

Kimberley Driscoll Mayor

March 23, 2017

Honorable Salem City Council Salem City Hall Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Kerry Murphy of 10 ½ Mall Street, to the Salem Board of Health for a three-year term to expire March 23, 2020. Ms. Murphy will take the seat previously held by Janet Greene, who has decided to step down from the Board. I hope you will join me in thanking Ms. Greene for her years of volunteer service to the board.

Ms. Murphy is a nutrionist and public health advocate who currently serves as the Salem Mass in Motion Healthy Living Coordinator and the program manager for our Salem Summer Meals program. She is leading our newly launched Salem Food Policy Council initiative, serves on the Salem for All Ages Task Force, and volunteers with the Salem Food Pantry, on the Carlton Innovation School Council, and as coordinator of the Salem Backpack Program. As a dietetic technician pursuing her M.S. degree in the field she has completed multiple supervised practices in community, long-term care, and outpatient nutrition.

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

Sincerely,

Kimberley Driscoll

Kin Drinko

Mayor

Kerry Murphy 10 ½ Mall Street Salem, MA 01970

Home: 978-594-5008/Cell: 978-317-3738/kerry@simplebits.com

Education

Eastern Michigan University, 2014-present

Pursuing M.S. in Dietetics through Coordinated Program Anticipated graduation date: August 2017, current GPA: 3.88

Central Arizona College, 2003-2005

Associate of Science, Dietetic Technician program. GPA: 4.0

Berklee College of Music, 1989-1994

Double BA, Music Business & Management and Commercial Arranging

Supervised Practice Experience

Community Nutrition

WIC

Lynn, MA

Sept. - Oct. 2016

- Collaborated with the Good Food Project, a cooking workshop designed to teach WIC participants how to cook healthy food on a budget
- Designed visually appealing nutrition displays

North Shore YMCA

Beverly, MA

Sept. - Dec. 2016

- Assisted RD in counseling sessions for diabetes prevention and cancer support
- Provided general nutrition counseling at weekly "Ask the Nutritionist" tables
- Created and delivered engaging, age-appropriate nutrition-related presentations to preschool and kindergarten YMCA programs

Dube Nutrition

Peabody, MA

Sept. -- Nov. 2016

- Prepared and implemented group presentations for weight management group
- Assisted RD with individual counseling for patients with diabetes, cardiac conditions and obesity
- Conducted nutrition screening, assessment, and evaluation of patients

Outpatient Nutrition

Lahey Lifestyle Mgmt. Institute

Danvers, MA

March-Apr 2016

- Prepared and presented nutrition education materials for members of the Weight Management Program
- Counseled preoperative bariatric surgery patients

Long-term Care

Ledgewood Rehabilitation

Beverly, MA

Jan-March 2016

Conducted and documented quarterly nutrition assessments for long-term care patients

ServSafe Food Protection Manager Certification from the Educational Foundation of the National Restaurant Association, December 2015 – December 2020

American College of Sports Medicine Personal Trainer Certification, May 2013 - present

Volunteer Experience

Salem Backpack Program. 2012-present

Founder and coordinator of a weekend nutrition program that provides supplemental meals and snacks for over 150 elementary school children in need.

Salem Food Pantry, Board Member. 2012-Present

Assist in fundraising and day-to-day operations of this non-profit organization.

Carlton Innovation School Council. 2012-present

Assist principal and faculty members with identifying curriculum goals and promoting activities to benefit the entire school community.



Kimberley Driscoll Mayor

April 13, 2017

Honorable Salem City Council Salem City Hall Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Giulia Bellofatto, of 29 ½ Dearborn Street, to the Salem Beautification Committee for a three-year term to expire April 13, 2020.

Ms. Bellofatto has volunteered at many past events organized by the Beautification Committee and also at events organized by Salem Main Streets. She has an attention to detail and a passion for Salem that will lend itself well to the work of the committee. A gardener and decorator in her spare time, Ms. Bellofatto has a strong interest in the efforts of the Beautification Committee and in our continued work to make our City more clean, vibrant, and livable.

I strongly recommend confirmation of Ms. Bellofatto's appointment to the Beautification Committee We are fortunate that she is willing to volunteer to serve our community in this role and lend her dedication to this committee and their work.

Very truly yours,

Kimberley Driscoll

Mayor

Giulia Bellofatto 29 1/2 Dearborn Street Salem, MA 01970 (617) 699-0414

8/03- Present RueLaLA, Boston, Ma / Smartbargains, Inc.

Lead Accounts Payable Analyst

- Oversee four AP analysts assist in resolving issues and provide assistance / coverage as needed. Foster good relationships between the AP analysts
- Work with all factors to ensure approval of orders
- Maintain daily credit hold log to ensure all orders are approved by factors /prepaid to vendors for release
- Work with the merchandise team and fulfillment teams in urgent situations to get orders released for shipment
- Work with vendors and warehouse personnel to resolve shortages or merchandise disputes
- Maintain weekly cash projection for payables
- Approve all AMEX charges. Maintain and balance of account
- Coordinate and communicate payables issues within the department and across departments
- Train / on board new AP Analyst. Periodically check that current AP analyst are adhering to procedures / implement and maintain new procedures
- Work with our IT PeopleSoft engineer on system issues that affect AP
- Foster and maintain good vendor relations
- Prepare, process and post all manual payments

8/02-8/03 MIT Technology Licensing Office, Cambridge, Ma. (Temporary Position)

Accounts Payable

- Responsible for tracking, entering and scanning all Patent Attorney invoices
- Drafting deduction letters and mailing out checks
- Researching past due invoices and deducted invoices
- Tracking/obtaining patent serial numbers to be updated in the database

7/99-4/02 Congress Group Ventures, Cambridge, Ma.

