



City of Quincy
Department Contact Information
www.ci.quincy.ma.us



	Phone	Fax
Mayor's Office	(617) 376-1990	(617) 376-1995
Auditing Department	(617) 376-1263	(617) 376-1467
Board of Assessors	(617) 376-1171	(617) 376-1185
City Clerk	(617) 376-1131	(617) 376-1139
Constituent Services	(617) 376-1500	(617) 376-1202
Council on Aging/Elder Services	(617) 376-1244	(617) 376-1248
Emergency Management	(617) 376-1105	(617) 376-1107
Fire Department	(617) 376-1040	(617) 376-1409
Health Department	(617) 376-1272	(617) 376-1271
Information Technology	(617) 376-1110	(617) 376-1122
Inspectional Services	(617) 376-1450	(617) 376-1465
Law Department	(617) 376-1510	(617) 376-1519
Library Department	(617) 376-1301	(617) 376-1313
Park/Forestry Department	(617) 376-1251	(617) 376-1259
Personnel Department	(617) 376-1065	(617) 376-1520
Planning/Community Development	(617) 376-1365	(617) 376-1097
Police Department	(617) 745-5710	(617) 376-5749
Public Works Department	(617) 376-1959	(617) 376-1969
Recreation Department	(617) 376-1393	(617) 376-1259
School Department	(617) 984-8700	(617) 984-8965
Traffic and Parking	(617) 689-8306	(617) 376-1969
Treasurer's/Collector's Office	(617) 376-1094	(617) 376-1081
Veterans' Services Department	(617) 376-1193	(617) 376-1196
Discover Quincy	(617) 657-0527	(617) 471-3132
Quincy Access TV	(617) 376-1440	(617) 376-1442
Quincy Medical Center	(617) 773-6100	(617) 376-1604



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.

Conservation Commission – Meetings are held in the conference room of the Quincy Park Department located at One Merrymount Parkway.
Telephone: (617) 376-1376
Meetings usually held on the first and third Wednesday of the month at 7:30 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

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) 376-1450
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

City official/employee email

To contact a city official/employee via email please type the initial of the person's first name and full last name followed by @ci.quincy.ma.us.

Example: Thomas Fabrizio, Director of Constituent Services
tfabrizio@ci.quincy.ma.us



OFFICE OF THE MAYOR

Honorable Mayor Thomas P. Koch

New City Hall
1305 Hancock Street
(617) 376-1990
Office Hours 8:30-4:30 (M-F)

James Fatseas, Executive Secretary

Christopher Cassani, Executive Assistant

Helen Murphy, Director of Operations

Director of Policy, Christopher Walker

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 4) Jay Davis, President

(617) 376-1354

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 Leo Kelly, Ward 1

(617) 376-1351

Councillor Dan Raymondi, Ward 2

(617) 376-1352

Councillor Kevin Coughlin, Ward 3

(617) 376-1353

Councillor Douglas Gutro, Ward 5

(617) 376-1355

Councillor Brian McNamee, Ward 6

(617) 376-1356



INSPECTIONAL SERVICES*

BUILDING DEPARTMENT

Jay Duca, Director

(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, Enforcement Officer

c/o Inspectional Services

(617) 376-1367 • 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 & Gas Inspector

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

(after hours by appointment)

(617) 376-1461 • Office Hours: 8:30-4:30 (M-F)

The Plumbing and Gas Department issues plumbing and fuel/gas permits pursuant to the Massachusetts Fuel Gas Code. (CMR248) It is available for advice to contractors, property owners, architects and engineers in their design and layout of plumbing/fuel gas installations. It also performs inspections of alterations, additions, repairs and new installations of plumbing, equipment and fixtures to insure that installations comply with applicable codes and laws. The focus is on ensuring that all plumbing /fuel gas installations are installed with the highest regard for the safety and health of the public.

