



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

November 16, 2017

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am very pleased to appoint George E. Barbuzzi, of 17 Preston Road, to the City of Salem's Council on Aging Board, to complete the remainder of a three-year term to expire March 1, 2018. Mr. Barbuzzi will be filling the seat previously held by Mr. Anthony Schettino, who has opted to step down from the board. I hope you will join me in thanking Mr. Schettino for his years of service and dedication to the board and Salem's seniors.

Mr. Barbuzzi has spent his entire professional career working with the elderly and has a deep knowledge and understanding of the issues concerning the senior population. He currently works as the Administrator at the Lafayette Rehabilitation and Skilled Nursing Facility in Marblehead, a position he has held for the last seventeen years. Prior to that he worked for the Lafayette in a series of positions of escalating responsibility as far back as 1982. Mr. Barbuzzi holds a Bachelor's degree in business administration from Eastern Nazarene College, serves on the Board of the Brookhouse Home, where he was the Board president from 2010 to 2012, and is a licensed Nursing Home Administrator by the Commonwealth.

I strongly recommend confirmation of Mr. Barbuzzi's appointment to the board. We are fortunate that he is willing to serve our community in this important role and lend his expertise and dedication to the board and its work.

Very truly yours,

A handwritten signature in black ink that reads "Kimberley Driscoll".

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

November 16, 2017

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Robin Seidel, of 18 Williams Street, to the City of Salem's Traffic and Parking Commission, to complete the remainder of a two-year term to expire September 29, 2018. Ms. Seidel will be filling the seat previously held by Mr. Nick Downing, who has stepped down from the Commission as he has taken on a position with the City as our new Assistant Director of Traffic and Circulation. I hope you will join me in thanking Mr. Downing for his service on the Commission.

Ms. Seidel is currently a Staff Associate at Kleinfelder, an engineering, architecture, and sciences consulting firm, where she has worked on numerous transportation design and planning projects with a focus on efficiency and sustainability. Her current projects include MassDOT resilient tunnels, the Terminal B expansion for MassPort, and the MBTA Braintree and Quincy Center garages. As a LEED AP Neighborhood Development professional, she has helped craft master plans for sustainable growth based on policies including complete streets principles. Ms. Seidel holds a Bachelor's degree from American University and Master's degree in Architecture from Northeastern University.

I strongly recommend confirmation of Ms. Seidel's appointment to the commission. We are fortunate that she is willing to serve our community in this important role and lend her expertise and dedication to the commission and its work.

Very truly yours,

A handwritten signature in black ink that reads "Kimberley Driscoll".

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

November 16, 2017

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Gordon Dearborn Wilkins, of 81 Essex Street, to the City of Salem's Cemetery Commission to complete the remainder of a three-year term to expire February 1, 2019. Mr. Wilkins will be filling the seat previously held by Ms. Joanne Mizioch, who has opted to step down from the board. I hope you will join me in thanking Ms. Mizioch for her years of service and dedication to the board and Salem's cemeteries.

Mr. Wilkins is the Assistant Curator for Exhibitions and Research at the Peabody Essex Museum and, prior to that, served a curatorial research assistant for the Farnsworth Art Museum in Maine. He holds a B.A. from Hamilton College and a M.A. in Art History from the University of Chicago. As an art historian, curator, and scholar, Mr. Wilkins will bring an important understanding of and perspective on the aesthetics and history of cemeteries that will be beneficial as we continue our efforts around the preservation and rehabilitation of our community's unique historic cemeteries.

I strongly recommend confirmation of Mr. Wilkins's appointment to the commission. We are fortunate that he is willing to serve our community in this important role and lend his expertise and dedication to the commission and its work.

Very truly yours,

A handwritten signature in black ink that reads "Kimberley Driscoll".

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

November 16, 2017

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am writing to inform you that the Department of Revenue has certified Free Cash for the City of Salem for the current fiscal year. Our available Free Cash balance for FY2018 is \$4,922,937. As you know, Free Cash is derived from unexpended budget dollars and/or higher than anticipated revenues from prior fiscal years.

Over the last decade the City of Salem has successfully built up our reserve accounts and is in a strong financial position due, in large part, to responsible budgeting practices and professional fiscal policies. It was not that many years ago when our Free Cash account held next to nothing, putting a significant strain on our ability to appropriately save for the future.

Prior to the recommended allocations here, our reserve accounts currently total just over \$7.6 million: our Stabilization Fund holds \$5,455,945, our Capital Improvement Program fund is at \$164,699, and our OPEB Trust Fund is at \$2,057,097.

Given the ever-present fiscal uncertainties related to changes in federal funding programs, reductions in local aid from the state, and increasing liabilities relative to pensions and our aging infrastructure, it is as critical as ever for the City to continue to save wisely and plan appropriately for these upcoming challenges. In addition to building up our rainy-day fund balance, we have continued to implement routine regular financial forecasting and improved our operational and capital budget procedures.

Evidence of our success in these efforts can be found in the recognition we have received annually over the last several years through the Government Finance Officials Association "Certificate of Excellence" for Salem's Comprehensive Annual Financial Report and receipt of the organization's "Distinguished Budget Presentation Award." Salem is one of only a handful of communities in the

Commonwealth to be recognized annually for both of these distinctions. It is also apparent from Standard & Poor's affirmation of our current AA bond rating, the highest credit rating on record in the City's history. In explaining what prompted the rating, the agency has specifically cited our strong financial management practices and conservative budgeting. The hard work of our finance team has been supported by the City Council's foresight and adoption of sound fiscal policies, in particular the goals we set for growing our stabilization, capital, and OPEB accounts specifically.

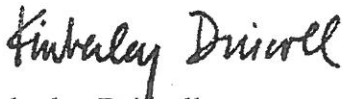
Therefore, consistent with our previously adopted fiscal policy, I am submitting the enclosed Order to appropriate 20% of the FY2016 Free Cash balance to the Stabilization Fund, 20% to the Capital Improvement Program Fund, and 5% to the OPEB Trust Fund. In all, these amounts direct \$2.2 million to our reserve accounts, bringing them collectively to a very healthy \$9,893,062 in all.

Reserve Fund Appropriations

- \$984,587 to the Stabilization Fund, bringing that fund to \$6,440,532
- \$984,587 to the Capital Improvement Program Fund, bringing that fund total to \$1,149,286
- \$246,147 to the OPEB Trust Fund, bringing that fund total to \$2,303,244

Thank you for your consideration of these important requests and for your continued commitment to supporting sound fiscal policies for our City. I respectfully request your adoption of the accompanying Order, which will continue our positive work together in this regard.

Sincerely,



Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,

November 16, 2017

Ordered:

That the sum of Two Million, Two Hundred and Fifteen Thousand, Three Hundred and Twenty-One Dollars and Sixty-Five Cents (\$2,215,321.65) is hereby appropriated from General Fund Balance Reserved for Free Cash (1-3245) to the following special revenue funds. The amount of free cash to be transferred is per the City's Financial Policies and in accordance with the recommendation of Her Honor the Mayor.

