



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

December 7, 2017

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Carly Dwyer Naik, of 7 Winter Street #6, to the Salem Public Art Commission, to complete the remainder of a two-year term to expire September 22, 2018. Ms. Naik will be filling the seat previously held by Mr. James Fallon, who has opted to step down from the commission. I hope you will join me in thanking Mr. Fallon for his service on the Public Art Commission.

Ms. Naik has over twenty years of work in directing and production experience in the theater arts. She is currently employed as the Creative Director for Intramersive Media, where she helps advance partnerships between artists and historical and artistic venues for site-specific immersive theater. Prior to that she worked as the Director of the Theater Arts program at Concord Carlisle Regional High School for nine years and as the Movement Director at the Merrimac Repertory Theater. Ms. Naik holds a B.A. from Harvard University and earned her Master's degree in education from Harvard's Graduate School of Education.

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

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem

Carly Dwyer Naik

7 Winter St. #6

Salem, MA 01970

Tel: 1 978.902.7762 Email: carly.a.dwyer@gmail.com

EDUCATION

Harvard Graduate School of Education

Ed. M., Arts in Education, June 2009

Harvard University

B.A. *cum laude*, March 2005

CURRENT

Intramersive Media llc

2017-Current

Creative Director, Lead Game Designer, Co-Founder

- ☐ Identify partnerships and venues of particular historical or artistic interest and foster collaborative relationships to create site specific immersive theatre.
- ☐ Identify and foster relationships with artists, technicians and game designers.
- ☐ Develop and explore new technologies that can enhance the audience experience of spaces and shows.

TEACHING EXPERIENCE

Concord Carlisle Regional High School, Concord, MA

2009 – 2017

Director of Theatre Arts Program

- ☐ Developed, Researched and Taught curriculum for a full program: Contemporary Social Issues and Experimental Theatre, Shakespeare: His World, Our Stage, Advanced Acting Workshop: Invisible Theatre and the Ensemble, Culture Through Movement: Dance as Social Identity, American Musical Theatre: A Century of Our National Conscience.
- ☐ Organize, Produce and Direct a season of 3-4 shows including a Shakespeare, competitive one act and full scale musical production. .
- ☐ Directed two full length original works devised by students.
- ☐ Mentored students directors in show creation and production.
- ☐ Students prepared and presented scenes for the Concord Conference on Shakespeare and Youth.
- ☐ Recruited and fostered relationships across the school community to make the theatre program the most culturally diverse program in the school.

Concord Carlisle Regional High School, Concord, MA

2005 – 2009

Assistant Director for After School Drama Program

Merrimac Repertory Theatre, Lowell, MA

Summers 2007 - 2011

Movement Director, Young Artists at Play Program

PROFESSIONAL/PERFORMANCE EXPERIENCE

Northeastern University	October 2016/17
<i>Rolling With It; Creating Dynamic Game Architecture for LARPs</i>	
Guest Lecturer	
Green Door Productions	December 2016
<i>Club Drosselmeyer</i>	
- Director, Game Designer, Devising, Writer	
Far Off Broadway Production	August 2016
<i>The Complete Works of Wlm Shkspr Abrgd</i>	
- Director	
Concord Carlisle Larping Society	June 2012-June 2015
Lead Game Designer/Head of Plot	
The Sanders Theatre	November 2008 - 2009
Event Production Assistant	
• Assistant Stage Manager, Senator Ted Kennedy: A Special Convocation with Yo-Yo Ma, Harvard President Drew Faust and Vice President Joe Biden in attendance.	
Harvard Radcliffe Dramatic Club	2008-2009 Academic Year
"The Space Between", Aerial Choreographer, Trapeze Artist	
"Mnemonic," Aerial Consultant	
Cirque du Soleil, American Tour	Summer/Fall 2002 & Fall 2006
Wardrobe Assistant and Dresser for "Quidam" and "Corteo"	
Alliance LARP - Syraandor Chapter	2002-2004
Plot Committee: Character Development, Researcher	
Saint Aire Productions, Boston MA	2003-2006
Office Manager/Executive Personal Assistant	
Sleepy Lion Theatre, Topsfield, MA	1996-2004
Founding Member of Company for 24 productions.	

SPECIALTY TRAINING AND COURSEWORK

MIT - "Media and Performance" prof. Jay Schieb, special admissions to complete graduate degree at Harvard

Shakespeare and Company - Linklater and First Folio Intensive Training, 3 day intensive

Frantic Assembly - Fundamentals of Physical Devising, day long intensive

CLUBS AND ORGANIZATIONS

Emerson Umbrella Performing Arts Company - Materials Selection Committee

Concord Carlisle Patrons of Performing Students - Board Member/Theatre Liaison

Massachusetts Teachers Association, Member

The Bard Brigade - Founding Company Member

Creative Salem Business Member

The Analog Holodeck - Northeastern University

AWARDS AND RECOGNITION

Best Overall Production , "Spamalot"

Invitation to Participate "Nation"

Invitation to Participate "Animal Cracker"

MET AWARDS 2017

New England High School Theatre Festival 2014

Edinburgh Festival Fringe 2008

Office Skills

Mac and PC proficient in all Office Suite programs, Google apps, and most audio/visual programs.

REFERENCES

References available upon request.

OTHER SKILLS

Static and flying trapeze, clowning and mime, vaulting (stunt horseback riding), skiing, rock climbing, hiking, kayaking, yoga, organic gardening, baking and cooking



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

December 7, 2017

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Gary Barrett, of 51 Larchmont Road, to the Salem Redevelopment Authority, to complete the remainder of a five-year term to expire December 8, 2021. Attorney Barrett will be filling the seat previously held by Ms. Christine Madore, who has stepped down from the SRA as she has been elected to the position of Ward 2 City Councillor. I hope you will join me in thanking Ms. Madore for her service on the Authority.

Attorney Barrett has a lengthy record of involvement in Salem and currently serves as the Essex County Sheriff Department's Community Relations Coordinator. Prior to that he was the Executive Director of the North Shore Alliance for Economic Development, a position that has especially prepared him to address the many redevelopment and economic growth issues facing the SRA and our downtown. Before his time with the North Shore Alliance for Economic Development, Attorney Barrett served as the District Director for former Congressman John Tierney for over fourteen years. He holds a B.A. in Government from Harvard University and earned his Juris Doctor degree from Boston College Law School. Attorney Barrett has previously served on the City of Salem's Zoning Board of Appeals and volunteers on the Advisory Council for North Shore Elder Services.

I strongly recommend confirmation of Attorney Barrett's appointment to the authority. We are fortunate that he is willing to serve our community in this important role and lend his expertise and dedication to the SRA and its work.

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem

GARY BARRETT
51 Larchmont Road
Salem, Massachusetts 01970

Community Relations Coordinator

Essex County Sheriff's Dept.
Jun 2017 – Present

Executive Director

North Shore Alliance for Economic Development, Inc.
Sep 2011 – Oct 2014

District Director

Office of Congressman John F. Tierney
Jan 1997 – May 2011

Attorney/Consultant

Office of Gary Barrett
Aug 1991 – Dec 1996

Education

Boston College Law School

Juris Doctor
Activities and Societies: Board of Student Advisors

Harvard University

BA, Government
Activities and Societies: Class Marshal; John H. Finley Fellowship recipient

Volunteer Experience

Member of Area Agency on Aging Advisory Council

North Shore Elder Services

Class Agent

Belmont Hill School

Former Member Zoning Board of Appeals

City of Salem MA



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

January 11, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am pleased to appoint Thomas Watkins of 24 Surrey Road in Salem to the position of Purchasing Agent for the City of Salem, to complete the remainder of an uncompleted two-year term that expires January 31, 2019.

We are very fortunate that Mr. Watkins has sought to return to the City of Salem, where he had previously served as our Purchasing Agent from 2009 to 2012 and, prior to that, as an aide in the Mayor's office. Since leaving Salem, Mr. Watkins has been the Purchasing Agent for the Town of Andover. Mr. Watkins holds a Masters degree in Public Administration from Suffolk University and a Bachelor's degree in Political Science from Westfield State College. He is accredited as a Massachusetts Certified Public Purchasing Official and has served as Vice President and President of the Massachusetts Association of Public Purchasing Officials. A Salem resident, Mr. Watkins has served as a member of our Zoning Board of Appeals from 2013 until this appointment.

I believe Mr. Watkins will make a strong addition to our team at City Hall and strongly recommend confirmation of his appointment. I hope you will join me in welcoming Mr. Watkins back to public service here in Salem.

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem

THOMAS P. WATKINS
24 SURREY ROAD, SALEM, MASSACHUSETTS 01970
TPWATKINS@HOTMAIL.COM ~ (978) 985-4762

OBJECTIVE

Dedicated and motivated procurement professional looking to further advance my career in public the procurement sector

EXPERIENCE

September, 2012 – current

Town of Andover, MA

Purchasing Agent and Insurance Coordinator

- ✓ Effectively manage and solicit bids and proposals in accordance with M.G.L. Ch. 30b, 149, 149A, 30-39M and 25A for the Town and School District
- Oversee the Town/School property & liability insurance policies. Manage the processing of all claims with the Town's insurance carrier, MIIA.
- ← • Co-Chair of Town's Safety Committee →
- Assist on Town's in-house Capital Improvement Planning team; Special projects as assigned by Town Manager or Finance Director, including annual budget and Town Meeting preparation

October, 2009 – August, 2012

City of Salem, MA

Purchasing Agent

- Effectively managed and solicited bids and proposals in accordance with M.G.L. Ch. 30b, 149 149A, 30-39M and 25A for the City and School District
- Successfully managed inter-governmental agreement between City of Salem and Town of Swampscott in which I was responsible for all bid and contract administration for Town of Swampscott

January, 2006 – September, 2009

City of Salem, MA

Mayor's Office – Project Manager/Aide

- Responsible for numerous projects, including the upgrade of the City's website, and energy efficiency upgrades
- Provide staff support to various committees and work with several in-house teams
- Provide research and analytical work for the Mayor and Senior Managers
- Additional responsibilities include constituent services, press releases and general office management

July, 2005 – January, 2006

Town of Lexington, MA

Town Manager's Office – Management Intern

January, 2004 – May, 2004

Town of Georgetown, MA

Town Administrator's Office – Management Intern

September, 2002 – May, 2004

Suffolk University, Public Management Department

Graduate Student Fellow

May, 2002 – September 2002

Town of Danvers, MA

Planning Department – Field/Office Open Space Intern

September, 2001 – December, 2001

Town of Westfield, MA

Mayor's Office – Intern

EDUCATION

Suffolk University – Boston, MA

Master in Public Administration - GPA 3.8

Specialized Degree: State and Local Government

Westfield State College – Westfield, MA

Bachelor of Arts in Political Science – GPA 3.4

Massachusetts Certified Public Purchasing Official (MCPPO), 2009 – Present

University of Virginia – Charlottesville, VA

Weldon Cooper Center for Public Service

Leading, Educating & Developing (LEAD) Certificate, March 2017

PROFESSIONAL ORGANIZATIONS

- Massachusetts Association of Public Purchasing Officials (MAPPO)
 - Elected President, July 2017
 - Elected Vice President, 2013 - Current
 - Chair of Website Committee
 - Co-Treasurer, 2011 - 2013
- International City/County Manager's Association (ICMA)
- Board Member, City of Salem Zoning Board of Appeals, 2013 - current
- Pi Sigma Alpha – National Political Science Honor Society, 2000

TECHNOLOGICAL SKILLS

- Microsoft Word, Excel, PowerPoint and Outlook
- MUNIS
- First Class (Virtual Towns & Schools municipal website software)
- Social Media

REFERENCES

Furnished upon request



CITY OF SALEM, MASSACHUSETTS

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January 11, 2018

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Ladies and Gentlemen of the City Council:

I am very pleased to appoint Daniel J. Napolitano, of 107 Highland Avenue #3, to the Salem Planning Board to fill the remainder of the five-year term of Antonio Mataragas, which will expire on March 10, 2021. I hope you will join me in thanking Mr. Mataragas for his service on the Planning Board and for his commitment to our community.

Mr. Napolitano holds a Master's degree in Public Administration from Suffolk University and currently works on policy external affairs for the Senate President at the Massachusetts State Senate. He has previously worked in a variety of government and political capacities, including as district outreach coordinator for former Congressman John Tierney, where he helped advance federal priorities and funding for projects and needs here in Salem. Prior to moving to Salem, Mr. Napolitano was a resident of Everett, where he served for six years on that City's Common Council and as a member of the Everett Charter Review Commission.

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

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem

Daniel J. Napolitano
107 Highland Ave Unit 3, Salem, MA 01970
(617) 967-2065 • Dannapolitano4@gmail.com

EDUCATION

Suffolk University, Boston, MA
Master's Degree, Public Administration, December 2017

Assumption College, Worcester, MA
Bachelor of Arts, Political Science, May 2009
Minors: History
Italian Studies

PROFESSIONAL EXPERIENCE

Office of the Senate President, Boston, MA January 2015 – Present

Liaison for External Affairs/ Policy Advisor

- Work on policy issues as assigned, particularly public safety and labor and workforce, as well as on the President's local budget priorities.
- Support policy team as needed during formal sessions and long-term projects.
- Meet with stakeholders and advocacy groups regarding upcoming legislation and legislative priorities of the President.
- Manage contacts for the Senate President with various constituency groups in addition to state departments and agencies.
- Coordinate statewide listening tour, entitled "Commonwealth Conversations," held each session in various Senate districts across the state.

Martha Coakley for Governor, Somerville, MA

September 2014 – November 2014

Political Team Member

- Managed statewide labor operations for the campaign, including working with labor leaders to coordinate scheduling for "Get Out the Vote" and Election Day operations.
- Directed outreach to mayors across Massachusetts to facilitate support.
- Organized events with municipal officials and labor organizations for the gubernatorial and lieutenant gubernatorial candidate to attend in various communities.

Steve Grossman for Governor, Boston, MA

March 2014 – September 2014

Political Director

- Managed statewide political operation for a gubernatorial campaign.
- Coordinated events for endorsing elected officials and labor organizations.
- Facilitated candidate political call time.
- Created and implemented winning convention strategy, resulting in a campaign victory by twelve percentage points.

Office of Congressman John F. Tierney MA 6th District, Peabody, MA

July 2011 – March 2014

District Outreach Coordinator

- Served as the primary contact person for state and local elected officials regarding their district priorities.

- Assisted in advancing federal projects and funding opportunities for communities in the 6th Congressional District.
- Coordinated and attended meetings and events throughout the district for the Congressman.
- Performed special projects as required.

Office of State Treasurer Steven Grossman, Boston, MA

February 2011 – July 2011

Customer Service Specialist, Abandoned Property Division

- Interacted regularly with public inquiries regarding abandoned property in person and via phone and email.
- Followed established procedures to determine rightful owners of abandoned property.
- Prepared and sent out claim forms and other information to property owners or their legal representatives

Steve Grossman for State Treasurer, Somerville, MA

October 2010 – February 2011

Regional Field Director: Middlesex and Essex Counties

- Coordinated advance work for all campaign events held in Middlesex and Essex counties for successful candidate for statewide office.
- Served as the primary contact person for elected officials and community organizers.
- Executed campaign field plan by recruiting volunteers and coordinating comprehensive GOTV effort within Middlesex and Essex counties.

Sal DiDomenico for State Senate, Everett, MA

January 2010 – October 2010

Political Director: Middlesex, Suffolk and Essex Districts

- Coordinated advance work for all campaign events and handled schedule for the candidate in the Middlesex, Suffolk and Essex state senate district.
- Developed strategic outreach plan to elected officials and managed candidate political call time.
- Administered field plan and GOTV effort with local field organizers.

COMMUNITY INVOLVEMENT

City of Everett Charter Review Commission, Everett, MA

Spring 2014 – Spring 2015

Commission Member

- Reviewed the newly implemented charter for the City of Everett.
- Recommended changes to promote clarity and efficiency in the new charter.

City of Everett Common Council, Everett, MA

August 2008 – January 2014

Ward 4 Common Councillor

- Responsible for attending bi-monthly council meetings to represent the citizens of Ward 4.
- Voted on municipal budgets and proposed numerous ordinances for the Council's consideration.
- Corresponded with constituents through letters, email, and telephone calls to address their inquiries and complaints, referring them to the appropriate municipal, state and federal agencies when appropriate.
- Maintained close working relationships with elected officials and city agencies.
- Served as co-chair of Finance Committee from 2009 – 2010
- Served as President of the Common Council in 2012

References available upon request.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

January 11, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Emily Larsen, of 27 Turner Street #1, to the Salem Public Art Commission, to take the seat of Austen Barron Bailly, whose terms has concluded and who has opted not to seek reappointment to the commission. I hope you will join me in thanking Ms. Bailly for her service on the Public Art Commission. Ms. Larsen is appointed to a two-year term to expire January 11, 2020.

Ms. Larsen currently works as a graphic designer and in-house illustrator for the Peabody Essex Museum, where she has developed interactive art for exhibition, exhibition graphics, and collateral for marketing and public relations. She came to the work from a background in freelance graphic design and a graphic design internship with the Department of Interior's National Conservation Training Center. Ms. Larsen earned her Bachelor's in Fine Arts from Shepherd University and has been actively involved with our Public Art Commission in the past as a participating artist in two of the commission's Mural Slams and with two entries in the Salem Artbox program.

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

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem



emlarsendesigns.com

elarse01@gmail.com

27 Turner Street, Apt. 1

Salem, MA, 01970

T: 304.268.8324

EXPERIENCE

PEABODY ESSEX MUSEUM

Graphic Designer

February 2013 to Present

Salem, Massachusetts

- Design museum exhibition graphics (logotypes, interior and exterior vinyls, banners, billboards)
- Design and produce marketing and PR collateral
- Develop and lead interactive art activities for family festivals
- In-house illustrator

FREELANCE DESIGNER/ILLUSTRATOR

May 2012 to present

Salem, Massachusetts

- Identity development
- Special print projects
- Publication/catalogue design

NATIONAL CONSERVATION TRAINING CENTER

Fish and Wildlife Service (Department of Interior)

May 2009 to August 2009

Shepherdstown, West Virginia

- Internship with the graphic design department

EDUCATION

ACADEMY OF ART SAN FRANCISCO

September 2012 to September 2013 (online course work)

San Francisco, California

- Worked towards MFA with a concentration in illustration
- Specialized in children's books and editorial art

SHEPHERD UNIVERSITY

Graduated May 2011

Shepherdstown, West Virginia

- BFA with a concentration in Graphic Design

SKILLS

ADOBE CREATIVE SUITE

- InDesign
- Illustrator
- Photoshop
- Illustration, painting

ACCOMPLISHMENTS

- NEMA Awards, 2016 | Shoes Exhibition Marketing Collateral, 2nd place
- NEMA Awards, 2015 | Folded rackcard design, 3rd place
- Mural Slam Salem, 2016
- Mural Slam Salem, 2015 | 2nd place
- Salem Artbox 2014, 2016
- The Big Draw "Trailblazer Award", 2013



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

January 11, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Kurt Ankey-Beauchamp, of 19 Harbor Street #5, to the Salem Public Art Commission, to take the seat of Lillian Hsu, whose terms has concluded and who has opted not to seek reappointment to the commission. I hope you will join me in thanking Ms. Hsu for her service on the Public Art Commission. Mr. Ankey-Beauchamp is appointed to a two-year term to expire January 11, 2020.

Mr. Ankey-Beauchamp is a professional artist working as a freelance designer, a graphic designer, and a graphic novelist. His work has garnered awards from the New England Book Show, the Society of Illustrators, and the Massachusetts Independent Comics Expo. A graduate of the University of Wisconsin-Madison, where he earned a BA in English Literature and Philosophy, Mr. Ankey-Beauchamp's paintings have been exhibited at such regional art institutions as the Cape Ann Art Museum, Tusinski Gallery, the Art Room of Gloucester, Flatrocks Gallery, J. Lucas Gallery, as well as at private businesses and workplaces, as well as local community centers and public buildings.

I strongly recommend confirmation of Mr. Ankey-Beauchamp's appointment to the commission. We are fortunate that he is willing to serve our community in this important role and lend his expertise and dedication to the Public Art Commission and its work.

Very truly yours,

A handwritten signature in cursive script, reading "Kim Driscoll".

Kimberley Driscoll
Mayor
City of Salem

Kurt Ankeny

Graphic Novelist and Painter

Born 1976, Minneapolis, Minnesota
Lives/Works Salem, Massachusetts

Contact 19 Harbor Street No. 5, Salem, MA 01970
(978) 631-6559
kurtankeny@gmail.com
www.kurtankeny.com

Education

1999 University of Wisconsin-Madison, BA

Painting Exhibitions

- 2014-2017 *East End Open Studios*, Ipswich Moving Company, Ipswich, Massachusetts.
2015 *Friends of the Gallery Show*, Tusinski Gallery, Rockport, Massachusetts.
2013 *Cape Ann Artisans at 30*, Cape Ann Art Museum, Gloucester, Massachusetts.
2012 *Winter Salon*, Flatfile Boston, Boston, Massachusetts.
2011 *Kurt Ankeny*, Alchemy Restaurant, Gloucester, Massachusetts.
Art Now: Rockport, Rockport Lodge, Rockport, Massachusetts.
White Out, Tusinski Gallery, Rockport, Massachusetts.
- 2010 *Art in Lanesville*, Lanesville Community Center, Gloucester, Massachusetts.
- 2009 *Kurt Ankeny/Paul Goldberg*, The Art Room, Gloucester, Massachusetts.
Susie Fields/Kurt Ankeny, Sawyer Free Library, Gloucester, Massachusetts.
Views of Ipswich Bay, Lone Gull Coffeehouse, Gloucester, Massachusetts.
Art in Lanesville, Lanesville Community Center, Gloucester, Massachusetts.
You Are Here, Flatrocks Gallery, Gloucester, Massachusetts.
Views of Gloucester Harbor, Flatrocks Gallery, Gloucester, Massachusetts.
Icons & Art: Michelle & Barack, J. Lucas Gallery, Provincetown, Massachusetts.
Small Gifts Show, Flatrocks Gallery, Gloucester, Massachusetts.
- 2008 *Pia Juhl Nadel/Kurt Ankeny*, Cove Gallery, Gloucester, Massachusetts.
Art in Lanesville, Lanesville Community Center, Gloucester, Massachusetts.
Holiday Cheers, Cove Gallery, Gloucester, Massachusetts.
Small Works, Flatrocks Gallery, Gloucester, Massachusetts.

Awards

- 2017 Best American Comics, excerpt of *In Pieces: Someplace Which I Call Home*.
Invited to speak at the Parsons School of Design.
New England Book Show Award for *In Pieces: Someplace Which I Call Home*.
- 2016 Massachusetts Independent Comics Expo (MICE) Mini-Grant award.
- 2015 New England Book Show Award for *Saltwater Snow*.
Society of Illustrators MOCCA Arts Festival Award of Excellence.
- 2009 Pensloner with La Maison d'Artist de la Grande Vigne, Dinan, France.

19 Harbor Street No. 5, Salem, Massachusetts 01970 | 978.631.6559 | kurtankeny@gmail.com

Kurt Ankeny-Beauchamp

Contact 19 Harbor Street, #5, Salem, MA 01970
(202) 374-9925
kurtankeny@gmail.com
www.kurtankeny.com

Education

1999 University of Wisconsin-Madison, BA in English Literature and Philosophy

Employment History

2005-Present **Freelance Designer**

Ankeny Studio

Freelance design services including corporate catalog design, product photography, basic website design, copyediting, design for the digital environment, illustration, and product design. Clients include: Select Sport America, Ipswich Dance Foundation Inc., Wulla Clothing, The Town of Ipswich, Kidder Smith Gallery, Northern Virginia Magazine, Granite State University, and Mersen USA.

2004-2005 **Information Technology Communications Coordinator**

George Mason University, Fairfax, Virginia

Duties included designing, creating, and disseminating informational articles and fliers concerning IT Department initiatives, new software, and computer security guidelines targeted at administrative, faculty, and student audiences. Conducted interviews and wrote articles for the CIO outreach newsletter.

2002-2004 **Executive Assistant to the Chief Information Officer**

Naval Postgraduate School, Monterey, California

Duties included support activities for the CIO and other executives, including correspondence, scheduling, call screening, record keeping, information graphics design, and PowerPoint design. Spearheaded the Naval Postgraduate School Fact Book 2003, an inaugural publication detailing basic data common to institutions of higher learning. Designed as well as oversaw printing and dissemination of the Fact Book. Oversaw production and editing of a short documentary film concerning the concentration of meteorological, educational, and oceanographic institutions around the Monterey Bay. Documentary project culminated in a meeting and discussion of joint project opportunities attended by the heads of each of the eleven featured institutions. Received the United States Department of the Navy's Meritorious Civilian Service medal.

2001-2002 **Recruiter, Human Resources Department**

Epic Systems Corporation, Madison, Wisconsin

Worked to find qualified employees for Epic's various departments. Screened resumes, tested candidates, conducted in-depth interviews and reference checks, and consulted weekly with the CEO on potential hires.

1999-2001 **Assistant English Teacher**

Towns of Ogoe and Takine Boards of Education, Fukushima, Japan

Prepared lesson plans and English language related games and activities for a range of students from 1st grade to adult. Served as translator for the two Boards of Education.

Languages Japanese, French, Spanish

Software/Social Media Adobe Creative Cloud, Microsoft Office Suite, Facebook, Instagram, Tumblr, Twitter, MailChimp, Constant Contact

References Available upon request.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

January 11, 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, the following members of the Salem Public Art Commission.

First Name	Last Name	Address	Term	Term Expiration
Norene	Gachignard	16 Buchanan Road	2 years	1/11/2020
J. Michael	Sullivan	10 Lee Street	2 years	1/11/2020

Mr. Sullivan will continue to serve as the Design Review Board member of the Commission. I enthusiastically recommend confirmation of both of these reappointments to the Public Art Commission and ask that you join me in thanking both Ms. Gachignard and Mr. Sullivan for their continued dedicated service and commitment to our community.

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,

January 11, 2018

Ordered:

That the sum of Thirty Thousand Dollars (\$30,000.00) is hereby appropriated from the Receipts Reserved funds listed below to the Department of Public Services Burial Account (14112-5383) in accordance with the recommendation of Her Honor the Mayor.

From		To		Amount
2430-4800	R/Res Sale of Lots	14112-5383	DPS Burial	15,000.00
2431-4800	R/Res Sale of Vaults	14112-5383	DPS Burial	15,000.00
Total				30,000.00



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

January 11, 2018

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentleman of the Council:


Enclosed herewith is a request for an appropriation of Thirty Thousand (\$30,000.00) from the "Receipts Reserved funds" to the Department of Public Services Burial Account (14112-5383).

FROM		TO		AMOUNT
2430-4800	R/Res Sale of lots	14112-5383	DPS Burial	\$15,000.00
2431-4800	R/Res Sale of Vaults	14112-5383	DPS Burial	\$15,000.00
Total:				<u>\$30,000.00</u>

This appropriation is necessary for the services of Means Precast.

I recommend passage of the accompanying Order.

