



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

January 11, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint, subject to City Council confirmation, the following members of the Salem Public Art Commission.

First Name	Last Name	Address	Term	Term Expiration
Norene	Gachignard	16 Buchanan Road	2 years	1/11/2020
J. Michael	Sullivan	10 Lee Street	2 years	1/11/2020

Mr. Sullivan will continue to serve as the Design Review Board member of the Commission. I enthusiastically recommend confirmation of both of these reappointments to the Public Art Commission and ask that you join me in thanking both Ms. Gachignard and Mr. Sullivan for their continued dedicated service and commitment to our community.

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

January 11, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Kurt Ankey-Beauchamp, of 19 Harbor Street #5, to the Salem Public Art Commission, to take the seat of Lillian Hsu, whose terms has concluded and who has opted not to seek reappointment to the commission. I hope you will join me in thanking Ms. Hsu for her service on the Public Art Commission. Mr. Ankey-Beauchamp is appointed to a two-year term to expire January 11, 2020.

Mr. Ankey-Beauchamp is a professional artist working as a freelance designer, a graphic designer, and a graphic novelist. His work has garnered awards from the New England Book Show, the Society of Illustrators, and the Massachusetts Independent Comics Expo. A graduate of the University of Wisconsin-Madison, where he earned a BA in English Literature and Philosophy, Mr. Ankey-Beauchamp's paintings have been exhibited at such regional art institutions as the Cape Ann Art Museum, Tusinski Gallery, the Art Room of Gloucester, Flatrocks Gallery, J. Lucas Gallery, as well as at private businesses and workplaces, as well as local community centers and public buildings.

I strongly recommend confirmation of Mr. Ankey-Beauchamp'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 Public Art Commission and its work.

Very truly yours,

A handwritten signature in dark ink, reading "Kim Driscoll". The signature is fluid and cursive, with the first name "Kim" and last name "Driscoll" clearly legible.

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

January 11, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Emily Larsen, of 27 Turner Street #1, to the Salem Public Art Commission, to take the seat of Austen Barron Bailly, whose terms has concluded and who has opted not to seek reappointment to the commission. I hope you will join me in thanking Ms. Bailly for her service on the Public Art Commission. Ms. Larsen is appointed to a two-year term to expire January 11, 2020.

Ms. Larsen currently works as a graphic designer and in-house illustrator for the Peabody Essex Museum, where she has developed interactive art for exhibition, exhibition graphics, and collateral for marketing and public relations. She came to the work from a background in freelance graphic design and a graphic design internship with the Department of Interior's National Conservation Training Center. Ms. Larsen earned her Bachelor's in Fine Arts from Shepherd University and has been actively involved with our Public Art Commission in the past as a participating artist in two of the commission's Mural Slams and with two entries in the Salem Artbox program.

I strongly recommend confirmation of Ms. Larsen'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 Public Art Commission and its work.

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

January 11, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Daniel J. Napolitano, of 107 Highland Avenue #3, to the Salem Planning Board to fill the remainder of the five-year term of Antonio Mataragas, which will expire on March 10, 2021. I hope you will join me in thanking Mr. Mataragas for his service on the Planning Board and for his commitment to our community.

Mr. Napolitano holds a Master's degree in Public Administration from Suffolk University and currently works on policy external affairs for the Senate President at the Massachusetts State Senate. He has previously worked in a variety of government and political capacities, including as district outreach coordinator for former Congressman John Tierney, where he helped advance federal priorities and funding for projects and needs here in Salem. Prior to moving to Salem, Mr. Napolitano was a resident of Everett, where he served for six years on that City's Common Council and as a member of the Everett Charter Review Commission.

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

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

January 11, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am pleased to appoint Thomas Watkins of 24 Surrey Road in Salem to the position of Purchasing Agent for the City of Salem, to complete the remainder of an uncompleted two-year term that expires January 31, 2019.

We are very fortunate that Mr. Watkins has sought to return to the City of Salem, where he had previously served as our Purchasing Agent from 2009 to 2012 and, prior to that, as an aide in the Mayor's office. Since leaving Salem, Mr. Watkins has been the Purchasing Agent for the Town of Andover. Mr. Watkins holds a Masters degree in Public Administration from Suffolk University and a Bachelor's degree in Political Science from Westfield State College. He is accredited as a Massachusetts Certified Public Purchasing Official and has served as Vice President and President of the Massachusetts Association of Public Purchasing Officials. A Salem resident, Mr. Watkins has served as a member of our Zoning Board of Appeals from 2013 until this appointment.

I believe Mr. Watkins will make a strong addition to our team at City Hall and strongly recommend confirmation of his appointment. I hope you will join me in welcoming Mr. Watkins back to public service here in Salem.

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

January 11, 2018

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 donations in the amount totaling Forty Thousand Dollars. (\$40,000.00)

Donation From:

Susan Schiro & Peter Manus Foundation	45871-4830	\$20,000.00
The Boston Foundation	45871-4830	\$20,000.00

TOTAL: \$40,000.00

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 North Shore Workforce Investment Board.

Very truly yours,

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

Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

Ordered:

January 11, 2018

To accept the donations listed below totaling Forty Thousand Dollars (\$40,000.00) by the North Shore Workforce Investment Board to provide employment retention services. These funds will be deposited into the account listed below in accordance with the recommendation of Her Honor the Mayor.

Donation From	Fund Org/Obj	Amount
Susan Schiro & Peter Manus Foundation	45871-4830	20,000.00
The Boston Foundation	45871-4830	20,000.00
Total		40,000.00

Susan Schiro and Peter Manus Foundation
40 Hawthorn Road
Brookline, MA 02445
December 18, 2017

Ms. Kim Driscoll, Mayor
City of Salem MA
93 Washington Street
Salem, MA 01970

Dear Mayor Driscoll:

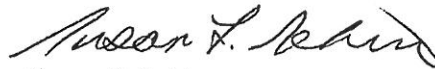
Enclosed, you will find a check:

\$10,000 from the Susan Schiro and Peter Manus Foundation

This check is to be given to the North Shore Career Center toward the cost of providing employment retention services to approximately 120 low-income individuals who participate in WIOA and CIES programs and training programs that serve the same population. Please sign, date, and return a copy of this letter in the enclosed envelope.

If you choose to publish a list of donors, please list this contribution as coming from
Susan Schiro and Peter Manus

Many thanks,



Susan F. Schiro

cc: Mary Sarris, Executive Director
North Shore Workforce Investment Board
70 Washington St. Suite 314
Salem, MA 01970

Mr. Mark Whitmore, Executive Director
North Shore Career Center
70 Washington St.
Salem, MA 01970

I confirm that the City of Salem, MA has received \$10,000 from the Susan F. Schiro and Peter J. Manus Foundation. This contribution will be used by the North Shore Career Center to provide employment retention services to low-income adults. No goods or services were provided in exchange for these charitable contributions.

