



## CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll  
Mayor

April 22, 2021

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am pleased to appoint Anna E. Freedman to the position of City Finance Director/Auditor, effective on May 3, 2021, to complete the remainder of an unexpired three-year term to conclude January 31, 2023.

Ms. Freedman is an accomplished public finance leader with experience in municipal budgeting, financial forecasts, capital planning, insurance, auditing, and more. She has served as the Chief Financial Officer for the Town of Winthrop since 2018, overseeing that community's \$64 million annual budget, long-term capital planning, overhauls of both IT and payroll and internal control processes, supervision of treasurer, collector, accounts payable, auditing, and assessing departments, and the development of business solutions to improve municipal service delivery. Prior to her work in Winthrop, Ms. Freedman served as the lead advisor on financial policy for Office of the State Senate President from 2015, including working as the President's lead on the \$40 billion state budget process annually and leading legislative efforts relative to tax policy, bonding and capital projects, health care finance, transportation finance, and local aid. Before that Ms. Freedman served as first a fiscal policy analyst and later the Assistant Budget Director for the Executive Office for Administration and Finance during the Patrick Administration. Ms. Freedman holds a Bachelor's degree from Hartwick College and earned her Master's in Public Administration from Suffolk University.

I recommend confirmation of Ms. Freedman's appointment and hope you will join me in welcoming her to her new role with the City of Salem.

Sincerely,

Kimberley Driscoll  
Mayor  
City of Salem



## CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll  
Mayor

Office of the Mayor

April 22, 2021

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am pleased to appoint Amanda Chiancola to the position of Assistant Planning Director to complete the remainder of an unexpired two-year term to conclude January 31, 2022.

Ms. Chiancola has been a member of the Salem Department of Planning and Community Development since 2015, when she started as a staff planner, before being promoted to the position of senior planner in 2018. Prior to her time with the City, Ms. Chiancola served in a number of positions of increasing responsibility in the Planning Department with the City of Malibu, California. For Salem she has led planning efforts including the Highland Avenue Corridor Study, the Bridge Street Neck Vision Update, Imagine Salem, and the McGlew Park project. She staffs the Salem Planning Board and the Affordable Housing Trust Fund Board. Ms. Chiancola is certified by the American Institute of Certified Planners and earned her Bachelor's degree and her Master in Public Administration, both in Urban Studies and Planning, from California State University.

For the last month Ms. Chiancola has successfully served as the Acting Assistant Director for the department. I recommend confirmation of Ms. Chiancola's appointment and hope you will join me in congratulating her on her new role with the City.

Sincerely,

Kimberley Driscoll  
Mayor  
City of Salem



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

Office of the Mayor

April 22, 2021

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Pursuant to M.G.L. Chapter 32 § 20(4)(b) I am pleased to appoint Matt Veno of 20 Forest Avenue #3, Salem, to the Salem Contributory Retirement Board as the Fifth Member of the Board, to complete the remainder of an unexpired three-year term to conclude March 24, 2022.

Mr. Veno has previously served as the Ward Five City Councillor from 2004 to 2009 and chaired the Council's Administration and Finance Committee twice. He has also served as a member of the Planning Board. Professionally, Mr. Veno is the Executive Director of the Commonwealth's Group Insurance Commission and, prior to that, served as the Deputy Commissioner of the Massachusetts Division of Insurance. Before joining state government, Mr. Veno was a government affairs manager for Harvard Pilgrim Health Care.

I strongly recommend confirmation of Mr. Veno's appointment. We are fortunate that he is willing to serve our community in this important role and lend her dedication and expertise to Retirement Board and its work.

Sincerely,

Kimberley Driscoll  
Mayor  
City of Salem

CC: Paul Findlen, Salem Contributory Retirement Board, Executive Director



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

Office of the Mayor

April 22, 2021

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint, subject to City Council confirmation, James Shea of 45 Dearborn Street to the Parks & Recreation Commission for a term of 5 years to expire 5/1/2026.

I recommend confirmation of this reappointment and ask that you join me in thanking Mr. Shea for their continued dedicated service and commitment to our community.

Very truly yours,

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

Kimberley Driscoll  
Mayor  
City of Salem



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

April 22, 2021

To the City Council  
City Hall  
Salem, Massachusetts

Ladies and Gentlemen of the Council:

I re-appoint Mark Ianuzzi of 29 Granite Street Peabody, MA 01960 to serve as a Constable in the City of Salem for a term to expire April 23, 2024.

Very truly yours,

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

Kimberley Driscoll  
Mayor



# CITY OF SALEM

In City Council,

Ordered:

April 22, 2021

That the sum of One Million, One Hundred Thirty-Five Thousand, Eight Hundred and Seventy-Two Dollars (\$1,135,372.00) is hereby transferred and appropriated from the "Stabilization Fund" to the General Fund Various Accounts to replenish cuts made in anticipation of COVID 19 in accordance with the recommendation of Her Honor the Mayor.

**General Fund:**

- \$ 89,800.00 – Municipal Departments - restores \$'s for 14-hour furlough budget cuts.
- \$ 852,093.00 – School Department - restores \$'s for furlough budget cuts.
- \$ 5,636.00 – City Clerk – Adjust Maureen Fisher to actual Payroll
- \$ 9,000.00 – Human Resources – Adjust Education Training to level fund from Prior Year.
- \$ 11,805.00 – Treasurer – Adjust to Actual Salary
- \$ 14,820.00 – Parking Dept – restores a part-time position that was vacant when the budget was submitted.
- \$ 17,118.00 – Library – restores payroll to cover part-time cuts and additional furloughs.
- \$ 2,000.00 – Parks and Recreation – restores parks maintenance.
- \$ 18,600.00 – Planning – restore payroll reductions due to retirements.
- \$ 115,000.00 – Public Services Department - Tree, Planting, Removal and Maintenance – restores tree expenses to level funding.



## CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll  
Mayor

April 22, 2021

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

As you may recall, during the FY2020 budget-setting process the City implemented a number of measures to help reduce expenses in order to better meet a projected revenue shortfall we anticipated due to the growing COVID-19 pandemic. These measures included drawing down a portion of our reserve fund, not filling vacant positions, cutting certain expenses, and furloughing City employees for periods of time.

Over the last few months our Finance Department has worked closely with DOR and each department to better understand how our local aid levels for the current fiscal year intersect with the personnel line for each department following those furloughs. Based on the level-funded local aid amounts we have received, we are now proposing to make whole those employees who took furloughs during the height of the pandemic this past year. We are able to do so by drawing on the free cash available to us due to the higher than anticipated local aid provided by the state. In other words, this measure will not cost Salem taxpayers additional money, but it will restore our dedicated public employees to their intended level-pay amount for this current fiscal year.

I recommend adoption of the enclosed Order and invite you to reach out to Laurie Giardella and Lisa Cammarata should you have any questions regarding it. Salem residents should be proud of the way their public servants conducted themselves during the pandemic, with many of our employees taking on even more work and responsibilities as a result of COVID-19, while simultaneously being compensated less. I hope you will agree that, now that we are able to do so in a financially prudent manner, we have a responsibility to them to make them whole.

Sincerely,

Kimberley Driscoll  
Mayor  
City of Salem



## City of Salem, Massachusetts

Finance Department  
93 Washington Street  
Salem, MA 01970  
Ph. 978.745.9595 X:5625  
Fax 978.741.3348

Laurie Giardella, Finance Director

April 20, 2021

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

RE: Transfer/Raise/Supplemental appropriations

Dear Mayor Driscoll:

Attached is a Council Order requesting a transfer from the stabilization fund to increase appropriation to the FY2021 budget. The total transfer and request for appropriation is One Million One Hundred Thirty-Five Thousand, Eight Hundred Seventy-Two dollars (\$1,135,872.00) to the General fund and Ten Thousand Five Hundred dollars (\$10,500.00) to the Water/Sewer/Trash Enterprise Funds. These funds will be replenished upon certified free cash. As you are aware, in the spring of 2020, when setting the FY2021 Budget, the State Cherry Sheet Revenues and local aid receipts were projected to be lower by 10-50% of the prior year due to the COVID 19 Pandemic. These revenue projections were based on communications with our local legislators and information coming from the Governor's office. Thankfully, the State Cherry Sheet Revenues including Chapter 70 were level funded instead of cut. This resulted in a \$4.9 million positive difference which resulted in the reduced need to access available reserves. The following is a list of supplemental budget increases to be recommended to the City Council:

### General Fund:

- \$ 89,800.00 – Municipal Departments - restores \$'s for 14-hour furlough budget cuts.
- \$ 852,093.00 – School Department - restores \$'s for furlough budget cuts.
- \$ 5,636.00 – City Clerk – Adjust Maureen Davis to Actual Payroll
- \$ 9,000.00 – Human Resources – Adjust Education Training to level fund from Prior Year.
- \$ 11,805.00 – Treasurer – Adjust to Actual Salary
- \$ 14,820.00 – Parking Dept – restores a part-time position that was vacant when the budget was submitted.
- \$ 17,118.00 – Library – restores payroll to cover part-time cuts and additional furloughs.
- \$ 2,000.00 – Parks and Recreation – restores parks maintenance.
- \$ 18,600.00 – Planning – restore payroll reductions due to retirements.
- \$ 115,000.00 – Public Services Department - Tree, Planting, Removal and Maintenance – restores tree expenses to level funding

### Water/Sewer/Trash Enterprise Funds:

- \$ 10,500.00 – Enterprise Departments - restores \$'s for 14-hour furlough budget cuts.





# CITY OF SALEM

In City Council,

Ordered:

April 22, 2021

That the sum of Two Hundred Fifty Thousand Dollars (\$250,000.00) is hereby appropriated and transferred from the "Capital Outlay Fund 2000" to the ST CIP Traffic and Parking Public Garage Account (20002118-5846CJ) to install new public bathroom facilities in accordance with the recommendation of Her Honor the Mayor.



## **CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

Office of the Mayor

April 22, 2021

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Orders appropriate \$280,000 to advance two public restroom projects. \$30,000 will help us complete an upgrade to the Artists Row facilities and the remaining \$250,000 will be used to construct new accessible public restrooms in the first-floor space at South Harbor Garage.

The conclusion of the previous tenant's lease at the garage space has given the City an opportunity to reimagine the space for a more active use. Later this month we will issue an RFP for a tenant to operate a visitor center facility in the space. We have already had an expression of interest in the concept from Destination Salem, who are contemplating moving their offices to the site to operate it as a visitor center, gift shop, and office space. This partnership would allow us to construct and provide these public restrooms without adding to the City's maintenance responsibilities; the lease for the tenant space will include an obligation to maintain and service the restrooms. Furthermore, the tenant's rent payments will serve to repay the City for the \$250,000 requested here to construct the facilities.

As designed, the South Harbor restrooms would include four unisex bathrooms, two of which will be ADA accessible. The restrooms entry vestibule will be accessible from both the tenant space and the sidewalk and will be monitored by a security camera. Timed entry locks will allow for opening and locking up the restrooms, even when the tenant space is not in use or open.

The Artists Row project is out to bid and, pending approval of the \$30,000 requested here, those facilities could be completed and available to the public by mid to late August. Should the Council approve the \$250,000 for South Harbor, those restrooms could be completed and available by as early as September 1<sup>st</sup>.

One of the most frequent requests we hear from residents who are downtown to shop, **dine**, and explore their own city, and from visitors and our downtown businesses, is that we have a great need for more public restrooms. I am pleased to report that we have worked with the **National Park Service** to ensure that the public restrooms at Derby Wharf and their Visitor Center will be open later in May. With the reopening of those facilities, and the completion of these **two** public City-owned restroom facilities, we will be providing sufficient amenities to ensure our downtown is welcoming and comfortable for all.

I recommend adoption of the enclosed Orders and invite you to contact the following **staff** with any questions you may have:

- Artist Row restrooms: Michael Lutrzykowski and Julie Barry
- South Harbor restrooms: Michael Lutrzykowski and David Kucharsky
- Potential tenant space use as a visitor center: Tom Watkins and David Kucharsky

Sincerely,



Kimberley Driscoll  
Mayor  
City of Salem



## City of Salem, Massachusetts

Traffic & Parking Department  
98 Washington Street, 2<sup>nd</sup> Floor  
Salem, MA 01970  
[www.salem.com](http://www.salem.com)

Kimberley L. Driscoll, Mayor

David Kucharsky, Traffic & Parking Director

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April 13, 2021

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

RE: Request for Funding: South Harbor Garage Public Restrooms

Dear Honorable Mayor Driscoll:

This request is for a Council Order to provide \$250,000 in funding to install public restrooms within a portion of the vacant retail space in the South Harbor Garage. Approval of these funds would allow the City to introduce a much-needed public amenity in the Downtown area.

Funds would cover the cost of completing the design plans and construction as well as preparation of bid documents, demolition of the existing vacant space and construction admin. costs. Please let me know if you have any questions or need any additional information.

Sincerely,

A handwritten signature in cursive script that reads "David Kucharsky".

David Kucharsky  
Traffic and Parking Director

**CITY OF SALEM**  
**ST Capital Outlay Expenditure Request Form - FY 2021**

From Department: Traffic & Parking Date: 4/13/2021

Department Head Name: David Kucharsky

Authorization Signature: David Kucharsky

Amount: \$ 250,000

Description: Funds would be used to design and install public restrooms within the currently vacant space in the South Harbor Garage.

**For Finance Department Use Only:**

City Council Approval Needed (Y/N)

CIP Balance: \$ <sup>AK</sup> 112,328.90

Recommendation:  
 Approved  Denied

[Signature]  
Finance Director

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

CO # \_\_\_\_\_ JE# \_\_\_\_\_ Trans # \_\_\_\_\_

Org: \_\_\_\_\_ Obj: \_\_\_\_\_



# CITY OF SALEM

In City Council,

Ordered:

April 22, 2021

That the sum of Thirty-Seven Thousand, Four Hundred Forty-One Dollars (\$37,441.46) is hereby appropriated and transferred from the "Capital Outlay Fund 2000" to the ST CIP Engineering WS Emergency Account (20002129-5846CI) emergency water repair performed on Loring Ave. performed on October 3, 2020, with the recommendation of Her Honor the Mayor.



## CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll  
Mayor

Office of the Mayor

April 22, 2021

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Enclosed herewith is an order to transfer Thirty-Seven Thousand, Forty Hundred Forty-One Dollars and Forty-Six cents (\$37,441.46) from Capital Outlay Fund 2000 account to the short-term Capital Improvement Plan Engineering Water/Sewer Emergency Account (20002129-584CI).

This request is necessary to cover the cost of emergency water repair work performed on Loring Avenue in October. I recommend adoption of the enclosed Order and invite you to contact David Knowlton should you have any questions regarding it.

Sincerely,

Kimberley Driscoll  
Mayor  
City of Salem



**Kimberley Driscoll**  
Mayor

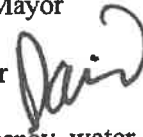
**CITY OF SALEM**  
SALEM, MASSACHUSETTS  
ENGINEERING DEPARTMENT  
98 WASHINGTON STREET, 2<sup>ND</sup> FLOOR  
SALEM, MA 01970  
Phone: (978) 619-5673  
Fax: (978) 745-0349

DAVID H. KNOWLTON, P.E.  
CITY ENGINEER / DPS DIRECTOR

## **MEMORANDUM**

December 24, 2019

To: Dominick Pangallo, Chief Administrative Aide to the Mayor

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

RE: Request for short term capital funds for the emergency water repair that was performed on October 3, 2020

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This memo has been prepared to request a transfer of funds from the short-term capital funds, in the amount of \$37,441.46 to fund the costs for the repair of a water main break on October 3, 2021 on Loring Avenue.

The cost of the transfer is as follows, and are detailed as an attachment to this memo:

Description	Amount
N. Granese & Sons, Inc. - break repair	\$30,035.30
Materials	\$5,318.40
Police Details	<u>\$2,087.80</u>
	<u>\$37,441.46</u>

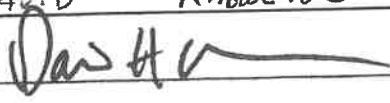
The funds should be transferred to the DPS Water, Contracted Services budget line, 610032-5320, for payment of the attached invoices.

If you have any questions, or require additional information, please call. The DPS Department is available to meet with the City Council to discuss this request.

Cc: Laurie Giardella, Finance Director



**CITY OF SALEM**  
**ST Capital Outlay Expenditure Request Form - FY 2021**

From Department: 230 - DPS Date: 3-11-21  
Department Head Name: DAVID KNOWLTON  
Authorization Signature: 

Amount: \$ 37441.46

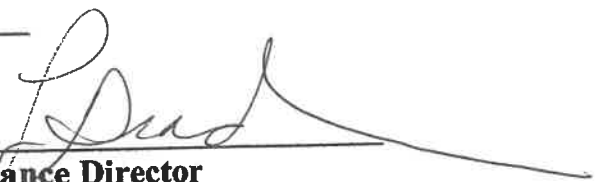
Description: Emergency REPAIR OF WATER MAIN  
ON Haring Ave ON OCTOBER 3, 21

**For Finance Department Use Only:**

City Council Approval Needed (Y/N)

CIP Balance: \$ \$449,770.36

Recommendation:  
 Approved  Denied

  
Finance Director

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

CO # \_\_\_\_\_ JE# \_\_\_\_\_ Trans # \_\_\_\_\_

Org: \_\_\_\_\_ Obj: \_\_\_\_\_



# CITY OF SALEM

In City Council,

April 22, 2021

Ordered:

That the sum of Thirty Thousand Dollars (\$30,000.00) is hereby appropriated from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the Planning Contracted Services account to update the local wetlands protection policy in accordance with the recommendation of Her Honor the Mayor.

<b>Account</b>	<b>Description</b>	<b>Amount</b>
11822-5320	Contracted Services	\$ 30,000.00
<b>Total</b>		<b>\$ 30,000.00</b>



## CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll  
Mayor

April 22, 2021

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Enclosed is a request for an appropriation of \$30,000 in free cash in order to properly carry out the update to our local wetlands protection policy. These funds will leverage an additional \$10,000 in funding from the Salem Conservation Commission for this important undertaking.

An updated wetlands protection policy will define clear and consistent standards to support the Conservation Commission's review of projects within wetlands and flood zones. Although the state's Wetlands Protection Act establishes performance standards for activities within wetlands, neither the Act nor Salem's Wetlands Ordinance include such standards for work within buffer zones to these areas. In addition, both the Act and the Ordinance need standards for activities within coastal flood zones.

The Conservation Commission reviews work in buffer zones and coastal flood areas on a case-by-case basis, based on the characteristics of the land and the nature of the project. Updating Salem's local wetlands protection policy is an opportunity to define more clear standards to guide the Commission's review of projects that impact these areas. An updated policy will also assist applicants and members of the public as projects are being reviewed.

Staff in the Department of Planning and Community Development have convened a working group to develop this new policy in a thoughtful manner. This working group has identified the need for the services of a wetlands specialist to assist in drafting a policy that will be informed by sound science, promotes best practices, and is legally enforceable. In addition, a specialist will help communicate technical matters at public forums in a way that solicits meaningful input from stakeholders with a wide diversity of familiarity with wetlands policy and conservation law. I request approval of the enclosed Order and invite you to contact Tom Devine if you have any questions regarding it.

Sincerely,

Kimberley Driscoll  
Mayor  
City of Salem



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

April 20, 2021

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The Department of Planning and Community Development is requesting an allocation of \$30,000 in free cash for the purpose of hiring a consultant to prepare an updated local wetlands protection policy. The free cash will leverage an anticipated \$10,000 contribution from the Salem Conservation Commission for this undertaking.

