



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

February 24, 2022

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

I re-appoint Christopher G. Chigas of 80 Foster Street, Peabody, MA 01960 to serve as a Constable in the City of Salem for a term to expire October 3, 2024.

Very truly yours,

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

Kimberley Driscoll
Mayor



CHIEF OF POLICE

LUCAS J. MILLER

City of Salem, Massachusetts

Police Department Headquarters

95 Margin Street

Salem, Massachusetts 01970

(978) 744-2204

04 January 2022

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

Re: Constable Renewal Application (Christopher Chigas)

Dear Mayor Driscoll,

Mr. Christopher Chigas, resident at 5 Tammie Lane, Peabody, Massachusetts, has submitted his application for reappointment as a constable with the City of Salem (see enclosure). Mr. Chigas has served as a constable in Salem since 1994.

The required background checks on Mr. Chigas have been completed and no derogatory information which would preclude him from reappointment as a constable was surfaced. I interviewed him on 04 January 2022 during which he reaffirmed his understanding and responsibilities to comply with the requirements of the Salem City Ordinance, Chapter 32, Section 19.

Based on the information provided by Mr. Chigas on his application, the results of his criminal history checks and my interview with him, Mr. Chigas meets the standards for reappointment and continued service as a constable in the City of Salem. His application is hereby forwarded for your review, consideration and presentation to the City Council should you elect to reappoint him.

Should you require any additional information, I am available to discuss the matter at your convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "Lucas J. Miller".

Lucas J. Miller
Chief of Police

Encl (Constable Renewal Application)

cc: Constable File

CONSTABLE BOND

Bond No.: S-911491

KNOW ALL MEN BY THESE PRESENTS, That we,

Capitol Constable Service LLC - Christopher P. Chigas

of 80 Foster Street Peabody MA 01960

as Principal and

NGM Insurance Company

of 4601 Touchton Rd East Ste 3400 Jacksonville, FL 32245-6000

as Surety are held bound unto the

City of Salem

in the full and just sum of

Five Thousand and 00/100 Dollars (\$5,000)

to the payment of which sum well and truly to be made we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

Whereas, the above bounded Principal has been Appointed as Constable for
City of Salem

NOW, THEREFORE, if the said Principal shall faithfully perform all duties of his said office in the service of all Civil Processes which may be committed to him during the term of which he has been Elected or Appointed, then this obligation shall be null and void; otherwise to remain in full force and effect.

This bond shall be effective on 10/3/2021 and expire on 10/3/2024

SIGNED, sealed and dated September 29, 2021

Capitol Constable Service LLC - Christopher P. Chigas

Principal

By: 

Capitol Constable Service LLC - Christopher P. Chigas

NGM Insurance Company

Surety

BY: 

Linda Eichstaedt

Attorney-in-Fact





NGM INSURANCE COMPANY
A member of The Main Street America Group

POWER OF ATTORNEY

S-911491

KNOW ALL MEN BY THESE PRESENTS: That NGM Insurance Company, a Florida corporation having its principal office in the City of Jacksonville, State of Florida, pursuant to Article IV, Section 2 of the By-Laws of said Company, to wit:

"SECTION 2. The board of directors, the president, any vice president, secretary, or the treasurer shall have the power and authority to appoint attorneys-in-fact and to authorize them to execute on behalf of the company and affix the seal of the company thereto, bonds, recognizances, contracts of indemnity or writings obligatory in the nature of a bond, recognizance or conditional undertaking and to remove any such attorneys-in-fact at any time and revoke the power and authority given to them."

does hereby make, constitute and appoint Linda Eichstaedt its true and lawful Attorney-in-fact, to make, execute, seal and deliver for and on its behalf, and as its act and deed bond number S-911491 dated October 3, 2021, on behalf of **** Capitol Constable Service LLC - Christopher P. Chigas **** in favor of City of Salem for Five Thousand and 00/100 Dollars (\$ 5,000) and to bind NGM Insurance Company thereby as fully and to the same extent as if such instrument was signed by the duly authorized officers of NGM Insurance Company; this act of said Attorney is hereby ratified and confirmed.

This power of attorney is signed and sealed by facsimile under and by the authority of the following resolution adopted by the Directors of NGM Insurance Company at a meeting duly called and held on the 2nd day of December 1977.

Voted: That the signature of any officer authorized by the By-Laws and the company seal may be affixed by facsimile to any power of attorney or special power of attorney or certification of either given for the execution of any bond, undertaking, recognizance or other written obligation in the nature thereof; such signature and seal, when so used being hereby adopted by the company as the original signature of such officer and the original seal of the company, to be valid and binding upon the company with the same force and effect as though manually affixed.

IN WITNESS WHEREOF, NGM Insurance Company has caused these presents to be signed by its Vice President, General Counsel and Secretary and its corporate seal to be hereto affixed this 7th day of January, 2020.

NGM INSURANCE COMPANY By:

Kimberly K. Law



Kimberly K. Law

Vice President, General Counsel and Secretary

State of Florida,
County of Duval

On this 7th day of January, 2020, before the subscriber a Notary Public of State of Florida in and for the County of Duval duly commissioned and qualified, came Kimberly K. Law of NGM Insurance Company, to me personally known to be the officer described herein, and who executed the preceding instrument, and she acknowledged the execution of same, and being by me fully sworn, deposed and said that she is an officer of said Company, aforesaid: that the seal affixed to the preceding instrument is the corporate seal of said Company, and the said corporate seal and her signature as officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Company; that Article IV, Section 2 of the By-Laws of said Company is now in force.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed by official seal at Jacksonville, Florida this 7th day of January, 2020.

Lisa K. Penton



I, Nancy Giordano-Ramos, Vice President of NGM Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney executed by said Company which is still in force and effect. IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Company at Jacksonville, Florida this 29th day of September, 2021.

Nancy Giordano-Ramos



WARNING: Any unauthorized reproduction or alteration of this document is prohibited.

TO CONFIRM VALIDITY of the attached bond please call 1-800-225-5646.

TO SUBMIT A CLAIM: Send all correspondence to 55 West Street, Keene, NH 03431 Attn: Bond Claims.

