



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

May 11, 2017

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

As you know May is National Historic Preservation Month and we launched our month-long celebration of the occasion with a breakfast hosted by our preservation partner organizations, including the Salem Historical Commission, Historic Salem, Inc., the National Park Service, The House of the Seven Gables, the Peabody Essex Museum, Essex National Heritage Commission, the Salem Historical Society, the Friends of Greenlawn Cemetery, the Witch House, Pioneer Village, Salem Main Streets, the Salem Partnership, and Destination Salem. I am writing to request at our Council meeting of May 11 the opportunity for a brief presentation that was also shared at the breakfast.

Preservation Month is an opportunity for us to highlight local preservation efforts and celebrate the special places that make Salem unique. We can make clear why preservation is so important to Salem and to honor and celebrate the historic sites and partner organizations that make our community so special. Historic preservation is more than just saving old houses; it serves as a vital tool for economic development, revitalizing our neighborhoods, and fostering community pride.

This month the Salem Historical Commission and its partners are sponsoring a series of workshops in May, including a workshop for historic homeowners that took place last week. The Salem Historical Commission will also unveil several new initiatives, including a "Preserving Salem" website to highlight Salem's historic sites, provide updates on current restoration projects in the City, and serve as a resource for owners of historic buildings. The City will be installing six new interpretive panels in historic neighborhoods and parks throughout Salem and in June, consultants will complete a survey of historic buildings in downtown Salem and will present their findings to the Historical Commission and the Salem Redevelopment Authority.

Sincerely,

A handwritten signature in black ink, appearing to read "Kim Driscoll", written in a cursive style.

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

May 11, 2017

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

I appoint Steven R. Havey of 117 Dolloff Avenue Beverly, MA 01915 to serve as a Constable in the City of Salem for a term to expire April 18, 2018.

Very truly yours,

A handwritten signature in black ink, appearing to read "Kim Driscoll", is written over a horizontal line.

Kimberley Driscoll
Mayor



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Date 29- MARCH, 20 17

Office of the Mayor
City Hall
Salem, Massachusetts

Application is hereby made under Chapter 41, Section 91B, for appointment as Constable. (PLEASE PRINT OR TYPE)

Name STEVEN R. HAREY Date of Birth 02-17-1976

Place of Birth SALEM MASS (City) MASS (State)

Home Address 17 DOLLOFF AVE (Street) BEVERLY (City) 01915 (Zip)

Telephone (Home) 978-836 7881 Business (Cell) 978 836 7881

Present Employer (Name & Address) LCI INCORP. 58 PARK STREET BEVERLY MASS 01915 Position Held TURFMAN

Previous Employer TOWN OF DANVERS MASS From: 2000 To: 2007

[Signature]
Signature of Applicant

The signatures of five reputable citizens of applicant's city or town are required, at least one of whom must be an attorney. The undersigned consider the above applicant to be of good moral character. (PLEASE PRINT NAME & ADDRESS AND SIGN.)

NAME	ADDRESS	SIGNATURE
<u>RAIHA BURAS</u>	<u>22 Federal St Bev.</u>	<u>[Signature]</u>
<u>Linda Tause</u>	<u>42 School St Bev</u>	<u>[Signature]</u>
<u>Michelle Tause</u>	<u>20 Hillcrest Ave. Bev.</u>	<u>[Signature]</u>
<u>William J. O'Hare</u>	<u>20 New Derby St #1 Salem</u>	<u>[Signature]</u>

Application for appointment as constable shall be accompanied by a fee of Twenty-Five Dollars (\$25.00) for each year of the appointment, payable to the City of Salem to cover costs of processing. Fee must be received by the Mayor's office before appointment is presented to the City Council. A Bond must also be posted with the application covering entire period of re-appointment. Re-appointments may be made for periods of one, two or three years.

APPROVED: [Signature]
(Chief of Police - Salem)

APPROVED: [Signature]
(Chief of Police - Applicant's City/Town)

Issued through

A. A. DORITY COMPANY, INC.

BOSTON

CONSTABLE BOND

KNOW ALL MEN BY THESE PRESENTS: That we, Steven R. Havey
of 17 Dolloff Ave, Beverly, MA 01915, as **Principal**,

and NGM Insurance Company, a corporation under the laws of the State of Florida, and having a usual
place of business in Boston, in the county of Suffolk and Commonwealth of Massachusetts, as **Surety**,

are held and stand firmly bound and obliged unto the Town of Salem, MA, Massachusetts, as **Obligee**, in
the full and just sum of Five Thousand dollars (\$5,000.00) lawful money of the United States of America,
well and truly to be paid, and for the payment of which we jointly and severally bind ourselves, our
heirs, executors, administrators, successors & assigns, firmly by these presents.

