



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

December 1, 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, Judith Kohn of 145 Federal Street #2 to the Conservation Commission for a term of three years to expire 11/15/2024.

I recommend confirmation of this reappointment and ask that you join me in thanking Ms. Kohn for her continued dedicated service and commitment to our community.

Sincerely,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

**Kimberley Driscoll
Mayor**

Office of the Mayor

December 1, 2021

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

Ladies and Gentlemen of the City Council:

Enclosed is an Order to accept the provisions of Section 4, Chapter 73, of the Acts of 1986 for Fiscal Year 2022.

The section of state law allows for additional tax exemptions to be granted to widows, elderly, veterans, and blind property owners. In accordance with this section of the special acts, acceptance by the local appropriation authority is required each year in order to maintain these exemptions for the qualifying eligible groups.

Salem has accepted these exemptions every year since FY2009 and in that time period we have enabled close to 4,000 exemptions to be claimed by veterans, widows, and certain elderly and disabled residents. Those exemptions have resulted in these most needy of our population saving about \$3 million on their tax bills.

I strongly recommend adoption of the attached Order so that we may continue to provide the maximum benefit allowable under state law for our residents who are most in need.

Sincerely,

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

**Kimberley Driscoll
Mayor
City of Salem**



CITY OF SALEM

In City Council, December 1, 2021

Ordered:

That the Mayor and City Council accept the provisions of Section 4, Chapter 73 of the Acts of 1986 for Fiscal Year 2022, and that such additional exemptions granted be 100% of the statutory exemption amounts, provided all other qualification specified in said Section 4, Chapter 73 of the Acts of 1986 are met.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

December 1, 2021

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order appropriates from the General Fund \$3,062,519 for the Trash Enterprise Fund Expense Subsidy. This is not an addition or change to the FY2022 Budget but is a housekeeping measure requested by the Massachusetts Department of Revenue (DOR) starting new in 2021. As a General Fund subsidy of an Enterprise Fund expense, a separate recorded vote of the Council is required by DOR.

I recommend adoption of the enclosed measure and invite you to contact our Finance Director Anna Freedman should you have any questions.

Respectfully,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,

Ordered:

December 1, 2021

That the sum of Three Million, Sixty-Two Thousand, Five Hundred Nineteen Dollars (\$3,062,519.00) shall be Raised and Appropriated from the City of Salem General Fund for the purpose of supporting the fiscal year 2022 Trash Enterprise Fund Expense Subsidy, which represents the amount to be raised less operational expenses, in accordance with the recommendation of Her Honor the Mayor.



City of Salem, Massachusetts

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

Kimberley L. Driscoll, Mayor

Anna Freedman, Finance Director

November 24, 2021

Honorable Salem Mayor Kimberley Driscoll
Salem City Hall
Salem, Massachusetts

Dear Honorable Mayor Driscoll:

Enclosed herewith is a request to raise and appropriate three million, sixty-two thousand, five hundred nineteen dollars (\$3,062,519) from the City of Salem General Fund for the purpose of supporting the Trash Enterprise Fund Expense Subsidy. This formality has been requested by the Department of Revenue as of 2021, which is a change in past acceptable practices.

Please let me know if you'd like to discuss further.

Regards,

A handwritten signature in dark ink, appearing to read "Anna Freedman", is written over a circular stamp or seal.

Anna Freedman
Finance Director

Enclosures



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

December 1, 2021

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order transfers \$96,800.00 from the Sale of City Property fund to the Engineering Department contracted services account.

These funds are the proceeds of the sale of Parcel B of the 20 Franklin Street lot. They will be utilized to complete required soil investigations, a Release Abatement Measures (RAM) plan, and site remediation on Parcel A. This work is necessary for the parcel to be used as intended as additional public parking associated with the adjacent park.

I recommend adoption of the enclosed measure and invite you to contact City Engineer David Knowlton or City Solicitor Beth Rennard should you have any questions.

Respectfully,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,

Ordered:

December 1, 2021

That the sum of Ninety-Six Thousand, Eight Hundred Dollars (\$96,800.00) is hereby transferred and appropriated from the "Sale of City Property Fund" (Fund 2441) to the Engineering Department's "Contracted Services" account (14122-5320) to pay for Licensed Site Professional (LSP) Services related to the Furlong Park reconstruction and adjacent Parcel A soil remediation in accordance with the recommendation of Her Honor the Mayor.



CITY OF SALEM

SALEM, MASSACHUSETTS
ENGINEERING DEPARTMENT
98 WASHINGTON STREET, 2ND FLOOR
SALEM, MA 01970
Phone: (978) 619-5673

Kimberley Driscoll
Mayor

DAVID H. KNOWLTON, P.E.
CITY ENGINEER / DPS DIRECTOR

MEMORANDUM

November 24, 201

To: Dominick Pangallo, Chief Administrative Aide to the Mayor
From: David H. Knowlton, P.E., City Engineer / DPS Director *DK*
RE: Request to appropriate Transfer \$96,800.00 from Fund 2441 Sale of City Property

This memo has been prepared to request a transfer of available \$96,800 from Fund 2441, Sale of City Property, to the engineering general fund contracted services account 100-14122-5320 to fund the cost of Licensed Site Professional (LSP) Services related to the recently completed park re-construction project and the clean-up of the adjacent Parcel A as shown in the budget request transfer form.

