

Maureen Fisher

From: Dan Klasnick <dklasnick@dkt-legal.com>
Sent: Thursday, July 8, 2021 2:52 PM
To: Maureen Fisher; Ilene Simons; Victoria Caldwell
Subject: RE: Small Cell Installation - 234 Bridge Street

Hi Maureen,

Good Afternoon. Due to the continuing efforts to accommodate the request of the Design Review Board to evaluate the suitability and availability of the traffic light stanchions on Bridge Street, it was necessary to further continue the DRB review until the scheduled July 28, 2021 meeting.

Because the City Council had previously voted to continue the grant of location petition for the small cell until Verizon Wireless completes the Salem Redevelopment Authority permitting process, it will be necessary to request a further continuance. Verizon Wireless respectfully requests a further continuance until the City Council's Meeting on **September 9, 2021**

I would appreciate confirmation of receipt and that this email request is sufficient documentation of Verizon Wireless' request to further continue consideration of the petition for the small cell installation on the replacement light post.

Have a great summer!

Thanks, Dan

Daniel D. Klasnick, Esq.

Duval & Klasnick LLC

Counselors at Law

dklasnick@dkt-legal.com

Direct Dial: (781) 873-0021

Mobile: (774) 249-2814

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Our Expertise. Your Future. Succeeding Together.®

Salem

ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS

To the City Council - Salem, Massachusetts

Notice having been given and public hearing held, as provided by law,
IT IS HEREBY ORDERED:

that Massachusetts Electric Company d/b/a National Grid and VERIZON NEW ENGLAND INC. (formerly known as NEW ENGLAND TELEPHONE AND TELEGRAPH COMPANY) be and they are hereby granted joint or identical locations for and permission to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said Companies may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said Companies dated the 7th day of June, 2021.

All construction under this order shall be in accordance with the following conditions:

Poles shall be of sound timber, and reasonable straight, and shall be set substantially at the points indicated upon the plan marked – Forrester St - Salem – Massachusetts. WR # 30380771.

June 7, 2021. Filed with this order

There may be attached to said poles by Massachusetts Electric Company d/b/a National Grid and Verizon New England Inc. such wires, cables, and fixtures as needed in their business and all of said wires and cables shall be placed at a height of not less than twenty (20) feet from the ground.

The following are the public ways or part of ways along which the poles above referred to may be erected, and the number of poles which may be erected thereon under this order:

Forrester St- National Grid to relocate 1 JO Pole on Forrester St beginning at a point approximately 400 feet NNE of the centerline of the intersection of Washington Square East and continuing approximately 15 feet in a SSW direction. Relocate P3826, 15 ft from existing location on Forrester St.

Also for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

I hereby certify that the foregoing order was adopted at a meeting of the
of the City/Town of _____, Massachusetts held on the _____ day of _____ 20__ .

Massachusetts

City/Town Clerk.

20__ .

Received and entered in the records of location orders of the City/Town of

Book

Page

Attest:
City/Town Clerk

I hereby certify that on _____ 20____, at _____ o'clock, M
at _____ a public hearing was held on the petition of
Massachusetts Electric Company d/b/a National Grid and VERIZON NEW ENGLAND, INC.

for permission to erect the poles, wires, and fixtures described in the order herewith recorded, and that we mailed at least seven days before said hearing a written notice of the time and place of said hearing to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which the Company is permitted to erect poles, wires, and fixtures under said order. And that thereupon said order was duly adopted.

City/Town Clerk.

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Board or Council of Town or City, Massachusetts

CERTIFICATE

I hereby certify that the foregoing is a true copy of the location order and certificate of hearing with notice adopted by the _____ of the City of Massachusetts, on the _____ day of _____ 20____, and recorded with the records of location orders of the said City, Book _____, Page _____. This certified copy is made under the provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest:
City/Town Clerk

NG-RFD

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Massachusetts City/Town Clerk.
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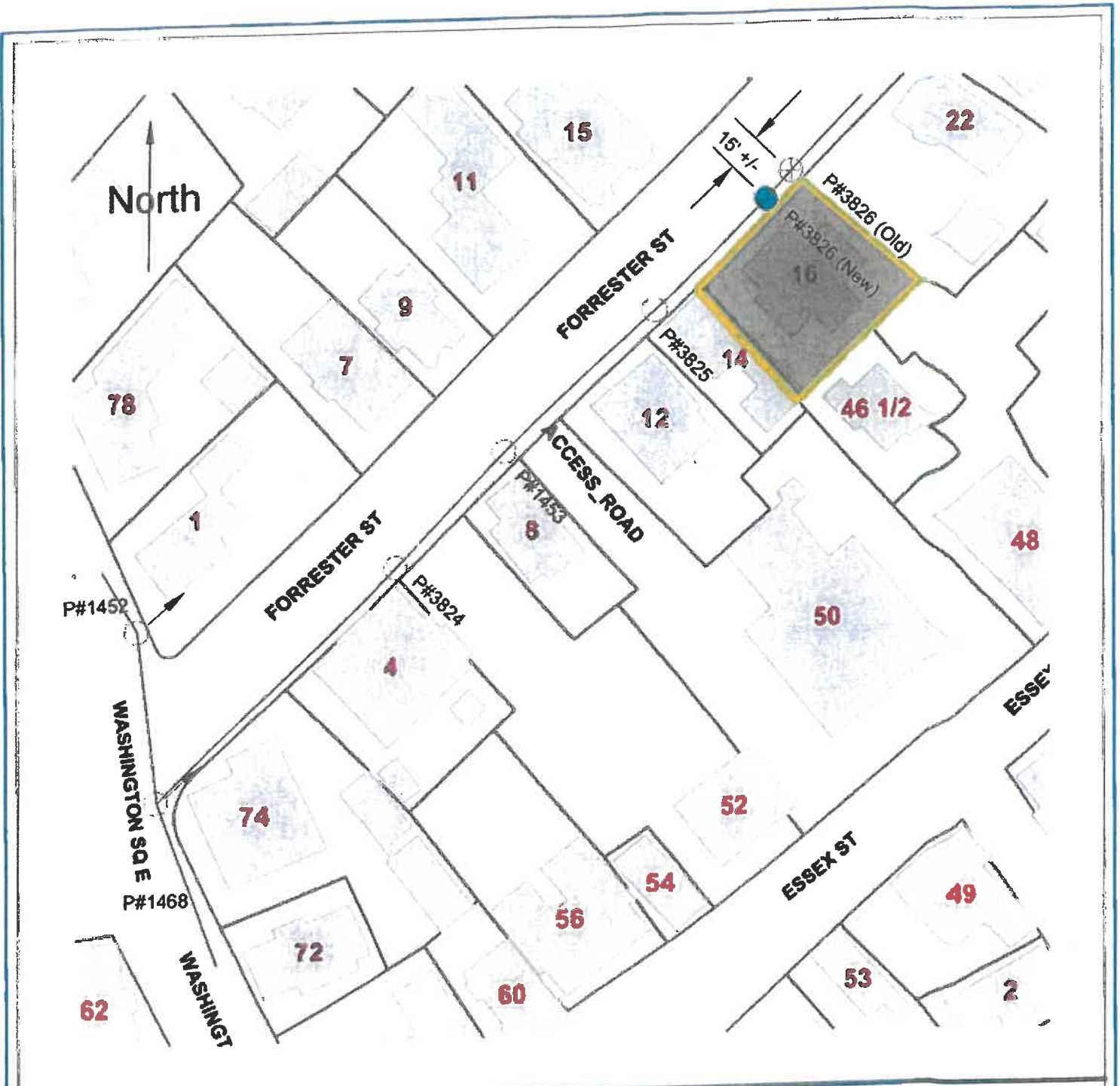
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Attest:
City/Town Clerk

Address	Owner	Mailing Address
11 Forrester St., Salem, MA 01970	Benjamin A. Carlson	2 Leather Lane Beverly, MA 1915
12 Forrester St., Salem, MA 01970	Ann Czarnecki Edward Czarnecki	12 Forrester St., Salem, MA 01970
14 Forrester St., Salem, MA 01970	Jennifer M. Evans Mark Cathrall	14 Forrester St., Unit# 1, Salem, MA 01970
14 Forester St., Salem, MA 01970	Joanna Duby Paul D. Michaels	14 Forrester St., Unit# 2, Salem, MA 01970
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16 Forrester St., Salem, MA 01970	Den Jin Set Gen Yu Set	18 Forrester St., Salem, MA 01970
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22 Forrester St., Salem, MA 01970	Sean Lunde Leah Worbs Lunde	22 Forrester St., Salem, MA 01970



JOINT OWNED POLE PETITION

- Proposed JO Pole Locations
- Existing JO Pole Locations
- ⊕ Existing J.O. Pole to be Removed
- ⊙ Existing NGRID Pole Location To Be Made J.O.
- ← Existing Anchor and Guy

DISTANCES ARE APPROXIMATE

nationalgrid
And
Verizon New England, Inc.

Date: 6-4-2021

Work Request Number: 12-21-30380771

To Accompany Petition Dated: 06-04-2021

To The: City _____ Of Salem, MA

For Proposed of Relocation Pole: #3826 Location: Forrester St

Salem

ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS

To the City Council - Salem, Massachusetts

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IT IS HEREBY ORDERED:

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Massachusetts Electric Company d/b/a National Grid and VERIZON NEW ENGLAND, INC.

for permission to erect the poles, wires, and fixtures described in the order herewith recorded, and that we mailed at least seven days before said hearing a written notice of the time and place of said hearing to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which the Company is permitted to erect poles, wires, and fixtures under said order. And that thereupon said order was duly adopted.

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Board or Council of Town or City, Massachusetts

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NG-PFD

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Massachusetts City/Town Clerk. 20 _____

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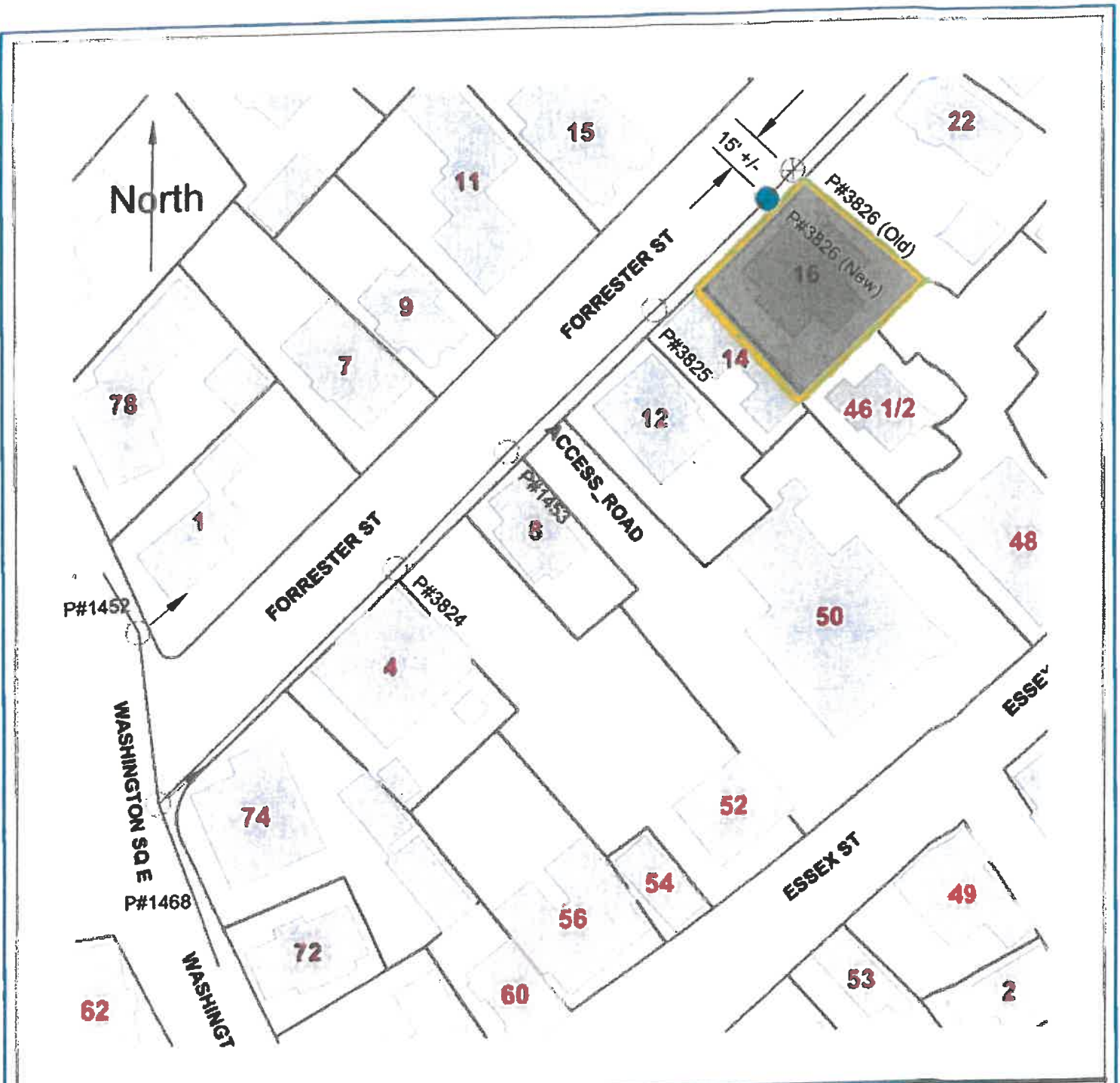
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JOINT OWNED POLE PETITION

- Proposed JO Pole Locations
- Existing JO Pole Locations
- ⊕ Existing J.O. Pole to be Removed
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- ← Existing Anchor and Guy

DISTANCES ARE APPROXIMATE

nationalgrid
And
Verizon New England, Inc.