WIRE DEPARTMENT

Thomas E. Purpura, Chief Wire Inspector

(617) 376-1481 • Office Hours 8:30-4:30 (M-F)

Inspectors' Office Hours: 8:30 – 10:30 AM
(after hours by appointment)

The Wiring Department supervises every wire over or under streets or buildings in the City of Quincy as required in Chapter 166, General Laws. The Department issues permits for all light, heat, fire, security and communications installations as required by Massachusetts General Law Chapter 143. Certificates of Insurance are required for electrical contractors unless the property owner signs a waiver, as per Mass. General Law 605. Parties contemplating electrical service installations or alterations are advised to contact the electric utility in addition to filing for a permit. Engineered plans may be required for jobs over 35,000 cubic feet. The Department is available for advice to contractors, property owners, architects and engineers in their design and layout of electrical installations. It enforces licensing requirements for electricians, alarm installers and oil burner technicians, as well as performs inspections of alterations, additions, repairs and new installations of electrical equipment to insure that installations comply with applicable codes and laws. In addition the Department investigates fires, electrical accidents and tenant complaints and issues Defect Notices, Certificates of Approval, advises other departments on electrical matters and maintains records of electrical installations.

WEIGHTS AND MEASURES DEPARTMENT

Michael Shaheen, Sealer

c/o Inspectional Services Department

617-376-1250 • Office Hours 8:30-4:30 (M-F)

It is the responsibility of the Weights and Measures Department to periodically inspect all scales, taxi meters, checkout scanners and oil truck meters. The Weights and Measures Department also performs random accuracy checks of in-store scanners and other various meters and scales. Hundreds of tests are carried out each year to ensure that an atmosphere of compliance exists among retailers.

***All offices are located at 55 Sea Street**



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.

OFFICE OF CONSTITUENT SERVICES

Thomas Fabrizio, Director

New City Hall

1305 Hancock Street

(617) 376-1500 • Office Hours 8:30 – 4:30 (M-F)

“One-Stop Shopping in Requesting and Receiving City Services”

The Office of Constituent Services was established by Mayor William Phelan in an effort to enhance constituent services in Quincy. The office is dedicated to public awareness, information and input and the efficient delivering of City services.

Working collectively with the Mayor’s Office, City Council, Department Heads and community groups, the Office assists residents with City services and programs, including:

- information about city services
- conveying residents’ suggestions to improve city services
- assistance with tenant or landlord issues
- questions and issues concerning accessibility for people with disability
- human rights issues in Quincy
- translation services in Chinese and Vietnamese
- information about activities for children and families
- speakers for your community group on city and constituent services
- services to help your family
- residents’ concerns or problems needed to be resolved

The Office of Constituent Services, Your Connection to City Services



FIRE DEPARTMENT

Chief Timothy Pettinelli

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

This Department will continue to make every effort preparing and training for whatever emergency may arise within the City. Preparation and prefire planning are keystones for successful emergency preparedness while offering the response and emergency services our citizens deserve.

Besides emergency response to incidents, there is an inspectional portion of this Department that provides proactive code enforcement and education as well. The Department issues permits “to maintain, store or handle materials, or conduct processes which produce conditions hazardous to life and property, and to install equipment used in connection with such activities...” with the focus of maximizing the quality of life safety conditions within the City’s occupancies. While safety is the number one concern, the Department educates and serves the public as well.

HEALTH DEPARTMENT

Andrew Scheele, Health Commissioner

1585 Hancock Street, Lower Level
(617) 376-1278 • Office Hours 8:30-4:30 (M-F)

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 and sanitary condi-

tions 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) 376-1362 • 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.)

Business District Community Police Contacts

Main Office Number (617) 770-4993

Supervisors

Lieutenant Brian Tobin (617) 594-2026
Sergeant John Ryan (617) 594-2025

North Quincy

Officer Greg Mar (617) 594-2028

Montclair/Lakin Square

Officer Tom Ford (857) 939-1138

Peninsula Area

Houghs Neck/Merrymount

Officer Declan Breslin (617) 594-2034

In Quincy, wherever your business is located, a Community Policing Patrol Officer is available to provide assistance.

