



## CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll  
Mayor

Office of the Mayor

March 10, 2022

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am pleased to appoint Manda Spittle of 8 Woodbury Court to the Commission on Disabilities for a three-year term to expire March 10, 2025. Ms. Spittle will take the seat previously held by Mr. Chris Nagle, who has stepped down from the commission. Please join me in thanking Mr. Nagle for his dedicated service to our community and the commission.

Ms. Spittle, herself a parent of a child living with a disability, has served as a parent instructor for the Arc of Massachusetts, working with young medical professionals to help them develop skills necessary for enhancing the health care of persons with developmental disabilities. From 2016 to 2019 she was statewide coordinator for Massachusetts Families Organizing for Change, a statewide, grassroots coalition of individuals with disabilities and/or chronic illnesses and their families. Prior to that Ms. Spittle was a psychiatric triage clinician for Mass General Brigham here in Salem. She volunteers with the Massachusetts Down Syndrome Congress as a parent mentor with their Parent First Call Program and holds Masters' degrees in Clinical Counseling and School Counseling from the University of Northern Colorado.

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

Sincerely,

Kimberley Driscoll  
Mayor  
City of Salem



**CITY OF SALEM, MASSACHUSETTS**

**Kimberley Driscoll  
Mayor**

**Office of the Mayor**

CITY CLERK, SALEM MASS.  
2022 MAR 9 PM 1:27

March 10, 2022

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am pleased to appoint Kathy Winn of 133 Fort Avenue to the Salem Harbor Port Authority for a three-year term to expire January 12, 2023. Ms. Winn will take the seat previously held by Col. Meaghan Leclerc, who has stepped down from the authority. Please join me in thanking Col. Leclerc for her dedicated service to our community and the Harbor Port Authority.

Ms. Winn worked for 16 years for the City of Salem before retiring last year. She concluded her service to the City in the role of Deputy Director of Planning and Community Development, where her portfolio of work included our harbor planning and waterfront projects. In her time with the City of Salem Ms. Winn was directly responsible for multiple planning efforts, capital projects, and program initiatives relative to Salem Harbor and our coastline. Previous to her time with Salem, Ms. Winn was the Deputy Community Development Director for the Malden Redevelopment Authority. She holds a Bachelor's degree in political science from UMass-Amherst and a Master's degree in Urban Studies from Boston University.

I strongly recommend confirmation of Ms. Winn's appointment to the Harbor Port Authority. We are fortunate that she is willing to once again serve our community and lend her considerable expertise and insights to the Authority and its ongoing work.

Sincerely,

Kimberley Driscoll  
Mayor  
City of Salem



## CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll  
Mayor

Office of the Mayor

March 24, 2022

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am pleased to appoint Thomas Philbin of 6 Planters Street to the Salem Conservation Commission for a three-year term to expire March 24, 2025. Mr. Philbin will take the seat previously held by Mr. Scott Sheehan who has stepped down from the Commission. Please join me in thanking Mr. Philbin for his dedicated service to our community and the Conservation Commission.

Mr. Philbin is currently the Director of Waterfront and Resiliency for the City of Everett where he staffs that city's Conservation Commission and oversees the community's work relative to waterfront planning, Chapter 91, Article 87, brownfields redevelopment, and the Municipal Harbor Plan. Previous to his current position Mr. Philbin was the Chief of Communications for the City of Everett and a senior legislative analyst at the Massachusetts Municipal Association. Locally he has worked as the Chief of Staff for the City of Salem under the previous administration and as the Executive Director of the Greater Salem Boys and Girls Club.

I strongly recommend confirmation of Mr. Philbin's appointment to the Conservation Commission. We are fortunate that he is willing to serve our community and lend his expertise and insights to the Commission and its ongoing work.

Sincerely,

Kimberley Driscoll  
Mayor  
City of Salem



## CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll  
Mayor

Office of the Mayor

March 24, 2022

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am pleased to appoint Elvis Gustavo Alvarez of 7 Champlain Road to the Sustainability, Energy, and Resiliency Committee for a three-year term to expire March 24, 2025. Mr. Alvarez will fill the seat previously occupied by Mr. Jeff Cohen, who stepped down from the committee when he was elected to the City Council.

Mr. Alvarez currently works as a paraprofessional at the Collins Middle School here in Salem and as a program manager for Turning Point, a non-profit residential facility that serves individuals with intellectual and developmental disabilities. He is a member of the Latino Leadership Coalition and currently serves as that organization's vice president. Mr. Alvarez has volunteered locally with the Wicked Running Club and the Boys and Girls Club of Greater Salem. He is pursuing Bachelor's degrees in psychology and political science at Salem State University. In addition to bringing greater diversity of race and age to SERC, Mr. Alvarez has a deep commitment to our community and passion for problem-solving.

I strongly recommend confirmation of Mr. Alvarez's appointment to the Committee. We are fortunate that he is willing to serve our community in this capacity and lend his dedication to the Committee and its work.

Sincerely,

Kimberley Driscoll  
Mayor  
City of Salem



## CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll  
Mayor

Office of the Mayor

March 24, 2022

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am pleased to appoint Jeremy Baker of 90 Washington Square to the Beautification Committee for a three-year term to expire March 24, 2025. Mr. Baker will be filling a seat that is currently vacant on the committee.

Mr. Baker currently works professionally as the Chief Financial Officer for First Realty Management in Boston and has held a number of financial and management leadership positions in a variety of companies since 1997. He earned a M.B.A. from Griffith Business School in Australia and has expansive experience in project management. As a relatively new resident of Salem and the Common neighborhood, Mr. Baker is deeply interested in volunteering his time and energy to help maintain and improve the quality of life in our community. He has attended a number of Beautification Committee meetings already and is eager to help support the group in their ongoing efforts to make Salem an even more attractive and pleasant place for everyone.

I strongly recommend confirmation of Mr. Baker's appointment to the Committee. We are fortunate that he is willing to serve our community in this capacity and lend his passion and dedication to the Committee and its work.

Sincerely,

Kimberley Driscoll  
Mayor  
City of Salem



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

Office of the Mayor

March 24, 2022

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint, subject to City Council confirmation, Milo Martinez of 78 Washington Square #2 to the Historical Commission for a term of 3 years to expire April 11, 2025.

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

Sincerely,

Kimberley Driscoll  
Mayor  
City of Salem



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

Office of the Mayor

March 24, 2022

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint, subject to City Council confirmation, David Guarino of 4 Carpenter Street to the Salem Redevelopment Authority for a term of 5 years to expire April 13, 2027.

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

Sincerely,

Kimberley Driscoll  
Mayor  
City of Salem



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

Office of the Mayor

March 24, 2022

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint, subject to City Council confirmation, Dean Rubin of 17 Central Street #1 to the Salem Redevelopment Authority for a term of 5 years to expire April 13, 2027.

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

Sincerely,

Kimberley Driscoll  
Mayor  
City of Salem





## CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll  
Mayor

Office of the Mayor

March 24, 2022

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint, subject to City Council confirmation, Filipe Zamborlini of 62 Perkins Street #3 to the Affordable Housing Trust Fund Board for a term of 1 year to expire March 25, 2023.

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

Sincerely,

Kimberley Driscoll  
Mayor  
City of Salem



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

Office of the Mayor

March 24, 2022

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint, subject to City Council confirmation, Amy Stewart of 3A Willow Avenue to the Scholarship and Education Committee for a term of 3 years to expire April 11, 2025.

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

Sincerely,

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

Kimberley Driscoll  
Mayor  
City of Salem



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

Office of the Mayor

March 24, 2022

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint Christine M. Derby of 73 Tremont Street, Salem MA 01970, to serve as a Constable in the City of Salem for a term to expire February 1, 2025, with the proviso that failure by Ms. Derby to comply with the orders of the Chief of Police, as described within the attached, will be grounds for revocation of her appointment to this role.

Sincerely,

Kimberley Driscoll  
Mayor  
City of Salem



The Hanover Insurance Company | 440 Lincoln Street, Worcester, MA 01653  
 Citizens Insurance Company of America | 645 West Grand River Avenue, Howell, MI 48843  
 Massachusetts Bay Insurance Company | 440 Lincoln Street, Worcester, MA 01653

**CONTINUATION CERTIFICATE**

**Principal:**

Christine Derby

73 Tremont Street

Salem

MA 01970

**Bond No.:** BON9815595

**Date:** December 6, 2021

**Continuation Term:** Constable

**From:** February 1, 2022 **To:** February 1, 2025

**Obligee:**

City of Salem

Salem

MA

**Agent:**

Duffy Insurance Agency

317 Broadway

Lynn, MA 01904-2602

**Bond Amount:** \$ \$5,000.00

**Premium:** \$ \$250.00

It is hereby agreed that the above referenced captioned numbered Bond issued by The Hanover Insurance Company (hereinafter the "Surety") is continued in force in the above amount for the Continuation Term period of the continued term stated above, and is subject to all the covenants and conditions of said Bond.


This Continuation Certificate shall be deemed a part of the original Bond, and not a separate obligation, no matter how long the Bond has been in force or how many premiums are paid for the Bond, unless otherwise provided for by statute or ordinance applicable.

Surety's liability under said Bond and for all continuation certificates issued in connection therewith shall not be cumulative and in no event shall the liability of the Surety exceed the amount as set forth in the Bond or in any additions, riders, or endorsements properly issued by the Surety as supplements thereto.

In witness whereof, the company has caused this instrument to be duly signed, sealed and dated as of the above "continuation effective date."



The Hanover Insurance Company

**By:**   
 Attorney In-Fact

cc: 3201411

**THE HANOVER INSURANCE COMPANY  
MASSACHUSETTS BAY INSURANCE COMPANY  
CITIZENS INSURANCE COMPANY OF AMERICA**

**POWER OF ATTORNEY**

**THIS Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.**

**KNOW ALL PERSONS BY THESE PRESENTS:**

That THE HANOVER INSURANCE COMPANY and MASSACHUSETTS BAY INSURANCE COMPANY, both being corporations organized and existing under the laws of the State of New Hampshire, and CITIZENS INSURANCE COMPANY OF AMERICA, a corporation organized and existing under the laws of the State of Michigan, (hereinafter individually and collectively the "Company") does hereby constitute and appoint,

Lynne R. Glynn

Of Duffy Insurance Agency, Lynn, MA each individually, if there be more than one named, as its true and lawful attorney(s)-in-fact to sign, execute, seal, acknowledge and deliver for, and on its behalf, and as its act and deed any place within the United States, any and all surety bonds, recognizances, undertakings, or other surety obligations. The execution of such surety bonds, recognizances, undertakings or surety obligations, in pursuance of these presents, shall be as binding upon the Company as if they had been duly signed by the president and attested by the secretary of the Company, in their own proper persons. Provided however, that this power of attorney limits the acts of those named herein; and they have no authority to bind the Company except in the manner stated and to the extent of any limitation stated below:

Constable

in the amount of: \$5,000.00

That this power is made and executed pursuant to the authority of the following Resolutions passed by the Board of Directors of said Company, and said Resolutions remain in full force and effect:

**RESOLVED:** That the President or any Vice President, in conjunction with any Vice President, be and they hereby are authorized and empowered to appoint Attorneys-in-fact of the Company, in its name and as it acts, to execute and acknowledge for and on its behalf as surety, any and all bonds, recognizances, contracts of indemnity, waivers of citation and all other writings obligatory in the nature thereof, with power to attach thereto the seal of the Company. Any such writings so executed by such Attorneys-in-fact shall be binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company in their own proper persons.

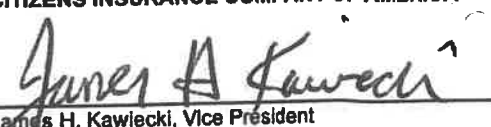
**RESOLVED:** That any and all Powers of Attorney and Certified Copies of such Powers of Attorney and certification in respect thereto, granted and executed by the President or Vice President in conjunction with any Vice President of the Company, shall be binding on the Company to the same extent as if all signatures therein were manually affixed, even though one or more of any such signatures thereon may be facsimile. (Adopted October 7, 1981 - The Hanover Insurance Company; Adopted April 14, 1982 - Massachusetts Bay Insurance Company; Adopted September 7, 2001 - Citizens Insurance Company of America and affirmed by each Company on March 24, 2014)

IN WITNESS WHEREOF, THE HANOVER INSURANCE COMPANY, MASSACHUSETTS BAY INSURANCE COMPANY and CITIZENS INSURANCE COMPANY OF AMERICA have caused these presents to be sealed with their respective corporate seals, duly attested by two Vice Presidents, this 19th day of July, 2018.

**THE HANOVER INSURANCE COMPANY  
MASSACHUSETTS BAY INSURANCE COMPANY  
CITIZENS INSURANCE COMPANY OF AMERICA**

**THE HANOVER INSURANCE COMPANY  
MASSACHUSETTS BAY INSURANCE COMPANY  
CITIZENS INSURANCE COMPANY OF AMERICA**

  
Bryan J. Salvatore, Executive Vice President


  
James H. Kawiecki, Vice President

THE COMMONWEALTH OF MASSACHUSETTS )  
COUNTY OF WORCESTER ) ss.



On this 19<sup>th</sup> day of July, 2018 before me came the above named Executive Vice President and Vice President of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America, to me personally known to be the individuals and officers described herein, and acknowledged that the seals affixed to the preceding instrument are the corporate seals of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America, respectively, and that the said corporate seals and their signatures as officers were duly affixed and subscribed to said instrument by the authority and direction of said Corporations.

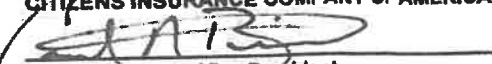
**ARLEEN V. SIMONS**  
Notary Public  
COMMONWEALTH OF MASSACHUSETTS  
My Commission Expires  
JUN 15, 2023

  
Arleen V. Simons, Notary Public  
My Commission Expires June 15, 2023

I, the undersigned Vice President of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America, hereby certify that the above and foregoing is a full, true and correct copy of the Original Power of Attorney issued by said Companies, and do hereby further certify that the said Powers of Attorney are still in force and effect.

GIVEN under my hand and the seals of said Companies, at Worcester, Massachusetts, this 6<sup>th</sup> day of December 2021

**THE HANOVER INSURANCE COMPANY  
MASSACHUSETTS BAY INSURANCE COMPANY  
CITIZENS INSURANCE COMPANY OF AMERICA**

  
Carrick A. Bligh, Vice President

CERTIFIED COPY



# CITY OF SALEM

In City Council,

Ordered:

March 24, 2022

That the sum of Two Hundred Seventy-Three Thousand Two Hundred and Two Dollars (\$273,202.00) is hereby transferred from the Police Department's "FT Salaries" account (12101-5111) to the Police Department's "Radio & Vehicle Maintenance" account as provided below to cover payment associated with the purchase and up-fitting of four (4) front-line cruisers in accordance with the recommendation of Her Honor the Mayor.

Description	Fund	Amount
Radio & Vehicle Maintenance	12102-5253	\$ 273,202.00
		<b>\$ 273,202.00</b>



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

Office of the Mayor

March 24, 2022

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order transfers \$273,202 from the Police Department's personnel line to the radio and vehicle maintenance line. After a review of budgetary expenses to date and accounting for vacancies, Chief Lucas Miller has determined that these funds are not necessary to meet the personnel costs anticipated for the remainder of the current fiscal year, and that they would be more effectively utilized in addressing vehicle maintenance needs in some of the front-line patrol cruisers.

While the City has thoughtfully allocated funds each year as part of our capital and operational budgets to replace and repair vehicles in our municipal fleet – including police vehicles – the extensive wear and tear of the past two years, when officers were instructed to limit time in the building and instead utilize their vehicles more often, has accelerated the need for certain maintenance.

I recommend adoption of the enclosed Order as requested by Chief Miller and the department. If you have any questions regarding this transfer, please feel free to contact Chief Miller.

