



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

November 19, 2020

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I would like to request the opportunity to address you at your meeting of November 19th provide the public and the City Council with an update on the City's response to the COVID-19 pandemic.

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

November 19, 2020

Salem City Council
City Hall
93 Washington Street
Salem, MA 01970

Ladies and Gentlemen of the City Council:

I am very pleased to reappoint Sue Kirby of 45 St. Peter Street #504 to continue her service as a member of the Salem Housing Authority board as the tenant member of that board for a five-year term ending March 1, 2025.

Ms. Kirby worked for decades to improve our communities and advocate for those who often are voiceless in our society. In 2014 she retired after five years as Director of Promise the Children, a nonprofit network of volunteers through the Unitarian Universalist church who advocate for federal children's programs. Prior to that she served as the Executive Director of the Massachusetts Senior Action Council and as an organizer for the Older Women's League and Parents United for Child Care. Ms. Kirby earned a Bachelor's degree in Labor Studies from UMass Boston and started her professional career in the 1980s as a union activist at GE in Lynn.

I believe Ms. Kirby brings an important voice and perspective to the work of the Housing Authority board. We are fortunate that she is willing to serve our community in this capacity and I recommend confirmation of her reappointment.

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

November 19, 2020

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am pleased to appoint Ezekiel Holt of 34 Leach Street, to complete the remainder of an unexpired three-year term on the Salem Commission on Disabilities, to expire on November 15, 2021. Mr. Holt will take the seat previously filled by Chris Nagle, who has stepped down from the Commission. Please join me in thanking Mr. Nagle for his service to our community as a member of this Commission.

Mr. Holt has served the ADA Coordinator for Salem State University for the last six years and is also the university's Family and Medical Leave Act and Worker's Compensation Coordinator. Earlier this year SSU designated him to serve as the university's COVID-19 Employee Response Coordinator. Before his time with SSU Mr. Holt was a regional manager for the U.S. Army Northern Regional Medical Command at Fort Belvoir and, prior to that, a counselor and administrator at Walter Reed Army Medical Center. Mr. Holt began his career as an analyst at the U.S. Army Human Resources Command in Alexandria, Virginia, shortly after graduating from Shepherd University with his Bachelor's degrees in history and sociology. In 2018 he earned his ADA Coordinator Certificate from the University of Missouri. At SSU he serves on, and has previously co-chaired, the university's ADA/Section 504 Compliance Committee and serves on the University Safety Committee.

I recommend confirmation of Mr. Holt's appointment to the Commission on Disabilities. We are fortunate he is willing to serve our community in this important role and lend his insights and expertise to the Commission and its work.

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

November 19, 2020

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am pleased to appoint Kate Zuraw, LICSW, of 9 South Pine Street #2R to a three-year term on the Salem Commission on Disabilities to expire on November 19, 2023. Ms. Zuraw will take the seat previously held by David Martel, who has stepped down from the Commission. Please join me in thanking Mr. Martel for his service to our community as a member of this Commission.

Ms. Zuraw is a social worker for North Shore Physicians Group where she provides care coordination, crisis intervention, and needs assessments for patients, including assistance related to social determinants of health, mental health, developmental disabilities, substance use issues, aging, and medical illness. Previous to that she was a treatment program manager and rehabilitation coordinator for the North Suffolk Mental Health Association in Chelsea and East Boston, where she continues to serve as a member of their Human Rights Committee. Her prior work includes time as a social worker at the Enfield Adult Day Center in Connecticut, and as a mental health and crisis clinician at the Old Colony Correction Center in Bridgewater and with South Shore Mental Health in Quincy. Ms. Zuraw received her Bachelor's degree from Roger Williams University and her Masters of Social Work from Simmons College.

I recommend confirmation of Ms. Zuraw's appointment to the Commission on Disabilities. We are fortunate she is willing to serve our community in this important role and lend his insights and expertise to the Commission and its work.

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

November 19, 2020

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Enclosed is an Order seeking Council approval to implement our annual parking ticket amnesty program to waive up to \$30 in late fees on parking violations collected from December 1 through December 23, 2020 in exchange for a donation of canned goods and non-perishable items. All food will go to local Salem food pantries.

The "Peas for Fees" program has become an annual tradition in Salem and has proved to be successful bringing in donations of food for those in need and also additional receipts for the City. In the spirit of the holidays, this amnesty program will once again give individuals who owe late fees an incentive to pay their tickets, providing additional food supplies to very needy food pantries and hopefully resulting in an extra infusion of funds for the City.

This has been a practice that has been used in Massachusetts and other communities across the country as a way to provide residents and others with a benefit that relieves late penalties. While the City benefits from recovering unpaid ticket revenues, the added advantage to this initiative is the receipt of the canned goods, which are donated to local food pantries during the holiday season. This year we will have a receptacle located in the outer area of the Collector's Office, so staff will not need to handle the donated items.

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council, November 19, 2020

Ordered:

Upon payment of an unpaid parking fine and the donation of two non-perishable items or canned goods to be donated to local food pantries, the City Collector shall waive, from December 1, 2020 – December 23, 2020, up to thirty dollars in late fees added to an unpaid parking fine, as provided in Section 17A of the City of Salem Traffic Code.

The Collector shall not waive any surcharge imposed by the Massachusetts Registry of Motor Vehicles if the Collector has notified the Registry of Motor Vehicles of an unpaid fine and a non-renewal of license and/or registration has been recorded by the Registry of Motor Vehicles.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

November 19, 2020

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order authorizes the City to once again entertain bids to utilize a small portion of the former Universal Steel parking lot for a period of time from November 27th through December 24th of this year only, in order to sell Christmas trees.

All required insurance and liability coverage for the City would also need to be provided by the company. I recommend adoption of the enclosed Order, which is identical to the same Order the City Council approved last two years.

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council, November 19, 2020

Ordered:

The City Purchasing Agent is hereby authorized to solicit bids and lease, with the approval of the Mayor, no more than one-third of the city-owned lot at 297 Bridge Street for the period of November 27, 2020 through and including December 24, 2020 for the purpose of selling Christmas trees, wreathes, and similar holiday items.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

November 19, 2020

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

As we do each year, I am proud to once again celebrate Small Business Saturday here in Salem, this year on Saturday, November 28th.

Falling between Black Friday and Cyber Monday, Small Business Saturday is a day to celebrate and support the small, independently-owned businesses that are so critically important to our local economy. As the holiday season approaches, I hope all Salem residents will shop local first and support our small businesses, this year especially as so many of them have suffered from the economic downturn resulting from the pandemic. I am pleased to once again participate in Small Business Saturday and celebrate our local small businesses throughout Salem.

As we do each year, the City would like to provide free parking at all municipal lots, garages, and meters for the Friday and Saturday following Thanksgiving, to help encourage more people to shop local this holiday season. The enclosed Order authorizes free parking for November 26th through November 28th and also for the December holiday season from December 24th through December 26th.

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council, November 19, 2020

Ordered:

Parking at all City owned lots, garages, and on-street spaces shall be free of charge on the following days:

1. Thursday, November 26
2. Friday, November 27
3. Saturday, November 28
4. Thursday, December 24
5. Friday, December 25
6. Saturday, December 26



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

November 19, 2020

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 of One Thousand Dollars (\$1,000.00) from Megan Riccardi to contribute to the Mack Park Food Farm.

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 City's Mack Park Food Farm Donation Fund 25S01-4800.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Kim Driscoll", is written over the typed name.

Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

Ordered:

November 19, 2020

To accept the donation from Megan Riccardi in the amount of One Thousand Dollars (\$1,000.00) to contribute to the Mack Park Food Farm. These funds will be deposited into the City's Mack Park Food Farm Donations Fund 25S01-4800 in accordance with the recommendation of Her Honor the Mayor.



KIMBERLEY DRISCOLL
MAYOR

CITY OF SALEM, MASSACHUSETTS
BOARD OF HEALTH

98 WASHINGTON STREET, 3RD FLOOR
SALEM, MA 01970
TEL. (978) 741-1800
health@salem.com



Public Health
Prevent. Promote. Protect.

DAVID GREENBAUM, RS
HEALTH AGENT

October 16, 2020

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

Re: Online donation to Mack Park Food Farm

Dear Mayor Driscoll,

The Health Department respectfully requests approval of a donation made by Megan Riccardi in the amount of \$1,000 to the Mack Park Food Farm Donations fund. The fund number is 25S0. The Munis Revenue Org/Object into which the money will be deposited is 25S01-4800. There are no restrictions associated with this donation. Thank you for your consideration.

Sincerely,

Kerry Murphy
Health & Wellness Coordinator
978-619-5652
kmurphy@salem.com



CITY OF SALEM, MASSACHUSETTS

**Kimberley Driscoll
Mayor**

November 19, 2020

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 of Thirty Thousand Dollars (\$30,000.00) from Footprint Power Salem Harbor Development for virtual training for the team and equipment upgrades.

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 City's Fire Department's Donation Fund 24131-4830.

Very truly yours,

A handwritten signature in black ink, appearing to read "Kim Driscoll", is written over the typed name.

Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

Ordered:

November 19, 2020

To accept the donation from Footprint Power Salem Harbor Development in the amount of Thirty Thousand Dollars (\$30,000.00) for virtual training for the team and equipment upgrades. These funds will be deposited into the City's Fire Department's Donations Fund 24131-4830 in accordance with the recommendation of Her Honor the Mayor.



CITY OF SALEM, MASSACHUSETTS FIRE DEPARTMENT

48 LAFAYETTE STREET
SALEM, MASSACHUSETTS 01970-3695
PHONE 978-744-1235 FAX 978-745-4646

FIRE PREVENTION
BUREAU
978-745-7777

JOHN G. GIUNTA
CHIEF
978-744-6990
JGGIUNTA@SALEM.COM

October 16, 2020

Honorable Mayor Kimberley Driscoll,

I am requesting acceptance of the generous donation to the Salem Fire Department from Footprint Power to upgrade our gear for the Special Operations Team. This team was created over 10 years ago, and our equipment is reaching the end of its life cycle. We have an agreement with Footprint to conduct (4) drills this year. Footprint had budgeted for these drills but due to COVID-19 we were unable to conduct the last (2) drills. Footprint has donated \$30,000 for virtual training for the team and for the much-needed upgrade of our equipment. We are very grateful to Footprint for this donation as this team is a vital part of providing safety and security within the City.

