



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

June 22, 2017

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 the Thread and Needle Society in the amount of One Thousand Dollars (\$1,000.00). These funds will be deposited into the Council on Aging Donation Fund 24011-4830.

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 Council on Aging Donation Fund.

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:

June 22, 2017

To accept the donation(s) listed below totaling One Thousand Dollars (\$1,000.00). These funds will be deposited into the account listed below in accordance with the recommendation of Her Honor the Mayor.

From:	Fund Name	Org/Obj	Amount	
Thread and Needle Society	Council on Aging Don Fund	24011-4830	\$	1,000.00
Total			\$	1,000.00



**CITY OF SALEM, MASSACHUSETTS**  
PARKS, RECREATION & COMMUNITY SERVICES  
5 BROAD ST., SALEM, MA 01970  
TEL: (978) 744-0180 OR (978) 744-0924  
FAX (978) 744-7225  
POBRIEN@SALEM.COM

**KIMBERLEY DRISCOLL**  
MAYOR

**PATRICIA O'BRIEN**  
DIRECTOR

June 6, 2017

Dear Mayor Driscoll:

I am writing to request the acceptance of a \$1000 donation written to the Salem Council on Aging from the Thread and Needle Society.

Please accept the \$1000 for deposit into the Council on Aging donation account 24011-4830.

Sincerely,

A handwritten signature in black ink, appearing to read "Meredith McDonald", with a long horizontal flourish extending to the right.

Meredith McDonald  
Director  
Council on Aging



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

June 22, 2017

To the City Council  
City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Enclosed herewith is a request to accept the following donation(s) from various citizens in the amount of Three Thousand fifty dollars (\$3,050.00). These funds will be deposited into the Recreation Donation Fund 24061-4830.

FROM:	FUND NAME	ORJ/OBJ	AMOUNT
Francis Mahoney	Recreation Don Fund	24061-4830	\$1,400.00
Michael Petropoulos	Recreation Don Fund	24061-4830	\$1,950.00

Total: \$3,350.00

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 Park & Recreation Donation Fund.

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:

June 22, 2017

To accept the donation(s) listed below totaling Three Thousand Three Hundred and Fifty Dollars (\$3,350.00). These funds will be deposited into the account listed below in accordance with the recommendation of Her Honor the Mayor.

From:	Fund Name	Org/Obj	Amount
Francis Mahoney	Recreation Don Fund	24061-4830	\$ 1,400.00
Michael Petropoulos	Recreation Don Fund	24061-4830	\$ 1,950.00
Total			\$ 3,350.00



Kimberley Driscoll  
MAYOR

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

June 8, 2017

Dear Mayor Driscoll:

I am writing to request the acceptance of a \$1,400 donation written to the City of Salem for a dedication picnic table from Francis Mahoney. As well as a \$1,950 check for a dedicated wooden historic bench from Michael Petropoulos. To be deposited into Park & Recreation Donation account of 24061-4830.

Sincerely,

A handwritten signature in blue ink, reading "Tricia O'Brien". The signature is fluid and cursive, with the first name "Tricia" and the last name "O'Brien" clearly visible.

Tricia O'Brien  
Superintendent  
Park, Recreation & Community Service



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll  
Mayor

June 22, 2017

To the City Council  
City Hall  
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request for an appropriation of One Thousand Five Hundred Sixty- One dollars and Forty-three cents (\$1,561.43) from the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to fund the retirement buyback costs to be expended for the employee listed below.

NAME	DEPARTMENT	AMOUNT
Robert Harvey	DPW	\$1,561.43

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,

June 22, 2017

Ordered:

That the sum of One Thousand Five and Sixty-One Dollars and Forty-three Cents (\$1,561.43) 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
Robert Harvey	DPW	1,516.43
		<b>1,561.43</b>





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: May 8, 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 sick and vacation buyback.

Robert Harvey

38 sick hours @ \$26.84 per hour	\$1,020.06
20.1675 vacation hours @ \$26.84 per hour	\$541.37
Total:	\$1,561.43

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.

  
Finance Director



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll  
Mayor

June 22, 2017

To the City Council  
City Hall  
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request to transfer Twelve Thousand Five Hundred Dollars (\$12,500.00) from the Treasurer's Department from Debt-Prof Services 17522-5304 to Credit Card Fees 11452-5730.

