

NATIONAL GRID

ORDERED:

Notice having been given and public hearing held, as provided by law, that the NATIONAL GRID be and it is hereby granted permission to excavate the public highways and to run and maintain underground electric conduits, together with such sustaining and protecting fixtures as said company may deem necessary, in the public way or ways hereinafter referred to, and to make the necessary house connections along said extensions, as requested in petition with said company dated the 25th day of October 2017.

Said underground electric conduits shall be located substantially in accordance with the plan filed herewith marked – Federal St and North St - Salem - Massachusetts. Plan # 19238749.

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

Federal St and North St- National Grid to install +/- 117' of (2) 4" concrete encased conduits from P 1762 on Federal St to MH 16 on North St for infrastructure improvements.

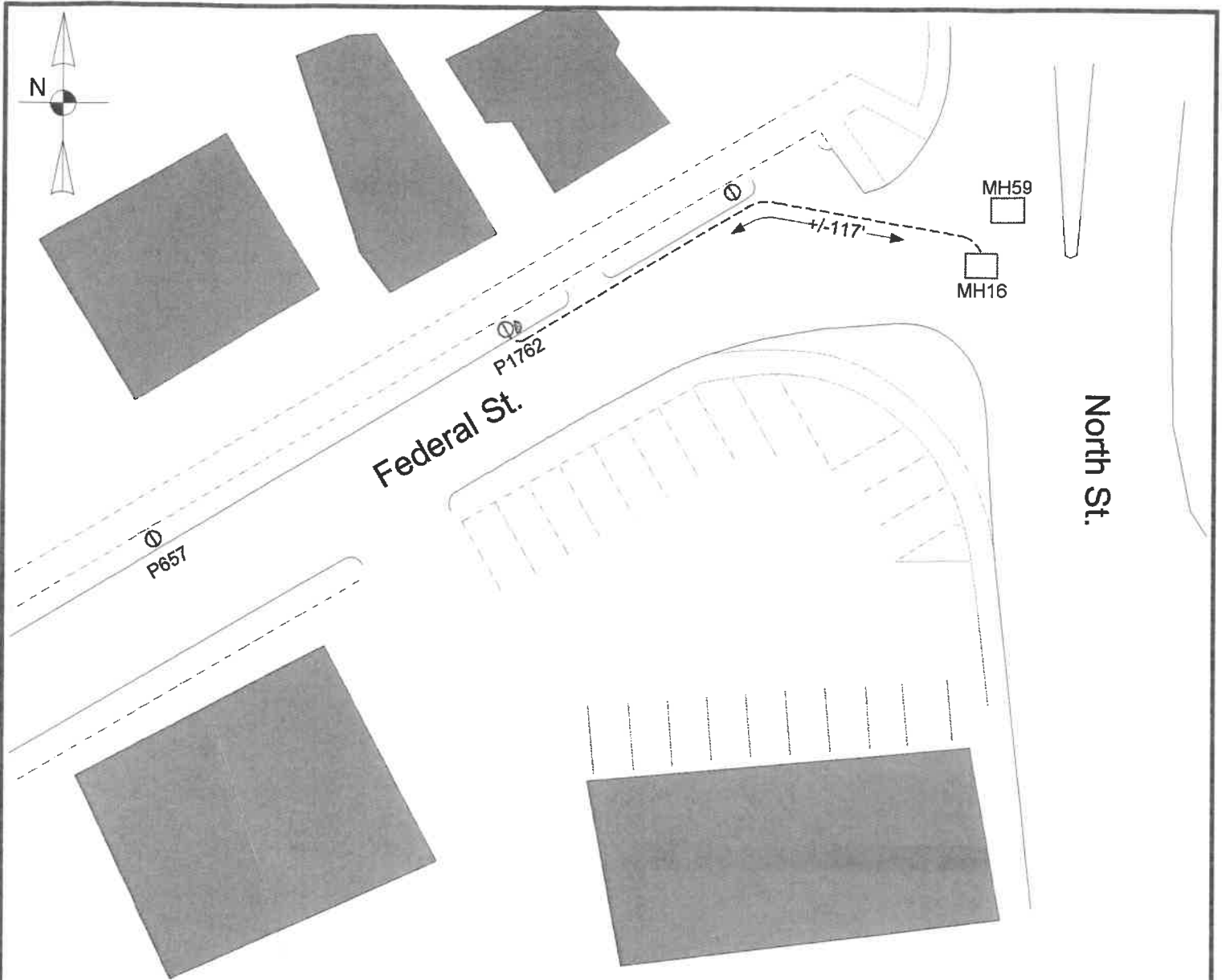
I hereby certify that the foregoing order was adopted at a meeting of the .....  
....., held on the ..... day of ....., 20 .....  
....., 20 .....

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




Attest:

..... hereby certify that on .....20....., at ..... o'clock, ....M  
at ....., a public hearing was held on the petition of  
NATIONAL GRID for permission to construct the underground electric conduits described in the  
order herewith recorded, and that I mailed at least seven days before said hearing a written notice  
of the time and place of said hearing to each of the owners of real estate (as determined by the last  
preceding assessment for taxation) along the ways or parts of ways upon which the Company is  
permitted to construct the underground electric conduits under said order. And that thereupon said  
order was duly adopted.

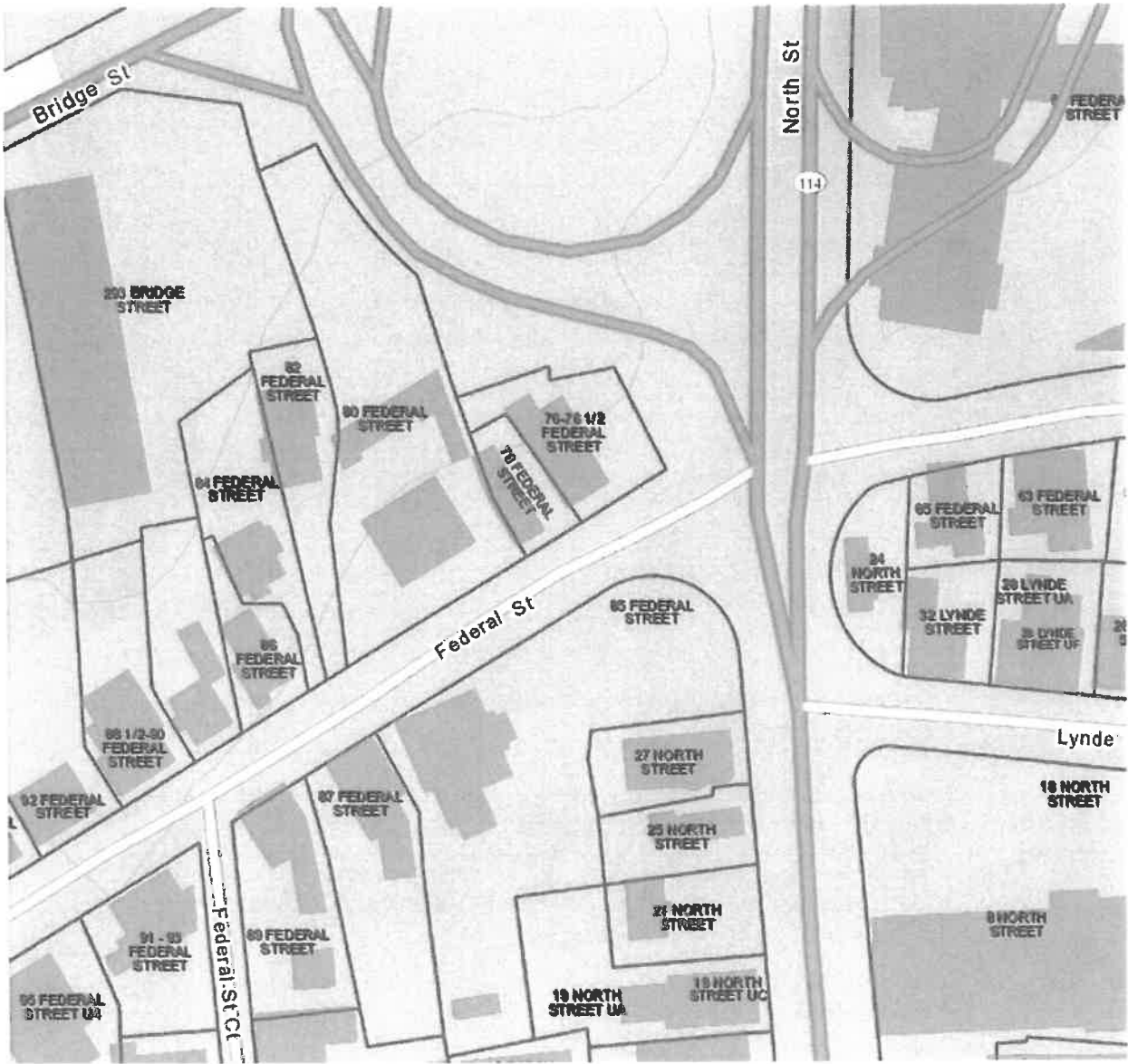
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To install +/- 117' of (2) 4" concrete encased conduits from P1762 on Federal St. to MH16 on North St. for infrastructure improvements.

UNDERGROUND PETITION		nationalgrid	
---	PROPOSED UG PRIMARY IN 2-4" CONDUITS ENCASED IN CONCRETE		
	PROPOSED RISER		
	EXISTING POLE	Date: 8/17/15	
	EXISTING MANHOLE	Plan Number: WR# 19238749	
		To Accompany Petition Dated:	
		To The: City                      Of Salem	
		For Proposed: Conduits                      Location: Federal and North St.	
DISTANCES ARE APPROXIMATE		Date Of Original Grant:	

Locus Map





## **CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

November 16, 2017

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Robin Seidel, of 18 Williams Street, to the City of Salem's Traffic and Parking Commission, to complete the remainder of a two-year term to expire September 29, 2018. Ms. Seidel will be filling the seat previously held by Mr. Nick Downing, who has stepped down from the Commission as he has taken on a position with the City as our new Assistant Director of Traffic and Circulation. I hope you will join me in thanking Mr. Downing for his service on the Commission.

Ms. Seidel is currently a Staff Associate at Kleinfelder, an engineering, architecture, and sciences consulting firm, where she has worked on numerous transportation design and planning projects with a focus on efficiency and sustainability. Her current projects include MassDOT resilient tunnels, the Terminal B expansion for MassPort, and the MBTA Braintree and Quincy Center garages. As a LEED AP Neighborhood Development professional, she has helped craft master plans for sustainable growth based on policies including complete streets principles. Ms. Seidel holds a Bachelor's degree from American University and Master's degree in Architecture from Northeastern University.

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

Very truly yours,

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

Kimberley Driscoll  
Mayor  
City of Salem

# ROBIN M. SEIDEL

LEED AP ND

570-239-3053  
robinmseidel@gmail.com

## Education

Northeastern University, Boston, MA Master of Architecture

May 2016

Focus: Urban design & planning coastal environments

Thesis: Thresholds of MBTA: Linking Resiliency & Useable Space in the City

Involvement: AIA, Resilient Cities Lab

University of California, Los Angeles Extension, Los Angeles, CA Graduate Certificate: Interior Architecture

September 2012

Involvement: American Society of Interior Designers (ASID)

American University, Washington, DC Bachelor of Arts

May 2008

Major: Communication, Economics, Law, & Government

## Certifications/Training/Volunteer Work

LEED AP Neighborhood Development - U. S. Green Building Council

May 2016

HURRIPLAN Resilient Building Design for Coastal Communities - Massachusetts Emergency Management Agency

November 2015

Public Affairs and Advocacy Institute- American University

January 2008

Campaign Management Institute- American University

May 2007

## Professional Experience

Kleinfelder, Cambridge, MA

June 2016-Current

Staff Associate - Climate Change, Risk, & Resiliency Designer

Providing mitigation strategies through planning to reduce vulnerability to future storms.

Providing community outreach and implementing designs meeting local, state, and federal procedures.

Development of plans for future funding opportunities for clients through grants and programs.

Researching new techniques and technologies to provide comprehensive recommendations to clients

on how to move forward with future planning and policy implementations.

ADD Inc/Stantec, Boston, MA

May 2014-June 2016

Design Coordinator and Resilience Technical Team

Performed LEED Neighborhood Development assessment for a TOD development project in New Haven CT.

Wrote and designed materials for publications, reports, and promotional material for resilience group.

Assisted with the productions of design and construction drawings in AutoCAD and Revit and made

subsequent adjustments based on both client and principal feedback.

Successfully took on many roles, gaining experience in project marketing, firm branding, and project

development.

Merge Inc., Pasadena, CA

Sept 2012-Sept 2013

Designer

Hosted community meetings on affordable housing design improvements and then implemented

negotiated designs with small budgets.

Developed plans and 3D models for business development efforts.

Performed site visits and budget assessments for clients.

Tobi Tobin Design, Los Angeles, CA

May 2010-Sept 2012

Project Manager/Designer

Effectively planned, directed, and managed a variety of projects.

Designed furniture, textiles, and accessories for the Tobi Tobin brand.

Oversaw new product development from conception to roll-out on exclusive brand furniture, candles, and linens.

Senator Hillary Clinton, Washington, DC

Aug 2007-Jan 2008

Executive Office and Legislative Intern

Attended congressional meetings on behalf of the Senator.

Wrote memorandums on recommendations for various congressional bills, including the 2008 Farm Bill.

Assisted staff with projects and helped to plan and organize an event called New York Farm Day on Capitol Hill.

Computer Programs:

Sketchup, AutoCAD, Revit, Podium, GIS, Adobe Creative Suite, Microsoft Office, Windows and Mac Operating Systems.





## **CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

November 16, 2017

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Gordon Dearborn Wilkins, of 81 Essex Street, to the City of Salem's Cemetery Commission to complete the remainder of a three-year term to expire February 1, 2019. Mr. Wilkins will be filling the seat previously held by Ms. Joanne Mizioch, who has opted to step down from the board. I hope you will join me in thanking Ms. Mizioch for her years of service and dedication to the board and Salem's cemeteries.

Mr. Wilkins is the Assistant Curator for Exhibitions and Research at the Peabody Essex Museum and, prior to that, served a curatorial research assistant for the Farnsworth Art Museum in Maine. He holds a B.A. from Hamilton College and a M.A. in Art History from the University of Chicago. As an art historian, curator, and scholar, Mr. Wilkins will bring an important understanding of and perspective on the aesthetics and history of cemeteries that will be beneficial as we continue our efforts around the preservation and rehabilitation of our community's unique historic cemeteries.

