



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

June 10, 2021

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

I re-appoint Christina M. Sorenson, 138 Bedford Street, Burlington, MA to serve as a Constable in the City of Salem for a term to expire March 8, 2024.

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, Massachusetts

Police Department Headquarters

95 Margin Street

Salem, Massachusetts 01970

(978) 744-2204

ACTING CHIEF OF POLICE

DENNIS KING

14 April 2021

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

Dear Mayor Driscoll,

Re: CONSTABLE APPOINTMENT APPLICATION (SORENSEN, CHRISTINA)

Dear Mayor Driscoll,

Ms. Christina Marie Sorenson, 138 Bedford Street, Burlington, Massachusetts, has submitted an application for initial appointment as a constable with the City of Salem.

The required criminal indices checks on Ms. Sorenson have been completed and no derogatory information which would preclude her from appointment was surfaced. She was interviewed by me on 14 April 2021, during which she affirmed her understanding and responsibilities to comply with the requirements of the Salem City Ordinance, Chapter 32, Section 19 (as amended May 15th, 2017).

This is Ms. Sorenson's initial application to become a constable in Salem. She has joined the family's business, Baystate Constable Service, and will be working alongside her mother, Ms. Constance Sorenson, who is an active Salem constable.

Based on the information provided by Ms. Sorenson on her application, her letters of reference, the results of the background check and my interview with her, Ms. Sorenson meets the requirements for appointment as a constable. Ms. Sorenson's application and original surety bond is hereby forwarded to you for review, consideration and presentation to the City Council should you elect to appoint her.

Sincerely,

 A.C.O.P.
Dennis King

Acting Chief of Police

Enclosures: Constable Initial Appointment Application
Surety Bond (00107392724)

cc: Constable File

Bond Number 00107392724

Effective Date 03/08/2021 TO 03/08/2024

CONSTABLE'S BOND

CHRISTINA SORENSON, CONSTABLE, as Principal and TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA as Surety

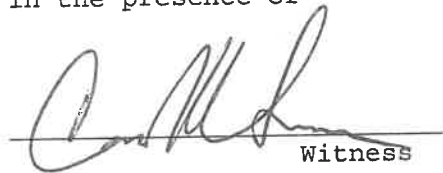
The undersigned Principal and Surety are held and firmly bound unto the Collector-Treasurer of CITY OF SALEM, STATE OF MASSACHUSETTS in the sum of FIVE THOUSAND Dollars (\$5,000), lawful money of the United States of America, to be paid to the said Collector-Treasurer to which payment well and truly 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 TOWN CITY OF SALEM, STATE OF MASSACHUSETTS, to hold office for the term ending MARCH 8, 2024, 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 8, 2021.

In the presence of

CHRISTINA SORENSON, CONSTABLE



Witness

By


Principal

TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA


Witness


Elizabeth C. Dukes,
Attorney in Fact



Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Elizabeth C. Dukes**, of **New Orleans, Louisiana**, their true and lawful Attorney-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **3rd day of February, 2017**.



State of Connecticut

City of Hartford ss.

By: _____

Robert L. Raney, Senior Vice President

On this the **3rd day of February, 2017**, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal.

My Commission expires the **30th day of June, 2021**



Marie C. Tetreault
Marie C. Tetreault, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this **16TH** day of **MARCH**, 20**21**



Kevin E. Hughes
Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney-in-Fact and the details of the bond to which the power is attached.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

June 10, 2021

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

I re-appoint Constance M. Sorenson, 138 Bedford Street, Burlington, MA to serve as a Constable in the City of Salem for a term to expire April 23, 2024.

Very truly yours,

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

Kimberley Driscoll
Mayor



City of Salem, Massachusetts

Police Department Headquarters

95 Margin Street

Salem, Massachusetts 01970

(978) 744-2204

ACTING CHIEF OF POLICE

DENNIS KING

14 April 2021

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

Dear Mayor Driscoll,

Re: CONSTABLE REAPPOINTMENT APPLICATION (SORENSEN, CONSTANCE)

Dear Mayor Driscoll,

Ms. Constance M. Sorenson, 138 Bedford Street, Burlington, Massachusetts, has submitted an application for reappointment as a constable with the City of Salem.

