



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

February 16, 2017

To the City Council  
City Hall  
Salem, Massachusetts

Ladies and Gentleman of the Council:

Enclosed herewith is a request to transfer Forty-Two Thousand, One Hundred and Forty-Seven Dollars and Eighty-Six Cents (\$42,147.86) within the "Receipts Reserved – Golf Course" account (24361-4800) to the "Park & Rec – Golf Equipment Account (16512-5860)

This transfer is necessary to cover the cost of the 3<sup>rd</sup> and final year of equipment rental lease with PNC Equipment Finance.

I recommend passage of this accompanying order.

Sincerely,

A handwritten signature in black ink that reads "Kimberley Driscoll". The signature is written in a cursive, flowing style.

Kimberley Driscoll  
Mayor



# CITY OF SALEM

In City Council,

February 16, 2017

Ordered:

That the sum of Forty-Two Thousand, One Hundred and Forty-Seven Dollars and Eighty-Six Cents (\$42,147.86) is hereby appropriated from the "Receipts Reserved – Golf Course" account (24361-4800) to the "Park & Rec – Golf Equipment" Account (16512-5860) in accordance with the recommendation of Her Honor the Mayor.



## CITY OF SALEM, MASSACHUSETTS

PARK, RECREATION & COMMUNITY SERVICE

5 Broad Street, Salem MA 01970

Tel. (978) 744-0180/(978) 744-0924

Fax (978) 744-7225

pobrien@salem.com

Kimberley Driscoll  
MAYOR

Trish O'Brien  
Superintendent

TO: The Honorable Mayor Kimberly Driscoll  
FROM: Patricia O'Brien, Superintendent Parks, Recreation, Community Services  
DATE: February 8, 2017

This letter is to request a transfer in the amount of \$42,147.86 from the golf course receipts reserve (2436) to Equipment (16512-5860)

This amount is for the 3<sup>rd</sup> and final payment for equipment lease rental from PNC Equipment Finance.

Thank you for your attention to this matter.

Sincerely,

Trish O'Brien  
Superintendent  
Parks, Recreation, and Community Service

**CITY OF SALEM - Finance Department**  
**Free Cash, W & S R/E, R/Res & Budget Transfer Request Form**

From: P&R - Golf Course

Department

  
Department Head Authorizing Signature

Date

2-1-17

**Budget or R/Res**

**Transfers**

To: 16512-5860

(Org/Object)

Desc: Equipment

Budget Amt: \$12,000.00

Balance: 7,563.63

From: 2436

Desc: R/Res Golf Course

Budget Amt: \_\_\_\_\_

Balance: \_\_\_\_\_

(\*Note - Please include letter to Mayor for Transfers from different Personnel & Non-personnel lines)

Current Balance in Receipts Reserved Fund Above (if applicable) - \$ 130,944.85

Date: 1.19.17

**Free Cash or To:** \_\_\_\_\_

Desc: \_\_\_\_\_

Budget Amt: \_\_\_\_\_

Balance: \_\_\_\_\_

**Retained Earnings (W/S)** (Org/Object)

Please circle one

Amount Requested:

\$ 42,147.86

Reason (Be Specific) To cover 3<sup>rd</sup> and final year of equipment rental lease with PNC Equipment Finance.

**For Finance Department and Mayor's Use Only:**

\_\_\_\_ Budget Transfer

\_\_\_\_ Mayor Approval

\_\_\_\_ City Council Approval

\_\_\_\_ Free Cash Appropriation - City Council Approval - Gen Fund \$ \_\_\_\_\_

Free Cash Balance

\_\_\_\_ R/E Appropriation - Water \$ \_\_\_\_\_

R/E Balance

\_\_\_\_ R/E Appropriation Sewer \$ \_\_\_\_\_

R/E Balance

☒ Receipts Reserve - City Council Approval

\$ 131,444.85

R/Res Fund Balance

\_\_\_\_ Raise & Appropriate

\_\_\_\_ Other

Recommendation: \_\_\_\_ Approved \_\_\_\_ Denied

  
Finance Director

Completed: Date: \_\_\_\_\_ By: \_\_\_\_\_ CO # \_\_\_\_\_ JE#: \_\_\_\_\_ Transfer #: \_\_\_\_\_



## CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

February 16, 2017

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Enclosed please find Orders to appropriate \$41,500 of short-term capital funds for two upgrades to Splaine Park. As you may recall, Splaine benefited from a \$421,000 state PARC grant a few years ago and, as a result, much was done to improve the conditions and amenities at this busy open space. In November I was joined in a site visit of the park by the directors of our Public Works, Planning, and Parks and Recreation departments, as well as our Police Chief, representatives of Salem Little League, the Parks and Recreation Commission, and Salem Community Gardens, and by neighbors from both the May Street neighborhood and Salem Heights.