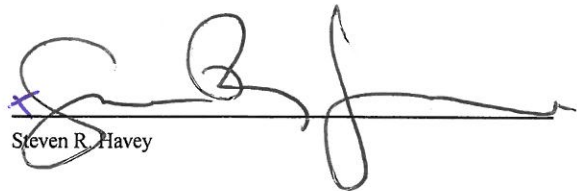
THE CONDITION OF THIS OBLIGATION IS THAT:

WHEREAS, the said **Steven R. Havey** has been duly appointed and confirmed a Constable of the
Town of Salem, MA, Massachusetts for a period of one year, beginning
April 18, 2017 and has accepted said appointment,

NOW THEREFORE, if the said **Steven R. Havey**, shall well and faithfully perform all the duties of
Constable, then this obligation shall be null and void, otherwise to be and remain in full force and effect.

SIGNED, SEALED AND DATED April 18th, 2017.

Principal:


Steven R. Havey

Surety:

NGM Insurance Company

Bond No. 563550

By:  
Katie E. Ford Attorney-in-Fact

Agent A.A. Dority Company, Inc.
262 Washington Street, Suite 99
Boston, MA 02108
(617) 523-2935



NGM INSURANCE COMPANY
A member of The Main Street America Group

POWER OF ATTORNEY

06-03009452

KNOW ALL MEN BY THESE PRESENTS: That NGM Insurance Company, a Florida corporation having its principal office in the City of Jacksonville, State of Florida, pursuant to Article IV, Section 2 of the By-Laws of said Company, to wit:

"Article IV, Section 2. The board of directors, the president, any vice president, secretary, or the treasurer shall have the power and authority to appoint attorneys-in-fact and to authorize them to execute on behalf of the company and affix the seal of the company thereto, bonds, recognizances, contracts of indemnity or writings obligatory in the nature of a bond, recognizance or conditional undertaking and to remove any such attorneys-in-fact at any time and revoke the power and authority given to them. "

does hereby make, constitute and appoint **Philip B Crawford, Richard W Crawford, James M Crawford, Katie E Ford, Jeffrey W Crawford**

its true and lawful Attorneys-in-fact, to make, execute, seal and deliver for and on its behalf, and as its act and deed, bonds, undertakings, recognizances, contracts of indemnity, or other writings obligatory in nature of a bond subject to the following limitation:

1. No one bond to exceed Five Million Dollars (\$5,000,000.00)

and to bind NGM Insurance Company thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of NGM Insurance Company; the acts of said Attorney are hereby ratified and confirmed.

This power of attorney is signed and sealed by facsimile under and by the authority of the following resolution adopted by the Directors of NGM Insurance Company at a meeting duly called and held on the 2nd day of December 1977.

Voted: That the signature of any officer authorized by the By-Laws and the company seal may be affixed by facsimile to any power of attorney or special power of attorney or certification of either given for the execution of any bond, undertaking, recognizance or other written obligation in the nature thereof; such signature and seal, when so used being hereby adopted by the company as the original signature of such office and the original seal of the company, to be valid and binding upon the company with the same force and effect as though manually affixed.

IN WITNESS WHEREOF, NGM Insurance Company has caused these presents to be signed by its Vice President, General Counsel and Secretary and its corporate seal to be hereto affixed this 8th day of January, 2016.

NGM INSURANCE COMPANY By:

B. R. Fox

Bruce R Fox
Vice President, General
Counsel and Secretary



State of Florida,
County of Duval.

On this January 8, 2016, before the subscriber a Notary Public of State of Florida in and for the County of Duval duly commissioned and qualified, came Bruce R Fox of NGM Insurance Company, to me personally known to be the officer described herein, and who executed the preceding instrument, and he acknowledged the execution of same, and being by me fully sworn, deposed and said that he is an officer of said Company, aforesaid: that the seal affixed to the preceding instrument is the corporate seal of said Company, and the said corporate seal and her signature as officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Company; that Article IV, Section 2 of the By-Laws of said Company is now in force.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at Jacksonville, Florida this 8th day of January, 2016.

Tasha Ann Philpot



Tasha Ann Philpot
NOTARY PUBLIC
STATE OF FLORIDA
Comm# FF915117
Expires 10/3/2019

I, Nancy Giordano-Ramos, Vice President of NGM Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney executed by said Company which is still in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Company at Jacksonville, Florida this 18th day of April, 2017.

Nancy Giordano-Ramos

WARNING: Any unauthorized reproduction or alteration of this document is prohibited.
TO CONFIRM VALIDITY of the attached bond please call 1-800-225-5646.

TO SUBMIT A CLAIM: Send all correspondence to 55 West Street, Keene, NH 03431 Attn: Bond Claims.





CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

May 11, 2017

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint, subject to City Council confirmation, the following member of the Board of the Salem Housing Authority.

First Name	Last Name	Address	Term	Term Expiration
John	Boris	5 Bedford Street	5 years	5/11/2022

I enthusiastically recommend confirmation of his reappointment to the Salem Housing Authority board and ask that you join me in thanking him for his continued dedicated service and commitment to our community.

Very truly yours,

A handwritten signature in black ink, appearing to read "Kim Driscoll", is written over a light blue horizontal line.

