



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

February 25, 2016

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

I re-appoint Mark L. Finer of 21 Orient Way Salem, MA 01970 to serve as a Constable in the City of Salem for a term to expire March 8, 2019

Very truly yours,

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

Kimberley Driscoll
Mayor

ISSUED THROUGH

A. A. DORITY COMPANY

BOSTON

CONTINUATION CERTIFICATE

The **NGM Insurance Company**, hereinafter called the Company, hereby continues in force its **Constable Bond** Bond Number **172410**

in the sum of **Five Thousand dollars (\$5,000.00)**

on behalf of

Mark L. Finer

located at

21 Orient Way
Salem, MA 01970

in favor of **City of Salem, MA**

for the term beginning **March 8th, 2016** and ending on **March 8th, 2019**, subject to all covenants and conditions of said bond.

This Continuation is executed upon the express condition that the Company's liability shall not be cumulative and shall be limited at all times by the amount of the penalty stated in the bond.

In witness whereof, the Company has caused this instrument to be signed by its duly authorized Attorney-in-Fact and its Corporate Seal to be hereto affixed this day, February 12, 2016

NGM Insurance Company

By: 

Katie E. Ford

Attorney-in-Fact

A. A. DORITY Company, Inc.

262 Washington Street, Suite 99

Boston, MA 02108

(617) 523-2935 Fax: 617-523-1707



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

(Please print or type)

Date Feb 02, 20 16

Application for Constable Re-Appointment

Office of the Mayor
City Hall
93 Washington Street
Salem, Massachusetts 01970

Application is hereby made under Chapter 41, Section 91B for appointment as Constable.

Name MARK L. Finer Date of Birth 11/15/1973

Present Address 21 Orient Way Salem, MA 01970 From 2013 - Present

Previous Address 107 Foster St., Peabody, MA 01960 From 2004 - 2013

Telephone Number (Home) 508-451-7577 (Work) (Cell) 508-451-7577

Date Present Appointment Expires 3/8/16

Reason to Appoint I have been a constable in Salem for almost 20 years.

Present Employer (Name and Address) Town of Middleton

Position Held: Police Officer

From: 2011 To: present

Previous Employer (Name and Address) Constable For Dept of Revenue

Position Held: Independent Contractor Constable

From: approx. 2005 To: 2012

Signature of Applicant

Note: Application for re-appointment as constable shall be accompanied by a fee of Twenty-Five Dollars (\$25.00) for each year of the appointment, payable to the City of Salem to cover costs of processing. Fee must be received by the Mayor's office before appointment is presented to the City Council. A Bond must also be posted with the application covering entire period of re-appointment. Re-appointments may be made for periods of one, two or three years.

Signature of City of Salem Police Chief: Mary Ball

Signature of Police Chief in City or Town you reside:



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

February 25, 2016

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint, subject to Council confirmation, the following member and alternate member of the Historical Commission:

Historical Commission				
First	Last	Address	Term	Term Expiration
Susan	Keenan	14 Beacon Street, Salem	3-years	3/1/2019
Jane	Turiel (alt.)	238 Lafayette Street, Salem	2-years	3/1/2018

I enthusiastically recommend confirmation of their reappointment to the Historical Commission.

Sincerely,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

February 25, 2016

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint, subject to Council confirmation, the following alternate member of the Salem Zoning Board of Appeals:

Zoning Board of Appeals				
First	Last	Address	Term	Term Expiration
Paul	Viccia	35 Broad Street, Salem	1-year	3/1/2017

I enthusiastically recommend confirmation of Paul's reappointment to the Zoning Board of Appeals.

Sincerely,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

February 25, 2016

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint, subject to Council confirmation, the following members of the Salem Parking Board.

Parking Board				
First	Last	Address	Term	Term Expiration
Rinus	Oosthoek	185 Hale Street, Beverly	1-year	3/1/2017
Michael	Caggiano	14 Patton Road, Salem	1-year	3/1/2017

I enthusiastically recommend confirmation of their reappointment to the Parking Board.

