



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

May 10, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

RE: Appointment of Stavroula Meimeteas-Orfanos to the position of Assistant Building Inspector

Ladies and Gentlemen of the City Council:

I am pleased to appoint Stavroula Meimeteas-Orfanos of 180 Jenness Street in Lynn to the position of Assistant Building Inspector, to complete the remainder of a two-year term to expire September 14, 2019.

Voula holds a Construction Supervisors Licenses from the Commonwealth of Massachusetts and earned her Associates Degree from Wentworth Institute of Technology, where her coursework focused on the construction trades and building systems. Voula had previously served as an assistant in the Building Inspector's office here in Salem, from 1995 to 2001, where she was a terrific asset to the department and the City, helping with inspections, code reviews and enforcement, and data compilation.

We are fortunate to have Voula rejoin our team and I look forward to working alongside her to help serve our community. I strongly recommend confirmation of her appointment.

Sincerely,

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

Kimberley Driscoll
Mayor
City of Salem

Stavroula C. Meimeteas-Orfanos

Education

1987 – 1990 Wentworth Institute of Technology Boston, MA
Associates Degree

- Completed Associates Degree program; participated in Bachelor's Degree program; one semester completed.
- Coursework included: Concrete/Steel Structures; Intro.to HVAC Systems; Masonry; Heavy Construction; and Drafting.

Professional experience

1996 - Present Amie Marie Hair Salon Salem, MA
Business Manager

- Prepare all payroll and financial records for a mid-sized salon. Maintain employee files and interview prospective employees.
- Maintain all inventories, ordering supplies as needed.
- Coordinate all building maintenance, rehabilitation and expansion projects.

2014 - Present Clam Shack Salem, MA
General Manager/Head Line Cook

- Responsible for all aspects of the day-to-day operation of a fast-paced, seasonal outdoor restaurant. Schedule staff, order and maintain inventory, prepare food orders, ensure quality control, process payroll, and maintain compliance with federal, state, and local regulations.

1995 - 2001 City of Salem, MA Salem, MA
Building Inspections Asst. (part-time)

- Assist Building Inspectors in field inspections, enforcement of building codes, and issuing Certificates of Inspection and Occupancy.
- Review blueprints for compliance with City and State building codes.
- Prepare reports and maintain records of all inspections performed.

Professional Licenses

Commonwealth of Massachusetts Construction Supervisors License – No Restrictions License # CS 062692

Languages

Speak fluent Greek and conversational Spanish.

References

Furnished upon request.

180 Jenness Street, Lynn, MA 01904

Phone (978) 407-2755



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

May 10, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

RE: Appointment of Stephanie Hagyard and Ty Hapworth to the Salem Beautification Committee

Ladies and Gentlemen of the City Council:

I am pleased to appoint Stephanie Hagyard, of 8 Pope Street, and Ty Hapworth, of 6 Brown Street, to the Salem Beautification Committee to fill two vacant seats for three-year terms to expire May 10, 2021.

Ms. Hagyard, a loan closing coordinator at Salem Five, has been an active volunteer in our community, co-founding the Salem Volunteers group, organizing clean-ups at Forest River Park, Gallows Hill Park, and Salem Common, and helping to volunteer and manage volunteers for our downtown Visitors Information Booth in Octobers and at the Salem Farmers Market. Mr. Hapworth, a veteran of the U.S. Army, works in commercial licensing for Microsoft and is a well known local photographer, having served as the official photographer for Historic Salem Inc.'s Salem Preservation Awards and Christmas in Salem, raised thousands of dollars for Lifebridge and Saltonstall School through the sale of his photographs, and leading a Friday Club classroom at Saltonstall as a volunteer.

I recommend confirmation of Ms. Hagyard and Mr. Hapworth's appointments to the Beautification Committee. We are fortunate that they are willing to serve our community in this important role and lend their expertise and dedication to the committee and its work.

Very truly yours,

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

Kimberley Driscoll
Mayor
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Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

May 24, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

RE: Appointment of Matthew Smith to the Salem Planning Board

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Matthew Smith, of 12 Northey Street, to a five-year term expiring May 24, 2023 on the Salem Planning Board, filling the seat previously held by Ms. Dale Yale. I hope you will join me in thanking Ms. Yale for her service on the Planning Board and for her commitment to our community.

Mr. Smith is extremely qualified to serve on the Planning Board. From 2016 to 2018 Mr. Smith served as the City of Salem's first Director of Traffic and Parking. Prior to that he was the technical director of the Planning and Economics Group for AKRF, Inc. and a senior economic development planner at MAPC, where he played a key role in the creation of the Point Corridor Retail Market Study here in Salem. Previous to his work at MAPC he was a senior planner and project manager at Goody Clancy and a planning tech in the New York City Department of City Planning. Mr. Smith holds a Masters in Urban Planning from the City University of New York. This month Mr. Smith left the City's employment to take a principal position with the national transportation planning firm Nelson\Nygaard.

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

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

May 24, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

RE: Appointment of John Boris to the Affordable Housing Trust Fund Board

Ladies and Gentlemen of the City Council:

I am very pleased to appoint John Boris, of 5 Bedford Street, to the Affordable Housing Trust Fund Board for a two-year term to expire May 24, 2020.

Mr. Boris currently serves as the Chair of the Salem Housing Authority board and will bring a valuable perspective to the newly reconstituted Affordable Housing Trust Fund board and our work. I am hopeful for a closer alignment and partnership between the Authority and our City efforts to create, sustain, and promote more affordability in housing options in our community. To that end, Mr. Boris' membership on the Affordable Housing Trust Fund board will offer a beneficial connection between the City and the Authority. Mr. Boris is an active member of community beyond the Salem Housing Authority board serving on the Board of Advisors of the North Shore CDC and as an Ambassador for the Salem Chamber of Commerce.

I strongly recommend confirmation of Mr. Boris' appointment to the Affordable Housing Trust Fund Board. We are fortunate that he is willing to serve our community in this important role and lend his expertise and dedication to the board and its work.

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

May 24, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

RE: Appointment of Elizabeth McGovern to the Scholarship and Education Committee

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Elizabeth McGovern, of 8 Lyme Street, to the Salem Scholarship and Education Committee to fill the remainder of the three-year term of Shirley Cervoni, which will expire on June 1, 2019. I hope you will join me in thanking Ms. Cervoni for her many years of service on the Scholarship and Education Committee and for her commitment to our community and the youth of Salem.

Ms. McGovern has had many years of professional experience in higher education administration, which will make her well equipped to help the committee in its work supporting Salem High School seniors as they prepare for college. She holds a Bachelor's degree from Bard College and has completed coursework at Suffolk University in counseling theory, interpersonal communications, human sexuality, and multicultural counseling. She has worked as a counselor in the Bard College Office of Residence Life, a staff assistant for several departments at Suffolk University, and is today the Department Coordinator for Suffolk's Strategy and International Business Department. Locally Ms. McGovern is an active volunteer serving as the Vice President for the Salem Special Education Parent Advisory Council since 2015.

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

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem

Elizabeth McGovern

mcgovern.elizabeth.a@gmail.com (617) 347-8837
8 Lyme St Salem, MA 01970

Work Experience

Suffolk University, Strategy and International Business Department, Coordinator

Boston, MA, July 2011 - present

Manages workflow of department, monitors budget reports, assists in event planning for the Center for Innovation and Change Leadership, conducts light advising, monitors completion of Travel Requirement for Global Business students, served as member of Local Arrangements Support Team for the Eastern Academy of Management (2011), as well as duties stated below. *Special Projects:* Book chapter editing for faculty, research courses at other institutions for curriculum committee, reviewing and editing lecturer faculty handbook, project managing the Sawyer Business School course catalog (2016 and 2017), journal article copy editing and review for revise and resubmits.

Suffolk University, Strategy and International Business Department, Staff Assistant

Boston, MA, July 2008 – June 2011

Manages workflow of department, locates available adjunct faculty for courses, enters and maintains course schedule in DATATEL/COLLEAGUE, facilitates the advising process, manages faculty application communication and database, coordinates faculty candidate visits, as well as duties stated below.

Suffolk University, Management Department, Staff Assistant

Boston, MA, January 2006 – June 2008

Manages workflow of department, selects and supervises work study students, tracks work study and graduate student hours, acts as a liaison between students and faculty, faculty and other departments, maintains and updates department records, acts as the first contact for the department, maintains office efficiency, handles semester book orders, handles event planning, orders office supplies, and other projects as necessary, *Special Projects:* Acted as an interviewer for MGT 330 Interpersonal Effectiveness final each semester. Acted as an observer for MGT 330 "Power Game" class. Interviewed recent alumni for new website feature, aided undergraduate Dean's office with advising and orientation for incoming transfer and first-year students. *Training and Workshops:* Safe-Zone Training Levels I and II. The Safe Zone Program is a University sponsored program of ongoing education and assistance to sustain a network of allies for lesbian, gay, bisexual and transgendered (LGBT) people on campus. Distressed Students Workshop, how to handle distressed or disruptive students with care. Trans-U Workshop, an introduction to issues affecting the transgendered on campus, Multicultural Summit: exploring issues and concerns related to Suffolk campus diversity and multiculturalism

Suffolk University, Management and Accounting Departments, Staff Assistant

Boston, MA, March 2005 – December 2006

Manages workflow between two departments, supervises work study students, tracks work study and graduate student hours, acts as a liaison between students and faculty, faculty and other departments, maintains and updates department records, acts as the first contact for the department, maintains office efficiency, handles semester book orders, reserves rooms, handles catering requests, orders office supplies, and other projects as necessary, handles administrative tasks for adjunct faculty. *Special projects:* Creation of the Graduate Fellow Handbook for the Management Department, redeveloping of the Management Department website.

Bard College Stevenson Gym, Front Desk Staff

Annandale-on-Hudson, NY, Oct 2001 – May 2002, Sep 2003 – May 2004

Handling product requests and inquiries, customer service, knowledge of facility and its uses, handling cash flow, basic facility maintenance, call management.

Bard College Office of Residence Life, Peer Counselor

Annandale-on-Hudson, NY, Aug 2001 - May 2002

Acting as a liaison between students and administrators, aiding and counseling students, possessing extensive knowledge of the campus and its offices, managing campus advertisements, organizing activities, preparing Peer Counselor selection process, interviewing candidates, reporting to Resident Directors, interacting closely with other administrative offices.

Education

Suffolk University	May 2005 – May 2006 Coursework in: Beginning and Intermediate French conversation, French grammar, French film, French literature, and French culture.
Suffolk University (cont.)	September 2006 – May 2008 Coursework in: Mental Health Counseling, Theories of counseling, human sexuality, substance abuse and disorders, interpersonal skills, and multicultural counseling.
Middlebury College	Middlebury, VT, Summer 2004 Coursework in: Russian conversation, Russian grammar, Russian film, Russian literature, and Russian culture.
Bard College	Annandale-on-Hudson, NY Bachelor of Arts in Russian Literature and Language, May 2004 Relevant Coursework: Senior Project <i>By the Hand of the Master: Translation and Annotation of Saint Petersburg Writer Nina Katerli.</i>
Smolny Institute of Liberal Arts and Sciences	Saint Petersburg, Russia Study Abroad, 2002 – 2003 Coursework in: Russian Language and Literature, Russian and US History, Russian Classical Vocal Music.

Awards Received

Human Resources Kudos Recognition	Suffolk University, February 2011 In recognition of personal dedication and performance
The Lindsay F. Watton III Memorial Prize in Russian and Eurasian Studies	Bard College, May 2004 Awarded annually to a student whose senior project demonstrates excellence in the field of Russian and Eurasian Studies.

Other Experience

Vice President, Salem Special Education Parent Advisory Council	April 2015 – present Plan social and informational events for the special needs community within Salem Public Schools. Advocate on behalf of the special education community with regards to district policies and decisions. Update the district with concerns from parents. Current efforts: Increase participation on the board. Increase community engagement with SEPAC.
Guest Blogger	MomMeetMom.com Entries: "When All The Things Go Wrong," December 2013 "In Defense of Gisele," April 2014 "Real Mom Tips: When Your Normal Isn't Normal," September 2014
House Rabbit Network	Woburn, MA February 2005 – December 2008 Aid foster homes with cleaning, promoting and attending education days on rabbits and rabbit care, occasional pet-sitting, encouraging the adoption of rabbits. <i>Special Project:</i> Coordinating list of foreign language speakers to better recommend the organization to non-English-speaking populations.
"Innovative Community-Based Approaches to College Student Depression" – Working Conference	Boston, MA April 2007 Aiding presenters, providing customer services to participants, handling administrative tasks appointed by conference organizers.

Languages

Russian	Intermediate communication, composition, and translation skills.
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Kimberley Driscoll
Mayor

May 24, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint, subject to City Council confirmation, Ms. Barbara Sirois, of 2 Messervy Street, to the Salem Beautification Committee for a term of three years to expire May 24, 2021.

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

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

**Kimberley Driscoll
Mayor**

May 24, 2018

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

I re-appoint Constance M. Sorenson of 138 Bedford Street, Burlington, MA 01803 to serve as a Constable in the City of Salem for a term to expire April 23, 2021.

Very truly yours,

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

Kimberley Driscoll
Mayor



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

May 24, 2018

Honorable Salem City Council
Salem City Hall
Salem, MA 01970

RE: Submission of the Proposed Fiscal Year 2019 City Budget

Ladies and Gentlemen of the Council:

Enclosed please find the proposed FY2019 operating and capital budgets for the City of Salem and the Salem Public Schools. The proposed budgets reflect a balanced and responsible spending plan for our community that continues to invest in the critical quality of life, public infrastructure, and education needs that help make Salem the hub of the North Shore and such an attractive place to live, visit, do business, and raise a family. I believe this budget will continue to strengthen our community and recommend its adoption for the coming fiscal year.

The proposed FY2019 budget totals \$162,160,297, an increase of 3.59% over the FY2018 budget. This includes increases to fixed costs that are largely not in our control, as well as enhancements in school, public works, and public safety operating budgets. These increases in fixed costs – items such as benefits, pension and retirement costs, insurance, state assessments, snow and ice deficit, and debt payments – constitute about 54% of the budget increase this year.

Our schools' budget will increase by \$771,857 (1.3%) as we continue our commitment to giving our schools and our teachers the resources they need to help our children succeed. This does not include school-related costs that appear elsewhere in the budget, such as unemployment costs, debt for school building projects, and so forth.

The enterprise fund budgets (water, sewer, and trash) will increase by \$826,443 (5.14%) due to increases in assessments for these services. Because of the need to invest in our aging water/sewer infrastructure, including the cost of major projects such as the Canal Street flood control project, we are recommending a \$0.33 increase in residential water rates, from \$2.98 to \$3.31 and a \$0.44 increase in commercial water rates, from \$4.04 to \$4.48. Residential sewer rates are recommended to increase by \$0.63, from \$6.08 to \$6.71 and commercial sewer rates to increase by \$0.95, from \$9.21 to \$10.16. Our large commercial sewer users would see an

increase of \$1.22 in their rate, from \$11.79 to \$13.01. The FY2019 Capital Improvement Plan (CIP) is also included as part of this budget, as are the associated bond orders for this important plan. I am proud that we instituted a practice of including a forward-looking capital plan in our budget each year as a responsible and transparent way of planning for future obligations while meeting present-day needs to best serve Salem residents.

The inclusion of a CIP and a financial forecast was not always standard practice for Salem, of course. It is one more way we have professionalized and improved how the City of Salem operates. It is hard to imagine that when I first took office, we walked into a City Hall carrying a \$3.5 million deficit from the prior administration. From having nothing in our rainy-day stabilization fund when we took office, we today have over \$6.5 million in that fund thanks to permanent, prudent finance policies that we have worked collectively with the Council to put in place. From having a dismal bond rating, today we have the highest bond rating in our City's history, for four years running. As you may know, four years ago, Salem's bond rating was upgraded by Standard & Poor's to AA. We have maintained that rating since then and the agency, in their most recent report, stated:

“We view the city's management as strong, with good financial policies and practices... Salem regularly monitors revenues and expenditures and makes conservative budget assumptions based on a five-year trend. The city council and mayor engage in regular budget surveillance and receive monthly budget-to-actual and investment reports... The city also has a multiyear financial plan that identifies future issues, leading to revenue and expenditure decisions with a long-term perspective. Structural balance is a clear goal in the decision-making process.”

All of these facts are a reflection of our dedication to policies that foster positive economic growth, stable financial management practices, and sustainable and transparent budgeting. Since 2006 we have implemented professional financial management standards and the share of our budget that is our debt payment was reduced by a third. We were able to accomplish this by leveraging outside funds, such as grants – around \$120 million worth over the last twelve years – and by being responsible, thoughtful, and prudent with tax dollars.

Not only do our sound fiscal practices ensure public funds are being managed to the highest standards, they also allow us to realize financial gains. Better bond ratings mean we can refinance existing debt at the lower interest rates accessible to us, saving money. We were also able to save taxpayers' dollars through innovations like LED street light conversions, leveraging state grants for rooftop solar to lower electric bills at our schools, electrical aggregation to bring down electricity rates for consumers, and more.

In our budgeting practices, the taxpayers of Salem have always been foremost in mind, and FY2019 is no different. This budget both recognizes the impact of property taxes on residents and meets their demands for investments in the local services they need and rely upon every day. We have received the Government Finance Officers Association's (GFOA) highest accolades for fiscal transparency for the last decade.

We have been able to be respectful of taxpayers, while also investing in critical local needs. In the FY2019 budget you will find an expanded focus on priority areas identified by the administration, the City Council, and residents through our annual resident survey. These include planning ahead for forthcoming police retirements to ensure our ranks remain strong and fully staffed, investing in critical infrastructure including parks, sidewalks, roadways, and our water/sewer system, supporting our efforts to tackle problem properties by expanding inspections, planning for new services, activities, and programs at the new Community Life Center opening in just a few months, focusing on addressing our housing challenges, and increasing our coordination and preparation for the local impacts of climate change. In conjunction, this coming year we expect to offer several policy changes intended to help address the affordability of local housing, continue efforts to reduce traffic congestion and encourage mode shift in transit, and continue the push to end homelessness and hunger in Salem. These are bold objectives, but I am confident that working in collaboration with the City Council and community partners we can accomplish them.

All of these goals, of course, are taking place in a context of community and financial trends that we must take into consideration. Whether it is housing needs, fears about growth, the opioids epidemic, changing demographics, or a changing climate, our community is facing many challenges that require strategic and sensible leadership. On the financial side, we are seeing reductions in net aid from the state due to the state's lack of full funding for charter school reimbursements and an inequitable PILOT agreement with SESD. Rising health care costs are impacting both the public and private sector, and we are facing the challenge of OPEB and pension liabilities, not to mention costly sick-leave buybacks, agreed to decades ago, but impacting our retirement stabilization fund now.

We have worked hard to tackle these challenges by allocating funds to reserve and stabilization accounts to plan for the future and by taking actions like entering into the state Group Insurance Commission (GIC) to reduce increases in health insurance costs, and annually reassessing the cost-effectiveness of that choice. However, the financial challenges presented by these fixed cost centers are still very real and have a real effect on our ability to fund other services and needs.

You will notice that we are projecting enhanced parking revenues in FY2019 as part of this year's revenue and expenditure program. Following a number of months of comprehensive analysis of utilization and comparable community rates, the staff of the Traffic and Parking Department are recommending changes to rates in some lots and meters, and in the garages.

Salem's parking rates have been unadjusted for almost a decade, one of the few City fees to be so unmodified, even though many of these charges are borne by non-residents and despite the fact that over the last few years we have invested heavily in our parking facilities, repaving the Church Street lots, installing more kiosks and other technologies to add convenience for parkers, overhauling the Museum Place Garage stairwells, electrical and life safety systems, and, shortly, the elevators, and more. To carry out large scale improvements and maintenance efforts such as these, without corresponding adjustments to the revenues directly collected at those facilities, is not sustainable in the long term.

This rate restructuring proposal is currently before the Traffic and Parking Commission for their review, and we hope to have their final recommendations filed with you before the end of June. The proposed rates will be directly based on utilization and desirability of parking in various locations, which has changed considerably since most of the current rates were adopted almost a decade ago through our old parking plan. As called for in that study, higher demand and utilized parking should incur a higher rate, where less valuable parking locations benefit from a lower rate that encourages greater utilization.

Ultimately, our goal is to also encourage mode shift in order to generate fewer private vehicle trips into our downtown. To that end we are:

- continuing to pursue the South Salem commuter rail stop to service SSU and NSMC;
- working to add a second passenger ferry after successfully receiving a \$3.4 million federal grant;
- utilizing private sponsors to expand our Zagster bike share system to dozens of more racks and added more bikes;
- striping additional bike lanes throughout downtown later this year thanks to a state grant;
- finalizing the intra-shuttle feasibility study which we anticipate will lead to another transit option in our community and neighborhoods;
- continuing the free Salem Trolley rides for Salem residents for a sixth year;
- expanding the October shuttle launched last year to cut down on downtown congestion;
- enhancing our harbor shuttle service to add a stop in Marblehead this year.

The FY2019 budget maintains our dedication to fiscal responsibility while also strengthening our community. I am proud of our collective efforts to limit impacts on Salem taxpayers while also providing much needed services to constituents. This is possible due to our collective attentiveness to City finances, as well as our ongoing efforts at identifying efficiencies in the delivery of services. Our fiscal practices have resulted in not only affirmation of our historic high AA bond rating, but also our regular receipt of recognitions and awards from the GFOA. Lastly, beyond budgets another key factor in enhancing our local economy is the large number of public and private investments in our community. These developments enhance our short and long term economic growth, add to our tax base and generate revenues and jobs that improve our overall community. We cannot provide the services and improvements that our constituents rightly demand and deserve, without new growth.

In FY2019 we will continue to strive to exceed the service level expectations of our constituents, while simultaneously ensuring fiscal prudence in all expenditures. The mission of City government in Salem is to provide open, honest, and pro-active services effectively and efficiently, focusing on the needs of today, with a vision for the future. In order to accomplish this, the proposed budget aligns operations with short-term and long-term strategic goals and objectives, while maintaining necessary fiscal controls and a careful attention to our financial forecasts in our budgeting. This is a challenging balance to strike, but I believe the proposed budget accomplishes just that.

Balancing the City's budget with fewer state and federal resources is no easy task and I appreciate the hard work and cooperation our Department heads have put into the preparation of

this year's budget. I cannot say enough about the efforts made by our Finance Department, led by Finance Director Laurie Giardella. The department's efforts ensured that the budget was ready for submission and in compliance with the high standards we set for ourselves pursuant to GFOA Distinguished Budget guidelines. We are one of only a handful of Massachusetts communities who annually qualify for both a Certificate of Excellence for our Comprehensive Annual Financial Reporting (CAFR) and a Distinguished Budget Award from the GFOA.

I believe the proposed FY2019 budget before you today represents a strong commitment to the people we are all fortunate enough to have been elected to serve. It continues our balanced and responsible approach to city finances and budgets. It invests in continuing to make Salem a safe city, a welcoming city, a city with schools in which we can all take pride – in short, a forward-looking and livable city for all. I recommend adoption of the proposed FY2019 budget, CIP, and other associated budgetary Orders and I look forward to working with you in the coming weeks to enact this proposed spending plan in order to continue strengthening and improving our great City.

Sincerely,

A handwritten signature in cursive script, appearing to read "Kim Driscoll".

Kimberley Driscoll
Mayor
City of Salem

cc: All City of Salem Department Heads



CITY OF SALEM

In City Council,

Ordered:

May 24, 2018

That the Salem City council vote, pursuant to the provisions of MGL Chapter 44, Section 53E ½ to authorize the establishment of the revolving funds for FY 2019 as herein described. Expenditures from said funds shall not exceed the amount of funds received in the respective accounts or as authorized as stated, shall come from any funds received by the respective boards for performing services, shall be used solely for the purpose of implementing the programs delineated and shall be approved by a majority vote of any respective boards in accordance with the recommendation of Her Honor the Mayor.

