



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

January 14, 2021

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint, subject to City Council confirmation, Kurt Ankney-Beauchamp of 19 Harbor Street #5 to the Public Art Commission for a term of 2 years to expire 1/11/2023.

I recommend confirmation of this reappointment and ask that you join me in thanking Mr. Ankney-Beauchamp for their continued dedicated service and commitment to our community.

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

January 14, 2021

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint, subject to City Council confirmation, John Boris of 5 Bedford Street to the Affordable Housing Trust Fund Board for a term of 2 years to expire January 14, 2023.

I recommend confirmation of his reappointment to the Board and ask that you join me in thanking Mr. Boris for his continued dedicated service and commitment to our community.

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

January 14, 2021

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint, subject to City Council confirmation, Patricia Small of 18 Dalton Parkway to the Council on Aging Board for a term of 3 years to expire January 14, 2024.

I recommend confirmation of her reappointment to the Board and ask that you join me in thanking Ms. Small for her continued dedicated service and commitment to our community.

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

January 14, 2021

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

I re-appoint Antonio L. Vieira of 58 Washington Street (2R) Peabody, MA 01960 to serve as a Constable in the City of Salem for a term to expire November 30, 2023.

Very truly yours,

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

Kimberley Driscoll
Mayor

Issued through

A. A. DORITY COMPANY, INC.
BOSTON

CONSTABLE BOND

KNOW ALL MEN BY THESE PRESENTS: That we, Antonio Vieira
of 58 Washington St; Unit 2R, Peabody, MA 01960, as **Principal**,

and NGM Insurance Company, a corporation under the laws of the State of Florida, and having a usual place of
business in Boston, in the county of Suffolk and Commonwealth of Massachusetts, as **Surety**,

are held and stand firmly bound and obliged unto the City of Salem, MA, Massachusetts, as **Obligee**, in the full and
just sum of Five Thousand dollars (\$5,000.00) lawful money of the United States of America, well and truly to be
paid, and for the payment of which we jointly and severally bind ourselves, our
heirs, executors, administrators, successors & assigns, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS THAT:

WHEREAS, the said **Antonio Vieira** has been duly appointed and confirmed a Constable of the
City of Salem, MA, Massachusetts for a period of three years, beginning
November 30, 2020 and has accepted said appointment,

NOW THEREFORE, if the said **Antonio Vieira**, shall well and faithfully perform all the duties of Constable, then this
obligation shall be null and void, otherwise to be and remain in full force and effect.

SIGNED, SEALED AND DATED November 30th, 2020.

Principal:


Antonio Vieira

Surety:

NGM Insurance Company

Bond No. 566167

By:  
Katie E. Connor Attorney-in-Fact

Agent A.A. DORITY Company, Inc.
262 Washington Street, Suite 99
Boston, MA 02108
(617) 523-2935



NGM INSURANCE COMPANY
A member of The Main Street America Group

POWER OF ATTORNEY

06-03082542

KNOW ALL MEN BY THESE PRESENTS: That NGM Insurance Company, a Florida corporation having its principal office in the City of Jacksonville, State of Florida, pursuant to Article IV, Section 2 of the By-Laws of said Company, to wit:

"Article IV, Section 2. The board of directors, the president, any vice president, secretary, or the treasurer shall have the power and authority to appoint attorneys-in-fact and to authorize them to execute on behalf of the company and affix the seal of the company thereto, bonds, recognizances, contracts of indemnity or writings obligatory in the nature of a bond, recognizance or conditional undertaking and to remove any such attorneys-in-fact at any time and revoke the power and authority given to them."

does hereby make, constitute and appoint **Philip B Crawford, Richard W Crawford, James M Crawford, Katie E Connor, Jeffrey W Crawford** -----

its true and lawful Attorneys-in-fact, to make, execute, seal and deliver for and on its behalf, and as its act and deed, bonds, undertakings, recognizances, contracts of indemnity, or other writings obligatory in nature of a bond subject to the following limitation:

1. No one bond to exceed Five Million Dollars (\$5,000,000.00)

and to bind NGM Insurance Company thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of NGM Insurance Company; the acts of said Attorney are hereby ratified and confirmed.

This power of attorney is signed and sealed by facsimile under and by the authority of the following resolution adopted by the Directors of NGM Insurance Company at a meeting duly called and held on the 2nd day of December 1977.

