

Office of the Mayor

March 12, 2020

Honorable Salem City Council Salem City Hall Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint, subject to City Council confirmation, William Simons of 79 School Street to the Cable Television and Technology Commission for a term of 2 years to expire March 10, 2022.

I recommend confirmation of his reappointment to the Cable Television and Technology Commission and ask that you join me in thanking Mr. Simons for his continued dedicated service and commitment to our community.

Very truly yours,

Kimberley Driscoll

Kin Drive

Mayor



Office of the Mayor

March 12, 2020

Honorable Salem City Council Salem City Hall Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint, subject to City Council confirmation, Kevin Walker of 6 Moulton Avenue to the Cable Television and Technology Commission for a term of 2 years to expire March 10, 2022.

I recommend confirmation of his reappointment to the Cable Television and Technology Commission and ask that you join me in thanking Mr. Walker for his continued dedicated service and commitment to our community.

Very truly yours,

Kimberley Driscoll

Lin Drive

Mayor



Office of the Mayor

March 12, 2020

Honorable Salem City Council Salem City Hall Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint, subject to City Council confirmation, Olle Duijvesteijn of 57 Dearborn Street to the Cable Television and Technology Commission for a term of 2 years to expire March 10, 2022.

I recommend confirmation of his reappointment to the Cable Television and Technology Commission and ask that you join me in thanking Mr. Duijvesteijn for his continued dedicated service and commitment to our community.

Very truly yours,

Kimberley Driscoll

Kin Drivy

Mayor



# Kimberley Driscoll Mayor

Office of the Mayor

March 12, 2020

Honorable Salem City Council Salem City Hall Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am pleased to appoint Filipe Zamborlini to the Affordable Housing Trust Fund Board for a one-year term to expire March 12, 2021. Mr. Zamborlini will take the seat previously filled by Mr. Christian Bednar, who has chosen to step down from the board. I hope you will join me in thanking Mr. Bednar for his volunteer service on this board and his commitment to our community.

Mr. Zamborlini is the public policy director for Rosie's Place and, prior to that, worked as a career navigator for Jewish Vocational Services and an investigator in the Attorney General's Fair Labor Division. He is a strategic thinker with a decade of experience in advocacy and public policy. Mr. Zamborlini earned a Bachelor's degree from Harvard University's Extension School and volunteers locally as a member of the Point Neighborhood Association.

I recommend confirmation of Mr. Zamborlini to the Affordable Housing Trust Fund Board. We are fortunate that he is willing to serve our community in this important role and lend his insights and expertise to the Board and its work.

Very truly yours,

Kimberley Driscoll

Fin Drivey

Mayor



Kimberley Driscoll Mayor

March 12, 2020

To the City Council City Hall Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request for an appropriation of Forty-Nine Thousand Five Hundred Ten Dollars and Sixty-Seven Cents (\$49,510.67) from the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146).

This transfer is necessary to fund the retirement buybacks for School Department employees.

Name Karen Padeck-Sprei Richard Cavallaro	<b>Department</b> School School	<b>Amount</b> \$33,333.60 \$16,177.07
	TOTAL:	\$49,510.67

I recommend passage of the accompanying Order.

Very truly yours,

Kimberley Driscoll

Mayor



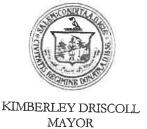
In City Council,

Ordered:

March 12, 2020

That the sum of Forty-Nine Thousand Five Hundred Ten Dollars and Sixty-Seven Cents (\$49,510.67) be approved within the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to be expended for the FY 2020 contractual buyback as listed below in accordance with the recommendation of Her Honor the Mayor.

Name	Department	Amount
Karen Padeck-Sprei Richard Cavallaro	School School	\$ 33,333.60 16,177.07
	,	\$ 49,510.67



Human resources 120 Washington street Tel. (978) 745-9595 Ext. 5630 Fax (978) 745-7298

## LISA B. CAMMARATA DIRECTOR OF HUMAN RESOURCES

#### **MEMORANDUM**

TO:

Laurie Giardella, Director of Finance

DATE:

February 26, 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 and vacation buy back.

