



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

May 25, 2017

To the City Council  
City Hall  
Salem, Massachusetts

Ladies and Gentlemen of the Council:

I re-appoint Mark S. Ianuzzi of 29 Granite Street Peabody, MA 01960 to serve as a Constable in the City of Salem for a term to expire April 12, 2020.

Very truly yours,

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

Kimberley Driscoll  
Mayor



# CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

Date April 3, 2017

Office of the Mayor  
City Hall  
Salem, Massachusetts

Application is hereby made under Chapter 41, Section 91B, for appointment as Constable. (PLEASE PRINT OR TYPE)

Name Mark S. Ianuzzi Date of Birth August 5, 1960

Place of Birth Malden MA

(City)

(State)

Home Address 29 Granite Street Peabody 01960

(Street)

(City)

(Zip)

Telephone (Home) (Business 978-977-4770 (Cell) 978-265-9292

Present Employer (Name & Address)

Self Employed

Position Held

Constable

Previous Employer

DHL

From: 1996

To: 2007

Mark S. Ianuzzi  
Signature of Applicant

The signatures of five reputable citizens of applicant's city or town are required, at least one of whom must be an attorney. The undersigned consider the above applicant to be of good moral character. (PLEASE PRINT NAME & ADDRESS AND SIGN.)

NAME	ADDRESS	SIGNATURE
1. PETER VALLES	76 GARDNER STREET, PEABODY	<u>Peter Valles</u>
2. JOHN ZAMMIO	13 PULER DRIVE, Peabody	<u>John Zammio</u>
3. Chris Chigas	5 Tammie Lane, Peabody	<u>Chris Chigas</u>
4. Stephen M. Zales, Esq.	10 Mansfield St Peabody	<u>Stephen M. Zales</u>
5. Robert King	2 Jeffrey Street, Peabody	<u>Robert King</u>

Note: Application for 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.

APPROVED:

Kimberley Driscoll  
(Chief of Police - Salem)

APPROVED:

Chris Chigas  
(Chief of Police - Applicant's City/Town)



The Hanover Insurance Company | 440 Lincoln Street, Worcester, MA 01653  
Citizens Insurance Company of America | 645 West Grand River Avenue, Howell, MI 48843  
Massachusetts Bay Insurance Company | 440 Lincoln Street, Worcester, MA 01653

## PUBLIC OFFICIAL BOND

Bond No.: BOND223618

**Know all men by these presents,**

That Mark S. Ianuzzi

as Principal, and The Hanover Insurance Company and/or Massachusetts Bay Insurance Company having its executive office in Worcester, Massachusetts, as Surety, are held and firmly bound unto the

City of Salem in the penal

sum of Five Thousand Dollars (\$ 5,000.00 ) Dollars, for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents, the liability of the Surety being limited to said penal sum regardless of the number of years this bond remains in force or is renewed or of the number of premiums that shall be payable or paid.

**The condition of this obligation is such,** That, Whereas the said Principal was elected or appointed as \_\_\_\_\_

Constable

**Now, therefore,** if the Principal shall, during the term three years beginning on the 23rd day of April, 2017, well and faithfully perform all and singular the duties incumbent upon it in said office or position, then this obligation shall be void; otherwise it shall be and remain in full force and virtue.

This bond may be extended at the option of the Surety by continuation certificate.

This bond may be terminated and cancelled, at any time, by the Obligee giving written notice to the Surety specifying the effective date of cancellation, or by the Surety mailing written notice to the Obligee and the effective date of such cancellation shall be at the expiration of fifteen days after the date of such notice.

**In Witness Whereof,** the Principal has hereunto set its hand and seal and the Surety has affixed its corporate seal and caused these presents to be signed by its Attorney-in-Fact this 12th day of April, 2017.

Witness:

Mark S. Ianuzzi

By: [Signature]

☐ THE HANOVER INSURANCE COMPANY

By: \_\_\_\_\_

☒ MASSACHUSETTS BAY INSURANCE COMPANY

By: [Signature]

David O. Smith,

Attorney-in-Fact



**THE HANOVER INSURANCE COMPANY  
MASSACHUSETTS BAY INSURANCE COMPANY  
CITIZENS INSURANCE COMPANY OF AMERICA**

*POWER OF ATTORNEY*

KNOW ALL MEN BY THESE PRESENTS: That THE HANOVER INSURANCE COMPANY and MASSACHUSETTS BAY INSURANCE COMPANY, both being corporations organized and existing under the laws of the State of New Hampshire, and CITIZENS INSURANCE COMPANY OF AMERICA, a corporation organized and existing under the laws of the State of Michigan, do hereby constitute and appoint

**David O. Smith**

of Burgin, Platner, Hurley, Quincy, MA

and each is a true and lawful Attorney(s)-in-fact to sign, execute, seal, knowledge and deliver for, and on its behalf, and as its act and deed any place within the United States, or, if the following line be filled in, only within the area therein designated any and all bonds, recognizances, undertakings, contracts of indemnity or other writings obligatory in the nature thereof, as follows:

Constable

in the amount of: \$5,000.00

WHEREAS, the Board of Directors of the Company duly adopted a resolution on March 24, 2014 authorizing and empowering certain officers of the Company to appoint attorneys-in-fact of the Company to execute on the Company's behalf certain surety obligations and other writings and obligations related thereto (the "Original Surety Resolution");

WHEREAS, the Company's Board of Directors wishes to affirm the continued authority of all of the attorneys-in-fact that were issued pursuant to the Original Surety Resolution prior to the date hereof and that remain issued and outstanding; and

WHEREAS, the Company's Board of Directors wishes to restate the Original Resolution and adopt certain related resolutions.