Sincerely,

Kimberley Driscoll  
Mayor  
City of Salem



# City of Salem, Massachusetts

## Police Department Headquarters

95 Margin Street  
Salem, MA 01970

**CHIEF OF POLICE  
LUCAS J. MILLER**

March 16, 2022

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

RE: Request to Transfer Funds from Personnel to Non-Personnel Line

Dear Mayor Driscoll:

I am respectfully requesting that \$273,202.00 be transferred from police personnel, specifically full-time salaries (12101-5111), to the non-personnel line of radio & vehicle maintenance (12102-5253). This transfer would allow for the purchase and up-fitting of four (4) front-line cruisers.

A thorough review of the physical and mechanical condition of the current front-line fleet within the patrol division has revealed various issues and concerns. These range from heating and cooling issues and excessive mileage to safety issues caused by extreme wear and tear. As you know, front-line cruisers are used nearly all day, every day, and see a high number of engine hours due to traffic and idling hours, which in turn adds thousands of miles to the engine and power train. This was exacerbated the past two years during the pandemic when for the health and safety of the department, officers were encouraged to limit their time in the building thus they spent even more of their workday in their cruiser.

These patrol vehicles are not only the "office" of the officer where they spend a majority of their shift patrolling the streets of Salem, writing reports, writing citations and transporting offenders; they are the conduit for officers to respond safely and reliably to calls for service. By accelerating the replacement cycle of these front-line vehicles, the volume and cost of repairs will decrease, and officer safety and citizen safety will increase.

Thank you for your consideration and I hope that you look favorably upon this request.

Sincerely,

**Lucas J Miller**

Lucas J. Miller  
Chief of Police



**CITY OF SALEM - Finance Department**  
**Free Cash, W & S R/E, R/Res & Budget Transfer Requiring Council Approval**

From: Police 210 Department      Lucas J Miller Department Head Authorizing Signature      16-Mar-22 Date  
Lucas J Miller (Mar 16, 2022 07:29 MDT)

<b>Budget or R/Res</b>		Budget Amt:	<u>\$94,671.00</u>
<b>Transfers</b>	To: <u>12102-5253</u> (Org/Object)	Desc: <u>Radio &amp; Veh. Maint</u>	Curr Balance: <u>\$2,795.00</u>
		Budget Amt:	<u>\$7,358,973.71</u>
	From: <u>12101-5111</u>	Desc: <u>Salaries Full-Time</u>	Curr Balance: <u>\$2,883,514.47</u>
(*Note - Please include letter to Mayor for Transfers from different Personnel & Non-personnel lines)			
Current Balance in Receipts Reserved Fund Above (if applicable) - _____			Date: _____

<b>Free Cash or</b>	To: _____	Desc: _____	Budget Amt: _____
<b>Retained Earnings (W/S)</b>	(Org/Object)		Curr Balance: _____
Please circle one			

**Amount Requested:**      \$ 273,202.00

Reason (Be Specific) Front-line vehicles needed to safely and reliable respond to calls for service. See attached. Amount requested in transfer will cover purchase of vehicles, required lighting, radio and computer equipment.

**For Finance Department Use Only:**

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

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


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

\_\_\_\_\_ R/E Balance      \_\_\_\_\_ R/E Balance

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

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

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

  
 \_\_\_\_\_  
 Finance Director

\_\_\_\_\_ Mayor

Completed: \_\_\_\_\_

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



# CITY OF SALEM

In City Council,

March 24, 2022

Ordered:

That the sum of Two Hundred Thousand, Four Hundred Thirty-Six Dollars and Twenty-Nine Cents (\$200,436.29) be approved within the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to be expended for the contractual buyback(s) listed below in accordance with the recommendation of Her Honor the Mayor.

Name	Department	Amount
Paul Gallant	Salem Fire Department	\$43,175.05
Michael O'Donnell	Salem Fire Department	\$63,392.79
Patricia Marfongelli	Salem Fire Department	\$47,677.30
Jeffrey Brown	Salem Fire Department	\$23,974.90
Patricia Robertie	Salem School Department	\$22,216.25
		<b>\$200,436.29</b>



## CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll  
Mayor

Office of the Mayor

March 24, 2022

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Enclosed herewith is a request for an appropriation of Two Hundred Thousand, Four Hundred Thirty-Six dollars and Twenty-Nine cents (\$200,436.29) from the Retirement Stabilization Fund- Vacation/Sick Leave Buyback" account (83113-5146). This appropriation is necessary to fund the retirement buybacks of the following employees:

<b>Name</b>	<b>Department</b>	<b>Amount</b>
Paul Gallant	Fire Department	\$43,175.05
Michael O'Donnell	Fire Department	\$63,392.79
Patricia Marfongelli	Fire Department	\$47,677.30
Jeffrey Brown	Fire Department	\$23,974.90
Patricia Robertie	School Department	\$22,216.25
<b>Total</b>		<b>\$200,436.29</b>

I recommend passage of the enclosed Order and invite you to contact Human Resources Director Lisa Cammarata with any questions that you may have regarding it.

Sincerely,

Kimberley Driscoll  
Mayor  
City of Salem



# 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:** Anna Freedman, Director of Finance  
**DATE:** March 16, 2022  
**RE:** Retirement Stabilization Fund

\*\*\*\*\*

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

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

**Paul Gallant**

1 vacation tour @ \$337.69 per tour (2021)	\$ 337.69
24 vacation tours @ \$337.69 per tour (2022)	\$ 8,104.56
90 sick tours @ \$385.92 per tour	\$34,732.80
<b>Total:</b>	<b>\$43,175.05</b>

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

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

  
LBC

**APPROVAL-SICK DAYS/VACATION BUY-BACK**

From: Department FIRE

Date 3/3/2024

Authorized Signature: \_\_\_\_\_

Department Head/City or Business Manager/School

NAME: Paul Gallant

CALCULATION

2021 Tours  
VACATION HOURS # 1 / @ \$ 337.69 = \$ 337.69 ✓

Tours  
SICK HOURS # 90 @ \$ 385.92 = \$ 34,732.80 ✓

SMV  
PRO-RATED STIPENDS # 64 @ \$ 13.28 = \$ 849.92 ✓

OTHER 2022  
Vacation tours # 24 / @ \$ 337.69 = \$ 8,104.56 ✓

Total Amount Due: \$ 44,024.97 ✓

Please attach corresponding PAF or other backup to this sheet.

Reason: Firefighter Paul Gallant is retiring from  
the Salem Fire Department on 3/5/2022 @ 0800

**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 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: Anna Freedman, Director of Finance  
DATE: February 14, 2022  
RE: Retirement Stabilization Fund

\*\*\*\*\*

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

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

**Michael O'Donnell**

13 vacation tours @ \$453.27 per tour (2021)	\$5,892.51
24 vacation tours @ \$453.27 per tour (2022)	\$10,878.48
90 sick tours @ \$518.02 per tour	\$46,621.80

**Total: \$63,392.79**

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

PART A

THIS FORM CANNOT BE PROCESSED UNLESS ALL SHADED AREAS AND PERTINENT INFORMATION IS SUPPLIED

## PERSONNEL ACTION / DATA FORM

DATE 1/24/2022

NAME (LAST, FIRST, MIDDLE) <b>O'Donnell, Michael</b>		EMPLOYEE NO. <b>100350</b>	*CHECK ALL THAT APPLY 1. EMPLOYMENT ( ) 2. WAGE SALARY ADJUSTMENT ( ) 3. TRANSFER ( ) 4. LEAVE OF ABSENCE ( ) 5. ADDRESS/NAME CHANGE ( ) 6. TERMINATION (X) 7. OTHER ( )
JOB TITLE		JOB CODE	
DEPARTMENT <b>FIRE</b>	DIVISION	DEPT. NO. <b>1100</b>	

**1. EMPLOYMENT**

ADDRESS-STREET	CITY	STATE	ZIP CODE	SOCIAL SECURITY NO.	NEW HIRE	REHIRE	RECALL	Salaried Hourly		
PERMANENT Full Time 2. 20 HRS. + Part Time 3. Part Time	4. TEMP	CIVIL SERVICE YES NO	DATE APPROVED	VETERAN YES NO	SHIFT	PAY RATE \$	PER	SHIFT PREM.	Grade	Step
TELEPHONE NO.	DATE OF BIRTH	SEX M F	ETHNIC CODE	SCHEDULED HOURS	HOURLY RATE	# DEPENDENTS	MARITAL STATUS M S OTHER			
REQUIRED LICENSE: TYPE(S)		CLASS			EXPIRATION DATE					

**2. WAGE / SALARY ADJUSTMENT (GIVE EXPLANATION IN SEC. 8)**

ANNIVERSARY DATE	DATE OF LAST INCREASE	PRESENT RATE PER	PROPOSED RATE PER	NEW HOURLY RATE	GRADE	STEP	EFFECTIVE DATE
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**3. TRANSFER-JOB, SHIFT, DEPT. (GIVE EXPLANATION IN SEC. 8)**

NEW DEPT. & NO.	NEW JOB TITLE	NEW JOB CODE	RATE CHANGE:	YES	NO
NEW GRADE	NEW STEP	NEW PAY RATE PER	EFFECTIVE DATE	SHIFT CHANGE:	FROM TO

**4. LEAVE OF ABSENCE (GIVE EXPLANATION IN SEC. 8)**

FROM	TO	DATE RETURNED
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**5. ADDRESS / NAME CHANGE**

NEW ADDRESS	STREET	CITY	STATE	ZIP CODE	NEW TELEPHONE NO.	CORRECT NAME TO
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**6. TERMINATION (GIVE EXPLANATION IN SEC. 8)**

LAST DAY WORKED <b>1/15/2022 @ 08:00</b>	DATE HIRED <b>5/13/1985</b>	RECOMMENDED FOR REEMPLOYMENT	YES	NO
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REASON		QUALITY OF WORK				ATTENDANCE				ATTITUDE				JOB KNOWLEDGE			
RE-EMPLOYED	LAI D OFF	END OF RE-TEMP.	RE-TIRED	DIS-CHARGED	EXCEL	GOOD	FAIR	POOR	EXCEL	GOOD	FAIR	POOR	EXCEL	GOOD	FAIR	POOR	
			X														

**7. EMERGENCY CONTACT**

NAME:	TELEPHONE NO.	RELATIONSHIP
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**8. EXPLANATION OF ACTION (or other action)**

Captain Michael O'Donnell retired from SFD  
Effective: 1/15/22 @ 08:00

Buyback:

2022 Vaca Tours:  $24 = 1813.09/4 = 453.27 = 10,878.48$

2021 Vaca Tours:  $13 = 1813.09/4 = 453.27 = 5892.51$

70 Sick:  $1813.09/3.5 = 518.02 = 46,621.80$

5 MV:  $15 \text{ days} = 4850/365 = 13.28 = 199.20$

Total:  $63,591.99$

Please remove from payroll.

FINANCE DEPARTMENT	DATE <b>2/19/22</b>
DEPARTMENT HEAD / APPOINTING AUTHORITY	DATE <b>1/26/2022</b>
PERSONNEL DEPARTMENT	DATE <b>3/3/2022</b>

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

From: Department FIRE

Date 1/24/2022

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

NAME: Michael O'Donnell

CALCULATION

2021 Tours  
VACATION HOURS # 13 @ \$ 453.27 = \$ 5892.51 ✓

Tours  
SICK HOURS # 90 @ \$ 518.02 = \$ 46,621.80 ✓

SMV  
PRO-RATED STIPENDS # 15 @ \$ 13.28 = \$ 199.20 ✓

OTHER 2022 # 24 @ \$ 453.27 = \$ 10,878.48 ✓  
Vacation Tours

Total Amount Due: \$ 63,591.99 ✓

Please attach corresponding PAF or other backup to this sheet.

..0..  
5,892.51 +  
10,878.48 +  
46,621.8 +  
199.2 =  
63,591.99 \*

Reason: Captain Michael O'Donnell Retired From SFD on  
1/15/2022 @ 0:800

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

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

Org and Object: 83/13 - 5/46

**Recommendation:**

Approved

H R Director/City or Superintendent/Schools





# 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:** Anna Freedman, Director of Finance  
**DATE:** February 14, 2022  
**RE:** Retirement Stabilization Fund

\*\*\*\*\*

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

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

**Patricia Marfongelli**

13 vacation tours @ \$340.90 per tour (2021)	\$4,431.70
24 vacation tours @ \$340.90 per tour (2022)	\$8,181.60
90 sick tours @ \$389.60 per tour	\$35,064.00

**Total: \$47,677.30**

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

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

  
LBC



# CITY OF SALEM

PART A

THIS FORM CANNOT BE PROCESSED UNLESS ALL SHADED AREAS AND PERTINENT INFORMATION IS SUPPLIED

## PERSONNEL ACTION / DATA FORM

DATE 1/24/2022

NAME (LAST, FIRST, MIDDLE) <u>Marfongelli, Patricia K.</u>		EMPLOYEE NO. <u>100611</u>	CHECK ALL THAT APPLY <input type="checkbox"/> 1. EMPLOYMENT <input type="checkbox"/> 2. WAGE / SALARY ADJUSTMENT <input type="checkbox"/> 3. TRANSFER <input type="checkbox"/> 4. LEAVE OF ABSENCE <input type="checkbox"/> 5. ADDRESS / NAME CHANGE <input checked="" type="checkbox"/> 6. TERMINATION <input type="checkbox"/> 7. OTHER
JOB TITLE <u>Firefighter</u>		JOB CODE	
DEPARTMENT <u>FIRE</u>	DIVISION	DEPT. NO. <u>1100</u>	

1. EMPLOYMENT

ADDRESS-STREET	CITY	STATE	ZIP CODE	SOCIAL SECURITY NO.	NEW HIRE	REHIRE	RECALL	Salaried Hourly		
PERMANENT Full Time 2. 20 HRS. + Part Time 3. Part Time	4. TEMP	CIVIL SERVICE YES NO	DATE APPROVED	VETERAN YES NO	SHIFT	PAY RATE \$	PER	SHIFT PREM.	Grade Step	
TELEPHONE NO.	DATE OF BIRTH	SEX M F	ETHNIC CODE	SCHEDULED HOURS	HOURLY RATE	# DEPENDENTS	MARITAL STATUS M S OTHER			
REQUIRED LICENSE: TYPE(S)	CLASS		EXPIRATION DATE							

2. WAGE / SALARY ADJUSTMENT (GIVE EXPLANATION IN SEC. 8)

ANNIVERSARY DATE	DATE OF LAST INCREASE	PRESENT RATE PER	PROPOSED RATE PER	NEW HOURLY RATE	GRADE	STEP	EFFECTIVE DATE
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3. TRANSFER-JOB, SHIFT, DEPT. (GIVE EXPLANATION IN SEC. 8)

NEW DEPT. & NO.	NEW JOB TITLE	NEW JOB CODE	RATE CHANGE:	YES	NO
NEW GRADE	NEW STEP	NEW PAY RATE PER	EFFECTIVE DATE	SHIFT CHANGE:	FROM TO

4. LEAVE OF ABSENCE (GIVE EXPLANATION IN SEC. 8)

FROM	TO	DATE RETURNED
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5. ADDRESS / NAME CHANGE

NEW ADDRESS	STREET	CITY	STATE	ZIP CODE	NEW TELEPHONE NO.	CORRECT NAME TO
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6. TERMINATION (GIVE EXPLANATION IN SEC. 8)

LAST DAY WORKED <u>1/19/2022 @ 08:00</u>	DATE HIRED <u>5/17/1986</u>	RECOMMENDED FOR REEMPLOYMENT	YES	NO
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REASON				QUALITY OF WORK				ATTENDANCE				ATTITUDE				JOB KNOWLEDGE			
E-GRNED	LAI OFF	END OF RE-TEMP.	DIS-TIRED CHARGED	EXCEL	GOOD	FAIR	POOR	EXCEL	GOOD	FAIR	POOR	EXCEL	GOOD	FAIR	POOR	EXCEL	GOOD	FAIR	POOR
			X																

7. EMERGENCY CONTACT

NAME:	TELEPHONE NO.	RELATIONSHIP
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8. EXPLANATION OF ACTION (or other action)

PF Patricia Marfongelli retired from the SFD effective 1/19/2022 @ 08:00

Buyback

2022 Vaca Tours = 24 = 1363.61/4 = 340.90 = 8181.44

2021 Vaca Tours = 11 = 1363.61/4 = 340.90 = 4431.70

90 Sick = 1363.61/3.5 = 389.60 = 35,064.00

SMV = 19 days = 4850/365 = 13.28 = 252.32

Associates education Stipend: 2000.00

Total: 49,247.82

Please remove payroll.

[Signature] FINANCE DEPARTMENT DATE 2/19/22

[Signature] DEPARTMENT HEAD / APPOINTING AUTHORITY DATE 1/24/2022

[Signature] PERSONNEL DEPARTMENT DATE 3/3/2022

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

From: Department FIRE

Date 1/24/2022

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

NAME: Patricia Marfongelli

<u>CALCULATION</u>			
2021 <u>Tours</u> VACATION HOURS	# <u>13</u>	@ \$ <u>340.90</u>	= \$ <u>3749.90</u>
<u>Tours</u> SICK HOURS	# <u>90</u>	@ \$ <u>389.60</u>	= \$ <u>35,064.00</u>
<u>SMV</u> PRO-RATED STIPENDS	# <u>19</u>	@ \$ <u>13.28</u>	= \$ <u>252.32</u>
2022 <u>Vacation</u> OTHER <u>Tours</u>	# <u>24</u>	@ \$ <u>340.90</u>	= \$ <u>8181.60</u>
Associates education Stipend			\$ <u>2000.00</u>
Total Amount Due:			\$ <u>49,247.82</u> <b>\$49,929.62</b>

•••••

3,749.9 +  
 35,064. +  
 252.32 +  
 8,181.6 +  
 2,000. =  
 49,247.82 \*

Reason: FF Patricia Marfongelli has retired from SFD on  
1/19/2022 @ 0800

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

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

Org and Object: 83113 - 5146

Recommendation:   
 HR Director/City or Superintendent/Schools

Approved



# 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:** Anna Freedman, Director of Finance  
**DATE:** March 7, 2022  
**RE:** Retirement Stabilization Fund

\*\*\*\*\*

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

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

**Jeffrey Brown**

113.33 vacation hours @ \$28.77 per hour	\$3,260.50
720 sick hours @ \$28.77 per hour	\$20,714.40
<b>Total:</b>	<b>\$23,974.90</b>

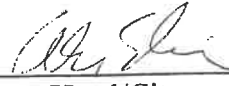
In accordance with the July 2008 Policy, I am requesting you verify the availability of the funds from the Retirement Stabilization Fund, prepare the Council Order, and continue the process in order that my staff can input the information in MUNIS and issue payments to this former employee upon Council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

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

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

From: Department FIRE - Alarm

Date 3/3/2022

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

NAME: Jeffrey A. Brown

CALCULATION

VACATION HOURS # 113.33 @ \$ 28.77 = \$ 3,260.50 ✓

SICK HOURS # 720 @ \$ 28.77 = \$ 20,714.40 ✓

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

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

Total Amount Due: \$ 23,974.90 ✓

Please attach corresponding PAF or other backup to this sheet.

Reason: Fire alarm supervisor, Jeffrey A. Brown, retired from the Salem Fire Department on 2/22/2022 @ 0800

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

PART A

3/9/22 *alt*

THIS FORM CANNOT BE PROCESSED UNLESS ALL SHADED AREAS AND PERTINENT INFORMATION IS SUPPLIED  
PERSONNEL ACTION / DATA FORM

DATE 3/3/2022

NAME (LAST, FIRST, MIDDLE) <b>Brown, Jeffrey A.</b>		EMPLOYEE NO. <b>100885</b>	CHECK ALL THAT APPLY 1. EMPLOYMENT ( ) 2. WAGE SALARY ADJUSTMENT ( ) 3. TRANSFER ( ) 4. LEAVE OF ABSENCE ( ) 5. ADDRESS/NAME CHANGE ( ) 6. TERMINATION <input checked="" type="checkbox"/> ( ) 7. OTHER ( )
JOB TITLE <b>Fire Alarm Supervisor</b>		JOB CODE	
DEPARTMENT <b>FIRE</b>	DIVISION	DEPT. NO. <b>1101</b>	

### 1. EMPLOYMENT

ADDRESS-STREET	CITY	STATE	ZIP CODE	SOCIAL SECURITY NO.	NEW HIRE	REHIRE	RECALL	Salaried Hourly		
PERMANENT 1. Full Time 2. 20 HRS. + Part Time 3. Part Time	4. TEMP	CIVIL SERVICE YES NO	DATE APPROVED	VETERAN YES NO	SHIFT	PAY RATE \$	PER	SHIFT PREM.	Grade	Step
TELEPHONE NO.	DATE OF BIRTH	SEX M F	ETHNIC CODE	SCHEDULED HOURS	HOURLY RATE	# DEPENDENTS	MARITAL STATUS M S OTHER			
REQUIRED LICENSE: TYPE(S)	CLASS		EXPIRATION DATE							

### 2. WAGE / SALARY ADJUSTMENT (GIVE EXPLANATION IN SEC. 8)

ANNIVERSARY DATE	DATE OF LAST INCREASE	PRESENT RATE PER	PROPOSED RATE PER	NEW HOURLY RATE	GRADE	STEP	EFFECTIVE DATE
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### 3. TRANSFER-JOB, SHIFT, DEPT. (GIVE EXPLANATION IN SEC. 8)

NEW DEPT. & NO.	NEW JOB TITLE	NEW JOB CODE	RATE CHANGE:	YES	NO
NEW GRADE	NEW STEP	NEW PAY RATE PER	EFFECTIVE DATE	SHIFT CHANGE:	FROM TO

### 4. LEAVE OF ABSENCE (GIVE EXPLANATION IN SEC. 8)

FROM	TO	DATE RETURNED
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### 5. ADDRESS / NAME CHANGE

NEW ADDRESS	STREET	CITY	STATE	ZIP CODE	NEW TELEPHONE NO.	CORRECT NAME TO
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### 6. TERMINATION (GIVE EXPLANATION IN SEC. 8)

LAST DAY WORKED <b>2/22/2022 @ 0800</b>	DATE HIRED <b>5/29/1993</b>	RECOMMENDED FOR REEMPLOYMENT	YES <input checked="" type="checkbox"/>	NO
REASON RE-SIGNED OFF LAID OFF END OF TEMP. RE-TIRED DIS-CHARGED	QUALITY OF WORK EXCEL GOOD FAIR POOR	ATTENDANCE EXCEL GOOD FAIR POOR	ATTITUDE EXCEL GOOD FAIR POOR	JOB KNOWLEDGE EXCEL GOOD FAIR POOR

### 7. EMERGENCY CONTACT

NAME:	TELEPHONE NO.	RELATIONSHIP
-------	---------------	--------------

### 8. EXPLANATION OF ACTION (or other action)

FAO Jeffrey Brown has retired from SFD 2/22/2022 @ 0800.	Please remove from payroll.
Buyback: $\frac{\text{weekly pay}}{1150.99/40} = 28.77/hr$	
2021 Vacation: $113.33 \text{ hours} \times 28.77 = 3260.50$	FINANCE DEPARTMENT <i>alt</i> DATE <b>3/3/22</b>
Sick: $90 \text{ days} = 720 \text{ hrs} \times 28.77 = 20,714.40$	DEPARTMENT HEAD / APPOINTING AUTHORITY DATE
Total: <b>\$ 23,974.90</b>	PERSONNEL DEPARTMENT DATE



# 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:** Anna Freedman, Director of Finance  
**DATE:** February 28, 2022  
**RE:** Retirement Stabilization Fund

\*\*\*\*\*

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

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

**Patricia Robertie**

35 vacation days@ \$177.73 per day	\$6,220.55
90 sick days@ \$177.73 per day	\$15,995.70
<b>Total:</b>	<b>\$22,216.25</b>

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

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

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

From: Department \_\_\_\_\_ School \_\_\_\_\_ Date 2/22/22

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

NAME: Patricia Robertie

CALCULATION

VACATION DAYS # 35 @ \$ 177.73 = \$ 6,220.55 ✓  
SICK DAYS # 90 @ \$ 177.73 = \$ 15,997.50 <sup>15,995.70</sup>  
PRO-RATED STIPENDS # \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
OTHER # \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Total Amount Due: \$ 22,218.05 ~~\$22,216.25~~

Please attach corresponding PAF or other backup to this sheet.

Reason: Retirement - Severance pay

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

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

Org and Object: 83113 - 5146

Recommendation:

Approved

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





# SALEM PUBLIC SCHOOLS

THIS FORM CANNOT BE PROCESSED UNLESS ALL SHADED AREAS AND PERTINENT INFORMATION IS SUPPLIED  
PERSONNEL ACTION/DATA FORM

DATE 2/22/2022

NAME (LAST, FIRST, MIDDLE) <b>Robertie, Patricia</b>		EMPLOYEE NO. <b>510082</b>	<b>CHECK ALL THAT APPLY</b> 1. EMPLOYMENT <input type="checkbox"/> 2. WAGE SALARY ADJUST <input type="checkbox"/> 3. TRANSFER <input type="checkbox"/> 4. LEAVE OF ABSENCE <input type="checkbox"/> 5. ADDRESS/NAME CHANGE <input type="checkbox"/> 6. TERMINATION <input checked="" type="checkbox"/> 7. OTHER <input type="checkbox"/>
JOB TITLE <b>Senior Clerk Typist</b>		JOB CODE <b>5401</b>	
DEPARTMENT <b>School</b>	SCHOOL <b>DistrictWide</b>	DEPT NO. <b>250</b>	

1. EMPLOYMENT

ADDRESS: STREET	CITY	STATE	ZIP	SOCIAL SECURITY NO.	NEW HIRE <input type="checkbox"/>	REHIRE <input type="checkbox"/>	RECALL <input type="checkbox"/>	Salaried <input type="checkbox"/>	Hourly <input type="checkbox"/>		
PERMANENT Full Time <input type="checkbox"/> 20 HRS+ Part Time <input type="checkbox"/>	4. TEMP <input type="checkbox"/>	CIVIL SERVICE <input type="checkbox"/>	DATE APPROVED	VETERAN <input type="checkbox"/>	SHIFT	PAY RATE	PER	SHIFT PREM.	GRADE	STEP	
PHONE #	DATE OF BIRTH	SEX	ETHNIC CODE	SCHEDULED HOURS	HOURLY RATE	# DEPENDENTS	MARITAL STATUS				
REQUIRED LICENSE: TYPE(S)	CLASS		EXPIRATION DATE								

2. WAGE/SALARY ADJUSTMENT (GIVE EXPLANATION IN SEC 8)

ANNIVERSARY DATE	DATE OF LAST INCREASE	PRESENT RATE PER	PROPOSED RATE PER	NEW HOURLY RATE	GRADE	STEP	EFFECTIVE DATE
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3. TRANSFER JOB/SHIFT/DEPT (GIVE EXPLANATION IN SEC 8)

NEW DEPT & NO.	NEW JOB TITLE	NEW JOB CODE	RATE CHANGE?			
NEW GRADE	NEW STEP	NEW PAY RATE PER	EFFECTIVE DATE	SHIFT CHANGE	FROM	TO

4. LEAVE OF ABSENCE (GIVE EXPLANATION IN SEC 8)

FROM	TO	DATE RETURNED
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5. ADDRESS/NAME CHANGE

NEW ADDRESS: STREET	CITY	STATE	ZIP	NEW PHONE NO.	CORRECT NAME TO
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6. TERMINATION (GIVE EXPLANATION IN SEC 8)

LAST DAY WORKED	DATE HIRED	RECOMMENDED FOR REEMPLOYMENT?		
REASON	QUALITY OF WORK	ATTENDANCE	ATTITUDE	JOB KNOWLEDGE

7. EMERGENCY CONTACT

NAME	PHONE NO.	RELATIONSHIP
------	-----------	--------------

8. EXPLANATION OF ACTION (or other action)

Retirement date 3-1-2022	DIRECTOR'S SIGNATURE	DATE
Sick days 90 days @ 7 hrs per day @ \$177.73 = \$15,997.50 Vacation days 35 days @ 7 hrs per day @ \$177.73 = \$6220.55	DIRECTOR OR PRINCIPAL'S SIGNATURE	DATE
	ASST SUPERINTENDENT'S SIGNATURE	DATE
	SUPERINTENDENT'S SIGNATURE <i>Stephen R. Zuke Jr.</i>	DATE 2/22/2022
	BUSINESS MANAGER'S SIGNATURE	DATE



# CITY OF SALEM

In City Council,

Ordered:

March 24, 2022

That the sum of Eighty Thousand Dollars (\$80,000.00) is hereby appropriated and transferred from the "Capital Outlay Fund 2000" to ST CIP Public Services (20002223-5846DM) for costs associated with Licensed Site Professional Services (LSP) related to Gonyea Park in accordance with the recommendation of Her Honor the Mayor.



## CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll  
Mayor

Office of the Mayor

March 24, 2022

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order appropriates \$80,000 from the short-term capital fund to complete final steps required to close out the reporting to the Massachusetts Department of Environmental Protection (DEP) regarding Gonyea Park.

As you may know, Gonyea Park was formerly the site of the Salem Gas Light Company through the 19<sup>th</sup> century. In 2011 the parcel was determined to be contaminated with coal tar and, working in collaboration with the EPA, we removed three feet of materials to make the site safe for passive recreation. Recently, members of the Bridge Street Neck neighborhood association and the Salem Tree Commission have developed a plan for improvements at the park, including new trees. In order to carry out improvements of this scope, we are first required to take the final actions necessary to “close out” the contamination issue with DEP.

Because we are striving to expand and enhance our urban tree canopy, especially in dense neighborhoods such as the one around Gonyea Park, I recommend adoption of the enclosed Order. If you have any questions regarding this request, please contact our Director of Public Services David Knowlton or Senior Planner Tom Devine.

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**

March 16, 2022

To: Dominick Pangallo, Chief Administrative Aide to the Mayor

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

RE: Request for Short Term Capital Funds for LSP services related to Gonyea Park

---

This memo has been prepared to request short term capital funds, in the amount of \$80,000, for Licensed Site Professional Services (LSP) related to completing the site assessment, analysis, and reporting to document a condition of No Significant Risk and close out the site per MassDEP 21E requirements.

Gonyea Park is a public park that is comprised of a portion of the Former Salem Gas Light Company property that operated in the 1800s. Following the identification of coal tar onsite in 2011, EPA initiated a removal program to excavate the top 3' of material from the site, with some exceptions. Residents are advocating for limited park improvements, such as tree plantings and installation of benches and a walkway. This funding will close out the site under 21E prior to implementing said improvements.

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: Anna Freedman, Finance Director

**CITY OF SALEM**  
**ST Capital Outlay Expenditure Request Form – FY 2022**

From Department: 235 - Engineering      Date: 3/16/2022

Department Head Name: David Knowlton

Authorization Signature: 

Amount: \$80,000.00

Description: Licensed Site Professional Services (LSP) related to completing the site assessment, analysis, and reporting to document a condition of No Significant Risk and close out the site per MassDEP 21E requirements (see attached).

