



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

May 26, 2016

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 Scholarship & Education Committee.

First Name	Last Name	Address	Term	Term Expiration
Shirley	Cervoni	28A Buffum Street	3 years	June 1, 2019
Edward	Curtin	10 Orchard Terrace	3 years	June 1, 2019
Joseph	Salerno	5 Quadrant Road	3 years	June 1, 2019

I strongly recommend confirmation of their reappointment to this board.

Very truly yours,

A handwritten signature in blue ink, reading "Kim Driscoll".

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

May 26, 2016

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 Disabilities Commission.

First Name	Last Name	Address	Term	Term Expiration
David	Martel	9 Heritage Drive #35	3 years	June 1, 2019
David	Moisan	45 Saint Peter Street #311	3 years	June 1, 2019

I strongly recommend confirmation of their reappointment to this board.

Very truly yours,

A handwritten signature in blue ink, reading "Kim Driscoll".

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

May 26, 2016

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 Licensing Board.

First Name	Last Name	Address	Term	Term Expiration
Paul	Flores	6 Silver Street	6 years	June 1, 2022

I strongly recommend confirmation of his reappointment to this board.

Very truly yours,

A handwritten signature in blue ink, reading "Kim Driscoll".

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

May 24, 2016

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I appoint, subject to Council confirmation, Felicia Pierce to the Youth Commission for a three-year term to expire May 26th, 2019.

Ms. Pierce is the Director of YouthBuild North Shore at North Shore CDC who resides at 17 Heritage Drive in Salem. Ms. Pierce has been committed to Youth Development work over the last 10 years in her various roles. She wants to officially join the commission to support its efforts by using her skills in youth development as well as workforce development, to help execute the committee's mission and purpose, and continue to work with various youth in the city and support their goals.

I enthusiastically recommend the confirmation of Ms. Pierce appointment.

Sincerely,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

May 26, 2016

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

I appoint Matthew Christensen of 43 Intrepid Circle Marblehead, Ma 01945 to serve as a Constable in the City of Salem for a term to expire June 26, 2018.

Very truly yours,

A handwritten signature in blue ink, reading "Kim Driscoll".

Kimberley Driscoll
Mayor



Original
Bond
on file

CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

(Please print or type)

Date 1 May 2016

Application for Constable Re-Appointment

Office of the Mayor
City Hall
93 Washington Street
Salem, Massachusetts 01970

Application is hereby made under Chapter 41, Section 91B for appointment as Constable.

Name Matthew Christensen Date of Birth 10/31/1983

Present Address 43 Intrepid Cir, Marblehead, MA From 6/15/2014

Previous Address 378 Waterside Rd, Marblehead, MA From 9/20/2012

Telephone Number (Home) _____ (Work) _____ (Cell) 617-435-4433

Date Present Appointment Expires 6/26/16

Reason to Appoint To continue work as a Constable in Salem

Present Employer (Name and Address) Marblehead Fire Dept 1 Ocean Ave Marblehead, MA


Position Held: Firefighter

From: 3/15/2010 To: Present

Previous Employer (Name and Address) US Army, Fort Hood, TX

Position Held: 14-T PATRIOT Missile Operator

From: 1/5/2007 To: 1/5/2010


Signature of Applicant

Note: Application for re-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.

Signature of City of Salem Police Chief: Maryanne [Signature]
Signature of Police Chief in City or Town you reside: Chief [Signature] (Marblehead)



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

May 26, 2016

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request for an appropriation of Sixty-Two Thousand Eight Hundred and Eighty-Seven Dollars and Five Cents (\$62,887.05) from the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to fund the retirement buyback costs to be expended for the following employee listed below.

NAME	DEPARTMENT	AMOUNT
Brian Harrington	Fire	\$62,887.05

Very truly yours,

A handwritten signature in blue ink, reading "Kim Driscoll".

Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

Ordered:

May 26, 2016

That the sum of Sixty-Two Thousand, Eight Hundred and Eighty-Seven Dollars and Five Cent (\$62,887.05) in the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to be expended for the FY 2016 contractual buyback listed below in accordance with the recommendation of Her Honor the Mayor.

Name	Department	Amount
Brian Harrington	Fire	62,887.05
		62,887.05



KIMBERLEY DRISCOLL
MAYOR

LISA B. CAMMARATA
DIRECTOR OF HUMAN RESOURCES

CITY OF SALEM, MASSACHUSETTS

HUMAN RESOURCES
120 WASHINGTON STREET
TEL. (978) 745-9595 EXT. 5630
FAX (978) 745-7298

MEMORANDUM

TO: Sarah Stanton, Director of Finance
DATE: May 16, 2016
RE: Retirement Stabilization Fund

Attached is a PAF for a former employee of the Salem Fire Department.

