



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

April 14, 2016

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint, subject to Council confirmation, the following member of the Council on Aging Board:

Council on Aging Board				
First	Last	Address	Term	Term Expiration
Lynda	Coffill	56 Belleview Avenue, Salem	3-years	4/25/2019

I enthusiastically recommend confirmation of her reappointment to the Council on Aging Board.

Sincerely,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

April 14, 2016

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint, subject to Council confirmation, the following members of the Salem Parking Board.

Parking Board				
First	Last	Address	Term	Term Expiration
Elysia	Alleman	15 ½ Williams Street #2, Salem	1-year	4/14/2017
J.P.	Story	22 Ord Street, Salem	1-year	4/14/2017

I enthusiastically recommend confirmation of their reappointment to the Parking Board.

Sincerely,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

April 14, 2016

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint, subject to Council confirmation, the following member of the Renewable Energy Task Force:

Renewable Energy Task Force				
First	Last	Address	Term	Term Expiration
Jeff	Cohen	12 Hancock Street, Salem	3-years	4/14/2019

I enthusiastically recommend confirmation of Jeff's reappointment to the Renewable Energy Task Force.

Sincerely,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

April 14, 2016

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Nancy Crowder of 27 West Avenue as a member of the Board of Health, filling the remainder of Mark Danderson's term that is set to expire on March 1, 2018. I hope you will join me in wishing Mark the best in his new endeavor and thanking him for his loyalty to the Board.

Ms. Crowder, a graduate of Wagner College in New York, earned a Bachelor of Science in Nursing. She was licensed as a registered nurse in Massachusetts for many years. Her professional experience includes a lengthy term as Executive Director of Citizens for Adequate Housing Inc. in Peabody. She will bring a strong knowledge of finances and management and how it pertains to the Board of Health.

She is interested in serving on this Board as a way of continuing to give back to the community. Volunteerism has always been an important part of her life. She currently serves as a member of the Board of Directors of the Salem Award Foundation. In 1998 she received the Mary Upton Ferrin Award from the Peabody of Chamber of Commerce for her role in improving the lives of women and children in the community.

I strongly recommend confirmation of Ms. Crowder's appointment. We are fortunate that she is willing to volunteer and serve on this important board.

Sincerely,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

April 14, 2016

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Denise Balfe of 34 Walter Street, 2F as a member of the Beautification Committee, replacing Barbara Swartz, who resigned recently. Ms. Balfe's three-year term is set to expire April 14, 2019.

Ms. Balfe is a graduate of Malden High School and has worked as a secretary and administrative assistant for several different Doctors and medical firms.

She is interested in volunteering on this committee as a way of giving back to the community and helping to ensure the City of Salem remains a vibrant, clean and inviting place to live, work and visit.

I strongly recommend confirmation of Ms. Balfe's appointment. We are fortunate that she is willing to volunteer and serve on this committee.

Sincerely,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

April 14, 2016

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Matt Rusteika of 64 Essex Street #2 as a member of the Renewable Energy Task Force, filling the void left by the departure of Jeff Brandt. His three-year term will expire April 14, 2019.

Mr. Rusteika has a wealth of educational and professional expertise in the field and will be an asset to the task force. He earned his undergraduate degree from Emerson College and a Master's degree from Brown University.

In his role as Energy Efficiency Program Coordinator for the Massachusetts Department of Energy Resources, he works with stakeholders to promote and develop sound policies regarding the state's use of energy, discovering peak demand, and reducing greenhouse gas. He also serves as a research analyst for NMR Group, Inc. in Somerville where he works with regulators and power providers.

I strongly recommend confirmation of Mr. Rusteika's appointment. His knowledge in this field is invaluable. We are fortunate that he is willing to volunteer and serve on the Renewable Energy Task Force.

Sincerely,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS
Kimberley Driscoll
Mayor

April 14, 2016

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

I re-appoint Richard A. Heath of 18 Walnut Street #212 Peabody, MA to serve as a Constable in the City of Salem for a term to expire January 26, 2018.

Very truly yours,

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

Kimberley Driscoll
Mayor



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

(Please print or type)

Date 3/30 20 16

Application for Constable Re-Appointment

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

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

Name RICHARD A. HEATH Date of Birth 19 OCT 1967

Present Address 18 WALNUT ST. #212 Peabody MA From 2008

Previous Address 350 MARGIN ST. PEABODY, MA From 2005

Telephone Number (Home) 978-836-8046 (Work) 978-531-1212 (Cell) 978-836-8046

Date Present Appointment Expires 26 Jan 2016

Reason to Appoint CONSTABLE

Present Employer (Name and Address) CITY OF PEABODY

Position Held: POLICE OFFICER

From: 1990 To: Present

Previous Employer (Name and Address) TOWN OF NEWBURY

Position Held: POLICE OFFICER

From: 1987 To: 1990

Signature of Applicant

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

Signature of City of Salem Police Chief: X [Signature]
Signature of Police Chief in City or Town you reside: X [Signature]

note: Copy of bond on file

ote: 9110 form dated 2/12/15 - 3 year bond 75-



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

April 14, 2016

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

I re-appoint Darryl C. Hines of 5 Silver Leaf Way Apt 507 Peabody, MA 01960 to serve as a Constable in the City of Salem for a term to expire March 26, 2019.

Very truly yours,

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

Kimberley Driscoll

Mayor



CITY OF SALEM, MASSACHUSETTS
 Kimberley Driscoll
 Mayor

(Please print or type)

Date 3-9- 20 16

Application for Constable Re-Appointment

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

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

Name Darryl C. Hines Date of Birth 09-15-78
 Present Address 5 Silver Leaf Way Apt 507 Peabody MA From 07-2015 - Present
 Previous Address 1 Naples Rd Salem MA 01970 From 03-2012 - 07-2015
 Telephone Number (Home) N/A (Work) 978-594-3262 (Cell) 978-968-0244
 Date Present Appointment Expires 3/27/2016
 Reason to Appoint Myself and my department have been providing a great service to the Community
 Present Employer (Name and Address) Boston Federal Constable's Office 1 Derby Square Salem
 Position Held: Chief Constable
 From: 3-31-2015 To: Present
 Previous Employer (Name and Address) Boston Federal Advisors 1 Derby Square Salem
 Position Held: BUSINESS ANALYST and SENIOR TAX ADVISOR
 From: 9/2012 To: Present Part-time during tax season

[Signature]
 Signature of Applicant

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

Signature of City of Salem Police Chief: [Signature]
 Signature of Police Chief in City or Town you reside: [Signature]



BOSTON FEDERAL CONSTABLE'S OFFICE



"THE LAW ENFORCEMENT ARM OF THE COURT"

1 DERBY SQUARE SALEM, MA 01970

TEL (888) 637-3083 FAX (954) 204-3278

www.bostonfederalconstables.com

Salem Police Department
95 Margin Street
Salem, MA 01970
Chief Mary Butler

Dear Chief Butler,

I am respectfully asking you to review my application for reappointment to the position of Constable in the City of Salem. My first year as a Constable has led me down a great path and I would like to continue to make strides and progress in this field.

Since I have become a Constable in Salem I have gone on to form an official Constables Office of which I am the Chief Constable. I have 7 uniformed Fulltime and 8 Reserve Deputies with 11 Cities and Towns currently under management.

We have professionalized the Office of the Constable by making it mandatory requirement for all our applicants once hired to attend the MPTC Reserve Police Academy and attend a 6 week Constable Academy hosted by us on how to serve civil process correctly.

Thank you in advance for the opportunity. Please do not hesitate to contact me with any questions or concerns.

Sincerely

D. Craig Hines

Chief Constable

Department Cell: 978-594-3262



Effective Date: March 26th, 2016

Western Surety Company

CONSTABLE'S BOND

Bond No. 62717643

Darryl Craig Hines, as Principal and WESTERN SURETY COMPANY, as Surety

The undersigned Principal and Surety are held and firmly bound unto the Collector-Treasurer of City of Salem in the sum of Five Thousand and 00/100 DOLLARS (\$ 5,000.00), to be paid to said Collector-Treasurer to which payment well and truly to be made they jointly and severally bind themselves, their heirs, executors, administrators, successors and assigns.