NOW THEREFORE, be it hereby:

RESOLVED: That the authority of all attorneys-in-fact of the Company validly issued pursuant to the Original Surety Resolution prior to the date hereof and that remain issued and outstanding as of the date hereof are hereby ratified, confirmed and approved in all respects.

RESOLVED: That the President or any Vice President, in conjunction with any Vice President, be and they hereby are authorized and empowered to appoint Attorneys-in-fact of the Company, in its name and as it acts, to execute and acknowledge for and on its behalf as surety, any and all bonds, recognizances, contracts of indemnity, waivers of citation and all other writings obligatory in the nature thereof, with power to attach thereto the seal of the Company. Any such writings so executed by such Attorneys-in-fact shall be binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company in their own proper persons.

RESOLVED: That all such surety Attorneys-in-facts issued by the Company from and including the date hereof shall be authorized pursuant to the foregoing resolution (the "Surety Resolution").

RESOLVED: That the President or any Vice President of the Company, in conjunction with any Vice President, be and hereby are authorized and empowered to establish, and from time to time review and amend, written security measures, protocols and safeguards for all Attorneys-in-fact issued by the Company pursuant to the Surety Resolution, including without limitation, security features on the actual certificates issued by the Company and evidencing such Attorneys-in-fact.

IN WITNESS WHEREOF, THE HANOVER INSURANCE COMPANY, MASSACHUSETTS BAY INSURANCE COMPANY and CITIZENS INSURANCE COMPANY OF AMERICA have caused these presents to be sealed with their respective corporate seals, duly attested by two Vice Presidents, this 27th day of April, 2015.



THE HANOVER INSURANCE COMPANY  
MASSACHUSETTS BAY INSURANCE COMPANY  
CITIZENS INSURANCE COMPANY OF AMERICA

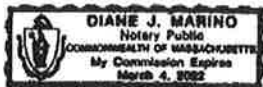
*Robert Thomas*  
Robert Thomas, Vice President

THE HANOVER INSURANCE COMPANY  
MASSACHUSETTS BAY INSURANCE COMPANY  
CITIZENS INSURANCE COMPANY OF AMERICA

*J. Michael Fute*  
J. Michael Fute, Vice President

THE COMMONWEALTH OF MASSACHUSETTS )  
COUNTY OF WORCESTER ) ss.

On this 27<sup>th</sup> day of April 2015 before me came the above named Vice Presidents of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America, to me personally known to be the individuals and officers described herein, and acknowledged that the seals affixed to the preceding instrument are the corporate seals of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America, respectively, and that the said corporate seals and their signatures as officers were duly affixed and subscribed to said instrument by the authority and direction of said Corporations.



*Diane J. Marino*  
Diane J. Marino, Notary Public  
My Commission Expires March 4, 2022

I, the undersigned Vice President of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America, hereby certify that the above and foregoing is a full, true and correct copy of the Original Power of Attorney issued by said Companies, and do hereby further certify that the said Powers of Attorney are still in force and effect.

GIVEN under my hand and the seals of said Companies, at Worcester, Massachusetts, this 12th day of April 2017.

CERTIFIED COPY

*Theodore G. Martinez*  
Theodore G. Martinez, Vice President



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

May 25, 2017

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Attached please find the revolving funds for FY2018. Revolving funds require an annual authorization vote by the City Council with each budget process. The attached order also establishes the maximum annual expenditures for each fund.

If you have any questions, please feel free to contact Sarah Stanton, City Finance Director.

Very truly yours,

A handwritten signature in black ink, appearing to read "Kim Driscoll", is written over a faint, larger version of the same signature.

Kimberley Driscoll  
Mayor  
City of Salem



# City of Salem, Massachusetts

Finance Department  
93 Washington Street  
Salem, MA 01970  
[www.salem.com](http://www.salem.com)

**Kimberley L. Driscoll, Mayor**

**Sarah A. Stanton, Finance Director**

May 25, 2017

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

RE: Revolving Funds

Dear Honorable Mayor Driscoll:

Attached please find a copy of the FY18 list of revolving accounts. As you know, said accounts need to be authorized by the City Council annually during the budget process. The revolving funds require a separate vote of Council.

Any questions/concerns, please don't hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Sarah A. Stanton". The signature is fluid and cursive, with the first name "Sarah" being more prominent.

