

ORDERED:

Notice having been given and public hearing held, as provided by law, that the NATIONAL GRID be and it is hereby granted permission to excavate the public highways and to run and maintain underground electric conduits, together with such sustaining and protecting fixtures as said company may deem necessary, in the public way or ways hereinafter referred to, and to make the necessary house connections along said extensions, as requested in petition with said company dated the 20th day of March 2019.

Said underground electric conduits shall be located substantially in accordance with the plan filed herewith marked – Front St - Salem - Massachusetts. Plan # 27883110.

The following are the public ways or part of ways along which the underground electric conduits above referred to may be laid:

Front St - National Grid to install beginning at a point approximately 272 feet East/Northeast of the centerline of the intersection of Washington St at Front St and continuing approximately 30 feet in a West/Northwest direction. National Grid is petitioning to install 1-2" PVC conduits encased in concrete from existing electric MH to proposed city owned handhole in Front St.

I hereby certify that the foregoing order was adopted at a meeting of the
.....
....., held on the day of, 20
....., | 20

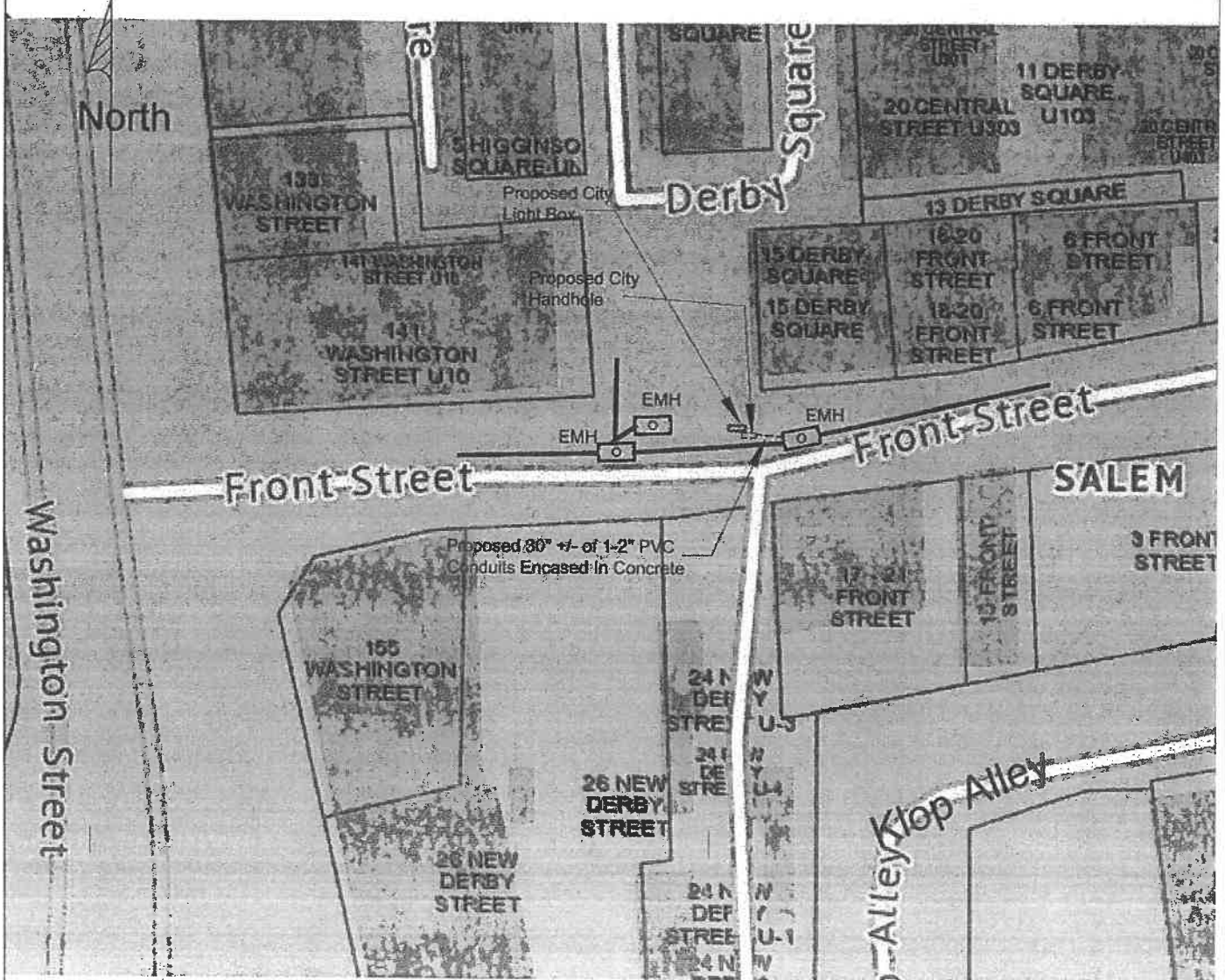
Received and entered in the records of location orders of the City/Town of
Book Page

Attest:

.....

..... hereby certify that on20....., at o'clock,M
at, a public hearing was held on the petition of
NATIONAL GRID for permission to construct the underground electric conduits described in the
order herewith recorded, and that I mailed at least seven days before said hearing a written notice
of the time and place of said hearing to each of the owners of real estate (as determined by the last
preceding assessment for taxation) along the ways or parts of ways upon which the Company is
permitted to construct the underground electric conduits under said order. And that thereupon said
order was duly adopted.

.....
.....



UNDERGROUND PETITION

- | | | | |
|--|------------------------------|--|-------------------------|
| | (EXISTING) ELECTRIC MANHOLE | | PROPOSED CONDUIT 1-2" |
| | (EXISTING) ELECTRIC DUCTBANK | | PROPOSED CITY HANDHOLE |
| | | | PROPOSED CITY LIGHT BOX |

nationalgrid

Sketch to Accompany Petition for the Installation of 1-2" PVC Conduits Encased in Concrete from Existing Electric MH to Proposed City Owned Handhole in Front Street, Salem, MA 01970.

Date: 03-20-2019

WORK REQUEST: 12-19-27883110

To The: City Of Salem

For Proposed: Conduit Location: Front Street

Drawn By: Sibhita Mahabier-Sheehy

DISTANCES ARE APPROXIMATE

Maureen Fisher

From: John Giardi
Sent: Tuesday, March 26, 2019 3:45 PM
To: Maureen Fisher
Subject: RE: Conduit Front St

Good afternoon Maureen, I move approval. Have a good night, John

From: Maureen Fisher
Sent: Tuesday, March 26, 2019 3:21 PM
To: David Knowlton; Deborah Duhamel; John Giardi
Subject: Conduit Front St

For your review and feedback. Hearing to be held April 11, 2019.
Please respond by April 9, 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



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

March 14, 2019

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Cynthia Nina-Soto, of 6 Laurent Road, to a vacant seat on the Affordable Housing Trust Fund Board for a one-year term to expire March 14, 2020.

Ms. Nina-Soto earned her degree in business administration from Salem State and today owns her own real estate brokerage. In her professional work, Ms. Nina-Soto has been focused on helping first-time homebuyers and Latino families especially. She is deeply committed to building a strong community here in Salem. Ms. Nina-Soto is the President-elect of the North Shore Association of Realtors and currently volunteers on the City's Scholarship & Education Committee.

I strongly recommend confirmation of Ms. Nina-Soto to the Affordable Housing Trust Fund Board. We are fortunate that she is willing to serve our community in this important role and lend her time and dedication to this board.

Very truly yours,

A handwritten signature in black ink that reads "Kim Driscoll". The signature is written in a cursive, flowing style.

Kimberley Driscoll
Mayor
City of Salem

CYNTHIA NINA-SOTO

6 LAURENT RD, SALEM, MA 01970 | | C: (978) 836-0868 | CYNTHIA@NINASOTO.COM

Executive Summary

Local Real Estate Broker focused on providing a high level of service and education. Helping others achieve success and independence through real estate.

Core Qualifications

- Local Director at North Shore Assoc. of Realtors Board of Directors
- Member of the HBEC Steering Committee at NSAR
- Experienced Real Estate Investor
- Raised in Salem, MA
- Experienced helping Latino family become homeowners
- Fluent in English & Spanish
- Licensed Real Estate Broker 11/2010

Professional Experience

Broker Owner May 2014 to Present
Nina-Soto & Company

- Started my own Real Estate Brokerage offering Residential Real Estate services to Massachusetts customers
- Specialize in helping first time buyers break through barriers and become home owners.
- Highly focused on helping the Latino buyer fully understand the home buying process and helping them achieve ownership success.
- Partnered with my husband and created a successful flipping company. Since 2015 we have successfully rehabbed 10+ homes all of which have been sold to first time buyers

Call Center Team Manager Oct 2013 to May 2014
Dealerfocus/Strolid

- Became a founding member of a start-up company in which we provided a high level of customer service for those looking to purchase a vehicle.
- Managed and trained a group of 11 employees handling calls and Internet leads for various dealerships.
- Maintained constant communication with team members and store management team to ensure proper handling of customers' requests.

Call Center Asst. Manager Sep 2009 to Sep 2013
Group1Auto

- Started as BDC sales agent and received several promotions until becoming part of the BDC management team.
- Managed over 20 sales agents handling sales call and Internet requests for several dealerships on the east coast.
- Maintained high accountability and consistency to ensure all metrics were accurate and always available to anyone.
- Became a trainer and mentor for many agents helping them obtain higher promotions within the department.

Load Captain/Material Handler
FedEx Express

Jul 2007 to Dec 2009

- Responsible for loading and unloading of FedEx flights and trucks arriving at Logan Airport.
- As a load captain I was responsible for the correct handling of the freight and supervised a group of 3 to 5 material handlers per night.
- Worked in a high volume and fast paced group environment Maintained 97% on time flight departure schedule

Agent Partner
Keller Williams Realty

Feb 2005 to Dec 2011

- Helped many first time buyers find and purchase their first home.
- Maintained high level sales performance.
- Member of ALC (Agent Leadership Council) became a mentor to many agents in an effort to help them expand their knowledge and understanding of the market.

Housing Specialist / Case Worker
NSCAP

Jan 2005 to Sep 2006

- Provided housing assistance to customers needing emergency funds, shelter, or court representation.
- Visited several shelters to aid customers in obtaining permanent housing.
- Networked with various non-profit organizations in effort to secure funding for customers in need

Human Resources Assistant
Salem Hospital

May 2001 to Dec 2004

- Maintained Marketing budget.
- Created and organized recruitment events such as job fairs, open houses, etc.
- Scheduled Travel RN interviews with the appropriate recruiter and department manager.
- Created detailed executive reports summarizing all recruitment, and marketing activities.
- Managed the HR Temp pool along with all external clerical temporary assignments.
- Conducted new hire orientation and coordinated any job specific training needed.

Member Service Rep. / Loan Underwriter
St. Joseph Credit Union

Mar 1998 to May 2001

- Responsible for providing excellent customer service to all current and potential members.
- Worked in conjunction with the lending department during the underwriting of credit card and various loan.

Education

Associate of Arts, Business Administration
North Shore Community College

May 2004

Business Administration
Salem State College

Interests/Hobbies

- Running
- Dancing
- Cooking
- Spending time with family



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

March 28, 2019

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Dr. Tayla Rose of 4 Nurse Way to the Scholarship and Education Committee for a three-year term to expire March 28, 2022.

Dr. Rose holds a Doctor of Pharmacy degree from the University of Connecticut and has been an Assistant Clinical Professor at Northeastern University's School of Pharmacy since 2014, where she also co-chairs the School's Admissions Committee. I believe her background will be very beneficial to the Scholarship and Education Committee and their work. When it comes to admissions and financial aid, Dr. Rose has first-hand experience from the perspective of institutions of higher education. Such a perspective will further the Committee's efforts to expand the scholarship fund's utilization and usefulness in supporting Salem students' post-secondary education.

I strongly recommend confirmation of Dr. Rose to the Scholarship and Education Committee. We are fortunate that she is willing to serve our community in this important role and lend her insights and expertise to the Committee and its work.

Very truly yours,

A handwritten signature in black ink that reads "Kim Driscoll". The signature is written in a cursive, flowing style.

