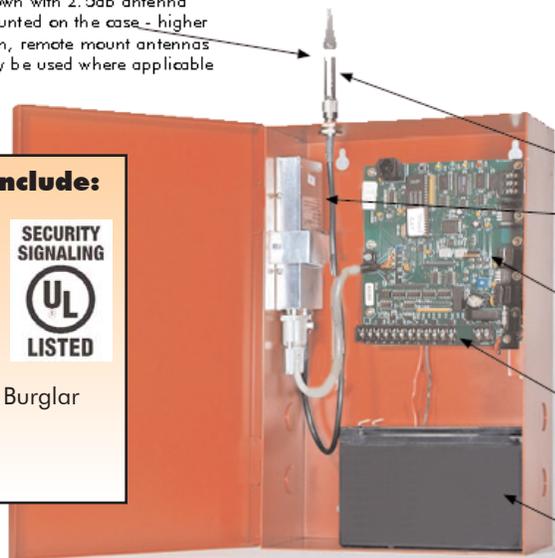
- Check-in time
- Time-to-live (TTL)
- AC fail delay reporting
- Second alarm delay
- Antenna cut delay
- Network/cipher code/account

UL Fire & Safety Listings Include:

- ▶ UL1610 (standard)
Central Station Alarm Units
- ▶ UL864 (standard)
Control Unit Accessories, System
- ▶ UL681 (standard)
Installation and Classification of Burglar and Holdup Alarm Systems



Shown with 2.5db antenna mounted on the case - higher gain, remote mount antennas may be used where applicable



Typical Configuration:

- Antenna: omnidirectional, choose from 2.5 db to 7 db
- Transceiver: 2-5 watts typical, UHF and VHF available
- Smart controller for transceiver and repeater reports alarms, trouble, respinals, low battery, AC status and more dynamically adapts to maximize performance
- 8 - EOL fire/burglary inputs
- Built-in power supply/battery charger

Specifications

8 Zones	8 programmable EOL fire/ burglary inputs
Ack delay/ Antenna cut	Form C fail security relay contact (local reporting) provides a signal at the transceiver if transmissions are blocked, low battery or charger fail
Radio	Standard frequency range is 440-470 MHz, others available
Standard output power	2 watts, others available. All radio systems require FCC licensing
Power input	16.5VAC, 40VA, UL-listed class II transformer required
Handheld programmer	1 per network (order separately) - used primarily during installation of the transceiver to set transceiver parameters (10R7041)
Voltage	12VDC nominal
Current	150 mA standby, 1.2 A transmit (2 W transmitter)
Back-up battery (order separately)	12V, 7.5AH (24h), lead acid gel type
Low battery reporting	2 minute test cycle (approx.)
AC status reporting	Reports to supervising station after approximately 100-160 minutes without AC power, reports AC power restoral after approximately 100-160 minutes of restored power

Colors	Available in standard colors: burglary beige or fire red. Please specify when ordering
Operating temperature range	0 to 49° C
Storage temperature range	-10 to 60° C
Relative humidity range	0 to 85% RHC, Non-condensing
Box dimensions (approx.) (excluding antenna)	13.25" H x 8.5" W x 4.3" D (34cm x 21.5cm x 11cm)
Box weight (approx.) (excluding battery)	5.6 lbs / 2.6 kg

Options

IntelliTap	Satellite/remote dialer data receiver
DataTap™	RS232 serial interface to addressable FACP data receiver*

***Note: any fire panel that is monitored by a Keltron transceiver must provide a serial data output or compatible hardware outputs that are active and can be monitored. Review the compatibility charts on the Keltron Web site for more details.**

Keltron develops and manufactures universally-compatible, UL listed life safety event management systems for the municipal and proprietary markets. Solutions include Ethernet signaling systems, active network radio systems, distributed multiplex systems, digital communicator/receiver systems, and direct wire systems. This document is not intended for installation or maintenance purposes. All specifications are subject to changes without notice. For more information visit www.keltroncorp.com or contact us at 781-894-8710.

