



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

June 27, 2019

Honorable Salem City Council
Salem City Hall
Salem, MA 01970

Ladies and Gentlemen of the Council:

I reappoint, subject to City Council confirmation, Mr. Michael Quigley, of 167 Kennedy Drive #711, Malden, to the Salem Youth Commission to an adult seat for a term of three years to expire June 23, 2022.

I recommend confirmation of his reappointment to the Commission and ask that you join me in thanking Mr. Quigley 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

June 27, 2019

Honorable Salem City Council
Salem City Hall
Salem, MA 01970

Ladies and Gentlemen of the Council:

I reappoint, subject to City Council confirmation, Mr. Alexander Mitchell-Munevar, of 123 North Street #1, to the Board of Registrars of Voters for a term of three years to expire June 23, 2022.

I recommend confirmation of his reappointment to the board and ask that you join me in thanking Mr. Mitchell-Munevar for his continued dedicated service and commitment to our community.

Sincerely,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

June 27, 2019

Salem City Council
City Hall
93 Washington Street
Salem, MA 01970

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Malissa Vieira of 41 ½ Harbor Street #3 to serve as a member of the Salem Conservation Commission. Ms. Vieira will be completing the remainder of an unexpired three-year term to conclude November 15, 2021. The seat had been previously held by Gail Kubik.

Ms. Vieira holds a Bachelor's degree in Environmental Biology from UMass-Dartmouth and is passionate about improving the health and integrity of our community's natural ecosystems and habitats. While her current work is in the field of marketing, she has a deep base of knowledge around ecology and conservation sciences.

I believe Ms. Vieira will be a welcome addition to the work of the Conservation Commission. We are fortunate that she is willing to serve our community in this capacity and I strongly recommend confirmation of her appointment.

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

June 27, 2019

Salem City Council
City Hall
93 Washington Street
Salem, MA 01970

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Paul Viccica of 35 Broad Street to serve as a member of the Salem Zoning Board of Appeals. Mr. Viccica will be completing the remainder of an unexpired three-year term to conclude on May 1, 2022. The seat had previously been held by Patrick Shea. Pending City Council confirmation of his appointment, Mr. Viccica would step down from his current seat as an alternate on the Zoning Board of Appeals to take this regular member seat.

Mr. Viccica is a principal at CBT Architects, where he has worked for the last 22 years. Today he leads the firm's academic group, designing and managing projects for universities, colleges, independent schools, and public institutions including Northeastern University, Harvard Business School, Middlebury College, and Smith College. Many of his projects involve the preservation or repurposing of historic and architecturally significant buildings. In addition to his four years as an alternate on the ZBA, Mr. Viccica also serves on the Advisory Council of the House of the Seven Gables. Mr. Viccica holds a Bachelor's degree from the University of Miami and a Master's degree in architecture from the University of Virginia.

I believe Mr. Viccica has demonstrated thoughtfulness and a familiarity with the issues that are before the ZBA. We are fortunate he is willing to continue to serve our community in this capacity and I recommend confirmation of his appointment to a regular seat on the board.

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

June 27, 2019

Salem City Council
City Hall
93 Washington Street
Salem, MA 01970

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Maureen McKinnon of 93 Canal Street #1 to serve as a member of the Salem Commission on Disabilities. Ms. McKinnon will be commencing a new three-year term to expire June 27, 2022 and will be taking the seat previously held by David Martel.

Ms. McKinnon has worked for many years as an advocate and leader in the disabled community. She is currently a motivational speaker and serves on the Advisory Board for Adaptive Sports New England and for Sail Salem. She has previously served on the boards of the Boston Chapter of the National Spinal Cord Injury Association, U.S. Sailing's National Governing Association, and the City of Boston's Disability Task Force. Her career includes work for Courageous Sailing and the Piers Park Sailing Center. In 2008, Ms. McKinnon earned a gold medal at the 2008 Beijing Paralympic Games on the U.S. sailing team and the following year was nominated for an ESPY Award and received the National Women's Sailing Association's Leadership Award.

I believe Ms. McKinnon will bring an important voice and perspective to the work of the Commission on Disabilities. We are fortunate that she is willing to serve our community in this capacity and I strongly recommend confirmation of her appointment.

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

June 27, 2019

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request to transfer Thirty Thousand Dollars (\$30,000.00) from the "Retained Earnings – Water/Sewer Fund" account (6000-3120) to the account listed below for Water Backflow Services.

