

NGRID

ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS

To the City Council - Salem, Massachusetts

Notice having been given and public hearing held, as provided by law,
IT IS HEREBY ORDERED:

that Massachusetts Electric Company d/b/a National Grid and VERIZON NEW ENGLAND INC. (formerly known as NEW ENGLAND TELEPHONE AND TELEGRAPH COMPANY) be and they are hereby granted joint or identical locations for and permission to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said Companies may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said Companies dated the 5th day of October, 2020.

All construction under this order shall be in accordance with the following conditions:

Poles shall be of sound timber, and reasonable straight, and shall be set substantially at the points indicated upon the plan marked – Ferry St and Waite St - Salem – Massachusetts.

October 5, 2020. Filed with this order

There may be attached to said poles by Massachusetts Electric Company d/b/a National Grid and Verizon New England Inc. such wires, cables, and fixtures as needed in their business and all of said wires and cables shall be placed at a height of not less than twenty (20) feet from the ground.

The following are the public ways or part of ways along which the poles above referred to may be erected, and the number of poles which may be erected thereon under this order:

Ferry St and Waite St - National Grid to install 2 JO Poles (1) on Ferry St and (1) on Waite St and relocate 1 JO Pole on Ferry St beginning at a point approximately 100 feet SE of the centerline of the intersection of Bridge St and continuing approximately 150 feet in a SE direction. National Grid to install 2 new JO Poles, 1 on Ferry St and 1 on Waite St and the relocation of 1 pole approximately 10' feet.

Also for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

I hereby certify that the foregoing order was adopted at a meeting of the
of the City/Town of _____, Massachusetts held on the _____ day of _____ 20 .

Massachusetts

City/Town Clerk.
20 .

Received and entered in the records of location orders of the City/Town of
Book Page

Attest:
City/Town Clerk

I hereby certify that on 20 , at o'clock, M
at a public hearing was held on the petition of
Massachusetts Electric Company d/b/a National Grid and VERIZON NEW ENGLAND, INC.

for permission to erect the poles, wires, and fixtures described in the order herewith recorded, and that we mailed at least seven days before said hearing a written notice of the time and place of said hearing to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which the Company is permitted to erect poles, wires, and fixtures under said order. And that thereupon said order was duly adopted.

City/Town Clerk.

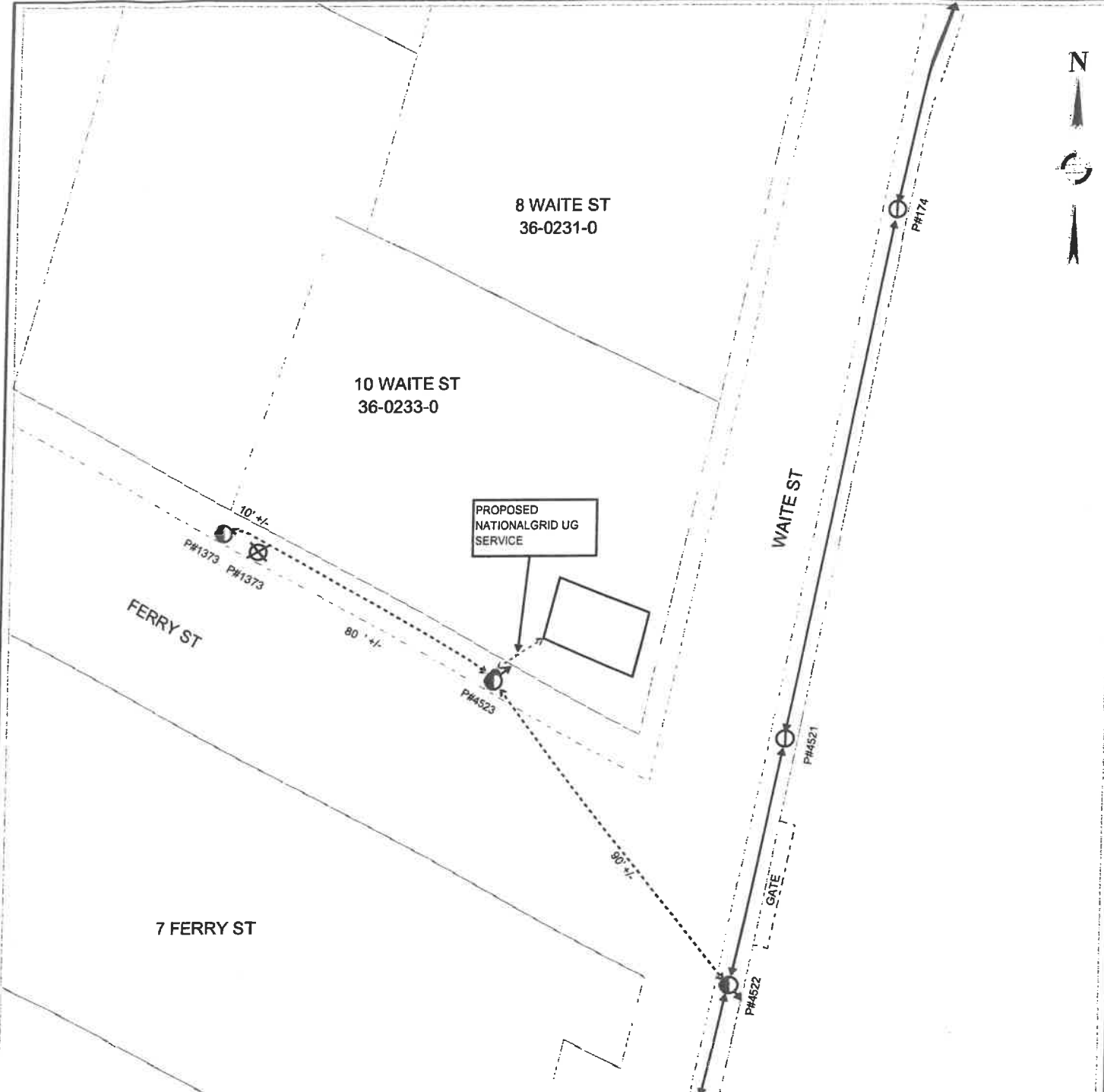
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Board or Council of Town or City, Massachusetts

CERTIFICATE

I hereby certify that the foregoing is a true copy of the location order and certificate of hearing with notice adopted by the of the City of Massachusetts, on the day of 20 , and recorded with the records of location orders of the said City, Book , Page . This certified copy is made under the provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest:



JOINT OWNED POLE PETITION

Plan Number 29191031

LEGEND

- ⊙ EXISTING J. O. POLE LOCATIONS
- PROPOSED J. O. POLE LOCATIONS
- ⊗ EXISTING JO POLE TO BE REMOVED AND RELOCATED
- ⋯→ PROPOSED OVERHEAD CONDUCTORSS
- EXISTNG OVERHEAD CONDUCTORS

nationalgrid

and Verizon New England, Inc.

To The: CITY OF SALEM

For Proposed:
INSTALLATION OF 2 J. O. POLE LOCATIONS
AND THE RELOCATION OF 1 JO POLE

Location:
10 WAITE ST. SALEM, MA 01970

Sketch to accompany petition for:

THE PROPOSED INSTALLATION OF 2 JO POLE LOCATIONS
AND ALL APPURTENANCES, AND THE RELOCATION OF
1 JO POLE

Date: FEBRUARY 10, 2020 **Drawn by:** ELIZABETH CARDARELLI
DRAWING NOT TO SCALE. DISTANCES ARE APPROXIMATE.

ORDER FOR CONDUIT & POLE LOCATION

In the City Council for the City of Salem, Massachusetts.

ORDERED:

That permission be and hereby is granted to Comcast Cable Communications Management LCC., to lay and maintain underground conduits, manholes and poles, with the wires and cables to be placed therein, under and above the surface of the following public way or ways as requested in petition of said Company dated October 15, 2020

Bridge Street: Locating the existing Comcast Conduit and excavating to place a 3'x3' manhole over the existing Comcast Conduit. From the newly placed manhole excavating to place (2) 4" PVC Conduits 103'+/_ to a proposed 2'x 3' vault on Osgood Street. Continuing with the excavation in a Northerly direction from the newly placed manhole. To install (2) 4" PVC Conduits 355'+/_ to a 3'x3' Manhole on Ferry Street and continuing to the Utility Pole 1373.

Ferry Street: Excavating to place (1) 4" PVC conduit 88'+/- to number 36 Bridge Street.

Substantially as shown on plan, filed with said petition.

Also that permission be and hereby is granted said Comcast to lay and maintain underground conduits, manholes, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as it may desire for distributing purposes.

The foregoing permission is subject to the following conditions:

1. The conduits and manholes shall be of such materials and construction and all work done in such manner as to be satisfactory to the City Council or to such officers as it may appoint to the supervision of the work.
2. Said Company shall indemnify and save the City harmless against all damages, costs and expense whatsoever to which the City may be subjected in consequence of the acts or neglect of said Company, its agents or servants, or in any manner arising from the rights and privileges granted it by the City.
3. In addition said Company shall, before a public way is disturbed for the laying of its wire or conduits, execute its bond in a penal sum of Fifty Thousand Dollars (\$50,000) (reference being had to the bond already on file with said City) conditioned for the faithful performance of its duties under this permit.
4. Said Company shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and wires, so far as the same are not inconsistent with the laws of the Commonwealth.

I hereby certify that the foregoing order was adopted at a meeting of the City Council for the City of Salem, Massachusetts, held on the _____ day of _____ 2020.

(over)

City Clerk

We hereby certify that on _____, 2020, at _____ o'clock M., at Salem, Massachusetts a public hearing was held on the petition of the Comcast for permission to lay and maintain underground conduits, manholes and connections, with the wires and cables to be placed therein, described in the order herewith recorded, that we mailed at least seven days before said hearing a written notice the time and place of said hearing to each of the owners of real estate determined by the last preceding assessment for taxation along the ways parts of ways upon which the Company is permitted to construct the lines said Company under said order. And that thereupon said order was duly adopted.