Kimberley Driscoll
Mayor
City of Salem

Tayla N. Rose, PharmD, RPh, BCACP, CDE

CONTACT INFORMATION

University: Northeastern University 360 Huntington Avenue, X120TF Boston, MA 02115 Tel: 617-373-3189 Email: t.rose@northeastern.edu	Practice Site: Lynn Community Health Center 269 Union St Lynn, MA 01901 Tel: 781-715-6204 Email: trose1@lchcnet.org
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EDUCATION & PROFESSIONAL TRAINING

Master in Education – eLearning and Instructional Design Northeastern University, Boston, MA	Anticipated June 2019
Doctor of Pharmacy University of Connecticut, Storrs, CT	May 2013
Bachelor of Science in Pharmacy Studies University of Connecticut, Storrs, CT <i>Summa cum laude</i>	May 2011
ASHP-Accredited Post-Graduate Year-1 Residency Northeastern University School of Pharmacy Federally Qualified Health Centers and PACE Boston, MA Program Director: Jenny Van Amburgh, PharmD, FAPhA, BCACP, CDE	June 2013-June 2014

EMPLOYMENT

Assistant Clinical Professor Northeastern University Bouvé College of Health Sciences School of Pharmacy Department of Pharmacy and Health Systems Sciences Boston, MA	July 2014-Present
Ambulatory Care Clinical Pharmacist Lynn Community Health Center Lynn, MA	July 2014-Present

PROFESSIONAL CREDENTIALS & DEVELOPMENT

Board Certified Ambulatory Care Pharmacist (BCACP) # 6150520	2016-Present
Certified Diabetes Educator (CDE) CDE # 21520521	2015-Present
Community Pharmacy-Based Point-of-Care Testing Certificate Program National Association of Chain Drug Stores (NACDS)	2015
Registered Pharmacist Massachusetts Board of Pharmacy License # PH234602	2013-Present
Tobacco Treatment Specialist Massachusetts Department of Public Health	2013
Certified Pharmacist Immunizer APhA Pharmacy-Based Immunization Delivery ACPE-Accredited Practice-Based Activity	2015-Present 2011-Present
American Heart Association Basic Life Support	2011-Present

TEACHING/ADVISING EXPERIENCE

Clinical Teaching: Advanced Pharmacy Practice Experiences (APPE)

APPE Rotation	Site	Students
Ambulatory Care	Lynn Community Health Center Lynn, MA	2018-2019: 11* 2017-2018: 14 2016-2017: 14* 2015-2016: 17 2014-2015: 6
Ambulatory Care	Neponset Health Center Dorchester, MA	2013-2014: 9

*load reduction due to small class size

Didactic Teaching: Lectures

Course No. & Title	Semester	Semester Hours	Topics	Lectures/ Total Hours	Years Taught: # Students
PHMD 4611 Comprehensive Disease Management (CDM) 1	Spring	6	<ul style="list-style-type: none"> • Respiratory assessment • Cough • Cold • Allergic rhinitis • Smoking cessation 	3/6	2018: 138 2017: 137 2016: 154
PHMD 4631 CDM 3	Fall	6	<ul style="list-style-type: none"> • Oral health • Otic health • Ophthalmic health • Therapeutic Integration (2015 and 2016) 	3/6	2018: 134 2017: 135 2016: 154 2015: 123 2014: 136
PHMD 4641 CDM 4	Spring	6	<ul style="list-style-type: none"> • Substance abuse 	1/2	2015: 136

Didactic Teaching: Small Group Facilitation

Course No. & Title	Semester	Semester Hours	Role	Years Taught # Students
PHMD 4880 Self-Care & Nonprescription Medications: TBL*	Spring	2	Facilitator	2019: 14 2015: 9 2014: 14
PHMD 5675 Ambulatory Care Pharmacy Practice in Urban Health*	Fall	2	Course Instructor Facilitator	2018: 22 2017: 17 2016: 9
PHMD 4611 CDM 1 Seminar	Spring	1	Facilitator	2018: 17 2017: 17 2015: 17 2014: 17
PHMD 5600 Pharmacy Capstone	All	4	Advisor Co-Advisor Advisor Co-Advisor Co-Advisor	2018: 4 2018: 2 2017: 4 2017: 4 2016: 1
PHMD 1000 College: An Introduction	Fall	1	Facilitator	2015: 13
PHMD 4621 CDM 2 Seminar	Summer	1	Facilitator	2015: 18

PHMD 6223 Drug Information & Evaluation	Summer	2	Evaluator	2015: 5
PHMD 4633 CDM 3 Skills Lab	Fall	0.5	Facilitator	2014: 17
PHMD 6376 Pharmaceutical Care Lab 2	Spring	0.5	Facilitator	2014: 17

* = New course developed in collaboration with colleagues

Advising

American Pharmacist's Association Academy of Student Pharmacists (APhA-ASP) Co-Advisor	2015-Present
Pharmacy Portfolio Advisor	2014-Present
Postgraduate letters of recommendation for numerous students	2014-Present

SCHOLARSHIP/CREATIVE ACTIVITY

Publications: Refereed Articles

1. Lee P, Pham L, Oakley S, Eng K, Freydin E, Rose T, Ruiz A, Reen J, Suleyman D, Altman V, Keating Bench K, Lee A, Mahaniah K. Using lean thinking to improve hypertension in a community health centre: a quality improvement report. *BMJ Open Quality*. 2019; 8:e000373. doi: 10.1136/bmj-oq-2018-000373.
2. Carlson AA, Rose TN, Margulis A. Rheumatoid arthritis: partnering for optimal care. *Drug Topics*. October 2016; 41-49.*
3. Miller DM, Rose T, Van Amburgh JA. Behavioral interviewing: techniques to improve patients' medication adherence. *Consultant*. 2016;56(8):702-705.
4. Carlson AA, Rose TN, Gelinis A. The run down: Management of acute and chronic diarrhea. *Drug Topics*. June 2016; 55-64.*
5. Rose TN, Carlson AA. Recognition of drug-induced pulmonary disease and management of idiopathic pulmonary fibrosis. *Drug Topics*. November 2015; 54-63.
6. Miller DM, Rose TN. MTM essentials for cold, flu, and sinusitis management. *Drug Topics*. October 2015; 36-45.
7. Van Amburgh JA, Thompson (Rose) T, Juengel KE, Ofodile CC. Are medication overuse headaches associated with use of nonsteroidal anti-inflammatory drugs? Ask the Expert about Pharmacotherapy from Medscape Pharmacists. April 23, 2014. Available at: <http://www.medscape.com/viewarticle/823780>. [Accessed on April 23, 2014].

Publications: Refereed Abstracts

1. Rose TN, Jacobs ML, Reid DJ, Bouwmeester CJ, Conley MP, Fatehi B, Matta TM, Barr JT. Impact of Adding a GLP-1 Receptor Agonist to the Medication Regimen. Poster presented at the American Diabetes Association's 79th Scientific Sessions, June 9, 2019. San Francisco, CA.
2. Prout K, Rose T. Examining pharmacists' interventions in allergic rhinitis: a systematic review of the literature. Poster presented at RISE: 2019. April 4 2019. Boston, MA.*
3. Kim H, Kim S, Teklu Y, Miller D, Rose T. An Analysis of Patients with Twenty-Five or More Medications from a Federally Qualified Health Center's Electronic Health Record. Poster presented at RISE: 2019. April 4 2019. Boston, MA.*
4. Zhang J, Kim C, Rose T, Miller D. Pharmacist-led de-prescribing of proton pump inhibitors in a Federally Qualified Health Center. Poster presented at the 53rd Annual American Society of Health-System Pharmacy Midyear Clinical Meeting in Anaheim, CA; 2018.*
5. Alfond KM, Balsamo BC, Miller DM, Rose TN. Pharmacist-led assessment of medication appropriateness in HIV patients at a Federally Qualified Health Center. Poster presented at the 53rd Annual American Society of Health-System Pharmacy Midyear Clinical Meeting in Anaheim, CA; 2018.*

6. Rose T, Gallant K, Moy T, Miller DM. An analysis of self- assessed confidence pre- and post- APPE rotation in the ambulatory care setting. 119th Annual Meeting of the American Associate of Colleges of Pharmacy, July 21 – 24, 2018. Boston, MA.*
- Poster also presented at RISE: 2018. April 5, 2018. Boston, MA.
7. Miller DM, Rose TN, Van Amburgh JA. The status of nonprescription medication and self-care education at Northeastern University. Nonprescription medicine academy/American Association of Colleges of Pharmacy Interim Meeting. February 23, 2018. Long Beach, CA.
8. Chang S, Melanson K, Nguyen N, Wu N, Rose T. Interdisciplinary collaboration to improve standardized hypertension management at Lynn Community Health Center. Poster presented at the 52nd Annual American Society of Health-System Pharmacy Midyear Clinical Meeting in Orlando, FL; 2017.*
- Poster also presented at RISE: 2017. April 13, 2017. Boston, MA.*
9. McManus A, Reid DJ, Jacobs M, Conley MP, Matta TM, Bouwmeester CJ, Barr J, Rose T. Impact of adding a GLP-1 receptor agonist to a diabetes medication regimen in an ambulatory care setting. Poster presented at the Resident/Fellow poster session of the 2017 American College of Clinical Pharmacy Annual Meeting, Phoenix, AZ, October 7-10, 2017.†
10. Miller D, Jacobs M, Reid D, Matta T, Conley M, Rose T. Pre- and Post- Assessments to Evaluate Student Competency in Ambulatory Care Advanced Pharmacy Practice Experiences. Poster presented at the 118th Annual Meeting of the American Association of Colleges of Pharmacy, Nashville, TN, July 15-19, 2017. AJPE. 2017; 81(5) Article S5.
11. Chikwendu O, Antonelli R, Miller DM, Rose TN, Van Amburgh JA. The status of nonprescription medication and self-care education at Northeastern University. Presented at RISE: 2017. April 13, 2017. Boston, MA.*
12. Rose TN, Conley MP, Clark HA, Roberts R, Jacobs M, Stanley KN, Zgarrick DP. Building a direct-entry pathway into a doctor of pharmacy program. Poster presented at the school poster session of the American Association of Colleges Pharmacy Annual Meeting. July 23, 2016; Anaheim, CA.
13. Motto M, Carlson A, Rose T. A literature review examining the use of combination inhaler tiotropium/olodaterol in COPD. Poster presented at the student poster session of the Research Innovation and Scholarship Expo (RISE): 2016 at Northeastern University. April 7, 2016; Boston, MA.*
14. Rose, T. Pharmacist Managed Cardiovascular Risk Assessment Program for Patients with Diabetes in an Urban Patient Centered Medical Home. Poster presented at the Contributed Papers Poster Session at the American Pharmacists Association (APhA) Annual Meeting & Exposition. March 4-7, 2016; Baltimore, MD.
15. Conley MP, Rose TN, Matta TM, Van Amburgh JA. Efficacy of controlling blood pressure in patients taking metoprolol tartrate once daily study in three federally qualified community health centers. Poster presented at the Professional Poster Session of the 50th Annual American Society of Health-System Pharmacy Midyear Clinical Meeting. December 6-10, 2015; New Orleans, LA.
16. Patel B, Manning M, Russell E, Rose T. Design and implementation of a cardiovascular risk assessment program for patients with diabetes in a patient-centered medical home. Poster presented at the Student Poster Session of the 50th Annual American Society of Health-System Pharmacy Midyear Clinical Meeting. December 6-10, 2015; New Orleans, LA.*
17. Bungay K, Bouwmeester C, Conley MP, Furtek K, Jacobs M, Matta T, Miller DM, Reid DJ, Thompson (Rose) T, Van Amburgh J. A portfolio of innovative community activities from Northeastern University School of Pharmacy (NUSOP). American Association of Colleges of Pharmacy Annual Meeting. July 2014. Grapevine, TX.

18. Thompson (Rose) TN, Ofodile CC, Juengel K, Conley MP, Reid DJ, Bouwmeester CJ, Van Amburgh JA, Bungay K. Pharmacist-led intervention to increase hepatitis B vaccination rates in adults with diabetes in two patient-centered medical homes. Poster presented at:

- 19th Annual Massachusetts Adult Immunization Conference. May 20, 2014; Worcester, MA.
- New England Institute of Ambulatory Care Pharmacists Spring Forum. April 5, 2014; Boston, MA.
- Resident Poster Session of the 48th Annual American Society of Health-System Pharmacy Midyear Clinical Meeting. December 8-12, 2013; Orlando, FL.

* = Co-authored with Doctor of Pharmacy student(s)

† = Co-authored with Postgraduate Fellow(s)

Publications: Other/Invited/Not Peer Reviewed

1. Nicodemo, Allie. Allergies got you down? Well, there's hope – next year. News@Northeastern (Interviewed). May 18, 2018. Available at: <https://news.northeastern.edu/2018/05/18/allergies-got-you-down-well-theres-hope-next-year/>. [Accessed May 18, 2018]
2. Singer, T. EpiPen's pricing debacle and its impact on patients, insurers. News@Northeastern (Interviewed). August 26, 2016. Available at: <http://www.northeastern.edu/news/2016/08/epipens-soaring-price-increase-and-rebate-and-what-both-mean-for-healthcare-economics-and-policy/>. [Accessed August 26, 2016]
3. Weaver, E. Could Advil be causing your headaches? Men's Health (Interviewed). September 22, 2015. Available at: <http://www.menshealth.com/health/can-advil-cause-headache>. [Accessed September 23, 2015]

Presentations (Peer Reviewed): National Forums

1. Hritcko P, Burgess K, Rose T. Building Pipelines for Underrepresented Students and Recruitment Strategies. Presented at the American Association of Colleges of Pharmacy Admissions Workshop, Chicago, IL, July 13, 2019.