Date: 6-4-2021

Work Request Number: 12-21-30380771

To Accompany Petition Dated: 06-04-2021

To The: City Of Salem, MA

For Proposed of Relocation Pole: #3826 Location: Forrester St

ORDERED:

Notice having been given and public hearing held, as provided by law, that the Massachusetts Electric Company d/b/a National Grid be and it is hereby granted permission to excavate the public highways and to run and maintain underground electric conduits, together with such sustaining and protecting fixtures as said company may deem necessary, in the public way or ways hereinafter referred to, and to make the necessary house connections along said extensions, as requested in petition with said company dated the 28th day of May, 2021.

Said underground electric conduits shall be located substantially in accordance with the plan filed herewith marked - First St - Salem - Massachusetts. Plan # 30334561.

The following are the public ways or part of ways along which the underground electric conduits above referred to may be laid:

First St - National Grid to install beginning at a point approximately 25 feet south/southwest of the centerline of the intersection of Whalers Ln and First St and continuing approximately 350 feet in a north/northeast direction. Installation of 350' +/- of 4-5" PVC conduits from MH 2 to MH 1 on First St.

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Massachusetts Electric Company d/b/a National Grid for permission to construct the underground
electric conduits described in the order herewith recorded, and that I mailed at least seven days
before said hearing a written notice of the time and place of said hearing to each of the owners of
real estate (as determined by the last preceding assessment for taxation) along the ways or parts of
ways upon which the Company is permitted to construct the underground electric conduits under
said order. And that thereupon said order was duly adopted.

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ways upon which the Company is permitted to construct the underground electric conduits under
said order. And that thereupon said order was duly adopted.

.....
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Parcel ID	Address	Owner	Mailing Address
08-0163-0	50 Traders Way Salem, MA 01970	HD Salem-GP LLC/Home Depot	P.O. Box 105842 Atlanta, GA 30348-5842
13-0011-0	40 First Street Salem, MA 01970	Traders Way Residential Holding LLC	150 Presidential Way St. Woburn, MA 01801
13-0008-0	43 First Street Salem, MA 01970	Salem Conservation Comm	93 Washington St Salem, MA 01970
07-0089-851	8 Whalers Lane Salem, MA 01970	Kellett, I Peter	8 Whalers Lane U95C Salem, MA 01970

NORTH

TRADERS WAY

FIRST STREET

MH 1

Proposed 350' +/- of
4-5" PVC Conduits

Existing 4-5" PVC
CONDUITS

MH 2

WHALERS LANE

UNDERGROUND PETITION

nationalgrid



MANHOLE (EXISTING)



EXISTING CONDUIT 4-5"



PROPOSED CONDUIT 4-5"

Installation of missing 4-5" PVC Conduits
encased in Concrete from MH 2 to MH 1 in First
St., Salem, MA 01970

WR# 12-21-30334561

Date: 04-02-2021

WORK REQUEST: 12-21-30334561

To The: City Of Salem

For Proposed: 4-5" PVC Conduits Location: First Street

Drawn By: Sibhita Mahabier-Sheehy

DISTANCES ARE APPROXIMATE

ORDERED:

Notice having been given and public hearing held, as provided by law, that the Massachusetts Electric Company d/b/a National Grid be and it is hereby granted permission to excavate the public highways and to run and maintain underground electric conduits, together with such sustaining and protecting fixtures as said company may deem necessary, in the public way or ways hereinafter referred to, and to make the necessary house connections along said extensions, as requested in petition with said company dated the 28th day of May, 2021.

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ways upon which the Company is permitted to construct the underground electric conduits under
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07-0089-851	8 Whalers Lane Salem, MA 01970	Kellett, I Peter	8 Whalers Lane U95C Salem, MA 01970

NORTH

TRADERS WAY

FIRST STREET

MH 1

Proposed 350' +/- of
4-5" PVC Conduits

Existing 4-5" PVC
CONDUITS

MH 2

WHALERS LANE

UNDERGROUND PETITION



MANHOLE (EXISTING)



EXISTING CONDUIT 4-5"



PROPOSED CONDUIT 4-5"

nationalgrid

Installation of missing 4-5" PVC Conduits
encased in Concrete from MH 2 to MH 1 in First
St., Salem, MA 01970

WR# 12-21-30334561

Date: 04-02-2021

WORK REQUEST: 12-21-30334561

To The: City Of Salem

For Proposed: 4-5" PVC Conduits Location: First Street

Drawn By: Sibhita Mahabier-Sheehy

DISTANCES ARE APPROXIMATE



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

July 15, 2021

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am pleased to appoint Attorney Zachary Caunter of 24 Carlton Street #3 to the Planning Board to a five-year term to expire July 15, 2026. Attorney Caunter will take the seat previously occupied by Carole Hamilton. Please join me in thanking Ms. Hamilton for her years of service to our community on the Planning Board.

Attorney Caunter earned his Bachelor's degree from the University of Massachusetts in Amherst and his J.D. from the University of Maine School of Law, during which time he was law clerk for the U.S. Environmental Protection Agency's Office of Enforcement and Compliance Assurance in Washington, D.C. Attorney Caunter is currently legal counsel for the Massachusetts Department of Public Utilities' Transportation Network Company Division. Prior to that he worked for a number of years as a senior associate for Citizens Disability, one of the nation's leading Social Security disability advocacy and legal assistance groups.

I strongly recommend confirmation of Attorney Caunter's appointment to the Planning Board. We are fortunate that he is willing to volunteer in this important role and lend his time and expertise to this important board and its work.

Sincerely,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

July 15, 2021

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint, subject to City Council confirmation, Donald Bates of 31 Settlers Way to the Board of Registrars of Voters for a term of three years to expire July 19, 2024.

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

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

July 15, 2021

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint, subject to City Council confirmation, John Andrews of 9 English Street to the Public Art Commission for a term of two years to expire July 20, 2023.

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

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,

Ordered:

July 15, 2021

That the sum of Three Hundred Thousand Dollars (\$300,000.00) is hereby transferred from the Human Resource Department's "Medical Insurance" account (19141-5174) to the Snow and Ice "Snow Removal" account (14232-5292) as provided below to reduce the Snow and Ice deficit incurred for FY2021 in accordance with the recommendation of Her Honor the Mayor.

Description	Fund	Amount
Snow Removal	14232-5292	\$ 300,000.00
		\$ 300,000.00



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

July 15, 2021

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order transfers \$300,000 in available funds to reduce the anticipate deficit for snow and ice removal from the previous fiscal year. By using these already budgeted funds to lessen this deficit, we will reduce amount necessary to raise on the current fiscal year's tax recap.

I recommend adoption of the enclosed Order. If you have any questions regarding it, please contact Anna Freedman.

Sincerely,

Kimberley Driscoll
Mayor
City of Salem



City of Salem, Massachusetts

Finance Department
93 Washington Street
Salem, MA 01970
www.salem.com

Kimberley L. Driscoll, Mayor

Anna Freedman, Finance Director

July 15, 2021

Honorable Salem Mayor Kimberley Driscoll
Salem City Hall
Salem, Massachusetts

Dear Honorable Mayor Driscoll:

Enclosed herewith is a request to transfer \$300,000 in available funds from the Human Resource Department's Medical Insurance Account (19141-5174) to the Snow and Ice "Snow Removal" account (14232-5292) to reduce the snow and ice deficit for FY2021. Under Massachusetts General Law, communities may spend in excess of appropriation during the fiscal year for snow and ice-related expenditures and must then raise any remaining deficit on the next fiscal year's tax recap. The current snow and ice deficit for FY2021 is \$1,071,891.59. Reducing this deficit by \$300,000 using available FY2021 funds will better align the remaining amount to be raised on the recap with recent years.

Please let me know if you would like to discuss further.

Regards,

A handwritten signature in black ink, appearing to read "Anna Freedman".

Anna Freedman
Finance Director

Enclosures



CITY OF SALEM

In City Council,

Ordered:

July 15, 2021

That the sum of One Hundred Ninety-Two Thousand Three Hundred Twenty-Four Dollars and Seven Cents (\$192,324.07) be approved within the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to be expended for the FY 2021 contractual buyback(s) listed below in accordance with the recommendation of Her Honor the Mayor.

Name	Department	Amount
Susan Raynes	Salem Public Schools	33,536.00
Ellen Johnson	Salem Public Schools	20,037.60
Catherine Connelly	Salem Public Schools	32,036.00
Sushila Day	Salem Public Schools	34,234.40
Joanne O'Keefe	Salem Public Schools	37,728.00
Petra Nicholson	Salem Public Schools	18,144.40
Susan Marchand	Salem Public Schools	16,607.67
		192,324.07



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

July 15, 2021

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request for an appropriation of One Hundred Ninety-Two Thousand Three Hundred Twenty-Four Dollars and Seven Cents (\$192,324.07) appropriated in the "Retirement Stabilization Fund-Vacation Sick/leave buyback account (83113-5146) to fund the retirement buyback cost to be expended for FY 2022 contractual School buybacks.

Name	Department	Amount
Susan Raynes	Salem Public Schools	\$33,536.00
Ellen Johnson	Salem Public Schools	\$20,037.60
Catherine Connelly	Salem Public Schools	\$32,036.00
Sushila Day	Salem Public Schools	\$34,234.40
Joanne O'Keefe	Salem Public Schools	\$37,728.00
Petra Nicholson	Salem Public Schools	\$18,144.40
Susan Marchand	Salem Public Schools	\$16,607.67
	Total:	<u>\$192,324.07</u>

I recommend passage of the accompanying Order.

Very truly yours,

Kimberley Driscoll
Mayor



CITY OF SALEM MASSACHUSETTS

HUMAN RESOURCES
98 WASHINGTON STREET, 3RD FLOOR
SALEM, MASSACHUSETTS 01970
TEL. 978-619-5630
FAX 978-745-7298

KIMBERLEY L. DRISCOLL
MAYOR

LISA B. CAMMARATA
DIRECTOR OF HUMAN
RESOURCES

MEMORANDUM

TO: Anna Freedman, Director of Finance
DATE: June 29, 2021
RE: Retirement Stabilization Fund

Attached you will find a retirement buy back for a former employee of the Salem Public Schools.

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

Susan Marchand

90 sick days @ \$176.56 per day	\$15,890.40
6.5 vacation days @ \$110.35 per day	\$717.27
Total:	\$16,607.67

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

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

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

From: Department School

Date 6/16/2021

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

NAME: Susan Marchand

CALCULATION

VACATION DAYS # 6 1/2 @ \$ 110.35 = \$ 717.27

SICK DAYS # 90 @ \$ 176.56 = \$ 15,890.40

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

OTHER # _____ @ \$ _____ = \$ _____

Total Amount Due: \$ 16,607.67
Please attach corresponding PAF or other backup to this sheet.

