

MANUAL

**for the use of the City Council containing
the Rules and Orders together with a
List of the Boards, Committees
and Officers of the City
Government, Historical
Data and Other
Information**

**Prepared under provision of an order
of the City Council by
ILENE SIMONS, CITY CLERK**

Salem, Mass.

**Information as of June 2022
Data subject to change at any time without notice**

Manual of the City Government – 2022-2023

TABLE OF CONTENTS

	PAGE
AFSCME Salary Ordinance	62
Boards and Commissions	31
Budget Summary	69
Census Statistics	93
City Charter	7
City Government	8
City Hall	4
City Seal	6
City Officials (Present and Former)	54
Conflict of Interest Law	46
Council Committees	14
Council Sub-Committee Members	14
Districts	98
Elected Officials Salary	67
Fees Charged by City of Salem	77
Fire Alarm Boxes	99
Government Officials	11
Historical Salem	3
Mayoral Appointments	25
Meetings of City Council	12
Municipal Register	27
Office Hours	10
Open Meeting Law	37
Park & Recreation Statistics	93
Polling Precincts	96
Population Statistics	95
Representatives in Congress	97
Rules of City Council	15
Salary Ordinance Non-Union & Mgt.	64
School Committee Members	12
State Government	97
Street Directory	111
Tax Rate	71
Trust Funds	72
Veterans Squares	108

Manual of the City Government – 2022-2023

HISTORICAL SALEM

SALEM, the "City of Peace," holds the proud distinction of being not only the second oldest settlement in New England, but also the second incorporated city in Massachusetts. Salem was first settled in 1626 by Roger Conant and his associates who came from a fishing settlement at Cape Ann, four years before the settlement of Boston.

The first colony of settlers arrived in 1628 under the leadership of Captain John Endicott. The Indian name for the locality was Naumkeag.

Salem has played a prominent part in our country's history. In fact, during Revolutionary times, the first armed resistance in this country to British authority, was made by a party of Salem patriots at the North Bridge in this city on February 26, 1775. By raising the drawbridge, local patriots prevented British Colonel Leslie and his troops from seizing patriot army stores and ammunition, hidden in North Salem.

Commercially, Salem's name has been known to the whole world, holding almost supremacy in commerce during the early part of the 19th century. Her ships were pioneers in the India trade and opened up commerce with Africa, China, Russia, Japan, and Australia. Salem can boast of more noted men among her earlier residents than among any other American City.

Salem is currently a city of approximately eight square miles, however, in early colonial times, Salem encompassed most of the North Shore. Over the years, there have been many geographical changes to Salem, as you can see by the following:

Bounds between Salem and Saugus (now Lynn) and Salem and Marble Harbor (now Marblehead) were established March 4, 1635.

On September 7, 1643, part of Salem, called Enon was established as Wenham.

May 14, 1645, part of Salem called Jeffry's Creeke, was set off as the Town of Manchester.

May 2, 1649, part of Salem was set off as the town of Marblehead.

October 19, 1658, bounds were established between Salem and Topsfield.

October 14, 1668, part of Salem, called Bass River, was set off as Town of Beverly.

June 20, 1728, part of Salem was included in the new town of Middleton.

January 28, 1752, part of Salem was set off as the district of Danvers, which afterwards became a town. Much of this territory had long been known as Salem Village.

September 11, 1753, a part of Salem was annexed to Beverly.

Manual of the City Government – 2022-2023

CITY HALL

City Hall was built in 1837-38 under the supervision of Mayor Leverett Saltonstall and a committee appointed for that purpose. The cornerstone was laid on September 6, 1837. Artifacts buried beneath the cornerstone included copies of local newspapers, the Mayor's speech for the organization of City Government (May 9, 1836), and the new City Charter.

In 1837, under the administration of President Andrew Jackson, the United States Treasury held a surplus in the amount of nearly Forty Million Dollars. This surplus was distributed to the various states, which in turn distributed this money to the cities and towns. City Hall was built from this surplus revenue, as Salem's share was nearly \$34,000.00. The building and furnishings cost approximately \$22,878.00 when finished, and this is perhaps one of the few municipal structures in existence paid for without taxing the citizens. City Hall was first occupied by the City Council on the evening of May 31, 1838. A formal dedication was held on June 8, 1838.

Since 1837, the building has served as the focal point for the decision-making process in Salem, and the City Council Chamber is still used today for government meetings.

The City Hall is architecturally significant because of its excellent Greek Revival design. It is perfectly proportioned and in spite of its comparatively small size, gives a feeling of strength and dignity. The architect, Richard Bond (1797-1861), was described in contemporary reports as "an architect of great fame," "an architect of high reputation" and "a distinguished architect." He also designed Gore Hall --the old Library at Harvard, the Bowdoin Square Church in Boston, both no longer standing. The facade is reminiscent of Robert Mills, with the ceiling rosettes in the Council Chamber exact duplicates of those done by Alexander Parris for Faneuil Hall Market in Boston.

The City Hall is located on Washington Street, the main thoroughfare of Salem, with commercial structures on either side of it. Completed in 1838, this two-story building is late Greek Revival in style. The original dimensions were 32 feet high, 45 feet wide and 68 feet long. The side and rear elevations are unadorned brick while the main facade is dressed granite. Three bays wide, this facade is broken by four giant pilasters, one on each corner and one on either side of the recessed center bay. The bays are set with tall windows, 6 over 6. The central entrance is reached by a short flight of granite steps; a cast iron lamp on a bracket projects from above. The tall front double doors are made of mahogany with brass studs outlining the center panels.

The pilasters support a massive entablature whose frieze is decorated with carved stone laurel wreaths. A parapet rises from the entablature and, over the center bay, this forms a partial pediment. The latter is topped by a gold leafed eagle which is an exact copy of the original, hurricane-damaged one done by Samuel McIntire. The original eagle was part of the gateway to Salem Common.

Manual of the City Government – 2022-2023

The first floor is occupied by various city offices. The Mayor's office and City Council Chambers are on the second floor, unaltered since 1838. The Council Chamber is notable for its fine center and corner rosettes in the ceiling, repeated in the corner rosettes of the fluted door and window framing. The original furnishings are still used in the Council Chamber.

The building was enlarged in 1878 by an extension in the rear which in no way altered its original appearance as seen from the street. The extension doubled the size of the building and brought all existing city offices under one roof.

Among the historic items inside the building are the following:

The Indian deed, dated 1686, on parchment in obsolete handwriting. The original is in a vault in the City Clerk's office; a copy is displayed in the Council Chamber. The deed, for which the Indians were paid 20 pounds, establishes title to the land for the Selectmen of Salem, from the heirs of the Indian Nanepashemet.

Letters from Presidents George Washington, Zachary Taylor, and Millard Fillmore; Governor Samuel Adams, and John Hancock; all addressed to the citizens of the City of Salem. Copies are on display in the front hallway of City Hall.

Three plaques: one a memorial to the U.S.S. Maine, made from metal recovered from the ship; the other, given by the crew of the U.S.S. Salem in 1909 to commemorate their visit to the City during Old Home Week; and the third is to honor Salem's Veterans who served during the Persian Gulf War, dedicated on Dec. 7, 1991, (50th anniversary of Pearl Harbor).

Portraits of General Henry Kemble Oliver; General Philip Sheridan; Leverett Saltonstall, the first Mayor; Marquis deLafayette (a copy by Charles Osgood of a painting by S.F.B. Morse); George Washington (a copy of a Gilbert Stuart Painting, done by his daughter, Jane); also a copy of a Stuart painting done for William Kerin Constable and given to the City by Abiel Abbott Low, a Salem native; President Andrew Jackson, as a young man by Major R.E.W. Earle, 1833.

Records of the City from 1634 to the present, are also in the City Clerk's vault.

CITY SEAL

In March of 1839, an Ordinance was adopted providing for the City Seal.

The Council ordered a seal showing "A ship under full sail, approaching a coast designated by the costume of the person standing upon it and by the trees near him, as a portion of the East Indies; beneath the shield, this motto: "Divitis Indiae usque ad ultimum sinum," signifying

"To the farthest port of the rich east";

and above the shield, a dove, bearing an olive branch in her mouth. In the circumference encircling the shield, the words "Salem Condita A.D. 1626" "Civitatis Regimine Donata, A.D. 1836."

This is the same seal used today on all official documents and records.

THE CITY CHARTER

As early as 1805, the inhabitants of Salem were discussing and moving toward a change in the form of government in Salem from a town government to a city. For many years, no changes took place. However, in January of 1836, a town meeting was called to acquire a consensus of the feelings of the inhabitants.

It was decided that a committee would be formed, consisting of three members of each ward, to meet with the selectmen and reach a decision.

In February of 1836, the committee reported that it was in agreement that it was time to change our form of government to that of a city and instructed the selectmen to petition the General Court of the Commonwealth and ask that the town be incorporated as a City.

1836 - SALEM BECOMES A CITY - On March 23, 1836, Governor Edward Everett approved an act "to establish the City of Salem" and at a meeting of the citizens on April 4, 1836, held in what is now referred to as "Old Town Hall", it was voted overwhelmingly to accept the Charter. Salem was now only the second city to be incorporated in the State.....Boston being the first.

In April of that year, the first city elections were held to elect a Mayor, six Aldermen-At-Large, and six Common Councillors from each of the four wards. This form of government is referred to as a bicameral legislative body.

Manual of the City Government – 2022-2023

CITY GOVERNMENT

Salem operated under a town government until the City Charter was accepted on March 23, 1836, making it the second chartered city in Massachusetts. The original charter, with a bicameral legislative body, was replaced by the Commission form in 1913. This form, consisting of four commissioners and a mayor, was supplanted in 1916 by the present form of city government, called "Plan B Government".

PLAN B GOVERNMENT

Plan B City Government provides for a Mayor, and City Council of eleven members, seven elected from the wards, and four at-large.

The Mayor

The Mayor is elected for four years in November of unevenly-numbered years. He/She is the administrative head of the city and chairperson ex-officio of the School Committee, the Board of Library Trustees, and the Board of Trust Fund Commissioners. The Mayor acts with the City Council and School Committee to carry out city business.

The Mayor appoints their office staff, the City Solicitor, and the Assistant City Solicitor without City Council confirmation. The appointment of most city department heads and members of the various boards and commissions, however, require City Council confirmation.

The Mayor has the right to veto any order, resolution, or ordinance passed by the Council. However, their veto may be overturned by a two-thirds vote of all councillors.

After reviewing and revising the estimates prepared by department heads, the Mayor submits the budget to the City Council for final action.

The Mayor approves all municipal payrolls, vouchers, contracts and instruments; he/she recommends bond issues, legislation and orders to the City Council; he/she represents the city with other levels of government.

As the general administrator of all city departments, he/she is consulted by department heads pertaining to the city's welfare.

Manual of the City Government – 2022-2023**The City Council**

Under the City Charter, the City Council, is composed of eleven members, one elected from each of the seven wards and four elected at-large.

The City Council is primarily the legislative branch of the city government. As the legislative body, the Council confirms appointments made by the Mayor and appropriates all monies necessary to city operation. It can approve, disapprove, or reduce the amount of appropriations, but not add to the appropriation. The Council receives orders recommended by the Mayor and petitions from the public, and acts on them after committee study. The City Council also has the power to enact Ordinances and other regulations.

A majority of the City Council constitutes a quorum, and the affirmative vote of a majority of all the members of the Council is necessary for the adoption of any motion, resolution, or ordinance. In some instances, adoption by a 2/3 vote of the members is required by statute.

All legislative sessions, whether full Council or Committee, must be public. Every matter must be put to a vote, and a full and accurate journal of Council or Committee action must be kept.

Meetings of the City Council are held on the second and fourth Thursdays of every month at 7:00 p.m. in the Council Chamber in City Hall and are open to the public. Special Meetings may be held at the call of the President or City Clerk, with the approval of six Councillors. Regular Meetings of the City Council are now taped and broadcast on SATV, Channel 22.

Manual of the City Government – 2022-2023

OFFICE HOURS AT CITY HALL – 93 WASHINGTON ST.

Mon. – Wed. 8AM – 4PM, Thurs. 8AM – 7PM & Fri. 8AM – 12PM.

First Floor Offices: Assessors, City Clerks, Collectors, Elections

Second Floor Offices: Mayor, Auditor/Finance, City Solicitor, Council Chamber, Council Ante Room

OFFICES LOCATED AT CITY HALL ANNEX – 98 WASHINGTON ST. – HOURS SAME AS 93 WASHINGTON STREET

Assistant City Solicitor, Building/Gas/Plumbing Inspector, Capital Planning, Engineering (trash, recycle, street, water & sewer), Health, Human Resources, Mass in Motion, Planning & Community Development, Public Property, Purchasing, Redevelopment Authority, Traffic & Parking, Treasurer

Office Hours at 401 Bridge St

Jean A. Levesque Community Life Center
Council on Aging, Veterans Services, Park & Recreation
Mon., Tues., Thur. 8AM-7PM, Wed. & Fri. 8AM -4PM.

Office Hours at 95 Margin Street

Police Dept. Administration-----8:00 a.m. to 4:00 p.m.
Animal Control Officer----Mon., Wed., & Fri. Noon - 4PM
Firearms Licensing - Tues. 12:00 p.m. to 8:00 p.m.
Records--Mon.& Tues. 9:00 a.m. to 3:00 p.m.; Wed Closed,
Thurs. 11:00 a.m. to 7:00 p.m., Fri. 9:00 a.m. to Noon
or as otherwise posted

Office Hours at 29 Highland Avenue

Parent Information Center
Monday – Wednesday 8:00 a.m. to 4:00 p.m.
Thursday, 8:00 a.m. to 6:00 p.m.
Friday, 8:00 a.m. to 1:00 p.m.
All Other School Offices:
Monday – Friday 8:00 a.m. to 4:00 p.m.

Office Hours at 44 Lafayette Street

Electrical--Mon, Tues, Wed, Fri. 8:00 a.m. to 4:00 p.m.
Thursday-----8:00 a.m. to 7:00 p.m.

Office Hours at 48 Lafayette Street

Fire Department-----Same as City Hall

Office Hours at One New Liberty Street (Except Holidays)

Parking Department---Mon.- Fri.---6:30 a.m. to 6:30 p.m.

Office Hours at 57 Orne Street – Greenlawn Cemetery

Mon.-Thurs.- 8:00a.m.-12 p.m.;Fri. 8:00 a.m.-11:00 a.m.

Office Hours at 20 Central St., Suite 110

Retirement Board----Mon.- Wed. 8:00 a.m. to 4:00 p.m.,
Thurs-8:00a.m. to 6:00p.m. & Fri-7:00a.m. to 12:00 p.m.

Office Hours at 5 Jefferson Avenue

Public Services - (DPW Garage)-----Monday - Friday
8:00 AM - 4:00 PM

Manual of the City Government – 2022-2023

**GOVERNMENT OFFICIALS
CITY GOVERNMENT**

Terms begin first Monday of January

MAYOR

Term of Office, Four Years -- 2018-2025
KIMBERLEY DRISCOLL

PRESIDENT OF CITY COUNCIL

Term of Office, One Year
2022
PATRICIA MORSILLO

COUNCILLORS-AT-LARGE

Term of Office, Two Years – 2022-2024

DOMINGO J. DOMINGUEZ-----18 Raymond Road
TY HAPWORTH-----6 Brown Street
ALICE ROSE MERKL -----28A Federal Street
CONRAD PROSNIEWSKI -----9 Shore Avenue

WARD COUNCILLORS

Term of Office, Two Years – 2022-2024

WARD ONE

ROBERT K. MCCARTHY-----148 Bay View Avenue

WARD TWO

CAROLINE WATSON-FELT-----2 Beacon Street

WARD THREE

PATRICIA MORSILLO-----53 Broad Street #2

WARD FOUR

LEVEILLE MCCLAIN-----22 Albion Street

WARD FIVE

JEFF COHEN-----12 Hancock Street

WARD SIX

MEGAN RICCARDI-----23 Orchard Street

WARD SEVEN

ANDREW VARELA-----23 Cedarcrest Avenue

ILENE SIMONS, CITY CLERK
MAUREEN ELIZABETH FISHER, ASST. CITY CLERK - COUNCIL

Manual of the City Government – 2022-2023

SCHOOL COMMITTEE

- Amanda Campbell-----8 ½ Daniels Street #2
- Manny Cruz-----10 Whalers Lane #10
- Beth Anne Cornell-----18 Briggs Street #2
- James M. Fleming-----47 Buffum Street
- Mary Manning-----16 Oliver Street
- Dr. Kristin C. Pangallo-----25 Buffum Street

DATES OF COUNCIL MEETINGS - 2022

Second and Fourth Thursdays of each month at 7:00 p.m.

January	13 & 27	May	12 & 26	September	15 & 22
February	10 & 24	June	9 & 23	October	13 & 27
March	10 & 24	July	14	November	to be determined
April	14 & 28	August (unscheduled)		December	to be determined

DATES OF COUNCIL MEETINGS - 2023

Second and Fourth Thursdays of each month at 7:00 p.m.

January	12 & 26	May	11 & 25	September	14 & 28
February	9 & 23	June	8 & 22	October	12 & 26
March	9 & 23	July	to be determined	November	to be determined
April	13 & 27	August (unscheduled)		December	to be determined

2022 COUNCIL STANDING COMMITTEES

ADMINISTRATION AND FINANCE

Robert K. McCarthy Chairperson; Ty Hapworth, Leveille McClain, Alice Rose Merkl, Caroline Watson-Felt

COMMUNITY AND ECONOMIC DEVELOPMENT

Domingo Dominguez Chairperson; Robert McCarthy, Leveille McClain, Alice Rose Merkl, Caroline Watson-Felt

GOVERNMENT SERVICES

Ty Hapworth, Chairperson; Leveille McClain, Jeff Cohen, Andrew Varela, Caroline Watson-Felt

ORDINANCES, LICENSES, AND LEGAL AFFAIRS

Meghan Riccardi Chairperson; Jeff Cohen, Domingo J. Dominguez, Conrad J. Prosniewski, Andrew Varela

PUBLIC HEALTH, SAFETY, AND THE ENVIRONMENT

Conrad J. Prosniewski Chairperson; Megan Riccardi, Jeff Cohen, Alice Rose Merkl, Andrew Varela

COMMITTEE OF THE WHOLE

City Council President, Chairperson; All remaining City Council Members

Manual of the City Government – 2022-2023

COUNCIL COMMITTEES

Administration & Finance - Discussion and recommendations made upon all financial matters referred to Committee. Major duty of committee is action and recommendations upon the annual budget appropriations. Also includes discussion and recommendations upon city ordinances relating to personnel and salary changes. Works in conjunction with the Auditor, Collector, Treasurer, Board of Assessors, and Personnel Director.

Community & Economic Development - Discussion and recommendations upon areas of urban renewal, historical and tourist development, industrial relations, regional planning, application for state and federal grants, and requests for the sale of public properties. Works in conjunction with the Planning Department, Community Development, Personnel, Planning Board, and Redevelopment Authority.

Government Services - Discussion and recommendation upon Council Orders and City Ordinances dealing with the level and adequacy of services provided by all municipal departments. Also includes discussion and recommendations relating to services provided by regional groups such as South Essex Sewerage and Salem/Beverly Water Board.

Ordinances, Licenses, & Legal Affairs - Discussion and recommendations upon all Council Orders and city ordinances referred to Committee. City Ordinances referred to Committee are analyzed as to form and are researched so to be in compliance with any existing state statutes. The Committee shall act upon any legal claims against the City under the amount of \$2,000.00. The Committee also has jurisdiction over license and permit applications, as well as bonds. The Committee works in conjunction with the Legal Department and Police Department.

Public Health, Safety, & Environment - Discussion and recommendations on all matters pertaining to the health and safety of the city at large, as well as matters of environmental concern. Works in conjunction with the Planning Board, Conservation Commission, Board of Health, and Health Department.

Committee of the Whole – Discussion and recommendations upon all Council Orders and City Ordinances referred to Committee. Amendments to City Ordinances or orders that the City Council determines to be of interest to the entire body can be referred to the Committee of the Whole. The Committee of the Whole is comprised of every member of the City Council, and the committee works in conjunction with all City Boards and Departments

Manual of the City Government – 2022-2023

**RULES AND ORDERS
OF THE
CITY COUNCIL****Meetings, Quorums, Proceedings****Sec. 1. Notice of Meetings**

Every member of the council shall have mailed or delivered to them at their residence or place of business, a written notice, stating the day and hour to which the council stands adjourned, or for which a special meeting has been called and shall give their punctual attendance accordingly. The notice of a special meeting of the council shall state the purpose for which said meeting is called, and no business other than that specified in the notice shall be in order unless said notice shall state the purpose of said meeting is for any and all business, except that jurors may be drawn at said meeting.

Sec. 2. Quorum

At all meetings of the council, six members shall constitute a quorum for the transaction of business.

Sec. 3. President-Duties at Beginning of meeting; pro tempore

The president shall take the chair at the hour appointed for the meeting, shall call the members to order, and a quorum being present, shall cause the record of the preceding meeting to be read upon a majority vote of those members present only. In the absence of the president, a president pro tempore shall be chosen.

The president shall preserve decorum and order; may speak to points of order, in preference to members; shall decide all questions of order, subject to an appeal to the council by motion regularly seconded, and no other business shall be in order until the question on appeal shall have been decided.

He/She shall declare all votes. If the vote is doubted by any member, he/she shall, without permitting further debate upon the question, require first the members voting in the affirmative, and afterwards those voting in the negative, to rise and stand until counted, and he/she shall then declare the result. If any member fails to rise and stand until counted, he/she shall be counted as voting to sustain the decision originally made by the presiding officer.

The reading of the record of the previous meeting shall be so read upon a majority vote of those members present only. This rule supersedes any and all existing rules pertaining thereto. (1/28/65)

Sec. 4. Same - Vacation of chair.

When the president shall desire to vacate the chair, he/she may call any member to it; but such substitution shall not continue beyond adjournment.

Manual of the City Government – 2022-2023**Sec. 5. Roll Call Votes.**

On all questions and motions, the presiding officer shall take the sense of the council by a yea and nay vote, provided at least one-fifth of the members present shall so require. (9/3/87)

The order of the vote, taken by roll call, shall on the odd year, be taken by reverse alphabetical order, excluding the president. The order of the vote on even years, shall be by alphabetical order, excluding the president or chairperson. (11/20/95)

Sec. 6. Order of taking up questions

The presiding officer shall propound all questions in the order in which they are moved, unless the subsequent motion shall be previous in its nature; except, that in naming sums and fixing times, the largest sum and the longest time shall be first put, and when a motion is made to refer to any subject, and different committees are proposed, the question shall be taken in the following order:

To a standing committee of the council.

To a select committee of the council.

Sec. 6A. Disposition of defeated questions and motions

No question or motion, having been defeated at any time during a particular calendar year may be submitted again for consideration by or to the council in that same calendar year. (9/3/87)

Sec. 7. Status of motion after reading; withdrawal of motion.

After a motion is stated, or read by the clerk, it shall be deemed to be in possession of the council and shall be disposed of by vote; but the mover may withdraw it by unanimous consent, at any time before a decision or amendment.

Sec. 8. When motions shall be reduced to writing

Every motion shall be reduced to writing, if the president directs, or any member of the council requests it.

Sec. 9. Control of floor when members rise at same time

When two or more members rise at the same time, the presiding officer shall name the member who is entitled to the floor.

Sec. 10. Speaking by members

Every member, when about to speak shall rise and respectfully address the presiding officer as "Mr. President" (or "Madam President"); shall confine themselves to the question under debate and avoid personalities.

Sec. 11. Motions received when question is under debate; precedence; form of previous question; motion to strike enacting clause.

When a question is under debate, no motion shall be received but:

1. To adjourn;
2. To lay on the table;
3. For the previous question;
4. To postpone to a day certain;
5. To commit;
6. To amend; or
7. To postpone indefinitely;

Manual of the City Government – 2022-2023

which several motions shall have precedence in the above order, and the first three shall be decided without debate. The previous question shall be put in the following form;

"Shall the main question be now put?" - and all further amendments or debate of the main question shall be suspended until the previous question is decided. A motion to strike out the enacting clause of an ordinance shall be equivalent to a motion to postpone indefinitely.

Rights and Duties of Members**Sec. 12. Interrupting speaking member; calling members to order**

No member speaking shall be interrupted by another but by rising to call to order, or to correct a mistake. But if any member in speaking, or otherwise, transgress the rules of the council, the president shall, or any member may, call to order; in which case the member so called to order shall immediately sit down, unless permitted to explain; and the council, if appealed to, shall decide on the case, but without debate.

Sec. 13. Voting when conflict of interest is present

No member shall vote on any question or serve on any committee, where their private interest is immediately concerned, distinct from that of the public. Every member (not having such interest) present, when a question is put, shall vote, unless the council for special reasons excuse them; provided, however, he/she need not vote on any question except when there is a tie vote, in which case he/she shall vote.

Sec. 14. Motion for reconsideration - Notice of same

A question having been taken, any member may give notice of their intention to move a reconsideration at the next meeting, and if such notice be given, no subsequent motion to reconsider the pending question shall be entertained at the same meeting.

Sec. 15. Same - When such motion is in order; number of such motions which may be entertained.

Except as provided in section fourteen, it shall be in order for any member to move a reconsideration of any question upon which a vote shall have been taken at the same meeting, or at the succeeding meeting, if a notice to that effect has been given at the meeting at which the vote was taken, or a written notice is given to the clerk within twenty-four hours after the meeting at which the vote was taken but no more than one motion for the reconsideration of any vote shall be entertained.

Sec. 16. Number of times members may speak on same question

No member shall speak more than twice on the same question, if objection is made, without leave of the council, nor more than once until all other members choosing to speak shall have spoken.

Sec. 17. Standing up, walking around, while another member speaks

No member shall be permitted to stand up, to the interruption of another, while any member is speaking, or pass unnecessarily between the president and the member speaking.

Manual of the City Government – 2022-2023**Sec. 18. Committing, recommitting motions and reports**

All motions and reports may be committed or recommitted, at the pleasure of the council.

Sec. 19. Division of questions.

Any member may call for the division of a question where the sense will admit of it.

Sec. 20. Deciding objection to reading of paper

When the reading of a paper is called for, and the same is objected to by any members, it shall be determined by a vote of the council.

Sec. 21. Making satisfaction for violation of council rules

When any member shall violate any of the rules and orders of the council, and the council shall have determined that they have so transgressed, the president of the council may require them to make satisfaction therefore, and, in such case, he/she shall not be allowed to vote or speak, unless by way of excuse, until he/she has made satisfaction accordingly.

Sec. 22. Numbering members' seats; determining seat; changing seat

The seats of the members of the council shall be numbered from one upwards, beginning at the left of the president's chair and be determined by the President, at the beginning of each Council year and no member shall change their seat but by permission of the president.

Sec. 23. Motion for commitment precludes amendments to main

A motion for commitment, until it is decided, shall preclude all amendments of the main.

Sec. 24. Motion to adjourn; to lay on table or take up from table

A motion to adjourn shall always be in order, except upon immediate repetition, and that motion, as also the motion to lay on the table or to take up from the table, shall be decided without debate.

Sec. 25. Precedence of matters assigned to a definite time.

When a matter has been especially assigned to be taken up at a fixed hour, or at a certain stage of proceedings, such matter shall, at the time appointed, or at any time subsequent thereto, during the same or succeeding meetings, be in order upon the call of any member, and take precedence over all other business.

Manual of the City Government – 2022-2023

Order of Business**Sec. 26. Order of business**

At every regular meeting of the council the order of business shall be as follows:

1. Reading of the Record
2. Hearings
3. Appointments and Reappointments
4. Communications from the Honor the Mayor
5. Motions, Orders & Resolutions
6. Reports of Committees
7. Communications and reports from city officers
8. Presentations of petitions, memorials and remonstrances
9. Unfinished business of preceding meetings.

The above order of business shall not be departed from, except by vote of a majority of the members.

Sec. 26A. Time within which matters to be submitted to council for action at regular meeting to be received by clerk; exception.

All matters submitted to the city council for action at any regular meeting must be received by the city clerk no later than fifty-five (55) hours prior to such regular meeting, not to include any matters which a city councillor may wish to submit at such regular meeting provided, however, that where a provision of the General Laws or the Charter of the City of Salem allows a certain time period prior to submission of a matter to the city council and these rules reduces such certain time period, the rule shall not apply. (Order 1/8/76)

Sec. 26B. Time limit specified in section 26A inapplicable when fifty-five hour period falls on Saturday, Sunday or holiday

The above shall not apply in the event that the fifty-five (55) hour time limit falls on a Saturday, Sunday, or Holiday. When this is the case, the fifty-five (55) hours are to counted back to 12:00 Noon time on the City Hall working day preceding said Saturday, Sunday, or Holiday.

Sec. 26C. Rules for Testimony During “Public Testimony” portion of Regular Meetings.

The following rules shall be observed during the “Pubic Testimony” portion of Regular Meetings of the City Council, as provided for in Section 28 of Appendix A, Rules and Orders of the City Council. (11/18/2010)

1. Public Testimony presented to the City Council shall pertain only to items on the agenda of that day’s Regular Meeting of the City Council. The President may rule out of order any testimony on any other topic.
2. In order to manage Public Testimony in a reasonable amount of time, before opening the Public Testimony portion of the meeting, the President may set a time limit by which each individual presenting testimony must abide. Public Testimony portion shall not exceed fifteen (15) minutes.

Manual of the City Government – 2022-2023

3. Anyone wishing to present testimony at a City Council meeting must sign a roster and indicate the agenda item upon which they wish to speak. Rosters shall be available in the office of the City Clerk prior to the start of the meeting and in the Council Chamber thirty minutes prior to the start of the meeting. The roster (s) shall be presented to the President of the City Council at the start of the Regular Meeting. Only those individuals whose names appear on the roster may present testimony at the meeting in question.
4. Citizens providing testimony under this section shall be deemed out of order and may have their comment period terminated by the President for any of the following offenses:
 - a.
 - b. The use of vulgar, profane, or disrespectful language.
 - c. Ad hominem or personal attacks on any person, whether a member of the City Council or not;
 - d. Political speech in support of or in opposition to any candidates for public office in any local, state or federal election; and
 - e. Failure to direct comments to the President.
5. The Public Comment period is not a public hearing or a question and answer period. (Ord. 11/18/10)

Sec. 27. Acting on mayor's nominations

Nominations made by the mayor shall not be acted upon until the next meeting after such nominations are made; and such action, when taken, shall be by a ye and nay vote.

Sec. 27A. Appearance of nominees for positions before council

All nominees for positions except election precinct officers, to the various administrative boards established by the City of Salem, and all department heads except those presently employed, prior to confirmation shall appear before the City Council for examination at the next regular meeting following submission of their names by the Mayor.

Provided, however, that all department heads having once been examined need not submit to an annual re-examination unless the Council shall by majority vote deem otherwise.

Committees**Sec. 28. Committees, generally**

There shall be appointed standing committees as follows, all committees to consist of five (5) councillors, except for special or Ad-Hoc Committees & Committee of the Whole

1. Administration and Finance
2. Community and Economic Development
3. Ordinances, Licenses, and Legal Affairs
4. Government Services
5. Public Health and Safety and Environment
6. Committee of the Whole

Each Councillor shall serve on a minimum of one (1) committee. The President of the Salem City Council shall assign one Councillor as a liaison to the Historical Commission at the beginning of each calendar year.

(3/14/96)

Manual of the City Government – 2022-2023**Sec. 29. Appointment of committees**

All committees shall be appointed by the president, unless otherwise provided.

The chairperson of a committee may appoint a member of the City Council as a temporary member of said committee, when the absence of a quorum would cause a duly posted committee meeting to be canceled, postponed, or adjourned. Said temporary appointment shall not remain in effect beyond adjournment of the Committee meeting. (12-13-01)

Sec. 29A. President to name councillors to sit as members of boards or agencies

The president shall name councillors to sit as members of any boards or agencies as required by any ordinance and shall further assign councillors as liaison to other boards or agencies as in the determination of the president as required provided, however, that no council member shall be required to sit as a member or liaison to more than one such board or agency.

Sec. 29B. Disposition of matters referred to committees

Any motion, order, resolution, ordinance, report or other matter introduced at a city council meeting and referred at said meeting to a standing committee of the council, if not acted upon, either favorably or unfavorably, by the committee to which such matter was referred by the end of the calendar year in which such matter was committed, shall be deemed not to have been adopted by the committee or the council and shall be considered withdrawn from consideration for any subsequent calendar year; provided, however, that any order or resolution appropriating money which has been referred to the committee on Finance pursuant to Section 32 of these Rules at the last council meeting of any given calendar year shall be exempt from this rule. (9/3/87)

Sec. 29C. Meetings of all Committees to be audio taped

The Chairperson of every sub-committee of the City Council, shall be responsible for the audio taping of said committee meeting. Two audio cassette taping devices shall be used concurrently; one being placed at the chairperson's seat, and one shall be placed in the area where testimony shall be given before the Committee. All audio cassettes tapes shall be returned to the City Clerk, following said committee meeting, for filing in the City Clerk's Office. (1/27/00)

Sec. 30. Report of Finance committee required for action on appropriations

Every order or resolution appropriating money, shall upon its introduction into the city council, stand referred to the committee on finance, which shall consider the same and report without delay to the city council, not later than the first meeting which shall be held one week or more after said order or resolution is introduced. No further action shall be taken upon said matter until said meeting, unless said committee shall sooner report.

Sec. 30A. Ordinances relative to traffic regulations to contain police traffic department recommendation

Every ordinance relative to traffic regulations, shall upon its introduction into the City Council, contain a recommendation of the Salem Police Traffic Department.

Manual of the City Government – 2022-2023**Sec. 30B. Purchase of real property from the city**

Every request or offer to purchase real property from the City shall, upon its introduction into the City Council, stand referred to the Committee on Community Development, which shall consider said matter and develop a written recommended procedure to be followed in selling said real property. A copy of the request or offer shall be sent to the Department having custody of the property; the Engineering Department, Planning Department and Conservation Commission. The committee shall report said recommended procedure to the City Council for adoption, rejection or other appropriate action. (7/14/77)

Sec. 30C. Applications submitted to council for state or federal funds to be accompanied by document.