The recent park re-construction project requires project close-out documentation be prepared and submitted to MassDEP and Parcel A requires soil investigations (borings and sampling), a RAM plan and soil remediation, as described in the attached proposal from TRC Environmental Companies, Inc. (TRC). This work is proposed to be performed under TRC's existing contract #PRF67 with the Commonwealth of Massachusetts Division of Capital Asset Management and maintenance (DCAMM) Environmental Engineering.

The total project cost TRC's LSP services cost for this work is the requested \$96,800.00 (\$88,000 plus 10% contingency).

If you have any questions, or require additional information, please call. The Engineering Department is available to meet with the City Council to discuss this request.

Attachments

Cc: Anan Freedman, Finance Director
Elizabeth Rennard, City Solicitor

CITY OF SALEM – Finance Department

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

From: 235 - ENG
Department

Knowlton
Department Head Authorizing Signature

11/24/21
Date

Budget or R/Res

Budget Amt: \$10,000.00

Transfers

To: 100-14122-5320 Desc: contracted services
(Org/Object)

Balance: \$5,621.05

Budget Amt: \$0.00

From: Fund 2441

Desc: sale of city property

Balance: \$139,892.06

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

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

Date:

Budget Amt:

Free Cash or

To:

Desc:

Balance:

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

Raise & Appropriate

Please circle one

Amount Requested: \$96,800.00

Reason (Be Specific) LSP Services for Furlong Park reconstruction project close-out and adjacent Parcel A soil remediation (see attached)

For Finance Department and Mayor's Use Only:

☒ Budget Transfer

☐ Mayor Approval

☐ City Council Approval

☐ Free Cash Appropriation – City Council Approval – Gen Fund \$

Free Cash Balance

☐ R/E Appropriation – Water \$

R/E Balance

☐ R/E Appropriation Sewer \$

R/E Balance

☐ Receipts Reserve – City Council Approval

\$

R/Res Fund Balance

☐ Raise & Appropriate

☒ Other

Fund 2441 - Sale of City Property

Recommendation: ☒ Approved ☐ Denied

[Signature]
Finance Director

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



650 Suffolk St., Suite 200
Lowell, MA 01854

1 978.970.5600
TRCcompanies.com

May 3, 2021

Ms. Elizabeth Rennard
City Solicitor
City of Salem Legal Department
93 Washington Street
Salem, Massachusetts 01970

**Subject: Proposal for Environmental Consulting Services
Furlong Park
20 Franklin Street
Salem, Massachusetts
Release Tracking Number 3-29262**

Dear Ms. Rennard:

TRC Companies, Inc. (TRC) appreciates the opportunity to submit this proposal to the City of Salem (the "City") for additional Massachusetts Contingency Plan (MCP) and Licensed Site Professional (LSP) consulting services for the Furlong Park Site in Salem, Massachusetts (the "Site"). The following proposal describes the proposed scope of work, schedule, and estimated cost to further address the MCP compliance issues of the Site.

During park re-construction in March 2010 lead in soil was found to exceed MCP reportable concentrations at the Site and was reported to the Massachusetts Department of Environmental Protection (MassDEP). Release Tracking Number (RTN) 3-29262 was assigned to the Site. Following notification to MassDEP, a Release Abatement Measure (RAM) was implemented to remove impacted soil to reduce potential health risks from exposure to accessible soils and to facilitate completion of park reconstruction. Final excavation, grading, and Site restoration was completed during park re-construction in October 2011.

Recently, the City of Salem was contacted by MassDEP with regards to the MCP Compliance status of the RTN for the Furlong Park Site. TRC was asked by the City of Salem to contact MassDEP to discuss the matter. After speaking with MassDEP it was explained that during redevelopment investigations at the abutting former auto scrap yard it was discovered that a portion of the scrap yard was actually City property that had been encroached upon by the operations at the scrap yard (named Parcels A and B herein). It was also revealed that soil contamination found on part of the former scrap yard was similar to materials found during the environmental investigation and cleanup of the Furlong Park project during reconstruction in 2011.

The City of Salem is the current owner of Parcel A and B. Parcel A is anticipated to be used as additional automobile parking and remain under ownership of the City of Salem. Parcel A will be associated with RTN 3-29262 and addressed during this scope of work. The adjoining scrap yard Bay View Station, LLC is currently negotiating the purchase of Parcel B of 20 Franklin Street with the City of Salem. Parcel B will be managed by Bay View Station under a separate RTN.

In order to bring RTN 3-29262 (the Furlong Park Site) into compliance TRC proposes preparation of a MCP Tier II Extension application, a Phase II Scope of Work, soil boring completion and soil sampling at Parcel A, a RAM Plan, and a schedule for additional environmental investigations be submitted to the MassDEP. Upon completion of the Phase II Scope of Work and RAM additional environmental

L2021-079

investigations and remedial actions will be determined to bring the site to MCP Permeant Solution Statement (PSS) status. As such, the following proposal is summarizing initial tasks necessary to proceed with achieving a PSS status. This scope of work does not apply to Parcel B, which the responsibility of the current owner under a separate RTN.

SCOPE OF SERVICES

The proposed scope of services consists of the following tasks.

Task 1 – Tier II Extension Application

MCP regulations establish requirements for Tier Classification in order to set deadlines for completing response actions at MCP Disposal Sites. The Furlong Park Site RTN is classified as a Tier II which allows Licensed Site Professional oversight (as opposed to Tier IA). Due to the Site currently being out of compliance with the MCP, a Tier II Extension application will be completed by TRC and submitted to MassDEP in order for it to return to compliance.

Task 2 – Phase II Scope of Work Report and Phase II Field Work

TRC will prepare a Phase II Scope of Work for submittal to MassDEP in order to assess the conditions at Parcel A adjacent to the Furlong Park baseball field area at Franklin Street. This report will layout a proposed drilling, sampling, and laboratory analysis plan in accordance with the MCP.

The scope of work will describe the advancement of four soil borings to approximately seven below grade while performing continuous soil sampling. Assessment soil samples are proposed to be collected at each boring from the zero to three foot interval, the bottom of soil boring, and the interval with the highest detection of contamination using field screening equipment. Soil samples will be submitted to an approved analytical laboratory for analysis of volatile petroleum hydrocarbons (VPH), extractable petroleum hydrocarbons (EPH), and MCP 14 metals plus hexavalent chromium. Oxidation/Reduction Potential and pH are also required to facilitate hexavalent chromium analysis for assessment samples.

Since it is likely that the top foot of soil will require removal and off-site disposal soil samples will be collected from this interval at the four above described locations plus six additional locations which will be advanced within Parcel A to only one foot depth. Soil will be composited to create two samples to be analyzed for disposal parameters under MassDEP policy COMM-97 which regulates reuse of contaminated material as daily cover at landfills. The COMM-97 policy does have a cap of five percent of non-natural debris. The proposed disposal parameters are the following:

- VOCs via 8260B;
- Semi-volatile Organic Compounds (SVOCs) via 8270D;
- Total Petroleum Hydrocarbons (TPH) via 8015C;
- Polychlorinated Biphenyls (PCBs) via 8082A;
- Massachusetts Contingency Plan (MCP) 14 Metals via 6010B and 7471B;
- MCP 14 Metals via 6010C/7470A;
- Toxicity Characteristic Leaching Procedure (TCLP) lead via 1311/6010C;
- Conductivity;
- Reactive Sulfide & Reactive Cyanide;
- Ignitability;

- Corrosivity (aka pH); and,
- ORP.

If the soil is determined to be COMM-97 compliant then the disposal characterization data can be utilized to request acceptance of up to 1,000 cubic yards of material from the sampling interval. If deeper soil requires off-site disposal then additional sampling and analysis will likely be required. Disposal characterization data is generally considered acceptable to disposal facilities for up to one year. No groundwater quality assessment is included in this scope of work as it is not required.

As part of performing the ecological risk assessment TRC will collect a total of six (6) sediment samples from locations within the North River that previously detected elevated concentrations of inorganics (primarily arsenic and lead). The samples will include four samples collected in the vicinity of Furlong Park and two adjacent to and upgradient of Furlong Park in the North River. Field sampling will be completed in one day by a crew of two Environmental Scientists. Each sediment sample will be analyzed for toxic effects (survival, growth and reproduction) to *Leptocheirus plumulosus* (marine amphipod) during chronic 28-day tests using 5 test replicates per sample. Each sample will also be analyzed for 14 MCP metals.

Results of the sediment chemistry analyses and toxicity testing will be reviewed and summarized for incorporation into a Stage II Environmental Risk Characterization report. TRC assumes that the outcome of the ecological risk assessment will indicate a condition of no significant risk attributable to the site and/or conditions in the North River are attributable to local conditions and that no further response actions will be necessary for surface water or sediment.

Task 3 – Release Abatement Measure Plan

Upon completion of the soil borings proposed in the Phase II Scope of Work TRC will develop a RAM Plan to address the impacted soils in the Parcel A focusing on management of shallow soils that can facilitate the installation of a soil cap. It is anticipated that excavation and removal of soils will be required similar to previous activities at the Furlong Park project in 2011. RAM Plan is considered presumptively approved under the MCP and it is assumed that MassDEP will not have any comments or recommendations prior to proceeding with implementation of the remedy.

TRC will provide the City of Salem with a separate proposal associated with oversight of the soil excavation and off-site removal including RAM Completion reporting. Production of project specifications and remedial contractor bid documents are not included in this scope of work but can be provided upon request.

Task 4 – Permanent Solution Statement With Conditions (PSSC) and Activity and Use Limitations (AUL)

Upon reaching a conditions for a Permanent Solution with Conditions per the MCP regulations, TRC will produce a PSSC document and Activity and Use Limitation (AUL) with all required documents in accordance with 310 CMR 40.0000. The PSSC includes a summary of the work conducted at the site, a human health and Stage II Ecological Risk Assessment, a description of the location of and restrictions enacted by the AUL (e.g. no gardening, no single family housing, etc.). TRC will obtain a certified land survey, prepare the PSSC report and record the AUL at the county Registrar of Deeds on behalf of the City. This task includes on-site work to be performed by a professional licensed surveyor to produce legal records supporting the AUL.