Administrative/Accounting Assistant

- Provide administrative support to the CFO and accounting department
- Assist in preparation of financial statements, budgets and other documents for presentation to principals
- Assist with preparation of monthly financial reports
- Maintain and update Certificates of Insurance are needed for each project
- Prepare bank reconciliations; input journal entries
- Input payables for various locations

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8/98 - 7/99 Congress Group Ventures / Cornerstone Properties Inc, Cambridge, Ma

Property Assistant/ Tenant Coordinator

- Assure Tenant satisfaction and initiate good relations
- Negotiate proposals for vendor services; audit vendor contract/services for cost efficiency
- Coordinate repairs with maintenance crew, contractors, vendors to resolve tenant issues/building issues
- Work with Building Engineer to contract and coordinate vendor services for major repairs
- Maintain all maintenance and repair logs; maintain Tenant Manual and Tenant Information Reports
- Review Security Logs on daily basis, update Security Information Reports, check key inventory
- Update emergency contact lists, property removal authorization, space access, tenant alarm information
- Maintain Insurance certificates log for Tenants, vendors and contractors
- Manage Access Card System; coordinate with vendor for service, maintenance
- Assist with Emergency Procedures
- Coordinate Building/Tenant Signage
- Special projects as required
- Accounting duties as needed such as budget preparations, bank reconciliations

2/98 - 8/98 Pioneer Group, Boston, Ma

Control Accountant

- Track shareholder dividends (daily and periodic)
- Input prices and rates on rotational basis; QC prices and rates on a rotational basis
- Process money movements on a rotational basis
- Shareproof and Cash Control

10/92 – 9/96 SunGard Asset Management Systems, Cambridge, Ma (Formerly National Computer Systems) Senior Accountant

- Process and pay vendor invoices and employee expense reports
- Maintain and audit petty cash, purchase order / purchase requisition logs
- Responsible for Asset Tag Management
- Provide administrative support to the accounting department as needed
- Assist Controller with internal activities for year-end audits, independent audits and annual budgets
- Prepare monthly financial status reports reflecting the business units operations
- Manage general ledger, accounts payable, fixed assets and travel accounting systems
- Prepare journal entries and reconciliation's
- Develop and maintain PC based financial reports, and accounting forms
- Coordinate retention of accounting, and financial documents for audit purposes

Due to the loss of the Facilities Manager, the following responsibilities were added in May of 1995

- Perform audits on all in house equipment and maintained tracking of this equipment
- Maintain listing of off-site equipment held by employees
- Responsible for the purchase/lease of new office equipment; maintain up keep of all office equipment
- Monitor facility maintenance; resolve heating and cooling problems with building maintenance team
- Coordinate and assist with the set up and removal of furniture with building maintenance team
- Coordinate and assist with various functions during facility moves
- Assist Human Resources in their effort to locate and lease condominiums for executive re-locations

Technical Skills

PeopleSoft Accounting Software Great Plains Accounting Software Microsoft Excel Microsoft Word Microsoft Power Point



Kimberley Driscoll Mayor

April 13, 2017

Honorable Salem City Council Salem City Hall Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Rebecca Christie, J.D., of 17 Marlborough Road, to the Salem Commission on Disabilities for a three-year term to expire April 13, 2020.

Attorney Christie is a compliance officer with the Massachusetts Department of Developmental Services, where she has worked since 1996. Prior to that she worked as senior residential director at North Shore ARC and the director of residential services at Project Triangle, among other positions in her 45-year career in human services. She has extensive experience working with and supporting individuals with different abilities and needs, as well as legal and public policy expertise in the field. Attorney Christie is a certified trainer for a number of developmental programs and has volunteered locally as one of the founders of the "Freeze Your Tush Off" charity swim for the Salem Food Pantry and as a former member of the Salem Conservation Commission.

I strongly recommend confirmation of Attorney Christie's appointment to the Disabilities Commission. We are fortunate that she is willing to volunteer to serve our community in this important role and lend her expertise and dedication to this commission and their work.

Very truly yours,

Kimberley Driscoll

Mayor

Rebecca Christie, J.D. 17 Marlborough Road Salcm, Ma. 01970 Cell 978-580-5016 Home 978-745-8340

Email: andantebcl@gmail.com

Summary of Professional Qualifications

- Extensive background in human services (1972-present)
- Extensive experience in residential services including staff supervision, program developmental and budget development and monitoring
- Excellent written and oral communication skills
- Significant experience in training of staff and individuals served by the Department of Developmental Services
- Excellent ability to facilitate, resolve conflict and problem-solve

Professional Experience

Human Rights Specialist (Compliance Officer III)

Department of Developmental Services, Northeast Region 2012- present

Service Coordinator 1

Department of Developmental Services 1996-2012

Cardio-Fitness personnel

Danvers Community YMCA 2002 to present

Sr. Residential Director

North Shore ARC (now NorthEast ARC) 1991-1996

Division Manager- Arlington Division of Residential Services

Technical Aid Corporation 1986-1990

Director of Residential Services

Project Triangle, Inc. (now Triangle, Inc.) 1980-1986

Assistant Director of Residential Services

Pennsylvania ARC (now ARC of Butler County) 1977-1980

Education:

Clarion State University 1973-1977 BS in Education -minor Psychology and Music North Shore Community College 1999-2002 Associates Degree-Paralegal Massachusetts School of Law 2002-2006 Juris Doctor

Affiliations:

Sweet Adelines International Inc. member since 1993

Harmony Incorporated member since 2007

Founder- www.freezeyourtushoff.org New Year's Day charity swim benefiting the Salem Pantry

American Legion Auxiliary- West Sunbury Post Unit # 243

Trainer-Statewide Abuse & Awareness Project, Department of Justice

Trainer-IMPACT:ability

Traincr- Real Friends: Widening the Circle

References provided upon request.