The condition of this obligation is, that if the undersigned Principal, having been appointed and confirmed a Constable of City of Salem, to hold office for the term ending March 26th, 2019, and until another be appointed and confirmed in his place, shall faithfully perform his duties as Constable in the service of all civil processes committed to him, this obligation shall become of no effect, otherwise it shall continue in full force.

Signed, sealed and delivered March 21st, 2016

In the presence of

Witness

By _____ Principal
WESTERN SURETY COMPANY
Surety
By Paul T. Bruflat
Paul T. Bruflat, Vice President

ACKNOWLEDGMENT OF SURETY (Corporate Officer)

STATE OF SOUTH DAKOTA }
County of Minnehaha } ss

On this 21st day of March, 2016, before me appeared Paul T. Bruflat, to me personally known, who being by me duly sworn, did say that he is the aforesaid officer of WESTERN SURETY COMPANY, a corporation, and that the seal affixed to foregoing instrument is the corporate seal of said corporation, and that said instrument was signed and sealed in behalf of said corporation by authority of its board of directors, and said officer acknowledged said instrument to be the free act and deed of said corporation.



++++
M. BENT
NOTARY PUBLIC
SOUTH DAKOTA
++++

M. Bent
Notary Public

My Commission Expires March 2, 2020

Western Surety Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Paul T. Bruflat of Sioux Falls
State of South Dakota, its regularly elected Vice President,
as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One Constable City of Salem

bond with bond number 62717643

for Darryl Craig Hines

as Principal in the penalty amount not to exceed: \$ 5,000.00

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its Vice President with the corporate seal affixed this 21st day of March, 2016.

ATTEST

L. Nelson

L. Nelson, Assistant Secretary

WESTERN SURETY COMPANY

By Paul T. Bruflat

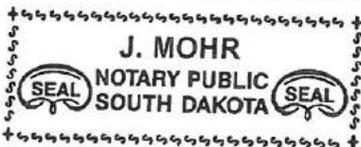
Paul T. Bruflat, Vice President



STATE OF SOUTH DAKOTA }
COUNTY OF MINNEHAHA } ss

On this 21st day of March, 2016, before me, a Notary Public, personally appeared Paul T. Bruflat and L. Nelson

who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the voluntary act and deed of said Corporation.



My Commission Expires June 23, 2021

J. Mohr

Notary Public

To validate bond authenticity, go to www.cnasurety.com > Owner/Obligee Services > Validate Bond Coverage.





CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

April 14, 2016

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

I re-appoint Maxwell James Bressi of 5 Sylvester Road, Burlington, MA 01803 to serve as a Constable in the City of Salem for a term to expire March 22, 2019.

Very truly yours,

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

Kimberley Driscoll
Mayor



CITY OF SALEM, MASSACHUSETTS
 Kimberley Driscoll
 Mayor

(Please print or type)

Date March 14th 2016

Application for Constable Re-Appointment

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

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

Name Maxwell James Bressi Date of Birth 01-10-1996

Present Address 5 Sylvester Road Burlington, MA 01803 From N/A

Previous Address N/A From N/A

Telephone Number (Home) 781-273-4808 (Work) 978-594-3262 (Cell) 781-835-7162

Date Present Appointment Expires March 18th 2016

Reason to Appoint So I may continue to effectively and productively serve the community and the residents in Salem.

Present Employer (Name and Address) Boston Federal Constable's Office

Position Held: Deputy Constable 1 Derby Square, Salem, MA 01970

From: August 1st 2015 To: Present

Previous Employer (Name and Address) Somerville Police Department 220 Washington Street

Position Held: Reserve Police Officer Somerville, MA 02143

From: April 2nd 2014 To: present

Signature of Applicant

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

Signature of City of Salem Police Chief: Mauro Sutil

Signature of Police Chief in City or Town you reside: Michael B. 79

WESTERN SURETY COMPANY • ONE OF AMERICA'S OLDEST BONDING COMPANIES



Effective Date: March 22nd, 2016

Western Surety Company

CONSTABLE'S BOND

Bond No. 62717651

Maxwell Bressi, as Principal and WESTERN SURETY COMPANY, as Surety

The undersigned Principal and Surety are held and firmly bound unto the Collector-Treasurer of City of Salem in the sum of Five Thousand and 00/100 DOLLARS (\$ 5,000.00), to be paid to said Collector-Treasurer to which payment well and truly to be made they jointly and severally bind themselves, their heirs, executors, administrators, successors and assigns.

The condition of this obligation is, that if the undersigned Principal, having been appointed and confirmed a Constable of City of Salem, to hold office for the term ending March 22nd, 2019, and until another be appointed and confirmed in his place, shall faithfully perform his duties as Constable in the service of all civil processes committed to him, this obligation shall become of no effect, otherwise it shall continue in full force.

Signed, sealed and delivered March 21st, 2016

In the presence of

Witness

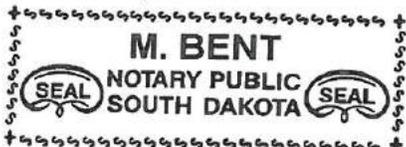
By _____ Principal
WESTERN SURETY COMPANY
By Paul T. Bruflat Surety
Paul T. Bruflat, Vice President

ACKNOWLEDGMENT OF SURETY (Corporate Officer)

STATE OF SOUTH DAKOTA }
County of Minnehaha } ss



On this 21st day of March, 2016, before me appeared Paul T. Bruflat, to me personally known, who being by me duly sworn, did say that he is the aforesaid officer of WESTERN SURETY COMPANY, a corporation, and that the seal affixed to foregoing instrument is the corporate seal of said corporation, and that said instrument was signed and sealed in behalf of said corporation by authority of its board of directors, and said officer acknowledged said instrument to be the free act and deed of said corporation.



M. Bent
Notary Public

My Commission Expires March 2, 2020

Western Surety Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Paul T. Bruflat of Sioux Falls,
State of South Dakota, its regularly elected Vice President,
as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One Constable City of Salem

bond with bond number 62717651

for Maxwell Bressi

as Principal in the penalty amount not to exceed: \$ 5,000.00

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its Vice President with the corporate seal affixed this 21st day of March, 2016.

ATTEST

L. Nelson

L. Nelson, Assistant Secretary

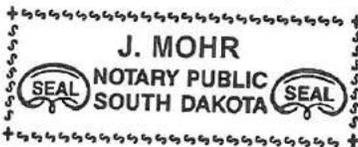
WESTERN SURETY COMPANY

By Paul T. Bruflat
Paul T. Bruflat, Vice President

STATE OF SOUTH DAKOTA }
COUNTY OF MINNEHAHA } ss

On this 21st day of March, 2016, before me, a Notary Public, personally appeared Paul T. Bruflat and L. Nelson

who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the voluntary act and deed of said Corporation.



My Commission Expires June 23, 2021

J. Mohr

Notary Public

To validate bond authenticity, go to www.cnasurety.com > Owner/Obligee Services > Validate Bond Coverage.





CITY OF SALEM, MASSACHUSETTS
Kimberley Driscoll
Mayor

April 14, 2016

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

I re-appoint Debra M. Ruehrwein of 32 Pine Street Wakefield, MA 01880 to serve as a Constable in the City of Salem for a term to expire April 3, 2019.