Any applications for Federal or State Funds, submitted to the City Council shall be accompanied, where applicable, by a document, prepared by the department, board, or commission, submitting said application.

The aforementioned document shall contain a thirty-six month (36) month projection of any operating, staffing, or maintenance costs of any facility or service provided for in said application.

Duties of the Clerk**Sec. 31. Duties of Clerk; clerk pro tempore**

In the absence of the president of the council, the clerk or assistant city clerk, or in the absence of both, the senior member present shall call the council to order and preside, until a president pro tempore shall be chosen.

The clerk or assistant city clerk shall attend and keep the records of all the meetings of the council; he/she shall also record the names of the members present and shall have the care and custody of the city records, and of all documents, maps, plans and papers, respecting the care and custody of which no other provision is made.

In case of the absence of both the city clerk and the assistant city clerk from any meeting the city council, they shall select a clerk pro tempore for such meeting.

Sec. 32. Presenting memorials and other papers to the council; lying on the table

All memorials and other papers addressed to the council shall be presented by the clerk, or by a member in thier place, who shall explain the subject thereof, and they shall lie on the table, to be taken up in the order in which they are presented, unless the council shall otherwise direct.

Suspension or Amendments of Rules and Orders**Sec. 33. Suspension, amendment of rules and orders**

These rules and orders of business shall be observed in all cases unless suspended for a specific purpose by a unanimous vote or amended by a two-thirds vote of the members. No amendment shall be acted upon until the next meeting of the council after the same is submitted.

Manual of the City Government – 2022-2023

Cushing's Manual**Sec. 34. Cushing's Manual to govern**

The rules of parliamentary practice comprised in Cushing's Manual shall govern the council in all cases to which they are applicable and in which they are not inconsistent with these rules and orders.

Sec. 35. Rules of Committees

The following rules shall apply to the conduct of committee meetings except where they may be inconsistent with these rules and orders.

1. All committee meetings shall be held in the City Council Chamber or Council subcommittee anteroom except upon a majority vote of the members of said committee.

2. All committee meetings shall be held on a day and time appointed by the committee chairperson except that no committee meeting shall be conducted prior to 6:00 P.M. on any day unless by majority vote of the members of said committee. (6/26/86)

3. In addition to public notice of committee meetings as required by law, every member of the council shall have mailed or delivered to their residence a written notice stating the day and hour of committee meetings.

4. In addition to public notice of committee meetings as required by law, each committee chairperson shall notify the City Clerk on or before Thursday at 4 P.M. of the week prior, of all committee meetings to be held the following week, except where the committee chairperson shall determine that a committee meeting must be held without such notice provided, however, that all other provisions for notice and posting are met.

Sec. 36. Discharging matters from committee

No matter previously referred to a standing committee of the city council shall at any subsequent meeting of the council be discharged from such committee without a majority vote in favor of such discharge by the members of the committee to whom the matter was referred or a two-thirds vote of the city council. (9/3/87)

Manual of the City Government – 2022-2023

CITY OFFICERS**When Elected or Appointed**

The City Election is held on Tuesday next following the first Monday in November in odd numbered years and bi-annually thereafter to elect a Mayor, for a term of four years, four Councillors-at-Large, and one member of the City Council from each ward in the city, for a term of two years from the first Monday in January, following, as well as three members of the School Committee, to serve for four years from the first Monday in January.

MAYORAL APPOINTMENTS

- ❖ Animals, Inspector of
- ❖ Cable Television & Technology Commission (7)
- ❖ Civil Defense Advisory Council (members as deemed necessary by Mayor)
- ❖ Civil Defense Director
- ❖ Coal & Commodities, Weigher of +
- ❖ Constables
- ❖ Data Processing Advisory Board (3 members)
- ❖ Dog Constable
- ❖ Fire Chief (Civil Service)
- ❖ Hay, Weigher of +
- ❖ Mayor's Staff, Chief of Staff
- ❖ Executive Secretary, Secretary, Director of Constituent Services
- ❖ Moth Suppression, Superintendent of +
- ❖ Police Marshal (Civil Service)
- ❖ Solicitor
- ❖ Assistant Solicitor
- ❖ Weights & Measures, Sealer of
- ❖ Weights & Measures, Deputy Sealer of
- ❖ Workman's Compensation Agent +

+ Obsolete

Manual of the City Government – 2022-2023

**MAYORAL APPOINTMENTS SUBJECT TO
CONFIRMATION BY THE CITY COUNCIL**

- ❖ Affordable Housing Trust Fund (12)
- ❖ Aging, Council on (9)
- ❖ Aging, Council on Director
- ❖ Animal Control Commission (5 by Mayor, 1 by Council & Dog Officer) +
- ❖ Assessors, Board of (3)
- ❖ Auditor/Director of Finance
- ❖ Deputy Auditor
- ❖ Appeals, Board of (5)
- ❖ Beautification Committee (11)
- ❖ Bicycling Advisory Committee (11)
- ❖ Building Inspector, Assistant
- ❖ Building Inspector, Second Assistant
- ❖ Building Manager, Public Works
- ❖ Capital Improvement Advisory Committee (12) +
- ❖ Cemetery Commission (5)
- ❖ Cemetery Manager
- ❖ Collector
- ❖ Community Preservation Act Committee (9)
- ❖ Conservation Commission (7)
- ❖ DPW Director
- ❖ Assistant Director of DPW
- ❖ Data Processing Director
- ❖ Designer Selection Committee (3)
- ❖ Disabilities Commission (9)
- ❖ Economic Development Industrial Corp. (7) +
- ❖ Electrician
- ❖ Engineering Assistant
- ❖ Fleet Manager
- ❖ Harbormaster
- ❖ Assistant Harbormasters (# by Mayor)
- ❖ Health, Board of (5) Board appoints Health Agent
- ❖ Hearing/Parking Clerk
- ❖ Historical Commission (7)
- ❖ Housing Authority (5)
- ❖ Industrial Development Commission (7) +
- ❖ Industrial Development Finance Authority (5) +
- ❖ Licensing Board (3)
- ❖ Market Agent (obsolete)
- ❖ Market & Tourist Commission (5) +
- ❖ Park and Recreation Commission (5)
- ❖ Parking Department Executive Director
- ❖ Personnel Board (5)
- ❖ Personnel/Human Resources Director
- ❖ Physician
- ❖ Planning Board (9)
- ❖ Planning Director
- ❖ Assistant Planning Director
- ❖ Public Property Director
- ❖ Purchasing Agent
- ❖ Redevelopment Authority (5)

Manual of the City Government – 2022-2023

**MAYORAL APPOINTMENTS SUBJECT TO
CONFIRMATION BY THE CITY COUNCIL**

(CONTINUED)

- ❖ Registrars of Voters (3)
- ❖ Renewable Energy Task Force (7)
- ❖ Retirement Board (3)
- ❖ Scholarship Education (4)
- ❖ Shade Trees, Superintendent of
- ❖ Traffic and Parking Board (5)
- ❖ Treasurer
- ❖ Assistant Treasurer
- ❖ Trust Fund Commission (4)
- ❖ Youth Commission
- ❖ Veteran's Agent
- ❖ Waterways Advisory Board (9) +
- ❖ Zoning Enforcement Officer

+ Obsolete

Manual of the City Government – 2022-2023

MUNICIPAL REGISTER

(As of January 2020)

- Assessors** – Stephen Cortes, Director
 Asst. Assessors – Jim Bond, James Hall
 Clerks - Gloria Felix, DeLinda Dell’Orfano
- Cemetery, Shade Tree/Open Spaces** – David Knowlton, Director, Public Services
 General Foreman – Vacant
 Foremen - Brian Hughes, Mike Albert
 Administrative Assistant – Kelly Ryan
- Clerk, City** – Ilene Simons, City Clerk
 Assistant City Clerk – Council – Maureen Elizabeth Fisher
 Assistant City Clerk - Elections – Rochelle Sport
 Clerks – Lillibeth Tejada, Kristen Sacco, Aimee LaPointe
 Alexander Ayube, Vacant (PT)
- Collector** – Bonnie Celi
 Assistant Collector – Sarah Sosnowski
 Clerks – Aracelis Mejia, Jonas Wizda
- Community Services – Council on Aging/ Park & Recreation**
 Superintendent – Patricia O’Brien
 Council on Aging Director – Teresa Gove Arnold
 Facility Manager – Joe Candelaria
 Program and Volunteer Manager – Kathy McCarthy
 Council on Aging Activities Program Coordinator – Rosanna Donahue
 Recreation Program Coordinator – Caroline Robitaille
 Council on Aging Social Services Supervisor - Sharon Felton
 Council on Aging Social Service Outreach – Lynne Barrett
 Council on Aging Social Service Outreach – Alyssa Flynn
 Clerks – Claudia Forgione, & Wendolyn Espinosa
 Council on Aging Transportation Coordinator – Annie O’Shea
 Council on Aging Nutrition Coordinator – Erica Blumberg
 Superintendent Old Salem Green Golf Course – Paul Lever, Jr.
 Golf Course Clubhouse Manager – Scott McDonald
 Winter Island Manager – Dave Gilbert
 Witch House/Pioneer Village Manager – Elizabeth Peterson
 Receptionist – Cynthia Buonfiglio
 Park Foremen – Katherine Nieman
 Custodian – Jared Camire
- Electrical** – City Electrician, John J. Giardi
 Wire Inspectors - Mark Rochon, Christopher Rouse
 Signal Maintainer/Working Foreman – Richard Parent
 Signal Maintainer – Kenneth Vallante
 Principal Clerk – Heather Lyons-Paul
- Engineering**– David Knowlton, City Engineer
 Receptionist/Clerk – Cheryl Cripps
- Water
 Cross Connection Control – David Knowlton
 Water Registrar –
 Asst. Water Registrar –
 Principal Clerk – Rayleen McGrath
- Finance Director/Auditor** – Anna Freedman
 Assistant Finance Director/Deputy Auditor – Justin MacCutcheon
 Accounting Assistant/Budget Analyst – Elizabeth Smith
 Principal Accounting Clerk – Michael Walsh

Manual of the City Government – 2022-2023

FIRE CHIEF –Alan Dionne

Deputy Chiefs: Scott Austin, Antonio Marfongelli, John Payne, Keith Pelletier

Captains: Matthew Darisse, Peter Digiacomio, Gerard Frechette, Seth Hagerty, Benjamin Potvin, Wayne Silva, Richard W.Thomas, Patrick Tobin, Thomas Tremblay

Lieutenants: Kasim Al-Nabulsi, Scott Bolduc, Erin Bonitto, William Bresnahan, Jr, Thomas Brophy, Timothy G. Flynn, Andrew Francis, Justin Henderson, Joseph Jurase, Phillip Lohnes, Stephen McCarthy, Christopher Palamara, Ryan Riley, Douglas Sanville, E. Peter Schaeublin, Steven Twomey

Firefighters: Rene Arroyo, Manual Ataide, Stephen Baccari, Fernando Baez, Aaron Bingham Daniel Blanchette, Keith Brennan, Patrick Burke, Edward Burns, Don Cardoza, Taylor Charlton, Raymond J. Cooke, Michael Croke, Paul C. DeFranco, Michael Doherty, Christopher Donahue, Michael S. Edge, Johnny Encarnacion, Patrick J. Finnemore, Lawrence Gaudet, Daniel J. Geary, Jr., Matthew Gifford, Sean Hebert, Robert P. Jellison, Matthew Keane, James K. Koen, Raymond E. Krajeski, Dean Larrabee, Michael Lawhorne, Richard L. LeBlanc, Michael Levesque, Chad Masse, Christopher Nadeau, Nicholas Newhall, William Nolasco, Edward G. O'Keefe, Kevin O'Keefe, Joshua Oxton, Brandon Payne, Jeffery Reyes, Christopher Rouse, Raymond Rust, Tyler Rybicki, Daniel Saffer, Andrew Sievert, Brad Sullivan, Bernard W. Szczechowicz, Jason Tarasuik, Kennys Tejada, Randy Theriault, Richard P. Thomas, III, Kevin Welch

Recruit Firefighters: None

Office Manager: Ashley E. Sullivan

Executive Secretary: Cynthia Dichirico

Fire Apparatus Repairperson: John Addison

Fire Alarm Supervisor: Shawn Lerner

Fire Alarm Operators: Amanda Broughton, Clint Larrabee, Timothy Price, Margaret Trefrey, Jonathon Whitmore

Harbormaster – William McHugh, Harbormaster

Deputy Harbormaster – Patrick J. Mulligan

Assistant Harbormasters – Mark Cassola, Kevin Cleary,

Gerald D'Angelo, Joe Dunn, Kevin French, Joe Levesque, Ryan Knight, Gary Nicgorski,

Health – David Greenbaum- Health Agent

Senior Sanitarian – Elizabeth Gagakis, REHS

Sanitarian - Jeffrey Barosy, Janice Duhaime, Janet Mancini

Health and Wellness Coordinator – Kerry Murphy

Physician - Joseph J. Miaskiewicz, MD

Inspector of Animals – Donald R. Famico

Public Health Nurse – Suzanne Darmody, RN BSN

Clerk – Maureen Davis

Housing Authority –Executive Director – Cathy Hoog

Asst. Executive Director- Debra A. Tucker

Federal Programs Administrator - Jacqueline A. Guzman

Public Housing Administrator - Lorri A. DeFrancesco

Maintenance Operations & Facilities Manager – Randel G. Comito

Human Resources – Director, Lisa B. Cammarata, Esq.

Office Manager - Alicia Brady

Benefits Manager – Jim Taliadoros

Benefits Coordinator School Dept. – Linda Richard

Personnel Assistant – Amy O'Keefe

Information Technology – Chief Information Officer - Matthew Killen,

Deputy Chief Information Officer - Roberta Gansenberg

Enterprise Systems Manager – Olle Duijvesteijn

Manual of the City Government – 2022-2023

Library – Tara Mansfield, Director

Licensing Board – Sgt. Michael Ball, Licensing Board

Investigator

Clerk - Melissa Pagliaro

Mayor –Kimberley Driscoll

Executive Secretary – Jennifer Wessell

Chief of Staff – Dominick Pangallo

Constituent Services Dir. & Latino Affairs Coordinator – Julio Mota

Constituent Services Assistant – Sarah Cahill

Traffic & Parking – David Kucharsky, Director, Traffic and Parking Department

Nicholas Downing – Assistant Director, Traffic and Circulation

Russell Findley, Mobility Coordinator

Alan Sullaway – Assistant Director, Parking Operations

Supervisors – Marjorie Nelson, Marissa Romeo, Tim Summit, Mark Ricklefs, George Gagne

Meter Collection/Repair/Maintenance – Mark Henderson, Richard Mendeville, Pedro Merced, Michael Wong*

Meter Enforcement - Dawne Ramsdell, Marilyn Conerty, Darren Rustin, Gloria Merrill*,

Security and Support – Darrell Wyde*, Gerald Darcy*

(*part-time)

Planning & Community Development –

Tom Daniel, AICP, Director

Amanda Chiancola, AICP, Assistant Planning Director

Jane A. Guy, Asst. Community Development Director

Julia D. Medina, Budget Coordinator

Kate Newhall-Smith, Principal Planner

Tom Devine, AICP, Senior Planner

Julie Barry, Senior Planner – Arts & Culture

Katherine Kennedy – Planner / Conservation Agent

Naomi Francisco, Housing Coordinator

Patricia Kelleher, Preservation Planner

Seth Lattrell – Port Authority Deputy / Planner

Cassandra Moskos – AICP, Senior Planner

Daniel Laroe – Planner

Elena Elmert – Planner

Beth Forrestal – Planning Assistant

Chelsea Titchenell – Planning Assistant

POLICE CHIEF – Lucas J. Miller

Captains – Mark Losolfo, Frederick Ryan, Marc Berube, John Burke

Lieutenants – Matthew M. Desmond, John E. Doyle, John Gaudet, Kristian H. Hanson, Robert A. Lubas, Kevin St. Pierre, David Tucker

Sergeants – Sean Andrus, Michael Ball, Michael Dunn, Eric Gagnon, Deni Gaito, Rafael Gonzalez, Jason Gross, Erik Manninen, Gilbert Priddy, Daniel Tucker, Robert Monk, James Bedard, Matthew Fisher, Kevin McDonnell, Eric Connolly

Patrol Officers - Ryan Arundel, Jason Balzarini, Corey Boulay, Cara Buckley, Ian Canty, Aaron Carter, Steven Claudino, Sean Coughlin, Thomas Crabtree, Robert J. Cunningham, Robert Dee, Michael Desmarais, Justin Engdahl, Dominic Famico, Ryan Frias, DeeJay Gagnon, Brett Gauthier, Corey Gauthier, Joshua Gerrard, Edgar Green, Aeron Hernando, Michael Jaworski, Jonathan Julio, Kevin Lam, Dino Loconte, Dennis Luti, Teghan Malionek, Patrick McMenimen, Kristina Monk, John Moran, Daniel Musto, Thai Nguyen, Jhonathan Rodriguez-Nunez, Tracy O'Leary, Katherine Ortega, Thomas Pelletier, Edward Pierce, Keith R. Reardon, Wesley Regan,

Manual of the City Government – 2022-2023

William D. Riley, Juan Martinez-Rodriguez, Jessica Rondinelli, Victor Ruiz, Jr., Devyn Ryan, Charlene Sano, Matthew Scialdone, Derek Sears, Thomas Shute, Neil Sicard, Jonathan Springer, Brian St. Pierre, Keegan Stokes, Roberson Troncoso, Michael Vangelist, Dillon VanLoon, Sean Whitaker, Derek White, Max Zirin

Dispatchers – Jack Crawley, Michael Prosniewski, Sarah Romeos, Melissa Saraiva, Katelyn Zirin

Police Records Department – Records Clerks: Ann Marie Greene, Indhira German

Animal Control Officer – Donald Famico

Chief's Administrative Aide – Robert Mulligan

Administrative Assistants – Jayne Connors, Accounts Payable, Frederick Greener, Payroll

Custodian – George Christy

* Academy

Public Property – Thomas St. Pierre, Director of Inspectional Services, Building Inspector and Zoning Officer

Director of Facilities & Chief Construction Project Manager – Michael Lutrzykowski

Assistant Building Inspectors – Stavoula Orfanos

Gas & Plumbing Inspector - Vacant

Sealer of Weights & Measure – John Doyle

Clerks - Sally C. Murtagh, Marcia Kirkpatrick

Public Services – David Knowlton, Director

Central Motors – Daniel Capriotti, Fleet Foreman

Cemetery, Open Space & Shade Tree – Vacant,

Park Maintenance – Ray Jodoin, Operations Manager

Water/Sewer/Street – Richard Beauregard, Head Water/Sewer Foreman

Principal Account Clerk – Brian Pszenny

Data Analyst – Shawn Santos

Purchasing Agent Chief Procurement Officer – Anthony P. Delany

Assistant Purchasing Agent – Vacant

Purchasing Agent – Cynthia Theriault

Redevelopment Authority – Tom Daniel, AICP, Executive Director

Kate Newhall-Smith, Principal Planner

Retirement, Contributory – Dominick Pangallo, Chairperson

Executive Director, Paul E. Findlen

Assistant Administrator - Nancy Hersey

School – Dr. Stephen Zrike, Supt. of Schools

Deputy Supt. of Schools, Teaching and Learning - Kate Carbone

Executive Director, Special Education Linda Farinelli

Asst. Supt. Finance – Mary DeLai

Building Services – Zissis Alepakis

High School Principal – Glenn Burnes

Executive Secretary – Mindy Marino

Executive Secretary to School Committee – Jensen Frost

Solicitor, City - Atty. Elizabeth Rennard

Assistant Solicitor – Atty. Victoria Caldwell

Assistant Solicitor – Sharyn Lubas

Director Diversity, Equity & Inclusion – Regina Zaragoza Frey

Paralegal – Joanne Roomey

Treasurer, City – Kathleen McMahon

Assistant Treasurer – Rachel Blaisdel

Principal Account Clerk – Elaine Cook

Payroll Coordinator – Caroline Nye

Veterans Services - Director of Veterans Services – Kim F. Emerling

Administrative Assistant – Elizabeth Covino

Manual of the City Government – 2022-2023

BOARDS AND COMMISSIONS
(As of March 2022, Subject to Change)

Affordable Housing Trust Fund Board of Trustees

Mayor Kimberley Driscoll, Chair, term expires January 1, 2023
 Filipe Zamborlini, Vice Chair term expires March 25, 2023
 John Boris, Treasurer, term expires January 14, 2023
 Rebecca Curran, term expires January 25, 2024
 Linda Fairbanks Atkins, term expires October 14, 2023
 Christopher Malstrom, term expires October 14, 2023
 Mickey Northcutt, term expires May 26, 2024
 James Willis, term expires October 28, 2022
 Patricia Morsillo, Councillor Ward 3, City Council President, term expires December 31, 2022
 Jeff Cohen, Councillor Ward 5, term expires December 31, 2022
 Caroline Watson-Felt Councillor Ward 2, term expires December 31, 2022
 Meetings held 1st Tuesday of the month, 98 Washington St. at 6:00 PM

Aging, Council on (9) (Term 3 Years)

George Barbuzzi, term expires February 22, 2021
 Abigail Butt, term expires March 1, 2023
 Julie Carver, term expires March 1, 2023
 Donna Clifford, term expires Feb. 1, 2022
 Lynda Coffill, Chairperson, term expires April 25, 2022
 Kristin Macek, term expires Feb. 27, 2023
 John Russell, Vice-Chair, term expires Nov. 15, 2021
 Patricia Small, term expires Jan. 14, 2024
 Alice Williams, term expires Nov. 15, 2021
 Meetings held 3rd Wednesday of month at 401 Bridge Street at 5:15 P.M. (except July & August)

Appeal, Board of (5) (Term 3 Years)

Michael Duffy, term expires July 1, 2022
 Peter A. Copelas, Vice Chair term expires March 8, 2023
 Carly McClain, term expires June 10, 2026
 Rosa Ordaz, term expires May 1, 2023
 Steven Smailey, alternate, term expires April 11, 2023
 Paul Viccica, term expires May 1, 2025
 Meetings held 3rd Wednesday of month, 98 Washington St. at 6:30 P.M.

Assessors, Board of (3) (Term 3 Years)

Richard W. Jagolta, Jr., Chairman, term expires Feb. 1, 2025
 Robert Millerick, term expires March 1, 2023
 Catherine Zelano, term expires February 22, 2024
 Meetings held at Room 6, City Hall, as needed

Beautification Committee (11) (Term 3 Years)

Giulia Bellofatto, term expires April 13, 2020
 Sara Fiore, term expires February 22, 2021
 Mary Ellen Halliwell, term expires March 1, 2020
 Lisa Lyons, Chairperson, term expires Jan. 10, 2019
 Sandra Power, term expires March 1, 2020
 Barbara Sirois, term expires June 1, 2018
 Annie Scott, term expires February 22, 2021
 Bill Doane, term expires March 22, 2021

Manual of the City Government – 2022-2023

Meetings held 2nd Tuesday of month, City Hall Annex at 7:00 P.M.

Bicycling Advisory Committee (11)

John Wathne, Chair, term expires September 12, 2022

Michael Williamson, Vice Chair, term expires February 11, 2025

Matt Caruso, term expires February 11, 2022

Colleen Downie, term expires February 13, 2023

Josh Gillis, term expires February 14, 2025

Michael Jaros, term expires February 11, 2025

Alexandra Maranto, term expires September 12, 2022

Jane O'Leary, term expires July 20, 2023

Eric Papetti, term expires January 14, 2025

Connor Ryan, term expires February 11, 2025

Meetings held 1st Wednesday of month, 98 Washington St at 6:30 P.M.

Cable Television & Technology Commission (7)

Laura DeToma-Swanson, term expires March 8, 2020

Olle Duijvesteijn, Chairman, term expires March 8, 2020

William Simons, term expires March 8, 2020

Linda J. Vaughn, term expires March 8, 2020

Kevin Walker, Chairman, term expires March 8, 2020

City Councillor Appt. by Council President

Cemetery Commissioners, Board of (5) (Term 3 Years)

Patricia Donahue, term expires Feb. 1, 2022

Anthony O'Donnell, term expires Feb. 14, 2022

Beth Gerard, term expires Feb. 1, 2022

Jennifer Ratliff, term expires Feb. 11, 2022

Meeting held as needed

Community Preservation Act Committee (9) (Term 1, 2 & 3 Years)

Bart Hoskins, Chair, term expires February 14, 2025

Carole Hamilton, Vice Chair, term expires November 10, 2023

John Boris, term expires May 19, 2024

Robert Callahan, term expires September 15, 2023

Deborah A. Greel, term expires May 23, 2024

Joy Livramento-Bryant, term expires May 10, 2024

Ed Moriarty, term expires May 23, 2022

Mickey Northcutt, term expires March 1, 2022

Mark Pattison, term expires August 7, 2024

Meetings held 2nd Tuesday of the month at 98 Washington St.

At 6:00 PM

Conservation Commission (7) (Term 3 Years)

Gregory St. Louis, Chairman, term expires Sept. 15, 2023

Bart Hoskins, Vice Chair term to expires February 22, 2024

Thomas Campbell, term expires February 22, 2024

Tyler Glode, term expires February 22, 2024

Judith Kohn, term expires November 15, 2022

Thomas Philbin, term expires March 24, 2025

Daniel Ricciarelli, term expires March 1, 2025

Meetings held 3rd Tuesday of month, 98 Washington St at 6:30 P.M.

Manual of the City Government – 2022-2023**Cultural Council**

John Dobroski, Chair, term expires June 27, 2023
 Matthew Cornell, term expires June 23, 2023
 Jess Conger-Henry, term expires June 12, 2024
 Ziggy Hartfelder, term expires June 9, 2024
 Samuel Lim, term expired June 12, 2024
 Matthew Malone, term expires August 25, 2024
 Robin Panzer, Term to Expire April 14, 2025
 Allie Shvonski, term expires April 8, 2025
 Meetings held the 4th Tuesday of the month, 98 Washington St. at 7:00 P.M.

Design Review Board

Paul Durand, Chair, term expires March 10, 2025
 David Jacquith, term expires February 22, 2024
 Glenn Kennedy, term expires February 22, 2024
 Catherine Miller, term expires March 1, 2024
 Marc Perras, term expires March 1, 2023
 Helen Sides, term expires March 1, 2023
 J. Michael Sullivan, term expires June 11, 2025
 Meetings held 4th Wednesday of the month, 98 Washington St at 6:00 P.M.

Designer Selection Committee (3) (Term 1, 2 & 3 Years)

Tom Daniel, Director DPCD or designee, term expires September 14, 2023
 Jenna Ide, Dir. of Capital Projects or Designee, term expires Sept. 14, 2023
 Thomas St. Pierre, Bldg. Inspector or designee, term expires Sept. 14, 2023
 Meetings held as needed

Disabilities, Commission (9) (Term 2 & 3 Years)

Darren Black, term expires April 23, 2023
 Rebecca Christie, term expires April 13, 2023
 Ezekiel Holt, term expires November 15, 2021
 Debra Lobsitz, Chairperson, term expires, March 1, 2023
 Maureen McKinnon, term expires June 27, 2022
 David Moisan, term expires June 1, 2022
 Kerry Neenan, term expires February 14, 2022
 John Young, term expires March 24, 2022
 Kate Zuraw, term expires January 14, 2022
 Meetings held 3rd Tuesday of month, SATV Boardroom, 285
 Derby St., at 4:30 P.M.

Harbor Port Authority (7)

Michael Rutstein, Chair, term expires April 12, 2021
 Mayor Kimberley Driscoll
 Col. Meaghan LeClerc, term expires January 12, 2023
 Fred Atkins, term expires March 23, 2025
 Kathy Winn, term expires January 12, 2023
 Ward 1 Councillor Robert McCarthy, term expires December 31, 2022
 Meetings held 1st Thursday of the month 98 Washington St. at 5:00 P.M.

Health, Board of (5) (Term 3 Years)

Paul Kirby, term expires March 1, 2023
 Dr. Jeremy Schiller Chair, term expires February 22, 2024
 Sara Moore, term expires March 26, 2023
 Geraldine Yugas, term expires April 14, 2025
 Datanis Elias, Esq, term expires July 21, 2022
 Meetings held 2nd Tuesday of month, 98 Washington St. at 7:00 P.M.

Manual of the City Government – 2022-2023**Historical Commission (7) (Term 3 Years) (2 Alt- 2 Yr Term)**

Laurence S. Spang, Chair, term expires January 10, 2025

Vijay Joyce, Vice Chair term expires March 1, 2023

Reed Cutting, Alternate, term expires March 1, 2023

Rebecca English, term expires March 1, 2025

Jamie Graham, term expires April 11, 2025

Mark Meche, term expires, September 10, 2023

Milo Martinez, Alternate, term expires February 22, 2025

Mark Pattison, term expires June 28, 2024

Meetings held 1st & 3rd Wednesday of month, 98 Washington St. at 7:00PM

Housing Authority (5) (Term 5 Years)

Charity Lezama, Chair, term expires Sept. 13, 2023

Benjamin Shallop, term expires March 28, 2024

John A. Boris, term expires May 11, 2027

Mayor Kimberley Driscoll, Assistant Treasurer term expires Feb. 1, 2021

Veronica Faustino, Tenant Representative, term expires April 28, 2026

Cathy Hoog - Executive Director

Anne M. Cameron, Executive Secretary

Meetings held 2nd Wednesday of month, 27 Charter Street at 6:00 P.M.

Licensing Board (3) (Term 6 Years)

Gary Barrett, term expires February 8, 2024

Deborah Greel, term expires December 3, 2021

Gary Santo Jr., term expires June 1, 2022

Meetings held as needed

Park & Recreation Commission (5)

Chris Burke, term expires May 1, 2017

Robert Callahan, term expires June 1, 2020

Amy Everitt, term expires April 27, 2022

James Shea, term expires May 1, 2021

Deborah Amaral, term expires May 1, 2018

Meetings held 3rd Tuesday of month, 401 Bridge St. at 6:45 P.M.

Planning Board (9) (Term 5 Years)

William Griset Jr., Chair term expires March 1, 2025

Kirt Rieder, Vice Chair term expires July 1, 2026

Zachary Caunter, term expires March 10, 2026

Thomas Furey, term expires June 25, 2025

Carole Hamilton, term expires July 1, 2026

Helen Sides, term expires July 1, 2023

Sarah Tarbet, term expires March 1, 2024

Todd Waller, term expires May 24, 2023

Meeting held 1st and 3rd Thursday of month, 98 Washington St.
at 6:30 P.M.

Public Arts Commission (7)

Norene Gachignard, Chairperson, term expires January 11, 2024

John Andrews, Vice Chair, term expires July 20, 2023

Kurt Ankey-Beauchamp, term expires January 11, 2023

Catherine Bertrand, term expires January 11, 2024

Janine Liberty, term expires November 15, 2022

Carly Dwyer Naik, term expires September 13, 2022

Meetings held 3rd Tuesday of month, 98 Washington St at 6:30 P.M.

Manual of the City Government – 2022-2023**Public Library Trustees (7) (Life-Term)**

Mayor Kimberley Driscoll, Chairperson ex-officio

Greg April

Kirsten Austin

Atty. Maria D. Buckley

Leinado Marte

Robert Morin

Kerry Rourke

Meetings held at Salem Public Library, 370 Essex St., 2nd to last

Thursday of month at 4:00 P.M. (Jan., Feb., April, June, Sept., Nov.)

Redevelopment Authority (5) (Term 5 Years)

Grace Napolitano, Chair term expires January 26, 2027

Dean Rubin, Vice Chair, term expires April 13, 2027

David Guarino, Treasurer, term expires April 13, 2027

Cynthia Nina-Soto, term expires December 8, 2026

Christine Madore, State Appt., term expires August 16, 2025

Meetings held 2nd Wednesday of month, 98 Washington St. at 6:00 P.M.

Registrars of Voters (3) (Term 3 Years)

Ilene Simons, Member Ex-Officio & City Clerk

Charles Barton, term expires March 1, 2023

Donald Bates, term expires July 19, 2024

Alexandra Pineros-Shields, term expires June 23, 2025

Meetings held in Council Chambers, as needed

Retirement Board, Contributory (3) (Term 3 Years)

Anna Freedman, Dir. of Finance, Ex-officio

Dominick Pangallo, Mayors Appointee – Chair, Term expires April 1, 2025

Robert W. Callahan, First Elected Member, December 1, 2024

Sarah Hayes, Second Elected Member, term expires December 1, 2024

Matthew Venio, Fifth Member, term expires March 24, 2025

Paul E. Findlen, Executive Director

Meetings held last Wednesday of month 20 Central St., Suite 110,

12:00 P.M.

School Committee (6) (Term 4 Yrs-3 positions every 2 yrs)

Mayor Kimberley L. Driscoll, Chairperson ex-officio

James Fleming, term expires 1st Monday in Jan., 2024

Mary Manning, term expires 1st Monday in Jan., 2024

Dr. Kristin Pangallo, term expires 1st Monday in Jan., 2024

Amanda Campbell, term expires 1st Monday in Jan., 2026

Beth Anne Cornell, term expires 1st Monday in Jan., 2026

Manny Cruz, term expires 1st Monday in Jan., 2026

Jensen Frost, Executive Secretary

Meetings held 1st & 3rd Monday of month, 29 Highland

Avenue at 7:00 P.M.

Manual of the City Government – 2022-2023

Scholarship Education Committee (10)

Andrew Boucher, term expires September 10, 2023
Tyler Carlton, term to expire June 1, 2022
Gabriel Yeager term to expire September 10, 2023
Elizabeth McGovern, term to expire June 1, 2022
Cynthia Nina-Soto, term expires September 12, 2022
Sam Lim, term to expire April 14, 2025
Dr. Tayla Rose, term to expire March 28, 2022
Armerys Suarez, term to expire September 10, 2023
Amy Stewart, term to expire April 11, 2022
Lynne Mullen Superintendent's designee
Meetings held 2nd Monday of month, City Hall Annex at 6:30 P.M.