The required criminal indices checks on Ms. Sorenson have been completed and no derogatory information which would preclude her from reappointment has surfaced. She was interviewed by me on 14 April 2021, during which she reaffirmed her responsibilities to comply with the requirements of the Salem City Ordinance, Chapter 32, Section 19 (as amended May 15th, 2017).

Ms. Sorenson was last appointed a constable in May, 2018 (term expiring on 23 April 2021).

Based on the information provided by Ms. Sorenson on her application, the results of the background check and my interview with her, Ms. Sorenson meets the requirements for reappointment as a constable. Ms. Sorenson's application and original surety bond is hereby forwarded to you for review, consideration and presentation to the City Council should you elect to reappoint her.

Sincerely,

Dennis King

Acting Chief of Police

Enclosure: Constable Reappointment Application
Surety Bond (00105256472)

cc: Constable File

CONTINUATION CERTIFICATE
SURETY BOND

TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA
HARTFORD, CONNECTICUT

In Consideration of \$100.00 Dollars renewal premium
the term of Bond No. 00105256472 in the amount of \$5,000 issued
on behalf of CONSTANCE M. SORENSON
located at 138 Bedford Street
Burlington, Ma 01803
in favor of CITY OF SALEM, STATE OF MASSACHUSETTS
in connection with CONSTABLE BOND
is hereby extended for a period beginning APRIL 23, 2021 to APRIL 23, 2024
subject to all covenants and conditions of said bond.

This certificate is designed to extend only the life of the bond. It does not increase the amount which may be payable thereunder. The aggregate liability of the Company under the said bond together with this certificate shall be exactly the same as, and no greater than it would have been, if the said bond had originally been written to expire on the date to which it is now being extended.

*Signed, sealed and dated
MARCH 4, 2021

TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA

By: Elizabeth C. Dukes

ELIZABETH C. DUKES, Attorney-in-Fact

TRAVELERS
Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company
POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Elizabeth C. Dukes, of New Orleans, Louisiana**, their true and lawful Attorney-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **3rd day of February, 2017**.



State of Connecticut

City of Hartford ss.

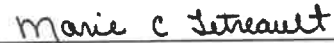
By: 

Robert L. Raney, Senior Vice President

On this the **3rd day of February, 2017**, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal.

My Commission expires the **30th day of June, 2021**



 Marie C. Tetreault, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this **4TH** day of **MARCH**, 2021



 Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney-in-Fact and the details of the bond to which the power is attached.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

June 10, 2021

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am writing to notify you that I have reappointed the members of the Salem Cultural Council specified below to new three-year terms to expire June 12, 2024. As these reappointments do not require City Council confirmation, this letter is for informational purposes only.

Name	Address
Jessica Conger-Henry	5 Turner Street #1
Sam Lim	Bates Hall, 1 Loring Avenue
Trey Walsh	7 Hodges Court #1

I hope you will join me in thanking these residents for their ongoing commitment to our community through their service on the Cultural Council.

Sincerely,

Kimberley Driscoll
Mayor
City of Salem

CC: Salem Cultural Council
Julie Barry, Senior Planner for Arts & Cultures



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

June 10, 2021

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am pleased to appoint Attorney Carly McClain of 22 Albion Street to the Zoning Board of Appeals to a five year term to expire June 10, 2026. Attorney McClain will take the seat previously occupied by Jimmy Tsitsinos. Please join me in thanking Mr. Tsitsinos for his years of service to our community on the ZBA.

Attorney McClain earned her J.D. from New England Law and holds a B.A. in Political Science from UMass-Amherst. She has served as the General Counsel of the Lynn Housing Authority and Neighborhood Development (LHAND) since 2016 and was, prior to that the organizing director for the North Shore Workers Community Fund. Attorney McClain volunteers as pro bono legal counsel for Healing Abuse Working for Change (HAWC) and on asylum cases for immigrants, as well as volunteering as a member of the Lynn Council on Aging Committee. As LHAND's Fair Housing Officer she has extensive experience with federal housing law and throughout her work she has developed a particular expertise in housing, community development, due process, and evidentiary standards for legal and judicial reviews.

I strongly recommend confirmation of Attorney McClain's appointment to the ZBA. We are fortunate that she is willing to volunteer in this important role and lend her time and expertise to this important board and its work.