An updated wetlands protection policy will define clear and consistent standards to support the Conservation Commission's review of projects within wetlands and flood zones. Although the state's Wetlands Protection Act establishes performance standards for activities within wetlands, neither the Wetlands Protection Act nor Salem's Wetlands Ordinance include such standards for work within buffer zones to these resource areas. In addition, both the Act and the Ordinance lack standards for activities within coastal flood zones.

The Conservation Commission reviews work in buffer zones and coastal flood areas on a case-by-case basis, based on the characteristics of the land and nature of the project. Updating Salem's local wetlands protection policy is an opportunity to define clear standards to guide the Conservation Commission's review of development projects that impact these areas. An updated policy will also assist applicants and members of the public as projects are being reviewed.

Staff in the Department of Planning and Community Development have convened a working group to initiate a proposed policy framework. This working group has identified the need for the services of a wetlands consultant to assist in drafting a policy that is informed by sound science, promotes best practices, and is legally enforceable. In addition, a consultant is necessary to help communicate technical matters at public forums in a way that solicits input from stakeholders with a wide range of levels of knowledge.

I request approval of the enclosed Order and invite you to contact Tom Devine if you have any questions regarding it.



KIMBERLEY DRISCOLL  
MAYOR  
TOM DANIEL, AICP  
DIRECTOR

CITY OF SALEM, MASSACHUSETTS  
DEPARTMENT OF PLANNING AND  
COMMUNITY DEVELOPMENT

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98 WASHINGTON STREET ♦ SALEM, MASSACHUSETTS 01970  
TELE: 978-619-5685

April 20, 2021

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

**Re: Free Cash Request for Wetlands Protection Policy Update**

Dear Mayor Driscoll:

We are requesting an allocation of \$30,000 in free cash for the purpose of hiring a consultant to prepare an updated local wetlands protection policy. The free cash will leverage an anticipated \$10,000 contribution from the Salem Conservation Commission for this undertaking.

An updated wetlands protection policy will define clear and consistent standards to support the Conservation Commission's review of projects within wetlands and flood zones. The state's Wetlands Protection Act establishes performance standards for activities within wetlands; however, neither the Wetlands Protection Act nor Salem's Wetlands Ordinance include such standards for work within buffer zones to these resource areas. The Act and the Ordinance also lack standards for activities within coastal flood zones.

The Conservation Commission reviews work in buffer zones and coastal flood areas on a case-by-case basis based on the characteristics of the land and nature of the project. Updating Salem's local wetlands protection policy is an opportunity to define clear standards to guide the Conservation Commission's review of development projects that impact these areas. An updated policy will also assist applicants and members of the public as projects are being reviewed.

Staff in the Department of Planning and Community Development have convened a working group to initiate a proposed policy framework. This working group has identified the need for the services of a wetlands consultant to assist in drafting a policy that is informed by sound science, promotes best practices, and is legally enforceable. In addition, a consultant is necessary to help communicate technical matters at public forums in a way that solicits input from stakeholders with a wide range of levels of knowledge.

# CITY OF SALEM – Finance Department

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

From: Planning Tom Daniel 4/12/21  
Department Department Head Authorizing Signature Date

**Budget or R/Res Transfers**

To: \_\_\_\_\_ Desc: \_\_\_\_\_ Budget Amt: \_\_\_\_\_  
(Org/Object) Balance: \_\_\_\_\_

From: \_\_\_\_\_ Desc: \_\_\_\_\_ Budget Amt: \_\_\_\_\_  
Balance: \_\_\_\_\_

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

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

**Free Cash or Retained Earnings (W/S)** To: 11822-5320 Desc: DPED Contracted Services Budget Amt: 23675.-  
(Org/Object) Balance: 10357.00

**Raise & Appropriate**  
 Please circle one

**Amount Requested:** \$ 30,000.00

**Reason (Be Specific)**  
City Funding to support development of wetlands  
Regulations

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

- Budget Transfer  Mayor Approval  City Council Approval
- Free Cash Appropriation – City Council Approval – Gen Fund \$ 257,716.72  
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

Tom Daniel  
 Finance Director

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



# CITY OF SALEM

In City Council,

**Ordered:**

April 22, 2021

That the sum of Thirty Thousand Dollars (\$30,000.00) is hereby appropriated and transferred from the "Capital Outlay Fund 2000" to the ST CIP Planning Artist Row Account (20002118-5846CL) to renovate the public bathroom facilities in accordance with the recommendation of Her Honor the Mayor.



KIMBERLEY DRISCOLL  
MAYOR  
TOM DANIEL, AICP  
DIRECTOR

CITY OF SALEM, MASSACHUSETTS  
DEPARTMENT OF PLANNING AND  
COMMUNITY DEVELOPMENT

98 WASHINGTON STREET ♦ SALEM, MASSACHUSETTS 01970  
TELE: 978-619-5685

April 20, 2021

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

**Re: Free Cash Request for Renovation of Artists' Row Bathrooms**

Dear Mayor Driscoll:

We are requesting an allocation of \$30,000 in short-term capital to support the renovation of the Artists' Row bathrooms. The project was already bid once this spring. We received four bid submissions and all of them came in above the posted project budget. We moved forward with the lowest bidder but quickly learned from them that, due to recent inflation in the field, they were not able to move the project forward for the amount they bid. We then moved on to the second lowest bidder who expressed the same concerns. Material costs had increased so much there was not enough funding to successfully implement the project.

We have an updated cost estimate from the architectural team. This additional funding is needed to ensure we have adequate resources to move the project forward to completion.

The DPCD is ready to proceed with this bathroom renovation project upon receipt of funding request.

**Total request: \$30,000**

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

Sincerely,

Tom Daniel, AICP  
Director





## **CITY OF SALEM, MASSACHUSETTS**

**Kimberley Driscoll  
Mayor**

**Office of the Mayor**

**April 22, 2021**

**Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970**

**Ladies and Gentlemen of the City Council:**

The enclosed Orders appropriate \$280,000 to advance two public restroom projects. \$30,000 will help us complete an upgrade to the Artists Row facilities and the remaining \$250,000 will be used to construct new accessible public restrooms in the first-floor space at South Harbor Garage.

The conclusion of the previous tenant's lease at the garage space has given the City an opportunity to reimagine the space for a more active use. Later this month we will issue an RFP for a tenant to operate a visitor center facility in the space. We have already had an expression of interest in the concept from Destination Salem, who are contemplating moving their offices to the site to operate it as a visitor center, gift shop, and office space. This partnership would allow us to construct and provide these public restrooms without adding to the City's maintenance responsibilities; the lease for the tenant space will include an obligation to maintain and service the restrooms. Furthermore, the tenant's rent payments will serve to repay the City for the \$250,000 requested here to construct the facilities.

As designed, the South Harbor restrooms would include four unisex bathrooms, two of which will be ADA accessible. The restrooms entry vestibule will be accessible from both the tenant space and the sidewalk and will be monitored by a security camera. Timed entry locks will allow for opening and locking up the restrooms, even when the tenant space is not in use or open.

The Artists Row project is out to bid and, pending approval of the \$30,000 requested here, those facilities could be completed and available to the public by mid to late August. Should the Council approve the \$250,000 for South Harbor, those restrooms could be completed and available by as early as September 1<sup>st</sup>.

One of the most frequent requests we hear from residents who are downtown to shop, dine, and explore their own city, and from visitors and our downtown businesses, is that we have a great need for more public restrooms. I am pleased to report that we have worked with the National Park Service to ensure that the public restrooms at Derby Wharf and their Visitor Center will be open later in May. With the reopening of those facilities, and the completion of these two public City-owned restroom facilities, we will be providing sufficient amenities to ensure our downtown is welcoming and comfortable for all.

I recommend adoption of the enclosed Orders and invite you to contact the following staff with any questions you may have:

- Artist Row restrooms: Michael Lutrzykowski and Julie Barry
- South Harbor restrooms: Michael Lutrzykowski and David Kucharsky
- Potential tenant space use as a visitor center: Tom Watkins and David Kucharsky

Sincerely,




Kimberley Driscoll  
Mayor  
City of Salem

**CITY OF SALEM**  
**ST Capital Outlay Expenditure Request Form - FY 2021**

From Department: DPCD Date: 04/14/2021

Department Head Name: Tom Daniel

Authorization Signature: 

Amount: \$30,000

Description:  
City funding to support renovation of Artists' Row bathrooms.

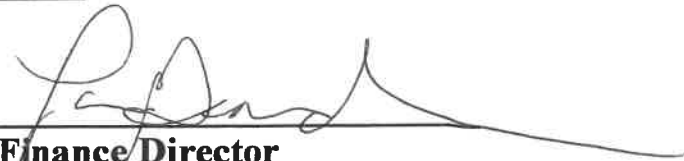
**For Finance Department Use Only:**

City Council Approval Needed (Y/N)

CIP Balance: \$ 146,653.90

**Recommendation:**

Approved  Denied

  
**Finance Director**

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

CO # \_\_\_\_\_ JE# \_\_\_\_\_ Trans # \_\_\_\_\_

Org: \_\_\_\_\_ Obj: \_\_\_\_\_



# CITY OF SALEM

In City Council,

Ordered:

April 22, 2021

That the sum of Twenty-Three Thousand Two-hundred Dollars (\$23,200.00) is hereby appropriated from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to increase the Police Department Training and Education Account to cover the cost recruit training in accordance with the recommendation of Her Honor the Mayor.

<b>Account</b>	<b>Description</b>	<b>Amount</b>
12102-5317	Training and Education	\$ 23,200.00
<b>Total</b>		<b>\$ 23,200.00</b>



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

April 22<sup>nd</sup>, 2021

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed funding request will allow the Salem Police Department to send seven new recruits to academy training programs required for them to join the police force. As you know, we have had several retirements from the department, and we are working diligently to recruit and train new officers to fill these important positions.

This funding request will assist us with the additional training for our new recruits and is reflective of our commitment to public safety in our community. In order to ensure we do not miss the window of time in which these recruits will be able to attend academy and then begin their in-service training, we are making this mid-year request for free cash to fund these costs.

I recommend adoption of the enclosed Order and invite you to contact Acting Chief of Police Dennis King should you have any questions regarding it.

Sincerely,

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

Kimberley Driscoll  
Mayor,  
City of Salem



# City of Salem, Massachusetts Police Department Headquarters

CHIEF OF POLICE  
MARY E. BUTLER

March 23, 2021

Mayor Kimberley Driscoll  
CITY OF SALEM  
93 Washington Street  
Salem, Massachusetts 01970

Re: *City of Salem – Finance Department – Free Cash Budget Transfer Request Form  
Training & Education – Police Department – 7 Recruits/Police Academy*

Dear Mayor Driscoll –

I would like to request Free Cash be deposited into our Training & Education Budget Line Item – 12102-5317 to cover the cost of 6 recruits to attend the Northern Essex Community College Academy and one recruit to attend the Reading Academy.

I have attached a copy of the City of Salem's Finance Department Free Cash Budget Transfer Request Form.

Thank you in advance for your support of this request to send 7 recruits to upcoming Police Academies.

Sincerely,

Robert D. Mulligan for  
Acting Chief of Police, Dennis King

RDM: jc  
Enclosure

# CITY OF SALEM - Finance Department

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

**From:** 210 - Police

Department

*Robert B. Mulligan*  
Robert B. Mulligan (for Acting Chief of Police, Dennis King)

Department Head Authorizing Signature

March 23, 2021

Date

**Budget or R/Res**

Budget Amt: \_\_\_\_\_

**Transfers**

To :

(Org/Object)

Desc: \_\_\_\_\_

Balance: \_\_\_\_\_

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: \_\_\_\_\_

**Free Cash or** To : 12102-5317

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

Please circle one

Desc: Training & Education

Budget Amt: \$29,900.00

Balance: \$4,003.74

**Amount Requested:**

\$ \$23,200.00

**Reason (Be Specific)** To cover costs to send 6 recruits to the NECC Academy and one recruit to the Reading Academy

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

Budget Transfer

Mayor Approval

City Council Approval

Free Cash Appropriation - City Council Approval - Gen Fund \$ 300,916.72  
Free Cash Balance

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

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

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

Raise & Appropriate

Other \_\_\_\_\_

**Recommendation:**  Approved  Denied

*[Signature]*  
Finance Director

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



# CITY OF SALEM

In City Council,

April 22, 2021

Ordered:

That the sum of Twenty Thousand Dollars (\$20,000.00) is hereby appropriated from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to replenish the Fire Department purchase of services account to upgrade VOC voice-alarm dispatch system. in accordance with the recommendation of Her Honor the Mayor.

<b>Account</b>	<b>Description</b>	<b>Amount</b>
12202-5300	Purchase of Services	\$ 20,000.00
<b>Total</b>		<b>\$ 20,000.00</b>





## CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll  
Mayor

Office of the Mayor

April 22, 2021

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed request appropriates \$20,000 from our free cash account to fund a necessary upgrade of our existing voice alarm dispatch system for the Salem Fire Department. The entire cost of this upgrade is \$40,000; however, the department successfully acquired a \$20,000 Firefighter Safety Equipment Grant from the Massachusetts Department of Fire Services to fund half of the upgrade.

As we continue to invest in the capital needs, maintenance, and equipment for the department, we are also investing in the efforts of the men and women of the department to protect lives and property in Salem. I am very grateful to DFS for the grant award that will make this project possible and strongly recommend adopt of this order to provide the remaining 50% of necessary funds to allow it to move forward. If you have any questions, please feel free to contact Acting Chief Alan Dionne.

Sincerely,

Kimberley Driscoll  
Mayor  
City of Salem



*City of Salem, Massachusetts*  
*Fire Department*

*Alan Dionne*  
*AI Chief*  
*978-744-6990*  
*adionne@salem.com*

*48 Lafayette Street*  
*Salem, Massachusetts 01970-3695*  
*Tel. 978-744-1235*  
*Fax 978-745-4646*

*Fire Prevention*  
*Bureau*  
*978-745-7777*

April 5, 2021

Ms. Laurie Giardella,

This letter is to request \$20,000 from Free Cash to the Fire Department budget "purchase of services line" (12202-5300) radio service-consoles, mobiles, portables, repeaters batteries. The additional funding will be for the upgrade of an existing Voice (VOC)-alarm dispatch system. This is a \$40,000 expenditure; half the cost of this upgrade will be funded by a \$20,000 State Firefighter Safety Equipment Grant.

Please feel free to contact me if you have any questions or need additional information.

Thank you,

A handwritten signature in black ink, appearing to read "Alan Dionne".

Alan Dionne  
Chief of the Department

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

From: Fire Department      [Signature] Department Head Authorizing Signature      April 9, 2021 Date

**Budget or R/Res Transfers**  
To: \_\_\_\_\_ (Org/Object)      Desc: \_\_\_\_\_      Budget Amt: \_\_\_\_\_  
Balance: \_\_\_\_\_  
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: \_\_\_\_\_

Free Cash or Retained Earnings (W/S) To: 12202-5300 Desc: Purchase of Services      Budget Amt: \$23,700  
Raise & Appropriate      Balance: \$3,870.19  
(Please circle one)

Amount Requested: \$ 20,000

Reason (Be Specific) Funding will be used to replace the existing Voice Alarm Dispatch System (VOC) at Fire Headquarters that is currently not working. This money is in addition to a grant that has already been acquired from the State Firefighter Safety Equipment Grant.

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

Budget Transfer       Mayor Approval       City Council Approval  
 Free Cash Appropriation – City Council Approval – Gen Fund \$ 277,716.72  
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 [Signature]

Recommendation:  Approved       Denied      [Signature] Finance Director

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



# CITY OF SALEM

In City Council,

**Ordered:**

April 22, 2021

That the sum of Fifteen Thousand, Six Hundred Seventy-Five Dollars (\$15,675.00) is hereby appropriated and transferred from the "Capital Outlay Fund 2000" to the ST CIP DPS Facility Account (20002129-5846CK) to address the fuel canopy collapse at the DPS Facility in accordance with the recommendation of Her Honor the Mayor.



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

Office of the Mayor

April 22, 2021

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Enclosed herewith is an order to transfer Fifteen Thousand Five Hundred Sixty-Five dollars (\$15,675.00) from Capital Outlay Fund 2000 account to the Department of Public Services' Contracted Services account (141 12-5320).

On March 28, a heavy wind storm caused the canopy structure over the gas pumps at the Department of Public Services to collapse. These pumps service our entire municipal and public schools vehicle fleet, including police and fire vehicles. This funding is necessary to repair the pumps structure so it can be returned to operation.

I recommend adoption of the enclosed Order and invite you to contact David Knowlton should you have any questions regarding it.

Sincerely,

Kimberley Driscoll  
Mayor  
City of Salem



**Kimberley Driscoll  
Mayor**

**CITY OF SALEM**  
SALEM, MASSACHUSETTS  
ENGINEERING DEPARTMENT  
98 WASHINGTON STREET, 2<sup>ND</sup> FLOOR  
SALEM, MA 01970  
Phone: (978) 619-5673  
Fax: (978) 745-0349

DAVID H. KNOWLTON, P.E.  
CITY ENGINEER / DPS DIRECTOR

## **MEMORANDUM**

April 8, 2021

To: Dominick Pangallo, Chief Administrative Aide to the Mayor

From: David H. Knowlton, P.E., City Engineer / DPS Director *Dan*

RE: Request for short term capital for the emergency repair of the Wane Fuel System located at the DPS Facility at 5 Jefferson Ave on March 29, 2021 in the amount of \$15,675.00

---

This memo has been prepared to request short-term capital funds, in the amount of \$15,675.00 to fund the costs for the removal of the fuel canopy that collapsed on March 29, 2021. These fuel pumps are essential to DPS, for public safety and first responders. Fueling for all city vehicles were affected by the collapsed canopy. Please note this canopy also held fire suppression for the fuel units which had to be removed and rewired to function for daily operations of the city of Salem's fleet.

The cost of the transfer is as follows, and are detailed as an attachment to this memo:

<u>Description</u>	<u>Amount</u>
Fuel Management Inc.	<u>\$15,675.00</u>
	\$15,675.00

The funds should be transferred to the DPS General, Contracted Services budget line, 14112-5320, for payment of the attached invoices.

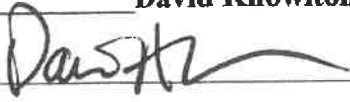
If you have any questions, or require additional information, please call. The DPS Department is available to meet with the City Council to discuss this request.

Cc: Laurie Giardella, Finance Director

**CITY OF SALEM**  
**ST Capital Outlay Expenditure Request Form - FY 2021**

From Department: 230 DPS Date: 4-8-21

Department Head Name: David Knowlton

Authorization Signature: 

Amount: \$15,675.00

**Description:**

For the removal of the Wayne fuel system canopy that collapsed and was blocking the fuel pumps and rendering the fire suppression system nonfunctioning on March 29, 2021. These units are located at 5 Jefferson ave. This system that services the city of Salem fleet including but not limited to Salem police, And Salem fire witch are first responders. This was an emergency repair that we needed to secure to keep the city of Salem's fleet in operations. The failure to these systems would have had a detrimental effect on all aspects of operations from the school dept, to the COA, and DPS for their daily operations.