The enclosed request will help us complete two important access and safety upgrades at Splaine Park. The first is to fund the City's portion of the stair repairs, lighting, railing, and fence reinforcement for the pedestrian accessway that links Salem Heights to the park. A few months ago, we reached out to Preservation of Affordable Housing, Inc., the company that owns Salem Heights, to negotiate an equitable plan to carry out much needed repairs to this heavily utilized stairway. As a link between a high density population of economically disadvantaged residents and their nearest public park, this stairway is of great importance. The stairs cross the legal property line between POAH's parcel and the City's, so we have reached an agreement by which the City will fund half of the costs to carry out these repairs and POAH will fund the other half.

The remainder of the funds will be utilized to purchase and install two Sideband Systems video surveillance security cameras at the park. These will be directly linked to Salem Police headquarters and ensure a more consistent security presence for the park. As a heavily utilized public park, but one that is not directly visible to police patrol from street, the presence of cameras will greatly enhance public safety and property protection at Splaine Park. As required by Ordinance, also enclosed is a third Order authorizing the placement of these cameras.

On behalf of the neighbors and other users of Splaine Park, I request adoption of the enclosed Orders so that both the stair repairs and security camera projects may be completed before the busy spring season arrives.

Very truly yours,

A handwritten signature in cursive script that reads "Kimberley Driscoll".

Kimberley Driscoll  
Mayor  
City of Salem



# CITY OF SALEM

In City Council,  
February 16, 2017

## Ordered:

That the sum of Twenty-Eight Thousand Dollars (\$28,000.00) is hereby appropriated within the "Capital Outlay Renovation and Repair" account (20003-584617) to be expended for *Splaine Park Stair repair by the Planning Department* in accordance with the recommendation of Her Honor the Mayor.





**CITY OF SALEM, MASSACHUSETTS**  
**DEPARTMENT OF PLANNING AND**  
**COMMUNITY DEVELOPMENT**

**KIMBERLEY DRISCOLL**  
**MAYOR**

**TOM DANIEL, AICP**  
**DIRECTOR**

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

February 8, 2017

Mayor Kimberley Driscoll  
City of Salem  
93 Washington Street  
Salem, MA 01970

Re: CIP Request for Splaine Park Stairs to Salem Heights Apartments

Dear Mayor Driscoll:

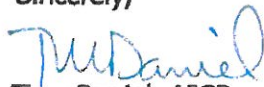
The stairs between Salem Heights Apartments and Splaine Park are heavily used but in very poor condition. With half the stairs being on Salem Heights' property, their management has obtained quotes for replace the stairs and install adequate lighting, totaling \$56,000 and noted in the table below.

Lighting	\$42,100
Stairs	\$9,568
Additional Rail	\$500
Fence Reinforcement	\$1,500
Contingency	\$2,332
Total	\$56,000

The Department of Planning & Community Development therefore is submitting this Capital Improvement Program request in the amount of \$28,000 to cover the half of the project that is on city property.

Please let me know if you would like additional information.

Sincerely,

  
Tom Daniel, AICP  
Director

**CITY OF SALEM**  
**Capital Outlay Expenditure Request Form**

To: MAYOR

From Department: Planning Date: 2/8/17

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Expense Line To : 20003-586017 - Equipment

Amount:

Description:

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Expense Line To : 20003-584617 - Renovations & Repairs

Amount:

Description:

Repair of Stairs @ Splaine Park

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**For Finance Dept and Mayor's Use Only:**

☐

City Council Approval

**Recommendation:**

☐

Approved

☐

Denied

\_\_\_\_\_  
**Finance Director**

\_\_\_\_\_  
**Mayor**

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Processed: Date: \_\_\_\_\_ By: \_\_\_\_\_

CO # \_\_\_\_\_ JE# \_\_\_\_\_ Trans # \_\_\_\_\_





## CITY OF SALEM

In City Council, February 16, 2017

**Ordered:**

The Salem Police Department is hereby authorized to install two video surveillance cameras at Splaine Park in accordance with City Ordinance Chapter 32, Section 32-121.



# CITY OF SALEM

In City Council,  
February 16, 2017

## Ordered:

That the sum of Thirteen Thousand Dollars (\$13,514.30) is hereby appropriated within the "Capital Outlay Equipment" account (20003-586017) to be expended for *Splaine Park Surveillance Cameras by the Police Department* in accordance with the recommendation of Her Honor the Mayor.