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

Very truly yours,

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

Kimberley Driscoll  
Mayor  
City of Salem

Gordon Dearborn Wilkins  
161 Essex Street, Salem, MA 01970  
gordon\_wilkins@pem.org/978-542-1655

**Education:**

2015 M.A., Art History, Humanities Division, The University of Chicago, Chicago, Illinois

Cumulative GPA: 3.9

Thesis: *Constructing the Maine Idea: Nativism, Modernism, and the Fascist Aesthetic in Interwar Maine Tourist Ephemera and High Modernist Painting*

2013 B.A., Hamilton College, Clinton, New York *summa cum laude*

Cumulative GPA: 3.85 (4.0 scale)/In-Major GPA: 4.0 (4.0 scale); Rank: 24/492

École du Louvre, Paris, France (Visiting Student: 2011-2012)

Thesis (Departmental Honors): *"This quality of nativeness": Constructing Regional and Personal Identity in the Late Maine Paintings of Marsden Hartley, 1937-1943*

**Honors and Awards:**

Hamilton College: Phi Beta Kappa, Phi Sigma Iota, Charles J. Hasbrouck Prize in Art History, Art History Departmental Honors, Kevin W. Kennedy Internship Fund Recipient, Dean's List: Fall 2009, Spring 2010, Fall 2010, Fall 2011, Fall 2012, Spring 2013

University of Chicago: Selected Participant: *Works in Progress Conference*, 2015

**Museum Experience:**

Peabody Essex Museum, Salem, Massachusetts

Assistant Curator, Exhibitions and Research (August 2015-Present)

- As a core member of the museum's curatorial team, I participate in the generation and realization of complex temporary and permanent collection exhibition projects with a particular focus on photography.
- Curatorial team member on the following special exhibition projects: *Asia in Amsterdam: The Culture of Luxury in the Dutch Golden Age* (2016), *Intersections: Anila Quayyum Agha* (2016), *Rodin: Transforming Sculpture* (2016), *Lunar Attraction* (2016), *Samuel F. B. Morse's Gallery of the Louvre and the Art of Invention* (co-curator with Sarah Kennel, 2016); *Sally Mann: A Thousand Crossings* (2018); *Sleeping Around* (2019); as well as upcoming permanent installations of the museum's Asian export art and photography collections.
- Collaborates across museum departments, liaising with Collections Management, Registration, Conservation, Design, Finance, and Development in order to implement curatorial and exhibition initiatives including, but not limited to, the organizing of colloquia, lectures, contemporary artist-driven interventions, acquisitions, digital collections initiatives, and conservation projects.
- Co-manages the Photography Department's provenance and collections research initiatives, designing and implementing new collections management policies while supervising interns and fellows working to catalogue and rehouse the museum's extensive photographic holdings.
- Generates digital and analog content to support special exhibitions and permanent collections displays, including but not limited to wall labels and panels, blog posts, interactives, and videos.
- Provides cultivation support to the museum's Development Department, leading exhibition and collection tours for high-level prospects and VIPs.

Farnsworth Art Museum, Rockland, Maine

Curatorial Research Assistant (May 2010-January 2013)

- Served as a key member of the museum's Curatorial Department, conducting numerous research and writing projects related to collection objects, proposed acquisitions, future special exhibitions, and publications.
- Managed incoming research inquiries from scholars, galleries, and other museums regarding the museum's holdings and performed numerous administrative and organization tasks including the preparation of illustrated checklists, filing, scheduling of docents and volunteers, photocopying, drafting correspondence, and organizing and executing complex mailings.



Gordon Dearborn Wilkins  
161 Essex Street, Salem, MA 01970  
gordon\_wilkins@pem.org/978-542-1655

Munson-Williams-Proctor Arts Institute Museum of Art, Utica, New York

Curatorial Intern (November 2010-May 2011); Registration Intern (September 2012-May 2013)

- Provided research and organizational support to the museum's Curatorial and Registration Departments through the preparation of research dossiers, exhibition checklists, published gallery guides, and the thorough overhaul and reorganization of object and artist files.
- Assisted the Education Department in the implementation of after-school programs targeted towards students in underserved area public schools.

Mona Bismarck American Center for art and culture, Paris, France

Curatorial Intern (November 2011-March 2012)

- Provided curatorial guidance, administrative support, and French language tours during the run of the center's extensive *The Wyeths: Three Generations of American Art* exhibition

**Other Professional Experience:**

Newberry Library, Chicago, Illinois

Modern Manuscripts and Archives Intern (May 2015-July 2015)

- Researched and developed extensive finding aids for several collections of American Indian-related photographs and paintings held within the Edward E. Ayer Collection at the Newberry Library.
- Consulted with library staff on the proper handling and storage procedures for photographs and paintings, liaising with library conservators on potential treatment and rehousing options for fine art materials.

Visual Resources Center, Department of Art History, University of Chicago, Chicago, Illinois

Image Cataloguer/Visual Resources Center Intern (September 2014-June 2015)

- Utilized FileMaker in order to catalogue a wide range of digital images of artwork according to archival best practices.

Hamilton College Department of French

Teaching Assistant (September 2012-May 2013)

- Designed and executed French lesson plans aimed at improving students' writing abilities and vocabulary retention.

**Publications:**

- Contributing author, *Sally Mann: A Thousand Crossings*, National Gallery of Art and the Peabody Essex Museum, 2018.
- "The 'Unsolicited Images' of Katharine Kuharic, *The Faculty Show*, Ruth and Elmer Wellin Museum of Art, Hamilton College, 2013.

**Exhibition Juror:**

- *31st Omer T. Lassonde Juried Exhibition*, New Hampshire Art Association, April 2017.

**Languages:** Fluent in written and oral French.

**Technology:** MuseumPlus, FileMaker Pro, Vernon, TMS, ArtSystems, Outlook, Microsoft Office Suite, Adobe Photoshop.

**Member:** American Alliance of Museums, Association of Art Museum Curators, New England Museum Association, American Ceramics Circle.





## **CITY OF SALEM, MASSACHUSETTS**

**Kimberley Driscoll  
Mayor**

November 16, 2017

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am very pleased to appoint George E. Barbuzzi, of 17 Preston Road, to the City of Salem's Council on Aging Board, to complete the remainder of a three-year term to expire March 1, 2018. Mr. Barbuzzi will be filling the seat previously held by Mr. Anthony Schettino, who has opted to step down from the board. I hope you will join me in thanking Mr. Schettino for his years of service and dedication to the board and Salem's seniors.

Mr. Barbuzzi has spent his entire professional career working with the elderly and has a deep knowledge and understanding of the issues concerning the senior population. He currently works as the Administrator at the Lafayette Rehabilitation and Skilled Nursing Facility in Marblehead, a position he has held for the last seventeen years. Prior to that he worked for the Lafayette in a series of positions of escalating responsibility as far back as 1982. Mr. Barbuzzi holds a Bachelor's degree in business administration from Eastern Nazarene College, serves on the Board of the Brookhouse Home, where he was the Board president from 2010 to 2012, and is a licensed Nursing Home Administrator by the Commonwealth.

I strongly recommend confirmation of Mr. Barbuzzi's appointment to the board. 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 black ink that reads "Kimberley Driscoll". The signature is written in a cursive, flowing style.

Kimberley Driscoll  
Mayor  
City of Salem

**George Edward Barbuzzi**  
17 Preston Road  
Salem, MA 01970  
978-289-3437

**Employment Position, Nursing Home Administrator**

**Experience, Lafayette Rehabilitation and Skilled Nursing Facility.**  
25 Lafayette Street, Marblehead, MA 01945

**Administrator 2000-Present**

- A hands on leadership role with continual direct contact with patients, family, and staff on a regular basis.
- Detailed knowledge in the areas of quality and patient safety, process improvement, healthcare processes, facilitation, coaching, and team building.
- Flexibility and strong leadership, team and relationship building skills and the ability to handle stressful, sensitive situations.
- A solid understanding of the impact that the Medicare/Medicaid reimbursement formulas have on operations and knowledge of strategies to optimize reimbursement.

**Administrative Director, 1995-2000**

- Responsible for insuring full compliance for all local, state, and federal regulation as applicable to the operation of nursing homes, including the Department of Public Health and Joint Commission survey's
- Coordinate and oversee all employee functions including benefits, insurance and pension plans for one hundred employees.
- Responsible for updating and improving employee policy procedure and requirements, including the annual review of the employee handbook.
- Supervise the yearly development of goals and objectives of the twelve-member management and supervisory staff.
- Establish reporting mechanisms and analyze progress and updating goals and objectives.
- Develop mechanisms for cost management including analyzing financial records reporting with regard to overtime, employee to resident ratios.
- Participate as an active member of the admissions team.
- Responsible for all Medicaid conversions.
- Organized the process for MDS and ORYX transmission using the local area network.
- Facilitated the implementation of a weekend Administrator, improving staff morale and operational efficiency.
- Responsible for assessment and recommendation of vendor suppliers for six nursing facilities (The Landmark Group)

**Assistant to the Administrator, 1987-1995**

- Implemented directives submitted by the Administrator.
- Supervised Food Service, Environmental Service, Laundry, Building and Grounds.
- Worked with all department heads related to corporate structure and methods of supervision.
- Developed policies and procedure requirements directly and with department heads.

**Director of Operations, 1982-1987**

- Supervised the support services and facilities.
- Developed a plan for staff education in the support service area.
- Responsible for record keeping, inspections, staff scheduling and purchasing.
- Maintained all records for the DPH Life Safety regulators.

**Education**

Eastern Nazarene College, Quincy, Massachusetts  
Bachelor of Science, Business Administration

**Professional**

Massachusetts Nursing Home Administrator's License #3127

Massachusetts Notary Public

President Marblehead Chamber of Commerce, September 2013-September 2016

President Brookhouse Home Board of Directors 2010-2012, Current Board Member

Member Marblehead Rotary Club

Cooperator Marblehead Bank

References Available upon request



## **CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

December 7, 2017

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Carly Dwyer Naik, of 7 Winter Street #6, to the Salem Public Art Commission, to complete the remainder of a two-year term to expire September 22, 2018. Ms. Naik will be filling the seat previously held by Mr. James Fallon, who has opted to step down from the commission. I hope you will join me in thanking Mr. Fallon for his service on the Public Art Commission.

Ms. Naik has over twenty years of work in directing and production experience in the theater arts. She is currently employed as the Creative Director for Intramersive Media, where she helps advance partnerships between artists and historical and artistic venues for site-specific immersive theater. Prior to that she worked as the Director of the Theater Arts program at Concord Carlisle Regional High School for nine years and as the Movement Director at the Merrimac Repertory Theater. Ms. Naik holds a B.A. from Harvard University and earned her Master's degree in education from Harvard's Graduate School of Education.

I strongly recommend confirmation of Ms. Naik's appointment to the commission. We are fortunate that she is willing to serve our community in this important role and lend her expertise and dedication to the Public Art Commission and its work.

Very truly yours,

A handwritten signature in black ink, reading "Kim Driscoll".

Kimberley Driscoll  
Mayor  
City of Salem

# **Carly Dwyer Naik**

7 Winter St. #6

Salem, MA 01970

Tel: 1 978.902.7762 Email: carly.a.dwyer@gmail.com

## **EDUCATION**

### **Harvard Graduate School of Education**

Ed. M., Arts in Education, June 2009

### **Harvard University**

B.A. *cum laude*, March 2005

## **CURRENT**

### **Intramersive Media llc**

**2017-Current**

Creative Director, Lead Game Designer, Co-Founder

- ☐ Identify partnerships and venues of particular historical or artistic interest and foster collaborative relationships to create site specific immersive theatre.
- ☐ Identify and foster relationships with artists, technicians and game designers.
- ☐ Develop and explore new technologies that can enhance the audience experience of spaces and shows.

## **TEACHING EXPERIENCE**

### **Concord Carlisle Regional High School, Concord, MA**

**2009 – 2017**

Director of Theatre Arts Program

- ☐ Developed, Researched and Taught curriculum for a full program: Contemporary Social Issues and Experimental Theatre, Shakespeare: His World, Our Stage, Advanced Acting Workshop: Invisible Theatre and the Ensemble, Culture Through Movement: Dance as Social Identity, American Musical Theatre: A Century of Our National Conscience.
- ☐ Organize, Produce and Direct a season of 3-4 shows including a Shakespeare, competitive one act and full scale musical production. .
- ☐ Directed two full length original works devised by students.
- ☐ Mentored students directors in show creation and production.
- ☐ Students prepared and presented scenes for the Concord Conference on Shakespeare and Youth.
- ☐ Recruited and fostered relationships across the school community to make the theatre program the most culturally diverse program in the school.

### **Concord Carlisle Regional High School, Concord, MA**

**2005 – 2009**

Assistant Director for After School Drama Program

### **Merrimac Repertory Theatre, Lowell, MA**

**Summers 2007 - 2011**

Movement Director, Young Artists at Play Program

## **PROFESSIONAL/PERFORMANCE EXPERIENCE**

<b>Northeastern University</b>	<b>October 2016/17</b>
<i>Rolling With It; Creating Dynamic Game Architecture for LARPs</i>	
Guest Lecturer	
<b>Green Door Productions</b>	<b>December 2016</b>
<i>Club Drosselmeyer</i>	
- Director, Game Designer, Devising, Writer	
<b>Far Off Broadway Production</b>	<b>August 2016</b>
<i>The Complete Works of Wlm Shkspr Abrgd</i>	
- Director	
<b>Concord Carlisle Larping Society</b>	<b>June 2012-June 2015</b>
Lead Game Designer/Head of Plot	
<b>The Sanders Theatre</b>	<b>November 2008 - 2009</b>
Event Production Assistant	
• Assistant Stage Manager, Senator Ted Kennedy: A Special Convocation with Yo-Yo Ma, Harvard President Drew Faust and Vice President Joe Biden in attendance.	
<b>Harvard Radcliffe Dramatic Club</b>	<b>2008-2009 Academic Year</b>
"The Space Between", Aerial Choreographer, Trapeze Artist	
"Mnemonic," Aerial Consultant	
<b>Cirque du Soleil, American Tour</b>	<b>Summer/Fall 2002 &amp; Fall 2006</b>
Wardrobe Assistant and Dresser for "Quidam" and "Corteo"	
<b>Alliance LARP - Syraandor Chapter</b>	<b>2002-2004</b>
Plot Committee: Character Development, Researcher	
<b>Saint Aire Productions, Boston MA</b>	<b>2003-2006</b>
Office Manager/Executive Personal Assistant	
<b>Sleepy Lion Theatre, Topsfield, MA</b>	<b>1996-2004</b>
Founding Member of Company for 24 productions.	