Very truly yours,

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

Kimberley Driscoll
Mayor



CITY OF SALEM, MASSACHUSETTS
 Kimberley Driscoll
 Mayor

(Please print or type)

Date March 14 20 16

Application for Constable Re-Appointment

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

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

Name Debra M. Ruehrwein Date of Birth 4/02/1968

Present Address 32 Pine St., Wakefield, Mass. 01880 From 4/02/1968

Previous Address _____ From _____

Telephone Number (Home) 781-245-3496 (Work) 781-246-6386 (Cell) 781-424-4064

Date Present Appointment Expires 4/02/2016

Reason to Appoint to continue serving my clients

Present Employer (Name and Address) Town of Wakefield Town Hall

Position Held: Sr. Office Clerk Tax Office

From: December 2009 To: Present

Previous Employer (Name and Address) Kelley & Ryan Associates

Position Held: Deputy Tax Collector

From: 1989 To: 9/2007

2007- 2009 care giver for my mother

Debra M. Ruehrwein
 Signature of Applicant

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

Signature of City of Salem Police Chief: May 2016

Signature of Police Chief in City or Town you reside: Richard G. SA



The Hanover Insurance Company | 440 Lincoln Street, Worcester, MA 01653
 Citizens Insurance Company of America | 645 West Grand River Avenue, Howell, MI 48843
 Massachusetts Bay Insurance Company | 440 Lincoln Street, Worcester, MA 01653

CONTINUATION CERTIFICATE

Principal:
 Debra M. Ruehrwein

Bond No.: BON9868227

Date: February 8, 2016

32 Pine Street
 Wakefield

MA 01880

Continuation Term: Constable
From: April 3, 2016 **To:** April 3, 2019

Obligee:
 City of Salem

Agent:
 Duffy Insurance Agency
 317 Broadway
 Lynn, MA 01904

Salem MA

Bond Amount: \$ \$5,000.00

Premium: \$ \$50.00

It is hereby agreed that the above referenced captioned numbered Bond issued by The Mass. Bay Insurance Company (hereinafter the "Surety") is continued in force in the above amount for the Continuation Term period of the continued term stated above, and is subject to all the covenants and conditions of said Bond.

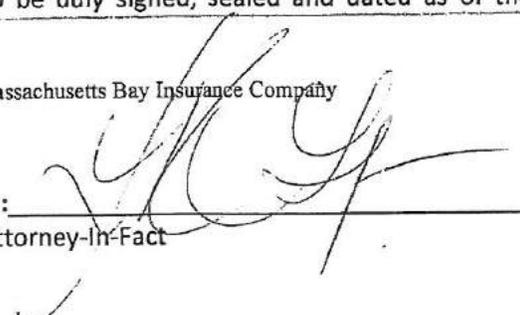
This Continuation Certificate shall be deemed a part of the original Bond, and not a separate obligation, no matter how long the Bond has been in force or how many premiums are paid for the Bond, unless otherwise provided for by statute or ordinance applicable.

Surety's liability under said Bond and for all continuation certificates issued in connection therewith shall not be cumulative and in no event shall the liability of the Surety exceed the amount as set forth in the Bond or in any additions, riders, or endorsements properly issued by the Surety as supplements thereto.

In witness whereof, the company has caused this instrument to be duly signed, sealed and dated as of the above "continuation effective date."



Massachusetts Bay Insurance Company

By: 
 Attorney-In-Fact

cc: 3201411



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

April 14, 2016

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 donation of One Thousand Three Hundred Dollars (\$1,300.00) from Milissa Solemina to purchase a picnic table and picnic bench. These funds will be deposited into the Park and Recreation Department Donation fund 24061-4830.

In order to accept the donation approval must be given by both the Mayor and City Council. I ask that the members of the City Council join with me in accepting this donation for the Park Department.

Very truly yours,

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

Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

April 14, 2016

Ordered:

To accept the donation from Milissa Solemina in the amount of One Thousand Three Hundred Dollars (\$1,300.00) to purchase a picnic table & picnic bench. These funds will be deposited into the Park & Recreation Department Donation Fund 24061-4830 in accordance with the recommendation of Her Honor the Mayor.



Kimberley Driscoll
MAYOR

CITY OF SALEM, MASSACHUSETTS
PARK, RECREATION & COMMUNITY SERVICES
5 Broad Street, Salem MA 01970
Tel. (978) 744-0180/(978) 744-0924
Fax (978) 744-7225

March 31, 2016

Dear Mayor Driscoll:

I am writing to request the acceptance of a \$1,300 donation written to the City of Salem from Milissa Solemina. This donation is to be used for the purchase of a picnic table & picnic bench.

Please accept \$1,300 to be deposited in the Park & Recreation Donation account of 24061-4830.

Sincerely,

A handwritten signature in blue ink that reads 'Jason Silva'. The signature is fluid and cursive, with a large initial 'J'.

Jason Silva
Interim Director
Park, Recreation & Community Services



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

April 14, 2016

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 donation of One Thousand Four Hundred and Twenty-Five Dollars (\$1,425.00) from The Christopher Columbus Golf League to aid in the maintenance and improvements of the Golf Course. These funds will be deposited into the Park and Recreation Department Donation fund 24061-4830.

In order to accept the donation approval must be given by both the Mayor and City Council. I ask that the members of the City Council join with me in accepting this donation for the Park & Recreation Department.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Kimberley Driscoll".

Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

April 14, 2016

Ordered:

To accept the donation from The Christopher Columbus Golf League in the amount of One Thousand Four Hundred and Twenty-Five Dollars (\$1,425.00) to aid in the maintenance and improvements of the Golf Course. These funds will be deposited into the Park & Recreation Department Donation Fund 24061-4830 in accordance with the recommendation of Her Honor the Mayor.



Kimberley Driscoll
MAYOR

CITY OF SALEM, MASSACHUSETTS
PARK, RECREATION & COMMUNITY SERVICES
5 Broad Street, Salem MA 01970
Tel. (978) 744-0180/(978) 744-0924
Fax (978) 744-7225

March 31, 2016

Dear Mayor Driscoll:

I am writing to request the acceptance of \$1,425 donation written to the City of Salem from various patrons. This donation for the Christopher Columbus Golf League is to be used for the maintenance & future improvements at Olde Salem Greens.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jason Silva".

Jason Silva
Interim Director
Park, Recreation & Communication Services



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

April 14, 2016

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentleman of the Council:

Enclosed herewith is a request to transfer Six Thousand six hundred dollars (\$6,600.00) from the Receipts Reserved – Golf Course” account (24361-4800) to the “Golf Course – Seasonal Labor” account (16511-5118).

This transfer is necessary to cover the costs for Seasonal Labor caused by extended season.

I recommend passage of this accompanying order.

Sincerely,

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,
April 14, 2016

Ordered:

That the sum of Six Thousand Six Hundred Dollars (\$6,600.00) is hereby appropriated from the "Receipts Reserved – Golf Course" account (24361-4800) to the "Golf Course – Seasonal Labor" Account (16511-5118) in accordance with the recommendation of Her Honor the Mayor.



Kimberley Driscoll
MAYOR

CITY OF SALEM, MASSACHUSETTS
PARK, RECREATION & COMMUNITY SERVICES
5 Broad Street, Salem MA 01970
Tel. (978) 744-0180/(978) 744-0924
Fax (978) 744-7225

March 28, 2016

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

Dear Mayor Driscoll:

Please accept this request for a supplemental appropriation in the amount of \$6,600 to support Golf Course operations.

This year we have been blessed with favorable weather conditions which has allowed the Golf Course to stay open later last season and open early this season. In December of last year, staying open later in the year paid dividends allowing us to increase revenue by over \$20,000, a 433% increase over the prior year. This year, we expect opening earlier in the season will pay off similarly.

Extending the season, while profitable, also puts extra, unexpected burden on the Golf Course budget. It has cost the Golf Course approximately \$6,600 in additional seasonal labor costs, or \$3,300 a season, to stay open late and open early in the year.

I would like to request an appropriation in this amount to cover these costs. I would also like to take this opportunity to commend the work of the Golf Course staff for working hard to proactively extend the year and maximize revenues while also ensuring a high-level of quality play.

Sincerely,

A handwritten signature in cursive script that reads "Jason Silva".

Jason Silva
Director of Municipal Operations and Capital Improvements

cc: Sarah Stanton, Finance Director
Paul Lever, Golf Course Superintendent

CITY OF SALEM - Finance Department

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

From: Parks, Recreation + Community Services Department John Silva Department Head Authorizing Signature 3/28/16 Date

Budget or R/Res Transfers
 To: 16511-5117 (Org/Object) Desc: Gift Seasonal Budget Amt: 97,610 Balance: 29,58061
 From: 24361-4200 (Org/Object) Desc: R/Res Gift Budget Amt: _____ Balance: 180,522
 (*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 Retained Earnings (W/S) To: _____ Desc: _____ Budget Amt: _____ Balance: _____
 (Org/Object)
 Please circle one

Amount Requested: \$ 6,000
 Reason (Be Specific) Please see letter. Seasonal labor overruns caused by extended season

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 \$ 180,567.73 R/Res Fund Balance
 Raise & Appropriate Other _____
 Recommendation: Approved Denied
Maresha
Finance Director

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



CITY OF SALEM, MASSACHUSETTS
Kimberley Driscoll
Mayor

April 14, 2016

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentleman of the Council:

Enclosed herewith is a request to transfer Six Thousand dollars (\$6,000.00) from the Capital Outlay Renovations & Repairs account (20003-584616) to be expended for the repair of the Filter at the Forest River Pool by the Recreation Department.

