

Questions contact – Dan Milligan 781-907-1908

PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS

North Andover, Massachusetts

To the City Council
Of Salem, Massachusetts

NATIONAL GRID and Verizon New England, Inc requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

Canal Street - National Grid to install 1 JO Pole on Canal St beginning at a point approximately 195 feet SSW of the centerline of the intersection of Canal St and Washington St. National Grid to install a new JO wood pole 2735-1 at the rear of the new concrete sidewalk approximately 21 1/2 feet to the north east of existing pole 2735 in front of 17 Canal St.

Location approximately as shown on plan attached

Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as it may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked – Canal St - Salem – Massachusetts.

No.# 27531048 March 21, 2019

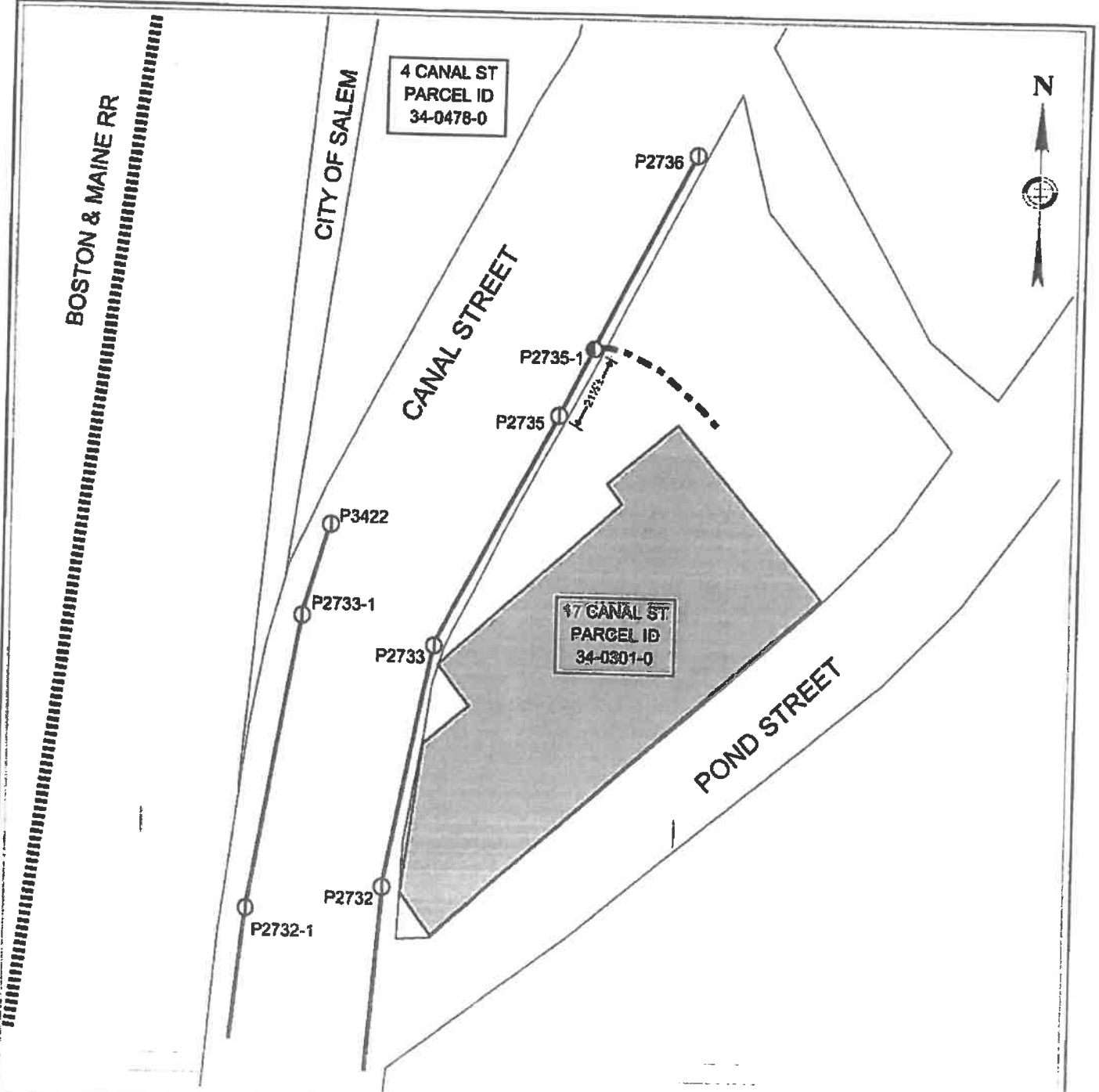
Also for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

Your petitioner agrees to reserve space for one cross-arm at a suitable point on each of said poles for the fire, police, telephone, and telegraph signal wires belonging to the municipality and used by it exclusively for municipal purposes.

NATIONAL GRID
BY _____
Engineering Department

Robert Coulter

VERIZON NEW ENGLAND, INC.
BY _____
Manager / Right of Way



JOINT OWNED POLE PETITION

Plan Number 27531048

LEGEND

- ⓪ EXISTING JO POLE
- PROPOSED JO POLE
- EXISTING OH WIRES
- - PROPOSED 2-4" CONDUITS

nationalgrid
and Verizon New England, Inc.

To The: **CITY OF SALEM**

For Proposed:
1 JO POLE

Location:
17 CANAL STREET

Sketch to accompany petition for:
the installation of 1 JO wood pole and appurtenances in Canal Street, Salem, Massachusetts.

Date: MARCH 20, 2019 Drawn by: MICHAEL BYRNE

DRAWING NOT TO SCALE. DISTANCES ARE APPROXIMATE.

Maureen Fisher

From: Byrne, Michael J. <Michael.Byrne@nationalgrid.com>
Sent: Tuesday, April 30, 2019 3:08 PM
To: Maureen Fisher
Cc: Giovanna Zabaleta Recinos; Deborah Duhamel; David Knowlton; Loguidice, Vincent; John Giardi; Kevin Talbot (wirenut95@comcast.net); jaime brito; Byrne, Michael J.; Milligan, Daniel P.
Subject: FW: EXT || FW: 1 JO Pole & 1 Conduit Canal St - WR 27531048

Hi Maureen,

Please let all the councilors know that this job will only require the replacement of one panel of the new concrete sidewalk. Fortunately, unlike asphalt, the concrete sidewalk panel will be replaced and be as good as new. The new asphalt pavement in Canal St will not be touched. The new parking lot pavement at the Brito Ice House will be trench by the customer for his new service.

Regards,

Mike

Michael J. Byrne
Senior Designer
nationalgrid
44 River St
Beverly, MA 01915-4244
(978) 524-2266 Office
(978) 524-2228 Fax
michael.byrne@nationalgrid.com
www.nationalgridus.com
Electrical Specification Guides & Service Documents
<https://ngus.force.com/electric/s/article/PES-CoverLetter>

From: Loguidice, Vincent
Sent: Tuesday, April 30, 2019 2:19 PM
To: Byrne, Michael J. <Michael.Byrne@nationalgrid.com>
Cc: Mahabier-Sheehy, Sibhita <Sibhita.Mahabier-Sheehy@nationalgrid.com>
Subject: FW: EXT || FW: 1 JO Pole & 1 Conduit Canal St

FYI..... thank you.

Vinny LoGuidice
Work Support NE North
North Andover
Vincent.LoGuidice@nationalgrid.com

978-725-1392

From: Maureen Fisher <MFisher@Salem.com>
Sent: Tuesday, April 30, 2019 2:08 PM
To: Loguidice, Vincent <Vincent.Loguidice@nationalgrid.com>
Subject: EXT || FW: 1 JO Pole & 1 Conduit Canal St

Hi Vinny,

Just wanted to give you the heads up, I just forwarded this to the councillor of that ward.

Maureen

Maureen E. Fisher
Assistant City Clerk - Council
City of Salem
978-619-5616 -Direct
978-740-9209 -Fax
mfisher@salem.com

From: Giovanna Zabaleta Recinos
Sent: Tuesday, April 30, 2019 1:10 PM
To: Maureen Fisher <MFisher@Salem.com>
Cc: Deborah Duhamel <dduhamel@Salem.com>; David Knowlton <DKnowlton@Salem.com>
Subject: RE: 1 JO Pole & 1 Conduit Canal St

Maureen,

The proposed pole and conduit should not be allowed. The City just completed a project to reconstruct Canal Street with new sidewalks.

Sincerely,

Giovanna Z. Recinos
Junior Engineer, Engineering Department
City of Salem

98 Washington Street, 2nd Floor
Salem, Massachusetts 01970
P: 978-619-5671 | gzabaleta@salem.com

From: David Knowlton
Sent: Monday, April 22, 2019 4:43 PM
To: Giovanna Zabaleta Recinos <GZabaleta@Salem.com>

Cc: Deborah Duhamel <dduhamel@Salem.com>
Subject: FW: 1 JO Pole & 1 Conduit Canal St

Hi gio, can you take a look at this?
Thanks
david

David H. Knowlton, P.E.
City Engineer / DPS Director

City of Salem, Massachusetts
98 Washington Street, 2nd Floor
Salem, Massachusetts 01970
V: 978.619.5673
F: 978.745.0349
dknowlton@salem.com

From: Maureen Fisher
Sent: Monday, April 22, 2019 3:33 PM
To: John Giardi <JGiardi@Salem.com>; David Knowlton <DKnowlton@Salem.com>; Deborah Duhamel <dduhamel@Salem.com>
Subject: 1 JO Pole & 1 Conduit Canal St

For your review and feedback. Hearing to be held May 9, 2019.
Please respond by May 6, 2019 @ 12:00 PM.

Thank you,

~Maureen

Maureen E. Fisher
Assistant City Clerk - Council
City of Salem
978-619-5616 -Direct
978-740-9209 -Fax
mfisher@salem.com

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Please ensure you have adequate virus protection before you open or detach any documents from this transmission. National Grid plc and its affiliates do not accept any liability for viruses. An e-mail reply to this address may be subject to monitoring for operational reasons or lawful business practices.

For the registered information on the UK operating companies within the National Grid group please use the attached link: <https://www.nationalgrid.com/group/about-us/corporate-registrations>

Maureen Fisher

From: John Giardi
Sent: Tuesday, April 23, 2019 12:28 PM
To: Maureen Fisher
Subject: Re: 1 JO Pole & 1 Conduit Canal St

Good afternoon Maureen I move for Approval City Electrician John Giardi. Thank you Maureen, John

Sent from my iPhone

On Apr 22, 2019, at 3:33 PM, Maureen Fisher <MFisher@salem.com> wrote:

For your review and feedback. Hearing to be held May 9, 2019.
Please respond by May 6, 2019 @ 12:00 PM.

Thank you,

~Maureen

Maureen E. Fisher
Assistant City Clerk - Council
City of Salem
978-619-5616 -Direct
978-740-9209 -Fax
mfisher@salem.com

<1 Conduit.pdf>

<1 JO Pole.pdf>

Questions contact – Dan Milligan 781-907-1908

**Petition of the NATIONAL GRID
OF NORTH ANDOVER, MASSACHUSETTS
For Electric conduit Location:**

To City Council of Salem, Massachusetts

Respectfully represents the NATIONAL GRID of North Andover, Massachusetts, that it desires to construct a line of underground electric conduits, including the necessary sustaining and protecting fixtures, under and across the public way or ways hereinafter named.

Wherefore it prays that after due notice and hearing as provided by law, it be granted permission to excavate the public highways and to run and maintain underground electric conduits, together with such sustaining and protecting fixtures as it may find necessary for the transmission of electricity, said underground conduits to be located substantially in accordance with the plan filed herewith marked: Canal St - Salem - Massachusetts.

The following are the streets and highways referred to:

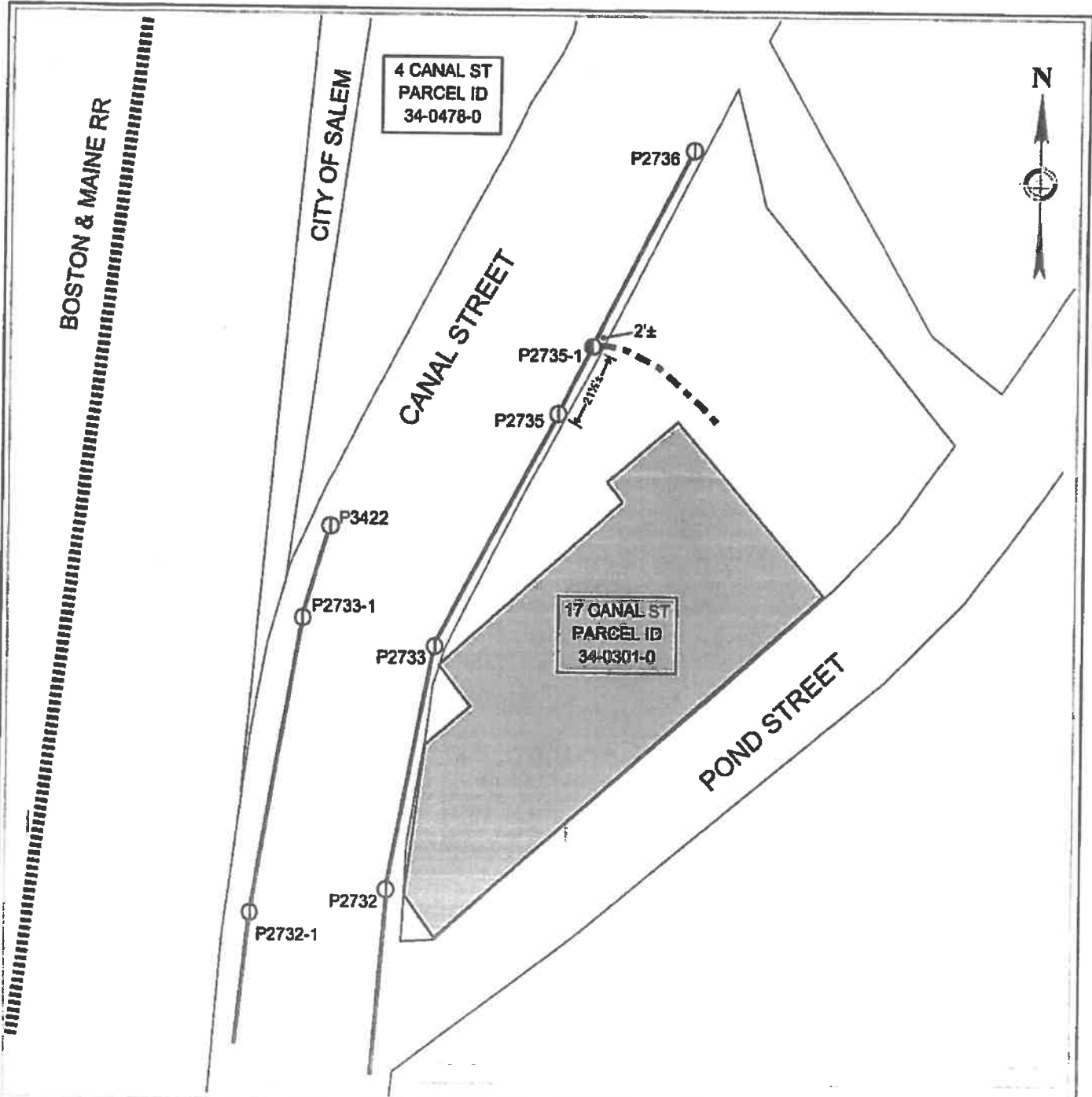
Plan # 27531048 Canal St - National Grid to install beginning at a point approximately 195 feet SSW of the centerline of the intersection of Canal St and Washington St and continuing approximately 2 feet in a SE direction. From proposed pole 2735-1 National Grid to install approximately 2 feet of 2-4 inch PVC conduits encased in concrete south east to the private property of 17 Canal St.

Location approximately as shown on plan attached

NATIONAL GRID
BY _____
Engineering Department

Robert Coulter

Dated: March 21, 2019



DISTRIBUTION ELECTRIC UNDERGROUND PETITION Plan Number 27531048

LEGEND	
⊙	EXISTING JO POLE
⊙/	PROPOSED JO POLE
—	EXISTING OH WIRES
- - -	PROPOSED 2-4" PVC CONDUITS ENCASED IN CONCRETE
Date: MARCH 19, 2019 Drawn by: MICHAEL BYRNE	
DRAWING NOT TO SCALE. DISTANCES ARE APPROXIMATE.	

nationalgrid

To The: CITY OF SALEM	
For Proposed: 2-4" PVC CONDUITS	Location: 17 CANAL STREET
<p>Sketch to accompany petition for: the installation of 2-4" PVC conduits encased in concrete in Canal Street, Salem, Massachusetts.</p>	



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

April 11, 2019

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am very pleased to announce Rosa Ordaz to the Zoning Board of Appeals as an alternate member for a two-year term to expire April 11, 2021. Ms. Ordaz will take the seat previously filled by Mr. Jim Hacker, who has stepped down from the Board. I hope you will join me in thanking Mr. Hacker for his many years of service to the Board and our community.

Ms. Ordaz is currently the Residents Services and Community Engagement Manager for Harborlight Community Partners and is the co-founder and Associate Director of 70/30 Partners, an organization that helps agencies develop day support, employment opportunities, and workforce development programs for individuals with disabilities. Prior to this work, Ms. Ordaz held a variety of positions of increasing responsibility with Triangle Inc, ultimately leading to her appointment as the Director of Transition and Community Services for the organization. Ms. Ordaz earned her Bachelor's degree in sociology from the University of Nevada and her Master's degree in counseling from Loyola Marymount University. She is a Certified Occupancy Specialist by the federal Department of Housing and Urban Development and a member of both the Massachusetts Partnership for Transition to Employment and the Massachusetts Association of Community Development Corporations.

I strongly recommend confirmation of Ms. Ordaz to the Zoning Board of Appeals. We are fortunate that she is willing to serve our community in this important role and lend her insights and expertise to the Board and its work.

Very truly yours,

A handwritten signature in black ink that reads "Kim Driscoll".

Kimberley Driscoll
Mayor
City of Salem

Rosa E. Ordaz

a: [13 Forest Avenue Salem, MA 01970] t: [310.701.0982] e: [rosaordaz@gmail.com]

Summary of Experience

Over seven years of non-profit experience, four years leading community and employment focused programs for people with disabilities. Proven ability to manage multiple programs across multiple sites and over \$3 million contracts. Hands-on leader dedicated to developing dynamic, high performing teams.

