

Community Benefits Agreement Working Group
September 26, 2024 | Meeting #2
Meeting Minutes

Meeting Attendance:

- Anna Freedman (City Representative) – Present
- Barbara Kelley (Community Representative) – Present
- Bill McHugh (SHPA Representative) – Not Present
- Joe St. Pierre (Crowley Representative) – Present
- Lisa Peterson (City Representative) – Present
- Lucy Corchado (Community Representative) – Present
- Mario Sousa (Salem Public Schools Representative) – Present
- Daniel Collins (Staff to CBA Working Group)

Meeting Minutes

- Meeting commenced at 4:34 pm at 98 Washington Street, Salem, MA 01970.
- Staff provided an overview of the meeting agenda, which included estimated time that was allocated for each business item. Community Benefits Agreement (CBA) Working Group Representatives agreed to the format and the time allocated for discussion.
- CBA Working Group Representatives and staff completed introductions. Roles for participants were clearly stated.
- Crowley Representative provided an interim update which included a review of items completed since the last meeting, which was held June 26, 2024. Crowley Representative covered publication of the Annual Report and financial contributions due in FY25.
- Community Representative requested an update on Crowley’s efforts with the local supply chain as described in Section I.A. of the Agreement. CBA Working Group Representatives requested Crowley include this information as part of this interim update.
- CBA Working Group Representatives requested staff seek confirmation that, in accordance with Section I.A., Essex County Community Foundation had received a check from Crowley and that ECCF provide a letter stating the funding will be used for its intended purpose. Staff agreed to conduct the outreach in coordination with Crowley.
- Staff provided recap of information that was provided at CBA Working Group Meeting #1. Time was allocated for discussion on CBA commitments, working group composition, and the working group purpose.
- Community Representative made comment on the CBA Working Group’s capacity to brainstorm policy and provide suggestions for seaport operations. The representatives reviewed the scope of the CBA Working Group as described in the Agreement and representatives engaged in discussion on the matter. Discussion centered on financial commitments of the CBA and non-financial commitments of the CBA. Staff identified Daniel Collins, Offshore Wind Project Manager and Waterfront Planner as the point of contact for matters outside the scope of the CBA.

- Community Representative requested information and discussion on how funding would be spent. City Representative explained that the City has internal controls to spend funds in accordance with the Agreement. City Representative stated the City could provide the CBA Working Group with spenddown figures periodically. Staff will coordinate with the City's Finance Director to develop the periodic update.
- City Representative asked that staff provide a review of the non-financial benefits in the Agreement to educate the CBA Working Group on the scope of non-financial benefits in the Agreement. Staff reviewed the non-financial benefits in the Agreement with the CBA Working Group and fielded questions. City Representative requested staff isolate non-financial benefits in a separate document to aid CBA Working Group in holding to discussion topics that are supported by the Agreement.
- Community Representative requested clarification on CBA Working Group compensation as described in the Section I.P. of the Agreement. Staff provided recap of a summary that was provided to Community Representatives on July 25, 2024. Community Representative centered conversation on lack of compensation for community representatives on the CBA Working Group. Community Representative requested Staff / the City explore options to pay community representatives from other funds until funding becomes available through Section I.P of the CBA.
- Staff reviewed next steps which included Crowley modifying the interim update based on feedback received by the CBA Working Group, Crowley and staff coordination to send interim update and notes to the CBA Working Group, and a target for CBA Working Group members to provide feedback to staff in time to post the finalized interim update to the City of Salem and Crowley websites by 10/03/2024.
- Staff shared the time and location of the next CBA Working Group meeting.
- Staff opened for final questions and comments. Hearing none, the meeting adjourned at 5:59 pm.



DOMINICK PANGALLO
MAYOR

TOM DANIEL, AICP
DIRECTOR

CITY OF SALEM, MASSACHUSETTS

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AGENDA

SUBJECT: Community Benefits Agreement Working Group (Meeting #2)

DATE: Thursday, September 26, 2024,

LOCATION: City Hall Annex, 98 Washington Street, 1st Floor Medium Conference Room (The conference room is towards the back / parking lot side of the building across from the 1st floor bathrooms. Please anticipate the meeting starting at 4:30 pm, which will preserve time that is allocated for discussion.)

TIME: 4:30 pm – 6:00 pm

MEETING PURPOSE: The purpose of the meeting is to monitor implementation of the City of Salem & Salem Wind Terminal LLC Community Benefits Agreement.

AGENDA ITEMS:

- Overview of Meeting
- Crowley Interim Update and Discussion
- Recap from Last Meeting: Community Benefits Agreement (CBA) Overview
 - Questions / Discussion:
 - CBA Overview
 - Working Group Composition
 - Working Group Purpose
- Next Meeting / Next Steps

Salem Wind Terminal / City of Salem

9.23.2024

Community Benefits Agreement Working Group Meeting #2

Item's Completed Since 6.26.2024:

1. Community Benefits Report

- a. Annual Community Benefits Report – Submitted to City on 6.26.2024.
 - i. Finalized by Community Benefits Working Group – 9.3.2024.
 - ii. Submitted Translated finalized by Annual Community Benefits Report for posting to website - 9.17.2024.

2. Financial Contributions

- a. Commitment I(A) Economic Development - \$45,000
 - i. Payment to the Essex County Community Foundation – Invoice has been received by Salem Wind Terminal. The invoice has been processed and payment has been sent out.
- b. Commitment I(B)(3) Police Department - \$50,000
 - i. Payment to the City of Salem. The invoice has been received by Salem Wind Terminal. The invoice has been processed and we are awaiting a check to submit to the City of Salem.
- c. Commitment I(B)(4) Fire Department - \$40,000
 - i. Payment to the City of Salem. The invoice has been received by Salem Wind Terminal. The invoice has been processed and we are awaiting a check to submit to the City of Salem.
- d. Commitment I(B)(5) Planning Department - \$100,000
 - i. Payment to the City of Salem. The invoice has been received by Salem Wind Terminal. The invoice has been processed and we have submitted the check to the City of Salem.

3. Local Supply Chain

a. Commitment I(A) Economic Development

i. The Salem Wind Terminal is committed to utilizing the local supply chain in Salem and Essex County, as feasible, to develop and operate the Salem Offshore Wind Terminal. As such, the Salem Wind Terminal has engaged with the following businesses:

1. North Shore Drain and Sewer
 2. General Environmental Services
 3. DeMatos Landscaping
 4. Iron Tree
 5. Cicoria Tree
 6. North Shore Marine Inc
 7. Smith Marine Services
 8. Finz
 9. The Hive
 10. The Hampton Inn
 11. Louise Michaud Photographer / Pictures From The Sky
 12. Hancock Associates
 13. The F.W. Webb Company
 14. Coffee Time Bakery
 15. Winer Bros Inc.
 16. Garcon Pizza
 17. Engine House
 18. Bagel World
 19. Howling Wolf
 20. Roses Marine
 21. Douglas Bowker Motion-Graphics
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