



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

March 11, 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, Bill Doane of 26 Buena Vista Avenue to the Beautification Committee for a term of 3 years to expire 3/22/2024.

I recommend confirmation of this reappointment and ask that you join me in thanking Mr. Doane for their 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

March 11, 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 I have appointed Dan Shapiro, of 140 Washington Street #1D, to the Salem Recycling Committee. This letter is informational only, as there is no City Council confirmation required for this position.

Mr. Shapiro is a project manager for SunPower, which provides commercial-scale solar projects to facilities throughout New England. He has worked in the solar power industry for over a decade in a variety of positions, including compliance, site management, and project management. Mr. Shapiro holds a Bachelor's degree from Georgetown University and volunteers locally at the Mack Park Food Farm.

I am pleased to welcome Mr. Shapiro to the Green Salem team and hope you will join me thanking him for his willingness to volunteer and serve our community.

Sincerely,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

March 11, 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 I have appointed Cameron Fullerton of 12 Green Street, to the Salem Recycling Committee. This letter is informational only, as there is no City Council confirmation required for this position.

Mr. Fullerton has over 20 decades of experience in food services and management and currently serves as the cafeteria manager for Salem Public Schools' food services department. Previous to that he served as a manager and chef for Whole Foods in Swampscott, where among many other responsibilities, he oversaw the business's recycling and composting operations. Mr. Fullerton and his family maintains a plot at Palmer Cove's community garden and are deeply committed to a green, sustainable community.

I am pleased to welcome Mr. Fullerton to the Green Salem team and hope you will join me thanking him for his willingness to volunteer and serve our community.

Sincerely,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

**Kimberley Driscoll
Mayor**

March 11, 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 in the amount of Two Thousand, Two Hundred Forty-Eight Dollars and Fifty Cents (\$2,248.50) 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:

March 11, 2021

To accept the donation from Friends of the Salem Council on Aging in the amount of Two Thousand, Two Hundred Forty-Eight Dollars and Fifty Cents (\$2,248.50). These funds will be deposited into the City's COA Department's Donations Fund 24011-4830 in accordance with the recommendation of Her Honor the Mayor.



CITY OF SALEM, MASSACHUSETTS
PARKS, RECREATION & COMMUNITY SERVICES
401 BRIDGE 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

March 1, 2021

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

Dear Mayor Driscoll,

I would like to request that the enclosed donation for \$2,248.50 from the Friends of the Salem Council on Aging be deposited into the following revenue fund.

Fund Name: COA Donations

Fund Number: 2401

Org/Object: 24011-4830

The purpose for this donation is to pay for Easter dinners for seniors who are alone or homebound.

Sincerely,

A handwritten signature in cursive script, reading "Teresa Gove Arnold".

Teresa Gove Arnold
Director, Salem Council on Aging



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

March 11, 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 Ninety-Five Dollars and Fifty-Nine Cents (\$4,095.59) appropriated in the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146).

NAME	DEPARTMENT	AMOUNT
Kathleen Winn	Planning	\$4,095.59

Very truly yours,

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

Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

Ordered:

March 11, 2021

That the sum of Four Thousand Ninety-Five Dollars and Fifty-Nine Cents (\$4,095.59) 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
Kathleen Winn	Planning Department	4,095.59
		\$ 4,095.59



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: March 3, 2021
RE: Retirement Stabilization Fund

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

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

Kathleen Winn

79.1658 vacation hours @ \$51.7343 per hour \$4,095.59

Total: \$4,095.59

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.

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

From: Department DPCD Date 3/3/21

Authorized Signature: T. W. Daniel
Department Head/City or Business Manager/School

NAME: Kathleen Winn

CALCULATION

VACATION HOURS # 79.1658 @ \$ 51.743 = \$ 4095.59

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

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

OTHER # _____ @ \$ _____ = \$ _____

Total Amount Due: \$ 4095.59
Please attach corresponding PAF or other backup to this sheet.

