



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

July 20, 2017

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am very pleased to appoint John Andrews of 9 English Street #1 to the Salem Public Art Commission for a two-year term to expire July 20, 2019.

Mr. Andrews is the founder and owner of Creative Salem, a collective of local artists and creative entrepreneurs and professionals. He is also a professional photographer and a regular fixture at community events and activities. Mr. Andrews has been deeply involved in a vast array of Salem's public art programs and festivals, supporting such events as the Salem Arts Festival, the Winter Island Pop-up Drive-In, the 289 Derby Street visioning process, Artists Row, and so much more. He is passionate about public art and about Salem, and in 2015 that passion was recognized when Mr. Andrews received the Salem Chamber of Commerce's Community Service Award.

I strongly recommend confirmation of Mr. Andrews' appointment to the task force. We are fortunate that he is willing to serve our community in this important role and lend his expertise and dedication to the board and its work.

Very truly yours,

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

Kimberley Driscoll  
Mayor  
City of Salem

# JOHN ANDREWS

CCO/Creative Salem

📍 Salem MA

☎ 781-266-8639

✉ john@creativesalem.com

## Summary

- Passionate and articulate professional with exceptional skills in supporting the creative economy and local artists in the development and implementation of marketing strategies to capture new markets and increase profitability.
- Community driven conversations enabling long lasting and profitable relationships between businesses, the community and the local artists/creatives.
- Adept at communicating across diverse community organizations and collaborating cross-functionally to achieve objectives.
- Creative and innovative thinker with strengths in aiding in the delivery of marketing communications and development of content for the benefit of many local creative non-profits

## Area of Expertise

- Community Connections
- Marketing/Social Media
- Event Management and Production
- Creative Consulting
- Customer Service
- Strategic Planning
- Advertising
- Advocacy

## Creative Skills

Photography, design, web services, event production

## Professional Affiliations

Salem Arts Association  
Salem Chamber of Commerce  
Mass Poetry Festival  
Salem Film Fest  
Salem Jazz and Soul Festival

## Professional Experience

May 2014 - OWNER

Current Creative Salem

Launched and established Creative Salem as a creative collective with the mission of connecting the creative economy to the community through a multi-faceted approach that includes marketing, event productions, consulting, advocating and fostering small creative and creative friendly businesses and entrepreneurs.

- Established a collective of professional creative professionals.
- Developed an online platform and marketing strategy that supports all aspects of the creative community in and around Salem.
- Developed dozens of events that support the artistic and creative community by hiring or giving opportunities for sales and vending.
- Established a network of businesses that support local artists/creatives and work daily to keep those connections profitable and effective.

Jul 2013 -

Current

Owner/Operator

John Andrews Photography/Formerly Social Palates

Established myself as a premier social photographer through a combination of business, community, festival, commercial photography. Published in many publications including Northshore Magazine, Food network magazine, Destination Salem Guide, AARP magazine and more.

- Used photography and marketing skills to create a new form of photography for small businesses coined Social Photography
- Created a very popular forum that documented the community and its growth
- Established a total brand presence that supported the community and local artists through a combination of pro bono and paid photography services.

Aug 2008 -  
July 2013

Executive Chef/General Manager

Victoria Station/ Vic's Boathouse

Designed and implemented a strategy to effectively resurrect a local institution working with neighboring businesses and local leaders to rehabilitate and grow an iconic Salem restaurant.

- Successfully delivered critical change management communication during company restructuring.
- Launched and implemented the branding and policies for the new addition Vic's Boathouse
- Reinvigorated and enhanced company image and content for the quarterly newsletter.
- Effectively incorporated live music, art and performance to the venue and used that as a tool for growth.
- Assisted with the design and content of branded publications including flyers, brochures, uniforms, invitations and other printed marketing designs.
- Restructured and implemented best practices in all aspects of the business including but not limited to marketing, menu design and planning, management, P&L and community outreach

Aug 2005 -  
Aug 2008

Executive Chef/Owner

Simply Gourmet Bistro and Catering

Developed and implemented an entire community bistro and catering division. Educated the local consumer base on new and exciting trends and in tandem established a premium catering division.

- Engaged and educated the local audience using a combination of expert culinary practices and marketing skills using emerging technologies.
- Implemented a branding and marketing strategy that engaged as well as satisfied the appetite of the community.
- Developed a boutique catering division producing weddings and special events from start to finish.

Salem Main Streets  
Creative Northshore  
The Cabot Performing Arts Center  
Essex National Heritage

## Awards

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2015 Salem Chamber Community  
Service Award

## Education

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2007 - 2009 Misc. Courses  
Salem State University  
Completed many elective courses in an attempt to broaden horizons and  
expand my knowledge.



**CITY OF SALEM, MASSACHUSETTS**

**Kimberley Driscoll  
Mayor**

July 20, 2017

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Jayne O'Leary, of 25 Wisteria Street 31, to the Salem Bicycle Advisory Committee for a three-year term to expire July 20, 2020.

Ms. O'Leary is a bicycling enthusiast and an avid mountain biker. She holds a bachelor's degree in communication and politics from Emerson College and currently works at Salem State University as a staff assistant. A trained mediator, Ms. O'Leary has served on SSU's Civic Engagement Committee. She is interested in helping to promote bicycling as a transportation alternative in Salem, but also for recreation and sport.

I strongly recommend confirmation of Ms. O'Leary's appointment to this committee. We are fortunate that she is willing to serve our community in this important role and lend her expertise and dedication 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

**Relevant experience:**

Databases, programs and software include Microsoft Office Suite 2016, PeopleSoft Financials, Raiser's Edge, Blackbaud NetCommunity, Open Text (formerly Red Dot) and Drupal8 website management system.

**Professional History:****Salem State University, Salem**

*2016 to present:* Website management and event technology specialist under the Institutional Advancement area I am responsible for maintaining and update the departments website. Recently appointed to the web users group for the university I trained, designed wireframes and transferred content from our old website to the new mobile responsive program. I am currently working with a design team to create new templates for email blasts, event registrations and donation/giving forms staying within the branding unique to the university.

*2013 to 2016:* Staff assistant to the associate vice president of institutional advancement. My working title is that of office manager where I coordinate and facilitate the day to day operations of the alumni affairs, annual giving and events, major gifts, corporations and foundation relation foundations departments. I create and maintain much of the documentation necessary for budgetary review, annual plan and goals, itineraries, meeting minutes and action items. I am responsible for maintaining the AVPs calendar, travel/lodging arrangements and renewing memberships. I work with the AVP and major gifts team in planning and implementing regional and out of state alumni events focusing on our community committees. Perform training for staff on budgetary reporting necessary for future fiscal year planning. I act as the cover person for other assistants and liaison to several institutional advancement volunteer boards. I assist in all aspects of management in alumni association affinity programs and maintain care in handling all confidential documentation.

*2010 to 2013:* Administrative assistant II and assistant to the assistant vice president of alumni affairs and annual giving. Responsible for the retrieval of data reports, event module set up and event registration within the Raiser's Edge database and NetCommunity software programs. Updated and maintained the alumni affairs and friends web pages using the Salem State content management system Red Dot. Developed content for weekly email broadcasts. Regularly collaborated with the universities departments; financial services, human resources, marketing & communications, payroll and purchasing in day to day operations. Worked closely with state approved vendors and maintained all contracts, purchase orders and licenses. Hired and trained all student workers and assisted other new full time hires in learning areas of technical and administrative processes. Assisted in the creation of written communications, invites (paper and email) and brochure material where needed.

*2006-2010* Administrative assistant I: Under the Dean of the Library I performed a wide variety of tasks. These tasks include but are not limited to answering telephones, maintaining and organizing files from many sub-departments of the library, however my primary tasks were to manage the operating budget of the library, maintain time sheets for the entire library and professional staff for scheduled delivery to the payroll department. I performed daily due diligence in purchasing and procurement card (credit card) transactions and was regularly loaned out to other departments within the college to provide administrative support and to manage their budgets when they were short staffed. I utilized Microsoft Word, Excel and PowerPoint applications, Novell Groupwise calendar in addition to other email systems, PeopleSoft financial software and various website and internet networks.

**North Shore Recycled Fibers, Salem**

*2001-2006* Traffic coordinator: Entered net weights and coordinating data of all shipped and received loads for recycled commodities. Accuracy was paramount. I billed, invoiced and reconciled all orders and deliveries. I ran appropriate month end reports for sales analysis.

**Potter & Company, Wakefield**

*2000-2001* Administrative assistant: Received clients and perspective customers in a polite professional manner. Maintained and dispensed information to tax, financial planning and life insurance customers. Arranged and scheduled travel plans for VIP's. Maintained and updated all accounts and files.

**Blackwell Publishers, Malden**

*1999-2000* Subscriber services coordinator: Provided and fulfilled journals subscriber orders. Reconciled all journal shipment related problems. Prepared and formatted labels for global distribution. Supplied demographic data reports for

**Jayne O'Leary**

**(978)578.9870**

**janieoleary@comcast.net**

editorial and marketing departments.

**Emerson College, Boston**

*1986-1988 Administrative assistant: Housing and residence life, graduate admissions and accounts payables. I performed all levels of administrative tasks. Fielded telephone calls and received visitors in a courteous manner. Entered prospective student data into database for bulk mailings. Edited and printed student resident handbook.*

**Education:**

- *Bunker Hill Community College 1984 Associate's degree in science, Media Technology*
- *Emerson College 1987 Bachelor's degree in science and speech, Communications, Politics and Law*
- *Emerson College post-graduate work in Communications*
- *Fitchburg State University Accepted into the Graduate in Communications program.*
- *North Shore Community College Paralegal Certificate Awardee*
- *North Shore Community Mediation Center Basic mediation 2014*
- *Salem State University post-graduate work in Student Affairs in Higher Education*

**Memberships/commissions:**

- Commonwealth of Massachusetts Notary Public
- Former board member of the Salem State University Civic Engagement Committee
- Current board member of the Student Conduct and Mediation committee at Salem State-with emphasis on Title IX sensitivity training, Web Design Redevelopment committee and Web Editors Stakeholders committee (appointed) and APA Professional Development committee (appointed).



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

July 20, 2017

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Lisa Kay Rosenthal, of 24 Raymond Road, to the City of Salem's Renewable Energy Task Force, for a three-year term to expire July 20, 2020.

Ms. Rosenthal is currently the Director of Admissions and Member Services for the Workplace Giving Alliance and, previous to that, was a research associate for the Economic Development Assistance Consortium in Boston. She studied environmental ethics at Kenyon College, where she completed an internship with the Conservation Fund, and went on to earn her Bachelor's degree in human ecology from College of the Atlantic and a Master's degree in religion, ethics, and politics from the Harvard Divinity School. As the RETF begins to broaden their focus onto conservation and sustainability initiatives more generally, Ms. Rosenthal's background seems aptly suited to their work.

I strongly recommend confirmation of Ms. Rosenthal's appointment to the task force. We are fortunate that she is willing to serve our community in this important role and lend her expertise and dedication to the board and its work.

Very truly yours,

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

Kimberley Driscoll  
Mayor  
City of Salem

# Lisa K. Rosenthal

24 Raymond Road • Salem, MA 01970  
LisaKay1021@gmail.com • (703) 946-2753

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## EDUCATION

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**Harvard Divinity School, Cambridge, MA**

June 2009- May 2011

- Master of Theological Studies (M.T.S. Religion, Ethics and Politics)

**College of the Atlantic, Bar Harbor, ME**

January 2006- June 2009

- Bachelor of Arts in Human Ecology

**School for International Training, Suva, Fiji**

August 2008- February 2009

- Coursework in Multiculturalism and Social Change
- Independent fieldwork project:  
*Lotu and Vanua: Church, Land and Community*

**Kenyon College, Gambier, OH**

August 2003-December 2005

- Self-designed major: Environmental Ethics

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## NON-PROFIT SECTOR EXPERIENCE

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**Workplace Giving Alliance, Salem, MA**

July 2011- present

*Director of Admissions and Member Services*

- Coordinate the admissions process for 500+ local, national and international charity applications to the Combined Federal Campaign, and manage 14 state and city-level fundraising campaign submissions annually.
- Assist the Executive Director with managing our internal \$550K budget as well as processing \$7 million of quarterly distributions to our member charities.
- Communicate regularly via phone and e-mail with clients of both small and large non-profit organizations.
- Manage and maintain 3 Access-based databases with current member, prospect and donor information.
- Coordinate major mailings, print brochures and recruitment letters through e-mail mail merges and paper communications.

**Economic Development Assistance Consortium, Boston, MA**

June 2010- July 2011

*Research Associate*

- Research, write, and edit business plans and grant applications for non-profit and community development organizations
- Communicate with a wide variety of non-profit organizations in regards to business plans and the OCS and HUD grant processes and requirements
- Assist with the writing and preparation of grant proposals



**Spruce Street Nursery School, Boston, Massachusetts**

August 2010- June 2011

*Administrative Assistant*

- Served as the first point of contact for the school
- Assisted the Director and Assistant Director with administrative tasks
- Maintained an online database of alumni and current families
- Coordinated and assisted with fundraising and alumni events, the annual auction, and class meetings
- Assisted with students in the classroom and on field trips

**The Interfaith Alliance, Washington, D.C.**

January 2008- February 2008

*Volunteer Assistant*

- Edited Rev. Dr. C. Welton Gaddy's speeches for public and political events
- Assisted in event planning and coordination for Awards Ceremony
- Represented the organization with potential donors for fundraising projects

**College of the Atlantic, Bar Harbor, Maine**

June 2006- August 2006

*Admissions Assistant and Tour Guide*

- Represented the school, its philosophy, educational approach, and programs to prospective families
- Provided tours of the college to groups of prospective students and families
- Data entry, filing, word processing, answering phones

**The Conservation Fund, Arlington, Virginia**

June 2005- August 2005

*Greenways Program Internship*

- Researched and represented land acquisition, protection and conservation projects
- Drafted environmental education and outreach materials
- Communicated extensively with Kodak American Greenways grant applicants
- Evaluated 300 grant proposals to determine 1-2 grant recipients per state according to merit
- Assisted with event planning, including the annual Kodak American Greenways Awards reception

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**SKILLS**

- Microsoft Office Suite (Word, Excel, Access, PowerPoint, Publisher), Adobe CS5 (Acrobat X, Dreamweaver), Social media (Facebook, Wordpress)
- 90 W.P.M. typing speed



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

July 20, 2017

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am very pleased to appoint David Knowlton, P.E., to the position of Director of Public Services, for a two-year term to expire January 31, 2019. As you know, David has been in the role of Acting Director since our previous Director left to take a position in another community.

We are fortunate to have someone in this role who is already so closely familiar with Salem, our streets and sidewalks, our parks and open spaces, and our infrastructure. I hope that you share my confidence in David's ability to lead this department and ask that you confirm his appointment as our new Director of Public Services.

Very truly yours,

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

Kimberley Driscoll  
Mayor  
City of Salem

**David H. Knowlton, P.E.**  
120 Washington Street, 4<sup>th</sup> Floor  
Salem, Massachusetts 01970  
978.745.9595  
dknowlton@salem.com

**Education**

Northeastern University, Boston, 1985  
BS Civil Engineering

**Professional Registration**

Civil Engineer, Massachusetts No. 36453

**Employment Experience**

2007 – present	City Engineer	Salem, Massachusetts
2001 – 2007	City Engineer	Gloucester, Massachusetts
1999 – 2001	Project Manager	SEA Consultants, Inc., Cambridge, Massachusetts
1996 – 1999	Project Manager	Weston & Sampson Engineers, Inc., Peabody, Massachusetts
1993 – 1996	Sr. Project Engineer	Weston & Sampson Engineers, Inc., Peabody, Massachusetts
1991 – 1993	Project Engineer	John Carollo Engineer, Inc., San Diego, California
1987 – 1990	Project Engineer	LEA Group, Inc., Boston, Massachusetts
1985 – 1987	Engineer	LEA Group, Inc., Boston, Massachusetts

**Summary of Relevant Experience**

Over 30 years of civil consulting and municipal engineering experience. Responsible, as Department Head, for the management of the Municipal Engineering Department for the City of Salem, Massachusetts. Provides oversight for the management of design development, finance and construction of various public works projects. Projects include the facility planning, design, permitting and construction of new utilities (water, sewer, storm drainage and storm water management) and the rehabilitation/remodeling of municipal buildings (water, wastewater pumping stations and treatment plants).

Additional skills include technical supervision of project team members, budget tracking, engineering computer applications, project related community relations, cost estimating and agency (DEP and EPA) contact and relations.

**Municipal experience includes:**

- *Chapter 90* – assumed management responsibility from DPW and successfully developed/implemented a plan to take local share budget out of deficit.
- *Pavement Management Program* – Developed unique budgeting system for the 5 wards of the City; whereby, yearly improvement projects are implemented based on need, traffic volume and roadway criticality.
- *Water Valve Replacement Program* – In response to a lack of knowledge in DPW of the operability and location of water valves throughout the City, a water valve location/operation/replacement program was developed and implemented. The program produced an updated GIS map of the water system (with actual GIS located valves) and a condition assessment of the valves. Inoperable valves were identified and replaced as part of

future improvement projects, and a unidirectional hydrant flushing program will be developed.

- *Street and Sidewalk Opening Program* – Assumed management responsibilities of the City's road opening permit process from DPW and developed new ordinances and regulations that provided greater City oversight of the workmanship of any road opening activity and enforcement ability to correct defective trenches.

Construction Management experience includes:

- Contract coordination with municipal representatives, owners, users (residents), contractor and utilities
- Public bidding procedures
- Construction planning, management, scheduling and project close-out procedures
- Coordination meetings with municipal, state and federal permitting officials

Permitting experience includes:

- Pre-permitting coordination meetings with permitting officials
- Preparation and compliance monitoring of local, state and federal permits

Final Design and Project Level Planning experience includes:

- Infrastructure Studies and Rehabilitation Design
- Sewage Pump Stations (to 10 MGD)
- Storm Water Pump Stations (to 1 MGD)
- Potable Water Storage Tanks (to 1 MG)
- Pressure Pipelines and Force Mains (to 60" diameter)
- Gravity Collector and Trunk Sewer Condition Assessment and Rehabilitation (to 42" diameter)
- Storm Water Holding Tanks (10' x 12' x 300' long)

Master Planning, Feasibility Study and Engineering Investigation experience includes:

- \$40 million, Long Term Control Plan for Combined Sewer Overflow Abatement
- Investigations into wide range of Utility Facilities
- Master Plan preparation for Utility Systems
- Feasibility Studies for Utility Projects
- EPA Phase II Storm water Regulation Compliance

Specific Civil Engineering skills and areas of expertise include:

- Utility Design/Layout Coordination
- Hydraulic Network Analysis
- Pipeline Structural Design and Thrust Analysis
- Environmental Mitigation Analysis

**Community Volunteer Work**

Town of Rockport Conservation Commission, Vice Chairman, 1995 – 1998

Town of Rockport DPW Commission, Chairman, 2000 – 2004



# CITY OF SALEM

In City Council,  
July 20, 2017

## Ordered:

That the sum of Five Hundred and Thirty-Nine Thousand, Eight Hundred and One Dollars and Ninety Cents (\$539,801.90) is hereby appropriated from General Fund Balance Reserved for Free Cash (1-3245) to the following special revenue funds. This transfer is requested in accordance with the recommendation of Her Honor the Mayor.

Capital Improvement Fund (2000)	\$ 150,000.00
Retirement Stabilization Fund (8311)	\$ 389,801.90
	<hr/>
	\$ 539,801.90



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll

Mayor

July 20, 2017

To the City Council  
City Hall  
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request to transfer Five Hundred and Thirty-Nine Thousand, Eight Hundred and One Dollars and Ninety Cents (\$539,801.90) from the General Fund Balance Reserved for Free Cash account to the following special revenue funds.

Capital Improvement Fund (2000)	\$150,000.00
Retirement Stabilization Fund (8311)	\$389,801.90
Total:	<u>\$539,801.90</u>

This request is necessary to cover the costs for the Capital Improvement Fund. This request is a routine end of year transfer. The Retirement Stabilization Fund request will enable the City to fund future retirement liability in this Fiscal year.

I recommend passage of this accompanying order.

Sincerely,

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

Kimberley Driscoll  
Mayor



## City of Salem, Massachusetts

Finance Department  
93 Washington Street  
Salem, MA 01970  
[www.salem.com](http://www.salem.com)

**Kimberley L. Driscoll, Mayor**

**Sarah A. Stanton, Finance Director**

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July 20, 2017

Honorable Salem Mayor Kimberley Driscoll  
Salem City Hall  
Salem, Massachusetts

Dear Honorable Mayor Driscoll:

Enclosed herewith is a request to transfer Three-Hundred and Eighty-Nine Thousand, and Eight Hundred and One Dollars and Ninety Cents (\$389,801.90) from General Fund Balance Reserved for Free Cash to the Retirement Stabilization Fund. As you know, the City did not fully fund the retirement stabilization account during the budget process. This transfer will help replenish said account, and cover for future retirement liabilities in FY18.

In addition to the aforementioned transfer, you will also find a request to transfer One Hundred and Fifty Thousand Dollars (\$150,000) from General Fund Balance Reserved for Free Cash to the special revenue fund: Short Term Capital Improvement. This is a routine end of year transfer.

Please let me know if you'd like to discuss further.

Best,

A handwritten signature in cursive script that reads "Sarah A. Stanton".

Sarah A. Stanton  
Finance Director



# CITY OF SALEM

In City Council,

Ordered:

July 20, 2017

That the sum of Two Hundred and Three Thousand, Fifty Dollars and Seventy Cents (\$203,050.70) in the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to be expended for the FY 2017 contractual buybacks listed below in accordance with the recommendation of Her Honor the Mayor.

Name	Department	Amount
Judy Johnson	School	9,119.50
Jane Pace	School	32,831.20
Mary Sueltenfuss	School	14,632.00
Elisa LaSota	School	31,789.60
RuthAnn Hatt	School	15,848.00
Anne LeBlanc	School	34,332.80
Christine Morin	School	15,571.20
Luz Barreto-Longus	School	33,736.00
Paula Dobrow	School	15,190.40
		<b>203,050.70</b>





CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll  
Mayor

July 20, 2017

To the City Council  
City Hall  
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request for an appropriation of Two Hundred and Three Thousand, Fifty Dollars and Seventy Cents (\$203,050.70) from the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to fund the retirement buyback costs to be expended for the employee listed below.

NAME	DEPARTMENT	AMOUNT
Judy Johnson	School	9,119.50
Jane Pace	School	32,831.20
Mary Sueltenfuss	School	14,632.00
Elisa LaSota	School	31,789.60
RuthAnn Hatt	School	15,848.00
Anne LeBlanc	School	34,332.80
Christine Morin	School	15,571.20
Luz Barreto-Longus	School	33,736.00
Paula Dobrow	School	15,190.40
	Total:	\$203,050.70

I recommend passage of the accompanying Order.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Kim Driscoll".

Kimberley Driscoll  
Mayor



# CITY OF SALEM, MASSACHUSETTS

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

KIMBERLEY DRISCOLL  
MAYOR

LISA B. CAMMARATA  
DIRECTOR OF HUMAN RESOURCES

## MEMORANDUM

TO: Sarah Stanton, Director of Finance  
DATE: June 26, 2017  
RE: Retirement Stabilization Fund

\*\*\*\*\*  
Attached you will find retirement buybacks for 9 Salem Public School employees.  
These former employees are contractually entitled to the following amounts in sick leave and vacation buy-back.

