

ORDER FOR CONDUIT & POLE 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, manholes and poles, with the wires and cables to be placed therein, under and above the surface of the following public way or ways as requested in petition of said Company dated June 7, 2019

Artist Row: Excavating to place (1) 35' utility pole and (1) 2" PVC Conduit 10'+/_. From the newly placed pole 5 service drops will be placed to the businesses on Artist Row.

Substantially as shown on 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.
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 _____ 2019.

(over)

City Clerk

We hereby certify that on _____, 2019, 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 _____ 2019, 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



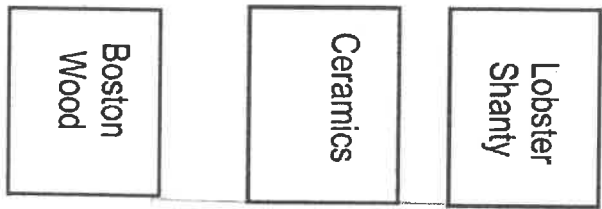
Front Street

PROPOSED COMCAST UNDERGROUND
CONDUIT 1-2" PVC SCH. 40 L # 10'-4 1/2"

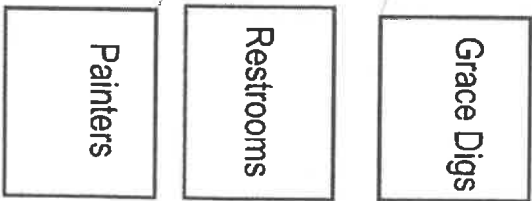
Aerial Cable

Underground Cable

Comcast Pole
35' set 5'6" deep



Artist Row



17-21
Front Street

From existing Comcast Lockbox in the basement of 17-21 Front Street. Attach a .625 Coaxial cable and 2" PVC conduit to the basement ceiling rafters 20'± to the West Side of the buildings exterior wall. Once outside continue with the 2" PVC Conduit 10'± to a proposed utility pole located on the City of Salem Property.

Notes:

1. This plan was prepared to depict the proposed Comcast easement located at 17-21 Front Street in Salem, MA.
2. Prior to any construction the contractor shall notify Dig Safe at least 72 hours in advance at 1-888-344-7233 for verification of utilities and for field locations.
3. All work to be undertaken shall conform to the City of Salem Engineering Department and Department of Public Works Standards.

COMCAST EASEMENT PLAN	
17-21 FRONT STREET	SALEM, MA
DATE: February 19, 2019	SCALE: N/A DRAWING: GBY.DRF

Maureen Fisher

From: John Giardi
Sent: Wednesday, June 19, 2019 8:18 AM
To: Maureen Fisher
Subject: RE: Pole and Conduit Artist Row

Good morning Maureen, I have spoken with David on this issue and I agree to support this petition. Thank you Maureen and have a great day, John

From: Maureen Fisher
Sent: Tuesday, June 18, 2019 2:07 PM
To: David Knowlton; John Giardi
Subject: Pole and Conduit Artist Row
Importance: High

For your review and feedback. Hearing to be held June 27, 2019.
Please respond by Tuesday June 25, 2019 12:00 PM.

Thank you,

~ Maureen

Maureen E. Fisher
Assistant City Clerk - Council
City of Salem
978-619-5616 -Direct
978-740-9209 -Fax
mfisher@salem.com



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

June 13, 2019

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

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Milo Martinez of 78 Washington Square #2 to serve as an alternate on the Salem Historical Commission. Mr. Martinez will complete the remainder of an unexpired two-year term ending February 22, 2020. The seat was previously held by Jane Turiel, who has stepped down from the Commission.

Mr. Martinez is currently the Events Committee Chair of the Salem Common Neighborhood Association and a resident in one of our historic districts. He holds a Bachelor's of Science degree from the Massachusetts Institute of Technology and is deeply passionate about historic preservation.

I believe Mr. Martinez will bring an important perspective to the work of the Historical Commission. We are fortunate he is willing to serve our community in this capacity and I strongly recommend confirmation of his appointment.

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem

Milo Martinez
78 Washington Sq #2
Salem, MA 01970
T 202.630.6456
milo.m@mac.com

Education : **Massachusetts Institute of Technology, 2008** Cambridge, MA
Bachelors of Science in Comparative Media Studies

Experience

Events Committee Chair, Salem Common Neighborhood Association, June 2018-present

- Interface with City Government for permits and approvals (Parks and Rec Commission, Health Dept)
- Coordinate committee of 10 to execute events to benefit community members
- Contribute to community outreach and communications via fb, web, social media

Support Specialist, Intersystems Corp Dec 2018 – Present

- Become expert in proprietary software and problem solving methods
- Interface with customers via web and phone to solve problems in a timely manner
- Educate and guide clients to solutions that are tailored for them

Lead Devops Engineer, Manager Devops, Cogo Labs Aug 2013 – Nov 2018

- Manage external relationships with network service providers and core platform products
- Attend industry conferences to develop best practices strategies
- Be an expert in and provide knowledge of mailing infrastructure, process, project status, and general networking/internet protocols
- Provide triage and updates during service windows/interruptions
- Trained at Boston's Intelligent.ly to hone and develop leadership/team building skills
- Lead a team of 5 that maintains a mailing infrastructure with 0 downtime, 24 hour response, and production sends over 130M messages/day
- Create process for accepting requests from other teams with quick turnover and high accuracy. Making an arduous, many step process seems easy and quick to outsiders
- Balance workload between team members to ensure new projects are completed in a timely manner without falling behind on support tasks
- Responsible for the setup and integration of hundreds of dedicated servers into our networking, along with internal bookkeeping of sending setups
- Deciding best way to store and present data to analysts with combinations of MySQL, python and html

Associate QA Engineer, Xceptance– Oct 2012 – Aug 2013

- Become adept in using the Admin Panel to populate e-store
- Create and execute test plans based on documentation and build automated tests

Associate SQA Engineer, Turbine – Jan 2012 – Oct 2012

- Coordinate with developers and design docs to create test plans, push builds to test
- Lead QA for several minor site releases and localization testing

Skills

Languages – Spanish: oral fluency and written proficiency



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Salem, MA 01970

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Vijay Joyce to serve as a member of the Salem Historical Commission. Mr. Joyce will complete the remainder of an unexpired three-year term ending March 1, 2020. The seat was previously held by Joanne McCrea, who has stepped down from the Commission. Mr. Joyce was nominated for appointment by Historic Salem, Inc. (H.S.I.).

Mr. Joyce is a member of the Board of Directors of H.S.I., where he serves on the organization's Preservation Committee and established their popular "Talk About Design" program. He holds a Bachelor's degree in design studies from Boston Architectural College, where his studies focused especially on historic preservation and architectural history. Mr. Joyce is currently employed as an associate with Cumming Architects in Ipswich.

I believe Mr. Joyce will bring a useful perspective and expertise to the work of the Historical Commission. We are fortunate he is willing to serve our community in this capacity and I strongly recommend confirmation of his appointment.

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem

Vijay Joyce

Phone: (603)-369-7194

Email: vdsjoyce@gmail.com

10 ½ Herbert St, Apt 31, Salem, MA 01970

Work Experience

Cummings Architects, Ipswich, MA

May 2012 - Current

Associate / Job Captain

Experience and Education in:

- ◆ Preparation of architectural drawings and specifications: initial Schematic through final Construction
- ◆ Project management, coordination and development; both on-site and in-office
- ◆ Analysis, documentation and assessment of historic structures for restoration or preservation.
- ◆ Building construction techniques and design of structures as early as 17th century
- ◆ Zoning code research

Barker Architects. Concord, NH

August 2011 - April 2012

Intern

Education

Boston Architectural College. Boston, MA

Degree Awarded: *Bachelor in Design Studies.*

Dual concentration in *Historic Preservation and Architectural History, Theory & Criticism.*

August 2012 - May 2016

- ◆ Historic American Building Survey (HABS) drawing preparation and research for 1822 Newburyport Powder House

New Hampshire Technical Institute (NHTI) Community College. Concord, NH

Degree Awarded: *Associate of Science in Architectural Engineering Technology*

August 2010 - May 2012

President, Architectural Engineering Technology Club, NHTI, 2011-2012

Affiliations and Volunteer Work

Historic Salem Inc.

- ◆ Founder of the Talk About Design (TAD) Organization
- ◆ On the Board of Directors
- ◆ Member of the Preservation Committee

1657 Alexander Knight House

- ◆ Over 120 volunteer hours constructing a replica timber-framed settler's cottage in Ipswich, MA; on permanent exhibit at the Ipswich Museum.



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Kimberley Driscoll
Mayor

Office of the Mayor

June 13, 2019

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

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Sara Moore of 34 Leach Street to serve as a member of the Salem Board of Health. Prof. Moore will complete the remainder of an unexpired three-year term ending March 23, 2020. The seat was previously held by Kerry Murphy, who has stepped down from the Board.

Prof. Moore is an Assistant Professor in the Sociology Department at Salem State University and has taught previously at George Mason and Shepherd Universities. She earned her Ph.D. in sociology from George Mason University. Prof. Moore is a member of the American Sociological Association's section on medical sociology and volunteers locally on the Salem Food Policy Council, Mass in Motion Salem's Health Equity Working Group, and the Salem YMCA GreenSpace program. She has been a facilitator for the Salem Award Foundation and helped the City, North Shore Community Development Coalition, and Salem Partnership in the development of our Working Cities Challenge Grant application package.

I believe Prof. Moore will bring substantial expertise to the work of the Board of Health. We are fortunate that she is willing to serve our community in this role and I strongly recommend confirmation of her appointment.

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem

Sara B. Moore

Curriculum Vitae

Department of Sociology
Salem State University
352 Lafayette Street
Salem, MA 01970

(978) 542-2795 (phone)
(978) 828-6753 (fax)
sara.moore@salemstate.edu
@SaraBeeMoore (Twitter)

EDUCATION

- 2013 Ph.D. in Sociology, George Mason University, Fairfax, VA
2006 M.A. in Sociology, The New School, New York, NY
2004 B.S. in Sociology, Shepherd University, Shepherdstown, WV

PROFESSIONAL POSITIONS

- 2014-Present Assistant Professor, Department of Sociology, Salem State University
2013-2014 Instructor, Department of Women and Gender Studies, George Mason University
2009-2014 Instructor, Department of Sociology and Anthropology, George Mason University
2008-2014 Researcher, Center for Social Science Research, George Mason University
2006-2008 Instructor, Department of Sociology and Geography, Shepherd University

RESEARCH AND TEACHING INTERESTS

Community Based and Participatory Research Methods
Gender and Sexuality
Health, Illness, and Medicine
Marriage, Family, and Intimate Relationships
Public and Applied Sociology
Qualitative and Feminist Approaches to Social Research
Sexual and Reproductive Health
Social Inequalities

COURSES TAUGHT

Undergraduate

Gender and Society
Introduction to Sociology
LGBTQIA+ Health Issues
Marriage, Family, and Intimate Relationships
Medical Sociology
Public Sociology
Social Problems
Theoretical Perspectives in Women and Gender Studies

Graduate

Human Diversity and Social Work Practice

PUBLICATIONS

Refereed Journal Articles

- 2011 Moore, Sara B. "Reclaiming the Body, Birthing at Home: Knowledge, Power, and Control in Childbirth." *Humanity & Society* 35:376-389.
- 2010 Davis, Shannon N. and Sara B. Moore. "Bearing Children, Becoming Women: The Influence of Childbearing on Women's Gender Ideologies." *International Journal of Sociology of the Family* 26:77-91.

Book Chapters

- 2018 (Forthcoming) Moore, Sara B. and Cindy S. Vincent, "Moving Beyond the 'Me' Generation: Collaboration and Community-Engaged Scholarship among Millennial Faculty." In Michael G. Strawser (Editor). *Leading Millennial Faculty: Navigating the New Professoriate*. Lanham, MD: Lexington Books.

Encyclopedia Entries

- 2017 Moore, Sara B. "Motherhood." In Bryan Turner, Chang Kyung-Sup, Cynthia Epstein, Peter Kivisto, William Outhwaite, and J. Michael Ryan (Editors). *Encyclopedia of Social Theory*. London: Wiley-Blackwell.
- 2012 Moore, Sara B. "Reproductive Issues." In James Ciment and Christopher Bates (Editors). *Global Social Issues: An Encyclopedia*. Armonk, NY: M. E. Sharpe.

Book Reviews

- 2018 (Forthcoming) Moore, Sara B. *Feminist Perspectives on Social Work Practice: The Intersecting Lives of Women in the 21st Century*. Shannon Butler-Mokoro and Laurie Grant. *Social Work*.

Other Publications

- 2018 Vincent, Cindy S., Cynthia Lynch, and Sara B. Moore. "Campus Spotlight: Moving from Service-Learning to Critically-Engaged Civic Learning at Salem State." Washington, DC: American Association of State Colleges and Universities American Democracy Project.
- 2016 Moore, Sara B. "Digital Storytelling in the Classroom" in *Write to Learn, Learn to Write*. Salem, MA: Salem State University Writing Intensive Curriculum.
- 2016 Medarano, Rosa Melissa, Yvonne Vissing, and Sara Moore. "Salem Community Resource Guide." Salem, MA: Salem State University Center for Childhood and Youth Studies and Department of Sociology.

- 2014 Anderson, Julie, Victoria Hoverman, Sara B. Moore, and James Witte. "Action in Community through Service: A Program Evaluation of the Organization's Helpline and Certified Nursing Assistant Training Program." Fairfax, VA: George Mason University Center for Social Science Research.
- 2013 Moore, Sara B., Andrea Robles, and Emily Zimmerman. "Richmond Promise Neighborhood Community Needs Assessment." Fairfax, VA: George Mason University Center for Social Science Research.
- 2012 Kerstetter, Katie, Andrea Robles, Safiya Khalid, and Sara B. Moore. "Mount Vernon Community Resource and Service Maps." Fairfax, VA: George Mason University Center for Social Science Research.
- 2012 Robles, Andrea, Emily Zimmerman, Sara B. Moore, Marisa Allison, and Victoria Watson. "Mount Vernon Community Profile." Fairfax, VA: George Mason University Center for Social Science Research.

MANUSCRIPTS IN PREPARATION

With Cindy S. Vincent, Cynthia Lynch, and Jake Lefker, "Critically-Engaged Civic Learning: An Integrated Paradigm Shift for Service-Learning." Paper to be submitted to *The Journal of Higher Education Outreach and Engagement*.

"What's Growing in the Garden: Using Critically-Engaged Civic Learning to Explore Health Disparities and Promote Health Equity." Paper to be submitted to *Teaching Sociology*.

PROFESSIONAL PRESENTATIONS

- 2018 Moore, Sara B. "Growing in the Garden: Exploring Health Disparities through Civically-Engaged Pedagogy." Paper presented at the Annual Meeting of the Eastern Sociological Society, Baltimore, MD.
- 2018 Lynch, Cynthia, Sara B. Moore, and Cindy S. Vincent. "Shifting the Paradigm: Re-conceptualizing Civic Engagement to Promote Equitable, Sustainable Partnerships and Student Growth." Paper presented at the Pre-Meeting Symposium on the Power of Civic Engagement Across Campus, Within Communities, and Beyond Borders at the Annual Meeting of the Association of American Colleges and Universities, Washington, DC.
- 2017 Moore, Sara B. "Reflexive Motherhood: Ideology, Identity, and the Meaning-Making Work of New Mothers." Roundtable presented at the Annual Meeting of the American Sociological Association, Montreal, QC, Canada.
- 2017 Moore, Sara B. "The New Op-Ed: Teaching Public Sociology with Digital Storytelling." Roundtable presented at the Annual Meeting of the American Sociological Association, Montreal, QC, Canada.
- 2016 Moore, Sara B. "The 'Mama Bear' and the Doctor: Challenging Medical Authority as Identity Work in Pregnancy and Childbirth." Paper presented at the Annual Meeting of the Southwestern Social Science Association, Las Vegas, NV.

- 2016 Moore, Sara B. "Telling Health Stories in the Classroom: Using Digital Storytelling to Teach Compassion and Care." Paper presented at the Annual Meeting of the Eastern Sociological Society, Boston, MA.
- 2015 Moore, Sara B. "'A Blessing and a Curse': Community and Anonymity in Online Parenting Groups." Paper presented at the Annual Meeting of the Eastern Sociological Society, New York, NY.
- 2015 Moore, Sara B. "Great Expectations: Managing Expectations through Accounts in the Transition to Motherhood." Roundtable presented at the Winter Meeting of Sociologists for Women in Society, Washington, DC.
- 2014 Moore, Sara B. "Moral Mothers: Ideology, Identity, and the Transition to Motherhood." Paper presented at the Annual Meeting of the Eastern Sociological Society, Baltimore, MD.
- 2014 Bea, Chanel, Amber Haley, Brenda Kenney, Rebecca Johnston, Chimere Miles, Toni Mitchell, Sara Moore, Valerie Burrell Muhammad, Andrea Robles, Marco Thomas, Albert Walker, and Emily Zimmerman. "Behind the Scenes: Invisible Work in Community-Based Research." Paper presented at the Annual Meeting of the Eastern Sociological Society, Baltimore, MD.
- 2012 Moore, Sara B. "The Role of Reciprocity in Social Research." Paper presented at the Annual Meeting of the Eastern Sociological Society, New York, NY.
- 2012 Moore, Sara B. "Anxiety about Motherhood, Confidence about Birth: Complicating the Concept of Positive Asymmetry." Paper presented at the Annual Meeting of the Eastern Sociological Society, New York, NY.
- 2011 Moore, Sara B. "Brains, Bodies, and Babies: Experiencing Pregnancy on a University Campus." Roundtable presented at the Annual Meeting of the Eastern Sociological Society, Philadelphia, PA.
- 2010 Moore, Sara B. "Brains, Bodies, and Babies: Experiencing Pregnancy on a University Campus." Paper presented at the Annual Gender Research Conference, George Mason University, Fairfax, VA.
- 2010 Moore, Sara B. "Constructing and Contesting Authoritative Knowledge: Midwifery and the Struggle for Professional Legitimacy." Roundtable presented at the Annual Meeting of the Eastern Sociological Society, Boston, MA.
- 2010 Moore, Sara B., Andrea L. Robles, and Emily Zimmerman. "Conducting Collaborative Research in Challenging Economic Times." Paper presented at the Annual Meeting of the Eastern Sociological Society, Boston, MA.
- 2010 Davis, Shannon, N. and Sara B. Moore. "Bearing Children, Becoming Women: The Influence of Childbearing on Women's Gender Ideologies." Paper presented at the Annual Meeting of the Southern Sociological Society, Atlanta, GA.
- 2009 Moore, Sara B. "Homebirth: The Marginalization of a Discourse." Paper presented at Perinatal: A Birth Symposium, George Mason University, Fairfax, VA.

RESEARCH EXPERIENCE

- 2016-Present Salem State University, Department of Sociology & Salem YMCA GreenSpace, Salem, MA
Promoting Health Equity through Civic Engagement in a Community Garden
- 2016-2018 Salem State University, Department of Sociology & Mass in Motion Salem, Salem, MA
City of Salem Health Needs Assessment
- 2013-2014 George Mason University, Center for Social Science Research, Fairfax, VA
Action in Community through Service (ACTS) Program Evaluation
- 2011-2013 Virginia Commonwealth University, Center on Human Needs, Richmond, VA
Engaging Richmond: Promoting Community Participation in Health Equity Research
- 2011-2013 George Mason University, Center for Social Science Research, Fairfax, VA
Richmond Promise Neighborhood Community Needs Assessment, Richmond, VA
- 2011-2012 George Mason University, Center for Social Science Research, Fairfax, VA
Opportunity Neighborhoods Community Assessment and Evaluation, Alexandria, VA
- 2010-2011 George Mason University, Center for Social Science Research, Fairfax, VA
Identifying Health Needs in Local Clinics through a Community-University Partnership
- 2009-2010 George Mason University, Center for Social Science Research, Fairfax, VA
Yes We Can: The Southgate Community Engagement and Leadership Project

HONORS AND AWARDS

- 2018 National Society of Leadership and Service Honorary Membership Award
Salem State University
- 2018 Nominated, Civic Engagement Hall of Fame
Salem State University
- 2018 Nominated, Outstanding First Year Advocate Award
Salem State University
- 2017 Student Organization Advisor of the Year Award
Salem State University
- 2016 Nominated, Student Organization Advisor of the Year Award
Salem State University
- 2014 Nominated, Dissertation Award for "The Moral Landscape of Modern Motherhood: Ideology, Identity, and the Making of Mothers"
American Sociological Association
- 2014 Sociology Graduate Student of the Year
Department of Sociology and Anthropology, George Mason University
- 2013 Dissertation Completion Award
College of Humanities and Social Sciences, George Mason University

- 2012 Irene B. Taeuber Graduate Student Paper Award for “Constructing and Contesting Authoritative Knowledge: Midwifery and the Struggle for Professional Legitimacy”
District of Columbia Sociological Society
- 2012 Nominated, Dean’s Challenge Scholarship
College of Humanities and Social Sciences, George Mason University
- 2004 Sociology Student of the Year
Shepherd University
- 2003 Alpha Kappa Delta Honor Society
- 2000 Honors Program
Shepherd University

RESEARCH AWARDS AND GRANTS

- 2016 Research and Creative Activities Mini-Grant, Salem State University. “The ‘Mama Bear’ and the Doctor: Challenging Medical Authority as Identity Work in Pregnancy and Childbirth.” \$905.
- 2015 Research and Creative Activities Mini-Grant, Salem State University. “The Moral Landscape of Modern Motherhood: Ideology, Identity, and the Making of Mothers.” \$975.