Respectfully submitted,

John G Giunta

Chief of Department



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

November 19, 2020

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request for an appropriation of Two thousand, Six Hundred and Sixty-Two Dollars and Twenty Cents (\$2,662.20) appropriated in the "Retirement Stabilization Fund-Vacation Sick/leave buyback account (83113-5146) to fund the retirement buyback cost to be expended for FY 2021 contractual buyback.

Name	Department	Amount
Donna Sullivan	School	\$2,662.20

Total: \$2,662.20

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,

Ordered:

November 19, 2020

That the sum of Two Thousand, Six Hundred and Sixty Two Dollars and Twenty Cents (\$2,662.20) be approved within the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to be expended for the FY 2021 contractual buyback(s) listed below in accordance with the recommendation of Her Honor the Mayor.

Name	Department	Amount
Donna Sullivan	School	2,662.20
		\$ 2,662.20



KIMBERLEY L. DRISCOLL
MAYOR

LISA B. CAMMARATA
DIRECTOR OF HUMAN
RESOURCES

CITY OF SALEM MASSACHUSETTS

HUMAN RESOURCES
98 WASHINGTON STREET, 3RD FLOOR
SALEM, MASSACHUSETTS 01970
TEL. 978-619-5630
FAX 978-745-7298

MEMORANDUM

TO: Laurie Giardella, Director of Finance
DATE: October 5, 2020
RE: Retirement Stabilization Fund

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

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

Donna Sullivan

45 sick days @ \$59.16 per day	\$2,662.20
Total:	\$2,662.20

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.


LBC

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

From: Department School Date 9/30/2020

Authorized Signature: *M. J. Lee*
Department Head/City or Business Manager/School

NAME: Donna Sullivan

CALCULATION

VACATION DAYS # _____ @ \$ _____ = \$ _____

SICK DAYS # 45 @ \$ 59.16 = \$ 2,662.20

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

OTHER # _____ @ \$ _____ = \$ _____

Total Amount Due: \$ 2,662.20

Please attach corresponding PAF or other backup to this sheet.

Reason: Retirement

For Human Resources's Use Only:

☐ VACATION DAYS

☒ SICK DAYS

☐ PER ACCRUAL REPORT

☐ OTHER

Org and Object: 83113 - 5146

Recommendation:

☒ Approved

M. J. Lee
H R Director/City or Superintendent/Schools

☐ verified retired

All employees who work at least (6) hours per day shall be granted a meal period of thirty (30) minutes during each work shift. Whenever possible the meal period shall be scheduled at the middle of the shift.

ARTICLE XIII: SICK LEAVE

A. Sick leave shall be granted for personal sickness and for up to five days for sickness or injury in the immediate family. Immediate family is defined as set forth in Part One, Section A of Article XV11, entitled Funeral Leave. As such, Immediate family shall mean: Spouse, Mother, Father, Brother, Sister, Children, Grandparents, Grandchildren, Mother or Father-in-law, or any other dependent living in the household.

B. For absence due to illness in excess of (5) consecutive working days the Employer may require, for purposes of additional evidence, a certificate from a physician.

C. The parties recognize and agree to adhere to the Absence Control Policy as adopted by the City, excepting for the requirement of a certificate from a physician, which is governed by paragraph B above.

D. Employees absent because of an industrial accident may, if they so desire, draw from their sick leave credits, to make up the difference between the payment of compensation and their full week's pay.

E.1 On retirement or death of an employee who was employed on or before July 1, 2000 payment for accumulated unused sick leave will be made to the employee or his/her estate, up to a maximum of ninety (90) days.

E.2 On retirement or death of an employee who was employed on or after July 1, 2000 through June 30, 2002, payment for accumulated unused sick leave will be made to the employee or his/her estate, up to a maximum of forty-five (45) days.

E.3 Effective upon the execution of the 2011-2014 Agreement the District agrees to offer the following two options regarding Sick Leave Buyback to members on a voluntary basis.

Option A – Members with a Service Date of 1/1/2003 or earlier.

Upon written request by the member, the District agrees to provide the member with a one-time payment for fifty percent of the member's accrued sick leave, at the rate of one hundred twenty-five dollars (\$125.00) per day. The maximum number of days a member may receive payment for cannot exceed forty-five (45) days. Upon retirement from the District, any member who has received payment from the District in accordance with this Section will have his or her sick leave buyback in accordance with Section F, paragraphs 1 & 2 reduced by the number of days he or she has received hereunder. The member has the option to request the District deposit this one-time payment in the member's preferred deferred compensation plan.



SALEM PUBLIC SCHOOLS

THIS FORM CANNOT BE PROCESSED UNLESS ALL SHADED AREAS AND PERTINENT INFORMATION IS SUPPLIED
PERSONNEL ACTION/DATA FORM

PART A

DATE 9/30/2020

NAME (LAST, FIRST, MIDDLE) Sullivan, Donna		EMPLOYEE NO. 510232	CHECK ALL THAT APPLY 1. EMPLOYMENT <input type="checkbox"/> 2. WAGE SALARY ADJUST <input type="checkbox"/> 3. TRANSFER <input type="checkbox"/> 4. LEAVE OF ABSENCE <input type="checkbox"/> 5. ADDRESS/NAME CHANGE <input type="checkbox"/> 6. TERMINATION <input checked="" type="checkbox"/> 7. OTHER <input type="checkbox"/>
JOB TITLE Cafeteria Helper		JOB CODE 5442	
DEPARTMENT School	SCHOOL Bates	DEPT NO. 250	

1. EMPLOYMENT

ADDRESS: STREET		CITY	STATE	ZIP	SOCIAL SECURITY NO.		NEW HIRE <input type="checkbox"/>	REHIRE <input type="checkbox"/>	RECALL <input type="checkbox"/>	Salaried <input type="checkbox"/> Hourly <input type="checkbox"/>
PERMANENT Full Time <input type="checkbox"/> 20 HRS+ Part Time <input type="checkbox"/> Part Time <input type="checkbox"/>	4. TEMP <input type="checkbox"/>	CIVIL SERVICE	DATE APPROVED	VETERAN	SHIFT	PAY RATE	PER	SHIFT PREM.	GRADE	STEP
PHONE #	DATE OF BIRTH	SEX	ETHNIC CODE	SCHEDULED HOURS	HOURLY RATE	# DEPENDENTS	MARITAL STATUS			
REQUIRED LICENSE: TYPE(S)		CLASS				EXPIRATION DATE				

2. WAGE/SALARY ADJUSTMENT (GIVE EXPLANATION IN SEC 8)

ANNIVERSARY DATE	DATE OF LAST INCREASE	PRESENT RATE PER	PROPOSED RATE PER	NEW HOURLY RATE	GRADE	STEP	EFFECTIVE DATE
------------------	-----------------------	------------------	-------------------	-----------------	-------	------	----------------

3. TRANSFER JOB/SHIFT/DEPT (GIVE EXPLANATION IN SEC 8)

NEW DEPT & NO.	NEW JOB TITLE	NEW JOB CODE	RATE CHANGE?			
NEW GRADE	NEW STEP	NEW PAY RATE PER	EFFECTIVE DATE	SHIFT CHANGE	FROM	TO

4. LEAVE OF ABSENCE (GIVE EXPLANATION IN SEC 8)

FROM	TO	DATE RETURNED
------	----	---------------

5. ADDRESS/NAME CHANGE

NEW ADDRESS: STREET	CITY	STATE	ZIP	NEW PHONE NO.	CORRECT NAME TO
---------------------	------	-------	-----	---------------	-----------------

6. TERMINATION (GIVE EXPLANATION IN SEC 8)

LAST DAY WORKED	DATE HIRED	RECOMMENDED FOR REEMPLOYMENT?		
REASON	QUALITY OF WORK	ATTENDANCE	ATTITUDE	JOB KNOWLEDGE
RETIREMENT				

7. EMERGENCY CONTACT

NAME	PHONE NO.	RELATIONSHIP
------	-----------	--------------



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

November 19, 2020

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request for an appropriation of Twenty Thousand, Three Hundred and Fifty-Four Dollars and Forty Cents (\$20,354.40) appropriated in the "Retirement Stabilization Fund-Vacation Sick/leave buyback" account (83113-5146) to fund the retirement buyback cost to be expended for FY 2021 contractual buyback.

Name	Department	Amount
John Robinson	School	\$20,354.40

Total: \$20,354.40

I recommend passage of the accompanying Order.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Kim Driscoll", is written over the printed name.

Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

Ordered:

November 19, 2020

That the sum of Twenty Thousand, Three Hundred and Fifty Four Dollars and Forty Cents (\$20,354.40) be approved within the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to be expended for the FY 2021 contractual buyback(s) listed below in accordance with the recommendation of Her Honor the Mayor.

Name	Department	Amount
John Robinson	School	20,354.40
		\$ 20,354.40



CITY OF SALEM MASSACHUSETTS

KIMBERLEY L. DRISCOLL
MAYOR

LISA B. CAMMARATA
DIRECTOR OF HUMAN
RESOURCES

HUMAN RESOURCES
98 WASHINGTON STREET, 3RD FLOOR
SALEM, MASSACHUSETTS 01970
TEL. 978-619-5630
FAX 978-745-7298

MEMORANDUM

TO: Laurie Giardella, Director of Finance
DATE: November 2, 2020
RE: Retirement Stabilization Fund

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

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

John Robinson

90 sick days @ \$226.16 per day	\$20,354.40
Total:	\$20,354.40

In accordance with the July 2008 Policy, I am requesting you verify the availability of the funds from the Retirement Stabilization Fund, prepare the Council Order, and continue the process in order that my staff can input the information in MUNIS and issue payments to this former employee upon Council approval.

Thank you for your cooperation, and if you should have any questions, please do not hesitate to contact me.

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

From: Department School Date 10/28/2020

Authorized Signature: Mary C. Lee
Department Head/City or Business Manager/School

NAME: John Robinson

CALCULATION

VACATION DAYS # _____ @ \$ _____ = \$ _____

SICK DAYS # 90 days @ \$ 226.16 = \$ 20,354.40

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

OTHER # _____ @ \$ _____ = \$ _____

Total Amount Due: \$ 20,354.40

Please attach corresponding PAF or other backup to this sheet.

Reason: Retirement

For Human Resources's Use Only:

☐ VACATION DAYS

☒ SICK DAYS

☐ PER ACCRUAL REPORT

☐ OTHER

Org and Object: 83/13 - 5/46

Recommendation:

☒ Approved

[Signature]
H R Director/City or Superintendent/Schools

All employees who work at least (6) hours per day shall be granted a meal period of thirty (30) minutes during each work shift. Whenever possible the meal period shall be scheduled at the middle of the shift.