Sustainability, Energy, and Resiliency Committee (7)

Jeff Barz-Snell, term expires Dec. 3, 2018
Chris Cantone, Alternate Member, term expires September 14, 2020
Jeffrey Cohen, term expires April 14, 2019
Dr. John Hayes, term expires Dec. 3, 2018
Christine Kobyljanec, term expires December 8, 2019
Gail Kubik, term expires September 22, 2019
Richard Nye, term expires Dec. 3, 2018
Lisa Kay Rosenthal, term expires July 20, 2020
Meetings held 3rd Thursday of every month, City Hall Annex at 6:30 P.M.

Traffic and Parking Commission (5)

Eric Papetti, term expires October 12, 2023
Robin Seidel, term expires September 29, 2018/27/2021
Tanya Shallop, term expires October 12, 2023
Jeff Swartz, term expires 9/29/2022
Chief Lucas Miller or his Designee, Salem Police Department
Lt. David Tucker, Salem Police Department
Meetings held 1st and 3rd Thursday of month, City Hall Annex at 6:00 P.M.

Trust Fund Commissioners (4) (Term 12 Years)

Mayor Kimberley Driscoll, Chairperson ex-officio
William Goreham, term expires November 10, 2021
Sumner Jones, term expires April 1, 2020
Richard Lobsitz, term expires April 1, 2023
F. Kay Fouhey, Clerk
Meetings held 2nd Thursday of month Mayor's Office, 5:30 P.M.

Trustees of Low Educational Fund (3)

Mayor
President of City Council
Vice Chairman of School Committee
Meetings held in Mayor's Office, City Hall

Youth Commission

(due to COVID-19 no current members)

Manual of the City Government – 2022-2023

OPEN MEETING LAW*
MGL Ch. 30A Secs. 18-25

Section 18. [Definitions] As used in this section and sections 19 to 25, inclusive, the following words shall, unless the context clearly requires otherwise, have the following meanings:

“Deliberation”, an oral or written communication through any medium, including electronic mail, between or among a quorum of a public body on any public business within its jurisdiction; provided, however, that “deliberation” shall not include the distribution of a meeting agenda, scheduling information or distribution of other procedural meeting or the distribution of reports or documents that may be discussed at a meeting, provided that no opinion of a member is expressed.

“Emergency”, a sudden, generally unexpected occurrence or set of circumstances demanding immediate action.

“Executive session”, any part of a meeting of a public body closed to the public for deliberation of certain matters.

“Intentional violation”, an act or omission by a public body or a member thereof, in knowing violation of the open meeting law.

“Meeting”, a deliberation by a public body with respect to any matter within the body’s jurisdiction; provided, however, “meeting” shall not include:

(a) an on-site inspection of a project or program, so long as the members do not deliberate;

(b) attendance by a quorum of a public body at a public or private gathering, including a conference or training program or a media, social or other event, so long as the members do not deliberate;

(c) attendance by a quorum of a public body at a meeting of another public body that has complied with the notice requirements of the open meeting law, so long as the visiting members communicate only by open participation in the meeting on those matters under discussion by the host body and do not deliberate;

(d) a meeting of a quasi-judicial board or commission held for the sole purpose of making a decision required in an adjudicatory proceeding brought before it; or

(e) a session of a town meeting convened under section 9 of chapter 39 which would include the attendance by a quorum of a public body at any such session.

“Minutes”, the written report of a meeting created by a public body required by subsection (a) of section 22 and section 5A of chapter 66.

“Open meeting law”, sections 18 to 25, inclusive.

“Post notice”, to display conspicuously the written announcement of a meeting either in hard copy or electronic format.

“Preliminary screening”, the initial stage of screening applicants conducted by a committee or subcommittee of a public body solely for the purpose of providing to the public body a list of those applicants qualified for further consideration or interview.

“Public body”, a multiple-member board, commission, committee or subcommittee within the executive or legislative branch or within any county, district, city, region or town, however created, elected, appointed or otherwise constituted, established to serve a public purpose; provided, however, that the governing board of a local housing, redevelopment or other similar authority shall be deemed a local public body; provided, further, that the governing board or body of any other authority established by the general court to serve a public purpose in the commonwealth or any part thereof shall be deemed a state public body; provided, further, that “public body” shall not include the general court or the committees or recess commissions thereof, bodies of the judicial branch or bodies appointed by a

Manual of the City Government – 2022-2023

constitutional officer solely for the purpose of advising a constitutional officer and shall not include the board of bank incorporation or the policyholders protective board; and provided further, that a subcommittee shall include any multiple-member body created to advise or make recommendations to a public body.

“Quorum”, a simple majority of the members of the public body, unless otherwise provided in a general or special law, executive order or other authorizing provision.

Section 19. Division of Open Government; Open Meeting Law Training; Open Meeting Law Advisory Commission; Annual Report

(a) There shall be in the department of the attorney general a division of open government under the direction of a director of open government. The attorney general shall designate an assistant attorney general as the director of the open government division. The director may appoint and remove, subject to the approval of the attorney general, such expert, clerical and other assistants as the work of the division may require. The division shall perform the duties imposed upon the attorney general by the open meeting law, which may include participating, appearing and intervening in any administrative and judicial proceedings pertaining to the enforcement of the open meeting law. For the purpose of such participation, appearance, intervention and training authorized by this chapter the attorney general may expend such funds as may be appropriated therefor.

(b) The attorney general shall create and distribute educational materials and provide training to public bodies in order to foster awareness and compliance with the open meeting law. Open meeting law training may include, but shall not be limited to, instruction in:

- (1) the general background of the legal requirements for the open meeting law;
- (2) applicability of sections 18 to 25, inclusive, to governmental bodies;
- (3) the role of the attorney general in enforcing the open meeting law; and
- (4) penalties and other consequences for failure to comply with this chapter.

(c) There shall be an open meeting law advisory commission. The commission shall consist of 5 members, 2 of whom shall be the chairmen of the joint committee on state administration and regulatory oversight; 1 of whom shall be the president of the Massachusetts Municipal Association or his designee; 1 of whom shall be the president of the Massachusetts Newspaper Publishers Association or his designee; and 1 of whom shall be the attorney general or his designee.

The commission shall review issues relative to the open meeting law and shall submit to the attorney general recommendations for changes to the regulations, trainings, and educational initiatives relative to the open meeting law as it deems necessary and appropriate.

(d) The attorney general shall, not later than January 31, file annually with the commission a report providing information on the enforcement of the open meeting law during the preceding calendar year. The report shall include, but not be limited to:

- (1) the number of open meeting law complaints received by the attorney general;
- (2) the number of hearings convened as the result of open meeting law complaints by the attorney general;
- (3) a summary of the determinations of violations made by the attorney general;
- (4) a summary of the orders issued as the result of the determination of an open meeting law violation by the attorney general;
- (5) an accounting of the fines obtained by the attorney general as the result of open meeting law enforcement actions;

Manual of the City Government – 2022-2023

(6) the number of actions filed in superior court seeking relief from an order of the attorney general; and

(7) any additional information relevant to the administration and enforcement of the open meeting law that the attorney general deems appropriate.

Section 20. Meetings of a Public Body to be Open to the Public; Notice of Meeting; Remote Participation; Recording and Transmission of Meeting; Removal of Persons for Disruption of Proceedings

(a) Except as provided in section 21, all meetings of a public body shall be open to the public.

(b) Except in an emergency, in addition to any notice otherwise required by law, a public body shall post notice of every meeting at least 48 hours prior to such meeting, excluding Saturdays, Sundays and legal holidays. In an emergency, a public body shall post notice as soon as reasonably possible prior to such meeting. Notice shall be printed in a legible, easily understandable format and shall contain the date, time and place of such meeting and a listing of topics that the chair reasonably anticipates will be discussed at the meeting.

(c) For meetings of a local public body, notice shall be filed with the municipal clerk and posted in a manner conspicuously visible to the public at all hours in or on the municipal building in which the clerk's office is located. For meetings of a regional or district public body, notice shall be filed and posted in each city or town within the region or district in the manner prescribed for local public bodies. For meetings of a regional school district, the secretary of the regional school district committee shall be considered to be its clerk and shall file notice with the clerk of each city or town within such district and shall post the notice in the manner prescribed for local public bodies. For meetings of a county public body, notice shall be filed in the office of the county commissioners and a copy of the notice shall be publicly posted in a manner conspicuously visible to the public at all hours in such place or places as the county commissioners shall designate for the purpose.

For meetings of a state public body, notice shall be filed with the attorney general by posting under the procedures established for this purpose and a duplicate copy of the notice shall be filed with the regulations division in the state secretary's office.

The attorney general shall have the authority to prescribe or approve alternative methods of notice where the attorney general determines such alternative will afford more effective notice to the public.

(d) The attorney general may by regulation or letter ruling, authorize remote participation by members of a public body not present at the meeting location; provided, however, that the absent members and all persons present at the meeting location are clearly audible to each other; and provided, further, that a quorum of the body, including the chair, are present at the meeting location. Such authorized members may vote and shall not be deemed absent for the purposes of section 23D of chapter 39.

(e) A local commission on disability may by majority vote of the commissioners at a regular meeting authorize remote participation applicable to a specific meeting or generally to all of the commission's meetings. If a local commission on disability is authorized to utilize remote participation, a physical quorum of that commission's members shall not be required to be present at the meeting location; provided, however, that the chair or, in the chair's absence, the person authorized to chair the meeting, shall be physically present at the meeting location. The commission shall comply with all other requirements of the law.

(f) After notifying the chair of the public body, any person may make a video or audio recording of an open session of a meeting of the public body, or may transmit the meeting through any medium, subject to reasonable

Manual of the City Government – 2022-2023

requirements of the chair as to the number, placement and operation of equipment used so as not to interfere with the conduct of the meeting. At the beginning of the meeting, the chair shall inform other attendees of any recordings.

(g) No person shall address a meeting of a public body without permission of the chair, and all persons shall, at the request of the chair, be silent. No person shall disrupt the proceedings of a meeting of a public body. If, after clear warning from the chair, a person continues to disrupt the proceedings, the chair may order the person to withdraw from the meeting and if the person does not withdraw, the chair may authorize a constable or other officer to remove the person from the meeting.

(h) Within 2 weeks of qualification for office, all persons serving on a public body shall certify, on a form prescribed by the attorney general, the receipt of a copy of the open meeting law, regulations promulgated pursuant to section 25 and a copy of the educational materials prepared by the attorney general explaining the open meeting law and its application pursuant to section 19. Unless otherwise directed or approved by the attorney general, the appointing authority, city or town clerk or the executive director or other appropriate administrator of a state or regional body, or their designees, shall obtain such certification from each person upon entering service and shall retain it subject to the applicable records retention schedule where the body maintains its official records. The certification shall be evidence that the member of a public body has read and understands the requirements of the open meeting law and the consequences of violating it.

Section 21. Executive Sessions

(a) A public body may meet in executive session only for the following purposes:

(1) To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual. The individual to be discussed in such executive session shall be notified in writing by the public body at least 48 hours prior to the proposed executive session; provided, however, that notification may be waived upon written agreement of the parties. A public body shall hold an open session if the individual involved requests that the session be open. If an executive session is held, such individual shall have the following rights:

- i. to be present at such executive session during deliberations which involve that individual;
- ii. to have counsel or a representative of his own choosing present and attending for the purpose of advising the individual and not for the purpose of active participation in the executive session;
- iii. to speak on his own behalf; and
- iv. to cause an independent record to be created of said executive session by audio-recording or transcription, at the individual's expense.

The rights of an individual set forth in this paragraph are in addition to the rights that he may have from any other source, including, but not limited to, rights under any laws or collective bargaining agreements and the exercise or non-exercise of the individual rights under this section shall not be construed as a waiver of any rights of the individual.

2. To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel;

3. To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares;

Manual of the City Government – 2022-2023

4. To discuss the deployment of security personnel or devices, or strategies with respect thereto;
5. To investigate charges of criminal misconduct or to consider the filing of criminal complaints;
6. To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body;
7. To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements;
8. To consider or interview applicants for employment or appointment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants; provided, however, that this clause shall not apply to any meeting, including meetings of a preliminary screening committee, to consider and interview applicants who have passed a prior preliminary screening;
9. To meet or confer with a mediator, as defined in section 23C of chapter 233, with respect to any litigation or decision on any public business within its jurisdiction involving another party, group or entity, provided that:
 - (i) any decision to participate in mediation shall be made in an open session and the parties, issues involved and purpose of the mediation shall be disclosed; and
 - (ii) no action shall be taken by any public body with respect to those issues which are the subject of the mediation without deliberation and approval for such action at an open session; or
10. to discuss trade secrets or confidential, competitively-sensitive or other proprietary information provided in the course of activities conducted by a governmental body as an energy supplier under a license granted by the department of public utilities pursuant to section 1F of chapter 164, in the course of activities conducted as a municipal aggregator under section 134 of said chapter 164 or in the course of activities conducted by a cooperative consisting of governmental entities organized pursuant to section 136 of said chapter 164, when such governmental body, municipal aggregator or cooperative determines that such disclosure will adversely affect its ability to conduct business in relation to other entities making, selling or distributing electric power and energy.
 - (b) A public body may meet in closed session for 1 or more of the purposes enumerated in subsection (a) provided that:
 1. the body has first convened in an open session pursuant to section 21;
 2. a majority of members of the body have voted to go into executive session and the vote of each member is recorded by roll call and entered into the minutes;
 3. before the executive session, the chair shall state the purpose for the executive session, stating all subjects that may be revealed without compromising the purpose for which the executive session was called;
 4. the chair shall publicly announce whether the open session will reconvene at the conclusion of the executive session; and
 5. accurate records of the executive session shall be maintained pursuant to section 23.

Section 22. Meeting Minutes; Records

- (a) A public body shall create and maintain accurate minutes of all meetings, including executive sessions, setting forth the date, time and place, the members present or absent, a summary of the discussions on each subject, a list of documents and other exhibits used at the meeting, the decisions made and the actions taken at each meeting, including the record of all votes.

Manual of the City Government – 2022-2023

(b) No vote taken at an open session shall be by secret ballot. Any vote taken at an executive session shall be recorded by roll call and entered into the minutes.

(c) Minutes of all open sessions shall be created and approved in a timely manner. The minutes of an open session, if they exist and whether approved or in draft form, shall be made available upon request by any person within 10 days.

(d) Documents and other exhibits, such as photographs, recordings or maps, used by the body at an open or executive session shall, along with the minutes, be part of the official record of the session.

(e) The minutes of any open session, the notes, recordings or other materials used in the preparation of such minutes and all documents and exhibits used at the session, shall be public records in their entirety and not exempt from disclosure pursuant to any of the exemptions under clause Twenty-sixth of section 7 of chapter 4. Notwithstanding this paragraph, the following materials shall be exempt from disclosure to the public as personnel information: (1) materials used in a performance evaluation of an individual bearing on his professional competence, provided they were not created by the members of the body for the purposes of the evaluation; and (2) materials used in deliberations about employment or appointment of individuals, including applications and supporting materials; provided, however, that any resume submitted by an applicant shall not be exempt.

(f) The minutes of any executive session, the notes, recordings or other materials used in the preparation of such minutes and all documents and exhibits used at the session, may be withheld from disclosure to the public in their entirety under subclause (a) of clause Twenty-sixth of section 7 of chapter 4, as long as publication may defeat the lawful purposes of the executive session, but no longer; provided, however, that the executive session was held in compliance with section 21.

When the purpose for which a valid executive session was held has been served, the minutes, preparatory materials and documents and exhibits of the session shall be disclosed unless the attorney-client privilege or 1 or more of the exemptions under said clause Twenty-sixth of said section 7 of said chapter 4 apply to withhold these records, or any portion thereof, from disclosure.

For purposes of this subsection, if an executive session is held pursuant to clause (2) or (3) of subsections (a) of section 21, then the minutes, preparatory materials and documents and exhibits used at the session may be withheld from disclosure to the public in their entirety, unless and until such time as a litigating, negotiating or bargaining position is no longer jeopardized by such disclosure, at which time they shall be disclosed unless the attorney-client privilege or 1 or more of the exemptions under said clause Twenty-sixth of said section 7 of said chapter 4 apply to withhold these records, or any portion thereof, from disclosure.

(g)(1) The public body, or its chair or designee, shall, at reasonable intervals, review the minutes of executive sessions to determine if the provisions of this subsection warrant continued non-disclosure. Such determination shall be announced at the body's next meeting and such announcement shall be included in the minutes of that meeting.

(2) Upon request by any person to inspect or copy the minutes of an executive session or any portion thereof, the body shall respond to the request within 10 days following receipt and shall release any such minutes not covered by an exemption under subsection (f); provided, however, that if the body has not performed a review pursuant to paragraph (1), the public body shall perform the review and release the non-exempt minutes, or any portion thereof, not later than the body's next meeting or 30 days, whichever

Manual of the City Government – 2022-2023

first occurs. A public body shall not assess a fee for the time spent in its review.

Section 23. Enforcement of Open Meeting Law; Complaints; Hearings; Civil Actions

(a) Subject to appropriation, the attorney general shall interpret and enforce the open meeting law.

(b) At least 30 days prior to the filing of a complaint with the attorney general, the complainant shall file a written complaint with the public body, setting forth the circumstances which constitute the alleged violation and giving the body an opportunity to remedy the alleged violation; provided, however, that such complaint shall be filed within 30 days of the date of the alleged violation. The public body shall, within 14 business days of receipt of a complaint, send a copy of the complaint to the attorney general and notify the attorney general of any remedial action taken. Any remedial action taken by the public body in response to a complaint under this subsection shall not be admissible as evidence against the public body that a violation occurred in any later administrative or judicial proceeding relating to such alleged violation. The attorney general may authorize an extension of time to the public body for the purpose of taking remedial action upon the written request of the public body and a showing of good cause to grant the extension.

(c) Upon the receipt of a complaint by any person, the attorney general shall determine, in a timely manner, whether there has been a violation of the open meeting law. The attorney general may, and before imposing any civil penalty on a public body shall, hold a hearing on any such complaint.

Following a determination that a violation has occurred, the attorney general shall determine whether the public body, 1 or more of the members, or both, are responsible and whether the violation was intentional or unintentional.

Upon the finding of a violation, the attorney general may issue an order to:

(1) compel immediate and future compliance with the open meeting law;

(2) compel attendance at a training session authorized by the attorney general;

(3) nullify in whole or in part any action taken at the meeting;

(4) impose a civil penalty upon the public body of not more than \$1,000 for each intentional violation;

(5) reinstate an employee without loss of compensation, seniority, tenure or other benefits;

(6) compel that minutes, records or other materials be made public; or

(7) prescribe other appropriate action.

(d) A public body or any member of a body aggrieved by any order issued pursuant to this section may, notwithstanding any general or special law to the contrary, obtain judicial review of the order only through an action in superior court seeking relief in the nature of certiorari; provided, however, that notwithstanding section 4 of chapter 249, any such action shall be commenced in superior court within 21 days of receipt of the order. Any order issued under this section shall be stayed pending judicial review; provided, however, that if the order nullifies an action of the public body, the body shall not implement such action pending judicial review.

(e) If any public body or member thereof shall fail to comply with the requirements set forth in any order issued by the attorney general, or shall fail to pay any civil penalty imposed within 21 days of the date of issuance of such order or within 30 days following the decision of the superior court if judicial review of such order has been timely sought, the attorney general may file an action to compel compliance. Such action shall be filed in Suffolk superior court with respect to state public bodies and, with respect to all other public bodies, in the superior court in any county in which the public body acts or meets. If such body or member has not timely sought judicial

Manual of the City Government – 2022-2023

review of the order, such order shall not be open to review in an action to compel compliance.

(f) As an alternative to the procedure in subsection (b), the attorney general or 3 or more registered voters may initiate a civil action to enforce the open meeting law.

Any action under this subsection shall be filed in Suffolk superior court with respect to state public bodies and, with respect to all other public bodies, in the superior court in any county in which the public body acts or meets.

In any action filed pursuant to this subsection, in addition to all other remedies available to the superior court, in law or in equity, the court shall have all of the remedies set forth in subsection (c).

In any action filed under this subsection, the order of notice on the complaint shall be returnable not later than 10 days after the filing and the complaint shall be heard and determined on the return day or on such day as the court shall fix, having regard to the speediest possible determination of the cause consistent with the rights of the parties; provided, however, that orders may be issued at any time on or after the filing of the complaint without notice when such order is necessary to fulfill the purposes of the open meeting law. In the hearing of any action under this subsection, the burden shall be on the respondent to show by a preponderance of the evidence that the action complained of in such complaint was in accordance with and authorized by the open meeting law; provided, however, that no civil penalty may be imposed on an individual absent proof that the action complained of violated the open meeting law.

(g) It shall be a defense to the imposition of a penalty that the public body, after full disclosure, acted in good faith compliance with the advice of the public body's legal counsel.

(h) Payment of civil penalties under this section paid to or received by the attorney general shall be paid into the general fund of the commonwealth.

Section 24. Investigation by Attorney General of Violations of Open Meeting Law

(a) Whenever the attorney general has reasonable cause to believe that a person, including any public body and any other state, regional, county, municipal or other governmental official or entity, has violated the open meeting law, the attorney general may conduct an investigation to ascertain whether in fact such person has violated the open meeting law. Upon notification of an investigation, any person, public body or any other state, regional, county, municipal or other governmental official or entity who is the subject of an investigation, shall make all information necessary to conduct such investigation available to the attorney general. In the event that the person, public body or any other state, regional, county, municipal or other governmental official or entity being investigated does not voluntarily provide relevant information to the attorney general within 30 days of receiving notice of the investigation, the attorney general may: (1) take testimony under oath concerning such alleged violation of the open meeting law; (2) examine or cause to be examined any documentary material of whatever nature relevant to such alleged violation of the open meeting law; and (3) require attendance during such examination of documentary material of any person having knowledge of the documentary material and take testimony under oath or acknowledgment in respect of any such documentary material. Such testimony and examination shall take place in the county where such person resides or has a place of business or, if the parties consent or such person is a nonresident or has no place of business within the commonwealth, in Suffolk county.

(b) Notice of the time, place and cause of such taking of testimony, examination or attendance shall be given by the attorney general at least 10 days prior to the date of such taking of testimony or examination.

Manual of the City Government – 2022-2023

(c) Service of any such notice may be made by: (1) delivering a duly-executed copy to the person to be served or to a partner or to any officer or agent authorized by appointment or by law to receive service of process on behalf of such person; (2) delivering a duly-executed copy to the principal place of business in the commonwealth of the person to be served; or (3) mailing by registered or certified mail a duly-executed copy addressed to the person to be served at the principal place of business in the commonwealth or, if said person has no place of business in the commonwealth, to his principal office or place of business.

(d) Each such notice shall: (1) state the time and place for the taking of testimony or the examination and the name and address of each person to be examined, if known and, if the name is not known, a general description sufficient to identify him or the particular class or group to which he belongs; (2) state the statute and section thereof, the alleged violation of which is under investigation and the general subject matter of the investigation; (3) describe the class or classes of documentary material to be produced thereunder with reasonable specificity, so as fairly to indicate the material demanded; (4) prescribe a return date within which the documentary material is to be produced; and (5) identify the members of the attorney general's staff to whom such documentary material is to be made available for inspection and copying.

(e) No such notice shall contain any requirement which would be unreasonable or improper if contained in a subpoena duces tecum issued by a court of the commonwealth or require the disclosure of any documentary material which would be privileged, or which for any other reason would not be required by a subpoena duces tecum issued by a court of the commonwealth.

(f) Any documentary material or other information produced by any person pursuant to this section shall not, unless otherwise ordered by a court of the commonwealth for good cause shown, be disclosed to any person other than the authorized agent or representative of the attorney general, unless with the consent of the person producing the same; provided, however, that such material or information may be disclosed by the attorney general in court pleadings or other papers filed in court.

(g) At any time prior to the date specified in the notice, or within 21 days after the notice has been served, whichever period is shorter, the court may, upon motion for good cause shown, extend such reporting date or modify or set aside such demand or grant a protective order in accordance with the standards set forth in Rule 26(c) of the Massachusetts Rules of Civil Procedure. The motion may be filed in the superior court of the county in which the person served resides or has his usual place of business or in Suffolk county. This section shall not be applicable to any criminal proceeding nor shall information obtained under the authority of this section be admissible in evidence in any criminal prosecution for substantially identical transactions.

Section 25. Authority of Attorney General to Promulgate Rules and Regulations; Letter Rulings; Advisory Opinions

(a) The attorney general shall have the authority to promulgate rules and regulations to carry out enforcement of the open meeting law.

(b) The attorney general shall have the authority to interpret the open meeting law and to issue written letter rulings or advisory opinions according to rules established under this section.

(July 1, 2015) *Notice: This is not the official version of the Massachusetts General Law (MGL). While reasonable efforts have been made to ensure the accuracy and currency of the data provided, do not rely on this information without first checking an official edition of the MGL.

Manual of the City Government – 2022-2023

Summary of the Conflict of Interest Law for Municipal Employees – MGL 268A

This summary of the conflict of interest law, General Laws chapter 268A, is intended to help municipal employees understand how that law applies to them. This summary is not a substitute for legal advice, nor does it mention every aspect of the law that may apply in a particular situation. Municipal employees can obtain free confidential advice about the conflict of interest law from the Commission's Legal Division at our website, phone number, and address above. Municipal counsel may also provide advice.

The conflict of interest law seeks to prevent conflicts between private interests and public duties, foster integrity in public service, and promote the public's trust and confidence in that service by placing restrictions on what municipal employees may do on the job, after hours, and after leaving public service, as described below. The sections referenced below are sections of G.L. c. 268A.

When the Commission determines that the conflict of interest law has been violated, it can impose a civil penalty of up to \$10,000 (\$25,000 for bribery cases) for each violation. In addition, the Commission can order the violator to repay any economic advantage he gained by the violation, and to make restitution to injured third parties. Violations of the conflict of interest law can also be prosecuted criminally.

I. Are you a municipal employee for conflict of interest law purposes?

You do not have to be a full-time, paid municipal employee to be considered a municipal employee for conflict of interest purposes. Anyone performing services for a city or town or holding a municipal position, whether paid or unpaid, including full- and part-time municipal employees, elected officials, volunteers, and consultants, is a municipal employee under the conflict of interest law. An employee of a private firm can also be a municipal employee, if the private firm has a contract with the city or town and the employee is a "key employee" under the contract, meaning the town has specifically contracted for her services. The law also covers private parties who engage in impermissible dealings with municipal employees, such as offering bribes or illegal gifts. Town Meeting Members and charter commission members are not municipal employees under the conflict of interest law.

II. On-the-job restrictions.**(a) Bribes. Asking for and taking bribes is prohibited. (See Section 2)**

A bribe is anything of value corruptly received by a municipal employee in exchange for the employee being influenced in his official actions. Giving, offering, receiving, or asking for a bribe is illegal.

Bribes are more serious than illegal gifts because they involve corrupt intent. In other words, the municipal employee intends to sell his office by agreeing to do or not do some official act, and the giver intends to influence him to do so. Bribes of any value are illegal.

(b) Gifts and gratuities. Asking for or accepting a gift because of your official position, or because of something you can do or have done in your official position, is prohibited. (See Sections 3, 23(b)(2), and 26)

Manual of the City Government – 2022-2023

Municipal employees may not accept gifts and gratuities valued at \$50 or more given to influence their official actions or because of their official position. Accepting a gift intended to reward past official action or to bring about future official action is illegal, as is giving such gifts. Accepting a gift given to you because of the municipal position you hold is also illegal. Meals, entertainment event tickets, golf, gift baskets, and payment of travel expenses can all be illegal gifts if given in connection with official action or position, as can anything worth \$50 or more. A number of smaller gifts together worth \$50 or more may also violate these sections.

Example of violation: A town administrator accepts reduced rental payments from developers.

Example of violation: A developer offers a ski trip to a school district employee who oversees the developer's work for the school district.

Regulatory exemptions. There are situations in which a municipal employee's receipt of a gift does not present a genuine risk of a conflict of interest and may in fact advance the public interest. The Commission has created exemptions permitting giving and receiving gifts in these situations. One commonly used exemption permits municipal employees to accept payment of travel-related expenses when doing so advances a public purpose. Another commonly used exemption permits municipal employees to accept payment of costs involved in attendance at educational and training programs. Other exemptions are listed on the Commission's website.

Example where there is no violation: A fire truck manufacturer offers to pay the travel expenses of a fire chief to a trade show where the chief can examine various kinds of fire-fighting equipment that the town may purchase. The chief fills out a disclosure form and obtains prior approval from his appointing authority.

Example where there is no violation: A town treasurer attends a two-day annual school featuring multiple substantive seminars on issues relevant to treasurers. The annual school is paid for in part by banks that do business with town treasurers. The treasurer is only required to make a disclosure if one of the sponsoring banks has official business before he in the six months before or after the annual school.

(c) Misuse of position. Using your official position to get something you are not entitled to, or to get someone else something they are not entitled to, is prohibited. Causing someone else to do these things is also prohibited. (See Sections 23(b)(2) and 26)

A municipal employee may not use her official position to get something worth \$50 or more that would not be properly available to other similarly situated individuals. Similarly, a municipal employee may not use her official position to get something worth \$50 or more for someone else that would not be properly available to other similarly situated individuals. Causing someone else to do these things is also prohibited.

Example of Violation: A full-time town employee writes a novel on work time, using her office computer, and directing her secretary to proofread the draft.

Example of Violation: A city councilor directs subordinates to drive the councilor's wife to and from the grocery store.

Manual of the City Government – 2022-2023

Example of Violation: A mayor avoids a speeding ticket by asking the police officer who stops him, “Do you know who I am?” and showing his municipal I.D.

(d) Self-dealing and nepotism. Participating as a municipal employee in a matter in which you, your immediate family, your business organization, or your future employer has a financial interest is prohibited. (See Section 19)

A municipal employee may not participate in any particular matter in which he or a member of his immediate family (parents, children, siblings, spouse, and spouse’s parents, children, and siblings) has a financial interest. He also may not participate in any particular matter in which a prospective employer, or a business organization of which he is a director, officer, trustee, or employee has a financial interest. Participation includes discussing as well as voting on a matter and delegating a matter to someone else.

A financial interest may create a conflict of interest whether it is large or small, and positive or negative. In other words, it does not matter if a lot of money is involved or only a little. It also does not matter if you are putting money into your pocket or taking it out. If you, your immediate family, your business, or your employer have or has a financial interest in a matter, you may not participate. The financial interest must be direct and immediate or reasonably foreseeable to create a conflict. Financial interests which are remote, speculative or not sufficiently identifiable do not create conflicts.

Example of Violation: A school committee member’s wife is a teacher in the town’s public schools. The school committee member votes on the budget line item for teachers’ salaries.

Example of Violation: A member of a town affordable housing committee is also the director of a non-profit housing development corporation. The non-profit makes an application to the committee, and the member/director participates in the discussion

Example: A planning board member lives next door to property where a developer plans to construct a new building. Because the planning board member owns abutting property, he is presumed to have a financial interest in the matter. He cannot participate unless he provides the State Ethics Commission with an opinion from a qualified independent appraiser that the new construction will not affect his financial interest.

In many cases, where not otherwise required to participate, a municipal employee may comply with the law by simply not participating in the particular matter in which she has a financial interest. She need not give a reason for not participating.

There are several exemptions to this section of the law. An appointed municipal employee may file a written disclosure about the financial interest with his appointing authority and seek permission to participate notwithstanding the conflict. The appointing authority may grant written permission if she determines that the financial interest in question is not so substantial that it is likely to affect the integrity of his services to the municipality. Participating without disclosing the financial interest is a violation. Elected employees cannot use the disclosure procedure because they have no appointing authority.

Manual of the City Government – 2022-2023

Example where there is no violation: An appointed member of the town zoning advisory committee, which will review and recommend changes to the town's by-laws with regard to a commercial district, is a partner at a company that owns commercial property in the district. Prior to participating in any committee discussions, the member files a disclosure with the zoning board of appeals that appointed him to his position, and that board gives him a written determination authorizing his participation despite his company's financial interest. There is no violation.

There is also an exemption for both appointed and elected employees where the employee's task is to address a matter of general policy and the employee's financial interest is shared with a substantial portion (generally 10% or more) of the town's population, such as, for instance, a financial interest in real estate tax rates or municipal utility rates.

Regulatory exemptions. In addition to the statutory exemptions just mentioned, the Commission has created several regulatory exemptions permitting municipal employees to participate in particular matters notwithstanding the presence of a financial interest in certain very specific situations when permitting them to do so advances a public purpose. There is an exemption permitting school committee members to participate in setting school fees that will affect their own children if they make a prior written disclosure. There is an exemption permitting town clerks to perform election-related functions even when they, or their immediate family members, are on the ballot, because clerks' election-related functions are extensively regulated by other laws. There is also an exemption permitting a person serving as a member of a municipal board pursuant to a legal requirement that the board have members with a specified affiliation to participate fully in determinations of general policy by the board, even if the entity with which he is affiliated has a financial interest in the matter. Other exemptions are listed in the Commission's regulations, available on the Commission's website.

Example where this is no violation: A municipal Shellfish Advisory Board has been created to provide advice to the Board of Selectmen on policy issues related to shell fishing. The Advisory Board is required to have members who are currently commercial fisherman. A board member who is a commercial fisherman may participate in determinations of general policy in which he has a financial interest common to all commercial fishermen but may not participate in determinations in which he alone has a financial interest, such as the extension of his own individual permits or leases.

(e) False claims. Presenting a false claim to your employer for a payment or benefit is prohibited and causing someone else to do so is also prohibited. (See Sections 23(b)(4) and 26)

A municipal employee may not present a false or fraudulent claim to his employer for any payment or benefit worth \$50 or more or cause another person to do so.

Example of a violation: A public works director directs his secretary to fill out time sheets to show him as present at work on days when he is skiing.

(f) Appearance of conflict. Acting in a manner that would make a reasonable person think you can be improperly influenced is prohibited. (See Section 23(b)(3))

Manual of the City Government – 2022-2023

A municipal employee may not act in a manner that would cause a reasonable person to think that she would show favor toward someone or that she can be improperly influenced. Section 23(b)(3) requires a municipal employee to consider whether her relationships and affiliations could prevent her from acting fairly and objectively when she performs her duties for a city or town. If she cannot be fair and objective because of a relationship or affiliation, she should not perform her duties. However, a municipal employee, whether elected or appointed, can avoid violating this provision by making a public disclosure of the facts. An appointed employee must make the disclosure in writing to his appointing official.

Example where there is no violation: A developer who is the cousin of the chair of the conservation commission has filed an application with the commission. A reasonable person could conclude that the chair might favor her cousin. The chair files a written disclosure with her appointing authority explaining her relationship with her cousin prior to the meeting at which the application will be considered. There is no violation of Sec. 23 (b)(3).

(g) Confidential information. Improperly disclosing or personally using confidential information obtained through your job is prohibited. (See Section 23(c))

Municipal employees may not improperly disclose confidential information or make personal use of non-public information they acquired in the course of their official duties to further their personal interests.

III. After-hours restrictions.

(a) Taking a second paid job that conflicts with the duties of your municipal job is prohibited. (See Section 23(b)(1))

A municipal employee may not accept other paid employment if the responsibilities of the second job are incompatible with his or her municipal job.

Example: A police officer may not work as a paid private security guard in the town where he serves because the demands of his private employment would conflict with his duties as a police officer

(b) Divided loyalties. Receiving pay from anyone other than the city or town to work on a matter involving the city or town is prohibited. Acting as agent or attorney for anyone other than the city or town in a matter involving the city or town is also prohibited whether or not you are paid. (See Sec. 17)

Because cities and towns are entitled to the undivided loyalty of their employees, a municipal employee may not be paid by other people and organizations in relation to a matter if the city or town has an interest in the matter. In addition, a municipal employee may not act on behalf of other people and organizations or act as an attorney for other people and organizations in which the town has an interest. Acting as agent includes contacting the municipality in person, by phone, or in writing; acting as a liaison; providing documents to the city or town; and serving as spokesman.

A municipal employee may always represent his own personal interests, even before his own municipal agency or board, on the same terms and conditions that other similarly situated members of the public would be allowed to do so. A municipal employee may also apply for building and related permits on behalf of someone else and be paid for doing so, unless

Manual of the City Government – 2022-2023

he works for the permitting agency, or an agency which regulates the permitting agency.

Example of violation: A full-time health agent submits a septic system plan that she has prepared for a private client to the town's board of health.

Example of violation: A planning board member represents a private client before the board of selectman on a request that town meeting consider rezoning the client's property

While many municipal employees earn their livelihood in municipal jobs, some municipal employees volunteer their time to provide services to the town or receive small stipends. Others, such as a private attorney who provides legal services to a town as needed, may serve in a position in which they may have other personal or private employment during normal working hours. In recognition of the need not to unduly restrict the ability of town volunteers and part-time employees to earn a living, the law is less restrictive for "special" municipal employees than for other municipal employees.

The status of "special" municipal employee has to be assigned to a municipal position by vote of the board of selectmen, city council, or similar body. A position is eligible to be designated as "special" if it is unpaid, or if it is part-time and the employee is allowed to have another job during normal working hours, or if the employee was not paid for working more than 800 hours during the preceding 365 days. It is the position that is designated as "special" and not the person or persons holding the position. Selectmen in towns of 10,000 or fewer are automatically "special"; selectman in larger towns cannot be "specials."

If a municipal position has been designated as "special," an employee holding that position may be paid by others, act on behalf of others, and act as attorney for others with respect to matters before municipal boards other than his own, provided that he has not officially participated in the matter, and the matter is not now, and has not within the past year been, under his official responsibility.

Example: A school committee member who has been designated as a special municipal employee appears before the board of health on behalf of his client of his private law practice, on a matter that he has not participated in or had responsibility for as a school committee member. There is no conflict. However, he may not appear before the school committee, or the school department, on behalf of a client because he has official responsibility for any matter that comes before the school committee. This is still the case even if he has recused himself from participating in the matter in his official capacity.

Example: A member who sits as an alternate on the conservation commission is a special municipal employee. Under town by-laws, he only has official responsibility for matters assigned to him. He may represent a resident who wants to file an application with the conservation commission as long as the matter is not assigned to him and he will not participate in it.

(c) Inside track. Being paid by your city or town, directly or indirectly, under some second arrangement in addition to your job is prohibited, unless an exemption applies. (See Section 20)

Manual of the City Government – 2022-2023

A municipal employee generally may not have a financial interest in a municipal contract, including a second municipal job. A municipal employee is also generally prohibited from having an indirect financial interest in a contract that the city or town has with someone else. This provision is intended to prevent municipal employees from having an "inside track" to further financial opportunities.

Example of violation: Legal counsel to the town housing authority becomes the acting director of the authority and is paid in both positions.

Example of violation: A selectman buys a surplus truck from the town DPW.

Example of violation: A full-time secretary for the board of health wants to have a second paid job working part-time for the town library. She will violate Section 20 unless she can meet the requirements of an exemption.

Example of violation: A city councilor wants to work for a non-profit that receives funding under a contract with her city. Unless she can satisfy the requirements of an exemption under Section 20, she cannot take the job.

There are numerous exemptions. A municipal employee may hold multiple unpaid or elected positions. Some exemptions apply only to special municipal employees. Specific exemptions may cover serving as an unpaid volunteer in a second town position, housing-related benefits, public safety positions, certain elected positions, small towns, and other specific situations. Please call the Ethics Commission's Legal Division for advice about a specific situation.

IV. After you leave municipal employment. (See Section 18)

(a) Forever ban. After you leave your municipal job, you may never work for anyone other than the municipality on a matter that you worked on as a municipal employee.

If you participated in a matter as a municipal employee, you cannot ever be paid to work on that same matter for anyone other than the municipality, nor may you act for someone else, whether paid or not. The purpose of this restriction is to bar former employees from selling to private interests their familiarity with the facts of particular matters that are of continuing concern to their former municipal employer. The restriction does not prohibit former municipal employees from using the expertise acquired in government service in their subsequent private activities.

Example of violation: A former school department employee works for a contractor under a contract that she helped to draft and oversee for the school department.

(b) One-year cooling-off period. For one year after you leave your municipal job you may not participate in any matter over which you had official responsibility during your last two years of public service.

Former municipal employees are barred for one year after they leave municipal employment from personally appearing before any agency of the municipality in connection with matters that were under their authority in their prior municipal positions during the two years before they left.

Example: As assistant town manager negotiates a three-year contract with a company. The town manager who supervised the assistant and had official responsibility for the contract but did not participate in negotiating it,

Manual of the City Government – 2022-2023

leaves her job to work for the company to which the contract was awarded. The former manager may not call or write the town in connection with the company's work on the contract for one year after leaving the town.

A former municipal employee who participated as such in general legislation on expanded gaming and related matters may not become an officer or employee of, or acquire a financial interest in, an applicant for a gaming license, or a gaming licensee, for one year after his public employment ceases.

(c) Partners. Your partners will be subject to restrictions while you serve as a municipal employee and after your municipal service ends.

Partners of municipal employees and former municipal employees are also subject to restrictions under the conflict of interest law. If a municipal employee participated in a matter, or if he has official responsibility for a matter, then his partner may not act on behalf of anyone other than the municipality or provide services as an attorney to anyone but the city or town in relation to the matter.

Example: While serving on a city's historic district commission, an architect reviewed an application to get landmark status for a building. His partners at his architecture firm may not prepare and sign plans for the owner of the building or otherwise act on the owner's behalf in relation to the application for landmark status. In addition, because the architect has official responsibility as a commissioner for every matter that comes before the commission, his partners may not communicate with the commission or otherwise act on behalf of any client on any matter that comes before the commission during the time that architect serves on the commission.

Example: A former town counsel joins a law firm as a partner. Because she litigated a lawsuit for the town, her new partners cannot represent any private clients in the lawsuit for one year after her job with the town ended.

This summary is not intended to be legal advice and, because it is a summary, it does not mention every provision of the conflict law that may apply in a particular situation. The website <http://www.mass.gov/ethics>, contains further information about how the law applies in many situations. You can also contact the Commission's Legal Division via this website, by telephone, or by letter.

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Manual of the City Government – 2022-2023

**PRESENT AND FORMER OFFICIALS
OF THE CITY OF SALEM -- 1916 --PRESENT**

Mayors

BATES, George J., 1924-25-26-27-28-29-30-31-32-33-34-35-36-37
 BENSON, Henry P., 1916-17
 COFFEY, Edward A., 1938-39-40-41-42-43-44-45-46-47
 COLLINS, Francis X., 50-51-52-53-54-55-56-57-58-59-60-61-62-63-64-65-66-67-68-69
 DRISCOLL, Kimberley L., 2006-07-08-09-10-11-12-13-14-15-16-17-18-19-20-21
 HARRINGTON, Joseph B., 1948-49
 HARRINGTON, Neil J., 1990-91-92-93-94-95-96-97
 LEVESQUE, Jean A., 1973-74-75-76-77-78-79-80-81-82-83
 SALVO, Anthony V., 1984-85-86-87-88-89
 SULLIVAN, Denis J., 1918-19-20-21-22-23
 USOVICZ, Stanley J. Jr., 1998-99-2000-01-02-03-04-05
 ZOLL, Samuel E., 1970-71-72-73

Councillors

ADAMS, Rufus D., *1916-17
 AHMED, George A., 1994-1995
 APRIL, Ernest W., 1948-49-50-51-52-53
 ATKINS, George W., 1974-75-*76-77
 BATES, Donald T., 1988-89-90-91-*92-93
 BEAULIEU, Adelard, 1936-37-38-*39-45-46-47
 BENCAL, Michael, 2002-03-04-*05-06- (resigned 4/06)
 BLAIR, Mark E., 1988-89-*90-91-92-93-94-95-96-97-98-99-Filled Vacancy 2006-2007
 BODWELL, Arthur G., 1918-19-20-21-22-23-24-25-26-27-30-31-32
 BOULEY, Peter P., 1974-75-76-77
 BROADHEAD, Frederick W., 1916-*17-18-19-20-*21
 BRUNET, Emile, 1921-22
 BUCZKO, Thaddeus, 1956-57-58-59
 BURKE, John H., 1948-49-50-51-56-57-58-59-60-*61-62-63-64-*65-66-67-68-69-70-71-72-73-74-75
 BURNS, William Russell, Jr., 94-95
 BUTLER, John J., 1964-65-66-67-*68-69-70-71-85
 CAHILL, Robert E., 1968-69
 CALLAHAN, J. Elmer, 1938-39
 CARNEY, Arthur B. 1946-47
 CARR, JR., Kevin R., 2012-13
 CARSON, John G., 1942-43
 CAWLEY, Leonard A., 1960-61-62-*63
 CAWLEY, Leonard A., Jr., 1976-77-*78-79
 CENTORINO, Joseph M., 1978-79-80-*81-82-83-84-85
 CHUBER, Claudia 2002-03
 CLIFFORD, Edward J., 1923-24
 COFFEY, Edward A., 1931-32
 CORCHADO, Lucy, 2004-05-06-07
 CROSBY, Arthur H., 1938-39-40-41-42-43-44-45-46-47-48-49
 DALY, James M., 1978-79

Manual of the City Government – 2022-2023

DAVIES, Norman E., 1950-51-*52-53-54-55-56-57
DeCOFF, Thomas W., 1950-51
DeTOMA, Laura A., 2000-2001-02-03
DIBBLE, Stephen G., 2016-17-18-19*-20-21
DOLAN, H. Francis, 1929-30-31-32-33-34-*35-*36-*37-38-
39-40-41-42-43-44-45-46-47-52-53-54-55
DOLAN, James W., 1957-58-59-*60-61-64-65-66-67-68
DOMINGUEZ, Domingo J., 2018-19-20-21
DONAHUE, John J., 1994-95-*96-97-98-99
DONAHUE, Timothy A., 1926-27-28
DOOLEY, James R., 1932-33-34-35-36-37-38-39
DOYLE, David T., 1962-63
DOYLE, Michael J., 1916-17-18-19-20-21-22-*23-*24-*25-
*26-*27
DRISCOLL, Kimberley L., 2000-01-02-03
DURKIN, Philip J., 1933-34-35-36-37-38-39-*40-*41-42-43
-44-45-46-47-48-49
EPPLEY, David W., 2014-15-16-17
FAMICO, Heather E., 2014-15-16-17
FARRINGTON, George B., 1924-25-26
FERGUSON, Arthur T., 1938-39-40-41-42-43-44-45
FIELD, Robert J., 1974-*75
FITZGERALD, Timothy W., 1922-23-24-25-26-27-*28-*29-*30-
*31-*32-*33-*34
FLEMING, James M., 1981-82-83
FLINT, John C., 1917-18
FLYNN, Regina R., 1996-97-98-99-2000-01-*02-03
FLYNN, Timothy G., 2018-19-20-21
FRANCIS, Stephen E., 1952-53-54-55-56-*57
FRANCIS, Stephen W., 1931-32-34-35-36-37-40-41
FUREY, Thomas H., 1996-97-98-99-2000-01-02-*03-04-05-06-07-08-09-10
-11-12-13-14-15-16-17-18-19
FURFARO, Vincent J., 1986-87-88-*89-90-91-92-93
GAUDREAU, David B., 1990-91-92-*93-94-95
GAUTHIER, Robert E., 1986-87
GERARD, Beth, 2014-15-16-17-*18-19
GIARDI, John J., 1980-81-82-83
GIBSON, Lancelot, 1916
GRACE, Frances J., 1976-77-78-79-*80-81-82-83-84-85-86
-87-88-89
GREELEY, John H., 1916-17-18-19-20-21-22-23-24-25-26
GRIFFIN, Francis M., 1950-51-52
GRIFFIN, William B., 1933-34-35-36-37
GUY, Richard J., 1968-69
HARRINGTON, Joseph B., 1938-39-40-41
HARRINGTON, Kevin B., 1958-59
HARRINGTON, Michael J., 1960-61-62-63
HARRINGTON, Neil J., 1986-87-88-89
HARTNETT, Clarence A., 1948-49
HARVEY, Kevin R., 1986-87-*88-89-90-91-92-93-94-95-96-97
-98-99-*2000-01-02-03-04-05
HAPWORTH, Ty 2020-21
HAYES, Sarah M., 1988-89-90-91-92-93-94-*95-96-97-98-99
-2000-01
HEALEY, Robert E., 1980-81
HOSMAN, James R., 1972-73
HYLAND, Samuel F., 1942-43-48-49-50-*51

Manual of the City Government – 2022-2023

INGEMI, Joseph R., Jr., 1968-69-70-*71-72-73-74-75
 IRZYK, Felix, 1927-28-29-30
 KELLEHER, Thomas A., 1929-30-31-32-33-34-35
 KELLEY, William A., 1996-97-98-99
 LaCAVA, Scott, 2000-01
 LeBLANC, Robert J., Jr., 1980-81
 LEGAULT, William H., +2013 (+Filled Vacancy left by Joan Lovely who became Senator), 2014-15
 LEVESQUE, Jean A., 1970-71-72-*73
 LOVELY, Joan B., 1998-99-2000-*01-02-03-04-05-06-07-08-09-10-11-*12+
 (+Resigned 1/1/13 when elected Senator)
 LOVELY, Stephen P., 1978-79-80-81-82-*83-84-85-2016-17
 MADORE, Christine W., 2018-19-20-21*
 MARCHAND, J. Arthur, 1916
 MARCHAND, Joseph, 1919-20
 MARQUIS, George W., 1954-55-56-57-*58-59-60-61-62-63-64-65-*66-67
 MARTINEAU, Jean-Guy J., 1976-77-78-*79-82-83-84-85-86-87-88-89
 McCABE, George F., 1966-67-68-69-*70-71-72-73-74-75-76-77-78-
 79-80-81
 McCABE, George P., 1984-85-*86-87-88-89-90-91-92-93-94-95
 McCARTHY, Robert K., 2008-09-*10-11-12-13-*14-15-16-17-18-19-20*-21
 McGRATH, Michael F., 1916-17-18-19-20-24-25-26-27-28-29-30-31
 McHUGH, William F., 1944
 McLAUGHLIN, Bruce J., 1968-69
 McLAUGHLIN, Scott J., 1996-*97-98-99
 MILO, Elaine F., 2014-15-16-*17-18-19
 MORAN, William A., 1953-54-55-*56-57
 MORIN, Eustache, 1927-28
 MORENCY, Philip L. 1940-41-*42-*43-*44-*45-*46-*47-50-51-52-53-54-55-
 56-57-58-59-60-61-62-63-64-65-66-67
 MORRISSEY, Charles E., 1960-61
 MORSILLO, Patricia R., 2020-21
 MUSE, James J., 1944-45-46-47-48-*49
 NESTOR, John F., III, 1980-81-82-83
 NOWAK, George A., 1972-73-*74-75-76-77-78-79-80-81-82-83 -84-85-86-
 87-88-89-90-*91-92-93
 NUTTING, John R., 1980-81-82-83-84-*85-86-87-90-91
 O'BRIEN, Michael E., 1974-75
 O'BRIEN, William G., 1925
 O'CALLAGHAN, Denis T., 1927-28-29-30
 O'CONNELL, Timothy J., 1925-26-29-30-31-32
 O'KEEFE, Brian T., 1978-79-80-81-*82-83
 O'KEEFE, Joseph A., Sr., 1962-63-*64-65-66-67-68-69-70-71-72-73-
 2000-01-02-03-04-05-06-07-08-09-10-11-12-13-14-15
 O'KEEFE, Richard B., 1970-71-*72-73
 O'LEARY, Leonard F., 1984-85-86-*87-88-89-90-91-92-93-94-95-96-97-*98-
 *99-2000-01-02-03-*04-05-06-07
 PASKOWSKI, Peter L., 1996-97-98-99
 PELLETIER, Jean M., 2004-05-*06-07-08-09-10-11
 PELLETIER, Wilfred J., 1962-63-64-65-66-67
 PERRON, Edmond J., Jr., 1965-66-67-68-*69-70-71-72-73
 PETERSON, Lisa JB., 2018-19
 PICKERING, John, 1928-29
 PIERCE, Albert, 1916-17-18-19-20-21-22-23
 PINTO, Steven A., 2008-09-10-11
 PLANTE, Roland G., 1974-75-76-77
 POIRIER, George E., 1932-33

Manual of the City Government – 2022-2023

POITRAS, Richard W., 1960-61-64-65--66-67-69
 POITRAS, Wilfred J., 1935-36-37-40-41-42-43-44-45-46-47-*48-49-50-51-
 52-53-54-55-58-59
 PREVEY, Paul C., 2006-07-08-*09-10-11-12-13
 PROSNIEWSKI, Conrad J., 2020-21
 RAFTER, Francis E., 1942-43-44-45-46-47-48-49-50-51-52-53-54-55-56
 RICCARDI, Megan, 2020-2021
 ROCHNA, Jean-Marie, 1976-77-78-79-82-83-*84-85
 RONAN, John H., 2010-11
 RUANE, J. Michael, 1970-71-72-73-74-75
 RYAN, Jerry L., 2008-09-10-*11-12-*13-16-17
 RYAN, Michael E., 1921-22-23-24
 RYBICKI, John P., 1933-34-35
 SALVO, S. Steve, 1970-71-72-73
 SAFFORD, William O., 1916-17-18-19-20-21-22-23-24-25-26-27-28-29-30-
 31-34-35-36-37-38-39-40-41-42-43-44 -45
 SARACENO Joseph G., 1976-77
 SARGENT, Arthur C. III, 2000-01-02-03-04-05-06-07-08-09-10-11-12-13-
 14-*15-16-17-18-19-20-21
 SEAMANS, Richard D., 1923-24-25-26
 SERAFINI, John R., 1952-53-54-*55-56-57-58-59-60-61
 SHEEHAN, John L., 1916-17-18-19-20
 SIEGEL, Todd A., 2012-13-14-15
 SOSNOWSKI, Michael, 2004-05-06-07-*08-09-10-11-12-13
 STEFANSKI, Adam F., 1936-37-*38-39-40-41-42-43
 STIRGWOLT, Jane, 1992-93-94-95
 STROMBERG, Herman A., 1936-37-38-39-40-41-46-47-48-49
 SWINIUCH, Louis A., 1952-53-*54-55-56-57-59 (vacancy) 62-63-64-65-66
 -*67-68-69-70-71
 SWINIUCH, Richard E., 1974-75-76-*77-84-85-86-87-90-91
 SZETELA, Julian, 1944-45-46-47-48-49-*50-51
 TALBOT, Edmund, Jr., 1931-32-33-34-35
 THERIAULT, Omer P., 1917-*18-*19-*20-21-*22-23-24-25-26
 -27-28-29-30
 TIGHE, Thomas F., 1950-51-52-*53-54-55-56-57-58-59-60-61-62-63
 TOOMEY, John J., 1927-28
 TRACY, Leo H., 1933
 TURIEL, Josh H., 2012-13-14-15-*16-17-18-19-20-21
 TWAROG, John J., 1958-59
 USOVICZ, Stanley J., Jr., 1978-79-84-85-92-93-*94-95-96-97
 VENO, Matthew A., 2004-05-06-*07-08-09
 WHIPPLE, Stephen A., 1928-29-30-31-32-33-34-35-36-37
 WILKINS, S. Herbert, 1916-17-18-19-20-21-22-23
 WILSON, John M., 1921-22
 ZOLL, Samuel E., 1958-*59-60-61-62-63-64-65

*Council President

Manual of the City Government – 2022-2023

School Committee

ADAMS, John G., 1944-45-46-47
 ALLEN, Michael D., 2004-05-06-07
 AMARAL, Deborah, 2012-13-14-15-16+-17+(+filled vacancy for R. Hunt)
 APRIL, Ernest, 1942-43-44-45
 AUGER, Norman R., 1933-34-35
 AVIGIAN, Jeffrey T. 2000-01-02-03
 BERMAN, Charlotte Pekin, 1976-77-78-79
 BILLINGS, A. Thomas, 1988-89-90-91
 BRENNAN, James F., 1960-61-62-63-64-65-66-67
 BRENNAN, Lawrence, 1986-87-88-89-90-91-92-93
 BRIDGMAN, Lewis J., 1917-18-19-20
 BRYANT, Nate, 2008-09-10-11-12-13-14-15
 BURKE, Francis T., 1956-57-58-59
 BURNS, William Russell, 1948-49-50-51-54-55-56-57-58-59-60-61
 BURNS, William Russell, Jr., 1962-63-64-65
 CALLAHAN, J. Elmer, 1934-35-36-37
 CAMPBELL, Amanda 2018-19-20-21-22
 CARR Jr., Kevin R., 2006-07-08-09-10-+11(+resigned 12/11voted in as
 Councillor-at-Large)
 CARUSO, Joseph, 1940-41-42-43
 CASS, Lewis F., 1917-18-19
 CASS, William F., 1916-17-18
 CHUBER, Claudia, 1998-99-2000-01
 CLIFFORD, Timothy, 1958-59-60-61
 CLOUTMAN, Fred J., 1921-22-23-24-25-26
 COLLINS, Francis X., 1946-47-48-49
 COOK, Donald B., 1976-77-78-79-80-81-82-83-84-85
 CORNELL, Beth Anne, 2022
 CRANE, Janet, 2006-07-08-09-10-11-12-13
 CRAWFORD, David, 1981-82
 CRONAN, Thomas L., 1924-25-26-27-28-29
 CRUZ, Manny, 2018-19-20-21-22
 CUNNEY, Paul J., 1970-71-72-73
 DALY, Daniel I., 1942-43-44-45-48-49-50-51
 DALY, Richard E., 1950-51-52-53
 DESAULNIERS, Clement C., 1922-23-24
 DEVOE, Linda J., 1982-83-84-85-86-87
 FITZGERALD, William D., 1964
 FLEMING, James, 2004-05-06-07-08-09-10-11-12-13-14-15-16-17-18-19-
 20-21-22-23
 FUREY, Thomas H., 1984-85-86-87-88-89-90-91-92-93-94-95
 GACHIGNARD, Norene C., 2000-01-02-03-04-05-06-07
 GEARY, Charles F., 1962-63-64-65-66-67
 GEARY, Daniel J., 1980-81
 GIFFORD, Wallace L., 1923-24-25
 GILMAN, Howard B., 1936-37
 GRAY, John M., 1919-20-21-22-23-24-25-26-27-28-29-30
 HASKELL, Rebecca Benson, 1944-45-46-47
 HINCHEY, Christopher, 1996-97-98-99
 HUGHES, Catherine E., 1952-53-54-55
 HUNT, Rachel, 2014-15-16+-(+Will be resigning in 2016 due to
 moving out of state, joint convention will be held to fill vacancy, term was
 to expire in 2017; vacancy filled by D. Amaral)
 JACKSON, Deborah A., 1992-93-94-95
 JONES, Sumner W., 1980-81-82-83-84-85-86-87

Manual of the City Government – 2022-2023

KINSELLA, James, 1926-27-28-29-30-31
KOTARSKI, Louis A., 1930-31-32-33-34-35-36-37-38-39
KROL, Suzanne Plourde, 1986-87-88-89-90-91-92-93-94-95-96-97
LAVENDER, Raymond G., 1950-51-52-53
LAVOIE, Lisa, +2012-13 (+filled a vacancy finishing Kevin R. Carr, Jr.'s term
who became City Councillor)
LIEBSCH, Elmer V., 1932-33-34-35
LIPPMAN, Andrew B., 1988-89-90-91-92-93-94-95
LITMAN, Philip, 1965
LITTLE, David M., 1917-18
MANNING, Charles F., 1938-39-40-41
MANNING, Mary, 2016-17-18-19-20-21-22-23
MARCHAND, Eleanore G., 1934-35-36-37-38-39-40-41-42-43
MARTIN, Kerry Ann, 2008-09-10-11
McCARTHY, Fred W., 1932-33
McCARTHY, John J., 1925-26-27-28-29-30-31-32-33
McCARTHY, J. Leo, 1954-55-56-57-58-59-60-61
McCARTHY, Richard J. 2002-03-04-05
McCLOSKEY, Donald F., 1936-37-38-39-40-41-42-43
McHUGH, Daniel W., Jr., 1978-79-80-81
MELIS, Darleen D., 1998-99-2000-01-02-03-04-05
MIASKIEWICZ, Theresa E., 1996-97-98-99
MIASKIEWICZ, Thomas, 1994-95-96-97
MICHAUD, Ronald J., 1970-71-72-73-74-75-76-77
MINTON, Chester G., 1938-39-40-41
MORIN, Diane M., 1982-83-84-85
MURPHY, John Allen, 1932-33-34-35-36-37
MURRAY, Frank T., Jr., 1944-45-46-47
NORTON, M. Ruth, 1952-53-54-55-56-57-58-59-60-61-62-63
-64-65-66-67-68-69-70-71-72-73-74-75
NUNCIO, Ana M., 2018-19-20-21
O'BRIEN, Michael E., 1982-83
ODELL, Charles, 1920-21-22-31
O'KEEFE, Joseph A., +1974(+filled a vacancy), 1975-76-77-78-79
O'KEEFE, Richard, 1954-55-56-57
PANGALLO, Kristin, Dr. 2020-21-22-23
PERKINS, Harry S., 1927-28-29-30-31-32
PETERSEN, Carl E., 1970-71-72-73-74-75-76-77-78-79-80
-81-82-83-84-85- 86-87-88-89-90-91-92-93-94-95-96-97
PHILBRICK, Burton G., 1919-20-21
PIERSON, Horatio P., 1913-14-15-16-17
PIPER, Morley L., 1968-69-70-71
PLANTE, Ronald G., 1966-67-68-69-70-71-72-73-74
PUTNAM, Alfred W., 1919-20-21-22-23
QUINN, William F.Jr., 1972-73-74-75
REARDON, Robert W., 1942-43-44-45
REMON, Herbert A., 1956-57-58-59-60-61-62-63
ROBINSON, Albert J. Jr., 2002-03-04-05
RYAN, James P., 1946-47-48-49-52-53-54-55-66-67-68-69
RYAN, James T., 1978-79-80-81
SALVO S. Steve, 1968-69
SCHULTZ, Patrick, 2014-15-16-17
STAFFORD, Richard W., 1974-75-76-77
STROM, Robert E., 1998-99-2000-01
TASSINARI, Roberto G., 1962-63-64-65
THERIAULT, William A., 1946-47-48-49-50-51-52-53
TOOMEY, John J., 1938-39-40-41

Manual of the City Government – 2022-2023

TRACY, Leo H., 1920-21-22-23-24-25-26-27-28-29-30-31
WALCZAK, Wanda, 1948-49-50-51
WALSH, Brendan R., 2006-07-08-09-10-11-12-13-14-15-16-17
WALSH, Paul L., 1966-67-68-69
WHITE, Alden P., 1916-17-18-19
WILSON, Arthur V., 1918
WILSON, Kristine, 2016-17-18-19
VOSS, Margaret, 1996-97-98-99-2000-01-02-03

City Clerks

ENTWISLE, J. Clifford, Elected 1896, Expired 12/24/24
CONNELLY, John J., Elected 2/12/25, Expired 7/12/42
TOOMEY, Augustine J., Elected 2/11/43, Resigned 8/11/76
FUSCO, Josephine R., Elected 11/9/76, Retired 12/31/92
BURKINSHAW, Deborah E., Elected 1/4/93 – 05/05/04 (Passed Away)
LAPOINTE, Cheryl A., Elected 7/15/2004, Retired 03/31/18
SIMONS, Ilene 3/31/18-

City Solicitors

CHAPPLE, William D., 1916-1917
SULLIVAN, Michael I., 1918-1923
PEW, William A., 1924-1932
KINSELLA, James, 1933-1947
BLAKE, Richard E., 1948-1949
BRADLEY, James J., 1950-1956
DOBROSIELSKI, Alfred A. (changed name to Dobbs in 1969),
1957-1969
PITCOFF, Albert R., 1970-1974
TINTI, William J., 1975-1981
STAFFORD, Richard W., 1982-1983
O'BRIEN, Michael E., 1984-1989
DALY, Kevin T., 1990-1993
LEDOUX, Robert, 1993-97
LUNDREGAN, William, 1998-2000
KEENAN, John D., 2000 – 2004
GILBERT, James, 2004 – 2005
RENNARD, Elizabeth, 2006-

Manual of the City Government – 2022-2023

Superintendent of Schools

ANDREW, William W., 1916-1920
BEMIS, George M., 1921-1943
McDERMITH, Clark W., 1944-1946
CARBONE, Peter F., 1947-1962
FITZPATRICK, Lawrence J., Dr., 1963-1969
SALERNO, Joseph (acting), 1970
MAGUIRE, Thomas F., Dr., 1971-1973
McCONNELL, Lawrence W., 1974
SCHAEFER, Alan Dr., 1975-1979
O'DONNELL, Henry J., 1980-1987
CURTIN, Edward, 1987-1996
McCLEMENTS, Richard, 1996-1997
LEVINE, Dr. Herbert 1998-2005
CALLAHAN, Dr. Lawrence 2005-2006
CAMERON, JR., Dr. William 2007-2011
RUSSELL, Dr. Stephen, 2011-2015
RUIZ, Margarita 2015-2019
SMITH, Dr. Kathleen (interim), 2019-2020
ZRIKE, Dr., Stephen 2020-

Manual of the City Government – 2022-2023

CITY OF SALEM SALARY SCHEDULE
Fiscal Year 2021

AFSCME

GRADE	JOB TITLE	STEP 1	STEP 2	STEP 3
I	CASHIER-PARKING	585.87	606.23	627.43
II	JR CLERK TYPIST	778.30	806.40	835.72
	----- ASST PARKING CLERK	801.53	830.47	860.67
III	PARKING GARAGE MAINT	837.31	867.78	899.50
IV	CASHIER GOLF COURSE	849.69	880.65	912.87
V	REC LEADER ATHLETICS	851.19	882.17	914.36
	----- SR CLERK TYPIST	826.52	856.60	887.86
VI	MAINTENANCE PERSON LABORER	854.93	886.12	918.55
VII	BLD MAINT PERSON CEMETERY MAINT JR BLDG. CUST. M.E.O. GARDNER MOTOR EQUIP OP. PARK MAINT PERSON SEWER SYS MAINT STREET MAINT PARKING METER; F/T	877.35	909.46	942.82
VIII	SR ACCOUNT CLERK	881.65	913.93	947.53
IX	GREENHOUSE GARDNER HEAVY MOTOR EQUIP OP MAINT CRAFTSPERSON MAINT. CRAFTS/SANITATION METER REPAIR COMMON MAINT TRAF MAINT/SIGN PAINTER GOLF COURSE GROUNDS METER READER/REPAIR WATER SYS MAINT	925.41	959.47	994.83
X	SR BLDG CUSTODIAN	941.32	976.01	1,012.08
XI	PRINCIPAL CLERK PRIN ACCT CLERK ASST REGISTRAR	906.55	939.82	995.86
XII	MOTOR EQUIP MAINT	960.63	996.06	1,032.91

Manual of the City Government – 2022-2023

XIII	PUMPING STATION OPER	969.49	1,005.28	1,042.51
XIV	FIRE ALARM OPERATOR POLICE DISPATCHERS -----	967.09	1,002.85	1,040.05
	HOISTING EQUIP OPER SIGNAL MAINTAINER TREE CLIMBER WATER CRAFT. SPECIALIST SENIOR PESTICIDE GROUNDSKEEPER MASON LIBRARY CUSTODIAN	995.96	1,032.79	1,071.10
XV	MOTOR EQUIP REPAIR/MECHANIC	1,070.56	1,110.35	1,151.54
XVI	ASST. WATER REGISTRAR ASST. COLLECTOR	1,029.93	1,068.13	1,107.92
XVII	FIRE APPARATUS REPAIR FAO SUPERVISOR -----	1,048.77	1,087.81	1,128.42
	SIGNAL MAINT SUPV FLEET WORKING FOREMAN WORKING FOREMAN	1,080.07	1,120.28	1,162.10
XVIII	CODE ENFORCE. OFFICER -----	1,075.96	1,116.09	1,157.85
	SANITARIAN WIRE INSPECTOR	1028.96	1,067.34	1,017.28
XIX	NURSE – PUBLIC HEALTH	1,124.14	1,166.14	1,209.78
XX	SENIOR SANITARIAN SR. WORKING FOREMAN - MOTOR REPAIR HEAD FOREMAN – WATER/SEWER SHADE TREE FOREMAN CROSS CONNECTION INSP MOTOR REPAIR	1,187.25	1,231.75	1,278.06