Org/obj	Description	Dept	Description	Amount
610132-5321	Contracted Services	Engineering	Backflow testing and surveys	\$30,000.00

Very truly yours,

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

Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

June 27, 2019

Ordered:

That the sum of Thirty Thousand Dollars (\$30,000.00) is hereby appropriated from the "Retained Earnings – Water/Sewer Fund" account (6000-3120) to the account listed below for Water Backflow Services in accordance with the recommendation of Her Honor the Mayor.

Org/Obj	Description	Dept	Description	Amount
610132-5321	Contracted Services	Engineering	Backflow testing and surveys	30,000.00
Total				30,000.00




Kimberley Driscoll
Mayor

CITY OF SALEM
SALEM, MASSACHUSETTS
ENGINEERING DEPARTMENT
98 WASHINGTON STREET, 2ND FLOOR
SALEM, MA 01970
Phone: (978) 745-5673
Fax: (978) 745-0349

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

MEMORANDUM

June 3, 2019

To: Dominick Pangallo, Chief Administrative Aide to the Mayor
From: David H. Knowlton, P.E., City Engineer / DPS Director 
RE: Request to Transfer Water Backflow Revenue to Backflow Contracted Services

This memo has been prepared to request the transfer of \$30,000 from the water backflow revenue account to the water backflow contracted services account. The revenue is needed to cover the costs of backflow testing and surveys for the remainder of fiscal year 2019.

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

Cc: Laurie Giardella, Finance Director

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

From: Engineering
Department

[Signature]
Department Head Authorizing Signature

6-3-19
Date

Budget or R/Res

Transfers To: 610132-5321 Desc: contracted services backflow Budget Amt: \$70,000.00
(Org/Object) Balance: \$0.00

From: 6000-3120 Desc: W/S Retained Earnings Budget Amt: \$0.00
 (*Note - Please include letter to Mayor for Transfers from different Personnel & Non-personnel lines) Balance: \$138,653.62

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

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

Amount Requested: \$30,000

Reason (Be Specific) transfer revenue from backflow testing to backflow contracted services to cover additional costs to perform backflow testing and surveys until July 1, 2019

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 \$ _____
R/Res Fund Balance
 _____ Raise & Appropriate _____ Other _____

Recommendation: _____ Approved _____ Denied

 Finance Director

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



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

June 27, 2019

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentleman of the Council:

Enclosed herewith is a request to transfer Four Thousand Five Hundred Fifty-Eight Dollars and Seventeen cents (\$40,558.17) from the "Retained Earnings – Water/Sewer Fund" account (6000-3120) to the account listed below:

Org/Obj	Description	Department
610132-5375	Pump Station Op & Maint	Engineering

This transfer is requested to cover costs associated with Emergency Storm preparation and repairs to tide gates and pump stations.

I recommend passage of this accompanying order.

Sincerely,

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

Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

June 27, 2019

Ordered:

That the sum of Forty Thousand Five Hundred Fifty-Eight Dollars and 17 cents (\$40,558.17) is hereby appropriated from the "Retained Earnings – Water/Sewer Fund" account (6000-3120) to the account listed below for Emergency storm preparation and repairs to tide gates and pump stations in accordance with the recommendation of Her Honor the Mayor.

Org/Obj	Description	Dept	Description	Amount
610132-5375	Pump Station Operations & Maintenance	Engineering	Emergency storm preparation and repairs to tide gates and pump stations.	40,558.17
Total				40,558.17



Kimberley Driscoll
Mayor


CITY OF SALEM
SALEM, MASSACHUSETTS
ENGINEERING DEPARTMENT
98 WASHINGTON STREET, 2ND FLOOR
SALEM, MA 01970
Phone: (978) 745-5673
Fax: (978) 745-0349

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

MEMORANDUM

June 3, 2019

To: Dominick Pangallo, Chief Administrative Aide to the Mayor

From: David H. Knowlton, P.E., City Engineer / DPS Director 

RE: Request for Retained Earnings for Emergency Repairs to the Forest River Tide Gates, Ocean Ave West Storm Water Pump Station, March Street Wastewater Pump Station and Highland Avenue Water Booster Station

This memo has been prepared to request retained earnings from the water/sewer enterprise account to cover the costs of the emergency response needed to the above referenced facilities resulting from the preparation for, and response to, damages from the federally declared storm events in March of 2018.

As detailed on the attached invoices from our facilities maintenance vendor, Weston and Sampson, \$40,558.17 was expended. These costs were not included in our original budget, but had to be incurred to ensure the facilities remained functional throughout the storms.

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

Cc: Laurie Giardella, Finance Director



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

June 27, 2019

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentleman of the Council:

Enclosed herewith is a request to transfer Twenty-Nine Thousand One Hundred and Twenty-Seven dollars and Fifty cents (\$29,127.50) for Department of Public Services Fiscal Year 2018 invoices to be paid from the Fiscal Year 2019 DPS budget.