This former employee is contractually entitled to the following amounts.

Brian Harrington

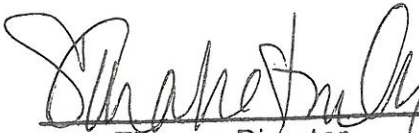
90 sick days @ \$495.76 per day	\$44,618.40
12 vacation days @ \$453.65 per day "2015"	\$5,443.80
127 SMV pro rated days	\$1,670.13
24 vacation days @ \$464.78 "2016"	\$11,154.72

TOTAL DUE: \$62,887.05

In accordance with the July 2008 Policy, I am requesting you verify the availability of the funds from the Retirement Stabilization Fund, prepare the Council Order, and continue the process in order that my staff can input the information in MUNIS and issue payments to this former employee upon Council approval.

Thank you for your cooperation, and if you should have any questions, please do not hesitate to contact me.

LBC


Finance Director



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

May 26, 2016

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request for an appropriation of One Hundred Thousand Dollars (\$100,000.00) appropriated in the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to fund the retirement buyback costs to be expended for the negotiated sick leave buyback.

I recommend passage of the accompanying Order.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Kim Driscoll", is written over the printed name.

Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

May 26, 2016

Ordered:

That the sum of One Hundred Thousand Dollars (\$100,000.00) is hereby appropriated from "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to be expended for the negotiated sick leave buyback provision as needed in accordance with the recommendation of Her Honor the Mayor.



KIMBERLEY DRISCOLL
MAYOR

LISA B. CAMMARATA
DIRECTOR OF HUMAN RESOURCES

CITY OF SALEM, MASSACHUSETTS

HUMAN RESOURCES
120 WASHINGTON STREET
TEL. (978) 745-9595 EXT. 5630
FAX (978) 745-7298

May 18, 2016

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

Dear Mayor Driscoll:

I am respectfully requesting the amount of \$100,000.00 be transferred from Free Cash to the Retirement Stabilization line in the Human Resources Budget.

This amount reflects an estimated amount required to fund the contractually obligated retirement buybacks for the remainder of this fiscal year. One firefighter's buyback is on hold, pending this transfer, and we expect one additional retirement from the fire department before the fiscal year is over. Fortunately, we have taken measures in the recent past negotiation sessions with all of our bargaining units to lessen this financial burden on the City in the future.

Thank you for your attention and cooperation, and if you should have any questions, or if you should require any additional information, please do not hesitate to contact me.

Very truly yours,

A handwritten signature in black ink, appearing to read "Lisa B. Cammarata", followed by a long horizontal line extending to the right.

Lisa B. Cammarata

cc: Finance Department
File

From:

Department

Department Head Authorizing Signature

Date _____

Budget or R/Res

Budget Amt: _____

Transfers

To :

Desc:

Balance: _____

(Org/Object)

Budget Amt: _____

From : _____ Desc: _____ Balance: _____

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

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

Free Cash or

To :

Desc:\

Budget Amt: 400,000 -

Balance: -35,032.01

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

Please circle one

Amount Requested:

\$

100,000.00

Reason (Be Specific)

Budget Transfer

Mayor Approval

City Council Approval

✓

Free Cash Appropriation – City Council Approval – Gen Fund

\$ 1,104,896.85
Free Cash Balance

Free Cash Balance

_____ R/E Appropriation –Water \$ _____
R/E Balance

R/E Balance

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

R/E Balance

Receipts Reserve – City Council Approval

\$ _____
R/Res Fund Balance

R/Res Fund Balance

Raise & Appropriate

Other

Recommendation: Approved Denied

Finance Director

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

5/19/2016
9:51 AM

CERTIFIED FREE CASH 10/26/15

**TOTAL FREE CASH USED
BALANCE**

(133,000.00)
971,896.85



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

May 26, 2016

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Enclosed please find an Order granting three School Department employees exemption from Massachusetts General Law Chapter 268A, Section 20, so that they may accept part-time positions with the Department of Park, Recreation, and Community Service.

In order to accept these part-time positions, the Conflict of Interest Law requires that these employees meet certain conditions, they must certify that they will perform the duties outside of their normal work hours for the School, work less than 500 hours per year for the Department of Park, Recreation, and Community Service, and receive an exemption from Section 20 of the Conflict of Interest Law from the City Council. Since the part-time positions will not interfere with their School positions and they have made the requisite certification, I recommend adoption of the enclosed Order.

Very truly yours,

A handwritten signature in blue ink, reading "Kim Driscoll".

