

ORDER FOR CONDUIT LOCATION

In the City Council for the City of Salem, Massachusetts.

ORDERED:

That permission be and hereby is granted to Comcast Cable Communications Management LCC., to lay and maintain underground conduits and manholes, with the wires and cables to be placed therein, under the surface of the following public way or ways as requested in petition of said Company dated July 25, 2017

Bridge Street: Starting at Utility Pole No. 596 excavating in the roadway to place (1) 4" PVC conduit 275'± to a proposed 24"x 36" vault. Continuing from vault with (1) 4"PVC conduit 340'± to a proposed 24"x 36" vault.

Substantially as shown on plan marked - Proposed Electrical Site Plan, filed with said petition.

Also that permission be and hereby is granted said Comcast to lay and maintain underground conduits, manholes, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as it may desire for distributing purposes.

The foregoing permission is subject to the following conditions:

1. The conduits and manholes shall be of such materials and construction and all work done in such manner as to be satisfactory to the City Council or to such officers as it may appoint to the supervision of the work, and a plan showing the location of conduits constructed shall be filed with the City when the work is completed.
2. Said Company shall indemnify and save the City harmless against all damages, costs and expense whatsoever to which the City may be subjected in consequence of the acts or neglect of said Company, its agents or servants, or in any manner arising from the rights and privileges granted it by the City.
3. In addition said Company shall, before a public way is disturbed for the laying of its wire or conduits, execute its bond in a penal sum of One Hundred Thousand Dollars (\$100,000) (reference being had to the bond already on file with said City) conditioned for the faithful performance of its duties under this permit.
4. Said Company shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and wires, so far as the same are not inconsistent with the laws of the Commonwealth.

I hereby certify that the foregoing order was adopted at a meeting of the City Council for the City of Salem, Massachusetts, held on the _____ day of _____ 2017.

(over)

City Clerk

We hereby certify that on _____, 2017, at _____ o'clock _____ M., at Salem, Massachusetts a public hearing was held on the petition of the Comcast for permission to lay and maintain underground conduits, manholes and connections, with the wires and cables to be placed therein, described in the order herewith recorded, that we mailed at least seven days before said hearing a written notice the time and place of said hearing to each of the owners of real estate determined by the last preceding assessment for taxation along the ways parts of ways upon which the Company is permitted to construct the lines said Company under said order. And that thereupon said order was duly adopted.

Salem City Council; Salem, Massachusetts

CERTIFICATE

I hereby certify that the foregoing is a true copy of a location order, and certificate of hearing with the notice adopted by the City Council for the City of Salem, Massachusetts, on the _____ day of _____ 2017, recorded with the records of location orders of said City, Book _____, Page _____. This certified copy is made under the provision of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest:

City Clerk



ed. 1/20/1221-1920

Copyright Reserved

Why? *Because* = *because*
 = *because* of time before (2)?
 = *because* of time after (2)?

the following information is provided:

Consultants

Puella

Votes

Abstract

points

Permitt-Sod



Client/Project

CITY OF SALEM

SALEM, MA

SALEM, MA

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UTILITY LOCATION PLAN

PART 1 OF 3

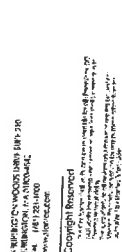
Object No.	Scale
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Drawing No. 1-1

Revision



SCALE: 1" = 10'



puella

Notes

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Client/Project
CITY OF SALEM

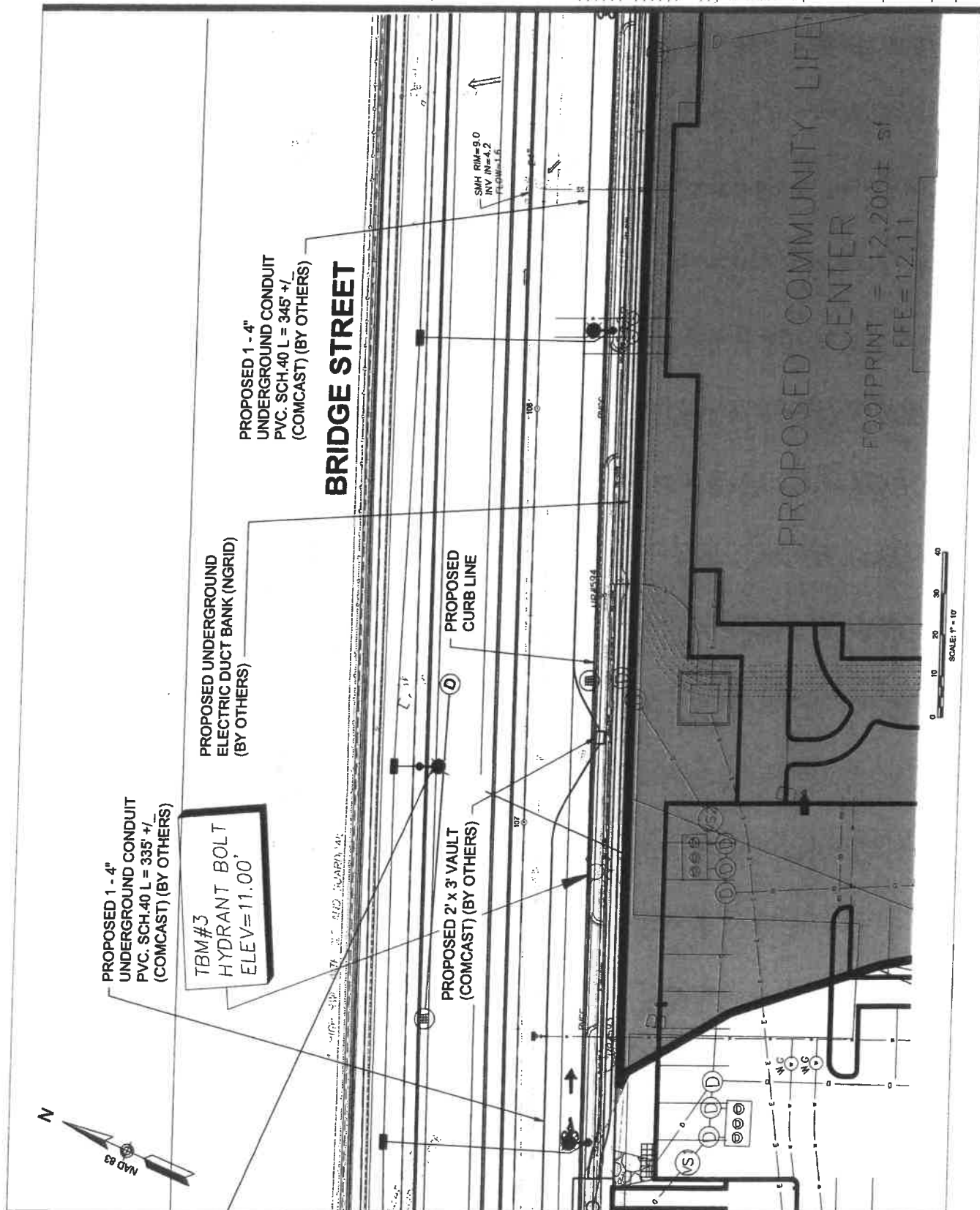
BRIDGE STREET MASSWORKS PROJECT
"COMPLETE STREETS" ENHANCEMENTS
SALEM, MA

12

UTILITY LOCATION PLAN
PART 2 OF 3

Project No.	Scale
9410455	1" = 10'

Don't miss



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Notes

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Client/Project
CITY OF SALEM

BRIDGE STREET MASSWORKS PROJECT
"COMPLETE STREETS" ENHANCEMENTS
SALEM, MA

No

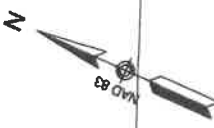
UTILITY LOCATION PLAN
PART 3 OF 3

Abstract

25 JUL 1964

continued

YOU OWN IT



PROPOSED 1 - 4"
UNDERGROUND CONDUIT
PVC. SCH.40 L = 345' +/-
(COMCAST) (BY OTHERS)

BRIDGE STREET

PROPOSED 10' x 14'
ELECTRIC MANHOLE
(NGRID) (BY OTHERS)

**PROPOSED
CURB LINE**

COMMUNITY LIFE
CENTER

$$NT = 12,200 + sf$$
$$FF = 12.11$$

SCALE: 1" = 10'

DATE, 1 • 10



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

September 14, 2017

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Chris Cantone, of 10 Vista Avenue, to the City of Salem's Renewable Energy Task Force, for a three-year term to expire September 14, 2020.

Mr. Cantone is a long-time resident of our city and comes with an extensive background in the energy sector. He is currently the Commercial Director for SunPower Corp. and, prior to that, worked for eight years at Constellation New Energy, rising to the position of Vice President and General Manager for Energy Solutions. Mr. Cantone holds a B.S. in Electrical Engineering Technology from Wentworth Institute of Technology and volunteers in our community as a Salem Youth Soccer board member and coach, as well as a coach for Salem Youth Baseball.

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

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem

CHRIS L. CANTONE

10 Vista Avenue, Salem, MA 01970
(978) 844-4628 ▪ cantone13@hotmail.com

Energy Executive

Visionary & Inspirational Leader | Sales Incentive Compensation Expert | P&L Champion

Savvy Sales Leader with an indelible reputation for delivering inventive business strategies and client-focused solutions that improve margins. Broad experience building profitable start-up divisions, growth business lines, deal transactions and streamlined operations. Mobilized top-tier talent to create high performing cultures that consistently achieve in volatile markets.

- | | |
|--|--|
| ◇ Strategic Business Planning and Execution | ◇ Fiscal Accountability and P&L Management |
| ◇ Integrated Front, Middle and Back Office Operations | ◇ Mergers, Acquisitions and System Integration |
| ◇ Complex Change Management | ◇ Cross-Cultural Talent Training and Development |
| ◇ High Productivity with Collaborative Approachability | ◇ Large Client Relationship Management |
| ◇ Risk Management and Performance Metrics | ◇ Strategic Marketing & Branding |

PROFESSIONAL EXPERIENCE

SunPower Corporation, San Jose, CA (Boston Area)

2017- Present

COMMERCIAL DIRECTOR

Founded in 1985, SunPower Corporation is a leading solar technology and energy solutions provider, delivering unmatched reliability, efficiency and guaranteed performance. Through design, manufacturing, installation and ongoing maintenance & monitoring, SunPower provides its proprietary, high-performance solar technology to residential, commercial and utility customers worldwide.

As a publically traded company with 2016 revenues over \$2.6B and 8.5GWs of solar installations worldwide, we are uniquely structured as a fully integrated provider of solar solutions. We manufacture the highest efficiency panels in the market today and continue to drive new markets and "smart solar solutions" through using technology like Energy Storage solutions to help maximize customers potential.

Enerwise Global Technologies dba CPower, Baltimore, MD (Boston Area) 2008 - 2016

CHIEF SALES OFFICER

Hand Selected by HIG Capital to become Officer of newly formed company. Merged businesses from Constellation's Demand Response business unit and Converge's C&I Demand Response business unit (Enerwise Global Technology). Managed and grew portfolio of customers to over 7,500 customers and with over 2,600 MWs of curtailable load in the ISONE, NYISO, PJM, ERCOT, CASIO and MISO energy markets. Oversee 6 Executive Level direct reports and over 43 employees in the Sales, Account Management and Strategic Alliance team.

