



## **CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

June 28, 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, Ms. Helen Sides, of 35 Broad Street, to the Salem Planning Board for a term of five years to expire June 28, 2023.

I enthusiastically recommend confirmation of her reappointment to the Planning Board and ask that you join me in thanking her for her continued dedicated service and commitment to our community.

Very truly yours,

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

---

**Kimberley Driscoll**  
Mayor  
City of Salem



## **CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

June 28, 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, Mr. Mike Duffy, of 1 Warren Court, and Mr. Jimmy Tsitsinos, of 55 Lawrence Street, to the Salem Zoning Board of Appeals, for terms to expire on July 1, 2022, and July 1, 2021 respectively.

I enthusiastically recommend confirmation of their reappointment to the ZBA and ask that you join me in thanking them both for their continued dedicated service and commitment to our community.

Very truly yours,

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

Kimberley Driscoll  
Mayor  
City of Salem



## CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll  
Mayor

June 28, 2018

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am pleased to appoint Mark Pattison of 2 Beaver Street to a vacant seat on the Salem Historical Commission for a three-year term to expire June 28, 2021.

A resident of Salem for over thirty years, Mr. Pattison has become a well-known and highly regarded restoration carpenter. He has done work on behalf of the National Park Service at the Salem Maritime National Historic Site on both the Derby House and the West India Goods Store. His work on the central staircase at 55 Perkins Street will be featured on HGTV this month and he is currently restoring a historically significant gate and fence on Chestnut Street. In addition to his professional work, Mr. Pattison is engaged in historic preservation efforts elsewhere, serving as a member of the Danvers Historic District Commission.

I recommend confirmation of Mr. Pattison's appointment to the Historical Commission. We are fortunate that he is willing to serve our community in this important role and lend his dedication and commitment to the commission 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

June 28, 2018

To the City Council  
City Hall  
Salem, Massachusetts

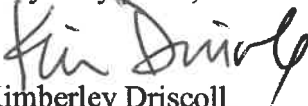
Ladies and Gentlemen of the Council:

Enclosed herewith is a request for an appropriation of Eighteen Thousand Three Hundred and Nine Dollars and Seventeen Cents (\$18,309.17) appropriated in the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to be expended for the FY 2018 Contractual School buyback listed below:

| NAME            | DEPARTMENT | AMOUNT    |
|-----------------|------------|-----------|
| Elizabeth Melin | School     | 18,309.17 |

I recommend passage of the accompanying Order.

Very truly yours,

  
Kimberley Driscoll  
Mayor



# CITY OF SALEM

In City Council, June 28, 2018

## Ordered:

That the sum of Eighteen Thousand Three Hundred and Nine Dollars and Seventeen Cents (\$18,309.17) 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           |
|-----------------|------------|------------------|
| Elizabeth Melin | School     | 18,309.17        |
|                 |            | <b>18,309.17</b> |



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: May 9, 2018  
RE: Retirement Stabilization Fund

\*\*\*\*\*  
Attached is a PAF for a former employee of the Salem Public Schools.

This former employee is contractually entitled to the following amount of sick leave and vacation buy back.

Elizabeth Melin

|   |             |
|---|-------------|
| 29.457 vacation days @ \$153.27 per day | \$4,514.87  |
| 90 sick days @ \$153.27 per day         | \$13,794.30 |

Total: \$18,309.17

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.

IBC

Finance Director



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

June 28, 2018

To the City Council  
City Hall  
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request to transfer Thirty-Three Thousand Dollars (\$33,000.00) from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the Treasurers Credit Card Fee account 11452-5709).

This request is necessary to cover the costs for credit card fees for March.

I recommend passage of this accompanying order.

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

In City Council,

June 28, 2018

Ordered:

That the sum of Thirty-Three Thousand Dollars (\$33,000.00) is hereby appropriated from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the Treasurer Credit Card Fee account (11452-5709) in accordance with the recommendation of Her Honor the Mayor.

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From: Treasury Department Kathleen McMahon Department Head Authorizing Signature 6/14/18 Date



KIMBERLEY DRISCOLL  
MAYOR

KATHLEEN MCMAHON  
TREASURER

## CITY OF SALEM, MASSACHUSETTS

OFFICE OF THE TREASURER  
120 WASHINGTON STREET, 2ND FLOOR  
TEL. (978) 619-5635  
FAX (978) 740-3086  
KMCMAHON@SALEM.COM

June 14, 2018

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

Mayor Driscoll,

I am writing to request an increase in appropriation of \$33,000 to Credit Card Fees. The increase is requested as a result of new kiosks in the parking garages and an increase in usage of the smart meters. The new kiosks have more credit card usage and less cash.

The City has a nominal per transaction fee from First Data. The increase in credit card payments results in an increase in interchange fees that is regulated by the various credit cards, a fee First Data cannot control.