Department	Fund Name	Fund #	Programs & Purposes	Type of Receipts Credited	Authorization for Spending	FY 2019 Budget Request Maximum Annual Expenditures
COA	COA Programs	2374	To defray program costs including instructors, presenters, entertainment, decorations, food, etc.	Revenues and fees charged for programs	COA Director and Mayor	\$ 80,000.00
Electrical	R/A Telecom	2376	To fund public information technology, telecommunication and electrical initiatives and projects	Application fees and rental revenue from telecommunications attachments pursuant to sections 12-125 and 12-170 of the City Ordinances	City Electrician and Mayor	\$ 50,000.00
Fire	R/A Local Emergency Planning Comm	2433	Training and special equipment needed to respond to hazardous materials incidents per CH 21E	Fees charged to persons spilling or releasing hazardous materials	Fire Chief and Mayor	\$ 5,000.00
Fire	R/A Confined Space Drills	2449	Confined space training for Firefighters.	Fee charged to Dominion Power Plant to cover OT costs for Firefighter Confined Space Drill training.	Fire Chief and Mayor	\$ 10,000.00
Harbormaster	Boat/Float Storage	2368	To fund Capital items for Harbormaster and to fund maintenance costs of equipment.	Fees charged for boat and float storage at Winter Island and Kernwood Marina	Harbormaster and Mayor	\$ 35,000.00



CITY OF SALEM

In City Council,

Ordered:

Department	Fund Name	Fund #	Programs & Purposes	Type of Receipts Credited	Authorization for Spending	FY 2019 Budget Request Maximum Annual Expenditures
Health	Health Clinics	2364	To support vaccination program and other health promotion activities of the Health Department	Reimbursements from vaccination programs	Health Agent and Mayor	\$ 20,000.00
Mayor	Special Events	2361	To cover expenses for July 4th and Haunted Happenings events.	Funding from RFP's for services, vendors and miscellaneous sponsorships.	Mayor	\$ 125,000.00
Recreation	Winter Island	2362	To increase and replenish store inventory as needed and to enhance and maintain WI store.	Revenue from sale of inventor at the Winter Island Store	Recreation Director and Mayor	\$ 40,000.00
Recreation	Proctor's Ledge	2384	For Maintenance of Proctor's Ledge site	Revenue of 25 cents from the sale of each ticket at the Witch House.	Recreation Director and Mayor	\$ 12,000.00
Recreation	Road Race Fees	2385	For Park Maintenance	Five percent of race and event registration fees.	Recreation Director and Mayor	\$ 6,000.00
Recreation	Dog Park	2435	Renovations and Maintenance of Dog Park at Leslie's Retreat Park.	Fee charged for pass to use dog park (pooch pass). Twenty-Five dollars annually for pass.	Recreation Director and Mayor	\$ 5,000.00
Recreation	Park & Rec Public Access	2452	To be used for the operation and maintenance of Winter Island and McCabe Marina	Parking and launch fees charged at McCabe Marina & Winter Island	Recreation Director and Mayor	\$ 50,000.00
Recreation	Salem Willows Meters	2459	Renovations and Maintenance of Willows Park.	Money generated from Willows Meters	Recreation Director and Mayor	\$ 30,000.00
Recreation	Witch House	2499	To support Salem Award committee and the Salem Witch Trial Memorial	Twenty-Five cent surcharge to tickets beginning in May 2009	Recreation Director and Mayor	\$ 10,000.00
Planning & Community Development	Old Town Hall	2373	Maintenance costs of old town hall	Rental revenue of old town hall	Director of Planning and Mayor	\$ 40,000.00



CITY OF SALEM

In City Council,

Ordered:

Department	Fund Name	Fund #	Programs & Purposes	Type of Receipts Credited	Authorization for Spending	FY 2019 Budget Request Maximum Annual Expenditures
Planning & Community Development	Derby Sq/Artists Row	2375	Improvements for Derby Square and Artists' Row including outdoor furniture, signage, lighting, public art, marketing and stipends for performers	Vendor fees from Derby Square Flea/Salvage Art Market, Rent and Vendor Fees at Artists Row	Director of Planning and Mayor	\$ 20,000.00
Planning & Community Development	Solar Renewable Energy Cert	2377	To offset Electrical Costs	Solar renewable energy credits received for rooftop solar photovoltaic systems on City and School Buildings	Director of Planning and Mayor	\$ 250,000.00
Planning & Community Development	Bike Sharing	2383	To receive and expend revenue from bike share program for system operation and promotion	Revenue from rentals and annual memberships	Director of Planning and Mayor	\$ 50,000.00
Planning & Community Development	Salem Ferry Operational	2453	Fund operational costs of the Salem Ferry and Blaney Street Dock	Fees received during the off season for use/rent of ferry	Director of Planning and Mayor	\$ 500,000.00
Insp Services	Abandoned Prop Maint	2371	To maintain abandoned and foreclosed residential and commercial properties	Registration fees (\$300.00) for vacant and/or foreclosed residential properties	Public Service Director and Mayor	\$ 30,000.00
Engineering	Traffic Island	2439	Projects related to City beautification events including Traffic Island, Beautification, and special events such as Tremendous	Primarily from: Traffic Island Sponsorships, Special Events Revenues, Event and Beautification effort sponsors	City Engineer and Mayor	\$ 20,000.00
School	Building Rental	2601	Building Rental	Payments for rental of building by outside groups	School Committee and Mayor	\$ 225,000.00
School	Early Childhood	2608	Pre-School Tuition	Tuition payments for students attending the pre-school program at the Early Childhood Center	School Committee and Mayor	\$ 100,000.00
School	School Busing	2614	School Bus pass	Purchases of school bus passes	School Committee and Mayor	\$ 160,000.00



CITY OF SALEM

In City Council,

Ordered:

Department	Fund Name	Fund #	Programs & Purposes	Type of Receipts Credited	Authorization for Spending	FY 2019 Budget Request Maximum Annual Expenditures
School	Night School	2620	Night School Tuition	Tuition payments for students attending the night school program	School Committee and Mayor	\$ 50,000.00
School	Special Ed Tuition	2627	Special Ed Tuition	Tuition payments for students from other districts attending Special Ed programs in Salem	School Committee and Mayor	\$ 250,000.00
School	SHS Automotive	2645	To pay for parts and materials for automotive repairs to vehicles brought in to the HS Automotive Vocational School by citizens	Fees charged for parts and materials for automotive repairs to vehicles brought in by citizens	School Committee and Mayor	\$ 50,000.00



CITY OF SALEM

In City Council,

May 24, 2018

Ordered:

That the sum of Fifty-Two Thousand Three Hundred and Ninety-Seven Dollars and Sixty-Seven Cents (\$52,397.67) is hereby appropriated from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the Fire Medical account (12202-5318) in accordance with the recommendation of Her Honor the Mayor.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

May 24, 2018

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is an order for fifty-Two Thousand Three Hundred and Ninety-Seven Dollars and Sixty-Seven Cents (\$52,397.67) from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the Fire Medical account (12202-5318).

This request is necessary to cover medical bills for two Firefighter line of duty injuries.

I recommend passage of the accompanying Order.

Very truly yours,

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

Kimberley Driscoll
Mayor



KIMBERLEY L. DRISCOLL
MAYOR

JOHN G. GIUNTA
ACTING CHIEF

CITY OF SALEM MASSACHUSETTS

SALEM FIRE DEPARTMENT
48 LAFAYETTE STREET
SALEM, MASSACHUSETTS 01970
978-744-1235
978-745-4646 (FAX)

May 16, 2018

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

Mayor Driscoll,

I am respectfully requesting the amount of \$52,397.67 to be transferred from the General Fund Balance Reserved from Free Cash to the Fire Department Medical account to cover the costs associated with (2) line-of-duty injuries to Lt. Thomas Tremblay and Captain Kevin Koen. This request will cover costs through June 30, 2018.

Attached is a breakdown of the outstanding medical expenses related to these injuries for your records.

Please let me know if you need any further information.

Respectfully submitted,

A handwritten signature in black ink that reads "John G. Giunta".

John G. Giunta
A/Chief of Department

CITY OF SALEM – Finance Department

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

From: Fire Department GLB ST Department Head Authorizing Signature 5.16.18 Date

Budget or R/Res Transfers To: _____ Desc: _____ Budget Amt: _____
(Org/Object) Balance: _____

From: _____ Desc: _____ Budget Amt: _____
(*Note - Please include letter to Mayor for Transfers from different Personnel & Non-personnel lines) Balance: _____

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

Free Cash or Retained Earnings (W/S) To: 12202-5318 Desc: Medical Budget Amt: 31,600
Please circle one (Org/Object) Balance: 3,396.41

Amount Requested: \$ 52,397.67

Reason (Be Specific) Medical bills for Med duty injuries. Capt Koen and Lt. Tremblay both injured will working.

For Finance Department and Mayor's Use Only:

Budget Transfer Mayor Approval City Council Approval

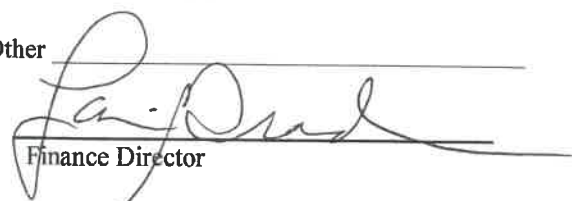
Free Cash Appropriation – City Council Approval – Gen Fund \$ 394,990.35 Free Cash Balance MB

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 #: _____

Available on Line -5318 3,396.41

Koen, Kevin

Med-Flight	14,770.00	Negotiations pending
Partners	35.00	
N.E. Orthopedics Specialists	65.91	WC
Mass General Physicians	68.98	WC
Mass General Physicians	91.93	WC
Mass General Physicians	149.09	WC
Mass General Physicians	239.50	WC
Mass General Physicians	181.74	WC
Mass General Physicians	8.87	WC
NSMC ER	4,435.45	WC
North Shore Physician Group	98.77	WC
North Shore Physician Group	98.77	WC
Commonwealth Radiology	89.77	WC
	<u>20,333.78</u>	

Tremblay, Thomas

North Shore Physician Group	<u>32,063.89</u>	85%
	<u>32,063.89</u>	

Total Due: 52,397.67

CITY OF SALEM, MASSACHUSETTS
FY 2018 FREE CASH SUMMARY

5/16/2018
3:08 PM

Description	Date To Council		Date Approved		C.O. #	Approved Free Cash		Reason

4,922,937.00

CERTIFIED FREE CASH

20% To Stabilization	11/16/17		11/16/17	649	(984,587.40)	Free Cash transfer per Finance Policies
20% to CIP	11/16/17		11/16/17	649	(984,587.40)	Free Cash transfer per Finance Policies
5% to OPEB	11/16/17		11/16/17	649	(246,146.85)	Free Cash transfer per Finance Policies
Board of Health - Overtime	11/16/17		11/16/17	655	(2,000.00)	Unanticipated additional weekend hours for pop-up events
COA-Printing & Binding	11/16/17		11/16/17	652	(20,000.00)	Expenses for Salem for All Ages
Electrical - Street Lighting	12/07/17		12/07/17	698	(12,000.00)	To hire contractor to cover inspections for employee out on medical leave
Offset Tax Rate	12/07/17		12/07/17	692	(1,694,429.00)	Free cash to offset tax rate
Planning Contracted Services	12/07/17		12/07/17	699	(2,000.00)	Research, data input and analysis for green communities initiatives
Planning Overtime	01/11/18		01/11/18	11	(5,200.00)	Unanticipated OT needed for document handling for City Hall Annex move
HR Overtime	01/11/18		01/11/18	11	(1,800.00)	Unanticipated OT needed for document handling for City Hall Annex move
Building Insp Overtime	01/11/18		01/11/18	11	(1,200.00)	Unanticipated OT needed for document handling for City Hall Annex move
Health Overtime	01/11/18		01/11/18	11	(1,800.00)	Unanticipated OT needed for document handling for City Hall Annex move
Veterans In-State Travel	01/11/18		01/11/18	11	(1,500.00)	Unanticipated training for Veterans Administrations Claims
City Council Advertising	01/25/18		01/25/18	64	(28,000.00)	Unanticipated OT needed for document handling for City Hall Annex move
Planning Contracted Services	01/25/18		01/25/18	62	(2,500.00)	Additional funds needed due to increased volume of advertising needed for council.
Police Medical	01/25/18		01/25/18	63	(45,000.00)	City share of North Shore Mobility Study
DPS Equipment Lease	01/25/18		01/25/18	60	(45,000.00)	Additional funds needed for police medical expenses
DPS Equipment Repairs	01/25/18		02/08/18	66	(106,696.00)	Funds needed for DPS Equipment Lease
Electrical Street Lighting	02/08/18		02/08/18	68	(18,500.00)	Additional Funds needed for DPS equipment repairs
DPS Spray/Tree Removal	03/08/18		02/08/18	102	(12,000.00)	Additional Funds needed to cover for employee out on medical leave
Retirement Stabilization	03/08/18		03/08/18	175	(48,000.00)	Tree maintenance, removals and plantings city-wide.
DPS Contracted Services	03/22/18		03/08/18	177	(18,000.00)	Additional funds needed to contractual buybacks
Collector's FT Salaries	04/12/18		03/22/18	203	(250,000.00)	Additional funds needed for retirement buybacks for remainder of 2018
Mayor Contracted Services	05/10/18	(20,000.00)	04/12/18	223	(30,000.00)	Additional Funds needed for spring 2018 mowing of parks and bikepaths
City Council Advertising	05/24/18	(20,000.00)	04/12/18	225	(12,000.00)	Additional funds to cover pay for temp while 2 employees out on maternity leave
City Council Printing and Binding	05/24/18	(10,000.00)				Funds needed for assessment center for new Fire Chief
Police Medical	05/24/18	(17,640.00)				Additional funds needed due to increased volume of advertising needed for council.
Fire Medical	05/24/18	(52,397.67)				Additional funds needed due to pay Muni code for additional ordinances
						Additional funds needed for police medical expenses
						Additional funds needed for Fire medical expenses

(4,527,946.65)
394,990.35

(120,037.67)
274,952.68

TOTAL FREE CASH USED
BALANCE



CITY OF SALEM

In City Council,

May 24, 2018

Ordered:

That the sum of Thirty Thousand Dollars (\$30,000.00) is hereby appropriated from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the accounts listed below in accordance with the recommendation of Her Honor the Mayor.

Description	Account	Amount
City Council Printing & Binding	11112-5381	10,000.00
City Council Advertising	11112-5306	20,000.00
	Total	30,000.00



CITY OF SALEM, MASSACHUSETTS
Kimberley Driscoll
Mayor

May 24, 2018

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is an order for Thirty Thousand Dollars (\$30,000.00) from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the account listed below:

Description	Account	Amount
City Council Printing and Binding	11112-5381	\$10,000.00
City Council Advertising	11112-5306	\$20,000.00
	Total:	\$30,000.00

This request is necessary to cover expenses for outstanding bills in Printing and Binding and advertising in the City Clerks office.

I recommend passage of the accompanying Order

Very truly yours,

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

Kimberley Driscoll
Mayor

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

*Ilene Simons
City Clerk*



*Room 1
City Hall*

May 3, 2018

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

Dear Mayor Driscoll:

I respectfully request a supplemental appropriation from Free Cash in the amount of \$10,000.00 to the "City Council – Printing and Binding" account (11112-5381). This appropriation is necessary to fund the remaining bills from Muni Code for the remainder of the fiscal year.

Since our volume of Code of Ordinances, Zoning Ordinances and Traffic Ordinances have increased this year, this in turns increases our volume of ordinances submitted to Muni Code to place on our website and how many pages are sent to us for our supplements.

Thank you for your consideration.

Very Truly yours,

A handwritten signature in cursive script that reads "Ilene Simons".

Ilene Simons
City Clerk

CITY OF SALEM - Finance Department

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

From: City Council

Department _____

[Signature]
 Department Head Authorizing Signature

May 3, 2018

Date _____

Budget or R/Res

Transfers To: _____ Desc: _____ Budget Amt: _____
 (Org/Object) Balance: _____

From: _____ Desc: _____ Budget Amt: _____
 Balance: _____

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

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

Free Cash or Retained Earnings (W/S) To: 11112-5381 Desc: Printing & Binding Budget Amt: \$15,000.00
 (Org/Object) Balance: \$0.00 *

Please circle one

* The \$1,164.55 that is encumbered is for the remaining bills for West Group

Amount Requested: \$ 10,000.00

Reason (Be Specific) ~~There is an additional \$3,297.81 invoice that we will need to pay and also each code of Ordinance, Traffic or Zoning that is passed this FY is sent to Munc code to get updated on our website(cost depends on size) and as outlined in my request for Advertising, I know of 5 Zoning Amendments and 5 traffic Ordinances plus whatever~~

may **For Finance Department and Mayor's Use Only:** ~~may come in for May and June 2018~~

Budget Transfer
 Free Cash Appropriation - City Council Approval - Gen Fund \$ 394,990.35
 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 _____
[Signature]
Finance Director

Recommendation: Approved Denied

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

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

*Ilene Simons
City Clerk*



*Room 1
City Hall*

May 3, 2018

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

Dear Mayor Driscoll:

I respectfully request a supplemental appropriation from Free Cash in the amount of \$20,000.00 to the "City Council – Advertisement" account (11112-5306). This appropriation is necessary to fund the advertising account for the remainder of the fiscal year.

This account has been depleted due to the increased volume of Code of Ordinances, Zoning Ordinances, Traffic Ordinances and Public Hearing Ads.

Thank you for your consideration.

Very Truly yours,

A handwritten signature in cursive script that reads "Ilene Simons".

Ilene Simons
City Clerk

CITY OF SALEM - Finance Department

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

From: City Council
Department

[Signature]
 Department Head Authorizing Signature

May 3, 2018
Date

Budget or R/Res

Transfers To: _____ Desc: _____ Budget Amt: _____
(Org/Object) Balance: _____

From: _____ Desc: _____ Budget Amt: _____
(*Note - Please include letter to Mayor for Transfers from different Personnel & Non-personnel lines) Balance: _____

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

Free Cash or Retained Earnings (W/S) To: 11112-5306 Desc: Advertising -City Council Budget Amt: \$48,000.00
(Org/Object) Balance: \$8,000.00*
 Please circle one * The \$8,000 that is available has just been encumbered with the \$1,166.10 (for a total of \$9,116.10) will be used to pay our March Bill from Salem News in the amount of \$9,304.66 We will be short by -\$138.56

Amount Requested: \$ 20,000.00

Reason (Be Specific) Once we pay our March bill, we still April, May and June bills to pay. Currently I know of 5 Zoning Amendments that need to be advertised twice. As well as any other ordinances, traffic, zoning, Bond Orders and Public Hearings that may come in until June. It is hard to predict. Each Traffic Ordinance is on average \$250.00 and

For Finance Department and Mayor's Use Only: larger orinances and zoning amendments can range from \$800- \$3,000.

Budget Transfer
 Free Cash Appropriation - City Council Approval - Gen Fund \$ 394,990.35 WB 5/10
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 _____

[Signature]
 Finance Director

Recommendation: Approved Denied

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

**CITY OF SALEM, MASSACHUSETTS
FY 2018 FREE CASH SUMMARY**

5/10/2018
11:05 AM

Description	Date To Council	Pending Free Cash	Date Approved	C.O. #	Approved Free Cash	Reason
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CERTIFIED FREE CASH

4,922,937.00

20% To Stabilization	11/16/17		11/16/17	649	(984,587.40)	Free Cash transfer per Finance Policies
20% to CIP	11/16/17		11/16/17	649	(984,587.40)	Free Cash transfer per Finance Policies
5% to OPEB	11/16/17		11/16/17	649	(246,146.85)	Free Cash transfer per Finance Policies
Board of Health - Overtime	11/16/17		11/16/17	655	(2,000.00)	Unanticipated additional weekend hours for pop-up events
COA-Printing & Binding	11/16/17		11/16/17	652	(20,000.00)	Expenses for Salem for All Ages
Electrical - Street Lighting	12/07/17		12/07/17	698	(12,000.00)	To hire contractor to cover inspections for employee out on medical leave
Offset Tax Rate	12/07/17		12/07/17	692	(1,694,429.00)	Free cash to offset tax rate
Planning Contracted Services	12/07/17		12/07/17	699	(2,000.00)	Research, data input and analysis for green communities initiatives
Planning Overtime	01/11/18		01/11/18	11	(5,200.00)	Unanticipated OT needed for document handling for City Hall Annex move
HR Overtime	01/11/18		01/11/18	11	(1,800.00)	Unanticipated OT needed for document handling for City Hall Annex move
Building Insp Overtime	01/11/18		01/11/18	11	(1,200.00)	Unanticipated OT needed for document handling for City Hall Annex move
Health Overtime	01/11/18		01/11/18	11	(1,800.00)	Unanticipated OT needed for document handling for City Hall Annex move
Veterans In-State Travel	01/25/18		01/25/18	64	(1,500.00)	Unanticipated training for Veterans Administrations Claims
City Council Advertising	01/25/18		01/25/18	62	(28,000.00)	Additional funds needed due to increased volume of advertising needed for council.
Planning Contracted Services	01/25/18		01/25/18	63	(2,500.00)	City share of North Shore Mobility Study
Police Medical	01/25/18		01/25/18	60	(45,000.00)	Additional funds needed for police medical expenses
DPS Equipment Lease	01/25/18		02/08/18	66	(106,696.00)	Funds needed for DPS Equipment Lease
DPS Equipment Repairs	01/25/18		02/08/18	68	(18,500.00)	Additional Funds needed for DPS equipment repairs
Electrical Street Lighting	02/08/18		02/08/18	102	(12,000.00)	Additional Funds needed to cover for employee out on medical leave
DPS Spray/Tree Removal	03/08/18		03/08/18	175	(48,000.00)	Tree maintenance, removals and plantings city-wide.
Retirement Stabilization	03/08/18		03/08/18	177	(18,000.00)	Additional funds needed to contractual buybacks
Retirement Stabilization	03/22/18		03/22/18	203	(250,000.00)	Additional funds needed for retirement buybacks for remainder of 2018
DPS Contracted Services	04/12/18		04/12/18	223	(30,000.00)	Additional Funds needed for spring 2018 mowing of parks and bikepaths
Collector's FT Salaries	04/12/18		04/12/18	225	(12,000.00)	Additional funds to cover pay for temp while 2 employees out on maternity leave
Mayor Contracted Services	05/10/18	(20,000.00)				Funds needed for assessment center for new Fire Chief
City Council Advertising	05/24/18	(20,000.00)				Additional funds needed due to increased volume of advertising needed for council.
City Council Printing and Binding	05/24/18	(10,000.00)				Additional funds needed due to pay Muni code for additional ordinances

**TOTAL FREE CASH USED
BALANCE**

**(4,527,946.65)
394,990.35**

**(50,000.00)
344,990.35**



CITY OF SALEM

In City Council, May 24, 2018

Ordered:

That the sum of Seventeen Thousand Dollars (\$17,640.00) is hereby appropriated from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the Police Medical Expenses account (11212-5318) in accordance with the recommendation of Her Honor the Mayor.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

May 24, 2018

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentleman of the Council:

Enclosed herewith is a request to transfer Seventeen Thousand Six hundred and Forty dollars (\$17,640.00) from "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the Police Medical Expenses account (11212-5318).

This request is necessary to cover medical costs for the FY2018 Officers out on 111F and Officers injured in the line of duty, as well as Medical Evaluations as needed.

I recommend passage of this accompanying order.

Sincerely,

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

Kimberley Driscoll
Mayor



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

Mary E. Butler
Chief of Police

May 8, 2018

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

Re: Request #2 for Appropriation to Medical Line Item 12101-5318

Dear Mayor Driscoll:

I am requesting a supplemental appropriation to cover the outstanding medical bills for the current fiscal year. The Medical Expense line item, which was budgeted at \$50,000 and recently funded with an additional \$45,000 is currently unable to cover all the expenses. There are currently \$17,640.00 in outstanding expenses resulting from an emergency surgery from the injury of one of the K-9 officers. There is \$5,000 remaining in the line item, but it is anticipated to cover the expenses for the medical evaluation of a returning officer sometime in early June, two long term injuries and any unforeseen matters that arise between now and the end of June.