Sincerely,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

June 10, 2021

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am pleased to appoint Shannon Chretien of 69 Britannia Circle to the Salem Recycling Committee. This letter is being provided to you for informational purposes, as no City Council confirmation is required for this appointment. Ms. Chretien will be filling the seat previously held by Melynn Nuite, who has chosen to step down from the committee; please join me in thanking Ms. Nuite for her years of service to the committee and her dedication to our community.

Ms. Chretien is passionate about recycling and sustainability. She is an accounting solutions manager for Winn Companies and has an extensive background in project management and process improvement. Ms. Chretien holds a Bachelor's degree in accounting and a Master's of Science degree in data analytics from Southern New Hampshire University.

I hope you will join me in welcoming Ms. Chretien to the Green Salem team. We are fortunate that she is willing to volunteer in this important role and lend her commitment and energy to the committee and its work.

Sincerely,

Kimberley Driscoll
Mayor
City of Salem

CC: Shannon Chretien
Micaela Guglielmi, Waste Reduction Coordinator



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

June 10, 2021

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order appropriates funds to the Human Resources Retroactive Wages Account (11521-5161) for one-year extensions of the collective bargaining agreements with the Salem Firefighters union and the Salem Police Superior Officers union. This extension reflects an agreed upon 2% increase for the period of July 1, 2020 through June 30, 2021, including retroactive pay.

I recommend adoption of the enclosed Order and invite you to contact Assistant Solicitor Vickie Caldwell should you have any questions about this request.

Sincerely,

Kimberley Driscoll
Mayor
City of Salem



KIMBERLEY L. DRISCOLL
MAYOR

LISA B. CAMMARATA
DIRECTOR OF HUMAN
RESOURCES

CITY OF SALEM MASSACHUSETTS

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

June 8, 2021

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

RE: Local 172, IAFF (Salem Firefighters) and Salem Police Superior Officers Association
Contracts – FY21

Dear Mayor Driscoll:

I am respectfully requesting a supplemental appropriation in the amount of \$210,733.18 be transferred to the Human Resources Retro Wages Account (11521-5161). This request for a supplemental appropriation will fund the retroactive payroll costs for the period of July 1, 2020 through June 30, 2021 for a 2% increase pursuant to the recently executed agreements signed by the City and these two unions.

Thank you for your attention to this request, and please contact me if you have any questions.

Very truly yours,

A handwritten signature in dark ink, appearing to read "Lisa B. Cammarata", is written over a horizontal line. The signature is stylized and cursive.

Lisa B. Cammarata

cc: Anna Freedman, Director of Finance

CITY OF SALEM – Finance Department

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

From: HR Department 6/8/21 Date
 Department Head Authorizing Signature

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: 11521 - SIO Desc: HR Retro wages Account Budget Amt: 0
Retained Earnings (W/S) (Org/Object) Balance: 0
Raise & Appropriate
 Please circle one

Amount Requested: \$ 210,733.18

Reason (Be Specific) TO cover the policy increases for the contract settlements reached with local 172, IAFF (Salem Firefighters) and the Salem Police Supervisor Officers Association for FY21.

For Finance Department and Mayor's Use Only:

_____ Budget Transfer _____ Mayor Approval _____ City Council Approval
☒ Free Cash Appropriation – City Council Approval – Gen Fund \$ 3,080,307.87 (pending approval of FC policy transfers)
 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

In City Council,

Ordered:

June 10, 2021

That the sum of Two Hundred Ten Thousand Seventy Hundred Thirty-Three Dollars and Eighteen Cents (\$210,733.18) is hereby appropriated from Free Cash to the "Human Resources Retro Wages Account" (11521-5161) to cover the pay increases for the contract settlements reached with Local 172, IAFF (Salem Firefighters) and the Salem Police Superior Officers Association for FY2021 in accordance with the recommendation of Her Honor the Mayor.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

June 10, 2021

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am writing to inform you that the Department of Revenue has certified Free Cash for the City of Salem for the current fiscal year at \$8,951,313. As you know, Free Cash is derived from unexpended budget dollars and/or higher than anticipated revenues from prior fiscal years.

Over the last decade the City of Salem has successfully built up our reserve accounts and is in a strong financial position due, in large part, to responsible budgeting practices and professional fiscal policies. It was not that many years ago when our Free Cash account held next to nothing, putting a significant strain on our ability to appropriately save for the future.