The increase is needed to cover two invoices from IPS Group. The City has 135 Smart Meters. These meters are provided by IPS Group. The monthly charges include a fee for pay by cell feature, a management system fee for single space parking meters, secure gateway/wireless data fee for single space parking meters, a sensor base data fee and a credit card transaction fee for single space parking meters.

The pay by cell feature and the credit card transaction fee is based on usage and the usage has consistently increased every month. The FY 19 budget does reflect an increase in the appropriation due to usage and collections.

If you have any questions please let me know,

Sincerely,

A handwritten signature in cursive script that reads "Kathleen".

Kathleen McMahon

**CITY OF SALEM, MASSACHUSETTS  
FY 2018 FREE CASH SUMMARY**

6/14/2018  
4:31 PM

| Description                       | Date<br>To Council | Pending<br>Free Cash | Date<br>Approved | C.O. # | Approved<br>Free Cash | Reason   |
|-----------------------------------|--------------------|----------------------|------------------|--------|-----------------------|--|
| CERTIFIED FREE CASH               |                    |                      |                  |        |                       |  |
|                                   |                    |                      |                  |        | 4,922,937.00          |  |
| 20% To Stabilization              | 11/16/17           |                      | 11/16/17         | 649    | (984,587.40)          | Free Cash transfer per Finance Policies  |
| 20% to CIP                        | 11/16/17           |                      | 11/16/17         | 649    | (984,587.40)          | Free Cash transfer per Finance Policies  |
| 5% to OPEB                        | 11/16/17           |                      | 11/16/17         | 649    | (246,146.85)          | Free Cash transfer per Finance Policies  |
| Board of Health - Overtime        | 11/16/17           |                      | 11/16/17         | 655    | (2,000.00)            | Unanticipated additional weekend hours for pop-up events                           |
| COA-Printing & Binding            | 11/16/17           |                      | 11/16/17         | 652    | (20,000.00)           | Expenses for Salem for All Ages  |
| Electrical - Street Lighting      | 12/07/17           |                      | 12/07/17         | 698    | (12,000.00)           | To hire contractor to cover inspections for employee out on medical leave          |
| Offset Tax Rate                   | 12/07/17           |                      | 12/07/17         | 692    | (1,694,429.00)        | Free cash to offset tax rate   |
| Planning Contracted Services      | 12/07/17           |                      | 12/07/17         | 699    | (2,000.00)            | Research, data input and analysis for green communities initiatives                |
| Planning Overtime                 | 01/11/18           |                      | 01/11/18         | 11     | (5,200.00)            | Unanticipated OT needed for document handling for City Hall Annex move             |
| HR Overtime                       | 01/11/18           |                      | 01/11/18         | 11     | (1,800.00)            | Unanticipated OT needed for document handling for City Hall Annex move             |
| Building Insp Overtime            | 01/11/18           |                      | 01/11/18         | 11     | (1,200.00)            | Unanticipated OT needed for document handling for City Hall Annex move             |
| Health Overtime                   | 01/11/18           |                      | 01/11/18         | 11     | (1,800.00)            | Unanticipated OT needed for document handling for City Hall Annex move             |
| Veterans In-State Travel          | 01/25/18           |                      | 01/25/18         | 64     | (1,500.00)            | Unanticipated training for Veterans Administrations Claims                         |
| City Council Advertising          | 01/25/18           |                      | 01/25/18         | 62     | (28,000.00)           | Additional funds needed due to increased volume of advertising needed for council. |
| Planning Contracted Services      | 01/25/18           |                      | 01/25/18         | 63     | (2,500.00)            | City share of North Shore Mobility Study   |
| Police Medical                    | 01/25/18           |                      | 01/25/18         | 60     | (45,000.00)           | Additional funds needed for police medical expenses                                |
| DPS Equipment Lease               | 01/25/18           |                      | 02/08/18         | 66     | (106,696.00)          | Funds needed for DPS Equipment Lease   |
| DPS Equipment Repairs             | 01/25/18           |                      | 02/08/18         | 68     | (18,500.00)           | Additional Funds needed for DPS equipment repairs                                  |
| Electrical Street Lighting        | 02/08/18           |                      | 02/08/18         | 102    | (12,000.00)           | Additional Funds needed to cover for employee out on medical leave                 |
| DPS Spray/Tree Removal            | 03/08/18           |                      | 03/08/18         | 175    | (48,000.00)           | Tree maintenance, removals and plantings city-wide.                                |
| Retirement Stabilization          | 03/08/18           |                      | 03/08/18         | 177    | (18,000.00)           | Additional funds needed to contractual buybacks                                    |
| Retirement Stabilization          | 03/22/18           |                      | 03/22/18         | 203    | (250,000.00)          | Additional funds needed for retirement buybacks for remainder of 2018              |
| DPS Contracted Services           | 04/12/18           |                      | 04/12/18         | 223    | (30,000.00)           | Additional Funds needed for spring 2018 mowing of parks and bikepaths              |
| Collector's FT Salaries           | 04/12/18           |                      | 04/12/18         | 225    | (12,000.00)           | Additional funds to cover pay for temp while 2 employees out on maternity leave    |
| Mayor Contracted Services         | 05/10/18           | (20,000.00)          |                  |        |                       | Funds needed for assessment center for new Fire Chief                              |
| City Council Advertising          | 05/24/18           |                      | 05/24/18         | 328    | (20,000.00)           | Additional funds needed due to increased volume of advertising needed for council. |
| City Council Printing and Binding | 05/24/18           |                      | 05/24/18         | 328    | (10,000.00)           | Additional funds needed due to pay Muni code for additional ordinances             |
| Police Medical                    | 05/24/18           |                      | 05/24/18         | 329    | (17,640.00)           | Additional funds needed for police medical expenses                                |
| Fire Medical                      | 05/24/18           |                      | 05/24/18         | 327    | (52,397.67)           | Additional funds needed for Fire medical expenses                                  |
| School - Bentley Roof             | 05/24/18           | (73,706.00)          |                  |        |                       | Additional funds needed for Bentley Roof replacement                               |
| Purchasing Telephone              | 06/14/18           | (8,000.00)           |                  |        |                       | Additional funds needed for telephones for remainder of year                       |
| Planning Contracted Services      | 06/14/18           | (10,000.00)          |                  |        |                       | Funds needed for REI for Winter Island Hanger                                      |
| Treasurer Credit Card Fees        | 06/28/18           | (33,000.00)          |                  |        |                       | Funds needed for credit card fees for parking meters and kiosks                    |