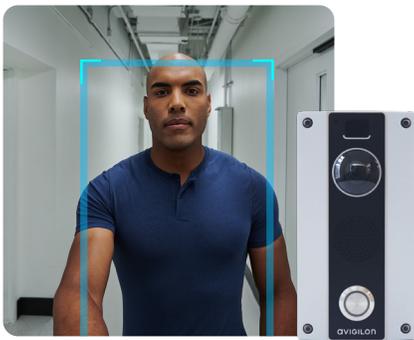




ACC AND ACM UNIFICATION

ACCESS CONTROL THAT WORKS SEAMLESSLY WITH VIDEO SECURITY

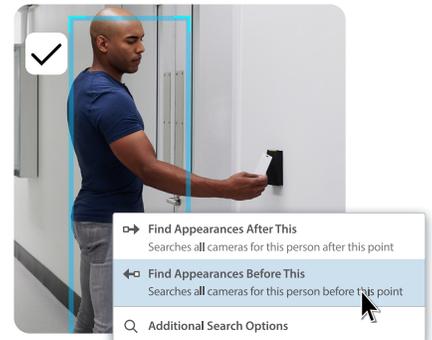
Our Access Control Manager (ACM) system integrates with Avigilon Control Center (ACC) video management software to provide you with one simple, powerful and unified security solution to help you focus on what matters most.



Using ACM™ and ACC™ software, you can instantly verify if a person seen carding in on camera matches the ID photo associated with the access card they're using, then lock or unlock the door right from your ACC client. Respond to H4 Video Intercom calls from anywhere with push notifications from the ACC Mobile 3 app.

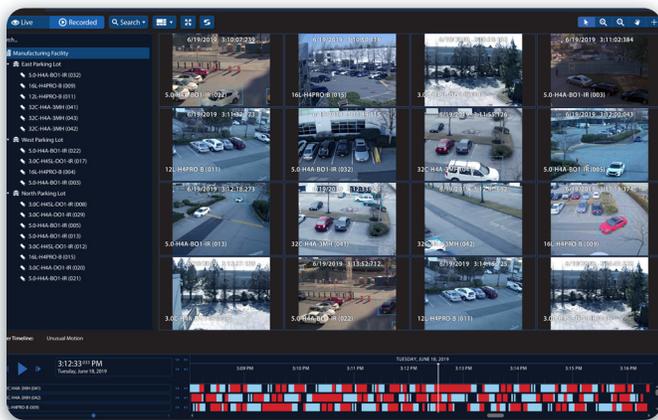


From the same screen you can search for that person by using our Identity Search feature.



Using the video from the most recent time they carded in, you can easily use Avigilon Appearance Search™ technology to help find their current location on-site or to see where else they have been. It's that simple.

ACC SOFTWARE FEATURES



POWERFUL SEARCH

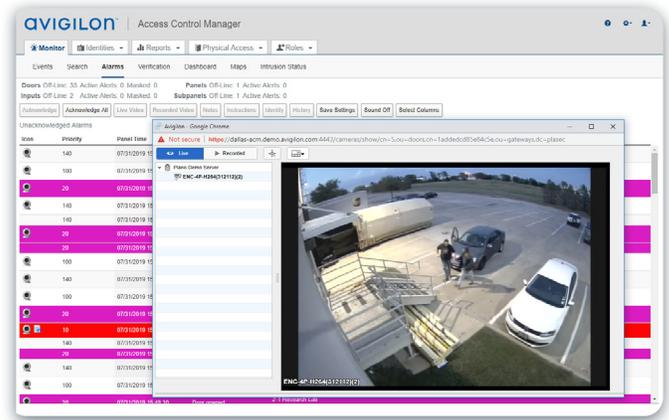
Avigilon Appearance Search technology sorts through hours of video with ease to quickly locate a specific person or vehicle of interest across an entire facility in near real-time.



FOCUS OF ATTENTION INTERFACE

A cutting-edge user interface for live video monitoring that leverages AI and video analytics technologies to determine what information is important and should be presented to security operators.

ACM SYSTEM FEATURES



100% BROWSER-BASED SYSTEM

No server or client software installation required, delivering a ready-to-deploy solution that saves you time.



OPEN-PLATFORM HARDWARE

Integrates with hardware from Mercury Security and HID Global® that scales from just a few readers to larger, more distributed installations.

COMBINED FOR A POWERFUL SECURITY SOLUTION



IDENTITY SEARCH

Enables fast search for a person of interest using their ACM cardholder information. You can then use Avigilon Appearance Search technology to determine that person's current or previous location on site.



QUICK ACTION

ACM generated door events allow you to create rule-based actions and notifications for quick on-site responses, including immediate facility lockdown.

For more information visit [avigilon.com/products/access-control/acm-and-acc-unification](https://www.avigilon.com/products/access-control/acm-and-acc-unification)



Some images of product features and user interfaces have been simulated for illustrative purposes.

