



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

September 28, 2017

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am pleased to appoint Teresa Gove Arnold, of 8 Linden Road in Gloucester to the position of Council on Aging Director, to complete the remainder of a two-year term to expire January 31, 2018.

Teresa has spent over twenty-five years of experience and comes to the position from executive director for the North Shore Aging and Disability Resource Consortium (ADRC). Her career has included leadership and management positions at agencies and organizations including Caregiver Homes, Element Care, SeniorCare, and the Retired and Senior Volunteer Program for the Corporation for National and Community Service. Teresa holds a Master's degree in management from Lesley University and is a member of the National Independent Living Council. Throughout her career, whether it was in the private sector or with a non-profit, Teresa has been dedicated to leading programs that preserve the dignity and independence of seniors. At ADRC she collaborated closely with the Executive Office of Elder Affairs, the North Shore Elder Services, and the Mass Rehab Commission, among many other relevant agencies with whom our COA interacts regularly. She has familiarity with the many types of programs, services, and activities that a vibrant and busy COA, like Salem's, carries out on a daily basis.

We are fortunate to have Teresa joining our team and I look forward to working alongside her to keep Salem moving forward, and especially as we will be preparing to move into our new Mayor Jean A. Levesque Community Life Center in 2018. Teresa brings a wealth of experience as detailed in the enclosed resume and I strongly recommend confirmation of her appointment.

Sincerely,

A handwritten signature in black ink that reads "Kim Driscoll".

Kimberley Driscoll
Mayor
City of Salem

TERESA GOVE ARNOLD

8 Linden Road
Gloucester, MA 01930

508-243-5134 (mobile)
teresaarnold@verizon.net

OBJECTIVE A senior management opportunity in the eldercare sector where my life experience, education and professional experience will allow me to make an invaluable contribution to advance the mission and goals of the organization and benefits to customers.

PROFESSIONAL SUMMARY Seasoned leader with over twenty-five years of diverse and progressive responsibility in the eldercare, non-profit and community sectors. Focus areas include region wide Program Development, Business Development, Operations including budget, business, personnel, contract and grant management. Collaboration with community partners. Oversight of quality improvement and promoting care options for elders/persons with disabilities.

PROFESSIONAL SKILLS

- * Operations Management * New Business Development * Advocacy/Government Relations * Board/Council Relations
- * Clinical and Quality Oversight * Community Relations/Partnerships * Financial Management
- * Understanding of changes in the Health Care Industry around the One Care Plan, MCO, ACO initiatives

Operations Management

Most recently served as Executive Director for the region's Aging and Disability Resource Consortium (Greater North Shore Link) that provides education and access to long-term services and supports for seniors and those living with disabilities.

In present or past positions:

- Maintain organization standards by effectively monitoring, reviewing and implementing necessary changes in existing services, programs, policies and procedures
- Maintain organizations' image by participating in local and regional committees and activities of relevance in the Aging and Disability service field
- Assure the responsible accomplishment of organizational goals and objectives by working closely with the Board, subcommittees and staff to ensure fiscal, planning and development and business management functions are conducted to facilitate same
- Previously served on the state senior management team as Northeast Area Director for a community-based model that supports caregivers in keeping their loved ones (elders with complex medical needs and younger persons with disabilities) at home and in the community
- Managed and supervised three multi-site branch managers and five branches with oversight of 50+ care team members (RNs, Care Managers, Assistant Branch Managers, Intake Coordinators and Office Assistants)
- Provide leadership and employ active listening skills to manage team processes and communication through staff meetings, coaching and monitoring of the case management process around person-centered care plans and consumer choice.

Advocacy/Government Relations

- Regularly interface with funding sources; Executive Office of Elder Affairs and Mass Rehab Commission to ensure funding, quality programmatic policies and procedures regarding program administration
- Outreach and advocacy to Massachusetts legislators to gain sponsorship for increase in caregiver stipend for the Adult Foster Care model in tandem with Caregiver Homes Government Relations Department.
- Engaged area legislators (Tarr, Verga, Hill, L'Italiani), in *H 837 Mandate Coverage for Certain Prosthetic Devices* to provide adequate health coverage for durable medical equipment to amputees
- Advocated for funding by meeting with the Executive Office of Elder Affairs (EOEA) and Essex County officials to maintain state and county funding and to the Corporation for National Service (National Senior Service Corps) to increase federal grant to create senior volunteer opportunities across the North Shore