Salem City Council; Salem, Massachusetts

CERTIFICATE

I hereby certify that the foregoing is a true copy of a location order, and certificate of hearing with the notice adopted by the City Council for the City of Salem, Massachusetts, on the _____ day of _____ 2020, recorded with the records of location orders of said City, Book _____, Page _____. This certified copy is made under the provision of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest:

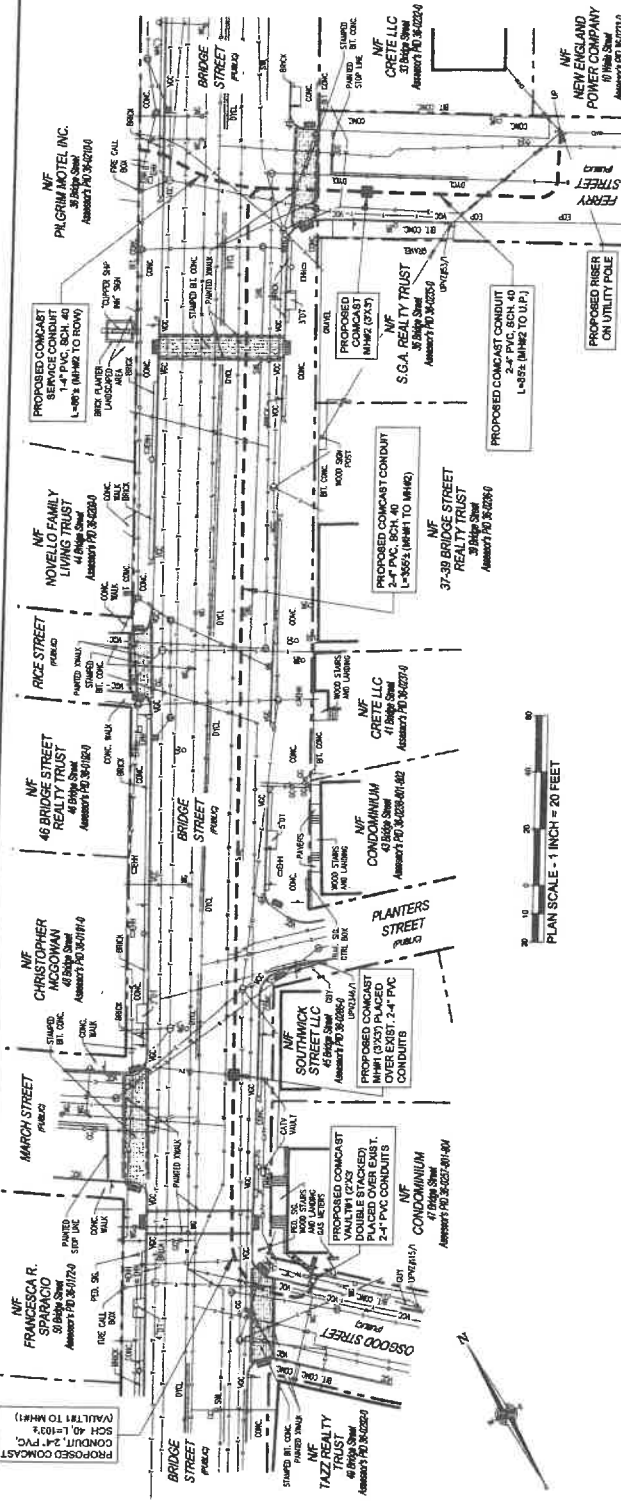
City Clerk

NOTES:

- These plans were prepared from recent data on file at the City of Salem Engineering Department and various utility companies.
- The locations of underground utilities shown are based on the above referenced data. Locations of underground utilities may vary from location shown and are not warranted to be accurate.
- Underground utilities shown are for general reference only. The contractor shall verify the location and depth of all utilities prior to construction. No excavations shall be made until the location and depth of all utilities has been verified.
- Prior to any construction the Contractor shall notify DCS-SAFE at least 72 hours in advance at 811 (Reliable Call Number) of the utility contractor installing the proposed underground conduit, manhole and catch basins. Also, the utility contractor shall be responsible for the location and depth of all utilities to be installed. Also, the utility contractor shall be responsible for the location and depth of all utilities to be installed.
- Prior to the start of construction, the Utility Contractor shall verify the location and depth of all utilities to be installed. Also, the utility contractor shall be responsible for the location and depth of all utilities to be installed.
- These plans were prepared for permitting purposes with the City of Salem, MA. After all utility lines have been installed, the Utility Contractor shall be responsible for the location and depth of all utilities to be installed.
- All work to be performed is for the installation of the new proposed underground conduit, manhole and catch basins.
- All work shall conform to the applicable Massachusetts State and local laws, regulations and codes.
- Upon completion of the trench work for the pipe, the trench shall be backfilled and compacted in 6" lifts in 10' maximum lift increments and the trench area shall be kept as neat as possible. All concrete structures described or designated by the placement of the proposed underground conduit shall be constructed in accordance with the City of Salem Standards and specifications. All work shall be done in accordance with the City of Salem Standards and specifications. All work shall be done in accordance with the City of Salem Standards and specifications.
- The contractor shall be responsible for the location and depth of all utilities to be installed. Also, the utility contractor shall be responsible for the location and depth of all utilities to be installed.
- These plans were prepared for permitting purposes with the City of Salem, MA. After all utility lines have been installed, the Utility Contractor shall be responsible for the location and depth of all utilities to be installed.

CONSTRUCTION NOTES:

- Following the Dig-Safe "test cut" and labor verification of the existing underground utilities, the proposed 4" PVC Schedule 40 Conduit shall be installed in the trench by the utility contractor to avoid being located from any existing utilities.



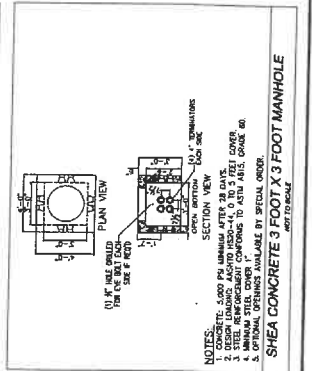
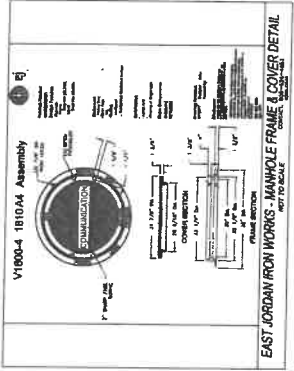
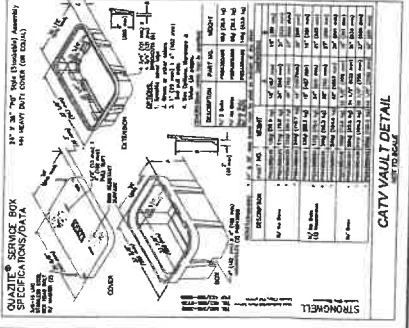
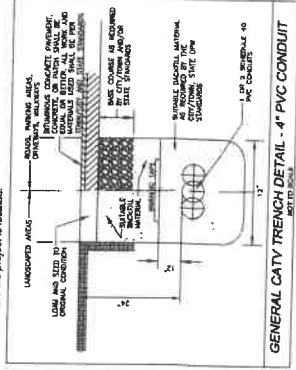
WARD 3, PRECINCT 1	
PROPOSED COMCAST UNDERGROUND	
ESSEX COUNTY	
PLAN OF LAND	
SALEM, MA	
Project No.	COMCAST
Client	Comcast
Drawn by	EPD/PAL
Checked by	EPD/PAL
Date	October 14, 2020
Scale	AS SHOWN
Drawn by	EPD/PAL
Checked by	EPD/PAL
Date	October 14, 2020
Scale	AS SHOWN

LEGEND

- CB CATCH BASIN
- UP LIGHT POLE
- W WATER LINE
- T TELEPHONE LINE
- E ELECTRIC CONDUIT
- S SEWER LINE
- D DRAIN LINE
- C CATY LINE
- APPROX. P.L.
- PROPOSED COMCAST UNDERGROUND CONDUIT
- DBL. YELLOW CENTER LINE
- DBL. RED EDGE LINE
- SINGLE WHITE LINE
- SINGLE WHITE LINE
- SINGLE WHITE LINE
- D/C/L
- S/S/H
- S/W/L
- VERTICAL GRANITE CURB
- UTILITY POLE
- SIGN
- DECIDUOUS TREE
- STEEL ROLLAR

DETAIL NOTES:

- The details provided are for general reference only. The final product used shall be the responsibility of the general contractor and shall be of equal or greater material than that shown and shall conform to the Engineering/DPW Standards for the City/Town and State where the project is located.



- NOTES:**
- CONCRETE: 3000 PSI MINIMUM AFTER 28 DAYS.
 - STEEL: REINFORCEMENT CONFORMS TO AISC 360.
 - STEEL: REINFORCEMENT CONFORMS TO AISC 360.
 - STEEL: REINFORCEMENT CONFORMS TO AISC 360.
 - STEEL: REINFORCEMENT CONFORMS TO AISC 360.



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

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,

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

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,

Ordered:

December 3, 2020

That the sum of Nine Hundred Seventy Five Thousand Dollars (\$975,000.00) is hereby appropriated from the following "Receipts Reserved for Appropriation" accounts to reduce the tax rate amount to be raised by taxation when the Fiscal Year 2021 tax rate is set in accordance with the recommendation of Her Honor the Mayor.

Description	Amount
Receipts Reserved - Witch House	175,000.00
Receipts Reserved - Golf Course	600,000.00
Receipts Reserved - Harbormaster	200,000.00
Total	975,000.00



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

December 3, 2020

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

As you are aware, at the beginning of the fiscal year we approve a budget for the Witch House, Golf Course, and Harbormaster operations that ensures these facilities are fully funded. Each of these departments collect revenues, which we then utilize when setting the tax rate. We typically “sweep” our receipts reserved accounts and apply those revenues to help keep the tax increase as low as possible.

Enclosed herewith are requests to transfer the sum of \$975,000 from receipts reserved to be applied to reduce the gross amount to be raised by taxation for Fiscal Year 2021. \$175,000 is derived from Witch House revenues, \$600,000 from the golf course, and \$200,000 from Harbormaster receipts.

These appropriations will help reduce the amount raised by taxation, pending adoption of the recommended tax rate by the City Council. I recommend passage of the accompanying Order so we can continue to work to keep taxes as manageable as possible for our residents.

Respectfully,

Kimberley Driscoll
Mayor
City of Salem



City of Salem, Massachusetts

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

Kimberley L. Driscoll, Mayor

Laurie A. Giardella, Finance Director

December 1, 2020

Honorable Salem Mayor Kimberley Driscoll
Salem City Hall
Salem, Massachusetts

Dear Honorable Mayor Driscoll:

Enclosed herewith is a request to transfer Nine Hundred Seventy-Five Thousand Dollars (\$975,000) from Receipts Reserved for Appropriation accounts to reduce the amount to be raised by taxation when setting the Fiscal Year 2021 tax rate.

Please let me know if you'd like to discuss further.