As of this date, we still have two officers out on long term, line-of-duty injuries and expect that one case will be heard PERAC's medical panel review sometime this soon; no specific date yet received. The second long term injury case is being submitted this week to the Salem Contributory Retirement Board on an involuntary disability retirement. There are, however, still ongoing treatments scheduled for both.

Therefore, I am respectfully requesting an additional appropriation for the Medical Expense line item 12101-5318 in the amount of \$17,640.00. Though it is my intent and hope that this will carry us until the end of the fiscal year, I can only project the future based on the known. Any required documentation or material of support can be provided and, as always, I am available at your convenience to further discuss this request.

Very truly,

Mary E. Butler
Chief of Police

Cc: Laurie Giardella, Finance Director ✓
Captain Mark Losolfo
Ms. Jayne Connors

CITY OF SALEM - Finance Department

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

From: 210 - Police
Department

Marysall
Department Head Authorizing Signature

5/8/2018
Date

Budget or R/Res

Transfers To: _____ Desc: _____ Budget Amt: _____
(Org/Object) Balance: _____

From: _____ Desc: _____ Budget Amt: _____
Balance: _____

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

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

Free Cash or To: 12102-5318 Desc: Medical Line Item Budget Amt: \$50,000.00
Balance: \$ 3,982.29

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

Amount Requested: \$ \$17,640.00

Reason (Be Specific) To cover medical costs for FY2018 for Officers out on 111F and Officers injured in the line of duty, as well as Medical Evaluations as needed.

For Finance Department and Mayor's Use Only:

_____ Budget Transfer _____ Mayor Approval _____ City Council Approval

Free Cash Appropriation - City Council Approval - Gen Fund \$ 394,990.35
Free Cash Balance *MB 5/11/18*

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

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

_____ Raise & Appropriate _____ Other _____

Recommendation: _____ Approved _____ Denied

[Signature]
Finance Director

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

City of Salem

In the year Two Thousand and Eighteen

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, 2018 shall be as follows:

(1) Residential, per 100 cubic feet \$3.31

(2) Nonresidential, per 100 cubic feet \$4.48

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 \$33.10 per 1000 cubic feet effective July 1, 2018.

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.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

May 24, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

RE: An Ordinance Establishing the Water Rate for FY2019

Ladies and Gentlemen of the City Council:

Attached please find an Ordinance establishing the water rate for FY2019. Complete details of the FY2019 water and sewer rates and their associated enterprise funds are included in the FY2019 budget, which has been submitted to you under separate cover.

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem

City of Salem

In the year Two Thousand and eighteen

An Ordinance to amend an Ordinance relative to Sewer Use Charges

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

Section 1. 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, 2018 shall be as follows:

Residential, per 100 cubic feet...	\$6.71
Nonresidential, per 100 cubic feet up to 25,000 cubic feet per month	\$10.61
Nonresidential, per 100 cubic feet for 25,000 cubic feet and greater per month	\$13.01

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.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

May 24, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

RE: An Ordinance Establishing the Sewer Rate for FY2019

Ladies and Gentlemen of the City Council:

Attached please find an Ordinance establishing the sewer rate for FY2019. Complete details of the FY2019 water and sewer rates and their associated enterprise funds are included in the FY2019 budget, which has been submitted to you under separate cover.

Very truly yours,

A handwritten signature in black ink, appearing to read "Kim Driscoll".

Kimberley Driscoll
Mayor
City of Salem

City of Salem

In the year two thousand and eighteen

An Ordinance to amend an Ordinance relative to the City Marshal

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

Section 1. Chapter 32, Police, Article II, Section 32-47- *Chief of department; control and discipline of department.* is hereby deleted and replaced with the following:

“Section 32-47- Chief of department; control and discipline of department.

The city marshal shall be the chief of the police department and, subject to the approval of the mayor, shall have entire control of the police department and all its officers and other officers when engaged in the services of the city or when assigned to any special duty. The city marshal shall be responsible for the discipline and efficiency of the police department. The city marshal shall also have control over the constables appointed by the Mayor pursuant to Sec. 32-19. Nothing in this section shall be construed to change the official title of city marshal as head of the police department.

Section 2. Chapter 32, Police, Article II, Sec. 32-48. *Vacancy in office* is hereby deleted and replaced with the following:

“Sec. 32-48. Vacancy in office.

Absent the establishment of a permanent deputy chief position within the Salem Police Department, if a vacancy occurs in the office of city marshal, the mayor shall designate from among those serving in the rank of captain, or from among those serving in the rank of lieutenant and captain, if there are less than three captains, an officer to serve as the acting city marshal and have all the powers and shall perform all the duties of the city marshal until such time as a new city marshal is duly appointed.”

Section 3.

These ordinance amendments shall take effect as provided by City Charter.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

May 24, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

RE: An Ordinance to Amend an Ordinance Relative to the City Marshal

Ladies and Gentlemen of the City Council:

The enclosed Ordinance amends our existing ordinances relative to the chain of command in the Salem Police Department. Currently, in the event the Chief of Police is temporarily absent from the City, the most senior ranking superior officer is, by default, elevated to the position of Acting Chief.

Following on the findings from an organizational review of the department undertaken in 2016 and subsequent negotiations with the Salem Police Superior Officers' Association, we are recommending a change in this practice to allow the Mayor to designate the Acting Chief in the event of a vacancy from among all captains or acting captains as is consistent with the change recently negotiated with the Superior Officers Association allowing the Chief to do the same with respect to her temporary absence.

Both Chief Butler and I believe this change is warranted and recommend adoption of the enclosed Ordinance. I invite you reach out should you have any questions about this Ordinance.

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council, May 24, 2018

Ordered:

That the City Council hereby approves the submittal of the City of Salem's Application for Federal Assistance to the United States Department of Housing and Urban Development (HUD) for Community Development Block Grant (CDBG) funds for the period of July 1, 2018 through June 30, 2019 in the amount determined by HUD's formula entitlement allocation (identified as \$1,053,238).



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

May 24, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

RE: An Order Approving the Submittal of the City of Salem's FY2019 Application for Federal Assistance to HUD

Ladies and Gentlemen of the City Council:

Enclosed is an Order authorizing the submission of the City of Salem's *Application for Federal Assistance* to the United States Department of Housing and Urban Development (HUD) for Community Development Block Grant (CDBG) funds for the period of July 1, 2018 through June 30, 2019 (a copy of the application is attached). For FY2019, Salem's CDBG entitlement will be \$1,053,238. In addition, the City is expected to receive \$162,324 in HOME funds through the North Shore HOME Consortium.

The CDBG/HOME process began with an initial public hearing on January 18th, the issuance of requests for funding proposals from agencies to provide housing or economic development services, and requests from municipal departments for infrastructure and public facilities improvements. The Department of Planning and Community Development subsequently prepared the Draft FY2019 Action Plan for Community Development, a copy of which was provided to you on May 16th. The Action Plan describes the proposed activities to be undertaken in the next fiscal year with these federal funds. As part of the formal public review process, a 30-day public comment period will commence on May 17th and a public hearing will be held on May 31st.

Due to the late notice of our allocation by the federal government this year, I am respectfully requesting that the City Council approve the submittal of the City of Salem's *Application for Federal Assistance* no later than your regular meeting of June 14, 2018, so that it can be submitted to HUD in a timely manner. Tom Daniel and Jane Guy are available to answer any questions and receive public comment regarding the Action Plan. If you have any questions concerning this application for funding, please do not hesitate to contact me.

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		
* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		
* If Revision, select appropriate letter(s): _____ * Other (Specify): _____		
* 3. Date Received: _____		4. Applicant Identifier: 04-6001413
5a. Federal Entity Identifier: _____		5b. Federal Award Identifier: _____
State Use Only:		
6. Date Received by State: _____		7. State Application Identifier: _____
8. APPLICANT INFORMATION:		
* a. Legal Name: City of Salem, MA		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 04-6001413		* c. Organizational DUNS: 1567710240000
d. Address:		
* Street1: 98 Washington Street		
Street2: _____		
* City: Salem		
County/Parish: _____		
* State: MA: Massachusetts		
Province: _____		
* Country: USA: UNITED STATES		
* Zip / Postal Code: 01970/3526		
e. Organizational Unit:		
Department Name: Planning & Community Develop.		Division Name: _____
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: Mr.		* First Name: Tom
Middle Name: _____		
* Last Name: Daniel		
Suffix: _____		
Title: Director		
Organizational Affiliation: City of Salem, Dept. of Planning & Community Development		
* Telephone Number: 978-619-5685		Fax Number: _____
* Email: tdaniel@salem.com		

Application for Federal Assistance SF-424

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

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

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

U. S. Department of Housing & Urban Development

11. Catalog of Federal Domestic Assistance Number:

14-218

CFDA Title:

Community Development Block Grant

*** 12. Funding Opportunity Number:**

14-218

* Title:

CDBG Program

13. Competition Identification Number:

Title:

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

Add Attachment

Delete Attachment

View Attachment

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

Community Development Block Grant Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

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

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="1,053,238.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text" value="105,000.00"/>
* g. TOTAL	<input type="text" value="1,158,238.00"/>

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

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

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

- Yes
- No

If "Yes", provide explanation and attach

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

** I AGREE

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

Authorized Representative:

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

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative:

* Date Signed:



CITY OF SALEM

In City Council, May 24, 2018

Ordered:

That a petition to the General Court, accompanied by a bill for an act concerning the appointment of retired Salem Police Officers as special police officers within the City of Salem for paid detail assignments as set forth below, be filed with an attested copy of this Order be, and hereby is, approved under Clause (1) of Section 8 of Article II, as amended, of the Amendments to the Constitution of the Commonwealth of Massachusetts, to the end that the following legislation be adopted, except for amendments by the Senate or House of Representatives which conform to the intent of this home rule petition:

AN ACT CONCERNING THE APPOINTMENT OF RETIRED SALEM POLICE OFFICERS AS SPECIAL POLICE OFFICERS WITHIN THE CITY OF SALEM.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

SECTION 1. The police chief of the city of Salem may appoint, with the approval of the mayor, as the police chief considers necessary, retired Salem police officers as special police officers to perform police details or any duties arising from police details or during the course of police detail work, whether or not related to the detail work. The police chief shall have discretion to appoint only retired Salem police officers as special police officers and shall establish department rules, procedures and policies concerning these appointments. The police chief shall

appoint retired Salem police officers who served as regular Salem police officers and are retired based on superannuation. Special police officers shall not be subject to the same maximum age restrictions as applied to regular Salem police officers under chapter 32 of the General Laws.

Prior to appointment under this act, a retired Salem police officer shall pass a medical examination by a physician or other certified professional chosen or agreed to by the department to determine whether the retired Salem police officer is capable of performing the essential duties of a special police officer under this act. The cost of the medical examination shall be borne by the retired Salem police officer.

SECTION 2. Special police officers appointed under this act shall not be subject to chapter 31, section 99A of chapter 41, or chapter 150E of the General Laws.

SECTION 3. When performing the duties set forth in section 1, special police officers shall have the same power to make arrests and to perform other police functions as do regular police officers of the city of Salem.

SECTION 4. A special police officer shall be appointed for a one-year term, subject to renewal at the discretion of the police chief; provided, however, that a special police officer shall be subject to suspension or removal by the police chief at his or her discretion at any time. All benefits afforded to special police officers appointed under this act shall terminate upon the conclusion of the employment term. A special police officer's appointment shall automatically terminate upon the officer's 70th birthday.

SECTION 5. Special police officers appointed under this act shall be subject to the rules and regulations, policies and procedures and requirements as the police chief may impose from time to time including, but not limited to, restrictions on the type and number of detail assignments, requirements regarding medical examinations to determine continuing fitness and capability to perform the duties of a special police officer, requirements for training, requirements for firearms

licensing and qualifications, requirements for maintaining of a medical or liability insurance policy, and requirements regarding uniforms and equipment. Special police officers appointed under this act shall not be subject to section 96B of chapter 41 of the General Laws.

SECTION 6. Special police officers appointed under this act shall be sworn in by the police chief for the city of Salem.

SECTION 7. Sections 100 and 111F of chapter 41 of the General Laws shall not apply to special police officers appointed under this act. Sections 85H and 85H½ of chapter 32 of the General Laws shall not apply to special police officers appointed under this act.

SECTION 8. Appointment as a special police officer shall not entitle the appointee to assignment to any detail.

SECTION 9. Retired Salem police officers serving as special police officers under this act shall be subject to the limitations on hours worked and on earnings restrictions as provided in paragraph (b) of section 91 of chapter 32 of the General Laws.

SECTION 10. The police chief has discretion over the appointment and removal of special officers appointed under this act and may remove, or refuse to reappoint, a special officer appointed for any reason, with or without cause.

SECTION 11. This act shall take effect upon its passage.



CITY OF SALEM, MASSACHUSETTS

**Kimberley Driscoll
Mayor**

May 24, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

RE: An Order for a Home Rule Petition Relative to Retired Police Officers

Ladies and Gentlemen of the City Council:

The enclosed submits a Home Rule Petition to the state legislature authorizing the City of Salem to appoint and employ retired Salem Police officers to function as special officers.

With a large number of retirements anticipated in the department in the near future, not to mention increased demand for details associated with special events and other needs, having the ability to appoint recent retirees as special officers will be of enormous help in keeping our community safe. I especially believe that tapping our retired officers to serve in this function is the correct move, as they know the department and the community well enough to be able to seamlessly step in when there is a need or a gap.

Both Chief Butler and I believe this change is warranted and recommend adoption of the enclosed Order. I invite you reach out should you have any questions.

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council, May 24, 2018

Ordered:

The Mayor is hereby authorized to execute, on behalf of the City of Salem, a Fiber Optic Network Installation Agreement by and between SiFi Networks Salem, LLC and the City of Salem for the installation of a City-wide fiber optic network for the provision of internet, voice, data, video, and combinations thereof to residents and businesses.



CITY OF SALEM, MASSACHUSETTS

**Kimberley Driscoll
Mayor**

May 24, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

RE: An Order Authorizing the Mayor to Enter into a Fiber Optic Network Installation Agreement

Ladies and Gentlemen of the City Council:

Enclosed you will find a Council Order authorizing the execution of a Fiber Optic Network Installation Agreement between the City and SiFi Networks. A copy of the agreement is also enclosed.

This agreement functions as a master street opening permit for SiFi, which is proposing to install a high-speed fiber network to connect to all premises in the city. The company estimates the network will take two years to construct, using primarily non-disruptive construction techniques such as micro-trenching or placing fiber in sewer infrastructure.

This network would then be leased out to independent internet service providers, who would provide the internet connections to individual customers. As you may recall, the City issued an RFP for such a network last year and SiFi was the selected respondent. We retained specialized outside legal counsel who, in conjunction with City staff and subject-matter experts, negotiated the agreement you now have before you. We also benefited from an outside review by the Director of the Competition Division at the Massachusetts Department of Telecommunications and Cable and a commissioner of the Department.

I recognize that this is complex document and fully respect that the Council will wish to refer it to the Committee on Ordinances, Licenses, and Legal Agreements for a more careful review and to hear directly from SiFi and City staff about the proposed project.

In order to best meet SiFi's desired construction timetable, I hope you will schedule a committee meeting within the next two weeks so that a final vote on the Order may take place no later than your meeting of June 28.

This proposal presents a remarkable opportunity for our community to enhance our economic competitiveness, provide improved services to our residents, and, through the provision of smart city connections, innovate municipal operations with such potential technologies as WiFi for Salem Public School students, better police and fire radio and camera connections, anti-flooding catch basin sensors, precision street light and traffic signal controls, and more. In addition, the creation of a high-speed fiber internet service does not preclude future innovations, such as 5G wireless and other new technologies, from becoming available to Salem residents.

My office receives regular requests for expanding access to high speed internet service in Salem and offering more choice to residents. In our 2018 resident survey, we asked if respondents would be interested in purchasing internet through a high-speed fiber network should one be installed in Salem; 88% of respondents indicated that they would. I recommend adoption of this Order and look forward to advancing this exciting new opportunity in partnership with you.

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,

May 24, 2018

Ordered:

That the sum of Ten Thousand Dollars (\$10,000.00) is hereby appropriated from the "Receipts Reserved – Sale of Lots" account (24301-4800) to the "DPS Burial Services" Account (14112-5383) in accordance with the recommendation of Her Honor the Mayor.



CITY OF SALEM, MASSACHUSETTS
Kimberley Driscoll
Mayor

2018 MAY 22 PM 3:36
CITY CLERK
SALEM, MASS.

May 24, 2018

To the City Council
City Hall
Salem, Massachusetts


Ladies and Gentleman of the Council:

Enclosed herewith is a request for an appropriation of Ten Thousand Dollars (\$10,000.00) from the "Receipts Reserved Sale of Lots" account 24301-4800 to the "DPS Burial Services" account (14112-5383)

This appropriation is necessary for the burial services and operations for the final quarter of Fiscal Year 2018.

I recommend passage of the accompanying Order.

Very truly yours,


Kimberley Driscoll
Mayor



CITY OF SALEM, MASSACHUSETTS

DEPARTMENT OF PUBLIC SERVICES

5 JEFFERSON AVENUE - FACILITY LOCATION

120 WASHINGTON STREET - MAILING ADDRESS

SALEM, MASSACHUSETTS 01970

TEL. (978) 744-3302

FAX (978) 744-6820

DKNOWLTON@SALEM.COM

KIMBERLEY DRISCOLL
MAYOR

DAVID KNOWLTON P.E.
DIRECTOR OF PUBLIC SERVICES

May 16, 2018

The Honorable Mayor Kimberly Driscoll
City of Salem
93 Washington Street
Salem, Massachusetts 01970

Subject: Burial Service for Q4FY18

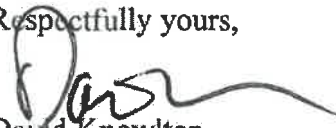
Dear Mayor Driscoll,

We respectfully request an appropriation of funds in the amount of Ten Thousand, (10,000.00) from the following account:

2430-4800 Sale of Lots \$10,000.00

to be transferred in to the Public Service Burial Services Line 14112-5383. This appropriation will allow for the burial services and operations for the final quarter of Fiscal Year 2018.

Respectfully yours,


David Knowlton
Director of Public Services

Cc: Laurie Giardella
File Copy

CITY OF SALEM - Finance Department

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

From: DPS-Cemetery x [Signature] 5/17/18
Department Department Head Authorizing Signature Date

Budget or R/Res
Transfers To: 14112/5383 Desc: Burial Services Budget Amt: 0
(Org/Object) Balance: 170.00

From: 2430/4800 Desc: Sale of Lots Budget Amt: 0
(*Note - Please include letter to Mayor for Transfers from different Personnel & Non-personnel lines) Balance: 57,093.00

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

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

Amount Requested: \$ 10,000.00

Reason (Be Specific) Need funds for operations of burial boxes/services for last quarter of fiscal year 2018.

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 \$ 67,268
R/Res Fund Balance MS 5/21/18
 Raise & Appropriate Other _____
[Signature]
 Finance Director

Recommendation: Approved Denied

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



KIMBERLEY DRISCOLL
MAYOR

DAVID KNOWLTON P.E.
DIRECTOR OF PUBLIC SERVICES

CITY OF SALEM, MASSACHUSETTS

DEPARTMENT OF PUBLIC SERVICES
5 JEFFERSON AVENUE - FACILITY LOCATION
120 WASHINGTON STREET - MAILING ADDRESS
SALEM, MASSACHUSETTS 01970
TEL. (978) 744-3302
FAX (978) 744-6820
DKNOWLTON@SALEM.COM

May 16, 2018

The Honorable Mayor Kimberly Driscoll
City of Salem
93 Washington Street
Salem, Massachusetts 01970

Subject: Burial Service for Q4FY18

Dear Mayor Driscoll,

We respectfully request an appropriation of funds in the amount of Ten Thousand, (10,000.00) from the following account:

2430-4800 Sale of Lots \$10,000.00

to be transferred in to the Public Service Burial Services Line 14112-5383. This appropriation will allow for the burial services and operations for the final quarter of Fiscal Year 2018.

Respectfully yours,

A handwritten signature in black ink, appearing to read "David Knowlton", written over a horizontal line.

David Knowlton
Director of Public Services

Cc: Laurie Giardella
File Copy

CITY OF SALEM - Finance Department

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

From: DPS - Cemetery x [Signature] 5/17/18
 Department Department Head Authorizing Signature Date

Budget or R/Res
Transfers To: 14112/5383 Desc: Burial Services Budget Amt: 0
 (Org/Object) Balance: 170.00
 From: 2430/4800 Desc: Sale of Lots Budget Amt: 0
 (*Note - Please include letter to Mayor for Transfers from different Personnel & Non-personnel lines) Balance: 57,093.00

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

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

Amount Requested: \$ 10,000.00
 Reason (Be Specific) Need funds for operations of burial boxes/ services for last quarter of fiscal year 2018.

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 \$ 67,268
 R/Res Fund Balance [Signature] 5/21/18
 Raise & Appropriate Other _____
 Finance Director

Recommendation: Approved Denied

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

FUND: 2430 R/RES SALE OF LOTS (CEMETERY)

ASSETS			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
2430	1040	Cash	5,975.00	67,268.00
TOTAL ASSETS				
FUND BALANCE				
2430	3590	FB Undesignated	.00	-48,693.00
2430	3830	Appropriations	.00	336,795.80
2430	3880	Budgetary Fund Balance	.00	-336,795.80
2430	3910	Revenue Control	-5,975.00	-48,575.00
2430	3930	Expenditures-Actual	.00	30,000.00
TOTAL FUND BALANCE				
TOTAL LIABILITIES + FUND BALANCE			-5,975.00	-67,268.00
			-5,975.00	-67,268.00

** END OF REPORT - Generated by Nina Bridgman **



CITY OF SALEM

In City Council, May 24, 2018

Ordered:

In accordance with Massachusetts General Law, Chapter 268A, Section 20(b) the City Council hereby declares that Shamus Mruk has met the requirements for exemption as set forth in this Section and may be retained as the Instructor of Lacrosse Clinic by the Park, Recreation and Community Services Department for the 2018 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

VICTORIA B. CALDWELL

ASSISTANT CITY SOLICITOR

93 WASHINGTON STREET

SALEM, MA 01970

TEL: 978.619.5634

FAX: 978.744.1279

EMAIL: VCALDWELL@SALEM.COM

CITY OF SALEM

KIMBERLEY L. DRISCOLL, MAYOR

LEGAL DEPARTMENT

93 WASHINGTON STREET

SALEM, MASSACHUSETTS 01970

May 15, 2018

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 Shamus Mruk, as provided in General Law c. 268A, § 20(b), to serve as Instructor for Lacrosse Clinic.

The Conflict of Interest Law, specifically General Law c. 268A, § 20(b), requires that because Shamus Mruk 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.

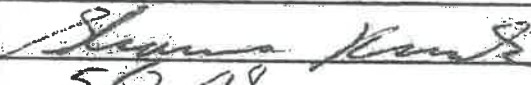
This section shall not apply if such financial interest consists of the ownership of less than one per cent of the stock of a corporation.