© 2020, Avigilon Corporation. All rights reserved. AVIGILON, the AVIGILON logo, AVIGILON CONTROL CENTER, ACC, ACCESS CONTROL MANAGER, ACM and AVIGILON APPEARANCE SEARCH are trademarks of Avigilon Corporation. HID and HID Global are trademarks or registered trademarks of HID Global, ASSA ABLOY AB, or its affiliate(s) in the U.S. or other countries. MOTOROLA, MOTO, MOTOROLA SOLUTIONS, and the Stylized M Logo are trademarks or registered trademarks of Motorola Trademark Holdings, LLC and are used under license. All other trademarks are the property of their respective owners. 07-2020

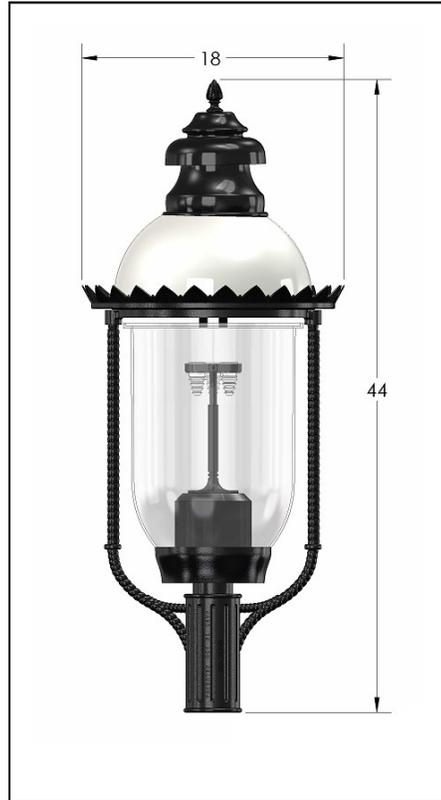


300 Shaw Road
 North Branford CT 06471
 Phone: 203-484-7749
 Fax: 203-484-7758
 www.penn globe.com

DATE	07/13/20
DRAWING NUMBER	010-13768-F360
SPECIFIER	PERKINS EASTMAN
PROJECT NAME	LOWELL, MA
PROJECT NUMBER	74243



Tilt View



***** ATTENTION*****

NEC EQUIPMENT GROUND REQUIRED FOR ALL LED LIGHT FIXTURES. IMPROPER INSTALLATION WILL RESULT IN DAMAGE AND VOIDS ALL WARRANTIES. NOT FOR USE WITH DELTA 208/480 VOLT SPLIT PHASE. CONTACT PENN GLOBE WITH QUESTIONS.

PRIMARY LIGHT SOURCE	PennSTAR® LED
ENGINE CONFIGURATION	PLANNUS
WATTAGE	30W
COLOR TEMP DISTRIBUTION	4000K TYPE III
VOLTAGE	120~277VAC AUTOSENSE
GLOBE	CLEAR UV STABILIZED ACRYLIC
OPTIONS	PennTROL® REPLICA GASLIGHT BURNER TYPE III ASYMMETRIC BLACK SIDE ARMS
FINISH	BLACK TEXTURED 1003XLT
QUANTITY	[]

APPROVED BY: _____
 DATE: _____

MODEL NUMBER	DESCRIPTION
F360-GX919-LW925	BOULEVARD 1000—PER CITY OF LOWELL SPECIFICATIONS



City of Lowell - Law Department

375 Merrimack Street, 3rd Floor • Lowell MA 01852-5909
Tel: 978.674.4050 • Fax: 978.453.1510 • www.lowellma.gov

Christine P. O'Connor
City Solicitor

Kerry Regan Jenness
1st Assistant City Solicitor

Gary D. Gordon
John Richard Hucksam, Jr.
Adam LaGrassa
Stacie M. Moeser
Elliott J. Veloso
Assistant City Solicitors

August 21, 2020

City Manager Eileen Donoghue
Mayor John J. Leahy
And
Members of the City Council

Re: Lowell High School Project

Dear Manager Donoghue, Mayor Leahy and Members of the City Council:

Attached is a Vote authorizing certain proprietary purchases related to the Lowell High School project.

I am happy to address any questions regarding this matter at Tuesday's meeting.

Sincerely,

Christine P. O'Connor
City Solicitor

Enclosure

COMMONWEALTH OF MASSACHUSETTS
CITY OF LOWELL

In City Council

ORDER

Pursuant to Chapter 266 of the Code of Ordinances City of Lowell, Massachusetts, concerning Section 266-6 thereof entitled "Temporary Experimental Regulations", temporary traffic regulations are hereby implemented for a period up to sixty (60) days.