Sincerely,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

February 25, 2016

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint, subject to Council confirmation, the following member of the Conservation Commission:

Conservation Commission				
First	Last	Address	Term	Term Expiration
Dan	Ricciarelli	397 Essex Street, Salem	3-years	3/1/2019

I enthusiastically recommend confirmation of Dan's reappointment to the Conservation Commission.

Sincerely,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

February 25, 2016

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint, subject to Council confirmation, the following member of the Board of Health.

Board of Health				
First	Last	Address	Term	Term Expiration
Janet	Greene	72 Orchard Street, Salem	3-years	3/1/2019

I enthusiastically recommend confirmation of Janet's reappointment to the Board of Health.

Sincerely,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

February 25, 2016

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint, subject to Council confirmation, the following member of the Salem & Beverly Water Supply Board:

Salem & Beverly Water Supply Board				
First	Last	Address	Term	Term Expiration
David	Pabich	8 Harbor View Terrace, Salem	3-years	3/1/2019

I enthusiastically recommend confirmation of David's reappointment to the Salem & Beverly Water Supply Board.

Sincerely,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

February 25, 2016

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint, subject to Council confirmation, the following member of the Community Preservation Committee.

Community Preservation Committee				
First	Last	Address	Term	Term Expiration
Mickey	Northcutt	9 Northey Street #1, Salem	3-years	3/1/2019

I enthusiastically recommend confirmation of Mickey's reappointment to the Community Preservation Committee.

Sincerely,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

February 25, 2016

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am pleased to appoint Meredith McDonald to the position of Director of the Council on Aging.

Meredith has worked for the YMCA of the North Shore since 2005 rising through the ranks to her present position of Health and Wellness Director of the Lynch van Otterloo YMCA in Marblehead. She also served in this same role at the Salem YMCA for a little over two years. In Marblehead, she leads a team of approximately 75 employees, which includes four full-time staff. She has a strong background in programs and brings extensive experience in building successful programs from start to finish. She played a leadership role in managing and building the EnhanceFitness class at the Senior Center when she was working for the Salem YMCA.

Meredith has the dedication, hard-working attitude, and ability to build positive relationships with colleagues and the people she serves that this position calls for. She is an extremely motivated leader and I believe she will be a great fit for this position.

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

February 25, 2016

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Enclosed is an Ordinance amending the definition of *tasting room* in the Zoning Code to allow tasting rooms that are up to 50% of the building's gross square footage. Additionally, any seasonal outdoor areas approved at the site shall not be included in calculating the percentage. The current restriction is no more than one-third of the square footage and there is no clear indication whether or not seasonal areas should be incorporated in calculating the size of the tasting room.

This measure is being submitted following a request from Notch Brewing for the City to review the existing Code. In doing so, we determined that the recommended amendment will make Salem more competitive for smaller craft breweries, wineries, and distilleries. This is because the tasting component of these businesses are often essential to the success of their business model. With larger operators, capable of building larger scale breweries, the 33% limitation still allows for a large tasting room. For smaller craft brewers, however, 33% of their facility – which is already small – provides for almost no workable space for a practical tasting room. The unintended consequence is that smaller operators are at a substantial disadvantage in making the economics of their building work.

We have collectively taken a number of positive steps over the last few years to help encourage and grow our local craft brewing and distilling operators. These businesses contribute to Salem's growing reputation as a dining destination and help add to the economic vitality of our community. Therefore, I recommend adoption of this Ordinance and welcome your questions concerning it.

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem



Monday, February 22, 2016

Mayor Kim Driscoll
Salem City Hall
93 Washington Street
Salem MA 01970

Dear Mayor Driscoll,

Thank you for the opportunity to address the City of Salem's Zoning Ordinance for the Farmer Series Pouring Permit that limits an attached tasting room to 33% of the main building's gross square footage.