Board/Council Relations

- Currently report to a seven member Board comprised of leadership from SeniorCare, North Shore Elder Services, Greater Lynn Senior Services, Element Care (PACE), Northeast Arc, the Independent Living Center and the North Shore Career Center
- Currently represent the Board and organization at statewide Aging and Disability Resource Consortia meetings
- Assisted in the formation of the Social Worker and Nursing Advisory Board to Caregiver Homes
- Kept Advisory Council apprised of the *Corporation for National and Community Service Corps* Programs of National Significance (in the areas of Health & Human Needs) and how national directives mandated by the Federal Government translate to activity for the region's senior volunteer program (RSVP)

New Business Development

- Developed and carried out plan for program growth through strategic business development and tactical execution
- Conducted bi-monthly ADRC Partner agency meeting to allow for networking, cross-training and education to area providers
- Developed Preferred Provider Relationships in a five branch region including Boston proper and suburbs, Metro West and the North Shore territories. Relationships include VNAs, ADHs, hospital systems, physician practices, ILC, home care agencies, ASAPs, MCOs (PACE and SCO) and ethnic-specific organizations.

Clinical & Quality

- Managed the implementation of company and state defined program systems and workflow process to ensure compliance and quality program delivery
- Ensure that all staff members complete training on program standards, policies and procedures
- Oversight of audits and provided findings to Compliance/QA. Implemented corrective action plans as necessary
- Oversight of the MDS assessment process, case management, person-centered care plans and annual home assessments
- Oversight of staff and caregiver compliance and caregiver education

Community Relations/Partnerships

- Marketed Greater North Shore Link (the Aging and Disabilities Resource Consortium), formerly Caregiver Homes Adult Foster Care, formerly the Elder Service Plan of the North Shore's PACE (Program of All-inclusive Care for the Elderly) and the Corporation for National Service's Retired and Senior Volunteer Program (RSVP)
- Formerly represented non-profit program at the Massachusetts State House events, federally sponsored Corporation for National and Community Service meetings, trainings and conferences
- Participated in or helped shape partnerships and Advisory Boards to enhance service options for area consumers including:
 - Lahey Health Systems Associates (current) and former Northeast Health Systems Governance Board
 - RSVP Advisory Council
 - Caregiver Homes Advisory Board
 - Element Care's PAC Council (current)
 - Independent Living Center of the North Shore and Cape Ann
 - Friends of the Gloucester Council on Aging and Gloucester Council on Aging Boards

Financial Management

- Contribute to the planning and development of and manage annual program budgets to the budget EBITDA
- Formerly managed five Caregiver Homes Northeast Area budgets through active census and related cost of sales and expenses
- Monitor grant spending and allocations received by the state or federal agency
- Manage day to day financial transactions and interacted with agency fiscal director for grant development, review and any audit considerations

EDUCATION Lesley University Cambridge, MA M.S. Management

Merrimack College North Andover, MA B.A. Liberal Arts

CAREER HISTORY

9/14 – August 2017 Greater North Shore Link (the area's Aging and Disability Resource Consortium), Danvers, MA

Executive Director

7/13-8/14 Caregiver Homes, Boston, MA

Area Director Northeast Region

12/08-7/13 Caregiver Homes, Boston, MA

North Shore/Lynn Area Multi-site Branch Manager

12/06- 12/08 Element Care PACE (Program of All-inclusive Care for the Elderly) Gloucester, MA **Marketing & Enrollment Coordinator**

2/02-11/06 Arnold Career Services Gloucester, MA (search firm) **Business Developer**

7/01-12/01 SeniorCare, Inc. Gloucester, MA **Consultant**

8/88-6/01 Retired and Senior Volunteer Program (RSVP) of the Corporation for National and Community Service, Gloucester, MA **Director**

North Shore Community College Beverly, MA former **Adjunct Lecturer** Taught *Psychology of Business*

COMPUTER SKILLS Microsoft Office, Word, Excel, Power Point, Internet Explorer, *SeniorTouch* software

CURRENT PROFESSIONAL MEMBERSHIP & AFFILIATION

- Lahey Health Systems, Community Associate
- National Independent Living Council (NCIL) member

VOLUNTEER AFFILIATION

- Arnold Book Trust Fund Co-founder of family endeavor that promotes literacy and donates books to needy agencies (current)
- Cornell Orthotics and Prosthetics Amputee Association Board of Directors (current)
- Gloucester High School Alumni Scholarship Committee (current)
- Gloucester Council on Aging Board and Friends of the Gloucester Council on Aging (past)
- Holy Family Parish Council and Religious Education Instructor (past)
- Gloucester Public Schools Site-Based Management team (past)
- Amputee Peer Counselor (as requested)

REFERENCES

Senator Bruce Tarr 617-722-1600

Paul Lanzikos, Executive Director of North Shore Elder Services 978-750-4540

Carolyn Wynn, Executive Director Peabody Council on Aging 978-531-2254



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

October 12, 2017

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Sarah Stanton, of 10 Union Street, to the City of Salem's Licensing Board the complete the remainder of an unexpired six-year term to expire December 3, 2021. Ms. Stanton will take the seat left vacant by the passing of the late Rick Lee, who served the board and our community with distinction and thoughtfulness for many years.

As you know, Ms. Stanton was the Finance Director/Auditor for the City of Salem from March 2013 through this past August, when she left to take a position as Budget Director for the City of Cambridge. Previous to that she was the Purchasing Director for the City of Woburn. Ms. Stanton holds a Master's in Public Administration from Northeastern University and has also taught graduate level courses at Northeastern and undergraduate at Merrimack College, all in the area of government and public administration.

I strongly recommend confirmation of Ms. Stanton's appointment to the Licensing Board. We are fortunate that she is willing to serve our community in this important role and lend her expertise and dedication to the board and its work.

Very truly yours,

A handwritten signature in black ink that reads "Kim Driscoll".

Kimberley Driscoll
Mayor
City of Salem

SARAH A. STANTON
10 Union Street, #3, Salem, MA 01970
(978) 270-8604
sarah.a.stanton@gmail.com

WORK EXPERIENCE

City of Cambridge
Budget Director

Cambridge, MA
August 2017-Present

- Develop and prepare the City's annual GFOA designated operating and capital budgets. (\$729 million dollar operating/capital budget approved for FY18.)
- Work with all City departments to help develop mission statements, create goals, objectives, and performance measurements, to produce long term sustainable budget strategies.
- Manage and coordinate the annual Participatory Budget process, in which residents decide how to spend approximately \$800,000 as part of the City's total Capital Budget.
- Assist in the preparation of the City's Official Statement, Rating Agency Presentation Document, and other required documents as part of the annual bond sale process.
- Coordinate the sale of minibonds directly to residents as part of the annual bond sale process in collaboration with the City's Underwriter.
- Assist in calculating the City's property tax and water/sewer rates. Prepare all Council and resident financial communications, including appropriations and property tax newsletters.
- Monitor current fiscal year activities, analyze revenue and expenditures monthly, and project impacts.
- Serve as a member of the City's E-Gov Committee, outlining all technology capital investment, and proposed technological innovations, city-wide.

City of Salem
Finance Director/ City Auditor

Salem, MA
March 2013-August 2017

- Served as Mayor Kimberley Driscoll's chief strategist on all budgets (\$155 million-dollar budget approved for FY2018.)
- Directed the Salem Citi-Stat and Visual Budget programs; executing all performance measurement and goal-based budgeting initiatives for the city.
- Managed all financial functions of the City including Auditor, Collector, Treasurer, Assessing, Purchasing, Information Technology, and Parking Departments.
- Project managed and implemented automation of both City owned garages, including \$500,000 in technology upgrades and comprehensive staff-wide training.
- Responsible for keeping all accounts of the City, maintaining the required financial records and control of all fund expenditures within the Munis accounting system.
- Provided financial analysis as requested, including cost-benefit analysis for budget and labor contract proposals.
- Served as liaison with the City's independent auditing firms conducting annual or operational audits.

- Created and staffed “Salem City Hall To-Go.” A constituent services outreach program that delivered City services outside of the downtown offices.
- Worked with all City departments to help develop mission statements, create goals and objectives, and produce long term budget strategies that were sustainable within the limits of Proposition 2 ½.
- Performed long-term financial forecasting of both revenues and expenditures; including five-year financial plans for general government, water and sewer enterprise fund, and capital improvement program.
- Chair of the Salem Contributory Retirement Board.

City of Woburn

Chief Procurement Officer and Citi-Stat Director

Woburn, MA

July 2009 – March 2013

- Performed all duties of Chief Procurement Officer as authorized by Massachusetts General Law; including, but not limited to, planning, organizing, and controlling city-wide centralized purchasing; drafting all bid and proposal documentation, advertisement, contract execution, and annual preparation of the budget submission for the department.
- Creator and Director of the Woburn Citi-Stat program; executing all performance measurement and goal-based budgeting initiatives for the city. Co-sponsor, and recipient, of the 2012 State Community Innovation Challenge Grant, which studied the state-wide application of performance measures.
- Established and administered all purchasing policies; including, but not limited to, the administration of the city’s insurance policies, fleet schedule, asset management, drafting of bid documentation, and evaluation of plan changes relating to Municipal Health Reform.
- Drafted, and managed the Woburn “Green Communities” application/designation, and all energy conservation projects city-wide; including the comprehensive LED streetlight upgrade, and three solar developments.
- Applied for, and managed, the Economic Development Self Assessment grant through the Dukakis Center for Urban and Regional Policy at Northeastern University. The program, in collaboration with the National League of Cities, will analyze the city’s capacity for economic development, and potential areas for growth.
- Oversaw project management for the construction of the twenty-seven million dollar Goodyear Elementary School, nine-million-dollar Horn Pond water treatment plant, and all other horizontal, and vertical, construction for the city, and school.