The City of Lowell desires to make temporary rules regulating traffic under actual conditions for a period of sixty (60) days; and

Chapter 266 of the Code of Ordinances City of Lowell, Massachusetts", Section 266-6 thereof entitled "Temporary Experimental Regulations" authorizes the City Council to make such temporary rules for a period up to sixty (60) days;

BE IT ORDERED, ADJUDGED AND DECREED by the City Council of the City of Lowell as follows:

Effective immediately for a period of up to sixty (60) days, the following temporary traffic regulations shall be implemented:

§ 266-56

PARKING PROHIBITED ON CERTAIN STREETS AT ALL TIMES is hereby amended by **deleting** the following:

Name of Street
French Street
John Street

Side
North
East

Location
From John Street to Kirk Street.
From French Street to Amory Street.

§ 266-56

PARKING PROHIBITED ON CERTAIN STREETS AT ALL TIMES is hereby amended by **adding** the following:

Name of Street
Nineteenth Street

Side
South

Location
Beginning at the easterly curblineline of Beacon Street running east for a distance of 168 feet along Nineteenth Street.

§ 266-63

BUS STOP DESIGNATED is hereby amended by **adding** the following:

Name of Street
French Street

Side
North

Location

Beginning at a point 20' west of the westerly curblineline of John Street, running westerly a distance of 330 feet.

John Street

East

Beginning at the southerly curblineline of Amory Street, running southerly a distance of 120 feet.

§ 266-66

RESTRICTED USE OF CERTAIN STREETS is hereby amended by **deleting** the following:

Name of Street
French Street

Side
North

Location

Kirk Street to John Street.

§ 266-72

PARKING AREAS DESIGNATED AS TOW ZONES is hereby amended by **deleting** the following:

Name of Street
French Street

Side
North

Location

From John Street to Kirk Street.

§ 266-82

ACRE/HIGHLANDS RESIDENTIAL PARKING AREA - B. is hereby amended by **deleting** as follows:

Name of Street
Perkins Street
Perkins Street

Side
North
South

Location

From Aiken Street to Suffolk Street.
From Aiken Street to Cabot Street.

§ 266-82

ACRE/HIGHLANDS RESIDENTIAL PARKING AREA - B. is hereby **amended** as follows:

B. Streets designated for Residential Parking 24 hours a day, including Saturday, Sundays, and holidays:

Name of Street	Side	Location
Riverwalk Way	Northwest	Entire Length.
Riverwalk Way	Southeast	From Perkins Street to Lawrence Drive.



Diane Nichols Tradd
Assistant City Manager/DPD Director

Craig Thomas
Deputy Director

MEMORANDUM

TO: Eileen M. Donoghue, City Manager

FROM: Diane N. Tradd, Assistant City Manager/DPD Director

DATE: August 25, 2020

SUBJECT: PROPOSED 60 DAY TRIAL TRAFFIC ORDERS

Attached is the 60-day trial traffic order for this week as follows:

- Acre/Highlands residential parking area, B – Perkins Street, to remove from residential parking program per Transportation Engineer.
- Acre/Highlands residential parking area, B – Riverwalk Way, to amend section B of the Acre/Highlands residential parking program to be 24 hours a day including weekends and holidays, and add Riverwalk Way per resident requests.
- Parking prohibited on certain streets at all times – Nineteenth Street, to improve accessibility, as the street is too narrow for parking on both sides, per resident request.
- Parking area as Tow Zone; Parking Prohibited and Restricted use of street, deletion – French Street and John Street. The trolley track rehabilitation project needs to use the NPS bus parking lot as a staging area. In order to complete the rehab project in a timely fashion a temporary solution is to allow the buses to park along French Street and John Street, next to Boarding House Park. NPS buses were able to temporarily park on these streets last year to allow the construction project at Streets F&G to use the NPS visitor parking lot as staging. Current ordinances prevent parking and loading in that location, therefore this 60-day trial will temporarily delete those restrictions.
- Bus stop designated – On French Street and John Street, for NPS buses.