Name: _____

Title: _____

Signature: _____

Date: _____

Susan Schiro and Peter Manus Foundation
40 Hawthorn Road
Brookline, MA 02445
December 18, 2017

Mary Sarris, Executive Director
North Shore Workforce Investment Board
70 Washington St. Suite 314
Salem, MA 01970

Mr. Mark Whitmore, Executive Director
North Shore Career Center
70 Washington St.
Salem, MA 01970

Dear Mary and Mark:

In addition to this \$10,000 check from our foundation, I have also requested two contributions that should be sent to you from The Boston Foundation:

\$10,000 from Susan Schiro and Peter Manus
\$20,000 from the Employment Retention Fund at the Boston Foundation.

If you choose to recognize contributions publically, please show these as two \$20,000 contributions: one from Susan Schiro and Peter Manus, and one from the Employment Retention Fund at The Boston Foundation.

Many thanks,





CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

January 11, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

In October 2017 the City Council accepted a donation of \$3,000 from the Salem Harbor Station. Their donation was actually in the amount of \$3,700.00. Therefore, enclosed is a revised order accepting their donation in the amount of Three Thousand Seven Hundred Dollars (\$3,700.00). These funds will be deposited into the Recreation Donation Fund 24501-4800.

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 Park & Rec Donation Fund.

Very truly yours,

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

Kimberley Driscoll
Mayor



Kimberley Driscoll
MAYOR

CITY OF SALEM, MASSACHUSETTS
PARK, RECREATION & COMMUNITY SERVICES

5 Broad Street, Salem MA 01970
Tel. (978) 744-0180/(978) 744-0924
Fax (978) 744-7225

December 1, 2017

Dear Mayor Driscoll,

Please accept a check in the amount of \$3,700 given to
Salem Parks Recreation and Community Services by:

Lou Arak
Salem Harbor Station
24 Fort Ave Salem, Ma

This check is for sponsorship of the 2017 Derby St Mile to be placed in the Park and Recreation
revolving account # 24501-4800.

(An amount was previously approved by City Council for \$3,000 which was an incorrect
amount. This letter shows the additional \$700 for a total accurate amount of \$3,700)

Thank you!

Sincerely,

A handwritten signature in black ink, appearing to read "Trish O'Brien".

Trish O'Brien
Superintendent of Park, Recreation and Community Services



CITY OF SALEM

In City Council,

Ordered:

January 11, 2018

To accept the REVISED donation listed below totaling Three Thousand Seven Hundred Dollars (\$3,700.00). The previous donation request had the incorrect amount (3,000.00). These funds will be deposited into the account listed below in accordance with the recommendation of Her Honor the Mayor.

From:	Fund Name	Org/Obj	Amount
Salem Harbor Station	Park & Rec Donation Fund	24061-4830	\$ 3,700.00
Total			\$ 3,700.00



Kimberley Driscoll
MAYOR

CITY OF SALEM, MASSACHUSETTS
PARK, RECREATION & COMMUNITY SERVICES
5 Broad Street, Salem MA 01970
Tel. (978) 744-0180/(978) 744-0924
Fax (978) 744-7225

December 1, 2017

Dear Mayor Driscoll,

Please accept a check in the amount of \$3,700 given to
Salem Parks Recreation and Community Services by:

Lou Arak
Salem Harbor Station
24 Fort Ave Salem, Ma

This check is for sponsorship of the 2017 Derby St Mile to be placed in the Park and Recreation revolving account # 24501-4800.

(An amount was previously approved by City Council for \$3,000 which was an incorrect amount. This letter shows the additional \$700 for a total accurate amount of \$3,700)

Thank you!

Sincerely,

A handwritten signature in black ink, appearing to read "Trish O'Brien".

Trish O'Brien
Superintendent of Park, Recreation and Community Services



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

January 11, 2018

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentleman of the Council:

Enclosed herewith is a request for an appropriation of Thirty Thousand (\$30,000.00) from the "Receipts Reserved funds" to the Department of Public Services Burial Account (14112-5383).

FROM	TO	AMOUNT
2430-4800 R/Res Sale of lots	14112-5383 DPS Burial	\$15,000.00
2431-4800 R/Res Sale of Vaults	14112-5383 DPS Burial	\$15,000.00
Total:		<u>\$30,000.00</u>

This appropriation is necessary for the services of Means Precast.

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,

January 11, 2018

Ordered:

That the sum of Thirty Thousand Dollars (\$30,000.00) is hereby appropriated from the Receipts Reserved funds listed below to the Department of Public Services Burial Account (14112-5383) in accordance with the recommendation of Her Honor the Mayor.

From		To		Amount
2430-4800	R/Res Sale of Lots	14112-5383	DPS Burial	15,000.00
2431-4800	R/Res Sale of Vaults	14112-5383	DPS Burial	15,000.00
Total				30,000.00



KIMBERLEY DRISCOLL
MAYOR

DAVID KNOWLTON P.E.
DIRECTOR OF PUBLIC SERVICES

CITY OF SALEM, MASSACHUSETTS

DEPARTMENT OF PUBLIC SERVICES
5 JEFFERSON AVENUE - FACILITY LOCATION
120 WASHINGTON STREET - MAILING ADDRESS
SALEM, MASSACHUSETTS 01970

TEL. (978) 744-3302

FAX (978) 744-6820

DKNOWLTON@SALEM.COM

December 20, 2017

The Honorable Mayor Kimberly Driscoll
City of Salem
93 Washington Street
Salem, Massachusetts 01970

Subject: Means PreCast – burial boxes

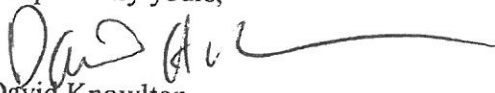
Dear Mayor Driscoll,

We respectfully request an appropriation of funds in the amount of Thirty Thousand, (30,000.00) from the following accounts:

2430-4800 Sale of Lots	\$15,000.00
2431-4800 Sale of Vaults	\$15,000.00

to be transferred in to the Public Service Burial Services Line 14112-5383. This appropriation will allow for the services of Means Precast to provide the cemetery with burial boxes for the first quarter of Fiscal Year 2018.