Sarah A. Stanton  
Finance Director



# CITY OF SALEM

In City Council,

Ordered:

May 25, 2017

That the Salem City council vote, pursuant to the provisions of MGL Chapter 44, Section 53E ½ to authorize the establishment of the revolving funds for FY 2018 as herein described. Expenditures from said funds shall not exceed the amount of funds received in the respective accounts or as authorized as stated, shall come from any funds received by the respective boards for performing services, shall be used solely for the purpose of implementing the programs delineated and shall be approved by a majority vote of any respective boards in accordance with the recommendation of Her Honor the Mayor.

Department	Fund Name	Fund #	Programs & Purposes	Type of Receipts Credited	Authorization for Spending	FY 2018 Budget Request Maximum Annual Expenditures
COA	COA Programs	2374	To defray program costs including instructors, presenters, entertainment, decorations, food, etc.	Revenues and fees charged for programs	COA Director and Mayor	80,000.00
Electrical	R/A Telecom	2376	To fund public information technology, telecommunication and electrical initiatives and projects	Application fees and rental revenue from telecommunications attachments pursuant to sections 12-125 and 12-170 of the City Ordinances	City Electrician and Mayor	100,000.00
Fire	R/A Local Emergency Planning Comm	2433	Training and special equipment needed to respond to hazardous materials incidents per CH 21E	Fees charged to persons spilling or releasing hazardous materials	Fire Chief and Mayor	5,000.00
Fire	R/A Confined Space Drills	2449	Confined space training for Firefighters.	Fee charged to Dominion Power Plant to cover OT costs for Firefighter Confined Space Drill training.	Fire Chief and Mayor	25,000.00
Harbormaster	Boat/Float Storage	2368	To fund Capital items for Harbormaster and to fund maintenance costs of equipment.	Fees charged for boat and float storage at Winter Island and Kernwood Marina	Harbormaster and Mayor	35,000.00



# CITY OF SALEM

In City Council,

Ordered:

Department	Fund Name	Fund #	Programs & Purposes	Type of Receipts Credited	Authorization for Spending	FY 2018 Budget Request Maximum Annual Expenditures
Health	Health Clinics	2364	To support vaccination program and other health promotion activities of the Health Department	Reimbursements from vaccination programs	Health Agent and Mayor	20,000.00
Mayor	Special Events	2361	To cover expenses for July 4th and Haunted Happenings events.	Funding from RFP's for services, vendors and miscellaneous sponsorships.	Mayor	125,000.00
Recreation	Winter Island	2362	To increase and replenish store inventory as needed and to enhance and maintain WI store.	Revenue from sale of inventor at the Winter Island Store	Recreation Director and Mayor	40,000.00
Recreation	Dog Park	2435	Renovations and Maintenance of Dog Park at Leslie's Retreat Park.	Fee charged for pass to use dog park (pooch pass). Twenty-Five dollars annually for pass.	Recreation Director and Mayor	5,000.00
Recreation	Park & Rec Public Access	2452	To be used for the operation and maintenance of Winter Island and McCabe Marina	Parking and launch fees charged at McCabe Marina & Winter Island	Recreation Director and Mayor	50,000.00
Recreation	Salem Willows Meters	2459	Renovations and Maintenance of Willows Park.	Money generated from Willows Meters	Recreation Director and Mayor	25,000.00
Recreation	Witch House	2499	To support Salem Award committee and the Salem Witch Trial Memorial	Twenty-Five cent surcharge to tickets beginning in May 2009	Recreation Director and Mayor	10,000.00
Planning & Community Development	Old Town Hall	2373	Maintenance costs of old town hall	Rental revenue of old town hall	Director of Planning and Mayor	40,000.00
Planning & Community Development	Derby Sq/Artists Row	2375	Improvements for Derby Square and Artists' Row including outdoor furniture, signage, lighting, public art, marketing and stipends for performers	Vendor fees from Derby Square Flea/Salvage Art Market, Rent and Vendor Fees at Artists Row	Director of Planning and Mayor	20,000.00





# CITY OF SALEM

In City Council,

Ordered:

Department	Fund Name	Fund #	Programs & Purposes	Type of Receipts Credited	Authorization for Spending	FY 2018 Budget Request Maximum Annual Expenditures
Planning & Community Development	Solar Renewable Energy Cert	2377	To offset Electrical Costs	Solar renewable energy credits received for rooftop solar photovoltaic systems on City and School Buildings	Director of Planning and Mayor	250,000.00
Planning & Community Development	Salem Ferry Operational	2453	Fund operational costs of the Salem Ferry and Blaney Street Dock	Fees received during the off season for use/rent of ferry	Director of Planning and Mayor	500,000.00
Insp Services	Abandoned Prop Maint	2371	To maintain abandoned and foreclosed residential and commercial properties	Registration fees (\$300.00) for vacant and/or foreclosed residential properties	Public Service Director and Mayor	30,000.00
Engineering	Environmental Fund	2438	Provide for City purchase of environmental items such as recycling bins, recycling totes, rain barrels, composters, water conservation devises, ercycling calendar and educational material.	Fees charged for recycling bins, recycling totes, rain barrels, composters, water conservation devices.	City Engineer and Mayor	30,000.00
Engineering	Traffic Island	2439	Projects related to City beautification events including Traffic Island, Beautification, and special events such as Treemendous	Primarily from: Traffic Island Sponsorships, Special Events Revenues, Event and Beautification effort sponsors	City Engineer and Mayor	15,000.00
School	Building Rental	2601	Building Rental	Payments for rental of building by outside groups	School Committee and Mayor	200,000.00
School	Early Childhood	2608	Pre-School Tuition	Tuition payments for students attending the pre-school program at the Early Childhood Center	School Committee and Mayor	100,000.00
School	School Busing	2614	School Bus pass	Purchases of school bus passes	School Committee and Mayor	160,000.00