COST ESTIMATE AND AUTHORIZATION

TRC appreciates the opportunity to provide professional services to the City of Salem and is prepared to initiate project activity immediately upon receiving written authorization. The proposed scope of work as described above will be performed on a time and materials basis in accordance with TRC's Commonwealth of Massachusetts Division of Capitol Asset Management and Maintenance (DCAMM) Environmental Engineering, Diagnostics & Testing contract (PRF67) for the following estimated fee:

Task 1 – Tier II Extension	\$ 2,500
Task 2 – Phase II SOW and Field Work	\$ 49,500
Task 3 – Release Abatement Measure Plan	\$ 5,000
Task 4 – PSSC and AUL	<u>\$ 31,000</u>
Total	\$ 88,000


ASSUMPTIONS

- No costs have been included for assisting the City of Salem in the event the project becomes a Public Involvement Plan site.
- All work can be completed using Modified Level D personal protection equipment.
- Field work assumes 8-hour days performed during regular business hours.
- This proposal does not include MCP Compliance Fees.
- The proposal has no time or costs associated with soil excavation and RAM Completion reporting which will be addressed in a separate proposal.
- Assessment soil samples include one field duplicate, one matrix spike, and one matrix spike duplicate for VPH, EPH, and MCP 14 metals.
- The AUL will apply to the entire combined Furlong Park site including Parcel A.
- Two composite samples from the shallowest one foot interval is sufficient to characterize soil for off-site disposal.
- Access to the site and drilling locations is not restricted.

If you have any questions or would like additional information, please feel free to contact me at (978) 973-5167 or via email at nfrasca@trccompanies.com.

Sincerely,

TRC Companies, Inc.



Neil Frasca, PG
Senior Project Manager



Matt Robbins, LSP, PG
Principal

Attachment

Authorization to Proceed:

Signature: _____ Date
Kimberley Driscoll/Mayor

Signature: _____ Date
Anna Freedman/Finance Director

Signature: _____ Date
Anthony Delany/Chief Procurement Officer

Signature: _____ Date
Elizabeth Rennard/City Solicitor

Signature: _____ Date
David Knowlton, PE/City Engineer/DPS Director

Signature: _____ Date
Matthew Robbins/TRC Principal

TRC Environmental 2021 Rate Schedule

CODE	TRC LABOR CLASSIFICATION/Category	2021 HOURLYLABOR RATE
	Principal/Technical Director	
EV28	Level IV	\$309
EV27	Level III	269
EV26	Level II	240
EV25	Level I	223
	Program Manager/Senior Technical Manager	
EV24	Level IV	\$215
EV23	Level III	200
EV22	Level II	194
EV21	Level I	186
	Project/Technical Manager	
EV20	Level IV	\$179
EV19	Level III	170
EV18	Level II	164
EV17	Level I	158
	Senior Scientist/Engineer/Specialist	
EV16	Level IV	\$151
EV15	Level III	144
EV14	Level II	137
EV13	Level I	131
	Project Scientist/Engineer/Specialist	
EV12	Level IV	\$125
EV11	Level III	118
EV10	Level II	112
EV09	Level I	105
	Scientist/Engineer/Specialist, Technicians, and Project Support	
EV08	Level VIII	\$99
EV07	Level VII	93
EV06	Level VI	86
EV05	Level V	80
EV04	Level IV	72
EV03	Level III	66
EV02	Level II	60
EV01	Level I	49

(1) A 15% Mark-up will be added to non-labor costs and expenses/ODCs. The markup does not apply to equipment & laboratory rates below.

(2) A 6% Communication/Digital Fee will be applied to labor charges in lieu of separate reimbursement for digital productivity solutions/applications, photocopying, report production, faxing, computer usage, software usage, telephone charges, and postage costs. Digital productivity solutions/applications include mobile and desktop applications designed to increase efficiency in data collection and representation, excluding custom development as required on a per project basis.

(3) Overtime rates will apply to non-exempt (hourly) staff in conformance with applicable law.

(4) TRC rates are subject to an annual calendar year escalation.

(5) Invoicing will apply TRC billing rates in conformance with the rate schedule in effect at the time of the services.

(6) A 2% fee will be applied to the Invoice amount to cover Professional Liability and Related Insurance costs.

(7) For Litigation or Litigation Support Services, please request a copy of our Standard Rates for Litigation Services.



CITY OF SALEM, MASSACHUSETTS

**Kimberley Driscoll
Mayor**

Office of the Mayor

December 1, 2021

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

As you are aware, each Fall the state Department of Revenue certifies the amount of "free cash" available to the City. Free cash results from unanticipated new growth and revenues. While some is deposited per our City's finance policies into reserve accounts or held for emergencies, we always work to return as much as possible to taxpayers by using a portion to reduce the amount raised by taxation. Enclosed herewith is a request to transfer the sum of \$1,000,000 from free cash to reduce the gross amount to be raised by taxation for FY2022.

This free cash appropriation will save Salem property taxpayers additional money this coming year, pending adoption of the tax rate by the City Council. I recommend passage of the accompanying Order to help reduce the burden on Salem taxpayers and invite you to contact Finance Director Anna Freedman with any questions that you may have.