**TOTAL FREE CASH USED  
BALANCE**

(144,706.00)  
150,246.68

(4,627,984.32)  
294,952.68



## **CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

June 28, 2018

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order accepts a gift of \$21,832.50 worth of donated labor, materials, and work from Brennan Construction of Salem, for the forthcoming upgrades to the Ryan Brennan Memorial Skatepark at Gallows Hill. A complete list of the donated items and in-kind work is itemized in the enclosed letter.

Please join me in expressing our gratitude to Rich, Wendy, Katie, Keith, and Sean Brennan for their generosity in supporting this important project. I recommend adoption of the enclosed Order.

Very truly yours,

A handwritten signature in blue ink, reading "Kim Driscoll", is written over a horizontal line.

Kimberley Driscoll  
Mayor  
City of Salem



# CITY OF SALEM

In City Council,

**Ordered:**

June 28, 2018

To accept in-kind services, labor and materials from Brennan Construction, Inc. and the Brennan Family in the amount of Twenty-One Thousand, Eight Hundred and Thirty-Two Dollars and Fifty Cents (\$21,832.50) for the reconstruction project of the Salem Skate Park memorializing Ryan Adam Brennan. These in-kind services are listed on the attached letter and request you accept this donation for the City of Salem with the recommendation of Her Honor the Mayor.

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105 Mason Street  
Salem, MA 01970



MAIN: 978-741-4721  
FAX: 978-744-9103

6/22/2018

Jenna Ide  
Director of Capital Projects and Municipal Operations  
City of Salem  
98 Washington Street  
Salem MA, 01970

**Dear Jenna Ide:**

Brennan Construction, Inc. and the Brennan Family would like to donate the following services to the reconstruction project of the Salem Skate Park memorializing our own Ryan Adam Brennan. We've included a cost estimate of each of the proposed donated services, which for each activity include labor and equipment.

| ITEM # | Description                             | QTY      | UOM | EST U.P.    | EST COST    |
|--------|---|----------|-----|-------------|-------------|
| 100    | MOBILIZATION                            | 1.00     | LS  | \$ 1,500.00 | \$ 1,500.00 |
| 200    | SITE PREPARATION & EARTHWORK            | 8,000.00 | SF  | \$ 0.90     | \$ 7,200.00 |
| 1000   | DEMO EXISTING STRUCTURES                | 1.00     | LS  | \$ 3,500.00 | \$ 3,500.00 |
| 2000   | REMOVE EXISTING ASPHALT AND SIDEWALKS   | 120.00   | TON | \$ 22.50    | \$ 2,700.00 |
| 3000   | STRIP AND STOCKPILE TOPSOIL             | 1.00     | LS  | \$ 340.00   | \$ 340.00   |
| 4000   | INSTALL ZURN DRAIN                      | 1.00     | EA  | \$ 450.00   | \$ 450.00   |
| 4500   | INSTALL 6" PVC PIPE                     | 100.00   | LF  | \$ 13.20    | \$ 1,320.00 |
| 4600   | INSTALL FLARED END SECTION              | 1.00     | EA  | \$ 450.00   | \$ 450.00   |
| 4700   | INSTALL AREA DRAIN                      | 1.00     | EA  | \$ 450.00   | \$ 450.00   |
| 4800   | INSTALL INFILTRATION TRENCH             | 25.00    | LF  | \$ 33.90    | \$ 847.50   |
| 4900   | INSTALL 3" DRAIN TILE                   | 100.00   | LF  | \$ 4.25     | \$ 425.00   |
| 6000   | PREPARATION OF WALKWAY SUBGRADE/SUBBASE | 700.00   | SF  | \$ 1.90     | \$ 1,330.00 |
| 7000   | PREPARATION OF PAVER SUBGRADE/SUBBASE   | 400.00   | SF  | \$ 3.30     | \$ 1,320.00 |