This Order is necessary to cover the costs to pay two invoices from the Bartlett Steadman Company, Inc for snow plowing at the Salem Public Schools. Per MGL Chapter 44 Section 64 which allows for a municipality to pay for prior fiscal year invoices using current fiscal year appropriation by two-thirds vote of the City Council.

I recommend passage of the accompanying Order.

Very truly yours,

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

Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

June 27, 2019

Ordered:

Per MGL Chapter 44 Section 64 which allows for a municipality to pay for prior fiscal year invoices using current fiscal year appropriations by two-thirds vote of the City Council we request the February 14, 2017, the February 1, 2017 and the March 21, 2018 invoices are hereby allowed to be paid from the Fiscal Year 2019 Budget account DPS Snow Removal Account 14232-5292S in the amount of \$29,127.50 with the recommendation of Her Honor the Mayor.



Kimberley Driscoll
Mayor

CITY OF SALEM
SALEM, MASSACHUSETTS
ENGINEERING DEPARTMENT
98 WASHINGTON STREET, 2ND FLOOR
SALEM, MA 01970
Phone: (978) 745-5673
Fax: (978) 745-0349

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

MEMORANDUM

June 3, 2019

To: Dominick Pangallo, Chief Administrative Aide to the Mayor
From: David H. Knowlton, P.E., City Engineer / DPS Director *David*
RE: Request to Pay School Snow Plowing Invoices

This memo has been prepared to request permission from the City Council to pay 2 invoices to the Bartlett Steadman Company, Inc. for snow plowing at the Salem Schools. The invoices, totaling 29,127.50, were not received by the Department of Public Services for processing before the fiscal year ended for each. The invoices are attached for reference

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

Cc: Laurie Giardella, Finance Director



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

Office of the Mayor

June 27, 2019

Salem City Council
City Hall
93 Washington Street
Salem, MA 01970

Ladies and Gentlemen of the City Council:

The enclosed Order allows the City to pilot temporary multi-use lanes on one side of four of our entrance corridors to the downtown through the summer on the twelve days specified in the Council Order.

As you may know, we are working on introducing this as a pilot project, in conjunction with the Traffic and Parking Commission and our Bicycling Advisory Committee, to create short-term seasonal weekend pop up bike lanes subject to approval by Chief of Police and only with the assent of the Ward Councillor where the lane is located. We would like to implement these temporary initiatives in mid-July and August, so we are hoping you will give your approval for this work to move forward, as you are not meeting again until July 18. Staff and I have had a chance to speak with several Councillors about this concept, especially where there are entrance corridors to the downtown, and the City would commit to working with and seeking approval of impacted Ward Councillors as part of the pilot project moving forward.

I believe that by providing for safer ways for people to access downtown Salem without using a car, we can help address congestion and parking challenges downtown during our busy summer weekends. It will also better connect the neighborhoods surrounding these routes to the many stores, restaurants, cultural amenities, and special events taking place downtown. Along the tentatively planned routes there is generally available parking on surrounding streets and, in many places, residents also have access to off-street parking in driveways. For every one parking space removed, far more Salem residents will benefit from the provision of these temporary lanes, resulting in a greater net benefit to our constituents.

As we continue our shared commitment to reducing traffic congestion and improving access to healthier and more environmentally responsible means of transportation, I hope you will allow for this 12-day pilot to be carried out. Far too much of our City's public spaces are devoted to single-occupancy motor vehicles; in our downtown alone, fully 47% of land is devoted to cars. I believe it is time we began to prioritize space for people above space for cars, and I feel strongly that this pilot will be a good step in that direction.