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:	Shamus Mruk
Title/ Position	Instructor – Lacrosse Clinic
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	Salem Public Schools/ Salem High School
Agency Address	77 Willson St.
Office phone:	978 745-9300
Office e-mail:	shamusmruk@salemk12.org
	Check one: <input type="checkbox"/> Elected or <input checked="" type="checkbox"/> Non-elected
Starting date as a municipal employee.	9/1/2015
BOX # 1 Select either STATEMENT #1 or STATEMENT #2. Write an X beside your financial interest.	<p>ELECTED MUNICIPAL EMPLOYEE</p> <p>I am an elected municipal employee.</p> <p><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</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 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>
BOX # 2 Select either STATEMENT #1 or STATEMENT #2.	<p>NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE</p> <p>I am a non-elected municipal employee.</p> <p><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>

<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, Recreation and Community Services</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>I have been hired by the Park and Recreation Department to instruct a lacrosse clinic for Salem youth.</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.
Date when you acquired a financial interest	
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:	5/2/18

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:	Salem Park, Recreation and Community Services
Agency Address:	5 Broad St. Salem Ma
Office Phone:	978 74400180
	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:	5/15/18

**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

In City Council,

May 24, 2018

Ordered:

That Six Hundred and Sixty-Nine Thousand Dollars (\$669,000.00) is hereby appropriated to the CPA Funds in FY 2019 to the accounts listed below in accordance with the recommendation of the Community Preservation Committee (CPC).

Fund	Description	Org/Obj	Amount
2001	CPA - General Admin - Expenses	2001319-5713	29,450.00
2001	CPA - General Admin - Stipends	2001319-5150	4,000.00
2001	CPA - General Admin -- Reserves	2001319-5000	434,850.00
2002	CPA - Open Space - Reserves	2002319-5000	66,900.00
2003	CPA - Historical Preservation - Reserves	2003319-5000	66,900.00
2004	CPA - Community Housing - Reserves	2004319-5000	66,900.00
			669,000.00



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

April 11, 2018

Laurie Giardella, Director
City of Salem
Finance Department
93 Washington Street
Salem, MA 01970

RE: Community Preservation Committee - FY19 CPA Budget

Dear Ms. Giardella:

At the Community Preservation Committee (CPC) meeting of April 10, 2018, on the motion from Tim Shea, seconded by John Boris, the CPC voted unanimously to recommend the attached budget to the City Council for FY19 Community Preservation Act funds.

Please submit the a Council Order at your earliest convenience.

Thank you for your assistance.

Sincerely,

Jane A. Guy
Assistant Community Development Director

Attachment (1)

FY19 CPA BUDGET
 July 1, 2018 - June 30, 2019

ESTIMATED ANNUAL FUND REVENUES	
	FY19
Estimated CPA Surcharge	\$600,000.00
State Match	\$69,000.00
	11.50%
TOTAL	\$669,000.00
 RECOMMENDED BUDGET	
Administrative Expenses	\$33,450.00
Housing Projects Reserve	\$66,900.00
Historic Projects Reserve	\$66,900.00
Open Space & Recreation Projects Reserve	\$66,900.00
FY19 Budgeted Reserve	\$434,850.00
	includes \$4000 stipend
TOTAL	\$669,000.00



CITY OF SALEM

In City Council,

May 24, 2018

Ordered:

That Seven Hundred and Thirty-Six Thousand Forty-Seven Dollars and Ninety-Seven Cents (\$736,047.97) is hereby appropriated within the CPA Funds for the FY 2019 projects listed below in accordance with the recommendation of Community Preservation Committee (CPC).

FY 2019 CPA Requests

Fund	Fund Name	Description	Funding	Amount	Total
2004	Community Housing	Lighthouse 34 - 34 Peabody St	FY18 Housing Reserves	63,250.00	
			FY19 Housing Reserves	66,900.00	130,150.00
2001	CPA General Funds	Salem Common Bandstand	FY19 Reserves	100,000.00	100,000.00
2001	CPA General Funds	Salem Common Fence Restoration	FY18 Fund Balance	37,247.97	
2003	Historical Restoration		FY19 Historic Restoration	66,900.00	
	CPA General Funds		FY19 Reserves	20,852.03	125,000.00
2001	CPA General Funds	House of Seven Gables - Roof replacement increase request	FY19 Reserves	26,500.00	26,500.00
2001	CPA General Funds	211 Bridge St. window restoration	FY19 Reserves	42,647.97	42,647.97
2002	Open Space	Gallows Hill Renovation - Designer services	FY19 Open Space	24,150.00	
2001	CPA General Funds		FY19 Reserves	40,850.00	65,000.00
2002	Open Space	Ryan Brennan Memorial Skate park completion	FY19 Open Space	42,750.00	42,750.00
2001	CPA General Funds	Golf Cart Paths	FY19 Reserves	150,000.00	150,000.00
2001	CPA General Funds	Memorial Park Irrigation	FY19 Reserves	54,000.00	54,000.00
				736,047.97	736,047.97

Total Housing-->	130,150.00
Total Historic-->	66,900.00
Total Open Space/Rec-->	66,900.00
Total FY19 Budgeted Reserve-->	434,850.00
Total FY18 Fund Balance-->	37,247.97

Grand Total--> 736,047.97



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: May18, 2018

RE: **CPC Recommendation for CPA Funding**

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

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.

I am available to meet with the designated City Council committee at your convenience. Thank you for your consideration.



City of Salem Community Preservation Committee



Round 5

Report on Funding Recommendations for the Salem City Council

May 18, 2018

Community Preservation Act
FY18 Funding Round
(FY19 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 well fields, 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 not 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>Seideman 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 34** **\$130,150.00**

- **Historic Resources**
 - **Salem Common Fence Restoration** **\$125,000.00**
 - **Salem Common Bandstand** **\$100,000.00**
 - **House of the Seven Gables Turner-Ingersoll Mansion Roof Replacement increase** **\$26,500.00**
 - **The Bridge at 211 Window Restoration** **\$ 42,647.97**

- **Open Space/Recreational Land**
 - **Ryan Brennan Memorial Skate Park Renovation Completion** **\$42,750.00**
 - **Gallows Hill Renovation Designer Services** **\$65,000.00**
 - **Olde Salem Greens Golf Cart Paths** **\$150,000.00**
 - **Memorial Park Irrigation** **\$54,000.00**

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 seven projects recommended.

The total funds available for projects are \$736,047.97. This includes the FY19 estimated funds, as well as carried over, undesignated FY18 funds.

The CPC is recommending funding for projects totaling \$736,047.97. 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 \$0.00. However, please note that the available funding will increase in November, 2018 when late payments, unspent FY18 admin, surcharges received over the \$550,000 estimate, the increase in the State match from FY17 (\$17,918), interest and any other extra funds that are reported to the Department of Revenue are placed into the Fund Balance. In addition, the 11.5% match for FY19 could increase, if additional CPA funds are approved by the State.

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

Project	AWARD RECOMMENDATION	FY18	FY19	FY19	FY19	FY19	FY19	FY19	FY19
		Housing Reserve	Fund Balance	Housing Reserve	Historic Reserve	OS/Rec Reserve	Budgeted Reserve	Housing Reserve	Historic Reserve
		\$63,250.00	\$37,247.97	\$66,900.00	\$66,900.00	\$66,900.00	\$434,850.00		
Community Housing									
NSCDC's Lighthouse 34	\$130,150.00	\$63,250.00	\$66,900.00						
Historic Resources									
Salem Common Fence Restoration	\$125,000.00		\$37,247.97	\$66,900.00			\$20,852.03		
Salem Common Bandstand	\$100,000.00						\$100,000.00		
Turner-Ingersoll Mansion Roof Replacement	\$26,500.00						\$26,500.00		
The Bridge at 211 Window Restoration	\$42,647.97						\$42,647.97		
Open Space & Recreation									
Ryan Brennan Memorial Skate Park Renovation	\$42,750.00					\$42,750.00			
Gallows Hill Renovation Designer Services	\$65,000.00					\$24,150.00	\$40,850.00		
Olde Salem Greens Golf Cart Paths	\$150,000.00						\$150,000.00		
Memorial Park Irrigation	\$54,000.00						\$54,000.00		
	\$736,047.97	\$63,250.00	\$37,247.97	\$66,900.00	\$66,900.00	\$66,900.00	\$434,850.00	\$66,900.00	\$66,900.00
Remaining		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

APPLICANT: North Shore Community Development Coalition
PROJECT TITLE: Lighthouse 34
PROJECT LOCATION: 34 Peabody Street
CPA CATEGORY: Housing Resources: Creation
CPC PRIORITY RANKING: High
CPC RECOMMENDED CPA FUNDING: \$130,150.00
CPC RECOMMENDED SOURCE: \$63,250.00 – FY18 Housing Reserve
 \$66,900.00 – FY19 Housing Reserve

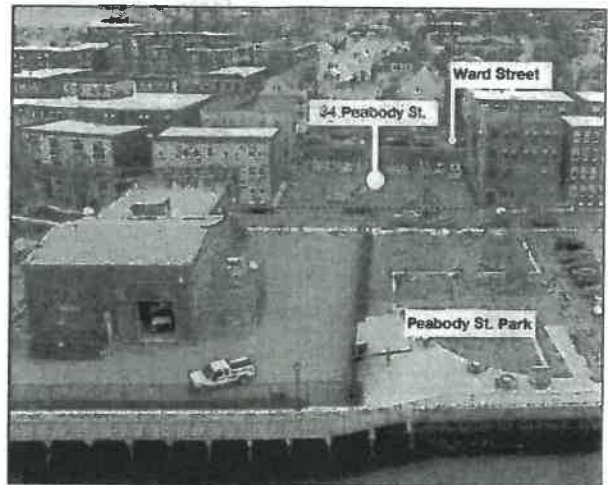
PROJECT DESCRIPTION:

North Shore Community Development Coalition (NSCDC) requested \$200,000 in CPA funds to create 21 units of affordable housing and 750sf of program space at 34 Peabody Street in a new 5 story building. Nineteen (19) parking spaces will be located at grade under the building itself.

The City of Salem, like many communities and cities around country, is 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. Over 48% of renters in Salem and 54% in the Point are considered “Cost Burdened,” meaning they pay over 30% of their income in rent. Salem’s need for quality, up-to-date, affordable housing units was clearly demonstrated when the NSCDC recently rehabbed 64 units in the Point Neighborhood to serve households earning 60% of the area median income (AMI) or below. Over 600 applications were received for the unit lottery in July, 2016 for only 24 available units.

To help address this issue, the Lighthouse 34 project will be 100% affordable at 60% of AMI, with 9 units set aside for Extremely Low Income (ELI) households. All of the ELI units will be 2BR and 3BR units. The project is consistent with several goals and needs identified in various City of Salem and Point Neighborhood plans completed over the last few years, including the “Salem Housing Needs and Demand Analysis” (2015) and the “Point Neighborhood Vision and Action Plan” (2013).

The building is designed to be extremely high performance. As it is located in within the current FEMA flood zones, first floor uses and materials have been carefully considered to ensure no residential uses at that level and high resiliency. Expected to pursue the Passive House Design Standard, the world’s most energy-efficient, these buildings will combine a super-insulated, air tight envelope with an intelligent ventilation system and passive solar strategies to substantially minimize heating and cooling loads by 80-90%, reducing overall energy demand by up to 50-60% and realizing extreme thermal stability. All materials will be chosen to emphasize healthy indoor air quality, as well as regional production, recycled content and durability. Together, this holistic design approach will provide buildings with not only dramatically reduced utility bills, operating costs and carbon footprints, but also far more durable, phenomenally comfortable and healthy to be in, and highly resilient.



The Applicant believes the proposed Project fulfills a number of important objectives in the community:

1. To fulfill an important need for affordable housing by developing a community for individuals and families, that maximizes the number of affordable units by balancing the financing resources and long term operational costs.
2. To develop a high quality, energy efficient and sustainable building that will provide a healthy and cost efficient environment for the residents.
3. To develop a building design that will work in scale and character with the neighborhood and one which will be an exemplary model for affordable housing.
4. To assure the City of long term management and continuity to sustain affordability during the affordability term through sponsorship by a committed non-profit development team that has a successful and proven track record of building and managing rental housing under complex federal and state funding programs.

FINANCIAL:

	SOFT COSTS*	ACQUISITION	CONSTRUCTION**	TOTAL
SOURCE 1: SALEM CPA (AMOUNT REQUESTED)	\$	\$	\$200,000	\$200,000
SOURCE 2:FEDERAL AND STATE LIHTC	\$1,675,163	\$64,305	\$3,376,614	\$5,116,082
SOURCE 3:STATE(DHCD) SUBSIDY (AHTF, CATNHP, CBH, HIF, HOME, HSF)	\$1,091,580	\$	\$738,010	\$1,829,590
SOURCE 4:CITY HOME	\$25,000	\$	\$	\$25,000
SOURCE 5:PERMANENT LOAN	\$	\$	\$1,278,000	\$1,278,000
TOTAL PROJECT COST	\$2,791,743	\$64,305	\$5,592,624	\$8,448,672

TIMELINE:

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

CPC RECOMMENDATION:

The Community Preservation Committee voted unanimously, with McCrea and Northcutt not present, to recommend funding this application at \$130,150. The CPC voted to recommend \$63,250 from FY18 Housing Reserve and \$66,900 from the FY19 Housing 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:	City of Salem (DPCD)
PROJECT TITLE:	Salem Common Fence Restoration Phase 4
PROJECT LOCATION:	Washington Square
CPA CATEGORY:	Historic Resources: Rehabilitation/Restoration
CPC PRIORITY RANKING:	High
CPC RECOMMENDED CPA FUNDING:	\$125,000
CPC RECOMMENDED SOURCE:	\$37,247.97 – Fund Balance
	\$66,900.00 – FY19 Historic Reserve
	\$20,852.03 – FY19 Budgeted Reserve

PROJECT DESCRIPTION:

The City of Salem requested \$150,000 in CPA funds to restore as many Salem Common fence sections and bollards as possible. The goal of Phase 4 is to replace significant runs where there are currently no fence sections and to restore as much of the fabric of the fence as possible.

Salem Common's cast-iron fence not only defines and protects the Common, but its simple, graceful, uniform lines serve as a transition from the open green space on the Common to the blocks of Federalist and Greek Revival homes beyond. The Salem Common Fence is significant for the following reasons:

- Status as part of a National Register district: The 9.5 acre Salem Common itself is the heart of the Salem Common National Register District and the Washington Square Local Historic District.
- Important connection to the National Guard: Although the exact date is not known (approximated as Spring, 1637), the Salem Common was the site of the first muster of the East Regiment, Massachusetts Militia, which marked the beginning of the National Guard of the United States.
- Important location for Salem Civic Life: The Common has been central to the civic life of Salem for four centuries. Conceived of as public common land, the Common evolved into a landscaped park used for recreation and public events by the 1800s. Today, the City holds many cultural and civic events at the Common, including: Heritage Days, Haunted Happenings, wedding ceremonies, and Concerts on the Common.
- Rare civic example of cast-iron fencing: In the early 19th century, the Common was enclosed by a wooden fence with ornamental gateways. In 1850 a group of private citizens petitioned the City Council to sponsor the erection of an iron fence. On May 27, 1850, the City Council voted to appropriate \$7,000 for the erection of the ornate cast iron fence which currently graces the Common.



Vandalism, acid rain, animal waste, accidental damage, and inappropriate repairs have placed the fence at such risk that Historic Salem Inc. designated the Common Fence as one of Salem's Most Endangered Historic Resources. In 2012, CBI Consulting created an Existing Conditions Study and Preservation Plan for the Common Fence. During their examination, CBI found that at least fourteen sections of the fence were missing. There is damage throughout and historically inappropriate fixes that need to be repaired. The integrity of the fence is increasingly threatened and its rapidly deteriorating condition invites vandalism and further destruction.

Due to an estimated restoration cost of more than \$1.2 million, and limited funding, it is necessary that the project be completed in phases. Approximately 25% of the fence work has been completed to date. It is important that the phases are undertaken close together in order to preserve the fence before additional deterioration and damage occurs. This is of particular importance because, due to the nature of cast-iron repairs, it is not always possible to preserve broken and damaged pieces of the fence. Broken pickets, for example, need to be re-cast, which preserves the visual effect of the fence but not the original fabric. For new materials, the City has been working with a specialized foundry to use the molds of the original design of the fence and cast in a new mixed metal material that is not as brittle as cast iron and several layers of paint to protect the metal material.

FINANCIAL:

The City hopes to combine funding sources in order to maximize funding available for construction.

	CONSTRUCTION**	TOTAL
SOURCE 1: SALEM CPA (CPC RECOMMENDATION)	\$125,000	\$125,000
SOURCE 2: CITY CIP FUNDS (FY18 COMMITTED)	\$150,000	\$150,000
SOURCE 3: CITY CIP FUNDS (FY19 REQUESTED)	\$150,000	\$150,000
TOTAL PROJECT COST	\$425,000	\$425,000

TIMELINE:

May 1, 2018

Procure architectural consultant

July 1, 2018

Finalize bid drawings and specifications

September 30, 2018

Procure contractor

November 1, 2018

Construction begins

June 30, 2019

Construction completed

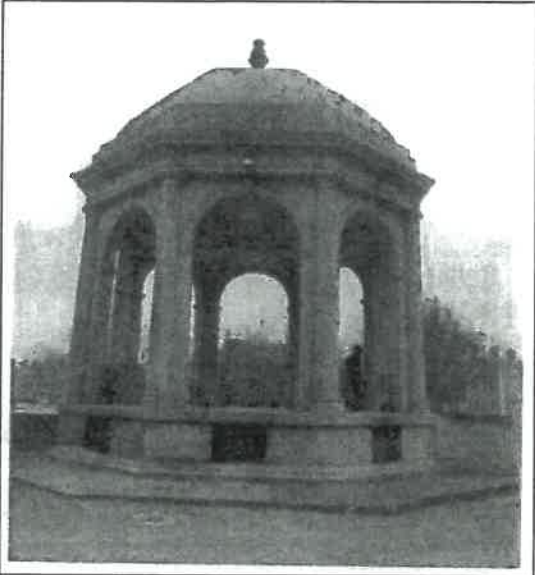
CPC RECOMMENDATION:

The Community Preservation Committee voted 5 in favor and 2 opposed, with Moriarty and Cornacchio in opposition, and with McCrea and Northcutt not present, to recommend funding this application at \$125,000. The CPC voted to recommend \$37,247.97 from the Fund Balance, \$66,900 from FY19 Historic Reserve and \$20,852.03 from the FY19 Budgeted Reserve.

APPLICANT: City of Salem (DPCD)
PROJECT TITLE: Salem Common Bandstand Restoration Phase 1
PROJECT LOCATION: Washington Square
CPA CATEGORY: Historic Resources: Rehabilitation/Restoration
CPC PRIORITY RANKING: High
CPC RECOMMENDED CPA FUNDING: \$100,000
CPC RECOMMENDED SOURCE: \$100,000 – FY19 Budgeted Reserve
PROJECT DESCRIPTION:

The City of Salem requested \$100,000 in CPA funds for Phase 1 restoration of the Salem Common Bandstand.

The eight-sided bandstand is at the center of Salem Common and was constructed in 1926 in commemoration of the city's Tercentennial. Philip Horton Smith designed this finely proportioned octagonal bandstand in Colonial Revival style. The domed and temple-like structure features a roof capped by a pineapple, and arches flanked by engaged Roman Doric columns. In 1976, the bandstand was dedicated to longtime Salem Band director, Jean Missud of the Salem Cadet Band fame. It is one of the most visible structures in the City, and is used for many community events.



The City recently hired Structures North to conduct an existing conditions analysis of the Common Bandstand. Overall, the structure is in fair condition, however, there are several upgrades that are needed in the next 5 years. Phase 1 work involves electrical upgrades, a new secure and historically sensitive entrance/egress to the basement, new windows, and potentially a new apron. This phase will also include design funds for future phases which would include the masonry repairs. The restoration of the bandstand will take several years, and the goal is to have it completely refurbished by the City's 400-year celebration and its 100th anniversary.

While no life safety and/or structural stability issues have been identified at the Bandstand, the structure has been vandalized and has been used for illicit activities in the recent past. Other than some restoration work that was done in the mid-1980s and 1990s, the Bandstand has not had significant updates since it was constructed in 1926. The current basement enclosure is a temporary measure to address recent vandalism to the structure that included irreparable damage to the basement door. This project will include a new basement entrance enclosure that will be attractive, historically appropriate, yet functional and secure. Currently, there are no windows and the window openings are covered only by plywood, which is allowing water to infiltrate the basement, degrading the sub-structure. This project will include the installation of new windows that will closely replicate the design of the original windows as shown in historic photographs. In addition, existing modern window grates will be removed to prevent ongoing metal corrosion to the concrete structure and concrete window sills will be repaired. Electrical upgrades will also be completed during this phase, as the existing system does not meet code. Improvements are necessary for safety, efficiency and to support additional power needs for events. In addition to a full system upgrade, exterior outlets, security cameras and lighting will be replaced with less visible and more modern systems. The City will explore the option of making the apron accessible, thus providing more access to persons with different abilities. The upgrades to the Bandstand (in particular the electrical) will also allow it to support more functions that generate revenue.

FINANCIAL:

	STUDY	SOFT COSTS*	CONSTRUCTION**	TOTAL
SOURCE 1: SALEM CPA	\$	\$	\$100,000	\$100,000
SOURCE 2: CIP		\$25,000	\$75,000	\$100,000
SOURCE 3: SHORT TERM CIP (APPROVED)	\$25,000	\$	\$	\$25,000
TOTAL PROJECT COST	\$	\$	\$	\$225,000

TIMELINE:

Estimated Timeline for Common Bandstand

Design/Bid

Final Design

Bid

Bids Received

Contract

Phase 1

May-June 2018

11-Jul-18

25-Jul-18

8/15/2018

Design Phase 2

July 2018-December 2018

Grants Phase 2

3/1/2019

Construction

Permits/Demo - Apron

9/1/2017

Site Prep/Material Order

9/15/2017

Equipment Order/Mobilize

Sept-October 2018

Construction Apron

Sep-18

Construction Electrical/Windows

November 2018 - January 2019

Final fix windows

Mar-19

Substantial Completion

May-19

CPC RECOMMENDATION:

The Community Preservation Committee voted 6 in favor and 1 opposed, with Moriarty in opposition, and with McCrea and Northcutt not present, to recommend funding this application at \$100,000. The CPC voted to recommend \$100,000 from the FY19 Budgeted Reserve.

APPLICANT:	House of the Seven Gables
PROJECT TITLE:	Turner-Ingersoll Mansion Roof Replacement
PROJECT LOCATION:	54 Turner Street
CPA CATEGORY:	Historic Resources: Rehabilitation/Restoration
CPC PRIORITY RANKING:	High
CPC RECOMMENDED CPA FUNDING:	\$26,500
CPC RECOMMENDED SOURCE:	\$26,500 - FY19 Budgeted Reserve
PROJECT DESCRIPTION:	

The House of the Seven Gables (Gables) submitted a request for \$26,500 in additional CPA funds to undertake the replacement of the roof of the Turner-Ingersoll Mansion, popularly known as The House of the Seven Gables. During the last CPA funding round, the Gables was awarded \$42,500 – 50% of the cost - which was based on an estimate of \$85,000 in February, 2017, with the intent that the funds were to be matched by a grant from the Massachusetts Preservation Projects Fund (MPPF). Formal bids were received in October,



2017 with the lowest bid coming in at \$138,000, prompting a request for additional CPA funds of \$26,500 (for a total of \$69,000). The MPPF grant request will also be amended to total \$69,000. The goal is to seal the mansion's envelope in order to protect and preserve the structure and the historically significant collections and items on display inside of it. The replacement of the Turner-Ingersoll Mansion's roof will comply with the Secretary of the Interior's standards.

The Turner-Ingersoll Mansion is located on the highly visible campus of The House of the Seven Gables Settlement Association and is also viewable from Salem Harbor. The Turner-Ingersoll Mansion's roof was last replaced in 2005. Unfortunately the "tumbled" steel nails that were used are deteriorating due to a chemical reaction with the fire resistance treated underlayment. This deterioration has caused roof shingles to slip out of place. According to a National Park Service Preservation Brief by architectural historian Sarah M. Sweetser entitled *Roofing for Historic Buildings*, "A poor roof will permit the accelerated deterioration of historic building materials—masonry, wood, plaster, paint—and will cause general disintegration of the basic structure." Because the shingles are falling off of the current roof at an increasingly alarming rate, the roofing project is of an urgent nature. The current condition of the Turner-Ingersoll Mansion's roof jeopardizes the integrity of the building, as well as the valuable artifacts inside. The Turner-Ingersoll Mansion is currently at risk for irreparable loss due to the poor condition of the roof.