First, some background on the Farmer Series Pouring Permit should be noted. On July 11, 2013, the MA legislature authorized a new type of "pouring permit" for Farmer-Breweries, Farmer-Wineries Farmer Distilleries¹ ("Farmer Series Pouring Permit"). The Farmer Series Pouring Permit is an on-premises license which allows the licensee to sell the alcoholic beverages it manufactures on its premises. Previously, these types of establishments were licensed as pouring permits under M.G.L. c. 138, § 12, ¶ 7 ("Restaurant Pouring Permit"). The Farmer Series Pouring Permit follows the same process as all retail licenses and must ensure that they are in compliance with the laws of the Commonwealth of Massachusetts, and that sales of alcoholic beverages take place only as authorized by state law.

When Salem addressed the zoning of the new Farmer Series Pouring Permit, a limit of 33% was made on the size of the tap room relative to the entire "main building's gross square footage", or what can be assumed to be the entire leased or owned space of the operation. While not part of the state's requirements, the city was trying to ensure the manufacturing nature of the business, where the operation is not solely focused on retail sales. While I agree with the intent of the limitation, it has some drawbacks that have become far more apparent as I move further into our own build-out on our brewery space on Derby Street.

Typically these types of operations (small independent brewers, distillers, wineries) are not located within downtown districts because the lack of affordable commercial real estate required for a profitable operational model. The ability to sell directly to the consumer offsets this higher cost of operating downtown and provides greater flexibility in choosing a location. The closer our operation is to downtown, the more it will rely on tap room revenue to offset the higher operational costs.



Manufacturing in downtown is part of Salem's heritage and vibrancy, and what makes Salem unique and attractive to businesses such as Notch. Allowing and encouraging a thriving retail component to the business is an opportunity to bring manufacturing back to downtown Salem.

I encourage the city to loosen the limitations that would make it difficult for smaller producers to thrive in Salem, and I suggest that the city consider increasing the tap room provision to 50% of the entire business operation. I also encourage the city to allow for seasonal patio seating that is not tied to the tasting room percentage, as relying on consistent good weather in New England is wishful thinking!

I appreciate all the effort and support the city has provided us during this process, and thank you for allowing me to voice my support on easing the tasting room limitations.

A handwritten signature in black ink, appearing to read "Chris Lohring". The signature is fluid and cursive.

Chris Lohring
President
Notch Brewing

City of Salem

In the year Two Thousand and Sixteen

An Ordinance to amend the Ordinance relative to Zoning

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

Section 1. Section 10.0 - Definitions of the City of Salem Zoning Ordinance is hereby amended by deleting the following sentence found within the definition of *Tasting Room*:

“A tasting room may not be greater than thirty-three (33) percent of the main building’s gross square footage.”

and replacing it with:

“A tasting room may not be greater than fifty (50) percent of the main building’s gross square footage. A seasonal tasting area, e.g. patio or deck, shall not be included in calculating the tasting room’s square footage.”

Section 11: This Ordinance shall take effect as provided by City Charter:



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

February 25, 2016

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Enclosed is a proposed Grant of Easement and an associated Council Order authorizing the execution of the Grant of Easement from Skomurski Development, LLC.

The City Engineer recently asked the City Solicitor to prepare the attached Grant of Easement to document the City's right to access and maintain an existing sewer line that runs under a new housing development on Planters Street.

I recommend adoption of the enclosed Order. Thank you for your consideration of this request and if you have any questions regarding it, please feel free to contact either the City Engineer or City Solicitor.

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council, February 25, 2016

Ordered:

The Mayor is hereby authorized to execute, on behalf of the City of Salem, a Grant of Easement from Skomurski Development, LLC to the City of Salem. The 20' sewer easement will enable the City to access and maintain an existing sewer line running through Lot 2 shown on a plan entitled "Plan of Land 43 Bridge Street & 13 Planters Street, Salem, Massachusetts." within Exhibit A of the attached Grant of Easement.