ARTICLE XIII: SICK LEAVE

A. Sick leave shall be granted for personal sickness and for up to five days for sickness or injury in the immediate family. Immediate family is defined as set forth in Part One, Section A of Article XV11, entitled Funeral Leave. As such, Immediate family shall mean: Spouse, Mother, Father, Brother, Sister, Children, Grandparents, Grandchildren, Mother or Father-in-law, or any other dependent living in the household.

B. For absence due to illness in excess of (5) consecutive working days the Employer may require, for purposes of additional evidence, a certificate from a physician.

C. The parties recognize and agree to adhere to the Absence Control Policy as adopted by the City, excepting for the requirement of a certificate from a physician, which is governed by paragraph B above.

D. Employees absent because of an industrial accident may, if they so desire, draw from their sick leave credits, to make up the difference between the payment of compensation and their full week's pay.

E.1 On retirement or death of an employee who was employed on or before July 1, 2000 payment for accumulated unused sick leave will be made to the employee or his/her estate, up to a maximum of ninety (90) days.

E.2 On retirement or death of an employee who was employed on or after July 1, 2000 through June 30, 2002, payment for accumulated unused sick leave will be made to the employee or his/her estate, up to a maximum of forty-five (45) days.

E.3 Effective upon the execution of the 2011-2014 Agreement the District agrees to offer the following two options regarding Sick Leave Buyback to members on a voluntary basis.

Option A – Members with a Service Date of 1/1/2003 or earlier.

Upon written request by the member, the District agrees to provide the member with a one-time payment for fifty percent of the member's accrued sick leave, at the rate of one hundred twenty-five dollars (\$125.00) per day. The maximum number of days a member may receive payment for cannot exceed forty-five (45) days. Upon retirement from the District, any member who has received payment from the District in accordance with this Section will have his or her sick leave buyback in accordance with Section F, paragraphs 1 & 2 reduced by the number of days he or she has received hereunder. The member has the option to request the District deposit this one-time payment in the member's preferred deferred compensation plan.



SALEM PUBLIC SCHOOLS

THIS FORM CANNOT BE PROCESSED UNLESS ALL SHADED AREAS AND PERTINENT INFORMATION IS SUPPLIED
PERSONNEL ACTION/DATA FORM

PART A

DATE 10/28/2020

NAME (LAST, FIRST, MIDDLE) Robinson, John		EMPLOYEE NO. 510064	CHECK ALL THAT APPLY 1. EMPLOYMENT <input type="checkbox"/> 2. WAGE SALARY ADJUST <input type="checkbox"/> 3. TRANSFER <input type="checkbox"/> 4. LEAVE OF ABSENCE <input type="checkbox"/> 5. ADDRESS/NAME CHANGE <input type="checkbox"/> 6. TERMINATION <input checked="" type="checkbox"/> 7. OTHER <input type="checkbox"/>
JOB TITLE Senior Building Custodian @ High School		JOB CODE 5423	
DEPARTMENT School	SCHOOL Salem High	DEPT NO. 250	

1. EMPLOYMENT

ADDRESS: STREET		CITY	STATE	ZIP	SOCIAL SECURITY NO.	NEW HIRE <input type="checkbox"/>	REHIRE <input type="checkbox"/>	RECALL <input type="checkbox"/>	Salaried <input type="checkbox"/> Hourly <input type="checkbox"/>	
PERMANENT Full <input type="checkbox"/> 20 HRS+ <input type="checkbox"/> Time <input type="checkbox"/> Part Time <input type="checkbox"/>	4. TEMP <input type="checkbox"/>	CIVIL SERVICE <input type="checkbox"/>	DATE APPROVED	VETERAN <input type="checkbox"/>	SHIFT	PAY RATE	PER	SHIFT PREM.	GRADE	STEP
PHONE #	DATE OF BIRTH	SEX	ETHNIC CODE	SCHEDULED HOURS	HOURLY RATE	# DEPENDENTS	MARITAL STATUS			
REQUIRED LICENSE: TYPE(S)		CLASS				EXPIRATION DATE				

2. WAGE/SALARY ADJUSTMENT (GIVE EXPLANATION IN SEC B)

ANNIVERSARY DATE	DATE OF LAST INCREASE	PRESENT RATE PER	PROPOSED RATE PER	NEW HOURLY RATE	GRADE	STEP	EFFECTIVE DATE
------------------	-----------------------	------------------	-------------------	-----------------	-------	------	----------------

3. TRANSFER JOB/SHIFT/DEPT (GIVE EXPLANATION IN SEC B)

NEW DEPT & NO.	NEW JOB TITLE	NEW JOB CODE	RATE CHANGE?			
NEW GRADE	NEW STEP	NEW PAY RATE PER	EFFECTIVE DATE	SHIFT CHANGE	FROM	TO

4. LEAVE OF ABSENCE (GIVE EXPLANATION IN SEC B)

FROM	TO	DATE RETURNED
------	----	---------------

5. ADDRESS/NAME CHANGE

NEW ADDRESS: STREET	CITY	STATE	ZIP	NEW PHONE NO.	CORRECT NAME TO
---------------------	------	-------	-----	---------------	-----------------

6. TERMINATION (GIVE EXPLANATION IN SEC B)

LAST DAY WORKED	DATE HIRED	RECOMMENDED FOR REEMPLOYMENT?		
REASON	QUALITY OF WORK	ATTENDANCE	ATTITUDE	JOB KNOWLEDGE

7. EMERGENCY CONTACT

NAME	PHONE NO.	RELATIONSHIP
------	-----------	--------------



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

November 19, 2020

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request for an appropriation of Twenty-One Thousand, Six Hundred and Thirty Nine Dollars and Eighty Cents (\$21,639.80) to be appropriated in the "Retirement Stabilization Fund-Vacation Sick/leave buyback" account (83113-5146) to fund the retirement buyback cost to be expended for FY 2021 contractual buyback.

Name	Department	Amount
David Kezar	School	\$21,639.80

Total: \$21,639.80

I recommend passage of the accompanying Order.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Kim Driscoll", is written over a horizontal line.

Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

Ordered:

November 19, 2020

That the sum of Twenty One Thousand, Six Hundred and Thirty Nine Dollars and Eighty Cents (\$21,639.80) be approved within the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to be expended for the FY 2021 contractual buyback(s) listed below in accordance with the recommendation of Her Honor the Mayor.

Name	Department	Amount
David Kezar	School	21,639.80
		\$ 21,639.80



CITY OF SALEM MASSACHUSETTS

KIMBERLEY L. DRISCOLL
MAYOR

LISA B. CAMMARATA
DIRECTOR OF HUMAN
RESOURCES

HUMAN RESOURCES
98 WASHINGTON STREET, 3RD FLOOR
SALEM, MASSACHUSETTS 01970
TEL. 978-619-5630
FAX 978-745-7298

MEMORANDUM

TO: Laurie Giardella, Director of Finance
DATE: October 5, 2020
RE: Retirement Stabilization Fund

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

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

David Kezar

11.50 vacation days @ \$213.20 per day	\$2,451.80
90 sick days @ \$213.20 per day	\$19,188.00
Total:	\$21,639.80

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.

LBC

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

From: Department School

Date 9/30/2020

Authorized Signature: [Signature]
Department Head/City or Business Manager/School

NAME: David Keras

CALCULATION

VACATION DAYS # 11 1/2 ✓ @ \$ 213.20 = \$ 2451.80 ✓

SICK DAYS # 90 ✓ @ \$ 213.20 = \$ 19,188.00 ✓

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

OTHER # _____ @ \$ _____ = \$ _____

Total Amount Due: \$ 21,639.80

Please attach corresponding PAF or other backup to this sheet.

Reason: Severance for retirement

For Human Resources's Use Only:

☒ VACATION DAYS

☒ SICK DAYS

☐ PER ACCRUAL REPORT

☐ OTHER

Org and Object: 83/13 - 5146

Recommendation:

☒ Approved

[Signature]
H R Director/City or Superintendent/Schools

☐ verified needed



SALEM PUBLIC SCHOOLS

THIS FORM CANNOT BE PROCESSED UNLESS ALL SHADED AREAS AND PERTINENT INFORMATION IS SUPPLIED
PERSONNEL ACTION/DATA FORM

PART A

DATE 9/30/2020

NAME (LAST, FIRST, MIDDLE) Kezar, David		EMPLOYEE NO. 510038	CHECK ALL THAT APPLY 1. EMPLOYMENT <input type="checkbox"/> 2. WAGE SALARY ADJUST <input type="checkbox"/> 3. TRANSFER <input type="checkbox"/> 4. LEAVE OF ABSENCE <input type="checkbox"/> 5. ADDRESS/NAME CHANGE <input type="checkbox"/> 6. TERMINATION <input checked="" type="checkbox"/> 7. OTHER <input type="checkbox"/>
JOB TITLE Senior Building Custodian		JOB CODE 5422	
DEPARTMENT School	SCHOOL Carlton	DEPT NO. 250	

1. EMPLOYMENT

ADDRESS: STREET		CITY	STATE	ZIP	SOCIAL SECURITY NO.		NEW HIRE <input type="checkbox"/>	REHIRE <input type="checkbox"/>	RECALL <input type="checkbox"/>	Salaried <input type="checkbox"/> Hourly <input type="checkbox"/>	
PERMANENT Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	20 HRS+ <input type="checkbox"/> Part Time <input type="checkbox"/>	4. TEMP <input type="checkbox"/>	CIVIL SERVICE	DATE APPROVED	VETERAN	SHIFT	PAY RATE	PER	SHIFT PREM.	GRADE	STEP
PHONE #		DATE OF BIRTH	SEX	ETHNIC CODE	SCHEDULED HOURS		HOURLY RATE		# DEPENDENTS	MARITAL STATUS	
REQUIRED LICENSE: TYPE(S)			CLASS					EXPIRATION DATE			

2. WAGE/SALARY ADJUSTMENT (GIVE EXPLANATION IN SEC 8)

ANNIVERSARY DATE	DATE OF LAST INCREASE	PRESENT RATE PER	PROPOSED RATE PER	NEW HOURLY RATE	GRADE	STEP	EFFECTIVE DATE
------------------	-----------------------	------------------	-------------------	-----------------	-------	------	----------------

3. TRANSFER JOB/SHIFT/DEPT (GIVE EXPLANATION IN SEC 8)

NEW DEPT & NO.		NEW JOB TITLE		NEW JOB CODE		RATE CHANGE?	
NEW GRADE	NEW STEP	NEW PAY RATE PER	EFFECTIVE DATE	SHIFT CHANGE		FROM	TO

4. LEAVE OF ABSENCE (GIVE EXPLANATION IN SEC 8)

FROM	TO	DATE RETURNED
------	----	---------------

5. ADDRESS/NAME CHANGE

NEW ADDRESS: STREET	CITY	STATE	ZIP	NEW PHONE NO.	CORRECT NAME TO
---------------------	------	-------	-----	---------------	-----------------

6. TERMINATION (GIVE EXPLANATION IN SEC 8)

LAST DAY WORKED 9/25/2020		DATE HIRED		RECOMMENDED FOR REEMPLOYMENT?	
REASON Retirement	QUALITY OF WORK	ATTENDANCE	ATTITUDE	JOB KNOWLEDGE	

7. EMERGENCY CONTACT

NAME	PHONE NO.	RELATIONSHIP
------	-----------	--------------

August 26, 2020

Dear Ryan Monk,

I David Kezar am announcing my retirement. My last day of work will be September 11, 2020.