# City of Salem, Massachusetts

## Police Department Headquarters

CHIEF OF POLICE  
MARY E. BUTLER

February 14, 2017

Mayor Kimberley Driscoll  
Salem City Hall  
93 Washington Street  
Salem, MA 01970

Re: Splaine Park Cameras

Dear Mayor Driscoll:

As you may recall, in late Fall of 2016 we conducted a site visit of Splaine Park due to numerous neighborhood complaints of vandalism, loitering, public drinking and aggressive dogs running off-leash, to name a few of the ongoing problems. It was apparent during our tour and in speaking with some of the neighbors that there has been a tremendous amount of resources that have gone to making Splaine Park a wonderful field for Little Leaguers and others, but also a great park for the neighborhood. The park is somewhat isolated and difficult to actually access by police and others, even though it has a great view from the CVS parking lot on upper Essex Street.

It was suggested that installation of cameras to protect the asset of the park and to provide some oversight for peace of mind of the neighborhood residents who wish to make use of the park was a reasonable approach; I concurred. Sideband Systems provided a review of the area, including the required line-of-sight link for the transmitter and receivers and have suggested two cameras on the one telephone pole erected in the community garden area. It is believed that these two cameras can provide the best coverage for the park with reasonable costs. I am enclosing a copy of the proposal from Sideband Systems for your review.

It is my belief that the cameras will act as a deterrent for illegal activity, while giving the police department a view of any continued problems, including public drinking, aggressive dogs and vandalism to the park equipment. It will also provide a sense of peace and security to the residents in the area. In this instance, I agree that the cost is minimal and will be beneficial for the City and for the neighborhood residents, therefore, I am requesting to submit a request for \$13,500 from the Capital Fund to make this investment at Splaine Park.

Very truly,

Mary E. Butler  
Chief of Police

Cc: Sarah Stanton, Finance Director  
Captain Frederick Ryan  
Captain Mark Losolfo

**CITY OF SALEM**  
**Capital Outlay Expenditure Request Form**

To: MAYOR

From Department: 210 - Police Department      Date: February 14, 2017

Signed by: *Mary E. Butler*

Expense Line To : 20003-586017 - Equipment

Amount:

\$13, 514.30

Description: \*For two (2) cameras to be installed at Splaine Park (see attached letter from Chief Mary E. Butler) - PTZ Cameras

Expense Line To : 20003-584617 - Renovations & Repairs

Amount:

Description:

For Finance Dept and Mayor's Use Only:

☐

City Council Approval

Recommendation:

☐

Approved

☐

Denied

*Tracie Smith*  
Finance Director

\_\_\_\_\_  
Mayor

Processed:      Date: \_\_\_\_\_      By: \_\_\_\_\_

CO # \_\_\_\_\_      JE# \_\_\_\_\_      Trans # \_\_\_\_\_



*SideBand Systems*

## *Your Wireless Connectivity Solution*

*30 Rantoul Street  
Beverly, MA 01915*

November 15, 2016

Quote # 00003709

Mark Losolfo  
City of Salem  
95 Margin St  
Salem, MA 01970  
(978) 744-0171 x 261

Dear Mark,

SideBand Systems Inc. is pleased to provide you with this quote for (2) cameras to be install at Splaine Park, and connectivity back to the Salem Police Dept. Camera Network. We are recommending a 180° panoramic camera for situation awareness of the Park, and a PTZ camera for incidents. For connectivity, back to the PD Camera Network we will install (2) wireless link; Splaine Park to the Collins Middle School than to the Police Dept.

At Splaine Park we will install a NEMA enclosure on Pole # 2815, tapping off the AC feed for the light on the pole.

At the Collins Middle School, we will install a new 20A AC Circuit from the 4th floor electrical closet up to the chimney on the roof where we install a NEMA enclosure. We will install an antenna wall mount to the chimney with a mast that is 2ft. over the top of the chimney to get line of sight to Splaine Park and the Police Department.

At the Police Department, we will install a gravity mount on the upper roof, and run a CAT6 outdoor rated cable down to the Data Closet.

It is the responsibility of the City of Salem to;

- 1) Install the core in the roof of the Collins Middle School. This will keep the warranty on the roof valid.
- 2) Verify that Pole # 2815 in Splaine Park has constant power, not gang switched.
- 3) Supply any Police Details if they are required.