# CITY OF SALEM

In City Council,

Ordered:

Department	Fund Name	Fund #	Programs & Purposes	Type of Receipts Credited	Authorization for Spending	FY 2018 Budget Request Maximum Annual Expenditures
School	Night School	2620	Night School Tuition	Tuition payments for students attending the night school program	School Committee and Mayor	50,000.00
School	Special Ed Tuition	2627	Special Ed Tuition	Tuition payments for students from other districts attending Special Ed programs in Salem	School Committee and Mayor	250,000.00
School	SHS Automotive	2645	To pay for parts and materials for automotive repairs to vehicles brought in to the HS Automotive Vocational School by citizens	Fees charged for parts and materials for automotive repairs to vehicles brought in by citizens	School Committee and Mayor	50,000.00



## **CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

May 25, 2017

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order supplements all prior outstanding borrowing orders that have already been approved but not yet permanently financed to allow for the use of premium received on bonds and notes to pay for project costs, thereby reducing the par amount of the bonds to be issued for the projects.

This measure is necessary as Section 67 of the Municipal Modernization Act amended MGL c. 44, sec. 20, which governs the treatment of premiums received in connection with the sale of bonds or notes. Premiums received on bonds or notes authorized and sold before the effective date of the Municipal Modernization Act – November 7, 2016 – are general fund and water/sewer/trash enterprise fund revenue that may not be spent without appropriation. Premiums received on bonds or notes sold on or after the effective date of the Municipal Modernization Act must be: (1) used to pay project costs and to reduce the amount of the borrowing authorization by the same amount when the borrowing vote so authorizes; or (2) reserved for appropriation for capital projects for which a loan has been, or may be, authorized for an equal or longer period of time than the loan for which the premiums were received.

Sincerely,

A handwritten signature in dark ink, appearing to read "Kim Driscoll", is written over a light blue horizontal line.

Kimberley Driscoll  
Mayor  
City of Salem



# CITY OF SALEM

In City Council, May 25, 2017

Ordered:

That the City votes to modify each prior order of this Council that authorizes the borrowing of money to pay costs of capital projects to provide that, in accordance with Chapter 44, Section 20 of the General Laws, the premium received by the City upon the sale of any bonds or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied.



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

May 25, 2017

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Attached please find a bond Order authorizing all borrowing for the FY2018 general fund capital improvement program. Complete details of the FY2018 CIP and a breakdown of the included projects are included in the FY2018 budget, which has been submitted to you under separate cover.

Very truly yours,

A handwritten signature in dark ink, appearing to read "Kim Driscoll", is written over a light blue circular stamp.

Kimberley Driscoll  
Mayor  
City of Salem



# CITY OF SALEM

In City Council, May 25, 2017

## Fiscal Year 2018 General Fund Capital Improvement Program

Ordered:

That the sum of \$510,388.00 representing premium received on account of the issuance of bonds, be and hereby is appropriated to pay costs of the following capital equipment and capital improvement projects listed under the heading FY18 CIP- Funded from BOND PREMIUM and for the payment of all costs incidental and related thereto.

That the City is authorized to enter into capital leases in the sum of \$503,600.00 to pay costs of the following capital equipment items and capital improvement projects listed under the heading FY18 CIP- Funded from CAPITAL LEASES.

That the sum of \$3,842,460.00 be and hereby is appropriated to pay costs of the following capital equipment and capital improvement projects listed under the heading FY18 CIP- Funded from BOND AUTHORIZATION and for the payment of all costs incidental and related thereto, and that to meet said appropriation the Treasurer, with the approval of the Mayor, is authorized to borrow said sum under M.G.L. Chapter 44, Section 7, or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.