GRANT OF EASEMENT

1. PARTIES:

Skomurski Development, LLC, a Massachusetts Limited Liability Company with an address of 107 Bradstreet Avenue, Danvers, Massachusetts 01923, acting through Joseph Skomurski, Sr., Manager, hereinafter referred to as "Grantor".

City of Salem, a Massachusetts Municipal Corporation, acting through its Mayor Kimberley Driscoll, 93 Washington Street, Salem, MA 01970, hereinafter referred to as "Grantee".

2. AFFECTED PROPERTY:

Grantor is currently the owner of Lot 2 as shown on the plan entitled "Plan of Land 43 Bridge Street & 13 Planters Street, Salem, Massachusetts," prepared for Skomurski Development, LLC by LeBlanc Survey Associates, Inc., 161 Holten Street, Danvers, MA, dated April 9, 2015 and recorded in Plan Book 448, Plan 85 with the Essex South District Registry of Deeds, a copy of which is attached as EXHIBIT "A", incorporated herein.

3. GRANT OF EASEMENT:

Grantor does hereby grant unto the Grantee, its successors and assigns, and Grantee hereby accepts, a 20 foot wide Sewer Easement for a portion of Grantor's property as shown on the plan attached as EXHIBIT "A".

4. STATEMENT OF PURPOSE:

The easement described above shall be for sewer utilities (utilities) and for unrestricted ingress and egress to Grantor's property for the purpose of installing, repairing, testing, maintaining, and replacing the utilities.

5. TYPE OF EASEMENT:

The easement described above shall be non-exclusive except that Grantee shall have the exclusive right to construct, install, maintain and operate the sewer lines and all related facilities within the easement. Grantor shall not locate any structures within the easement. Grantor may use the surface of the easement provided such use does not interfere with Grantee's rights contained in this easement. Grantor shall not permit any other utilities to be located in the easement without the written consent of Grantee. The easement shall perpetually encumber the property.

6. MAINTENANCE:

Grantee shall be responsible for the maintenance of sewer equipment and facilities located within the easement. Grantor shall be responsible for landscape and surface maintenance within the easement, unless said landscape and surface is disturbed by

Grantee, in which Grantee shall be responsible for restoring the surface to its previous state. Grantee's use of the easement shall not unreasonably interfere with Grantor's use of its property.

7. INDEMNIFICATION:

The Grantee does hereby agree to defend, hold harmless, and indemnify Grantor, its successors and assigns, from any claim of liability or any other claim arising out of a failure of the sewer utilities located in the easement area, or arising out of the Grantee's use of the easement described above unless caused by Grantor's negligent or willful conduct or Grantor's failure to fulfill its maintenance obligations as set forth in Paragraph 6 above.

8. REMEDIES:

In addition to all other remedies allowed by law, the parties, their successors and assigns, shall have the right to seek injunctive relief for the enforcement of the terms and conditions of this agreement.

9. BINDING EFFECT ON SUCCESSOR INTERESTS:

The terms, conditions and provisions of this agreement shall extend to, be binding upon and inure to the benefit of the heirs, personal representatives and assigns of the parties.

10. ATTORNEY FEE:

In case suit or action is instituted in connection with this agreement, the prevailing party shall be entitled to recover from the losing party such sums as the court may adjudge reasonable as attorney fees and costs in such suit or action, or upon appeal.

DATED this _____ day of _____, 2016.

GRANTOR:

GRANTEE:

By: _____
Joseph Skomurski, Manager
Skomurski Development, LLC

By: _____
Kimberley L. Driscoll, Mayor
City of Salem

COMMONWEALTH OF MASSACHUSETTS

_____, ss.

On the _____ day of _____, 2016, before me, the undersigned notary public, personally appeared _____, proved to me through satisfactory evidence of identification, which was _____, to be the person whose name is signed on the preceding document, and acknowledged to me that he/she signed it voluntarily for its stated purpose.