Regards,

A handwritten signature in cursive script, appearing to read "Laurie A. Giardella", with a long horizontal flourish extending to the right.

Laurie A. Giardella
Finance Director

Enclosures



CITY OF SALEM

In City Council, December 3, 2020

Ordered:

That the Mayor and City Council accept the provisions of Section 4, Chapter 73 of the Acts of 1986 for Fiscal Year 2021, and that such additional exemptions granted be 100% of the statutory exemption amounts, provided all other qualification specified in said Section 4, Chapter 73 of the Acts of 1986 are met.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

December 3, 2020

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Enclosed is an Order to accept the provisions of Section 4, Chapter 73, of the Acts of 1986 for Fiscal Year 2021.

The section of state law allows for additional tax exemptions to be granted to widows, elderly, veterans, and blind property owners. In accordance with this section of the special acts, acceptance by the local appropriation authority is required each year in order to maintain these exemptions for the qualifying eligible groups.

Salem has accepted these exemptions every year since FY2009 and in that time period we have enabled about 3,500 exemptions to be claimed by veterans, widows, and certain elderly and disabled residents. Those exemptions have resulted in these most needy of our population saving around \$3 million on their tax bills.

I strongly recommend adoption of the attached Order so that we may continue to provide the maximum benefit allowable under state law for our residents who are most in need.

Sincerely,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

December 3, 2020

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Each year the City Council must vote to set the residential tax factor and thereby set the tax rate for the fiscal year. In Massachusetts, Proposition 2 ½ caps new property taxes at no more than 2.5% of the previous year's levy. This year, the tax rate – \$13.80 for residential and \$27.60 for commercial – is once again under the City's allowable levy limit, with excess levy capacity of approximately \$4.6 million dollars remaining, validating our City's responsible approach to budgeting and managing public finances. We continue to maintain a generally low tax bill increase over time, as well, with the average increase over the last 10 years for the average single-family taxpayer in Salem coming in at a reasonable 3.1% or \$160 per year.

Based on the rates above, the change in the average single-family tax bill will be \$144 (2.42%), the average condominium unit change will be \$0 (0%), the average two-family change will be \$102 per unit (3.08%), the average three-family change will be \$179 per unit (7.33%). As you may recall, average percentage increases do change from year to year within residential categories and the residential tax rate is the same regardless of the type of residential property within this classification. Increases vary based on valuation and growth increases year to year, which is driven by market price fluctuations approximately 12 – 18 months prior. Given the range of commercial properties in Salem, from small shops to hotels to large office complexes, it is hard to identify a truly "average commercial property," however the average commercial property increase is estimated at 3.21%. Appropriation orders submitted separately applies receipts reserved and free cash to help hold down the increase in property taxes, reducing the total amount raised by taxation and saving Salem property owners from an additional \$1.475 million in taxes to be collected.

Despite an active housing market increasing values and despite increases in fixed costs for delivering local services this fiscal year, we have managed to keep tax increases relatively low. The reason for this is simple: growth matters. As we grow our tax base, we have been able to

successfully distribute the burden of funding critical local services to more taxpayers, alleviating the burden on existing property owners. This is why – in addition to the housing need and the desire to great good, local jobs – it is so very important we consider new growth opportunities with an open mind and strategic approach. We cannot cut our way to stabilized taxes or better services; we can, however, broaden the size of the base that funds our local government, thereby stabilizing taxes and improving services. FY2021 once again demonstrates that exact strategy at work.

We always strive to manage the overall tax burden on our City's homeowners and I am proud that we have never needed or sought a Proposition 2 ½ override. We seek efficiencies and opportunities for regionalization or streamlining. We look to technology and performance improvement strategies to reduce the cost of doing business. We shift the cost of government off property taxpayers by pursuing a substantial number of grant opportunities and by looking to tax options that shift those costs to visitors when possible by supporting the development of new hotels, the extension of lodging taxes to short-term rentals, and the responsible growth of the recreational cannabis industry.

The most powerful tool at our disposal, however, is responsible, sensible private development that adds to our tax base. Therefore, we have advocated for the appropriate redevelopment of sites such as the former courthouses, the vacant power plant property, and other under-utilized and vacant former industrial parcels. I am extremely pleased that certified new growth this fiscal year is \$1.6 million, which is of significant assistance as we work together to provide much needed services in the areas of public safety, schools and public services, at a reasonable cost to property owners.

We have also been extremely pro-active in pursuing grant opportunities whenever they become available. Since the start of my administration in 2006 we have successfully received over \$150 million in state and federal grants. Just about one-fifth of our revenues is aid from the state, and we still rely on and require a strong state partnership to make much needed infrastructure investments. We also work to have meaningful partnerships with our anchor institutions and non-profits, including our tax agreement and CBA with Footprint, investments in our schools and neighborhoods from SSU, expanded community support from NSMC, and our ongoing push for a nearly two decades' over-due adjustment in our SESD PILOT.

One of the biggest challenges we continue to face is pressure from reductions in revenues and increases in fixed costs. Fixed costs for FY2021, such as state charges, health insurance costs, Medicare, worker's compensation, debt payments, and municipal insurance, increased by \$1.6 million over last year. As you might recall, the FY2021 budget we filed included \$1.4 million in cuts due to the uncertainty of the economy this past spring.

When it comes to non-tax revenues, local aid for FY2021 was level funded by the state, and, as you may be aware, we have seen considerable reductions in our hotel and meals excise revenues and parking receipts, due to the pandemic's economic impacts. While growth and cannabis excise are up, collectively our parking, meals, and hotel receipts for the first quarter of FY2021 were down by 35%, meaning we took in close to \$845,000 less that quarter than we did in the same quarter of FY2020.

As we set our tax rate for the current fiscal year, the recommendation is to set the residential factor at .849947 and CIP split to 1.7.

The vision for our City laid out in our annual budget, and continued with this tax proposal, reflects our collective desire to keep Salem a vibrant, thriving community that delivers quality public services in as efficient and affordable a manner as possible. When I took office, we faced a \$3.5 million deficit. We spent all our savings just to keep the lights on and were forced to borrow money to pay normal operating expenses. We have worked collaboratively over the years to eliminate prior deficits, improve city finances, and balance our books with an eye on both the needs of today and our aspirations for the future. It has not always been easy. Just as we emerged from those local fiscal trials in 2007 our national economy spiraled into a recession and, just as we were building back from that crisis the current pandemic brought a sharp decline in our economy.

But whatever the cause of our challenges, we weathered them and are today still resiliently positioned for success, with strong growth, a declining unemployment rate, still record bond ratings, and award-winning balanced budgets. Our City's bond rating from Standard & Poor's was upgraded seven years ago to AA, the highest in the City's history. In their most recent ratings report the agency cited our financial stability and conservative budgeting practices in affirming that strong rating. This is validation that Salem's fiscal policies are of the highest standard and that the path we have set for ourselves is the correct one for our community.

I am grateful for our partnership in securing a healthy municipal fiscal environment and recommend adoption of the proposed residential factor which will enable us to finalize property tax rates for this fiscal year.

Very truly yours,



Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,

Ordered:

December 3, 2020

That the sum of Two Million, Nine Hundred Seventy-Six Thousand, Two Hundred Seventy-Four Dollars and Twenty Cents (\$2,976,274.20) shall be Raised and Appropriated from the City of Salem General Fund for the purpose of supporting the Trash Enterprise Fund Expense Subsidy, which represents the amount to be raised less operational expenses, in accordance with the recommendation of Her Honor the Mayor.



CITY OF SALEM

In City Council,

Ordered:

December 3, 2020

That the sum of Five Hundred Thousand Dollars (\$500,000.00) is hereby appropriated from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to reduce the tax rate amount to be raised by taxation when the Fiscal Year 2021 tax rate is set in accordance with the recommendation of Her Honor the Mayor.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

December 3, 2020

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

As you are aware, each Fall the state Department of Revenue certifies the amount of “free cash” available to the City. Free cash results from unanticipated new growth and revenues. While some is deposited per our City’s finance policies into reserve accounts or held for emergencies, we always work to return as much as possible to taxpayers by using a portion to reduce the amount raised by taxation. Enclosed herewith is a request to transfer the sum of \$500,000 from free cash to reduce the gross amount to be raised by taxation for FY2021.

This free cash appropriation will save Salem property taxpayers additional money this coming year, pending adoption of the tax rate by the City Council. I recommend passage of the accompanying Order to help reduce the burden on Salem taxpayers

Respectfully,

Kimberley Driscoll
Mayor
City of Salem



City of Salem, Massachusetts

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

Kimberley L. Driscoll, Mayor

Laurie A. Giardella, Finance Director

December 1, 2020

Honorable Salem Mayor Kimberley Driscoll
Salem City Hall
Salem, Massachusetts

Dear Honorable Mayor Driscoll:

I am respectfully requesting the amount of five hundred thousand dollars (\$500,000) be transferred from the General Fund Balance Reserved from Free Cash to reduce the tax rate amount to be raised by taxation when the tax rate is set for FY2021.

Please let me know if you need any further information.

Regards,


Laurie A. Giardella
Finance Director



CITY OF SALEM

In City Council,

December 3, 2020

Ordered:

That the sum of One Hundred Twenty Eight Thousand, Five Hundred, Eleven Dollars and Seventy Eight Cents (\$128,511.78) is hereby appropriated to the accounts listed below to be funded by property taxes, state aid, non-property tax revenue and reserves when the FY 2021 tax rate is set in accordance with the recommendation of Her Honor the Mayor.

Account	Description	Amount
12201-5111	Fire FT Salaries	114,579.24
12201-5131	Fire Overtime	13,932.54
Total		\$ 128,511.78



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

December 3, 2020

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

During the FY2021 budget process we indicated that we would return to the City Council to request changes to the appropriations for certain budget areas as the City had additional clarity around local aid and receipts.

Now that we are about five months into the fiscal year and the level of these revenue sources are more clear, we are requesting additional appropriations to fill several public safety positions that had previously been held un-filled in the summer due to the uncertainty around the budget. The enclosed Order adjusts the appropriations for FY2021 for the Fire Department personnel budget by \$128,511.78 to account for filling four vacant positions.

Appropriating the funds requested here will allow these positions to be posted and, hopefully, filled. These positions existed in the FY2020 budget and therefore this request does not represent a net increase in personnel, just an increase in personnel expenses to be able to fill these important positions for the remainder of this fiscal year.

I recommend adoption of the enclosed Order. If you have additional questions about this request, please feel free to contact Chief Gerry Giunta about the Fire Department request or Laurie Giardella about the Order in general.