AH/nv

cc: John Cooper, Sign and Meter Division
Terry Ryan, Parking Director
Natasha Vance, Transportation Engineer
Alan Heredia, Assistant Transportation Planner

COMMONWEALTH OF MASSACHUSETTS

CITY OF LOWELL

In City Council

ORDINANCE

An Ordinance Amending "The Code of Ordinances City of Lowell, Massachusetts" With Respect to Chapter 150 thereof Entitled, "Fees" by amending certain sections.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LOWELL, as follows:

"The Code for the City of Lowell," hereinafter called the "Code", adopted by the City Council on December 23, 2008, is hereby amended with respect to 150 thereof, by amending certain sections:

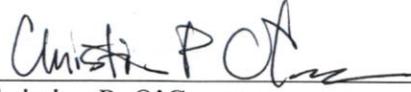
1. By amending Chapter 150, Entitled **Fees; Cemetery** by adding the following new number 19.1 as follows:

	Department/Reference	Unit/ Frequency	Fee
19.1	Columbarium purchases		
	Row 1	Ea.	\$600.00
	Row 2	Ea.	\$700.00
	Row 3	Ea.	\$700.00
	Row 4	Ea.	\$800.00
	Columbarium openings		
	Monday – Friday	Ea.	\$250.00
	Saturday	Ea.	\$400.00

2. All provisions of the Lowell City Code, as amended, which are consistent with this Ordinance, shall continue in effect, but all provisions of said Code inconsistent herewith, are repealed.

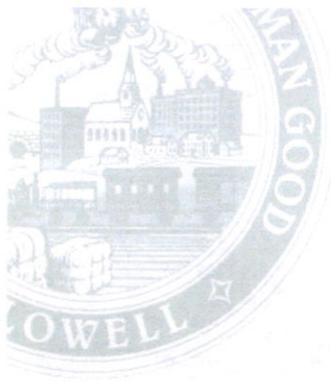
3. This Ordinance shall take effect upon its passage in accordance with the provisions of Chapter 43 of the Massachusetts General Laws.

APPROVED AS TO FORM:



Christine P. O'Connor
City Solicitor

Ordinanceamendfees/columbarium



City of Lowell - Law Department

375 Merrimack Street, 3rd Floor • Lowell MA 01852-5909
Tel: 978.674.4050 • Fax: 978.453.1510 • www.lowellma.gov

Christine P. O'Connor
City Solicitor

Kerry Regan Jenness
1st Assistant City Solicitor

Gary D. Gordon
John Richard Hucksam, Jr.

Adam LaGrassa

Stacie M. Moeser

Elliott J. Veloso

Assistant City Solicitors

August 21, 2020

City Manager Eileen M. Donoghue
Mayor John J. Leahy
And
Members of the City Council

Re: Ordinance to propose adjustments to Fee Schedule

Dear Manager Donoghue, Mayor Leahy and Members of the City Council:

Attached is an ordinance proposing adjustments to the City's *Fee Schedule* for the *Cemetery* relative to columbarium purchases and openings. The Cemetery Commission voted on prices for the new columbarium located in the Westlawn I Cemetery as evidenced by the enclosed Minutes.

If you have any questions, please feel free to call me.

Very truly yours,

Christine P. O'Connor
City Solicitor

cc: Christine Clancy, DPW Commissioner
Cemetery Commission
Shannon Cohan, Superintendent of Parks and Open Space

Cemetery Commission Meeting

Tuesday, July 14, 2020 @ 11:00AM

-Minutes-

Meeting called to order at 11:02AM

Roll Call:	Chairman Gerard P. Largay	Present
	Vice Chairman Dennis Mercier	Present
	Member John Bond	Present
	Member Paul Francoeur	Present
	Superintendent Shannon Cohan	Present
	Recording Secretary Jade L. Bernis	Present

Old Business

- A. Review/accept minutes from the Cemetery Commission Meeting held on Tuesday, April 14, 2020
- Motion to “approve minutes of the meeting held on April 14, 2020 as presented” made by Member John Bond – seconded by Vice Chairman Dennis Mercier
- So voted 4 – 0 – 0

Unfinished Businesses – POSTPONED UNTIL FURTHER NOTICE

- A) Discuss Chapel renovation (*renovations including a new rug, repair of ceiling and donated pews to be completed. New landscaping at the entrance of the chapel will also be done in the spring*).
- B) Letters to the Law Department re overdue Funeral Billing (Public speaking)
- C) Garage repairs (DPW to address)
- D) School Street wall damage (*First portion of the wall has been completed. Will have to bid out for next section*).
- E) Boston Road flooding issues
- F) Pony Wall to cover loam in storage area of Westlawn I (*Gathering quotes*)
- G) Retired flag box (*Box has been donated, scraped and sanded. Sign has been made. Will be painted shortly*).
- H) Edson Cemetery Entrance (*Waiting for quote*)
- I) Possible Cemetery Clean-up project

