

Swampscott Finance Committee
Tuesday, March 20, 2018

Attending: Marzie Galazka (Chair), Tim Dorsey (Vice Chair), William Jones, Polly Titcomb, Jill Sullivan, Mary Ellen Fletcher, Joan Hilario, Gail Rosenberg, Cinder McNerney

Also Attending: Sean Fitzgerald (TA), Ron Mendes (ATA), Cheryl Herrick-Stella, Sue Duplin (Town Clerk), Jeff Vaughan (Health Department), John Speidel.

Mr. Fitzgerald presented the Town Clerk budget with Sue Duplin. The personnel budget is up somewhat: an increase in the cost of poll workers, and allowing for ½ the salary of the assistant (other half in treasurer's office). There is a reduction in the cost of conferences and seminars as well as office supplies.

Mr. Fitzgerald noted that there are hundreds of new lines in the budget to be more transparent about exactly what our expenses are. Now, if there is detail in MUNIS, that level of detail is reflected in the budget. He also mentioned that each department will have a budget for professional development so our staff continues to learn best practices.

Bottom line is a 10.96% increase in the Town Clerk's budget, but much of that is a transfer of line items from other locations.

Assessing: John Speidel. There is a slight decrease in the budget as this (FY19) is a non-revaluation year so our contracted services cost less.

Health Department budget goes down significantly primarily due to some transfers. The part time clerical position for this department was moved to the community development department.

Solid Waste contract. The town picks up 5k residences, 5 schools and 35 commercial properties. Mr. Fitzgerald indicates we need to think about why we pick up trash for commercial properties and if it makes sense from a cost perspective. Solid Waste costs are increasing at an unsustainable pace. The FY '19 appropriation is \$1.25MM. This amount will not sustain level service. Mr. Fitzgerald indicates he will explore a variety of options.

The Board of Selectmen budget is modestly increasing for getting involved in regional organizations. Town Administrator's budget increases somewhat due to some personnel changes.

The Town Accountant budget is up very slightly primarily due to an increase in the budget for contracted services.

The Treasurer/Collectors Department. One retired clerical position was not filled. Also there was an assistant treasurer/collector who is now ½ assistant treasurer and one half assistant clerk. So only half that salary is in this budget. The net outcome of this is a reduction in personnel costs. The overall budget is essentially flat.

The Technology Budget is changing dramatically because of all of the expenses that were previously charged to the PEG account. Another major change is replacing on staff personnel with contract consulting services. The cell phone accounts are all consolidated in this budget. Police, fire and library technology budgets are also consolidated in this budget.

Legal budget increases 2%, Property and liability insurance down a bit. The human resources budget includes a \$275K reserve for the results of collective bargaining agreements. There is also a \$350K line item for separation agreements given an understanding of who may be retiring etc. There is a \$30K line item for performance management. This would allow Mr. Fitzgerald to make grants to employees for exceptional work. There is a new line for Town-wide training and another for employee tuition reimbursement. There are additional monies for employee recognition.

Employee Benefits budget is essentially flat.

Mr. Jones asked for an analysis of the office supplies budget.

Motion to approve minutes from 2/28 and March 5, Fletcher/ Rosenberg. 8-0.
Motion to adjourn. Fletcher/Rosenberg 8-0