

OFFICE OF THE MAYOR

Honorable Mayor William J. Phelan
New City Hall
1305 Hancock Street
(617) 376-1990
Office Hours 8:30-4:30 (M-F)

Thomas Largey, Executive Secretary
Liz Fitzpatrick, Executive Assistant
Joe Canavan, Executive Assistant
Dave Murphy, Director of Operations
Kim DiBona, Receptionist/Secretary

Office of the Mayor is responsible for the daily operation of the governmental function of the City of Quincy. The Mayor is elected for two-year terms.

OFFICE OF THE CITY COUNCIL

Council Office
City Hall
1305 Hancock Street
(617) 376-1342
Clerk of Committees: Jeanne Reardon

Councillor (Ward 5) Douglas Gutro, President
(617) 376-1355
Councillor Joseph Finn, At-Large
(617) 376-1359
Councillor John Keenan, At-Large
(617) 376-1357
Councillor Michael McFarland, At-Large
(617) 376-1358 □
Councillor Dan Raymondi, Ward 2
(617) 376-1352
Councillor Kevin Coughlin, Ward 3
(617) 376-1353
Councillor Jay Davis, Ward 4
(617) 376-1354
Councillor Brian McNamee, Ward 6
(617) 376-1356 □

INSPECTIONAL SERVICES

BUILDING DEPARTMENT

Jay Duca, Director

1585 Hancock Street – Suite 301

(617) 376-1450

Office Hours 7:00 – 4:30 (M-F)

Building Inspector Office Hours: 7:00 AM – 10:00 AM

(after hours by appointment only)

Thursday Afternoon Public Zoning Workshop: 2:00 – 4:00 PM

Through the City's Inspectional Services Department, the City monitors the use of all land and the construction, maintenance and occupancy of – and alterations to – all structures in the city, for compliance with the State Building Code and Quincy's Zoning Code. The office services the Zoning Board of Appeals.

CONSERVATION COMMISSION

Heather Sargent

c/o Inspectional Services

1585 Hancock Street

(617) 376-1376

Office Hours: 8:30-4:30 (M-F)

Issues orders of conditions for work in wetlands, including flood plan areas under commission jurisdiction. Holds public meetings for all related issues concerning open space, environmental concerns, and water quality. The commission cooperates with other related boards and departments in the City.

PLUMBING AND GAS DEPARTMENT

Thomas Pecoraro, Chief Plumbing Inspector

1585 Hancock Street, Lower Level

Quincy, MA 02169

(617) 376-1466

Office Hours 8:30-4:30 (M-F)

Plumbing Inspectors' Hours 8:30 a.m. to 10:30 a.m.

(after hours by appointment)

The Plumbing and Gas Inspector's primary responsibility is to inspect all plumbing and gas work done in the City of Quincy.

WIRE DEPARTMENT

Thomas E. Purpura, Chief Wire Inspector
1585 Hancock Street, Lower Level
(617) 376-1480
Office Hours 8:30-4:30 (M-F)
Inspectors' Office Hours: 8:30 – 10:30 AM
(after hours by appointment)

This Department issues permits for all light, heat, power, fire security and communications installations as required by Massachusetts General Laws, Chapter 143. Standard State Applications are required to file for a permit. Certificates of Insurance are required unless a waiver is signed by the property owner, as per Massachusetts General Laws, Chapter 605. Parties contemplating electrical service installations or alterations are advised to contact the Electric Utility Company in addition to filing for a permit. Engineered plans are required for jobs over 3500 cubic feet. The Department is available for advice to contractors, property owners, architects, and engineers in their design and layout of electrical installations. This Department enforces licensing requirements for electricians, alarm installers, and oil burner technicians. This Department performs inspections of new construction, alterations, additions, repairs and installations of electrical equipment to insure that electrical installations comply with applicable codes and laws. In addition, they also: investigate fires, electrical accidents and Tenant complaints; issue Defect Notices and Certificates of Approval; advises other Departments on electrical matters; and maintain records of electrical installations.

OFFICE OF CITY CLERK

Joseph Shea, City Clerk
City Hall
1305 Hancock Street
(617) 376-1130
Office Hours 8:30-4:30 (M-F)

Voter Registration 376-1141 Victualer Licenses 376-1134
Marriage, Hunting & Dog Licenses 376-1135
Vital Statistics: Birth, Death Records 376-1136

The City Clerk's office is the location where most business related license applications are available. In addition, the Clerk's office serves as the central location for information on business filings. Under Chapter 110, Section 5 of the Massachusetts General Laws, all business owners are required to register the name of their businesses with the Clerk of the City in which the business is located. Each establishment must register, using a Business Certificate form. A business cannot be registered until a location has been established.

