



SALEM HARBOR PORT AUTHORITY

98 WASHINGTON STREET, SALEM, MASSACHUSETTS 01970

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(978) 741-0098 | HARBORMASTER

MEETING MINUTES: September 3, 2026

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

Members present: Councilor Turowski, Capt. Ryan, Fed Atkins, and Philip Pelletier

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

Call to Order

Capt. Ryan called the meeting to order at 5:00pm. Roll was called.

Chairperson Designation

Mr. Collins read a letter from Mayor Pangallo appointing Capt. Ryan as Chairperson.

Port Updates

- Terminal Building Project Presentation

Aaron Udy, Tim Arnold, Deborah Fennick, and Cyrus Gagaza were present:

- Capt. McHugh noted that they are trying to work through design and cost containment. They will review the timeline.
- Capt. McHugh noted that they received the Order of Conditions from the Conservation Commission and they went before the ZBA for the required variance. The next presentation will be before the Planning Board. They are also working on the Chapter 91 license. He estimated that they are about a year away from going out to bid for the project.
- Mr. Collins reviewed the timeline.
- Ms. Fennick reviewed the program summary. The Salem Ferry Terminal will serve as a permanent, resilient and modern gateway hub for waterborne transportation.
- Key components include passenger services, operational capacity, leasable office spaces, applying for Chapter 91 and Waterways Licensing, training and event spaces, and facility security/IT space.
- The key purposes of the development are for port operations and marine services and design for resiliency and sustainability.
- The existing conditions plan was reviewed. The reclaimed granite is planned for use at the site.
- The proposed site circulation plan was shared and reviewed.
- The elevation of the building has changed to 14' 4" after discussions with local and state building code officials. They decided to take a more conservative approach after learning that the 16' 2" elevation may be overbuilt. They are complying with C-ROD requirements. They will also be speaking with the City's Building Inspector. The hope is the shift will help with cost containment as there will be a reduction in the number of micro-piles.
- With this change the building won't be as high, and the costs will be reduced overall.

- Mr. Udy reviewed the landscape plantings and the layout plans. The layout has not changed significantly since last presented.
 - The separate men's/women's restroom has been changed to a gender-neutral bathroom. The stalls are full height. It is fully compliant with the building code.
 - The velocity zone and access diagram was shown indicating the edge of the concrete, pedestrian access, emergency vehicle access, and area for future solar panels.
 - Renderings of the exterior views were shared and reviewed showing the building design and landscaping. The materials were reviewed. Interior views of the building were shared.
 - The handrails remain with the reduced building height, but they are reduced.
 - Councilor Turowski said the building is beautiful and glad it's taking shape. She appreciated the feedback being accepted regarding the gender-neutral bathrooms.
- ZBA Memorandum
 - Mr. Collins reported that the ZBA had a condition that petitioner submit a letter of permission from the owner of 71 Derby Street verifying that construction of the Ferry Terminal Building can take place at 67/71 Derby Street to the Planning Department prior to receiving a building permit. Mr. Collins noted that the SPA is the petitioner and the owner, but it is required to satisfy the special condition.
 - Capt. McHugh said the letter is procedural and that he will draft a letter for the ZBA.

Passport Parking Initiative

Capt. McHugh reported that the sign will be put on the property next Tuesday. The sign will announce the pay to park via the PassPort app with an effective date of September 15th.

Capt. Ryan said he thinks the timing is good given the uptick in traffic leading up to Halloween. Councilor Turowski recommended sending an alert out to the neighborhood when the sign goes up. Capt. McHugh will coordinate the wording.

Capt. McHugh said he would like to see a vote on the parking rates. He reiterated his concern about the lot not being the cheapest place to park during the month of October. There is a 20% discount for residents. He said sees rates as high as \$50/day during October. He would propose rates at \$4/hour during October. He would also like to change the fine during October. Fines are \$25 and it would be cheaper to pay the fine than pay for parking and suggested the fine be raised to \$100 during October. The \$100 fine would be for each day.

Councilor Turowski motioned, seconded by Mr. Pelletier, to set the base parking rate to \$4/hour with a 20% discount for residents during the month of October. The motion passed.

Mr. Pelletier motioned, seconded by Councilor Turowski, to set the fine rate to \$100/day during the month of October. The motion passed.

CEC Harbor Planning Grant

Mr. Collins reported that they are looking for approval from the Board to move forward on a \$200,000 grant agreement with the Mass Clean Energy Center for future navigation dredging planning and development of navigation models. They are looking to collect all the existing information they have and identify gaps. Capt. McHugh said there is a sewer transmission line that runs underneath the channel and close to the turning basin. He said they want to make sure they have all the points cataloged. They would also like to understand the maximum threat vessel in terms of the structures on the seabed.