FY18 CIP – Funded from BOND PREMIUM		
	Engineering-Non. Ch. 90 Roadway Improvements	\$379,825
	Parking-Museum Place/South Harbor Garage Improvements	\$130,563
	<b>TOTAL BOND PREMIUM:</b>	<b>\$510,388</b>

FY18 CIP-Funded from CAPITAL LEASES		
	COA-Van	\$62,800
	Police-Vehicle Replacement-4 Marked Cruisers	\$180,800
	Public Services-Replace Ford 550	\$80,000
	Public Services-Replace International Dump Truck	\$135,000
	School-Transit Passenger Wagon	\$45,000
	<b>TOTAL CAPITAL LEASES:</b>	<b>\$503,600</b>

FY18 CIP-Funded from BOND AUTHORIZATION		
	Electrical-Traffic Signal Upgrades	\$25,000
	Electrical-Utility Pole Replacement	\$25,000
	Engineering-First Swampscott Road Intersection Improvements	\$350,000
	Engineering-Forest River Park and Pool Design/Improvements	\$50,000

Engineering-Loring and Lafayette Improvements	\$150,000
Engineering-McGrath Park Additional Assessment	\$200,000
Engineering-Bridge at Jefferson Avenue Design Costs	\$200,000
Engineering-Roads, Sidewalks, Non-Ch. 90 Eligible	\$800,000
Fire-Station One Parapet	\$100,000
IT-Annual Inventory (City)	\$75,000
IT-Annual Inventory (School)	\$150,000
IT-Community Cameras for the Police Dept.	\$30,000
IT-Document Management System	\$191,000
IT-Facilities Assessment Software	\$146,000
Library-HVAC Upgrades	\$80,000
Library-Structural Upgrades	\$100,000
Recreation-Basketball Court Renovations	\$100,000
Recreation-Bertram Field Schematic Design Phase II	\$100,000
Recreation-Playground Upgrades	\$25,000
Recreation-Ryan Brennan Memorial Skate Park	\$125,000
Recreation-Salem Common Fence	\$150,000
Recreation-Winter Island Function Hall Deck/Accessibility Upgrades	\$166,000
Parking-Equipment/Kiosks	\$75,250
Parking-Traffic Signal Communication Upgrades	\$47,000
Planning-Historic Cemetery Restoration	\$215,000
Planning-Lafayette Park Restoration	\$25,000
Police-Dive Equipment	\$65,328
Police-Fire Alarm Replacement	\$25,000
Schools-Bentley Roof Replacement	\$51,882
<b>TOTAL BOND AUTHORIZATION:</b>	<b>\$3,842,460</b>

Any premium received upon the sale of any bonds or notes approved by this vote, 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 vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Be it further Ordered:

That the Mayor and the Treasurer are each authorized to file an application to qualify under Chapter 44A of the Massachusetts General Laws any and all bonds of the City issued under and pursuant hereto, and to provide such information and execute such documents as may be required in connection therewith.



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

May 25, 2017

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Attached please find a bond Order authorizing borrowing for the FY2018 water/sewer capital improvement program. Complete details of the FY2018 CIP and a breakdown of the included projects are included in the FY2018 budget, which has been submitted to you under separate cover.

Very truly yours,

A handwritten signature in cursive script, reading "Kim Driscoll".

Kimberley Driscoll  
Mayor  
City of Salem





# CITY OF SALEM

In City Council, May 25, 2017

## Fiscal Year 2018 Water/Sewer Capital Improvement Program

### Ordered:

That the sum of \$651,799.00 representing premium received on account of the issuance of bonds, be and hereby is appropriated to pay costs of the following capital equipment and capital improvement projects listed under the heading FY18 CIP- Funded from BOND PREMIUM and for the payment of all costs incidental and related thereto.

That the sum of \$500,000.00 be and hereby is appropriated to pay costs of the following capital equipment and capital improvement projects listed under the heading FY18 CIP- Funded from BOND AUTHORIZATION and for the payment of all costs incidental and related thereto, and that to meet said appropriation the Treasurer, with the approval of the Mayor, is authorized to borrow said sum under M.G.L. Chapter 44, Sections 7 and/or 8, or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.

<b>FY18 CIP – Funded from BOND PREMIUM</b>		
Water-Distribution System Improvements		<b>\$408,633</b>
Sewer-Leak Detection and System Improvements		<b>\$243,166</b>
	<b>TOTAL BOND PREMIUM:</b>	<b>\$651,799</b>

<b>FY18 CIP-Funded from BOND AUTHORIZATION</b>		
Water-Salem PS and Booster Station		<b>\$150,000</b>
Water- Essex Street Improvements		<b>\$175,000</b>
Sewer- Essex Street Improvements		<b>\$175,000</b>
	<b>TOTAL BOND AUTHORIZATION:</b>	<b>\$500,000</b>

Any premium received upon the sale of any bonds or notes approved by this vote, 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 vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Be it further **Ordered:**

That the Mayor and the Treasurer are each authorized to file an application to qualify under Chapter 44A of the Massachusetts General Laws any and all bonds of the City issued under and pursuant hereto, and to provide such information and execute such documents as may be required in connection therewith.



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

May 25, 2017

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Attached please find an Order authorizing capital outlay appropriations as detailed in the FY2018 capital improvement program. Complete details of the FY2018 CIP and a breakdown of the included projects are included in the FY2018 budget, which has been submitted to you under separate cover.

Very truly yours,

A handwritten signature in black ink, appearing to read "Kim Driscoll", is written over a faint, larger version of the same signature.