Description	Amount
Stabilization Fund (8301) 20%	984,587.40
Capital Improvement Fund (2000) 20%	984,587.40
Other Post Employ Benefits (OPEB) (8313) 5%	246,146.85
Total	2,215,321.65



City of Salem, Massachusetts

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

Kimberley L. Driscoll, Mayor

Laurie A. Giardella, Finance Director

November 9, 2017

Honorable Salem Mayor Kimberley Driscoll
Salem City Hall
Salem, Massachusetts

Dear Honorable Mayor Driscoll:

Enclosed herewith is the annual request for the financial transfers from General Fund Balance Reserved from Free Cash to the following funds: Stabilization, Capital Improvement Fund 2000, and Other Post-Employment Benefits (OPEB).

In accordance with annual financial policy, the requested amounts would require a 20% transfer from General Fund Balance Reserved from Free Cash to Stabilization Fund (\$ 984,587.40), a 20% transfer from General Fund Balance Reserved from Free Cash to the Capital Improvement Fund (\$984,587.40), and a 5% transfer from General Fund Balance Reserved from Free Cash to Other Post-Employment Benefits (\$246,146.85.)

Please let me know if you'd like to discuss further.

Regards,


Laurie A. Giardella
Finance Director

CITY OF SALEM
Stabilization, OPEB & CIP Annual Free Cash Appropriation

Date 11/8/17

Transfer To: 83011-4970

Desc: Stabilization Fund

Amount: \$ 984,587.40

Transfer To: 20001-4970

Desc: Capital Improvement Fund

Amount: \$ 984,587.40

Transfer To: 83131-4970

Desc: OPEB Fund

Amount: \$ 246,146.85

Reason: Per City Policy Free Cash is to be transferred annually to Stabilization Fund, Capital Projects Fund and to OPEB Fund

For Finance Dept and Mayor's Use Only:

Amount of Free Cash Certified: 4,922,937.00
MB

Recommendation:

☐

Approved

☐

Denied

Lam Diardelle
Finance Director

Mayor

Processed: Date: _____ By: _____

CO # _____ JE#: _____ Transfer #: _____

11/8/2017
3:59 PM

Description			Date	Pending
			To Council	Free Cash

Date	C.O. #	Approved	Free Cash	Reason

CERTIFIED FREE CASH

4,922,937.00

[illegible]

TOTAL FREE CASH USED	(2,215,321.65)	0.00
BALANCE	2,707,615.35	4,922,937.00

Nina Bridgman

From: dlssupport@dor.state.ma.us
Sent: Wednesday, November 08, 2017 1:03 PM
To: Stephen Cortes; James Bond; Richard Jagolta; Deb Jackson; Kathleen McMahon; Mayor Kim Driscoll; Laurie Giardella; Nina Bridgman; dlsitgroup@dor.state.ma.us
Cc: whouleys@dor.state.ma.us
Subject: Notification of free cash approval - Salem
Attachments: FC 063017.pdf

Massachusetts Department of Revenue Division of Local Services
Christopher C. Harding, Commissioner
Sean R. Cronin, Senior Deputy Commissioner of Local Services

11/8/2017

NOTIFICATION OF FREE CASH APPROVAL - City of Salem

Based upon the un-audited balance sheet submitted, I hereby certify that the amount of available funds or "free cash" as of July 1, 2017 for the City of Salem is:

General Fund	\$4,922,937.00
Enterprise Fund Water and Sewer	\$2,449,470.00
Enterprise Fund Solid Waste	\$489,884.00

This certification is in accordance with the provisions of G. L. Chapter 59, §23, as amended.

Certification letters will be emailed to the mayor/manager, board of selectmen, prudential committee, finance director and treasurer immediately upon approval, provided an email address is reported in DLS' Local Officials Directory. Please forward to other officials as you deem appropriate.

Sincerely,

Christopher C. Harding



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

November 16, 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 donations in the amount totaling Fourteen Thousand Four Hundred and Ninety-Eight Dollars (\$14,498.00).

FROM:

Salem Moose Lodge No 218	K9 Donation Fund	24121-4830	2,100.00
Rosemary O'Connor	K9 Donation Fund	24121-4830	3,150.00
Rosemary O'Connor	K9 Donation Fund	24121-4830	3,928.00
Rosemary O'Connor	K9 Donation Fund	24121-4830	1,200.00
Rosemary O'Connor	K9 Donation Fund	24124-4830	4,120.00

Total: \$14,498.00

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 Salem Police Department K9 Donation Fund.

Very truly yours,


Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

Ordered:

November 16, 2017

To accept the donation(s) listed below totaling Fourteen Thousand Four Hundred and Ninety-Eight Dollars (\$14,498.00). 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
Salem Moose Lodge No 218	K9 Donation Fund	24121-4830	2,100.00
Rosemary O'Connor	K9 Donation Fund	24121-4830	3,150.00
Rosemary O'Connor	K9 Donation Fund	24121-4830	3,928.00
Rosemary O'Connor	K9 Donation Fund	24121-4830	1,200.00
Rosemary O'Connor	K9 Donation Fund	24121-4830	4,120.00
Total			\$14,498.00



City of Salem, Massachusetts

Police Department Headquarters

CHIEF OF POLICE
MARY E. BUTLER

October 31, 2017

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

Dear Mayor Driscoll:

I would like to request that the enclosed donations totaling Fourteen Thousand Four Hundred and Ninety-Eight Dollars and 00/100 (\$14,498.00) (*Salem Lodge No. 218, Loyal Order of Moose - \$2,100.00; Eastern Bank Check Number 01675167 - \$1,200.00; Eastern Bank Check Number 01675148 - \$4,120.00; Eastern Bank Check Number 01675100 - \$3,150.00; and Eastern Bank Check Number 01675004 - \$3,928.00*) be deposited into the following Donation fund:

Fund Name: K9 Donation

Fund Number: 2412

Org/Object: 24121-4830

The purpose of this donation is to support K9 expenses incurred by the three K9s at the Salem Police Department.

Sincerely,

Mary E. Butler
Chief of Police

MEB:jc
Enclosure



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

November 16, 2017

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request for an appropriation of Two Thousand One Hundred and Eighty-Seven Dollars and Eighty Cents (\$2,187.80) 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
Josephine Hardy	School	\$2,187.80

I recommend passage of the accompanying Order.

Very truly yours,


Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

November 16, 2017

Ordered:

That the sum of Two Thousand One Hundred and Eighty-Seven Dollars and Eighty Cents (\$2,187.80) in the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to be expended for the FY 2018 contractual buybacks listed below in accordance with the recommendation of Her Honor the Mayor.

Name	Department	Amount
Josephine Hardy	School	2,187.80
		2,187.80



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: Laurie Giardella
DATE: October 30, 2017
RE: Retirement Stabilization Fund

Attached is a PAF for a former employee of the Salem Public Schools.

The former employee is contractually entitled to the following amount of sick and vacation buyback.