Reason: Retirement 6/30/2021

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 MASSACHUSETTS

**HUMAN RESOURCES
98 WASHINGTON STREET, 3RD FLOOR
SALEM, MASSACHUSETTS 01970
TEL. 978-619-5630
FAX 978-745-7298**

**KIMBERLEY L. DRISCOLL
MAYOR**

**LISA B. CAMMARATA
DIRECTOR OF HUMAN
RESOURCES**

MEMORANDUM

TO: Anna Freedman, Director of Finance
DATE: June 15, 2021
RE: Retirement Stabilization Fund

Attached you will find a retirement buy back for a former employee of the Salem Public Schools.

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

Petra Nicholson

40 sick days @ \$453.61 per day	\$18,144.40
Total:	\$18,144.40

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

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

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

From: Department School

Date 6/11/2001

Authorized Signature: *Mary Gillis*
Department Head/City or Business Manager/School

NAME: Petrea Nicholson

CALCULATION

VACATION DAYS # _____ @ \$ _____ = \$ _____

SICK DAYS # 40 @ \$ 453.61 = \$ 18,144.40

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

OTHER # _____ @ \$ _____ = \$ _____

Total Amount Due: \$ 18,144.40

Please attach corresponding PAF or other backup to this sheet.

Reason: Retirement

For Human Resources's Use Only:

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

Org And Object: 831/3 - 5/46

Recommendation:

Approved

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



CITY OF SALEM MASSACHUSETTS

HUMAN RESOURCES
98 WASHINGTON STREET, 3RD FLOOR
SALEM, MASSACHUSETTS 01970
TEL. 978-619-5630
FAX 978-745-7298

KIMBERLEY L. DRISCOLL
MAYOR

LISA B. CAMMARATA
DIRECTOR OF HUMAN
RESOURCES

MEMORANDUM

TO: Anna Freedman, Director of Finance
DATE: June 21, 2021
RE: Retirement Stabilization Fund

Attached you will find a retirement buy back for a former employee of the Salem Public Schools.

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

Joanne O'keefe

80 sick days @ \$471.60 per day \$37,728.00

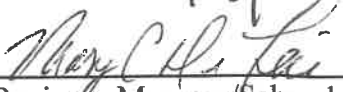
Total: \$37,728.00

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

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

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

From: Department School Date 6/16/2021

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

NAME: Joanne O'Keefe

CALCULATION

VACATION DAYS # _____ @ \$ _____ = \$ _____

SICK DAYS # 80 @ \$ 471.60 = \$ 37,728

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

OTHER # _____ @ \$ _____ = \$ _____

Total Amount Due: \$ 37,728

Please attach corresponding PAF or other backup to this sheet.

Reason: Retirement 6/30/2021

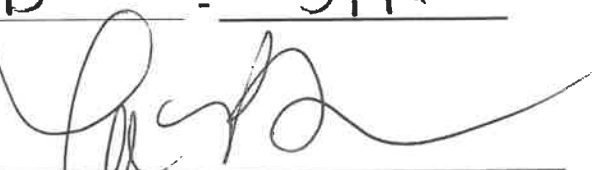
For Human Resources's Use Only:

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

Org and Object: 8313 - 5146

Recommendation:

Approved


H R Director/City or Superintendent/Schools



CITY OF SALEM MASSACHUSETTS

HUMAN RESOURCES
98 WASHINGTON STREET, 3RD FLOOR
SALEM, MASSACHUSETTS 01970
TEL. 978-619-5630
FAX 978-745-7298

KIMBERLEY L. DRISCOLL
MAYOR

LISA B. CAMMARATA
DIRECTOR OF HUMAN
RESOURCES

MEMORANDUM

TO: Anna Freedman, Director of Finance
DATE: June 21, 2021
RE: Retirement Stabilization Fund

Attached you will find a retirement buy back for a former employee of the Salem Public Schools.

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

Sushila Day

80 sick days @ \$427.93 per day	\$34,234.40
Total:	\$34,234.40

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

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

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

From: Department School Date 6/11/2021

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

NAME: Sushila Day

CALCULATION

VACATION DAYS # _____ @ \$ _____ = \$ _____
SICK DAYS # 80 @ \$ 427.93 = \$ 34,234.40
PRO-RATED STIPENDS # _____ @ \$ _____ = \$ _____
OTHER # _____ @ \$ _____ = \$ _____

Total Amount Due: \$ 34,234.40
Please attach corresponding PAF or other backup to this sheet.

Reason: Retirement

For Human Resources's Use Only:

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

Org and Object: 83113 - 5146

Recommendation:

Approved

H R Director/City or Superintendent/Schools



CITY OF SALEM MASSACHUSETTS

HUMAN RESOURCES
98 WASHINGTON STREET, 3RD FLOOR
SALEM, MASSACHUSETTS 01970
TEL. 978-619-5630
FAX 978-745-7298

KIMBERLEY L. DRISCOLL
MAYOR

LISA B. CAMMARATA
DIRECTOR OF HUMAN
RESOURCES

MEMORANDUM

TO: Anna Freedman, Director of Finance
DATE: June 21, 2021
RE: Retirement Stabilization Fund

Attached you will find a retirement buy back for a former employee of the Salem Public Schools.

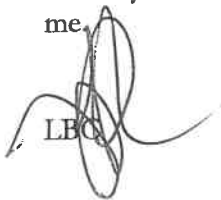
This former employee is entitled to the following amount of sick leave buyback.

Susan Raynes

80 sick days @ \$419.20 per day	\$33,536.00
Total:	\$33,536.00

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

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


LBC

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

From: Department School Date 6/16/21

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

NAME: Susan Hayes

CALCULATION

VACATION DAYS # _____ @ \$ _____ = \$ _____

SICK DAYS # 80 @ \$ 419.20 = \$ 33,536

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

OTHER # _____ @ \$ _____ = \$ _____

Total Amount Due: \$ 33,536

Please attach corresponding PAF or other backup to this sheet.

Reason: Retirement, 6/30/2021

For Human Resources's Use Only:

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

Org and Object: 83113 - 5146

Recommendation:

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



CITY OF SALEM MASSACHUSETTS

HUMAN RESOURCES
98 WASHINGTON STREET, 3RD FLOOR
SALEM, MASSACHUSETTS 01970
TEL. 978-619-5630
FAX 978-745-7298

KIMBERLEY L. DRISCOLL
MAYOR

LISA B. CAMMARATA
DIRECTOR OF HUMAN
RESOURCES

MEMORANDUM

TO: Anna Freedman, Director of Finance
DATE: June 21, 2021
RE: Retirement Stabilization Fund

Attached you will find a retirement buy back for a former employee of the Salem Public Schools.

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

Ellen Johnson

40 sick days @ \$500.94 per day	\$20,037.60
Total:	\$20,037.60

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

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

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

From: Department School

Date 6/16/21

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

NAME: Ellen Johnson

CALCULATION

VACATION DAYS # _____ @ \$ _____ = \$ _____

SICK DAYS # 40 @ \$ 500.94 = \$ 20,037.95⁰⁰

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

OTHER # _____ @ \$ _____ = \$ _____

Total Amount Due: \$ 20,037.95⁰⁰
Please attach corresponding PAF or other backup to this sheet.

Reason: retirement - 6/30/2021

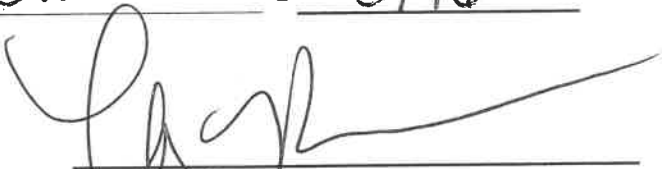
For Human Resources's Use Only:

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

Org and Object: 83113 - 5146

Recommendation:

Approved


HR Director/City or Superintendent/Schools



CITY OF SALEM MASSACHUSETTS

HUMAN RESOURCES
98 WASHINGTON STREET, 3RD FLOOR
SALEM, MASSACHUSETTS 01970
TEL. 978-619-5630
FAX 978-745-7298

KIMBERLEY L. DRISCOLL
MAYOR

LISA B. CAMMARATA
DIRECTOR OF HUMAN
RESOURCES

MEMORANDUM

TO: Anna Freedman, Director of Finance
DATE: June 21, 2021
RE: Retirement Stabilization Fund

Attached you will find a retirement buy back for a former employee of the Salem Public Schools.

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

Catherine Connelly

80 sick days @ \$400.45 per day	\$32,036.00
Total:	\$32,036.00

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

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

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

From: Department School Date 6/16/21
Authorized Signature: Mary C. Li
Department Head/City or Business Manager/School

NAME: Catherine Connelly

CALCULATION

VACATION DAYS # _____ @ \$ _____ = \$ _____

SICK DAYS # 80 @ \$ 400.45 = \$ 32,036 ✓

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

OTHER # _____ @ \$ _____ = \$ _____

Total Amount Due: \$ 32,036
Please attach corresponding PAF or other backup to this sheet.

Reason: Retirement

For Human Resources's Use Only:

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

Org and Object: 83113 - 5146

Recommendation:

Approved

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



CITY OF SALEM

In City Council,

Ordered:

July 15, 2021

That the sum of Nineteen Thousand Eight Hundred Fifty Dollars (\$19,850.00) is hereby transferred from the Human Resource Department's "Medical Insurance" account (19141-5174) to the accounts as provided below to cover remaining final payroll costs for FY2021 in accordance with the recommendation of Her Honor the Mayor.

Description	Fund	Amount
Salaries Full-Time (City Council)	11111-5111	\$ 600.00
Salaries Full-Time (Finance)	11351-5111	\$ 2,400.00
Salaries Part-Time (Finance)	11351-5113	\$ 100.00
Salaries Full-Time (Collector)	11461-5111	\$ 5,500.00
Salaries Full-Time (Human Resources)	11521-5111	\$ 1,200.00
Salaries Full-Time (Engineering)	14121-5111	\$ 9,800.00
Salaries Full-Time (Veterans)	15431-5111	\$ 250.00
		\$ 19,850.00



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

July 15, 2021

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order transfers \$19,850 in available funds to several personnel lines for the remaining FY2021 payroll expenses in those accounts.

This is a housekeeping measure necessary due to reductions implemented at the start of the prior fiscal year during the COVID-19 pandemic. In order to avoid a deficit in these lines a transfer of these funds is needed.

I recommend adoption of the enclosed Order. If you have any questions, please feel free to contact Anna Freedman.

Sincerely,

Kimberley Driscoll
Mayor
City of Salem



City of Salem, Massachusetts

Finance Department
93 Washington Street
Salem, MA 01970
www.salem.com

Kimberley L. Driscoll, Mayor

Anna Freedman, Finance Director

July 15, 2021

Honorable Salem Mayor Kimberley Driscoll
Salem City Hall
Salem, Massachusetts

Dear Honorable Mayor Driscoll:

Enclosed herewith is a request to transfer \$19,850 in available funds from the Human Resource Department's Medical Insurance Account (19141-5174) to various personnel lines to cover remaining FY2021 payroll costs. Due to previously planned budget cuts and other adjustments in FY2021 that ultimately were not required to balance the budget, these accounts were not fully restored earlier in the year based on current salary expenditures. These transfers are needed to remediate deficits that will occur for the final three pay days of FY2021. These accounts must be in balance to close the books for FY2021.

Please let me know if you would like to discuss further.

Regards,

A handwritten signature in black ink, appearing to read "Anna Freedman".

Anna Freedman
Finance Director

Enclosures

CITY OF SALEM – Finance Department

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

From: Finance Department  Department Head Authorizing Signature 7/7/21 Date

Budget or R/Res Budget Amt: 19,850
Transfers To: various (see attached) Desc: Salary/Personnel costs Balance: 0
(Org/Object)
 From: 19141-5174 Desc: Medical Insurance Balance: 1,373,520.88
(*Note - Please include letter to Mayor for Transfers from different Personnel & Non-personnel lines)
 Current Balance in Receipts Reserved Fund Above (if applicable) - \$ _____ Date: _____

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


Amount Requested: \$ 19,850

Reason (Be Specific) to mitigate several deficits in personnel lines at the end of the fiscal year.

For Finance Department and Mayor's Use Only:

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

Recommendation: Approved Denied


 Finance Director

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



CITY OF SALEM

In City Council,

Ordered:

July 15, 2021

That the sum of Seventeen Thousand Nine Hundred Forty-Eight Dollars and Forty Cents (\$17,948.40) be approved within the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to be expended for the FY 2022 contractual buyback(s) listed below in accordance with the recommendation of Her Honor the Mayor.