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council, May 26, 2016

Ordered:

In accordance with Massachusetts General Law, Chapter 268A, Section 20(b), the City Council hereby approves an exemption from section 20 for the following employees to hold part-time seasonal positions with the Department of Park, Recreation, and Community Service:

<u>Name</u>	<u>Primary Position</u>	<u>Part-time Position</u>
Gavin Softic	Teacher	Summer Baseball Clinic Instructor
Thomas Doyle	Teacher	Basketball League Director
Andrew Fritz	Physical Education Teacher	Tennis Instructor



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

May 26, 2016

Honorable Salem City Council
Salem City Hall
Salem, MA 01970

Ladies and Gentlemen of the Council:

As part of the FY2017 City budget process, I am once again requesting that 50 parking spaces be designated as "reserved" in our two garages and that these spaces be made available at an annual rate of \$1,500 based on the same application process as used in FY2016.

Current space holders will be offered first choice in retaining their existing spaces and the balance will be made available by application and, if more applications are received than there are available spaces, they will be assigned by random lottery.

For FY2017, however, I am requesting that the distribution of the 50 spaces between the two garages be altered. In FY2016 40 spaces were assigned to the Museum Place garage and 10 spaces to the South Harbor garage. As of this date, all 10 are filled at South Harbor and only 18 are taken at Museum Place. The un-utilized 22 spaces at Museum Place represent \$33,000 in lost potential revenue. I hope that by re-allocating the spaces to better reflect where the parking demand is will result in closer to 100% utilization of all 50 reserved spaces. I am requesting 30 spaces be allocated to the Museum Place garage and 20 spaces to the South Harbor garage.

Therefore, I am requesting you approve the enclosed Order to authorize the continuation of the reserved parking spaces in the garages, adding 10 spaces to the existing 10 at South Harbor garage and removing 10 spaces from the existing 40 at the Museum Place garage. Thank you very much for your consideration of this request. If you have any questions, please feel free to contact Finance Director Sarah Stanton.

Sincerely,

A handwritten signature in blue ink that reads "Kim Driscoll".

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council, May 26, 2016

Ordered:

It is hereby Ordered that the Parking Department may designate up to thirty (30) spaces in the Museum Place Parking Garage and up to twenty (20) parking spaces in the South Harbor Parking Garage to be reserved permit parking only, with the permit cost \$1,500 per year.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

May 26, 2016

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Attached please find the revolving funds for FY2017. Revolving funds require an annual authorization vote by the City Council with each budget process. The attached order also establishes the maximum annual expenditures for each fund.

If you have any questions, please feel free to contact Sarah Stanton, City Finance Director.

Very truly yours,

A handwritten signature in blue ink that reads "Kim Driscoll".

Kimberley Driscoll
Mayor
City of Salem



City of Salem, Massachusetts

Finance Department
93 Washington Street
Salem, MA 01970
www.salem.com

Kimberley L. Driscoll, Mayor

Sarah A. Stanton, Finance Director

May 23, 2016

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

RE: Revolving Funds

Dear Honorable Mayor Driscoll:

Attached please find a copy of the FY17 list of revolving accounts. As you know, said accounts need to be authorized by the City Council annually during the budget process. The revolving funds require a separate vote of Council.

Any questions/concerns, please don't hesitate to contact me.

Sincerely,

A handwritten signature in cursive script, reading "Sarah A. Stanton".

Sarah A. Stanton
Finance Director



CITY OF SALEM

In City Council, May 26, 2016

Ordered:

That the Salem City council vote, pursuant to the provisions of MGL Chapter 44, Section 53E ½ to authorize the establishment of the revolving funds for FY 2017 as herein described. Expenditures from said funds shall not exceed the amount of funds received in the respective accounts or as authorized as stated, shall come from any funds received by the respective boards for performing services, shall be used solely for the purpose of implementing the programs delineated and shall be approved by a majority vote of any respective boards in accordance with the recommendation of Her Honor the Mayor.

Department	Fund Name	Fund #	Programs & Purposes	Type of Receipts Credited	Authorization for Spending	FY 2017 Budget Request Maximum Annual Expenditures
COA	COA Programs	2374	To defray program costs including instructors, presenters, entertainment, decorations, food, etc.	Revenues and fees charged for programs	COA Director and Mayor	\$ 25,000.00
Fire	R/A Local Emergency Planning Comm	2433	Training and special equipment needed to respond to hazardous materials incidents per CH 21E	Fees charged to persons spilling or releasing hazardous materials	Fire Chief and Mayor	\$ 5,000.00
Fire	R/A Confined Space Drills	2449	Confined space training for Firefighters.	Fee charged to Footprint to cover OT costs for Firefighter Confined Space Drill training.	Fire Chief and Mayor	\$ 25,000.00