Mr. Pelletier motioned, seconded by Councilor Turowski, to empower the Port Director, Capt. McHugh, to enter into a \$200,000 grant agreement with the CEC for harbor planning. The motion passed.

Staff/Authority Updates

- Harbor Master Report

Capt. McHugh reported that there was a mechanical failure on the Bowditch which took out one of the transmissions. The original marine gear was saved, so it was used to replace the gear that failed. BHC will be rebuilding the gear that failed as it was only four years old.

Capt. McHugh said this has been an active yacht season.

Public Comment

There were no members of the public wishing to comment.

Councilor Turowski noted that there will be a dedication for the new art installation on Blaney Street Wharf on Thursday, September 24th at 5pm. Capt. McHugh noted that SPA members will receive an email regarding the event.

Approval of the Minutes

Councilor Turowski motioned, seconded by Mr. Pelletier, to approve the minutes for the August 6th meeting. The motion passed.

Adjournment

Councilor Turowski motioned, seconded by Mr. Pelletier, to adjourn the meeting. The motion passed.

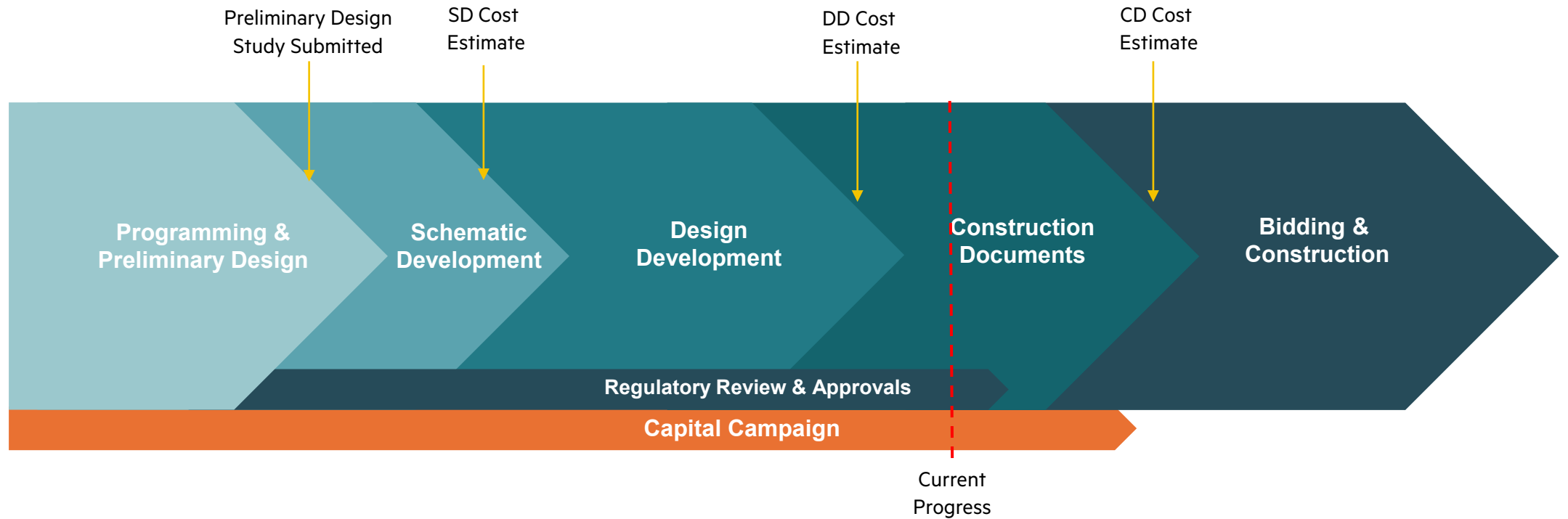
Approved by the Salem Harbor Port Authority at the meeting held on October 15, 2026.

Salem Ferry Terminal

Port Authority Meeting

September 3, 2026

Proposed Project Schedule



Program Summary

The new Salem Ferry Terminal will serve as a permanent, resilient and modern gateway hub for waterborne transportation.