Name	Department	Amount
Lisa Gray-Duffy	Salem Public Schools	\$ 17,948.40
		\$ 17,948.40



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

July 15, 2021

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request for an appropriation of Seventeen Thousand Nine Hundred Forty-Eight Dollars and Forty Cents (\$17,948.40) appropriated in the "Retirement Stabilization Fund-Vacation Sick/leave buyback account (83113-5146) to fund the retirement buyback cost to be expended for FY 2022 contractual School buyback.

Name	Department	Amount
Lisa Gray-Duffy	Salem Public Schools	\$17,948.40

I recommend passage of the accompanying Order.

Very truly yours,

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

Kimberley Driscoll
Mayor



CITY OF SALEM MASSACHUSETTS

HUMAN RESOURCES
98 WASHINGTON STREET, 3RD FLOOR
SALEM, MASSACHUSETTS 01970
TEL. 978-619-5630
FAX 978-745-7298

KIMBERLEY L. DRISCOLL
MAYOR

LISA B. CAMMARATA
DIRECTOR OF HUMAN
RESOURCES

MEMORANDUM

TO: Anna Freedman, Director of Finance
DATE: June 21, 2021
RE: Retirement Stabilization Fund

Attached you will find a retirement buy back for a former employee of the Salem Public Schools.

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

Lisa Gray-Duffy

40 sick days @ \$448.71 per day	\$17,948.40
Total:	\$17,948.40

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

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

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

From: Department School Date 6/14/21

Authorized Signature: Mary C. Lai
 Department Head/City or Business Manager/School

NAME: Lisa Gray-Duffy

CALCULATION

VACATION DAYS # _____ @ \$ _____ = \$ _____

SICK DAYS # 40 @ \$ 448.71 = \$ 17,948.40
~~32~~

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

OTHER # _____ @ \$ _____ = \$ _____

Total Amount Due: \$ 17,948.40

Please attach corresponding PAF or other backup to this sheet.

Reason: Severance pay - retirement 71

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

In City Council, July 15, 2021

Ordered:

To accept the donation of one Flexidome Multi 7000i multi-directional security camera valued at \$1,456.00 from Bosch Security Systems to be installed at Bertram Field by the Salem Police Department.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

July 15, 2021

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order accepts a donation of a Flexidome Multi 7000i multi-directional security camera from Bosch Security Systems. The value of the camera is \$1,456.00, therefore the City Council must approve acceptance of the donation.

If accepted by the City, the Salem Police Department intends to locate the camera at the new athletics building at Bertram Field to enhance security at the recently completed improvement there. The Police Department has reviewed the camera and confirmed that it is a model that is compatible with our existing security video system and can be added successfully to our current camera network.

I recommend adoption of the enclosed Order and invite you to contact Chief Lucas Miller should you have any questions regarding this request. Please also join me in thanking Bosch Security Systems for their generous donation to the City of Salem.

Sincerely,

Kimberley Driscoll
Mayor
City of Salem



City of Salem, Massachusetts
Police Department Headquarters

95 Margin Street

Salem, Massachusetts 01970

(978) 744-2204

ACTING CHIEF OF POLICE

DENNIS KING

25 June 2021

Honorable Salem City Council Members:

Bosch Security Systems, LLC, has provided a "Flexidome Multi 7000i multi-directional security camera" to the City of Salem as a donation for use as the City deems appropriate. The camera and its mount is valued at \$1,456.00. I have attached the specification sheet for the camera.

The camera can be easily integrated into the existing citywide camera system that is monitored and controlled by the Salem Police Department. If the donation is approved, the camera will be installed at Bertram Field to assist in security monitoring of the area through our Milestone system.

The City is under no obligation to purchase any follow-on items from Bosch Security Systems as a result of this donation.

Given the camera's value, I request the Council's approval in accepting this donation from Bosch Security Systems. I believe acceptance of the camera is in the City's interest and will aid in enhancing security at the recently renovated Bertram Field.

Sincerely,

Lucas J. Miller
Chief of Police

Encl: Flexidome Multi 7000i camera spec. sheet



BOSCH
Invented for life



FLEXIDOME MULTI 7000i

A MULTI-DIRECTIONAL OVERVIEW OFFERING HIGHLY DETAILED INSIGHTS

Built-in Artificial Intelligence

With Intelligent Video Analytics and Camera Trainer



Perimeter protection



Video analytics extremely resistant against shaking



Camera Trainer functionality



Alerts when needed



Quickly retrieve correct data

Applications



Retail stores



Intersection



Rail stations

Installation made simple



Project Assistant



Remote Portal



Compatible with modular accessories



Wireless WiFi double connection via USB (Accessories not included)



4 cameras, 1 cable



1 IP address

• Ease of installation • Data security

The new FLEXIDOME multi 7000i and FLEXIDOME multi 7000i IR* are intelligent multi-directional cameras that combine four independent camera sensors, 3.3-7.7mm AVF lenses with a total resolution of 12 to 20 MP. They provide the ideal solution for wide area coverage like traffic intersections and building corners, where detailed insights of a scene are a must. What's more? The solution is highly

*IR model available July 2021. **Depends on VMS partner.

flexible and convenient: although the solution houses four independent camera sensors, it requires only a single network connection, a single IP address and a single Video Management System license.** Each imager capitalizes on the Bosch IVA and Camera Trainer technologies utilizing the built-in Artificial Intelligence, taking data usage to a whole new level.

Camera - \$1,200
Mount - \$ 250 Tot: \$1,450

FLEXIDOME multi 7000i











FLEXIDOME multi 7000i
12 MP | 20 MP



FLEXIDOME multi 7000i IR
12 MP | 20 MP

July
2021

Specifications

FLEXIDOME multi 7000i	 12MP 4 x 3MP	 20MP 4 x 5MP	 AVF	 120dB	 IWA	 IR	 MIC	
NDM-7702-A	●		●	●	30		●	-58°F to +131°F -50°C to +55°C
NDM-7703-A		●	●	●	30		●	-58°F to +131°F -50°C to +55°C
NDM-7702-AL	●		●	●	30	●	●	-58°F to +131°F -50°C to +55°C
NDM-7703-AL		●	●	●	30	●	●	-58°F to +131°F -50°C to +55°C

Pricing

ADI #	Bosch #	Description	MSRP
PB-NDM7702A	NDM-7702-A	Multi-imager fixed dome 12MP 4x 3MP, 30FPS, 3.7-7.7mm AVF lens, IP66, IK10, Integrated MIC, IVA, Camera Trainer	\$1,446
PB-NDM7703A	NDM-7703-A	Multi-imager fixed dome 20MP 4x 5MP, 30FPS, 3.7-7.7mm AVF lens, IP66, IK10, Integrated MIC, IVA, Camera Trainer	\$1,836
PB-NDM772AL	NDM-7702-AL	Multi-imager fixed dome 12MP 4x 3MP, 30FPS, 3.7-7.7mm AVF lens, IP66, IK10, Integrated MIC, IVA, Camera Trainer, integrated IR up to 98 ft.	July 2021
PB-NDM773AL	NDM-7703-AL	Multi-imager fixed dome 20MP 4x 5MP, 30FPS, 3.7-7.7mm AVF lens, IP66, IK10, Integrated MIC, IVA, Camera Trainer, integrated IR up to 98 ft.	July 2021

The Bosch FLEXIDOME multi 7000i Series is available through:

Contact your ADI Sales Representative for more information.



For orders, call 1.800.233.6261 For Systems Design Team, call 1.800.234.7971 On-line catalog @ adiglobal.com/us

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Protecting lives, buildings and assets is our aim. Our product portfolio includes video security, intrusion detection, fire detection and voice evacuation systems as well as access control and management systems. Professional audio and conference systems for communications of voice, sound and music complete the range.

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800-289-0096





CITY OF SALEM

In City Council,

Ordered:

July 15, 2021

To accept the donation of One Thousand Dollars (\$1,000.00) from Kevin and Margaret Cornacchio to be deposited into the Bertram Field Donation Fund 2387 (23871-4830) for the Bertram Field Phase II Project in accordance with the recommendation of Her Honor the Mayor.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

July 15, 2021

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Enclosed herewith is a request to accept the following donation from Kevin and Margaret Cornacchio in the amount of One Thousand Dollars (\$1,000.00). These funds will be deposited into the Bertram Field Donation Fund 2387 (23871-4830) for the Bertram Field Phase II Project.

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 Bertram Field Donation Fund.

Very truly yours,

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

Kimberley Driscoll
Mayor



CITY OF SALEM, MASSACHUSETTS
PARK, RECREATION & COMMUNITY SERVICES
401 Bridge Street, Salem MA 01970
Tel. (978) 744-0180/(978) 744-0924

Kimberley Driscoll
MAYOR

June 27, 2021

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

RE: Bertram Field Donation

Dear Mayor Driscoll:

Please accept the following donation to the Bertram Fieldhouse project from

Kevin and Margaret Cornacchio (\$1,000 Check #398)

Sincerely,

A handwritten signature in black ink, appearing to read "Patricia O'Brien", with a large, stylized initial "P" and "O".

Patricia O'Brien
Superintendent
Jean A. Levesque Community Life Center
(Park, Recreation and Community Services)

cc: Dominick Pangallo, Anna Freedman



CITY OF SALEM

In City Council, July 15, 2021

Ordered:

That the City of Salem approves and accepts funding provided to the City pursuant to Public Law Number 117-2, also called the American Rescue Plan Act of 2021 including, but not limited to, all funds distributed by the Coronavirus State and Local Fiscal Recovery Funds as specified in the Law.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

July 15, 2021

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order is necessary for the City to accept receipt of its allocations provided within the American Rescue Plan Act. I recommend adoption of the Order at your July meeting to permit the City to accept these relief funds in a timely manner.

Sincerely,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council, July 15, 2021

Ordered:

That a petition to the General Court, accompanied by a bill authorizing the City of Salem to convert a seasonal license for the sale of all alcoholic beverages to be drunk on the premises to an annual license for the sale of all alcoholic beverages to be drunk on the premises 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 2, 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 intent of this home rule petition:

AN ACT AUTHORIZING THE CITY OF SALEM TO CONVERT A SEASONAL LICENSE FOR THE SALE OF ALL ALCOHOLIC BEVERAGES TO BE DRUNK ON THE PREMISES TO AN ANNUAL LICENSE FOR THE SALE OF ALL ALCOHOLIC BEVERAGES TO BE DRUNK ON THE PREMISES.

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. (a) Notwithstanding section 17 of chapter 138 of the General Laws, the licensing authority of the city of Salem may convert a seasonal license for the sale of all alcoholic beverages to be drunk on the premises to an annual license for the sale of all alcoholic beverages to be drunk on the premises pursuant to section 12 of said chapter 138 to Jejhomike, Inc. d/b/a La Delicia Restaurant at 75 Congress Street. The license issued pursuant to this section shall be subject to all of said chapter 138, except said section 17.

(b) The licensing authority shall not approve the transfer of the license issued pursuant to this section to any other location but it may grant the license to a new applicant at the same location if the applicant for the license files with the licensing authority a letter from the department of revenue and a letter from the department of unemployment assistance indicating that the license is in good standing with those departments and that all applicable taxes, fees and contributions have been paid.

(c) If the license issued pursuant to this section is cancelled, revoked or no longer in use at the location of original issuance, it shall be returned physically, with all of the legal rights, privileges and restrictions pertaining thereto, to the licensing authority and the licensing authority may then grant the license to a new applicant at the same location under the same conditions as specified in this section.

SECTION 2. (a) The city of Salem shall charge a fee for the license issued pursuant to this act that shall be paid by the licensee at the time of issuance unless the licensing authority agrees to enter into an arrangement with the licensee which would enable the fee to be divided into multiple payments or prorated over multiple periods of time. If the city elects to accept prorated payments over time from the licensee, the option shall be made available, upon request, to all qualified applicants for licensure.

(b) Any fee collected by the city of Salem for a license converted or granted pursuant to this act that is greater than the amount of the fee charged for an annual renewal of a similar license issued by the city shall be deposited into an economic development account which has been established by the city of Salem and expended by it in a manner consistent with the purposes of the account.

SECTION 3. This act shall take effect upon its passage.