**For Finance Department Use Only:**

City Council Approval Needed (Y/N)

CIP Balance: \$ 6,161,058.96

Recommendation:  Approved       Denied

  
Finance Director

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

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

Org: \_\_\_\_\_      Obj: \_\_\_\_\_

Task Class	VP	LSP/Principle Sci	PM2	Proj Env Sci II	Proj Enc Sci I	ES I	ES II	ES1	GIS	Total Labor	Environmental Lab	Drilling	AUL Filing / Recording Fee	Surveyor	T&B Expenses	Total	Notes/Assumptions					
																		\$185	\$190	\$130	\$120	\$105
Task 1: Tier Extension	1.00	4.00	2.00	16.00					4.00	\$3,840.00						\$3,840.00	The current Tier Classification is expired, so a Tier Classification Extension is required to return the Site to compliance and conduct additional response actions					
Task 2: Phase II CSA		5.00		8.00			54.00			\$7,635.00	\$22,946.00	\$12,000.00			\$1,850.00	\$44,431.00	COCs identified at the site have included PAHs and metals in soil associated with coal tar and ash, EPH/VPH with target PAHs and VOCs, PCE in groundwater and NAPL in groundwater. Coal tar is a considered a dense non-aqueous phase liquid (DNAPL). Therefore, proposed assessment activities include: <ul style="list-style-type: none"> <li>10 soil borings to 30 feet BGS to delineate vertical extent soil impacts <ul style="list-style-type: none"> <li>15 soil samples for laboratory analysis of VOCs, SVOCs, PCBs, MCP 14 Metals, EPH w/ targets, VPH w/targets and/or total Cyanide</li> <li>Installation of 5 groundwater monitoring wells at a depth of 15-20 feet <ul style="list-style-type: none"> <li>5 monitoring wells stations and includes 2 shallow wells and 3 couples.</li> </ul> </li> </ul> </li> <li>Groundwater samples for laboratory analysis of VOCs, SVOCs, PCBs, MCP 14 Metals, EPH &amp; VPH carbon fractions and/or total Cyanide</li> <li>Installation of 10 soil gas probes along Howard Street Extension, Woodbury Ct and Northerly Street Residences <ul style="list-style-type: none"> <li>10 soil gas samples for APH and TO15</li> </ul> </li> </ul>					
Task 3: Phase II/III/PSC	4.00	16.00		40.00				8.00		\$9,880.00			\$3,000.00	\$7,500.00		\$20,380.00	Assumes that additional assessment above the beyond Task 2 Phase II CSA activities; no additional remediation will be required beyond the EPA removal action, the Permanent Solution Statement with Conditions will be supported with a Method 1 or 2, Risk Characterization.					
<b>Totals</b> <b>10% contingency</b> <b>Funding Request</b>																						
																\$21,325.00	\$22,946.00	\$12,000.00	\$3,000.00	\$7,500.00	\$1,850.00	\$68,621.00
																						\$6,862.10
																						\$75,483.10
																						say \$ 80,000.00



# CITY OF SALEM

In City Council,

**Ordered:**

March 24, 2022

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 account listed below to fund advertising costs for ordinances and other matters requiring notice by the City Clerk's Office in accordance with the recommendation of Her Honor the Mayor.

Advertising (City Clerk)

11112-5306

\$30,000.00





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

March 24, 2022

To the City Council  
City Hall  
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request to transfer Thirty Thousand (\$30,000.00) Dollars from the Fund Balance Reserved for Appropriation – Free Cash account (1-3245).

This request is necessary to cover advertising costs for ordinance and other matters requiring notice by the City Clerk's Office.

I recommend passage of this accompanying order.

Sincerely,

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

Kimberley Driscoll  
Mayor

# CITY OF SALEM - Finance Department

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

From: City Council Department      None Simon Department Head Authorizing Signature      3/20/22 Date

**Budget or R/Res Transfers**      To: \_\_\_\_\_ Desc: \_\_\_\_\_      Budget Amt: \_\_\_\_\_  
(Org/Object)      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: 11112-5-306 Desc: Advertising (cont)      Budget Amt: 27,500  
(Org/Object)      Balance: 0  
**Raise & Appropriate**  
 Please circle one

**Amount Requested:** \$ 30,000  
**Reason (Be Specific)** to cover advertising costs for the remainder of the Fiscal Year - unable to pay all of February's bill and have 6 zoning ordinances that need to be advertised 2x per MGL - Bonds, traffic + other ordinances to be published before 6/30/22

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

Budget Transfer       Mayor Approval       City Council Approval  
 Free Cash Appropriation - City Council Approval - Gen Fund \$ 6,680,685.53  
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, Massachusetts*  
*Office of the City Clerk*

*Elene Simons*  
*City Clerk*



*Room 1*  
*City Hall*

March 19, 2022

The Honorable Kimberley Driscoll  
Mayor of Salem  
City Hall  
Salem, MA 01970

Dear Mayor Driscoll:


I respectfully request an appropriation from free cash in the amount of \$30,000.00 to the "City Council Advertising" Account (#11112-5306). This appropriation is necessary to fund the advertising account for the remainder of the fiscal year. The advertising budget of \$27,500 has been depleted, and there is a balance of \$5,938.66 for the February bill plus there are 4 months left in Fiscal Year 2022.

As you know, the Salem City Charter, as well as Massachusetts General Laws, requires that all Ordinances, Bond Orders and Public Hearings be advertised in a newspaper of general circulation within the city. As you know, we currently have six zoning ordinances at various stages of adoption. Each zoning ordinance requires Joint Public Hearing Ads to run for two consecutive weeks. If adopted, then ordinance must be advertised after first and second passage. In addition, I anticipate bond orders, which require two ads as well as other traffic and code of ordinances to be adopted in the next four months.

I have also included a spreadsheet of the ads and samples to show you the size and costs of these ads.

Thank you for your consideration.

Very truly yours,

  
ILENE SIMONS  
CITY CLERK

FY2022 Advertising Costs

	A	B	C	D	E	F
1	BILL DATE			Ordinance #	Ad Cost	FY2022 Budget
2						
3	Budgeted Amount					\$27,500.00
4	7/31/2021	LEGALS CLASS DIS	AD 2nd passage - Water & Sewer Bond Order (7/2/21)	11168260	\$931.88	\$26,568.12
5		LEGALS CLASS DIS	AD 2nd passage - General Fund Bond Order (7/2/21)	11168261	\$1,565.55	\$25,002.57
6		LEGALS CLASS DIS	July 14 JPH (7/7/21)	11167930	\$1,624.46	\$23,378.11
7		LEGALS CLASS DIS	Demo Delay Ordinance (7/21/21)	11169688	\$4,473.00	\$18,905.11
8						\$18,905.11
9	9/30/2021	LEGALS CLASS DIS	Traffic Master Ordinance (9/15/21)	11175097	\$577.76	\$18,327.35
10		LEGALS CLASS DIS	First Passage zoning Gender Neutral Language (9/15/21)	11175098	\$801.41	\$17,525.94
11		LEGALS CLASS DIS	Starbucks Extended Hours (9/29/21)	11176682	\$167.74	\$17,358.20
12		LEGALS CLASS DIS	Gables Circle Traffic Ordinance (9/29/21)	11176790	\$223.65	\$17,134.55
13		LEGALS CLASS DIS	Summit St Traffic Ordinance (9/29/21)	11176797	\$223.65	\$16,910.90
14						\$16,910.90
15	9/30/2021	BILLING BROUGHT	Prior Fiscal Year Payment	-----	\$3,298.83	\$13,612.07
16						\$13,612.07
17	10/31/2021	LEGALS CLASS DIS	Second Passage zoning Gender Neutral Language (10/13/21)	11178183	\$1,080.98	\$12,531.09
18		LEGALS CLASS DIS	Legal description of Ward & Precinct Bound (10/20/21)	11178777	\$2,795.63	\$9,735.46
19		LEGALS CLASS DIS	Forrester St Traffic Ordinance (10/20/21)	11178778	\$223.65	\$9,511.81
20						\$9,511.81
21	11/30/2021	LEGALS CLASS DIS	Stop Sign Moulton Ave (11/3/21)	11180270	\$205.01	\$9,306.80
22		LEGALS CLASS DIS	Tax Classifications (11/17/21)	11180880	\$428.66	\$8,878.14
23		LEGALS CLASS DIS	Tax Classifications (11/24/21)	11180880	\$428.66	\$8,449.48
24						\$8,449.48
25	12/31/2021	LEGALS CLASS DIS	Race Equity Commission (12/29/21)	11184905	\$596.40	\$7,853.08
26						\$7,853.08
27	1/31/2022	LEGALS CLASS DIS	Bond Order - School Bathrooms (1/19/22)	11186751	\$242.29	\$7,610.79
28		LEGALS CLASS DIS	Safety Enhancenet Zone Ordinance (1/19/22)	11186754	\$223.65	\$7,387.14
29						\$7,387.14
30	2/28/2022	LEGALS CLASS DIS	Safety Enhancement Zone (2/2/22)	11188079	\$260.92	\$7,126.22
31		LEGALS CLASS DIS	Mooring Permit Fees (2/2/22)	11188080	\$279.56	\$6,846.66
32		LEGALS CLASS DIS	Cleveland Street Parking Probiitions (2/2/22)	11188083	\$242.29	\$6,604.37
33		LEGALS CLASS DIS	Jefferson Avenue - Parking Prohibited (2/2/22)	11188084	\$242.29	\$6,362.08
34		LEGALS CLASS DIS	Leavitt Street - Parking Prohibited (2/2/22)	11188085	\$223.65	\$6,138.43
35		LEGALS CLASS DIS	Cedarcrest Road - Stop Sign (2/2/22)	11188086	\$205.01	\$5,933.42
36		LEGALS CLASS DIS	Naumkeag Street - Handicap Space (2/2/22)	11188087	\$223.65	\$5,709.77
37		LEGALS CLASS DIS	School Bathroom Bond Order (2/9/22)	11188483	\$279.56	\$5,430.21
38		LEGALS CLASS DIS	Shore Ave Traffic (2/16/22)	11189269	\$205.01	\$5,225.20
39		LEGALS CLASS DIS	Boston Street (2/16/22)	11189271	\$205.01	\$5,020.19
40		LEGALS CLASS DIS	Congress Street (2/16/22)	11189272	\$223.65	\$4,796.54
41		LEGALS CLASS DIS	Leavitt St (2/16/22)	11189274	\$242.29	\$4,554.25
42		LEGALS CLASS DIS	Auxiliary Aids (2/16/22)	11189276	\$316.84	\$4,237.41
43		LEGALS CLASS DIS	Green Building Ordinance (2/16/22)	11189277	\$2,963.36	\$1,274.05
44		LEGALS CLASS DIS	Green Infrastructure and Marijuana Buffer Zones (2/21/22)	11189103	\$2,236.50	-\$962.45
45		LEGALS CLASS DIS	Green Infrastructure and Marijuana Buffer Zones (2/28/22)	11189103	\$2,236.50	-\$3,198.95
46	**	LEGALS CLASS DIS	JPH Ad Urban Agriculture (2/28/22 & 3/7/22)	11189787	\$2,739.71	-\$5,938.66
47						
48						
49	**Will be running in paper again in March					
50	Bills received in beginning of month for previous month					
51	Average cost of Traffic Ads: \$247.61					



# CITY OF SALEM

In City Council,

**Ordered:**

March 24, 2022

That the sum of Eleven Thousand Six Dollars and Sixty-Six Cents (\$11,006.66) is hereby appropriated from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the account listed below to fund costs associated with clean-up and repairs due to a sprinkler pipe freeze at the Salem Police Station in accordance with the recommendation of Her Honor the Mayor.

Building Maintenance

12102-5300

\$11,006.66



## CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll  
Mayor

Office of the Mayor

March 24, 2022

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order appropriates \$11,006.66 from free cash to the Salem Police Department building maintenance account to pay for costs incurred due to an emergency water leak in late January.

On January 31<sup>st</sup> a sprinkler pipe froze and broke on the third floor of the Salem Police Station. Water from the broken pipe damaged the third floor and infiltrated a large portion of the second-floor administrative space. We have filed an insurance claim with MIIA and anticipate reimbursement from that claim for these expenses, but in the interim need to pay for costs associated with this unexpected accident that were incurred with ServPro and Metro-Swift Fire Sprinkler.

I recommend adoption of the enclosed Order and invite you to contact Michael Lutrzykowski, Director of Facilities, or Chief Lucas Miller if you have any questions regarding it.

Sincerely,

Kimberley Driscoll  
Mayor  
City of Salem



# CITY OF SALEM, MASSACHUSETTS

BUILDING DEPARTMENT  
98 WASHINGTON STREET, 2<sup>ND</sup> FLOOR  
TEL. (978) 745-9595

KIMBERLEY DRISCOLL  
MAYOR

THOMAS ST. PIERRE  
DIRECTOR OF PUBLIC PROPERTY/BUILDING COMMISSIONER

March 10, 2022

Mayor Kimberley Driscoll  
City of Salem  
93 Washington Street – 2<sup>nd</sup> Floor  
Salem, Massachusetts 01970

Honorable Mayor Driscoll,

I am pleased to submit the attached funding request on behalf of Police Chief Miller for funding to cover the costs of water clean up and fire suppression pipe repairs completed at the Salem Police Station. The reason for these initial costs being incurred were due to a sprinkler pipe freeze on the third floor of the station on Monday, January 31, 2022, to keep the station operational and reduce further damage. The water discharged from the failed sprinkler pipes covered the third floor of the station and a majority of the second-floor administrative area. The City has filed an insurance claim with MIA and in the process navigating the process regarding the repairs needed at the building.

The total amount requested is for *Eleven Thousand and Six Dollars and Sixty-Six Cents (\$11,006.66)*. Eight Thousand Two Hundred and Thirty-Nine Dollars and Fifty-Eight Cents (\$8,239.58) would be appropriated for ServePro, Inc. and *Two Thousand Seven Hundred and Sixty-Seven Dollars and Seven Cents (\$2,767.08)* for *Metro- Swift Sprinkler*.

Respectfully,

  
Michael E. Lutzykowski  
Director of Facilities and Chief Construction Project Manager

  
Chief Lucas Miller  
Chief of Police – City of Salem

# CITY OF SALEM - Finance Department

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

From: SALEM POLICE Department      [Signature] Department Head Authorizing Signature      MARCH 10, 2022 Date

**Budget or R/Res Transfers**      To: \_\_\_\_\_ (Org/Object)      Desc: \_\_\_\_\_      Budget Amt: \_\_\_\_\_  
 Balance: \_\_\_\_\_  
 Budget Amt: \_\_\_\_\_  
 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: 12102-5300 (Org/Object)      Desc: Building Maintenance      Budget Amt: \$68,300.00  
 Balance: \$2,949.35  
**Raise & Appropriate**  
 Please circle one

**Amount Requested:**      \$ 11,006.66

**Reason (Be Specific)** EMERGENCY FUNDING REQUEST FOR INVOICES REGARDING 1/31/2022 FIRE SUPPRESSIONS FREEZE UP AND FAILURE AT POLICE DEPT. INITIAL FUNDING FOR SERVPRO BUILDING CLEAN UP (\$8,239.55) & METRO SWIFT SPRINKLER PIPE CORRECTIONS (\$2767.00). TYPED WITH MIAA FOR FUTURE REIMBURSEMENT

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

Budget Transfer       Mayor Approval       City Council Approval

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

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

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

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

**Recommendation:**  Approved       Denied      [Signature]  
Finance Director

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





# CITY OF SALEM

In City Council,

March 24, 2022

**Ordered:**

To accept the donation from the Salem Five Charitable Foundation in the amount of Five Thousand Dollars (\$5,000.00) for tree planting projects at the Salem Common. These funds will be deposited into the Tree Donation Account #26C0-4830 in accordance with the recommendation of Her Honor the Mayor.



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

Office of the Mayor

March 24, 2022

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Enclosed herewith is an Order to accept a donation of Five Thousand Dollars (\$5,000.00) from the Salem Five Charitable Foundation for tree planting and maintenance work on Salem Common. These funds will be deposited into the Tree Donation Account (#26C0-4830).