Respectfully yours,


David Knowlton
Director of Public Services

Cc: Laurie Giardella
File Copy

CITY OF SALEM - Finance Department
Free Cash, W & S R/E, R/Res & Budget Transfer Request Form

From: OPS [Signature] 11/2/18
 Department Department Head Authorizing Signature Date

Budget or R/Res

Transfers

To: 14112/5383
 (Org/Object)

Desc: Burial Services

Budget Amt: 30,000.00

Balance: 1,549.00

From: 2431/4800

Desc: Sale of Vaults

Budget Amt: _____

Balance: 37,676.39

(*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: _____

Balance: _____

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

Please circle one

Amount Requested:

\$ 15,000.00

Reason (Be Specific)

Burial Boxes for Services

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

\$ 37,676.39

R-Res Fund Balance

MS 1/3/18

____ Raise & Appropriate

Other _____

Recommendation: ____ Approved ____ Denied

[Signature]
 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: DPS [Signature] 1/2/18
 Department Department Head Authorizing Signature Date

Budget or R/Res

Transfers To: 1412 | 5383 Desc: Burial Services Budget Amt: 30,000.00
 (Org/Object) Balance: 1,549.00

From: 2430 | 4800 Desc: Sale of Lots Budget Amt:
 Balance: 64,293.00
 (*Note - Please include letter to Mayor for Transfers from different Personnel & Non-personnel lines)

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

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

Amount Requested: \$ 15,000.00

Reason (Be Specific) Burial Boxes for services

For Finance Department and Mayor's Use Only:

☐ Budget Transfer ☒ Mayor Approval ☒ City Council Approval

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

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

☒ Receipts Reserve - City Council Approval \$ 64,293.00
 R Res Fund Balance MB 1/3/18

☐ Raise & Appropriate ☐ Other [Signature]

Recommendation: ☐ Approved ☐ Denied

[Signature]
 Finance Director

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



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

January 11, 2018

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request for an appropriation of Nineteen Thousand Three Hundred and Eighty-Three Dollars and Six Cents (\$19,383.06) from the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to be expended for the negotiated sick leave buyback provision.

Name	Department	Amount
Amy Connelly	Library	\$14,668.23
Dennis Ross	Building Inspector	\$4,714.83
	Total	<u>\$19,383.06</u>

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:

January 11, 2018

That the sum of Nineteen Thousand Three Hundred and Eighty-Three Dollars and Six Cents (\$19,383.06) in the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to be expended for the FY 2018 contractual buybacks listed below in accordance with the recommendation of Her Honor the Mayor.

Name	Department	Amount
Amy Connelly	Library	14,668.23
Dennis Ross	Building Inspector	4,714.83
		19,383.06



KIMBERLEY DRISCOLL
MAYOR

LISA B. CAMMARATA
DIRECTOR OF HUMAN RESOURCES

CITY OF SALEM, MASSACHUSETTS

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

MEMORANDUM

TO: Laurie Giardella, Finance Director
DATE: January 8, 2018
RE: Retirement Stabilization Fund

Attached is a PAF for a former employee of the Building Inspectors Department.

The former employee is contractually entitled to the following amount of vacation buyback.

Dennis Ross

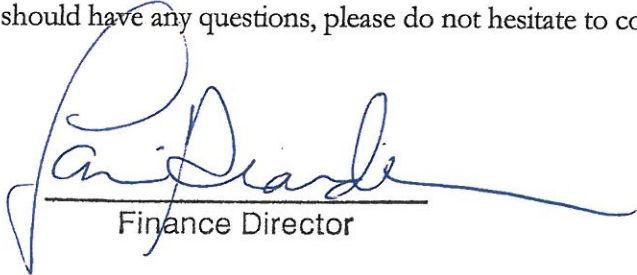
136.9996 vacation hours @ \$34.4149 per hour \$4,714.83

Total: \$4,714.83

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

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

LBC


Finance Director

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

From: Department Building Date 1-2-18

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

NAME: Dennis Ross

CALCULATION

VACATION HOURS # 136.9996 @ \$ 34.41 = \$ 4,714.83

SICK HOURS # _____ @ \$ _____ = \$ _____

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

OTHER # _____ @ \$ _____ = \$ _____

Total Amount Due: \$ _____

Please attach corresponding PAF or other backup to this sheet.

Reason: Retired from City 12-31-17

For Human Resources's Use Only:

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

Org and Object: 83113 - 5146

Recommendation:

☒ Approved

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



KIMBERLEY DRISCOLL
MAYOR

LISA B. CAMMARATA
DIRECTOR OF HUMAN RESOURCES

CITY OF SALEM, MASSACHUSETTS

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

MEMORANDUM

TO: Laurie Giardella, Finance Director
DATE: January 8, 2018
RE: Retirement Stabilization Fund

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

The former employee is contractually entitled to the following amount of sick and vacation buyback.

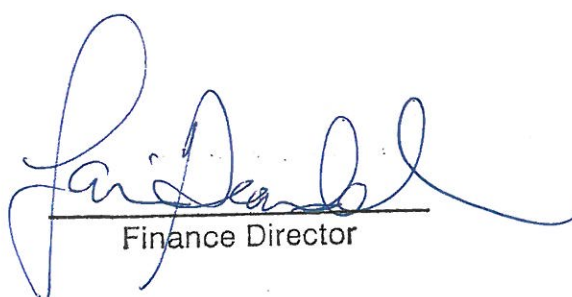
Amy Connelly

38.9973 vacation hours @\$21.9257 per hour	\$855.04 (per Munis)
90 sick days @153.4799 per day	\$13,813.19
Total:	\$14,668.23

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

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

LBC


Finance Director

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

From: Department Library Date 1/2/18

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

NAME: Amy Connelly

VACATION ^{hours} DAYS # 38.9973 hrs @ \$ 21.93 = \$ 855.21 ^{21,925ⁿ} 04

SICK DAYS # 90 days @ \$ 21.93 = \$ 13,815.90 ^{13,813.19}

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

OTHER # _____ @ \$ _____ = \$ _____

Total Amount Due: \$ 14,671.11 ^{\$14,668.23}
Please attach corresponding PAF or other backup to this sheet.

Reason: Eligible for sick buyback program.

For Human Resources's Use Only:

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

Org and Object: 83113 - 5146

Recommendation:

☒ Approved

[Signature]
HR Director/City or Superintendent/Schools



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

January 11, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order appropriates \$10,000 from free cash to fund overtime costs incurred by a number of City Hall Annex departments as they worked outside of regular business hours to prepare documents to be scanned by Laserfiche Enterprise Content Management.

As you may recall, last year the City entered into a contract with Laserfiche to digitize our files. Not only will digitization enable for more rapid document retrieval and save on staff time, it will also enable us to more quickly and effectively satisfy public record access requests. The timing of the digitization project was intended to align with our forthcoming relocation of the Annex offices from 120 Washington Street to 90 Washington Street later this year. The digitization project is helping us reduce the quantity of paper we will need to transport during the move and find space to store in the new building.

