



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

October 13, 2016

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Attorney Tanya Stepasiuk of 10 Burnside Street #2 to the Traffic and Parking Commission, for a one-year term to expire October 13, 2017.

Attorney Stepasiuk is a PhD candidate in public policy at the University of Massachusetts in Boston where is a senior government services specialist at the Edward J. Collins Center for Public Management's Government Analytics Program. You may be familiar with the Collins Center through our partnership with them on our SalemStat performance management program. She has helped to advise municipalities on service delivery and on organizational issues related to departmental structures, charters and codes, and the use of data in performance management for public works, police, and other departments. I believe that based on this experience she will be a particular asset to the Commission as they begin their important work of establishing the new City traffic regulations and policies. Previous to her work at the Collins Center her background includes legal work both in private practice and as an Assistant District Attorney in Maine. She is a member of the Association for Public Policy and Management and the Northeast Conference on Public Administration, and volunteers with the Volunteer Lawyers Project.

I strongly recommend confirmation Attorney Stepasiuk's appointment and I hope you will join me in thanking her for her interest in this important new commission and in volunteering to serve our community.

Sincerely,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

October 13, 2016

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 Friends of the COA in the amount of Three Thousand Two Hundred and Nine Dollars (\$3,209.00). These funds will be deposited into the Salem Park & Recreation account 24061-4830.

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 Salem Park & Recreation.

Very truly yours,

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

Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

Ordered:

October 13, 2016

To accept the donation(s) listed below totaling Three Thousand Two Hundred and Nine Dollars (\$3,209.00). These funds will be deposited into the Salem Park & Recreation Fund 24061-4830 as listed in accordance with the recommendation of Her Honor the Mayor.

From:	Fund Name	Org/Obj	Amount
Friends of the COA	COA Donation Fund	24011-4830	\$ 3,209.00
Total			\$ 3,209.00



CITY OF SALEM, MASSACHUSETTS
PARKS, RECREATION & COMMUNITY SERVICES
5 BROAD ST., SALEM, MA 01970
TEL: (978) 744-0180 OR (978) 744-0924
FAX (978) 744-7225
POBRIEN@SALEM.COM

KIMBERLEY DRISCOLL
MAYOR

PATRICIA O'BRIEN
DIRECTOR

October 5, 2016

Dear Mayor Driscoll:

I am writing to request the acceptance of a \$3209 donation written to the Salem Council on Aging from the Friends of the Council on Aging.

Please accept the \$3209 for deposit into the Council on Aging donation account 24011-4830. \$514 of the donation is from a Barnes and Noble Book Fair fundraiser hosted by the Friends, and will be spent on literacy programming (a creative writing/literature class) at the COA. The remaining monies (\$2695) will be used to fund several of our fitness classes.

Sincerely,

Meredith McDonald
Director
Council on Aging



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

October 13, 2016

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request for an appropriation of Nine Thousand Four Hundred and Five Dollars and Sixty-Nine Cents (\$9,405.69) from the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to fund the retirement buyback costs to be expended for the employee listed below.

NAME	DEPARTMENT	AMOUNT
Nancy Haskell	School	\$9,405.69

I recommend passage of the accompanying Order.

Very truly yours,

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

Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

Ordered:

October 13, 2016

That the sum of Nine Thousand Four Hundred and Five Dollars and Sixty-Nine Cents (\$9,405.69) is hereby appropriated in the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to be expended for the FY 2017 contractual buyback listed below in accordance with the recommendation of Her Honor the Mayor.

Name	Department	Amount
Nancy Haskell	School	9,405.69
		<hr/> 9,405.69 <hr/>



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: September 29, 2016
RE: Retirement Stabilization Fund

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

This former employee is entitled to the following amount:

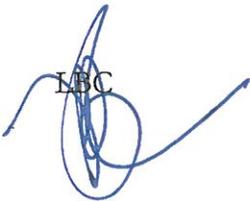
Nancy Haskell

21 sick days @ \$447.89 per day \$9,405.69

TOTAL DUE: \$9,405.69

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.