## **SPECIALTY TRAINING AND COURSEWORK**

MIT - "Media and Performance" prof. Jay Schieb, special admissions to complete graduate degree at Harvard

Shakespeare and Company - Linklater and First Folio Intensive Training, 3 day intensive

Frantic Assembly - Fundamentals of Physical Devising, day long intensive

## **CLUBS AND ORGANIZATIONS**

Emerson Umbrella Performing Arts Company - Materials Selection Committee

Concord Carlisle Patrons of Performing Students - Board Member/Theatre Liaison

Massachusetts Teachers Association, Member

The Bard Brigade - Founding Company Member

Creative Salem Business Member

The Analog Holodeck - Northeastern University



**AWARDS AND RECOGNITION**

Best Overall Production , "Spamalot"

Invitation to Participate "Nation"

Invitation to Participate "Animal Cracker"

MET AWARDS 2017

New England High School Theatre Festival 2014

Edinburgh Festival Fringe 2008

**Office Skills**

Mac and PC proficient in all Office Suite programs, Google apps, and most audio/visual programs.

**REFERENCES**

References available upon request.

**OTHER SKILLS**

Static and flying trapeze, clowning and mime, vaulting (stunt horseback riding), skiing, rock climbing, hiking, kayaking, yoga, organic gardening, baking and cooking



## **CITY OF SALEM, MASSACHUSETTS**

**Kimberley Driscoll  
Mayor**

December 7, 2017

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Gary Barrett, of 51 Larchmont Road, to the Salem Redevelopment Authority, to complete the remainder of a five-year term to expire December 8, 2021. Attorney Barrett will be filling the seat previously held by Ms. Christine Madore, who has stepped down from the SRA as she has been elected to the position of Ward 2 City Councillor. I hope you will join me in thanking Ms. Madore for her service on the Authority.

Attorney Barrett has a lengthy record of involvement in Salem and currently serves as the Essex County Sheriff Department's Community Relations Coordinator. Prior to that he was the Executive Director of the North Shore Alliance for Economic Development, a position that has especially prepared him to address the many redevelopment and economic growth issues facing the SRA and our downtown. Before his time with the North Shore Alliance for Economic Development, Attorney Barrett served as the District Director for former Congressman John Tierney for over fourteen years. He holds a B.A. in Government from Harvard University and earned his Juris Doctor degree from Boston College Law School. Attorney Barrett has previously served on the City of Salem's Zoning Board of Appeals and volunteers on the Advisory Council for North Shore Elder Services.

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

Very truly yours,

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

Kimberley Driscoll  
Mayor  
City of Salem

**GARY BARRETT**  
**51 Larchmont Road**  
**Salem, Massachusetts 01970**

**Community Relations Coordinator**

Essex County Sheriff's Dept.  
Jun 2017 – Present

**Executive Director**

North Shore Alliance for Economic Development, Inc.  
Sep 2011 – Oct 2014

**District Director**

Office of Congressman John F. Tierney  
Jan 1997 – May 2011

**Attorney/Consultant**

Office of Gary Barrett  
Aug 1991 – Dec 1996

**Education**

**Boston College Law School**

Juris Doctor  
Activities and Societies: Board of Student Advisors

**Harvard University**

BA, Government  
Activities and Societies: Class Marshal; John H. Finley Fellowship recipient

**Volunteer Experience**

**Member of Area Agency on Aging Advisory Council**

North Shore Elder Services

**Class Agent**

Belmont Hill School

**Former Member Zoning Board of Appeals**

City of Salem MA



## **CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

December 7, 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 Salem Council on Aging Board.

<b>First Name</b>	<b>Last Name</b>	<b>Address</b>	<b>Term</b>	<b>Term Expiration</b>
Elaine	Heredeen	16 Buffum Street	3 years	12/7/2020

I enthusiastically recommend confirmation of her reappointment to the COA Board and ask that you join me in thanking her for her continued dedicated service and commitment to our community and to our seniors.

Very truly yours,

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

Kimberley Driscoll  
Mayor  
City of Salem



# CITY OF SALEM

In City Council,

December 7, 2017

Ordered:

That the sum of One Million Six Hundred and Ninety-Four Thousand Four Hundred and Twenty-Nine Dollars (\$1,694,429.00) is hereby appropriated from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to reduce the gross amount to be raised by taxation when the Fiscal Year 2018 tax rate is set in accordance with the recommendation of Her Honor the Mayor.



## **CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

December 7, 2017

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

As you know free cash results from unanticipated new growth and revenues. While some is deposited per our City's finance policies into reserve accounts or held for emergencies, we always work to return as much as possible to taxpayers by using a portion to reduce the amount raised by taxation. Enclosed herewith is a request to transfer the sum of \$1,694,429 from free cash to reduce the gross amount to be raised by taxation for FY 2018.

This free cash appropriation will save Salem property taxpayers additional money this coming year, pending adoption of the tax rate by the City Council. I recommend passage of the accompanying Order to help reduce the burden on Salem taxpayers.

Sincerely,

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

Kimberley Driscoll  
Mayor  
City of Salem



## City of Salem, Massachusetts

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

**Kimberley L. Driscoll, Mayor**

**Laurie A. Giardella, Finance Director**

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December 4, 2017

Honorable Salem Mayor Kimberley Driscoll  
Salem City Hall  
Salem, Massachusetts

Dear Honorable Mayor Driscoll:

As previously reviewed, attached is a request to reduce the tax rate in the amount of \$1,694.429 from Free Cash certified on November 8, 2017, by the Mass. Dept of Revenue Division of Local Services in the amount of \$4,922,937. This request will effectively minimize the residential and commercial tax rate impact by offsetting the tax rate of the residential and commercial taxpayers.

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

Regards,

A handwritten signature in dark ink, appearing to read "Laurie A. Giardella", is written over a horizontal line.

Laurie A. Giardella  
Finance Director

Enclosures

**CITY OF SALEM**  
**REDUCE TAX RATE REQUEST**

Date 11/29/17

Transfer From: 1-3245 Desc: Free Cash

Amount: \$ 1,594,429

**Reason:** To Reduce the gross amount to be raised by taxation when the FY tax rate is set.

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

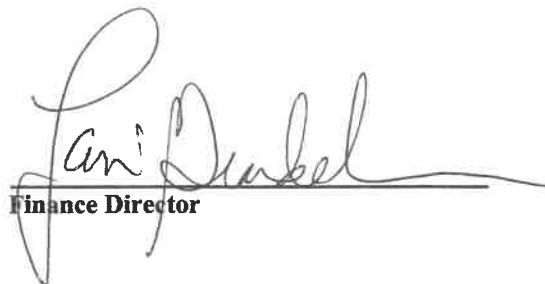
☐ Free Cash – City Council Approval

Current Fund Balance: 2,685,615.35  
Free Cash *MB*

**Recommendation:**

☐ Approved

☐ Denied

  
Finance Director

Processed: Date: \_\_\_\_\_ By: \_\_\_\_\_

CO # \_\_\_\_\_ JE#: \_\_\_\_\_ Transfer #: \_\_\_\_\_



## 4,922,937.00

(2,237,321.65)
2,685,615.35



# CITY OF SALEM

In City Council,  
December 7, 2017

## Ordered:

That the sum of One Million, Two Hundred and Ninety-Five Thousand and Thirty-Four Dollars (\$1,295,034) is hereby appropriated from the following "Receipts Reserved for Appropriation" accounts to reduce the gross amount to be raised by taxation when the Fiscal Year 2018 tax rate is set in accordance with the recommendation of Her Honor the Mayor.

Receipt Reserve-Witch House	\$ 245,034
R/Reserve-Golf Course	\$ 770,000
Receipts Reserve-Harbormaster	<u>\$ 280,000</u>
	\$ 1,295,034



## **CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

December 7, 2017

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

As you are aware, at the beginning of the fiscal year we approve a budget for the Witch House, Golf Course, and Harbormaster operations that ensures these facilities are fully funded. Each of these departments collect revenues, which we then utilize when setting the tax rate. We typically "sweep" our receipts reserved accounts and apply those revenues to help keep the tax increase as low as possible.

Enclosed herewith are requests to transfer the sum of \$1,295,034 from receipts reserved to be applied to reduce the gross amount to be raised by taxation for Fiscal Year 2018. \$245,034 is derived from Witch House revenues, \$770,000 from the golf course, and \$280,000 from Harbormaster receipts.

These appropriations will help reduce the amount raised by taxation, pending adoption of the recommended tax rate by the City Council. I recommend passage of the accompanying Order so we can continue to work to keep taxes as manageable as feasible for our residents.

Sincerely,

A handwritten signature in black ink, reading "Kim Driscoll".

Kimberley Driscoll  
Mayor  
City of Salem



## City of Salem, Massachusetts

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

**Kimberley L. Driscoll, Mayor**

**Laurie A. Giardella, Finance Director**

---

November 9, 2017

Honorable Salem Mayor Kimberley Driscoll  
Salem City Hall  
Salem, Massachusetts


Dear Honorable Mayor Driscoll:

Enclosed herewith is a request to transfer One Million, Two Hundred Ninety Five Thousand and Thirty Four Dollars (\$1,295,034.00) from Receipts Reserved for Appropriation accounts to reduce the amount to be raised by taxation when setting the Fiscal Year 2018 tax rate.

In addition to the aforementioned transfer, you will also find a request to transfer Eight Hundred Twenty Two Thousand and One Hundred Ninety Three Dollars and Fifty Two Cents (\$822,193.52), from the Overlay Surplus account to reduce the amount to be raised by taxation when setting the Fiscal Year 2018 tax rate.

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

Regards,



Laurie A. Giardella  
Finance Director

Enclosures

**CITY OF SALEM**  
**REDUCE TAX RATE REQUEST**

Date 11-17-17

Transfer From: 24371-4800 Desc: R/Res Witch House

Amount: \$ 245,034

Transfer From: 24361-4800 Desc: R/Res Golf Course

Amount: \$ 770,000

Transfer From: 24341-4800 Desc: R/Res Harbormaster

Amount: \$ 280,000

**Reason:** To Reduce the gross amount to be raised by taxation when the FY tax rate is set.

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

☒ Receipts Reserve – City Council Approval Current Fund Balance: 1,045,123  
Witch House

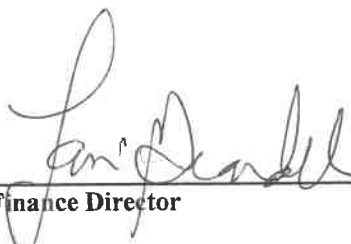
☒ Receipts Reserve – City Council Approval Current Fund Balance: 788,713  
Golf Course

☒ Receipts Reserve – City Council Approval Current Fund Balance: 295,495  
Harbormaster

RYB 11/9/17

**Recommendation:**

☐ Approved ☐ Denied

  
Finance Director

Processed: Date: \_\_\_\_\_ By: \_\_\_\_\_

CO # \_\_\_\_\_ JE# \_\_\_\_\_ Transfer #: \_\_\_\_\_



# CITY OF SALEM

In City Council,  
December 7, 2017

## Ordered:

That the sum of Eight Hundred Twenty-Two Thousand, One Hundred and Ninety-Three Dollars and Fifty-Two Cents (\$822,193.52) is hereby appropriated from the Overlay Surplus account to reduce the gross amount to be raised by taxation when the Fiscal Year 2018 tax rate is set in accordance with the recommendation of Her Honor the Mayor.



## **CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

December 7, 2017

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Pursuant to state law, the Board of Assessors maintains an overlay account to fund anticipated abatements and exemptions of committed real and personal property taxes. Excess funds in this account, called the surplus overlay, are available to be applied to the general fund and thereby reduce the amount necessary to be raised by taxation.

Our current surplus overlay totals \$822,193.52, which we are recommending be so applied in order to reduce the FY2018 tax rate and help save Salem taxpayers additional money. Please know that these are surplus funds certified by the Board of Assessors, and does not diminish their ability to fund any anticipated abatements and exemptions for this fiscal year.

I recommend adoption of the enclosed Order, to reduce the amount raised by taxation by \$822,193.52.

Sincerely,

A handwritten signature in black ink, reading "Kim Driscoll".

Kimberley Driscoll  
Mayor  
City of Salem



## City of Salem, Massachusetts

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

**Kimberley L. Driscoll, Mayor**

**Laurie A. Giardella, Finance Director**

November 9, 2017

Honorable Salem Mayor Kimberley Driscoll  
Salem City Hall  
Salem, Massachusetts

Dear Honorable Mayor Driscoll:

Enclosed herewith is a request to transfer One Million, Two Hundred Ninety Five Thousand and Thirty Four Dollars (\$1,295,034.00) from Receipts Reserved for Appropriation accounts to reduce the amount to be raised by taxation when setting the Fiscal Year 2018 tax rate.

In addition to the aforementioned transfer, you will also find a request to transfer Eight Hundred Twenty Two Thousand and One Hundred Ninety Three Dollars and Fifty Two Cents (\$822,193.52), from the Overlay Surplus account to reduce the amount to be raised by taxation when setting the Fiscal Year 2018 tax rate.