In order to accept this donation, approval is required from both the Mayor and the City Council. I ask that you join me in accepting this generous donation and in extending our thanks to the Salem Five Charitable Foundation.

Sincerely,

Kimberley Driscoll  
Mayor  
City of Salem

115 Federal Street  
Salem, MA 01970

March 16, 2022

Mr. Robert LeBlanc  
Tree Warden  
Department of Public Services  
Greenlawn Cemetery  
57 Orne Street  
Salem, MA 01970

Dear Bob,

Enclosed please find check #38880 for \$5,000, a donation from the Salem Five Charitable Foundation, Ping Yin Chai, President and CEO. Please deposit it into the new separate account number for the Chapter 43, Sec. 43-62 – Tree Donation Fund that Anna Freedman has created.

As you know, these funds will be used to increase the number or size of trees to be planted this spring at Salem Common. The project is funded by state monies overseen by Superintendent of Parks, Trish O'Brien. The landscape architect for the design and execution of tree planting is Crowley Cottrell, LLC.

Ilene Simons will be adding this donation for an amount above \$1,000 to the Thursday, March 24, 2022 City Council agenda for acceptance and recognition.

Mr. Chai has requested a tax-exempt charitable donation document be sent to The Salem Five Charitable Foundation, 210 Essex Street, Salem, MA 01970.

Thank you for your assistance in this matter. Please contact me if I may provide any further information.

Sincerely,



Darleen Melis  
Chair  
Salem Tree Commission

CC: via email

Ilene Simons  
Patricia Morsillo  
Anna Freedman  
Trish O'Brien

# SalemFive

March 16, 2022

Darleen Melis  
City of Salem Tree Commission  
115 Federal Street  
Salem, MA 01790

Re: Charitable Contribution

Dear Ms. Melis,

Salem Five Bank is pleased to contribute the enclosed check for \$5,000.00 in support of the Tree Donation Fund.

Salem Five contributes every day to helping build stronger, more vibrant and prosperous communities. We do this through civic leadership, the volunteer efforts of our employees who are deeply involved in our local communities, lending programs that help people build and maintain their homes and businesses, and through the ongoing financial support from the Salem Five Charitable Foundation.

Since 1855, Salem Five Bank has been continuously building on a strong foundation of philanthropy. We are firmly committed to having a positive impact on the quality of life in our area, and are proud to offer a source of support to non-profit organizations on which a great many people in our area depend.

We applaud your important and meaningful efforts on behalf of our communities.

Best regards,



Ping Yin Chai  
President and CEO

Enclosure  
mhn



## CITY OF SALEM

In City Council, March 24, 2022

Ordered: A 300 sq. ft. portion of the City-owned right of way that encompasses the stairs from Bridge Street to the Crescent Lot at 252 Bridge Street as shown on the Plan of Land titled '252 Bridge Street', prepared by Hancock Associates, 185 Centre Street, Danvers, MA 01923, and dated 3/4/2022, is hereby declared surplus property as it is not needed for any municipal use.



## CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll  
Mayor

Office of the Mayor

March 24, 2022

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

To support the reuse of the Superior Court and County Commissioners buildings on Federal Street, in 2019 the City Council transferred the "Crescent Lot" at 252 Bridge Street to the Salem Redevelopment Authority (SRA).

As the project has advanced with WinnDevelopment, it was determined that the 300 square foot area where the parking lot stairway is located is not part of the Crescent Lot. It is a portion of the City-owned Bridge Street public right of way. To correct issue and transfer the property to the SRA to be part of the Crescent Lot as had been intended, the City must first declare it surplus. Consistent with the City's disposition process, enclosed please find a recommendation from the Director of Inspectional Services and the Director of Planning and Community Development to declare the parcel surplus property. A survey of all department heads was conducted and there was no expression of interest in the parcel. A Council order is also included.

I recommend adoption of the enclosed Order and invite you to contact the Director of Planning and Community Development Tom Daniel with any questions that you may have regarding it.

Sincerely,

Kimberley Driscoll  
Mayor  
City of Salem



# Salem Redevelopment Authority

March 16, 2022

Ladies and Gentlemen of the City Council:

We are writing on behalf of the Salem Redevelopment Authority (SRA) regarding the courthouse reuse project. In 2018, the SRA requested the City Council transfer the crescent shaped lot at the MBTA commuter rail station (252 Bridge Street) to the SRA. The SRA had concluded that the chance of successfully reusing the court buildings would be increased if the crescent lot were included in the disposition process. This proved to be the case—all the teams that qualified to submit proposals indicated the crescent lot was essential to creating a financially feasible reuse of the court buildings.

Through our work with WinnDevelopment, the SRA has learned that the 300 square foot area where the stairway is located on the crescent lot is not part of the crescent lot parcel. It is part of the Bridge Street right-of-way. The SRA is requesting the City transfer ownership of the 300 square foot parcel to the SRA as had been originally intended.

Much progress has been made on the courthouse project, and much work remains to be done. We are fortunate to have strong partners with Winn and the Division of Capital Asset Management and Maintenance to advance the shared goal of having the historic court buildings restored and put into active use.

Sincerely,

Grace Napolitano  
Chair

Tom Daniel, AICP  
Executive Director







KIMBERLEY DRISCOLL  
MAYOR

# CITY OF SALEM, MASSACHUSETTS

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

## MEMORANDUM

To: Mayor Kimberley Driscoll  
City Council  
Cc: Ilene Simons, City Clerk  
Elizabeth Rennard, City Solicitor  
Re: Surplus Recommendation – Portion of Public Right of Way next to the Crescent  
Parking Lot at Commuter Rail Station  
Date: March 16, 2022

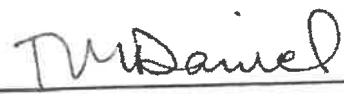
We recommend that a portion of City-owned land as shown on the attached plan entitled, "252 Bridge Street, Salem, Massachusetts," prepared by Hancock Associates and dated March 4, 2022, be declared surplus property as it is not needed for any municipal use.

The 300 square foot parcel includes the stairway from Bridge Street to the "Crescent Lot." The parcel extends beyond the natural line of the sidewalk and looks like it is part of the Crescent Lot; however, it is part of the Bridge Street right-of-way.

In 2019, the City Council declared the Crescent Lot surplus and transferred it to the Salem Redevelopment Authority (SRA). This was done in order to support the reuse of the Superior Court and County Commissioner's buildings on Federal Street. Transfer of the 300 square foot parcel will include it in the redevelopment as originally intended. The City Council needs to declare the property surplus in order to transfer it to the SRA.

A survey of all Department Heads was conducted to determine if there was any potential municipal use, and we did not receive any interest in the parcel.

  
Thomas St. Pierre  
Director of Inspectional Services

  
Tom Daniel  
Director of Planning and Community Development



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

Office of the Mayor

March 24, 2022

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

As the City Council begins to plan for a return to in-person meetings, I would be grateful for the opportunity to address you at your first in-person meeting in order to provide an update on the state of the City and the issues that we face together.

Whether the Council would prefer the update to be part of your regular agenda or at a Committee of the Whole meeting immediately prior to the in-person regular meeting, I am amenable to either approach.

Sincerely,

Kimberley Driscoll  
Mayor  
City of Salem



## CITY OF SALEM

In City Council March 24, 2022

**ORDERED:** That the City Council Committee on Government Services, co-posted with the Committee of the Whole, meet to discuss the potential for Salem to own its own electric & gas company and distribution and that a recommendation be reported to the City Council no later than the last meeting in October.



## CITY OF SALEM

In City Council March 24, 2022

**ORDERED:** That the Public Health, Safety and Environment Committee, co-posted with Committee of the Whole, meet to discuss the usage of road salt during the winter months, its effects on the environment, and possible alternatives, and invite the Director of the Department of Public Services, the Tree Commissioner, as well as a designee from the Conservation Commission.



## CITY OF SALEM

In City Council March 24, 2022

**ORDERED:** that the Committee on Ordinances, Licenses, and Legal Affairs meet with representatives of Salem's taxi/livery companies and representatives of the Salem Police Department to discuss possible changes to Chapter 44 Vehicles for Hire Section 38: Fares Established and other concerns related to taxi/livery companies in Salem.

# City of Salem

*In the year Two Thousand and Twenty-Two*

## **An Ordinance Relative to Traffic**

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

**Section 1.** Section 75A – Parking prohibitions towing zone (October resident parking) of Article V-A is hereby amended by deleting the following streets from Section A - Temporary October Resident Permit Parking:

Becket Avenue, Bridge Street from Howard Street to Webb Street, Cabot Street from Cedar Street to Gardner Street, Cross Street from Saunders Street to Lemon Street, Derby Street from Palfrey Court to Fort Avenue, Essex Street from Flint Street to Monroe Street, Hawthorne Boulevard on the westerly side of the two-way section, Leavitt Street from Lafayette Street to Congress Street, Palmer Street from Lafayette Street to Congress Street

And inserting the following streets:

Barton Place, Beacon Street, Bridge Street from Howard Street to Beacon Street, Broad Street from Dalton Parkway to Jackson Street, Cabot Street from Cedar Street to Hancock Street, Conant Street, Cross Street, Cross Street Court, Dalton Parkway even side only (14-18 Dalton Pkwy), Derby Street from Webb Street to Fort Avenue, Essex Street from Boston Street to Monroe Street, Fowler Street, Gardner Street, Hancock Street from Cabot Street to Lafayette Street, Harrington Court, Leavitt Street from Lafayette Street to Perkins Street, North Pine Street, Palmer Street, Pearl Street, Perkins Street, Pingree Street, Prince Street Place, Saunders Street, South Pine Street, Warner Street

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

## Sec. 75A. - Parking prohibitions towing zone (October resident parking).

A. **Temporary October Resident Permit Parking.** Residents of certain streets shall be granted eligibility for temporary resident permit parking, and certain streets shall be designated as temporary resident permit parking streets, from October 1 to November 1. Eligible residents will have a temporary resident parking permit sent to them in the mail and must display the permit following the written instructions included with said permit. One temporary guest pass shall be issued if requested in accordance with Section 75C. Temporary resident permit parking signage will be installed on said streets. Temporary October Resident Permit Parking shall be in effect from 5:00 P.M. to 7:00 A.M., Monday through Friday, and 12:00 P.M. to 7:00 A.M. Saturday through Sunday, October 1 to November 1. Temporary October Resident Parking shall occur on the street in existing parking areas and shall not supersede other parking restrictions, including but not limited to, handicap/accessible parking spaces, parking within four (4) feet of a driveway, parking within twenty (20) feet of an intersection, or parking restricted on a certain side of the street.

Residents of the following streets shall be eligible for Temporary October Resident Permit Parking. Temporary signage shall be installed before October 1 indicating streets designated as Temporary October Resident Permit Parking streets and all parking shall be prohibited during the hours indicated except by motor vehicles displaying a Temporary October Resident Parking permit.

Temporary October Resident Permit Parking - Parking prohibitions towing zone (October Resident Parking) - Andrew Street, ~~Becket Avenue~~, ~~Barton Place~~, ~~Beacon Street~~, Boardman Street, ~~Bridge Street from Howard Street to Webb Street~~ ~~Bridge Street from Howard to Beacon Street~~, Briggs Street, Broad Street from Phelps Street to a point one hundred fifty (150) feet west of Cambridge Street, ~~Broad Street from Dalton Parkway to Jackson Street~~, ~~Cabot Street from Cedar Street to Gardner Street~~ ~~Cabot Street from Cedar Street to Hancock Street~~, Cedar Street, Chase Street, Cherry Street, ~~Conant Street~~, ~~Cross Street from Saunders Street to Lemon Street~~ ~~Cross Street~~, ~~Cross Street Court~~, Cypress Street, ~~Dalton Parkway even side only (14-18 Dalton Pkwy)~~, ~~Derby Street from Palfrey Court to Fort Avenue~~ ~~Derby Street from Webb Street to Fort Avenue~~, Dow Street, Downing Street, Emerton Street, Endicott Street, ~~Essex Street from Flint Street to Monroe Street~~ ~~Essex Street from Boston Street to Monroe Street~~, Essex Street from Cambridge Street to Summer Street, Essex Street from Herbert Street to Webb Street, Fairfield Street, Flint Street from Bridge Street to Federal Street and from Essex Street to Dalton Parkway, Forrester Street, Fort Avenue from Webb Street to 39 Fort Avenue, ~~Fowler Street~~, ~~Gardner Street~~, ~~Hancock Street from Cabot Street to Lafayette Street~~, Harbor Street from Lafayette Street to Congress Street, ~~Harrington Court~~, Harrison Avenue, Hathorne Crescent, Hathorne Place, Hathorne Street, ~~Hawthorne Boulevard on the westerly side of the two-way section~~, ~~Leavitt Street from Lafayette Street to Congress Street~~ ~~Leavitt Street from Lafayette Street to Perkins Street~~, Lemon Street Court, Lemon Street, Lyme Street, Lynn Street from Andover Street to River Street, Margin Street from Winthrop Street to Prescott Street on the even numbered side, Milk Street, Mount Vernon Street,

Naumkeag Street, North Pine Street, Orne Square, ~~Palmer Street from Lafayette Street to Congress Street~~Palmer Street, Park Street, Parker Court Peabody Street, Pearl Street, Perkins Street, Phelps Street, Pickering Street, Pickman Street, Pingree Street, Pleasant Street Avenue, Pleasant Street, Pond Street, Porter Street Court, Porter Street, Prescott Street, Prince Street, Prince Street Place, Salem Street from Harbor Street to Chase Street, Saunders Street, Smith Street, South Pine Street, Spring Street, Stearns Place, Summer Street from Margin Street to Endicott Street, Vale Street, Ward Street, Warner Street, Warren Street from Flint Street to Pickering Street on southerly side, Washington Square East on the easterly side, Washington Square North on the northerly side, Washington Square South on the southerly side from 38 Washington Square South to Washington Square East, Webb Street, Webster Street, Winter Street, Winthrop Street, Woodbury Court.





### **Parking prohibitions towing zone (October resident parking)**

Temporary October Resident Permit Parking - Parking prohibitions towing zone (October Resident Parking) –

Andrew Street, Barton Place, Beacon Street, Boardman Street, Bridge Street from Howard to Beacon Street, Briggs Street, Broad Street from Phelps Street to a point one hundred fifty (150) feet west of Cambridge Street, Broad Street from Dalton Parkway to Jackson Street, Cabot Street from Cedar Street to Hancock Street, Cedar Street, Chase Street, Cherry Street, Conant Street, Cross Street, Cross Street Court, Cypress Street, Dalton Parkway even side only (14-18 Dalton Pkwy), Derby Street from Webb Street to Fort Avenue, Dow Street, Downing Street, Emerton Street, Endicott Street, Essex Street from Boston Street to Monroe Street, Essex Street from Cambridge Street to Summer Street, Essex Street from Herbert Street to Webb Street, Fairfield Street, Flint Street from Bridge Street to Federal Street and from Essex Street to Dalton Parkway, Forrester Street, Fort Avenue from Webb Street to 39 Fort Avenue, Fowler Street, Gardner Street, Hancock Street from Cabot Street to Lafayette Street, Harbor Street from Lafayette Street to Congress Street, Harrington Court, Harrison Avenue, Hathorne Crescent, Hathorne Place, Hathorne Street, Leavitt Street from Lafayette Street to Perkins Street, Lemon Street Court, Lemon Street, Lyme Street, Lynn Street from Andover Street to River Street, Margin Street from Winthrop Street to Prescott Street on the even numbered side, Milk Street, Mount Vernon Street, Naumkeag Street, North Pine Street, Orne Square, Palmer Street, Park Street, Parker Court, Peabody Street, Pearl Street, Perkins Street, Phelps Street, Pickering Street, Pickman Street, Pingree Street, Pleasant Street Avenue, Pleasant Street, Pond Street, Porter Street Court, Porter Street, Prescott Street, Prince Street, Prince Street Place, Salem Street from Harbor Street to Chase Street, Saunders Street, Smith Street, South Pine Street, Spring Street, Stearns Place, Summer Street from Margin Street to Endicott Street, Vale Street, Ward Street, Warner Street, Warren Street from Flint Street to Pickering Street on southerly side, Washington Square East on the easterly side, Washington Square North on the northerly side, Washington Square South on the southerly side from 38 Washington Square South to Washington Square East, Webb Street, Webster Street, Winter Street, Winthrop Street, Woodbury Court.