Key Components:

- Passenger services, including the cruise ship industry / operations: ticketing, waiting areas, visitor info, public restrooms, and concessions support
- Operational capacity for current and future tourism
- Leasable office space for WDI businesses
- Applying for Chapter 91 environmental permitting, Waterways Licensing Application
- Training and event areas to support WDI uses
- Facility Security office and IT space / infrastructure

Key Purposes of Development

Port Operations

- Ferry operations and larger passenger vessels are the primary function of terminal
- Flexible to accommodate other marine services: vessel business, excursions
- Ensure orderly and safe passenger movement and access for emergency services

Design for Resiliency and Sustainability

- Elevated first floor out of 2070 flood level; building located away from high wave action
- Protect the foundation from flood and debris impact
- Highly durable exterior materials for longevity; high-performance building enclosure, mech systems for energy efficiency
- Provision for future solar array, photovoltaic

Design for Resiliency

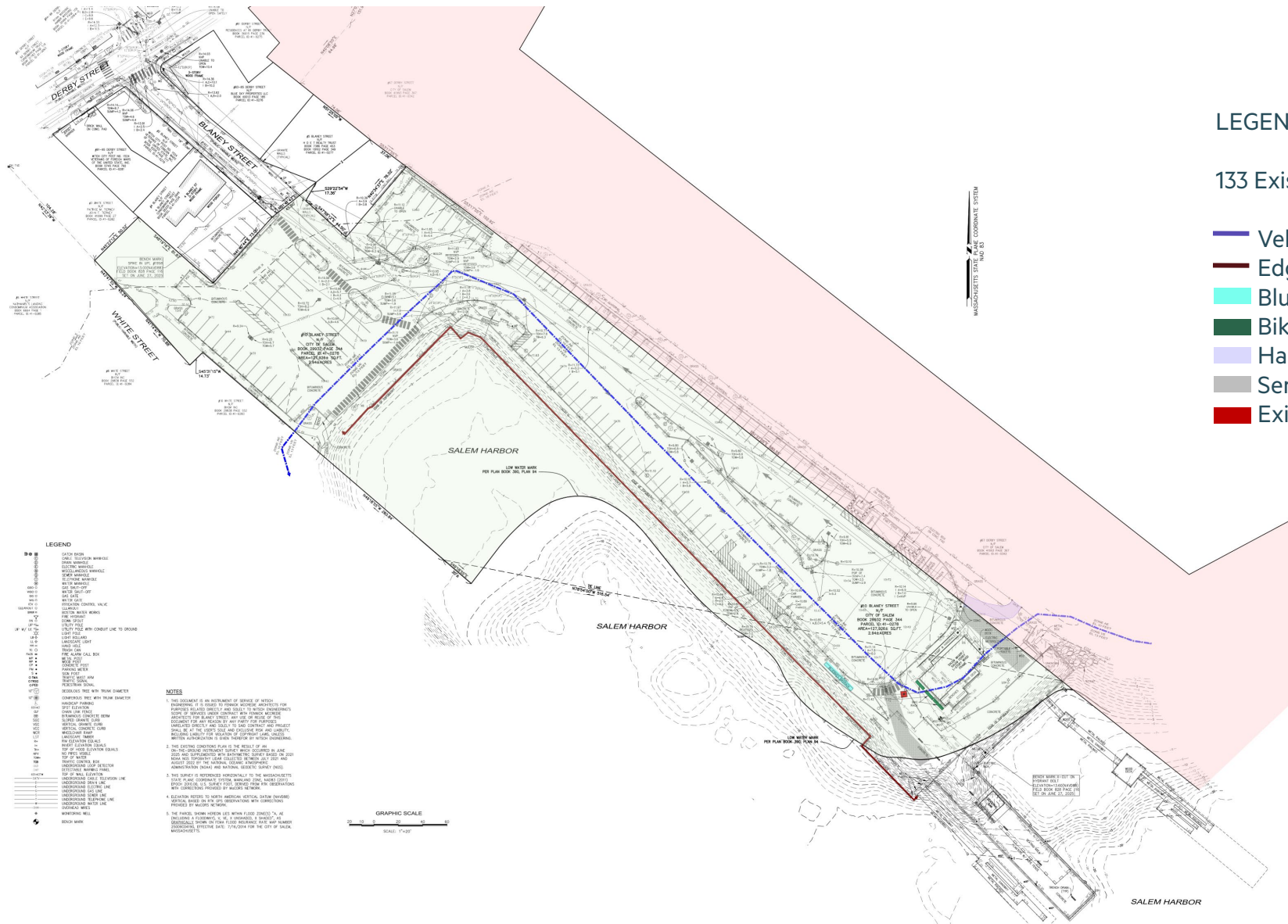
- Massing is based on the minimum space for port operations in context with the surrounding buildings and site constraints
- Vertical circulation to Design Flood Elevation (DFE) and to accommodated site shape and restrictive setback requirements that constricts the overall massing