Experience

Harborlight Community Partners- Beverly, MA

[November 2018 –Present]

Resident Services & Community Engagement Manager

- Strengthen the organization by building and managing key relationships with state and local legislators, housing organizations, local communities, and current service providers
- Evaluate and strengthen residential services within all properties and partnering providers, including but not limited to third party providers like Element Care, Senior Care, Associated Home Care, Lifebridge, North Shore Association of Realtors, United Way, and the North Shore YMCA
- Support local priorities and advocacy, influences policy, and manage projects related to the improving quality of life for HCP residents through ongoing outreach, resident leadership development, and establishing administrative operations
- Create new wealth and asset building program in partnership with the United Way; design, implement, and evaluate a new financial coaching and IDA matched savings program
- Strongly advocate for and advance supports for people with disabilities, homeless populations, senior populations, and other vulnerable groups served by the organization
- Monitor and support the evaluation of community engagement efforts, including accurate data management, and leveraging data analysis to inform future processes, policies and procedures
- Work closely with the Director of Real Estate Development and property management team to support and understand real estate development, project applications, and funding streams
- Positively influences the culture and vision of the organization as a member of the Senior Leadership Team
- Report to and collaborates closely with the Executive Director to strengthen the organization's positive reputation as a leading Community Development Corporation in the North Shore area

70/30 Partners- Salem, MA

[November 2018 –Present]

Co-Founder & Associate Director

- Collaborate with state funded agencies to design and implement Community Based Day Supports, Employment Supports, Supported Employment, and credential-based workforce development programs for 14-60+ year old people with disabilities
- Contribute to the financial growth of the organization through securement of contracts for services
- Write and submit RFR's, LOI's, and other funding related applications on behalf of partner agencies
- Identify and secure employer partners to drive hiring initiatives for people with disabilities
- Establish and manage operational systems to track state dollars, rosters, budgets, grant proposals, etc.
- In collaboration with the Executive Director, set the vision for the organization and establish organizational policies and procedures that ensure the fulfillment of that vision
- Serve as a primary spokesperson for the organization
- Serve as a Board Member for the organization and influence programmatic and fiscal decisions

Triangle, Inc.- Malden, MA

[Jan. 2014 –October 2018]

Director of Transition & Community Services

[April 2017- October 2018]

- Oversaw seven Community Based Day Supports (CBDS)/Employment programs serving over 125 individuals with disabilities across four locations in Salem, Malden, and Randolph
- Managed \$3 million in Department of Developmental Services contracts, contributing to the financial growth of the organization through the implementation, utilization, and negotiation of those contracts
- Achieved and maintained a 14% margin in FY18 and a 15% margin in FY17
- Secured and implemented over \$300,000 in high school contracts in the north and south shore areas of the Commonwealth
- Led 5 teams across 7 programs, contributing to over 400 job placements agency wide in FY18
- Directly supervised 6 site managers, indirectly supervised a team of 30
- Positively shaped the culture and future of Triangle as a member of the Senior Team

- Partnered with 7 DDS area offices, 7 public high schools, over 20 organizations, and numerous employers in the Malden and south shore areas to provide an array of community based day and employment services
- Identified and supported teams in securing inclusive supported and competitive employment opportunities in our communities for people with disabilities
- Collaborated closely with Chief Program Officer and Workforce Development department to implement supported employment contracts across all programs
- Increased referrals to Triangle, Inc.'s day programs by 20%

Assistant Director of Transition & Community Services

[July 2016 – April 2017]

- Following the closure of Triangle, Inc.'s sheltered workshop, successfully converted Triangle, Inc.'s largely adult programs into community and employment focused programs, averaging 60% of programming time spent in the community
- Led day services to agency records of 322 job placements in FY17 and 234 placements in FY16
- In addition to Transition Services in Malden, oversaw Transition Services in Randolph and 3 former sheltered workshop adult programs in Malden
- Assisted with the creation of 3 budgets, managing over \$2 million in DDS, MRC, and high school contracts
- Co-led the generation of a 15% margin for FY17 and FY16
- Co-led the organization to score of 93% for CBDS and Employment Services in 2016 in QUEST audit, securing two year licensure
- Co-led the opening of Triangle, Inc.'s fourth program location, and second in Malden

Program Manager, Transition Services

[Sept. 2015 – Sept. 2016]

- One of two key collaborators in the writing and securing of a 5 year grant for Pre-employment Transition Services (Pre-ETS), funded by MRC; the grant grew from \$70k to \$350k in two years, expanding Triangle, Inc.'s presence and services in the South Shore area
- Led Transition Services to 100% employment placements for clients referred by the Massachusetts Rehabilitation Commission in competitive, paid jobs in the community
- Designed Triangle, Inc.'s first blueprint for 100% community based programs in FY16; by FY17, had two programs launch and operate in hybrid locations
- Designed community-based, employment focused services for young adults 16-26 years old
- Led Transition Services to place the highest number of clients funded by the Department of Developmental Services in all of Triangle, Inc.'s programs, contributing to the expansion of state contracts

Employment Specialist

[Jan. 2014 - Sept. 2015]

- Directly contributed to Transition Services to record 30 competitive jobs in FY15, and Triangle, Inc. to record employment placements
- Secured competitive community-based employment for young adults with disabilities while developing job-readiness skills in a classroom environment.
- Consistently connected with community employers to create internship and employment opportunities; supervised students during community internships and provided one-on-one job coaching as needed in a variety of sectors including retail, hospitality, and restaurant settings.
- Worked alongside school administrators and Triangle, Inc. management to create and ensure completion of IEP and ISP goals
- Led and designed year long job-readiness program for postgraduates with disabilities at local high school, focusing on personal and professional growth.

rosa ordaz consulting

[March 2012-Nov. 2013]

- Secured over \$150,000 in grant funding. Researched, wrote, and submitted grant proposals; tracked and met all aspects of grants and reporting requirements
- Developed and maintained relationships with new and existing grant funders, including private organizations, foundations, and corporations
- Designed and developed new programming aligned with organizational mission, along with program outcomes and evaluation methods
- Provided consulting in social media outreach, event planning, grant writing, program design and development, and writing/editing of organization materials and web content
- Evaluated and developed organization print material, blogs, and social media content, and published online

Loyola Marymount University

[April 2010-Feb. 2012]

Administrative Assistant IV

- Provided academic support to undergraduate and graduate students in Bilingual Education

- Oversaw student applications for department and processed various academic forms
- Conducted research, gathered data, and reviewed and edited faculty work for publication
- Edited and monitored grant proposals and oversaw submission process
- Managed five budget accounts including three grant accounts, with additional federal grants throughout the year for the Center for Equity for English Learners (CEEL); tracked all expenditures, revenue, prepared invoices, processed purchase orders and contract service agreements
- Coordinated all aspects for events ranging from 10 to 200 people
- Maintained website including but not limited to: creating child pages, opening, tracking, and closing of registration (surveys), adding content, and troubleshooting links and videos
- Hired and supervised eight student workers
- Maintained calendars, set appointments, meetings, and emails on behalf of Department Chair and 6 faculty

Loyola Marymount University

[March 2009-April 2010]

Graduate Assistant

- Supported the Department Chair and seven Professors
- Researched various education topics and compiled anecdotal and statistical data for faculty-published work
- Created and edited various documents to satisfy accreditation (NCATE) requirements for the University

Education & Professional Associations

Loyola Marymount University

Master of Arts, Counseling

University of Nevada Las Vegas

Bachelor of Arts in Sociology with a minor in Criminal Justice,

Presenter, 70/30 Partners: Credentials to Careers | March 19, 2019 | <https://thearcofmass.org/event/webinar-credentials-to-careers/>

Presenter, Triangle, Inc.: Strategies for Change: Supporting Individuals Seeking Competitive, Integrated Employment and Community Engagement | May 31, 2017 | <http://www.seinhub.org/ri>

Presenter, Triangle, Inc.: Triangle, Inc. 47th Annual Awards Ceremony and Fundraiser | May 2, 2018

Member, Massachusetts Partnership for Transition to Employment | 2017-2022

Member, Association of Developmental Disabilities Provider, Day Services Committee | 2017-2018

Member, MACDC Suburban Caucus | December 2018- Present

Certified Occupancy Specialist: Certified February 2019



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

May 9, 2019

Salem City Council
City Hall
93 Washington Street
Salem, MA 01970

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Marc Perras of 6 Union Street #1 to the Design Review Board, with the recommendation of the Salem Redevelopment Authority. Mr. Perras will complete the remainder of an unexpired three-year term ending March 1, 2020. The seat was previously held by Christopher Dynia, who has stepped down from the Board.

Mr. Perras holds a Bachelor's degree from the University of Virginia and received his Master's degree in architecture from Harvard University. He is currently a senior associate at Jones Architecture and, prior to that, had been a senior associate at Perry Dean Rogers | Partners Architects. Mr. Perras was the project manager and designer for a large-scale renovation at the Sloan School of Management at MIT, project manager for a \$44 million renovation of three buildings at Norwich University, and project manager for the design and construction of a new \$18 million urban infill project for the Massachusetts Department Unemployment Assistance.

I believe Mr. Perras will bring a great deal of expertise and experience to the work of the Design Review Board. We are fortunate he is willing to serve our community in this capacity and I strongly recommend confirmation of his appointment.

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem



MARC PERRAS
AIA
Senior Associate

RECENT PROJECT EXPERIENCE

College of Liberal Arts and College of Professional Schools / Norwich University, Northfield, VT - Project Manager for the \$44M, 65,200 GSF renovation of three buildings housing classrooms, offices, and support spaces, and a 51,300 GSF new building for case study rooms and research spaces. Scope of work includes Dewey Hall and Ainsworth Hall in the College of Liberal Arts; Webb Hall, a general classroom building; and Mack Hall, a new building for the College of Professional Schools.

Professional Licensure:
MA

Department of Unemployment Assistance Offices / DCAMM, Brockton, MA - Project Manager for the design and construction of a new, \$18M, 35,000 GSF urban infill building housing a call center, office space, and flexible training rooms, with an estimated completion date of 2021. This project was a result of a feasibility study completed with the same team Summer 2018.

Member AIA
Member BSA

Recognition:
Guest Juror/ongoing -
BAC,
Northeastern University,
Harvard GSD

Sloan School of Management Renovations / Massachusetts Institute of Technology, Cambridge, MA - Project Manager/Designer for the \$1M, 5,800 GSF renovation of shell space for a pair of research groups from the Sloan School. Located on the 13th floor, the space provided tremendous views of the Boston skyline and ample amounts of natural light which became major design drivers.

Education:
Master of Architecture,
Graduate School of Design,
Harvard University, 2005

Ongoing Renovations / Massasoit Community College, Brockton and Canton, MA - Project Manager for the following:

Bachelor of Science in
Architecture, University of
Virginia, 1999

Engineering Lab, Canton, MA: \$750K, 2,000 GSF modification of an existing oversized classroom space to accommodate a materials testing lab with a lecture component.

Veterinary Technology Clinic, Canton, MA: \$1.2M, 2,600 GSF renovation. This facility will enable the College to advance their fledgling Veterinary Technology program through accreditation.

Dining Hall, Brockton, MA: \$1.5M, 14,000 GSF renovation of an early 1970's dining hall to modernize the space and transform the collegiate dining experience on campus.

Accessibility Upgrades, Brockton, MA: \$1M of upgrades; manage a team of consultants and work directly with DCAMM experts to identify and modify areas of greatest need on campus, increasing the ease of circulation for those with and without mobility issues.

Private Residential Projects / Beverly and Watertown, MA - Project Manager

MARC PERRAS

**ADDITIONAL EXPERIENCE
(WHILE AT PDR|P
ARCHITECTS 1999-2011)**

ACADEMIC:

Science and Technology Building / Quinsigamond Community College, Worcester, MA
(38,000 GSF new; \$16.5M estimated; study completed in 2011; building completed in
2015; Targeted LEED Silver)

LIBRARIES:

Research and Information Commons / Daemen College, Amherst, NY (49,000 GSF new
& 2,000 GSF renovation; \$13.4M; completed 2009)

Goddard Library / Clark University, Worcester, MA (13,000 GSF new & 93,000 GSF
renovation; \$12M; completed 2009)

Maxwell Library Study / Bridgewater State University, Bridgewater, MA (28,000
GSF new & 4,000 GSF renovation; \$2M and \$4M option; study completed 2013)

Clifford E. Barbour Library Study / Pittsburgh Theological Seminary, Pittsburgh, PA
(43,800 GSF renovation; \$10M; study completed 2012)

CAMPUS CENTERS:

Wise Campus Center / Norwich University, Northfield, VT (25,000 GSF new & 47,000
GSF renovation; \$21.7M; completed in 2007)

Student Union / Fort Lewis College, Durango, CO (39,000 GSF new & 67,000 GSF
renovation; \$31.4M; completed in 2011; LEED Gold)

**PROFESSIONAL
EXPERIENCE**

Perry Dean Rogers | Partners Architects, Boston, MA; 2005-2014, Senior Associate
JAMb, Woodworking + Design Partnership, Somerville, MA; 2004-2015
Ruhl Walker Architects, Boston, MA; 2004, Intern
Vinci Hamp Architects, Inc., Chicago, IL; 2001-2002, Intern
Hutter Architects, Chicago, IL; 1999-2001, Intern



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

May 9, 2019

Salem City Council
City Hall
93 Washington Street
Salem, MA 01970

Ladies and Gentlemen of the City Council:

I am very pleased to reappoint the following members of the Salem Youth Commission for terms expiring as listed below.

Name	Term	Expires
Lillian Kelley	One year	May 12, 2020
Luis Matos De Los Santos	One year	May 10, 2020
Abigail Clark	Two years	May 10, 2021
Diana Alushaj	Two years	May 10, 2021

We are very fortunate that these Salem youth are willing to volunteer and serve our community on the Commission and I strongly encourage confirmation of their reappointments.

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,

Ordered:

May 9, 2019

That the sum of Two Hundred and Thirteen Thousand Five Hundred Dollars (\$213,500.00) is hereby appropriated from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the to the "Human Resources Retro Wages Account (11521-5161) to cover the pay increases for the AFSCME 1818 contract settlement for the remainder of FY 2019 in accordance with the recommendation of Her Honor the Mayor.



KIMBERLEY DRISCOLL
MAYOR

LISA B. CAMMARATA
DIRECTOR OF HUMAN RESOURCES

CITY OF SALEM, MASSACHUSETTS

HUMAN RESOURCES
120 WASHINGTON STREET
TEL. (978) 745-9595 EXT. 5630
FAX (978) 745-7298

April 30, 2019

Honorable Kimberley Driscoll, Mayor
Salem City Hall
93 Washington Street
Salem, Massachusetts 01970

RE: AFSCME Local 1818 Contract; FY'18 through FY'20

Dear Mayor Driscoll:

I am respectfully requesting a supplemental appropriation in the amount of \$213,500.00 be placed in the Retroactive Salaries Line in the Human Resources Budget. This supplemental appropriation will fund the retroactive costs to July 1, 2017 for the recently settled above-referenced contract.

Thank you for your attention to this request, and please contact me if you have any questions.

Very truly yours,

A handwritten signature in black ink, appearing to read "Lisa B. Cammarata", with a long horizontal line extending to the right.

Lisa B. Cammarata

cc: Laurie Giardella, Director, Finance
File

CITY OF SALEM - Finance Department

Free Cash, W & S R/E, R/Res & Budget Transfer Request Form

From: Human Resources
Department

[Signature]
Department Head Authorizing Signature

4/30/2019
Date

Budget or R/Res

Transfers To: _____ Desc: _____ Budget Amt: _____
(Org/Object) Balance: _____

From: _____ Desc: _____ Budget Amt: _____
Balance: _____

(*Note - Please include letter to Mayor for Transfers from different Personnel & Non-personnel lines)

Current Balance in Receipts Reserved Fund Above (if applicable) - \$ _____ Date: _____

Free Cash or To: 11521-5161 Desc: **Retroactive Salaries** Balance: \$00.00
Budget Amt: _____

Retained Earnings (W/S) (Org/Object)

Raise & Appropriate

Please circle one

Amount Requested: \$ 213,500.00

Reason (Be Specific)

To fund the retroactive costs to July 1, 2017 for the recently settled AFSCME Local 1818 Contract for FY'18 through FY'20.

For Finance Department and Mayor's Use Only:

Budget Transfer Mayor Approval City Council Approval

Free Cash Appropriation - City Council Approval - Gen Fund \$ 877,627.00
Free Cash Balance *[Signature]*

R/E Appropriation - Water \$ _____ R/E Balance R/E Appropriation Sewer \$ _____ R/E Balance

Receipts Reserve - City Council Approval \$ _____ R/Res Fund Balance

Raise & Appropriate Other _____

Recommendation: Approved Denied

[Signature]
Finance Director
[Signature]

Completed: Date: _____ By: _____ CO # _____ JE#: _____ Transfer #: _____



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

May 9, 2019

Salem City Council
City Hall
93 Washington Street
Salem, MA 01970

Ladies and Gentlemen of the City Council:

As you know, the City recently completed negotiations with AFSCME 1818 for the contract covering FY2018-FY2020. As a result of the bargained agreement, the enclosed appropriations totaling \$229,005.86 are necessary to fund retroactive wage changes and wage changes for the remainder of FY2019 going forward. These changes are calculated based on the terms in the contract with the union and are presented herewith in four separate Orders:

1. \$213,500 from free cash to Human Resources Retro Wages Account to fund retroactive wages dating from July 1, 2017 for all eligible AFSCME member employees.
2. \$13,437.28 from free cash to eighteen departments for the wage differential for AFSCME member employees in those departments through the end of the current fiscal year.
3. \$2,015.36 from water/sewer retained earnings for the wage differential for AFSCME member employees in the water and sewer funded departments through the end of the current fiscal year.
4. \$53.22 from solid waste retained earnings for the wage differential for AFSCME member employees in the solid waste funded department through the end of the current fiscal year.

I recommend adoption of all four Orders.

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,

May 9, 2019

Ordered:

That the sum of Thirteen Thousand Four Hundred and Thirty-Seven Dollars and Twenty-Eight Cents (\$13,437.28) is hereby appropriated from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the to the accounts listed below to cover the pay increases for the AFSCME 1818 contract settlement for the remainder of FY 2019 in accordance with the recommendation of Her Honor the Mayor.

010	ASSESSORS	11411-5111	313.77
030	CITY CLERK	11611-5111	482.76
030	ELECT & REGISTR	11621-5111	137.67
040	COLLECTOR	11461-5111	516.30
060	COUNCIL ON AGING	15411-5111	165.88
080	ELECTRICAL	12451-5111	935.09
090	FINANCE/AUDITING	11351-5111	156.54
100	FIRE	12201-5111	943.21
120	HEALTH	15101-5111	977.50
140	LIBRARY	16101-5111	178.41
170	GOLF COURSE	16511-5111	344.10
170	RECREATION	16501-5111	165.88
180	PARKING DEPT	14811-5111	1,048.09
210	POLICE	12101-5111	1,236.11
220	PUBLIC PROP-INSP	12411-5111	658.61
230	PUBLIC SERVICES	14111-5111	4,845.60
260	SOLICITOR-LICENSING	11511-5111	165.88
270	TREASURER	11451-5111	165.88
Total General Fund			13,437.28



KIMBERLEY DRISCOLL
MAYOR

LISA B. CAMMARATA
DIRECTOR OF HUMAN RESOURCES

CITY OF SALEM, MASSACHUSETTS

HUMAN RESOURCES
120 WASHINGTON STREET
TEL. (978) 745-9595 EXT. 5630
FAX (978) 745-7298

April 30, 2019

Honorable Kimberley Driscoll, Mayor
Salem City Hall
93 Washington Street
Salem, Massachusetts 01970

RE: AFSCME Local 1818 Contract; FY'18 through FY'20

Dear Mayor Driscoll:

I am respectfully requesting a supplemental appropriation in the amount of \$15,505.68 be placed in the Departmental Budget Lines per the attached list. This supplemental appropriation will fund the costs associated with the recently settled above-referenced contract, through the end of this fiscal year.

Thank you for your attention to this request, and please contact me if you have any questions.

Very truly yours,

Lisa B. Cammarata

cc: Laurie Giardella, Director, Finance
File

CITY OF SALEM – Finance Department
Free Cash, W & S R/E, R/Res & Budget Transfer Request Form

From: Human Resources
 Department

[Signature] **4/30/2019**
 Department Head Authorizing Signature Date

Budget or R/Res

Transfers To: _____ Desc: _____ Budget Amt: _____
 (Org/Object) Balance: _____

From: _____ Desc: _____ Budget Amt: _____
 Balance: _____

(*Note - Please include letter to Mayor for Transfers from different Personnel & Non-personnel lines)

Current Balance in Receipts Reserved Fund Above (if applicable) - \$ _____ Date: _____

Free Cash or To: Per list Desc: Various Departmental Budgets Balance: \$00.00
 Budget Amt: _____

Retained Earnings (W/S) (Org/Object)

Raise & Appropriate

Please circle one

Amount Requested: \$ 15,505.68

Reason (Be Specific) _____
To fund the costs associated with the recently settled AFSCME Local 1818 Contract for FY'18 through FY'20, through the end of this fiscal year.