Reason: Retired - 2/26/2021

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

March 11, 2021

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is an order for Fifty-Three Thousand, Three Hundred Ninety-Six Dollars (\$53,396.00) from the "Retirement Stabilization Fund-Vacation /Sick Leave Buyback" account (83113-5146) for sick leave buy backs submitted in accordance with Collective bargaining agreements with various unions.

I recommend passage of the accompanying Order

Very truly yours,

A handwritten signature in dark ink that reads "Kimberley Driscoll". The signature is written in a cursive, flowing style.

Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

Ordered:

March 11, 2021

That the sum of Fifty-Three Thousand, Three Hundred Ninety-Six Dollars (\$53,396.00) is hereby appropriated in the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to be expended for the negotiated two day sick leave buyback provision as needed in accordance with the recommendation of Her Honor the Mayor.



KIMBERLEY L. DRISCOLL
MAYOR

LISA B. CAMMARATA
DIRECTOR OF HUMAN
RESOURCES

CITY OF SALEM MASSACHUSETTS

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

March 3, 2021

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

RE: Retirement Stabilization

Dear Mayor Driscoll:

I am respectfully requesting the amount of \$53,396.00 be appropriated in the Retirement Stabilization Fund for sick leave buybacks submitted in accordance with collective bargaining agreements with our various unions.

Sick leave buy-back to be paid out under this appropriation request are for active employees, not retirees, who wish to take advantage of contractual language allowing members to buyback certain amounts of unused sick leave, on an annual basis. A lump sum request for this purpose will allow us to process those requests.

Thank you for your attention and cooperation with this request, and if you have any questions, please do not hesitate to contact me.

Very truly yours,


Lisa B. Cammarata

cc: File



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

March 11, 2021

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order appropriates \$124,121 from our short term capital fund to carry out necessary improvements at the Bentley Academy Innovation School, including classroom and curriculum equipment, as detailed in the enclosed request.

As our schools continue to move toward more fully engaging in in-person learning, I recommend adoption of the enclosed Order to help better serve our Bentley students as they come back into the classroom. Please feel free to contact Superintendent Dr. Stephen Zrike should you have any specific questions about this request.

Sincerely,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,

Ordered:

March 11, 2021

That the sum of One Hundred Twenty-Four Thousand, One Hundred Twenty-One Dollars (\$124,121.00) is hereby appropriated and transferred from the "Capital Outlay Fund 2000" to the ST CIP Bentley Academy Innovation (20002125-5846CD) for urgent equipment and curriculum needs in accordance with the recommendation of Her Honor the Mayor.

**Stephen Zrike, Jr., Ed.D.
Superintendent**



**City of Salem
Salem Public Schools**

March 1, 2021

Ms. Laurie Giardella
Finance Director
City of Salem
93 Washington St.
Salem, MA 01970

Dear Ms. Giardella,

On behalf of Salem Public Schools, I respectfully request the sum of \$124,121.00 in short term capital to fund urgent equipment and curriculum needs for the Bentley Academy Innovation school. A short-term capital outlay expenditure request form is attached, as well as the list of items to be purchased for Bentley.

Thank you for your consideration of, and assistance with, this request. Please let me know if you have any questions or concerns.

Sincerely,

Stephen K. Zrike, Jr., Ed.D.
Superintendent of Schools

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

From Department: School Department Date: 3/1/2021

Department Head Name: Mary C. DeLoe

Authorization Signature: Mary C. DeLoe

Amount: \$ 124,121

Description: Equipment and Curriculum needs for BALS.
(see attached)

For Finance Department Use Only:

☒ City Council Approval Needed (Y/N)

CIP Balance: \$ 821,686.36

Recommendation:

☐ Approved ☐ Denied

[Signature]
Finance Director

Processed: Date: _____ By: _____

CO # _____ JE# _____ Trans # _____

Org: _____ Obj: _____

Request for Funds

Dear Dr. Zrike,

Below is a condensed list and estimate of bare minimum immediate needs at Bentley Academy Innovation School. The list includes issues with the physical plant as well as resources for teaching and learning that most schools in Salem have.

