



Town of Swampscott
Finance Committee Meeting Minutes
Monday, November 14th, 2022 - 7:00 PM
Virtual Meeting

FINANCE COMMITTEE MEMBERS PRESENT

Eric Hartmann (Chair), Joan Hilario, Cinder McNerney, Erik Schneider, Sunit Shah

FINANCE COMMITTEE MEMBERS ABSENT

Matthew Kirschner (Vice-chair), Naomi Dreeben, Suraj Krishnamurthi.

OTHER TOWN OFFICIALS PRESENT

Michael McClung, Town Moderator, Peter Spellios, Selectboard member, Amy Sarro, Director of Admin. & Finance; Patrick Luddy, Town Treasure/Collector; Trang Vu, Assistant Town Accountant.

The meeting was called to order at 7:03 PM

Public comment

None.

Discussion and potential vote on capital article

Article #1: Amend appropriation for FY2023 operating budget

Approved Budget FY2023	Org / Obj	Line Item No.	DEPARTMENTAL BUDGETS	Recommended Amendments	Recommended Budget as Approved
\$50,000	0113501 51120		ASSISTANT ACCOUNTANT	\$762	\$50,762
\$188,500	0113103	8	ACCOUNTING PERSONNEL SUBTOTAL	\$762	\$189,262
\$53,532	0114501 51016		CUSTOMER SERVICE REP. (CBA)	\$1,786	\$55,319
\$40,087	0114501 51120		ASSISTANT TREASURER	\$802	\$40,888
\$60,575	0114501 51121		CUST SERVICE SUPERVISOR	\$2,543	\$63,118
\$241,109	0114501	13	TREASURY/CUST SERV. PERSONNEL SUBTOTAL	\$5,131	\$246,240
\$182,797	0115203 51000		SALARY RESERVE	(\$130,050)	\$52,747
\$348,417	0115203	18	EXPENSE SUBTOTAL	(\$130,050)	\$218,367
			TOWN CLERK/ELECTIONS		
\$80,000	0116101 51010		TOWN CLERK	\$698	\$80,698
\$53,532	0116101 51016		ADMIN SUPPORT (CBA)	\$2,251	\$55,783
\$148,732	0116101	22	TOWN CLERK PERSONNEL SUBTOTAL	\$2,948	\$151,680
\$24,943	0125101 51015		WIRE INSPECTOR'S SALARY	\$499	\$25,442
\$53,532	0125101 51016		ADMIN SUPPORT (CBA)	\$1,786	\$55,319
\$1,301	0125101 51031		ASST.PLUMBING INSP.SALARY	\$26	\$1,327
\$25,984	0125101 51033		PLUMBING INSPECTORS SALAR	\$520	\$26,503
\$1,301	0125101 51034		ASST. ELECTRIC INSPECTOR	\$26	\$1,327
\$238,598	0125101	28	BUILDING PERSONNEL SUBTOTAL	\$2,857	\$241,455
\$75,000	0151001 51010		HEALTH OFFICER	\$6,190	\$81,190
\$72,000	0151001 51032		NURSE	\$3,426	\$75,426
\$150,150	0151001	30	HEALTH PERSONNEL SUBTOTAL	\$9,616	\$159,766
\$20,589	0119201 51130		ADMIN. ASSISTANT (CBA)	\$656	\$21,245
\$211,513	0119201	35	FACILITIES PERSONNEL SUBTOTAL	\$656	\$212,169
\$120,249	0149101 511000		PERSONNEL (CBA)	\$11,369	\$131,618
\$166,777	0149101	37	CEMETERY PERSONNEL SUBTOTAL	\$11,369	\$178,146
\$321,877	0149901 511000		PERSONNEL (CBA)	\$21,270	\$343,147
\$439,595	0149901	39	DPW PERSONNEL SUBTOTAL	\$21,270	\$460,865