<b>Judith Johnson</b>	
16 vacation days @ \$149.50 per day	\$2,392.00
45 sick days @ \$149.50 per day	\$6,727.50
<b>Jane Pace</b>	
80 sick days @ \$410.39 per day	\$32,831.20
<b>Mary Sueltenfuss</b>	
40 sick days @ \$368.50 per day	\$14,632.00
<b>Elisa LaSota</b>	
80 sick days @ \$397.37 per day	\$31,789.60
<b>RuthAnn Hatt</b>	
40 sick days @ \$396.20 per day	\$15,848.00
<b>Anne LeBlanc</b>	
80 sick days @ \$429.16 per day	\$34,332.80
<b>Christine Morin</b>	
40 sick days @ \$389.28 per day	\$15,571.20
<b>Luz Barreto-Longus</b>	
80 sick days @ \$421.70 per day	\$33,736.00
<b>Paula Dobrow</b>	
40 sick days @ \$379.76 per day	\$15,190.40
<b>Total:</b>	<b>\$203,050.70</b>



KIMBERLEY DRISCOLL  
MAYOR

LISA B. CAMMARATA  
DIRECTOR OF HUMAN RESOURCES

## CITY OF SALEM, MASSACHUSETTS

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

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

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

LBC

  
Finance Director

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

From: Department \_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature: *[Signature]*  
Department Head/City or Business Manager/School

NAME: Johnson, Judith

**CALCULATION**

VACATION DAYS # 16 @ \$ 149.50 = \$ 2392 ✓

SICK DAYS # 45 @ \$ 149.50 = \$ 6727.50 ✓

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

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

**Total Amount Due:** \$ 9119.50

Please attach corresponding PAF or other backup to this sheet.

Reason: Retirement

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

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

Org and Object: 83113 - 5744

**Recommendation:**  
 Approved  
*[Signature]*  
HR Director/City or Superintendent/Schools

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

From: Department School Date 6/16/17

Authorized Signature: [Signature]  
Department Head/City or Business Manager/School

NAME: Pace, Jane

**CALCULATION**

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

SICK DAYS # 80 @ \$ 410.39 = \$ 32,831.20

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

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

Total Amount Due: \$ 32,831.20  
Please attach corresponding PAF or other backup to this sheet.

Reason: Retirement - Severance pay

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

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

Org and Object: 83113 - 5744

**Recommendation:**

Approved

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

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

From: Department School Date 6/16/17

Authorized Signature: [Signature]  
Department Head/City or Business Manager/School

NAME: Sueltenfuss, Mary

CALCULATION

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

SICK DAYS # 40 @ \$ 365<sup>80</sup> = \$ 14,632

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

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

Total Amount Due: \$ 14,632  
Please attach corresponding PAF or other backup to this sheet.

Reason: Retirement - Severance Pay

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

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

Org and Object: 83113 - 5744

**Recommendation:**

Approved

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

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

From: Department School Date 6/16/17

Authorized Signature: [Signature]  
Department Head/City or Business Manager/School

NAME: LaSota, Elisa

**CALCULATION**

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

SICK DAYS # 80 @ \$ 397.37 = \$ 31,789.84

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

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

Total Amount Due: \$ 31,789.84 21,789.60 ✓  
Please attach corresponding PAF or other backup to this sheet.

Reason: \_\_\_\_\_

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

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

Org and Object: B3113 - 5146

**Recommendation:**

Approved

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

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

From: Department School Date 6/16/17

Authorized Signature: [Signature]  
Department Head/City or Business Manager/School

NAME: Ruth Ann Hatt

**CALCULATION**

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

SICK DAYS # 40 @ \$ 396.20 = \$ 15,848

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

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

**Total Amount Due:** \$ 15,848  
Please attach corresponding PAF or other backup to this sheet.

Reason: Retirement - Severance pay

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

- VACATION DAYS
- SICK DAYS
- PER ACCRUAL REPORT
- OTHER 83113

Org and Object: 5144

**Recommendation:**


Approved

[Signature]  
HR Director/City or Superintendent/Schools



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

From: Department School Date 6/16/17

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

**NAME:** LeBlanc, Anne

**CALCULATION**

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

**SICK DAYS** # 80 @ \$ 429.16 = \$ 34,333.80

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

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

**Total Amount Due:** \$ 34,333.80 

Please attach corresponding PAF or other backup to this sheet.

**Reason:** Retirement - Severance pay

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

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

**Org and Object:** 83113 - ST44

**Recommendation:**

Approved

  
H R Director/City or Superintendent/Schools

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

From: Department School Date 6/16/17

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

NAME: Moerin, Christine

**CALCULATION**

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

SICK DAYS # 40 @ \$ 389.28 = \$ 15,571.20 ✓

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

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

Total Amount Due: \$ 15,571.20 ✓

Please attach corresponding PAF or other backup to this sheet.

Reason: Retirement - Severance Pay

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

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

Org and Object: B3/13 - 5144

Recommendation:   
H-R Director/City or Superintendent/Schools

Approved

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

From: Department School Date: 6/16/17

Authorized Signature: [Signature]  
Department Head/City or Business Manager/School

NAME: Barreto-Longus, Luz

**CALCULATION**

VACATION DAYS # \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
SICK DAYS # 80 @ \$ 421.70 = \$ 33,736 ✓  
PRO-RATED STIPENDS # \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
OTHER # \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Total Amount Due: \$ 33,736  
Please attach corresponding PAF or other backup to this sheet.

Reason: Retirement - Severance Pay

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

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

Org and Object: 83113 - 5144

**Recommendation:**

Approved [Signature]  
HR Director/City or Superintendent/Schools

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

From: Department School Date 6/16/17

Authorized Signature: *[Signature]*  
Department Head/City or Business Manager/School

NAME: Dobrow, Paula

**CALCULATION**

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

SICK DAYS # 40 @ \$ 379.76 = \$ 15,190.40 ✓

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

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

**Total Amount Due:** \$ 15,190.40 ✓

Please attach corresponding PAF or other backup to this sheet.

Reason: Retirement - Severance pay

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

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

Org and Object: 83113 - 5-144

Recommendation:

Approved

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



# CITY OF SALEM

In City Council,  
July 20, 2017

Ordered:

That the sum of Ninety Thousand Dollars (\$90,000.00) is hereby appropriated from the "Stabilization Fund 8301" to the account listed below to cover FY 2018 Police Superiors contractual increases in accordance with the recommendation of Her Honor the Mayor.

From	To	Amount
8301 Stabilization	Police FT Salaries 12101-5111	90,000.00
<b>Total</b>		<b>90,000.00</b>



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll

Mayor

July 20, 2017

To the City Council  
City Hall  
Salem, Massachusetts

Ladies and Gentlemen of the Council:

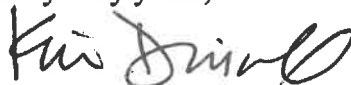
Enclosed herewith is a request for an appropriation of Ninety Thousand Dollars (\$90,000.00) to cover FY 2018 Police Superior Officers contractual increases.

FROM	TO	AMOUNT
8301 Stabilization Fund	Police FT Salaries 12101-5111	\$90,000.00
	TOTAL	\$90,000.00

This appropriation is necessary for funding Police Superior Officers contractual increases.

I recommend passage of the accompanying Order

Very truly yours,

  
Kimberley Driscoll  
Mayor



**KIMBERLEY L. DRISCOLL**  
**MAYOR**

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

## **CITY OF SALEM MASSACHUSETTS**

**HUMAN RESOURCES**  
**120 WASHINGTON STREET, 4<sup>TH</sup> FLOOR**  
**SALEM, MASSACHUSETTS 01970**  
**TEL. 978-619-5630**  
**FAX 978-745-7298**

July 18, 2017

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

Dear Mayor Driscoll:

I am respectfully requesting an appropriation in the amount of \$90,000.00 from the Stabilization Fund be transferred to the Police Full Time Salaries to fund the costs of a 2.5% salary increase and the projected costs of attendant overtime for fiscal year 2018 for Superior Officers in the Police Department.

This increase is pursuant to a recent amendment to the collective bargaining agreement negotiated by the City with the Salem Police Superior Officers' Association in accordance with M.G.L. Chapter 150E.

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

Very truly yours,

  
Lisa B. Cammarata

cc: Sarah A. Stanton, Director, Finance  
File



# CITY OF SALEM

In City Council,  
September 22, 2016

Ordered:

That the sum of Thirty Thousand Dollars (\$30,000.00) is hereby appropriated from the Receipts Reserved funds listed below to the Department of Public Services Burial Account (14112-5383) in accordance with the recommendation of Her Honor the Mayor.

From		To		Amount
2430-4800	R/Res Sale of Lots	14112-5383	DPS Burial	15,000.00
2431-4800	R/Res Sale of Vaults	14112-5383	DPS Burial	15,000.00
<b>Total</b>				<b>30,000.00</b>





**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

July 20, 2017

To the City Council  
City Hall  
Salem, Massachusetts

Ladies and Gentleman of the Council:

Enclosed herewith is a request for an appropriation of Thirty Thousand Dollars (\$30,000.00) from the "Receipts Reserved funds listed below to the Department of Public Services Burial Account (14112-5383).

<b>FROM</b>			<b>TO</b>	<b>AMOUNT</b>
2430-4800	R/Res Sale of Lots	14112-5383	DPS Burial	\$15,000.00
2431-4800	R/Res Sale of Vaults	14112-5383	DPS Burial	\$15,000.00
			Total:	<u>\$30,000.00</u>

This appropriation is necessary for the purchase of contractual services of Means Precast to provide the cemetery with burial services.

I recommend passage of the accompanying Order.

Very truly yours,

Kimberley Driscoll  
Mayor



KIMBERLEY DRISCOLL  
MAYOR

DAVID KNOWLTON P.E.  
DIRECTOR OF PUBLIC SERVICES

# CITY OF SALEM, MASSACHUSETTS

DEPARTMENT OF PUBLIC SERVICES  
5 JEFFERSON AVENUE - FACILITY LOCATION  
120 WASHINGTON STREET - MAILING ADDRESS  
SALEM, MASSACHUSETTS 01970  
TEL. (978) 744-3302  
FAX (978) 744-6820  
DKNOWLTON@SALEM.COM

July 7, 2017

The Honorable Mayor Kimberly Driscoll  
City of Salem  
93 Washington Street  
Salem, Massachusetts 01970

Subject: Means PreCast – burial boxes

Dear Mayor Driscoll,

We respectfully request an appropriation of funds in the amount of Thirty Thousand, (30,000.00) from the following accounts:

2430-4800 Sale of Lots	\$15,000.00
2431-4800 Sale of Vaults	\$15,000.00

to be transferred in to the Public Service Burial Services Line 14112-5383. This appropriation will allow for the services of Means Precast to provide the cemetery with burial boxes for the first quarter of Fiscal Year 2018.

Respectfully yours,

  
David Knowlton  
Director of Public Services

Cc: Sarah Stanton  
File Copy

# CITY OF SALEM - Finance Department

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

From: DPS - Cemetery [Signature] 7/7/17  
Department Department Head Authorizing Signature Date

**Budget or R/Res**  
Transfers To: 14112/5383 Desc: Burial Services Budget Amt: 0  
(Org/Object) Balance: 0  
 From: 2430/4800 Desc: Sale of lots Budget Amt: 0  
(\*Note - Please include letter to Mayor for Transfers from different Personnel & Non-personnel lines) Balance: 46,893.00

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

**Free Cash or Retained Earnings (W/S)** To: \_\_\_\_\_ Desc: \_\_\_\_\_ Budget Amt: \_\_\_\_\_  
Please circle one (Org/Object) Balance: \_\_\_\_\_

**Amount Requested:** \$ 15,000.00  
**Reason (Be Specific)** Need to purchase burial boxes for burial services for Cemetery.

**For Finance Department and Mayor's Use Only:**

Budget Transfer  Mayor Approval  City Council Approval  
 Free Cash Appropriation - City Council Approval - Gen Fund \$ \_\_\_\_\_  
Free Cash Balance  
 R/E Appropriation - Water \$ \_\_\_\_\_ R/E Appropriation Sewer \$ \_\_\_\_\_  
R/E Balance R/E Balance  
 Receipts Reserve - City Council Approval \$ 48,693.00  
R/Res Fund Balance  
 Raise & Appropriate  Other \_\_\_\_\_

Recommendation:  Approved  Denied

[Signature]  
 Finance Director

Completed: Date: \_\_\_\_\_ By: \_\_\_\_\_ CO # \_\_\_\_\_ JE# \_\_\_\_\_ Transfer #: \_\_\_\_\_

# CITY OF SALEM - Finance Department

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

From: DPS Cemetery x [Signature] 7/7/17  
Department Department Head Authorizing Signature Date

**Budget or R/Res**  
**Transfers** To: 1412/5383 Desc: Burial Services Budget Amt: 0  
(Org/Object) Balance: 0  
 From: 2431/4800 Desc: Sale of vaults Budget Amt: 0  
(\*Note - Please include letter to Mayor for Transfers from different Personnel & Non-personnel lines) Balance: 39,876.39

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

**Free Cash or Retained Earnings (W/S)** To: \_\_\_\_\_ Desc: \_\_\_\_\_ Budget Amt: \_\_\_\_\_  
Please circle one (Org/Object) Balance: \_\_\_\_\_

**Amount Requested:** \$ 15,000.00  
**Reason (Be Specific)** Need to purchase burial boxes for burial services for Cemetery.

**For Finance Department and Mayor's Use Only:**

\_\_\_\_\_ Budget Transfer \_\_\_\_\_ Mayor Approval \_\_\_\_\_ City Council Approval  
 \_\_\_\_\_ Free Cash Appropriation - City Council Approval - Gen Fund \$ \_\_\_\_\_  
Free Cash Balance  
 \_\_\_\_\_ R/E Appropriation - Water \$ \_\_\_\_\_ R/E Appropriation Sewer \$ \_\_\_\_\_  
R/E Balance R/E Balance  
 ✓ \_\_\_\_\_ Receipts Reserve - City Council Approval \$ 41,076.39  
R/Res Fund Balance  
 \_\_\_\_\_ Raise & Appropriate \_\_\_\_\_ Other  
[Signature]  
Finance Director

Recommendation: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Completed: Date: \_\_\_\_\_ By: \_\_\_\_\_ CO # \_\_\_\_\_ JE# \_\_\_\_\_ Transfer #: \_\_\_\_\_



# CITY OF SALEM

In City Council,  
July 20, 2017

Ordered:

Per MGL Chapter 44 Section 64 which allows for a municipality to pay for prior fiscal year invoices using current fiscal year appropriations by two-thirds vote of the City Council we request to approve the maximum expenditure of Fifteen Thousand, Five Hundred Dollars (\$15,500.00) of outstanding Fiscal Year 2016 Public Property Rent and Tax invoices to be paid from the Fiscal Year 2017 Public Property budget as listed below in accordance with the recommendation of Her Honor the Mayor.

Department	Vendor	Amount
Public Property	Peabody Block LLC/RCG	\$ 15,500.00
<b>Total</b>		<b>\$ 15,500.00</b>



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

July 20, 2017

To the City Council  
City Hall  
Salem, Massachusetts

Ladies and Gentleman of the Council:

Enclosed herewith is a request to transfer Fifteen Thousand Five Hundred Dollars (\$15,500.00) for the Public Property Department Fiscal Year 2016 invoices to be paid from the Fiscal year 2017 Public Property budget as listed below.

Department	Vendor	Amount
Public Property	Peabody Block LLC/RCG	\$15,500.00

This order is necessary to cover the costs to pay unanticipated expenses from Fiscal Year 2016 budget. Per MGL Chapter 44 Section 64 which allows for a municipality to pay for prior fiscal year invoices using current fiscal year appropriation by two-thirds vote of the City Council.

I recommend passage of the accompanying Order.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Kim Driscoll".

Kimberley Driscoll  
Mayor



KIMBERLEY DRISCOLL  
MAYOR

## CITY OF SALEM, MASSACHUSETTS

BUILDING DEPARTMENT  
120 WASHINGTON STREET, 3<sup>RD</sup> FLOOR  
TEL. (978) 745-9595  
FAX (978) 740-9846

THOMAS ST. PIERRE  
DIRECTOR OF PUBLIC PROPERTY/BUILDING COMMISSIONER

July 13, 2017

Mayor Kimberley Driscoll  
93 Washington Street  
Salem Ma. 01970

### R.E. Council Request

Dear Mayor Driscoll,

The Public Property Department respectfully requests to allow FY 2017 carryover monies to be used to pay a FY 2016 tax true up with the landlord of 120 Washington street, RCG. The amount requested is not to exceed \$15,500 and we are working with the Finance Department and RCG to obtain the correct number which we believe is lower.

Thank You,

A handwritten signature in black ink, appearing to read "Thomas St. Pierre".

Thomas St. Pierre  
Building Commissioner

Building Commissioner/Director of Inspectional Services



RCG LLC  
 17 Naldo Street  
 Suite 100  
 Somerville, MA 02143  
 T 617 625 8315  
 F 617 625 8345

**2016 Estimated Monthly Payment (EMP) True Up  
 2017 Estimated Monthly Payment (EMP)**

City of Salem			Expense 7/2015 to 6/2016		Estimated 7/2016 to 6/2017
<b>w18 - 118-128 Washington, 247 Essex, 8-12 Barton</b>					
6005	Real Estate Taxes - Owner Expense	\$	134,876.50	\$	138,248.40
<b>Total w18</b>		\$	<b>134,876.50</b>	\$	<b>138,248.40</b>
Your Share is:			41.70%		
Your share net year expenses		\$	56,243.50	\$	57,649.58
Total EMP Billed		\$	42,232.26		
<b>Net Owed (Due to)</b>		\$	<b>14,011.24</b>		
Charged 7/1/16 through 12/31/16				\$	20,885.04
Remaining estimated payment				\$	36,764.54
<b>New Monthly EMP as of 1/1/17</b>				\$	<b>6,127.42</b>





# CITY OF SALEM

In City Council,  
July 20, 2017

**Ordered:**

That the sum of Eight Thousand Six Hundred and Fifteen Dollars and Twelve Cents (\$8,615.12) is hereby transferred from the "Public Property Full-Time Salary" account (12411-5111) to the "Public Property-Contracted Services" Account (12412-5320) in accordance with the recommendation of Her Honor the Mayor.



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

July 20, 2017

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Council Order transfer \$8,615.12 from the Inspectional Services Department's salaries account to its contracted services account. This funding is necessary to pay George O'Connell, who is temporarily filling in for our plumbing inspector, Dennis Ross, who is out sick.

I recommend adoption of the enclosed Order so that these important inspections may continue to be conducted while Dennis is out.

With regrets,

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

Kimberley Driscoll  
Mayor  
City of Salem



KIMBERLEY DRISCOLL  
MAYOR

# CITY OF SALEM, MASSACHUSETTS

BUILDING DEPARTMENT  
120 WASHINGTON STREET, 3<sup>RD</sup> FLOOR  
TEL. (978) 745-9595  
FAX (978) 740-9846

THOMAS ST. PIERRE  
DIRECTOR OF PUBLIC PROPERTY/BUILDING COMMISSIONER

July 18, 2017

Mayor Kimberley Driscoll  
Mayor, City of Salem

RE: Budget Transfer Request  
Council Orders Required

The Department of Inspectional Services request a transfer of \$8,615.12 from our Salary Account 12411-5113 to our Contracted Services account 12412-5320.

This money is needed for coverage of George O'Connell who is filling in for Dennis Ross while he is out sick which is anticipated to be at least 8 weeks.

Thank you in advance for your anticipated cooperation in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Thomas St. Pierre".

Thomas St. Pierre  
Director of Inspectional Services

Cc: City Council  
Sarah Stanton, Finance Director  
Nina Bridgeman, Assistant Finance Director



# CITY OF SALEM

In City Council,

Ordered:

July 20, 2017

To accept the donation(s) listed below totaling Four Thousand and Fifty Dollars (\$4,050.00). These funds will be deposited into the account listed below in accordance with the recommendation of Her Honor the Mayor.

<b>From:</b>	<b>Fund Name</b>	<b>Org/Obj</b>	<b>Amount</b>
Friends of the COA	Council on Aging Don Fund	24011-4830	\$ 4,050.00
<b>Total</b>			<b>\$ 4,050.00</b>



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll

Mayor

July 20, 2017

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Enclosed herewith is a request to accept the following donation in the amount of Four Thousand Fifty Dollars (\$4,050.00). These funds will be deposited into the Council on Aging Donation fund 24011-4830.

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

Very truly yours,

A handwritten signature in cursive script, appearing to read "Kim Driscoll".

Kimberley Driscoll  
Mayor



**CITY OF SALEM, MASSACHUSETTS**  
PARKS, RECREATION & COMMUNITY SERVICES  
5 BROAD ST., SALEM, MA 01970  
TEL: (978) 744-0180 OR (978) 744-0924  
FAX (978) 744-7225  
POBRIEN@SALEM.COM

**KIMBERLEY DRISCOLL**  
MAYOR

**PATRICIA O'BRIEN**  
DIRECTOR

July 3, 2017

Dear Mayor Driscoll:

I am writing to request the acceptance of a \$4050 donation written to the Salem Council on Aging from the Friends of the Council on Aging.

Please accept the \$4050 for deposit into the Council on Aging donation account 24011-4830. This donation will be used to fund the purchase of 6 hand-held "My Senior Center" scanner devices that will be used in our vans as well as at off-site events. These scanners will electronically track passenger rides and attendance at our events. Currently, this information is entered manually into "My Senior Center." Having the ability to capture this information electronically will not only free-up staff time for other tasks, but will also ensure greater accuracy in our reporting, which is essential in securing grant monies.

Sincerely,

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

Meredith McDonald  
Director  
Council on Aging



# CITY OF SALEM

In City Council, July 20, 2017

## Ordered:

The City Council, on behalf of the City of Salem, hereby accepts the following gifts made for the improvements to Proctor's Ledge:

Brian E. Bailey	\$20
Brunonia Barry	\$100
Michael Coleman	\$50
Alyssa & Ryan Conary	\$100
Alpha DaCosta	\$25
Kristi Dariano	\$100
Carole Davis	\$75
Carla Deluca-Wardwell & Gerry, Jarrod & Faith Wardwell	\$25
Nanette de Maine	\$25
Douglas, Dianna, Lisa & Bannon Emerson	\$100
Laura & Stephen Engelhardt	\$50
Peter & Richard Fipphen	\$50
Anthony Griego	\$50
Irving Ingraham & Darleen Melis	\$250
John Keenan, Sr.	\$125
William LeBlanc	\$28.67
Joan Lovering Bartkiewicz	\$50
Arla Norton Luna & Bobby Bowman	\$50
Diane Stern & Neil Ungerleider	\$250
Rosanne Sable	\$25
Gail Sados	\$50
Mary Saratora	\$30
Geoff & Angela Schutt	\$143
Helen Shaw	\$200
Joseph Smeall-Villarroel	\$11.47
Jeffrey Stark	\$50
Jane Walsh	\$15
Linda Wyman	\$25
The Deacons' Fund of the First Church in Salem	\$500
Towne Family Association, Inc.	\$525



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

July 20, 2017

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Council Order accepts donations from 29 individuals, the Deacons' Fund of the First Church of Salem, and the Towne Family Association, all gifted in support of the construction of the Proctor's Ledge Memorial. The total amount donated in support of the memorial is \$3,098.14.

