



## CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll  
Mayor

October 27, 2016

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Matthew O. Smith, of 12 Northey Street in Salem, to serve as the City's first Traffic and Parking Executive Director, pursuant to the City Ordinances Article VIII, Division 2, for a two-year term to commence November 14, 2016 and expire January 31, 2019.

Mr. Smith is a resident of Salem, a member of the Salem Redevelopment Authority, and an urban planner with over a decade of experience. He has worked in both the public and private sector on transportation projects, community planning, and economic development initiatives. Just as important, Mr. Smith brings an understanding of and passion for the City of Salem. He holds a Bachelor's degree from the Newhouse School of Public Communications at Syracuse University and a Master of Urban Planning degree from Hunter College of the City University of New York.

Mr. Smith is currently a planning consultant for the New York-based firm AKRF. As a Technical Director for the firm he works closely with municipalities, state agencies, and private sector clients on transportation initiatives, redevelopment planning, economic analyses, and environmental assessments. His projects are conducted with an attention toward analyzing the connectivity, parking, land use, and economic impacts associated with them. His local knowledge is also considerable. When he was the Senior Economic Development Planner for MAPC he managed numerous community and economic planning initiatives in the region, including among them the Salem Point Neighborhood Market Study. In all of the numerous studies in which he was involved transportation, connectivity, and parking accessibility were fundamental components.

I believe that Mr. Smith will be a thoughtful and highly competent Director of Traffic and Parking. He has the skills and expertise to help advise the new Traffic and Parking Commission, to set up the processes and systems necessary to establishing the new regulations in partnership with the City Council, and the background to be able to oversee the implementation and updating of important City traffic policies like our Complete Streets Policy, our Residential Traffic Calming Program, and our Comprehensive Parking Plan, among others. I hope you will join me in welcoming Mr. Smith to our team and will vote to confirm his appointment.

Sincerely,

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

Kimberley Driscoll  
Mayor  
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll  
Mayor

October 27, 2016

To the City Council  
City Hall  
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request for an appropriation of Thirty-Five Thousand and Fifty-Eight Dollars and Forty-Cents (\$35,058.42) from the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to fund the retirement buyback costs to be expended for the employee listed below.

NAME	DEPARTMENT	AMOUNT
Michael Fecteau	Police	\$35,058.42

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,

Ordered:

October 27, 2016

That the sum of Thirty-Five Thousand and Fifty-Eight Dollars and Forty-two Cents (\$35,058.42) is hereby appropriated in the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to be expended for the FY 2017 contractual buyback listed below in accordance with the recommendation of Her Honor the Mayor.

Name	Department	Amount
Michael Fecteau	Police	35,058.42
		<hr/>
		<b>35,058.42</b>



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, Finance Director  
DATE: October 13, 2016  
RE: Retirement Stabilization Fund

\*\*\*\*\*

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

This former employee is contractually entitled to the following amounts:

#### Michael Fecteau

24 vacation days @ \$307.53 per day	\$7,380.72
90 sick days @ \$307.53 per day	\$27,677.70

**TOTAL DUE:** **\$35,058.42**

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

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

**Date** 10/3/2016

Authorized Signature: Mary E. Stetl  
Department Head/City or Business Manager/School

**NAME:** MICHAEL J. FECTEAU

### CALCULATION

**VACATION DAYS**      # 24 @ \$ 307.53 = \$ 7,380.72

<b><u>SICK DAYS</u></b>	#	90	@ \$ 307.53	= \$ 27,677.70
-------------------------	---	----	-------------	----------------

<b><u>PRO-RATED STIPENDS</u></b>	#	@ \$	= \$ 6,100.00
----------------------------------	---	------	---------------

<b><u>OTHER</u></b>	Holidays	#	9 1.5 Ho1	469.95	4,229.55
	9/2		2 1.0 Ho1	@ \$ 313.30	= \$ 626.60

**Total Amount Due:** \$ 46,014.57

Please attach corresponding PAF or other backup to this sheet.

**Reason:** Officer Fecteau retired effective 10/1/2016 9/30/16

**For Human Resources's Use Only:**

☒ VACATION DAYS

☒ SICK DAYS

☐ PER ACCRUAL REPORT

☐ OTHER

Org and Object: 03112 - 5/46

### Recommendation:

☒ Approved

**H R Director/City or Superintendent/Schools**



## CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll  
Mayor

October 27, 2016

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order authorizes the City to enter into a lease to own agreement to acquire a pump truck for the Salem Fire Department to replace Engine 5.

The funding for this vehicle had already been planned for inclusion in the FY2018 CIP budget, but due to the long lead time, we would like to place the order for the truck now. This will enable the department to take delivery of the truck in August 2017. In order to do so, we must execute the lease agreement upon ordering the vehicle.

I strongly recommend approval of the enclosed Order so we may move forward with the lease agreement and ordering of the new Fire Department pump truck for Station 5.