I recommend passage of this accompanying order.

Sincerely,

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,

April 14, 2016

Ordered:

That the sum of Six Thousand Dollars (\$6,000.00) is hereby appropriated within the "Capital Outlay Renovation and Repair" account (20003-584616) to be expended for the repair of the *Filter at the Forest River Pool* by the Recreation Department in accordance with the recommendation of Her Honor the Mayor.



Kimberley Driscoll
MAYOR

CITY OF SALEM, MASSACHUSETTS
PARK, RECREATION & COMMUNITY SERVICES
5 Broad Street, Salem MA 01970
Tel. (978) 744-0180/(978) 744-0924
Fax (978) 744-7225

March 28, 2016

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

Dear Mayor Driscoll:

Please accept this request for an appropriation in the amount of \$6,000 to support the purchase of a new strainer for the filter at the Forest River Pool. Attached please find an estimated cost for installation and the piece of equipment sent to the City by Weston and Sampson.

If you have any questions or concerns please do not hesitate to contact me. Thanks for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Jason Silva".

Jason Silva
Director of Municipal Operations and Capital Improvements

cc: Sarah Stanton, Finance Director
John Tomasz, DPS
Thomas O'Shea, DPS

CITY OF SALEM
Capital Outlay Expenditure Request Form

To: MAYOR

From: Department Parks, Recreation, +
Community Services

Date 3/28/16

Expense Line To : 20003-586016 - Equipment

Amount: \$

Expense Line To : 20003-584616 - Renovations & Repairs

Amount: \$

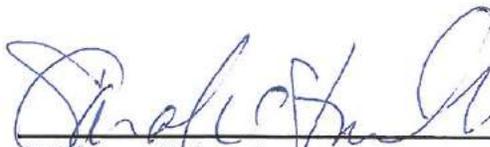
Description: Replace filter equipment at Forest River
Pool.

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

April 14, 2016

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order transfers \$6,500 from the Department of Park, Recreation, and Community Services' salary line to cover programming costs for eleven exciting new programs that the department hopes to be able to offer this year. The complete summary of the free family and senior programs planned utilizing these funds is also enclosed.

I recommend adoption of this Order so that this already-budgeted funds can be transferred within the department's accounts to enable these new programs to take place.

Sincerely,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,
April 14, 2016

Ordered:

That the sum of Six Thousand Five Hundred Dollars (\$6,500.00) is hereby transferred as listed below accordance with the recommendation of Her Honor the Mayor.

From		To		Amount
15412-5354	Rec Activities	15411-5111	Rec Salaries FT	4,000.00
16501-5111	COA Salaries FT	16502-5320	COA Contracted Services	2,500.00
Total				6,500.00



Kimberley Driscoll
MAYOR

CITY OF SALEM, MASSACHUSETTS
PARK, RECREATION & COMMUNITY SERVICES
5 Broad Street, Salem MA 01970
Tel. (978) 744-0180/(978) 744-0924
Fax (978) 744-7225

April 11, 2016

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

Dear Mayor Driscoll:

Please accept this transfer request in the amount of \$6,500 total to support increased programming options for our seniors and families in the community, free of charge, consistent with the proposal enclosed with this request.

As proposed, these programs will highlight the Park, Recreation and Community Services Department through a diverse set of new program offerings that any Salem resident can participate in for free. The programs will promote creativity, health and wellness, and community collaborations. We are hopeful that this initiative will introduce a new set of residents to the good work and quality programming of the Department.

This transfer will also allow additional programs, beyond what is outlined in the attachment, to be created which are currently being envisioned and finalized. It should be noted that this is a request to transfer funds and will take advantage of monies already appropriated and approved through the budget process.

I'd like to thank the members of the Department, specifically the Program Staff, for proactively seeking out this supplemental funding and enthusiastically taking on additional responsibility and workload for the betterment of our community.

If you have any questions or concerns please do not hesitate to contact me. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Jason Silva".

Jason Silva
Director of Municipal Operations and Capital Improvements

cc: Sarah Stanton, Finance Director
Dominick Pangallo, Chief of Staff
Patricia O'Brien, Director of Parks, Recreation and Community Services

Salem Park, Recreation and Community Services would like to be able to offer these free programs at the Salem Council on Aging and Salem Park and Recreation. This is our way to thank those who have been loyal participants and hopefully attract new members.

Senior Programs

Aqua Aerobics at the Salem YMCA

This would be a new program for us to collaborate with the YMCA on.

Enrollment unlimited, however transportation provided for up to 12 participants.

Instructor Fee = \$450

Driver = \$432

Total Program Cost = \$882

Rock Wall Climbing at the Marblehead YMCA

A new adventure offered through the Salem Council on Aging and the Marblehead YMCA!

We hope seniors will challenge themselves!

Transportation provided for up to 12 participants

Instructor Fee = \$103

Driver = \$216

Total Program Cost= \$319

Paint and Sip

Join us for an afternoon of creative arts. Seniors will be guided in the step-to-step painting of a chosen scene while sipping on lemonade and ice tea!

Maximum 25 participants

Instructor fee (which includes all supplies) = \$35 per person

\$35 @ 25 participants = \$875

Total Program Cost = \$875

Jim McAllister Lecture Series

Local historian, Jim McAllister will present two lectures at the Salem Council on Aging in late spring and summer.

2 lectures @ \$100 each = \$200

He will also lead a walking tour of historic Chestnut Street

1 walking trip @ \$110

Total Program Cost = \$300

Painting By the Sea

We would like to offer scholarships to 5 our seniors for the Park and Recreation's program "Painting By the Sea". This program, in collaboration with the House of the Seven Gables, would allow seniors to join in, free of cost, to spend a Saturday morning on the lawn of the Gables painting a waterfront scene.

Instructor Fee - \$45 @ 5 participants = \$225

Driver - \$12 @4 hours = \$48

Total Program Cost - \$ 273

June is Free Fitness Month

To thank you for your loyal support, we are pleased to announce that June is "Free Fitness Month". Please join us for any fitness or wellness class as our guest throughout the month of June. A great way to try a class for the first time!

Breakdown of costs:

Tap Dancing - \$50 per class @ 4 classes= \$200

Strong Bones - \$30 per class @ 4 classes=\$120

Chair Yoga/Gentle Exercise - \$150(average cost/based on per person)

Line Dancing - \$50 per class @ 4 classes = \$200

Pilates - \$35 @ 5 classes = \$175

Total Program Cost = 845

Total Senior Programming = \$3,494

Family Programs

Family Tennis

A wonderful opportunity for the whole family to come and learn or play tennis together.

Program is offered for ages 5-105!

Barbara Maitland will be offering 3 weeks of fun! Come for one or all three weeks.

Sundays, 4:00-5:15 at the Salem High Tennis Courts

Limit of 12 families

Total Program Cost - \$10 per family @ 12 families @ 3 weeks = \$360

Family Hike

Spend a Saturday morning in the fall, and join us as we explore the trails of Brooksby Farm. Hikes arranged for different skill levels. At the conclusion of the hike, families can branch off on their own to explore the animal farm and farm store.

Approximate Staff Cost = \$200

Pizza and Painting

A family night of fun! Come to the Salem Community Center and participate in a painting workshop with the whole family. Dinner will be provided.

\$15 per person, including supplies @ 40 people

Total Program Cost = \$600

Open Gym Nights

One night per week for eight weeks

Children ages 9-15

Come and play organized games under the supervision of Park and Recreation staff.

Staff cost= \$50 per night @ 8 nights = \$400

Total Program Cost = \$400

Family Scavenger Hunt

An event for the entire family! Spend the morning traveling throughout Salem trying to find clues all associated with historic Salem. No need to collect items, just find them! Staff will be at various locations to stamp your sheet verifying that you have been at the location. Possibly work with the Witch House. Begin the morning with a light breakfast at 5 Broad St. and end in downtown Salem.

Approximate Staff Cost = \$400

Total Family Programming Costs= \$1,960

Total Costs= \$5,454

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

From: Parks & Recreation [Signature] 4/11/14
 Department Department Head Authorizing Signature Date

Budget or R/Res
Transfers To: 16502/5320 Desc: Contracted Services Budget Amt: \$99,000
 (Org/Object) Balance: \$7,080.72
 From: 16501/5111 Desc: Salaries - Full Time Budget Amt: \$225,701
 Balance: \$45,058.01
 (*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 Retained Earnings (W/S) To: _____ Desc: _____ Budget Amt: _____
 (Org/Object) Balance: _____
 Please circle one

Amount Requested: \$ 2,500
Reason (Be Specific) to support additional programming options free to the community

For Finance Department and Mayor's Use Only:

Budget Transfer _____ Mayor Approval _____ City Council Approval
 _____ Free Cash Appropriation - City Council Approval - Gen Fund \$ _____
 Free Cash Balance
 _____ R/E Appropriation - Water \$ _____ R/E Appropriation Sewer \$ _____
 R/E Balance R/E Balance
 _____ Receipts Reserve - City Council Approval \$ _____
 R/Res Fund Balance
 _____ Raise & Appropriate _____ Other _____

Recommendation: Approved Denied

[Signature]
 Finance Director

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



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

April 14, 2016

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order appropriates \$300,000 from certified free cash to fund a portion of the \$461,000 retroactive contract settlement with the Salem Patrolmen's Association for their recently settled FY2015 and FY2016 collective bargaining agreement. The remaining balance will be funded from the City's collective bargaining reserve account.

The contract settlement includes a 2.5% increase for FY2015 and a 2.5% increase for FY2016 year to date. It also covers the first year of the education incentive for patrol officers hired after 2009.

I recommend adoption of the enclosed Order and welcome any questions you may have regarding this request.

Sincerely,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,

April 14, 2016

Ordered:

That the sum of Three Hundred Thousand Dollars (\$300,000.00) is hereby appropriated from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the "HR-Collective Bargaining Reserve" Account (11521-5171) to fund the police patrolmen contract settlement in accordance with the recommendation of Her Honor the Mayor.



City of Salem, Massachusetts

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

Kimberley L. Driscoll, Mayor

Sarah A. Stanton, Finance Director

April 12, 2016

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

Dear Mayor Driscoll:

Please accept this transfer request in the amount of \$300,000 to cover the costs associated with retro payment for the Salem Patrolmen's Association FY15/FY16 collective bargaining agreement. This retroactive contract settlement, valued at \$481,000, will be partially funded through the collective bargaining reserve. That account currently has a balance of \$181,000, as such, additional funding is requested.

This retroactive settlement amount includes a 2.5% increase for FY15, a 2.5% increase for year-to-date FY16, and the first year of education incentive for officers hired after 2009, valued at \$68,000.

Please do not hesitate to contact me if you have any questions.

Best,

A handwritten signature in blue ink, appearing to read "Sarah A. Stanton".

Sarah A. Stanton
Finance Director

Cc: Chief Mary Butler
Victoria Caldwell, Esq., Assistant City Solicitor
Lisa Cammarata, Human Resources Director

CITY OF SALEM - Finance Department

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

From: FINANCE Department [Signature] Department Head Authorizing Signature 4/12/2016 Date

Budget or R/Res
Transfers To: 11521-5771 (Org/Object) Desc: Collective Bargaining Receive Budget Amt: _____ Balance: \$1,021,267.00
 From: _____ Desc: Free cash 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 Retained Earnings (W/S) To: 11521-5771 (Org/Object) Desc: Collective Bargaining Receive Budget Amt: _____ Balance: _____
 Please circle one

Amount Requested: \$ 300,000

Reason (Be Specific) Collective Bargaining Retroactive Payment

For Finance Department and Mayor's Use Only:

Budget Transfer Mayor Approval City Council Approval

Free Cash Appropriation - City Council Approval - Gen Fund \$ 1,555,221.85 Free Cash Balance [Signature]

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

[Signature]
 Finance Director

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



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

April 14, 2016

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The attached Order authorizes the execution of a preservation restriction on the Dickson Memorial Chapel at Greenlawn Cemetery. This restriction is a requirement of a Massachusetts Preservation Projects Fund grant from the Massachusetts Historical Commission (MHC). The City has applied for a grant of \$100,000, to undertake some of the needed work to restore and preserve features of this historic memorial chapel.

The scope of work to be undertaken to restore Dickson Memorial Chapel will be determined by the grant amount that we receive. We hope that the funds will enable us to stabilize the structure to stop water infiltration and restore as much of the historic fabric as possible. Specifically, we would like to stabilize, restore, and repair the exterior and interior stone masonry, repair or replace exterior copper downspouts and flashings, restore stained glass windows, including the conservation and restoration of wooden window surrounds, and other restoration as funding allows.

The preservation restriction will require the City to receive permission from MHC prior to implementing any major alterations to the building. The Council voted favorably on this matter in 2014, but MHC has required a new vote given the amount of time that has passed. Preservation restrictions are also in place on several other properties in the city including the North Street Fire Station, Salem Common, the Witch House, Jail Keepers House and Old Town Hall. The preservation restriction will not be placed on the property should the City's grant request be denied.

I encourage passage of this Order at tonight's meeting, in order to meet MHC's deadline of April 22, of which we just learned this week. If you have any questions, please contact City Planner Lynn Duncan.

Sincerely,

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

Kimberley Driscoll
Mayor
City of Salem



April 14, 2016

Ordered:

To authorize the Mayor to convey a perpetual historic preservation restriction encumbering the Dickson Memorial Chapel, located at 57 Orne Street, and having a property Assessor's parcel identification number of 27_0571, to the Commonwealth of Massachusetts, by and through the Massachusetts Historical Commission, on such terms and conditions, and for such consideration, as deemed appropriate, as a stipulation of a Massachusetts Preservation Projects Fund (MPPF) grant application to make improvements to the structure.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

April 14, 2016

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Enclosed is an Order to authorize the submission of our *Application for Federal Assistance* to the U.S. Department of Housing and Urban Development (HUD) for Community Development Block Grant (CDBG) funds for the period of July 1, 2016 through June 30, 2017 (a copy of the application is attached). For FY17, Salem's CDBG entitlement is \$995,257. In addition, the City will receive \$100,568 in HOME funds through the North Shore HOME Consortium.

The process began with an initial public hearing on January 21, the issuance of requests for funding proposals from agencies to provide housing or economic development services, and requests from municipal departments for infrastructure and public facilities improvements. The Department of Planning and Community Development has recently completed the Draft FY17 Action Plan for Community Development; a copy of which was provided to you on March 22. The Action Plan describes the proposed activities to be undertaken in the next fiscal year with these federal funds. As part of the formal public review process, a 30-day public comment period commenced on March 23 and a public hearing was held on April 7.

I respectfully ask that the City Council approve the submittal of the City of Salem's Application for Federal funds no later than its meeting of April 28, so that it can be submitted to HUD in a timely manner. In addition to the formal public process, Lynn Duncan and Jane Guy will be available throughout the comment period to meet upon request with local residents, businesses, non-profit agencies, and Councillors in order to answer any questions and receive comment. If you have any questions concerning this application for funding, please do not hesitate to contact me.

Sincerely,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council, April 14, 2016

Ordered:

That the City Council hereby approves the submittal of the City of Salem's Application for Federal Assistance to the United States Department of Housing and Urban Development (HUD) for Community Development Block Grant (CDBG) funds for the period of July 1, 2016 through June 30, 2017 in the amount determined by HUD's formula entitlement allocation (\$995,257).

