



TOWN OF SWAMPSCOTT
SELECT BOARD REGULAR SESSION MINUTES
FEBRUARY 15, 2023 – 6:00 P.M.
SWAMPSCOTT HIGH SCHOOL, 200 ESSEX ST.
ROOM B129

SELECT BOARD MEMBERS PRESENT: NEAL DUFFY, MARY ELLEN FLETCHER, DAVID GRISHMAN, KATIE PHELAN, PETER SPELLIOS

MEMBERS ABSENT: NONE

OTHER TOWN OFFICIALS PRESENT: SEAN FITZGERALD, TOWN ADMINISTRATOR, AMY SARRO, DIRECTOR OF ADMINISTRATION & FINANCE, PATRICK LUDDY, TOWN ACCOUNTANT, FIRE CHIEF GRAHAM ARCHER, POLICE CHIEF RUBEN QUESADA, ANGELICA NOBLE, POLICE, CAPT. JOSEPH KABLE, SWAMPSCOTT POLICE

MR. DUFFY EXTENDED THE BOARD'S THOUGHTS AND CONDOLENCES TO MICHIGAN STATE AND THE VICTIMS OF YESTERDAY'S SHOOTING AND ASKED FOR A MOMENT OF SILENCE.

A. PUBLIC COMMENTS: DEBRA NEWMAN, 20 BARNSTABLE ST., HAS BEEN TRYING TO PREVENT NAHANT FROM KILLING COYOTES AND HAS BEEN MEETING WITH VARIOUS ORGANIZATIONS. SHE ASKED THAT THE TOWN PREPARE ITSELF BEFORE KILLING THEM BECOMES THE ONLY OPTION, INCLUDING EDUCATING THE PUBLIC ON INTERACTING WITH WILDLIFE. SHE SUGGESTS HAVING A COYOTE/WILDLIFE EXPERT SPEAK AND GIVE SUGGESTIONS AS TO HOW TO INTERACT WITH THEM. HEATHER GOLD, 4 XXX EXT., 1) WOULD LIKE A SCHEDULE FOR NEW SCHOOL CONSTRUCTION, STATING THAT IT IS DIFFICULT WORKING AT HOME AND IT IS DIFFICULT ON THEIR & THEIR NEIGHBORS' DOGS DUE TO THE BLASTING. 2) THERE IS CONSTRUCTION ON SATURDAYS BUT NOT SUNDAYS. SHE FEELS THERE SHOULD BE CONSTRUCTION ON BOTH DAYS OR NEITHER DAY AS WELL AS ANY RELIGIOUS HOLIDAYS.