- *Delivered over \$135M in annual revenue with over \$35M in gross margin*
- *Responsible for integration efforts of newly formed company that included everything from health benefits selection to IT system selection while maintaining existing customer needs and sales growth.*
- *Oversee staffing selection and recruitment of top talent to new organization.*
- *Merging of customer and partner portfolios with high retention rates.*
- *Development of new companywide branding and direction for launch in 2016*
- *Facilitated Acquisition and Integration of Demand Response Partners (DRP) in 2015.*
- *Perform diligence efforts on over 4 companies for potential acquisition candidates*
- *Participated in all Board of Director meetings to help drive company direction.*

Constellation New Energy, and Exelon Company, Baltimore, MD (Boston Area) 2008 - 2016

VICE PRESIDENT & GM, ENERGY SOLUTIONS (2013-2014)

Handpicked by President to expanded executive level management to oversee 4 different business units, Load Response, Efficiency Made Easy, Strategic Alliances and Associations. Oversee 7 Executive Level direct reports and over 55 total employees in the Sales, Partnerships, Account Management, and Product Development areas.

Expanded our success of building integrated products with Power Sales and selling to the facility and operation personal at our customers. Was tasked with finding a buyer for the Demand Response Business unit in 2013.

- *Delivered over \$127M in annual revenue in Energy Solutions Sales
 - *\$85M in Load Response, \$17.5M in EME, \$29M in Associations**
- *Introduced new cost effective and forward looking product offerings, allowing customers to ensure stable energy costs while transforming their energy management efforts into new revenue streams.*
- *Increased customer awareness and usage of CNE's energy management software platform, VirtuWatt*
- *Grew Strategic Alliance relationships with many controls companies to integrate VirtuWatt Link into their software platforms.*
- *Guided customers and employees through complex workings of the North American energy markets and identify areas of exposure within their current energy strategies.*
- *Lead turnaround of underperforming business unit to restructure and rebrand for success in 2014.*
- *Worked with Sales team to secure key customers in long term contracts with higher margins.*
- *Facilitated Acquisition Negotiations: Appointed to oversee and negotiate the sale of the DR business unit to HIG Capital.*
- *Frequent speaker at industry events, tradeshow, conferences.*

VICE PRESIDENT, LOAD RESPONSE SALES (2010-2013)

Business unit leader and Sales Manager for the Demand Response product offerings for the newly formed DR business unit. Oversee 6 Executive Level direct reports and 40 employees in National & Regional Sales, Account Management and Strategic Alliances. Gained reputation as a superior leader and trusted sales coach throughout the larger Constellation Sales organization.

- *Delivered \$85M in annual revenue in Demand Response Sales*
- *Grew sales an average of 38% each year*
- *Increased margins in competitive markets both internally and externally by 8%*
- *Worked with Power Sales team to understand value of DR products for customers through companywide Unified Sales Training*
- *Developed the "Load Response" branding to differentiate CNE in market*
- *Worked with Operations department to repair damaged reputation of service delivery.*
- *Developed integrated Power and Demand Response products to offer to customers.
 - *Drove higher Power margins and Customer retention through multi-product offerings.**
- *Frequent speaker at industry events, tradeshow, conferences.*

CPower/Consumer Powerline, New York, NY (Boston Area)

2008 – 2016

VICE PRESIDENT & GM, SALES NORTHEAST (2008-2010)

Managed Sales and Operations for the Demand Response markets in ISONE and NYISO energy markets. Oversee 8 employees in the Sales, Account Management and Operations. Asked by CEO to assume responsibilities for ISONE market within first 6 months and eventually expanding to include the ISONY market. Assisted in the sale of CPower to Constellation in 2010..

- *Delivered \$30M in annual revenue in Demand Response Sales*
- *Grew sales an average of 45% each year*
- *Retained the highest margins for company across all markets with long term contracts.*
- *Restructured organization to become the most effective and efficient, ultimately reducing cost and increase profitability of regions.*
- *Participated in management meetings setting direction and growth initiatives for company.*
- *Participated in the acquisition of Demand Direct.*
- *Created unique support structure to help drive growth and customer satisfaction.*
- *Worked with Utility companies to drive partnerships that delivered high value product offerings to their customers.*
- *Company sold to Constellation New Energy in 2010.*

SENIOR SALES EXECUTIVE, NEW ENGLAND (2008)

Hired into Consumer Powerline as company was going through management change. Brought on to help build out ISONE market and gain long term portfolio of customers.

- *Delivered \$10M in annual revenue in Demand Response Sales as individual contributor.*
- *Created all legal documents including customer and partner contracts.*
- *Opened new markets and Utility contracts with CVPS.*
- *Exceeded Sales goals and volumes that ultimately drove a company restructure of Operational support.*

- Frequent presenter and speaker at industry events and ISO working groups to help drive direction of DR markets.

Lightspace Corporation, Boston, MA

2006 – 2008

SENIOR VICE PRESIDENT OF SALES & MARKETING

Responsible for global sales and marketing of a specialty lighting company. Oversee a team of 7 sales people along with indirect management of 15 employees in Operations.

- Created all legal documents including customer and partner contracts.
- Raised over \$10M in funding and public offering.
- Moved company direction to diversify product offering into new markets.
- Participated in all Board of Director meetings to help drive company direction.

Color Kinetics, an Phillips Company, Boston, MA

1998 – 2006

Color Kinetics is the world leader and first to market in the solid state LED lighting market. Started with company at early stages (employee #6) and helped company raise capital, set sales direction, IPO in 2004 and private sale to Phillips in 2006. Over the 9+ years of working at CK, I had the generous opportunity to hold many positions that allowed me to expand my business knowledge of all aspects of the company. This experience has allowed me to be a well-rounded Executive today.

SENIOR PRODUCT MANAGER (2003-2006)

My move to product management allowed me to work closer with the Executive team to drive the future product roadmap of the company. I was working closely with the CEO to help leverage and build upon our patent portfolio to introduce new product concepts that did not conform to traditional lighting metrics. Because we were going against the direction of traditional lighting, this allowed me to educate the Lighting Designers and Architects on new lighting concepts to change traditional designs.

- Develop the 5 year product roadmap to include new lighting technologies in "white" light LED fixtures.
- Develop and patented new control signal technology over line voltage power lines allowing expansion into new markets.
- Developed and patented new variable color temperature white light fixtures.
- Develop Market Requirement Documents and Product Improvement Documents for engineering department through keeping up on market trends and technology advancements.
- Oversee product line that made up 69% of company revenues.

DIRECTOR OF SALES, NORTHEAST (2002 – 2004)

Hand selected by President and COO to head up the Northeast regional sales efforts. Oversee a team of 6 people that included Sales and Account Management employees.

- Responsible for selling LED Lighting products to End Users, Lighting Designers, Architects, Lighting Agents, Engineering firms, Electrical Contractors and Partners.
- Restructure business model from stocking distributors to project delivery sales.
 - Requiring to sell \$3.5M in partner inventory through project sales while still achieving new product sales targets.
- Structure manufacturer agent model with hiring agents across region.
- Considered to be LED lighting expert and frequent speaker at industry events, tradeshow and conferences.
 - Certified Instructor for presentations for Lighting Designers & Architects to gain NCQLP credits.

WORLDWIDE OEM MANAGER, NORTHEAST (2001 – 2002)

Utilizing my knowledge of products, technology, markets we serve, I was hand selected to start the OEM sales division of CK. Given my knowledge the products, technology, where fixtures were being used and new opportunities. Hand selected by President and COO to head up the Northeast regional sales efforts. Oversee a team of 6 people that included Sales and Account Management employees.

- Responsible for negotiating sales and licence agreements with potential partners for use of the CK Intellectual Property Portfolio.
 - Companies included TouchTunes, Hayward Pools, GE Lighting.
- Worked with companies outside of the lighting industry to diversify the revenue streams to increase company net worth.

NATIONAL ACCOUNT MANAGER, REGIONAL SALES MANAGER (1999 – 2001)

Responsible for sales and design for National Account customers including retail companies and distributors.

- Continually exceeded sales targets.
- Expand national retailers to roll out new store designs for all locations, such as Brookstone.

DISTRIBUTION SALES MANAGER (1998 – 1999)

As a start-up company, I was tasked with setting up a distribution model to support sales of new LED lighting fixtures. In addition, I was also the technical support person for the outside sales team helping them present, specify, install and commission product installs.

- *Built up Distribution Network of 25 companies.*
- *Set up 5 different Value Added Resellers (VARs) in different countries.*
- *Cold calling for new prospects and delivering sales training and presentations.*

Stocker & Yale, Salem, NH (now ProPhotonix)**1994 – 1998****NORTHEAST REGIONAL SALES MANAGER (1996-1998)**

Market Leader of specialty optical fiber, advance optical technologies, specialized illumination products for machine vision, medical and R&D microscopy markets. Responsible for the sales and distribution network management.

- *Increased sales by 125% in first 18 months and increase profit margin by 20%.*
- *Responsible for closing largest end use customers with national reach.*
- *Restructured region go-to-market strategy to become more efficient and cost reduction.*
 - *From 100+ distributors to 6 Master Dealers*
- *Started first OEM business model for company allowing for additional revenue streams.*

CHIEF ENGINEER (1995 – 1996)

Utilizing my knowledge I received from designing substations at Mass Electric, I was hired as an Engineer to design ballast for commercial overhead lighting. Shortly after my start, the VP of Engineering left the company and I was asked to lead the engineering group of 5 people. I was responsible for moving the company away from the commercial lighting ballast industry and into the Machine Vision Lighting industry due to my designs.

- *Design and develop new lighting product for Machine Vision Inspection Systems.*
- *Managed a department of 3 engineers, 1 tech and 1 CAD operator.*
- *Responsible for product compliance with all UL, CSA and CE approvals*

Massachusetts Electric Company (National Grid), North Andover, MA**1993 - 1994****ASSISTANT FIELD ENGINEER**

Worked in engineering department as a co-op through college. After completing my required 2 semesters of co-op experience, I was asked to come back to work for them as a part time engineer to complete projects that I have started as a co-op. I was the only non-full time engineer that was certified for "emergency outage response" that allowed me to perform on-call duties without supervision.

- *Co-op in training for Area Engineer position in North Adams, MA*
- *Worked with Sr. Engineers to design substations and power distribution models.*
- *Lead Engineer for a \$250M power upgrade for the Town of Westford, MA.*
- *Performed on-call duties every 5 weeks.*

EDUCATION & TRAINING

Bachelor of Science Electrical Engineering Technology
Wentworth Institute of Technology, Boston, MA
Dean's List

Associate Degree, Electrical Engineering Technology
State University of New York, Farmingdale, NY
Dean's List

Constellation Energy, 2011
Advanced Question Based Selling (QBS Research Inc.)
Trainer and Developer (2011-2014)

Dale Carnegie Sales Excellence, 1998
Top of Class, asked to return to become speaker (1999-2002)

COMMUNITY INVOLVEMENT

Knights of Columbus, Salem Youth Soccer Board Member and Coach, Salem Youth Baseball Coach



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

September 14, 2017

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am pleased to appoint Laurieann Giardella of 29 Castle Road, Nahant, to the position of Finance Director/Auditor, for the remainder of the term to expire January 31, 2020.

Laurie is a seasoned professional with 17 years of experience as Auditor for the City of Revere and six years as a member of the Town of Nahant Finance Committee. She has prepared GFOA Certified Budgets, prepared and filed all of the standard and required annual municipal financial reports, developed five-year financial forecasts, developed financial policies and procedures, and chaired the Reverse Retirement Board. Prior to her time as Revere's auditor, Laurie served the City's Purchasing Agent for three years.

We are fortunate to have Laurie joining our team and I look forward to working alongside her to keep Salem moving forward with the kind of professionally run municipal government that Salem residents have come to enjoy and expect from their City departments. Laurie bring a wealth of experience as detailed in the enclosed and I strongly recommend confirmation of her appointment.