Prior to the recommended allocations here, our reserve accounts currently total \$13,232,442.85. These include our Stabilization Fund, our OPEB Trust Fund, and our Short-Term Capital Outlay Fund.

Given the ever-present fiscal uncertainties related to changes in federal funding programs, reductions in local aid from the state, and increasing liabilities relative to pensions and our aging infrastructure, it is as critical as ever for the City to continue to save wisely and plan appropriately for these upcoming challenges. In addition to building up our rainy-day fund balance, we have continued to implement routine regular financial forecasting and improved our operational and capital budget procedures.

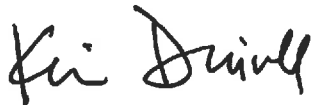
Evidence of our success in these efforts can be found in the recognition we have received annually through the Government Finance Officials Association "Certificate of Excellence" for Salem's Comprehensive Annual Financial Report and receipt of the organization's "Distinguished Budget Presentation Award." Salem is one of only a handful of communities in the Commonwealth to be recognized annually for both distinctions. It is also apparent from

Standard & Poor's affirmation of our current AA bond rating, the highest credit rating on record in the City's history. In explaining what prompted the rating, the agency has specifically cited our strong financial management practices and conservative budgeting. The hard work of our finance team has been supported by the City Council's foresight and adoption of sound fiscal policies, in particular the goals we set for growing our stabilization, capital, and OPEB accounts specifically.

Therefore, consistent with our fiscal policies, I am submitting the enclosed Order to appropriate 20% (\$1,790,262.60) of the FY2020 Free Cash balance to the Stabilization Fund, 20% (\$1,790,262.60) to the Capital Improvement Program Fund, and 5% (\$447,565.65) to the OPEB Trust Fund. This Order will result in a 30% increase in the City's reserve funds. In all, these amounts direct \$4,028,090.85 to our reserve accounts, bringing them collectively to a very healthy \$17,260,533.70 in all.

Thank you for your consideration of these important requests and for your continued commitment to supporting sound fiscal policies for our City. I respectfully request your adoption of the accompanying Order, which will continue our positive work together in this regard.

Sincerely,

A handwritten signature in black ink, appearing to read "Kim Driscoll", written in a cursive style.

Kimberley Driscoll
Mayor
City of Salem



City of Salem, Massachusetts

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

Kimberley L. Driscoll, Mayor

Anna Freedman, Finance Director

June 3, 2021

Honorable Salem Mayor Kimberley Driscoll
Salem City Hall
Salem, Massachusetts

Dear Honorable Mayor Driscoll:

Enclosed herewith is a request to transfer \$4,028,090.85 from certified Free Cash pursuant to Salem's Free Cash Policy. Of this total amount, \$1,790,262.60 (20%) will be transferred to the Stabilization Fund, \$1,790,262.60 (20%) to the Capital Improvement Fund (2000), and \$447,565.65 (5%) to the Other Post-Employment Benefits (OPEB) Fund (8313).

The Massachusetts Department of Revenue – Division of Local Services certified the city of Salem's FY2020 Free Cash at \$8,951,313. After the requested transfers, the balance remaining would be \$4,923,222.15. The City Council recently approved a total of \$1,842,914.28 in transfers from Free Cash, which combined with the requested transfers above, would result in a remaining balance of \$3,080,307.87.

Please let me know if you would like to discuss further.

Sincerely,

A handwritten signature in blue ink, appearing to read "Anna Freedman".

Anna Freedman
Finance Director

Enclosures



CITY OF SALEM

In City Council,

June 10, 2021

Ordered:

That the sum of Four Million, Twenty-Eight Thousand, Ninety Dollars and Eighty-Five Cents (\$4,028,090.85) is hereby appropriated from General Fund Balance Reserved for Free Cash (1-3245) to the following special revenue funds. The amount of free cash to be transferred is per the City's Financial Policies and in accordance with the recommendation of Her Honor the Mayor.

Description	Amount
Stabilization Fund (8301) 20%	1,790,262.60
Capital Improvement Fund (2000) 20%	1,790,262.60
Other Post Employ Benefits (OPEB) (8313) 5%	447,565.65
Total	4,028,090.85