



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

Office of the Mayor

May 28, 2020

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Our Health Agent David Greenbaum and I would like to request the opportunity to address you at your meeting of May 28<sup>th</sup> to provide the public and the City Council with an update on the City's response to the COVID-19 outbreak. Thank you.

Very truly yours,

Kimberley Driscoll  
Mayor  
City of Salem



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Honorable Salem City Council  
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Ladies and Gentlemen of the City Council:

I reappoint, subject to City Council confirmation, Robert Callahan of 8 Stearns Place to the Parks & Recreation Commission for a term of 5 years to expire June 1, 2025.

I recommend confirmation of his reappointment to the Parks & Recreation Commission and ask that you join me in thanking Mr. Callahan for his continued dedicated service and commitment to our community.

Very truly yours,

Kimberley Driscoll  
Mayor  
City of Salem



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Office of the Mayor

May 28, 2020

Honorable Salem City Council  
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Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am pleased to appoint Patricia Small, 18 Dalton Parkway, to the Council on Aging Board for a three-year term to expire December 7, 2020. Ms. Small will complete the remainder of the unexpired term previously filled by Ms. Elaine Heredeen, who has chosen to step down from the board after 14 years of dedicated service. I hope you will join me in thanking Ms. Heredeen for her many years of commitment to the COA and to Salem's seniors.

Ms. Small is a retired counselor for Lahey Behavioral Health Services and has a long career in human services, including as northeast regional Housing Director for the Massachusetts Department of Mental Health and case management director for the Department's North Shore site prior to that. Ms. Small holds a Bachelor's of Science degree in Health Sciences from Boston University and earned her Ed.M in Counseling and Consulting Psychology from Harvard University. She volunteers as a member of the Salem for All Ages Task Force's Housing Subcommittee and at the Mayor Jean Levesque Community Life Center, where she convened the "Third Age Conversation" group for "younger" seniors. Ms. small is also the co-founder of the Manna Project, a multi-faith charity that works regionally to address hunger and food insecurity.

I recommend confirmation of Ms. Small's appointment to the Council on Aging Board. We are fortunate that she is willing to serve our community in this important role and lend her insights and expertise to the board and its work.

Very truly yours,

Kimberley Driscoll  
Mayor  
City of Salem



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Office of the Mayor

May 28, 2020

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

As you know, the COVID-19 pandemic has impacted so many of facets of our lives. Regrettably, one of those has been the cancellation or delay of many of the graduation celebrations for our students. We have a team working on a plan for a fall graduation event for our seniors, but in the interim we wanted to find some way to safely celebrate their accomplishments this spring. To that end, we are requesting the brief closure of Fort Avenue on June 5<sup>th</sup> from 5:00 p.m. to 7:00 p.m. so we can hold a rolling car parade to honor our graduates.

Chief Butler and her staff have worked in collaboration with the Salem Public Schools staff and the Salem Fire Department, to develop the plan described in her letter. I am wholly supportive of this event and hope you will approve the brief closure of this road so we can carry out this innovative plan.

While nothing can take the place of a traditional graduation ceremony, we are eager to do what we can to safely and joyfully celebrate our local scholars. If you have additional questions about this proposal, please feel free to contact Chief Butler.

Very truly yours,

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

Kimberley Driscoll  
Mayor  
City of Salem



**City of Salem, Massachusetts**  
**Police Department Headquarters**  
**95 Margin Street, Salem, Massachusetts 01970**

Mary E. Butler  
Chief of Police

May 18, 2020

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

Re: SHS Graduation Celebration

Dear Mayor Driscoll:

The Salem Public Schools, Superintendent Kathleen Smith, and Salem High Principal, Dr. Samantha Meier, have been working to organize a SHS Graduation celebration on Friday, June 5<sup>th</sup> with a car parade of teachers and family members while the graduate is physically distanced from their classmates along the entire stretch of Fort Avenue. The pandemic has virtually cheated our High School Seniors of experiences that not only mark and celebrate the successful conclusion of a thirteen-year primary school education, but of a time where friends and classmates celebrating together are collected and preserved as one of the highlights of life.

In light of the inability to actually host a true graduation, this is one experience or memory that they can collectively share with their friends and classmates, while recognizing the need to have precautions in place to reduce the spread of the CoVID-19 virus. Both the Police Department and the Fire Department have collaborated with the Salem Public Schools to find a resolution.

As a result, we are respectfully requesting the use of the City streets, including the bicycle lane, on Fort Avenue on Friday, June 5<sup>th</sup> 2020, from 5:00pm until approximately 7:00pm. We anticipate the flow of vehicular traffic will continue in both directions on Fort Avenue until just before 6:00pm, when the car parade will commence coming from the Willows, up Memorial Drive to Fort Avenue and returning to the Willows before departing the park via Memorial Drive.