PROFESSIONAL DEVELOPMENT ACTIVITIES

- 2018 37th Annual Conference on the First Year Experience
San Antonio, Texas
- 2017-Present Association of College and University Educators Effective Teaching Practices Course
Salem State University, MA
- 2017 36th Annual Conference on the First Year Experience
National Resource Center, Atlanta, GA
- 2016-2017 Faculty Learning Community on Digital Salem
Salem State University, Salem, MA
- 2015 Faculty Development Workshop on Learning Communities
Salem State University, Salem, MA
- 2015 Service-Learning Boot Camp
Salem State University, Salem, MA
- 2014-2015 Writing Intensive Curriculum (WIC) Seminar
Salem State University, Salem, MA

PROFESSIONAL SERVICE

Service to the Discipline

- 2016 Critic for Author-Meets-Critics Session on *Cut It Out: The C-Section Epidemic in America* by Theresa Morris
Annual Meeting of the Southwestern Social Science Association, Las Vegas, NV
- 2016 Panelist for workshop entitled "Using Technology to Engage the Undergraduate Student"
Annual Meeting of the Eastern Sociological Society, Boston, MA
- 2016 Panelist for workshop entitled "A Balancing Act: Graduate School, Tenure Track, and Family"
Annual Meeting of the Eastern Sociological Society, Boston, MA
- 2014 Discussant for session entitled "Applied Social Research and Evaluation"
Annual Meeting of the American Sociological Association, San Francisco, CA
- 2014 Organizer and discussant for session entitled "Community Research and Engagement: Faculty and Community Perspectives"
Annual Meeting of the Eastern Sociological Society, Baltimore, MD
- 2014 Discussant for roundtable entitled "Immigrant Health and Well-Being"
Annual Meeting of the Eastern Sociological Society, Baltimore, MD
- 2012 Organizer for session entitled "Feminist Research Ethics"
Annual Meeting of the Eastern Sociological Society, New York, NY
- 2012 Discussant for session entitled "Media Texts and Activism"
Southeastern Women's Studies Association Conference, Fairfax, VA
- 2012 Discussant for session entitled "Health and Welfare Policy"
Annual Public Sociology Graduate Student Conference, Fairfax, VA
- 2011 Discussant for session entitled "Nation, Violence, and Race in the United States"
Annual Public Sociology Graduate Student Conference, Fairfax, VA
- 2008 Contributing News Editor and blogger at "Sociology Lens"
- Reviewer for *Gender & Society*, *Journal of Public and Applied Sociology*, *Qualitative Sociology*, *Social Inclusion*, *Sociological Inquiry*, *Sociological Spectrum*, and *Symbolic Interaction*

Service to the University

- 2017-Present Academic Policies Committee
Salem State University
- 2017-Present Planning Committee, Annual Women's Leadership Conference
Salem State University
- 2017-Present Planning Committee, Advocacy Day
Salem State University

- 2017-2018 Co-facilitator, Faculty Learning Community on Civic Learning
Salem State University
- 2017 Invited Keynote Speaker, Senior Awards Ceremony
Salem State University
- 2016-Present Faculty Fellow, First Year Experience
Salem State University
- 2016-Present Chair, First Year Reading Experience Committee
Salem State University
- 2016-2017 Co-chair, First Year Experience Committee
Salem State University
- 2016 Participant, First Year Day of Service
Salem State University
- 2016 Invited Speaker on Participatory Research, Civic Learning Institute
Salem State University
- 2016 Faculty Sponsor and Moderator, 19th Annual Undergraduate Research Symposium
Salem State University
- 2015-Present Faculty Advisor, Florence Luscomb Women's Center
Salem State University
- 2015-2017 Civic Engagement Committee
Salem State University
- 2015-2017 ADA/Section 504 Committee
Salem State University
- 2015-2016 Collaboration Committee
Salem State University
- 2014-2015 Co-chair, Retreat and Social Events Committee
College of Arts and Sciences, Salem State University

Service to the Department

- 2016-Present Chapter Representative, Alpha Kappa Delta
Department of Sociology, Salem State University
- 2017-Present Academic Policies Committee
Department of Sociology, Salem State University
- 2016-Present Department Curriculum Committee
Department of Sociology, Salem State University
- 2015 Invited Speaker, Alpha Kappa Delta Induction and Spring Celebration
Department of Sociology, Salem State University

- 2015 Invited Speaker, "Preparing to Launch: Navigating the Academic Job Search in Sociology"
Department of Sociology, George Mason University
- 2014 Organizer, Undergraduate Career Planning Workshop
Department of Sociology, Salem State University
- 2014 Panelist, "Strategizing and Structuring Time in Graduate School"
Department of Sociology and Anthropology, George Mason University
- 2014 Panelist, "Getting the Job: Early Occupational Pathways after Graduate School"
Department of Sociology and Anthropology, George Mason University
- 2012 Organizer, Annual Public Sociology Graduate Student Conference
Department of Sociology and Anthropology, George Mason University
- 2011 Coordinator, brown bag series on research methods and methodological approaches
Center for Social Science Research, Department of Sociology and Anthropology, George Mason University
- 2011 Executive Board, Women's Graduate Student Brown Bag Community
Women and Gender Studies, George Mason University
- 2010 Panelist, "Choosing Dissertation Committee Members"
Women and Gender Studies, George Mason University
- 2009 Organizer, "Perinatal: A Birth Symposium"
Department of Sociology and Anthropology, Women and Gender Studies, School of Art,
George Mason University
- 2007 Organizer, "A Discussion about the Practice and Politics of Torture"
Amnesty International USA Upper Potomac Chapter, Department of Sociology and
Geography, Shepherd University

Service to the Community

- 2017-Present Member, Food Policy Council
City of Salem
- 2017-Present Member, Health Equity Working Group
Mass in Motion Salem
- 2016-Present Coordinator, Promoting Health Equity through Civic Engagement in a Community Garden
Salem YMCA GreenSpace
- 2016 Facilitator, Workshop on Oppression and Social Justice
Salem Award Foundation
- 2015-2016 Consultant, Working Cities Challenge Grant
City of Salem, North Shore Community Development Coalition, Salem Partnership
- 2011 Consultant, Association of American Medical Colleges

PROFESSIONAL MEMBERSHIPS

Alpha Kappa Delta Honor Society

American Sociological Association

Sections on Family, Medical Sociology, Sociological Practice and Public Sociology, and Teaching and Learning in Sociology

Eastern Sociological Society

Learning Communities Association

National Society for Leadership and Success

Sociologists for Women in Society



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

June 13, 2019

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

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Sue Kirby of 45 St. Peter Street #504 to serve as a member of the Salem Housing Authority board as the tenant member of that board. Ms. Kirby will complete the remainder of an unexpired five-year term ending March 1, 2020. The seat was previously held by Maureen Call.

Ms. Kirby worked for decades to improve our communities and advocate for those who often are voiceless in our society. In 2014 she retired after five years as Director of Promise the Children, a nonprofit network of volunteers through the Unitarian Universalist church who advocate for federal children's programs. Prior to that she served as the Executive Director of the Massachusetts Senior Action Council and as an organizer for the Older Women's League and Parents United for Child Care. Ms. Kirby earned a Bachelor's degree in Labor Studies from UMass Boston and started her professional career in the 1980s as a union activist at GE in Lynn.

I believe Ms. Kirby will bring an important voice and perspective to the work of the Housing Authority board. We are fortunate that she is willing to serve our community in this capacity and I strongly recommend confirmation of her appointment.

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem

Sue Kirby

45 St Peter St #504, Salem MA 01970
(781) 606-8923 Email: 83150sss@gmail.com

I have a lifetime of experience making positive change in the workplace and in the community. After spending 20 years organizing to improve working conditions in several industries I spent the second half of my work life doing community organizing with and/or for low income families, parents, senior citizens..

EMPLOYMENT

Retired / Volunteer Community Organizer

Jul 2014 – Present

Salem Massachusetts and surround towns

Working in the community - volunteering wherever I can make a significant contributions since retirement in 2014. I co-chaired 350 Massachusetts North Shore Chapter, Organized Bernie Sanders Campaign on the North Shore, and co-founded the activist organization Together North Shore working on several progressive causes, including stopping the Trans Pacific Partnership and Raising the Minimum Wage, among other things.

Promise the Children, Director

2010 – 2014

Salem, MA

Worked half time with a great group of volunteers to build a network of advocates for children's programs in the Unitarian Universalist churches, particularly the most vulnerable children. Responsibilities include research and planning for campaigns to protect children's programs at the federal level, maintaining relationships with national advocacy partners, outreach and speaking at UU churches in the NE area, regular action alerts to 3,000 contacts using MyEmma software, maintaining contact database, yearly fundraising mailing and phone calls, board support.

Massachusetts Senior Action Council, Organizing & Executive Director

2000 – 2009

Boston/Statewide

Directing a statewide senior citizen's grass roots organization that protects the rights and well being of all, particularly vulnerable seniors. Acting as the Organizing Director and then the Executive Director responsible for the day to day operations including: strategic planning, hiring and supervision of staff, developing issues and legislative strategy, fundraising, budgeting and financial oversight, organizational development, board development, public relations, media relations, and editor of quarterly newspaper.

Older Women's League, Community Organizer Consultant

Apr 2004 – Apr 2005

Boston/Statewide

Organizing an effort to create a local chapter of the Washington DC based organization. Recruiting activist women to join the effort to create an effective multiracial, multi-class women's organization. Developing materials, researching issues, developing campaigns, writing grants, handling the day-to day operations of office, creating an organizational database, scheduling meetings, networking with other women's organizations, and creating and maintaining financial books

Parents United for Child Care, Community Organizer

Jun 1997 – Mar 2000

Planned and provided leadership for activities of community based organization of low and moderate-income parents and child care providers working to improve access to quality, affordable child care. Activities included; community forums/ speak outs, parent advocacy trainings, community outreach, media work, newsletter production, after-school program start up, and coalition building. Responsible for start-up and day-to-day operation of North Shore office; including strategic and budget planning, hiring, as well as negotiating rental and consulting contracts

General Electric, Welder /Union Activist

Jun 1980 – Jan 1988

Lynn, Massachusetts

Welded aircraft engine parts and steam turbines using a variety of processes and materials. Represented union members on the shop floor as union steward of the International Union of Electrical Workers – IUE Local 201. Chaired local union elected Woman’s Committee. Spearheaded a 5-year campaign for childcare benefits for GE workers resulting in the inclusion of dependant care benefits in the GE/Westinghouse National Agreement in 1988. Initiated a Title VII suit on behalf of pregnant employees for disability insurance underpayment resulting in a settlement of \$80,000. Organized daily media relations for month-long local strike in 1986.

EDUCATION

University of Massachusetts Boston

BA in Labor Studies

Boston University

Education 1971-1973

Bentley College

Accounting 1969-1971



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

June 27, 2019

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

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Maureen McKinnon of 93 Canal Street #1 to serve as a member of the Salem Commission on Disabilities. Ms. McKinnon will be commencing a new three-year term to expire June 27, 2022 and will be taking the seat previously held by David Martel.

Ms. McKinnon has worked for many years as an advocate and leader in the disabled community. She is currently a motivational speaker and serves on the Advisory Board for Adaptive Sports New England and for Sail Salem. She has previously served on the boards of the Boston Chapter of the National Spinal Cord Injury Association, U.S. Sailing's National Governing Association, and the City of Boston's Disability Task Force. Her career includes work for Courageous Sailing and the Piers Park Sailing Center. In 2008, Ms. McKinnon earned a gold medal at the 2008 Beijing Paralympic Games on the U.S. sailing team and the following year was nominated for an ESPY Award and received the National Women's Sailing Association's Leadership Award.

I believe Ms. McKinnon will bring an important voice and perspective to the work of the Commission on Disabilities. We are fortunate that she is willing to serve our community in this capacity and I strongly recommend confirmation of her appointment.

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem

Maureen McKinnon

93 Canal St. #1, Salem, MA 01970, MA
mcktucker@gmail.com
781-632-6363

Professional Profile:

Resourceful, energetic, goal-driven program director of nonprofit programs. Six years programming and funding experience for youth sailing organizations. Serves in an advisory capacity on a volunteer basis for many nonprofits serving the needs of the disabled community. Holds broad direct knowledge and achievement working and advocating for the disabled community in many roles. Familiar with the needs of underserved communities.

Professional Experience:

Courageous Sailing, Director of Development and Community Outreach **April 2012- March 2013**

- Responsible for expanding the growth and diversification of overall funding efforts for a non-profit sailing center serving the underserved youth of Boston.
- Created a comprehensive 2013 development plan from a variety of sources, both old and new to increase funding by \$176K. The combined total of the plan was \$430K with outstanding new grants added of \$256K.
- Worked with board members, sailing members, staff and community to help promote the center to generate new funding relationships to expand current donor base.

Piers Park Sailing Center, Adaptive Director, Public Relations **March 2007- March 2012**

- Began, designed, promoted, built, and recruited for a nationally recognized sailing program for disabled youth and adults.
- Twice winner of national Best Program Award and designated as "Paralympic Sport Club".
- Teamed with Executive Director to successfully secure \$100-125K of funding each year for our youth program and disabled adults.
- Worked with funders and sources such as: grants, foundations, disabled organizations, state and local agencies, individual and corporate donors, media and personal contacts.

Motivational Keynote Speaker, various locations regionally and nationally. **2007-present**

Paralympic Sailing Campaigns, Athens, Beijing, London & Rio, Sole Fundraiser **May 2002- December 2016**

Secured media, organized fundraisers, letter writing campaigns, wrote blogs, engaged individual donors & corporate donors, grew and maintained list of 1000 supporters, secured funding through awards, achievements and speaking engagements, Social Media promotion, attained In-kind sponsorships and corporate sponsorships.

Boston Chapter of National Spinal Cord Injury Association, Interim Co-Director **2003**

Project C.H.I.L.L.D., Occupational Therapy clinic for autistic & impaired Children, Coordinator **2001-2003**

Back Bay Blossoms, small flower shop, Owner, Manager, Designer & Buyer **August 1989 - January 1997**

Volunteer Affiliations and Experience:

US SAILING, National Governing Association, **Board of Directors**, serving 2nd elected 3 year term **2010-2016**
Advisory Board to Sail Salem, Advisory Committee **2008-present**

Piers Park Sailing Ctr, Board Member **2014- present**
Boston Chapter of the National Spinal Cord Injury Association, **Board Member** **1997-2016**
US SAILING, National Committee, Sailors with Disabilities, **Councilmember** **2008-2017**
Member, Boston Disability Task Force **2011-2016**
Advisory Board of ARB, Access Recreation Boston **2011-2016**
Advisory Board of Adaptive Sports New England **2012-present**

Founder and Member, Marblehead Disability Commission & S.A.C.O.D.
Spaulding Rehab, **Volunteer Peer Visitor**, mentoring newly paralyzed paraplegics
Gimpy Girls Brunch Club, **Founder** of networking group for women with disabilities
Marblehead Festival of Arts, **Board Member**, Director of Logo Store, Volunteer Coordinator

2001-2011
2001-present
2002-present
2002-04, 2013-14

Educational Background:

UMASS Boston, Northeastern University, Boston, MA. Pursued Nursing and Sociology Degrees, 1983-1989
American Floral Arts School, Chicago, IL, completed certificate, 1987
Minnechaug Regional H.S., completed college prep, 1983

Awards and Achievements:

Gold Medalist, Beijing Paralympic Games 2008, USA SKUD 18 Crewing for Nick Scandone, Skipper
Fifth Place, Rio de Janeiro Paralympic Games 2016, USA Skud 18 Team, Crewing for Ryan Porteous
Nominee for the 2008 Rolex Yachtswoman of the Year Award (shortlisted)
Nominee for 2009 E.S.P.Y. Awards for disabled athlete category. Los Angeles
Recipient of the 2009 Paul C Hearne National Leadership Award, AAPD providing a \$10, 000 award to host race clinics for the disabled.
Recipient of the Women in Sailing Leadership Award, National Women's Sailing Association, 2009
Two time "Most Outstanding Disabled Sailing Program Award", Adaptive Program, Piers Park Sailing Center, 2009 & 2010

Recommendation:

"Maureen is a true professional who always brings a sunny personality and great personal strength. I've known Maureen for a couple of years and continue to be impressed by her—on many levels. She is a great public speaker who can tell a powerful story. She has a unique ability to connect with an audience in a very personal way. I've seen her hold a crowd and inspire them to action. She is great at building personal relationships and is absolutely fearless. To use one example, we visited Mayor Menino together and she was immediately able to build a strong relationship that has been immensely helpful to Courageous. I have no doubt that in the right role, Maureen will continue to be a star. "

Chip Terry
Board President
Courageous Sailing

References:

Available upon request



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

June 27, 2019

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

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Malissa Vieira of 41 ½ Harbor Street #3 to serve as a member of the Salem Conservation Commission. Ms. Vieira will be completing the remainder of an unexpired three-year term to conclude November 15, 2021. The seat had been previously held by Gail Kubik.

Ms. Vieira holds a Bachelor's degree in Environmental Biology from UMass-Dartmouth and is passionate about improving the health and integrity of our community's natural ecosystems and habitats. While her current work is in the field of marketing, she has a deep base of knowledge around ecology and conservation sciences.

I believe Ms. Vieira will be a welcome addition to the work of the Conservation Commission. We are fortunate that she is willing to serve our community in this capacity and I strongly recommend confirmation of her appointment.

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

June 27, 2019

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

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Paul Viccica of 35 Broad Street to serve as a member of the Salem Zoning Board of Appeals. Mr. Viccica will be completing the remainder of an unexpired three-year term to conclude on May 1, 2022. The seat had previously been held by Patrick Shea. Pending City Council confirmation of his appointment, Mr. Viccica would step down from his current seat as an alternate on the Zoning Board of Appeals to take this regular member seat.

Mr. Viccica is a principal at CBT Architects, where he has worked for the last 22 years. Today he leads the firm's academic group, designing and managing projects for universities, colleges, independent schools, and public institutions including Northeastern University, Harvard Business School, Middlebury College, and Smith College. Many of his projects involve the preservation or repurposing of historic and architecturally significant buildings. In addition to his four years as an alternate on the ZBA, Mr. Viccica also serves on the Advisory Council of the House of the Seven Gables. Mr. Viccica holds a Bachelor's degree from the University of Miami and a Master's degree in architecture from the University of Virginia.

I believe Mr. Viccica has demonstrated thoughtfulness and a familiarity with the issues that are before the ZBA. We are fortunate he is willing to continue to serve our community in this capacity and I recommend confirmation of his appointment to a regular seat on the board.

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

June 27, 2019

Honorable Salem City Council
Salem City Hall
Salem, MA 01970

Ladies and Gentlemen of the Council:

I reappoint, subject to City Council confirmation, Mr. Alexander Mitchell-Munevar, of 123 North Street #1, to the Board of Registrars of Voters for a term of three years to expire June 23, 2022.

I recommend confirmation of his reappointment to the board and ask that you join me in thanking Mr. Mitchell-Munevar for his continued dedicated service and commitment to our community.

Sincerely,

Kimberley Driscoll

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

June 27, 2019

Honorable Salem City Council
Salem City Hall
Salem, MA 01970

Ladies and Gentlemen of the Council:

I reappoint, subject to City Council confirmation, Mr. Michael Quigley, of 167 Kennedy Drive #711, Malden, to the Salem Youth Commission to an adult seat for a term of three years to expire June 23, 2022.

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

Sincerely,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,

June 27, 2019

Ordered:

That the sum of Forty Thousand Five Hundred Fifty-Eight Dollars and 17 cents (\$40,558.17) is hereby appropriated from the "Retained Earnings – Water/Sewer Fund" account (6000-3120) to the account listed below for Emergency storm preparation and repairs to tide gates and pump stations in accordance with the recommendation of Her Honor the Mayor.

Org/Obj	Description	Dept	Description	Amount
610132-5375	Pump Station Operations & Maintenance	Engineering	Emergency storm preparation and repairs to tide gates and pump stations.	40,558.17
Total				40,558.17



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

June 27, 2019

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentleman of the Council:

Enclosed herewith is a request to transfer Four Thousand Five Hundred Fifty-Eight Dollars and Seventeen cents (\$40,558.17) from the "Retained Earnings – Water/Sewer Fund" account (6000-3120) to the account listed below:

Org/Obj	Description	Department
610132-5375	Pump Station Op & Maint	Engineering

This transfer is requested to cover costs associated with Emergency Storm preparation and repairs to tide gates and pump stations.

I recommend passage of this accompanying order.

Sincerely,

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

Kimberley Driscoll
Mayor



**Kimberley Driscoll
Mayor**

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

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

MEMORANDUM

June 3, 2019

To: Dominick Pangallo, Chief Administrative Aide to the Mayor

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

RE: Request for Retained Earnings for Emergency Repairs to the Forest River Tide Gates, Ocean Ave West Storm Water Pump Station, March Street Wastewater Pump Station and Highland Avenue Water Booster Station

This memo has been prepared to request retained earnings from the water/sewer enterprise account to cover the costs of the emergency response needed to the above referenced facilities resulting from the preparation for, and response to, damages from the federally declared storm events in March of 2018.

As detailed on the attached invoices from our facilities maintenance vendor, Weston and Sampson, \$40,558.17 was expended. These costs were not included in our original budget, but had to be incurred to ensure the facilities remained functional throughout the storms.

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

Cc: Laurie Giardella, Finance Director

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

From: 235 - Engineering
 Department


 Department Head Authorizing Signature

6-3-19
 Date

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

Budget Amt: \$60,000.00

Free Cash or To: 610132-5375 Desc: pump sta op & maint Balance: \$0.00
Retained Earnings (W/S) (Org/Object)
Raise & Appropriate
 Please circle one

Amount Requested: \$40,558.17

Reason (Be Specific) see attached - emergency storm preparation and repairs to key tide gates and pump stations

For Finance Department and Mayor's Use Only:

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

Recommendation: _____ Approved _____ Denied

 Finance Director

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



CITY OF SALEM

In City Council,

June 27, 2019

Ordered:

That the sum of Thirty Thousand Dollars (\$30,000.00) is hereby appropriated from the "Retained Earnings – Water/Sewer Fund" account (6000-3120) to the account listed below for Water Backflow Services in accordance with the recommendation of Her Honor the Mayor.

Org/Obj	Description	Dept	Description	Amount
610132-5321	Contracted Services	Engineering	Backflow testing and surveys	30,000.00
Total				30,000.00



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

June 27, 2019

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request to transfer Thirty Thousand Dollars (\$30,000.00) from the "Retained Earnings – Water/Sewer Fund" account (6000-3120) to the account listed below for Water Backflow Services.

Org/obj	Description	Dept	Description	Amount
610132-5321	Contracted Services	Engineering	Backflow testing and surveys	\$30,000.00

Very truly yours,

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

Kimberley Driscoll
Mayor




Kimberley Driscoll
Mayor

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

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

MEMORANDUM

June 3, 2019

To: Dominick Pangallo, Chief Administrative Aide to the Mayor
From: David H. Knowlton, P.E., City Engineer / DPS Director 
RE: Request to Transfer Water Backflow Revenue to Backflow Contracted Services

This memo has been prepared to request the transfer of \$30,000 from the water backflow revenue account to the water backflow contracted services account. The revenue is needed to cover the costs of backflow testing and surveys for the remainder of fiscal year 2019.

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

Cc: Laurie Giardella, Finance Director

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

From: Engineering Department [Signature] Department Head Authorizing Signature 6-3-19 Date

Budget or R/Res Budget Amt: \$70,000.00
Transfers To: 610132-5321 Desc: contracted services backflow Balance: \$0.00
 (Org/Object)

From: 6000-3120 Desc: W/S Retained Earning Budget Amt: \$0.00
 Balance: \$138,653.62

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

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

Free Cash or To: _____ Desc: _____ Budget Amt: _____
Retained Earnings (W/S) (Org/Object) Balance: _____

Raise & Appropriate
 Please circle one

Amount Requested: \$30,000

Reason (Be Specific) transfer revenue from backflow testing to backflow contracted services to cover additional costs to perform backflow testing and surveys until July 1, 2019

For Finance Department and Mayor's Use Only:

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

Recommendation: _____ Approved _____ Denied

 Finance Director

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



CITY OF SALEM

In City Council,

June 27, 2019

Ordered:

Per MGL Chapter 44 Section 64 which allows for a municipality to pay for prior fiscal year invoices using current fiscal year appropriations by two-thirds vote of the City Council we request the February 14, 2017, the February 1, 2017 and the March 21, 2018 invoices are hereby allowed to be paid from the Fiscal Year 2019 Budget account DPS Snow Removal Account 14232-5292S in the amount of \$29,127.50 with the recommendation of Her Honor the Mayor.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

June 27, 2019

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentleman of the Council:

Enclosed herewith is a request to transfer Twenty-Nine Thousand One Hundred and Twenty-Seven dollars and Fifty cents (\$29,127.50) for Department of Public Services Fiscal Year 2018 invoices to be paid from the Fiscal Year 2019 DPS budget.