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

Regards,

  
Laurie A. Giardella  
Finance Director

Enclosures



**CITY OF SALEM**  
**REDUCE TAX RATE REQUEST**

Date 11-10-17

Transfer From: 1-3220 Desc: Overlay Surplus

Amount: \$ 822,193.52

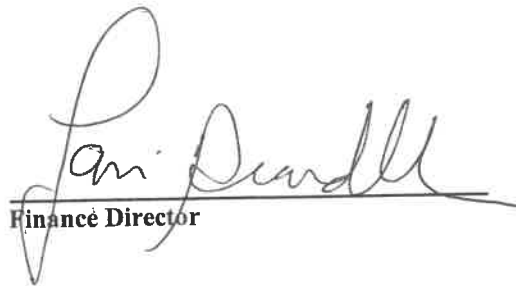
**Reason:** To Reduce the gross amount to be raised by taxation when the Fiscal Year tax rate is set. <sup>2018</sup>

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

☒ Overlay Surplus – City Council Approval Current Balance: 822,193.52  
Overlay Surplus

**Recommendation:**

☐ Approved ☐ Denied

  
Finance Director

Processed: Date: \_\_\_\_\_ By: \_\_\_\_\_

CO # \_\_\_\_\_ JE#: \_\_\_\_\_ Transfer #: \_\_\_\_\_



CITY OF SALEM, MASSACHUSETTS  
ASSESSING DEPARTMENT

93 WASHINGTON STREET

SALEM, MA 01970

TEL. 978-619-5608

FAX. 978-744-2069

ASSESSORS@SALEM.COM

MAYOR  
KIMBERLEY DRISCOLL

DIRECTOR  
DEBORAH A. JACKSON

BOARD OF ASSESSORS  
RICHARD W. JAGOLTA, JR.  
DAMIAN JOHNSON  
ROBERT MILLERICK

July 11, 2017

Sarah Stanton  
Finance Director

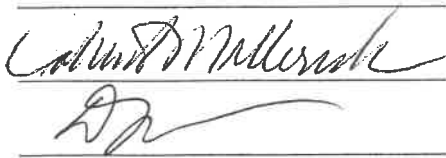
Dear Ms. Stanton:

The Board of Assessors hereby informs you that the following amounts are available to be transferred to the General Fund from the Overlay Fund. The figures below represent current overlay amounts (as of July 11, 2017) minus outstanding potential liabilities from cases at the Appellate Tax Board.

FY	Overlay as of May 18	Potential liabilities	Amount to transfer to general fund
2009	\$16,130.91	\$-	\$16,130.91
2010	\$81,477.47	\$-	\$81,477.47
2011	\$145,544.69	\$-	\$145,544.69
2012	\$139,040.45	\$-	\$139,040.45
2014	\$477,254.54	\$37,254.54	\$440,000.00

Total \$822,193.52

Please contact this office if you have any questions.



Board of Assessors



# CITY OF SALEM

In City Council,

Ordered:

December 7, 2017

## CITY OF SALEM TRANSFER ORDER (Transfer of Unexpended Bond Proceeds)

ORDERED, that the following unexpended bond proceeds in the total amount of \$3,660,268.84 from the City's debt issues listed below, originally borrowed for the purposes and under the orders set forth below, which projects are now complete and for which no liability remains, are hereby re-appropriated for the purpose of providing funds for acquiring the 289 Derby Street property (\$1,400,000) and to reduce the amount previously authorized by order of the City Council passed January 19, 2017 for such purpose by a like amount and for Canal Street Sewer Upgrades (\$2,260,268.84) and to reduce the amount previously authorized by order of the City Council passed June 27, 2016 for such purpose by a like amount:

<u>Date of Approval</u>	<u>Original Purpose</u>	<u>Debt Issue and Date</u>	<u>Project Status</u>	<u>Transfer Amount</u>
9/12/11	energy efficiency improvements to the Saltonstall Elementary School	Bonds dated 12/19/2013	Complete	\$0.02
		Bonds dated 12/2/15	Complete	\$556,708.00
9/12/11	energy efficiency improvements to the Collins Middle School	Bonds dated 12/2/15	Complete	\$2,293,875.82
		Bonds dated 12/27/2016	Complete	\$809,685.00

**Salem, Massachusetts  
Collins and Saltonstall Schools  
Allocation of Unspent Bond Proceeds**

Allocation of Unspent Bond Proceeds

				Council Order 1		Council Order 2				
				Transfer to School Roof Repairs Projects (new)		Balance After Transfer 1	Transfer to 289 Derby St. Land Acquisition (BANs)		Transfer to Canal Street Sewer Improvements	Balance After Transfer 2
Amount borrowed	Date Borrowed	Amount Unspent								
\$ 2,351,161.00	12/2/2015	\$ 2,293,875.82		\$ -		\$ 2,293,875.82	\$ 843,292.00	\$ 1,450,583.82		\$ -
\$ 809,685.00	12/27/2016	\$ 809,685.00		\$ -		\$ 809,685.00	-	\$ 809,685.00		\$ -
	Totals	\$ 3,103,560.82		\$ -		\$ 3,103,560.82	843,292.00	\$ 2,260,268.82		\$ -
Saltonstall Elementary School										
Amount borrowed	Date Borrowed	Amount Unspent								
\$ 1,595,000.00	12/19/2013	\$ 981,522.02		\$ 981,522.00		\$ 0.02	-	\$ 0.02		\$ -
\$ 836,686.00	12/2/2015	\$ 836,686.00		\$ 279,978.00		\$ 556,708.00	556,708.00	\$ -		\$ -
	Totals	\$ 1,818,208.02		\$ 1,261,500.00		\$ 556,708.02	556,708.00	\$ 0.02		\$ -
	Grand Totals	\$ 4,921,768.84		\$ 1,261,500.00		\$ 3,660,268.84	1,400,000.00	\$ 2,260,268.84		\$ -



## **CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

December 7, 2017

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Following the receipt of our reimbursements from the Massachusetts School Building Authority (MSBA) for building envelope and energy efficiency improvement projects that were carried out recently at the Collins Middle School and the Saltonstall Elementary School, we were very pleased to have realized substantial savings as reimbursements from the MSBA came in higher than anticipated. Thus, we have unexpended bond proceeds that we would like to apply to current projects that have already been approved by the Council, but not yet bonded.

As you may recall, in September you approved the transfer of a portion of unexpended bond proceeds from these projects to be applied toward roof repairs at the Bowditch and Witchcraft Heights elementary schools.

The enclosed Order allocates the remainder of the unexpended bond proceeds from these two projects, totaling \$3,660,268.84, to two additional projects previously approved by the Council. The first is the acquisition of 289 Derby Street (\$1,400,000) for the purposes of creating a new public open space park along our historic waterfront, the construction of which is being funded by a state grant. The second project is the continuation of the Canal Street flood control project (\$2,260,268.84), which includes the discharge piping and utility upgrades from the future subsurface storage tank and pump station to Forest River Park, as well as associated improvements to the park, including a drainage swale, pond, and outlet improvements for storm water and flood protection to the baseball field.

Again, both of these projects were previously approved for bonding by this City Council. We are simply looking to apply the unexpended proceeds from the school projects to these already approved expenditures. The enclosed loan transfer Order additionally reduces the previously authorized bond Orders for both projects by like amounts, resulting in no net addition to spending.

I am proud that our sound fiscal practices have resulted in the availability of these additional capital dollars, without adding to our existing debt levels. As you know, Salem has enjoyed record high bond ratings for the last three years running and, in the last eleven years, we have managed to reduce the amount of debt service in our budget by 19%.

In fact, the share of our City budget that comprises our debt payment was cut in half due to our responsible financial policies and practices. The result is not just savings to taxpayers in borrowing or refinancing at lower interest rates, it is also added capacity and flexibility to be able to take on projects and needs, without additional burden to our taxpayers.

I strongly recommend 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



# CITY OF SALEM

In City Council,

December 7, 2017

Ordered:

That the sum of One Hundred and Thirteen Thousand Nine Hundred and Twenty-Five Dollars and Five Cents (\$113,925.05) in the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to be expended for the FY 2018 contractual buybacks listed below in accordance with the recommendation of Her Honor the Mayor.

Name	Department	Amount
Mary Cobb	School	33,249.60
Joy O'Connell	School	34,675.20
Lillian Zatorre	School	34,675.20
Paula Keller	School	11,325.05
		<b>113,925.05</b>



## CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll  
Mayor

December 7, 2017

To the City Council  
City Hall  
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request for an appropriation of One Hundred and Thirteen Thousand Nine Hundred and Twenty-Five Dollars and Five Cents (\$113,925.05) from the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to fund the retirement buyback costs to be expended for the following School Department employees listed below.

NAME	DEPARTMENT	AMOUNT
Mary Cobb	School	\$33,249.60
Joy O'Connell	School	\$34,675.20
Lillian Zatorre	School	\$34,675.20
Paula Keller	School	\$11,325.05

Total: \$113,925.05

I recommend passage of the accompanying Order.

Very truly yours,

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

Kimberley Driscoll  
Mayor





KIMBERLEY DRISCOLL  
MAYOR

LISA B. CAMMARATA  
DIRECTOR OF HUMAN RESOURCES

## CITY OF SALEM, MASSACHUSETTS

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

### MEMORANDUM

**TO:** Laurie Giardella, Director of Finance  
**DATE:** November 15, 2017  
**RE:** Retirement Stabilization Fund

\*\*\*\*\*

Attached you will find a retirement buy back for a former employee of the Salem Public Schools.

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

Joy O'Connell

80 sick days @ \$433.44 per day	\$34,675.20
<b>Total:</b>	<b>\$34,675.20</b>

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



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

### MEMORANDUM

**TO:** Laurie Giardella, Director of Finance  
**DATE:** November 15, 2017  
**RE:** Retirement Stabilization Fund

\*\*\*\*\*

Attached you will find a retirement buy back for a former employee of the Salem Public Schools.

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

**Mary Cobb**

80 sick days @ \$415.62 per day	\$33,249.60
---------------------------------	-------------

<b>Total:</b>	<b>\$33,249.60</b>
---------------	--------------------

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.

LB

Finance Director



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

### MEMORANDUM

**TO:** Laurie Giardella, Director of Finance  
**DATE:** November 15, 2017  
**RE:** Retirement Stabilization Fund

\*\*\*\*\*

Attached you will find a retirement buy back for a former employee of the Salem Public Schools.

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

**Lillian Zatorre**

80 sick days @ \$433.44 per day	\$34,675.20
<b>Total:</b>	<b>\$34,675.20</b>

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



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

### MEMORANDUM

**TO:** Laurie Giardella, Director of Finance  
**DATE:** November 15, 2017  
**RE:** Retirement Stabilization Fund

\*\*\*\*\*

Attached you will find a retirement buy back for a former employee of the Salem Public Schools.

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

**Paula Keller**

28.50 sick days @ \$397.37 per day	\$11,325.05
<b>Total:</b>	<b>\$11,325.05</b>

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

In City Council,

December 7, 2017

Ordered:

That the sum of Thirty-Two Thousand Dollars (\$32,000.00) is hereby transferred within the accounts listed below in accordance with the recommendation of Her Honor the Mayor.

From		To		Amount
12101-5111	Police FT Salaries	12102-5775	Police Community Events	20,000.00
12101-5111	Police FT Salaries	12102-5317	Police Training & Education	12,000.00
Total				32,000.00



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll

Mayor

December 7, 2017

To the City Council  
City Hall  
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request to transfer Thirty-Two Thousand Dollars (\$32,000.00) from the existing Police Department Personnel Line item to the accounts listed below:

12101-5111 Police FT Salaries	12102-5775	Police Community Events	20,000
12101-5111 Police FT Salaries	12102-5317	Police Training & Education	12,000

---

TOTAL	\$32,000
-------	----------

This transfer is revenue neutral and is necessary to cover additional expenses incurred as a result of Halloween coverage from outside agencies. I recommend passage of the accompanying Order.

Very truly yours,

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

Kimberley Driscoll  
Mayor



**City of Salem, Massachusetts**  
**Police Department Headquarters**  
95 Margin Street, Salem, Massachusetts 01970

Mary E. Butler  
Chief of Police

November 13, 2017

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

Re: Budget Transfer from Personnel to Expenses

Dear Mayor Driscoll:

After a careful review of the budget, identifying known and anticipated expenses, as well as, planning for personnel needs, it has become obvious that there are insufficient funds to cover both the outside law enforcement agencies assistance during the month of October and Halloween night, as well as, for preparing for officers to attend the Police Academy as we plan for several retirements between December 2017 and July 2018.

I would like to request that we transfer \$20,000 from Personnel Line Item 12101-5111 Full-Time Salaries to Expense Line Item 12101-5775 Community Events to cover, NEMLEC, Essex and Middlesex County Sheriff's Departments, and approximately 10 additional local communities for their assistance during the month of October and on Halloween night.

Additionally, in preparation for the loss of personnel and in planning to keep the required number of personnel for the COPS Hiring Grant at the same level, I would like to request we transfer \$12,000 from Personnel Line Item 12101-5111 Full-time Salaries to Expense Line Item 12101-5317 Training and Education to cover for the tuition, books and uniforms necessary to send up to three officers to an Academy sometime between April and June 2018 in preparation for the upcoming six planned retirements. The start date will be contingent upon the space availability in one of three upcoming Spring 2018 Academies.

I am available at your convenience to speak with you regarding these requests. Thank you in advance for your support of these requests to manage the FY2018 Police budget as effectively as we can with continually changing circumstances.

Sincerely,

A handwritten signature in cursive script that reads "Mary E. Butler".

Mary E. Butler  
Chief of Police

Cc: Laurie Giardella, Finance Director  
Jayne Connors, Admin Asst  
Robert Mulligan, Admin Aide

# CITY OF SALEM - Finance Department

## Free Cash, W & S R/E, R/Res & Budget Transfer Requiring Council Approval

From: 210 - Police

Department

Chief Mary E. Butler

Department Head Authorizing Signature

November 13, 2017

Date

### Budget or R/Res

Budget Amt: \$70,750.00

### Transfers

To: 12102-5775

(Org/Object)

Desc: Community Events

Curr Balance: \$ 289.33

Budget Amt: \$6,606.353.00

From: 12101-5111

Desc: Full-time Salaries

Curr Balance: \$4,323,066.13

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

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

Date:

### Free Cash or

To:

Desc:

Budget Amt:

Curr Balance:

### Retained Earnings (W/S)

(Org/Object)

Please circle one

Amount Requested:

\$ 20,000

Reason (Be Specific) To cover additional expenses incurred as a result of Halloween coverage from outside agencies

### For Finance Department Use Only:

Budget Transfer

Mayor Approval

City Council Approval

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

Free Cash Balance

R/E Appropriation - Water \$

R/E Balance

R/E Appropriation Sewer \$

R/E Balance

Receipts Reserve - City Council Approval \$

R/Res Fund Balance

Raise & Appropriate

Other

Recommendation: Approved Denied

Finance Director

Mayor


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



# CITY OF SALEM - Finance Department

## Free Cash, W & S R/E, R/Res & Budget Transfer Requiring Council Approval

From: 210 - Police  
Department

  
Chief Mary E. Butler  
Department Head Authorizing Signature

November 14, 2017  
Date

### Budget or R/Res

Transfers To: 12102-5317 Desc: Training & Edu Budget Amt: \$33,200.00  
(Org/Object) Curr Balance: \$ 4,445.73

From: 12101-5111 Desc: Full Time Salaries Budget Amt: \$6,606,353.00  
Curr Balance: \$4,323,066.13  
(\*Note - Please include letter to Mayor for Transfers from different Personnel & Non-personnel lines)

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

Free Cash or To: \_\_\_\_\_ Desc: \_\_\_\_\_ Budget Amt: \_\_\_\_\_  
Curr Balance: \_\_\_\_\_

Retained Earnings (W/S) (Org/Object)  
Please circle one

Amount Requested:

\$ 12,000.00

*NB*

Reason (Be Specific) To cover costs of sending recruits to the academy so we keep to the  
required number of officers for the COPS Hiring Grant to cover tuition, books, etc. to  
send recruits to the Academy in the Spring/Summer.