Respectfully,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,

Ordered:

December 1, 2021

That the sum of One Million Dollars (\$1,000,000.00) is hereby appropriated from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to reduce the tax rate amount to be raised by taxation when the Fiscal Year 2022 tax rate is set in accordance with the recommendation of Her Honor the Mayor.



City of Salem, Massachusetts

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

Kimberley L. Driscoll, Mayor

Anna Freedman, Finance Director

November 24, 2021

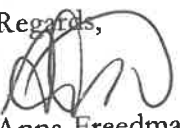
Honorable Salem Mayor Kimberley Driscoll
Salem City Hall
Salem, Massachusetts

Dear Honorable Mayor Driscoll:

I am respectfully requesting the amount of one million dollars (\$1,000,000) be transferred from the General Fund Balance Reserved from Free Cash to reduce the tax rate amount to be raised by taxation when the tax rate is set for FY2022.

Please let me know if you need any further information.

Regards,


Anna Freedman
Finance Director



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

December 1, 2021

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

As you are aware, at the beginning of the fiscal year we approve a budget for the Witch House, Golf Course, and Harbormaster operations that ensures these facilities are fully funded. Each of these departments collect revenues, which we then utilize when setting the tax rate. We typically "sweep" our receipts reserved accounts and apply those revenues to help keep the tax increase as low as possible.

Enclosed herewith are requests to transfer the sum of \$1,361,195 from receipts reserved to be applied to reduce the gross amount to be raised by taxation for Fiscal Year 2022. \$406,195 is derived from Witch House revenues, \$725,000 from the golf course, and \$230,000 from Harbormaster receipts.

These appropriations will help reduce the amount raised by taxation, pending adoption of the recommended tax rate by the City Council. I recommend passage of the accompanying Order so we can continue to work to keep taxes as manageable as possible for our residents. Please feel free to contact Finance Director Anna Freedman should you have any questions regarding this Order.

Respectfully,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,

Ordered:

December 1, 2021

That the sum of One Million, Three Hundred Sixty-One Thousand, One Hundred Ninety-Five Dollars (\$1,361,195.00) is hereby appropriated from the following "Receipts Reserved for Appropriation" accounts to reduce the tax rate amount to be raised by taxation when the Fiscal Year 2022 tax rate is set in accordance with the recommendation of Her Honor the Mayor.

Description	Amount
Receipts Reserved - Witch House	406,195.00
Receipts Reserved - Golf Course	725,000.00
Receipts Reserved - Harbormaster	230,000.00
Total	1,361,195.00



City of Salem, Massachusetts

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

Kimberley L. Driscoll, Mayor

Anna Freedman, Finance Director

November 24, 2021

Honorable Salem Mayor Kimberley Driscoll
Salem City Hall
Salem, Massachusetts

Dear Honorable Mayor Driscoll:

Enclosed herewith is a request to transfer One Million, Three Hundred Sixty-One Thousand, One Hundred Ninety-Five Dollars (\$1,361,195.00) from Receipts Reserved for Appropriation accounts to reduce the amount to be raised by taxation when setting the Fiscal Year 2022 tax rate. The total transfer is comprised of the following:

- \$406,195 from R/Res Witch House (current fund balance: \$1,374,135.96)
- \$725,000 from R/Res Golf Course (current fund balance: \$978,662.77)
- \$230,000 from R/Res Harbormaster (current fund balance \$286,824.64)

Please let me know if you'd like to discuss further.

Regards,

A handwritten signature in dark 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

11/24/21
Date

Budget or R/Res

Transfers

To: Fund 100
(Org/Object)

Desc: General Fund

Budget Amt: _____

Balance: /

Budget Amt: 406,195

From: 2437

Desc: 2100s witch hose

Balance: \$ 1,374,135.96

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

Current Balance in Receipts Reserved Fund Above (if applicable) - \$ 1,374,135.96 Date: 11/24/21

Free Cash or

To: _____

Desc: _____

Budget Amt: _____

Balance: _____

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

Raise & Appropriate

Please circle one

Amount Requested:

\$ 406,195

Reason (Be Specific)

Appropriation of a transfer from 2100s witch hose to reduce the amount to be raised by taxation for 2022

For Finance Department and Mayor's Use Only:

____ Budget Transfer

____ Mayor Approval

____ City Council Approval

____ Free Cash Appropriation – City Council Approval – Gen Fund \$ _____

Free Cash Balance

____ R/E Appropriation – Water \$ _____

R/E Balance

____ R/E Appropriation Sewer \$ _____

R/E Balance

☒ Receipts Reserve – City Council Approval

\$ _____

R/Res Fund Balance

____ Raise & Appropriate

____ Other

Recommendation: ☒ Approved ☐ Denied


Finance Director

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

CITY OF SALEM – Finance Department

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

From: Finance
Department


Department Head Authorizing Signature

11/24/21
Date

Budget or R/Res

Transfers

To: Fund 100
(Org/Object)

Desc: General Fund

Budget Amt: 1

Balance: 1

Budget Amt: 230,000

From: 2434 Desc: R/Res Human Resources Balance: \$286,824.64
(*Note - Please include letter to Mayor for Transfers from different Personnel & Non-personnel lines)