B. NEW AND OLD BUSINESS (*POSSIBLE ACTION/VOTES OF THE BOARD*)

1. **FY23 BUDGET REPORT:** AMY SARRO, DIRECTOR OF ADMINISTRATION & FINANCE, GAVE A PRESENTATION REGARDING POLICE AND FIRE FINANCIAL ISSUES. OVERTIME EXPENDITURES ARE TRENDING HIGHER THAN AVERAGE AND ARE EXPECTED TO END THE YEAR OVER THEIR APPROPRIATIONS. BOTH FIRE AND POLICE CHIEFS ARE WORKING TO MITIGATE THIS. FIRE CHIEF ARCHER HAS REDUCED MANNING TO "WINTER MANNING" OR FROM 8 TO 7. IN THE FIRST 3 WEEKS, THERE HAVE BEEN SAVINGS OF \$5,000/WEEK AND END OF YEAR PROJECTIONS ARE INCLUDING THESE TRENDS. THE DRIVING FORCE IN THE POLICE DEPT. OVERTIME LINE ITEM IS DUE TO BACKFILLING VACATION TIME. IN THE FIRE DEPT., THE OVERTIME LINE ITEM DRIVING FORCE IS DUE TO BACKFILLING FOR LONG-TIME SICK CALL OUTS. THERE WAS A BRIEF DISCUSSION ABOUT HOW SHIFTS ARE BACKFILLED AS WELL AS A DISCUSSION ON THE IMPACT OF LONG-TERM SICK USAGE ON OVERTIME AND A DISCUSSION ABOUT HOW TOWN EVENTS AND INCIDENTS SUCH AS WATER MAIN BREAKS OR FIRES AFFECTS THIS LINE ITEM. CHIEF QUESADA FEELS THAT THE POLICE DEPT. EXPENSES FOR FY19-21 DON'T MATCH UP WITH MS. SARRO'S NUMBERS. TA FITZGERALD WILL REVIEW ALL NUMBERS WITH MS. SARRO AND CHIEF QUESADA. THE FIRE DEPT. YEAR-TO-DATE SICK TIME HOURS USED HAS ALREADY EXCEEDED THE LAST FIVE YEARS. THE BOARD DISCUSSED IF THE DEPARTMENTS HAVE GROWN OVER THE LAST FIVE YEARS OR HAVE REMAINED THE SAME AS WELL AS IF VACANCIES ARE CAUSING OVERTIME COSTS TO JUMP. POLICE AND FIRE VACATION TIME IS ON TARGET AS IS PERSONAL TIME. THE AVERAGE POLICE OFFICER HAS 55 DAYS AVAILABLE TO TAKE OFF, INCLUDING TIME CARRIED OVER FROM THE PREVIOUS DAYS. OFFICERS CAN CARRY SICK TIME AS LONG AS ACTIVELY EMPLOYED. PAYOUT IS 20% OF AVERAGE DAILY PAID OR 250 DAYS FOR POLICE UPON TERMINATION/RETIREMENT. THE 17 ADMIN. DAYS (FOR OFFICERS WHO WORK MORE THAN 4 ON/2 OFF SO THEY TECHNICALLY WORK 17 DAYS MORE THAN THOSE WHO WORK 4 ON) ARE NOT INCLUDED IN THE 55 DAYS. TA FITZGERALD STATED THAT TIME OFF IS IMPORTANT BUT THE AMOUNT NEGOTIATED IN SWAMPSCOTT IS HIGHER THAN PEER COMMUNITIES, HOW THAT TIME GETS TAKEN AND HOW WE CAN CONTROL IT. PER CHIEF QUESADA ACCRUED COMP TIME CAN BE USED WHEN THE SCHEDULE ALLOWS FOR THEM TO TAKE THE TIME OFF. MR. SPELLIOS ALSO STATED THAT OVERTIME TAKES AWAY FROM ANOTHER SERVICE, I.E. SCHOOLS. MS. FLETCHER COMMENTED THAT THESE WERE MUTUALLY AGREED ON CONTRACTS AND WANTS TO MAKE SURE A GOOD, CLEAR BUDGET IS WRITTEN AND THAT THE COST OF CONTRACTS IS ANALYZED FOR THE SELECT BOARD, FINANCE COMMITTEE AND TOWN MEETING MEMBERS. MS. SARRO – THE FINANCE