Sincerely,

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

Kimberley Driscoll
Mayor
City of Salem

LAURIEANN GIARDELLA
29 Castle Road
Nahant, Massachusetts 01908
Cell: 781-803-0076
Email: lgmini@comcast.net

PUBLIC SERVICE:

City Auditor/Budget Director – City of Revere **2003-Present**

City Auditor and Budget Director for urban community of 54,000+. Responsible for development, oversight and reporting of annual budget; exceeding \$195 million for fiscal year 2018, which involves 35 departments and multiple boards. Serve as Ex-Officio Member and Chair of Retirement Board with financial and administrative oversight of assets with values exceeding \$143 million.

- Collaborated with City Mayor in establishing policies/practices which resulted in Standard & Poor bond rating increases from junk bond rating to a positive rating of AA-. The established policies moved the City from a negative fund balance to over \$12 million in stabilization, overlay and trust fund balances.
- Collaborated with municipal, school and state officials to ensure MSBA budgetary compliance for a comprehensive \$120 million School Building Program. All 5 new schools completed on time and on budget.
- Responsible for annual reporting of Schedule A, oversight of annual audit, and reconciliation of budget to actual expenditures. Work in partnership in development and issuance of CAFR and SEFA annual financial statements and the setting of the annual tax rate. Awarded the GFOA budget designation.
- Oversee financial reporting of \$100 million State Revolving Loan Fund borrowing for water & sewer projects required by Federal Consent Decree.
- Collaborated to develop systems to increase transparency and improve the execution of municipal services utilizing new performance management tools.
- As needed, conduct departmental audits/reviews and develop new policies and procedures to minimize fraud and misappropriations.
- As Department Manager of five plus employees, responsible for supervising, training, hiring and reviewing performance.
- Participated in labor relation negotiations and the resolution of human resource issues as requested.

Purchasing Agent – City of Revere **2000-2002**

Department Head responsible for the oversight of municipal purchasing with an annual budget exceeding \$100 million in appropriations and grant funding.

- Established and implemented new standard contracts and specifications for all purchasing activity to ensure compliance with M.G.L. c. 30B guidelines.
- Standardized purchasing practices for 35 departments achieving cost saving and efficiency city-wide.
- Developed and implemented Citywide written purchasing procedures and departmental training programs.

PRIVATE SECTOR EXPERIENCE:**MD Financial Associates, Revere, MA****1991-2000***Consultant*

- Provided Financial Services for professional, manufacturing, service, retail and construction businesses. Developed business plans, assisted with obtaining capital, bank loans and leasing and provided policy and management support.
- Designed and assisted with the implementation of specific management and operational tools to improve revenue and cut costs.
- Analyzed system operations to improve process flow and created specific policies and procedures to comply with industry and government regulations.
- Assisted in the selection, implementation and training of financial and operations software.

The Big Party, Inc., Dedham, MA**1992-1996***Controller*

- Provided leadership as part of the Executive board to develop and implement the business plan:
 - Growing Revenue from \$1 million to \$20 million in sales and increasing staffing to meet needs of expansion from one location to 15 over three years.
 - Worked with team in raising over \$14 million in capital investment, loans and leasing.
- Responsible for the oversight, development and implementation of accounting policy and procedures, inventory controls, annual budgets, projections, monthly financial reporting and cashflow analysis.
- Collaborated to develop company-wide job descriptions, pay compensation plans and employee handbook.
- Ensured compliance with multistate sales and corporate tax filings for multiple entities and the coordination of annual audits.

Tofias, Fleishman, & Shapiro, PC**1988-1990***Public Accounting – Audit*

- Conducted audits, overseeing and training staff of 1 or 2, for various industries including manufacturing, health care, radio and professional services.

OTHER CIVIC WORK:

2012 to Current: Town of Nahant Finance Committee Board Member

2001 to Current: Revere Cultural Council Board Member

EDUCATION:

Northeastern University, Boston, MA

B.A., Double Major: Accounting and Management

References available upon request

*Laurie Giardella
Page 2*



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

September 14, 2017

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am pleased to appoint Stephen Cummings of 241 North Street in Salem to the position of Assistant Building Inspector, for a two-year term to expire September 14, 2019

Stephen brings sixteen years of experience in building construction having run his own business since 2001. He holds a construction supervisors license and is highly proficient in building plan reviews, construction methods and practices, and safety protocols. As someone who has specialized in residential construction for almost two decades, Stephen is amply equipped to carry out the daily inspectional work the position requires.

We are fortunate to have Stephen joining our team and I look forward to working alongside him to keep Salem moving forward with the kind of professionally run municipal government that Salem residents have come to enjoy and expect from their City departments. He brings a wealth of experience as detailed in the enclosed resumes and I strongly recommend confirmation of his appointment.

Sincerely,

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

Kimberley Driscoll
Mayor
City of Salem

Stephen Cummings

241 North Street

Salem, MA 01970

H: (978) 265-9399

Cummingsinc74@gmail.com

Summary

Business owner in the contracting industry with over fifteen years of experience. Specializing in all aspects of residential construction with a background in commercial construction. Exceptional multi-tasking abilities and organizational skills.

Highlights

- Expertise in reading of blueprints, plans and specifications
- Massachusetts construction supervisors license #CS-083956 held for 15 years
- Knowledge of safety protocol and equipment safety
- Time management
- Excellent communication skills
- Proficient understanding of various building materials
- Customer centric

Experience

October 2001 to Current **Cummings Construction** **Owner and Operator** Salem, MA

- Permit pulling
- Tracking of job costs
- Manages the day to day operations of the construction process
- Oversees employees
- Material takeoffs
- Supervisor of the building design and construction
- Collaborates with architects and designers

March 1997 To Oct 2001 **JRM Hauling and Recycling** **Commercial truck driver** Peabody, MA

- Class B licensed driver
- Responsible for maintaining daily routes
- Lead driver
- Team leader

Education 1992 **North Shore Regional Vocational Technical High School** **High School Diploma** Middleton, MA



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

September 14, 2017

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am pleased to appoint Kelly Walton of 9 Japonica Street in Salem to the position of Assistant Building Inspector, for two-year term to expire September 14, 2019

Kelly holds a Master's degree in civil engineering from Norwich University and has spent the last four years in construction project management for the Federal Reserve Bank of Boston. Prior to that Kelly interned in the engineering department at the Lowell Regional Wastewater Utility while completing her bachelor's degree in civil and environmental engineering at UMass-Lowell. She has extensive technology skills and holds an Engineer in Training License.

We are fortunate to have Kelly join our team and I look forward to working alongside her to keep Salem moving forward with the kind of professionally run municipal government that Salem residents have come to enjoy and expect from their City departments. She brings a wealth of experience as detailed in the enclosed resume and I strongly recommend confirmation of her appointments.

Sincerely,

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

Kimberley Driscoll
Mayor
City of Salem

Kelly Walton

9 Japonica Street, Salem, MA 01970 • (c) (781) 267-9253 • Kwalts646@gmail.com

PROFESSIONAL OBJECTIVE

An accomplished and quick learning professional looking to expand managerial and technical skills to new challenges and environments.

COMPUTER SKILLS

- AutoCAD
- Synchro
- MathCad
- Visual Analysis
- GT Strudl
- GIS
- Revit
- Microsoft Office

RECENT PROJECTS at the Federal Reserve Bank

Control Center Construction: Multimillion dollar project. On site construction supervision for duration of project. Interviewed contractors and performed bid analysis. Managed schedule and budget. Project to be completed under budget. Successful redesign to mitigate unforeseen conflicts. Managed with multiple projects simultaneously.

Office Floor Buildout: On site construction supervision. Solved problems in the field. Bid Analysis and contractor interviews. Managed schedule and budget, monitored change orders. Mitigate conflicts within the project team. Scheduled completion on time and under budget.

RELATED EXPERIENCE

Federal Reserve Bank of Boston - *Boston, MA*, *July 2015-present*
Construction Project Manager • Manage multiple project schedules, budgets; vendor procurement; budget and change order control; create contracts and RFPs; bid analysis; daily site management

Federal Reserve Bank of Boston - *Boston, MA*, *July 2013-July 2015*
Associate Construction Project Manager • Manage projects from initial phase to closeout; budget and change order control; create contracts and RFPs; bid analysis; daily field checks of project sites

Lowell Regional Wastewater Utility - *Lowell, MA*, *September 2012-May 2013*
Engineering Intern • Responsible for mapping outfalls using GIS, data collection for catch basins, AutoCAD development of plans, surveying with Total Station.

EDUCATION

Engineer in Training License

Norwich University, Northfield, VT
Master of Civil Engineering - Structural Concentration, August 2015
Cumulative GPA 3.9

University of Massachusetts Lowell, Lowell, MA
Bachelor of Science, Civil/Environmental Engineering, May 2013
Cumulative GPA 3.6; Dean's List

UNDERGRADUATE ACADEMIC HONORS AND SOCIETIES

Omicron Delta Kappa, Leadership Honor Society- Communications Committee Chair
•Headed publishing chapter's first newsletter, lead group meetings and communication

Chi Epsilon, Civil Engineering Honor Society- Treasurer
•Manage chapter's account and responsible for submitting dues by target deadlines

Tau Beta Pi, Engineering Honor Society- Top fifth of Senior Engineering Class
Who's Who Among Students in American Universities and Colleges
American Society of Civil Engineers

EXTRACURRICULAR LEADERSHIP ACTIVITIES

Captain- UMass Lowell Varsity Cross Country and Track and Field – Student-Athlete of the Year, All-Region, All-Academic, National Participant, Student-Athlete Advisory Committee
Math & Kids Volunteer – Work with students to prepare confidence and knowledge for MCAS



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

September 28, 2017

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am pleased to appoint Teresa Gove Arnold, of 8 Linden Road in Gloucester to the position of Council on Aging Director, to complete the remainder of a two-year term to expire January 31, 2018.

Teresa has spent over twenty-five years of experience and comes to the position from executive director for the North Shore Aging and Disability Resource Consortium (ADRC). Her career has included leadership and management positions at agencies and organizations including Caregiver Homes, Element Care, SeniorCare, and the Retired and Senior Volunteer Program for the Corporation for National and Community Service. Teresa holds a Master's degree in management from Lesley University and is a member of the National Independent Living Council. Throughout her career, whether it was in the private sector or with a non-profit, Teresa has been dedicated to leading programs that preserve the dignity and independence of seniors. At ADRC she collaborated closely with the Executive Office of Elder Affairs, the North Shore Elder Services, and the Mass Rehab Commission, among many other relevant agencies with whom our COA interacts regularly. She has familiarity with the many types of programs, services, and activities that a vibrant and busy COA, like Salem's, carries out on a daily basis.

We are fortunate to have Teresa joining our team and I look forward to working alongside her to keep Salem moving forward, and especially as we will be preparing to move into our new Mayor Jean A. Levesque Community Life Center in 2018. Teresa brings a wealth of experience as detailed in the enclosed resume and I strongly recommend confirmation of her appointment.

Sincerely,

A handwritten signature in black ink, reading "Kim Driscoll", written in a cursive style.

Kimberley Driscoll
Mayor
City of Salem

TERESA GOVE ARNOLD

8 Linden Road
Gloucester, MA 01930

508-243-5134 (mobile)
teresaarnold@verizon.net

OBJECTIVE A senior management opportunity in the eldercare sector where my life experience, education and professional experience will allow me to make an invaluable contribution to advance the mission and goals of the organization and benefits to customers.

PROFESSIONAL SUMMARY Seasoned leader with over twenty-five years of diverse and progressive responsibility in the eldercare, non-profit and community sectors. Focus areas include region wide Program Development, Business Development, Operations including budget, business, personnel, contract and grant management. Collaboration with community partners. Oversight of quality improvement and promoting care options for elders/persons with disabilities.