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- Preapplication
- Application
- Changed/Corrected Application

*** 2. Type of Application:**

- New
- Continuation
- Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify):**

*** 3. Date Received:**

4. Applicant Identifier:

04-6001413

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:**

City of Salem, Massachusetts

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

04-6001413

*** c. Organizational DUNS:**

1567710240000

d. Address:

*** Street1:**

120 Washington Street

Street2:

*** City:**

Salem

County/Parish:

*** State:**

MA: Massachusetts

Province:

*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:**

01970-3545

e. Organizational Unit:

Department Name:

Planning & Community Develop.

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Ms.

*** First Name:**

Lynn

Middle Name:

*** Last Name:**

Duncan

Suffix:

Title:

Director

Organizational Affiliation:

City of Salem, Department of Planning & Community Development

*** Telephone Number:**

978-619-5685

Fax Number:

970-740-0404

*** Email:**

lduncan@salem.com

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

U. S. Department of Housing & Urban Development

11. Catalog of Federal Domestic Assistance Number:

14-218

CFDA Title:

Community Development Block Grant

*** 12. Funding Opportunity Number:**

14-218

* Title:

CDEG Program

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Community Development Block Grant Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="995,257.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text" value="112,500.00"/>
* g. TOTAL	<input type="text" value="1,107,757.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on .
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative:

* Date Signed:



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

April 14, 2016

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Enclosed please find an Ordinance amending the City Ordinances relative to the attachment of telecommunications equipment to utility poles in the City. Also enclosed is an Order establishing a revolving fund for the receipt and expenditure of revenues collected per the Ordinance.

Most of the Ordinance changes simply adjust the existing language to explicitly incorporate reference to telecommunications attachments. There are substantive changes, as well, which establish a process for companies to apply for approval to install this type of equipment on both utility-owned and City-owned telephone poles. All applicants must comply with the requirements specified in the Ordinance and pay the application fee. Those seeking a grant of location for installation on a City-owned pole must additionally pay a variable rental fee for such placement. In addition, any installation that entails excavation of a City street or sidewalk will require the company to restore the pavement. Where applicable, space will be reserved in any conduit for the City's exclusive use. If there is not sufficient space in any newly installed conduit for the City, spare or shadow conduit shall be provided.

The establishment of the fee, along with review for appropriateness of location, is overseen by the City Electrician, per the enclosed draft policy. Following the policy guidelines and routing slip, the City Electrician shall provide a recommendation to the City Council for any request grant of location for such equipment. If the Council then votes to approve the grant of location, it would be conditional upon execution of the necessary agreements spelled out in the Ordinance.

Both the application fee and the rental fees will be deposited in the revolving fund, which will be utilized for information technology initiatives and projects intended for the public's benefit.

These materials were drafted following a careful review of federal and state statutes by our Legal Department, in consultation with the Chief Information Officer, Planning Department, and City Electrician. I believe it establishes a clear process by which such requests can be carefully reviewed in order to ensure the City Council has the best possible information before acting on the request and to protect City right-of-ways and neighbors from intrusion. The City will also recover the cost of implementing this new process through the application fee, as well as fair rental revenues for the utilization of City-owned poles by a private entity.

I recommend approval of the Council Order and adoption of the Ordinance, and welcome any questions you may have regarding either.

Sincerely,



Kimberley Driscoll
Mayor
City of Salem

City of Salem

In the year Two Thousand and Sixteen

An Ordinance to amend the Ordinance relative to **Chapter 12, Building, Electricity and Plumbing Regulations, Article III. Electricity**

Be it ordained by the City Council of the City of Salem, as follows:

DIVISION 1. – GENERALLY

Section 12-90. – Inspection of Poles is hereby amended by deleting the section:

“Each business entity shall thoroughly inspect the condition of all its poles or posts carrying electric or other wires upon or over the city streets in order to ascertain that they are free from decay or any injury rendering them dangerous.”

And replacing it with:

“Each business entity shall thoroughly inspect the condition of all its poles or posts carrying electric or other wires or any telecommunications attachments upon or over the city streets in order to ascertain that they are free from decay or any injury rendering them dangerous.”

A new section is hereby added at the end of Division 1 as follows:

Sec. 12-91. - Telecommunications attachments to poles.

“Attachments for telecommunications purposes to all poles within the public right of way may be permitted provided a valid grant of location has been issued for such attachments by the city council. Such attachments shall include any device, apparatus, appliance or equipment, including, but not limited to, any conduits, wires, fiber, cable or associated facilities for purposes of producing, receiving, amplifying or distributing telecommunications.”

DIVISION 2. - CITY ELECTRICIAN

Section 12-121. Examination and report of application for placing wires or poles is hereby amended by deleting the section:

“The city electrician shall, when required by the mayor, examine every application for the placing of any wire, or the erection or construction of poles or posts for the support thereof in, under or over any street, way or public place and shall report to him all facts which, in his opinion, bear upon the question of granting or refusing such application.”

And replacing it with:

“The city electrician shall, when required by the mayor, examine every application for the placing of any wire, telecommunications attachment or the erection or construction of poles or posts for the support thereof in, under or over any street, way or public place and shall report to the mayor all facts which, in his opinion, bear upon the question of granting or refusing such application.

With respect to telecommunications attachments and any requests for new poles in support thereof, all applications shall include:

- a. Description of type of service to be provided; a list of all posts, poles or other supports of wires and location of proposed conduits and manholes in relation to existing underground facilities;
- b. List of abutters' names and addresses and proof of notice to same;
- c. Drawings, dimensioned and to scale of the proposed attachment as installed on an existing street light or utility pole or the same with respect to proposed new “dummy” poles or enhancements of existing City-owned poles;
- d. Detailed description of the types of aerial and underground facilities that the applicant intends to install;
- e. Detailed route maps or plans showing the location of facilities to be installed within the rights-of-way, prepared by a professional engineer registered in the Commonwealth;
- f. Construction schedule and maintenance plan;
- g. Equipment specifications and radio frequency emission calculations for the location proposed;
- h. The specific trees, structures, improvements, facilities and obstructions, if any, that the applicant proposes to temporarily or permanently remove or relocate and plans to remediate the same; and

- i. Executed pole attachment agreement. If applicant intends to seek pole attachments on City-owned poles or street lights, affirmation of intent to enter an agreement with the City and abide by the conditions set forth therein.”

Sec. 12-122. - Establishing and locating poles; attachment of wires; compliance with plans is hereby amended by deleting the following section:

“All work establishing and locating any poles or the attachment of any wires to such poles in the public right of way by any order or permit of the city council shall be under the direction of the city electrician, whose duty shall be to see that all such poles are located and wires are attached according to the plans submitted as required by law.”

And replacing it with:

“All work establishing and locating any poles or the attachment of any wires or telecommunications attachments to such poles in the public right of way by any order or permit of the city council shall be under the direction of the city electrician, whose duty shall be to see that all such poles are located and any wires, or telecommunications equipment are attached according to the plans submitted as required by law.

All requests to the city council for grants of location for telecommunications attachments to poles within the public right of way shall be first reviewed by the city electrician in accordance with Section 12-121 and with any reasonable guidelines he may establish. The city electrician shall consult with the legal, planning, engineering and information technology departments within the city prior to making a recommendation to the council as to whether the grant of location should be ordered and what conditions should apply.

No location for any telecommunications attachment within the public right of way shall be granted or, if granted, shall be valid until the applicant applying therefor shall have executed a license agreement in writing in a form satisfactory to the city solicitor and shall have filed such agreement in the office of the city clerk. Such agreement shall be for the nonexclusive use of the right of way and shall establish the terms of the grant including, but not limited to, the following:

- (1) Additional Capacity Reserved for City. Whenever installing a telecommunications attachment or associated infrastructure, above or below ground, capacity shall be set aside for the city’s exclusive use. Such capacity shall include, but not be limited to, conduit, pole space, pole attachment, fiber capacity, or any such combinations. The city electrician or his designee shall be allowed access to such conduits at all times, equal in all respects to those of any company so authorized;

(2)

Evidence of Pole Attachment Agreement. All grants of location for telecommunications attachments shall be accompanied by evidence of a valid pole attachment agreement with the pole owner. Where the request entails attachment to a city-owned pole or establishment of a new pole, such pole attachment agreement shall be with the city in such form as approved by the city solicitor.