The Turner-Ingersoll Mansion is the cornerstone of the Gables' historic campus, and is listed on the State Register of Historic Places. A structure built by a Salem sea merchant in 1668, the mansion is an example of First Period architecture. In 1908, philanthropist and early historic preservationist Caroline Emmerton rescued the mansion and restored it in collaboration with architect Joseph Everett Chandler. Capitalizing on its famous connection to Nathaniel Hawthorne (who used it as the inspiration and setting for his 1851 novel, *The House of the Seven Gables*), she opened it to the public as a museum in 1910, to attract paying visitors and use ticket sales specifically to serve the community by funding social services for Salem's newly arrived immigrants. This "Settlement work" included English language and home economics classes, as well as training in a variety of skills to help immigrants "settle" into their new country.

Over several decades, Emmerton and the Trustees of The Gables acquired and moved other at-risk historic buildings to the campus in order to preserve them and to create an authentic colonial atmosphere for visitors. The House of the Seven Gables Settlement Association is a 501(c)(3) public charity that now owns, operates, and preserves the campus properties. In addition to the Turner-Ingersoll Mansion, The House of the Seven Gables Settlement Association owns and cares for six other historic buildings, including the Birthplace of Nathaniel Hawthorne (c. 1750), the Retire Beckett House (1655), and the Hooper-Hathaway House (1682).

In 2007, the campus was designated a National Historic Landmark District by the U.S. Department of the Interior for interpreting the heritage and history of the United States, and the 349-year-old mansion is a contributing building to that designation. To this day, The House of the Seven Gables Settlement Association remains dedicated to honoring our founder's legacy through its mission to preserve our National Historic Landmark District and leverage its power as an icon of American culture to engage diverse audiences and provide educational opportunities for our local immigrant community, at-risk children and adults. Although nonresidents are charged admission for the daily guided house tour, earned income does not cover operational expenses. Relied upon is the generosity of donors and grant makers to help fulfill the mission and continue our programming, which includes various programs offered free of charge. The Gables also partners with other community organizations whose missions align with ours in serving the immigrant community or other at-risk children, including Express Yourself, LEAP for Education, Salem State University & Salem Public Schools.

The Turner-Ingersoll Mansion is classified by architectural historian Abbott Lowell Cummings as "the most ambitious surviving seventeenth-century framed house in New England," the mansion's relevance to the architectural, economic, literary, and social history of our city and our nation make it one of Salem's main draws for many tourists. Entrance to The Gables' grounds, museum admission and guided tours are free for Salem residents. Enhancing the visitor experience by maintaining the historic structures and collections will translate into significant benefits to the local economy as tourists visiting The Gables typically patronize other attractions, shops, and restaurants in the area.

FINANCIAL:

The House of the Seven Gables is requesting \$26,500 in additional CPA funds, to be combined with the \$42,500 previously awarded to this project. This represents 50% of the total roof replacement cost of \$138,000, based on formal bids received in October, 2017.

Critical preservation work is needed on all of the Landmark campus structures. Because preservation needs are constant, The Gables continually seeks funding from foundations and individual donors. The organization is submitting a MPPF application for half of the cost of the roof replacement project. If additional funding is not obtained, The Gables is committed to matching funds from the CPA with contributions it receives from its annual appeal and from cash reserves. The Gables will also seek donations from individual donors. Any funds The Gables uses for this project will be diverted from critical preservation projects they hope to complete in other historic buildings on the campus that were identified in its 2012 campus plan. Alternatively, the Gables will be required to withdraw funds from our endowment. As The Gables endowment is modest, such a withdrawal will negatively impact the long-term sustainability of the organization.

CPC RECOMMENDATION:

The Community Preservation Committee voted 5 in favor and 2 opposed, with Moriarty and Cornacchio in opposition, and with McCrea and Northcutt not present, to recommend funding this request at \$26,500. The CPC voted to recommend \$26,500 in additional funding from the FY19 Budgeted Reserve. The House of the Seven Gables already has a Preservation Restriction in place for the site.

APPLICANT: 211 Bridge St. Corp. d/b/a/ the Bridge at 211
PROJECT TITLE: Window Restoration
PROJECT LOCATION: 211 Bridge Street
CPA CATEGORY: Historic Resources: Rehabilitation/Restoration
CPC PRIORITY RANKING: High
CPC RECOMMENDED CPA FUNDING: \$42,647.97
CPC RECOMMENDED SOURCE: \$42,647.97 - FY19 Budgeted Reserve
PROJECT DESCRIPTION:

The Bridge at 211 (The Bridge) submitted a request for \$121,277.50 for full restoration of 26 windows on the mid- and lower levels in the 1889 Bolles Wing, named for Rev. Dr. Edwin C. Bolles. 211 Bridge Street is located in the downtown, situated on an important entrance corridor in the former First Universalist Society of Salem. The church was officially founded in 1805 and the cornerstone to the Meetinghouse portion of the building (which was designed and built by William Perley Putnam, who also built the Custom House) was laid in 1808. Funds to purchase the land and erect the building were raised by Salem entrepreneurs and captains of industry of the time. The building is a fine example of classic Federal architecture.



In 2015, First Universalist merged with the First Parish Unitarian Universalist Church in Beverly, due to shrinking membership and financial infeasibility of remaining at the 211 Bridge Street building. The congregation decided to transform and repurpose the building to serve the greater Salem community as a new nonprofit organization. 211 Bridge Street Corporation, d/b/a The Bridge at 211 was formed in July, 2015 and received its 501(c)(3) non-profit status shortly thereafter. This opened the door to expand the church's tradition of promoting social justice and cultural enrichment as a hub for arts and performing arts in its unique performance spaces while continuing to honor the building's place in Salem's rich historic community. In December, 2016, The Bridge took formal title to the building, the first time the building's ownership had been transferred in nearly 200 years. The Bridge now serves as a venue for artistic, cultural, and social justice groups. It has been home to the Neverland Theatre Company for the last two years and has partnered with the Salem Arts Association who has located their gallery in the building. The Salem Academy Charter School has held theatre performances in the space; The Bridge has hosted the Salem Awards Foundation's annual Salem Award presentation; and has become the home for SalemRecycle's Repair Café; the Salem Scottish Dancers; the Salem Food Pantry; and three anonymous support groups. The building has also been a venue for the Massachusetts Poetry Festival for several years. For the third year in a row, The Bridge and the Salem Common Neighborhood Association co-hosted a community Christmas Concert and The Bridge was recently chosen as Tour Headquarters for Historic Salem Inc.'s "Christmas in Salem" House Tour event. Consistent with the City's Preservation Plan Update (pp.4, "Integrating the Arts and Historic Preservation), it is The Bridge's aim to continue to partner with various art and community groups while developing its own programming for the community.

The Bridge believes it is critical to preserve and appropriately upgrade the building in order to continue and expand our relationship with Salem's arts and performing arts community. To this end, The Bridge contracted the services of Robert D. Farley, AIA to evaluate all the windows in the building. Mr. Farley deemed those in most critical need to be the 26 windows in the mid- and lower level of the 1889 Bolles Wing and including two (2) windows on the upper West elevation. The Bridge and Mr. Farley have consulted with Alison Hardy of Window Woman of New England who

recommends full restoration of these windows as "many of the sash have weak joints at the meeting rail, several have dropped bottom rails, and if these don't get repaired correctly, the windows won't last much longer." They are functionally inoperable and the current deterioration is allowing water to penetrate behind the frames. This condition will worsen over time and will eventually lead to damage to the windows which would make them difficult to restore. Thus, delay in addressing these windows will lead to an increased scope of work and additional costs. This project is needed to protect and preserve the building's climate and security while also protecting the structure from further weather damage; all with the goal of providing energy efficiency and proper ventilation for the building's users while maintaining the building's historical integrity.

Due to the condition of these windows, this Phase was deemed critical to address first, but it is the intention to address all the remaining windows in the building in future phases. This restoration work would include the remaining windows in the Bolles Wing and the restoration of a stained glass window in the Bolles foyer. All the windows in the 1808 Meetinghouse building will also need restoration in order to provide energy efficiency, proper ventilation, and security. It is also a goal to replace the balustrade and urns on the building's tower which were original to the building but were removed for safety reasons in the mid-1990's. The architectural elements of the balustrade and urns are still stored in the building's basement for use as a pattern for replacement. The Board believes that replacement of this architectural piece will enhance the City's unique skyline and further cement this important building as a destination and landmark within the City's downtown.

The Bridge has received letters of support from a wide range of historical, artistic, theater arts, and community groups for this application, including the Salem Arts Association, Neverland Theatre Company, the Salem Public Art Commission, the Salem Historical Commission, the Salem Redevelopment Authority, and State Senator Joan Lovely.

FINANCIAL:

The initial estimate based upon consultation with Robert D. Farley, AIA and Window Woman of New England was \$100,000 in construction and \$21,277.50 in soft costs. A revised budget was submitted bringing down the costs to \$73,700 for construction and \$10,677.50 in soft costs, by removing restoration of 6 basement sash windows, removing exterior head and jamb trim replacement (including painting and caulking costs) and reduction of the contingency from 8% to 5%.

TIMELINE

Window Woman is prepared to perform the restoration work over a four to six week period.

CPC RECOMMENDATION:

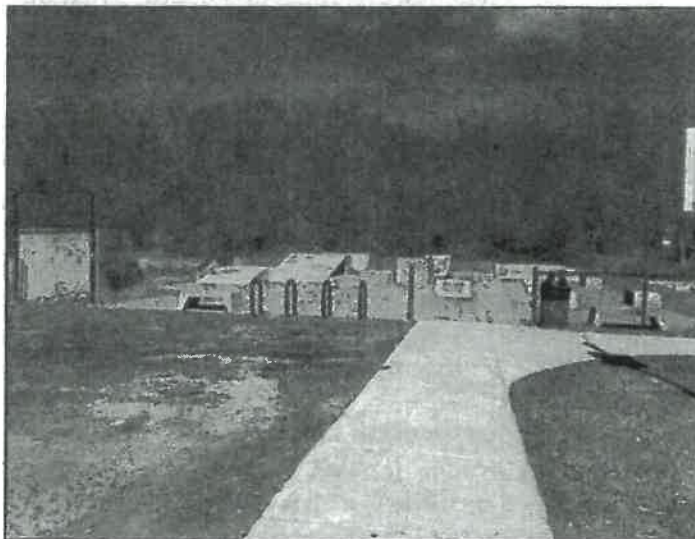
The Community Preservation Committee voted 4 in favor and 3 opposed, with McCrea abstaining and with Moriarty not present, to recommend funding this application at \$54,000 from FY19 Budgeted Reserve.

The project is conditional that the applicant grants the city a preservation restriction (to be prepared by the City and approved by Massachusetts Historical Commission).

APPLICANT: City of Salem
PROJECT TITLE: Ryan Brennan Memorial Skate Park
PROJECT LOCATION: Gallows Hill Park
CPA CATEGORY: Recreational Land: Rehabilitation/Restoration
CPC PRIORITY RANKING: High
CPC RECOMMENDED CPA FUNDING: \$42,750
CPC RECOMMENDED SOURCE: \$42,750 - FY19 Open Space/Recreation Reserve
PROJECT DESCRIPTION:

The City of Salem requested \$131,250 in CPA funds to support the additional construction costs to upgrade the Ryan Brennan Memorial Skate Park, as well as to add a bowl to the design.

This park was originally built in 2001, through the efforts of an Eagle Scout, Tim Lunt, and through donations from the community and funding from the city. It was built in the memory of Ryan Brennan, a 15-year-old inline skater, boy scout, chess player, and Salem youth who was killed in the street while skating twenty years ago, this August.



Ryan Brennan Memorial Park is the only skate park in Salem, however, it's equipment is outdated and need of replacement. Studies have shown that these types of parks help to keep youth away from drugs and crime, have significant physical and mental benefits, and prevent damage to property that is not designed for skateboard use. One of the most important benefits is the safety, providing a place to practice skills safe from vehicular traffic. The risk to skaters is directly related to skateboarding and skating in roads.

In 2016, the Community Preservation Committee and City Council awarded the City a grant to study and design a new skate park to replace the existing one at Gallows Hill. The goal of the project was to design a multi-use facility that attracts a wide variety of uses and abilities. In 2017, the CPC/Council awarded \$75,000 for construction costs. The City conducted surveys and Geotech, and determined some drainage will be needed. The new request is for additional funding to support the original concept with updated costs and to add a bowl to the design.

This project is located within 0.5 miles of the Collins Middle School and Witchcraft Heights School and 1 mile from Salem High School and the Salem MBTA Station. The Boys and Girls Club runs out of Collins Middle School, and they have a skateboard clinic. The skate park is right next to a playground and near ballfields and soccer fields. Therefore, families going to games could also use this facility. Several apartment buildings and complexes are also near the site.

FINANCIAL:

The initial cost estimate did not include costs related to survey, Geotech, and drainage that will be needed. In addition, the design will include a bowl, however there is not enough funding for a bowl at this time. Requested was:

- \$42,750 in additional costs for the skate park as designed, and
- \$88,500 for the bowl and added drainage.

	STUDY	SOFT.COSTS*	CONSTRUCTION**	TOTAL
SOURCE 1: SALEM CPA FY 18 <i>(total request)</i>	\$	\$	\$131,250	\$131,250
SOURCE 2: CIP	\$	\$25,800	\$99,200	\$125,000
SOURCE 3: DONATION – BRENNAN FAMILY	\$	\$	\$50,000	\$50,000
SOURCE 4: CPA FY16/17	\$4500	\$20,500	75,000	\$100,000
SOURCE 5: FUNDRAISING/GRANTS BENCHES/TREES	\$	\$4,000	\$	\$4,000
SOURCE 6:	\$	\$	\$	\$
TOTAL PROJECT COST	\$4500	\$50,300	\$355,450	\$410,250

TIMELINE:

**Estimated Timeline for Brennan Skate Park
Design/Bid**

Final Design	April-May 2018
Bid Bowl/walkways bid as alt.	15-May-18
Bids Received	30-May-18
Contract If funding, add alts.	7/1/2018

Construction

Mobilization Start	7/15/2018
Site Prep	8/1/2018
Construction	September-November 2018
Substantial Completion	Dec-18
Final Close Out	Jan-18

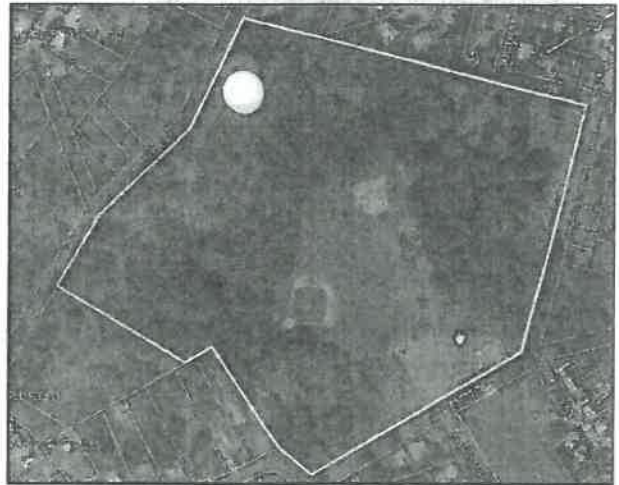
CPC RECOMMENDATION:

The Community Preservation Committee voted unanimously, with McCrea and Northcutt not present, to recommend funding this application at \$42,750 from FY19 Open Space4/Recreation Reserve to complete the park as designed (excluding the bowl).

APPLICANT:	City of Salem
PROJECT TITLE:	Gallows Hill Park Renovation – Designer Services
PROJECT LOCATION:	Gallows Hill Park
CPA CATEGORY:	Recreational land: Rehabilitation/Restoration
CPC PRIORITY RANKING:	High
CPC RECOMMENDED CPA FUNDING:	\$65,000
CPC RECOMMENDED SOURCE:	\$24,150 - FY19 Open Space/Recreation Reserve \$40,850 - FY19 Budgeted Reserve

PROJECT DESCRIPTION:

The City of Salem requested \$65,000 in CPA funds to undertake design services for trails, ballfield, accessible parking, lighting and other features of Gallows Hill Park. Conceptual plans have been developed in the Open Space Master Plan, and there is an ongoing analysis as part of the Palmer Cove project to assess the viability of the Gallows site for high school baseball. The park ballfields, parking, and trails need renovation and restoration, including upgrades for security, irrigation, and accessibility. Depending on the results of the Palmer Cove assessment, the exact components of each part will be designed appropriately. The scope of work will also include outreach to the community to determine areas of upgrades or improvements needed for other areas of the park, including Upper Gallows Hill and Mansell.



This project is located in Gallows Hill Park, which is located in southwest Salem. The entire park is 21.83 acres and Mansell (which is directly adjacent) is another 1.2 acres. This project is within 0.5 miles of the Collins Middle School and Witchcraft Heights School and 1 mile from Salem High School and Salem MBTA Station. It is near Bridge Street/Boston Street and Highland Avenue/Essex Street that are being studied for a major upgrade including separated bike lanes. These bikeways would provide connections between the MBTA, Collins/High School, and the park. This project would improve connections for much of Ward 4 and the High School (via the pedestrian bridge over Highland). This would also connect several apartment buildings and complexes are near the site.

The 2015 Open Space Master Plan found this park to have some of the poorest conditions. The skatepark is undergoing an upgrade as part of a separate project. Gallows Hill baseball and softball fields are in poor condition, and need an upgrade, including grading, new turf, irrigation, fencing, benches, and potentially lighting. Palmer Cove Park is currently under study, and a determination will be made about whether or not to move the ballfield from Palmer Cove. If the City determines that the high school baseball field should be relocated to Gallows, then that upgrade will include those necessary improvements. In addition, there are many trails throughout the site, and most of the trails are overgrown and/or eroded. This would not only put together a restoration plan, but also identify areas where accessible improvements could be made.

This project will also upgrade the parking and improve drainage, security and accessibility to support the upgraded park. Its interrelationship with other projects (bikeways, Brennan Skate Park, and Palmer Cove), make it an important part of overall park and recreational master planning in the City. The renovation of Palmer Cove is interdependent upon Gallows, if it is found to be the best location for high school baseball. In addition, the City will be applying for a Recreational Trails Grant that requires a match, and CPA funds would serve as the grant match.

FINANCIAL:

	STUDY	SOFT COSTS*	TOTAL
SOURCE 1: SALEM CPA	\$5000	\$60,000	\$65,000
SOURCE 2: RECREATIONAL TRAILS GRANT	\$	\$3800	\$3800
TOTAL PROJECT COST	\$5000	\$63,800	\$68,800

TIMELINE:

Funding for CPA Grant Application Approved	7/1/2018
Develop Scope of Work/RFP	9/1/2018
Receive Proposals	9/20/2018
Start Study	10/15/2018
Existing Conditions	Nov-18
Public Meeting	Nov-18
Draft Report	12/1/2018
Final	1/15/2019
Submit for CPA/CIP/Grant - Final	
Design/Construction	Mar-18
Construction	June-August 2019

CPC RECOMMENDATION:

The Community Preservation Committee voted unanimously, with McCrea and Northcutt not present, to recommend funding this application at \$65,000 with \$24,150 from FY19 Open Space/Recreation Reserve and \$40,850 from FY19 Budgeted Reserve.

APPLICANT: City of Salem
PROJECT TITLE: Olde Salem Greens Golf Cart Paths
PROJECT LOCATION: 75 Willson Street
CPA CATEGORY: Recreational land: Rehabilitation/Restoration
CPC PRIORITY RANKING: High
CPC RECOMMENDED CPA FUNDING: \$150,000
CPC RECOMMENDED SOURCE: \$150,000 – FY19 Budgeted Reserve
PROJECT DESCRIPTION:

The City of Salem requested \$250,000 in CPA funds to enhance the Olde Salem Greens golf course experience by widening or moving the golf cart paths to improve conditions on the paths, fairway and greens.



Olde Salem Greens is both a historic site and recreational land bordering the Salem Woods. The original golf course was built for walkers. Photos show that carts were likely first used in 1959 and riven all over the course with no paths. Aerial photos from 1978 still show no cart paths and an aerial photo from 1991 shows the paths that are still in existence today – with minimal paths presumed to have been installed around 1980.

Our residents have golfed there for many generations and have enjoyed the passive recreational opportunity to golf at a reasonable price. Free group lessons are offered to Salem residents during the summer months. The course fairways and greens have been improved over the years and the City often receives compliments about the condition of the course. However, the Municipal golf course "Muni" is in desperate need of new cart path installations and existing cart paths need to be upgraded for both safety and enjoyment.

The golf carts and equipment are being damaged from use on rough terrain and the use of the carts after rain has resulted in turf damage. The City loses revenue whenever we cannot let golf carts out due to excessive rain/soil moisture. The lack of cart paths are also causing slow pace of play and complaints from golfers. New cart paths will attract more golfers using carts. This can increase revenue and will help to speed up pace of play.

FINANCIAL:

The total project is estimated at \$590,000 and will use a combination of CPA funds, CIP funds and/or bonding. CPA funds would be used only to create completely new paths where none exist and/or to connect to a path which currently exists.

CPC RECOMMENDATION:

The Community Preservation Committee voted 4 in favor and 3 opposed, with McCrea abstaining and with Moriarty not present, to recommend funding this application at \$150,000 from FY19 Budgeted Reserve.

APPLICANT: City of Salem
PROJECT TITLE: Memorial Park Irrigation System
PROJECT LOCATION: Memorial Park at Webb/Memorial Drive
CPA CATEGORY: Recreational land: Rehabilitation/Restoration
CPC PRIORITY RANKING: High
CPC RECOMMENDED CPA FUNDING: \$54,000
CPC RECOMMENDED SOURCE: \$54,000 FY19 Budgeted Reserve
PROJECT DESCRIPTION:

The City of Salem requested \$54,000 in CPA funds to improve and upgrade the combo field at Memorial Park. The project is to install an updated sprinkler system to enhance the appearance and provide a better quality grass surface. The description of the proposed work includes:

1. Placing new water meter to measure the water flow to account for usage;
2. Updated water service line for removal of iron pipe;
3. Placing a new back flow device for cross connection regulation;
4. New irrigation lines as due to age and breakdown of glue causing leaks;
5. New controllers due to age;
6. New solenoids due to age; and
7. New water tap to increase size to supply line to meet new demand of added irrigation plus addition to baseball field.



This multi-use field is for both baseball and lacrosse utilized by the Bentley School, Salem Academy Charter School, community residents, and likely for Little League usage once the upgrades are completed.

FINANCIAL:

CIP money will be used to upgrade the field – grade, aerate and re-seed - after the new water system is installed.

CPC RECOMMENDATION:

The Community Preservation Committee voted 4 in favor and 3 opposed, with McCrea abstaining and with Moriarty not present, to recommend funding this application at \$54,000 from FY19 Budgeted Reserve.



CITY OF SALEM PLANNING BOARD

2018 MAY 21 PM 2: 22

CITY CLERK
SALEM, MASS.