I hope you will join me in thanking all of these donors for their generous support of the Proctor's Ledge Memorial. Having this site preserved and memorialized, especially as we mark the 325<sup>th</sup> anniversary of the trials, presents an opportunity for us to come together as a community, recognize the injustice perpetrated against those innocents in 1692, and recommit ourselves to the values of inclusivity and justice.

Very truly yours,

A handwritten signature in cursive script, reading "Kim Driscoll".

Kimberley Driscoll  
Mayor  
City of Salem





**CITY OF SALEM, MASSACHUSETTS**  
Kimberley Driscoll  
Mayor

July 20, 2017

City Council  
City Hall  
Salem, MA 01970

Ladies and Gentlemen of the Council:

Enclosed herewith is a proposed Order relative to a Home Rule Petition for the conversion of two seasonal all alcohol liquor licenses to be drunk on the premises to two annual licenses for the sale of all alcoholic beverage licenses to be drunk on the premises to Hazel Deli, LLC, d/b/a Brothers Taverna located at 283 Derby Street and The Good Wolf, LLC, d/b/a Mercy Tavern located at 142-148 Derby Street.

As you will note from the enclosed applications, both restaurants are currently operating within the City. The owners of these Salem restaurants have extensive business experience and wish to offer alcoholic beverages throughout the year.

I strongly support the enclosed Order and respectfully request City Council adoption.

Sincerely,

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

Kimberley Driscoll  
MAYOR



# CITY OF SALEM

In City Council, July 20, 2017

Ordered:

That a petition to the General Court, accompanied by a bill for certain additional liquor licenses notwithstanding the provisions of sections 17 and 17A of chapter 138 of the General Laws 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 the intent of this home rule petition:

**AN ACT** authorizing the city of Salem to convert 2 seasonal licenses to annual licenses for the sale of all alcoholic beverages to be drunk on the premises.

*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.** Notwithstanding sections 17 and 17A of chapter 138 of the General Laws, the licensing authority of the city of Salem may convert 1 seasonal license for the sale of all alcoholic beverages to be drunk on the premises under section 12 of said chapter 138 currently issued to Hazel Deli, LLC located at 283 Derby Street in the city of Salem to an annual license for the sale of all alcoholic beverages to be drunk on the premises under said section 12 of said chapter 138 to Hazel Deli, LLC located at 283 Derby Street in the city of Salem. The license converted under this section shall be subject to all of said chapter 138 except sections 17 and 17A.

The licensing authority shall not approve the transfer of the license converted pursuant to this section to any other location but it may grant the license to a new applicant at the same location if the applicant files with the licensing authority a letter from the department of revenue and a letter from the department of unemployment assistance indicating that the license is in good standing with those departments and that all applicable taxes, fees and contributions have been paid.

If the license converted pursuant to this section is cancelled, revoked or no longer in use at the location of original issuance, it shall be returned physically, with all of the legal rights, privileges and restrictions pertaining thereto, to the licensing authority and the licensing authority may then grant the license to a new applicant at the same location under the same conditions as specified in this act.

**SECTION 2.** Notwithstanding sections 17 and 17A of chapter 138 of the General Laws, the licensing authority of the city of Salem may convert 1 seasonal license for the sale of all alcoholic beverages to be drunk on the premises under section 12 of said chapter 138 currently issued to The Good Wolf, LLC located at 142-148 Derby Street in the city of Salem to an annual license for the sale of all alcoholic beverages to be drunk on the premises under said section 12 of said chapter 138 to The Good Wolf, LLC located at 142-148 Derby Street in the city of Salem. The license converted under this section shall be subject to all of said chapter 138 except sections 17 and 17A.

The licensing authority shall not approve the transfer of the license converted pursuant to this section to any other location but it may grant the license to a new applicant at the same location if the applicant files with the licensing authority a letter from the department of revenue and a letter from the department of unemployment assistance indicating that the license is in good standing with those departments and that all applicable taxes, fees and contributions have been paid.

If the license converted pursuant to this section is cancelled, revoked or no longer in use at the location of original issuance, it shall be returned physically, with all of the legal rights, privileges and restrictions pertaining thereto, to the licensing authority and the licensing authority may then grant the license to a new applicant at the same location under the same conditions as specified in this act.

**SECTION 3.** (a) The city of Salem shall charge a fee for the conversion of the licenses authorized in sections 1 and 2 which shall be paid by the licensee at the time of issuance unless the licensing authority agrees to enter into a contract with the licensees to allow the division of the fee into multiple payments over time from the licensee. If the city elects to accept multiple payments over time from the licensees, the option shall be made available, upon request, to all qualified applicants for a license.

(b) Any fees collected by the city of Salem for the licenses converted pursuant to sections 1 and 2 which are greater than the amount of the fees charged for an annual renewal of a similar license issued by the city shall be deposited into the city's economic development account and expended by it in a manner consistent with the purposes of such account.

**SECTION 4.** This act shall take effect upon its passage.



**CITY OF SALEM**  
**APPLICATION FOR SPECIAL ACT LIQUOR LICENSE**

INDICATE TYPE OF LICENSE:  WINE AND MALT RESTAURANT  ALL ALCOHOL RESTAURANT  
 WINE AND MALT PACKAGE STORE  
 ALL ALCOHOL PACKAGE STORE  
 CONVERSION \_\_\_\_\_

Corporation Name (If applicable, see Q1): <b>Hazel Deli LLC</b>	Business Name (D/B/A) <b>Brothers Taverna</b>
APPLICANT(S) (Sole proprietor) <b>Nidida Mohieddin</b>	Physical Location: <b>283 Derby St</b>
	City State Zip Code <b>Salem MA 01970</b>
Address <b>44 Seagirt Ave</b>	Mailing Address (If different than location)
City/Town State Zip Code <b>Saugus MA 01906</b>	City State Zip Code
Telephone Number Fax Number <b>617-319-3166</b>	Business Telephone Number Fax Number <b>978-741-4648</b>
Tax I.D. # <b>68-0679131</b>	
Email Address: Please Print <b>Brotherstaverna@gmail.com</b>	Website: <b>www.Brotherstaverna.com</b>

1. Is applicant a corporation, limited liability company or limited partnership? YES  NO   
If Yes, please complete the Corporate Information required for Business Entities who are licensees.

2. Is the physical location of the business leased or owned? lease  
Provide copy of deed or lease. On file Ed

3. Is the business new or existing? Please describe.  
existing

4. Do you have experience managing a business with a liquor license? Please describe.  
yes, I already hold a seasonal full liquor license

5. Do you own or have any interest in any another MA Liquor License?  Yes  No  
If yes, please provide Name and physical location of any other MA Liquor Licenses.

6. Do you/will you permit dancing or entertainment on the licensed premises? YES  NO   
If yes, please describe type, days and time of entertainment.

Lic Bd issued 2017 permit - indoor exp

7. Is/are applicants(s) and manager citizens of the United States? YES  NO   
(Requirement of MA ABCC)

8. Describe in detail the premises to be licensed including any outdoor space where alcohol may be consumed: (On Premise Consumption Requires Diagram - See attached)


none outdoor

9. Do you have all the necessary permits required by the Board of Health, Fire Dept and Building Inspector?


HEALTH: YES  NO  Applied for: N/A  
BLDG.: YES  NO  Applied for: N/A  
FIRE.: YES  NO  Applied for: N/A

Please provide any further information regarding the application below.

I feel that converting our license to a full year liquor license would be beneficial not only to us but to the community. We host a variety of charitable events and political rallies. This would allow us to expand our business and create more jobs within the city.

  
Signature of Applicant or Corporate Officer(s)

Nidaa Mohieddin  
Print Name

  
Signature of Applicant or Corporate Officer(s)

Nidaa Mohieddin  
Print Name

## ON PREMISE DIAGRAM

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed, all applicants for on-premise consumption of alcohol must submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including entrances, office area, kitchen, storage areas, dining rooms, lounges, function rooms, restrooms, decks and all areas that you are requesting approval for liquor consumption.



## Corporate Information Required for Business Entities Who Are Licensees

Responses to questions below must match information on file with the MA Secretary of State's office.

1. Exact legal name: Hazel Deli LLC
2. Doing Business As, if any: Brothers Taverna prev. Brothers Deli
3. Date of filing with Secretary of State: 10/2009 State in which you are formed: MA
4. If not a MA business entity, date on which you were authorized to transact business in the State of MA
- 

5. List the name, addresses and title of officers, directors and list the percentage ownership: (attach additional sheets as needed)

NAME	ADDRESS	TITLE	% OWNERSHIP
Nidda Mohieddin	44 Seagrift Ave Saugus MA 01906	owner	100

(Stock ownership in non-publicly traded companies must add up to 100%.)

**Signature:**



Signature of Duly Authorized Person

7/13/17  
Date



**CITY OF SALEM  
APPLICATION FOR SPECIAL ACT LIQUOR LICENSE**

**INDICATE TYPE OF LICENSE:**  WINE AND MALT RESTAURANT     ALL ALCOHOL RESTAURANT  
 WINE AND MALT PACKAGE STORE  
 ALL ALCOHOL PACKAGE STORE  
 CONVERSION \_\_\_\_\_

Corporation Name (If applicable, see Q1): The Good Wolf, LLC			Business Name (D/B/A) Mercy Tavern		
APPLICANT(S) (Sole proprietor)			Physical Location: 148 Derby St.		
			City Salem	State MA	Zip Code 01970
Address 148 Derby St.			Mailing Address (If different than location)		
City/Town Salem	State MA	Zip Code 01970	City	State	Zip Code
Telephone Number (978) 979-5770	Fax Number		Business Telephone Number (978) 741-4436	Fax Number	
Tax I.D. # 464373081					
Email Address: Please Print <a href="mailto:papawolf.schultz@gmail.com">papawolf.schultz@gmail.com</a>			Website: <a href="http://www.mercysalem.com">www.mercysalem.com</a>		

1. Is applicant a corporation, limited liability company or limited partnership?    YES  NO   
If Yes, please complete the Corporate Information required for Business Entities who are licensees.

2. Is the physical location of the business leased or owned? Leased  
Provide copy of deed or lease. *On file Ekemad*

3. Is the business new or existing? Please describe.  
Existing. We have been open since April 7, 2017.

4. Do you have experience managing a business with a liquor license? Please describe.

Yes. I currently own and manage Mercy Tavern, which has a seasonal all alcohol license. Previously, I owned and managed The Howling Wolf Taqueria in Salem, MA from August, 2010 to December, 2014.



5. Do you own or have any interest in any another MA Liquor License?  Yes  No  
If yes, please provide Name and physical location of any other MA Liquor Licenses.

I have seasonal all alcohol license at Mercy Tavern.

6. Do you/will you permit dancing or entertainment on the licensed premises? YES  NO   
If yes, please describe type, days and time of entertainment.

Yes. We offer live music on the following days: Monday (8p-11p), Friday (4p-7p), Saturday (9p-12a), and Sunday (9p-12a).

7. Is/are applicants(s) and manager citizens of the United States? YES  NO   
(Requirement of MA ABCC)

8. Describe in detail the premises to be licensed including any outdoor space where alcohol may be consumed: **(On Premise Consumption Requires Diagram – See attached)**

An architect's drawing is attached. Alcohol is served only in the dining room and bar areas.

9. Do you have all the necessary permits required by the Board of Health, Fire Dept and Building Inspector?

HEALTH: YES  NO  Applied for: \_\_\_\_\_

BLDG.: YES  NO  Applied for: \_\_\_\_\_

FIRE.: YES  NO  Applied for: \_\_\_\_\_

Please provide any further information regarding the application below.

This application is for a conversion from a Seasonal All Alcohol license to an Annual All Alcohol license.



Signature of Applicant or Corporate Officer(s)

Patrick Schultz  
Print Name

Signature of Applicant or Corporate Officer(s)

\_\_\_\_\_  
Print Name

## ON PREMISE DIAGRAM

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed, all applicants for on-premise consumption of alcohol must submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including entrances, office area, kitchen, storage areas, dining rooms, lounges, function rooms, restrooms, decks and all areas that you are requesting approval for liquor consumption.

See attached floor plan.

## Corporate Information Required for Business Entities Who Are Licensees

Responses to questions below must match information on file with the MA Secretary of State's office.


1. Exact legal name: The Good Wolf, LLC
2. Doing Business As, if any: Mercy Tavern
3. Date of filing with Secretary of State: December 24, 2013. State in which you are formed: MA
4. If not a MA business entity, date on which you were authorized to transact business in the State of MA

5. List the name, addresses and title of officers, directors and list the percentage ownership: (attach additional sheets as needed)

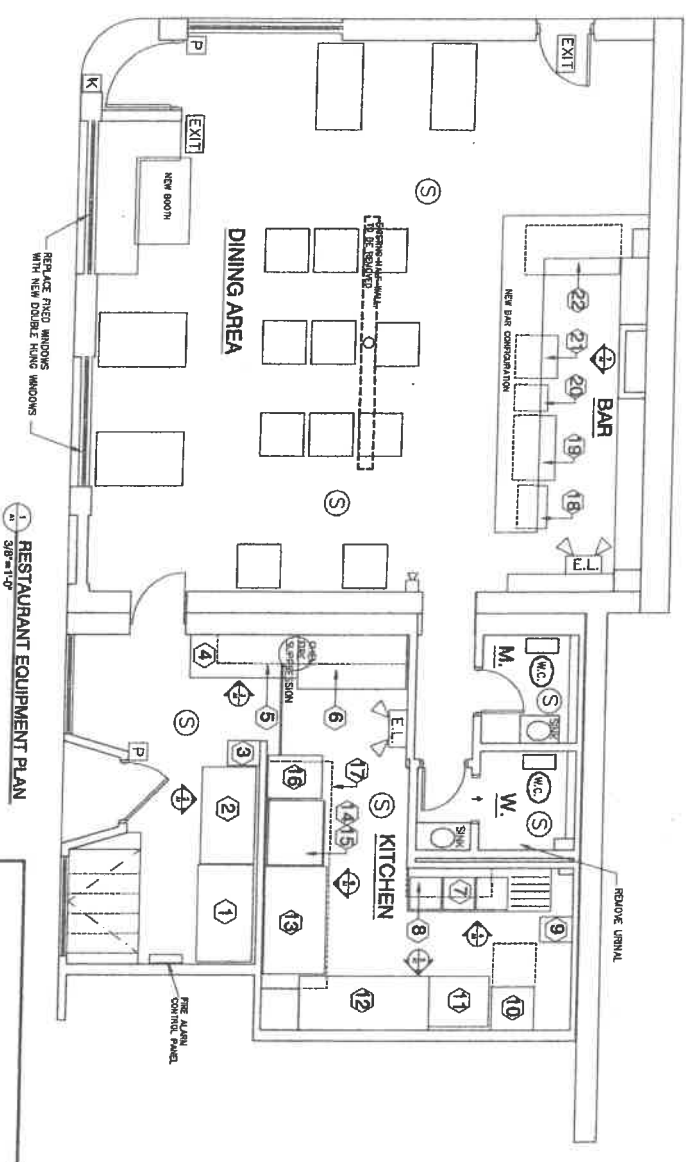
NAME	ADDRESS	TITLE	% OWNERSHIP
Patrick Schultz	40 Summer St., Salem, MA 01970	Owner	100%

(Stock ownership in non-publicly traded companies must add up to 100%.)

**Signature:**

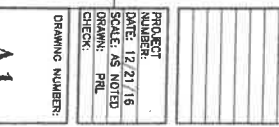
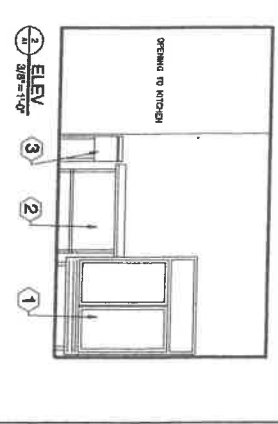
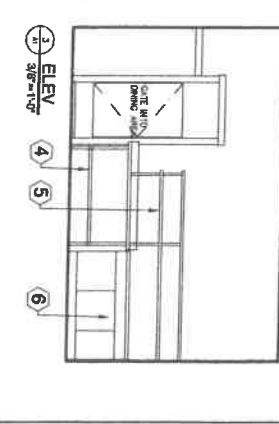
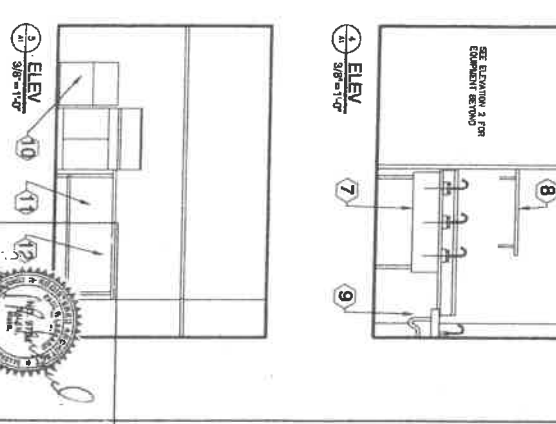
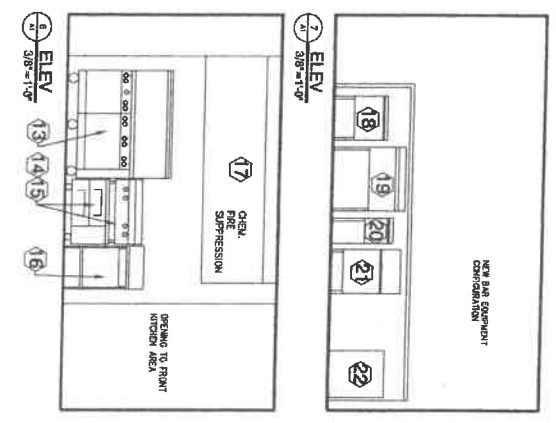
  
 Signature of Duly Authorized Person

Date 7/12/17



- EQUIPMENT LEGEND**  
SEE CATALOG CUTS FOR NEW EQUIPMENT SPECIFICATIONS.
- KITCHEN**
- 1 EXISTING REFRIG. COOLER
  - 2 NEW S.S. WORK TABLE
  - 3 NEW S.S. HAND SINK
  - 4 EXISTING S.S. WORK TABLE
  - 5 EXISTING S.S. SHALVES
  - 6 EXISTING S.S. COMBUST./PROP. TABLE
  - 7 NEW S.S. 3-COMPARTMENT SINK
  - 8 EXISTING S.S. SINKS
  - 9 EXISTING S.S. HAND SINK
  - 10 NEW WAREWASHING/DISHWASHER
  - 11 EXISTING S.S. SALAD PREP
  - 12 EXISTING S.S. WORK TABLE
  - 13 NEW S.S. 4-DRAWER GAS RANGE w/ 24" FRONT
  - 14 NEW S.S. REFRIGERATED CASE RANGE
  - 15 NEW S.S. 30" CHAFER/GRILL
  - 16 EXISTING FRIG.
  - 17 EXISTING EXHAUST HOOD

- BAR**
- 18 EXISTING ICE BIN
  - 19 NEW S.S. 1-COMPARTMENT SINK
  - 20 NEW S.S. HAND SINK
  - 21 NEW WAREWASHING/DISHWASHER
  - 22 EXISTING COOLER CASE
- FIRE ALARM LEGEND**
- P PULL BOX
  - H STROBE & HORN
  - S SMOKE DETECTOR
  - EXIT ILLUMINATED EXIT SIGN
  - E.L. EMERGENCY LIGHTS w/ BATTERY PACK
  - K KNICK BOX



PROJ. NO. 1000  
 DRAWING NUMBER: A1  
 DATE: 12/21/16  
 SCALE: AS NOTED  
 DRAWN: PRL  
 CHECK: PRL

**RESTAURANT EQUIP. PLAN**  
 148 DERBY ST.  
 SALEM, MASSACHUSETTS

REVISIONS:

RESTAURANT EQUIPMENT PLAN & LEGEND

**PAUL R. LESSARD**  
 • REGISTERED ARCHITECT •  
 18 LEAVITT STREET SALEM, MA 01970  
 (978) 210-1960 paul@paulrarchitect.com



**CITY OF SALEM, MASSACHUSETTS**  
Kimberley Driscoll  
Mayor

July 20, 2017

City Council  
City Hall  
Salem, MA 01970

Ladies and Gentlemen of the Council:

Enclosed herewith is a proposed Order relative to a Home Rule Petition for an additional liquor license for Castle Hill Minimart at 280 Jefferson Avenue to sell wine and malt beverages not to be drunk on the premises.

You may recall that the City Council previously adopted an Order to allow for an additional license to be granted to Castle Hill Minimart. However, I did not sign the Order as I was unaware that the Home Rule Amendment prohibits the General Court from acting in relation to a single City without the approval of the voters of the city on the ballot or the approval of both the city council *and* the mayor. As my signature was required, I am asking that the Council vote once again to adopt the enclosed Order.

I strongly support the enclosed Order. I apologize for any inconvenience and respectfully request adoption of the enclosed Order.

Sincerely,

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

Kimberley Driscoll  
MAYOR



## CITY OF SALEM

In City Council, July 20, 2017

Ordered:

That a petition to the General Court, accompanied by a bill for a certain additional liquor license notwithstanding the provisions of section 17 of chapter 138 of the General Laws 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 the intent of this home rule petition:

**AN ACT** authorizing the city of Salem to grant 1 additional liquor license for the sale of wine and malt beverages not to be drunk on the premises.

*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.** Notwithstanding section 17 of chapter 138 of the General Laws, the licensing authority of the city of Salem may grant 1 additional license for the sale of wine and malt beverages not to be drunk on the premises under section 15 of said chapter 138 to Bosolakhana Thach d/b/a Castle Hill Minimart to be located at 280 Jefferson Avenue in the city of Salem. The license shall be subject to all of said chapter 138 except section 17.

The licensing authority shall not approve the transfer of the license granted pursuant to this section to any other location but it may grant the license to a new applicant at the same location if the applicant files with the licensing authority a letter from the department of revenue and a letter from the department of unemployment assistance indicating that the license is in good standing with those departments and that all applicable taxes, fees and contributions have been paid.

If the license granted pursuant to this section is cancelled, revoked or no longer in use at the location of original issuance, it shall be returned physically, with all of the legal rights, privileges and restrictions pertaining thereto, to the licensing authority and the licensing authority may then grant the license to a new applicant at the same location under the same conditions as specified in this act.

**SECTION 2.** (a) The city of Salem shall charge a fee for the granting of the license authorized in section 1 which shall be paid by the licensee at the time of issuance unless the licensing authority agrees to enter into a contract with the licensee to allow the division of the fee into multiple payments over time from the licensee. If the city elects to accept multiple payments over time from the licensee, the option shall be made available, upon request, to all qualified applicants for a license.

(b) Any fee collected by the city of Salem for the license granted pursuant to section 1 which is greater than the amount of the fee charged for an annual renewal of a similar license issued by the city shall be deposited into the city's economic development account and expended by it in a manner consistent with the purposes of such account.

**SECTION 3.** This act shall take effect upon its passage.



**CITY OF SALEM  
APPLICATION FOR SPECIAL ACT LIQUOR LICENSE**

**INDICATE TYPE OF LICENSE:**    WINE AND MALT RESTAURANT    ALL ALCOHOL RESTAURANT  
 WINE AND MALT PACKAGE STORE  
 ALL ALCOHOL PACKAGE STORE  
 CONVERSION \_\_\_\_\_

Corporation Name (If applicable, see Q1):	Business Name (D/B/A)		
	Castle Hill Minimart		
APPLICANT(S) (Sole proprietor) Bosolakhana Thach	Physical Location: 280 Jefferson Avenue		
	City	State	Zip Code
	Salem, MA		01970
Address 97 River Street	Mailing Address (If different than location)		
City/Town	State	Zip Code	
Lynn, MA		01905	
Telephone Number	Fax Number	Business Telephone Number	Fax Number
781 690 3399		978 745 5400	
Tax I.D. #			
Email Address: Please Print    bo_thach@yahoo.com	Website: None		

1. Is applicant a corporation, limited liability company or limited partnership?    YES     NO   
If Yes, please complete the Corporate Information required for Business Entities who are licensees.