This order is necessary due to increase usage of credit cards for payment of parking fees at the new kiosks at the City's parking garage.

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,

June 22, 2017

Ordered:

That the sum of Twelve Thousand Five Hundred Dollars (\$12,500.00) is hereby transferred within the Treasurer's Department as listed below in accordance with the recommendation of Her Honor the Mayor.

From		To		Amount
17522-5304	Debt-Prof Services	11452-5730	Credit Card Fees	12,500.00
Total				12,500.00

# CITY OF SALEM – Finance Department

## Free Cash, W & S R/E, R/Res & Budget Transfer Requiring Council Approval

From: Treasury Department Kathleen McMahon Department Head Authorizing Signature 6/14/2017 Date

### Budget or R/Res

Transfers To: 11452-5730 (Org/Object) Desc: Credit Card Fees Budget Amt: \$84,509.00 Curr Balance: \$2,961.89

From: 17522-5304 Desc: Prof. Service Fees Budget Amt: \$15,000.00 Curr Balance: \$14,500.00  
(\*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: \_\_\_\_\_ Desc: \_\_\_\_\_ Budget Amt: \_\_\_\_\_ Curr Balance: \_\_\_\_\_

Retained Earnings (W/S) (Org/Object)  
Please circle one

Amount Requested: \$ 12,500.00

Reason (Be Specific) increase usage for payment of parking fees and the implementation of new thresholds at the City's parking garages

### For Finance Department Use Only:

\_\_\_\_\_ Budget Transfer \_\_\_\_\_ Mayor Approval \_\_\_\_\_ City Council Approval

\_\_\_\_\_ Free Cash Appropriation – City Council Approval – Gen Fund \$ \_\_\_\_\_ Free Cash Balance

\_\_\_\_\_ R/E Appropriation – Water \$ \_\_\_\_\_ R/E Balance \_\_\_\_\_ R/E Appropriation Sewer \$ \_\_\_\_\_ R/E Balance

\_\_\_\_\_ Receipts Reserve – City Council Approval \$ \_\_\_\_\_ R/Res Fund Balance

\_\_\_\_\_ Raise & Appropriate \_\_\_\_\_ Other \_\_\_\_\_

Recommendation: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

[Signature]  
Finance Director  
[Signature]  
Mayor

Completed: Date: \_\_\_\_\_ By: \_\_\_\_\_ CO # \_\_\_\_\_ JE#: \_\_\_\_\_ Transfer #: \_\_\_\_\_



KIMBERLEY DRISCOLL  
MAYOR

KATHLEEN MCMAHON  
TREASURER

## CITY OF SALEM, MASSACHUSETTS

OFFICE OF THE TREASURER  
120 WASHINGTON STREET, 2ND FLOOR  
TEL. (978) 619-5635  
FAX (978) 740-3086  
KMCMAHON@SALEM.COM

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

June 14, 2017

Mayor Kimberley Driscoll:

Attached please find a budget transfer request for credit card fees. The \$12,500 is needed from professional service fees in order to cover the anticipated deficit. Originally credit card fees were budgeted based on bank fees associated with the nine credit card machines, parking meters and kiosks located throughout the City.

The implementation of the new kiosks at the parking garages attributed to the additional fees. The fiscal year 18 budget number reflects the continued credit card usage at all locations.

I appreciate your consideration in regards to this request.

Sincerely,

A handwritten signature in cursive script that reads "Kathleen".

Kathleen McMahon



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll

Mayor

June 22, 2017

To the City Council  
City Hall  
Salem, Massachusetts

Ladies and Gentleman of the Council:

Enclosed herewith is a request to transfer Thirteen thousand, Five Hundred and Eighty Dollars and Fifty-Six Cents (\$13,580.56) for the Police Departments Fiscal Year 2016 invoices to be paid from the Fiscal year 2017 Police budget as listed below.

Department	Vendor	Amount
Police	North Shore Medical Center	\$13,580.56

This order is necessary to cover the costs to pay unanticipated medical expenses from Fiscal Year 2016 out of the Medical line item budget. Per MGL Chapter 44 Section 64 which allows for a municipality to pay for prior fiscal year invoices using current fiscal year appropriation by two-thirds vote of the City Council.