This Order is necessary to cover the costs to pay two invoices from the Bartlett Steadman Company, Inc for snow plowing at the Salem Public Schools. Per MGL Chapter 44 Section 64 which allows for a municipality to pay for prior fiscal year invoices using current fiscal year appropriation by two-thirds vote of the City Council.

I recommend passage of the accompanying Order.

Very truly yours,

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

Kimberley Driscoll
Mayor



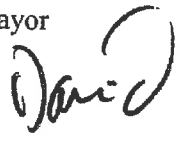
Kimberley Driscoll
Mayor

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

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

MEMORANDUM

June 3, 2019

To: Dominick Pangallo, Chief Administrative Aide to the Mayor
From: David H. Knowlton, P.E., City Engineer / DPS Director 
RE: Request to Pay School Snow Plowing Invoices

This memo has been prepared to request permission from the City Council to pay 2 invoices to the Bartlett Steadman Company, Inc. for snow plowing at the Salem Schools. The invoices, totaling 29,127.50, were not received by the Department of Public Services for processing before the fiscal year ended for each. The invoices are attached for reference

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

Cc: Laurie Giardella, Finance Director



CITY OF SALEM

In City Council, June 27, 2019

Ordered:

The Salem City Council hereby authorizes a pilot program to temporarily establish multi-use lanes on one side of four entrance corridors into the downtown during the summer of 2019, on weekends only, from July 19th to August 26th. Such lanes shall only be established with the approval of the City Marshal and any Ward Councillors representing Wards containing the proposed lane. The lanes shall be established on the following dates and times:

Friday, July 19 at 8PM to Monday, July 22 at 8AM

Friday, July 26 at 8PM to Monday, July 29 at 8AM

Friday, August 2 at 8PM to Monday, August 5 at 8AM

Friday, August 9 at 8PM to Monday, August 12 at 8AM

Friday, August 16 at 8PM to Monday, August 19 at 8AM

Friday, August 23 at 8PM to Monday, August 26 at 8AM

The four entrance corridors on which a multi-use lane will be established are:

Loring Avenue, southern side, beginning at a point 550 feet from the intersection with Canal Street and continuing for a distance of 1450 feet

Lafayette Street, eastern side, beginning at the intersection with West Avenue and continuing to the intersection of Leach Street

Congress Street, eastern side, beginning at the intersection with Leavitt Street and continuing to the intersection with Peabody Street

North Street, western side, beginning at Highland Street and continuing to the intersection of Franklin Street



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

June 27, 2019

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

Ladies and Gentlemen of the City Council:

The enclosed Order allows the City to pilot temporary multi-use lanes on one side of four of our entrance corridors to the downtown through the summer on the twelve days specified in the Council Order.

As you may know, we are working on introducing this as a pilot project, in conjunction with the Traffic and Parking Commission and our Bicycling Advisory Committee, to create short-term seasonal weekend pop up bike lanes subject to approval by Chief of Police and only with the assent of the Ward Councillor where the lane is located. We would like to implement these temporary initiatives in mid-July and August, so we are hoping you will give your approval for this work to move forward, as you are not meeting again until July 18. Staff and I have had a chance to speak with several Councillors about this concept, especially where there are entrance corridors to the downtown, and the City would commit to working with and seeking approval of impacted Ward Councillors as part of the pilot project moving forward.

I believe that by providing for safer ways for people to access downtown Salem without using a car, we can help address congestion and parking challenges downtown during our busy summer weekends. It will also better connect the neighborhoods surrounding these routes to the many stores, restaurants, cultural amenities, and special events taking place downtown. Along the tentatively planned routes there is generally available parking on surrounding streets and, in many places, residents also have access to off-street parking in driveways. For every one parking space removed, far more Salem residents will benefit from the provision of these temporary lanes, resulting in a greater net benefit to our constituents.

As we continue our shared commitment to reducing traffic congestion and improving access to healthier and more environmentally responsible means of transportation, I hope you will allow for this 12-day pilot to be carried out. Far too much of our City's public spaces are devoted to single-occupancy motor vehicles; in our downtown alone, fully 47% of land is devoted to cars. I believe it is time we began to prioritize space for people above space for cars, and I feel strongly that this pilot will be a good step in that direction.

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem



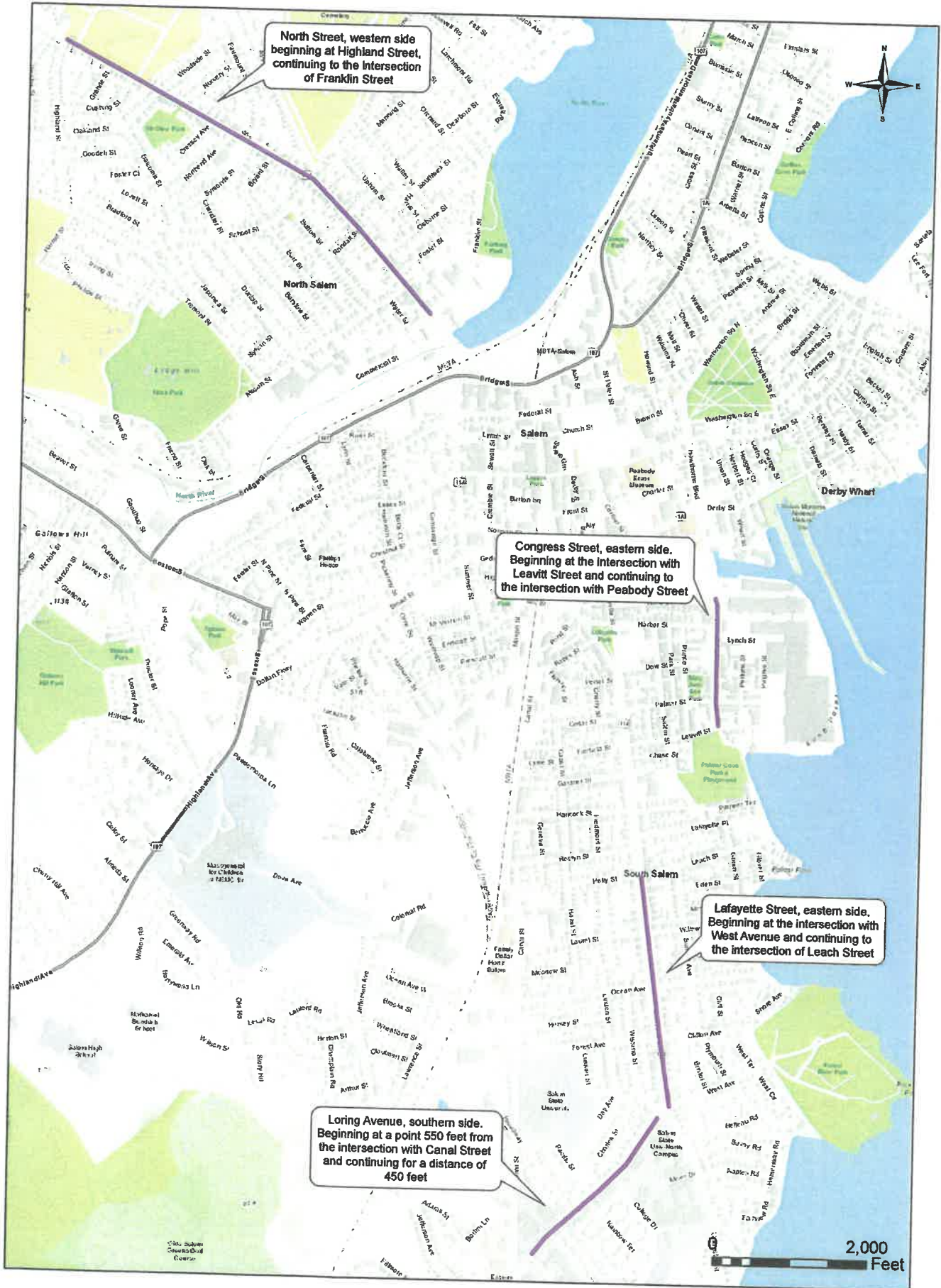
SPACE FOR PEOPLE

Pop-Up Bicycle Lanes



Mayor Kim Driscoll

1 in = 1,090 ft





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

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

TO: Honorable City Council

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

DATE: June 18, 2019

RE: **CPC Recommendation for CPA Funding**

The Community Preservation Committee (CPC) is pleased to submit its recommendations for the City of Salem's sixth round of Community Preservation Act (CPA) funding.

While the CPC is responsible for studying community preservation needs and reviewing applications submitted for CPA funding, it is ultimately the City Council that must approve projects receiving CPA expenditures. In compliance with MGL c.44B, the City Council is requested to take one of the following actions on each funding recommendation:

- Approve recommendation of the CPC
- Reject recommendation of the CPC
- Reduce amount recommended by the CPC
- Reserve amount recommended by the CPC to applicable reserve account, rather than approving the project

As time is of the essence for some of these projects, it would be appreciated if a vote could be taken as promptly as possible. Please feel free to contact me with any questions concerning this submission.

Thank you for your consideration.



City of Salem Community Preservation Committee



Round 6

Report on Funding Recommendations for the Salem City Council

June 18, 2019

Community Preservation Act
FY19 Funding Round
(FY20 and Carried Over Funds)

**Chart 1
COMMUNITY PRESERVATION FUND ALLOWABLE SPENDING PURPOSES (G.L. c. 44B, § 5)**

DEFINITIONS (G.L. c. 44B, § 2)	OPEN SPACE	HISTORIC RESOURCES	RECREATIONAL LAND	COMMUNITY HOUSING
ACQUISITION Obtain property interest by gift, purchase, devise, grant, rental, lease or otherwise. Only includes eminent domain taking as provided by G.L. c. 44B	Land to protect existing and future wetlands, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, fresh and salt water marshes and other wetlands, ocean, river, stream, lake and pond frontage, beaches, dunes and other coastal lands, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use Yes	Building, structure, vessel, real property, document or artifact listed on the state register of historic places or determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of the city or town Yes	Land for active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field Does <u>not</u> include horse or dog racing or the use of land for a stadium, gymnasium or similar structure. Yes	Housing for low and moderate income individuals and families, including low or moderate income seniors Moderate income is less than 100%, and low income is less than 80% of US HUD Area Wide Median Income Yes
CREATION To bring into being or cause to exist. <i>Seldman v. City of Newton</i> , 452 Mass. 472 (2008)	Yes	Yes	Yes	Yes
PRESERVATION Protect personal or real property from injury, harm or destruction	Yes	Yes	Yes	Yes
SUPPORT Provide grants, loans, rental assistance, security deposits, interest-rate write downs or other forms of assistance directly to individuals and families who are eligible for community housing, or to entity that owns, operates or manages such housing, for the purpose of making housing affordable	Yes if acquired or created with CP funds	Yes	Yes	Yes, includes funding for community's affordable housing trust Yes if acquired or created with CP funds
REHABILITATION AND RESTORATION Make capital improvements, or extraordinary repairs to make assets functional for intended use, including improvements to comply with federal, state or local building or access codes or federal standards for rehabilitation of historic properties	Yes if acquired or created with CP funds	Yes	Yes	Yes if acquired or created with CP funds

Source: Department of Revenue (DOR) 10-5-2012 conference, "Recent Developments in Municipal Law," Workshop B - Local Finances

Overview

The Community Preservation Committee (CPC) submits the following project award recommendations for Community Preservation Act (CPA) funds:

- **Housing Resources**
 - **Lighthouse 47** **\$200,000**

- **Historic Resources**
 - **Facilitating Redevelopment of the Courthouses** **\$40,000**
 - **Old Town Hall Master Plan** **\$25,000**
 - **Brookhouse Home Repointing Project** **\$125,000**
 - **Broad Street Cemetery Preservation Plan & Design Development** **\$35,000**
 - **Nathaniel Bowditch House Roof Replacement** **\$43,000**
 - **Salem Athenaeum Planning Study** **\$35,202**

- **Open Space/Recreational Land**
 - **Gallows Hill Park Renovation** **\$100,000**
 - **Forest River Pool, Design & Permitting** **\$150,000**
 - **Willows Restoration Phase 1** **\$100,000**

Included in this report is a spreadsheet breaking down the recommended source of CPA funds for each project, as well as a detailed overview of the ten projects recommended.

The total funds available for projects is \$853,202.20. This includes the FY20 estimated funds (surcharge revenues and State match), \$75,000 from Footprint's community benefits agreement, as well as carried over, undesignated FY19 funds.

The CPC is recommending funding for projects totaling \$853,202. If awarded, the minimum of 10% minimum spending in the categories of Housing Resources, Historic Resources and Open Space/Recreation will be satisfied.

This will leave a balance available of \$0.20. However, please note that the available funding will increase in November, 2019 when late payments, unspent FY19 admin, surcharges received over the \$650,000 estimate, the increase in the State match from FY19 (\$43,388), interest and any other extra funds that are reported to the Department of Revenue are placed into the Fund Balance. In addition, the 11.57% match for FY20 could increase, if additional CPA funds are approved by the State.

**RECOMMENDED CPA PROJECTS & FUNDING
BY CPA RESERVE ACCOUNT**

Project	AWARD RECOMMENDATION	Fund	FY20	FY20	FY20	FY20
		Balance	Housing Reserve	Historic Reserve	OS/Rec Reserve	Budgeted Reserve
		\$84,764.20	\$80,889.00	\$80,889.00	\$80,889.00	\$525,771.00
Community Housing						
NSCDC's Lighthouse 47	\$200,000.00		\$80,889.00			\$119,111.00
Historic Resources						
Facilitating Development of the Courthouses	\$40,000.00			\$40,000.00		
Old Town Hall Master Plan	\$25,000.00			\$25,000.00		
Brookhouse Home Brick Repointing	\$125,000.00			\$15,889.00		\$109,111.00
Broad Street Cemetery Preservation Plan & Design Development	\$35,000.00					\$35,000.00
Nathaniel Bowditch House Roof Replacement	\$43,000.00	\$43,000.00				
Salem Athenaeum Planning for the Future: Universal Access, Enlarged Program Space & Environmental Upgrades to Preserve the Collection	\$35,202.00	\$22,653.20				\$12,548.80
Open Space & Recreation						
Gallows Hill Park Renovation	\$100,000.00	\$19,111.00			\$80,889.00	
Forest River Pool, Design & Permitting	\$150,000.00					\$150,000.00
Willows Restoration Phase 1	\$100,000.00					\$100,000.00
	\$853,202.00	\$84,764.20	\$80,889.00	\$80,889.00	\$80,889.00	\$525,770.80
Remaining		\$0.00	\$0.00	\$0.00	\$0.00	\$0.20

APPLICANT: North Shore Community Development Coalition
PROJECT TITLE: Lighthouse 47
PROJECT LOCATION: 43 Leavitt & 38 Palmer Streets
CPA CATEGORY: Housing Resources: Creation
CPC PRIORITY RANKING: High
CPC RECOMMENDED CPA FUNDING: \$200,000.00
CPC RECOMMENDED SOURCE: \$80,889.00 – FY20 Housing Reserve
\$119,111.00 – FY20 Budgeted Reserve

PROJECT DESCRIPTION:

North Shore Community Development Coalition (NSCDC) requested \$200,000 in CPA funds to create 25 units of affordable housing and 1500sf of commercial/program space at 47 Leavitt Street. The nearby parcel located at 38 Palmer Street will provide seven parking spaces. Therefore, the development at 47 Leavitt Street will have access to a total of 23 parking spaces, 16 spaces at the site and seven additional spaces only one block away.



The Point Neighborhood and the City of Salem, like many communities and cities around country, are facing a severe housing crisis. Home prices and rents have increased significantly over the last several years and the creation of affordable housing is critical in every community. Over 48% and 54% of renters in Salem and The Point respectively are considered “Cost Burdened,” which means that they pay over 30% of their income in rent. The City of Salem’s need for quality, up-to-date, affordable housing units was clearly demonstrated when the North Shore CDC recently rehabbed 64 units in the Point Neighborhood to serve households earning 60% of the area median income or below. Over 600 applications were received by the North shore CDC for the unit lottery in July of 2016 for 24 available units. This project will be 100% affordable at 60% of the Area Median Income (AMI), with some units set aside for Extremely Low Income (ELI) households. The property will also be built to a passive house standard, allowing for higher heating efficiency levels and lower operating costs.

FINANCIAL:

PROPOSED BUDGET SUMMARY					
	STUDY	SOFT COSTS	ACQUISITION	CONSTRUCTION	TOTAL
SOURCE 1: SALEM CPA	\$	\$200,000	\$	\$	\$200,000
SOURCE 2: FEDERAL AND STATE LIHTC	\$	\$2,633,440	\$380,000	\$3,280,179	\$6,293,619
SOURCE 3: STATE(DHCD) SUBSIDY (AHTF, CATNHP, CBH, HIF, HOME, HSF)	\$	\$	\$	\$2,442,012	\$2,442,012
SOURCE 4: CITY HOME	\$	\$25,000	\$	\$	\$25,000
SOURCE 5: PERMANENT LOAN	\$	\$	\$	\$1,755,000	\$1,755,000
TOTAL PROJECT COST	\$	\$	\$	\$	\$10,715,631

TIMELINE:

- Fall 2016 – 3 Community Meetings to present the project (DONE) Winter 2017 – Preliminary Design (DONE)
- Spring/Summer – Permitting (DONE) Summer/Fall 2018 – Design (DONE)
- Fall 2019 – Pre Application to DHCD
- Spring 2020 – Full Funding Award Application to DHCD Fall 2020 - Funding Awards
- Spring/Summer 2021 – Construction Start Date Summer 2022 - Lease Up
- Fall/Winter 2022 – Permanent Closing.

CPC RECOMMENDATION:

The Community Preservation Committee voted unanimously, with Greel not present and Northcutt abstaining, to recommend funding this application at \$200,000. The CPC voted to recommend \$80,889 from FY20 Housing Reserve and \$119,111 from the FY20 Budgeted Reserve. Funding is conditional upon the requirement that an Affordable Housing Restriction (maximum 80% AMI, that has been approved by the MA Department of Housing and Community Development) be filed at the Registry of Deeds.

APPLICANT: Salem Redevelopment Authority
PROJECT TITLE: Facilitating the Redevelopment of the Courthouses
PROJECT LOCATION: 32-50 Federal Street
CPA CATEGORY: Historic Resources: Rehabilitation/Restoration
CPC PRIORITY RANKING: High
CPC RECOMMENDED CPA FUNDING: \$40,000
CPC RECOMMENDED SOURCE: \$40,000 – FY20 Historic Resources Reserve

PROJECT DESCRIPTION:

The City of Salem requested \$40,000 in CPA funds to engage a team of professionals to assist in completing several predevelopment activities in advance of issuing a Request for Proposals (RFP) for preservation and redevelopment of the former Superior Court and the County Commissioner's Building. The consultant will compile information that is vital to provide to a potential developer so that they can submit an informed redevelopment proposal that is feasible and can be realized. This information-gathering initiative will assist potential bidders as they evaluate the Salem Redevelopment Authority's RFP and determine what is developmentally and economically feasible.



The Commonwealth of Massachusetts has determined that it is no longer in need of these two connected buildings. Together they demarcate a significant gateway to the downtown and present one of the City's most impressive historic streetscapes. They are architecturally and culturally significant, being part of Salem's long history as a judicial seat and serve as a link between the downtown and the McIntire Historic District. They are the first buildings of prominence that visitors to Salem see as they step off the train and make their way downtown. The structures are proximate to shops, restaurants, retail, cultural sites, and institutions.

The Commonwealth has authorized, through a Memorandum of Understanding (MOU), the SRA to prepare them for inclusion in a Request for Qualifications (RFQ) and soon thereafter, a Request for Proposals (RFP) to seek a qualified development team to assist in several pre-development activities. The Commonwealth will retain ownership through this process until a developer is designated and has purchased the property. CPA funding will enable the SRA to thoughtfully and methodically plan for and address the long-term preservation of the structure's historic fabric, the financial feasibility of preservation activities, the subdivision of the property, and the overall presentation and interaction of these buildings with the surrounding vehicular, pedestrian, and transit infrastructure.

FINANCIAL:

The request is based upon comparable studies undertaken by the DPCD in recent years.

TIMELINE:

Task #	Project Week	Task	Description/Notes
	0	CPA Funding Awarded*	City Council votes to appropriate requested funding
1	1-3	Finalize scope of work, compile RFQ, RFP, or other documents	Documents to solicit information will be in accordance with Massachusetts procurement laws
2	4-8	Advertise RFQ, RFP, etc.	Advertising in accordance with Massachusetts procurement laws in addition to personal outreach to consultants
3	9-12	Review submitted proposals, qualifications, references	Review to be led by Planning Department staff with consultation and final determination by the SRA.
4	13-14	Finalize contract with selected consultant(s)	Contract finalization to be led by Planning Department staff with final review and signature by SRA.
5	15-20	Consultant(s) to commence work in accordance with approved contract	This is an estimate, the submittals in Task # 3 will provide a more informed timeline for this work.
6	21	Consultant to present findings, reports, etc. to the SRA at a public meeting.	Like Task #5, this is an estimate and will be better defined in the submittals referenced in Task #3.

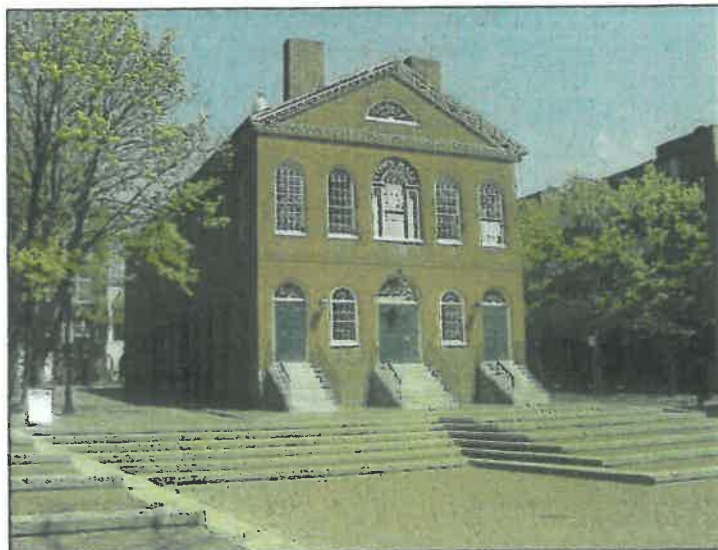
CPC RECOMMENDATION:

The Community Preservation Committee voted unanimously with Greel not present, to recommend funding this application at \$40,000. The CPC voted to recommend \$40,000 from the FY20 Historic Resources Reserve.