Notary Public

Print Name

My Commission expires: _____

COMMONWEALTH OF MASSACHUSETTS

_____, ss.

On the _____ day of _____, 2016, before me, the undersigned notary public, personally appeared _____, proved to me through satisfactory evidence of identification, which was _____, to be the person whose name is signed on the preceding document, and acknowledged to me that he/she signed it voluntarily for its stated purpose.

Notary Public

Print Name

My Commission expires: _____

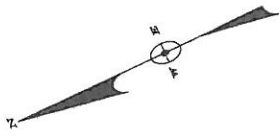
PLAN BOOK 448 PLAN 85

Received July 10 2015

with _____

Colborn
Robinson

For Registry Use Only



REFERENCES:

- 1) Deed Book 5330 Page 476
- 2) Plan #781 of 1946
- 3) Plan Book 303 Plan 24
- 4) Plan #638 of 1855
- 5) Deed Book 5618 Page 413

Approval Under the Subdivision
Control Law Not Required
Salem Planning Board

[Handwritten signatures and stamps]

NOTE:

43 Bridge St. is shown on Assessor Map 36 Lot 238
13 Planters St. is shown on Assessor Map 36 Lot 239

ZONING DISTRICT - R2

Note: See Zoning Board of Appeal
Decision dated April 1, 2015 for
Variances granted for minimum lot frontage,
minimum lot area, maximum lot coverage,
minimum rear setbacks and maximum number
of stories to allow the division of property into
five (5) lots for the construction of four (4)
single family homes and one (1) three-story
duplex and also to provide a variance for side
setbacks to Lot 5 shown on the plan dated
March 10, 2015.

PLAN OF LAND
43 BRIDGE STREET &
13 PLANTERS STREET
SALEM, MASSACHUSETTS

Prepared For
Skomurski Development, LLC

Prepared By
LeBlanc Survey Associates, Inc.
161 Holten Street
Danvers, MA 01923
(978) 774-6012

April 9, 2015 Scale: 1"=20'

I certify that this plan was prepared
in accordance with the rules and
regulations of the Registers of Deeds.

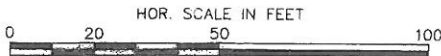


PROFESSIONAL LAND SURVEYOR

Map 36 Lot 240
N/F
Donovan
15 Planters St.



85/448



6-15-15

BRIDGE STREET



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

February 25, 2016

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Enclosed is an Order appropriating \$50,000 from our short term capital improvement fund for work on the Fire Station at 64 Loring Avenue.

As you may recall, in September of last year we jointly acted to designate this station, which houses Engine 5, the Joseph A. O'Keefe, Sr., Fire Station. It serves the neighborhood of our City that Councillor O'Keefe ably represented for fifteen years. In addition to his distinguished service on the Council, of course, Councillor O'Keefe was a former Massachusetts State Fire Marshal and a long-time advocate and champion for the fire services. This gesture was a tribute to those years of dedication to South Salem, to the City overall, and to our Fire Department, and will hopefully enshrine his name and memory even more deeply among this generation and future generations of grateful Salem residents.

The funding requested will be used to make some improvements to the station and grounds, in preparation for a formal plaque unveiling and dedication ceremony to take place later this spring. I hope you will approve this appropriation so we may begin this work as soon as the weather permits. I recommend adoption of the Order and invite you to contact either myself or Chief Cody with any questions you may have.

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

February 25, 2016

ORDERED:

That the sum of Fifty Thousand Dollars (\$50,000) is hereby appropriated from the "Capital Outlay Renovation and Repair" account (20003-584616) to carry out repairs and improvements at the Joseph A. O'Keefe, Sr., Fire Station at 64 Loring Avenue, Salem, in accordance with the recommendation of Her Honor the Mayor.