Kimberley Driscoll Mayor

April 13, 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 Guarino, of 4 Carpenter Street, to the Salem Redevelopment Authority for a five-year term to expire April 13, 2022, filling the seat formerly held by Conrad Baldini, who has opted to step down from the Board. I hope you will join me in thanking Mr. Baldini for his nearly two decades of service and leadership on the Redevelopment Authority board.

Mr. Guarino brings many years' experience in public communications and strategy, including his time currently as senior partner at Melwood Global and, previous to that, as Director of Public Affairs for MSL Boston. His public sector experience includes work directing communications efforts for the Office of the Speaker of the Massachusetts House and or the Office of the Attorney General. He serves on the steering committee of the JFK Presidential Library Foundation's "New Frontiers Network" and, locally has coached and volunteered for Salem Youth Soccer for the last eight years. Mr. Guarino holds a Bachelor's degree in journalism from Northeastern University.

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

Very truly yours,

Kimberley Driscoll

Mayor

David Guarino

4 Carpenter Street, Salem, MA 01970 ▶ dguarino@melwoodglobal.com ▶ cell 617.548.4981 Twitter: @DavidGuarino ▶ LinkedIn: www.linkedin.com/in/davidguarino

SUMMARY

Seasoned communications and public affairs professional with more than 20 years' experience at the highest levels of communications, media, government and industry. A skilled leader with strong track record in crisis communications, media training and strategy and social media. A creative thinker consistently able to achieve ambitious goals, collaborate and become a trusted team leader.

EXPERIENCE

Melwood Global, Boston, MA & Washington, D.C.

Senior Partner, May 2011-president

One of three partner/owners of the boutique-sized worldwide strategic communications firm operating in Boston and in Washington, D.C. serving clients around the country and overseas

- Lead diverse group of government, nonprofit organizations, institutions, associations and corporations in fields such as health care, energy, the environment, education, and criminal justice
- Senior advisor to elected and appointed leaders in government and business
- Work well with in-house teams and other consultants to create dynamic, viral campaigns around issues, legislation, regulations and drive solutions that are favorable to our clients
- Regularly work with clients on discrete crises, helping them manage reputations through challenging media firestorms
- Innovator in social media, guiding national, regional and local government and institutional efforts using the latest platforms and technology

MSL Boston, Boston, MA

Vice President/Director of Public Affairs, April 2009-May 2011

Recruited to launch and successfully led New England Corporate Public Affairs specialty for leading multinational communications agency.

- Led diverse accounts, including Blue Cross Blue Shield of Massachusetts, the Massachusetts
 Association of Health Plans, Genzyme, the Massachusetts Health and Educational Facilities
 Authority, Foley Hoag, United to Stop Slots and the Massachusetts Turnpike Toll Equity Alliance
- Counseled CEOs and senior corporate and institutional leaders on challenges involving government investigations, business-critical legislation, intense media scrutiny and decisive litigation
- Regularly secured publication of news stories, bylined columns in all major New England media
- Elevated the profile of MSL Boston through contributions to award-winning corporate blog, regular television commentary and moderating public roundtable events
- Authored widely-distributed white papers on the impact of social media on public affairs,
 anonymous media online comment sections and the government's new product safety database

Massachusetts House of Representatives - Office of the Speaker, Boston, MA

Deputy Chief of Staff/Director of Communications, February 2007-March 2009

Led communications and acted as senior adviser for Massachusetts Speaker of the House and the Democratic House leadership in the 160-member Massachusetts legislative branch of government.

- Responsible for all public communications, including media relations, speeches, preparing for media interviews, drafting opinion columns, web-casting and internal communications.
- Served as chief spokesman on all matters before the 160-member legislative branch.

- Directed significant increase in Speaker's profile, crisis communications amid heightened scrutiny and major policy initiatives, including sweeping clean energy reform, \$1 billion life sciences incentives, casino gambling, education, health care and tax policy, and gay marriage.
- Led effort public transparency effort which launched web-broadcasting of all sessions and many hearings for the first time and making those proceedings available on demand to the public.

Office of the Attorney General of Massachusetts, Boston, MA

Director of Communications, April 2005-January 2007

Managed all communications for Attorney General Thomas F. Reilly, the state's top law enforcement official and Democratic candidate for Governor of Massachusetts.

- Directed all press relations, speeches, interviews, opinion columns, Internet and internal communications.
- Spokesman for regional and national media on issues involving health care, education, the environment, criminal prosecutions, consumer protection and politics.
- Led communications through several high-profile events, including the fatal Big Dig tunnel collapse
 investigation, the firestorm over gay marriage rulings and the media-driven campaign for a
 significant auto insurance rate cut.
- Prepared the Attorney General for major speeches, interviews and public appearances.
- Coordinated proactive press in the ramp-up to the gubernatorial campaign and all crisis communications during intense media scrutiny.

The Boston Herald, Boston, MA

Chief Political Reporter, May 2000-April 2005

Served as senior political and government reporter for 250,000-circulation daily newspaper, the second largest media outlet in New England.

- Led coverage of 2004 presidential campaign and 2002 gubernatorial campaign, covered Massachusetts state politics and led investigative political coverage.
- Previously worked as State House Bureau Chief and City Hall Bureau Chief.
- Covered major breaking and significant news stories, including the entire 36-day presidential recount from Florida in 2000, presidential debates from St. Louis, Phoenix and Boston, Democratic and Republican national conventions in 2000 and 2004 and the 9/11/2001 terrorist attacks.