Approved Budget FY2023	Org / Obj	Line Item No.	DEPARTMENTAL BUDGETS	Recommended Amendments	Recommended Budget as Approved
\$140,000	0121001 51010		CHIEF (CONTRACT)	\$539	\$140,539
\$100,598	0121001 51011		CAPTAINS SALARY & WAGES (CBA)	\$2,012	\$102,610
\$338,146	0121001 51012		LIEUTENANTS SAL. & WAGES (CBA)	\$6,763	\$344,909
\$464,153	0121001 51013		SERGEANTS SALARY & WAGES (CBA)	\$8,148	\$472,301
\$1,252,686	0121001 51014		PATROLMEN (CBA)	\$17,626	\$1,270,312
\$59,531	0121001 51015		SECRETARY'S SAL. & WAGES	\$991	\$60,522
\$49,148	0121001 51121		ANIMAL CONTROL OFFICER	\$2,046	\$51,194
\$300,580	0121001 51023		EDUCATIONAL INCENTIVES (CBA)	\$6,012	\$306,592
\$124,000	0121001 51050		HOLIDAY PAY (CBA)	\$2,480	\$126,480
\$17,714	0121001 51062		OVERTIME 5&2 SCHEDULE (CBA)	\$354	\$18,068
\$84,500	0121001 51106		LONGEVITY (CBA)	\$1,690	\$86,190
\$3,770,569	0121001	43	POLICE PERSONNEL SUBTOTAL	\$48,661	\$3,819,229
\$133,352	0122001 51010		CHIEF (CONTRACT)	\$438	\$133,790
\$3,523,206	0122001	48	FIRE PERSONNEL SUBTOTAL	\$438	\$3,523,644
\$2,000			DIRECTOR (STIPEND)	\$195	\$2,195
\$2,000	0129101	50	EMERGENCY MGMT PERSONNEL SUBTOTAL	\$195	\$2,195
\$80,000	0161001 51010		DIRECTOR	\$16,540	\$96,540
\$66,319	0161001 51011		ASSISTANT DIRECTOR	\$1,326	\$67,645
\$25,354	0161001 51015		SECRETARY/BOOKKEEPER (CBA)	\$507	\$25,861
\$58,981	0161001 51045		CHILDREN'S LIBRARIAN (CBA)	\$1,180	\$60,161
\$50,392	0161001 51046		CIRCULATION LIBRARIAN (CBA)	\$1,008	\$51,400
\$63,406	0161001 51047		REFERENCE LIBRARIAN (CBA)	\$1,268	\$64,674
\$54,249	0161001 51049		LIBRARY ASSISTANTS (CBA)	\$1,085	\$55,334
\$59,519	0161001 51051		ADULT ASSISTANTS - P/T (CBA)	\$1,190	\$60,709
\$34,574	0161001 51052		AV PROCESSORS (CBA)	\$692	\$35,266
\$67,488	0161001 51054		LIBRARIAN (CBA)	\$1,350	\$68,838
\$575,799	0161001	54	LIBRARY PERSONNEL SUBTOTAL	\$26,146	\$601,945
\$598,869	10300	60	TOTAL REGIONAL VOC TECH	\$31,603	\$630,472
\$68,010,257	-	-	TOTAL GENERAL FUND APPROPRIATIONS	\$31,603	\$68,041,860

Approved Budget FY2023	Org / Obj	Line Item No.	DEPARTMENTAL BUDGETS	Recommended Amendments	Recommended Budget as Approved
			ENTERPRISE FUNDS		
\$1,250,000	90152 58611		LYNN SEWER ASSESSMENT	(\$250,000)	\$1,000,000
\$1,749,500	90152	64	SEWER EXPENSE SUBTOTAL	(\$250,000)	\$1,499,500
\$3,338,949	-	-	TOTAL SEWER ENTERPRISE FUND	(\$250,000)	\$3,088,949
\$2,842,744	90252 58611		MWRA WATER	(\$190,095)	\$2,652,649
\$3,102,244	90252	67	WATER EXPENSE SUBTOTAL	(\$190,095)	\$2,912,149
\$4,660,944	-	-	TOTAL WATER ENTERPRISE FUND	(\$190,095)	\$4,470,849
\$9,844,890	-	-	ENTERPRISE FUNDS TOTALS	(\$440,095)	\$9,404,795
\$77,855,147	-	-	TOTAL APPROPRIATIONS - ALL FUNDS	(\$408,492)	\$77,446,655

Except for line 60 "Total Regional Voc-Tech", other lines are salary adjustments. \$130,050 is taken from "Salary reserve" line and realigned to all these different lines. The total increase in General fund is \$31,603 for unexpected cost from line item 60. Under Enterprise fund, we have a total of \$440,095 decrease since the Water & Sewer assessment came under the estimate. Therefore, the net adjustment of all funds is a decrease of \$408,492.