Current Balance in Receipts Reserved Fund Above (if applicable) - \$286,824.64 Date: 11/24/21

Free Cash or To: _____

Desc: _____

Budget Amt: _____

Balance: _____

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

Raise & Appropriate

Please circle one

Amount Requested:

\$ 286,824.64

Reason (Be Specific) Transfer from R/Res Human Resources to reduce the amount to be raised by taxation in 2022

For Finance Department and Mayor's Use Only:

_____ Budget Transfer

_____ Mayor Approval

_____ City Council Approval

_____ Free Cash Appropriation – City Council Approval – Gen Fund \$ _____

Free Cash Balance

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

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

☒ Receipts Reserve – City Council Approval

\$ _____
R/Res Fund Balance

_____ Raise & Appropriate

_____ Other

Recommendation: ☒ Approved _____ Denied


Finance Director

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

CITY OF SALEM - Finance Department

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

From: Finance Department [Signature] Department Head Authorizing Signature 11/24/21 Date

Budget or R/Res Transfers To: Fund 100 - Gen Fund Desc: General Fund Budget Amt: Balance:

From: 2436 Desc: R/Res Golf Course Balance: \$ 978,662.77 Budget Amt: \$ 725,000

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

Current Balance in Receipts Reserved Fund Above (if applicable) - \$ 978,662.77 Date: 11/24/21

Free Cash or Retained Earnings (W/S) To: Desc: Budget Amt: Balance:

Raise & Appropriate Please circle one

Amount Requested: \$ 725,000

Reason (Be Specific) Transfer from R/Res Golf Course to reduce the amount to be raised by taxation for 2022

For Finance Department and Mayor's Use Only:

☐ Budget Transfer ☐ Mayor Approval ☐ City Council Approval

☐ Free Cash Appropriation - City Council Approval - Gen Fund \$ Free Cash Balance

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

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

☐ Raise & Appropriate ☐ Other [Signature]

Recommendation: ☒ Approved ☐ Denied [Signature] Finance Director

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



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

December 1, 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 the Salem Council on Aging in the amount of Four Hundred Two Hundred Dollars (\$4,200.00) for 280 Thanksgiving meals for isolated or homebound seniors. These funds will be deposited into the COA Donations Fund – Fund (2401) account number 24011-4830.

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 the Salem Council on Aging donations account.

Very truly yours,

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

Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

December 1, 2021

Ordered:

To accept the donation from Friends of the Salem Council on Aging in the amount of Four Thousand Two Hundred Dollars (\$4,200.00) for 280 Thanksgiving meals for isolated or homebound seniors. These funds will be deposited into the COA Donations Fund - Fund (2401) account number 24011-4830 in accordance with the recommendation of Her Honor the Mayor.



CITY OF SALEM, MASSACHUSETTS
PARKS, RECREATION & COMMUNITY SERVICES
401 BRIDGE 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

November 26, 2021

Honorable Kimberley Driscoll
Mayor, City of Salem
93 Washington Street
Salem, MA 01970

Dear Mayor Driscoll,

I would like to request that the enclosed donation of \$4,200 from the Friends of the Salem Council on Aging deposited into the following revenue fund.

Fund Name: COA Donations

Fund Number: 2401

Org/Object: 24011-4830

The purpose for this donation is to cover the costs of 280 Thanksgiving meals for isolated and homebound seniors who did not have family or friends to share a meal with.

Sincerely,

A handwritten signature in cursive script, reading "Teresa Gove Arnold".

Teresa Gove Arnold
Director, Salem Council on Aging

Cc: A. Freedman
C. Forgione



CITY OF SALEM, MASSACHUSETTS

**Kimberley Driscoll
Mayor**

December 1, 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 the sale of K9 T-shirts and sweatshirts during the 2021 (FY2022) Haunted Happenings Halloween season in the amount of Ten Thousand Three Hundred and Twenty-Seven Dollars (\$10,327.00) for the K9 program at the Salem Police Department. These funds will be deposited into the K9 Donation account – Fund (2412) account number 24121-4830.

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 the Salem Police Department.

Very truly yours,
Kimberley Driscoll

Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

December 1, 2021

Ordered:

To accept the donation from proceeds from the sale of K9 T-shirts and sweatshirts during the 2021 (FY2022) Haunted Happenings Halloween season in the amount of Ten Thousand Three Hundred Twenty-Seven Dollars (\$10,327.00) for the K9 program at the Salem Police Department. These funds will be deposited into the K9 Donation Account - Fund (2412) account number 24121-4800 in accordance with the recommendation of Her Honor the Mayor.



CHIEF OF POLICE
LUCAS J. MILLER

City of Salem, Massachusetts
Police Department Headquarters
95 Margin Street
Salem, Massachusetts 01970
(978) 744-2204

November 22, 2021

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

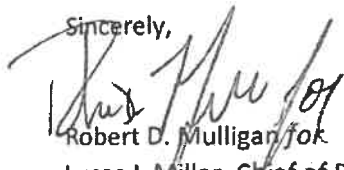
Dear Mayor Driscoll:

The Salem Police Department K9 Donation Account received \$10,327.00 in cash sales from the sale of K9 T-shirts/Sweatshirts during the 2021 (FY2022) Haunted Happenings Halloween season. Please see attached 9/10 forms submitted to the Treasury Department.