Very truly yours,


Kimberley Driscoll
Mayor



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

December 20, 2017

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

Subject: Means PreCast – burial boxes

Dear Mayor Driscoll,

We respectfully request an appropriation of funds in the amount of Thirty Thousand, (30,000.00) from the following accounts:

2430-4800 Sale of Lots	\$15,000.00
2431-4800 Sale of Vaults	\$15,000.00

to be transferred in to the Public Service Burial Services Line 14112-5383. This appropriation will allow for the services of Means Precast to provide the cemetery with burial boxes for the first 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: OPS [Signature] 11/2/18
 Department Department Head Authorizing Signature Date

Budget or R/Res

Transfers To: 14112/5383 Desc: Burial Services Budget Amt: 30,000.00
 (Org/Object) Balance: 1549.00

From: 2431/4800 Desc: Sale of Vaults Budget Amt: 37,676.39
 Balance: 37,676.39
 (*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: _____ Desc: _____ Budget Amt: _____
 (Org/Object) Balance: _____
 Please circle one

Amount Requested: \$ 15,000.00
 Reason (Be Specific) Burial Boxes for Services

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 \$ 37,676.39 MS 1/3/18
 R/Res Fund Balance
 ____ Raise & Appropriate ____ Other [Signature]

Recommendation: ____ Approved ____ Denied

[Signature]
 Finance Director

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

CITY OF SALEM - Finance Department

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

From: DPS

Department

[Signature]
Department Head Authorizing Signature

Date

1/2/18

Budget or R/Res

Transfers

To: 1412 | 5383
(Org/Object)

Desc: Burial services

Budget Amt: 30,000.00

Balance: 1,549.00

From: 2430 | 4800

Desc: Sale of LOTS

Budget Amt:

Balance: 64,293.00

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

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

Date:

Free Cash or To:

Desc:

Budget Amt:

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

Please circle one

Balance:

Amount Requested:

\$ 15,000.00

Reason (Be Specific)

Burial Boxes for services

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

\$ 64,293.00
R/Res Fund Balance MB 1/3/18

☐ Raise & Appropriate

☐ Other

Recommendation: ☐ Approved ☐ Denied

[Signature]
Finance Director

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



CITY OF SALEM

In City Council,

Ordered:

January 11, 2018

That the sum of Twenty-Five Thousand Dollars (\$25,000.00) is hereby appropriated within the "Capital Outlay Renovation & Repair" account (20003-584618) to be expended for the renovation of Salem Willows Parking, Trees and Landscape Restoration by the Engineering Department in accordance with the recommendation of Her Honor the Mayor.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

January 11, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order appropriates \$25,000 from our capital outlay account to fund the replacement of willow trees destroyed in the major wind storm late last autumn at the Salem Willows, and also the development of plans to improve the parking area across Restaurant Row near the tennis courts, which is currently a heavily eroding dirt lot.

This lot is hazardous and the haphazard parking arrangements, which lack any structure or order, have led to the substantial erosion of the hill and threaten the trees that are there. Furthermore, we believe that with a more orderly arrangement for parking in this location we may be able to fit additional cars in the space more easily.

We hope to have as much of this work as possible accomplished before the Willows opens for the 2018 season, but it is possible that some of the work – especially related to construction of the parking area improvements – will lag into the season. To help us maintain the abbreviated schedule as much as practical, I hope you will consider approving this appropriation at your January 11th meeting and invite you to contact myself, Trish O'Brien, or Dave Knowlton with any questions you may have.

Very truly yours,

A handwritten signature in cursive script, reading "Kim Driscoll".

Kimberley Driscoll
Mayor
City of Salem

CITY OF SALEM
Capital Outlay Expenditure Request Form

To: MAYOR

From Department: Engineering Date: 11/29/17

Done 11/29/17

Expense Line To : 20003-586018 - Equipment

Amount:

Description:

Expense Line To : 20003-584618 - Renovations & Repairs

Amount:

\$25,000

Description: Salem Willows Parking, Tree, and Landscape Restoration.

For Finance Dept and Mayor's Use Only:

☐

City Council Approval

Recommendation:

☐

Approved

☐

Denied

[Signature]
Finance Director

[Signature]
Mayor

Processed: Date: _____ By: _____

CO # _____ JE# _____ Trans # _____



CITY OF SALEM
ENGINEERING DEPARTMENT
120 WASHINGTON STREET, 4TH FLOOR
SALEM, MA 01970
Phone: (978) 745-9595
Fax: (978) 745-0349

Kimberley Driscoll
Mayor

DAVID H. KNOWLTON, P.E.
CITY ENGINEER

November 29, 2017

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

RE: Request for Funding: Willows Park and Parking Area Upgrades

Dear Honorable Mayor Driscoll:

This request is for a Council Order to transfer \$25,000 of "Short-Term Capital Outlay" to the "Salem Willows Parking, Tree, and Landscape Restoration CIP" account.

As you are aware, the Salem Willows has recently been hit by a severe storm that has damaged several older trees. In addition, long term issues of serious erosion are affecting certain areas of the site where cars park on soil. Our Department is taking short term actions to address the damage, but a plan to renovate the parking, restore the eroded areas and trees, and address pathways needs to be developed. The funding will be used to develop a plan to address these issues, which will be used to seek out grant and other funding sources to implement long term solutions. The plan will also identify short term actions that can be taken in the Spring. The plan will include a renovated parking area plan, a tree planting plan, a landscape plan for the area surrounding the parking, and the identification other potential future needs.

This funding is needed expeditiously as grant funding applications for implementing larger projects are typically due in the spring; in addition, some of the lower cost and quicker options identified could be implemented in April and May 2018 prior to the busy season at the Willows.

Please feel free to contact me with any questions.

Sincerely,

David H. Knowlton, P.E.
Director of Engineering and Public Works

cc: Dominick Pangallo, Laurie Giardella, Jenna Ide, Patricia O'Brien



CITY OF SALEM

In City Council,
December 7, 2017

Ordered:

That the sum of Ten Thousand Dollars (\$10,000.00) 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.

Org/Obj	Description	Dept	Description	Amount
11822-5131	Planning Overtime	Planning	Overtime for document handling for City Hall Annex	5,200.00
12411-5131	Bldg Insp Overtime	Bldg Insp	Overtime for document handling for City Hall Annex	1,200.00
11521-5131	HR Overtime	HR	Overtime for document handling for City Hall Annex	1,800.00
15101-5131	Health Overtime	Health	Overtime for document handling for City Hall Annex	1,800.00
Total				10,000.00



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

January 11, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order appropriates \$10,000 from free cash to fund overtime costs incurred by a number of City Hall Annex departments as they worked outside of regular business hours to prepare documents to be scanned by Laserfiche Enterprise Content Management.

As you may recall, last year the City entered into a contract with Laserfiche to digitize our files. Not only will digitization enable for more rapid document retrieval and save on staff time, it will also enable us to more quickly and effectively satisfy public record access requests. The timing of the digitization project was intended to align with our forthcoming relocation of the Annex offices from 120 Washington Street to 90 Washington Street later this year. The digitization project is helping us reduce the quantity of paper we will need to transport during the move and find space to store in the new building.

City staff have been working since November, outside of normal office hours, to review and box up thousands of records to be scanned by Laserfiche. Since the work got underway, almost 200 boxes of City records have been prepared and sent to Laserfiche by our staff. In order to prevent this important work from interfering with the staff's ability to conduct their regular routine work, this effort has been organized to take place outside of regular business hours. I recommend adoption of this appropriation so that these employees may be appropriately compensated for these extra efforts.

Very truly yours,

A handwritten signature in cursive script, reading "Kim Driscoll".

Kimberley Driscoll
Mayor
City of Salem



KIMBERLEY DRISCOLL
MAYOR

LISA B. CAMMARATA
DIRECTOR OF HUMAN RESOURCES

CITY OF SALEM, MASSACHUSETTS

HUMAN RESOURCES
120 WASHINGTON STREET
TEL. (978) 745-9595 EXT. 5630
FAX (978) 745-7298

January 8, 2018

Honorable Kimberley Driscoll, Mayor
Salem City Hall
93 Washington Street
Salem, Massachusetts 01970

Dear Mayor Driscoll:

I am respectfully requesting the amount of \$10,000.00 be transferred from Free Cash to Departmental Lines identified below.

As you know the Departments located at 120 Washington Street are preparing for the spring 2018 move to the new location. This requested funding is the amount determined by each department for the additional salary costs of reviewing/disposing/recycling/cataloging/scanning and packing files from each department beyond the regular workday.

DEPARTMENT

Planning:	\$5200.00; 11822-5131
Building:	\$1200.00; 12411-5131
Human Resources:	\$1800.00; 11521-5131
Health:	\$1800.00; 15101-5131

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

Very truly yours,

A handwritten signature in cursive script, appearing to read "Lisa B. Cammarata".

Lisa B. Cammarata

cc: Laurie Giardella, Director, Finance
File

CITY OF SALEM - Finance Department

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

From: Human Resources
Department

[Signature]

1/8/2018

Department Head Authorizing Signature

Date

Budget or R/Res

Transfers

To:

(Org/Object)

Desc:

Budget Amt:

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: 11822-5131

Desc:

Planning OT

Budget Amt:

0

Retained Earnings (W/S)

(Org/Object)

Balance:

0

Please circle one

Amount Requested:

\$ 5200.00

Reason (Be Specific)

To cover the unforeseen cost of reviewing/disposing/recycling/cataloging/scanning files in preparation for move to new location.

For Finance Department and Mayor's Use Only:

☐ Budget Transfer

☒ Mayor Approval

☐ City Council Approval

☒ Free Cash Appropriation - City Council Approval - Gen Fund

\$ 977,186.35

Free Cash Balance

☐ R/E Appropriation - Water

R/E Balance

☐ R/E Appropriation Sewer

R/E Balance

☐ Receipts Reserve - City Council Approval

\$

R/Res Fund Balance

☐ Raise & Appropriate

Other

Recommendation: ☐ Approved ☐ Denied

[Signature]
Finance Director

Completed: Date:

By:

CO #

JE#:

Transfer #:

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

From: Human Resources

Department

An B Cammarata

Department Head Authorizing Signature

1/8/2018

Date

Budget or R/Res

Budget Amt: _____

Transfers

To :

(Org/Object)

Desc: _____

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 : 12411-5131

Desc: Building OT int

Budget Amt: 5000.00

Balance: 4682.94

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

Please circle one

Amount Requested:

\$ 1200 00

Reason (Be Specific)

To cover the unforeseen cost of reviewing/disposing/recycling/cataloging/scanning files in preparation for move to new location.

For Finance Department and Mayor's Use Only:

_____ Budget Transfer

☒ Mayor Approval

☒ City Council Approval

☒ Free Cash Appropriation – City Council Approval Gen Fund

\$ 977,186.35

Free Cash Balance

_____ R/E Appropriation – Water \$ _____
R/E Balance

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

_____ Receipts Reserve – City Council Approval

\$ _____
R/Res Fund Balance

_____ Raise & Appropriate

_____ Other

Recommendation: _____ Approved _____ Denied

[Signature]
Finance Director

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

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

From: Human Resources

Department

[Signature]

Department Head Authorizing Signature

1/8/2018

Date

Budget or R/Res

Transfers

To:

(Org/Object)

Desc:

Budget Amt:

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: 11521-5131

Desc: HL OT

Budget Amt:

0

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

Balance:

0

Please circle one

Amount Requested:

\$ 1800.00

Reason (Be Specific)

To cover the unforeseen cost of reviewing/disposing/recycling/cataloging/scanning files in preparation for move to new location.

For Finance Department and Mayor's Use Only:

☐ Budget Transfer

☒ Mayor Approval

☒ City Council Approval

☒ Free Cash Appropriation - City Council Approval - Gen Fund

\$ 977,186.35

Free Cash Balance

☐ R/E Appropriation - Water \$

R/E Balance

☐ R/E Appropriation Sewer \$

R/E Balance

☐ Receipts Reserve - City Council Approval

\$

R/Res Fund Balance

☐ Raise & Appropriate

Other

Recommendation: ☐ Approved ☐ Denied

[Signature]
Finance Director

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

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

From: Human Resources

Department

Lu B. Cammarata

Department Head Authorizing Signature

1/8/2018

Date

Budget or R/Res

Budget Amt: _____

Transfers

To :

(Org/Object)

Desc: _____

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 : 15101-5131

Desc: Health OT line

Budget Amt: 2000.00

Balance: 533.56

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

Please circle one

Amount Requested:

\$ 1800.00

Reason (Be Specific)

To cover the unforeseen cost of reviewing/disposing/recycling/cataloging/scanning files in preparation for move to new location.

For Finance Department and Mayor's Use Only:

____ Budget Transfer

☒ Mayor Approval

☒ City Council Approval

☒ Free Cash Appropriation – City Council Approval – Gen Fund \$ 977,186.35

Free Cash Balance

____ R/E Appropriation –Water \$ _____
R/E Balance

____ R/E Appropriation Sewer \$ _____
R/E Balance

____ Receipts Reserve – City Council Approval

\$ _____
R/Res Fund Balance

____ Raise & Appropriate

____ Other

Recommendation: ____ Approved ____ Denied

[Signature]
Finance Director

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

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

1/9/2018
8:54 AM

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

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	(5,200.00)				Unanticipated OT needed for document handling for City Hall Annex move
HR Overtime	01/11/18	(1,800.00)				Unanticipated OT needed for document handling for City Hall Annex move
Building Insp Overtime	01/11/18	(1,200.00)				Unanticipated OT needed for document handling for City Hall Annex move
Health Overtime	01/11/18	(1,800.00)				Unanticipated OT needed for document handling for City Hall Annex move

**TOTAL FREE CASH USED
BALANCE**

(10,000.00)
967,186.35

(3,945,750.65)
977,186.35



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

December 7, 2017

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Carly Dwyer Naik, of 7 Winter Street #6, to the Salem Public Art Commission, to complete the remainder of a two-year term to expire September 22, 2018. Ms. Naik will be filling the seat previously held by Mr. James Fallon, who has opted to step down from the commission. I hope you will join me in thanking Mr. Fallon for his service on the Public Art Commission.

Ms. Naik has over twenty years of work in directing and production experience in the theater arts. She is currently employed as the Creative Director for Intramersive Media, where she helps advance partnerships between artists and historical and artistic venues for site-specific immersive theater. Prior to that she worked as the Director of the Theater Arts program at Concord Carlisle Regional High School for nine years and as the Movement Director at the Merrimac Repertory Theater. Ms. Naik holds a B.A. from Harvard University and earned her Master's degree in education from Harvard's Graduate School of Education.

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

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem

Carly Dwyer Naik

7 Winter St. #6

Salem, MA 01970

Tel: 1 978.902.7762 Email: carly.a.dwyer@gmail.com

EDUCATION

Harvard Graduate School of Education

Ed. M., Arts in Education, June 2009

Harvard University

B.A. *cum laude*, March 2005

CURRENT

Intramersive Media llc

2017-Current

Creative Director, Lead Game Designer, Co-Founder

- ☐ Identify partnerships and venues of particular historical or artistic interest and foster collaborative relationships to create site specific immersive theatre.
- ☐ Identify and foster relationships with artists, technicians and game designers.
- ☐ Develop and explore new technologies that can enhance the audience experience of spaces and shows.

TEACHING EXPERIENCE

Concord Carlisle Regional High School, Concord, MA

2009 – 2017

Director of Theatre Arts Program

- ☐ Developed, Researched and Taught curriculum for a full program: Contemporary Social Issues and Experimental Theatre, Shakespeare: His World, Our Stage, Advanced Acting Workshop: Invisible Theatre and the Ensemble, Culture Through Movement: Dance as Social Identity, American Musical Theatre: A Century of Our National Conscience.
- ☐ Organize, Produce and Direct a season of 3-4 shows including a Shakespeare, competitive one act and full scale musical production. .
- ☐ Directed two full length original works devised by students.
- ☐ Mentored students directors in show creation and production.
- ☐ Students prepared and presented scenes for the Concord Conference on Shakespeare and Youth.
- ☐ Recruited and fostered relationships across the school community to make the theatre program the most culturally diverse program in the school.

Concord Carlisle Regional High School, Concord, MA

2005 – 2009

Assistant Director for After School Drama Program

Merrimac Repertory Theatre, Lowell, MA

Summers 2007 - 2011

Movement Director, Young Artists at Play Program

PROFESSIONAL/PERFORMANCE EXPERIENCE

Northeastern University	October 2016/17
<i>Rolling With It; Creating Dynamic Game Architecture for LARPs</i>	
Guest Lecturer	
Green Door Productions	December 2016
<i>Club Drosselmeyer</i>	
- Director, Game Designer, Devising, Writer	
Far Off Broadway Production	August 2016
<i>The Complete Works of Wlm Shkspr Abrgd</i>	
- Director	
Concord Carlisle Larping Society	June 2012-June 2015
Lead Game Designer/Head of Plot	
The Sanders Theatre	November 2008 - 2009
Event Production Assistant	
• Assistant Stage Manager, Senator Ted Kennedy: A Special Convocation with Yo-Yo Ma, Harvard President Drew Faust and Vice President Joe Biden in attendance.	
Harvard Radcliffe Dramatic Club	2008-2009 Academic Year
"The Space Between", Aerial Choreographer, Trapeze Artist	
"Mnemonic," Aerial Consultant	
Cirque du Soleil, American Tour	Summer/Fall 2002 & Fall 2006
Wardrobe Assistant and Dresser for "Quidam" and "Corteo"	
Alliance LARP - Syraandor Chapter	2002-2004
Plot Committee: Character Development, Researcher	
Saint Aire Productions, Boston MA	2003-2006
Office Manager/Executive Personal Assistant	
Sleepy Lion Theatre, Topsfield, MA	1996-2004
Founding Member of Company for 24 productions.	

SPECIALTY TRAINING AND COURSEWORK

MIT - "Media and Performance" prof. Jay Schieb, special admissions to complete graduate degree at Harvard

Shakespeare and Company - Linklater and First Folio Intensive Training, 3 day intensive

Frantic Assembly - Fundamentals of Physical Devising, day long intensive

CLUBS AND ORGANIZATIONS

Emerson Umbrella Performing Arts Company - Materials Selection Committee

Concord Carlisle Patrons of Performing Students - Board Member/Theatre Liaison

Massachusetts Teachers Association, Member

The Bard Brigade - Founding Company Member

Creative Salem Business Member

The Analog Holodeck - Northeastern University

AWARDS AND RECOGNITION

Best Overall Production , “Spamalot”

Invitation to Participate “Nation”

Invitation to Participate “Animal Cracker”

MET AWARDS 2017

New England High School Theatre Festival 2014

Edinburgh Festival Fringe 2008

Office Skills

Mac and PC proficient in all Office Suite programs, Google apps, and most audio/visual programs.

REFERENCES

References available upon request.

OTHER SKILLS

Static and flying trapeze, clowning and mime, vaulting (stunt horseback riding), skiing, rock climbing, hiking, kayaking, yoga, organic gardening, baking and cooking



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

December 7, 2017

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Gary Barrett, of 51 Larchmont Road, to the Salem Redevelopment Authority, to complete the remainder of a five-year term to expire December 8, 2021. Attorney Barrett will be filling the seat previously held by Ms. Christine Madore, who has stepped down from the SRA as she has been elected to the position of Ward 2 City Councillor. I hope you will join me in thanking Ms. Madore for her service on the Authority.

Attorney Barrett has a lengthy record of involvement in Salem and currently serves as the Essex County Sheriff Department's Community Relations Coordinator. Prior to that he was the Executive Director of the North Shore Alliance for Economic Development, a position that has especially prepared him to address the many redevelopment and economic growth issues facing the SRA and our downtown. Before his time with the North Shore Alliance for Economic Development, Attorney Barrett served as the District Director for former Congressman John Tierney for over fourteen years. He holds a B.A. in Government from Harvard University and earned his Juris Doctor degree from Boston College Law School. Attorney Barrett has previously served on the City of Salem's Zoning Board of Appeals and volunteers on the Advisory Council for North Shore Elder Services.

I strongly recommend confirmation of Attorney Barrett's appointment to the authority. We are fortunate that he is willing to serve our community in this important role and lend his expertise and dedication to the SRA and its work.

Very truly yours,

A handwritten signature in black ink, appearing to read "Kim Driscoll", is written over a horizontal line.

Kimberley Driscoll
Mayor
City of Salem

GARY BARRETT
51 Larchmont Road
Salem, Massachusetts 01970

Community Relations Coordinator

Essex County Sheriff's Dept.
Jun 2017 – Present

Executive Director

North Shore Alliance for Economic Development, Inc.
Sep 2011 – Oct 2014

District Director

Office of Congressman John F. Tierney
Jan 1997 – May 2011

Attorney/Consultant

Office of Gary Barrett
Aug 1991 – Dec 1996

Education

Boston College Law School

Juris Doctor
Activities and Societies: Board of Student Advisors

Harvard University

BA, Government
Activities and Societies: Class Marshal; John H. Finley Fellowship recipient

Volunteer Experience

Member of Area Agency on Aging Advisory Council

North Shore Elder Services

Class Agent

Belmont Hill School

Former Member Zoning Board of Appeals

City of Salem MA



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

January 11, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am pleased to appoint Thomas Watkins of 24 Surrey Road in Salem to the position of Purchasing Agent for the City of Salem, to complete the remainder of an uncompleted two-year term that expires January 31, 2019.

We are very fortunate that Mr. Watkins has sought to return to the City of Salem, where he had previously served as our Purchasing Agent from 2009 to 2012 and, prior to that, as an aide in the Mayor's office. Since leaving Salem, Mr. Watkins has been the Purchasing Agent for the Town of Andover. Mr. Watkins holds a Masters degree in Public Administration from Suffolk University and a Bachelor's degree in Political Science from Westfield State College. He is accredited as a Massachusetts Certified Public Purchasing Official and has served as Vice President and President of the Massachusetts Association of Public Purchasing Officials. A Salem resident, Mr. Watkins has served as a member of our Zoning Board of Appeals from 2013 until this appointment.

I believe Mr. Watkins will make a strong addition to our team at City Hall and strongly recommend confirmation of his appointment. I hope you will join me in welcoming Mr. Watkins back to public service here in Salem.

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem

THOMAS P. WATKINS
24 SURREY ROAD, SALEM, MASSACHUSETTS 01970
TPWATKINS@HOTMAIL.COM ~ (978) 985-4762

OBJECTIVE

Dedicated and motivated procurement professional looking to further advance my career in public the procurement sector

EXPERIENCE

September, 2012 – current

Town of Andover, MA

Purchasing Agent and Insurance Coordinator

- ↓ Effectively manage and solicit bids and proposals in accordance with M.G.L. Ch. 30b, 149, 149A, 30-39M and 25A for the Town and School District
- Oversee the Town/School property & liability insurance policies. Manage the processing of all claims with the Town's insurance carrier, MIIA.
- ← • Co-Chair of Town's Safety Committee →
- Assist on Town's in-house Capital Improvement Planning team; Special projects as assigned by Town Manager or Finance Director, including annual budget and Town Meeting preparation

October, 2009 – August, 2012

City of Salem, MA

Purchasing Agent

- Effectively managed and solicited bids and proposals in accordance with M.G.L. Ch. 30b, 149 149A, 30-39M and 25A for the City and School District
- Successfully managed inter-governmental agreement between City of Salem and Town of Swampscott in which I was responsible for all bid and contract administration for Town of Swampscott

January, 2006 – September, 2009

City of Salem, MA

Mayor's Office – Project Manager/Aide

- Responsible for numerous projects, including the upgrade of the City's website, and energy efficiency upgrades
- Provide staff support to various committees and work with several in-house teams
- Provide research and analytical work for the Mayor and Senior Managers
- Additional responsibilities include constituent services, press releases and general office management

July, 2005 – January, 2006

Town of Lexington, MA

Town Manager's Office – Management Intern

January, 2004 – May, 2004

Town of Georgetown, MA

Town Administrator's Office – Management Intern

September, 2002 – May, 2004

Suffolk University, Public Management Department

Graduate Student Fellow

May, 2002 – September 2002

Town of Danvers, MA

Planning Department – Field/Office Open Space Intern

September, 2001 – December, 2001

Town of Westfield, MA

Mayor's Office – Intern

EDUCATION

Suffolk University – Boston, MA

Master in Public Administration - GPA 3.8

Specialized Degree: State and Local Government

Westfield State College – Westfield, MA

Bachelor of Arts in Political Science – GPA 3.4

Massachusetts Certified Public Purchasing Official (MCPPO), 2009 – Present

University of Virginia – Charlottesville, VA

Weldon Cooper Center for Public Service

Leading, Educating & Developing (LEAD) Certificate, March 2017

PROFFESIONAL ORGANIZATIONS

- Massachusetts Association of Public Purchasing Officials (MAPPO)
 - Elected President, July 2017
 - Elected Vice President, 2013 - Current
 - Chair of Website Committee
 - Co-Treasurer, 2011 - 2013
- International City/County Manager's Association (ICMA)
- Board Member, City of Salem Zoning Board of Appeals, 2013 - current
- Pi Sigma Alpha – National Political Science Honor Society, 2000

TECHNOLOGICAL SKILLS

- Microsoft Word, Excel, PowerPoint and Outlook
- MUNIS
- First Class (Virtual Towns & Schools municipal website software)
- Social Media

REFERENCES

Furnished upon request



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

January 11, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Daniel J. Napolitano, of 107 Highland Avenue #3, to the Salem Planning Board to fill the remainder of the five-year term of Antonio Mataragas, which will expire on March 10, 2021. I hope you will join me in thanking Mr. Mataragas for his service on the Planning Board and for his commitment to our community.

Mr. Napolitano holds a Master's degree in Public Administration from Suffolk University and currently works on policy external affairs for the Senate President at the Massachusetts State Senate. He has previously worked in a variety of government and political capacities, including as district outreach coordinator for former Congressman John Tierney, where he helped advance federal priorities and funding for projects and needs here in Salem. Prior to moving to Salem, Mr. Napolitano was a resident of Everett, where he served for six years on that City's Common Council and as a member of the Everett Charter Review Commission.

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

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem

Daniel J. Napolitano
107 Highland Ave Unit 3, Salem, MA 01970
(617) 967-2065 • Dannapolitano4@gmail.com

EDUCATION

Suffolk University, Boston, MA

Master's Degree, Public Administration, December 2017

Assumption College, Worcester, MA

Bachelor of Arts, Political Science, May 2009

Minors: History

Italian Studies

PROFESSIONAL EXPERIENCE

Office of the Senate President, Boston, MA

January 2015 – Present

Liaison for External Affairs/ Policy Advisor

- Work on policy issues as assigned, particularly public safety and labor and workforce, as well as on the President's local budget priorities.
- Support policy team as needed during formal sessions and long-term projects.
- Meet with stakeholders and advocacy groups regarding upcoming legislation and legislative priorities of the President.
- Manage contacts for the Senate President with various constituency groups in addition to state departments and agencies.
- Coordinate statewide listening tour, entitled "Commonwealth Conversations," held each session in various Senate districts across the state.

Martha Coakley for Governor, Somerville, MA

September 2014 – November 2014

Political Team Member

- Managed statewide labor operations for the campaign, including working with labor leaders to coordinate scheduling for "Get Out the Vote" and Election Day operations.
- Directed outreach to mayors across Massachusetts to facilitate support.
- Organized events with municipal officials and labor organizations for the gubernatorial and lieutenant gubernatorial candidate to attend in various communities.

Steve Grossman for Governor, Boston, MA

March 2014 – September 2014

Political Director

- Managed statewide political operation for a gubernatorial campaign.
- Coordinated events for endorsing elected officials and labor organizations.
- Facilitated candidate political call time.
- Created and implemented winning convention strategy, resulting in a campaign victory by twelve percentage points.

Office of Congressman John F. Tierney MA 6th District, Peabody, MA

July 2011 – March 2014

District Outreach Coordinator

- Served as the primary contact person for state and local elected officials regarding their district priorities.

- Assisted in advancing federal projects and funding opportunities for communities in the 6th Congressional District.
- Coordinated and attended meetings and events throughout the district for the Congressman.
- Performed special projects as required.

Office of State Treasurer Steven Grossman, Boston, MA

February 2011 – July 2011

Customer Service Specialist, Abandoned Property Division

- Interacted regularly with public inquiries regarding abandoned property in person and via phone and email.
- Followed established procedures to determine rightful owners of abandoned property.
- Prepared and sent out claim forms and other information to property owners or their legal representatives

Steve Grossman for State Treasurer, Somerville, MA

October 2010 – February 2011

Regional Field Director: Middlesex and Essex Counties

- Coordinated advance work for all campaign events held in Middlesex and Essex counties for successful candidate for statewide office.
- Served as the primary contact person for elected officials and community organizers.
- Executed campaign field plan by recruiting volunteers and coordinating comprehensive GOTV effort within Middlesex and Essex counties.