Kimberley Driscoll  
Mayor  
City of Salem



# CITY OF SALEM

In City Council,  
May 25, 2017

Ordered:

That the sum of Two Hundred and Ninety Thousand Dollars (\$290,000.00) is hereby appropriated as part of the FY 2018 Capital Improvement Plan to be expended as listed below in accordance with the recommendation of Her Honor the Mayor.

DESCRIPTION	DEPARTMENT	ACCOUNT	AMOUNT
City Hall Annex Moving Expenses	Building Inspector	20003-584618	60,000
General Building Maintenance	Fire	20003-584618	25,000
Park and Field Improvements	Recreation	20003-584618	25,000
City Wide Tree Inventory	Planning	20003-584618	30,000
Downtown Development Study	Planning	20003-584618	50,000
Lorax Tree Recommendation	DPS	20003-584618	75,000
Acoustic Choral Panels	School	20003-586018	25,000
TOTAL CAPITAL OUTLAY FUND:			290,000



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

May 25, 2017

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order adjusts the fee charged by the City Collector for written demands from \$15.00 to \$30.00, as allowed per M.G.L. chapter 60, section 15. The proposed rate is more reflective of the cost to process these demands and therefore is an appropriate amount.

Sincerely,

A handwritten signature in black ink, appearing to read "Kim Driscoll", is written over a faint, larger version of the same signature.

Kimberley Driscoll  
Mayor  
City of Salem



# CITY OF SALEM

In City Council, May 25<sup>th</sup>, 2017

**Ordered:**

That the City of Salem charge for each written demand issued by the Collector a fee of \$30.00, to be added to and collected as part of the tax, as authorized by M.G.L. c. 60, §15.



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

May 25, 2017

Honorable Salem City Council  
Salem City Hall  
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order transfers \$5,000 from our capital outlay renovation and repairs account (20003-584617) to support the ongoing repair work on the Salem Public Library windows.

The deteriorating condition of the library's wooden window sills and trim resulting from dry rot have made this project a high priority and a necessary step toward protecting the envelope of the building from the weather.

While we had secured \$102,000 in funding for this important project, the bids ultimately came in higher than anticipated, with the lowest qualified bid being \$134,000. The Board of Public Library Trustees have voted to fund \$27,000 of the balance required from their trust funds and we are requesting the remaining \$5,000 be funded by the City through our renovation and repairs account. I recommend adoption of the enclosed Order so that this important project can remain on track.

Sincerely,

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

Kimberley Driscoll  
Mayor  
City of Salem



# CITY OF SALEM

In City Council, May 25, 2017

## Ordered:

That the sum of Five Thousand Dollars (\$5,000.00) is hereby appropriated within the "Capital Outlay Renovation & Repairs" account (20003-584617) to be expended *by the Salem Public Library for the library's window project* in accordance with the recommendation of Her Honor the Mayor.



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

To: MAYOR

From Department: Library

Date: 4/26/17

Expense Line To : 20003-586017 - Equipment

Amount:

Description:

Expense Line To : 20003-584617 - Renovations & Repairs

Amount:

\$5,000

Description:

Funding for Salem Public Library's Windows project

For Finance Dept and Mayor's Use Only:

☐

City Council Approval

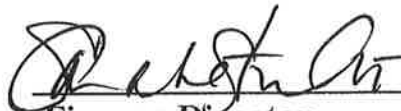
Recommendation:

☐

Approved

☐

Denied



Finance Director

\_\_\_\_\_  
Mayor

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

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



**CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll

Mayor

May 25, 2017

To the City Council  
City Hall  
Salem, Massachusetts

Ladies and Gentleman of the Council:

Enclosed herewith is a request to transfer One Thousand Three Hundred Dollars (\$1,300.00) within the Electrical Department as listed below:

12452-5256	Fire/Municipal Maint	12451-5131	Overtime	\$600.00
12452-5255	Building/Equip Maint	12541-5131	Overtime	\$700.00

This transfer is necessary to fund the overtime for the remainder of the fiscal year.

Sincerely,

A handwritten signature in cursive script, reading "Kim Driscoll", written in dark ink.

Kimberley Driscoll  
Mayor



# CITY OF SALEM

In City Council,

May 25, 2017

Ordered:

That the sum of One Thousand Three Hundred Dollars (\$1,300.00) is hereby transferred within the Electrical Department as listed below in accordance with the recommendation of Her Honor the Mayor.

From		To		Amount
12452-5256	Fire/Municipal Maint	12451-5131	Overtime	600.00
12452-5255	Building/Equip Maint	12451-5131	Overtime	700.00
Total				1,300.00

# CITY OF SALEM – Finance Department

## Free Cash, W & S R/E, R/Res & Budget Transfer Request Form

From: Electrical Department Head Authorizing Signature \_\_\_\_\_ Date \_\_\_\_\_  
Department

Budget or R/Res Budget Amt: 8000  
Transfers To: 12451-5131 Desc: Overtime Balance: -225.28  
(Org/Object)

From: 12452-5256 Desc: Fire/MunSignal Man Balance: 10,000  
(\*Note - Please include letter to Mayor for Transfers from different Personnel & Non-personnel lines)