Presentations (Invited): Regional/Local

1. Rose T. Keynote speaker: Professionalism Ceremony. University of Connecticut School of Pharmacy. Storrs, CT. October 13, 2018.
2. Miller DM, Rose TN. "ABC's of Ambulatory Care Advanced Pharmacy Practice Experiences (APPEs)". Northeastern University, Boston, MA.
 - February 14, 2018
 - February 15, 2017
 - February 17, 2016
 - February 25, 2015
3. Miller DM, Thompson (Rose) TN, Matta TM. "Applying to a residency." Presented at the APPE midpoint meeting. Northeastern University, Boston, MA, October 17, 2014.

Presentations: Continuing Education

1. Rose T, Nguyen M. "An Update on the Management of Type 2 Diabetes in the Primary Care Setting" [1 hr CME program]. Presented at Lynn Community Health Center. Lynn, MA. April 2019.
2. Rose T, Miller DM, Kirwin J. "APhA Immunization training" [8 hr program]. Office of Continuing Education Northeastern University – School of Pharmacy. Boston, MA.
 - September 7, 2018
 - July 13, 2018
 - June 9, 2017
 - May 12, 2017
 - March 3, 2017
 - February 17, 2017
 - February 26, 2016

3. Rose T, Miller D, Nguyen M. "An Update on the Management of Type 2 Diabetes in the Primary Care Setting" [1 hr CME program]. Presented at Lynn Community Health Center. Lynn, MA. January 2019.
4. Lee P, Rose T. "Hypertension Care Pathway" [1 hr CME program]. Presented at Lynn Community Health Center. Lynn, MA. December 2016.
5. Rose T. "Adult Immunization Update: Influenza, Pneumococcal Disease, and Hepatitis B Vaccines" [1 hr program]. Invited presentation for the Council of Boston Teaching Hospitals (COBTH). Presented at Northeastern University School of Pharmacy. Boston, MA. January 2015.
6. Rose T. "Guideline Review: JNC-8 and ACC/AHA Cholesterol Management" [1 hr CME program]. Presented at Lynn Community Health Center. Lynn, MA. September 2014.
7. Thompson (Rose) T. "Influenza" [1hr program]. Invited presentation at Northeastern University School of Pharmacy. Boston, MA. September 2013.

Grants/Funding

External

1. 2017 AACP Walmart Scholars Program Recipient*
 Role: Faculty Mentor
 Agency: American Association of Colleges of Pharmacy
 Funded: \$1000
2. 2016 AACP Walmart Scholars Program Recipient*
 Role: Faculty Mentor
 Agency: American Association of Colleges of Pharmacy
 Funded: \$1000

Internal

1. Conference Funding Recipient*
 Role: Faculty Mentor
 Agency: Northeastern University Graduate Student Government
 Funded: \$350 each, n=2

* = Co-authored with Doctor of pharmacy student(s)

SERVICE

Service to the Institution

Department of Pharmacy and Health Systems Sciences Service

Formulary/Co-Curricular Ad Hoc Committee member	2015-2017
Scholarship/Research Key Priority Task Force member	2014-Present
Northeastern University School of Pharmacy Society for Ambulatory Care member	2014-Present

School of Pharmacy Service

APhA-ASP Faculty Co-Advisor	2015-Present
Admissions Committee	2015-Present
Co-Chair	2018-Present
Chair	2016-2017
Member and Second year student progression interview organizer	2015
Faculty Research, Development and Mentoring Committee member	2014-2016
APhA-ASP Annual Local Patient Counseling Competition Faculty Judge	2015-Present

Rho Chi/APhA/LKS/IPHO Residency/Fellowship Interview Prep Event Speaker	January 19, 2016
PGY-1 Residency Experience Portfolio Event speaker	December 3, 2015
Health Science Day Participant	2015-Present
Phi Lambda Sigma Leadership Series Panelist	February 24, 2015
Rho Chi Auction Participant	2015, 2016
White Coat Ceremony volunteer	2015
Rho Chi Wars Faculty Participant	2014
Face of Pharmacy group leader	2014, 2015
Annual School of Pharmacy Awards Ceremony Attendee	2014-Present
<i>Bouve College of Health Sciences Service</i>	
Spring Graduate Open House	
School of Pharmacy Faculty Representative	March 10, 2018 March 11, 2017
Annual Bouve College Health Science Fair	2013-Present
Northeastern University, Boston, MA	
Immunization clinic co-organizer	2016-Present
Seasonal Immunizer	2013-Present
<i>Northeastern University Service</i>	
Faculty Marshal	
Graduate Commencement Ceremony	May 6, 2016
Matthews Arena, Northeastern University, Boston, MA	
Undergraduate Commencement Ceremony	May 8, 2015
TD Garden, Boston, MA	
<i>Service to the Discipline/Profession</i>	
<i>Professional Memberships</i>	
American Association of Diabetes Educators (AADE) – Massachusetts Coordinating Body (MACB)	2018-Present
Programming Co-Chair	2019-Present
Diabetes Advances Network Access (DANA) Champion	2018-Present
Council of Boston Teaching Hospitals (COBTH) Steering Committee Member	2016-2017
New England Institute of Ambulatory Care Pharmacists (NEIAP) Steering Committee Member	2013-2018
Communications Officer	July 2014-2018
Resident Liaison	June 2013-June 2014
American Pharmacists Association (APhA), member	2012-Present
Ambulatory Care Literature Review Field Tester	2018-Present
Alternate poster judge at the APhA Annual Meeting	March 2015
Media Advisor	2016-Present
American Association of Colleges of Pharmacy (AACP), member	2015-Present
Self-Care Therapeutics/Nonprescription Medicines SIG Mentoring Task Force	2018-Present
Nonprescription Medicines Academy (NMA) Networking Committee	2016-2018

Tabled at APhA-ASP Region 1 Midyear Regional Meeting	November 2015
American Society of Health System Pharmacists (ASHP), member	2012-Present
Rho Chi Honor Society, Alpha Gamma Chapter	2012-Present
Phi Delta Chi, Alpha Lambda Chapter	2011-2013
<i>Service as a Peer Reviewer</i>	
Journal of Pharmacy Practice	2017-Present
Currents in Pharmacy Teaching and Learning (CPTL)	2017-Present
Journal of Healthy-System Pharmacy Residents	Oct 2013



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

March 28, 2019

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am pleased to appoint Benjamin Winthrop to the Salem Housing Authority for a five-year term to expire March 28, 2024. Mr. Winthrop will take the seat previously filled by Mr. Frank Milo, who has stepped down from the board.

This seat is required by statute to be held by a representative of organized labor and Mr. Winthrop's appointment comes with the recommendation by the National Labor Council, AFL-CIO. Mr. Winthrop is a business representative with the New England local of the Screen Actors Guild-American Federation of Television and Radio Artists (SAG-AFTA), a union representing 160,000 journalists, artists, and other media professionals across the world. Previous to that he was an organizer with the American Federation of Teachers and the United Food and Commercial Workers. From 2003 to 2006 he was a community organizer for the Florida Association of Community Organizations for Reform Now, where he was actively engaged in tenants' rights and organizing efforts, particularly in low-income communities of color.

I strongly recommend confirmation of Mr. Winthrop's appointment. We are fortunate that he is willing to serve our community in this important role and lend his insights and dedication to the Salem Housing Authority and its work.

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem

NORTH SHORE LABOR COUNCIL, AFL-CIO

“Union Cities: Where No Union And No Worker Stands Alone.”

President
JEFFREY CROSBY, IUE-CWA

Secretary
JANINE LAFOND, IBEW

Futures Representative
PETE COMAN, NALC
ROSANNA GILL OPEIU

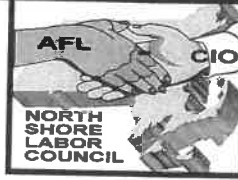
Trustees
BRANT DUNCAN, AFT-LTU
STEVE HERRICK, IUE-CWA
BETH KONTOS, AFT-STU

Vice-President
JULIE CURTIS, AFSCME

Treasurer
TOM O'SHEA, IUE-CWA

Sergeant at Arms
ROBERT LENNON, UFCW

At-Large
ROB JELLEY, IUPAT
GINA O'TOOLE, AFT-LTU



BEVERLY
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DANVERS
ESSEX
GLOUCESTER
HAMILTON
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LYNN

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LYNNFIELD
MANCHESTER
MARBLEHEAD
MIDDLETON
NAHANT
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READING

ROCKPORT
SALEM
SAUGUS
SWAMPSCOTT
TOPSFIELD
WAKEFIELD
WENHAM

112 EXCHANGE STREET • LYNN, MASSACHUSETTS 01901 • 781-595-2538 • FAX 781-595-8770 • WEB www.nslaborcouncil.org

To Whom It May Concern,

March 25, 2019

We would like to submit Ben Winthrop for your consideration as the North Shore Labor Council's appointment to the Salem Housing Authority. We believe a strong affordable housing initiative is vital to the well-being of working families in Salem and across the North Shore.

Thank you for your consideration. Please do not hesitate to call if there is anything more we can do. You can reach Katie at (304) 685-1384

Candidate for Appointment:

Benjamin Winthrop
3 Essex St #3
Salem, MA

In Solidarity,

Katie Cohen, Executive Director

Jeff Crosby, President

Benjamin W. Winthrop

3 Essex St, #3, Salem MA 01970

Bwinthrop.meceu@gmail.com

2012-Today, Business Representative SAG-AFTRA New England: Screen Actors Guild – American Federation of Television and Radio Artists AFL-CIO. (www.sagaftra.org) Duties include on set representation, commercials and non-broadcast contracts, and organizing.

2009-2012 Organizer American Federation of Teachers AFL-CIO, Northeast Regional Organizing Project: (www.aft.org). Organized Charter Schools in Massachusetts, worked with Early Childcare Educators in Massachusetts to secure more funding for various programs, assisted with representation of Probation Officers with the State of Connecticut, and organizing initiatives in Texas and New Orleans.

2006-2009 Organizer, United Food and Commercial Workers: (www.ufcw.org) Organized various packing houses throughout the United States, mostly in the South. Assisted with organizing the first union at the Smithfield Packing house in Tar Heel NC, now represented by UFCW Local 1208. Also worked with efforts to organize retail workers in Florida, California, and Massachusetts.

2003-2006 Community Organizer, Florida Association of Community Organizations for Reform Now: Worked on initiatives to increase voter registration and participation in low-income communities of color. Worked on initiatives to combat predatory lending practices and foreclosures in low-income communities of color. Worked on various tenant organizing initiatives, leadership development, and statewide ballot initiatives throughout the state of Florida and partially in Ohio in 2006.

2000-2003: Worked several jobs simultaneously while attending night school (University of Central Florida, major in Education, minor in Environmental Anthropology) as follows;

Florida Park Service: Duties included maintenance and management of Bulow Plantation Ruins State Historic Site and Bulow Creek State Park.

Rescare Ormond Beach Florida: Caregiver at a group home for non-verbal adults with severe developmental disabilities

Volusia County Schools: Paraprofessional Deland High School

PACE School for Girls Daytona Beach, Florida Department of Juvenile Justice:
Substitute Teacher

Prior to 2000: Attended Florida State University (Major in Anthropology), Tallahassee Community College (Associates Degree Tallahassee, Florida), Finger Lakes Community College (Canandaigua, NY).



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 pleased to appoint Stacey Norkun of 53 Summer Street to the Salem Historical Commission for a three-year term to expire April 11, 2022. Ms. Norkun will be filling a seat that is currently vacant.

Ms. Norkun is an experienced design professional, currently serving as the Creative Director for Culture and Engagement for Hilton and, prior to that, as Hilton Hotel & Resorts senior manager for brand advertising in Virginia. Ms. Norkun also runs her own design and creative firm, Klop Alley, here in Salem. A committed historic preservation advocate, Ms. Norkun earned a Salem Preservation Award in 2018 for her design and renovation of the 1756 home at 53 Summer Street and is an active member of Historic Salem, Inc.

I strongly recommend confirmation of Ms. Norkun's appointment. We are fortunate that she is willing to serve our community in this important role and lend her insights and expertise to the Salem Historical Commission and its work.

Very truly yours,

A handwritten signature in black ink that reads "Kim Driscoll". The signature is written in a cursive, flowing style.