Town of Ipswich

Special Assistant to the Town Manager

Ipswich, MA

October 2007 - July 2009

- Managed human resources responsibilities; including, but not limited to, updating of job descriptions, creation of the online employment application, composition of the town drug and alcohol policy and employee handbook, job advertising, interviewing, grievances, and coordination of pre-employment procedures.
- Acted as Risk Management Coordinator, handled all case management, and workers’ compensation/property liability claims for the town, school, and public safety. Managed all of the town’s insurance policies, plan design, and annual updates.

- Served as Executive Assistant to the Board of Selectmen; coordinated Town Meeting preparation, board and committee appointments, departmental budget presentations, and took weekly meeting minutes.
- Assisted the Town Manager with responsibilities ranging from budgeting, capital planning, to project management.
- Served as Purchasing Director, handled all bid documentation and contract management. Implemented first online procurement system which streamlined registration and document distribution.

City of Haverhill

Mayor James J. Fiorentini
Executive Assistant

Haverhill, MA

March 2007 - October 2007

- Assisted the Mayor in day to day office management and scheduling.
- Handled all constituent relations and correspondence.
- Created a manual for procedures and policies for the Office of the Mayor.
- Developed strong interpersonal skills working with elected officials and constituents.

TEACHING EXPERIENCE

Merrimack College

Adjunct Professor-Graduate Department of Political Science
Master of Public Affairs Program

North Andover, MA

May 2016-Present

Northeastern University

Adjunct Professor- Graduate Department of Political Science
Master of Public Administration Program

Boston, MA

August 2012-2015

EDUCATION

Northeastern University

Master of Public Administration

Plymouth State University

Bachelor of Arts - Political Science, Cum Laude

PROFESSIONAL DEVELOPMENT AND ASSOCIATION MEMBERSHIP

Massachusetts Certified Public Purchasing Official

Massachusetts Office of Inspector General

Vice-President (2017-Current)

Treasurer (2013-2017)

Secretary (2011-2013)

Massachusetts Association of Public Purchasing Officials

Secretary (2014-2017)

Executive Board Member (2013-2017)

North Shore Workforce Investment Board, Salem, MA



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

October 12, 2017

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint, subject to City Council confirmation, the following members of the Salem Traffic and Parking Commission.

First Name	Last Name	Address	Term	Term Expiration
Eric	Papetti	11 Symonds Street #1	3 years	10/12/2020
Tanya	Stepasiuk	10 Burnside Street #2	3 years	10/12/2020

I enthusiastically recommend confirmation of Eric and Tanya's reappointment to the Traffic and Parking Commission and ask that you join me in thanking them for their continued dedicated service and commitment to our community.

Very truly yours,

A handwritten signature in black ink that reads "Kim Driscoll".

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,
October 12, 2017

Ordered:

That the sum of One Hundred and Eighty-Seven Thousand Nine Hundred and Three Dollars and Forty-Six Cents (\$187,903.46) is hereby appropriated from the "Stabilization Fund" to the "Capital Outlay Fund" to be expended as listed below in accordance with the recommendation of Her Honor the Mayor.

Org/Obj	Description	Dept	Description	Amount
20003-586018	CIP-Equipment	Bldg Dept	Fire Alarm System MP Garage	187,903.46
Total				187,903.46



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

October 12, 2017

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order appropriates \$187,904 to fund upgrades to the safety systems at the Museum Place parking garage.

As you know, we currently have a design team working on a comprehensive inspection of the garage to determine the condition of the structure and its principal elements. We are looking forward to the development of a long-term maintenance plan for this parking facility. At present, we are wrapping up an overhaul to all of the interior stairwells at the garage facility and as part of that work we would also like to upgrade the safety systems in place at the garage.

With the completion of the stairwells this month and the contractor being on-site and mobilized, we are able to advance this work quickly. Please know that we anticipate bringing forward a plan for the installation of surveillance cameras in the garage, as an additional safety measure, but at this time we are only requesting funding to upgrade current safety systems.

I strongly recommend adoption of this appropriation Order so we can proceed with improvement to our nearly 45 year old parking facility.

Very truly yours,

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

Kimberley Driscoll
Mayor
City of Salem



KIMBERLEY DRISCOLL
MAYOR

CITY OF SALEM, MASSACHUSETTS

BUILDING DEPARTMENT
120 WASHINGTON STREET, 3RD FLOOR
TEL. (978) 745-9595
FAX (978) 740-9846

THOMAS ST. PIERRE
DIRECTOR OF PUBLIC PROPERTY/BUILDING COMMISSIONER

October 5, 2017

Mayor Kimberley Driscoll
City of Salem
93 Washington St.
Salem, MA 01970

Mayor Driscoll,

I am writing to request an appropriation of ~~157,904~~ ^{157,904} to provide the funding required for the planned upgrades to the existing life safety systems in the Museum Place Parking Garage.