CITY OF SALEM

In City Council, July 15, 2021

Ordered:

That a petition to the General Court, accompanied by a bill authorizing the City of Salem to convert a seasonal license for the sale of all alcoholic beverages to be drunk on the premises to an annual license for the sale of all alcoholic beverages to be drunk on the premises 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 2, 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 intent of this home rule petition:

AN ACT AUTHORIZING THE CITY OF SALEM TO CONVERT A SEASONAL LICENSE FOR THE SALE OF ALL ALCOHOLIC BEVERAGES TO BE DRUNK ON THE PREMISES TO AN ANNUAL LICENSE FOR THE SALE OF ALL ALCOHOLIC BEVERAGES TO BE DRUNK ON THE PREMISES.

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. (a) Notwithstanding section 17 of chapter 138 of the General Laws, the licensing authority of the city of Salem may convert a seasonal license for the sale of all alcoholic beverages to be drunk on the premises to an annual license for the sale of all alcoholic beverages to be drunk on the premises pursuant to section 12 of said chapter 138 to Salem's Retreat LLC d/b/a Salem's Retreat at 96 North Street. The license issued pursuant to this section shall be subject to all of said chapter 138, except said section 17.

(b) The licensing authority shall not approve the transfer of the license issued pursuant to this section to any other location but it may grant the license to a new applicant at the same location if the applicant for the license files with the licensing authority a letter from the department of revenue and a letter from the department of unemployment assistance indicating that the license is in good standing with those departments and that all applicable taxes, fees and contributions have been paid.

(c) If the license issued pursuant to this section is cancelled, revoked or no longer in use at the location of original issuance, it shall be returned physically, with all of the legal rights, privileges and restrictions pertaining thereto, to the licensing authority and the licensing authority may then grant the license to a new applicant at the same location under the same conditions as specified in this section.

SECTION 2. (a) The city of Salem shall charge a fee for the license issued pursuant to this act that shall be paid by the licensee at the time of issuance unless the licensing authority agrees to enter into an arrangement with the licensee which would enable the fee to be divided into multiple payments or prorated over multiple periods of time. If the city elects to accept prorated payments over time from the licensee, the option shall be made available, upon request, to all qualified applicants for licensure.

(b) Any fee collected by the city of Salem for a license converted or granted pursuant to this act that is greater than the amount of the fee charged for an annual renewal of a similar license issued by the city shall be deposited into an economic development account which has been established by the city of Salem and expended by it in a manner consistent with the purposes of the account.

SECTION 3. This act shall take effect upon its passage.



CITY OF SALEM

In City Council, July 15, 2021

Ordered:

That a petition to the General Court, accompanied by a bill authorizing the City of Salem to grant an additional license for the sale of all alcoholic beverages to be drunk on the premises 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 2, 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 intent of this home rule petition:

AN ACT AUTHORIZING THE CITY OF SALEM TO GRANT AN ADDITIONAL LICENSE FOR THE SALE OF ALL ALCOHOLIC BEVERAGES TO BE DRUNK ON THE PREMISES.

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. (a) Notwithstanding section 17 of chapter 138 of the General Laws, the licensing authority of the city of Salem may grant an additional license for the sale of all alcoholic beverages to be drunk on the premises pursuant to section 12 of said chapter 138 to Jaho Holdings, LLC d/b/a Jaho Coffee Roaster and Wine Bar at 130 Canal Street. The license issued pursuant to this section shall be subject to all of said chapter 138, except said section 17.

(b) The licensing authority shall not approve the transfer of the license issued pursuant to this section to any other location but it may grant the license to a new applicant at the same location if the applicant for the license files with the licensing authority a letter from the department of revenue and a letter from the department of unemployment assistance indicating that the license is in good standing with those departments and that all applicable taxes, fees and contributions have been paid.

(c) If the license issued pursuant to this section is cancelled, revoked or no longer in use at the location of original issuance, it shall be returned physically, with all of the legal rights, privileges and restrictions pertaining thereto, to the licensing authority and the licensing authority may then grant the license to a new applicant at the same location under the same conditions as specified in this section.

SECTION 2. (a) The city of Salem shall charge a fee for the license issued pursuant to this act that shall be paid by the licensee at the time of issuance unless the licensing authority agrees to enter into an arrangement with the licensee which would enable the fee to be divided into multiple payments or prorated over multiple periods of time. If the city elects to accept prorated payments over time from the licensee, the option shall be made available, upon request, to all qualified applicants for licensure.

(b) Any fee collected by the city of Salem for a license converted or granted pursuant to this act that is greater than the amount of the fee charged for an annual renewal of a similar license issued by the city shall be deposited into an economic development account which has been established by the city of Salem and expended by it in a manner consistent with the purposes of the account.

SECTION 3. This act shall take effect upon its passage.



CITY OF SALEM

In City Council, July 15, 2021

Ordered:

That a petition to the General Court, accompanied by a bill authorizing the City of Salem to grant an additional license for the sale of all alcoholic beverages to be drunk on the premises 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 2, 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 intent of this home rule petition:

AN ACT AUTHORIZING THE CITY OF SALEM TO GRANT AN ADDITIONAL LICENSE FOR THE SALE OF ALL ALCOHOLIC BEVERAGES TO BE DRUNK ON THE PREMISES.

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. (a) Notwithstanding section 17 of chapter 138 of the General Laws, the licensing authority of the city of Salem may grant an additional license for the sale of all alcoholic beverages to be drunk on the premises pursuant to section 12 of said chapter 138 to Jaho Loring, LLC d/b/a Jaho Coffee Roaster and Wine Bar at 57 Loring Avenue. The license issued pursuant to this section shall be subject to all of said chapter 138, except said section 17.

(b) The licensing authority shall not approve the transfer of the license issued pursuant to this section to any other location but it may grant the license to a new applicant at the same location if the applicant for the license files with the licensing authority a letter from the department of revenue and a letter from the department of unemployment assistance indicating that the license is in good standing with those departments and that all applicable taxes, fees and contributions have been paid.

(c) If the license issued pursuant to this section is cancelled, revoked or no longer in use at the location of original issuance, it shall be returned physically, with all of the legal rights, privileges and restrictions pertaining thereto, to the licensing authority and the licensing authority may then grant the license to a new applicant at the same location under the same conditions as specified in this section.

SECTION 2. (a) The city of Salem shall charge a fee for the license issued pursuant to this act that shall be paid by the licensee at the time of issuance unless the licensing authority agrees to enter into an arrangement with the licensee which would enable the fee to be divided into multiple payments or prorated over multiple periods of time. If the city elects to accept prorated payments over time from the licensee, the option shall be made available, upon request, to all qualified applicants for licensure.

(b) Any fee collected by the city of Salem for a license converted or granted pursuant to this act that is greater than the amount of the fee charged for an annual renewal of a similar license issued by the city shall be deposited into an economic development account which has been established by the city of Salem and expended by it in a manner consistent with the purposes of the account.

SECTION 3. This act shall take effect upon its passage.



CITY OF SALEM

In City Council, July 15, 2021

Ordered:

That a petition to the General Court, accompanied by a bill authorizing the City of Salem to convert a license for the sale of wine and malt beverages to be drunk on the premises to a license for the sale of all alcoholic beverages to be drunk on the premises 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 2, 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 intent of this home rule petition:

AN ACT AUTHORIZING THE CITY OF SALEM TO CONVERT A LICENSE FOR WINE AND MALT BEVERAGES TO BE DRUNK ON THE PREMISES TO A LICENSE FOR THE SALE OF ALL ALCOHOLIC BEVERAGES TO BE DRUNK ON THE PREMISES.

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. (a) Notwithstanding section 17 of chapter 138 of the General Laws, the licensing authority of the city of Salem may convert a license for the sale of wine and malt beverages to be drunk on the premises to a license for the sale of all alcoholic beverages to be drunk on the premises pursuant to section 12 of said chapter 138 to BBC of Salem LLC d/b/a Boston Burger Company at 133 Washington Street. The license issued pursuant to this section shall be subject to all of said chapter 138, except said section 17.

(b) The licensing authority shall not approve the transfer of the license issued pursuant to this section to any other location but it may grant the license to a new applicant at the same location if the applicant for the license files with the licensing authority a letter from the department of revenue and a letter from the department of unemployment assistance indicating that the license is in good standing with those departments and that all applicable taxes, fees and contributions have been paid.

(c) If the license issued pursuant to this section is cancelled, revoked or no longer in use at the location of original issuance, it shall be returned physically, with all of the legal rights, privileges and restrictions pertaining thereto, to the licensing authority and the licensing authority may then grant the license to a new applicant at the same location under the same conditions as specified in this section.

SECTION 2. (a) The city of Salem shall charge a fee for the license issued pursuant to this act that shall be paid by the licensee at the time of issuance unless the licensing authority agrees to enter into an arrangement with the licensee which would enable the fee to be divided into multiple payments or prorated over multiple periods of time. If the city elects to accept prorated payments over time from the licensee, the option shall be made available, upon request, to all qualified applicants for licensure.

(b) Any fee collected by the city of Salem for a license converted or granted pursuant to this act that is greater than the amount of the fee charged for an annual renewal of a similar license issued by the city shall be deposited into an economic development account which has been established by the city of Salem and expended by it in a manner consistent with the purposes of the account.

SECTION 3. This act shall take effect upon its passage.



CITY OF SALEM

In City Council, July 15, 2021

Ordered:

That a petition to the General Court, accompanied by a bill authorizing the City of Salem to grant an additional license for the sale of wine and malt beverages not to be drunk on the premises 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 2, 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 intent of this home rule petition:

AN ACT AUTHORIZING THE CITY OF SALEM TO GRANT AN ADDITIONAL LICENSE FOR THE SALE OF WINE AND MALT BEVERAGES NOT TO BE DRUNK ON THE PREMISES.

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. (a) Notwithstanding section 17 of chapter 138 of the General Laws, the licensing authority of the city of Salem may grant an additional license for the sale of wine and malt beverages not to be drunk on the premises pursuant to section 15 of said chapter 138 to Peter's Place, Inc. d/b/a Peter's Bella Pizza at 84 Highland Avenue. The license issued pursuant to this section shall be subject to all of said chapter 138, except said section 17.

(b) The licensing authority shall not approve the transfer of the license issued pursuant to this section to any other location but it may grant the license to a new applicant at the same location if the applicant for the license files with the licensing authority a letter from the department of revenue and a letter from the department of unemployment assistance indicating that the license is in good standing with those departments and that all applicable taxes, fees and contributions have been paid.

(c) If the license issued pursuant to this section is cancelled, revoked or no longer in use at the location of original issuance, it shall be returned physically, with all of the legal rights, privileges and restrictions pertaining thereto, to the licensing authority and the licensing authority may then grant the license to a new applicant at the same location under the same conditions as specified in this section.

SECTION 2. (a) The city of Salem shall charge a fee for the license issued pursuant to this act that shall be paid by the licensee at the time of issuance unless the licensing authority agrees to enter into an arrangement with the licensee which would enable the fee to be divided into

multiple payments or prorated over multiple periods of time. If the city elects to accept prorated payments over time from the licensee, the option shall be made available, upon request, to all qualified applicants for licensure.

(b) Any fee collected by the city of Salem for a license converted or granted pursuant to this act that is greater than the amount of the fee charged for an annual renewal of a similar license issued by the city shall be deposited into an economic development account which has been established by the city of Salem and expended by it in a manner consistent with the purposes of the account.

SECTION 3. This act shall take effect upon its passage.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

July 15, 2021

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Enclosed please find six Home Rule Petitions for various liquor licenses changes requested by five of our community's businesses. As you will note from the list set forth below, three of our currently existing restaurants are seeking to convert their licenses and three others are seeking to add alcohol sales to their enterprise. The businesses requesting these licenses are located throughout the city, in six of the seven wards.

<u>Business Name</u>	<u>Address</u>	<u>Request</u>
La Delicia Restaurant	75 Congress St.	Convert Seasonal to Annual
Salem's Retreat	96 North St.	Convert Seasonal to Annual
Jaho Coffee Roaster and Wine Bar	130 Canal St.	New All Alcohol
Jaho Coffee Roaster and Wine Bar	57 Loring Ave.	New All Alcohol
Boston Burger	133 Washington St.	Convert to All Alcohol
Peter's Bella Pizza	84 Highland Ave.	New Beer/Wine Package Store

I strongly endorse adoption of the enclosed Home Petitions, which support our local small businesses' efforts to thrive and expand after enduring an exceptionally difficult economic time. If you have any questions regarding these requests, please feel free to contact City Solicitor Beth Rennard.