Kimberley Driscoll
Mayor
City of Salem

STACEY NORKUN

CREATIVE DIRECTOR & DESIGNER



+1.617.817.7274



salem, massachusetts



staceynorkun@gmail.com



www.klopalley.com



LOCAL PRESERVATION & DESIGN NODS

- 2018: Salem Preservation Award Winner, 53 Summer St
- 2018: Historic home renovation featured in Real Simple, Boston Magazine, Boston.com, Apartment Therapy, Lonny, and Brit+Co
- Acting design and color consultant for McIntire & Derby Street residents
- Educated in local ancestral and deed research
- Historic Salem Inc member & active participant in various Salem beautification groups
- Stylistic knowledge, respect and understanding of Salem architecture, style & historic trends married with modern thinking and thoughtful execution



EMPLOYMENT



CULTURE AWARDS

- #1 FORTUNE 100 Best Places To Work® 2019
- #2 World's Best Workplace® 2018
- Great Place To Work® 2018



GOLD WINNER : GLOBAL REBRAND

Hilton Hotels & Resorts
42nd Creativity Print Awards



TOP HONOR : BEST DESIGN IN AN ADVERTISING SERIES OR CAMPAIGN

Stay Hilton Go Everywhere
2011 International Business Awards



SKILLS

PROFESSIONAL SKILLS

Photoshop	★★★★★
Illustrator	★★★★★
InDesign	★★★★★
Brand Management	★★★★★
Photo Production	★★★★★
Asset Management	★★★★★
Agency Management	★★★★★

INDIVIDUAL SKILLS

Detail Oriented	★★★★★
Results Focused	★★★★★
Self Motivated	★★★★★
Time Management	★★★★★
Cross-Cultural	★★★★★

HILTON

VIRTUAL
2013-PRESENT

CREATIVE DIRECTOR, CULTURE & ENGAGEMENT

Serve as corporate leader, ensuring brand consistency across all internal global and local campaigns; laid foundation for Hilton's unprecedentedly strong internal brand reputation by working with outside vendors & internal stakeholders to ensure integrity & standards are being implemented properly. Drive success by understanding the creative needs of key clients and provide necessary creative insights and project oversight.

MILESTONES:

- Through thoughtful culture branding and implementation, propelled Hilton to #1 FORTUNE 100 BEST PLACES TO WORK in 2019 - up 32 spots from 2018.
- Increased measurable cultural engagement of 350k Team Members in 105 countries from 32% in 2013 to 97% in 2018 through empathetic and engaging brand campaigns.

HILTON HOTELS & RESORTS

VIRGINIA
2010-2013

SENIOR MANAGER, BRAND ADVERTISING, GRAPHICS & IDENTITY

Develop, launch & implement global brand creative assets, resources, advertising, guidelines & photography.

MILESTONES:

- Global Visual Identity Rebrand of 563 properties across 87 countries in 32 languages.
- Developed brand photography style & guidelines that drive emotive connections and shift brand perception with consumers. Twelve-time design & content award winner in 2011 for Brand Photography Guidelines.
- Design & launch of HiltonART, an online asset system housing all brand collateral, photography, guidelines & customizable templates.

FELD ENTERTAINMENT

VIRGINIA
2007-2010

ART MANAGER

Art direct & manage internal Creative Services Department. Uphold guidelines & quality of work of all marketing and creative materials for Ringling Bros. and Barnum & Bailey Circus, Disney On Ice and Disney Live! stage productions.



EDUCATION

SYRACUSE UNIVERSITY

BFA COMPUTER GRAPHICS

Class of 2003 with dual minor concentration in Digital Imaging & Art History

FOR A COMPLETE LIST OF OVER 25 DESIGN AWARDS SINCE 2011, PLEASE VISIT KLOPALLEY.COM



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 pleased to appoint Amy Stewart of 3 A Willow Avenue to the Scholarship and Education Committee for a three-year term to expire April 11, 2022. Ms. Stewart will be filling a seat that is currently vacant.

Ms. Stewart is a long-time resident of our community and has held elevating positions of responsibility at Salem State University's Financial Aid office for the last seventeen years, culminating in her current position there as Associate Director of Financial Aid. Previous to that she worked in SSU's Student Financials and Information Technology offices in a number of capacities. She holds a Master's degree in Business Administration from SSU, has presented at the Massachusetts Educational Financing Authority's Community-based Outreach program, served on the Executive Council of the Massachusetts Association of Student Financial Aid Administrators, and is a certified FAFSA Expert.

I strongly recommend confirmation of Ms. Stewart's appointment. We are fortunate that she is willing to serve our community in this important role and lend her insights and expertise to the Scholarship and Education Committee and its work.

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

AMY J. STEWART

3A Willow Ave * Salem MA 01970 * (978)273-2184 * ajstewart3117@gmail.com

Results oriented leader with comprehensive financial and technical background

SUMMARY

*Possesses supervisory background.
Excellent interpersonal and communication skills.
Extremely patient and calm at all times, including high-pressure situations.
Ability to deal with the unexpected effectively and efficiently at all times.
Excellent organizational abilities.
Extensive background of mathematical and analytical skills.
A results oriented self-starter with highly developed administrative, problem solving and decision making skills.*

EDUCATION

SALEM STATE UNIVERSITY, Salem MA
Masters Degree in Business Administration, 2002
Member Delta Mu Delta

BRIDGEWATER STATE UNIVERSITY, Bridgewater, MA
Bachelor of Science in Mathematics, 1995

EXPERIENCE

SALEM STATE UNIVERSITY, Salem, MA **1997 to Present**
Associate Director, Financial Aid **2007 to present**
Leads administrative functional team. Assists Director in fund management with program totals in excess of \$60 million yearly. Design and implemented reconciliation tools for monitoring funding levels. Daily management of the Financial aid office in the absence of the Director. Exceptional customer service to prospective and current students and parents. Responsible for monitoring and reconciliation of Federal Perkins, Federal Nursing and Mass. No Interest loans. Oversees caseload, including review and verification, summer aid and presents informational workshops to diverse audiences. Develops queries and yearly reports for internal and external partners, including Federal, State and Private auditors. Process all mass packaging for students as well as weekly disbursement of Federal, State and Institutional aid. Developed operational policies and procedures in conjunction with the Director.

Assistant Director, Financial Aid **2004 to 2007**
Oversees the Operational staff and manages caseload, including review and verification and presents informational workshops to diverse audiences. Responsible for the managing and reconciliation of the Massachusetts State Financial Aid programs including the Mass. No Interest Loan program. Liaison to the Information Technology Department to resolve software issues and upgrades bundle testing for Financial aid patches/fixes due to yearly regulatory releases. Responsible for applying yearly setup functions for the Financial aid module. Developed operational policies and procedures in conjunction with the Director.

Staff Associate, Financial Aid **2002 to 2004**
Responsible for the managing and reconciliation of the Massachusetts State Financial Aid programs as well as the Federal Nursing and Perkins Loan programs. Extensive experience in the design and implementation of reconciliation and reporting tools. Assists with system testing, system enhancements and problem resolutions for the Financial Aid Peoplesoft module. Oversees caseload, including review and verification, presents informational workshops to diverse audiences. Develops ad hoc queries and reports for tracking, monitoring and problem resolution.

Staff Assistant, Information Technology **2001 to 2002**
Involved with the design and implementation of Peoplesoft Student Administration Software. Extensive experience in Student Financials, with additional experience in Student Records, Financial Aid, Campus Community and Admissions. Provide in house functional support and product enhancements as well as end user training. Advance training in Peoplesoft Query and Crystal Reporting.

Accountant II, Student Financials **1999 to 2001**
Provide supervision and training for subordinates; oversee the processing of all students loans and financial aid. Implement and maintain Federal Direct Loan processes and procedures, wire transfer monies, and process emergency loans to students. Interact with Federal and State Auditors.

Receiving Teller, Student Financials

1997 to 1999

Maintain student accounts receivable, student meal accounts, and housing contracts.
Collect deposits from students for dormitory waiting list and ensure their eligibility.
Determines adjustments of student tuition and fees, analyze problems with student
Accounts and follow up with a solution. Prepare financial reports and correspondence
for Bursar and office supervisors.

COMMITTEE/VOLUNTEER

Executive Council, Massachusetts Association of Student Financial Aid Administrators (MASFAA) 2011-2014

Member, Emerging Leaders committee, Massachusetts Association of Student Financial Aid Administrators
(MASFAA) 2011-2012

FAFSA Expert, Massachusetts College Goal Sunday, 2008-current

Presenter, Community Based Outreach Education Program, MEFA, 2011-current

Member, Conference Committee, Massachusetts Association of Student Financial Aid Administrators (MASFAA),
2006-2007 and 2007-2008

REFERENCES Available upon request.



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 pleased to appoint Jennifer McAlpine to the Scholarship and Education Committee for a three-year term to expire April 11, 2022. Ms. McAlpine will be filling a seat that is currently vacant.

Ms. McAlpine is a fundraising and development professional, currently working as the Director of Development for HILL of Literacy, and education improvement nonprofit that translates research and data insights into meaningful practice in the classroom. Prior to that she served as a Development Associate with The Open Door in Gloucester and in advancement at St. John's Preparatory School. Ms. McAlpine holds a Bachelor's degree in Political Science from Boston College and a Master's of Science degree in Criminal Justice from Suffolk University. I believe she will bring an important skill set to the committee, as they work to bolster fundraising efforts to support the scholarship and education funds that they oversee.

I strongly recommend confirmation of Ms. McAlpine's appointment. We are fortunate that she is willing to serve our community in this important role and lend her insights and expertise to the Scholarship and Education Committee and its work.

Very truly yours,

A handwritten signature in black ink that reads "Kim Driscoll". The signature is written in a cursive, flowing style.

Kimberley Driscoll
Mayor
City of Salem

Jennifer E. McAlpine

jennifer.e.mcalpine@gmail.com

35 Washington Square

Salem, MA 01970

617-922-6529

Education

SUFFOLK UNIVERSITY – Boston, MA.

Master of Science in Criminal Justice. Alpha Phi Sigma National Criminal Justice Honor Society.

BOSTON COLLEGE – Chestnut Hill, MA

Bachelor of Arts in Political Science

Summary

Experience in data assessment and analysis in corporate banking, law, and education in both the non-profit and for profit sectors. Recent successes include involvement in all facets of advancement and development for annual fund and multi-year campaign which raised over \$18M. Helped with design, creation and execution of annual fund appeals as well as campaign materials. Involved with identifying and prospecting of new, lapsed, and renegaded donors. **Certified Raiser's Edge Fundamentals.**

Professional Experience

Director of Development

HILL for Literacy, Woburn, MA.

1/2017-Current

Responsible for all facets of HILL grant program including research, writing, and submission of private, state, and federal grants. Project manager and lead for execution of State and federal grants such as AIR, IES, MA DESE as the HILL partners with large universities in the application process. Working closely with the Operations Director to transition the HILL to a forward-thinking and sustainable organization by changing the scope of fundraising activities, stewarding new and lapsed donors, and seeking new funders. Successfully raised funds through grant proposals for integration of new HILL proprietary technology.

Development Associate

The Open Door, Gloucester, MA

8/2016-1/2017

Responsible for assisting with fund development for current and next fiscal years, grant writing, and special events. Includes identifying new grant opportunities, cultivating current and new relationships with grant sources, and developing and writing new grant proposals and reports. In charge of maintaining donor information, gift processing, and stewardship letters. Assist in researching, identifying, and cultivating donors. Lead several donor data analysis projects to aid in funding projections and fiscal year strategic plan.

Advancement Services Manager

St. John's Preparatory School, Danvers, MA

01/2014 – 7/2016

Manager of, and solely responsible for, ensuring accuracy and integrity of school's donor data management system (CRM), Raiser's Edge. Includes processing all donations in the form of cash, credit cards, letters of intent, and pledge payments. Generate any and all queries, reports, and metrics to support team of 12 advancement associates, including Chief Advancement Officer and Headmaster. Includes responding in a timely and accurate fashion to over

100 ad-hoc requests for data from my team. Developed and implemented policies to guide data entry to ensure team effectively captures constituent and donor information. Generate high-level, complex, and accurate financial and analytical reports. Ensuing reports presented to senior team members, Advancement Committee and Board of Trustees for financial oversight and approval. Led pledge processing, tracking, reporting and reconciliation for capital campaign which raised \$18M. My reports generated ultimately presented to CFO and bank lenders for sign off on building new wellness center. Manage donor stewardship and developed new donor acknowledgement letter process.

AVP; AML Manager

Bank of America, Boston, MA

04/2006 – 09/2009

Financial Intelligence Unit – Operational Controls Manager

Promoted to AVP and AML Manager and managed a team of 2 associates responsible for High Risk Customer surveillance. Responsible for creation, management, and analysis of documentary control processes for 17 AML monitoring & surveillance systems. This required knowledge pertinent to risk mitigation to determine failures in controls, writing thorough policies, procedures, and process maps. Led to overall FIU process efficiency and hailed as a best practice by senior executives and audit. Project Manager for AML Scenario validation routines to set current scenarios, thresholds, and rules for AML applications. Aided in design and development of the AML “SPIRIT” statistical High Risk Customer Surveillance Tool. This required me to be engaged in all aspects of project life cycle from Business Requirements, monitoring build phase, user testing, creation of policies and procedures, and ultimately signoff / implementation. Responsible for being central point of contact with business partners to facilitate High Risk Customer list generation, execution and issue escalation governance process. Prepare and present resulting information to senior executives of the bank as well as the OCC and internal and external auditors.