City staff have been working since November, outside of normal office hours, to review and box up thousands of records to be scanned by Laserfiche. Since the work got underway, almost 200 boxes of City records have been prepared and sent to Laserfiche by our staff. In order to prevent this important work from interfering with the staff's ability to conduct their regular routine work, this effort has been organized to take place outside of regular business hours. I recommend adoption of this appropriation so that these employees may be appropriately compensated for these extra efforts.

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,
December 7, 2017

Ordered:

That the sum of Ten Thousand Dollars (\$10,000.00) is hereby appropriated from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the accounts listed below in accordance with the recommendation of Her Honor the Mayor.

Org/Obj	Description	Dept	Description	Amount
11822-5131	Planning Overtime	Planning	Overtime for document handling for City Hall Annex	5,200.00
12411-5131	Bldg Insp Overtime	Bldg Insp	Overtime for document handling for City Hall Annex	1,200.00
11521-5131	HR Overtime	HR	Overtime for document handling for City Hall Annex	1,800.00
15101-5131	Health Overtime	Health	Overtime for document handling for City Hall Annex	1,800.00
Total				10,000.00



KIMBERLEY DRISCOLL
MAYOR

LISA B. CAMMARATA
DIRECTOR OF HUMAN RESOURCES

CITY OF SALEM, MASSACHUSETTS

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

January 8, 2018

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

Dear Mayor Driscoll:

I am respectfully requesting the amount of \$10,000.00 be transferred from Free Cash to Departmental Lines identified below.

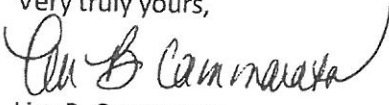
As you know the Departments located at 120 Washington Street are preparing for the spring 2018 move to the new location. This requested funding is the amount determined by each department for the additional salary costs of reviewing/disposing/recycling/cataloging/scanning and packing files from each department beyond the regular workday.

DEPARTMENT

Planning:	\$5200.00; 11822-5131
Building:	\$1200.00; 12411-5131
Human Resources:	\$1800.00; 11521-5131
Health:	\$1800.00; 15101-5131

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

Very truly yours,


Lisa B. Cammarata

cc: Laurie Giardella, Director, Finance
File

CITY OF SALEM - Finance Department
Free Cash, W & S R/E, R/Res & Budget Transfer Request Form

From: **Human Resources**
Department

[Signature]
Department Head Authorizing Signature

1/8/2018
Date

Budget or R/Res

Transfers

To :

(Org/Object)

Desc:

Budget Amt: _____

Balance: _____

From :

Desc:

Budget Amt: _____

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 : 11822-5131

Desc:

Planning OT

Budget Amt: _____

Ø

Retained Earnings (W/S)

(Org/Object)

Please circle one

Balance: _____

Ø

Amount Requested:

\$ 5200.00

Reason (Be Specific)

To cover the unforeseen cost of reviewing/disposing/recycling/cataloging/scanning files in preparation for move to new location.

For Finance Department and Mayor's Use Only:

____ Budget Transfer

☒ Mayor Approval

____ City Council Approval

☒ Free Cash Appropriation - City Council Approval - Gen Fund

\$ 977,186.35
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

[Signature]
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: **Human Resources**

Department

An B Caminaro

Department Head Authorizing Signature

1/8/2018

Date

Budget or R/Res

Transfers

To :

(Org/Object)

Desc:

Budget Amt: _____

Balance: _____

From :

Desc:

Budget Amt: _____

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 :

12411-5131

Desc:

Building OT line

Budget Amt: _____

5000.00

Balance: _____

4682.94

Retained Earnings (W/S)

(Org/Object)

Please circle one

Amount Requested:

\$ 1200.00

Reason (Be Specific)

To cover the unforeseen cost of reviewing/disposing/recycling/cataloging/scanning files in preparation for move to new location.

For Finance Department and Mayor's Use Only:

_____ Budget Transfer



Mayor Approval



City Council Approval



Free Cash Appropriation – City Council Approval – Gen Fund

\$ 977,186.35

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

[Signature]
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: Human Resources

Department

[Signature]

Department Head Authorizing Signature

1/8/2018

Date

Budget or R/Res

Transfers

To :

(Org/Object)

Desc:

Budget Amt:

Balance:

From :

Desc:

Budget Amt:

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 : 11521-5131

Desc: HL OT

Budget Amt:

Balance:

Retained Earnings (W/S)

(Org/Object)

Please circle one

Amount Requested:

\$ 1800.00

Reason (Be Specific)

To cover the unforeseen cost of reviewing/disposing/recycling/cataloging/scanning files in preparation for move to new location.

For Finance Department and Mayor's Use Only:

☐ Budget Transfer

☒ Mayor Approval

☒ City Council Approval

☒ Free Cash Appropriation - City Council Approval - Gen Fund

\$ 977,186.35

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

[Signature]
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: Human Resources

Department

Lu B. Cammarata

Department Head Authorizing Signature

1/8/2018

Date

Budget or R/Res

Transfers

To :

(Org/Object)

Desc:

Budget Amt: _____

Balance: _____

From :

Desc:

Budget Amt: _____

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 : 15101-5131

Desc: Health OT line

Budget Amt: 2000.00

Balance: 533.56

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

Please circle one

Amount Requested:

\$ 1800.00

Reason (Be Specific)

To cover the unforeseen cost of reviewing/disposing/recycling/cataloging/scanning files in preparation for move to new location.

For Finance Department and Mayor's Use Only:

____ Budget Transfer

____ ☒ Mayor Approval

____ ☒ City Council Approval

☒ Free Cash Appropriation - City Council Approval - Gen Fund

\$ 977,186.35

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

Patricia Smith
 Finance Director

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

1/9/2018
8:54 AM

CERTIFIED FREE CASH

TOTAL FREE CASH USED
BALANCE

(3,945,750.65)
977,186.35



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

January 11, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order appropriates \$25,000 from our capital outlay account to fund the replacement of willow trees destroyed in the major wind storm late last autumn at the Salem Willows, and also the development of plans to improve the parking area across Restaurant Row near the tennis courts, which is currently a heavily eroding dirt lot.

This lot is hazardous and the haphazard parking arrangements, which lack any structure or order, have led to the substantial erosion of the hill and threaten the trees that are there. Furthermore, we believe that with a more orderly arrangement for parking in this location we may be able to fit additional cars in the space more easily.