TEAM IS GOING TO CONTINUE WORKING WITH BOTH CHIEFS TO ADDRESS OVERTIME COSTS. CHIEF QUESADA DISCUSSED THE RELATIONSHIP BETWEEN TOWN HALL, THE UNION AND POLICE DEPT. WHICH IS STRAINED. HE FEELS THAT BRINGING EVERYONE TOGETHER TO LOWER COSTS WOULD BE HELPFUL IN CLEARING UP THIS RELATIONSHIP ISSUE AS HE FEELS THEY'VE MADE SOME AMAZING CHANGES, HE'S PROUD TO BE HERE AND HAS SEEN MANY GOOD THINGS HAPPENING FOR THE DEPARTMENT AND THE COMMUNITY. MS. FLETCHER HAS NO ISSUE SITTING IN EXECUTIVE SESSION WITH THE CHIEF AND UNION MEMBERS TO HAVE A CONVERSATION WITH THEM TO CLEAR UP ISSUES. TA FITZGERALD STATED THAT WE HAVE TO STOP TALKING ABOUT US VS THEM AND HE IS AVAILABLE ANYTIME TO GET TOGETHER WITH ANYONE. MS. PHELAN ALSO DISCUSSED THE RHETORIC OF US VS THEM AND OPENING THE LINES OF COMMUNICATION SO EVERYONE BETTER UNDERSTANDS EACH OTHER. MR. SPELLIOS DISCUSSED THE EMPLOYER/EMPLOYEE RELATIONSHIP, THAT THERE IS A CHAIN OF COMMAND WHICH CAN HAMPER CONVERSATIONS, THE SYSTEM NEEDS TO WORK, EMPLOYEES FEEL THEY CAN TALK TO SELECT BOARD MEMBERS BUT THEY SHOULD FOLLOW THE CHAIN OF COMMAND OR THEIR BOSSES ARE BEING UNDERMINED. THERE ARE TOO MANY CONVERSATIONS HAPPENING BEHIND THE SCENES THAT ARE NOT OK. HE ALSO ASKED CHIEF ARCHER IF THERE ARE TOOLS THAT THE BOARD SHOULD BE TALKING TO THE UNION ABOUT REGARDING LONG-TERM SICK LEAVE. CHIEF ARCHER: THE MOST RECENT CONTRACT PROVIDED SOME FLEXIBILITY TO DIAL BACK THE OVERTIME, ESPECIALLY DURING THE WINTER. HE FEELS WE MIGHT HAVE TO LOOK AT SOME ADJUSTMENTS WHEN WE GO BACK FOR THE NEXT NEGOTIATION. THERE SEEMS TO BE MORE LONG TERM SICK LEAVE THIS YEAR THAN BEFORE POSSIBLY DUE TO THE AGE OF FIREFIGHTERS BECAUSE THEY ARE GETTING CLOSE TO THE END OF THEIR CAREERS, THIS COMES IN CYCLES AND HE WOULD LIKE TO DISCUSS HOW TO HANDLE THESE RARE BUT EXPENSIVE LONG-TERM SICK LEAVES. MR. DUFFY AND MS. PHELAN ASKED IF THE OVERAGE IS THE RESULT OF THE BOARD NOT BUDGETING ENOUGH? PER MS. SARRO FEELS, AFTER ANALYSIS, THAT THE BUDGET IS ADEQUATE. THERE WAS A BRIEF DISCUSSION REGARDING OVERTIME BUDGETS AND WHETHER MORE SHOULD BE BUDGETED AND WHETHER TRAINING AFFECTS THE BUDGET. PER CAPT. KABLE, THIS YEAR'S BUDGET WAS BASED OFF LAST YEAR'S WHEN MOST TRAINING WAS CONDUCTED ON-LINE. MANDATORY TRAINING IS PROJECTED TO BE \$120,000 THIS YEAR DUE TO IN-PERSON TRAINING REQUIREMENTS. THE POLICE DEPT HAS DONE AN EXTENSIVE ANALYSIS FOR THEIR BUSIEST TIMES FOR STAFFING ISSUES. THERE WAS A DISCUSSION ABOUT WHEN A NEW FIREFIGHTER CAN START (IMMEDIATELY) VS. WHEN A NEW POLICE OFFICER CAN START (AFTER ACADEMY, SOMETIMES 6 MOS. AFTER HIRE, DEPENDING ON THE ACADEMY SCHEDULE). MR. SPELLIOS DISCUSSED THE HIRING POLICY AND THE TESTING ONLY BEING ALLOWED TO BE HELD ONCE PER YEAR AS WELL AS FILLING VACANCIES WITH THE RIGHT CANDIDATE. THERE WAS A DISCUSSION ABOUT THE TESTING, HOW OFTEN TESTS CAN BE HELD. LIMITING IT TO ONCE PER YEAR CREATES VACANCIES.