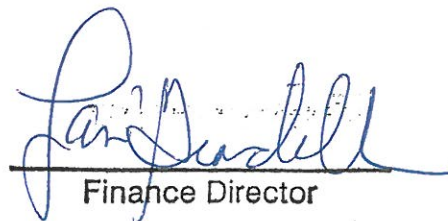
Josephine Hardy

33 sick days @ \$55.74 per day	\$1,839.42
6.25 vacation days @ \$55.74 per day	348.38
Total:	\$2,187.80

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.

IBC


Finance Director

CITY OF SALEM
APPROVAL-SICK DAYS/VACATION BUY-BACK

From: Department School Date 9/29/17

Authorized Signature: [Signature]
Department Head/City or Business Manager/School

NAME: Josephine Hardy

CALCULATION

VACATION DAYS # 6 1/4 @ \$ 55.74 = \$ 348.38

SICK DAYS # 33 @ \$ 55.74 = \$ 1,839.42

PRO-RATED STIPENDS # _____ @ \$ _____ = \$ _____

OTHER # _____ @ \$ _____ = \$ _____

Total Amount Due: \$ 2,187.80

Please attach corresponding PAF or other backup to this sheet.

Reason: Retirement

For Human Resources's Use Only:

- ☒ VACATION DAYS
☒ SICK DAYS
☐ PER ACCRUAL REPORT
☐ OTHER

Org and Object: 83113 - 5146

Recommendation:

☒ Approved

[Signature]
H R Director/City or Superintendent/Schools



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

November 16, 2017

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Enclosed is an Order seeking Council approval to implement our annual parking ticket amnesty program to waive up to \$30 in late fees on parking violations collected from December 1 through December 21, 2017 in exchange for a donation of canned goods and non-perishable items. All food will go to local Salem food pantries.

The "Peas for Fees" program has become an annual tradition in Salem and has proved to be successful bringing in donations of food for those in need and also additional receipts for the City. In the spirit of the holidays, this amnesty program will once again give individuals who owe late fees an incentive to pay their tickets, providing additional food supplies to very needy food pantries and hopefully resulting in an extra infusion of funds for the City.

This has been a practice that has been used in Massachusetts and other communities across the country as a way to provide residents and others with a benefit that relieves late penalties. While the City benefits from recovering unpaid ticket revenues, the added advantage to this initiative is the receipt of the canned goods, which are donated to local food pantries during the holiday season.

I recommend adoption of the enclosed Order and thank you for your consideration of this request.

Sincerely,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council, November 16, 2017

Ordered:

Upon payment of an unpaid parking fine and the donation of two non-perishable items or canned goods to be donated to local food pantries, the City Collector shall waive, from December 1, 2017 – December 21, 2017, up to thirty dollars in late fees added to an unpaid parking fine, as provided in Section 17A of the City of Salem Traffic Code.

The Collector shall not waive any surcharge imposed by the Massachusetts Registry of Motor Vehicles if the Collector has notified the Registry of Motor Vehicles of an unpaid fine and a non-renewal of license and/or registration has been recorded by the Registry of Motor Vehicles.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

November 16, 2017

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

As we do each year, I am proud to once again celebrate Small Business Saturday here in Salem, this year on Saturday, November 25.

Falling between Black Friday and Cyber Monday, Small Business Saturday is a day to celebrate and support the small, independently-owned businesses that are so critically important to our local economy. As the holiday season approaches, I hope all Salem residents will shop local first and support our small businesses. I am pleased to once again participate in Small Business Saturday and celebrate our local small businesses throughout Salem.

As we do each year, the City would like to provide free parking at all municipal lots, garages, and meters for the Friday and Saturday following Thanksgiving, to help encourage more people to shop local this holiday season. The enclosed Order authorizes free parking for Friday, November 24, and Saturday, November 25.

Very truly yours,

A handwritten signature in dark ink that reads "Kimberley Driscoll".

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council, November 16, 2017

Ordered:

The City Council hereby authorizes free parking in municipal garages, lots, and meters on November 24 and November 25, 2017 in support of Small Business Saturday.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

November 16, 2017

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order appropriates \$265,000 from our short-term Capital Improvement Fund for furnishings, fixtures, and equipment for the new City Hall Annex office space at 90 Washington Street. This number represents what we believe, based on the quotes we have received, will be the upper limit, with a contingency, of what will be necessary. We are hopeful that once the procurement takes place we will be able to secure a lower price. In addition, we anticipate this cost to be off-set in part by the surplus and sale of the furniture from the existing City Hall Annex offices at 120 Washington Street.

A number of these items have an approximately two-month lead time from ordering to delivery, therefore we are requesting this appropriation now so these orders may be placed and our move-in timetable not unnecessarily delayed. For this reason, I strongly recommend adoption of this appropriation Order at your November meeting.

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,
November 16, 2017

Ordered:

That the sum of Two Hundred and Sixty-Five Thousand Dollars (\$265,000.00) is hereby appropriated within the "Capital Outlay Equipment" account (20003-586018) to be expended for the purchase of office equipment by the Public Property/Building Department in accordance with the recommendation of Her Honor the Mayor.



KIMBERLEY DRISCOLL
MAYOR

CITY OF SALEM, MASSACHUSETTS

BUILDING DEPARTMENT
120 WASHINGTON STREET, 3RD FLOOR
TEL. (978) 745-9595
FAX (978) 740-9846

THOMAS ST. PIERRE
DIRECTOR OF PUBLIC PROPERTY/BUILDING COMMISSIONER

Funding Request Letter

November 13, 2017

RE: New Annex, Furniture, Fixtures & Equipment

Mayor Driscoll,

Please except the attached funding request for Furniture, Fixtures & Equipment to be ordered and installed at 90 Washington Street, the New Annex Facility. The equipment requested in this letter relates directly to the furniture and fixtures, the Audio/Visual equipment will be submitted/requested separately by Matt Killen of the IT Department.

The amount being requested is *Two Hundred Sixty Five Thousand Dollars and Zero Cents (\$265,000)*.

If you have any questions regarding this submittal please contact myself or Michael Lutzykowski from this Department directly

Respectfully,

A handwritten signature in dark ink, appearing to read "Thomas St. Pierre".

Thomas St. Pierre
Building Commissioner & Zoning Enforcement Officer
120 Washington Street – 3rd Floor
Salem, Massachusetts 01970

cc: D. Pangallo, Chief of Staff L. Giardella, Finance Director N. Bridgman, Assistant Finance Director
M. Lutzykowski, Building Department Assistant

CITY OF SALEM
Capital Outlay Expenditure Request Form

To: MAYOR

From Department: Public Property Date: 11/13/17

Expense Line To : 20003-586018 - Equipment

Amount: \$ 265,000

Description: Furniture For New City Hall Annex

Expense Line To : 20003-584618 - Renovations & Repairs

Amount:

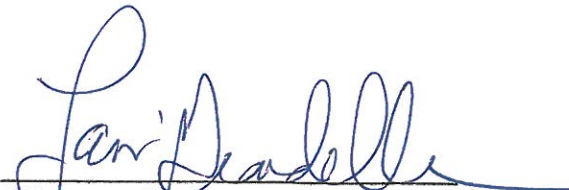
Description: Furniture for New City Hall Annex

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

November 16, 2017

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order appropriates \$93,000 from our short term Capital Improvement Fund to acquire and install audio/visual and information technology equipment for the new City Hall Annex office space at 90 Washington Street.