Sincerely,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council, July 15, 2021

Ordered: The Mayor is hereby authorized to enter into a lease agreement with Salem Office of Tourism and Cultural Affairs, Inc. d/b/a Destination Salem for the use of a 1,256 square foot office at the South Harbor Garage. Destination Salem, the sole proposer in response to the City's 2021 Request for Proposals, shall use the space for as a Visitor Center and office. In an addition to lease payments, Destination Salem shall incur the expense of designing and constructing the space for its use and maintaining and supplying products for public restrooms the City is constructing adjacent to the leased space. The lease, as approved by the City Solicitor, shall be for an initial term of five years with an option to renew the lease for up to five additional one-year periods.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

July 15, 2021

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Earlier this year the City issued an RFP for an operator to locate a new visitor center in the retail space at South Harbor Garage. The intention is for the operator to both provide this amenity, while also helping to provide routine maintenance and oversight of the new public restrooms being constructed adjacent to the space in the same property.

Only one respondent, Destination Salem, answered the RFP, with the enclosed proposal. We are very excited about the opportunity to move our City's official destination marketing office to a more prominent street-level location. In the new space, Destination Salem will be able to both relocate their existing offices and also create a new public space for retail and interaction with the public.

Since 1998 Destination Salem has become an indispensable part of Salem's success and economic vibrancy. I am so pleased to submit the enclosed Council Order authorizing the execution of this agreement and strongly recommend its adoption at your July 15th meeting. Because Destination Salem hopes to be able to complete some measure of the build-out and relocation before the October season, timely approval of this Order is essential. If you have any questions, I invite you to contact Kate Fox from Destination Salem or David Kucharsky from our Traffic and Parking Department.

Sincerely,

Kimberley Driscoll
Mayor
City of Salem



Salem Office of Tourism & Cultural Affairs, Inc.

Proposal to the City of Salem

for

**Lease of Visitor Center Space
at South Harbor Garage**

RFP No. 21-43-180

June 18, 2021

Submitted by:

Destination Salem

81 Washington Street, Suite 204

Salem, Massachusetts 01970

(978) 744-3663

saalem.org



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REQUIRED CERTIFICATIONS



NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid, or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

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

Kate Fox
Executive Director, Destination Salem

A handwritten date "June 17, 2021" written in black ink over a horizontal line.

Date

Salem Office of Tourism and Cultural Affairs, Inc.
Destination Salem
81 Washington Street, Suite 204
Salem, MA 01970

RFP No. 21-43-180
Lease of Visitor Center Space at South Harbor Garage



TAX COMPLIANCE

Pursuant to M.G.L. c. 62C, 49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

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

Kate Fox
Executive Director, Destination Salem

6/17/2021

Date

Salem Office of Tourism and Cultural Affairs, Inc.
Destination Salem
81 Washington Street, Suite 204
Salem, MA 01970

RFP No. 21-43-180
Lease of Visitor Center Space at South Harbor Garage

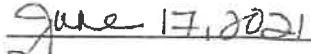


CORPORATE BIDDER

I, Wendy Meigs certify that I am the secretary/clerk of the corporation named as Bidder in the Bid included herein, that Katharine Fox who signed said Bid on behalf of the Bidder was then director of said corporation, that I know her signature, that her signature therein is genuine, and that said Bid was duly signed, sealed, and executed for and on behalf of said corporation by authority of its governing body.



Wendy Meigs
Secretary



Date

Salem Office of Tourism and Cultural Affairs, Inc.
Destination Salem
81 Washington Street, Suite 204
Salem, MA 01970

RFP No. 21-43-180
Lease of Visitor Center Space at South Harbor Garage

**DISCLOSURE OF BENEFICIAL INTERESTS
ACQUISITION OR DISPOSITION OF REAL PROPERTY**

For acquisition or disposition of Real Property by Destination Salem the undersigned does hereby state, for the purposes of disclosure pursuant to Massachusetts General Laws, Chapter 7, section 40J, of a transaction relating to real property as follows:

(1) REAL PROPERTY DESCRIPTION: Visitor Center Space at South Harbor Garage

(2) TYPE OF TRANSACTION: Lease

(3) SELLER or LESSOR: City of Salem

(4) BUYER or LESSEE: Salem Office of Tourism and Cultural Affairs, Inc. DBA Destination Salem

(5) Names and addresses of all persons who have or will have a direct or indirect beneficial interest in the real property described above:

NAME

RESIDENCE

The Lessee is a 501(c)(6) organization and as such no individual has a stock or other ownership interest in the Lessee and therefore no individual will have a direct or indirect beneficial interest in the real property described above.

(6) None of the above mentioned persons is an employee of the Division of Capital Asset Management or an official elected to public office in the Commonwealth except as listed below.

(7) This section must be signed by the individual(s) or organization(s) entering into this real property transaction with the public agency named above. If this form is signed on behalf of a corporation or other legal entity, it must be signed by a duly authorized officer of that corporation or legal entity. The undersigned acknowledges that any changes or additions to items 3 and or 4 of this form during the term of any lease or rental will require filing a new disclosure with the Division of Capital Asset Management and Maintenance within thirty (30) days following the change or addition.

The undersigned swears under the pains and penalties of perjury that this form is complete and accurate in all respects.

Signature: 

Printed Name: Katharine Fox

Title: Executive Director

Date: June 10, 2021



RFP No. 21-43-180
Lease of Visitor Center Space at South Harbor Garage

ACKNOWLEDGEMENT OF ADDENDA

Addenda

Destination Salem acknowledges the receipt of the following addenda to the RFP:

#1, June 7, 2021

#2, June 9, 2021

PRICE PROPOSAL FORM



PRICE PROPOSAL FORM

Proposer agrees to pay the City of Salem the following total amounts, paid in monthly increments. Minimum rent for first year of lease is \$4,800.00, which equates to \$400.00/month. Each subsequent year rent shall increase by a minimum of 2% from the previous year's rent.

TOTAL PAYMENTS YEAR 1	\$ <u>400.00</u>	x 12 =	<u>\$4,800.00</u>
	Monthly		Yearly Total
TOTAL PAYMENTS YEAR 2	\$ <u>408.00</u>	x 12 =	<u>\$4,896</u>
	Monthly		Yearly Total
TOTAL PAYMENTS YEAR 3	\$ <u>416.16</u>	x 12 =	<u>\$4,993.92</u>
	Monthly		Yearly Total
TOTAL PAYMENTS YEAR 4	\$ <u>424.48</u>	x 12 =	<u>\$5,093.80</u>
	Monthly		Yearly Total
TOTAL PAYMENTS YEAR 5	\$ <u>432.97</u>	x 12 =	<u>\$5,195.67</u>
	Monthly		Yearly Total
OPTION YEARS:			
TOTAL PAYMENTS YEAR 6	\$ <u>441.63</u>	x 12 =	<u>\$5,299.59</u>
	Monthly		Yearly Total
TOTAL PAYMENTS YEAR 7	\$ <u>450.46</u>	x 12 =	<u>\$5,405.58</u>
	Monthly		Yearly Total
TOTAL PAYMENTS YEAR 8	\$ <u>459.47</u>	x 12 =	<u>\$5,513.69</u>
	Monthly		Yearly Total
TOTAL PAYMENTS YEAR 9	\$ <u>468.66</u>	x 12 =	<u>\$5,623.97</u>
	Monthly		Yearly Total
TOTAL PAYMENTS YEAR 10	\$ <u>478.04</u>	x 12 =	<u>\$5,736.44</u>
	Monthly		Yearly Total

TOTAL (Years 1-10)	\$ <u>52,558.66</u>	<u>Fifty-two thousand, five hundred and fifty-eight dollars and sixty-six cents</u>
	(figures)	(written)



RFP No. 21-43-180
Lease of Visitor Center Space at South Harbor Garage

RESPONSE SUBMISSION & MINIMUM REQUIREMENTS



June 18, 2021

Tom Watkins
Purchasing Agent, City of Salem
Salem City Hall
93 Washington Street
Salem, MA 01970

Regarding: RFP No. 21-43-180, South Harbor Garage Retail Space

Dear Mr. Watkins:

Enclosed please find a proposal from Destination Salem to build and operate a visitor information center in the retail space at the South Harbor Garage. This information center will also house the offices for Destination Salem, and our organization will oversee and maintain the City of Salem's new public restrooms in the adjacent space.

The Office of Tourism and Cultural Affairs, Inc. for the City of Salem, Destination Salem was established in August 1998 for the purpose of marketing and promotion of Salem as a year-round destination for leisure travelers, groups, international visitors, and special events. Destination Salem has demonstrated substantial organizational growth over the past decade.

Funded in part by a portion of the local option hotel/motel tax received by the City of Salem, Destination Salem's budget is also comprised of advertising revenue generated by the organization's two publications, the annual Salem Guide, and the annual Guide to Salem Haunted Happenings. In 2020, Destination Salem created a smartphone app to provide an additional way for visitors to access information that will help them navigate the city during their visit.

The marketing efforts executed by Destination Salem have included producing publications, executing advertising campaigns, traditional public relations, social media strategy, attending trade and consumer shows, and niche industry segment work with LGBTQ, group, international and cruise travelers.

The public health and economic crises brought on by the COVID-19 pandemic in 2020 brought to light the need for more consistent visitor services on the ground in Salem. The National Park Service visitor center was closed for the duration of the pandemic. This closure, combined with the loss of the visitor center during the 16-day government shutdown in 2013, identified the need for a locally operated information center that is open year-round.

The enclosed proposal will outline the visitor information center concept, including information, offices, and retail space. Destination Salem understands routine maintenance of the new restrooms being built by the City of Salem is required by the RFP, and the scope for maintenance of the restrooms is included in this proposal.

This proposal does not include use of the liquor license that is associated with the property. Destination Salem is willing and able to invest in the creation of a visitor information center and undertaking the responsibility of maintaining the public restrooms being built by the City of Salem. The use and management of a liquor license is not within the scope of a destination marketing organization, and the expense of purchasing the license does not fall within our financial scope. We hope the City of Salem sees the value of the visitor information center and management of the public restroom as the priorities for this space and will consider this proposal without use of the liquor license.

Thank you for your consideration.

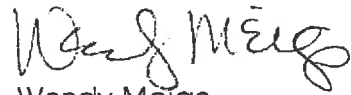
Sincerely,



Kate Fox
Executive Director



Tim Maguire
President



Wendy Meigs
Secretary

DESTINATION SALEM MANAGEMENT

Salem Office of Tourism, Inc.
DBA Destination Salem
81 Washington Street, Suite 204
Salem, MA 01970

Main: (978) 741-3252
Fax: (978) 741-7539

Kate Fox, Executive Director
Home: 16 Sunset Drive, Beverly, MA 01915
Office: (978) 744-3663
Cell: (978) 430-4350

Stacia Cooper, Assistant Director
Home: 3 Friend Street, Unit B, Salem, MA 01970
Office: (978) 498-4147
Cell: (978) 406-1189

DESTINATION SALEM BOARD OF DIRECTORS | 2021

Executive Committee

President: Tim Maguire
The Histrionic Academy / Salem Night Tour
(978) 741-1170
salem.night.tour@gmail.com

Treasurer: Ryan Miller
Salem Waterfront Hotel
(978) 740-8788
rmiller@salemwaterfronthotel.com

First Vice President: Derek O'Brien
Peabody Essex Museum
(978) 745-9500
derek_obrien@pem.org

Secretary: Wendy Meigs
Salem Resident
wendymeigs@yahoo.com

Second Vice President: Teri Kalgren
Artemisia Botanicals
(978) 745-0065
weedwitch@comcast.net

Past President: Tina Jordan
Salem Witch Museum
(978) 744-1692
tinaj@salemwitchmuseum.com

Ex Officio: Kate Fox, Executive Director
Destination Salem
(978) 744-3663 | kfox@salem.org

At Large

Jim Bostick
Salem Arts Association
(978) 618-6633
jim.bostick@salemarts.org

Karen Davis
Coon's Card & Gift Shop
(978) 744-5884
knipa68@aol.com

Amy Job
Jolie Tea Company
(978) 745-5654
aqkjob@comcast.net

Claire Kallelis
Hawthorne Hotel
(978) 825-4300
claire@hawthornehotel.com

Kara McLaughlin
The House of the Seven Gables
(978) 744-0991
kmclaughlin@7gables.org

Jessica Moody
Moody's Home & Gifts
978-335-2366
ms.jess.moody@gmail.com

Erik Rodenhiser
Gallows Hill Museum/Theatre
(978) 825-0222
erodenhiser@hotmail.com

Karen Scalia
Salem Food Tours
(978) 594-8811
karen@salemfoodtours.com

Danielle Turner
Turner's Seafood
(978) 745-7665
danielle@turners-seafood.com

Ex-Officio

Mayor Kimberley Driscoll
City of Salem
(978) 619-5600
kdriscoll@salem.com

Rinus Oosthoek
Salem Chamber of Commerce
(978) 744-0004
rinus@salem-chamber.org

Salem City Council Liaison

Josh Turiel
Councillor, Ward 5
978-801-1673
jturiel@salem.com

Tom Daniel
City of Salem
(978) 619-5685
tdaniel@salem.com

Ann Marie Casey
North of Boston Convention & Visitors
Bureau
(978) 465-6555
acasey@northofboston.org

National Park Service Liaison

Paul DePrey, Superintendent
Salem Maritime National Historic Site
978-578-8935
paul_deprey@nps.gov

BUSINESS DESCRIPTION

As the official destination marketing organization for the City of Salem, Destination Salem cooperatively markets Salem as one of Massachusetts' best destinations for families, couples, domestic and international travelers who are seeking an authentic New England experience, cultural enrichment, American history, fine dining, unique shopping, and fun.