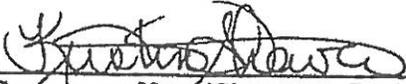

LBC



Finance Director

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

From: Department School Date 9/15/16

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

NAME: Nancy Haskell

CALCULATION

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

SICK DAYS # 21 @ \$ 447.89 = \$ ~~9,395.19~~ 9,405.67

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

OTHER # _____ @ \$ _____ = \$ _____

Total Amount Due: \$ 9,395.19

Please attach corresponding PAF or other backup to this sheet.

Reason: Relievement Severance pay

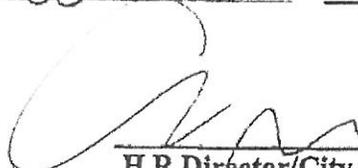
For Human Resources's Use Only:

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

Org and Object: 83113 - 5/46

Recommendation:

Approved


H R Director/City or Superintendent/Schools



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

October 13, 2016

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Enclosed please find a request to authorize the acquisition of the vacant parcel located at 289 Derby Street, along with a recommendation from the Community Preservation Committee (CPC) regarding funding the proposed acquisition. As you know, this lot formerly housed Dave and Jack's Gas Station, but more recently has been used for private parking except for the last two weeks of October, during which time the Fiesta Shows carnival is set up on the site.

As part of ongoing efforts to increase the public's access to the waterfront, the City of Salem requested funding from the CPC for the purpose of acquiring the vacant parcel at 289 Derby Street. The City envisions utilizing the lot at 289 Derby to create dynamic open space and a permanent view corridor showcasing the downtown's connection to the South River and the adjacent harbor walk. Once the lot is secured, the intent is to transform the site into a flexible event space with active programming designed to attract all age groups. The open space and the adjacent South River will be reactivated with kayaks and other small boats, viewing areas for special events such as water fire or light shows, outdoor dining, music or theater performances. A key link of the Harborwalk will be constructed and a strong pedestrian connection will be established from the downtown by Riley Plaza, the Point Neighborhood, as well as from the Visitor's Center and the Peabody Essex Museum directly to the waterfront.

Accomplishing such a goal can be challenging in a densely settled urban area. The parcel at 289 Derby Street provides a rare opportunity to address this need. The concept of a gateway park on the waterfront originated during the Salem Harbor Plan process that first took place in 2000 and then was updated in 2008. The Plan, which sets out the community's priorities for its waterfront, was developed with broad public participation.

Creation and preservation of open space along the downtown waterfront is identified as a high priority – a goal that is expressed multiple times throughout the Harbor Plan.

The City's Master Plan also calls out support for making our harbor a focal point, stating that "The harbor is the City's front door and a focus on that is needed." A key objective of the Plan is the expansion of public waterfront access.

Finally, this project also furthers goals set out in the City of Salem Open Space and Recreation Plan including:

- Protect open spaces and acquire more open space when possible.
- Acquire key parcels and sites for multi-purpose trails, scenic views, and visual access to the water.
- Increase and improve access to the water improve signage directing people to the waterfront.
- Identify and improve access points such as public boat launches and provide required parking, signage, and other amenities.
- Continue to work toward implementation of a continuous Harbor walk.

Attached please find an order authorizing the purchase of the lot, a bond Order authorizing up to \$1.4 million for the acquisition and redevelopment into public open space of the land at 289 Derby Street along the South River. The annual payment of approximately \$100,000 will be made entirely by CPA funds. Also enclosed is an Order related allocating \$100,000 from the existing CPA fund balance for design and permitting costs for the project. These Orders both come with the recommendation of the Community Preservation Committee.

The intention of the City is to acquire this vacant and undeveloped parcel and redevelop it into public open space that will open up Derby Street to the South River, better activate the South River basin overall, and help provide another positive connection between the Point and downtown. An active use for this space will also help improve public safety along the Harborwalk, discouraging vagrancy and loitering through both infrastructure improvements and positive activity. The design for the space will be undertaken through a public process involving neighboring residents and businesses – on both sides of the South River, elected officials, and other stakeholders and members of the public.