Fund Name: K9 Donation Account
Fund Number: 24121
Obj/Orj: 24121-48000

All donations received support the K9 Program at the Salem Police Department.

Sincerely,


Robert D. Mulligan, for
Lucas J. Miller, Chief of Police

RDM:jc
Enclosures



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

December 1, 2021

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Each year the City Council must vote to set the residential tax factor and thereby set the tax rate for the fiscal year. In Massachusetts, Proposition 2 ½ caps new property taxes at no more than 2.5% of the previous year's levy. This year, the tax rate – \$13.25 for residential, a reduction in the residential tax rate by 4.0%, and \$26.31 for commercial, a reduction in the commercial tax rate by 4.7% – is once again under the City's allowable levy limit, with excess levy capacity of about \$6.6 million, a 41% increase over last year's figure and the largest amount ever, which is a strong validation of our City's responsible approach to budgeting and managing public finances. We continue to maintain a generally low tax bill increase over time, as well, with the average increase over the last 10 years for the average single-family taxpayer in Salem coming in at a reasonable 3.0% per year.

Based on the rates above, the change in the average single-family tax bill will be \$97 (1.6%), the average condominium unit change will be \$148 (3.3%), the average two-family change will be \$175 (5.1%) per unit, the average three-family change will be \$126 (4.8%) per unit. Given the range of commercial properties in Salem, from small shops to hotels to large office complexes, it is hard to identify a truly "average commercial property," however the average commercial property tax bill will see a reduction of \$168 (-0.8%). The discrepancy between commercial and residential rate impacts is due in large measure to the rapid growth of residential values in Salem, which is occurring at a much faster pace than commercial value growth. Lastly, appropriation orders submitted separately applies receipts reserved and free cash to help hold down the increase in property taxes, reducing the total amount raised by taxation and saving Salem property owners an additional \$2,361,195.

Despite an active housing market increasing values and despite increases in fixed costs for delivering local services by around \$2.2 million this fiscal year, we have managed to keep tax

increases relatively low. The reason for this is simple: growth matters. As we grow our tax base, we have been able to successfully distribute the burden of funding critical local services to more taxpayers, alleviating the burden on existing property owners. This is why – in addition to the housing need and the desire to create good, local jobs – it is so very important we consider new growth opportunities with an open mind and strategic approach. We cannot cut our way to stabilized taxes or better services; we can, however, broaden the size of the base that funds our local government, thereby stabilizing taxes and improving services. FY2022 once again demonstrates that exact strategy at work.

We always strive to manage the overall tax burden on our City's homeowners and I am proud that we have never needed or sought a Proposition 2 ½ override. We seek efficiencies and opportunities for regionalization or streamlining. We look to technology and performance improvement strategies to reduce the cost of doing business. We shift the cost of government off property taxpayers by pursuing a substantial number of grant opportunities and by looking to tax options that shift those costs to visitors when possible, by supporting the development of new hotels, the extension of lodging taxes to short-term rentals, and the responsible growth of the recreational cannabis industry.

The most powerful tool at our disposal, however, is responsible, sensible private development that adds to our tax base. Therefore, we have advocated for the appropriate redevelopment of sites such as the former courthouses, the vacant power plant property, and other under-utilized and vacant former industrial parcels. **I am extremely pleased that certified new growth this fiscal year is a very strong \$2,053,113, exceeding last year's growth of around \$1.6 million.**

We also continue to be pro-active in pursuing grant opportunities whenever they become available. Since the start of my administration in 2006 we have successfully received close to \$200 million in state and federal grants. Just about one-fifth of our revenues is aid from the state, and we still rely on and require a strong state partnership to make much needed infrastructure investments. We also work to have meaningful partnerships with our anchor institutions and non-profits, including our tax agreement and CBA with Footprint, investments in our schools and neighborhoods from SSU, expanded community support from NSMC, and our ongoing push for a nearly two decades' over-due adjustment in our SESD PILOT.

Combined, new growth and pro-actively seeking out grant and non-tax revenue opportunities has reduced the average tax bill increase by roughly half when comparing the last 17 years of this administration to the 17 years prior to that. In the 17 years since I first took office the average bill increase has been just 3.3%, which is nearly half of the average bill increase of 6.4% in the 17 years prior to that.

One of the biggest challenges we continue to face is pressure from increases in fixed costs. Fixed costs for FY2022, such as state charges, health insurance costs, Medicare, worker's compensation, debt payments, and municipal insurance, increased by \$2.2 million over last year.

As we set our tax rate for the current fiscal year, the recommendation is to maintain the CIP split at 1.7, making the residential factor 0.856113.

The vision for our City laid out in our annual budget, and continued with this tax proposal, reflects our collective desire to keep Salem a vibrant, thriving community that delivers quality public services in as efficient and affordable a manner as possible. Upon taking office we faced a \$3.5 million deficit. We spent all our savings just to keep the lights on and were forced to borrow money to pay normal operating expenses. We have worked collaboratively over the years to eliminate prior deficits, improve city finances, and balance our books with an eye on both the needs of today and our aspirations for the future. It has not always been easy. Just as we emerged from those local fiscal trials in 2007 our national economy spiraled into a recession and, just as we were building back from that crisis the current pandemic brought a sharp decline in our economy.