We hope to have as much of this work as possible accomplished before the Willows opens for the 2018 season, but it is possible that some of the work – especially related to construction of the parking area improvements – will lag into the season. To help us maintain the abbreviated schedule as much as practical, I hope you will consider approving this appropriation at your January 11th meeting and invite you to contact myself, Trish O'Brien, or Dave Knowlton with any questions you may have.

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,

January 11, 2018

Ordered:

That the sum of Twenty-Five Thousand Dollars (\$25,000.00) is hereby appropriated within the "Capital Outlay Renovation & Repair" account (20003-584618) to be expended for the renovation of Salem Willows Parking, Trees and Landscape Restoration by the Engineering Department in accordance with the recommendation of Her Honor the Mayor.

CITY OF SALEM
Capital Outlay Expenditure Request Form

To: MAYOR

From Department: Engineering Date: 11/29/17 *01/29/17*

Expense Line To: 20003-586018 - Equipment

Amount:

Description:

Expense Line To: 20003-584618 - Renovations & Repairs

Amount:

\$25,000

Description: Salem Willows Parking, Tree, and Landscape Restoration.

For Finance Dept and Mayor's Use Only:

☐

City Council Approval

Recommendation:

☐

Approved

☐

Denied

[Signature]
Finance Director

[Signature]
Mayor

Processed: Date: _____ By: _____

CO # _____ JE# _____ Trans # _____



CITY OF SALEM
ENGINEERING DEPARTMENT
120 WASHINGTON STREET, 4TH FLOOR
SALEM, MA 01970
Phone: (978) 745-9595
Fax: (978) 745-0349

Kimberley Driscoll
Mayor

DAVID H. KNOWLTON, P.E.
CITY ENGINEER

November 29, 2017

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

RE: Request for Funding: Willows Park and Parking Area Upgrades

Dear Honorable Mayor Driscoll:

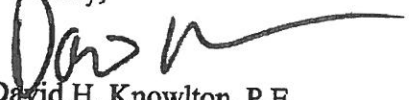
This request is for a Council Order to transfer \$25,000 of "Short-Term Capital Outlay" to the "Salem Willows Parking, Tree, and Landscape Restoration CIP" account.

As you are aware, the Salem Willows has recently been hit by a severe storm that has damaged several older trees. In addition, long term issues of serious erosion are affecting certain areas of the site where cars park on soil. Our Department is taking short term actions to address the damage, but a plan to renovate the parking, restore the eroded areas and trees, and address pathways needs to be developed. The funding will be used to develop a plan to address these issues, which will be used to seek out grant and other funding sources to implement long term solutions. The plan will also identify short term actions that can be taken in the Spring. The plan will include a renovated parking area plan, a tree planting plan, a landscape plan for the area surrounding the parking, and the identification other potential future needs.

This funding is needed expeditiously as grant funding applications for implementing larger projects are typically due in the spring; in addition, some of the lower cost and quicker options identified could be implemented in April and May 2018 prior to the busy season at the Willows.

Please feel free to contact me with any questions.

Sincerely,


David H. Knowlton, P.E.
Director of Engineering and Public Works

cc: Dominick Pangallo, Laurie Giardella, Jenna Ide, Patricia O'Brien



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

January 11, 2018

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentleman of the Council:

Enclosed herewith is an Order, pursuant to the provisions of MGL Chapter 44, Section 53 E ½, to authorize the establishment of a revolving fund for road race fees.

These fees, equaling 5% of any registration fees collected by a for profit enterprise utilizing City parks or streets, shall be directed expressly to support maintenance of City parks, adding to our existing regular budget investment in this important work. Expenditures the revolving fund shall not exceed the amount of funds received or as authorized and shall be used solely for the purpose of implementing the work delineated.

I recommend passage of the accompanying Order.

Very truly yours,

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,

Ordered:

January 11, 2018

That the City of Salem hereby requests the adoption of the Road Race Fees revolving fund in accordance with M.G.L. Chapter 44, Section 53E ½ which authorizes special purpose revolving accounts in accordance with the recommendation of Her Honor the Mayor



Kimberley Driscoll
MAYOR

Trish O'Brien
Superintendent

CITY OF SALEM, MASSACHUSETTS
PARK, RECREATION & COMMUNITY SERVICE
5 Broad Street, Salem MA 01970
Tel. (978) 744-0180/(978) 744-0924
Fax (978) 744-7225

December 4, 2017

Dear Mayor Driscoll:

As you are aware the Park and Recreation Commission has incorporated a charge of 5% of the registration fees for any "for profit" events that utilize our City parks and streets. This letter is to request setting up a revolving fund for the maintenance of our City Parks.

Sincerely,

A handwritten signature in cursive script, appearing to read "Tricia O'Brien".

Tricia O'Brien
Superintendent
Park, Recreation & Community Service

**FY 2018
Revolving Funds**

Dept.	Fund Name	Fund #	Programs & Purposes	Type of Receipts Credited	Authorization for Spending	Budget Request Maximum Annual Expenditures
PARK Recreation	ROAD RACE FEES	NEW	PARK MAINTENANCE	5% of race/event registration fees	Dept Head and Mayor	6,000.00
Totals						\$6,000.00

MGL Chapter 44, Section 53E 1/2 authorizes the establishment of the revolving funds as herein described. Expenditures from said funds shall not exceed the amount of funds received in the respective accounts or as authorized as stated, shall come from any funds received by the respective boards for performing services, shall be used solely for the purpose of implementing the programs delineated and shall be approved by a majority vote of any respective boards.


 Department Head Signature & Date



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

January 11, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order submits an act to the legislature to extend our existing 6% excise tax on hotel and motel rooms to short term rentals, such as those rented through Airbnb, VRBO, and similar operators, and to all bed and breakfasts.

According to Airbnb, in October alone \$400,000 was paid by those renting rooms in Salem, a 58% increase over last year. A 6% excise on that amount would have brought approximately \$24,000 in new revenues, entirely collected from non-Salem residents, to the City; and Airbnb is only one of several home sharing services operating in Salem. More important than the revenue, however, this measure would help level the playing field between our established lodging operators, who must charge their guests the room excise, and these smaller operators, who do not. Funding from this tax goes to support Destination Salem and the very tourism and marketing activities that, in turn, help drive more customers to all of our lodging establishments, including short-term rentals. It seems unfair that we require some lodging establishments to assess this excise, while others are able to avoid it – particularly when all of them benefit from how the funds are utilized.