Voted: That the signature of any officer authorized by the By-Laws and the company seal may be affixed by facsimile to any power of attorney or special power of attorney or certification of either given for the execution of any bond, undertaking, recognizance or other written obligation in the nature thereof; such signature and seal, when so used being hereby adopted by the company as the original signature of such office and the original seal of the company, to be valid and binding upon the company with the same force and effect as though manually affixed.

IN WITNESS WHEREOF, NGM Insurance Company has caused these presents to be signed by its Vice President, General Counsel and Secretary and its corporate seal to be hereto affixed this 7th day of January, 2020.

NGM INSURANCE COMPANY By:

Kimberly K. Law

Kimberly K. Law
Vice President, General
Counsel and Secretary



State of Florida,
County of Duval.

On this 7th day of January, 2020, before the subscriber a Notary Public of State of Florida in and for the County of Duval duly commissioned and qualified, came Kimberly K. Law of NGM Insurance Company, to me personally known to be the officer described herein, and who executed the preceding instrument, and she acknowledged the execution of same, and being by me fully sworn, deposed and said that she is an officer of said Company, aforesaid: that the seal affixed to the preceding instrument is the corporate seal of said Company, and the said corporate seal and her signature as officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Company; that Article IV, Section 2 of the By-Laws of said Company is now in force.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at Jacksonville, Florida this 7th day of January, 2020.

Loe K Pentz



I, Nancy Giordano-Ramos, Vice President of NGM Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney executed by said Company which is still in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Company at Jacksonville, Florida this

30th day of November, 2020.

Nancy Giordano-Ramos

WARNING: Any unauthorized reproduction or alteration of this document is prohibited.

TO CONFIRM VALIDITY of the attached bond please call 1-800-225-5646.

TO SUBMIT A CLAIM: Send all correspondence to 55 West Street, Keene, NH 03431 Attn: Bond Claims.





CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

January 14, 2021

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

I re-appoint Donald R. Famico of 74 Proctor Street, Salem, MA 01970 to serve as a Constable in the City of Salem for a term to expire January 1, 2024.

Very truly yours,

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

Kimberley Driscoll
Mayor

CONSTABLE BOND

Bond No.: S-890979

KNOW ALL MEN BY THESE PRESENTS, That we,

Donald R Famico

of 74 Proctor Street

Salem

MA 01970

as Principal and

NGM Insurance Company

of 4601 Touchton Rd East Ste 3400

Jacksonville, FL 32245-6000

as Surety are held bound unto the

City of Salem

in the full and just sum of

Five Thousand and 00/100 Dollars

(\$5,000)

to the payment of which sum well and truly to be made we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

Whereas, the above bounded Principal has been appointed as Constable for
City of Salem

NOW, THEREFORE, if the said Principal shall faithfully perform all duties of his said office in the service of all Civil Processes which may be committed to him during the term of which he has been Elected or Appointed, then this obligation shall be null and void; otherwise to remain in full force and effect.

This bond shall be effective on 1/1/2021 and expire on 1/1/2024.

SIGNED, sealed and dated December 14, 2020.

Donald R Famico

Principal

By: 

Donald R Famico

NGM Insurance Company

Surety

BY: 

D O Smith

Attorney-in-Fact





NGM INSURANCE COMPANY
A member of The Main Street America Group

POWER OF ATTORNEY

S-890979

KNOW ALL MEN BY THESE PRESENTS: That NGM Insurance Company, a Florida corporation having its principal office in the City of Jacksonville, State of Florida, pursuant to Article IV, Section 2 of the By-Laws of said Company, to wit:

"SECTION 2. The board of directors, the president, any vice president, secretary, or the treasurer shall have the power and authority to appoint attorneys-in-fact and to authorize them to execute on behalf of the company and affix the seal of the company thereto, bonds, recognizances, contracts of indemnity or writings obligatory in the nature of a bond, recognizance or conditional undertaking and to remove any such attorneys-in-fact at any time and revoke the power and authority given to them."

does hereby make, constitute and appoint D O Smith its true and lawful Attorney-in-fact, to make, execute, seal and deliver for and on its behalf, and as its act and deed bond number S-890979 dated January 1, 2021, on behalf of **** Donald R Famico **** in favor of City of Salem for Five Thousand and 00/100 Dollars (\$ 5,000) and to bind NGM Insurance Company thereby as fully and to the same extent as if such instrument was signed by the duly authorized officers of NGM Insurance Company; this act of said Attorney is hereby ratified and confirmed.