Sal DiDomenico for State Senate, Everett, MA

January 2010 – October 2010

Political Director: Middlesex, Suffolk and Essex Districts

- Coordinated advance work for all campaign events and handled schedule for the candidate in the Middlesex, Suffolk and Essex state senate district.
- Developed strategic outreach plan to elected officials and managed candidate political call time.
- Administered field plan and GOTV effort with local field organizers.

COMMUNITY INVOLVEMENT

City of Everett Charter Review Commission, Everett, MA

Spring 2014 – Spring 2015

Commission Member

- Reviewed the newly implemented charter for the City of Everett.
- Recommended changes to promote clarity and efficiency in the new charter.

City of Everett Common Council, Everett, MA

August 2008 – January 2014

Ward 4 Common Councillor

- Responsible for attending bi-monthly council meetings to represent the citizens of Ward 4.
- Voted on municipal budgets and proposed numerous ordinances for the Council's consideration.
- Corresponded with constituents through letters, email, and telephone calls to address their inquiries and complaints, referring them to the appropriate municipal, state and federal agencies when appropriate.
- Maintained close working relationships with elected officials and city agencies.
- Served as co-chair of Finance Committee from 2009 – 2010
- Served as President of the Common Council in 2012

References available upon request.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

January 11, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Emily Larsen, of 27 Turner Street #1, to the Salem Public Art Commission, to take the seat of Austen Barron Bailly, whose terms has concluded and who has opted not to seek reappointment to the commission. I hope you will join me in thanking Ms. Bailly for her service on the Public Art Commission. Ms. Larsen is appointed to a two-year term to expire January 11, 2020.

Ms. Larsen currently works as a graphic designer and in-house illustrator for the Peabody Essex Museum, where she has developed interactive art for exhibition, exhibition graphics, and collateral for marketing and public relations. She came to the work from a background in freelance graphic design and a graphic design internship with the Department of Interior's National Conservation Training Center. Ms. Larsen earned her Bachelor's in Fine Arts from Shepherd University and has been actively involved with our Public Art Commission in the past as a participating artist in two of the commission's Mural Slams and with two entries in the Salem Artbox program.

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

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem



emlarsendesigns.com

elarse01@gmail.com

27 Turner Street, Apt. 1

Salem, MA, 01970

T: 304.268.8324

EXPERIENCE

PEABODY ESSEX MUSEUM

Graphic Designer

February 2013 to Present

Salem, Massachusetts

- Design museum exhibition graphics (logotypes, interior and exterior vinyls, banners, billboards)
- Design and produce marketing and PR collateral
- Develop and lead interactive art activities for family festivals
- In-house illustrator

FREELANCE DESIGNER/ILLUSTRATOR

May 2012 to present

Salem, Massachusetts

- Identity development
- Special print projects
- Publication/catalogue design

NATIONAL CONSERVATION TRAINING CENTER

Fish and Wildlife Service (Department of Interior)

May 2009 to August 2009

Shepherdstown, West Virginia

- Internship with the graphic design department

EDUCATION

ACADEMY OF ART SAN FRANCISCO

September 2012 to September 2013 (online course work)

San Francisco, California

- Worked towards MFA with a concentration in illustration
- Specialized in children's books and editorial art

SHEPHERD UNIVERSITY

Graduated May 2011

Shepherdstown, West Virginia

- BFA with a concentration in Graphic Design

SKILLS

ADOBE CREATIVE SUITE

- InDesign
- Illustrator
- Photoshop
- Illustration, painting

ACCOMPLISHMENTS

- NEMA Awards, 2016 | *Shoes* Exhibition Marketing Collateral, 2nd place
- NEMA Awards, 2015 | Folded rackcard design, 3rd place
- Mural Slam Salem, 2016
- Mural Slam Salem, 2015 | 2nd place
- Salem Artbox 2014, 2016
- The Big Draw "Trailblazer Award", 2013



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

January 11, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Kurt Ankey-Beauchamp, of 19 Harbor Street #5, to the Salem Public Art Commission, to take the seat of Lillian Hsu, whose terms has concluded and who has opted not to seek reappointment to the commission. I hope you will join me in thanking Ms. Hsu for her service on the Public Art Commission. Mr. Ankey-Beauchamp is appointed to a two-year term to expire January 11, 2020.

Mr. Ankey-Beauchamp is a professional artist working as a freelance designer, a graphic designer, and a graphic novelist. His work has garnered awards from the New England Book Show, the Society of Illustrators, and the Massachusetts Independent Comics Expo. A graduate of the University of Wisconsin-Madison, where he earned a BA in English Literature and Philosophy, Mr. Ankey-Beauchamp's paintings have been exhibited at such regional art institutions as the Cape Ann Art Museum, Tusinski Gallery, the Art Room of Gloucester, Flatrocks Gallery, J. Lucas Gallery, as well as at private businesses and workplaces, as well as local community centers and public buildings.

I strongly recommend confirmation of Mr. Ankey-Beauchamp's appointment to the commission. We are fortunate that he is willing to serve our community in this important role and lend his expertise and dedication to the Public Art Commission and its work.

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem

Kurt Ankeny

Graphic Novelist and Painter

Born 1976, Minneapolis, Minnesota
Lives/Works Salem, Massachusetts

Contact 19 Harbor Street No. 5, Salem, MA 01970
(978) 631-6559
kurtankeny@gmail.com
www.kurtankeny.com

Education

1999 University of Wisconsin-Madison, BA

Painting Exhibitions

- 2014-2017 *East End Open Studios*, Ipswich Moving Company, Ipswich, Massachusetts.
2015 *Friends of the Gallery Show*, Tusinski Gallery, Rockport, Massachusetts.
2013 *Cape Ann Artisans at 30*, Cape Ann Art Museum, Gloucester, Massachusetts.
2012 *Winter Salon*, Flatfile Boston, Boston, Massachusetts.
2011 *Kurt Ankeny*, Alchemy Restaurant, Gloucester, Massachusetts.
Art Now: Rockport, Rockport Lodge, Rockport, Massachusetts.
White Out, Tusinski Gallery, Rockport, Massachusetts.
- 2010 *Art in Lanesville*, Lanesville Community Center, Gloucester, Massachusetts.
- 2009 *Kurt Ankeny/Paul Goldberg*, The Art Room, Gloucester, Massachusetts.
Susie Fields/Kurt Ankeny, Sawyer Free Library, Gloucester, Massachusetts.
Views of Ipswich Bay, Lone Gull Coffeehouse, Gloucester, Massachusetts.
Art in Lanesville, Lanesville Community Center, Gloucester, Massachusetts.
You Are Here, Flatrocks Gallery, Gloucester, Massachusetts.
Views of Gloucester Harbor, Flatrocks Gallery, Gloucester, Massachusetts.
Icons & Art: Michelle & Barack, J. Lucas Gallery, Provincetown, Massachusetts.
Small Gifts Show, Flatrocks Gallery, Gloucester, Massachusetts.
- 2008 *Pia Juhl Nadel/Kurt Ankeny*, Cove Gallery, Gloucester, Massachusetts.
Art in Lanesville, Lanesville Community Center, Gloucester, Massachusetts.
Holiday Cheers, Cove Gallery, Gloucester, Massachusetts.
Small Works, Flatrocks Gallery, Gloucester, Massachusetts.

Awards

- 2017 Best American Comics, excerpt of *In Pieces: Someplace Which I Call Home*.
Invited to speak at the Parsons School of Design.
New England Book Show Award for *In Pieces: Someplace Which I Call Home*.
- 2016 Massachusetts Independent Comics Expo (MICE) Mini-Grant award.
- 2015 New England Book Show Award for *Saltwater Snow*.
Society of Illustrators MOCCA Arts Festival Award of Excellence.
- 2009 Pensioner with La Maison d'Artiste de la Grande Vigne, Dinan, France.

19 Harbor Street No. 5, Salem, Massachusetts 01970 | 978.631.6559 | kurtankeny@gmail.com

Kurt Ankeny-Beauchamp

Contact 19 Harbor Street, #5, Salem, MA 01970
(202) 374-9925
kurtankeny@gmail.com
www.kurtankeny.com

Education

1999 University of Wisconsin-Madison, BA in English Literature and Philosophy

Employment History

2005-Present Freelance Designer

Ankeny Studio

Freelance design services including corporate catalog design, product photography, basic website design, copyediting, design for the digital environment, illustration, and product design. Clients include: Select Sport America, Ipswich Dance Foundation Inc., Wulla Clothing, The Town of Ipswich, Kidder Smith Gallery, Northern Virginia Magazine, Granite State University, and Mersen USA.

2004-2005 Information Technology Communications Coordinator

George Mason University, Fairfax, Virginia

Duties included designing, creating, and disseminating informational articles and fliers concerning IT Department initiatives, new software, and computer security guidelines targeted at administrative, faculty, and student audiences. Conducted interviews and wrote articles for the CIO outreach newsletter.

2002-2004 Executive Assistant to the Chief Information Officer

Naval Postgraduate School, Monterey, California

Duties included support activities for the CIO and other executives, including correspondence, scheduling, call screening, record keeping, information graphics design, and PowerPoint design. Spearheaded the Naval Postgraduate School Fact Book 2003, an inaugural publication detailing basic data common to institutions of higher learning. Designed as well as oversaw printing and dissemination of the Fact Book. Oversaw production and editing of a short documentary film concerning the concentration of meteorological, educational, and oceanographic institutions around the Monterey Bay. Documentary project culminated in a meeting and discussion of joint project opportunities attended by the heads of each of the eleven featured institutions. Received the United States Department of the Navy's Meritorious Civilian Service medal.

2001-2002 Recruiter, Human Resources Department

Epic Systems Corporation, Madison, Wisconsin

Worked to find qualified employees for Epic's various departments. Screened resumes, tested candidates, conducted in-depth interviews and reference checks, and consulted weekly with the CEO on potential hires.

1999-2001 Assistant English Teacher

Towns of Ogoe and Takine Boards of Education, Fukushima, Japan

Prepared lesson plans and English language related games and activities for a range of students from 1st grade to adult. Served as translator for the two Boards of Education.

Languages Japanese, French, Spanish

Software/Social Media Adobe Creative Cloud, Microsoft Office Suite, Facebook, Instagram, Tumblr, Twitter, MailChimp, Constant Contact

References Available upon request.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

January 11, 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, the following members of the Salem Public Art Commission.

First Name	Last Name	Address	Term	Term Expiration
Norene	Gachignard	16 Buchanan Road	2 years	1/11/2020
J. Michael	Sullivan	10 Lee Street	2 years	1/11/2020

Mr. Sullivan will continue to serve as the Design Review Board member of the Commission. I enthusiastically recommend confirmation of both of these reappointments to the Public Art Commission and ask that you join me in thanking both Ms. Gachignard and Mr. Sullivan for their continued dedicated service and commitment to our community.

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,

January 11, 2018

Ordered:

That the sum of Thirty Thousand Dollars (\$30,000.00) is hereby appropriated from the Receipts Reserved funds listed below to the Department of Public Services Burial Account (14112-5383) in accordance with the recommendation of Her Honor the Mayor.

From		To		Amount
2430-4800	R/Res Sale of Lots	14112-5383	DPS Burial	15,000.00
2431-4800	R/Res Sale of Vaults	14112-5383	DPS Burial	15,000.00
Total				30,000.00



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

January 11, 2018

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentleman of the Council:

Enclosed herewith is a request for an appropriation of Thirty Thousand (\$30,000.00) from the "Receipts Reserved funds" to the Department of Public Services Burial Account (14112-5383).

FROM		TO		AMOUNT
2430-4800	R/Res Sale of lots	14112-5383	DPS Burial	\$15,000.00
2431-4800	R/Res Sale of Vaults	14112-5383	DPS Burial	\$15,000.00
Total:				<u>\$30,000.00</u>

This appropriation is necessary for the services of Means Precast.

I recommend passage of the accompanying Order.

Very truly yours,

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

Kimberley Driscoll
Mayor



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

December 20, 2017

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

Subject: Means PreCast – burial boxes

Dear Mayor Driscoll,

We respectfully request an appropriation of funds in the amount of Thirty Thousand, (30,000.00) from the following accounts:

2430-4800 Sale of Lots	\$15,000.00
2431-4800 Sale of Vaults	\$15,000.00

to be transferred in to the Public Service Burial Services Line 14112-5383. This appropriation will allow for the services of Means Precast to provide the cemetery with burial boxes for the first 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: OPS [Signature] 11/2/18
 Department Department Head Authorizing Signature Date

Budget or R/Res
Transfers To: 14112/5383 Desc: Burial Services Budget Amt: 30,000.00
 (Org/Object) Balance: 1,549.00
 From: 2431/4800 Desc: Sale of Vaults Budget Amt: 37,676.39
 (*Note - Please include letter to Mayor for Transfers from different Personnel & Non-personnel lines)
 Current Balance in Receipts Reserved Fund Above (if applicable) - \$ _____ Date: _____

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

Amount Requested: \$ 15,000.00
Reason (Be Specific) Burial Boxes for Services

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 \$ 37,676.39 MS 1/3/18
 ____ Raise & Appropriate Other _____
 R/Res Fund Balance

Recommendation: ____ Approved ____ Denied

[Signature]
 Finance Director

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

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

From: DPS

Department

[Signature]
 Department Head Authorizing Signature

Date

1/2/18

Budget or R/Res

Transfers

To: 1412 | 5383
 (Org/Object)

Desc: Burial Services

Budget Amt: 30,000.00

Balance: 1,549.00

From: 2430 | 4800

Desc: Sale of LOTS

Budget Amt: _____

Balance: 64,293.00

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

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

Date: _____

Free Cash or To: _____

Desc: _____

Budget Amt: _____

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

Balance: _____

Please circle one

Amount Requested:

\$ 15,000.00

Reason (Be Specific)

Burial Boxes for services

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

\$ 64,293.00
 R/Res Fund Balance MB 1/3/18

_____ Raise & Appropriate

_____ Other

Recommendation: _____ Approved _____ Denied

[Signature]
 Finance Director

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



CITY OF SALEM

In City Council,

Ordered:

January 11, 2018

That the sum of Twenty-Five Thousand Dollars (\$25,000.00) is hereby appropriated within the "Capital Outlay Renovation & Repair" account (20003-584618) to be expended for the renovation of Salem Willows Parking, Trees and Landscape Restoration by the Engineering Department in accordance with the recommendation of Her Honor the Mayor.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

January 11, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order appropriates \$25,000 from our capital outlay account to fund the replacement of willow trees destroyed in the major wind storm late last autumn at the Salem Willows, and also the development of plans to improve the parking area across Restaurant Row near the tennis courts, which is currently a heavily eroding dirt lot.

This lot is hazardous and the haphazard parking arrangements, which lack any structure or order, have led to the substantial erosion of the hill and threaten the trees that are there. Furthermore, we believe that with a more orderly arrangement for parking in this location we may be able to fit additional cars in the space more easily.

We hope to have as much of this work as possible accomplished before the Willows opens for the 2018 season, but it is possible that some of the work – especially related to construction of the parking area improvements – will lag into the season. To help us maintain the abbreviated schedule as much as practical, I hope you will consider approving this appropriation at your January 11th meeting and invite you to contact myself, Trish O'Brien, or Dave Knowlton with any questions you may have.

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem

CITY OF SALEM
Capital Outlay Expenditure Request Form

To: MAYOR

From Department: Engineering Date: 11/29/17

Done 11/29/17

Expense Line To : 20003-586018 - Equipment

Amount:

Description:

Expense Line To : 20003-584618 - Renovations & Repairs

Amount:

\$25,000

Description: Salem Willows Parking, Tree, and Landscape Restoration.

For Finance Dept and Mayor's Use Only:

☐

City Council Approval

Recommendation:

☐

Approved

☐

Denied

[Signature]
Finance Director

[Signature]
Mayor

Processed: Date: _____ By: _____

CO # _____ JE# _____ Trans # _____



CITY OF SALEM
ENGINEERING DEPARTMENT
120 WASHINGTON STREET, 4TH FLOOR
SALEM, MA 01970
Phone: (978) 745-9595
Fax: (978) 745-0349

Kimberley Driscoll
Mayor

DAVID H. KNOWLTON, P.E.
CITY ENGINEER

November 29, 2017

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

RE: Request for Funding: Willows Park and Parking Area Upgrades

Dear Honorable Mayor Driscoll:

This request is for a Council Order to transfer \$25,000 of "Short-Term Capital Outlay" to the "Salem Willows Parking, Tree, and Landscape Restoration CIP" account.

As you are aware, the Salem Willows has recently been hit by a severe storm that has damaged several older trees. In addition, long term issues of serious erosion are affecting certain areas of the site where cars park on soil. Our Department is taking short term actions to address the damage, but a plan to renovate the parking, restore the eroded areas and trees, and address pathways needs to be developed. The funding will be used to develop a plan to address these issues, which will be used to seek out grant and other funding sources to implement long term solutions. The plan will also identify short term actions that can be taken in the Spring. The plan will include a renovated parking area plan, a tree planting plan, a landscape plan for the area surrounding the parking, and the identification other potential future needs.

This funding is needed expeditiously as grant funding applications for implementing larger projects are typically due in the spring; in addition, some of the lower cost and quicker options identified could be implemented in April and May 2018 prior to the busy season at the Willows.

Please feel free to contact me with any questions.

Sincerely,

David H. Knowlton, P.E.
Director of Engineering and Public Works

cc: Dominick Pangallo, Laurie Giardella, Jenna Ide, Patricia O'Brien



CITY OF SALEM

In City Council,
December 7, 2017

Ordered:

That the sum of Ten Thousand Dollars (\$10,000.00) 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.

Org/Obj	Description	Dept	Description	Amount
11822-5131	Planning Overtime	Planning	Overtime for document handling for City Hall Annex	5,200.00
12411-5131	Bldg Insp Overtime	Bldg Insp	Overtime for document handling for City Hall Annex	1,200.00
11521-5131	HR Overtime	HR	Overtime for document handling for City Hall Annex	1,800.00
15101-5131	Health Overtime	Health	Overtime for document handling for City Hall Annex	1,800.00
Total				10,000.00



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

January 11, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order appropriates \$10,000 from free cash to fund overtime costs incurred by a number of City Hall Annex departments as they worked outside of regular business hours to prepare documents to be scanned by Laserfiche Enterprise Content Management.

As you may recall, last year the City entered into a contract with Laserfiche to digitize our files. Not only will digitization enable for more rapid document retrieval and save on staff time, it will also enable us to more quickly and effectively satisfy public record access requests. The timing of the digitization project was intended to align with our forthcoming relocation of the Annex offices from 120 Washington Street to 90 Washington Street later this year. The digitization project is helping us reduce the quantity of paper we will need to transport during the move and find space to store in the new building.

City staff have been working since November, outside of normal office hours, to review and box up thousands of records to be scanned by Laserfiche. Since the work got underway, almost 200 boxes of City records have been prepared and sent to Laserfiche by our staff. In order to prevent this important work from interfering with the staff's ability to conduct their regular routine work, this effort has been organized to take place outside of regular business hours. I recommend adoption of this appropriation so that these employees may be appropriately compensated for these extra efforts.

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem



KIMBERLEY DRISCOLL
MAYOR

LISA B. CAMMARATA
DIRECTOR OF HUMAN RESOURCES

CITY OF SALEM, MASSACHUSETTS

HUMAN RESOURCES
120 WASHINGTON STREET
TEL (978) 745-9595 EXT. 5630
FAX (978) 745-7298

January 8, 2018

Honorable Kimberley Driscoll, Mayor
Salem City Hall
93 Washington Street
Salem, Massachusetts 01970

Dear Mayor Driscoll:

I am respectfully requesting the amount of \$10,000.00 be transferred from Free Cash to Departmental Lines identified below.

As you know the Departments located at 120 Washington Street are preparing for the spring 2018 move to the new location. This requested funding is the amount determined by each department for the additional salary costs of reviewing/disposing/recycling/cataloging/scanning and packing files from each department beyond the regular workday.

DEPARTMENT

Planning:	\$5200.00; 11822-5131
Building:	\$1200.00; 12411-5131
Human Resources:	\$1800.00; 11521-5131
Health:	\$1800.00; 15101-5131

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

Very truly yours,

A handwritten signature in cursive script, reading "Lisa B. Cammarata".

Lisa B. Cammarata

cc: Laurie Giardella, Director, Finance
File

CITY OF SALEM - Finance Department

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

From: **Human Resources**
Department

[Signature]
Department Head Authorizing Signature

1/8/2018
Date

Budget or R/Res

Transfers

To :

(Org/Object)

Desc:

Budget Amt:

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 : 11822-5131

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

Please circle one

Desc:

Planning OT

Budget Amt:

Balance:

Ø

Ø

Amount Requested:

\$ 5200.00

Reason (Be Specific)

To cover the unforeseen cost of reviewing/disposing/recycling/cataloging/scanning files in preparation for move to new location.

For Finance Department and Mayor's Use Only:

☐ Budget Transfer

☒ Mayor Approval

☐ City Council Approval

☒ Free Cash Appropriation - City Council Approval - Gen Fund

\$ 977,186.35
Free Cash Balance

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

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

☐ Receipts Reserve - City Council Approval

\$
R/Res Fund Balance

☐ Raise & Appropriate

Other

Recommendation: ☐ Approved ☐ Denied

[Signature]
Finance Director

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

CITY OF SALEM - Finance Department

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

From: Human Resources

Department

An B. Cannarale

Department Head Authorizing Signature

1/8/2018

Date

Budget or R/Res

Budget Amt: _____

Transfers

To:

(Org/Object)

Desc:

Balance: _____

From:

Desc:

Balance: _____

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

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

Free Cash or

To:

12411-5131

Desc:

Building OT line

Budget Amt:

5000.00

Balance:

4682.94

Retained Earnings (W/S)

(Org/Object)

Please circle one

Amount Requested:

\$ 1200 00

Reason (Be Specific)

To cover the unforeseen cost of reviewing/disposing/recycling/cataloging/scanning files in preparation for move to new location.

For Finance Department and Mayor's Use Only:

____ Budget Transfer

☒ Mayor Approval

☒ City Council Approval

☒ Free Cash Appropriation - City Council Approval - Gen Fund

\$ 977,186.35

Free Cash Balance

____ R/E Appropriation - Water \$

R/E Balance

____ R/E Appropriation Sewer \$

R/E Balance

____ Receipts Reserve - City Council Approval

\$

R/Res Fund Balance

____ Raise & Appropriate

Other

Recommendation: ____ Approved ____ Denied

[Signature]
Finance Director

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

CITY OF SALEM - Finance Department

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

From: Human Resources
Department

[Signature]
Department Head Authorizing Signature

1/8/2018
Date

Budget or R/Res

Transfers

To:

(Org/Object)

Desc:

Budget Amt:

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:

11521-5131

Desc:

HL OT

Budget Amt:

Balance:

Retained Earnings (W/S)

Please circle one

(Org/Object)

Amount Requested:

\$

1800.00

Reason (Be Specific)

To cover the unforeseen cost of reviewing/disposing/recycling/cataloging/scanning files in preparation for move to new location.

For Finance Department and Mayor's Use Only:

☐ Budget Transfer

☒

Mayor Approval

☒

City Council Approval

☒

Free Cash Appropriation - City Council Approval

Gen Fund

\$ 977,186.35

Free Cash Balance

☐

R/E Appropriation - Water

R/E Balance

☐

R/E Appropriation Sewer

R/E Balance

☐

Receipts Reserve - City Council Approval

\$

R/Res Fund Balance

☐

Raise & Appropriate

Other

Recommendation:

☐ Approved

☐ Denied

[Signature]
Finance Director

Completed: Date:

By:

CO #

JE#:

Transfer #:

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

From: **Human Resources**

Department

Lu B. Cammarata

1/8/2018

Department Head Authorizing Signature

Date

Budget or R/Res

Budget Amt: _____

Transfers

To :

(Org/Object)

Desc: _____

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 :

15101-5131

Desc: *Health OT line*

Budget Amt: *2000.00*

Balance: *533.56*

Retained Earnings (W/S)

(Org/Object)

Please circle one

Amount Requested:

\$ *1800.00*

Reason (Be Specific)

To cover the unforeseen cost of reviewing/disposing/recycling/cataloging/scanning files in preparation for move to new location.

For Finance Department and Mayor's Use Only:

_____ Budget Transfer

☒ Mayor Approval

☒ City Council Approval

☒ Free Cash Appropriation – City Council Approval – Gen Fund \$ *977,186.35*

Free Cash Balance

_____ R/E Appropriation – Water \$ _____

R/E Balance

_____ R/E Appropriation Sewer \$ _____

R/E Balance

_____ Receipts Reserve – City Council Approval

\$ _____

R/Res Fund Balance

_____ Raise & Appropriate

_____ Other

Recommendation: _____ Approved _____ Denied

[Signature]
Finance Director

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

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

1/9/2018
8:54 AM

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

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	(5,200.00)				Unanticipated OT needed for document handling for City Hall Annex move
HR Overtime	01/11/18	(1,800.00)				Unanticipated OT needed for document handling for City Hall Annex move
Building Insp Overtime	01/11/18	(1,200.00)				Unanticipated OT needed for document handling for City Hall Annex move
Health Overtime	01/11/18	(1,800.00)				Unanticipated OT needed for document handling for City Hall Annex move

**TOTAL FREE CASH USED
BALANCE**

(10,000.00)
967,186.35

(3,945,750.65)
977,186.35



CITY OF SALEM

In City Council,

Ordered:

January 11, 2018

To accept the donations listed below totaling Forty Thousand Dollars (\$40,000.00) by the North Shore Workforce Investment Board to provide employment retention services. These funds will be deposited into the account listed below in accordance with the recommendation of Her Honor the Mayor.

Donation From	Fund Org/Obj	Amount
Susan Schiro & Peter Manus Foundation	45871-4830	20,000.00
The Boston Foundation	45871-4830	20,000.00
Total		40,000.00



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

January 11, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Enclosed herewith is a request to accept the following donations in the amount totaling Forty Thousand Dollars. (\$40,000.00)

Donation From:

Susan Schiro & Peter Manus Foundation	45871-4830	\$20,000.00
The Boston Foundation	45871-4830	\$20,000.00

TOTAL: \$40,000.00

In order to accept the donation approval must be given by both the Mayor and City Council. I ask that the members of the City Council join with me in accepting these funds to be used towards the North Shore Workforce Investment Board.

Very truly yours,

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

Kimberley Driscoll
Mayor

Susan Schiro and Peter Manus Foundation
40 Hawthorn Road
Brookline, MA 02445
December 18, 2017

Ms. Kim Driscoll, Mayor
City of Salem MA
93 Washington Street
Salem, MA 01970

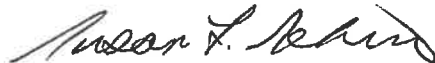
Dear Mayor Driscoll:

Enclosed, you will find a check:
\$10,000 from the Susan Schiro and Peter Manus Foundation

This check is to be given to the North Shore Career Center toward the cost of providing employment retention services to approximately 120 low-income individuals who participate in WIOA and CIES programs and training programs that serve the same population. Please sign, date, and return a copy of this letter in the enclosed envelope.

If you choose to publish a list of donors, please list this contribution as coming from
Susan Schiro and Peter Manus

Many thanks,



Susan F. Schiro

cc: Mary Sarris, Executive Director
North Shore Workforce Investment Board
70 Washington St. Suite 314
Salem, MA 01970

Mr. Mark Whitmore, Executive Director
North Shore Career Center
70 Washington St.
Salem, MA 01970

I confirm that the City of Salem, MA has received \$10,000 from the Susan F. Schiro and Peter J. Manus Foundation. This contribution will be used by the North Shore Career Center to provide employment retention services to low-income adults. No goods or services were provided in exchange for these charitable contributions.