Item	Notes	Cost
Shades for all classrooms	This need was identified 2 years ago, and a quote by SPS Buildings & Grounds was completed.	\$44,000
Cafeteria Tables	The tables are falling apart and are very difficult to convert for daily cafeteria cleaning. (10 @ \$1251.99 & 5 @ \$6259)	\$18,800
White Boards in 30 classrooms WB Mason – \$262.37 each	Existing white boards are painted-over blackboards, have gouges, or are otherwise unsuitable for effective use.	\$7871
Mounted Projectors in 4 classrooms	While most classrooms have, these rooms do not:	\$3200
	Total building needs	\$73,871
Math Manipulatives for 17 classes K-5 (3 class sets each) Didax Eureka Kits https://www.didax.com/manipulative-kits	K - \$675 x 2 = \$1350 1 - \$420 x 3 = \$1260 2 - \$475 x 3 = \$1425 3 - \$525 x 3 = \$1575 4 - \$475 x 3 = \$1425 5 - \$285 x 3 = \$855	\$7890
Classroom libraries for 14 classrooms K-3 (3 classrooms each) 4-5 (1 ELA classroom each) Booksource https://www.booksource.com/Departments/Booksource/Classroom-Libraries-by-Grade/Starter-Classroom-Libraries.aspx	K - \$2400 x 2 = \$4800 1 - \$2600 x 3 = \$7800 2 - \$2500 x 3 = \$7500 3 - \$2800 x 3 = \$8400 4 - \$2800 5 - \$2900	\$34,200
3 Class sets of books for 17 classes K (2 classes) 1-5 (3 classes each) Booksource estimate https://www.booksource.com/	\$480 per classroom	\$8160
	Total Instructional Supplies	\$50,250



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

March 11, 2021

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

First Lieutenant Catherine M. Larkin, a native of 132 Boston Street, served in the US Army Nurses' Corps during World War II. She was born on January 21st, 1916 and, prior to serving, graduated from Salem Hospital Nursing School in 1938. First Lieutenant Larkin initially volunteered to serve as a nurse in Harding Field, Baton Rouge, Louisiana. She was later commissioned an officer and transferred in December of 1944 to the Persian and Indian Theatres. There, she primarily served on a medical task force in Calcutta, India with the 803rd Medical Air Evacuation Squadron. Tragically, she was killed in a C-47 crash near Ledo, India on March 4th, 1945. Her mission there was to help establish an advanced hospital base in the area. Catherine Larkin is the first and only Salem woman to lose her life during wartime service. The City has honored her memory by naming the intersection of Larkin Lane and Memorial Drive as Larkin Square.

Earlier this year we were approached by the Friends of the United States Cadet Nurse Corps (USCNC) with a proposal to install a memorial at the square to share Lt. Larkin's story and pay tribute to her remarkable service to our City and to our nation. Enclosed please find a Council Order to authorize this memorial's installation, subject to additional approvals from the Salem School Committee, given the proposed location on school property.

The USCNC and members of the Larkin family have generously offered to fund the cost of the monument's fabrication, installation, and maintenance. As we celebrate Women's History Month this month, I can think of no better commemoration of the life and many contributions of Lt. Catherine Larkin than establishing this memorial to celebrate her story and share it with future generations of Salem residents.

Sincerely,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council, March 11, 2021

Ordered:

The Friends of the United States Cadet Nurse Corps WWII are hereby authorized to erect a memorial to 1st Lt. Catherine Marie Larkin RN, U.S. Army Nurse Corp., to properly honor and memorialize the only woman from Salem to die on duty during WWII. The memorial, a permanent granite marker and bronze plaque, may be installed at the intersection of Memorial Drive and Larkin Lane on property of the Bentley School, subject to approval by the Salem School Committee.