Existing Conditions Plan

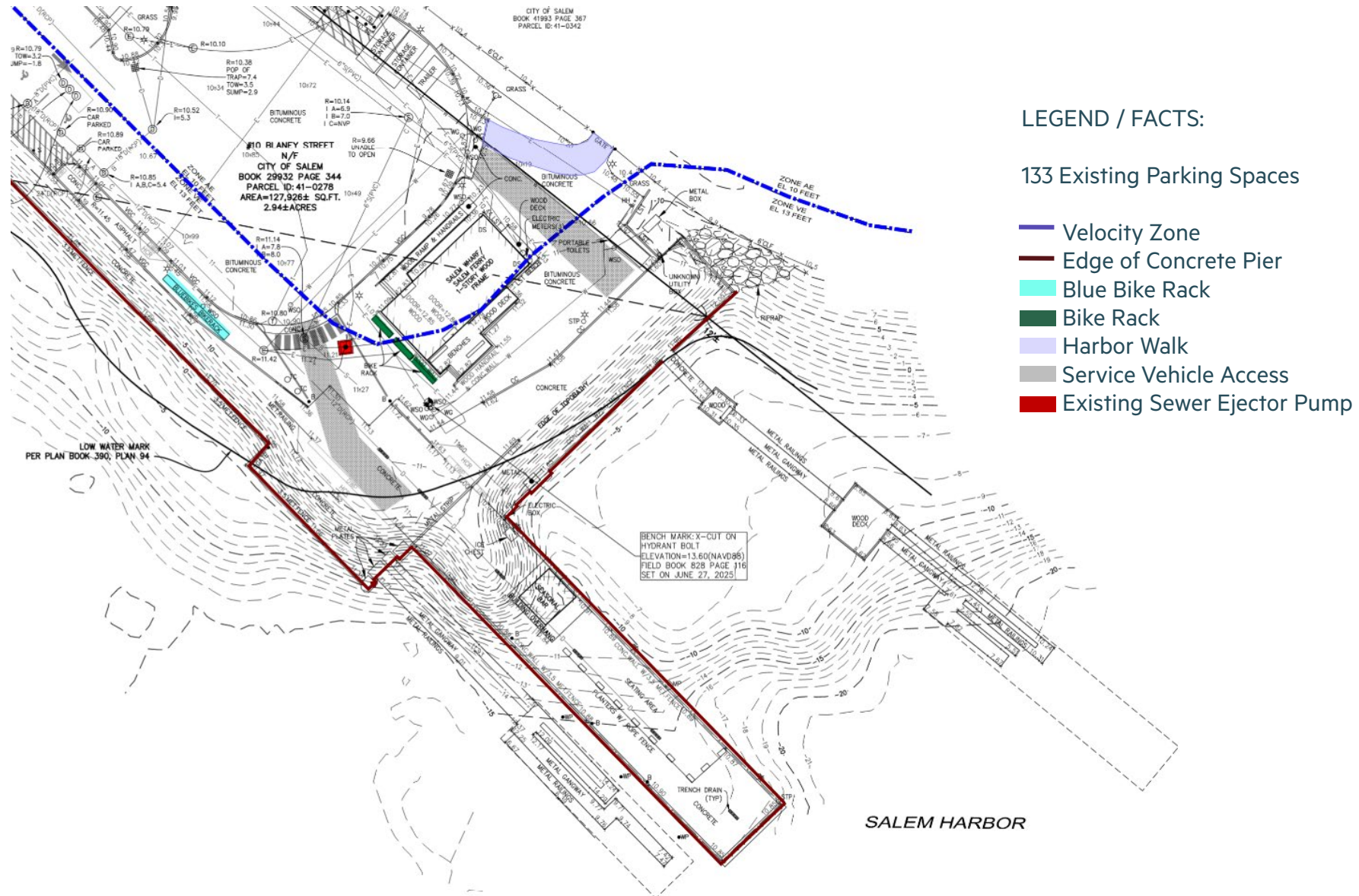
LEGEND / FACTS:

133 Existing Parking Spaces

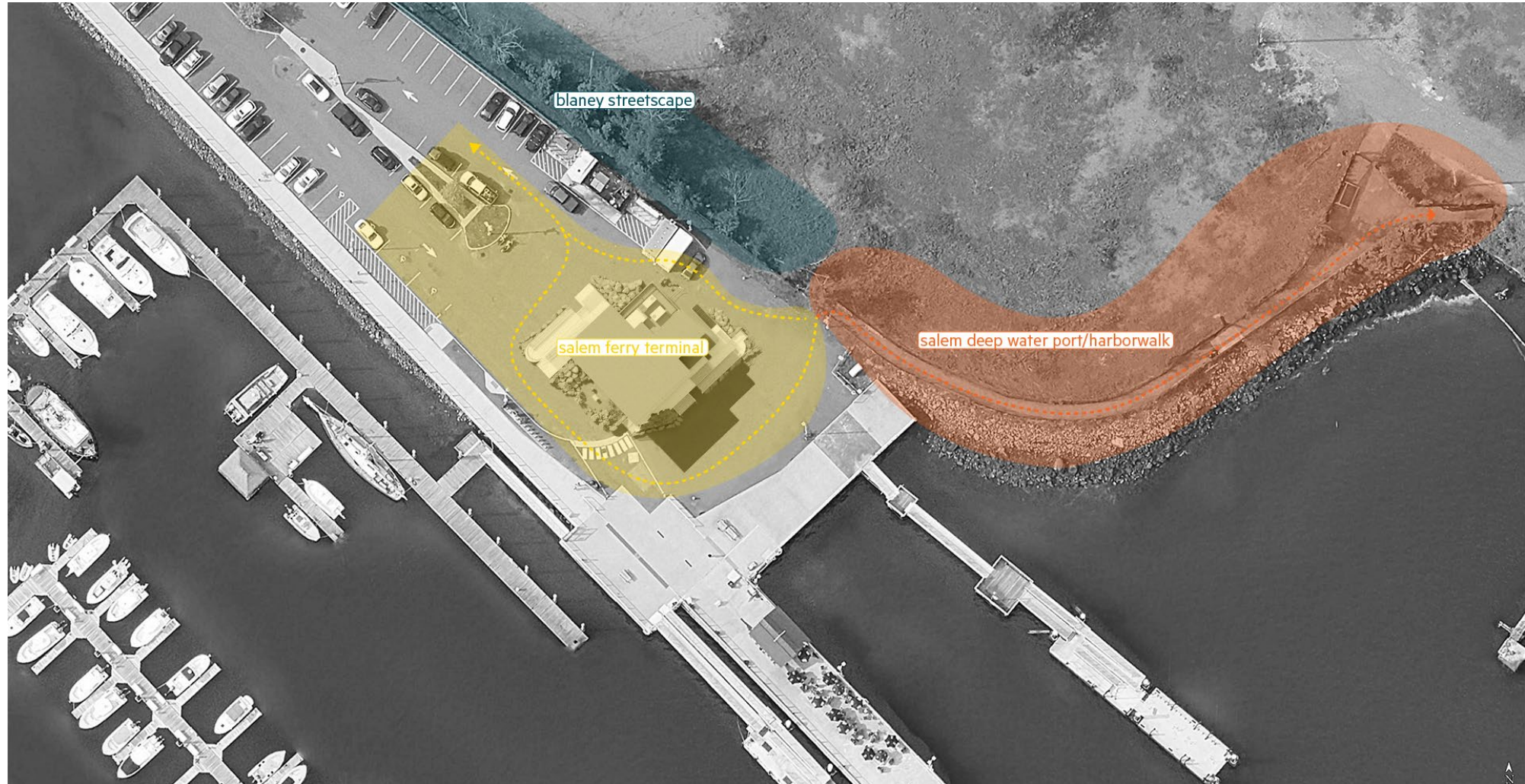
- Velocity Zone
- Edge of Concrete Pier
- Blue Bike Rack
- Bike Rack
- Harbor Walk
- Service Vehicle Access
- Existing Sewer Ejector Pump