2. **DISCUSSION OF FY24 BUDGET PREPARATION & LONGER-TERM BUDGETING APPROACHES:** MR. DUFFY DISCUSSED TRI-CHAIR MEETINGS, WHICH INCLUDE THE SELECT BOARD, FINANCE COMMITTEE & SCHOOL COMMITTEE, TO FIND A DIFFERENT APPROACH TO BUDGETING THAT MAY MAKE IT CLEARER WHERE THE COSTS ARE AND WHO IS PAYING. MS. SARRO AND MS. SYBER (FORMER SCHOOL DIRECTOR OF FINANCE) WORKED ON DIFFERENT MODELS AND NOW MS. SYBER'S REPLACEMENT, CHERYL HERRICK STELLA, HAS BEEN BROUGHT ON BOARD. THERE ARE COSTS THAT TEND TO BE VOLATILE ON BOTH SIDES THAT GO INTO A POOL CALLED ACCOMMODATED COSTS, THOSE ARE REMOVED AND THE REST IS SPLIT PROPORTIONALLY. MS. STELLA HAS PROVIDED INFORMATION ON HOW SHE THINKS IT SHOULD GO. MS. SARRO: THE HOPE IS TO PUT THIS MODEL LIVE FOR FY25, WE'LL BE PLUGGING THOSE NUMBERS INTO VARIOUS MODELS IN FY24 TO WORK OUT THE KINKS. THE ORIGINAL MODEL, ACCOMMODATED COST, HAD TOWN'S SHARED SIDE AS WELL AS SCHOOL'S VOLATILE COSTS INCLUDING OUT OF SCHOOL & MANDATED TRANSPORTATION. WHEN MS. SARRO & MS. STELLA WENT THROUGH THE MODELS, MS. STELLA REVERTED BACK TO MS. SARRO'S ORIGINAL MODEL WHICH ARE THE SHARED COSTS (INSURANCE, HEALTH INSURANCE, PENSION, CHERRY SHEET STATE ASSESSMENTS) AND TAX REVENUE ADDED. ONE MODEL HAS THOSE COSTS COMING OFF THE TOP AND DISTRIBUTING THE BALANCE. MORE RECENTLY MS. STELLA BROUGHT UP IPSWICH'S MODEL, MS. SARRO TALKED TO THE IPSWICH FINANCE DIRECTOR AND GOT THEIR SPREADSHEET. IPSWICH'S IS A ONE-YEAR SPLIT, I.E. THE ACTUAL DOLLARS FOR HEALTH INSURANCE IS FOR THE SCHOOL TO PAY. THE TRI CHAIR GROUP SEEMED MORE IN FAVOR OF THIS MODEL. MS. SARRO IS GOING TO REACH OUT TO OTHER COMMUNITIES FOR ASSISTANCE. THIS HELPS TAX PAYERS, PROTECTS THEM FROM HAVING AN INCREASE IN THE GENERAL FUND AND MAKES EVERYONE ACCOUNTABLE FOR THEIR DECISIONS. MR. DUFFY HAS ALWAYS MAINTAINED THAT HE WON'T BRING ANYTHING BEFORE THE BOARD THAT THE

TA AND SUPERINTENDENT DON'T AGREE ON. A DIFFERENT MODEL WILL PROVIDE CLARITY AS TO WHERE COSTS ARE COMING FROM. MS. FLETCHER ADDED THAT IF IT'S THEIR BUDGET, THEY MAY THINK TWICE ABOUT ADDING ADDITIONAL PEOPLE. TA FITZGERALD STATED THAT THE TOWN SPENDS A LOT MORE ON THE SCHOOLS THAN PEOPLE KNOW ABOUT INCLUDING PLOWING, FACILITIES MANAGEMENT. THE TOWN COMPLETES A SCHEDULE 19 THAT LISTS ALL OF THE EXPENSES. \$9,450,532 WAS SPEND BY THE TOWN ON SCHOOLS AT THE END OF FY22 INCLUSIVE OF THE STAFF TIME FOR ACCOUNTING & THE TREASURY OFFICE, THE SCHOOL'S PORTION OF THE ANNUAL AUDIT, IT, TRASH, SNOW REMOVAL, DPW, INSURANCE PREMIUMS, SCHOOL RESOURCE OFFICER, WORKER'S COMP, ETC.

MS. SARRO: WE ARE STILL ON TRACK FOR THE FY24 TIMELINE. THE DEFICIT IS DOWN TO \$576,000 THAT HAS TO BE DECREASED IN THE ENTIRETY OF THE TOWN'S GENERAL FUND. THE SCHOOL HAS A 2.6% INCREASE BUT MAY BE ASKING FOR MORE. THE TA'S BUDGET IS NOT REQUIRED TO PUT IN THE SCHOOL COMMITTEE'S VOTE. IF THEY VOTE A DIFFERENT NUMBER, IT WON'T BE INCLUDED. THE BUDGET HAS TO BE FINALIZED NEXT TUESDAY & PRINTED. THE TA'S RECOMMENDED BUDGET WILL BE PRESENTED AT A JOINT FINANCE COMMITTEE MEETING. HEALTH INSURANCE RATES WON'T BE IN UNTIL JUST BEFORE OPEN ENROLLMENT AND TOWN MEETING.