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,  
June 22, 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 Thirteen Thousand, Five Hundred and Eighty Dollars and Fifty-Six Cents (\$13,580.56) 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	\$ 13,580.56
Total		\$ 13,580.56

3/4/16





# City of Salem, Massachusetts

## Police Department Headquarters

CHIEF OF POLICE  
MARY E. BUTLER

June 5, 2017

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

Re: Officer Robert Cunningham DOS: 2/4-2/7/2016

Dear Mayor Driscoll:

I am writing to request paying an unanticipated medical expense from Fiscal Year 2016 out of the 2017 Medical Line Item Budget. We would like to request authorization to pay a medical bill in the amount of \$13,580.56 for expenses incurred last fiscal year.

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





## **CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

June 22, 2017

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Attached please find a Council Order closing Pope Street from Proctor Street to Boston Street from 9:00 a.m. to 2:00 p.m. on Wednesday, July 19, 2017.

We will be holding the dedication ceremony for the new Proctor's Ledge Memorial on Pope Street at noon on July 19 and this closure will enable us to conduct the set-up and clean-up for the event, as well as accommodate the anticipated large number of attendees in a safe and practical manner. Entry onto Pope Street will also be closed from Salem Heights' driveway during this time.

I recommend adoption of the enclosed Order at this evening's City Council meeting.

Very truly yours,

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

In City Council, June 22, 2017

Ordered:

The City Council hereby authorizes the closure of Pope Street from Proctor to Boston Street from 9:00 a.m. to 2:00 p.m. on July 19, 2017 for the purpose of dedicating the Proctor's Ledge Memorial.



## CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll  
Mayor

June 22, 2017

Salem City Council  
City of Salem  
93 Washington Street  
Salem, MA 01970

Ladies and Gentlemen of the Council:

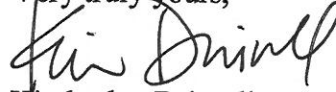
Enclosed herewith is an Order to authorize the submission of the City of Salem's *Application for Federal Assistance* to the United States Department of Housing and Urban Development (HUD) for Community Development Block Grant (CDBG) funds for the period of July 1, 2017 through June 30, 2018 (a copy of the application is attached). For FY18, Salem's CDBG entitlement will be \$965,549. In addition, the City will receive HOME funds through the North Shore HOME Consortium (level funding would be \$101,296).

The process began with an initial public hearing on January 21<sup>st</sup>, the issuance of requests for funding proposals from agencies to provide housing or economic development services, and requests from municipal departments for infrastructure and public facilities improvements. Having received notice of our funding allocation on June 14<sup>th</sup>, the Department of Planning and Community Development has just prepared the Draft FY17 Action Plan for Community Development; a copy of which was provided to you on June 19<sup>th</sup>. The Action Plan describes the proposed activities to be undertaken in the next fiscal year with federal funds. As part of the formal public review process, the Draft FY18 Action Plan for Community Development will be made available for a minimum 14-day public comment period, along with a public hearing to be scheduled.

I respectfully request that the Order be placed on the City Council's agenda of June 22, 2017. Due to the late notice of our allocation, it is important to note that if the Action Plan is not submitted to HUD by August 16<sup>th</sup>, 2017, Salem will not receive any CDBG funds for FY18. It is imperative that the authorization to submit the *Application for Federal Assistance* be approved by the City Council prior to that deadline. Therefore, I am respectfully requesting that the City Council approve the submittal of the City of Salem's *Application for Federal funds* without delay.

Tom Daniel and/or Jane Guy are available to meet upon request with local residents, businesses, non-profit agencies and City Councillors, in order to answer any questions and receive comment. Also, if you have any questions concerning this application for funding, please do not hesitate to contact me.

Very truly yours,

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

Kimberley Driscoll  
Mayor



# CITY OF SALEM

In City Council, June 22, 2017

## Ordered:

That the City Council hereby approves the submittal of the City of Salem's Application for Federal Assistance to the United States Department of Housing and Urban Development (HUD) for Community Development Block Grant (CDBG) funds for the period of July 1, 2017 through June 30, 2018 in the amount determined by HUD's formula entitlement allocation (identified as \$965,549).