### For Finance Department Use Only:

\_\_\_\_\_ Budget Transfer \_\_\_\_\_ Mayor Approval \_\_\_\_\_ City Council Approval

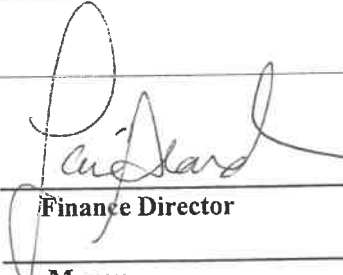
\_\_\_\_\_ Free Cash Appropriation - City Council Approval - Gen Fund \$ \_\_\_\_\_  
Free Cash Balance

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

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

\_\_\_\_\_ Raise & Appropriate \_\_\_\_\_ Other \_\_\_\_\_

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

  
Finance Director

Mayor

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



# CITY OF SALEM

In City Council,  
December 7, 2017

## Ordered:

That the sum of Twelve Thousand Dollars (\$12,000.00) is hereby appropriated from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the Electrical Street Lighting account 12452-5213 in accordance with the recommendation of Her Honor the Mayor.



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

December 7, 2017

To the City Council  
City Hall  
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request to transfer Twelve Thousand dollars (\$12,000) from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the Electrical Street Lighting account 12452-5213.

This request is necessary to cover the costs for contracted services to cover Electrical department while a staff member is on sick leave.

I recommend passage of this accompanying order.

Sincerely,

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

Kimberley Driscoll  
Mayor



KIMBERLEY DRISCOLL  
MAYOR

JOHN J. GIARDI  
CITY ELECTRICIAN

## CITY OF SALEM, MASSACHUSETTS

ELECTRICAL DEPARTMENT  
44 LAFAYETTE STREET  
TEL (978) 745-6300  
FAX (978) 745-4638  
JGIARDI@SALEM.COM

November 16, 2017

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

Dear Mayor Driscoll:

I am writing this letter to let you know the departments current situation in regard to our personnel and the amount of work we have ahead of us. We have one staff member that is out on medical leave. I will need to rehire Brian Sweeney to help while we are short staffed.

I'm requesting \$12,000.00 to keep Mr. Sweeney on staff until the end of January 2018. Thank you for your help on this matter as we move forward into the busy holiday season.

Sincerely,

John J. Giardi  
City Electrician

From: Electrical Department

[Signature]  
Department Head Authorizing Signature

11/16/17  
Date

## Transfers

To:

(Org/Object)

Desc:

Budget Amt:

Balance:

Budget Amt:

Balance:

From :

Desc:

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

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

Budget Amt: 250,000

Balance: 151,797.30

### Free Cash or

To:

12452-523

Desc:

## Street Lighting

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

Please circle one

**Amount Requested:**

\$ 12,000.00

Reason (Be Specific)

Contracted Services to cover department staff member is on sick leave.

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

### Budget Transfer

Mayor Approval

City Council Approval

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

Free Cash Balance

R/E Appropriation -Water \$

R/E Balance

R/E Appropriation Sewer \$

R/E Balance

Receipts Reserve – City Council Approval

\$ R/Res Fund Balance

Raise & Appropriate

Other

Recommendation: ☐ Approved ☐ Denied

Finance Director

Completed: Date:

**By:**

CO #

JE#:

Transfer #:



# CITY OF SALEM

In City Council,  
December 7, 2017

## Ordered:

That the sum of Two Thousand Dollars (\$2,000.00) is hereby appropriated from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the Planning Contracted Services account 11822-5320 in accordance with the recommendation of Her Honor the Mayor.



**CITY OF SALEM, MASSACHUSETTS**

**Kimberley Driscoll  
Mayor**

December 7, 2017

To the City Council  
City Hall  
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request to transfer Two Thousand Dollars (\$2,000.00) from the Fund Balance Reserved for Appropriation – Free Cash account (1-3245) to the Planning Contracted Services account 11822-5320.

This request is necessary to cover the costs of contracted services for the green community's initiative and projects.

I recommend passage of this accompanying order.

Sincerely,

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

Kimberley Driscoll  
Mayor



KIMBERLEY DRISCOLL  
MAYOR

TOM DANIEL, AICP  
DIRECTOR

CITY OF SALEM, MASSACHUSETTS  
DEPARTMENT OF PLANNING AND  
COMMUNITY DEVELOPMENT

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

November 27, 2017

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

**Re: Free Cash Request for Contracted Services**

Dear Mayor Driscoll:

We are requesting \$2,000 in free cash for contracted services in order to pay for assistance with research, data input, and analysis relating to green communities initiatives and projects.

**Total request: \$2,000.00**

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

Sincerely,

A handwritten signature in dark ink, appearing to read "Tom Daniel", is written over a faint, larger signature that appears to be "Kimberley Driscoll".

Tom Daniel, AICP  
Director



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

From: DPCD [Signature] 11/22/17  
 Department Department Head Authorizing Signature Date

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

Budget Amt: 53,282.00  
Free Cash or To: 11822-5320 Desc: CONT. SERV. Balance: 52,482.00  
Retained Earnings (W/S) (Org/Object)  
 Please circle one

**Amount Requested:** \$ 2,000.00  
**Reason (Be Specific)** Assistance with research data input, and  
analysis for green communities initiative

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

\_\_\_\_\_ Budget Transfer \_\_\_\_\_ Mayor Approval \_\_\_\_\_ City Council Approval  
☒ Free Cash Appropriation – City Council Approval – Gen Fund \$ 2,685,321.65  
 Free Cash Balance MB  
 \_\_\_\_\_ R/E Appropriation – Water \$ \_\_\_\_\_ R/E Appropriation Sewer \$ \_\_\_\_\_  
 R/E Balance R/E Balance  
 \_\_\_\_\_ Receipts Reserve – City Council Approval \$ \_\_\_\_\_  
 R/Res Fund Balance  
 \_\_\_\_\_ Raise & Appropriate \_\_\_\_\_ Other [Signature]  
 Finance Director

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

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



# CITY OF SALEM

In City Council,

December 7, 2017

**Ordered:**

That the sum of Two Thousand Five Hundred Dollars (\$2,500.00) is hereby transferred from the "Elections-Poll Workers" account (11622-5309) to the "Elections-Overtime" Account (11621-5131) in accordance with the recommendation of Her Honor the Mayor.



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

December 7, 2017

To the City Council  
City Hall  
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request to transfer the sum of two Thousand Five Hundred Dollars (\$2,500.00) from the "Elections-Poll Workers" account (11622-5309) to the Elections-Overtime" Account (11621-5131).

This funding is needed to cover the cost of overtime in Elections.

I recommend passage of the accompanying order.

Very truly yours,

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

Kimberley Driscoll  
Mayor

*City of Salem, Massachusetts*  
*Office of the City Clerk*

*Cheryl A. LaPointe*  
*City Clerk*



*Room 1*  
*City Hall*

November 16, 2017

Honorable Kimberley Driscoll  
Mayor of Salem  
Salem, MA 01970

Dear Mayor Driscoll:

I respectfully request approval for the enclosed budget transfer. This transfer is necessary due to the depletion of the overtime account for mandatory additional hours by state law. I am requesting \$2,500 which should get us through the rest of the fiscal year to cover the additional mandatory days for the filing of initiative petitions and nomination papers, etc. This transfer would be from Elections – Poll workers account (11622-5309 to Elections – Overtime account (11621-5131. Thank you for your consideration.

Sincerely,

*Cheryl A. LaPointe*

Cheryl A. LaPointe  
City Clerk

# CITY OF SALEM – Finance Department

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

From: Elections Cheryl A. Ralston 11-16-17  
 Department Department Head Authorizing Signature Date

**Budget or R/Res** Budget Amt: 5,000.-  
**Transfers** To: 11621-5131 Desc: "overtime" Balance: 0  
 (Org/Object)  
 From: 11622-5309 Desc: "poll workers" Balance: 6,317.00  
 (\*Note - Please include letter to Mayor for Transfers from different Personnel & Non-personnel lines)  
 Current Balance in Receipts Reserved Fund Above (if applicable) - \$ \_\_\_\_\_ Date: \_\_\_\_\_

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

**Amount Requested:** \$ 2,500.00  
**Reason (Be Specific)** Election overtime

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

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

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

Janis Drakich  
 Finance Director

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



# CITY OF SALEM

In City Council, December 7, 2017

## Ordered:

That the City of Salem accept the provision of Section 4, Chapter 73 of the Acts of 1986 for Fiscal Year 2018 and that such additional exemptions granted by 100% of the statutory exemption amounts, provided all other qualification specified in said Section 4, Chapter 73 of the Acts of 1986 are met.



## **CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

December 7, 2017

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Enclosed is an Order to accept the provisions of Section 4, Chapter 73, of the Acts of 1986 for Fiscal Year 2018.

The section of state law allows for additional tax exemptions to be granted to widows, elderly, veterans, and blind property owners. In accordance with this section of the special acts, acceptance by the local appropriation authority is required each year in order to maintain these exemptions for the qualifying eligible groups.

Salem has accepted these exemptions every year since FY2009 and in that time period we have enabled 3,330 exemptions to be claimed by veterans, widows, and certain elderly and disabled residents. Those exemptions have resulted in these most needy of our population saving around \$3 million.

I strongly recommend adoption of the attached Order so that we may continue to provide the maximum benefit allowable under state law for our residents who are most in need.

Sincerely,

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

Kimberley Driscoll  
Mayor  
City of Salem



# CITY OF SALEM

In City Council, December 7, 2017

## Ordered:

The City of Salem hereby accepts Massachusetts General Law Chapter 60, Section 3F enabling the City to collect voluntary donations to the veterans' assistance fund through a designated donation box on the municipal property tax bill of an amount of money which shall increase the amount already due.





## **CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

December 7, 2017

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order accepts section 3F of M.G.L. Chapter 60, authorizing the City of Salem to place a check-off on our property tax bills to enable donations to a municipal veterans' assistance fund. A copy of the relevant statute is also enclosed for your information.

Donations made to this fund will be used to provide Salem veterans and their dependents with aid for food, transportation, and heat and oil expenses. If approved, our Veterans Agent will develop the application process and eligibility standards for the fund and our City Collector will have the line included on the next tax bill mailing.

I am very pleased that we are able to establish this new fund under the provisions of the recently approved state law and strongly encourage adoption of the enclosed Order.

Sincerely,

A handwritten signature in black ink, reading "Kim Driscoll".

Kimberley Driscoll  
Mayor  
City of Salem

<b>Part I</b>	ADMINISTRATION OF THE GOVERNMENT
<b>Title IX</b>	TAXATION
<b>Chapter 60</b>	COLLECTION OF LOCAL TAXES
<b>Section 3F</b>	VOLUNTARY DONATION TO MULTIPLE VETERANS ASSISTANCE FUND BY DESIGNATION ON MUNICIPAL PROPERTY TAX OR MOTOR VEHICLE EXCISE BILLS

*[ Text of section added by 2016, 141, Sec. 12 effective July 14, 2016.]*

Section 3F. A city, town or district that accepts this section may designate a place on its municipal property tax bills or motor vehicle excise bills or mail with such bills a separate form whereby taxpayers of the city, town or district may voluntarily check off, donate and pledge an amount of money which shall increase the amount already due to establish and fund a municipal veterans assistance fund which shall be under the supervision of the local veterans agent, the board or officer in charge of the collection of the municipal charge, fee or fine or the town collector of taxes.

*[ Paragraph inserted following the first paragraph by 2016, 283, Sec. 9 effective October 6, 2016.]*

Any amounts donated to the fund shall be deposited into a special account in the general treasury and shall be in the custody of the treasurer. The treasurer shall invest the funds at the direction of the officer, board, commission, committee or other agency of the city or town who or which is otherwise authorized and required to invest trust funds of the city or town and subject to the same limitations applicable to trust fund investments except as otherwise specified in this section. The fund and any interest thereon shall be used for the purposes of this section without further appropriation.

Money in the fund shall be used to provide support for veterans and their dependents in need of immediate assistance with food, transportation, heat and oil expenses. The city, town or district's veterans' services department shall: (i) establish an application process for veterans and their dependents to obtain assistance; (ii) establish standards for acceptable documentation of veteran status or dependent status; and (iii) establish financial eligibility criteria for determining need and amount of assistance for eligible applicants. The veterans' services department shall be responsible for reviewing each applicant and fairly applying the eligibility and level-of-need standards.



## CITY OF SALEM

In City Council, December 7, 2017

Ordered:

The 2018 Inauguration and City Council organizational meeting shall take place on  
Monday, January 1, 10:00 a.m., at the Peabody Essex Museum, 161 Essex Street, Salem.



## **CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

December 7, 2017

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order sets the inaugural and 2018 City Council organizational meeting for Monday, January 1, at 10:00 a.m. at the Peabody Essex Museum. PEM as graciously agreed to host this important civic event in their beautiful atrium space.

Following the inauguration, the public is invited to visit and tour the new Hotel Salem, 209 Essex Street, for an Open House event showcasing this new addition to the Essex Street Pedestrian Mall.

Very truly yours,

A handwritten signature in black ink, reading "Kim Driscoll".