For Finance Department and Mayor's Use Only:

_____ Budget Transfer _____ Mayor Approval _____ City Council Approval

_____ Free Cash Appropriation – City Council Approval – Gen Fund \$ 872,627.00
 Free Cash Balance

_____ R/E Appropriation –Water \$ _____ R/E Appropriation Sewer \$ _____
 R/E Balance R/E Balance

_____ Receipts Reserve – City Council Approval \$ _____
 R/Res Fund Balance

_____ Raise & Appropriate _____ Other

Recommendation: _____ Approved _____ Denied

[Signature]
 Finance Director

Completed: Date: _____ By: _____ CO # _____ JE#: _____ Transfer #: _____

Department	Org/Obj	Amount
010 ASSESSORS	11411-5111	313.77
030 CITY CLERK	11611-5111	482.76
030 ELECT & REGISTR	11621-5111	137.67
040 COLLECTOR	11461-5111	516.30
060 COUNCIL ON AGING	15411-5111	165.88
080 ELECTRICAL	12451-5111	935.09
090 FINANCE/AUDITING	11351-5111	156.54
100 FIRE	12201-5111	943.21
120 HEALTH	15101-5111	977.50
140 LIBRARY	16101-5111	178.41
170 GOLF COURSE	16511-5111	344.10
170 RECREATION	16501-5111	165.88
180 PARKING DEPT	14811-5111	1,048.09
210 POLICE	12101-5111	1,236.11
220 PUBLIC PROP-INSP	12411-5111	658.61
230 PUBLIC SERVICES	14111-5111	4,845.60
260 SOLICITOR-LICENSING	11511-5111	165.88
270 TREASURER	11451-5111	165.88
Total General Fund		13,437.28
230 SEWER - PUB SERV	600031-5111	863.75
235 SEWER - ENGINEERING	600131-5111	143.93
230 WATER - PUB SERV	610031-5111	863.75
235 WATER - ENGINEERING	610131-5111	143.93
Total W/S Fund		2,015.36
235 SOLID WASTE-ENG	620031-5111	53.22
Total Trash Fund		53.22
Grand Total		15,505.86

CITY OF SALEM, MASSACHUSETTS
 FY 2019 FREE CASH SUMMARY

4/30/2019
 3:10 PM

Description	Date To Council	Pending Free Cash	Date Approved	C.O. #	Approved Free Cash	Reason
CERTIFIED FREE CASH						
			10/31/18		5,949,483.00	
20% To Stabilization	11/15/18		11/15/18	674	1,189,897.00	Free Cash transfer per Finance Policies
20% to CIP	11/15/18		11/15/18	674	1,189,897.00	Free Cash transfer per Finance Policies
5% to OPEB	11/15/18		11/15/18	674	297,475.00	Free Cash transfer per Finance Policies
Retirement Stabilization Fund	11/15/18		11/15/18	675	500,000.00	Free Cash transfer to Retirement Stabilization to replenish fund
Tax Rate - Reduce taxes FY 2019	12/06/18		12/06/18	719	1,700,000.00	Free Cash to offset Tax Rate
DPW Equipment Repair	12/06/18		12/06/18	723	34,000.00	Repair of critical DPS equipment
DPW Contracted Services	12/06/18		12/06/18	727	15,000.00	City share of grant for Planning Board regulation Update
HR Legal Services/Arbitration	01/10/19		01/10/19	11	15,000.00	Ongoing arbitration issues
Planning Contracted Services	01/10/19		01/10/19	9	52,000.00	Gallows Hill Park soil remediation
City Council Advertising	03/14/19		03/14/19	166	10,000.00	Additional money needed for advertising ordinances
IS - Electricity	03/14/19		03/14/19	165	14,000.00	Additional Electricity costs for 93 & 98 Washington Street
Fire Educational Training	03/14/19		03/14/19	164	19,587.00	Additional money needed to cover educational reimbursements
Treasurer - Credit Card Fees	04/11/19		04/11/19	228	40,000.00	Additional money needed to cover higher than expected credit card fees
Planning-Contracted Services	04/11/19	40,000.00				5 Year Consolidated Plan
Inspectional Services - Electricity	05/09/19	10,000.00				Additional Electricity costs for 93 & 98 Washington Street
Inspectional Services - Natural Gas	05/09/19	8,000.00				Additional Gas costs for City Buildings
Inspectional Services - Electricity	05/09/19	6,649.00				Unanticipated expenses for code enforcement
Mayor - Audit and Accounting	05/09/19	15,000.00				Prior FY Auditing Invoices for Retirement Board
HR Retro Wages-AFSCME 1818	05/09/19	213,500.00				Retro Wages for Contract Settlement AFSCME 1818
Various City Departments	05/09/19	13,437.28				Salary Increases for AFSCME 1818 Contract Settlement for remainder of FY
TOTAL FREE CASH USED		306,586.28			5,076,856.00	
BALANCE		566,040.72			872,627.00	



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

May 9, 2019

Salem City Council
City Hall
93 Washington Street
Salem, MA 01970

Ladies and Gentlemen of the City Council:

As you know, the City recently completed negotiations with AFSCME 1818 for the contract covering FY2018-FY2020. As a result of the bargained agreement, the enclosed appropriations totaling \$229,005.86 are necessary to fund retroactive wage changes and wage changes for the remainder of FY2019 going forward. These changes are calculated based on the terms in the contract with the union and are presented herewith in four separate Orders:

1. \$213,500 from free cash to Human Resources Retro Wages Account to fund retroactive wages dating from July 1, 2017 for all eligible AFSCME member employees.
2. \$13,437.28 from free cash to eighteen departments for the wage differential for AFSCME member employees in those departments through the end of the current fiscal year.
3. \$2,015.36 from water/sewer retained earnings for the wage differential for AFSCME member employees in the water and sewer funded departments through the end of the current fiscal year.
4. \$53.22 from solid waste retained earnings for the wage differential for AFSCME member employees in the solid waste funded department through the end of the current fiscal year.

I recommend adoption of all four Orders.

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,

May 9, 2019

Ordered:

That the sum of Two Thousand and Fifteen Dollars and Thirty-Six Cents (\$2,015.36) is hereby appropriated from the is hereby appropriated from the "Retained Earnings – Water/Sewer Fund" account (6000-3120) to the accounts listed below to cover the pay increases for the AFSCME 1818 contract settlement for the remainder of FY 2019 in accordance with the recommendation of Her Honor the Mayor.

230	SEWER - PUB SERV	600031-5111	863.75
235	SEWER - ENGINEERING	600131-5111	143.93
230	WATER - PUB SERV	610031-5111	863.75
235	WATER - ENGINEERING	610131-5111	143.93
<hr/>			
Total W/S Fund			2,015.36
<hr/>			



KIMBERLEY DRISCOLL
MAYOR

LISA B. CAMMARATA
DIRECTOR OF HUMAN RESOURCES

CITY OF SALEM, MASSACHUSETTS

HUMAN RESOURCES
120 WASHINGTON STREET
TEL. (978) 745-9595 EXT. 5630
FAX (978) 745-7298

April 30, 2019

Honorable Kimberley Driscoll, Mayor
Salem City Hall
93 Washington Street
Salem, Massachusetts 01970

RE: AFSCME Local 1818 Contract; FY'18 through FY'20

Dear Mayor Driscoll:

I am respectfully requesting a supplemental appropriation in the amount of \$15,505.68 be placed in the Departmental Budget Lines per the attached list. This supplemental appropriation will fund the costs associated with the recently settled above-referenced contract, through the end of this fiscal year.

Thank you for your attention to this request, and please contact me if you have any questions.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Lisa B. Cammarata", written over a horizontal line.

Lisa B. Cammarata

cc: Laurie Giardella, Director, Finance
File

CITY OF SALEM - Finance Department
Free Cash, W & S R/E, R/Res & Budget Transfer Request Form

From: **Human Resources**

Department

[Signature]

Department Head Authorizing Signature

4/30/2019

Date

Budget or R/Res

Transfers

To :

(Org/Object)

Desc:

Budget Amt: _____

Balance: _____

From :

Desc:

Budget Amt: _____

Balance: _____

(*Note - Please include letter to Mayor for Transfers from different Personnel & Non-personnel lines)

Current Balance in Receipts Reserved Fund Above (if applicable) - \$ _____

Date: _____

Free Cash or

To : Per list

Desc: Various Departmental Budgets

Budget Amt: \$00.00

Retained Earnings (W/S) (Org/Object)

Raise & Appropriate

Please circle one

Amount Requested:

\$ 15,505.68

Reason (Be Specific)

To fund the costs associated with the recently settled AFSCME Local 1818 Contract for FY'18 through FY'20, through the end of this fiscal year.

For Finance Department and Mayor's Use Only:

_____ Budget Transfer

_____ Mayor Approval

_____ City Council Approval

_____ Free Cash Appropriation - City Council Approval - Gen Fund \$ _____

Free Cash Balance

_____ R/E Appropriation - ^{W/S}Water \$ 2543,760.75

R/E Balance

_____ R/E Appropriation Sewer \$ _____

R/E Balance

_____ Receipts Reserve - City Council Approval

\$ _____

R/Res Fund Balance

_____ Raise & Appropriate

_____ Other

Recommendation: _____ Approved _____ Denied

[Signature]
 Finance Director

Completed: Date: _____ By: _____ CO # _____ JE#: _____ Transfer #: _____

Department	Org/Obj	Amount
010 ASSESSORS	11411-5111	313.77
030 CITY CLERK	11611-5111	482.76
030 ELECT & REGISTR	11621-5111	137.67
040 COLLECTOR	11461-5111	516.30
060 COUNCIL ON AGING	15411-5111	165.88
080 ELECTRICAL	12451-5111	935.09
090 FINANCE/AUDITING	11351-5111	156.54
100 FIRE	12201-5111	943.21
120 HEALTH	15101-5111	977.50
140 LIBRARY	16101-5111	178.41
170 GOLF COURSE	16511-5111	344.10
170 RECREATION	16501-5111	165.88
180 PARKING DEPT	14811-5111	1,048.09
210 POLICE	12101-5111	1,236.11
220 PUBLIC PROP-INSP	12411-5111	658.61
230 PUBLIC SERVICES	14111-5111	4,845.60
260 SOLICITOR-LICENSING	11511-5111	165.88
270 TREASURER	11451-5111	165.88
Total General Fund		13,437.28
230 SEWER - PUB SERV	600031-5111	863.75
235 SEWER - ENGINEERING	600131-5111	143.93
230 WATER - PUB SERV	610031-5111	863.75
235 WATER - ENGINEERING	610131-5111	143.93
Total W/S Fund		2,015.36
235 SOLID WASTE-ENG	620031-5111	53.22
Total Trash Fund		53.22
Grand Total		15,505.86



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

May 9, 2019

Salem City Council
City Hall
93 Washington Street
Salem, MA 01970

Ladies and Gentlemen of the City Council:

As you know, the City recently completed negotiations with AFSCME 1818 for the contract covering FY2018-FY2020. As a result of the bargained agreement, the enclosed appropriations totaling \$229,005.86 are necessary to fund retroactive wage changes and wage changes for the remainder of FY2019 going forward. These changes are calculated based on the terms in the contract with the union and are presented herewith in four separate Orders:

1. \$213,500 from free cash to Human Resources Retro Wages Account to fund retroactive wages dating from July 1, 2017 for all eligible AFSCME member employees.
2. \$13,437.28 from free cash to eighteen departments for the wage differential for AFSCME member employees in those departments through the end of the current fiscal year.
3. \$2,015.36 from water/sewer retained earnings for the wage differential for AFSCME member employees in the water and sewer funded departments through the end of the current fiscal year.
4. \$53.22 from solid waste retained earnings for the wage differential for AFSCME member employees in the solid waste funded department through the end of the current fiscal year.

I recommend adoption of all four Orders.

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,

Ordered:

May 9, 2019

That the sum of Fifty-Three Dollars and Thirty-Six Cents (\$53.22) is hereby appropriated from the is hereby appropriated from the "Retained Earnings – Solid Waste Fund" account (6200-3120) to the accounts listed below to cover the pay increases for the AFSCME 1818 contract settlement for the remainder of FY 2019 in accordance with the recommendation of Her Honor the Mayor.

235	SOLID WASTE-ENG	620031-5111	53.22
<hr/>			
Total Trash Fund			53.22
<hr/>			



KIMBERLEY DRISCOLL
MAYOR

LISA B. CAMMARATA
DIRECTOR OF HUMAN RESOURCES

CITY OF SALEM, MASSACHUSETTS

HUMAN RESOURCES
120 WASHINGTON STREET
TEL. (978) 745-9595 Ext. 5630
FAX (978) 745-7298

April 30, 2019

Honorable Kimberley Driscoll, Mayor
Salem City Hall
93 Washington Street
Salem, Massachusetts 01970

RE: AFSCME Local 1818 Contract; FY'18 through FY'20

Dear Mayor Driscoll:

I am respectfully requesting a supplemental appropriation in the amount of \$15,505.68 be placed in the Departmental Budget Lines per the attached list. This supplemental appropriation will fund the costs associated with the recently settled above-referenced contract, through the end of this fiscal year.

Thank you for your attention to this request, and please contact me if you have any questions.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Lisa B. Cammarata", written over a horizontal line.

Lisa B. Cammarata

cc: Laurie Giardella, Director, Finance
File

CITY OF SALEM - Finance Department

Free Cash, W & S R/E, R/Res & Budget Transfer Request Form

From: **Human Resources**
Department

[Signature]
 Department Head Authorizing Signature

4/30/2019
Date

Budget or R/Res

Transfers To: _____ Desc: _____ Budget Amt: _____
(Org/Object) Balance:

From: _____ Desc: _____ Budget Amt: _____
Balance:

(*Note - Please include letter to Mayor for Transfers from different Personnel & Non-personnel lines)

Current Balance in Receipts Reserved Fund Above (if applicable) - \$ _____ Date: _____

Free Cash or To: Per list Desc: Various Departmental Budgets Balance: \$00.00
Budget Amt:

Retained Earnings (W/S) (Org/Object)

Raise & Appropriate

Please circle one

Amount Requested: \$ 15,505.68

Reason (Be Specific)

To fund the costs associated with the recently settled AFSCME Local 1818 Contract for FY'18 through FY'20, through the end of this fiscal year.

For Finance Department and Mayor's Use Only:

_____ Budget Transfer _____ Mayor Approval _____ City Council Approval

_____ Free Cash Appropriation - City Council Approval - Gen Fund \$ _____
Free Cash Balance

_____ R/E Appropriation - Water \$ _____ R/E Appropriation ^{Trash} Sewer \$ 324,422
R/E Balance R/E Balance

_____ Receipts Reserve - City Council Approval \$ _____
R/Res Fund Balance

_____ Raise & Appropriate _____ Other

Recommendation: _____ Approved _____ Denied

[Signature]
 Finance Director
[Signature]

Completed: Date: _____ By: _____ CO # _____ JE#: _____ Transfer #: _____

Department	Org/Obj	Amount
010 ASSESSORS	11411-5111	313.77
030 CITY CLERK	11611-5111	482.76
030 ELECT & REGISTR	11621-5111	137.67
040 COLLECTOR	11461-5111	516.30
060 COUNCIL ON AGING	15411-5111	165.88
080 ELECTRICAL	12451-5111	935.09
090 FINANCE/AUDITING	11351-5111	156.54
100 FIRE	12201-5111	943.21
120 HEALTH	15101-5111	977.50
140 LIBRARY	16101-5111	178.41
170 GOLF COURSE	16511-5111	344.10
170 RECREATION	16501-5111	165.88
180 PARKING DEPT	14811-5111	1,048.09
210 POLICE	12101-5111	1,236.11
220 PUBLIC PROP-INSP	12411-5111	658.61
230 PUBLIC SERVICES	14111-5111	4,845.60
260 SOLICITOR-LICENSING	11511-5111	165.88
270 TREASURER	11451-5111	165.88
Total General Fund		13,437.28
230 SEWER - PUB SERV	600031-5111	863.75
235 SEWER - ENGINEERING	600131-5111	143.93
230 WATER - PUB SERV	610031-5111	863.75
235 WATER - ENGINEERING	610131-5111	143.93
Total W/S Fund		2,015.36
235 SOLID WASTE-ENG	620031-5111	53.22
Total Trash Fund		53.22
Grand Total		15,505.86



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

May 9, 2019

Salem City Council
City Hall
93 Washington Street
Salem, MA 01970

Ladies and Gentlemen of the City Council:

As you know, the City recently completed negotiations with AFSCME 1818 for the contract covering FY2018-FY2020. As a result of the bargained agreement, the enclosed appropriations totaling \$229,005.86 are necessary to fund retroactive wage changes and wage changes for the remainder of FY2019 going forward. These changes are calculated based on the terms in the contract with the union and are presented herewith in four separate Orders:

1. \$213,500 from free cash to Human Resources Retro Wages Account to fund retroactive wages dating from July 1, 2017 for all eligible AFSCME member employees.
2. \$13,437.28 from free cash to eighteen departments for the wage differential for AFSCME member employees in those departments through the end of the current fiscal year.
3. \$2,015.36 from water/sewer retained earnings for the wage differential for AFSCME member employees in the water and sewer funded departments through the end of the current fiscal year.
4. \$53.22 from solid waste retained earnings for the wage differential for AFSCME member employees in the solid waste funded department through the end of the current fiscal year.

I recommend adoption of all four Orders.

Very truly yours,

A handwritten signature in black ink that reads "Kim Driscoll".

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,

May 9, 2019

Ordered:

That the sum of Sixty-Thousand Dollars (\$60,000.00) is hereby transferred within the Police Department Budget as listed below in accordance with the recommendation of Her Honor the Mayor.

Transfer From	Account	Transfer To	Account	Amount
Full-Time Salaries	12101-5111	Training & Education	12102-5317	20,000.00
Full-Time Salaries	12101-5111	Radio/Veh Maint	12102-5253	5,000.00
Full-Time Salaries	12101-5111	Building Maint	12102-5300	15,000.00
Full-Time Salaries	12101-5111	Natural Gas	12102-5215	12,000.00
Full-Time Salaries	12101-5111	Electricity	12102-5211	8,000.00
Total				60,000.00



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

May 9, 2019

Salem City Council
City Hall
93 Washington Street
Salem, MA 01970

Ladies and Gentlemen of the City Council:

Enclosed herewith is a request to transfer Sixty-Thousand Dollars (\$60,000.00) from the following Police Department accounts.

Transfer From Account	Transfer to Account	Amount
FT Salaries 12101-5111	Training & Education 12102-5317	\$20,000.00
FT Salaries 12101-5111	Radio/Vehicle Maint. 12102-5253	\$ 5,000.00
FT Salaries 12101-5111	Build Maintenance 12102-5300	\$15,000.00
FT Salaries 12101-5111	Natural Gas 12102-5215	\$12,000.00
FT Salaries 12101-5111	Electricity 12102-5211	\$ 8,000.00
	Total:	<u>\$60,000.00</u>

As this is a transfer between existing accounts this request is neutral on the budget. I recommend passage of this accompanying Order.