New Business

- 1) Review/discuss Columbarium (landscaping, pricing, plaques, etc.)
- The Commission met at the new Columbarium and discussed landscaping, benches, plaques, flowers, prices, etc. A style of bench was chosen. The landscaping was discussed – a concrete pad will be poured around the columbarium and benches and raised flower beds will be installed. A reclaim path will be created going from the parking area to the columbarium. A motion was made by Member John Bond – seconded by Chairman Gerard Largay to “set the price structure as follows: first row \$600.00, second and third row \$700.00 and the 4th row \$800.00. Opening charge Monday through Friday \$250.00 and Saturday Opening charge \$400.00”.

So voted 4 – 0 – 0

Bronze plaques will be allowed on the door. At the next meeting the size, lettering, etc. will be discussed.

We will also need to announce that the columbarium is available for sale. It will be listed on the City's website – a letter will be sent to all Funeral Directors – an ad will be placed in the Lowell Sun, etc.

A motion was made by Member John Bond – seconded by Chairman Gerard Largay to “transfer \$750.00 from the Perpetual Care Interest account to cover the cost of an ad in the Lowell Sun”.

So voted 4 – 0 – 0

- 2) Review/discuss multiple bench requests – should we allow and if so what kind of bench do we want to allow? What locations?
 - The Commission would allow the same style bench that was chosen for the Columbarium area. Once a request is approved by the Commission it will be sent to the City Council for the subcommittee to approve.
- 3) Review/discuss request from Harvestmoon Paranormal
 - Reviewed and placed on file
- 4) Review/discuss accident on 6/24/2020 at intersection of Boston Road and Swan Street (WI)
 - Reviewed – we are still awaiting a quote to repair the damage.
- 5) Review/discuss accident on 7/3/2020 at the School Street Cemetery
 - Reviewed – we are waiting for a quote to repair the School Street wall which will be forwarded to the insurance company.
- 6) Review/discuss request from Mel Alejandro to film at the public cemeteries
 - This request was discussed and approved with stipulations. Multiple locations need to be scouted and relayed to the office so that we can compare them with any funerals we may have. They are to also leave the area the way they found it and not cause any damage.
- 7) Review/discuss Cemetery Commission job posting
 - Reviewed – placed on file
- 8) Recommendations/concerns/other

Adjournment

Motion to adjourn at 11:43AM

Next meeting to be held Tuesday, July 28, 2020 @ 11:00AM at the

WI Columbarium – 215 Boston Road

CITY OF LOWELL
PETITION

TO THE
CITY COUNCIL

Harshide Patel
17 Cherry Tree Lane
Lowell, MA

As a streetlight to be put
on a pole @ beginning
of Cherry Tree Lane

In City Council



Read and

Clerk

Kaushik Patel
17 Cheryl Lee Lane
Lowell, MA 01854
978-726-9739
Patel552@hotmail.com

August 11, 2020

City Clerk
375 Merrimack Street
Lowell, MA 01852

Dear City Clerk,

My name is Kaushik Patel. I would like to request for a streetlight to be put on a pole at the beginning of our street. At night it is difficult for drivers to see pedestrians crossing the entrance of the road especially when they are wearing dark clothing. This poses a serious risk to not only the pedestrians, but the drivers as well. I think it would be best to have a streetlight at the entrance of our street for everyone's safety.

I believe I have requested a streetlight a few times in the past and someone told us that there will be one installed this year. I completely understand that everything has been set off course by the pandemic, but we would really appreciate it if a streetlight can be installed soon. For reference there are two poles at the entrance of our street and their numbers are 21-90 & 22-90. Thank you for your time and I hope to hear from you soon.

Sincerely,

A handwritten signature in black ink that reads "Kaushik Patel". The signature is written in a cursive style with a large initial "K".

Kaushik Patel

Geary, Michael

From: noreply@civicplus.com
Sent: Tuesday, August 18, 2020 7:26 PM
To: Geary, Michael
Subject: Online Form Submittal: Contact the City Clerk

Contact the City Clerk

Contact City Clerk Department, Michael Geary

This contact form is used to communicate with a member of the City of Lowell, and will be routed internally as appropriate.

Please DO NOT use this form to request a specific service or report a code violation.
To request a specific service, or to report a code violation, please use this link.