Name: _____

Title: _____

Signature: _____

Date: _____

Susan Schiro and Peter Manus Foundation
40 Hawthorn Road
Brookline, MA 02445
December 18, 2017

Mary Sarris, Executive Director
North Shore Workforce Investment Board
70 Washington St. Suite 314
Salem, MA 01970

Mr. Mark Whitmore, Executive Director
North Shore Career Center
70 Washington St.
Salem, MA 01970

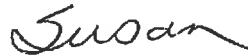
Dear Mary and Mark:

In addition to this \$10,000 check from our foundation, I have also requested two contributions that should be sent to you from The Boston Foundation:

\$10,000 from Susan Schiro and Peter Manus
\$20,000 from the Employment Retention Fund at the Boston Foundation.

If you choose to recognize contributions publically, please show these as two \$20,000 contributions: one from Susan Schiro and Peter Manus, and one from the Employment Retention Fund at The Boston Foundation.

Many thanks,





CITY OF SALEM

In City Council,

Ordered:

January 11, 2018

To accept the REVISED donation listed below totaling Three Thousand Seven Hundred Dollars (\$3,700.00). The previous donation request had the incorrect amount (3,000.00). These funds will be deposited into the account listed below in accordance with the recommendation of Her Honor the Mayor.

From:	Fund Name	Org/Obj	Amount	
Salem Harbor Station	Park & Rec Donation Fund	24061-4830	\$	3,700.00
Total			\$	3,700.00



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

January 11, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

In October 2017 the City Council accepted a donation of \$3,000 from the Salem Harbor Station. Their donation was actually in the amount of \$3,700.00. Therefore, enclosed is a revised order accepting their donation in the amount of Three Thousand Seven Hundred Dollars (\$3,700.00). These funds will be deposited into the Recreation Donation Fund 24501-4800.

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

Very truly yours,

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

Kimberley Driscoll
Mayor



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

December 1, 2017

Dear Mayor Driscoll,

Please accept a check in the amount of \$3,700 given to
Salem Parks Recreation and Community Services by:

Lou Arak
Salem Harbor Station
24 Fort Ave Salem, Ma

This check is for sponsorship of the 2017 Derby St Mile to be placed in the Park and Recreation revolving account # 24501-4800.

(An amount was previously approved by City Council for \$3,000 which was an incorrect amount. This letter shows the additional \$700 for a total accurate amount of \$3,700)

Thank you!

Sincerely,

A handwritten signature in black ink, appearing to read "Trish O'Brien".

Trish O'Brien
Superintendent of Park, Recreation and Community Services



CITY OF SALEM

In City Council,

Ordered:

January 11, 2018

That the City of Salem hereby requests the adoption of the Road Race Fees revolving fund in accordance with M.G.L. Chapter 44, Section 53E ½ which authorizes special purpose revolving accounts in accordance with the recommendation of Her Honor the Mayor



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

January 11, 2018

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentleman of the Council:

Enclosed herewith is an Order, pursuant to the provisions of MGL Chapter 44, Section 53 E ½, to authorize the establishment of a revolving fund for road race fees.

These fees, equaling 5% of any registration fees collected by a for profit enterprise utilizing City parks or streets, shall be directed expressly to support maintenance of City parks, adding to our existing regular budget investment in this important work. Expenditures the revolving fund shall not exceed the amount of funds received or as authorized and shall be used solely for the purpose of implementing the work delineated.

I recommend passage of the accompanying Order.

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem



Kimberley Driscoll
MAYOR

Trish O'Brien
Superintendent

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

December 4, 2017

Dear Mayor Driscoll:

As you are aware the Park and Recreation Commission has incorporated a charge of 5% of the registration fees for any "for profit" events that utilize our City parks and streets. This letter is to request setting up a revolving fund for the maintenance of our City Parks.

Sincerely,

A handwritten signature in cursive script, appearing to read "Tricia O'Brien", is written over a horizontal line.

Tricia O'Brien
Superintendent
Park, Recreation & Community Service

**FY 2018
Revolving Funds**

Dept.	Fund Name	Fund #	Programs & Purposes	Type of Receipts Credited	Authorization for Spending	Budget Request Maximum Annual Expenditures
PARK RECREATION	ROAD RACE FEES	NEW	PARK MAINTENANCE	5% of race/ event registration fees	Dept Head and Mayor	6,000.00
Totals						6,000.00

MGL Chapter 44, Section 53E 1/2 authorizes the establishment of the revolving funds 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.


 Department Head Signature & Date



CITY OF SALEM

In City Council, January 11, 2018

Ordered:

That a petition to the General Court, accompanied by a bill for an act authorizing a local short-term rental excise tax in the City of Salem 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 LOCAL SHORT-TERM RENTAL EXCISE TAX IN 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. Notwithstanding any general or special law to the contrary, the City of Salem may impose a room occupancy tax on any short-term residential rental for tourist or transient use, including, but not limited to apartments, single or multi-family housing, cottages, condominiums, and time share units, as well as any other short-term residential rental unit for tourist or transient use not expressly taxed pursuant to the provision of General Laws, Chapter 64G, at the rate of 6% of the total amount of the rate for each occupancy. A short-term residential rental for tourist or transient use is further defined to include only paid occupancy for any period of ninety consecutive days or less, regardless of whether such use and possession is as a lessee, tenant, guest or license, but excludes those accommodations specifically exempted from General Laws, Chapter 64G, in section 2 of that chapter.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

January 11, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order submits an act to the legislature to extend our existing 6% excise tax on hotel and motel rooms to short term rentals, such as those rented through Airbnb, VRBO, and similar operators, and to all bed and breakfasts.

According to Airbnb, in October alone \$400,000 was paid by those renting rooms in Salem, a 58% increase over last year. A 6% excise on that amount would have brought approximately \$24,000 in new revenues, entirely collected from non-Salem residents, to the City; and Airbnb is only one of several home sharing services operating in Salem. More important than the revenue, however, this measure would help level the playing field between our established lodging operators, who must charge their guests the room excise, and these smaller operators, who do not. Funding from this tax goes to support Destination Salem and the very tourism and marketing activities that, in turn, help drive more customers to all of our lodging establishments, including short-term rentals. It seems unfair that we require some lodging establishments to assess this excise, while others are able to avoid it – particularly when all of them benefit from how the funds are utilized.

The legislature has entertained proposals to extend the room excise tax to short-term rentals in the past, most recently last year during their budget process, however these measures have not ended up being adopted. In some instances, proposals have extended the state's excise, but not our local option excise, which I believe is entirely inappropriate. While I recognize the uphill path this proposal will face in Boston, I strongly believe it is the right step and, at the very least, will help bring additional attention to this unfair situation and the need for state action on this matter.

Very truly yours,

A handwritten signature in black ink, appearing to read "Kim Driscoll", is written over a horizontal line.

Kimberley Driscoll
Mayor
City of Salem

City of Salem

In the year Two Thousand and Eighteen

An Ordinance to amend an Ordinance relative to prohibiting smoking on the Off-road, Paved Bicycle Route

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

Section I.

Chapter 24 Offenses and Miscellaneous Provisions, Sec. 24-16. Smoking in theaters is hereby amended by deleting this section in its entirety, as smoking in public theaters is prohibited by M.G.L. Ch. 270, §22, and replacing it with the following:

“Sec. 24-16. Smoking Prohibited on Off-road, Paved Bicycle Route.

No person shall smoke on any designated, off-road, paved bicycle route in the city. A map of the bicycle route shall be on file in the office of the city clerk. Any person violating this section shall be subject to a fine not to exceed \$50.00. Signage posting the smoking prohibition and fine shall be placed along the designated non-smoking route. Enforcement of this section shall be by non-criminal disposition as set forth in M.G.L. Ch. 40 §21D and the City of Salem Code of Ordinances Ch. 1 §§1 through 10. Enforcing persons shall be police officers and the health agent or his/her designee.”

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



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

January 11, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed package of six Ordinances were originally filed with previous City Councils and had, at various times over the last five years, been assigned to the Committee on Ordinances, Licenses, and Legal Affairs. Unfortunately, last year the Committee failed to carry forward these six items, among other items before it, and therefore, pursuant to Rule 31B of the City Council, they must be refiled with you again this year.

I believe all six of these items still warrant public deliberation and approval by the City Council and am therefore resubmitting them to you for consideration.

1. An Ordinance prohibiting smoking on the off-street multi-use path and bike trail.
2. An Ordinance setting a \$50 fine for smoking on the path.
3. An Ordinance correcting our existing ordinance language regarding the pick-up of bulky items and electronic waste.
4. An Ordinance prohibiting smoking on Salem Common near the playground and historic bandstand.
5. An Ordinance allowing the Chief of Police to limit the size of walking tour groups for safety reasons and imposing other regulations on walking tours to protect residential neighbors.
6. An Ordinance capping the number of retail marijuana establishments at no more than 20% of the number of package store licenses at any given time.

Very truly yours,

A handwritten signature in black ink, appearing to read "Kim Driscoll", is written over a horizontal line.

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

January 9, 2014

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Please find attached Ordinances to designate the off-road, paved portions of the Salem Bike Path as a tobacco free area. This measure has been shared with the Bike Path Committee and comes with the endorsement of the Salem Mass in Motion health and wellness coordinator.

Our Bike Path is intended for exercise and recreational use by residents of all ages. Hopefully this measure will help to that end. It is especially focused on the portion of the trail nearest to Salem State University's Central Campus, where we have had a larger volume of smoking complaints from neighboring residents. I recommend adoption of these Ordinances and welcome any questions you may have regarding them.

Sincerely,

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

Kimberley Driscoll
Mayor
City of Salem

City of Salem

In the year Two Thousand and Eighteen

An Ordinance to amend an Ordinance relative to non-criminal disposition of Ordinance violations

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

Section I.

Chapter 1, Section 1-10(c) Non-criminal Disposition of Ordinance Violations is hereby amended by inserting the following new penalty:

“Chapter 24. Section 16. Smoking Prohibited on Off-road, Paved Bicycle Route

Penalty: \$50 per offense

Enforcing Person: Police officers and health agent or his/her designee”

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



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

January 9, 2014

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Please find attached Ordinances to designate the off-road, paved portions of the Salem Bike Path as a tobacco free area. This measure has been shared with the Bike Path Committee and comes with the endorsement of the Salem Mass in Motion health and wellness coordinator.

Our Bike Path is intended for exercise and recreational use by residents of all ages. Hopefully this measure will help to that end. It is especially focused on the portion of the trail nearest to Salem State University's Central Campus, where we have had a larger volume of smoking complaints from neighboring residents. I recommend adoption of these Ordinances and welcome any questions you may have regarding them.

Sincerely,

A handwritten signature in black ink, appearing to read "Kim Driscoll", is written over a faint horizontal line.

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

**Kimberley Driscoll
Mayor**

January 11, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed package of six Ordinances were originally filed with previous City Councils and had, at various times over the last five years, been assigned to the Committee on Ordinances, Licenses, and Legal Affairs. Unfortunately, last year the Committee failed to carry forward these six items, among other items before it, and therefore, pursuant to Rule 31B of the City Council, they must be refiled with you again this year.

I believe all six of these items still warrant public deliberation and approval by the City Council and am therefore resubmitting them to you for consideration.

1. An Ordinance prohibiting smoking on the off-street multi-use path and bike trail.
2. An Ordinance setting a \$50 fine for smoking on the path.
3. An Ordinance correcting our existing ordinance language regarding the pick-up of bulky items and electronic waste.
4. An Ordinance prohibiting smoking on Salem Common near the playground and historic bandstand.
5. An Ordinance allowing the Chief of Police to limit the size of walking tour groups for safety reasons and imposing other regulations on walking tours to protect residential neighbors.
6. An Ordinance capping the number of retail marijuana establishments at no more than 20% of the number of package store licenses at any given time.

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

City of Salem

In the year Two Thousand and Eighteen

An Ordinance to amend an Ordinance relative to Chapter 24, Offenses and Miscellaneous Provisions to place a limitation on the number of marijuana retailers that may be located within the City pursuant to M.G.L. c. 94G, §3.

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

Section I.

Chapter 24. Offenses and Miscellaneous Provisions.

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

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

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

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

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



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

January 11, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed package of six Ordinances were originally filed with previous City Councils and had, at various times over the last five years, been assigned to the Committee on Ordinances, Licenses, and Legal Affairs. Unfortunately, last year the Committee failed to carry forward these six items, among other items before it, and therefore, pursuant to Rule 31B of the City Council, they must be refiled with you again this year.

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Very truly yours,

A handwritten signature in black ink, appearing to read "Kim Driscoll", is written over a horizontal line.

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

**Kimberley Driscoll
Mayor**

September 28, 2017

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

Ladies and Gentlemen of the City Council:

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

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

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

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

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

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

Sincerely,

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

Kimberley Driscoll
Mayor
City of Salem

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

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

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

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

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

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

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

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

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

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

City of Salem

In the year Two Thousand and Eighteen

An Ordinance to amend an Ordinance relative to use of Salem Common

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

Section I. Article III – Common Use Policy of chapter 26 Parks and Recreation is hereby amended by:

- a) Deleting the title of Article III, “Salem Common Use Policy”, and replacing it with “Salem Common”;
- b) Inserting a new division title, “Division 1. Use Policy”, immediately following the Article III title;
- c) Deleting Sec. 26-72 – Prohibited Activities in its entirety;
- d) Re-numbering Sec. 26-73 through Sec. 26-75 as Sec. 26-74;
- e) Inserting the following new division immediately following the new Sec. 26-74:
“Division 2. Prohibited Activities; permitted and non-permitted events
Sec. 26-75. – Prohibited activities.

The following activities are strictly prohibited on the Salem Common:

- (1) Destruction, defacement, removal, or disturbance of any sign, equipment, monument, marker, planting, bandstand or arch.
- (2) Distribution or display of commercial advertising, soliciting of business, or any other commercial transactions, except in connection with a permitted event.
- (3) Operation of devices in violation of Chapter 22, Noise Ordinance.
- (4) Disorderly conduct.
- (5) Use of metal-detecting devices.
- (6) Non-permitted vehicles.

- (7) The driving or parking of vehicles within the inside perimeter (track) of the common.
- (8) Mechanical rides or amusements, including carnivals and circuses.
- (9) Digging or disturbing the soil.
- (10) Drinking alcoholic beverages, except in connection with a permitted event.
- (11) Playing basketball between 10:00 p.m. and 8:00 a.m.
- (12) Climbing on trees and fences.
- (13) Using grills or making fires, except in connection with a permitted event.
- (14) Loitering, as defined in subsection 24-12(a), on the common grounds between 10:00 p.m. and 5:00 a.m.
- (15) Smoking tobacco or any other substance within fifty (50) feet of the perimeter of any play structure, basketball court and bandstand. "Smoking" means carrying or having in one's possession a lighted cigarette, cigar or pipe, or other object used for a similar purpose, giving off or containing any substance giving off smoke.

Sec. 26-76. Penalties and Enforcement.

Whoever violates any provision of this article shall be subject to a fine of \$25.00 for the first offense and \$50.00 for any subsequent offense. The Police and Health Department officials shall enforce this Division. The Superintendent of Parks and Recreation may also revoke any permit issued by the park and recreation commission following a violation of this Article.

Sec. 26-77 – 26-99. – Reserved."

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



CITY OF SALEM, MASSACHUSETTS

**Kimberley Driscoll
Mayor**

January 11, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed package of six Ordinances were originally filed with previous City Councils and had, at various times over the last five years, been assigned to the Committee on Ordinances, Licenses, and Legal Affairs. Unfortunately, last year the Committee failed to carry forward these six items, among other items before it, and therefore, pursuant to Rule 31B of the City Council, they must be refiled with you again this year.

I believe all six of these items still warrant public deliberation and approval by the City Council and am therefore resubmitting them to you for consideration.

1. An Ordinance prohibiting smoking on the off-street multi-use path and bike trail.
2. An Ordinance setting a \$50 fine for smoking on the path.
3. An Ordinance correcting our existing ordinance language regarding the pick-up of bulky items and electronic waste.
4. An Ordinance prohibiting smoking on Salem Common near the playground and historic bandstand.
5. An Ordinance allowing the Chief of Police to limit the size of walking tour groups for safety reasons and imposing other regulations on walking tours to protect residential neighbors.
6. An Ordinance capping the number of retail marijuana establishments at no more than 20% of the number of package store licenses at any given time.

Very truly yours,

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Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

April 27, 2017

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The attached Ordinance amends the existing regulations regarding Salem Common by separating the list of prohibited activities into its own section, separate from the "Use Policy." In addition, it adds to that list of prohibited activities a prohibition on smoking within 50 feet of the playground, basketball court, and the bandstand. I recommend adoption of this Ordinance and welcome any questions you may have regarding it.

Sincerely,

A handwritten signature in black ink, reading "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 Zoning

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

Section I.

Chapter 36 is hereby amended by deleting Sec. 36-4. – Pickup of Large items in its entirety and replacing it with the following:

“Sec. 36-4. – Demolition and Renovation Debris

Debris generated from demolishing or renovating properties such as ductwork, furnaces, radiators, bricks, concrete, asphalt, shingles, wood, windows, toilets or other such demolition and renovation debris, as may be determined by the director of public services, shall not be collected by the city or its solid waste contractor. Residents shall be responsible for the proper disposal of such debris.”

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



CITY OF SALEM, MASSACHUSETTS

**Kimberley Driscoll
Mayor**

January 11, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

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Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

**Kimberley Driscoll
Mayor**

November 20, 2014

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Please find attached an ordinance to update the section of our Code relative to the disposal and collection of large household items.

This is a technical change to reflect the fact that we have not, in fact, offered the \$20 stickers for the curbside collection of "white goods" and electronic waste such as televisions, computer monitors, air conditioners, and other similar appliances since July 2013. These items are now collected at the regularly scheduled e-waste collection events held each year. The collection fee for this service was reduced by half to \$10 per item at the e-waste events.

Additionally, the ordinance provides more details around specific types of construction related debris that will not be collected the City and must be separately disposed of by a homeowner or contractor. These include bricks, concrete, asphalt, shingles, wood, windows, and toilets. While these items may be disposed of at the Salem Transfer Station, they will not be picked-up curbside by DPS or our collection contractor and have not been for some time.

I recommend adoption of this ordinance and welcome your questions about it, which may be directed to David Knowlton, John Tomasz, or Julie Rose.

Sincerely,

A handwritten signature in black ink, reading "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 public guides

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

Section I.

Chapter 40 – Tourism and Public Marketing, Article II, Division 1.
Generally is hereby amended by:

- 1) Inserting within the examination Section 40-27 (a) the phrase “and requirements of this Ordinance” at the end of the first sentence of this sub-section.
- 2) Inserting within the prohibition section 40.30 (3) the phrase “obstructs pedestrian access on a sidewalk, or leads a tour across or into a street open to vehicular traffic on a route other than a designated crosswalk” at the end of this sub-section
- 3) Insert the following new prohibited conduct immediately following Section 40.30 (6):
 - “(7) Conduct a tour exceeding the tour participant limit and/or security/staff oversight requirements as such may be established for public safety purposes by the Chief of Police;
 - (8) Utilize a voice amplification device on Brown Street, Howard Street, Brown Street Court or Kimball Court;
 - (9) Utilize candles or any other item with a flame on a tour; or
 - (10) Conduct a tour on the grounds of 33 Proctor Street.”

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



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

January 11, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

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6. An Ordinance capping the number of retail marijuana establishments at no more than 20% of the number of package store licenses at any given time.

Very truly yours,

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Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

**Kimberley Driscoll
Mayor**

June 8, 2017

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The attached Ordinance amends the existing regulations regarding guided walking tours to make the following changes:

- (1) The carrying of open flames such as candles is prohibited on walking tours.
- (2) Obstructing a public sidewalk with a walking tour or walking in a street not closed to vehicular traffic is prohibited.
- (3) Walking tours utilizing the public sidewalks and streets are limited to a maximum number of participants to be established by the Chief of Police, who may also establish a number of participants after which the tour operator must have additional staff or security personnel accompany the tour.
- (4) Entry to the City land at 33 Proctor Street for conducting a tour is prohibited.
- (6) Amplification by tour guides is prohibited on Brown Street, Howard Street, Brown Street Court, and Kimball Court, which are adjacent to residences.

The request to prohibit candles follows on multiple complaints received from the previous two Octobers about the use of candles and concerns about fire risks with large volumes of people carrying open flames. There is a particular concern when flames are in proximity to fallen leaves and when they are placed near or on window sills or exposed wood work on clapboard-sided historical homes, where many of tours stop. Additionally, the City fields a large number of complaints about litter and debris from used candles being left on public property – including the Witch Trials Memorial and the Charter Street cemetery – and strewn about on streets. The recommendation to prohibit their use going forward comes with the support of both Destination Salem and the Fire Chief. We encourage tour operators to use LED candles on their tours from this point forward, to help minimize the danger to people – including their customers, to ensure the protection of public and private property – including historic properties, and to help reduce litter on streets and sidewalks in October.

The prohibition on walking in the street and obstructing the sidewalk are included to maintain public order and safety. We received more complaints in 2016 than in past years regarding the volume of amplified tour guides, especially at night close to

residences, and have already received similar complaints about tours underway this year. Finally, the prohibition on entering 33 Proctor Street will help minimize disruptions to those who live near this site, as it is in a residential neighborhood.

In July and December of last year representatives from my office, the Legal Department, and Destination Salem met with tour operators to discuss a growing concern from the last few years around the increasing number of people on walking tours, especially in October. I met with the tour operators in May to finalize these regulations. Just as we set limitations for public safety purposes on the occupancy of a building, I believe it is prudent to do the same on a public sidewalk. The City fielded dozens of complaints last October about sizable crowds of seventy and possibly more, entirely blocking sidewalks, walking down streets that were not closed to traffic, and forcing other pedestrians to walk in the roadway. We also heard complaints about larger tour groups trespassing onto private property as they assembled at locations.

Most of our established tour operators already set limits on their group sizes. Some, however, set no published limit on the quantity of tickets they will sell for any one group. The good practices established by some of our longer-running tour operators has served as the model for this Ordinance, in this regard. We are establishing a maximum limit of people on any one licensed walking tour and, for any tour above a certain number of people, potentially requiring additional security or staff oversight to walk on the tour in order to keep the group participants out of the street, moving or standing along the sidewalk in a manner that does not obstruct others' passage, and off of private property. The authority to establish these two numbers – the cap and the triggering of additional staff or security – is granted by this Ordinance to the Chief of Police, who can best make the determination in the interest of public safety and based on the specific circumstances at any given time.

While I understand and appreciate the economic benefit our established tour operators bring to Salem, these changes are becoming increasingly necessary in the interest of public safety. I look forward to discussing these changes with you in greater detail and hearing your feedback on these proposals, and I hope we will be able to have these guidelines finalized and well publicized far in advance of this year's October season.

Sincerely,



Kimberley Driscoll
Mayor
City of Salem



2018 JAN -9 PM 12:43

CITY OF SALEM, MASSACHUSETTS

CITY CLERK
SALEM, MASS.

Kimberley Driscoll
Mayor

January 11, 2018

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request for an appropriation of Nineteen Thousand Three Hundred and Eighty-Three Dollars and Six Cents (\$19,383.06) from the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to be expended for the negotiated sick leave buyback provision.

Name	Department	Amount
Amy Connelly	Library	\$14,668.23
Dennis Ross	Building Inspector	\$4,714.83
	Total	<u>\$19,383.06</u>

I recommend passage of the accompanying Order.

Very truly yours,

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

Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

Ordered:

January 11, 2018

That the sum of Nineteen Thousand Three Hundred and Eighty-Three Dollars and Six Cents (\$19,383.06) in the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to be expended for the FY 2018 contractual buybacks listed below in accordance with the recommendation of Her Honor the Mayor.

Name	Department	Amount
Amy Connelly	Library	14,668.23
Dennis Ross	Building Inspector	4,714.83
		19,383.06



KIMBERLEY DRISCOLL
MAYOR

LISA B. CAMMARATA
DIRECTOR OF HUMAN RESOURCES

CITY OF SALEM, MASSACHUSETTS

HUMAN RESOURCES
120 WASHINGTON STREET
TEL. (978) 745-9595 EXT. 5630
FAX (978) 745-7298

MEMORANDUM

TO: Laurie Giardella, Finance Director
DATE: January 8, 2018
RE: Retirement Stabilization Fund

Attached is a PAF for a former employee of the Building Inspectors Department.

The former employee is contractually entitled to the following amount of vacation buyback.

Dennis Ross

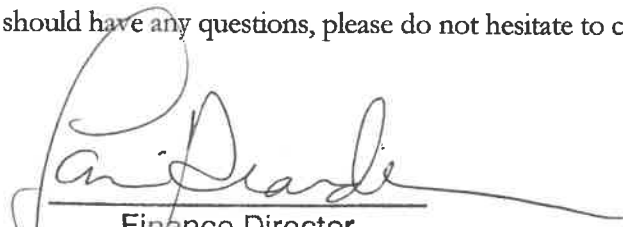
136.9996 vacation hours @ \$34.4149 per hour \$4,714.83

Total: \$4,714.83

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

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

LBC



Finance Director

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

From: Department Building

Date 1-2-18

Authorized Signature: _____

Department Head/City or Business Manager/School

NAME: Dennis Ross

CALCULATION

VACATION HOURS # 136.9996 @ \$ 34.41 = \$ 4,714.83

SICK HOURS # _____ @ \$ _____ = \$ _____

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

OTHER # _____ @ \$ _____ = \$ _____

Total Amount Due: \$ _____

Please attach corresponding PAF or other backup to this sheet.

Reason: Retired from City 12-31-17

For Human Resources's Use Only:

☒ VACATION HOURS

☐ SICK HOURS

☐ PER ACCRUAL REPORT

☐ OTHER

Org and Object:

83113 - 5146

Recommendation:

☒ Approved

H R Director/City or Superintendent/Schools



KIMBERLEY DRISCOLL
MAYOR

LISA B. CAMMARATA
DIRECTOR OF HUMAN RESOURCES

CITY OF SALEM, MASSACHUSETTS

HUMAN RESOURCES
120 WASHINGTON STREET
TEL. (978) 745-9595 EXT. 5630
FAX (978) 745-7298

MEMORANDUM

TO: Laurie Giardella, Finance Director
DATE: January 8, 2018
RE: Retirement Stabilization Fund

Attached is a PAF for a former employee of the Salem Public Library.

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

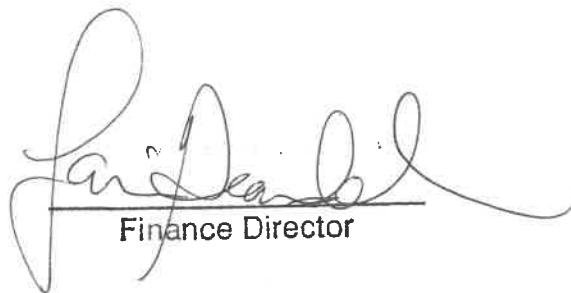
Amy Connelly

38.9973 vacation hours @\$21.9257 per hour	\$855.04 (per Munis)
90 sick days @153.4799 per day	\$13,813.19
Total:	\$14,668.23

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

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

LBC


Finance Director

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

From: Department Library

Date 1/2/18

Authorized Signature: [Signature]

Department Head/City or Business Manager/School

NAME: Amy Connelly

CALCULATION

VACATION DAYS

38,997.3 hrs @ \$ 21.93 = \$ 855,210.4

SICK DAYS

90 days @ \$ 21.93 = \$ 1,973.70 13,813.19

PRO-RATED STIPENDS

_____ @ \$ _____ = \$ _____

OTHER

_____ @ \$ _____ = \$ _____

Total Amount Due: \$

14,611.11 \$146,682.3

Please attach corresponding PAF or other backup to this sheet.

Reason: Eligible for sick buyback program.