Officer; AML Analyst

Bank of America, Boston, MA

07/2005 – 04/2006

Financial Intelligence Unit – Investigative Analyst

Liaison officer on point for various criminal cases being worked by the Manhattan DAs office. Several high-profile international money laundering cases led to successful prosecutions. Conduct fraud-related investigations on new, high-risk clients, and review existing clients across multiple lines of business such as domestic, international, trust, investment, private wealth, consumer and business accounts and relationship to ensure that required enhanced due diligence protocols are performed in accordance with applicable bank and federal policies. Prepare Suspicious Activity Reports (SARs) where applicable by analyzing account activity and how data relates to the overall customer relationship. Writing skills and ability to assess activity for numerous types of accounts are imperative, as SARs are filed with the United States Financial Crimes Enforcement Network and represent the quality of Bank of America’s Anti-Money Laundering program.

Other Activities

Elected to Parent Advisory Board at St. Mary of the Annunciation School 2017-2018

Elected as Secretary of Parent Staff Association at St. Mary of the Annunciation School 2019-2020



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 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.selnhub.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

April 11, 2019

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am pleased to appoint Erin Schaeffer of 22 Warren Street #1 to the Salem Historical Commission for a three-year term to expire April 11, 2022. Ms. Schaeffer will be filling a seat that is currently vacant.

Ms. Schaeffer served as a staff planner in our Department of Planning and Community Development from 2014 to 2018. She is currently the principal planner in the Land Use and Community Development Department in the Town of Danvers. Ms. Schaeffer holds a Bachelor's degree in Architectural Studies and Environmental Studies from Mount Holyoke College and a Master's in Regional Planning from the University of Massachusetts Amherst. She has extensive experience in land use, planning, and project management, and is very familiar with Salem's neighborhoods, ordinances, and current challenges. Ms. Schaeffer worked collaboratively with neighborhood associations and other stakeholders on many Salem projects, served as the projector coordinator for the 2015 Historic Preservation Plan Update, and managed over \$2 million in capital projects, including historic preservation projects funded by CPA grants.

I strongly recommend confirmation of Ms. Schaeffer's appointment. We are fortunate that she is willing to serve our community in this important role and lend her insights and expertise to the Salem Historical Commission and its work. Due to her work obligations in Danvers, Ms. Schaeffer is not available on the second and fourth Thursday evenings of the month; given this and the fact that she should be well known to you as she worked for the City for five years, I am asking that you suspend Rule 29A to allow for her confirmation vote to take place without her being present.

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem

Erin Schaeffer
schae20e@mtholyoke.edu
(818) 321-5802

- Education** **University of Massachusetts, Amherst**, Master of Regional Planning, May 2012
Concentration: Environmental Planning and Policy
- Mount Holyoke College**, Bachelor of Arts, May 2009
Majors: Environmental Studies & Architectural Studies
- Awards** **Community Service Leadership Award**, University of Massachusetts Amherst, Spring 2012
Awarded for positive contributions in community engagement through direct service, activism, advocacy, public policy or work to create structural change
- Thomas B. and Loraine K. LeNoir Scholarship Award**, Spring 2011
Research award for the preservation and restoration of natural sites, which have been damaged by destruction or despoliation of the native landscape features
- Skills** Leadership; strategic thinking; project management; land use and zoning analysis; new business permitting assistance, grant writing and administration; municipal procurement; writing and public speaking; facilitating public meetings, workshops and events; proficient in Word, Excel, Outlook, Powerpoint
- Experience** **Principal Planner**, Land Use and Community Services Department, Town of Danvers, MA
(September 2018- present)
- Supervise staff planner and administrative staff
 - Provide leadership and support in long range planning initiatives
 - Provide technical assistance to Conservation Commission and serve as conservation agent
 - Interdisciplinary technical review assistance of private and municipal development projects
 - Grant writing, research, and data analysis
- Staff Planner**, Department of Planning and Community Development, City of Salem, MA
(August 2014- September 2018)
- Land Use Planning Administration*
- Provided technical assistance to Zoning Board of Appeals and Planning Board
 - Reviewed applications and plans, wrote legal notices and decisions
 - Collaboration on technical review assistance team for projects of varying scale and complexity
- Research and Policy Development*
- Collaborated with multidisciplinary teams including planners, architects, engineers, land use attorneys as well as other City departments for a wide variety of land use planning and policy initiatives (complete streets, housing, zoning, economic development initiatives)
 - Wrote reports and prepared oral presentations for a range of audiences including City administration, City Council, Zoning Board of Appeals, interdepartmental round tables, and neighborhood group meetings
 - Conducted research and developed zoning provisions for recreational marijuana establishments and provided assistance on provisions for in-law apartments and brewery and tasting room provisions
 - Reviewed and analyzed amendments to the Salem Zoning Ordinance

Long-Range Planning

- Local project coordinator and grant manager for Historic Preservation Plan Update (2015)

Grant Writing and Project Management

- Grant writing, budget and contract management experience
- RFP, RFQ and contract writing experience
- Procurement and management of professional service providers for capital projects (architects, engineers, planners, conservators, contractors)
- Project management for Community Preservation Act and Capital Improvement Projects with over \$2 million managed

Management and Mentoring SILOT Interns

- Coordinated with Salem State GIS Department to bolster internship program
- Recruited, hired and managed seasonal Planning Department interns (2 seasons)
- Collaborated with planning staff to provide a meaningful experience for interns and staff
- Mentored students through internship and provided career development support
- Both interns finished their internships with external job offers

New England Plant Conservation Program Coordinator, New England Wild Flower Society, Framingham, MA (Nov. 2012- August 2014)

- Developed, coordinated and managed regional conservation programs
- Coordinated and provided technical support to federal, state and local agencies
- Wrote project proposals, grants, technical reports, and special use permit requests
- Managed 25+ volunteers and four summer interns

Assistant Planner (Teaching Assistant), University of Massachusetts, Amherst (Spring 2012)

- Collaborated with a team to provide a regional plan update for the Pioneer Valley Planning Commission and New England's Sustainable Knowledge Corridor Consortium
- Compiled, analyzed, and distilled complex ecological, social and economic data and served as a team expert on environmental justice policy and climate change
- Communicated across disciplines through public speaking and writing

Assistant Planner (Teaching Assistant), University of Massachusetts, Amherst (Fall 2011)

- Lead collaboration among architectural design team and regional planners
- Conducted research and analysis of land use and zoning regulations
- Planned and facilitated public charrette for main street redevelopment project
- Complied, edited and drafted final report for the town of South Hadley, MA

Research

Masters Thesis, Cultural Heritage and Sustainable Landscapes, UMASS (Spring 2012)

“Comparative Analysis of Maori of Aotearoa and James Bay Cree of Eeyou Istechee Cultural Heritage Values and Political Histories of Land Tenure Systems”

- Developed and conducted fieldwork to examine federal land policies, customary land tenure systems, and cultural heritage practices for sustainable resource management
- Built trust and fostered relationships with community members, worked with a network of partnerships to conduct research via participant observation

Activities

Chair, MA-APA Emerging Professional Executive Committee- 2017- 2018

Committee Member, MA-APA Emerging Professional Executive Committee –2015-2017

Rower, Mount Holyoke College Crew Team Fall 2005- Spring 2008

<https://www.linkedin.com/in/erin-schaeffer-94860927/>

Capital Project and Grant Management List Available Upon Request

References Available Upon Request



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 reappoint, subject to City Council confirmation, the following department head:

Name	Position	Term	Term Expiration
David Gilbert	Winter Island manager	2 years	April 11, 2021

I enthusiastically recommend confirmation of this reappointment.

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem



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 reappoint, subject to City Council confirmation, Ms. Geraldine Yuhas, of 28 C Federal Street, to the Board of Health for a term of 3 years to expire 4/14/2022.

I recommend confirmation of her reappointment to the board and ask that you join me in thanking Ms. Yuhas for her continued dedicated service and commitment to our community.

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem



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 reappoint, subject to City Council confirmation, Mr. Jeff Cohen, of 12 Hancock Street, to the Sustainability, Energy, and Resiliency Committee for a term of 3 years to expire 4/14/2022.

I recommend confirmation of his reappointment to the board and ask that you join me in thanking Mr. Cohen for his continued dedicated service and commitment to our community.

Very truly yours,

A handwritten signature in black ink that reads "Kim Driscoll". The signature is written in a cursive, flowing style.

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS
Kimberley Driscoll
Mayor


April 11, 2019

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentleman of the Council:

I re-appoint Debra M. Ruehrwein of 32 Pine Street Wakefield, MA 01880 to serve as a constable in the City of Salem for a term to expire May 16, 2022.

Very truly yours,


Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

April 11, 2019

Ordered:

That the sum of Forty Thousand Dollars (\$40,000.00) is hereby appropriated from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the "Planning Contracted Services" Account (11822-5320) in accordance with the recommendation of Her Honor the Mayor.



CITY OF SALEM, MASSACHUSETTS
Kimberley Driscoll
Mayor

April 11, 2019

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is an order for Forty Thousand Dollars (\$40,000.00) from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the Planning Contracted Services Account (11822-5320).

This request is necessary for contracted services to prepare the City's next five-year consolidated plan as required by the U.S. Department of Housing and Urban Development, in order to continue qualifying for Community Development Block Grant awards.

I recommend passage of the accompanying Order

Very truly yours,

A handwritten signature in black ink, appearing to read "Kim Driscoll".

Kimberley Driscoll
Mayor



CITY OF SALEM, MASSACHUSETTS
DEPARTMENT OF PLANNING AND
COMMUNITY DEVELOPMENT

KIMBERLEY DRISCOLL
MAYOR

TOM DANIEL, AICP
DIRECTOR

120 WASHINGTON STREET ♦ SALEM, MASSACHUSETTS 01970
TELE: 978-619-5685 ♦ FAX: 978-740-0404

April 1, 2019

Mayor Kimberley Driscoll
Salem City Hall
93 Washington Street
Salem, MA 01970

Re: Free Cash Request for Contracted Services for Five-Year Consolidated Plan

Dear Mayor Driscoll:

We are requesting an allocation of \$40,000 in free cash for the purpose of hiring a consultant to undertake the development of the City's next Five-Year Consolidated Plan.

Each year, the City of Salem receives Community Development Block Grant (CDBG) funds to undertake housing, community and economic development projects and programs that assist very low, low and moderate income families and neighborhoods. In order to receive these funds, the City is required by the U.S. Department of Housing and Urban Development to prepare a Consolidated Plan every five years, as well as annual Action Plans to implement the five-year plan.

Salem's current Consolidated Plan was completed in 2015, following a year-long process that began with engaging a consultant. The consultant conducted a citizen participation process, which included neighborhood meetings and focus groups, and gathered data from many sources in order to identify needs that exist in Salem. Following this needs assessment, the consultant developed goals to meet those needs, ascertained barriers to achieving those goals, and prepared the Consolidated Plan and first year Action Plan, including all tables, charts, maps, illustrations and photographs.

In order to continue to receive CDBG funding, it is now time to begin the process to complete a new Five-Year Consolidated Plan utilizing the latest HUD regulations. The DPCD is ready to issue the Request for Proposals to hire a consultant to begin the year-long undertaking. It is estimated that the cost to complete the process will not exceed \$40,000.

Total request:

\$40,000.00

Thank you for your consideration. Please let me know if you would like additional information.

Sincerely,

Tom Daniel, AICP
Director



CITY OF SALEM

In City Council,

April 11, 2019

Ordered:

That the sum of Forty Thousand Dollars (\$40,000.00) is hereby appropriated from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the "Treasurer Credit Card Fees" Account (11452-5709) in accordance with the recommendation of Her Honor the Mayor.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

April 11, 2019

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentleman of the Council:

Enclosed herewith is a request to transfer Forty Thousand Dollars (\$40,000.00) from "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the "Treasurer Credit Card Fees" account (11452-5709).

This request is necessary to cover the estimated amount required to fund current and anticipated credit card fees.

I recommend passage of this accompanying order.

Sincerely,

A handwritten signature in black ink, appearing to read "Kimberley Driscoll".

Kimberley Driscoll
Mayor



KIMBERLEY DRISCOLL
MAYOR

KATHLEEN MCMAHON
TREASURER

CITY OF SALEM, MASSACHUSETTS

OFFICE OF THE TREASURER
120 WASHINGTON STREET, 2ND FLOOR
TEL. (978) 619-5635
FAX (978) 740-3086
KMCMAHON@SALEM.COM

March 27, 2019

Kimberley Driscoll, Mayor
Salem City Hall
93 Washington Street
Salem, MA 01970

Dear Mayor Driscoll:

I am respectfully requesting the amount of \$ 40,000.00 to be transferred from Free Cash to the Credit Card Fees line 11452-5709. This amount reflects an estimated amount required to fund current and anticipated credit card fees.