Manual of the City Government – 2022-2023

CITY OF SALEM SALARY ORDINANCE

MANAGEMENT AND NON-UNION POSITIONS

Includes Amendments through 5/30/08 (ranges last adjusted 7/00)

FULL-TIME POSITIONS			Minimum	Maximum
7	Floating Clerk Mayor	Annual	22,340.06	30,159.60
	Telephone Operator	Weekly	429.62	579.99
		Hourly	12.27	16.58
8	Rec. Prog. Coord(COA)	A	23,150.71	31,253.69
	Sr. Clerk Police	W	445.21	601.03
		H	12.72	17.18
9	Administrative Asst.	A	24,307.78	32,826.00
	Principal Clerk	W	466.75	631.07
		H	13.36	18.04
10	Social Daycare Coord (COA)	A	26,681.40	36,019.60
	Computer Operator	W	513.10	692.69
	Trans. Super (COA)	H	14.67	19.80
	Social Serv. Tech (COA)			
	Ex. Secretary Personnel Assistants			
10A	Parking Garage Supervisors	A	26,681.40	36,019.60
		W	513.10	692.69
		H	12.82	17.32
11	Sr. Engineering Aide	A	28,553.47	38,547.19
	Parking Clerk	W	549.10	741.29
	Office Manager Assessing Asst	H	15.69	21.18
11A	Animal Control Officer	A	28,553.47	38,547.19
		W	549.10	741.29
		H	13.73	18.53
12	Asst. City Solicitor	A	30,699.65	41,444.52
	Asst. City Clerk	W	590.37	797.01
	Asst. City Treasurer/Collector	H	16.87	22.78
	Benefits Manager			
	Asst. Purchasing Agent			
	Asst. Dir. of Elder Affairs			
	Asst. Accountant Recreation Supervisor			
13A	Winter Island Manager	A	32,939.14	44,467.83
	Harbormaster	W	633.45	855.15
		H	15.84	21.38
14	Veterans Agent	A	35,604.36	48,066.18
	Plumbing/Gas Inspector	W	684.70	924.35
	Asst. Building Inspector	H	19.56	26.42
	General Foreman-Park/Rec Parking Director			
15	Asst. City Planner	A	37,984.98	51,279.61
	Dir. Constituent Services	W	730.48	986.16
	Computer Analyst	H	20.87	28.18
	Exec. Secretary-Mayor			
	Asst. Assessors			
	Water Registrar/Bus. Mgr Gis Administrator			

Manual of the City Government – 2022-2023

15A	Golf Course Superintendent	A	37,984.98	51,279.61
	Fleet Manager	W	730.48	986.16
	General Foreman-DPS	H	18.26	24.66
16	Dir. Elder Affairs	A	40,649.04	54,876.79
		W	781.71	1,055.32
		H	22.33	30.15
16A	DPW Building Manager	A	40,649.04	54,876.79
		W	781.71	1,055.32
		H	19.54	26.38
17	City Electrician	A	42,643.58	57,568.84
	Health Agent	W	820.08	1,107.10
	Purchasing Agent	H	23.44	31.63
	MIS Director			
	Collector Asst. Finance Dir./Deputy Auditor			
18	Super. Public Property Engineering Assistant	A	46,096.13	62,229.77
		W	886.46	1,196.73
		H	25.33	34.20
18A	Asst. Dir. Public Services	A	46,096.13	62,229.77
		W	886.46	1,196.73
		H	22.16	29.92
19	Supt. Park & Recreation Dir. of Human Resources	A	47,663.77	64,345.62
		W	916.62	1,237.42
		H	26.19	35.37
20	Dir. of Assessing Treasurer Chief Administrative Aide	A	49,954.58	67,438.92
		W	960.67	1,296.91
		H	27.44	37.05
21	City Solicitor Planner/Community Dev. Director	A	52,334.04	70,651.18
		W	1,006.43	1,358.68
		H	28.75	38.83
21A	Super. of Open Space	A	52,334.04	70,651.18
		W	1,006.43	1,358.68
		H	25.16	33.97
22	Finance Director/Auditor	A	58,814.55	79,399.18
		W	1,131.05	1,526.91
		H	31.74	43.63
23A	DPW Director/Engineer	A	61,822.70	83,460.59
		W	1,188.90	1,605.01
		H	29.72	40.13

Manual of the City Government – 2022-2023

LIBRARY POSITIONS (F/T)

L1	Library Asst. I		23,097.05 444.17 12.69	31,181.37 599.65 17.14
L2	Library Asst. II		24,665.86 474.34 13.55	33,299.55 640.38 18.31
L3	Special Library Asst.		26,206.68 503.98 14.41	35,379.24 680.37 19.44
L4	Circulation Librarian Reference Librarian Tech. Services Coord. Children's Librarian		30,202.76 580.82 16.60	40,773.84 784.11 22.41
L5	Asst. Library Director		36,289.04 697.86 19.94	48,989.97 942.13 26.92
L6	Library Director		45,234.16 869.89 24.85	61,065.71 1,174.34 33.56

PART TIME POSITIONS

Minimum

Maximum

	Minimum	Maximum
Van Driver (COA)	15.75	16.50
Parking Garage Cashier	15.00	15.00
Parking Garage Utility Maint.	13.50	16.00
Assistant Harbormaster	14.00	20.00
Emergency Fire Alarm Operator	20.00	20.00
Page Shelving & Pasting	13.50	15.00
Desk Page	13.50	15.00
Jr. Bldg. Custodian	15.00	20.00
Crossing Guard	13.50	14.43
Sealer of Weights and Measures	28.23	28.23
Meter Control	15.00	15.00
Park Instructor/Guide	13.50	13.50
Park Instructor/Eec Supervisor	13.50	15.50
Golf Starter	13.50	15.00

Manual of the City Government – 2022-2023

Stipends	Annual
Resident Sticker Parking Officer(s)	3,000.00
Zoning Enforcement Officer	2,600.00
Planning Board Aide	7,093.00
Conservation Commission Aide	7,093.00
Historical Commission Aide	5,000.00
Historical Commission Clerk	1,200.00
Conservation Commission Clerk	1,650.00
Planning Board Clerk	1,650.00
Dentist - Board of Health	9,500.00
Physician - Board of Health	9,500.00
School Athletics Physician	4,000.00
Clerk- Parking Commission	840.00
Clerk- Board of Appeals	3,000.00
Clerk - Board of Health	2,000.00
Clerk - Park & Recreation Commission	1,200.00
Clerk- Engineering	1,000.00
Clerk - Licensing Board	3,000.00
City Clerk - Board of Registrars	1,600.00
Clerk of City Council	4,000.00
Clerk of Committees	500.00
Clerk Typist - City Council	4,000.00
Budget Clerk - City Council	700.00
Chairman, Board of Registrars	750.00
Board of Registrars -Member	700.00
Chairman, Licensing Board	1,700.00
Licensing Board Members	1,300.00
Grant Administrator	1,400.00
Daily Stipends	60.00
Reserve- Police	200.00
Assessor Member (1/2 day)	100.00

ELECTED OFFICIALS

Mayor's Annual Salary	Effective 1/1/19 \$150,000.00
Councillors Annual Salary	Effective 1/1/19 \$15,000.00
Council President	An additional \$500.00 to Councillor's Annual Salary

Manual of the City Government – 2022-2023

**FIRE DEPARTMENT SALARY SCHEDULE
(As of Jan. 2018)**

	ANNUAL SALARY			
	Step 1	Step 2	Step 3	Step 4
Firefighter	48,837.55	54,195.61	58,995.53	61,786.19

Fire Chief - Salary set a twice the annual salary of Firefighter-Step 4

JOB GROUP X-C	Annual Salary
Lieutenant	72,907.71

JOB GROUP XII-A	Annual Salary
Captain	83,843.85

JOB GROUP XIII-A	Annual Salary
Deputy Fire Chief	96,420.73

Manual of the City Government – 2022-2023

**BUDGET SUMMARY
FISCAL YEAR 2023**

DEPARTMENT	SUB DEPT.	BUDGET
ASSESSORS	Board of Assessors	\$ 408,467.00
CITY CLERK	City Council	\$ 232,050.00
CITY CLERK	City Clerk	\$ 344,504.00
CITY CLERK	Elections & Registrations	\$ 252,679.00
COLLECTOR	Tax Collections	\$ 262,091.00
COUNCIL ON AGING	Administration & Support	\$ 621,062.00
DATA PROCESSING	Information Technology/GIS	\$ 876,507.00
DATA PROCESSING	Fixed Costs	\$ 869,400.00
ELECTRICAL	Electrical Inspection & Maintenance	\$ 855,067.00
ENGINEER	Engineering	\$ 184,461.00
FINANCE	Accounting	\$ 427,977.00
FIRE	Fire Suppression	\$ 9,846,586.00
HARBORMASTER	Harbormaster	\$ 415,107.00
HEALTH DEPARTMENT	Administration & Support	\$ 686,764.00
HUMAN RESOURCES	Personnel	\$ 570,694.00
HUMAN RESOURCES	Workers Compensation	\$ 539,730.00
HUMAN RESOURCES	Unemployment Insurance	\$ 250,000.00
HUMAN RESOURCES	Group Insurance	\$ 16,482,273.00
LIBRARY	Administration & Support	\$ 1,482,913.00
MAYOR	Executive	\$ 643,677.00
PARKING DEPARTMENT	General Operation	\$ 1,562,615.00
PLANNING	Conservation Commission	\$ 30,988.00
PLANNING	Planning Board	\$ 36,726.00
PLANNING	General Administration	\$ 722,856.00
PLANNING	Market & Tourism	\$ 312,050.00
PLANNING	Historic Preservation	\$ 33,744.00
RESILIENCY & SUSTAINABILITY	General Administration	\$ 227,657.00
POLICE	Citizen Protection	\$ 11,812,346.00
PUBLIC PROPERTY	Zoning Appeals	\$ 1,200.00
PUBLIC PROPERTY	Fixed Costs	\$ 706,362.00
PUBLIC PROPERTY	Building/Plumbing/Gas Inspection	\$ 804,412.00
PUBLIC SERVICES	Administration & Support	\$ 3,678,274.00

Manual of the City Government – 2022-2023

PUBLIC SERVICES	Snow and Ice	\$ 458,935.00
PURCHASING	Purchasing	\$ 201,610.00
PURCHASING	Fixed Costs	\$ 39,181.00
RECREATION	Administration & Support	\$ 820,207.00
RECREATION	Golf Course	\$ 618,084.00
RECREATION	Witch House	\$ 277,002.00
RECREATION	Winter Island	\$ 296,283.00
RECREATION	Pioneer Village	\$ 26,900.00
RECREATION	Charter Street	\$ 182,404.00
SCHOOL	Education – Public	\$ 68,747,963.00
SOLICITOR-LICENSING	Legal Services & Licensing	\$ 546,640.00
TREASURER	Treasury Services	\$ 450,944.00
TREASURER	Debt Service	\$ 7,744,556.00
TREASURER	Short Term Debt	\$ 557,103.00
TREASURER	NSRS	\$ 2,599,910.00
TREASURER	State Assessments	\$ 9749,456.00
TREASURER	Contributory Retirement	\$ 14,426,326.00
TREASURER	Non-contributory Pensions	\$ 10,625.00
TREASURER	Medicare	\$ 1,304,315.00
TREASURER	Municipal Insurance	\$ 373,500.00
VETERANS AGENT	Administration & Support	\$ 546,642.00
GF Trans Out	Trans Out	\$ 650,000.00
TOTAL GENERAL FUND		\$ 166,812,825.00
ENTERPRISE FUNDS		
Sewer Enterprise	Public Services	\$ 695,348.16
	Engineering	\$ 957,525.67
Treasurer	SESD Assessment	\$ 4,793,506.71
	Debt Service	\$ 1,853,792.63
	Short Term Debt Service	\$ 43,149.83
	Insurance Deductible	\$ 5,000.00
TOTAL SEWER		\$ 8,348,323.00
Water Enterprise	Public Services	\$ 751,578.11
	Engineering	\$ 799,635.53
Treasurer	Water Long Term Debt	\$ 2,249,592.80
	Water Short Term Debt	\$ 26,650.56
	SBWSB Assessment	\$ 2,906,306.00
	Insurance Deductible	\$ 2,500.00
TOTAL WATER		\$ 6,736,263.00
Trash Enterprise	Engineering	\$ 4,021,598.00
TOTAL TRASH		\$ 4,021,598.00

Manual of the City Government – 2022-2023

PEG Enterprise Fund		\$ 691,250.00
TOTAL ENTERPRISE FUNDS		\$ 19,797,434.00
TOTAL BUDGET VOTED		\$ 186,610,259.00

**TAX RATE
(FISCAL YEAR 2022)**

(Per \$1,000 of Assessed Value)

RESIDENTIAL-OPEN SPACE.....\$13.25

COMMERCIAL-INDUSTRIAL-PERSONAL PROPERTY.....\$26.31

Manual of the City Government – 2022-2023

TRUST FUNDS

ANDREWS -- In 1863 the City received from the estate of George Andrews, 1425.00, the income to be expended for books or medals for pupils of high school, for fuel for poor families.

ANGELICO -- On June 7, 1976, the City received from the estate of Joseph Angelico the sum of Fourteen Thousand One Hundred forty-one Dollars and Ten Cents (14,141.10) the income to provide scholarship funds for students who are residents of Salem to advance their education.

BALCOMB -- In 1923, the City received the sum of \$2,500.00 from the Estate of Sarah E.H. Balcomb, the income from \$2,000.00 to be expended for the worthy Protestant poor, not residents of the Almshouse and the income from \$500.00 to be expended for the comfort of the poor.

BARNES -- On Dec. 31, 1976, the City received Two Hundred Dollars (200.00) from the estate of Harvey S. Barnes; the income to be used to provide flowers for cemetery plot.

BATTIS --In Jan., 1932, the sum of 25,445.64 was received from the estate of Sarah P. Battis, the income to be expended in the education of worthy Salem young men and women attending Harvard University and Radcliffe College. Value of bequest when received amounted to \$21,727.39.

BEANE -- On May 24, 1968 the City received from the estate of Mary E.S. Beane the sum of Forty Thousand Dollars (40,000.00) and again on Feb. 27, 1970, the City received from the Estate of Mary E.S. Beane the sum of Thirty-one Thousand Four Hundred Nine Dollars and Eighty-two Cents (31,409.82) for a total of Seventy-One Thousand Four Hundred Nine dollars and Eighty-two Cents (71,409.82) the income to provide scholarship funds for students who are residents of Salem to advance their education.

BOOKHOLTZ FUND – Fund established to assist injured or disabled restaurant workers. Fund closed; Money went back to the Bookholtz Committee.

BOSTON-MCDONOUGH SCHOLARSHIP FUND – Income to be used to award scholarships for the top seven seniors at Salem High School.

BROWNE -- In 1853 the City Government finding that certain donations made more than a hundred years before for the benefit of the schools by Samuel Browne, Wm. Browne, John Browne, Joseph Browne, Benjamin Browne, Benjamin Lynde, Jr., and John Cromwell, had been absorbed in general treasury, set apart \$4,000.00 as principal.

BROWN DISCRETIONARY FUND -- General & fuel assistance for Salem residents, a portion to be used for free concerts. Book Value \$233,657.00

***BUFFUM** -- In 1938, the City received by Court Decree a bequest from the estate of Charles S. Buffum to provide an annual sleigh ride or picnic for the school children of Salem. The value of the bequest when received amounted to \$10,134.27. This Fund is closed. It was added to the Picnic Fund.

Manual of the City Government – 2022-2023

CANTY -- John Canty Scholarship Fund. Scholarship for college student enrolled in law enforcement program. Book Value \$3,225.00.

CEMETERY PERPETUAL CARE FUNDS – An Account established by the City to be used for Cemetery expenses. Income includes cemetery plot sales.

CHOATE -- In 1845 the sum of \$5,000.00 was received from the estate of Amos Choate for use of insane poor.

CUSACK FUND – Yearly flowers on Memorial Day for Greenlawn Cemetery

DICKSON -- In 1901, there was received from the estate of Walter Scott Dickson, the sum of \$35,000.00 the income to be used in the care, custody and repair of the chapel in the Greenlawn Cemetery and adjoining grounds. Dickson emergency fund amounts to \$533.02.

DISCRETIONARY FUNDS – Combination of miscellaneous funds to be used at Board's discretion.

DOWST FUND – General Assistance for those in need.

ENDICOTT FUND -- Income to be expended for health-related services for Salem residents. Book value \$62,078.21

FLOWER FUND, COMBINED -- Purchase flowers for plots at Greenlawn Cemetery. Book Value \$3,379.08.

FORRESTER -- Simon Forrester bequeathed \$1,200.00 the income to be expended in providing two dinners annually on Christmas day and Independence Day for poor people.

FUEL FUND – Combination of miscellaneous fuel funds to be used for those needing assistance.

FUEL FUND – NOT RECEIVING PUBLIC ASSISTANCE – Combination of miscellaneous fuel funds to be used for those needing assistance but are not receiving any type of public assistance.

GENERAL ASSISTANCE FUND – Combination of miscellaneous funds for those in need of assistance.

GENERAL ASSISTANCE FUND- NOT RECEIVING PUBLIC ASSISTANCE – Combination of miscellaneous funds for those in need of assistance who are not receiving any type of public assistance.

HARRIS -- In 1926, the City received from the estate of George M. Harris \$600.00, to be expended for the benefit of the Pickering School by the Superintendent of Schools, a member of the School Committee and the Principal of the Pickering School. In 1928, the amount of \$207.50 was expended and the balance of \$249.90 was transferred to Pickering School account. Fund Closed

HARRIS, DORA CLARK -- In 1926 the City received from the estate of George M. Harris \$600.00, the income to be expended each year for providing prizes for three scholars in the Salem High School showing greatest proficiency in instrument music; to be known as the "Dora Clark Harris Fund".

Manual of the City Government – 2022-2023

S. HILL FLOWER FUND -- Purchase flowers for plots at Greenlawn Cemetery. Book value \$1,103,13

KNIGHT -- In 1896 there was received from the estate of John B. Knight, the sum of \$9,114.18, part in cash and part in stock and notes, this sum to be invested until it amounts to \$20,000.00 when the income is to be used in furnishing fuel to worthy persons.

LOW -- In 1878, A. A. Low, of Brooklyn, N.Y. gave to the City \$5,000.00 the income to advance the education of meritorious youth in public schools who desire to pursue a collegiate course, and are too poor to pay for it; preference to be given to those born of American parentage. In 1883 Mr. Low contributed \$2,500.00; additional in 1885 a further sum of \$2,500.00; in 1891 a further sum of \$10,000.00; total \$20,000.00.

MACK FUND -- In Jan., 1906, there was received from the estate of Dr. William Mack, the sum of \$877.85, the income to be paid to the Board of Park Commissioners and to be used by them in adding to the permanent beauty of Ledge Hill Park by planting trees and shrubs therein. Fund increased to \$900.00.

MARSTON -- In 1858 the City received from the estate of Susan Marston \$1,000.00 the income to be paid for support of old men and women.

MELDON FUND -- Melden Family Fund. For beautification of Greenlawn Cemetery. Book Value \$251,068.59

***NEAL and KNIGHT** -- From the estate of David A. Neal, the City received in 1862 the sum of \$5,000.00 the income to be expended for fuel for worthy and industrious persons, the names of the recipients to be withheld from public. This Fund was combined with the John B. Knight Fund.

NICHOLS, HENRY P. -- In Dec. 1911, there was received from the executors of the will of Henry P. Nichols, \$9,520.00. One-half of the income to be applied to the purchase of books for the public library, and one-half to be used for the relief of widows and orphans.

ODELL -- Thomas F. Odell bequeathed to the City (1861) \$500.00, the interest to be expended annually to improve and beautify the Broad Street burying ground and other places.

PEELE -- In 1884 the City received a bequest of \$3,000.00 from the estate of Elizabeth R. Peele, the income to be expended in Charter Street Burying ground and in beautifying other parts of the grounds.

PERKINS -- In August, 1947, the City received from the estate of Mary Becket Perkins \$108,844.22, to be used to help persons living in Salem, Chiefly in times of emergency or in special need. This Fund was combined with the Perkins Fund listed below.

Manual of the City Government – 2022-2023

***PERKINS** -- In 1878 the City received from the estate of Mary Perkins \$3,000.00 the income to be added to the principal until it amounts to \$6,000.00 and then the income to be distributed among worthy poor, with special reference to those who are sick, and excluding those supplied from poor department. This Fund was combined with the Perkins Fund listed above.

PICNIC FUND – Combination of old picnic funds.

***PINGREE** -- The City received in 1876 from the estate of Anna Pingree \$5,000.00, the income to be distributed among the honest and deserving poor. This fund was combined with the General Assistance Fund.

READ -- In 1883, \$40,000.00 was received from the estate of Charles A. Read of Newton, the income to be annually applied as follows: For sleigh ride or picnic to the children, not exceeding 20%; for lectures on scientific subjects, not exceeding 40%; for books for public library, not exceeding 30%; and remainder to poor.

ROLLAND PINEAULT S.H.S. CLASS OF 1941 SCHOLARSHIP –Yearly Scholarship awarded to two seniors at Salem High School

SALEM KIWANIS FUND – City received funds from the Kiwanis Club. Interest to be used to award yearly scholarships for a male and female senior at Salem High School.

SHAW FUND – Income to be used to place flowers at the Shaw grave site at Greenlawn Cemetery.

SMITH, J.C.B. -- In 1933 the City received from the estate of John C.B. Smith, a bequest for the purpose of giving a picnic at Salem Willows for Salem children, four percent of the income to be expended annually. Remainder no specific purpose.

***SMITH** -- In April, 1921, the City received from the estate of John H. Smith, securities to the value of \$1,779.04, the income to be distributed for fuel for the worthy poor.

SYMONDS FUND -- In 1992, the City received from the estate of Barbara Symonds the sum of \$1,000.00, the income to be expenses for placing geraniums or other suitable plants upon the T.P. Symonds lot at Greenlawn Cemetery.

TOWNE -- In 1912, there was received from the estate of Joseph Hardy Towne, the sum of \$5,000.00 the income to be used in the purchase of fuel to be distributed among single worthy working women, residents in and natives of Salem.

Manual of the City Government – 2022-2023

*In 1984, the court allowed the combination of certain trusts:

1. Discretionary: Combined Donnell, Flynn, Millett, and Ropes.
2. Picnic Fund: Combined Buffum, Spencer, and Rawlins.
3. Fuel Fund: Combined John Bertram, Susan Bertram, Curwen, Haskall, Peabody, Saunders, John H. Smith, Eliza Story, and Mary E. Sweetser.
4. Fuel Fund: For those not receiving public assistance, combined Buffington, Neal and Knight, Peabody, and Augustus Story.
5. General Fund: Combined Balcomb, Cheever, Curwen, Donnell, Dowst, Edwards, Fabens, Flynn, Hood, Pingree, Saunders, Story, Sweetser, Thought and Work and Upton.
6. General Fund: Fund those not receiving public assistance, combined Mary Perkins and Eliza Ropes.

All trust funds are invested in securities approved by the Board of Commissioners of Trust Funds.

Manual of the City Government – 2022-2023

**FEES CHARGED BY THE CITY OF SALEM AS OF JANUARY 2022
(Fees Subject to Change Without Notice)**

APPEALS, BOARD OF

Advertising of hearing – Newspaper bills applicant directly	
Certified Copy of Decision	2.00
Recording decision at Registry	75.00
Filing Fee (see below)	
Special Permit or Variance: Residential One or Two Family	150.00
Special Permit of Variance: Residential Multifamily	250.00
Special Permit of Variance: Commercial	250.00
Administrative Appeal	200.00

ASSESSORS, BOARD OF

Written request for assessment info, up to 3 parcels or names	0.00
Additional Charge per parcel or name, over 3	0.00
Copies of assessment listings	100.00

CEMETERY DEPARTMENT

<u>INTERMENTS</u>	
Adult Opening	850.00
Cremation	450.00
Former Resident <u>With Permission</u>	1125.00
Former Resident <u>With Permission CR</u>	550.00
Stillborn or Infant Opening	100.00
Double Deep Openings, where applicable	1500.00
<u>ADDITIONAL CHARGES:</u>	
Saturday & Holiday Interment (including CR)	500.00
Opening Charge after NOON Friday for Monday interment before NOON	350.00
Frost and Snow removal Fee (November 1 st – April 1st)	\$160.00
<u>SALE of SINGLE GRAVES & LOTS</u>	
One Single Grave (w/ Perpetual Care) (ea. Grave \$600.00; plus \$350.00 PC)	950.00
Former Resident <u>With Permission</u> (per grave)	1575.00
<u>CEMENT BURIAL CONTAINERS</u>	
Cement Burial Box 30"	400.00
<u>FOUNDATIONS</u>	
Per square foot	175.00
Grass Marker 2'x 1' or Less	175.00
Minimum Charge	175.00
Charge for Setting 2' X 1' Flat Veterans Markers:	
Veterans Lots Only	0.00
Private Lots (cost may vary depending upon choice)	100.00
Max. Flush Markers on Single Graves – Head & Foot	
<u>TENT / CANOPY</u>	
Use of Tent/Canopy	250.00

Manual of the City Government – 2022-2023

CEMETERY DEPARTMENT FEES CONTINUED

<u>OTHER CHARGES</u>	
Re-use Charge (use of grave 2 nd time)	500.00
Perpetual Care - Must be Paid on Older Graves Before Opening, Including Cremation	250.00
Welfare –Salem Residents Only – NO MARKER (includes standard cement liner)	700.00
Veterans' Grave – Free, but charge for:	
Perpetual Care	350.00
Opening – Full Burial	850.00
Opening – Cremation	450.00
Burial Box	400.00
Dis-Interment & Re-Interment Within the Cemetery (Plus Charge for Burial Box)	1,500.00
Dis-Interment & Removal From Cemetery	900.00
"Imitation" Burial Set-Up (w/ lowering device)	125.00
<u>All Openings, Including Cremations, Require 24-Hour Notice</u>	

CITY CLERK'S DEPARTMENT

Auctioneer		
-Special (One Day)	15.00	
Auto Truck, Job Wagon	10.00	
Beano, initial application (payable to Lottery)	50.00	
Billiards/pool; 1st table / each additional table	30.00/15.00	
Bowling Alley, 1st alley/ each additional alley	30.00/15.00	
Candlepin Lanes	375.00	
Building Mover	100.00	
Contract Operations	50.00	
Dog License		
Spayed or Neutered	10.00	
Not Spayed or Neutered	15.00	
After July 1 st late fee	15.00	
Kennel Fees		
4 dogs or less	35.00	
10 dogs or less	50.00	
more than 10 dogs	75.00	
Guide Dog	Free	
Drainlayer	50.00	
Guide, Public Application Fee	10.00	
Public Guide - CORI Fee (1x only)	25.00	
Public Guide – Exam Fee (1x only)	30.00	
Taxi Operator, Vehicle Operator	20.00	
Inflammables	first year	second year
-advertising	25.00	00.00
- 20,000 gallons	50.00	25.00
40,000 gallons	100.00	50.00
80,000 gallons	200.00	100.00
100,000 gallons	300.00	150.00
500,000 gallons	400.00	200.00
1,000,000 gallons	500.00	250.00

Manual of the City Government – 2022-2023

CITY CLERK'S DEPARTMENT FEES CONTINUED

Junk Collector	50.00
Junk Dealer	100.00
Pawnbroker	100.00
Photographer, Transient	50.00
Public Utilities	
Conduit	25.00
Gas	5.00
Pole Locations	25.00
Raffles/Bazaars	10.00
Seaworms/Shellfish	10.00
Second Hand Clothing	50.00
Second Hand Valuables	100.00
Yard Sale	10.00
Recording Fees:	
Birth Certificates:	
- Amendment	50.00
- Long Form	10.00
Cemetery Deed Recording	5.00
Business Certificate	25.00
- Discontinuance	5.00
- Certified Copy	3.00
Closing out sale, per page of inventory	2.00
Copies, attested	2.00
Death Certificates:	
- Amendment	50.00
- Long Form	10.00
Marriages:	
- Intention	40.00
- Amendment	50.00
- Long Form	10.00
Recording any document	5.00
Registration Certificate	
- Podiatry	10.00
- Optometry	10.00
- Physician	10.00
Trust, Declaration of	10.00
Vessel Lien	3.00

COLLECTOR

Certificate of Lien – Single Family	50.00
Certificate of Lien – Multi-Family and/or Commercial	75.00
Passport – Adult (age 16 and up)	130.00 + 35.
Passport – Child (age 15 and under)	100.00 +35.
Demand Fees per bill	30.00

Manual of the City Government – 2022-2023

CONSERVATION COMMISSION

Request for determination of applicability	25.00
Notice of intent (NOI)*	
- Category 1	110.00
- Category 2	500.00
- Category 3	1,050.00
- Category 4	1,450.00
- Category 5 (per linear ft.)	4.00
Minimum – \$100.00	
Maximum – \$2,000.00	
- Category 6 (per linear ft.)	2.00
Minimum \$200.00 for single family house	
Maximum \$2,000.00 for other activities	
*If in a Riverfront Area fees increase 50%	

DEVELOPMENT INSPECTION FEES

Residential Developments, 6 or more units New construction/reconstruction/rehab. per hour	20.00
Commercial Developments, more than 10,000 sq. ft. New construction/reconstruction/rehab. per hour	20.00

ELECTIONS & REGISTRATIONS

Copies, per page of record	.05
Election Day voter activity Paper/per page	.05
Voter Activity on Disc	25.00
Street Listing (Poll Book)	25.00
- by mail	28.00
- by disc	25.00
Voting list-(city wide)	
-Paper	100.00
-Disc	25.00
-Ward list paper per page	.05
Voter Registration Card	5.00
Residency Certificate	5.00

ELECTRICAL DEPARTMENT

See Chapter 12, Section 12-162 of Salem Code of Ordinances for fee schedule

ENGINEERING RESEARCH (Rates as of 2018)

ENGINEERING RESEARCH	
Plan and Data Research per hour	30.00
Copies	
Black and White Copies up to 11x17 per copy	4.00
Black and White Plan Sheets (all sizes per sheet)	5.00
Color Copies up to 11x17 per copy	10.00
Color Plan Sheets (all sizes per sheet)	25.00
City Ward Zoning Maps, Black and White	25.00
Full Set of Zoning Maps, Black and White	200.00
Full Set of Zoning Maps, Color	350.00

Manual of the City Government – 2022-2023

ENGINEERING (Rates as of 2018)

Drain Layer Alteration	
Drainage Alteration Permit	100.00
New City Services – Water, Sewer, Drain	500.00
Repair or Replace Existing City Services – (Water, Sewer, Drain)	200.00
Outside Utility (Gas, Electric, Cable, Telephone)	500.00
Cross Connection	
Semi-annual Inspections	
Commercial (per hour)	100.00
Residential (per hour)	65.00

SEWER CHARGES	
Sewer Use Charge – Per 100 Cubic Feet (eff. 7/1/15)	
Residential	5.96
Non-Residential:	
up to 25,000 cubic feet	9.03
over 25,000 cubic feet	11.56
WATER DIVISION	
Residential	2.92
Non-Residential	3.77

Water Connection

Water Pipe Diameter (inches)	
¾ to 1	200.00
1 ½ to 2	250.00
4	450.00
6	450.00
8	550.00
10	600.00
12	600.00

Curbing

Curb Opening Permit	100.00
Curb Cut Permit	100.00
Hot Top Sidewalk (per S.Y.)	30.00
Cement Sidewalk (per S.Y.)	35.00
Brick Sidewalk (per S.Y.)	130.00
Wheelchair Ramp Hot Top (per S.Y.)	30.00
Wheelchair Ramp Cement (per S.Y.)	35.00
Wheelchair Ramp Brick (per S.Y.)	140.00

Hydrants

Hydrant Flow Test Assistance	250.00
Base Permit for Construction	100.00

For Commercial use add an additional fee of \$10.00 per 100 cubic feet of water used.

