



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

January 12, 2017

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Col. Meaghan Leclerc, Esq. of 10 Orchard Street to the Salem Harbor Port Authority for a three-year term to expire January 12, 2020. Col. Leclerc is an officer of the Air National Guard, where she serves as Assistant to the Staff Judge Advocate for Air Combat Command, and is also the Assistant Regional Counsel for the General Services Administration. She earned her Bachelor's degree from UMass-Amherst and her law degree from the Boston College Law School.

Col. Leclerc is a recreational mariner with a boat currently moored in Salem and brings many years of personal maritime experience to this important role.

I strongly recommend confirmation of Col. Leclerc's appointments. We are fortunate that she is willing to volunteer to serve our community in this important role and lend her expertise and dedication to this new Authority and their work.

Sincerely,

A handwritten signature in cursive script, reading "Kim Driscoll".

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

January 12, 2017

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The attached Order designates the new surface parking lot near the Old Salem Jail as limited to 4-hour parking between the hours of 8:00 a.m. and 6:00 p.m., at a rate of \$1 per hour. This will encourage turn-over in the parking spaces and discourage commuters from parking in the lot. If adopted we will proceed to post the restrictions and install a payment kiosk for the lot. I recommend adoption of the Order.

Sincerely,

A handwritten signature in dark ink, appearing to read "Kim Driscoll", is written over a light blue circular stamp.

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council, January 12, 2017

Ordered:

The surface, off-street parking lot on Bridge Street at 50 St. Peter Street shall be posted for public parking. From the hours of 8:00 a.m. to 6 p.m., parking shall be limited to four hours at a rate of \$1 per hours.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

January 12, 2017

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentleman of the Council:

Enclosed herewith is a request to transfer Thirty-Five Thousand Dollars (\$35,000.00) from the "Police FT Salary" account (12101-5111) to the "Police Training & Education" Account (12102-5317)

This transfer is requested to cover costs to send officers to the Police Academy.

I recommend passage of this accompanying order.

Sincerely,

A handwritten signature in cursive script, reading "Kim Driscoll".

Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

Ordered:

January 12, 2017

That the sum of Thirty Thousand Dollars (\$35,000.00) is hereby transferred from the "Police FT Salary" account (12101-5111) to the "Police Training & Education" Account (12102-5317) in accordance with the recommendation of Her Honor the Mayor.



City of Salem, Massachusetts

Police Department Headquarters

CHIEF OF POLICE
MARY E. BUTLER

December 19, 2016

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

Re: Personnel to Expenses Transfer Request

Dear Mayor Driscoll:

As you know, the Salem Police Department continually works to ensure staffing levels that will keep our community and neighborhoods safe, and allow us to respond effectively to the city's public safety needs. With one new full-time officer hired this past summer, it has been my intention to send three (3) additional officers to the January 2017 Haverhill Police Academy, in addition to the two already budgeted in this year's Police Budget for a total of five (5) in order to maintain the personnel numbers.

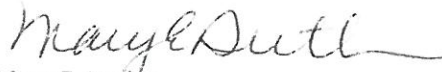
In addition, the Salem Police Department was awarded the federal COPS Hiring grant to add four more officers. This is contingent upon maintaining the number of officers detailed at the time of the grant submittal, which was ninety-four (94) sworn personnel. Therefore, in addition to sending five (5) to the January Police Academy, it was my intention to send an additional four (4) to the May Police Academy and begin the federally funded grant reimbursement process.

Based on my calculations, I believe we can send three (3) additional recruits in January without requesting any additional funding, as it can be covered from the salary savings of those officers who have left the employment of the Police Department. I also believe we may be in a position to fund the four (4) additional recruits without requesting additional funding; however, that will be an ongoing budget review to ensure this is accurate.

The one area that we cannot cover at this time, as it was not budgeted, is the costs associated with the Academy tuition, academy uniforms and gear, academic books, and ammunition costs associated with training at approximately \$5,000 per recruit. Therefore, it is my request to transfer \$35,000 from Personnel to Expenses to cover these costs. I am aware that this action requires your approval and that of the City Council.

Please let me know if there are any questions that I can answer. I can be available to meet on this matter at a time of your convenience.