2. Is the physical location of the business leased or owned? Owned  
Provide copy of deed or lease.

3. Is the business new or existing? Please describe.  
New business which opened on November 3, 2016 which hopes to add beer and wine to its inventory for sale.

4. Do you have experience managing a business with a liquor license? Please describe.  
No.



5. Do you own or have any interest in any other MA Liquor License?  Yes  No  
If yes, please provide Name and physical location of any other MA Liquor Licenses.

6. Do you/will you permit dancing or entertainment on the licensed premises? YES  NO   
If yes, please describe type, days and time of entertainment.

7. Is/are applicants(s) and manager citizens of the United States? YES  NO   
(Requirement of MA ABCC)

8. Describe in detail the premises to be licensed including any outdoor space where alcohol may be consumed: (**On Premise Consumption Requires Diagram – See attached**)

Minimart of 1700 sf. One floor of retail and basement for storage

9. Do you have all the necessary permits required by the Board of Health, Fire Dept and Building Inspector?

HEALTH: YES  NO  Applied for: \_\_\_\_\_

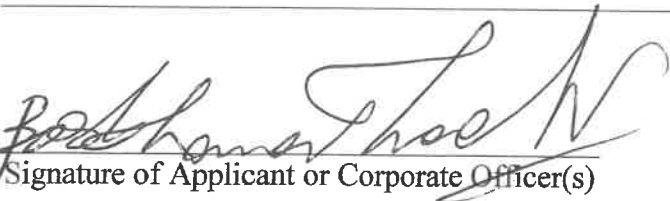
BLDG.: YES  NO  Applied for: \_\_\_\_\_

FIRE.: YES  NO  Applied for: \_\_\_\_\_

*May require depts review Ehl*

Please provide any further information regarding the application below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

  
Signature of Applicant or Corporate Officer(s)

BOSOLAKHANA THACH,  
Print Name

\_\_\_\_\_  
Signature of Applicant or Corporate Officer(s)

\_\_\_\_\_  
Print Name

## ON PREMISE DIAGRAM

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed, all applicants for on-premise consumption of alcohol must submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including entrances, office area, kitchen, storage areas, dining rooms, lounges, function rooms, restrooms, decks and all areas that you are requesting approval for liquor consumption.

Not applicable

## Corporate Information Required for Business Entities Who Are Licensees

Responses to questions below must match information on file with the MA Secretary of State's office.

1. Exact legal name: Not applicable

2. Doing Business As, if any: \_\_\_\_\_

3. Date of filing with Secretary of State: \_\_\_\_\_ State in which you are formed: \_\_\_\_\_

4. If not a MA business entity, date on which you were authorized to transact business in the State of MA

\_\_\_\_\_

5. List the name, addresses and title of officers, directors and list the percentage ownership: (attach additional sheets as needed)

NAME	ADDRESS	TITLE	% OWNERSHIP

(Stock ownership in non-publicly traded companies must add up to 100%.)

**Signature:**

\_\_\_\_\_  
Signature of Duly Authorized Person      Date

280 Jefferson Avenue, Salem, Massachusetts 01970

2 *DD*

Return To:

*Box 19  
(MJK)*



2014121700296 Bk:33745 Pg:6  
12/17/2014 01:17 DEED Pg 1/2

MASSACHUSETTS EXCISE TAX  
Southern Essex District ROD  
Date: 12/17/2014 01:17 PM  
ID: 1044968 Doc# 20141217002960  
Fee: \$770.64  
Cons: \$169,000.00

(SPACE ABOVE THIS LINE RESERVED FOR REGISTRY OF DEEDS USE)

**QUITCLAIM DEED**

I, John P. Buonfiglio, Trustee of 28 Read Street Realty Trust u/d/t dated June 14, 2004 and recorded with Essex South Registry of Deeds in Book 22992 Page 471, of Salem, Massachusetts 01970 in consideration of One Hundred Sixty-Nine Thousand and 00/100 Dollars (\$169,000.00),

grant to Bosolakhana Thach, Trustee of 280 Jefferson Avenue Realty Trust, u/d/t dated December 17, 2014 and having a usual place of business at 280 Jefferson Avenue, Salem, Essex County, Massachusetts, see Trustee Certificate recorded herewith, with

**QUITCLAIM COVENANTS**

The land with the buildings thereon situated at 280 Jefferson Avenue, Salem, Essex County, Massachusetts and being shown as Lot 14A on a plan entitled "Subdivision Plan of Land Located in Salem, Mass., Prepared by Eastern Land Survey Associates, Inc., Christopher R. Mello, PLS, 104 Lowell St., Peabody, MA 01960, (978) 531-8121, Scale: 1" = 10', April 14, 2004, Prepared for Norman Dube" which plan is filed with Essex South Registry of Deeds in Plan Book 377 Plan 82 and to which plan reference may be made for a more particular description of said Lot 14A.

Said Lot 14A contains 1987 +/- square feet according to said plan.

Meaning and intending to convey and hereby conveying a portion of the property conveyed to me by deed of Eric W. Palm, Trustee of 5 Read Street Realty Trust. Said deed dated June 14, 2004 and recorded with Essex South Registry of Deeds in Book 22992 Page 474.

Executed as a sealed instrument this 17th day of December, 2014.

Witnesses:

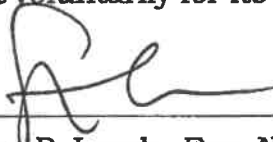


John P. Buonfiglio, Trustee  
28 Read Street Realty Trust

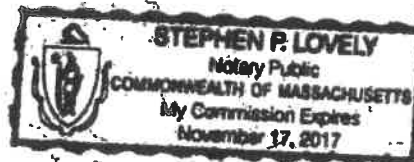
**COMMONWEALTH OF MASSACHUSETTS**

Essex, ss.

On the 17th day of December 2014, before me, the undersigned notary public, personally appeared John P. Buonfiglio who proved to me through satisfactory evidence of identification, which was his Massachusetts driver's license, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose.



Stephen P. Lovely, Esq. Notary Public  
My commission expires: November 17, 2017





**CITY OF SALEM, MASSACHUSETTS**  
Kimberley Driscoll  
Mayor

July 20, 2017

City Council  
City Hall  
Salem, MA 01970

Ladies and Gentlemen of the Council:

Enclosed herewith is a proposed Order relative to a Home Rule Petition for the conversion of a liquor license for the sale of wine and malt beverages not to be drunk on the premises to a license for the sale of all alcoholic beverages not to be drunk on the premises for Pamplemousse, Inc. located at 185-189 Essex Street.

As you will see from the enclosed form completed by Pamplemousse's President, the business seeks to enhance their business offerings by including specialty liquors.

I strongly support the enclosed Order and respectfully request City Council adoption.

Sincerely,

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

Kimberley Driscoll  
MAYOR



## CITY OF SALEM

In City Council, July 20, 2017

Ordered:

That a petition to the General Court, accompanied by a bill for a certain additional liquor license notwithstanding the provisions of section 17 of chapter 138 of the General Laws 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 the intent of this home rule petition:

**AN ACT** authorizing the city of Salem to convert a liquor license for the sale of wine and malt beverages not to be drunk on the premises to a liquor license for the sale of all alcoholic beverages not to be drunk on the premises.

*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.** Notwithstanding section 17 of chapter 138 of the General Laws, the licensing authority of the city of Salem may convert 1 license for the sale of wine and malt beverages not to be drunk on the premises under section 15 of said chapter 138 issued to Pamplermousse, Inc. pursuant to Chapter 214 of the Acts of 2004 and located at 185 to 189 Essex Street in the city of Salem to a license for the sale of all alcoholic beverages not to be drunk on the premises under section 15 of said chapter 138 to Pamplermousse, Inc. to be located at 185 to 189 Essex Street in the city of Salem. The license shall be subject to all of said chapter 138 except section 17.

The licensing authority shall not approve the transfer of the license converted pursuant to this section to any other location but it may grant the license to a new applicant at the same location if the applicant files with the licensing authority a letter from the department of revenue and a letter from the department of unemployment assistance indicating that the license is in good standing with those departments and that all applicable taxes, fees and contributions have been paid.

If the license converted pursuant to this section is cancelled, revoked or no longer in use at the location of original issuance, it shall be returned physically, with all of the legal rights, privileges

and restrictions pertaining thereto, to the licensing authority and the licensing authority may then grant the license to a new applicant at the same location under the same conditions as specified in this act.

**SECTION 2.** (a) The city of Salem shall charge a fee for the conversion of the license authorized in section 1 which shall be paid by the licensee at the time of issuance unless the licensing authority agrees to enter into a contract with the licensee to allow the division of the fee into multiple payments over time from the licensee. If the city elects to accept multiple payments over time from the licensee, the option shall be made available, upon request, to all qualified applicants for a license.

(b) Any fee collected by the city of Salem for the license granted pursuant to section 1 which is greater than the amount of the fee charged for an annual renewal of a similar license issued by the city shall be deposited into the city's economic development account and expended by it in a manner consistent with the purposes of such account.

**SECTION 3.** This act shall take effect upon its passage.



5. Do you own or have any interest in any another MA Liquor License?  Yes  No  
If yes, please provide Name and physical location of any other MA Liquor Licenses.

Pamplermousse also operates with a full package store license at 26 Haven St, Reading, MA

6. Do you/will you permit dancing or entertainment on the licensed premises? YES  NO   
If yes, please describe type, days and time of entertainment.

7. Is/are applicants(s) and manager citizens of the United States? YES  NO   
(Requirement of MA ABCC)

8. Describe in detail the premises to be licensed including any outdoor space where alcohol may be consumed:

**(On Premise Consumption Requires Diagram – See attached)**

We will continue to operate the store in its current form without modification. Shelving currently used for wine sales, with some additional similar shelving added, will be used to display bottled spirits. Offerings will be commensurate with our current "specialty gourmet" marketing. We anticipate focusing on high-end products such as micro-distillery liquors from local distilleries, high-end imports, specialty pre-mixed cocktails, and so on. We do not intend to sell low-end liquor products such as "nips", etc. If possible, please visit our Reading store for a representation of our intended Salem offerings.

9. Do you have all the necessary permits required by the Board of Health, Fire Dept and Building Inspector?

HEALTH: YES  NO  Applied for: \_\_\_\_\_

BLDG.: YES  NO  Applied for: \_\_\_\_\_

FIRE.: YES  NO  Applied for: \_\_\_\_\_

Please provide any further information regarding the application below.

The addition of bottled spirits to our current license does not change our business model. We intend to continue to sell wine, beer, gourmet groceries, kitchen tools, gifts, and decor items as we do now. We expect our business will continue to sell perhaps 2/3 to locals and 1/3 to tourists (the latter principally in the Summer and in October). Profit margin on bottled liquor is not high, but we are hoping it might bolster our business a bit in light of increased nearby competition. We have not been quoted an expected cost of the license, but we would like to move forward with this application and reserve the right to retract if the cost is significantly high.

\_\_\_\_\_  
Signature of Applicant or Corporate Officer(s)

\_\_\_\_\_  
Print Name



\_\_\_\_\_  
Signature of Applicant or Corporate Officer(s)

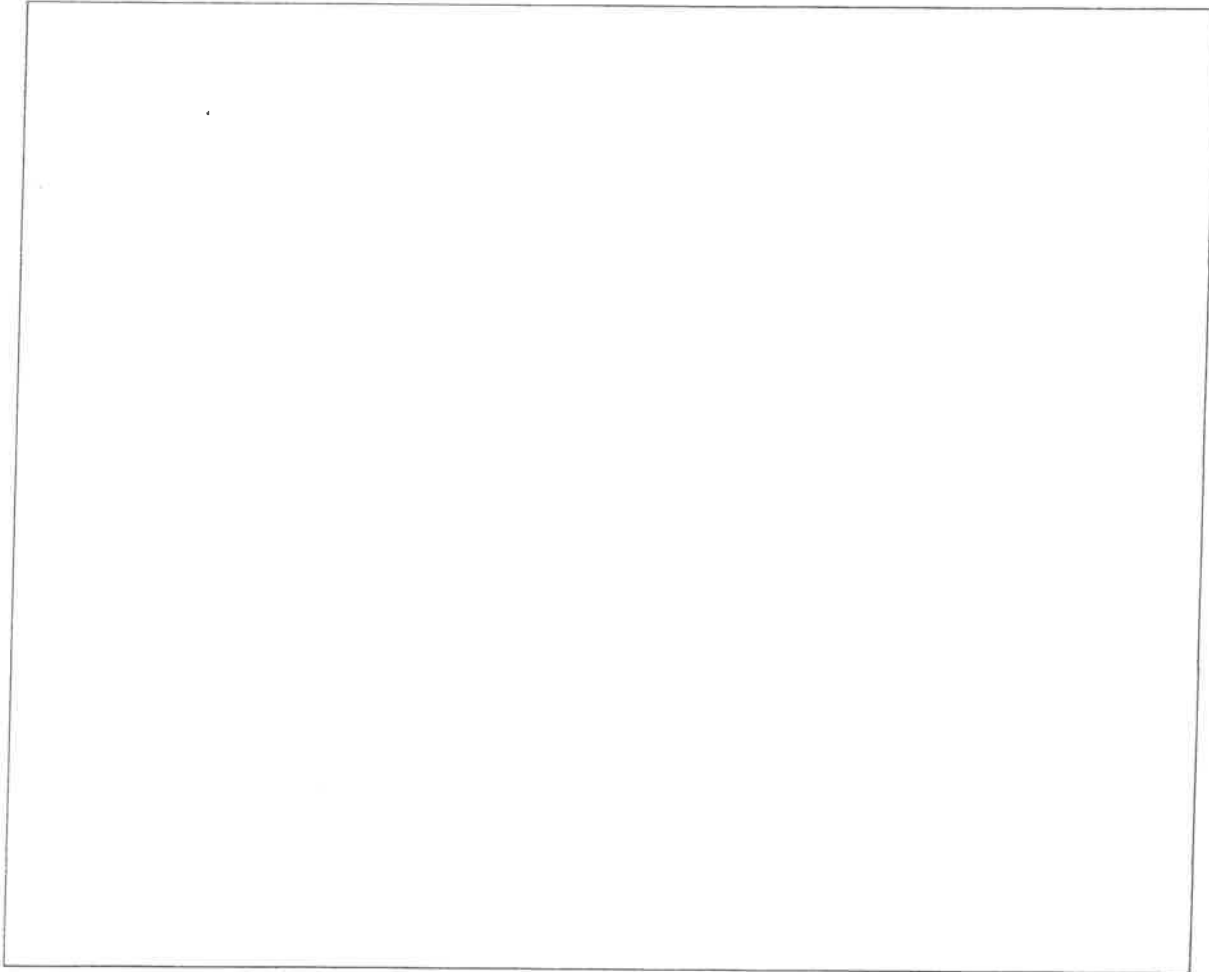
Angela J. Lord,

\_\_\_\_\_  
Print Name

## ON PREMISE DIAGRAM

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed, all applicants for on-premise consumption of alcohol must submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including entrances, office area, kitchen, storage areas, dining rooms, lounges, function rooms, restrooms, decks and all areas that you are requesting approval for liquor consumption.



**Corporate Information Required for  
Business Entities Who Are Licensees**

Responses to questions below must match information on file with the MA Secretary of State's office.

1. Exact legal name: PAMPLEMOUSSE, INC
2. Doing Business As, if any:  
PAMPLEMOUSSE
3. Date of filing with Secretary of State: 2017 (filed 1/24/2017) State in which you are formed: MA
4. If not a MA business entity, date on which you were authorized to transact business in the State of MA  
\_\_\_\_\_
5. List the name, addresses and title of officers, directors and list the percentage ownership: (attach additional sheets as needed)

NAME	ADDRESS	TITLE	% OWNERSHIP
ANGELA J. LORDI	33 BOW RD, WAYLAND, MA 01778	PRESIDENT	83.56
DIANE ROBINSON MANAHAN	3 WITCH WAY, SALEM MA 01970	VICE PRESI- DENT	16.44

(Stock ownership in non-publicly traded companies must add up to 100%.)

**Signature:**

*Angela J. Lordi* 7/17/2017

Signature of Duly Authorized Person      Date



**CITY OF SALEM  
APPLICATION FOR SPECIAL ACT LIQUOR LICENSE**

- INDICATE TYPE OF LICENSE:**  WINE AND MALT RESTAURANT     ALL ALCOHOL RESTAURANT  
 WINE AND MALT PACKAGE STORE  
 ALL ALCOHOL PACKAGE STORE  
 CONVERSION from Wine/Malt Pkg Store to All Alcohol Pkg Store

Corporation Name (If applicable, see Q1): <b>Pamplemousse, Inc.</b>			Business Name (D/B/A) <b>Pamplemousse</b>		
APPLICANT(S) (Sole proprietor) <b>Angela J Lordi</b>			Physical Location: <b>185-189 Essex St</b>		
			City <b>Salem</b>	State <b>MA</b>	Zip Code <b>01970</b>
Address <b>33 Bow Rd.</b>			Mailing Address (If different than location) <b>33 Bow Rd.</b>		
City/Town <b>Wayland</b>	State <b>MA</b>	Zip Code <b>01778</b>	City <b>Wayland</b>	State <b>MA</b>	Zip Code <b>01778</b>
Telephone Number <b>781-223-4060 (c)</b>	Fax Number <b>508-358-2902</b>	Business Telephone Number <b>Corporate Office: (781) 223-4060</b>			
		Corporate FAX: (508) 358-2902			
		Store 185 Essex St.: (978-745-2900)			
		Store FAX: (978) 745-4343			
Tax I.D. # <b>37-1422114</b>					
Email Address: Please Print <b>angela@pmousse.com</b>			Website: <b>http://pmousse.com</b>		

1. Is applicant a corporation, limited liability company or limited partnership?    **YES X**    NO   
 If Yes, please complete the Corporate Information required for Business Entities who are licensees.

2. Is the physical location of the business leased or owned?    Leased  
 Provide copy of deed or lease.    *On file EAL*

3. Is the business new or existing? Please describe.    Existing at this location since 2006; inception in 2002

4. Do you have experience managing a business with a liquor license? Please describe.  
Business at this location currently holds Salem off-premise license for beer and wine. Pamplemousse also operates in Reading MA. with a full package store license



**CITY OF SALEM, MASSACHUSETTS**  
Kimberley Driscoll  
Mayor

July 20, 2017

City Council  
City Hall  
Salem, MA 01970

Ladies and Gentlemen of the Council:

Enclosed herewith is a proposed Order relative to a Home Rule Petition for an additional liquor license for the sale of wine and malt beverages to be drunk on the premises for Dotty and Rays, LLC located at 112 North Street.

As you know, Dotty and Rays has been an institution in the City for decades and they now ask that the City enable them to offer its customers a glass of wine or malt beverage with their meal. The attached application was developed by the City Solicitor and will provide the Council with additional information about the business.

I strongly support the enclosed Order and respectfully request City Council adoption.

Sincerely,

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

Kimberley Driscoll  
MAYOR



# CITY OF SALEM

In City Council, July 20, 2017

Ordered:

That a petition to the General Court, accompanied by a bill for a certain additional liquor license notwithstanding the provisions of section 17 of chapter 138 of the General Laws 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 the intent of this home rule petition:

**AN ACT** authorizing the city of Salem to grant 1 additional liquor license for the sale of wine and malt beverages to be drunk on the premises.

*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.** Notwithstanding section 17 of chapter 138 of the General Laws, the licensing authority of the city of Salem may grant 1 additional license for the sale of wine and malt beverages to be drunk on the premises under section 12 of said chapter 138 to Dotty and Rays, LLC to be located at 112 North Street in the city of Salem. The license shall be subject to all of said chapter 138 except section 17.

The licensing authority shall not approve the transfer of the license granted pursuant to this section to any other location but it may grant the license to a new applicant at the same location if the applicant files with the licensing authority a letter from the department of revenue and a letter from the department of unemployment assistance indicating that the license is in good standing with those departments and that all applicable taxes, fees and contributions have been paid.

If the license granted pursuant to this section is cancelled, revoked or no longer in use at the location of original issuance, it shall be returned physically, with all of the legal rights, privileges and restrictions pertaining thereto, to the licensing authority and the licensing authority may then grant the license to a new applicant at the same location under the same conditions as specified in this act.

**SECTION 2.** (a) The city of Salem shall charge a fee for the granting of the license authorized in section 1 which shall be paid by the licensee at the time of issuance unless the licensing authority agrees to enter into a contract with the licensee to allow the division of the fee into multiple payments over time from the licensee. If the city elects to accept multiple payments over time from the licensee, the option shall be made available, upon request, to all qualified applicants for a license.

(b) Any fee collected by the city of Salem for the license granted pursuant to section 1 which is greater than the amount of the fee charged for an annual renewal of a similar license issued by the city shall be deposited into the city's economic development account and expended by it in a manner consistent with the purposes of such account.

**SECTION 3.** This act shall take effect upon its passage.



**CITY OF SALEM  
APPLICATION FOR SPECIAL ACT LIQUOR LICENSE**

INDICATE TYPE OF LICENSE:  WINE AND MALT RESTAURANT     ALL ALCOHOL RESTAURANT  
 WINE AND MALT PACKAGE STORE  
 ALL ALCOHOL PACKAGE STORE  
 CONVERSION \_\_\_\_\_

Corporation Name (If applicable, see Q1): <i>Dotty AND RAYS LLC</i>	Business Name (D/B/A) <i>Dotty AND RAYS</i>
APPLICANT(S) (Sole proprietor)	Physical Location: <i>112 NORTH ST</i>
	City                      State                      Zip Code <i>SALEM                      MA                      01970</i>
Address <i>112 NORTH ST</i>	Mailing Address (If different than location)
City/Town                      State                      Zip Code <i>SALEM                      MA                      01970</i>	City                      State                      Zip Code
Telephone Number                      Fax Number <i>978-744-9730</i>	Business Telephone Number                      Fax Number
Tax I.D. #	
Email Address: Please Print <i>DOTYANDRAYS@gmail.com</i>	Website:

1. Is applicant a corporation, limited liability company or limited partnership?    YES  NO   
If Yes, please complete the Corporate Information required for Business Entities who are licensees.

2. Is the physical location of the business leased or owned?    Owned  
Provide copy of deed or lease.    In file Else

3. Is the business new or existing? Please describe.  
EXISTING

4. Do you have experience managing a business with a liquor license? Please describe.  
None



5. Do you own or have any interest in any another MA Liquor License?  Yes  No  
If yes, please provide Name and physical location of any other MA Liquor Licenses.

6. Do you/will you permit dancing or entertainment on the licensed premises? YES  NO   
If yes, please describe type, days and time of entertainment.