The legislature has entertained proposals to extend the room excise tax to short-term rentals in the past, most recently last year during their budget process, however these measures have not ended up being adopted. In some instances, proposals have extended the state's excise, but not our local option excise, which I believe is entirely inappropriate. While I recognize the uphill path this proposal will face in Boston, I strongly believe it is the right step and, at the very least, will help bring additional attention to this unfair situation and the need for state action on this matter.

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council, January 11, 2018

Ordered:

That a petition to the General Court, accompanied by a bill for an act authorizing a local short-term rental excise tax in the City of Salem as set forth below, be filed with an attested copy of this Order be, and hereby is, approved under Clause (1) of Section 8 of Article II, as amended, of the Amendments to the Constitution of the Commonwealth of Massachusetts, to the end that the following legislation be adopted, except for amendments by the Senate or House of Representatives which conform to the intent of this home rule petition:

AN ACT CONCERNING LOCAL SHORT-TERM RENTAL EXCISE TAX IN THE CITY OF SALEM.

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

SECTION 1. Notwithstanding any general or special law to the contrary, the City of Salem may impose a room occupancy tax on any short-term residential rental for tourist or transient use, including, but not limited to apartments, single or multi-family housing, cottages, condominiums, and time share units, as well as any other short-term residential rental unit for tourist or transient use not expressly taxed pursuant to the provision of General Laws, Chapter 64G, at the rate of 6% of the total amount of the rate for each occupancy. A short-term residential rental for tourist or transient use is further defined to include only paid occupancy for any period of ninety consecutive days or less, regardless of whether such use and possession is as a lessee, tenant, guest or license, but excludes those accommodations specifically exempted from General Laws, Chapter 64G, in section 2 of that chapter.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

January 11, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed package of six Ordinances were originally filed with previous City Councils and had, at various times over the last five years, been assigned to the Committee on Ordinances, Licenses, and Legal Affairs. Unfortunately, last year the Committee failed to carry forward these six items, among other items before it, and therefore, pursuant to Rule 31B of the City Council, they must be refiled with you again this year.

I believe all six of these items still warrant public deliberation and approval by the City Council and am therefore resubmitting them to you for consideration.

1. An Ordinance prohibiting smoking on the off-street multi-use path and bike trail.
2. An Ordinance setting a \$50 fine for smoking on the path.
3. An Ordinance correcting our existing ordinance language regarding the pick-up of bulky items and electronic waste.
4. An Ordinance prohibiting smoking on Salem Common near the playground and historic bandstand.
5. An Ordinance allowing the Chief of Police to limit the size of walking tour groups for safety reasons and imposing other regulations on walking tours to protect residential neighbors.
6. An Ordinance capping the number of retail marijuana establishments at no more than 20% of the number of package store licenses at any given time.

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

January 9, 2014

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Please find attached Ordinances to designate the off-road, paved portions of the Salem Bike Path as a tobacco free area. This measure has been shared with the Bike Path Committee and comes with the endorsement of the Salem Mass in Motion health and wellness coordinator.

Our Bike Path is intended for exercise and recreational use by residents of all ages. Hopefully this measure will help to that end. It is especially focused on the portion of the trail nearest to Salem State University's Central Campus, where we have had a larger volume of smoking complaints from neighboring residents. I recommend adoption of these Ordinances and welcome any questions you may have regarding them.

Sincerely,

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

Kimberley Driscoll
Mayor
City of Salem

City of Salem

In the year Two Thousand and Eighteen

An Ordinance to amend an Ordinance relative to prohibiting smoking on the Off-road, Paved Bicycle Route

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

Section I.

Chapter 24 Offenses and Miscellaneous Provisions, Sec. 24-16. Smoking in theaters is hereby amended by deleting this section in its entirety, as smoking in public theaters is prohibited by M.G.L. Ch. 270, §22, and replacing it with the following:

“Sec. 24-16. Smoking Prohibited on Off-road, Paved Bicycle Route.

No person shall smoke on any designated, off-road, paved bicycle route in the city. A map of the bicycle route shall be on file in the office of the city clerk. Any person violating this section shall be subject to a fine not to exceed \$50.00. Signage posting the smoking prohibition and fine shall be placed along the designated non-smoking route. Enforcement of this section shall be by non-criminal disposition as set forth in M.G.L. Ch. 40 §21D and the City of Salem Code of Ordinances Ch. 1 §§1 through 10. Enforcing persons shall be police officers and the health agent or his/her designee.”

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

City of Salem

In the year Two Thousand and Eighteen

An Ordinance to amend an Ordinance relative to non-criminal disposition of Ordinance violations

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

Section I.

Chapter 1, Section 1-10(c) Non-criminal Disposition of Ordinance Violations is hereby amended by inserting the following new penalty:

“Chapter 24. Section 16. Smoking Prohibited on Off-road, Paved Bicycle Route

Penalty: \$50 per offense

Enforcing Person: Police officers and health agent or his/her designee”

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



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

November 20, 2014

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Please find attached an ordinance to update the section of our Code relative to the disposal and collection of large household items.

This is a technical change to reflect the fact that we have not, in fact, offered the \$20 stickers for the curbside collection of "white goods" and electronic waste such as televisions, computer monitors, air conditioners, and other similar appliances since July 2013. These items are now collected at the regularly scheduled e-waste collection events held each year. The collection fee for this service was reduced by half to \$10 per item at the e-waste events.

Additionally, the ordinance provides more details around specific types of construction related debris that will not be collected the City and must be separately disposed of by a homeowner or contractor. These include bricks, concrete, asphalt, shingles, wood, windows, and toilets. While these items may be disposed of at the Salem Transfer Station, they will not be picked-up curbside by DPS or our collection contractor and have not been for some time.

I recommend adoption of this ordinance and welcome your questions about it, which may be directed to David Knowlton, John Tomasz, or Julie Rose.

Sincerely,

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

Kimberley Driscoll
Mayor
City of Salem

City of Salem

In the year Two Thousand and Eighteen

An Ordinance to amend an Ordinance relative to Zoning

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

Section I.

Chapter 36 is hereby amended by deleting Sec. 36-4. – Pickup of Large items in its entirety and replacing it with the following:

“Sec. 36-4. – Demolition and Renovation Debris

Debris generated from demolishing or renovating properties such as ductwork, furnaces, radiators, bricks, concrete, asphalt, shingles, wood, windows, toilets or other such demolition and renovation debris, as may be determined by the director of public services, shall not be collected by the city or its solid waste contractor. Residents shall be responsible for the proper disposal of such debris.”

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



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

April 27, 2017

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The attached Ordinance amends the existing regulations regarding Salem Common by separating the list of prohibited activities into its own section, separate from the "Use Policy." In addition, it adds to that list of prohibited activities a prohibition on smoking within 50 feet of the playground, basketball court, and the bandstand. I recommend adoption of this Ordinance and welcome any questions you may have regarding it.