The Brennan Family is very thankful for being given the opportunity to be a part of this project whether it be design consideration, memorial or construction. Please feel free to contact us should you require any additional information. We're excited to help any way we can!

**Very and Truly Yours,  
Sean Brennan  
Vice President**







**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

June 28, 2018

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order sets the July 4 rate at the Museum Place and South Harbor parking garages at \$5 for the day.

This is consistent with what has been done in the past and helps make it possible for Salem families and residents to come downtown and enjoy the annual Independence Day celebrations. I recommend adoption of the enclosed Order.

Very truly yours,

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

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Kimberley Driscoll  
Mayor  
City of Salem





## CITY OF SALEM

In City Council, June 28, 2018

**Ordered:**

The daily rate for parking in the South Harbor Parking Garage and Museum Place Parking Garage shall be \$5.00 on July 4, 2018. The daily rate commences at 2:00 a.m. and concludes the following day at 1:59 a.m.

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## **CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

June 28, 2018

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order appropriates \$64,685 from our free cash balance to help carry out the repair work of the Salem Willows pier, which was heavily damaged by severe storms this past spring.

In order for this work to begin as soon as possible so the pier can be reopened to the public, I recommend adoption of the enclosed Order.

Very truly yours,

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 City Council,

June 28, 2018

Ordered:

That the sum of Sixty-Four Thousand Six Hundred and Eighty-Five Dollars (\$64,685.00) is hereby appropriated from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the Short Term CIP Fund (20003-584618) to be used for the repair of the Salem Willows Pier in accordance with the recommendation of Her Honor the Mayor.

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## 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

pobrien@salem.com

Kimberley Driscoll  
MAYOR

Trish O'Brien  
Superintendent

### MEMORANDUM

June 26, 2018

To: Mayor Driscoll

From: Patricia O'Brien, Superintendent Parks, Recreation and Community Services

Re: Request for free cash

This memo is prepared to request funds from free cash in the amount of \$64,685 for the repair of the Salem Willows Pier. The pier was damaged as a result of the two winter coastal storms.

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Thank you for your consideration.

Sincerely,

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

Trish O'Brien  
Superintendent Parks, Recreation and Community Services

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

From: PARK, Rec'd Com Ser. [Signature] 6/26/18  
 Department Department Head Authorizing Signature Date

**Budget or R/Res**

**Transfers** To: \_\_\_\_\_ Desc: \_\_\_\_\_ Budget Amt: \_\_\_\_\_  
 (Org/Object) 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: CIP- Remo+Rep Desc: Fund 2000 Budget Amt: \_\_\_\_\_  
**Retained Earnings (W/S)** (Org/Object) Balance: \_\_\_\_\_  
**Raise & Appropriate**  
 Please circle one

Amount Requested: \$ 64,685

Reason (Be Specific) For repair to the Salem Willows Pier

**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

[Signature]  
 Finance Director

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

**CITY OF SALEM**  
**Capital Outlay Expenditure Request Form**

To: MAYOR

From Department: Part Rec Date: 6/26/18

Expense Line To : 20003-586018 - Equipment

Amount:

Description:

Expense Line To : 20003-584618 – Renovations & Repairs

Amount:

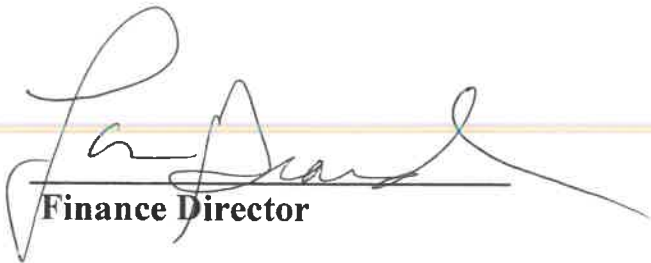
Description: Repair to Salem Willows Pier

**For Finance Dept and Mayor's Use Only:**

☐ City Council Approval

**Recommendation:**

☒ Approved ☐ Denied

  
Finance Director

\_\_\_\_\_  
Mayor

Processed: Date: \_\_\_\_\_ By: \_\_\_\_\_

CO # \_\_\_\_\_ JE# \_\_\_\_\_ Trans # \_\_\_\_\_

## BID FORM

### ITEM 1:

The undersigned agrees to perform all work specified in this Invitation for Bids, for the following total price of:

\$ 56,810.<sup>00</sup>  
(in figures)

Bid Prices must remain firm for the length of the contract.