As you know, last February we began the reconstruction of the four stairwells in the garage. Three of those stairwells have now been opened and the final work is nearing completion on the remaining stairwell. This work was completed in parallel with other upgrades to the garage, including lighting upgrades and water infiltration and prevention work.

Given the completion of all of these improvements and because of the life safety nature of the system upgrades necessary pursuant to Building Code and Fire Code requirements, as well as the desire to improve security, public safety, and the protection of public and private property inside the garage, I am requesting this appropriation for work to be completed in this fiscal year.

The Museum Place Parking Garage is heavily utilized by downtown employees, visitors, and residents who come downtown to conduct business, shop, dine or attend events. For these reasons we hope to advance this important work as expeditiously as possible.

If you have any specific questions related to any component of this request or the planned work, please feel free to reach out directly to Michael Lutzykowski regarding the required work, contract documents, or the stairwell reconstruction project as a whole, or to myself regarding any questions relative to the Building Code and related code requirements and standards.

Sincerely,

A handwritten signature in black ink, appearing to read "Thomas St. Pierre".

Thomas St. Pierre
Building Superintendent &
Zoning Officer

CITY OF SALEM
Stabilization Appropriation

Date 10/6/17

Transfer To: 20001-4970

Desc: Capital Improvement Fund

Amount: \$ 187,903.46

Reason: 1 New Liberty St. Parking Garage : Life Safety System upgrades

For Finance Dept and Mayor's Use Only:

Stabilization Balance: 5,812,661.37

Recommendation:

Approved

Denied


Finance Director


Mayor

Processed: Date: _____ By: _____

CO # _____ JE#: _____ Transfer #: _____

CITY OF SALEM
Capital Outlay Expenditure Request Form

To: MAYOR

From Department: Bdg Dept Date: 10/6/17

Expense Line To : 20003-586018 - Equipment

Amount: 187,903.46

Description: Fire Alarm System for MP Garage

Expense Line To : 20003-584618 - Renovations & Repairs

Amount:

Description: _____

For Finance Dept and Mayor's Use Only:

City Council Approval

Recommendation:

Approved Denied

Carla Beardsley
Finance Director
Jim Driscoll
Mayor

Processed: _____ Date: _____ By: _____

CO # _____ JE# _____ Trans # _____



CITY OF SALEM

In City Council,

October 12, 2017

Ordered:

That the sum of Sixty-Eight Thousand Six Hundred and Eighty-Three Dollars and Ninety-three Cents (\$68,683.93) in the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to be expended for the FY 2018 contractual buybacks listed below in accordance with the recommendation of Her Honor the Mayor.

Name	Department	Amount
Billie-Ann Dempsey	School	16,706.43
Paul Loud	School	9,043.20
Gary Lebrun	Police	42,934.30
		68,683.93



CITY OF SALEM, MASSACHUSETTS
Kimberley Driscoll
Mayor

October 12, 2017

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is an order requesting an appropriation of Sixty-Eight Thousand Six Hundred and Eighty-Three Dollars and Ninety-three cents (\$68,683.93) from the "Retirement Stabilization Fund – Vacation/Sick Leave Buyback" account (83113-5146) to cover the retirement buyback costs for the following employees.

NAME	DEPARTMENT	AMOUNT
Billie-Ann Dempsey	School	\$16,706.43
Paul Loud	School	\$ 9,043.20
Gary Lebrun	Police	\$42,934.30

Total: \$68,683.93

I recommend passage of the accompanying Order

Very truly yours,

A handwritten signature in black ink that reads "Kim Driscoll".

Kimberley Driscoll
Mayor



CITY OF SALEM, MASSACHUSETTS

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

KIMBERLEY DRISCOLL
MAYOR

LISA B. CAMMARATA
DIRECTOR OF HUMAN RESOURCES

MEMORANDUM

TO: Nina Bridgman
DATE: September 22, 2017
RE: Retirement Stabilization Fund

Attached is a PAF for a former employee of the Salem School Department.

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

Paul Loud

45 sick days @\$200.96 per day \$9,043.20

TOTAL DUE: \$9,043.20

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.

Finance Director



CITY OF SALEM, MASSACHUSETTS

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

KIMBERLEY DRISCOLL
MAYOR

LISA B. CAMMARATA
DIRECTOR OF HUMAN RESOURCES

MEMORANDUM

TO: Nina Bridgman
DATE: September 22, 2017
RE: Retirement Stabilization Fund

Attached is a PAF for a former employee of the Salem School Department.