This equipment includes digital signage, presentation systems in conference rooms, and equipment for SATV broadcast capacity in the public meeting rooms. Wiring for computers, telephones, and internet is not included in this request as it was funded through an allowance provided by the landlord as part of the lease agreement.

In order to keep this project advancing on schedule, I am asking that this appropriation be approved, if possible, at your November meeting, but no later than your meeting of December 7.

Very truly yours,

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



CITY OF SALEM

In City Council,

November 16, 2017

Ordered:

That the sum of Ninety-Three Thousand Dollars (\$93,000.00) is hereby appropriated within the "Capital Outlay Equipment" account (20003-586018) to be expended for the purchase of Audio Visual and IT Equipment by the IT Department in accordance with the recommendation of Her Honor the Mayor.



KIMBERLEY DRISCOLL
MAYOR

MATTHEW KILLEN
CHIEF INFORMATION OFFICER

CITY OF SALEM, MASSACHUSETTS

OFFICE OF INFORMATION TECHNOLOGY
120 WASHINGTON STREET, 2ND FLOOR
TEL. 978-745-9595 x5694
MKILLEN@SALEM.COM

Memorandum

TO: Mayor Driscoll
FROM: Matthew Killen *MK*
DATE: 11/13/2017

RE: New Annex, A/V and presentation system equipment

Mayor, I am pleased to submit the attached funding request for audio-visual and presentation system equipment to be installed at the New Annex. Specifically, the request includes:

- Digital signage, first floor entrance,
- Projector, display screen and audio equipment in both public meeting rooms,
- Presentation system in the 2nd floor, medium conference room,
- Presentation system in the 3rd floor, large conference room.

and totals \$93,000 - which includes a small contingency for cabling and miscellaneous hardware.

Please let me know if you have any questions, and thank you for your leadership on this project.

cc: D. Pangallo, Chief of Staff
L. Giardella, Finance Director
N. Bridgman, Assistant Finance Director
M. Lutrzykowski, Building Department Assistant

CITY OF SALEM
Capital Outlay Expenditure Request Form

To: MAYOR

From Department: IT Date: 11/13/17

Expense Line To : 20003-586018 - Equipment

Amount: \$93,000

Description: A/V and presentation equipment, new Annex building.

Expense Line To : 20003-584618 – 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

November 16, 2017

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order is being submitted at the request of Chief Mary Butler and the Salem Police Department, in accordance with Section 32-121 of the Code of Ordinances.

It authorizes the department to install and monitor video surveillance cameras in four locations: Mary Jane Lee Park, Central Wharf, Remond Park, and Proctor's Ledge. Funding for these cameras is made possible from the department's budget, Community Development Block Grant funds, and a Port Security Grant.

I support the Chief in this request and believe that having regular video surveillance in the locations identified above will help the department keep our community safe and protect public and private property. I recommend adoption of the enclosed Order and encourage you to contact Chief Butler with any specific questions that you may have regarding it.

Very truly yours,

A handwritten signature in black ink that reads "Kimberley Driscoll".

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council, November 16, 2017

Ordered:

In accordance with Chapter 32, Article V, Section 32-121, the Salem Police Department is hereby authorized to install video cameras at the following locations:

- In and around Mary Jane Lee Park (Prince, Palmer and Salem Streets)
- In and around Pickering Wharf and Central Wharf (160 Derby Street)
- Remond Park (One Bridge Street)
- Proctor's Ledge (7 Pope Street)



City of Salem, Massachusetts

Police Department Headquarters

95 Margin Street

Salem, Massachusetts 01970

(978) 744-2204

Mary E. Butler

Chief of Police

09 November 2017

Salem City Council
City Hall
93 Washington Street
Salem, Massachusetts 01970

Dear City Council Members,

In accordance with Chapter 32, Article 5, Section 32-121 of the Code of Ordinances of the City of Salem, the Salem Police Department respectfully requests authority to install video surveillance cameras at the following four (4) locations:

In and around Mary Jane Lee Park (Prince St., Palmer St., & Salem St.) allowing the Department to monitor the park to deter, detect and document criminal activity in the park and respond accordingly. Funding for this project is available through the Community Development Block Grant (CDBG) and the Police Department budget.

In and around Pickering and Central Wharfs (160 Derby St.) allowing the Department the ability to monitor the large crowds, especially during special events (i.e. July 4th, Halloween, festivals and road races), the Salem Harbor and maritime approaches. This project is fully funded from the 2015 Port Security Grant.

Installation of an additional camera at Remond Park (1 Bridge St.) allowing the Department the ability to monitor the Salem Channel, the Salem/Beverly Bridge and the adjacent park area. This project is also fully funded through the 2015 Port Security Grant.

Installation of a camera at Proctor's Ledge (7 Pope St.) allowing the Department to monitor the memorial. This project will be funded from the Police Department budget.

Per the Ordinance, the above listed security cameras will record video feed only; audio recording will not be conducted. Additionally, public notice of the installation and operation of video cameras will be published on social media and through the installation of signage at the specific locations identified above.

It is my belief that installation of video surveillance cameras at the above listed locations will assist this Department in preventing criminal acts and should such acts occur, to take appropriate action.

Sincerely,

A handwritten signature in cursive script that reads "Mary E. Butler".

Mary E. Butler
Chief of Police

ARTICLE V. - VIDEO SURVEILLANCE

-
- Sec. 32-120. - Purpose.
- The purpose of this article is to allow the police department to utilize *video* surveillance as a tool to curb crime in certain areas of the city and to identify perpetrators.

(Ord. of 9-28-2006, § I)

- Sec. 32-121. - Administrative rules.
- (a) Promulgation. The police chief may promulgate such rules as may be necessary for the implementation of this article.
- (b) Location. The police chief shall present to the city council locations where the use of *video* surveillance would assist them in combating crime. Upon the approval of the city council, the police department shall install *video* surveillance equipment without the audio enabled in the approved areas.
- (c) Notice. The police department shall give public notice that the approved areas are under surveillance.

(Ord. of 9-28-2006, § I)

- Secs. 32-122—32-129. - Reserved.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

November 16, 2017

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Earlier this year, as the Proctor's Ledge Memorial neared completion, I notified you that I had asked the Parks and Recreation Commission to authorize the allocation of 25-cents from every ticket sold at the Jonathan Corwin House to be directed to the perpetual maintenance and upkeep of the new memorial.