This power of attorney is signed and sealed by facsimile under and by the authority of the following resolution adopted by the Directors of NGM Insurance Company at a meeting duly called and held on the 2nd day of December 1977.

Voted: That the signature of any officer authorized by the By-Laws and the company seal may be affixed by facsimile to any power of attorney or special power of attorney or certification of either given for the execution of any bond, undertaking, recognizance or other written obligation in the nature thereof; such signature and seal, when so used being hereby adopted by the company as the original signature of such officer and the original seal of the company, to be valid and binding upon the company with the same force and effect as though manually affixed.

IN WITNESS WHEREOF, NGM Insurance Company has caused these presents to be signed by its Vice President, General Counsel and Secretary and its corporate seal to be hereto affixed this 7th day of January, 2020.

NGM INSURANCE COMPANY By: *Kimberly K. Law*



Kimberly K. Law
Vice President, General Counsel and Secretary

State of Florida,
County of Duval

On this 7th day of January, 2020, before the subscriber a Notary Public of State of Florida in and for the County of Duval duly commissioned and qualified, came Kimberly K. Law of NGM Insurance Company, to me personally known to be the officer described herein, and who executed the preceding instrument, and she acknowledged the execution of same, and being by me fully sworn, deposed and said that she is an officer of said Company, aforesaid: that the seal affixed to the preceding instrument is the corporate seal of said Company, and the said corporate seal and her signature as officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Company; that Article IV, Section 2 of the By-Laws of said Company is now in force.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed by official seal at Jacksonville, Florida this 7th day of January, 2020.

Lee K. Penite



I, Nancy Giordano-Ramos, Vice President of NGM Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney executed by said Company which is still in force and effect. IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Company at Jacksonville, Florida this 14th day of December, 2020.

Nancy Giordano-Ramos



WARNING: Any unauthorized reproduction or alteration of this document is prohibited.

TO CONFIRM VALIDITY of the attached bond please call 1-800-225-5646.

TO SUBMIT A CLAIM: Send all correspondence to 55 West Street, Keene, NH 03431 Attn: Bond Claims.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

January 14, 2021

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Enclosed herewith is a request to accept a donation from Tropical Products of grocery store gift cards for needs residents in the amount of \$1,425.00. These cards were provided to the Salem Police Department to distribute to individuals and families in need of groceries and household items.

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 to support Salem residents in need.

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem



City of Salem, Massachusetts

Police Department Headquarters

95 Margin Street

Salem, Massachusetts 01970

(978) 744-2204

ACTING CHIEF OF POLICE

DENNIS KING

04 January 2021

Honorable Salem City Council Members,

The management of Tropical Products (220 Highland Avenue, Salem) realize that Salem Police Department officers routinely interact with individuals and families in Salem who are having difficulty putting food on their tables. To help sustain those individuals and families during the winter months, Tropical Products graciously donated fifty-eight (58) Market Basket gift cards (face value of \$1,425.00) to the Salem Police Department for distribution to those in need. Tropical Products requested no recognition for this very generous donation, rather, they requested that the Department be the "face" of this goodwill gesture.

I accepted the donation of the gift cards from Tropical Products and, through coordination with the staff, have identified individuals and families in Salem who are in need of assistance. Salem Police Officers have begun the distribution of the gift cards and I have ensured that we have internal auditing mechanisms in place to account for the distribution of all cards. A copy of the letter to Tropical Products acknowledging receipt of the gift cards is attached.

Given the face value of the cards (\$1,425.00), I wanted to ensure the Council is aware of this very generous donation from Tropical Products and to seek your retroactive approval for their distribution by our officers. At the advice of the City Solicitor, we started distributing the gift cards to individuals and families immediately upon receipt.

Sincerely,

A handwritten signature of Dennis King, followed by the acronym "A.C.O.P." in a stylized, handwritten font.