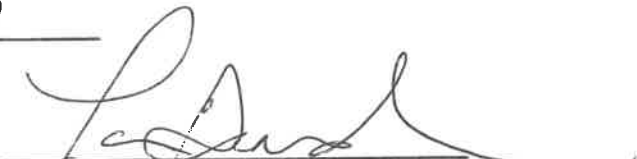
**For Finance Department Use Only:**

City Council Approval Needed (Y/N)

CIP Balance: \$ \$152,328.97

**Recommendation:**

Approved  Denied

  
**Finance Director**

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

CO # \_\_\_\_\_ JE# \_\_\_\_\_ Trans # \_\_\_\_\_

Org: \_\_\_\_\_ Obj: \_\_\_\_\_

# Fuel Management Services Inc.

# Invoice

P.O. Box 739  
Sagamore Beach, MA. 02562  
508-726-2903

Invoice #	0321-21
Invoice Date	3/31/2021

<b>Bill To</b>
Salem Dpw 98 Washington St. Salem, Ma. 01970 Attn: Accounts Payable

<b>Job Location</b>
Salem DPW 5 Jefferson Ave Salem, Ma. 01970

Service Requested By	
----------------------	--

Service Date	3/31/2021
--------------	-----------

P.O. No.	
----------	--

Terms	Net 30
-------	--------

Due Date	4/30/2021
----------	-----------

Item	Qty.	Description	Each	Amount
Labor		Reported As: Canopy over Fuel pump island collapsed due to high winds. Labor and material as requested to mobilize equipment and personnel to site to remove and dispose of 30' x 30' canopy. Work included the deactivation of Fire Suppression system. Re-wiring fuel management system communication wiring and pump control wiring. deactivation of canopy lights. Demolition and disposal of steel canopy. Excavator with Grapple Tri- Axel Dump Truck Fire Suppression Contractor Electrician Foreman, Millwright, Operator Fuel Management Technician Utility Truck with Tools and Equipment  Technical Service (Labor & Travel)	15,675.00	15,675.00

It's been a pleasure working with you!	<b>Subtotal</b>	\$15,675.00
Please pay this invoice, as No statement will be sent. Past due invoices may be subject to 1.5% late charge.	<b>Sales Tax (6.25%)</b>	\$0.00
	<b>Total</b>	\$15,675.00
	<b>Payments/Credits</b>	\$0.00
	<b>Balance Due</b>	\$15,675.00







# CITY OF SALEM

In City Council,

Ordered:

April 22, 2021

That the sum of Twelve Thousand One-Hundred Ninety-Nine dollars and Thirty-Nine Cents (\$12,199.39) be approved within the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to be expended for the FY 2021 contractual buyback(s) listed below in accordance with the recommendation of Her Honor the Mayor.

Name	Department	Amount
Sally Murtaugh	Building Department	\$ 12,199.39
		<b>\$ 12,199.39</b>



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

April 22, 2021

To the City Council  
City Hall  
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is an order requesting an appropriation of Twelve Thousand One-Hundred Ninety-Nine Dollars and Thirty-Nine Cents (\$12,199.39) from the "Retirement Stabilization Fund – Vacation/Sick Leave Buyback" account (83113-5146) to cover the retirement buyback cost for the following employee.

NAME	DEPARTMENT	AMOUNT
Sally Murtagh	Building Department	\$12,199.39
	Total:	\$12,199.39

I recommend passage of the accompanying Order

Very truly yours,

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

Kimberley Driscoll  
Mayor



# CITY OF SALEM MASSACHUSETTS

HUMAN RESOURCES  
98 WASHINGTON STREET, 3<sup>RD</sup> FLOOR  
SALEM, MASSACHUSETTS 01970  
TEL. 978-619-5630  
FAX 978-745-7298

**KIMBERLEY L. DRISCOLL**  
MAYOR

LISA B. CAMMARATA  
DIRECTOR OF HUMAN  
RESOURCES

## MEMORANDUM

**TO:** Laurie Giardella, Director of Finance  
**DATE:** April 6, 2021  
**RE:** Retirement Stabilization Fund

\*\*\*\*\*

Attached you will find a retirement buy back for a former employee of the Building Department.

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

**Sally Murtagh**

113.7499 vacation hours @\$28.4534 per hour	\$3,236.57
315 sick hours @ \$28.4534 per hour	\$8,962.82

**Total: \$12,199.39**

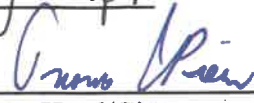
In accordance with the July 2008 Policy, I am requesting you verify the availability of the funds from the Retirement Stabilization Fund, prepare the Council Order, and continue the process in order that my staff can input the information in MUNIS and issue payments to this former employee upon Council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

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

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

From: Department Building Dept.

Date 4/6/2021

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

NAME: Sally Murtugh

CALCULATION

VACATION HOURS # 113.7499 @ \$ 28.4534 = \$ 3,236.57

SICK HOURS # 315 @ \$ 28.4534 = \$ 8,962.82

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

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

Total Amount Due: \$ 12,199.39  
Please attach corresponding PAF or other backup to this sheet.

Reason: Retired - 3/26/2021

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

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

Org and Object: 83113 - 5146

**Recommendation:**

Approved

  
HR Director/City or Superintendent/Schools



# CITY OF SALEM

In City Council,

**Ordered:**

April 22, 2021

That the sum of Ten Thousand, Five Hundred dollars (\$10,500.00) is hereby appropriated from the "Stabilization Fund" to Various Enterprise Funds Accounts to replenish cuts made in anticipation of COVID 19 in accordance with the recommendation of Her Honor the Mayor.

**Water/Sewer/Trash Enterprise Funds:**

- \$ 10,500.00 – Enterprise Departments - restores \$'s for 14-hour furlough budget cuts.



## CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll  
Mayor

April 22, 2021

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

As you may recall, during the FY2020 budget-setting process the City implemented a number of measures to help reduce expenses in order to better meet a projected revenue shortfall we anticipated due to the growing COVID-19 pandemic. These measures included drawing down a portion of our reserve fund, not filling vacant positions, cutting certain expenses, and furloughing City employees for periods of time.

Over the last few months our Finance Department has worked closely with DOR and each department to better understand how our local aid levels for the current fiscal year intersect with the personnel line for each department following those furloughs. Based on the level-funded local aid amounts we have received, we are now proposing to make whole those employees who took furloughs during the height of the pandemic this past year. We are able to do so by drawing on the free cash available to us due to the higher than anticipated local aid provided by the state. In other words, this measure will not cost Salem taxpayers additional money, but it will restore our dedicated public employees to their intended level-pay amount for this current fiscal year.

I recommend adoption of the enclosed Order and invite you to reach out to Laurie Giardella and Lisa Cammarata should you have any questions regarding it. Salem residents should be proud of the way their public servants conducted themselves during the pandemic, with many of our employees taking on even more work and responsibilities as a result of COVID-19, while simultaneously being compensated less. I hope you will agree that, now that we are able to do so in a financially prudent manner, we have a responsibility to them to make them whole.

Sincerely,

Kimberley Driscoll  
Mayor  
City of Salem



## City of Salem, Massachusetts

Finance Department  
93 Washington Street  
Salem, MA 01970  
Ph. 978.745.9595 X:5625  
Fax 978.741.3348

Laurie Giardella, Finance Director

April 20, 2021

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

RE: Transfer/Raise/Supplemental appropriations

Dear Mayor Driscoll:

Attached is a Council Order requesting a transfer from the stabilization fund to increase appropriation to the FY2021 budget. The total transfer and request for appropriation is One Million One Hundred Thirty-Five Thousand, Eight Hundred Seventy-Two dollars (\$1,135,872.00) to the General fund and Ten Thousand Five Hundred dollars (\$10,500.00) to the Water/Sewer/Trash Enterprise Funds. These funds will be replenished upon certified free cash. As you are aware, in the spring of 2020, when setting the FY2021 Budget, the State Cherry Sheet Revenues and local aid receipts were projected to be lower by 10-50% of the prior year due to the COVID 19 Pandemic. These revenue projections were based on communications with our local legislators and information coming from the Governor's office. Thankfully, the State Cherry Sheet Revenues including Chapter 70 were level funded instead of cut. This resulted in a \$4.9 million positive difference which resulted in the reduced need to access available reserves. The following is a list of supplemental budget increases to be recommended to the City Council:

### General Fund:

- \$ 89,800.00 – Municipal Departments - restores \$'s for 14-hour furlough budget cuts.
- \$ 852,093.00 – School Department - restores \$'s for furlough budget cuts.
- \$ 5,636.00 – City Clerk – Adjust Maureen Davis to Actual Payroll
- \$ 9,000.00 – Human Resources – Adjust Education Training to level fund from Prior Year.
- \$ 11,805.00 – Treasurer – Adjust to Actual Salary
- \$ 14,820.00 – Parking Dept – restores a part-time position that was vacant when the budget was submitted.
- \$ 17,118.00 – Library – restores payroll to cover part-time cuts and additional furloughs.
- \$ 2,000.00 – Parks and Recreation – restores parks maintenance.
- \$ 18,600.00 – Planning – restore payroll reductions due to retirements.
- \$ 115,000.00 – Public Services Department - Tree, Planting, Removal and Maintenance – restores tree expenses to level funding

### Water/Sewer/Trash Enterprise Funds:

- \$ 10,500.00 – Enterprise Departments - restores \$'s for 14-hour furlough budget cuts.





# CITY OF SALEM

In City Council, April 22, 2021

## Ordered:

To accept the donation from the Peabody Essex Museum in the amount of Five Thousand Dollars (\$5,000.00) to support the creation of murals being commissioned by the City's Public Art Commission.



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

Office of the Mayor

April 22, 2021

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Enclosed please find a Council Order to accept a donation of \$5,000.00 from the Peabody Essex Museum for the City's Public Art Commission's recent mural project. These funds will be used to compensate the artists selected to create the murals.

I recommend adoption of the enclosed Order and ask you to join me in thanking PEM for their generous support for Salem's public art program.

Sincerely,

Kimberley Driscoll  
Mayor  
City of Salem



CITY OF SALEM, MASSACHUSETTS  
DEPARTMENT OF PLANNING AND  
COMMUNITY DEVELOPMENT

KIMBERLEY DRISCOLL  
MAYOR

98 WASHINGTON STREET, 2<sup>ND</sup> FLOOR ♦ SALEM, MASSACHUSETTS 01970  
978-619-5685

TOM DANIEL, AICP  
DIRECTOR

April 15, 2021

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

Dear Mayor Driscoll:

I am writing to request acceptance of a generous donation in the amount of \$5,000 to the Public Art Commission from the Peabody Essex Museum in support of mural projects being commissioned by the PAC for the community as part of the City's formal Public Art Collection. These funds have been earmarked to directly support and compensate the artists commissioned for the murals.

We are very grateful to the PEM for this donation, as paying artists a fair and equitable wage for their work, especially during these difficult and trying times, is paramount to ensuring that our creative community not only survives but thrives.

Thank you for your time and consideration of this request.

Sincerely,

Tom Daniel, AICP  
Director



# CITY OF SALEM

In City Council, April 22, 2021

## Ordered:

That the City Council hereby approves the submittal of the City of Salem's Application for Federal Assistance to the United States Department of Housing and Urban Development (HUD) for Community Development Block Grant (CDBG) funds for the period of July 1, 2021 through June 30, 2022 in the amount determined by HUD's formula entitlement allocation (\$1,082,754).



## CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll  
Mayor

Office of the Mayor

April 22, 2021

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

Ladies and Gentlemen of the City Council:

Enclosed is an Order authorizing submission of the City's *Application for Federal Assistance* to the U. S. Department of Housing & Urban Development (HUD) for Community Development Block Grant (CDBG) funds for the period of July 1, 2021 through June 30, 2022. For FY22, Salem's CDBG entitlement is \$1,082,754. In 2020, the City completed its 5-Year Consolidated Plan, outlining Salem's housing, economic and community development needs and funding priorities. In order to receive Federal funds, the City is required to develop Annual Action Plans which put into action the goals and strategies established in the Consolidated Plan.

For the FY22 Action Plan, the process began with a virtual public hearing which held on January 21, 2021, along with the issuance of a request for funding proposals from agencies to provide housing, economic development and public service programs, and from municipal departments for infrastructure and public facilities improvements. The Draft FY22 Action Plan describes the proposed activities to be undertaken during the upcoming fiscal year. A link to the plan was emailed to you on April 8, 2021. As part of the formal public review process, a 30-day public comment period commenced on April 9th and a virtual public hearing is scheduled for April 29th.

I recommend approval of the application so that it can be transmitted to HUD in a timely manner. Tom Daniel and Jane Guy are available to answer any questions you may have.

Very truly yours,

Kimberley Driscoll  
Mayor  
City of Salem

**Application for Federal Assistance SF-424**

<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	<b>* 2. Type of Application:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	<b>* If Revision, select appropriate letter(s):</b> _____ <b>* Other (Specify):</b> _____
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<b>* 3. Date Received:</b> _____	<b>4. Applicant Identifier:</b> 04-6001413
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<b>5a. Federal Entity Identifier:</b> _____	<b>5b. Federal Award Identifier:</b> _____
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**State Use Only:**

<b>6. Date Received by State:</b> _____	<b>7. State Application Identifier:</b> _____
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**8. APPLICANT INFORMATION:**

<b>* a. Legal Name:</b> City of Salem, MA	
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 04-6001413	<b>* c. Organizational DUNS:</b> 1567710240000

**d. Address:**

<b>* Street1:</b>	98 Washington Street
<b>Street2:</b>	_____
<b>* City:</b>	Salem
<b>County/Parish:</b>	_____
<b>* State:</b>	MA: Massachusetts
<b>Province:</b>	_____
<b>* Country:</b>	USA: UNITED STATES
<b>* Zip / Postal Code:</b>	01970/3526

**e. Organizational Unit:**

<b>Department Name:</b> Planning & Community Developme	<b>Division Name:</b> _____
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**f. Name and contact information of person to be contacted on matters involving this application:**

<b>Prefix:</b> Mr.	<b>* First Name:</b> Tom
<b>Middle Name:</b> _____	_____
<b>* Last Name:</b> Daniel	_____
<b>Suffix:</b> _____	_____
<b>Title:</b> Director	_____
<b>Organizational Affiliation:</b> City of Salem, Dept. of Planning & Community Development	
<b>* Telephone Number:</b> 978-619-5685	<b>Fax Number:</b> _____
<b>* Email:</b> tdaniel@salem.com	

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

U. s. Department of Housing & Urban Development

**11. Catalog of Federal Domestic Assistance Number:**

14-218

CFDA Title:

Community Development Block Grant

**\* 12. Funding Opportunity Number:**

14-218

\* Title:

CDBG Program

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

Community Development Block Grant Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="1,082,754.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text" value="93,000.00"/>
* g. TOTAL	<input type="text" value="1,175,754.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:  \* Date Signed:



# *City of Salem*

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*In the year Two Thousand Twenty-one*

*An Ordinance* to amend an ordinance relative to demolition delay.

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

**Section I.** The Salem Code of Ordinances is hereby amended by deleting in its entirety Section 2-1572 of Chapter 2 entitled *Review process for granting demolition permits for historic buildings or structures* and inserting the following new Division within Article II. *Maintenance of Structures and Property* of Chapter 12 Building, Electricity and Plumbing Regulations:

## **“Division 4. Demolition Review for Historically Significant Buildings**

### **Sec. 12-76. INTENT AND PURPOSE**

This Demolition Delay Ordinance is intended to establish a uniform process for preserving and protecting significant buildings and structures in the City that constitute or reflect distinctive features of the architectural, cultural, political, or social history of the City; to encourage owners of these buildings to actively seek out alternatives that preserve, rehabilitate, relocate or restore these buildings rather than demolish them; and to provide a reasonable time period for public discussion before a historic building is lost. The ordinance further seeks to document those buildings that cannot be saved through photographic, video and/or written materials and to preserve those materials as part of the public record.

The intent of this ordinance is not to permanently prevent demolition, but rather to provide an opportunity to develop preservation solutions for properties threatened with demolition.

### **Sec. 12-77. DEFINITIONS**

“APPLICANT” - Any person or entity who files an application for a demolition permit. If the applicant is not the owner of the premises upon which the building is situated, the owner must indicate on or with the application his/her assent to the filing of the application.

“APPLICATION” - An application for the demolition of a building.

“BUILDING” – Any combination of materials forming a shelter for persons, animals, or property.

“BUILDING COMMISSIONER” - The person occupying the office of Director of Inspectional Services or otherwise authorized to issue demolition permits.

“BUSINESS DAY” – A day which is not a legal municipal holiday, Saturday or Sunday.

“COMMISSION” – The Salem Historical Commission or its designee.

“COMMISSION STAFF” – The person regularly providing staff services for the Commission whom the Commission has designated Commission Staff for the purposes of this ordinance.

“DEMOLITION” - Any act of pulling down, destroying, removing, dismantling or razing of an entire building or the removal of 50% or more of the existing structure of the building with the intent of completing the same.

“DEMOLITION PERMIT” - The building permit issued by the Building Commissioner for a demolition of a building, excluding a building permit issued solely for the demolition of the interior of a building.

“LOCAL HISTORIC DISTRICT” – Derby Street Local Historic District, Lafayette Street Local Historic District, McIntire Local Historic District, Washington Square Local Historic District or any other historic district which from time to time may be established under M.G.L. Ch. 40C.

“PREFERABLY PRESERVED” - Any significant building that the Commission determines, following a public hearing, that it is in the public interest to be preserved rather than demolished. A preferably preserved building is subject to the twelve month demolition delay period of this ordinance. The twelve month delay begins with the opening of the public hearing.

“SIGNIFICANT BUILDING” – Any building within the city that is in whole or in part fifty years or more old and which has been determined by the Commission or its designee to be in the public interest to be significant based on any of the following criteria:

- The Building is listed in, or is within an area listed in, the National Register of Historic Places; or
- The Building has been found eligible for the National Register of Historic Places; or
- The Building is importantly associated with one or more historic persons or events, or with the broad architectural, cultural, political, economic or social history of the City of the Commonwealth; or
- The Building is historically or architecturally important (in terms of period, style, method of building construction or association with a recognized architect or builder) either by itself or as one of a series of like buildings that document an historical period.

## **Sec. 12-78. PROCEDURE AND ADMINISTRATION**

a) Applicability. No demolition permit for a building that is in whole or in part 50 years or more old shall be issued without following the provisions of this ordinance. If a building is of undetermined age, it shall be assumed that the building is over 50 years old for the purposes of this ordinance.

For a residential garage or storage shed, but excluding carriage houses as defined in the zoning ordinance, section II.B, the Building Commissioner shall forward an application for demolition of such a structure to the Commission. Within 21 days of the receipt of such a request, the Commission shall make a determination of the historical or architectural significance of the garage or shed. If the structure is deemed significant, the application shall be forwarded to the full Commission for review as outlined in this section. If the structure is deemed to possess no historic or architectural significance or if no action is taken within the 21-day period, a demolition permit shall be issued.

b) Administration. The Commission may adopt such rules and regulations as are necessary to administer the terms of this ordinance; adopt a schedule of reasonable fees to cover the costs associated with the administration of this ordinance; and may delegate authority to make initial determinations of significance to one or more members of the Commission or to a municipal employee.

### **Sec. 12-79. APPLICATION**

An applicant proposing to demolish a building subject to this ordinance shall file an application with the Historical Commission. The application shall be made or co-signed by the owner of record at the time of Application and shall contain or be accompanied by the following information:

- The address of the building to be demolished.
- The owner's name, address, and telephone number.
- Existing conditions photographs of all street façade elevations of the building.
- A description of the building to be demolished.
- The reason for requesting a demolition permit.
- If the application for demolition is based on a claim of structural deficiency, the applicant may be required by the Commission to submit a structural report on the structure's soundness that is prepared by a licensed professional structural engineer.
- A brief description of the proposed reuse, reconstruction, or replacement.
- Site plan and/or map of property.

### **Sec. 12-80. PUBLIC HEARING**

Within thirty (30) days of the receipt of the Application by the Commission, the Commission shall hold a public hearing. Public notice of the time, place and purpose of the hearing shall be posted in a conspicuous place in City Hall for a period of not less than 14 days prior to the date of said hearing and the Applicant and the Building Commissioner shall be notified in writing of the meeting time and place. The notice shall also be placed on the City's online meeting calendar 14 days prior to the hearing. A copy of said notice shall be mailed to the Applicant and to all abutters and abutters to abutters, including those across the street of the lot on which the building is located.

During the public hearing, the Commission shall decide whether the building is historically significant. If agreed to in writing by the Applicant, the determination of the Commission may be postponed.