Enclosed is an Order, pursuant to the provisions of M.G.L. Chapter 44, Section 53 E ½, to authorize the establishing of the revolving fund to receive and disperse these funds for FY2018. Expenditures from this fund shall not exceed the amount as authorized and shall be used solely for the purpose of implementing the program described.

I recommend passage of the enclosed Order so these funds may be received and expended going forward.

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



CITY OF SALEM

In City Council, November 16, 2017

That the City of Salem hereby requests the adoption of the Proctor's Ledge revolving fund in accordance with MGL Chapter 44, Section 53E ½ which authorizes special purpose revolving accounts in accordance with the recommendation of Her Honor the Mayor.



Kimberley Driscoll
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

Trish O'Brien
Superintendent

October 20, 2017

Dear Mayor Driscoll:

I am writing to request permission to set aside 25 cents from for every ticket sold by the Witch House to set up a revolving fund for the maintenance of Proctor's Ledge.

Sincerely,

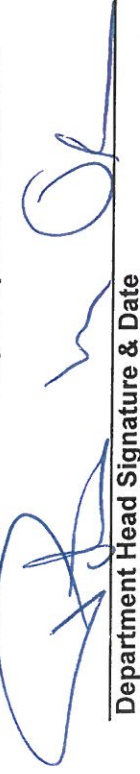
A handwritten signature in blue ink, appearing to read "Tricia O'Brien", followed by a large, stylized "O" or "R" mark.

Tricia O'Brien
Superintendent
Park, Recreation & Community Service

**FY 2018
Revolving Funds**

Dept.	Fund Name	Fund #	Programs & Purposes	Type of Receipts Credited	Authorization for Spending	Budget Request Maximum Annual Expenditures
170	R/A Prichard's Lodge	NEW	for maintenance of Prichard's Lodge site	25¢ from each ticket sold @ Witch House	Dept Head and Mayor	\$12,000
Totals						\$12,000

MGL Chapter 44, Section 53E 1/2 authorizes the establishment of the revolving funds 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.



Department Head Signature & Date



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

November 16, 2017

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order appropriates \$14,850 from our short-term capital outlay account to complete two elements of the on-going Lafayette Park upgrades that were not able to be included under the regular project budget due to bids coming in higher than expected.

These funds will enable us to include additional landscaping plantings on the interior of the park and carry out restoration of the central veterans' monument. I believe both of these components will help make this project more complete and recommend passage of the enclosed Order appropriating the funds to make them possible.

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,

November 16, 2017

Ordered:

That the sum of Fourteen Thousand Eight Hundred and Fifty Dollars (\$14,850.00) is hereby appropriated within the "Capital Outlay Renovation & Repair" account (20003-584618) to be expended for the renovation of Lafayette Park 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

November 7, 2017

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

Re: Free Cash Request for Lafayette Park

Dear Mayor Driscoll:

As you know, the renovation of Lafayette Park is underway. Contractor bids came in higher than anticipated and allowed the City to only proceed with the core project. The current budget precludes the restoration of the "Mourning Victory" veterans' monument and plantings in the two interior landscape beds.

Therefore, I make the following request for Free Cash to fund these two items:

Restoration of Mourning Victory Veterans Monument:	\$8,850.00
Plantings for two interior landscape beds:	\$6,000.00

Total request:	\$14,850.00
-----------------------	--------------------

Thank you for your consideration. 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: 11/7/17

Expense Line To : 20003-586018 - Equipment

Amount:

Description:

Expense Line To : 20003-584618 - Renovations & Repairs

Amount:

Description:

Renovation of Lafayette Park

For Finance Dept and Mayor's Use Only:

☐

City Council Approval

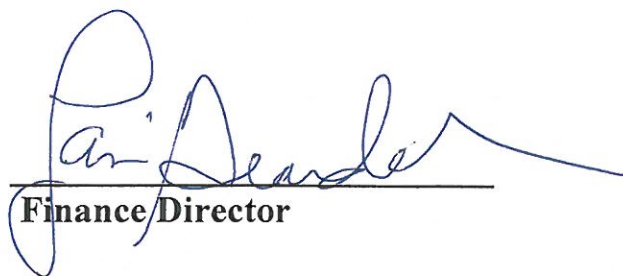
Recommendation:

☐

Approved

☐

Denied



Finance Director

Mayor

Processed: Date: _____ By: _____

CO # _____ JE# _____ Trans # _____



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

November 16, 2017

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order appropriates \$2,000 in free cash to provide for additional overtime required by our Health Department staff due to the increased number of pop-up and other temporary food events on weekends.

We are fortunate to have such a vibrant and busy local economy and thriving small businesses. As a side effect of this economic activity, however, our inspectional services staff have been kept busier than anticipated. I recommend approval of the enclosed Order so this account will have sufficient funds to close out the remainder of this fiscal year.

Very truly yours,

A handwritten signature in dark ink, reading "Kimberley Driscoll". The signature is written in a cursive, flowing style.

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,

November 16, 2017

Ordered:

That the sum of Two Thousand Dollars (\$2,000.00) is hereby appropriated from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the Board of Health Overtime account 15101-5131 in accordance with the recommendation of Her Honor the Mayor.



CITY OF SALEM, MASSACHUSETTS

BOARD OF HEALTH
120 WASHINGTON STREET, 4TH FLOOR
TEL. (978) 741-1800 FAX (978) 745-0343
lramdin@salem.com



Public Health
Prevent. Promote. Protect.

KIMBERLEY DRISCOLL
MAYOR

LARRY RAMDIN, RS/REHS, CHQ, CP-FS
HEALTH AGENT

November 9, 2017

Mayor Kimberly Driscoll
City of Salem
City Hall
93 Washington Street,
Salem, MA 01970

Dear Mayor Driscoll,

The overtime budget currently stands at -\$216.82 (**Org: 15101, Object: 5131**). The budget has been exhausted due to increased overtime for the inspectional staff. There is a marked increase in the number of temporary events on weekends. We anticipate that there will be events every weekend, and with six and a half months to go in FY2018 we anticipate overtime costs to rise by \$2,000.00.

The Department overtime costs were typically related to haunted happenings and a few summer events and health fairs. The increase in pop-up activity as Salem increases its visibility as a food destination and the department's mandate to ensure that the public's health is protected at the temporary events; I would be grateful if the line can be increased by another \$2,00.00, to cover the rest of FY2018.

Again, I will be grateful if we can have an increase in this line to cover this much needed service.

Yours Very Truly,

Larry A. Ramdin
Health Agent

LR/md

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

From: Health

Department

Department Head Authorizing Signature

November 9, 2017

Date

Budget or R/Res

Budget Amt: _____

Transfers

To :

(Org/Object)

Desc: _____

Balance: _____

From :

Desc: _____

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) - \$ _____ Date: _____

Free Cash or

To :

15101/5131

Desc: Overtime

Budget Amt: \$2,000.00

Balance: -\$216.82

Retained Earnings (W/S)

(Org/Object)

Please circle one

Amount Requested:

\$ 2,000.00

Reason (Be Specific) The department is responding to increased pop-up temporary food events on weekends. With the increased need to support the events and ensure the public's health is protected as we are mandated to do, we are submitting this request.