7. Is/are applicants(s) and manager citizens of the United States? YES  NO   
(Requirement of MA ABCC)

8. Describe in detail the premises to be licensed including any outdoor space where alcohol may be consumed: (On Premise Consumption Requires Diagram – See attached)

*Consumption will be limited to inside of restaurant only*

9. Do you have all the necessary permits required by the Board of Health, Fire Dept and Building Inspector?


HEALTH: YES  NO  Applied for: \_\_\_\_\_

BLDG.: YES  NO  Applied for: \_\_\_\_\_

FIRE.: YES  NO  Applied for: \_\_\_\_\_

Please provide any further information regarding the application below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

  
\_\_\_\_\_  
Signature of Applicant or Corporate Officer(s)

*Michael Markos*

Print Name

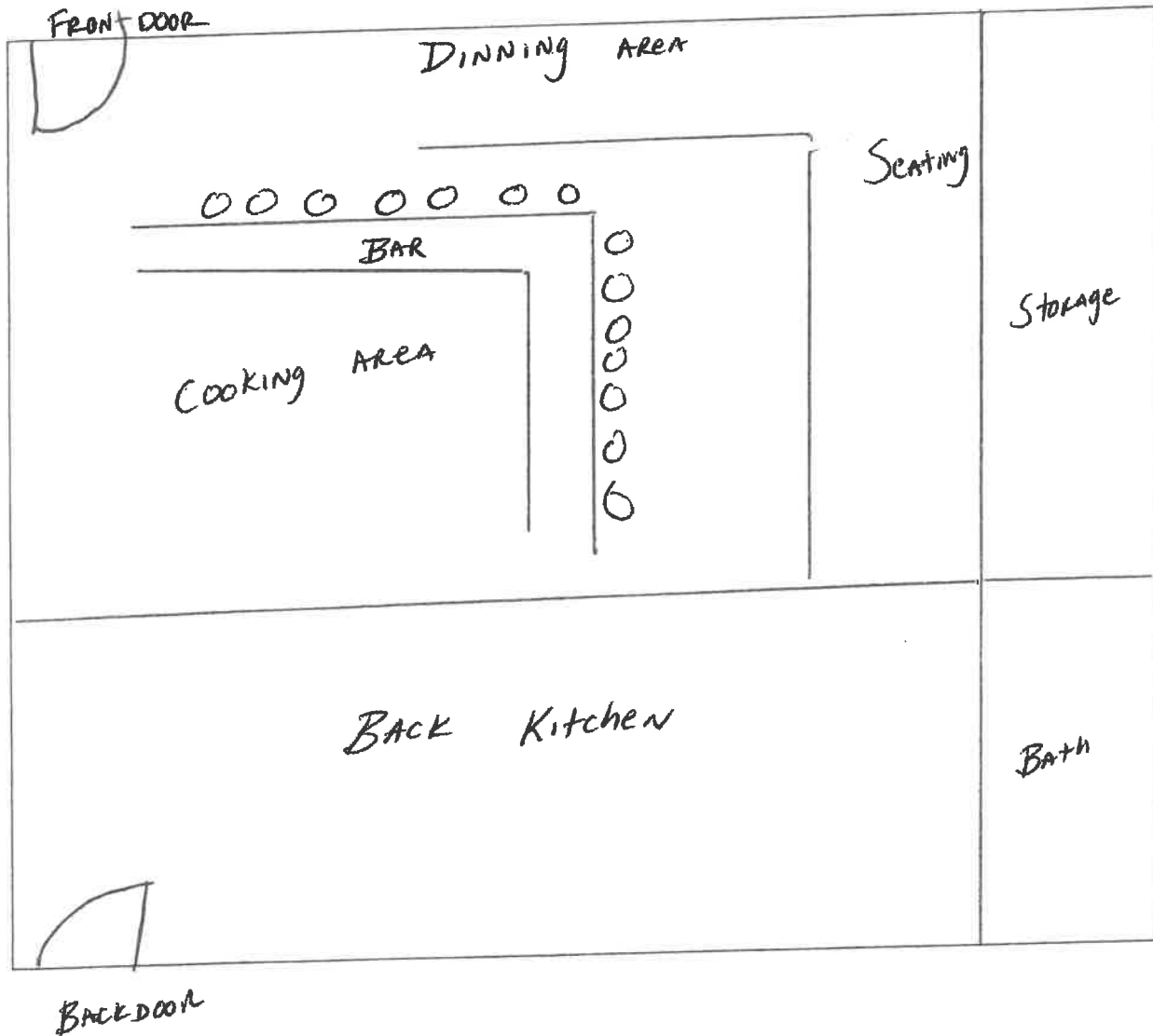
\_\_\_\_\_  
Signature of Applicant or Corporate Officer(s)

\_\_\_\_\_  
Print Name

## ON PREMISE DIAGRAM

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed, all applicants for on-premise consumption of alcohol must submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including entrances, office area, kitchen, storage areas, dining rooms, lounges, function rooms, restrooms, decks and all areas that you are requesting approval for liquor consumption.



## Corporate Information Required for Business Entities Who Are Licensees

Responses to questions below must match information on file with the MA Secretary of State's office.

1. Exact legal name: Dotty AND RAYS LLC

2. Doing Business As, if any: \_\_\_\_\_

3. Date of filing with Secretary of State: \_\_\_\_\_ State in which you are formed: MA

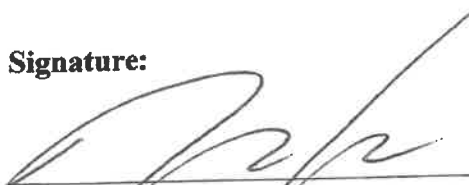
4. If not a MA business entity, date on which you were authorized to transact business in the State of MA  
\_\_\_\_\_

5. List the name, addresses and title of officers, directors and list the percentage ownership: (attach additional sheets as needed)

NAME	ADDRESS	TITLE	% OWNERSHIP
Michael Markos	13 NEAL RD DANVERS MA	Manager	50
DIONISIOS PLAPPAS	7 West Circle Salem MA	Manager	50

(Stock ownership in non-publicly traded companies must add up to 100%.)

**Signature:**

  
Signature of Duly Authorized Person

7/10/17  
Date



## CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll  
Mayor

July 18, 2017

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Re: Iberdrola request for extension of hours

Ladies and Gentlemen of the City Council:

We are writing in regard to a request by Iberdrola, the contractor working on the Footprint power plant project, for an extension of hours that would allow a work crew of approximately 140 workers (significantly smaller than the size of the current daytime construction crews) to conduct welding and other low noise operations inside the facility, in the evening between 5pm and midnight. By bringing on a smaller night time crew, the contractor will be able to ready work for the next day and advance the project schedule. The goal of this temporary, night time work would be to help bring the project to completion in a faster manner. As the proposed work does not take place on Sundays, pursuant to section 22-2(5)a of the City Ordinances, City Council approval is not required; however, as there was a high degree of interest in this request we are writing to update you on the status of this proposal. A copy of Iberdrola's proposal is also attached here for your reference (Please note that Blaney St. and White St. were inadvertently left off the description, but they are included in the compensated boundary areas similar to Carlton and Becket Streets).

Following two meetings with neighbors of the power plant, there was a general consensus with residents to allow this work to proceed, in accordance with the terms of the proposal. We would very much like to recognize the patience and forbearance of those living in and around the Derby St area. They have borne the brunt of the impacts from this major construction project and we believe it was entirely appropriate for Iberdrola to approach them directly to have a conversation about this request. Iberdrola will be funding home improvement grants for the owner occupied homeowners on the directly abutting streets around the plant, as well as providing a grant to the City to complete a park improvement project to connect the open space from Beatty Park through Szetela Lane and the bike path at Collins Cove, creating a single off-street green space from the Carlton School area all the way to Salem Harbor near Footprint, once complete.

We will continue monitoring the area during these extended hours. At present, there is an additional police presence on Webb and Derby Streets when the shift ends and regular "check-ins" with the abutting neighbors. Late night work is never the ideal, but in this instance, we do believe it will help shorten the overall construction timetable and, given the described nature of the work, will hopefully not be overly disruptive or noticeable to neighbors. Nevertheless, we will respond to feedback and input from the direct abutters as this work is carried out.

Very truly yours,

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

Kimberley Driscoll  
Mayor

Robert McCarthy  
Ward One City Councillor

Information to City of  
Salem about the petition  
by Iberdrola Energy  
Projects to extend  
second shift until  
midnight

---

# 1. Background

Iberdrola Energy Projects (“IEP”) is the Engineering, Procurement and Construction (“EPC”) Contractor for the Salem Harbor power plant project.

Several months ago, IEP sought permission to extend the hours of its second shift from 10 pm to midnight. In connection with that request, and as a result of a hearing before the City Council’s Health and Environmental Subcommittee as well as several meetings with neighbors, IEP submits this summary of its request, the actions it has already taken to mitigate neighborhood issues, and those that it is willing to undertake if this request is granted.

## 2. Summary of the petition

### 2.1. Extension of time of existing second shift from 10 pm to midnight

- Pipefitters and electricians already working on second shift but only until 10pm.
- Second shift work permits the timely completion of work that otherwise could not be accomplished during first shift due to interference between activities. Because areas where second shift activities are occurring are enclosed (as are over 95% of the building surfaces on the site that are visible from the street), the second shift is essential to continue overall project productivity.
- Plan is to extend two more hours with the following amount of direct manpower:
  - Pipefitters: 40
  - Electricians: 100
- Total direct manpower in the night shift will be equal or below 140, although as pipefitting is completed the ratio of electricians to pipefitters will increase within the overall cap of 140.

## **2.2. Second Shift Schedule**

- Second Shift extension will be for Monday to Friday only.
- Second shift work will continue to end at 10 pm on Saturdays.
- There is no construction activity on Sundays, although Commissioning is underway 24 x 7.
- Second shift pipefitting is scheduled to conclude by the end of August 2017.
- All pipefitting work is indoors.
- Electrical work is limited to cable pulling and cable terminations. Work is almost exclusively indoors, although interconnections between buildings will require some outdoor work during July and August. Cable pulling does not utilize cranes, generators or other noisy equipment.
- Indoor cable work (largely terminations) will continue during plant commissioning.

## **2.3. Impacts on the community and Corrective Actions**

- Iberdrola's intent with these requests was to find ways to increase productivity without adding additional impacts on the community.
- Daytime traffic will not be increased due to these requests.
- Nighttime traffic will be moved from 10 pm to 12:30 am (to account for the midnight end time and time for workers to exit the site).
- Actions by Iberdrola:
  - Police details whenever the Salem PD has either its own officers or those from other jurisdictions who can staff the details.
  - New security company that has directions to address street issues like trucks idling, etc.
  - Contact phone 24 / 7 : (339) 327 1712
  - Security company watches in the street.
  - Create additional parking areas on site.
  - Use 24 Fort Ave for second shift parking.
  - Meetings with superintendents to follow up community issues with their teams. Meeting with Union representatives and site stewards to follow up community issues with their teams.  
Follow up covers speeding, noise and behavior of workers on Webb St and Fort Ave.

- Identify cars parked on Webb St, Cousins St, English St, Allen St and Fort Ave that belong to the project manpower and give them a written notice followed by suspension.
- Limit noise and outdoor construction activities after 8:00 pm.
- No construction activities on Sundays only plant maintenance or safety issues.
- Minor maintenance works in the David J Beattie Park
- Send information to transportation companies in order to minimize the trucks arriving the main gate through Derby St and English Street due to GPS directions.
- City has implemented Resident only parking and extended light times.
- IEP has installed signage within the plant site urging workers to treat the neighborhood as their own.
- Residents encouraged to send photographs or emails of license plates numbers of cars disrespecting the neighborhood. IEP will follow up with offending subcontractors, individuals and/or union representatives to address issues through actions including suspension and termination.

### **3. Compensation**

- IEP recognizes that the noise, traffic and other issues inherent in a construction project of this magnitude in a community like Salem are disruptive to the neighborhood. To compensate the neighbors most affected by these issues, if the second shift extension is granted, IEP would provide the City with in funding to reimburse the residential property owners most impacted by these issues for any home improvement expenses they have incurred during construction of the plant (2015-2017) up to specified levels based on the location of the property as set forth below. The City will administer the funds and determine the documentation required for reimbursement.



Street	Beginning Number	Ending Number	# Homeowners	Reimbursement Level
Fort Ave	1	39	14	\$1,500
Derby	1	99	27	\$1,500
Webb	1	40	19	\$1,500
Cousins	All	All	16	\$1,000
Allen	All	All	13	\$1,000
English	All	All	29	\$750
Memorial	1	30	7	\$750
Carlton	All	All	44	\$750
Becket St	All	All	34	\$750
Becket Ave	All	All	2	\$750
Webb	41	125	32	\$500

- In addition, Iberdrola will provide a \$28,000 grant to the City of Salem for improvements to the new green space that will be constructed between the power plant and Collins Cove to link the 7 acres of landscaped berm that will surround the plant through Beattie Park to Collins Cove.

## 4. Conclusion

IEP is fully committed to minimizing the impacts on the community and will work diligently towards achieving their trust.

The 2<sup>nd</sup> shift extension is necessary at this point in time to support the project schedule and continue IEP efforts to finish construction activities in last quarter of 2017.



	Beginning Number	Ending Number	# Homeowners	Payment
Fort Ave	1	39	14	\$1,500
Derby	1	99	27	\$1,500
Webb	1	60	19	\$1,500
Cousins	All	All	16	\$1,000
Allen	All	All	13	\$1,000
English Memorial	All	All	29	\$750
Carlton	1	30	7	\$750
Beckett St	All	All	44	\$750
Beckett Ave	All	All	34	\$750
Webb	41	125	32	\$500



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

June 23, 2017

Matthew C. Cornell  
18 Briggs Street  
Salem, MA 01970

Dear ~~Mr.~~ *Mr.* Cornell,

Pursuant to M.G. L. Chapter 10, §58, I am pleased to appoint you to the Salem Cultural Council for a three-year term to expire June 23, 2020. Thank you for your interest in serving on this important local board and for your dedication to the City of Salem and to our cultural community.

A copy of this letter has been provided to the current chair of the Salem Cultural Council, Mary Beth Bainbridge, as well as, for informational purposes, to the member of the City Council. Please note that no City Council confirmation is required for this appointment and your term may be considered as beginning effective immediately as of this date.

Thank you again for your willingness to volunteer for this board and for your interest in helping to support Salem's artists and cultural institutions.

Very truly yours,

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

Kimberley Driscoll  
Mayor  
City of Salem

CC: Mary Beth Bainbridge, Chair, Salem Cultural Council  
Salem City Council



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

June 27, 2017

John Dobroski  
4 1<sup>st</sup> Street #9306  
Salem, MA 01970

Dear *John* Dobroski,

Pursuant to M.G. L. Chapter 10, §58, I am pleased to appoint you to the Salem Cultural Council for a three-year term to expire June 27, 2020. Thank you for your interest in serving on this important local board and for your dedication to the City of Salem and to our cultural community.

A copy of this letter has been provided to the current chair of the Salem Cultural Council, Mary Beth Bainbridge, as well as, for informational purposes, to the member of the City Council. Please note that no City Council confirmation is required for this appointment and your term may be considered as beginning effective immediately as of this date.

Thank you again for your willingness to volunteer for this board and for your interest in helping to support Salem's artists and cultural institutions.

Very truly yours,

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

Kimberley Driscoll  
Mayor  
City of Salem

CC: Mary Beth Bainbridge, Chair, Salem Cultural Council  
Salem City Council



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

June 27, 2017

Robyn Giannopolo  
15 Bertuccio Avenue  
Salem, MA 01970

Dear *Robyn* Ms. Giannopolo,

Pursuant to M.G. L. Chapter 10, §58, I am pleased to appoint you to the Salem Cultural Council for a three-year term to expire June 27, 2020. Thank you for your interest in serving on this important local board and for your dedication to the City of Salem and to our cultural community.

A copy of this letter has been provided to the current chair of the Salem Cultural Council, Mary Beth Bainbridge, as well as, for informational purposes, to the member of the City Council. Please note that no City Council confirmation is required for this appointment and your term may be considered as beginning effective immediately as of this date.

Thank you again for your willingness to volunteer for this board and for your interest in helping to support Salem's artists and cultural institutions.

Very truly yours,

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

Kimberley Driscoll  
Mayor  
City of Salem

CC: Mary Beth Bainbridge, Chair, Salem Cultural Council  
Salem City Council



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

June 27, 2017

Kristen Linnenbank  
28 Williams Street  
Salem, MA 01970

Dear Ms. Linnenbank,

Pursuant to M.G. L. Chapter 10, §58, I am pleased to appoint you to the Salem Cultural Council for a three-year term to expire June 27, 2020. Thank you for your interest in serving on this important local board and for your dedication to the City of Salem and to our cultural community.

A copy of this letter has been provided to the current chair of the Salem Cultural Council, Mary Beth Bainbridge, as well as, for informational purposes, to the member of the City Council. Please note that no City Council confirmation is required for this appointment and your term may be considered as beginning effective immediately as of this date.

Thank you again for your willingness to volunteer for this board and for your interest in helping to support Salem's artists and cultural institutions.

Very truly yours,

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

Kimberley Driscoll  
Mayor  
City of Salem

CC: Mary Beth Bainbridge, Chair, Salem Cultural Council  
Salem City Council



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

June 23, 2017

Liz Polay-Wettengel  
10 Everett Road  
Salem, MA 01970

Dear Ms. *Polay*-Wettengel,

Pursuant to M.G. L. Chapter 10, §58, I am pleased to appoint you to the Salem Cultural Council for a three-year term to expire June 23, 2020. Thank you for your interest in serving on this important local board and for your dedication to the City of Salem and to our cultural community.

A copy of this letter has been provided to the current chair of the Salem Cultural Council, Mary Beth Bainbridge, as well as, for informational purposes, to the member of the City Council. Please note that no City Council confirmation is required for this appointment and your term may be considered as beginning effective immediately as of this date.

Thank you again for your willingness to volunteer for this board and for your interest in helping to support Salem's artists and cultural institutions.

Very truly yours,

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

Kimberley Driscoll  
Mayor  
City of Salem

CC: Mary Beth Bainbridge, Chair, Salem Cultural Council  
Salem City Council



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

June 27, 2017

Courtney Porcella  
12 Conners Road  
Salem, MA 01970

Dear Ms. Porcella,

Pursuant to M.G. L. Chapter 10, §58, I am pleased to appoint you to the Salem Cultural Council for a three-year term to expire June 27, 2020. Thank you for your interest in serving on this important local board and for your dedication to the City of Salem and to our cultural community.

A copy of this letter has been provided to the current chair of the Salem Cultural Council, Mary Beth Bainbridge, as well as, for informational purposes, to the member of the City Council. Please note that no City Council confirmation is required for this appointment and your term may be considered as beginning effective immediately as of this date.

Thank you again for your willingness to volunteer for this board and for your interest in helping to support Salem's artists and cultural institutions.

Very truly yours,

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

Kimberley Driscoll  
Mayor  
City of Salem

CC: Mary Beth Bainbridge, Chair, Salem Cultural Council  
Salem City Council



Questions contact – Annette Thompson 781-907-3450

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

To City Council of Salem, Massachusetts

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

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

The following are the streets and highways referred to:

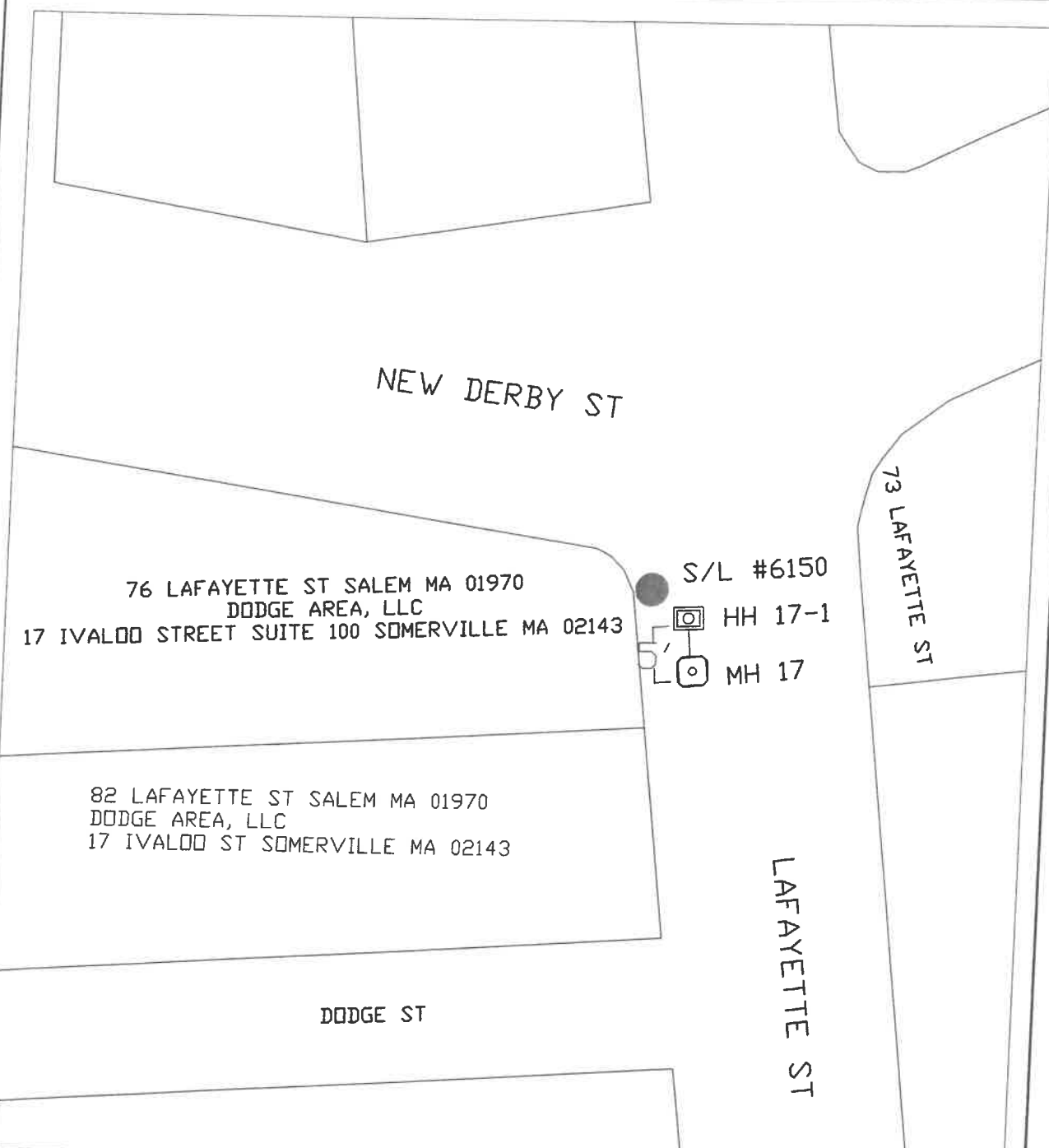
Plan # 22844757 Lafayette Street - National Grid to install 2-3" conduits 5' from MH 17 towards customer installed heavy duty hanhole in Lafayette St. This is to bring secondary service for cell antenna on street light pole 6150.

Location approximately as shown on plan attached

NATIONAL GRID  
BY \_\_\_\_\_  
Engineering Department

*Bob Coulter*

Dated: June 23, 2017



76 LAFAYETTE ST SALEM MA 01970  
 DODGE AREA, LLC  
 17 IVALOO STREET SUITE 100 SOMERVILLE MA 02143

82 LAFAYETTE ST SALEM MA 01970  
 DODGE AREA, LLC  
 17 IVALOO ST SOMERVILLE MA 02143

S/L #6150  
 HH 17-1  
 MH 17

DODGE ST

LAFAYETTE ST

73 LAFAYETTE ST

LEGEND





-  MANHOLE (EXISTING)
-  STREETLIGHT POLE
-  HEAVY DUTY HANHOLE (CUSTOMER INSTALLED)
-  2-3' CONDUITS

EXHIBIT 'A' NOT TO SCALE  
 The exact location of said Facilities to be established by and upon the installation and erection of the Facilities thereof.

VERIZON CELL ANTENNA SERVICE  
 EXENET SYSTEMS INC

Date: 6/22/17  
 Designer: ANDREW MCNAUGHT  
 Work Request: 22844757

76 LAFAYETTE ST

SALEM, MA

**nationalgrid**

June 23, 2017

City of Salem

To Whom It May Concern:

Enclosed please find a petition of NATIONAL GRID covering the installation of underground facilities.

If you have any questions regarding this permit please contact:

Annette Thompson 781-907-3450

If this petition meets with your approval, please return an executed copy to:

National Grid Contact: Vincent LoGuidice; 1101 Turnpike Street; North Andover, MA 01845  
Phone 978-725-1392.

Very truly yours,



Name: Distribution Design Supervisor  
Supervisor, Distribution Design

Enclosures

Marisa L. Pizzi  
Senior Counsel



July 17, 2017

*By FedEx and Email*

City Clerk's Office  
Salem City Hall  
93 Washington Street  
Salem, MA 01970  
clapointe@salem.com

**Re: Special Variance Request for National Grid Project**

To the City Councilors:

I am writing on behalf of New England Power Company d/b/a National Grid ("National Grid" or the "Company") to request that you set for agenda at the City Council meeting on Thursday, July 20, 2017 the Company's request for City Council approval for a special variance to be issued by the city building inspector, pursuant to the Salem, Massachusetts Code of Ordinances, Part III, Chapter 22 ("Salem Noise Ordinance"), Section 22-2(5)(a) and (c), for work to be conducted on Sunday, September 24, 2017.

The Salem City Council considered, and granted, an identical request at a regular meeting held in the Council Chamber on Thursday, March 9, 2017. A copy of the City Council's approval dated May 13, 2017 is attached hereto. Due to unforeseen resource allocation issues, however, National Grid needed to delay its planned replacement of the existing transmission structure and a load break switch on its property located at the end of March Street Court, which was originally to occur between the hours of 7am and 5pm daily from Tuesday, May 30, 2017 through Tuesday, June 6, 2017, for which the City Council and Building Inspector issued the enclosed approvals. In accordance with the City Council's approval of the Sunday, June 4 work, National Grid sent a letter to neighboring residents on March Street and March Street Court notifying them of this delay. National Grid also notified Heather Famico, Ward 2 Councilor, Dominick Pangallo, Chief of Staff at the Office of the Mayor, and Thomas St. Pierre, Salem Building Inspector, of the delay in work. Those notifications are enclosed herein.

The Salem Noise Ordinance prohibits the operation of tools or equipment used in construction or demolition work between the hours of 5:00 p.m. and 8:00 a.m. the following day on weekdays and Saturdays or at any time on Sundays or holidays, where the sound therefrom creates a noise disturbance across a residential real property boundary. Salem Noise Ordinance Sec. 22-2(5)(a). Excepted from that prohibition are the emergency work of public service utilities, or special variances issued by the building inspector. *Id.* The Salem Noise Ordinance

goes on to provide that no special variance shall be granted by the building inspector for work on Sundays without prior approval of the city council. Salem Noise Ordinance Sec. 22-2(5)(c).

In an effort to improve the reliability of its system, National Grid will replace an existing transmission structure and a load break switch on its property located at the end of March Street Court. The new structure will be smaller than the structure being replaced. Customers will not experience interruptions in service as a result of the work being performed during this time.

The timeframe within which National Grid may complete this work, however, is affected by the outage availability for the line in coordination with other projects in the Greater Boston area. Based on such outage availability, National Grid expects to conduct this work from Wednesday, September 20, 2017 to Wednesday, September 27, 2017 beginning at 7:00 a.m. and concluding at 5:00 p.m. daily.

The Company is seeking a special variance from the Building Inspector for the work to be conducted on Sunday, September 24, 2017, pursuant to Salem Noise Ordinance Sec. 22-2(5)(a).<sup>1</sup> As required by Salem Noise Ordinance Sec. 22-2(5)(c), National Grid is seeking this City Council's prior approval of the special variance for that Sunday work and is agreeable to the same conditions that were made part of the City Council's March 13, 2017 approval.

National Grid's request for a variance of the terms of the Salem Noise Ordinance for the Sunday work is not contrary to the public interest and owes to conditions peculiar to this project. As described above, the timeframe within which National Grid may complete this work is affected by outage availability for the line in coordination with other projects in the Greater Boston area. The full weekend of construction is critical to this project in order to secure the line restoration to normal operation and place it back in service in a timely fashion. In addition, road and railroad traffic is off-peak on Saturdays and Sundays. This will provide National Grid workers and the public a much safer work zone protection and result in less disruption due to reduced traffic flow during peak travel hours. Stopping the work on Saturday and starting back on Monday would delay the timely completion of the project and be more disruptive to the public.

Accordingly, the variance request is not a result of any actions by National Grid. To the contrary, a literal enforcement of the Salem Noise Ordinance would result in unnecessary and undue hardship on the Company and its customers, as it would be unable to timely improve the reliability of its system by replacing the existing transmission structure and load break switch on its property located at the end of March Street Court.

National Grid expects any noise disturbance from this work to be minimal, and likely will come solely from bucket trucks, a crane, pickup trucks, and wire pulling equipment. This work will not involve the operation of drilling and/or blasting equipment, rock crushing machinery, pile driving, or jack hammers.

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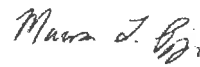
<sup>1</sup> The Company has also requested from the Building Inspector a special variance for the work between the hours of 7:00 a.m. and 8:00 a.m. on weekdays and Saturdays, as required pursuant to Salem Noise Ordinance Sec. 22-2(5)(a).

City Clerk's Office  
Salem City Hall  
July 17, 2017  
Page 3

The Company again reached out to neighboring residences on March Street Court by letter dated July 5, 2017 regarding the work and revised timeframe. To-date, no neighbor has contacted the Company or otherwise raised any questions or concerns with the Company about the proposed construction hours for the work or the noise to be generated from this work.

We look forward to the July 20, 2017 City Council meeting, and respectfully request that the City Council provide at that meeting its prior approval for special variance by the building inspector for the Sunday, September 24, 2017 National Grid work at its property at the end of March Street Court, pursuant to Salem Noise Ordinance Sec. 22-2(5)(c).

Sincerely,



Marisa Pizzi

Enclosures

cc: Thomas St. Pierre, Salem Building Inspector  
Lisa A. Gilbreath, National Grid Seconded Counsel  
Robert Reis, National Grid Project Manager

February 27, 2017 Building Inspector Approval for Morning Work

**Thomas St. Pierre**

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**From:** Thomas St. Pierre  
**Sent:** Monday, February 27, 2017 10:14 AM  
**To:** 'Lisa A. Gilbreath'  
**Subject:** Special work permit March Street substation

Lisa Gilbreath  
Pierce Atwood L.L.P.  
Merrills Wharf  
254 Commercial street  
Portland .Maine 04101

Dear Ms. Gilbreath,

I have received your request, on behalf of National Grid, for a Special work permit for the sub-station located on March street. I would also agree that this work is likely exempt from our noise ordinance. However, I am granting you Special work permit to conduct work from Monday through Saturdays from (0700) 7:00 A.M to (2000) 8:00 P.M for the dates of Tuesday May 30<sup>th</sup> through Tuesday June 6<sup>th</sup>. You are also correct that the request for Sundays must go through our City Council. If you have any questions ,please let me know. I will copy our Police Department this permit in case they receive any complaints.

Sincerely,



Thomas St.Pierre



**March 13, 2017 City Council Approval**



# City of Salem, Massachusetts

Office of the City Council  
City Hall

COUNCIL MEMBERS-AT-LARGE

2017

THOMAS H. FUREY  
ELAINE F. MILO  
JERRY L. RYAN  
ARTHUR C. SARGENT, III

ELAINE F. MILO  
PRESIDENT

CHERYL A. LAPOINTE  
CITY CLERK

WARD COUNCILLORS

2017

ROBERT K. MCCARTHY  
HEATHER E. FAMICO  
STEPHEN P. LOVELY  
DAVID W. EPPLEY  
JOSH H. TURIEL  
BETH GERARD  
STEPHEN G. DIBBLE

March 13, 2017

Attorney Marisa Pizzi  
Senior Counsel, National Grid  
40 Sylvan Road  
Waltham, MA 02451

Dear Attorney Pizzi:

At a regular meeting of the Salem City Council, held in the Council Chamber on Thursday, March 9, 2017, the Council voted to grant your request for a special variance to National Grid for work to be performed on Sunday, June 4, 2017 from 7:00 A.M. to 5:00 P.M., per City Ordinance Chapter 22, Noise Ordinance, Sec 2 (5) (c), with the following conditions:

That March Street Court as well as March Street Residents receive notification outlining the Project description, dates, times and contact number and/or email of a person that can not only be reached during the week but also Saturday AND Sunday. That further notifications should be sent if plans and/or dates change. All households should be notified now and then again 48 hours in advance of the project commencing. The street shall be cleaned of all debris. No construction vehicles shall be backing up until 7:00 A.M., Construction Vehicles and any personnel vehicles shall be parked on site of National Grid's property to leave most of the street parking to the residents. Although workers may begin arriving to the construction site at 6:30 A.M. (no radios or loud music shall be played) no construction shall start before 7:00 A.M.

Yours truly,

CHERYL A. LAPOINTE  
CITY CLERK

ATTEST:

Enclosure:

Cc: Tom St. Pierre  
Solicitor  
Police Chief  
Watch Commander  
Fire Chief

**April 6, 2017 Building Inspector Approval for Sunday Work**

**From:** [Thomas St. Pierre](#)  
**To:** [Lisa A. Gilbreath](#)  
**Subject:** RE: Special work permit March Street substation  
**Date:** Thursday, April 06, 2017 4:22:29 PM

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Hi Lisa,

I believe that the City Council's letter suffices as your permit for Sunday June 4<sup>th</sup>. I will include the letter in my update to the Police Department. Tom

**From:** Lisa A. Gilbreath [mailto:lgilbreath@PierceAtwood.com]  
**Sent:** Tuesday, April 04, 2017 4:29 PM  
**To:** Thomas St. Pierre <TStpierre@Salem.com>  
**Cc:** Pizzi, Marisa <Marisa.Pizzi@nationalgrid.com>  
**Subject:** FW: Special work permit March Street substation

Hi Tom,  
I'm following up again on the below requests. National Grid understands the Salem Noise Ordinance Sec. 22-2(5)(a) to require your further grant of a special variance for the Sunday, June 4, 2017 work now that the City Council has given its Sec. 22-2(5)(c) approval (attached). Please let us know if you disagree.  
Thanks,  
Lisa

**Lisa A. Gilbreath**

PIERCE ATWOOD LLP

PH 207.791.1397

**From:** Lisa A. Gilbreath  
**Sent:** Monday, March 20, 2017 11:19 AM  
**To:** 'Thomas St. Pierre'  
**Cc:** 'Pizzi, Marisa'  
**Subject:** RE: Special work permit March Street substation

Good morning Tom,  
Just a quick follow-up regarding the below request for a special variance for the Sunday, June 4, 2017 work now that the City Council has given its approval (attached).  
Thanks, and I hope you have a great day,  
Lisa

**Lisa A. Gilbreath**

PIERCE ATWOOD LLP

PH 207.791.1397

**From:** Lisa A. Gilbreath  
**Sent:** Thursday, March 16, 2017 9:59 AM  
**To:** 'Thomas St. Pierre'  
**Cc:** 'Pizzi, Marisa'  
**Subject:** RE: Special work permit March Street substation

Good morning Tom,  
Just a quick follow-up regarding the below request for a special variance for the Sunday, June 4, 2017 work now that the City Council has given its approval (attached).  
Thanks, and I hope you have a great day,  
Lisa

**Lisa A. Gilbreath**

PIERCE ATWOOD LLP

PH 207.791.1397

**From:** Lisa A. Gilbreath  
**Sent:** Monday, March 13, 2017 11:49 AM  
**To:** 'Thomas St. Pierre'  
**Cc:** 'Pizzi, Marisa'  
**Subject:** RE: Special work permit March Street substation

Good morning Tom,

National Grid requested the Salem City Council's special variance approval for the construction work to be done at its March Street Court substation on Sunday, June 4, 2017. We are pleased to inform you that the City Council approved our request, subject to certain conditions. Please see the attached approval letter.

Now that the City Council has given its prior approval for a special variance by you for the Sunday, June 4, 2017 work, pursuant to Salem Noise Ordinance Sec. 2202(5)(c), we are requesting from you a special variance for the Sunday, June 4, 2017 work, to be conducted between 7:00 a.m. and 5:00 p.m., pursuant to Salem Noise Ordinance Sec. 2202(5)(a). We also request that you copy the Police Department, as you indicated on the February 27, 2017 special permit below, on any special variance for the Sunday, June 4, 2017 work.

Please let me know if you have any questions.  
Thanks,  
Lisa

**Lisa A. Gilbreath**

PIERCE ATWOOD LLP

PH 207.791.1397

**From:** Thomas St. Pierre [<mailto:TStpierre@Salem.com>]  
**Sent:** Monday, February 27, 2017 10:14 AM  
**To:** Lisa A. Gilbreath  
**Subject:** Special work permit March Street substation

Lisa Gilbreath  
Pierce Atwood L.L.P.  
Merrills Wharf  
254 Commercial street  
Portland .Maine 04101

Dear Ms. Gilbreath,

I have received your request, on behalf of National Grid, for a Special work permit for the sub-station located on March street. I would also agree that this work is likely exempt from our noise ordinance. However, I am granting you Special work permit to conduct work from Monday through Saturdays from (0700) 7:00 A.M to (2000) 8:00 P.M for the dates of Tuesday May 30<sup>th</sup> through Tuesday June 6<sup>th</sup>. You are also correct that the request for Sundays must go through our City Council. If you have any questions ,please let me know. I will copy our Police Department this permit in case they receive any complaints.

Sincerely,

Thomas St.Pierre

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Please note the Massachusetts Secretary of State's office has determined that most emails to and from municipal officials are public records. FMI please refer to: <http://www.sec.state.ma.us/pre/preidx.htm>. Please consider the environment before printing this email.

**May 15, 2017 Delay Notification Letter to Residents**

# nationalgrid

May 15, 2017

***By Certified Mail***

March Street Court and March Street Neighbors  
Salem, MA

***Re: National Grid Project Near March Street Court***

Dear Neighbors:

I am writing on behalf of New England Power Company d/b/a National Grid to notify you that the upcoming work National Grid had planned to conduct in your neighborhood has been delayed.

National Grid had planned to work from Tuesday, May 30, 2017 through Tuesday, June 6, 2017 to replace an existing transmission structure and a load break switch on its property located at the end of March Street Court, as previously indicated in a letter to residents dated March 22, 2017. We now need to delay this work, likely until this fall. The new structure will still be smaller than the structure being replaced, and customers will not experience interruptions in service as a result of the work.

We will notify you of the new dates and times for this work once they have been established.

If you have any questions or concerns about this work, please do not hesitate to reach out to me at: [Robert.Reis@nationalgrid.com](mailto:Robert.Reis@nationalgrid.com) or at 508-567-2755.

Sincerely,



Robert Reis, National Grid Project Manager

cc: Dominick Pangallo, Chief of Staff, Office of Mayor Kimberly Driscoll (via email)  
Heather E. Famico, Ward 2 Councilor (via email)  
Thomas St. Pierre, Building Inspector (via email)  
Daniel A. Cameron, Community & Customer Manager, National Grid (via email)  
Marisa L. Pizzi, Senior Counsel, National Grid (via email)  
Lisa A. Gilbreath, Seconded Counsel, National Grid (via email)



**May 15, 2017 Delay Notification to City Officials**

**From:** Lisa A. Gilbreath  
**To:** Heather Famico; Dominick Pangallo; Thomas St. Pierre  
**Cc:** Reis, Robert; Pizzi, Marisa; Cameron, Daniel A.  
**Subject:** National Grid March Street Court Construction Work Delayed  
**Date:** Monday, May 15, 2017 2:21:00 PM  
**Attachments:** 2017-03-13 Salem City Council Special Variance Approval (W6049751x7AC2E).pdf  
RE Special work permit March Street substation.msg  
2017-02-27 Special Work Permit (W6164790x7AC2E).pdf  
20170515143754608.pdf

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Heather, Dominick, and Tom,

Due to unforeseen resource allocation issues, New England Power Company d/b/a National Grid needs to delay its planned replacement of the existing transmission structure and a load break switch on its property located at the end of March Street Court, which was originally to occur between the hours of 7am and 5pm daily from Tuesday, May 30, 2017 through Tuesday, June 6, 2017, for which the City Council and Building Inspector issued the attached approvals. Also attached is a copy of the letter we sent to neighboring residents on March Street and March Street Court, notifying them of this delay as required by the City Council's approval. Once the new outage schedule has been established, we will notify you if the new dates and times implicate the Salem Noise Ordinance, as the prior schedule had. And as we state in our letter to neighboring residents, we will notify them of the new dates and times as well.

Please let me know if you have any questions.

Thanks,  
Lisa

**Lisa A. Gilbreath**  
PIERCE ATWOOD LLP

Merrill's Wharf  
254 Commercial Street  
Portland, ME 04101

**PH** 207.791.1397  
**FAX** 207.791.1350

[lgilbreath@PierceAtwood.com](mailto:lgilbreath@PierceAtwood.com)

**Admitted in NY, ME, MO, and KS**

This e-mail was sent from Pierce Atwood. It may contain information that is privileged and confidential. If you suspect that you were not intended to receive it please delete it and notify us as soon as possible.

**July 5, 2017 New Dates Notification to Residents**

# nationalgrid

July 5, 2017

***By Certified Mail***

March Street Court and March Street Neighbors  
Salem, MA

***Re: National Grid Project Near March Street Court***

Dear Neighbors:

I am writing on behalf of New England Power Company d/b/a National Grid to notify you that the upcoming work National Grid plans to conduct in your neighborhood, which had previously been delayed, is now scheduled to occur from Wednesday, September 20, 2017 to Wednesday, September 27, 2017 beginning at 7:00 a.m. and concluding at 5:00 p.m. daily.

National Grid had planned to work from Tuesday, May 30, 2017 through Tuesday, June 6, 2017 to replace an existing transmission structure and a load break switch on its property located at the end of March Street Court, as previously indicated in letters to residents dated February 17, 2017, March 22, 2017 and May 15, 2017. No details of the work, other than the dates during which it is to occur, have changed. The new structure will still be smaller than the structure being replaced, and customers will not experience interruptions in service as a result of the work.

To the extent required, National Grid will seek a special variance from the building inspector to start work at 7:00 a.m. daily and to work on Sunday, September 24, 2017, as well as the City Council's approval for the Sunday work. Similar approvals were requested and granted for the prior work dates. Note that this work will not involve the operation of drilling and/or blasting equipment, rock crushing machinery, pile driving, or jack hammers. National Grid expects any noise disturbance from this work to be minimal.

National Grid expects to make its request for approval of a special variance for the Sunday, September 24, 2017 work at the City Council Regular Meeting on Thursday, July 20, 2017, scheduled to start at 7:00 p.m. The City Council location is 93 Washington Street in Salem, MA.

If you have any questions or concerns about this work, please do not hesitate to reach out to me at: [Robert.Reis@nationalgrid.com](mailto:Robert.Reis@nationalgrid.com) or at 508-567-2755.

Sincerely,



Robert Reis, National Grid Project Manager

cc: Dominick Pangallo, Chief of Staff, Office of Mayor Kimberly Driscoll (via email)  
Heather E. Famico, Ward 2 Councilor (via email)  
Thomas St. Pierre, Building Inspector (via email)  
Daniel A. Cameron, Community & Customer Manager, National Grid (via email)  
Marisa L. Pizzi, Senior Counsel, National Grid (via email)  
Lisa A. Gilbreath, Seconded Counsel, National Grid (via email)

**July 5, 2017 New Dates Notification to City Officials**

**From:** [Carrie Beedle](#) on behalf of [Lisa A. Gilbreath](#)  
**To:** "[dpangallo@saalem.com](#)"; "[hfamico@saalem.com](#)"; "[TStPierre@Salem.com](#)"  
**Cc:** "[Daniel.Cameron2@nationalgrid.com](#)"; "[Marisa.Pizzi@nationalgrid.com](#)"; [Lisa A. Gilbreath](#)  
**Bcc:** [Reis, Robert \(Robert.Reis@nationalgrid.com\)](#)  
**Subject:** National Grid Project  
**Date:** Wednesday, July 05, 2017 4:10:07 PM  
**Attachments:** [2017-07-05 M191 March Street Court-March Street Notification Letter \(W6241028x7AC2E\).PDF](#)

---

Heather, Dominick, and Tom,

On behalf of New England Power Company d/b/a National Grid, attached please find a copy of the letter we sent to neighboring residents on March Street and March Street Court, notifying them of the upcoming work to be conducted in their neighborhood.

Please let me know if you have any questions.

Thanks,

Lisa

**Lisa A. Gilbreath**  
[PIERCE ATWOOD LLP](#)

Merrill's Wharf  
254 Commercial Street  
Portland, ME 04101

**PH** 207.791.1397  
**FAX** 207.791.1350

[lgilbreath@PierceAtwood.com](mailto:lgilbreath@PierceAtwood.com)

Admitted in NY, ME, MO, and KS

This e-mail was sent from Pierce Atwood. It may contain information that is privileged and confidential. If you suspect that you were not intended to receive it please delete it and notify us as soon as possible.



B&S Event Management  
10 Hemenway Rd.  
Salem, MA 01970

July 14, 2017

Dear Salem City Council,

I'm reaching out to make an amendment to the date for the permit approved by the City Council for the YMCA Witch City Triathlon planned for August 12<sup>th</sup> 2017 at 8am.

After meeting with Harbormaster Bill McHugh and discussing water safety and tides for the day he notified us that a race at that time would not be feasible. The proper tide for that date would have been later in the evening or at a much to early time in the morning.

Either situation for that date would not be safe for athletes to be on the road during high traffic times/or in darkness. We have discussed with Bill the date of September 2<sup>nd</sup> with a race start time of 9am. The Park and Recreation Commission has approved the date change. Athlete safety is our biggest priority which is why we are hoping to move forward with this change.


If you have any additional questions or would like to discuss this further in a meeting or by phone, please contact me at 9788360271, or email me at [bnsfitnessevents@yahoo.com](mailto:bnsfitnessevents@yahoo.com).

Thank you for your time and support.

Best,  
Aurora Vellante  
Event Director  
9788360271  
[bnsfitnessevents@yahoo.com](mailto:bnsfitnessevents@yahoo.com)

Cc: Brandi Dion & Steven Dion Co-Owners B&S Fitness Companies

Change of date approved by  
Park & Recreation Commission

  
John M. O'Connell  
Supt. Park, Recreation & Community Services





CITY OF SALEM, MASSACHUSETTS

PARK, RECREATION & COMMUNITY SERVICE

5 Broad Street, Salem MA 01970
Tel. (978) 744-0180/(978) 744-0924
Fax (978) 744-7225
pobrien@salem.com

Kimberley Driscoll
MAYOR

Trish O'Brien
Superintendent

Please Print Clearly or Type

2016 Road Race/Walk Application

To the Park, Recreation & Community Services Director:

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

Applicant's Name: Aurora Vellante

Organization Name: Salem YMCA + B&S Event Management

Name of Race/Walk: Witch City Sprint Triathlon

Contact #: 9788360271 E-Mail Address: bmsfitnessevents@yahoo

Address: 10 Hemmenway Rd.