(3)

Indemnification Provision. Such company will indemnify and save harmless the city against all damages, costs and expenses whatsoever to which the city may be subjected in consequence of the acts or negligence of such company, its agents or servants or in any manner arising from the rights or privileges granted it by the city.

(4)

Bond Requirement. Such company shall, before any installation of any attachment commences or a street is disturbed for the laying of its wires or conduits, execute a bond with a surety to be approved in writing by the city solicitor and filed in the office of the city clerk.

(5)

Street surface restoration. When an opening is made in a street for any purpose related to the telecommunications attachment, the portion of the street so opened shall be restored to a condition satisfactory to the director of public services and shall be maintained in such condition for one year thereafter. If not so restored and maintained by the company performing the work, the director of public services shall cause the street to be restored and maintained at the expense of the person responsible for the opening.”

Sec. 12-123. – Maps is hereby amended to delete the following section:

“The telephone and electric companies shall make available, upon request of the city electrician, a map of the city showing the location of every cable and wire for which they are responsible in, over or under the streets or public ways and of all places where electricity to be transmitted by any such cable or wire is manufactured or produced.”

And replacing it with:

“The telephone, telecommunications, and electric companies shall make available, upon request of the city electrician, a map of the city showing the location of every cable, wire, or telecommunications attachment for which they are responsible in, over or under the streets or public ways and of all places where electricity to be transmitted by any such cable or wire is manufactured or produced.”

Sec. 12-125. - Care and management of city-owned wires, poles and electrical equipment is hereby amended to delete the following section:

“The city electrician shall have the care and management of the erection and maintenance of all wires owned by the city, including the fire alarm, telegraph and police electric signal and telephone systems; the apparatus, machinery and other property connected therewith; and the poles and other supports erected or owned by the city. The city electrician shall set up or supervise the erection of all the wires, posts, supports, dynamos, machinery and other electrical appliances required by the city in all its departments and see that such are maintained and kept in good order and condition.”

And replacing it with:

“The city electrician shall have the care and management of the erection and maintenance of all wires owned by the city, including the fire alarm, telegraph and police electric signal and telephone systems; the apparatus, machinery and other property connected therewith; and the poles and other supports erected or owned by the city. Consistent with Sections 12-121 and 12-122, the city electrician shall review all requests to place telecommunications attachments on city-owned poles. The city electrician shall set up or supervise the erection of all the wires, posts, supports, dynamos, machinery and other electrical appliances required by the city in all its departments and see that such are maintained and kept in good order and condition.

The city electrician, with the approval of the mayor, shall set reasonable rental fees for telecommunication attachments to city-owned poles.”

Sec. 12-135. - Notice of unsafe conductors or apparatus; refusal of owner to remedy conditions is hereby amended by deleting the following sections:

“(a)

The city electrician shall notify the person owning or operating any cable, or wire referred to in section 12-123 whenever the insulations, supports or appliances are unsuitable or unsafe or the tags or marks thereof are insufficient or illegible or that any cable or wire has been abandoned for use.

(b)

If the owner does not, within ten days after such notification, provide suitable and safe insulations, supports, appliances, tags or marks or if the owner refuses or neglects to remove such abandoned wire, or cable, as the case may be, the city electrician shall, at the expense of the city, remedy such unsafe or insufficient supports and appliances and may remove such wires, or cable that are not properly insulated or not provided with a tag or mark or that have been abandoned. Such expense incurred by the city shall be repaid by the owner of such cable or wire.”

And replacing them with:

“(a)

The city electrician shall notify the person owning or operating any cable, attachment, or wire referred to in section 12-123 whenever the attachments, insulations, supports or appliances are unsuitable or unsafe or the tags or marks thereof are insufficient or illegible or that any cable, attachment, or wire has been abandoned for use.

(b)

If the owner does not, within ten days after such notification, provide suitable and safe attachments, insulations, supports, appliances, tags or marks or if the owner refuses or neglects to remove such abandoned wire, attachment, or cable, as the case may be, the city electrician shall, at the expense of the city, remedy such unsafe or insufficient attachments, supports and appliances and may remove such wires, attachments, or cable that are not properly insulated or not provided with a tag or mark or that have been abandoned. Such expense incurred by the city shall be repaid by the owner of such attachment, cable or wire.”

DIVISION 3. - FEES AND INSPECTIONS

is hereby amended by adding the following new section:

Sec. 12-170. – Fee for telecommunications attachments in the right of way.

“Applicants seeking a grant of location in association with telecommunications attachments to poles within the right of way shall, at the time of filing, pay a \$500 application fee to cover the costs of the interdepartmental review required by Section 12-122. This fee shall be in addition to any rental payments for telecommunications attachments to poles owned by the city pursuant to Section 12-125.”

DIVISION 4. - UNDERGROUND CONDUITS

Sec. 12-197. - Powers of city council for underground wires, cables, conduits shall be amending by deleting the following section:

“(a)

Except as provided in subsections 12-200(c) and (d), the city council may authorize any telephone, telegraph, electric light, or electric power company to construct and maintain underground conduits, cables and wires for the conduct of the business of such company in such of the city streets as the city council may deem advisable and to construct therein and

maintain the necessary manholes and house connections and to erect and maintain distributing poles at the terminal of such conduits and at suitable distributing points and may give such authority, under such conditions, restrictions and limitations as the city council may impose, as may be expressed in the permit.”

And replacing it with:

“(a)

Except as provided in subsections 12-200(c) and (d), the city council may authorize any telephone, telegraph, electric light, wireless, telecommunication or electric power company to construct and maintain underground conduits, cables and wires for the conduct of the business of such company in such of the city streets as the city council may deem advisable and to construct therein and maintain the necessary manholes and house connections and to erect and maintain distributing poles at the terminal of such conduits and at suitable distributing points and may give such authority, under such conditions, restrictions and limitations as the city council may impose, as may be expressed in the permit.”

Sec. 12-200. - Disturbing surface of street is hereby amended to delete the following section:

“(b) Agreement required. No permit to disturb the surface of the street for any purpose as provided in section 12-197 shall be granted or, if granted, shall be valid until the company applying therefor shall have executed an agreement in writing as provided in this subsection and in a form satisfactory to the city solicitor and shall have filed such agreement in the office of the city clerk. Such agreement shall provide that:

(1)

In every underground conduit constructed by any telephone or telegraph company, sufficient and necessary space shall be reserved and maintained, free of expense, for the use of the fire, police, and other signal wires belonging to the city and used exclusively for municipal purposes and that the city electrician or any person authorized by him shall be allowed access to such conduits at all times, and facilities and privileges in putting in or taking out wires equal in all respects to those of such company;”

And replace it with:

“(b) Agreement required. No permit to disturb the surface of the street for any purpose as provided in section 12-197 shall be granted or, if granted, shall be valid until the company applying therefor shall have executed an agreement in writing as provided in this subsection

and in a form satisfactory to the city solicitor and shall have filed such agreement in the office of the city clerk. Such agreement shall provide that:

(1)

In every underground conduit constructed by any telephone, telegraph, wireless or other telecommunications company, sufficient and necessary space shall be reserved and maintained, free of expense, for the use of the city's fire, police, and information technology departments and other signal wires and fiber belonging to the city and used exclusively for municipal purposes and that the city electrician or any person authorized by him shall be allowed access to such conduits at all times, and facilities and privileges in putting in or taking out wires equal in all respects to those of such company;"



CITY OF SALEM

In City Council,

April 14, 2016

Ordered:

That the City of Salem hereby requests the adoption of Telecom revolving account 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

**FY 2014
Revolving Funds**

Dept.	Fund Name	Fund #	Programs & Purposes	Type of Receipts Credited	Authorization for Spending	Budget Request Maximum Annual Expenditures
Electrical	Telecom	New	To fund public information technology, telecommunication, and electrical initiatives and projects.	Application fees and rental revenue from telecommunications attachments pursuant to sections 12-125 and 12-170 of the City Ordinances.	Electrical Director and Mayor	100,000
Totals						\$ 100,000

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

DRAFT

ROUTING SLIP

Telecommunications Attachments in the Public Right of Way

Each applicant who has petitioned for access to the public right of way for telecommunications purposes must consult with the appropriate Departments below and have them sign this Routing Slip and return it to the Electrical Department prior to the granting of any petition filed pursuant to MGL Chapter 166, Section 22.