PROFESSIONAL SKILLS

- * Operations Management * New Business Development * Advocacy/Government Relations * Board/Council Relations
- * Clinical and Quality Oversight * Community Relations/Partnerships * Financial Management
- * Understanding of changes in the Health Care Industry around the One Care Plan, MCO, ACO initiatives

Operations Management

Most recently served as Executive Director for the region's Aging and Disability Resource Consortium (Greater North Shore Link) that provides education and access to long-term services and supports for seniors and those living with disabilities.

In present or past positions:

- Maintain organization standards by effectively monitoring, reviewing and implementing necessary changes in existing services, programs, policies and procedures
- Maintain organizations' image by participating in local and regional committees and activities of relevance in the Aging and Disability service field
- Assure the responsible accomplishment of organizational goals and objectives by working closely with the Board, subcommittees and staff to ensure fiscal, planning and development and business management functions are conducted to facilitate same
- Previously served on the state senior management team as Northeast Area Director for a community-based model that supports caregivers in keeping their loved ones (elders with complex medical needs and younger persons with disabilities) at home and in the community
- Managed and supervised three multi-site branch managers and five branches with oversight of 50+ care team members (RNs, Care Managers, Assistant Branch Managers, Intake Coordinators and Office Assistants)
- Provide leadership and employ active listening skills to manage team processes and communication through staff meetings, coaching and monitoring of the case management process around person-centered care plans and consumer choice.

Advocacy/Government Relations

- Regularly interface with funding sources; Executive Office of Elder Affairs and Mass Rehab Commission to ensure funding, quality programmatic policies and procedures regarding program administration
- Outreach and advocacy to Massachusetts legislators to gain sponsorship for increase in caregiver stipend for the Adult Foster Care model in tandem with Caregiver Homes Government Relations Department.
- Engaged area legislators (Tarr, Verga, Hill, L'Italien), in *H 837 Mandate Coverage for Certain Prosthetic Devices* to provide adequate health coverage for durable medical equipment to amputees
- Advocated for funding by meeting with the Executive Office of Elder Affairs (EOEA) and Essex County officials to maintain state and county funding and to the Corporation for National Service (National Senior Service Corps) to increase federal grant to create senior volunteer opportunities across the North Shore

Board/Council Relations

- Currently report to a seven member Board comprised of leadership from SeniorCare, North Shore Elder Services, Greater Lynn Senior Services, Element Care (PACE), Northeast Arc, the Independent Living Center and the North Shore Career Center
- Currently represent the Board and organization at statewide Aging and Disability Resource Consortia meetings
- Assisted in the formation of the Social Worker and Nursing Advisory Board to Caregiver Homes
- Kept Advisory Council apprised of the *Corporation for National and Community Service Corps* Programs of National Significance (in the areas of Health & Human Needs) and how national directives mandated by the Federal Government translate to activity for the region's senior volunteer program (RSVP)

New Business Development

- Developed and carried out plan for program growth through strategic business development and tactical execution
- Conducted bi-monthly ADRC Partner agency meeting to allow for networking, cross-training and education to area providers
- Developed Preferred Provider Relationships in a five branch region including Boston proper and suburbs, Metro West and the North Shore territories. Relationships include VNAs, ADHs, hospital systems, physician practices, ILC, home care agencies, ASAPs, MCOs (PACE and SCO) and ethnic-specific organizations.

Clinical & Quality

- Managed the implementation of company and state defined program systems and workflow process to ensure compliance and quality program delivery
- Ensure that all staff members complete training on program standards, policies and procedures
- Oversight of audits and provided findings to Compliance/QA. Implemented corrective action plans as necessary
- Oversight of the MDS assessment process, case management, person-centered care plans and annual home assessments
- Oversight of staff and caregiver compliance and caregiver education

Community Relations/Partnerships

- Marketed Greater North Shore Link (the Aging and Disabilities Resource Consortium), formerly Caregiver Homes Adult Foster Care, formerly the Elder Service Plan of the North Shore's PACE (Program of All-inclusive Care for the Elderly) and the Corporation for National Service's Retired and Senior Volunteer Program (RSVP)
- Formerly represented non-profit program at the Massachusetts State House events, federally sponsored Corporation for National and Community Service meetings, trainings and conferences
- Participated in or helped shape partnerships and Advisory Boards to enhance service options for area consumers including:
 - Lahey Health Systems Associates (current) and former Northeast Health Systems Governance Board
 - RSVP Advisory Council
 - Caregiver Homes Advisory Board
 - Element Care's PAC Council (current)
 - Independent Living Center of the North Shore and Cape Ann
 - Friends of the Gloucester Council on Aging and Gloucester Council on Aging Boards

Financial Management

- Contribute to the planning and development of and manage annual program budgets to the budget EBITDA
- Formerly managed five Caregiver Homes Northeast Area budgets through active census and related cost of sales and expenses
- Monitor grant spending and allocations received by the state or federal agency
- Manage day to day financial transactions and interacted with agency fiscal director for grant development, review and any audit considerations

EDUCATION Lesley University Cambridge, MA M.S. Management

Merrimack College North Andover, MA B.A. Liberal Arts

CAREER HISTORY

9/14 – August 2017 Greater North Shore Link (the area's Aging and Disability Resource Consortium), Danvers, MA

Executive Director

7/13-8/14 Caregiver Homes, Boston, MA

Area Director Northeast Region

12/08-7/13 Caregiver Homes, Boston, MA

North Shore/Lynn Area Multi-site Branch Manager

12/06- 12/08 Element Care PACE (Program of All-inclusive Care for the Elderly) Gloucester, MA **Marketing & Enrollment Coordinator**

2/02-11/06 Arnold Career Services Gloucester, MA (search firm) **Business Developer**

7/01-12/01 SeniorCare, Inc. Gloucester, MA **Consultant**

8/88-6/01 Retired and Senior Volunteer Program (RSVP) of the Corporation for National and Community Service, Gloucester, MA **Director**

North Shore Community College Beverly, MA former **Adjunct Lecturer** Taught *Psychology of Business*

COMPUTER SKILLS Microsoft Office, Word, Excel, Power Point, Internet Explorer, *SeniorTouch* software

CURRENT PROFESSIONAL MEMBERSHIP & AFFILIATION

- Lahey Health Systems, Community Associate
- National Independent Living Council (NCIL) member

VOLUNTEER AFFILIATION

- Arnold Book Trust Fund Co-founder of family endeavor that promotes literacy and donates books to needy agencies (current)
- Cornell Orthotics and Prosthetics Amputee Association Board of Directors (current)
- Gloucester High School Alumni Scholarship Committee (current)
- Gloucester Council on Aging Board and Friends of the Gloucester Council on Aging (past)
- Holy Family Parish Council and Religious Education Instructor (past)
- Gloucester Public Schools Site-Based Management team (past)
- Amputee Peer Counselor (as requested)

REFERENCES

Senator Bruce Tarr 617-722-1600

Paul Lanzikos, Executive Director of North Shore Elder Services 978-750-4540

Carolyn Wynn, Executive Director Peabody Council on Aging 978-531-2254



CITY OF SALEM

In City Council,

Ordered:

Sept 28, 2017

To accept the donation(s) listed below totaling Two Thousand One Hundred and Sixteen Dollars (\$2,116.00). These funds will be deposited into the account listed below in accordance with the recommendation of Her Honor the Mayor.

From:	Fund Name	Org/Obj	Amount	
Mazow and McCullough, PC	Park & Rec Donation Fund	24061-4830	\$	2,116.00
Total			\$	2,116.00



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

September 28, 2017

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Enclosed herewith is a request to accept the following donation from Mazow and McCullough, PC in the amount of Two thousand One Hundred and Sixteen Dollars (\$2,116.00). These funds will be deposited into the Park & Rec Donation Fund 24061-4830.

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

Very truly yours,

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

Kimberley Driscoll
Mayor



CITY OF SALEM, MASSACHUSETTS
PARKS, RECREATION & COMMUNITY SERVICES
5 BROAD ST., SALEM, MA 01970

TEL: (978) 744-0180 OR (978) 744-0924
FAX (978) 744-7225
POBRIEN@SALEM.COM

KIMBERLEY DRISCOLL
MAYOR

PATRICIA O'BRIEN
Superintendent, Park, Recreation and Community Services



September 9, 2017

Dear Mayor Driscoll:

I am writing to request the acceptance of a check for \$2,116.00 donated by Mazow and McCullough, PC Attorneys at Law of 10 Derby Square Salem, Ma for the sponsorship of our Summer Youth Basketball League to be deposited into the Park & Recreation Donation account of 24061-4830.

Sincerely,

A handwritten signature in black ink, appearing to read "Tricia O'Brien", written over a horizontal line.

Tricia O'Brien
Superintendent
Park, Recreation & Community Service

City of Salem

In the year two thousand and seventeen

An Ordinance to amend an Ordinance relative to Zoning

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

Section 3.0 Table of Principal and Accessory Uses

Amend Section 3.0 Table of Principal and Accessory Uses to include the following new uses:

The following uses shall be permitted as set forth in the Table of Principal and Accessory Use Regulations.

	RC	R1	R2	R3	B1	B2	B4	B5	I	BPD
Retail Marijuana Cultivator	N	N	N	N	N	BA	BA	N	BA	BA
Marijuana Product Manufacturer	N	N	N	N	N	N	N	N	BA	BA
Marijuana Testing Facility	N	N	N	N	N	Y	N	N	BA	Y
Marijuana Retailer	N	N	N	N	N	BA	BA	N	BA	BA



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

September 28, 2017

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

In 2016 Massachusetts voters approved a ballot question to allow for the retail sale of marijuana in the Commonwealth. The measure was approved state-wide by 54% and locally here in Salem by 60% of voters. Since that time the legislature has deliberated on and ultimately passed legislation broadly structuring the implementation of these sales. On July 28, Governor Baker signed the bill into law as Chapter 55 of the Acts of 2017 (<https://malegislature.gov/Laws/SessionLaws/Acts/2017/Chapter55>), codified at <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXV/Chapter94G>.

While specific regulations are still being developed by the newly created Cannabis Control Commission, municipalities were granted some discretion in adopting local controls in regards to this new industry. Specifically, Salem has the ability to establish a cap on the number of such establishments permitted in the city, adopt a local sales tax rate on recreational marijuana sales, and set zoning to regulate the location and permitting process for cultivation, manufacture, testing, and retail sale of marijuana. Measures relative to capping the number and setting the local excise tax have been submitted under separate cover. The enclosed Ordinance here is in regards to the zoning proposal.

The law permits cities and towns to establish zoning regulations in regards to the cultivation, manufacturing, and testing of marijuana, and the retail sale of recreational marijuana. In regards to manufacturing, testing, and retail sale, the proposed Ordinance seeks to reflect a consistency in how other commercial activities of the same nature are already treated in our zoning. The only exception is a restriction prohibiting the retail sale of marijuana in the B1 (Neighborhood Business) and B5 (Central Development) zones.

Special permits, issued by the Board of Appeals, are conditioned on the proposer's site and operation plans, traffic plans, security plans, odor control plans, and proposed host

agreement. We include a standard of signage equal to that regulating businesses engaged in the sale of alcohol, as allowed by section 24 of Chapter 55. Where the law only allows for a restriction on marijuana establishments within 500 feet of K through 12 schools, we add a notice requirement to provide additional protections to those churches, libraries, colleges, nursery schools, and licensed daycares within 500-feet of a proposed establishment.

There are additional components to the proposed zoning and special permits, and I encourage you to review the zoning proposal closely. Process-wise, any interested operator would need to (1) register with the state, (2) receive a local letter of non-opposition from the City, (3) apply for and receive their state license, and then (4) apply for and receive any necessary local permits. In other words, the special permit for zoning is the final step in the process, not the first. Going forward, for the purposes of the local letter of non-opposition, we have established a policy that will treat these letter requests identically to a request for a special act liquor license from a process stand-point: applicants will file an application with the City similar to the one used for liquor license applications, and will be expected to demonstrate local abutter support, in order for their request to be filed by the Mayor with the City Council as a Council Order, requiring, subsequently, a majority vote of support by the City Council.