In anticipation of potentially acquiring this parcel the City has retained a licensed site professional to conduct a careful analysis of the site's soil characteristics. While a high level of contamination, such as would require costly remediation in order to allow for public use, is not anticipated, we will work with our LSP to ensure the acquisition of this site does not pose any risks to the City.

As mentioned above, our intention is to utilize CPA funds exclusively to make the required bond payments over the 20 years of the bond. These are expected to be about \$100,000 per year based on current interest rates and our strong bond rating. As you know, the CPA typically awards about \$800,000 per year in grants, so this amount is just

12.5% of the total annual CPA grants amount awarded. This means even after this project's bond payment is made, there will still be around \$700,000 in grant funds available for distribution to other projects. Using CPA funds to bond for larger projects that fit within the eligibility criteria of the CPA and that are reflective of the community's adopted Community Preservation Plan is not an uncommon practice and is allowable under the statute that establishes the CPA. Bonding with CPA funds obligated in this manner does not compel the City to retain the CPA for the duration of the bond, but it does mean that if in the future the City were to withdraw from the CPA and it was still within the lifespan of the bond, those future bond payments would have to be made by the City directly through the capital improvement fund.

We all know how long this parcel has sat vacant and underutilized, along one of our most vibrant corridors, which is now bustling with new restaurants, stores, and so much more. This is truly a unique opportunity to help continue the forward momentum along this portion of Derby Street and around the South River in general, to leverage funding from outside the City's regular budget, and to create a new waterfront public space that helps us truly connect the Point to the downtown, the downtown to the Point, and both sides to one of our most promising, but under-activated, waterways.

I wholeheartedly endorse the accompanying Orders and look forward to working with you to continue to advance the vision for all the potential that this site holds.

Sincerely,



Kimberley Driscoll
Mayor
City of Salem



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

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

TO: Honorable City Council
FROM: Jane A. Guy, Assistant Community Development Director
on behalf of the Community Preservation Committee
DATE: October 6, 2016
RE: **CPC Recommendation for CPA Funding**
289 Derby Street Acquisition (Map 34 Lot 441; 5749 acres)

At its meeting of October 4, 2016, the Community Preservation Committee (CPC) voted to submit the following recommendations for Community Preservation Act (CPA) funding for 289 Derby Street Acquisition:

- Bonding of \$1.4 million under Community Preservation Act M.G.L. Chapter 44B for the purposes of acquisition of 289 Derby Street for recreation purposes with a bond term of 20 years; and
- Funding \$100,000 from the Fund Balance for design and permitting costs associated with the project;

The recommendation is conditional:

- That the real property be bound by a permanent restriction on the land limiting the use to parkland in perpetuity; and
- that a CPA sign be installed – either transferred from the site of a previously CPA funded project or a new sign to be paid from the design/permitting budget.

In compliance with MGL c.44B, the City Council is requested to take one of the following actions on each funding recommendation:

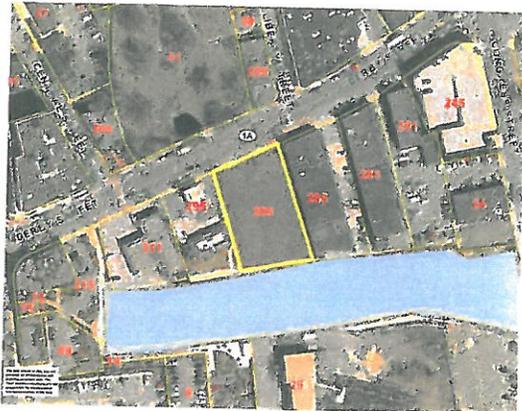
- Approve recommendation of the CPC
- Reject recommendation of the CPC
- Reduce amount recommended by the CPC

Summary:

CPA funds would be used to fund for the acquisition of a vacant parcel at 289 Derby Street for the purpose of open space and recreation. The recommendation is for bonding \$1.4 million through the Community Preservation Act M.G.L. Chapter 44, B with a bond term of 20 years as well as for funding of \$100,000 from the Fund Balance for design and permitting costs associated with the project, including the hiring of an Licensed Site Professional. The basis for the CPA acquisition price is a property appraisal completed in August 2016 which places the current property value at \$1,445,000.00. Two possible 20-year amortization schedules were provided. Construction funding is available from the MA Dept. of Energy and Environmental Affairs through the Gateway Program. The seller has received an alternative purchase offer of \$1.4 million but is awaiting the City of Salem's determination.