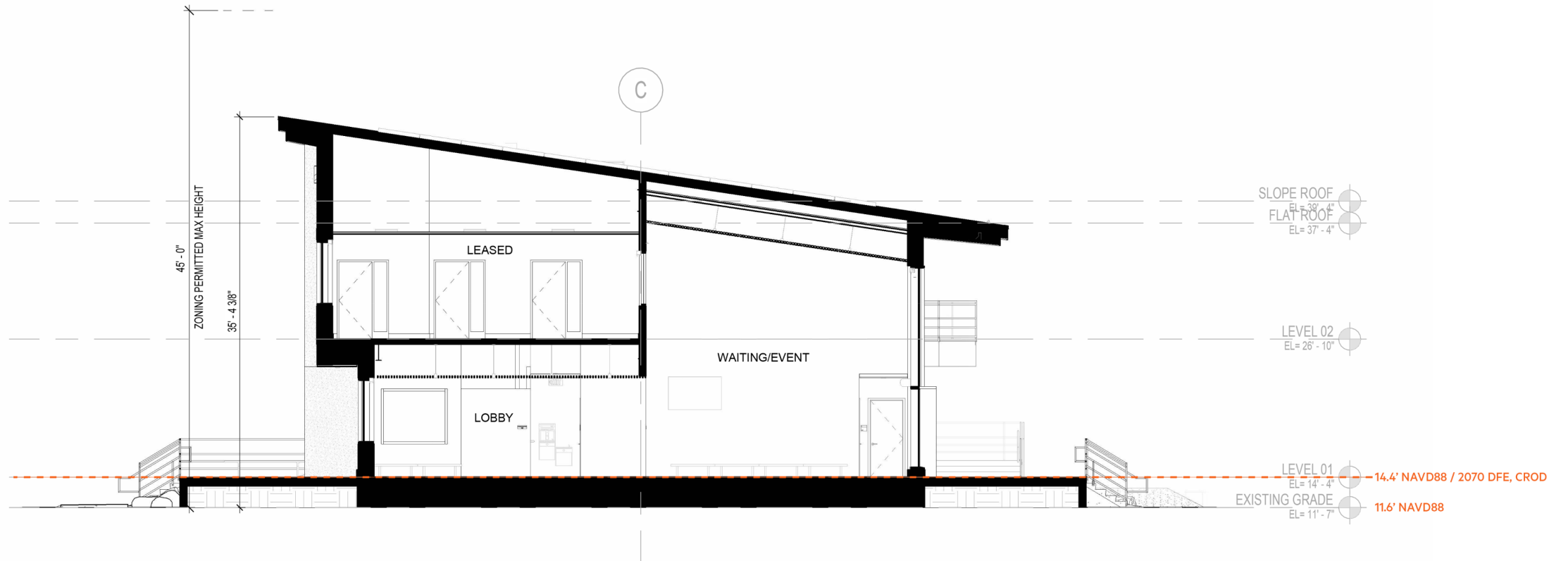
Enlarged Existing Conditions Plan



Proposed Site Circulation Diagram



Building Height Section – DFE 14'-4"



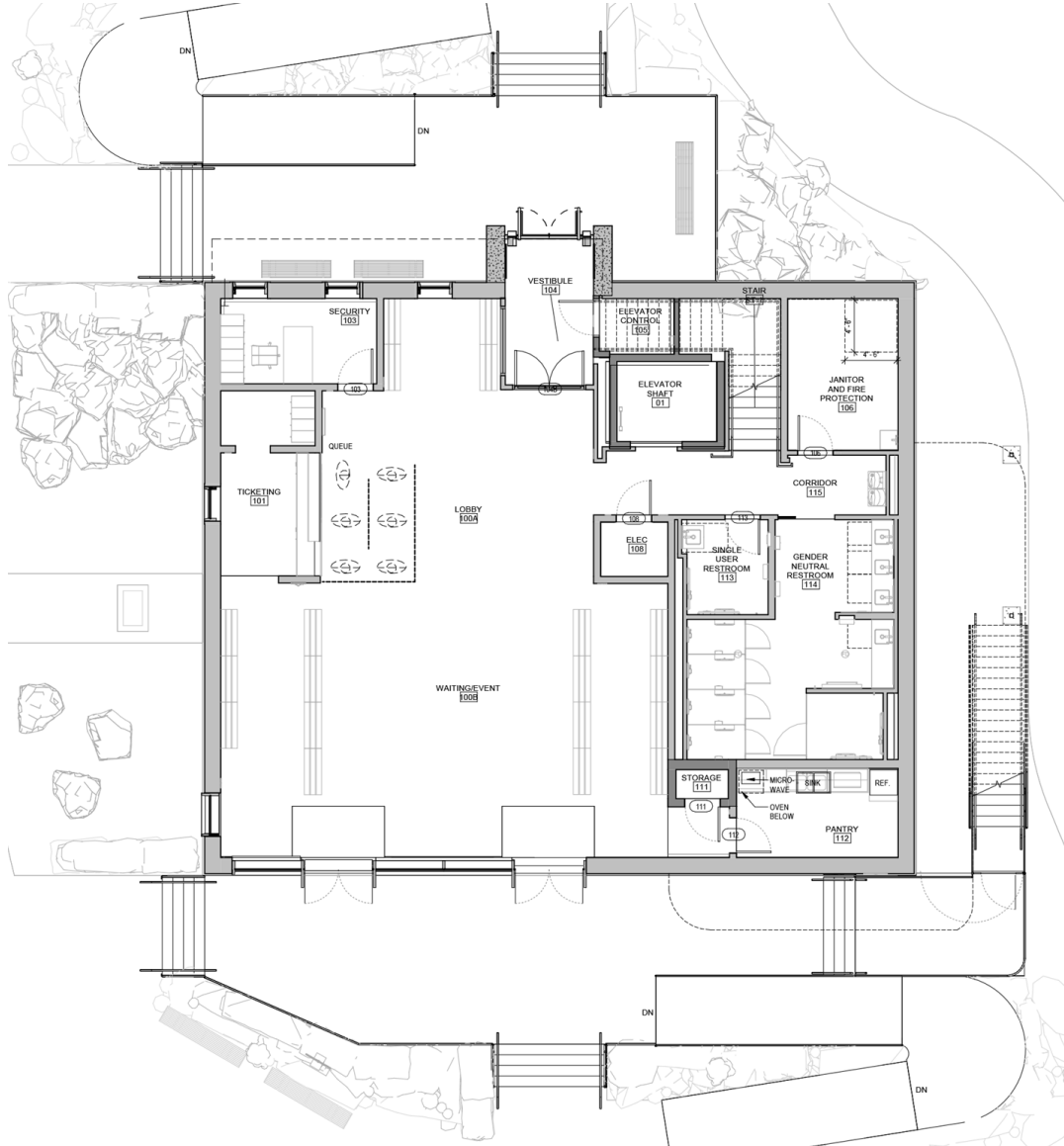
LOCATED WITHIN ZONE AE WITH A 2024 FLOOD ELEVATION
OF 10 FT (NAVD88) AND 2070 FLOOD ELEVATION OF 14 FT.