For Human Resources's Use Only:

☒

VACATION DAYS

☒

SICK DAYS

☐

PER ACCRUAL REPORT

☐

OTHER

Org and Object: 83113 - 5146

Recommendation:

☒

Approved

[Signature]
HR Director/City or Superintendent/Schools



CITY OF SALEM PLANNING BOARD

2017 DEC 18 PM 3:27

CITY CLERK
SALEM, MASS.

Report to City Council

December 18, 2017

At its meeting on December 7, 2017 the Planning Board discussed the proposed Zoning Ordinance amendments regarding adding new uses, allowed only by special permit, to Section 3.0, Table of Principal and Accessory Uses for a retail marijuana cultivator within zones B2, B4, Industrial (I) and Business Park Development (BPD), a marijuana product manufacturer within zones I and BPD, a marijuana testing facility within the I zone, and a marijuana retailer within zones B2, B4, I and BPD, and a new use for a marijuana testing facility allowed by right in the B2 and BPD zones; adding new definitions to Section 10.0 for marijuana establishment, marijuana cultivator, marijuana product manufacturer, marijuana testing facility, marijuana retailer, marijuana processing, marijuana manufacturing, marijuana, marijuana accessories and marijuana products; and adding a new Section 6.10 – Special Regulations to provide for the special permit process for marijuana establishments listed in Section 3.0. The Planning Board unanimously voted in favor of recommending that the City Council approve the amendments as modified below:

Sections that are recommended to be approved as proposed are not included in this report. The recommended *modifications* are shown in *italics* and deletions are shown as ~~strikethrough~~ below. Commentary from the Planning Board is noted in bullets below each modification. The full ordinance with the recommended changes is attached for reference.

Section 3.0 Table of Principal and Accessory Uses

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

- The Planning Board recommends all marijuana related uses be by special permit and thus recommends changing the testing facility in B1 and BPD to require a special permit by the Board of Appeals. The Board considered cultivator and retail marijuana uses appropriate in the B1 and B5 zoning districts, and does not have any recommended changes for the manufacturing use.

Section 6.0 Special Regulations of the Salem Zoning Ordinance

Section 6.10.6 subsection 5 to be revised: Pursuant to M.G.L. c. 94G, §5(b)(3), a marijuana establishment shall not be located within 500 feet of a pre-existing public or private school providing education in kindergarten or any of grades 1 through 12. ~~A marijuana establishment which is proposing a location within 500 feet of any church, library, institution of higher education, licensed daycare, nursery school, or playground must provide written notice of its intention to these entities prior to or in conjunction with any request for a letter of support or non-opposition and/or the application for a special permit.~~

- Rather than limiting the noticing to specific uses/protecting categories under Section 6.10.6, the Planning Board recommends adding a requirement to Section 6.10.7 that requires a notice to be sent by mail to all abutters within 500-feet. This takes away from the ambiguity of what a park is, and removes the administrative task of keeping an updated list of the uses such as licensed daycares and nursery schools.

Section 6.10.6 subsection 12 to be removed: ~~No marijuana shall be smoked, eaten, or otherwise consumed or ingested within any type of licensed marijuana establishment.~~

- The Planning Board discussed onsite consumption and ultimately determined that onsite consumption should be allowed, thus recommends striking this section. Additionally, if State Law prohibits onsite consumption this section is moot, thus does not need to be included in this ordinance.

Section 6.10.7 to be revised: If a Special Permit is required by Section 3.0 Table of Principle and Accessory Uses of the Zoning Ordinance, the petitioner (Applicant) shall submit a standard petition form and materials of the Zoning Board of Appeals application in addition to the following required materials:

1. *Notice from the City shall be sent by mail, postage prepaid to "parties in interest" as used in MGL Chp. 40A within five hundred (500) feet of the property line of the petitioner as they appear on the most recent applicable tax list.*
 - Massachusetts General Law Chp. 40A Section 11 requires a 300-foot notice to all parties of interest. Adding this section will increase the noticing requirement to 500 feet, and will capture all the uses that were identified under the proposed section 6.10.6 subsection 5. The Planning Board recommends that this notice should be sent by the City, not the petitioner.

Section 6.10.9 subsection 1 to be removed: ~~All marijuana cultivation facilities shall off-set 100% of their electricity consumption through at least 50% of on-site generation facilities, New England based renewable energy credits, and/or an equivalent that is subject to approval of the city.~~

- The Planning Board was concerned that this section would be cost prohibitive. Additionally, given that Salem is a small, dense city the Board is not concerned with the electricity consumption that this use would generate.

Section 6.10.10 subsection 1 to be removed: ~~All marijuana manufacturing facilities shall off-set 100% of their electricity consumption through at least 50% of on-site generation facilities, New England based renewable energy credits, and/or an equivalent that is subject to approval of the city.~~

- The Planning Board was concerned that this section would be cost prohibitive. Additionally, given that Salem is a small, dense city the Board is not concerned with the electricity consumption that this use would generate.

Section 10.0. Definitions

Section 10.0 to be revised: "Marijuana retailer", an entity licensed to purchase and deliver marijuana and marijuana products from marijuana establishments and to deliver *or* sell ~~or otherwise transfer~~ marijuana and marijuana products to marijuana establishments and to consumers.

- The Board determined this is unnecessarily wordy, thus recommended removing "otherwise transfer."

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 Anderson", with a stylized flourish at the end.

Ben Anderson, Chair

CC: Cheryl LaPointe, City Clerk

City of Salem

In the year two thousand and seventeen

An Ordinance to amend an Ordinance relative to Zoning

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

Section 3.0 Table of Principal and Accessory Uses

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

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

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

City of Salem

In the year two thousand and seventeen

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

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

Section 6.10 - Marijuana Establishments

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

Section 6.10.1 Purpose

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

Section 6.10.2 Applicability; Effective Date

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

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

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

Section 6.10.3 Definitions

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

1. Marijuana cultivation facility- an entity licensed to cultivate, process and package marijuana, to deliver marijuana to marijuana establishments and to transfer marijuana to other marijuana establishments, but not to consumers.
2. Marijuana manufacturing facility- an entity licensed to obtain, manufacture, process and package marijuana and marijuana products, to deliver marijuana and marijuana products to marijuana establishments and to transfer marijuana and marijuana products to other marijuana establishments, but not to consumers.
3. Marijuana testing facility- a laboratory that is licensed by the commission and is: (i) accredited to the most current International Organization for Standardization 17025 by a third-party accrediting body that is a signatory to the International Laboratory Accreditation Cooperation mutual recognition arrangement or that is otherwise approved by the commission; (ii) independent financially from any medical marijuana treatment center or any licensee or marijuana establishment for which it conducts a test; and (iii) qualified to test marijuana in compliance with regulations promulgated by the commission.
4. Marijuana retailer- an entity licensed to purchase and deliver marijuana and marijuana products from marijuana establishments and to deliver, sell or otherwise transfer marijuana and marijuana products to marijuana establishments and to consumers.

Section 6.10.4 Special Permit Required

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

Section 6.10.5 Requirements

1. It shall be unlawful for any person to operate a marijuana establishment without obtaining a special permit to operate pursuant to the requirements of this Ordinance.
2. A separate special permit is required for each different marijuana establishment detailed in section 6.10.3, above. In the case that one or more different types of marijuana establishments are proposed, each establishment type shall require a special permit from the Zoning Board of Appeals.

3. The special permit requirements set forth in this chapter shall be in addition to, and not in lieu of, any other licensing and permitting requirements imposed by any other federal, state, or local law.
4. The issuance of a special permit pursuant this chapter does not create an exception, defense, or immunity to any person or entity in regard to any potential criminal liability the person or entity may have for the production, distribution, or possession of marijuana.
5. A special permit issued for a marijuana establishment is not transferable or assignable to a different location or a different type of marijuana establishment.

Section 6.10.6 General Provisions

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

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

- a. Security Plan

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

- b. Operation and Management Plan

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

c. Emergency Response Plan

All marijuana establishments shall meet with the Salem Fire Department and the Salem Police Department to discuss and identify emergency plans/contingency plans for the site prior to the issuance of a certificate of occupancy. A written Emergency Response Plan shall be filed with the Salem Fire Department and the Salem Police Department pursuant to M.G.L. c. 94G, §12.

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

13. Hours of operation for marijuana retailers shall be consistent with those of package stores licensed under M.G.L. c. 138.

Section 6.10.7 Application Procedure and Submission Requirements

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

1. *Notice from the City shall be sent by mail, postage prepaid to "parties in interest" as used in MGL Chp. 40A within five hundred feet of the property line of the petitioner as they appear on the most recent applicable tax list.*
2. Applicant shall submit proof of approval from the Commonwealth of Massachusetts for the proposed marijuana establishment by submitting copies of all required registrations, licenses and permits issued to the applicant by the state and any of its agencies for the facility as well as the letter of support or non-opposition issued by the city.
3. The Applicant shall submit proof of site control and right to use the premises proposed for the marijuana establishment and may include a deed, notarized statement from the property owner and a copy of the lease agreement, or real estate contract contingent upon successful licensing, or a letter of intent by the owner of the premises indicating intent to lease the premises to the petitioner contingent upon successful permitting.
4. In addition to complying with any other state or city requirement related to good character and criminal background, any person or entity proposed to have interests in the license to operate a marijuana establishment shall not have committed any marijuana licensing violation affecting public safety, or received any suspension or revocation of any other state or local marijuana business licenses.
5. A statement signed by the organization's chief executive officer disclosing all of its designated owners, including officers, directors, partners, managers, or other similarly situated individuals. If any of the above are entities rather than persons, the Applicant must disclose the identity and current contact information of all responsible individuals.
6. A detailed description of the proposed activities to occur on site in relation to the standard special permit criteria set out in Section 9.4 of the Salem Zoning Ordinance and specific requirements set forth in this chapter.
7. The petitioner shall submit a security plan to the Salem Police Department and the Department of Planning and Community Development, in conformance with the requirements of the Salem Police Department, to demonstrate that there is limited undue burden on city public safety officials as a result of the proposed business prior to the issuance of a certificate of occupancy.

8. The petitioner shall submit an operation and management plan to the Salem Police Department and the Department of Planning and Community Development.
9. The petitioner shall submit a copy of an Emergency Response Plan to the Salem Police Department, the Salem Fire Department, and the Department of Planning and Community Development.
10. The petitioner shall submit proof that it provided notification in writing to all churches, libraries, institutions of higher education, licensed daycares, nursery schools, or playgrounds within 500 feet of its proposed location to provide them with the opportunity to comment at the Board of Appeals.

Section 6.10.8 Special Permit Findings

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

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

Section 6.10.9 Requirements Specific to Marijuana Cultivation Facilities

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

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

5. No pesticides, insecticides, or other chemicals shall be used in the cultivation of marijuana.
6. Marijuana cultivators shall comply with all regulations that may be promulgated by the Cannabis Control Commission.

Section 6.10.10 Requirements Specific to Marijuana Manufacturing Facilities

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

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

Section 6.10.11 Requirements Specific to Marijuana Testing Facilities

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

Section 6.10.12 Requirements Specific to Marijuana Retailer Establishments

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

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

Section 6.10.13 Unlawful Acts

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

Section 6.10.14 Severability

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

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

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

Section 10.0. Definitions

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

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

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

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

"Marijuana testing facility", a laboratory that is licensed by the commission and is: (i) accredited to the most current International Organization for Standardization 17025 by a third-party accrediting body that is a signatory to the International Laboratory Accreditation Cooperation mutual recognition arrangement or that is otherwise approved by the commission; (ii) independent financially from any medical marijuana treatment center or any licensee or marijuana establishment for which it conducts a test; and (iii) qualified to test marijuana in compliance with regulations promulgated by the commission

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

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

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

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

(1) The mature stalks of the plant, fiber produced from the stalks, oil, or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture or preparation of the mature stalks, fiber, oil, or cake made from the seeds of the plant or the sterilized seed of the plant that is incapable of germination;

(2) Hemp; or

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

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

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



January 2, 2018

Ms. Cheryl A. LaPointe
Salem City Clerk
City Hall
93 Washington Street
Salem MA 01970

RE: Utility Petition Application to Attach Small Cell Backhaul Equipment to Existing Utility Pole

Applicant: Mobilitie LLC ("Mobilitie")
Location: **Existing Wood Utility Pole – Highland Avenue & Heritage Drive
Directly in Front of Salem Hospital Property**
Authority: Salem City Council

Dear Clerk LaPointe and elected members of the City Council:

The purpose of this correspondence is to file Mobilitie's enclosed application for a utility petition and order to attach small cell backhaul equipment to an existing utility pole that is located at the **Highland Avenue & Heritage Drive** within the Route 107 (MADOT Right of Way) and is owned by National Grid.

APPLICANT INFORMATION

For over 11 years, Mobilitie has deployed a variety of signal strengthening services across the nation. Mobilitie is the nation's largest privately held wireless infrastructure company. In Massachusetts, Mobilitie is registered as a Competitive Local Exchange Carrier ("CLEC"), which is regulated by the Department of Telecommunications and Cable. As provided in this registration, Mobilitie may provide transport, backhaul, broadband, voice, data as well as other infrastructure used by carriers, emergency responders, public safety agencies, backhaul providers and other companies.

Mobilitie is currently in the process of rolling out a Hybrid Transport Network (HTN) to more effectively deploy low cost, high-bandwidth connectivity throughout urban, suburban and rural communities. This HTN will provide backhaul connectivity solutions for customers. Mobilitie will provide a method to connect devices back to a core network (i.e. existing locations), through these small cell locations, where data is processed and routed. Due to the increased demand for data in certain areas, existing locations require enhanced support to provide customers with more reliable service. Small cells are the future for communities that seek non-obtrusive and concealed ways to increase coverage and capacity for its residents. The addition of small cells to existing wireless networks will help responders more accurately located wireless 911 calls leading to significant E911 readiness and first responder improvements.

Our primary customer is Sprint. Mobilitie's network, however, can support a variety of technologies and services that require connectivity to the internet, including but not limited to, driverless and connected vehicles (commercial, personal and agricultural), remote weather stations and other mobile service providers. Mobilitie's small cell sites involve the installation of a small, low-powered transmit/receive antenna that communicates with wireless devices, a wireless backhaul antenna that connects the facility to the carrier's core network and compact

radio equipment mounted on either new or existing utility light poles. This proposed Sprint small cell location will add capacity to the existing wireless network in Methuen and is designed to blend with existing infrastructure.

PROJECT NARRATIVE

Mobilitie's equipment, including its antennas and supporting MMS boxes, have been designed to avoid aesthetic impact on residents and compliment the overall community. Mobilitie has developed a host of structures to accommodate various community and local situations that include attachments to basic wooden telephone poles as well as stealth designed street light structures. As a company, Mobilitie is committed to meeting municipal design standards, while making sure residents have the highest quality connectivity to wireless communication. The site is designed and intended to provide additional data capacity and denser coverage in the city to satisfy the growing data service needs.

Summary of key points for the proposed installation:

<u>Location:</u>	Highland Avenue (Route 107) @ Heritage Drive At the Front of Salem Hospital
<u>Height of Existing Pole:</u>	35'
<u>Height of Existing Pole w/Proposed Equipment:</u>	38'
<u>Ownership:</u>	National Grid

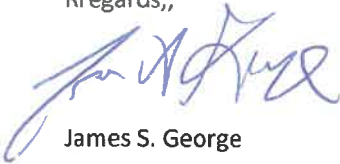
CLOSING REMARKS

In summary, the attached small cell backhaul equipment is necessary to support and enhance the existing Sprint locations in Methuen to provide reliable data coverage for customers now and in the future. The need is driven by the exponential increase for wireless data services by Sprint customers in the proposed area.

To provide high quality service to consumers and support this demand for densification of its network, Mobilitie request that the City Council grant the utility petition and order for this installation and any conditions as deemed necessary to allow this proposed installation in the City of Methuen.

Thank you for your consideration in this matter. If the City Council should have any questions regarding this petition, please do not hesitate to contact me directly at 978-998-9795 or via e-mail jgeorge@mobilitie.com.

Respects,,



James S. George
Permitting Manager, New England
116 John Street Suite 210
Lowell MA 01854

**PETITION FOR GRANT OF LOCATION FOR
EXISTING UTILITY POLE**

City of Salem MA, Massachusetts
City Clerk

RESPECTFULLY REPRESENTS MOBILITIE, LLC, (hereinafter known as the PETITIONER), that it desires to construct upon, along, under or across the public way(s) of the City of Salem MA, wires, cables, poles, piers, abutments, conduits or fixtures.

WHEREFORE, the PETITIONER prays that, after due notice and public hearing as provided by law, the City of Salem MA may by Order grant to the PETITIONER permission to construct, in accordance with plan(s), the following:

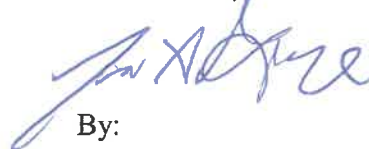
Petitioner proposes to install backhaul transport equipment on an existing 35' utility pole in the public right of way located at the intersection of Highland Avenue (Route 107) & Heritage Drive @ Salem Hospital with electricity connection (Lat/Long: 42.706464, -71.200315). Location approximately as shown on plan attached as Exhibit "A."

The PETITIONER understands and agrees that:

1. PETITIONER shall locate and complete all work as specified and approved by the City.
2. PETITIONER shall comply with the requirements of existing ordinances and such as may hereafter be adopted governing the construction.
3. PETITIONER shall perform all work to the requirements and satisfaction of any such officer(s) as may be hereafter appointed by the City.

For the PETITIONER:

MOBILITIE, LLC



By:

James S. George - Permitting Manager

Date: 1.2.2018

0690X5 924G

ROUTING SLIP

Telecommunications Attachments in the Public Right of Way

Each applicant who has petitioned for access to the public right of way for telecommunications purposes must consult with the appropriate Departments below and have them sign this Routing Slip and return it to the Electrical Department prior to the granting of any petition filed pursuant to MGL Chapter 166, Section 22.

BUSINESS NAME

Corporate name: Mobilize LLC

d/b/a: Mobilize

Address: 116 John St #210 Lowell MA 01854 Tele. # 978-998-9795

CONTACT: JAMES S. GEORGE

Street: _____ Tele. # 978-998-9795

City: _____ State: _____ Zip: _____

Email Address: jgeorge@mobilize.com

Right of Way Location Requested: Existing wood utility owned Pole
Highland Ave - (RT 107) Heritage Drive - St Salem Hospital

Please check:

☒ To be attached to utility-owned pole

☐ To be attached to City-owned pole

All grants of location are conditioned upon evidence of the existence of a valid pole attachment agreement.

***TO ALL CITY DEPARTMENTS: By signing this slip you are only acknowledging that the applicant has made your department aware of their plans. All grants of location will be conditioned upon compliance with all departmental requirements. Please attach comments on separate sheet.

[Signature] - See letter dated 8/17/17
8/22/2017
Planning Department
120 Washington Street
DATE

[Signature] 8/17/17
Engineering Department
120 Washington Street
DATE

[Signature]
Salem Historical Commission
120 Washington Street
DATE

[Signature] 9/14/17
Office of Information Technology
120 Washington Street
DATE

[Signature] 12/4/17
Salem Legal Department
93 Washington Street
DATE

[Signature] 8/11/17
City Electrician
Central Fire Headquarters - 44 Lafayette Street
DATE



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

August 17, 2017

James George
Mobilitie
116 John Street Suite 110
Lowell MA 01854

RE: Grant of Location Request Highland Avenye

Dear Mr. George:

The new meter is proposed at 5 feet from grade, and the disconnect is proposed at 7 feet from grade. This is in the direct line of site of pedestrians and cyclists. Please cluster the equipment higher on the pole and take measures to blend the proposed equipment.

Best,


Amanda Chiancola, AICP
Staff Planner



40 Sylvan Road
Waltham MA 02451

September 7, 2017

Attention: State and Municipal Permitting Authorities

**RE: Evidence of Pole Attachment Agreement and Consent to File for Permits
Granted to Mobilltie**

To Whom It May Concern:

The undersigned jointly owns and controls certain utility poles in public rights-of-way and on private property throughout the geographic areas where it operates.

Please be advised that the undersigned has entered into a Pole Attachment Agreement ("Agreement") authorizing Mobilltie ("Applicant") to install, attach, maintain, repair, upgrade and use wireless communications equipment and appurtenances on certain utility poles pursuant to the terms and conditions of the Agreement. Permission is hereby granted to Applicant, or its agents, to make application for any Land Use, Access, Building, Electrical or Regulatory Permit(s) required to effectuate the initial installation, on-going maintenance and upgrades or replacements of said equipment.

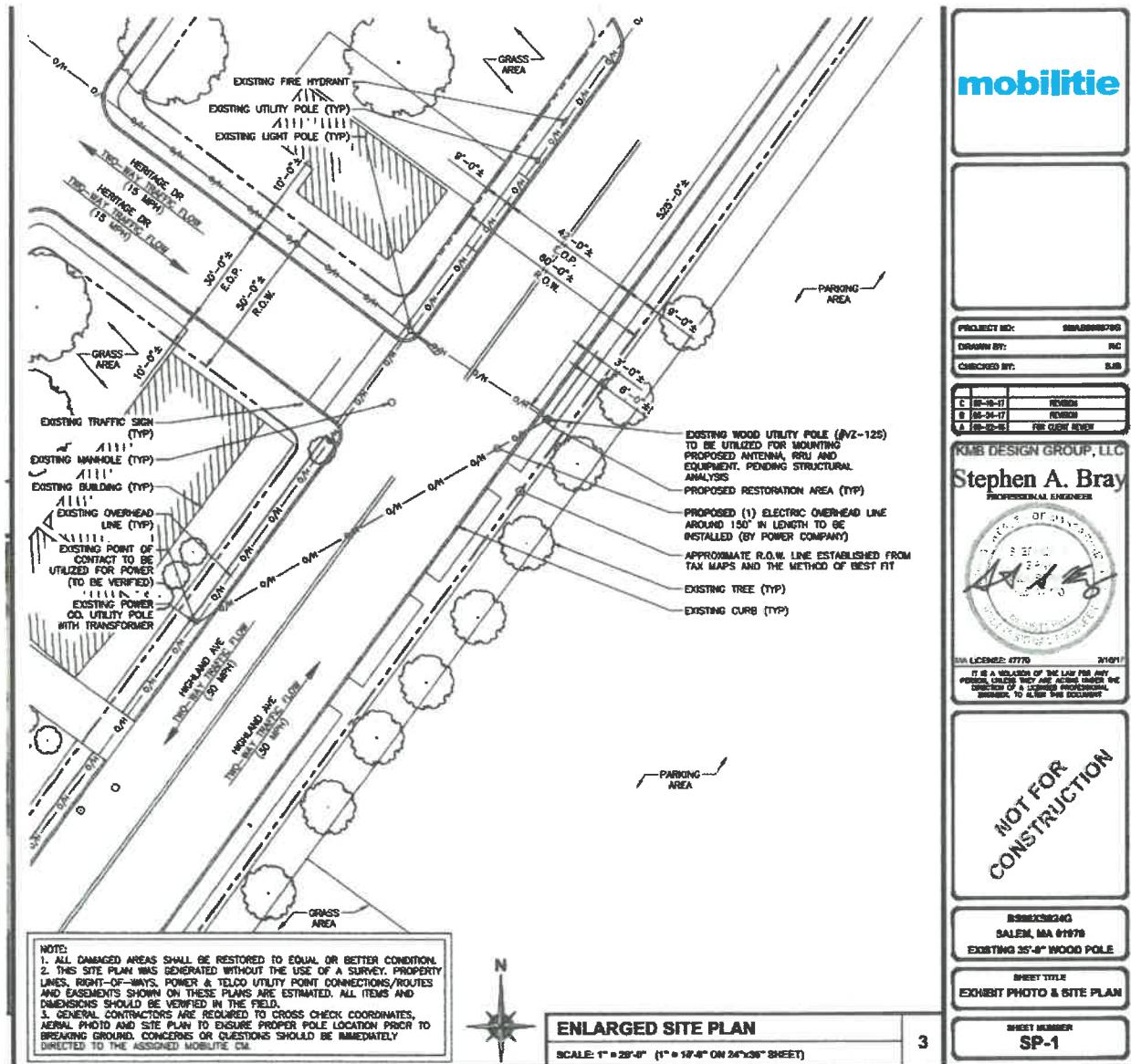
Please contact me at (978) 725-1130 if you have any questions.

Sincerely,

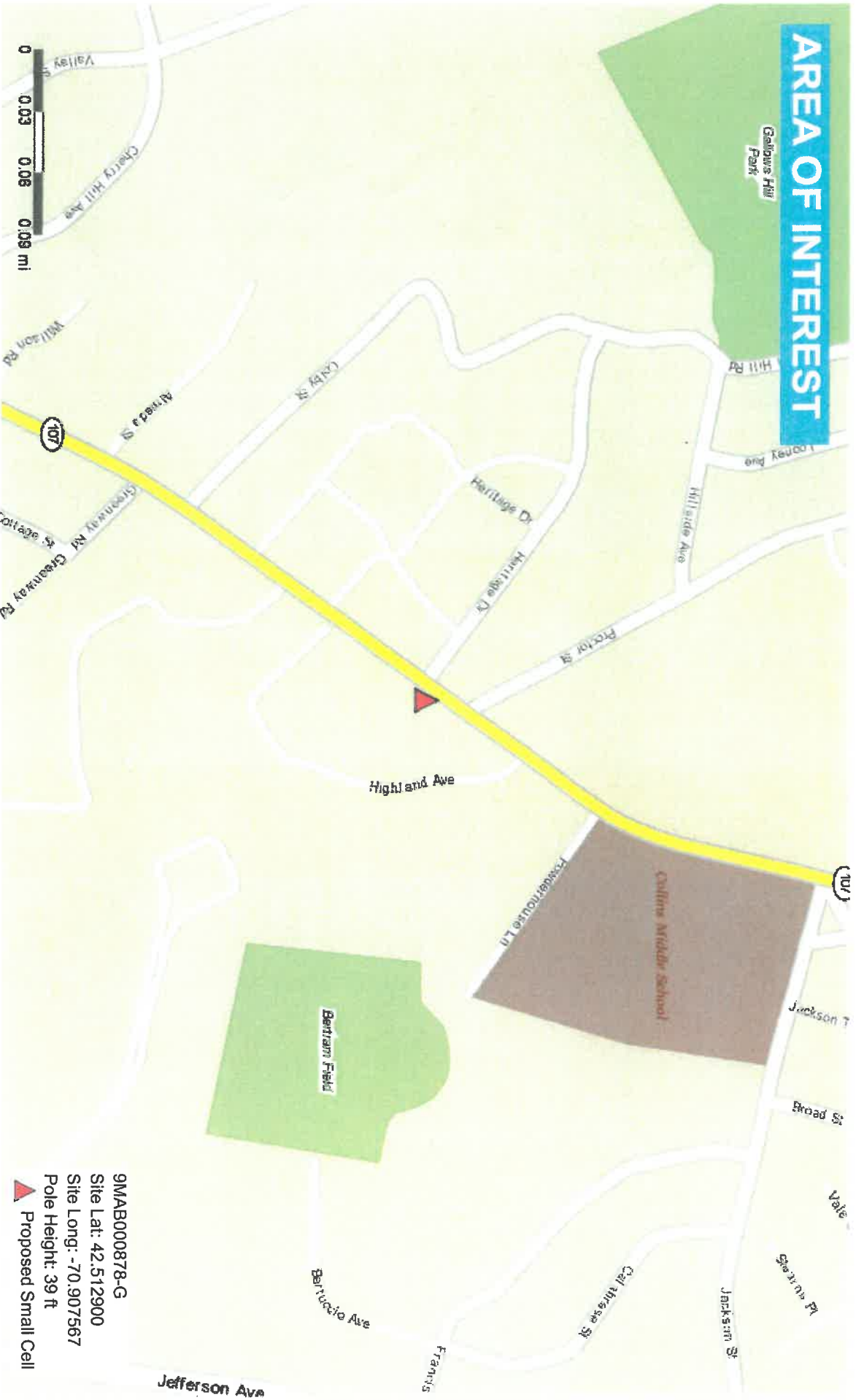
A handwritten signature in dark ink, appearing to read "Amy Sullivan".