APPLICANT: City of Salem
PROJECT TITLE: 289 Derby Street Acquisition and Design
PROJECT LOCATION: 289 Derby Street
CPA CATEGORY: Open Space: Acquisition
CPC RECOMMENDED CPA FUNDING: \$1.4 Million bond (20 years)
 \$100,000 from the Fund Balance for design/permitting
CPC RECOMMENDED CONDITIONS: That the real property be bound by a permanent restriction on the land limiting the use to parkland in perpetuity.
 That a CPA sign be installed – either transferred from the site of a previously CPA funded project or a new sign to be paid from the design/permitting budget.

PROJECT DESCRIPTION:



The City of Salem has requested funding for the acquisition of a vacant parcel at 289 Derby Street for the purpose of preserving open space and recreation. The request is for bonding \$1.4 million under the Community Preservation Act M.G.L. Chapter 44, B with a bond term of 20 years and for funding of \$100,000 for design and permitting costs associated with the project. The basis for the CPA funding request is a property appraisal completed in August 2016 which places the current property value at \$1,445,000.00.

The City envisions utilizing the lot at 289 Derby to enhance activity on the Derby Street corridor by creating a gateway park with dynamic open space and

a permanent view corridor showcasing the downtown's connection to the South River and its Harborwalk. Once the lot is secured, the intent is to transform the site into a flexible event space with programming similar to that which occurs on Boston's Rose Kennedy Greenway and Lawn on D. Designed to attract all age groups. The adjacent South River will be reactivated with kayaks and other small boats, viewing areas for special events such as water fire or light shows, outdoor dining, music and theater performances. The final link of the Harborwalk will be constructed and a strong pedestrian connection will be established leading from the Visitor's Center and the Peabody Essex Museum directly to the waterfront.

The City has been guided by consultants at Sasaki Associates, designers of Lawn on D, in the creation of a conceptual plan or vision for the new waterfront space. Preliminary plans call for a sculptural pavilion feature that cantilevers out over the South River establishing a strong link to the maritime history of the site. Floating steps or ramp lead you down to a performance dock on the river. An inviting gateway or carpet plaza pulls visitors in from Derby Street. To continue the collaboration with Sasaki Associates, the design costs will cover a full public design and permitting process, final design and development of plans and specifications for bid.

The City has succeeded in identifying a funding source for the construction of new infrastructure and landscaping improvements that will result from the design process. The Commonwealth of Massachusetts Gateways Program, administered by the Massachusetts Department of Energy and Environmental Affairs, has provided a verbal commitment to the City that it will meet these funding needs.

The concept of a gateway park on the waterfront originated during the Salem Harbor Plan process that took place in first in 2000 and was updated in 2008. The Plan, which sets out the community's priorities for its waterfront, was developed with broad public participation. Creation and preservation of open space along the downtown waterfront is identified as a high priority – a goal

that is expressed multiple times throughout the Harbor Plan. The Salem Harbor Plan contains a number of goals and objectives that the acquisition of 289 Derby St. effectively addresses:

- Re-establish the identity of Salem as an active seaport by developing new and improved facilities serving many types of vessels on the waterside, and by enhancing access to and visibility of the harbor on the landside for residents and visitors alike. This should be done by defining a specific program of activities to intensify use of the harbor, as well as funding to implement priority programs.
- Maximize the economic potential of the harbor in the context of the economic development goals of the City as a whole, while enhancing the quality of life for residents in adjacent areas.
- Promote the waterfront as a focal point for Salem's visitor economy, emphasizing cultural tourism, high quality recreational experiences and longer visitor stays.
- Protect and enhance access to the waterfront and on the water for the Salem community for passive and active recreation; reconnect the community to its waterfront where the connection does not currently exist.
- Identify and preserve those aspects of Salem's waterfront experience that should be preserved and protected from change.
- Protect and preserve those aspects of Salem's waterfront experience which can beneficially link the City to its maritime past.
- Ensure that public investment in waterfront infrastructure will support and encourage private investment. Develop long-term capital maintenance /management strategies to ensure that public investment will result in infrastructure that is sustainable over the long-term.
- Protect and enhance the environmental quality of the harbor and its environs as an integral component of any proposed development or revitalization efforts.