### UNIT PRICES FOR ADDITIONAL LUMBER NEEDED (ADD/DEDUCT)

Quantities listed are estimates only and are provided here for bidding purposes only. See Section 3.2, "Rule for Award" for further information relative to the below unit prices.

| <u>ITEM</u>                      | <u>UNIT PRICE</u>           | <u>QUANTITY</u> | <u>TOTAL</u>                  |
|----------------------------------|-----------------------------|-----------------|-------------------------------|
| 2. 3x12x22 Decking               | <u>\$ 275.<sup>00</sup></u> | 20              | <u>\$ 5,500.<sup>00</sup></u> |
| 3. 3x8 PT Side plate<br>(Kicker) | <u>80.<sup>00</sup></u>     | 10              | <u>800.<sup>00</sup></u>      |
| 4. 2x8 PT Rail System            | <u>65.<sup>00</sup></u>     | 15              | <u>975.<sup>00</sup></u>      |
| 5. 2x6 PT Hand Rail<br>Caps      | <u>60.<sup>00</sup></u>     | 10              | <u>600.<sup>00</sup></u>      |
| TOTAL (ITEMS 2 - 5):             |                             |                 | <u>\$ 7,875.<sup>00</sup></u> |

### GRAND TOTAL (ITEMS 1 - 5):

\$ 64,685.<sup>00</sup>  
(in figures)

Sixty Four Thousand Six Hundred Eighty Five Dollars  
(in words)

By:

Lawrence White  
AUTHORIZED SIGNATURE

LAWRENCE WHITE  
PRINT/TYPE NAME

PRESIDENT  
TYPE/PRINT TITLE





## CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll  
Mayor

June 28, 2018

City Council  
City Hall  
Salem, MA 01970

Ladies and Gentlemen of the Council:

Enclosed herewith is an Ordinance to amend an Ordinance relative to the Commission on Disabilities. Due to an oversight in 2007 when the commission membership was increased from seven to nine in Section 2-926, Section 2-927 was not changed.

Thank you for your consideration of this matter.

Sincerely,

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

Kimberley Driscoll  
Mayor



# *City of Salem*

---

*In the year Two Thousand and Eighteen*

***An Ordinance*** to amend the Ordinance relative to the Commission on Disabilities

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

***Section 1.*** Section 2-927. - Appointment and terms of members; filling vacancies. — is hereby amended by deleting the word “seven” and replacing it with the word “nine” as it appears in this first sentence of this section.

***Section 2.*** This Ordinance shall take effect as provided by City Charter.

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## **CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

June 28, 2018

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Enclosed you will find an Order and an Ordinance reflecting changes recommended by the Traffic and Parking Commission to the parking rates at our garages, some surface lots, and at on-street meters. The Commission held a series of three public meetings on these proposals and I would like to thank them for their diligence and careful consideration of this issue.

Following several months of comprehensive analysis of utilization and comparable community rates, the staff of the Traffic and Parking Department prepared a set of proposed changes, which you will see in the "Department's Proposed Rate" column of the enclosed table. Salem's parking rates have been unadjusted for almost a decade, one of the few City fees to be so unmodified, even though the bulk of these charges are borne by non-residents and despite the fact that over the last few years we have invested heavily in our parking facilities, repaving the Church Street lots, installing more kiosks and other technologies to add convenience for parkers, overhauling the Museum Place Garage stairwells, electrical and life safety systems, and, shortly, the elevators, and more. To carry out large scale improvements and maintenance efforts such as these, without corresponding adjustments to the revenues directly collected at those facilities, is not sustainable in the long term.

No parking rate changes are proposed for the 265 spaces on Church Street, Congress Street, Federal Harbor Street, Lafayette Street in zones 265 and 267, Lynde Street, Norman Street, the Riley Plaza lot meters, Washington Street at Mill Hill, the Universal Steel lot, and the Old Salem Jail lot.

The proposed rates are directly based on utilization and desirability of parking in various locations, which has changed considerably since most of the current rates were adopted almost a decade ago through our old parking plan. As called for in that study, higher demand and utilized parking should incur a higher rate, where less valuable parking locations benefit from a lower rate that encourages greater utilization.

Following the public meetings by the Commission, they issued their proposed recommendations, which you can find in the column entitled "Traffic & Parking Commission's Recommendation." These are the recommendations reflected in the enclosed Order, as well.