Amy Sullivan
Third Party Attachment Analyst

Exhibit A



AREA OF INTEREST



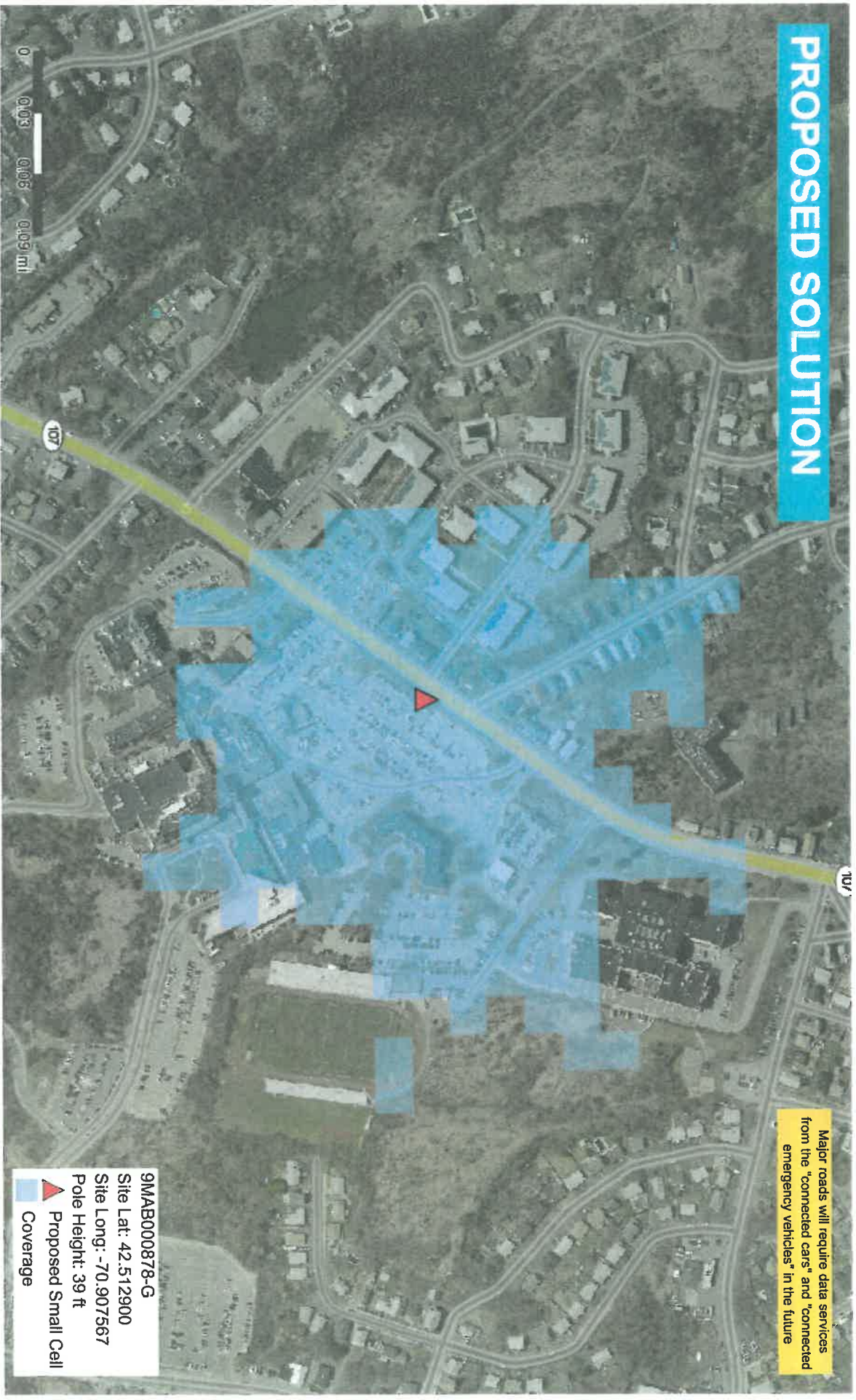
9MAB000878-G
Site Lat: 42.512900
Site Long: -70.907567
Pole Height: 39 ft
▲ Proposed Small Cell

Additional comments below:

PROPRIETARY & CONFIDENTIAL

PROPOSED SOLUTION

Major roads will require data services from the "connected cars" and "connected emergency vehicles" in the future



9MAB000878-G
Site Lat: 42.512900
Site Long: -70.907567
Pole Height: 39 ft
▲ Proposed Small Cell
■ Coverage

Total area covered: 0.05 sq mi
Total roads covered: 1.98 mi
Approximate population covered: 179
Approximate households covered: 78

PROPRIETARY & CONFIDENTIAL

NETWORK DEFICIENCY



These levels are determined by complex algorithms which consider many variables including usage patterns, non-preferred user events, and data trends.

Critical | Red -Areas which represent a critical level of competing data demand requiring immediate action to supplement network resources

Above Average | Yellow -Areas which represent contentious data demand at greater than average levels and projected toward critical levels

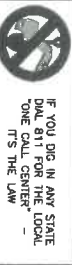
Average | Green -Areas which represent average data demand growth

PROPRIETARY & CONFIDENTIAL

SITE ID-CANDIDATE LETTER/CASCADE ID-CANDIDATE LETTER: 9MAB000878G/BS90XS924G

LATITUDE/LONGITUDE:
42.512900/-70.907567

CROSS STREET:
HIGHLAND AVE & HERITAGE DR
CITY, STATE, ZIP:
SALEM, MA 01970



THE UNITED STATES, AERIAL, FOR THE CONSTRUCTION OF THESE DRAWINGS, THE ENGINEER HAS CONDUCTED A VISUAL SURVEY OF THE SITE AND HAS FOUND THAT THE SITE IS SUITABLE FOR THE PROPOSED PROJECT. THE ENGINEER HAS NOT CONDUCTED A FIELD SURVEY OF THE SITE AND HAS NOT CONDUCTED A FIELD SURVEY OF THE SITE AND HAS NOT CONDUCTED A FIELD SURVEY OF THE SITE.

GENERAL NOTES

THE FACILITY IS UNMANNED AND NOT FOR HUMAN HABITATION. A TECHNICIAN WILL VISIT THE SITE AS REQUIRED FOR ROUTINE MAINTENANCE OF THE PROJECT WILL NOT RESULT IN ANY SIGNIFICANT SERVICE. PORTABLE WATER OR TRASH DISPOSAL IS REQUIRED AND NO COMMERCIAL SIGNAGE IS (N).

SITE INFORMATION

SITE ID:	9MAB000878G
CASCADE ID:	BS90XS924G
LATITUDE:	42.512900
LONGITUDE:	-70.907567
CROSS STREET:	HIGHLAND AVE & HERITAGE DR
CITY, STATE, ZIP:	SALEM, MA 01970
COUNTY:	ESSEX COUNTY
JURISDICTION:	SALEM CITY
PROPERTY OWNER:	MOBILE, LLC
APPLICANT:	3475 FLEMONT ROAD NE, SUITE 1000 ATLANTA, GEORGIA 30305 PHONE: (312) 638-5480

ENGINEER

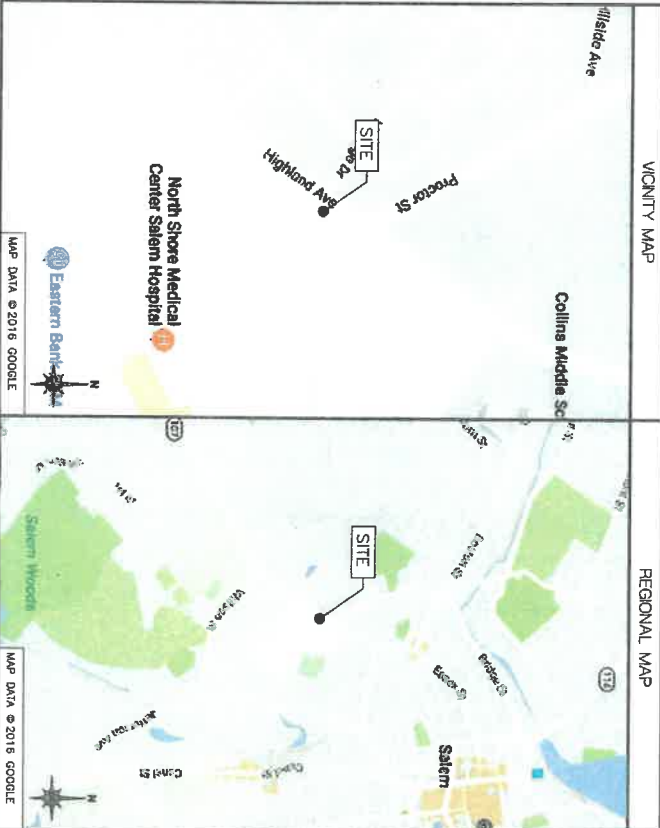
KMB DESIGN GROUP, LLC
1800 ROUTE 3A, SUITE 209
WALL, NJ 07719
FOR QUESTIONS EMAIL: DESIGNS@KMBDESIGN.COM
TEL: (732) 455-5123 FAX: (732) 455-5100 WWW.KMBDG.COM

DO NOT SCALE DRAWINGS

CONTRACTORS SHALL VERIFY ALL PLANS (E) DIMENSIONS & FIELD CONDITIONS ON THE JOB SITE & SHALL IMMEDIATELY NOTIFY THE ARCHITECT/ENGINEER IN WRITING OF ANY DISCREPANCIES BEFORE PROCEEDING WITH THE WORK OR BE RESPONSIBLE FOR SAME.

NOTE:
CONTRACTOR IS REQUIRED TO CROSS CHECK COORDINATES, EXHIBIT PHOTO, AERIAL PHOTO AND SITE PLAN TO ENSURE PROPER POLE LOCATION PRIOR TO BREAKING GROUND CONCERNS OR QUESTIONS SHOULD BE IMMEDIATELY DIRECTED TO ASSIGNED MOBILELITE CM.

LOCATION MAPS



PROJECT DESCRIPTION

END USER PROPOSES TO INSTALL EQUIPMENT ON AN EXISTING WOOD POLE WITHIN AN EXISTING RIGHT-OF-WAY. THE SCOPE WILL CONSIST OF THE FOLLOWING:
- INSTALL PROPOSED BACKHAUL TRANSPORT EQUIPMENT ON AN EXISTING WOOD UTILITY POLE

CODES

2009 INTERNATIONAL BUILDING CODE
2009 INTERNATIONAL PLUMBING CODE
TIA/EIA-222-G-2 OR LATEST EDITION
LOCAL BUILDING/PLANNING CODE

DRAWING INDEX

SHEET NO.	TITLE SHEET	SHEET TITLE
T-1	EXHIBIT PHOTO & SITE PLAN	
SP-1	ELEVATIONS	
EV-1	ELEVATIONS	
EV-2	ELEVATIONS	
PL-1	PLUMBING & RISER DIAGRAM	
EQ-1	EQUIPMENT DETAILS	
EQ-2	EQUIPMENT DETAILS	
E-1	ELECTRICAL DETAILS	
G-1	GROUNDING DETAILS	
TC-1	VEHICULAR TRAFFIC CONTROL PLAN	
TC-2	PEDESTRIAN TRAFFIC CONTROL PLAN	
GN-1	GENERAL NOTES	
GN-2	GENERAL NOTES	
GN-3	GENERAL NOTES	

mobilitie

PROJECT NO: 9MAB000878G

DRAWN BY: INC

CHECKED BY: A.S

DATE: 10-15-17

DATE: 10-15-17

DATE: 10-15-17

DATE: 10-15-17

DATE: 10-15-17

DATE: 10-15-17

DATE: 10-15-17

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DATE: 10-15-17

DATE: 10-15-17

DATE: 10-15-17

DATE: 10-15-17

SCALE: NOT TO SCALE

AERIAL SITE LOCATION

SCALE: NOT TO SCALE

2

SCALE: NOT TO SCALE

[illegible]

- NOTE:
1. ALL DAMAGED AREAS SHALL BE RESTORED TO EQUAL OR BETTER CONDITION.
2. THIS SITE PLAN WAS GENERATED WITHOUT THE USE OF A SURVEY, PROPERTY LINES, RIGHT-OF-WAYS, POWER & TELCO UTILITY POLE CONNECTIONS, ROUTES AND EASEMENTS SHOWN ON THESE PLANS ARE ESTIMATED. ALL ITEMS AND DIMENSIONS SHOULD BE VERIFIED IN THE FIELD.
3. GENERAL CONTRACTORS ARE REQUIRED TO CROSS CHECK COORDINATES, AERIAL PHOTO AND SITE PLAN TO ENSURE PROPER POLE LOCATION PRIOR TO BREAKING GROUND. CONCERNS OR QUESTIONS SHOULD BE IMMEDIATELY REPORTED TO THE ASSIGNED MOBILE COW.

SCALE: 1" = 20'-0" (1" = 10'-0" ON 24"x36" SHEET)

mobilitie

KMB DESIGN GROUP, LLC
Stephen A. Bray
PROFESSIONAL ENGINEER

NOT FOR
CONSTRUCTION

SHEET NUMBER
SP-1

mobilitie

PROJECT NO:	0448000710
DRAWN BY:	MC
CHECKED BY:	SLB

DATE	REVISION
5-10-17	REVISION
8-10-17	REVISION
1-10-18	REV. CLIENT REVIEW

KMB DESIGN GROUP, LLC
Stephen A. Bray
PROFESSIONAL ENGINEER

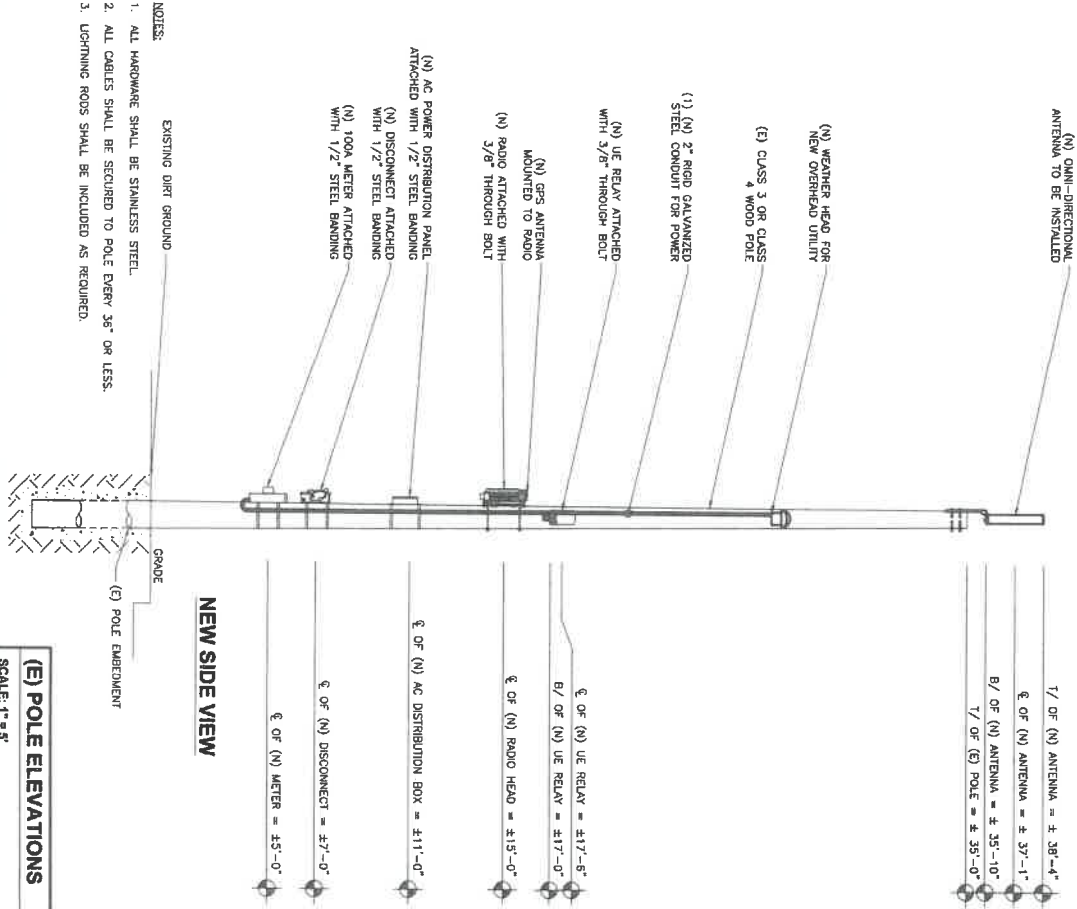


NOT FOR CONSTRUCTION

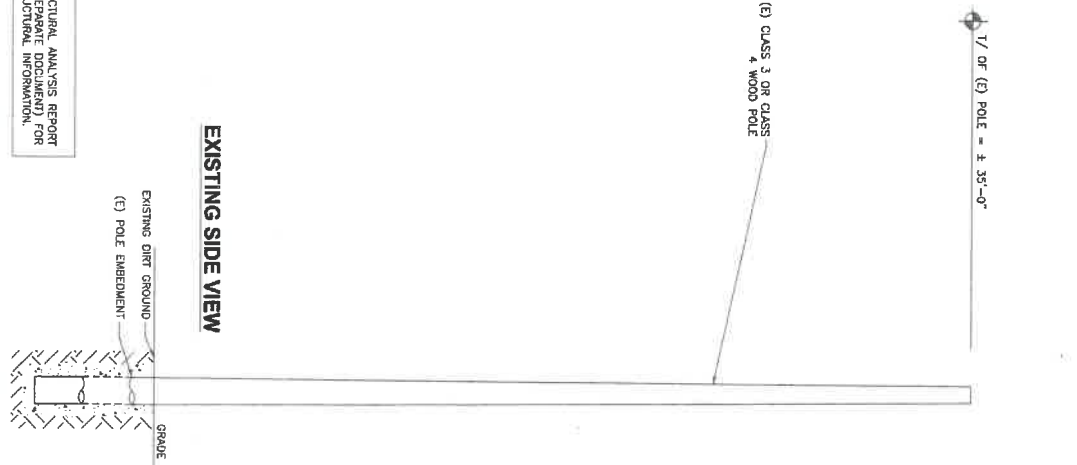
BSR0X9324G
SALEM, MA 01970
EXISTING 35'-0" WOOD POLE

SHEET TITLE	POLE ELEVATIONS
SHEET NUMBER	EV-1

(E) POLE ELEVATIONS
SCALE: 1" = 5'



NEW SIDE VIEW



EXISTING SIDE VIEW

- NOTES:**
1. ALL HARDWARE SHALL BE STAINLESS STEEL.
 2. ALL CABLES SHALL BE SECURED TO POLE EVERY 36" OR LESS.
 3. LIGHTNING RODS SHALL BE INCLUDED AS REQUIRED.

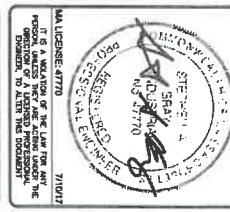
NOTE:
REFER TO STRUCTURAL ANALYSIS REPORT BSR0X9324G (SEPARATE DOCUMENT) FOR ADDITIONAL STRUCTURAL INFORMATION.

mobilitie

PROJECT NO.: 09A000070
DRAWN BY: RC
CHECKED BY: SJS

REVISION
A 02-24-17
B 03-24-17
C 04-24-17
D 05-24-17
E 06-24-17
F 07-24-17
G 08-24-17
H 09-24-17
I 10-24-17
J 11-24-17
K 12-24-17
L 01-25-18
M 02-25-18
N 03-25-18
O 04-25-18
P 05-25-18
Q 06-25-18
R 07-25-18
S 08-25-18
T 09-25-18
U 10-25-18
V 11-25-18
W 12-25-18
X 01-26-19
Y 02-26-19
Z 03-26-19

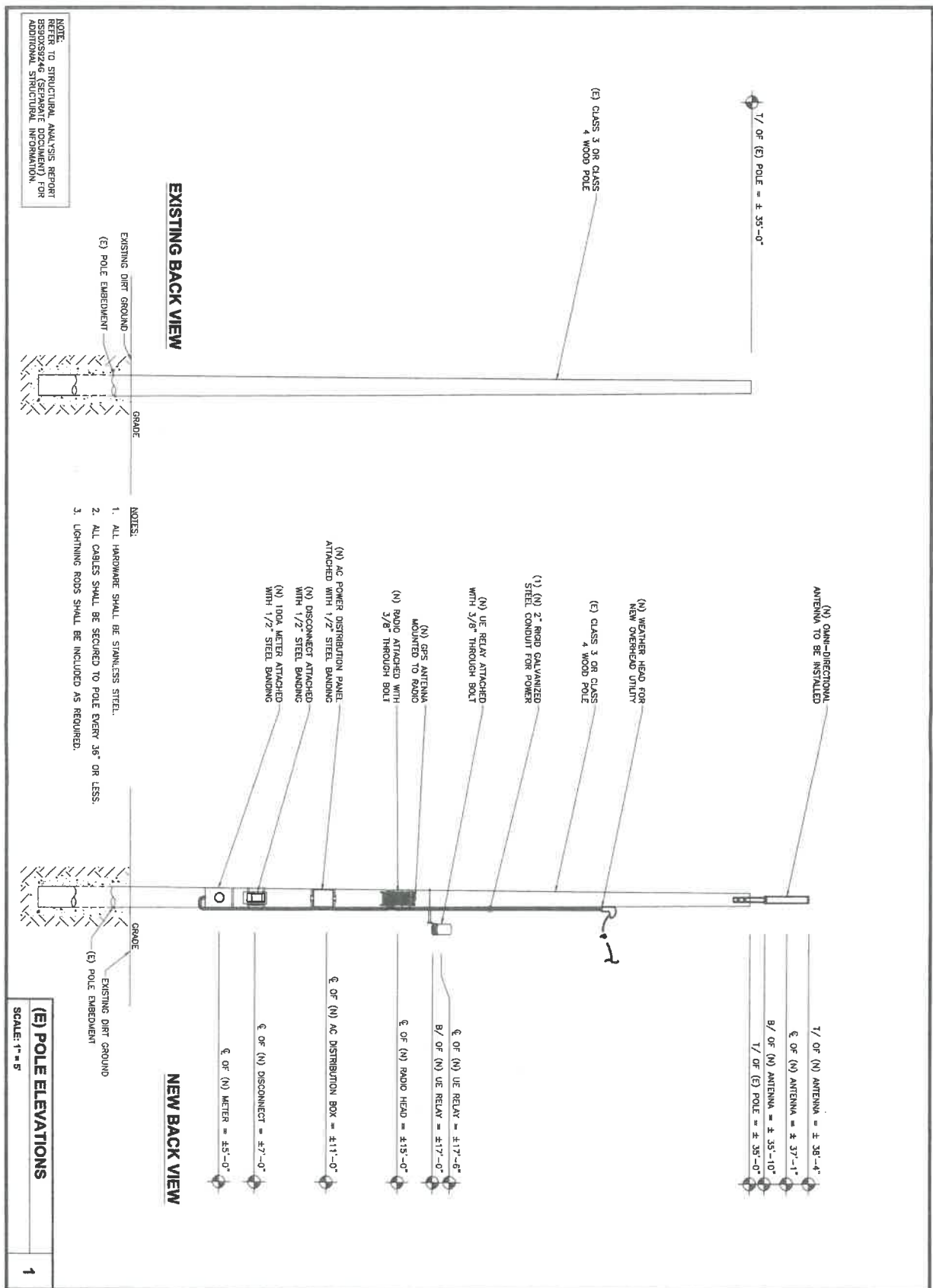
KMB DESIGN GROUP, LLC
Stephen A. Bray
PROFESSIONAL ENGINEER



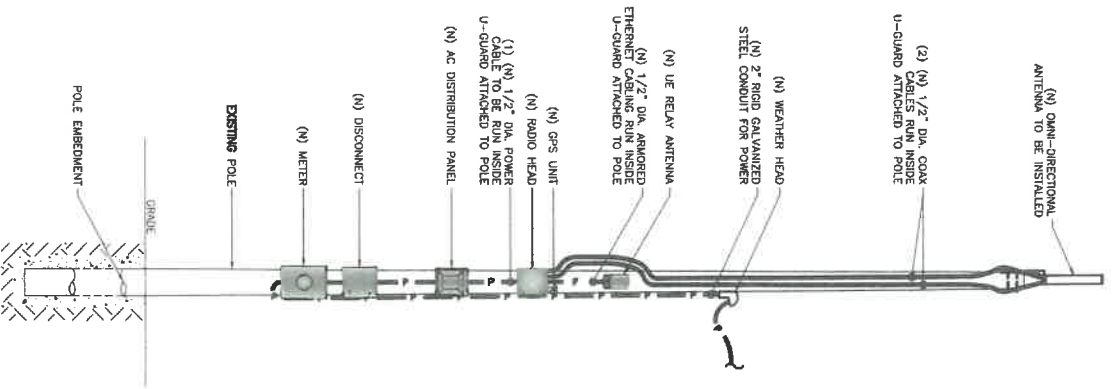
NOT FOR CONSTRUCTION

B990X5924G
SALEM, MA 01970
EXISTING 35'-0" WOOD POLE

SHEET TITLE
POLE ELEVATIONS
SHEET NUMBER
EV-2



NOTE:
(1) POLE MOUNTED EQUIPMENT
NOT SHOWN FOR CLARITY.



NOTE:
CABLEING DIAGRAM IS FOR CLARITY OF
CABLE ROUTING. CONTRACTOR SHALL
INSTALL CABLES WITH MINIMAL VISUAL IMPACT ON
EXISTING WOOD UTILITY POLE. SEE
ANTENNA LOCATIONS.

CABLEING NOTES:

- A) WOOD, CONCRETE AND EXISTING METALLIC POLES
- B) FROM GRADE LINE TO 11'-0" ABOVE GRADE, ALL
CABLES SHALL BE INSTALLED IN RIGID GALVANIZED STEEL CONDUIT (RGS)
MUST RUN IN RIGID GALVANIZED STEEL CONDUIT (RGS)
- C) OVERHUNG CONDUITS, IN EXPOSED LOCATIONS
MUST BE INSTALLED IN PVC
- D) IF EXIST. INSTALLED PVC CONDUIT FOR BACKHAUL
AND FIBER/OPT. SERVICE, TRANSITION TO RGS AT
GRADE LINE.
- E) ABOVE 11'-0" ALL CABLES (POWER, ETHERNET,
COAXIAL) MUST RUN IN PVC UTILITY POLE RISER.
- F) AT MAJOR EQUIPMENT, EXTEND UTILITY DUCT
IMMEDIATELY ADJACENT TO THE EQUIPMENT. INSTALL
CABLE DRIP LOOPS NOT LESS THAN THE CABLE
BENDING RADIUS.
- G) INSIDE THE UTILITY POLE RISER, UTILIZE V-
BENDERS TO MAINTAIN 12" OF THE
CABLE RADIUS TO THE EQUIPMENT. IF COAX, AND
ETHERNET CABLES TO WITHIN 12" OF THE
EQUIPMENT BEING SERVED AND ON INTERVALS NOT
TO EXCEED 4'.
- H) FOR UNDERGROUND HFC/PUBLIC BACKHAUL, ROUTE
ETHERNET CABLE IN CONDUIT UP THE POLE AND
DOWN THE POLE TO THE EQUIPMENT. IF UNDERGROUND
OF CONDUIT WITH A CABLE TERMINATION FITTING.
- I) BY APPROVAL, IN SELECT CASES, LIQUID-TIGHT
FLEXIBLE METALLIC CONDUIT (ULMH) MAY BE USED IN
LENGTHS NOT TO EXCEED 36" TO EXTEND THE
ELECTRICAL SERVICE CONDUIT TO THE AC
DISTRIBUTION BOX. EXAMPLE: UTILITY-REQUIRED
DISCONNECT ON POLE W/ AC DISTRIBUTION BOX ON
OPPOSITE SIDE OF POLE. NOT REQUIRED FOR COAX.
- J) NEW METALLIC POLES
- K) PROVIDE NEW POLES WITH SUITABLE HAND HOLES
SUCH THAT HAND HOLES EXIST AT ALL EQUIPMENT
LOCATIONS.
- L) WHERE REQUIRED, INSTALL POLE BASE SUCH THAT THE
ELECTRICAL FEED AND BACKHAUL (IF UNDERGROUND)
CIRCUIT ENTER THE POLE THROUGH THE POLE BASE.