The City's Master Plan states that "The harbor is the City's front door and a focus on that is needed." A key objective of the Plan is the expansion of public waterfront access. It outlines the following relevant strategies:

- Increase public landings in downtown.
- Create public waterfront walkway at new South Harbor Marina, Shetland Office Park, and downtown to Hawthorne Cove Marina and connect to regional trail system.
- Develop multi-purpose trail system along waterfront as much as possible.
- Downtown Maritime District: Create waterfront walk to the new port.
- South Harbor: Pursue waterfront park development proposals.

This project also furthers goals set out in the City of Salem Open Space and Recreation Plan including:

- Protect open spaces and acquire more open space when possible.
- Acquire key parcels and sites for multi-purpose trails, scenic views, and visual access to the water.
- Increase and improve access to the water improve signage directing people to the waterfront.
- Identify and improve access points such as public boat launches and provide required parking, signage, and other amenities.
- Continue to work toward implementation of a continuous Harbor walk.

TIMELINE:

Following acquisition, a public design process will take place over an estimated period of 6 months. A Conservation Commission permit is needed and the property's current Chapter 91 License must be re-activated. Permits are estimated to be in place by June 2017 so that construction can commence in July 2017 when construction funding becomes available. Construction is estimated to take approximately 6 months.

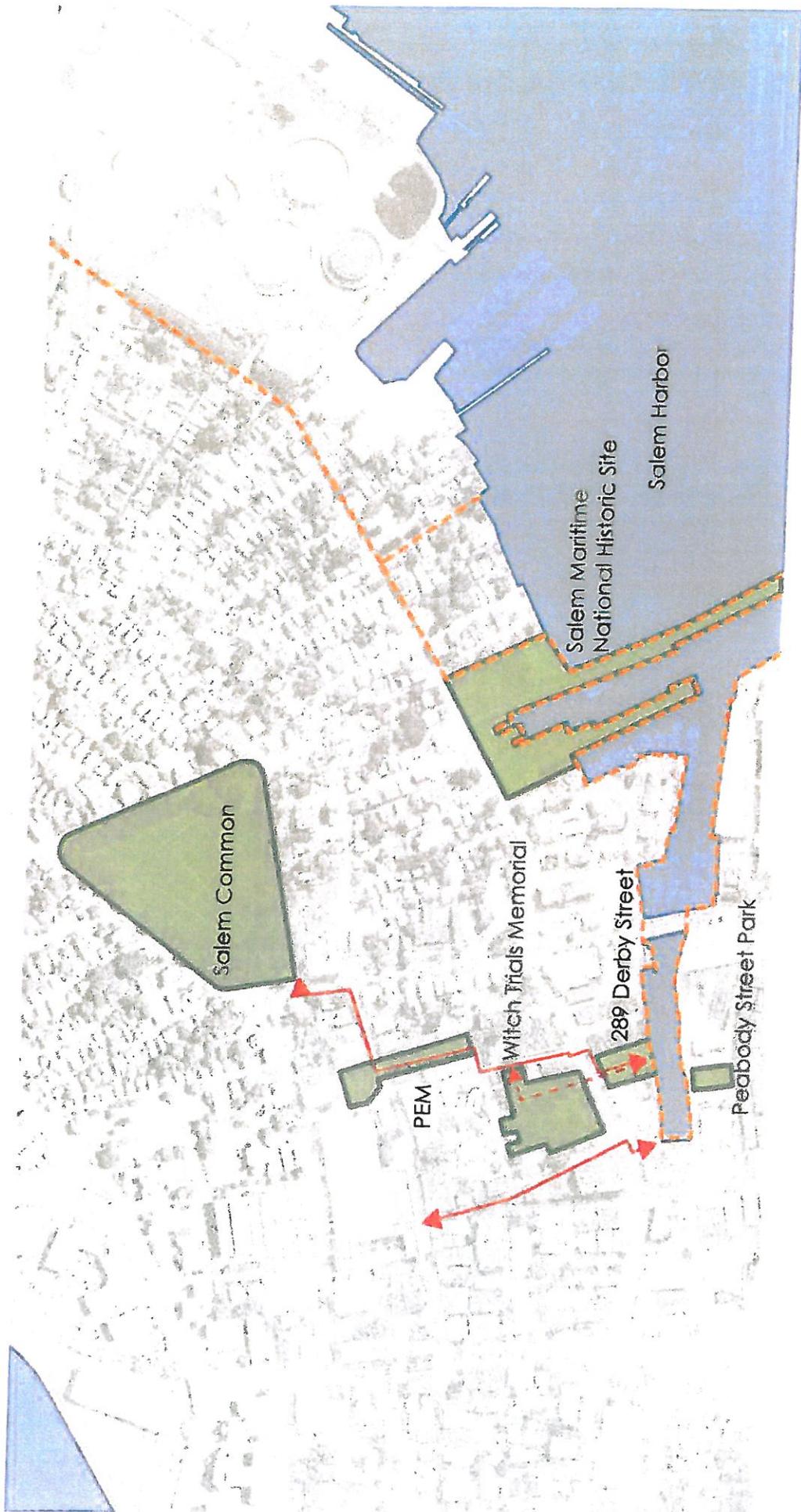
CPC RECOMMENDATION:

The Community Preservation Committee voted unanimously to recommend:

- Bonding of \$1.4 million under Community Preservation Act M.G.L. Chapter 44B for the purposes of acquisition of 289 Derby Street for recreation purposes with a bond term of 20 years; and
- Funding \$100,000 from the Fund Balance for design and permitting costs associated with the project;

The CPC's recommendation is subject to the following recommended conditions:

- That the real property be bound by a permanent restriction on the land limiting the use to parkland in perpetuity; and
- that a CPA sign be installed – either transferred from the site of a previously CPA funded project or a new sign to be paid from the design/permitting budget.



Salem Common

PEM

Witch Trials Memorial

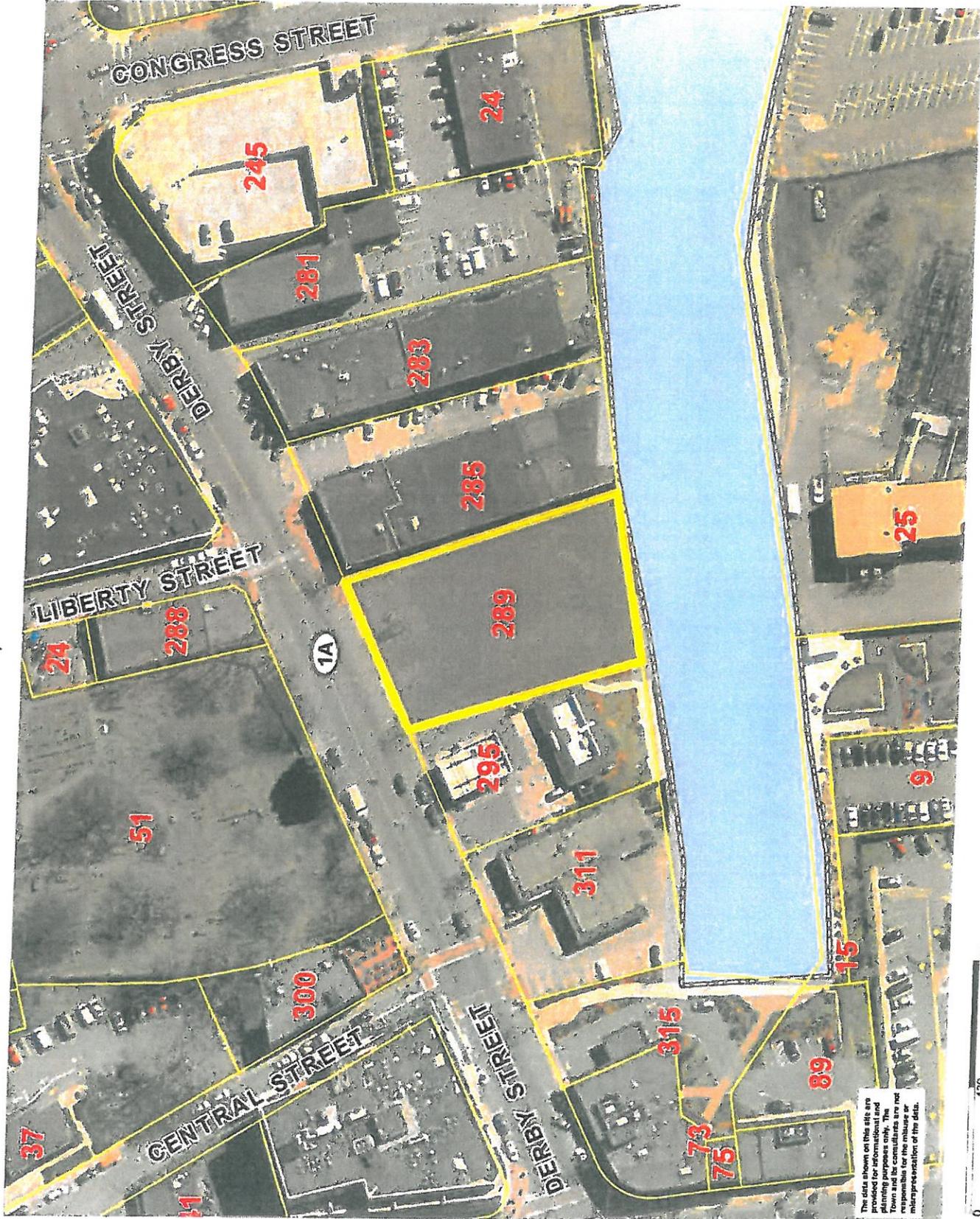
289 Derby Street

Peabody Street Park

Salem Maritime
National Historic Site

Salem Harbor

Precinct w/ Cities
 Town Boundary
 MA Highways
 Interstate
 US Highway
 Abutting Town Routes
 Abutting Town Labels
 Abutting Towns - No Labels
 Bldg Footprint
 0-5
 6-10 R
 11-15 R
 16-20 R
 21-25 R
 26-30 R
 31-35 R
 36-40 R
 41-45 R
 46-50 R
 51-55 R
 56-60 R
 61-65 R
 66-70 R
 71+ R