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem



City of Salem, Massachusetts

Police Department Headquarters

95 Margin Street

Salem, Massachusetts 01970

(978) 744-2204

Mary E. Butler

Chief of Police

22 April 2019

Mayor Kimberley Driscoll
City of Salem
93 Washington Street
Salem, Massachusetts 01970

Re: Budget Matters (transfer request – full-time salaries to expenses)

Dear Mayor Driscoll,

After an in-depth review of the Department's budget, it has become apparent that there are insufficient funds to cover unanticipated shortfalls in several Expense line items. I respectfully request that the Department be authorized to transfer \$60,000.00 from full-time salaries to various budget line items to cover these unanticipated expenses for the remainder of the fiscal year. Justification for this request is set forth herein.

These deficits are largely due to unexpected increases in gas and electricity utilities (in excess of \$30,000.00) and emergency repairs (\$5,000.00) to our only elevator – which has been out of service for over a month - and required repairs and attention to the building's aging heating and air conditioning system (in excess of \$30,000.00). Utilities have increased dramatically over the past several years due to across the board rate increases, an aging building infrastructure, including the heating and air conditioning system, and significant modifications made to the server room (which houses the City's fiber network system) which requires constant cooling, thus significantly increasing both our gas and electric bills.

In addition, the Radio / Vehicle Maintenance line item has been exhausted. By October of each year, the City's Motor Pool expends all allocated funds for the maintenance of our vehicle fleet. Given the state of our aging cruisers, I estimate that an additional \$5,000.00 will be required to keep them in a safe operating condition for the remainder of the fiscal year.

By contract with the Unions, we are projected to complete two Assessment Centers this year; one for the rank of sergeant and one for the rank of captain. I anticipate the total cost for the two Assessment Centers to be \$20,000.00. Although the Assessment Centers are accounted for in our annual budget submission, it must be noted that we are in the process of hiring new officers (to backfill positions vacated, or soon to be vacated by retirements) and will be sending them to Academies. I have already internally transferred funds to cover some of the abovementioned building maintenance, utilities and radio / vehicle expenses, however, the additional

unanticipated expenses will severely impact our ability to carry out the two projected Assessment Centers, Academy costs and building and vehicle maintenance needs.

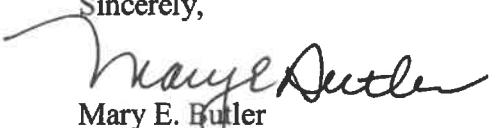
Therefore, I respectfully request that we transfer \$60,000.00 from full-time salaries to cover the unanticipated shortfall of expenses as summarized below.

Expense Category	Transfer Amount Requested
Utilities	\$20,000.00
Captain & Sergeant Assessment Centers	\$20,000.00
Elevator Repair	\$ 5,000.00
HVAC Repair / Building Maintenance	\$10,000.00
Radio / Vehicle Maintenance	\$ 5,000.00
Total Transfer from full-time salaries	\$60,000.00

I am available at your convenience to discuss this budget transfer request. If approved by the City Council, these transfers will see us through the remainder of the fiscal year.

For planning purposes, I have been in dialog with the City's Finance Director to conduct an in-depth review of the Department's line item expense projections for next year's budget, specifically in the electric, gas, office supplies, building maintenance and vehicle maintenance line items. The rising cost of utilities and additional, ongoing, expenses occasioned by the installation of the City's fiber network system in our facility, an aging building infrastructure and aging vehicle fleet - both of which are in constant use - necessitate close monitoring of these line items to ensure we are properly budgeted to carry out our mission.

Sincerely,



Mary E. Butler
Chief of Police

cc: City Finance Director

CITY OF SALEM – Finance Department

Free Cash, W & S R/E, R/Res & Budget Transfer Request Form

From: 210 - Police
Department


Chief Mary E. Butler
Department Head Authorizing Signature

April 24, 2019
Date

Budget or R/Res Budget Amt: \$79,100.00
Transfers To : 12102-5317 Desc: Training & Education Balance: \$9,772.88
(Org/Object)
 From : 12101-5111 Desc: Full-time Salaries Balance: \$6,884,451.00
(*Note - Please include letter to Mayor for Transfers from different Personnel & Non-personnel lines)
 Budget Amt: \$1,533,636.17
Current Balance in Receipts Reserved Fund Above (if applicable) - \$ _____ Date: _____

Free Cash or To : _____ Desc: _____ Budget Amt: _____
Retained Earnings (W/S) (Org/Object) Balance: _____
Raise & Appropriate
Please circle one

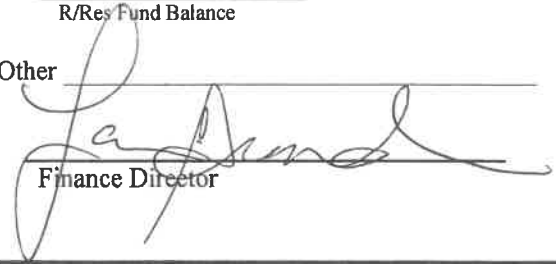
Amount Requested: \$ 20,000.00

Reason (Be Specific) Captain and Sergeant Assessment Centers

For Finance Department and Mayor's Use Only:

Budget Transfer Mayor Approval City Council Approval
 Free Cash Appropriation – City Council Approval – Gen Fund \$ _____
Free Cash Balance
 R/E Appropriation –Water \$ _____ R/E Appropriation Sewer \$ _____
R/E Balance R/E Balance
 Receipts Reserve – City Council Approval \$ _____
R/Res Fund Balance
 Raise & Appropriate Other _____

Recommendation: Approved Denied


 Finance Director

Completed: Date: _____ By: _____ CO # _____ JE#: _____ Transfer #: _____

CITY OF SALEM – Finance Department

Free Cash, W & S R/E, R/Res & Budget Transfer Request Form

From: 210 - Police
Department

Mary E. Butler
Chief Mary E. Butler
Department Head Authorizing Signature

April 24, 2019
Date

Budget or R/Res Budget Amt: \$70,000.00
Transfers To : 12102-5253 Desc: Radio/Vehicle Maintenance Balance: \$1,338.45
(Org/Object)
 From : 12101-5111 Desc: Full-time Salaries Balance: \$6,884,451.00
(*Note - Please include letter to Mayor for Transfers from different Personnel & Non-personnel lines)
 Current Balance in Receipts Reserved Fund Above (if applicable) - \$ _____ Date: _____

Free Cash or To : _____ Desc: _____ Budget Amt: _____
Retained Earnings (W/S) (Org/Object) Balance: _____
Raise & Appropriate
 Please circle one

Amount Requested: \$ \$5,000.00
Reason (Be Specific) Radio/Vehicle Maintenance and repair for aging cruisers

For Finance Department and Mayor's Use Only:

_____ Budget Transfer _____ Mayor Approval _____ City Council Approval
 _____ Free Cash Appropriation – City Council Approval – Gen Fund \$ _____
Free Cash Balance
 _____ R/E Appropriation –Water \$ _____ R/E Appropriation Sewer \$ _____
R/E Balance R/E Balance
 _____ Receipts Reserve – City Council Approval \$ _____
R/Res Fund Balance
 _____ Raise & Appropriate _____ Other

Recommendation: _____ Approved _____ Denied

[Signature]
 Finance Director

Completed: Date: _____ By: _____ CO # _____ JE#: _____ Transfer #: _____

CITY OF SALEM – Finance Department

Free Cash, W & S R/E, R/Res & Budget Transfer Request Form

From: 210 - Police
Department


Chief Mary E. Budler
Department Head Authorizing Signature

April 24, 2019
Date

Budget or R/Res Budget Amt: \$50,000.00
Transfers To : 12102-5211 Desc: Electric Balance: \$0.00
(Org/Object)
 From : 12101-5111 Desc: Full-time Salaries Balance: \$6,884,451.00
(*Note - Please include letter to Mayor for Transfers from different Personnel & Non-personnel lines)
 Current Balance in Receipts Reserved Fund Above (if applicable) - \$ _____ Date: _____

Free Cash or To : _____ Desc: _____ Budget Amt: _____
Retained Earnings (W/S) (Org/Object) Balance: _____
Raise & Appropriate
 Please circle one

Amount Requested: \$ 8,000.00

Reason (Be Specific) To cover electric expenses as needed

For Finance Department and Mayor's Use Only:

_____ Budget Transfer _____ Mayor Approval _____ City Council Approval

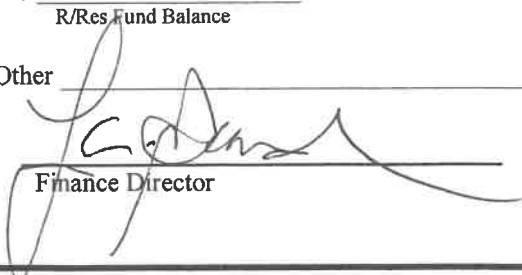
_____ Free Cash Appropriation – City Council Approval – Gen Fund \$ _____
Free Cash Balance

_____ R/E Appropriation –Water \$ _____ R/E Appropriation Sewer \$ _____
R/E Balance R/E Balance

_____ Receipts Reserve – City Council Approval \$ _____
R/Res Fund Balance

_____ Raise & Appropriate _____ Other _____

Recommendation: _____ Approved _____ Denied


Finance Director

Completed: Date: _____ By: _____ CO # _____ JE#: _____ Transfer #: _____



CITY OF SALEM

In City Council,

May 9, 2019

Ordered:

That the sum of Eighteen Thousand Dollars (\$18,000.00) is hereby appropriated from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the Inspectional Services accounts listed below in accordance with the recommendation of Her Honor the Mayor.

Description	Account	Amount
Inspectional Services Oil Heat	11962-5216	8,000.00
Inspectional Services Electricity	11962-5211	10,000.00
	Total	18,000.00



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

May 9, 2019

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request for an appropriation of Eighteen Thousand Dollars (\$18,000.00) from the "Fund Balance Reserved for Appropriation – Free Cash account (1-3245) to the "Inspectional Services account listed below:

Description	Account	Amount
Inspectional Services Oil Heat	11962-5216	8,000.00
Inspectional Services Electricity	11962-5211	10,000.00
	Total:	18,000.00

This request is necessary to cover the remaining bills for this Fiscal Year.

I recommend passage of the accompanying Order.

Very truly yours,

A handwritten signature in black ink that reads "Kim Driscoll".

Kimberley Driscoll
Mayor



CITY OF SALEM, MASSACHUSETTS

BUILDING DEPARTMENT
98 WASHINGTON STREET, 2ND FLOOR
TEL. (978) 745-9595

KIMBERLEY DRISCOLL
MAYOR

THOMAS ST. PIERRE
DIRECTOR OF PUBLIC PROPERTY/BUILDING COMMISSIONER

April 25, 2019

Mayor Kimberly Driscoll
Mayor, City of Salem

RE: Free Cash

Dear Mayor Driscoll:

The Department of Inspectional Services requests an appropriation of free cash for 2 of our utilities accounts to cover our bills for the remainder of the fiscal year.

Our Electric Account, in which I misjudged how much was needed and also our Oil Heat.

Requesting \$8,000.00 in our Oil Heat Account
Requesting \$10,000.00 in our Electric Account

Thank you in advance for your cooperation in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Thomas St. Pierre", with a date "4/25/2019" written below it.

Thomas St. Pierre
Director of Inspectional Services

cc: City Council
Laurie Giardella, Finance Director
Nina Bridgeman, Assistant Finance Director

CITY OF SALEM - Finance Department
Free Cash, W & S R/E, R/Res & Budget Transfer Request Form

From: Public Property Department [Signature] Department Head Authorizing Signature 4-25-19 Date

Budget or R/Res Transfers To: _____ Desc: _____ Budget Amt: _____
(Org/Object) Balance: _____
 From: _____ Desc: _____ Budget Amt: _____
(*Note - Please include letter to Mayor for Transfers from different Personnel & Non-personnel lines) Balance: _____
 Current Balance in Receipts Reserved Fund Above (if applicable) - \$ _____ Date: _____

Free Cash or Retained Earnings (W/S) To: 11962-5216 Desc: Oil Heat Budget Amt: 40,000.00
Please circle one (Org/Object) Balance: 107.89

Amount Requested: \$ 8,000.00

Reason (Be Specific) To cover the remaining bills for this fiscal year

For Finance Department and Mayor's Use Only:

_____ Budget Transfer _____ Mayor Approval _____ City Council Approval
 _____ Free Cash Appropriation - City Council Approval - Gen Fund \$ _____
Free Cash Balance
 _____ R/E Appropriation - Water \$ _____ R/E Appropriation Sewer \$ _____
R/E Balance R/E Balance
 _____ Receipts Reserve - City Council Approval \$ _____
R/Res Fund Balance
 _____ Raise & Appropriate _____ Other _____

Recommendation: _____ Approved _____ Denied

[Signature]
 Finance Director

Completed: Date: _____ By: _____ CO # _____ JE#: _____ Transfer #: _____

CITY OF SALEM - Finance Department
Free Cash, W & S R/E, R/Res & Budget Transfer Request Form

From: Public Property [Signature] 4-25-19
Department Department Head Authorizing Signature Date

Budget or R/Res Transfers To: _____ Desc: _____ Budget Amt: _____
(Org/Object) Balance: _____

From: _____ Desc: _____ Budget Amt: _____
Balance: _____

(*Note - Please include letter to Mayor for Transfers from different Personnel & Non-personnel lines)

Current Balance in Receipts Reserved Fund Above (if applicable) - \$ _____ Date: _____

Free Cash or Retained Earnings (W/S) To: 11960-5211 Desc: Electricity Budget Amt: 56,000.00
Please circle one (Org/Object) Balance: 188.11

Amount Requested: \$ 10,000.00

Reason (Be Specific) To cover the remaining bills for this fiscal year. Misjudged how much was needed

For Finance Department and Mayor's Use Only:

Budget Transfer Mayor Approval City Council Approval

Free Cash Appropriation - City Council Approval - Gen Fund \$ _____
Free Cash Balance

R/E Appropriation -Water \$ _____ R/E Balance R/E Appropriation Sewer \$ _____
R/E Balance R/E Balance

Receipts Reserve - City Council Approval \$ _____
R/Res Fund Balance

Raise & Appropriate Other _____

Recommendation: Approved Denied

[Signature]
 Finance Director

Completed: Date: _____ By: _____ CO # _____ JE#: _____ Transfer #: _____



CITY OF SALEM

In City Council,

May 9, 2019

Ordered:

That the sum of Fifteen Thousand Dollars (\$15,000.00) is hereby appropriated from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the "Mayor's Auditing and Accounting Account 11272-5305" in accordance with the recommendation of Her Honor the Mayor.

Further Ordered:

Per MGL Chapter 44 Section 64 which allows for a municipality to pay for prior fiscal year invoices using current fiscal year appropriations by two-thirds vote of the City Council we request the December 31, 2015, the December 31, 2016 and the December 31, 2017 invoices are hereby allowed to be paid from the Mayor's Fiscal Year 2019 Budget account 11272-5305 Auditing and Accounting as listed above in accordance with the recommendation of Her Honor the Mayor.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

May 9, 2019

Salem City Council
City Hall
93 Washington Street
Salem, MA 01970

Ladies and Gentlemen of the City Council:

Enclosed herewith is a request to transfer Fifteen Thousand Dollars (\$15,000.00) from Free Cash (1-3245) to the Office of the Mayor Auditing and Accounting Services account (11212-5305).

This request is necessary to cover the costs of the annual audit of the Salem Contributory Retirement System for 2015, 2016, and 2017. The invoice for these services was received by the City in March of this year.

M.G.L. Chapter 44, § 64 allows for a municipality to pay for prior years' invoices using current year appropriations, with a two-thirds vote of the City Council, which is requested for the approval of this Order.

Very truly yours,

A handwritten signature in black ink, appearing to read "Kim Driscoll", written in a cursive style.

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

April 12, 2019

Laurie Giardella
Finance Director
City of Salem
93 Washington Street
Salem, MA 01970

Dear Laurie,

Enclosed please find a request to appropriate \$15,000 from free cash to 11212-5305 Accounting and Audit within the Office of the Mayor for the payment of annual audit of the Salem Contributory Retirement System for the calendar years 2015, 2016, and 2017. The invoice for these was received by the City on March 19, 2019.

Very truly yours,

Dominick Pangallo
Chief of Staff
Office of Mayor Kimberley Driscoll
City of Salem

Powers & Sullivan, LLC

Certified Public Accountants



100 Quannapowitt Parkway
Suite 101
Wakefield, MA 01880
T. 781-914-1700
F. 781-914-1701
www.powersandsullivan.com

November 2, 2018

Ms. Nina Bridgman, Assistant Finance Director
City of Salem
93 Washington Street
Salem, MA 01970

Dear Nina,

Enclosed please find an invoice for the Salem Contributory Retirement for the years ended December 31, 2015, 2016 and 2017. According to our records, we did not issue an invoice for the 2015 and 2016 report and are including them on the enclosed 2017 invoice.

If you have any questions, please do not hesitate to contact our office.

Sincerely,

Jennifer Couillard
Audit Administrator

Enclosures

Powers & Sullivan, LLC


100 Quannapowitt Parkway
 Suite 101
 Wakefield, MA 01880
 Ph: 781-914-1700

Invoice



DATE	INVOICE #
11/2/2018	12508

City of Salem
 Nina Bridgman, Assistant Finance Director
 93 Washington Street
 Salem, MA 01970

Vendor #: 14904
 Approp #: 11357-5320
 PO #: _____
 Approved By: 

TERMS	PROJECT
30 Days	RETIREMENT

DESCRIPTION	AMOUNT
For professional services rendered in connection with the audits of single financial statements and specific elements, accounts or items of a financial statement for the Salem Contributory Retirement System for the year ended:	
December 31, 2015	5,000.00
December 31, 2016	5,000.00
December 31, 2017	5,000.00
Thank you.	Total \$15,000.00

CITY OF SALEM, MASSACHUSETTS
FY 2019 FREE CASH SUMMARY

4/29/2019
2:43 PM

Description	Date To Council	Pending Free Cash	Date Approved	C.O. #	Approved Free Cash	Reason
-------------	-----------------	-------------------	---------------	--------	--------------------	--------

CERTIFIED FREE CASH

10/31/18

5,949,483.00

20% To Stabilization	11/15/18		11/15/18	674	1,189,897.00	Free Cash transfer per Finance Policies
20% to CIP	11/15/18		11/15/18	674	1,189,897.00	Free Cash transfer per Finance Policies
5% to OPEB	11/15/18		11/15/18	674	297,475.00	Free Cash transfer per Finance Policies
Retirement Stabilization Fund	11/15/18		11/15/18	675	500,000.00	Free Cash transfer to Retirement Stabilization to replenish fund
Tax Rate - Reduce taxes FY 2019	12/06/18		12/06/18	719	1,700,000.00	Free Cash to offset Tax Rate
DPW Equipment Repair	12/06/18		12/06/18	723	34,000.00	Repair of critical DPS equipment
DPW Contracted Services	12/06/18		12/06/18	727	15,000.00	City share of grant for Planning Board regulation Update
HR Legal Services/Arbitration	01/10/19		01/10/19	11	15,000.00	Ongoing arbitration issues
Planning Contracted Services	01/10/19		01/10/19	9	52,000.00	Gallows Hill Park soil remediation
City Council Advertising	03/14/19		03/14/19	166	10,000.00	Additional money needed for advertising ordinances
IS - Electricity	03/14/19		03/14/19	165	14,000.00	Additional Electricity costs for 93 & 98 Washington Street
Fire Educational Training	03/14/19		03/14/19	164	19,587.00	Additional money needed to cover educational reimbursements
Treasurer - Credit Card Fees	04/11/19		04/11/19	228	40,000.00	Additional money needed to cover higher than expected credit card fees
Planning-Contracted Services	04/11/19	40,000.00				5 Year Consolidated Plan
Inspectional Services - Electricity	05/09/19	10,000.00				Additional Electricity costs for 93 & 98 Washington Street
Inspectional Services - Natural Gas	05/09/19	8,000.00				Additional Gas costs for City Buildings
Inspectional Services - Electricity	05/09/19	6,649.00				Unanticipated expenses for code enforcement
Mayor - Audit and Accounting	05/09/19	15,000.00				Prior FY Auditing invoices for Retirement Board

TOTAL FREE CASH USED
BALANCE

79,649.00
792,978.00

5,076,856.00
872,627.00



CITY OF SALEM

In City Council,

May 9, 2019

Ordered:

That the sum of Six Thousand Six Hundred and Forty-Nine Dollars (\$6,649.00) is hereby appropriated from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the Inspectional Services accounts listed below in accordance with the recommendation of Her Honor the Mayor.