Interchange fees on credit card processing costs increased three times due to the Federal Reserve rate increases. Interchange fees are regulated fees and are the largest cost component to any Merchant that accepts debit /credit cards from their customers. A transaction consists of an interchange rate and interchange per item fee. The entire interchange fee is paid to the issuing bank. Interchange rates and interchange per item fees are set by the Card Associations. Merchants and credit card processors do not have any control over these fees.

Per the attached, the gross amount of payment card /third party network transactions for 2018 was \$2,483,685.42 and the total amount of transactions were 338,192. Due to the increase in credit card usage First Data has reduced the per credit card transaction fee from \$.13 to \$.08 effective April 1, 2019. The reduction of \$.05, based on the 2018 transactions, equates to a savings of approximately \$16,910.00.

Thank you for your attention and if you should have any questions, or require any additional information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Kathleen".

Kathleen McMahon

Cc: Finance Department

CITY OF SALEM - Finance Department

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

From: Treasury Department Kathleen McMahon Department Head Authorizing Signature 3/27/19 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: 11452-5709 Desc: Credit Card Fees Budget Amt: \$ 126,733 -
(Org/Object) Balance: 0

Raise & Appropriate
 Please circle one

Amount Requested: \$ 40,000.00

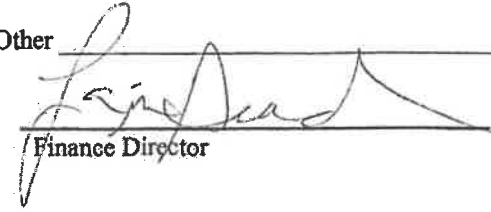
Reason (Be Specific) _____

For Finance Department and Mayor's Use Only:

Budget Transfer Mayor Approval City Council Approval
 Free Cash Appropriation - City Council Approval - Gen Fund \$ 912,627.00
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


 Finance Director

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



CITY OF SALEM

In City Council,

April 11, 2019

Ordered:

That the sum of Thirty-Five Thousand Seven Hundred and Twenty-Three Dollars (\$35,723.00) is hereby appropriated within the "Capital Outlay Fund 2000" to be expended for project management services for Forest River pool, bathhouse and associated facilities by the Engineering Department in accordance with the recommendation of Her Honor the Mayor.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

April 11, 2019

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentleman of the Council:

Enclosed herewith is a request to transfer Thirty-Five Thousand Seven Hundred and Twenty-Three Dollars (\$35,723.00) within the "Capital Outlay Fund 2000."

This transfer is requested to be expended for the project management services for Forest River pool, bathhouse and associated facilities by the Engineering Department.

I recommend passage of the accompanying Order.

Very truly yours,

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

Kimberley Driscoll

Mayor

CITY OF SALEM
Capital Outlay Expenditure Request Form – FY 2019

From Department: Engineering Date: 3/27/19

Amount: \$35,723

Description:
Owner's Project Management Services for Forest River Pool, Bathhouse, and Associated Facilities (Unqie Project id: 17098)

For Finance Department Use Only:

City Council Approval

CIP Balance: 669,436.97

Recommendation:
 Approved Denied



Finance Director

Processed: Date: _____ By: _____

CO # _____ JE# _____ Trans # _____

Org: _____ Obj: _____



CITY OF SALEM

ENGINEERING DEPARTMENT

98 WASHINGTON STREET

SALEM, MA 01970

Phone: (978) 745-9595

Fax: (978) 745-0349

Kimberley Driscoll
Mayor

DAVID H. KNOWLTON, P.E.
CITY ENGINEER

March 27, 2019

The Honorable Kimberley L. Driscoll
Mayor of Salem
93 Washington Street
Salem, Massachusetts 01970

RE: Request for Funding: Forest River Pool, Bathhouse, & Associated Facilities

Dear Honorable Mayor Driscoll:

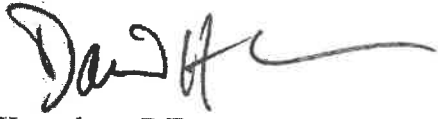
This request is for a Council Order to transfer \$35,723 of "Short-Term Capital Outlay" to the "Forest River Pool, Bathhouse, & Associated Facilities" account.

In 2018, based upon the condition of the pool facility, the City determined to close the pool. We have been working with an architectural firm (bh+a) to develop a design for the pool and associated facilities and have a preferred option. We have or are in the process of applying for several grants. In order to reopen the pool by summer of 2021, we need to start the permitting process, and work with an Owner's Project Manager (OPM) to develop the procurement and construction plan. This project will require, by law, prequalification of contractors and filed sub-bidders. In addition, the City could apply for approval to use Construction Manager at Risk contracts, which would enable us to phase the bidding and packages and get better contractors. In order to manage a complicated project such as this, we need an OPM to support the City. At this time, we are only requesting the funds for support through July (4 months) to ensure that we have the OPM's assistance early in the project. If the full funding for the project is approved, we would then look for additional funds for the OPM who would provide final design and construction oversight as well.

The City requested a proposal from 3 firms on our On-Call OPM list, and the proposal from Pinck (WBE) is the most favorable (see attached). They have significant public sector experience and experience managing the construction of pools. This funding is needed in order to get a contract in place soon to support the project and work with our Department, Finance, and Purchasing to develop schedule, final cost, and strategy.

Please feel free to contact me with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "David H. Knowlton", with a long horizontal flourish extending to the right.

David H. Knowlton, P.E.
Director of Engineering and Public Works

cc: Dominick Pangallo, Laurie Giardella, Jenna Ide, Patricia O'Brien



CITY OF SALEM

In City Council,

April 11, 2019

Ordered:

That the sum of Thirty-Three Thousand Dollars (\$33,000.00) is hereby appropriated within the "Capital Outlay Fund 2000" to be expended for renovations to Bertram Field (Phase 2) by the Park & Recreation Department in accordance with the recommendation of Her Honor the Mayor.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

April 11, 2019

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentleman of the Council:

Enclosed herewith is a request to transfer Thirty-Three Thousand Dollars (\$33,000.00) within the "Capital Outlay Fund 2000."

This transfer is requested to be expended for the renovations of Bertram Field (Phase 2) by the Park and Recreation Department.

I recommend passage of the accompanying Order.

Very truly yours,

A handwritten signature in black ink, appearing to read "Kim Driscoll", is written over the typed name.

Kimberley Driscoll
Mayor

CITY OF SALEM
Capital Outlay Expenditure Request Form – FY 2019

From Department: Park & Recreation Date: 3/25/19

Amount: \$33,000

Description:
For Owner's Project Management services for Bertram Field Phase 2 Renovation
(Unique Project id: #10093) _____

For Finance Department Use Only:

City Council Approval

CIP Balance: _____

Recommendation:
 Approved Denied


Finance Director

Processed: Date: _____ By: _____

CO # _____ JE# _____ Trans # _____

Org: _____ Obj: _____

March 26, 2019

The Honorable Kimberley L. Driscoll
Mayor of Salem
93 Washington Street
Salem, Massachusetts 01970

RE: Request for Funding: Bertram Field Phase 2

Dear Honorable Mayor Driscoll:

This request is for a Council Order to transfer \$33,000 of "Short-Term Capital Outlay" to the "Bertram Field Phase 2" account.

The City has been working with an architect (Beacon) and an Owner's Project Manager (OPM) Leftfield designing and developing a new Bertram Field. The existing facility is beyond repair, and the City will be requesting full funding for new buildings through bond and CPA in the FY20 budget. Our current proposed schedule is to bid the project in September 2019 and start construction in December 2019 (shutting down the field house after the last Football game) in order to have a new facility in place by September 2020. Our OPM needs additional funds in order to continuing supporting the project to meet this schedule and to develop a procurement and construction strategy. Critical at this time is working with the athletic teams and schools to figure out a feasible schedule and plan for practices, parking, and games while the facility is under construction.

Please see the proposal for additional services through June 2019. In FY20, the funds needed for the OPM would be from the larger FY20 budget request.

Please feel free to contact me with any questions.

Sincerely,

Patricia O'Brien
Superintendent of Park & Recreation

cc: Dominick Pangallo, Laurie Giardella, Jenna Ide, Kristin Shaver

**CITY OF SALEM, MASSACHUSETTS
FY 2019 Short Term Capital Improvement Program Activity - Fund 2000**

Department	Description	Org/Obj	Date To Council	Pending Amount	Date Approved	CO #	Approved Amount	Y-T-D Paid	Amt Not Used	Date Closed	Date Paid	Outstanding Balance
FY 2014 - Open Projects												
Police	Bullet Proof Vest Replace	20003-586014	06/30/13		07/18/13	516	947,324.27 (38,800.00)	29,362.70			6/19/14, 8/31/2015,	9,437.30
FY 2015 - Open Projects												
School	Bertram Field Light Pole/Array	20003-584615	09/25/14		10/23/14	570	1,239,188.28 (300,000.00)	177,677.90			6/11/15, 7/16/15,	122,322.10
FY 2017 - Open Projects												
Engineering	Enhanced Bike Crossing	20003-584617	05/28/16		06/09/16	324A	1,591,294.96 (35,000.00)	29,208.60			5/11/17,	5,791.40
Engineering	Boston St Roadway Design	20003-584617	12/08/16		12/08/16	666	(82,856.00)	78,720.00			8/31/17, 12/28/17,	4,136.00
Engineering	Essex St Roadway Improv	20003-584617	01/26/17		02/23/17	52	(250,000.00)	143,303.24			6/1/17, 7/27/17,	106,696.76
Recreation	Salem Common Bandstand	20003-584617	05/11/17		05/11/17	284	(25,000.00)	15,420.00			4/19/18, 9/27/18	9,580.00
FY 2018 - Open Projects												
Building Inspector	City Hall Annex Moving Expens	20003-584618	05/25/17		06/08/17	314	417,190.33 (60,000.00)	46,747.70			5/24/18, 6/7/18,	13,252.30
Fire	General Building Maintenance	20003-584618	05/25/17		06/08/17	314	(25,000.00)	8,612.28			12/7/17	16,387.72
Recreation	Park and Field Improvements	20003-584618	05/25/17		06/08/17	314	(25,000.00)	4,176.33			9/20/18, 11/1,	20,823.67
Planning	Downtown Development Study	20003-584618	05/25/17		06/08/17	314	(50,000.00)					50,000.00
DPS	Lorax Tree Recommendation	20003-584618	05/25/17		06/08/17	314	(75,000.00)	68,469.30			10/19/17, 10/26/17, 1	6,530.70
Planning	Lafayette Park Renovations	20003-584618	11/16/17		11/16/17	653	(14,850.00)	14,586.66			12/27/18	263.34
Engineering	Willows Parking/Trees/Landscap	20003-586018	01/11/18		01/11/18	10	(25,000.00)	7,417.50			5/31/2018, 1/17/19	17,582.50
IT	AV & IT Equip-CLC	20003-586018	01/25/18		01/25/18	58	(72,600.00)	71,511.65			4/12/18, 10/4/18,	1,088.35
Fire	Turnout Gear	20003-586018	02/08/18		02/08/18	100	(64,050.00)	64,050.00			7/19/18	8,707.40
Bldg Dept	New Annex-Floor plan changes	20003-584618	02/22/18		03/08/18	147	(80,901.48)	72,194.08				250,000.00
Traffic & Pkg	Replace MP Elevators	20003-584618	02/22/18		03/08/18	146	(250,000.00)	206,161.52			9/13, 9/27, 12/20/18,	8,045.48
Bldg Dept	FF&E - Comm Life Center	20003-586018	03/22/18		04/12/18	204	(214,207.00)	60,060.00			9/13/18	4,625.00
Recreation	Willows Pier Repair	20003-586018	06/28/18		06/28/18	440	(64,685.00)					
FY 2019 - Open Projects												
Fire	Bay Floor	20001910-5846AA	5/24/2018		06/14/18	339	184,846.30 (75,000.00)	9,900.54			12/2018, 1/17/19,	65,099.46
Library	Carpet Replacement	20001914-5846AB	5/24/2018		06/14/18	339	(68,000.00)					68,000.00
Rec	Park and Field Improvements	20001917-5846AC	5/24/2018		06/14/18	339	(75,000.00)					75,000.00
Parking	Bicycle Racks	20001918-5846AD	5/24/2018		06/14/18	339	(5,000.00)	5,000.00			1/3/19	-
Planning	Public Art Underpass	20001920-5846AE	5/24/2018		06/14/18	339	(50,000.00)					50,000.00
Police	Police Equipment	20001921-5846AF	5/24/2018		06/14/18	339	(52,830.00)	23,071.73			9/6/18, 10/4, 10/18,	29,758.27
Schools	Bentley-Roof Replacement	20001925-5846AG	5/24/2018		06/14/18	339	(29,500.00)					100,000.00
Parking	Elevator - Add'l funding	20001918-5846AH	11/15/2018		11/15/18	676	(100,000.00)					202,000.00
Library	HVAC Project	20001914-5846AI	11/15/2018		11/15/18	677	(202,000.00)					
Parking	Emergency Plumbing Repairs	20001918-5846AJ	12/6/2018		12/06/18	726	(23,869.25)	23,869.25			2/7/19	-
DPW	DPW Facility Repair	20001923-5846AK	12/6/2018		12/06/18	725	(24,100.00)					24,100.00
Schools	Witchcraft HVAC System	20001925-5846AL	2/14/2019		06/14/18	98	(26,000.00)					26,000.00
Park & Rec	Bertram Field Phase 2 Reno		4/11/2019	(33,000.00)								
								25,992.92				
								25,992.92				
								1,189,897.00				
								669,436.97				
								636,436.97				
								1,324,727.75				
								1,994,164.72				



CITY OF SALEM

In City Council, April 11, 2019

Ordered:

That a petition to the General Court, accompanied by a bill authorizing the Salem retirement board to retire Brian Benson as set forth below, be filed with an attested copy of this Order be, and hereby is, approved under Clause (1) of Section 8 of Article 2, as amended, of the Amendments to the Constitution of the Commonwealth of Massachusetts, to the end that the following legislation be adopted, except for amendments by the Senate or House of Representatives which conform to intent of this home rule petition:

AN ACT AUTHORIZING THE RETIREMENT BOARD OF THE CITY OF SALEM TO RETIRE BRIAN BENSON, A POLICE OFFICER OF THE CITY OF SALEM

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

SECTION 1. (a) Notwithstanding any general or special law to the contrary, the Salem retirement board shall retire Brian Benson, a police officer of the city of Salem, who as a result of injuries sustained while in the performance of his duties in October, 2014, is totally and permanently incapacitated from performing the essential duties of a police officer.