# CITY OF SALEM

In City Council,

March 24, 2022

**Ordered:**

That residents of the following streets shall be granted eligibility for temporary resident permit parking, and certain streets shall be designated as temporary resident permit parking streets, from October 1 to November 1, 2022. Eligible residents will have a temporary resident parking permit sent to them in the mail and must display the permit following the written instructions included with said permit. One temporary guest pass shall be issued if requested in accordance with Article V-A Section 75A Subsection C. Temporary resident permit parking signage will be installed on said streets. Temporary October Resident Permit Parking shall be in effect from 5:00 P.M. to 7:00 A.M., Monday through Friday, and 12:00 P.M. to 7:00 A.M. Saturday through Sunday, October 1 to November 1, 2021. Temporary October Resident Parking shall occur on the street in existing parking areas and shall not supersede other parking restrictions, including but not limited to, handicap/accessible parking spaces, parking within four (4) feet of a driveway, parking within twenty (20) feet of an intersection, or parking restricted on a certain side of the street.

Temporary signage shall be installed before October 1 indicating streets designated as Temporary October Resident Permit Parking streets and all parking shall be prohibited during the hours indicated except by motor vehicles displaying a Temporary October Resident Parking permit.

1. Dearborn Street from North Street to Lee Street



# CITY OF SALEM

In City Council,

March 24, 2022

**Ordered:** That the parking rate for the locations identified below shall be \$1.00 per hour:

**Canal Street** – Temporary Parking Meter Zone Established – both sides, from the intersection with Lyme Street to a point approximately two hundred fifty (250) feet south of the intersection with Washington Street / Mill Street. October 1 to October 31, 2022. Saturday through Sunday, 12:00pm to 6:00pm. Residents may park for free during these times but must register with the Passport Parking App.

**Margin Street** – Temporary Parking Meter Zone Established – east side only, from the intersection with Endicott Street to a point just north of the Salem Police Department's driveway (95 Margin St). October 1 to October 31, 2022. Saturday through Sunday, 12:00pm to 6:00pm. Residents may park for free during these times but must register with the Passport Parking App.

And be it further Ordered:

The parking rate for the location identified below shall be \$2.00 per hour:

**North Street** – Temporary Parking Meter Zone Established – 22 perpendicular spaces located adjacent to the North Street Bridge and 4 Franklin Street. October 1 to October 31, 2022. Saturday through Sunday, 12:00pm to 6:00pm. Residents may park for free during these times but must register with the Passport Parking App.

**CITY OF SALEM**

In the year Two Thousand and Twenty-two

An Ordinance to amend an Ordinance relative to Traffic – Handicap Parking

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

**Section 1.** Chapter 42, Section 50B – “Handicap Parking – Time Limited” is hereby amended as follows:

**REPEAL** – Boardman Street – in front of #27 Boardman Street for a distance of twenty (20) feet

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



**City of Salem, Massachusetts**  
Office of the City Council  
City Hall



**REQUEST FOR TRAFFIC ORDINANCE RECOMMENDATION**

MEMO TO: Lt. David Tucker Police Traffic Division  
FROM: Councilor Watson-Felt DATE: March 22, 2022

In accordance with the Council Rule 32A, I hereby request your recommendation for the following Traffic Ordinance:

NAME OF STREET Boardman Street

TYPE OF STREET CHANGE Handicapped Parking, Time Limited

DESCRIPTION OF AREA WHERE CHANGE IS REQUESTED In front of 27 Boardman Street, the HP parking space is no longer needed by the resident. They have requested its removal.

COUNCILLOR'S COMMENTS/EXPLANATION The HP space at 27 Boardman Street was requested by the resident for a short-term issue and is no longer needed. The sign should be removed and the ordinance should now be repealed.

**POLICE TRAFFIC DIVISION RECOMMENDATION**

The Police Traffic Division hereby submits the following recommendation for the above request:

- APPROVAL
- DENIAL
- TRIAL PERIOD

CHAPTER: 42 SECTION: 50B TITLE: Handicapped Zones, Limited Time

DESCRIPTION: Repeal: in front of 27 Boardman Street, for the distance of twenty (20) feet.

COMMENTS (IF ANY): \_\_\_\_\_

**POLICE TRAFFIC DIVISION**

**RETURN THIS FORM TO THE CITY CLERK'S OFFICE**

*City of Salem Clerk's Office, 93 Washington St, Salem Massachusetts 01970*

*(978) 745-9595 ext 41202 www.salem.com*

## **CITY OF SALEM**

In the year Two Thousand and Twenty-two

An Ordinance to amend an Ordinance relative to Traffic – Handicap Parking

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

**Section 1.** Chapter 42, Section 50B – “Handicap Parking – Time Limited” is hereby amended as follows:

**REPEAL** – Lafayette Street – in front of #292 Lafayette Street for a distance of twenty (20) feet

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



**City of Salem, Massachusetts**  
Office of the City Council  
City Hall



**REQUEST FOR TRAFFIC ORDINANCE RECOMMENDATION**

MEMO TO: Lt. David Tucker Police Traffic Division  
FROM: Councilor Cohen DATE: March 22, 2022

In accordance with the Council Rule 32A, I hereby request your recommendation for the following Traffic Ordinance:

NAME OF STREET Lafayette Street

TYPE OF STREET CHANGE Handicapped Parking, Time Limited

DESCRIPTION OF AREA WHERE CHANGE IS REQUESTED In front of 292 Lafayette Street,  
there is a duplication of HP parking spaces. The time-limited space should be repealed.

COUNCILLOR'S COMMENTS/EXPLANATION There are duplicate HP spaces at 292 Lafayette St.  
A permanent one was adopted in 1992 and a time-limited space was adopted in the same spot in 2009.  
Since there is a church at this location, the permanent sign is the appropriate choice.

**POLICE TRAFFIC DIVISION RECOMMENDATION**

The Police Traffic Division hereby submits the following recommendation for the above request:

- APPROVAL
- DENIAL
- TRIAL PERIOD

CHAPTER: 42 SECTION: 50B TITLE: Handicapped Zones, Limited Time

DESCRIPTION: Repeal: in front of 292 Lafayette Street, for a distance of twenty (20) feet.

COMMENTS (IF ANY): \_\_\_\_\_

POLICE TRAFFIC DIVISION

**RETURN THIS FORM TO THE CITY CLERK'S OFFICE**

*City of Salem Clerk's Office, 93 Washington St, Salem Massachusetts 01970*

*(978) 745-9595 ext 41202 www.salem.com*



## **CITY OF SALEM**

In the year Two Thousand and Twenty-two

An Ordinance to amend an Ordinance relative to Traffic – Handicap Parking

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

**Section 1.** Chapter 42, Section 50B – “Handicap Parking – Time Limited” is hereby amended as follows:

**REPEAL** – Lynde Street – in front of #10 Lynde Street for a distance of twenty (20) feet

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



**City of Salem, Massachusetts**  
Office of the City Council  
City Hall



**REQUEST FOR TRAFFIC ORDINANCE RECOMMENDATION**

MEMO TO: Lt. David Tucker Police Traffic Division  
FROM: Councilor Watson-Felt DATE: March 22, 2022

In accordance with the Council Rule 32A, I hereby request your recommendation for the following Traffic Ordinance:

NAME OF STREET Lynde Street

TYPE OF STREET CHANGE Handicapped Parking, Time Limited

DESCRIPTION OF AREA WHERE CHANGE IS REQUESTED In front of 10 Lynde Street, one parking space is no longer needed for the disabled resident.

COUNCILLOR'S COMMENTS/EXPLANATION The resident at 10 Lynde Street who is disabled has moved and no longer needs the HP parking space.

**POLICE TRAFFIC DIVISION RECOMMENDATION**

The Police Traffic Division hereby submits the following recommendation for the above request:

APPROVAL  
 DENIAL  
 TRIAL PERIOD

CHAPTER: 42 SECTION: 50B TITLE: Handicapped Zones, Limited Time

DESCRIPTION: Repeal: in front of 10 Lynde Street, for a distance of twenty (20) feet.

COMMENTS (IF ANY): \_\_\_\_\_

\_\_\_\_\_

**POLICE TRAFFIC DIVISION**

**RETURN THIS FORM TO THE CITY CLERK'S OFFICE**

*City of Salem Clerk's Office, 93 Washington St, Salem Massachusetts 01970*

*(978) 745-9595 ext 41202 www.salem.com*

# City of Salem

---

*In the year two thousand and twenty-two*

**An Ordinance** to amend an ordinance relative to the traffic and parking commission.

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

**Section 1.** Chapter 2, Article IV, Division 12 Traffic and Parking Commission is hereby amended by:

- 1) deleting the phrase “and recommend traffic ordinance amendments and commission regulations to the mayor and city council for their approval” and replacing it with the phrase “as well as develop and adopt commission regulations relative to traffic and parking” within the first sentence of *Section 2-986 Created: composition; compensation of members;*
- 2) deleting the phrase “make recommendations to the mayor and the city council to adopt or amend city ordinances and commission regulations” and replacing it with the phrase “develop regulations” within the second paragraph of *Section 2-988 Powers, duties and responsibilities generally;*
- 3) deleting the phrase “effective upon approval by the city council” and replacing it with the phrase “pertaining to traffic and parking” within the first sentence of *Section 2-989 Effective date of regulations; limitations;*
- 4) deleting *Section 2-989 Effective date of regulations; limitations* in its entirety and replacing it with the following:

*“2-989 Effective date of regulations; limitations.* The commission may adopt regulations pertaining to traffic and parking. Any approved regulations shall authorize the commission to administer the specific parking and traffic regulations contained therein and may authorize the commission to act without further council approval on certain public street or parking designations.

No commission regulation shall be effective until:

1. The commission provides notice, in writing, of a new or amended regulation to the city council. Delivery of such notice shall be to the city clerk.
2. The city council shall be provided ten (10) days from the date of such notification to request a joint public meeting of the commission and city council so that the commission may reconsider any identified new or amended regulation. Said

meeting must be scheduled within ten (10) days from the date the request is sent to the commission. Such date may be extended by agreement of the council president and commission chair.

3. If no request for a joint public meeting is received from the city council within the ten (10) day period set forth above, the new or amended regulation shall be in effect on the eleventh (11) day following its original adoption.

4. At any scheduled joint public meeting, the commission shall revisit the identified regulation, reconsider such, accept public comment, and vote to reaffirm, reject, or modify the regulation.

Nothing in this division shall be construed as giving the traffic and parking commission power to supersede the police department in the regulation and enforcement of traffic and parking on the city streets.”

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

## **DIVISION 12. - TRAFFIC AND PARKING COMMISSION**

### **Sec. 2-986. - Created; composition; compensation of members.**

The traffic and parking commission is established to study traffic and parking issues ~~and as well as recommend-develop traffic ordinance amendments and and adopt~~ commission regulations ~~relative to traffic and parking-to-the-mayor and city council for their approval~~. Such commission shall consist of five members, the chief of police or designee, one representative from the Salem business community, and three Salem residents appointed by the mayor, subject to city council confirmation. The Salem resident members of the commission shall include at least two members with a background in transportation, traffic, engineering or urban planning. Members shall serve without compensation, but shall be allowed their reasonable and necessary expenses incurred in the performance of their duties as such members.

### **Sec. 2-987. - Appointment; term; removal; filling vacancies; organization.**

The mayor shall appoint the initial members of the commission, except the chief of police, as follows: two members shall serve for a term of one year; one member shall serve for a term of two years; and one member shall serve for a term of three years. Thereafter and upon expiration of the term of each such member, the mayor shall appoint members of the commission to succeed such appointees whose terms expire and each member so appointed shall hold office for a term of three years. Members shall hold office for specified terms from February 1 next following such appointment.

Immediately after their appointment, the members of the traffic and parking commission shall meet and organize by electing one of the members as chairperson and such other officers as may be necessary. Each officer shall serve a one-year term from February 1 next following such election.

### **Sec. 2-988. - Powers, duties and responsibilities generally.**

Subject to all local, state and federal laws and regulations, the traffic and parking commission shall be charged with the control, development, management, operation, and maintenance of all public on-street parking and public off-street automobile parking facilities within the city or to contract therefor reasonable regulations not inconsistent with the provisions of any statute or ordinance for the orderly use of all public off-street parking facilities shall be prescribed by the commission, as well as a schedule of parking fees and other charges for the use of public on-street parking and public off-street automobile parking facilities, with the approval of the mayor and the city council, whether such public on-street parking or public off-street automobile parking facilities are operated by the commission or under contract therefor. In determining parking fees, the commission as well as the mayor and city council shall give consideration to the needs of the public and merchants to provide parking at the lowest cost possible.

The traffic and parking commission shall also oversee traffic planning and policy development for the city; implement the city's complete streets policy; and ~~make recommendations to the mayor and the city council to adopt or amend city ordinances~~ ~~develop regulations and commission regulations~~ relative to traffic and parking; plan and implement residential traffic calming initiatives; plan and install on

and off-street parking and transit related technology improvements; review and act, as necessary, on traffic and parking regulation petitions; and implement the city's comprehensive parking plan, updating it as necessary.

Any Salem resident or business owner may petition the commission for action related to traffic and parking in the city by first filing said petition with the commission. Upon the filing of a petition, the commission shall file the same with the city council and the mayor. The commission shall initiate a review of any petition within 60 days. If the commission fails to act within 60 days, any city councilor may bring the petition before the city council for action that the city council may determine. The city council shall act on any recommendation of the commission within 60 days.

### **Sec. 2-989. - Effective date of regulations; limitations.**

The commission may adopt regulations ~~effective upon approval by the city council pertaining to traffic and parking~~. Any approved regulations shall authorize the commission to administer the specific parking and traffic regulations contained therein and may authorize the commission to act without further council approval on certain public street or parking designations. ~~Any other parking or traffic recommendation of the commission for which the commission has not been authorized by the city council to administer shall be proposed to the city council for adoption as a city ordinance or council order.~~

No commission regulation shall be effective until:

1. The commission provides notice, in writing, of a new or amended regulation to the city council. Delivery of such notice shall be to the city clerk.
2. The city council shall be provided ten (10) days from the date of such notification to request a joint public meeting of the commission and city council so that the commission may reconsider any identified new or amended regulation. Said meeting must be scheduled within ten (10) days from the date the request is sent to the commission. Such date may be extended by agreement of the council president and commission chair.
3. If no request for a joint public meeting is received from the city council within the ten (10) day period set forth above, the new or amended regulation shall be in effect on the eleventh (11) day following its original adoption.
4. At any scheduled joint public meeting, the commission shall revisit the identified regulation, reconsider such, accept public comment, and vote to reaffirm, reject, or modify the regulation.

Nothing in this division shall be construed as giving the traffic and parking commission power to supersede the police department in the regulation and enforcement of traffic and parking on the city streets.”

# City of Salem

*In the year Two Thousand and Twenty-two*

## **An Ordinance**

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

**Section 1.** Delete in their entirety the following sections of Chapter 42, Salem Traffic Ordinance, and incorporate within the Traffic and Parking Regulations:

Article I, Sec. 10. One-way streets.

Article I, Sec. 10A. One-way streets, Certain times.

Article I, Sec. 11. Bus Stops.

Article I, Sec. 12. Taxicab stands.

Article I, Sec. 13. Service Zones.

Article I, Sec. 13A. Parking in service zone limited – Live parking.

Article I, Sec. 13B. Fire lanes.