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

Billie-Ann Dempsey

19 vacation days @ \$153.27 per day	\$ 2,912.13
90 sick days @ \$153.27 per day	\$13,794.30
TOTAL DUE:	\$16,706.43

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.

Finance Director



CITY OF SALEM, MASSACHUSETTS

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

KIMBERLEY DRISCOLL
MAYOR

LISA B. CAMMARATA
DIRECTOR OF HUMAN RESOURCES

MEMORANDUM

TO: Nina Bridgman
DATE: September 22, 2017
RE: Retirement Stabilization Fund

Attached is a PAF for a former employee of the Salem Police Department.

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

Gary Lebrun

401 vacation hours \$38.30 per hour	\$15,358.30
720 sick hours @ \$38.30 per hour	\$27,576.00
TOTAL DUE:	\$42,934.30

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


Finance Director



CITY OF SALEM

In City Council,

October 12, 2017

Ordered:

That the City of Salem hereby requests the adoption of the Salem Bike Share revolving fund in accordance with M.G.L. Chapter 44, Section 53E ½ which authorizes special purpose revolving accounts in accordance with the recommendation of Her Honor the Mayor



CITY OF SALEM, MASSACHUSETTS
Kimberley Driscoll
Mayor

October 12, 2017

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentleman of the Council:

Enclosed herewith is an order to vote, pursuant to the provisions of MGL Chapter 44, Section 53 E 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, and shall be used solely for the purpose of implementing the programs delineated.

This order is necessary for the adoption of the Salem Bike Share revolving fund to receive and expend revenue from the Zagster Bike Share program.

I recommend passage of the accompanying Order.

Very truly yours,

A handwritten signature in black ink that reads "Kim Driscoll".

Kimberley Driscoll
Mayor



CITY OF SALEM, MASSACHUSETTS
DEPARTMENT OF PLANNING AND
COMMUNITY DEVELOPMENT

KIMBERLEY DRISCOLL
MAYOR

120 WASHINGTON STREET ♦ SALEM, MASSACHUSETTS 01970
TELE: 978-619-5685 ♦ FAX: 978-740-0404

TOM DANIEL, AICP
DIRECTOR

October 2, 2017

Kimberley Driscoll, Mayor
93 Washington Street
Salem, MA 01970

RE: Salem Bike Share Revolving Fund

Dear Mayor Driscoll:

I am requesting establishment of a revolving fund to receive and expend revenue from the Zagster bike share program. As you know, the City recently inaugurated a new bike share system, funded by the City and its partners, Blue Cross Blue Shield of Massachusetts and Salem State University. Through the City's contract with Zagster, the City receives revenue from bicycle rentals and annual fees.

The purpose of this revolving fund will be to directly use funds generated by the bike share for the program's management and promotion. The fund will be managed through the Department of Planning & Community Development.

Please let me know if you need any additional information.


Sincerely,

Tom Daniel
Director

**FY 2018
Revolving Funds**

Dept.	Fund Name	Fund #	Programs & Purposes	Type of Receipts Credited	Authorization for Spending	Budget Request Maximum Annual Expenditures
DPCD	Bike Share Revenue	NEW	To receive and expend revenue from bike share program for system operation and promotion	Revenue from rentals and annual memberships	DPCD Director and Mayor	50,000
Totals						\$ 50,000

MGL Chapter 44, Section 53E 1/2 authorizes the establishment of the revolving funds as herin 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.

 _____
 Department Head Signature & Date

Oct. 5 2017



Kimberley Driscoll
MAYOR

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

Road Race/Walk/Parade Application

Applications must be submitted 90 days prior to event

We, the undersigned, respectfully apply for permission to host a Race/Walk/Parade in the City of Salem as follows:

Applicant's Name: Wanda TR Ramsdell/Director ; Julie Arrison-Bishop/President

Organization Name: Wicked Running Club

Name of Race/Walk: Wicked Frosty Four

Contact #: TR: 978-973-6604 ; JA: 978-413-5300831 E-Mail Address: TR: wramsd@comcast.net ; JA: wickedpresident@gmail.com

Address: PO Box 601

City/State/Zip: Salem, MA 01970

Organization tax status (please include Tax ID number): _____

What charities will this Race/Walk/Parade benefit?
Wicked Frosty Four Scholarship Fund; Wicked Running Club

Approximately how much of the Race/Walk/Parade proceeds will be donated to each charity(s)
100% of both

Day of Race/Walk/Parade Contact Information:

Name: TR Ramsdell Contact #: 978-973-6604

Date of Race/Walk: 1/1/18 Estimated Number of Runners/Walkers: 600-650

Time of Race/Walk: 10:00 am Estimated Finish Time of Race/Walk: 11:00 am

Start Location: Charter Street Finish Location: Charter Street

Has This Event Been Held Before? Yes No

All Races/Walks/Parade Are Required to Recycle.