The Quincy Police Community Policing Unit is comprised of one Lieutenant, one Sergeant, and ten Patrol Officers. The ten Patrol Officers are each assigned to a specific patrol beat in a geographic area that makes up a neighborhood and/or a business district.

The Community Policing idea is a throwback to the day when Police Officers walking the beat knew most everyone in the area. It is a strategy that promotes a new partnership between the community and the police. Today this

Germantown

Officer Bill Mitchell (617) 594-2082

Quincy Center

Officer Jack Keenan (617) 908-9961

Officer Matt Miller (617) 594-2070

Quincy Point

Officer Jimmy Dentremont (617) 594-2033

Matt Miller (617) 594-2070

South West Quincy

Officer Leo Coppens (617) 823-7982

Squantum/Marina Bay

Officer Kent Yee (617) 594-2044

Wollaston

Officer David Coletti (617) 594-2037

partnership is based on the premise that by working together the community and the police can address neighborhood problems and improve the quality of life in the neighborhood. The Community Policing Officer still walks a patrol beat but you may also see them patrolling the beat on a bicycle.

The Community Police Department encourages you to contact the Patrol Officer representing your business area if you have a need, concern or idea to make the business district a safer environment for you and your customers.

PUBLIC WORKS DEPARTMENT

Michael Coffey, Acting 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 provides expertise, comments and recommendations to various City Boards and Commissions; as well as being 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.



FEDERAL/STATE DELEGATION

UNITED STATES SENATE

SENATOR EDWARD M. KENNEDY

315 RUSSELL SENATE OFFICE BUILDING
WASHINGTON, D.C. 20510
202-224-4543
FAX: 202-224-2417

BOSTON OFFICE:

2400 JFK FEDERAL BUILDING
617-565-3170
Email: senator@kennedy.senate.gov
URL: <http://kennedy.senate.gov>

SENATOR JOHN F. KERRY

304 RUSSELL SENATE OFFICE BUILDING
WASHINGTON, D.C. 20510
202-224-2742
FAX: 202-224-8525

BOSTON OFFICE:

1 BOWDOIN SQUARE
617-565-8519
FAX: 617-248-3870
URL: <http://kerry.senate.gov/>

UNITED STATES HOUSE OF REPRESENTATIVES

U.S. REP. WILLIAM DELAHUNT

10TH CONGRESSIONAL DISTRICT
2454 RAYBURN HOUSE OFFICE BUILDING
WASHINGTON, D.C. 20515
202-225-3111
FAX: 202-225-5658
Email: William.Delahunt@mail.house.gov
URL: www.house.gov/delahunt

QUINCY OFFICE:

1250 Hancock Street, Suite 802N
Quincy, MA 02169
(617) 770-3700
Fax: (617) 770-2984

MAILING ADDRESS FOR ALL STATE REPRESENTATIVES AND STATE SENATORS:

THE STATE HOUSE

BOSTON, MA 02133
MASSACHUSETTS SENATE

SENATOR MICHAEL W. MORRISSEY

DISTRICT: NORFOLK AND PLYMOUTH
INCLUDING: ABINGTON, BRAINTREE, HOLBROOK,
QUINCY, ROCKLAND.
ROOM 413-D
617-722-1494
Michael.W.Morrissey@state.ma.us

MASSACHUSETTS HOUSE OF REPRESENTATIVES

REP. BRUCE J. AYERS

1ST NORFOLK DISTRICT, INCLUDING:
QUINCY, RANDOLPH.
OFFICE: ROOM 472
617-722-2120
Rep.BruceAyers@hou.state.ma.us

REP. RONALD MARIANO

3RD NORFOLK DISTRICT, INCLUDING:
HOLBROOK, QUINCY, WEYMOUTH.
OFFICE: ROOM 254
617-722-2220
Rep.RonaldMariano@hou.state.ma.us

REP. A. STEPHEN TOBIN

2ND NORFOLK DISTRICT, INCLUDING:
QUINCY.
OFFICE ROOM 171
617-722-2783
Rep.AStephenTobin@hou.state.ma.us