



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

October 12, 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 Traffic and Parking Commission.

First Name	Last Name	Address	Term	Term Expiration
Eric	Papetti	11 Symonds Street #1	3 years	10/12/2020
Tanya	Stepasiuk	10 Burnside Street #2	3 years	10/12/2020

I enthusiastically recommend confirmation of Eric and Tanya's reappointment to the Traffic and Parking 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 cursive script that reads "Kim Driscoll".

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

October 12, 2017

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Sarah Stanton, of 10 Union Street, to the City of Salem's Licensing Board the complete the remainder of an unexpired six-year term to expire December 3, 2021. Ms. Stanton will take the seat left vacant by the passing of the late Rick Lee, who served the board and our community with distinction and thoughtfulness for many years.

As you know, Ms. Stanton was the Finance Director/Auditor for the City of Salem from March 2013 through this past August, when she left to take a position as Budget Director for the City of Cambridge. Previous to that she was the Purchasing Director for the City of Woburn. Ms. Stanton holds a Master's in Public Administration from Northeastern University and has also taught graduate level courses at Northeastern and undergraduate at Merrimack College, all in the area of government and public administration.

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

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

October 12, 2017

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is an order requesting an appropriation of Sixty-Eight Thousand Six Hundred and Eighty-Three Dollars and Ninety-three cents (\$68,683.93) from the "Retirement Stabilization Fund – Vacation/Sick Leave Buyback" account (83113-5146) to cover the retirement buyback costs for the following employees.

NAME	DEPARTMENT	AMOUNT
Billie-Ann Dempsey	School	\$16,706.43
Paul Loud	School	\$ 9,043.20
Gary Lebrun	Police	\$42,934.30

Total: \$68,683.93

I recommend passage of the accompanying Order

Very truly yours,

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

Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

October 12, 2017

Ordered:

That the sum of Sixty-Eight Thousand Six Hundred and Eighty-Three Dollars and Ninety-three Cents (\$68,683.93) 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
Billie-Ann Dempsey	School	16,706.43
Paul Loud	School	9,043.20
Gary Lebrun	Police	42,934.30
		68,683.93



CITY OF SALEM, MASSACHUSETTS

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

KIMBERLEY DRISCOLL
MAYOR

LISA B. CAMMARATA
DIRECTOR OF HUMAN RESOURCES

MEMORANDUM

TO: Nina Bridgman
DATE: September 22, 2017
RE: Retirement Stabilization Fund

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

This former employee is contractually entitled to the following amount of sick leave buyback.

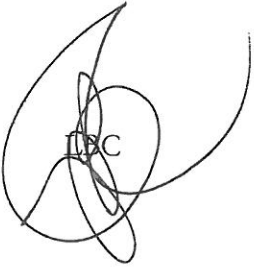
Paul Loud

45 sick days @\$200.96 per day \$9,043.20

TOTAL DUE: \$9,043.20

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



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: Nina Bridgman
DATE: September 22, 2017
RE: Retirement Stabilization Fund

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

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

Billie-Ann Dempsey

19 vacation days@ \$153.27 per day	\$ 2,912.13
90 sick days @\$153..27 per day	\$13,794.30

TOTAL DUE: \$16,706.43

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.

Finance Director



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: Nina Bridgman
DATE: September 22, 2017
RE: Retirement Stabilization Fund

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

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

Gary Lebrun

401 vacation hours \$38.30 per hour	\$15,358.30
720 sick hours @ \$38.30 per hour	\$27,576.00
TOTAL DUE:	\$42,934.30

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

October 12, 2017

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order appropriates \$187,904 to fund upgrades to the safety systems at the Museum Place parking garage.

As you know, we currently have a design team working on a comprehensive inspection of the garage to determine the condition of the structure and its principal elements. We are looking forward to the development of a long-term maintenance plan for this parking facility. At present, we are wrapping up an overhaul to all of the interior stairwells at the garage facility and as part of that work we would also like to upgrade the safety systems in place at the garage.

With the completion of the stairwells this month and the contractor being on-site and mobilized, we are able to advance this work quickly. Please know that we anticipate bringing forward a plan for the installation of surveillance cameras in the garage, as an additional safety measure, but at this time we are only requesting funding to upgrade current safety systems.

I strongly recommend adoption of this appropriation Order so we can proceed with improvement to our nearly 45 year old parking facility.

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



CITY OF SALEM

In City Council,
October 12, 2017

Ordered:

That the sum of One Hundred and Eighty-Seven Thousand Nine Hundred and Three Dollars and Forty-Six Cents (\$187,903.46) is hereby appropriated from the "Stabilization Fund" to the "Capital Outlay Fund" to be expended as listed below in accordance with the recommendation of Her Honor the Mayor.