The Sun, Lowell MA - State House Bureau Chief - Jan. 1999-May 2000
The MetroWest Daily News, Framingham, MA - State House Reporter - May 1996-Jan. 1999
The News Tribune, Waltham, MA - Reporter - Feb. 1994-May 1996
The Transcript, North Adams, MA - Reporter - July 1993-Feb. 1994

AWARDS & AFFILILATIONS

- Active member in The Greater Boston Chamber of Commerce
- Voted Press Secretary of the Year for 2008 by the State House Press Corps
- Volunteer Steering Committee member of The New Frontier Network of the JFK Presidential Library Foundation, dedicated to involving young people in the spirit and public service legacy of President Kennedy
- · Active in local civic affairs in hometown (Salem, MA) and coach youth soccer

EDUCATION

Northeastern University, Boston, MA Bachelor of Science degree/Journalism, June 1993



Kimberley Driscoll Mayor

April 13, 2017

Honorable Salem City Council Salem City Hall Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Dean Rubin, 17 Central Street #1, to the Salem Redevelopment Authority for a five-year term to expire April 13, 2022, filling the seat formerly held by Robert Curran, who has opted to step down from the Board. I hope you will join me in thanking Mr. Curran for his seven years of service on the Redevelopment Authority board.

Mr. Rubin brings decades of experience in retail display design, sales, and marketing. As CEO of Rose Displays he led a company that provided design services for national retail and service operations. Prior to that he held general manager positions at Yarka Russian Art Supplies and the Packaging Corporation of America, and served as Vice President of Marketing for MTI Vacations and Associate Advertising Manager for Procter & Gamble. Mr. Rubin holds a Bachelor's degree in marketing from San Diego State University, earned his M.B.A. from the University of California in Los Angeles, and volunteers on our Imagine Salem working group.

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

Very truly yours,

Kimberley Driscoll

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Mayor

Dean L. Rubin 17 Central Street, Unit 1, Salem, MA 01970

1998-2016 CEO/President (part owner), Rose Displays, Ltd., Salem, MA

Manufacturer of sign hanging hardware for retailers nationally. Retailers have trusted Rose Displays to help them achieve their visual merchandising goals. From sign frames, ceiling systems, and graphic holders to window displays, floor stands, wall solutions, and tabletop displays, we supply everything they need to display their graphics in-store. Key customers are national retail operations such as Kohl's, AT&T, LensCrafters, U.S. Postal Service, Jiffy Lube and Dunkin Donuts.

1995-1998 General Manager, FOSTPORT, dba Yarka, Russian Art Supplies, Essex, MA

Importer and distributor of Russian Art Supplies. Yarka's product line capitalized on Russia's vast natural resources and rich culture of art to offer artists nationally some of the finest art supplies at the lowest costs. The product line consisted of oil paints, watercolors, artists' brushes including the prized Kolinsky sable, gouache, pastels, charcoal and fine linen canvas. Key customers were national retail chains such as Dick Blick, Pearl, Art-a-Rama.

1990-1995 General Manager, Specialty Products Division & General Manager, Containerboard Plant, Packaging Corporation of America, Evanston, IL (& Hialeah, FL)

Manufacturer of corrugated boxes for myriad industries. The Specialty Products Division focused on unique applications for the automotive, electronics, and agricultural industries. The plant in Hialeah focused on agricultural applications in Central America.

1987-1990 Vice President, Marketing, MTI Vacations, Oak Brook, IL

MTI Vacations was a prominent wholesale tour operator with primary focus on the travel destinations of Las Vegas and Hawaii. As a wholesale tour operator, MTI Vacations packaged complete vacations that could include any or all of the following: air, hotel, car, excursions, transfers to/from airports, etc. All sales were to travel agents nationally who resold packages to their clients.

1976-1987 From entry level position of Brand Assistant, Packaging Soap & Detergent, to final position of Associate Advertising Manager, Food Division, Procter & Gamble, Cincinnati, OH (4 yrs - San Juan, PR)

Consumer Products company selling products in health & beauty, detergent, bar soap, food, shaving essentials, and paper.

1976 M.B.A., University of California, Los Angeles

1974 B.S. Marketing, San Diego State University



Kimberley Driscoll Mayor

April 27, 2017

Honorable Salem City Council Salem City Hall Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint, subject to City Council confirmation, the following member of the Parks and Recreation Commission.

First Name	Last Name	Address	Term	Term Expiration
Amy	Everitt	14 Columbus Avenue	5 years	4/27/2022

I enthusiastically recommend confirmation of her reappointment to the Salem Parks and Recreation Commission and ask that you join me in thanking her for her continued dedicated service and commitment to our community.

Very truly yours,

Kimberley Driscoll

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Mayor



CITY OF SALEM

In City Council,
April 27, 2017

Ordered:

That the sum of Seventeen Thousand Eight Hundred and Forty-One Dollars and Twenty Cents (\$17,841.20) is hereby appropriated in the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to be expended for the FY 2017 contractual buyback listed below in accordance with the recommendation of Her Honor the Mayor.

Name	Department	Amount
Susan Ellis	School	17,841.20
		17,841.20



Kimberley Driscoll Mayor

April 27, 2017

To the City Council City Hall Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request for an appropriation of Seven Thousand Eight Hundred and Forty-One Dollars and Twenty Cents (\$17,841.20) from the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to fund the retirement buyback costs to be expended for the following employee listed below.

NAME

DEPARTMENT

AMOUNT

Susan Ellis

School

\$17,841.20

I recommend passage of the accompanying Order.

Very truly yours,

Kimberley Driscoll

Mayor



Human resources 120 Washington street Tel. (978) 745-9595 Ext. 5630 Fax (978) 745-7298

LISA B. CAMMARATA DIRECTOR OF HUMAN RESOURCES

MEMORANDUM

TO:

Sarah Stanton, Director of Finance

DATE:

April 5, 2017

RE:

Retirement Stabilization Fund

Attached you will find a retirement buy back for a former school employee.

This former employee is contractually entitled to the following amount of sick leave buy-back.