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

May 11, 2017

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint, subject to City Council confirmation, the following members of the Salem Youth Commission.

First Name	Last Name	Term	Term Expiration
Samuel	Hoang	3 years	5/11/2020
Collin	McLean	3 years	5/11/2020

I enthusiastically recommend confirmation of their reappointment to the Commission and ask that you join me in thanking them for their continued dedicated service and commitment to our community.

Very truly yours,

A handwritten signature in black ink, appearing to read "Kim Driscoll", is written over a faint, larger version of the same signature.

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

May 11, 2017

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Enclosed herewith is a request to accept the following donation from various citizens in the amount of Four Thousand Four Hundred and Fifty dollars (\$4,450.00). These funds will be deposited into the Park and Recreation Donation Fund 24061-4830.

In order to accept the donation approval must be given by both the Mayor and City Council. I ask that the members of the City Council join with me in accepting these funds to be used towards the Park & Recreation Donation Fund.

Very truly yours,

A handwritten signature in dark ink, reading "Kimberley Driscoll", is written over the typed name.

Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

Ordered:

May 11, 2017

To accept the donation(s) listed below totaling Four Thousand Four Hundred and Fifty Dollars (\$4,450.00). These funds will be deposited into the account listed below in accordance with the recommendation of Her Honor the Mayor.

From:	Fund Name	Org/Obj	Amount	
Various Citizens	Park & Rec Donation Fund	24061-4830	\$	4,450.00
Total			\$	4,450.00



Kimberley Driscoll
MAYOR

Patricia O'Brien
SUPERINTENDENT

CITY OF SALEM, MASSACHUSETTS

PARK, RECREATION & COMMUNITY SERVICES

5 Broad Street, Salem MA 01970

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

Fax (978) 744-7225

April 26, 2017

Dear Mayor Driscoll:

I am writing to request the acceptance of 4,450 in donations written to the City of Salem from various citizens.

Please accept \$4,450 to be deposited in the Park & Recreation Donation account of 24061-4830. This money will be used for upgrades/maintenance at the Golf Course.

Sincerely,

A handwritten signature in black ink, appearing to read "Patricia O'Brien", is written over a horizontal line.

Tricia O'Brien
Superintendent
Park, Recreation & Community Service



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

May 11, 2017

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The attached Order appropriates \$25,000 from our short-term capital outlay account to fund a conditions assessment and restoration plan for the Jean Missud bandstand on Salem Common.

This structure, designed by Philip Horton Smith, is of central and signature importance to our Common and was built in 1926 as part of the City's commemoration of the Salem Tercentennial. During the celebration of the nation's bicentennial in 1976 the building was dedicated to Jean Missud, who founded the Salem Cadet Band in 1878 and led that group for 63 years, including numerous public concerts in this bandstand.

This appropriation will fund an existing conditions assessment from which a restoration and upgrade plan can be developed. That plan will include recommended improvements that cover, but are not limited to electrical and lighting, masonry, the surrounding hardscape and landscape plaza, basement access, and security and systems control. We are asking that the plan cover both restoration needs and, in addition, upgrades that might enhance the programs possible in this historic and centrally located public facility.

In addition to providing a timeline, the plan will also include cost estimates that will enable the City to pursue grant or other funding for the final design and construction costs. The selected firm will also develop construction documents from the final plan and remain engaged in the construction administration process itself. We are requiring the firm to include at least one public meeting in the initial design phase of the project.

I recommend adoption of the enclosed Order so we may commence this work and I am happy to answer any questions you may have regarding this request.

Sincerely,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

May 11, 2017

ORDERED:

That the sum of Twenty-Five Thousand Dollars (\$25,000) is hereby appropriated from the "Capital Outlay Renovation and Repair" account (20003-584616) to be expended to fund a study and assessment of the Salem Common Bandstand in accordance with the recommendation of Her Honor the Mayor.

CITY OF SALEM
Capital Outlay Expenditure Request Form

To: MAYOR

From Department: Dept. Public Services Date: May 8, 2017

Expense Line To : 20003-586017 - Equipment

Amount:

Description:

Expense Line To : 20003-584617 - Renovations & Repairs

Amount:

\$25,000

Description: For a study, assessment and other related design services for the Salem Common Bandstand.

For Finance Dept and Mayor's Use Only:

☐

City Council Approval

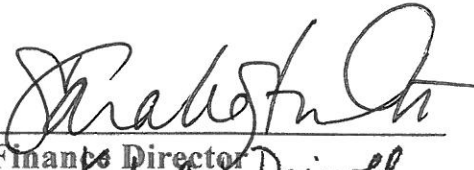
Recommendation:

☐

Approved

☐

Denied


Financial Director
Kimberly Driscoll

Mayor

Processed: Date: _____ By: _____

CO # _____ JE# _____ Trans # _____



CITY OF SALEM
ENGINEERING DEPARTMENT
120 WASHINGTON STREET, 4TH FLOOR
SALEM, MA 01970
Phone: (978) 745-9595
Fax: (978) 745-0349

Kimberley Driscoll
Mayor

DAVID H. KNOWLTON, P.E.
CITY ENGINEER

May 8, 2017

The Honorable Kimberley L. Driscoll
Mayor of Salem
93 Washington Street
Salem, Massachusetts 01970

RE: Request for Funding: Salem Common Bandstand Study

Dear Honorable Mayor Driscoll:

This request is for a Council Order to transfer \$25,000 of "Short-Term Capital Outlay" to the "Salem Common Bandstand CIP" account.

