



CITY OF SALEM, MASSACHUSETTS

Dominick Pangallo
Office of the Mayor

March 28, 2024

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Dear Councillors,

I am pleased to appoint Justin Bates, of 313 Essex Street Unit 101, to serve on the Conservation Commission for a three-year term to expire on March 28, 2027.

Mr. Bates is currently the Program Manager for Adobe Energy Management and is responsible for leading the implementation and administration of a statewide energy rebate program designed to drive awareness and adoption of electric technologies, as well as managing the team that handles the day-to-day operations of eleven Municipal Light Plant energy efficiency programs. Mr. Bates holds a bachelor's degree in Geology from the University of Massachusetts Amherst and a Master of Education through UMass Amherst's TEACH 180 Days in Springfield program. Mr. Bates taught Earth and Environmental Science at Acton-Boxborough Regional High School for two years.

Throughout his career, Mr. Bates has actively engaged in initiatives aimed at fostering community resilience, advocating for environmental stewardship, and promoting energy efficiency. His degree in Geology and background in environmental education equips him with a robust understanding of the interconnectedness between environmental, social, and economic factors. Mr. Bates is committed to leveraging his expertise to contribute meaningfully to the Commission's efforts in promoting conservation and safeguarding the ecological integrity of Salem for future generations.

I strongly recommend confirmation of Mr. Bates' appointment to the Conservation Commission. We are fortunate that he is willing to volunteer in this important role and lend his time, interests and dedication to this important board and its work.

Sincerely,

Dominick Pangallo
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Dominick Pangallo
Office of the Mayor

March 28, 2024

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Dear City Councillors:

I am writing to inform you that I have appointed John B. Newhall of 131 Federal Street to the Salem Cultural Council for a three-year term to expire March 28, 2027.

Mr. Newhall is currently pursuing a Master of Sacred Theology degree from Boston University's School of Theology and is the Coordinator of Religious Education and Community Life for the Unitarian Universalist Church of Marblehead. In addition, he holds a Master of Divinity degree from BU and a Bachelor of Arts in Religious Studies and Film Studies from Lawrence University in Appleton, Wisconsin. Mr. Newhall belongs to the American Academy of Religion, the North American Association for the Study of Religion, Organization of American Historians, Society for Historians of the Early American Republic and the Comics Studies Society. He recently published "Lynn, Lynn, City of Sin: An Investigation into the Development of Universalism in Lynn, Massachusetts," in the *Journal of Unitarian Universalist Studies* 47, no. 1 this year. In addition to his professional and academic experience, Mr. Newhall currently serves on the Board of Trustees for the Unitarian Universalist Association and on the Standing Committee for the Unitarian Universalist First Church in Salem.

Pursuant to state law, no City Council confirmation is necessary for these appointments. Nevertheless, I hope you will join me welcoming Mr. Newhall to the Salem Cultural Council. We are fortunate that he is willing to serve our community in this important role and lend their insights and expertise to the Council and its work.

Sincerely,

Dominick Pangallo
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Dominick Pangallo
Office of the Mayor

March 28, 2024

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Dear Councillors:

Enclosed herewith is a request for an appropriation of Sixty-Nine Thousand, Three Hundred Ninety-Two Dollars and Seventy-Nine Cents (\$69,392.79), be approved within the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146). This appropriation is necessary to fund the retirement buybacks of the following employees:

Name	Department	Amount
Peter Digiacomio	Fire Department	\$69,392.79

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,

Dominick Pangallo
Mayor
City of Salem



CITY OF SALEM

In City Council,

March 28, 2024

Ordered:

That the sum of Sixty-Nine Thousand, Three Hundred Ninety-Two Dollars and Seventy-Nine Cents (\$69,392.79) 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
Peter Digiacomo	Fire Department	\$69,392.79
		\$69,392.79



DOMINICK S. PANGALLO
MAYOR

LISA B. CAMMARATA
DIRECTOR OF HUMAN RESOURCES

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

MEMORANDUM

TO: Anna Freedman, Director of Finance
DATE: March 6, 2024
RE: Retirement Stabilization Fund

Attached you will find a retirement buyback for a former employee of the Salem Fire Department.