Susan Ellis

40 sick days @ \$446.03 per day

\$17,841.20

Total:

\$17,841.20

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

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

Finance Director

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

From: Department	School	Date 3 31 17
Authorized Signature:	Department Head/Ci	ty or Business Manager/School
NAME: SUSCII	n Ellis	
	<u>CALCULATI</u>	<u>ON</u>
VACATION DAYS	#@ \$_	\$
SICK DAYS	# <u>40</u> @\$	44603 = \$ 1784120
PRO-RATED STIPENDS #	£@\$_	= \$
OTHER #	@ \$	= \$
Total Amount Due: Please attach corresponding PAF Reason:	or other backup to this sheet	/ /
For Human Resources	's Use Only:	
VACATION	DAYS	
SICK DAYS		
PER ACCRU	JAL REPORT	
OTHER		
Org and Object:		
Recommendation:		
Approved	H R Director	City or Superintendent/Schools

City of Salem

In the year two thousand and seventeen

An Ordinance to amend an Ordinance relative to use of Salem Common

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

Section 1. Article III – Common Use Policy of Chapter 26 – Parks and Recreation is hereby amended by:

- a) deleting the title of Article III, "Salem Common Use Policy", and replacing it with "Salem Common";
- b) Inserting a new division title, "Division 1. Use Policy", immediately following the Article III title;
- c) Deleting Sec. 26-72 Prohibited Activities in its entirety;
- d) Re-numbering Sec. 26-73 through Sec. 26-75 as Sec. 26-72 through Sec. 26-74;
- e) Inserting the following new division immediately following the new Sec. 26-74:

"Division 2. Prohibited Activities; permitted and non-permitted events

Sec. 26-75. - Prohibited activities.

The following activities are strictly prohibited on the Salem Common:

- (1) Destruction, defacement, removal, or disturbance of any sign, equipment, monument, marker, planting, bandstand or arch.
- (3) Distribution or display of commercial advertising, soliciting of business, or any other commercial transactions, except in connection with a permitted event.
- (4) Operation of devices in violation of Chapter 22, Noise Ordinance.
- (5) Disorderly conduct.
- (6) Use of metal-detecting devices.
- (7) Non-permitted vehicles.

- (8) The driving or parking of vehicles within the inside perimeter (track) of the common.
- (9) Mechanical rides or amusements, including carnivals and circuses.
- (10) Digging or disturbing the soil.
- (11) Drinking alcoholic beverages, except in connection with a permitted event.
- (12) Playing basketball between 10:00 p.m. and 8:00 a.m.
- (13) Climbing on trees and fences.
- (14) Using grills or making fires, except in connection with a permitted event.
- (15) Loitering, as defined in subsection 24-12(a), on the common grounds between 10:00 p.m. and 5:00 a.m.
- (16) Smoking tobacco or any other substance within fifty (50) feet of the perimeter of any play structure, basketball court and bandstand. "Smoking" means carrying or having in one's possession a lighted cigarette, cigar or pipe, or other object used for a similar purpose, giving off or containing any substance giving off smoke.

Sec. 26-76. Penalties and Enforcement.

Whoever violates any provision of this article shall be subject to a fine of \$25.00 for the first offense and \$50.00 for any subsequent offense. The Police and Health Department officials shall enforce this Division. The Superintendent of Parks and Recreation may also revoke any permit issued by the park and recreation commission following a violation of this Article.

Sec. 26-77—26-99. - Reserved."

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



Kimberley Driscoll Mayor

April 27, 2017

Honorable Salem City Council Salem City Hall Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The attached Ordinance amends the existing regulations regarding Salem Common by separating the list of prohibited activities into its own section, separate from the "Use Policy." In addition, it adds to that list of prohibited activities a prohibition on smoking within 50 feet of the playground, basketball court, and the bandstand. I recommend adoption of this Ordinance and welcome any questions you may have regarding it.

Sincerely,

Kimberley Driscoll

Mayor

ARTICLE III. - SALEM COMMON USE POLICY

Division 1. Use Policy

Sec. 26-66. - Purpose and goals.

- (a) The Salem Common is for the use and enjoyment of the citizens of the city and its visitors. Activities on the common should not interfere or disturb the peace and enjoyment of all the citizens of the city.
- (b) The goals of this policy are to:
 - (1) Protect the common from adverse wear and tear.
 - (2) Maintain handicapped accessibility.
 - (3) Promote the following:
 - a. Activities which are open to the public for public enjoyment.
 - b. Passive recreation.
 - c. Activities which develop public awareness and maintenance of the common.
- (c) No activities which will cause damage to the Salem Common will be allowed under any circumstances.
- (d) The park and recreation commission shall have sole authority over administering this article and issuing permits for the use of the Salem Common. The police department and the superintendent of parks/recreation and community service director shall have the authority to enforce this article. Under the provisions of this article, the Salem Park and Recreation Commission is hereby designated as the permit agent for the city council. Nothing in this article shall be construed as transferring the statutory jurisdiction of the Salem Common from the Salem City Council to the Salem Park and Recreation Commission.

Sec. 26-67. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Audio devices means any radio, television set, musical instrument, amplifiers, or other device that produces noise.

City event means any event, so long as it is entirely not-for-profit, that is funded, sponsored or organized by the city, its departments, boards or committees.

Disorderly conduct means any action intended to cause inconvenience, annoyance, or alarm, or which recklessly creates a risk thereof; fighting, threatening or violent behavior; unreasonable noise; abusive language directed toward any person present; wrestling in the vicinity of others; throwing breakable objects; throwing stones; or spitting.

Special event means any activity engaged in by one or more persons, the conduct of which has the effect, intent, or propensity to draw a crowd of onlookers.

Wet turf means any natural condition that would make the common vulnerable to excessive damage by heavy rains, drought conditions, snow and ice, etc.

Cross reference Definitions generally, § 1-2.

Sec. 26-68. - Permit required.

The purpose for requiring permits for any activity is to promote the use of the common in a manner consistent with its nature and history, to protect the common from harm, to ensure adequate notice of the event so that arrangements may be made to protect public health and safety, and to minimize interference with the public event.