Kimberley Driscoll  
Mayor  
City of Salem



## **CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

December 7, 2017

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Each year the City Council must vote to set the residential tax factor and thereby set the tax rate for the fiscal year. In Massachusetts, Proposition 2 ½ caps new property taxes at no more than 2.5% of the previous year's levy. This year, the proposed tax rate – \$15.38 for residential and \$29.98 for commercial – is once again under the City's allowable levy limit, with excess levy capacity of \$5,430,748, validating our City's responsible approach to budgeting and managing public finances. We continue to maintain a generally low tax bill increase over time, as well, with the average increase over the last twelve years for the average single-family taxpayer in Salem coming in at \$149.86, or 3.34%, per year.

Based on the rates above, the anticipated change in the average single-family tax bill will be \$259.46 (4.85%), the average condominium unit change will be \$97.10 (2.45%), the average two-family change will be \$392.07 (7.01%), the average three-family change will be \$397.82 (6.40%). The average commercial property tax bill change will be \$206.85 (1.15%).

Property tax bills and changes in those tax bills are reflective of changes in property values, which are, in turn influenced by the desirability of the community for those looking to purchase property. Salem is a desirable community in which to live and our strengthening property values reflect the increasing demand for property here. In terms of change over the average value from the last fiscal year, single family homes average values are up 8.1%, residential condos by 5.7%, two-family homes by 10.4%, 3-family homes by 9.7%, larger multi-unit residences by 5.9%, commercial property by 1.2%, and industrial property by 24.9%, with the final category largely driven by value changes at the Footprint power plant. Overall, property value changed by 8% city-wide. In all classifications, with the exception of commercial property, the change in property value far outpaces the change in the average tax bill, however those property types with the largest changes in value in the last year also see the largest change in their average tax bill. With commercial properties the increase in average value, 1.2%, is largely identical to the increase in the average tax bill, 1.15%.

As you know, while Salem is seen as a leader across the Commonwealth in terms of ability to find and secure grants, it is property taxes that pay most of the cost of the City services our residents rely upon: from our fully staffed Police and Fire Departments, who keep us safe during routine times and during emergencies, to expanding efforts to pave and maintain our streets and sidewalks. And from supporting our fantastic library, one of the busiest in the North of Boston Library Exchange, to funding our schools and our students, who, by all measures, are continuing on an impressive path of achievement.

Nevertheless, we always strive to manage the overall tax burden on our City's homeowners and I am proud that we have never needed or sought a Proposition 2 ½ override. We seek efficiencies and opportunities for regionalization or streamlining. We look to technology and performance improvement strategies to reduce the cost of doing business. The most powerful tool at our disposal, however, is responsible, sensible private development that adds to our tax base. This is why we have advocated for the appropriate redevelopment of sites such as the former courthouses and the under-utilized and vacant former industrial parcels that comprise the North River Canal Corridor. I am extremely pleased that certified new growth this fiscal year is \$2,494,362, a 35% increase over last fiscal year and more than 1-1/2 times the average amount of annual new growth we saw over the previous 15 years. While I understand that some may feel that growth is contributing to a more dense and crowded City, the fact is that our population increase was only 0.03% over the same 1-year time period of that \$2.5 million, or 35%, new growth to the tax base.

We also have been extremely pro-active in pursuing grant opportunities whenever they become available. Since the start of my administration in 2006 we have successfully received over \$155 million in state and federal grants. Just about one-fifth of our revenues is local aid from the state, however state aid is not increasing at the same rate as state assessments: this fiscal year the amount we paid to the Commonwealth increased by \$897,591 and the amount of aid we received from the Commonwealth decreased by \$28,174. Our net state aid this fiscal year declined by \$791,049, or 3.6%. This is clearly not sustainable. We need a stronger partner at the state level, to fully fund the charter school funding formula and to push for a long overdue and more fair adjustment to the SESD PILOT payment to accurately reflect inflation.

We do work to have meaningful partnerships with our anchor institutions and non-profits, from the tax agreement and CBA with Footprint, to traffic mitigation, investments in our schools, and more from SSU, and from a host agreement with ATG to continuing discussions about expanded community support from NSMC and our ongoing push for a nearly two decades' over-due adjustment in our SESD PILOT. Salem is a better place for our anchor institutions, which certainly have a collective positive economic impact on our community; however, because they are tax-exempt, we must also balance the impact of around 14% of our property values being off the tax rolls.

One of the biggest challenges we continue to face is pressure from reductions in revenues and increases in fixed costs. Our general City budget grew by only 3.2% this fiscal year, however we saw fixed costs grow by \$2.4 million, about half of the total budget increase this year. Those

costs include state charges, health insurance costs, Medicare, worker's compensation, debt payments, and municipal insurance.

As we set our tax rate for the current fiscal year, the recommendation is to adjust the CIP split from 1.65 to 1.69, making the residential factor 0.867261. I view this as a temporary adjustment meant to correct for the fast rising value of residential property in Salem. Without this minor and temporary shift in the split, residential property taxpayers will bear a more substantial and, in my view, unfair increase in their share of our property tax burden. We should not allow this to happen and therefore a minor shift in the tax split is warranted this year.

The vision for our City laid out in our annual budget, and continued with this tax proposal, reflects our collective desire to keep Salem a vibrant, thriving community that delivers quality public services in as efficient and affordable a manner as possible. When I took office, we faced a \$3.5 million deficit. We spent all our savings just to keep the lights on and were forced to borrow money to pay normal operating expenses. We have worked collaboratively over the last decade to eliminate prior deficits, improve city finances, and balance our books with an eye on both the needs of today and our aspirations for the future. It has not always been easy. Just as we emerged from those local fiscal trials in 2007 our national economy spiraled into a recession.

But whatever the cause of our challenges, we weathered them and are today stronger and better positioned than ever, with strong growth, a vibrant local economy, record bond ratings, and award-winning balanced budgets. Our City's bond rating from Standard & Poor's was upgraded four years ago to AA, the highest in the City's history. In their most recent ratings report the agency cited our financial stability, conservative budgeting practices, and debt service capacity. This is validation that Salem's fiscal policies are of the highest standard and that the path we have set for ourselves is the correct one for our community. I look forward to partnering with the City Council on a joint effort to prioritize our city's needs, while balancing our fiscal impacts to taxpayers.

Sincerely,

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

Kimberley Driscoll  
Mayor  
City of Salem



# CITY OF SALEM PLANNING BOARD

2017 NOV 29 PM 12: 25

CITY CLERK  
SALEM, MASS.

## Report to City Council

November 29, 2017

At its meeting on November 16, 2017 the Planning Board (Chair Ben Anderson, Vice Chair Matt Veno, Helen Sides, Bill Grisette, and Kirt Rieder) discussed the proposed amendment relative to Accessory Living Areas, Section 3.2 of the Salem Zoning Ordinance regarding.

The Planning Board unanimously recommends adopting the accessory living area ordinance. In making this recommendation, the board also recommends that noncontiguous structures should be an option for an accessory living area.

The Planning Board discussed at length whether the accessory use should be limited within the contiguous single-family structure or whether a separate 800 square foot structure should be an option. In contemplating this question the Planning Board took in consideration that the ordinance requires permission by special permit for the specific use of the accessory living area. Given that the structure itself is regulated by zoning e.g. height, setbacks and lot coverage, and the utilities could not be separate, the Planning Board is not concerned whether the use is physically connected or not.

The Planning Board recognizes that the ordinance was written with the intent of the use being within a contiguous structure. Revising the ordinance as recommended to allow a separate structure would require several edits throughout, including but not limited to: Sections 3.7 and 3.10 which prohibits adding a separate entry. Section 3.7 could be reworded, but Section 3.10 would need to be removed.

If you have any questions regarding this matter, please feel free to contact Tom Daniel, AICP, Director of Planning & Community Development, at 978-619-5685.

Yours truly,

A handwritten signature in black ink, appearing to read "Ben Anderson", with a stylized flourish at the end.

Ben Anderson, Chair  
CC: Cheryl LaPointe, City Clerk





# CITY OF SALEM PLANNING BOARD

2017 NOV 29 PM 12: 25

CITY CLERK  
SALEM, MASS.

## Report to City Council

November 29, 2017

At its meeting on November 16, 2017 the Planning Board (Chair Ben Anderson, Vice Chair Matt Venio, Helen Sides, Bill Griset, and Kirt Rieder) discussed the proposed amendment relative to Design Review Board oversight of Site Plan Review applications in the Entrance Corridor Overlay District, Section 8.2.2, and Section 8.2.8 of the Salem Zoning Ordinance.

The Planning Board noted there is a scrivener's error under Section 3 of the proposed amendment, "oversite" should be "oversight". The Planning Board unanimously recommended that the City Council adopt the zoning amendment, with the correction of the scrivener's error.

In making this recommendation, the Planning Board notes the following for future consideration:

1. The Planning Board expressed concern that Section 9.5.2<sup>1</sup>, is interpreted as "new construction" and that Section 8.2.7<sup>2</sup> is limited to new construction. The Planning Board recommends that the City Council consider the initiation of an amendment to the site plan review applicability in Sections 8.2.7 and 9.5.2 to include the square footage of the existing structure, demolition, and new construction. In addition, the Planning Board recommends that "premises" should be defined to include the entire site, including new paving since a positive impact on permeable surfaces is desirable.

If you have any questions regarding this matter, please feel free to contact Tom Daniel, AICP, Director of Planning & Community Development, at 978-619-5685.

Yours truly,

A handwritten signature in black ink, appearing to read "Ben J. Anderson", is located below the "Yours truly," text.

Ben J. Anderson, Chair

CC: Cheryl LaPointe, City Clerk

<sup>1</sup> 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 six (6) or more residential dwelling units.

<sup>2</sup> 8.2.7 Site Plan Review. All new construction over two thousand (2,000) square feet in nonresidential uses shall be required to be reviewed and approved under the provisions of site plan review by the Planning Board.



# CITY OF SALEM

In City Council,

December 7, 2017

Ordered:

That One Hundred Thousand Dollars (\$100,000.00) is hereby appropriated within the CPA Funds for FY 2017 to the accounts listed below in accordance with the recommendation of the Community Preservation Committee.

FY	Fund	Fund Name	Description	Org/Obj	Amount
2017	2001	GF CPA Budgeted Res	1-3 Bemis Street Acquisition	2001317-580642	10,032.97
2017	2001	GF CPA Fund Balance	1-3 Bemis Street Acquisition	2001317-580642	89,967.03
					<b>100,000.00</b>



**CITY OF SALEM, MASSACHUSETTS**  
**Kimberley L. Driscoll, Mayor**  
Community Preservation Committee

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

**TO:** Honorable City Council

**FROM:** Jane A. Guy, Assistant Community Development Director  
on behalf of the Community Preservation Committee

**DATE:** November 15, 2017

**RE:** **CPC Recommendation for CPA Funding**  
**1-3 Bemis Street Acquisition - 10,927 s.f. (¼ acres)**

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At its meeting of November 14, 2017, the Community Preservation Committee (CPC) voted unanimously to recommend Community Preservation Act (CPA) funding for the acquisition of 1-3 Bemis Street, in the amount of \$100,000, of which \$10,0032.97 would come from the FY18 Budgeted Reserve and \$89,967.03 would come from the Fund Balance.

The recommendation is conditional that the real property be bound by a permanent restriction on the land limiting the use to parkland in perpetuity.

In compliance with MGL c.44B, the City Council is requested to take one of the following actions on each funding recommendation:

- Approve recommendation of the CPC
- Reject recommendation of the CPC
- Reduce amount recommended by the CPC

**Summary:**

CPA funds would be used to fund for the purchase of two lots adjacent to Gallows Hill Park to be incorporated into the park. The purchase would preserve an existing basketball court that is threatened to be demolished if the lots are sold to a developer.

**APPLICANT:** City of Salem Park & Recreation Commission  
**PROJECT TITLE:** 1-3 Bemis Street Acquisition for Park Land  
**PROJECT LOCATION:** 1-3 Bemis Street  
**CPA CATEGORY:** Recreational Land: Acquisition  
**CPC RECOMMENDED CPA FUNDING:** \$100,000  
**CPC RECOMMENDED SOURCE:** \$10,0032.97 FY18 Budgeted Reserve  
 \$89,967.03 Fund Balance  
**CPC RECOMMENDED CONDITIONS:** That the real property be bound by a permanent restriction on the land limiting the use to parkland in perpetuity.

**PROJECT DESCRIPTION:**



The City of Salem Park and Recreation Commission has requested funding for the acquisition of two lots at 1-3 Bemis Street to incorporate into the park and preserve an existing basketball court that is threatened to be demolished if the lots are sold to a developer. These two lots are currently owned by 4 6 8 Bemis Street Salem Realty (hereinafter "1-3 Bemis"), Joyce Sullivan, Trustee. The lots abut a paper street (an approved street shown on a plan and recorded at the Registry of Deeds) named Bemis. In addition to Gallows Hill Park, the City of Salem owns 5, 7, 9 and 11 Bemis Street, as well as 37 Hanson Street. The

Trustee of 1-3 Bemis has recently put the property up for sale and construction of a single family home has been approved by the City's Building Inspector on the property. If this property is sold as a house lot, the buyer has the right to construct Bemis Street to the end of 3 Bemis, cutting through the existing basketball court. The Trustee has agreed to sell 1-3 Bemis to the City for the expansion of Gallows Hill Park and preservation of the court. The agreed-upon sale price is \$100,000.00, less than the appraised value of \$115,00.00 (see attached letter from Deborah Jackson).

The project is needed to preserve the existing open space and basketball court and avoid the destruction of a court constructed on an approved paper street. (Note: paper streets are owned by each abutting property owner to the center line of the street). This acquisition preserves a recreational use and increases the amount of passive recreational space at Gallows Hill Park. The acquisition will result in an annual loss to the tax base of only \$900.00 per year.

This acquisition has neighborhood support and support of the Salem City council who approved a City Council Order at its October 26, 2017 which stated:

**ORDERED:** That the City Solicitor communicate and negotiate with the present owner(s) of a certain private parcel of real estate located adjacent to a paper road known as Bemis Street. The City Solicitor shall research and prepare any legal documents for the purchase and/or public taking of this parcel for the common use as part of a public park known as Gallows Hill Park located at the top of Hanson Street. The City Solicitor shall report back to the City Council on her progress with same at the next regularly scheduled City Council meeting.

**TIMELINE:**

Funding Approval	November – December, 2017
Acquisition	January, 2018

This acquisition is of an urgent nature because the trustee has had offers to purchase and construct a single family home on the site. The trustee is under a fiduciary duty to act on any reasonable offer.