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

Peter Digiacomio

24 vacation tours @ \$496.17 per tour (2024)	\$11,908.08 ✓
13 vacation tours @ \$496.17 per tour (2023)	\$ 6,450.21 ✓
90 sick tours @ \$567.05 per tour	\$51,034.50 ✓

Total: \$69,392.79

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

APPROVAL-SICK DAYS/VACATION BUY-BACK

From: Department FIRE

Date 2/28/2024

Authorized Signature: [Signature]

Department/City or Business Manager School

NAME: Peter Digiacomo

CALCULATION

2024 Tours
VACATION HOURS

24 ✓ @ \$ 496.17 = \$ 11,908.08 ✓

SICK HOURS

90 ✓ @ \$ 567.05 = \$ 51,034.50 ✓

PRO-RATED SMV
STIPENDS

51 @ \$ 13.29 = \$ 677.79 ✓

11,908.08 +

51,034.50 +

677.79 +

6,450.21 +

70,070.58 *

OTHER 2023 Vaca # 13 ✓ @ \$ 496.17 = \$ 6,450.21 ✓
Tours

Total Amount Due: \$ 70,070.58 ✓

Please attach corresponding PAF or other backup to this sheet.

Reason: Captain Peter Digiacomo retired 2/20/2024 @
0800

For Human Resources's Use Only:

☒ VACATION HOURS

☒ SICK HOURS

☐ PER ACCRUAL REPORT

☐ OTHER

Org and Object: 83/13 - 5146

Recommendation:

☒ Approved

[Signature]
H R Director/City or Superintendent Schools



CITY OF SALEM, MASSACHUSETTS

Dominick Pangallo
Mayor

Office of the Mayor

March 28, 2024

Salem City Council
93 Washington Street
Salem, MA 01970

Dear Councillors,

Fire Chief Dionne recently reorganized his department layout and moved the Fire Prevention staff out of their facility at 29 Fort Avenue and into Fire Headquarters on Lafayette Street. We are taking this opportunity to evaluate the conditions of 29 Fort Avenue with a potential eye toward moving the Health Department out of City Hall Annex and into the building, if possible. The Health Department has grown with the recent state Public Health Excellence grant award and needs additional space. Rather than lease space, we want to explore the feasibility of utilizing the existing property that we own.

Relocating the Health Department would additionally allow us to move the Information Technology Department out of Collins Middle School and bring it to City Hall Annex. This would have the double benefit of improving IT's ability to serve City departments effectively and efficiently and freeing up space in the administrative wing of Collins Middle School for the Salem Public School central office to use.

I recommend adoption of the enclosed Order and invite you to contact Chief Dionne or Health Agent David Greenbaum should have any 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,

Ordered:

March 28, 2024

That the sum of Thirty Thousand Dollars (\$30,000.00) is hereby appropriated within the "Capital Outlay" account (20002410-5846HO) to conduct a feasibility study of renovations to the Fire Prevention building at 29 Fort Avenue, in accordance with the recommendation of His Honor the Mayor.



CITY OF SALEM, MASSACHUSETTS

BOARD OF HEALTH
98 WASHINGTON STREET, 3RD FLOOR
SALEM, MA 01970
TEL: (978) 741-1800
health@saalem.com

DOMINICK PANGALLO
MAYOR

DAVID GREENBAUM, RS, CHO
HEALTH AGENT

March 5, 2024

The Honorable Dominick Pangallo
Mayor of Salem
93 Washington Street
Salem, Massachusetts 01970

RE: Request for Funding: 29 Fort Avenue Renovation Study

Dear Honorable Mayor Pangallo:

This request is for a Council Order to transfer \$30,000 of "Short-Term Capital Outlay" to conduct a feasibility study of renovations of the Fire Prevention building, 29 Fort Avenue, to repurpose this building into office space for the Board of Health.

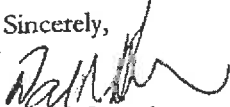
As you know, in 2020 the Board of Health was awarded a regional Public Health Excellence grant. This grant allowed for the hiring of three new staff members to benefit the eight member communities. Since that time the grant award has increased to nearly \$1.3 million to include a regional field training hub component and the hiring of additional regional staff. To date, this grant has allowed the department to hire the equivalent of eight additional FTEs. Additionally, we have taken on the Tobacco Control Grant with one FTE. As such, the Board of Health staff has more than doubled, and outgrown the existing office space.


This request would allow for a building analysis and space planning study for the reuse of the Fire Station located at 29 Fort Avenue. The existing building is a two-story masonry building. The project will consist of converting the two-story building into office space for the Salem Health Department and the garage bay use will remain for truck maintenance for the Fire Department. The program for the Health Department use will include space for (17) cubicles, (2) admin. Offices, (1) nurse's office, and reception area located at the main entrance. This review will also include accessibility issues with the new use, including toilet room requirements and the possibility of future growth.

To address the urgent need for additional office space we believe conducting a feasibility study to renovate the existing Fire Prevention building into City offices is necessary. We feel this building, once renovated, will be a useful City owned property that can provide the necessary space for potential use by the Board of Health staff.

In conjunction with Fire Chief Alan Dionne, we are respectfully requesting this short-term capital outlay to cover the cost of the feasibility study of the Fire Prevention building.

Sincerely,


David Greenbaum
Health Agent


Alan Dionne
Chief of Department

CITY OF SALEM
ST Capital Outlay Expenditure Request Form - FY 2024

From Department: Fire Date: 3-7-24

Department Head Name: Alan Dionne

Authorization Signature: [Signature]

Amount: \$ 30,000.00

Description: Requesting Fund to conduct a Feasibility Study of Renovations of the Fire prevention offices

For Finance Department Use Only:



City Council Approval Needed (Y/N)

CIP Balance: \$ 10,586,985.53

Recommendation:



Approved



Denied

[Signature]

Finance Director

Processed: Date: _____ By: _____

CO # _____ JE# _____ Trans # _____

Org: _____ Obj: _____

(for all on-call vendors any amount and for trade T.O. over \$10k)

CITY OF SALEM
TASK ORDER (T.O.) FORM



1. Contract Information

Use a unique/sequestional number

On Call Contract Number: 22-21-230C

T. O. Request Number:

16

Contract Expiration Date:

6/30/2023

(1/0/1900 is n/a)

Vendor Name Bobrek Engineering & Construction

ID 32620

2. Task Order Services

a. Requested By David Greenbaum (Department)

b. Project Name 29 Fort Ave Study

Unique ID

(if trade repair N/A)

c. Summary of Services: Short overview of work, location and why.

Services including; study of 29 Fort Avenue building existing conditions for office renovations for Board of Health occupancy

d. Attachments: Attach documentation that includes specifics services, team, cost, etc. Summarize att. below. If trade over \$10k, list 3 vendors solicited, and attach quotes received.

See proposal from Bobrek Engineering & Construction dated February 29, 2024.

e. Changes to On-Call Contract Base Terms Applicable to Only this Task Order. Must provide redline version of on-call with changes. List sections affected below.

None

f. Total Task Order Cost

\$ 29,990.00

(The P.O. should be for this amount)

g. Task Order Completion Date

12/31/2024

(Mayor's signature is start date, put in date of completion of services)

h. Does this T.O. change an existing task order.

no

Yes or No If Yes, fill in below. If no, skip to Section 3.

This is just for informational purposes only.

If yes, which Task Order #

Original Task Order Cost

\$ -

% Increase from Original Task Order Cost

#DIV/0!

Original Completion Date

Requested change in Date

in days

Prior to requesting a task order, ensure that funds are available to cover the cost. Fill in blue areas. Green automatically calculates or should not change for each T.O. Project Summary tab used for on-call information and tracking T.O.'s. Need new tabs, just copy and rename.

3. Approved By: City Project Manager Initial Here

Name - Print

This task order shall be attached and made part of the On Call Contract referenced above between the Vendor and the Owner (City of Salem). This task order approves scope, schedule, cost, and payment of services. All other terms, conditions, and services pursuant to the contract referenced above are in full effect unless approved in Section 2e above. If terms of this task order conflict with the on-call contract referenced in Section 1 above, then the on-call contract shall govern unless approved in section 2e above. The scope includes prevailing wages (or Davis Bacon) as applicable by law. I understand this fully executed T.O. is not valid without an approved purchase order.

On Call Contractor/Vendor

City of Salem

Authorized Signature Title
President

John Bobrek
Print Name

Date 02/29/2024

Mayor Dominick Pangallo Date

Finance Director Date
Anna Freedman

Purchasing Agent Date
Anthony P. Delaney

Solicitor Elizabeth Rennard Date

Department Head Date

Internal Use Only - If change in date or decrease in cost, no P.O. needed.

Req. #

Approved P.O. #

Funding Account #(s)

Status of T.O. Approved or Rejected if rejected, state why)

3-7-24



Bobrek Engineering & Construction, LLC
100 Conifer Hill Dr., Suite 204, Danvers, MA 01923
978.406.9619 www.gobobrek.com

February 29, 2024

Mr. David Greenbaum, RS, CHO
Health Agent
City of Salem
98 Washington St.
Salem, MA 01970

RE: 29 Fort Avenue Renovation Study
On Call Engineering Services, Vendor 32620, MSA 22-21-230 (C) -Task Order #16

Dear Mr. Greenbaum:

Bobrek Engineering & Construction, LLC (BEC) is pleased to present the following this Proposal for our Task Order #16 for the Master Services Agreement (MSA) Contract 22-21-230 (C) for the study to renovate 29 Fort Avenue to be used as the Board of Health municipal offices Salem, MA (Project).

In general, our proposal is for an existing building analysis and space planning study for the reuse of the Fire Station located at 29 Fort Avenue in Salem, MA. The existing Fire Station is a two-story masonry building with office use and a full garage bay for vehicle maintenance. Our understanding of the project is converting the two-story building into office space for the Salem Health Department and the garage bay use will remain for truck maintenance for the Fire Department. The program for the Health Department use will include space for (17) cubicles, (2) admin. Offices, (1) nurse's office, and reception area located at the main entrance. We will also review the accessibility issues with the new use, including toilet room requirements.

The study will include a space planning exercise to confirm if the proposed office fit-out can accommodate the Health Department's needs. We will also provide an existing building analysis, recommendations and probable construction cost estimate for the renovations required for the building. We have included an structural engineer and MEP engineer McBrie, LLC and BLW Engineers, Inc., respectively to assist with our architectural evaluation and recommendations. We will develop the conceptual layouts and cost estimates for the future use of the existing building. BEC and our team will present our findings to you and other stakeholders as requested with one meeting.

SCOPE OF WORK

Task 1: Existing Conditions/Program

Objective: measure and draft existing conditions of existing building, code review, and define design program.

- Measure and draft the existing floor plan at a schematic level.
- Review space planning program with Owner/User.
- Provide the MA Accessible code review.
- Architectural, Structural Engineer, and MEP review of existing conditions.

Product: Provide a summary report of existing building conditions.



Bobrek Engineering & Construction, LLC
100 Conifer Hill Dr., Suite 204, Danvers, MA 01923
978.406.9619 - www.gobobrek.com

Task 2: Schematic Design

Objective: Develop design option for the program as described above for Owner's approvals.

- Provide floor plans at a schematic level.

Provide one meeting with Owner to review design options.

Task 3: Preferred Option with Recommendations

- Provide floor plans and exterior elevations.
- Provide design narratives for building improvement per recommendations.
- Provide probable construction cost for interior fit-out and building improvements based on recommendations.
- Provide probable cost estimate for demolishing of existing building for new building option, based on current construction SF cost.

Product: Provide Study report with schematic drawings.

FEE

BEC assumes that work will begin on this project within six (6) weeks of an executed purchase order. Our fee for this project in total is \$29,990.00.

ASSUMPTIONS AND EXCLUSIONS

Bobrek Engineering and Construction has made the following assumptions and exclusions for the scope of work for developing our scope budget. Additional services will be executed in writing at a time and materials basis under a contract amendment:

1. No design construction services have been accounted for in this proposal.
2. Fire protection or fire alarm evaluation has not been included.
3. Structural, mechanical and electrical evaluation will be made by observations of the existing conditions.
4. Environmental Soil Assessments and Laboratory Testing has not been included.
5. BEC and our subcontractors complete the scope of work as quickly as practicable.
6. BEC has not included design for structural, electrical, signage, or fire protection services; and
7. Subcontractors will be utilized as described.

If this proposal meets your expectations, please execute with a purchase order and return it to my attention. Please feel free to contact me should you have any questions. We thank you for this opportunity and look forward to continuing working with you!

Sincerely,

Bobrek Engineering & Construction, LLC

A handwritten signature in black ink, appearing to read "J. Bobrek".

John Bobrek, P.E.
President