PLUMBING DIAGRAM

SCALE: NOT TO SCALE

1

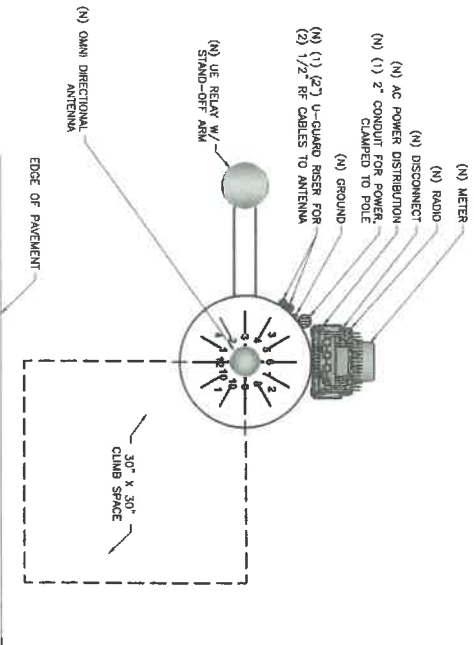
BILL OF MATERIALS					
QTY.	DESCRIPTION	MANUFACTURER	MODEL NUMBER	AMOUNT	WEIGHT
1	ANTENNA	ALPHA WIRELESS	AW4477-S	1BD	23 LB
1	UE RELAY	ARSPAN	IR460-SPB-ST-1-P-0	1BD	3.5 LB
1	GPS	TALYSMAN	GPS-ANT-3	-	-
1	RADIO	ARSPAN	AH4000	-	3.5 LB
1	AC DISTRIBUTION PANEL	TRANSISTOR	1101-1207-1012	-	1.4 LB
1	NEKA TYPE-3R DISCONNECT	SIEMENS	GT222NR	-	1.4 LB
1	METER SOCKET	MILBANK	UM801-XL-519	-	1.80 LB

REVISION TYPE: NOT FINAL
REVISION NUMBER: N/A
REVISION DESCRIPTION: N/A

BILL OF MATERIALS

SCALE: NOT TO SCALE

2



RISER ORIENTATION DIAGRAM

SCALE: NOT TO SCALE

3

mobilitie

PROJECT NO.: 0000000000
DRAWING BY: RC
CHECKED BY: KAM

REVISION
A 01-10-17 FOR CREDIT REVIEW

KMB DESIGN GROUP, LLC
Stephen A. Bray
PROFESSIONAL ENGINEER

MA LICENSE: 4770
7/10/17
IT IS A VIOLATION OF THE LAW FOR ANY
PERSON, FIRM OR CORPORATION TO REPRODUCE
OR TRANSMIT THIS DOCUMENT IN ANY MANNER
WITHOUT THE WRITTEN PERMISSION OF THE
ENGINEER TO ALTER THIS DOCUMENT

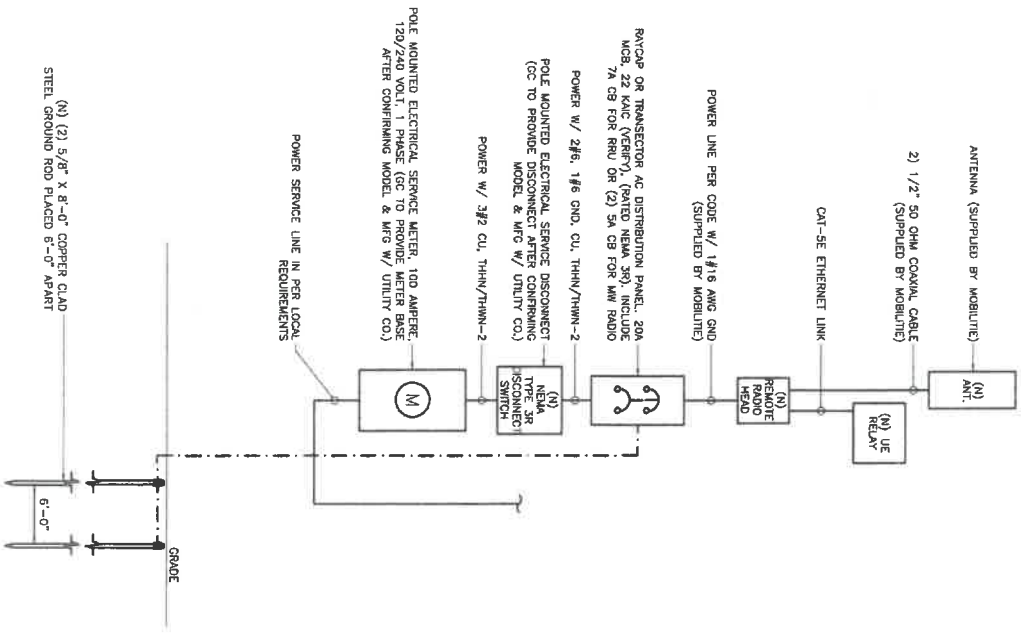
NOT FOR
CONSTRUCTION

BS90X49324G
SAL EM, MA 01970
EXISTING 35'-0" WOOD POLE

PLUMBING & RISER DIAGRAM

SHEET NUMBER
PL-1

--	--	--	--	--	--

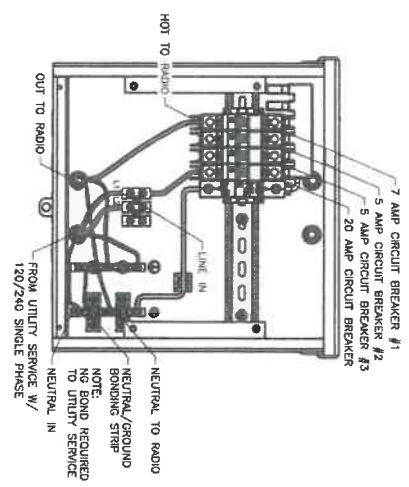


ONE-LINE DIAGRAM

SCALE: NOT TO SCALE

1

**TRANSFECTOR EXPORT
AC DISTRIBUTION BOX**



BREAKER SCHEDULE

SCALE: NOT TO SCALE

2

- NOTES:**
1. NOMINAL POWER IS CALCULATED AS BOX OF OEM DOCUMENTED MAXIMUM POWER.
 2. CALCULATIONS FOR UE W/ NOKIA DO NOT NEED TO INCLUDE THE POWER FOR THE UE ANTENNA AS IT IS INCLUDED IN THE MAX POWER FIGURE. CALCULATIONS FOR UE W/ AIRSPAN MUST INCLUDE THE POWER FOR THE UE ANTENNA AS IT IS NOT INCLUDED IN THE MAX POWER FIGURE.
 3. KVA IS CALCULATED FROM THE CONSUMPTION VALUE ASSUMING A PF=1. MAXIMUM POWER WAS USED FOR KVA. WHERE MAXIMUM POWER WAS NOTED BY THE OEM THE NOTED POWER WAS USED. WHERE MAXIMUM POWER WAS NOTED BY THE OEM MAXIMUM POWER WAS CALCULATED BY INCREASING AMPERAGE/NOMINAL POWER BY A FACTOR OF 50%.

Altman Scenario 2 Altman 1000 High Power Radio and UE Equipment

Unit	Altman 1000 High Power Radio	UE Equipment	Max Power (W)	Max Power (W)	Max Power (W)
Altman 1000 High Power Radio	4000	LTE Base Station	540	4.50	0.54
Altman 1000 High Power Radio	4000	UE Relay	N/A	N/A	N/A
Total			540	4.50	0.54

LOAD CALCULATIONS

SCALE: NOT TO SCALE

3

mobile

PROJECT NO. 0000000000

DRAWN BY: NC

CHECKED BY: S.S.

DATE: 07-02-11

BY: KJN

DATE: 07-02-11

BY: KJN

DATE: 07-22-11

BY: KJN

KB DESIGN GROUP, LLC

Stephen A. Bray

PROFESSIONAL ENGINEER



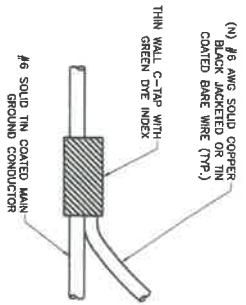
**NOT FOR
CONSTRUCTION**

BS300X3824G
SALEM, MA 01870
EXISTING 35'-0" WOOD POLE

SHEET TITLE
ELECTRICAL DETAILS

SHEET NUMBER
E-1

NOTE:
CONTRACTOR TO SURROUND COMPLETED
CONNECTION WITH AN INSULATING JOINT
TO ENSURE WEATHER PROOF CONNECTION



C-TAP DETAIL

SCALE: NOT TO SCALE

1

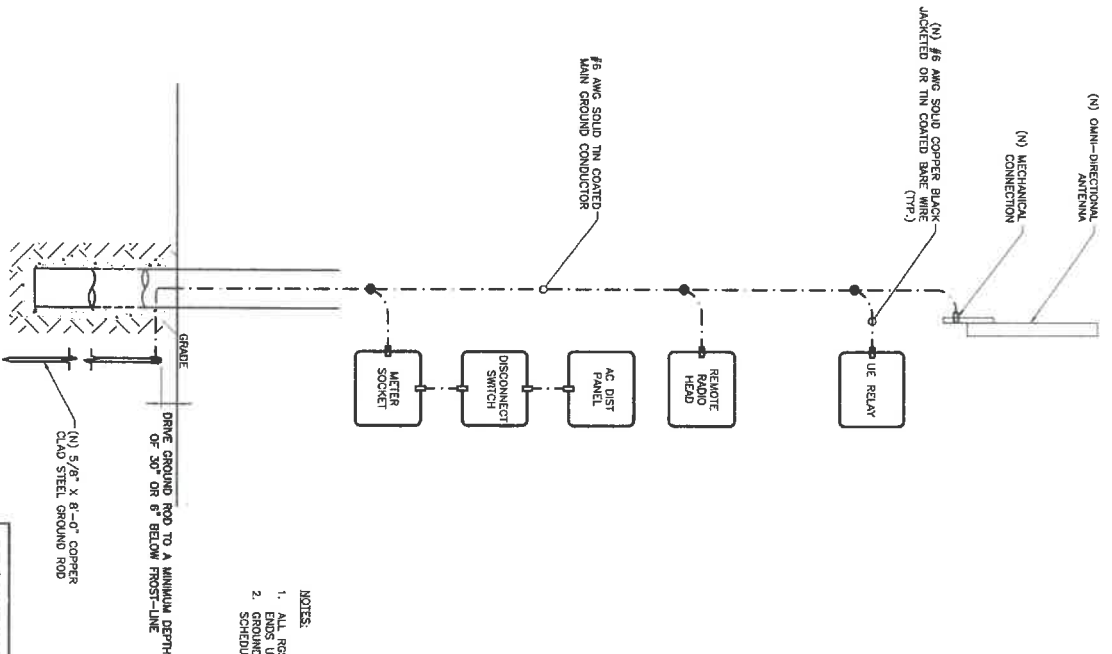


NOTE:
ERCO EXTERNUM 'WELD TYPES' SHOWN HERE ARE EXAMPLES.
CONSULT WITH PROJECT MANAGER FOR SPECIFIC WELDS TO BE
USED FOR THIS PROJECT.

WELD CONNECTION DETAILS

SCALE: NOT TO SCALE

2



NOTES:
1. ALL RODS TO BE GROUNDED AT BOTH
ENDS USING GROUNDING BUSINGS.
2. EXISTING GROUND WIRE TO BE RUN IN 1/2
SCHEDULE 40 PVC.

NOTE:
GROUNDING RISER FOR PARABOLIC
ANTENNA. CONTRACTOR TO USE ELEVATION DRAWING
FOR EQUIPMENT AND ANTENNA LOCATIONS.

LEGEND
■ CABLED CONNECTION
□ MECHANICAL CONNECTION
● COMPRESSION CONNECTION

GROUNDING RISER DIAGRAM

SCALE: NOT TO SCALE

3

mobile

PROJECT NO: 0000000000
DRAWN BY: NC
CHECKED BY: SJS

C 02-0-1/2 REGION
B 02-0-1/2 REGION
A 02-0-1/2 REGION

KMB DESIGN GROUP, LLC
Stephen A. Bray
PROFESSIONAL ENGINEER



MA LICENSE #11400
NOT FOR CONSTRUCTION

NOT FOR
CONSTRUCTION

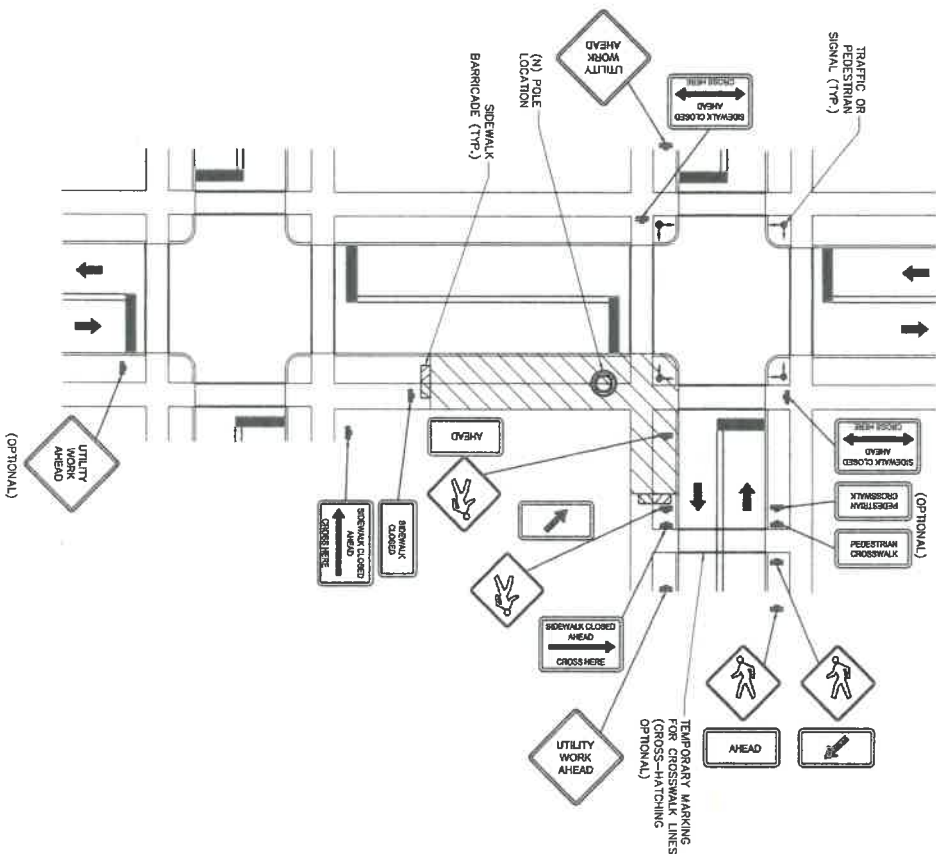
BS900X3924G
SALEM, MA 01970
EXISTING 35'-0" WOOD POLE

SHEET TITLE
GROUNDING DETAILS

SHEET NUMBER
G-1

TRAFFIC CONTROL GENERAL NOTES

1. ALL TEMPORARY TRAFFIC CONTROL, SIGNAGE, LAYOUTS AND PROCEDURES SHALL COMPLY WITH LOCAL OR UNIFORM TRAFFIC CONTROL DEVICES (MUTCD), LATEST EDITION, WHICHEVER IS MORE STRINGENT.
2. PRIOR TO ANY ROAD CONSTRUCTION, TRAFFIC CONTROL SIGNS AND DEVICES SHALL BE IN PLACE.
3. TRAFFIC CONTROL DEVICES FOR LANE CLOSURES INCLUDING SIGNS, CONES, BARRICADES, ETC. SHALL BE PLACED AS SHOWN ON PLANS. SIGNS SHALL NOT BE PLACED WITHOUT ACTUAL LANE CLOSURES AND SHALL BE IMMEDIATELY REMOVED UPON REMOVAL OF THE CLOSURES.
4. SELECTION, PLACEMENT, MAINTENANCE, AND PROTECTION OF TRAFFIC, PEDESTRIANS, AND WORKERS SHALL BE IN ACCORDANCE WITH THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) - PART V REQUIREMENTS UNLESS OTHERWISE NOTED IN THE PLANS AND SPECIFICATIONS, AND SHALL BE APPROVED BY THE APPROPRIATE HIGHWAY AUTHORITY HAVING JURISDICTION.
5. ADVANCE WARNING SIGNS, DISTANCES, AND TAPER LENGTHS MAY BE EXTENDED TO ADJUST FOR REDUCED VISIBILITY DUE TO HORIZONTAL AND VERTICAL CURVATURE OF THE ROADWAY AND FOR ACTUAL TRAFFIC SPEEDS IF IN EXCESS OF POSTED SPEED LIMITS.
6. TAPERS SHALL BE LOCATED TO MAXIMIZE THE VISIBILITY OF THEIR TOTAL LENGTH.
7. (C) TRAFFIC SIGNAL SYSTEMS SHALL BE BAGED OR COVERED. (E) TRAFFIC SIGNAL SYSTEMS SHALL BE BAGED OR COVERED.
8. ALL (E) ROAD SIGNS, PAVEMENT MARKINGS AND/OR FLOWABLE MATERIALS SHALL BE RESTORED TO ORIGINAL CONDITION AFTER COMPLETION OF WORK. PRE-CONSTRUCTION CONDITION AFTER COMPLETION OF WORK.
9. CONTRACTOR SHALL CONTACT LOCAL AUTHORITY HAVING HIGHWAY JURISDICTION AND PROVIDE ADDITIONAL "FLAGMEN" OR POLICE SUPERVISION, IF REQUIRED.
10. ALL EXCAVATED AREAS WITHIN OR ADJACENT TO THE ROADWAY SHALL BE BACKFILLED AND PLACED ON A MINIMUM 6% SLOPE PRIOR TO END OF EACH WORK DAY. OTHER EXCAVATED AREAS SHALL BE BACKFILLED AND PLACED ON A MINIMUM 6% SLOPE PRIOR TO END OF EACH WORK DAY. OTHER EXCAVATED AREAS SHALL BE BACKFILLED AND PLACED ON A MINIMUM 6% SLOPE PRIOR TO END OF EACH WORK DAY. OTHER EXCAVATED AREAS SHALL BE BACKFILLED AND PLACED ON A MINIMUM 6% SLOPE PRIOR TO END OF EACH WORK DAY.
11. WHERE DICTATED BY LOCAL CONDITIONS, THE CONTRACTOR SHALL MAKE PROVISIONS FOR MAINTAINING PEDESTRIAN AND WORKER CROSSING LOCATIONS IN ACCORDANCE WITH ALL APPLICABLE CODES AND OSHA REQUIREMENTS.
12. CONSTRUCTION ZONE SPEED LIMIT IF REDUCED FROM POSTED LIMITS SHALL BE IN ACCORDANCE WITH MUTCD AND WILL BE DETERMINED BY THE AUTHORITY HAVING JURISDICTION.
13. THERE SHALL BE NO WORKERS, EQUIPMENT, OR OTHER VEHICLES IN THE BUFFER SPACE OR THE ROLL AHEAD SPACE.
14. DRIVEWAYS AND/OR SIDE STREETS ENTERING THE ROADWAY AFTER THE FIRST ADVANCE WARNING SIGN SHALL BE PROVIDED WITH AT LEAST ONE W20-1 SIGN (ROAD WORK AHEAD) AS A MINIMUM.
15. CONES MAY BE SUBSTITUTED FOR DRUMS AND INSTALLED UPON THE APPROVAL OF THE AUTHORITY HAVING JURISDICTION PROVIDED THEY COMPLY WITH MUTCD.
16. THE SPACING BETWEEN CONES, TUBULAR MARKERS, VERTICAL PANELS, DRUMS, AND BARRICADES SHOULD NOT EXCEED A DISTANCE IN FEET EQUAL TO THE POSTED SPEED LIMIT IN MPH. THE SPACING BETWEEN CHANNELIZATIONS, AND A DISTANCE IN FEET EQUAL TO 2.0 TIMES THE SPEED LIMIT IN MPH WHEN USED FOR TANGENT CHANNELIZATION.
17. WHEN CHANNELIZATION DEVICES HAVE THE POTENTIAL OF LEADING VEHICULAR TRAFFIC OUT OF THE INTENDED VEHICULAR TRAFFIC SPACE, THE CHANNELIZATION DEVICES SHOULD BE EXTENDED A DISTANCE IN FEET OF 2.0 TIMES THE SPEED LIMIT IN MPH BEYOND THE DOWNSTREAM END OF THE TRANSITION AREA.
18. TAPER LENGTHS ARE CALCULATED AS FOLLOWS:
 $L = WS^2/60$ (40 MPH AND HIGHER) OR $L = WS$ (OVER 40 MPH),
 WHERE W = OFFSET WIDTH (FT), S = TRAFFIC SPEED (MPH).



TYPICAL PEDESTRIAN / WORKER SAFETY PLAN

1

TC-2

PROJECT TITLE
PEDESTRIAN TRAFFIC
CONTROL PLAN

BS80X6924G
SALLEN, MA 01970
EXISTING 36" WOOD POLE

NOT FOR
CONSTRUCTION

MA LICENSE #7770
SEAL OF THE STATE OF MASSACHUSETTS
REGISTERED PROFESSIONAL ENGINEER
STEPHEN A. BRAY
KMB DESIGN GROUP, LLC
PROFESSIONAL ENGINEER

DESIGNED BY:	REVISION
CHECKED BY:	REVISION
DATE:	FOR DEBIT REVIEW

PROJECT NO:	WAB000070
DATE:	06-21-17
CHECKED BY:	06-21-17

PROJECT NO:	WAB000070
DATE:	06-21-17
CHECKED BY:	06-21-17

mobilitie

1. ALL WORK SHALL CONFORM TO THE REQUIREMENTS OF THE LOCAL BUILDING CODE, THE LATEST ADOPTED EDITION AND ALL OTHER APPLICABLE CODES AND ORDINANCES.

14. CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING THEIR WORK WITH THE WORK OF OTHERS AS IT MAY RELATE TO RADIO EQUIPMENT, ANTENNAS AND ANY OTHER PORTIONS OF THE WORK.

- ELECTRICAL NOTES:

1. ELECTRICAL CONTRACTOR SHALL SUPPLY AND INSTALL ANY/ALL ELECTRICAL WORK INDICATED. ANY/ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH/ADHERENCE TO ANY/ALL APPLICABLE SPECIFICATIONS. IF ANY PROBLEMS ARE ENCOUNTERED BY COMPLYING WITH THESE REQUIREMENTS, CONTRACTOR SHALL NOTIFY MOBILE/TE CM AS SOON AS POSSIBLE. AFTER THE DISCOVERY OF THE PROBLEMS, CM SHALL NOT PROCEED WITH THAT PORTION OF WORK, UNTIL THE MOBILE/TE CM HAS DIRECTED THE CORRECTIVE ACTIONS TO BE TAKEN.

12. ALL WORK SHALL BE COORDINATED WITH OTHER TRADES TO AVOID INTERFERENCE WITH THE PROGRESS OF CONSTRUCTION.

SALEM, MA 01970
EXISTING 35'-0" WOOD POLE

SHEET TITLE

GENERAL NOTES

SHEET NUMBER
GN-1

KMB DESIGN GROUP, LLC
Stephen A. Bray
PROFESSIONAL ENGINEER

710107
MA LICENSE: 4770
IT IS A VIOLATION OF THE LAW FOR ANY
PERSON QUERIES HERE ARE ACTING UNDER THE
ORDER, TO ALERT THIS OCCUPANT.

C	07-10-17	REYNOLSON
B	03-24-17	REYNOLSON
A	09-22-16	FOR CLIENT REVIEW

PROJECT NO:	990000000000
DRAWN BY:	RC
CHECKED BY:	SAB

<p>  </p>	<p>  </p>
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1000

1. THE CORRECTION OF ANY DEFECTS SHALL BE COMPLETED BY THE CONTRACTOR WITHOUT ANY ADDITIONAL CHARGE AND SHALL INCLUDE THE REPLACEMENT OR THE REPAIR OF ANY OTHER PHASE OF THE INSTALLATION, WHICH MAY HAVE BEEN DAMAGED THEREIN.

2. CONTRACTOR SHALL PROVIDE AND INSTALL CONDUIT, CONDUCTORS, PULL WIRES, BOXES, COVER PLATES AND DEVICES FOR ALL OUTLETS AS INDICATED.
3. DITCHING AND BACK FILL: CONTRACTOR SHALL PROVIDE FOR ALL UNDERGROUND INSTALLED CONDUIT AND/OR CABLES INCLUDING EXCAVATION AND BACKFILLING AND BACKFILLING. REFER TO NOTES AND REQUIREMENTS, EXCAVATION, AND BACKFILLING.
4. MATERIALS, PRODUCTS AND EQUIPMENT INCLUDING ALL COMPONENTS THEREOF SHALL MEET OR EXCEED THE REQUIREMENTS OF THE NEC, NEMA AND IEEE.
5. CONTRACTOR SHALL SUBMIT SHOP DRAWINGS OR MANUFACTURER'S CUTTING SHEETS, INCLUDING ALL ELECTRICAL AND ALL OTHER ELECTRICAL ITEMS FOR APPROVAL BY THE MOBILE CM PRIOR TO INSTALLATION.
6. ANY CUTTING OR PATCHING DEEMED NECESSARY FOR ELECTRICAL WORK IS THE ELECTRICAL CONTRACTOR'S RESPONSIBILITY AND SHALL BE INCLUDED IN THE COST FOR WORK AND REPAIRS TO THE SATISFACTION OF THE MOBILE CM UPON FINAL ACCEPTANCE.
7. THE ELECTRICAL CONTRACTOR SHALL LABEL ALL PANELS WITH ONLY TYPEWRITTEN DIRECTIONS. ALL ELECTRICAL WIRING SHALL BE THE RESPONSIBILITY OF THE ELECTRICAL CONTRACTOR.
8. DISCONNECT SWITCHES SHALL BE UL-RATED, H.P. RATED HEAVY-DUTY, QUICK-BREAK AND QUICK-BREAK EXCITERS, AS REQUIRED BY EXPOSURE TYPE.
9. ALL CONNECTIONS SHALL BE MADE WITH A PROTECTIVE COATING OF AN ANTI-OXIDE COMPOUND KNOWN AS NO-OXIDE OR BY THERMOPLASTIC CHEMICAL CO. OR EQUIVALENT. ALL ELECTRICAL CONNECTIONS SHALL BE MADE WITHOUT INCLUDING GROUND BARS, SHALL BE TREATED - NO SUBSTITUTIONS.
10. REBARWAYS, CONDUIT SHALL BE SCHEDULE 40 PVC LETTING OR EXCEEDING NEMA ITC - 1190. CONTRACTOR SHALL PULL AND CAP EACH END OF SPARE AND EMPTY CONDUITS AND PROVIDE TWO SEPARATE PULL STRINGS - 200 LBS TEST POLYETHYLENE CORD. ALL CONDUIT BENDS SHALL BE A MINIMUM OF 2 FT. BENDS SHALL BE 90 DEGREE. ALL CONDUIT SHALL BE 1/2" MINIMUM THICKNESS STEEL. ALL FITTINGS SHALL BE SUITABLE FOR USE WITH THREADED RIGID CONDUIT. COAT ALL THREADS WITH WHITE ZINC OR "COLD GALV".
11. SUPPORT OF ALL ELECTRICAL WORK SHALL BE AS REQUIRED BY NEC.
12. CONDUCTORS: CONTRACTOR SHALL USE 95% CONDUCTIVITY COPPER WITH TYPE SOLID CONDUCTORS FOR WIRE UP TO AND INCLUDING NO. 6 AWG. USE STRANDED CONDUCTORS FOR WIRE ABOVE NO. 6 AWG.
13. CONNECTIONS FOR POWER CONDUCTORS: CONTRACTOR SHALL USE PRESSURE TIGHT INSULATED TWIST-ON CONNECTIONS FOR NO. 10 AWG AND SMALLER. USE SOLDERLESS MECHANICAL TERMINAL LUGS FOR NO. 8 AWG AND LARGER.
14. SERVICE, AS SPECIFIED ON THE DRAWINGS, OWNER OR OWNER'S AGENT WILL APPLY FOR POWER. ALL PROVISIONS FOR TEMPORARY POWER WILL BE OBTAINED BY THE CONTRACTOR.
15. TELEPHONE OR FIBER SERVICE: CONTRACTOR SHALL PROVIDE EMPTY CONDUITS WITH PULL STRINGS AS INDICATED ON DRAWINGS.
16. ELECTRICAL AND TELCO/FIBER REBARWAYS TO BE BURIED A MINIMUM DEPTH OF 30". UNLESS OTHERWISE NOTED.
17. CONTRACTOR SHALL PLACE 6" WIDE DETECTABLE WARNING TAPE AT A DEPTH OF 6" BELOW GROUND AND DIRECTLY ABOVE ELECTRICAL AND TELCO SERVICE CONDUITS, CAUTIONS TAPE TO READ "CAUTION BURIED ELECTRIC OR BURIED TELCO".
18. ALL BOLTS SHALL BE 3-16 STAINLESS STEEL.