**CPC RECOMMENDATION:**

The Community Preservation Committee voted unanimously to recommend an award of \$100,000 with \$10,032.97 from the FY17 Budgeted Reserve and \$89,967.03 from the Fund Balance.

The CPC's recommendation is subject to the condition that the real property be bound by a permanent restriction on the land limiting the use to parkland in perpetuity.



**CITY OF SALEM, MASSACHUSETTS  
ASSESSING DEPARTMENT**

93 WASHINGTON STREET  
SALEM, MA 01970  
TEL. 978-619-5608  
FAX. 978-744-2069  
ASSESSORS@SALEM.COM

MAYOR  
KIMBERLEY DRISCOLL

November 2, 2017

DIRECTOR  
DEBORAH A. JACKSON

BOARD OF ASSESSORS  
RICHARD W. JAGOLTA, JR.  
DAMIAN JOHNSON  
ROBERT MILLERICK

Elizabeth Rennard, Esq.  
City Solicitor  
93 Washington Street  
Salem, MA 01970

Dear Ms. Rennard:

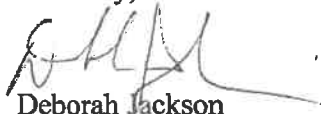
You have asked me to review the attached Appraisal prepared in November, 2015 for 1-3 Bemis Street, Salem, MA by Appraiser Adrian Dhana and advise the City whether or not a new/updated appraisal should be commissioned to support an offer to purchase the property from the current owner for the sum of \$100,000.00. You have indicated to me that the City is hoping to purchase this property in the coming months and that the Appraiser has informed you that an updated appraisal is not necessary to support a \$100,000.00 purchase price as land values in Salem have not historically declined and have likely increased.

Based on my review of the appraisal and land sales of lots of comparable size since the appraisal was conducted, as set forth in the table below, it is my opinion that the value of the 0.25 acre property at 1-3 Bemis Street exceeds the \$100,000.00 asking price and the added expense of updating an appraisal of \$115,000 conducted in November, 2015 is unnecessary.

Date of Sale	Address	Acreage	Sale Price
Pending	1-3 Bemis St.	0.25	\$100,000.00
Dec. 6, 2016	2 Atlantic St.	0.12	\$190,000.00
Jan. 6, 2017	11 Nurse Way	0.17	\$177,500.00
Sept. 5, 2017	15 Nurse Way	0.25	\$180,000.00
March 28, 2016	4 Springside Ave.	0.29	\$160,000.00
Aug. 12, 2016	18 Thorndike St.	0.29	\$120,000.00
Dec. 16, 2016	44 Circle Hill Rd.	0.39	\$200,000.00
Nov. 22, 2016	42 Circle Hill Rd.	0.47	\$250,000.00

I hope you find this information helpful. Please feel free to contact me if you have any questions.

Sincerely,

  
Deborah Jackson



Kimberley Driscoll  
MAYOR

**CITY OF SALEM, MASSACHUSETTS**  
**PARK, RECREATION & COMMUNITY SERVICES**

5 Broad Street, Salem Ma 01970  
Tel. (978) 744-0180/(978) 744-0924  
Fax (978) 744-7225

**Road Race/Walk/Parade Application**

*Applications must be submitted 90 days prior to event*

We, the undersigned, respectfully apply for permission to host a Race/Walk/Parade in the City of Salem as follows:

Applicant's Name: Mary, Queen of the Apostles Parish

Organization Name: Rev. Robert W. Murray

Name of Race/Walk: Dec 8 Immaculate Conception Walk

Contact #: 978 744-1278 E-Mail Address: Rmurray@SalemCatholicCommunity.org

Address: 28 St. Peter St

City/State/Zip: Salem, MA

Organization tax status (please include Tax ID number): 501 3 c 3 189 446 8480 (MA) 1857 0560

What charities will this Race/Walk/Parade benefit?

NA

Approximately how much of the Race/Walk/Parade proceeds will be donated to each charity(s)

NA

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

Name: Rev. Robert Murray Contact #: 857 919-3511

Date of Race/Walk: Dec 8 (Fri) Estimated Number of Runners/Walkers: ~100

Time of Race/Walk: 6:00 pm Estimated Finish Time of Race/Walk: 6:30 PM

Start Location: 28 St. Peter Finish Location: 15 Hawthorne

Has This Event Been Held Before? Yes ☒ No

**All Races/Walks/Parade Are Required to Recycle.**

(Will you bring to North Shore Recycled Fiber on 53 Jefferson Ave, open M-F, bring to your home to recycle curbside, or other)

If you have questions about recycling, please contact Julie Rose for more information, 978-619-5679.



Kimberley Driscoll  
MAYOR

**CITY OF SALEM, MASSACHUSETTS**  
**PARK, RECREATION & COMMUNITY SERVICES**

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Onsite EMT/Ambulance Services and Insurance is required \_\_\_\_\_ initial  
Please Attach a Map of Route With the Following Items:

1. Race/Walk course
2. Direction of runners through the Race/Walk/Parade
3. Starting and finishing points
4. Certificate of insurance
5. Last year's race financials

A certificate of insurance for general liability naming the City of Salem as 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.

*Robert W. Luna*  
Applicant's signature

Date: Nov 29, 2017

*Robert W. Luna*  
Name of applicant

PLEASE SUBMIT PAYMENT OF \$200 WITH THIS PERMIT TO THE CITY OF SALEM PARK, & RECREATION DEPARTMENT **NO LATER THAN 30 DAYS PRIOR TO THE EVENT.** (\$150 for Non Profit- Proper Documentation Required).

Approved By:

*[Signature]*

Director (or designee) of Salem Park, Recreation & Community Services

*[Signature]*

Salem Police Department

11-29-17

City Use Only

Received \_\_\_\_\_ Payment Received \_\_\_\_\_ Added to Calendar \_\_\_\_\_





Mary, Queen of the Apostles Parish  
Parroquia de Maria, Reina de los Apóstoles  
A Roman Catholic Community/ Una  
Comunidad Católica  
Immaculate Conception Church and St. James Church

Dirección de Correo / Mailing Address:  
c/o 28 St. Peter Street  
Salem, MA 01970

November 29, 2017

Chief of Police Mary Butler  
95 Margin Street  
Salem, MA 01970

Dear Chief Butler

Thank you very much for meeting with me last week. It was an honor to be with you and Bob, your assistant. I was grateful for the tour and saw enough of the cells to know that I will continue to behave in the future.

I am writing to ask for permission for a short procession on December 8, the feast of The Immaculate Conception.

We intend, with permission to walk from The Shrine of Divine Mercy, 28 St. Peter Street to Immaculate Conception Church at 15 Hawthorne Boulevard.

The route will be as follows:

Left out of the Church onto St. Peter Street;

Left onto Church Street

Right onto Hawthorne Boulevard

Left onto Essex and then

Right onto the "carriage road" that runs parallel to Hawthorne Boulevard proper.

We hope to leave at 6:00 PM and arrive at the Church by 6:30 PM.

We ask for permission and assistance from the Police Department.

The route is designed for (we hope ) ease of walking and traffic control.

Peace,

Father Robert W. Murray  
Pastor, Mary, Queen of the Apostles Parish.



Kimberley Driscoll  
MAYOR

# CITY OF SALEM, MASSACHUSETTS PARK, RECREATION & COMMUNITY SERVICES

5 Broad Street, Salem Ma 01970  
Tel. (978) 744-0180/(978) 744-0924  
Fax (978) 744-7225

## Road Race/Walk/Parade Application

*Applications must be submitted 90 days prior to event*

We, the undersigned, respectfully apply for permission to host a Race/Walk/Parade in the City of Salem as follows:

Applicant's Name: Susan Lausier  
Organization Name: North Shore Medical Center  
Name of Race/Walk: North Shore Cancer Walk  
Contact #: 978-825-6232 E-Mail Address: slausier@partners.org  
Address: 81 Highland Avenue  
City/State/Zip: Salem, MA 01970

Organization tax status (please include Tax ID number): Tax exempt 04-3399616

What charities will this Race/Walk/Parade benefit? North Shore Medical Center oncology services and Mass General / North Shore Cancer Center; a banvers

Approximately how much of the Race/Walk/Parade proceeds will be donated to each charity(s)  
100%

### Day of Race/Walk/Parade Contact Information:

Name: Susan Lausier Contact #: 978-502-7513-cell  
Date of Race/Walk: 6/24/18 Estimated Number of Runners/Walkers: 6,000  
Time of Race/Walk: 8:30 am Estimated Finish Time of Race/Walk: 11:00 am  
Start Location: Salem Willows Finish Location: Salem willows Park  
Has This Event Been Held Before? X Yes      No For the past 27 years

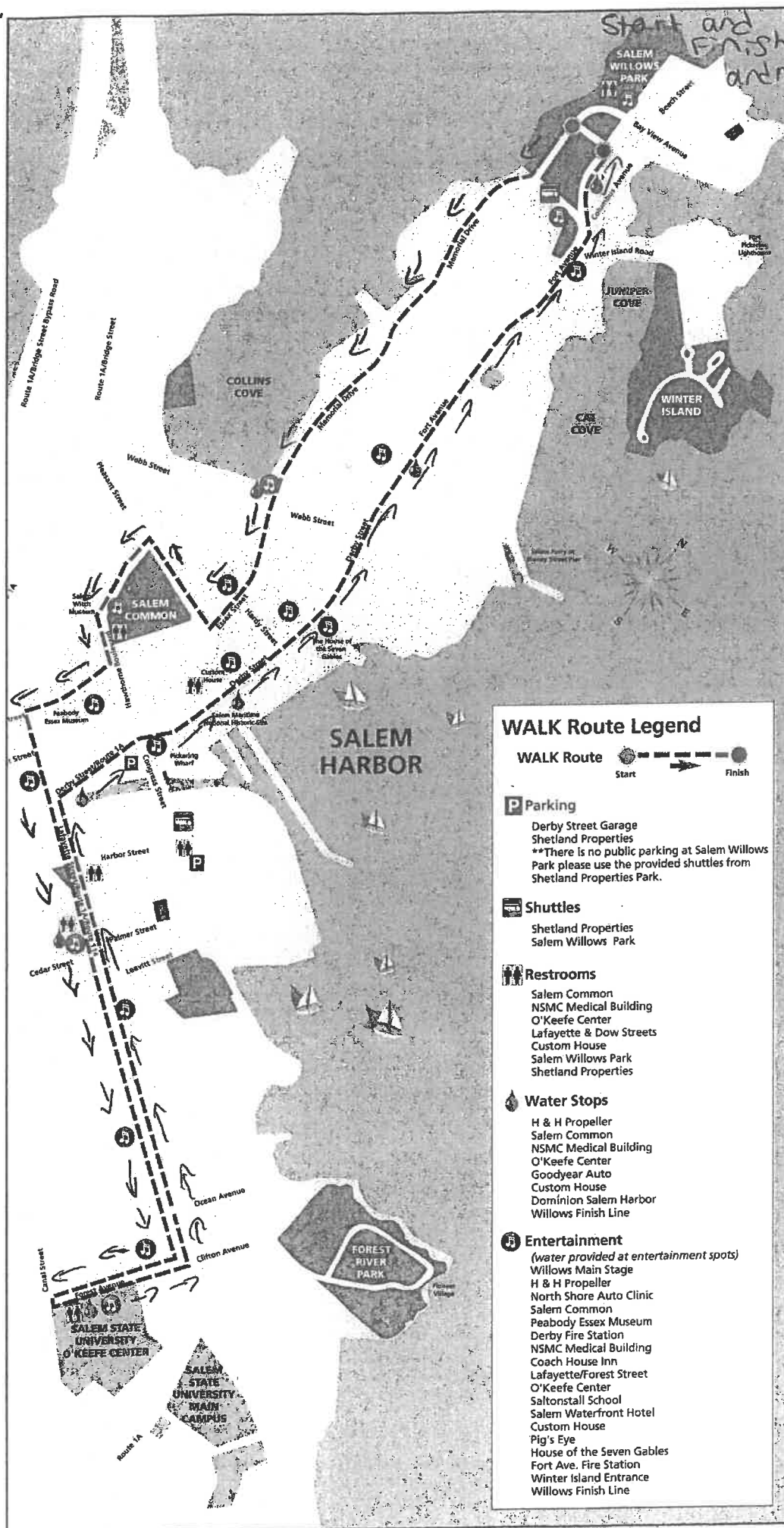
### All Races/Walks/Parade Are Required to Recycle.

(Will you bring to North Shore Recycled Fiber on 53 Jefferson Ave, open M-F, bring to your home to recycle curbside, or other?)

Change is Simple recycling will be on site on walk day to recycle.  
If you have questions about recycling, please contact Julie Rose for more information, 978-619-5679.

North  
Shore  
Cancer  
Walk

Start and  
Finish  
and meeting  
point





Kimberley Driscoll  
MAYOR

# CITY OF SALEM, MASSACHUSETTS

## PARK, RECREATION & COMMUNITY SERVICES

5 Broad Street, Salem Ma 01970  
Tel. (978) 744-0180/(978) 744-0924  
Fax (978) 744-7225

### Road Race/Walk/Parade Application

*Applications must be submitted 90 days prior to event*

We, the undersigned, respectfully apply for permission to host a Race/Walk/Parade in the City of Salem as follows:

Applicant's Name: John T. McKinnon Oneil  
Organization Name: Alpha Sigma Phi  
Name of Race/Walk: Ruck for homes for our troops  
Contact #: 978 601 4679 E-Mail Address: John.mckinnon6716@gmail.com  
Address: 352 Lafayette Street  
City/State/Zip: Salem, Ma 01970  
Organization tax status (please include Tax ID number): \_\_\_\_\_

What charities will this Race/Walk/Parade benefit? Homes for our troops

Approximately how much of the Race/Walk/Parade proceeds will be donated to each charity(s)  
all of the proceeds

#### Day of Race/Walk/Parade Contact Information:

Name: John McKinnon Contact #: 978 601 4679  
Date of Race/Walk: April 7<sup>th</sup> 2018 Estimated Number of Runners/Walkers: 100-150  
Time of Race/Walk: 10 am Estimated Finish Time of Race/Walk: 11:30 am  
Start Location: Salem State O'Keefe Finish Location: Salem State O'Keefe  
Has This Event Been Held Before? \_\_\_\_ Yes ☒ No

#### All Races/Walks/Parade Are Required to Recycle.

(Will you bring to North Shore Recycled Fiber on 53 Jefferson Ave, open M-F, bring to your home to recycle curbside, or other?)

will work out details if needed - likely N/A  
If you have questions about recycling, please contact Julie Rose for more information, 978-619-5679.