Manual of the City Government – 2022-2023

FIRE DEPARTMENT

See Chapter 14, Section 40 of Salem Code of Ordinances for fee schedule

HARBORMASTER DEPARTMENT

Fee for mooring, per foot	6.00
Fee for slip, per foot	6.00
Transient Mooring Fee	40.00/day

HEALTH, BOARD OF

Day Camp, Recreation	10.00
Catering Establishment per event	25.00
Maximum	200.00
Certificate of Fitness for Rental Housing	50.00
Well Application	180.00
Exterior Paint Removal/Abrasive Blasting	35.00
Food Service Establishment	
- Restaurant	140-420
- Retail Store	70-420
- Non-profit temporary	25.00
- Temp food (Days) Over 7 days see app.	35-140
Manufacturing or bottling of carbonated non-alcohol beverages, soda/mineral/spring water	12.50
To State	12.50
Manufac.-Frozen Desserts and/or Ice Cream Mix	25.00
Massage-Establishment	State
- Massage Therapist	Permit
Mobile Food Server	210.00
Pasteurization of Milk	10.00
Suntanning Establishments	140.00
Transportation of Offensive substances	105.00
Tobacco Vendors	135.00
Burial Permits	25.00
Swimming Pools (Seasonal)	140.00
Non-Seasonal	210.00
Non-Profit	40.00
Body Art Establishment	315.00
- per piercer	135.00

LICENSING BOARD

ALCOHOL LICENSES:	
General on Premise – 7Day wine & malt	1025.00
Restaurant - 7 Day all alcohol	1950.00
Restaurant - 6 Day all alcohol	1800.00
Restaurant - 7 Day Wine & Malt	1500.00
Restaurant - 6 Day Wine & Malt	937.50
Club - 7 Day all alcohol	1875.00
Inn holder - 7 Day all alcohol	1631.25
Inn holder – 7Day wine & malt	750.00
Package Goods - all alcohol	2000.00
Package Goods - Wine & Malt	1500.00
Liquors & Cordials	750.00
LICENSING BOARD FEES CONTINUED	

Manual of the City Government – 2022-2023

One Day All alcohol	100.00
Farmer's Series Pouring – 7 Day	1125.00
Farmer's Series Pouring – 6 Day	700.00
SEASONAL ALCOHOL LICENSE:	
Restaurant - 7 Day all alcohol	1875.00
Restaurant - 7 Day Wine & Malt	1350.00
Innholder - 7 Day All alcohol	1631.25
Innholder – 7 Day Wine & Malt	675.00
OTHER LICENSES	
Weekday Entertainment	100.00
Auto Dealers Class I, II, III	200.00
Common Victualler	50.00
Lodging House (up to 4 rooms)	100.00
Each additional room	25.00
Automatic Amusements (per machine)	100.00
Automatic Amusements (per replacement)	10.00
SEASONAL:	
Automatic Amusements (per machine)	40.00
All other machines	20.00
Street Performer	10.00
FORTUNETELLERS	
Store License	50.00
Store License per employee	50.00
Individual License	50.00
Fortunetelling, Fair License, Mon-Thursday	25.00/Day
Fortunetelling, Fair License, Fri., Sat., Sun. & Fed. Holidays	50.00/Day
Fortunetelling, Fair employee/vendor	50.00

MAYOR

Constable – Bond Required	
First Time Applicants/Each Year of Appointment thereafter	100.00/50.00

PARK & RECREATION

	Residents	Non-Residents
Salem Common Use Fees (per day)		
Weddings		200.00
100.00		100.00
Road Race/Walk-a-thon		125.00
75.00		150.00
Vigil		100.00
75.00		100.00
Non-profit		100.00
100.00		100.00
Ceremony (service, mass, Celebration of any Denomination)		125.00
50.00		250.00
Non-Ceremonial event (Fundraiser, social gathers not involving a celebration of faith)	50.00	500.00
Concert (excl. Summer Series)		25.00
75.00		0.00
Bicycle Race		TBD
200.00		
Craft Fair		

Manual of the City Government – 2022-2023

200.00 Community Event (Commercial)	
250.00 Vendor	
25.00 City Events	
0.00 Trash Removal – All Events	
TBD	
Please call Park & Rec. for dates 978-744-0180	
<u>PARK & RECREATION FEES CONTINUED</u>	
Recreation Parking Stickers for Forest River, Winter Island, McCabe Marina and certain areas of Salem Willows	
Residents	25.00
Non Residents	150.00
Forest River Pool	
Resident Daily Pass	5.00
*Out of town guests must be accompanied by a resident and pay the daily guest pass fee (Adults \$10.00 Children \$5)	
Season Passes	
Resident Youth (Ages 3-17 years)	25.00
Resident Individual (18+)	50.00
Resident Senior (60+)	40.00
Resident Family Pass (All living in same household)	125.00
Out of town guests must be accompanied by a resident	10.00 Adult 5.00 Children
Salem Willows	
Use of Shell – Rental 4 hours	
Salem Based, All Volunteer	100.00
Additional Per Hour	25.00
Salem Based, Non-Profit	150.00
Additional Per Hour	50.00
Others	250.00
Additional Per Hour	75.00
Dog Park – Pooch Pass	25.00
Golf Course	
Season Pass Fees	
- Full (resident)	1050.00
- Full (non-resident)	1555.00
- Married Couple (resident)	1550.00
(non-resident)	2050.00
- Adult Weekday (resident)	850.00
(non-resident)	1250.00
- Senior Citizen, 62 or over, & Veteran, weekdays resident	550.00
- Senior Citizen, 62 or over, & Veteran, Non-resident	950.00
- Junior, Age 12-19 (resident)	175.00
- Junior, Age 12-19 (non-resident)	325.00
- College (resident)	325.00
(non-resident)	425.00
Daily Rates	
<u>Resident</u>	
- Adult Weekday 9 holes	20.00
- Senior (62+) & Veterans Weekday	16.00

Manual of the City Government – 2022-2023

- Junior Weekday (17 & under)	12.00
- 9 Holes Weekend	19.00
- 18 Holes Weekend	34.00
- Adult Weekday 18 holes	32.00
- Senior (62+) & Veterans Weekday 18 holes	27.00
- Junior Weekday 18 Holes	22.00
Non-Resident	
- Adult Weekday 9 holes	22.00
- Senior (62+) & Veterans Weekday	18.00
- Jr. Weekday (17 & under)	18.00
- 9 Holes Weekend	24.00
- 18 Holes Weekend	39.00
- Adult Weekday 18 holes	37.00
- Senior Weekday & Veterans 18 holes	32.00
- Junior Weekday 18 Holes	32.00
Cart Prices	
9 Holes	20.00
Single 9 Hole	15.00
18 Holes	34.00
Single 18 Hole	20.00
Senior Single 18 Hole	17.00
Pull Cart	3.00
Kernwood Marina	
- Tender Space (Salem Resident)	275.00
- Dinghy Rack (Salem Resident)	175.00
- Optional Overnight Parking (Salem Resident)	75.00/vehicle
- Tender Space (Non-Resident)	325.00
- Dinghy Rack (Non-Resident)	225.00
- Add'l Vehicle Sticker	75.00
- Optional Overnight Parking (Non-Resident)	125.00/vehicle
- Daily Recreational Boat Launch/Haul	5.00
- Daily Commercial Boat Launch/Haul	10.00
Seasonal Boat Ramp, Recreational Launch/Haul	150.00
Seasonal Boat Ramp, Commercial Launch/Haul	250.00
Witch House	
Self-Guided Tours	
- Adults	9.00
- Veterans & Seniors (60+)	7.00
- Children, (Age 6-14)	5.00
Guided Tours	
Adult	11.00
Veterans & Seniors	9.00
Children	7.00
Pioneer Village	
Self-Guided Tours	5.00
Guided Tours	
Adults	6.00
Seniors and Children	4.00

Manual of the City Government – 2022-2023

Winter Island	
<u>PARKING FEES</u>	
Salem Resident Parking – Recreation Parking Sticker	25.00
Salem Resident Overnight Parking	5.00
<u>BOAT LAUNCH / HAUL FEES</u>	
Recreational	5.00
Commercial	10.00
<u>CAMPSITES</u>	
Tent Site	35.00
R.V. Waterview, 30 amp	42.00
R.V. Waterview, 30/50 amp	45.00
R.V. Waterfront, 30 amp	45.00
R.V. Waterfront, 30/50 amp	50.00
R.V Field, 20/30/50 amp	47.00
<u>DINGHY RACK</u>	
Salem Resident	175.00
Non-Resident	225.00
Optional Overnight Parking (Salem Resident)	75.00/vehicle
Add'l Vehicle Sticker (Salem Resident)	5.00
Add' Vehicle Sticker (Non-Resident)	75.00
Optional Overnight Parking (Non-Resident)	125.00/vehicle
Seasonal Boat Ramp, Recreational Launch/Haul	150.00
Seasonal Boat Ramp, Commercial Launch/Haul	250.00
<u>FUNCTION HALL</u>	
<u>In-Season / MAY-SEPTEMBER</u>	
Salem Resident	
Saturday and Sunday	400.00
(6 Hours)	100.00
Monday – Friday	350.00
(6 Hours)	50.00
Non-Resident	
Saturday and Sunday	500.00
(6 Hours)	50.00
Monday – Friday	475.00
(6 Hours)	25.00
<u>Off-Season / OCTOBER – APRIL</u>	
Salem Resident	
Saturday and Sunday	350.00
(6 Hours)	50.00
Monday – Friday	300.00
(6 Hours)	0.00
Non-Resident	
Saturday and Sunday	475.00
(6 Hours)	25.00
Monday – Friday	450.00
(6 Hours)	0.00
<u>PAVILION</u>	
<u>MAY-OCTOBER</u>	
Salem Resident	500.00
Saturday and Sunday	
9:00 AM – 9:00 PM	

Manual of the City Government – 2022-2023

Monday – Friday 9:00 AM – 9:00 PM Non-Resident	475.00
Saturday and Sunday 9:00 AM – 9:00 PM	600.00
Monday – Friday 9:00 AM – 9:00 PM	575.00
<p>**Vehicle Passes for entrance to Winter Island, Forest River Park & McCabe Marina may be purchased at 5 Broad St. Fee is \$20.00 for one car & \$5.00 for second car registered at same Salem Address. Residents over 60 yrs. and Veterans - \$15 for one car and \$5.00 for second car. License and Registration Required.</p>	

Manual of the City Government – 2022-2023

PARKING DEPARTMENT

Rates -Garages & Church Street Lot	
Per Hour – Museum Place Mall	1.25
Per Hour – South Harbor	.75 –(1.50 wknds)
Annual Pass – Standard – Museum Place Mall	702.00
Annual Pass – Senior, Resident – Museum Place Mall	200.00
Annual Pass – Senior, Resident – South Harbor	200.00
Annual Pass – Senior, Non-Resident – Museum Place Mall	250.00
Annual Pass – Senior, Non-Resident – South Harbor	250.00
Annual Pass – Condo – Museum Place Mall	500.00
Annual Pass – Condo – South Harbor	270.00
Dual Garage Enhancement (Derby Loft only) – South Harbor	108.00
Monthly Pass – Standard – Museum Place Mall	80.00
Monthly Pass – Standard – South Harbor	25.00
Monthly Pass, Senior, Resident- Museum Place Mall	25.00
Monthly Pass, Senior, Resident – South Harbor	25.00
Monthly Pass, Senior, Non-Resident – Museum Place Mall	30.00
Monthly Pass, Senior, Non-Resident – South Harbor	25.00
Barcode Pass/Sheet – 20 uses (12 hrs. each) – Standard- Museum Place Mall	65.00
Barcode Pass/Sheet – 20 uses (12 hrs. each) South Harbor	65.00
Barcode Pass/Sheet – 20 uses (12 hrs. each) Senior, Resident – Museum Place Mall	20.00
Barcode Pass/Sheet – 20 uses (12 hrs. each) Senior, Resident – South Harbor	20.00
Barcode Pass/Sheet – 20 uses (12 hrs. each) Senior, Non-Resident – Museum Place Mall	25.00
Barcode Pass/Sheet – 20 uses (12 hrs. each) Senior, Non-Resident – South Harbor	25.00
October Weekends and Halloween – Both Garages 0-2 hours	10.00
2 hours & up	30.00
Resident Parking Stickers (valid for 2 years)	10.00
Visitor Passes (Limit 2 passes/unit)	1.00
PARKING DEPARTMENT – RATES CONTINUED	1.50/hr. 1.00/hr.
Church Street – (Large) – Salem Resident	1.50/hr. 1.00/hr.
Church Street – (Small) Salem Resident	1.00/hr. 1.50/hr.
Salem Green	1.50/hr.
Sewall Street	1.00/hr.
Front Street	1.00/hr.

Manual of the City Government – 2022-2023

Klop Alley Crombie Street Salem Resident Riley Plaza Riley Plaza East Bridge Street Lot – Daily Charge Crescent Lot – Daily Charge Old Jail Lot	.50/hr. 1.00/hr. 4.00/day 4.00/day 1.00/hr.
Snow emergency in Museum Place & South Harbor Garage (out by end of business day when emergency is over)	5.00/every 24 hrs or portion thereof during emergency

PLANNING BOARD

Business Park Development - Special Permit (or 10 cents per sq.ft., whichever is greater)	1,500.00
Cluster Development - per dwelling unit	75.00
Form A Subdivision - Plan up to 5 lots - 6 or more lots, per lot	75.00 75.00
Form C Subdivision - Plan up to 5 lots - 6 or more lots, per lot	75.00 75.00
Planned Unit Development - Per dwelling unit - Commercial & industrial space included in Development (or 10 cents per sq.ft., whichever is greater)	75.00 1,500.00
Site Plan Review - Per dwelling unit - Commercial & industrial space included in Development (or 10 cents per sq.ft., whichever is greater)	75.00 1,500.00
Wetlands/Flood Hazard - Special Permit	75.00

POLICE DEPARTMENT - FINES

Any Area Designated for Handicap Parking	300.00
Meter Violation	25.00
Parking Bus or Motor Coach in a Restricted Area	100.00
Within 10 feet of a fire hydrant	50.00
Commercial Vehicle Parking-Residential District (1 st ,2 nd & 3 rd Offense	100.00 200.00/300.00
Standing Tour Buses, engine running	25.00
Alongside or Opposite Street Excavation	15.00
Bus stop	15.00
Double Parking	25.00
Emergency Snow Artery	15.00
Fire Lane	15.00

Manual of the City Government – 2022-2023

In Front of a Schoolhouse	15.00
Interfering with Snow Removal	50.00
Less than Twelve Feet of Unobstructed Lane	15.00
Night Parking	15.00
Not within a Designated Space	25.00
Parking Prohibited certain times certain streets	25.00
Parking Regulations Salem High School	15.00
Parking Time Limited (hours of Operation)	25.00
Parking Vehicles for Sale Prohibited	15.00
Resident Permit Area	15.00
Violation of Parking Prohibitions towing Zone (Resident Sticker) Fines on Friday, Saturday & Sunday During the month of October	50.00
Restricted Area	25.00
Right Wheel not within 12 inches of curb	25.00
Deposit of Coin Required	25.00
Service Zone	25.00
Animal Control Fines	
Unlicensed Dog (Section 8-31)	25.00
Dogs Prohibited in Historic Cemeteries	50.00
Leash Law (Section 8-35) – First Offense/Second Offense	25.00/50.00
Disposal of Waste (Section 8-36)	50.00
Security and Guard Dogs (Section 8-37)	50.00/day
Rabies Vaccination Required (Section 8-38)	50.00
Dangerous Dogs After Written Order (Section 8-77)	25.00/50.00
Noise (Section 22-2 (3))	25.00/200.00
Dog Park – No Permit	25.00/50.00
Taxi	20.00
Upon a Crosswalk	25.00
Upon a Sidewalk	25.00
Using Vehicle for the sole purpose of Advertising	15.00
Vehicle for Sale	15.00
Within a Posted Tow Zone	25.00
Within Four Feet of Driveway or Private Road	15.00
Within Twenty Feet of a Corner	15.00
Overtime Parking Meter/ Non-Meter	25.00/25.00
Licenses	
Taxi Operator	20.00
Taxi Stand	15.00
Taxi Cab - Inspection	50.00
Taxi Cab Decal	100.00
<u>PUBLIC PROPERTY DEPARTMENT</u>	
See Chapter 12, Section 12-2 of Salem Code of Ordinances for fee schedule	

PUBLIC SERVICES, DEPARTMENT OF

<u>SEWER DIVISION</u>	
- Sewer entry fee, residential	100.00
- Sewer entry fee, commercial	200.00
- Sewer entry fee, industrial	300.00

Manual of the City Government – 2022-2023

**Water Shut-Off/On:
Weekdays – 7 A.M. to 2:30 P.M.**

Water Shut Off	
Residential	25.00
Commercial	100.00
Water Turn On	
Residential	25.00
Commercial	100.00
Weekdays – 2:30 P.M. to 7:00 A.M., Weekends & Holidays – All day	
Water Shut Off	
Residential	50.00
Commercial	150.00
Water Turn On	
Residential	50.00
Commercial	150.00
Final Reading	35.00
Thaw Frozen Service	300.00

RECYCLE PROGRAM

Call the Engineering Department at 978-619-5672 or go to GreenSalem.com to find out more information of what goods can be picked up curbside at your home or what other alternatives are available	

SEALER OF WEIGHTS & MEASURES

Sealing	
- Scale w/capacity over 10,000 pounds	200.00
- Scale w/capacity 5,000-10,000 pounds	200.00
- Scale w/capacity 1,000-5,000 pounds	150.00
- Scale w/capacity 100-1,000 pounds	50.00
- Scale w/capacity 10-100 pounds	35.00
- Scale w/capacity under 10 pounds	25.00
Weights	
- Avoirdupois, each	3.00
- Metric, each	3.00
- Apothecary, each	3.00
- Troy, each	3.00
Capacity Measure	
- Each indicator (vehicle tanks)	10.00
- Each 100 gallons or fraction thereof (V.T.)	5.00
- Liquid	
- One gallon or less	2.00
- Liquid capacity measure or capacity of more than 1 gallon and measures on pumps	2.00
Gasoline pumps (each hose) motor-tested	30.00
SEALER OF WEIGHTS & MEASURES CONTINUED	

Manual of the City Government – 2022-2023

Liquid Measuring Meters	
- Oil, grease	6.00
- Gasoline	30.00
- Vehicle tank pump	110.00
- Vehicle tank gravity	110.00
- Bulk storage	210.00
- Company supplies prover	110.00
Pumps	2.00
- Each stop on pump	
Other Devices	
- Taxi meters	25.00
- Odometer-hubodometer	20.00
- Leather measure (semi-ann.)	10.00
- Fabric measuring	10.00
- Wire, rope, cordage	10.00
Linear Measures	
- Yard Sticks	3.00
- Tapes	3.00
Miscellaneous	
- Milk jars (per gross)	25.00
- Dry Measures	1.00
- Adjusting, repairs, special facilities	10.00
Christmas Trees	
-Permits	100.00

Manual of the City Government – 2022-2023

Park and Recreation Statistics

	YEAR ACQUIRED	AREA IN ACRES
Ledge Hill	1886	21.00
Salem Willows	1883	35.00
Highland Park (Castle Hill)	1906	243.40
Forest River	1907	29.00
Gallows Hill	1912	22.36
Liberty Hill Park	1883	2.00
Councillor George F. McCabe Park	1925	4.94
Winter Island	1925	32.00
Common	1928	9.00
High Street Playground	1928	.54
Witch Memorial Land	1936	.33
Bertram Park (Father Matthew Monument)	1912	.15
Dalton Parkway (Memorial Monument to Veterans of World War from Ward 3)	1920	.28
Choate Memorial Monument	1923	
Councillor George A. Nowak Square	1918	.17
Edwards Square	1918	.28
William P. Furlong Memorial Park (Franklin St.)	1926	2.70
Gardner Triangle	1980	.12
Hawthorne Place (Memorial Monument to members of Immaculate Conception Church in World War, Nathaniel Hawthorne Memorial)	1818	.33
Lafayette Square	1918	.49
Merritt Triangle (Memorial Monument of 23rd Regiment of Infantry, Civil War)	1918	.10
Loring and Jefferson Avenue Triangle	1925	.15
Roger Conant Monument	1922	
Arnold Square	1925	
Palmer's Cove	1913	1.84
Pickman Park	1944	1.60
Crosby Park (Townhouse Square)	1970	
Robert R. McGlew Park	1944	2.00
John Splaine Memorial Park	1944	2.00
Cold Spring Park	1935	2.70
Witch House	1948	
Bowditch House	1948	
Ugo DiBiase Park	1970	.50
Hennessey Sq., Mack Park, corner of Mason St. and Friend St.	1920	
Ste. Anne's Park, corner of Jefferson Ave. and Lawrence St.		
Sweeney Sq., at Flint St. & Oak St.	1988	
Lee, Mary Jane Park, corner of Prince and Palmer Street (w/ supervised playground)		
Juniper Point	1949	.50
Broad Street (on School Department property)	1910	.51
Collins Cove	1976	4.20
Michael F. McGrath Park - Marlborough Road	1947	17.00

Manual of the City Government – 2022-2023

Curtis Playground	1968	
Prince St. Playground	1980	
North River Walkway	1999	
Bob Gonyea Park	1998	
Peter F. Tracy Walkway	1996	
Cared for by courtesy		
Broad Street Playground	1910	.51
William M. & Madora Patten Park	1937	.08
Derby Square Area		
Removal of snow and ice from sidewalks of Riley Plaza and overpass of North and Bridge Streets		
Care and maintenance of lawns at North and Bridge Street overpass		
Care and maintenance of all sprinkler systems		
Captain William Driver Memorial, corner of North and Summer Streets		
General Irzyk Park	1940	7.40
Bertram Field		
TOTAL ACREAGE		444.67

There are 19 playgrounds conducted by the Recreation Department

Number of:

Little League Baseball Diamonds	7
Major League Baseball Diamonds	3
Regulation Softball Diamonds	3
Regulation Soccer Fields	5
Bathing Beaches	7
Swimming Pools	1
Shower Baths	0
Football Fields	1
Tennis Courts	6
Skating Places	2
Picnic Grounds	30
Sledding Hills	4
Basketball Courts	21
Community Gardens	4

Manual of the City Government – 2022-2023

POPULATION STATISTICS

Year	Year
1765 -- 4,427	1987 -- 37,572
1766 -- 5,337	1988 -- 38,105
1790 -- 7,921	1989 -- 38,510
1800 -- 9,457	1990 -- 38,786
1810 -- 12,613	1991 -- 38,701
1820 -- 12,613	1992 -- 37,900
1830 -- 13,895	1993 -- 37,926
1840 -- 15,082	1994 -- 37,988
1850 -- 20,264	1995 -- 38,094
1875 -- 25,958	1996 -- 37,750
1900 -- 35,956	1997 -- 37,411
1915 -- 36,826	1998 -- 37,735
1920 -- 42,529	1999 -- 38,410
1925 -- 42,821	2000 -- 38,489
1930 -- 43,353	2000 ---40,407 Federal
1935 -- 43,472	2001 -- 38,515
1940 -- 41,213	2002 -- 39,192
1945 -- 42,833	2003 -- 40,407
1950 -- 41,836	2004 -- 40,407
1955 -- 40,117	2005 -- 40,407
1960 -- 39,211	2006 -- 40,407
1965 -- 40,112	2007 -- 40,407
1970 -- 39,971	2008 -- 40,407
1975 -- 38,545	2009 -- 40,407
1977 -- 39,592	2010 -- 40,407
1978 -- 37,855	2011 -- 41,340 Federal
1979 -- 37,573	2012 -- 41,340
1980 -- 37,758	2013 -- 41,340
1981 -- 37,277	2014 -- 41,340
1982 -- 37,049	2015 -- 41,340
1983 -- 37,064	2016 -- 41,340
1984 -- 37,339	2017 -- 41,340
1985 -- 37,387	2018 -- 41,340
1986 -- 37,517	2019 -- 41,340
	2020 - 41,340
	2021 - 44,480
	2022 - 44,480

**POLLING PRECINCTS
(Subject to Change)**

WARD ONE

- 1-1 Bentley School, Gymnasium, 25 Memorial Drive
- 1-2 Community Room, 135 Lafayette Street

WARD TWO

- 2-1 Jean Levesque Community Life Center 401 Bridge Street
- 2-2 Jean Levesque Community Life Center 401 Bridge Street

WARD THREE

- 3-1 Salem High School Auditorium, 77 Wilson Street
- 3-2 Salem High School Auditorium, 77 Wilson Street

WARD FOUR

- 4-1 Witchcraft Heights School, Gymnasium, 1 Frederick Street
- 4-2 Witchcraft Heights School, Gymnasium, 1 Frederick Street

WARD FIVE

- 5-1 Saltonstall School, Auditorium, 211 Lafayette Street
- 5-2 Saltonstall School, Auditorium, 211 Lafayette Street

WARD SIX

- 6-1 Bates School, Liberty Hill Avenue
- 6-2 Bates School, Liberty Hill Avenue

WARD SEVEN

- 7-1 Salem State Enterprise Center, 121 Loring Avenue
- 7-2 Salem State Enterprise Center, 121 Loring Avenue

Manual of the City Government – 2022-2023

**UNITED STATES
As of March, 2018**

Senators in Congress
Honorable Elizabeth Warren (D)
Honorable Edward J. Markey (D)

Representative in Congress
(6th Congressional District)
Honorable Seth W. Moulton (D)

MASSACHUSETTS CONSTITUTIONAL OFFICERS

Governor
His Excellency, Charles D. Baker (R)*

Lieutenant Governor
Karyn E. Polito (R)*

Attorney General
Maura Healey (D)*

Secretary of the Commonwealth
Honorable William Francis Galvin (D)*

Treasurer and Receiver-General
Honorable Deborah B. Goldberg (D)*

Auditor of the Commonwealth
Honorable Suzanne M. Bump (D)*

Senator in General Court (2nd Essex)
Joan B. Lovely (D)*

State Representative (7th Essex)
Paul F. Tucker (D)*

District Attorney (Essex County)
Jonathan W. Blodgett (D)*

Governor's Council (Fifth District)
Eileen R. Duff (D)*

* Election to be held for these Offices November 2022

Manual of the City Government – 2022-2023

**DISTRICTS
(As of 2018)**

**CONGRESSIONAL DISTRICT
(Sixth Essex)**

Amesbury Andover (P1, P7A P8 & 9A) Bedford Beverly Billerica Boxford Burlington Danvers Essex Georgetown Gloucester Groveland Hamilton	Ipswich Lynn Lynnfield Manchester-by-the- Sea Marblehead Merrimac Middleton Nahant Newbury Newburyport North Andover North Reading	Peabody Reading Rockport Rowley Salem Salisbury Saugus Swampscott Tewksbury Topsfield Wakefield Wenham West Newbury Wilmington
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SENATORIAL DISTRICT
(Second Essex)

Beverly	Danvers	Peabody	Salem	Topsfield
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REPRESENTATIVE DISTRICT
(Seventh Essex)

SALEM

COUNCILLOR DISTRICT
(Fifth Essex)

Amesbury Andover Beverly Boxford Danvers Dracut Dunstable Essex Georgetown Gloucester Groton Groveland Hamilton	Haverhill Ipswich Lawrence Lowell Manchester-by-the- Sea Merrimac Methuen Middleton Newbury Newburyport North Andover North Reading	Peabody Pepperell Rockport Rowley Salem Salisbury Tewksbury Topsfield Tyngsborough Wenham West Newbury Westford Wilmington
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Manual of the City Government – 2022-2023

FIRE ALARM BOXES

12	24 Fort Ave. (Dominion Power Plant)
13	Essex and English
14	Derby and Daniels
15	Derby and Hardy
16	Allen and Webb
17	Derby and Blaney
18	Washington and Front
19	Charter and Hawthorne Boulevard
112	Derby and Central
113	Derby, opp. Orange
114	Derby and Union
1142	Wharf St. Complex
1143	Salem Waterfront Hotel, 225 Derby St.
1144	South Harbor Garage, 10 Congress St.
1145	Eastern Bank, 19 Congress St.
1162	Central Plaza, 14-20 Central St
115	Essex and Turner
116	Charter and Central
1161	17 Central St., Museum Place Condos
117	Winter Island Road (opp. Cat Cove Seawall)
118	Fort Ave. & Memorial Dr. (Sta. 6)
119	Lee Fort Terr.
121	Plummer Home for Boys
122	Columbus and Fort Aves.
123	Columbus and Beach Aves.
124	Fort and Bay View Aves.
125	Bay View Ave. opp. Cheval Ave.
126	Memorial Drive, at No. 57
127	Fort Ave. opp. S.E. Sewerage Plant
1272	So. Essex Sewerage, Fort Ave.
1273	Salem State University, Aquaculture Center, Cat Cove, 92 Fort Ave.
128	Bay View and Beach Aves.
129	Sutton opp. Island Aves.
1312	Settlers Way at #20
131	Bentley School Memorial Drive
141	National Park Svc, 160 Derby St.
153	Brookhouse Home, 180 Derby St.
155	U.S. Custom House, 178 Derby St.
181	155 Washington St. (former Salem News Bldg)
182	Fire Headquarters, 48 Lafayette St.
1812	Tavern in the Square/Condos, 189 Washington St.
1821	Salem Fire Alarm Office, 46 Lafayette St.
1822	Beverly Co-op, 73 Lafayette St.
1823	Derby Lofts Condos, 51 Lafayette St.
1824	MetCom Building, 76 Lafayette St.
183	New Derby St., near Klop Alley
184	139 Washington St.-Lawrence Place Townhouses
185	Walgreens, 29 New Derby
191	Charter St. near #27
192	Immaculate Conception, 15 Hawthorne Blvd.
193	Salem Housing Authority, #27 Charter St.
194	Peabody Museum 161 Essex St.

Manual of the City Government – 2022-2023

195	Boys & Girls Club, 15 Hawthorne Blvd.
1272	South Essex Sewerage, 50 Fort Avenue
1273	Cat Cove S.S.C. 92 Fort Ave
21	Essex and Central
23	Essex and Hawthorne Boulevard
24	Essex and Washington Sq. (east)
25	Webb St. opp. Spring St.
26	Washington Sq. and Briggs
27	Bridge and March
28	Bridge and Conant
29	50 St. Peter St. Apartments/Condos
212	Gas Works, Pierce Ave.
213	Bridge St. opp. Pierce Ave.
214	Bridge St., 99 Restaurant
216	Bridge Street & Howard Street
217	Boardman and Emmerton
218	Bridge and Northey
219	St. Peter opp. Brown
221	Bridge opp. St. Peter
223	Essex opp. Derby Square
224	Essex and New Liberty
225	Phillips House, 86 Essex St
226	Washington Sq., opposite Oliver
227	Osgood and East Collins
228	Bridge, opp. Webb
229	Church St. opp. #11
231	Essex, opp. Hodges Court
232	Carlton School, 10 Skerry St.
233	Briggs and Webb
234	Beacon and Collins
235	Bridge opp. Ferry
236	St. Peter St. #32 (former St. John's School)
242	Pickman and Pleasant
252	Salem Five Cents Savings Bank, 210 Essex St.
2161	Bell at Salem Station, 190 Bridge, Bldg. 1
2162	Bell at Salem Station, 190 Bridge, Bldg. 2
2163	Bell at Salem Station, 190 Bridge, Bldg. 3
2164	Bell at Salem Station, 190 Bridge, Bldg. 4
2165	Bell at Salem Station, 190 Bridge, Bldg. 5
2231	Old Town Hall, Derby Sq.
2232	Higginson Block, 6-12 Derby Sq.
2242	2 New Liberty St., Visitor's Center
2246	144 Essex St., Museum Office Building
2248	132 Essex St., Essex Institute
2251	Hotel Hawthorne, 18 Washington Sq. West
2261	Bertram Home for Aged Men, 29 Washington Sq.
2351	Clipper Ship Inn, 40 Bridge St.
2361	St. John's Church, St. Peter St.
2362	45 St. Peter St., Philip Morency Manor
2363	Elderly Housing – 205 Bridge St.
2364	10 Federal St./35 St. Peter St. – Office Building
2365	St. John's Rectory, 28 St. Peter Street
2521	Office Building, One Salem Green
2523	First District Court, 65 Washington Street

Manual of the City Government – 2022-2023

261	Washington Sq. East @ #98
31	Norman and Margin
32	Margin near High
34	Essex and North
35	Jefferson Ave. opp. Jackson St.
36	Jefferson Ave. and Wheatland
37	Jefferson Ave. and Lawrence
38	Jefferson and Ocean Aves.
39	Flint and Broad
312	Norman opp. Crombie
313	Summer opp. Broad
314	Summer and Endicott
315	Chestnut and Hamilton
316	Essex opp. Monroe
317	Highland Ave., near #29
318	Highland Ave., opp. #72 (near Hospital entrance)
319	Broad and Pickering
321	Highland Hall, 55 Highland Ave.
322	Salem Hospital, Highland Ave.
323	Highland Ave., and Greenway Rd.
324	Highland Ave., opp. Valley
325	Highland Ave., at Hawthorne Square
326	Highland Ave., near Swampscott Rd.
327	Highland Ave., near Clark St.
328	Jackson St. #90
329	Highland Ave., near Wyman Ave.
331	Essex St. and Hamilton St.
332	Margin Street near #100
334	Hathorne and Endicott
335	Willson and Champlain Rd.
336	Jefferson near. #63 (beyond Bertuccio Ave.)
341	First Unitarian Church, 316 Essex St.
342	N.S. Children's Hospital, #57 Highland Ave.
343	Fire Headquarters, 48 Lafayette St.
344	N.S. Waste Paper Co., 53 Jefferson Ave.
347	Joshua Ward House, 150 Washington St.
348	Housing for Elderly, 5 Barton Sq.
349	YMCA, 10 Sewall St.
351	Public Works Garage, 5 Jefferson Ave.
371	Ste. Anne's Church, 290 Jefferson Ave.
381	Spaulding Rehab Hospital, Dove Ave.
382	VOPAC, 25 Colonial Rd., Main Building
3121	24 Norman St., Norman St. Condos
3122	Verizon, 35 Norman St.
3124	U.S. Post Office, 2 Margin St.
3125	Heritage Plaza 10-14 Norman St.
3132	Ruane Congregate Housing, 3 Broad St.
3134	Senior Center, 5 Broad St.
3161	Salem Public Library, 370 Essex St.
3171	Fairweather Apt. rear 40 Highland Ave.
3173	Collins Middle School, 29 Highland Ave.
3174	Advanced Auto Parts, 426 Essex St.
3175	Plaza 430, 430 Essex St.
3181	Highland Place, 84 Highland Avenue
3211	Salem Mission 56-58 Margin St.

Manual of the City Government – 2022-2023

3212	Salem Mission Apts., 20 Endicott St.
3213	Salem Mission Apts. 7 High St.
3221	Salem Hospital Bldg. Davenport, 81 Highland Ave
3224	Salem Hospital Surgicenter, Wheelock Bldg.
3225	79 Highland Ave. Salem Hosp Medical Office Bldg
3226	Salem Hospital Utility Plant
3232	Berrywood Lane at #7
3241	Salem High School, Willson St.
3242	Salem Vocational School, 77R Willson St.
3243	Nathaniel Bowditch School, 79 Willson St.
3244	Target Retail Store, 227 Highland Ave.
3245	Tri City Sales/ Dunkin Donuts, 262 Highland Ave.
3246	CVS, 272 Highland Ave.
3248	Thomas Circle, between #7 & #9
3251	Pequot Highland, First St. #10
3252	Fashion Bug, 227 Highland Ave
3253	Burger King, 259 Highland Ave.
3254	227 Highland Ave., Demoulas Supermarket
3255	Strip Stores, Traders Way
3256	Farrell Ct. at #4
3257	First St. at #31
3258	Shaw's, 11 Traders Way
3261	Salem Commerce Business Park., 96 Swampscott Road
3262	38 Swampscott Rd. Salem Tenant & Business Pk
3263	1 Technology Way, Thermal Circuits
3264	Stutz Volvo, 5 Greenledge St.
3265	Salem Glass Co., 3 Technology Way
3266	Gold's Gym, 40 Swampscott Rd.
3267	Stutz Volvo, 311 Highland Ave.
3268	Irving Gas & NS Bank, 319 Highland Ave.
3273	Barnes Rd. and Barnes Ave.
3274	Clark St. and Barnes Rd.
3275	Self Storage Facility, 392-394 Highland Ave
3276	Clark St. at #45
3283	Pequot Highlands, 12 First St.
3285	1 Traders Way, MacDonald's Restaurant
3286	Building #6, 4 First St.
3287	Building #7, 4 First St.
3288	Building #8, 4 First St.
3289	Building #9, 4 First St.
3321	Police Headquarters, 95 Margin St.
3323	Salem Self Storage, 4 Jefferson Ave.
3351	Municipal Golf Course Club House, 75 Willson St.
3371	First St. and Whalers Lane
3372	Whaler's Ln. and Celestial Way
3373	Whaler's Ln. opp. Lightning Ln.
3374	Whaler's Ln. near Admirals Ln.
3375	Whaler's Ln. opp. Tybee Ln.
3376	Whaler's Ln., near Cavendish Cir.
3377	Whaler's Ln., near Fortune Way
3378	Home Depot, 50 Traders Way
3421	Salem Hospital Emergency Rm, 57 Highland Ave.
3491	Zisson Housing, 290 Essex St.
3821	VOPAC Warehouse, 20 Colonial Rd.