The park and recreation commission shall have sole authority to issue permits for activities on the common, require a separate permit for each activity taking place during a specific event, and delegate its permit granting authority to the superintendent of parks/recreation and community service director for certain limited size events, as it deems appropriate.

Sec. 26-69. - Permit process.

- (a) Applications for permits to conduct activities on Salem Common shall be filed in the office of the department of park, recreation and community service, no later than four weeks prior to the requested date. The park and recreation commission may, at its discretion, consider late applications.
- (b) Permit applications shall include the following:
 - i. Name, address and phone number of responsible contact;
 - ii. Date and time of event;
 - iv. Expected number of participants, spectators and vehicles;
 - v. Duration of event:
 - vi. Statement of equipment and facilities to be used;
 - vii. Section of common to be used;
 - viii. Completed "Checklist for the Use of the Salem Common".
 - ix. List of vehicles to be used at event.
- (c) The required fee for use of the common shall accompany the submission of the application to the department of park, recreation and community service for park and recreation commission action. The park, recreation and community service shall not accept any application that is not accompanied by the required fee.
- (d) The park and recreation commission shall review the application, and may request input from the ward councilor, park and recreation superintendent, police department, and any other city agency that it deems appropriate. The responsible party must keep the permit, which must be available for inspection upon request. The responsible party may be required, as a condition of issuing the permit, to pay for detail police officers if such are deemed necessary for public safety.
- (e) The park and recreation commission shall have full authority to set conditions and restrictions to the permit being issued.
- (f) Liability insurance may be required for any event. The amount of insurance shall be determined by the park and recreation commission.
- (g) A permit shall be revoked if the permit holder engages in prohibited activities or activities not contained within the issued permit.
- (h) Any vehicle entering the common must be permitted. Two forms of permits, different in color, shall be issued: those permitted to remain on the Common and those allowed only load and unload. The permit must be visibly displayed at all times on the front windshield. Vehicles limited to loading and unloading are permitted to remain on the common for no more than 30 minutes. All vehicle permits must include a map indicating where vehicles are permitted to drive on the common.
- (i) The park and recreation commission or the superintendent of park/recreation and community service director may alter a request by setting reasonable conditions and restrictions as to duration and area occupied as may be necessary for the protection of the care and public use thereof.

Sec. 26-70. - Grounds for denial of permit application.

The park and recreation commission shall take the following items into consideration when reviewing any application to use the Salem Common and shall deny the issuance of a permit when any one or more of the following apply:

- A prior application to use the common on the date requested has been approved by the park and recreation commission.
- (2) The event presents a clear and present danger to the public health, safety, and welfare of the city residents as a whole.
- (3) The event is of such nature or duration that it cannot reasonably be accommodated in the area applied for, and the event may cause a negative impact on city resources or public safety.
- (4) The event will, in the opinion of the park and recreation commission, cause unacceptable interference with the use of the common by the general public.
- (5) The event is requested for a date that conflicts with official city celebrations.
- (6) The event is more appropriately held at other city facilities.
- (7) There is a strong possibility that the event will cause damage to the common or its equipment.
- (8) Wet turf conditions may supersede the use of a granted permit, at the discretion of the superintendent of parks/recreation and community service director, to protect the condition of the common.

Sec. 26-71. - Site preparation; removal of items following event.

No person, group, or organization permitted by the park and recreation commission to hold an event on the Salem Common shall set up the common more than 24 hours in advance of the scheduled event. Additionally, the removal of all event items, such as tables, tents, etc., shall be no later than 24 hours following the close of the permitted event.

Sec. 26 72. Prohibited activities.

The park and recreation commission strictly prohibits the following activities on the Salem Common; any violation shall cause the immediate revocation of any permit issued by the park and recreation commission:

- (1) Any group activity which, in the opinion of the park and recreation commission, is causing harm to the common.
- (2) Possession, destruction, injury, defacement, removal, or disturbance of any sign, equipment, monument, marker, planting, bandstand, or arch.
- (3) Distribution or display of commercial advertising, soliciting of business, or any other commercial transactions, except in connection with a permitted event.
- (4) Unreasonably loud operation of audio devices.
- (5) Disorderly conduct.
- (6) Use of metal-detecting devices.
- (7) Nonpermitted vehicles.
- (8) The driving or parking of vehicles within the inside perimeter (track) of the common.
- (9) Mechanical rides or amusements, including carnivals and circuses.
- (10) Digging or disturbing the soil.
- (11) Drinking alcoholic beverages, unless authorized by the city council.

- (12) Playing basketball between 10:00 p.m. and 8:00 a.m.
- (13) Climbing on trees and fences.
- (14) Using grills or making fires.
- (15) Leitering, as defined in subsection 24-12(a), on the common grounds between 10:00 p.m. and 5:00 a.m.

Sec. 26-723. - Use fees, purpose.

- (a) The park and recreation commission shall charge a private function use fee in accordance with the fee schedule established in this section. Fees shall be charged on a per-day basis. In addition, fees shall be charged for the setup and breakdown days involved in the event. Fees charged are for the sole purpose of providing funding to maintain and repair the landscape of the Salem Common for the benefit of all city residents.
- (b) All fees received by the department of park, recreation and community service shall be deposited into a special account titled "Salem Common Receipts Reserved for Appropriation". Said receipts shall be appropriated solely for the care and maintenance of the Salem Common. Said receipts may be expended by the superintendent of parks/recreation and community service director.
- (c) The schedule of private function use fees shall be as follows:

FEE SCHEDULE

	Event	Residents	Nonresidents
(1)	Wedding	\$100.00	\$200.00
(2)	Road race	75.00	100.00
(3)	Vigil	75.00	125.00
(4)	Nonprofit	100.00	150.00
(5)	Ceremony (service, mass, celebration of any denomination)	50.00	100.00
	Nonceremonial event (fundraiser, social gathers [gatherings], not involving a celebration of faith)	50.00	100.00
(6)	Concert (excl. summer concert series)	75.00	125.00
(7)	Bike race	200.00	250.00
(8)	Craft fair	200.00	250.00
(9)	Community event (commercial)	250.00	500.00

(10)	City event	0.00	0.00
(11)	Vendor	25.00	25.00
(12)	Trash Removal—All events, if required by superintendent/director	TBD	TBD

(d) Overtime fees. The superintendent of parks/recreation and community service director will make the decision on the number of city workers required per event.