Upon determination by the Commission that the building is not significant, the Commission shall so notify the Building Commissioner and the applicant in writing. The Building Commissioner may then issue the demolition permit.

Upon determination by the Commission that the building is significant, the Commission shall determine whether the building should be preferably preserved.

If the Commission determines that the building is not preferably preserved, the Commission shall so notify the Building Commissioner and Applicant in writing. The Building Commissioner may then issue the demolition permit.

If the Commission determines that the building is preferably preserved, the Commission shall notify the Building Commissioner and Applicant in writing. No demolition permit may then be issued for a period of 12 months from the date of the public hearing unless otherwise agreed to by the Commission. If the Commission does not so notify the Building Commissioner in writing within 21 days of the public hearing, the Building Commissioner may issue the demolition permit.

Upon determination by the Commission that any building which is the subject of an application is a preferably preserved building, no building permit for new construction or alterations on the premises shall be issued for a period of twelve months from the date of the public hearing unless otherwise agreed to by the Commission.

The Building Commissioner may issue a demolition permit or a building permit for a preferably preserved building within the 12 months if the Commission notifies the Building Commissioner in writing that the Commission finds that the intent and purpose of this ordinance is served even with the issuance of the demolition permit or the building permit. This may include that the Commission is satisfied that the applicant for the demolition permit has made a bona fide, reasonable and unsuccessful effort to identify alternative plans for demolition, or the applicant has agreed to accept a demolition permit on specified conditions approved by the Commission. Such conditions may include the review and approval by the Commission of a revised set of submitted development plans.

The owner shall be responsible for properly securing the building, if vacant, to the satisfaction of the Building Commissioner. Should the owner fail to secure the building, and as a result, such building is lost through fire or other cause, this shall be considered voluntary demolition for the purposes of this ordinance.

Following the twelve month delay period, the Building Commissioner may issue the demolition permit.

#### **Sec. 12-81. EXPIRATION TIMES FOR DEMOLITION AUTHORIZED BY COMMISSION**

Where the Commission has determined that the demolition of a building *would not be* detrimental to the historical or architectural heritage or resources of Salem, or where 21 days have passed after the date of the Commission's public hearing on a demolition application

without Commission notification of its determination to the Building Commissioner, thereby in either case permitting the Building Commission to issue a demolition permit in accordance with procedures set forth in these regulations, any request to extend such demolition permit or a renewed permit application shall be reviewed *de novo* if the demolition previously authorized is not substantially concluded within one year of the issuance of the demolition permit, or, if no permit has been issued, within one year of the Commission's initial determination

Where the Commission has determined that the demolition of a building *would* be detrimental to the historical or architectural heritage or resources of Salem, hereby preventing the Building Commissioner from issuing a demolition permit in accordance with the procedures set forth in these regulations, such determination shall be reviewed *de novo* if:

- a) A demolition permit application is not submitted to the Building Commissioner within six months of the expiration of the twelve month delay period, or
- b) Application for demolition is so made within six months of the expiration of the twelve month delay period, but actual demolition is not substantially concluded within six months of the issuance of the demolition permit.

Transfer of Ownership – The time limits set forth above apply only to the original owner requesting a demolition permit. Any subsequent owner of the property shall be required to apply *de novo* pursuant to the procedures set forth above and should demolition be delayed, be subject to the time periods set forth herein from the date such new demolition delay is imposed, unless otherwise determined by the Commission.

In implementation of the above, the Commission shall include the applicable expiration date for authorization of the demolition in any notification to the Building Commissioner with a copy to the demolition permit applicant, provided that the Commission Chair may, for cause, grant in writing one or more extensions of time of such authorization for periods not exceeding six months each.

#### **Sec. 12-82. EMERGENCY DEMOLITION**

If after an inspection, the Building Commissioner finds that a building subject to this ordinance is found to pose an immediate threat to public health or safety due to its deteriorated condition and that there is no reasonable alternative to the immediate demolition of the building or structure, nothing in this Ordinance shall prevent the Building Commissioner from issuing, pursuant to statutory authority, an emergency demolition permit to the owner of the building or structure. The Building Commissioner shall then prepare a report explaining the condition of the building and the basis for his decision which shall be immediately forwarded to the Commission.

#### **Sec. 12-83. ENFORCEMENT AND REMEDIES**

The Commission and/or the Building Commissioner are each specifically authorized to institute any and all actions and proceedings, in law or equity, as they may deem necessary and appropriate to obtain compliance with the requirements of this ordinance or to prevent a threatened violation thereof.

Any owner of a building subject to this ordinance that demolishes the building without first obtaining a demolition permit in accordance with the provisions of this ordinance shall be subject to a fine of not more than Three Hundred Dollars. Each day the violation exists shall constitute a separate offense until a faithful recreation of the demolished building is completed or unless otherwise agreed to by the Commission.

**Sec. 12-84. HISTORIC DISTRICT ACT**

Following a determination that the building is significant and preferably preserved, the Commission may recommend to the City Council that the building be protected through the provisions of Massachusetts General Law, Chapter 40C, the Historic Districts Act. The steps required under M.G.L. Chapter 40C shall be followed prior to the establishment of a local historic district. Nothing in this ordinance shall be deemed to conflict with the provisions of the Historic District Act, Massachusetts General Laws Chapter 40C. If any of the provisions of this ordinance do so conflict, that act shall prevail.

**Sec. 12-85. SEVERABILITY**

In case any section, paragraph or part of this ordinance be for any reason declared invalid or unconstitutional by any court, every other section, paragraph, and part shall continue in full force and effect.”



## **CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

Office of the Mayor

April 22, 2021

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am pleased to join with the members of the Salem Historical Commission in submitting to you the enclosed amendment to our existing demolition delay ordinance.

As you may be aware, our current ordinance relative to the demolition of historic structures dates from 1986 and is in great need of updating. Over the last several weeks a working group of preservation partners, City staff, and Commission members have worked to develop a more updated and sensible approach to demolition approvals.

Our existing ordinance allows for a six-month delay in demolishing a structure 50 years of age or older that is found to be historically significant; additionally, the timeframe starts from the date of application. Under the new ordinance, the delay period would be doubled, to 12 months, and the window of time would not start until the Historical Commission's hearing date. The ordinance also makes other important changes, including specifying the conditions that applicants must meet in order for the Commission to lift the delay, as well as other technical corrections.

This measure would allow for the temporary postponement of demolition of historically significant structures, creating additional time for the Commission, City staff, and preservation specialists to work with property owners and builders to identify alternatives to demolition, including rehabilitation or adaptive reuse options that could preserve and save these historic buildings. At six months long, Salem's demolition delay period is shorter than most others on the North Shore, creating a disincentive for property owners to consider these preservation options and making it far too easy for them to simply wait the abbreviated time period and then demolish the structure.

The enclosed fact sheet has been put together by staff to help outline the key points of the ordinance and explain why it is necessary.

I recommend adoption of the enclosed ordinance and welcome the opportunity to meet with you to discuss it in greater detail. When the Council committee meeting is scheduled, I encourage you to invite the members of the Historical Commission, along with our Historic Preservation Planner Patti Kelleher, Director of Planning Tom Daniel, City Solicitor Beth Rennard, and Building Inspector Tom St. Pierre.

Sincerely,



Kimberley Driscoll  
Mayor  
City of Salem



# City of Salem

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*In the year Two Thousand and Twenty-One*

**An Ordinance** to replace gender-specific nouns and pronouns in the City of Salem's Code of Ordinances.

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

AN ORDINANCE REPLACING GENDER-SPECIFIC NOUNS AND PRONOUNS IN THE CITY OF SALEM'S CODE OF ORDINANCES

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

**SECTION I.** The City of Salem Code, Ordinances, is hereby amended as follows:

1. Section 1-2 is amended by deleting in its entirety the following: "*Gender.* A word importing the masculine gender only shall extend and be applied to females and to firms, partnerships and corporations, as well as to males."
2. Section 1-1 is amended by replacing "his" with "their" in all one instance.
3. Section 1-2 is amended by replacing "he is" with "they are" in all one instance.
4. Section 1-2 is amended by replacing "his" with "their" in all two instances.
5. Section 1-10(c) is amended by replacing "his/her" with "health agent's" in all one instance.
6. Section 1-10(c) is amended by replacing "park superintendent or his designee" with "park superintendent or park superintendent's designee" in all one instance.
7. Section 1-10(c) is amended by replacing "city engineer or his designee" with "city engineer or city engineer's designee" in all three instances.
8. Section 2-1 is amended by replacing "him" with "them" in all one instance.
9. Section 2-4 is amended by replacing "his" with "their" in all one instance.
10. Section 2-5 is amended by replacing "he so directs" with "they so direct" in all one instance.
11. Section 2-13 is amended by replacing "his" with "their" in all one instance.
12. Section 2-16 is amended by replacing "him" with "The purchasing agent" in all one instance.

13. Section 2-17 is amended by replacing "him" with "the mayor" in all one instance.
14. Section 2-18 is amended by replacing "he" with "the mayor" in all one instance.
15. Section 2-49 is amended by replacing "his" with "their" in all one instance.
16. Section 2-50 is amended by replacing "his" with "their" in all one instance.
17. Section 2-62 is amended by replacing "his" with "their" in all one instance.
18. Section 2-104 is amended by replacing "he" with "they" in all one instance.
19. Section 2-104 is amended by replacing "his" with "their" in all one instance.
20. Section 2-109 is amended by replacing "his" with "their" in all one instance.
21. Section 2-111 is amended by replacing "his" with "their" in all one instance.
22. Section 2-144 is amended by replacing "he deems" with "they deem" in all one instance.
23. Section 2-275 is amended by replacing "his" with "their" in all one instance.
24. Section 2-311 is amended by replacing "his" with "their" in all one instance.
25. Section 2-312 is amended by replacing "his/her" with "their" in all two instances.
26. Section 2-313 is amended by replacing "him" with "them" in all one instance.
27. Section 2-317 is amended by replacing "He" with "The city clerk" in all one instance.
28. Section 2-317 is amended by replacing "he is" with "they are" in all one instance.
29. Section 2-317 is amended by replacing "him" with "them" in all one instance.
30. Section 2-318 is amended by replacing "he" with "the city clerk" in all one instance.
31. Section 2-318 is amended by replacing "he deems" with "they deem" in all one instance.
32. Section 2-318 is amended by replacing "his" with "their" in all two instances.
33. Section 2-320 is amended by replacing "his" with "their" in all two instances.
34. Section 2-411 is amended by replacing "his" with "their" in all two instances.
35. Section 2-412 is amended by replacing "he" with "they" in all one instance.
36. Section 2-414 is amended by replacing "him" with "them" in all one instance.

37. Section 2-415 is amended by replacing "his" with "the city solicitor's" in all one instance.
38. Section 2-416 is amended by replacing "him" with "them" in all one instance.
39. Section 2-416 is amended by replacing "his" with "their" in all one instance.
40. Section 2-417 is amended by replacing "he" with "they" in all one instance.
41. Section 2-417 is amended by replacing "his office" with "the office of the City Solicitor" in all one instance.
42. Section 2-448 is amended by replacing "his" with "the" in all one instance.
43. Section 2-450 is amended by replacing "his" with "the city treasurer's" in all one instance.
44. Section 2-453 is amended by replacing "him" with "them" in all one instance.
45. Section 2-454 is amended by replacing "his" with "their" in all one instance.
46. Section 2-458 is amended by replacing "he" with "they" in all one instance.
47. Section 2-458 is amended by replacing "his" with "their" in all three instances.
48. Section 2-459 is amended by replacing "his annual accounts" with "their annual accounts" in all one instance.
49. Section 2-459 is amended by replacing "his receipts" with "their receipts" in all one instance.
50. Section 2-460 is amended by replacing "He" with "The city collector" in all two instances.
51. Section 2-465 is amended by replacing "he" with "the collector" in all two instances.
52. Section 2-491 is amended by replacing "he" with "the finance director/auditor" in all one instance.
53. Section 2-491 is amended by replacing "his" with "their" in all one instance.
54. Section 2-492 is amended by replacing "he" with "deputy auditor" in all one instance.
55. Section 2-492 is amended by replacing "his" with "their" in all one instance.
56. Section 2-493 is amended by replacing "his" with "the" in all one instance.
57. Section 2-495 is amended by replacing "he finds" with "they find" in all one instance.
58. Section 2-495 is amended by replacing "his books" with "the books" in all one instance.
59. Section 2-495 is amended by replacing "his signature" with "the mayor's signature" in all one instance.

60. Section 2-495 is amended by replacing "he" with "the finance director/auditor" in all three instances.
61. Section 2-496 is amended by replacing "He" with "The finance director/auditor" in all one instance.
62. Section 2-497 is amended by replacing "He" with "The finance director/auditor" in all one instance.
63. Section 2-498 is amended by replacing "he" with "the finance director/auditor" in all one instance.
64. Section 2-500 is amended by replacing "his" with "their" in all one instance.
65. Section 2-533 is amended by replacing "He" with "the city physician" in all one instance.
66. Section 2-533 is amended by replacing "his" with "their" in all two instances.
67. Section 2-533 is amended by replacing "his" with "their" in all two instances.
68. Section 2-534 is amended by replacing "he" with "they" in all one instance.
69. Section 2-534 is amended by replacing "him" with "them" in all one instance.
70. Section 2-536 is amended by replacing "him" with "them" in all one instance.
71. Section 2-537 is amended by replacing "him" with "them" in all one instance.
72. Section 2-538 is amended by replacing "him" with "them" in all one instance.
73. Section 2-541 is amended by replacing "him" with "them" in all one instance.
74. Section 2-542 is amended by replacing "his" with "their" in all one instance.
75. Section 2-544 is amended by replacing "give his professional" with "give professional" in all one instance.
76. Section 2-544 is amended by replacing "he" with "the city physician" in all one instance.
77. Section 2-544 is amended by replacing "his office" with "the office" in all one instance.
78. Section 2-572 is amended by replacing "his" with "their" in all one instance.
79. Section 2-591 is amended by replacing "his" with "their" in all two instances.
80. Section 2-600 is amended by replacing "his or her" with "their" in all one instance.
81. Section 2-601 is amended by replacing "his or her" with "their" in all one instance.
82. Section 2-602 is amended by replacing "his or her" with "their" in all one instance.
83. Section 2-626 is amended by replacing "his or her" with "the member's" in all two instances.

84. Section 2-663 is amended by replacing "He" with "They" in all one instance.
85. Section 2-700 is amended by replacing "He" with "They" in all one instance.
86. Section 2-705 is amended by replacing "he allows" with "they allow" in all one instance.
87. Section 2-836 is amended by replacing "his/her" with "their" in all one instance.
88. Section 2-992 is amended by replacing "his" with "the city solicitor's" in all one instance.
89. Section 2-1002 is amended by replacing "his or her" with "the city council president's" in all one instance.
90. Section 2-1011 is amended by replacing "he or she is" with "they are" in all one instance.
91. Section 2-1011 is amended by replacing "his/her" with "their" in all one instance.
92. Section 2-1037 is amended by replacing "his or her" with "their" in all two instances.
93. Section 2-1038 is amended by replacing "his or her" with "their" in all one instance.
94. Section 2-1041 is amended by replacing "He or she" with "The head of the engineering department" in all one instance.
95. Section 2-1041 is amended by replacing "he or she" with "they" in all one instance.
96. Section 2-1041 is amended by replacing "him" with "them" in all one instance.
97. Section 2-1041 is amended by replacing "his or her" with "their" in all one instance.
98. Section 2-1042 is amended by replacing "He or she" with "The head of the engineering department" in all one instance.
99. Section 2-1042 is amended by replacing "him or her" with "them" in all one instance.
100. Section 2-1042 is amended by replacing "his" with "their" in all one instance.
101. Section 2-1067 is amended by replacing "his" with "their" in all two instances.
102. Section 2-1069 is amended by replacing "He" with "They" in all one instance.
103. Section 2-1107 is amended by replacing "his" with "their" in all three instances.
104. Section 2-1108 is amended by replacing "He" with "The assistant director of public services" in all one instance.
105. Section 2-1321 is amended by replacing "his" with "their" in all one instance.

106. Section 2-1322 is amended by replacing "he" with "the director of veterans' services" in all one instance.
107. Section 2-1323 is amended by replacing "he" with "the director of veterans' services" in all one instance.
108. Section 2-1325 is amended by replacing "he deems" with "they deem" in all one instance.
109. Section 2-1397 is amended by replacing "his" with "their" in all two instances.
110. Section 2-1562 is amended by replacing "his" with "their" in all two instances.
111. Section 2-1564 is amended by replacing "He" with "The director of public property" in all one instance.
112. Section 2-1567 is amended by replacing "his authorized representatives" with "the director's authorized representatives" in all one instance.
113. Section 2-1567 is amended by replacing "his office" with "their office" in all one instance.
114. Section 2-1568 is amended by replacing "He" with "The director of public property" in all one instance.
115. Section 2-1570 is amended by replacing "his" with "their" in all one instance.
116. Section 2-1603 is amended by replacing "his" with "their" in all one instance.
117. Section 2-1604 is amended by replacing "He" with "The assistant building inspector" in all one instance.
118. Section 2-1605 is amended by replacing "his" with "their" in all two instances.
119. Section 2-1687 is amended by replacing "his" with "their" in all one instance.
120. Section 2-1692 is amended by replacing "him" with "The purchasing agent" in all one instance.
121. Section 2-1693 is amended by replacing "him" with "them" in all two instances.
122. Section 2-1732 is amended by replacing "his" with "their" in all two instances.
123. Section 2-1733 is amended by replacing "He" with "The purchasing agent" in all one instance.
124. Section 2-1784 is amended by replacing "he is" with "they are" in all one instance.
125. Section 2-1784 is amended by replacing "his" with "their" in all one instance.
126. Section 2-2028 is amended by replacing "he or she" with "they" in all one instance.

127. Section 2-2055 is amended by replacing "his or her" with "their" in all one instance.
128. Section 2-1040(a) is amended by replacing "he or she" with "the head of the engineering department" in all one instance.
129. Section 2-1040(b) is amended by replacing "He or she" with "The head of the engineering department" in all one instance.
130. Section 2-1040(c) is amended by replacing "He or she" with "The head of the engineering department" in all one instance.
131. Section 2-1040(c) is amended by replacing "he or she is" with "they are" in all one instance.
132. Section 2-1040(d) is amended by replacing "he or she" with "they" in all one instance.
133. Section 2-1040(e) is amended by replacing "He or she" with "They" in all one instance.
134. Section 2-1040(e) is amended by replacing "his" with "the" in all one instance.
135. Section 2-1040(g) is amended by replacing "his" with "the" in all one instance.
136. Section 2-1040(h) is amended by replacing "him or her" with "them" in all one instance.
137. Section 2-1040(i) is amended by replacing "he or she" with "they" in all one instance.
138. Section 2-1040(i) is amended by replacing "him or her" with "them" in all one instance.
139. Section 2-1040(i) is amended by replacing "his or her charge" with "the department's" in all one instance.
140. Section 2-1040(i) is amended by replacing "his or her department" with "the department" in all one instance.
141. Section 2-1040(i) is amended by replacing "his or her supervision" with "the head of the engineering department's" in all one instance.
142. Section 2-107(a) is amended by replacing "He" with "They" in all one instance.
143. Section 2-107(a) is amended by replacing "his" with "their" in all two instances.
144. Section 2-112(d) is amended by replacing "him or them" with "them" in all one instance.
145. Section 2-112(d) is amended by replacing "his" with "the applicant's" in all two instances.
146. Section 2-112(e) is amended by replacing "his" with "the applicant's" in all one instance.
147. Section 2-1142(b) is amended by replacing his with "their" in all three instances.