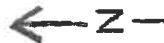
(Will you bring to North Shore Recycled Fiber on 53 Jefferson Ave, open M-F, bring to your home to recycle curbside, or other?)

Tavern in the Square; will provide finish line recycle bins
If you have questions about recycling, please contact Julie Rose for more information, 978-619-5679.

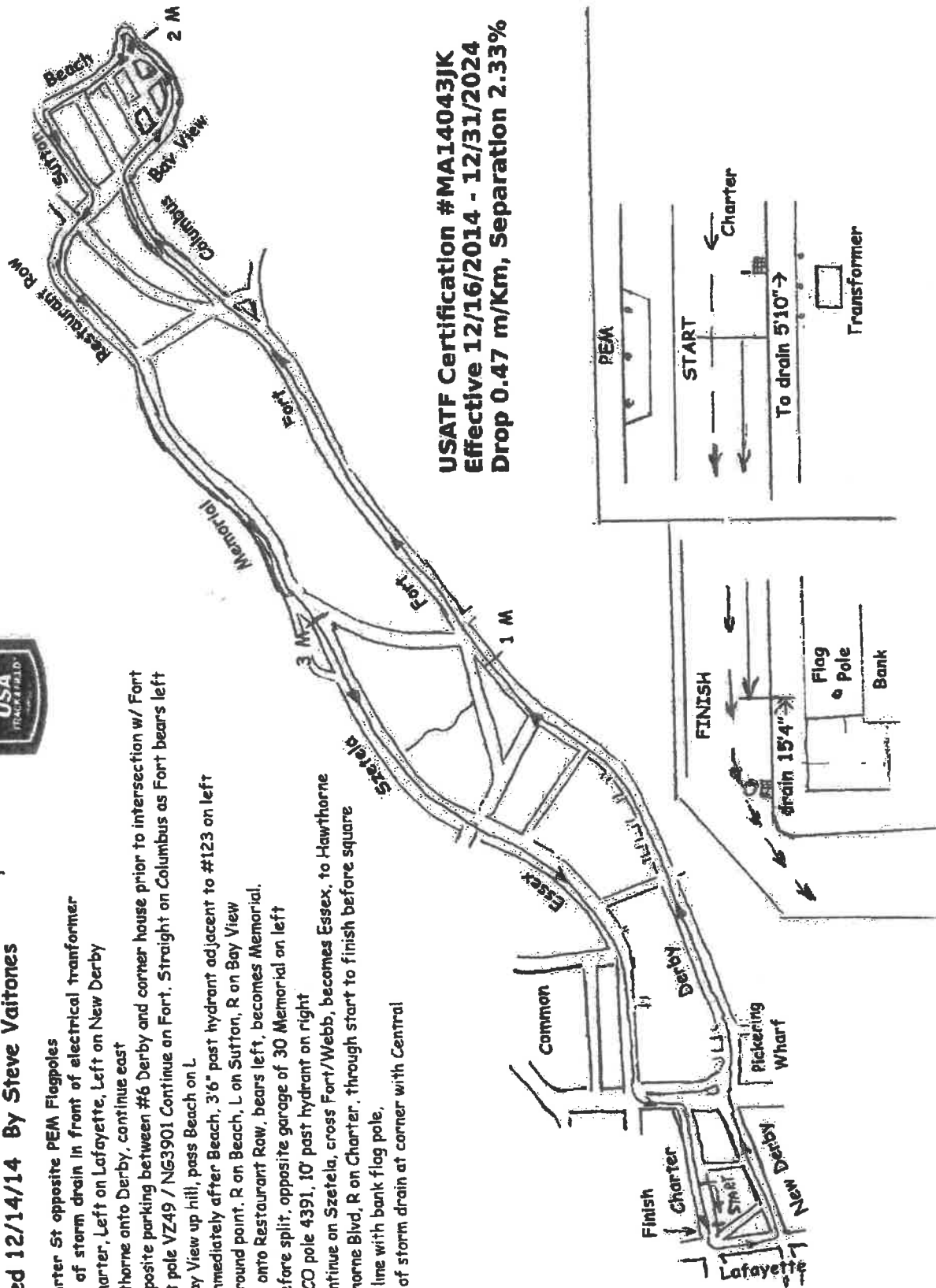
Frosty Four (2014)