David W. Cody
Chief
(978) 744-6990
dcody@salem.com

City of Salem, Massachusetts

Fire Department

48 Lafayette Street
Salem, Massachusetts 01970-3695
Tel. (978) 744-1235
Fax (978) 745-4646

Fire Prevention
Bureau
978-745-7777

February 19, 2016


Mayor Kimberley Driscoll
City of Salem
93 Washington Street
Salem, Massachusetts 01970

Dear Mayor Driscoll:

I am asking for an appropriation from the CIP to make several improvements to Station 5 at 64 Loring Avenue. I propose to replace the two existing overhead garage doors with new insulated doors. New openers will have to be installed along with the associated hardware, trim, and painting. The windows throughout the building are the original single pane windows. To begin the replacement process, the windows above the garage doors should be changed to thermo-pane replacement windows. This will improve the looks of the building while completing the front elevation. A bronze dedication plaque will be mounted to the building at the completion of this work.

I respectfully request an appropriation from the short term CIP fund of \$50,000 to support this work. Enclosed is the CIP request form.

Sincerely,



David W. Cody
Chief of Department

Cc; finance
file

CITY OF SALEM
Capital Outlay Expenditure Request Form

To: MAYOR

From: Department Fire/100

Date February 19, 2016

Expense Line To : 20003-586016 - Equipment

Amount:

\$

Expense Line To : 20003-584616 - Renovations & Repairs

Amount: \$ 50,000.00

Description: Replace existing garage doors with 2 insulated garage doors with openers trim and paint. Replace 2nd floor windows with insulated replacement windows and appropriate trim and paint. Plaque for building dedication.

For Finance Dept and Mayor's Use Only:

City Council Approval

Recommendation:

Approved Denied

Finance Director

Mayor

Processed: **Date:** _____ **By:** _____

CO # _____ **JE#** _____ **Trans #** _____



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

February 25, 2016

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request for an appropriation of Six Thousand Six Hundred Twenty Nine (\$6,628.89) from the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to fund the retirement buyback cost to be expended for the DPS Department employee listed below.

NAME	DEPARTMENT	AMOUNT
Valerie Coviello	DPS	\$6,628.89

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

In City Council,

Ordered:

February 25, 2016

That the sum of Six Thousand, Six Hundred and Twenty-Eight Dollars and Eighty-Nine Cents (\$6,628.89) in the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to be expended for the FY 2016 contractual buyback listed below in accordance with the recommendation of Her Honor the Mayor.

Name	Department	Amount
Valerie Coviello	DPS	6,628.89
		6,628.89



CITY OF SALEM, MASSACHUSETTS

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

KIMBERLEY DRISCOLL
MAYOR

LISA B. CAMMARATA
DIRECTOR OF HUMAN RESOURCES

MEMORANDUM

TO: Sarah Stanton, Director of Finance
DATE: February 11, 2016
RE: Retirement Stabilization Fund

Attached is a PAF for a former employee of the Department of Public Services.
This former employee is contractually entitled to the following amounts.

Valerie Coviello	
9.6750 vacation hours @ \$25.9017 per hr	\$250.60
246.2500 sick hours @ \$25.9017 per hr	\$6,378.29

TOTAL DUE: \$6,628.89

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

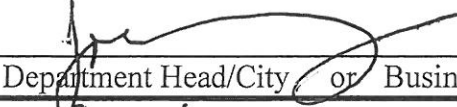
Thank you for your cooperation, and if you should have any questions, please do not hesitate to contact me.

LBC

Finance Director

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

From: Department DPW Date 2/2/16

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

NAME: Valerie Coviello

CALCULATION

VACATION HOURS # 9.6750 @ \$ 25.9017 = \$ 250.60

SICK HOURS # 246.2500 @ \$ 25.9017 = \$ 6,378.29

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

OTHER # _____ @ \$ _____ = \$ _____

Total Amount Due: \$ 6,628.89
Please attach corresponding PAF or other backup to this sheet.