Report to City Council

May 21, 2018

At its meeting on May 17, 2018 the Planning Board voted seven (7) in favor (Ben Anderson, Matt Veno, Carole Hamilton, Helen Sides, Noah Koretz, Dale Yale, and DJ Napolitano) and none opposed to recommend that the City Council approve the amendment relative to Section 3.0 (Table of Principal and Accessory Uses) as enumerated below:

1. Within Section A. Residential Uses of the Table, delete the letter "N" as it appears in the B1 zoning district in the row entitled "Dwelling unit above first floor retail, personal service, or office use" and insert the letter "Y".
2. Within the Zoning District I of Section C. Commercial Uses of the Table, make the following amendments:
 - a. delete the "N" as it appears in the row entitled "Commercial recreation, outdoor" and insert the letters "BA"
 - b. delete the "N" as it appears in the row entitled "General service establishment" and insert the letter "Y"
 - c. delete the "N" as it appears in the row entitled "Plumbing, carpentry and sheet metal shop" and insert the letter "Y"
3. Within the Zoning District I of Section D. Industrial Uses of the Table, make the following amendments:
 - a. delete the "BA" as it appears in the row entitled "Mini-storage warehouse facility" and insert a "Y"
4. Within the Zoning District I of Section E. Accessory Uses of the Table, make the following amendments:
 - a. delete the "N" as it appears in the row entitled "Private garages and other accessory structures" and insert a "BA"

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

Yours truly,

Ben J. Anderson
Chairman

CC: Ilene Simons, City Clerk



CITY OF SALEM PLANNING BOARD

2018 MAY 21 PM 2:22

Report to City Council

CITY CLERK
SALEM, MASS.

May 21, 2018

At its meeting on May 17, 2018 the Planning Board voted seven (7) in favor (Ben Anderson, Matt Veno, Carole Hamilton, Helen Sides, Noah Koretz, Dale Yale, and DJ Napolitano) and none opposed to recommend that the City Council approve the amendment relative to Section 4.1.1 (Table of Dimensional Requirements) as enumerated below:

1. Add the following new row to the table:

Table of Dimensional Requirements										
	RC	R1	R2*	R3**	B1****	B2	B4	I	BPD	NRCC
Maximum height of retaining walls, boundary walls and/or fences (feet)***	6	6	6	6	10	10	10	10	10	4

2. Add the following new sentence to the end of asterisk *** notation:

“Fences shall be no more than six (6) feet for residential uses, excluding the NRCC district unless otherwise provided, and ten (10) feet for commercial uses.”

3. Insert “3,500” in the B1 column of the row entitled “Minimum lot area per dwelling unit (square feet).”

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

Yours truly,

Ben J. Anderson
Chairman
CC: Ilene Simons, City Clerk



CITY OF SALEM PLANNING BOARD

2018 MAY 21 PM 2: 22

CITY CLERK
SALEM, MASS.

Report to City Council

May 21, 2018

At its meeting on May 17, 2018 the Planning Board voted seven (7) in favor (Ben Anderson, Matt Veno, Carole Hamilton, Helen Sides, Noah Koretz, Dale Yale, and DJ Napolitano) and none opposed to recommend that the City Council approve the amendment relative to Section 10 (Definitions) as enumerated below:

1. Insert the following at the end of the definition of "Dwelling Unit":

"as defined by the Commonwealth of Massachusetts State Building Code Regulations & Standards 780 CMR

2. Delete the definition of "Rooming, boarding or lodging house" in its entirety and replace it with the following:

"Rooming, boarding or lodging house: A house where lodgings are let to four (4) or more persons not within second degree of kindred to the person conducting it, and shall include fraternity houses and dormitories of educational institutions, but shall not include dormitories of charitable or philanthropic institutions or convalescent or nursing homes licensed under section seventy-one of chapter one hundred eleven or rest homes so licensed, or group residences licensed or regulated by agencies of the Commonwealth."

3. Amend the definition of "General service establishment" by inserting the word "and" immediately before the word "furniture" and deleting the phrase "and the like."

4. Insert three new definitions as follows:

- a. "Assisted Living Residences: Offer a combination of housing, meals and personal service care to adults for a fee that includes room and board and services. Assisted living residences are intended for adults who may need some help with activities such as housekeeping, meals, bathing, dressing, and/or medication assistance and who like the security of having assistance available on a 24 hour basis in a home-like and non-institutional environment. Assisted living residences do not provide medical or nursing services and are not designed for people who need serious medical care on an ongoing basis."
- b. "Site Plan Review: Site plan review is a review process established by the City to protect and promote health, safety, convenience and general welfare of the residents of Salem. Site plan review establishes criteria for the layout, scale, appearance, safety, and

environmental impacts of development. Site plan review focuses on parking, traffic, drainage, utilities, landscaping, lighting and other aspects of the proposal to arrive at the best possible design for the location.”

- c. “Zoning Board of Appeals: The Zoning Board of Appeals as established by Chapter 40A, Section 12 of the Massachusetts General Laws.”

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

Yours truly,

A handwritten signature in black ink, appearing to read "Ben J. Anderson". The signature is stylized and cursive, with a vertical line on the left side.

Ben J. Anderson
Chairman

CC: Ilene Simons, City Clerk

Ilene Simons

From: Kim Emerling
Sent: Friday, May 18, 2018 9:18 AM
To: AllSalem; Fire Dept Office; Mary Butler; School Principals
Subject: 2018 Memorial Day Events

On behalf of the city of Salem and the Salem Veterans Council, you are cordially invited to this year's Memorial Day weekend events. Please spread the word to any civic organizations that may like to participate. Thanks.

***Salem Memorial Weekend Events
2018
Sunday, May 27***

10:30- Wreath laying ceremony at the Veterans Section of St. Mary's cemetery off of North Street.

11:00- (Approximately) following wreath laying there will be a navel cannon salute to those lost at sea at Winter Island

12:00- Memorial Mass at St. John's on St. Peter St.

13:00- (Approximately) Collation at the Polish League of American Veterans (PLAV) club on Daniels Street. All are welcome to attend.

*****13:00- Dedication of RYAN SQ. - corner of Hawthorne and Derby Streets.***

Memorial Day-Monday, May 28

10:30- Parade departs from Commercial Street. Free Trolley ride for any veteran unable to march.

11:00- Memorial Day ceremony at Green Lawn cemetery with honored guests.

12:30- (Approximately) Collation at the VFW, 95 Derby Street. All are welcome to attend.

Call 978.745.0883 if there are any questions.

Kim F. Emerling 
Director, Veteran Services
Salem, Ma. 01970

'Birthplace of the National Guard'

978-745-0883

Check out Salems' Veteran Squares at

<https://www.salem.com/veterans-services/pages/veterans-squares>



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

May 21, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

RE: Preservation Month—House Certificates

Ladies and Gentlemen of the City Council:

We request the opportunity to present house certificates to the four new members of the City Council at the next City Council meeting on May 24th. The presentations will be brief and will include certificates similar to those presented last year during Preservation Month.

Sincerely,

Tom Daniel
Director

Patti Kelleher
Preservation Planner

May 21, 2018

Salem City Council
93 Washington St.
Salem, MA 01970

Dear Councilors,

As I am sure you will recall, I attended the city council meeting in March of 2017 where the matter of banning plastic bags was discussed. At that time I had samples of my bag, Witch Tees, and those of The Trolley Depot. During that meeting I was informed directly by Councilor Beth Gerard, and confirmed by all of the other sitting councilors, that my bags were within the limits of the upcoming ban. I was assured that the ban was created to eliminate lightweight bags that store such as CVS, Market Basket and Walmart typically used.

I believe that I was told this at the time because my very iconic yellow Witch Tee bags are weighted at 2mm and are made from recycled material. However, when the ban was finalized the requirement was for over 4mm bags, more than twice the weight of my original bags. I was never contacted by any city councilor advising me of the change in weight requirement. I immediately began calling Beth Gerard, and many of the other councilors. I never received the courtesy of a return call. Councilor Steve Lovely assured the small business owners that he would revisit the matter with the Council, however, he was not reelected to his councilor position. Over the past several months, I have continued my attempts to contact the councilors. I incorporated the assistance of City Solicitor Beth Rennard who also reached out to the councilors but todate she too has not yet received a response.

The issue at hand is that since I was clearly advised that my retail bags were within the scope of this ban, I remain with a stock of more than 10,000 bags that are unusable. Going forward I have no issue with purchasing the required weight, however, I request that the council review my circumstances and allow me to use my remaining bags to offset the considerable amount I have already paid for these bags which were purchased in 2016. This is a hardship that no small business owner should have to undertake in a seasonally challenged town such as Salem. Additionally, one of the main issues that I remain with so many bags is that throughout the summer of 2017 my outside location was severely limited do to the PEM construction an additional hardship I endured.

Throughout the Commonwealth many cities have banned plastic bags, however, most of them have allowed a grandfather clause so that small businesses could eliminate the stock they have already purchased and not suffer an unnecessary hardship. I request that the Salem City Council adopt this clause and allow all small business owners this reprieve beginning immediately. Please contact me with your decision.

Sincerely,



Joan Brennan

cc: Mayor Kim Driscoll

FOR IMMEDIATE RELEASE

May 11, 2018

CONTACT:

Dee Scales

neinformer@verizon.net

(781) 502-5512

Negro Election Day aka Salem Willows Black Picnic taken hostage by Salem MA City Officials

Under Mayor Kim Driscoll, the historical African American annual Festival was aggressive attained and put under governmental command of Salem MA City Officials.

By Dee Scales, N.E. Informer Contributor

Negro Election Day aka Salem Willows Black Picnic, now entering its 277th year, will revert to governmental power by the City of Salem MA under the leadership of Mayor Kim Driscoll with limited activities during its one day event.

Salem United President, Doreen Wade has filed a complaint with the Justice Department and will expose incidents of wrong doing, blackmail and more. Negro Election Day aka Salem Willows Black Picnic which is held on the 3rd Saturday of July, 2018 at Salem Willows Park in Salem MA will not have the same programs, attractions and performers this year. Salem United's committee which took over the festival's program around 2015 and returned it to its origin, building its attendance and building community unification has been eradicate from production.

Doreen Wade, state, "I expected to encounter doubters many people didn't believe its historical existence." "Many people just thought it was a cookout that black people were allowed to do once a year". Doreen also said, "My family goes back centuries attending this event and I felt it was time to defy the skeptics and bring this event to the public eye while preserving and protecting its history."

Under the guidance of Salem United and the National Parks Service, the festival was transformed and within two years it expanded in the number of speakers, parades honoring our contribution to history and today, growth of registered voters and non-profits promoting health and wellness, employment services, empowerment.

"Identifying Negro Election Day aka Salem Willows Black Picnic's significance and bringing its historical impact and meaning of "The Black Vote" to the relevance of today, especially with today's difficult political climate was an important aspect", Doreen Wade clarified. "I continued to seek out those who could work with me such as teachers, community leaders, friends and more — who will encourage the value of this history. It was so disturbing to see many black leaders as well as the news media found the history hard to believe and merely discounted its importance." "We are told to vote,

we are told to register to vote, we are told the importance of the Black Vote but we and our voting history like Negro Election Day is disregarded until election years when we are essential.

Salem United does not know how the City of Salem MA's focus might change this year however we hope it does not return to dwindling attendance and vulgar performance by past rap groups who use horrific language at this family orientated event, as well as limit the emphasize on "local cultural history."

Before Salem United became its producer, the cultural historical aspect being Negro Election Day of Salem Willows Black Picnic was unknown by thousands and race relations was poor - as it shows by the racist acts existing today in Salem MA. For race relations to improve, white Americans living in and around Salem MA need to have the moral courage to acknowledge systemic racism, speak truth to power and most importantly take action and fight racial injustice. Although African Americans and other people of color should not automatically assume that the actions of police and City Officials taken against Salem United and the Black Community of Salem are always motivated by racism their commitment to restrain one of the longest running black history events in our country instead of working together to honor its existence seems reasonable in this case.

Documents showing evidence of embezzling or blackmailing for control and using political power to silence a black community leader at worst disheartening. While we stand by and watch Negro Election Day aka Salem Willows Black Picnic return to its dissolving status, I hope we as a community take the opportunity to use our voices and our platforms to talk about the ways we can continue to protect our history and its voice.

But if we have Organizations like the National headquarters of the NAACP who make comments like, "we have more important things to do than to attend parties", or we have the local Urban League who has a platform but uses it against the Organization instead of uplifting the organization we as Massachusetts Communities of Color will, especially black people, continue to be silenced and asking the ultimate question, *who and where are our black leadership?*

The one-day festival run exclusively on donations and volunteers and made no money off of the festival. For several years much of Doreen Wade, President of Salem United's money came out of her own pocket or the pocket of her Board Members. They seemed to care only about the honoring the festivals history of the black vote and the black voice in Massachusetts.

Salem United had a contractual agreement with the City of Salem MA and its departments but Mayor Kim Driscoll felt she had the right to illegally suspend the agreement in 2017 without a vote or a justified reason why - except possibly its continued demand for financial compensation. As well Mayor Kim Driscoll and City officials believed she could use racial inequitable practices to cease Salem United privileges.

Often called Salem Willows Black Picnic, the festival has been placed in the National Historical Registry under Salem Willows Park and has been declared the longest running black history event in the country but still doesn't get any funding by the City of Salem and the Arts nor is it held in the highest esteem as St Patrick's Day or even Columbus Day, where we honor a man who slaughtered hundreds of American Indians. Being a part of the National Historical Registry should have protected the festival however, the Mayor and the officials of the City of Salem took this as an opportunity to claim its legitimacy.

Salem United comes under the umbrella of United Voices for a Common Cause, and during the Wade Presidential years it maintained a partnership with the National Parks Service a Federal Government Agency. The NPS worked diligently with Salem United in maintaining its authenticity down to the type

of cake served during the 1740's Negro Election Day festival. Yes a cake known as Election Day Cake which was served at the 2017 Salem Willows Black Festival. And the YPN-ULEM - Young Professionals Network of the Urban League of Boston MA contributed the integrity of the day's origin with the annually voter registration participated which was the reality of 1740's black voting process. A history that is undisclosed throughout Massachusetts.

The Salem Police and Mayor Kim Driscoll wailed at the cost of the festival complaining fees jumped yearly. They also believe that the event should be scaled down and not grown to its historical origin.

In previous years, the Mayor's office seemed to be motivated with the revitalization of Negro Election Day aka Salem Willows Black Picnic and took advantage of photo opportunities but by fall of 2017 Salem United became besieged by deceitful acts and breaches of contracts and abuses of power. The change kept me quiet and in fear as well as in fear for my Board Members and careers that may be affected.

As we send our students out to March for gun control, as we send our women out to March for the "Me Too" movement, as we watch our youth kneel in protest for police protection against black male death, we must remember that in many places how in many places across the country White people in power used methods to keep African Americans and poor whites from voting.

Eight Ways People Were Kept From Voting

- 1) Violence:
- 2) Literacy tests
- 3) Property tests
- 4) Grandfather clause
- 5) All-white primary elections
- 6) Purges
- 7) Former prisoners
- 8) Poll taxes

but from 1740's Negro Election Day to 1965 Blacks Finally Got the Right to Vote – The Voting Rights Act but today states are still using practices as "Obtaining supporting documents which can be too expensive for poor voters." Is used.

2018, we as a community need a way to retain our political voices as we fought to do in 1740. We need a strong black leadership countrywide to come out and support the preservation of this historical event. We need to stand up, kneel down or let our voices be heard so as not to let our history die. We need to stop the toxic hostage takeover of the longest black historical voter history.

For more details about Negro Election Day, visit www.alemunitedinc.org

About Negro Election Day aka Salem Willows Black Picnic

Salem United is devoting its energy to preserving and protecting Black History. You can make a difference, you can have a voice heard. You can show the importance of 277 years of a Black voice in Massachusetts.



Kimberley Driscoll
MAYOR

CITY OF SALEM, MASSACHUSETTS
PARK, RECREATION & COMMUNITY SERVICES
 5 Broad Street, Salem Ma 01970
 Tel. (978) 744-0180/(978) 744-0924
 Fax (978) 744-7225

Road Race/Walk/Parade Application

Applications must be submitted 90 days prior to event

Applicant's Name: JULIE ARRISON-BISHOP

Organization Name: WICKED RUNNING CLUB

Name of Race/Walk: MILES OVER THE MOON

Contact #: 413 530 0851 E-Mail Address juliearrison@gmail.com

Address: PO BOX 601

City/State/Zip: SALEM, MA 01970

Organization Tax Status (please include Tax ID Number): 27-1340155

What Charities Will This Race/Walk Be Benefiting?
WICKED YOUTH RUNNING FUND THAT SUPPORTS WICKED KIDZ RACE & LOCAL TRACK PROGRAMS FOR STUDENTS

Approximately How Much of the Race/Walk Proceeds Will Be Donated to Each Charity(s)
100%

Day of Race/Walk Contact Information:

Name: AS ABOVE Contact #: AS ABOVE

Date of Race/Walk: 7/13/18 Estimated Number of Runners/Walkers: 400

Time of Race/Walk: 8:00pm Estimated Finish Time of Race/Walk: 9:15pm

Start Location: BENTLEY Finish Location: BENTLEY

Distance of Race/Walk: 4 miles

Has This Event Been Held Before? Yes No

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

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

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



CITY OF SALEM, MASSACHUSETTS
PARK, RECREATION & COMMUNITY SERVICES

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

Kimberley Driscoll
MAYOR

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

- ✓ Race/Walk course
- ✓ Direction of runners through the Race/Walk/Parade
- ✓ Starting and finishing points
- ✓ Certificate of insurance
- ✓ Last year's race financials

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

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

JAB Date: 3/23/18
Applicant's signature

Julie Appison-Bislin
Name of applicant

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

Approved By: [Signature] 5-1-18
Director (or designee) of Salem Park, Recreation & Community Services

[Signature] 5-1-18
Salem Police Department

City Use Only

Received _____ Payment Received _____ Added to Calendar _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/9/2018

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

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

PRODUCER STAR Insurance - Fort Wayne Office 2130 East Dupont Road Fort Wayne IN 46825 INSURED Road Runners Club of America/2018 and Its Member Clubs 1501 Lee Highway, Suite 140 Arlington VA 22209		CONTACT NAME: Margaret Mayers PHONE (A/C, No, Ext): (260) 467-5689 E-MAIL ADDRESS: margaret.mayers@starfinancial.com FAX (A/C, No): (260) 467-5691	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: National Casualty Company	NAIC # 11991
		INSURER B: Nationwide Life Insurance Co.	NAIC # 66869
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES CERTIFICATE NUMBER: 2018 \$1M A.I. REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
X	COMMERCIAL GENERAL LIABILITY					EACH OCCURRENCE \$ 1,000,000
A	CLAIMS-MADE X OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
X	Legal Liability to Participant \$1,000,000		KR00000007170900	12/31/2017	12/31/2018	MED EXP (Any one person) \$ 5,000
	GENL AGGREGATE LIMIT APPLIES PER:			12:01 AM	12:01 AM	PERSONAL & ADV INJURY \$ 1,000,000
X	POLICY PRO-JECT LOC		Abuse & Molestation			GENERAL AGGREGATE \$ Unlimited
	OTHER:		Aggregate \$5,000,000			PRODUCTS - COMP/OP AGG \$ 1,000,000
						Abuse and Molestation \$ 500,000
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
A	ANY AUTO ALL OWNED AUTOS	SCHEDULED AUTOS	KR00000007170900	12/31/2017	12/31/2018	BODILY INJURY (Per person) \$
X	HIRED AUTOS	X NON-OWNED AUTOS		12:01 AM	12:01 AM	BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
						\$
	UMBRELLA LIAB	OCCUR				EACH OCCURRENCE \$
	EXCESS LIAB	CLAIMS-MADE				AGGREGATE \$
	DED	RETENTION \$				\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N				PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				E.L. EACH ACCIDENT \$
						E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$
B	Excess Medical & Accident (\$250 Deductible/Claim)		SPX0000028554500	12/31/2017	12/31/2018	Excess Medical \$10,000
				12:01 AM	12:01 AM	AD & Specific Loss \$2,500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
City of Salem IS NAMED AS AN ADDITIONAL INSURED AS RESPECTS TO THEIR INTEREST IN THE OPERATIONS OF THE NAMED INSURED. DATE OF EVENT(S): 07/13/18 Miles Over the Moon 4 mile race INSURED RRCA CLUB/EVENT MEMBER: Wicked Running Club, Attn: Lisa DiBella, PO Box 601, Salem, MA 01970

CERTIFICATE HOLDER 07/13/18 City of Salem 93 Washington St. Salem, MA 01790	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Terry Diller/LKR <i>Terry R. Diller, CPCU</i>
---	---

Create a New Route

Instructions Select location: Massachusetts or

Toolbar

-
-
-
-
-
-

Distance:

4.03 miles
6.49 km

Actions

-
-

Markers:

-

The map displays a route in Salem, Massachusetts, starting from the Witch Museum and Salem Common. The route is marked with several segments and distance indicators: 3 mi, 1 mi, 1 mi, and 1 mi. Key landmarks and streets shown include the Witch Museum, Salem Common, Winter Island, Winter Island/Waikiki Beach, and various streets like Bridge St, Winter St, and Wood St. The map also shows the coastline and surrounding areas like Winter Cove and Winter Island. The Google logo is visible in the bottom left corner of the map area.



Julie Arrison-Bishop <juliearrison@gmail.com>

Course route

Thomas Mistretta <thomas.mistretta@gmail.com>
To: Julie Arrison <juliearrison@gmail.com>

Tue, Mar 6, 2018 at 10:26 AM

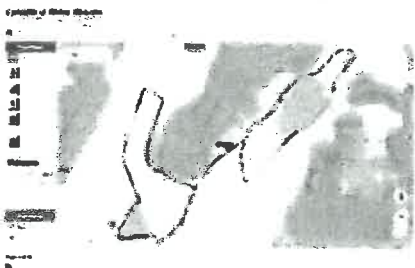
Hi Julie,

I played a bit with the route this morning and got something close to 4 miles. The main difference from last night is that I was starting at the intersection of Szetela and Memorial when in fact the Bentley school is further down on Szetela (towards Collins Cove).

If I start the race near the intersection of Settlers Way and Szetela, I think that is closer to where the actual school is. And, if I do that, a loop into Collins Cove is actually longer than 4 miles. So today I mapped out a route that turns from Bridge to Osgood as opposed to Bridge to Planters like we did last year. This comes close to 4 miles. We will have to run it a few times and fine tune it. But let's go with:

Start at Bentley School at Szetela, running East
Szetela to Memorial
Memorial to Restaurant Row at Dead Horse Beach
Restaurant Row, take Right onto Fort Ave
Fort Ave to Right on Memorial Drive
Memorial Drive to Left on Larkin, Left on Szetela
Szetela West to Essex
Essex Right to Washington Square East
Washington Square East to Left into Salem Common
Salem Common clockwise loop to Left on Pleasant
Pleasant to Right on Bridge
Bridge to Right on Osgood
Osgood to Right on East Collins St.
East Collins Street to Right on Bike Path
Bike Path to Left on Szetela running East
Finish at Bentley School

Attached image.



Screen Shot 2018-03-06 at 10.12.04 AM.png
206K

11/19/2018



Kimberley Driscoll
MAYOR

CITY OF SALEM, MASSACHUSETTS
PARK, RECREATION & COMMUNITY SERVICES
5 Broad Street, Salem Ma 01970
Tel. (978) 744-0180/(978) 744-0924
Fax (978) 744-7225

Road Race/Walk/Parade Application

Applications must be submitted 90 days prior to event

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

Applicant's Name: MOISÉS DOMÍNGUEZ (President of FEPAU)
Organization Name: FEPAU CRISTIAN COMMUNITY - Hope for my City PARADE
Name of Race/Walk: FE PARA MI CIUDAD

Contact #: 978-223-7557 E-Mail Address pfabree@hotmail.com

Address: 10 FEDERAL ST #30

City/State/Zip: SALEM, MA 01970

Organization tax status (please include Tax ID number): 81-2136473

What charities will this Race/Walk/Parade benefit?
FOR THE COMMUNITY UNITY, PEACE AND LOVE

Approximately how much of the Race/Walk/Parade proceeds will be donated to each charity(s)
NON-PROFIT NO MONEY RAISED = DOMINGUEZ

Day of Race/Walk/Parade Contact Information:

Name: PEDRO I. FABRE Contact #: (978) 223-7557

Date of Race/Walk: ~~7/28~~ Estimated Number of Runners/Walkers: 3,000 APP.