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

\$ _____
R/Res Fund Balance

_____ Raise & Appropriate

_____ Other _____

Recommendation: _____ Approved _____ Denied

Jan Dunder
Finance Director

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

11/13/2017
10:21 AM

[illegible]



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

November 16, 2017

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order appropriates \$20,000 from free cash to fund the implementation of a few of the year one projects of the Salem for All Ages initiative. Salem's age-friendly action plan was certified by the AARP last year and over the course of 2017 a task force of representatives from a variety of City departments, agencies, and organizations worked to implement the first set of action items from that plan.

Salem's Age Friendly initiative began in 2016 when the City was added to the AARP's national network of Age Friendly communities. Salem was the first city on the North Shore to join the network and only the third in Massachusetts. Acceptance to the network meant Salem committed to developing an action plan that focuses on establishing a vision for each of what the AARP calls the "eight domains" of an age-friendly community: civic participation and employment, communication and information, community support and health services, outdoor space and buildings, transportation, housing, social participation, and respect and social inclusion.

To prepare the Action Plan, we worked with experts from the Center for Social & Demographic Research on Aging at the Gerontology Institute of UMass Boston. Those experts, along with a working group made up of City officials and local volunteers, developed the plan using multiple public listening session and meetings, three focus groups, an exhaustive document review of existing plans and reports, and a survey completed by over 400 residents over the age of 50.

Within each domain, a vision statement for the future of an Age-Friendly Salem is described, followed by a series of recommendations, and corresponding specific action steps that should be taken. Following approval of the final report a permanent community stakeholders group formed to monitor implementation of the plan, evaluate its effectiveness, and update it as necessary. This funding makes the first year of that work possible.

Very truly yours,

A handwritten signature in dark ink that reads "Kimberley Driscoll".

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,
November 16, 2017

Ordered:

That the sum of Twenty Thousand Dollars (\$20,000.00) is hereby appropriated from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the Council on Aging Printing and Binding account 15412-5351 in accordance with the recommendation of Her Honor the Mayor.



CITY OF SALEM, MASSACHUSETTS
PARK, RECREATION & COMMUNITY SERVICES
5 BROAD ST., SALEM, MA 01970

TEL: (978) 744-0180 OR (978) 744-0924
FAX (978) 744-7225
POBRIEN@SALEM.COM

KIMBERLEY DRISCOLL
MAYOR

PATRICIA O'BRIEN
SUPERINTENDENT

November 9, 2017

Mayor Kimberley Driscoll
93 Washington Street
Salem, MA 01970

Dear Mayor Driscoll,

The Salem Council on Aging respectfully requests a free cash appropriation from the City Council for \$20,000 to fund the implementation of the Year 1 recommendations of the Salem for All Ages Task Force.

This allocation would provide the funding necessary to design, print, and mail the new Salem for All Ages resource guide, design/publish/maintain the Salem for All Ages website, and update the Salem Volunteers website. Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script, reading "Teresa Gove Arnold".

Teresa Gove Arnold
Director
Salem Council on Aging

Cc: Patricia O'Brien

CITY OF SALEM – Finance Department

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

From: Council on Aging
Department

Sereva Stone Arnold
Department Head Authorizing Signature

11-13-2017
Date

Budget or R/Res

Transfers

To : _____
(Org/Object)

Desc: _____

Budget Amt: _____

Balance: _____

From : _____

Desc: _____

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) - \$ _____ Date: _____

Free Cash or

To : 15412/5351

Desc: Printing and Binding

Budget Amt: \$1,000.00

Balance: \$721.38

Retained Earnings (W/S)

(Org/Object)

Please circle one

Amount Requested:

\$ 20,000

Reason (Be Specific)

To design, print and mail the new Salem for All Ages resource guide
To design, publish and maintain the Salem for All Ages website.
To update the Salem Volunteerism website

For Finance Department and Mayor's Use Only:

_____ Budget Transfer

_____ Mayor Approval

_____ City Council Approval

_____ Free Cash Appropriation – City Council Approval – Gen Fund

\$ 4,922,937

Free Cash Balance

_____ R/E Appropriation – Water

R/E Balance

_____ R/E Appropriation Sewer

R/E Balance

_____ Receipts Reserve – City Council Approval

\$

R/Res Fund Balance

_____ Raise & Appropriate

_____ Other

Recommendation: _____ Approved _____ Denied

Jan Stadel
Finance Director

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

11/13/2017
12:56 PM

Description	Date	Pending	C.O. #	Approved	Reason
	To Council	Free Cash			

CERTIFIED FREE CASH

4,922,937.00

[illegible]TOTAL FREE CASH USED
BALANCE

(2,237,321.65)
2,685,615.35

0.00
4,922,937.00



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

November 16, 2017

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

As you may recall, during the FY2018 budget process the Council unanimously approved the bond Order authorizing funding for a broad range of general fund capital projects. Unfortunately, the Order document for the Council and the advertisement for the *Salem News*, inadvertently did not include six items from the project list.

Our bond counsel has notified us that, therefore, this Order needs to be re-advertised and re-approved. In addition to the bond Order, I have enclosed, for your reference (a) a copy of the May 25, 2017 Order as it was filed by my office and (b) a copy of the May 25, 2017 Order as it appeared in the City Council's materials. Also enclosed is the advertisement from May that appeared in the *Salem News*. You will see both in the Order as it appeared before you and the advertisement, the following items were omitted when prepared by the City Clerk:

Engineering-Loring and Lafayette Improvements	\$150,000
Engineering-McGrath Park Additional Assessment	\$200,000
Engineering-Bridge at Jefferson Avenue Design Costs	\$200,000
Engineering-Roads, Sidewalks, Non-Ch. 90 Eligible	\$800,000
Fire-Station One Parapet	\$100,000
IT-Annual Inventory (City)	\$75,000

Passage of the enclosed bond Order does **not** add to the sum total amount that the bond authorization initially approved, which will still be \$3,842,460. It merely adds the missing rows of information specifying the projects upon which funding is being directed. Because bond Orders require two passages, I am requesting a vote for first passage at your meet of November 16 so that second passage can be voted on December 7, which is your final meeting of the year.

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



City of Salem, Massachusetts

Finance Department
93 Washington Street
Salem, MA 01970

Kimberley L. Driscoll, Mayor

Laurie A. Giardella, Finance Director

November 8, 2017

Dear Mayor;

It has come to my attention that the Loan Order adopted by Council on June 22, 2017, Council Order 312, pursuant to which the City authorized the borrowing of \$3,842,460 should be amended. The amount approved and authorized, included various FY2018 capital improvement projects for payment. Both the Council Order table and the advertisement inadvertently omitted the following projects which are listed below:

Engineering-Loring and Lafayette Improvements	\$150,000
Engineering-McGrath Park Additional Assessment	\$200,000
Engineering-Bridge at Jefferson Avenue Design Costs	\$200,000
Engineering-Roads, Sidewalks, Non-Ch. 90 Eligible	\$800,000
Fire-Station One Parapet	\$100,000
IT-Annual Inventory (City)	\$75,000

Therefore, the Loan Order will require a new vote and advertisement to include the items inadvertently omitted. This request will not change the amount as adopted at the June 22, 2017 meeting, only the listed items will be amended to include the above listed items.