Deposit: The department of park, recreation and community service will hold a \$250.00 damage deposit until inspection of the common following event. Additional charges may be accessed if further damage is found.

Trash: All trash must be placed in plastic bags and placed in receptacle for the city to pick up.

Violations: Any violation of these regulations will result in the immediate termination of the permit, and the event shall immediately cease and leave the common. No refund of deposit shall be granted.

Sec. 26-734. - Cancellation of event, refund of fees.

Fees paid pursuant to this article shall not be refundable when the event is canceled by the petitioner, for any reason. Fees shall not be refundable when the permit issued has been revoked for noncompliance with permit conditions.

Sec. 26-754. - Posted regulations; signage.

At the discretion of the park and recreation commission, regulations may be posted at the common so that police officers take notice of prohibited activities.

Division 2. Prohibited Activities; permitted and non-permitted events

Sec. 26-75. - Prohibited activities.

The following activities are strictly prohibited on the Salem Common:

- (1) Destruction, defacement, removal, or disturbance of any sign, equipment, monument, marker, planting, bandstand or arch.
- (3) Distribution or display of commercial advertising, soliciting of business, or any other commercial transactions, except in connection with a permitted event.
- (4) Operation of devices in violation of Chapter 22, Noise Ordinance.
- (5) Disorderly conduct.
- (6) Use of metal-detecting devices.
- (7) Non-permitted vehicles.
- (8) The driving or parking of vehicles within the inside perimeter (track) of the common.
- (9) Mechanical rides or amusements, including carnivals and circuses.
- (10) Digging or disturbing the soil.
- (11) Drinking alcoholic beverages, except in connection with a permitted event.

- (12) Playing basketball between 10:00 p.m. and 8:00 a.m.
- (13) Climbing on trees and fences.
- (14) Using grills or making fires, except in connection with a permitted event.
- (15) Loitering, as defined in subsection 24-12(a), on the common grounds between 10:00 p.m. and 5:00 a.m.
- (16) Smoking tobacco or any other substance within fifty (50) feet of any play structure, basketball court and bandstand. "Smoking" means carrying or having in one's possession a lighted cigarette, cigar or pipe, or other object used for a similar purpose, giving off or containing any substance giving off smoke.

Sec. 26-76. Penalties and Enforcement.

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Whoever violates any provision of this article shall be subject to a fine of \$25.00 for the first offense and \$50.00 for any subsequent offense. The Police and Health Department officials shall enforce this Division. The Superintendent of Parks and Recreation may also revoke any permit issued by the park and recreation commission following a violation of this Article.

Sec. 26-77-26-99. - Reserved.



Kimberley Driscoll Mayor

April 27, 2017

Honorable Salem City Council Salem City Hall Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am writing to request an opportunity to offer a brief update to the public and yourselves at your next regular meeting regarding the status of the Mayor Jean Levesque Community Life Center. I look forward to sharing an update with you about this long-awaited and important project, and taking your questions regarding it.

Very truly yours,

Kimberley Driscoll

Kin Dring

Mayor

Questions contact – Paul Hegan 978-725-1481

PETITION FOR POLE AND WIRE LOCATIONS

North Andover, Massachusetts

To the City Council Of Salem, Massachusetts

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

Bridge Street - National Grid to install 2 SO Poles and relocate 1 SO Pole beginning at a point approximately 225 ft, South/Southwest of the centerline of the intersection of Flint St and Bridge St and continuing approximately 160 ft in a West/Southwest direction.

Location approximately as shown on plan attached

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

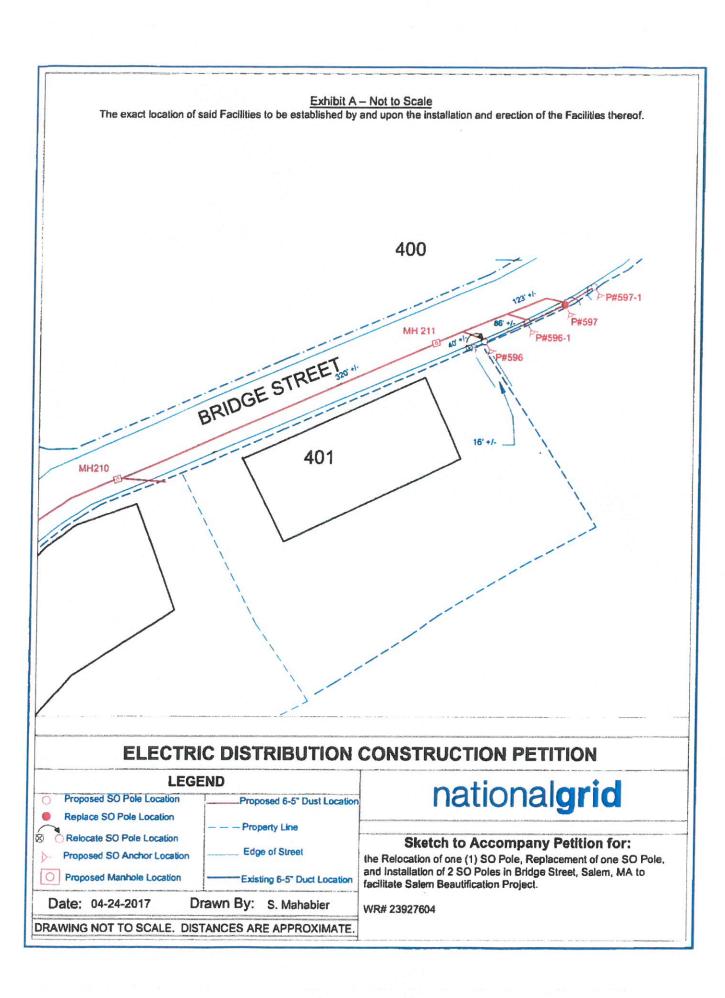
Plan # 23927604 April 25, 2017

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

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

> Bob Faultos NATIONAL GRID

Engineering Departmen



Questions contact - Paul Hegan 978-725-1481

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 Bridge St - Salem - Massachusetts.