Following my personal days left and vacation days which will bring me to September 25, 2020, will be my official retirement date.

Sincerely,

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

David Kezar

Cc: Bethann Jellison

Payroll Kathy Marino

All employees who work at least (6) hours per day shall be granted a meal period of thirty (30) minutes during each work shift. Whenever possible the meal period shall be scheduled at the middle of the shift.

ARTICLE XIII: SICK LEAVE

A. Sick leave shall be granted for personal sickness and for up to five days for sickness or injury in the immediate family. Immediate family is defined as set forth in Part One, Section A of Article XV11, entitled Funeral Leave. As such, Immediate family shall mean: Spouse, Mother, Father, Brother, Sister, Children, Grandparents, Grandchildren, Mother or Father-in-law, or any other dependent living in the household.

B. For absence due to illness in excess of (5) consecutive working days the Employer may require, for purposes of additional evidence, a certificate from a physician.

C. The parties recognize and agree to adhere to the Absence Control Policy as adopted by the City, excepting for the requirement of a certificate from a physician, which is governed by paragraph B above.

D. Employees absent because of an industrial accident may, if they so desire, draw from their sick leave credits, to make up the difference between the payment of compensation and their full week's pay.

E.1 On retirement or death of an employee who was employed on or before July 1, 2000 payment for accumulated unused sick leave will be made to the employee or his/her estate, up to a maximum of ninety (90) days.

E.2 On retirement or death of an employee who was employed on or after July 1, 2000 through June 30, 2002, payment for accumulated unused sick leave will be made to the employee or his/her estate, up to a maximum of forty-five (45) days.

E.3 Effective upon the execution of the 2011-2014 Agreement the District agrees to offer the following two options regarding Sick Leave Buyback to members on a voluntary basis.

Option A – Members with a Service Date of 1/1/2003 or earlier.

Upon written request by the member, the District agrees to provide the member with a one-time payment for fifty percent of the member's accrued sick leave, at the rate of one hundred twenty-five dollars (\$125.00) per day. The maximum number of days a member may receive payment for cannot exceed forty-five (45) days. Upon retirement from the District, any member who has received payment from the District in accordance with this Section will have his or her sick leave buyback in accordance with Section F, paragraphs 1 & 2 reduced by the number of days he or she has received hereunder. The member has the option to request the District deposit this one-time payment in the member's preferred deferred compensation plan.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

November 19, 2020

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Enclosed please find a Council Order appropriating \$7,458.00 from the capital outlay account to replace the power door operator unit on the main elevator at the Salem Public Library. This elevator is not operable without this unanticipated repair and the Library does not have sufficient funds in their existing maintenance budget to complete it.

I recommend adoption of the enclosed Order and invite you to contact Tara Mansfield should you have any questions regarding this request.

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,

Ordered:

November 19, 2020

That the sum of Seven Thousand, Four Hundred and Fifty Eight Dollars (\$7,458.00) is hereby appropriated within the "Capital Outlay" account (20002114-5846CA) to be expended for emergency repair of the Library's main elevator by the Library Department in accordance with the recommendation of Her Honor the Mayor.



SALEM PUBLIC LIBRARY

370 Essex Street
Salem, Massachusetts 01970

TARA MANSFIELD, *Director*

The Honorable Kimberley Driscoll
City Hall
93 Washington Street
Salem, MA 01970

October 26, 2020

Dear Mayor Driscoll,

I respectfully request \$7,458 in short term capital funds for emergency repairs to the Salem Public Library's main elevator. The elevator door no longer opens and closes properly, which resulted in a person becoming trapped in the elevator. A technician from Embree Elevator came to the Library on two separate occasions to try to fix the problem and discovered that the power door operator unit needs to be replaced.

Embree Elevator has submitted a proposal for the repair totaling \$7,458. The Library's building maintenance budget does not have adequate funds to complete this repair. I respectfully request \$7,458 in short term capital funding to complete this important repair.

Thank you for your consideration in this matter.

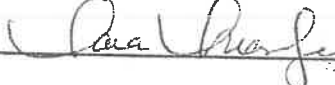
Sincerely,


Tara Mansfield

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

From Department: Library Date: 10/26/2020

Department Head Name: Tara Mansfield

Authorization Signature: 

Amount: \$ 7458.00

Description:
Emergency repairs to main elevator.

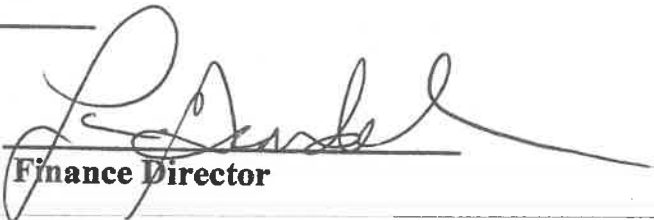
For Finance Department Use Only:

☐ City Council Approval Needed (Y/N)

CIP Balance: \$ 1,004,094.36

Recommendation:

☒ Approved ☐ Denied


Finance Director

Processed: Date: _____ By: _____

CO # _____ JE# _____ Trans # _____

Org: _____ Obj: _____



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

November 19, 2020

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Enclosed please find a Council Order authorizing my execution of an amendment to the City's agreement with SiFi, as well as a copy of the amendment itself and the full agreement.

As you know, SiFi is in the process of installing a City-wide high-speed fiber internet network in the City of Salem. While the project was slightly delayed due to the pandemic, they are still moving forward. Based on their current timeline, subject to permitting, physical construction of the network is anticipated in 2021.

The enclosed amendment is being made at the request of the company to assist in their acquisition of a surety to underwrite the required performance bond. The proposed changes, which have been reviewed and approved by our Legal Department, will enable SiFi to secure the bond that we require from them and protect the City's long-term interests. The amount of the bond is not reduced in this amendment, however the amendment now gives the company the option to replace the bond with a cash deposit to be held in escrow by the City Treasurer pending satisfaction of the company's obligations under the agreement.

I recommend adoption of this Order so that this amendment can be authorized, and this project can continue forward. If you have questions about the amendment or the agreement, please feel free to contact Vickie Caldwell. For questions regarding the project as a whole, please contact Matt Killen and David Knowlton.

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council, November 19, 2020

Ordered:

The Mayor is hereby authorized to execute, on behalf of the City of Salem, an amendment to the July 24, 2018 Fiber Optic Network Installation Agreement between the City and SiFi Networks Salem, LLC to allow a change in Section 3.5.8, "Security Deposit" such that SiFi Networks Salem shall have the option of providing either a \$500,000 performance bond or a cash security deposit in the same amount to be held in escrow by the City Treasurer.

minimum coverages required by this Agreement, which shall be maintained on file in the City's Engineering Department. Coverages shall not be reduced, canceled, non-renewed or materially changed without thirty (30) days advance written notice to the City.

3.5.7 No Waiver. Receipt or review by the City of any copies of insurance policies, endorsements or certificates that fail to comply with the requirements of this Agreement, or the City's failure to request or obtain evidence of insurance or to object to the insurance provided, shall not be deemed a waiver of any requirements contained in this Agreement and shall not relieve SiFi Networks Salem of its duty to comply with the requirements contained in this Agreement.

3.5.8 Security Deposit. Prior to installing its first fiber optic network facility under this Agreement, SiFi Networks Salem will deliver to the City a valid performance bond in the sum of five hundred thousand dollars (\$500,000), issued by a surety company acceptable to the City's Controller in a form acceptable to both Parties. SiFi Networks Salem agrees and acknowledges that such bond will allow for the use of the bond to cover incidental expenses and costs, damages and fees not covered by any insurance policies, including but not limited to: interest, charges by the City to remove fiber optic network facility from City-owned infrastructure and, to the extent practical, restore such sites to their prior condition, reasonable wear and tear excepted, pursuant to this Agreement, and any unpaid permit and administrative fees. SiFi Networks Salem shall keep such performance bond, at its expense, in full force and effect until the one hundred eightieth (180th) Day after the Expiration Date or other termination of this Agreement, to insure the faithful performance by SiFi Networks Salem of all of the covenants, terms and conditions of this Agreement. Such bond shall provide for thirty (30) Days prior written notice to the City of cancellation or material change thereof. If the bond is cancelled or not extended, SiFi Networks Salem shall replace it with another at least ten (10) Days prior to expiration and if SiFi Networks Salem fails to do so the City shall be entitled to present its written demand for payment of the entire face amount of such bond and to hold the funds so obtained as a security deposit. Any unused portion of any such Security Deposit shall be returned to SiFi Networks Salem upon replacement of the bond or deposit of cash security in the full amount required.

4. Parties' Obligations.

4.1 Sewer System Maintenance. The City shall operate, maintain and repair the Sewer System so as to not intentionally damage or adversely affect the System. The City, at its sole cost, also shall use reasonable efforts to maintain and repair the Sewer System in accordance with ASTM F2462: Standard Practice for Operation and Maintenance of Sewers with Optical Fiber Systems, incorporated as though fully set forth in this Agreement. The Maintenance Specifications and the Removal and Relocation Specifications may be amended by agreement of the Parties from time to time for the purpose of conforming such specifications to industry custom and practice established in

**AMENDMENT NO. 3 TO FIBER OPTIC NETWORK INSTALLATION AGREEMENT
BETWEEN
SIFI NETWORKS SALEM LLC AND CITY OF SALEM, MA**

This Amendment No. 3 ("Amendment. No. 3") to the Fiber Optic Network Installation Agreement effective November __, 2020 ("Amendment Effective Date") are between SiFi Networks Salem LLC ("SiFi") and City of Salem, a political subdivision of the Commonwealth of Massachusetts (the "City"). Capitalized terms used but not defined herein shall have the meaning given such terms in the Fiber Optic Network Installation Agreement.