1. ALL HARDWARE SHALL BE 3-16 STAINLESS STEEL, INCLUDING LOCK WASHERS, COAT ALL SURFACES WITH AN ANTI-OXIDANT COMPOUND, AS SPECIFIED, BEFORE MATING. ALL HARDWARE SHALL BE STAINLESS STEEL 3/8 INCH DIAMETER OR SIZED TO MATCH COMPONENTS OR LOG SIZE.

2. FOR GROUND BOND TO STEEL ONLY: INSERT A GALUMULUM FLAT WASHER BETWEEN LUG AND STEEL COAT ALL SURFACES WITH AN ANTI-OXIDANT COMPOUND BEFORE WELDING.
 3. ALL STEEL CONDUIT SHALL BE BONDED AT BOTH ENDS WITH GROUNDING BRUSHING.
 4. ALL ELECTRICAL AND GROUNDING AT THE POLE SITE SHALL COMPLY WITH THE FOLLOWING: (NATIONAL ELECTRICAL SAFETY FOUNDATION, NATIONAL PROTECTION ASSOCIATION (NPPA) 780 (LATEST EDITION), AND MANUFACTURER.
 5. ALL DETAILS ARE SHOWN IN GENERAL TERMS. ACTUAL GROUNDING INSTALLATION AND CONSTRUCTION MAY VARY DUE TO SITE SPECIFIC CONDITIONS.
 6. GROUND ALL ANTENNA BASES, FLAMES, CABLE RUNS, AND OTHER METALLIC COMPONENTS USING #6 GROUNDING WIRE. FOLLOW ANTENNA AND BTS MANUFACTURER'S PRACTICES FOR GROUNDING REQUIREMENTS.
 7. ALL GROUND CONNECTIONS SHALL BE #6 AWG, UNLESS OTHERWISE NOTED. USE SOLID COPPER, BLACK JACKETED WIRE ON NON WOOD POLES. BLACK WIRE AND SOLID THINNED COPPER, BARE (NO JACKET) WIRE ON WOOD POLES. BLACK WIRE WILL USE A SINGLE STRIPE OF GREEN ELECTRICAL TAPE WITHING 12" OF THE CONNECTION POINTS TO IDENTIFY AS GROUNDING WIRE.
 8. NOTIFY ARCHITECT/ENGINEER IF THERE ARE ANY DIFFICULTIES INSTALLING GROUNDING SYSTEM DUE TO SITE SOIL CONDITIONS.
 9. ALL HORIZONTALY RUN GROUNDING CONDUCTORS SHALL BE INSTALLED A MINIMUM OF 30" BELOW GRADE, & 6" BELOW FROST-LINE IN TREKCH UNLESS OTHERWISE NOTED. BLACK FILL SHALL BE COMPACTED AS REQUIRED BY ARCHITECT/DRAINER.
 10. ALL GROUND CONDUCTORS SHALL BE RUN AS STRAIGHT AND SHORT AS POSSIBLE, WITH A MINIMUM 12' BENDING RADIUS NOT LESS THAN 90 DEGREES.
 11. ACCEPTABLE CONNECTIONS FOR GROUNDING SYSTEM SHALL BE:
 - A. BURIED, HY-GRADE U.L. LISTED CONNECTORS FOR OUTDOOR USE OR AS APPROVED BY APPLICANT PROJECT MANAGER.
 - B. COLDWELDED, EXOTHERMIC WELDS (WELDED CONNECTIONS).
 - C. ONE (1) OR (2) HOLES TINED COPPER COMPRESSION (LONG BARREL) FITTINGS.
 12. ALL CRIMPED CONNECTIONS SHALL HAVE EMBOSSED MANUFACTURER'S DIE MARK VISIBLE AT THE CRIMP (RESULTING FROM USE OF PROPER CRIMPING DEVICES) AND WEATHER-PROOFED WITH HEAT SHRINK.
 13. ALL CONNECTION HARDWARE SHALL BE TYPE 3-16 STAINLESS STEEL, (NOT ATTRACTED TO MAGNETS).
 14. ELECTRICAL SERVICE EQUIPMENT GROUNDING SHALL COMPLY WITH NEC, ARTICLE 250-82 AND SHALL BOND ALL (E) AND NEW GROUNDING ELECTRODES. NEW GROUNDING ELECTRODE SHALL INCLUDE BUT NOT LIMITED TO GROUND RODS.
- TESTING AND EQUIPMENT LUGS JOINT REQUIREMENTS:
1. IF CABLE, DATA CABLE, RADIO EQUIPMENT AND BACK HAUL EQUIPMENT TESTINGS WILL COMPLY WITH CURRENT INDUSTRY STANDARDS AND OR THOSE STANDARDS OF THE EQUIPMENT MANUFACTURER OR PROVIDED TO THE CONTRACTOR PRIOR TO TESTING.
 2. CONTRACTOR WILL USE THE APPROPRIATE CALIBRATED TESTING EQUIPMENT IN ACCORDANCE WITH THE CURRENT INDUSTRY STANDARDS AND OR THOSE STANDARDS OF THE EQUIPMENT MANUFACTURER OR THOSE STANDARDS PROVIDED TO THE CONTRACTOR PRIOR TO TESTING.

1. DO NOT EXCAVATE OR DISTURB BEYOND THE PROPERTY LINES OR LEASE LINES UNLESS OTHERWISE NOTED.

2. SIZE, LOCATION AND TYPE OF ANY UNDERGROUND UTILITIES OR IMPROVEMENTS SHALL BE ACQUIRED, NOTED AND PLACED ON AS-BUILT DRAWINGS BY GENERAL CONTRACTOR AND ISSUED TO ARCHITECT/ENGINEER AT COMPLETION OF PROJECT.
3. ALL (E) UTILITIES, FACILITIES, CONDITIONS AND THEIR DIMENSIONS SHOWN ON ALL PLANS SHALL BE VERIFIABLE RECORDS TO THE SUFFICIENCY OF THE OWNER. EACH RESPONSIBILITY SHALL BE VERIFIABLE RECORD TO THE SUFFICIENCY OF THE OWNER. ACCURACY OF THE INFORMATION SHOWN ON PLANS OR THE MANNER OF THEIR REMOVAL OR ADJUSTMENT, CONTRACTOR SHALL BE RESPONSIBLE FOR DETERMINING EXACT LOCATION OF ALL (E) UTILITIES AND FACILITIES PRIOR TO REMOVAL OR ADJUSTMENT. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING COMPLETED RECORDS OF ALL UTILITIES AND FACILITIES PRIOR TO WORKING ON ANY DETAIL INFORMATION RELATIVE TO WORKING SCHEDULES AND METHODS OF REMOVING OR ADJUSTING (E) UTILITIES.
4. CONTRACTOR SHALL VERIFY ALL (E) UTILITIES BOTH HORIZONTALLY AND VERTICALLY PRIOR TO START OF CONSTRUCTION. ANY DISCREPANCIES OR DOUBTS AS TO THE INTERPRETATION OF PLANS SHALL BE IMMEDIATELY REPORTED TO THE ARCHITECT/ENGINEER OR MORTUARY ON FOR REGULATION AND INSTRUCTION, AND NO FURTHER WORK SHALL BE PERFORMED UNTIL THE DISCREPANCY IS RESOLVED. CONTRACTOR SHALL BE RESPONSIBLE FOR FAILURE TO SECURE SUCH INSTRUCTION. MEANS CONTRACTOR SHALL HAVE WORKMEN AT THEIR OWN RISK AND EXPENSE. CONTRACTOR SHALL CALL LOCAL UTILITY LOCATE HOT LINE, SUCH AS 811, FOR UTILITY LOCATIONS A MINIMUM OF 48 HOURS PRIOR TO START OF CONSTRUCTION.
5. ALL NEW AND (E) UTILITY STRUCTURES ON SITE AND IN AREAS TO BE DISTURBED BY CONSTRUCTION SHALL BE ADJUSTED TO FINISH ELEVATIONS PROVIDED ON PLANS. CONTRACTOR SHALL BE RESPONSIBLE FOR ADJUSTING (E) STRUCTURES SHALL BE BORNE SOLELY BY THE CONTRACTOR.
6. GRADING OF THE SITE WORK AREA IS TO BE SMOOTH AND CONTINUOUS IN SLOPE AND IS TO FEATHER INTO (E) GRADES AT THE GRADING LIMITS.
7. ALL TERRACE EXCAVATIONS, SEE THE INSTALLATION OF GUARDRAILS, UTILITIES, ETC. SHALL BE DONE IN ACCORDANCE WITH THE FOLLOWING RECOMMENDATIONS WITH CORRECT OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) REQUIREMENTS.

PROJECT NO:	BRIDGE 0001780	
DRAWN BY:	RC	
CHECKED BY:	SJB	
C	07-10-17	REVISION
B	03-24-17	REVISION
A	09-27-16	FOR CLIENT REVIEW

KIMB DESIGN GROUP, LLC
Stephen A. Bray
PROFESSIONAL ENGINEER

MA LICENSE #7770

IT IS A VIOLATION OF THE LAW FOR ANY PERSON, FIRM OR ENTITY THAT ARE WITHIN UNDER THE JURISDICTION OF THE BOARD OF ENGINEERS, TO ALTER THIS DOCUMENT.

7/19/17

MASSACHUSETTS
BOARD OF ENGINEERS
REGISTERED PROFESSIONAL ENGINEER
No. 7770
STEPHEN J. ADAMS
7/19/17

NOT FOR
CONSTRUCTION

B390X892AG
SALEM, MA 01970
EXISTING 35'-0" WOOD POLE

SHEET TITLE

GENERAL NOTES

SHEET NUMBER
GN-2

10. RIP RAP OF SIZES INDICATED SHALL CONSIST OF SOLID, TIGHT, SOUND, DURABLE, UNIFORM IN QUALITY STONE, FREE OF ANY DETRIMENTAL QUANTITY OF SOFT, FRIABLE, THIN, ELONGATED OR LAMINATED PIECES, DISINTEGRATED MATERIAL, ORGANIC MATTER, OIL, ALKALI, OR OTHER DELETERIOUS SUBSTANCES.

11. WHEN SUB GRADE OR PREPARED GROUND SURFACE HAS A DENSITY LESS THAN THAT REQUIRED FOR THE FILL MATERIAL, SCARIFY THE GROUND SURFACE TO THE REQUIRED DENSITY, PULVERIZE, MOISTURE-CONDITION AND/OR AERATE THE DEPTH REQUIRED, AND RECOMPACT TO THE REQUIRED DENSITY PRIOR TO PLACEMENT OF FILL.

ALL SUITABLE BORROW MATERIAL FOR BACK FILL OF THE SITE SHALL BE INCLUDED IN THE BID. EXCESS TOPSOIL AND UNSUITABLE MATERIAL SHALL BE DISPOSED OF OFF SITE AT LOCATIONS APPROVED BY GOVERNING AGENCIES AT NO ADDITIONAL COST TO THE CONTRACT.

SHEET NUMBER
GN-3



NORTH SHORE
PRIDE
BUILDING COMMUNITY WITH PRIDE



December 20, 2017

Salem City Council
93 Washington St.
Salem, MA 01970

Re: North Shore Pride Parade 2018

Dear Council,

On June 23, 2018 North Shore Pride will hold its 7th annual North Shore Pride Parade and Festival once again in Salem, MA. This letter is to alert you that on June 23, 2018 the North Shore Pride parade route will follow the same route as Salem's annual Halloween Parade Route. The route of the parade is as follows; Shetland Park to Congress St, left on to Derby St, right on to Central St, left on to Front St, right on to Washington, and right on to Essex st., Essex St to Washington Sq. West in to the Salem common. North Shore Pride has presented to the Parks and Recreation Commission for use of the Salem Common for the Festival on June 23, 2018, and we are scheduled to be on the agenda for the Licensing Board meeting on January 24, 2018. I have discussed and received approval of the route from Captain Kate Stephens of the Salem Police Department. Please feel free to contact me directly at (978) 808-5451 should you have any questions.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Hope Watt-Bucci', with a stylized flourish at the end.

Hope Watt-Bucci
President & Founder, North Shore Pride, Inc.

City of Salem

In the year Two Thousand and Seventeen

An Ordinance to amend the Ordinance relative to Zoning

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

Section 1. Section 8.2.2 Applicability of Section 8 - Entrance Corridor Overlay District is hereby amended by inserting the following phrase at the end of 8.2.2:

"with the exception of the provisions set forth in Section 8.2.8, in which the boundary of the overlay is the rear lot line."

Section 2. Sub-section 2 of Section 8.2.2 Applicability is hereby amended by inserting the following phrase at the beginning of sub-section 2:

"Except as set forth in Section 8.2.8,".

Section 3. Section 8 — Entrance Corridor Overlay District is hereby amended by adding the following:

"Section 8.2.8 Design Review Board Recommendation Design Oversight by the Design Review Board of the Salem Redevelopment Authority shall be provided as follows:

1. The Planning Board shall not take action on construction of nonresidential structure(s) or premises ten thousand (10,000) gross square feet or more until it has received a recommendation from the Design Review Board of the Salem Redevelopment Authority concerning the design of the project.
2. The Planning Board shall vote to determine whether construction of nonresidential structure(s) or premises between 2,000 and 9,999 square feet in nonresidential uses will be referred to the Design Review of the Salem Redevelopment Authority for a recommendation concerning the design of the project. If a simple majority of the Planning Board votes in favor of referring the project to the Design Review Board, then the Planning Board shall not take action until such recommendation has been received.
3. The Planning Board shall not take action on any residential structure containing six (6) or more residential dwelling units until it has received a recommendation from the Design Review Board of the Salem Redevelopment Authority concerning the design of the project."

Section 4. This Ordinance shall take effect as provided by City Charter.

In City Council September 14, 2017

Referred to the Planning Board to schedule a joint public hearing with the City Council
~~For a Public Hearing~~ held on November 15, 2017

Referred to the Planning Board for their recommendation

Joint public hearing held on November 15, 2017 and Advertised in the Salem News November 1, 2017 and November 8, 2017

Referred to the Planning Board for their recommendation

Planning Board Recommendation received December 7, 2017

Adopted by Council December 7, 2017

Adopted for first passage.

ATTEST:

CHERYL A. LAPOINTE
CITY CLERK

City of Salem

In the year Two Thousand and Seventeen

An Ordinance to amend the Ordinance relative to Zoning

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

Section 1. Section 3.2 of the City of Salem Zoning ordinance is hereby amended by adding the following new section:

“3.2.8 ACCESSORY LIVING AREAS. Accessory Living Areas shall be allowed by Special Permit as provided set forth in this section.

1. Purpose
 - 1.1 To provide older homeowners or other family members with a means of obtaining companionship, security, and services, thereby enabling them to remain in their homes and neighborhoods they might otherwise be forced to leave;
 - 1.2 To encourage the economic and energy efficient use of the city's housing supply while preserving the character of the city's single-family neighborhoods.
 - 1.3 To maximize privacy, dignity, and independent living among family members preserving domestic family bonds as well as to protect the stability, property values, and the single-family residential character of the neighborhood.
 - 1.4 To permit the owner of an existing, or a proposed, single family detached dwelling to construct one additional dwelling unit for occupancy by family members who have some dependency for special housing needs due to age, mental or physical health, personal care requirements or economic factors, or by paid or unpaid individuals, including but not limited to nurses, nurse's aids, homemakers, nannies or au pairs, who occupy the accessory living area to facilitate providing direct care to a family member of the owner that resides in the dwelling. Such a use is incidental and subordinate to the primary use of the dwelling as a single-family dwelling.
 - 1.5 A primary purpose of generating income from the additional dwelling unit is not permissible in the single-family zoning district; however, nothing shall prevent payments from the occupant to the owner.

2. Procedure

The Zoning Board of Appeal, as the Special Permit granting authority of the City of Salem, shall grant a Special Permit upon a finding by said Board that the purpose, procedure and requirements section 3.1 through and including 3.10 of this section have been fulfilled.

The Application for Special Permit shall:

- 2.1 Be signed by 100% of the record title ownership interest of a single family detached dwelling and shall include a copy of the deed to the applicant.
- 2.2 State the name and date of birth of all occupants of the main dwelling and separately identify the names and date of birth of the proposed occupants of the accessory living area and the family relationship between each owner and each proposed occupant.
- 2.3 State the factual basis upon which the aforesaid purpose has been fulfilled.
- 2.4 Include a floor plan of the accessory living area, the main dwelling where it is to be located and all elevations. All plans shall be drawn to scale and identify the existing structure and proposed modifications to create the accessory living area.

3. Requirements

After a special permit has been approved, the building inspector shall issue a building permit to create an accessory living area in any detached single-family dwelling if each of the following conditions and requirements is met:

- 3.1 The single family detached dwelling is located in the R1 District or is a non-conforming single-family residence use within any district.
- 3.2 At least one owner of the residence in which the accessory dwelling unit is created shall reside in one of the dwelling units as a principal place of residence.
- 3.4 One occupant of the accessory living area shall be a family member with one owner of the main dwelling unless the occupant shall provide personal care to a family member of at least one owner of the main dwelling or to an occupant of the family accessory living area. A family member shall include mother, father, stepmother, stepfather, mother-in-law, father-in-law, child, stepchild, son-in-law, daughter-in-law, brother, sister, stepbrother, stepsister, grandmother, grandfather, step-grandmother, step-grandfather, grandchild, step-grandchild, aunt, uncle, niece or nephew.
- 3.5 Not more than one (1) accessory living area shall be located upon a single lot.
- 3.6 Modifications of the exterior of the dwelling shall be completed in a manner that maintains the appearance of the dwelling as a single-family dwelling.
- 3.7 No separate entry to the accessory living area shall be permitted unless from existing entries, from within the main dwelling, from the back or from the side of the main dwelling.
- 3.8 The accessory living area shall not contain more than two bedrooms, and shall not contain in excess of eight hundred square feet, which may be exceeded by 5% due to peculiarities of the layout of the main dwelling.
- 3.9 The accessory living area must be capable of being discontinued as a separate dwelling unit without demolition of any structural component of the main dwelling.

- 3.10 There shall be interior access between the accessory living area and the main dwelling unit, which may be locked from either side.
- 3.11 Electricity, water and gas shall be provided by a single service to both the accessory living area and the main dwelling.
- 3.12 There shall be one mailing address of the property.
- 3.13 Compliance with any Zoning Board of Appeal conditions of the Special Permit including, but not limited to, on-site parking requirement.
- 3.14 The owner shall record the Special Permit at the registry of deeds and provide to the Zoning Board of Appeal the recorded title reference.
- 3.15 The owner shall promptly notify the Zoning Board of Appeal of any change in the use of the accessory living area.
- 3.16 No Building Permit shall be issued until the Special Permit shall be duly recorded.
- 3.17 There shall be no modification of the dwelling until a Building Permit has been issued.
- 3.18 The Building Permit shall be revoked upon determination by the Building Inspector that any condition imposed by the has not been fulfilled.
- 3.19 There shall be no occupancy of the accessory living area until the Building Inspector has issued a certificate of occupancy that the main dwelling and accessory living area shall be in compliance with all applicable health and building codes.
- 3.20 By filing the Application for Special Permit for an accessory unit, all owners consent to an inspection without a warrant upon reasonable notice by the Building Inspector to ensure compliance with all terms of this section and conditions imposed upon the grant of the Special Permit.

4. Termination

The Special Permit shall terminate immediately upon any of the following events:

- 4.1 Two years from the date of the grant of the Special Permit if a substantial use thereof has not commenced, or in the case of a permit for construction, if construction has not commenced within one year from the date of the grant of the Special Permit.
- 4.2 Any transfer of title to the premises, except a mortgage, creation of a real estate trust or life estate in which the beneficiary is the same owner shown on the original Special Permit.
- 4.3 Violation of any term or condition of the Special Permit that the owner fails to cure, upon two weeks written notice mailed to the applicant and to the occupants at the dwelling address by certified mail, return receipt requested.

5. Extension

5.1. An amnesty period is offered to those existing accessory living area dwelling units of one (1) year from the adoption of the accessory living area ordinance to acquire a Special Permit.

5.2 In the event an accessory living area dwelling unit becomes vacant, the unit may be maintained unoccupied awaiting occupancy of an eligible occupant so long as the unit is maintained in accordance with this ordinance and annually inspected.

6. Duty of Owner Upon Termination

6.1 The owner shall discontinue the use of the accessory living area as a separate dwelling unit.

6.2 The kitchen facilities of the accessory living area shall be removed unless determined to be incidental and subordinate as an accessory use of a single-family dwelling.

6.3 Any additional exterior entrance constructed to provide access to the accessory living area shall be permanently closed, unless the Building Inspector provides a waiver.

6.4 The owner shall permit an inspection by the Building Inspector without a warrant.

6.5 The owner shall record a Notice of Termination at the registry of deeds and deliver a copy with the recorded title reference to the Zoning Board of Appeal.

7. Monitoring, Inspection & Enforcement

The following methods are available to ensure continued compliance with these regulations set forth:

7.1 There shall be an annual inspection by the Building Inspector to ensure compliance with this ordinance. There shall be a seventy-five-dollar (\$75.00) fee for each inspection.

7.2 Upon the sale of the property, the new owner shall be required to file a new application with the Building Inspector. Upon filing, the Building Inspector shall conduct an inspection of the accessory unit for the purposes of verifying compliance.

7.3 If a complaint is filed with the Building Inspector, the Building Inspector shall inspect the accessory unit for purposes of determining whether there is a violation. If a violation exists, the owner shall apply to the Zoning Board of Appeals within 30 days from the receipt of the letter from the Building Inspector for a Special Permit for the continuation of the accessory unit. Failure to apply for the Special permit within 30 days shall result in the In-law unit being discontinued and the permit shall automatically lapse and be null and void.

7.4 Discontinued accessory units, whether by choice of the property owner or as a result of a violation, may be inspected by the Building Inspector by providing reasonable notice to

the property owner.

7.5 Violation of any provision of this bylaw shall be subject to a fine of one hundred dollars (\$100) for each offense, each day of violation to be considered a separate offense.

8. Severability

8.1 All the clauses of this ordinance are distinct and severable, and if any clause shall be deemed illegal, void, or unenforceable, it shall not affect the validity, legality, or enforceability of any other clause or portion of this bylaw.”

Section 2. Section 10.0-Definitions of the City of Salem Zoning Ordinance is hereby amended by adding the following new definition:

"Accessory Living Area: A housekeeping unit, with its own sleeping, cooking and sanitary facilities, located within a single family dwelling that is subordinate in size to the principal unit, separated from it in a manner which maintains the appearance of the building as a single family dwelling, and allowed by special permit pursuant to Section 3.2.8 of this Ordinance.”

Section 3. The City of Salem Zoning Ordinance Table of Principal and Accessory Uses within Section 3.0-Use Regulations is hereby amended by inserting the following within Section E.- Accessory Uses:

E. ACCESSORY USES	RC	R1	R2	R3	B1	B2	B4	B5	I	BPD
Accessory Living Area	N	BA	N	N	N	N	N	N	N	N

Section 4. This Ordinance shall take effect as provided by City Charter.

In City Council October 12, 2017

Referred to the Planning Board to schedule a joint public hearing with the City Council

Joint public hearing held on November 15, 2017

Referred to the Planning Board for their recommendation

Planning Board recommendation received December 7, 2017

In City Council December 7, 2017

Adopted for first passage

ATTEST:

CHERYL A. LAPOINTE
CITY CLERK

City of Salem

In the year two thousand and Seventeen

An Ordinance To amend an Ordinance relative to Traffic

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

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

Repeal Nursery Street, in front of #11, for a distance of twenty (20) feet, Handicap Parking only, Tow Zone. (6/22/2017)

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

In City Council December 7, 2017
Adopted for first passage

ATTEST:

CHERYL A. LAPOINTE
CITY CLERK

City of Salem

In the year two thousand and Seventeen

An Ordinance

To amend an Ordinance relative to Traffic

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

Section 1.

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

Forrester Street, in front of #2 Forrester Street, for a distance of twenty (20) feet, Handicap Parking Tow Zone.

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

In City Council December 7, 2017
Adopted for first passage

ATTEST:

CHERYL A. LAPOINTE
CITY CLERK

City of Salem

In the year two thousand and Seventeen

An Ordinance To amend an Ordinance relative to Traffic

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

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

Barton Street, in front of #13 ½ Barton Street, for a distance of twenty (20) feet, Handicap Parking only, Tow Zone.

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

In City Council December 7, 2017
Adopted for first passage

ATTEST:

CHERYL A. LAPOINTE
CITY CLERK

City of Salem

In the year two thousand and Seventeen

An Ordinance To amend an Ordinance relative to Traffic

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

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

Laurel Street, northerly side starting at a point twenty (20) feet west of Hazel Street, and continuing in a westerly direction for a distance of twenty (20) feet, Handicap Parking only, Tow Zone.

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

In City Council December 7, 2017
Adopted for first passage

ATTEST:

CHERYL A. LAPOINTE
CITY CLERK

City of Salem

In the year two thousand and Seventeen

An Ordinance To amend an Ordinance relative to Traffic

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

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

Laurel Street, in front of #19 ½ Laurel Street, for a distance of twenty (20) feet, Handicap Parking only Tow Zone.

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

In City Council December 7, 2017
Adopted for first passage

ATTEST:

CHERYL A. LAPOINTE
CITY CLERK

City of Salem

In the year two thousand and Seventeen

An Ordinance To amend an Ordinance relative to Traffic

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

Section 1. Chapter 42, Section 13 – “Service Zones”

Lafayette Street, in front of #163 Lafayette Street, Levesque Funeral Home, No Parking Service Zone, 8:00 A.M. to 8:00 P.M. Funeral service vehicles only.

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

In City Council December 7, 2017
Adopted for first passage

ATTEST:

CHERYL A. LAPOINTE
CITY CLERK