Current Membership #

Don't have your own membership? Join Now! (USATF)

Join Now

Aug 23

Distance: 3.10 miles / 4.98 km  
 Location: Firehouse - Salem, MA, US  
 Attributes: loop, mostly flat, roads



6-7 cpx?

START @ SSU

UP Linden

LEFT on Wisteria St

RIGHT on Ocean Ave

LEFT Lafayette (C)

(C) @ Lafayette / Washington

(C) @ Lafayette / New Derby

RIGHT on Charles St

RIGHT on Central St

RIGHT on Derby St (C)

LEFT on Lafayette

LEFT on Loring Ave (C)

RIGHT on Broadway

RIGHT on Canal St (C)?

RIGHT into Forest Ave (C)

FINISH SSU LOT

Elevation Profile

Click to view elevation profile

www.usatf.org/routes/show.php?id=552403

*City of Salem*

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*In the year Two Thousand and Seventeen*

*An Ordinance* to amend the Ordinance relative to **Chapter 2, Administration, Article IV. Boards, Commissions, Committees and Authorities**

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

**DIVISION 3. BOARD OF HEALTH**

**Section 2-705. - Certificate of fitness of rented dwelling unit, apartment or tenement is** hereby amended by deleting subsections (a) through (d):

“(a) *Owner/lessor responsibility.* Whenever a rented dwelling unit, apartment, or tenement, other than one in a hotel or motel, is vacated by the occupant thereof or prior to such vacancy, the owner or lessor of such residential property shall be responsible for notifying the board of health of such vacancy and for scheduling an inspection required by this section.

(b) *Certification required; fee.* Such unit must be certified by the board of health or its agents as meeting 105 CMR 410.000, State Sanitary Code, Chapter II, Minimum Standards of Fitness for Human Habitation, as promulgated and from time to time amended by the state department of public health prior to being reoccupied by a new occupant. The fee for such a certificate shall be \$50.00.

(c) *Refusal of certification.* If, after any inspection by the board of health or its agents pursuant to this section, an inspector refuses to issue a certificate of fitness, such inspector shall issue a written order or copy of the inspection form setting forth the violations of chapter 11 of the state sanitary code existing in the unit, which must be corrected before a certificate of fitness may be issued. It shall be the responsibility of the owner or lessor receiving such order to notify the board of health when such violations have been corrected.

(d) *Time limitations on inspections.* The board of health shall make such an inspection within five working days of notification. If the inspection shall not have been made within five working days, the owner or lessor may rent the unit.”

**And replacing them with:**

“(a) *Purpose.* To ensure that all rental units within the city are fit for human habitation and meet the requirements of the sanitary code, all rented dwelling units, apartments, or tenements, other than those in a hotel or motel or otherwise exempted from this ordinance, shall be required to obtain a certificate of fitness at least every three years and every time a new tenant occupies a rental unit.

(1) *Three-year inspection requirement.* Every three years, each rental unit, excluding those in owner occupied two- and three-family homes or those which have provided proof of passing a HUD inspection within the previous three years, shall be inspected to ensure compliance with the state sanitary code and city ordinances. Any dwelling unit, apartment, or tenement which has not been found in violation of any sanitary or building code provisions and has not received any disorderly house citations in the three-year period since last inspected will be subject to inspection every five years, provided there has been no change of ownership or tenancy. The three-year inspection requirement shall not apply to any owner-occupied unit regardless of the number of units in the building.

(2) *Inspection upon change of tenancy.* Each rented dwelling unit, apartment, or tenement, including those in owner occupied two- and three- family homes, shall be subject to inspection whenever they are vacated by the occupant thereof or prior to such vacancy. The owner or lessor of such residential property shall be responsible for notifying the board of health of such vacancy and for scheduling an inspection required by this section. A change in tenancy shall not include circumstances where the change results in an owner becoming the new occupant of the unit.

(3) *Short-term rentals.* A certificate of fitness shall also be required for any owner of residential property who rents or leases a dwelling or any portion of a dwelling on a short-term basis. “Short-term” shall be defined as fewer than fourteen days in any one year. Owners who intend to offer such short-term rentals to tourists must notify the board of health to register the property as such and schedule an inspection to receive a certificate of fitness. This registration and certificate must be renewed every year or upon a change in ownership, but not upon any change in the short-term tenancy.

(4) *Problem property.* Any rental dwelling unit, apartment, or tenement located at an address to which the police department has been called to not fewer than four (4) times within the preceding twelve (12) month period for any incident involving any arrestable offense including, but not limited to, disturbing the peace, trespassing, underage drinking or assault; or where the inspectional services department and/or the board of health have received no fewer than four (4) sustained complaints within the preceding twelve (12) month period, may be deemed a “problem property” and subject to annual inspection at the discretion of the director of inspectional services or the board of health agent.

(b) *Certification required; fee.* Such unit must be inspected and certified by the board of health or its agents as meeting 105 CMR 410.000, State Sanitary Code, Chapter II, Minimum Standards of Fitness for Human Habitation, as promulgated and from time to time amended by the state department of public health. The fee for such an inspection shall be \$50.00 per unit.

(c) *Refusal of certification.* If, after any inspection by the board of health or its agents pursuant to this section, an inspector refuses to issue a certificate of fitness, such inspector shall issue a written order or copy of the inspection form setting forth the violations of chapter II of the state sanitary code existing in the unit, which must be corrected before a certificate of fitness may be issued. It shall be the responsibility of the owner or lessor receiving such order to notify the board of health when such violations have been corrected. The initial inspection fee shall cover the cost of the initial inspection and one re-inspection of the unit. An additional fee of \$50.00 shall be imposed for the third and any subsequent inspections.

(d) *Time of inspections.* The board of health or its agents shall make such an inspection within ten working days of notification from the owner as to a change of tenancy or the intent to establish a short-term rental. If the inspection shall not have been made within ten working days, the owner or lessor may proceed to rent the unit provided the owner arranges for an inspection to occur within thirty days of notification. The health agent, in consultation with the director of inspectional services, shall establish a schedule for the inspections required under this provision.”



### **DIVISION 3. BOARD OF HEALTH**

**Section 2-705. - Certificate of fitness of rented dwelling unit, apartment or tenement** is hereby amended by deleting subsections (g) through (k):

“(g) *Records.* Whether or not a certificate of fitness has been issued by the board of health for a particular unit shall be a matter of public record.

(h) *Penalties.* Any owner or lessor of such property used for dwelling purposes failing to comply with this section shall pay a fine of up to \$20.00 each and every day that he allows any person to live, occupy, or inhabit the premises without having received a certificate of fitness from the board of health for a particular unit.

(i) *Reinspections.* No rented dwelling unit, apartment, or tenement shall be required to be certified for occupancy more than once in any consecutive 12-month period.

(j) *Exemptions.* Exemptions from this section shall include property owned and managed by the city housing authority and any new construction completed less than five years prior to date on which the rented dwelling unit, apartment, or tenement becomes vacant. Also exempted from this section is property consisting of 100 or more rental units that is subject to periodic inspections by the state housing finance agency, the Metropolitan Housing Assistance Program, the Department of Housing and Urban Development, and/or the city housing authority.

(k) *Right to inspect.* The board of health reserves the right to inspect any dwelling unit, apartment, or tenement at any time.”

#### **And replacing them with:**

“(g) *Records.* Owners shall keep a register listing the names of tenants and dates of tenancy for the previous five years, including any short-term tenants, and make such record available for to the board of health inspector upon request. The owner’s register shall not be retained by the board of health and shall not be a public record under the law. Whether or not a certificate of fitness has been issued by the board of health for a particular unit shall be a matter of public record.

(h) *Penalties.* Any owner or lessor of such property used for dwelling purposes failing to comply with this section shall be subject to a fine of \$50.00 each and every day that he allows any person to live, occupy, or inhabit the premises without having received a certificate of fitness from the board of health for a particular unit upon a change in tenancy or upon failure to comply with the inspection requirement.

(i) *Certification requirement limited.* Absent a change in tenancy or ownership, no rented dwelling unit, apartment, or tenement shall be required to be certified for occupancy more than once in any consecutive three-year period, unless the property has been determined by the director of inspectional services or the board of health agent to meet the criteria for designation as a problem property so as to be subject to annual inspection.

(j) *Exemptions.* Exemptions from this section shall include property owned and managed by the city housing authority. Also exempted from this section is property consisting of 100 or more rental units that is subject to periodic inspections by the state housing finance agency, the Metropolitan Housing Assistance Program, the Department of Housing and Urban Development, and/or the city housing authority. Any new construction completed less than five years prior to the date on which the rented dwelling unit, apartment, or tenement becomes vacant shall not be required to be inspected under this section unless it has been designated as a problem property as provided above.

(k) *Right to inspect.* Notwithstanding the foregoing, the board of health reserves the right to inspect any dwelling unit, apartment, or tenement in accordance with the provisions of the state sanitary code.”

In City Council March 23, 2017

Referred to the Committee on Ordinances, Licenses and Legal Affairs co-posted with the Committee of the Whole

In City Council April 13, 2017

Referred to the Committee on Public Health, Safety and Environment co-posted with Committee of the Whole

In City Council November 16, 2017

Adopted as Amended for first passage

ATTEST:

CHERYL A. LAPOINTE  
CITY CLERK

## CITY OF SALEM

In City Council November 16, 2017

ORDERED, That the Loan Order of this Council adopted on June 22, 2017, pursuant to which the City authorized the appropriation and borrowing of \$3,842,460 to pay costs of various FY18 capital improvement projects, is hereby amended with respect to the table entitled FY18 CIP – Funded from BOND AUTHORIZATION to add the following projects which were inadvertently omitted:

Engineering-Loring and Lafayette Improvements	\$150,000
Engineering-McGrath Park Additional Assessment	\$200,000
Engineering-Bridge at Jefferson Avenue Design Costs	\$200,000
Engineering-Roads, Sidewalks, Non-Ch. 90 Eligible	\$800,000
Fire-Station One Parapet	\$100,000
IT-Annual Inventory (City)	\$75,000

So that the table entitled FY18 CIP – Funded from BOND AUTHORIZATION contained in the Loan Order of this Council adopted on June 22, 2017 shall now appear as follows:

FY18 CIP-Funded from BOND AUTHORIZATION	
Electrical-Traffic Signal Upgrades	\$25,000
Electrical-Utility Pole Replacement	\$25,000
Engineering-First Swampscott Road Intersection Improvements	\$350,000
Engineering-Forest River Park and Pool Design/Improvements	\$50,000
Engineering-Loring and Lafayette Improvements	\$150,000
Engineering-McGrath Park Additional Assessment	\$200,000
Engineering-Bridge at Jefferson Avenue Design Costs	\$200,000
Engineering-Roads, Sidewalks, Non-Ch. 90 Eligible	\$800,000
Fire-Station One Parapet	\$100,000
IT-Annual Inventory (City)	\$75,000
IT-Annual Inventory (School)	\$150,000
IT-Community Cameras for the Police Dept.	\$30,000
IT-Document Management System	\$191,000
IT-Facilities Assessment Software	\$146,000
Library-HVAC Upgrades	\$80,000
Library-Structural Upgrades	\$100,000
Recreation-Basketball Court Renovations	\$100,000
Recreation-Bertram Field Schematic Design Phase II	\$100,000
Recreation-Playground Upgrades	\$25,000

	Recreation-Ryan Brennan Memorial Skate Park		<b>\$125,000</b>
	Recreation-Salem Common Fence		<b>\$150,000</b>
	Recreation-Winter Island Function Hall Deck/Accessibility Upgrades		<b>\$166,000</b>
	Parking-Equipment/Kiosks		<b>\$75,250</b>
	Parking-Traffic Signal Communication Upgrades		<b>\$47,000</b>
	Planning-Historic Cemetery Restoration		<b>\$215,000</b>
	Planning-Lafayette Park Restoration		<b>\$25,000</b>
	Police-Dive Equipment		<b>\$65,328</b>
	Police-Fire Alarm Replacement		<b>\$25,000</b>
	Schools-Bentley Roof Replacement		<b>\$51,882</b>
		<b>TOTAL BOND AUTHORIZATION:</b>	<b>\$3,842,460</b>

In City Council November 16, 2017

Adopted for first passage by a roll call vote of 8 Yeas, 0 Nays, 2 Absent, 1 Present

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

ATTEST:

CHERYL A. LAPOINTE  
CITY CLERK

# City of Salem

---

- *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 Prohibited Towing Zone” (Resident Sticker)

Broadway, Zone E, Color Orange – easterly side starting at the southerly intersection of Canal Street and continuing in a northerly direction to the northerly property line of 17 Broadway, resident sticker parking only, tow zone. Canal Street residents at numbers 212, 216, 218, 220, 222, 224, 224-1/224-2, 226, 228, and 230 to be eligible and included for resident only stickers.

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

In City Council November 16, 2017  
Adopted as amended 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 50B – “Handicap Parking Limited Time”

Dow Street, a space as marked by a sign across from #52 Dow Street, for a distance of twenty (20) feet. Handicap Parking Tow Zone.

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

In City Council November 16, 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 11 – “Bus Stops”

Repeal Holyoke Square, Bus Stops, on the easterly side in a northerly direction, beginning twenty (20) feet from Gedney Street and extending one hundred sixty (160) feet. (excluding ten (10) feet on either side of the fire hydrant). “Tour bus parking, two (2) hour limit.” (10/13/2016)

And replace with the following

Chapter 42, Section 51B – Parking Prohibited at certain times on certain streets

Holyoke Square, southerly side, two (2) hour parking limit.

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

In City Council November 16, 2017  
Adopted as amended 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 50B – “Handicap Parking Limited Time”

Rice Street, northerly side, a space as marked by signs beginning eighty (80) feet from the intersection of Bridge Street and continuing for a distance of twenty (20) feet in a westerly direction, Handicap Parking only, Tow Zone.

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

In City Council November 16, 2017  
Adopted for first passage

ATTEST:

CHERYL A. LAPOINTE  
CITY CLERK