



## CITY OF SALEM, MASSACHUSETTS

Dominick Pangallo  
Office of the Mayor

February 22, 2024

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Dear City Councillors:

I reappoint, subject to City Council confirmation, the following Salem residents to these boards and commissions, for the terms set forth below.

Name	Board/Commission	Term Length	Term Expiration
Jack Butterworth	Affordable Housing Trust Fund Board	2 years	April 1, 2026
Jonathan Berk	Planning Board	5 years	March 1, 2029
Sarah Tarbet	Planning Board	5 years	March 1, 2029

I recommend confirmation of these reappointments and ask that you join me in thanking them for their continued dedicated service and commitment to our community.

Sincerely,

Dominick Pangallo  
Mayor  
City of Salem



## **CITY OF SALEM, MASSACHUSETTS**

Dominick Pangallo  
Office of the Mayor

February 22, 2024

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Dear City Councillors,

I am pleased to appoint Betsy Frederick, of 93 Canal Street Unit 5, to serve on the Sustainability, Energy and Resiliency Committee for a three-year term to expire on February 22, 2027.

Ms. Frederick is an LEED-accredited (Leadership in Energy and Environmental Design) environmental planner with over thirty years of experience in the field of municipal infrastructure program management and regulatory compliance. She has served as a Project Manager on sustainability and resiliency projects for dozens of Massachusetts municipalities, primarily in the area of watershed management and stormwater program design, management and execution. Ms. Frederick holds a bachelor's degree in history from Boston College and a master's degree in Resource Preservation Planning from Boston University. In addition to her extensive professional experience, Ms. Frederick currently serves on the Board of Directors for Salem Alliance For the environment (SAFE).

I strongly recommend confirmation of Ms. Frederick's appointment to the Sustainability, Energy and Resiliency Committee. We are fortunate that she is willing to volunteer in this important role and lend her time, interests and dedication to this important board and its work.

Sincerely,

Dominick Pangallo

Mayor  
City of Salem



**CITY OF SALEM, MASSACHUSETTS**

Dominick Pangallo  
Mayor

Office of the Mayor

February 22, 2024

Salem City Council  
93 Washington Street  
Salem, MA 01970

Dear Councillors,

I am pleased to appoint Romell Kidd of 41 Osborne Hill Drive to the Salem Housing Authority Board for a five-year term to expire February 22, 2029. Mr. Kidd will be taking the seat previously held by Charity Lezama.

Mr. Kidd currently works as a property manager for Peabody Properties with a portfolio of over 400 units of housing, including income-based affordable, Section 8, LIHTC and market rate, 236A, and workforce housing, as well as commercial units. The properties he oversees are located in Boston, Chelsea, Lynn, and Arlington. Previous to his time with Peabody Properties he was a property manager for Hallkeen Management and Maloney Properties. Mr. Kidd serves on the Board of Directors of the New American Association of Massachusetts and holds a Bachelor's degree in Hospitality and Management from West Indies College.

An Accredited Residential Manager and an immigrant with a family life experience coming out of income-based housing, Mr. Kidd will bring a degree of both professional and lived experience to the Board and its important work on behalf of the tenants of the Salem Housing Authority. I recommend confirmation of his appointment and hope you will join me in thanking him for expressing an interest in this important role.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dominick Pangallo".

Dominick Pangallo  
Mayor  
City of Salem



## **CITY OF SALEM, MASSACHUSETTS**

Dominick Pangallo  
Office of the Mayor

February 22, 2024

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Dear Councillors:

Enclosed is a request to accept a donation from Scott Hayward in the amount of One Thousand Two Hundred Dollars. These funds will be deposited into the Parks and Recreation Donation Fund 24-06 (24061-4830) for a standard bench.

In order to accept the donation, approval must be given by both the Mayor and City Council. I ask that the members of the City Council join with me in accepting these funds.

Sincerely,

Dominick Pangallo  
Mayor  
City of Salem



# CITY OF SALEM

In City Council,

February 22, 2024

**Ordered:**

To accept the donation of One Thousand Two Hundred Dollars (\$1,200.00) from Scott Hayward. The donation is to be deposited into the Parks and Recreation Donation Fund 2406 (24061-4830) in accordance with the recommendation of His Honor the Mayor.