#### Richard Cavallaro

349 sick hours @ \$26.39 per hour 264 vacation hours @ \$26.39 per hour

\$9,210.11

\$6,966.96

Total:

\$16,177.07

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.

hank 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 Sc	hool	Date 2/3/2020
Authorized Signature:	epartment Head/City or E	Business Manager/School
NAME: Kichai	,	
HOURS  VACATION DAYS  #_ SICK DAYS HOURS #	<u>CALCULATION</u> 39 <u>364</u> @ s <u>36</u> 349	= \$ 6,966.96 = \$ 9210.11
	@ \$_ <i>O</i> _(6	*
<u>OTHER</u> #	@ \$	_ = \$
Total Amount Due: \$ Please attach corresponding PAF or other Reason:	T backup to this sheet.	
For Human Resources's Us	·	
VACATION DAY SICK DAYS PER ACCRUAL R		
OTHER	3//3 <sub>- 5</sub>	146
Recommendation:  Approved	H R Director/City or Su	
	or or or or	Бет инсписии 200012



HUMAN RESOURCES 120 WASHINGTON STREET TEL. (978) 745-9595 EXT. 5630 FAX (978) 745-7298

## LISA B. CAMMARATA DIRECTOR OF HUMAN RESOURCES

#### **MEMORANDUM**

TO:

Laurie Giardella, Director of Finance

DATE:

February 26, 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 buy back.

Karen Padeck-Sprei

80 sick days @ \$ 416.67 per day

\$33,333.60

Total: \$33,333.60

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_	School	Da	ate_2/14/2020
Authorized Signature	Department Hea	ad/City or Busine	ss Manager/School
NAME: XAGO	en fadeo	k-Sprei	
	<u>CALCUL</u>	<u>ATION</u>	
VACATION DAYS	#(	@ \$=	\$
SICK DAYS			33 333.60
PRO-RATED STIPENDS	#@	) \$=\$	
OTHER	#@	s=\$	
Total Amount Due: Please attach prresponding PA	ort		
For Human Resource	s's Use Only:		
VACATION	N DAYS		
SICK DAY	S		
PER ACCR	UAL REPORT		
OTHER	= * * (		
Org and Object:  Recommendation:  Approved	83//3 HR Dire	- 5/9	
		_	



Kimberley Driscoll Mayor

Office of the Mayor

March 12, 2020

Honorable Salem City Council Salem City Hall Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

As you may recall, when the Mayor Jean Levesque Community Life Center opened, we also announced the establishment of a new internship named in honor of Salem resident Kay Walsh. Kay has touched the lives of so many, as a nurse, as the Chair of North Shore Elders Services, and as a member of the Salem for All Ages Task Force. She was also a vocal advocate on behalf of the Community Life Center's construction.

The Kay Walsh Internship through the Salem Council on Aging is available to college and university students studying nursing, social work, gerontology, and health sciences. The program's goal is to provide these students with the opportunity to receive hands-on experience working with and helping older adults at the Community Life Center, the facility that Kay helped to make a reality.

The Council on Aging team is now prepared to award the first Kay Walsh Internship and this funding request will provide the stipend for that position. In future years this new opportunity will be an item in the Council on Aging regular budget.

I recommend adoption of the enclosed Order and invite you to contact Terry Arnold should you have any questions about this request or the Kay Walsh Internship.

Very truly yours,

Kimberley Driscoll

Mayor



In City Council,

Ordered:

March 12, 2020

That the sum of Two Thousand Five Hundred Dollars (\$2,500.00) is hereby transferred and appropriated from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to General Fund Part-Time Salary 15411-5113 to cover costs associated with providing social work as part of an internship program 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: Chuncil on Aging	Department Head Authorizing Signature  Date
Budget or R/Res Transfers To: (Org/Object)	Budget Amt:  Balance:
From:	Budget Amt:  Desc:  Balance:
(*Note - Please include letter to M	Desc:  Balance:  Mayor for Transfers from different Personnel & Non-personnel lines)
	Above (if applicable) - \$ Date:
Free Cash or To: 154/1- 57/3  Retained Earnings (W/S) (Org/Object)  Raise & Appropriate  Please circle one	Budget Amt: 2500, bd  Desc: Stipend for intern Balance:  COA Part-time persuanci
Reason (Be Specific) Stipped for San Johnship has been established Kay Walsh. Urs. Walsh was on Aging and North Shore	
For Finance Department and Mayor's Use One Budget Transfer	
	Mayor Approval  City Council Approval  ncil Approval – Gen Fund \$ 2019 55337  Free Cash Balance
R/E Appropriation –Water \$	lance R/E Appropriation Sewer \$R/E Balance
Receipts Reserve – City Council App	proval \$R/Bes Fund Balance
Raise & Appropriate	Other Other
Recommendation:ApprovedDenied	Finance Director
Completed: Date: By:	CO # JE#: Transfer #:



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 4, 2020

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

Dear Mayor Driscoll,

I am writing to request an appropriation from the general fund free cash for \$2500 to the Council on Aging personnel account, #15411-5113 for the purposes of supporting the Kay Walsh social work internship as part of the 2020 Budget Year.

Sincerely,

Teresa Gove Arnold

Director, Salem Council on Aging

Cc: P. O'Brien L. Giardella



Kimberley Driscoll Mayor

Office of the Mayor

March 12, 2020

Honorable Salem City Council Salem City Hall Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order appropriates \$175,000 from our short term capital fund to carry out necessary repairs to the roof at the Department of Public Services building on Jefferson Avenue.

