



## CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll  
Mayor

March 22, 2018

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am pleased to appoint Ronald Harrison, of 5 Riverway Road, to the Salem Cemetery Commission to fill the remainder of the three-year term of Roberta Clement, which will expire on February 11, 2019. I hope you will join me in thanking Ms. Clement for her service on the Cemetery Commission and for her commitment to our community.

Following graduation from Salem High School – where he was admitted to the SHS Hall of Fame for his skills on the basketball court – Mr. Harrison joined the U.S. Navy and retired as Senior Chief Petty Officer after 24 years in the submarine service. Mr. Harrison earned a Master's degree in communications from Boston University and entered into a career in journalism, primarily in the area of aviation. That experience led him to serve as director of employee communications for a subsidiary of American Airlines and, then, as Manager of Media Relations for United Airlines. From there, Mr. Harrison joined NYNEX as a marketing executive and, eventually, retired from that company. As a veteran and someone with family buried in Greenlawn, Mr. Harrison has taken an active interest in the improvement and maintenance of our cemeteries. He is a member of the Friends of Greenlawn and has also served our community in the past as a member of the Zoning Board of Appeals.

I recommend confirmation of Mr. Harrison's appointment to the Cemetery Commission. We are fortunate that he is willing to serve our community in this important role and lend his dedication and commitment to the commission and its work.

Very truly yours,

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

Kimberley Driscoll  
Mayor  
City of Salem



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

March 22, 2018

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am pleased to appoint Bill Doane, of 26 Buena Vista Avenue, to the Salem Beautification Committee to fill a vacant seat for a three-year term to expire March 22, 2021.

Mr. Doane is currently the director of catering for Compass Group USA, a food service company where he helps to manage over 200 events each year. He brings fourteen years of experience in special events management and coordination. Mr. Doane has a passion for style, design, and details, which will lend itself well to the work of the Beautification Committee.

I recommend confirmation of Mr. Doane's appointment to the Beautification Committee. We are fortunate that he is willing to serve our community in this important role and lend his expertise and dedication to the committee and its work.

Very truly yours,

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

Kimberley Driscoll  
Mayor  
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll  
Mayor

March 22, 2018

To the City Council  
City Hall  
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request for an appropriation of Six Thousand Seven Hundred and Ninety-Five Dollars (\$6,795.00) from the "Receipts Reserved – Golf Course" account (24361-4800) to the "Golf Course Souvenirs" Account (16512-5581).

This appropriation is necessary for the purchase of merchandise/souvenirs and replenishing scorecards.

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,  
March 22, 2018

Ordered:

That the sum of Six Thousand Seven Hundred and Ninety-Five Dollars (\$6,795.00) is hereby appropriated from the “Receipts Reserved – Golf Course” account (24361-4800) to the “Golf Course Souvenirs” Account (16512-5581) 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: Park, R/E, Community Services  
(Golf course) Department Head Authorizing Signature [Signature] Date 3/19/18

Budget or R/Res  
Transfers To: 16512-5581 Desc: Souvenirs-Merch Budget Amt: 16,000  
(Org/Object) Balance: 3,609.13  
From: 2436 Desc: Golf Course Budget Amt: —  
Desc: Receipts Reserve Balance: 18,552.14  
(\*Note - Please include letter to Mayor for Transfers from different Personnel & Non-personnel lines)  
Current Balance in Receipts Reserved Fund Above (if applicable) - \$ 18,552.14 Date: 3/19/18

Free Cash or To: \_\_\_\_\_ Desc: \_\_\_\_\_ Budget Amt: \_\_\_\_\_  
Retained Earnings (W/S) (Org/Object) Balance: \_\_\_\_\_  
Please circle one

Amount Requested: \$ 6,795.00  
Reason (Be Specific) \$5,000 for merchandise/souvenirs  
\$1,795 for Replenishing Scorecards

For Finance Department and Mayor's 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 Appropriation Sewer \$ \_\_\_\_\_  
R/E Balance R/E Balance  
\_\_\_\_\_ Receipts Reserve – City Council Approval \$ 18,552.14  
R/Res Fund Balance  
\_\_\_\_\_ Raise & Appropriate \_\_\_\_\_ Other \_\_\_\_\_  
Recommendation: \_\_\_\_\_ Approved \_\_\_\_\_ Denied  
Finance Director [Signature]

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



Kimberley Driscoll  
MAYOR

Trish O'Brien  
Superintendent

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

March 19,2018

Dear Mayor Driscoll,

Please accept this letter as a request from Paul Lever to utilize golf course receipts reserved money (Account 16512-5581) for the following two items to open the 2018 season:

- \$5,000 for the Pro shop to order golf gear/souvenirs to replenish merchandise
- \$1,795 for replenishing printed scorecards

Thank you for your support.

Sincerely,

*Trish O'Brien*

Trish O'Brien  
Superintendent  
Park, Recreation and Community Services



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

March 22, 2018

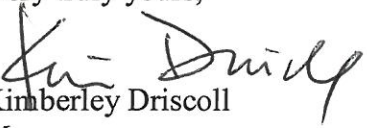
To the City Council  
City Hall  
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request for an appropriation of Two Hundred and Fifty Thousand Dollars (\$250,000.00) from the General Fund Balance Reserved for Free Cash (1-3245) to be expended for the negotiated sick leave buyback provision.

I recommend passage of the accompanying Order.

Very truly yours,

  
Kimberley Driscoll  
Mayor



# CITY OF SALEM

In City Council,

March 22, 2018

Ordered:

That the sum of Two Hundred and Fifty Thousand Dollars (\$250,000.00) is hereby appropriated from General Fund Balance Reserved for Free Cash (1-3245) to the Retirement Stabilization Fund 8311 to fund unanticipated vacation and sick leave buybacks for the remainder of FY 2018. This transfer is requested in accordance with the recommendation of Her Honor the Mayor.





## City of Salem, Massachusetts

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

**Kimberley L. Driscoll, Mayor**

**Laurie A. Giardella, Finance Director**

March 16, 2018

Honorable Salem Mayor Kimberley Driscoll  
Salem City Hall  
Salem, Massachusetts

Dear Honorable Mayor Driscoll:

I am respectfully requesting the amount of two hundred and fifty thousand dollars (\$250,000) be transferred from the General Fund Balance Reserved from Free Cash to the Retirement Stabilization fund for sick leave buyback fund. This request will cover anticipated retirements through June 30, 2018.

Please let me know if you need any further information.

Regards,

  
Laurie A. Giardella  
Finance Director

**CITY OF SALEM**

**Stabilization, Retirement Stabilization & CIP EOY Free Cash Appropriation**

Date 3/16/18

Transfer To: 83011-4970 Desc: Stabilization Fund

Amount: \$

Transfer To: 83111-4970 Desc: Retirement Stabilization Fund

Amount: \$

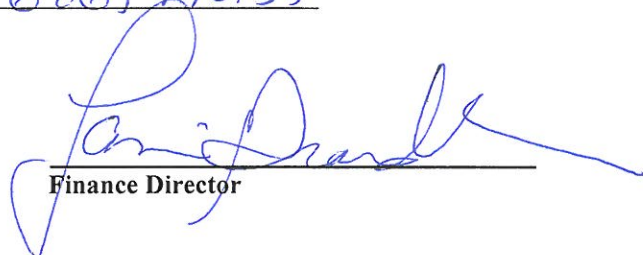
**Reason:** Free cash transfers as per attached letter.

*For Finance Dept and Mayor's Use Only:*

Amount of Free Cash <sup>Bal</sup> Certified: 686,990.35

**Recommendation:**

☒ Approved ☐ Denied

  
Finance Director

Processed: Date: \_\_\_\_\_ By: \_\_\_\_\_

CO # \_\_\_\_\_ JE#: \_\_\_\_\_ Transfer #: \_\_\_\_\_



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

March 22, 2018

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

RE: An Order Appropriating \$214,207 in Capital Outlay for Furnishings and Fixtures of the Mayor Jean Levesque Community Life Center

Ladies and Gentlemen of the City Council:

The enclosed Order appropriates \$214,207 from our short-term Capital Improvement Fund for the furnishing and fixtures for the Mayor Jean Levesque Community Life Center that will be completed this coming summer.

You will note in the enclosed breakdown from our interior design consultant that the full value of the furnishing and equipment is \$377,244. We are utilizing \$163,037 in funds gifted to the Council on Aging for the express purpose of furnishing the new CLC to cover the costs of most of the recreational and gaming equipment. These funds came primarily from a bequest from the estate of Irene A. Willey, a resident of Oak Street in Salem and a nurse at Salem Hospital for almost four decades, who passed away in 2009.

I strongly recommend adoption of this appropriation Order and invite you to contact Michael Lutrzykowski with any questions you may have regarding it.

Very truly yours,

A handwritten signature in black ink, reading "Kim Driscoll", written in a cursive style.

Kimberley Driscoll  
Mayor  
City of Salem



CITY OF SALEM

In City Council,  
March 22, 2018

Ordered:

That the sum of Two Hundred and Fourteen Thousand, Two Hundred and Seven Dollars (\$214,207.00) is hereby appropriated within the “Capital Outlay Equipment” account (20003-586018) to be expended for the Furniture, Fixtures & Equipment at the new Community Life Center by the Building Department in accordance with the recommendation of Her Honor the Mayor.





KIMBERLEY DRISCOLL  
MAYOR

CITY OF SALEM, MASSACHUSETTS  
BUILDING DEPARTMENT  
120 WASHINGTON STREET, 3<sup>RD</sup> FLOOR  
TEL: 978-745-9595  
FAX: 978-740-9846

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THOMAS ST. PIERRE  
DIRECTOR OF PUBLIC PROPERTIES/BUILDING COMMISSIONER

March 1, 2018

Mayor Kimberley Driscoll  
City of Salem  
93 Washington Street – 2<sup>nd</sup> Floor  
Salem, Massachusetts 01970

Honorable Mayor Driscoll,

I am pleased to submit the attached funding request for Furniture, Fixtures & Equipment to be ordered and installed at 401 Bridge Street, the new Community Life Center. The items and costs requested in this letter relate directly to the furniture, fixtures. The Audio/Visual equipment items were submitted for separately prior by Matthew Killen the Chief Information Officer for the City.

The amount requested is for *Two Hundred Fourteen Thousand Two Hundred Seven Dollars and Zero Cents* (\$214,207.00)

Respectfully,  


Thomas St. Pierre  
Building Commissioner and Zoning Officer

Cc: Michael Lutrzykowski, Dominick Pangallo, Laurie Giardella

**CITY OF SALEM**  
**Capital Outlay Expenditure Request Form**

To: MAYOR

From Department: PUBLIC PROPERTY Date: 3/1/2018

Expense Line To : 20003-586018 - Equipment

Amount: \$ 214,207.<sup>00</sup>

Description: FURNITURE, FIXTURES & EQUIPMENT FOR CLC BUILDING

Expense Line To : 20003-584618 – Renovations & Repairs

Amount:

Description:

\_\_\_\_\_

**For Finance Dept and Mayor's Use Only:**

☐ City Council Approval

**Recommendation:**

☐ Approved ☐ Denied

  
\_\_\_\_\_  
Finance Director

\_\_\_\_\_  
Mayor

Processed: Date: \_\_\_\_\_ By: \_\_\_\_\_

CO # \_\_\_\_\_ JE# \_\_\_\_\_ Trans # \_\_\_\_\_



## CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll  
Mayor

March 22, 2018

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed resolution expresses support for the Superintendent of the Salem Public Schools to submit a formal Statement of Interest (SOI) to the Massachusetts School Building Authority (MSBA).

The SOI outlines and formalizes the City's intention to seek MSBA funding for future work related to necessary upgrades and improvements at Salem High School. The SOI is a routine measure that the MSBA requires in order for the district to be eligible to apply for grants, reimbursements, or other funding from the Authority for future work at the school. The resolution must be approved by both the City Council and the School Committee. The School Committee provided their unanimous vote of approval for the resolution at their meeting of March 19.

While a SOI is a prerequisite condition for applying for funding, it in no way guarantees that our applications to MSBA will be approved or that funding will be provided. Neither does it commit the district or the City to budgeting or expending any funds for this projects at this time. In the interest of keeping our school buildings and renovation program moving forward in a positive direction, I strongly encourage support for this resolution, which is a requirement for the MSBA to consider our SOI. The MSBA requires the SOI be submitted before April 6, therefore I am requesting the Council vote on this resolution at your meeting of March 22.

Sincerely,

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

Kimberley Driscoll  
Mayor  
City of Salem





**CITY OF SALEM, MASSACHUSETTS**

**In City Council,**

**Resolved**

**A RESOLUTION APPROVING A STATEMENT OF INTEREST TO THE  
MASSACHUSETTS SCHOOL BUILDING AUTHORITY**

**BE IT RESOLVED:**

Having convened in an open meeting on March 22, 2018, prior to the SOI submission closing date, the City Council of Salem, Massachusetts, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated no later than April 6, 2018 for the Salem High School located at 77 Willson Street, Salem, MA 01970 which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future:

- Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists.
- Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements.
- Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility.

And hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority or commits the City/Town/Regional School District to filing an application for funding with the Massachusetts School Building Authority.