



SALEM HARBOR PORT AUTHORITY

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MEETING MINUTES: March 6, 2025

A public meeting of the Salem Harbor Port Authority was convened at 5:00 pm via Zoom web conference.

Members present: Kathy Winn (Chair), Mayor Pangallo, and Councilor Jerzylo, Captain Fred Ryan

Others Present: Capt. Bill McHugh – Harbormaster, Daniel Collins – Planning Department

Call to Order

Ms. Winn called the meeting to order at 5:00pm. Mr. Collins outlined the format for the meeting, indicating that members of the public may provide comments during the period of the meeting designated for public comment.

Port Updates

Melissa Martinez and Tim Arnold from Accenture, were present to provide an update on the Salem Ferry Terminal. Accenture's role is to represent the owner's interest, conduct risk assessments, budget oversight, cost estimating, and to oversee design, procurement and construction. Deborah Fennick, Aaron Udy, and Melissa Montgomery from Fennick McCredie Architecture were present as the project architect.

Mr. Udy gave a project overview, which includes a predesign phase from January -April 2025 and a schematic design phase from April – June 2025. The project goals include creating an experience representative of and welcoming to Salem's community, functionality including optimizing ferry and cruise operations, public maritime use, a multi-functional lobby serving passengers and availability for community event use, possible CBP program, and sustainable strategies with net zero efficiency, resiliency and healthy and green building materials. A report will be provided to the City.

Mr. Collins noted that the primary purpose of this high-level meeting was to introduce the design team to the Port Authority members. He added that there will be opportunities in the future for interaction. Capt. McHugh noted that the information from CPB is being reviewed. He said if they go through the CPB process, the terminal can be used as a port of entry, but it may be a heavy lift. A hybrid option maybe the best option.

Mayor Pangallo inquired about opportunities for public input. Capt. McHugh said they are currently working on due diligence but that there would be opportunities for public comment after the Port Authority members reviewed designs plans. He expects that the public will more fully engaged in the

summer and that public meetings will be scheduled. Mayor Pangallo noted that all the meetings are open so the public can follow along and understand the process.

Staff Updates

Mr. Collins presented the new website for the City of Salem. He said the navigation is generally the same and offered to be available if any of the members would like a quick tutorial on the new layout.

Mr. Collins reported that next month the Port Authority will need to start meeting in person. The allowance to be fully remote will be partially rescinded. Mr. Collins reviewed the remote participation policy signed in 2022. The meeting chair and a quorum of the members will be required to be in person. They will meet next month in the Annex Building. The Port Authority will need three members, including the chair, to be present in-person. Members participating remotely may vote and will not be counted as absent. Remote participation is not permitted for Executive Session. Remote participants can not operate a motor vehicle while participating. Members can participate remotely if their attendance in-person would be “unreasonably difficult.” Section 3 reviews the procedures for requesting remote participation. Minutes must record who is participating remotely. Section 4 addresses technology. The remote participant must be clearly visible and audible to all persons in the meeting location. The chair must decide how to address any technical difficulties and those must be noted in the minutes. Capt. McHugh noted the potential technological issues with remote public participation. Mr. Collins shared the Remote Participation Checklist for the Chair.

Harbormaster Report

Captain McHugh reported on the RFP that was put out for harbor launch services. It will start by going out of Congress Street and will service both sides of the harbor, and will also look at other areas. A contract was signed with MidHarbor Marine, who has a boat launch especially for Salem. It will run before Memorial Day through Labor Day. They will also provide service during October. There will be charges, which he will share.

Capt. McHugh reported on the electronic bid from Chris Electronic. A Notice to Proceed has been issued. The ferry operator will come before the Port Authority at a coming meeting.

Public Comment

There were no members of the public wishing to comment.

Approval of Minutes

Mayor Pangallo made a motion, seconded Councilor Jerzylo, to approve the February 6, 2025 Salem Port Authority meeting minutes. The motion passed unanimously.

Adjournment

Councilor Jerzylo , Capt. Ryan, seconded by Capt. Rayn, to adjourn the meeting. The motion passed unanimously.

The Salem Harbor Port Authority approved the minutes at the meeting held 04/03/2025.

salem ferry terminal

Port Authority Meeting

March 6, 2025

who we are

Our Team



Melissa Martinez
AIA, LEED AP, MCPPO
Project Director



Tim Arnold
CMIT, MCPPO
Project Manager

Firm Introduction:

Anser Advisory is a national program and construction management consulting firm founded in 1998 as Pinck & Co, Inc.

In 2023, Anser was acquired by Accenture, a global professional services company, with which we are currently integrating.

Locally, our Boston office has **30+** professionals focused on providing **Owner's Project Management Services** for public institutions, municipalities, schools, housing entities, and other non-profits, primarily in the Commonwealth of Massachusetts and across the Northeastern United States.

Salem Ferry Roles and Responsibilities:

- Represent the Owner's Interest
- Risk Assessment & Mitigation
- Schedule and Budget Oversight
- Independent Cost Estimating
- Oversee Design, Procurement & Construction

Recent & Current Salem Projects:



Salem Old Town Hall



Salem High School



Forest River Pool



Pioneer Village Living History Museum

who we are

Fennick McCredie Architecture

- Project Role – Architect
- Boston based woman-owned firm, specializing in transportation architecture for over 20 years.
- Prioritizing client collaboration, user-focused design, and sustainable strategies
- Portfolio includes the Salem MBTA Station, the Beverly Municipal Airport, and the Boston Cruise Port
- Deborah Fennick, Principal
AIA, LEED
- Aaron Udy, Project Manager & Salem Resident
AIA, LEED AP
- Meaghan Montgomery, Project Designer



project overview

Phases & Goals

- PreDesign Phase: January-April 2025
- Schematic Design Phase: April-June 2025
- Project Goals:
 - Create an experience representative of and welcoming to the Salem community. Celebrate Salem's maritime culture and history.
 - Functionality; optimize ferry and cruise operations, and public maritime use.
 - Multi-functional Lobby, serving ferry passengers and available for community event use.
 - Sustainable Strategies; energy efficient with renewable energy sources (net zero), healthy and green building materials, resilient



project overview

PreDesign Phase

- Timeline: 12 weeks, 1/14/25 - 4/14/25
- Tasks: Project Definition, Data Collection & Analysis, Design Alternatives, Final Report
- Design Alternatives: develop program & square footages, program layouts, obtain ROM pricing
- Possibility of CBP program
- Explore sustainability initiatives that align with the Stretch Energy Code, Specialized Energy Code, and Net Zero
- Design for flood resiliency