The current bandstand, built in 1926 for the City's Tercentennial, has not had an assessment in over 20 years, and has electrical, security, masonry and other issues that need to be addressed. It is important that the City invest in preservation of this asset in order to maintain and improve it. The Department of Public Works would like to hire a consultant to assess the condition of the bandstand and surrounding plaza and its current use by the community. The consultant would then identify different options for restoration, including cost estimates and timing. Once consensus is achieved on the restoration scope and cost, we will request additional funds and/or seek grants for final design and implementation.

Please submit this request for a study to the City Council for their consideration.

Sincerely,

David H. Knowlton, P.E.
Director of Engineering and Public Works

City of Salem

DRAFT

Scope of Engineering and Architectural Services

Common Bandstand

Salem Common

Salem, MA

SCOPE OF SERVICES

The Salem Common is a historic designated site. In the center of the Common is a Bandstand built in 1926 which is approximately 750 sq. ft. The Salem Common is a local and National Historic site. The City seeks the services of a design firm to perform the following tasks.

Task 1. Existing Conditions Assessment

The architect and engineer will survey the existing structure and surrounding plaza, including the masonry, structure, electrical, basement, and other conditions. Information on the age, condition, materials, and other relevant information should be provided. Designer should include site visits and at least one meeting with the City. Any testing work that will be needed as a reimbursable should be identified. The consultant should document current uses and programming of the bandstand.

Task 2: Development of Plan to Restore and Upgrade Bandstand

The architect and engineer should develop an improvement plan for the Common Bandstand, addressing all issues noted below:

- Electrical, including lighting
- Structural
- Masonry
- Restoration
- Surrounding Plaza - hardscape or landscape
- Plumbing, if applicable
- Access to basement, including a plan to address vandalism
- Maintenance
- Code issues
- Security and control of systems (electrical, access to basement, etc)
- Other as determined by consultant

The firm should plan for at least one meeting with the City and at least one public meeting to present findings and plans. The firm should consider the historic and current public use of the Common in its recommendations, as well as upgrades that enhance the programmatic capabilities. This plan should include timeline and cost estimates. A range of options should be provided from minimum upgrades needed to full restoration and enhancement.

The City would be requesting a firm proposal and scope for Task 1 and 2. Task 3 and 4 are provided for informational purposes only, should the City decide to proceed with final design and construction. The City would like initial estimates of the cost.

Task 3: Construction Documents

Development of final design and specifications (construction documents) for bidding, including a meeting to go over draft design. Support for questions during the bidding process. This should include final cost, schedule, and phasing.

Provide estimate of price and timeline

Task 4: Construction Administration

Review and approve submittals, change orders, and other invoices. Attend construction meetings. Develop punchlist. Deliver all final documentation and maintenance information to the City.

Provide estimate of price.

Timeline:

- **Task 1: 3 weeks from approval**
- **Task 2: 4 weeks from approval for draft, final 2 weeks from receipt of comments**



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

May 11, 2017

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentleman of the Council:

Enclosed herewith is a request to transfer Six Thousand Dollars (\$6,000.00) from the "Library Full-time Salary" account (16101-5111) to the "Library Building Maintenance" account (16105-5241).

This request is necessary to cover the cost of significant repairs to an Air Conditioner in the Library.

I recommend passage of this accompanying order.

Sincerely,

A handwritten signature in black ink, appearing to read "Kim Driscoll", is written over a horizontal line.

Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

May 11, 2017

Ordered:

That the sum of Six Thousand Dollars (\$6,000.00) is hereby transferred from the "Library Full-Time Salary" account (16101-5111) to the "Library Building Maintenance" Account (16105-5241) in accordance with the recommendation of Her Honor the Mayor.



SALEM PUBLIC LIBRARY

370 Essex Street
Salem, Massachusetts 01970

TARA MANSFIELD, *Acting Director*

The Honorable Kimberley Driscoll
City Hall
93 Washington Street
Salem, MA 01970

May 3, 2017

Dear Mayor Driscoll,

I respectfully request approval for the transfer of \$6,000 from the Library's Full Time Salaries budget line to the Building Maintenance expense line to help pay for emergency repairs to the Library's ailing HVAC system. Last summer, the Library had four air conditioning units operating and six units that were unable to be used. Routine maintenance by Falite Brothers performed last week revealed that one of the previously functioning units cannot be used this year until a major repair is undertaken. This unit is responsible for cooling the mezzanine level and the main floor near the front of the building. Additional repairs have also been recommended for the remaining operational units to improve functionality.