Harbormaster	Boat/Float Storage	2368	To fund Capital items for Harbormaster and to fund maintenance costs of equipment.	Fees charged for boat and float storage at Winter Island and Kernwood Marina	Harbormaster and Mayor	\$ 35,000.00
Health	Health Clinics	2364	To support vaccination program and other health promotion activities of the Health Department	Reimbursements from vaccination programs	Health Agent and Mayor	\$ 20,000.00
Mayor	Special Events	2361	To cover expenses for July 4th and Haunted Happenings events.	Funding from RFP's for services, vendors and miscellaneous sponsorships.	Mayor	\$ 125,000.00
Recreation	Winter Island	2362	To increase and replenish store inventory as needed and to enhance and maintain WI store.	Revenue from sale of inventor at the Winter Island Store	Recreation Director and Mayor	\$ 40,000.00
Recreation	Dog Park	2435	Renovations and Maintenance of Dog Park at Leslie's Retreat Park.	Fee charged for pass to use dog park (pooch pass). Twenty-Five dollars annually for pass.	Recreation Director and Mayor	\$ 5,000.00
Recreation	Park & Rec Public Access	2452	To be used for the operation and maintenance of Winter Island and McCabe Marina	Parking and launch fees charged at McCabe Marina & Winter Island	Recreation Director and Mayor	\$ 30,000.00
Recreation	Salem Willows Meters	2459	Renovations and Maintenance of Willows Park.	Money generated from Willows Meters	Recreation Director and Mayor	\$ 25,000.00
Recreation	Witch House	2499	To support Salem Award committee and the Salem Witch Trial Memorial	Twenty-Five cent surcharge to tickets beginning in May 2009	Recreation Director and Mayor	\$ 10,000.00
Planning & Community Development	Salem Ferry Operational	2453	Fund operational costs of the Salem Ferry and Blaney Street Dock	Fees received during the off season for use/rent of ferry	Director of Planning and Mayor	\$ 500,000.00

Planning & Community Development	Old Town Hall	2373	Maintenance costs of old town hall	Rental revenue of old town hall	Director of Planning and Mayor	\$ 35,000.00
Planning & Community Development	Derby Sq/ Artists Row	New	Improvements for Derby Square and Artists' Row including outdoor furniture, signage, lighting, public art, marketing and stipends for performers	Vendor fees from Derby Square Flea/Salvage Art Market, Rent and Vendor Fees at Artists Row	Director of Planning and Mayor	\$ 20,000.00
Insp Services	Abandoned Prop Maint	2371	To maintain abandoned and foreclosed residential and commercial properties	Registration fees (\$300.00) for vacant and/or foreclosed residential properties	Public Service Director and Mayor	\$ 5,000.00
Engineering	Environmental Fund	2438	Provide for City purchase of environmental items such as recycling bins, recycling toters, rain barrels, composters, water conservation devises, recycling calendar and educational material.	Fees charged for recycling bins, recycling toters, rain barrels, composters, water conservation devices.	City Engineer and Mayor	\$ 30,000.00
Engineering	Traffic Island	2439	Projects related to City beautification events including Traffic Island, Beautification, and special events such as "Treemendous"	Primarily from: Traffic Island Sponsorships, Special Events Revenues, Event and Beautification effort sponsors	City Engineer and Mayor	\$ 15,000.00
Engineering	Sticker Program (Previously in DPW)	2455	To pay for costs of disposal of hazardous items picked up as part of sticker program, and for abandoned pieces picked up by this department.	\$20.00 fee charged for each sticker bought when scheduling a curbside pickup for item disposal.	City Engineer and Mayor	\$ 25,000.00

School	Building Rental	2601	Building Rental	Payments for rental of building by outside groups	School Committee and Mayor	\$ 200,000.00
School	Early Childhood	2608	Pre-School Tuition	Tuition payments for students attending the pre-school program at the Early Childhood Center	School Committee and Mayor	\$ 100,000.00
School	School Busing	2614	School Bus pass	Purchases of school bus passes	School Committee and Mayor	\$ 100,000.00
School	Night School	2620	Night School Tuition	Tuition payments for students attending the night school program	School Committee and Mayor	\$ 50,000.00
School	Special Ed Tuition	2627	Special Ed Tuition	Tuition payments for students from other districts attending Special Ed programs in Salem	School Committee and Mayor	\$ 200,000.00
School	SHS Automotive	2645	To pay for parts and materials for automotive repairs to vehicles brought in to the HS Automotive Vocational School by citizens	Fees charged for parts and materials for automotive repairs to vehicles brought in by citizens	School Committee and Mayor	\$ 50,000.00