But whatever the cause of our challenges, we weathered them and are today still resiliently positioned for success, with strong growth, a declining unemployment rate, record bond ratings, and award-winning balanced budgets. Our City's bond rating from Standard & Poor's was upgraded eight years ago to AA, the highest in the City's history. In their most recent ratings report the agency cited our financial stability and reasonable budgeting practices in affirming that strong rating. This is validation that Salem's fiscal policies are of the highest standard and that the path we have set for ourselves is the correct one for our community.

I am grateful for our partnership in securing a healthy municipal fiscal environment and recommend adoption of the proposed residential factor which will enable us to finalize property tax rates for this fiscal year. I look forward to discussing this recommendation with you at the December 1st tax classification hearing.

Sincerely,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,

Ordered:

December 1, 2021

That the City of Salem NOT adopt An Open Space Exemption for fiscal year 2022.



CITY OF SALEM

In City Council,

Ordered:

December 1, 2021

That the City of Salem NOT adopt a Small Commercial Exemption for fiscal year 2022.



CITY OF SALEM

In City Council,

Ordered:

December 1, 2021

That the City of Salem NOT adopt a Residential Exemption for fiscal year 2022.



CITY OF SALEM

In City Council,

Ordered:

December 1, 2021

That the City of Salem adopt a Residential Factor of 85.6113% for fiscal year 2022.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

December 1, 2021

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

December 1st is recognized globally as World AIDS Day and as such, I am submitting the enclosed Resolution to mark the occasion locally here in Salem. Each year, cities, organizations and individuals across the world bring attention to the HIV epidemic, endeavor to increase HIV awareness and knowledge and speak out against HIV stigma.

While I strongly recommend adoption of the Resolution, I also wanted to take this opportunity to place in writing a formal message of support and appreciation for the LGBTQ+ students and staff at Salem State University. In recent weeks students/staff have been subjected to vile and hateful comments by an individual unaffiliated with the university or with our community.

Salem is proud to be a welcoming place for all people, regardless of who they love or how they identify. We have worked, intentionally, to consistently achieve a perfect 100 score on the Human Rights Campaign's Municipal Equality Index, to have designated LGBTQ+ liaisons both in the Mayor's Office and the Police Department, and to be one of the first Massachusetts communities to have adopted a fully-inclusive non-discrimination Ordinance (and then actually enforce it). We are far from a perfect community, but we strive daily to achieve a shared goal of making Salem a safe, welcoming, and loving place for all.

The lone protestor at SSU is not reflective of Salem, what we believe, or who we are and we are working closely with SSU administrators, students and staff to identify collective actions we can take to stand up to this hateful commentary. Salem belongs to everyone. Our own history demonstrates the tragic outcomes that befall a community where people turn on each other. Salem today is not that place, and this protestor does not speak for us or reflect our values. To our SSU students, as well as LGBTQ+ staff at SSU who have felt threatened by this individual: please know that you are welcome and loved in Salem, always.

Sincerely,

Kimberley Driscoll
Mayor

Salem City Hall • 93 Washington Street • Salem, Massachusetts 01970
p: (978) 619-5600 • f: (978) 744-9327 • www.salem.com/mayor



Resolution Recognizing World AIDS Day

WHEREAS: December 1st is recognized each year and around the world as World AIDS Day; and,

WHEREAS: 2021 marks the 40th anniversary of the first five AIDS cases to be officially reported; and,

WHEREAS: Over the last four decades AIDS and AIDS-related illnesses have claimed the lives of 36 million people, including 700,000 in the United States; and,

WHEREAS: The AIDS epidemic has especially harmed our LGBTQ+ residents, both in the Commonwealth and across the country and the globe; and,

WHEREAS: The theme of World AIDS Day 2021 is *Equitable Access, Everyone's Voice*, in recognition of the importance of addressing health inequities and ensuring the voices of those living with HIV are central in the work of ending the HIV epidemic; and,

WHEREAS: New discoveries and innovations in HIV research, prevention, care, and treatment have contributed to reducing new HIV transmissions and ensuring individuals with HIV can live long, health lives, and communities and our nation has a whole have taken important steps to address HIV stigma both locally and within our health care systems; and,

WHEREAS: Despite this progress, work remains as HIV continues to be a threat to many populations, domestically and globally, with certain peoples and regions bearing most of the burden and systemic inequities serving as critical barriers; and,

WHEREAS: It is essential that those with lived experiences of the AIDS epidemic, including those with HIV, as well as their families, friends, loved ones, and caregivers, are at the center of the planning, development, and implementation of such work.

NOW THEREFORE BE IT RESOLVED: That the Mayor of the City of Salem and the Salem City Council, recognize World AIDS Day today, December 1, 2021, and recommits our community to lifting up and supporting our neighbors living with this virus, and serving as part of the nationwide partnership of governments, community organizations, clinicians and researchers, and families and advocates all collaborating to end the HIV epidemic.