Description	Account	Amount
Inspectional Services – Contracted Services	12412-5320	6,649.00
	Total	6,649.00



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

May 9, 2019

Salem City Council
City Hall
93 Washington Street
Salem, MA 01970

Ladies and Gentlemen of the City Council:

The enclosed Order appropriates \$6,649.00 from free cash to contracted services in the Inspectional Services/Building Department. These funds will be used for the City's contract with Harmari, the City's selected contractor for short-term rental registration and compliance enforcement.

The City will recoup these dollars in the short-term rental registration fee, which is being charged to short-term rental owners as they register. In order to keep the roll-out of our short-term rentals Ordinance moving forward I recommend adoption of the enclosed Order and appropriation of these funds.

Very truly yours,

A handwritten signature in black ink that reads "Kim Driscoll".

Kimberley Driscoll
Mayor
City of Salem



KIMBERLEY DRISCOLL
MAYOR

CITY OF SALEM PUBLIC PROPERTY DEPARTMENT

120 WASHINGTON STREET ♦ SALEM, MASSACHUSETTS 01970
TEL: 978-745-9595 ♦ FAX: 978-740-9846

Honorable Mayor Driscoll
Salem City Hall
Salem, Massachusetts 01970

April 29, 2019

Mayor Driscoll:

The Salem Building Department requests your support for the appropriation of free cash in the amount of *Six Thousand Six Hundred and Forty-Nine Dollars and Zero Cents (\$6,649.00)*. This funding would provide the funding required for to hire a consulting firm to assist Inspectional Services and the City in its Short-Term Rentals initiative, fore with titled as "REP No. 19-34-160 Enforcement Support for Short Term Rental Properties".

Proposed consultant would collaborate with Inspectional Services, to provide data and analysis on short term rental services. Their main objective as an advisor to the City would be to review and research short term rentals agencies such as but not limited to Airbnb, Booking.com, Homeaway Family, and VRBO for the purpose of documenting units operating and advertised in the City. This information would assist in not only documenting these units in the City, but allow the department to notify these units of City of Salem Short-Term Rental Regulations and Inspections.

This Department thanks you in advance for your cooperation in our request.

Respectfully,

A handwritten signature in cursive script, reading "Thomas St. Pierre", with the date "4/29/19" written below it.

Thomas St. Pierre
Building Commissioner and Zoning Enforcement Officer

Cc: file

CITY OF SALEM - Finance Department

Free Cash, W & S R/E, R/Res & Budget Transfer Request Form

From: Public Property Department [Signature] Department Head Authorizing Signature 4-26-19 Date

Budget or R/Res Transfers

To: _____ Desc: _____ Budget Amt: _____
(Org/Object) Balance: _____

From: _____ Desc: _____ Budget Amt: _____
 Balance: _____

(*Note - Please include letter to Mayor for Transfers from different Personnel & Non-personnel lines)

Current Balance in Receipts Reserved Fund Above (if applicable) - \$ _____ Date: _____

Free Cash or Retained Earnings (W/S) To: 12412-5320 Desc: Contracted Serv Budget Amt: 4,000.00
Please circle one (Org/Object) Balance: 2,150.00

Amount Requested: \$ 6,649.00

Reason (Be Specific) To cover the cost of a new Short Term Rental Registration Form - Contract Services - Harman

For Finance Department and Mayor's Use Only:

Budget Transfer Mayor Approval City Council Approval

Free Cash Appropriation - City Council Approval - Gen Fund \$ 872,627.00 MS
Free Cash Balance

R/E Appropriation - Water \$ _____ R/E Balance R/E Appropriation Sewer \$ _____ R/E Balance

Receipts Reserve - City Council Approval \$ _____ R/Res Fund Balance

Raise & Appropriate Other _____

Recommendation: Approved Denied

[Signature]
 Finance Director 4/29/19

Completed: Date: _____ By: _____ CO # _____ JE#: _____ Transfer #: _____



CITY OF SALEM

In City Council,

Ordered:

May 9, 2019

That the sum of Three Thousand and Ninety-Four Dollars and Sixty-One Cents (\$3,094.61) be approved within the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to be expended for the FY 2019 contractual buyback(s) listed below in accordance with the recommendation of Her Honor the Mayor.

Name	Department	Amount
Beatrice Devereux	Human Resources	3,094.61
		3,094.61



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

May 9, 2019

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request for an appropriation of Three Thousand and Ninety-Four Dollars and Sixty-One Cents (\$3,094.61) from the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to fund the retirement buyback costs to be expended for the employee listed below.

NAME	DEPARTMENT	AMOUNT
Beatrice Devereux	Human Resources	\$3,094.61
	Total:	<u>\$3,094.61</u>

I recommend passage of the accompanying Order.

Very truly yours,

A handwritten signature in cursive script that reads "Kim Driscoll".

Kimberley Driscoll
Mayor



CITY OF SALEM MASSACHUSETTS

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

**KIMBERLEY L. DRISCOLL
MAYOR**

**LISA B. CAMMARATA
DIRECTOR OF HUMAN
RESOURCES**

MEMORANDUM

TO: Laurie Giardella, Director of Finance
DATE: April 16, 2019
RE: Retirement Stabilization Fund

Attached you will find a retirement buy back for a former employee of Human Resources.

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

Beatrice Devereux

107.08 vacation hours @ \$28.90 per hour	\$3,094.61
Total:	\$3,094.61

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.

Finance Director

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

From: Department Human Resources Date 4/12/19

Authorized Signature: _____
Department Head/City or Business Manager/School

NAME: Beatrice Devereux

CALCULATION

VACATION HOURS # 107.08 @ \$ 28.90 = \$ 3,094.61

SICK HOURS # _____ @ \$ _____ = \$ _____

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

OTHER # _____ @ \$ _____ = \$ _____

Total Amount Due: \$ 3,094.61

Please attach corresponding PAF or other backup to this sheet.

Reason: Retired - 4/9/19

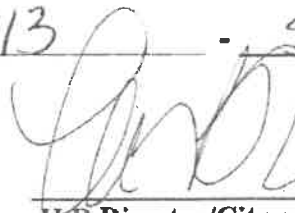
For Human Resources's Use Only:

- VACATION HOURS
- SICK HOURS
- PER ACCRUAL REPORT
- OTHER

Org and Object: 83113 - 5146

Recommendation:

Approved



HR Director/City or Superintendent/Schools



CITY OF SALEM

In City Council, May 9, 2019

Ordered:

The City of Salem hereby accepts Section 9A of Massachusetts General Laws, Chapter 200A which will allow the City Treasurer to establish a claims process for the disposition of abandoned/unclaimed funds.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

May 9, 2019

Salem City Council
City Hall
93 Washington Street
Salem, MA 01970

Ladies and Gentlemen of the City Council:

Enclosed herewith is an Order accepting Massachusetts General Laws Chapter 200A, Section 9A concerning the disposition of abandoned funds and the establishment of a claims process for persons appearing to be the owner of funds held by the City. A copy of the statute is also enclosed for your reference.

Currently the City of Salem has 411 unclaimed checks totaling \$67,135.71. By accepting this statutory provision, the Treasurer will be able to establish a claims process and provide notice to the public of the names of individuals who have unclaimed funds held by the City.

I recommend passage of the accompanying Order accepting the statute.

Very truly yours,

A handwritten signature in black ink, appearing to read "Kim Driscoll", is written over a light blue horizontal line.

Kimberley Driscoll
Mayor
City of Salem

Part II REAL AND PERSONAL PROPERTY
AND DOMESTIC RELATIONS

Title II DESCENT AND DISTRIBUTION,
WILLS, ESTATES OF DECEASED
PERSONS AND ABSENTEES,
GUARDIANSHIP,
CONSERVATORSHIP AND TRUSTS

Chapter DISPOSITION OF UNCLAIMED

200A PROPERTY

Section DISPOSITION OF ABANDONED
9A FUNDS BY CITY OR TOWN; NOTICE
OF PERIOD DURING WHICH FUNDS
MAY BE CLAIMED; CITY
TREASURER AUTHORIZED TO
HEAR CLAIMS; APPEAL;
DISBURSEMENT

Section 9A. (a) In any city, town or district that accepts this section in the manner provided in section 4 of chapter 4, there shall be an alternative procedure for disposing of abandoned funds held in the custody of the city, town or district as provided in this section.

(b) Any funds held in the custody of a city, town or district may be presumed by the city, town or district treasurer to be abandoned unless claimed by the corporation, organization, beneficiary or person entitled thereto within 1 year after the date prescribed for payment or delivery; provided, however, that the last instrument intended as payment shall bear upon its face the statement "void if not cashed within 1 year from date of issue". After the expiration of 1 year after the date of issue, the treasurer of a city, town or district may cause the financial institution upon which the instrument was drawn to stop payment on the instrument or otherwise cause the financial institution to decline payment on the instrument and any claims made beyond that date shall only be paid by the city, town or district through the issuance of a new instrument. The city, town or district and the financial institution shall not be liable for damages, consequential or otherwise, resulting from a refusal to honor an instrument of a city, town or district submitted for payment more than a year after its issuance.

(c) The treasurer of a city, town or district holding funds owed to a corporation, organization, beneficiary or person entitled thereto that are presumed to be abandoned under this section shall post a notice entitled "Notice of names of persons appearing to be owners of funds held by

(insert city, town or district name), and deemed abandoned". The notice shall specify the names of those persons who appear from available information to be entitled to such funds, shall provide a description of the appropriate method for claiming the funds and shall state a deadline for those funds to be claimed; provided, however, that the deadline shall not be less than 60 days after the date the notice was either postmarked or first posted on a website as provided in this section. The treasurer of the city, town or district may post such notice using either of the following methods: (1) by mailing the notice by first class mail, postage prepaid, to the last known address of the beneficiary or person entitled thereto; or (2) if the city, town or district maintains an official website, by posting the notice conspicuously on the website for not less than 60 days. If the apparent owner fails to respond within 60 days after the mailing or posting of the notice, the treasurer shall cause a notice of the check to be published in a newspaper of general circulation, printed in English, in the county in which the city or town is located.

(d) In the event that funds appearing to be owed to a corporation, organization, beneficiary or person is \$100 or more and the deadline as provided in the notice has passed and no claim for the funds has been made, the treasurer shall cause an additional notice, in substantially the same form as the aforementioned notice, to be published in a newspaper of general circulation in the county in which the city, town or district is located; provided, however, that the notice shall provide an extended deadline beyond which funds shall not be claimed and such deadline shall be at least 1 year from the date of publication of the notice.

(e) Once the final deadline has passed under subsection (d), the funds owed to the corporation, organization, beneficiary or person entitled thereto shall escheat to the city, town or district and the treasurer thereof shall record the funds as revenue in the General Fund of the city, town or district and the city, town or district shall not be liable to the corporation, organization, beneficiary or person for payment of those funds or for the underlying liability for which the funds were originally intended. Upon escheat, the funds shall be available to the city, town or district's appropriating authority for appropriation for any other public purpose. In addition to the notices required in this section, the treasurer of the city, town or district may initiate any other notices or communications that are directed in good faith toward making final disbursement of the funds to the corporation, organization, beneficiary or person entitled thereto.

Prior to escheat of the funds, the treasurer of the city, town or district shall hear all claims on funds that may arise and if it is clear, based on a preponderance of the evidence available to the treasurer at the time the claim is made, that the claimant is entitled to disbursement of the funds, the treasurer shall disburse funds to the claimant upon receipt by the

treasurer of a written indemnification agreement from the claimant wherein the claimant agrees to hold the city, town or district and the treasurer of the city, town or district harmless in the event it is later determined that the claimant was not entitled to receipt of the funds. If it is not clear, based on a preponderance of the evidence before the treasurer at the time of the claim that the claimant is entitled to disbursement of the funds, the treasurer shall segregate the funds into a separate, interest-bearing account and shall notify the claimant of such action within 10 days. A claimant affected by this action may appeal within 20 days after receiving notice thereof to the district, municipal or superior court in the county in which the city, town or district is located. The claimant shall have a trial de novo. A party adversely affected by a decree or order of the district, municipal or superior court may appeal to the appeals court or the supreme judicial court within 20 days from the date of the decree.

If the validity of the claim shall be determined in favor of the claimant or another party, the treasurer shall disburse funds in accordance with the order of the court, including interest accrued. If the validity of the claim is determined to be not in favor of the claimant or another party or if the treasurer does not receive notice that an appeal has been filed within 1 year from the date the claimant was notified that funds were being withheld, then the funds, plus accrued interest, shall escheat to the city, town or district in the manner provided in this section.

If the claimant is domiciled in another state or country and the city, town or district determines that there is no reasonable assurance that the claimant will actually receive the payment provided for in this section in substantially full value, the superior court, in its discretion or upon a petition by the city, town or district, may order that the city, town or district retain the funds.

City of Salem

In the year two thousand nineteen

An Ordinance to amend the zoning ordinance by adding “Municipal and Religious Reuse” as a use permitted in all zoning districts upon the issuance of a special permit by the Planning Board subject to the requirements of new section 6.11 of the zoning ordinance.

Section 1. Section 3.1 Table of Principal and Accessory Use Regulations of the City of Salem Zoning Ordinance (the “Zoning Ordinance”) is hereby amended by adding the following principal use under “B. Exempt and Institutional Uses”:

	R C	R 1	R 2	R 3	B 1	B 2	B 4	B 5	I	B P D	N R C C
Municipal or Religious Reuse**	P B	P B	P B	P B	n	n	n	n	P B	n	n

** Subject to Section 6.11.

Section 2. Section 6 - Special Regulations of the Zoning Ordinance is hereby amended by adding the following new section:

6.11 Municipal or Religious Reuse Special Permit

6.11.1 Purpose.

The purpose of this Section 6.11 is to allow for the reuse of buildings currently in municipal or religious use into new uses that may not otherwise be allowed on those properties so as to promote historic preservation, economic development, housing production and environmental sustainability and resilience.

6.11.2 General

A building currently in municipal or religious use may be converted to one or more of the uses set forth in Section 6.11.5 upon the issuance of a special permit by the Planning Board authorizing that new use or uses. The Planning Board may approve, or approve with conditions, an application for such special permit if the petitioner meets the requirements of this Section 6.11.

6.11.3 Eligibility for Special Permit

One or more Buildings currently in municipal use or religious use shall be eligible for a special permit under Section 6.11 where:

1. the Building(s) currently in municipal or religious use and for which a change of use is proposed is at least 4,000 square feet;
2. one or more of the Building(s) currently in municipal or religious use and for which a change of use is proposed to a Building at least fifty (50) years old at the time of application under this Section 6.11 and
3. the applicant seeks to change the use of the Building from currently in municipal or religious use to one or more of the uses identified in Section 6.11.5.

A Building shall be considered currently in municipal use if substantially all of that Building was actively used for municipal purposes for at least 20 continuous years, including some point in the last 20 years immediately preceding an Application under this section.

A Building shall be considered currently in religious use if substantially all of that Building was actively used for religious purposes and protected by G.L. c. 40A §3 for at least 20 continuous years, including some point in the last 50 years immediately preceding an Application under this section.

Public parks and cemeteries, together with the Buildings thereon, shall not be considered currently in municipal use for the purpose of Section 6.11.

6.11.4 Dimensional Requirements

The following shall apply to any use for which a special permit is granted under Section 6.11:

There shall be no minimum lot area per dwelling unit requirement.

Any rooftop construction needed for Building circulation, drainage, ventilation, utilities, accessibility features or passive recreation shall be excluded from the calculation of Building height. Existing fences and bordering walls may be replaced and/or extended to a height equal to the existing fence or bordering walls or 6 feet whichever is greater.

The Planning Board may, in issuing a special permit hereunder, allow structural extensions and alterations to existing nonconforming Buildings where the Planning Board finds that: (1) those changes are necessary for purposes of public health and safety, access for disabled persons, utilities, mechanical equipment or similar concerns and (2) those extensions and alterations shall not be substantially more detrimental than the existing nonconformity.

Any other structural extensions or alterations and any structural reconstruction or changes to any existing nonconforming Building eligible for a special permit under this Section 6.11 shall be subject to Section 3.3.3 of this Ordinance.

6.11.5 Uses Allowed by Special Permit

The Planning Board, upon a finding that a proposed use is in harmony with the purpose and intent of this Section 6.11, may grant a special permit pursuant to this Section 6.11 and Section 9.4 for one or more of the following uses in a Building that meets the eligibility requirements of Section 6.11.3; provided, however that Commercial uses may only be located within a multifamily dwelling and may not exceed 30 percent of the gross floor area of said multifamily dwelling. In addition, for any Building in the I District, the Planning Board may grant such special permit only upon finding that the public good will be served and that (1) the residential use would not adversely affect the underlying district and (2) the nonresidential uses permitted in the underlying district are not noxious to the multi-family use. For any Building in the R1, R2, R3, and RC Districts, the Planning Board may grant such special permit that includes a Commercial use only upon finding that the public good will be served and that the Commercial use would not adversely affect the underlying residential district.

Special Permit Uses:

1. Dwelling, Multi-family.
2. Meeting and gathering space incidental to a principal use or for use by residents or tenants of a Lot.
3. Artist lofts and living space, studios, workrooms and shops of artists, artisans and craftsmen, where products of the artistic endeavor or craft activity can be for sale on the premises or by specific off-premises commission from a sponsor or client.
4. Banks and savings and loan institutions.
5. Barber shops and beauty parlors.
6. Books, stationery and gift stores.
7. Business and professional offices.
8. Crafts, related stores selling jewelry, crafts, etc. where production occurs on the premises.
9. Dwelling units above first floor retail, personal service, or office use.
10. Florist shops, but excluding greenhouses.
11. Galleries.
12. Laundromats/dry cleaning establishments, excluding onsite dry cleaning.
13. Medical and dental offices.
14. Specialty food stores, including grocer, candy store, meat market, delicatessen, or bakery, but not a restaurant or fast food establishment unless permitted by the underlying zone.
15. Tailor and custom dressmaking shops.
16. Not for profit museums.

The Planning Board may issue a special permit hereunder allowing the combination of any of the uses listed in Section 6.11.5 with one or more uses permitted as of right or by special permit in the applicable zoning district or the R2 zone.

Nothing set forth in this Section 6.11 shall be construed as requiring a special permit where the owner of a property currently in municipal use or religious use seeks to convert that use to one or more uses that are allowed as of right in the applicable zoning district.

6.11.6 Site Plan Review

Each project submitted hereunder shall require site plan approval under Section 9.5. Absent special circumstances, applications under Section 6.11.5 for a special permit and under 6.11.6 for site plan approval should be filed together for contemporaneous consideration by the Planning Board.

6.11.7 Historical Commission and Design Review Board Review

At the time of, or before filing, an application under this Section 6.11, the applicant shall provide a copy of the application to the City of Salem Historical Commission and the Design Review Board. The Historical Commission and the Design Review Board shall review the application at a public meeting and shall provide advisory comments to the Planning Board. The Planning Board shall not take final action on an application under this Section 6.11 until it receives written comment on the application from the Historical Commission and the Design Review Board, or at least sixty (60) days have passed since delivery of the application to the Historical Commission and the Design Review Board. Said sixty (60) day period may be extended by written agreement between the Applicant and Planning Board.

Nothing set forth in this Section is intended to alter or amend the rights and obligations of the Historical Commission pursuant to the G.L. c. 40C.

Failure of an applicant hereunder to timely deliver a copy of the application to the Historical Commission or Design Review Board may be grounds for denial of the application.

6.11.8 Parking and Loading

For new residential dwelling uses, provisions shall be made for not less than one (1) parking space per dwelling unit for existing buildings.

Notwithstanding anything to the contrary, housing built under the jurisdiction of the Salem Housing Authority for elderly and/or handicapped persons shall require one-third (1/3) parking space per dwelling unit.

Nonresidential uses shall provide parking in accordance with Section 5.1.8 Table of Required Parking Spaces.

In mixed-use developments, the Planning Board may consider a reduction in total parking requirements based on an analysis of peak demand for non-competing uses provided by the applicant. In such cases the parking requirement for the largest of the uses (in terms of parking spaces required) shall be sufficient as determined by the Planning Board. An applicant shall use the latest peak demand analyses published by the Institute of Traffic Engineers (ITE) or other source acceptable to the Planning Board.

The parking requirements may be accommodated by either one or a combination of on-site parking and/or parking at municipal or other parking facilities in the vicinity of the Lot. All municipal or other parking facilities which are used to satisfy the

parking requirement must meet the following criterion: The parking facility must be fewer than one thousand (1,000) feet from the Lot as measured in a straight line from the two (2) closest points between the Lot and the parking facility. If using a municipal facility, the owner must purchase an annual parking pass to satisfy the parking requirement.

Such properties will not be eligible for resident parking permits to fulfill these requirements.

A new loading zone shall not be required if the existing Building does not have an existing loading zone.

6.11.9 Severability

The provisions of this Section 6.11 are severable. The invalidity of any paragraph, subsection or provision of this Section 6.11 shall not invalidate any other paragraph, subsection or provision hereof.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

May 9, 2019

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

With the Council's rejection of the proposed historic preservation and housing reuse overlay, we have worked to develop an alternative approach to allow for the successful preservation and reuse of these key buildings. The enclosed Ordinance is intended to present a different option to the Council that, I believe, addresses the concerns raised by Councillors who opposed the overlay zone approach, while still achieving our shared goal of protecting these historic buildings, contributing to our housing supply needs, and improving the quality of life in the surrounding neighborhoods.

While the overlay zone presented the concept of a City-wide district within which eligible religious and municipal properties could pursue permitting, this proposal now offers to modify the City's use table to add Municipal or Religious Reuse as a use by special permit in certain zoning districts and to create the standards by which the Planning Board may grant such a special permit and allow for these parcels to be preserved and productively reused. I believe that this new approach reflects the information gathered over nine months of work, including eleven public meetings and many hours of public comment and fully addresses any remaining concerns raised by those City Councillors who had opposed the overlay zone concept. Therefore, I sincerely hope that the special permit model proposed here will receive the Council's endorsement:

1. Some on the Council were concerned that, while the overlay zone consisted of the entire City, here was no way to map where potentially eligible properties might be located. Because we are modifying the use table to add a special permit in the RC, R1, R2, R3, and I zones, the question of a map is no longer relevant. The map is the City zoning map.
2. There was support from some on the Council for postponing the overlay zoning vote until after the inclusionary housing ordinance discussion. This was based on a concern that the overlay zone might have a standard of affordability different and less than whatever the Council might eventually adopt with the inclusionary housing ordinance. Because we are now proposing a special permit process within existing zones, however, that concern becomes moot. Whatever standard is ultimately reached in the inclusionary housing ordinance discussion will apply to all housing in these zones, including those constructed via this special permit process.

Salem City Hall • 93 Washington Street • Salem, Massachusetts 01970
p: (978) 619-5600 • f: (978) 744-9327 • www.salem.com/mayor

3. Some felt that including a 10% affordability minimum in the overlay zone was insufficient to our affordable housing needs. As stated above, because the new proposal establishes a special permit project that would be subject to whatever inclusionary housing requirements are later adopted by ordinance, it no longer becomes necessary to include an affordability minimum in the ordinance pertaining to these specific vacant properties.
4. Although new construction was not part of any final ordinance, some councillors had concerns that new construction might be allowable at the higher density than permitted in the underlying zone. Because dimensional requirements and regulations for special project permits are governed by the underlying zone, with this new approach any new construction at these properties would, as a matter of law, be required to comply with the standards of the surrounding neighborhood, absent a variance to the contrary.
5. As had been included in the amended overlay zoning, we are establishing in this process a requirement that any housing created via this special permit be ineligible for resident sticker parking, thereby protecting the availability of on-street parking for residents in the surrounding neighborhood.
6. Both the Historical Commission and Design Review Board must review the proposed project and provide their feedback to the Planning Board, which may then incorporate that feedback into their special permit conditions. As always, any property in a historic district or that is a registered historic property, must also receive a required approval of their project by the Historical Commission. Similarly, any project in the urban renewal district or an entrance corridor must undergo a required review by the Design Review Board.

We have worked diligently to craft a mechanism to allow for these buildings to be preserved and reused, so they no longer continue to deteriorate in the middle of residential neighborhoods. As tax-exempt properties, they currently contribute nothing to our tax base, yet draw on taxpayer-funded service for every police, fire, or inspectional call that requires our attention. They drag down the value of surrounding properties and create nuisances in our neighborhoods.

In the case of 5 Broad Street, we have incorporated the sale proceeds of this building into our financing model for the new CLC. While we have an accepted offer on the table for the purchase of the building, which the Council has authorized me to sign, the closing cannot take place until permitting is completed by the buyer. At present, permitting is unobtainable until there is a zoning modification.

The proposed process laid out in the enclosed Ordinance seeks to address the last remaining concerns and objections raised by the minority of Councillors who did not support the prior overlay zoning ordinance. I look forward to taking up this ordinance with you and the Planning Board at a Joint Public Hearing at your earliest availability.

Sincerely,



Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

May 9, 2019

Salem City Council
City Hall
93 Washington Street
Salem, MA 01970

Ladies and Gentlemen of the City Council:

I would greatly appreciate the opportunity to briefly address the City Council at your meeting of May 9, 2019 in order to provide a brief update on important projects and issues before the City.

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem

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CITY OF SALEM, MASSACHUSETTS
PARK, RECREATION & COMMUNITY SERVICE
401 Bridge Street, Salem MA 01970
Tel. (978) 744-0180/(978) 744-0924
pobrien@salem.com

Kimberley Driscoll
MAYOR

Trish O'Brien
Superintendent

Road Bike/Race/Walk/Parade Application

PLEASE SUBMIT PAYMENT OF \$200 WITH THIS PERMIT APPLICATION TO THE CITY OF SALEM PARK, RECREATION AND COMMUNITY SERVICES DEPARTMENT NO LATER THAN 45 DAYS PRIOR TO THE EVENT.
Registered Non-Profit Fee \$150
ANY FOR PROFIT EVENTS WILL REQUIRE AN ADDITIONAL 5% FROM THE REGISTRATION FEES POST EVENT.

We, the undersigned, respectfully apply for permission to host a road race/walk in the City of Salem as follows:

Applicant's Name: DOUG Bollen
Organization Name: Boys + Girls Club of Greater Salem
Name of Race/Walk/Parade: Bridge + Back 10K
Contact #: 978-744-0915 E-Mail Address: dbollen@bgcs.org
Address: 29 Highland Ave P.O. Box 24
City/State/Zip: Salem, MA 01970
Organization Tax Status (please include Tax ID Number): 042104912 Non Profit
What Charities Will This Race/Walk Be Benefiting? Boys + Girls Club of Greater Salem

Approximately How Much of the Race/Walk/Parade Proceeds Will Be Donated to Each Charity(s) 100%

Day of Race/Walk Contact Information:

Name: DOUG Bollen Contact #: _____
Date of Event: 8/4/14 Estimated Number of Participants: 350
Time of Event: 8:00 am Estimated Finish Time of Event: 10:30 am
Start Location: Charter St Finish Location: FRONT ST
Distance of Event: 6.2 miles 10 Kilometers
Has This Event Been Held Before? Yes No

8/4/14

T. P.

All Races/Walks/Parades Are Required to Recycle and Remove Trash.

Please Explain Your Plan (Will You Bring to North Shore Recycled Fiber on 53 Jefferson Ave, Open M-F, Bring to Your Home Curbside, or Other?) If You Have Questions about Recycling, Please Contact Julie Rose for More Information 978-619-5679

Will use bins + bring to N.S. Recycle

Onsite EMT Ambulance Service (Required): JB initial

Please Attach a Map of Route With the Following Items:

1. Race/Walk Course
2. Direction of Runners Through the Race/Walk course
3. Starting and Finishing Points
4. Meeting Points For Racers Before and After the Race Walk
5. Last year's race financials

Certificate of Insurance Attached? Yes No

A certificate of insurance for general liability naming the City of Salem as primary additional insured for amount not less than \$1,000,000 combined single limit for injury or death or property damages (including loss of use) in any one occurrence, and \$1,000,000 general aggregate coverage. (The City of Salem reserves the right to increase coverage minimum if event presents extraordinary risk).

RELEASE & INDEMNITY AGREEMENT APPLICANT'S SIGNATURE The undersigned Sponsor, by signature below, shall defend, indemnify, and hold the City of Salem, its officers, agents and employees, harmless against all liability, loss, or expenses, including attorney's fees, and against all claims, actions or judgments based upon or arising out of damage or injury (including death) to persons or property caused by any act or omission of an act sustained in any way in connections with the performance of this event or by conditions created thereby, or based upon violation of any statute, ordinance or regulation. This contractual indemnity provision does not abrogate common law or statutory liability and indemnification to the City of Salem, but is in addition to such common law or statutory provisions.

Paul Bolten
 Applicant's signature
David Bolten
 Name of applicant

Date: 3/25/15

A copy of this permit will be sent to the applicant upon approval. Please call Park, Recreation & Community Services if you have any questions. 978-744-0924

CITY USE ONLY

Payment Received: 308 ^{of \$206} _{of \$150} Date Permit Issued _____ Date Permit Mailed to Applicant _____

Approved By: _____

[Signature]
 Director (or Designee) of Salem Park Recreation & Community Services

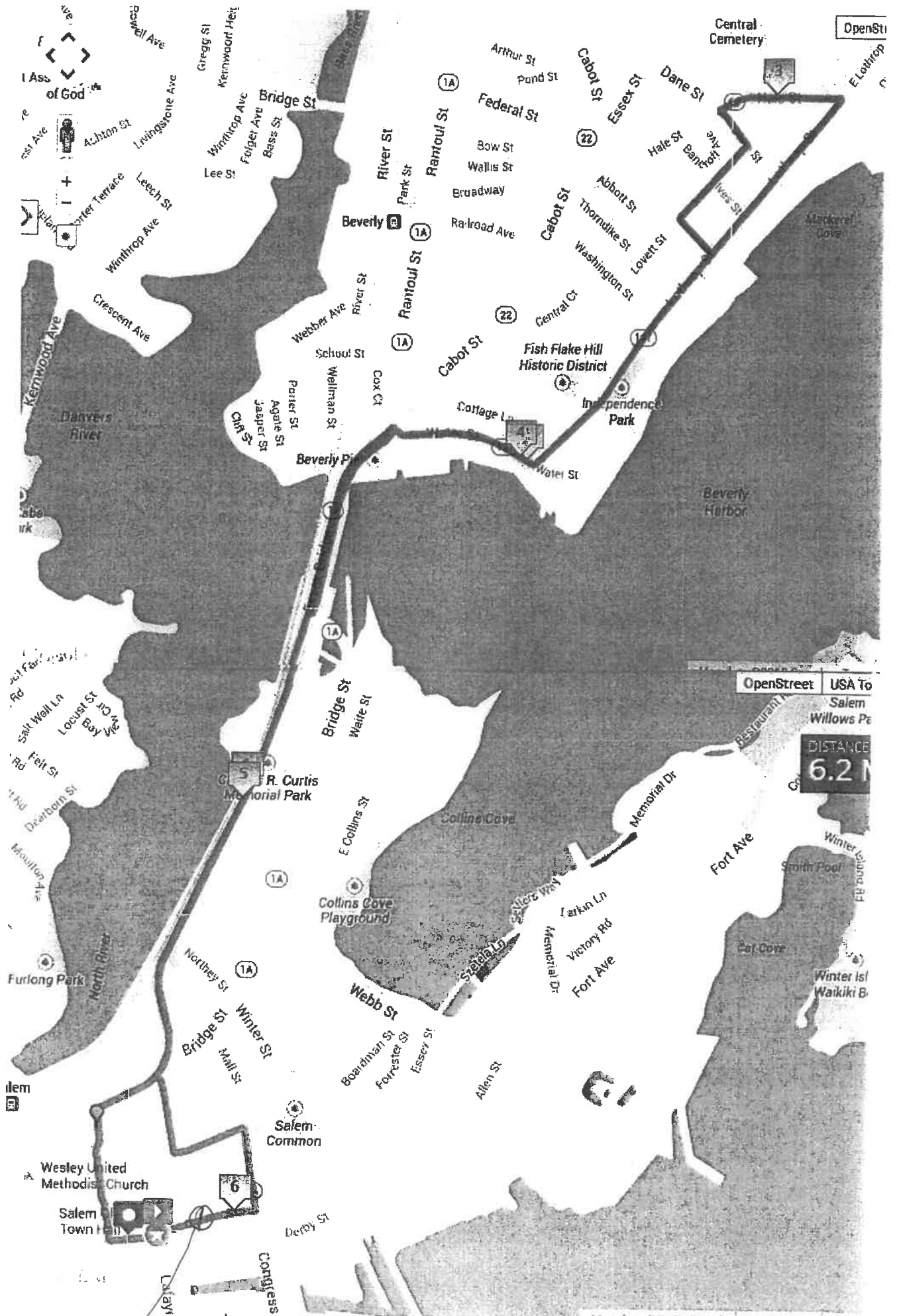
[Signature] 4-23-19
 Salem Police Department

7th Annual Bridge & Back 10K course details - street listings

Start on Charter Street, head to Front st take right onto Washington Street and right onto Bridge st. Cut across at intersection on Bridge st at lights to Bypass road. Run on Bypass road to Salem/Beverly Bridge. At end of Bridge, take a right onto Water st in Beverly, then a left on Lothrop st. Run on Lothrop st and take left at Hale st and then a left on Dane st, quick right onto Lovett st and left on Atlantic st to Lothrop st. Run down Lothrop to right onto Water st and then left onto the Salem/Beverly Bridge to bypass road. (runners will run in breakdown lane on bypass road both ways and it will be coned off) then the go thru intersection to St Peter st and take a left on Church st and then a right on Washington Square West past Hawthorne Hotel onto Hawthorne Blvd and right onto Charter st and finish on Front st.

Meeting Point

Race starts on Charter St, so runners who have picked up their race numbers the day before race at Flatbread Company will meet at starting point at race on Charter St in back of PEM. Also, Runners who need to pick up race numbers morning of race will meet at Flatbread Company on Derby Street to pick up their race numbers. Awards will be given out after race at Flatbread Company.



START ON charten ST- Finish on front st



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/21/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
 M.R. Shaw Insurance Agency, LLC
 18 Hawthorne Blvd
 PO Box 4428
 Salem
 MA 01970

CONTACT NAME: Kathleen McCurdy
PHONE (A/C, No. Ext.): (978) 744-6540
FAX (A/C, No.): (978) 745-8584
EMAIL ADDRESS: kathy@shawins.com

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A:	Philadelphia Indemnity Insurance Company	
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

INSURED
 Boys & Girls Club of Greater Salem Inc
 29 Highland Avenue
 Po Box 24
 Salem
 MA 01970

COVERAGES **CERTIFICATE NUMBER:** master COI 2018 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

LINE LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	PHPK1781559	02/21/2019	02/21/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y	PHPK1781563	02/21/2018	02/21/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		PHUB840513	08/01/2019	02/21/2020	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 *submit Sexual Abuse \$ 2,000,000 PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				E.L. DISEASE - POLICY LIMIT \$ Aggregate Limit \$ 1,000,000
A	Professional Liability Includes *Sexual or Physical Abuse or Molestation Liab.	Y	PHPK1781559	02/21/2019	02/21/2020	Aggregate Limit \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 for fund raiser road races:
 Bridge & Back 8/4/19
 Wild Turkey 11/28/19. City of Salem is listed as additional insured for general liability.

CERTIFICATE HOLDER
 City of Salem
 93 Washington Street
 Salem
 MA 01970

CANCELLATION
 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



CITY OF SALEM, MASSACHUSETTS
PARK, RECREATION & COMMUNITY SERVICE
 401 Bridge Street, Salem MA 01970
 Tel. (978) 744-0180/(978) 744-0924
 pobrien@salem.com

Kimberley Driscoll
 MAYOR

Trish O'Brien
 Superintendent

Road Bike/Race/Walk/Parade Application

**PLEASE SUBMIT PAYMENT OF \$200 WITH THIS PERMIT APPLICATION TO THE CITY OF SALEM
 PARK, RECREATION AND COMMUNITY SERVICES DEPARTMENT NO LATER THAN 45 DAYS**

PRIOR TO THE EVENT.

Registered Non-Profit Fee \$150

**ANY FOR PROFIT EVENTS WILL REQUIRE AN ADDITIONAL 5% FROM THE
 REGISTRATION FEES POST EVENT.**

We, the undersigned, respectfully apply for permission to host a road race/walk in the City of Salem as follows:

Applicant's Name: DOUG Bollen
 Organization Name: Boys + Girls Club of Greater Salem
 Name of Race/Walk/Parade: Wild Turkey 5 Mile Run
 Contact #: 978-7440915 E-Mail Address: DBollen@bscgs.org
 Address: 29 Highland Ave P.O. Box 24
 City/State/Zip: Salem, MA 01970
 Organization Tax Status (please include Tax ID Number): 042104912
 What Charities Will This Race/Walk Be Benefiting? Boys + Girls Club of Greater Salem

Approximately How Much of the Race/Walk/Parade Proceeds Will Be Donated to Each Charity(s)

Day of Race/Walk Contact Information:

Name: DOUG Bollen Contact #: 978-8108866
 Date of Event: 11/28/19 Estimated Number of Participants: 1800
 Time of Event: 8:00 AM Estimated Finish Time of Event: 10:00 am
 Start Location: WASHINGTON SQ. WEST Finish Location: ESSEX STREET NEGA VISITORS CENTER
 Distance of Event: 5 miles
 Has This Event Been Held Before? Yes No

TINA

All Races/Walks/Parades Are Required to Recycle and Remove Trash.

Please Explain Your Plan (Will You Bring to North Shore Recycled Fiber on 53 Jefferson Ave. Open M-F; Bring to Your Home Curbside, or Other?) If You Have Questions about Recycling, Please Contact Julie Rose for More Information 978-619-5679

Will bring to N.S. Recycle? F, Sat

Onsite EMT Ambulance Service (Required): *DD* initial

Please Attach a Map of Route With the Following Items:

- ✓ 1. Race/Walk Course
- ✓ 2. Direction of Runners Through the Race/Walk course
- ✓ 3. Starting and Finishing Points
- 4 Meeting Points For Racers Before and After the Race Walk
- ✓ 5 Last year's race financials

✓ Certificate of Insurance Attached? Yes No

A certificate of insurance for general liability naming the City of Salem as primary additional insured for amount not less than \$1,000,000 combined single limit for injury or death or property damages (including loss of use) in any one occurrence, and \$1,000,000 general aggregate coverage. (The City of Salem reserves the right to increase coverage minimum if event presents extraordinary risk).