The organization is a nonprofit, public-private partnership funded by both the City of Salem and the businesses that invest in advertising in the annual Salem Guide & Map and the annual Guide to Haunted Happenings.

Destination Salem has been responsible for the City of Salem's destination marketing since August 1998. The staff has attended consumer and trade shows to promote travel to Salem, published annual visitor guides, created, and maintained a social media presence, and worked with the travel media. An active member of the North of Boston, Massachusetts, and New England tourism industries, Destination Salem is uniquely qualified to open and operate a visitor information center for the City of Salem.

SALEM INFORMATION CENTER PROPOSAL

Destination Salem proposes the creation of a year-round visitor information center in the South Harbor Garage retail space owned by the City of Salem. This information center would provide visitor information to the public year-round and would serve as Destination Salem's offices.

Components of the build-out will include:

- Offices for Destination Salem staff
- A restroom for the retail space
- A small kitchenette for the retail space
- An open area to serve as the information station and welcome center

The Salem Information Center will operate year-round, with the following hours:

- July 1 – October 31: 9:00 AM – 8:00 PM
- November 1 – March 31: 10:00 AM – 4:00 PM
- April 1 – June 30: 10:00 AM – 6:00 PM

The information center will be closed on Thanksgiving Day, Christmas Day, and New Year's Day.

Management and Staffing

Destination Salem will hire full and part-time staff, as well as interns, to work in the visitor information center, which will be open daily, year-round. We estimate needing 5 – 7 part time staff for peak season and 2 – 3 part time staff for the off-season.

Destination Salem has budgeted \$75,000 for visitor information staff salaries.

Restroom Maintenance

Destination Salem will oversee the maintenance of the four public restrooms and the public space that is being built adjacent to the retail space. This includes providing supplies, including toilet paper, paper towels, and cleaning materials, and contracting a third party to conduct year-round daily cleaning of the restrooms.

The organization recommends, and will evaluate, hiring a porter to work weekends during peak visitation months to ensure the restrooms are clean and appropriately used.

Through a consensus of regional visitor centers and local businesses, Destination Salem recommends the restrooms be closed at 8:00 PM nightly, not 10:00 PM as stated in the RFP. Most non-restaurant businesses are closed by 8:00 PM, and most walking tours have begun. This closing time can be reviewed and adjusted during festivals and special events.

Destination Salem recommends the City of Salem install automatic locks on the restroom doors and coordinate safety checks with the Salem Police Department at or around closing time nightly.

The restrooms will be managed and cleaned daily, year-round, except for Thanksgiving, Christmas, and New Year's Day. The cleaning schedule will be between one and three times daily, depending on the day of the week and the season.

- April 1 – October 31: 8:00 AM – 8:00 PM
- November 1 – March 31: 9:00 AM – 6:00 PM

Destination Salem has budgeted \$35,000 annually for restroom maintenance.

Retail and Advertising Revenue

Destination Salem intends to generate new revenue to support the information center operations and ongoing restroom maintenance in the following ways:

- Advertising and brochure distribution
- Retail sales, primarily of "Salem/Still Making History" products that use the Destination Salem logo
- Bottled or boxed water sales
- Other small souvenirs

The organization is also considering the installation of an ATM as a revenue generator.

Liquor License

Destination Salem does not intend to obtain or use the liquor license that is associated with this space. This type of operation is not within the scope of providing visitor information and would create unnecessary competition with the restaurants and brewery that are in proximity of the space.

In addition, the anticipated expense of purchasing this license would overextend the project budget and make the construction and creation of the visitor information center, as well as the maintenance of the restrooms, financially impossible.

Insurance

Destination Salem commits to furnish evidence of insurance naming the City of Salem as the insured. Soucy Insurance in Salem oversees the organization's insurance and will add the City of Salem to all relevant policies at such a time that it is necessary.

CONCEPT AND DESIGN

Architectural design quotes have been provided by Annette Popp Design and Winter Street Architects. A construction quote has been provided by R.C. Griffin Construction.

- Design Quote, Winter Street (Attachment III): \$12,000
- Design Quote, Popp (Attachment IV): \$5,035.00

Contractor R.C. Griffin has provided an initial quote for construction that is based upon the Destination Salem receiving the space in "warm shell" condition. (Attachment III)

- Construction Quote (Attachment V): \$71,500.00

Overall Concept

The retail space in the South Harbor Garage will be built out as offices and a visitor information center. The space will include three separate offices, a restroom, kitchenette, and functional open space that will be used for an information table, brochure display, and storage. Destination Salem's offices will be in the space, which will provide year-round staffing support for both the information center function and the restroom maintenance.

Signage will be developed after the space is awarded. Destination Salem will work with a graphic designer to create signage and final concepts will be presented to the Design Review Board for approval. Destination Salem is not planning any changes to the envelope of the building.

Destination Salem plans on working with Kristen Villalongo Design and Concept Signs in Salem to create a sign for above the front door that reads:



DESTINATION SALEM
Visitor Information

Decals will be developed for the windows.

Destination Salem would also like access to the display boxes on the Congress Street side of the South Harbor Garage to display posters promoting seasonal programming and events in Salem.

Approvals

Destination Salem will obtain all required permits and approvals from the City of Salem Building Department, Planning Department, SRA, DRB, and Licensing and any other applicable City Department, whether prior to making any structural or cosmetic alterations to the building or placing any additional equipment outside the building or prior to taking any other action that requires a permit or approval. The organization will

comply with all municipal regulations. The space will also comply with all ADA requirements.

Additional Commitments

Destination Salem commits to assuming responsibility for all necessary renovations and repairs to the building and to outfitting the building to meet City requirements.

OPERATIONAL OUTLINE

The Destination Salem Visitor Information Center will provide visitor information on a daily, year-round basis. Staff will be available to answer questions and provide information 7 days per week:

- 9:00 AM – 5:00 PM, April 1 – October 31
- 9:00 AM – 4:30 PM, November 1 – March 31

Hours may be extended during peak days and seasons as needed.

The Information Center will be closed on Thanksgiving, Christmas, and New Year's Day.

The space will also function as Destination Salem's offices and home-base for the staff who execute the organization's mission to market and promote Salem as a year-round destination. Destination Salem's regular office hours are Monday through Friday, 8:30 AM – 4:30 PM. Destination Salem's staff will support and cover for the visitor information staff.

The location of the South Harbor Garage retail space is ideal as a visitor information center because it connects the waterfront and downtown districts. It is at a crucial intersection for pedestrians and motorists and is close to the tour bus parking on Congress Street. The Visitor Information Center is expected to be a heavily utilized resource for visitors from near and far and could see as many as 1,500 visitors per day on weekends in the high season.

Deliveries will only be those done by standard delivery services including USPS, UPS, and FedEx and are not anticipated to impact traffic or pedestrian access.

Destination Salem will determine the most appropriate refuse removal process. At this time, the organization would prefer to participate in the City of Salem trash and recycling program. The organization does not anticipate generating a substantial amount of trash. However, once the information center is operating, if the amount of trash generated is more significant than is appropriate for the City refuse program, Destination Salem will retain the services of a private refuse removal company.

SCHEDULE

Construction is estimated to take 8 weeks following the obtaining of all necessary permits and approvals, subject to availability of materials and the contractor's schedule. Destination Salem and the contractor will commence the process of applying for all necessary permits and approvals promptly after the space is awarded.

FINANCIAL CAPACITY

Destination Salem is a 501(c)6 organization. A Certificate of Good Standing from the Massachusetts Department of Revenue is attached as Appendix E.

Destination Salem received a federal Emergency Injury Disaster Loan (EIDL) of \$100,000.00 and will be using that to cover design, construction, and moving costs. The organization has an additional \$100,000.00 in a Money Market account that can cover any costs that exceed the EIDL funds.

The organization has also received a FY21 recovery marketing grant from the Massachusetts Office of Travel & Tourism and is a grant partner with the City of Salem, Salem Main Streets, and the Enterprise Center to execute recovery marketing as part of an EDA grant. These marketing grants enable Destination Salem to continue executing marketing and promotion of Salem while developing the visitor information center.

Design, construction, and maintenance expenses are anticipated to be as follows:

Design:	\$5,100
Construction:	\$75,000
Restroom Cleaning	\$35,000
Restroom Supplies	\$12,000
Visitor Information Staff:	\$75,000
Signage:	TBD
<u>TOTAL:</u>	<u>\$202,100+</u>

Once the Visitor Information Center is fully functioning, we anticipate revenue from retail sales and advertising to offset the new expenses.

UTILITIES

Destination Salem is committed to paying utilities, including electrical, gas, sewer, and water that are attributable to the rental space. Destination Salem will make arrangements for telephone and internet to be installed and Wi-Fi offered to the public.

Destination Salem understands the City of Salem will pay all utilities, including water and sewer, associated with the adjacent public restrooms.

REFERENCES

Ann Marie Casey, Executive Director
North of Boston Convention & Visitors Bureau
P.O. Box 5193 I-95 Southbound, Exit 60, Salisbury, MA 01952
978-465-6555
acasey@northofboston.org

Tina Jordan, Executive Director
Salem Witch Museum
19 ½ Washington Square West, Salem, MA 01970
978-744-1692
tinaj@salemwitchmuseum.com

Ben Goldberg, Commercial Property Manager
Goldberg Properties Real Estate (Current Landlord)
Harbor Place, 7 Rantoul St., Suite 100B, Beverly, MA 01915
978-922-0800
bengoldberg@goldbergpropertiesRE.com



SUMMARY

As the City of Salem continues to grow as a popular tourism destination, the community must improve our tourism infrastructure. Accommodating the basic needs of visitors, including transportation, access, parking, restrooms, and information will allow the City to keep the needs of residents, businesses, and visitors in balance. Establishing a locally operated visitor information center and building new public restrooms will represent significant improvements for the destination.

Destination Salem is eager to partner with the City of Salem on the creation of this visitor center, and the organization believes this can be a successful collaborative endeavor.

Destination Salem believes year-round, full-time activation of the retail space in the South Harbor Garage will benefit that intersection and provide a connection between the downtown and waterfront business districts.

Destination Salem has unparalleled experience working with the visiting public, the business community, and residents in Salem. The organization has the capacity to collaborate with the City of Salem on management and maintenance of the public restrooms and would commence work on this project as soon as it is awarded to the organization. Through recovery funding received by Destination Salem, the organization is in a unique position to afford to execute this visitor information center project.

Thank you for your consideration of the Destination Salem Visitor Information Center for the South Harbor Garage retail space. We hope to have the opportunity for continued and expanded collaboration with the City of Salem.

APPENDICES

APPENDIX A

DESTINATION SALEM BUDGET

The following budget shows final financials from fiscal years 2019 and 2020, the current fiscal 2021 budget, and projected budgets for fiscal years 2022 and 2023. The organization will use emergency disaster loan funding and savings to build the visitor center. Beginning in fiscal year 2023, the organization anticipates increased revenue will cover the expenses of the new operations.