I request the Loan Order be forwarded to Council so that it may be included on the November 16, 2017 agenda. I am attaching a copy of the new Loan Order with language recommended by Bond Counsel, a copy of the May 25th order as adopted and the original advertisement. Please let me know if you will need any additional information.

Sincerely,

Laurie Giardella
Finance Director

Cc: Dominick Pangallo, Chief of Staff
Kathleen McMahon, Treasurer
Cheryl LaPointe, City Clerk

CITY OF SALEM

In City Council November 16, 2017

ORDERED, That the Loan Order of this Council adopted on June 22, 2017, pursuant to which the City authorized the appropriation and borrowing of \$3,842,460 to pay costs of various FY18 capital improvement projects, is hereby amended with respect to the table entitled FY18 CIP – Funded from BOND AUTHORIZATION to add the following projects which were inadvertently omitted:

Engineering-Loring and Lafayette Improvements	\$150,000
Engineering-McGrath Park Additional Assessment	\$200,000
Engineering-Bridge at Jefferson Avenue Design Costs	\$200,000
Engineering-Roads, Sidewalks, Non-Ch. 90 Eligible	\$800,000
Fire-Station One Parapet	\$100,000
IT-Annual Inventory (City)	\$75,000

So that the table entitled FY18 CIP – Funded from BOND AUTHORIZATION contained in the Loan Order of this Council adopted on June 22, 2017 shall now appear as follows:

FY18 CIP-Funded from BOND AUTHORIZATION		
Electrical-Traffic Signal Upgrades		\$25,000
Electrical-Utility Pole Replacement		\$25,000
Engineering-First Swampscott Road Intersection Improvements		\$350,000
Engineering-Forest River Park and Pool Design/Improvements		\$50,000
Engineering-Loring and Lafayette Improvements		\$150,000
Engineering-McGrath Park Additional Assessment		\$200,000
Engineering-Bridge at Jefferson Avenue Design Costs		\$200,000
Engineering-Roads, Sidewalks, Non-Ch. 90 Eligible		\$800,000
Fire-Station One Parapet		\$100,000
IT-Annual Inventory (City)		\$75,000
IT-Annual Inventory (School)		\$150,000
IT-Community Cameras for the Police Dept.		\$30,000
IT-Document Management System		\$191,000
IT-Facilities Assessment Software		\$146,000
Library-HVAC Upgrades		\$80,000
Library-Structural Upgrades		\$100,000
Recreation-Basketball Court Renovations		\$100,000
Recreation-Bertram Field Schematic Design Phase II		\$100,000
Recreation-Playground Upgrades		\$25,000

Recreation-Ryan Brennan Memorial Skate Park		\$125,000
Recreation-Salem Common Fence		\$150,000
Recreation-Winter Island Function Hall Deck/Accessibility Upgrades		\$166,000
Parking-Equipment/Kiosks		\$75,250
Parking-Traffic Signal Communication Upgrades		\$47,000
Planning-Historic Cemetery Restoration		\$215,000
Planning-Lafayette Park Restoration		\$25,000
Police-Dive Equipment		\$65,328
Police-Fire Alarm Replacement		\$25,000
Schools-Bentley Roof Replacement		\$51,882
	TOTAL BOND AUTHORIZATION:	\$3,842,460



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

May 25, 2017

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Attached please find a bond Order authorizing all borrowing for the FY2018 general fund capital improvement program. Complete details of the FY2018 CIP and a breakdown of the included projects are included in the FY2018 budget, which has been submitted to you under separate cover.

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

In City Council, May 25, 2017

Fiscal Year 2018 General Fund Capital Improvement Program

Ordered:

That the sum of \$510,388.00 representing premium received on account of the issuance of bonds, be and hereby is appropriated to pay costs of the following capital equipment and capital improvement projects listed under the heading FY18 CIP- Funded from BOND PREMIUM and for the payment of all costs incidental and related thereto.

That the City is authorized to enter into capital leases in the sum of \$503,600.00 to pay costs of the following capital equipment items and capital improvement projects listed under the heading FY18 CIP- Funded from CAPITAL LEASES.

That the sum of \$3,842,460.00 be and hereby is appropriated to pay costs of the following capital equipment and capital improvement projects listed under the heading FY18 CIP- Funded from BOND AUTHORIZATION and for the payment of all costs incidental and related thereto, and that to meet said appropriation the Treasurer, with the approval of the Mayor, is authorized to borrow said sum under M.G.L. Chapter 44, Section 7, or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.

FY18 CIP – Funded from BOND PREMIUM		
Engineering-Non. Ch. 90 Roadway Improvements		\$379,825
Parking-Museum Place/South Harbor Garage Improvements		\$130,563
	TOTAL BOND PREMIUM:	\$510,388

FY18 CIP-Funded from CAPITAL LEASES		
COA-Van		\$62,800
Police-Vehicle Replacement-4 Marked Cruisers		\$180,800
Public Services-Replace Ford 550		\$80,000
Public Services-Replace International Dump Truck		\$135,000
School-Transit Passenger Wagon		\$45,000
	TOTAL CAPITAL LEASES:	\$503,600

FY18 CIP-Funded from BOND AUTHORIZATION		
Electrical-Traffic Signal Upgrades		\$25,000
Electrical-Utility Pole Replacement		\$25,000
Engineering-First Swampscott Road Intersection Improvements		\$350,000
Engineering-Forest River Park and Pool Design/Improvements		\$50,000

Engineering-Loring and Lafayette Improvements .	\$150,000
Engineering-McGrath Park Additional Assessment	\$200,000
Engineering-Bridge at Jefferson Avenue Design Costs	\$200,000
Engineering-Roads, Sidewalks, Non-Ch. 90 Eligible	\$800,000
Fire-Station One Parapet	\$100,000
IT-Annual Inventory (City)	\$75,000
IT-Annual Inventory (School)	\$150,000
IT-Community Cameras for the Police Dept.	\$30,000
IT-Document Management System	\$191,000
IT-Facilities Assessment Software	\$146,000
Library-HVAC Upgrades	\$80,000
Library-Structural Upgrades	\$100,000
Recreation-Basketball Court Renovations	\$100,000
Recreation-Bertram Field Schematic Design Phase II	\$100,000
Recreation-Playground Upgrades	\$25,000
Recreation-Ryan Brennan Memorial Skate Park	\$125,000
Recreation-Salem Common Fence	\$150,000
Recreation-Winter Island Function Hall Deck/Accessibility Upgrades	\$166,000
Parking-Equipment/Kiosks	\$75,250
Parking-Traffic Signal Communication Upgrades	\$47,000
Planning-Historic Cemetery Restoration	\$215,000
Planning-Lafayette Park Restoration	\$25,000
Police-Dive Equipment	\$65,328
Police-Fire Alarm Replacement	\$25,000
Schools-Bentley Roof Replacement	\$51,882
TOTAL BOND AUTHORIZATION:	\$3,842,460

Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Be it further Ordered:

That the Mayor and the Treasurer are each authorized to file an application to qualify under Chapter 44A of the Massachusetts General Laws any and all bonds of the City issued under and pursuant hereto, and to provide such information and execute such documents as may be required in connection therewith.