Org/Obj	Description	Dept	Description	Amount
20003-586018	CIP-Equipment	Bldg Dept	Fire Alarm System MP Garage	187,903.46
Total				187,903.46



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

October 5, 2017

Mayor Kimberley Driscoll
City of Salem
93 Washington St.
Salem, MA 01970

Mayor Driscoll,

I am writing to request an appropriation of ~~157,904~~ to provide the funding required for the planned upgrades to the existing life safety systems in the Museum Place Parking Garage.

As you know, last February we began the reconstruction of the four stairwells in the garage. Three of those stairwells have now been opened and the final work is nearing completion on the remaining stairwell. This work was completed in parallel with other upgrades to the garage, including lighting upgrades and water infiltration and prevention work.

Given the completion of all of these improvements and because of the life safety nature of the system upgrades necessary pursuant to Building Code and Fire Code requirements, as well as the desire to improve security, public safety, and the protection of public and private property inside the garage, I am requesting this appropriation for work to be completed in this fiscal year.

The Museum Place Parking Garage is heavily utilized by downtown employees, visitors, and residents who come downtown to conduct business, shop, dine or attend events. For these reasons we hope to advance this important work as expeditiously as possible.

If you have any specific questions related to any component of this request or the planned work, please feel free to reach out directly to Michael Lutzykowski regarding the required work, contract documents, or the stairwell reconstruction project as a whole, or to myself regarding any questions relative to the Building Code and related code requirements and standards.

Sincerely,

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

Thomas St. Pierre
Building Superintendent &
Zoning Officer

CITY OF SALEM
Stabilization Appropriation

Date 10/6/17

Transfer To: 20001-4970

Desc: Capital Improvement Fund

Amount: \$ 187,903.46

Reason: 1 New Liberty St. Parking Garage : Life Safety System upgrades

For Finance Dept and Mayor's Use Only:

Stabilization Balance: 5,812,661.37

Recommendation:



Approved



Denied


Finance Director


Mayor

Processed: Date: _____ By: _____

CO # _____ JE#: _____ Transfer #: _____

CITY OF SALEM
Capital Outlay Expenditure Request Form

To: MAYOR

From Department: Bldg Dept Date: 10/6/17

Expense Line To : 20003-586018 - Equipment

Amount: 187,903.46

Description: Fire Alarm System for MP Garage

Expense Line To : 20003-584618 - Renovations & Repairs

Amount:

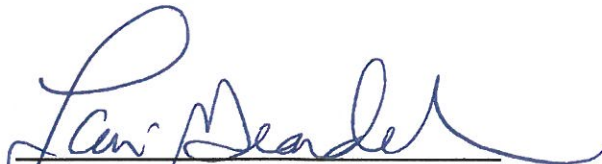
Description: _____


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

October 12, 2017

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentleman of the Council:

Enclosed herewith is an order to vote, pursuant to the provisions of MGL Chapter 44, Section 53 E ½ to authorize the establishment of the revolving funds for FY 2018 as herein described. Expenditures from said funds shall not exceed the amount of funds received in the respective accounts or as authorized as stated, and shall be used solely for the purpose of implementing the programs delineated.

This order is necessary for the adoption of the Salem Bike Share revolving fund to receive and expend revenue from the Zagster Bike Share program.

I recommend passage of the accompanying Order.

Very truly yours,

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

Kimberley Driscoll

Mayor



CITY OF SALEM

In City Council,

October 12, 2017

Ordered:

That the City of Salem hereby requests the adoption of the Salem Bike Share revolving fund in accordance with M.G.L. Chapter 44, Section 53E ½ which authorizes special purpose revolving accounts 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

October 2, 2017

Kimberley Driscoll, Mayor
93 Washington Street
Salem, MA 01970

RE: Salem Bike Share Revolving Fund

Dear Mayor Driscoll:

I am requesting establishment of a revolving fund to receive and expend revenue from the Zagster bike share program. As you know, the City recently inaugurated a new bike share system, funded by the City and its partners, Blue Cross Blue Shield of Massachusetts and Salem State University. Through the City's contract with Zagster, the City receives revenue from bicycle rentals and annual fees.

The purpose of this revolving fund will be to directly use funds generated by the bike share for the program's management and promotion. The fund will be managed through the Department of Planning & Community Development.

Please let me know if you need any additional information.


Sincerely,

Tom Daniel
Director

**FY 2018
Revolving Funds**

Dept.	Fund Name	Fund #	Programs & Purposes	Type of Receipts Credited	Authorization for Spending	Budget Request Maximum Annual Expenditures
DPCD	Bike Share Revenue	NEW	To receive and expend revenue from bike share program for system operation and promotion	Revenue from rentals and annual memberships	DPCD Director and Mayor	50,000
Totals						\$ 50,000

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.

 Oct. 5 2017

Department Head Signature & Date