Time of Race/Walk: 12:00 pm Estimated Finish Time of Race/Walk: ~~1:00 pm~~ 1:00 pm

Start Location: _____ Finish Location: _____

Has This Event Been Held Before? Yes No

All Races/Walks/Parade Are Required to Recycle.

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

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

July 28th (NOON) MD



CITY OF SALEM, MASSACHUSETTS
PARK, RECREATION & COMMUNITY SERVICES
 5 Broad Street, Salem Ma 01970
 Tel. (978) 744-0180/(978) 744-0924
 Fax (978) 744-7225

Kimberley Driscoll
 MAYOR

only TOP 2

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

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

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

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

Morises Dominguez
 Applicant's signature

Date: 01-03-18

Morises DOMINGUEZ
 Name of applicant

PLEASE SUBMIT PAYMENT OF \$200 WITH THIS PERMIT TO THE CITY OF SALEM PARK, & RECREATION DEPARTMENT **NO LATER THAN 30 DAYS PRIOR TO THE EVENT.** (\$150 for Non Profit-Proper Documentation Required). *Rec'd Fee \$150 3/6 By J.C.*

Approved By: *[Signature]*

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

Conditional approval by SPD JAS She

Salem Police Department

OK

City Use Only

Received _____ Payment Received _____ Added to Calendar _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/05/2018

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

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

PRODUCER
Culver Insurance Inc.
20 Central Street
Suite 003
Salem, MA 01970

CONTACT NAME:
PHONE (A/C No. Ext.): (978) 744-1753 **FAX (A/C No.):** (978) 744-3528
E-MAIL ADDRESS: EAC6@msn.com

INSURED
Ministerio De Restauracion, Salem Ciudad Santa, Redimida y Deseada
10 FEDERAL ST.
Salem, MA 01970

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A:	Scottsdale Insurance Co	
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			cps2248319	08/19/2018	08/19/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$ COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ EACH OCCURRENCE \$ AGGREGATE \$ \$ PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below.			N/A			

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) also included is bodily injury/ property damage per claimant inc. dedutable none

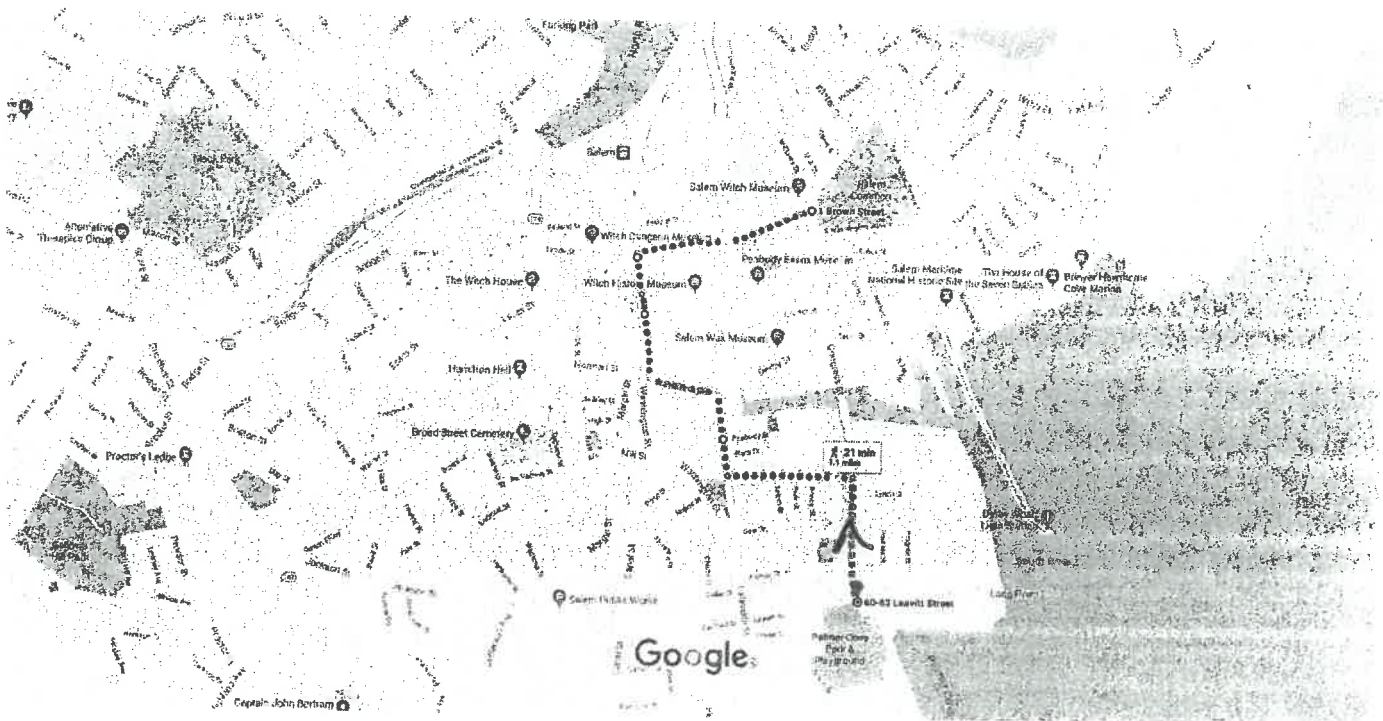
CERTIFICATE HOLDER
City of Salem
Washington Street
Salem, MA 01970

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
AUTHORIZED REPRESENTATIVE
Lisa M. Culver

Google Maps

1 Brown St, Salem, MA 01970 to 60-62 Leavitt St, Salem, MA 01970

Walk 1.1 miles, 21 min



Map data ©2018 Google 500 ft



via Washington St

21 min

1.1 miles

Mostly flat

Starting @ Congress @ Park
 ending @ Common

No Financials - No income

Expenses - 2 Fees
 Insurance

Police
 Porta Potties - ~~2~~ 1 H.C.
 4 2 H.C.



Kimberley Driscoll
MAYOR

CITY OF SALEM, MASSACHUSETTS
PARK, RECREATION & COMMUNITY SERVICES
5 Broad Street, Salem Ma 01970
Tel. (978) 744-0180/(978) 744-0924
Fax (978) 744-7225

Road Race/Walk/Parade Application

Applications must be submitted 90 days prior to event

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

Applicant's Name: Kathy McCarthy
 Organization Name: Salem Park Recreation & Community Services
 Name of Race/Walk: Derby St. Mile
 Contact #: 978 744-0180 E-Mail Address: Kmccarthy@salen.com
 Address: 5 Broad St.
 City/State/Zip: Salem Ma 01970
 Organization tax status (please include Tax ID number): _____
 What charities will this Race/Walk/Parade benefit? Salem Park + Recreation

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

Day of Race/Walk/Parade Contact Information:

Name: Kathy McCarthy Contact #: 978 836-7109
 Date of Race/Walk: 8/24/16 Estimated Number of Runners/Walkers: 250
 Time of Race/Walk: 7:00 p.m. Estimated Finish Time of Race/Walk: 8:00 p.m.
 Start Location: Fent Ave Finish Location: Derby Wharf
 Has This Event Been Held Before? Yes No

All Races/Walks/Parade Are Required to Recycle.

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

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



Kimberley Driscoll
MAYOR

CITY OF SALEM, MASSACHUSETTS
PARK, RECREATION & COMMUNITY SERVICES
5 Broad Street, Salem Ma 01970
Tel. (978) 744-0180/(978) 744-0924
Fax (978) 744-7225

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

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

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

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

Kathleen McCarthy Date: 5/3/10
Applicant's signature

Kathy McCarthy
Name of applicant

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

Approved By: [Signature] 5-22-18
Director (or designee) of Salem Park, Recreation & Community Services

[Signature] #105 5-22-18
Salem Police Department

City Use Only

Received _____ Payment Received _____ Added to Calendar _____

MAY
April



Kimberley Driscoll
MAYOR

CITY OF SALEM, MASSACHUSETTS
PARK, RECREATION & COMMUNITY SERVICES
5 Broad Street, Salem Ma 01970
Tel. (978) 744-0180/(978) 744-0924
Fax (978) 744-7225

Road Race/Walk/Parade Application

Applications must be submitted 90 days prior to event

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

Applicant's Name: Jim Short Charly Lezama

Organization Name: Salem YMCA

Name of Race/Walk: Witch City 5K

Contact #: 978-479-2738 E-Mail Address: shortt@northshoreymca.org

Address: 1 Sewall Street

City/State/Zip: Salem, MA, 01970

Organization tax status (please include Tax ID number): 042-104-913

What charities will this Race/Walk/Parade benefit?
Salem YMCA

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

Day of Race/Walk/Parade Contact Information:

Name: Jim Short Contact #: 978-479-2738

Date of Race/Walk: Oct 13, 2018 Estimated Number of Runners/Walkers: 500

Time of Race/Walk: 9 AM Estimated Finish Time of Race/Walk: 10 AM

Start Location: Salem Willows Finish Location: Salem Willows

Has This Event Been Held Before? Yes No

All Races/Walks/Parade Are Required to Recycle.

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

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

All Races/Walks/Parades Are Required to Recycle and Remove Trash.
Please Explain Your Plan (Will You Bring to North Shore Recycled Fiber on 53 Jefferson Ave, Open M-F; Bring to Your Home Curbside, or Other?)

If You Have Questions about Recycling, Please Contact Julie Rose for More Information 978-619-5679
Will the Organizers Provide Onsite EMT/Ambulance Service (Required): Yes No

Please Attach a Map of Route With the Following Items:

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

Does Race/Walk Have Insurance (Required) Yes No

Certificate of Insurance Attached? Yes No

Name of Insurance Company: _____

Please explain the plan for notification to residents of street closures: _____

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

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

Applicant's signature

Date: 2/9/2018

Name of applicant

A copy of this permit will be sent to the applicant upon approval. Please call Park, Recreation & Community Services if you have any questions. 978-744-0180

CITY USE ONLY

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

Approved By:

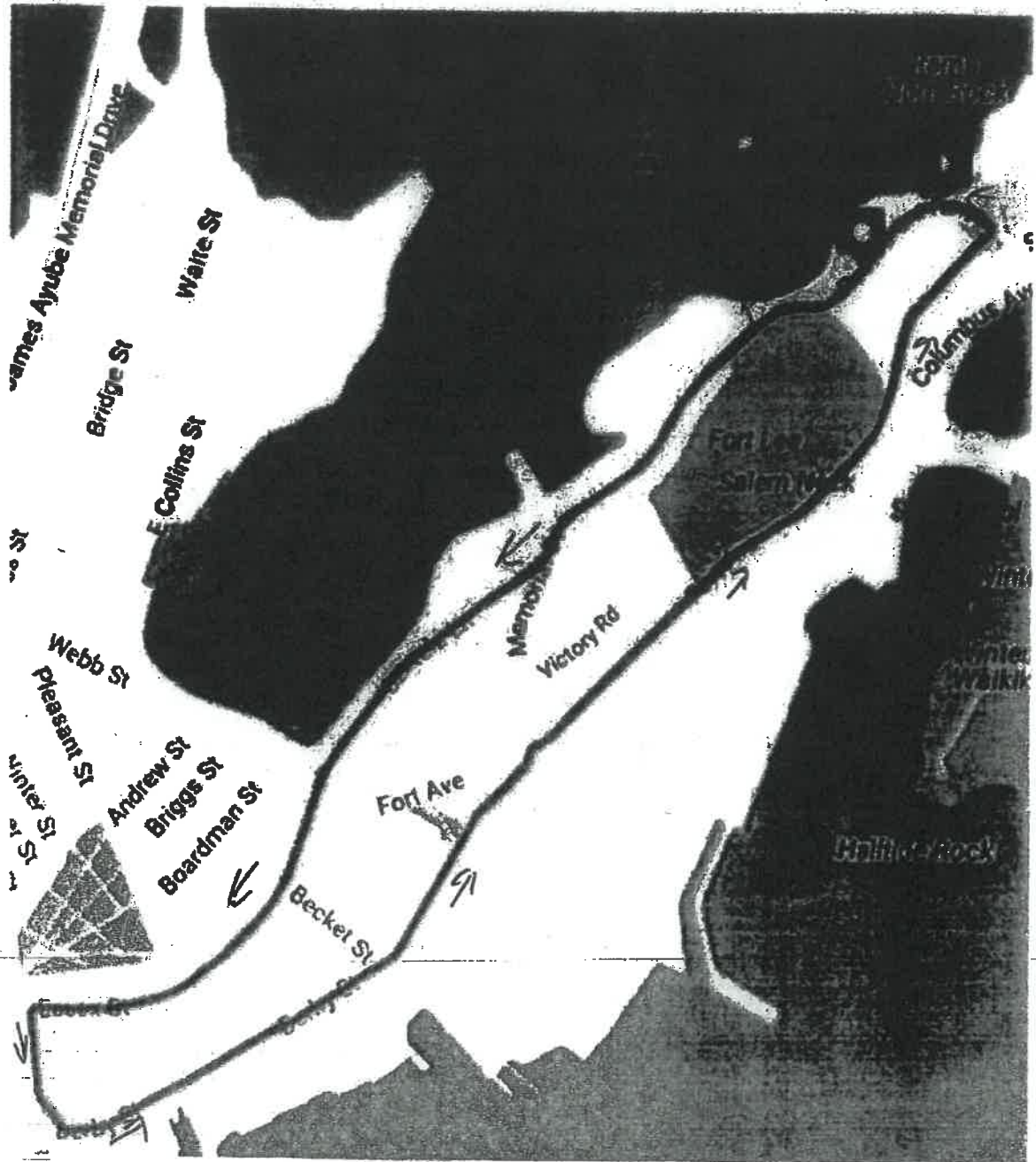
Director (Or Designee) of Salem Park, Recreation & Community Services

Salem Police Department

Effective date of form: 2/8/12

Revised date of form: 1/1/18

WITCH CITY 5K ROAD RACE



Start: Restaurant Row to Szetela Lane. Cross Webb Street onto Essex Street. Continue on Essex Street to Hawthorne Boulevard. Left onto Derby Street. Continue on Derby Street to Fort Avenue. Continue on Fort Avenue to Restaurant Row. Finish in front of Dead Horse Beach.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/27/2017

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

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

PRODUCER

Hays Companies
133 Federal Street
4th Floor
Boston MA 02110

CONTACT

NAME: Moira Crosby

PHONE

(A/C. No, Ext):

FAX

(A/C. No):

E-MAIL

ADDRESS: mcrosby@hayscompanies.com

PRODUCER

CUSTOMER ID #:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: United States Fire Insurance Company 21113

INSURER B: New Hampshire Employers Ins Co 13083

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED

YMCA of the North Shore

245 Cabot Street

Beverly MA 01915

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSU	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			5038527231	12/29/2017	12/29/2018	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Each occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> Deductible - \$0.00						PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY			1337429601	12/29/2017	12/29/2018	EBL \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per person) \$
	<input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> NON-OWNED AUTOS					\$	
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR			5821095627	12/29/2017	12/29/2018	EACH OCCURRENCE \$ 10,000,000
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$ 10,000,000
	<input type="checkbox"/> DEDUCTIBLE						\$
	<input checked="" type="checkbox"/> RETENTION \$ 10,000						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			ECC-600-400020-2018A	01/01/2018	01/01/2019	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		N/A				E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000

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

CERTIFICATE HOLDER**CANCELLATION**

Evidence of Insurance

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

AUTHORIZED REPRESENTATIVE



CITY OF SALEM, MASSACHUSETTS
PARK, RECREATION & COMMUNITY SERVICES
 5 Broad Street, Salem Ma 01970
 Tel. (978) 744-0180/(978) 744-0924
 Fax (978) 744-7225

Kimberley Driscoll
 MAYOR

Road Race/Walk/Parade Application

Applications must be submitted 90 days prior to event

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

Applicant's Name: Brandi Dion
 Organization Name: Bis fitness events
 Name of Race/Walk: wiced half marathon
 Contact #: 978-204-8588 E-Mail Address: Bisfitnessevents@yahoo.com
 Address: 10 Hemmenway Rd
 City/State/Zip: Salem, Ma 01970
 Organization tax status (please include Tax ID number):
 What charities will this Race/Walk/Parade benefit?
salem childrens charity
 Approximately how much of the Race/Walk/Parade proceeds will be donated to each charity(s)

Day of Race/Walk/Parade Contact Information:

Name: Brandi Dion Contact #: 978 204 8588
 Date of Race/Walk: 9/22/18 Estimated Number of Runners/Walkers: 600
 Time of Race/Walk: 7:00 Estimated Finish Time of Race/Walk: 11 pm
 Start Location: salem willows Finish Location: salem willows
 Has This Event Been Held Before? Yes No

All Races/Walks/Parade Are Required to Recycle.

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

curbside

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



CITY OF SALEM, MASSACHUSETTS
PARK, RECREATION & COMMUNITY SERVICES
 5 Broad Street, Salem Ma 01970
 Tel. (978) 744-0180/(978) 744-0924
 Fax (978) 744-7225

Kimberley Driscoll
 MAYOR

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

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

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

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

Brandi Dion Date: 4/10/18
 Applicant's signature

Brandi Dion
 Name of applicant

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

Approved By: [Signature] 5-1-18
 Director (or designee) of Salem Park, Recreation & Community Services

[Signature] 5-1-18
 Salem Police Department

City Use Only

Received _____ Payment Received _____ Added to Calendar _____

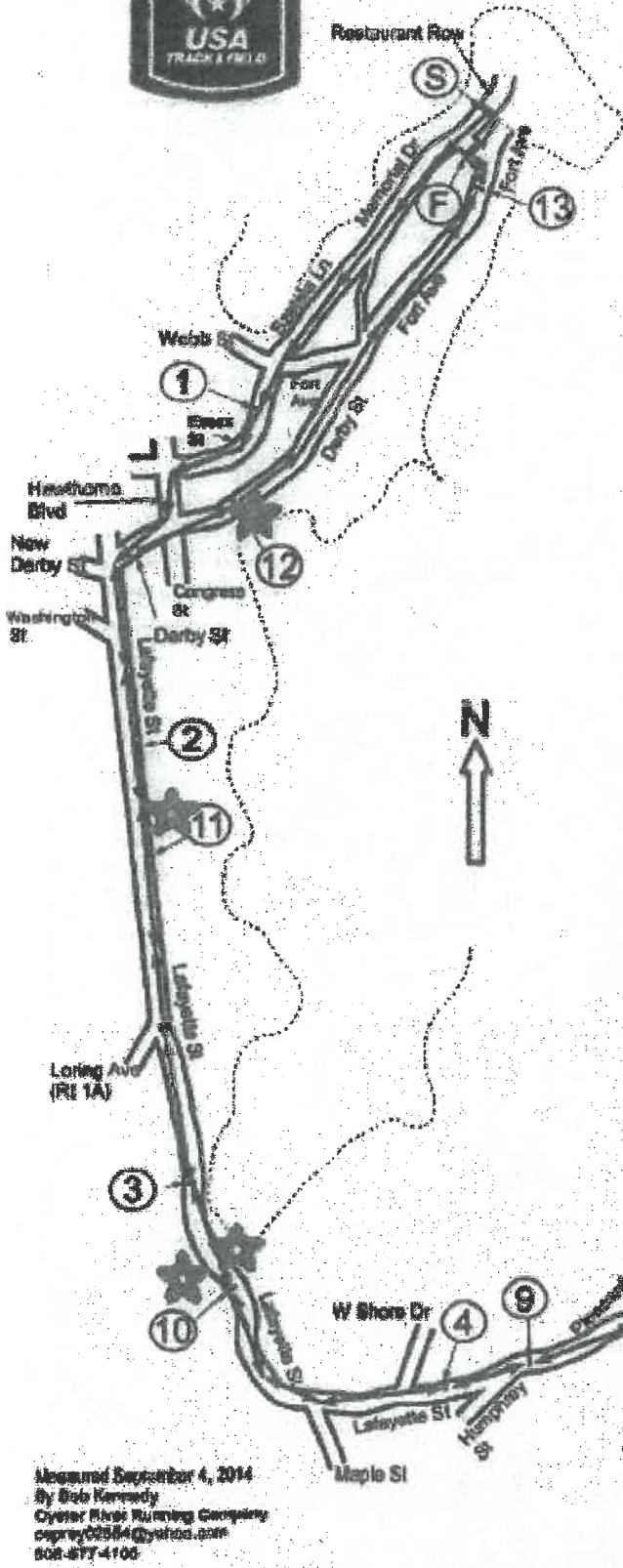


Wicked Half Marathon

Salem, Massachusetts

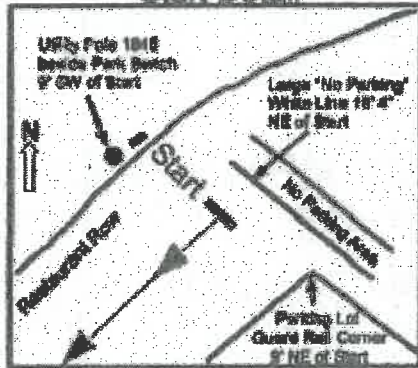


USATF Certification #MA14033JK
Effective 9/11/2014 - 12/31/2024
Drop 0 m/Km, Separation 0.55%

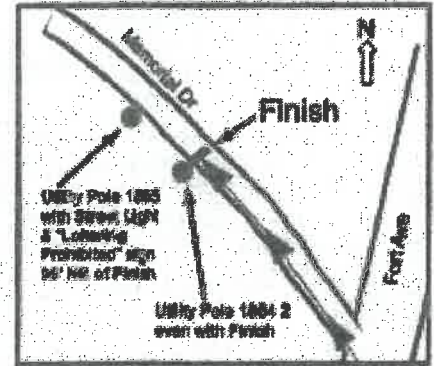


- Start, Finish and all mile markers marked with White Paint & P-K Nails.
 Note: UP = Utility Pole
- Start: On SE side of Restaurant Row 9' SW of corner of parking lot guard rail that surrounds tennis court, 9' NE of UP 1845 beside park bench on opposite side, & 19'4" SW of large "No Parking" white line on park road.
 - Mile 1: On NW side of Essex St 20' 4" NE of Yellow Fire Hydrant on same side, in front of 32 Essex St, & opposite intersection with Carlton St.
 - Mile 2: On E side of Lafayette 19' S of Yellow Fire Hydrant on same side & opposite intersection with Gardner St.
 - Mile 3: On W side of Lafayette St 33' 5" S of UP 4045 with flashing yellow warning light on same side.
 - Mile 4: On N side of Lafayette Rd 27' 4" W of Storm Drain that is in driveway for 27 Lafayette, & 30' W of Laurel St.
 - Mile 5: On NE side of Ocean Ave 91' 7" SE of UP 9 018, 9/18 VZ at junction of Gilbert Heights Rd on same side.
 - Mile 6: On SE side of Ocean Ave 26' SW of UP 9/24 VZ at top of curve on same side.
 - Mile 7: On SE side of Harbor Ave at UP 11 29, 29 VZ & opposite east edge of Humalay Ln.
 - Mile 8: On S side of Ocean Ave 103' W of 4th Double Street Light on same side.
 - Mile 9: On N side of Pleasant St 43' 3" W of Yellow Fire Hydrant on same side, & S of 290 Pleasant St on opposite side.
 - Mile 10: On SW side of Lafayette St 13' 10" SE of Storm Drain on SW end of Bridge.
 - Mile 11: On E side of Lafayette St even with "West 114" sign on same side & on S side of 255 Lafayette St.
 - Mile 12: On N side of Derby St 9' 3" E of Brick Crosswalk to Derby Wharf and in front of US Custom House at 176 Derby.
 - Mile 13: On NW side of Fort Ave 55' 6" SW of UP 1761 on same side and opposite intersection of Fort Ave and Winter Island Rd.
 - Finish: On SW side of Memorial Dr even with UP 1864 2, & 96' SE of UP 1865 with Street Light and "Loitering Prohibited" sign both on same side.