APPLICANT: City of Salem (DPCD)
PROJECT TITLE: Old Town Hall Master Plan
PROJECT LOCATION: 32 Derby Square
CPA CATEGORY: Historic Resources: Preservation
CPC PRIORITY RANKING: High
CPC RECOMMENDED CPA FUNDING: \$25,000
CPC RECOMMENDED SOURCE: \$25,000 - FY20 Historic Resources Reserve

PROJECT DESCRIPTION:

The City of Salem submitted a request for \$25,000 to undertake a comprehensive Master Plan for Old Town Hall to assess necessary repairs and upgrades to inform strategic decisions about its continued, long-term use.



Old Town Hall is the City's oldest surviving municipal structure, dating to 1816, and an outstanding example of a Federal Style building. The second floor of the building, the Great Hall, has been in continuous use as a public hall since its construction. The building contains elements attributed to both Charles Bulfinch, the most influential Boston architect of the Federal period, and Samuel McIntire, Salem's renowned architect and woodcarver. Pedestrians can access the entire circumference of the building. Old Town Hall is now home to the Salem Museum and History Alive Theater Company, both of which provide cultural and educational programming related to Salem's history. In addition, the Hall hosts more than 80 civic and community events each year.

Significant investments have been made through the years. The most recent building assessments were completed in 2007: a Building Condition Assessment and a Structural Assessment. The recommendations of the 2007 reports resulted in projects such as replacement of the heating system in 2009 and the CPA-funded restoration of the Hall's historic windows in 2014. However, after 200+ years of continuous use, the Hall is in need of a number of substantial repairs and upgrades, such as the installation of fire suppression, asbestos abatement, brick work, structural improvements, and upgraded HVAC to provide climate control. In light of the building's many competing needs, a Master Plan will allow us to strategically prioritize projects and subsequent funding requests based on preservation benefits in order to preserve and improve Old Town Hall and ensure its continued use for the next 200 years.

FINANCIAL:

PROPOSED BUDGET SUMMARY					
	STUDY	SOFT COSTS	ACQUISITION	CONSTRUCTION	TOTAL
SOURCE 1: SALEM CPA	\$25,000	\$	\$	\$	\$25,000
SOURCE 2: CIP REQUEST	\$25,000	\$	\$	\$	\$25,000
TOTAL PROJECT COST	\$	\$	\$	\$	\$50,000

TIMELINE:

- MASTER PLAN TEAM SELECTION PROCESS AUGUST 2019-OCTOBER 2019
- PLANNING AND DESIGN PROCESS NOVEMBER 2019-MARCH 2020
- PROJECT COMPLETION APRIL 2020

CPC RECOMMENDATION:

The Community Preservation Committee voted unanimously with Greel not present, to recommend funding this request at \$25,000. The CPC voted to recommend \$25,000 from the FY20 Historic Resource Reserve.

APPLICANT:	Brookhouse Home Board of Governance
PROJECT TITLE:	Brookhouse Home Brick Repointing Project
PROJECT LOCATION:	180 Derby Street
CPA CATEGORY:	Historic Resources: Rehabilitation/Restoration
CPC PRIORITY RANKING:	High
CPC RECOMMENDED CPA FUNDING:	\$125,000
CPC RECOMMENDED SOURCE:	\$15,889 - FY20 Historic Resources Reserve \$109,111 – FY20 Budgeted Reserve

PROJECT DESCRIPTION:

The Brookhouse Home Board of Governance submitted a request for \$125,000 to help defray the cost of repairing and re-pointing the exterior brickwork of the Brookhouse Home, also known as the Benjamin W. Crowninshield Home, located adjacent to the Custom House and directly in front of Derby Wharf.



Brookhouse is a Level IV rest home, licensed by the Department of Public Health, with the primary mission to provide a safe and affordable housing option for senior women (55+) who require support with activities of daily living. The Brookhouse is home to thirty-six women who range in age from 63 to 98 years of age. Supported by a diverse staff of 27 men and women, Brookhouse Home enables its residents to maintain an independent lifestyle in a private, homelike setting in the heart of historic Salem. Brookhouse provides twenty-four hour, direct-care staffing in addition to the basic supported services found in other long term care settings such as meals, housekeeping, laundry, medication management and social activities. The population served are women who require support with bathing, dressing, and medication administration and who cannot afford the high cost of other assisted living options as 96% of the residents are low-income with Social Security as their only source of income.

Brookhouse Home (built in 1810) is a key architectural feature along the Derby Street waterfront. Benjamin Crowninshield, son of Mary Derby, and notable Salem merchant and former Secretary of the Navy, had this home built as a residence for his family. The original home was considered to be one of the last commissions of Salem architect, Samuel McIntire. It is listed in the National Register of Historic Places as part of the Derby Waterfront District and is a vital part of the historic view shed that is combined with the buildings of the Salem Maritime National Historic Site, the oldest historic site in the National Park Service system. The preservation of the Brookhouse Home helps to promote the significance of the maritime industry in Salem's history.

Over the past eight years, Brookhouse has repaired multiple water leaks and damage attributed to roof and exterior degradation. Repairs to the roof and nine chimneys have already been completed. A general review of the building was conducted in March 2017 by Sabbagh Associates, Inc and the need to secure the envelope of the building was identified as high priority. A further study by Seger Architects completed in 2018 reinforced this. If the exterior brickwork continues to deteriorate without intervention, the damage could make Brookhouse uninhabitable. strategic imperative.

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The repointing and replacement of the exterior brickwork is required to restore and preserve the envelope of the building. The scope of work includes nine elevations and will include the removal of existing sealant from the perimeter of all masonry openings, caulking with urethane sealant, joint cutting to achieve a uniform depth of 3/8 inch prior to pointing, with mortar to match the existing product as closely as possible. Scaffolding will be set up to allow for access to the brick work with the use of an aerial lift for elevations four through seven. CPA funding will help defray the estimated cost of completion for the three worst elevations.

FINANCIAL:

	STUDY	SOFT COSTS	CONSTRUCTION	TOTAL
SOURCE 1: SALEM CPA	\$	\$	\$125,000	\$125,000
SOURCE 2: CUMMINGS SUSTAINING GRANT	\$	\$	\$ 50,000	\$50,000
SOURCE 3: FARNSWORTH TRUST GRANT	\$	\$	\$175,000	\$175,000
TOTAL PROJECT COST	\$	\$	\$350,000	\$350,000

TIMELINE:

The project proposed is urgent in the sense that the brickwork needs to be completed as soon as possible to the areas of the building that have sustained the most damage. Work will begin as soon as funding is approved.

CPC RECOMMENDATION:

The Community Preservation Committee voted 7 in favor and 1 opposed, with Moriarty in opposition, with Greel not present, to recommend funding this request at \$125,000. The CPC voted to recommend \$15,889 from the FY20 Historic Resources Reserve and with \$109,111 from the FY20 Budgeted Reserve. Funding is conditional upon the requirement that a Preservation Restriction, that has been approved by the Massachusetts Historical Commission, be filed at the Registry of Deeds.

APPLICANT: City of Salem (DPCD)
PROJECT TITLE: Broad Street Cemetery Preservation Plan and Design Development
PROJECT LOCATION: 5R Broad Street
CPA CATEGORY: Historic Resources: Preservation
CPC PRIORITY RANKING: High
CPC RECOMMENDED CPA FUNDING: \$35,000
CPC RECOMMENDED SOURCE: \$35,000 - FY20 Budgeted Reserve

PROJECT DESCRIPTION:

The City of Salem submitted a request for \$35,000 to hire a consultant team to complete an updated assessment of historic resources and landscape features, identify restoration needs, priorities and costs, and prepare restoration plans and documents for Broad Street Cemetery.



Broad Street Cemetery is located between Broad Street, Winthrop Street and Summer Street, directly behind the former Salem Senior Center at 5 Broad Street. It is one of the City's oldest burial grounds and contains an exceptional collection of slate and marble burial markers, family tombs, box tombs, stone retaining walls and iron fencing. The cemetery's topography is varied and includes many mature shade trees. The cemetery is highly visible and is a major presence in the neighborhood. It also serves as a passive recreational resource for the neighborhood and is well-utilized.

In 2002, the City commissioned a planning study of four City-owned burial grounds, including Broad Street Cemetery. The *Burial Ground Planning Project (Plan)* conducted intensive research into the historical development of each site, documented and assessed the condition of each burial ground, including tombs, markers, walls, fences, circulation and plantings, and presented recommendations for the preservation of these resources. For Broad Street Cemetery, the plan provided recommendations and associated cost estimates for circulation paths, fencing, landscape plantings and removals, and tomb conservation. In addition, the Plan recommended changes to the Broad Street Cemetery's entrances, including removal of the granite steps at the Winthrop Street entry, which are unsafe and traverse a burial tomb, and restoration of the historic cart path between this entry and the Summer Street entry. The plan also included recommendations for the stabilization of granite block retaining walls on Winthrop, Mount Vernon and Summer Streets. Unfortunately, the 2002 recommendations for Broad Street Cemetery have not been implemented and site conditions and restoration costs at the cemetery have changed considerably over the past 15 years. In addition, the 2002 Plan did not consider potential archaeological impacts from proposed landscape changes, nor did it evaluate slate and marble headstones for conservation needs.

Today, the 365-year-old Cemetery is exhibiting visible signs of deterioration and is need of significant investment. Numerous headstones are in critical need of cleaning, repair and resetting and burial tombs and box tombs are exhibiting significant structural deterioration. In addition, deterioration of the cemetery's retaining walls and fencing have allowed unauthorized access points to the site that inhibits the City's ability to prohibit visitation to the cemetery after hours. Furthermore, the combination of the cemetery's challenging terrain of steep inclines, lack of defined paths and deteriorating and unsafe granite steps at the Winthrop Street entrance (currently the only authorized entry to the cemetery) have resulted in visitors accessing the cemetery across the property's steep slopes, which is causing erosion

to landscape features and damage to family tombs. Historic burial features are fragile and continued exposure to acid rain, freeze and thaw cycles, ground movement, and inadvertent damage by visitors will result in irreparable loss if preservation measures are not taken soon. Without restoration and conservation, these centuries-old artifacts could be damaged to the point where they cannot be restored. The work needed includes:

- Repair, restoration and resetting of headstones and footstones
- Stabilization and conservation of tombs and box tombs
- Enhancement of cemetery entrances
- Restoration and creation of pathways
- Preservation and removal of vegetation
- Stabilization of retaining walls
- Rehabilitation of fencing and gates

Commissioning an updated and expanded Broad Street Cemetery Preservation Plan that includes design development plans is critical for advancing efforts to preserve this historic burial ground. The 2002 plan provided only general recommendations for Broad Street Cemetery and more detail is required to move improvements forward. In addition, conditions assessment (including the historic burial markers) and cost estimates from the 2002 Plan need updating. And finally, the Broad Street Cemetery Preservation Plan will prioritize restoration needs at the cemetery and will result in a set of design plans and bid documents that will enable the City to pursue funding for restoration work. Consistent with the findings of the reports referenced above, the City would hire a consultant team, including a landscape architect, structural engineer, archaeologist and stone conservator, to:

- Update findings on existing conditions at Broad Street Cemetery;
- Make specific recommendations for conservation, restoration and site improvements to the Cemetery and establish priorities;
- Provide cost estimates for identified improvements;
- Create landscape plans, elevations and illustrations with goal of retaining the historic integrity of the burial ground;
- Work collaboratively with the Friends of Broad Street Cemetery, the surrounding neighborhood, the Cemetery Commission and the Historical Commission; and
- Prepare bid documents for conservation, restoration and site improvements.

FINANCIAL:

The total funding request of \$35,000 is based on the cost of the landscape restoration plan and monument assessment completed for Charter Street Cemetery.

TIMELINE:

Preservation Team Selection Process	August 2019-October 2019
Planning and Design Process	November 2019-March 2019
Project Completion	April 2020

CPC RECOMMENDATION:

The Community Preservation Committee voted unanimously with Greel not present, to recommend funding this request at \$35,000. The CPC voted to recommend \$35,000 from the FY20 Budgeted Reserve.

APPLICANT: Historic Salem, Inc.
PROJECT TITLE: Nathaniel Bowditch House Roof Replacement
PROJECT LOCATION: 9 North Street
CPA CATEGORY: Historic Resources: Preservation
CPC PRIORITY RANKING: High
CPC RECOMMENDED CPA FUNDING: \$43,000
CPC RECOMMENDED SOURCE: \$43,000 - Fund Balance

PROJECT DESCRIPTION:

Historic Salem, Inc. submitted a request for \$43,012.50 to replace the roof of the Nathaniel Bowditch House located at 9 North Street, adjacent to the Witch (Corwin) House. The Nathaniel Bowditch House, one of the most historically significant homes in the city of Salem, is a part of the McIntire Local Historic District, and a National Historic Landmark in its own right.



The Nathaniel Bowditch House has been the headquarters of HSI since the early 2000s. HSI, celebrating its 75th anniversary in 2019, is a nonprofit organization established in 1944, when the Witch House and the Nathaniel Bowditch House were threatened with demolition in a project to widen Essex Street. A group of citizens came together, formed the organization, and raised funds to purchase the buildings. They shifted the Witch House back on its site and moved the main section of the Bowditch House around the corner to North Street, saving both from destruction.

Since its founding, HSI has been committed to its mission to ensure that the historic resources of Salem, which are the key to its identity, its quality of life, and its economic vitality, are preserved for future generations, and that new development complements the historic character of the city. Maintaining the organization's headquarters at the Bowditch House will enable HSI to enact its mission, which is beneficial to the community at large. In addition, the first floor of the Bowditch House is home to a small Nathaniel Bowditch exhibit made up of informational museum panels, objects, and documents relating to his life. The exhibit is open to the public free of charge during HSI's office hours. In recent years, the Bowditch House has also provided storage and meeting space to other heritage groups, including the Salem Historical Society and Voices Against Injustice's Witch Trials Memorial Committee. This space is provided free of charge.

This project is needed because it was recently discovered that the wood shingles on the Bowditch House's current roof are rapidly deteriorating, resulting in water infiltration that is threatening the historic fabric of the building. The project is to completely replace a badly deteriorated and leaking wood shingle roof installed in 2003 with a standing seam copper roof.

FINANCIAL:

The basis for HSI's total CPA funding request is an estimate obtained from Robert Levesque of American Steeple & Tower Co. HSI will match any money awarded with funds that are already on-hand in its organizational bank accounts.

TIMELINE:

The anticipated start and completion is within the City's 2019-2020 fiscal year. The start date will also be conditional upon bidding and contract negotiations, as well as coordination with the project contractor's schedule. The anticipated duration of the project is approximately three weeks.

CPC RECOMMENDATION:

The Community Preservation Committee voted unanimously, with Greel not present, to recommend funding this request at \$43,000. The CPC voted to recommend \$43,000 from the Fund Balance. Funding is conditional upon the requirement that a Preservation Restriction, that has been approved by the Massachusetts Historical Commission, be filed at the Registry of Deeds.

APPLICANT:
PROJECT TITLE:

The Salem Athenaeum
Planning for the Future: Universal Access, Enlarged
Program Space & Environmental Upgrades to Preserve
the Collection

PROJECT LOCATION:

337 Essex Street

CPA CATEGORY:

Historic Resources: Preservation

CPC PRIORITY RANKING:

High

CPC RECOMMENDED CPA FUNDING:

\$35,202

CPC RECOMMENDED SOURCE:

\$22,653.20 - Fund Balance

\$12,548.80 - FY20 Budgeted Reserve

PROJECT DESCRIPTION:

The Salem Athenaeum submitted a request for \$42,000 to conduct a feasibility study for a capital building project to add universal access, expand staff and program space, and provide environmental upgrades to preserve collections.



The Athenaeum is one of Salem's cultural centers offering lectures, concerts, writing groups and workshops, the Salem Literary Festival, and a host of discussion groups

along with a current circulating library and an historical research collection. The building is a listed contributor to the McIntire Historic District and is in a highly-visited area by residents and tourists alike. The Salem Athenaeum is open 24 hours each week to the public for use of the library, for quiet work/study space, and for viewing rotating exhibitions. More than 50 cultural programs per year and 10+ discussion groups draw 2,800 people from Salem, the North Shore, and beyond. The Salem Literary Festival draws more than 200 people, with an ever-expanding audience year over year. The Athenaeum's collections document the intellectual history of Salem beginning in the colonial era and today the collections and cultural programs contribute to the creative and vibrant cultural life of Salem.

Demand for use of space is increasing each year by members and other non-profits and community groups. The Athenaeum's building does not have universal access. It uses a combination of steam boiler system, window air conditioners and de-humidifiers to provide climate control for the vulnerable historical collections and the public. Space limitations severely constrain our ability to meet demand for increased programming. The building has not been modified since it was constructed in 1907 to house the collections and reading rooms. The collections have grown and modern conservation and library techniques have changed but the space and stack configuration have not. Public program space is limited to the reading room which accommodates 75 people for lectures, the trustees' room which can accommodate 20, and the garden can accommodate up to 150 people in good weather. Lack of program and adequate staff space limits our ability to expand services to the community.

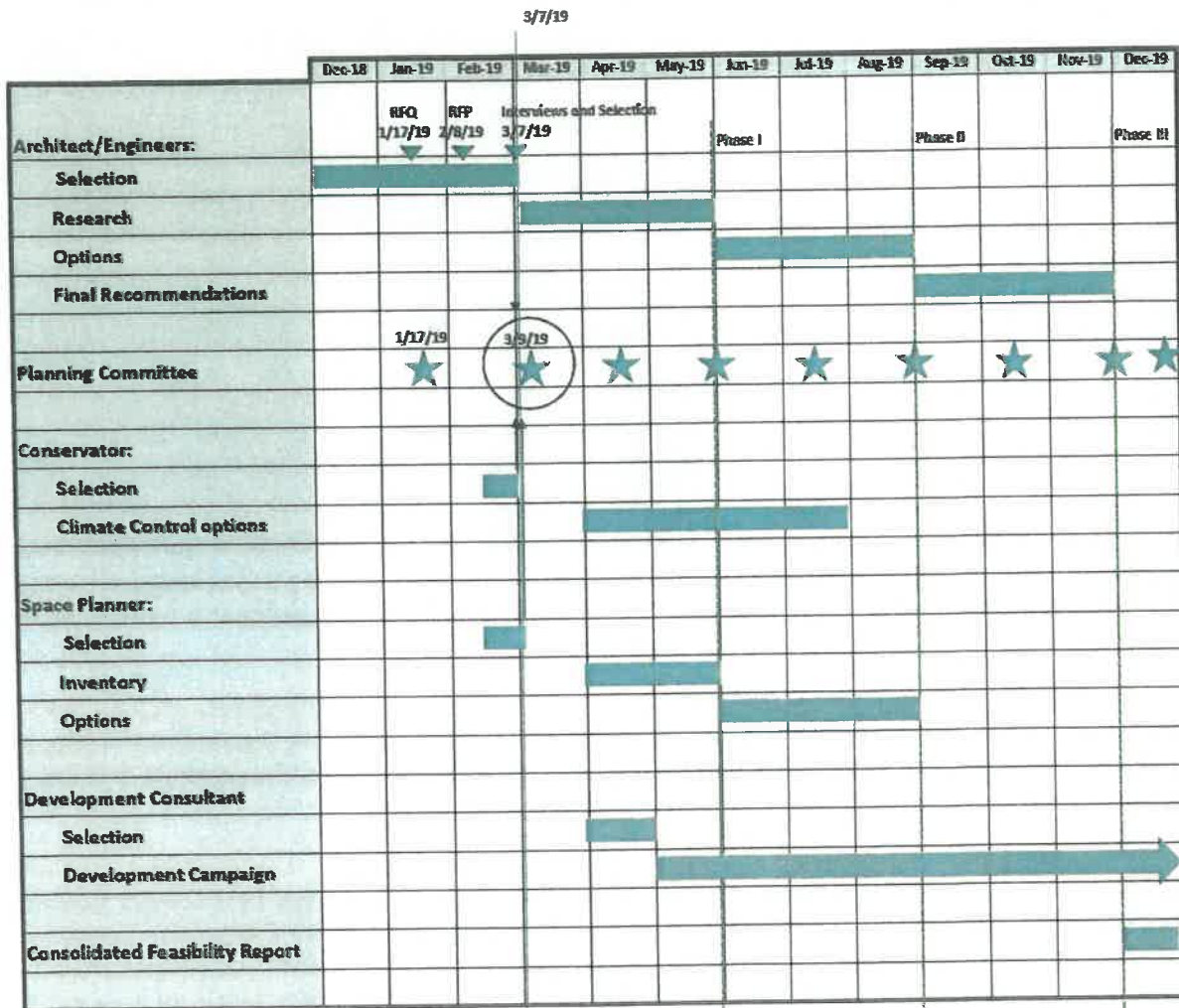
Lack of universal access limits audience participation and restricts the Athenaeum's ability to receive grant funding for cultural programming. The Salem Athenaeum's project is a feasibility study with a scope of work to include planning for: universal access to and within the building; an HVAC system to provide for human comfort and preservation of collections; and improved space utilization for collections, programs, and staff. HVAC improvements are crucial to preserving the historical collections from the 17th-19th Century. The goal of this feasibility study is to engage consultants to provide technical expertise to evaluate needs and refine alternatives, and establish realistic costs and phasing.

FINANCIAL:

The project budget is \$84,000. The Cultural Facilities Fund will provide \$30,000. Funding for this study will come from the Salem Athenaeum and the Massachusetts Cultural Facilities Fund, a program of the state of Massachusetts administered through a collaborative arrangement between MassDevelopment and the Mass Cultural Council. The deadline to complete this study is December 2019. To supplement grant funds for this project, Athenaeum trustees plan to raise funds through individual donations and organize event fundraisers to meet the project budget.

TIMELINE:

Planning and Feasibility Study
 Project Schedule
 3/7/19



CPC RECOMMENDATION:

The Community Preservation Committee voted 6 in favor and 2 opposed, with Moriarty and Shea in opposition, with Greel not present, to recommend funding this request at \$35,202. The CPC voted to recommend \$22,653.20 from the Fund Balance and \$12,548.80 from the FY20 Budgeted Reserve. Funding is conditional upon the requirement that a Preservation Restriction, that has been approved by the Massachusetts Historical Commission, be filed at the Registry of Deeds.

APPLICANT: City of Salem (DPCD)
PROJECT TITLE: Gallows Hill Park Renovation
PROJECT LOCATION: 53 Hanson Street
CPA CATEGORY: Recreational Land: Rehabilitation/Restoration
CPC PRIORITY RANKING: High
CPC RECOMMENDED CPA FUNDING: \$100,000
CPC RECOMMENDED SOURCE: \$19,111 – Fund Balance
\$80,889 – FY20 Open Space/Recreation Reserve

PROJECT DESCRIPTION:

The City of Salem requested \$100,000 in CPA funds to renovate Gallows Hill Park which will include expanding the baseball field to high-school size, reconstructed skatepark, improved drainage, enhancements to the surrounding trail network, and remediation of contaminated soils.

Gallows Hill Park is located at the crossroads of several Salem neighborhoods. The Gallows Hill residential neighborhood and Witchcraft Heights elementary school are to the west. The emerging Blubber Hollow residential neighborhood is to the north. The Salem Heights apartment complex, Highland Avenue commercial corridor, North Shore Medical Center, and Salem's Middle and High Schools are to the east



and southeast. Furthermore, the park's visibility has been elevated recently by the inauguration of the nearby Proctor's Ledge witch trials memorial, which draws visitors from across the world into the neighborhood.