Dominick Pangallo  
MAYOR

Trish O'Brien  
SUPERINTENDENT

CITY OF SALEM, MASSACHUSETTS  
PARK, RECREATION & COMMUNITY SERVICES  
401 Bridge Street, Salem MA 01970  
(978) 744-0924  
Fax (978) 219-1665

February 14, 2024

Dear Mayor Pangallo,

I am writing to request the acceptance of \$1,200.00 to the City of Salem for a bench donation from Scott Hayward for a Park and Recreation Donation. The amount to be deposited into the Park and Recreation Donation account 24061-4830.

Thank You

Sincerely,

*Trish O'Brien*

Trish O'Brien  
Superintendent, City of Salem  
Park, Recreation and Community Services  
Jean A. Levesque Community Life Center



## **CITY OF SALEM, MASSACHUSETTS**

Dominick Pangallo  
Office of the Mayor

February 22, 2024

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Dear Councillors:

Enclosed is a request to accept a donation from Linwood and Anne Marie Balentine in the amount of One Thousand Two Hundred Dollars. These funds will be deposited into the Parks and Recreation Donation Fund 24-06 (24061-4830) for a standard bench.

In order to accept the donation, approval must be given by both the Mayor and City Council. I ask that the members of the City Council join with me in accepting these funds.

Sincerely,

Dominick Pangallo  
Mayor  
City of Salem



# CITY OF SALEM

In City Council,

February 22, 2024

**Ordered:**

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CITY OF SALEM, MASSACHUSETTS  
PARK, RECREATION & COMMUNITY SERVICES  
401 Bridge Street, Salem MA 01970  
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Dominick Pangallo  
MAYOR

Trish O'Brien  
SUPERINTENDENT

February 14, 2024

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*Trish O'Brien*

Trish O'Brien  
Superintendent, City of Salem  
Park, Recreation and Community Services  
Jean A. Levesque Community Life Center



## CITY OF SALEM, MASSACHUSETTS

Dominick Pangallo  
Office of the Mayor

February 22, 2024

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Dear Councillors:

Enclosed herewith is a request for an appropriation of Twenty-Nine Thousand, Six Hundred Sixty-One Dollars and Forty-One Cents (\$29,661.41), be approved within the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146). This appropriation is necessary to fund the retirement buyback of the following employee:

Name	Department	Amount
Ellen Finn	School Department	\$29,661.41
<b>Total</b>		<b>\$29,661.41</b>

I recommend passage of the enclosed Order and invite you to contact Human Resources Director Lisa Cammarata with any questions that you may have regarding it.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dominick Pangallo".

Dominick Pangallo  
Mayor  
City of Salem



# CITY OF SALEM

In City Council,

February 22, 2024

**Ordered:**

That the sum of Twenty-Nine Thousand, Six Hundred Sixty-One Dollars and Forty-Two Cents (\$29,661.42) be approved within the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to be expended for the contractual buyback(s) listed below in accordance with the recommendation of His Honor the Mayor.

Name	Department	Amount
Ellen Finn	Salem School Department	\$29,661.42
		<b>\$29,661.42</b>



DOMINICK S. PANGALLO  
MAYOR

LISA B. CAMMARATA  
DIRECTOR OF HUMAN RESOURCES

CITY OF SALEM MASSACHUSETTS  
HUMAN RESOURCES  
98 WASHINGTON STREET, 3<sup>RD</sup> FLOOR  
SALEM, MASSACHUSETTS 01970  
TEL. 978-619-5630

## MEMORANDUM

TO: Anna Freedman, Director of Finance  
DATE: January 22, 2024  
RE: Retirement Stabilization Fund

\*\*\*\*\*  
Attached you will find a retirement buyback for a former employee of the Salem Public Schools.

This former employee is entitled to the following amount of sick leave buyback.