1. Background

- A. SiFi and City entered into that certain Fiber Optic Network Installation Agreement on 24th of July 2018 and Amendment No. 1 dated September 2, 2020 and Amendment No. 2 dated September 15, 2020 (collectively, the "Agreement").
- B. Pursuant to Section 3.5.8, Security Deposit, of the Agreement, SiFi is required to provide a certain security deposit or bond, however, the parties agree to clarify the language in said Section and wish to modify said Section accordingly.
- C. SiFi and City now wish to, accordingly, amend the Agreement on the terms and conditions herein.

2. Amendment

As of the Amendment Effective Date, SiFi and the City hereby agree to amend the Agreement by deleting Section 3.5.8, Security Deposit, in its entirety and replacing it with the following:

Subsequent to the pilot construction and prior to commencing installation of its next fiber optic network facility under this Agreement, SiFi Networks Salem will deliver to the City a valid performance security ("Performance Security") in the aggregate sum of five hundred thousand dollars (\$500,000) ("Security Amount") to insure the faithful performance by SiFi Networks Salem of all of the covenants, terms and conditions of this Agreement. Such Security Amount shall be provided, in each case as and when applicable and further described below, (i) in the form of an annually renewable performance bond ("Bond") issued by a surety company reasonably acceptable to the City's Finance Director in a form acceptable to both Parties or (ii) in the form of a cash security deposit ("Cash Security Deposit") to be held in escrow by the City Treasurer and subject to the terms and conditions of this Section 3.5.8 including but not limited to drawing on and release of any Cash Security Deposit. SiFi Networks Salem agrees and acknowledges that such Performance Security will cover incidental and direct expenses and costs, damages and fees incurred by the City and not covered by any insurance policies to the extent arising out of SiFi Networks Salem's uncured breaches of this Agreement subject to Section 6.1, including but not limited to: interest, charges incurred by the City for the removal, to the extent required under the Agreement, by the City of the applicable fiber optic network facility from City-owned infrastructure, including the section of the network installed during the pilot and, to the extent practical, restore such sites to their prior to the inception of the

Agreement condition, reasonable wear and tear excepted, pursuant to this Agreement, and any unpaid permit and administrative fees.

If the Performance Security is in the form of a Bond and such Bond is cancelled or not extended or not renewed to the extent Performance Security is still required, SiFi Networks Salem, at its sole discretion, with prior written notice to the City, shall replace it with another substantially similar Bond or a Cash Security Deposit, in either case ("Replacement Performance Security"), in an amount ("Replacement Security Amount") equal to the difference between (x) the Security Amount and (y) the amount of any claims made and paid against the Bond, required under this Section 3.5.8. SiFi Networks Salem may also, in its sole discretion, at any time replace a Cash Security Deposit with a Bond, in amount equal to the difference between the (x) Replacement Security Amount and (y) the amount of any claims charged against the Replacement Performance Security of such Security Deposit and any unused portion of any such Cash Security Deposit shall be returned to SiFi Networks Salem upon replacement with a Replacement Security Bond.

All Bonds shall provide for thirty (30) days prior written notice to the City of cancellation, nonrenewal, or material change thereof. If a Bond is cancelled or not extended, SiFi Networks Salem shall replace it with another at least ten (10) days prior to expiration unless it chooses to replace it with a Cash Security Deposit in which case SiFi Networks Salem shall give the City at least ten (10) days prior written notice of its intent to do so. If SiFi Networks Salem chooses to replace a Cash Security Deposit with a Bond, it shall also provide the City with at least ten (10) days prior written notice.

SiFi Networks Salem shall, without any gaps of coverage to the extent Performance Security is still required, at its costs and expense, keep such Performance Security or Replacement Performance Security, as the case may be, in place until the earlier date of (i) when the Security Amount is fully depleted as provided for in this Section 3.5.8, or (ii) until expiration or termination of this Agreement. In any case, City shall have twelve (12) months from the date the covered claim occurred to either make a claim with the surety issuing the Bond or to charge against the Cash Security Deposit, as the case may be and in either case by providing written notice to SiFi Networks Salem. Failure by SiFi Networks Salem to comply with the requirement to keep either a Performance Security or a Replacement Performance Security in place without any gaps in coverage in accordance with the terms set forth above will be a material breach of this Agreement, and will not be covered by the cure provisions of Section 6.1.1. SiFi Networks Salem will have a period not to exceed thirty (30) days from a City Breach Notice to cure any gap in coverage.

General

Other than as set forth herein above, the Agreement remain unchanged and in full force and effect. If there is a conflict between the terms of the Agreement and this Amendment No. 3, this Amendment No. 3 will control.

[SIGNATURES FOLLOW]

These Amendment No. 3 are executed by the authorized representatives of SiFi and City below.

SIFI NETWORKS SALEM LLC

**CITY OF SALEM, a political subdivision of
the Commonwealth of Massachusetts**

(signature)

Ben Bawtree-Jobson, CEO
November __, 2020

(signature)

Kimberley L. Driscoll, Mayor
November __, 2020

Approved as to form:

By: _____
Elizabeth M. Rennard, City Solicitor



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

November 19, 2020

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Enclosed please find a bond Order authorizing up to \$16.1 million in borrowing in order to carry out the City's Signature Parks Initiative over the next six years. Accompanying the Order and this letter you will also find an FAQ, a copy of a presentation summarizing the initiative, and the bond schedule. As you know, a bond authorization allows the City to incur future debt to carry out these projects, however the full \$16.1 million is not borrowed all at once, but is instead spread out over years as needed to implement the work on the planned schedule.

As has been discussed for the last few years, the Signature Parks Initiative is a key component of our community's quadricentennial planning, for when Salem turns 400 years old in 2026. This initiative is focused on planning and carrying out improvements and preservation work in six of Salem's busies and most beloved public parks and open spaces, ensuring they will remain available and enjoyable for future generations to come: Forest River Park, Palmer Cove Park, Pioneer Village, Salem Common, Salem Willows, and Winter Island.

The work to plan for these improvements has been carried out, in most cases, over the last several years through extensive engagement with neighbors, park users, and other stakeholders. These signature spaces serve the neighborhoods in which they are located, but also the entire Salem community and beyond, providing recreational, cultural, and aesthetic value to the City. In many respects, these spaces show their age and how well-loved they have been by generations of Salem residents. The Salem Signature Parks Initiative will implement the designed improvements, preserve historic features, upgrade spaces to address climate change, and expand access and creative use of the parks. The planning for each space also provides for sustainable revenues, to provide for the on-going maintenance and care of the spaces after the projects are complete.

While the bond authorization is \$16.1 million, the full cost of these projects is estimated to be closer to \$30.43 million. The remainder of the funds needed to carry out the work, \$14.33

Salem City Hall • 93 Washington Street • Salem, Massachusetts 01970
p: (978) 619-5600 • f: (978) 744-9327 • www.salem.com/mayor

million in all, consists of existing funds (\$6.68 million) and future anticipated grants, donations, and one-time revenue sources (\$7.65 million).

Project	Signature Parks Bond	Existing Funds	Other Sources	Total Project Cost
Forest River Park	\$9M	\$3M	\$1M	\$13M
Willows	\$1M	\$1.3M	\$1.2M	\$3.5M
Common	\$1.5M	\$830K	\$1M	\$3.33M
Pioneer Village	\$2M	\$200K	\$1.5M	\$3.7M
Palmer Cove	\$500K	\$1.35M	\$450K	\$2.3M
Winter Island	\$2.1M	-	\$2.5M	\$4.6M
Totals	\$16.1M	\$6.68M	\$7.65M	\$30.43M

We are not only advancing this request now because 2026 is rapidly approaching, but also because we currently can borrow at a historically low interest rate, most likely under 2.0%. That interest rate, combined with our historically strong bond rating, means we now could fund these projects at a considerable savings. Deferring this authorization to a future year would be financially irresponsible, as it would mean borrowing when interest rates will almost certainly be much higher and additionally result in an increase in the cost of construction, which escalates over time.

Financially, we believe Salem is strongly situated to take on this debt, which will be spread out over the next several years as the funding is needed for each project. In their most recent ratings report, Standard and Poor's specifically lauded the City's debt liability and "low overall net debt" levels. This is a continuation of our fiscally responsible practices and policies that have, since 2006, resulted in the share of our City budget that is our annual debt payment being reduced by a third. Enclosed in this package you will find the bond schedule for this authorization, as well as a listing of the City's existing debt and when it will be coming off the books, to illustrate our debt capacity level and how this authorization is compatible with our long-range capital plans.

Because the City Council only has one further meeting in 2020 and bond Orders require two passages, we are asking that the Council consider granting first passage at this evening's meeting as a provisional matter only, to allow for the possibility that second passage could take place at your only meeting in December. We recommend that, after first passage, the matter be referred to the Committee on Administration and Finance, for a meeting on the request to take place between now and your December 3rd regular City Council meeting.

Very truly yours,



Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,

Ordered:

November 19, 2020

City of Salem, Massachusetts Signature Parks Improvement Program Bonds

Ordered: That the sum of Sixteen Million One Hundred Thousand Dollars (\$16,100,000) is hereby appropriated to pay costs of a signature parks improvement program that includes one or more of the following types of capital improvements at Forest River Park, Salem Willows, Salem Common, Pioneer Village, Winter Island, and Palmer Cove and any costs incidental and related thereto: (a) construction, reconstruction and/or relocation of, and extraordinary repairs and improvements to, buildings, structures, recreational facilities and landscape infrastructure, (b) construction and reconstruction of, and improvements to, roadways, sidewalks and pathways, and (c) acquisition and installation of lighting, fencing, benches, signage and other equipment; that to meet this appropriation, the Treasurer, with the approval of the Mayor, is authorized to borrow said amount under and pursuant to Chapter 44, Section 7(1) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor; that the Mayor is authorized to apply for, accept and expend any grants, donations or other aid to pay additional costs of the signature parks improvement program; that the Mayor is authorized to take any action necessary to carry out the signature parks improvement program; and that any premium received by the City upon the sale of any bonds or notes approved by this order, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this order in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

City of Salem, Massachusetts
Total Existing and Proposed General Fund Debt

Estimated BAN Interest Rate: 2.00%
 2023 - 2025 Estimated Bond Interest Rate: 3.50%
 2026 - 2028 Estimated Bond Interest Rate: 4.00%

Financing Model 2
Proposed Parks Projects Only

Fiscal Year	Tax-Supported Non-Exempt Debt										G=A+B+C+D+E+F+G+H+I Equals: Total Existing & Proposed General Fund Debt Service
	A	B	C	D	E	F	G	H	I		
	Existing General Fund Debt Service Outstanding	Actual Debt Service on \$6,937,000 General Fund Bonds dated November 18, 2020	Proposed Short-Term Interest and Principal Paydowns	\$6,400,000 Bonds dated June 15, 2023	\$3,800,000 Bonds dated June 15, 2024	\$825,000 Bonds dated June 15, 2025	\$625,000 Bonds dated June 15, 2026	\$1,625,000 Bonds dated June 15, 2027	\$2,625,000 Bonds dated June 15, 2028		
(see pages 2 - 5)	(see page 6)	(see page 7)	(see page 8)	(see page 9)	(see page 10)	(see page 11)	(see page 12)	(page 13)			
2021	\$ 6,838,355	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,838,355	
2022	6,253,649	602,788	128,000	-	-	-	-	-	-	6,984,387	
2023	5,856,449	555,794	204,000	-	-	-	-	-	-	6,616,243	
2024	5,181,824	550,294	92,500	364,000	-	-	-	-	-	6,188,618	
2025	4,849,415	568,669	29,000	364,100	238,000	-	-	-	-	6,049,183	
2026	4,205,043	570,669	45,000	364,025	234,325	68,875	-	-	-	5,487,936	
2027	3,921,411	561,919	89,000	363,775	230,650	67,475	50,000	-	-	5,284,230	
2028	3,872,906	547,794	56,500	363,350	235,975	66,075	54,000	110,000	-	5,307,600	
2029	3,269,744	538,294	-	362,750	232,950	64,675	52,800	108,200	183,000	4,812,413	
2030	3,102,294	547,794	-	361,975	228,925	63,275	51,600	106,400	185,200	4,647,463	
2031	3,064,835	463,169	-	361,025	229,900	56,875	50,400	104,600	182,200	4,513,003	
2032	2,969,325	442,069	-	359,900	230,700	60,650	49,200	107,800	184,200	4,403,844	
2033	2,940,538	459,194	-	363,600	230,125	59,250	48,000	105,800	181,000	4,388,706	
2034	2,579,572	457,494	-	361,950	231,775	57,850	46,800	113,800	182,800	4,032,041	
2035	1,801,534	450,569	-	360,125	227,050	56,450	45,600	116,400	184,400	3,242,128	
2036	1,450,603	173,269	-	363,125	227,325	55,050	44,400	113,800	180,800	2,668,372	
2037	1,300,131	175,450	-	360,775	227,425	58,650	48,200	111,200	182,200	2,464,031	
2038	1,191,800	182,300	-	363,250	187,350	62,075	46,800	108,600	183,400	2,325,575	
2039	1,183,844	183,981	-	360,375	188,500	30,325	40,400	111,000	179,400	2,277,625	
2040	1,061,041	180,606	-	362,325	189,475	29,625	24,200	108,200	185,400	2,140,872	
2041	1,005,038	167,344	-	363,925	190,275	28,925	23,600	80,400	176,000	2,035,506	
2042	1,018,578	139,403	-	360,175	195,900	28,225	23,000	78,600	151,800	1,995,681	
2043	799,778	136,672	-	361,250	196,175	27,525	22,400	76,800	153,400	1,774,000	
2044	283,500	133,941	-	361,975	191,275	26,825	21,800	80,000	154,800	1,254,116	
2045	286,150	136,150	-	362,350	191,375	26,125	21,200	78,000	151,000	1,252,350	
2046	288,500	133,300	-	362,375	191,300	20,425	20,600	76,000	147,200	1,239,700	
2047	285,625	125,438	-	362,050	191,050	24,900	20,000	84,000	148,400	1,241,463	
2048	287,525	122,563	-	361,375	195,625	24,200	19,400	81,600	149,400	1,241,688	
2049	284,200	124,625	-	360,350	194,850	23,500	18,800	79,200	150,200	1,235,725	
2050	-	126,563	-	363,975	193,900	22,800	18,200	81,800	150,800	958,038	
2051	-	-	-	357,075	192,775	22,100	17,600	79,200	151,200	819,950	
2052	-	-	-	-	191,475	21,400	17,000	81,600	151,400	462,875	
2053	-	-	-	-	-	20,700	21,400	78,800	146,400	267,300	
2054	-	-	-	-	-	-	15,800	76,000	146,400	238,000	
2055	-	-	-	-	-	-	-	83,200	146,200	229,400	
2056	-	-	-	-	-	-	-	-	150,800	150,800	
	\$ 71,433,006	\$ 9,558,060	\$ 644,000	\$ 10,137,300	\$ 5,888,625	\$ 1,174,825	\$ 933,000	\$ 2,621,000	\$ 4,619,400	\$ 107,009,216	

Assumptions:

- * Interest rates are estimated and subject to change.
- * Model only reflects proposed parks projects; additional authorized/planned projects are not reflected.
- * Bonds structured on a level debt service basis.

prepared by Hilltop Securities Inc.

Salem Signature Parks Frequently Asked Questions

November 19, 2020

Projects

- **Why are we doing these projects now?**

These are all necessary improvements to existing facilities that are identified in larger capital plans or studies. Each of these facilities needs capital investment to ensure its use and enjoyment over the next few decades. Over the years, our parks have seen increased use and, as a result, increased needs. These parks are much loved but need important upgrades to ensure they are around for future generations to enjoy. Authorizing these funds will allow the six signature parks projects to advance on a timetable that will enable them to be completed by 2026, Salem's 400th anniversary. Interest rates are at historic lows and the City's bond rating is at its strongest, meaning these funds can be borrowed now at far less cost than they may be in the future, especially as deferred construction costs will only increase with time.

- **Are we only doing these because the City hasn't invested in maintenance of these parks?**

No, all these parks have enjoyed both regular maintenance and smaller capital investments in the past. These projects are not a replacement for those routine more routine efforts but are rather instead major upgrades intended to address larger needs including accessibility, climate change resiliency, historic preservation, and other major improvements that will extend their lifespans substantially. In this case, these are large capital investments needed because the park infrastructure is beyond its useful life or close to it, regardless of the level of past maintenance. All of the projects are designed to support ongoing maintenance in the future, to ensure these improvements are able to be enjoyed by Salem residents for decades to come.

- **Are the improvements for these parks already designed? Who decided what went into them?**

In some of these cases, the projects have been designed over the past few years through public, transparent processes that involved stakeholder groups that consisted of park users, City officials, neighborhood associations, and others. In the typical process, design concepts were developed through a public input and engagement process that relied on those community stakeholders to provide feedback to a project consultant. The designed plans are then turned into engineering and construction drawings, which are then subsequently bid for construction, based on the availability of funding, which this effort would provide. Each project is in various phases of this process.

- Forest River Park is designed and in final construction document stage.
- The larger project at Willows is in final design stage, but other smaller improvements, such as additional paths, building improvements, etc. have just been identified but not prioritized or designed.
- On the Common, the bandstand and fence components of the project are designed and only need final design and construction documents. Other improvements that are considered such as walkways, landscaping, curb cuts, playground work, and others have been identified, but not designed.

- For Pioneer Village/Camp Naumkeag, a feasibility study has been completed and the initial study/design started this Fall.
 - The Palmer Cove Park design process is completed, and construction of Phase 1 is close to ready to commence.
 - With Winter Island, studies have identified potential improvements, but no design has started.
- **When will the projects be completed?**
 - Forest River Park - Summer 2021
 - Willows – Hill area, parking, and tennis courts – Summer 2021 (some plantings will require another season). Other improvements (accessible upgrades to buildings, tree plantings, path restoration, other improvements) will be ongoing through 2025.
 - Palmer Cove – Phase 1 (community gardens, harbor walk, basketball court) in 2022, Phase 2 (placemaking) in 2023, and Phase 3 (athletics fields, walkways and entry points) in 2025.
 - Common - Bandstand Phase 2 restoration including windows, masonry, electrical, etc. - Spring 2022. Next phase of fence – 2024-2025. Other landscape and hardscape improvements – ongoing through 2025.
 - Pioneer Village - Site layout and plantings and moving or rebuilding existing Pioneer Village structures – Summer 2022. Phase 2: New Visitor Center – Spring 2026.
 - Winter Island - Start work in 2022 and finish work by Summer 2026. The phasing would depend upon the priority of elements within the overall project.
 - **Will these projects include accessibility upgrades? Climate change resiliency?**

Yes, each project was intentionally designed to address accessibility problems at the parks, many of which were identified through the City's ADA Transition Plan, but others that were found before that plan was conducted. They also include climate resiliency and flood inundation measures, which are essential and required as many of these projects are coastal or close to the shore.
 - **Do the projects include plans for ongoing maintenance and operations?**

Yes, the project plans include opportunities for sustainable revenue generation that can be used to provide ongoing funding for maintenance and operations. In addition, with the completion of each project, the City's Capital Projects team will ensure a maintenance plan and schedule is provided to the responsible department, incorporated into the City's capital assets management system, and accounted for in future budgets.

Financing

- **How much does this add to our City's debt? Do we have existing debt coming off the books?**

This bond authorization is for \$16.1 million over 28 years. Since this initiative is a multi-year project, the \$16.1 million will not be borrowed at the outset of the authorization, but in increments over six years. The total debt with interest, is projected to be approximately

\$25.4 million through FY2056. This borrowing will add approximately \$900,000 per year to the annual debt payment schedule, but the existing annual debt payments will decrease by approximately \$2.4 million by the end of FY2027.

- **How much will those debt payments increase my tax bill?**

It's impossible to estimate precisely how this debt will impact individual taxpayers for a few reasons. First, it's possible that the park-generated revenues will also help offset the bond costs to some extent. In those cases, users will help fund some of the debt, reducing the burden on taxpayers. Second, because taxes reflect home values as well as the cost of government, and it's not possible to predict what future values may be, it's likewise not possible to estimate what a future tax bill might be. In all, Salem has reduced the total share of the City budget that is its annual debt payment by one-third since 2006, however.

- **Are there any non-tax revenues that can be used to pay the debt?**

Yes, it's possible that park-generated revenues may be able to be used toward the debt payments for these bonds. Those revenues might include parking fees, pool memberships, room rentals, gift shop and ticket revenues, and more.

- **Why not wait until the economy has improved and the City budget is in a better position before taking this on?**

Salem has the best bond rating in its history now, and interest rates are at a near record low. Taken together, that means the City can borrow money now at possibly the lowest cost than it ever will again for quite some time. When that is combined with the fact that construction costs escalate over time and the City's annual debt payments of existing debt over the next six years will be reduced by \$2.4 million, it makes it apparent that now is an opportune and financially responsible time to take on this work.

- **What happens if costs increase and the bonds aren't enough to pay for the projects to be finished?**

The intention for each project is to bring in additional funding through grants and even private donations to meet some of the anticipated costs. Most of the projects are designed to be scalable, so costs can be reduced by forgoing certain improvements if costs increase dramatically or if other revenue sources are not able to be secured. In addition, in the future, if the cost of any of project increases, future City Councils could act to increase the bond authorization.



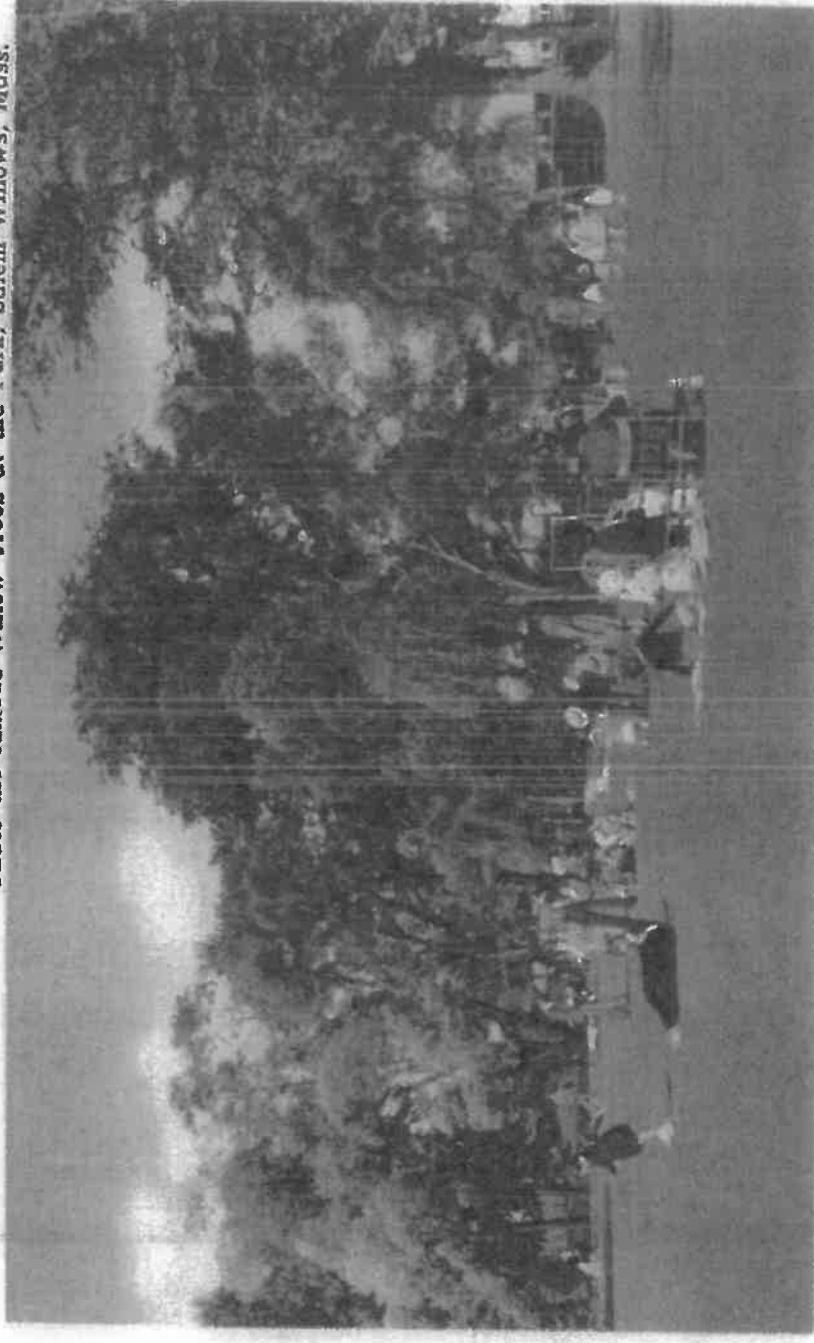
Salem's Signature Parks

Investing for the next 400 years

"We do indeed live
in a fair city –
pleasantly situated
– with beautiful
environs...Nowhere
is there a greater
degree of comfort."

-Salem Mayor
Leverett Saltonstall
May 9, 1836

Under the famous Willow Trees at the Park, Salem Willows, Mass.



Forest River Park

Est. \$13M -- \$9M requested in bond to leverage \$1M in grants/donations (\$3M already approved)



Element 1. New lap pool, kiddie pool, and artist designed splash pad area.



Element 2. Renovated bathhouse including new community room and deck.



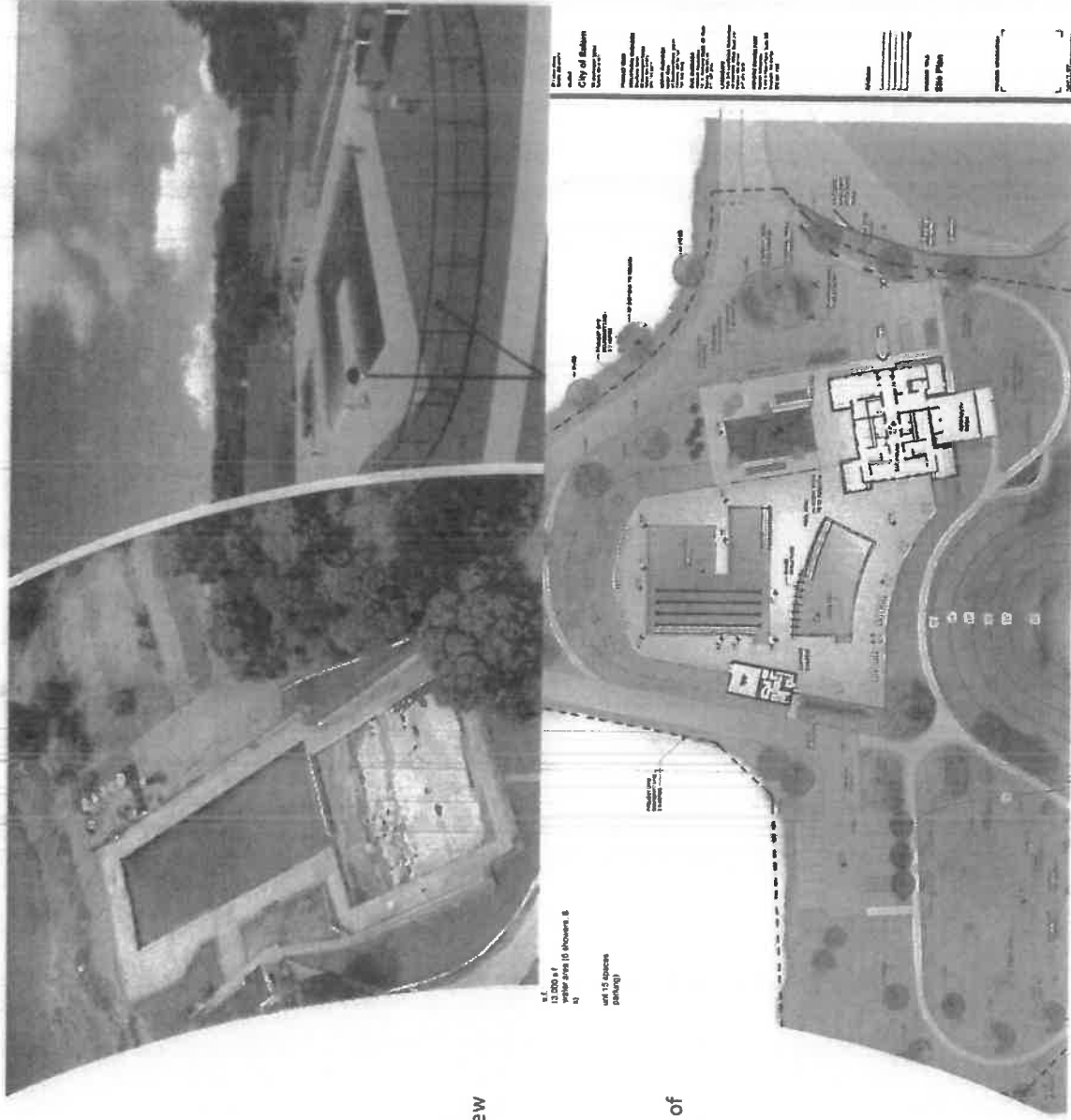
Element 3. Pedestrian and vehicular access improvements, including improved accessibility and outdoor educational opportunities



Element 4. Restoration of coastline for resiliency



On-going maintenance and care.



12,000 sq ft
water area (8 showers, 8
restrooms)
and 15,000 sq ft
parking

City of Salem
Salem, Oregon
Forest River Park
Site Plan
Scale: 1" = 100'

Salem Willows
Est. \$3.5M -- \$1M bond requested to augment existing \$1.2M bonds to leverage \$1.3M in grants, donations, and other funds

Est. \$3.5M -- \$1M bond requested to augment existing \$1.2M bonds to leverage \$1.3M in grants, donations, and other funds



Element 1. Tree maintenance, removal, and plantings.



Element 2. Improved pathways, accessibility, and historic signage



Element 3. Restoration of "hill", historic plantings, and other natural areas



Element 4. Repairs and accessibility improvements to buildings & structures.



On-going maintenance and care.



Salem Common

Est. \$3.3M -- \$1.5M requested in bond to leverage \$1M in grants and donations. Existing bond & other funds of \$830k.



Element 1.
Restoration of historic
bandstand.