(b) The annual amount of pension payable to Brian Benson shall be equal to the regular rate of compensation which would have been paid had he continued in service as a police officer of the city of Salem at the grade held by him at the time of his retirement until his death or reaching mandatory retirement age whichever comes first. The additional benefits granted in this act shall be funded and administered by the Salem retirement board, consistent with and subject to chapter 32 of the General Laws, except sections 8 and said 91A of said chapter 32 shall not apply. All amounts paid under this act shall be non-taxable.

(c) Upon attaining the mandatory retirement age for a police officer in the city of Salem, Brian Benson shall receive a pension pursuant to section 7 of said chapter 32, a yearly amount of pension equal to 80 per cent of the annual rate of the compensation he was receiving on the day before he reaches the mandatory retirement age for a police officer in the city of Salem.

SECTION 2. Brian Benson shall be entitled to receive indemnification for all hospital, medical and related expenses that have been or may be incurred after the date of his retirement as a result of the injuries sustained by him while in the performance of his duties in October, 2014, in accordance with sections 100 and 100B of chapter 41 of the General Laws.

SECTION 3. In addition to the benefits granted herein and upon retirement, Brian Benson shall receive a lump sum from the Salem retirement board equal to his total accumulated retirement deductions.

SECTION 4. If Brian Benson is married at the time of retirement, then upon his death, should his wife, Shannon, survive him, the Salem retirement board shall pay to her an annuity in the amount of 75 per cent of the amount of the pension which otherwise would have been payable to him until her death. The pension shall be subject to section 103 of chapter 32.

SECTION 5. In the event that both Brian Benson and his wife, Shannon, die before their children reach the age of 18 or 22, as provided in this act, the payments that would otherwise have been made to Shannon shall be payable, in equal shares, to each surviving child under the age of 18; provided, however, that payments shall continue for the benefit of a surviving child 18 years or older who, on or before the date of death of Shannon or Brian, whichever is later, had been medically determined to be permanently physically or mentally incapacitated from earning or for the benefit of a child under the age of 22 who is enrolled as a full-time student.

SECTION 6. This act shall take effect upon its passage.



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:

Earlier this year Officer Brian Benson of the Salem Police Department was medically retired as a result of severe injuries sustained in the performance of his duties. Pursuant to state law, Officer Benson will receive 72% of his retirement benefit, the most allowed under existing statute. The enclosed request submits a home rule petition to the legislature, which calls for a special act that would grant Officer Benson 100% of his disability retirement.

Officer Benson is 35 years old and joined the Police Department in 2012. In 2014, Officer Benson responded to a call at the Museum Place Mall; the suspect, while being placed in the cruiser, kicked Officer Benson in the face twice, though Officer Benson does not recall the second kick. The following month, while on patrol, Officer Benson was struck by a drunk driver. Despite extensive rounds of treatment, therapy, and surgeries, Officer Benson was found not medically fit to continue to perform the duties of a police officer. As a direct result of the terrible back-to-back injuries he suffered in the line of duty, the department, the Salem Retirement Board, and an independent medical panel have all concluded it is unlikely he will ever be able to hold employment again.

While the legislature is contemplating legislation that would provide public service employees injured in the line of duty as a result of violent acts with 100% disability retirement benefits, it is not apparent if the final version of that bill will include police officers who have sustained line-of-duty injuries prior to its enactment. The original version of the legislation did not; therefore, I am proposing the enclosed legislation, with the endorsement of Chief Butler. The language in this Order is based on similar special act legislation adopted by the legislature for police officers injured in the line of duty in other municipalities and was drafted by the City Solicitor.

I recommend adoption of the enclosed Order and hope you will join me in expressing our deepest gratitude to Officer Benson for his dedication, service, and personal sacrifice on behalf of our community.

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem

CC: State Senator Joan Lovely; State Representative Paul Tucker



City of Salem, Massachusetts
Police Department Headquarters
95 Margin Street, Salem, Massachusetts 01970
(978) 744-2204

Mary E. Butler
Chief of Police

April 8, 2019

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

Re: Officer Brian Benson

Dear City Councillors:

I am writing on behalf of Officer Brian Benson and I am respectfully requesting your support of a home rule petition put forward by Mayor Kimberley Driscoll to assist Officer Benson with a 100% disability retirement due to the serious injuries he has sustained while performing his job as a police officer in our community.

Officer Brian Benson joined the Salem Police Department as a full-time officer in August of 2012. Officer Benson's enthusiasm and commitment to the job was clear and apparent early on. However, that zest for the job was interrupted in September of 2014, when he responded to a disruptive and disorderly man harassing and assaulting two women on Church Street outside of the Museum Place Mall. This man was placed into custody and he continued to behave in an uncontrolled manner, attempting to kick out the windows of the police cruiser. Sergeant John Doyle and Officers Dana Mazola and Brian Benson attempted to calm him down and stop damaging the cruiser and potentially hurting himself. Officer Benson was on the side of the cruiser when this unruly man kicked him square in the face – with his shod foot - and then kicked him with the same force a second time. I recall this incident, because I was the Officer in Charge. The other officers at the scene told me about the force that was exacted upon Officer Benson and that his head shot back all the way to his back and then again a second time. Officer Benson had no recollection of the second kick that night, nor to this day. I recall seeing him dazed and confused before being brought to the hospital. I vividly remember his return about four days later and I asked him why he was at work. His answer, the doctor cleared him to come back; that's commitment. I don't have a medical degree, but given what was described to me by the officers, I was shocked.

A few weeks later, while in the cruiser on patrol, Officer Brian Benson was struck by a drunk driver in a truck when he was patrolling Mason Street. Officer Benson was placed on injured leave status. He has remained on injured leave since October of 2014. He has had evaluations with numerous specialists, undergone various treatment options, and continues treatments today. The physicians state that he cannot return to the job as a police officer, now or ever. Officer Benson is just now trying to reconcile with this outcome and the loss of his profession as a police officer with the Salem Police Department; it has not been easy.


Salem City Councillors
Re: Officer Brian Benson
April 8, 2019

Page 2

In March of this year, Officer Benson was approved for a disability retirement, which is generally set at 72% of an officer's pay. I would like to request, that you review the home rule petition, submitted on Officer Benson's behalf by Mayor Kimberley Driscoll, that would allow him 100% disability retirement until he reaches retirement age and come back with an affirmation of this request. As an officer just doing his job for the community, Officer Benson is deserving of a positive decision in this regard, as the incidents were violent and the injuries substantially effecting the quality of his life.

Every officer who takes the oath, knows that the job has dangers, and the legislature is now looking at a bill, for the second time in as many years, that would enable officers who have been disabled due to violent incidents to receive 100% disability pay. As of now, no one knows if the bill will be passed, nor whether those already disabled will be included. I truly urge you to consider this home rule petition on behalf of Officer Brian Benson, for him and for his family.

Very truly,


Mary E. Butler
Chief of Police

Cc: Mayor Kimberley Driscoll



CITY OF SALEM, MASSACHUSETTS

**Kimberley Driscoll
Mayor**

PROCLAMATION

WHEREAS: Salem is proud to be a No Place for Hate community and that we stand with all victimized by senseless violence and honor the memories of those hurt and killed at Pulse; and

WHEREAS: Salem's City Council in 2014 unanimously passed a non-discrimination ordinance that included protections for gender identity; and

WHEREAS: Hundreds marched across nearly 65 groups during the 6th annual North Shore Pride Parade and Festival in Salem in 2017. (the events are held in Salem every year), celebrating the region's lesbian, bisexual, gay, transgender and questioning community and Christopher Hansen, a Pulse nightclub shooting survivor, led the parade as grand marshal: **NOW**

THEREFORE, I, KIMBERLEY DRISCOLL, MAYOR OF THE CITY OF SALEM, MEMBERS OF SALEM CITY COUNCIL DO HEREBY DECLARE June 11th, 2019

DAY OF RECOGNITION & RESILIENCE

In the City of Salem, to honor individuals killed or wounded by acts of hate and violence. It is a day of reflection, education and advocacy to facilitate acceptance within our communities, homes, schools, work environments and places of worship.

Kimberley Driscoll, Mayor

Jeff Cohen, Co-Chair NP4H

Fara Wolfson, Co-Chair NP4H

Councillor McCarthy W1

Councillor Madore W2

Councillor Peterson W3

Councillor Flynn W4

Councillor Turiel W5

Councillor Gerard W6

Councillor Dibble W7

Councillor At-Large- Milo

Councillor At-Large - Furey

Councillor At-Large- Dominguez

Councillor At-Large- Sargent



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 asking to please include this letter on the mayor's informational page on your agenda.

The Salem Youth Commission recently participated a trip to the State House to advocate with State Representative Paul Tucker and Senator Joan Lovely for more protections for Massachusetts youth from Salem from vaping, menthol and tobacco products.

Lastly, a member of the Youth Commission was recently recognized as this year's State-Wide Youth Leadership Award recipient for her work over the past 3 years. Members of the Youth Commission would appreciate the opportunity to briefly address the Council at your meeting on April 11, 2019.

Sincerely,

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

Kimberley Driscoll
Mayor



50 Washington St.
Salem, MA 01970

March 29, 2019

To:
Salem City Council
cc:
Mayor Kimberly Driscoll
Councillor Robert McCarthy
Ellen Talkowsky
Salem City Hall

Dear Salem City Council,

For the third straight year, the Multi-Faith Festival committee will be holding a festival celebrating all religious traditions in Salem! We thank you for your past support of this fantastic event. This year, we are planning to hold our event on Thursday, July 4 from 1 to 5 PM in front of 13 Hawthorne Blvd, which is Immaculate Conception School. We are working very closely with the Mayor's office and Special Projects Coordinator, Ellen Talkowsky, to ensure our event dovetails with City events on that historic day.

We are an all-volunteer group of Salem and North Shore residents, who plan the Multi-Faith Festival each year. Our focus for 2019 is to celebrate our country's Religious Freedom on Independence Day. We are requesting to have the **one-way** portion of Hawthorne Blvd running south, from 1 Hawthorne Blvd (Essex Cleaners) to 15 Hawthorne Blvd (Immaculate Conception Church) be closed on July 4 from 10 AM to 6 PM.

Businesses and residents will be notified of the closure by flyers that we will hand-deliver to each door 2 weeks in advance. Nothing will be placed in the street to obstruct emergency equipment from driving through. We will work with Ellen Talkowsky to coordinate the City's needs for their July 4 events.

We will hire police details to make sure the event is secure and safe. We will work to make sure this dovetails nicely with Salem's July 4th celebration. It will be a festival in every sense of the word with live music, and kids' activities. Overall, it will be an opportunity for people to reconnect with many houses of worship and spiritually inspiring people.

Thank you for your time and consideration. You are all invited to attend the festival!