While you may choose to remain anonymous, by leaving your contact information blank, filling it out will better assist us in communicating with you as appropriate.

Contact Information

First Name	Bryan
Last Name	Cowell
Business Name	<i>Field not completed.</i>
Email	b.cowell@comcast.net
Phone Number	<i>Field not completed.</i>
Fax Number	<i>Field not completed.</i>
Address	24 nesmith street
City	lowell
State	Massachusetts
Zip Code	01852

Location Referenced in Your Comments (If Applicable)

Please DO NOT use this form to request a specific service or report a code violation.
To request a specific service, or to report a code violation, please use this link.

If you are reporting a non-specific area of the City, please indicate so in the 'Location Details' field below.

Address	24 nesmith street
City	lowell
State	Massachusetts
Zip Code	01852
Unit	<i>Field not completed.</i>
Location Details	24 Nesmith Street , Lowell Ma
Comments	<p>trash is not being removed in front of my home do to the city widen nesmith st and adding a retaining wall to high for BFI to get my trash. I went to many city meeting over widen this st and was assured trash, recycle bins and emergency and fire would be able to get to my home. I was strongly assured and im sure meeting minutes contest that trash and recycle would be removed even during construction. Now trash is not being picked up and im being told BFI wont</p> <p>I am a cancer patient and NOT pushing barrels 200 plus feet to get picked up = this city assured this wouldn't be an issue. yet it is ... I have video cameras all over my property - I clearly let this city know i am a cancer patient during those meetings and should i need ambulance service ...and like the cities promise to remove trash , which is not happening there will be additional actions . My most recent call to the city trash department said sorry bfi doesn't pick up trash the truck cant grab !!! the city / state is planning to add a 40 inch high fence on top of this = WHO IS GETTING MY TRASH - I DON'T HAVE ROOM FOR NEXT WEEK AND WHO IS PAYING FOR THE TRASH BAGS AND GETTING IT</p>

Notes

Please be aware that any communication(s) made through this system by you or your agent(s), servant(s), or any other representative(s), whether authorized or unauthorized to the City of Lowell, Massachusetts, the Commonwealth of Massachusetts, the owner and/or operator of this web site, and/or any other web site operated by or pursuant to license or agreement by the City of Lowell, Massachusetts, its agencies, officers, employees, agents or representatives shall in no event be deemed to constitute notice for any purpose, whether legal, official, or other.

The submission of this form and/or assignment of a Tracking Number, indicates your acceptance of these terms and the City of Lowell's Terms of Use, and may subject your submission to disclosure.

Legal Aid Bid 8-28-2020
PM 9-22-2020

CITY OF LOWELL
PETITION

TO THE
CITY COUNCIL

Thyrius...
Business...
Request to Amend
License for additional
15,100 gallons of Diesel Fuel II
PST

In City Council

(Signature)

Read and refer to Public Hearing
on 9-22-2020 at 7pm. Satisfied

Clerk



FP-002A
(Rev. 1.2018)

The Commonwealth of Massachusetts

City/Town of Lowell

Application For License

Massachusetts General Law, Chapter 148 §13

New License Amended License

GIS Coordinates
<u>42° 37' 46" N</u>
LAT.
<u>-71° 18' 19" W</u>
LONG.
License Number

Application is hereby made in accordance with the provisions of Chapter 148 of the General Laws of Massachusetts for a license to store flammables, combustibles or explosives on land in buildings or structures herein described.

Location of Land: 2 Prince Avenue, Parcel #0184 4765 0002 0000
Number, Street and Assessor's Map and Parcel ID

Attach a plot plan of the property indicating the location of property lines and all buildings or structures.

Owner of Land: The Markley Group LLC

Address of Land Owner: One Summer Street, Boston, Massachusetts 02110

Use and Occupancy of Buildings and Structures: Computer Internet Data Center

If this is an application for amendment of an existing license, indicate date of original license and any subsequent amendments
May 17, 2016
Attach a copy of the current license

Flammable and Combustible Liquids, Flammable Gases and Solids

Complete this section for the storage of flammable and combustible liquids, solids, and gases; see 527 CMR 1.00 Table 1.12.8.50; Attach additional pages if needed. All tanks and containers are considered full for the purposes of licensing and permitting.