The project is needed to meet the community's goals that have been identified through multiple local planning initiatives: to meet the needs of the baseball community, to provide a safe and fun place for skateboarders, roller bladers, and BMX bikers, and, overall, to provide a park experience that lives up to the aspirations of the city.

The City's existing high school-sized baseball field at Palmer Cove Park is vulnerable to salt-water inundation and a community-led design process has generated a new design for Palmer Cove that excludes the baseball field. The baseball community reviewed an analysis of relocation options and selected Gallows Hill Park as the ideal location for a new high school-size field. This new field will not only meet the needs of the City's baseball programs, but will advance the City's goal to relocate facilities out of areas at risk of damage through climate change.

For another key component of the project, the City has led a design process for the reconstruction of the Ryan Brennan Memorial Skatepark. Constructed in the 1990s in memory of the Salem teen who died in a roller blading accident, the skatepark has fallen into disuse as it is no longer competitive with new skateparks that offer the latest features and meet higher safety standards. The new skatepark will provide a fun place for skateboarders, roller bladers, and BMX bikers to safely ride and continue to honor the late Salem teen for which it is named.

The project will also include select trail improvements, including wayfinding and educational signage, to integrate the park's various trail segments, connect park features to each other, and make the park more accessible to the surrounding neighborhoods. Salem Sound Coastwatch has committed to assisting with the creation of educational signage. In addition, site drainage will be improved through the construction of a rain garden or other similar treatment structure.

Several years of planning, design, and stakeholder engagement are culminating in a project that will be ready for execution this summer and fall construction season.

FINANCIAL:

Brennan Construction, Inc., the construction company owned by the family of the late Ryan Brennan for whom the skatepark is named, has committed to providing in-kind construction services, valued at \$50,000. In addition, the City has been awarded a state PARC grant (\$400,000) and a Tony Hawke grant (\$5,000). There is a pending request for additional local funds through the fiscal year 2020 Capital Improvement Program. The final park design will identify potential improvements, such as trail clearing, that can be conducted in the future by volunteers.

	STUDY	SOFT COSTS ^a	ACQUISITION	CONSTRUCTION ^b	TOTAL
SOURCE 1: SALEM CPA <i>(total must match amount requested on cover sheet)</i>	\$	\$	\$	\$ 100,000	\$ 100,000
SOURCE 2: REMAINING PRIOR CPA	\$	\$ 50,000	\$	\$ 50,000	\$ 100,000
SOURCE 3: PARC GRANT	\$	\$ 26,928	\$	\$ 373,072	\$ 400,000
SOURCE 4: CIP	\$	\$	\$	\$ 459,000	\$ 459,000
SOURCE 5: TONY HAWK GRANT	\$	\$	\$	\$ 5,000	\$ 5,000
SOURCE 6:	\$	\$	\$	\$	\$
TOTAL PROJECT COST	\$	\$ 76,928	\$	\$ 987,072	\$ 1,064,000

^aSoft costs include design, professional services, permitting fees, closing costs, legal, etc.

^bFor this application "construction" refers to new construction, rehabilitation, preservation and/or restoration work.

TIMELINE:

The City has obtained a \$400,000 Parkland Acquisitions and Renovations for Communities (PARC) grant from the Commonwealth that imposes a strict deadline of July 1, 2020 to complete of the project. In order to meet that deadline, it is critical that construction begin as close to July 2019 as possible so that any unforeseen site conditions can be addressed early without delaying the project's completion beyond this deadline. In addition, completing this project now may result in synergy with the remediation of the contaminated soil recently discovered at the adjacent Mansell Field. If remediation and renovation can be conducted together, it may be possible to maximize use of project funding by having a single general contractor mobilize just once.

CPC RECOMMENDATION:

The Community Preservation Committee voted unanimously, with Greel not present, to recommend funding this application at \$100,000. The CPC voted to recommend \$19,111 from the Fund Balance and \$80,889 from FY20 Open Space/Recreation Reserve.

APPLICANT: City of Salem, Park & Recreation
PROJECT TITLE: Forest River Pool, Bathhouse & Associated Facilities Design & Permitting
PROJECT LOCATION: Forest River Park
CPA CATEGORY: Recreational Land: Rehabilitation/Restoration
CPC PRIORITY RANKING: High
CPC RECOMMENDED CPA FUNDING: \$150,000
CPC RECOMMENDED SOURCE: \$150,000 – FY20 Budgeted Reserve

PROJECT DESCRIPTION:

The City of Salem Park and Recreation requested \$250,000 in CPA funds to create a new pool complex, including 2 pools, restored bathhouse with community and concession area, restored tidal area and open space with walkway along ocean at Forest River Park.



The Forest River Pool is located in Forest River Park at 38 Clifton Avenue in Salem MA. The site is a wooded area park, located along Salem Harbor, with coastline along over 50% of its boundary, and residential neighborhoods abutting the remaining boundaries. The whole park is 30.37 acres, and has a baseball diamond, basketball courts, tennis courts, a playground area for children, beaches, and Pioneer Village museum (a recreated 17th century village). The park is one of the oldest parks in the city and is heavily used for active and passive recreation.

This project is focused on approximately 3.5 acres in the southeastern part of the park and on the access road to the pool facility. The existing facility is located at the southern part of Forest River Park, with stunning views to Salem Harbor and Marblehead. The facility has been at that location for over 100 years in various forms, and has provided generations of families and residents recreation, exercise, and relaxation. The existing pool leaks and cannot be maintained due to the need for repairs, the filtration system was permanently damaged by flooding during the past season's winter storms, when the current filtration equipment was all underwater. The bathhouse building is exhibiting signs of deterioration and as configured does not meet the needs of a modern bathhouse, is out of code compliance and does not provide accessibility for patrons. The interior and exterior of the bathhouse could be much improved through creative cosmetic renovations, given that it is in generally good repair, is structurally stable and has new roofing. Also, the building has a little "wow" factor, due to its stucco and arch design from the 1920s.

The project includes the rehabilitation of the existing 4,000 SF bathhouse. The bathhouse building will house changing rooms, a concession area and a community room. A separate building will be provided for the filtration, electrical and lifeguard spaces. The replacement of the existing pool with a 4,600 SF combination lap and recreational pool, a 1,600 SF separate kiddie pool with minimum depth, and a 2,200 SF splash pad adjacent to the bathhouse will accommodate a total of 414 bathers. Underutilized tennis courts and a deteriorated parking area to the west of the pool will be reconfigured to accommodate parking for staff and a vehicle drop-off area. A proposed lawn area by the current tennis courts would be a site for temporary activities for the summer months including a tent for summer camps. The pool access road will be upgraded and an adjacent pedestrian path will be constructed to connect with the new parking area at the entrance of the park with accessible parking. Also, the project includes the reclamation of part of the natural cove site by moving the proposed pool to higher ground

and extending the shoreline walkway which will go beyond the pool. The pool is being moved five feet above existing pool deck to prevent flooding and leaks through the pool structure (response to the high tide).

FINANCIAL:

The design budget to take this project through permitting to final design is \$755,800, which includes surveys, permitting costs, and design fees. The City has about \$100,000 in place between a DOER grant and CIP that has not been spent. We need an additional \$655k. This request is for less than half of the need. It is the intent of the City to come back to the CPA once designs are further along and other grants/state funds are secured to request additional funds for construction.

	STUDY	SOFT COSTS	CONSTRUCTION	TOTAL
SOURCE 1: SALEM CPA	\$	\$250,000	\$	\$250,000
SOURCE 2: CPA FY17	\$20,000	\$	\$	\$20,000
SOURCE 3: CIP FY18	\$50,000	\$	\$	\$50,000
SOURCE 4: CIP FY19	\$12,750	\$87,000	\$	\$99,750
SOURCE 5: DOER GRANT - APPROVED	\$	\$12,500	\$	\$12,500
SOURCE 6: CIP FY20 - POTENTIAL	\$	\$406,300	\$	\$406,300
TOTAL PROJECT COST	\$82,750 (SPENT)	\$755,800	\$	\$838,550

TIMELINE:

The existing facility is in exceedingly poor condition and is closed. The feasibility study for a new facility was completed in October 2018 and the project is currently in the Schematic Design phase, which will be completed by June of 2019. Permitting and design development need to start this year in order to better understand how to address the shoreline. In order to have the project up and running by 2021, then we need to finalize design March 2020, then would proceed to 100% Construction Documents with early construction (demolition) starting in the winter of 2020. With a projected 12-month construction schedule, the facility will be completed by the summer of 2021 and reopened to the public.

Project Timeline

- Schematic Design June 2019
- Design Development July 2019 - November 2019
- DD/CD Permit Site Work/ Environmental Review Fall 2019
- Construction Documents December 2019 – March 2020
- CD-Final Permitting November 2019- March 2020
- Bidding/Contract April- May 2020
- Construction June 2020- June 2021

CPC RECOMMENDATION:

The Community Preservation Committee voted unanimously, with Greel not present, to recommend funding this request at \$150,000. The CPC voted to recommend \$150,000 from the FY20 Budgeted Reserve.

APPLICANT:	City of Salem, Park and Recreation
PROJECT TITLE:	Willows Restoration Phase 1
PROJECT LOCATION:	165 Fort Avenue
CPA CATEGORY:	Recreational land: Rehabilitation/Restoration
CPC PRIORITY RANKING:	High
CPC RECOMMENDED CPA FUNDING:	\$100,000
CPC RECOMMENDED SOURCE:	\$100,000 – FY20 Budgeted Reserve

PROJECT DESCRIPTION:

The City of Salem requested \$100,000 in CPA funds to stabilize and revegetate of the area known as “the Hill” at Salem Willows Park.

Salem Willows Park is 24.62 acres and has a wide variety of uses including (but not limited to) tennis and basketball courts, two small beaches, a yacht club, arcades, and restaurants. The park is directly adjacent to one of Salem’s many historic neighborhoods, and is nearby many other assets of the City including Bentley Academy Charter School, Camp Naumkeag, Winter Island, and Fort Lee.



The Willows is a critical historic landscape asset of the City of Salem.

This project is the first phase of a master plan for renovations and restorations the park, focusing on the stabilization and revegetation of the area known as “the Hill”, an elevated area of rock ledge, trees, and turf at the park’s core. Abutting the largest parking lot on site, the Hill is the highest point in the Willows, offering commanding views of the rest of the park, the coast and Beverly Harbor.

Unregulated overflow parking on the Hill from the adjacent parking lot has significantly degraded this important landscape feature, posing an immediate threat to the health of the trees on site and a long-term threat of soil erosion. Additionally, the Hill is the site of the historic Brown’s Electric Flying Horses, the remains of which are unprotected and threatened with destruction beneath the wear and tear of car tires.

The scope of work includes 1) a redesign of the degraded central parking lot at the Willows, the Hill, and associated sidewalks and roads, and 2) construction work for stabilization, renovation, and replanting of the Hill. Construction of the improvements to pathways and roads will be addressed in future grant applications, but the overall design work must be performed at this stage to ensure proper grading and drainage across the park. Specific construction work to be executed at this stage includes measures to exclude vehicular traffic from the Hill, removal of deteriorated paving materials, replacement of degraded and compacted soils, and a new planting scheme with native vegetation. The goals of the project include the stabilization of the soils on the Hill, the establishment of native vegetative communities and turf areas, the preservation of the site of the historic Brown’s Carousel, and the protection of the Hill from future vehicular disturbance.

On its own, the project is necessary to maintain the integrity of the Hill as a functional and usable space within Salem Willows—a far cry from its current use as an unregulated, inefficient parking lot. Furthermore, the project is the first of a multi-phase master plan intended to bolster the user-friendliness and resiliency of Salem Willows for future generations.

FINANCIAL:

In addition to CPA funds, the project team is pursuing grants from the Massachusetts Historical Commission Preservation Projects Fund (MHC), the Massachusetts Office of Coastal Zone Management (CZM), and the Parkland Acquisitions and Renovations for Communities (PARC) grant program.

	Study	Soft costs	Construction	Total
Source 1: Salem Cpa	\$	\$50,000	\$ 50,000	\$100,000
Source 2: Short term	\$26,000	\$	\$	\$26,000
Source 3: CZM Grants	\$	\$50,000	\$50,000	\$100,000
Source 4: CIP	\$	\$	\$167,000	\$167,000
Total Project Cost	\$26,000	\$100,000	\$267,000	\$393,000

TIMELINE:

There is no critical deadline, but the sooner the slopes of the Hill are stabilized and revegetated, the lesser the impact of erosion on the surrounding landscape and harbor; the sooner the unregulated parking is addressed, the less damage (and therefore the less costly the repairs) to the Hill as time progresses.

Study: March-June, 2019

Design (50%, Phase 1 & 2): July-October, 2019

Final Design (Phase 1): October-December, 2019

Bidding & Contract: January-February, 2020

Construction (Phase 1): March-June, 2020

CPC RECOMMENDATION:

The Community Preservation Committee voted unanimously with Greel not present, to recommend funding this request at \$100,000. The CPC voted to recommend \$100,000 from the FY20 Budgeted Reserve.



CITY OF SALEM

Ordered:

In City Council, June 27, 2019

In accordance with Massachusetts General Law, Chapter 268A, Section 20(b) the City Council hereby declares that John Robinson has met the requirements for exemption as set forth in this Section and may be retained as a foreman at Winter Island by the Park, Recreation and Community Services Department for the 2019 summer season, not to exceed 500 hours in this calendar year.

ELIZABETH M. RENNARD

CITY SOLICITOR
93 WASHINGTON STREET
SALEM, MA 01970
TEL: 978.619.5633
FAX: 978.744.1279
EMAIL: BRENNARD@SALEM.COM



CITY OF SALEM

KIMBERLEY L. DRISCOLL, MAYOR

LEGAL DEPARTMENT
93 WASHINGTON STREET
SALEM, MASSACHUSETTS 01970

VICTORIA B. CALDWELL

ASSISTANT CITY SOLICITOR
93 WASHINGTON STREET
SALEM, MA 01970
TEL: 978.619.5634
FAX: 978.744.1279
EMAIL: VCALDWELL@SALEM.COM

June 27, 2019

Salem City Council
City Hall
Salem, MA 01970

Ladies and Gentlemen of the Council:

Enclosed herewith is a proposed Order approving a Massachusetts Conflict of Interest Law exemption for Salem School Teacher John Robinson, as provided in General Law c. 268A, § 20(b), to serve as a foreman at Winter Island during the summer of 2019.

The Conflict of Interest Law, specifically General Law c. 268A, § 20(b), requires that because Mr. Robinson will provide personal services to the Park, Recreation and Community Services Department, he must receive City Council approval of a § 20(b) exemption. A copy of the required disclosure form and instructions are attached for your review.

If you have any questions relative to the proposed Order, please contact me at your earliest convenience. Thank you.

Sincerely,

Elizabeth Rennard

Enclosure

CHAPTER 268A. CONDUCT OF PUBLIC OFFICIALS AND EMPLOYEES

Chapter 268A: Section 20. Municipal employees; financial interest in contracts; holding one or more elected positions

Section 20. (a) A municipal employee who has a financial interest, directly or indirectly, in a contract made by a municipal agency of the same city or town, in which the city or town is an interested party of which financial interest he has knowledge or has reason to know, shall be punished by a fine of not more than three thousand dollars or by imprisonment for not more than two years, or both.


This section shall not apply if such financial interest consists of the ownership of less than one per cent of the stock of a corporation.

This section shall not apply (a) to a municipal employee who in good faith and within thirty days after he learns of an actual or prospective violation of this section makes full disclosure of his financial interest to the contracting agency and terminates or disposes of the interest, or (b) to a municipal employee who is not employed by the contracting agency or an agency which regulates the activities of the contracting agency and who does not participate in or have official responsibility for any of the activities of the contracting agency, if the contract is made after public notice or where applicable, through competitive bidding, and if the municipal employee files with the clerk of the city or town a statement making full disclosure of his interest and the interest of his immediate family, and if in the case of a contract for personal services (1) the services will be provided outside the normal working hours of the municipal employee, (2) the services are not required as part of the municipal employee's regular duties, the employee is compensated for not more than five hundred hours during a calendar year, (3) the head of the contracting agency makes and files with the clerk of the city or town a written certification that no employee of that agency is available to perform those services as part of their regular duties, and (4) the city council, board of selectmen or board of aldermen approve the exemption of his interest from this section.

**DISCLOSURE BY MUNICIPAL EMPLOYEE
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
AS REQUIRED BY G. L. c. 268A, § 20(b)**

	MUNICIPAL EMPLOYEE INFORMATION
Name of municipal employee:	John Robinson
Title/ Position	Salem Public School Teacher
Fill in this box if it applies to you.	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Agency/ Department	
Agency Address	
Office phone:	
Office e-mail:	
	Check one: <input type="checkbox"/> Elected or <input checked="" type="checkbox"/> Non-elected
Starting date as a municipal employee.	2005
BOX # 1	ELECTED MUNICIPAL EMPLOYEE
Select either STATEMENT #1 or STATEMENT #2.	I am an elected municipal employee.
Write an X beside your financial interest.	<input type="checkbox"/> STATEMENT #1: I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. OR <input type="checkbox"/> STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency.
	My financial interest in a municipal contract is:
	<input type="checkbox"/> I have a non-elected, compensated municipal employee position.
	<input type="checkbox"/> A municipal agency has a contract with me.
	<input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.
	<input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
BOX # 2	NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE
Select either STATEMENT #1 or STATEMENT #2.	I am a non-elected municipal employee.
	<input type="checkbox"/> STATEMENT #1: I had one of the following financial interests in a contract made by a municipal agency before I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.

<p>Write an X beside your financial interest.</p>	<p>My financial interest in a municipal contract is:</p> <p><input type="checkbox"/> A municipal agency has a contract with me, but not an employment contract.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p>-- OR --</p> <p><input type="checkbox"/> STATEMENT # 2: I will have a new financial interest in a contract made by a municipal agency.</p> <p>My financial interest in a municipal contract is:</p> <p><input checked="" type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p><input type="checkbox"/> A municipal agency has a contract with me.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p>
<p>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</p>	
<p>Name and address of municipal agency that made the contract</p>	<p>Salem Park Rec and Community Service Dept.</p>
<p>Please put in an X to confirm these facts.</p>	<p>"My Municipal Agency" is the municipal agency that I serve as a municipal employee.</p> <p>The "contracting agency" is the municipal agency that made the contract.</p> <p><input checked="" type="checkbox"/> My Municipal Agency is not the contracting agency.</p> <p><input checked="" type="checkbox"/> My Municipal Agency does not regulate the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> The contract was made after public notice or through competitive bidding.</p>
<p>FILL IN THIS BOX OR THE BOX BELOW</p>	<p>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU.</p> <p>- Please explain what the contract is for.</p> <p>To work seasonally at Winter Island as a foreman.</p>
<p>FILL IN THIS BOX OR THE BOX ABOVE</p>	<p>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY.</p> <p>- Please identify the person or entity that has the contract with the municipal agency.</p> <p>- What is your relationship to the person or entity?</p> <p>- What is the contract for?</p>

What is your financial interest in the municipal contract?	- Please explain the financial interest and include the dollar amount if you know it. I am a Salem Public School Teacher
Date when you acquired a financial interest	Summer, 2019
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it.
Date when your immediate family acquired a financial interest	
Write an X to confirm each statement.	<p>FOR A CONTRACT FOR PERSONAL SERVICES –</p> <p>Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).</p> <p>I will have a contract with a municipal agency to provide personal services.</p> <p><input checked="" type="checkbox"/> The services will be provided outside my normal working hours as a municipal employee.</p> <p><input checked="" type="checkbox"/> The services are not required as part of my regular duties as a municipal employee.</p> <p><input checked="" type="checkbox"/> For these services, I will be compensated for not more than 500 hours during a calendar year.</p>
Employee signature:	
Date:	June 25, 2019

Attach additional pages if necessary.

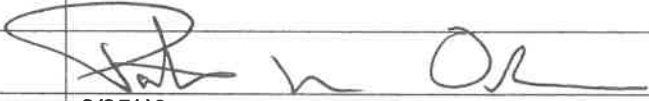
NOT A PERSONAL SERVICES CONTRACT -- File disclosure with the city or town clerk.

SEE CERTIFICATION AND APPROVAL REQUIRED FOR PERSONAL SERVICES CONTRACTS, BELOW.

FOR CONTRACTS FOR PERSONAL SERVICES ONLY:

If you are disclosing a financial interest in a contract for personal services with a municipal agency, you must file the Certification below signed by the head of the contracting agency, and you must get approval of the exemption from the city council, board of aldermen, board of selectmen or town council.

CERTIFICATION BY HEAD OF CONTRACTING AGENCY

	INFORMATION ABOUT HEAD OF CONTRACTING AGENCY
Name:	Patricia O'Brien
Title/ Position	Superintendent
Municipal Agency:	Park, Rec. and Community Ser.
Agency Address:	401 Bridge St
Office Phone:	978-744-0733
	CERTIFICATION
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	
Date:	6/25/19

**APPROVAL BY CITY COUNCIL, BOARD OF ALDERMEN,
BOARD OF SELECTMEN OR TOWN COUNCIL**

	INFORMATION ABOUT APPROVING BODY
Name:	
Title/ Position	
Agency Address:	
Office Phone:	
	APPROVAL
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to a municipal agency, identified above. The exemption under § 20(b) is approved.
Signature:	On behalf of the Council or Board, I sign this approval.
Date:	

Attach additional pages if necessary.
File disclosure, Certification and Approval with the city or town clerk.



CITY OF SALEM PLANNING BOARD

Report of the Planning Board to City Council Re: Proposed Municipal and Religious Reuse Special Permit Zoning Amendment

June 25, 2019

At its meeting on June 20, 2019 the Planning Board discussed the proposed Zoning Ordinance amendment to add "Municipal and Religious Reuse" discussed at a joint public hearing with the City Council on June 17, 2019.

The purpose of this amendment is to allow for the reuse of buildings currently or formerly in municipal or religious use into new uses that may not otherwise be allowed on those properties to promote historic preservation, economic development, housing production and environmental sustainability and resilience.

The Planning Board voted seven (7) in favor (Ben Anderson, Bill Griset, Carole Hamilton, Kirt Rieder, DJ Napolitano, Helen Sides, Matt Venno) and none (0) opposed to recommend that the City Council approve the amendment with modifications. The Board's recommended modifications to the zoning amendment are in the attachment. Below are a summary of the Board's comments and recommendations.

Comments:

After considering the public discussion regarding affordability and workforce housing, the Planning Board believes that it is more appropriate to incorporate these topics in a future zoning amendment, such as an inclusionary zoning ordinance.

Regarding parking, many of the older buildings eligible under this zoning amendment were built before parking ordinances were in affect and in neighborhoods that developed around pedestrian, as opposed to vehicular, access. These constraints can make the addition of parking spaces extremely expensive and the reuse of municipal and religious buildings financially infeasible. More stringent parking requirements could cause these properties to continue to sit vacant, which would defeat a primary purpose of the zoning amendment.