**Ellen Finn**

62 sick days @ \$478.41 per day	\$29,661.42
<b>Total:</b>	<b>\$29,661.42</b>

In accordance with the July 2008 Policy, I am requesting you verify the availability of the funds from the Retirement Stabilization Fund, prepare the Council Order, and continue the process in order that my staff can input the information in MUNIS and issue payments to this former employee upon Council approval.

Thank you for your cooperation, and if you should have any questions, please do not hesitate to contact me.

LBC

**CITY OF SALEM**  
**APPROVAL-SICK DAYS/VACATION BUY-BACK**

From: Department School Date 1/1/10

Authorized Signature: Elyse Pauly  
Department Head/City or Business Manager/School

NAME: Ellen Finn teacher

**CALCULATION**

VACATION DAYS # \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

SICK DAYS # 62 @ \$ 478.41 = \$ 29,661.42

PRO-RATED STIPENDS # \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

OTHER # \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Total Amount Due: \$ 29,661.42

Please attach corresponding PAF or other backup to this sheet.

Reason: Retirement

**For Human Resources's Use Only:**

- ☐ VACATION DAYS  
☒ SICK DAYS  
☐ PER ACCRUAL REPORT  
☐ OTHER

Org and Object: 83113 - 5146

**Recommendation:**

☒ Approved

[Signature]  
H R Director/ City or Superintendent/Schools



**CITY OF SALEM, MASSACHUSETTS**

Dominick Pangallo  
Mayor

February 22, 2024

Salem City Council  
93 Washington Street  
Salem, MA 01970

Dear Councillors,

The enclosed Order authorizes the City to enter into a 20-year agreement with Ameresco for the first capital projects we are proposing as a result of the company's investment grade audit of our municipal energy systems. Working with our Sustainability and Resiliency Department, School Department, and Finance Department capital projects team, Ameresco has developed a multi-phased set of capital projects to reduce the City's electrical and energy costs and help us better meet our sustainability goals.

For each project in the Ameresco study, the company will engage with the City in a long-term analysis of the cost savings and emissions reductions, to verify we are meeting these targets appropriately. The first projects proposed as part of this initiative are replacement of the system controls at the Witchcraft Heights Elementary School and Bates Elementary School, and the boilers at Bates. These projects will an estimated annual savings of \$75,000 on our utility costs and reduce our municipal greenhouse gas emissions by 220 metric tons of carbon dioxide equivalent. The projects are being funded by a combination of federal grants (ESSER, IVAQ, and EECBG) and utility incentives. No City funds are being used for these important improvements. Ameresco's compensation for their monitoring services is deducted from the utility bill savings that are realized as a result of the project.

I recommend adoption of the enclosed Order and encourage passage of this matter no later than your meeting of March 14, 2024, in order for the time-limited federal grants to be fully utilized and the project to be carried out over the summer break when school is not in session. If you have additional questions about this request, please feel free to contact Sustainability and Resiliency Director Neal Duffy and Salem Public Schools Superintendent Stephen Zrike.

Sincerely,

Dominick Pangallo  
Mayor  
City of Salem



CITY OF SALEM, MASSACHUSETTS  
SUSTAINABILITY & RESILIENCY DEPARTMENT



98 WASHINGTON STREET ♦ SALEM, MASSACHUSETTS 01970  
TEL: 978-745-9595 EXT. 41015

February 22, 2024

Salem City Council  
93 Washington Street  
Salem, MA 01970

Dear Councilors,

Please find below a City Council order authorizing Mayor Dominick Pangallo to enter into a 20-year agreement with Framingham-based Ameresco, an Energy Services Company, for HVAC improvements at the Bates and Witchcraft Heights Elementary School. The 20-year agreement ensures turnkey design, installation, commissioning, and a performance guarantee under which the energy savings resulting from the installed energy conservation projects will be guaranteed by Ameresco. As you may recall, on November 29, 2022, the City of Salem selected Ameresco to conduct an investment grade audit (IGA) of all City and School facilities, the results of which may lead to a comprehensive Energy Savings Performance Contract at multiple buildings beginning in FY25. The projects at Bates and Witchcraft Heights represent a limited scope on an accelerated timeframe to take advantage of grant and utility incentive funds that will not be available next year.