Dennis King
Acting Chief of Police

Encl



City of Salem, Massachusetts
Police Department Headquarters

95 Margin Street

Salem, Massachusetts 01970

(978) 744-2204

ACTING CHIEF OF POLICE

DENNIS KING

31 December 2020

Ms. Renee Dionne
Tropical Products, Incorporated
220 Highland Avenue
Salem, Massachusetts 01970

RE: Receipt of Donation (Market Basket Gift Cards)

Dear Renee;

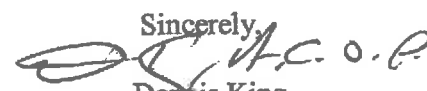
This letter is to acknowledge receipt of the following Market Basket gift cards, given as a donation by Tropical Products Incorporated:

Quantity	Denomination	Value
53	\$25.00	\$1,325.00
5	\$20.00	\$ 100.00
Total: 58		\$1,425.00

In accordance with our established protocols, the gift cards will be provided by Salem Police Department officers to individuals and families in Salem who are known to be in need. Officers will submit a request for a gift card to the chief of police, identifying the recipient individual or family and their particular needs and circumstances. The chief will review each request and, upon approval, will issue the requesting officer with a specified amount of gift cards for presentation. The chief will maintain a log to track the distribution of all donated gift cards.

As you are aware, our officers routinely interact with individuals and families who are in dire need of assistance in buying food and the necessities of life. Your very generous donation of Market Basket gift cards will go a long way in meeting those needs.

On behalf of all of us here at the Salem Police Department and the individuals who will be benefiting from your generosity, thank you very, very, much. We wish you and the entire staff of Tropical Products all the best for 2021.

Sincerely,

Dennis King
Acting Chief of Police



CITY OF SALEM

In City Council, January 14, 2021

Ordered:

To accept a donation of grocery store gift cards from Tropical Products equal to a value of One Thousand Four Hundred Twenty-Five Dollars (\$1,425.00) to assist Salem residents in need. These gift cards will be distributed by the Salem Police Department in accordance with the recommendation of Her Honor the Mayor.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

January 14, 2021

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Enclosed herewith is a request to accept a donation from Cummings Properties in the amount of \$1,000.00 to be deposited in the Fire Department Donation Fund (24131-4830). This donation will support the purchase of rescue tools and equipment for the department.

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 to support our Fire Department and in expressing our gratitude to Cummings Properties for their generosity.

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,

Ordered:

January 14, 2021

To accept the donation from Cummings Properties in the amount of One Thousand Dollars (\$1,000.00) to the Salem Fire Department. These funds will be deposited into the Fire Donation Fund 24131-4830 in accordance with the recommendation of Her Honor the Mayor.



CITY OF SALEM, MASSACHUSETTS

FIRE DEPARTMENT

48 LAFAYETTE STREET
SALEM, MASSACHUSETTS 01970-3695
PHONE 978-744-1235 FAX 978-745-4646

JOHN G. GIUNTA
CHIEF

978-744-6990

JGGIUNTA@SALEM.COM

FIRE PREVENTION
BUREAU
978-745-7777

December 16, 2020

Mayor Kimberley Driscoll
93 Washington Street
Salem, MA 01970

Honorable Mayor Kimberley Driscoll,

I am requesting acceptance of the generous donation from Cummings Properties, in honor of Peter DeOrio, to the Salem Fire Department. This donation of \$1,000 through the Cummings Community of Giving will allow us to purchase necessary rescue tools and equipment to enhance the capabilities of the fire department. We are very grateful to Cummings Properties for this donation as this department is always looking to upgrade and update our equipment for safety and security of our members and the City.

Respectfully submitted,

John G Giunta

Chief of Department



November 23, 2020

Salem Fire Department
48 Lafayette Street
Salem, MA 01970

Congratulations! Cummings Properties is delighted to present **Salem Fire Department** with a \$1,000 donation to be used for the area of greatest need.

This gift is in honor of, and is being made at the recommendation of:
Peter DeOrio, 94 Paradise Road, Swampscott, MA 01907-1957

Through Cummings Community Giving, our firm seeks to recognize and support the communities where colleagues in its real estate division and its affiliated New Horizons retirement communities (Marlborough and Woburn) live. Along with this gift, please accept our heartfelt appreciation for your valuable work, as well as our very best wishes for your organization's continued success.

Please contact Communications Admin Cindy Carey at 781-569-2335 or cxc@cummings.com with questions. More information about Cummings Community Giving is available at www.cummings.com/charity.

Sincerely,

CUMMINGS PROPERTIES, LLC

A handwritten signature in black ink that reads 'Dennis Clarke'.

Dennis A. Clarke
Chairman and CEO



Share the good news! Draw attention to your cause by snapping a photo with the mini-poster on the back of this letter and posting it on social media, using **#CummingsCG**.

PS. To save your time and funding, please do not add our organization to any mailing lists. Although we are interested in the good work so many local nonprofits are doing, we are unable to read the vast amount of correspondence we receive. Thank you.

