

Community Benefits Agreement Working Group
December 19, 2024 | Meeting #3
Meeting Minutes

Meeting Attendance:

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

Meeting Minutes

- Meeting commenced at 4:35 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 modified the agenda to put meeting minutes, Essex Community Foundation (ECCF) Letter, and CBA Working Group Community Representative Compensation before Crowley's update to allow time for remaining community representative to arrive late.
- CBA Working Group Representatives roles were clearly stated.
- Staff reviewed process for meeting minutes used during the last meeting and mentioned the process would be used going forward. CBA Working Group Representatives were given an opportunity to provide feedback. CBA Working Group Representatives did not share feedback.
- Staff shared ECCF Letter confirming that CBA funds are being used for their intended purpose. Staff opened for questions. CBA Working Group Representatives did not share questions.
- Staff shared that the city had worked to address the question of compensation for the community representative's volunteer service on the CBA Working Group. Staff mentioned that community representatives would be provided with instruction outside of the CBA Working Group meeting on the terms and method of compensation.
- The second community representative arrived and staff briefly recapped agenda items to this point.
- Crowley Representative provided an interim update which included a review of items completed since the last meeting, which was held September 26, 2024. CBA Working Group Representatives did not request changes to the interim update sheet provided by Crowley.

- At the 09/26/2024 CBA Working Group meeting, the CBA Working Group representatives asked that staff create an excel spreadsheet that included non-financial commitments copied and pasted from the CBA and present on it. Community representative requested copy of the spreadsheet outlining the non-financial commitments in the CBA. CBA Working Group Representatives were afforded the opportunity to ask questions and seek clarification on items in the CBA.
- Community representative offered to connect Crowley with businesses in the community in support of Section I.A.
- A discussion was had relative to Section I.H. of the CBA that centered on DEI targets. The CBA Working Group offered support to Crowley in the form of generating ideas and promoting the project to constituencies and networks to increase success in achieving the goals of this section.
- City representative requested staff work with Finance staff to update the financial tracking sheet.
- Staff reviewed next steps which included Crowley modifying the interim update based on feedback received by the CBA Working Group (of which none was given), 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 01/03/2025 with holiday considerations.
- 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 5:25 pm.



DOMINICK PANGALLO
MAYOR

TOM DANIEL, AICP
DIRECTOR

CITY OF SALEM, MASSACHUSETTS

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

120 WASHINGTON STREET ♦ SALEM, MASSACHUSETTS 01970
TELE: 978-619-5685 ♦ FAX: 978-740-0404

AGENDA

SUBJECT: Community Benefits Agreement Working Group (Meeting #3)

DATE: Thursday, December 19, 2024

LOCATION: City Hall Annex, 98 Washington Street, 1st Floor Medium Conference Room

TIME: 4:30 pm – 6:00 pm. Please anticipate the meeting starting at 4:30 pm, which will preserve time that is allocated for discussion.

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
- Follow up from previous meeting:
 - Meeting Minutes
 - Essex County Community Foundation Letter
 - CBA Working Group Community Representative Compensation
 - Review of Non-financial Benefits
- Next Meeting / Next Steps



Salem Wind Terminal / City of Salem

12.19.2024

Community Benefits Agreement Working Group Meeting #3

CBA Updates 9.23.2024 – 12.19.2024:

1. Financial Contributions

a. Commitment I(A) Economic Development - \$45,000

i. Received payment has been confirmed.

b. Commitment I(B)(3) Police Department - \$50,000

i. Received payment has been confirmed.

c. Commitment I(B)(4) Fire Department - \$40,000

i. Received payment has been confirmed.

d. Commitment I(B)(5) Planning Department - \$100,000

i. Received payment has been confirmed.

2. Sustainability and Resilience

a. Electric Charging Stations

i. Electric vehicles are being procured. Looking to be operational by start of construction.

3. Workforce Development – Outreach

a. Expected appointment to the North Shore Workforce Board

4. 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
22. Maitland
23. Quinn Iron Works
24. Sea Level

CBA Updates 6.26.2024 - 9.23.2024:

5. 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.

6. 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.

DRAFT