RELEASE & INDEMNITY AGREEMENT APPLICANT'S SIGNATURE The undersigned Sponsor, by signature below, shall defend, indemnify, and hold the City of Salem, its officers, agents and employees, harmless against all liability, loss, or expenses, including attorney's fees, and against all claims, actions or judgments based upon or arising out of damage or injury (including death) to persons or property caused by any act or omission of an act sustained in any way in connections with the performance of this event or by conditions created thereby, or based upon violation of any statute, ordinance or regulation. This contractual indemnity provision does not abrogate common law or statutory liability and indemnification to the City of Salem, but is in addition to such common law or statutory provisions.

Applicant's signature

Doug Bollen

Date:

3/25/19

Name of applicant

Doug Bollen

A copy of this permit will be sent to the applicant upon approval. Please call Park, Recreation & Community Services if you have any questions 978-744-0924

CITY USE ONLY

Payment Received

*364 chks #12207
\$150.00*

Date Permit Issued

Date Permit Mailed to Applicant

Approved By:

[Signature]

Director (Or Designee) of Salem Park, Recreation & Community Services

Salem Police Department

Capt. Mark Bolyo 4-23-19

Effective date of form 2-8-12

Revised date of form 1-1-18

16th Annual Wild Turkey 5 Mile Run course details - street listings

It starts at Washington Square West at the Roger Conant statue and heads on Hawthorne Blvd takes left on Derby st at the Congress-Derby lights. runs all the way down Fort ave to Winter Island Road to Winter Island, runs around the inside of Winter Island and out and takes right on Columbus Square, takes right on to Columbus ave, then takes right to Bay View ave goes around Juniper point and takes right on Beach ave then a left on Columbus ave and then right on Beach toward Willows, takes right at Arcade and runs thru gate at Hobbs popcorn and runs along water inside park and come out near the Clam Shack onto Restaurant Row to Memorial drive, goes all the way to Essex Street across lights at Washington St-Hawthorne Blvd and finishes in front of Visitor's Center on Essex Street.

Meeting Point

The race starts at the Roger Conant Statue on Washington Square West. The home base is the Salem Five Community Room located on the Essex Street Mall. Runners will pick up their race numbers morning of the race and head over to the starting line on Washington Square West. Many runners will have picked up their race numbers the previous day at New England Running Company in Beverly and will show up at starting line of race. Awards will be given out at Salem Five Community Room after the race.

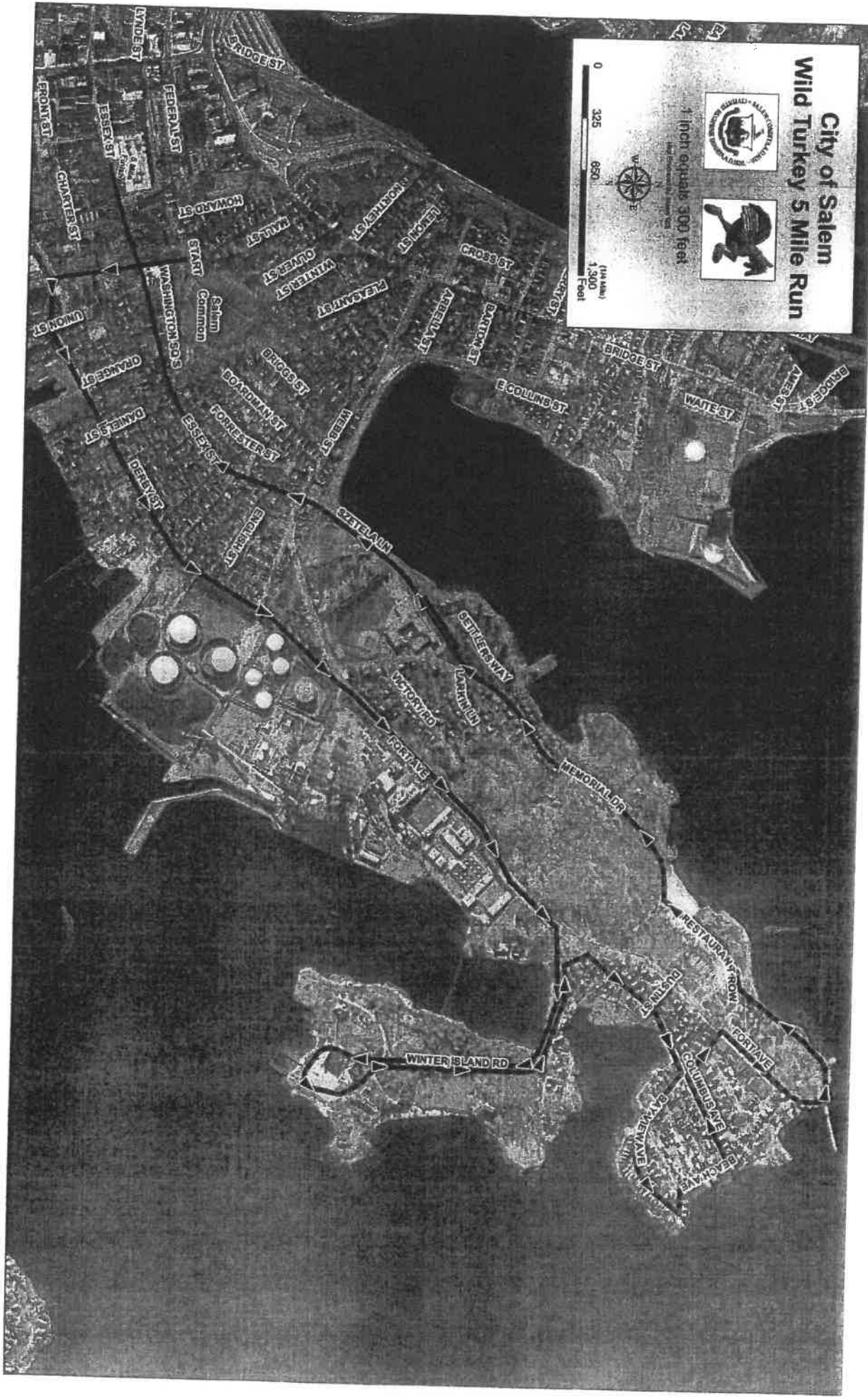
City of Salem Wild Turkey 5 Mile Run

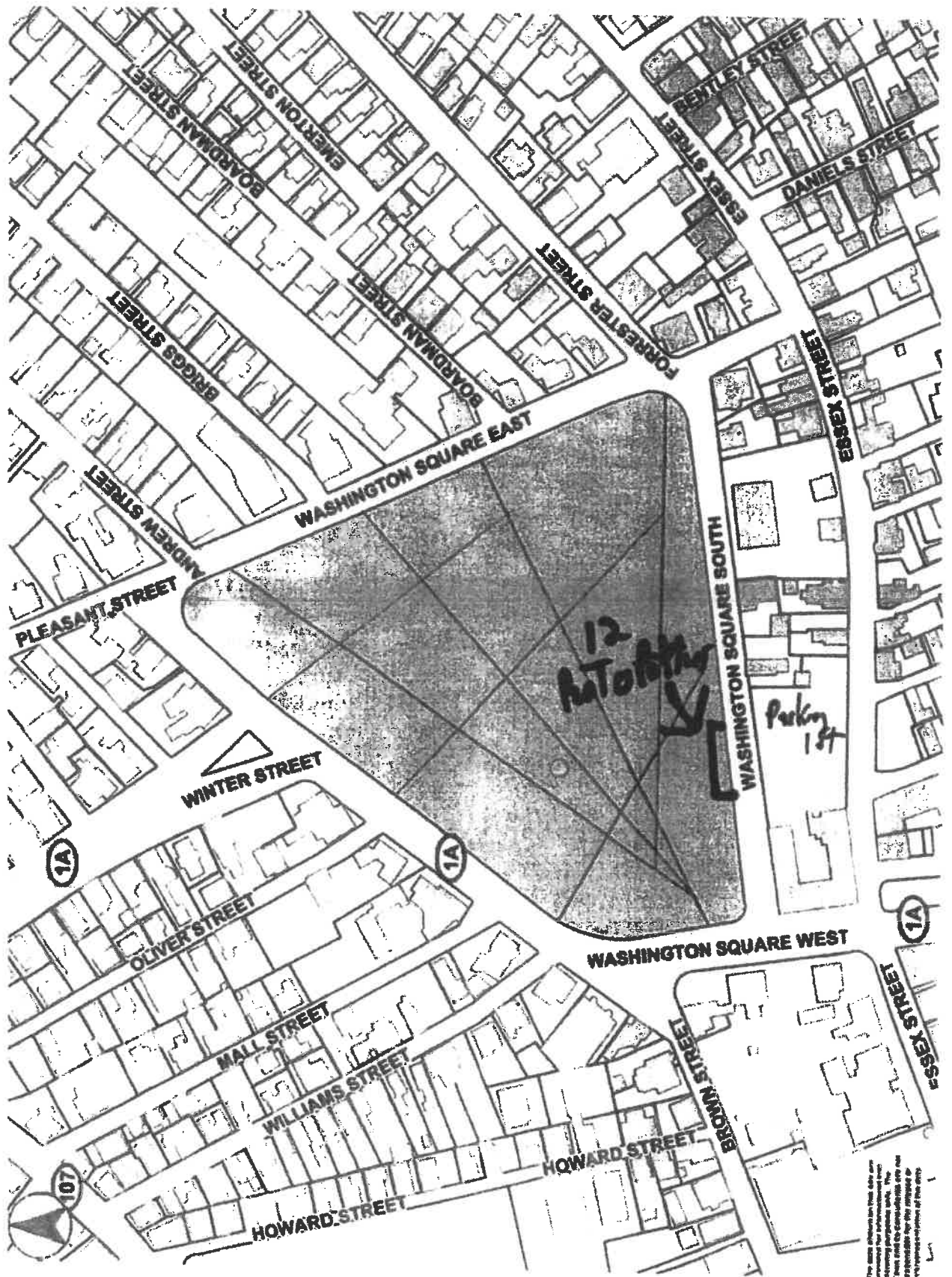


1/4 inch equals 300 feet



0 325 650 1300 Feet





The map shows the street grid and building footprints for the area shown. It is not intended for navigation purposes. The names and the boundaries are not guaranteed to be accurate. The map is provided as a reference only.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/21/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER M.R. Shaw Insurance Agency, LLC 18 Hawthorne Blvd PO Box 4428 Salem MA 01970		CONTACT NAME: Kathleen McCurdy PHONE (A.C. No. Ext.): (978) 744-4540 E-MAIL ADDRESS: kathy@shawins.com FAX (A.C. No.): (978) 745-8584	
INSURED Boys & Girls Club of Greater Salem Inc 29 Highland Avenue Po Box 24 Salem MA 01970		INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Indemnity Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: master COI 2019 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL BRN / RES / WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	PHPK1781559	02/21/2019	02/21/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EIP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMPOP AGG \$ 1,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y	PHPK1781583	02/21/2019	02/21/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		PHUB640513	08/01/2019	02/21/2020	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 *Sublimit Sexual Abuse \$ 2,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in MA) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ Aggregate Limit 1,000,000
A	Professional Liability includes *Sexual or Physical Abuse or Molestation Liab.	Y	PHPK1781559	02/21/2019	02/21/2020	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

for fund raiser road races:
Bridge & Back 8/4/19
Wild Turkey 11/28/19. City of Salem is listed as additional insured for general liability.

CERTIFICATE HOLDER

CANCELLATION

City of Salem 83 Washington Street Salem MA 01970	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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CITY OF SALEM, MASSACHUSETTS
PARK, RECREATION & COMMUNITY SERVICE
401 Bridge Street, Salem MA 01970
Tel (978) 744-0180 (978) 744-0924
pobren@saalem.com

Kathleen Daniels
MAYOR

Paul O'Brien
Superintendent

Road Bike/Race/Walk/Parade Application

**PLEASE SUBMIT PAYMENT OF \$200 WITH THIS PERMIT APPLICATION TO THE CITY OF SALEM
PARK, RECREATION AND COMMUNITY SERVICES DEPARTMENT NO LATER THAN 45 DAYS
PRIOR TO THE EVENT.
Registered Non-Profit Fee \$150
ANY FOR PROFIT EVENTS WILL REQUIRE AN ADDITIONAL 5% FROM THE
REGISTRATION FEES POST EVENT.**

We, the undersigned, respectfully apply for permission to host a road race/walk in the City of Salem as follows:

Applicant's Name: DAN SHUMAN | KURT MAW

Organization Name: THE WITCHES CUP

Name of Race/Walk/Parade: THE WITCHES CUP

Contact #: 978-741-2222 E-Mail Address: INFO@WITCHESCUP.COM

Address: 72 WASHINGTON ST.

City/State/Zip: SALEM, MA 01970

Organization Tax Status (please include Tax ID Number): 46-4420606

What Charities Will This Race/Walk Be Benefiting?
LOCAL CHARITIES / TBD -> PREVIOUS YEARS = NO PLACE FOR HATE, MASSBIKE, SALEM EDUCATION FUND

Approximately How Much of the Race/Walk/Parade Proceeds Will Be Donated to Each Charity(s)
50-75% -> TYPICALLY \$250-\$500

Day of Race/Walk Contact Information:

Name: DAN SHUMAN / KURT MAW Contact #: 978-741-2222 / 617-429-0454

Date of Event: 7/11/19 Estimated Number of Participants: 250

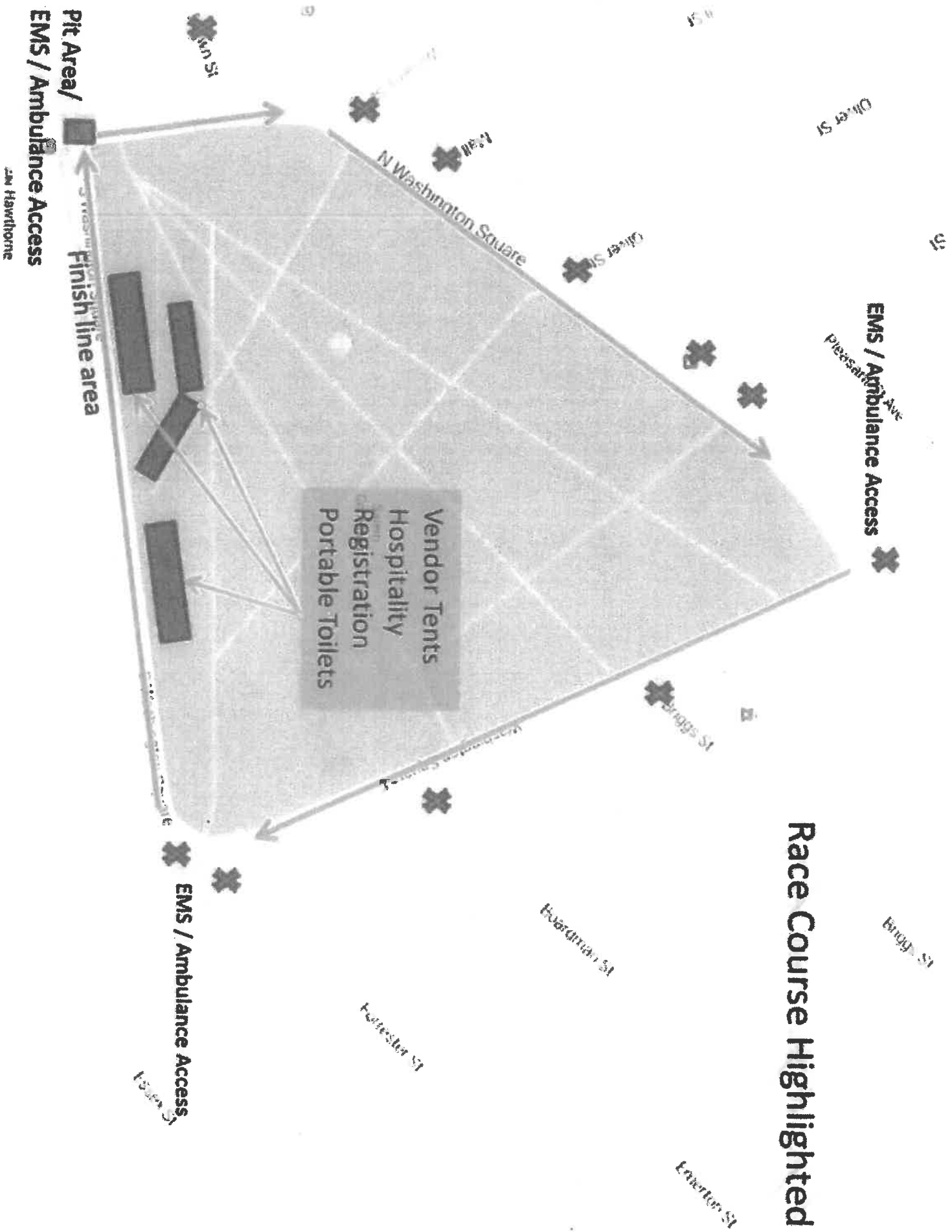
Time of Event: 5³⁰ - 9³⁰ Estimated Finish Time of Event: 9³⁰

Start Location: SALEM COMMON Finish Location: SALEM COMMON

Distance of Event: VARIES / RACE

Has This Event Been Held Before? Yes No

Race Course Highlighted





JOHN J. WALSH INSURANCE AGENCY, INC.
87 Margin Street
Salem, MA 01970

dnewton@walshinsurance.com
Phone: (978) 745-3300 Fax: (978) 745-9557

MSE019M4645

Quote is valid until 7/11/2019

To: Salem Cycle Inc.

From: Diane Newton

dnewton@walshinsurance.com

Please bind effective: _____

Confirm optional coverages:

- Do not include any optional coverages.
- Include the following optional coverages from Section V
(Taxes & Fees may apply to optional premium if purchased)
 - Option 1 - Set-up and/or Take-down Coverage
 - Option 2 - (add: \$50) - Rain Date Coverage
 - Option 3 - (add: \$100) - Banner Coverage
 - Option 4 - Terrorism Coverage

Signature: _____

I. PREMIUM AND UNDERWRITING NOTES/REQUIREMENTS

GENERAL LIABILITY/LIQUOR LIABILITY SPECIAL EVENT POLICY INFORMATION

Carrier:	Mount Vernon Fire Insurance Company
Status:	Admitted
A.M. Best Rating:	A++ (Superior) - X

GENERAL LIABILITY OCCURRENCE/AGGREGATE	GENERAL LIABILITY PREMIUM	LIQUOR LIABILITY COMMON CAUSE/AGGREGATE	LIQUOR LIABILITY PREMIUM
<input type="checkbox"/> \$100,000/\$200,000	\$255	<input type="checkbox"/> \$100,000/\$200,000	\$196
<input type="checkbox"/> \$300,000/\$300,000	\$326	<input type="checkbox"/> \$300,000/\$300,000	\$251
<input type="checkbox"/> \$300,000/\$600,000	\$337	<input type="checkbox"/> \$300,000/\$600,000	\$259
<input type="checkbox"/> \$500,000/\$500,000	\$382	<input type="checkbox"/> \$500,000/\$500,000	\$294
<input type="checkbox"/> \$500,000/\$1,000,000	\$391	<input type="checkbox"/> \$500,000/\$1,000,000	\$301
<input type="checkbox"/> \$1,000,000/\$1,000,000	\$446	<input type="checkbox"/> \$1,000,000/\$1,000,000	\$343
<input checked="" type="checkbox"/> \$1,000,000/\$2,000,000	\$455	<input checked="" type="checkbox"/> \$1,000,000/\$2,000,000	\$350
<input type="checkbox"/> \$1,000,000/\$3,000,000	\$460	<input type="checkbox"/> \$1,000,000/\$3,000,000	\$354

ADDITIONAL QUOTE INFORMATION

Policy Minimum Premium: \$195
Personal & Advertising Injury: Same as the Occurrence Limit
Products Aggregate: See L-535
Damages to Premises Rented: \$100,000

Please contact us with any questions regarding the terminology used or the coverages provided.