Sincerely,

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

Kimberley Driscoll  
Mayor  
City of Salem



# CITY OF SALEM

In City Council, October 27, 2016

## Ordered:

The Mayor is hereby authorized to execute, on behalf of the City of Salem, a lease-purchase agreement with Ferrara Fire Apparatus, Inc. for the lease-purchase of a custom fire pump truck. The principal cost of the pump truck shall be approximately \$554,736.00 and financed over a term of 7 years at an interest rate of 2.59%.



David W. Cody  
Chief  
(978) 744-6990  
dcody@salem.com

# City of Salem, Massachusetts

## Fire Department

48 Lafayette Street  
Salem, Massachusetts 01970-3695  
Tel. (978) 744-1235  
Fax (978) 745-4646

Fire Prevention  
Bureau  
978-745-7777

October 19, 2016

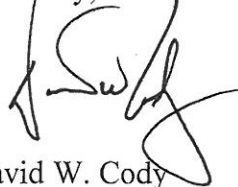
Mayor Kimberley Driscoll  
City of Salem  
93 Washington Street  
Salem, Massachusetts 01970

Dear Mayor Driscoll:

Engine 5, located at Station 5, 64 Loring Avenue is due to be retired from service. This engine is a 1995 Pierce Saber heading into its 22nd year of service with 100,000 miles. We had discussed the replacement of Engine 5 in the 2018 fiscal year from the Capital Improvement Program. To expedite the build process on this pump, I am requesting you enter into a lease purchase agreement with Ferrara Fire Apparatus through Specialty Vehicles, Inc. their local distributor, located in Attleboro, Ma. The normal build time for a custom pump is estimated at 300 day by most apparatus manufactures. By entering into an agreement now, Ferrara can place the Salem truck in the production schedule allowing for delivery by August of 2017. The first lease payment will be in arrears and not be due until one year from the lease date.

I respectfully request the approval of an appropriation from the FY18 CIP fund to support this purchase. Enclosed is the proposal from Specialty Vehicles for the truck and their lease terms from their leasing agent, Tax Exempt Leasing Corp.

Sincerely,



David W. Cody  
Chief of Department

Cc; finance  
file



**Specialty Vehicles, Inc.**

[www.svine.com](http://www.svine.com)



58 George Leven Drive  
North Attleboro, MA 02760  
Tel: 508.699.0616  
Fax: 508.699.0977  
Toll Free: 888.699.0616

Chief David Cody,  
Salem Fire Department  
48 Lafayette St.  
Salem MA, 01970

September 29, 2016

Dear Chief Cody,

Ferrara Fire Apparatus is pleased to offer to the City of Salem one additional engine as previously specified and accepted, with equipment for \$ 554,736.00.

I have included for your information a financing proposal from Tax Exempt Leasing Corporaion.

Please contact me if you require anything further.

Thank You

Chad McCormack  
Sales Representative



203 E. PARK AVENUE, LIBERTYVILLE, ILLINOIS 60048



847-247-0771



847-247-0772



www.taxexemptleasing.com

September 29, 2016

Town of Salem  
Salem, Massachusetts

I am pleased to provide the following quote for Town of Salem for the financing of a new Ferrara custom pumper. This quote is valid for 14 days and is subject to credit review and proper documentation.

Equipment Cost (Approximate):	\$554,736.00
Down Payment:	\$0.00
Financed Amount:	\$554,736.00
Payment Frequency:	Annual, in arrears (first payment due one year from lease date)
Term:	5-years      7-years
Rate*:	2.49%      2.59%
Payment*:	\$119,370.81      \$87,667.91
Factor^:	.21518      .15804

\* Rate and payment assumes that the Customer is a tax-exempt entity and the purchase of the equipment falls within the type of equipment allowed as tax-exempt under the I.R.S. Code. In the event this purchase is not exempt, the rate and payments will be adjusted accordingly. Further, it is assumed that the transaction will be "bank-qualified" and that the customer will not issue more than \$10 million in tax-exempt leases or bonds in the current calendar year.

^ Factor is based on quoted rates. If the equipment cost changes or a down payment is made, the new payment amount can be calculated by multiplying the new financed amount by the rate factor.

Note: If the equipment will require a "build-out period", the financed amount will be placed into an escrow account at lease signing and funds disbursed as instructed by the customer.

I have attached an application that must be completed in order to proceed with the credit process. In addition, we will need copies of the Town's last 2-years of audited financial statements, along with a copy of its current interim financial statement. Once these items are gathered, please fax all of the information to 866-2-FAX-APP (866-232-9277) or e-mail to markz@taxexemptleasing.com.

I appreciate this opportunity and look forward to proceeding. Please let me know if I can answer any questions. I can be reached at 847-247-0771.

Kind Regards,

Mark M. Zaslavsky  
President