Start Detail



Finish Detail



Note: Map not drawn to scale.
 Many streets and cross streets not on map.
 ----- = Coastline

Measured December 4, 2014
 By Bob Kennedy
 Cycle Race Running Company
 crr@cy02554@verizon.com
 608-877-4100



NEED NEW

CERTIFICATE OF LIABILITY INSURANCEDATE(MM/DD/YYYY)
07/25/17

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

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

PRODUCER CURTIS J. VERNON INSURANCE AGENCY PO BOX 266 BOUNTIFUL, UT 84010		CONTACT NAME: PHONE (A/C No. Extn): (801) 292-5529 FAX (A/C No.): (801) 677-0077 E-MAIL: ADDRESS:															
INSURED B&S FITNESS PROGRAMS LLC 45 CONGRESS STREET, DOCK 19-20 SALEM, MA 01970		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC#</th> </tr> </thead> <tbody> <tr> <td>INSURER A: ATAIN SPECIALTY INSURANCE CO</td> <td></td> </tr> <tr> <td>INSURER B: USLI</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC#	INSURER A: ATAIN SPECIALTY INSURANCE CO		INSURER B: USLI		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC#																
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INSURER E:																	
INSURER F:																	

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

INSR LTR	TYPE OF INSURANCE	ADDC INSD	SOBRT WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CIP316232	01/29/17	01/29/18	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Professional Liability \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANYAUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (EA accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTION \$			XSL016A12X3	07/29/16	07/29/17	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$ PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A						

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

Certificate holder is named as additional insured.

CERTIFICATE HOLDER City of Salem	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE



Kimberley Driscoll
MAYOR

CITY OF SALEM, MASSACHUSETTS
PARK, RECREATION & COMMUNITY SERVICES
5 Broad Street, Salem Ma 01970
Tel. (978) 744-0180/(978) 744-0924
Fax (978) 744-7225

Road Race/Walk/Parade Application

Applications must be submitted 90 days prior to event

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

Applicant's Name: Brandi Dion

Organization Name: B's Fitness events

Name of Race/Walk: Devils chase 10k/3.33 creepyclown

Contact #: 978-204-8588 E-Mail Address: bnsfitnessevents@yandex.com

Address: 10 Hemmenway Road

City/State/Zip: Salem, ma 01970

Organization tax status (please include Tax ID number): 0

What charities will this Race/Walk/Parade benefit?
plummer home youth promise

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

Day of Race/Walk/Parade Contact Information:

Name: Brandi Dion Contact #: 978-204-8588

Date of Race/Walk: 10/27/18 Estimated Number of Runners/Walkers: 750

Time of Race/Walk: 8AM Estimated Finish Time of Race/Walk: 11AM

Start Location: memorial Drive soccer field Finish Location: memorial Drive soccer field

Has This Event Been Held Before? Yes No

All Races/Walks/Parade Are Required to Recycle.

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

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



CITY OF SALEM, MASSACHUSETTS
PARK, RECREATION & COMMUNITY SERVICES

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

Kimberley Driscoll
MAYOR

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

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

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

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

Brandi Dion Date: 4/10/18
Applicant's signature

Brandi Dion
Name of applicant

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

Approved By: [Signature] 5-1-18
Director (or designee) of Salem Park, Recreation & Community Services

[Signature] 5-1-18
Salem Police Department

City Use Only

Received _____ Payment Received _____ Added to Calendar _____

Start on Restaurant Row (Dead Horse Beach)

Straight on Memorial Dr. turns into Szetela Ln

Turn Right on Webb St

Turn Left on Andrew St.

Enter Salem Common (counter clockwise loop)

Exit Common by Washington Sq. E

Proceed down Washington Sq. E

Turn Right on Essex St

Turn Left on Hawthorne Blvd.

Turn Left on Derby St

Straight on Deby St. which turns into Fort Ave.

Turn Right on to Winter Island Rd.

Run a counterclockwise loop around Winter Island booth

Back down Winter Island Rd.

Bare Right at Columbus Square

Turn Right on to Columbus Ave.

Turn Right on to Bay View Ave.

Turn Left on to Cheval Ave.

Turn Left on to Beach Ave

Turn Left back on to Columbus Ave

Straight back down Columbus Ave on to Fort Ave

Turn Right on to Memorial Dr

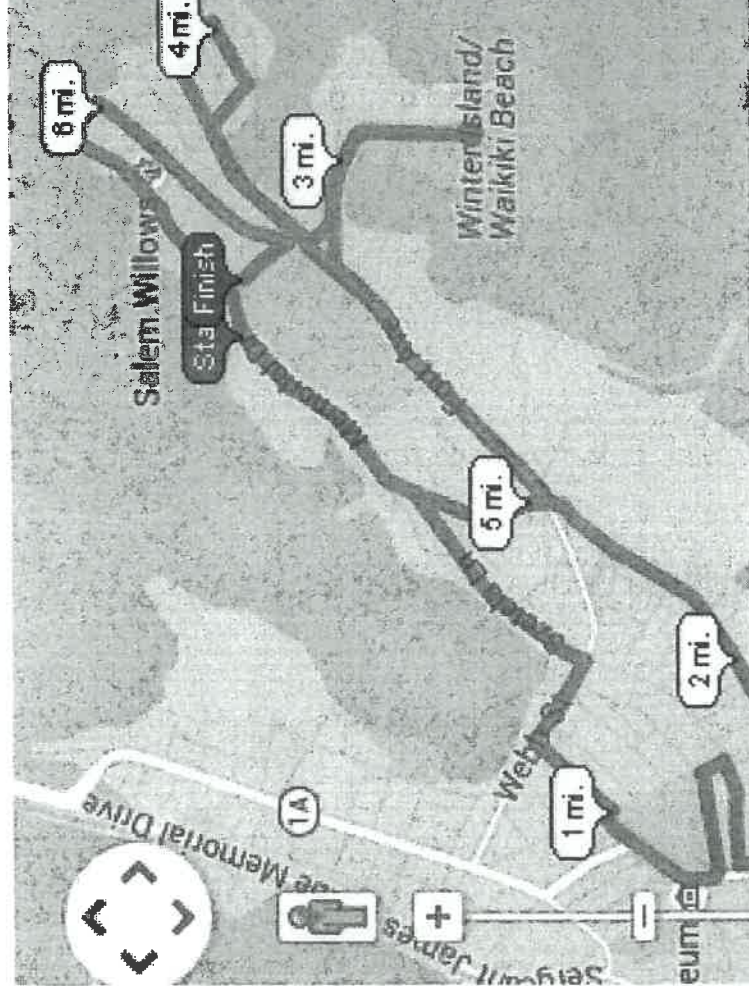
Proceed straight on Restaurant Row following signs around

Salem Willows

Straight Down Fort Ave

Sharp Right on Memorial Drive

Finish line is parallel to the soccer field on Memorial Drive



Start

Finish

3 mi.

Winter Island
Waikiki Beach

1 mi.

Salem Witch Museum

2 mi.

Peabody Essex Museum

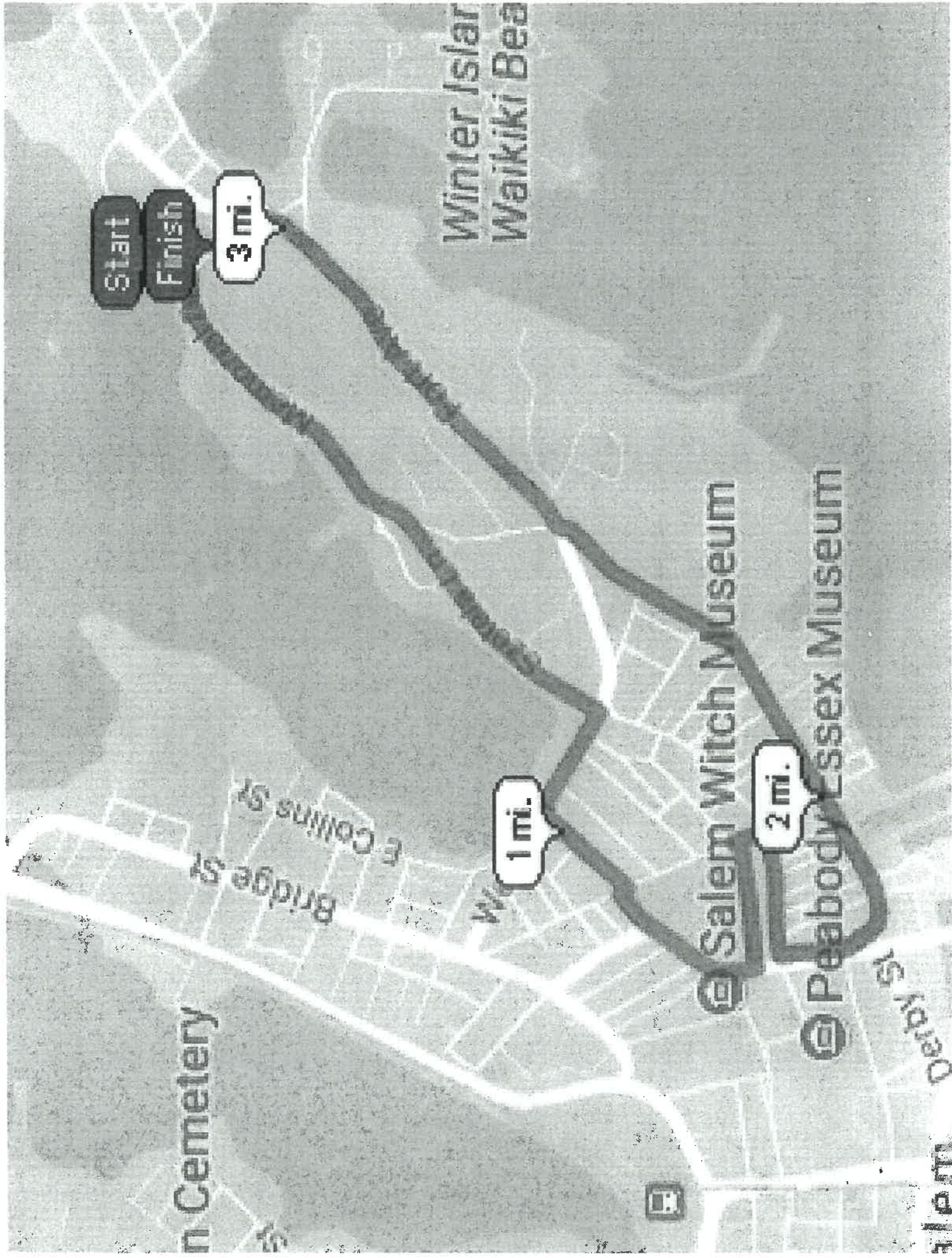
in Cemetery

Bridge St
F Collins St

W

Peabody St

Alam





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/19/18

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

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

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


COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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INBR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		CIP343472	01/29/18	01/29/19	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Anyone person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/POP AGG \$ 2,000,000 Professional Liability \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

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

CERTIFICATE HOLDER City of Salem	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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CITY OF SALEM, MASSACHUSETTS
PARK, RECREATION & COMMUNITY SERVICE

5 Broad Street, Salem MA 01970
Tel. (978) 744-0180/(978) 744-0924
Fax (978) 744-7225
pobrien@salem.com

Kimberley Driscoll
MAYOR

Trish O'Brien
Superintendent

Please Print Clearly or Type
2018 Road Race/Walk/Parade Application

To the Park, Recreation & Community Services Director:

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

Applicant's Name: Doug Bollen

Organization Name: Boys & Girls Club of Greater Salem

Name of Race/Walk/Parade: Bridge & Back 10K Run

Contact #: 978 744-0915 E-Mail Address dbollen@bgcgs.org

Address: 29 Highland Ave PO Box 24

City/State/Zip: Salem, Ma 01970

Organization Tax Status (please include Tax ID Number): non profit 042104912

What Charities Will This Race/Walk Be Benefiting?
Boys & Girls Club of Greater Salem

Approximately How Much of the Race/Walk/Parade Proceeds Will Be Donated to Each Charity(s)
100%

Day of Race/Walk Contact Information:

Name: Doug Bollen Contact #: 978-810-8866

Date of Event: 08/5/18 Estimated Number of Participants: 400

Time of Event: 8:00am Estimated Finish Time of Event: 10:00am

Start Location: Charter Street Finish Location: Front Street

Distance of Event: 6.2 miles

Has This Event Been Held Before? Yes No

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

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

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

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

Please Attach a Map of Route With the Following Items:

1. Race/Walk Course

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

Does Race/Walk Have Insurance (Required) Yes No

Certificate of Insurance Attached? Yes No

Name of Insurance Company: _____ Mark Shaw Insurance

Please explain the plan for notification to residents of street closures: Ask the city to do a reverse 911 call to alert residents. Post info on social media, Salem patch and Salem News. _____

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

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

Applicant's signature: Don Dolle Date: 4/3/18

Name of applicant: Don Dolle

PLEASE SUBMIT PAYMENT OF \$200 WITH THIS PERMIT TO THE CITY OF SALEM PARK, & RECREATION DEPARTMENT **NO LATER THAN 45 DAYS PRIOR TO THE EVENT.**

A copy of this permit will be sent to the applicant upon approval

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

CITY USE ONLY

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

Approved By: _____

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

Mike Steyer #105 5-22-18
Salem Police Department

Effective date of form: 2/8/12

Revised date of form: 5/20/16

pd. ck # 11886
\$ 200
4/3/18



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/19/2018

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PRODUCER M.R. Shaw Insurance Agency, LLC 18 Hawthorne Blvd PO Box 4428 Salem MA 01970		CONTACT NAME: Barbara Shaw PHONE (A/C, No, Ext): (978) 744-4540 E-MAIL ADDRESS: barb@shawins.com		FAX (A/C, No): (978) 745-8584	
INSURED Boys & Girls Club of Greater Salem Inc 29 Highland Avenue Po Box 24 Salem MA 01970		INSURER(S) AFFORDING COVERAGE		NAIC #	
		INSURER A : Philadelphia Ins Companies			
		INSURER B :			
		INSURER C :			
		INSURER D :			
		INSURER E :			
		INSURER F :			

COVERAGES **CERTIFICATE NUMBER:** CL1821918135 **REVISION NUMBER:**

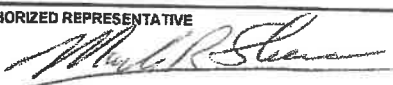
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INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	PHPK1761559	02/21/2018	02/21/2019	EACH OCCURRENCE \$ 1000000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100000 MED EXP (Any one person) \$ 5000 PERSONAL & ADV INJURY \$ 1000000 GENERAL AGGREGATE \$ 1000000 PRODUCTS - COMP/OP AGG \$ 1000000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y	PHPK1761563	02/21/2018	02/21/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1000000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ 1000000 \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability -Sexual / Physical Abuse Liability	Y	PHPK1761559	02/21/2018	02/21/2019	\$1000000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
for fund raiser road races:
Bridge & Back 8/5/18
Wild Turkey 11/22/18

CERTIFICATE HOLDER

CANCELLATION

City of Salem City Hall Salem MA 01970	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	---



OpenStreet USA To
Salem
Willows Pa
DISTANCE
6.2 N

Map navigation controls including a compass, zoom in (+) and zoom out (-) buttons, a search icon, and a location pin icon.



Kimberley Driscoll
MAYOR

CITY OF SALEM, MASSACHUSETTS
PARK, RECREATION & COMMUNITY SERVICES
5 Broad Street, Salem Ma 01970
Tel. (978) 744-0180/(978) 744-0924
Fax (978) 744-7225

Road Race/Walk/Parade Application

Applications must be submitted 90 days prior to event

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

Applicant's Name: Adam Fitch & Mattew Richard

Organization Name: Salem Zombie Walk

Name of Race/Walk: Salem Zombie Walk

Contact #: 978-239-2339 / 781-771-1127 E-Mail Address afitch@mail.com / vududj@aol.com

Address: 3 Randall Street

City/State/Zip: Salem, MA

Organization tax status (please include Tax ID number): _____

What charities will this Race/Walk/Parade benefit?

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

Day of Race/Walk/Parade Contact Information:

Name: Adam Fitch & Mattew Richard Contact #: 978-239-2339 / 781-771-1127

Date of Race/Walk: 10/06/18 Estimated Number of Runners/Walkers: 100

Time of Race/Walk: 4:30 Estimated Finish Time of Race/Walk: 5:30

Start Location: Salem Commons Finish Location: The Commons

Has This Event Been Held Before? Yes No

All Races/Walks/Parade Are Required to Recycle.

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

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



CITY OF SALEM, MASSACHUSETTS
PARK, RECREATION & COMMUNITY SERVICES

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

Kimberley Driscoll
MAYOR

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

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

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

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

Date: 04/27/18

Applicant's signature

Adam Fitch

Name of applicant

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

Approved By:

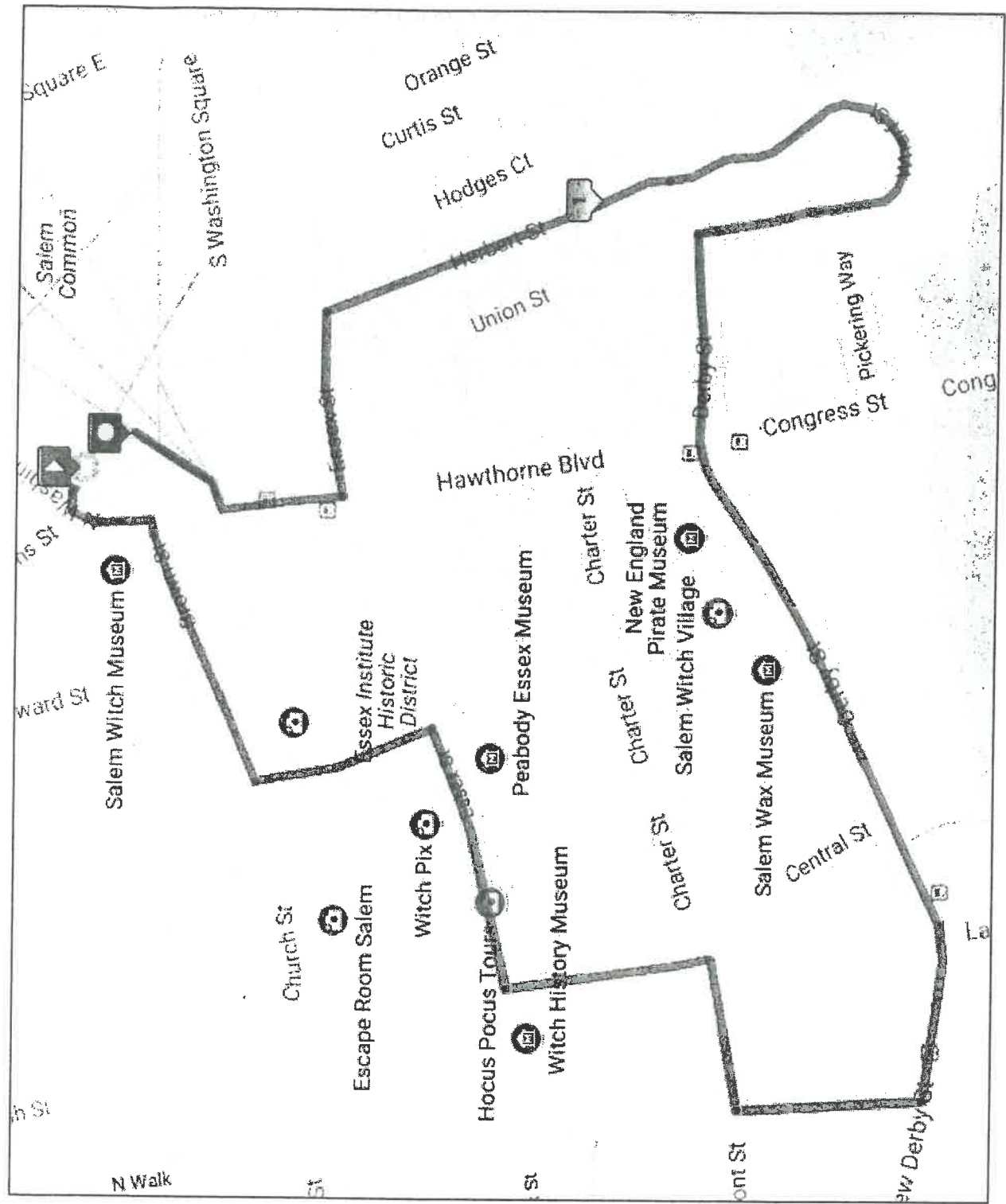
Director (or designee) of Salem Park, Recreation & Community Services

[Signature] #105 5-22-18
Salem Police Department

City Use Only

Received _____ Payment Received _____ Added to Calendar _____

October 6th 12:00



A free, family-friendly zombie themed walk through Salem at the beginning of the Halloween season. Participants dress in their best zombie costumes and lurch along behind the Walk banner and Mr. Graves, the voodoo priest who leads them.

Now in it's 10th year, and fifth organized by Matt Richard and Adam Fitch

Starts at Salem Commons

Down Brown Street

Left onto New Liberty St

Right onto Essex Street

Left onto Central Street

Right onto Front Street

SLeft onto Artist Row

Left onto New Derby

Right onto Wharf Street

Straight up Hebert Street

Left onto Essex

Right onto Hawthorne Blvd

End at the Common



CITY OF SALEM, MASSACHUSETTS

Park, Recreation & Community Services

5 Broad Street

Salem, Massachusetts 01970

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

Fax (978) 744-7225

Kpartanen@salem.com

Kimberley Driscoll
Mayor

Karen Partanen
Director

Please Print Clearly or Type

2018-2015 Road Race/Walk Application

To the Park, Recreation & Community Services Director:

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

Applicant's Name: Hope Watt - Bucci

Organization Name: NORTH SHORE Parade INC.

Name of Race/Walk: NORTH SHORE Parade PARADE & Festival

Contact #: (978) 808-5451 E-Mail Address: hopewb@comcast.net

Address: P.O. Box 355

City/State/Zip: Manchester, MA 01944

Organization Tax Status (please include Tax ID Number): 45 4039742

What Charities Will This Race/Walk Be Benefiting?
PARADE & Festival
NORTH SHORE Parade

Approximately How Much of the Race/Walk Proceeds Will Be Donated to Each Charity(s)
100%

Day of Race/Walk Contact Information:

Name: Hope Watt - Bucci Contact #: (978) 808-5451

Date of Race/Walk: 6/23/18 Estimated Number of Runners/Walkers: 10,000

Time of Race/Walk: 11:00-4:00 Estimated Finish Time of Race/Walk: 5:00 p.m.

Start Location: Piley Plaza Finish Location: Salem Common

Distance of Race/Walk: .25 mile

Has This Event Been Held Before? Yes No

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

Please Explain Your Plan (Will You Bring to North Shore Recycled Fiber on 53 Jefferson Ave, Open M-F; Bring to Your Home Curbside, or Other?)
We bring ~~sorted~~ recycled materials to central location on The Common AND it is picked up by Salem DPN

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

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

Please Attach a Map of Route With the Following Items: *Riley PLAZA TO DERBY TO NEW DERBY TO HAWTHORNE Blvd. TO WASHINGTON SQUARE.*

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

Does Race/Walk Have Insurance (Required) Yes ___ No

Certificate of Insurance Attached? ___ Yes No *Certificate will be available after vendor registration is completed.*

Name of Insurance Company: *Caswood Insurance Company*

Please explain the plan for notification to residents of street closures: *The police provide posted notices if road closures*

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

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

Hope Watt-Bucci _____ Date: *11-4-17*

Applicant's signature

Hope Watt-Bucci _____
Name of applicant

PLEASE SUBMIT PAYMENT OF \$200 WITH THIS PERMIT TO THE CITY OF SALEM PARK, & RECREATION DEPARTMENT **NO LATER THAN 45 DAYS PRIOR TO THE EVENT.**

A copy of this permit will be sent to the applicant upon approval

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

CITY USE ONLY

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

Approved By:

[Signature] _____
Director (Or Designee) of Salem Park, Recreation & Community Services

745 Steg #105 5-22-18
Salem Police Department