Cummings Buildings Power Charities

≡ Cummings Properties 200 West Cummings Park, Woburn, MA 01801 | 781-935-8000



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

January 14, 2021

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Enclosed herewith is a request for an appropriation of \$16,768.00 from the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to be expended for the FY2021 contractual buyback specified below.

Name	Department	Amount
Susan Redfield	School	\$16,768.00

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,

Ordered:

January 14, 2021

That the sum of Sixteen Thousand Seven Hundred and Sixty Eight Dollars (\$16,768.00) be approved within the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to be expended for the FY 2021 contractual buyback(s) listed below in accordance with the recommendation of Her Honor the Mayor.

Name	Department	Amount
Susan Redfield	School	16,768.00
		\$ 16,768.00



CITY OF SALEM MASSACHUSETTS

KIMBERLEY L. DRISCOLL
MAYOR

LISA B. CAMMARATA
DIRECTOR OF HUMAN
RESOURCES

HUMAN RESOURCES
98 WASHINGTON STREET, 3RD FLOOR
SALEM, MASSACHUSETTS 01970
TEL. 978-619-5630
FAX 978-745-7298

MEMORANDUM

TO: Laurie Giardella, Director of Finance
DATE: December 21, 2020
RE: Retirement Stabilization Fund

Attached you will find a retirement buy back for a former employee of the Salem School Department.

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

Susan Redfield

40 sick days @ \$419.20 per day	\$16,768.00
Total:	\$16,768.00


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

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

From: Department School Date 12/15/2020

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

NAME: Susan Redfield

CALCULATION

VACATION DAYS # _____ @ \$ _____ = \$ _____

SICK DAYS # 40 @ \$ 419.20 = \$ 16,768.

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

OTHER # _____ @ \$ _____ = \$ _____

Total Amount Due: \$ 16,768

Please attach corresponding PAF or other backup to this sheet.

Reason: Retirement - 11/30/2020

For Human Resources's Use Only:

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

Org and Object: 83113 - 5146

Recommendation:

☒ Approved


H R Director/City or Superintendent/Schools



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

January 14, 2021

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Enclosed herewith is a request for an appropriation of \$34,058.58 from the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to be expended for the FY2021 contractual buyback specified below.

Name	Department	Amount
Jane Harrington	School	\$34,058.58

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,

Ordered:

January 14, 2021

That the sum of Thirty Four Thousand Fifty Eight Dollars and Fifty Eight Cents (\$34,058.58) be approved within the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to be expended for the FY 2021 contractual buyback(s) listed below in accordance with the recommendation of Her Honor the Mayor.

Name	Department	Amount
Jane Harrington	School	34,058.58
		\$ 34,058.58



CITY OF SALEM MASSACHUSETTS

KIMBERLEY L. DRISCOLL
MAYOR

LISA B. CAMMARATA
DIRECTOR OF HUMAN
RESOURCES

HUMAN RESOURCES
98 WASHINGTON STREET, 3RD FLOOR
SALEM, MASSACHUSETTS 01970
TEL. 978-619-5630
FAX 978-745-7298

MEMORANDUM

TO: Laurie Giardella, Director of Finance
DATE: December 21, 2020
RE: Retirement Stabilization Fund

Attached you will find a retirement buy back for a former employee of the Salem School Department.

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

Jane Harrington

78.75 vacation days @ \$432.49 per day \$34,058.58

Total: \$34,058.58

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

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

From: Department School

Date 12/15/2020

Authorized Signature: _____

Department Head/City or Business Manager/School

NAME: _____

Jane Harrington

CALCULATION

VACATION DAYS # _____ @ \$ _____ = \$ _____

SICK DAYS # 78 3/4 @ \$ 432.49 = \$ 34,058.58 ✓

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

OTHER # _____ @ \$ _____ = \$ _____

Total Amount Due: \$ 34,058.58

Please attach corresponding PAF or other backup to this sheet.

Reason: _____

Retirement - 12/4/2020

For Human Resources's Use Only:

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

Org and Object: _____

83/13 - 5/46

Recommendation: _____

☒ Approved

H R Director/City or Superintendent/Schools



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

January 14, 2021

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Enclosed herewith is a request to appropriate \$4,950.00 from our capital outlay account (20002114-5846CB) to carry out a necessary repair of the Salem Public Library's fire alarm system. I recommend adoption of the enclosed Order.