Our intention with these measures is to neither encourage nor hamper these businesses. Three out of five Salem voters, almost 13,000 in all, approved the creation of recreational marijuana establishments. I believe we have seen with ATG that marijuana establishments that meet our local standards and that are run by professional and qualified individuals can be positive additions to our community, contributing both directly and indirectly to our local economy in a manner that does not negatively impact neighbors. While I recognize that retail marijuana establishments are a different type of operation from medical clinics, I believe the proposed Ordinance here will appropriately manage their impacts in a way that respects the will of the voters of Salem, is consistent with our existing zoning, and allows this new industry to set up in our community safely, productively, and transparently.

I look forward to discussing these measures with you in greater depth through the joint public hearing process and, recognizing this is the start of this discussion, I welcome your feedback and questions on this topic.

Sincerely,

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

Kimberley Driscoll
Mayor
City of Salem

City of Salem

In the year two thousand and seventeen

An Ordinance to amend an Ordinance relative to Zoning
Be it ordained by the City Council of the City of Salem, as follows:

The following is an amendment to *Section 6.0- Special Regulations* of Salem Zoning Ordinance:

Section 6.10 - Marijuana Establishments

M.G.L. c. 94G, authorizes a system of state licensing for businesses engaging in the cultivation, testing, processing and manufacturing, and retail sales of marijuana, collectively referred to as “marijuana establishments.” In addition to the discretion the city has to issue a letter of support or non-opposition to a potential licensee to the state licensing authority, Section 3 of M.G.L. c. 94G allows cities to adopt ordinances that impose reasonable safeguards on the operation of marijuana establishments, provided they are not unreasonably impracticable and are not in conflict with the law.

Section 6.10.1 Purpose

The purpose of this ordinance is to allow state-licensed retail marijuana establishments to exist in the City of Salem in accordance with applicable state laws and regulations and impose reasonable safeguards to govern the time, place and manner of marijuana establishment operations and any business dealing in marijuana accessories in such a way as to ensure public health, safety, well-being, and undue impacts on the natural environment as it relates to cultivation, processing and manufacturing subject to the provisions of this Zoning Ordinance, M.G.L. c. 40A, and M.G.L. c. 94G.

Section 6.10.2 Applicability; Effective Date

This section applies to all marijuana establishments including marijuana cultivators, testing facilities, product manufacturers, processors, and retailers licensed by the Commonwealth pursuant to M.G.L. c. 94G.

Under M.G.L. c. 94G, experienced marijuana establishment operators including medical marijuana treatment centers as defined in Chapter 369 of the Acts of 2012 with a registration in good standing, or a reorganized marijuana business established by a vote of at least 2/3 of the Board of Directors of any entity that submitted an application for a registration to operate a medical marijuana treatment center to the Department of Public Health before October 1, 2015 and was issued a provisional registration to operate a medical marijuana treatment center by the Department of Public Health are also subject to this Zoning Ordinance should an experienced

marijuana establishment operator of a medical marijuana treatment center convert into a retail marijuana establishment.

Section 6.10.3 Definitions

The following definitions, consistent with M.G.L. c. 94G, shall apply in the interpretation and enforcement of this section:

1. Marijuana cultivation facility- an entity licensed to cultivate, process and package marijuana, to deliver marijuana to marijuana establishments and to transfer marijuana to other marijuana establishments, but not to consumers.
2. Marijuana manufacturing facility- an entity licensed to obtain, manufacture, process and package marijuana and marijuana products, to deliver marijuana and marijuana products to marijuana establishments and to transfer marijuana and marijuana products to other marijuana establishments, but not to consumers.
3. Marijuana testing facility- an entity licensed to test marijuana and marijuana products, including certification for potency and the presence of contaminants.
4. Marijuana retailer- an entity licensed to purchase and deliver marijuana and marijuana products from marijuana establishments and to deliver, sell or otherwise transfer marijuana and marijuana products to marijuana establishments and to consumers.

Section 6.10.4 Special Permit Required

The Zoning Board of Appeals may grant a special permit for marijuana establishments, as defined in M.G.L. c. 94G, in accordance with the standards set forth in this section and the general criteria for granting a special permit contained in section 9.4 of the Zoning Ordinance.

Section 6.10.5 Requirements

1. It shall be unlawful for any person to operate a marijuana establishment without obtaining a special permit to operate pursuant to the requirements of this Ordinance.
2. A separate special permit is required for each different marijuana establishment detailed in section 6.10.3, above. In the case that one or more different types of marijuana establishments are proposed, each establishment type shall require a special permit from the Zoning Board of Appeals.
3. The special permit requirements set forth in this chapter shall be in addition to, and not in lieu of, any other licensing and permitting requirements imposed by any other federal, state, or local law.
4. The issuance of a special permit pursuant this chapter does not create an exception, defense, or immunity to any person or entity in regard to any potential criminal liability the person or entity may have for the production, distribution, or possession of marijuana.

5. A special permit issued for a marijuana establishment is not transferable or assignable to a different location or a different type of marijuana establishment.

Section 6.10.6 General Provisions

The following apply to all marijuana establishments as defined above and in M.G.L. c. 94G, including marijuana cultivation facilities, manufacturing facilities, testing facilities, and retail establishments:

1. Security, Operations, and Emergency Plans. All marijuana establishments shall file a security plan, operation and management plan, and emergency plan with the Salem Police Department:

- a. Security Plan

- i. The petitioner shall submit a security plan to the Salem Police Department and Department of Planning and Community Development, in conformance with the requirements of the Salem Police Department, to demonstrate that there is limited undue burden on city public safety officials as a result of the proposed business prior to the issuance of a certificate of occupancy.
- ii. The security plan shall include the details of all security measures for the site and the transportation of marijuana and marijuana products to and from off-site premises to ensure the safety of employees and the public and to protect the premises property from theft or other criminal activity.

- b. Operation and Management Plan

All marijuana establishments shall submit an operation and management plan to the Building Department which shall include, but not be limited to the following elements: Organizational Structure, Location, Property Description, Hours of Operation and Staffing, description of proposed operations, distribution practices, employee safety, general compliance, fire prevention, sanitation requirements, electrical system overview, proposed energy demand and proposed electrical demand off-sets, ventilation system and air quality, proposed water system and utility demand prior to the issuance of a building permit.

- c. Emergency Response Plan

All marijuana establishments shall meet with the Salem Fire Department and the Salem Police Department to discuss and identify emergency plans/contingency plans for the site prior to the issuance of a certificate of occupancy. A written Emergency Response Plan shall be filed with the

Salem Fire Department and the Salem Police Department pursuant to M.G.L. c. 94G, §12.

2. A marijuana establishment may only be involved in the use permitted by its definition. Retail marijuana establishments may only be located in buildings with other uses, including other types of marijuana establishments, only if the marijuana establishment is separated by full walls from the other use.
3. All marijuana establishments shall be within a fully enclosed building.
4. Marijuana establishments shall not be located in mobile structures.
5. Pursuant to M.G.L. c. 94G, §5(b)(3), a marijuana establishment shall not be located within 500 feet of a pre-existing public or private school providing education in kindergarten or any of grades 1 through 12. A marijuana establishment which is proposing a location within 500 feet of any church, library, institution of higher education, licensed daycare, nursery school, or playground must provide written notice of its intention to these entities prior to or in conjunction with any request for a letter of support or non-opposition and/or the application for a special permit.
6. Marijuana establishments shall, at a minimum, meet the requirements imposed on registered marijuana dispensaries for storage.
7. No odor from marijuana establishments may be noxious or cause a public nuisance.
8. No retail marijuana establishment shall be managed by any person other than the licensee or their assign. Such licensee or assign shall be on the premises during regular hours of operation and responsible for all activities within the licensed business and shall provide up to date emergency contact information for the Salem Police Department to have on file.
9. All waste disposal, shall at a minimum, meet the requirements imposed on registered marijuana dispensaries for disposal to prevent exposure to the public or create a nuisance.
10. The marijuana establishment shall remove all material, plants, equipment, and any other retail marijuana establishment items upon ceasing its operation.
11. All business signage shall be subject to the requirements to be promulgated by the Cannabis Control Commission and the requirements of Sections 4-31 through 4-60 of the Code of Ordinances.
12. No marijuana shall be smoked, eaten, or otherwise consumed or ingested within any type of licensed marijuana establishment.
13. Hours of operation for marijuana retailers shall be consistent with those of package stores licensed under M.G.L. c. 138.

Section 6.10.7 Application Procedure and Submission Requirements

If a Special Permit is required by *Section 3.0 Table of Principle and Accessory Uses* of the Zoning Ordinance, the petitioner (Applicant) shall submit a standard petition form and materials of the Zoning Board of Appeals application in addition to the following required materials:

1. Applicant shall submit proof of approval from the Commonwealth of Massachusetts for the proposed marijuana establishment by submitting copies of all required registrations, licenses and permits issued to the applicant by the state and any of its agencies for the facility as well as the letter of support or non-opposition issued by the city.
2. The Applicant shall submit proof of site control and right to use the premises proposed for the marijuana establishment and may include a deed, notarized statement from the property owner and a copy of the lease agreement, or real estate contract contingent upon successful licensing, or a letter of intent by the owner of the premises indicating intent to lease the premises to the petitioner contingent upon successful permitting.
3. In addition to complying with any other state or city requirement related to good character and criminal background, any person or entity proposed to have interests in the license to operate a marijuana establishment shall not have committed any marijuana licensing violation affecting public safety, or received any suspension or revocation of any other state or local marijuana business licenses.
4. A statement signed by the organization's chief executive officer disclosing all of its designated owners, including officers, directors, partners, managers, or other similarly situated individuals. If any of the above are entities rather than persons, the Applicant must disclose the identity and current contact information of all responsible individuals.
5. A detailed description of the proposed activities to occur on site in relation to the standard special permit criteria set out in Section 9.4 of the Salem Zoning Ordinance and specific requirements set forth in this chapter.
6. The petitioner shall submit a security plan to the Salem Police Department and the Department of Planning and Community Development, in conformance with the requirements of the Salem Police Department, to demonstrate that there is limited undue burden on city public safety officials as a result of the proposed business prior to the issuance of a certificate of occupancy.
7. The petitioner shall submit an operation and management plan to the Salem Police Department and the Department of Planning and Community Development.
8. The petitioner shall submit a copy of an Emergency Response Plan to the Salem Police Department, the Salem Fire Department, and the Department of Planning and Community Development.

9. The petitioner shall submit proof that it provided notification in writing to all churches, libraries, institutions of higher education, licensed daycares, nursery schools, or playgrounds within 500 feet of its proposed location to provide them with the opportunity to comment at the Board of Appeals.

Section 6.10.8 Special Permit Findings

In addition to the findings for a special permit in Section 9.4 of the Zoning Ordinance, the Zoning Board of Appeals must also make the following findings:

1. The applicant demonstrates that the marijuana establishment will meet all of the permitting requirements of all applicable agencies within the Commonwealth and will be in compliance with all applicable state laws and regulations, including, but not limited to M.G.L. c. 94G, §12 *General Marijuana Establishment Operation*.
2. The applicant has satisfied all of the conditions and requirements of this section and other applicable sections of the Zoning Ordinance and any applicable city ordinances.
3. The facility provides adequate security measures to ensure that there are not direct threats to the health or safety of employees, staff, or members of the public and that storage and location of cultivation is adequately secured.