******NOTE this notice is for the principal addressed below and should not be filed with the obligee******

Fidelity or Surety Bond

Capitol Constable Service LLC - Christopher P. Chigas
80 Foster Street Suite 101
Peabody, MA 01960

PRIVACY NOTICE

Dear Principal:

This letter describes our practices and procedures designed to protect your non-public personal information. The privacy area is the subject of much public debate as well as federal and state legislation. We thought you should know of the protections your surety company has put in place to ensure the confidentiality of your non-public information. As your surety company, our objective is to professionally serve your surety and fidelity needs. We recognize that in providing these services there is an obligation to safeguard the personal information you have entrusted to us as well as other non-public personal information that is provided to us as part of the surety or fidelity transaction. All of our surety companies listed above adhere to these practices and procedures.

OUR POLICY

We do not disclose any non-public personal information about our policyholders or claimants to any third parties except as is permitted by law. Any such disclosures are made for the purpose of underwriting and transacting the business of your surety or fidelity coverage or your claim. We do not sell or provide your non-public personal information to others for their marketing purposes.

THE INFORMATION WE COLLECT

Most of your non-public personal information is provided by you on your application for surety or fidelity bond(s). Depending on the type of surety or fidelity bond policy you request, we may seek additional information about you or other individuals who are being proposed for coverage. In certain circumstances we may collect information about you from third parties. For example, for surety or fidelity bonds we may seek financial reports and information from banks or CPA's as well as other background information. We may receive information about you from a consumer reporting agency. This information allows us to properly underwrite and rate your surety or fidelity bond coverage and to complete the other transactions incidental to your surety or fidelity bond coverage.

INFORMATION DISCLOSURES THAT WE MAKE

We do not disclose any non-public personal information about our policyholders except as it is permitted by law. In some cases this may mean information can be disclosed to third parties without your authorization. These disclosures may include those made to your agent or broker, appraisers and independent adjusters who investigate, defend or settle your claims, surety regulators, and/or your financial institution. These are some of the disclosures that are permitted by law.

LIMITATIONS ON ACCESS TO YOUR PERSONAL INFORMATION AT THE COMPANY

We restrict access to your personal information to our employees who need to know the information in order to provide you with the surety or fidelity products and services you have requested. Electronic and procedural safeguards are maintained by the Company to ensure the confidentiality of your information. These safeguards are in compliance with state and federal laws designed to guard your non-public personal information. Our employees are educated on the importance of maintaining the procedures we have put in place to safeguard your personal information.

ADDITIONAL INFORMATION

If you would like to receive a copy of our privacy policy and/or access to your information, please contact us as follows:

Main Street America Insurance
Attn: Privacy Compliance Coordinator
55 West Street
Keene, NH 03431

IMPORTANT NOTICE

IN COMPLIANCE WITH THE REQUIREMENTS OF THE FAIR CREDIT REPORTING ACT (PUBLIC LAW 91-508), MAIN STREET AMERICA INSURANCE ADVISES THAT AS PART OF OUR ROUTINE PROCEDURE IN REVIEWING APPLICATIONS FOR SURETY OR FIDELITY BONDS OR RENEWALS OF SURETY OR FIDELITY BONDS COVERAGE, WE MAY PROCURE A CONSUMER REPORT INCLUDING INFORMATION AS TO THE CONSUMER'S CHARACTER, GENERAL REPUTATION, PERSONAL CHARACTERISTICS OR MODE OF LIVING. IF SUCH SURETY OR FIDELITY BOND IS FOR AN INDIVIDUAL AND IS PRIMARILY FOR PERSONAL, FAMILY OR HOUSEHOLD PURPOSES, SUCH INFORMATION MAY BE OBTAINED THROUGH PERSONAL INTERVIEWS WITH NEIGHBORS, FRIENDS OR OTHERS WITH WHOM THE CONSUMER IS ACQUAINTED.

UPON REQUEST TO THIS SURETY COMPANY, IN ANY MANNER AS NOTED ABOVE, WE WILL PROVIDE, IN WRITING, A COMPLETE AND ACCURATE DISCLOSURE OF THE NATURE AND SCOPE OF THE CONSUMER REPORT REQUESTED OR ADVISE THAT NO INVESTIGATION WAS CONDUCTED.

We sincerely hope that you as a valued customer are satisfied with the practices and procedures in place to protect your personal information.

Very truly yours,



Kimberly K. Law,
Vice President, General Counsel & Secretary

SURETY RIDER

It is understood and agreed that surety bond number S-911491 with

**** Capitol Constable Service LLC - Christopher P. Chigas ****

as principal

and City of Salem City Hall

as obligee

is hereby amended effective 1/12/2022 as follows:

The Principal's Address is amended to: 29 Lowell Street Suite 3 Peabody, MA 01960

*** End of Changes ***

It is further understood and agreed that no other condition, limitation or exclusion of the bond shall be altered or amended by this rider.

This rider shall be attached to and form a permanent part of this bond.

Signed, Sealed and Dated this 13th day January of 2022.

Accepted By

Capitol Constable Service LLC - Christopher P. Chigas

Principal

BY: 

Obligee


Principal

BY: _____

NGM Insurance Company

Surety

Linda Eichstaedt

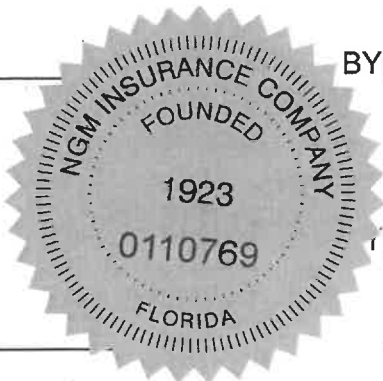


Typed Name

Attorney-in-Fact

Title: Commercial Lines manager

68-QQ-S002





NGM INSURANCE COMPANY
A member of The Main Street America Group

POWER OF ATTORNEY

S-911491

KNOW ALL MEN BY THESE PRESENTS: That NGM Insurance Company, a Florida corporation having its principal office in the City of Jacksonville, State of Florida, pursuant to Article IV, Section 2 of the By-Laws of said Company, to wit:

"SECTION 2. The board of directors, the president, any vice president, secretary, or the treasurer shall have the power and authority to appoint attorneys-in-fact and to authorize them to execute on behalf of the company and affix the seal of the company thereto, bonds, recognizances, contracts of indemnity or writings obligatory in the nature of a bond, recognizance or conditional undertaking and to remove any such attorneys-in-fact at any time and revoke the power and authority given to them."

does hereby make, constitute and appoint Linda Eichstaedt its true and lawful Attorney-in-fact, to make, execute, seal and deliver for and on its behalf, and as its act and deed bond number S-911491 dated October 3, 2021, on behalf of **** Capitol Constable Service LLC - Christopher P. Chigas ****, in favor of City of Salem City Hall for Five Thousand and 00/100 Dollars (\$ 5,000) and to bind NGM Insurance Company thereby as fully and to the same extent as if such instrument was signed by the duly authorized officers of NGM Insurance Company; this act of said Attorney is hereby ratified and confirmed.

This power of attorney is signed and sealed by facsimile under and by the authority of the following resolution adopted by the Directors of NGM Insurance Company at a meeting duly called and held on the 2nd day of December 1977.

Voted: That the signature of any officer authorized by the By-Laws and the company seal may be affixed by facsimile to any power of attorney or special power of attorney or certification of either given for the execution of any bond, undertaking, recognizance or other written obligation in the nature thereof; such signature and seal, when so used being hereby adopted by the company as the original signature of such officer and the original seal of the company, to be valid and binding upon the company with the same force and effect as though manually affixed.

IN WITNESS WHEREOF, NGM Insurance Company has caused these presents to be signed by its Vice President, General Counsel and Secretary and its corporate seal to be hereto affixed this 7th day of January, 2020.

NGM INSURANCE COMPANY By:

Kimberly K. Law



Kimberly K. Law
Vice President, General Counsel and Secretary

State of Florida,
County of Duval

On this 7th day of January, 2020, before the subscriber a Notary Public of State of Florida in and for the County of Duval duly commissioned and qualified, came Kimberly K. Law of NGM Insurance Company, to me personally known to be the officer described herein, and who executed the preceding instrument, and she acknowledged the execution of same, and being by me fully sworn, deposed and said that she is an officer of said Company, aforesaid: that the seal affixed to the preceding instrument is the corporate seal of said Company, and the said corporate seal and her signature as officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Company; that Article IV, Section 2 of the By-Laws of said Company is now in force.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed by official seal at Jacksonville, Florida this 7th day of January, 2020.

Lisa K. Penton



I, Nancy Giordano-Ramos, Vice President of NGM Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney executed by said Company which is still in force and effect. IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Company at Jacksonville, Florida this 13th day of January, 2022.

Nancy Giordano-Ramos



WARNING: Any unauthorized reproduction or alteration of this document is prohibited.

TO CONFIRM VALIDITY of the attached bond please call 1-800-225-5646.

TO SUBMIT A CLAIM: Send all correspondence to 55 West Street, Keene, NH 03431 Attn: Bond Claims.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

February 24, 2022

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint, subject to City Council confirmation, Paul Durand of 27 Congress Street, Suite 201 to the Design Review Board for a term of 3 years to expire March 1, 2025.

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

Sincerely,

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, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

February 24, 2022

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint, subject to City Council confirmation, Dan Ricciarelli of 397 Essex Street to the Conservation Commission for a term of 3 years to expire March 1, 2025.

I recommend confirmation of this reappointment and ask that you join me in thanking Mr. Ricciarelli for his 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

February 24, 2022

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint, subject to City Council confirmation, David Pabich, PE of 8 Harbor View Terrace to the Salem & Beverly Water Supply Board for a term of 3 years to expire March 1, 2025.

I recommend confirmation of this reappointment and ask that you join me in thanking Mr. Pabich, PE for his 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

February 24, 2022

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am pleased to appoint Jamie Graham of 25 Roslyn Street #7 to the Historical Commission for a three-year term to expire April 11, 2025. Ms. Graham will take the seat previously held by Ms. Stacey Norkun, who has stepped down from the Commission. Please join me in thanking Ms. Norkun for her years of service to our community and the board.

Ms. Graham is an AIA accredited architect and currently works as a senior associate for CannonDesign, where she leads projects for clients in a variety of institutional and business sector. Prior to her time with CannonDesign, Ms. Graham was with Austin Design Inc, where she was part of the team that designed school buildings for Haiti following the 2010 earthquake that devastated the island. Ms. Graham received the Georgia Trust Historic Preservation Award in 2019 for sustainable rehabilitation and the AIA New England Design Award citation in 2020. Ms. Graham was a professor at the Rhode Island School of Design, where she also earned her Master's degree in architecture. She holds a Bachelor's degree in architecture from the University at Buffalo.

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

Sincerely,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

February 24, 2022

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am pleased to appoint Jaime Garmendia of 6 Rawlins Street to the Traffic and Parking Commission for a three-year term to expire February 24, 2025. Mr. Garmendia will take the seat previously held by Ms. Robin Seidel, who recently stepped down from the Commission.

Mr. Garmendia is currently a project manager for capital projects for the MBTA, where he specializes in railway safety and signal systems, resiliency, and station projects. He has been with the MBTA in a variety of positions of escalating responsibility since 2015 and brings an extensive amount of experience in a large number of applicable areas to the Commission's work, including first- and last-mile connectivity, ADA and MAAB requirements in public infrastructure, and public transit. Mr. Garmendia holds Bachelor's degrees in communications studies and international relations from BU and is currently pursuing a Master's degree in project management and operations from Southern New Hampshire University. He is a member of the MBTA/MassDOT Bicycle Policy Working Group and has volunteered and worked as board member and organizer for TransportationCamp New England and Modernizing Rail.

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

Sincerely,

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, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

February 24, 2022

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am pleased to appoint Jennifer Birenbach of 2 West Terrace to the Salem Recycling Committee. This letter is being provided to you for informational purposes only, as City Council confirmation is not required for this committee.

Ms. Birenbach is an educator who currently serves as the artist-in-residence for The Clay School in Lynn and owner of her own studio, Waters Edge Ceramics. She has also worked as an ESL tutor for schools and programs here in Massachusetts and, previous to moving here, in North Carolina and Connecticut. Ms. Birenbach holds a Bachelor's of Fine Arts from Franklin Pierce College and a Master's in American Studies from the University of Wyoming.

Please join me in welcoming Ms. Birenbach to SalemRecycles. We are fortunate that she is willing to serve our community in this important role and lend her insights and dedication to the group and its work.

Sincerely,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

February 24, 2022

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint, subject to City Council confirmation, Rebecca English of 24 Prescott Street to the Historical Commission for a term of 3 years to expire March 1, 2025.

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

Sincerely,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

February 24, 2022

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Gentlemen of the City Council:

Enclosed herewith is a request to accept the following donation from Kathleen Aubertin in the amount of One Thousand Nine Hundred Fifty Dollars (\$1,950.00) to be deposited into the Park and Recreation Donation Account #24061-4830 for a wooden historic bench.

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

Very truly yours,

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

Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

February 24, 2022

Ordered:

To accept the donation from Kathleen Aubertin in the amount of One Thousand Nine Hundred Fifty Dollars (\$1,950.00) for a wooden historic bench. These funds will be deposited into the Parks and Recreation Donation Account #24061-4830 in accordance with the recommendation of Her Honor the Mayor.



Kimberley Driscoll
MAYOR

PATRICIA O'BRIEN
SUPERINTENDENT

CITY OF SALEM, MASSACHUSETTS

JEAN A. LEVESQUE COMMUNITY LIFE CENTER

401 Bridge St, Salem MA 01970

Tel. (978) 744-0180/(978) 744-0924

January 19, 2022

Dear Mayor Driscoll:

I am writing to request the acceptance of \$1950.00 donation written to the City of Salem for a wooden historic dedication bench from Kathleen Aubertin to be deposited into the Park and Recreation Donation Account #24061-4830

Thank you.

Sincerely,

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

Tricia O'Brien
Superintendent
Park, Recreation & Community Services



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

February 24, 2022

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order accepts a donation of \$4,140.00 to the Taxpayer Scholarship Fund (8304-4830). The donation is from Harborlight Community Partners, however it was raised by the Vice Chair of the City's Scholarship and Education Committee, Cynthia Nina-Soto, who participated in the 2021 virtual Boston Marathon to raise funds for both the Scholarship Fund and Harborlight.

Please join me in accepting this generous donation to the Scholarship Fund and in thanking Ms. Nina-Soto for her service and dedication to our community and the students of Salem who are served and supported by the Scholarship and Education Committee.

Every dollar of funds donated to the Scholarship Fund go to the college scholarships awarded annually by the committee. I encourage all residents who would like to make a tax-deductible donation to the Fund in any amount – and students interested in applying for a scholarship – to visit www.salem.com/scholarship to find out more.

Sincerely,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,

February 24, 2022

Ordered:

To accept the donation from "Harborlight Community Partners", in the amount of Four Thousand One Hundred Forty Dollars (\$4,140.00). These funds will be deposited into the Taxpayer Scholarship Account 8304-4830 in accordance with the recommendation of Her Honor the Mayor.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

February 24, 2022

To the City Council
City Hall
Salem, Massachusetts


Ladies and Gentlemen of the Council:

Enclosed herewith is a request for an appropriation of Ten Thousand Dollars (\$10,000.00) from the Receipts Reserved for Appropriation to be transferred to the Park and Rec – Golf Course "Renovation and Repairs" account 16512-5846.

This appropriation is necessary for replenishing pro shop merchandise.

I recommend passage of the accompanying Order.

Very truly yours,


Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

Ordered:

February 24, 2022

That the sum of Ten Thousand Dollars (\$10,000.00) be hereby appropriated from the following "Receipts Reserved for Appropriation" account, to be transferred to the Park & Rec – Golf Course "Renovation and Repairs" account 16512-5846 for costs associated with replenishing pro shop merchandise with the recommendation of Her Honor the Mayor.

| Description | Amount |
|--|---------------------|
| Receipts Reserved – Golf Course (2436) | \$ 10,000.00 |
| Total | \$ 10,000.00 |



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

February 24, 2022

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request for an appropriation of Two Thousand Five Hundred dollars (\$2,500.00) from the Receipts Reserved for Appropriation to be transferred to the Park and Rec – Golf Course "Building Repairs/Maintenance Supplies" account 16512-5431.

This appropriation is necessary for the costs associated with replacement of steel doors on the irrigation pump house.

I recommend passage of the accompanying Order.

Very truly yours,

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

Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

Ordered:

February 24, 2022

That the sum of Two Thousand Five Hundred Dollars (\$2,500.00) be hereby appropriated from the following "Receipts Reserved for Appropriation" account, to be transferred to the Park & Rec – Golf Course "Building Repairs/Maintenance Supplies" account 16512-5431 for costs associated with replacement of steel doors on the irrigation pump house in accordance with the recommendation of Her Honor the Mayor.

| Description | Amount |
|--|--------------------|
| Receipts Reserved – Golf Course (2436) | \$ 2,500.00 |
| Total | \$ 2,500.00 |



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

February 24, 2022

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request for an appropriation of Two Thousand Five Hundred and Twenty-Five Dollars (\$2,525.00) from the Receipts Reserved for Appropriation to be transferred to the Park and Rec – Golf Course "Equipment" account 16512-5860.

This appropriation is necessary for the costs associated with the purchase of a replacement ice machine.

I recommend passage of the accompanying Order.

Very truly yours,

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

Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

Ordered:

February 24, 2022

That the sum of Two Thousand Five Hundred Twenty-Five Dollars (\$2,525.00) be hereby appropriated from the following "Receipts Reserved for Appropriation" account, to be transferred to the Park & Rec – Golf Course "Equipment" account 16512-5860 for costs associated with the purchase of a replacement ice machine in accordance with the recommendation of Her Honor the Mayor.

| Description | Amount |
|--|--------------------|
| Receipts Reserved – Golf Course (2436) | \$ 2,525.00 |
| Total | \$ 2,525.00 |



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

February 24, 2022

To the City Council
City Hall
Salem, Massachusetts


Ladies and Gentlemen of the Council:

Enclosed herewith is a request for an appropriation of Two Thousand Five Hundred Dollars (\$2,500.00) from the Receipts Reserved for Appropriation to be transferred to the Park and Rec – Golf Course "Telephone" account 16512-5341.

This appropriation is necessary for the costs associated with phone and internet charges.

I recommend passage of the accompanying Order.

Very truly yours,


Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

Ordered:

February 24, 2022

That the sum of Two Thousand Five Hundred Dollars (\$2,500.00) be hereby appropriated from the following "Receipts Reserved for Appropriation" account, to be transferred to the Park & Rec – Golf Course "Telephone" account 16512-5341 for costs associated with phone and internet charges in accordance with the recommendation of Her Honor the Mayor.

| Description | Amount |
|--|--------------------|
| Receipts Reserved – Golf Course (2436) | \$ 2,500.00 |
| Total | \$ 2,500.00 |



CITY OF SALEM, MASSACHUSETTS
PARK, RECREATION & COMMUNITY SERVICES
401 Bridge Street, Salem MA 01970
Tel. (978) 744-0180/(978) 744-0924
Fax (978) 219-1665

Kimberley Driscoll
MAYOR

January 19, 2022

Dear Mayor Driscoll,

I am requesting the following funds from Olde Salem Greens receipts reserve income account 24361-4800 be transferred into the following golf course accounts.

\$10,000 transferred into golf course souvenirs account 16512-5581 to purchase pro shop merchandise for resale.

\$2500 transferred into golf course building repairs account 16512-5431 for replacement of steel doors on the irrigation pump house. Quote attached

\$2525 transferred into golf course equipment account 16512-5860 for the purchase of a replacement ice machine. This ice is used to fill the water coolers on the golf course. Quote attached

\$2500 to be transferred from "Golf Course Receipts Reserve" to Golf Course account 16512-5341 to cover Verizon and Comcast for the end of the budget year.

Thank you for your consideration,

A handwritten signature in black ink that reads "Trish O'Brien".

Trish O'Brien
Superintendent

Jean A. Levesque Community Life Center
(Park, Recreation and Community Services)

CITY OF SALEM - Finance Department
Free Cash, W & S R/E, R/Res & Budget Transfer Requiring Council Approval

From: PARKS & RECREATION PATRICIA UGRIEN 1/24/22
Department Department Head Authorizing Signature Date

Budget or R/Res 16512: 5581 - Souvenirs \$10K 5341 - Telephone \$2,500
5431 - Building Repair \$2,500
5860 - Equipment \$2,525
Budget Amt: Curr Balance:

Transfers To: 24361 - 4800 Desc: R/R Golf course
(Org/Object) Budget Amt: Curr Balance:
 (*Note - Please include letter to Mayor for Transfers from different Personnel & Non-personnel lines)

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

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

Amount Requested: \$ 17,525.00
 Reason (Be Specific) See Attached letter - Additional funds to cover
pro shop merchandise, replacing steel door, purchase ice machine,
arrange for Verizon & Comcast for upgrades/expansion to
Paul's office

For Finance Department Use Only:

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

Recommendation: _____ Approved _____ Denied
 _____ Finance Director
 _____ Mayor

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



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

February 24, 2022

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request to transfer Forty Thousand Dollars (\$40,000.00) from the Finance Department's "PT Salaries" account (11351-5111) to the Finance Department's "Contracted Services" account.

| Description | Fund | Amount |
|---------------------|------------|-------------|
| Contracted Services | 11352-5308 | \$40,000.00 |

This transfer is necessary to cover payment associated with temporary contract accounting services for FY 2022 due to department vacancies.

Very truly yours,

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

Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

Ordered:

February 24, 2022

That the sum of Thirty Thousand Dollars (\$40,000.00) is hereby transferred from the Finance Department's "FT Salaries" account (11351-5111) to the Finance Department's "Contracted Services" account as provided below to cover payment associated with temporary contract accounting services for FY2022 due to department vacancies in accordance with the recommendation of Her Honor the Mayor.

| Description | Fund | Amount |
|---------------------|------------|--------------|
| Contracted Services | 11352-5308 | \$ 40,000.00 |
| | | \$ 40,000.00 |



City of Salem, Massachusetts

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

Kimberley L. Driscoll, Mayor

Anna Freedman, Finance Director

February 16, 2022

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

Re: Finance Department Budget Transfer Request

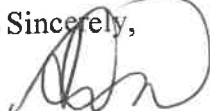
Dear Mayor Driscoll:

Due to a continued vacancy in the Deputy Director of Finance position since March, the Finance Department has required temporary contracted assistance to meet the department's ongoing responsibilities. At the end of FY2021, the Finance Department contracted with accounting firm Clifton Larsen Allen (CLA) to provide temporary assistance in fulfilling the role of Deputy Finance Director. Additionally, when the Finance department experienced turnover in its Senior Accountant/Budget Analyst role, CLA provided temporary assistance for that role, and is currently providing training to the employee who was subsequently promoted to that role.

At the time the city's FY2022 budget was finalized, the Finance Department did not expect it would need continued temporary assistance well into FY2022. Unfortunately, due to a lack of experienced, qualified candidates for the Deputy Director of Finance position (and with many similar vacancies throughout municipal government in Massachusetts), to date, the city has been unable to hire to fill that role, necessitating the continued services from CLA. The Finance Department is currently projecting over \$40,000 in savings in its Full-Time Salaries line due to the above-mentioned vacancies. This request would transfer \$40,000 from the Full-Time Salaries line to the department's Contracted Services line for the costs associated with continued services from CLA for FY2022.

Please let me know if there are any further questions, or if I could be of any additional assistance in this matter.

Sincerely,


Anna Freedman
Finance Director

Phone – 978.619.5625

Fax 978.741.3348



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

February 24, 2022

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order appropriates \$3,375.00 from the short-term capital fund for the purposes of replacing the flagpole on City Hall.

During a storm earlier this winter the flagpole was damaged and therefore removed for safety reasons. Because this is an unanticipated mid-year expense, we are seeking a small appropriation from short term capital to fund its replacement. Consistent with requirements for a historic building the pole is being replaced in kind by an identical 16' white oak pole with gold anodized top. The contractor will also provide the halyard, cleat, and pulley, as well as a new American flag.

As the seat of Salem's municipal government, it is essential that City Hall have a flagpole for the display of the flag. I recommend adoption of the enclosed Order.

Sincerely,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,

Ordered:

February 24, 2022

That the sum of Three Thousand Three Hundred Seventy Five Dollars (\$3,375.00) is hereby appropriated and transferred from the "Capital Outlay Fund 2000" to ST CIP Building (20002202-5846DJ) for the repairs to the flag pole located at 93 Washington Street in accordance with the recommendation of Her Honor the Mayor.

CITY OF SALEM
ST Capital Outlay Expenditure Request Form – FY 2022

From Department: PUBLIC PROPERTY Date: 2/17/2022

Department Head Name: THOMAS ST. PIERRE

Authorization Signature: John Price

Amount: \$ 3375.⁰⁰

Description:

DURING RECENT STORM THE FLAG POLE OVER
THE ENTRY OF CITY HALL (93 KASHINGTON ST)
WAS TORN OFF THE BUILDING. THIS REQUEST
IS FOR ONE (1) HAND CRAFTED WHITE OAK HALL
MOUNT FLAG POLE, PAINTED WHITE WITH REQUIRED
ACCESSORIES & MOUNTING BRACKETS

For Finance Department Use Only:

☒ City Council Approval Needed (Y/N)

CIP Balance: \$ 6,275,803

Recommendation:

☒ Approved ☐ Denied

[Signature]

Finance Director

Processed: Date: _____ By: _____

CO # _____ JE# _____ Trans # _____

Org: _____ Obj: _____



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

February 24, 2022

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order appropriates \$250,000 from our short term capital fund to carry out implementation of several approved Neighborhood Traffic Calming projects. Some of these consist of permanent improvements in locations where the pilot process has successfully concluded, and others are initiating the pilot phase of the project. More details about the specific locations are included in the background information provided with the Order.

In the five years of the Neighborhood Traffic Calming program, we have received more than 30 applications and have advanced around 15 of them through the study and implementation phases to this point. Thanks to careful study and reliance on data by our Traffic and Parking Department and the Traffic Division of the Salem Police Department, we have been able to successfully identify which tactics have been the most beneficial in reducing speeding in our neighborhoods and keeping drivers, pedestrians, and bicyclists safe.

Enclosed with the Order there is also a brief narrative description of the purpose of the program, the process, and how it has worked thus far. I am grateful to the City staff who have worked to implement this successful program on behalf of our residents, and to the Council for their continued support for it. I recommend adoption of this Order and invite you to contact David Kucharsky, Director of Traffic and Parking, with any questions that you may have regarding it.

Sincerely,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,

Ordered:

February 24, 2022

That the sum of Two Hundred Fifty Thousand Dollars (\$250,000.00) is hereby appropriated and transferred from the "Capital Outlay Fund 2000" to ST CIP Traffic & Parking (20002218-5846DH) for traffic calming infrastructure, including permanent and temporary "speed humps," in accordance with the recommendation of Her Honor the Mayor.



City of Salem, Massachusetts

Traffic & Parking Department
98 Washington Street, 2nd Floor
Salem, MA 01970
www.salem.com

Kimberley L. Driscoll, Mayor

David Kucharsky, Traffic & Parking Director

February 10, 2021

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

RE: Request for Funding: Traffic Calming Program

Dear Honorable Mayor Driscoll:

This request is for a Council Order to provide \$250,000 in funding to implement traffic calming measures along various city streets. Approval of these funds would allow the City to install sixteen asphalt speed humps on four streets within North Salem (Buffum Street, Baz Street, Bamtow Street, and Dunlap Street) as well as purchase and install temporary speed humps and speed cushions along Columbus Avenue (Bayview Ave to Fort Ave), Federal Street (North St to Boston St), Mall Street (N. Washington Sq to Bridge St) and Proctor Street (Mansell Pkwy to Highland Ave).

Since launching the Traffic Calming Program in 2018, the Traffic & Parking Department has received over 30 requests and have been able to implement traffic calming projects at over 15 streets and/or intersections throughout the city. In most cases, the interventions resulted in reduced travel speeds and perceived improvements in safety from the neighborhoods who requested them. For example, in the North Salem neighborhood, the data shows that on Dunlap Street the percentage of vehicles driving over the speed limit decreased significantly from 56% to 11%. It is also important to note that the average daily vehicle volume on Dunlap Street remained nearly the same with 851 vehicles pre-installation and 805 vehicles while the temporary speed humps were in place.

In addition to these locations, the Department will continue to evaluate other requests and will be seeking funds in the FY23 budget to hire consultants, prepare design plans and purchase materials to continue piloting traffic calming measures as well as making some of these measures permanent. Our Department is also working in conjunction with the Planning and Engineering Departments to implement permanent safety improvements to the Point neighborhood along Congress St as part of \$3.25 million MassWorks Grant. Please let me know if you have any questions or need any additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "David Kucharsky".

David Kucharsky
Traffic and Parking Director

Phone - 978.619.5697

dkucharsky@salem.com

CITY OF SALEM
ST Capital Outlay Expenditure Request Form - FY 2022

From Department: Traffic + Parking Date: 2/10/2022

Department Head Name: David Kucharsky

Authorization Signature: David Kucharsky

Amount: \$ 250,000

Description: Funds would be used to install permanent speed humps on several streets in North Salem as well as purchase and install temporary speed humps and cushions along several streets throughout the City.

For Finance Department Use Only:

☒ City Council Approval Needed (Y/N)

CIP Balance: \$ 6,275,803

Recommendation:

☒ Approved ☐ Denied

[Signature]
Finance Director

Processed: _____ Date: _____ By: _____

CO # _____ JE# _____ Trans # _____

Org: _____ Obj: _____



City of Salem, Massachusetts

Traffic & Parking Department
98 Washington Street, 2nd Floor
Salem, MA 01970
www.salem.com

Kimberley L. Driscoll, Mayor

David Kucharsky, Traffic & Parking Director

February 10, 2022

Traffic Calming Program Overview

The City of Salem's Neighborhood Traffic Calming Program was established in 2018. The goal of the program is to implement small-scale, semi-permanent measures in order to reduce vehicle speeds and enhance safety for all roadway users including motorists, pedestrians, cyclists, etc. Less costly materials such as temporary speed humps, flex posts, signage and roadway striping can be utilized to test their effectiveness before determining whether to proceed with more expensive and permanent infrastructure upgrades.