Modifications:

The Board recommends inclusion of the modifications submitted to the Planning Board and City Council on June 12, 2019 by Tom Daniel, AICP, Director of Planning and Community Development. The amendment text submitted below accepts these edits and includes additional recommendations from the board as follows

- 1) Strike all instances of the word “currently” to provide greater clarity for which buildings are eligible for a Special Permit, while not altering the initial purpose of the proposed amendment. Additionally, strike the word “in” from 6.11.3 item 3 to correct the sentence structure.
- 2) Clarify language in the first sentence of section 6.11.7 by striking “At the time of, or before filing, an application...” and replace with “No later than at the time of an application...”
- 3) In 6.11.8 strike the sentence “Such properties will not be eligible for resident parking permits to fulfill these requirements” and amend the first paragraph of the section by adding “On-street parking shall not count toward this requirement.” The Board interpreted this sentence as specifically referencing the fulfillment of special permit requirements and thought that new residents would be able to apply for on-street parking permits. Since on street parking has never counted toward fulfilling parking requirements, the Board recommended rephrasing the language.

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

Yours truly,



Ben J. Anderson, Chair

CC: Ilene Simons, City Clerk

City of Salem

In the year two thousand nineteen

An Ordinance to amend the zoning ordinance by adding “Municipal and Religious Building Reuse” as a use permitted in certain zoning districts upon the issuance of a special permit by the Planning Board subject to the requirements of new section 6.11 of the zoning ordinance.

Section 1. Section 3.1 Table of Principal and Accessory Use Regulations of the City of Salem Zoning Ordinance (the “Zoning Ordinance”) is hereby amended by adding the following principal use under “B. Exempt and Institutional Uses”:

	R C	R 1	R 2	R 3	B 1	B 2	B 4	B 5	I	B P D	N R C C
Municipal or Religious Building Reuse**	P B	P B	P B	P B	n	n	n	n	n	n	n

** Subject to Section 6.11.

Section 2. Section 6 - Special Regulations of the Zoning Ordinance is hereby amended by adding the following new section:

6.11 Municipal or Religious Reuse Special Permit

6.11.1 Purpose.

The purpose of this Section 6.11 is to allow for the reuse of buildings ~~currently~~ in municipal or religious use into new uses that may not otherwise be allowed on those properties so as to promote historic preservation, economic development, housing production and environmental sustainability and resilience.

6.11.2 General

A Building ~~currently~~ in municipal or religious use may be converted to one or more of the uses set forth in Section 6.11.5 upon the issuance of a special permit by the Planning Board authorizing that new use or uses. The special permit shall apply only to the Building and not to any structural extensions or alterations other than those allowed under 6.11.4. If the petitioner meets the requirements of this Section 6.11, the Planning Board may approve, or approve with conditions, an application for such special permit.

6.11.3 Eligibility for Special Permit

One or more Buildings ~~currently~~ in municipal use or religious use shall be eligible for a special permit under Section 6.11 where:

1. the Building(s) ~~currently~~ in municipal or religious use and for which a change of use is proposed is at least 4,000 square feet;
2. one or more of the Building(s) ~~currently~~ in municipal or religious use and for which a change of use is proposed to a Building at least fifty (50) years old at the time of application under this Section 6.11 and
3. the applicant seeks to change the use of the Building from ~~currently in~~ municipal or religious use to one or more of the uses identified in Section 6.11.5.

A Building shall be considered ~~currently~~ in municipal use if substantially all of that Building was actively used for municipal purposes for at least 20 continuous years, including some point in the last 20 years immediately preceding an Application under this section.

A Building shall be considered ~~currently~~ in religious use if substantially all of that Building was actively used for religious purposes and protected by G.L. c. 40A §3 for at least 20 continuous years, including some point in the last 20 years immediately preceding an Application under this section provided, however, that a Building used as a religious school must have been in that use for at least 20 continuous years, including some point in the last 50 years immediately preceding an Application under this section.

Public parks and cemeteries, together with the Buildings thereon, shall not be considered ~~currently~~ in municipal use for the purpose of Section 6.11.

6.11.4 Dimensional Requirements

The following shall apply to any use for which a special permit is granted under Section 6.11:

There shall be no minimum lot area per dwelling unit requirement for the Building for which the Special Permit is issued.

Any rooftop construction needed for Building circulation, drainage, ventilation, utilities, accessibility features or passive recreation shall be excluded from the calculation of Building height. Existing fences and bordering walls may be replaced and/or extended to a height equal to the existing fence or bordering walls or 6 feet whichever is greater.

The Planning Board may, in issuing a special permit hereunder, allow structural extensions and alterations to existing nonconforming Buildings where the Planning Board finds that: (1) those changes are necessary for purposes of public health and safety, access for disabled persons, utilities, mechanical equipment or code compliance concerns and (2) those extensions and alterations shall not be substantially more detrimental than the existing nonconformity.

6.11.5 Uses Allowed by Special Permit

The Planning Board, upon a finding that a proposed use is in harmony with the purpose and intent of this Section 6.11, may grant a special permit pursuant to this Section 6.11 and Section 9.4 for one or more of the following uses in a Building that meets the eligibility requirements of Section 6.11.3; provided, however that Commercial uses may only be located within a multifamily dwelling and may not exceed 30 percent of the gross floor area of said multifamily dwelling. In addition, for any Building in the R1, R2, R3, and RC Districts, the Planning Board may grant such special permit that includes a Commercial use only upon finding that the public good will be served and that the Commercial use would not adversely affect the underlying residential district.

Special Permit Uses:

1. Dwelling, Multi-family.
2. Meeting and gathering space incidental to a principal use or for use by residents or tenants of a Lot.
3. Artist lofts and living space, studios, workrooms and shops of artists, artisans and craftsmen, where products of the artistic endeavor or craft activity can be for sale on the premises or by specific off-premises commission from a sponsor or client.
4. Banks and savings and loan institutions.
5. Barber shops and beauty parlors.
6. Books, stationery and gift stores.
7. Business and professional offices.
8. Crafts, related stores selling jewelry, crafts, etc. where production occurs on the premises.
9. Dwelling units above first floor retail, personal service, or office use.
10. Florist shops, but excluding greenhouses.
11. Galleries.
12. Laundromats/dry cleaning establishments, excluding onsite dry cleaning.
13. Medical and dental offices.
14. Specialty food stores, including grocer, candy store, meat market, delicatessen, or bakery, but not a restaurant or fast food establishment unless permitted by the underlying zone.
15. Tailor and custom dressmaking shops.
16. Not for profit museums.

The Planning Board may issue a special permit hereunder allowing the combination of any of the uses listed in Section 6.11.5 with one or more uses permitted as of right or by special permit in the applicable zoning district or the R2 zone.

Nothing set forth in this Section 6.11 shall be construed as requiring a special permit where the owner of a property ~~currently~~ in municipal use or religious use seeks to convert that use to one or more uses that are allowed as of right in the applicable zoning district.

6.11.6 Site Plan Review

Each project submitted hereunder shall require site plan approval under Section 9.5. Absent special circumstances, applications under Section 6.11.5 for a special permit and under 6.11.6 for site plan approval should be filed together for contemporaneous consideration by the Planning Board.

6.11.7 Historical Commission and Design Review Board Review

~~At the time of, or before filing, an application~~ No later than at the time of an application under this Section 6.11, the applicant shall provide a copy of the application to the City of Salem Historical Commission and the Design Review Board. The Historical Commission and the Design Review Board shall each review the application at a public meeting and shall provide advisory comments to the Planning Board. Those boards may review the application at a joint meeting or separately. The Historical Commission and Design Review Board shall review the application for conformance to the Secretary of the Interior's Standards for the Treatment of Historic Properties. The Planning Board shall not take final action on an application under this Section 6.11 until it receives written confirmation from the Historical Commission and the Design Review Board that the application conforms to the Secretary of the Interior's Standards. The Planning Board may take action if at least sixty (60) days have passed since delivery of the application to the Historical Commission and the Design Review Board and the Planning Board has not received any findings from the Historical Commission or Design Review Board during the sixty (60) day period. Said sixty (60) day period may be extended by written agreement between the Applicant and Planning Board.

Nothing set forth in this Section is intended to alter or amend the rights and obligations of the Historical Commission pursuant to the G.L. c. 40C.

Failure of an applicant hereunder to timely deliver a copy of the application to the Historical Commission or Design Review Board may be grounds for denial of the application.

6.11.8 Parking and Loading

For new residential dwelling uses, provisions shall be made for not less than one (1) parking space per dwelling unit for existing buildings. On-street parking shall not count toward this requirement.

Notwithstanding anything to the contrary, housing built under the jurisdiction of the Salem Housing Authority for elderly and/or handicapped persons shall require one-third (1/3) parking space per dwelling unit.

Nonresidential uses shall provide parking in accordance with Section 5.1.8 Table of Required Parking Spaces.

In mixed-use developments, the Planning Board may consider a reduction in total parking requirements based on an analysis of peak demand for non-competing uses provided by the applicant. In such cases the parking requirement for the largest of the uses (in terms of parking spaces required) shall be sufficient as determined by the Planning Board. An applicant shall use the latest peak demand analyses published by the Institute of Traffic Engineers (ITE) or other source acceptable to the Planning Board.

The parking requirements may be accommodated by either one or a combination of on-site parking and/or parking at municipal or other parking facilities in the vicinity of the Lot. All municipal or other parking facilities which are used to satisfy the parking requirement must meet the following criterion: The parking facility must be fewer than one thousand (1,000) feet from the Lot as measured in a straight line from the two (2) closest points between the Lot and the parking facility. If using a municipal facility, the owner must purchase an annual parking pass to satisfy the parking requirement.

~~Such properties will not be eligible for resident parking permits to fulfill these requirements.~~

Commented [MW1]: Removed and clarified with second sentence in first paragraph of 6.11.8 above.

A new loading zone shall not be required if the existing Building does not have an existing loading zone.

6.11.9 Severability

The provisions of this Section 6.11 are severable. The invalidity of any paragraph, subsection or provision of this Section 6.11 shall not invalidate any other paragraph, subsection or provision hereof.

Questions contact – Socrates Perez Morillo 781-388-5231

Petition of the NATIONAL GRID
Of NORTH ANDOVER, MASSACHUSETTS
For Electric conduit Location:

To City Council of Salem, Massachusetts

Respectfully represents the NATIONAL GRID of North Andover, Massachusetts, that it desires to construct a line of underground electric conduits, including the necessary sustaining and protecting fixtures, under and across the public way or ways hereinafter named.

Wherefore it prays that after due notice and hearing as provided by law, it be granted permission to excavate the public highways and to run and maintain underground electric conduits, together with such sustaining and protecting fixtures as it may find necessary for the transmission of electricity, said underground conduits to be located substantially in accordance with the plan filed herewith marked: Briggs St - Salem - Massachusetts.

The following are the streets and highways referred to:

Plan # 28427829 Briggs St - National Grid to install beginning at a point approximately 320 feet northeast of the centerline of the intersection of Briggs St and continuing approximately 100 feet in a northwest direction. Customer to trench Briggs St approximately 100' from pole 3003 to proposed pad-mounted transformer inside the customer's property.

Location approximately as shown on plan attached

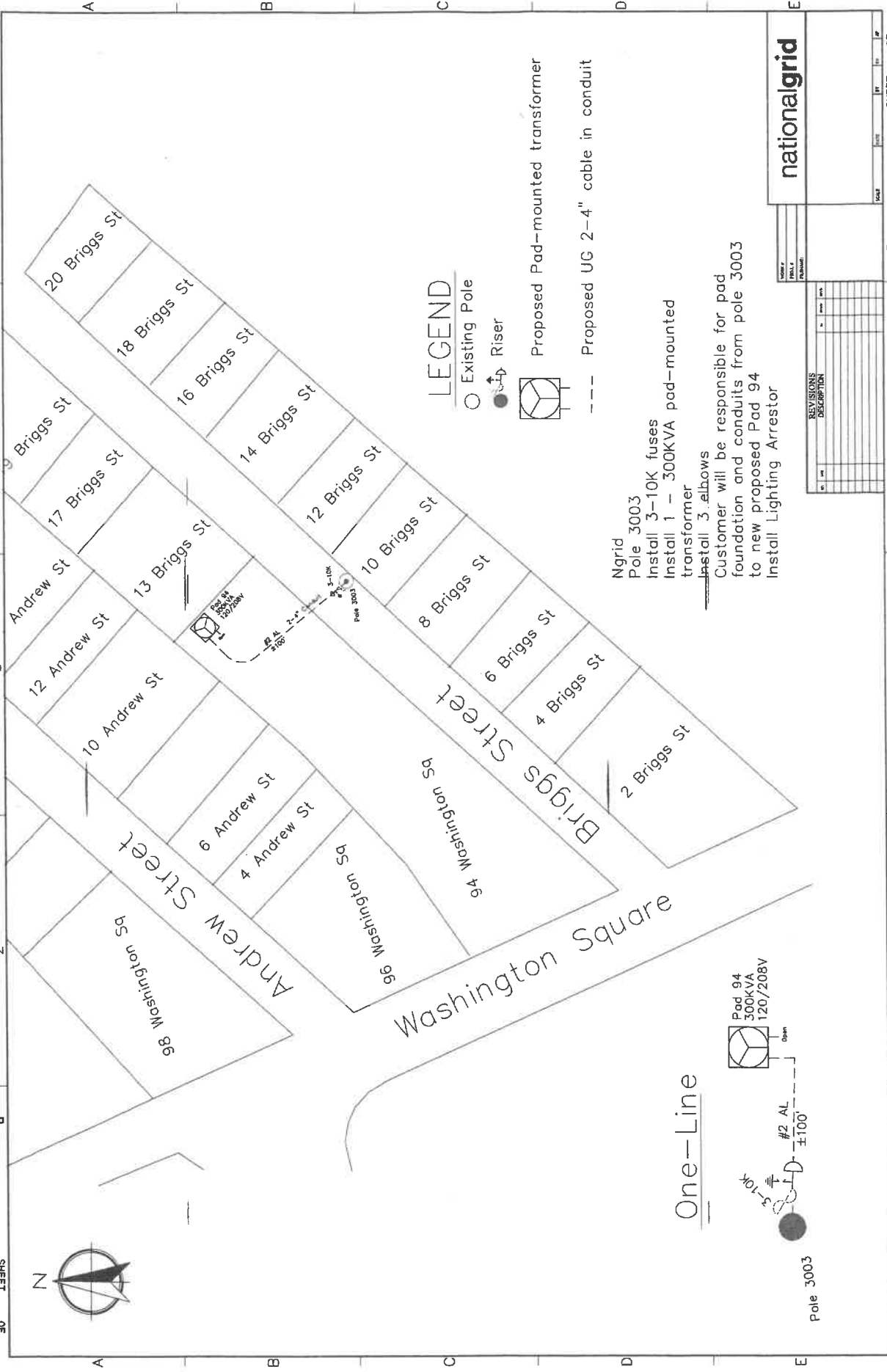
NATIONAL GRID

BY

Robert Coulter

Engineering Department

Dated: June 20, 2019



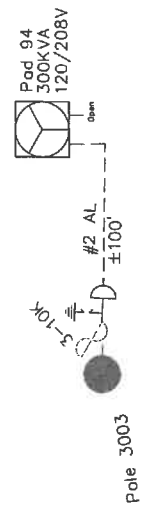
LEGEND

- Existing Pole
- Riser
- ⊞ Proposed Pad-mounted transformer
- - - Proposed UG 2-4" cable in conduit

Ngrid Pole 3003
 Install 3-10K fuses
 Install 1 - 300KVA pad-mounted transformer
 Install 3 elbows

Customer will be responsible for pad foundation and conduits from pole 3003 to new proposed Pad 94
 Install Lighting Arrestor

One-Line



nationalgrid

NO.	REVISIONS DESCRIPTION	DATE	BY	CHK

nationalgrid

June 20, 2019

City of Salem

To Whom It May Concern:

Enclosed please find a petition of NATIONAL GRID covering the installation of underground facilities.

If you have any questions regarding this permit please contact:

If this petition meets with your approval, please return an executed copy to:

National Grid Contact: Vincent LoGuidice; 1101 Turnpike Street; North Andover, MA 01845
Phone 978-725-1392.

Very truly yours,

Robert Coulter

Name: Distribution Design Supervisor
Supervisor, Distribution Design

Enclosures

ROUTING SLIP

Telecommunications Attachments in the Public Right of Way

Pursuant to the Code of Ordinances, Sections 12-86 through 12-200, each applicant who seeks access to the public right of way for telecommunications purposes must submit a petition and plans along with a \$500 application fee to the Electrical Department. Once the City Electrician has signed off, please circulate to the Departments listed on the reverse side of this Routing Slip for signature and return it to the City Clerk's Office prior to the petition being placed on the City Council Agenda for a grant of location pursuant to MGL Chapter 166, Section 22.

Right of Way Location Requested: Utility Pole #1096/250 ; 40 Liberty Hill Ave

Application Fee Received: Yes N/A **Check No.** _____ **Date:** _____

City Electrician Approval: J. Bindel

BUSINESS NAME

Corporate name: New Cingular Wireless PCS, LLC

d/b/a: ("AT&T")

Address: 550 Cochituate Road Suites 13 & 14, Framingham, MA 01701 **Tele. #** 774-261-0043

CONTACT: Jeff Iacoviello

Street: 750 W Center St **Tele. #** 774-261-0043

City: West Bridgewater **State:** MA **Zip:** 02379

Email Address: jiacoviello@clinellc.com

Pole Ownership

To be attached to utility-owned pole **To be attached to City-owned pole**

Pole Attachment Agreement attached* **Pole Attachment Agreement to follow***

***All grants of location for telecommunications attachments to poles are conditioned upon evidence of a valid pole attachment agreement.**

Conduits

Will the attachment also require a conduit? **Yes** **No**

TO ALL CITY DEPARTMENTS: By signing this slip you are only acknowledging that the applicant has made your department aware of its plans. All grants of location will be conditioned upon compliance with all departmental requirements and require a vote of the City Council after a public hearing. Please attach comments on separate sheet.

J. Demery 6/20/15
Planning Department DATE
City Hall Annex, 98 Washington Street

P. Kelleher ^{see comments attached} 6/12/2015
Salem Historical Commission DATE
City Hall Annex, 98 Washington Street

N. B. Caldwell 6/12/2015
Legal Department DATE
City Hall, 93 Washington Street

D. M. Boyer 6/18/2015
Engineering Department DATE
City Hall Annex, 98 Washington Street

M. M. [Signature] 6/24/2015
Office of Information Technology DATE
29 Highland Avenue

RETURN ROUTING SLIP, ANY COMMENTS, PETITION, PLANS, ABUTTER LABELS, AND PROPOSED ORDER TO CITY CLERK'S OFFICE, CITY HALL, 93 WASHINGTON STREET WHEN COMPLETE SO THAT IT MAY BE PLACED ON THE COUNCIL'S AGENDA.

PETITION FOR LOCATIONS FOR TELECOMMUNICATIONS WIRES AND WIRELESS ATTACHMENTS AND APPURTENANCES

To THE CITY COUNCIL OF THE CITY OF SALEM, MASSACHUSETTS

Pursuant to Massachusetts General Laws, Chapter 166, Sections 21, 22 and 25A, and the City Ordinances of the City of Salem, Massachusetts, NEW CINGULAR WIRELESS PCS, LLC ("AT&T") requests that it be granted locations for and permission to construct and maintain telecommunications wires and wireless attachments and appurtenances, including fiber optic cable(s), remote nodes and pole top antennas to be attached to existing National Grid utility poles, located upon and along the following public ways within the City of Salem, as depicted on the attached plans. In addition, AT&T seeks permission to install conduit or direct bury cable(s) as depicted on the plans submitted.

Wherefore, AT&T requests that, after due notice and public hearing as provided by law, that it be granted locations for permission to construct the telecommunications wires and wireless attachments and appurtenances upon, along and under the public ways within the City of Salem as depicted on the plans filed herewith. AT&T also submitted additional information in support of this Petition.

Respectfully submitted,

NEW CINGULAR WIRELESS PCS, LLC ("AT&T")

By: Jeff Iacoviello
Site Acquisition Consultant
Centerline Communications, LLC



City Council
93 Washington Street,
Salem, MA 01970

May 6, 2019

RE: Petition of New Cingular Wireless PCS, LLC ("AT&T") for Grant of Location for Telecommunication Wires and Wireless Attachments and Appurtenances: Project: Area4_0157: Location: 40 Liberty Hill Ave, 42.531510 N, -70.905330 W, Utility Pole: # 1096/250

Dear Honorable Members of the City Council:

Pursuant to Massachusetts General Laws Chapter 166, Sections 21, 22 and 25A, please find enclosed the petition (the "Petition") of New Cingular Wireless PCS, LLC ("AT&T") for a grant of location for telecommunication wires and wireless attachments and appurtenances to be attached to existing utility poles owned by National Grid within the City of Salem. Included with the Petition are detailed plans that identify the locations where AT&T's proposed attachments will be placed. This includes an area map of all locations as well as the utility pole profiles depicting the equipment attachment heights and specs.

AT&T requests that the City schedule a public hearing on this Petition, subject to the requirements of Chapter 166 of the Massachusetts General Laws. Those requirements prescribe that the City mail "written notice of the time and place of the hearing at least seven days prior to all owners of real estate abutting upon that part of the way upon, along, across or under which the line is to be constructed, as such ownership is determined by the last preceding assessment for taxation". It is my understanding that the City will be able to produce this list and I will work with the City Clerk to ensure the letters are sent per these requirements.

Project Description

AT&T proposes to deploy this one (1) small cell site in the City of Salem in order to deal with the rapidly increasing demand on AT&T's wireless network in this area of Salem. The one (1) small cell site will be mounted on an existing National Grid utility poles located within the public rights of way. The small cell site will work in conjunction with the existing macro sites installed on rooftops, towers and other structures in and around the City of Salem. This Petition specifically addresses the following location:

Project: Area4_0157: Location: 40 Liberty Hill Ave, 42.531510 N, -70.905330 W, Utility Pole: # 1096/250

AT&T's radio frequency engineers targeted the proposed location due to the high traffic and data demands on AT&T's network. AT&T's existing macro cell sites are not providing adequate data capacity in this location due to increased population, vehicular and foot traffic, multiple wireless devices used by each person and other contributing factors. This small cell site will work to offload the demand on the macro sites and allow for increased data capacity and speed within the immediate vicinity of the proposed small cell site.

The small cell site will be installed using standard commercially accepted methods in accordance with all applicable federal, state and local laws and regulations. All proposed attachments are to existing poles owned and maintained by National Grid. AT&T has entered into a Pole Attachment Agreement with National Grid.

The small cell installation on each existing utility pole will include: fiber optic cable(s); remote nodes in a small equipment cabinet H32" x W18" x D12" mounted to the pole at least 8' above ground level; an unobtrusive pole top antenna measuring 24.7" long and 10" in diameter ; conduits and cable protectors; and, an electrical meter with shutoff switch. Attached please find design sketches for each site showing the proposed location, pole height, mounting height, equipment specifications and utility plan.