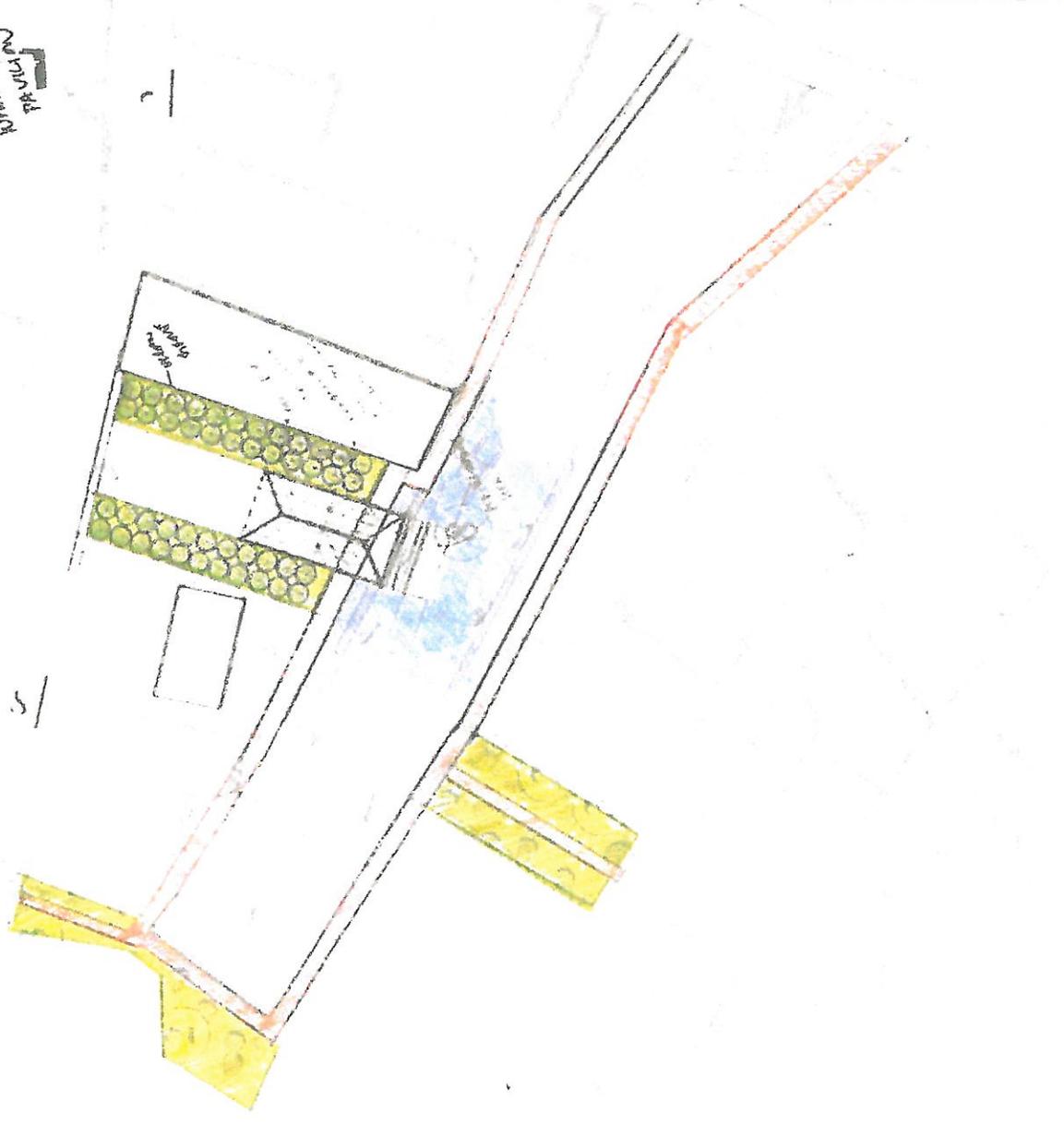
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 provided for informational and
 reference purposes only. The
 Town and its employees are not
 responsible for the misuse or
 misrepresentation of the data.

0 130 260 ft

Printed on 08/25/2016 at 09:56 AM

Conceptual Ideas – 1. Wharf Pavilion

Wharf Pavilion





CITY OF SALEM

In City Council,

Ordered:

October 13, 2016

City of Salem Loan Order

That the sum of One Million Four Hundred Thousand Dollars (\$1,400,000) be and hereby is appropriated to pay costs for the following Community Preservation Act (CPA) project:

PURPOSE	AMOUNT
Acquisition of 289 Derby Street for Recreation purposes	1,400,000.00
	<hr/> <hr/> 1,400,000.00

and for the payment of all costs incidental and related thereto, and that to meet said appropriation the Treasurer, with the approval of the Mayor, is authorized to borrow said amount under and pursuant to MGL Chapter 44, Section 7(3), Chapter 44B, or pursuant to any other enabling authority and to issue bonds or notes of the City therefore.

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

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



CITY OF SALEM

In City Council,

Ordered:

October 13, 2016

That One Hundred Thousand Dollars (\$100,000.00) is hereby appropriated within the CPA Funds for FY 2017 to the accounts listed below in accordance with the recommendation of the Community Preservation Committee.

FY	Fund	Fund Name	Description	Org/Obj	Amount
2017	2001	General Fund CPA	CPA-289 Derby St Design & Costs	2001317-580635	100,000.00
					100,000.00