Salem MA

Measured 12/14/14 By Steve Vaitones



- Start: Charter St opposite PEM Flagpoles
- 5'10" west of storm drain in front of electrical transformer
- West on Charter, Left on Lafayette, Left on New Derby
- Cross Hawthorne onto Derby, continue east
- 1 Mile: Opposite parking between #6 Derby and corner house prior to intersection w/ Fort 31' 10", past pole VZ49 / NG3901 Continue on Fort. Straight on Columbus as Fort bears left
- Right on Bay View up hill, pass Beach on L
- 2 Mile: Immediately after Beach, 3'6" past hydrant adjacent to #123 on left
- Continue around point. R on Beach, L on Sutton, R on Bay View
- Cross Fort onto Restaurant Row, bears left, becomes Memorial.
- 3 Mile: before split, opposite garage of 30 Memorial on left
- 1' past MECO pole 4391, 10' past hydrant on right
- Bear R, continue on Szetela, cross Fort/Webb, becomes Essex, to Hawthorne
- L on Hawthorne Blvd, R on Charter, through start to finish before square
- Finish-- in line with bank flag pole.
- 15'4" east of storm drain at corner with Central



USATF Certification #MA14043JK
Effective 12/16/2014 - 12/31/2024
Drop 0.47 m/Km, Separation 2.33%

2017 OCT -3 AM 9:57
CITY CLERK
SALEM, MASS.

DATE: 10-3-17

TO: Chairperson of the Committee on Licenses and Legal Affairs. (C.O.L.L.A.)

Salem City Council

I Brian Fontaine respectfully request a hearing to appeal the decision of Traffic Officer Michael Page to deny my application for a temporary hackney license. I understand that I must submit this form in order to be heard and that the Officer may be present to give testimony and /or opinion regarding this denial. I further understand that the committee, upon hearing my appeal will have absolute authority to grant or deny this license. I further understand that upon the denial of the temporary license and until I am heard by the committee I am not allowed to operate a taxi, livery or any such sanctioned Vehicle for Hire within the city of Salem, Ma. until the Salem City Council grants said license.

Respectfully,

Signature: 

Name: Brian Andrew Fontaine

Address: 42 Harbor St. Salem, MA

Tel. # (508) 801-2377

brianfontaine38@gmail.com

CITY OF SALEM

In the year two Thousand and Seventeen

An Ordinance to amend an Ordinance relative to the Council on Aging Director

Be it ordained by the City Council on the City of Salem, as follows:

Section 1. Sec. 2-836. - Director of the council on aging department.

The mayor shall biennially in January, subject to confirmation by the city *council*, appoint a *director* of the *council* on aging who shall act as the head of the *council* on aging department, and be responsible for the conduct of all its affairs. The *director* shall serve for a period of two years from February 1 succeeding his/her appointment until a successor is appointed.

In City Council September 28, 2017

Adopted for first passage by a roll call vote of 9 yeas, 0 nays 2 absent

ATTEST:

CHERYL A. LAPOINTE

CITY CLERK

City of Salem

In the year two thousand and Seventeen

An Ordinance To amend an Ordinance relative to Traffic

Be it ordained by the City Council of the City of Salem, as follows:

Section 1. Chapter 42, Section 74 – “General Prohibitions Towing Zones”

Pope Street, in front of Proctor’s Ledge Memorial for a distance of ninety-two (92) feet between the telephone poles as marked by signs. No Parking Tow Zone

Section 2. This Ordinance shall take effect as provided by City Charter.

In City Council September 28, 2017
Adopted for first passage

ATTEST:

CHERYL A. LAPOINTE
CITY CLERK

City of Salem

In the year two thousand and Seventeen

An Ordinance To amend an Ordinance relative to Traffic

Be it ordained by the City Council of the City of Salem, as follows:

Section 1. Chapter 42, Section 75 – “Parking Prohibitions towing zone” (resident sticker)

Hancock Street, Zone E – Color Orange, southerly side between Canal Street and Cabot Street, resident sticker parking only. Northerly side from Cabot Street to the westerly property line of 32 Hancock Street, Resident Sticker Parking, Tow Zone

Section 2. This Ordinance shall take effect as provided by City Charter.

In City Council September 28, 2017
Adopted for first passage

ATTEST:

CHERYL A. LAPOINTE
CITY CLERK

City of Salem

In the year two thousand and Seventeen

An Ordinance To amend an Ordinance relative to Traffic

Be it ordained by the City Council of the City of Salem, as follows:

Section 1. Chapter 42, Section 50B – “Handicap Parking Limited Time”

Laurel Street, in front of number 3 for a distance of twenty (20) feet,
Handicap Parking, Tow Zone

Section 2. This Ordinance shall take effect as provided by City Charter.

In City Council September 28, 2017
Adopted for first passage

ATTEST:

CHERYL A. LAPOINTE
CITY CLERK