SHRUBS

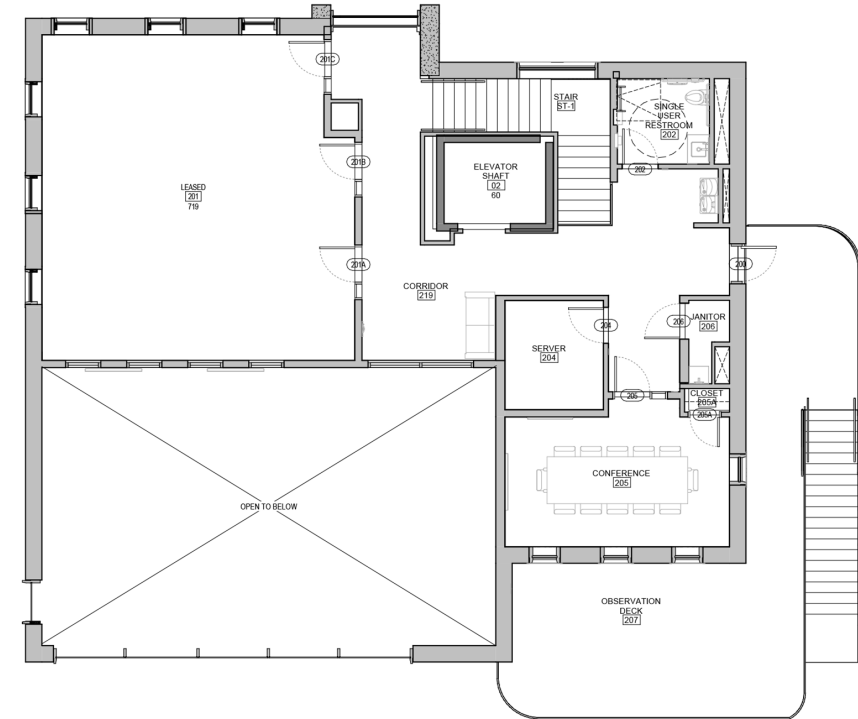
GROUND COVER & GRASSES

Landscape planting scheme and drawings to be updated to new elevation changes, as per current C-ROD interpretation.