We will be utilizing the bicycle lane to position students 8' to 10' apart from each other with no more than two relatives standing at least 6' behind them with standard face coverings. Fort Avenue from the entrance to Footprint Power to just past Winter Island Road provides approximately 2,700 feet to accommodate the potential 280 graduates from Salem High School, Salem Prep High School and the Salem Academy Charter School with appropriate spatial and social distancing required. As of this time, we do not know of how many students will participate, but be assured this location was chosen to accommodate all.

We are exploring the possibility of having students park their vehicles at Footprint Power and/or the City lot across from Winter Island Road. At the conclusion, an orderly departure of students will be coordinated with Salem Police Officers while ensuring all maintain proper distancing. Virtual hugs and virtual high fives will be allowed though!!

In the event of rain on June 5, 2020, we are proposing a rain date of June 6, 2020 at approximately 2:00pm, therefore, we would be requesting the use of Fort Ave and the bicycle lane from 1:00pm until 3:00pm.

We will also work with Park and Rec to restrict parking on Restaurant Row in the area of Dead Horse Beach in order to cue the cars for the parade heading up Memorial Drive.

I am available to answer any questions or concerns you may have about this proposed plan, as is Lt. David Tucker, Traffic Supervisor. Superintendent Smith and Dr. Meier also can be available to discuss this plan and the use of the street for this graduation celebration plan.

Thank you for your review and consideration of the proposed plan.

Sincerely,

A handwritten signature in cursive script, appearing to read "Mary E. Butler".

Mary E. Butler  
Chief of Police

Cc: Kathleen Smith, Superintendent, SPS  
Dr. Samantha Meier, Principal, SHS  
Chief J. Gerry Giunta, Fire Department  
Lt. David Tucker, Traffic Supervisor



# CITY OF SALEM

In City Council, May 28, 2020

## Ordered:

The City Council hereby Orders that Fort Avenue, from Memorial Drive to Winter Island Road, shall be closed to thru traffic on June 5, 2020 from 5:00 p.m. to 7:00 p.m. for the purpose of holding a Salem High School Graduation car parade to honor the 2020 graduates of Salem High School. This Order shall also authorize closure on a rain date of June 6, 2020 from 1:00 p.m. to 3:00 p.m.



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

Office of the Mayor

May 28, 2020

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order allocates \$32,000 from general fund free cash to provide the City's matching share for the Beverly-Salem Climate Action Plan.

As you may recall, we were awarded a grant of \$187,500 from the Executive Office of Energy and Environmental Affairs to develop a regional climate change action strategy in partnership with the City of Beverly. Over the last several years Salem has taken substantial steps forward in preparing for the effects of climate change, including our Hazard Mitigation Plan and our Climate Change Vulnerability Assessment. This Action Plan represents a critically important next step in those efforts.

There is no net addition to the City budget as a result of this Order, as it is an appropriation transferring funds from the free cash account to the Planning Department's account. I recommend adoption of this Order and invite you contact Tom Daniel and Jenna Ide if you have additional questions.

Very truly yours,

Kimberley Driscoll  
Mayor  
City of Salem





# CITY OF SALEM

In City Council,

Ordered:

May 28, 2020

That the sum of Thirty Two Thousand Dollars (\$32,000.00) is hereby transferred and appropriated from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to Planning for the joint Beverly-Salem Climate Action Plan in accordance with the recommendation of Her Honor the Mayor.



KIMBERLEY DRISCOLL  
MAYOR

TOM DANIEL, AICP  
DIRECTOR

CITY OF SALEM, MASSACHUSETTS  
DEPARTMENT OF PLANNING AND  
COMMUNITY DEVELOPMENT

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98 WASHINGTON STREET, 2<sup>ND</sup> FLOOR ♦ SALEM, MASSACHUSETTS 01970  
978-619-5685

May 19, 2020

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

RE: Free Cash Request for Climate Action Plan Grant Match

Dear Mayor Driscoll:

This letter is to request an allocation of \$32,000 in free cash to serve as the local match for a State grant to conduct the joint Beverly-Salem Climate Action Plan.

As you know, the cities of Beverly and Salem are collaborating on this important climate action planning project. A team of staff from both municipalities began meeting several months ago to develop the scope of work. Each city is contributing an equal match to the State grant from the Executive Office of Energy and Environmental Affairs. The local funds are leveraging \$187,500 in State grant funding.

**Total request:           \$32,000**

Sincerely,

*Tom Daniel*

Tom Daniel, AICP

**CITY OF SALEM**  
**ST Capital Outlay Expenditure Request Form – FY 2020**

From Department: DPCD Date: 05/19/20

Department Head Name: TOM DANIEL

Authorization Signature: Tom Daniel

Amount: \$32,000.00

**Description:**

Local match to State EEA grant for Beverly-Salem Climate Action Plan.