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem



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

November 16, 2020

Mayor Kimberly Driscoll
93 Washington St.
Salem, MA. 01970

RE: Hiring

Honorable Mayor Kimberly Driscoll,

I recently had discussions with Assistant City Solicitor Vickie Caldwell regarding hiring personnel for the Salem Fire Department. I would like to begin with the filling of the 4 firefighter positions, which are currently vacant on the Fire Department, due to COVID-19 budget cuts earlier this year. The current contract between the City of Salem & Local 172 calls for 88 uniformed personnel. We are currently staffed and budgeted for 84. I would like to try to fill these positions as soon as possible. We are anticipating as many as 8-9 retirements in 2021 with the possibility of more. There are 8 additional SFD Members that have the time accrued that is needed to retire.

Respectfully,

John G. Giunta

John "Gerry" Giunta
Chief of Department
Salem Fire

FireFighter Salary
New Hire

Name	Hire Date	Position	Base	weekly	EMT	New Base	New Weekly	Nights Calc	Night wkly	Wkly Final	Adj. base	13 Holidays @ 1.5x	One Day Holiday pay	FF - new	Overtime	Yrly Total	OT Rate
FF1	2020.07	FF1	48,837.55	939.18	600.00	49,437.55	950.72	3,390.00	65.19	1,015.91	52,827.55	3,962.07	304.77	500.00	6,966.27	64,255.89	36.28
FF2	2020.07	FF1	48,837.55	939.18	600.00	49,437.55	950.72	3,390.00	65.19	1,015.91	52,827.55	3,962.07	304.77	500.00	6,966.27	64,255.89	36.28
Totals					1,200.00			6,780.01		2,031.83	105,655.10	7,924.13	609.55	1,000.00	13,932.54	128,511.78	



CITY OF SALEM

In City Council, December 3, 2020

Ordered:

Ordered: The Salem City Council hereby approves the use of up to \$100,000.00 in Community Preservation Funds annually, for a period of up to twenty years, for the bond payment for the Bertram Field Phase 2 project, a portion of the capital equipment and improvements bond authorized by a vote of the City Council on June 27, 2019.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

December 3, 2020

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

As you may recall, several months ago the City Council authorized a bond for the Bertram Field project utilizing appropriations from the Community Preservation Act fund. In order to be able to access the CPA funds for these bond payments, a second vote from the Council is now necessary to approve the use of the CPA funds as specified (up to \$100,000 per year for no more than 20 years). This is a one-time approval and will not be necessary on an on-going basis to approve these payments. This request comes with the endorsement of the Community Preservation Committee.

I recommend adoption of the enclosed Order and invite you to contact Jane Guy should you have any questions about the CPA aspect or Jenna Ide if you have questions about the Bertram Field project more generally.

Very truly yours,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS
Kimberley L. Driscoll, Mayor
Community Preservation Committee

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

TO: Honorable City Council

FROM: Jane A. Guy, Assistant Community Development Director
on behalf of the Community Preservation Committee

DATE: October 28, 2020

RE: **CPC Recommendation for CPA Funding**
Bertram Field, 1 Powderhouse Lane (Map 24 Lot 219; 5.62 acres)

At its meeting of May 14, 2019, the Community Preservation Committee (CPC) voted to submit the following recommendation for Community Preservation Act (CPA) funding for Bertram Field Phase 2:

- Bonding under Community Preservation Act M.G.L. Chapter 44B for the purposes of constructing a new field house and related amenities. The Salem CPA commitment toward the project will be for up to \$100,000 per year over a term of up to 20 years.

In compliance with MGL c.44B, the City Council is requested to take one of the following actions on each funding recommendation:

- Approve recommendation of the CPC
- Reject recommendation of the CPC
- Reduce amount recommended by the CPC

Summary:

CPA funds would be used to demolish the existing field house and create a new code-compliant facility at Bertram Field for recreation purposes, including gender equitable locker and umpire facilities, as well as family/unisex public restrooms for use during non-games.

The recommendation is for bonding through the Community Preservation Act M.G.L. Chapter 44, B with a Salem CPA commitment toward the project of up to \$100,000 per year for a term of up to 20 years.

APPLICANT:	City of Salem
PROJECT TITLE:	Bertram Field Phase II
PROJECT LOCATION:	1 Powder House Lane
CPA CATEGORY:	Recreational Land: Rehabilitation/Restoration
CPC RECOMMENDED CPA FUNDING:	Bonding of up to \$100,000 per year for up to 20 years



PROJECT DESCRIPTION:

The City of Salem requested funding to demolish the existing field house and build an accessible and sustainable field house, amenities building, press box, and concessions building, along with upgraded entrances and utilities to Bertram Field. The initial request was for a \$2.5 million bond repayment over 15-20 years under the Community Preservation Act M.G.L. Chapter 44, B, toward the approximately \$6 million project, with CIP bonds and donations covering the remainder.

The project is needed because the existing field house is beyond repair, does not meet code, and it continues to be a liability. The buildings currently are beyond maintenance: paint peels off, the boiler is down, the roof is leaking, the concrete is crumbling, and the sewer lines are broken. The current facility was designed for all male teams and lacks adequate accessibility. The current facility does not support girls' teams, transgender, or families with needs. If the current facility closes, then temporary facilities will need to be brought in, or other arrangements made. Without a locker and amenities building, the field cannot be used for games, band camp, and practices would be limited to times when a restroom would not be needed.

This facility serves tens of thousands of residents and visitors, including athletes, students, coaches, parents, volunteers, and neighbors. It supports football, soccer, lacrosse, track and field, for the schools, as well as the community youth groups. This field holds important functions for the City, and brings the City together. It is Salem's only adult regulation football, soccer, or lacrosse field. It is the only track and field facility. There are over 250 games and practices there a year. The facility serves the entire City and can also host games and tournaments for the region. It is also used for walkers and joggers.

The proposal is for the existing buildings to be removed, and a modern amenities building and a new locker facility building to be built. There will be storage integrated into the facilities. The new restrooms will be gender equal, and there will be a family restroom for all visitors that will be heated. The buildings will be accessible and directly on grade. All bathrooms will have a handicapped stall. New accessible parking will be provided. The parking area, entrance, and circulation around the facility will be improved to increase accessibility and create bicycle and pedestrian access and bring in better walking/cycling opportunities for the neighborhood. All of these new facilities will meet modern code, be LEED and sustainable, and fully updated. Security cameras will be integrated into the project.

New buildings will show our residents, visitors, and neighbors that we care for our youth, our students, and our teams. The project will promote team recreation and neighborhood walking and jogging. It will provide improved bicycle and pedestrian access to the Bertram Field and the Collins Middle School. These connect Jefferson area and Highland area. The new facility will provide opportunities for regional games and tournaments, which will bring visitors to our City.

Included were letters of support by Mayor Kimberley Driscoll, Fire Chief John Giunta, Ron Miano of Salem Youth Football & Cheering, Simeen Brown and Andrew Douglass. Also submitting was Scott Connolly, Salem Public Schools' Director of Athletics with a petition of support with 211 signatures.

Budget Summary

Indicate the total project costs, including CPA funding request, from all proposed sources. Application package must include a complete itemized budget of all project costs. Note: CPA funds cannot be used for maintenance.					
	STUDY/EARLY DESIGN	SOFT COSTS*	ACQUISITION	CONSTRUCTION**	TOTAL
SOURCE 1: SALEM CPA <i>(total must match amount requested on cover sheet)</i>	\$	\$500,000	\$0	\$2,000,000	\$2,500,000
SOURCE 2: CIP BONDS	\$	\$411,400.00	\$	\$2,467,669	\$2,879,069
SOURCE 3: DONATIONS	\$		\$	\$350,000	\$350,000
SOURCE 4: PREVIOUSLY APPROPRIATED CIP, SHORT TERM	\$297,322	\$	\$	\$	\$297,322
SOURCE 5: SHORT TERM	\$	\$30,000	\$	\$	\$30,000
SOURCE 6:	\$	\$	\$	\$	\$
TOTAL PROJECT COST	\$	\$941,400.00	\$	\$4,817,669.00	\$6,056,391.00

*Soft costs include design, professional services, permitting fees, closing costs, legal, etc.

**For this application "construction" refers to new construction, rehabilitation, preservation and/or restoration work.

There are very few other grants applicable to this project, because most state park grants are for natural recreation features, not athletic field buildings.

CPC RECOMMENDATION:

By a vote of 6 in favor and one opposed, the Community Preservation Committee voted to recommend:

- Bonding under Community Preservation Act M.G.L. Chapter 44B for the purposes of constructing a new field house and related amenities. The Salem CPA commitment toward the project will be for up to \$100,000 per year over a term of up to 20 years.



CITY OF SALEM

In City Council,

Ordered:

December 3, 2020

Due to COVID-19 the DOR is asking that CO#350 that was approved July 9th be reapproved.

Original request: That the sum of Seventy-Five Thousand Dollars (\$75,000.00) is hereby appropriated and transferred from the "General Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the Transit Enhancement Fund as provided in the Cannabis Host Agreements and the amount received through June 30, 2019, in accordance with the recommendation of Her Honor the Mayor.

Description	Amount
Transit Enhancement Fund (1%)	\$ 75,000.00
	\$ 75,000.00

CITY OF SALEM – Finance Department

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

From: Finance Department [Signature] Department Head Authorizing Signature 6/30/20 Date

Budget or R/Res Transfers To: _____ Desc: _____ Budget Amt: _____
(Org/Object) Balance: _____
 From: _____ Desc: _____ Balance: _____
 (*Note - Please include letter to Mayor for Transfers from different Personnel & Non-personnel lines)
 Current Balance in Receipts Reserved Fund Above (if applicable) - \$ _____ Date: _____

Free Cash or Retained Earnings (W/S) Raise & Appropriate To: _____ Desc: Transit Enhancement Fund Budget Amt: _____
Please circle one (Org/Object) Balance: _____

Amount Requested: \$ 75,997.81
Reason (Be Specific) Transit Enhancement Fund
As per Council's Last Agreement

For Finance Department and Mayor's Use Only:

Budget Transfer Mayor Approval City Council Approval
 Free Cash Appropriation – City Council Approval – Gen Fund \$ 356,631.01
Free Cash Balance
 R/E Appropriation – Water \$ _____ R/E Balance R/E Appropriation Sewer \$ _____ R/E Balance
 Receipts Reserve – City Council Approval \$ _____ R/Res Fund Balance
 Raise & Appropriate Other [Signature]
Recommendation: Approved Denied [Signature]
Finance Director

Completed: Date: _____ By: _____ CO # _____ JE#: _____ Transfer #: _____



CITY OF SALEM

In City Council,

Ordered:

December 3, 2020

That the sum of Fifty Eight Thousand Nine Hundred Eighty Dollars and Forty Four Cents (\$58,980.44) 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
Harry Rocheville	Police	58,980.44
		\$ 58,980.44



CITY OF SALEM, MASSACHUSETTS
Kimberley Driscoll
Mayor

December 3, 2020

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request for an appropriation of Fifty-Eight Thousand Nine Hundred Eighty Dollars and Forty-Four Cents (\$58,980.44) appropriated within the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146).