On **MOTION** (Cinder McNerney) and **SECONDED** (Erik Schneider), it was **VOTED** to approve Article #1 by **ROLL CALL**.

ROLL CALL: Joan Hilario (YES), Sunit Shah (YES), Eric Hartmann (YES).

Article #2: Approve transfer of Free cash and/or Stabilization – Adjustment to tax rates

Deferred to next meeting, waiting for more information from Assessor office and Free cash certified.

Article #3: Approve transfer or Free Cash – Collective Bargaining Agreements

Selectboard has not voted on this agreement so there is no action to take.

Responded to Erik Schneider's question, Amy Sarro mentioned that depending on what the agreement comes out, she anticipated it's probably a combination of the salary reserve, free cash, and potentially some ARPA monies.

Article #4: Establish compensated absences reserve fund

Amy Sarro mentioned that the highest year of Compensated Absence expense we had had in last 5 years was about \$188,195, while about \$111,000 was the lowest, and \$166,000 was the average.

Cinder McNerney would like to know the logic behind the set up of this fund. Amy Sarro commented that the purpose is to protect operating budget from variability in years that many more people request to retire, and some expenses like pension, health insurance go up way above what our finance policy sets our budget can go up. She also commented that because of the decrease in our free cash certification, we should get off the reliance of free cash to reduce tax rate.

Erik Schneider and Eric Hartmann both agreed with Cinder McNerney about holding to vote on this article until our Free cash is certified and article #2 is discussed.

Article #5: Appropriation for Capital projects (Article #6 in final warrant)

Amy Sarro confirmed to Eric Hartmann's question that we were awarded the grant for **Rehabilitation of Abbott Park**. The reason it's in Special Town Meeting is it we have to have appropriation before December 15th. For **Repair to the Town garage**, she mentioned that this is for the non-collapse side (right) of the garage which has the same structural issue and is not covered by the insurance.

Cinder McNerney asked if **Sailboats** can be paid through Recreation revolving fund, but not needed to borrow through general fund for such amount.

Amy Sarro commented that Revolving fund has its own spending limit which was voted at this year Annual Town Meeting at \$300,000. Ms. McNerney recommended we edit the language for this article to increase the limit spending of the fund so that it can be used to pay for its activity's expenses or propose using Free cash to pay as an option.

On **MOTION** (Joan Hilario) and **SECONDED** (Erik Schneider), it was **VOTED** to approve Article #5 by **ROLL CALL**.

ROLL CALL: Cinder McNerney (YES), Eric Hartmann (YES), Sunit Shah (YES).

Article #6: Appropriation for new Elementary school

Deferred to next meeting, waiting for Free cash certified and proposed amount. Patrick Luddy mentioned that we can apply for this to count under the debt exclusion that was already approved in 2021. Bond council recommended that we draft the language as we see in article #6 which is currently just standard authorization language, and we can take the process once we have a firm number.

Article #7: Acceptance of Public way – Supreme court

Cinder McNerney commented that Finance Committee should weigh in because there are costs associated with that.

Mr. Spellios mentioned that the crossing was accepted last year, issued by Selectboard which is the normal process for subdivision roads. He was told that there is not any agreement made when Supreme Court was developed.

On **MOTION** (Cinder McNerney) and **SECONDED** (Joan Hilario), it was **VOTED** to approve Article #7 by **ROLL CALL**.

ROLL CALL: Sunit Shah (YES), Erik Schneider (YES), Eric Hartmann (YES).

Old and new business

The committee discuss the meeting plan before Special Town Meeting. Monday, November 21st will be the next meeting.

On **MOTION** (Cinder McNerney) and **SECONDED** (Erik Schneider), it was **VOTED** to adjourn the meeting at 8:19PM. **ROLL CALL**: Joan Hilario (YES), Sunit Shah (YES), Eric Hartmann (YES).

True Attest,

Trang Vu

Assistant Town Accountant

Approved by vote of the finance committee 02/07/2023.