The library does not currently have enough money to pay for the repairs in the Building Maintenance line, so I am respectfully requesting a transfer of funds to get the unit up and running before the warm weather arrives. The Library has had two full time vacancies this year. One position has been filled, and the other is still in the interviewing process and will not be filled for several weeks. We feel that transferring the money to repair the air conditioning unit will benefit all who visit the Library, and our staff.

Thank you for considering this matter.

Sincerely,

A handwritten signature in cursive script that reads "Tara Mansfield".

Tara Mansfield

CITY OF SALEM - Finance Department

Free Cash, W & S R/E, R/Res & Budget Transfer Request Form

From: Library
Department

[Signature]
Department Head Authorizing Signature

5/3/17
Date

Budget or R/Res

Transfers To: 16102 5241 Desc: Building Maintenance Budget Amt: 718,600
(Org/Object) Balance: 82,056

From: 16101 5111 Desc: Salaries - Full Time Budget Amt: 718,102.00
(*Note - Please include letter to Mayor for Transfers from different Personnel & Non-personnel lines) Balance: 132,465.11

Current Balance in Receipts Reserved Fund Above (if applicable) - \$ _____ Date: _____

Free Cash or To: _____ Desc: _____ Budget Amt: _____
Retained Earnings (W/S) (Org/Object) Balance: _____
Please circle one

Amount Requested: \$ 6,000

Reason (Be Specific) The Library had four functioning air conditioning units last year and Falke Brothers reported that one unit needs significant repairs and cannot be used. This unit is responsible for cooling the mezzanine and main-floor entrance area. Remaining units cannot compensate for broken unit. The Library has left over money in full time from two vacancies.

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 Appropriation Sewer \$ _____
R/E Balance R/E Balance

_____ Receipts Reserve -- City Council Approval \$ _____
R/Res Fund Balance

_____ Raise & Appropriate _____ Other _____

Recommendation: _____ Approved _____ Denied

[Signature]
Finance Director

Completed: Date: _____ By: _____ CO # _____ JE#: _____ Transfer #: _____



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

May 11, 2017

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentleman of the Council:

Enclosed herewith is a request to transfer Thirteen Thousand Nine Hundred and Seventy-Three Dollars and Seventy-Five Cents (\$13,973.75) within the Capital Outlay Equipment account (20003-586017).

This transfer is necessary for the purchase of two used vehicles from the Manchester By The Sea Police Department by the Salem Police Department.

I recommend passage of this accompanying order.

Sincerely,


Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,
May 11, 2017

Ordered:

That the sum of Thirteen Thousand Nine Hundred and Seventy-Three Dollars and Seventy-Five Cents (\$13,973.75) is hereby appropriated within the "Capital Outlay Equipment" account (20003-586017) to be expended *to purchase two used vehicles from the Manchester By The Sea Police Department by the Salem 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

April 25, 2017

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

Re: Two used Manchester PD cruisers

Dear Mayor Driscoll:

Per our conversation on Wednesday April 19, 2017 during the CIP Budget meeting, I am requesting \$13,973.75 from Capital Funds to purchase two used vehicles from the Manchester by the Sea Police Department. The vehicles are as follows:

1. 2013 Ford Interceptor Sedan VIN# 1FAHP2M81DG119334
2. 2013 Ford Interceptor Utility VIN# 1FM5K8ARXDGC87092

The cost of the Sedan is \$4,900 and \$2,573.75 to paint and install graphics. This vehicle will then be placed into service as a K9 unit. The cost of the Utility is \$6,500. This vehicle will then be placed into service in CID.

I am available at any time to answer any questions or concerns on this matter. Thank you in advance for your time and consideration.

Very truly,


Mary E. Butler
Chief of Police

cc: Sarah Stanton, Finance Director

CITY OF SALEM
Capital Outlay Expenditure Request Form

To: MAYOR

From Department: Police Department

Date: 4/25/2017

Expense Line To : 20003-586017 - Equipment

Amount:

\$13,973.75

Description:

Expense Line To : 20003-584617 – Renovations & Repairs

Amount:

Description:

For Finance Dept and Mayor's Use Only:

☐

City Council Approval

Recommendation:

☐

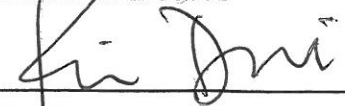
Approved

☐

Denied



Finance Director



Mayor

Processed: Date: _____ **By:** _____

CO # _____ **JE#** _____ **Trans #** _____



City of Salem, Massachusetts

Police Department Headquarters

CHIEF OF POLICE
MARY E. BUTLER

April 25, 2017

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

Re: Two used Manchester PD cruisers

Dear Mayor Driscoll:

Per our conversation on Wednesday April 19, 2017 during the CIP Budget meeting, I am requesting \$13,973.75 from Capital Funds to purchase two used vehicles from the Manchester by the Sea Police Department. The vehicles are as follows:

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The cost of the Sedan is \$4,900 and \$2,573.75 to paint and install graphics. This vehicle will then be placed into service as a K9 unit. The cost of the Utility is \$6,500. This vehicle will then be placed into service in CID.