This transfer is necessary to fund the retirement buyback for Police Department employee.

Name	Department	Amount
Harry Rocheville	Police	\$58,980.44
	TOTAL:	\$58,980.44

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

KIMBERLEY L. DRISCOLL
MAYOR

LISA B. CAMMARATA
DIRECTOR OF HUMAN
RESOURCES

MEMORANDUM

TO: Laurie Giardella, Director of Finance
DATE: November 16, 2020
RE: Retirement Stabilization Fund

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

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

Harry Rocheville

720 sick hours @ \$54.41 per hour	\$39,175.20
364 vacation hours @ \$54.41 per hour	\$19,805.24
Total:	\$58,980.44

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: 210 Police Date: 10/29/2020

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

NAME: Lt. Harry Rocheville

CALCULATION

					<u>TOTALS</u>
<u>VACATION HOURS</u>	#	<u>364</u>	@	<u>\$54.41</u>	= <u>\$19,805.24</u> ✓
<u>SICK HOURS</u>	#	<u>720</u>	@	<u>\$54.41</u>	= <u>\$39,175.20</u> ✓
<u>PRO-RATED STIPENDS</u>	#		@	<u>\$1,500.00</u>	= <u>\$1,500.00</u>
<u>OTHER</u> HOL x 1.0	#	<u>0</u>	@	<u>396.67</u>	= <u>\$0.00</u>
HOL x 1.5	#	<u>8</u>	@	<u>\$661.61</u>	= <u>\$5,292.88</u>

Total Amount Due: \$65,773.32 ✓

Please attach corresponding PAF or other backup to this sheet.

Reason: Lt. Harry Rocheville retired. Date of retirement is November 2, 2020.


For Human Resources Use Only:

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

Org and Object: 83113 - 5146

Recommendation:

Approved


 HR Director/City or Superintendent/Schools



CITY OF SALEM

PART A

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

DATE 10/29/20

NAME (LAST, FIRST, MIDDLE) ROCHEVILLE, HARRY		EMPLOYEE NO. 100860	CHECK ALL THAT APPLY 1. EMPLOYMENT () 2. WAGE SALARY ADJUSTMENT () 3. TRANSFER () 4. LEAVE OF ABSENCE () 5. ADDRESS/NAME CHANGE () 6. TERMINATION RETIREMENT (X) 7. OTHER ()
JOB TITLE LIEUTENANT		JOB CODE 1302	
DEPARTMENT POLICE	DIVISION CIU	DEPT. NO. 1210	

1. EMPLOYMENT

ADDRESS-STREET		CITY	STATE	ZIP CODE	SOCIAL SECURITY NO.	NEW HIRE	REHIRE	RECALL	Salaried Hourly
PERMANENT 1. Full Time 2. 20 HRS.+ Part Time 3. Part Time	4. TEMP	CIVIL SERVICE YES NO	DATE APPROVED	VETERAN YES NO	SHIFT	PAY RATE \$	PER	SHIFT PREM.	Grade Step
TELEPHONE NO.	DATE OF BIRTH	SEX M F	ETHNIC CODE	SCHEDULED HOURS	HOURLY RATE	# DEPENDENTS	MARITAL STATUS M S OTHER		
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
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3. TRANSFER-JOB, SHIFT, DEPT. (GIVE EXPLANATION IN SEC. 8)

NEW DEPT. & NO.	NEW JOB TITLE	NEW JOB CODE	RATE CHANGE:	YES	NO
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
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5. ADDRESS / NAME CHANGE

NEW ADDRESS	STREET	CITY	STATE	ZIP CODE	NEW TELEPHONE NO.	CORRECT NAME TO
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6. TERMINATION (GIVE EXPLANATION IN SEC. 8)

LAST DAY WORKED NOVEMBER 1, 2020	DATE HIRED	RECOMMENDED FOR REEMPLOYMENT	YES	NO
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REASON				QUALITY OF WORK				ATTENDANCE				ATTITUDE				JOB KNOWLEDGE				
RE-SIGNED	LAI D OFF	END OF TEMP.	RE-TIRED	DIS-CHARGED	EXCEL	GOOD	FAIR	POOR	EXCEL	GOOD	FAIR	POOR	EXCEL	GOOD	FAIR	POOR	EXCEL	GOOD	FAIR	POOR

7. EMERGENCY CONTACT

NAME:	TELEPHONE NO.	RELATIONSHIP
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8. EXPLANATION OF ACTION (or other action)

<p>LT. ROCHEVILLE RETIRED. HIS DATE OF RETIREMENT IS NOVEMBER 2, 2020.</p> <p>PLEASE REMOVE FROM MUNIS.</p>	<p><i>[Signature]</i> FINANCE DEPARTMENT DATE 11/20/20</p> <p><i>[Signature]</i> A.C.O.P. DEPARTMENT HEAD / APPOINTING AUTHORITY DATE 10/29/20</p> <p><i>[Signature]</i> ACOP, DENNIS KING PERSONNEL DEPARTMENT DATE 11/17/20</p>
-------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

DIRECT REPORT: CPT. FRED RYAN
PAY EFFECTIVE: NOVEMBER 12, 2020



CITY OF SALEM

In City Council,

Ordered:

December 3, 2020

That the sum of Forty Nine Thousand Two Hundred Fifty Dollars and Eighty Eight Cents (\$49,250.88) 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
Andrew Dacy	Police	49,250.88
		\$ 49,250.88



CITY OF SALEM, MASSACHUSETTS
Kimberley Driscoll
Mayor

December 3, 2020

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request for an appropriation of Forty-Nine Thousand Two Hundred Fifty Dollars and Eighty-Eight Cents (\$49,250.88) appropriated within the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146).

This transfer is necessary to fund the retirement buyback for Police Department employee.

Name	Department	Amount
Andrew Dacy	Police	\$49,250.88
	TOTAL:	\$49,250.88

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

KIMBERLEY L. DRISCOLL
MAYOR

LISA B. CAMMARATA
DIRECTOR OF HUMAN
RESOURCES

MEMORANDUM

TO: Laurie Giardella, Director of Finance
DATE: November 18, 2020
RE: Retirement Stabilization Fund

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

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

Andrew Dacy

720 sick hours @ \$48.86 per hour	\$35,179.20
288 vacation hours @ \$48.86 per hour	\$14,071.68
Total:	\$49,250.88

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: 210 Police Date: 11/27/2020

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

NAME: Sgt. Andrew Dacy

CALCULATION

					<u>TOTALS</u>
<u>VACATION HOURS</u>	#	<u>288</u>	@	<u>\$48.86</u>	= <u>\$14,071.68</u> ✓
<u>SICK HOURS</u>	#	<u>720</u>	@	<u>\$48.86</u>	= <u>\$35,179.20</u> ✓
<u>PRO-RATED STIPENDS</u>	#		@		= <u>\$0.00</u>
<u>OTHER</u> HOL x 1.0	#	<u>0</u>	@	<u>396.67</u>	= <u>\$0.00</u>
HOL x 1.5	#	<u>6</u>	@	<u>\$595.00</u>	= <u>\$3,570.00</u> ✓

Total Amount Due: \$52,820.88 ✓

Please attach corresponding PAF or other backup to this sheet.

Reason: Sgt. Andrew Dacy retired. Date of retirement is November 28, 2020.


For Human Resources Use Only:

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

Org and Object: 83113 - 5146

Recommendation:

Approved


 HR Director/City or Superintendent/Schools



CITY OF SALEM

PART A

THIS FORM CANNOT BE PROCESSED UNLESS ALL SHADED AREAS AND PERTINENT INFORMATION IS SUPPLIED

PERSONNEL ACTION / DATA FORM

DATE 11/16/20

NAME (LAST, FIRST, MIDDLE) DACY, ANDREW		EMPLOYEE NO. 100207	CHECK ALL THAT APPLY 1. EMPLOYMENT () 2. WAGE SALARY ADJUSTMENT () 3. TRANSFER () 4. LEAVE OF ABSENCE () 5. ADDRESS/NAME CHANGE () 6. TERMINATION RETIREMENT (X) 7. OTHER ()
JOB TITLE SERGEANT		JOB CODE 1304	
DEPARTMENT POLICE	DIVISION PATROL	DEPT. NO. 1210	

1. EMPLOYMENT

ADDRESS-STREET	CITY	STATE	ZIP CODE	SOCIAL SECURITY NO.	NEW HIRE	REHIRE	RECALL	Salaried Hourly		
PERMANENT 1. Full Time 2. 20 HRS + Part Time 3. Part Time	4. TEMP YES NO	CIVIL SERVICE YES NO	DATE APPROVED	VETERAN YES NO	SHIFT	PAY RATE \$	PER	SHIFT PREM.	Grade	Step
TELEPHONE NO.	DATE OF BIRTH	SEX M F	ETHNIC CODE	SCHEDULED HOURS	HOURLY RATE	# DEPENDENTS	M	S	MARITAL STATUS OTHER	
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
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3. TRANSFER-JOB, SHIFT, DEPT. (GIVE EXPLANATION IN SEC. 8)

NEW DEPT. & NO.	NEW JOB TITLE	NEW JOB CODE	RATE CHANGE:	YES	NO
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
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5. ADDRESS / NAME CHANGE

NEW ADDRESS	STREET	CITY	STATE	ZIP CODE	NEW TELEPHONE NO.	CORRECT NAME TO
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6. TERMINATION (GIVE EXPLANATION IN SEC. 8)

LAST DAY WORKED NOVEMBER 27, 2020	DATE HIRED	RECOMMENDED FOR REEMPLOYMENT	YES	NO
---------------------------------------------	------------	------------------------------	-----	----

RE-SIGNED	LAID OFF	REASON			EXCEL	GOOD	FAIR	POOR	EXCEL	GOOD	FAIR	POOR	EXCEL	GOOD	FAIR	POOR
		END OF RE-TEMP.	TIED	DIS-CHARGED												

7. EMERGENCY CONTACT

NAME:	TELEPHONE NO.	RELATIONSHIP
-------	---------------	--------------

8. EXPLANATION OF ACTION (or other action)

SGT. Dacy RETIRED. HIS DATE OF RETIREMENT IS NOVEMBER 28, 2020.