On the matter of enforcement hours, the Commission is recommending the enclosed Ordinance, which would extend the current enforcement end time of 6:00 p.m. to the 8:00 p.m. time recommended by the original Parking Plan completed in 2010. I believe this is a reasonable proposal and will help ensure more turnover of vehicles and availability of parking for downtown customers and diners during the busy evening hours. However, I believe the City should entertain the idea of extending enforcement ours to Sunday afternoons for non-residents in our kiosk parking lots (Church Street, Crombie Street, Depot, Universal Steel, and Old Salem Jail). I would propose the Council adopt an amendment to the enclosed Ordinance to include this. The additional revenues would be entirely borne by non-residents and would more than offset the additional personnel costs for adding enforcement for the day.

On the matter of resident rates, the department's original proposal included establishing a discounted parking rate for Salem residents in certain locations. Vehicles registered in Salem would be eligible for this discounted resident rate at pay-by-plate parking facilities (e.g. Church Street lots, Crombie Street lot, Depot lot, and more as the City continues to replace old meters with the newer pay-by-plate kiosks) and will continue to be able to park for free on October weekends in the Church Street and Depot lots. While the Commission's recommendations do not include this, I think it is important to continue to provide this as a benefit to our residents who wish to come downtown and patronize our downtown businesses. Therefore, I would suggest the Council adopt an amendment to the Order instituting the resident parking rate at the Church Street and Crombie Street lots in an amount equivalent to today's parking rate in those lots. In that way, residents parking in these lots will incur no additional costs to do so.

In our garages, the Commission felt it was important to keep rates lower than on-street meter spaces, to encourage longer term parking in the garages. I respect that recommendation and believe that it makes sense, however the high utilization figures from the South Harbor Garage on weekends strongly argues for a different rate in that facility on weekends. I would recommend that, while the Commission's proposed rate of \$0.75 per hour be adopted for weekdays, the weekend rate in the South Harbor Garage ought to be \$1.50 per hour.

Downtown residents who purchase a garage pass as a requirement of their unit's deed will continue to pay the same price for those passes, though other monthly pass rates will also be adjusted to reflect increased demand and utilization at monthly and yearly parking facilities. As the October weekend parking rate in private parking lots has escalated significantly, we believe it is appropriate to stay competitive and not under-value our garages. The Commission believed a variable October weekend garage rate based on duration was more fair than a flat amount. While I agree with that, I believe their recommendation for six different rates could be simplified to just two rates: under 2 hours is \$10 and over 2 hours is \$30. Salem residents would continue to be able to park for free on October weekends in the depot lot and the Church Street lot.

I have outlined all of my recommendations in the column in the attached table entitled "Mayor's Recommendations."

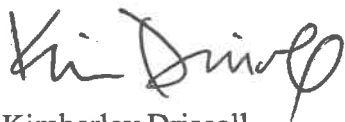
In regard to on-street meters, the proposed rate structure would replace the existing six tier system with a simplified three tier system: \$1.50, \$1.00 and \$0.50 per hour. Parking most in demand and that caters primarily to visitors would fall into the highest tier, convenience parking more appealing to residents would fall into the middle tier, and areas where retail continues to struggle would remain at \$0.50. These rates reflect the increased parking demand and utilization in the various areas of Salem's downtown. These changes will help encourage shoppers and diners to park in the lower utilized. These rates are recommended by the Department, the Commission, and by myself.

Altogether these changes will generate additional revenues for the City, primarily from visitors and other non-residents, which will make manageable increased investment in a number of areas, including in garage maintenance, additional parking enforcement personnel for neighborhoods, and the debt payments for lot and garage upgrades, road repaving, sidewalk repairs, and more. In particular, we anticipate investing in our downtown lots that will both improve maintenance and add parking spaces. Plans for re-striping the Church St. Lot have been completed and will be implemented this year and we hope to prepare plans to do the same at Riley Plaza, as well. Most importantly, however, it will help us better manage parking in our downtown by improving utilization where it is most needed, encouraging space turnover and availability, and reducing circulating traffic seeking parking.

Ultimately, our goal is to also encourage mode shift in order to generate fewer private vehicle trips into our downtown. To that end we are continuing to pursue the South Salem commuter rail stop, successfully received a \$3.4 million federal grant to add a second passenger ferry, secured private sponsors to expand our bike share system to dozens of more racks and added more bikes, received state aid to design and stripe bike lanes throughout downtown later this year, are finalizing the intra-shuttle feasibility study, continued the free Salem Trolley rides for Salem residents for a sixth year, launched last year and intend to expand this year the October shuttle and expanded our harbor shuttle service to add a stop in Marblehead this year.