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,

Ordered:

January 14, 2021

That the sum of Four Thousand, Nine Hundred and Fifty Dollars (\$4,950.00) is hereby appropriated within the "Capital Outlay" account (20002114-5846CB) to be expended for emergency repair of the Library's fire alarm system by the Library Department in accordance with the recommendation of Her Honor the Mayor.



SALEM PUBLIC LIBRARY

370 Essex Street
Salem, Massachusetts 01970

TARA MANSFIELD, *Director*

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

December 21, 2020

Dear Mayor Driscoll,

I respectfully request \$4,950 in short term capital funds for emergency repairs to the Salem Public Library's fire alarm system. The system has had trouble alarms signaling in different areas of the Library over the past year. Our electrician has replaced smoke detectors in different areas which quiets the system temporarily, but then the trouble alarms start again. In December, the trouble alarms escalated to full fire alarms, causing the Fire Department to respond multiple times. We consulted with two different electricians and both recommended replacing all of the original smoke detectors with new smoke detectors and believe this will stop the trouble and false alarms.

AllPro Electric has submitted a proposal to replace seventy of the existing old smoke detectors totaling \$4,950. The Library's building maintenance budget does not have adequate funds to complete this repair. I respectfully request \$4,950 in short term capital funding to complete this important repair.

Thank you for your consideration in this matter.

Sincerely,

Tara Mansfield

ALL-PRO ELECTRIC

640 Boxford Road
Haverhill, MA 01835
(978) 469-0100
info@allproelectric.com



December 21, 2020

Salem Public Library
370 Essex St
Salem, MA 01970
Tel: 978-744-0860
Attn: Tara Mansfield tmansfield@salem.com

Salem Public Library
370 Essex St
Salem, MA 01970
Tel: 978-744-0860

Proposal

We hereby submit this Proposal to complete the Fire Alarm repairs according to the following.

Including:

1. Replace 70 zone type smoke photo-electric smoke detectors.
2. Test all zones.
3. Furnish test reports.
4. Fire alarm permit
5. All work completed during normal business hours.

Not Including:

Testing with SFD if required.

TOTAL AMOUNT OF PROPOSAL-----\$ 4950.00

Payment is to be negotiated upon acceptance of proposal.

Owners acknowledge they have read all provisions of the proposal and understand the same.
ACCEPTANCE:

In Witness Whereof, the parties have hereunto caused this Proposal to be executed, with (2) counterparts, on this _____ Day of _____, 2020.

BY: _____

BY: Tom Tosto
Tom Tosto, Tomt@AllProElectric.com

CITY OF SALEM
ST Capital Outlay Expenditure Request Form – FY 2021

From Department: Library Date: 12/21/2020

Department Head Name: Tara Mansfield

Authorization Signature: [Signature]

Amount:

\$4950.00

Description:

Emergency repairs to fire alarm system.

For Finance Department Use Only:

☐

City Council Approval Needed (Y/N)

CIP Balance: \$ _____

Recommendation:

☐

Approved

☐

Denied

Finance Director

Processed: Date: _____ By: _____

CO # _____ JE# _____ Trans # _____

Org: _____ Obj: _____



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

January 14, 2021

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Enclosed herewith is a request to transfer \$20,000.00 from free cash (1-3245) to the Health Department Contracted Services account (15102-5320) for labor and equipment rental costs necessary to maintain the Mack Park Food Farm. I recommend adoption of the enclosed Order.

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS
BOARD OF HEALTH

98 WASHINGTON STREET, 3RD FLOOR
SALEM, MA 01970
TEL. (978) 741-1800
health@salem.com



Public Health
Prevent. Promote. Protect.

KIMBERLEY DRISCOLL
MAYOR

DAVID GREENBAUM, RS
HEALTH AGENT

January 6, 2021

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

Dear Mayor Driscoll,

The Health Department would like to request funding in the amount of \$20,000 for the Mack Park Food Farm project. This funding will be used to pay the labor and equipment rental costs for FY21 which includes the cost of farming services, maintenance and spring planting. This payment will cover the first year of the three-year contract with HomeGrown: Urban Abundance Gardening and Maitland Mountain Farm.

Thank you for your consideration of this request.