The Telecommunications Act of 1996 (the "Act")

Without the installation, AT&T would be unable to provide specifically established coverage and capacity objectives. The utility pole is located within the limited geographic area whereby AT&T's radio frequency engineers determined that a wireless facility is required. The Act imposes substantial restrictions affecting the standard for granting the requested relief. The ACT provides that: no laws or actions by any local government or planning or zoning board may prohibit, or have the effect of prohibiting, the placement, construction, or modification of communications towers, antennas, or other wireless facilities in any particular geographic area, see 47 U.S.C. §332(c)(7)(B)(i); local government or planning or zoning boards may not unreasonably discriminate among providers of functionally equivalent services, see 47 U.S.C. §332(c)(7)(B)(i); health concerns may not be considered so long as the emissions comply with the applicable standards of the FCC, see 47 U.S.C. §332(c)(7)(B)(iv); and, decisions must be rendered within a reasonable period of time, see 47 U.S.C. §332(c)(7)(B)(ii) and the FCC's Declaratory Ruling commonly referred to as the "shot clock".

We have attached to this petition a generic emissions report demonstrating that the low power antenna will comply with applicable FCC standards with respect to emissions.

For the convenience of the City Council, AT&T has provided a proposed Form of Order for your consideration.

Should you have any questions, or would like any additional information prior to the public hearing please do not hesitate to contact me at (774) 261-0043 or jjacoviello@clinellc.com. AT&T will be present at the public hearing to answer any questions you may have as well.

Thank you,



Jeffrey Iacoviello | Site Acquisition Consultant
750 W Center St, Floor 3 | West Bridgewater, MA 02379
Mobile: 774.261.0043 | Fax: 617.249.0819
jjacoviello@clinellc.com | www.centerlinecommunications.com



530 COCHRANE ROAD
FRANKLIN, MA 01701



750 WEST CENTER STREET
WEST BRIDGEWATER, MA 02379



HUDSON
Design Group LLC
49 FERWOOD DRIVE
ANDOVER, MA 01810
TEL: 978-850-8333
FAX: 978-850-1000

CHECKED BY: AT

APPROVED BY: DJC

NO.	DATE	DESCRIPTION	BY
1	12/17/19	ISSUED FOR PERMITS	AT
2	12/17/19	REVISED FOR REVIEW	AT
3	12/17/19	REVISED FOR REVIEW	AT
4	12/17/19	REVISED FOR REVIEW	AT
5	12/17/19	REVISED FOR REVIEW	AT

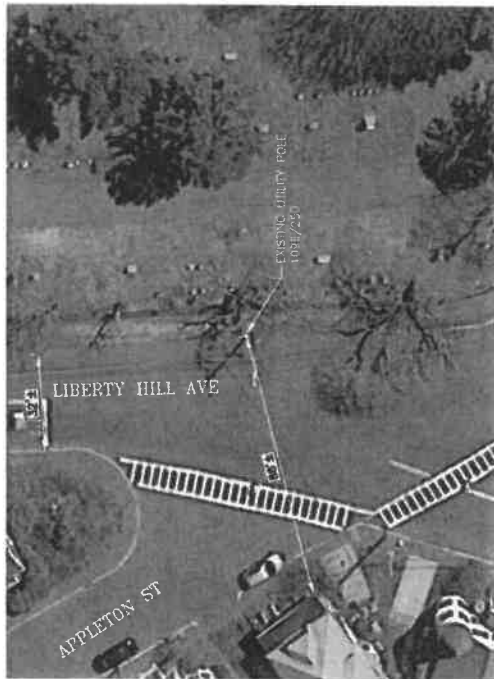
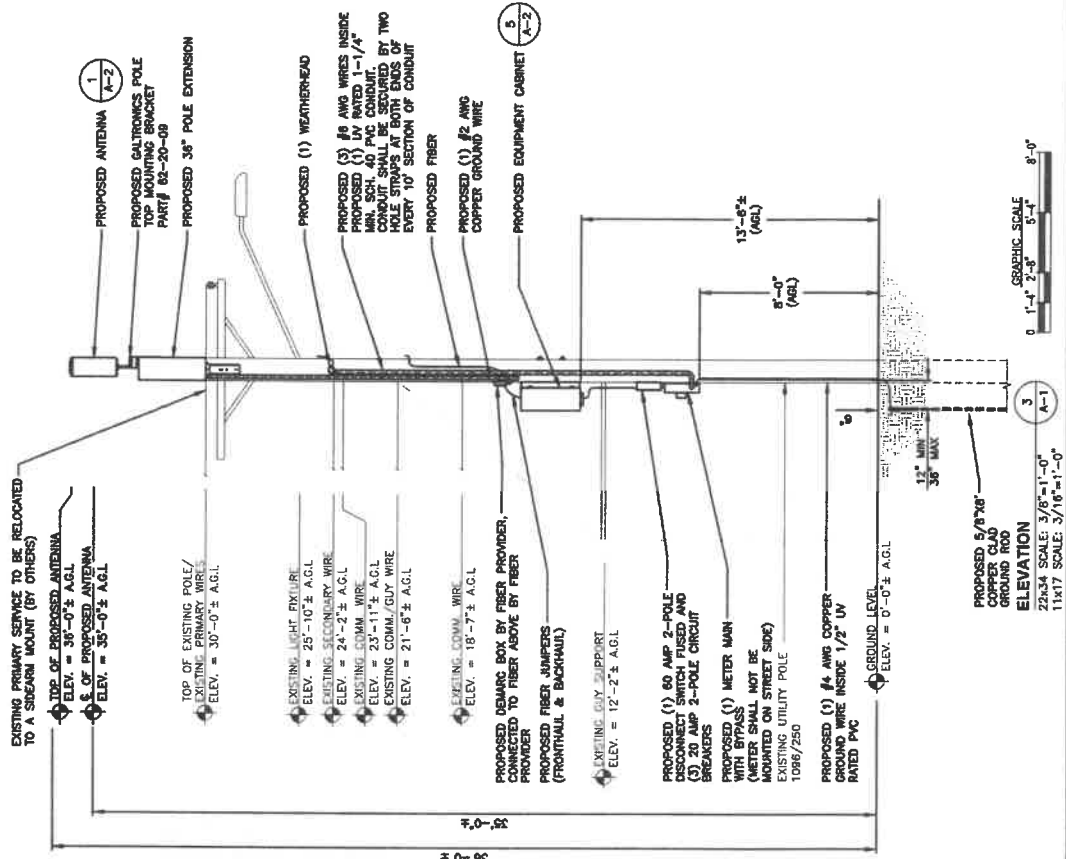
CLUSTER AND WORK NUMBER
AREA4_0157A

SITE ID:
AREA4_0157A
SITE ADDRESS: ONE
SALEM MA 01570
ESSEX COUNTY

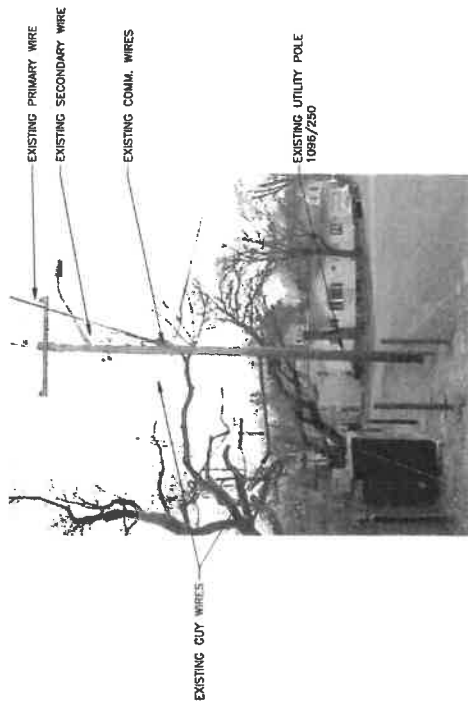
KEY PLAN AND
ELEVATION

SHEET NUMBER
A-1

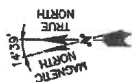
APPROXIMATE
COORDINATES: LAT: 42.531510° N
LONG: 70.904330° W



KEY PLAN
22x34 SCALE: 1"=20'
11x17 SCALE: 1"=40'



EXISTING CONDITIONS PHOTO DETAIL
SCALE: N.T.S.





KIMBERLEY DRISCOLL
MAYOR

TOM DANIEL, AICP
DIRECTOR

CITY OF SALEM, MASSACHUSETTS

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

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

MEMO

To: Amanda Chiancola, Staff Planner
From: Patti Kelleher, Preservation Planner
Date: February 20, 2018
RE: Request for Grant of Location for Cell Antenna Attachment

I have reviewed the request from AT&T for the installation of small cell attachments to existing telephone poles on Highland Avenue, Symonds Street and Liberty Hill Avenue. As part of the review for cell attachments, a determination must be made that the attachments will not impact the city's historic resources. Therefore, I have reviewed the submitted plans and offer the following comments:

250 Highland Avenue and 31 Symonds Street:

Neither site is located in a local or National Register historic district. The proposed pole at 31 Symonds Street is located opposite an inventoried property at 30 Symonds Street (SAL.562). Due to the location of the pole adjacent to a parking area, Staff does not anticipate any impacts to the historic resource.

27 Liberty Hill Avenue:

The proposed pole on Liberty Hill Avenue is located at a highly visible intersection in a residential neighborhood across the street from Greenlawn Cemetery, which is listed in the National Register of Historic Places. Numerous properties in this neighborhood are included in the City's historic resource inventory, including the property directly adjacent to the subject pole at 27 Liberty Hill Avenue (SAL.1752) as well as the adjoining property at 36 Appleton Street (SAL.1754). In addition, the proposed light pole already contains a street sign for Appleton Street, a veteran's marker for O'Neil Square and a stop sign. The location of new cell equipment on the pole at a height of 8 feet may impact this existing signage. The applicant's proposal does not include the existing signage on *Drawing A-1 - Key Plan and Elevation* for the new equipment making it difficult to determine any potential conflicts.

Based on the above findings, Staff recommends that an alternative pole be selected to minimize impacts on adjacent historic buildings and to be less visually conspicuous at this busy intersection. While it is typically not ideal to locate attachments on poles abutting the cemetery, there is an existing pole on the cemetery side of Liberty Hill Avenue that is already used for numerous attachments. (See Google street view image below.)

If an alternative location cannot be used, then the attachments to the pole should be placed as high as possible and on the least obtrusive side of the pole (which may be difficult due to pole's location on an intersection). Staff also recommends that attachments be painted if possible. The Historical Commission often requires property owners to paint vents and pipes in a matte finish to match color of building.



DONALD L. HAES, JR., PH.D., CHP

Radiation Safety Specialist

Registered Health Physics Services Provider in NH and MA

PO Box 198, Hampstead, NH 03841

603-303-9959

Email: donald_haes_chp@comcast.net

January 17, 2018

I have reviewed the information pertinent to the hypothetical installation of an AT&T Personal Wireless Services (PWS) omni-directional panel antenna installation on a utility pole. I have analyzed the scenario where there would be one antenna mounted with a centerline height of 30' above ground level (AGL). This analysis considers the contributions of the AT&T PWS transmitters operating at the following supplied parameters:

PWS Service	Frequency (MHz)	Transmit Power (ERP: Watts)	Antenna Manufacturer / Model Number	Antenna Gain (dBd)
PCS LTE	1930-1950	40	EXTENT™ P6480i (See Appendix A)	7.33
5G: U-NII-1	5150-5250	1		7.53
5G: U-NII-3	5725-5850			

The calculated values of RF fields are presented as a percent of current Maximum Permissible Exposures (%MPE) as adopted by the Federal Communications Commission (FCC). Theoretical RF field calculations for the near proximity of RF source terms (in this case the AT&T transmit antennas), however, are not straight forward. For these theoretical calculations, a cylindrical model was used, where “spatially averaged plane-wave equivalent power densities parallel to the antenna may be estimated by dividing the net antenna input power by the surface area of an imaginary cylinder surrounding the length of the radiating antenna”. Calculations using “far-field” formula would considerably overestimate the resultant power densities. The calculations performed for this analysis still accurately represent the “worst case” and assume 100% usage of all the antennas.

The power density estimates can be calculated by using the formula:

$$S = \frac{P_{net}}{2 \cdot \pi \cdot R \cdot h}$$

Where: P_{net} = Net power to antenna (watts)
 R = Distance (range) from antenna
 h = aperture height of the antenna

The results of the RF field calculations for a single antenna are depicted in Figure 1 showing a side view representation demonstrating the directionality of the RF energy propagating from the antenna.

Note: The analyses, conclusions and professional opinions are based upon the precise parameters and conditions of this typical AT&T “small cell” installation on a utility pole with a mounting centerline height of 30' AGL. Utilization of these analyses, conclusions and professional opinions for any personal wireless services installation, existing or proposed, other than the aforementioned has not been sanctioned by the author, and therefore should not be accepted as evidence of regulatory compliance.

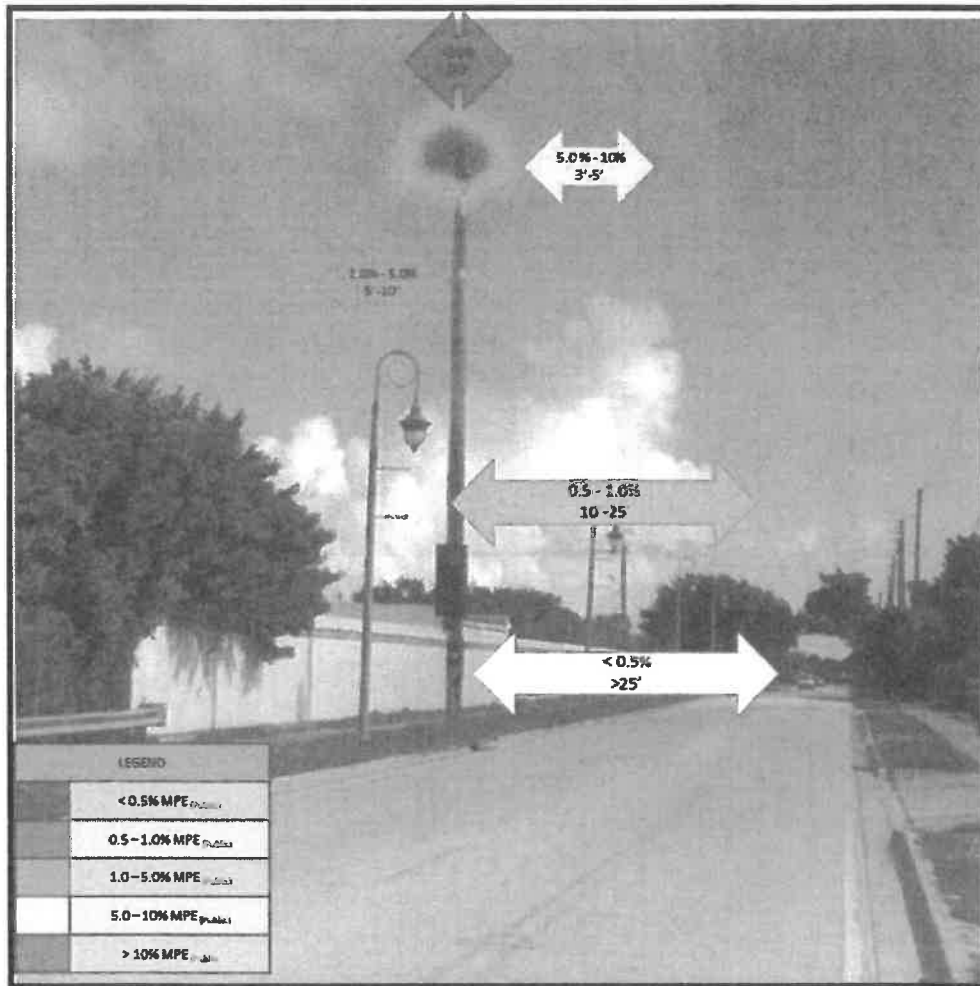


Figure 1: Results of RF field calculations for a typical AT&T antenna installation on a utility pole at 30' (AGL) showing profile view

CONCLUSION

Theoretical RF field calculations data indicate the summation of the AT&T RF contributions on a typical utility pole would be well within the established RF exposure guidelines; see Figure 1. Although the calculations assume a typically low mounting height of 30' AGL, some applications may require the antenna to be mounted higher. In these circumstances, the increased separation between the ground and antenna would result in an even lower general public exposure levels. These results indicate there could be more similar installations at these locations, and still be within Federal and State guidelines for RF exposure. This report provides written proof that the proposed facilities would comply with the FCC RF exposure guidelines. These small cell antenna installations proposed by AT&T would not produce significant changes to the ambient RF environment.

DONALD L. HAES, JR., PH.D., CHP

Radiation Safety Specialist

Registered Health Physics Services Provider in NH and MA

PO Box 198, Hampstead, NH 03841

603-303-9959

Email: donald_haes_chp@comcast.net

STATEMENT OF CERTIFICATION

1. I certify to the best of my knowledge and belief, the statements of fact contained in this report are true and correct.
2. The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are personal, unbiased professional analyses, opinions and conclusions.
3. I have no present or prospective interest in the property that is the subject of this report and I have no personal interest or bias with respect to the parties involved.
4. My compensation is not contingent upon the reporting of a predetermined energy level or direction in energy level that favors the cause of the client, the amount of energy level estimate, the attainment of a stipulated result, or the occurrence of a subsequent event.
5. This assignment was not based on a requested minimum environmental energy level or specific power density.
6. My compensation is not contingent on an action or event resulting from the analyses, opinions, or conclusions in, or the use of, this report.
7. The consultant has accepted this assessment assignment having the knowledge and experience necessary to complete the assignment competently.
8. My analyses, opinions, and conclusions were developed and this report has been prepared, in conformity with the *American Board of Health Physics* (ABHP) statements of standards of professional responsibility for Certified Health Physicists.

Date: January 17, 2018



Donald L. Haes, Jr., Ph.D

Certified Health Physicist

APPENDIX A

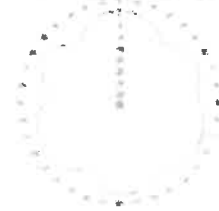


10" x 24" Outdoor Pseudo Omni Canister Antenna [1695-2400, 3550-3700 and 5150-5950 MHz]

EXTENT™ P6480i

Description:

- Pseudo Omni Canister Antenna for Outdoor DAS and Small Cells.
- 4x ports for AWS/PCS/WCS Band 1695-2400 MHz
- 4x ports for CBRS Band 3550-3700 MHz
- 2x ports for 5GHz Band 5150-5950 MHz



1695-2400, 3550-3700 and 5150-5950 MHz Pseudo Omni Canister Antenna

Electrical Specifications

Frequency Band [MHz]	1695-2180	2180-2400	3550-3700	5150-5950
Input Connector Type	4x 4.3-10 DIN(F)		4x 4.3-10 DIN(F)	2x 4.3-10 DIN(F)
Isolation (typ.)	-20 dB		-25 dB	-25 dB
Inter-band Isolation	-30 dB (typ)		-30 dB (typ)	-30 dB (typ)
VSWR/Return Loss	1.5:1(Typ.) 1.7:1(Max.) / 14.0 dB(Typ.) 11.8 dB(Max.)			
Impedance	50 Ω			
Polarization	Dual slant 45° (±45°)			
Horizontal Beamwidth	Omni (360°)			
Vertical Beamwidth	15°	12°	15°	19°
Max. Gain	9 dBi	9.5 dBi	8.5 dBi	6 dBi(Max.)
Avg. Gain	7.5 dBi	8 dBi	8 dBi	3 dBi
Downtilt	0°			
Max Power / Port	150 Watts		100 Watts	10 Watts
PIM @ 2x43 dBm	<-153 dBc		N/A	N/A

Mechanical Specifications

Operating Temperature	-40° to 158°F (-40° to +70°C)
Antenna Weight	19 lbs (9 kg)
Antenna Diameter	10" (254 mm)
Antenna Height	24.7" (628 mm)
Radome Material	ASA
RoHS	Compliant
Radome Color	Gray, Brown, 3M™ Conceal Film, Custom Colors Possible
Ingress Protection	Outdoor (IP65)
Wind Survival Rating	150 mph (241 km/h)
Shipping Dimensions - L x W x D	30"x19"x19" (762x483x483 mm)
Shipping Weight (Gross Weight)	26 lbs (12 kg)

Release Date: March 02, 2017, Revision: S-1 : RFD16480

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WWW.GALTRONICS.COM



CITY OF SALEM, MASSACHUSETTS

**CARNIVAL, CIRCUS, CONCERT OR
SPECIAL EVENT PERMIT APPLICATION**
Pursuant to City Ordinance c. 6, Art. IV

Date: June 7 2019

Please complete Section A and return to the City Clerk, City Hall, 93 Washington Street, Salem, for submission to the City Council for approval. Section B shall be completed upon approval of the City Council and prior to the issuance for a permit.

Section A:

TYPE OF EVENT: SCNA Kids' Fun Fest / Haunted Happenings

NAME OF BUSINESS, ORGANIZER OR SPONSOR: Dean & Flynn, Inc. DBA Fiesta Shows

NAME OF APPLICANT/RESPONSIBLE PARTY: Eugene J. Dean, Milo Martinez

APPLICANT STREET ADDRESS: 15 Pine Street

CITY: Seabrook STATE: NH

TELEPHONE #: 603-474-5424 EMAIL ADDRESS: ejdean@msn.com

EVENT DATES AND TIME: October 19, 20, 26, 27. 10am - 6pm

EVENT LOCATION: Salem Common, Washington Square
(Please attach a site map indicating location of any stages, concessions, amusements, and the like)

PLEASE GIVE A DESCRIPTION OF THE NATURE OF THE EVENT AND INCLUDE A LIST OF ANY CONCESSIONS, AMUSEMENTS OR MECHANICAL RIDES:

3 games, 5 mechanical rides (Rock'n Tug, Merry Go Round, Crazy Bus, Spinning Coaster & Hot Shot), 4 non mechanical (Super Slide, 3 inflatables)

PROVIDE LAST 3 CITIES OR TOWNS IN WHICH THE APPLICANT HELD EVENTS
(Include contact information and letter of recommendation from all three)

Marshfield Fair: 781-834-6627

Woodstock Fair: 860-928-3246

Hopkinton Fair: 603-496-7974

CHIEF OF POLICE RECOMMENDATION (See Sec. 6-121 of Ordinance)

COMMENTS: See attached memo date 06-18-19 w/ conditions
 APPROVE DENY

Mary E. Sullivan
POLICE CHIEF

FIRE CHIEF RECOMMENDATION (See Sec. 6-121 of Ordinance)

COMMENTS: PLEASE SEE ATTACHED CONDITIONS 6.20.2019
 APPROVE DENY

[Signature]
FIRE CHIEF

Signature of Applicant: Estevan "Milo" Martinez

[Signature]

ANY FALSE STATEMENT MADE ON THIS APPLICATION IS GROUNDS FOR DENIAL

Total Fee: _____

Before the City Council on _____

APPROVED

DENIED

CITY CLERK

Section B: Following the approval of the City Council, applicant must circulate the application to the departments listed below for approval. Applicant must also submit a certificate of insurance to the City clerk.