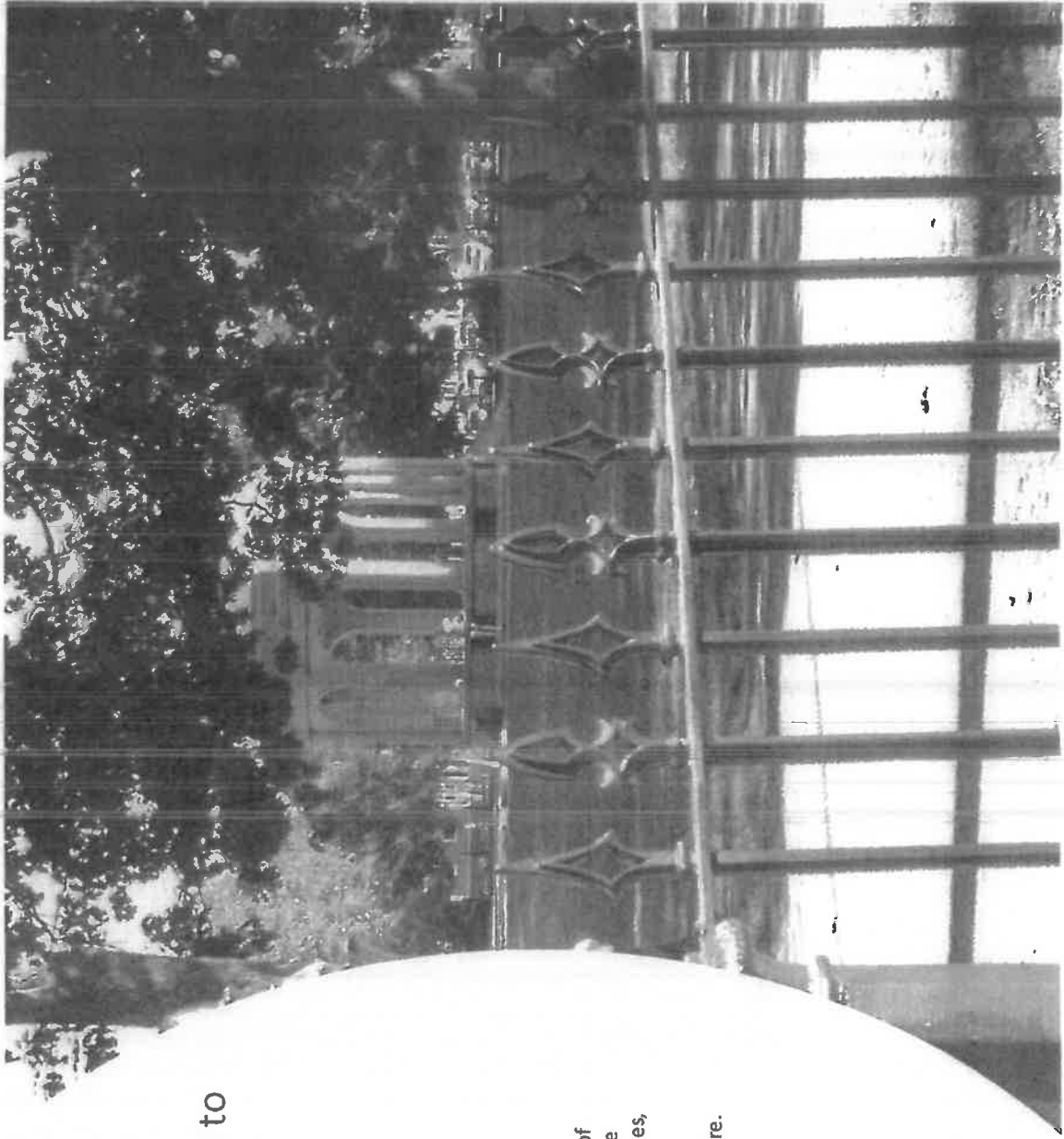
Element 2.
Completion of repairs
to damaged/missing
fence segments.



Element 3.
Implementation of
priority landscape
plan addressing trees,
paths, lighting,
benches, arch
hardscape, and more.

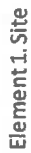


On-going
maintenance and
care.



Pioneer Village
Est. \$3.7M -- \$2M in bond requested to leverage \$1.5M in grants, donations, and other revenue for Phase 2. Existing non-bond funds of \$200k.

Est. \$3.7M -- \$2M in bond requested to leverage \$1.5M in grants, donations, and other revenue for Phase 2. Existing non-bond funds of \$200k.



preparation at existing
Camp Naumkeag.



Element 2. Relocation of existing structures and construction of new historic interpretive buildings and other components.



Element 3. Construction of visitor's center and gift shop.



Element 5. Fort Lee trails improvements and signage.



On-going maintenance and care.



Palmer Cove Park

Est. \$2.3M -- \$500k requested in bond to leverage \$450k in grants/donations (\$1.35M already approved grants/city funds)



Element 1. Move and renovate community gardens



Element 2. Art & placemaking improvements with Pioneer Terrace



Element 3. Pedestrian and harbor walk improvements, including improved accessibility and parking



Element 4. -New team sport amenities, Leavitt St. entrance improvements



On-going maintenance and care.



Winter Island

Est. \$4.6M. \$2.1M in bonds to leverage \$2.5M in grants/donations/other innovative funding sources

Stabilize and preserve Coast Guard hangar and officers' barracks buildings, making them ready for a community-based re-use.



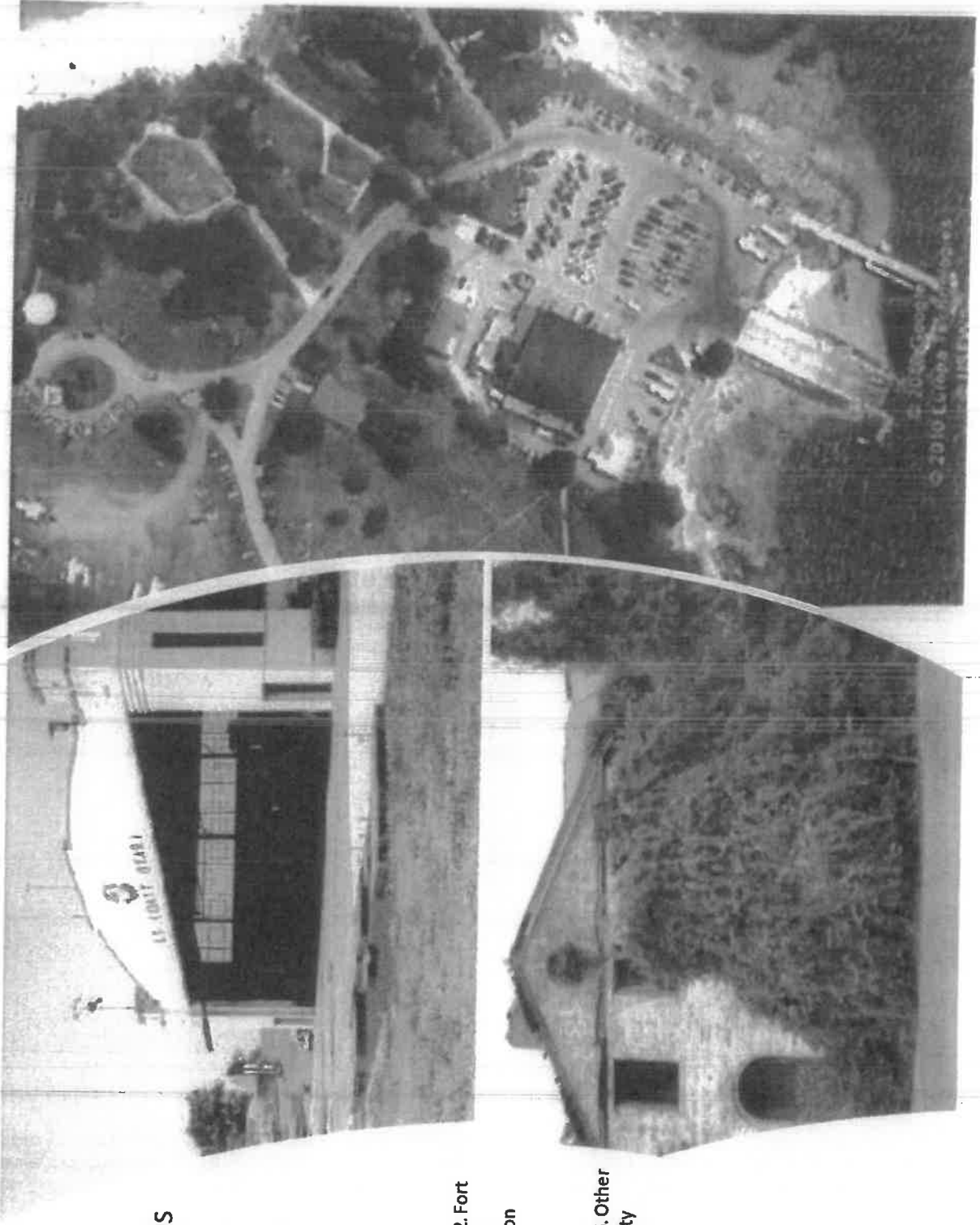
Element 2: Fort Pickering Restoration

Accessibility/Playground Improvements



Element 5: Other Community Priorities

On-going maintenance and care.



Approximate projects schedule

- This schedule assumes that all design, permitting, and bidding is completed on schedule. There is always a chance that some delay in any of these steps will happen, in which case subsequent phases for that park may be pushed out by one or more fiscal years, depending on the nature and duration of the delay.

	Forest River Park	Salem Willows	Salem Common	Pioneer Village	Palmer Cove Park	Winter Island
FY21	Final design and construction.	Phase 1 (tree work) complete. Phase 2 (hill, tennis, and parking area) construction.	Bandstand phase 2 (windows, masonry, electrical) design. Fence phase 5 design.	Phase 1 (site work and relocation) design	Phase 1 (gardens, harborwalk, court improvements) Design Completed, Start Construction, Placemaking design	Preliminary stakeholder meetings
FY22	Pool Open Summer 2021/Remaining Elements Fall	Construction Complete. Tree/small building projects	Bandstand phase 2 and Fence phase 5 construction. Tree Work	Phase 1 construction	Phase 1 complete construction, start. Phase 2: Placemaking implementation	Initial design stabilization work starts
FY23	Maintenance	Trees/small building projects.	Priority Landscape features implemented. Trees plantings Fence phase 6 (final phase) design.	Phase 2 (visitor center) design	Finalize implementation	Stabilization work completed initial design other improvements
FY24	Maintenance	Phase 3 design/construction	Priority Landscape Features completed. Fence phase 6 construction.	Phase 2 final design and fundraising	Phase 3 (team sport improvements, Leavitt St. entrance improvements, walkways) Finalize design	Final Design Other improvements
FY25	Maintenance	Phase 3 construction complete	Fence phase 6 construction complete.	Phase 2 construction. Phase 3 Fort Lee trails design (pending fundraising)	Phase 3 Start construction	Construction
FY26	Maintenance	Trees/Planting/Maintenance	Trees and Maintenance	Phase 2 and phase 3 construction ends.	Phase 3 Complete	Construction ends