The following are the streets and highways referred to:

Plan # 23927604 Bridge Street - National Grid to install beginning at a point approximately 635 feet East/Northeast of the intersection of Boston Street and Bridge Street and continuing approximately 460 +/- feet in a East/Northeast direction. National Grid to install 2 manholes, 900' +/- of 6-5" PVC Conduits encased in concrete in Bridge St, Salem Mass 01970 to facilitate the Salem Beautification Project.

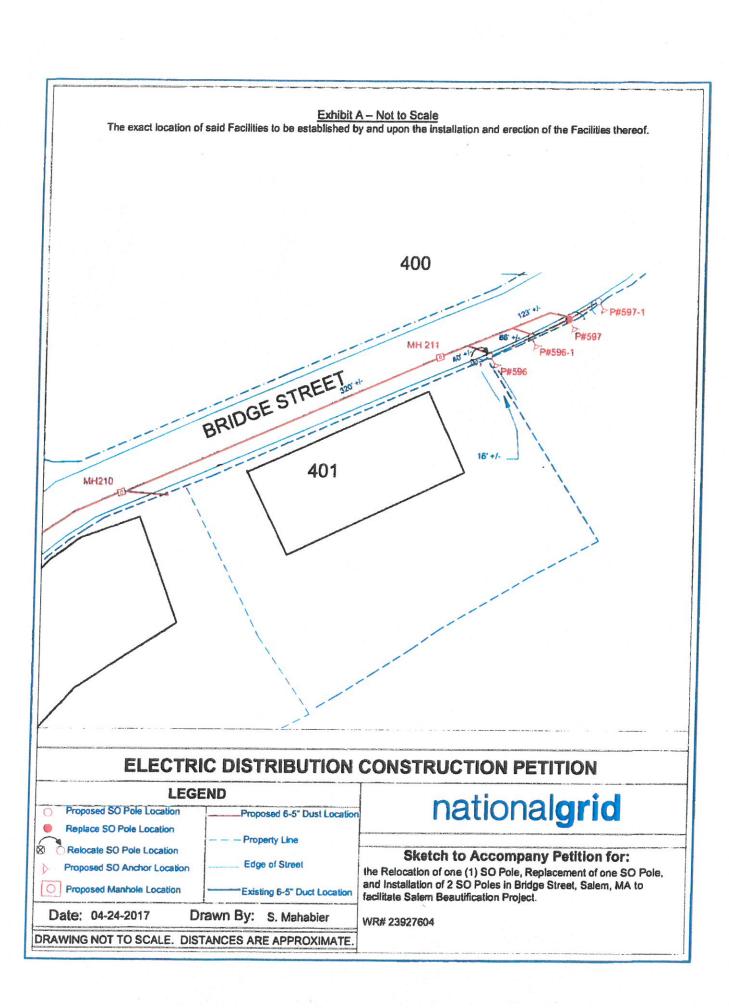
Location approximately as shown on plan attached

NATIONAL GRID

BY

Bob Coulter **Engineering Department**

Dated: April 25, 2017





April 21, 2017 The Salem City Council Salem City Hall 93 Washington Street Salem, MA 01970 CITY CLERK SALEM, MASS

Dear Ladies and Gentleman of the Council:

We are writing to request permission to close Charter Street (from Hawthorne Blvd to Central Street) from 10:30 a.m. until 3:30 p.m. on Sunday, June 11th, 2017 for the 25th Anniversary event of the Salem Award Foundation taking place from 12:00 p.m to 3:00 p.m.

The Salem Award Foundation for Human Rights and Social Justice (the Salem Award Foundation) was established in 1992, during the tercentenary of the Salem Witch Trials. Drawing upon the lessons of the Trials of 1692, the Salem Award Foundation promotes awareness, understanding and education in support of human rights, tolerance, and social justice. We work to foster tolerance, empathy and reconciliation.

Celebrating its 25th year, the Salem Award Foundation hopes to gather City officials and Salem residents on Charter Street where the memorial stands today. There we will celebrate the culmination of a community-wide memoir project: *Your Six Words, Our One Story*. This event will feature installation of the memoirs collected from across Salem, students and city leaders presenting spoken word and songs, our annual Rising Leader awards and food from various Salem restaurants.

We have been working in partnership with the Peabody Essex Museum (PEM) and the Salem Housing Authority (SHA) as our plans include utilizing their properties. We have met with Lt Robert Preczewski, from the Salem Police Department's Traffic Division, and he has recommended to us a plan to close Charter Street from Hawthorne Boulevard to Central Street and place Salem Police detail officers at both ends of Charter Street so residents will be allowed access to their homes/apartments during the celebration. The focus of the event will occupy the area shown in the attached map.

I hope you will be able to join us on June 11th to celebrate our 25th anniversary celebration. Thank you for your consideration of this request.

Sincerely, Mas best

Ashley Hayward - *Event Chair*, 25th Anniversary Committee Elizabeth Lahikainen - *Co-Chair*, Salem Award Foundation

Sarah Morrill - Co-Chair, Salem Award Foundation

Patty MacLeod - Committee contact - macpatty 2001@yahoo.com 508-254-1616