Sincerely,

A handwritten signature in black ink, reading "Kim Driscoll".

Kimberley Driscoll
Mayor
City of Salem

City of Salem

In the year Two Thousand and Eighteen

An Ordinance to amend an Ordinance relative to use of Salem Common

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

Section I. Article III – Common Use Policy of chapter 26 Parks and Recreation is hereby amended by:

- a) Deleting the title of Article III, “Salem Common Use Policy”, and replacing it with “Salem Common”;
- b) Inserting a new division title, “Division 1. Use Policy”, immediately following the Article III title;
- c) Deleting Sec. 26-72 – Prohibited Activities in its entirety;
- d) Re-numbering Sec. 26-73 through Sec. 26-75 as Sec. 26-74;
- e) Inserting the following new division immediately following the new Sec. 26-74:

“Division 2. Prohibited Activities; permitted and non-permitted events

Sec. 26-75. – Prohibited activities.

The following activities are strictly prohibited on the Salem Common:

- (1) Destruction, defacement, removal, or disturbance of any sign, equipment, monument, marker, planting, bandstand or arch.
- (2) Distribution or display of commercial advertising, soliciting of business, or any other commercial transactions, except in connection with a permitted event.
- (3) Operation of devices in violation of Chapter 22, Noise Ordinance.
- (4) Disorderly conduct.
- (5) Use of metal-detecting devices.
- (6) Non-permitted vehicles.

- (7) The driving or parking of vehicles within the inside perimeter (track) of the common.
- (8) Mechanical rides or amusements, including carnivals and circuses.
- (9) Digging or disturbing the soil.
- (10) Drinking alcoholic beverages, except in connection with a permitted event.
- (11) Playing basketball between 10:00 p.m. and 8:00 a.m.
- (12) Climbing on trees and fences.
- (13) Using grills or making fires, except in connection with a permitted event.
- (14) Loitering, as defined in subsection 24-12(a), on the common grounds between 10:00 p.m. and 5:00 a.m.
- (15) Smoking tobacco or any other substance within fifty (50) feet of the perimeter of any play structure, basketball court and bandstand. "Smoking" means carrying or having in one's possession a lighted cigarette, cigar or pipe, or other object used for a similar purpose, giving off or containing any substance giving off smoke.

Sec. 26-76. Penalties and Enforcement.

Whoever violates any provision of this article shall be subject to a fine of \$25.00 for the first offense and \$50.00 for any subsequent offense. The Police and Health Department officials shall enforce this Division. The Superintendent of Parks and Recreation may also revoke any permit issued by the park and recreation commission following a violation of this Article.

Sec. 26-77 – 26-99. – Reserved."

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



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

June 8, 2017

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The attached Ordinance amends the existing regulations regarding guided walking tours to make the following changes:

- (1) The carrying of open flames such as candles is prohibited on walking tours.
- (2) Obstructing a public sidewalk with a walking tour or walking in a street not closed to vehicular traffic is prohibited.
- (3) Walking tours utilizing the public sidewalks and streets are limited to a maximum number of participants to be established by the Chief of Police, who may also establish a number of participants after which the tour operator must have additional staff or security personnel accompany the tour.
- (4) Entry to the City land at 33 Proctor Street for conducting a tour is prohibited.
- (6) Amplification by tour guides is prohibited on Brown Street, Howard Street, Brown Street Court, and Kimball Court, which are adjacent to residences.

The request to prohibit candles follows on multiple complaints received from the previous two Octobers about the use of candles and concerns about fire risks with large volumes of people carrying open flames. There is a particular concern when flames are in proximity to fallen leaves and when they are placed near or on window sills or exposed wood work on clapboard-sided historical homes, where many of tours stop. Additionally, the City fields a large number of complaints about litter and debris from used candles being left on public property – including the Witch Trials Memorial and the Charter Street cemetery – and strewn about on streets. The recommendation to prohibit their use going forward comes with the support of both Destination Salem and the Fire Chief. We encourage tour operators to use LED candles on their tours from this point forward, to help minimize the danger to people – including their customers, to ensure the protection of public and private property – including historic properties, and to help reduce litter on streets and sidewalks in October.

The prohibition on walking in the street and obstructing the sidewalk are included to maintain public order and safety. We received more complaints in 2016 than in past years regarding the volume of amplified tour guides, especially at night close to

residences, and have already received similar complaints about tours underway this year. Finally, the prohibition on entering 33 Proctor Street will help minimize disruptions to those who live near this site, as it is in a residential neighborhood.

In July and December of last year representatives from my office, the Legal Department, and Destination Salem met with tour operators to discuss a growing concern from the last few years around the increasing number of people on walking tours, especially in October. I met with the tour operators in May to finalize these regulations. Just as we set limitations for public safety purposes on the occupancy of a building, I believe it is prudent to do the same on a public sidewalk. The City fielded dozens of complaints last October about sizable crowds of seventy and possibly more, entirely blocking sidewalks, walking down streets that were not closed to traffic, and forcing other pedestrians to walk in the roadway. We also heard complaints about larger tour groups trespassing onto private property as they assembled at locations.

Most of our established tour operators already set limits on their group sizes. Some, however, set no published limit on the quantity of tickets they will sell for any one group. The good practices established by some of our longer-running tour operators has served as the model for this Ordinance, in this regard. We are establishing a maximum limit of people on any one licensed walking tour and, for any tour above a certain number of people, potentially requiring additional security or staff oversight to walk on the tour in order to keep the group participants out of the street, moving or standing along the sidewalk in a manner that does not obstruct others' passage, and off of private property. The authority to establish these two numbers – the cap and the triggering of additional staff or security – is granted by this Ordinance to the Chief of Police, who can best make the determination in the interest of public safety and based on the specific circumstances at any given time.

While I understand and appreciate the economic benefit our established tour operators bring to Salem, these changes are becoming increasingly necessary in the interest of public safety. I look forward to discussing these changes with you in greater detail and hearing your feedback on these proposals, and I hope we will be able to have these guidelines finalized and well publicized far in advance of this year's October season.

Sincerely,



Kimberley Driscoll
Mayor
City of Salem

City of Salem

In the year Two Thousand and Eighteen

An Ordinance to amend an Ordinance relative to public guides

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

Section I.