Current Balance in Receipts Reserved Fund Above (if applicable) - \$ \_\_\_\_\_ Date: \_\_\_\_\_

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

Amount Requested: \$ 600.00

Reason (Be Specific) \_\_\_\_\_

**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 \$ \_\_\_\_\_  
R/Res Fund Balance

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

Recommendation: ☐ Approved ☐ Denied

*[Signature]*  
 Finance Director

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

# CITY OF SALEM – Finance Department

## Free Cash, W & S R/E, R/Res & Budget Transfer Request Form

From: Electrical Department Head Authorizing Signature \_\_\_\_\_ Date \_\_\_\_\_

Budget or R/Res Transfers To: 12451-5131 Desc: Overtime Budget Amt: 8,000 Balance: -225.28

From: 12452-5255 Desc: Building/Equip Maint Budget Amt: 7,000 Balance: 7,000.23

(\*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 Retained Earnings (W/S) To: \_\_\_\_\_ Desc: \_\_\_\_\_ Budget Amt: \_\_\_\_\_ Balance: \_\_\_\_\_

Please circle one (Org/Object)

Amount Requested:

\$ 700

Reason (Be Specific) \_\_\_\_\_

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

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

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

Recommendation: ☐ Approved ☐ Denied

Mahesh Ch  
Finance Director

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



KIMBERLEY DRISCOLL  
MAYOR

## CITY OF SALEM, MASSACHUSETTS

ELECTRICAL DEPARTMENT  
44 LAFAYETTE STREET  
TEL (978) 745-6300  
FAX (978) 745-4638  
[JGIARDI@SALEM.COM](mailto:JGIARDI@SALEM.COM)

JOHN J. GIARDI  
CITY ELECTRICIAN

May 11, 2017

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

Dear Mayor Driscoll,

I am respectfully requesting a budget transfer totaling \$1,300.00 from two (2) expense lines to cover a shortage in the overtime line and to fund overtime for the remainder of fiscal year 2017. Due to unforeseen circumstances, our overtime needed was higher than anticipated.

Thank you in advance for your attention to the above request. If you need any further information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "John J. Giardi".

John Giardi  
Director  
Electrical Department



## **CITY OF SALEM, MASSACHUSETTS**

Kimberley Driscoll  
Mayor

May 25, 2017

Honorable Salem City Council  
Salem City Hall  
Salem, MA 01970

Ladies and Gentlemen of the Council:

Enclosed please find the proposed FY2018 operating and capital budgets for the City of Salem and the Salem Public Schools. The proposed budgets reflect a balanced and responsible spending plan for our community that continues to invest in critical quality of life, public infrastructure, and education needs that help make Salem the hub of the North Shore and such an attractive place to live, visit, do business, and raise a family. I believe this budget will continue to lead this great City forward and recommend its adoption for the coming fiscal year.

The proposed FY2018 budget totals \$155,449,979. Our general City budget has increased by 3.20% this year, which includes adjustments to fixed costs that are largely not in our control, as well as enhancements in school and public safety operating budgets. For instance, our schools' budget will increase by \$1.28 million dollars, representing our continued commitment to giving our schools and our teachers the resources they need to help our children succeed. The enterprise fund budgets (water, sewer and trash) will increase by 4.59% due to increases in assessments for these services; however, given current enterprise funds, we will not require a change in current water, sewer or trash rates this year. The FY2018 Capital Improvement Plan (CIP) is also included as part of this budget, as are the associated bond orders for this important plan. I am proud that we instituted a practice of including a forward-looking capital plan in our budget each year, as a responsible and transparent way of planning for future obligations while meeting present-day needs to best serve Salem residents.

The inclusion of a CIP or a five-year financial forecast was not always standard practice for Salem, of course. It is one more way we have professionalized and improved how the City of Salem operates. It is hard to imagine that when I first took office, we walked into a City Hall carrying a \$3.5 million. From having nothing in our rainy-day stabilization fund when we took office, we today have almost \$6 million in that fund thanks to permanent, prudent finance policies that we have worked collectively with the Council to put in place.

From having a dismal bond rating, today we have the highest bond rating in our City's history, for three years running. As you may know, three years ago, Salem's bond rating was upgraded by Standard & Poor's to AA. 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 – over \$110 million worth in competitive, non-formula grants over the last eleven years – 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, they also allow us to realize financial gains. Better bond ratings mean we can refinance existing debt at the lower interest rates accessible to us, saving money. We were also able to save taxpayers' dollars through innovations – our recent conversion to LED streetlights reduced our electrical bill by around \$250,000 and using a DOER grant and funds from the Footprint CBA rooftop solar arrays on two public schools will realize approximately \$160,000 in savings – and through responsible practices – we've been able to shave almost \$4.3 million in savings on city contracts in FY16.

In our budgeting practices, the taxpayers of Salem have always been foremost in mind, and FY2018 is no different. This budget both recognizes the impact of property taxes on residents and meets their demands for investments in the local services they need and rely upon every day.

I am proud that, starting in 2008, we began adopting the maximum amount allowable under state law for property tax abatements for veterans, the disabled, and widows. Since that year over 3,300 abatements have been granted, saving Salem's neediest taxpayers almost \$3 million. And that fiscal responsibility extends to all taxpayers. We have received the Government Finance Officers Association (GFOA) highest accolades for fiscal transparency for the last nine years. Across the whole North Shore, Salem has had the second lowest average single family tax bill increase over the last



eleven years. In that time, we have managed to hold the average tax bill increase in Salem to 85% of the state-wide average – put another way, for every dollar that property tax bills went up across the state over the last eleven years, Salem's went up 85 cents.

We've been able to be respectful of taxpayers, while also investing in critical local needs. In the past eleven years, we invested \$14.3 million into our roads, repaving 277 streets across our City, over 44 miles in all. And that does not include major corridor projects on North Street, Bridge Street, and Canal Street, and upcoming projects on Essex Street, Derby Street, and Boston Street. Since I first took office, our police force has grown by 15% and we increased our Fire Department ranks by 20%, bringing our combined public safety personnel complement from 170 men and women to nearly 200 today. We have also invested in public safety apparatus, spending almost \$4.4 million to replace and upgrade 50 police, fire, and harbormaster vehicles. Our public safety personnel need to have modern, functioning equipment and we remain committed to that goal. The FY2018 budget that is presented here continues that commitment to public infrastructure and public safety.

We must put our public funds into the things that matter. For example, since the start of my administration we have provided over \$3.3 million in local veterans benefits to deserving Salem veterans. We have used small local matches to seek out and successfully receive eight separate park improvement grants from the Commonwealth. These represent over \$3.4 million in funding to improve Peabody Street Park, Furlong Park, Splaine Park, Bertram Field, Winter Island, Mary Jane Lee Park, and McGlew Park. In addition to parks, we have leveraged private development to receive almost \$8.4 million in MassWorks funds to improve roadways in Blubber Hollow and Riley Plaza. Grants such as these – for parks and roads and public safety – are not given out by formula. They are competitive, actively sought after and enable us to bring funding to bear on our greatest needs, without tapping Salem's taxpayers. In the last decade, Salem has attracted \$12 million in new growth, also a critical component to helping balance budgets and limiting the impact on existing homeowners.

The FY2018 budget maintains our dedication to fiscal responsibility while also leading Salem forward. I am proud of our collective efforts to limit impacts on Salem taxpayers while also providing much needed services to constituents. This is possible due to our collective attentiveness to City finances, as well as our ongoing efforts at identifying efficiencies in the delivery of services. Our fiscal practices have resulted in not only affirmation of our historic high AA bond rating, but also our regular receipt of recognitions and awards from the Government Finance Officers Association (GFOA). Lastly, beyond budgets another key factor in enhancing our local economy is the large number of public and private investments in our community. These developments enhance our short and long term economic growth, add to our tax base and generate revenues and jobs that improve our overall community.

In FY2017 we will continue to strive to exceed the service level expectations of our constituents, while simultaneously ensuring fiscal prudence in all expenditures. The mission of City government in Salem is to provide open, honest, and pro-active services effectively and efficiently, focusing on the needs of today, with a vision for the future. In order to accomplish this, the proposed budget aligns operations with short-term and long-term

strategic goals and objectives, while maintaining necessary fiscal controls and a careful attention to our financial forecasts in our budgeting. This is a challenging balance to strike, but I believe the proposed budget accomplishes just that.

Balancing the City's budget with less state and federal resources is no easy task and I appreciate the hard work and cooperation our Department heads have put into the preparation of this year's budget. I cannot say enough about the efforts made by our Finance Department, led by Finance Director Sarah Stanton. The department's efforts ensured that the budget was ready for submission and in compliance with the high standards we set for ourselves pursuant to GFOA Distinguished Budget guidelines. We are one of only a handful of Massachusetts communities who annually qualify for both a Certificate of Excellence for our Comprehensive Annual Financial Reporting (CAFR) and a Distinguished Budget Award from the GFOA.

Six decades ago John Kennedy visited Salem and observed, "Perhaps there is little left of the Salem of old, in terms of its merchant fleet and unfurled sails. But the greatness of the people of Salem, their integrity and industry, their loyalty and perseverance - all of these remain to this very day - and it is here that we find the greatness of Salem." In my time as Mayor of this incredible city I've had the daily privilege of witnessing for myself just how true his words still are today. I believe the proposed FY2018 budget that is before you represents a strong commitment to the integrity of the people we have been elected to serve. It continues our balanced and responsible approach to city finances and budgets. It invests in continuing to make Salem a forward-looking city, a safe city, a welcoming city, a city with schools that we can be proud of - in short, a great city.

I recommend adoption of the proposed FY2018 budget, CIP, and other associated budgetary Orders and I look forward to working with you in the coming weeks to enact this proposed FY2018 spending plan in order to continue to lead our great City forward.

Sincerely,

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

Kimberley Driscoll  
Mayor  
City of Salem

cc: All City of Salem Department Heads