148. Section 2-115(a) is amended by replacing "his or her" with "their" in all one instance.
149. Section 2-1571(f) is amended by replacing "He" with "The director" in all one instance.
150. Section 2-1571(h) is amended by replacing "He" with "The director" in all one instance.
151. Section 2-18(a) is amended by replacing "his" with "an" in all four instances.
152. Section 2-18(a) is amended by replacing He with "The mayor" in all three instances.
153. Section 2-1862(c) is amended by replacing "his or her" with "their" in all one instance.
154. Section 2-1891(1)(b) is amended by replacing "journeyman" with "journey" in all one instance.
155. Section 2-1892(c) is amended by replacing "his or her" with "their" in all one instance.
156. Section 2-2021(b) is amended by replacing "his" with "their" in all one instance.
157. Section 2-2052(b) is amended by replacing "his or her" with "their" in all one instance.
158. Section 2-278(a) is amended by replacing "him" with "them" in all one instance.
159. Section 2-278(a) is amended by replacing "his" with "their" in all one instance.
160. Section 2-278(b) is amended by replacing "he receives" with "they receive" in all one instance.
161. Section 2-347(b) is amended by replacing "his" with "their" in all one instance.
162. Section 2-413(b) is amended by replacing "he" with "they" in all two instances.
163. Section 2-413(c) is amended by replacing "He" with "The city solicitor" in all one instance.
164. Section 2-413(d) is amended by replacing "He" with "The city solicitor" in all one instance.
165. Section 2-413(d) is amended by replacing "he" with "they" in all one instance.
166. Section 2-413(d) is amended by replacing "his consideration" with "the city solicitor's consideration" in all one instance.
167. Section 2-413(d) is amended by replacing "his legal opinion" with "their legal opinion" in all one instance.
168. Section 2-413(d) is amended by replacing "his office" with "the office" in all one instance.
169. Section 2-413(e) is amended by replacing "he" with "they" in all one instance.
170. Section 2-413(e) is amended by replacing "him" with "them" in all one instance.



171. Section 2-413(e) is amended by replacing "him advantageous" with "the city solicitor advantageous" in all one instance.
172. Section 2-456(a) is amended by replacing "his" with "the" in all one instance.
173. Section 2-456(b) is amended by replacing "him" with "them" in all one instance.
174. Section 2-460(b) is amended by replacing "his" with "all" in all one instance.
175. Section 2-461(d) is amended by replacing "his" with "the property owner's" in all one instance.
176. Section 2-497(2) is amended by replacing "he" with "they" in all one instance.
177. Section 2-53(a) is amended by replacing "his" with "their" in all one instance.
178. Section 2-55(b) is amended by replacing "his" with "that person's" in all one instance.
179. Section 2-706(a) is amended by replacing "his" with "a" in all one instance.
180. Section 4-37 is amended by replacing "his" with "the building inspector's" in all one instance.
181. Section 6-26 is amended by replacing "his" with "the minor's" in all one instance.
182. Section 6-28 is amended by replacing "him" with "them" in all one instance.
183. Section 6-28 is amended by replacing "his" with "their" in all one instance.
184. Section 6-59 is amended by replacing "his" with "their" in all two instances.
185. Section 8-37 is amended by replacing "he has" with "they have" in all one instance.
186. Section 8-76 is amended by replacing "his" with "the owner or keeper's" in all one instance.
187. Section 8-36(a) is amended by replacing "his" with "their" in all two instances.
188. Section 8-37(b)(5) is amended by replacing "him" with "the dog officer or any police officer" in all one instance.
189. Section 8-67(a) is amended by replacing "his or her" with "the veterinarian's" in all one instance.
190. Section 8-67(a) is amended by replacing "his designee" with "the chief of police's" in all two instances.
191. Section 10-4 is amended by replacing "his" with "their" in all one instance.
192. Section 10-5 is amended by replacing "his" with "their" in all one instance.

193. Section 10-27 is amended by replacing "his" with "the harbormaster's" in all one instance.
194. Section 10-29 is amended by replacing "him" with "the harbormaster" in all one instance.
195. Section 10-29 is amended by replacing "his" with "their" in all one instance.
196. Section 10-56 is amended by replacing "he has" with "they have" in all one instance.
197. Section 10-56 is amended by replacing "his" with "their" in all one instance.
198. Section 10-57 is amended by replacing "he has" with "they have" in all one instance.
199. Section 10-24(c) is amended by replacing "his" with "their" in all two instances.
200. Section 10-3(b) is amended by replacing "his" with "the city council president's" in all one instance.
201. Section 10-57(b) is amended by replacing "his" with "their" in all two instances.
202. Section 12-60 is amended by replacing "he" with "they" in all one instance.
203. Section 12-60 is amended by replacing "his" with "the director's" in all two instances.
204. Section 12-116 is amended by replacing "his" with "their" in all one instance.
205. Section 12-119 is amended by replacing "He" with "The city electrician" in all one instance.
206. Section 12-121 is amended by replacing "his" with "the city electrician's" in all one instance.
207. Section 12-122 is amended by replacing "he" with "the city electrician" in all one instance.
208. Section 12-122 is amended by replacing "his" with "the city electrician's" in all one instance.
209. Section 12-126 is amended by replacing "his" with "the electrical" in all one instance.
210. Section 12-128 is amended by replacing "he" with "they" in all one instance.
211. Section 12-129 is amended by replacing "he" with "they" in all one instance.
212. Section 12-129 is amended by replacing "him" with "the city electrician" in all one instance.
213. Section 12-129 is amended by replacing his certificate with "a certificate" in all three instances.
214. Section 12-129 is amended by replacing "or his duly authorized agent" with "the city electrician's duly authorized agent" in all two instances.
215. Section 12-133 is amended by replacing "him" with "them" in all one instance.
216. Section 12-198 is amended by replacing "his" with "them" in all one instance.

217. Section 12-201 is amended by replacing "his" with "their" in all two instances.
218. Section 12-121(1) is amended by replacing "manholes" with "maintenance holes (commonly referred to as manholes)" in all one instance.
219. Section 12-163(b) is amended by replacing "he" with "the permittee" in all one instance.
220. Section 12-163(b) is amended by replacing "his" with "their" in all one instance.
221. Section 12-197(a) is amended by replacing "manholes" with "maintenance holes (commonly referred to as manholes)" in all one instance.
222. Section 12-2(b)(1) is amended by replacing "his" with "their" in all one instance.
223. Section 12-200(a) is amended by replacing "manholes" with "maintenance holes (commonly referred to as manholes)" in all one instance.
224. Section 12-200(b) is amended by replacing "him" with "the city electrician" in all two instances.
225. Section 12-5(a) is amended by replacing "his" with "the owner's" in all one instance.
226. Section 12-57(a) is amended by replacing "he" with "the director of public property" in all one instance.
227. Section 12-57(b) is amended by replacing "his" with "their" in all one instance.
228. Section 14-28 is amended by replacing "his" with "their" in all one instance.
229. Section 14-35 is amended by replacing "he" with "they" in all one instance.
230. Section 14-194 is amended by replacing "his" with "their" in all one instance.
231. Section 14-195 is amended by replacing "he believes" with "they believe" in all one instance.
232. Section 14-195 is amended by replacing "he has" with "they have" in all one instance.
233. Section 14-195 is amended by replacing "his" with "their" in all one instance.
234. Section 14-503 is amended by replacing "his or her" with "the city engineer's" in all one instance.
235. Section 14-104(a) is amended by replacing "his" with "their" in all one instance.
236. Section 14-195(38) is amended by replacing "fraternal" with "social" in all one instance.
237. Section 14-46(b)(2) is amended by replacing "his or her" with "the individual's" in all one instance.
238. Section 14-46(c)(2) is amended by replacing "his or her" with "the applicant's" in all one instance.

239. Section 14-46(c)(3) is amended by replacing "his or her" with "the applicant's" in all one instance.
240. Section 15-2 is amended by replacing "he or she seeks" with "they seek" in all one instance.
241. Section 15-6 is amended by replacing "he or she has" with "they have" in all one instance.
242. Section 15-6 is amended by replacing his or her with "their" in all seven instances.
243. Section 16-5 is amended by replacing "his" with "their" in all one instance.
244. Section 16-68 is amended by replacing "heirs" with "beneficiaries" in all one instance.
245. Section 16-68 is amended by replacing "him" with "them" in all one instance.
246. Section 16-68 is amended by replacing "KNOW ALL MEN BY THESE PRESENTS" with "KNOW ALL PERSONS BY THESE PRESENTS" in all one instance.
247. Section 16-6(c) is amended by replacing "his/her" with "the director of public services" in all one instance.
248. Section 20-33 is amended by replacing "his" with "their" in all one instance.
249. Section 20-35 is amended by replacing "he" with "they" in all one instance.
250. Section 20-35 is amended by replacing "his absence" with "the member's absence" in all one instance.
251. Section 20-35 is amended by replacing "his duties" with "the member's duties" in all one instance.
252. Section 20-35 is amended by replacing "his duties." with "the member's duties." in all one instance.
253. Section 20-35 is amended by replacing "his duty." with "the member's duty." in all one instance.
254. Section 20-35 is amended by replacing "his full pay" with "their full pay" in all one instance.
255. Section 20-35 is amended by replacing "his opinion" with "the city physician's opinion" in all one instance.
256. Section 20-38 is amended by replacing "his clothing" with "their clothing" in all one instance.
257. Section 20-38 is amended by replacing "his duties" with "their duties" in all one instance.
258. Section 20-38 is amended by replacing "his recommendations" with "the chief of the fire department's" in all one instance.
259. Section 20-41 is amended by replacing "his" with "their" in all one instance.

260. Section 20-43 is amended by replacing "His" with "The motor vehicle repairperson's" in all one instance.
261. Section 20-43 is amended by replacing "repairman" with "repairperson" in all two instances, one in the section title and one in the text.
262. Section 20-71 is amended by replacing "him" with "them" in all one instance.
263. Section 20-81 is amended by replacing "he" with "the inspector" in all one instance.
264. Section 20-81 is amended by replacing "his" with "the inspector's" in all one instance.
265. Section 20-119 is amended by replacing "his" with "the owner or lessee's" in all one instance.
266. Section 20-120 is amended by replacing "his decision," with "the decision," in all one instance.
267. Section 20-120 is amended by replacing "his designee" with "the head of the fire department's designee" in all one instance.
268. Section 20-121 is amended by replacing "his" with "their" in all one instance.
269. Section 20-127 is amended by replacing "journeyman" with "journey" in all two instances.
270. Section 20-152 is amended by replacing "his or her" with "the fire chiefs" in all two instances.
271. Section 20-123(a) is amended by replacing "his" with "the head of the fire department's" in all one instance.
272. Section 20-124(b)(1) is amended by replacing "his/her" with "their" in all one instance.
273. Section 22-33(g) is amended by replacing "his identity" with "the offender's identity" in all one instance.
274. Section 22-33(g) is amended by replacing "his true name" with "their true name" in all one instance.
275. Section 24-1 is amended by replacing "himself" with "themselves" in all one instance.
276. Section 24-10 is amended by replacing "man or beast" with "people or beasts" in all one instance.
277. Section 24-11 is amended by replacing "himself" with "themselves" in all one instance.
278. Section 24-12 is amended by replacing "he" with "the police officer" in all one instance.
279. Section 24-12 is amended by replacing "he deems" with "the police officer deems" in all one instance.
280. Section 24-13 is amended by replacing "his" with "the police officer's" in all one instance.
281. Section 24-14 is amended by replacing "his" with "their" in all one instance.

282. Section 24-16 is amended by replacing "his/her" with "the health agent's" in all one instance.
283. Section 24-23 is amended by replacing his property with "their property" in all three instances.
284. Section 24-23 is amended by replacing "the dumpster owner or his agent" with "the dumpster owner or the dumpster owner's agent" in all two instances.
285. Section 24-23 is amended by replacing "the police chief, or his designee," with "the police chief or the police chief's designee" in all two instances.
286. Section 24-24 is amended by replacing "he or she" with "they" in all one instance.
287. Section 24-24 is amended by replacing "himself or herself" with "themselves" in all one instance.
288. Section 24-21(b) is amended by replacing "his" with "the fire chief's" in all one instance.
289. Section 24-26(b)(2) is amended by replacing "his" with "their" in all one instance.
290. Section 24-5(a) is amended by replacing his with "their" in all three instances.
291. Section 24-9(b) is amended by replacing "himself" with "themselves" in all one instance.
292. Section 24-9(b) is amended by replacing "his" with "their" in all one instance.
293. Section 25-25 is amended by replacing "(2) Creates" with "(2) Create" in all one instance.
294. Section 25-1(d) is amended by replacing "He" with "The golf course superintendent" in all two instances.
295. Section 26-101 is amended by replacing "his or her" with "the director of park, recreation and community services" in all one instance.
296. Section 26-102 is amended by replacing "his or her" with "the animal control officer's" in all one instance.
297. Section 26-105 is amended by replacing "his" with "the chief of police's" in all one instance.
298. Section 26-1(f) is amended by replacing "his" with "the superintendent's" in all one instance.
299. Section 26-2(b) is amended by replacing "his" with "their" in all one instance.
300. Section 26-2(f) is amended by replacing "his" with "the manager's" in all one instance.
301. Section 28-26 is amended by replacing "he is" with "they are" in all one instance.
302. Section 28-26 is amended by replacing "him/herself" with "themselves" in all one instance.

303. Section 28-26 is amended by replacing "his" with "the chief of police's" in all one instance.
304. Section 28-56 is amended by replacing "he" with "the transient vendor" in all one instance.
305. Section 28-59 is amended by replacing "his" with "their" in all one instance.
306. Section 28-63 is amended by replacing "he" with "the transient vendor" in all one instance.
307. Section 28-91 is amended by replacing "salesmen" with "salespeople" in all one instance.
308. Section 28-131 is amended by replacing "he has" with "they have" in all one instance.
309. Section 28-131 is amended by replacing "he temporarily uses or occupies." with "they temporarily use or occupy." in all one instance.
310. Section 28-131 is amended by replacing "him" with "them" in all one instance.
311. Section 28-131 is amended by replacing "His" with "Their" in all one instance.
312. Section 28-132 is amended by replacing "his" with "their" in all one instance.
313. Section 28-134 is amended by replacing "he" with "they" in all one instance.
314. Section 28-166 is amended by replacing "his" with "the" in all one instance.
315. Section 28-168 is amended by replacing "his" with "the city marshal's" in all one instance.
316. Section 28-170 is amended by replacing "his license" with "their license" in all one instance.
317. Section 28-170 is amended by replacing "his studio" with "the licensee's studio" in all one instance.
318. Section 28-93(b) is amended by replacing "his" with "their" in all one instance.
319. Section 30-93 is amended by replacing "his" with "their" in all one instance.
320. Section 30-94 is amended by replacing "He" with "The planning director" in all one instance.
321. Section 30-94 is amended by replacing "his" with "their" in all one instance.
322. Section 30-167(a) is amended by replacing "his" with "the council president's" in all one instance.
323. Section 30-96(b) is amended by replacing "He" with "The planning director" in all one instance.
324. Section 30-97(d) is amended by replacing "his salary in any" with "their salary in any" in all one instance.
325. Section 30-97(d) is amended by replacing "his salary may" with "the assistant city planner's salary may" in all one instance.

326. Section 32-4 is amended by replacing "his" with "the" in all one instance.
327. Section 32-9 is amended by replacing "him" with "the marshal" in all one instance.
328. Section 32-12 is amended by replacing "his" with "the police officer's" in all one instance.
329. Section 32-13 is amended by replacing "his" with "their" in all one instance.
330. Section 32-14 is amended by replacing "his duties" with "their duties" in all two instances.
331. Section 32-14 is amended by replacing "his opinion" with "the city physician's opinion" in all two instances.
332. Section 32-15 is amended by replacing "his clothing" with "their clothing" in all one instance.
333. Section 32-15 is amended by replacing "his duties" with "their duties" in all one instance.
334. Section 32-15 is amended by replacing "his recommendations." with "the city marshal's recommendations." in all one instance.
335. Section 32-52 is amended by replacing "he" with "they" in all one instance.
336. Section 32-54 is amended by replacing "his" with "the prisoner's" in all one instance.
337. Section 32-55 is amended by replacing "him" with "them" in all one instance.
338. Section 32-56 is amended by replacing "He" with "The city marshal" in all one instance.
339. Section 32-56 is amended by replacing "him" with "the city marshal" in all one instance.
340. Section 32-57 is amended by replacing "him" with "them" in all one instance.
341. Section 32-58 is amended by replacing "he" with "they" in all one instance.
342. Section 32-58 is amended by replacing "him" with "them" in all one instance.
343. Section 32-58 is amended by replacing "his" with "their" in all one instance.
344. Section 32-59 is amended by replacing "his attention" with "the attention of the city marshal" in all one instance.
345. Section 32-61 is amended by replacing "he" with "they" in all one instance.
346. Section 32-91 is amended by replacing "his" with "the user's" in all one instance.
347. Section 32-91 is amended by replacing "his designated representative" with "the chief of police's designated representative" in all one instance.



348. Section 32-93 is amended by replacing "he" with "they" in all one instance.
349. Section 32-93 is amended by replacing "he is" with "they are" in all one instance.
350. Section 32-93 is amended by replacing "him" with "the alarm user" in all one instance.
351. Section 32-93 is amended by replacing "his alarm sysetm" with "the alarm user's alarm system" in all one instance.
352. Section 32-93 is amended by replacing "his discretion" with "the chief's discretion" in all one instance.
353. Section 32-93 is amended by replacing "his property" with "the alarm user's property" in all two instances.
354. Section 32-130 is amended by replacing "his" with "the police officer's" in all one instance.
355. Section 32-11(a) is amended by replacing "he" with "the member" in all one instance.
356. Section 32-11(a) is amended by replacing "his" with "their" in all one instance.
357. Section 32-11(b) is amended by replacing "him" with "the member" in all two instances.
358. Section 32-16(a) is amended by replacing "he" with "the city marshal" in all one instance.
359. Section 32-16(c) is amended by replacing he with "they" in all three instances.
360. Section 32-17(a) is amended by replacing "he" with "the city marshal" in all one instance.
361. Section 32-17(g) is amended by replacing "he receives" with "they receive" in all one instance.
362. Section 32-19(b) is amended by replacing "he/she" with "the applicant" in all one instance.
363. Section 32-2(a) is amended by replacing "his" with "their" in all one instance.
364. Section 32-3(b) is amended by replacing "him" with "them" in all one instance.
365. Section 32-3(b) is amended by replacing "He" with "The designee" in all two instances.
366. Section 32-93(c) is amended by replacing "him" with "the alarm user" in all one instance.
367. Section 32-95(c) is amended by replacing "he has" with "they have" in all one instance.
368. Section 32-96(a)(1) is amended by replacing "his" with "the police chief's" in all one instance.
369. Section 34-28 is amended by replacing "him" with "them" in all one instance.
370. Section 34-28 is amended by replacing "he presents" with "they present" in all one instance.

371. Section 34-29 is amended by replacing "him" with "the person" in all one instance.
372. Section 34-88 is amended by replacing "his" with "the junk dealer's" in all two instances.
373. Section 34-90 is amended by replacing "him" with "them" in all one instance.
374. Section 34-91 is amended by replacing "his" with "their" in all one instance.
375. Section 34-93 is amended by replacing "he" with "they" in all one instance.
376. Section 34-93 is amended by replacing "his" with "their" in all one instance.
377. Section 34-159 is amended by replacing "his" with "the chief of police's" in all one instance.
378. Section 34-161 is amended by replacing "he does" with "they do" in all one instance.
379. Section 34-161 is amended by replacing "his" with "their" in all one instance.
380. Section 34-164 is amended by replacing "his" with "the chief of the fire department's" in all one instance.
381. Section 34-194 is amended by replacing "him" with "them" in all one instance.
382. Section 34-195 is amended by replacing "he does" with "they do" in all one instance.
383. Section 34-195 is amended by replacing "his" with "their" in all one instance.
384. Section 34-226 is amended by replacing "him" with "the person" in all one instance.
385. Section 34-227 is amended by replacing "he" with "the pawnbroker" in all one instance.
386. Section 34-227 is amended by replacing "his" with "their" in all one instance.
387. Section 34-227 is amended by replacing "him" with "the pawnbroker" in all two instances.
388. Section 34-259 is amended by replacing "his" with "their" in all one instance.
389. Section 34-262(b) is amended by replacing "his/her" with "the pawnbroker's" in all one instance.
390. Section 36-7 is amended by replacing "his agents" with "the health agent's agents" in all one instance.
391. Section 36-7 is amended by replacing "his designees" with "the city engineer's designees" in all one instance.
392. Section 37-2 is amended by replacing "his" with "the city engineer's" in all one instance.
393. Section 37-2 is amended by replacing "manmade" with "artificial" in all two instances.