- 3. HADLEY ELEMENTARY SCHOOL REUSE AND HAWTHORNE INTERIM USE DISCUSSION:** MR. DUFFY: AT THE LAST MEETING WE DISCUSSED THE HADLEY REUSE AND HAWTHORNE INTERIM USES. MR. SPELLIOS: MS. PHELAN ASKED HOW DOES PURCHASE OF HAWTHORNE INFLUENCE HADLEY REUSE COMMITTEE. MR. SPELLIOS AND MR. DUFFY SENT THREE QUESTIONS TO THE REUSE COMMITTEE AND GOT FEEDBACK. THERE WERE THREE WORKING GROUPS AND EACH ADVOCATED FOR THEIR OWN GROUP'S INTEREST. OPEN SPACE IS A PRIMARY INTEREST ALONG WITH ANOTHER USE – MIXED USE, CULTURAL, FOOD TRUCKS. SOME ANSWERS INCLUDED LINKS TO THEIR IDEA. ALL OF THE IDEAS ARE THOUGHTFUL. MR. SPELLIOS WOULD LIKE TO DISCUSS NEXT STEPS ON MARCH 1ST, JUNE 2024 IS COMING FAST, THE HADLEY IS GOING TO HAVE DOWNTIME BUT HE WOULD LIKE TO LIMIT IT AND WOULD LIKE TO WORK TOWARD BRINGING SOMETHING TO TOWN MEETING.

C. VOTES OF THE BOARD

1. APPROVAL OF THE CONSENT AGENDA

CONSENT AGENDA

THE CONSENT AGENDA IS DESIGNED TO EXPEDITE THE HANDLING OF ROUTINE AND THE MISCELLANEOUS BUSINESS OF THE BOARD. THE SELECT BOARD MAY ADOPT THE ENTIRE CONSENT AGENDA WITH ONE MOTION. AT THE REQUEST OF ANY BOARD MEMBER, ANY ITEM(S) MAY BE REMOVED FROM THE CONSENT AGENDA AND PLACED ON THE REGULAR AGENDA FOR DISCUSSION.

CONSENT AGENDA ITEMS:

- 1. VOTE TO APPROVE ONE-DAY LIQUOR LICENSE FOR SWAMPSCOTT HISTORICAL COMMISSION FOR EVENT AT TOWN HALL, 22 MONUMENT AVE., ON FRIDAY, MARCH 3RD, 4:00 PM – 6:00 PM**
- 2. VOTE TO APPROVE ONE-DAY LIQUOR LICENSE FOR FRIENDS OF SWAMPSCOTT PUBLIC LIBRARY FOR EVENT AT SWAMPSCOTT PUBLIC LIBRARY, 61 BURRILL ST., ON FRIDAY, MARCH 31ST, 7:00 PM – 10:00 PM**
- 3. VOTE TO APPROVE COMMON VICTUALLER'S & ENTERTAINMENT LICENSES FOR RENZO'S PIZZERIA, 197 ESSEX ST.**
- 4. VOTE TO APPROVE MINUTES OF THE REGULAR MEETINGS OF 3/3/22 & 2/1/23**

UPON **MOTION**, DULY MADE BY DAVID GRISHMAN, SECONDED BY MARY ELLEN FLETCHER, IT WAS UNANIMOUSLY **VOTED** TO APPROVE THE CONSENT AGENDA: ALL IN FAVOR: YES. ANY OPPOSED: NO. MOTION CARRIES.

D. TOWN ADMINISTRATOR'S REPORT

- i. I'VE MET WITH DEPARTMENT HEADS TWICE IN THE PAST FEW WEEKS TO REITERATE THE IMPORTANCE OF CONTINUING TO CRUNCH NUMBERS FOR THE UPCOMING FY BUDGET. THE FINANCE TEAM IS WORKING ON THE FY24 BUDGET AS WELL AS THE BUDGET BOOK, WHICH WILL BE PRESENTED AT THE NEXT SELECT BOARD MEETING.**
- ii. RECREATION'S SUMMER PROGRAMS ARE ALL ONLINE. ADULT SAILING HAS SOLD OUT AND THERE ARE NEW INSTRUCTORS FOR THE SUP PROGRAM. A HS METCO TUTOR WILL BE RUNNING AN AFTER SCHOOL RECREATION CLUB AT THE MIDDLE**

SCHOOL. STAFF ARE ALSO DISCUSSING SOME FUNDRAISING OPPORTUNITIES. THESE WILL BE ANNOUNCED IN THE NEAR FUTURE.