DEPARTMENT

SIGNATURE

DATE

BUILDING/PLUMBING
(See Sec. 6-122 of Ordinance)

BOARD OF HEALTH

ELECTRICAL

FIRE

SEALER OF WEIGHTS/MEAS.

CITY CLERK - INSURANCE ON FILE



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

Mary E. Butler
Chief of Police

DATE: Tuesday, June 18, 2019
TO: Salem City Council Members
FROM: Chief Mary E. Butler
SUBJECT: Fiesta Shows Carnival Application

I have received the application by the Salem Common Neighborhood Association to have a Children's Carnival, to be managed by Fiesta Shows Carnival on October 19th & 20th and October 26th & 27th, 2019 on the Salem Common.

I have signed approval for the Children's Carnival managed by Fiesta Shows Carnival to take place as applied with the conditions noted below:

- All employees/staff to be working on the site in Salem will have a CORI check for all states within the U.S., including a SORB check, which will be conducted by Fiesta Shows as the organizer of said event, and a copy of the checks will be provided to Lt. Stephen Bona, Criminal Investigation Division.
- All employees/staff should have a name tag or other identifier that they are employees/staff of Fiesta Shows.
- Any incidents between Fiesta Shows employees and/or the public will be reported to the Salem Police Dept for documentation and follow-up, if necessary and Fiesta Show employees/staff are agreeable to contacting this Department to address any matters with persons on their premises that are causing problems or making the environment unsafe for staff or patrons of the Carnival.
- Fiesta Shows will cooperate with the Salem Police regarding any employees/staff identified by CORI or incident to be a problem/liability for the City of Salem community, and if so warranted, agreeably be removed from continuing in that capacity for the duration of the approved time in Salem.
- Fiesta Shows will provide a plan detailing the perimeter security of the event to the Salem Police Dept and identify and provide contact information of the company to provide after-hours and non-operational hours security on premises. Fiesta Shows will also provide to the Chief of the Salem Police Dept at least two emergency contact names/numbers for matters occurring during operational and/or after hours.
- Fiesta Shows should have an emergency/contingency plan documented for any major incident caused by human intervention or nature to ensure the safety of all employees/staff, patrons or those passing by in close proximity (15' feet distance from the perimeter of the site) and copy of such plan should be distributed among public safety entities within the City of Salem prior to opening.
- Compliance with all other City Department's requirements and State regulations for the operation of a "Carnival" within the state.

Cc: Chief J. Gerry Giunta
Dominick Pangallo, Mayor's Chief of Staff
All Captains and OIC's.



CITY OF SALEM, MASSACHUSETTS

FIRE DEPARTMENT

48 LAFAYETTE STREET
SALEM, MASSACHUSETTS 01970-3695
PHONE 978-744-1235 FAX 978-745-4646

FIRE PREVENTION
BUREAU
978-745-7777

JOHN G. GIUNTA
CHIEF
978-744-6990
JGGIUNTA@SALEM.COM

June 20, 2019

Conditions for Fiesta Show Carnival October 2019
Salem Common
Salem, MA 01970

Salem City Council Members & Mr. Gene Dean

I have approved the Fiesta Shows Carnival Kids' Funfest event for the Salem Common with the following conditions:

- The amusement operator shall not provide nor allow the housing of their workers in retrofitted box trailers or any other temporary means of housing including mobile homes, campers, or motor vehicles.
- State inspection shall be performed at least one day prior to the scheduled opening of the carnival. Fiesta Shows shall give notice to the local Building and Fire Departments as to the date and time the State inspectors will be on site.
- Fiesta Shows shall make inspection appointments with Building, Health, and Fire Departments one week prior to the opening of the carnival.
- A site drawing listing rides, concessions, and games along with a site safety plan, including contact information for the daily site manager, shall be approved one week prior to the opening of the carnival.
- All necessary permits will be obtained from the City of Salem and displayed in plain sight.
- Rides with mechanical components, such as motors or other moving parts, which are exposed must be blocked or protected so they are not accessible by the public.
- For information and/or questions, please contact Chief Giunta at 978-744-6990.

Signed,

John G. Giunta
Chief of Salem Fire Department

**CITY OF SALEM CODE OF ORDINANCES
CHAPTER 6, ARTICLE IV. CARNIVALS, CIRCUSES, CONCERTS***

Sec. 6-121. Authority.

The issuance of a permit to hold a carnival, circus, concert, or similar entertainment, shall be by the city council, after investigation and consultation with the chief of police and the fire chief. If the chief of police, or the fire chief report back to the city council with a negative recommendation, due to the health, safety, and welfare of the residents, the city council shall consider denial of said permit. It is further required that the carnival, circus, or like event operator shall furnish the city council, upon application, with a letter of recommendation from the last three cities in which the carnival, circus, or the like was operating.

Sec. 6-122. Permit.

Upon approval of the city council, the owner, operator, or person in control of such commercial carnival, circus, concert, or the like, shall obtain permits from the building inspector, health department, wire inspector, gas inspector, scaler of weights and measures and the fire department relative to the operation of any mechanical or electrical equipment or device, and food stand or food service. The above departments shall have full authority to inspect equipment and the premises prior to the issuance of any permits.

The applicant shall also furnish the building inspector with a current valid Commonwealth of Massachusetts Public Safety Department inspection sticker for the mechanical and electrical equipment, which was issued within the prior six month period.

Upon approval of the city council, and compliance with the above departmental inspections and permits, the building inspector shall notify the department of public safety that such carnival, circus, concert, or the like, is operating in the city.

Sec. 6-123. Fee.

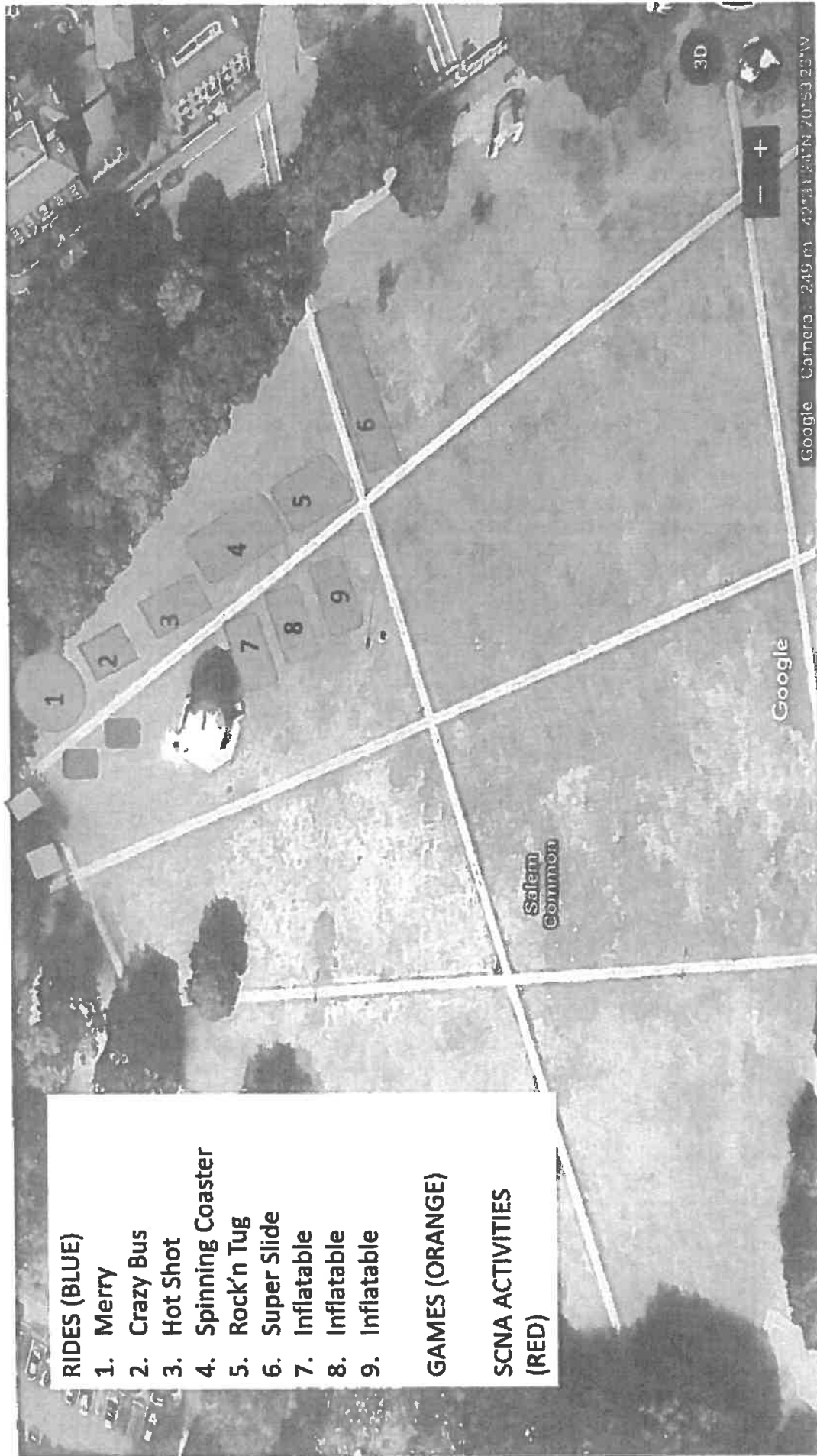
The application fee for the above permit shall be \$100.00 or any dollar value that the council sees appropriate. Following city council approval of the event, and the issuance of the permit by the city council, said fee shall not be refundable due to cancellation of the event for any reason.

RIDES (BLUE)

- 1. Merry
- 2. Crazy Bus
- 3. Hot Shot
- 4. Spinning Coaster
- 5. Rock'n Tug
- 6. Super Slide
- 7. Inflatible
- 8. Inflatible
- 9. Inflatible

GAMES (ORANGE)

**SCNA ACTIVITIES
(RED)**





CITY OF SALEM, MASSACHUSETTS
PARK, RECREATION & COMMUNITY SERVICES

401 Bridge street, Salem, Mass.
Tel. (978) 744-0180/(978) 744-0924
Fax (978) 219-1655
pobrien@salem.com

Kimberley Driscoll
MAYOR

Patricia O'Brien
DIRECTOR

Salem Park, Recreation & Community Services Permit Request Form

1) Name of the Applicant/ Organization/ Group: Salem Common Neighborhood Association
Street Address of App/ Org/ Group: 78 Washington Sq #2 City: Salem State: MA
Phone number of App/ Org/ Group: 202-630-6456
Email Address of App/ Org/ Group: events@salemcommon.org
Contact Person: Milo Martinez Phone#: 202-630-6456 Email: events@salemcommon.org
Is the Applicant a Non-Profit Group? Yes/No Non-Profit Doc/ Fed. EIN #
Park/ Field/ Beach/ Venue requested: Salem Common
Date(s) Requested: October 19, 20, 26, 27 2019
Event times: Set up 10 am / Start 11 am / End 5 pm / breakdown finished 6 pm
Electricity requested (if available): YES/NO Electricity times: ON 10 am OFF 6 pm
Lighting requested (if available): YES/NO Lighting Times: ON OFF
Describe Event: Small children's rides/attractions. Same layout as 2018 Fest. Bounce Houses, games, and activities.

2) Information Required For EVENTS

Is the Non-Profit Salem based? YES/NO Is the Event staff all Volunteers? YES/NO
Does the Non-Profit hire an outside group to manage this event? YES/NO
If yes, please provide the name & contact information: Fiesta Shows - providing equipment and some staff
Estimated number of attendees / participants: 500 Is there a fee to attend/ participate? YES/NO
Request for Amplified Sound: YES/NO Sound Set Up/ Removal by: Applicant or Others (circle one)
Request for Amusements/ Bouncy House, Etc. YES/NO Amusement Set Up/ Removal by: Appl. or Others (circle one)
Amenities provided by Applicant: Food: YES/NO Is Food provided by Outside Group (caterer?) YES/NO
Tent(s) YES/NO How Many Tents? 2 Tent size (Sq. Ft) 64 Portable restroom: YES/NO
Vendors: YES/NO if Yes, How Many?
Parks and Rec. approved trash removal plan: YES / NO / N/A

Applicant Signature: [Signature] Date 5/17/2019

If the event is approved, a Certificate of Insurance, if required, must be provided before the final approval by the City Council.

For Office Use Only

Date Received: Date Available: Fee:
Date Fee Paid: Fee Received by:
Director Approval: Date Permit Issued:

Commission decision, if needed: APPROVED / DENIED

Comments/ Restrictions:

Rec'd 12 JUN 19



P. O. Box 8608, Salem, MA 01970

To: Salem City Council
93 Washington Street
Salem, Ma 01970

From: Salem Common Neighborhood Association
P.O. Box 8608
Salem, MA 01970

Dear Councilors,

For the last several years, the Salem Common Neighborhood Association (SCNA) has held a fantastic event on the Salem Common for the enjoyment of the young children and families of Salem and the many visitors the city receives during Haunted Happenings.

The SCNA is currently seeking approval to hold our annual Kids' Fun Fest on the Common on the last two weekends of October, the 19, 20, 26 and 27th from 11am to 5pm. We are seeking to use the same layout of activities and rides as the 2018 Fest.

We are looking to the City Council to approve of 5 mechanical rides to supplement face and pumpkin painting, bounce houses, and other small games. Consistent with this event since its inception, the rides will be provided and managed by Fiesta Shows and have been specifically chosen to be appropriate for a younger demographic and many of the rides allow for adults to ride with smaller and/or less adventurous children.

Please find the ride plan attached with this letter. The rides and layout are what have been utilized for the previous 3 years. We have also included the application that will be submitted to the Department of Parks, Recreations, and Community Services.

Thank you for your time and investment in this endeavor.

For any clarifications, please feel free to contact Milo Martinez, current SCNA Events Chair: 202-630-6456, Dennis Maroney, current SCNA President: 508-878-5118 or EJ Dean of Fiesta Shows: 978-375-2541.

Respectfully submitted,

The Board of the Salem Common Neighborhood Association

Dennis Maroney, President
Gabe Ciociola, Vice President
Jane Carroll, Treasurer
Lynn Murray, Recording Secretary
Jen Hagar, Corresponding Secretary

Milo Martinez, Events Chair
Gary Santo, Finance Chair
Jenn Santo, Common Issues
Barb Swartz, Membership Chair
Matt Cornell, Neighborhood Issues

CITY OF SALEM

In the year Two Thousand and Nineteen

An Ordinance to amend to amend an Ordinance relative to Sewer Use Charges

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

Section I. Chapter 46, Section 230 is hereby amended by deleting subsection (c) in its entirety and replacing it with the following:

“(c) The rates for sewer use charges effective July 1, 2019 shall be as follows:

Residential, per 100 cubic feet...	\$ 6.91
Nonresidential, per 100 cubic feet up to 25,000 cubic feet per month	\$10.46
Nonresidential, per 100 cubic feet for 25,000 cubic feet and greater per month	\$13.40

The use of all water and sewer funds and SESD funds shall be excluded from all private development projects.”

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

In City Council May 23, 2019

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

In City Council June 13, 2019

Adopted for First Passage

ATTEST:

ILENE SIMONS
CITY CLERK

CITY OF SALEM

In the year Two Thousand and Nineteen

An Ordinance to amend an Ordinance relative to Rates for Use of Water

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

Section 1. Chapter 46, Section 66 is hereby amended by deleting subparagraph (b) in its entirety and replacing it with the following:

“(b) The rate for all water furnished by meter measurements effective July 1, 2019 shall be as follows:

(1) Residential, per 100 cubic feet \$3.46

(2) Nonresidential, per 100 cubic feet \$4.68

Section 2. Chapter 46, Section 66 is hereby further amended by deleting subparagraph (e) in its entirety and replacing it with the following:

“(e) The minimum rate for residential metered water for each quarter shall be \$34.60 per 1000 cubic feet effective July 1, 2019.

The use of all water and sewer funds and SESD funds shall be excluded from all private development projects.”

Section 3. This Ordinance shall take effect as provided by City Charter.

In City Council May 23, 2019

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

In City Council June 13, 2019

Adopted for first passage

ATTEST:

ILENE SIMONS
CITY CLERK

City of Salem

In the year two thousand and Nineteen

An Ordinance to amend an Ordinance relative to Traffic

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

Section 1. Chapter 42, Section 50B – “Handicap Zone Limited Time” is hereby amended by adding the following:

In Front of #5 Winter Street for a distance of 20 feet, “Handicap Parking, Limited Time, Tow Zone”

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

In City Council June 13, 2019
Adopted for first passage

ATTEST:

ILENE SIMONS
CITY CLERK

CITY OF SALEM

In City Council May 23, 2019

Ordered:

Fiscal Year 2020 Water/Sewer Enterprise Fund Capital Improvement Program

Bond Order:

That the sum of \$1,800,000.00 be and hereby is appropriated to pay costs of the following capital equipment and capital improvement projects listed under the heading FY20 CIP- Funded from BOND AUTHORIZATION and for the payment of all costs incidental and related thereto, and that to meet said appropriation the Treasurer, with the approval of the Mayor, is authorized to borrow said sum under M.G.L. Chapter 44, Sections 7 and/or 8, or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.

FY20 CIP-Funded from \BOND AUTHORIZATION		
Water	Bertram Field Phase 2	\$ 100,000
Water	City Wide System Flushing, Valve Maint., Leak Detection and GIS Admin.	\$ 100,000
Water	Distribution Main System Initiatives (plan, design & construct)	\$ 100,000
Water	Transmission main system initiatives (plan, design & construct)	\$ 100,000
Sewer	Derby St at Congress - Drainage system repairs (Waterfront Hotel Commitment)	\$ 250,000
Sewer	Bertram Field Phase 2	\$ 250,000
Sewer	SSES report implementation (eliminate I/I sources city wide)	\$ 600,000
Sewer	City Wide System Flushing, Valve Maint., Leak Detection and GIS Admin.	\$ 200,000
Sewer	Pre-Paving Sewer/ drain inspections (prior to annual paving)	\$ 50,000
Sewer	Spoil Material Testing and Disposal at DPS	\$ 50,000
TOTAL BOND AUTHORIZATION:		\$ 1,800,000

Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Be it Further Ordered:

That the Mayor and the Treasurer are each authorized to file an application to qualify under Chapter 44A of the Massachusetts General Laws any and all bonds of the City issued under and pursuant hereto, and to provide such information and execute such documents as may be required in connection therewith.

In City Council May 23, 2019

Received after the deadline of Tuesday Noon Under Suspension of the Rule

Referred to the Committee on Administration and Finance co-posted with the Committee of the Whole

In City Council June 13, 2019

Adopted for First Passage by Roll Call Vote of 11 yeas, 0 nays and 0 absent

ATTEST:

ILENE SIMONS
CITY CLERK

CITY OF SALEM



In City Council May 23, 2019

Fiscal Year 2020 General Fund Capital Improvement Program			
Ordered:			
<p>That the sum of \$11,770,192.00 be and hereby is appropriated to pay costs of the following capital equipment and capital improvement projects listed under the heading FY20 CIP- Funded from BOND AUTHORIZATION and for the payment of all costs incidental and related thereto, and that to meet said appropriation the Treasurer, with the approval of the Mayor, is authorized to borrow said sum under M.G.L. Chapter 44, Sections 7 and/or 8, or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.</p>			
FY20 CIP-Funded from \BOND AUTHORIZATION			
Dept.	Description	Amount	
Electrical	Smart Signalization Expansion	225,000	
Engineering	Boston Street Corridor Roadway improvements (TIP program)	200,000	
Engineering	Bridge Street (Massworks) Roadway improvements	150,000	
Engineering	Common Bandstand Restoration	43,400	
Engineering	Forest River Park and Pool Design/Improvements	200,000	
Engineering	Willows Park Restoration	210,000	
Engineering	Derby St Complete Streets	842,400	
Engineering	Szetela Lance Shared Use Path	303,000	
Engineering	Roads, Sidewalks & Crosswalks (Non Chapter 90 eligible)	1,540,000	
IT	Annual Equipment-Life-Cycle Mgmt Program (City)	120,995	
IT	Annual Equipment- Life-Cycle Mgmt Program (Schools)	171,506	
IT	Ongoing Dtitization of record, City wide	75,000	
IT	View Permit Upgrade	74,680	
IT	Theft detection system replacement	30,000	

Library	Children's Room redesign furniture and fixtures	20,000	
Library	Envelope & leak detection	10,000	
Recreation	Bertram Field Phase 2	4,956,357	
Recreation	Court Renovations	75,000	
Recreation	Playground, Irrigation & Fence Upgrades	75,000	
FY20 CIP-Funded from \BOND AUTHORIZATION			
Dept.	Description	Amount	
Parking and Traffic	Traffic Calming Improvements	76,500	
Parking and Traffic	Bicycle Infrastructure Upgrades (Annual)	25,500	
Parking and Traffic	Museum Place Garage Renovation Phase 1 Design	200,000	
Parking and Traffic	Parking Kiosk Purchase/Installation	50,000	
Parking and Traffic	Signs/Safety/Tactical	25,500	
Parking and Traffic	MP & SH Garage Maintenance	100,000	
Planning	Gallows Hill Park Renovation	227,259	
Planning	Municipal Harbor Plan	55,500	
Planning	Palmer Cove Park Renovation	50,000	
Planning	Bike Plan Implementation	25,000	
Planning	Dickson Memorial Chapel Study and Door Repair	25,000	
Planning	Underpass Public Art Installation	25,000	
Planning	OTH Capital and Business Needs Study	25,000	
Police	Police & Fire Radio Communication System	50,000	
Police	Cameras - Community/Police	75,000	
Police	Boiler and Heaters	157,595	
Public Servcies	Ball Field Maint. Mach.	31,000	
Public Servcies	Winter Island Lighthouse Concrete Restoration, Painting	30,000	
Schools	SHS Library Remodel	20,000	

Schools	Saltonstall Water Heaters	84,000	
Schools	Witchcraft Chiller & Assoc. HVAC System	605,000	
Schools	Site/Field Studies & Small Repairs to Capital Assets	30,000	
Schools	Life Safety Studies & Small Repairs to Capital Assets	90,000	
Schools	MEP/Elevator/Utility Studies & Small Repairs to Capital Assets	180,000	
Schools	Roof/Envelope Studies&Small Repairs to Capital Assets	25,000	
Schools	Access/ADA/Architectural Studies & Small Repairs to Capital Assets	160,000	
	TOTAL BOND AUTHORIZATION:	\$ 11,770,192	
<p>Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.</p>			
Be it further Ordered:			
<p>That the Mayor and the Treasurer are each authorized to file an application to qualify under Chapter 44A of the Massachusetts General Laws any and all bonds of the City issued under and pursuant hereto, and to provide such information and execute such documents as may be required in connection therewith.</p>			

In City Council May 23, 2019
Received after the deadline of Tuesday noon under suspension of the rules
Referred to the Committee on Administration and Finance co-posted with the Committee of the Whole
In City Council June 13, 2019
Adopted for First Passage by Roll Call Vote of 11 yeas, 0 nays and 0 absent

ATTEST:

ILENE SIMONS
CITY CLERK