394. Section 37-3(c)(1) is amended by replacing "his" with "the site owner's" in all one instance.
395. Section 38-1 is amended by replacing "him" with "the director" in all one instance.
396. Section 38-2 is amended by replacing "He" with "The director of public services" in all one instance.
397. Section 38-13 is amended by replacing "he neglects" with "they neglect" in all one instance.
398. Section 38-13 is amended by replacing "he shall" with "they shall" in all one instance.
399. Section 38-14 is amended by replacing "he neglects" with "they neglect" in all one instance.
400. Section 38-14 is amended by replacing "he shall" with "they shall" in all one instance.
401. Section 38-19 is amended by replacing "he" with "the owner" in all two instances.
402. Section 38-52 is amended by replacing "he is" with "they are" in all one instance.
403. Section 38-52 is amended by replacing "his" with "the owner's" in all one instance.
404. Section 38-55 is amended by replacing "his" with "their" in all one instance.
405. Section 38-56 is amended by replacing "his" with "the owner's" in all one instance.
406. Section 38-58 is amended by replacing "his" with "the city engineer's" in all one instance.
407. Section 38-59 is amended by replacing "he" with "they" in all two instances.
408. Section 38-92 is amended by replacing "he" with "the petitioner" in all one instance.
409. Section 38-164 is amended by replacing "He" with "The director of public services" in all one instance.
410. Section 38-198 is amended by replacing "himself" with "themselves" in all one instance.
411. Section 38-199 is amended by replacing "him" with "them" in all one instance.
412. Section 38-199 is amended by replacing "his" with "the director of public services" in all two instances.
413. Section 38-200 is amended by replacing "his" with "the surveyor's" in all one instance.
414. Section 38-203 is amended by replacing "his agent" with "the permittee's agent" in all one instance.
415. Section 38-203 is amended by replacing "his agents" with "that person's agents" in all one instance.

416. Section 38-212 is amended by replacing "his" with "the director of public services" in all two instances.
417. Section 38-217 is amended by replacing "his" with "the director of public services" in all one instance.
418. Section 38-220 is amended by replacing "his" with "the director of public services" in all one instance.
419. Section 38-221 is amended by replacing "his" with "the permittee's" in all one instance.
420. Section 38-224 is amended by replacing "his" with "the contractor's" in all one instance.
421. Section 38-225 is amended by replacing "his" with "the director of public services" in all one instance.
422. Section 38-256 is amended by replacing "he has" with "they have" in all one instance.
423. Section 38-257 is amended by replacing "he has" with "they have" in all one instance.
424. Section 38-286 is amended by replacing "he" with "be" in all one instance.
425. Section 38-289 is amended by replacing "his" with "the permittee's" in all one instance.
426. Section 38-12(b) is amended by replacing "his" with "their" in all one instance.
427. Section 38-156(b) is amended by replacing "his" with "the owner's" in all one instance.
428. Section 38-160(b) is amended by replacing "his determination" with "the director of public services' determination" in all one instance.
429. Section 38-160(b) is amended by replacing "his expense" with "the owner/builder's expense" in all one instance.
430. Section 38-192(a) is amended by replacing "his" with "that person's" in all one instance.
431. Section 38-195(1)(e) is amended by replacing "manholes" with "maintenance holes (commonly referred to as manholes)" in all one instance.
432. Section 38-198(a) is amended by replacing "he" with "the permittee" in all one instance.
433. Section 38-202(a) is amended by replacing his with "the director of public services" in all one instance.
434. Section 38-216(a) is amended by replacing his with "the director of public services" in all one instance.
435. Section 38-23(b)(2) is amended by replacing his or her with "their" in all one instance.

436. Section 38-23(c)(2) is amended by replacing his/her with "their" in all one instance.
437. Section 38-23(C)(8) is amended by replacing his or her newspaper rack with "the rack owner's newspaper rack" in all one instance.
438. Section 40-26 is amended by replacing him with "the public guide" in all one instance.
439. Section 40-28 is amended by replacing his with "the" in all one instance.
440. Section 40-31 is amended by replacing him or herself with "themselves" in all one instance.
441. Section 40-89 is amended by replacing He with "The permit holder" in all one instance.
442. Section 40-89 is amended by replacing he with "the permit holder" in all one instance.
443. Section 40-89 is amended by replacing himself with "themselves" in all one instance.
444. Section 40-89 is amended by replacing his with "their" in all one instance.
445. Section 40-93 is amended by replacing his with "the occupant's" in all one instance.
446. Section 40-27(d) is amended by replacing his/her with "the city clerk's" in all one instance.
447. Section 43-10 is amended by replacing his with "the tree warden's" in all one instance.
448. Section 43-24 is amended by replacing "his/her" with "the warden's" in all two instances.
449. Section 43-27 is amended by replacing he deems with "they deem" in all one instance.
450. Section 43-32 is amended by replacing "his/her" with "the mayor's" in all two instances.
451. Section 43-33 is amended by replacing he deems with "they deem" in all one instance.
452. Section 43-34 is amended by replacing he deems with "they deem" in all one instance.
453. Section 43-34 is amended by replacing "his/her" with "the tree warden's" in all two instances.
454. Section 43-12(b) is amended by replacing his/her with "the tree warden's" in all one instance.
455. Section 43-53(b)(1) is amended by replacing his/her with "the tree warden's" in all one instance.
456. Section 43-53(b)(2) is amended by replacing he with "the director" in all one instance.
457. Section 43-53(c) is amended by replacing he deems with "they deem" in all one instance.
458. Section 43-53(h) is amended by replacing he deems with "they deem" in all one instance.

459. Section 43-54(b) is amended by replacing he/she deems with "they deem" in all one instance.
460. Section 43-54(b) is amended by replacing his/her with "the warden's" in all one instance.
461. Section 43-56(a) is amended by replacing his/her with "the warden's" in all one instance.
462. Section 43-56(b)(1) is amended by replacing his/her with "the warden's" in all one instance.
463. Section 44-43 is amended by replacing his with "their" in all one instance.
464. Section 44-32(e)(5) is amended by replacing his with "the applicant's" in all one instance.
465. Section 44-4(b) is amended by replacing his with "their" in all one instance.
466. Section 44-41(c) is amended by replacing he with "the driver" in all one instance.
467. Section 44-41(c) is amended by replacing his with "their" in all one instance.
468. Section 44-41(l) is amended by replacing him with "them" in all one instance.
469. Section 44-41(o) is amended by replacing him or her with "them" in all one instance.
470. Section 46-36 is amended by replacing his or her with "the director of public services" in all one instance.
471. Section 46-37 is amended by replacing his with "the city marshal's" in all one instance.
472. Section 46-74 is amended by replacing him with "them" in all one instance.
473. Section 46-126 is amended by replacing his with "the city engineer's" in all one instance.
474. Section 46-164 is amended by replacing his with "the city engineer's" in all one instance.
475. Section 46-196 is amended by replacing his with "the owner's" in all one instance.
476. Section 46-197 is amended by replacing him with "the owner" in all one instance.
477. Section 46-197 is amended by replacing his with "the owner's" in all one instance.
478. Section 46-197 is amended by replacing manholes with "maintenance holes (commonly referred to as manholes)" in all one instance in the section title.
479. Section 46-197 is amended by replacing manhole with "maintenance hole (commonly referred to as a manhole)" in all three instances.
480. Section 46-116(c) is amended by replacing he with "the drainlayer" in all one instance.
481. Section 46-116(c) is amended by replacing him with "the drainlayer" in all one instance.

482. Section 46-116(c) is amended by replacing "his" with "their" in all two instances.
483. Section 46-129(d) is amended by replacing his with "the city engineer's" in all one instance.
484. Section 46-156(c) is amended by replacing his with "the owner's" in all one instance.
485. Section 46-194(a) is amended by replacing his with "their" in all one instance.
- 486 Section 46-198(a) is amended by replacing "manhole" with "maintenance hole (commonly referred to as a manhole)" in all four instances.
487. Section 46-30(a)(7) is amended by replacing he with "the water registrar/business manager" in all one instance.
488. Section 46-30(b) is amended by replacing his with "their" in all one instance.
489. Section 46-32(a)(9) is amended by replacing his with "the owner's" in all one instance.
490. Section 46-32(c) is amended by replacing his with "their" in all one instance.
491. Section 46-33(a) is amended by replacing he is with "they are" in all one instance.
492. Section 46-33(a) is amended by replacing "his" with "their" in all two instances.
493. Section 46-33(b) is amended by replacing he with "they" in all one instance.
494. Section 46-33(b) is amended by replacing him with "the watertaker" in all one instance.
495. Section 46-35(a) is amended by replacing his with "the assistant director of public services" in all one instance.
496. Section 46-35(b) is amended by replacing his with "their" in all three instances.
497. Section 48-35 is amended by replacing He with "The sealer of weights and measures" in all one instance.
498. Section 48-35 is amended by replacing him with "the sealer of weights and measures" in all one instance.
499. Section 48-35 is amended by replacing his charge with "the sealer's charge" in all one instance.
500. Section 48-35 is amended by replacing his doings with "their doings" in all one instance.
501. Section 48-36 is amended by replacing him with "them" in all one instance.
502. Section 48-37 is amended by replacing "his" with "their" in all two instances.

503. Section 48-34(c) is amended by replacing his absence with "the sealer's absence" in all ~~One~~ instance.
504. Section 48-34(c) is amended by replacing his disability with "the sealer's disability" in ~~a~~ll one instance.
505. Section 48-34(c) is amended by replacing his discretion with "their discretion" in all ~~one~~ instance.
506. Section 49-34(c) is amended by replacing his assistance with "the deputy sealer's assistance" in all one instance.
507. Traffic Code I-1 is amended by replacing "his badge" with "their" in all one instance.
508. Traffic Code I-1 is amended by replacing "his left breast" with "the officer's left breast" in all one instance.
509. Traffic Code I-1 is amended by replacing "his outer garment" with "the officer's outer garment" in all one instance.
510. Traffic Code I-15 is amended by replacing "his" with "the driver's" in all one instance.
511. Traffic Code I is amended by replacing "he" with "the officer" in all one instance.
512. Traffic Code I is amended by replacing "he has" with "they have" in all one instance.
513. Traffic Code IV-33 is amended by replacing "his" with "the vehicle's" in all two instances.
514. Traffic Code IV-34 is amended by replacing "his" with "their own" in all one instance.
515. Traffic Code IV-38 is amended by replacing "his" with "the vehicle's" in all one instance.
516. Traffic Code IV-41 is amended by replacing "watchman" with "watchperson" in all one instance.
517. Traffic Code IV-32(b) is amended by replacing "his" with "the vehicle's" in all one instance.
518. Traffic Code IV-43A is amended by replacing "his" with "their" in all one instance.
519. Traffic Code IV-43A(F) is amended by replacing "his" with "that person's" in all one instance.
520. Traffic Code V-50 is amended by replacing "his" with "their" in all one instance.
521. Traffic Code V-51 is amended by replacing "he" with "the" in all one instance.
522. Traffic Code V-62 is amended by replacing "his" with "the person's" in all one instance.
523. Traffic Code V-64 is amended by replacing "he" with "the person" in all one instance.
524. Traffic Code V-53(B) is amended by replacing "his" with "their" in all two instances.



525. Traffic Code V-A-71 is amended by replacing "he" with "the City Marshal" in all one instance.
526. Traffic Code V-A-74 is amended by replacing "his" with "their" in all one instance.
527. Traffic Code V-A-75 is amended by replacing "his designee" with "the Police Chief's designee" in all one instance.
528. Traffic Code V-A-75 is amended by replacing "his name" with "their name" in all one instance.
529. Traffic Code 075 is amended by replacing "loses or has his permit stolen" with "loses or has their permit stolen" in all one instance.
530. Traffic Code V-A-75(A) is amended by replacing "or his designee" with "the Police Chief's designee" in all one instance.
531. Traffic Code VI-80 is amended by replacing "his" with "their" in all one instance.

**SECTION II.** This ordinance shall take effect as provided by the City Charter.



## CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll  
Mayor

April 22, 2021

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Ordinance amends our Code to replace instances of gendered pronouns or language with gender-neutral alternatives. This measure is an outgrowth of a discussion initiated by myself and Councillor Madore before the COVID-19 pandemic, as well as a Council committee meeting on the matter in 2019, but I still believe it is a worthwhile reform to pursue. Also enclosed is a one-page summary of the changes and a tracked changes version of one section of the Code to illustrate how these changes will read when implemented.

Use of gendered language in Codes, Charters, bylaws, and laws is not unique to Salem, however there is a responsibility for us to identify those instances in our own local laws and alter them to ensure our Code is more inclusive and reflective of the people who live and work in our City. The enclosed Ordinance replaces 619 instances of gendered word choice with a gender-neutral alternative in both the General Code and the Traffic Code. Not included in this measure are the 48 instances of gender-specific language in the City Charter, 25 in the Council Rules, and 26 in the Zoning Code. Those documents require additional steps to amend, which will take additional time and collaboration with the Council and Planning Board to undertake.

In the meantime, the enclosed Ordinance corrects 86% of the instances of gender-specific verbiage in our Code. In many instances it was enough to replace a gendered pronoun with the title of the referenced individual, where in other cases the more widely applicable "they/them" construction was necessary. I recommend adoption of the enclosed Ordinance as a first step to correcting our Code's language and making it more inclusive of all our residents and employees.

Sincerely,

Kimberley Driscoll  
Mayor  
City of Salem

**Gender-Neutral Language Summary of the Salem Code of Ordinances**

<b>Gendered Language</b>	<b>Gender-Neutral Replacement</b>
chairman	chair
craftsmen	craftsperson
fraternal	social
fraternity houses	collegiate Greek system residences
he	they
he or she	they
he/she	they
heirs	beneficiaries
him	them
him or her	them
him or herself	themselves
him or them	them
him/herself	themselves
himself	themselves
himself or herself	themselves
his	their
his or her	their
his/her	their
His Honor	The Honorable
journeyman	journey
man	people
manhole	maintenance hole (commonly referred to as manhole)
manmade	artificial
men	persons
Mr. President	an appropriate title and "President"
repairman	repairperson
salesmen	salesperson
vice chairman	vice chair
watchman	watchperson

In most instances, the personal pronoun can be replaced by the title of the position or the relevant individual's occupation. (i.e. "his designee" is replaced by "the police chief's designee")

**Instances of gendered language or pronouns:**

Charter:	48
Council Rules:	25
General Code:	592
Traffic Code:	27
Zoning Code:	26
<b>TOTAL:</b>	<b>718</b>

## DIVISION 9. - CITY FINANCE DIRECTOR/AUDITOR

### Sec. 2-491. - Appointment; term; removal; vacancy.

The mayor shall in January, subject to confirmation by the city council, appoint a city finance director/auditor. The city finance director/auditor shall hold office for three years from February 1 following his their appointment and until a successor is appointed and qualified, but ~~he~~ the finance director/auditor may be removed for cause at any time by the city council. A vacancy in such office may be filled in the same manner as the original appointment.

(Code 1973, § 2-225; Ord. of 4-13-2000, § I)

### Sec. 2-492. - Deputy auditor.

The mayor shall biannually in January, subject to confirmation by the city council, appoint a deputy auditor. The deputy auditor shall hold office for two years from February 1 following his their appointment and until a successor is appointed and qualified, but ~~he~~ the deputy auditor may be removed for cause at any time by the city council. A vacancy in such office may be filled in the same manner as the original appointment.

(Code 1973, § 2-226)

### Sec. 2-493. - Performance of duties by deputy auditor or city clerk.

Whenever a vacancy exists in the office of the city finance director/auditor or if the finance director/auditor is temporarily unable to perform the duties of ~~his~~ the office, the deputy auditor shall have authority to countersign such warrants upon the city treasurer/collector as the mayor is authorized by ordinances to draw, and such signature shall be honored by the treasurer/collector. Whenever a vacancy exists in both the office of the city finance director/auditor and deputy auditor or if both the finance director/auditor and deputy auditor are temporarily unable to perform the duties of their office, the city clerk shall have the authority to countersign such warrants upon the city treasurer/collector as the mayor is authorized by ordinance to draw, and such signature shall be honored by the treasurer/collector.

(Code 1973, § 2-226.1)

### Sec. 2-494. - Powers and duties generally.

The city finance director/auditor shall have all the powers and shall perform all the duties prescribed by law of a city auditor. The city finance director/auditor shall direct the activities of the other finance-related offices including purchasing, treasury, collections, assessing, data processing (management information systems) and parking department.

(Code 1973, § 2-227; Ord. of 6-29-2006, § I)

### Sec. 2-495. - Bills and accounts.

The city finance director/auditor shall receive all bills and accounts against the city as have been approved as provided for in section 2-16 and shall examine the bills and accounts and see that the accounts are properly extended and that they are properly approved. If any error or informality occurs in any bill or account, ~~he~~ the finance director/auditor shall at once return the bill or account to the department to which it belongs. Such bills as are found to be correct and properly approved shall be entered upon his the books provided for the purpose, charging the bills against the appropriation. If ~~he~~

they find the balance of any appropriation is insufficient to provide for the payment of any bill, ~~He~~ the finance director/auditor shall at once return to the department such bills as are in excess of the appropriation. After the finance director/auditor shall have examined and entered such bills upon the books, as provided in this section, ~~he~~ the finance director/auditor shall list them upon sheets provided for the purpose and shall draw a warrant for the aggregate amount thereof and shall countersign and present the bills to the mayor for his the mayor's signature.

(Code 1973, § 2-228)

Sec. 2-496. - Method of keeping accounts.

The city finance director/auditor shall keep accounts in such form and in such detail as will clearly exhibit all receipts and expenditures. ~~He~~ The finance director/auditor shall open an account with every appropriation made by the city council and shall credit each account with its appropriations for the fiscal year and shall charge against each account the expenditures as they shall from time to time be allowed.

(Code 1973, § 2-229)

Sec. 2-497. - Reserve system established; description.

It shall be the duty of the city finance director/auditor to set up a reserve system in the books of the auditing department. ~~He~~ The finance director/auditor shall set up encumbered balances as follows:

- (1) *Certain officers with established salaries.* For the executive and administrative officers of the several departments whose salaries are established by law or ordinance.
- (2) *Certain permanent employees.* For the permanent employees whose salaries or wages are to be paid from the appropriations or receipts allotted to the several city departments. Before any appointment or employment is made for emergency, temporary or permanent intermittent employment by the executive or administrative head of a city department, the finance director/auditor shall set aside in reserve from the appropriations or receipts allotted to the several departments an amount for the salaries and wages of the permanent employees for the entire year or such portion of the year as may be designated in writing to the finance director/auditor by the executive or administrative heads of the city departments.

No appointment or employment shall be deemed to have been made unless and until a written order of such appointment or employment has been filed with the finance director/auditor by the executive or administrative head of the department in which the appointment or employment is to be made or given and the finance director/auditor has set aside in reserve from the appropriations or receipts of the department a sufficient amount to pay the wages for the period covering the appointment or employment.

The finance director/auditor shall have the payrolls printed from time to time in such quantities as ~~he~~ they may deem advisable and shall furnish such to the several departments, charging them to the various departmental appropriations, in the usual manner, at cost.

- (3) *Expenditures contemplated by department heads.* For expenditures of any and all kinds that may be contemplated by the executive and administrative heads of the city departments to be paid for out of the appropriations or receipts allotted to the city departments, and no obligation shall be incurred against appropriations until the finance director/auditor verifies the availability of an appropriation for such expenditures.

No contract for construction work or for the purchase of apparatus, supplies or materials, whether for repairs or original construction, shall be deemed to have been made or awarded unless and until the finance director/auditor has certified in writing that there is a sufficient balance in the appropriations or receipts with which to pay the amount required by the terms of

the contract. Upon the execution of the contract, the finance director/auditor shall be notified and shall then set aside in reserve an amount from the appropriations or receipts sufficient to meet the obligation incurred by the contract.

(Code 1973, § 2-230)

**Sec. 2-498. - Exhausted appropriations.**

Whenever an appropriation is exhausted, the city finance director/auditor shall give immediate notice thereof in writing to the mayor, city council and head of the department, for which the appropriation is made, or the school committee, as the case may be, and he the finance director/auditor shall not pass or allow any account or claim chargeable against such appropriation until the city council provides the means of paying the appropriation.

(Code 1973, § 2-231)

**Sec. 2-499. - Monthly statement of condition of accounts.**

The city finance director/auditor shall once in each month prepare a statement showing the condition of each city account and shall give the amount of appropriations and receipts expenditures and balances remaining unexpended under the account and shall furnish a printed copy thereof to each department and member of the city council. Such statement shall show all amounts collected by the city treasurer/collector during the preceding calendar month. Such statement shall also include a detailed accounting of each transfer between budget objects within any appropriation approved by the city council, and a detailed justification for each transfer above \$1,000.00 from the head of the department having control of the appropriation within which the transfer is requested.

In addition, the city finance director/auditor shall once in each month prepare a detailed statement showing the condition of each city account, including balances on each object within each account, and provide such statement to members of the city council committee on administration and finance.

(Code 1973, § 2-232; Ord. of 9-8-2005, § 1)

**Sec. 2-500. - Annual report.**

The city finance director/auditor shall report to the city council annually on October 1 a statement of the receipts and expenditures during the preceding fiscal year, giving in detail the amount of appropriations and expenditures, the names of the persons to whom and the purpose for which such expenditures were made, with the amounts thereof, and the receipts in detail from each source of income. Such report shall be arranged as far as practicable so as to conform to the accounts of the treasurer/collector. The finance director/auditor shall include in such report a statement of all loans and the rate of interest thereon, and shall exhibit all the liabilities and assets as shown on the books in his their office at the close of the fiscal year.

(Code 1973, § 2-233)

**Sec. 2-501. - Notice for payment of accounts and bills.**

On or before June 10 in each year, the city finance director/auditor shall cause to be inserted in a newspaper in the city a notice that all accounts against the city for the fiscal year are required to be presented and all sums due to the city to be paid on or before June 20.

(Code 1973, § 2-234)

Sec. 2-502. - Budget preparation.

The city finance director/auditor shall annually assist the mayor and city department heads in the preparation of a program budget for the operation of the city during the fiscal year. After submission of the budget by the mayor to the city council, the finance director/auditor shall, upon request, assist the city council and any of its committees in reviewing the budget or any item contained therein.

(Code 1973, § 2-235)

Sec. 2-503. - Capital budget.

The city finance director/auditor shall annually meet with the mayor and city department heads to develop a seven-year capital budget for the purpose of selecting, scheduling, and financing capital improvement projects and equipment purchases during the period. The budget shall each year be submitted to the city council together with the annual operating budget for the city.

(Code 1973, § 2-236)

Sec. 2-504. - Fiscal oversight.

During the fiscal year the city finance director/auditor shall monitor expenditures by city departments and shall continuously evaluate the fiscal management of each department. Upon the request of the mayor or city council, the finance director/auditor shall prepare and submit a report concerning the budget of any city department or expenditure thereof.

(Code 1973, § 2-237)

Sec. 2-505. - Annual revenue survey questionnaire.

The city finance director/auditor shall annually submit to all department heads a revenue survey questionnaire on a form which shall be approved by the mayor and city council. The revenue survey questionnaire shall be used to gather information on the status of all municipal service user fees and charges and to solicit recommendations for changes in such fees and charges. The result of the questionnaire shall be compiled by the finance director/auditor and submitted to the mayor and city council together with the annual operating budget for the city.

(Code 1973, § 2-238)

Secs. 2-506—2-530. - Reserved.

**Resolution Authorizing the City of Salem to Participate in the Massachusetts Commercial Property Assessed Clean Energy Program (PACE Massachusetts)**

**WHEREAS**, pursuant to M.G.L. c. 23M, as amended (the "PACE Act"), the Commonwealth has established a commercial sustainable energy program known as the Massachusetts Property Assessed Clean Energy Program ("PACE Massachusetts") to provide a financing mechanism ("PACE financing") to private owners of commercial and industrial properties for certain qualifying commercial energy improvements ("improvements"); and

**WHEREAS**, pursuant to the PACE Act, PACE Massachusetts is administered by the Massachusetts Development Finance Agency ("MassDevelopment"), in consultation with the Massachusetts Department of Energy Resources; and

**WHEREAS**, under PACE Massachusetts, the owner of the commercial or industrial property benefitting from the improvements (the "benefitted property") is required to repay the PACE financing through the payment of a betterment assessment (a "PACE betterment assessment") placed on such benefitted property by the municipality in which the benefitted property is located; and

**WHEREAS**, in order for an owner of commercial or industrial property to participate in PACE Massachusetts, Section 2 of the PACE Act requires that the municipality in which such property is located must elect to participate in PACE Massachusetts; and

**WHEREAS**, the City of Salem (the "Municipality") has determined that it is in the best interest of the Municipality to participate in PACE Massachusetts as a "participating municipality," as provided in the PACE Act, to permit the owners of commercial and industrial properties located in the Municipality to access PACE financing for qualifying commercial energy improvements through PACE Massachusetts;

**WHEREAS, NOW THEREFORE, BE IT [VOTED/RESOLVED]**, as follows:

The City Council of the City of Salem, with the approval of the Mayor, hereby approves the Municipality participating in PACE Massachusetts pursuant to the PACE Act, and authorizes the [Mayor/Town Manager] to enter into a PACE Massachusetts Municipal Assessment and Assignment Agreement (the "Agreement") with MassDevelopment, pursuant to which the Municipality will agree to (i) levy PACE betterment assessments and impose PACE betterment assessment liens on benefitted properties located in the Municipality, in the amounts determined by MassDevelopment to be sufficient to repay the PACE financing, (ii) assign the PACE betterment assessment liens to MassDevelopment, which MassDevelopment may in turn assign to the providers of the PACE financing (each a "capital provider"), as collateral for such PACE financing, (iii) include on the property tax bills for the benefitted properties the installment payments necessary to repay the PACE betterment assessments, in the amounts and at the times as determined by MassDevelopment, (iv) collect and pay over to MassDevelopment or its designee, the PACE betterment assessment installment payments, as and when collected, and (v) enforce, to the extent required by the Agreement, the PACE betterment assessments and liens; the Agreement to be substantially in the form presented to this meeting, with such changes, modifications and insertions as the [Mayor/Town Manager] may approve as being in the best interest of the Municipality. The Collector Treasurer of the City/Town or such other City/Town agency as may be designated in the Agreement is authorized to levy such PACE betterment assessments and impose the PACE betterment assessment liens on behalf of the City/Town without further authorization by this legislative body.

Notwithstanding any other provision of law to the contrary, officers and officials of the Municipality, including, without limitation, municipal tax assessors and tax collectors, are not personally liable to MassDevelopment or to any other person for claims, of whatever kind or nature, under or related to PACE Massachusetts, including, without limitation, claims for or related to uncollected PACE betterment assessments. Other than fulfillment of the obligations specified in the Agreement, the Municipality has no liability to the owner of the benefitted property or to any capital provider related to the Municipality's participation in PACE Massachusetts.





## **CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

Office of the Mayor

April 22, 2021

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

In July the Massachusetts Department of Energy Resources launched a new financing program for property owners called the Property Assessed Clean Energy (PACE) program, which provides funding for energy improvement projects on commercial and industrial buildings, multifamily properties with five or more units, and buildings owned by nonprofits.

Under this program, the property owner accepts a betterment assessment and lien on their property, which serves to repay their financing for clean and renewable energy improvements on the property. If the property is sold, the assessment stays with the property and is transferred to subsequent property owners.

There is no cost, liability, or responsibility to the municipality to allow PACE projects in their community. However, in order to allow Salem property owners to participate in the program, state law requires a one-time vote by the City Council. To date, 41 other cities and towns in Massachusetts have accepted the provisions of the PACE program. This tool allows property owners to fund major improvements more readily, including energy efficiency upgrades and renewable energy projects.

The PACE program has benefits for property owners, for capital providers, and for the municipality. For the property owner, they gain advantageous, long-term, upfront financing to carry out capital projects that are likely to reduce their operating costs and increase their property values. Capital providers can realize reduced risk from lower operating costs due to financing that cannot be accelerated, as well as the increased collateral property value from the capital improvements. Lastly, the City benefits from job creation, business growth, an expansion of the tax base by increasing the property's value, and the environmental and sustainability benefits realized from the reduced energy consumption of the property.

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

I recommend adoption of the enclosed resolution so that Salem's property owners can take advantage of this innovative new clean energy and green building program from the state. We see this measure as an important tool in our efforts to meet our climate change and sustainability goals.

Should you have any questions, please feel free to contact Jenna Ide and, should this matter be referred to committee, we would be happy to extend an invitation to the applicable state agency staff to attend and answer any questions.

Sincerely,

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

Kimberley Driscoll  
Mayor  
City of Salem

## **Resolution**

### **Proclaiming Fair Housing Month in Salem**

**WHEREAS:** The Fair Housing Act, enacted on April 11, 1968, enshrined into federal law the goal of eliminating racial segregation and ending housing discrimination in the United States; and

**WHEREAS:** The Fair Housing Act prohibits discrimination in housing based on race, color, religion, sex, familiar status, national origin, and disability, and commits recipients of federal funding to affirmatively further fair housing in their communities; and

**WHEREAS:** The City of Salem is committed to the mission and intent of the Fair Housing Act to provide fair and equal housing opportunities for all; and

**WHEREAS:** Our social fabric, economy, health, and environment are all strengthened by ensuring diverse and inclusive communities where all residents are housing secure; and

**WHEREAS:** While progress has been made in many respects, more than 50 years after the passage of the Fair Housing Act, housing discrimination still persists and far too many neighborhoods and communities remain segregated either by policy or by tradition; and

**WHEREAS:** Acts of housing discrimination and barriers to equal housing opportunity are inconsistent with our common goals of equity, security, and fairness for all.

**NOW THEREFORE BE IT RESOLVED:** That the Mayor and City Council of Salem do hereby declare the month of April for this year and all years henceforth to be **Fair Housing Month** in the City of Salem, Massachusetts, as a demonstration of our community's commitment to inclusivity and support for equal housing opportunities for all residents and prospective residents of our City.



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

Office of the Mayor

April 22, 2021

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The month of April is observed nationwide as Fair Housing Month, in commemoration of the passage of the Fair Housing Act on April 11, 1968. This historic legislation prohibits discrimination in housing on the basis of race, color, religion, sex, disability, familiar status, sexual orientation, gender identity, and national origin.

The enclosed resolution celebrates the 53<sup>rd</sup> anniversary of the Fair Housing Act by declaring the month of April to be Fair Housing Month. I invite you to join with me in proclaiming this month as a celebration of this landmark equal rights and anti-discrimination Act, and in full recognition of the great amount of work still to be done on this front.

Fair and equal access to housing is more than just a federal right; it is a moral necessity. What is more, it strengthens our communities by ensuring that all are equally welcome and able to benefit from the personal, economic, and health-related benefits that come from being securely and sufficiently housed. We know there is still more to do to help make housing affordable and available to all, but together, with the Fair Housing Act as a starting point – not a final goal – I believe we can accomplish this shared vision for our community.

Sincerely,

Kimberley Driscoll  
Mayor  
City of Salem



## CITY OF SALEM

In City Council April 22, 2021

ORDERED: Per the request of the Salem Redevelopment Authority that the Committee on Community and Economic Development co-posted with the Committee of the Whole meet to receive an update from the SRA on the courthouse and crescent lot redevelopment project and that the Winn Development Team be included in this meeting. And be it further ordered that this meeting take place on Wednesday, May 5, 2021 at 6:00 P.M.

## City of Salem

---

In the year two thousand and twenty-one

An Ordinance to amend an Ordinance relative to Traffic, Parking Prohibited, Certain Times on Certain Streets

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

**Section 1.** Chapter 42, Section 51B, is hereby amended by repealing the following:

**Repeal** – Directly in front of #60 Essex Street, for a distance of forty (40) feet, thirty (30) minute parking, 8:00 A.M. to 6:00 P.M. (10/20/99)

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

## City of Salem

---

In the year two thousand and twenty-one

An Ordinance to amend an Ordinance relative to Traffic, Stop Sign

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

**Section 1.** Chapter 42, Section 49, Obedience to Isolated Stop Signs, is hereby amended by adding the following:

Appleton Street, northwesterly bound traffic on Appleton Street at Liberty Hill Avenue

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

## City of Salem

---

In the year two thousand and twenty-one

An Ordinance to amend an Ordinance relative to Traffic, Stop Sign

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

**Section 1.** Chapter 42, Section 49, Obedience to Isolated Stop Signs, is hereby amended by adding the following:

Liberty Hill Avenue, northeasterly bound traffic on Liberty Hill Avenue at  
Appleton Street

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





**CITY OF SALEM**

IN CITY COUNCIL, April 22, 2021

The Committee on Administration and Finance Co-Posted with the Committee of the Whole to whom was referred the matter of \$50,000.00 appropriation for the Bike Share Program

Has considered said matter and would recommend: Adoption.



**CITY OF SALEM**

IN CITY COUNCIL, April 22, 2021

The Committee on Ordinances, Licenses and Legal Affairs to whom was referred the matter of Zoning Ordinance Amendment relative to ADU's (with attached dwelling) has considered said matter and would recommend:

---



**CITY OF SALEM**

IN CITY COUNCIL, April 22, 2021

The Committee on Ordinances, Licenses and Legal Affairs to whom was referred the matter of Zoning Ordinance Amendment relative to ADU's (without attached dwelling) has considered said matter and would recommend:

---



David R. Flewelling  
Specialist 2 Construction  
Comcast Cable Communications  
9 Forbes Road, Suite 9B  
Woburn, MA 01801  
Cell – 617-279-7864  
[dave.flewelling@comcast.com](mailto:dave.flewelling@comcast.com)

April 9, 2021

Ms. Maureen Fisher  
Salem Assistant City Clerk  
City Hall  
93 Washington Street  
Salem, MA 01970

RE: 40 First Street Salem  
Grant of Location-Petition

Dear Ms. Fisher:

Enclosed please find materials supporting Comcast request for a grant of location from the Salem City Council. The work associated with the attached petition is for the purpose of installing a new conduit from the existing Comcast Manhole to number 40 First Street. For a more detailed description of the work please refer to the attached construction plans.

I look forward to the opportunity to address this matter in further detail at the next Salem City Council Meeting. Should you have any questions or concerns, please feel free to contact me at (617) 279-7864.

Sincerely,

A handwritten signature in black ink, appearing to read "David R. Flewelling", is written over the typed name and title.

David R. Flewelling  
Comcast  
Specialist 2, Construction

Enclosure (3)

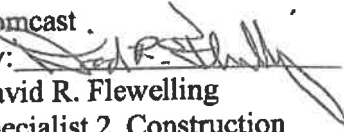
PETITION OF COMCAST FOR LOCACTION FOR CONDUITS, MANHOLES AND  
POLES

To the City Council for the City of Salem, Massachusetts:

Respectfully represents Comcast Cable Communications Management LLC., a company incorporated for the distribution of broadband services, that it desires to construct a line for such broadband under the public way or ways hereinafter specified.

First Street: Starting at the existing Comcast Manhole excavating to place (1) 4" PVC conduit 30'+/\_ to number 40 First Street.

Wherefore, your petition prays that, after due notice and hearing as provided by law, the City Council may by Order grant your petitioner permission to construct, and a location for, such a line of conduits, manholes and poles with the necessary wires and cables therein, said conduits manholes and poles to be located, substantially as shown on the plan made by Allen & Major Associates dated March 17,2021 and filed here with, under the following public way or ways of said City of Salem.

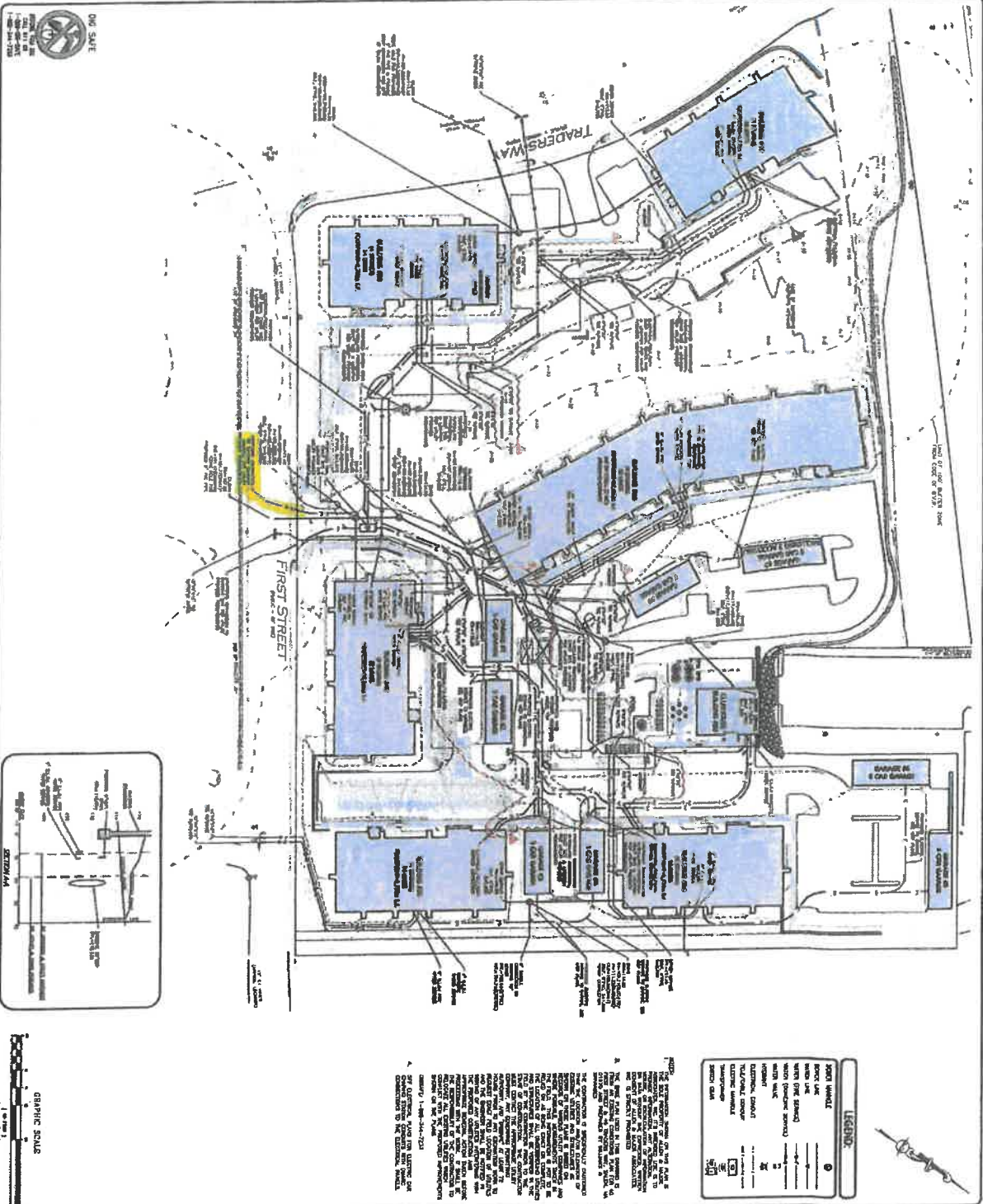
Comcast  
By:   
David R. Flewelling  
Specialist 2, Construction

Dated this April 9,2021

City of Salem, Massachusetts

Received and filed \_\_\_\_\_, 2021

\_\_\_\_\_



**LEGEND**

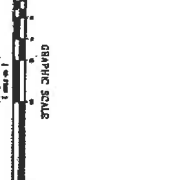
DRIVE WAY	---
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PAVED DRIVEWAY	- - - - -
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1. THE SHOWN TRADING AREA IS TO BE USED AS A TRADING AREA FOR THE TRADING OF ALL TYPES OF MERCHANDISE INCLUDING BUT NOT LIMITED TO: FURNITURE, CARPETS, DRAPES, CURTAINS, BLINDS, LINENS, TABLES, CHAIRS, SEATING, CASES, AND OTHER HOUSEHOLD ITEMS.

2. THE SHOWN TRADING AREA IS TO BE USED AS A TRADING AREA FOR THE TRADING OF ALL TYPES OF MERCHANDISE INCLUDING BUT NOT LIMITED TO: FURNITURE, CARPETS, DRAPES, CURTAINS, BLINDS, LINENS, TABLES, CHAIRS, SEATING, CASES, AND OTHER HOUSEHOLD ITEMS.

3. THE SHOWN TRADING AREA IS TO BE USED AS A TRADING AREA FOR THE TRADING OF ALL TYPES OF MERCHANDISE INCLUDING BUT NOT LIMITED TO: FURNITURE, CARPETS, DRAPES, CURTAINS, BLINDS, LINENS, TABLES, CHAIRS, SEATING, CASES, AND OTHER HOUSEHOLD ITEMS.

4. THE SHOWN TRADING AREA IS TO BE USED AS A TRADING AREA FOR THE TRADING OF ALL TYPES OF MERCHANDISE INCLUDING BUT NOT LIMITED TO: FURNITURE, CARPETS, DRAPES, CURTAINS, BLINDS, LINENS, TABLES, CHAIRS, SEATING, CASES, AND OTHER HOUSEHOLD ITEMS.



**CD/PERMIT SET**

**TRADERS VILLAGE**  
SUBMIT PLAN

FOR CD/PERMIT SET

DATE: 08/28/2008

PROJECT: TRADERS VILLAGE

OWNER: TRADERS VILLAGE

DESIGNER: ALLEN & MAJOR ASSOCIATES, INC.

11700 W. MCDOWELL AVE., SUITE 100, CHANDLER, AZ 85226

TEL: (480) 750-1500

**DRIFT REVIEWED FOR**  
REVISION

NO.	DESCRIPTION	DATE	BY
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**City Of Salem, Massachusetts  
City Council  
93 Washington Street  
Salem, MA 01970**

Police Use Only

**Vehicle for Hire Application**

**To apply: You must be over 18 years of age and have held a valid drivers license for 1 year**  
To the City Council, the undersigned respectfully applies for a license to operate the following within the limits of the City of Salem:

Name: KAYLA "PAIGE" BESSE Date Of Birth 02 / 03 / 1991  
50 SAINT PETER STREET, UNIT 307 SALEM MA 01970  
 Street Address City State Zip Code  
346-86-4380 Resident Alien Number \_\_\_\_\_  
 Social Security Number \_\_\_\_\_ Business Telephone Number \_\_\_\_\_  
978-270-0556 Home/Cell Telephone Number \_\_\_\_\_  
 Male \_\_\_\_\_ Female  Height 5'5 Weight 170 Eyes GREEN Hair BLONDE

Application for: Motor Vehicle for Hire \_\_\_\_\_ (Taxi Cab, Livery Car)  Trolley \_\_\_\_\_  
 Horse Drawn Carriage \_\_\_\_\_ Other (Define) \_\_\_\_\_

If applying for Vehicle For Hire (includes Taxi, Livery, & Trolley): Must be over 18 yrs old and have held a valid drivers license for at least 1 year  
 MA License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Company employed by: \_\_\_\_\_ Telephone \_\_\_\_\_  
 Has your Driver's License ever been suspended or revoked? Yes \_\_\_\_\_ No   
 If so, the state(s) suspending/revoking license: \_\_\_\_\_

Have you ever been convicted of a felony in any state? Yes \_\_\_\_\_ No   
 If so, State \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Offense(s) \_\_\_\_\_

U.S Citizen? Yes  No \_\_\_\_\_ Naturalized Citizen# \_\_\_\_\_ Alien# \_\_\_\_\_

The following City Departments must endorse the application prior to final approval by the City Council: Any & all property tax liens, water/sewer liens, excise tax, parking tickets, City Ordinance violations, and & all fines/fees owed to the City of Salem must be paid in full prior to processing.

Collector's Office \_\_\_\_\_ Clear \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Applicant, by signing this application allows the Salem Police Department to conduct, discuss and disclose background information, including but not limited to C.O.R.I., R.M.V. & out-of-state criminal records & make recommendations to the Salem City Council prior to issuing of license sought. No refunds given if license is denied or ordinance requirements not met.

K. Paige  
Signature of Applicant All licenses expire December 31<sup>st</sup> of current year.

**FALSE STATEMENTS ON THIS APPLICATION ARE GROUNDS FOR DENIAL.**

FEE: \_\_\_\_\_  
 In City Council \_\_\_\_\_  
 GRANTED [ ] DENIED [ ]

THIS BOX: POLICE DEPARTMENT USE ONLY.

Interviewed by: \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 FINGER PRINT FEE \_\_\_\_\_  
 CHECK # \_\_\_\_\_

**CITY OF SALEM, MASSACHUSETTS  
VEHICLE FOR HIRE LICENSE APPLICATION  
FOR NON TAXI/LIVERY/LIMO**

To the City Council:

The following applicant respectfully applies for approval of 1 Licenses for the following Vehicles for Hire.

Please check appropriate category:  New  Renewal  
 PEDICAB  HORSE DRAWN  OTHER

FEE: \$50.00 PER VEHICLE TOTAL FEE PAID \_\_\_\_\_ CHECK # \_\_\_\_\_

ANY \$ OWED TO COLLECTORS: \_\_\_\_\_ YES OR  NO

NAME OF OWNER KAYLA "PAIGE" BESSE HOME # \_\_\_\_\_ CELL# 978-270-03  
ADDRESS OF OWNER 50 SAINT PETER STREET, 302 CITY/STATE/ZIP SALEM, MA 01970  
EMAIL ADDRESS PAIGEBESSE.KPB@Gmail.com DATE OF BIRTH (MM/DD/YYYY) 02/03/1991  
BUSINESS NAME Shift DRINK BUSINESS PHONE# 978-270-0556  
BUSINESS ADDRESS (NO PO BOXES) 50 Saint Peter CITY/STATE/ZIP \_\_\_\_\_  
VEHICLE STORAGE ADDRESS TBD (in process) CITY/STATE/ZIP Salem, MA  
01970

**ANY FALSE STATEMENTS MADE ON THIS APPLICATION IS GROUNDS FOR DENIAL**

**ALL LICENSES EXPIRE DEWCEMBER 31<sup>ST</sup>.**

SIGNATURE OF OWNER/APPLICANT K Paige DATE 4/20/21

**VEHICLE INFORMATION**

FLEET# 1 VEHICLE YEAR 2021 VEHICLE MAKE Buffalo Pedal  
VEHICLE ID# \_\_\_\_\_ OR SERIAL # \_\_\_\_\_  
Bike

**VEHICLE INFORMATION**

FLEET# \_\_\_\_\_ VEHICLE YEAR \_\_\_\_\_ VEHICLE MAKE \_\_\_\_\_  
VEHICLE ID# \_\_\_\_\_ OR SERIAL # \_\_\_\_\_

**APPLICATION CONTINUED ON REVERSE**



**APPLICATION CONTINUED**

**VEHICLE INFORMATION**

FLEET# \_\_\_\_\_ VEHICLE YEAR \_\_\_\_\_ VEHICLE MAKE \_\_\_\_\_  
VEHICLE ID# \_\_\_\_\_ OR SERIAL # \_\_\_\_\_

**VEHICLE INFORMATION**

FLEET# \_\_\_\_\_ VEHICLE YEAR \_\_\_\_\_ VEHICLE MAKE \_\_\_\_\_  
VEHICLE ID# \_\_\_\_\_ OR SERIAL # \_\_\_\_\_

**VEHICLE INFORMATION**

FLEET# \_\_\_\_\_ VEHICLE YEAR \_\_\_\_\_ VEHICLE MAKE \_\_\_\_\_  
VEHICLE ID# \_\_\_\_\_ OR SERIAL # \_\_\_\_\_

**THE VEHICLES LISTED ABOVE HAVE PASSED INSPECTION AND THE VEHICLE INFORMATION HAS BEEN VERIFIED BY THIS DEPARTMENT.**

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
S/ SALEM POLICE TRAFFIC DIVISION

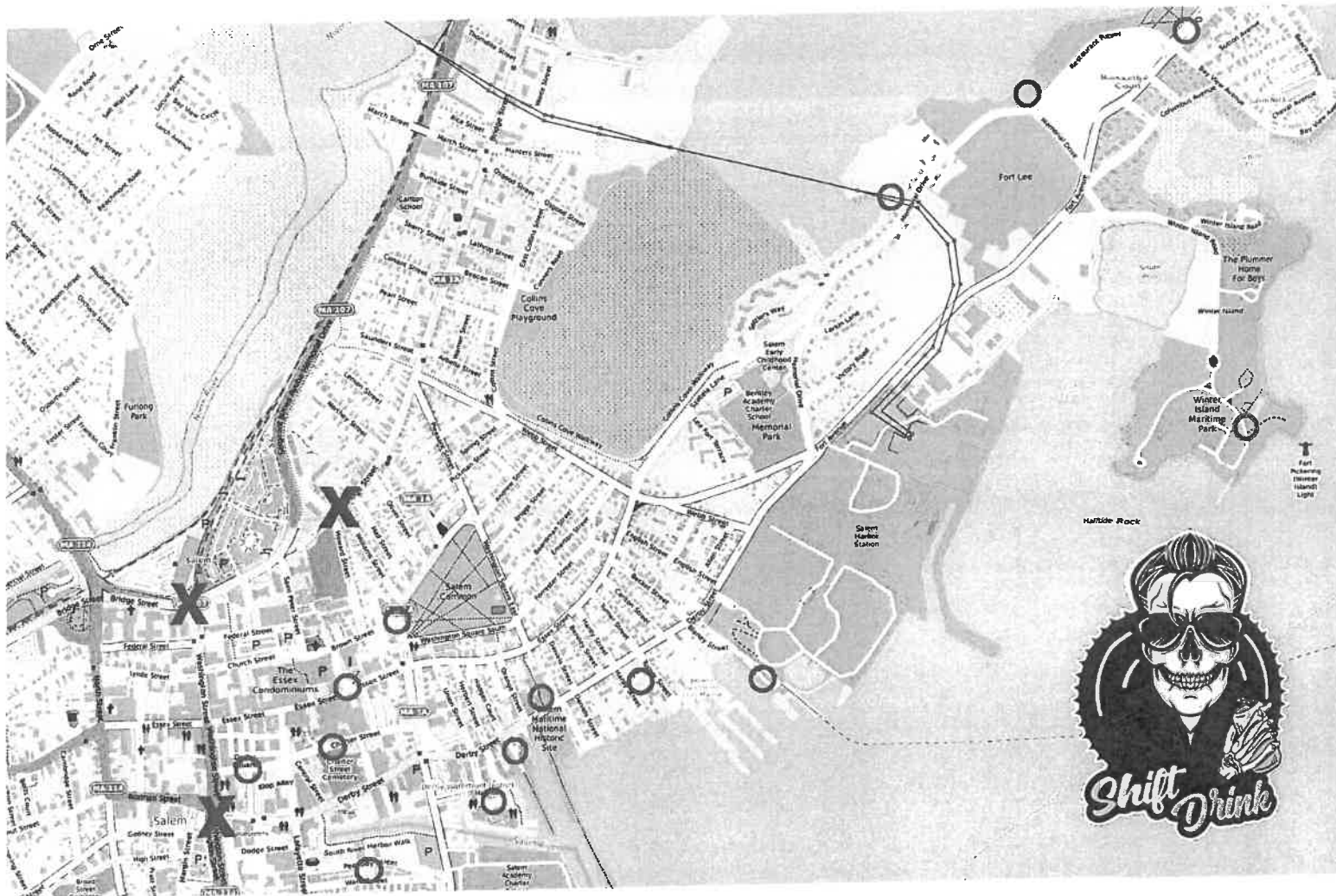
INSURANCE RECEIVED \_\_\_\_\_ YES \_\_\_\_\_ NO

IN CITY COUNCIL \_\_\_\_\_  
Referred to the Committee on Ordinances, Licenses & Legal Affairs

IN CITY COUNCIL \_\_\_\_\_  
GRANTED/DENIED

ATTEST:

ILENE SIMONS  
CITY CLERK



# PROPOSED POINTS OF INTEREST

*Route will be dependent on where passenger loading and un-loading begins - location is being determined.*

## DOWNTOWN

Peabody Essex Museum  
 Charter Street Cemetery  
 Front Street/Derby Square  
 Artists' Row  
 \* Restaurant Teasers

## THE POINT

Punto Urban Art Museum  
 Peabody/Ward Street

## WATERFRONT

Friendship of Salem  
 Schooner Fame  
 Custom House  
 Derby Mansion  
 \* Restaurant Teasers

## DERBY NEIGHBORHOOD

House of the Seven Gables  
 The Landing/Salem Ferry  
 \* Restaurant Teasers

## FORT AVENUE

Winter Island Light  
 Fort Pickering  
 Salem Willows Park  
 Dead Horse Beach  
 Pioneer Village (TBD – Former Camp Naumkeg)  
 Collins Cove Walkway/Public Art

## AREAS OF AVOIDANCE

Bridge Street/Sergeant James Ayube Memorial Drive  
 Intersection of Washington and Canal Streets  
 New Derby Street

*One stop only to use restrooms and stretch legs at Salem Willows Park.*



## Maureen Fisher

---

**From:** Beth Rennard  
**Sent:** Tuesday, April 20, 2021 10:00 AM  
**To:** Ilene Simons; Maureen Fisher  
**Subject:** FW: ordinance  
**Attachments:** PBesse\_PediCabApplication\_04202021.pdf

For the agenda

Elizabeth Rennard  
City Solicitor  
City of Salem Legal Department  
93 Washington Street  
Salem, MA 01970  
978-619-5633  
978-744-1279 (fax)  
[brennard@salem.com](mailto:brennard@salem.com)

**From:** Paige Besse <paigebesse.kpb@gmail.com>  
**Sent:** Tuesday, April 20, 2021 10:07 AM  
**To:** Beth Rennard <BRennard@Salem.com>  
**Cc:** David M. Tucker <dmtucker@salempd.net>  
**Subject:** Re: ordinance

Good morning Beth!

Attached is the application, please let me know if you have any questions or need any other information from me. I have included a proposed points of interest on the application – it does not have an exact route since that will be dependent on where we end up setting up shop; however I did include streets we will be avoiding in the process. I will do everything in my power to make this work best for Lieutenant Tucker, the Salem Police Department, as well as us.

We will be working with Soucy Insurance for coverage as well as Jessica at New Leaf Legal to handle all necessary and required legalities; both are incredibly enthusiastic about the concept.

Please let me know what materials I will need to provide in regards to amending the brown-bag ordinance. I have been working off of a similar operation, "The Sprocket Rocket" – including rules such as:

- We make ONE stop at the halfway point of your ride. We want you to enjoy the pedaling experience instead of pub crawling around town. This is NOT a bar crawl and do not use the term "party bike" lightly.
- 21+ Everyone must bring an ID. Riders without an ID will not be allowed to ride.
- No glass handles or nips of any sort. Those who bring glass may purchase a reusable growler for an additional charge. Customers are normally limited to 3 drinks onboard with no hard liquor unless it is a canned cocktail (a Salem example of this would be Deacon Giles Distillery canned cocktails).

Consumption control and monitoring is high on our list, and we are working on putting terms and conditions together with our lawyer that will make anyone littering, being rowdy, or getting off the bike liable for any and all instances.

I look forward to hearing from you and will be sure to send along some pictures from my trip to New York this weekend to see my bike!

Best,  
Paige

On Fri, Apr 16, 2021 at 11:15 AM Paige Besse <[paigebesse.kpb@gmail.com](mailto:paigebesse.kpb@gmail.com)> wrote:

Incredibly helpful, thank you! I reached out to Hayes from MassDOT to see when she has time for a quick chat with you and Lieutenant Tucker to clarify the information. Will be in touch as soon as I hear. Please let me know what you need me to prepare for Tuesday.

Paige

On Apr 16, 2021, at 10:57 AM, Beth Rennard <[BRennard@salem.com](mailto:BRennard@salem.com)> wrote:

<image001.gif>

Elizabeth Rennard

City Solicitor

City of Salem Legal Department

93 Washington Street

Salem, MA 01970

978-619-5633

978-744-1279 (fax)

[brennard@salem.com](mailto:brennard@salem.com)

<20210416\_145353\_040859\_ARTICLE\_III.\_\_\_\_PEDICABS.docx>

# *City of Salem*

---

*In the year two thousand and twenty one*

*An Ordinance* to amend an Ordinance relative to vehicles for hire

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

***Section 9.*** Chapter 44, Sec. 44-32(a) vehicle license is amended by deleting the last sentence in sub-paragraph (a) and replacing it with the following:

“The city council shall not approve the issuance of more than 35 taxicab and 50 limousine or livery licenses.”

***Section 99.*** This Ordinance shall take effect as provided by City Charter.

In City Council February 25, 2021

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

In City Council April 8, 2021

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

ATTEST:

ATTEST:

ILENE SIMONS  
CITY CLERK



## CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll  
Mayor

February 25, 2021

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

For the last few weeks, we have been meeting with our local taxicab companies to identify strategies to help these primarily minority-owned small businesses thrive in the rapidly changing world of transportation. To many in our community, taxis are a vital source of transportation to work, school, and medical appointments. We worked with them to provide access to COVID-19 testing and, now, to vaccine appointments. And we know they have an important role to play in ensuring a diversity of transit options for Salem residents and visitors alike.

A City team that includes our Latino Affairs Coordinator, Traffic and Parking Department, City Solicitor, and the Police Department's traffic division are working in collaboration with these companies to develop these changes. The measure enclosed here is the first such reform they have identified. The nature of the taxicab industry is changing due to the increasing role of rideshare services and taxicab operators are finding passengers wish to book their rides using what is classified as a livery system, instead of a traditional taxi system. Under our existing Ordinance, the number of livery licenses is capped at 35, but we have hit that limit. This modification would increase the number of livery licenses to 50 so taxicab companies have the option to convert their license if they choose. To keep the total number of vehicles consistent, the amendment also reduces the taxicab license cap by an equivalent amount.

I recommend adoption of this Ordinance and encourage you to contact Beth Rennard and Laura Assade if you have any questions about this proposal.

Sincerely,

Kimberley Driscoll  
Mayor  
City of Salem