- iii. DPW HAS BEEN BUSY WORKING ON POTHOLES, PRUNING TREES, CLEANING CATCH BASINS & DOING WATER METER READS. THERE IS A LARGE WATER MAIN BREAK ON PARADISE ROAD THAT THEY HAVE BEEN REPAIRING THIS WEEK.
- iv. I'VE MET WITH CHIEF ARCHER A NUMBER OF TIMES TO DISCUSS THE DEPT'S CAPITAL & BUDGET ISSUES. THEY RECENTLY TOOK DELIVERY OF A NEW PASSENGER VAN FOR ASSISTING FIREFIGHTERS WITH DECONTAMINATION FROM FIRE & TRAINING SCENES. THE DEPT. IS HOLDING AN OPEN HOUSE THIS SATURDAY, 11-2 TO TALK ALL THINGS FIRE DEPT WITH ANYONE INTERESTED IN TAKING THE FIRE EXAM. THE CAPTAIN PROMOTIONAL EXAM IS IN APRIL THERE IS INTEREST IN SEEING HOW IT COMPARES TO THE CIVIL SERVICE PROMOTIONAL EXAMS.
- v. THE POLICE DEPT IS HAVING TROUBLE RECRUITING INTERESTED PARTIES TO TAKE THE EXAM. THE FINAL EXAM ONLY HAS 11 PEOPLE SIGNED UP. OFFICER LOYT AND DETECTIVE DOYLE ARE CURRENTLY ACTING SERGEANTS. THE INTERNAL EXERCISE IS NEXT WEEK. THE CHIEF IS HOPING TO HAVE THE LIST FINALIZED BY THE END OF FEBRUARY FOR PROMOTIONS.
- vi. THE SENIOR CENTER, IN CONJUNCTION WITH THE LIBRARY, IS HOLDING A DEMENTIA-FRIENDLY TRAINING. THIS HAS TO BE DONE IN-PERSON OR LIVE ON ZOOM. ANYONE INTERESTED SHOULD REACH OUT TO JONATHAN NICHOLS. THE CAREGIVER CONFERENCE WILL BE HELD IN MAY. LASTLY, THEY HAVE STARTED A ONE-DAY SOCIAL DAY PROGRAM WITH PLANS TO ADD A 2ND DAY SOON. THIS PROGRAM ALLOWS CAREGIVERS TO DROP OFF THEIR LOVED ONES SO THEY CAN HAVE A SMALL BREAK THEMSELVES.
- vii. THE TOWN CLERK IS WORKING WITH HR DIRECTOR, PETE KANE, IN CREATING A DATABASE TO MAKE BY-LAW SEARCHES EASIER ON THE TOWN'S WEBSITE. THE CENSUS HAS BEEN MAILED. WE ASK THAT EVERYONE RETURN IT ALONG WITH THEIR DOG LICENSE (IF APPLICABLE) APPLICATION & FEE.
- viii. THE HOUSING PRODUCTION PLAN UPDATE MEETING WAS HELD LAST WEEK. THIS UPDATED PLAN WILL PROVIDE UPDATED INFORMATION ON DEMOGRAPHICS AS WELL AS ECONOMIC & HOUSING CHARACTERISTICS AND TRENDS, INCLUDING MARKET CONDITIONS. THE PLANNING BOARD WILL REVIEW THE DRAFT IN MARCH. THE SELECT BOARD CAN EXPECT TO REVIEW IT IN LATE MARCH OR EARLY APRIL, AT WHICH TIME IT IS SUBMITTED TO THE STATE FOR APPROVAL.
- ix. FOOTINGS FOR THE NEW SCHOOL SHOULD BE POURED SOON. THERE HAVE BEEN NO BLASTING COMPLAINTS TO EITHER MAX OR THE FIRE DEPT. THERE IS GOING TO BE AN ONSITE COMMUNITY MEETING TO GIVE NEIGHBORS AN UPDATE. MAX ALSO DISCUSSED THE DPW BUILDING. HE HAS CONCERNS ABOUT THE OVERALL CONDITION OF THE BUILDING, INCLUDING THE NEED FOR A NEW ROOF. WE ARE DISCUSSING STRATEGIES FOR SITE SELECTION.
- x. WE ARE CURRENTLY TRANSITIONING FROM ZOOM TO TEAMS. STAFF AND BOARD/COMMITTEE CHAIRS WILL BE TRAINED IN THE NEXT FEW WEEKS ON HOW TO USE IT. PETER MCCARRISTON, 50-YEAR INSPECTOR, IS RETIRING AT THE END OF THE MONTH. WE ARE GOING TO WORK ON FINDING A WAY TO CELEBRATE PETER AND JIM SAMMS. PETE KANE IS HOLDING SCREENINGS FOR ASSESSOR APPLICANTS. I WILL INTERVIEW EACH ONE BROUGHT FORTH BY THE BOARD OF ASSESSORS AND BRING MY RECOMMENDATION TO THE BOARD IN THE NEXT FEW WEEKS.
- xi. PETE & DIANNE ARE MAKING CHANGES TO THE WEBSITE BASED ON THE BOARD'S CONCERNS AT THE LAST MEETING. THESE CHANGES SHOULD MAKE IT EASIER FOR VISITORS TO FIND THE INFORMATION THEY ARE LOOKING FOR.
- xii. I EMAILED THE TOWN'S UPDATED POLICY ON BUYING RECYCLED GOODS AS MUCH AS POSSIBLE. JEFF VAUGHAN HAS APPLIED FOR A RECYCLING GRANT OF WHICH HAVING THIS POLICY IS A CRITERIA. MR. GRISHMAN ASKED ABOUT THIS POLICY – DOES THIS INCLUDE SCHOOLS? IT IS AN INCREDIBLE OPPORTUNITY TO BRING COMPOSTING TO SCHOOLS. MS. SARRO REPLIED THAT SCHOOLS ARE COMPOSTING NOW WITH BLACK EARTH. TA FITZGERALD WILL SPEAK TO THE SUPERINTENDENT AND GET AN UPDATE.
- xiii. OVER 400 INTERESTED PARTIES SHOWED UP TO THE HAWTHORNE IDEA EXCHANGE LAST WEEK. I AM MEETING WITH ANTHONY ATHANAS TO CATCH UP ON A FEW THINGS, INCLUDING THE LEASE AND SOME FUNDRAISING IDEAS I HAVE ASKED HIM TO SUPPORT. ANTHONY WAS PLEASED WITH THE TURNOUT AND IS HAPPY TO BE WORKING WITH US.