Manual of the City Government – 2022-2023

41	Washington and Federal
42	Essex opp. Barton Square
43	Washington St. Front of City Hall
45	Essex and Boston
46	Federal and Beckford
47	Bridge opp. Lynn
48	Boston and Proctor
49	Federal and Flint
412	Proctor and Pope
414	Beaver, at #37
415	Summit and South
416	Ord and Maple
417	Bow and Logan
418	Boston and Safford
419	Boston opp. Prospect Ave.
421	Rawlins and Butler
422	Nichols and Butler
423	Hanson and Grafton
424	Boston opp. Hanson
425	Ord and Bedford
426	Butler and Summit
427	Proctor St. and Hillside Ave.
431	North near Federal
432	Marlborough Rd. and Verdon St.
433	Marlborough Rd. opp. Scenic Ave.
434	St. Joseph's School, 160 Federal St.
435	Colonial Terr., Nichols St.
436	Former Endicott School, #112 Boston St.
437	St. James Church, 152 Federal St.
439	Vista Ave., #12
441	Wal-Mart, 450 Highland Ave.
442	Ravenna Ave. near Madeline Ave.
454	Federal St. Comm. Residence, 136 Federal St,
481	Walgreen's Drug, 59 Boston St.
482	Self Storage Co., 2 Goodhue St.
483	North River Apartments, 28 Goodhue St.
4121	Salem Heights, Pope St., #12
4122	16 Proctor St., Proctor St. Realty
4123	32-34 Federal St.-Superior Ct
4125	Ruane Court Complex, 52-62 Federal St.
4151	Crescent Drive and Summit St.
4152	Puritan opp. Witchcraft Rds.
4153	Witch Way opp. Summit St.
4154	Gallows Hill Rd. opp. Gables Circle
4155	Valley St. opp. Cauldron Ct.
4156	Gallows Hill Rd. opp. Circle Hill Rd.
4157	Circle Hill Rd. and Rockdale Ave.
4158	DiBiase St. and Sable Rd.
4159	Buena Vista Ave and Ugo Rd.
4161	Parlee St. at #15
4184	Stop & Shop, 9 Howley St., Peabody
4213	Peabody Block, 120 Washington St.
4214	Timothy Orne Condos, 266 Essex St.
4215	Latitude Condos, 281 Essex St.
4251	Witchcraft Heights School, Frederick St.

Manual of the City Government – 2022-2023

4312	City Hall, 93 Washington St.
4314	70 Washington St., Masonic Temple
4317	Town House Condos, 99 Washington St.
4321	Greenlawn Ave. and Verona St
4323	Durkin & Mooney Road
4324	Martin Lane and Nurse Way
4325	Nurse Way at #8
4331	Autumn View opp. #1
4391	Osborne Hills Drive and Amanda Way
4392	Amanda Way 14-16
4393	Osborne Hills Drive
4394	Osborne Hills Drive
4395	Osborne Hills Drive
4421	Madeline Ave. at #13
4422	Ravenna Ave. and Barcelona
4423	Olde Village Dr. and Tanglewood Lane
4424	Olde Village Dr. opp. Carriage Hill Lane
4511	Engine 4 Station, 415 Essex St.
51	Washington and Dodge
53	Lafayette and Gardner
54	Lafayette and Laurel
56	Lafayette and Ocean Ave.
57	Saltonstall School, #211 Lafayette St
58	Leach and Glover
59	Clifton Ave. opp. Summit Ave.
512	Lafayette and Porter
513	Cabot and Cypress
514	Cabot and Roslyn
515	Leach St., opp. Summit St.
516	Shore Ave. near Clifton Ave.
517	Lafayette St., at #387 (near Fairview Rd.)
518	Near 441 Lafayette St.
521	Lafayette St., and Rosedale Ave
522	Lafayette and Loring Ave
523	Forest Ave. and Linden St.
524	Hemenway and Savoy Rds.
525	Ocean Ave. and Canal St.
526	Loring Ave. and Broadway
527	Loring and Jefferson Aves.
528	Loring Ave. and Grant Rd.
531	Salem and Chase
533	Lafayette and Roslyn
534	Palmer and Perkins
535	Harbor and Congress
536	Lafayette and Harbor
537	Salem and Palmer
541	Loring Ave. and Lincoln Rd.
542	Loring Ave. opp. #440 (beyond Riverview St.)
543	Loring Ave. near Maple Ave.
544	Loring Ave. opp. Sumner Rd.
551	Canal and Ropes
552	Vinnin Plaza, 3-21 Paradise Road
553	S.S.U. Sullivan Bldg. & Auditorium, 352 Lafayette
554	Canal Street @ #285
557	Loring Towers, Loring Ave., #1000

Manual of the City Government – 2022-2023

558	Apts. At 113 Weatherly Dr.
5122	Affordable Housing, 137 Lafayette St.
5123	Raymond Rd. opp. Raymond Ave.
5124	Sunset and Riverbank Rds.
5125	Rainbow Terrace at #57
5131	Canal and Gardner
5132	Canal and St. Paul
5133	Canal and Broadway
5134	Canal and Kimball Rd.
5136	S.S.U. O'Keefe Sports Center, 225 Canal St.
5137	Salem Paper Broadway
5143	Laurel and Hazel
5211	Pickman Rd. near Stillwell Dr.
5212	Jefferson Ave. opp. Adams
5213	Preston and Sumner Rds.
5214	Pickman and Hayes Rd.
5215	Intervale Rd. and Cedarview St.
5216	Surrey Rd. opp. Pershing Rd.
5217	Marion Rd. and Halsey Way
5218	Marion Rd. and Griswald Dr.
5219	Fillmore Rd. between #7 & #9
5231	Glendale and Summit Ave.
5232	West Ave. opp. Plymouth
5234	Lincoln and Buchanan Rds. (opp. Grant Rd.)
5235	Bertram Terr., Summit Ave.
5236	275 Lafayette St., C. Palsy Foundation
5251	105 Canal St., Sidelines Sports Bar
5252	Salem Comm. Residence, 28 Linden St.
5254	Crosby's Marketplace, 109 Canal St.
5255	Dollar Tree Store – 142 Canal St.
5261	Engine 5 Station, 64 Loring Ave.
5271	Station Rd. opp. Bradley Rd.
5281	Patton Rd. near #13
5312	Pioneer Terr., off Lafayette St. Place
5321	Shetland Park Garage, 1 Pingree St.
5331	Continental Apartments, 245 Lafayette St.
5332	Apartment Building, 233 Lafayette St.
5361	St. Joseph's Convent, #18 Harbor St
5362	St. Joseph's High Sch., 20 Harbor St.
5363	90 Lafayette St., Office building
5371	Affordable Housing, 50 Palmer St.
5412	Salem State, South Campus, #11 Harrison Rd.
5421	Pumping Station, 445 Loring Ave. (Marblehead)
5422	Cedar Crest Ave. at #29
5431	Linden Ave. and Wilfred Terr.
5432	Loring Ave. and Chandler Rd.
5433	Paradise Rd. & Vinnin St.
5434	Valiant Way, opp. #2
5435	Freedom Hollow at #50
5437	Grosvenor Nursing Home, 7 Loring Hills Ave.
5531	S.S.U. Meier Hall, 358 Lafayette St.,
5533	S.S.U. Student Union, 1 Meier Dr.
5536	Horace Mann School, 33 Loring Ave.
5541	S.S.U. Stanley Bldg, 70 Loring Ave.
5547	Dion's Boat Storage, 266 Canal St.

Manual of the City Government – 2022-2023

5571	Weatherly Dr. opp. #10
5573	Weatherly Dr. & Reliance Row
5574	Weatherly Dr. opp. #28-48
5575	Weatherly Dr. opp. #17-27
5576	opp. #70 Weatherly Dr.
5577	America Way, near #32
5578	America Way, near #26
5581	Vinnin Square Apartments, 1 Courageous Ct.
5582	Archstone, 1 Carol Way
61	North and Bridge
62	North and Franklin
63	Barr opp. Harmony
64	Mason near Tremont
65	Mason and Oak
67	Mason and Grove
68	Flint opp. Oak
612	Dearborn opp. Felt
613	Mason opp. Buffum
614	Dearborn and Walter
615	North and Dearborn
616	Dunlap and Devereaux
617	Tremont and School
621	Irving opp. Harrod
622	Balcomb and Oakland
623	Liberty Hill Ave. and Fairmount St.
624	North and Granite
625	North and Nursery
626	Symonds opp. Chandler
627	Appleton and Nursery
633	Lee and Orne
634	North and Orne
641	Mason Realty Trust, 53 Mason St.
642	North and Osborne
643	Orchard and Manning Sts.
644	Larchmont opp. Claremont Rds
652	Bates Terr., School St. and Dunlap
653	Norton Terr., 81 Tremont St.
671	Bass Products #50 Grove St.
6123	Felt and Salt Wall Lane
6124	North St. and Liberty Hill Ave.
6125	St. Thomas Church, 260 North St.
6132	Franklin and Haywood
6133	Morin Fabricating, 9 South Mason St.
6142	Foster St. and Lovett St
6143	Goodell & Highland
6151	Engine 2 Station, 142 North St.
6212	Salvation Army, 93 North St.
6213	Dearborn and Moulton Ave.
6214	Mason opp. Barstow
6321	Bates School, 53 Liberty Hill Ave.
7361	Hawthorne Commons, 205 Highland Ave, Bldg #1
7362	Hawthorne Commons, 205 Highland Ave, Bldg #2
7363	Hawthorne Commons, 205 Highland Ave, Bldg #3
7364	Hawthorne Commons, 205 Highland Ave, Bldg #4
7365	Hawthorne Commons, 205 Highland Ave, Bldg #5

Manual of the City Government – 2022-2023

VETERANS' SQUARES**WARD ONE**

Biros Square, corner of Orange and Curtis Streets
Block House Square, corner of Fort Avenue and Derby Street
Charette Square, corner of Salem and Leavitt Streets
Coyne Square, Bay View Avenue near Chaput Beach
Cravatas Square, intersection of Hawthorne Blvd. and Essex Street
Griffin Square, Columbus and Bay View Avenue
Groves Square, High and Beach Street
Iwaniki Square, corner of Derby and Daniels Streets
J.J. Murphy Square, Juniper and Star Ave.
Larkin Square, Larkin Lane and Memorial Drive
Lavelle Square, corner of Congress and Palmer Streets
Leonard Square, intersection of Congress, Ward, and Peabody Streets
Levesque Square, corner of Derby and Lafayette Streets
Lynch Street, corner of Congress and Lynch Streets
Malionek Square, Blaney and Derby Street
McDonald Square, corner of Essex and Webb Streets
Morency Square, corner of Salem and Dow Streets
Murphy Square, intersection of Central, Charter, Front & Lafayette
Pelletier Square, corner of Charter St. and Hawthorne Blvd.
Prusak Square, corner of Fort Avenue and Webb Street
Swiniarski Square, corner of Turner and Essex Streets
Twarog Square, Corner of Congress and Derby Streets
Weslowski Square, corner of Derby and Union Streets

WARD TWO

Abbott Square, intersection of Brown and New Liberty Streets
Ansaloni Square, corner of Norman and Crombie Streets
Coletti Square, corner of Pratt and Endicott Streets
Dooley Square, corner of Essex and Summer Streets
Fowler Street, corner of Boston and Fowler Streets
Grindal Square, corner of Pickman and Pleasant Streets
Hix Square, corner of Cross and Saunders Streets
Holyoke Square, from 18 Gedney St. to 31 Norman St.
Lehan Square, corner of Emmerton and Forrester Streets
Lochman Square, intersection of Bridge, Lynn, and River Streets
McManus Square, intersection of Collins, Spring, and Webb Streets
Miaskiewicz Square, corner of Bridge and Arbella Streets
Nichols Square, Washington and Federal Streets
Perreault Square, Planters and East Collins Street
Rabbit Square, corner of Bridge and Pleasant Streets
Rizzotti Square, corner of Summer and High Streets
Sands Square, corner of Dalton Parkway and Essex Street
Sheldon Square, corner of Federal and North Streets
Skinner Square, corner of Church and St. Peter Streets
Sutherland Square, corner of Bridge and St. Peter Streets
Terranova Square, corner of Margin and Norman Streets
Thomas Square – Corner of Northey and Bridge Streets
Trask Square, intersection of Chestnut, Norman, and Summer Streets
Tully Square, corner of Boston and Essex Streets
Upton Square, intersection of Bridge, Northey, and Winter Streets

Manual of the City Government – 2022-2023**WARD THREE**

Febonio Square, corner of Winthrop and Margin Streets
 Jodoin Square, Wheatland St. and Jefferson Ave.
 Lemire Square, intersection of Broad Street and Hathorne Street
 Little Square, corner of Margin and Summer Streets
 Marc-Aurele Square, corner of Jefferson Avenue and Lawrence
 McDonough Square, intersection of Broad, Flint, and Phelps Streets
 O'Brien Square, intersection of Jefferson, Jackson, and Hathorne Streets
 Orne Square, from 21 1/2 Broad to opposite 24 Hathorne Streets
 Parker Square, corner of Winthrop and Board Streets
 Vasilokopoulos Square, corner of Margin and Endicott Streets
 Zavaglia Square, corner of Prescott and Summer Streets
 Zingaretti Square, corner of Endicott and Summer Streets

WARD FOUR

Butler Square, from Hanson to Ord Street
 Corrigan Square, intersection of Bridge, Boston, Proctor & Goodhue Streets
 Hennessey Square, corner of Hanson and Varney Streets
 Mansell Parkway, corner of Pope and Proctor Streets*
 O'Donnell Square, corner of Boston and Grove Streets
 Polemenako Square, Butler and Rawlins Streets+

WARD FIVE

Bourgeault Square, corner of Washington and Canal Streets
 Couture Square, corner of Cabot and Cedar Streets
 Dowdell Square, intersection of Cabot, Hazel, and Roslyn Streets
 Francoeur Square, corner of Lafayette Street and Ocean Avenue
 Joly Square, corner of Charles Street and Pacific Avenue
 Joy Square, corner of Canal Street and Ocean Avenue
 Leger Square, corner of Glover and Leach Streets
 Mackey Square, Canal St. and Broadway
 McDonald Square, (in front of Salem Police Station) 95 Margin St.
 Poretta Square, intersection of Mill and Margin Streets
 Tondreau Square, corner of Cherry and Porter Streets

WARD SIX

Arnold's Square, corner of School and Dunlap Streets
 Buckley Square, corner of Bridge and North Streets
 Carson Square, corner of Garden Terrace and North Street
 Harkins Square, corner of Grove and Mason Streets
 Howell Square, corner of Oakland and Balcomb Streets
 Jordan Square, Flint at R R crossing
 Larrabee Square, corner of North and Symonds Streets
 McGee Square, corner of Dearborn and Walter Streets
 McKinnon Square, corner of North Street and Liberty Hill Avenue
 McSwiggin Square, corner of North St. and Liberty Hill Avenue
 Mielcarz Square, corner of Grove and Tremont Streets
 Moody Square, intersection of North, School, Orne, and Appleton Streets
 O'Neil Square, corner of Liberty Hill Avenue and Appleton Street
 Ruxton Square – Buffum and Mason Street
 Sheridan Square, intersection of Tremont and Sylvan Streets
 Sidney Shachnow Square, corner of Balcomb and Symonds Streets
 Sweeney Square, corner of Flint and Oak Street
 Tomlinson Square – Walter and Orne Street
 Wilkins Square, corner of School and Buffum Streets

Manual of the City Government – 2022-2023

WARD SEVEN

Bouffard Square, corner of Loring Avenue and Lafayette Street

Gray Square, corner of Loring Avenue and Raymond Road

Vinnin Square, intersection of Paradise Rd., Loring Ave. & Vinnin St.

*Moved to the Memorials and Parks List

+No Square on Record

Manual of the City Government – 2022-2023

SALEM STREET DIRECTORY

Street or Way. The word "street" or "way" shall include streets, avenues, roads, alleys, lanes, viaducts, and all other public ways in the city, including any bridge which is a part thereof, all of which shall have been decreed, dedicated or accepted by due process of law. (Code of Ordinances, General Provisions Chap. 1, Sec. 5)

- * Streets accepted by City
- + Streets not accepted
- ▭ Old Town ways

STREETS

ABBOTT ST. from 25 Aborn to opp. 57 Ord*
 ABERDEEN ST. from Dundee St. to Peabody line*
 ABORN ST. from 161 Boston to Peabody line*
 ABORN ST.CT. same as rear 21 Aborn St.*
 ADAMS ST. from 315 Jefferson Ave. Easterly *
 ADMIRALS LN. from Whalers Ln. Southerly+
 ALBA AVE. from opp. 5 Brentwood Ave.*
 ALBION ST. from 9 Butler to South*
 ALLEN ST. from 5 Webb to opp. 46 English*
 ALMEDA ST. from opp. 107 Highland Ave. Northerly*
 ALMEDA ST. WEST from 1 Gallows Hill Rd. Southerly*
 AMANDA WAY from opp. 1 Osborne Hill Dr. to end +
 AMERICA WAY off Weatherly Dr+
 AMES ST. from 12 Bridge to North River*
 ANDOVER ST. from Beckford at Federal to opp.7 Lynn*
 ANDREW ST. from 96 Washington Sq. E to 81 Webb*
 APPLEBY RD. from 14 Madeline Ave. to opp. 24 Ravenna Ave.*
 APPLETON ST. from Orne next 162 North to byd. Nursery*
 ARBELLA ST. from 107 Bridge to 3 Collins*
 ARNOLD DR. from 56 Pickman Rd. Southerly+
 ARTHUR ST. from 264 Jefferson Ave. to Champlain Rd.*
 ASH ST. from 211 Bridge St. Dead End*
 ATLANTIC ST. from 94 Linden to Lussier*
 AUBURN RD. from 16 Surrey Rd. to 71 Moffatt Rd.*
 AURORA LN. from Whaler's Ln. to Whaler's Ln.+
 AUTUMN VIEW from 9 Outlook Ave. to 23 Outlook Ave.+
 BAKER'S ISLAND in Salem Harbor
 BALCOMB ST. from 96 School to 15 Cushing*
 BARCELONA AVE. from 346 Highland Ave. to byd. Ravenna Ave.*
 BARNES AVE. from Barnes Rd. to Barnes Cir.*
 BARNES CIR. from 7 Barnes Rd. to junc. Clark St. and Barnes Rd.*
 BARNES RD. from 387 Highland Ave. to 27 Clark St.*
 BARR ST. from 24 Mason to byd. 38 School*
 BARSTOW ST. from 32 Mason to 49 School*
 BARTON PLACE from 12 Barton Southerly*
 BARTON SQ. from 146 Washington to 261 Essex*
 BARTON ST. from 87 Bridge to 17 Collins*
 BATES TERR. same as 65 School St.+
 BAY VIEW AVE. from 159 Fort Ave. to 25 Beach Ave.*
 BAY VIEW CIRCLE from 4 Locust St. to opp. 11 Locust St.*
 BEACH AVE. from 2 Sutton Ave. to opp. 120 Bay View Ave.*

Manual of the City Government – 2022-2023

BEACHMONT RD. from 8 Larchmont Rd. to 23 Felt St.*
 BEACON AVE. from 19 Beacon to 24 Lathrop*
 BEACON ST. from 7 Bridge to Beacon St. Ave.*
 BEAVER ST. from 73 Grove to byd. Safford □ *
 BECKET AVE. from opp. 26 Becket crossing Derby*
 BECKET ST. from opp. 24 Essex to 82 Derby*
 BECKFORD ST. from 346 Essex to 305 Bridge St. □ *
 BEDFORD ST. from junc. Charlotte and Pierpont to byd. Ord St.*
 BELAIRE ST. from 36 Belleview *
 BELLEAU RD. from opp. 13 West Ave. Easterly*
 BELLEVIEW AVE. from 4 Bedford to opp. 3 Rockdale Ave.*
 BEMIS ST. from opp. 42 Hanson to Witch Hill Rd.+
 BENGAL LN. from Whaler's Ln. Easterly +
 BENTLEY ST. from 47 Essex to 128 Derby *
 BERRYWOOD LN. from 41 Greenway Rd. Westerly +
 BERTINI LN. from 9 Adams to Kimball Rd.*
 BERTRAM TERR. same as 15 Summit Ave.+
 BERTUCCIO AVE. from 56 Jefferson Ave. Westerly*
 BERUBE RD. from opp. 11 Wall St. to 3 Purchase St.*
 BLANEY ST. from opp. 84 Derby Easterly *
 BLOCK HOUSE SQ. junc. Derby and Fort Ave.*
 BOARDMAN ST. from 80 Washington Sq. E. to opp. 52 Webb *
 BORDER ST. from 84 Ord St. Ext. to byd. Center St.*
 BOSTON ST. from 408 Essex to Peabody line □ *
 BOTT'S CT. from 18 Chestnut to 343 Essex *
 BOW ST. from opp.14 Aborn to 36 Ord *
 BRADFORD ST. from 5 Balcomb to 98 Tremont *
 BRADLEY RD. from opp. 6 Sumner Rd. to opp. 29 Station Rd.*
 BRENTWOOD AVE. from 41 Belleview Ave. Easterly *
 BRIDGE ST. from Essex & Bridge to 60 Boston *
 BRIGGS ST. from 92 Washington Sq. E. to opp. 72 Webb *
 BRISTOL ST. from 17 West Ave. Northerly *
 BRITANIA CIR. from Whalers Ln. Southerly+
 BROAD ST. from 40 Summer to Jackson St.*
 BROADWAY from 125 Ocean Ave. to 66 Loring Ave.*
 BROOKS CT. from 11 Andrew *
 BROOKS ST. from 209 Jefferson Ave. to 8 Lawrence St.*
 BROWN ST. from 13 Washington Sq. W. to 22 St. Peter □ *
 BROWN ST. CT. from 18 Brown *
 BRYANT ST. from 165 North to byd. Buffum *
 BUCHANAN RD. from 4 Lincoln Rd. to junc. of Grant Rd. &
 Lincoln Rd*
 BUENA VISTA AVE. from byd Ugo Rd. to byd. DiBiase St.*
 BUENA VISTA AVE. WEST from 10 Sable Rd. West Southerly*
 BUFFUM ST. from 9 So. Mason to 5 Symonds *
 BURKE ST. from opp. 24 Shillaber to Peabody line *
 BURKINSHAW WAY from opp. 3 Puritan Rd. Westerly to Witchcraft Heights
 School +
 BURNS WY. from 32 Puritan Rd. to Witchcraft Heights School +
 BURNSIDE ST. from 58 Bridge to B.& M. R.R.*
 BUTLER ST. from opp. 19 Hanson to opp. 12 Ord *
 CABOT ST. from opp. 44 Cedar St. to 22 Roslyn *
 CAIN RD. from 191 Fays Ave., Lynn Northerly +
 CALABRESE ST. from 32 Jackson to 6 Bertuccio Ave.*
 CALUMET ST. from Peabody line to byd. Dundee St. *
 CAMBRIDGE ST. from 319 Essex to 10 Broad *
 CANAL ST. from Mill junc. Washington to Ocean Ave.*

Manual of the City Government – 2022-2023

CANAL ST. Extension from Ocean Ave. to 72 Loring Ave.*
 CAPTAINS LN. from Whalers Ln. Easterly+
 CARLTON ST. from opp.36 Essex to 98 Derby □ *
 CAROL WAY from Loring Ave. to Weatherly Dr.*
 CARPENTER ST. from 134 Federal to 337 Bridge *
 CARRIAGE HILL LN. from Olde Village Dr. to Lyons Ln.+
 CARROLLTON ST. from 24 Belleview to 38 Calumet *
 CARROLLTON ST. EXT. from 25 Belleview to end
 CASTLE RD. from opp. 15 Greenway Rd. to 3 Emerald Ave.*
 CAULDRON COURT from 72 Valley St.*
 CAVENDISH CIR. Off Whalers Ln+
 CAWLEY WAY from 69 Valley St. to Almeda St.
 CEDAR AVE. from 516 Loring Ave.*
 CEDAR HILL RD. from opp.13 Cedarcrest Rd. to 15 Intervale Rd.*
 CEDAR RD. from 365 Highland Ave. Easterly +
 CEDAR ST. from 172 Lafayette to byd. Cabot *
 CEDAR ST.CT. from 46 Cedar *
 CEDARCREST AVE. from 500 Loring Ave. to byd. Riverview St.*
 CEDARCREST RD. from 5 Cedarcrest Ave. to Riverview St.*
 CEDARVIEW ST. from Riverview St. near Loring Westerly*
 CEDARVIEW ST. SOUTH from opp. 17 Oakview Ave. to Intervale Ave.*
 CELESTIAL WY. from Whaler's Ln. Easterly +
 CENTER ST. from opp. 10 Shillaber to opp. 8 Border St.*
 CENTRAL ST. from 189 Essex to 300 Derby □ *
 CERVONI WALKWAY from 212 Essex St. to Salem Green+
 CHAMPLAIN RD. from 7 Horton St. to Read St.*
 CHANDLER RD. from 469 Loring Ave. to 3 Peter Rd.*
 CHANDLER ST. from 60 School to 21 Symonds *
 CHANNELLE CIR. from 36 Osborne Hill Dr to 48 Osborne Hill Dr +
 CHARLES ST. from 106 Linden to 111 Broadway *
 CHARLOTTE ST. from 73 Pierpont St. to Peabody Line *
 CHARTER ST. from 18 Hawthorne Blvd. to 17 Central □ *
 CHASE ST. from 195 Lafayette to byd. Salem St.*
 CHERRY HILL AVE. from 122 Highland Ave. to 30 Crowdis St.*
 CHERRY ST. from opp. 10 Porter to opp. 3 Cedar *
 CHESTNUT ST. from Summer opp. Norman to opp. 23 Flint *
 CHEVAL AVE. from 55 Bay View Ave. to 30 Beach Ave.*
 CHURCH ST. from opp. 22 St. Peter to 71 Washington □ *
 CHURCHILL ST. from 22 Tremont to byd. Japonica *
 CIRCLE HILL RD. from opp. 39 Gallows Hill Rd. to Mooney Rd.*
 CITY HALL AVE. from 87 Washington to Salem Green *
 CLAREMONT RD. from 12 Larchmont Rd. to 35 Felt St.*
 CLARK AVE. from 8 Clark St. Easterly *
 CLARK ST. from 429 Highland Ave. to byd Barnes Rd.*
 CLEVELAND RD. from Lincoln Rd. opp. Buchanan Rd. to 4 Grant Rd.*
 CLEVELAND RD. EXTENSION from 3 Grant Rd. to Monroe Rd.*
 CLEVELAND ST. from 292 Jefferson Ave. Westerly *
 CLIFF ST. from opp. 22 Ocean Ave. to 11 Clifton Ave.*
 CLIFTON AVE. from Lafayette opp. Forest to 16 Shore Ave.*
 CLOUTMAN ST. from 251 Jefferson Ave. to 52 Lawrence St.*
 CLOVER ST. from 106 Broadway *
 CLOVERDALE AVE. from 32 Marlborough Rd. to byd. Rockmere St.*
 COLBY ST. from 90 Highland Ave. to opp. 40 Hillside Ave.*
 COLLINS ST. from 102 Webb to Barton St. *
 COLONIAL RD. from 189 Jefferson Ave.+
 COLONIAL TERR. same as 5 Nichols +
 COLUMBUS AVE. from Fort Ave. at Columbus Sq. to 14 Beach Ave.*

Manual of the City Government – 2022-2023

COLUMBUS SQ. from 2 Columbus Ave. to Winter Island Rd.*

COMMERCIAL ST. from 75 North St. Westerly, parallel to Northerly side of Canal St. *

COMMERCIAL ST. REAR from 73 North St. Westerly, parallel to Southerly side of Canal St. *

CONANT ST. from 82 Bridge to B.& M.R.R.*

CONGRESS ST. from Derby opp. Hawthorne Blvd. to opp. 62 Leavitt St.*

CONNERS RD. from 17 East Collins to 27 East Collins *

COTTAGE ST. from 10 Greenway Rd. to 3 Willson Rd.*

COUNTRYSIDE LN. from Olde Village Dr. Northerly +

COURAGEOUS CT from 1000 Loring Ave Northerly to end +

COUSINS ST. from opp. 16 Webb to opp. 30 English *

CRESCENT DR. from opp. 5 Witchcraft Rd. to byd. Summit St.*

CRESSEY AVE. from 191 North to Ridgeway St.*

CROMBIE ST. from 281 Essex to 32 Norman *

CROMWELL ST. from 61 Bridge St. Easterly *

CROSBY ST. from 19 Orleans Ave. to 22 Verdon *

CROSS AVE. from 99 Bay View Ave. to Cheval Ave *

CROSS ST. from opp. 8 Conant to 8 Lemon *

CROSS ST. CT. from 14 Cross *

CROWDIS ST. from 138 Highland Ave to 13 Parlee St.*

CURTIS ST. from 85 Essex to opp. 7 Orange St. □ *

CUSHING ST. from 219 North to 31 Highland *

CUSTOM HOUSE CT. from 174 Derby +

CYPRESS ST. from 10 Cabot to Canal *

DAISY ST. from Broadway opp. Charles +

DALTON PARKWAY from junc. Broad & Flint to junc. Essex & Jackson *

DANE CT. from 61 Hathorne +

DANIELS ST. from 59 Essex to Kosciusko St. □ *

DANIELS ST. CT. from 39 Daniels to Salem Harbor *

DAY AVE. from 98 Linden to dead end *

DEARBORN LANE from junc. Dearborn St. and Larch Ave. to dead end *

DEARBORN ST. from 138 North to Larch Ave.*

DeFRANCESCO AVE. from 3 Cedarcrest Ave. Westerly +

DELL ST. from Seemore St. to Circle Hill Rd.+

DERBY SQ. from 217 Essex to 32 Front *

DERBY ST. from junc. Fort Ave. and Memorial Dr. to 73 Lafayette □ *

DERBY WHARF from 173 Derby +

DESMOND TERR. from 15 Belleau Rd. Northerly *

DEVEREAUX AVE. from 103 School to Japonica Ave.*

DEVEREAUX ST. from 14 Japonica to opp. 34 Dunlap *

DEWEY DR. from Pickman Rd. Northerly +

DIBIASE ST. from 30 Circle Hill Rd. to 33 Buena Vista Ave.*

DIPIETRO AVE. from junc. Highland Ave. and Swampscott Rd.*

DODGE ST. from 86 Lafayette to 211 Washington *

DODGE ST. CT. from New Derby St. Southerly *

DOVE AVE. from opp. 189 Jefferson Westerly *

DOW ST. from 155 Lafayette to 84 Congress *

DOWNING ST. from 124 Margin to 21 Prescott *

DUNDEE ST. from Peabody line to opp. 38 Calumet St.*

DUNLAP ST. from 50 Mason to opp. 70 School *

DURKIN RD. from byd. 21 Mooney Rd. Northerly*

DUSTIN ST. from opp. 44 Columbus Ave. to 141 Fort Ave.*

EAST COLLINS ST. from opp. 25 Planters to Barton *

EAST INDIA SQUARE from 156 to 188 Essex St.+

EATON PL. from 17 North +

Manual of the City Government – 2022-2023

ECLIPSE LN. off Cavendish Cir.+
 EDEN ST. from 5 Summit Ave. to 22 Green *
 ELEANOR RD. from opp. 24 Chandler to Linden Ave.*
 ELM AVE. from 483 Loring Ave. Easterly *
 EMERALD AVE. from opp. 8 Castle Rd. to 38 Greenway Rd.*
 EMERTON ST. from 21 Forrester and 12 Boardman to 51 Forrester *
 ENDICOTT ST. from 56 Margin to 21 Hathorne *
 ENGLISH ST. from 11 Essex to byd. 60 Derby □ *
 ESSEX ST. from byd. Webb St. to junc. Highland Ave. and Jackson St. □ *
 EVERETT RD. from 46 Dearborn Southerly *
 FAIRFIELD ST. from 186 Lafayette to opp. 12 Cabot *
 FAIRMOUNT ST. from 20 Liberty Hill Ave. to byd. Woodside *
 FAIRVIEW AVE. from Lafayette near Raymond Rd. Westerly *
 FAIRVIEW RD. from 381 Lafayette Easterly *
 FARRELL CT. from First Street+
 FEDERAL CT. from 89 Federal Southerly *
 FEDERAL ST. from 39 St. Peter to 40 Boston □ *
 FELT ST. from 63 Dearborn to junc. Orne and Sargent *
 FELT ST. WAY from 36 Felt St. to junc. Locust and Larch *
 FERRY ST. from 35 Bridge to Waite *
 FILLMORE RD. from 33 Sumner Rd. to B.& M.R.R.+
 FIRST ST. from 205 Highland Ave .to Swampscott Rd. *
 FLETCHER WAY from Marion Rd. Westerly +
 FLINT ST. from 2 Dalton Parkway to Mason St.*
 FLORENCE ST. from 15 Ropes Southerly *
 FLYING CLOUD LN. from Whaler's Ln. Westerly +
 FLYNN ST. from 4 Home St. Northerly *
 FOREST AVE. from 310 Lafayette to 208 Canal St. Ext.*
 FOREST RIVER PARK off foot of Clifton Ave
 FORRESTER ST. from 74 Washington Sq. E. & 20 Essex to opp.48 Webb *
 FORT AVE. from 22 Webb St.to Island Ave.*
 FORTUNE WAY from Whalers Ln. Southerly+
 FOSTER CT. from 33 Balcomb to 42 Lovett *
 FOSTER ST. from 110 North to 29 Franklin *
 FOWLER ST. from 16 Boston to byd. No. Pine *
 FRANCIS RD. from 28 Jackson St. to 14 Bertuccio Ave.*
 FRANKLIN CT. from 28 Foster St. to 15 Franklin St.*
 FRANKLIN ST. from 86 North to junc. Orchard and Osborne *
 FREDERICK ST. from 10 Belleview Ave.*
 FREEDOM HOLLOW from Loring Hills Ave. to Loring Hills Ave.+
 FREEMAN RD. from 150 Highland Ave. byd. Seemore St.*
 FRIEND ST. from 103 Mason to 10 Oak *
 FRIENDSHIP LN. from 73R Lawrence St.+
 FRONT ST. from junc. Central & Lafayette to 143 Washington*
 GABLES CIRCLE from 22 Gallows Hill Rd. to 30 Gallows Hill Rd. *
 GALLOWS CIRCLE from opp. 28 Puritan Rd.*
 GALLOWS HILL RD. from 88 Almeda St. to byd. Circle Hill Rd.*
 GARDEN TERRACE from North St. opp. Cressey Ave.*
 GARDNER ST. from 194 Lafayette to 75 Canal *
 GEDNEY CT. from 16 High to 17 Gedney St. □ *
 GEDNEY ST. from 34 Margin St. to 47 Summer St.*
 GENEVA ST. from 37 Hancock to opp. 33 Roslyn *
 GERRISH PL. from 19 Essex *
 GIFFORD CT. from 7 Carpenter *
 GLENDALE ST. from 29 Summit Ave. Westerly to Salem Harbor *
 GLENN AVE. from 232 Highland Ave. Easterly to 2 Springside Ave.*
 GLOVER ST. from opp. 87 Leach Southerly to Salem Harbor *