City/State/Zip: Salem, MA 01970

Organization Tax Status (please include Tax ID Number):

What Charities Will This Race/Walk Be Benefiting?

Salem YMCA

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

100% of all race proceeds

Day of Race/Walk Contact Information:

Name: Auroravellante Contact #: 9788360271

Date of Race/Walk: 9/2/17 Estimated Number of Runners/Walkers: 300

Time of Race/Walk: 9am Estimated Finish Time of Race/Walk: 1130am

Start Location: Forest River Finish Location: Forest River

Distance of Race/Walk:

Has This Event Been Held Before? Yes No

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

Please Explain Your Plan (Will You Bring to North Shore Recycled Fiber on 53 Jefferson Ave, Open M-F; Bring to Your Home Curbside, or Other?)

Curbside recycling + DPW request for trash removal

If You Have Questions about Recycling, Please Contact Julie Rose for More Information 978-619-5679  
Will the Organizers Provide Onsite EMT/Ambulance Service (Required):  Yes \_\_\_ No  
Please Attach a Map of Route With the Following Items:

1. Race/Walk Course
2. Direction of Runners Through the Race/Walk
3. Starting and Finishing Points
4. Meeting Points For Racers Before and After the Race/Walk
5. Race/Walk in Progress Warning Signs

Does Race/Walk Have Insurance (Required)  Yes \_\_\_ No

Certificate of Insurance Attached?  Yes \_\_\_ No

Name of Insurance Company: John Walsh Insurance Co.

Please explain the plan for notification to residents of street closures: notices will be placed in mailboxes of homes directly affected by athletes.

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

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

Aurora Vellante Date: 6/15/17  
Applicant's signature

Aurora Vellante  
Name of applicant

PLEASE SUBMIT PAYMENT OF \$200 WITH THIS PERMIT TO THE CITY OF SALEM PARK, & RECREATION DEPARTMENT **NO LATER THAN 45 DAYS PRIOR TO THE EVENT.**  
A copy of this permit will be sent to the applicant upon approval

Please call Park, Recreation & Community Services if you have any questions. 978-744-0180

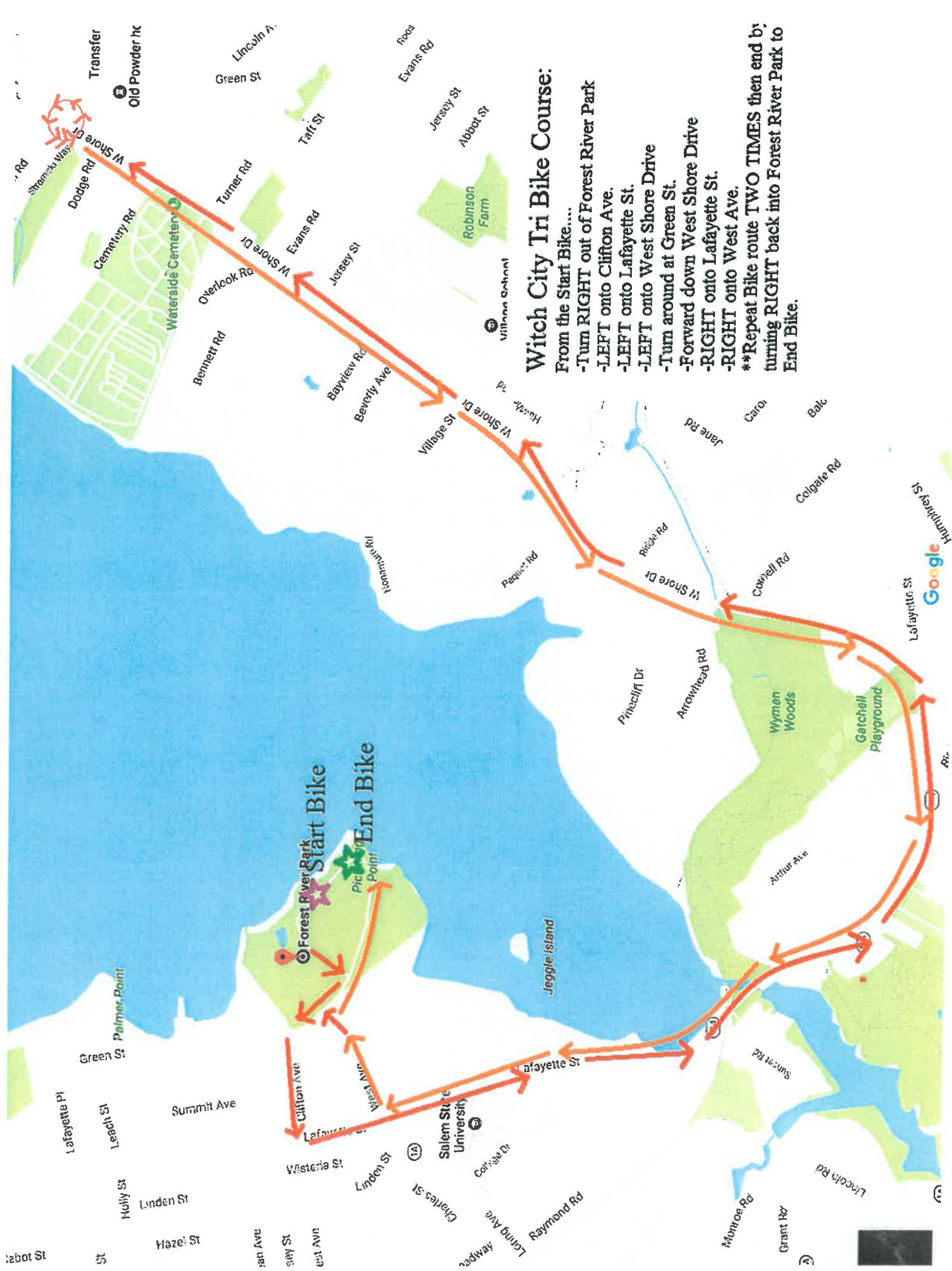
**CITY USE ONLY**  
Payment Received: \_\_\_\_\_ Date Permit Issued: \_\_\_\_\_ Date Permit Mailed to Applicant: \_\_\_\_\_

Approved By: [Signature]

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

[Signature]  
Salem Police Department



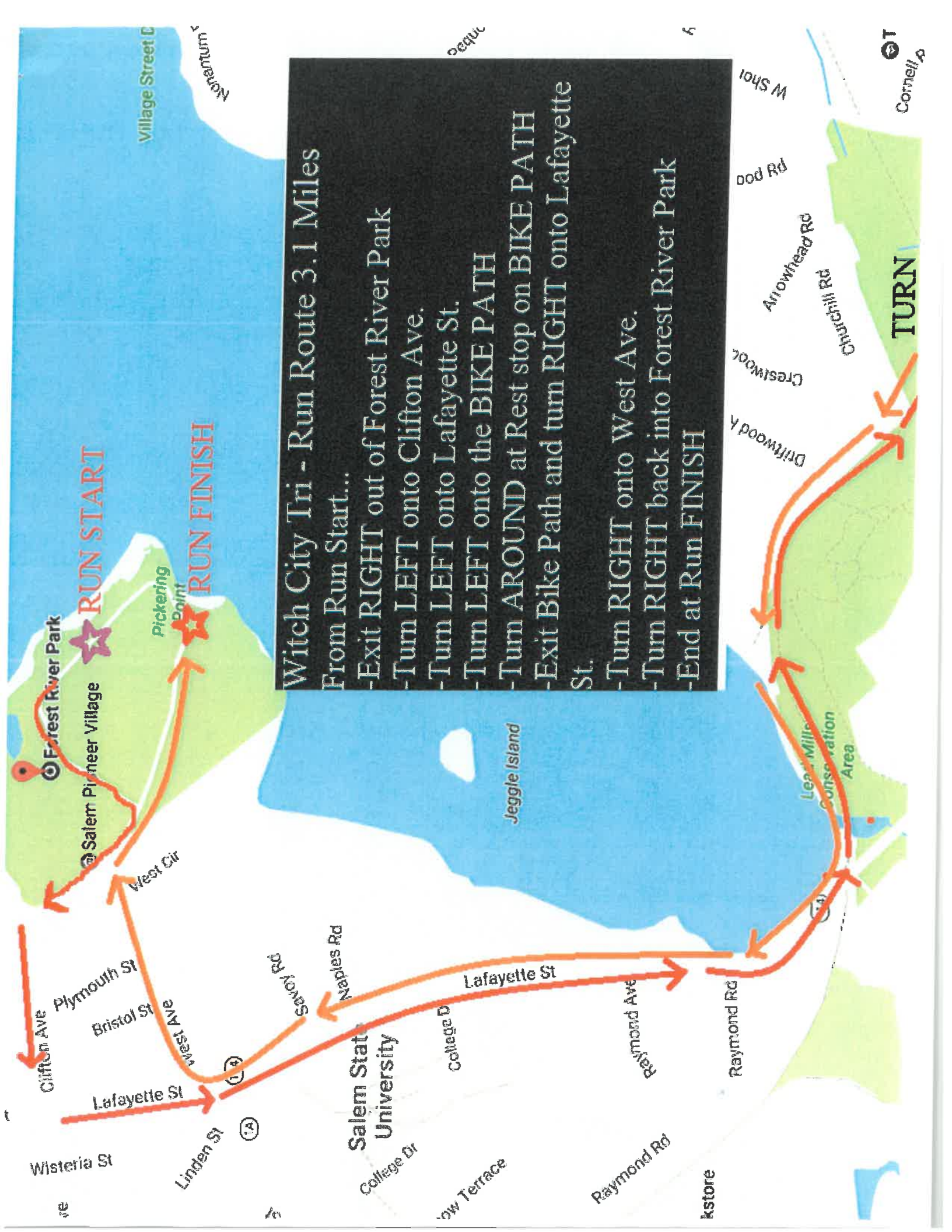


### Witch City Tri Bike Course:

From the Start Bike....

- Turn **RIGHT** out of Forest River Park
- LEFT** onto Clifton Ave.
- LEFT** onto Lafayette St.
- LEFT** onto West Shore Drive
- Turn around at Green St.
- Forward down West Shore Drive
- RIGHT** onto Lafayette St.
- RIGHT** onto West Ave.
- \*\*Repeat Bike route **TWO TIMES** then end by turning **RIGHT** back into Forest River Park to End Bike.





**Witch City Tri - Run Route 3.1 Miles**

From Run Start...

- Exit **RIGHT** out of Forest River Park
- Turn **LEFT** onto Clifton Ave.
- Turn **LEFT** onto Lafayette St.
- Turn **LEFT** onto the **BIKE PATH**
- Turn **AROUND** at Rest stop on **BIKE PATH**
- Exit Bike Path and turn **RIGHT** onto Lafayette St.
- Turn **RIGHT** onto West Ave.
- Turn **RIGHT** back into Forest River Park
- End at Run **FINISH**

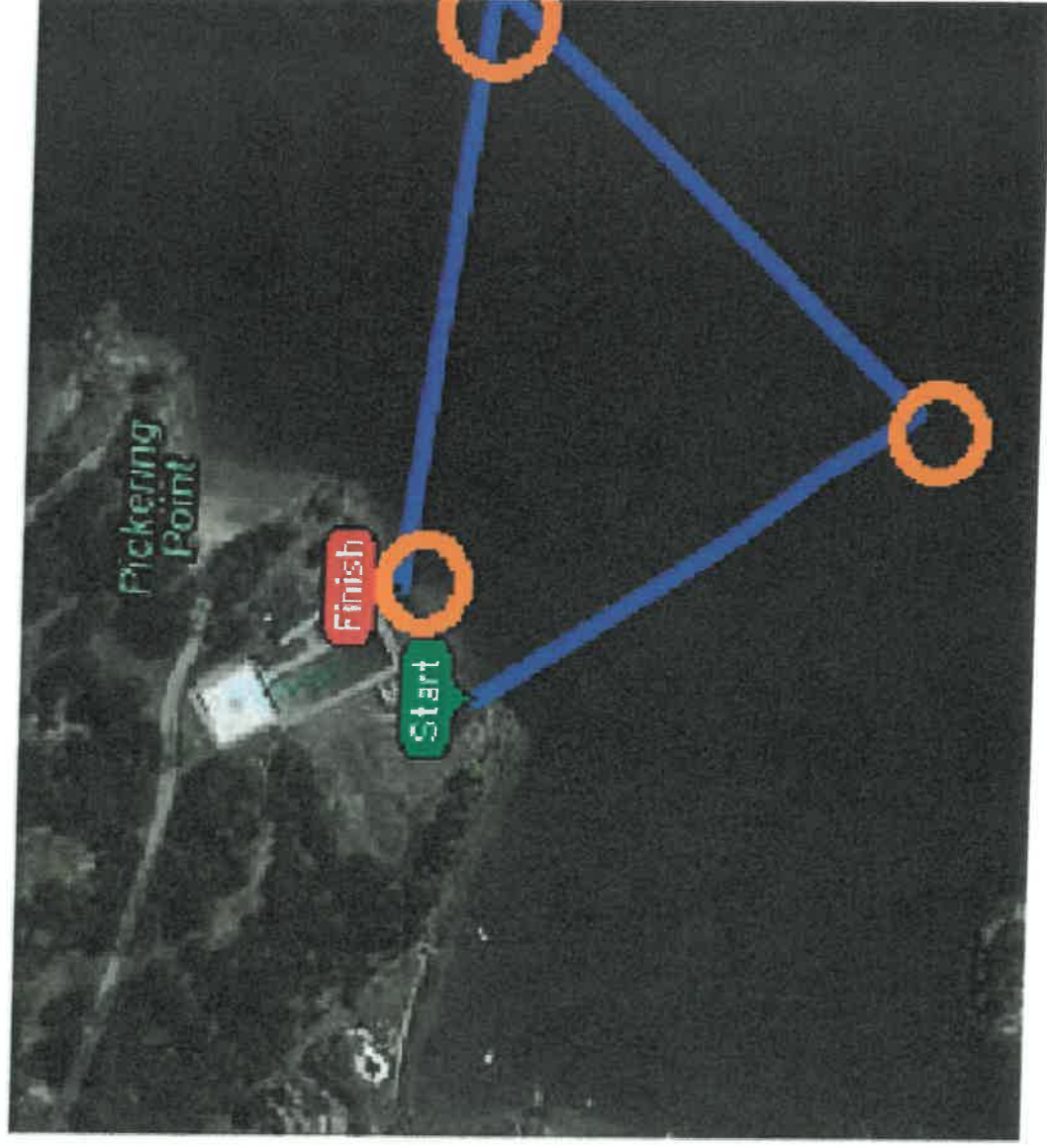
**RUN START**

**RUN FINISH**

**TURN**

# Witch City Triathlon 2017 Swim Course

Starting at the forest river park  
near Pickering Point beach next to  
a bath-house and pool,  
athletes will complete a half  
mile counter clockwise swim  
utilizing the water back onto the  
beach.





**Kimberley Driscoll**  
Mayor

**CITY OF SALEM, MASSACHUSETTS**

Park, Recreation & Community Services  
5 Broad Street

Salem, Massachusetts 01970  
Tel. (978) 744-0180 Or (978) 744-0924  
Fax (978) 744-7225  
Kpartanen@salem.com

**Please Print Clearly or Type**  
**2017 Road Race/Walk Application**

To the Park, Recreation & Community Services Director:  
We, the undersigned, respectfully apply for permission to host a road race/walk in the City of Salem as follows:

Applicant's Name: Katie Partyka  
Organization Name: Salem YMCA  
Name of Race/Walk: North Shore YMCA  
Contact #: 781 990 7063 E-Mail Address: PartykaK@northshorymca.org  
Address: 1 Sewall St  
City/State/Zip: Salem MA 01970  
Organization Tax Status (please include Tax ID Number): Non Profit 042104913  
What Charities Will This Race/Walk Be Benefiting? Salem YMCA  
Approximately How Much of the Race/Walk Proceeds Will Be Donated to Each Charity(s) 100%

**Day of Race/Walk Contact Information:**

Name: Katie Partyka Contact #: 781 990 7063  
Date of Race/Walk: Sept 10 Estimated Number of Runners/Walkers: 500  
Time of Race/Walk: 9:00am Estimated Finish Time of Race/Walk: 10:00am  
Start Location: 283 Derby St Finish Location: 283 Derby St  
Distance of Race/Walk: 5K

Has This Event Been Held Before?  Yes  No

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

Please Explain Your Plan (Will You Bring to North Shore Recycled Fiber on 53 Jefferson Ave, Open M-F; Bring to Your Home Curbside, or Other?)

We will provide our own bins & dispose of them

If You Have Questions about Recycling, Please Contact Julie Rose for More Information 978-619-5679



Will the Organizers Provide Onsite EMT/Ambulance Service (Required):  Yes  No

Please Attach a Map of Route With the Following Items:

1. Race/Walk Course
2. Direction of Runners Through the Race/Walk
3. Starting and Finishing Points
4. Meeting Points For Racers Before and After the Race/Walk
5. Race/Walk in Progress Warning Signs

Does Race/Walk Have Insurance (Required)  Yes  No

Certificate of Insurance Attached?  Yes  No

Name of Insurance Company: \_\_\_\_\_

Please explain the plan for notification to residents of street closures: \_\_\_\_\_

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

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

Applicant's signature

Date: 6/12/17

Name of applicant

Katie Portyka / Salem YUCA

updated  
course  
discussed  
w/ Capt  
Stevens

PLEASE SUBMIT PAYMENT OF \$200 WITH THIS PERMIT TO THE CITY OF SALEM PARK, & RECREATION DEPARTMENT **NO LATER THAN 45 DAYS PRIOR TO THE EVENT.**  
A copy of this permit will be sent to the applicant upon approval

Please call Park, Recreation & Community Services if you have any questions. 978-744-0180

**CITY USE ONLY**

Payment Received: \_\_\_\_\_ Date Permit Issued: \_\_\_\_\_ Date Permit Mailed to Applicant: \_\_\_\_\_

Approved By:

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

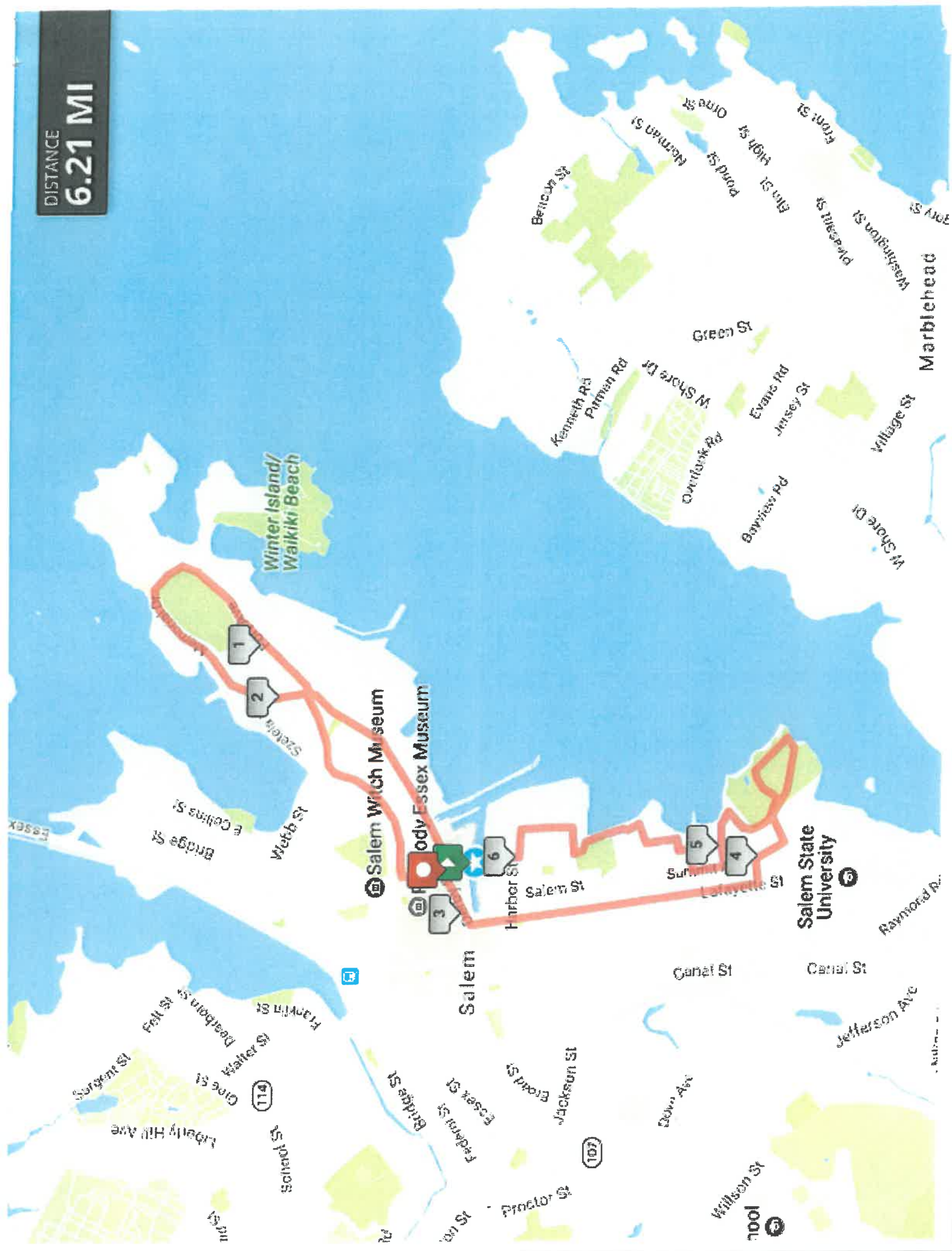
[Signature]  
Salem Police Department

Effective date of form: 2/8/12  
Revised date of form: 9/25/14





DISTANCE  
**6.21 MI**





CITY OF SALEM, MASSACHUSETTS

PARK, RECREATION & COMMUNITY SERVICE

5 Broad Street, Salem MA 01970

Tel. (978) 744-0180/(978) 744-0924

Fax (978) 744-7225

pobrien@salem.com

Kimberley Driscoll  
MAYOR

Trish O'Brien  
Superintendent

Please Print Clearly or Type

2016 Road Race/Walk Application

To the Park, Recreation & Community Services Director:

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

Applicant's Name: Aurora Vellante

Organization Name: B & S Event Management

Name of Race/Walk: Wicked Half Marathon

Contact #: 978 836 0271 E-Mail Address bnsfitnesssevents@yahoo

Address: 10 Hemmenway rd.

City/State/Zip: Salem, MA 01970

Organization Tax Status (please include Tax ID Number): X

What Charities Will This Race/Walk Be Benefiting?  
Plummer Home

Approximately How Much of the Race/Walk Proceeds Will Be Donated to Each Charity(s)  
1000 - 2000

Day of Race/Walk Contact Information:

Name: Aurora Vellante Contact #: 978 836 0271

Date of Race/Walk: September 9/16/17 Estimated Number of Runners/Walkers: 1000

Time of Race/Walk: 7am Estimated Finish Time of Race/Walk: 11am

Start Location: Restaurant Row, Salem Finish Location: Willows - Memorial Dr.

Distance of Race/Walk: 13.1 miles

Has This Event Been Held Before? X Yes \_\_\_ No

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

Please Explain Your Plan (Will You Bring to North Shore Recycled Fiber on 53 Jefferson Ave, Open M-F; Bring to Your Home Curbside, or Other?)

curbside



If You Have Questions about Recycling, Please Contact Julie Rose for More Information 978-619-5679  
Will the Organizers Provide Onsite EMT/Ambulance Service (Required):  Yes \_\_\_ No  
Please Attach a Map of Route With the Following Items:

1. Race/Walk Course
2. Direction of Runners Through the Race/Walk
3. Starting and Finishing Points
4. Meeting Points For Racers Before and After the Race/Walk
5. Race/Walk in Progress Warning Signs

Does Race/Walk Have Insurance (Required)  Yes \_\_\_ No

Certificate of Insurance Attached?  Yes \_\_\_ No

Name of Insurance Company: John Walsh Insurance Co.

Please explain the plan for notification to residents of street closures: notices will be placed in mailboxes of residents directly effected by the race.

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

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

[Signature]  
Applicant's signature

Date: 12/10/16

Aurora Velante  
Name of applicant

PLEASE SUBMIT PAYMENT OF \$200 WITH THIS PERMIT TO THE CITY OF SALEM PARK, & RECREATION DEPARTMENT **NO LATER THAN 45 DAYS PRIOR TO THE EVENT.**  
A copy of this permit will be sent to the applicant upon approval

Please call Park, Recreation & Community Services if you have any questions. 978-744-0180

**CITY USE ONLY**

Payment Received: \_\_\_\_\_ Date Permit Issued: \_\_\_\_\_ Date Permit Mailed to Applicant: \_\_\_\_\_

Approved By:

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

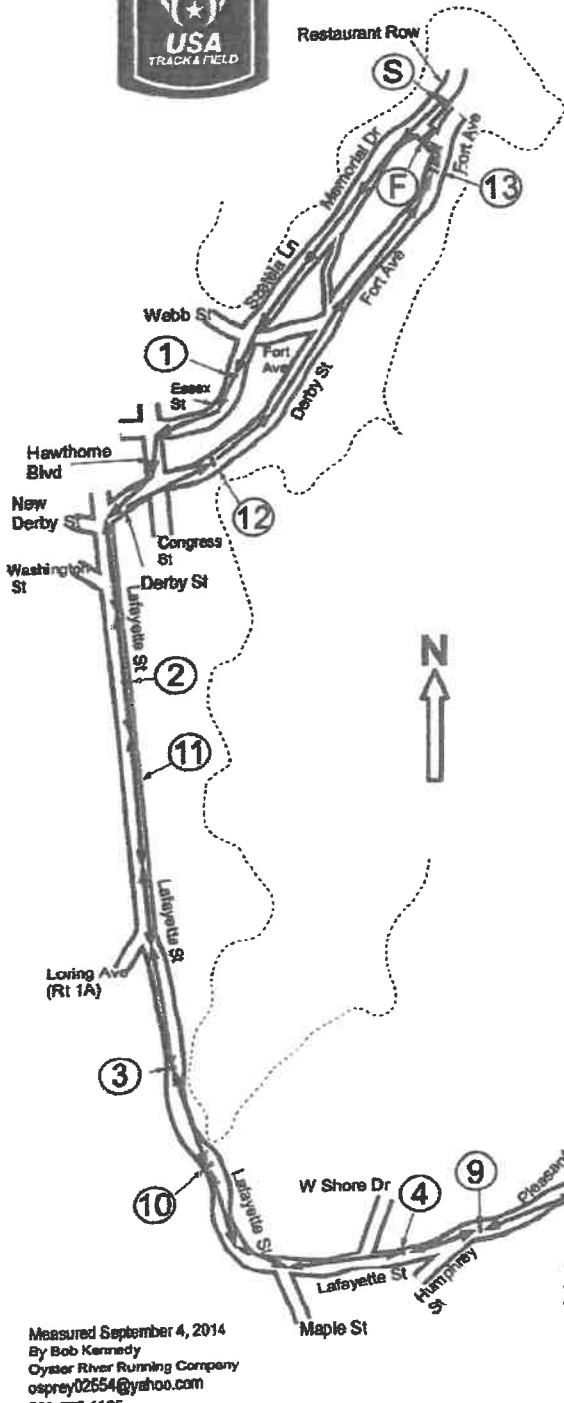
[Signature]  
Salem Police Department



# Wicked Half Marathon Salem, Massachusetts

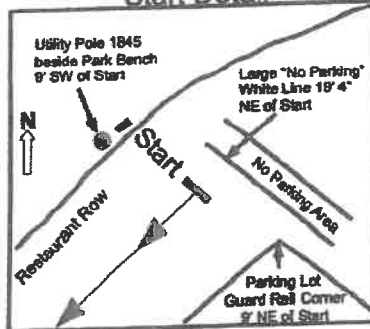


**USATF Certification #MA14033JK**  
**Effective 9/11/2014 - 12/31/2024**  
**Drop 0 m/Km, Separation 0.55%**

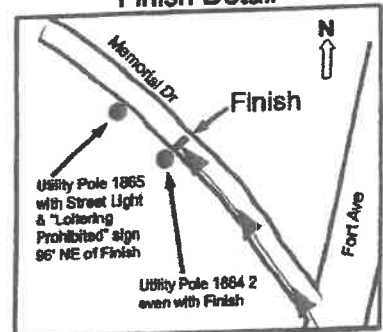


Start, Finish and all mile markers marked with White Paint & P-K Nails.  
 Note: UP = Utility Pole  
**Start:** On SE side of Restaurant Row 9' SW of corner of parking lot guard rail that surrounds tennis court, 9' NE of UP 1845 beside park bench on opposite side, & 19' 4" SW of large "No Parking" white line on park road.  
**Mile 1:** On NW side of Essex St 20' 4" NE of Yellow Fire Hydrant on same side, in front of 32 Essex St, & opposite intersection with Carlton St.  
**Mile 2:** On E side of Lafayette 19' S of Yellow Fire Hydrant on same side & opposite intersection with Gardner St.  
**Mile 3:** On W side of Lafayette St 33' 5" S of UP 4045 with flashing yellow warning light on same side.  
**Mile 4:** On N side of Lafayette Rd 27' 4" W of Storm Drain that is in driveway for 27 Lafayette, & 30' W of Laurel St.  
**Mile 5:** On NE side of Ocean Ave 91' 7" SE of UP 9 018, 9/18 VZ at junction of Gilbert Heights Rd on same side.  
**Mile 6:** On SE side of Ocean Ave 26' SW of UP 9/24 VZ at top of curve on same side.  
**Mile 7:** On SE side of Harbor Ave at UP 11 29, 29 VZ & opposite east edge of Hunsley Ln.  
**Mile 8:** On S side of Ocean Ave 103' W of 4<sup>th</sup> Double Street Light on same side.  
**Mile 9:** On N side of Pleasant St 43' 3" W of Yellow Fire Hydrant on same side, & S of 290 Pleasant St on opposite side.  
**Mile 10:** On SW side of Lafayette St 13' 10" SE of Storm Drain on SW end of Bridge.  
**Mile 11:** On E side of Lafayette St even with "West 114" sign on same side & on S side of 255 Lafayette St.  
**Mile 12:** On N side of Derby St 9' 3" E of Brick Crosswalk to Derby Wharf and in front of US Custom House at 176 Derby.  
**Mile 13:** On NW side of Fort Ave 55' 6" SW of UP 1761 on same side and opposite intersection of Fort Ave and Winter Island Rd.  
**Finish:** On SW side of Memorial Dr even with UP 1864 2, & 96' SE of UP 1865 with Street Light and "Loitering Prohibited" sign both on same side.

### Start Detail



### Finish Detail



Measured September 4, 2014  
 By Bob Kennedy  
 Oyster River Running Company  
 osprey02554@yahoo.com  
 608-677-4105

**Note:** Map not drawn to scale.  
 Many streets and cross streets not on map.

----- = Coastline



CITY OF SALEM, MASSACHUSETTS  
PARK, RECREATION & COMMUNITY SERVICE

5 Broad Street, Salem MA 01970  
Tel. (978) 744-0180/(978) 744-0924  
Fax (978) 744-7225  
pobrien@salem.com

Kimberley Driscoll  
MAYOR

Trish O'Brien  
Superintendent

Please Print Clearly or Type

2017 Road Race/Walk Application

To the Park, Recreation & Community Services Director:

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

Applicant's Name: Aurora Vellante

Organization Name: B&S Event Management

Name of Race/Walk: Devils Chase 6.66 miler

Contact #: 978 336 0271 E-Mail Address: dn5fitnessvents@yahoo

Address: 10 Hemmenway rd.

City/State/Zip: Salem, MA 01970

Organization Tax Status (please include Tax ID Number):

What Charities Will This Race/Walk Be Benefiting?  
The Plummer Home

Approximately How Much of the Race/Walk Proceeds Will Be Donated to Each Charity(s)  
1000 - 2000

Day of Race/Walk Contact Information:

Name: Aurora Vellante Contact #: 978 336 0271

Date of Race/Walk: 10/28/17 Estimated Number of Runners/Walkers: 1000

Time of Race/Walk: 7am Estimated Finish Time of Race/Walk: 11am

Start Location: Restaurant Row Salem Finish Location: Willows Memorial Dr.

Distance of Race/Walk: 6.66 miles

Has This Event Been Held Before?  Yes  No

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

Please Explain Your Plan (Will You Bring to North Shore Recycled Fiber on 53 Jefferson Ave, Open M-F; Bring to Your Home Curbside, or Other?)

If You Have Questions about Recycling, Please Contact Julie Rose for More Information 978-619-5679

Will the Organizers Provide Onsite EMT/Ambulance Service (Required):  Yes \_\_\_ No

Please Attach a Map of Route With the Following Items:

1. Race/Walk Course
2. Direction of Runners Through the Race/Walk
3. Starting and Finishing Points
4. Meeting Points For Racers Before and After the Race/Walk
5. Race/Walk in Progress Warning Signs

Does Race/Walk Have Insurance (Required)  Yes \_\_\_ No

Certificate of Insurance Attached?  Yes \_\_\_ No

Name of Insurance Company: John Walsh Insurance Co.

Please explain the plan for notification to residents of street closures: Letters will be placed in mailboxes of residents directly effected by the race.

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

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[Signature] Date: 12/10/16  
Applicant's signature

Aurora Vellante  
Name of applicant

PLEASE SUBMIT PAYMENT OF \$200 WITH THIS PERMIT TO THE CITY OF SALEM PARK, & RECREATION DEPARTMENT **NO LATER THAN 45 DAYS PRIOR TO THE EVENT.**

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Please call Park, Recreation & Community Services if you have any questions. 978-744-0180

**CITY USE ONLY**

Payment Received: \_\_\_\_\_ Date Permit Issued: \_\_\_\_\_ Date Permit Mailed to Applicant: \_\_\_\_\_

Approved By: [Signature]  
Director (Or Designee) of Salem Park, Recreation & Community Services

[Signature]  
Salem Police Department





# CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
2/18/2016

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

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

PRODUCER <b>CURTIS J. VERNON INSURANCE AGENCY</b> PO BOX 266 BOUNTIFUL, UT 84010		CONTACT NAME: PHONE (A/C No. Ext): <b>(801) 292-5529</b> FAX (A/C No.): <b>(801) 677-0077</b> E-MAIL ADDRESS:	
INSURED <b>B&amp;S FITNESS PROGRAMS LLC</b> <b>45 CONGRESS STREET, DOCK 19-20</b> <b>SALEM, MA 01970</b>		INSURER(S) AFFORDING COVERAGE <b>INSURER A: ATAIN SPECIALTY INSURANCE CO</b> INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			<b>CIP278401</b>	<b>01/29/16</b>	<b>01/29/17</b>	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,000</b> MED EXP (Any one person) \$ <b>5,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b> Professional Liability \$ <b>2,000,000</b>
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> HIRED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

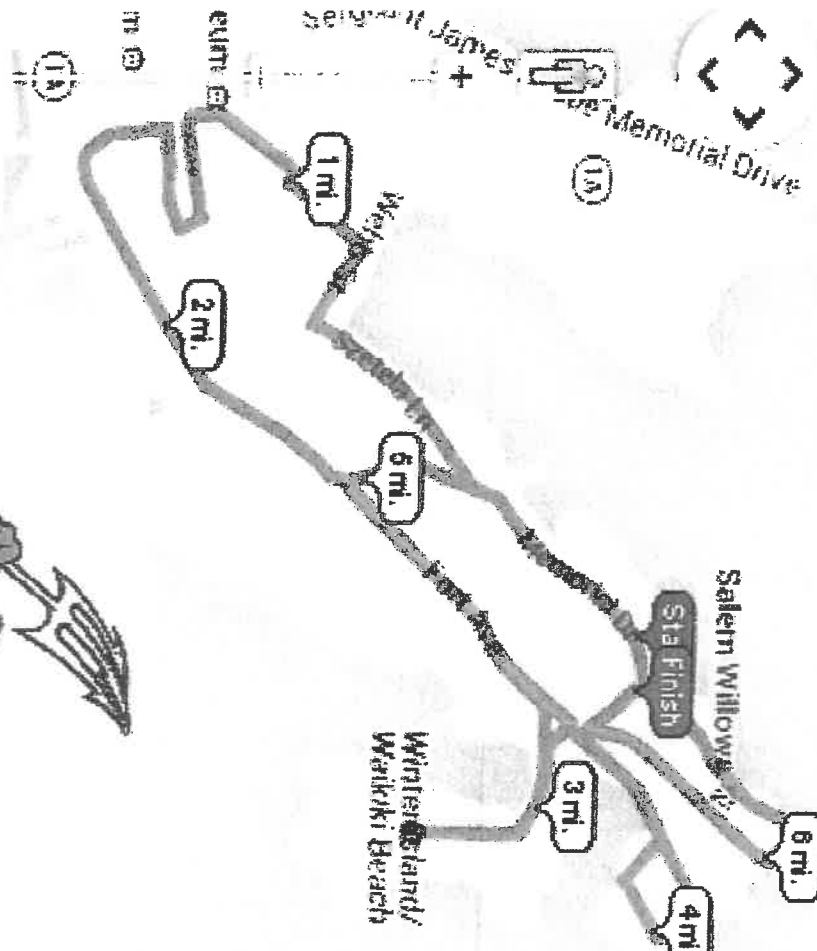
CERTIFICATE HOLDER <b>***Proof of Coverage***</b>	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 





- Start on Restaurant Row (Dead Horse Beach)
- Straight on Memorial Dr. turns into Szelela Ln
- Turn Right on Webb St.
- 6 mi. Turn Left on Andrew St.
- 3 mi. Enter Salem Common (counter clockwise loop)
- Exit Common by Washington Sq. E
- Proceed down Washington Sq. E
- 4 mi. Turn Right on Essex St.
- 3 mi. Turn Left on Hawthorne Blvd.
- Turn Left on Derby St
- 5 mi. Straight on Deby St. which turns into Fort Ave.
- Turn Right on to Winter Island Rd.
- Run a counterclockwise loop around Winter Island booth
- Back down Winter Island Rd.
- 6 mi. Turn Right at Columbus Square
- Turn Right on to Columbus Ave.
- Turn Right on to Bay View Ave.
- Turn Left on to Cheval Ave
- Turn Left on to Beach Ave
- Turn Left back on to Columbus Ave
- Straight back down Columbus Ave on to Fort Ave
- Turn Right on to Memorial Dr <sup>Szelela Ln</sup>
- Proceed straight on Restaurant Row following signs around Salem Willows
- Straight Down Fort Ave
- Sharp Right on Memorial Drive
- Finish line is parallel to the soccer field on Memorial Drive

Map |  Satellite



## *City of Salem*

*In the year two thousand and Seventeen*

*An Ordinance to amend an Ordinance relative to Zoning*

*Be it ordained by the City Council of the City of Salem, as follows:*

**Section 1.** Section 9.5.2 Applicability, Section 9.5.3 – Application and Section 9.5.6 – Review Criteria of Salem Zoning Ordinance are hereby deleted in their entirety and replaced with the following new sections:

**9.5.2 Applicability.** Site plan review shall be required for:

1. Nonresidential structure or premises exceeding ten thousand (10,000) gross square feet; or
2. Residential structure containing one (1) or more residential dwelling units.
3. Salem Redevelopment Authority Development Project Reviews
4. Planned Unit Developments

**9.5.3 Application.** Any application for approval of a site plan review under this section shall be accompanied by fifteen (15) copies of a site plan, which shall be at a scale to be established by the Planning Board and, according to the size of the development, shall include fifteen (15) copies of all information required for a Definitive Plan under Section III B of the Subdivision Regulations of the Planning Board of the City of Salem, and such petition shall also be accompanied by fifteen (15) copies of an environmental impact statement as set out in Appendix A of the subdivision regulations of the Planning Board of the City of Salem, as requested. The plan shall contain the following information:

1. Location and dimensions of all buildings and other construction;
2. Location and dimensions of all parking areas, loading areas, bicycle racks or bicycle storage areas, walkways and driveways; Plans shall clearly identify pavement grade changes exceeding 5%, and any vegetated slopes steeper than 1V:3H, identify all pedestrian and vehicular pavement materials
3. Location and dimensions of internal roadways and access ways to adjacent public roadways;
4. Location, function, photometric intensity, color temperature, and fixture type of external lighting;

5. Location, type, dimensions and quantities of landscaping and screening; This shall include: retaining walls, fences, utilities such as drain inlets, manholes, drainage tanks, back flow preventers

6. Current and proposed locations and dimensions of utilities, wireless communication facilities, hydrants, security cameras, signage, gas, telephone, electrical, communications, water, drainage, sewer, HVAC-related mechanicals, transformers, switchgears, generators, storm water, intake and exhaust features including: ventilation, stacks, fans, louvers, steam, and recycling and other waste disposal locations;

7. Location and dimensions of snow storage areas;

8. Location of all existing natural features, including ponds, brooks, streams wetlands, street trees, and existing vegetation within 25' of the project boundary

9. Topography of the site, with one foot contours;

10. Conceptual drawing of buildings to be erected, including elevations, showing architectural styles.

**9.5.6 Review Criteria.** The Planning Board shall review such submitted information in accordance with accepted site planning standards and attempt to promote such standards and make certain that the development, if approved, takes place in a manner which shall in all aspects be an asset to the City. The Planning Board shall request changes in such plans and information submitted to promote the quality of the development and its impact upon the health, convenience, and general welfare of the inhabitants of the City. The Planning Board shall review and amend all such submitted plans in accordance with the following criteria:

1. Adequacy of parking facilities and number of parking spaces proposed for each development;
2. Adequacy of loading facilities;
3. Adequacy of traffic circulation system for all modes of transit, consistent with Salem's Complete Streets policy;
4. Adequacy of access points and routes to and from the land parcel to adjoining streets and ways;
5. Adequacy of type and amount of external lighting to be provided on the parcel;
6. Adequacy of type, quality and quantity of landscaping to promote an aesthetically pleasing environment and to properly screen the development from adjacent land uses;
7. Adequacy of type, quality and quantity of vegetative screening to protect adjacent and nearby land parcels from structures not aesthetically pleasing or wholly compatible with such parcels;

8. Adequacy of the methods and storage dimensions for disposal of sewage, refuse, recycling, and other waste;
9. Adequacy of the method of surface drainage across and from the site;
10. Adequacy of the method of water distribution to and from the parcel and its structures;
11. Adequacy of pedestrian circulation systems to and from parking areas and structures consistent with the City of Salem's Complete Streets policy;
12. Adequacy of protection or enhancement of natural areas;
13. Compatibility of the architecture of structures with architecture of surrounding or nearby buildings.

*Section 2.* This ordinance shall take effect as provided by City Charter.

In City Council April 13, 2017

Referred to the Planning Board to schedule a joint public hearing with the City Council.

Joint public hearing held on June 12, 2017 and advertised in the Salem News on May 29, 2017 and June 5, 2017

Referred to the Planning Board for their recommendation

In City Council June 22, 2017

Adopted as amended for first passage by unanimous roll call vote of 11 yeas, 0 nays, 0 absent

A motion for immediate reconsideration in the hopes it would not prevail was denied.

ATTEST:

CHERYL A. LAPOINTE  
CITY CLERK

# City of Salem

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*In the year Two Thousand and Sixteen*

**An Ordinance** to amend the Ordinance relative to the Salem Zoning Map

*Be it ordained by the City Council of the City of Salem, as follows:*

**Section 1.** The parcels set forth below, currently zoned Business Neighborhood (B-1), are hereby rezoned Residential Two-Family (R-2):

<u>Address</u>	<u>Assessor Parcel ID</u>
15 Green Street	33-0567-0
72 Leach Street	33-0566-0
76 Leach Street	33-0565-0
80 Leach Street	33-0564-0
2 Glover Street	33-0563-0
4 Glover Street	33-0562-0
6 Glover Street	33-0561-0

**Section 11:** This Ordinance shall take effect as provided by City Charter:

In City Council May 11, 2017

Referred to the Planning Board to schedule a joint public hearing with the City Council

Joint Public Hearing held on June 12, 2017 and advertised in the Salem News on May 29, 2017 and June 5, 2017

Referred to the Planning Board for their recommendation

In City Council June 22, 2017

Adopted for first passage by roll call vote of 11 yeas, 0 nays, 0 absent

ATTEST:

CHERYL A. LAPOINTE  
CITY CLERK

# City of Salem

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*In the year two thousand and Seventeen*

**An Ordinance** to amend an Ordinance relative to Traffic

*Be it ordained by the City Council of the City of Salem, as follows:*

**Section 1.** Chapter 42, Section 50B – “Handicap Parking, Limited Time”

Repeal Devereaux Street in front of #2 Devereaux Street, for a distance of twenty (20) feet, Handicap Parking only, Tow Zone. (12-12-2016)

**Section 2.** This Ordinance shall take effect as provided by City Charter.

In City Council June 22, 2017.  
Adopted for first passage

ATTEST:

CHERYL A. LAPOINTE  
CITY CLERK

# City of Salem

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*In the year two thousand and Seventeen*

**An Ordinance** to amend an Ordinance relative to Traffic

*Be it ordained by the City Council of the City of Salem, as follows:*

**Section 1.** Chapter 42, Section 74 – “General Prohibitions, Towing Zones”

Jefferson Avenue westerly side starting at Willson Street and continuing in a northerly direction for fifty-four (54) feet, No Parking Tow Zone.

**Section 2.** This Ordinance shall take effect as provided by City Charter.

In City Council June 22, 2017  
Adopted for first passage

ATTEST:

CHERYL A.LAPOINTE  
CITY CLERK

# City of Salem

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*In the year two thousand and Seventeen*

**An Ordinance** to amend an Ordinance relative to Traffic

*Be it ordained by the City Council of the City of Salem, as follows:*

**Section 1.** Chapter 42, Section 75 – “Parking Prohibitions Towing Zones (Resident Parking)”

Hawthorne Boulevard Zone A, color blue, easterly side, from Essex Street to Charter Street, two (2) hour non-resident limit weekdays between the hours of 9:00 AM and 5:00 PM. “Resident Sticker Parking, Tow Zone”

**Section 2.** This Ordinance shall take effect as provided by City Charter.

In City Council June 22, 2017  
Adopted for first passage

ATTEST:

CHERYL A. LAPOINTE  
CITY CLERK