Sincerely,

David Greenbaum, RS
Health Agent

Kerry Murphy, RDN
Health & Wellness Coordinator



CITY OF SALEM

In City Council,

Ordered:

January 14, 2021

That the sum of Twenty Thousand Dollars (\$20,000.00) is hereby appropriated from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the "Health Department Contracted Services" account (15102-5320) to fund labor and equipment rental costs for the Mack Park Food Farm in accordance with the recommendation of Her Honor the Mayor.

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

From: Health [Signature] 1/6/2021
Department Department Head Authorizing Signature Date

Budget or R/Res Budget Amt: _____
Transfers To: _____ Desc: _____ Balance: _____
(Org/Object)
 From: _____ Desc: _____ Balance: _____
(*Note - Please include letter to Mayor for Transfers from different Personnel & Non-personnel lines)
 Current Balance in Receipts Reserved Fund Above (if applicable) - \$ _____ Date: _____

Free Cash or To: 200020/2-584680 Desc: Mark Park Budget Amt: _____
Retained Earnings (W/S) (Org/Object) Balance: 200.00
Raise & Appropriate Food Farm
 Please circle one

Amount Requested: \$ 20,000
Reason (Be Specific) \$10,000 will be used to pay contractors for fall 2020 labor closing of farm, the remaining \$10,000 will pay contractors for 2021 spring planting labor & maintenance.

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

Office of the Mayor

January 14, 2021

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Enclosed herewith is a request to transfer \$7,000.00 from free cash (1-3245) to the COA Vehicle Parts and Accessories account (15412-5483) to conduct state inspections and ongoing maintenance and repairs to COA vehicles. I recommend adoption of the enclosed Order.

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

JEAN A. LEVESQUE COMMUNITY LIFE CENTER

401 Bridge Street, Salem MA 01970

Tel. (978) 744-0180/(978) 744-0924

Fax (978) 219-1665

Kimberley Driscoll
MAYOR

Trish O'Brien
Superintendent

Dear Mayor Driscoll

I'd like to update you on the status of the transportation line item for COA (Org & Obj) 15412-5483 for van parts and repairs. Steve Tassinari had informed us last year that we were going to need to fortify our budget as he was retiring and the COA would need to outsource maintenance and repair on the vans due to his absence.

We did ask for \$14,000 for FY'21 and it looked like we were slated to receive it. However, when COVID-19 arrived in the US and we were shut down, Steve emailed to let us know that DPW would be unable to assist the COA with any work that needed to be done on the vans. Following that, the city anticipated a \$8.5M deficit at which time our budget understandably did not change. DPW is currently seeking to hire this position and once fully staffed, I hope that COA van work can once again take place. In the meantime, we are outsourcing maintenance and repairs and it is working well.

Due to pre-inspections for the vans and repairs and maintenance that has been needed thus far, we have used up most of our budget line. Currently less than halfway through the budget cycle, we have \$34.80 remaining on the line item.

I am requesting \$7,000 to replenish the account so that we can continue to complete state inspections, and in order to have funds available for future maintenance and repairs as needed between now and the end of June.

Thank you for your consideration and support.

Trish O'Brien

Trish O'Brien
Superintendent
Jean A. Levesque Community Life Center



CITY OF SALEM

In City Council,

Ordered:

January 14, 2021

That the sum of Seven Thousand Dollars (\$7,000.00) is hereby appropriated from the "Fund Balance Reserved for Appropriation - Free Cash" account (1-3245) to the "COA Vehicle Prts & Acces" account (15412-5483) for state inspections and maintenance and repairs in accordance with the recommendation of Her Honor the Mayor.

CITY OF SALEM – Finance Department

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

From: Council on Aging Department Pat L. Orr Department Head Authorizing Signature 1/6/2021 Date

Budget or R/Res Budget Amt: _____
Transfers To: _____ Desc: _____ Balance: _____
 (Org/Object)
 Budget Amt: _____
 From: _____ Desc: _____ Balance: _____
 (*Note - Please include letter to Mayor for Transfers from different Personnel & Non-personnel lines)
 Current Balance in Receipts Reserved Fund Above (if applicable) - \$ _____ Date: _____

Free Cash or To: 15412-5483 Desc: CDA Vehicle Budget Amt: \$7,000.-
Retained Earnings (W/S) (Org/Object) Parts & Acces Balance: -0-
Raise & Appropriate
 Please circle one

Amount Requested: \$ 7,000.-

Reason (Be Specific) Repair and maintenance costs have increased due to an aging fleet. In addition, in-house repairs through DPW have been suspended due to Covid-19 increasing repair cost using outside vendor.

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 #:** _____