Proponent(s) are asked to submit an application along with a petition from the neighborhood. This assists City staff with the intake of these requests and gives a sense of the magnitude of the issue(s) being raised. Once a request is received, Traffic & Parking Department staff work with the Police Department to collect traffic volume and speed data. Staff also review any crash data that may be available over a five-year period as well as conduct a "street diagnostic". This involves identifying all of the traffic ordinances that have been adopted by City Council on a particular roadway or intersection and comparing it to any existing signage. In addition, staff check with the Engineering Department to see if any road or sidewalk work is planned for the area including any utility installations or upgrades.

To further assist with the evaluation of each request, City staff have created a priority tool, utilizing Geographic Information System (GIS), which is a data mapping software system. The tool is split into four different criteria which considers surrounding demographics, land uses, crash history, and the speed and volume data collected by the Police Department. Visit <https://traffic-calming-1-salem.hub.arcgis.com/> to explore the prioritization tool.

Evaluating the results of the priority tool along with the other gathered information assists with determining whether traffic calming measures are deemed necessary and how soon resources can be allocated. Traffic calming is an iterative process and not a "one-size fits all" method, which may involve the use of different interventions to address an identified issue on a given street or intersection. City staff work to apply a context sensitive approach that considers pedestrian/cyclist activity, density of development, adjacent land uses as well as overall traffic flow when developing recommendations.

Once measures are implemented, staff collect additional data and observe the location to determine how effective the measures are or if other interventions need to be applied. Since launching the program in 2018, the Traffic & Parking Department has received over 30 requests and have been able to implement traffic calming projects at over 15 streets and/or intersections throughout the city. In most cases, the

interventions resulted in reduced travel speeds and perceived improvements in safety from the neighborhoods who requested them.

For example, in the North Salem neighborhood, speed humps and 20 mph speed limit signs were installed on Buffum, Barr, Barstow, and Dunlap Streets. The data shows that on Dunlap Street, the highest-recorded vehicle speed dropped from 65 mph to 48 mph, the average speed dropped from 26 mph to 20 mph, and the percent of vehicles driving over the speed limit decreased from 56% to 11%. It is also important to note that the average daily vehicle volume on Dunlap Street remained nearly the same with 851 vehicles pre-installation and 805 vehicles while the elements were in place.

Due to the success of the temporary installations at these locations, the Traffic & Parking Department is working to construct permanent speed humps in North Salem, which will be in place year-round. During this coming season, we will be re-installing speed humps along Chestnut Street, installing speed cushions on Valley Street, and are in the process of evaluating the effectiveness of materials placed on Cedar, Fairfield, and Gardner Streets from this past year. In addition, staff are working with on-call consultants to develop design plans with the goal of implementing measures this calendar year along the following roadways: Columbus Avenue, Federal Street, Mall Street, N. Washington Square, Proctor Street and the intersection of Franklin Street/Moulton Avenue/Orchard Street/Osborne Street.

Evaluating traffic calming requests may result in staff recommending the need for further study and analysis. In these instances, consultants are hired to perform traffic studies which involve a more in-depth assessment of traffic patterns, speeds as well as pedestrian and bicycle activity. Currently the Department is working with a consultant to evaluate the intersections of Tremont Street/Grove Street and Tremont Street/School Street and have engaged another traffic engineering firm to begin putting a scope together focusing on Broad Street including the intersections with Dalton Parkway/Flint Street and Winthrop Street. There are also times when survey work is needed to begin the process of developing more detailed design plans to address identified safety and accessibility issues. The Traffic & Parking Department is working in conjunction with the Engineering Department on several intersections throughout the city with the goal of constructing safer and ADA compliant crosswalks and sidewalks.

Please visit www.salem.com/traffic-calming/pages/neighborhood-traffic-calming-program to complete an application and to learn more about the program and examples of traffic calming projects.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

February 24, 2022

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order appropriates \$90,000 from short term capital to develop a plan for the provision of downtown Salem's future public parking infrastructure and any associated development opportunities over the mid- to long-term.

The plan will be a key resource to help the City make any decisions regarding changes to the parking system, redevelopment opportunities, and financing approach to key downtown locations. Because of the long-term nature of the plan, the analysis will evaluate the eventual replacement of existing structured public parking facilities, as well as a possible paradigm shift in parking demands that considers advancements in vehicle technology and the expansion of other mobility options. The plan will analyze several sites for possible parking facilities and will include an analysis of which sites are most cost effective for new parking configurations that would improve circulation. It will identify which sites are likely to best lend themselves to development in addition to parking. The study will look particularly at the Museum Place and South Harbor garages, Universal Steel lot, Riley Plaza lot, Klop Alley/Front Street lot, and Church Street lots. Near-term recommendations on potential regulatory and operational changes will also be included.

Staff in the Department of Planning and Community Development and the Traffic and Parking Department have worked collaboratively to define a project scope that, when undertaken by the interdisciplinary team, will result in a comprehensive document that both departments can use to guide future projects to meet the City's identified parking goals and needs. I recommend approval of the enclosed Order and invite you to contact Tom Daniel and David Kucharsky if you have any questions regarding it.

Sincerely,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,

Ordered:

February 24, 2022

That the sum of Ninety Thousand Dollars (\$90,000.00) is hereby appropriated and transferred from the "Capital Outlay Fund 2000" to ST CIP Planning (20002220-5846DI) for the development and plan for the provision of downtown Salem's future public parking infrastructure and associated development opportunities in accordance with the recommendation of Her Honor the Mayor.



KIMBERLEY DRISCOLL
MAYOR

TOM DANIEL, AICP
DIRECTOR, DPCD

David Kucharsky
Director, T&P

CITY OF SALEM, MASSACHUSETTS
DEPARTMENT OF PLANNING AND
COMMUNITY DEVELOPMENT
AND
TRAFFIC AND PARKING DEPARTMENT

98 WASHINGTON STREET ♦ SALEM, MASSACHUSETTS 01970
TELE: 978-619-5685

February 16, 2022

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

Re: Short-Term Capital Request for Downtown Parking Analysis

Dear Mayor Driscoll:

We are requesting an allocation of \$90,000 in Short-Term Capital for the purpose of hiring an interdisciplinary team to develop a strategy and plan for the provision of downtown Salem's future public parking infrastructure and any associated development opportunities over the mid-to long-term.