Product Description	Quantity	Unit Price	Total Price
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AXIS Q3709-PVE - Network surveillance camera - dome - outdoor - tamper-proof / weatherproof - color ( Day&Night ) - 3 x 4,000,000 pixels - 3840 x 2880 - fixed focal - 10/100/1000 - MPEG-4, MJPEG, H.264 - PoE Plus	1	\$2,399.00	\$2,399.00
AXIS T91A67 Pole Bracket - Camera pole mounting kit	2	\$99.00	\$198.00
AXIS T8133 - PoE injector - AC 100-240 V - 30 Watt	1	\$79.00	\$79.00
AXIS Q6115-E PTZ Dome Network Camera 60Hz - Network surveillance camera - PTZ - outdoor - dustproof / waterproof - color ( Day&Night ) - 1920 x 1080 - 720p - MPEG-4, MJPEG, H.264 - High PoE	1	\$2,999.00	\$2,999.00
AXIS T8134 Midspan - PoE injector - AC 100-240 V - 60 Watt	1	\$149.00	\$149.00
SXT 5HPnD is a low cost, high transmit power 5GHz outdoor wireless device, dual chains. Up to 1.25W transmit power! SXT 5HPnD can be used for point to point links or as a CPE for point to multipoint installations.	4	\$350.00	\$1,400.00
SlingShot SXT antenna bracket	4	\$7.95	\$31.80
NETGEAR ProSAFE 8-Port Gigabit Ethernet Smart Switch GS108T	1	\$123.50	\$123.50
Rohn FRM mount with blocks and roof mats.	2	\$250.00	\$500.00
Shipping	1	\$135.00	\$135.00
Labor/Install	1	\$3,250.00	\$3,250.00
Electrical work	1	\$2,250.00	\$2,250.00

<b>Grand Total:</b>	<b>\$13,514.30</b>
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Please let me know if you have any questions regarding this proposal as well as when you are available to discuss final terms of this contract.

Sincerely,  
**Rob O'Donnell**  
Manager of Engineering  
SideBand Systems  
Phone: (978) 922-4298  
Fax: (978) 922-4462  
Email: rodonnell@sidebandsys.com

**SideBand Systems, Inc. Terms & Conditions**

This Proposal, its content and any related documentation that may be provided should be considered the intellectual property of and wholly owned by SideBand Systems, Inc. of Beverly Massachusetts and is provided only for use of approval of the purchase of equipment and services from SideBand Systems, Inc. This document and the specific information contained within should not be willfully disseminated to anyone outside of the intended company/entity listed above. Return of or confirmation of destruction of this document is required upon request of SideBand Systems, Inc. The willful sharing of this document with a person and/or business outside of the intended recipient listed above without prior authorization will result in legal action.

SideBand Systems, Inc. is responsible for providing equipment and/or services as described in this Statement of Work and/or Bill of Materials. Any customer site condition or level of access or network /software change which delays SideBand Systems Inc.'s time or materials required to complete the work described and/or requires revisions to the project as outlined in the Statement of Work are subject to a revision in services description and/or pricing as originally proposed.

The Terms and Conditions set forth in this agreement represent the entire agreement between buyer and seller. Seller is not obligated by any conditions of the buyer's order that is inconsistent with the terms herein.

Acceptance of this agreement may be made in writing (email or otherwise) to the Seller. This proposal is valid 60 days from issue date.

Payment terms associated with this proposal:

For projects that provide services only, payment terms are net amount due (30) days from receipt of invoice for credit approved accounts.  
For projects that include Seller ordering equipment and/or any hardware that is required for project completion, payment for the total cost of the equipment/hardware will be due within 10 days of receipt of notification by SideBand Systems that hardware has been received. The balance is due (30) days after installation. Total due does not include applicable Federal, State or Local taxes. A Finance Charge of 18% per annum will accrue on payments not made within Seller's (30) day payment terms, from the first day payment is due until payment is made in full to SideBand Systems, Inc.

A restocking fee of 25% will be charged on all equipment, unless defective or prohibited by law. A restocking of 50% will be charged on all special order products, unless defective or prohibited by law

SideBand Systems Inc. will not be responsible for damages relative to loss of service caused by the unavailability of the system or other reason beyond the control of SideBand Systems Inc. Notwithstanding anything contained herein or in any Schedule to the contrary, neither party will be liable for any delay or non-performance of its obligations under this Agreement as the result of acts, circumstances or events beyond its reasonable control, including acts of God, outbreak of hostilities, riot, civil disturbance, acts of terrorism, the act of any governmental authority, fire, explosion, flood, fog, or bad weather, power failure, shortage of materials, or failure to receive on a timely basis suitable parts, labor materials or transportation. In these circumstances the party affected must promptly notify the other part in writing of the reason for its delay and its likely duration. The delaying party's obligations shall be suspended during the period of delay.

Client agrees not to actively solicit to hire or otherwise engage the services of any SideBand personnel, either full or part time, during the course of the contract or for one year following the completion of the most recent contract without obtaining written consent from authorized SideBand personnel.

Permitting as required is not included in this proposal, unless specified.

No changes or additions to this agreement shall be made except by written agreement between SideBand Systems Inc. and the Buyer.

SideBand Systems Inc. requires that safe workplace conditions under Part 1903 and 1926 Code of Federal Regulations are met prior to any work being performed.

This proposal and any subsequent agreement is made, governed by, and shall be construed in accordance with the laws of the Commonwealth of Massachusetts.

By accepting this proposal, customer agrees to all Terms and Conditions as specified in this document.

**Accepted By:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Date:** \_\_\_\_\_