While we are in the process of studying the various options available to the City in regards to this building, which was built around 1950, the roof has now reached the end of its useful life maintenance is required in order to keep it in good and weather-tight order. This facility houses offices and work space for the department and, even as the study is carried out, it is used daily by our staff of over 20 employees in that department, which necessitates this work be done.

I recommend adoption of the enclosed Order and invite you to contact David Knowlton should you have any questions about this request.

Very truly yours,

Kimberley Driscoll

Mayor



DAVID H. KNOWLTON, P.E. CITY ENGINEER / DPS DIRECTOR

### CITY OF SALEM

SALEM, MASSACHUSETTS ENGINEERING DEPARTMENT 98 WASHINGTON STREET, 2<sup>ND</sup> FLOOR SALEM, MA 01970

> Phone: (978) 619-5673 Fax: (978) 745-0349

#### **MEMORANDUM**

February 3, 2020

To:

Dominck Pangallo, Chief Administrative Aide to the Mayor

From:

David H. Knowlton, P.E., City Engineer / DPS Director

RE:

Request for \$175,000.00 Short Term Capital for DPS Roof Repairs

This memo has been prepared to request short term capital outlay funds, in the amount of \$175,000, to fund the roof replacement project at 5 Jefferson Avenue. Recent leaks have developed in the roof of the main DPS facility that has allowed rain to enter the building in multiple locations. The City recently bid Contract 20-29-230 for repairs to contractors and bids were opened on January 14, 2020.

The lowest responsible and responsive bidder (see attached) was MDM Engineering (MDM), with a 5% contingency, we hereby request \$175,000 from free cash to enter into an agreement with MDM to make the necessary roof improvements.

If you have any questions, or require additional information, please call. The Public Services Department will be available to meet with the City Council to discuss this request.

Cc: Laurie Giardella, Finance Director

# CITY OF SALEM ST Capital Outlay Expenditure Request Form – FY 2020

From Department: 230 - Public Se	rvices Date: 2-19-2020
Department Head Name: david knowlton	n
Authorization Signature:	
<b>Amount</b> : \$175,000	
Description:	rson Avenue (see attached)
For Finance Department Use Only:  City Council Approval Needed (Y/N)	
CIP Balance: \$ 1753 346.30  Recommendation:  Approved Denied	Dear
	Finance Director
Processed: Date:	By:
CO # JE#	Trans #
Org: Obj:	



In City Council,

Ordered:

March 12, 2020

That the sum of One Hundred Seventy-Five Thousand Dollars (\$175,000.00) is hereby appropriated and transferred from the Capital Outlay Fund 2000" to the ST DPS Roof Repair account to be expended by the Engineering Department to repair the Main DPS facility roof due to extensive rain damage in accordance with the recommendation of Her Honor the Mayor.



Office of the Mayor

March 12, 2020

Honorable Salem City Council Salem City Hall Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order appropriates \$30,000 from our short term capital fund to carry out engineering services required for the construction of a new salt shed structure for the Department of Public Services. The design being developed is portable, in the event the DPS facility is relocated during the functional life of the structure.

As you may know, our ability to respond effectively and timely to major snow storms and freezing weather is often based directly upon DPS' ability to have access to sufficient amounts of road salt. During inclement weather, demand for road salt can escalate substantially throughout the region, as different communities compete with each other to purchase enough quantity to treat their roadways. Having a shed facility will enable the City to purchase what we need in advance of storms, saving on the unit cost and also ensuring there will not be a shortage during snow storms.

I recommend adoption of the enclosed Order and invite you to contact David Knowlton should you have any questions about this request.

Very truly yours,

Kimberley Driscoll

Mayor



In City Council,

Ordered:

March 12, 2020

That the sum of Thirty Thousand Dollars (\$30,000) is hereby appropriated and transferred from the Capital Outlay Fund 2000" to a ST DPS Salt Shed Study account to be expended for engineering services for a new fabric-type portable salt shed structure in accordance with the recommendation of Her Honor the Mayor.



## CITY OF SALEM

SALEM, MASSACHUSETTS ENGINEERING DEPARTMENT 98 WASHINGTON STREET, 2<sup>ND</sup> FLOOR SALEM, MA 01970

Phone: (978) 619-5673 Fax: (978) 745-0349

DAVID H. KNOWLTON, P.E.
CITY ENGINEER / DPS DIRECTOR

#### **MEMORANDUM**

February 19, 2020

To:

Dominck Pangallo, Chief Administrative Aide to the Mayor

From:

David H. Knowlton, P.E., City Engineer / DPS Director

RE:

Request to Appropriate \$30,000 for Salt Shed

This memo has been prepared to request a transfer of \$30,000 from General First Free Cash to fund the engineering services for a new fabric-type salt shed structure to be supported on precast blocks at 5 Jefferson Avenue. The new salt shed will be portable, so it may be relocated in the future.