PLEASE REMOVE FROM MUNIS.

FINANCE DEPARTMENT	DATE
<i>[Signature]</i> DEPARTMENT HEAD / APPOINTING AUTHORITY	11/16/20
ACOP, DENNIS KING	DATE

DIRECT REPORT: CPT. MARC BERUBE	PERSONNEL DEPARTMENT	DATE
PAY EFFECTIVE: DECEMBER 10, 2020	<i>[Signature]</i>	11/18/2020



CITY OF SALEM

In City Council,

Ordered:

That the sum of Thirty Thousand dollars (\$30,000.00) is hereby transferred and appropriated from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the Police Department Contracted Services account (12102-5302) to fund an assessment center process to hire the Chief of Police in accordance with the recommendation of Her Honor the Mayor.

Description	Fund	Amount
Chief's Assessment Center	12102-5302	\$30,000.00
		\$30,000.00



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

December 3, 2020

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order appropriates \$30,000 from free cash to be used for the assessment center process to hire our next Chief of Police. We are fortunate to be assisted in this effort by the North Shore-based firms Ryan Strategic Group and John Guilfoil Public Relations, who have extensive experience in conducting police chief and other executive level search and assessment projects, including for the Cities of Revere, Lowell, and Taunton and the Towns of Andover, Arlington, and Winthrop, among others.

An assessment center process is a more intensive and robust process for evaluating prospective candidates. As a diagnostic tool it can evaluate the knowledge, skills, abilities, and personal characteristics of candidates as they relate to the job requirements and local context. Candidates engage in a program of activities and simulations correlated to tasks that they would be expected to carry out as a successful Chief. This is a process we have used for past Chief and other superior officer positions and we find it yields the best candidates for these critically important positions.

Our contract with the consultants includes more than just the assessment center, however, as they will also provide the City with creation and dissemination of the job posting, interviews of stakeholders, writing and distributing recruitment materials, schedule finalist interviews, and conduct the required finalist background investigations. I recommend adoption of the enclosed Order so this important task can get underway. If you have any questions, please feel free to contact either myself or City Solicitor Beth Rennard.

Respectfully,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,

Ordered:

December 3, 2020

Due to COVID-19 the DOR is asking that CO#352 that was approved July 9th be reapproved.

Original request: That the sum of Ten Thousand Dollars (\$10,000.00) is hereby appropriated from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the "Human Resources Contracted Services Account (11522-5320) to cover uniform costs as required to comply with the AFSCME 1818 contract through FY 2020 in accordance with the recommendation of Her Honor the Mayor.



CITY OF SALEM, MASSACHUSETTS
Kimberley Driscoll
Mayor

December 3, 2020

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request to transfer Ten Thousand Dollars (\$10,000.00) appropriated from the "Fund Balance Reserved for Appropriation – Free Cash" account (1-3245) to the "Human Resources Contracted Services Account (11522-5320) to cover uniform costs as required to comply with the AFSCME 1818 contract through FY 2020.

I recommend passage of this accompanying order.

Sincerely,

A handwritten signature in black ink, appearing to read "Kim Driscoll".

Kimberley Driscoll
Mayor



**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**

July 7, 2020

Honorable Salem Mayor Kimberley Driscoll
Salem City Hall
Salem, Massachusetts

Dear Honorable Mayor Driscoll:

Please accept my request for Ten Thousand Dollars (\$10,000.00) be transferred from General Fund Free Cash to the to the "Human Resources Contracted Services Account (11522-5320) to cover uniform costs as required to comply with the AFSCME 1818 contract through FY 2020 in accordance with the recommendation of Her Honor the Mayor.

Sincerely,

Lisa Cammarata
Director of Human Resources

CITY OF SALEM - Finance Department

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

From: HR Department [Signature] Department Head Authorizing Signature 7/9/20 Date

Budget or R/Res Transfers

To: _____ Desc: _____ Budget Amt: _____
(Org/Object) Balance: _____

From: _____ Desc: _____ Balance: _____

(*Note - Please include letter to Mayor for Transfers from different Personnel & Non-personnel lines)

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

Free Cash or Retained Earnings (W/S) To: 11522-5320 Desc: Contract Sew. Budget Amt: 17,500
(Org/Object) Balance: 8

Raise & Appropriate
 Please circle one

Amount Requested: \$ 10,000.00

Reason (Be Specific) _____

For Finance Department and Mayor's Use Only:

Budget Transfer Mayor Approval City Council Approval
 Free Cash Appropriation - City Council Approval - Gen Fund \$ 356,631.01
Free Cash Balance
 R/E Appropriation - Water \$ _____ R/E Balance R/E Appropriation Sewer \$ _____ R/E Balance
 Receipts Reserve - City Council Approval \$ _____ R/Res Fund Balance
 Raise & Appropriate Other: [Signature]
 Recommendation: Approved Denied
[Signature]
Finance Director

Completed: Date: _____ By: _____ CO # _____ JE#: _____ Transfer #: _____



CITY OF SALEM

In City Council,

December 3, 2020

Ordered:

To accept the donation from Witch Tee's in the amount of One Thousand Fifty Dollars (\$1,050.00) for a dedication bench. These funds will be deposited into the Park & Recreation Donation Fund 24061-4830 in accordance with the recommendation of Her Honor the Mayor.



CITY OF SALEM, MASSACHUSETTS
Kimberley Driscoll
Mayor

December 3, 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 a donation from Witch Tee's in the amount of One Thousand Fifty Dollars (\$1,050.00) to fund a dedication bench. These funds will be deposited into the Park and Recreation Department Donation Fund 24061-4830.

In order to accept the donation, approval must be given by both the Mayor and City Council. I ask that the members of the City Council join with me in accepting these funds to be used to support the Park and Recreation Department.

Very truly yours,

A handwritten signature in black ink, appearing to read "Kimberley Driscoll".

Kimberley Driscoll
Mayor



CITY OF SALEM, MASSACHUSETTS

PARK, RECREATION & COMMUNITY SERVICES

401 Bridge Street, Salem MA 01970

Tel. (978) 744-0180/(978) 744-0924

Fax (978) 219-1665

Kimberley Driscoll
MAYOR

October 29, 2020

Dear Mayor Driscoll:

I am writing to request the acceptance of a \$1,050 check written to the City of Salem for a dedication bench from Witch City Tee's. The amount to be deposited into Park & Recreation Donation account 24061-4830.

Thank You.

Sincerely,

A handwritten signature in black ink, appearing to read "Tricia O'Brien".

Tricia O'Brien
Superintendent, City of Salem
Jean A. Levesque Community Life Center
(Park, Recreation & Community Service)



CITY OF SALEM

In City Council, Dec. 3, 2020

BE IT RESOLVED:

WHEREAS, the City of Salem established a Committee to prepare the *City of Salem Hazard Mitigation Plan 2020 Update*;

WHEREAS, the *City of Salem Hazard Mitigation Plan 2020 Update* contains several potential future projects to mitigate impacts from natural hazards in the City of Salem;

WHEREAS, duly noticed public meetings were held by the Conservation Commission on August 8, 2019 and February 18, 2020; and

WHEREAS, the City of Salem authorizes responsible departments and/or agencies to execute their responsibilities demonstrated in the Plan.

NOW, THEREFORE BE IT RESOLVED that the City of Salem hereby adopts the *City of Salem Hazard Mitigation Plan 2020 Update* in accordance with Massachusetts General Law Chapter 40 §4 and its City Charter and Ordinances.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Office of the Mayor

December 3, 2020

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

As you may recall, over the past year our Conservation Commission convened two public meetings to help us develop our Hazard Mitigation Plan Update. This important document evaluates the City's readiness and plans to react to a broad diversity of natural hazards and risks. I am extremely grateful for all of the public input and feedback that went into developing the Update, the dedication and expertise of the Commission members and our outside partners including the Salem Alliance for the Environment, Salem Sound Coastwatch, and Metropolitan Area Planning Council, and to the many City staff who worked on this critical document.

FEMA Region 1 has completed its review of our Hazard Mitigation Plan and found it meets the requirements of 44 CFR 201 pending final adoption by the City Council, which must take place in this calendar year. Therefore, please find enclosed a Council Resolution formally adopting the 2020 Hazard Mitigation Plan Update. The Hazard Mitigation Plan Update is online at https://www.salem.com/sites/g/files/vyhlif3756/f/uploads/salem_ma_draft_plan_2020_update_02-14-20.pdf. I recommend adoption of the enclosed Order. If you have further questions about this request, please feel free to contact Brittany Dolan.

Respectfully,

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,

Ordered:

December 3, 2020

That the City of Salem adopt a Residential Factor of 84.9947% for fiscal year 2021.



CITY OF SALEM

In City Council,

Ordered:

December 3, 2020

That the City of Salem NOT adopt An Open Space Exemption for fiscal year 2021.



CITY OF SALEM

In City Council,

Ordered:

December 3, 2020

That the City of Salem NOT adopt a Residential Exemption for fiscal year 2021.



CITY OF SALEM

In City Council,

December 3, 2020

Ordered:

That the City of Salem NOT adopt a Small Commercial Exemption for fiscal year 2021.

City of Salem

In the year Two Thousand and Twenty

An Ordinance Relative to Traffic

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

Section 1. Section 57A of Article V be amended by adding the following:

Dodge Street – Parking time limited; unmetered zones – Southerly side beginning at a point thirty (30) feet east of Dodge Street Court, for a distance of one hundred five (105) feet. Thirty (30) minute parking only, 8:00 A.M. to 10:00 P.M., Monday through Sunday.

Section 2. Section 51 of Article V be amended by adding the following:

Dodge Street Court – Parking Prohibited on Certain Streets – Both sides beginning at Dodge Street in a southerly direction.

Section 3. This ordinance shall take effect as provided by City Charter.



City of Salem, Massachusetts
Office of the City Council
City Hall



REQUEST FOR TRAFFIC ORDINANCE RECOMMENDATION

MEMO TO: Lt. David Tucker Police Traffic Division
FROM: Councilor Turiel DATE: 12/1/20

In accordance with the Council Rule 32A, I hereby request your recommendation for the following Traffic Ordinance:

NAME OF STREET Dodge Street

TYPE OF STREET CHANGE Parking time limited; unmetered zones.