PRODUCT NAME	CLASS	MAXIMUM QUANTITY	UNITS gal., lbs, cubic feet	CONTAINER UST, AST, IBC, drums
Diesel Fuel	II	15,100	Gallons	ASTs

Total quantity of all flammable liquids to be stored: _____

Total quantity of all combustible liquids to be stored: 15,100

Total quantity of all flammable gases to be stored: _____

Total quantity of all flammable solids to be stored: _____

LP-gas (Complete this section for the storage of LP-gas or propane)

Indicate the maximum quantity of LP-gas to be stored and the sizes and capacities of all storage containers. (See 527 CMR 1.00 Table 1.12.8.50)

❖ Maximum quantity (in gallons) of LP-gas to be stored in aboveground containers: _____

List sizes and capacities of all aboveground containers used for storage: _____

❖ Maximum quantity (in gallons) of LP-gas to be stored in underground containers: _____

List sizes and capacities of all underground containers used for storage: _____

Total aggregate quantity of all LP-gas to be stored: _____

Fireworks (Complete this section for the storage of fireworks)

Indicate classes of fireworks to be stored and maximum quantity of each class. (See 527 CMR 1.00 Table 1.12.8.50)

❖ Maximum amount (in pounds) of Class 1.3G: _____ Type/class of magazine used for storage: _____

❖ Maximum amount (in pounds) of Class 1.4G: _____ Type/class of magazine used for storage: _____

❖ Maximum amount (in pounds) of Class 1.4: _____ Type/class of magazine used for storage: _____

Total aggregate quantity of all classes of fireworks to be stored: _____

Explosives (Complete this section for the storage of explosives)

Indicate classes of explosive to be stored and maximum quantity of each class. (See 527 CMR 1.00 Table 1.12.8.50)

❖ Maximum amount (in pounds) of Class 1.1: _____ Number of magazines used for storage: _____

❖ Maximum amount (in pounds) of Class 1.2: _____ Number of magazines used for storage: _____

❖ Maximum amount (in pounds) of Class 1.3: _____ Number of magazines used for storage: _____

❖ Maximum amount (in pounds) of Class 1.4: _____ Number of magazines used for storage: _____

❖ Maximum amount (in pounds) of Class 1.5: _____ Number of magazines used for storage: _____

❖ Maximum amount (in pounds) of Class 1.6: _____ Number of magazines used for storage: _____

I, Jack Montanaro, hereby attest that I am authorized to make this application. I acknowledge that the information contained herein is accurate and complete to the best of my knowledge and belief. I acknowledge that all materials stored pursuant to any license granted hereunder must be stored or kept in accordance with all applicable laws, codes, rules and regulations, including but not limited to Massachusetts Chapter 148, and the Massachusetts Fire Code (527-CMR 1.00). I further acknowledge that the storage of any material specified in any license granted hereunder may not exceed the maximum quantity specified by the license.

Signature Jack Montanaro Date 7/27/20 Name Jack Montanaro

Fire Department Use Only
I, Joseph Kallu, Head of the Lowell Fire Department endorse this application with my
 Approval Disapproval
Signature of Head of the Fire Department Joseph Kallu Date 8/11/20

Recommendations: _____

CITY OF LOWELL
PETITION

TO THE
CITY COUNCIL

*41 Michael Lyngvold's
33 Gardner St.
Lowell, MA
for a handicap parking
space 33 Gardner St.*

In City Council

August 25, 2020

Read and

Clerk

08/19/20

To whom it may concern;

I am 90 years old and disabled , and have trouble ambulating . I need the assistance of walking devices to get in and out of my house, (walker and wheelchair) along with getting in and out of a car. I am writing this letter to request a handicapped no parking plaque to be placed in front of my house in my front yard to prevent others from parking and blocking my entrance and exit. I would like the plaque to be placed on a pole in front of my house . My name is Michael Deangelis , I live at 33 Jordan St Lowell, Ma . My phone # is 978-458-3221 or 978-835-5486. Thank you .

Michael Deangelis

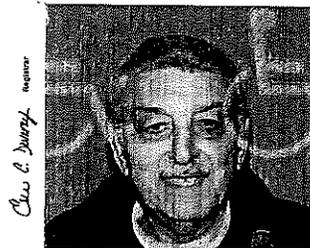
OFFICE OF THE
CLERK OF SUPERIOR COURT
2020 AUG 20 AM 11:17

PL1700041

Expires:

07-14-24

**Disabled Persons
Parking Identification Placard**



Chris C. Quiry REGISTRAR

DEANGELIS

MICHAEL

T

**Commonwealth of
Massachusetts**