Very truly,


Mary E. Butler
Chief of Police

Cc: Ms. Sarah Stanton, Finance Director

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

From: 210 Police Department
Department

Mayor Ruth
Department Head Authorizing Signature

1-10-2017
Date

Budget or R/Res

Transfers To: 12102-5317 Desc: Training & Educ. Budget Amt: \$51,400.00
(Org/Object) Balance: \$13,499.07

From: 12101-5111 Desc: Salary Budget Amt: \$6,418.843.00
Balance: \$3,052.566.78
(*Note - Please include letter to Mayor for Transfers from different Personnel & Non-personnel lines)

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

Free Cash or To: 12102-5317 Desc: Training & Educ. Budget Amt: \$51,400.00
Retained Earnings (W/S) (Org/Object) Balance: \$13,499.07
Please circle one

Amount Requested: \$ \$35,000.00

Reason (Be Specific) Additional funds needed to send officers to Police Academy

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

Finance Director

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



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

January 12, 2017

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentleman of the Council:

Enclosed herewith is a request to transfer Seven Thousand Five Hundred Dollars (\$7500.00) within the Capital Outlay Renovations & Repairs account (20003-584617).

This transfer is to be expanded for engineering study of the HVAC system in the Library.

I recommend passage of this accompanying order.

Sincerely,

A handwritten signature in cursive script, reading "Kim Driscoll".

Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

January 12, 2017

Ordered:

That the sum of Seven Thousand Five Hundred Dollars (\$7,500.00) is hereby appropriated within the "Capital Outlay Renovation and Repair" account (20003-584617) to be expended for *engineering study for the HVAC system in the Library* in accordance with the recommendation of Her Honor the Mayor.



SALEM PUBLIC LIBRARY

370 Essex Street
Salem, Massachusetts 01970

TARA MANSFIELD, *Acting Director*

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

December 19, 2016

Dear Mayor Driscoll,

I respectfully request approval of \$7,500 in capital expenditures for the proposed engineering services for the Salem Public Library's HVAC project by RDK. The Library's HVAC system has not been fully functional due to a leaking air conditioning unit over the Reference Room, and several other units needing repair. An engineering study is needed to investigate the full scope of the repairs and replacements necessary to get the HVAC system fully up and running.

The Library is heavily occupied during the summers, and the Reference Floor currently does not have any functional cooling systems in place. Traditionally, the Library has acted as a cooling area in the past, and we hope to continue to offer comfort to the public during hot days. I respectfully request the funding for the engineering services for the Library's HVAC system.

Thank you for your consideration in this matter.

Sincerely,

Tara Mansfield

CITY OF SALEM
Capital Outlay Expenditure Request Form

To: MAYOR

From Department: Library

Date: 12/15/16

Expense Line To : 20003-586017 - Equipment

Amount:

Description:

Expense Line To : 20003-584617 - Renovations & Repairs

Amount:

\$7,500

Description: Engineering services for the Salem Public Library HVAC project

For Finance Dept and Mayor's Use Only:

☐

City Council Approval

Recommendation:

☐

Approved

☐

Denied


Finance Director

Processed: Date: _____ By: _____

CO # _____ JE# _____ Trans # _____



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

January 12, 2017

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request for an appropriation of Ten Thousand Nine Hundred and Three Dollars and Nine Cents (\$10,903.09) from the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to fund the retirement buyback costs to be expended for the employees listed below.

| NAME | DEPARTMENT | AMOUNT |
|------------------|------------|--------------------|
| Alison Thibodeau | Electrical | \$6,802.56 |
| Ronald Malioneck | DPS | \$4,100.53 |
| | Total: | <u>\$10,903.09</u> |

I recommend passage of the accompanying Order.

Very truly yours,

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

Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

Ordered:

January 12, 2017

That the sum of Ten Thousand Nine Hundred and Three Dollars and Nine Cents (\$10,903.09) 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 |
|------------------|------------|------------------|
| Alison Thibodeau | Electrical | 6,802.56 |
| Ronald Malionek | DPS | 4,100.53 |
| | | <hr/> |
| | | 10,903.09 |



KIMBERLEY DRISCOLL
MAYOR

LISA B. CAMMARATA
DIRECTOR OF HUMAN RESOURCES

CITY OF SALEM, MASSACHUSETTS

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

MEMORANDUM

TO: Sarah Stanton, Director of Finance
DATE: January 5, 2017
RE: Retirement Stabilization Fund

Attached is a PAF for a former employee of the Electrical Department.

The former employee is contractually entitled to the following amounts in sick leave and vacation buy-back.