Layout Plans

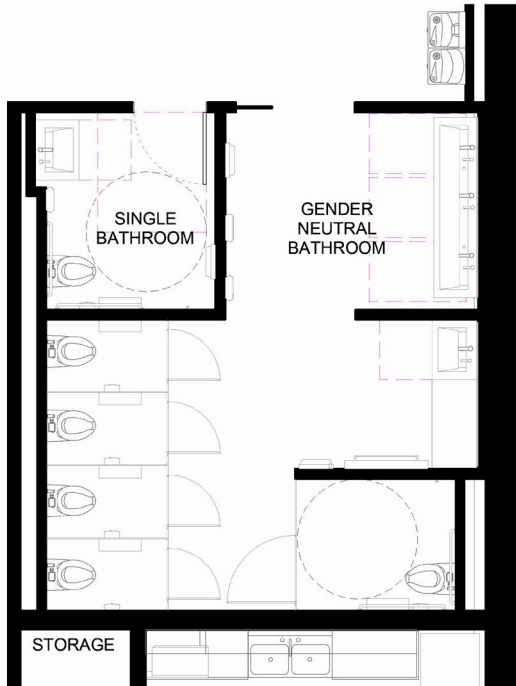


FLOOR PLAN - LEVEL 01



FLOOR PLAN - LEVEL 02

Gender Neutral Restrooms

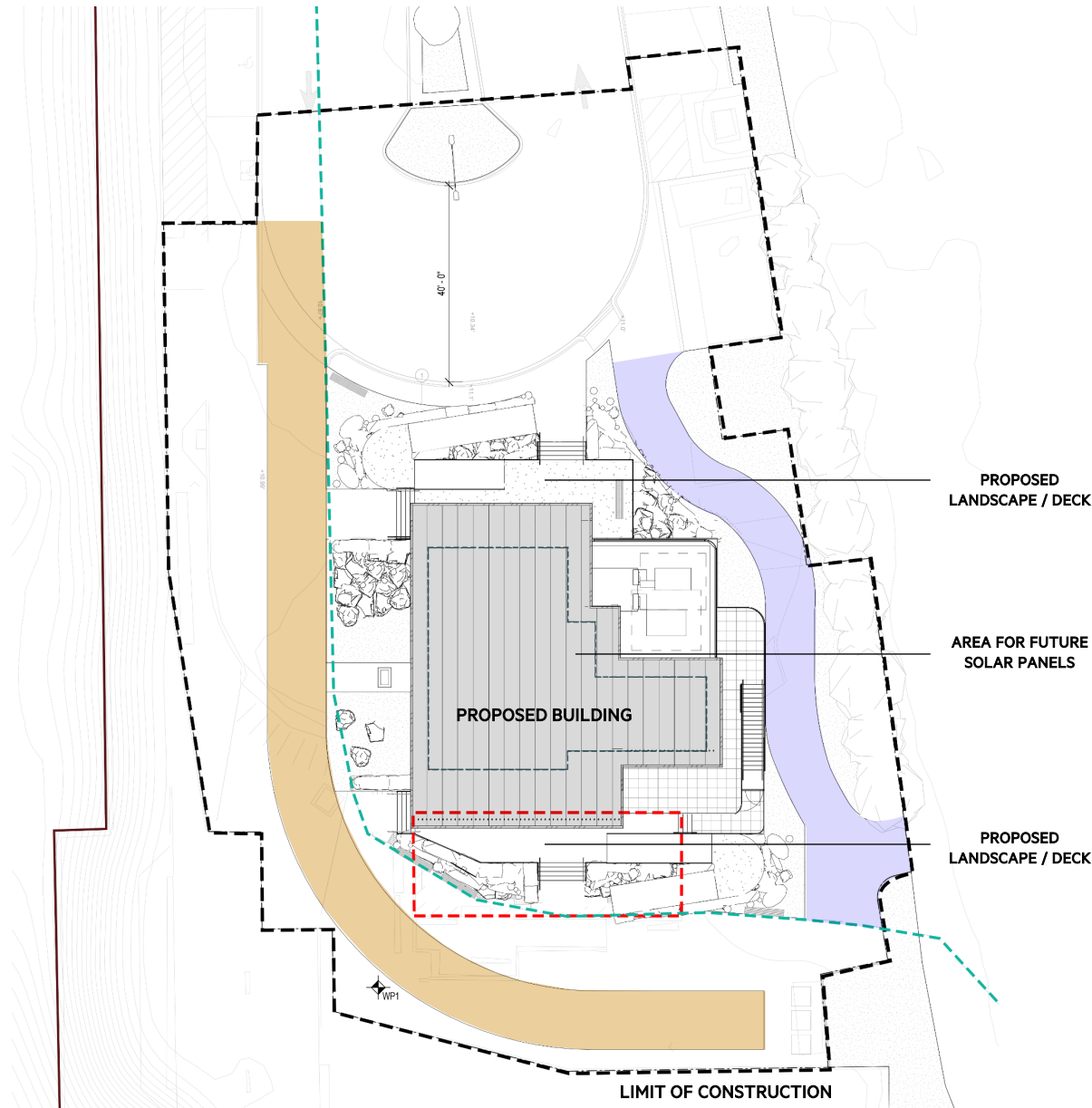


1. At least one single-user restroom must be provided on the floor within 300 feet of the multi-user restroom.
2. Each toilet is required to be separated by lockable partitions that extend from floor to ceiling to provide privacy. This may have implications on fire protection coverage, fire alarm notification, exhaust, etc., that should be reviewed.
3. The number of fixtures is required to be calculated based on equal number of individuals per gender.



4. Multi-User / Gender Neutral Toilet Rooms are not permitted to be installed for one gender and not the other.
5. Existing multi-user restrooms are permitted to be converted to Multi-User / Gender Neutral Toilet Rooms without changing the partitions. Any new partitions installed in the future are required to be full height.

Velocity Zone and Access Diagram



LEGEND / FACTS:

- Velocity Zone
- Edge of Concrete Pier
- - Existing Building
- Pedestrian Access to Harbor Walk
- Emergency Vehicle Access
- - Area for Future Solar Panels

Exterior Views



BUILDING EXTERIOR FROM LANDSIDE

Exterior Views



BUILDING EXTERIOR FROM WATERSIDE

Exterior Elevations



NORTH ELEVATION



EAST ELEVATION



SOUTH ELEVATION



WEST ELEVATION

Interior Views



MAIN WAITING AREA

Interior Views



WAITING AREA AND LOBBY



LOBBY AND TICKETING

Interior Views



CONFERENCE ROOM



LOBBY OVERLOOK AT SECOND FLOOR

 **conclusion**