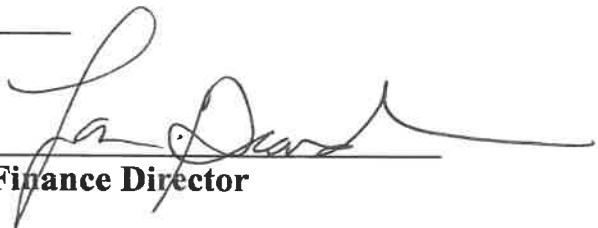
**For Finance Department Use Only:**

☒ City Council Approval Needed (Y/N)

CIP Balance: \$ 1,798,631.01

**Recommendation:**

☒ Approved ☐ Denied

  
Finance Director

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

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

Org: \_\_\_\_\_ Obj: \_\_\_\_\_



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Kimberley Driscoll  
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Office of the Mayor

May 28, 2020

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Last month, we received notification from the U.S. Department of Housing and Urban Development (HUD) that the City of Salem shall receive an allocation of \$646,477 under the Coronavirus Aid, Relief, and Economic Security Act (CARES). In order to accept these funds, one of the steps is that the City must submit an *Application for Federal Assistance* to HUD. Enclosed herewith is an Order to authorize the submission of the City of Salem's federal application for the CARES Act funds. A copy of the application is also attached. CDBG-CARES funds will be utilized to meet urgent basic human service and economic needs in response to COVID-19.

The remaining steps to complete this process are currently underway. A Notice of Public Comment Period for an amendment to the City of Salem's Citizens Participation Plan and a Substantial Amendment to the City of Salem's FY20 Action Plan was issued and a 5-day comment period has been completed. Because Salem is part of the North Shore HOME Consortium, the City of Peabody, the Consortium's lead community, will be responsible for submitting the Substantial Amendment to HUD in the coming days.

I am asking that the City Council promptly approve the submittal of this application, so that it can be transmitted to HUD in a timely manner. It is also anticipated that one or more additional CARES Act allocations may be forthcoming. In this regard, this approval has been drafted to cover any funds allocated to the City of Salem through HUD for coronavirus response.

Very truly yours,

Kimberley Driscoll  
Mayor  
City of Salem



# CITY OF SALEM

In City Council, May 28, 2020

## Ordered:

That the City Council hereby approves the submittal of the City of Salem's Application for Federal Assistance to the United States Department of Housing and Urban Development (HUD) for CDBG-CARES funds in the amount of \$646,477, as well as the submittal of future applications for any additional allocation that the City of Salem may receive from HUD in response to COVID-19.

**Application for Federal Assistance SF-424**

**\* 1. Type of Submission:**

- ☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

**\* 2. Type of Application:**

- ☒ New  
☐ Continuation  
☐ Revision

**\* If Revision, select appropriate letter(s):**

**\* Other (Specify):**

**\* 3. Date Received:**

**4. Applicant Identifier:**

04-6001413

**5a. Federal Entity Identifier:**

**5b. Federal Award Identifier:**

**State Use Only:**

**6. Date Received by State:**

**7. State Application Identifier:**

**8. APPLICANT INFORMATION:**

**\* a. Legal Name:** City of Salem, MA

**\* b. Employer/Taxpayer Identification Number (EIN/TIN):**

04-6001413

**\* c. Organizational DUNS:**

1567710240000

**d. Address:**

**\* Street1:** 98 Washington Street

**Street2:**

**\* City:** Salem

**County/Parish:**

**\* State:**

MA: Massachusetts

**Province:**

**\* Country:**

USA: UNITED STATES

**\* Zip / Postal Code:** 01970/3526

**e. Organizational Unit:**

**Department Name:**

Planning & Community Developme

**Division Name:**

**f. Name and contact information of person to be contacted on matters involving this application:**

**Prefix:**

Mr.

**\* First Name:**

Tom

**Middle Name:**

**\* Last Name:**

Daniel

**Suffix:**

**Title:** Director

**Organizational Affiliation:**

City of Salem, Dept. of Planning & Community Development

**\* Telephone Number:** 978-619-5685

**Fax Number:**

**\* Email:** tdaniel@salem.com

## Application for Federal Assistance SF-424

### \* 9. Type of Applicant 1: Select Applicant Type:

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

### \* 10. Name of Federal Agency:

U. S. Department of Housing & Urban Development

### 11. Catalog of Federal Domestic Assistance Number:

14-218

CFDA Title:

Community Development Block Grant

### \* 12. Funding Opportunity Number:

14-218

\* Title:

CDBG-CV

### 13. Competition Identification Number:

Title:

### 14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

### \* 15. Descriptive Title of Applicant's Project:

CDBG-CV

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

## Application for Federal Assistance SF-424

### 16. Congressional Districts Of:

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

### 17. Proposed Project:

\* a. Start Date:

\* b. End Date:

### 18. Estimated Funding (\$):

* a. Federal	<input type="text" value="646,477.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="646,477.00"/>

### \* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

### \* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)

☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

☒ \*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

### Authorized Representative:

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:

\* Date Signed: