



## **CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

March 9, 2017

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am very pleased to write to inform you that the City has recently received \$1.1 million in debt savings thanks to a recent bond refinancing. Roughly half of these savings are on general fund debt and the remainder in water and sewer debt. These savings will be directly applied to the FY2018 debt payment amounts that will appear in the forthcoming FY2018 budget, saving Salem taxpayers a considerable amount in the upcoming year.

As you may know, three years ago, Salem's bond rating was upgraded by Standard & Poor's to AA, our highest rating ever. We have maintained that rating since then and the agency, in their most recent report, stated:

We view the city's management as strong, with good financial policies and practices... Salem regularly monitors revenues and expenditures, and makes conservative budget assumptions based on a five-year trend. The city council and mayor engage in regular budget surveillance and receive monthly budget-to-actual and investment reports... The city also has a multiyear financial plan that identifies future issues, leading to revenue and expenditure decisions with a long-term perspective. Structural balance is a clear goal in the decision-making process. Salem has an investment policy, debt policy, and a reserve policy... Total governmental fund debt service is 2.7% of total governmental fund expenditures [and] overall net debt is low at 1.5% of market value, which is in our view a positive credit factor.

This rating affirmation reflects our dedication to policies that foster positive economic growth, stable financial management practices, and sustainable and transparent budgeting. Since 2006 we have implemented professional financial management and I am proud that in that time the amount of debt service in our budget dropped by 19% and the share of our budget that is our debt payment was cut in half. We were able to accomplish this by leveraging outside funds, such as grants, and by being responsible, thoughtful, and prudent with tax dollars.

Not only do our sound fiscal practices ensure public funds are being managed to the highest standards and with complete transparency, they also allow us to realize financial gains. In this case, a recent refinancing of our existing infrastructure debt, at the lower interest rates accessible to us through our excellent bond rating, has realized us \$1.1 million in newly available funds that we can apply to reduce our debt overall.

This is not the first time we have realized proceeds from a bond refinancing, however given the substantial amount of savings and the positive impact they will have on our FY2018 budget-setting process, I wanted you to be aware of this good news. None of this could happen without a strong working relationship between the administration and the City Council, along with a shared, collective commitment to work together to improve our City's financial health.

Very truly yours,

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

Kimberley Driscoll  
Mayor  
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

March 9, 2017

To the City Council  
City Hall  
Salem, Massachusetts

Ladies and Gentlemen of the Council:

I re-appoint James f. Danworth of 16 Wentworth Drive Beverly Ma to serve as a Constable in the City of Salem for a term to expire February 1, 2020.

Very truly yours,

A handwritten signature in cursive script that reads "Kimberley Driscoll".

Kimberley Driscoll  
Mayor



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

(Please print or type)

Date December 18, 2016

Application for Constable Re-Appointment

Office of the Mayor  
City Hall  
93 Washington Street  
Salem, Massachusetts 01970

Application is hereby made under Chapter 41, Section 91B for appointment as Constable.

Name JAMES F. SANFORD Date of Birth 10-15-1954

Present Address 16 WINTERWORTH DRIVE BURLINGHAM MA From 1996-2017

Previous Address \_\_\_\_\_ From \_\_\_\_\_

Telephone Number (Home) 978-922-1918 (Work) 978-921-2800 (Cell) 978-375-1122

Date Present Appointment Expires FEBRUARY 1, 2017

Reason to Appoint Constable / Owner CENTRAL INVESTIGATION SERVICES

Present Employer (Name and Address) CENTRAL INVESTIGATION SERVICES

Position Held: Owner

From: 1994 To: Pension

Previous Employer (Name and Address) FT. LAUDERDALE POLICE DEPARTMENT

Position Held: Det. Lt.

From: 1-1983 To: Retirement

Signature of Applicant

Note: Application for re-appointment as constable shall be accompanied by a fee of Twenty-Five Dollars (\$25.00) for each year of the appointment, payable to the City of Salem to cover costs of processing. Fee must be received by the Mayor's office before appointment is presented to the City Council. A Bond must also be posted with the application covering entire period of re-appointment. Re-appointments may be made for periods of one, two or three years.

Signature of City of Salem Police Chief: John G. Lelacheur

Signature of Police Chief in City or Town you reside: John G. Lelacheur 01/20/17

CHIEF JOHN G. LELACHEUR  
BEVERLY



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. 00104433018 in the amount of \$5,000 issued  
on behalf of JAMES F. DANFORTH  
located at PO BOX 246

WENHAM, MA 01984  
in favor of CITY OF SALEM, STATE OF MASSACHUSETTS  
in connection with CONSTABLE BOND  
is hereby extended for a period beginning FEBRUARY 1, 2017 to FEBRUARY 1, 2020  
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.

d him  
.nc., S  
ny, Tr  
he for

ELI  
lic

\*Signed, sealed and dated  
DECEMBER 12, 2016

TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA

By: Elizabeth C. Dukes

ELIZABETH C. DUKES, Attorney-in-Fact



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll

Mayor

March 9, 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 Notch Brewery in the amount of One Thousand Fifty dollars (\$1,050.00). These funds will be deposited into the No Place for Hate account 23691-4830.

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 No Place for Hate.

Very truly yours,

Kimberley Driscoll  
Mayor



# CITY OF SALEM

In City Council,

Ordered:

March 9, 2017

To accept the donation(s) listed below totaling One Thousand and Fifty Dollars (\$1,050.00). These funds will be deposited into the Donation-No Place for Hate Fund 23691-4830 as listed in accordance with the recommendation of Her Honor the Mayor.

From:	Fund Name	Org/Obj	Amount	
Notch Brewery	Don-No Place for Hate	23691-4830	\$	1,050.00
Total			\$	1,050.00



## **CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor


February 23, 2017

Dear Mayor Driscoll;

I am writing to request the acceptance of a \$1050.00 donation written to the Salem No Place for Hate Committee from Notch Brewery (Notch Tap Room, LLC).

Please accept the \$1050.00 for deposit into the Salem No Place for Hate donation account number 23691-4830. The money will be used to help sponsor community related event and social justice work done through the committee.

Sincerely,

  
Jeffrey Cohen  
Chair  
No Place for Hate Committee



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

March 9, 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 Kevin Miller – CCB Union in the amount of One Thousand dollars (\$1,000.00). These funds will be deposited into the Veterans Donation Fund 23671-4830.

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 Veterans.

Very truly yours,

A handwritten signature in cursive script, reading "Kimberley Driscoll", is written over the typed name.

Kimberley Driscoll  
Mayor





# CITY OF SALEM

In City Council,

Ordered:

March 9, 2017

To accept the donation(s) listed below totaling One Thousand Dollars (\$1,000.00). These funds will be deposited into the Veterans Donation Fund 23671-4830 as listed in accordance with the recommendation of Her Honor the Mayor.

From:	Fund Name	Org/Obj	Amount	
Kevin Miller-CCB Union	Veterans Donation Fund	23671-4830	\$	1,000.00
Total			\$	1,000.00



KIMBERLEY DRISCOLL  
MAYOR

# City of Salem, Massachusetts

Department of Veteran Services

Director of Veteran Services

Kim F. Emerling

February 27, 2017

ATTN: Kimberly Driscoll, Mayor

Dear Mayor Driscoll,

The Salem Veterans Office has been fortunate enough to be the recipient of a donation of \$1,000. This generous donation is from Kevin Miller, a field representative for CCB, one of the unions working at the Footprint Power Plant. The men and women of CCB recently held a fundraiser and decided that the veterans of Salem would be the benefactors.

Please forward this donation to the Salem City Council at your earliest convenience. *Fund 23671-4830*

In order to deposit it to our donation account, it needs your approval. Thank you for your immediate attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Kim F. Emerling", with a stylized flourish at the end.

Kim F. Emerling



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll  
Mayor

March 9, 2017

To the City Council  
City Hall  
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request for an appropriation of Forty-Four Thousand Seven Hundred and Twenty-Six Dollars and Fifty-Five Cents (\$44,726.55) 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 Griffith	Fire	\$44,726.55

I recommend passage of the accompanying Order.

Very truly yours,

A handwritten signature in black ink, reading "Kimberley Driscoll", is written over the typed name and title.

Kimberley Driscoll  
Mayor



# CITY OF SALEM

In City Council,

March 9, 2017

Ordered:

That the sum of Forty-Four Thousand Seven Hundred and Twenty-Six Dollars and Fifty-Five Cents (\$44,726.55) 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 Griffith	Fire	44,726.55
		<hr/> <b>44,726.55</b> <hr/>



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: February 21, 2017  
RE: Retirement Stabilization Fund

\*\*\*\*\*  
Attached is a PAF for a former employee of the Salem Fire Department.

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

Robert Griffith

24 vacation days @\$304.41 per day (2016)	\$7,305.84
24 vacation days @ \$304.41 per day (2017)	\$7,305.84
3 vacation days @ \$296.99 per day (2015)	890.97
90 sick days @ \$324.71 per day	\$29,223.90

TOTAL DUE: \$44,726.55

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 Fire

Date 1.30.17

Authorized Signature: \_\_\_\_\_

Department Head/City or Business Manager/School

NAME: Robert Giffuth

## CALCULATION

✓ 2016 DAYS  
VACATION HOURS # 24 @ \$ 304.41 = \$ 7,305.96 ~~84~~

✓ SICK HOURS # 90 @ \$ 324.71 = \$ 29,223.84 ~~90~~

SMV  
PRO-RATED STIPENDS # 22 days @ \$ 13.25 = \$ 292.32

2017 VAL DAYS  
OTHER # 24 @ \$ 304.41 = \$ 7,305.96 ~~84~~

2015 VAC. DAYS # 3 @ 296.99 890.97

Total Amount Due: \$ 45,019.05 ~~45,018.87~~

Please attach corresponding PAF or other backup to this sheet.

Reason: Retirement

## For Human Resources's Use Only:

- ☒ VACATION HOURS
- ☒ SICK HOURS
- ☐ PER ACCRUAL REPORT
- ☐ OTHER

Org and Object: 83113 - 5146

Recommendation:

☒ Approved

HR Director/City or Superintendent/Schools



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

March 9, 2017

To the City Council  
City Hall  
Salem, Massachusetts

Ladies and Gentleman of the Council:

Enclosed herewith is a request to transfer Thirty-Five Thousand Dollars (\$35,000.00) within the "Capital Outlay Renovation and Repair" account (20003-584617).

This request is necessary to cover the costs for the repair of pipes and valves in the pump house at the Olde Salem Greens by the Recreation Department.

I recommend passage of this accompanying order.

Sincerely,

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,  
March 9, 2017

## Ordered:

That the sum of Thirty-Five Thousand Dollars (\$35,000.00) is hereby appropriated within the "Capital Outlay Renovation and Repair" account (20003-584617) to be expended for *the repairs of pipes and valves in the pump house at the Olde Salem Greens by the Recreation Department* in accordance with the recommendation of Her Honor the Mayor.

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

To: MAYOR

From Department: Olde Salem Greens Golf Course Park and Rec

Date: 3/2/17



---

Expense Line To : 20003-586017 - Equipment

Amount:

Description:

---

Expense Line To : 20003-584617 - Renovations & Repairs

Amount:

Description: Pump House Pipe replacement

---

**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  
PARK, RECREATION & COMMUNITY SERVICE

5 Broad Street, Salem MA 01970  
Tel. (978) 744-0180/(978) 744-0924

Fax (978) 744-7225  
pobrien@salem.com

Kimberley Driscoll  
MAYOR

Trish O'Brien  
Superintendent

March 3, 2017

Dear Mayor Driscoll,

This letter is to request \$35,000 from Capital Outlay money for the Pump House at Olde Salem Greens golf course.

Work will entail replacement and reconfiguring of the pipes, replacing the valves, and check valves, installing new butterfly valves and temperature sensors to prevent overheating of the pumps and motors.

The pipes are original from 1970 and are rotting from the inside out. Therefore pieces of rust from the pipes consistently clog the irrigation heads. There is also undue pressure on the electronic irrigation panel and excessive electricity use due to the pumps not shutting down when they should.

Sincerely,

A handwritten signature in black ink, appearing to read "Trish O'Brien", is written over a large, stylized, handwritten "O" that serves as a signature flourish.

Trish O'Brien  
Superintendent  
Parks, Recreation, and Community Service





**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll

Mayor

March 9, 2017

To the City Council  
City Hall  
Salem, Massachusetts

Ladies and Gentleman of the Council:

Enclosed herewith is a request to transfer Thirteen Thousand Two Hundred and Fifty-Five Dollars and Seventy-Five Cents (\$13,255.75) within the "Capital Outlay Equipment" account (20003-586017).

This request is necessary to cover the costs of for the purchase of audio/visual equipment for CID interviews by the Police Department.

I recommend passage of this accompanying order.

Sincerely,  
*Kimberley Driscoll*

Kimberley Driscoll  
Mayor



# CITY OF SALEM

In City Council,

March 9, 2017

Ordered:

That the sum of Thirteen Thousand Two Hundred and Fifty-Five Dollars and Seventy-Five Cents (\$13,255.75) is hereby appropriated within the "Capital Outlay Equipment" account (20003-586017) to be expended for the purchase of *audio/visual equipment for CID interviews by the Police Department* in accordance with the recommendation of Her Honor the Mayor.



# City of Salem, Massachusetts Police Department Headquarters

CHIEF OF POLICE  
MARY E. BUTLER

February 27, 2017

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

Re: Interview Room Audio/Visual Equipment

Dear Mayor Driscoll:

It has been recently brought to the attention of the Criminal Investigation Division that the current audio/visual equipment to conduct interviews of suspect/offenders and victims/witnesses, as required by law, are not in compliance with federal and state standards. This new knowledge, left unaddressed, can put the department in a very difficult position on important major crimes when introducing the recordings in court.

The current equipment was installed in haste more than eight years ago when court decisions prompted the requirement of police departments to audio and visually record all interviews to assure that statements and confessions were clearly apparent and that no use of suggestion or duress was used. It's a logical conclusion based on some past cases around the country and clearly the technology exists for police departments to utilize.

With both the age of the current equipment and the non-compliance with some of the standards that require full visual of the room and the entry/exit doors, we are hoping to install a better audio/visual system that is user-friendly and compliant with all standards and regulations. We received a recent quote from Hunt's Photo and Visual through the assistance of Mr. Stan Goldberg, which documents the full cost of audio/visual equipment, activated lights outside the room when a recorded interview is in progress, and appropriate computer capacity for storage of all recordings. The total proposed cost is \$13,255.75. I am requesting consideration of Capital funds be directed to the completion of this project with your approval.

I am available at any time to answer any questions or concerns on this matter. Thank you in advance for your time and consideration.

Very truly,

Mary E. Butler  
Chief of Police

Enclosure (1)

Cc: Ms. Sarah Stanton, Finance Director

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

To: MAYOR

From Department: Police Date: 2/27/17

---

Expense Line To : 20003-586017 - Equipment

Amount: 13,255.75

Description: Replace A/V Equipment for CID.

Expense Line To : 20003-584617 - 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 # \_\_\_\_\_





WB HUNT CO. INC.  
CORPORATE SALES  
100 MAIN STREET  
MELROSE, MA 02176  
Phone (781) 462-2382

Invoice	I92525
Date	01-27-17
Store	IND
Type	****Quote****
Reprint	012717 15:43
A/R Account	SALPD

Bill to
SALEM POLICE DEPT 95 MARGIN ST ATTN: A/P SALEM, MA 01970

Ship to
SALEM POLICE DEPT 95 MARGIN ST DET. LT. STEPHEN BONA SALEM, MA 01970

Warehouse	P/O Number	Terms	Sold At	Bill to Phones	Ship to Phones
		N30	IND	Home (978) 744-1212	(978) 744-4104
Salesperson	Salesperson			Work	
3508 Stan G				Cell	
				iT Ema	x
				iT Ema	sbona@salempd.net

Item Number	Description	Brand	U/M	Order	Ship	List Price	Extended
AXSAV4D	AX-SAV4D 4OUT 12VDC	ADIII	EA	1	0	75.00	75.00
0EVDIR800VW	800T 960H 2.8-12M V DOM IR 12V	ADIII	EA	2	0	71.50	143.00
3130427878	BR1000G 1000VA TOWER UPS	APCII	EA	1	0	165.00	165.00
705110108652	KANGURU DVD DUP 1 TO 3 22X	KANGI	EA	1	0	419.95	419.95
WI100DLR	WI100DLR COVERT EARBUD SYSTEM	PMRLI	EA	1	0	625.00	625.00
LOUASK4KIT300	ASK4KIT300 VEIFACT MO	LOURI	EA	1	0	267.80	267.80
INSTRSPINTRM	INSTALL INTERVIEW ROOM	SEVCI	EA	1	0	800.00	800.00
CCPRE1HWUPG	CC PRM 1RM HRDWR UPG w/MONITOR	CRPKI	EA	1	0	9950.00	9950.00
CCFLAGSS1	START/STOP w/FLAGGING KIT 1RM	CRPKI	EA	1	0	750.00	750.00
2884520188	147045 C535R LED MARKER LIGHT	CLEAN	EA	2	0	30.00	60.00
9964	NO SHIPPING CHARGES!	MISCI	EA	1	0		
						Sales Amount	13255.75
						Sales Tax	.00
						Freight	.00
						Total	13255.75

Please Remit To: PO Box 842597 Boston, MA 02284



## CAPABILITIES

- ✓ Easiest to use solution
- ✓ Proven performance – used by over 1,300 local and federal agencies, including Naval Criminal Investigative Service (NCIS), Army CID, Air Force OSI, US Coast Guard, Boston PD, Seattle PD and Baltimore PD
- ✓ Among the first to enter the market with a law enforcement purpose-built Interview Recording Room Solution
- ✓ Backed by a team of in-house engineers to support product innovation
- ✓ Low maintenance with a 3 or 5 year warranty included
- ✓ Linux-based software provides security and stability
- ✓ Ongoing new features and enhancements provided with every system
- ✓ Software support – technical staff available to answer all software related questions via email or phone
- ✓ Our team takes pride in customer service and customer relationships
- ✓ We work with integrators for local installation and hands on product support

## CONTACT US

CaseCracker Sales Team  
[sales@casecracker.com](mailto:sales@casecracker.com)

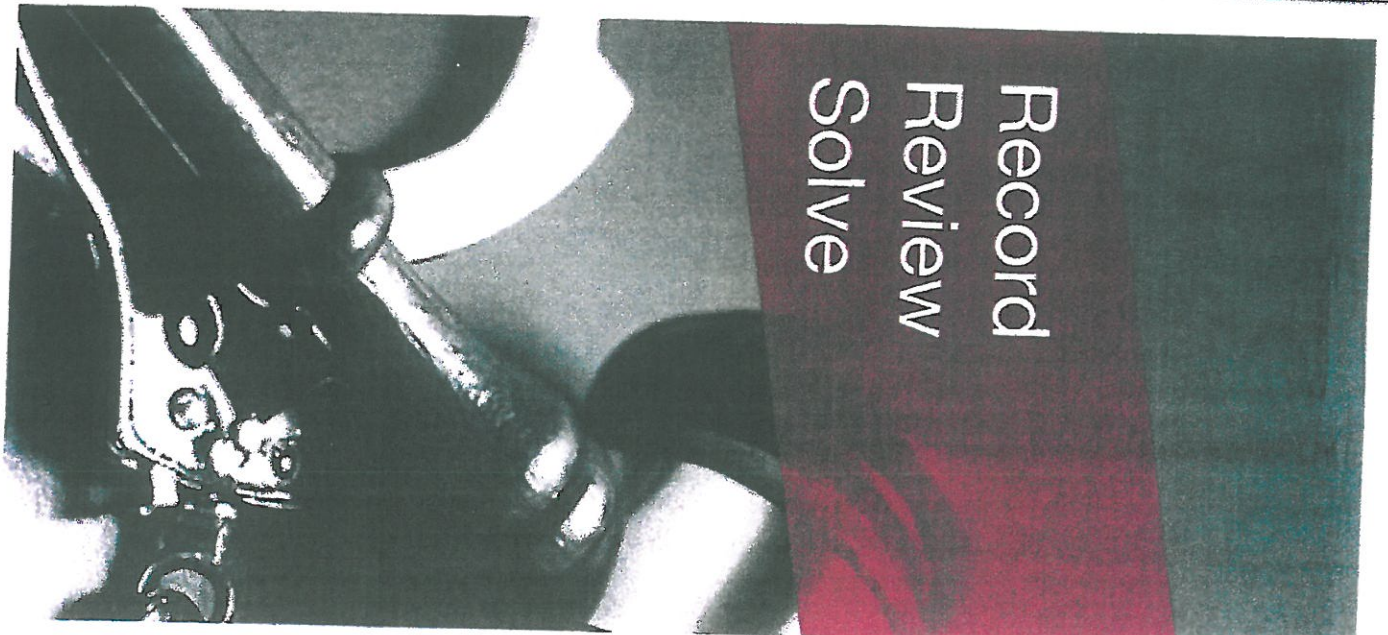
CaseCracker Technical Support  
[support@casecracker.com](mailto:support@casecracker.com)

[www.casecracker.com](http://www.casecracker.com)

(303) 665-3962

**CARDINAL PEAK**  
TECHNOLOGIES

1380 Forest Park Cir, Ste 202  
Lafayette, CO 80026



Record  
Review  
Solve

**CASECRACKER**

by Cardinal Peak





"Detectives have to deal with a lot... So CaseCracker's ease of use has been the best feature so far."  
— John Neeley, Tucson PD, Arizona

## ABOUT

CaseCracker was designed specifically for recording and managing investigative interviews. Investigators can review a large number of interviews involving multiple subjects in a user-friendly and intuitive manner. With the easiest to use interface on the market, CaseCracker is the preferred solution among some of the most progressive federal agencies as well as state and local departments.

## FEATURES

- Initiate and end recordings with a single button
- Share interviews by burning them in a non-proprietary format to a DVD or exporting as a MP4 file
- Search based on interviewer, subject, time, case number, or text annotations
- Jump to any frame, annotation, or flag with a simple click or use of the slider bar

## BENEFITS

- Easiest to use interface on the market
- Increases conviction rates with video proof to present to the jury
- Playback and review features save valuable departmental resources
- Gives investigators flexibility to review interviews on their own schedule at their desktop computer



CaseCracker is affordable, simple to use and cuts down on frivolous complaints of misconduct. It is a great tool to present in court.

— Sgt. Ben Parisi, South Euclid PD, Ohio



## Record

Recording is initiated with one button remotely using a wall mounted switch, or at the monitoring station. Interviewers have the ability to use CaseCracker to record in two separate rooms simultaneously. All interviews are recorded and saved directly to the CaseCracker system.

## Review

Both live and previously recorded interviews can be securely streamed for simultaneous review by multiple users. Utilize play, pause, fast forward or rewind in multiple speeds to save time in the review process. Users can also add flags and annotations to mark important frames in the interview.

## Solve

After the interview, video, audio, still images and other reports can quickly be exported from CaseCracker in standard, non-proprietary formats. Users can easily burn excerpts of interviews to DVD for playback in the courtroom, allowing the jury to see the interview exactly as it was conducted.

363.665.3962

[www.casecracker.com](http://www.casecracker.com)

Lafayette, CO





**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll

Mayor

March 9, 2017

To the City Council  
City Hall  
Salem, Massachusetts

Ladies and Gentleman of the Council:

Enclosed herewith is a request to transfer One Hundred and Fifty Dollars and Seventy-One cents (\$150.71) of outstanding Fiscal Year 2016 Police Department invoices.

This request is necessary to cover the costs of unanticipated medical expenses from Fiscal Year 2016 out of the 2017 Medical Line item budget.

I recommend passage of this accompanying order.

Sincerely,

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

Kimberley Driscoll  
Mayor



# CITY OF SALEM

In City Council,  
March 9, 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 One Hundred and Fifty Dollars and Seventy-One Cents (\$150.71) 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	\$ 150.71
Total		\$ 150.71



# City of Salem, Massachusetts

## Police Department Headquarters

CHIEF OF POLICE  
MARY E. BUTLER

March 2, 2017

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

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 \$150.71 for expenses incurred last fiscal year. I have attached a copy of the invoice for your review.

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

March 9, 2017

To the City Council  
City Hall  
Salem, Massachusetts

Ladies and Gentleman of the Council:

Enclosed herewith is a request to transfer Forty Thousand Dollars (\$40,000.00) from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the "Fire Medical-Active" Account (12202-5318).

This request is necessary to cover the costs of medical bills related to a line of duty injury.

I recommend passage of this accompanying order.

Sincerely,

*Kimberley Driscoll*

Kimberley Driscoll  
Mayor



# CITY OF SALEM

In City Council,  
March 9, 2017

Ordered:

That the sum of Forty Thousand Dollars (\$40,000.00) is hereby appropriated from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the "Fire Medical-Active" Account (12202-5318) in accordance with the recommendation of Her Honor the Mayor.



David W. Cody  
Chief  
(978) 744-6990  
dcody@saalem.com

# City of Salem, Massachusetts

## Fire Department

48 Lafayette Street  
Salem, Massachusetts 01970-3695  
Tel. (978) 744-1235  
Fax (978) 745-4646

Fire Prevention  
Bureau  
978-745-7777

March 2, 2017

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

Dear Mayor Driscoll,

Our active members medical account (12202-5318) has again been seriously impacted by a required surgery on a members knee. This is a physician documented job related injury. This procedure has been negotiated with the physicians office to 50% of the original surgical estimate.

The active members medical account 12201-5318 had a beginning balance of \$15,000. The revised budget to this account is \$35,780.00. At this time there is a balance of \$1,948.00 encumbered and \$416.00 available.

I am asking that a free cash allocation in the sum of \$40,000.00 be added to the line 12202-5318 Dental/Medical to cover the cost of the above described surgery.

Sincerely,

David W. Cody  
Chief of Department



**CITY OF SALEM - Finance Department**  
**Free Cash, W & S R/E, R/Res & Budget Transfer Requiring Council Approval**

From: 100 Fire  
 Department

[Signature]  
 Department Head Authorizing Signature

March 3, 2017  
 Date

Budget or R/Res

Transfers

To: \_\_\_\_\_  
 (Org/Object)

Desc: \_\_\_\_\_

Budget Amt: \_\_\_\_\_

Curr Balance: \_\_\_\_\_

Budget Amt: \_\_\_\_\_

From: \_\_\_\_\_ Desc: \_\_\_\_\_ Curr 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: 12202-5318

Desc: Dental/Med

Budget Amt: \$15,000

Curr Balance: \$416.00

Retained Earnings (W/S) (Org/Object)

Please circle one

Amount Requested:

\$ 40,000.00

Reason (Be Specific)

medical bills related to a line of duty injury

*For Finance Department Use Only:*

\_\_\_\_ Budget Transfer

\_\_\_\_ Mayor Approval

\_\_\_\_ City Council Approval

☒ Free Cash Appropriation - City Council Approval - Gen Fund \$ 620,001.90

Free Cash Balance

MB

\_\_\_\_ 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

\_\_\_\_  
 Mayor

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



## **CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

March 9, 2017

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Enclosed please find an Order appropriating \$770,000 from our short-term capital fund to provide a share of the funding required for the reconstruction of the Museum Place Garage stairwells. The entire cost of this project is \$1,306,000, with \$536,000 of it coming from existing capital funds for garage maintenance and upgrades, including waterproofing.

As you may recall, last month we closed three of the four stairwells as water intrusion and regular use over time had created a public safety hazard in those stairwells. A fourth stairwell, which was found to be safe for use by inspectors, remains open, but will be addressed and upgraded as part of this project regardless. Over the past month, we conducted an expedited procurement and have now selected a contractor for this work.

During the work, there will always be at least one stairwell open to the public and safe for use, in addition to the elevators, which now run 24 hours a day. The contractor will be staging their work and, should you approve this Order on March 9, expect to have the first two stairwells finished by the end of July, with the second two stairwells then finished by the end of September. In addition to new stairs and stairwells, we are using this opportunity to repaint and add graphics and public art to the stairwells, to make them more welcoming and attractive.

Because of the necessity of these repairs and given the long lead time to order steel, I am requesting that the Council take up this appropriation for a vote at your regular meeting on March 9. We will be reaching out to you individually over the week ahead to try to address any questions you may have, so that you will have the information you need in advance of March 9.

As you know, the Museum Place Garage is heavily utilized by downtown workers, visitors, and residents who come downtown to conduct business, shop,

dine, or attend events. The City cannot allow these stairwells to remain in their current condition and we hope to advance this work as expeditiously as possible.

If funding is approved on March 9<sup>th</sup>, we will be able to execute a contract and issue a Notice to Proceed to the selected contractor allowing us to commence this important work in an expedited manner. I am happy to answer any questions you may have about this in advance of the March 9<sup>th</sup> meeting and I have asked senior staff members to reach out to councilors individually to discuss this request in more detail. I wholeheartedly support this appropriation and hope we can expedite this proposed work.

Very truly yours,

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

Kimberley Driscoll  
Mayor  
City of Salem



# CITY OF SALEM

In City Council,  
March 9, 2017

## Ordered:

That the sum of Seven Hundred and Seventy Thousand Dollars (\$770,000.00) is hereby appropriated within the "Capital Outlay Renovation and Repair" account (20003-584617) to be expended for *the repairs of the MP Garage stairwells by the Traffic and Parking Department* in accordance with the recommendation of Her Honor the Mayor.



## City of Salem, Massachusetts

Traffic & Parking Department  
120 Washington Street  
Salem, MA 01970  
[www.salem.com](http://www.salem.com)

Kimberley L. Driscoll, Mayor

Matthew Smith, Traffic & Parking Director

February 27, 2017

The Honorable Kimberley L. Driscoll  
Mayor of Salem  
93 Washington Street  
Salem, Massachusetts 01970

RE: Request for Funding: Parking Garage Improvements/Stairwells

Dear Honorable Mayor Driscoll:

This request is for a Council Order to provide CIP funding of \$770,000 for repair of the Museum Place Garage stairwells under the current FY CIP account 20003-584617.

As you know, in mid-January 2017 the City proactively hired a structural engineer to assess deteriorating conditions in the Museum Place Garage stairwells, evaluate complaints related to the four stairwells, and identify areas for FY18 future capital improvement requests. This evaluation revealed that the staircases have suffered from water infiltration, and as such, have begun to separate from the steel reinforcement. The water damage has resulted in concrete failure, and after further investigation by the structural engineer and the City's Building Inspector, the determination was made to close three out of the four staircases as a public safety precaution.

To address the urgent needs relating to the staircase conditions, the City, through an emergency procurement waiver granted by the Department of Capital Asset Management, hired an architect to draft specifications to address the problem. Specifications were completed, a targeted set of bids were vetted, and the most lowest qualified contractor was selected.

Due to the cost of steel and the complicated nature of the project repairs, the total price of this project and a related comprehensive engineering analysis of the garage will be \$1,416,000 million dollars. The City has existing funds available in a previously authorized garage capital line item. The existing funds will cover the cost of hiring a structural engineer to do a full evaluation of the garage, and a portion of the stairwell reconstruction. I am requesting the additional \$770,000 to cover the balance of the stairwell construction cost in order to complete the project as soon as possible.

Sincerely,

A handwritten signature in dark ink, appearing to be "Matthew Smith", is written over a horizontal line.

Matthew Smith  
Traffic and Parking Director

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

To: MAYOR

From Department: Traffic & Parking      Date: February 27, 2017

Expense Line To : 20003-586017 - Equipment

Amount:

Description:

Expense Line To : 20003-584617 - Renovations & Repairs

Amount:

\$770,000

Description: Museum Place Garage stairwells improvement/reconstruction.

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

☐

City Council Approval

**Recommendation:**

☐

Approved

☐

Denied

  
Finance Director

\_\_\_\_\_  
Mayor

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

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