I recommend adoption of the enclosed Order and Ordinance in order to help better regulate on-street and off-street parking in our downtown areas, lessen traffic congestion, and bolster our downtown businesses. I look forward to working with you, the Traffic and Parking Commission members, our downtown residents, the business community, and all the other engaged stakeholders who have participated in this process to advance this important change. I am hopeful that you will take final action of these recommendations by your July 19 regular meeting, so we can begin to implement the approved changes as early as possible in the new fiscal year.

Very truly yours,



Kimberley Driscoll  
Mayor  
City of Salem



## 2018 Parking Rate Restructure Proposal

| Location                               | Type                  | Current Rate      | Department's Proposed Rate                 | Traffic & Parking Commission Recommendation   | Mayor's Recommendation  |
|--|-----------------------|-------------------|--|---|---|
| Enforcement Hours (by Ordinance)       | Hours                 | 8am-6pm           | 8am-6pm                                    | 8am-8pm   | 8am-8pm; Sundays in all kiosk lots (residents park free on Sundays) |
| Museum Place Garage                    | Garage – Hourly       | \$0.75            | \$1.50 (resident rate \$1.00)              | \$1.25  | \$1.25  |
|  | Garage – Monthly Pass | \$65.00           | \$80.00 (resident rate \$70.00)            | \$80.00 (resident rate \$70.00)   | \$80.00 (resident rate \$70.00)                                     |
|  | South Harbor Garage   | Garage            | \$0.25                                     | \$0.75  | \$0.75 weekdays; \$1.50 weekends                                    |
|  | Church Street Lots    | Kiosk             | \$1.00                                     | \$1.50  | \$1.50 (resident rate \$1.00)                                       |
|  | Crombie Street Lot    | Kiosk             | \$0.50                                     | \$1.00  | \$1.00 (resident rate \$0.50)                                       |
| Depot Lot at MBTA                      | Kiosk                 | \$4.00 per day    | \$5.00 per day (resident rate \$4 per day) | \$4.00 per day  | \$4.00 per day  |
| Central Street                         | Meters                | \$0.75            | \$1.50                                     | \$1.50  | \$1.50  |
| Crombie Street                         | Meters                | \$0.75            | \$1.00                                     | \$1.00  | \$1.00  |
| Derby Street                           | Meters                | \$0.75            | \$1.00                                     | \$1.00  | \$1.00  |
| Dodge Street                           | Meters                | \$0.50            | \$1.00                                     | \$1.00  | \$1.00  |
| Dodge Street Court                     | Meters                | \$0.50            | \$1.00                                     | \$1.00  | \$1.00  |
| Essex Street                           | Meters                | \$0.75            | \$1.50                                     | \$1.50  | \$1.50  |
| Front Street                           | Meters                | \$0.75            | \$1.50                                     | \$1.50  | \$1.50  |
| Hawthorne Boulevard                    | Meters                | \$0.75            | \$1.00                                     | \$1.00  | \$1.00  |
| Klopp Alley/Front Street Lot           | Meters                | \$0.75            | \$1.00                                     | \$1.00  | \$1.00  |
| Lafayette Street (Zone 264)            | Meters                | \$0.75            | \$1.00                                     | \$1.00  | \$1.00  |
| New Derby Street                       | Meters                | \$0.75            | \$1.00                                     | \$1.00  | \$1.00  |
| Salem Green Lot                        | Meters                | \$1.00            | \$1.50                                     | \$1.50  | \$1.50  |
| Sewall Street Lot                      | Meters                | \$0.75            | \$1.00                                     | \$1.00  | \$1.00  |
| South Harbor Garage (Level 1 Meters)   | Meters                | \$0.25            | \$1.50                                     | \$0.75  | \$1.00  |
| Washington Street                      | Meters                | \$0.75            | \$1.50                                     | \$1.50  | \$1.50  |
| Washington Street (Upper)              | Meters                | \$0.50            | \$1.00                                     | \$1.00  | \$1.00  |
| Riley Plaza Lot                        | Monthly Pass          | \$25.00 per month | \$35.00 per month                          | \$35.00 per month   | \$35.00 per month   |
| Museum Place Garage (October weekends) | Garage                |                   |  |   |   |
| South Harbor Garage (October weekends) | Garage                | \$20.00 per day   | \$30 per day                               | 0-1 hour - \$5; 1-2 hours - \$10; 2-4 hours - \$20; 4-8 hours - \$25; 8-12 hours - \$30; 12-24 hours - \$35 | 0-2 hours: \$10; 2 hours and up: \$30                               |



**City of Salem, Massachusetts**  
**Traffic and Parking Commission**

120 Washington Street, 3<sup>rd</sup> Floor

Salem, MA 01970

[www.salem.com](http://www.salem.com)

**Kimberley L. Driscoll, Mayor**

**Tanya Stepasiuk, Chair, Salem Traffic and Parking Commission**

Tuesday, June 26, 2018

Salem City Council  
93 Washington Street  
Salem, MA 01970

Dear City Council,

On behalf of the Traffic and Parking Commission, included for consideration of the Salem City Council are an order and ordinance recommendation to restructure downtown parking rates.