Alison Thibodeau

21.9980 vacation hours @ \$26.2903 per hour \$578.33

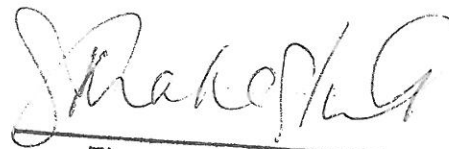
236.7500 sick hours @ \$26.2903 per hour \$6,224.23

Total: \$6,802.56

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

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

LBC


Finance Director

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

From: Department Electrical Date 1/4/17

Authorized Signature: John J. Stinski
Department Head/City or Business Manager/School

NAME: Alison Thibodeau

CALCULATION

VACATION ^{hours} DAYS # 21.9980 @ \$ 26.2403 = \$ 578.33

SICK ^{hours} DAYS # 236.7500 @ \$ 26.2403 = \$ 6,224.23

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

OTHER # _____ @ \$ _____ = \$ _____

Total Amount Due: \$ 6802.56

Please attach corresponding PAF or other backup to this sheet.

Reason: Retired - 12/30/14

For Human Resources's Use Only:

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

Org and Object: 83113 - 5146

Recommendation:

☒ Approved

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



KIMBERLEY DRISCOLL
MAYOR

LISA B. CAMMARATA
DIRECTOR OF HUMAN RESOURCES

CITY OF SALEM, MASSACHUSETTS

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

MEMORANDUM

TO: Sarah Stanton, Director of Finance
DATE: January 5, 2017
RE: Retirement Stabilization Fund

Attached is a PAF for a former employee of the Department of Public Services.

The former employee is contractually entitled to the following amount of vacation buy-back.

Ronald Malionek

| | |
|--|------------|
| 108.6665 vacation hours @ \$37.73 per hour | \$4,100.53 |
|--|------------|

Total: \$4,100.53

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

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

LBC


Finance Director

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

From: Department DPW

Date 1/4/17

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

NAME: Ronald Matronek

CALCULATION

VACATION ^{hours} DAYS # 108.6665 @ \$ 37.73 = \$ 4,100.53

SICK DAYS # _____ @ \$ _____ = \$ _____

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

OTHER # _____ @ \$ _____ = \$ _____

Total Amount Due: \$ 4,100.53

Please attach corresponding PAF or other backup to this sheet.

Reason: Retired - 12/30/16

For Human Resources's Use Only:

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

Org and Object: 83113 - 5146

Recommendation:

☒ Approved

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



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

January 12, 2017

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentleman of the Council:

Enclosed herewith is a request to transfer One Thousand Four Hundred Seventy-Seven Dollars and Eighty-Two cents. (\$1,477.82) of outstanding Fiscal Year 2016 Police Department invoices allowed to be paid from the Fiscal Year 2017 Police budget.

| Department | Vendor | Amount |
|------------|----------------------------|----------|
| Police | North Shore Medical Center | \$650.00 |
| Police | North Shore Medical Center | \$827.82 |

Total: \$1,477.82

I recommend passage of this accompanying order.

Sincerely,

A handwritten signature in black ink, appearing to read "Kim Driscoll", is written over a horizontal line.

Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

January 12, 2017

Ordered:

Per MGL Chapter 44 Section 64 which allows for a municipality to pay for prior fiscal year invoices using current fiscal year appropriations by two-thirds vote of the City Council we request the sum of One Thousand Four Hundred and Seventy-Seven Dollars and Eighty-Two Cents (\$1,477.82) of outstanding Fiscal Year 2016 Police Department invoices are hereby allowed to be paid from the Fiscal Year 2017 Police budget as listed below in accordance with the recommendation of Her Honor the Mayor.

| Department | Vendor | Amount | |
|--------------|----------------------------|-----------|-----------------|
| Police | North Shore Medical Center | \$ | 650.00 |
| Police | North Shore Medical Center | \$ | 827.82 |
| Total | | \$ | 1,477.82 |



City of Salem, Massachusetts

Police Department Headquarters

CHIEF OF POLICE
MARY E. BUTLER

January 5, 2017

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

Dear Mayor Driscoll:

I am writing to request paying unanticipated medical expenses from Fiscal Year 2016 out of the 2017 Medical Line Item Budget. We would like to request authorization to pay medical bills in the amount of \$650.00 and \$827.82 for expenses incurred last fiscal year. I have attached copies of the invoices for your review.

If you need any other information, please feel free to contact our office.

Thank you.

Sincerely,

Mary E. Butler
Chief of Police

MEB:jc
Enclosure