The projects include upgrading and enhancing the building controls systems in both buildings and replacing the boilers at the Bates Elementary school. The new expanded integrated controls will provide reliable control of the major HVAC infrastructure equipment and will facilitate the easy implementation of both occupied and unoccupied energy saving control strategies to this HVAC equipment infrastructure. Furthermore, the replacement of failed terminal heating unit controls will ensure reliable occupied control of the occupied spaces, ensuring occupant comfort can be reliably delivered while minimizing energy use of the equipment. Ameresco proposes installing high efficiency condensing hot water boilers to replace the existing units which are past their useful life and near failure. The boilers will supply heat to the facility using higher efficiency burner technology, and improved efficiency. In total, it is estimated that these projects will provide the city with an annual savings of \$75,000 and reduce greenhouse gas emissions by 220 MTCO<sub>2</sub>e (about the equivalent of 27 homes).

The Salem Public Schools has authorized the use of \$1.35 million available in ESSER (Elementary and Secondary School Emergency Relief Fund) and IVAQ (Improving Ventilation and Air Quality) grant funds towards this project. Those funds need to be fully expended by the end of September 2024. Additionally, we plan to apply a \$76,000 EECBG (Energy Efficiency and Conservation Block Grant) formula grant and approximately \$280,000 in National Grid incentives, some of which also expire in Fall, 2024, to the project. In short, no City funds will be expended for these needed improvements, and we need to initiate these projects as soon as possible so we can fully leverage available resources.

Thank you for your time and consideration.

Sincerely,

Neal Duffy  
Director of Sustainability and Resiliency, City of Salem



# CITY OF SALEM

In City Council February 22, 2024

Ordered

Pursuant to City Ordinance Chapter 2, Section 2-1688 requiring City Council authorization to enter into a contract exceeding three years, the City Council hereby authorized the Mayor to enter into a 20-year agreement with Framingham-based Ameresco, an Energy Services Company.





**CITY OF SALEM, MASSACHUSETTS**

Dominick Pangallo  
Mayor

Office of the Mayor

February 22, 2024

Salem City Council  
93 Washington Street  
Salem, MA 01970

Dear Councillors,

The enclosed Resolution authorizes the Salem Public Schools and the City to submit a Statement of Interest to the Massachusetts School Building Authority (MSBA) for the authority's Accelerated Repair Program (ARP). The City is seeking to advance a future capital project to replace the roof of the Bates Elementary School and the MSBA's ARP can provide partial reimbursement for projects of this nature.

At over 25 years of age, the roof at Bates is currently the oldest roof in the school district and is showing its age. It was recently evaluated as being in generally "fair to poor" condition, with failing patches, seals, and seams, substantial ponding from slope drains that are no longer aligned, and active leaks throughout.

The initial projection for this overall project cost is approximately \$2 million, but that number will be refined as it moves through the design and engineering phases. Before the project can proceed any further, however, we are hoping to enter the MSBA's ARP to leverage state support for this critical capital need to the greatest extent feasible. The deadline to enter this round of the ARP is March 1<sup>st</sup>, therefore we are asking the Council to vote on this Resolution at your meeting of February 22<sup>nd</sup>. I recommend adoption of the Resolution and invite you to contact Superintendent Zrike should you have any specific questions about this request.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dominick Pangallo".

Dominick Pangallo  
Mayor  
City of Salem



# CITY OF SALEM

In City Council February 22, 2024

## **Resolution Authorizing Submission of a Statement of Interest to the Massachusetts School Building Authority**

Resolved: Having convened in an open meeting on February 22, 2024, prior to the SOI submission closing date, the City Council of Salem, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated March 1, 2024 for the Bates Elementary School located at 53 Liberty Hill Avenue, Salem, MA 01970, which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future:

*Priority 5. Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility.* The roof at the Bates Elementary School is over 25 years old and is in fair to poor condition with active leaks, ponding water due to insufficient slope drains and the EPDM patches, seams, and sealants are failing;

and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the City of Salem to filing an application for funding with the Massachusetts School Building Authority.