DESCRIPTION OF AREA WHERE CHANGE IS REQUESTED On Dodge Street between Dodge Street Court and Lafayette St.

COUNCILOR'S COMMENTS/EXPLANATION A request was made from a local merchant for this type of parking, as it suits their needs and the needs of surrounding businesses.

POLICE TRAFFIC DIVISION RECOMMENDATION

The Police Traffic Division hereby submits the following recommendation for the above request:

- APPROVAL
- DENIAL
- TRIAL PERIOD

CHAPTER: 42 SECTION: 57A TITLE: Parking Time Limited, Unmetered Zones

DESCRIPTION: Dodge Street: Southerly side beginning at a point thirty (30) feet east of Dodge Street Court, for a distance of one hundred five (105) feet. Thirty (30) minute parking only, 8:00 A.M. to 10:00 P.M., Monday through Sunday.

COMMENTS (IF ANY): _____

POLICE TRAFFIC DIVISION

RETURN THIS FORM TO THE CITY CLERK'S OFFICE

City of Salem Clerk's Office, 93 Washington St, Salem Massachusetts 01970

(978) 745-9595 ext 41202 www.salem.com



City of Salem, Massachusetts
Office of the City Council
City Hall



REQUEST FOR TRAFFIC ORDINANCE RECOMMENDATION

MEMO TO: Lt. David Tucker Police Traffic Division
FROM: Councilor Turiel DATE: 12/1/20

In accordance with the Council Rule 32A, I hereby request your recommendation for the following Traffic Ordinance:

NAME OF STREET Dodge Street Court

TYPE OF STREET CHANGE Parking prohibited on certain streets.

DESCRIPTION OF AREA WHERE CHANGE IS REQUESTED On Dodge Street Court, both sides, from Dodge Street in a southerly direction.

COUNCILOR'S COMMENTS/EXPLANATION Due to changes in the layout of driveways of the properties on the street, as well as the narrow width of the street, it is not feasible to allow any on-street parking.

POLICE TRAFFIC DIVISION RECOMMENDATION

The Police Traffic Division hereby submits the following recommendation for the above request:

- APPROVAL
- DENIAL
- TRIAL PERIOD

CHAPTER: 42 SECTION: 51 TITLE: Parking Prohibited on Certain Streets.

DESCRIPTION: Dodge Street Court: Both sides beginning at Dodge Street in a southerly direction.

COMMENTS (IF ANY): _____

POLICE TRAFFIC DIVISION

RETURN THIS FORM TO THE CITY CLERK'S OFFICE

City of Salem Clerk's Office, 93 Washington St, Salem Massachusetts 01970

(978) 745-9595 ext 41202 www.salem.com

City of Salem

In the year Two Thousand and Twenty

An Ordinance Relative to Traffic

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

Section 1. Section 75 of Article V-A be amended by adding the following:

Woodbury Court – ZONE C COLOR GREEN – #8 and #9 Woodbury Court to be included to obtain resident sticker parking permits but no visitor passes shall be issued.

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



City of Salem, Massachusetts
Office of the City Council
City Hall



REQUEST FOR TRAFFIC ORDINANCE RECOMMENDATION

MEMO TO: Lt. David Tucker Police Traffic Division
FROM: Councilor Riccardi DATE: 12/1/20

In accordance with the Council Rule 32A, I hereby request your recommendation for the following Traffic Ordinance:

NAME OF STREET Woodbury Court

TYPE OF STREET CHANGE Parking Prohibitions Towing Zones (Resident Sticker)

DESCRIPTION OF AREA WHERE CHANGE IS REQUESTED Include the addresses of #8 and #9 Woodbury Court in the resident sticker zone for that neighborhood (Zone C color green).

COUNCILOR'S COMMENTS/EXPLANATION Residents of 8 and 9 Woodbury Court have no off street parking at their residences, and the only nearby parking option is Northey Street, which is resident sticker parking only (Zone C color green).

POLICE TRAFFIC DIVISION RECOMMENDATION

The Police Traffic Division hereby submits the following recommendation for the above request:

- APPROVAL
- DENIAL
- TRIAL PERIOD

CHAPTER: 42 SECTION: 75 TITLE: Parking Prohibitions Towing Zones (Resident Sticker)

DESCRIPTION: Woodbury Court - ZONE C - COLOR GREEN - #8 and #9 Woodbury Court to be included to obtain resident sticker parking permits but no visitor passes shall be issued.

COMMENTS (IF ANY): _____

Lt David Tucker

POLICE TRAFFIC DIVISION

RETURN THIS FORM TO THE CITY CLERK'S OFFICE

City of Salem Clerk's Office, 93 Washington St, Salem Massachusetts 01970

(978) 745-9595 ext 41202 www.salem.com



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.

In City Council November 19, 2020

Adopted for first passage by a roll call vote of 11 yeas, 0 nays and 0 absent and referred to the Committee on Administration and Finance coposted with the Committee of the Whole

ATTEST:

ILENE SIMONS
CITY CLERK



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, 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
	A	B	C	D	E	F	G	H	I		
	Existing General Fund Debt Service Outstanding	Actual Debt Service on \$6,997,000 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	\$2,825,000 Bonds dated June 15, 2028		Equals: Total Existing & Proposed General Fund Debt Service
	(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	6,259,649	602,738	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	236,975	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	231,325	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	-	2,608,372
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	-	360,775	187,350	62,075	46,800	108,600	183,400	-	2,325,575
2039	1,183,644	183,981	-	363,250	188,500	30,325	40,400	111,000	179,400	-	2,277,625
2040	1,061,041	180,606	-	360,375	189,475	29,625	24,200	108,200	185,400	-	2,140,872
2041	1,005,038	167,344	-	362,325	190,275	28,925	23,600	80,400	176,000	-	2,035,506
2042	1,018,578	139,403	-	363,925	195,900	28,225	23,000	78,600	151,800	-	1,995,681
2043	799,778	136,672	-	360,175	196,175	27,525	22,400	76,800	153,400	-	1,774,000
2044	283,500	133,941	-	361,250	191,275	26,825	21,800	80,000	154,800	-	1,254,116
2045	286,150	136,150	-	361,975	191,375	26,125	21,200	78,000	151,000	-	1,252,350
2046	288,500	133,300	-	362,350	191,300	20,425	20,600	76,000	147,200	-	1,239,700
2047	285,625	125,438	-	362,375	191,050	24,900	20,000	84,000	148,400	-	1,241,469
2048	287,525	122,563	-	362,050	191,050	24,200	18,400	81,600	149,400	-	1,241,688
2049	284,200	124,625	-	361,375	195,625	24,200	18,800	79,200	150,200	-	1,235,725
2050	-	126,563	-	360,350	194,850	23,500	18,200	81,800	150,800	-	958,038
2051	-	-	-	363,975	193,900	22,800	17,600	79,200	151,200	-	819,950
2052	-	-	-	357,075	192,775	22,100	17,000	81,600	151,400	-	462,875
2053	-	-	-	-	191,475	21,400	21,400	78,800	146,400	-	267,300
2054	-	-	-	-	-	20,700	21,400	76,000	146,400	-	238,000
2055	-	-	-	-	-	-	15,600	83,200	146,200	-	229,400
2056	-	-	-	-	-	-	-	-	150,800	-	150,800
	\$ 71,433,006	\$ 9,558,080	\$ 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.



9811-K

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.



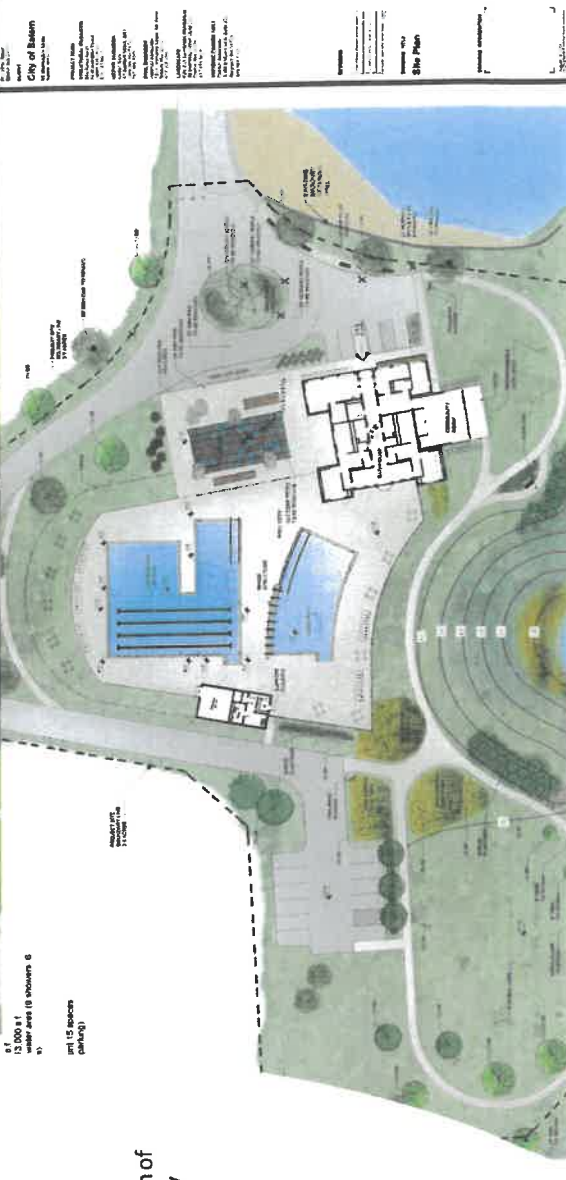
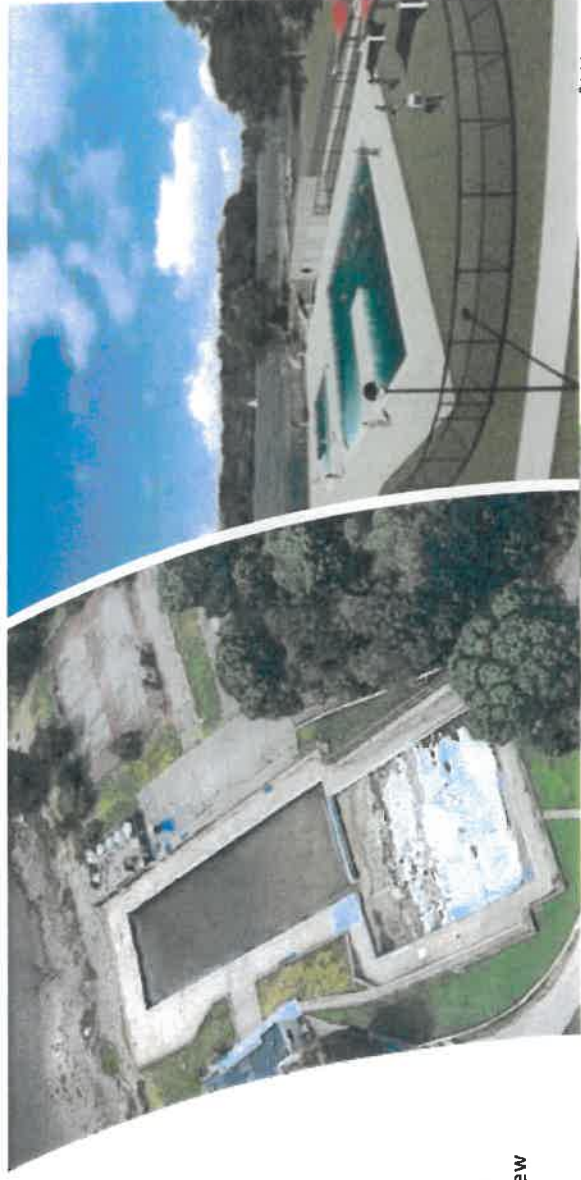
Element 3. Pedestrian and vehicular access improvements, including improved accessibility and outdoor educational opportunities



Element 4. Restoration of coastline for resiliency



On-going maintenance and care.