Article I, Sec. 14. Corner distances.

Article I, Sec. 17. Penalties

Article I, Sec. 17A. Schedule of fines re: Penalties.

Article II, Sec. 20A. Experimental regulations for the purpose of trial.

Article III, Sec. 28. Location of bus stops and taxicab stations.

Article III, Sec. 29A. Signs, traffic signals, devices, school zones, meters and markings.

Article IV, Sec. 43. No driving on sidewalks.

Article IV, Sec. 43A. Operation of electronic personal assistance mobility devices.

Article IV, Sec. 49. Obedience to isolated stop signs.

Article V, Sec. 50. Prohibited in certain specified places.

Article V, Sec. 50A. Handicapped zones.

Article V, Sec. 50B. Handicapped zones, limited time.

Article V, Sec. 50C. Handicapped zone, bus stop.

Article V, Sec. 51. Parking prohibited on certain streets.

Article V, Sec. 51A. Night parking.

Article V, Sec. 51B. Parking prohibited at certain times on certain streets.

Article V, Sec. 52. Bus Stops.

Article V, Sec. 53. Taxicab stands.

Article V, Sec. 54. Reserved parking, horse drawn carriages.

Article V, Sec. 54.A. Reserved parking, Holyoke Square.

Article V, Sec. 55. Parking vehicles for sale prohibited.

Article V, Sec. 55A. Parking time limited.

Article V, Sec. 55B. Prohibited from parking – Residential districts or in front of residential housing or apartments or entrance corridor overlay districts – Commercial vehicles.  
Article V, Sec. 56. Zones Established.  
Article V, Sec. 57. Parking time limited; hours of operation.  
Article V, Sec. 57A. Parking time limited; unmetered zones.  
Article V, Sec. 57B. Parking time limited; off-street parking areas.  
Article V, Sec. 57C. Parking time limited; monthly zones.  
Article V, Sec. 58. Acquisition and installation; space between meters.  
Article V, Sec. 59. Meter signals indicating legal/illegal parking; overtime parking.  
Article V, Sec. 60. Establishment and marking of spaces.  
Article V, Sec. 61. Bus stops, taxicab stands, service zones, etc.  
Article V, Sec. 62. Deposit of coins required to use parking spaces; unused time.  
Article V, Sec. 63. Fees.  
Article V, Sec. 64. Deposit of coins to extend parking beyond legal time.  
Article V, Sec. 65. Vehicles to be parked wholly within designated spaces.  
Article V, Sec. 66. Tampering with, depositing slugs, etc.  
Article V, Sec. 67. Commercial vehicles loading or unloading.  
Article V, Sec. 68. Collection and deposit of money: City of Salem Parking Meter Account.  
Article V, Sec. 69. Use of fees received.  
Article V, Sec. 70. Enforcement of division.

Article V-A, Section 74. General prohibition towing zones.

Article V-A, Section 75. Parking prohibitions towing zone (resident sticker).

**Section 11.** Amend Chapter 42, Salem Traffic Ordinance, by replacing the deleted sections, with the following:

Article I, Sec. 10. Repealed. See Traffic and Parking Regulations, Traffic and Parking Commission.  
Article I, Sec. 10A. Repealed. See Traffic and Parking Regulations, Traffic and Parking Commission.  
Article I, Sec. 11. Repealed. See Traffic and Parking Regulations, Traffic and Parking Commission.  
Article I, Sec. 12. Repealed. See Traffic and Parking Regulations, Traffic and Parking Commission.  
Article I, Sec. 13. Repealed. See Traffic and Parking Regulations, Traffic and Parking Commission.  
Article I, Sec. 13A. Repealed. See Traffic and Parking Regulations, Traffic and Parking Commission.  
Article I, Sec. 13B. Repealed. See Traffic and Parking Regulations, Traffic and Parking Commission.  
Article I, Sec. 14. Repealed. See Traffic and Parking Regulations, Traffic and Parking Commission.  
Article I, Sec. 17. Repealed. See Traffic and Parking Regulations, Traffic and Parking Commission.  
Article I, Sec. 17A. Repealed. See Traffic and Parking Regulations, Traffic and Parking Commission.

Article II, Sec. 20A. Repealed. See Traffic and Parking Regulations, Traffic and Parking Commission.

Article III, Sec. 28. Repealed. See Traffic and Parking Regulations, Traffic and Parking Commission.  
Article III, Sec. 29A. Repealed. See Traffic and Parking Regulations, Traffic and Parking Commission.

Article IV, Sec. 43. Repealed. See Traffic and Parking Regulations, Traffic and Parking Commission.  
Article IV, Sec. 43A. Repealed. See Traffic and Parking Regulations, Traffic and Parking Commission.  
Article IV, Sec. 49. Repealed. See Traffic and Parking Regulations, Traffic and Parking Commission.

Article V, Sec. 50. Repealed. See Traffic and Parking Regulations, Traffic and Parking Commission.







## CITY OF SALEM

In City Council March 24, 2022

**ORDERED:** That the Committee of the Whole meet with the Supt. of Schools for a presentation to update the Council on the Salem Public Schools



# CITY OF SALEM PLANNING BOARD

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## Report of the Planning Board to City Council Re: Marijuana Buffer Zones

March 18, 2022

At its meeting on March 17, 2022, the Planning Board discussed a proposed amendment to the Zoning Ordinance to amend Section 6.10.6 to eliminate the buffer zones that prohibit the siting of marijuana establishments within 500 feet of houses of worship and funeral homes or within 1000 feet from institutions of higher education, colleges or universities, which was referred from the March 7, 2022, joint public hearing with the City Council.

The Planning Board voted six (6) in favor (Bill Griset, Tom Furey, Helen Sides, Sarah Tarbet, Todd Waller, Carole Hamilton) and zero (0) opposed to recommend that the City Council adopt the proposed amendment to the Zoning Ordinance.

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

Sincerely,

William Griset  
Chair

CC: Ilene Simons, City Clerk



# CITY OF SALEM PLANNING BOARD

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## Report of the Planning Board to City Council Re: Green Infrastructure Amendment

March 18, 2022

At its meeting on March 17, 2022, the Planning Board discussed a proposed amendment to the Zoning Ordinance to address Green Infrastructure, including electric vehicle chargers, bicycle parking, and solar energy generation. This amendment was referred to the Planning Board at the March 7, 2022, joint public hearing with the City Council.

The Planning Board voted six (6) in favor (Bill Griset, Tom Furey, Helen Sides, Sarah Tarbet, Todd Waller, Carole Hamilton) and zero (0) opposed to recommend that the City Council adopt the proposed amendment to the Zoning Ordinance, with the following comments:

- In Section 5.5.2, striking the language “and the remaining 75% of parking spaces shall be Electric Vehicle-Ready for future installation.”
- The Planning Board would like further clarity on what it means to be EV charging ready.

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

Sincerely,

William Griset  
Chair

CC: Ilene Simons, City Clerk

# City of Salem

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*In the year Two Thousand and Twenty-Two*

**An Ordinance** to increase protections for wetlands in the City of Salem.

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

A NEW ORDINANCE TO REPLACE THE EXISTING ORDINANCE, CHAPTER 50  
WETLANDS PROTECTION AND CONSERVATION

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

**SECTION 1.** Sections 50-1 through 50-12 of Part III of the City of Salem Code, Ordinances, Chapter 50, Wetlands Protection and Conservation is hereby amending by deleting Sections 50-1 through 50-12 in their entirety and replacing it with the following new Sections 50-1 through 50-18:

**“Chapter 50 WETLANDS PROTECTION AND CONSERVATION\***

**Sec. 50-1. Introduction.**

This Ordinance is intended to utilize the City of Salem’s Home Rule authority to protect additional resource areas, identify additional values, and create additional standards and procedures stricter than those of the Wetlands Protection Act (M.G.L.A. c. 131, § 40; “the WPA”) and Regulations thereunder (310 CMR 10.00).

**Sec. 50-2. Purpose.**

The purpose of this Wetlands Protection Ordinance is to protect the wetlands, water resources, and adjoining land areas in Salem by controlling activities deemed by the Conservation Commission likely to have a significant or cumulative effect upon the following resource area values. Those identified with an asterisk\* are in addition to the interests protected by the WPA.

- public or private water supply
- ground water supply
- flood control

- storm damage prevention
- prevention of pollution
- protection of land containing shellfish
- protection of fisheries
- protection of wildlife habitat
- \*climate change adaptation and mitigation,

Collectively, the "resource area values protected by this Ordinance"

**Sec. 50-3. Jurisdiction.**

Except as permitted by the Conservation Commission, no person shall remove, fill, dredge, discharge into, build upon, degrade, or otherwise alter in or over any of the following resource areas: any freshwater wetland (e.g. wet meadows, bogs, swamps); any coastal wetland (e.g. coastal/barrier beaches, coastal dunes, coastal banks, rocky intertidal shores, land under the ocean, salt marsh, land under salt ponds, land containing shellfish, fish runs, land subject to tidal action); vernal pool; river, stream, pond, reservoir, or lake, or any bank to said waters, or any land under said waters; riverfront area; designated port areas or any land subject to inland and/or coastal flooding or inundation.

Additionally, except as permitted by the Conservation Commission, no person shall remove, fill, dredge, discharge into, build upon, degrade, or otherwise alter in or over land within 100-feet of the above resource areas, hereinafter the "buffer zone". Notwithstanding the foregoing, and in accordance with the WPA, the following resource areas do not have an associated buffer zone: riverfront area, land under waters, land containing shellfish, fish runs, land subject to tidal action, and designated port areas.

**Sec. 50-4. Exceptions.**

The above prohibitions shall not apply to emergency projects recognized by the WPA so long as the Conservation Commission or its designee certifies the emergency in accordance with the standards under the WPA and implementing regulations at 310 CMR 10.00.

Additionally, the requirements of this Ordinance and its implementing regulations shall not apply to the minor activities and other exemptions recognized by the WPA and its implementing regulations at 310 CMR 10.00 so long as the Conservation Commission is notified of proposed work via certified mail a minimum of 30 days prior to commencement of activities located in areas protected by this Ordinance.

Maintenance (but no further alteration, expansion, or change in character or use) of pre-existing lawfully located uses and structures that were in place on or before the promulgation of the Ordinance are permitted without application for a permit to the Conservation Commission,

provided that notice of such activities is sent via certified mail a minimum of 30 days prior to commencement of work.

### **Sec. 50-5. Definitions.**

The following words, terms, and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where further definition/clarification is provided through regulation. Terms follow the definitions found in the WPA and its implementing regulations at 310 CMR 10.00. To the extent not defined herein, words used in these regulations shall have the definitions contained in the WPA.

**Ancillary Structure** shall mean any structure on the same lot or lots in common ownership as the principal use, and whose purpose is customarily incidental to the main or principal building or use of the land.

**Alter** includes, without limitation, the following actions when undertaken in areas subject to this chapter: (1) Removal, placement, excavation or dredging of soil, sand, gravel, or aggregate material of any kind. (2) Changing drainage characteristics, flushing characteristics, salinity distribution, sedimentation patterns, flow patterns and flood retention characteristics. (3) Drainage or other disturbance of the water level or water table. (4) Dumping, discharging or filling with any material. (5) Driving of piles, erection of buildings or structures of any kind. (6) Placing of obstructions, whether or not they interfere with the flow of water. (7) Destruction of plant life, including cutting of trees, but excluding maintenance of landscape areas (provided that no unauthorized expansion of landscaping occurs) that were in place as of the original Ordinance adoption (DATE). (8) Changing of water temperature, biochemical oxygen demand or other physical or chemical characteristics of the water.

**Banks** means that part of land adjoining any body of water which confines the water. Bank is associated with all intermittent streams shown on the USGS Map and display riverine characteristics, even those upgradient of other wetland resource areas in cases where a defined channel with evidence of flow is observed.

**Climate Change Adaptation and Mitigation** are measures designed or intended to protect resource areas from the impacts of climate change and to protect the ability of resource areas to mitigate the impacts of climate change with consideration of the resource area values protected by the Ordinance.

**Climate Change Impacts** include without limitation: extreme heat; the timing, frequency, intensity, and amount of precipitation, storm surges, and rising water levels; increased intensity or frequency of storm events or extreme weather events; and frequency, intensity, and duration of droughts.

**Coastal Wetland** means any bank, marsh, swamp, meadow, flat or other lowland subject to tidal action or coastal storm flowage.

**Freshwater Wetland** is an area where soils are saturated and/or inundated such that they support wetland indicator plants. The ground water and surface water hydrological regime, soils, and the vegetational community which occur in a freshwater wetland, are defined under this Ordinance based on the definition of “Bordering Vegetated Wetland” at 310 CMR 10.00. The term freshwater wetland shall include isolated vegetated wetlands which are at least 750 square feet in size as defined herein.

**Green infrastructure/Nature-based solutions** means projects and practices incorporating the natural environment, supplement natural processes, or work in concert with natural systems to provide flood, fire, or drought risk reduction, or clean water or air benefits. Green infrastructure practices protect, restore, augment, or mimic ecological processes.

**Isolated Vegetated Wetland (IVW)** shall include wetlands which meet the MassDEP manual entitled “Delineating Bordering Vegetated Wetlands Under the Massachusetts Wetlands Protection Act” (1995 and as may be amended from time to time) with respect to the delineation standards for soils, hydrology, and vegetation, are at least 750 square feet in size or greater, but that do not require connectivity to surface waters. The Conservation Commission may, through written determination, exclude areas from being considered IVW if compelling evidence is presented that the IVW exists as a result of stormwater infrastructure or other human-induced disturbance/activity. Additionally, the Conservation Commission may find that areas that would otherwise qualify as IVW, but that are dominated by a prevalence of invasive and/or non-native plant species, are non-jurisdictional.

**Passive Passage** means any pedestrian activity which does not involve the disturbance of the substrate or existing vegetative conditions.

**Person** includes any individual, groups of individuals, association, partnership, corporation, company, business organization, trust, estate, the Commonwealth, or political subdivisions thereof to the extent subject to city ordinances, administrative agencies, public or quasi-public corporations or bodies, the city, and any other legal entity, its legal representatives, agents or assigns.

**Previously Disturbed or Degraded** means areas which previously or currently lawfully contain(ed) impervious areas such as buildings, roadways, parking lots, or that were graded or altered by direct human activities not associated with natural resource or land management activities such that their present character is notably different than it would be had it not been altered. Previously Disturbed or Degraded areas may be partially vegetated provided there is a notable absence of topsoil (e.g., O or A Soil Horizon) or other compelling anthropogenic factor which documents the historic land use therein. An Applicant carries the burden of proof to demonstrate that land is Previously Disturbed or Degraded. Previously Disturbed or Degraded areas must have been the result of a lawful use/activity in order to be considered as such.

**Stream** means a body of running water that moves in a definite channel in the ground due to a hydraulic gradient. Such a waterway is a stream regardless of its relationship to other resource areas. Streams do not include manmade channels unless such channels represent channelization or redirection of historically naturally occurring streams, or were created for the purpose of functioning as a stream (such as may be done for ecological projects, or replication/mitigation).



**Structures** include, but are not limited to, commercial and industrial buildings, single family houses, multifamily dwellings, porches, decks, additions, sheds, outbuildings, pools, docks, pile supported features, septic systems and any of their components, underground storage tanks, roadways, fencing which functions as a barrier to wildlife habitat (excluding perimeter sediment controls and snow fencing), driveways, and retaining walls supporting more than a 4-foot height of fill. Stormwater management infrastructure and other utilities shall be excluded from the definition of structure.

**Vernal Pool** shall mean an area that provides breeding habitat for species that depend on ephemeral bodies of water for breeding and other life stages. To be considered vernal pools such areas must meet certification criteria as defined by the MA Natural Heritage and Endangered Species Program (NHESP). Certain areas that have been extensively altered by human activities as of the effective date of this Ordinance amendment and maintained as such continuously are not regulated as vernal pools. Such disturbed areas may include, for example, the built and utilized footprints of: paved and graveled areas, golf courses, cemeteries, playgrounds, landfills, fairgrounds, quarries, gravel pits, buildings, lawns, gardens, roadways (including median strips, areas enclosed within highway interchanges, shoulders, and embankments), railroad tracks (including ballast and embankments), and similar areas. Areas mapped by NHESP as potential vernal pools are considered vernal pools under this Ordinance unless the project proponent demonstrates to the Conservation Commission that said area is not certifiable per NHESP criteria. In evaluating the information presented to demonstrate that an area is not a vernal pool, the Commission shall consider appropriate factors, including the extent of the investigations conducted and drought/rainfall conditions, for example.

**Wildlife Habitat** means important food, shelter, migratory or overwintering areas, or breeding areas for wildlife. Certain areas that have been extensively altered by human activities as of the effective date of this Ordinance amendment and maintained as such continuously are not important wildlife habitat. Such disturbed areas may include, for example, the built and utilized footprints of: paved and graveled areas, golf courses, cemeteries, playgrounds, landfills, fairgrounds, quarries, gravel pits, buildings, lawns, gardens, roadways (including median strips, areas enclosed within highway interchanges, shoulders, and embankments), railroad tracks (including ballast and embankments), and similar areas. The Commission may, on a case-by-case basis, include some areas of human disturbance to be considered wildlife habitat if the subject area is demonstrated to be such by a competent source.

The Conservation Commission may, through its implementing regulations, expand upon or add additional definitions in order to protect the resource area values established by this Ordinance.

#### **Sec. 50-6. Conservation Commission Filing.**

No person shall remove, fill, dredge, alter or build upon, over, or within areas subject to the Conservation Commission's jurisdiction without filing a written application for a permit including such plans as may be necessary to describe such proposed activity and its effect on the environment, and receiving and complying with a permit issued pursuant to this chapter. Such application must be identical in form to a Notice of Intent or Request for Determination of

Applicability as described in M.G.L.A. c. 131, § 40 and the implementing regulations at 310 CMR 10.00. The Conservation Commission may establish a filing fee schedule for such applications.

Notwithstanding the above, activities located solely within the 100-foot Buffer Zone to inland or coastal land subject to flooding or inundation may be reviewed by the Conservation Agent to determine whether a filing is required. In such cases, the Conservation Agent's administrative determination as to whether or not to require a filing shall be based upon a review of whether the project location is so topographically separated from the flood zone that the Ordinance values do not apply and that the proposed work qualifies as a minor activity as enumerated in 310 CMR 10.02(2)(b)2.

**Sec. 50-7. Hearing on Permit Application; Access to Property.** Notice of the time and place of the hearing shall be provided by the Applicant, using a legal notice document to be provided by the Conservation Office, not less than five days prior to the hearing, by publication in a newspaper of general circulation in the City. The Conservation Office may establish submission requirements, including required notifications to other City Departments, for example. The applicant shall provide notice to all abutters in the same form as detailed in M.G.L.A. c. 131, § 40 and the implementing regulations at 310 CMR 10.00. Notwithstanding the foregoing, abutter notification is not required for Request for Determination of Applicability filings.

For the purposes of reviewing an application for permit, the Conservation Commission, its agents, officers, and employees may enter upon privately owned land for the purpose of performing their duties under this chapter.

#### **Sec. 50-8. Buffer Zone and Setbacks**

In reviewing activities within the buffer zone, the Conservation Commission shall presume the buffer zone is important to the protection of its subject resource area because activities undertaken in close proximity have been shown to have a high likelihood of adverse impact, either immediately, as a consequence of construction, or over time, as a consequence of daily operation or existence of the activities.

Adverse impacts to wetland resource areas from construction and use within their related buffer zone can include, without limitation, erosion, siltation, loss of groundwater recharge, poor water quality, loss of trees and other vegetation, and degradation of wildlife habitat. Therefore, this Ordinance gives the Commission broad discretion to permit, condition, and prohibit work within the buffer zone as the specific situation warrants.

This Ordinance further establishes the following areas within the 100-foot buffer zone, which are subject to specific requirements and greater scrutiny:

□ **25-foot No Disturbance Zone** – the first 25-feet within the buffer zone extending from an applicable resource area in which virtually no activities or work, other than passive passage, stormwater outfall components, and utilities, are permitted. No vegetation may be disturbed, leaf litter and woody debris remains in place, etc. The No Disturbance Zone shall remain unchanged

from its pre-development project state when considering both the construction period and the long-term use of the project site. The land use restrictions within the No Disturbance Zone are to be further tabulated in the implementing regulations.

□ **50-foot Mitigation Zone** – the first 50-feet within the buffer zone extending from an applicable resource area in which disturbance is prohibited without adequate mitigation as determined by the Conservation Commission. The Mitigation Zone overlaps the No Disturbance Zone detailed above and wetland resource areas defined herein.

Beyond the above-described zones, the Conservation Commission shall consider proposals for work in the buffer zone in terms of broad forms of disturbance areas. This approach is intended to allow flexibility for property use while maintaining adequate levels of wetland resource area protection. Additional buffer zone disturbance setbacks may be enumerated through implementing regulations.

In considering the types of work and activities allowable within the overall 100-foot buffer zone, and conditions to apply, the Conservation Commission shall consider the following,

1. **Values and Functions of the Resource Area.** The quantity and quality of resource values and functions should be considered explicitly in placing conditions on buffer zone work.
2. **Pre-Project Characteristics of the Site.** Ground slope, soil conditions, vegetation, and prior disturbance are some of the site-specific characteristics that shall be considered in setting conditions for work in the buffer zone.
3. **The nature of the activities proposed and their potential likelihood of impacting the Ordinance values.**
4. **The Project's implementation of climate change adaptation measures.**

As appropriate to protect the Ordinance values, the Conservation Commission may expand the minimum setbacks indicated herein or in implementing regulations.

The Applicant shall carry the burden of proof for demonstrating to the Commission's satisfaction that the proposed work or activities in the buffer zone are necessary, and that reasonable alternatives do not exist. Said demonstration may take the form of a written narrative or report with accompanying exhibits as appropriate.

Applicants wishing to rebut the presumptions set forth above shall provide the Commission with a written waiver request in accordance with Section 50-10 herein.

Notwithstanding the above, the Conservation Commission may, without requiring a formal waiver request, reduce the setbacks for:

1. Redevelopment of sites that contain previously disturbed or degraded areas regardless of whether such areas are within the relevant setback, so long as work results in an overall improvement to the applicable setback in terms of the ability of the associated resource area to protect the values of this Ordinance.

2. Projects involving work necessary to access buildable upland (including access roads, driveways, and utilities) as long as there is no other means of accessing said buildable upland, and said work meets all the other requirements of the WPA and this Ordinance.
3. If in its judgment such a reduction is necessary to accommodate a project that will have an overall benefit to the public and to the environment (such as a project addressing sewer inflow and infiltration, or an environmental enhancement project).
4. If in its judgment such a reduction is necessary to accommodate reasonable recreational access and connectivity by path, including paved or other surface type multiuse paths or other least intrusive means of access, to other portions of a property or the shoreline, as long as there is no other alternative means of accessing the other portions of the property, and that such alteration does not exceed the minimum path necessary to be compliant with state and federal accessibility requirements. Such paths are to include elevated boardwalks as appropriate to minimize impacts. Such alterations may require wetlands replication.
5. Ancillary Structures associated with single-family dwellings constructed prior to the adoption of this Ordinance.

The setback requirements shall not apply to:

1. Projects requiring Chapter 91 Licenses pursuant to the water-dependent use provisions, repairs of existing Chapter 91 Licensed structures, or other coastal engineering structures deemed by the Conservation Commission to be necessary to protect the interests of the WPA and this Ordinance.
2. Projects involving the maintenance and repair, but not expansion of or change in character or use of, existing and lawfully located buildings and structures, including roads, culverts, utilities, septic systems, or storm water drainage structures.
3. Remediation activities performed under the Massachusetts Contingency Plan, provided that the activities comply with all other applicable state and local regulations.

#### **Sec. 50-9. Climate Change Resiliency.**

Climate change is an overriding public interest. Consideration of the effects of climate change on the City's wetlands resource areas is necessary to maintain the values of the Ordinance into the future. Additionally, appropriate protection of wetlands resource areas and their values will facilitate the City's climate change preparedness and resilience.

The Applicant shall, to the maximum extent practicable, integrate considerations of adaptation planning into their project to promote climate change resilience so as to protect and promote resource area values into the future. The Applicant shall consider the resource area's ability to be resilient to the effects of climate change and protect the values of the Ordinance. These considerations are especially important in Land Subject to Flooding and Coastal Storm Flowage (100-year floodplain), coastal wetlands, and other resource areas which protect the interest of Flood Control and Storm Damage Prevention, including the associated buffer zones. Resource areas may be directly impacted by extreme weather events expected to be more prevalent or

more intense due to climate change, in surface runoff of pollutants, and in wildlife habitat due to changes in temperature.

In reviewing project climate change resiliency information, the Conservation Commission shall give consideration as to the size and scale of the project and the extent to which resource area impacts are avoided, minimized, and mitigated. Green infrastructure/nature-based solutions are preferred to demonstrate compliance with the climate change adaptation and mitigation resource area value.

The Conservation Commission may, through implementing regulations, adopt additional provisions and mapping related to resource area values respective of climate change in accordance with best available science. Mapping adopted by the Conservation Commission may include, without limitation, projections of Sea Level Rise and future storm events/flood zones for project proponents to consider in applications for work submitted to the Conservation Commission.

### **Sea Level Rise Considerations**

The City of Salem recognizes the relative rise in elevation of the sea surface over time. Those portions of coastal floodplains which are immediately landward of salt marshes, coastal beaches, barrier beaches, coastal dunes or coastal banks require special protection as they are likely to be in a state of transition as the entire complex of coastal wetland resources gradually moves landward due to rising relative sea levels.

Development activities carried out within the transitional areas of coastal floodplains will be subject to increased storm damage and may interfere with the natural landward migration of the adjacent coastal resource areas. Therefore, the Salem Conservation Commission may adopt, through implementing regulations, performance standards for coastal resource areas with respect to Sea Level Rise.

### **Sec. 50-10. Waiver Criteria.**

An Applicant may seek relief from the standards of the Ordinance and any implementing regulation by requesting a waiver to the applicable standards. The Commission may, at its discretion, grant a waiver to the standards of the Ordinance and regulations based on the Applicant's clear and convincing demonstration of the following:

1. The proposed land-use activity(ies) conforms with the goals and statutory interests of the Ordinance and regulations adopted thereunder, and the activity(ies), including proposed mitigation measures, will have an insignificant impact on the values protected by this Ordinance;
2. The relief requested by the project proponent is the minimum waiver necessary to achieve the project goals and to allow for reasonable use of the property;
3. The requested waiver is not the result of any prior action of the project proponent or any predecessor in title (i.e., the Applicant must document that the waiver is not the result of a self-created or self-imposed hardship);

4. The granting of the waiver will not hinder the ability of wetland resource areas or buffer zones to provide climate mitigation or protect the adjacent landscape from storm surge as anticipated based on best available information;

5. Where applicable, work within required setbacks noted herein shall not result in adverse impacts to the resource area values. Project proponents shall provide clear documentation to the Conservation Commission as to the means and methods for avoiding construction-phase impacts and impacts from the future existence of the project within setbacks; and

6. The Applicant shall demonstrate that all other feasible project alternatives to avoid or minimize impacts have been exhausted, including seeking relief from municipal zoning provisions as applicable.

Relief in the form of a waiver to a provision of the Ordinance does not remove the Applicant's responsibility for compliance with all other requirements of the Ordinance.

#### **Sec. 50-11. Severability.**

The invalidity of any section or provision of this Ordinance shall not invalidate any other section or provision thereof, nor shall it invalidate any permit, approval or determination which previously has been issued.

#### **Sec. 50-12. Relationship to State Statute.**

The Conservation Commission shall not impose additional or more stringent conditions pursuant to M.G.L.A. c. 131, § 40 than it imposes pursuant to this chapter, nor shall it require an applicant filing a notice of intention pursuant to M.G.L.A. c. 131, § 40 to provide materials or data in addition to those required pursuant to this chapter.

**Restoration of land in violation.** Consistent with M.G.L.A. c. 131, § 40, any person who purchases, inherits or otherwise acquires real estate upon which work has been done in violation of this chapter or in violation of any permit issued pursuant to this chapter shall forthwith comply with any such order or restore such land to its conditions prior to any such violation; provided, however, that no action, civil or criminal, shall be brought against such person unless commenced within three years following the date of acquisition of the real estate by such person.

#### **Sec. 50-13. Promulgation of Regulations.**

After due notice and public hearing, the Conservation Commission may promulgate rules and regulations to effectuate the purposes of this chapter. Failure by the Conservation Commission to promulgate such rules and regulations or a legal declaration of their invalidity by a court of law shall not act to suspend or invalidate the effect of this chapter.

#### **Sec. 50-14. Burden of Proof.**

The Applicant shall have the burden of proving by a preponderance of the credible evidence that the work proposed in the application for the permit required by this chapter will not harm the interests protected by this chapter. Failure to provide adequate evidence to the Conservation

Commission supporting a determination that the proposed work will not harm the values protected by this chapter shall be sufficient cause for the Conservation Commission to deny a permit or to grant a permit with conditions or, in the Conservation Commission's discretion, to continue the hearing to another date to enable the Applicant or others to present additional evidence.

**Sec. 50-15. Security.**

The Conservation Commission may require, as a permit condition, that the performance and observance of other conditions be secured by one or both of the following methods:

1. A bond or deposit of money or negotiable securities in an amount determined by the Conservation Commission to be sufficient and payable to the Conservation Commission upon default.
2. A conservation restriction, easement or other covenant running with the land, executed and properly recorded or registered, in the case of registered land, with the Essex South District of Registry of Deeds.

**Sec. 50-16. Appeal.**

A decision of the Conservation Commission shall be reviewable in the Superior Court in accordance with M.G.L.A. c. 249, § 4.

**Sec. 50-17. Enforcement.**

Any person who violates any section of this chapter or any condition of a permit issued pursuant to this chapter shall be punished by fines as provided in Section 1-10 (c) – Noncriminal disposition of ordinance violations.. Each day or portion thereof during which a violation continues shall constitute a separate offense; if more than one, each condition violated shall constitute a separate offense. Upon request of the Conservation Commission or of the City Council, the Mayor, and City Solicitor shall take such legal action as may be necessary to enforce this chapter and permits issued pursuant to this chapter.

**Sec. 50-18. Effective Date.**

This Ordinance Amendment becomes effective upon final passage and signature of the Mayor and shall apply to all Notices of Intent filed on or after that date and any subsequent procedures related to such filings made on or after that date. This Ordinance Amendment shall not apply to projects for which a Notice of Intent was filed (and for which an Order of Conditions remains valid) prior to the effective date.”

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

In City Council January 27, 2022

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

In City Council March 10, 2022

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

ATTEST:

ILENE SIMONS  
CITY CLERK

**City of Salem**

*In the year Two Thousand and Twenty-Two*

**An Ordinance** to amend Section 1-10 (c). – noncriminal disposition of ordinance violations.

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

**SECTION 1.** Section 1-10. of Part III of the City of Salem Code, Ordinances, Chapter 1, Noncriminal Disposition of Ordinance Violations is hereby amending by adding the following language to the end of the Section 1-10 (c):

*“Chapter 50, Wetlands Protection and Conservation Ordinance*

Penalty for violations of Wetlands Protection and Conservation Ordinance.

Penalty:

First offense .....\$100.00

Second offense .....\$200.00

Third offense .....\$300.00

Enforcing persons: Conservation Agent; police department personnel.”

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

In City Council January 27, 2022

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

In City Council March 10, 2022

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

ATTEST:

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