Reason: Retirement

For Human Resources's Use Only:

- VACATION HOURS
- SICK HOURS
- PER ACCRUAL REPORT
- OTHER

Org and Object: 83113 - 5146

Recommendation: 
 Approved
H R Director/City or Superintendent/Schools



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

February 25, 2016

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

This matter is being submitted for the regular meeting agenda under Mayor's Informational Page.

Salem has a long history of being, literally, a gateway City and welcoming in new immigrants. That's why it was especially disheartening to read recent news accounts in which members of our Latino community expressed concern about their interactions while voting.

As you know, our Latino population is growing at a faster pace than our population as a whole and, for many of our new residents English is not their first language and they are not necessarily familiar with what their rights are when it comes to voting. I believe that we have a responsibility as City leaders to ensure that voting rights are upheld, no matter the voter's ethnic or racial background, their party affiliation or their ability to speak English. If someone has a right to vote, we should be doing all that we can to encourage access and participation. While we've made good progress in establishing that Salem is a City of inclusivity, if we fail to ensure equal access to the ballot box for all citizens, then we fail to meet the most fundamental measure of inclusivity in our democracy.

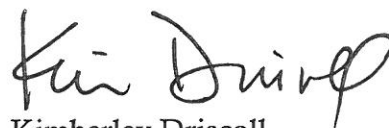
We have adopted a non-discrimination Ordinance and hold our community up, rightly so, as No Place for Hate. I believe how we treat legal voters, regardless of their ethnicity or language spoken, is a true measure of how well we represent these values through our actions.

As a result of this issue, a Memorandum of Understanding, attached here, has been drafted between City officials and the Latino Leadership Coalition, a community organization that seeks to increase civic engagement and participation among Salem's Latino population. The MOU outlines basic steps we can take together to ensure all who are legally allowed to vote, are able to vote. I understand that the Council already has before it a Council Order to hold a committee meeting on the topic of voter access and would like to encourage you to refer this matter to that committee meeting so that it may be on the agenda for discussion.

The proposed MOU came about as a follow up to a prior meeting held with the Board of Registrars, where members of our Latino community expressed concerns about access and intimidation while voting. The hope was that we would be able to have all relevant local officials sign onto an agreement to make sure these circumstances were addressed going forward. I should note that the steps outlined in the proposed agreement are not revolutionary. In fact, they are pretty basic and should be routine: access to voter information materials in English and Spanish, assistance at polling places and with voter registration efforts, and so forth. I am proud to sign this agreement and affirm my administration's commitment to equal treatment under the law for all our residents. Chief Butler is also a signatory, as Police Officers are assigned to every poll location.

Given our city's strong commitment to diversity and inclusiveness, I believe it is appropriate for us to hold a joint meeting, such as the one already before the Council given the previous Order, with all relevant local officials, myself, Councillors, members of the Board of Registrars, and the Latino Leadership Coalition, to listen and renew our collective commitment to ensuring that all Salem residents are treated fairly while exercising their fundamental right to vote. I am happy to work with Council President Turiel to secure a date for this meeting to take place as soon as possible.

Very truly yours,



Kimberley Driscoll
Mayor
City of Salem

Memorandum of Understanding (MOU)

This MOU is entered into this 23rd day of February, 2016 by and between the City of Salem and the Latino Leadership Coalition, a community organization helping to foster better communication between Latino residents and City officials (collectively, the "parties").

Whereas, it is the vision of the parties to ensure that all eligible residents within the City of Salem, Massachusetts are able to vote free of any barrier or practice that would impede or dissuade voting during any public election.

Whereas, it is the mission of the parties to promote and safe guard the voting rights of all eligible residents regardless of their race, ethnicity, or limited English proficiency through increased language access to voters, training, and voter education.

Now, therefore, the parties agree to work cooperatively on the following goals:

1) Assist residents by increasing their knowledge of voting rights and requirements.