City of Easton
 1200 N. 1st St.
 Easton, PA 18042
 610-251-1234
 www.eastonpa.gov
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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.



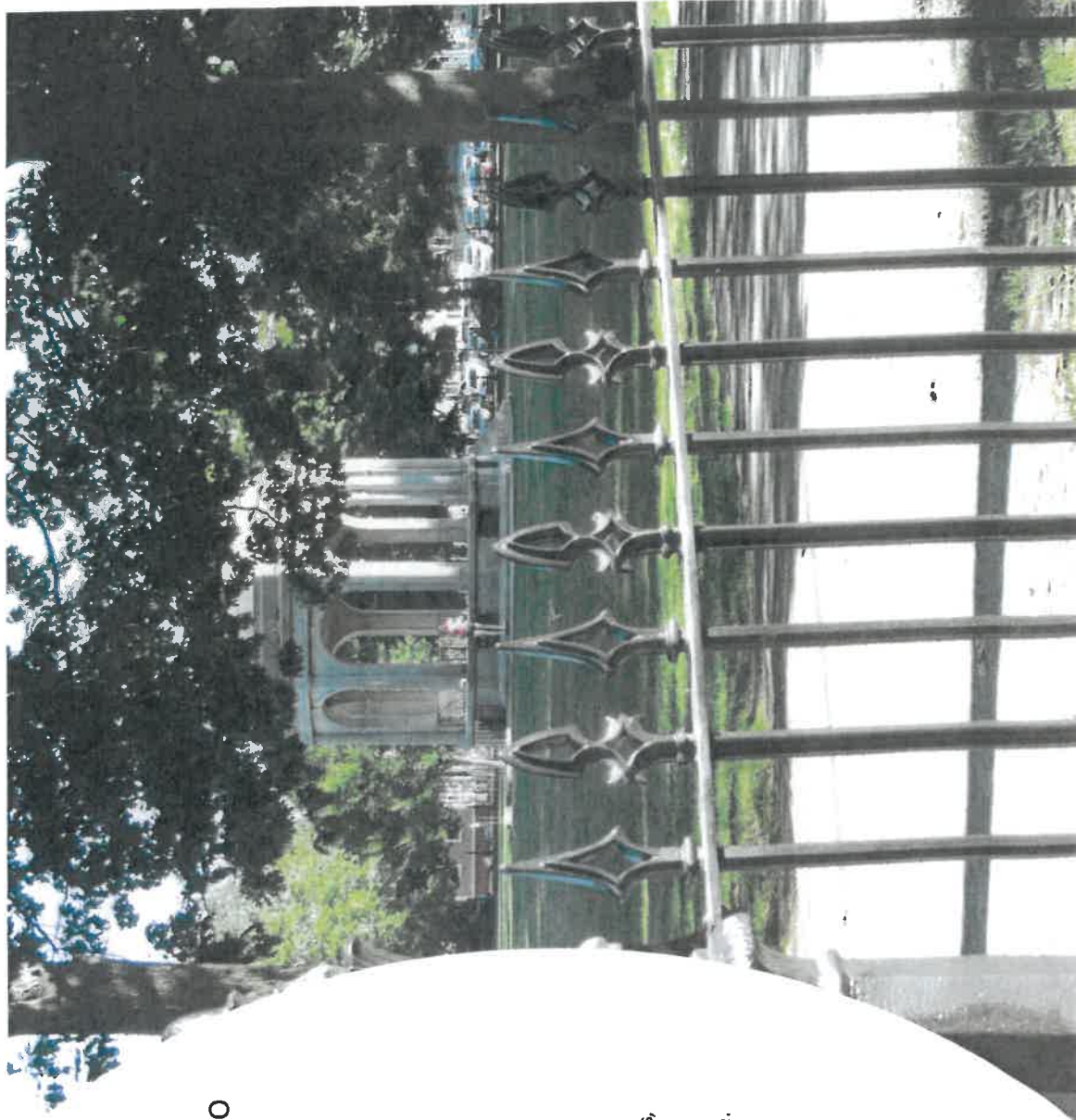
Element 2.
Completion of repairs
to damaged/missing
fence segments.



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.



Element 1. Site preparation at existing Camp Naumkeag.



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



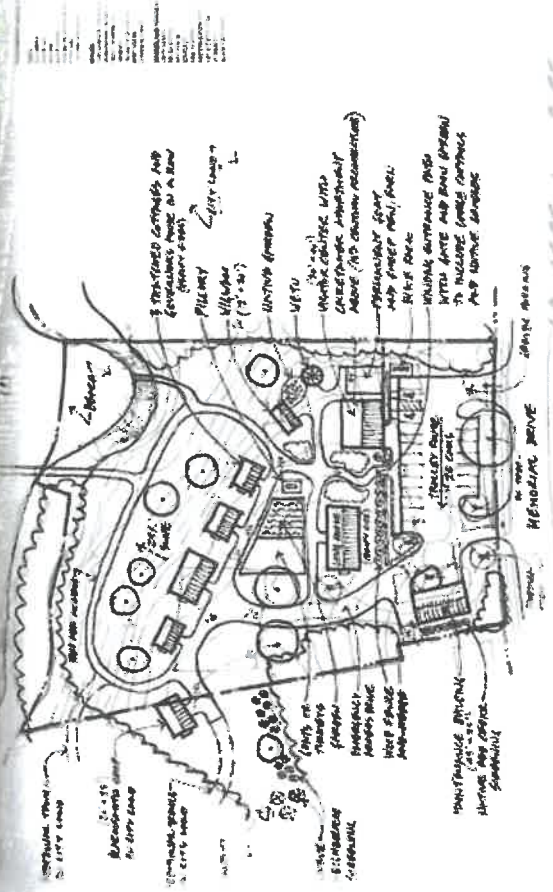
Element 3. Construction of visitor's center and gift shop.



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.



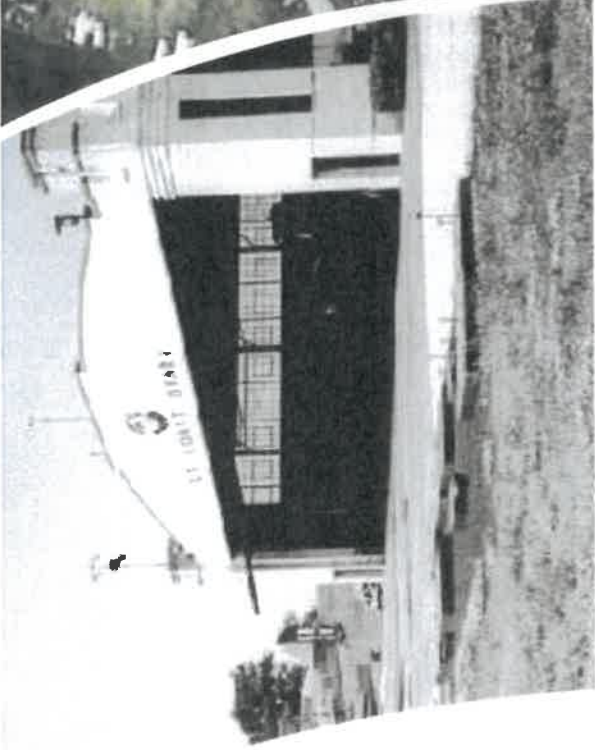
Element 2. Fort Pickering Restoration

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

City of Salem

In the Year Two Thousand and Twenty

An Ordinance to amend an Ordinance relative to Traffic, Ch. 42. Sec. 50B

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

Section 1. Amending Chapter 42, Section 50B – “Handicap Zones, Limited Time” hereby amended by repealing the following:

Repeal – Cross Street, in front of #3 Cross Street, for a distance of two feet Handicap Parking only, Tow Zoned Time.” (11/21/19)

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

In City Council November 19, 2020

Adopted for first passage by roll call vote of 11 yeas, 0 nays and 0 absent

In City Council December 3, 2020

ATTEST:

ILENE SIMON
CITY CLERK

City of Salem

In the Year Two Thousand and Twenty

An Ordinance to amend an Ordinance relative to Traffic, Ch. 42. Sec. 50B

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

Section 1. Amending Chapter 42, Section 50B – “Handicap Zones, Limited Time” hereby amended by repealing the following:

Repeal – Hathorne Street, in front of #76, starting at a point twenty-four (24) feet southeast of the driveway at #76 Hathorne Street, running northwest for twenty-four (24) feet.

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

In City Council November 19, 2020

Adopted for first passage by a roll call vote of 11 yeas, 0 nays and 0 absences

In City Council December 3, 2020

ATTEST:

ILENE SIMONS
CITY COUNCIL

City of Salem

In the year Two Thousand and Twenty

An Ordinance to amend an Ordinance relative to Traffic, Ch. 42. Sec. 75

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

Section 1. Section 75 of Article V-A be amended by adding the following:

Hawthorne Boulevard – ZONE A COLOR BLUE – #24 Hawthorne Boulevard
be included to obtain resident sticker parking permits but no guest passes
be issued.

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

In City Council November 19, 2020

Adopted for first passage by a roll call vote of 11 yeas, 0 nays and 0 absent

In City Council December 3, 2020

ATTEST:

ILENE SIMONS
CITY CLERK