Following extensive data collection over the last few months, the Traffic and Parking Department and Traffic and Parking Commission have been examining proposals to restructure downtown parking rates. The current parking rates were put into effect after the completion of the 2010 Salem Comprehensive Parking Plan. The City has undergone significant growth and change since that time, but parking rates have remained the same. The Parking Plan recommended that the City regularly monitor and update pricing, and we are overdue in this regard.

After careful consideration of available utilization data, and based on input from Traffic and Parking Department staff, residents, local businesses, and City Councillors, the Commission voted on June 20 to submit the attached order for the Council's consideration. In addition to proposed changes for some hourly rates, the Commission is also recommending the extension of enforcement hours from the current end time of 6:00pm Monday through Saturday to 8:00pm Monday through Saturday. This change would require increased enforcement staff time, but the Commission felt the cost would be more than made up for by the increased revenue potential, and that the extension more accurately reflects the core business hours in downtown. The Commission also recommends that a portion of this additional revenue go toward the hiring of additional part-time enforcement officers.

The Commission feels this proposal maintains the core concepts of the 2010 parking plan, while updating prices accordingly to reflect changing utilization patterns across the City. The Commission knows how important a safe, rational, fairly priced parking system is to the success of the City, and feels the proposed rate restructuring will more efficiently manage parking demand, and raise revenue to support critical investments in the City's parking infrastructure.

The Commission looks forward to working closely with the Council and the Mayor to finalize this rate restructuring process,

Sincerely,

A handwritten signature in blue ink, appearing to read "Tanya Stepasiuk".

Tanya Stepasiuk  
Chair, Salem Traffic and Parking Commission



## CITY OF SALEM

In City Council, June 28, 2018

Ordered:

The parking rates for municipal parking garages and lots, with the exception of special event rates, shall be as follows:

| Location                        | Type- Hourly Rate<br>Unless Otherwise<br>Noted | Traffic & Parking<br>Commission Recommendation |
|---------------------------------|--|--|
| Museum Place<br>Garage          | Garage   | \$1.25   |
|                                 | Garage – Monthly Pass                          | \$80.00 (resident rate \$70.00)                |
| South Harbor Garage             | Garage   | \$0.75   |
| Church Street Lots              | Kiosk  | \$1.50   |
| Crombie Street Lot              | Kiosk  | \$1.00   |
| Depot Lot at MBTA               | Kiosk – Day                                    | \$4.00   |
| Central Street                  | Meters   | \$1.50   |
| Crombie Street                  | Meters   | \$1.00   |
| Derby Street                    | Meters   | \$1.00   |
| Dodge Street                    | Meters   | \$1.00   |
| Dodge Street Court              | Meters   | \$1.00   |
| Essex Street                    | Meters   | \$1.50   |
| Front Street                    | Meters   | \$1.50   |
| Hawthorne Boulevard             | Meters   | \$1.00   |
| Klopp Alley/Front<br>Street Lot | Meters   | \$1.00   |

|   |              |   |
|---|--------------|---|
| <b>Lafayette Street (Zone 264)</b>                          | Meters       | \$1.00  |
| <b>New Derby Street</b>                                     | Meters       | \$1.00  |
| <b>Salem Green Lot</b>                                      | Meters       | \$1.50  |
| <b>Sewall Street Lot</b>                                    | Meters       | \$1.00  |
| <b>South Harbor Garage (Level 1 Meters)</b>                 | Meters       | \$0.75  |
| <b>Washington Street</b>                                    | Meters       | \$1.50  |
| <b>Washington Street (Upper)</b>                            | Meters       | \$1.00  |
| <b>Riley Plaza Lot</b>                                      | Monthly Pass | \$35.00   |
| <b>Museum Place Garage (October weekends and Halloween)</b> | Garage       | 0-1 hour - \$5; 1-2 hours - \$10;<br>2-4 hours - \$20; 4-8 hours - \$25;<br>8-12 hours - \$30; 12-24 hours - \$35 |
| <b>South Harbor Garage (October weekends and Halloween)</b> | Garage       |   |

Be it further Ordered, parking rates at locations not listed above shall remain at the current rate.



# City of Salem

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*In the year Two Thousand and Eighteen*

**An Ordinance** to amend an ordinance relative to parking

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

**Section 1.** Chapter 42, Article V. Parking, Sec. 57 Parking Time Limited; Hours of Operation and Sec. 57A Parking Time Limited; Unmetered Zones are hereby amended by replacing the phrase “hours of 8:00 A.M. to 6:00 P.M.” as it appears in the first paragraph of these sections with the phrase “hours of 8:00 A.M. to 8:00 P.M.”

**Section 2.** This Ordinance shall take effect as provided by City Charter.