The construction cost of the salt shed will be requested in the upcoming FY2021 CIP budget process,

If you have any questions, or require additional information, please call. The Public Services Department will be available to meet with the City Council to discuss this request.

Ce: Laurie Giardella, Finance Director

### CITY OF SALEM ST Capital Outlay Expenditure Request Form – FY 2020

From Department: 230 - Public Services Date: 2-19-2020
Department Head Name: david knowlton
Authorization Signature:
Amount: \$30,000
Description:  engineering services for a portable salt shed at 5 Jefferson Avenue(see attached)
attacheu)
For Finance Department Use Only:  City Council Approval Needed (Y/N)
CIP Balance: \$ 1753,346.30  Recommendation:
Approved Denied Finance Director
Processed: Date: By:
CO # JE# Trans #
Org: Obj:



#### Kimberley Driscoll Mayor

Office of the Mayor

March 12, 2020

Honorable Salem City Council Salem City Hall Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed bond Order approves borrowing \$1,563,011 over a 20-year period in order to fund the replacement of the boiler at the Bentley School. This boiler is approximately 20 years old; it is now reaching the end of its functional life and is scheduled for replacement.

Through the Massachusetts School Building Authority, the City will be reimbursed for most of the project cost, or \$1,129,030, meaning the net cost to the City for this project will be approximately \$433,981. As the MSBA program is a reimbursement, we are required to authorize the bonding of the full amount of the project and then will be reimbursed once the work is completed.

As with many school capital projects, we try to coordinate the timing of the work so it will minimally interfere with dates when school is in session. Therefore, we are seeking this capital bond authorization now instead of through the regular budget process later this spring. If the Council approves this bond Order by the end of March, we can advance this work over the summer months to reduce the amount of disruption to the school as the project takes place.

I recommend adoption of the enclosed Order and invite you to contact Jenna Ide or Kristin Shaver should you have any questions about this project or Laurie Giardella with any questions specific to the bonding itself.

Very truly yours,

Kimberley Driscoll

Mayor



In City Council,

Ordered:

City of Salem, Massachusetts Bentley Academy Boiler Replacement Bonds

Ordered: That the sum of One Million Five Hundred Sixty-Five Thousand Dollars (\$1,565,000) is hereby appropriated to pay costs of replacing the boiler at Bentley Academy, including the payment of all costs incidental and related thereto (the "Project"), which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program, and for which the City may be eligible for a grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended under the direction of the City of Salem Massachusetts, School Department; that to meet this appropriation, the Treasurer, with the approval of the Mayor, is authorized to borrow said amount under and pursuant to G.L. c.44, §7(1) and/or G.L. c.70B, or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor; that the City acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any project costs the City incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the City, and the City further acknowledges that any grant that the City may receive from the MSBA for the Project shall not exceed the lesser of (1) seventy-five and thirty-seven hundredths percent (75.37%) of eligible approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; that the amount of the borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the City and the MSBA; and that any premium received by the City upon the sale of any bonds or notes approved by this order, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this order in accordance with G.L. c.44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Salem Public Schools - Bently Academy \_ Boiler Replacement Budget Budget Summary Per Kristen Shaver Template Prepared 03/02/20

	Estimated Budget	Scope Items Excluded from the Basis of Estimated Total Facilities Grant or Otherwise Ineligible	Basis of Estimated Total Facilities Grant1	Estimated Maximum Total Facilities Grant1		City	
Feasibility Study Agreement Subtotal Administration Subtotal Architectural/Engineering Subtotal Construction Budget Alternates Subtotal3 Misc. Project Costs Subtotal FF&E Subtotal	38,530.00 118,000.00 94,080.00 1,182,344.00	1 1 1 1 1 1	38,530.00 118,000.00 94,080.00 1,182,344.00	29,040.06 88,936.60 70,908.10 891,132.67	75.37% 75.37% 75.37% 75.37%	9,489.94 29,063.40 23,171.90 291,211.33	24.63% 24.63% 24.63% 24.63%
Sub-total before Contingency	1,432,954.00	,	1,432,954.00	1,080,017.43		352,936.57	
Construction Contingency Owners Contingency	118,234.40 11,823.00		59,117.00 5,912.00	44,556.48 4,455.87		73,677.92 7,367.13	
Total Contingency Total Proposed Budget	130,057.40		65,029.00	49,012.36		81,045.04	