



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

January 28, 2021

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

For housekeeping purposes I re-appoint Mark J. Snider of 103 Boardman Avenue, Melrose MA 02176 to serve as a Constable in the City of Salem for a term to expire December 2, 2022.

Very truly yours,

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

Kimberley Driscoll
Mayor



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

January 28, 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 the following donation from Footprint Power in the amount of Fifteen Thousand Dollars (\$15,000.00) to upgrade the Fire department software. These funds will be deposited into the City's Fire Department's Donations Fund 24131-4830.

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 these funds to be used towards the Fire Department donation.

Very truly yours,

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

Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

Ordered:

January 28, 2021

To accept the donation from Footprint Power in the amount of Fifteen Thousand Dollars (\$15,000.00) to upgrade the fire department software. These funds will be deposited into the City's Fire Department's Donations 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

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

January 21, 2021

Honorable Mayor Kimberley Driscoll,

I am requesting acceptance of the generous donation of \$15,000 to the Salem Fire Department from Footprint Power to upgrade our fire department software. We have an agreement with Footprint to conduct (4) drills each year for our confined space rescue team and we fell short due to COVID-19, and a nor'easter on our last scheduled drill. This freed up some funding. We are very grateful to Footprint for this donation as this software update is a vital part of providing our first responders with advanced knowledge of every property on every response. This software will be linked to the iPads that we have on every responding vehicle and can describe the building, including its construction and its layout along with other descriptions worth noting, including any hazardous content.

Respectfully submitted,

John G Giunta

Chief of Department



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

January 28, 2021

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request for an appropriation of Four thousand One Hundred Forty-Five Dollars and Eight Cents (\$4145.08) appropriated within the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146).

This transfer is necessary to fund the retirement buyback for Parking Garage employee.

Name	Department	Amount
Robert O'Keefe	Parking Garage	\$4,145.08
	TOTAL:	\$4,145.08

I recommend passage of the accompanying Order.

Very truly yours,

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

Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

Ordered:

January 28, 2021

That the sum of Four Thousand One Hundred Forty Five Dollars and Eight Cents (\$4,145.08) 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
Robert O'Keefe	Parking Garage	4,145.08
		\$ 4,145.08



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: January 7, 2021
RE: Retirement Stabilization Fund

Attached you will find a retirement buy back for a former employee of the Parking Garage.

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


Robert O'Keefe

163.9998 vacation hours @ \$25.27 per hour	\$4,145.08
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Total:	\$4,145.08
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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 Parking Garage Date 12/3/2020

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

NAME: Robert O'Keefe

CALCULATION

VACATION HOURS # 163.9998 @ \$ 25.27 = \$ 4,145.08

SICK HOURS # _____ @ \$ _____ = \$ _____

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

OTHER # _____ @ \$ _____ = \$ _____

Total Amount Due: \$ 4,145.08

Please attach corresponding PAF or other backup to this sheet.

Reason: Retirement - 12/25/2020

For Human Resources's Use Only:

- ☒ VACATION HOURS
☐ SICK HOURS
☐ 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

Office of the Mayor

January 28, 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.

We had previously submitted and then withdrew this same request for your first January meeting. At the time it was thought there may be a larger issue that requires addressing in the fire alarm system, however since then further investigation has determined that the original problem was all there was to address and, therefore, this amount will be sufficient for this work.

I recommend adoption of the enclosed Order.

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,

Ordered:

January 28, 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

January 20, 2021

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

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: \$ 1,026,636.36

Recommendation:

☒ Approved ☐ Denied

[Signature]
Finance Director

Processed: Date: _____ By: _____

CO # _____ JE# _____ Trans # _____

Org: _____ Obj: _____



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

January 28, 2021

Honorable Salem City Council
Salem City Hall
Salem, MA 01970

Ladies and Gentlemen of the Council:

The enclosed Order transfers \$350,000.00 from free cash (1-3245) to our retirement stabilization fund. This transfer will provide funding to meet anticipated upcoming retirement buy backs. I recommend adoption of the Order and invite you to contact Laurie Giardella with any questions you may have about it.

Sincerely,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,

January 28, 2021

Ordered:

That the sum of Three Hundred and Fifty Thousand Dollars (\$350,000.00) is hereby appropriated from General Fund Balance Reserved for Free Cash (1-3245) to the following special revenue funds. This transfer is requested in accordance with the recommendation of Her Honor the Mayor.

Fund Name/Description	Amount
Retirement Stabilization Fund 8311	\$ 350,000.00