Chapter 40 – Tourism and Public Marketing, Article II, Division 1.
Generally is hereby amended by:

- 1) Inserting within the examination Section 40-27 (a) the phrase “and requirements of this Ordinance” at the end of the first sentence of this sub-section.
- 2) Inserting within the prohibition section 40.30 (3) the phrase “obstructs pedestrian access on a sidewalk, or leads a tour across or into a street open to vehicular traffic on a route other than a designated crosswalk” at the end of this sub-section
- 3) Insert the following new prohibited conduct immediately following Section 40.30 (6):
 - “(7) Conduct a tour exceeding the tour participant limit and/or security/staff oversight requirements as such may be established for public safety purposes by the Chief of Police;
 - (8) Utilize a voice amplification device on Brown Street, Howard Street, Brown Street Court or Kimball Court;
 - (9) Utilize candles or any other item with a flame on a tour; or
 - (10) Conduct a tour on the grounds of 33 Proctor Street.”

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



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

September 28, 2017

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

In 2016 Massachusetts voters approved a ballot question to allow for the retail sale of marijuana in the Commonwealth. The measure was approved state-wide by 54% and locally here in Salem by 60% of voters. Since that time the legislature has deliberated on and ultimately passed legislation broadly structuring the implementation of these sales. On July 28, Governor Baker signed the bill into law as Chapter 55 of the Acts of 2017 (<https://malegislature.gov/Laws/SessionLaws/Acts/2017/Chapter55>).

While specific regulations are still being developed by the newly created Cannabis Control Commission, municipalities were granted some discretion in adopting local controls in regards to this new industry. Specifically, Salem has the ability to establish a cap on the number of such establishments permitted in the city, adopt a local sales tax rate on recreational marijuana sales, and set zoning to regulate the location and permitting process for cultivation, manufacture, testing, and retail sale of marijuana. Enclosed are an Ordinance and two Orders to set the cap and establish the local excise tax. The zoning Ordinance has been submitted to you under separate cover.

Pursuant to Chapter 55, section 23, a municipality can, by Ordinance, set a cap on the number of retail marijuana establishments equal to 20% of the city's licensed package stores. In Salem, this cap would be inclusive of Alternative Therapies Group, Inc. (ATG), should they elect to convert from a medical marijuana dispensary to a retail marijuana establishment. With the current number of licensed packages stores in Salem, this cap would be set at four retail marijuana establishments in all. The enclosed Ordinance sets this cap. The cap does not apply to future medical marijuana dispensaries, or to cultivation, manufacturing, and testing facilities – only to retail marijuana establishments.

Pursuant to Chapter 55, section 3, the City can adopt a 3.0% local sales tax on the sale of recreational marijuana. Similar to our existing excise taxes, this tax is collected at the point of retail sale by the Commonwealth and dispersed back to the City. There two Orders relative to this excise tax enclosed: the first accepts this section of the Session Laws and the second sets the tax rate at 3.0% for retail marijuana. This excise tax does not apply to non-retail sales, transfers between marijuana establishments, or to any sales of medical marijuana. The institution of an excise tax does not exempt an establishment from providing a community host agreement.

Our intention with these measures is to neither encourage nor hamper these businesses. Three out of five Salem voters, almost 13,000 in all, approved the creation of recreational marijuana establishments. I believe we have seen with ATG that marijuana establishments that meet our local standards and that are run by professional and qualified individuals can be positive additions to our community, contributing both directly and indirectly to our local economy in a manner that does not negatively impact neighbors. While I recognize that retail marijuana establishments are a different type of operation from medical clinics, I believe the proposed Orders and Ordinances here will appropriately manage their impacts in a way that respects the will of the voters of Salem and allows this new industry to set up in our community safely, productively, and transparently.

I look forward to discussing these measures with you in greater depth through the committee processes and, recognizing this is the start of this discussion, I welcome your feedback and questions on this topic.

Sincerely,



Kimberley Driscoll
Mayor
City of Salem

**Chapter 94G, Regulation of the Use and Distribution of Marijuana Not Medically Prescribed,
Section 1, Definitions.**

"Marijuana retailer", an entity licensed to purchase and deliver marijuana and marijuana products from marijuana establishments and to deliver, sell or otherwise transfer marijuana and marijuana products to marijuana establishments and to consumers.

**Chapter 94G, Regulation of the Use and Distribution of Marijuana Not Medically Prescribed,
Section 3, Local Control.**

(a) A city or town may adopt ordinances and by-laws that impose reasonable safeguards on the operation of marijuana establishments, provided they are not unreasonably impracticable and are not in conflict with this chapter or with regulations made pursuant to this chapter and that:

(1) govern the time, place and manner of marijuana establishment operations and of any business dealing in marijuana accessories, except that zoning ordinances or by-laws shall not operate to: (i) prevent the conversion of a medical marijuana treatment center licensed or registered not later than July 1, 2017 engaged in the cultivation, manufacture or sale of marijuana or marijuana products to a marijuana establishment engaged in the same type of activity under this chapter; or (ii) limit the number of marijuana establishments below the limits established pursuant to clause (2);

(2) limit the number of marijuana establishments in the city or town; provided, however, that in the case of a city or town in which the majority of voters voted in the affirmative for question 4 on the 2016 state election ballot, entitled "Legalization, Regulation, and Taxation of Marijuana", and after December 31, 2019 in the case of any other city or town, the city or town shall submit any by-law or ordinance for approval to the voters pursuant to the procedure in subsection (e) before adopting the by-law or ordinance if it would:

(i) prohibit the operation of 1 or more types of marijuana establishments within the city or town;

(ii) limit the number of marijuana retailers to fewer than 20 per cent of the number of licenses issued within the city or town for the retail sale of alcoholic beverages not to be drunk on the premises where sold under section 15 of chapter 138; or

(iii) limit the number of any type of marijuana establishment to fewer than the number of medical marijuana treatment centers registered to engage in the same type of activity in the city or town.

[Acts of 2017, Chapter 55, effective July 28, 2017.]

City of Salem

In the year Two Thousand and Eighteen

An Ordinance to amend an Ordinance relative to Chapter 24, Offenses and Miscellaneous Provisions to place a limitation on the number of marijuana retailers that may be located within the City pursuant to M.G.L. c. 94G, §3.

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

Section I.

Chapter 24. Offenses and Miscellaneous Provisions.

A new section is hereby added at the end of Chapter 24 as follows:

“Sec. 24-30. – Retail marijuana establishments; limits.

The number of marijuana retailers within the city shall be limited to no more than twenty percent (20%) of the number of licenses issued within the city for the retail sale of alcoholic beverages not to be drunk on the premises where sold under section 15 of chapter 138 of the General Laws.

A marijuana retailer is defined as any entity licensed to purchase and deliver marijuana products from marijuana establishments and to deliver, sell or otherwise transfer marijuana and marijuana products to marijuana establishments and to consumers.”

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