Sincerely,

Michael Boudo co-chair - 16 Cabot Street, Salem (Tabernacle Church UCC)

Fawaz Abusharkh co-chair - 4 Harrison Road, Salem (Islamic Society of the North Shore)

Fr. Robert Murray pastor, Mary Queen of the Apostles Parish

Rev. Joe Amico pastor, Tabernacle Church UCC

Rev. Nathan Ives pastor, St. Peter's/San Pedro Church

Simeen Brown – 9 Linden Street, Salem (Church of Jesus Christ of Latter Day Saints)

Victoria Jackson - (Mary Queen of the Apostles Parish)

Gary Gillette – (Temple Tiferet Shalom, Peabody)

Anne Bogan – (Tabernacle Church, Salem)

Rabbi David Cohen-Henriquez - Temple Sinai, Marblehead

Rev. James Bixby – Clifton Lutheran Church, Marblehead

WOODLANDS REALTY TRUST

76 Oakville Street, Lynn, MA 01905

2019 APR -1 AM 11:02
CITY CLERK
SALEM, MASS.

March 25, 2019

ILENE SIMONS

~~Cheryl A. Lapointe~~, City Clerk
City of Salem
93 Washington Street
Salem, MA 01970

RE: Street Name Approval
Woodlands Subdivision

Dear Ms. ^{SIMONS:} ~~Lapointe:~~

In accordance with City Ordinance Chapter 38, Section 38.3 (c), the undersigned, Nicholas S. Meninno for Woodlands Realty Trust hereby petitions the City Council to name the following streets in its subdivision located off Clark Ave in Ward 3: Woodlands Road and South Ridge Circle.

A copy of the subdivision plan recorded with the Registry of Deeds Registered Land Division, as approved by the Salem Planning Board is attached hereto.

A search of the City list of streets shows no other similarly named existing streets.

Sincerely,



Nicholas S. Meninno
Woodlands Realty Trust

ARTICLE I. IN GENERAL**Sec. 38-1. Notice and repair or removal of defects or obstructions in streets.**

Every officer or person employed by the city, upon learning of any defect, obstruction or want of repair in any public street or place, shall forthwith notify the director of public services, and the director or some competent person designated by him shall examine the defect or obstruction without delay. If it appears from such examination that the city is liable for the repair or removal of such defect or obstruction, the director shall forthwith cause the defect or obstruction to be repaired or removed.
(Code 1973, § 26-1)

Sec. 38-2. Fencing and lighting of unsafe streets or bridges.

Whenever any highway, street or bridge is, from any cause, unsafe for travelers, the director of public services shall forthwith put up a suitable fence across such highway, street or bridge and exclude all travelers from passing over the highway, street or bridge or shall cause the part thereof rendered unsafe to be enclosed by a sufficient fence, which shall be kept standing so long as the place remains unsafe and inconvenient. He shall also attach one or more lanterns to such fence or in some other proper manner and shall keep the lanterns lighted throughout each night such fence is kept standing.
(Code 1973, § 26-2)

Sec. 38-3. Street names generally.

(a) The streets, ways and squares in the city shall continue to be called and known by the names established.

(b) All streets and ways laid out and accepted shall be named by the city council. The city council may change the name of any street or way at any time. However, prior to changing the name of any such street or way, the city council shall solicit an opinion from the fire and police departments regarding any public safety concerns they may have with a proposed name change.

(c) The city council shall have the sole authority to name all streets in the city, including any street which has not been formally accepted by due process.

(Code 1973, § 26-3; Ord. of 2-27-1997, § 1)

State law reference—Street names, M.G.L.A. c. 85, §§ 3-3B.

Sec. 38-4. Placement and maintenance of street signs.

The director of public services shall place and maintain suitable street signs on each street named by the city council.

(Code 1973, § 26-4)

Sec. 38-5. Numbering of buildings, dwellings.

(a) It shall be the duty of every owner and/or occupant of each house, building or structure within the city to place thereon the number of such house, building or structure. The board of assessors shall determine the number to be used on each house, building and structure.

(b) The size, color, location and visibility of such numbers shall be as follows:

- (1) The minimum height of such numbers shall be 3½ inches.
- (2) In order to be visible from the road, street or way, the numbers shall be of a contrasting color.
- (3) The numbers shall be affixed to the front door or as close to the front door as possible, or if the front door does not face the road, street or way, such numbers shall be affixed in a manner to be easily read from such road, street or way.
- (4) Where there are multiple houses, buildings or structures located off the road on private ways, roads or lanes, the numbers shall be placed at the following locations:
 - a. The numbers shall be affixed to a post at the entrance to such private way, road or lane.
 - b. If the house, building or structure is so far off the public way causing the numbers to be unidentifiable, a post

40

Harrison and
Public Market

43

Traffic

44

Vehicles for Hire

43 Trees

CITY OF SALEM
 OFFICE OF THE CITY ENGINEER
 100 STATE STREET, SALEM, MASSACHUSETTS 01970
 DATE: 9/1/2016
 PROJECT: 7159-3
 DRAWING: 11000-0000

DATE: 9/1/2016
 PROJECT: 7159-3
 DRAWING: 11000-0000

GENERAL NOTES:
 1. THE CITY ENGINEER HAS REVIEWED THIS PLAN FOR CONFORMANCE WITH THE MASSACHUSETTS SUBDIVISION MAPS ACT AND THE MASSACHUSETTS ZONING REGULATIONS.
 2. THE CITY ENGINEER'S REVIEW IS LIMITED TO THE TECHNICAL ASPECTS OF THE PLAN AND DOES NOT CONSTITUTE A GUARANTEE OF THE ACCURACY OF THE INFORMATION PROVIDED.
 3. THE CITY ENGINEER HAS REVIEWED THE PLAN FOR CONFORMANCE WITH THE MASSACHUSETTS SUBDIVISION MAPS ACT AND THE MASSACHUSETTS ZONING REGULATIONS.
 4. THE CITY ENGINEER HAS REVIEWED THE PLAN FOR CONFORMANCE WITH THE MASSACHUSETTS SUBDIVISION MAPS ACT AND THE MASSACHUSETTS ZONING REGULATIONS.
 5. THE CITY ENGINEER HAS REVIEWED THE PLAN FOR CONFORMANCE WITH THE MASSACHUSETTS SUBDIVISION MAPS ACT AND THE MASSACHUSETTS ZONING REGULATIONS.

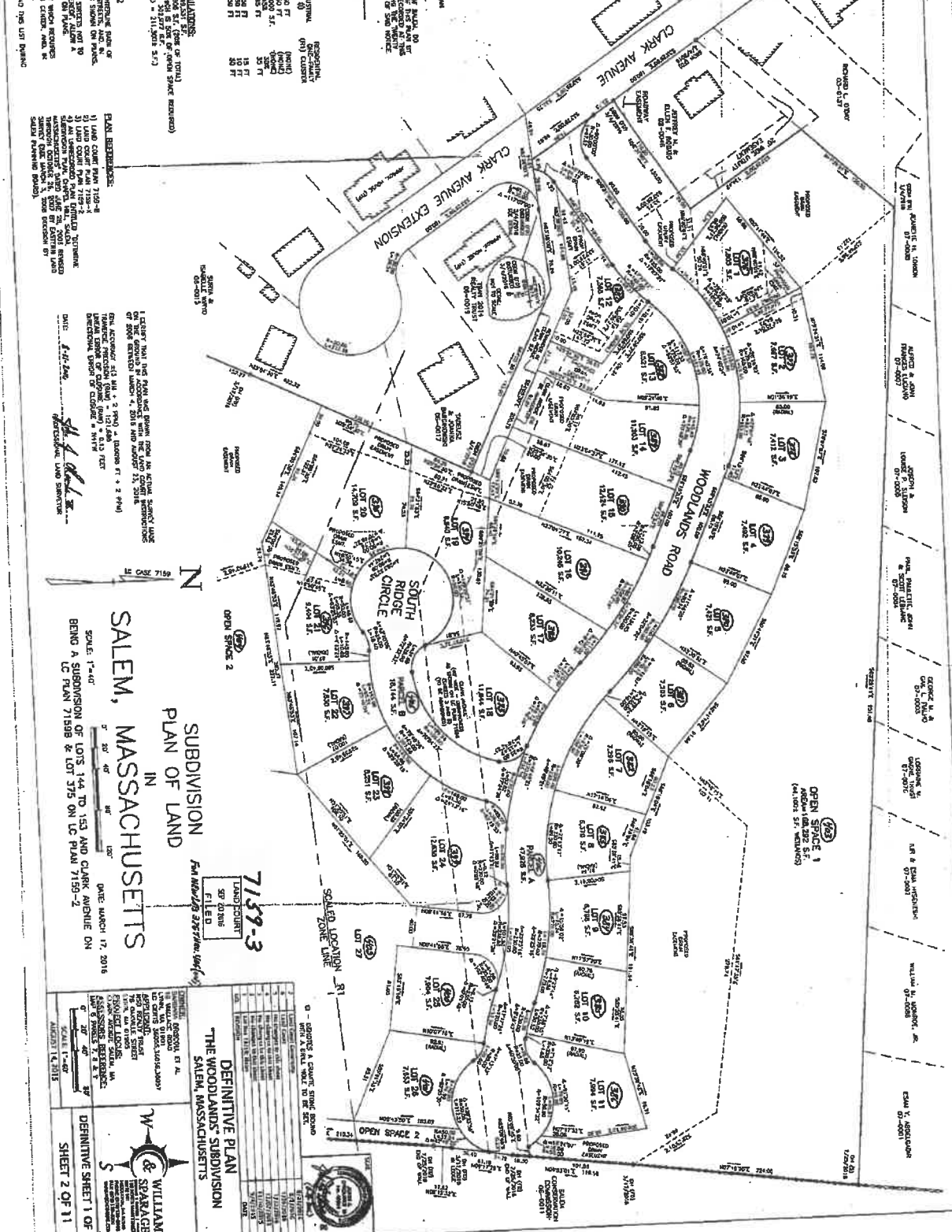
GENERAL SPACE CALCULATIONS:

ZONE	RESIDENTIAL, SINGLE-FAMILY (R1)	RESIDENTIAL, TWO-FAMILY (R2)	RESIDENTIAL, MULTIFAMILY (RM)
MINIMUM LOT FRONTAGE:	100 FT	100 FT	100 FT
MINIMUM LOT DEPTH:	150 FT	150 FT	150 FT
MINIMUM LOT AREA:	15,000 SF	15,000 SF	15,000 SF
MINIMUM SETBACK:	25 FT	25 FT	25 FT
MINIMUM FRONT YARD SETBACK:	10 FT	10 FT	10 FT
MINIMUM SIDE YARD SETBACK:	5 FT	5 FT	5 FT
MINIMUM REAR YARD SETBACK:	10 FT	10 FT	10 FT

LIST OF OWNERS REQUESTED:
 1. SECTION 8 A.1.1 WHICH REQUIRES A LANDLORD OBTAIN A STATE OF MAINTENANCE CERTIFICATE FROM THE MASSACHUSETTS DEPARTMENT OF TRANSPORTATION FOR ANY ROADWAY WITHIN THE SUBDIVISION.
 2. SECTION 8 A.1.2 WHICH REQUIRES A LANDLORD OBTAIN A STATE OF MAINTENANCE CERTIFICATE FROM THE MASSACHUSETTS DEPARTMENT OF TRANSPORTATION FOR ANY ROADWAY WITHIN THE SUBDIVISION.
 3. SECTION 8 A.1.3 WHICH REQUIRES A LANDLORD OBTAIN A STATE OF MAINTENANCE CERTIFICATE FROM THE MASSACHUSETTS DEPARTMENT OF TRANSPORTATION FOR ANY ROADWAY WITHIN THE SUBDIVISION.
 4. SECTION 8 A.1.4 WHICH REQUIRES A LANDLORD OBTAIN A STATE OF MAINTENANCE CERTIFICATE FROM THE MASSACHUSETTS DEPARTMENT OF TRANSPORTATION FOR ANY ROADWAY WITHIN THE SUBDIVISION.
 5. SECTION 8 A.1.5 WHICH REQUIRES A LANDLORD OBTAIN A STATE OF MAINTENANCE CERTIFICATE FROM THE MASSACHUSETTS DEPARTMENT OF TRANSPORTATION FOR ANY ROADWAY WITHIN THE SUBDIVISION.

EXAM REVISIONS:
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SALEM, MASSACHUSETTS
 SUBDIVISION
 PLAN OF LAND
 IN
 THE WOODLANDS SUBDIVISION
 SALEM, MASSACHUSETTS
 SCALE: 1"=40'
 BEING A SUBDIVISION OF LOTS 144 TO 153 AND CLARK AVENUE ON
 LC PLAN 7159B & LOT 375 ON LC PLAN 7159-2
 DATE: MARCH 17, 2016
 7159-3
 LOTS 144 TO 153
 FILED
 SCALE: 1"=40'
 DATE: MARCH 17, 2016
 SHEET 2 OF 11



DEFINITIVE PLAN
 "THE WOODLANDS" SUBDIVISION
 SALEM, MASSACHUSETTS

LOT NO.	AREA (SQ. FT.)	AREA (ACRES)	DATE
144	15,000	0.34	3/17/2016
145	15,000	0.34	3/17/2016
146	15,000	0.34	3/17/2016
147	15,000	0.34	3/17/2016
148	15,000	0.34	3/17/2016
149	15,000	0.34	3/17/2016
150	15,000	0.34	3/17/2016
151	15,000	0.34	3/17/2016
152	15,000	0.34	3/17/2016
153	15,000	0.34	3/17/2016