In the City of Quincy, an applicant for a business not related to food service, or the opening of a gas station, first goes to the Building Department and determines that the location of interest is business zoned. The applicant then receives the application for a business Certificate from the Building Department. Upon completion, the application is then filed with the City Clerk's office. If an area is not zoned for business, applicants may not conduct business in a residential area, or from a Post Office Box – so they are ineligible for a Business Certificate.

FIRE DEPARTMENT

Chief Timothy Petrinelli
Quincy Fire Department
40 Quincy Avenue
(617) 376-1040 (Business No.)

HEALTH DEPARTMENT

Andrew Scheele, Health Commissioner
1585 Hancock Street, Lower Level
(617) 376-1278
Office Hours 8:30-4:30 (M-F)
1:30 – Noon and 3:30 – 4:30

If your business involves the preparation, distribution or sale of food, you will need permits from the City of Quincy's Health Department. The Health Department inspects, licenses yearly, and investigates complaints concerning alleged food borne illness complaints and sanitary conditions inside and outside of each establishment. The department enforces the City's Dumpster Ordinance Requirements for Commercial facilities and will issue tickets with fines attached for overflowing, unsanitary dumpsters. In addition, inspectors investigate air quality related complaints in commercial facilities and thoroughly inspect these buildings for the presence of asbestos and other hazardous materials prior to demolition only.

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

Dennis Harrington, Director
New City Hall
1305 Hancock Street
(617) 376-1368
Office Hours 8:30-4:30 (M-F)

Planning Services: Provides staff support to the Planning Board, Historic District Commission, Downtown Redevelopment Committee and Affordable Housing Trust Committee.

The department of Planning & Community Development administers the federal and state community development grants for the City of Quincy. These programs provide major assistance in making our city a viable urban community with a strong economic base, affordable housing necessary physical infrastructure and stable neighborhoods.

In addition, the department provides statistical and demographic information to various city departments and the general public. The planning department also advises the Mayor, City Council, and Planning Board regarding development plans; assists property owners, developers and investors in the city regulatory permitting process.

POLICE DEPARTMENT

Chief Robert Crowley
Quincy Police Department
One Sea Street
(617) 479-1212 (Business No.)

Community Policing Unit
Sergeant Brian Tobin
(617) 479-1212

PUBLIC WORKS DEPARTMENT

Steve O'Donnell, Commissioner
55 Sea Street
(617) 376-1959
Office Hours 8:30-4:30 (M-F)

The Public Works Department is responsible for road and sidewalk reconstruction and maintenance; and for planning and implementation of all public works projects. The Department of Public Works has oversight responsibility for sewer and water connections, storm drainage conditions and accessibility, as well as city snowplowing coordination, residential trash, recycling, yard waste, hazardous waste collections and environmental remediation projects. Public Works also oversees and manages building and renovation of all municipal buildings and public schools.

The DPW also is responsible for planning, design, and operation of transportation facilities within the City and provide expertise, comments and recommendations to various City Boards and Commissions. Responsible for providing assessors' maps, city maps, ward and precinct maps; information to local surveyors (as to reference stations); information to the public about the sewer, water & drain system; and information on public right-of-ways. The DPW also prepares accident reports for the City.

MEETINGS OF VARIOUS CITY BOARDS AND COMMISSIONS

City Council Meetings – Meetings are held in the City Council Chamber, Quincy City Hall, 1305 Hancock Street, Quincy, MA 02169. Telephone: (617) 376-1342.
Meetings usually held the first and third Mondays of the month at 6:30 P.M. If Monday is a holiday the meeting is held on the subsequent Tuesday.

Licensing Board – Meetings are held in the Council Chamber, 1305 Hancock Street.
Telephone: (617) 376-1134.
Meetings usually held on the second and fourth Tuesdays of the month at 10:00 AM

The Planning Board – Meetings are held in the second floor conference room of New City Hall, 1305 Hancock Street. Telephone: (617) 376-1362.
Meetings usually held twice per month, Wednesdays at 7:00 PM

The Zoning Board of Appeals – Meetings are held in the Council Chamber, 1305 Hancock Street. Telephone: (617) 376-1134 and (617) 376-1450.
Clerk: Noreen Brienzi, 1585 Hancock Street, Suite 301, Quincy, MA 02169.
Meetings usually held on the second and fourth Tuesday of the month at 7:00 PM

Historic District Commission – Meetings are held in the second floor conference room of New City Hall 1305 Hancock Street. Telephone: (617) 376-1374.
Clerk: Heather Galvin
Meetings usually once a month, last Monday of the month at 7:00 PM