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem



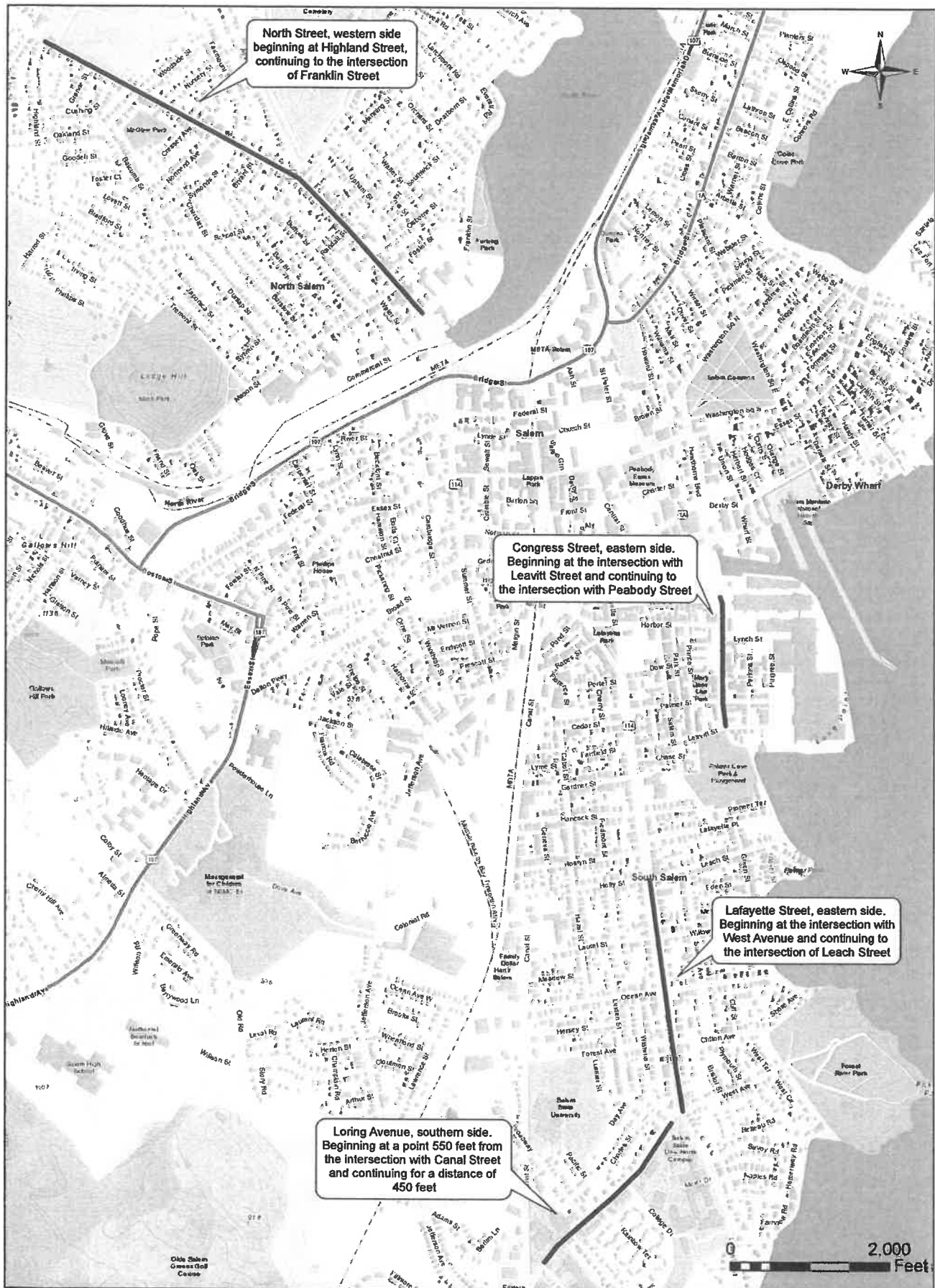
SPACE FOR PEOPLE

Pop-Up Bicycle Lanes



Mayor Kim Driscoll

1 in = 1,090 ft





CITY OF SALEM

In City Council, June 27, 2019

Ordered:

The Salem City Council hereby authorizes a pilot program to temporarily establish multi-use lanes on one side of four entrance corridors into the downtown during the summer of 2019, on weekends only, from July 19th to August 26th. Such lanes shall only be established with the approval of the City Marshal and any Ward Councillors representing Wards containing the proposed lane. The lanes shall be established on the following dates and times:

Friday, July 19 at 8PM to Monday, July 22 at 8AM

Friday, July 26 at 8PM to Monday, July 29 at 8AM

Friday, August 2 at 8PM to Monday, August 5 at 8AM

Friday, August 9 at 8PM to Monday, August 12 at 8AM

Friday, August 16 at 8PM to Monday, August 19 at 8AM

Friday, August 23 at 8PM to Monday, August 26 at 8AM

The four entrance corridors on which a multi-use lane will be established are:

Loring Avenue, southern side, beginning at a point 550 feet from the intersection with Canal Street and continuing for a distance of 1450 feet

Lafayette Street, eastern side, beginning at the intersection with West Avenue and continuing to the intersection of Leach Street

Congress Street, eastern side, beginning at the intersection with Leavitt Street and continuing to the intersection with Peabody Street

North Street, western side, beginning at Highland Street and continuing to the intersection of Franklin Street