I am available at any time to answer any questions or concerns on this matter. Thank you in advance for your time and consideration.

Very truly,

Mary E. Butler
Chief of Police

cc: Sarah Stanton, Finance Director

TERMS AND CONDITIONS

*This quote is valid for 60 days from the date of quote. Any purchase orders or approved quotes received outside of the 60 day quote period may be subject to price adjustments. By signing this quote, the customer is agreeing to pay, in full, for all items listed above. Any requests for changes, modifications, replacements, removals or additional items may be subject to additional fees and/or adjusted delivery dates.

M.G.L c. 30B applies to the procurement of all commodities quoted. Contract items have been collectively purchased pursuant to M.G.L c 30B sec 1c and M.G.L c.7 sec 22B. The government body is responsible to determine the applicability of M.G.L. c30B to off contract items, but not limited to, off contract items that have already been properly procured under M.G.L. c30B sec 1c and M.G.L. c7 sec 22A (purchases from a vendor on contract with the Commonwealth), other contracts procured under M.G.L. c30B sec 1c and M.G.L. c. 30B contract between the vendor and the jurisdiction. All off contract items must be procured under M.G.L. c. 30B.

The terms and conditions stated herein and the provisions of any agreement between MHQ and Buyer, if applicable, shall constitute the complete and only terms and conditions applicable to any and all purchases by Buyer from MHQ. Any additional and/or different terms and/or conditions printed anywhere including on, or with, Buyer's order shall be inapplicable in regard to any purchase by Buyer from MHQ.

ORDER ACKNOWLEDGEMENT

By signing this document you are agreeing to the above terms and conditions of this order from MHQ, Inc.

x

PRINT NAME

x

TITLE

x

SIGNATURE

x

DATE

Quote provided by Shawn Daoust, Account Manager at MHQ - Public Safety Team
(508) 573-2625 or sdaoust@mhq.com

**CLASSIC AUTOMOTIVE AUTO BODY
INC.**

250 JEFFERSON AVE., SALEM, MA 01970
Phone: (978) 745-2141

Workfile ID: cb62cbbc
Federal ID: 020702043
License Number: 014332

Preliminary Estimate

Customer: SALEM POLICE DEPT NEW CAR

Job Number:

Written By: James Guarino, 14597

Insured: SALEM POLICE DEPT NEW
CAR

Policy #:

Claim #:

Type of Loss:

Date of Loss:

Days to Repair: 0

Point of Impact:

Owner:

SALEM POLICE DEPT NEW CAR

Inspection Location:

CLASSIC AUTOMOTIVE AUTO BODY INC.
250 JEFFERSON AVE.
SALEM, MA 01970
Repair Facility
(978) 745-2141 Business

Insurance Company:

VEHICLE

2013 FORD Taurus Limited AWD 4D SED 6-3.5L Flex Fuel Electronic Fuel Injection

VIN:

Interior Color:

Mileage In:

Vehicle Out:

License:

Exterior Color:

Mileage Out:

State:

Production Date:

Condition:

Job #:

TRANSMISSION

Automatic Transmission
4 Wheel Drive

POWER

Power Steering
Power Brakes
Power Windows
Power Locks
Power Mirrors
Heated Mirrors
Power Driver Seat
Power Passenger Seat
Memory Package

DECOR

Dual Mirrors

Tinted Glass

Console/Storage
Wood Interior Trim

CONVENIENCE

Air Conditioning
Tilt Wheel
Cruise Control
Rear Defogger
Keyless Entry
Alarm
Message Center
Steering Wheel Touch Controls
Telescopic Wheel
Climate Control
Remote Starter

Backup Camera w/Parking Sensors
Home Link

RADIO

AM Radio
FM Radio
Stereo
Search/Seek
CD Player
Auxiliary Audio Connection
Satellite Radio

SAFETY

Drivers Side Air Bag
Passenger Air Bag
Anti-Lock Brakes (4)
4 Wheel Disc Brakes

Front Side Impact Air Bags
Head/Curtain Air Bags
Hands Free Device

SEATS

Bucket Seats
Leather Seats

WHEELS

Aluminum/Alloy Wheels

PAINT

Clear Coat Paint

OTHER

Traction Control
Stability Control

Preliminary Estimate

Customer: SALEM POLICE DEPT NEW CAR

Job Number:

2013 FORD Taurus Limited AWD 4D SED 6-3.5L Flex Fuel Electronic Fuel Injection

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1		ROOF					
2	*	Rpr Roof panel				2.0	3.0
3		Add for Clear Coat					1.2
4		FRONT DOOR					
5	*	Rpr RT Door shell				2.0	2.3
6		Overlap Major Adj. Panel					-0.4
7		Add for Clear Coat					0.4
8		R&I RT Belt w'strip				0.3	
9	*	Rpr LT Door shell				2.0	2.3
10		Overlap Major Adj. Panel					-0.4
11		Add for Clear Coat					0.4
12		R&I LT Belt w'strip				0.3	
13	*	R&I RT Side molding				0.3	
14	*	R&I LT Side molding				0.3	
15		R&I RT R&I mirror				0.3	
16		R&I LT R&I mirror				0.3	
17		R&I RT R&I outside handle				0.4	
18		R&I LT R&I outside handle				0.4	
19		R&I RT R&I trim panel				0.4	
20		R&I LT R&I trim panel				0.4	
21		REAR DOOR					
22	*	Rpr RT Door shell				2.0	2.3
23		Overlap Major Adj. Panel					-0.4
24		Add for Clear Coat					0.4
25		R&I LT Belt w'strip				0.3	
26		R&I RT Belt w'strip				0.3	
27	*	R&I LT Side molding				0.3	
28	*	R&I RT Side molding				0.3	
29		R&I RT R&I outside handle				0.4	
30		R&I RT R&I trim panel				0.4	
31		R&I LT R&I trim panel				0.4	
32	*	Rpr LT Door shell				2.0	2.3
33		Overlap Major Adj. Panel					-0.4
34	*	Add for Clear Coat					0.4
35	#	***** ADD-ONS *****		1			
36	#	Rpr REMOVE STICKERS				2.0	
37	#	Repl Cover car		1	3.00	0.2	
38	#	Repl Adhesive remover		1	6.00		
39	#	Rpr Color sand and buff				1.0	
40	#	Color tint		1		1.0	
41	#	Repl Corrosion protection primer		1	10.00		
42	#	Repl Mask jams		1	4.00	0.5	

Preliminary Estimate

Customer: SALEM POLICE DEPT NEW CAR

Job Number:

2013 FORD Taurus Limited AWD 4D SED 6-3.5L Flex Fuel Electronic Fuel Injection

SUBTOTALS	23.00	20.5	13.4
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ESTIMATE TOTALS

Category	Basis			Rate	Cost \$
Parts					23.00
Body Labor	20.5 hrs	@		\$ 40.00 /hr	820.00
Paint Labor	13.4 hrs	@		\$ 40.00 /hr	536.00
Paint Supplies	13.4 hrs	@		\$ 35.00 /hr	469.00
Subtotal					1,848.00
Sales Tax	\$ 492.00	@		6.2500 %	30.75
Grand Total					1,878.75
Deductible					0.00
CUSTOMER PAY					0.00
INSURANCE PAY					1,878.75

PER MASSACHUSETTS REG. TITLE 212 CHAPTER 2.02(5), "THIS ESTIMATE HAS BEEN PREPARED AND SWORN TO UNDER THE PENALTIES OF PERJURY."

Preliminary Estimate

Customer: SALEM POLICE DEPT NEW CAR

Job Number:

2013 FORD Taurus Limited AWD 4D SED 6-3.5L Flex Fuel Electronic Fuel Injection

Estimate based on MOTOR CRASH ESTIMATING GUIDE and potentially other third party sources of data. Unless otherwise noted, (a) all items are derived from the Guide DR2JN10, CCC Data Date 04/14/2017, and potentially other third party sources of data; and (b) the parts presented are OEM-parts manufactured by the vehicles Original Equipment Manufacturer. OEM parts are available at OE/Vehicle dealerships. OPT OEM (Optional OEM) or ALT OEM (Alternative OEM) parts are OEM parts that may be provided by or through alternate sources other than the OEM vehicle dealerships. OPT OEM or ALT OEM parts may reflect some specific, special, or unique pricing or discount. OPT OEM or ALT OEM parts may include "Blemished" parts provided by OEM's through OEM vehicle dealerships. Asterisk (*) or Double Asterisk (**) indicates that the parts and/or labor data provided by third party sources of data may have been modified or may have come from an alternate data source. Tilde sign (~) items indicate MOTOR Not-Included Labor operations. The symbol (<>) indicates the refinish operation WILL NOT be performed as a separate procedure from the other panels in the estimate. Non-Original Equipment Manufacturer aftermarket parts are described as Non OEM, A/M or NAGS. Used parts are described as LKQ, RCY, or USED. Reconditioned parts are described as Recond. Recored parts are described as Recore. NAGS Part Numbers and Benchmark Prices are provided by National Auto Glass Specifications. Labor operation times listed on the line with the NAGS information are MOTOR suggested labor operation times. NAGS labor operation times are not included. Pound sign (#) items indicate manual entries.

Some 2017 vehicles contain minor changes from the previous year. For those vehicles, prior to receiving updated data from the vehicle manufacturer, labor and parts data from the previous year may be used. The CCC ONE estimator has a list of applicable vehicles. Parts numbers and prices should be confirmed with the local dealership.