CITY OF SALEM

In City Council, May 25, 2017

Fiscal Year 2018 General Fund Capital Improvement Program

Ordered:

That the sum of \$510,388.00 representing premium received on account of the issuance of bonds, be and hereby is appropriated to pay costs of the following capital equipment and capital improvement projects listed under the heading FY18 CIP- Funded from BOND PREMIUM and for the payment of all costs incidental and related thereto.

That the City is authorized to enter into capital leases in the sum of \$503,600.00 to pay costs of the following capital equipment items and capital improvement projects listed under the heading FY18 CIP- Funded from CAPITAL LEASES.

That the sum of \$3,842,460.00 be and hereby is appropriated to pay costs of the following capital equipment and capital improvement projects listed under the heading FY18 CIP- Funded from BOND AUTHORIZATION and for the payment of all costs incidental and related thereto, and that to meet said appropriation the Treasurer, with the approval of the Mayor, is authorized to borrow said sum under M.G.L. Chapter 44, Section 7, or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.

FY18 CIP – Funded from BOND PREMIUM		
Engineering-Non. Ch. 90 Roadway Improvements		\$379,825
Parking-Museum Place/South Harbor Garage Improvements		\$130,563
	TOTAL BOND PREMIUM:	\$510,388

FY18 CIP-Funded from CAPITAL LEASES		
COA-Van		\$62,800
Police-Vehicle Replacement-4 Marked Cruisers		\$180,800
Public Services-Replace Ford 550		\$80,000
Public Services-Replace International Dump Truck		\$135,000
School-Transit Passenger Wagon		\$45,000
	TOTAL CAPITAL LEASES:	\$503,600

FY18 CIP-Funded from BOND AUTHORIZATION		
Electrical-Traffic Signal Upgrades		\$25,000
Electrical-Utility Pole Replacement		\$25,000
Engineering-First Swamscott Road Intersection Improvements		\$350,000
Engineering-Forest River Park and Pool Design/Improvements		\$50,000

IT-Annual Inventory (School)		\$150,000
IT-Community Cameras for the Police Dept.		\$30,000
IT-Document Management System		\$191,000
IT-Facilities Assessment Software		\$146,000
Library-HVAC Upgrades		\$80,000
Library-Structural Upgrades		\$100,000
Recreation-Basketball Court Renovations		\$100,000
Recreation-Bertram Field Schematic Design Phase II		\$100,000
Recreation-Playground Upgrades		\$25,000
Recreation-Ryan Brennan Memorial Skate Park		\$125,000
Recreation-Salem Common Fence		\$150,000
Recreation-Winter Island Function Hall Deck/Accessibility Upgrades		\$166,000
Parking-Equipment/Kiosks		\$75,250
Parking-Traffic Signal Communication Upgrades		\$47,000
Planning-Historic Cemetery Restoration		\$215,000
Planning-Lafayette Park Restoration		\$25,000
Police-Dive Equipment		\$65,328
Police-Fire Alarm Replacement		\$25,000
Schools-Bentley Roof Replacement		\$51,882
	TOTAL BOND AUTHORIZATION:	\$3,842,460

Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Be it further **Ordered:**

That the Mayor and the Treasurer are each authorized to file an application to qualify under Chapter 44A of the Massachusetts General Laws any and all bonds of the City issued under and pursuant hereto, and to provide such information and execute such documents as may be required in connection therewith.

In City Council May 25, 2017

Referred to the Committee on Administration and Finance co-posted with Committee of the Whole

In City Council June 8, 2017

Adopted for first passage by a roll call vote of 10 yeas, 0 nays, 1 absent

In City Council June 22, 2017

Adopted for second and final passage by unanimous roll call vote of 11 yeas, 0 nays, 0 absent

Approved by the Mayor on June 27, 2017

ATTEST:

Cheryl A. Lapointe
 CHERYL A. LAPOINTE
 CITY CLERK

City of Salem

Yea and Nay Vote of City Council

Upon the Question of

Second Passage of
Bond Order for FY 2018
General Fund Capital
Improvement Program

Date 6-29-2017	Yea	Nay	Pres	Absent
Josh H. Durie	✓			
Arthur C. Sargent, III	✓			
John L. Ryan	✓			
Robert K. McCarthy	✓			
Stephen P. Lovely	✓			
Bob Gerard	✓			
Thomas H. Furey	✓			
Heather E. Famico	✓			
David W. Eppley	✓			
Stephen Dibble	✓			
Elaine F. Milo President	✓			
Totals	11	0		0

A TRUE COPY ATTEST

Cheryl A. Lapointe
CITY CLERK
SALEM, MASS.

Cheryl A. Lapointe

CITY CLERK

City of Salem

Year and Day Vote of City Council

Upon the Question of

First passage of Bond Order
for FY2018 General Fund

Capital Improvement Program

for the total sum of

\$4,856,445.00

Date 6 8 2017	Yes	No	Pres.	Absent
Jon H. Turel	✓			
Arthur C. Sargent, III	✓			
Jerry L. Ryan	✓			
Robert K. McCarthy	✓			
Stephen P. Lovely				✓
Beth Gerard	✓			
Thomas H. Burey	✓			
Heather E. Famico	✓			
David W. Eppley	✓			
Stephen Dibble	✓			
Elaine F. Milo President	✓			
Totals	10	0		1

TRUE COPY ATTEST

Cheryl A. LaPointe
CITY CLERK
SALEM, MASS.

Cheryl A. LaPointe

CITY CLERK

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Any premium received upon the sale of any bonds or notes approved by the voters, less any such premium applied to the payment of the costs of such bonds or notes, may be applied to the payment of costs approved by the voters in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Be it further Ordered:
That the Mayor and the Treasurer are each authorized to file an application to qualify under Chapter 44A of the Massachusetts General Laws any and all bonds of the City issued under and pursuant hereto, and to provide such information and execute such documents as may be required in connection therewith.

In City Council May 23, 2017
Referred to the Committee on Administration and Finance to be posted with Committee of the Whole
In City Council June 8, 2017
Adopted for first passage by a roll call vote of 10 yeas, 0 nays, 1 absent
In City Council June 22, 2017
Adopted for second and final passage by unanimous roll call vote of 11 yeas, 0 nays, 0 absent.

Approved by the Mayor on June 27, 2017
ATTEST:
CHERYLA LAPOINTE
CITY CLERK

SN-77717