Read the quote carefully, it may not match the coverages requested

350
455
805

MSE019M4845

Medical Payments: \$1,000

Refer to Covered Events section for event dates covered

Policy Period is 7/11/2019 to 7/13/2019

Pricing is contingent upon both GL & Liquor coverage being chosen

Underwriting Notes:

- Binding order must be received prior to the start of the event or no coverage will be provided.

Prior to Bind Requirements: this account is subject to the following:

Coverage cannot be bound without the following information. We may modify the terms and/or premiums quoted or rescind this quote if the information provided below or on the completed application materially affects the rating or eligibility of the risk.

- If you have not already provided the mailing address, location address and additional insured information, we will need this information in order to bind coverage.

II. COVERED EVENTS

Event #1 - 72 Washington Street , Salem, MA 01970

Entity Type: (applicant is the host of the event)

Event Coverages: General Liability, Liquor Liability

Event	Exposure	Start Date	End Date
Sporting Event / Tournament - Bike Race (applicant is the host of the event) (Liability)	1000 Attendees	7/11/2019	7/11/2019
Sporting Event / Tournament - Bike Race (applicant is the host of the event) (Liquor)	250 Consumers	7/11/2019	7/11/2019

Event Coverages	Exposure	Limit	Premium
Additional Insured - Blanket - Special Events (Liability)	1 Per Additional Insured		Included
Additional Insured - Blanket - Special Events (Liquor)	1 Per Additional Insured		Included

III. REQUIRED FORMS & ENDORSEMENTS

Common Endorsements

CG0203	(03/08) Massachusetts Changes - Cancellation And Nonrenewal	LLQ-100 MA	(04/16) Who Is An Insured Clarification Endorsement
IL0017	(11/98) Common Policy Conditions	LLQ-101	(08/06) Expanded Definition Of Employee
IL0021	(09/08) Nuclear Energy Liability Exclusion Endorsement	LLQ-102	(02/15) Event Vendor, Exhibitor And Contractor Exclusion
L-224	(10/10) Punitive Or Exemplary Damages Exclusion	LLQ-368	(08/10) Separation Of Insureds Clarification Endorsement
L-610	(11/04) Expanded Definition Of Bodily Injury	ME Jacket	(09/10) The Main Event Special Event Commercial Liability Policy Jacket
L-656	(02/06) Extension Of Coverage - Committee Members	SPE 300	(05/09) Special Events Property Damage Amendment
L-820	(12/18) Special Events Blanket Additional Insured Endorsement	SPE 312	(03/15) Who Is An Insured

Please contact us with any questions regarding the terminology used or the coverages provided.

****Read the quote carefully, it may not match the coverages requested****

MSE019M4645

General Liability Endorsements

CG0001	(12/07) Commercial General Liability Coverage Form	L-461MA	(02/11) Assault Or Battery Exclusion
CG0068	(05/09) Recording And Distribution Of Material Or Information In Violation Of Law Exclusion	L-535	(03/15) Exclusion - Products-Completed Operations Hazard Other Than Food Or Beverage Products
CG2107	(05/14) Exclusion - Access Or Disclosure Of Confidential Or Personal Information And Data-Related Liability - Limited Bodily Injury Exception Not Included	L-536	(09/09) Exclusion - Participation In Athletic Activity, Physical Activity Or Sports
CG2109	(06/15) Exclusion - Unmanned Aircraft	L-599	(10/12) Absolute Exclusion for Pollution, Organic Pathogen, Silica, Asbestos and Lead with a Hostile Fire Exception
CG2136	(03/05) Exclusion - New Entities	L-606	(02/11) Exclusion For Injury To Performers, Entertainers And Participants
CG2139	(10/93) Contractual Liability Limitation	L-607	(02/11) Exclusion For Climbing, Rebounding And Interactive Games And Devices
CG2144	(07/98) Limitation Of Coverage To Designated Premises Or Project	L-608	(02/11) Exclusion For Firearms, Fireworks And Other Pyrotechnic Devices
CG2147	(12/07) Employment-Related Practices Exclusion	L-609	(02/11) Animal Exclusion
CG2173	(01/15) Exclusion Of Certified Acts Of Terrorism	L-686	(10/12) Absolute Exclusion for Liquor and Other Related Liability
L-387	(03/06) Exclusion - Mechanical Rides	TRIADN	(02/15) Policyholder Disclosure Notice of Terrorism Insurance Coverage
L-423	(02/11) Exclusion For Structure Collapse		

Liquor Liability Endorsements

CG0033	(12/07) Liquor Liability Coverage Form	L-657	(01/11) Absolute Pollution Exclusion - Liability
CG2406	(04/13) Liquor Liability - Bring Your Own Alcohol Establishments	LQ-202	(12/11) Assault Or Battery Exclusion
L-206	(02/11) Fully Earned Premium Endorsement	LQ-352	(09/08) Event Vendor - Other Insurance
L-381	(09/08) Warranty Endorsement - Equal Or Greater General Liability Limit	LQ-354	(10/09) Limitation of Coverage to Insured Premises

IV. OFFER OF OPTIONAL COVERAGE(S)

Based on the information provided, the following additional coverages are available to this applicant but are not currently included in the quotation. The additional premium may be subject to taxes & fees. For a firm final amount please contact us and we will revise the quote.

Coverage		Additional Premium
Option 1	Set-up and/or Take-down Coverage	
Important Information		
<ul style="list-style-type: none"> • If this coverage is purchased, add L-563 Set-Up and/or Take-Down Coverage for Special Events • Set-up and take-down coverage is available. If you wish to purchase, please submit the following with your bind request: dates requested, confirm no heavy machinery used during set-up and take-down (bulldozers, backhoes, excavators and any type of industrial machinery). Note: additional premium will apply. 		
Coverage		Additional Premium
Option 2	Rain Date Coverage	\$50
Important Information		
<ul style="list-style-type: none"> • If this coverage is purchased, add L-562 Rain Date Coverage for Special Events • This pricing is per event. 		

Please contact us with any questions regarding the terminology used or the coverages provided.

****Read the quote carefully, it may not match the coverages requested****

	Coverage	Additional Premium
Option 3	Banner Coverage	\$100

Important Information

- If this coverage is purchased, add L-788 Banner Coverage For Scheduled Special Events
- This pricing is per event.

	Coverage	Additional Premium
Option 4	Terrorism Coverage	See notes for rate information

Important Information

- Terrorism coverage, per the Terrorism Risk Insurance Program Reauthorization Act of 2015, is available for an additional premium of \$100 or 5.00% of the total applicable premium, whichever is greater. When making your decision to purchase Terrorism Coverage, please be aware that coverage for "insured losses" as defined by the Act is subject to the coverage terms, conditions, amount, and limits in this policy applicable to losses arising from events other than acts of terrorism. If not desired attach TRIADN Disclosure Notice of Terrorism Insurance Coverage or add form NTE Notice of Terrorism Exclusion.
- The Terrorism premium shown above has been calculated as a percentage of the quoted coverages. If any coverages are added or removed at binding, the additional premium show above is subject to change.
- This coverage cannot be added mid-term.

Please contact us with any questions regarding the terminology used or the coverages provided.

****Read the quote carefully, it may not match the coverages requested****



JOHN J. WALSH INSURANCE AGENCY, INC.
87 Margin Street, Salem, MA 01970
Phone: (978)745-3300

Mount Vernon Fire Insurance Company

Special Events Application

MSE019M4645

You or your agent provided the information used to complete the questions below. Please answer all remaining questions in the space provided. By signing this application you are warranting that all information on this application is true and correct.

I. General Information

Applicant's Name: Salem Cycle Inc.
Form Of Business: Individual Corporation Partnership LLC Other: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____ Fax Number: _____
Web Address: _____ E-mail Address: _____
Coverage Desired: General Liability Liquor Liability

Please advise all entities requesting to be added as Additional Insured on this policy: Not Applicable

Complete Name	Address	Interest

Brief Narrative of Event(s)

Witches Cup - Bicycle race around Salem common

For this event, is the applicant acting in the capacity of a hired caterer or bartender?

Yes No

Is the applicant an individual or business that regularly sells, serves or furnishes alcohol?

Yes No

II. Location Address of the Event(s) and Corresponding Classification(s)

Location #1

Address City State Zip
 72 Washington Street Salem MA 01970
 Years At Current Location: _____

Event	Start Date	End Date	# of Attendees:	# of Consumers:
Sporting Event / Tournament - Bike Race (applicant is the host of the event)	7/11/2019	7/11/2019	1000	250

- Will the event end by 2 AM? Yes No
- Is the applicant the sole vendor/server of alcohol at the event? Yes No
- Do all participating vendors carry Liquor Liability limits equal to or greater than our applicant? Yes No
- Will the event feature firearms? Yes No
- Will the event feature overnight camping, or dormitory stays on the event's premises? Yes No
- Will attendees be allowed on mechanical rides or devices at the event? Yes No
- Will the event feature fireworks? Yes No

III. Limit of Insurance

Please select a limit:

General Liability Occurrence/Aggregate

- \$500,000/\$500,000
- \$1,000,000/\$1,000,000
- \$1,000,000/\$2,000,000
- \$1,000,000/\$3,000,000

Liquor Liability Common Cause/Aggregate

- \$500,000/\$500,000
- \$1,000,000/\$1,000,000
- \$1,000,000/\$2,000,000
- \$1,000,000/\$3,000,000

Additional Quote Information

Personal & Advertising Injury Will match the Occurrence Limit
 Products Aggregate See L-535
 Damages to Premises Rented \$100,000.00
 Medical Payments \$1,000.00

General Liability Limits must be equal to or greater than Liquor Liability Limits.

Classification	
Sporting Event / Tournament - Bike Race (applicant is the host of the event) - Liquor Liability	
If event has more than 5,000 consumers per day, alcohol will be served by a professional bartender or servers that have taken a formal alcohol awareness course	<input checked="" type="checkbox"/> True <input type="checkbox"/> False
If event has more than 500 consumers per day, BYOB (bring your own bottle) or self-service will not be permitted	<input checked="" type="checkbox"/> True <input type="checkbox"/> False

Classification	
Additional Insured - Blanket - Special Events - Liquor Liability	

Maine Fraud Statement: It is a crime to knowingly provide false, incomplete or misleading information to an insurance purpose of defrauding the company. Penalties may include imprisonment, fines or a denial of insurance benefits.

Fraud Statement: Any person who knowingly and with intent to defraud any insurance company or other person, files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and may subject such person to criminal and/or civil penalties and other sanctions.

Applicant's Warranty Statement: I warrant that the information provided in this Application, and any amendments or modifications to this Application are true and correct. I acknowledge that the information provided in this Application is material to acceptance of the risk and the issuance of the requested policy by Company. I agree that any claim, incident, occurrence, event or material change in the Applicant's operation taking place between the date this application was signed and the effective date of the insurance policy applied for which would render inaccurate, untrue or incomplete, any information provided in this Application, will immediately be reported in writing to the Company and the Company may withdraw or modify any outstanding quotations and/or void any authorization or agreement to bind the insurance. Company may, but is not required, to make investigation of the information provided in this Application. A decision by the Company not to make or to limit such investigation does not constitute a waiver or estoppel of Company's rights.

I acknowledge that this Application is deemed incorporated by reference in any policy issued by Company in reliance thereon whether or not the Application is attached to the policy.

I acknowledge and agree that a breach of this WARRANTY STATEMENT is grounds for Company to declare void any policy or policies issued in reliance thereon and/or deny any claim(s) for coverage thereunder.

Applicants Signature: ✓

Title: _____

Date: _____

Brokers Signature: _____

(Must be Owner, Officer or Partner)

(Required)

Date: _____

(Required)

If your state requires that we have the name and address of your (insured's) authorized Agent or Broker.

Name of Authorized Agent or Broker: John J Walsh Ins Agency Inc

Address: 27 Main St. Salem, ME 04470

**SUBMITTING THIS APPLICATION DOES NOT BIND THE APPLICANT TO PURCHASE INSURANCE.
ACCEPTANCE OF THIS APPLICATION DOES NOT BIND THE COMPANY TO ISSUE INSURANCE.**

POLICYHOLDER DISCLOSURE NOTICE OF TERRORISM INSURANCE COVERAGE

You are hereby notified that under the Terrorism Risk Insurance Act ("the Act"), as amended, you have a right to purchase insurance coverage for losses arising out of acts of terrorism. *As defined in Section 102(1) of the Act:* The term "act of terrorism" means any act or acts that are certified by the Secretary of the Treasury, in consultation with the Secretary of Homeland Security, and the Attorney General of the United States, to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals, as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

You should know that any coverage for losses caused by certified acts of terrorism is partially reimbursed by the United States under a formula established by federal law. Under this formula, the United States reimburses 85% through 2015; 84% beginning on January 1, 2016; 83% beginning on January 1, 2017; 82% beginning on January 1, 2018; 81% beginning on January 1, 2019 and 80% beginning on January 1, 2020, of covered terrorism losses exceeding the statutorily established deductible paid by the insurance company providing the coverage. The premium charged for this coverage is provided below and does not include any charges for the portion of loss covered by the federal government under the Act.

Coverage for "insured losses", as defined in the Act, is subject to the coverage terms, conditions, amounts and limits in this policy applicable to losses arising from events other than acts of terrorism.

You should know that the Act, as amended, contains a \$100 billion cap that limits U.S. Government reimbursement, as well as insurers' liability, for losses resulting from certified acts of terrorism when the amount of such losses in any one calendar year exceeds \$100 billion. If the aggregate insured losses for all insurers exceed \$100 billion, your coverage may be reduced.

You should also know that, under federal law, you are not required to purchase coverage for losses caused by certified acts of terrorism.

REJECTION OR SELECTION OF TERRORISM INSURANCE COVERAGE

Please "X" one of the boxes below and return this notice to the Company.

<input checked="" type="checkbox"/>	I decline to purchase Terrorism Coverage. I understand that I will have no coverage for losses arising from acts of Terrorism.
<input type="checkbox"/>	I elect to purchase coverage for certified acts of Terrorism for a premium of \$ _____.

Note: if you do not respond to our offer and do not return this notice to the Company, you will have no Terrorism Coverage under this policy.

Applicant Name (Print)

Named Insured

Authorized Signature

Date



JOHN J. WALSH INSURANCE AGENCY, INC.
87 Margin Street
Salem, MA 01970

dnewton@walshinsurance.com
Phone: (978) 745-3300 Fax: (978) 745-9557

Enclosed you will find an admitted General Liability/Liquor Liability Special Event quote for Salem Cycle Inc.. The quote number is MSE019M4645.

- Section I-** Details the premiums, taxes and fees associated with this account. In addition, it provides the Underwriting Notes and covers any of the additional underwriting information that might be needed prior to binding or within 21 days of the inception date.
- Section II-** Covers the events, locations, dates and corresponding classifications with exposures.
- Section III-** Lists the required coverage forms, notices, endorsements and exclusions.
- Section IV-** Offers optional coverages that are available to the applicant but are not currently included in the quote.

In addition we have included some materials that will assist in the evaluation of this offer of coverage.

- A pre-filled application that includes the information you have already provided and notates missing information with a black arrow in the margin

For your convenience, an area on page 1 of the quote has been provided to record your requested effective date and which optional coverages you might want to include when you are ready to buy coverage.

We invite you to contact us to discuss the benefits of any coverages, the costs associated or simply to provide feedback! We welcome the opportunity to talk with you about this quote.

Thank you for the opportunity to quote this account!

Sincerely,
Diane Newton
JOHN J. WALSH INSURANCE AGENCY, INC.

We, the undersigned, affix our signatures in support of repaving Conant Street in 2019. According to the City of Salem's records, Conant Street has not been repaved in at least 10 years. The street is barely passable, and the hazardous state of the road is a threat to the safety of pedestrians and bicyclists. The potholes have caused costly repairs to vehicles. It is simply inexcusable that this street is left to crumble year after year after year. It's time to repave Conant Street. We urge the administration to act now and address the deteriorating condition of this street this year.

Printed Name	Signature	Street Address
BEN AMIRAUXT		23 CONANT ST
Christina Amirault		23 Conant St
Donald R. Day		19 Conant St
Jonathan Moore		20 Conant
Ashley Moore		20 Conant
Gregory Smith		22 Conant.
JOHN S. ROBINSON		18 CONANT ST.
Estelle Godyshean		11 Conant St.
Arthur Godyshean		11 Conant St
Sam Pin		14 Conant St
Frank Baymum		16 Conant St
Edward LeBun		16 Conant St



City of Salem, Massachusetts Police Department Headquarters

CHIEF OF POLICE
MARY E. BUTLER

Ilene Simons, Salem City Clerk

93 Washington St.

Salem Ma. 01970

Madam Clerk,

The below listed Applicant / Licensee has been issued a 'City of Salem Licensed Public Guide;

THOMAS VALLOR, DOB: JANUARY 1, 1984. GUIDE BADGE # 19-81

As Sergeant of the Salem Police Department and Special Investigator to the City of Salem Licensing Board I respectfully request the City Council be notified that I have REVOKED for cause, the Public Guide License. The subject named herein has applied and/or conducted himself in a manner contrary to parameters set forth in the Code of Ordinances for the City of Salem, Massachusetts.

Specifically Ch. 40, Sec. 40-26: Required - 'A public guide who is employee of business owner'

Ch. 40, Sec. 40-27: Application Requirements – 'clear a criminal background investigation'

As well the subject did not, according to Ch. 40, Sec. 40-31, conduct himself in an orderly manner at all times when engaged in the business of guide.'

The subject has been informed by myself that I am in possession of his Public Guide License and he would be notified of further action in writing. This Sergeant is aware I may be called upon

before the Council to provide testimony by myself and witnesses, evidence and/or opinion regarding this decision.

John Doyle

A handwritten signature in black ink, appearing to read "John Doyle, SGT.", with a stylized flourish at the end.

Sergeant

Salem Police Department

CITY OF SALEM, MASSACHUSETTS
POLICE DEPARTMENT HEADQUARTERS 2019 MAY -2 PM 6:01



Chief of Police
Mary E. Butler

CITY CLERK
SALEM, MASS

DATE: 5/2/19

TO: Chairperson of the Committee on Ordinances, Licenses and Legal Affairs (C.O.L.L.A.)

Dear Salem City Council:

I, Thomas O'Brien Vallor respectfully request a hearing to appeal the decision of Sgt. John Doyle, Special Investigator of Licenses, to revoke my public guide license. I understand that I must submit this form in order to be heard and that the Officer may be present to give testimony and / or opinion regarding his revocation. I further understand that the committee, upon hearing my appeal will have absolute authority to reinstate or revoke this license. I further understand that since my license has been revoked and until I am heard by the committee, I am not allowed to conduct any tours (public or private) within the City of Salem, MA. I also understand that my hearing will be held in Executive Session.

Respectfully,

Signature: [Handwritten Signature]

Print Name: Thomas Vallor

Address: _____

Phone #: _____

Email: Thomas Vallor 1984@gmail.com