The following is a list of additional abbreviations or symbols that may be used to describe work to be done or parts to be repaired or replaced:

SYMBOLS FOLLOWING PART PRICE:

m=MOTOR Mechanical component. s=MOTOR Structural component. T=Miscellaneous Taxed charge category. X=Miscellaneous Non-Taxed charge category.

SYMBOLS FOLLOWING LABOR:

D=Diagnostic labor category. E=Electrical labor category. F=Frame labor category. G=Glass labor category. M=Mechanical labor category. S=Structural labor category. (numbers) 1 through 4=User Defined Labor Categories.

OTHER SYMBOLS AND ABBREVIATIONS:

Adj.=Adjacent. Algn.=Align. ALU=Aluminum. A/M=Aftermarket part. Blnd=Blend. BOR=Boron steel. CAPA=Certified Automotive Parts Association. D&R=Disconnect and Reconnect. HSS=High Strength Steel. HYD=Hydroformed Steel. Incl.=Included. LKQ=Like Kind and Quality. LT=Left. MAG=Magnesium. Non-Adj.=Non Adjacent. NSF=NSF International Certified Part. O/H=Overhaul. Qty=Quantity. Refn=Refinish. Repl=Replace. R&I=Remove and Install. R&R=Remove and Replace. Rpr=Repair. RT=Right. SAS=Sandwiched Steel. Sect=Section. Subl=Sublet. UHS=Ultra High Strength Steel. N=Note(s) associated with the estimate line.

CCC ONE Estimating - A product of CCC Information Services Inc.

The following is a list of abbreviations that may be used in CCC ONE Estimating that are not part of the MOTOR CRASH ESTIMATING GUIDE:

BAR=Bureau of Automotive Repair. EPA=Environmental Protection Agency. NHTSA= National Highway Transportation and Safety Administration. PDR=Paintless Dent Repair. VIN=Vehicle Identification Number.

CITY OF SALEM
Capital Outlay Expenditure Request Form

To: MAYOR

From Department: Police Department

Date: 4/25/2017

Expense Line To : 20003-586017 - Equipment

Amount:

\$13,973.75

Description:

Expense Line To : 20003-584617 – Renovations & Repairs

Amount:

Description:

For Finance Dept and Mayor's Use Only:

☐

City Council Approval

Recommendation:

☐

Approved

☐

Denied

Finance Director

Mayor

Processed: Date: _____ **By:** _____

CO # _____ **JE#** _____ **Trans #** _____



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

May 11, 2017

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The attached Order appropriates \$33,000 from our short-term capital outlay account to fund repairs necessary to prepare the Forest River Park pool for operation when it opens on July 1.

As you may be aware, we are in the midst of a study related to a major improvements project planned for the pool and the park as a whole. That work is more long term in focus and continues to move forward, based on the feedback the City received from residents who attended a recent public meeting on the concept. This appropriation will enable the City to repair the showers and pool deck, repaint the pool, and carry out other necessary mechanical and engineering work to enable the pool to open for the season on July 1.

I recommend adoption of the enclosed Order as your earliest convenience, so that this work can be scheduled and completed in advance of the July 1 pool opening date.

Sincerely,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

May 11, 2017

ORDERED:

That the sum of Thirty-Three Thousand Dollars (\$33,000) is hereby appropriated from the "Capital Outlay Renovation and Repair" account (20003-584616) to be expended to fund start-up costs related to the operation of the Forest River Pool, prior to July 1, 2017, in accordance with the recommendation of Her Honor the Mayor.

CITY OF SALEM
Capital Outlay Expenditure Request Form

To: MAYOR

From Department: engineering Date: 5/5/17

Expense Line To : 20003-586017 - Equipment

Amount:

Description:

Expense Line To : 20003-584617 - Renovations & Repairs

Amount:

\$33,000

Description: Short-Term Capital funds to fund start-up costs related to the operation of the Forest River Pool, prior to July 1, 2017.

The costs for the start-up includes the following:

item	vendor	cost	description
1	oconnell plumbing	\$2,438.00	replace outdoor shower valves
2	color craft	\$5,810.00	paint pool bottom and walls
3	winer brothers	\$3,000.00	pool paint
4	pumel	\$7,500.00	pool deck masonry repairs
5	mann distribution	\$3,000.00	chlorine
6	weston sampson	\$11,000.00	start up assistance
	total estimate	\$32,748.00	
	say	\$33,000.00	

For Finance Dept and Mayor's Use Only:

☐

City Council Approval

Recommendation:

☐

Approved

☐

Denied

Auditing\Forms\Deputy Auditor\Capital Outlay Request



Last Revised: 01/02/04

Finance Director

Kimbalay Driscoll

Mayor

Processed: Date: _____ By: _____

CO # _____ JE# _____ Trans # _____



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: May 8, 2017

This letter is to request \$33,000 for Forest River Pool pre-opening maintenance (safety compliance) start-up costs, chemicals, and Weston and Sampson (CPO).

Sincerely,

A handwritten signature in black ink, appearing to read "Trish O'Brien", is written over a horizontal line.

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