The plan will serve as a key resource, a 'road map', for decision-making regarding changes to the parking system, redevelopment opportunities, and financing approach. Because of the long-term nature, the analysis needs to consider the eventual replacement of existing structured public parking (e.g., Museum Place and South Harbor Garages) as well as a possible paradigm shift in parking demands that takes into account advancements in vehicle technology as well as the introduction and expansion of other mobility options. The scope involves analyzing several sites for possible parking structures and will include an analysis of which sites are most cost effective for new parking configuration could improve circulation and will identify which sites are likely to best lend themselves to development in addition to parking. A preliminary list of potential sites includes the Universal Steel Lot at 297 Bridge Street, Riley Plaza at 212 Washington Street, Klop Alley/Front Street, and Church Street – East and West surface lots. An expanded conceptual development study of the Klop Alley/Front Street lot is also needed and could be a second phase of this project if appropriate. Near-term recommendations on potential regulatory and operational changes are also to be included.

Staff in the Department of Planning and Community Development ('DPCD') and the Traffic and Parking Department ('TPD') have worked collaboratively to define a project scope that, when undertaken by the interdisciplinary team, will result in a comprehensive document that both

departments can use to guide future development projects to meet the city's parking goals and needs.

DPCD's preliminary conversations with traffic consultants have resulted in an estimated cost of \$90,000. This estimate accounts for the need for a truly interdisciplinary team that can examine not only the physical characteristics of subject properties and their suitability for structured parking, but also the economic feasibility of various structured parking and mixed-use scenarios for each of the sites.

Total request:

\$90,000

Thank you for your consideration. Please let me know if you would like additional information.

Sincerely,



Tom Daniel, AICP
Director
Planning & Community Development




David Kucharsky
Director
Traffic and Parking

CITY OF SALEM
ST Capital Outlay Expenditure Request Form – FY 2022

From Department: DPCD and Traffic/Parking Date: _____

Department Head Name: Tom Daniel, David Kucharsky

Authorization Signature:  

Amount: \$90,000

Description:

City funding to hiring an interdisciplinary team to develop a strategy and plan for the provision of downtown Salem's future public parking supply over the mid- to long-term.

For Finance Department Use Only:

☒ City Council Approval Needed (Y/N)

CIP Balance: \$ 6,275,803

Recommendation:

☒ Approved ☐ Denied


Finance Director

Processed: Date: _____ By: _____

CO # _____ JE# _____ Trans # _____

Org: _____ Obj: _____



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

February 24, 2022

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

In 1983 the Massachusetts Legislature adopted a condominium conversion law in response to a surge of conversions. The law allows for municipalities to adopt condominium conversion ordinances to prevent displacement by providing protections for tenants that reside in buildings with four or more units. For example, the ordinance can require landlords that convert their rental units into condominiums to provide their tenants with notification and assistance with relocation costs.

For municipalities to adopt a condo conversion ordinance, local legislative action must be accompanied by a declaration in the form of findings where local conditions constitute an acute rental housing emergency requiring local action.

The City, through our Affordable Housing Trust Fund Board and the work of our Department of Planning and Community Development, has studied the conversion rates in Salem and has found that the pace of condominium conversions in our community has steadily increased over the past six years while housing costs continues to rise. In this analysis, we found that 78% of apartments converted since 2016 are two- or three-family homes. Salem is rapidly losing its two- and three-family housing stock to conversions and therefore there is an acute need to protect tenants in building with two or more units.

The 1983 state law, however, only allows communities to provide tenant protection to tenants in buildings with four or more housing units. Absent a special act of the legislature, local action cannot lower this threshold. To that end, the proposed home rule petition would enable Salem to adopt a condominium conversion and tenant protection Ordinance that offers protections to Salem residents in buildings with two or more units.

The home rule petition also proposes a right of first refusal for tenants to purchase their converted units at market rate, and a second right of refusal for the City or a nonprofit to purchase the unit at market rate and to establish the unit as permanently affordable.

The full condominium conversion and tenant protection Ordinance will be filed with the City Council upon the successful adoption by the state legislature of the special act called for in this petition.

I recommend adoption of this Order and invite you to contact Amanda Chiancola, Deputy Director of Planning with any questions that you may have regarding it.

Sincerely,

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, February 24, 2022

Ordered:

That a petition to the General Court, accompanied by a bill for authorization to enact a local condominium conversion ordinance for the purposes of tenant stability and maintaining the general welfare of Salem residents, as set forth below, be filed with an attested copy of this Order be, and hereby is approved to the end that the following legislation be adopted, except for amendments by the Senate or House of Representatives which conform to the intent of this home rule petition:

AN ACT authorizing the City of Salem to enact a condominium conversion ordinance for buildings containing two or more residential units.

Be it enacted by the Senate and House of Representatives in General Court Assembled, and by the authority of the same as follows:

AN ACT RELATIVE TO A CONDOMINIUM CONVERSION ORDINANCE IN THE CITY OF SALEM.

SECTION 1. Notwithstanding the provisions of any general or special law to the contrary, the City of Salem City Council by majority vote may enact an ordinance to regulate the conversion of housing accommodations in the municipality to the condominium or cooperative form or ownership in buildings containing two or more residential units.

SECTION 2. Such ordinance may include, but is not limited to: (i) provisions for investigations and hearings on condominium conversions or proposed conversions; (ii) a permit process; (iii) tenant notification requirements; (iv) relocation costs for tenants and other measures to protect tenants; (v) control of evictions; (vi) penalties for violation of the ordinance; and (vii) afford tenants and the City or the City's Designee the right to purchase the residential property in which the tenant(s) reside(s) when the residential property is being offered for sale.

SECTION 3. The ordinance may establish a condominium review board or vest administrative duties in an existing municipal board, commission, or office. The review board may exercise such powers as it is given by the ordinance.

SECTION 6. This act shall take effect upon its passage.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

February 24, 2022

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

This letter is being provided to you for informational purposes. In January a reappointment letter for department heads was submitted for confirmation by the City Council. That letter included, in error, David Kucharsky, Director of Traffic and Parking. Mr. Kucharsky had been reappointed in February 2021 to a two-year term expiring January 31, 2023, and therefore should not have been included on the most recent reappointment letter.

Sincerely,

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