To accomplish this goal,

a) the City's Director of Constituent Services & Latino Affairs Coordinator shall solicit "Know Your Rights" informational presentations and materials from the Secretary of State's office and work with the Latino Leadership Coalition to disseminate this information;

b) the Board of Registrars, through the City Clerk, commit to making their best effort to work with the City's Director of Constituent Services & Latino Affairs Coordinator to assist eligible voting residents to register with the City to ensure residents' names will appear on the voting roll; and

c) the Board of Registrars, through the City Clerk, commit to making their best effort to work with the Director of Constituent Services & Latino Affairs Coordinator to advise the Latino Leadership Coalition of anticipated mailings of census/voter response letters so that the Coalition can conduct outreach to increase the number of replies among Spanish speaking residents.

2) Protect voter rights by ensuring compliance with voting law and practice.

To accomplish this goal, the Mayor, the Board, through the City Clerk, hereby commit to make their best efforts to:

a) continue to provide precinct captains and poll workers with proper training and written instructions on voting rights, proper administration of voting precincts and how to address special circumstances such as placement on an inactive voter list, provisional and/or challenged ballots so no eligible person fails to vote;

b) provide a link on the Elections Department web page to the Secretary of State's on line information regarding voter rights;

c) ensure sufficient staff from the City Clerk's office to provide assistance to poll workers to verify whether a voter's name appears on a voting list at another precinct, and;

d) continue to assist Salem community agencies or organizations who wish to have observers present at voting precincts to observe the administration of the precinct during a general election by providing guidance on where and how to observe.

The Chief of Police shall:

a) work cooperatively with the City Clerk to clarify the role of police officers in the administration of the precinct and to establish procedures for when it is appropriate for City Police Officers to assist poll workers in the enforcement of voting laws, while recognizing that the enforcement of voting rights laws is initially deferred to polling staff inside the polling place by Special Order of the Chief of Police.

b) provide instruction/training to officers working a detail at any voting precinct to ensure that officers have a clear understanding of the election laws and their role; in particular, officers should be trained to understand their role with respect to ensuring the peace at the precinct and enforcing criminal laws, and will provide assistance of the election laws through the polling staff who have primary enforcement responsibility of the voting rights and election laws. This does not preclude election officials from seeking police officer assistance to enforce voting laws; and

3) Improve language access to prospective voters who possess limited English proficiency.

To accomplish this goal, the Mayor, the Board, through the City Clerk, hereby commit to making their best effort to:

a) continue to make available at all precincts bilingual voting related written materials provided by the Massachusetts Secretary of State such as, but not limited to, a Voters' Bill of Rights and Voting booklets;

b) work with the Latino Leadership Coalition in an effort to identify interpreters for prospective limited English proficient voters at polling locations during general elections. This does not preclude or prevent a voter's right to utilize another individual to serve in this same capacity. Sufficient interpreters shall be available to meet anticipated demand of Spanish speaking voters in wards where the need is highest such as 1-2 and 5;

c) work with the Latino Leadership Coalition to recruit and solicit prospective bilingual polling staff who are eligible to apply for poll worker positions under the Clerk's open ended application process. The Director of Constituent Services & Latino Affairs Coordinator shall translate the application material for dissemination.

4) Petition the City Council to convene a meeting following each election to review the efficacy of this Memorandum and where the City Clerk, Board of Registrar, the Latino Leadership Coalition and any other interested parties may make a public report on the progress and activities related to this Memorandum and where the Memorandum may continue be ratified and/or amended as needed.

In the event of a conflict arises between any provisions of this MOU and State Election Laws, State Election Laws shall be followed.

City of Salem
Mayor

Latino Leadership Coalition
President

Police Chief

Alex Mitchell-Munevar, Esq.

Lucy Corchado
President, Point Neighborhood Assoc.
LLC Member

Acknowledged:

City Clerk

On 1/20/16, City Clerk Cheryl LaPointe refused to sign this document.

Board of Registrars

Mickey Northcutt
North Shore CDC

Rosario Minaya
North Shore CDC