Manual of the City Government – 2022-2023

GOOD CIRCLE from opp. 2 Nurse Way +
 GOOD HOPE LN. Westerly from Whaler's Ln. opp. Captain's Ln.+
 GOODELL ST. from 39 Balcomb to 41 Highland St.*
 GOODHUE ST. from 64 Boston to Grove □ *
 GRAFTON ST. from 31 Hanson Easterly *
 GRAND TURK WAY from Whaler's Ln. Westerly +
 GRANITE ST. from 229 North to 26 Cushing *
 GRANT RD. from 189 Loring to 17 Lincoln Rd.*
 GREEN LEDGE ST. from 307 Highland Ave. Easterly +
 GREEN ST. from Lafayette Pl. opp. Pioneer Terr. to 17 Messervy St.*
 GREENLAWN AVE. from 26 Marlborough Rd. to Glenn Ave.*
 GREENWAY RD. from 101 Highland Ave. to byd. Emerald Ave.*
 GRIFFIN PL. from 165 Federal *
 GRISWOLD DR. from Marion Rd. Southerly +
 GROVE ST. from 65 Tremont to 96 Boston *
 HALSEY WAY from opp. 23 Marion Rd. Northerly +
 HAMILTON ST. from 355 Essex to 22 Chestnut *
 HANCOCK ST. from 208 Lafayette to 75 Canal *
 HANSON ST. from 89 Boston to South *
 HARBOR ST. from 259 Washington to opp. 47 Congress *
 HARBOR VIEW TERR. from 399 Lafayette Easterly *
 HARDY ST. from 43 Essex Southerly to Salem Harbor □ *
 HARMONY ST. from 27 Buffum to 30 Barr *
 HARMONY GROVE RD. from 50 Grove Westerly to Peabody line *
 HARRINGTON CT. from Flint N. Bridge Easterly *
 HARRIS ST. from 23 Osborne to 23 Walter *
 HARRISON AVE. from 12 Palmer to 13 Leavitt *
 HARRISON RD. from 242 Loring Ave. Westerly *
 HARROD ST. from 101 Tremont to 48 Phillips *
 HART WAY from opp. 27 Marion Rd. Northeasterly +
 HARTFORD ST. from 5 Rockdale Ave. to 21 Sable Rd. *
 HATHORNE CRESCENT from 57 Hathorne St. Easterly *
 HATHORNE PL. from 24 Hathorne St. Westerly *
 HATHORNE ST. from 29 Broad to 10 Jefferson Ave.*
 HAWTHORNE BLVD. from 109 Essex to 222 Derby *
 HAYES RD. from byd.Pickman Rd. Southerly to byd. McKinley Rd.*
 HAYWARD ST. from 40 Osborne to 41 Franklin *
 HAZEL ST. from opp. 22 Roslyn to 70 Ocean Ave.*
 HAZEL TERRACE same as R6 Hazel St.+
 HEMENWAY RD. from byd. Savoy Rd. to byd. Naples Rd.*
 HENRY ST. from 5 Purchase to 18 Wall *
 HERBERT ST. from 99 Essex to 204 Derby □ *
 HERITAGE DR. from 60 Highland Ave. to opp. 26 Hillside *
 HERSEY ST. from 44 Linden to 157 Canal St. Extension *
 HIBERNIA WY. from Whaler's Ln. Westerly +
 HIGGINSON SQ. from 225 Essex to Derby Sq.*
 HIGH AVE. from 32 Beach Ave. to 2 Cheval Ave.*
 HIGH ST. from 44 Margin to 53 Summer □ *
 HIGH ST.CT. from rear 13 High *
 HIGHLAND AVE. City from Jackson to Main Entrance of Hospital (approx.
 #84) (City Jurisdiction) and from Entrance of Hospital to Lynn line
 (State Jurisdiction)
 HIGHLAND ST. from 245 North to 104 Tremont *
 HILLSIDE AVE. from 76 Proctor to Almeda*
 HILLSIDE RD. from opp. 4 Hillside Ave.*
 HILTON ST. from 18 Belleview Ave.*
 HODGES CT. from 95 Essex to 188 Derby *

Manual of the City Government – 2022-2023

HOLLY ST. from 238 Lafayette to opp. 6 Hazel *
 HOLYOKE CT. from 201 Essex Southerly *
 HOLYOKE SQ. from 31 Norman to Gedney *
 HOME ST. from 163 Marlborough Rd. to Peabody line *
 HORTON CT. from 156 North Easterly *
 HORTON ST. from 236 Jefferson Ave. to Old Rd.*
 HOSMER AVE. from 19 Juniper Ave. to 3 Cheval Ave.*
 HOWARD ST. from 6 Brown to byd. Bridge *
 HUBON ST. from 18 Bridge to North River *
 INDIA ST. from 65 Derby Easterly *
 INDIAN HILL LN. from Olde Village Dr. Southerly +
 INTERVALE RD. from 486 Loring Ave. to Cedarcrest Ave.*
 IRVING ST. from 20 Grove to 9 Harrod *
 ISLAND AVE. from 4 Sutton Ave. to 201 Fort Ave.*
 IVES CT. from 36 St. Peter Easterly +
 JACKSON ST. from junc. Highland Ave. and Essex to opp. 55
 Jefferson Ave.*
 JACKSON TERR. from 13 Jackson Northerly *
 JANUS LN. from Whaler's Ln. Westerly +
 JAPONICA AVE. from 60 Tremont to byd. Japonica St.*
 JAPONICA ST. from 7 Churchill to Japonica Ave.*
 JEFFERSON AVE. from 112 Margin to 92 Loring Ave.*
 JUNIPER AVE. from 43 Bay View Ave. to 20 Beach Ave.*
 KELLEHER WY. from 159 Federal St. to 21 Fowler St.+
 KELLEY RD. from opp.15 Cedarcrest Rd. Easterly*
 KENNEY CT. from opp. 4 Canal to 6 Pond +
 KERNWOOD ST. from junc. Liberty Hill Ave. and Sargent to
 Kernwood Bridge *
 KIMBALL CT. from 2 Brown Northerly *
 KIMBALL RD. from 286 Canal St. to byd. Bertini Lane *
 KING ST. from 11 Nursery to 14 Woodside *
 KLOP ALLEY from 22 New Derby to Lafayette +
 KOSCIUSZKO ST. from 157 Derby to Daniels *
 LAFAYETTE PL. from 225 Lafayette to Leach *
 LAFAYETTE ST. from junc. Front and Central to Marblehead line ¶ *
 LANGDON ST. from 36 Proctor Westerly *
 LARCH AVE. from 2 Locust St. to 67 Dearborn St.*
 LARCHMONT RD. from 45 Dearborn to 66 Orne *
 LARKIN LANE from 30 Memorial Drive Easterly *
 LATHROP ST. from 67 Bridge to opp. 23 East Collins *
 LAUREL ST. from 260 Lafayette to 127 Canal *
 LAURENT RD. from 214 Jefferson to 38 Willson St. *
 LAURIER RD. from 9 Story Rd. to St. Anne's Park *
 LAWRENCE ST. from 139 Ocean Ave to 291 Jefferson Ave.*
 LEACH ST. from 241 Lafayette to Salem Harbor and Lafayette Pl.*
 LEAVITT CT. from 119 North Westerly *
 LEAVITT ST. from 191 Lafayette to Pingree *
 LEDGE HILL PARK (Mack Park) Tremont St. at Mason St
 LEE ST. from 41 Dearborn to Orne *
 LEE FORT TERR. from 13 Fort Ave. to Essex St. Ext.*
 LEGGS HILL RD. from Loring Ave. at Forest River to Marblehead line *
 LEMON ST. from 120 Bridge to byd. Smith St.*
 LEMON ST.CT. from 20 Lemon Northerly *
 LEVAL RD. from 14 Laurent Rd. to Old Rd.*
 LIBERTY HILL AVE. from 176 North to Sargent *
 LIBERTY ST. from 137 Essex to 282 Derby *
 LIGHTNING LN. from Whaler's Ln. Westerly +

Manual of the City Government – 2022-2023

LILLIAN RD. from opp. 20 Chandler Rd. to Linden Ave.*
 LILLY ST. from 58 Broadway Westerly *
 LINCOLN RD. from 253 Loring Ave. to byd. Marblehead branch R.R.*
 LINDEN AVE. from 457 Loring Ave. to opp. 2 Peter Rd.*
 LINDEN ST. from 5 Holly to 4 Loring Ave.*
 LIONS LN. from Carriage Hill Ln. to Olde Village Dr.+
 LOCUST ST. from junc. Felt St. Way and Larch to byd. Bay View Cir.*
 LOGAN ST. from 26 Bow to 11 Abbott *
 LONGFELLOW LN. from Olde Village Dr. Northerly +
 LOONEY AVE. from 6 Hillside Ave. to 3 Mansell's Parkway *
 LORING AVE. from Lafayette St. to Raymond Rd. (City Jurisdiction)
 and from Raymond Rd. to Swampscott line (State Jurisdiction) □ *
 LORING HILLS AVE. from 560 Loring Ave. Northwesterly to a
 dead end *
 LORING SQUARE junc. Loring, Jefferson, and Canal*
 LOVETT ST. from 6 Bradford to 26 Bradford *
 LOWELL ST. from Fort Ave. to 65 Columbus Ave.*
 LOWELL ISLAND Salem Harbor
 LUSSIER ST. from opp. 22 Forest Ave. to Atlantic *
 LYME ST. from 12 Cabot to 65 Canal *
 LYNCH ST. from 61 Congress to Pingree *
 LYNDE ST. from 66 Washington to 16 North □ *
 LYNN ST. from 124 Federal to junc. River and Bridge *
 MADELINE AVE. from 13 Ravenna Ave. to Appleby Rd.*
 MAJESTIC WY. from Whaler's Ln. Westerly +
 MALL ST. from 25 Washington Sq. N. to 151 Bridge *
 MALM AVE. from 14 Valley St. to opp. 17 Crowdis *
 MALONE DR. from opp. 15 Parlee St. Westerly *
 MANNING ST. from 75 Orchard to 42 Walter *
 MANSELL'S PARKWAY from junc. Proctor and Pope to Witch Hill Rd.*
 MAPLE AVE. from 507 Loring Ave. Easterly *
 MAPLE ST. from opp. 65 Ord to Peabody line *
 MARCH ST. from 48 Bridge to North River *
 MARCH ST. CT. from 24 March Northerly *
 MARGIN ST. from opp. 10 Norman to 69 Winthrop *
 MARINERS WAY from Whalers Lane Easterly+
 MARION RD. from 1 Bradley Rd. to byd. Preston Rd. *
 MARLBOROUGH RD. from 272 Highland Ave. to Peabody line *
 MARSHALL DR. from 54 Pickman Rd. Southerly+
 MARTIN LN. from end of Circle Hill Road (#50) to opp. 8 Dell St. +
 MASON ST. from 99 North to opp. 50 Grove *
 MASSEY WAY btw 8 & 12 Thorndike St. +
 MAY ST. from 416 Essex to 9 Boston *
 MAYFLOWER LN. from Whalers Lane Easterly*
 MCKINLEY RD. from 12 Hayes Rd. Westerly *
 MEAD CT. from 127 North Southwesterly *
 MEADOW ST. from 32 Hazel to 141 Canal *
 MEMORIAL DR. from 27 Fort Ave. to junc. Fort Ave. and Columbus Ave. □ *
 MERRILL AVE. from 29 Bridge to Waite+
 MESSERVY CT. from 6 Messervy St. to 17 Willow Ave.*
 MESSERVY ST. from 13 Summit Ave to opp. 29 Green *
 MICHAEL RD. from opp. 28 Marlborough Rd.+
 MILK ST. from opp. 17 Pickman to 17 Andrew *
 MILL ST. from opp. 56 Margin to 242 Washington *
 MISERY ISLAND Salem Harbor
 MOFFATT RD. from 180 Loring Ave. to byd. Auburn Rd.*
 MONROE RD. from 145 Loring Ave. to 21 Lincoln Rd.*

Manual of the City Government – 2022-2023

MONROE ST. from 366 Essex to 131 Federal *
 MOODY SQ. junc. Appleton, Orne, School and North *
 MOONEY AVE. from 237 North, Southerly *
 MOONEY RD. from 162 Highland Ave. to byd. Circle Hill Rd.*
 MOULTON AVE. from opp. 41 Dearborn to Franklin *
 MT. VERNON ST. from opp. 69 Summer to 7 Winthrop *
 NAPLES RD. from 379 Lafayette to opp. 17 Hemenway Rd.*
 NAUMKEAG ST. from 40 Palmer to 47 Leavitt *
 NEW DERBY ST. from 76 Lafayette to 189 Washington *
 NEW LIBERTY ST. from opp. 18 Brown St. to 144 Essex St.*
 NICHOLS ST. from 103 Boston to opp. 20 South *
 NIGHTINGALE LN. from Whaler's Ln Easterly +
 NIMITZ WAY from opp. 21 Marion Rd. Northerly +
 NORMAN ST. from 154 Washington to Summer opp. Chestnut*
 NORTH ST. from 304 Essex to Peabody line □ *
 NORTH PINE ST. from 298 Essex to opp. 17 Fowler *
 NORTH WALKWAY from 30 Church to 211 Bridge and 7 Ash *
 NORTHEM AVE. from 183 North to 16 Balcomb *
 NORTHEY ST. from 134 Bridge to Smith *
 NORTON TERR. same as rear 81 Tremont +
 NURSE WAY from opp. 2 Martin Lane to end +
 NURSERY ST. from 202 North to 33 Liberty Hill Ave.*
 OAK ST. from 91 Mason to 73 Flint *
 OAKLAND ST. from 209 North to 41 Highland *
 OAKVIEW AVE. from 464 Loring Ave. to Riverview St.*
 OBER ST. from 43 Butler to opp. 5 Wall St.*
 OCEAN AVE. from 1 Shore Ave. to Broadway*
 OCEAN AVE. WEST from 199 Jefferson Ave. to byd. Lawrence St*
 OCEAN TERR. from opp. 8 Cliff Easterly *
 ODELL SQ. from 58 Federal to 36 North and 269 Bridge *
 OLD RD. from 66 Willson to byd. Horton St.*
 OLDE VILLAGE DR. from opp. 403 Highland Ave. Westerly +
 OLIVER ST. from 31 Washington Sq. N. to opp.140 Bridge *
 ORANGE ST. from 81 Essex to 180 Derby □ *
 ORCHARD ST. from junc. Franklin and Osborne to 52 Orne St.*
 ORCHARD TERR. from opp.56 Orchard Westerly *
 ORD ST. from 5 Aborn to opp. 8 Bedford *
 ORD ST.CT. from 5 Ord to 153 Boston *
 ORIENT WAY from Whaler's Ln. Easterly +
 ORLEANS AVE. from 7 Marlborough Rd. to opp. 1 Crosby *
 ORNE SQ. from 21 1/2 Broad to opp. 26 Hathorne *
 ORNE ST. from 162 North to byd. Sargent □ *
 OSBORNE HILL DR. from opp. 60 Marlborough Rd. to end +
 OSBORNE ST. from 120 North to 51 Franklin *
 OSGOOD ST. from 47 Bridge to Collins Cove *
 OUTLOOK AVE. WEST from 138 Marlborough Rd.to dead end*
 OUTLOOK AVE. from Scenic Avenue to Vista Ave.*
 OUTLOOK HILL from 6 Circle Hill Rd. Northerly *
 PACIFIC ST. from 46 Charles St. Northerly *
 PALFREY CT. from 162 Derby Northwesterly *
 PALMER ST. from 173 Lafayette to 46 Pingree *
 PARADISE AVE. from 1 Paradise Rd. Easterly +
 PARADISE RD. from junc. Loring and Vinnin to Swampscott
 line (State Highway)
 PARALLEL ST. from RR tracks southerly byd. Jefferson Ave.*
 PARALLEL ST. WEST from 79 Lawrence St. Easterly to RR tracks*
 PARK ST. from 36 Harbor to 35 Palmer *

Manual of the City Government – 2022-2023

PARKER CT. from 16 Pleasant Westerly *
 PARLEE ST. from 99 Valley Street to Dell St.*
 PATRIOT LN. from Whaler's Ln. Easterly +
 PATTON RD. from 8 Surrey Rd. Northerly *
 PAUL AVE. from 12 Parlee Westerly *
 PEABODY ST. from 101 Lafayette to opp. 64 Ward *
 PEARL ST. from 94 Bridge to B.& M.R.R. *
 PERKINS ST. from 14 Lynch to 73 Leavitt *
 PERSHING RD. from 65 Moffatt Rd. to 16 Surrey Rd.*
 PETER RD. from 22 Linden Ave. to Marcia Ave.*
 PHELPS ST. from 47 Broad to byd. Stearns Place *
 PHILLIPS ST. from 26 Grove to end Harrod *
 PICKERING ST. from 25 Chestnut to opp. 21 Broad *
 PICKERING WAY from opp. 24 Congress to Wharf St.+
 PICKMAN RD. from 198 Loring Ave. to byd. Surrey Rd.*
 PICKMAN ST. from 17 Winter to nearly opp. 90 Webb *
 PIEDMONT ST. from 11 Hancock to opp. 13 Roslyn *
 PIERCE AVE. from 19 Bridge to Waite St.*
 PIERCE RD. from Loring Ave. to 22 Buchanan Rd.*
 PIERPONT ST. from Peabody line to 3 Bedford *
 PINGREE ST. from Lynch to 85 Leavitt *
 PIONEER CIR. from opp. 10 Puritan Easterly *
 PIONEER TERR. from opp. 48 Lafayette Pl. to Leach St.*
 PLANTERS ST. from 43 Bridge to byd. East Collins *
 PLEASANT ST. from 121 Bridge to 53 Washington Sq. No.[] *
 PLEASANT ST. AVE. from 34 Pleasant to 23 Winter *
 PLYMOUTH ST. from 23 West Ave. to 18 Clifton Ave.*
 POND ST. from 250 Washington to 17 Canal *
 POPE ST. from 43 Boston to junc. Proctor and Mansell's Parkway *
 PORCELLO LN. Between Cloverdale Avenue and Springside Avenue+
 PORTER ST. from 150 Lafayette to byd. Cherry *
 PORTER ST. CT. from 4 Porter to 5 Ropes *
 POWDER HOUSE LANE from opp. 40 Highland Ave. Easterly *
 PRATT ST. from 13 High to 32 Endicott *
 PRESCOTT ST. from 90 Margin to 55 Winthrop *
 PRESTON RD. from 356 Jefferson Ave. to 18 Marion *
 PRINCE ST. from 42 Harbor to opp. 28 Leavitt *
 PRINCE STREET PL. from opp. 6 Prince Easterly *
 PROCTOR ST. from 59 Boston to 58 Highland Ave.*
 PROSPECT AVE. from 119 Boston to 26 Butler +
 PURCHASE ST. from 8 Ober St. to 19 Ord St.*
 PURITAN RD. from 67 Ord St. to 10 Gables Cir.*
 PUTNAM ST. from 8 Proctor to opp. 8 Hanson *
 PYBURN AVE. from Ravenna Ave. Westerly *
 QUADRANT RD. from 5 Bradley Rd. to 15 Marion Rd.*
 QUEENSBERRY DR. from Whaler's Ln. Easterly +
 RAINBOW TERR. from opp. 36 Loring Ave. to 19 Raymond Rd.*
 RAND RD. from junc. Felt & Orne to opp. 12 Saltwall Lane *
 RANDALL ST. from 121 North to 26 Buffum *
 RAVENNA AVE. from 386 Highland Ave. to byd. Barcelona *
 RAWLINS ST. from 141 Boston to 8 Purchase *
 RAYMOND AVE. from 422 Lafayette to opp. 40 Raymond Rd.*
 RAYMOND RD. from 67 Loring Ave. to 436 Lafayette *
 RAYMOND TERR. from opp. 46 Raymond Rd. Easterly *
 READ ST. from 278 Jefferson Ave. to Story St.*
 RED JACKET LN. from Whaler's Ln. Easterly +
 RELIANCE ROW from cnr. 123 Weatherly Dr. to end +

Manual of the City Government – 2022-2023

RESTAURANT ROW from opp. 159 Fort Ave. to Memorial Drive *
 RICE ST. from 44 Bridge Westerly *
 RICHARDS RD. from 5 Wall St. Southerly *
 RIDGEFIELD AVE. from Circle Hill Rd. Southerly +
 RIDGEWAY ST. from byd. 11 Cressey Northwesterly *
 RIVER ST. from opp. 30 Beckford to opp. 330 Bridge []
 RIVERBANK RD. from 6 Riverway Rd. to opp. 24 Sunset Rd.*
 RIVERVIEW AVE. from opp. 19 Cederview St. to Riverview St.*
 RIVERVIEW ST. from 410 Loring Ave. to Intervale Rd.*
 RIVERWAY RD. from opp. 2A Sunset Rd.to byd. Riverbank *
 ROBINSON RD. from 120 Swampscott Rd.to Swampscott Line +
 ROCKDALE AVE. from opp. 20 Circle Hill to 182 Marlborough *
 ROCKMERE ST. from 218 Highland Ave. to byd. Cloverdale +
 ROOSEVELT RD. from 70 Orne to 7 Claremont *
 ROPES ST. from 272 Washington to 47 Canal *
 ROSE ST. from 100 Broadway to 259 Canal *
 ROSEDALE AVE. from Lafayette St. to 3 Riverway Rd.*
 ROSLYN ST. from 224 Lafayette to 97 Canal *
 ROSLYN ST.CT. from 33 Roslyn to opp. 18 St. Paul *
 RUSSELL DR. from Marion Rd. Easterly +
 SABLE RD. from Hartford St. to byd. DiBiase *
 SABLE RD. WEST from 164 Marlborough Rd. Easterly*
 SAFFORD ST. from 150 Boston to opp. 74 Beaver []
 ST. ANNE'S PARK from 25 Willson St. to junc. Story St. and
 Champlain Rd.+
 ST. PAUL ST. from 103 Canal to 4 Roslyn St. Ct.*
 ST. PETER ST. from junc. Church and Brown to opp. 194 Bridge *[]
 SALEM GREEN from 33 Church St. to City Hall Ave.+
 SALEM ST. from 32 Harbor to 39 Lafayette Pl.*
 SALT WALL LANE from 54 Felt to byd. Rand Rd.*
 SALTONSTALL PARKWAY from 215 Lafayette St. Easterly *
 SARGENT ST. from junc. Liberty Hill Ave & Kernwood to junc. Orne & Felt *
 SAUNDERS ST. from 104 Bridge to byd. Cross St.*
 SAVONA ST. from 17 Barcelona to opp. 5 Ravenna *
 SAVOY RD. from 361 Lafayette to 14 Hemenway Rd.*
 SCENIC AVE. from 124 Marlborough Rd. to opp. 25 Outlook Ave.*
 SCENIC PLACE from 3 Scenic Way to opp. 24 Scenic Ave.*
 SCENIC TERRACE from 1 Scenic Ave. to Outlook Ave.*
 SCENIC WAY from 9 Scenic Ave. to Outlook Ave.*
 SCHOOL ST. from 145 North to opp. 73 Tremont [] *
 SCHOOL ST. CT. from 42 School Northerly *
 SCOTIA ST. from 21 Butler Southerly *
 SEEMORE ST. from 14 Mooney Rd. to 13 Freeman Rd.*
 SETTLER'S WAY from 27 Szetela Lane Northerly +
 SEWALL ST. from 276 Essex to opp. 20 Lynde *
 SGT. James Ayube II Memorial Dr. from 176 Bridge St. to Veterans
 Memorial Bridge +
 SHILLABER ST. from 74 Ord to Peabody line *
 SHORE AVE. from 1 Ocean Ave. to 23 Clifton Ave. thence to
 Salem Harbor, thence to 1 Ocean Ave.*
 SILVER ST. from 48 Beaver to 68 Beaver *
 SKERRY ST. from 70 Bridge to B.& M.R.R.*
 SKERRY ST. CT. from 8 Skerry Northerly *
 SMITH AVE. from 31 March to North River *
 SMITH ST. from 27 Lemon to 52 Northey *
 SOPHIA RD. from 4 Madeline Ave. to Appleby Rd.*
 SOUTH ST. from opp. 34 Summit to 50 Hanson *

Manual of the City Government – 2022-2023

SOUTH MASON ST. from Waters St. to 2A Buffum St.*
 SOUTH PINE ST. from 397 Essex to opp. 35 Warren *
 SOUTHBIDGE CIR. across from 15 Woodlands Rd southwest end +
 SOUTHWICK ST. from 22 Walter to 28 Dearborn *
 SPRING ST. from 25 Pleasant to 97 Webb *
 SPRINGSIDE AVE. from 17 Glenn Ave. to Verona *
 SPRUANCE WAY from opp. 31 Marion Rd. Westerly +
 STAR AVE. from 18 Beach Ave. to 22 Juniper Ave.*
 STATION RD. from 152 Loring Ave. to byd. Bradley Rd.*
 STEARNS PL. from 20 Phelps Westerly *
 STILLWELL DR. from Pickman Rd. Northerly +
 STODDER PL. from 150 North Easterly*
 STORY RD. from 41 Willson St. to byd. Laurier Rd.*
 STORY ST. from 29 Jefferson Ave. to Champlain *
 STRONGWATER DR. from 54 Osbornhill Dr. Southwesterly*
 SUMMER ST. from 307 Essex to 112 Margin □ *
 SUMMIT AVE. from 20 Leach to 3 Clifton Ave.*
 SUMMIT ST. from 29 Butler to opp. 5 Witch Way *
 SUMNER RD. from 148 Loring Ave. to byd. Preston Rd.*
 SUNSET RD. from 2 Riverway Rd. to 16 Riverbank Rd.*
 SURREY RD. from 32 Pickman Rd. byd. Auburn Rd.*
 SUTTON AVE. from 4 Beach Ave. to 15 Bay View Ave.*
 SUTTON TERR. from 194 Marlborough Rd. Easterly *
 SWAMPSCOTT RD. from 313 Highland Ave. to Swampscott Line *
 SYLVAN ST. from 10 Tremont to 15 Dunlap *
 SYMONDS ST. from 177 North to 10 Balcomb *
 SZETELA LANE from 1 Essex St. to opp. 30 Memorial Dr. *
 TAFT RD. from 17 Grant Rd. to 14 Monroe Rd.*
 TANGLEWOOD LN. from Olde Village Dr. Southerly +
 TECHNOLOGY WAY off Swampscott Rd+
 TEDESCO POND PL. from 11 Vinnin St. Northerly +
 THOMAS CIRCLE from 300 Highland Ave. Westerly *
 THORNDIKE ST. from 26 Bridge to B.& M.R.R.*
 TINKERS ISLAND Salem Harbor
 TOWN HOUSE SQ. junc. Essex and Washington
 TRADER'S WAY from Highland Ave. to Marlborough Rd. to First St.*
 TREMONT PL. from 97 Tremont *
 TREMONT ST. from opp. 61 Mason to Peabody Line *
 TULIP ST. from 90 Broadway Westerly *
 TURNER ST. from 39 Essex Southerly to Salem Harbor □ *
 TYBEE LN. from Whaler's Ln. Easterly +
 TYLER RD. from 314 Jefferson Ave. Southerly +
 UGO RD. from opp. Outlook Ave. to opp. 23 Buena Vista *
 UNION ST. from 103 Essex to byd.215 Derby □ *
 UPHAM ST. from opp. 16 Osborne to 10 Orne *
 VALE ST. from 10 Phelps Westerly *
 VALIANT WAY from Loring Hills Ave. to Loring Hills Ave. +
 VALLEY ST. from 130 Highland Ave. to 11 Gallows Hill Rd.*
 VALLEY ST. WAY from 40 Valley St. Westerly *
 VANDERGRIFT DR. from Pickman Rd. Southerly +
 VANGUARD DR. from Whalers Ln. Westerly +
 VARNEY ST. from 12 Nichols to 13 Putnam *
 VERDON ST. from 17 Marlborough Rd. to opp. 15 Crosby *
 VERONA ST. from 250 Highland Ave. to 3 Springside Ave.*
 VICTORY RD. from 112 Memorial Dr. to 57 Fort Ave.*
 VINNIN SQ. junc. Loring Ave. and Vinnin
 VINNIN ST. from 539 Loring Ave. to Marblehead line *

Manual of the City Government – 2022-2023

VISTA AVE. from opp. 101 Marlborough Rd. to Outlook Ave.*
 WAITE ST. from 10 Pierce Ave. to Ferry St.*
 WALL ST. from 25 Summit St. to Henry St.*
 WALL ST. CT. from 11 Wall St. Southerly *
 WALTER ST. from opp. 30 Foster to 26 Orne *
 WARD ST. from 111 Lafayette to Congress *
 WARNER ST. from 6 Barton to 19 Arbella *
 WARREN ST. CT. from 47 Warren to Jackson *
 WARREN ST. from Pickering to 421 Essex *
 WASHINGTON SQ. E. from opp. 53 Washington Sq. N. to 70 Essex □ *
 WASHINGTON SQ. N. from 2 Brown to opp. 98 Washington Sq. E. □ *
 WASHINGTON SQ. S. from 18 Washington Sq. W. to opp. 74
 Washington Sq. E. □ *
 WASHINGTON SQ. W. from Brown St. to 120 Essex St. □ *
 WASHINGTON ST. from Bridge to 146 Lafayette □ *
 WATERS ST. from 9 Mason to S. Mason *
 WATSON ST. from opp. 54 Beaver to 134 Boston *
 WEATHERLY DR. from Loring Hills Ave. Westerly +
 WEBB ST. from 34 Derby to opp. 110 Bridge *
 WEBSTER ST. from 15 Pleasant to 101 Webb *
 WEST AVE. from 335 Lafayette to Forest River Park *
 WEST CIRCLE from 35 West Ave. Southerly *
 WEST TERR. from opp. 35 West Ave. Northerly *
 WHALER'S LN. from First St. to First St.*
 WHARF ST. from Pickering Way to 201 Derby St.+
 WHEATLAND ST. from 231 Jefferson Ave. to 36 Lawrence *
 WHITE ST. from 95 Derby Southerly *
 WILFRED TERR. from opp. 16 Linden Ave. Easterly *
 WILLIAMS ST. from 21 Washington Sq. N. to 155 Bridge *
 WILLOW AVE. from 263 Lafayette Easterly to Salem Harbor *
 WILLSON RD. from 111 Highland Ave. to Willson St.*
 WILLSON ST. from 252 Jefferson Ave. to 123 Highland *
 WINTER ISLAND RD. from 80 Fort Ave. Easterly to Juniper Cove *
 WINTER ST. from 137 Bridge to 39 Washington Sq. N. □ *
 WINTHROP ST. from 19 Broad to 10 Jefferson Ave. *
 WISTERIA ST. from 53 Ocean Ave. to opp. 106 Linden *
 WITCH HILL RD. from 10 Hillside Ave. to opp. 25 Varney St. *
 WITCH WAY from 6 Gallows Hill Rd. to opp. 18 Puritan Rd.*
 WITCHCRAFT RD. from opp. 10 Puritan Rd. to byd. Crescent Dr.*
 WOODBURY CT. from 29 Northey Southwesterly *
 WOODLANDS RD. after 13 Clark Ave Easterly to end +
 WOODSIDE ST. from 208 North to 33 Fairmount *
 WYMAN AVE. from 471 Highland Ave. to Wyman St.*
 WYMAN DR. from Wyman St. to Wyman Pl.*
 WYMAN PL. from Wyman Rd. to Swampscott line *
 WYMAN RD. from Wyman St. to Wyman Pl.+
 WYMAN ST. from Swampscott line to Wyman Rd.*
 WYMAN TERR. from Wyman Dr. to Swampscott line +
 YANKEE CLIPPER WAY from Whaler's Ln. Westerly +