Section 6.10.9 Requirements Specific to Marijuana Cultivation Facilities

As the cultivation and processing of marijuana is not considered agriculture under M.G.L. c. 128, §1A, and is subject to M.G.L. c. 94G, §12, the following restrictions to ensure the health, safety, well-being of the public, and limit undue impacts on the natural environment as it relates to cultivation, shall apply:

1. All marijuana cultivation facilities shall off-set 100% of their electricity consumption through at least 50% of on-site generation facilities, New England based renewable energy credits, and/or an equivalent that is subject to approval of the city.
2. All marijuana cultivation facilities shall use high-efficiency lights and equipment to limit energy and water usage demand.
3. All marijuana cultivation facilities shall use LEDs for all fixtures except for those that are used in flowering rooms. High Pressure Sodium grow lights may be used for no more than fifty percent (50%) of the total square footage of the cultivation area to maximize flowering conditions and limit electricity demand.
4. No more than one-half of the marijuana plants may be mature, flowering plants.
5. No pesticides, insecticides, or other chemicals shall be used in the cultivation of marijuana.
6. Marijuana cultivators shall comply with all regulations that may be promulgated by the Cannabis Control Commission.

Section 6.10.10 Requirements Specific to Marijuana Manufacturing Facilities

Marijuana manufacturing facilities shall be subject to M.G.L. c. 94G, §12 and the following restrictions to ensure the health, safety, and well-being of the public, and limit any undue impacts on the natural environment as it relates to manufacturing, shall apply:

1. All marijuana manufacturing facilities shall off-set 100% of their electricity consumption through at least 50% of on-site generation facilities, New England based renewable energy credits, and/or an equivalent that is subject to approval of the city.
2. All marijuana manufacturing facilities shall use high-efficiency lights and manufacturing equipment to limit energy and water usage demand.
3. All marijuana manufacturing facilities shall comply with all regulations that may be promulgated by the Cannabis Control Commission.

Section 6.10.11 Requirements Specific to Marijuana Testing Facilities

1. All marijuana testing facilities shall use high-efficiency lights and equipment to limit energy and water usage demand.
2. Marijuana testing facilities shall be subject to the requirements of M.G.L. c. 94G, §15 and any regulations that the Cannabis Control Commission may promulgate thereunder to ensure there are no undue impacts on the health, safety, and well-being of the public.

Section 6.10.12 Requirements Specific to Marijuana Retailer Establishments

Marijuana retailers shall be subject to M.G.L. c. 94G, §12 and the following restrictions to ensure there are no undue impacts on the health, safety, and well-being of the public:

1. As defined in M.G.L. c. 94G, and as established in section 24-30 of the Code of Ordinances, the number of marijuana retailers shall be limited to no more than 20% of the number of licenses issued within the city for the retail sale of alcoholic beverages not to be drunk on the premises where sold under M.G.L. c. 138, §15.
2. All marijuana retail establishments shall comply with all regulations that may be promulgated by the Cannabis Control Commission.

Section 6.10.13 Unlawful Acts

1. It shall be unlawful for any person to operate any marijuana establishment in the city without a valid license issued by the state licensing authority under the M.G.L. c. 94G.
2. When a marijuana establishment has received a renewal license from the state, the business shall submit a copy to the Department of Planning and Community Development and the Building Department within thirty (30) days of receipt.

3. It shall be unlawful for any person to operate any retail marijuana, marijuana product manufacturing, or marijuana cultivation establishment without a special permit from the City of Salem Zoning Board of Appeals.

Section 6.10.14 Severability

If any provision of this section is invalidated by subsequent legislation or regulation, or held to be invalid by a court of competent jurisdiction, then such provision shall be considered separately and apart from the remaining provisions, which shall remain in full force and effect.

CITY OF SALEM

In the year Two Thousand and Seventeen

An Ordinance to amend an Ordinance relative to Zoning

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

Section 1. The following is an amendment to **Section 10.0. Definitions** by adding the following terms and definitions:

Amend Section 10.00 Definitions of the City of Salem Zoning Ordinance to add the following terms and definitions:

"Marijuana establishment", a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business.

"Marijuana cultivator", an entity licensed to cultivate, process and package marijuana, to deliver marijuana to marijuana establishments and to transfer marijuana to other marijuana establishments, but not to consumers.

"Marijuana product manufacturer", an entity licensed to obtain, manufacture, process and package marijuana and marijuana products, to deliver marijuana and marijuana products to marijuana establishments and to transfer marijuana and marijuana products to other marijuana establishments, but not to consumers.

"Marijuana testing facility", an entity licensed to test marijuana and marijuana products, including certification for potency and the presence of contaminants.

"Marijuana retailer", an entity licensed to purchase and deliver marijuana and marijuana products from marijuana establishments and to deliver, sell or otherwise transfer marijuana and marijuana products to marijuana establishments and to consumers.

"Marijuana processing", to harvest, dry, cure, trim and separate parts of the marijuana plant by manual or mechanical means.

"Marijuana Manufacturing", to compound, blend, extract, infuse or otherwise make or prepare a marijuana product.

"Marijuana" or "Marihuana", all parts of any plant of the genus Cannabis, not excepted below and whether growing or not; the seeds thereof; and resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture or preparation of the plant, its seeds or resin including tetrahydrocannabinol as defined in section 1 of chapter 94C of the General Laws; provided that "Marijuana" shall not include:

the mature stalks, fiber, oil, or cake made from the seeds of the plant or the sterilized seed of the plant that is incapable of germination;

(2) Hemp; or

(3) The weight of any other ingredient combined with marijuana to prepare topical or oral administrations, food, drink or other products.

"Marijuana accessories", equipment, products, devices or materials of any kind that are intended or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, ingesting, inhaling or otherwise introducing marijuana into the human body.

"Marijuana products", products that have been manufactured and contain marijuana or an extract from marijuana, including concentrated forms of marijuana and products composed of marijuana and other ingredients that are intended for use or consumption, including edible products, beverages, topical products, ointments, oils and tinctures.

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



CITY OF SALEM

In the City Council, September 28, 2017

ORDERED: The City of Salem hereby accepts Massachusetts General Law Chapter 64N, Section 3 which allows the City to impose a local sales tax upon sale or transfer of marijuana or marijuana products by a marijuana retailer to anyone other than a marijuana establishment at a rate not greater than three percent (3%) of the total sales price received by the marijuana retailer.

Chapter 64N, Marijuana Tax, Section 3. Local Tax Option.

(a) A city or town that accepts this section in the manner provided in section 4 of chapter 4 may impose a local sales tax upon sale or transfer of marijuana or marijuana products by a marijuana retailer operating within the city or town to anyone other than a marijuana establishment at a rate not greater than 3 per cent of the total sales price received by the marijuana retailer as a consideration for the sale of marijuana or marijuana products. The marijuana retailer shall pay the local sales tax imposed under this section to the commissioner at the same time and in the same manner as the sales tax due to the commonwealth.

[Acts of 2017, Chapter 55, effective July 28, 2017.]



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

September 28, 2017

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

In 2016 Massachusetts voters approved a ballot question to allow for the retail sale of marijuana in the Commonwealth. The measure was approved state-wide by 54% and locally here in Salem by 60% of voters. Since that time the legislature has deliberated on and ultimately passed legislation broadly structuring the implementation of these sales. On July 28, Governor Baker signed the bill into law as Chapter 55 of the Acts of 2017 (<https://malegislature.gov/Laws/SessionLaws/Acts/2017/Chapter55>).

While specific regulations are still being developed by the newly created Cannabis Control Commission, municipalities were granted some discretion in adopting local controls in regards to this new industry. Specifically, Salem has the ability to establish a cap on the number of such establishments permitted in the city, adopt a local sales tax rate on recreational marijuana sales, and set zoning to regulate the location and permitting process for cultivation, manufacture, testing, and retail sale of marijuana. Enclosed are an Ordinance and two Orders to set the cap and establish the local excise tax. The zoning Ordinance has been submitted to you under separate cover.

Pursuant to Chapter 55, section 23, a municipality can, by Ordinance, set a cap on the number of retail marijuana establishments equal to 20% of the city's licensed package stores. In Salem, this cap would be inclusive of Alternative Therapies Group, Inc. (ATG), should they elect to convert from a medical marijuana dispensary to a retail marijuana establishment. With the current number of licensed packages stores in Salem, this cap would be set at four retail marijuana establishments in all. The enclosed Ordinance sets this cap. The cap does not apply to future medical marijuana dispensaries, or to cultivation, manufacturing, and testing facilities – only to retail marijuana establishments.

Pursuant to Chapter 55, section 3, the City can adopt a 3.0% local sales tax on the sale of recreational marijuana. Similar to our existing excise taxes, this tax is collected at the point of retail sale by the Commonwealth and dispersed back to the City. There two Orders relative to this excise tax enclosed: the first accepts this section of the Session Laws and the second sets the tax rate at 3.0% for retail marijuana. This excise tax does not apply to non-retail sales, transfers between marijuana establishments, or to any sales of medical marijuana. The institution of an excise tax does not exempt an establishment from providing a community host agreement.

Our intention with these measures is to neither encourage nor hamper these businesses. Three out of five Salem voters, almost 13,000 in all, approved the creation of recreational marijuana establishments. I believe we have seen with ATG that marijuana establishments that meet our local standards and that are run by professional and qualified individuals can be positive additions to our community, contributing both directly and indirectly to our local economy in a manner that does not negatively impact neighbors. While I recognize that retail marijuana establishments are a different type of operation from medical clinics, I believe the proposed Orders and Ordinances here will appropriately manage their impacts in a way that respects the will of the voters of Salem and allows this new industry to set up in our community safely, productively, and transparently.

I look forward to discussing these measures with you in greater depth through the committee processes and, recognizing this is the start of this discussion, I welcome your feedback and questions on this topic.

Sincerely,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In the City Council, September 28, 2017

ORDERED: Pursuant to Massachusetts General Law Chapter 64N, Section 3 which permits the imposition of a local sales tax upon sale or transfer of marijuana or marijuana products by a marijuana retailer to anyone other than a marijuana establishment, the City hereby imposes a local tax of three percent (3%) upon sale or transfer of marijuana or marijuana products by a marijuana retailer to anyone other than a marijuana establishment



CITY OF SALEM

In the year Two Thousand and Seventeen

An Ordinance to amend the Ordinance relative to **Chapter 24, Offenses and Miscellaneous Provisions** to place a limitation on the number of marijuana retailers that may be located within the City pursuant to Massachusetts General Law Chapter 94G, Section 3.

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

Chapter 24. Offenses and Miscellaneous Provisions.

A new section is hereby added at the end of Chapter 24 as follows:

“Sec. 24-30. - Retail marijuana establishments; limits.

The number of marijuana retailers within the city shall be limited to no more than twenty percent (20%) of the number of licenses issued within the city for the retail sale of alcoholic beverages not to be drunk on the premises where sold under section 15 of chapter 138 of the General Laws.

A marijuana retailer is defined as any entity licensed to purchase and deliver marijuana products from marijuana establishments and to deliver, sell or otherwise transfer marijuana and marijuana products to marijuana establishments and to consumers.”

**Chapter 94G, Regulation of the Use and Distribution of Marijuana Not Medically Prescribed,
Section 1, Definitions.**

“Marijuana retailer”, an entity licensed to purchase and deliver marijuana and marijuana products from marijuana establishments and to deliver, sell or otherwise transfer marijuana and marijuana products to marijuana establishments and to consumers.

**Chapter 94G, Regulation of the Use and Distribution of Marijuana Not Medically Prescribed,
Section 3, Local Control.**

(a) A city or town may adopt ordinances and by-laws that impose reasonable safeguards on the operation of marijuana establishments, provided they are not unreasonably impracticable and are not in conflict with this chapter or with regulations made pursuant to this chapter and that:

(1) govern the time, place and manner of marijuana establishment operations and of any business dealing in marijuana accessories, except that zoning ordinances or by-laws shall not operate to: (i) prevent the conversion of a medical marijuana treatment center licensed or registered not later than July 1, 2017 engaged in the cultivation, manufacture or sale of marijuana or marijuana products to a marijuana establishment engaged in the same type of activity under this chapter; or (ii) limit the number of marijuana establishments below the limits established pursuant to clause (2);

(2) limit the number of marijuana establishments in the city or town; provided, however, that in the case of a city or town in which the majority of voters voted in the affirmative for question 4 on the 2016 state election ballot, entitled “Legalization, Regulation, and Taxation of Marijuana”, and after December 31, 2019 in the case of any other city or town, the city or town shall submit any by-law or ordinance for approval to the voters pursuant to the procedure in subsection (e) before adopting the by-law or ordinance if it would:

(i) prohibit the operation of 1 or more types of marijuana establishments within the city or town;

(ii) limit the number of marijuana retailers to fewer than 20 per cent of the number of licenses issued within the city or town for the retail sale of alcoholic beverages not to be drunk on the premises where sold under section 15 of chapter 138; or

(iii) limit the number of any type of marijuana establishment to fewer than the number of medical marijuana treatment centers registered to engage in the same type of activity in the city or town.



copy to ea C 9/14/17
North Shore Community Development Coalition
96 Lafayette Street, Floor 2, Salem, MA 01970
ph: 978-745-8071 fax: 978-594-5965
www.northshorecdc.org
info@northshorecdc.org

2017 SEP 14 PM 4:46

CITY CLERK
SALEM, MASS

September 6, 2017

City Council President, Elaine Milo
CC: Cheryl LaPointe, City Clerk
BCC: Councilor McCarthy, Ward 1
93 Washington Street
Salem, MA 01970

Dear Councilor Milo,

On September 30, 2017, North Shore CDC plans to celebrate the launch of the Punto Urban Art Museum, in collaboration with the Point Neighborhood Association, for National Hispanic Heritage Month in Salem's Point Neighborhood. North Shore CDC has received a permit for the closure of Peabody Street from 8am-10pm on September 30th for the community event, with help of the city council. We respectfully request the right to tow all remaining cars on Peabody Street on September 30th in order to ensure a safe and spacious block party.

For this block party, we are shutting down Peabody Street just past Wendy's Peabody Street entrance to the end of the street. With this space, we plan on utilizing the City of Salem's Peabody Street Park to host games for children and set up booths for local organizations. If any cars are left on the street, not only will they not be able to get out due to the street closure, but they also risk the chance of being damaged as hundreds of Salem residents are expected to attend.

With this event we plan on celebrating the culture of our current residents, while also incorporating its rich Franco-American past in the Point Neighborhood. To complete this vision, we plan on bringing live music, food vendors, and hosting artists to create murals on one of our affordable housing buildings during the event. With that, we'll be renting a stage, lighting, and speakers for the music, asking local organizations to create a fun booth for visitors, and outlining specific areas for the muralists to paint. We will also be bringing portable restrooms, police details and security guards to ensure cleanliness and safety throughout the event.

Should you have any questions, please email me at abbie@northshorecdc.org or call me at 978-825-4004.

Best regards,

Abbie Allenson
Marketing & Development Manager
North Shore Community Development Coalition



September 20, 2017

Salem City Council
Attn: City Clerk's Office
93 Washington Street
Salem, MA 01970

RE: Permit Request for Hours of Operation Extension
Target Store T-1803, 227 Highland Ave

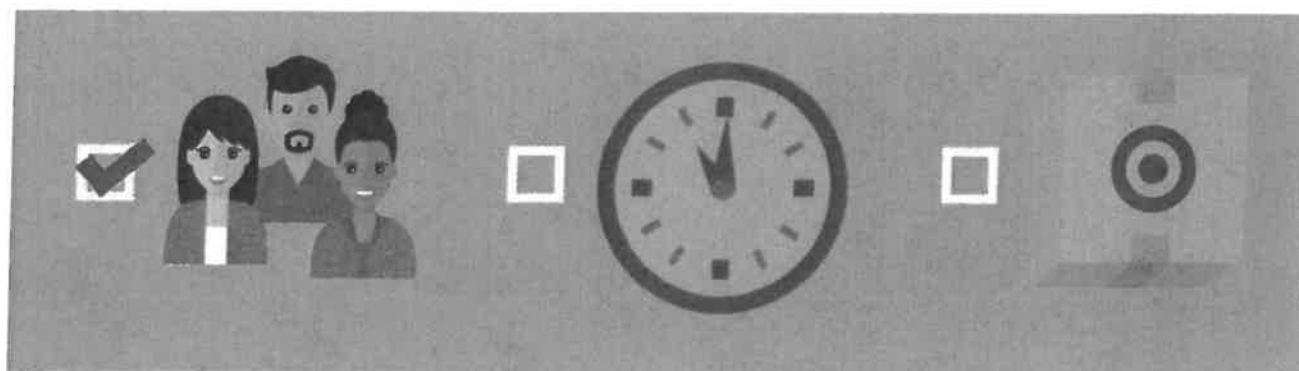
Target Corporation would like to request a one day extension of our store hours on Friday, November 24, 2017, the day after Thanksgiving. Our normal opening time is 8:00 a.m. and we are requesting an extension that will allow us to open after 12:00 a.m. for this day only. Currently we are unsure of what time the store will be opening on November 24, but would like the flexibility to be open at any time on this day.

Should you require any further information please feel free to contact me at 612-761-5151, or at Justine.Jephson@target.com.

Your consideration is appreciated.

Sincerely,

Justine Jephson
Senior Compliance Consultant



Crowd Management

PLANNING GUIDE

Additional information about creating your Crowd Management Plan will be communicated on Sept. 13.

Build Your Crowd Management Team

Every store is required to have a dedicated point of contact to serve as the Crowd Management Leader (CML). The CML is responsible for developing and overseeing the execution of the Crowd Management Plan in partnership with the STL. Review the [Crowd Management Best Practice](#) for full CML responsibilities and required team positions.

By Sept. 4: The CML must be the AP Store Leader. If your store does not have an AP Store Leader, the STL or an ETL (selected by the STL) is preferred. The STL or ETL (selected by the STL) must be available by phone during the Black Friday event and listed as the Preferred Day of Contact in the Crowd Management Plan.

- **Small Format stores:** In addition to the CML role, only the Interior Crowd Manager and Exterior Crowd Manager roles are required.

By Sept. 22: The CML (with STL approval) selects the Exterior and Interior Crowd Manager.

By Oct. 20: The CML (with STL approval) finalizes the crowd management team, including potential back-ups.

Create Your Crowd Management Plan

PLAN SUBMISSIONS

On Oct. 9, you will receive the Black Friday-Part 1 Planning Guide with additional information you need to complete your plan, including: Black Friday ad items and line queue strategies. Crowd Management plans are due on **Oct. 30** and must be submitted via the [Crowd Management Planning Site](#). There's a lot to consider when creating your plan, use this time to build your team and assess your resources.

AP APPROVAL PROCESS

Oct. 9-30, the Crowd Management Leader (CML) must partner with the STL and review the following with the APBP prior to submitting the plan for approval by the APD.

- 2016 wins and opportunities
- Staffing levels
- Off-duty and/or third party guard support
- Doorbuster/Black Friday pallet placement concerns
- Exterior line strategy
- Regional and Group direction (if any)

- Black Friday goals and expectations
- Additional resources needed outside of best practice. **By Nov. 13**, the APD must seek approval from the Sr. APD and VP if additional resources are needed.

Assess Your Crowd Management Resources

BLACK FRIDAY RISK INDEX & REQUIREMENTS

Review the [Black Friday Risk Index](#) to determine your store-specific requirements.

	Metal Barriers	Third Party/Off-Duty Support	Stanchions
Level 1	Required	Required	Required
Level 2	Optional	Optional	Optional

Note: The Black Friday Risk Index is final and cannot be updated.

BARRIERS AND STANCHIONS

By Sept. 13: The CML must order barriers and/or stanchions. It is recommended to secure barriers and/or stanchions through a local vendor. Partner with your APBP and refer to your 2016 plan for vendor recommendations. Nationwide vendors may be used; however, prices may be higher due to shipping costs.

- All barriers and/or stanchions should arrive at stores by Nov. 22 and must be set up after store close. The National Investigation Center (NIC) reviews Level 1 stores to ensure all barriers and stanchions are set.
- Verify required payment (pre-payment, cash, check, etc.) when selecting a vendor.

Payment Procedures

Stores are responsible for the full cost of barriers and stanchions. Use the store's PCard for payment (project code: 10068) following [Purchasing Card Program Guidelines](#). Partner with the STL if the CML does not have a PCard. If the purchase exceeds your PCard limit, the STL must submit a credit limit increase request. Requests may take up to 24 hours to be processed.

OFF-DUTY/THIRD PARTY GUARD SERVICE

Off-Duty Officers

Stores that are required or planning to use off-duty officers must contact local law enforcement directly to schedule Black Friday service. All off-duty payment requests require city/police department invoices. Officers inquiring about payments may contact Accounts Payable via email at AP.HelpDesk@Target.com or call 612-307-9208 and should have their vendor ID ready.

- **Pre-Payment Process, by Nov. 7:** Send official invoices requiring pre-payment to AP.FieldOperations@Target.com (note "pre-payment required" on the invoice). Pre-payment requests will not be processed after Nov. 7 and stores must inform off-duty partners that pre-payment is not possible.
- **Non Pre-Payment Process, by Dec. 14:** Complete the payment request process following the [Payment Process for Off-Duty Law Enforcement page](#).



Guard Service

Third-party guard service may be requested in your Crowd Management Plan if your store is unable to secure off-duty service. If you schedule your own Guard Service and also select Guard Service in your Crowd Management Plan, the store is responsible for the cost of **both** services.

- Only Level 1 stores receive funds to cover the cost of up to eight hours of service, Level 2 stores are responsible for the cost.

- **By Oct. 18:** Submit requests in the Third Party Support section of the Crowd Management Plan by entering the total number of guards needed (guard service is scheduled in eight hour blocks and starts two hours prior to opening). Coverage is not guaranteed for requests submitted after Oct. 18.
- The AP headquarters team manages all schedules and invoices for service requested through the Crowd Management Plan.

Prepare Your Store

TVS CAMERA REPAIRS

By Sept. 27: Submit analog camera requests to the Safe & Secure Physical Security Requests (must be approved and requested by APBP). Submit to the CSC, any offline IP cameras. Set up and save the System Status task to proactively address TVS system issues. This allows users to quickly identify system issues and proactively address ongoing technical issues with TVS.

MERCHANDISE PROTECTION GUIDELINES

Immediately review Merchandise Protection Guidelines and audit existing resources (boxguard, keepers, blister tags, tethers, etc.). If additional quantities are needed for Q4 increased product levels, partner with your STL and APBP to place an order through SAP. Orders may take up to 90 days to receive.

Key September Dates

- | | |
|--------------------|---|
| Immediately | <input type="checkbox"/> Order merchandise protection resources |
| By Sept. 4 | <input type="checkbox"/> STL must select a CML |
| By Sept. 13 | <input type="checkbox"/> CML must order barriers/stanchions |
| By Sept. 20 | <input type="checkbox"/> CML (with STL approval) selects the Exterior and Interior Crowd Manager. |



September 21, 2017

Town Council
City of Salem, Massachusetts

To whom it may concern:

My name is Marc Hazel and I the President of Jacqueline's Wholesale Bakery. I am writing today to ask for approval to work one Sunday between October 1st and October 22nd.

The HVAC units for our production area require replacement. We need to set up 1 crane to remove and install two 12.5 ton HVAC units. We will have a team of 8 people working on the removal and installation. The entire project will be no more than 8 hours. The crane will only be needed for 3 hours during the installation. The installation will be completed by Daiken Applied.

We do require good weather to perform the installation. We are asking for a 4 week window to work one of the Sunday's. We expect the noise level to be kept to minimum. We are requesting work hours from 8:00 am to 4:00 pm.

Thank you in advance for considering my request. Please contact me by phone or email if you have more questions at 978-744-8600 or mhazel@jacquelinesbakery.com.

Sincerely,

Marc Hazel

Marc Hazel
President



Fax

TO: Jennifer Wessell

FROM: Elsa Zeitlin/Marc Hazel

FAX: 978-744-9327

PAGES: 2 (including fax cover)

PHONE: 978-619-5600

DATE: September 22, 2017

RE: Town Council Letter

CC:**Comments:**

Good Morning! As we just discussed attached to this fax is a letter for the Town Council. When you have a chance, can you please make sure it is added to their agenda.

Thank you for your help. We truly appreciate it.

Have a nice weekend!



CITY OF SALEM, MASSACHUSETTS

PARK, RECREATION & COMMUNITY SERVICE

5 Broad Street, Salem MA 01970

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

Fax (978) 744-7225

pobrien@salem.com

Kimberley Driscoll
MAYOR

Trish O'Brien
Superintendent

Please Print Clearly or Type

2016 Road Race/Walk Application

To the Park, Recreation & Community Services Director:

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

Applicant's Name: Aurora Vellante

Organization Name: B&S Event Management

Name of Race/Walk: Devils Chase 6.666 miler

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

Address: 10 Hemmenway rd.

City/State/Zip: Salem, MA 01970

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

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

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

Day of Race/Walk Contact Information:

Name: Aurora Vellante Contact #: 9788360271

Date of Race/Walk: 10/28/17 Estimated Number of Runners/Walkers: 10000

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

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

Distance of Race/Walk: 6.66 miles

Has This Event Been Held Before? ☒ Yes ☐ No

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

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

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

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

Please Attach a Map of Route With the Following Items:

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

Does Race/Walk Have Insurance (Required) ☒ Yes ☐ No

Certificate of Insurance Attached? ☒ Yes ☐ No

Name of Insurance Company: John Walsh Insurance Co.

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

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

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

Applicant's signature

Date: 12/10/16

Name of applicant

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

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

CITY USE ONLY

Payment Received: _____ Date Permit Issued: _____ Date Permit Mailed to Applicant: _____

Approved By:

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

Salem Police Department

9-26-17

Start on Restaurant Row (Dead Horse Beach)
Straight on Memorial Dr. turns into Szetela Ln

Turn Right on Webb St.

Turn Left on Andrew St.

Enter Salem Common (counter clockwise loop)

Exit Common by Washington Sq. E

Proceed down Washington Sq. E

Turn Right on Essex St.

Turn Left on Hawthorne Blvd.

Turn Left on Derby St

Straight on Deby St. which turns into Fort Ave.

Turn Right on to Winter Island Rd.

Run a counterclockwise loop around Winter Island booth

Back down Winter Island Rd.

Bare Right at Columbus Square

Turn Right on to Columbus Ave.

Turn Right on to Bay View Ave.

Turn Left on to Cheval Ave

Turn Left on to Beach Ave

Turn Left back on to Columbus Ave

Straight back down Columbus Ave on to Fort Ave

Turn Right on to Memorial Dr

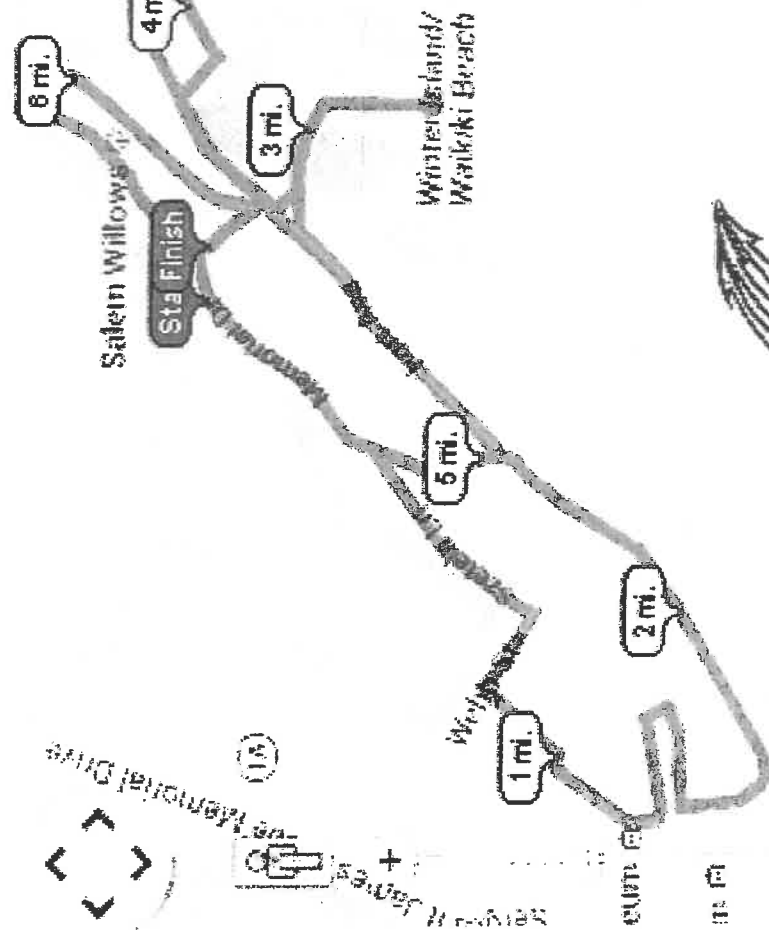
Proceed straight on Restaurant Row following signs around

Salem Willows

Straight Down Fort Ave

Sharp Right on Memorial Drive

Finish line is parallel to the soccer field on Memorial Drive





CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
9/25/2017

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

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

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

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADOL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	Y		CIP316232	01/29/17	01/29/18	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG	\$ 2,000,000
	OTHER:						Professional Liability	\$ 2,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	ANY AUTO						BODILY INJURY (Per person)	\$
	ALL OWNED AUTOS						BODILY INJURY (Per accident)	\$
	HIRED AUTOS						PROPERTY DAMAGE (Per accident)	\$
	SCHEDULED AUTOS NON-OWNED AUTOS							\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	EXCESS LIAB						AGGREGATE	\$
	CLAIMS-MADE							\$
	DED RETENTIONS \$						PER STATUTE	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					E.I. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					E.I. DISEASE - EA EMPLOYEE	\$
							E.I. DISEASE - POLICY LIMIT	\$

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

SPECIAL EVENT CERTIFICATE

Certificate holder is named as additional insured for the special event - 2017 Devils Chase at the Salem Willows, October 28, 2017.

CERTIFICATE HOLDER

City of Salem

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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American Veterans Post 53

American Legion Post 23

Polish Legion of American
Veterans Post 55

Second Corps of Cadets



Military Order of the Purple Heart

Disabled American Veterans
Chapter 84

Veterans of Foreign Wars
Post 1524

Marine Corps League
Essex County Detachment 127

Salem Veterans Council

Roger Leger, Commander

FROM: SALEM VETERANS COUNCIL
TO: SALEM CITY COUNCIL
VIA: CITY COUNCIL REPRESENTATIVE TO VETERANS COUNCIL

20 Sept 17

SUBJ: ENDORSEMENT FOR VETERAN SQUARE NAMING

1. The Salem Veterans Council fully endorses the naming of the below city squares, as requested by family members, in honor of Salem veterans who served honorably while serving with the Armed Forces of the United States:

Tomlinson Square: to be located at the intersection of Walter Street and Orne Street in Ward 6. U.S. Army Air Corps 2nd Lt. Robert W. Tomlinson grew up on Dearborn Street and Cabot Farm and graduated from Salem High School in 1941. He was the only child of Helen and Rubin Tomlinson of Walter Street. He was part of the 566th Bomb Squadron, 389th Bomb Group piloting B-24 Liberators from Hethel, England. While on a mission to bomb an explosives plant at Geesthacht, Germany on 7 April 1945, his B-24 aircraft was attacked by a German ME-109 and the aircraft was lost. He was awarded the Air Medal with 2 Oak Leaf Clusters and the Purple Heart and now rests in the Ardennes American Cemetery in Liege, Belgium.

Mackey Square: to be located at the intersection of Canal Street and Broadway in Ward 5. US Army Air Corps Gunnery Sergeant Charles Thomas Mackey grew up on Maple Street and attended the Essex Aggie School prior to his service. He was the son of the late Mr. and Mrs. Herbert L. Mackey of Salem. Gunnery Sergeant Mackey was killed in a plane crash while training at Key Field, Meridian, Miss. on December 11, 1942.

Perreault Square: located at the intersection of Planters Street and East Collins Street in Ward 2. US Army Staff Sergeant Joseph J. Perreault grew up in Salem and volunteered for service several months prior to Pearl Harbor and served throughout WWII in the Pacific Theatre. While in the Pacific and assigned to the Americal Division, he served heroically and honorably with the First Marine Division throughout the Pacific islands. SSGT Perreault's awards include a Purple Heart, Combat Infantry Badge, and Bronze Star.

2. These veterans meet the eligibility criteria of having been a resident of the city of Salem upon entry into the Armed Forces. These city heroes are deserving of this honor and recognition afforded by this action and we request that this endorsement be given favorable consideration by the City Council.

for the Commander,

J. M. Cole, Adjutant, SVC
Salem Veterans Council

City of Salem

In the year two thousand and Seventeen

An Ordinance to amend an Ordinance relative to Traffic

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

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

North Street, westerly odd side, between the driveways of 111 North Street, No Parking Tow Zone.

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

In City Council September 14, 2017
Adopted for first passage

ATTEST:

CHERYL A. LAPOINTE
CITY CLERK

City of Salem

In the year two thousand and Seventeen

An Ordinance to amend an Ordinance relative to Traffic, Chapter 42, Section 10, "One Way Street"

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

Section 1.

Chapter 42, Section 10 – "One Way Street" is hereby amended by adding the following:

Prescott Street, One Way, Eastbound side from Summer Street to Margin Street

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

In City Council September 14, 2017
Adopted for first passage

ATTEST:

CHERYL A. LAPOINTE
CITY CLERK

City of Salem

In the year two thousand and Seventeen

An Ordinance to repeal an Ordinance relative to Traffic

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

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

Repeal Cloutman Street in front of #15 for a distance of twenty (20) feet,
Handicap Parking Tow Zone (6/14/2001)

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

In City Council September 14, 2017
Adopted for first passage

ATTEST:

CHERYL A. LAPOINTE
CITY CLERK

City of Salem

In the year two thousand and Seventeen

An Ordinance to amend an Ordinance relative to Traffic, Chapter 42, Section 10, "One Way Street"

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

Section 1. Chapter 42, Section 10 – "One Way Street" is hereby amended by adding the following:

Endicott Street, One-Way, Eastbound from Summer Street to
Margin Street

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

In City Council September 14, 2017
Adopted for first passage

ATTEST:

CHERYL A. LAPOINTE
CITY CLERK

City of Salem

In the year two thousand and Seventeen

An Ordinance to amend an Ordinance relative to Traffic

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

Section 1.

Chapter 42, Section 75 – “Parking Prohibitions Towing Zones (Resident Parking)” is hereby amended by adding the following:

Summer Street, Zone D, Color yellow, Summer Street easterly side from Endicott Street to Broad Street, “Resident Sticker Parking, Tow Zone”

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

In City Council September 14, 2017
Adopted for first passage

ATTEST:

CHERYL A. LAPOINTE
CITY CLERK