BUSINESS NAME

Corporate name: _____

d/b/a: _____

Address: _____ Tele. # _____

CONTACT: _____

Street: _____ Tele. # _____

City: _____ State: _____ Zip: _____

Email Address: _____

Right of Way Location Requested: _____

Please check:

To be attached to utility-owned pole

To be attached to City-owned pole

All grants of location are conditioned upon evidence of the existence of a valid pole attachment agreement.

*****TO ALL CITY DEPARTMENTS: By signing this slip you are only acknowledging that the applicant has made your department aware of their plans. All grants of location will be conditioned upon compliance with all departmental requirements.**

Planning Department DATE
120 Washington Street

Engineering Department DATE
120 Washington Street

Salem Historical Commission DATE
120 Washington Street

Office of Information Technology DATE
120 Washington Street

Salem Legal Department DATE
93 Washington Street

City Electrician DATE
Central Fire Headquarters – 44 Lafayette Street

Process & Guidelines for Access to Right of Way/Pole Attachments for Telecommunications Providers

Access to the Right of Way – General Guidelines

1. Installation, construction or maintenance of any wire, conduit, pole attachment, cable or any associated equipment or devices on, under or over the City's rights of way cannot occur without a grant of location being issued by the City Council after a public hearing upon the filing of a petition pursuant to MGL Chapter 166, Section 22.
2. Included with the petition shall be a copy of all engineering plans and additional associated information, including but not limited to the following information:
 - a. Description of type of service to be provided; a list of all posts, poles or other supports of wires and location of proposed conduits and manholes in relation to existing underground facilities;
 - b. List of abutters' names and addresses;
 - c. Drawings, dimensioned and to scale of the proposed attachment as installed on an existing street light or utility pole or the same with respect to proposed new "dummy" poles or enhancements of existing City-owned poles;
 - d. Detailed description of the types of aerial and underground facilities that the applicant intends to install;
 - e. Detailed route maps or plans showing the location of facilities to be installed within the rights-of-way, prepared by a professional engineer registered in the Commonwealth;
 - f. Construction schedule and maintenance plan;
 - g. Equipment specifications and radio frequency emission calculations for the location proposed;
 - h. The specific trees, structures, improvements, facilities and obstructions, if any, that the applicant proposes to temporarily or permanently remove or relocate and plans to remediate the same; and
 - i. Executed pole attachment agreement. If applicant intends to seek pole attachments on City-owned poles or street lights or to establish a new pole,

affirmation of intent to enter an agreement with the City and abide by the conditions set forth therein.

3. Prior to a public hearing on a request for a grant of location, applicants must transmit its petition, along with the necessary supporting documents, to the City Electrician for his review pursuant to the provisions of Sections 12-116 through 12-136 of the Code of Ordinances. The Electrical Department will then attach a routing slip to the petition to facilitate a review by the relevant City Departments -- Legal, Planning, Engineering, Information Technology and the Historical Commission, if indicated. A routing slip shall accompany a copy of the petition with a sign off sheet that shall be returned to the City Electrician.
4. Pole attachments shall be designed, constructed, installed and maintained in such a way as to facilitate the sharing of space and accommodating the communications needs of other providers. The City Electrician has the right to require and coordinate the shared or joint use of pole and pole attachment activities. Notwithstanding this preference for co-location, access to City-owned or controlled property, shall be on a "first come, first served" basis.
5. Applicants must set aside certain capacity for City's exclusive use in addition to any payments that may be required.
6. To minimize any potential disruptions, the applicant shall exhaust use of any and all existing infrastructure before seeking any new or additional build-out.
7. These guidelines may be changed from time to time to reflect new ordinances, policies or other regulations.

Poles and Pole Attachments

1. The City may approve or deny applicant's request, on a non-discriminatory basis, for use of or access to poles located within the City's rights of way, and/or certain poles owned or controlled by the City for the purposes of installing any and all telecommunications purposes.
2. An attachment means any device, apparatus, appliance or equipment, used for telecommunications purposes, including but not limited to any conduits, wires, and cable or associated facilities.
3. The following factors will be taken into consideration when recommending that a grant of location and/or a pole attachment be authorized:
 - a. Public safety and structural limitations;
 - b. Compatibility of attachments;

- c. Interference with City operation or infrastructure including communications and information services provided or sponsored by the City;
 - d. Adequacy of electric service and efficient use of physical space, including potential for co-location;
 - e. Regulatory restrictions on the use and access of such facilities by other parties;
 - f. The existence of reasonable alternatives to the use of poles in the right of way;
 - g. Material aesthetic considerations which include, but are not limited to the size, design, and visual impact of the pole and/or the attachments;
 - h. Negative impacts on historic districts; and
 - i. Other good cause shown.
4. In addition to the factors above, the City reserves the authority to determine the specifics, conditions and configuration of the pole attachment, including but not limited to size, height, weight, attaching priorities and densities.
 5. Attachments shall generally not be allowed on historically or architecturally significant poles.
 6. Attachments shall be in a color matching existing luminaries, pole or arm, as directed by the City.
 7. Applicants are responsible for obtaining a safe and code-compliant source of electricity at their own expense.

Changes, Maintenance & Removal

1. Modifications to the plans approved must be submitted to the City Electrician for approval. Significant changes may require the filing of a new petition.
2. City has the right to inspect all construction/installation performed by the applicant or on its behalf. If the City determines that a condition hazardous to public health, safety, convenience or welfare exists, the City may order additional work or modification to correct such defects or condition at the applicant's expense.
3. The applicant shall at its own cost and expense, remove and/or relocate its infrastructure if its agreement with the City expires or if the City, after proper written notice and a hearing, revokes the grant of location and/or pole attachment agreement for purpose of public health, safety, welfare, or necessity including, but not limited to, traffic conditions, street construction,

discontinuance, or any other public purpose improvement by the City. The City may grant the applicant a new location and/or pole attachment in order to minimize or eliminate any potential disruption of service. If the applicant fails to remove its infrastructure after expiration of the agreement or revocation, the City, after reasonable written notice, may initiate the removal or relocation of the applicant's infrastructure with the costs payable by the applicant.

4. Whenever installing underground conduits, pole attachments or other above-ground infrastructure, the applicant shall, at its own cost and expense, shall set aside certain capacity for the City's exclusive use (the "City shadow"). Such capacity includes, but is not limited to, conduit, pole space, pole attachment, fiber capacity, and/or their connectivity, or any such combinations. The City shadow must be installed whenever and wherever the applicant installs its own infrastructure and capacity, and the plans, configuration, specifications must be approved by the Office of Information Technology and the Electrical Department. The City may waive this requirement if necessary. City shadow shall be for the exclusive use of the City. Any use of City shadow by an applicant will be subject to the approval of the Office of Information Technology and the Electrical Department and will require the execution of a lease agreement.
5. The applicant shall abide by all agreements with respect to the maintenance of conduits, poles, and pole attachments, including any City shadow conduit as provided in the agreement(s) executed between it and the City.
6. The applicant shall also agree to abide by the City's requirements contained in Article III – Electricity of the Code of Ordinances.

Dummy Poles, Double Poles

1. An applicant may seek to petition the City to build dummy poles or enhance existing City poles, at its own cost and expense, to accommodate their needs, as authorized by the relevant City departments and/or other regulatory authorities. The design, installation, conditions, specifics and configurations as well as their use and function shall be subject to the City's approval. Nothing in this policy shall authorize the installation of cell towers in the public right of way or on any City-owned property. Such cell towers are subject to the requirements of the City's Zoning Ordinance.
2. Any petition to install a dummy pole or enhance an existing City pole will be subject to the same requirements and restrictions as petitions for attachments to City-owned poles. The applicant will also be required to make any such pole city lights ready at its own expense.
3. City reserves the right to revoke a grant of location and any agreement if the applicant's activities, including but not limited to, installation, additions, modifications, maintenance, removal, may create, generate or result in double poles.