	FY19 FINAL	FY20 FINAL	FY21 BUDGET	FY22 BUDGET DRAFT	FY23 BUDGET DRAFT
Income					
Advertising	265,877	249,867	290,000	200,000	250,000
City of Salem	250,000	250,000	236,258	250,000	250,000
Grants	0	41,229	136,451	70,000	70,000
Salem Haunted Happenings	111,683	58,475	55,000	100,000	100,000
Visitor Information Center	0	0	0	25,000	25,000
Total Income	\$627,560	\$599,571	\$717,709	\$645,000	\$695,000
Expenses					
Administration	60,660.60	61,133.65	56,108.00	60,000.00	60,000.00
Advertising & Marketing	240,229.55	195,067.47	148,950.00	150,000.00	200,000.00
Allocation to Salem Main Streets	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
Haunted Happenings Marketing	96,673.29	93,488.97	31,500.00	85,000.00	90,000.00
Payroll	184,785.00	186,367.00	186,900.00	270,000.00	279,000.00
Rent & Utilities	12,351.20	13,174.10	13,000.00	5,000.00	6,000.00
Visitor Information Center	0.00	0.00	0.00	127,100.00	50,000.00
Total Expenses	\$604,700	\$559,231	\$446,458	\$707,100	\$695,000
Net Income	\$ 22,860	\$40,340	\$271,251	(62,100)	\$ -

APPENDIX C

Design Quotes

WINTER STREET

**Ms. Stacia Cooper
Assist. Director and Sales
Destination Salem**

Dear Ms. Cooper:

Thank you for considering Winter Street Architects, Inc. for the design of your new office soon located in a portion of the former Scratch Kitchen space in the City of Salem South Harbor Parking Garage. The proposal is for architectural services only and does not include engineering services for HVAC, Electrical, Plumbing or Fire Protection as we feel that with a project of this size and lacking complexity that these can be provided on a Design/Build method by the selected Contractor and subcontractors. Please inform any Contractors you are in discussion with of this or refer them to me for the discussion.

Architectural services will be based on the preliminary layout that we provided and assuming some modifications. We will prepare design and construction drawings to include floor plan (with any minor demolition), ceiling plan, finishes plan, door and hardware information. We will not be providing any furniture design services assuming you will utilize your existing furniture or purchase new furniture on your own. From the information you provided it appears the City will provide services of electrical, plumbing, HVAC, and fire protection to the intended space and our work will be extending those services throughout the Destination Salem space.

For the above we will provide the services for a fixed fee of \$12,000.

*Submitted,
Paul R. Durand, AIA*

Winter Street Architects, Inc.

27 Congress Street Suite 201 Salem Massachusetts 01970 978.744.7379

June 4, 2021

PROPOSAL FOR ARCHITECTURAL DESIGN SERVICES

Stacia Cooper
Assistant Director and Sales
Destination Salem
POB 630
Salem, MA 01970

Dear Stacia:

Thank you for giving me the opportunity to propose architectural services for the interior renovation project for the new offices for Destination Salem at the South Harbor Garage in Salem MA.

The property is an existing parking garage with an existing commercial space on the ground level

Proposed construction scope includes the following

- Demolition of interior partitions, doors, casework, plumbing, elec. devices etc. from previous occupancy
- New interior partitions for 3 offices
- New doors with sidelights
- One all gender bathroom
- One pantry with refrigerator, counter, cabinets, sink
- Suspended ceiling grid and tile throughout
- New flooring

The scope of the architectural services will be as follows

1. Existing Conditions Survey
 - a. Existing drawings of the building are available in pdf format and will serve as the basis of the existing conditions.
 - b. Photographs will be taken of the interior of the building
 - c. Critical dimensions of the interior will be surveyed with a laser measure to create a three-dimensional digital model. Accuracy is expected to be within 2".
 - d. Computer input of existing conditions and creation of computer model using Autodesk Revit.
2. Schematic Design
 - a. Floor plans and interior elevations will be created to show the scope of demolition and proposed construction. Isometric views will be created as necessary.
 - b. The schematic plans will be based on client's vision of layout and design.
 - c. Two rounds of revisions are anticipated after initial draft.
3. Construction Documents
 - a. Once schematic design drawings have been agreed to, a set of Construction Documents will be prepared to apply for a building permit and get final construction pricing.

9 Locust Street Salem, MA 01970 phone: 978.423.1199 e-mail: annette@annettepc.com annette@annettepc.com

- b. Structural scope is not expected and therefore excluded
 - c. Mechanical and electrical engineering services have been excluded at this point
Mechanical and engineering are expected to proceed on a design build basis with subcontractors
4. Construction Administration / Permitting Assistance:
- a. Permitting assistance has been excluded at this point, but can be included, if required.
 - b. Site visits and submittal review will be conducted as necessary on an hourly basis.

annette@annettepopp.com

e-mail: annette@annettepopp.com

phone: 978.423.1199

Salem, MA 01970

9 Locust Street

I have estimated the number of hours anticipated for each task below. Services can be added as required. Monthly billing will include only actual hours spent.

ESTIMATE FOR DESIGN SERVICES

95		hours	fee
TASK			
meetings		3	\$ 285
measuring	estimate	2	\$ 190
computer input existing conditions	estimate	5	\$ 475
			\$ -
schematic design first draft		4	\$ 380
schematic design second draft		4	\$ 380
			\$ -
			\$ -
			\$ -
			\$ -
construction documents			\$ -
	demolition floor plans	3	\$ 285
			\$ -
	reflected ceiling plans / lighting	8	\$ 760
	interior elevations / perspectives	4	\$ 380
	bathroom plans	6	\$ 570
	pantry plans	6	\$ 570
			\$ -
			\$ -
	door types	4	\$ 380
	finish selections	4	\$ 380
			\$ -
construction administration	site visits - hourly		\$ -
			\$ -
			\$ -
total			\$ 5,035

all items in fee not included

Please contact me with any questions.

Sincerely

Annette Popp

APPENDIX D

Construction Quote



April 20th, 2021

Ms. Stacia Cooper
Assistant Director: Destination Salem
81 Washington St, Suite 204, PO Box 630
Salem, MA, 01970

RE: Destination Salem
Visitor Center Renovation
245 Derby Street
Salem, MA, 01970

Dear Ms. Cooper,

First I'd like to say thank you for offering R.C. Griffin the opportunity to submit a budget for this project.

We propose a budget estimate per the preliminary plans by, Winter Street Architects drawings dated (03/17/2021) and per our contractor/subcontractor walkthrough for the sum of: **\$71,500. (seventy-one thousand five hundred dollars).**

Scope of Work as Follows:

1. Demolition
 - a. ACT & Grid.
 - b. Existing Kitchen Equipment & Counters.
 - c. Existing Partition Walls.
2. Stud walls/Framing/Drywall.
3. Plumbing Fixtures. [Unisex Bathroom & Kitchenette]
4. Electrical Fixtures.
5. New Doors/Frames w/sidelights & Hardware.
6. Tape/Paint Drywall. [Client to choose color]
7. New 2'x 2' Armstrong ACT system.
8. Existing Ceramic tile floor to remain. [Clean]
9. Vinyl wall base to be installed. [Client to choose color]
10. Millwork/Countertops. [Kitchenette] [Client to choose color]

Continue to next page



General Contractors

100 Conifer Hill Drive / Unit 306 Danvers, MA 01923 (P) 978-977-3339 info@rcgriffin.com

Exclusions

- Aluminum Storefront between Public Bathrooms & Visitor Center.
- New signage.
- Any unforeseeable conditions.
- Abatement.
- Sales Tax.

I look forward to reviewing this project with you and if you have any questions or concerns, please give me a call.

Thank you,

Andrew C. Walton

Andrew C Walton (APM)



Commonwealth of Massachusetts
Department of Revenue
Geoffrey E. Snyder, Commissioner

mass.gov/dor

Letter ID: L1524154560
Notice Date: June 9, 2021
Case ID: 0-001-202-003



CERTIFICATE OF GOOD STANDING AND/OR TAX COMPLIANCE



SALEM OFFICE OF TOURISM AND CULTUR
93 WASHINGTON ST
SALEM MA 01970-3527

Why did I receive this notice?

The Commissioner of Revenue certifies that, as of the date of this certificate, SALEM OFFICE OF TOURISM AND CULTURAL AFFAIRES is in compliance with its tax obligations under Chapter 62C of the Massachusetts General Laws.

This certificate doesn't certify that the taxpayer is compliant in taxes such as unemployment insurance administered by agencies other than the Department of Revenue, or taxes under any other provisions of law.

This is not a waiver of lien issued under Chapter 62C, section 52 of the Massachusetts General Laws.

What if I have questions?

If you have questions, call us at (617) 887-6400 or toll-free in Massachusetts at (800) 392-6089, Monday through Friday, 9:00 a.m. to 4:00 p.m..

Visit us online!

Visit mass.gov/dor to learn more about Massachusetts tax laws and DOR policies and procedures, including your Taxpayer Bill of Rights, and MassTaxConnect for easy access to your account:

- Review or update your account
- Contact us using e-message
- Sign up for e-billing to save paper
- Make payments or set up autopay

Edward W. Coyle, Jr., Chief
Collections Bureau



THANK YOU

Destination Salem
81 Washington Street, Suite 204
Salem, Massachusetts 01970



CITY OF SALEM

In City Council, July 15, 2021

Ordered: That a Veteran's Square be named after US Army Staff Sergeant Walter Anthony Mielcarz who was killed in action in France on September 18, 1944 and that the square be located at the corner of Grove and Tremont Streets.

American Veterans Post 53

American Legion Post 23

Polish Legion of American
Veterans Post 55

Second Corps of Cadets



Military Order of the Purple Heart

Disabled American Veterans
Chapter 84

Veterans of Foreign Wars
Post 1524

Marine Corps League
Essex County Detachment 127

Salem Veterans Council

Roger Leger, Commander

8 July 2021

FROM: SALEM VETERANS COUNCIL
TO: SALEM CITY COUNCIL
VIA: (1) SALEM VETERAN SERVICES OFFICER
(2) CITY COUNCIL REPRESENTATIVE TO VETERANS COUNCIL

SUBJ: ENDORSEMENT FOR VETERAN SQUARE NAMING

1. The Salem Veterans Council fully endorses the naming of the below city square, as requested by family members, in honor of a Salem veteran who lost his life in the service of his country during WWII.

Mielcarz Square: to be located at the corner of Grove and Tremont Streets in Ward 6. US Army Staff Sergeant Walter Anthony Mielcarz resided at 66 Tremont Street prior to his enlistment. After induction on 21 August 1942, Mielcarz was trained as an Infantryman. His leadership abilities were quickly recognized, resulting in his rapid promotion to the rank of Staff Sergeant. Tragically, he was killed in action in France on 18 Sept 1944 and was interred at Brittany American Cemetery and Memorial, Saint-James, Department de la Manch, Basse-Normandie, France.

2. This veteran meets the eligibility criteria of having been a resident of the City of Salem upon entry into the Armed Forces and having made the ultimate sacrifice in defense of our freedoms and our American way of life.

3. It is requested that this endorsement be given favorable consideration by the City Council.

for the Commander,

J. M. Cole
Adjutant
Salem Veterans Council



CITY OF SALEM

In City Council, July 15, 2021

Ordered: The Right of Way between 15 and 19 Front Street shall hereafter be named "Houdini Way" in honor of Harry Houdini who, in April of 1906, performed an extraordinary escape from handcuffs and a locked cell at the former police station at 15 Front Street.

City of Salem

In the year two thousand and Twenty-one

An Ordinance to amend an Ordinance relative to replacing gender-specific nouns and pronouns in the City of Salem's Code of Ordinances.

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

Section 1. Amending Chapter 42, Section 50B – "Handicap Parking, Time Limited" is hereby amended by adding the following:

An ordinance replacing gender-specific nouns and pronouns in the city of salem's code of ordinances be amended by

1. Traffic Code V-A-75 is amended by replacing "his designee" with "the Police Chief's designee" in all one instance.
2. Section 2-1 is amended by replacing her with "it's"
3. Section 28-133 is amended by replacing workmanship with "their work"

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

In City Council June 24, 2021
Adopted for first passage

ATTEST:

ILENE SIMONS
CITY CLERK