E. SELECT BOARD TIME

MR. DUFFY: NOTHING TO ADD.

Ms. Fletcher: 1) REQUESTS THAT INFORMATION IS RECEIVED THE WEEK BEFORE THE MEETING SO SHE HAS TIME TO PREPARE. TA FITZGERALD WILL MAKE AN EFFORT TO ENSURE INFORMATION IS RECEIVED BY THURSDAY. HE ASKS A LOT OF HIS TEAM AND UNDERSTANDS THE BOARD'S FRUSTRATION. **Mr. Duffy** FEELS EVERYONE IS MAKING A CONCERTED EFFORT AND MOST PACKETS ARE COMPLETE AND SENT OUT BEFORE THE WEEKEND. **Updates** ARE OUT OF OUR CONTROL AND SHOULDN'T CAUSE THE CONVERSATION TO BE PUT OFF. **Ms. Phelan** DIDN'T FEEL COMFORTABLE ASKING QUESTIONS BECAUSE SHE HADN'T HAD TIME TO LOOK OVER THE PRESENTATION. 2) OVER THE WEEKEND **Ms. Fletcher** RECEIVED SEVERAL PHONE CALLS FROM NEIGHBORS ABOUT SCHOOL CONSTRUCTION STARTING BEFORE 7:00 AM AND ASKS THAT THEY EITHER DON'T WORK ON THE WEEKEND OR START ON LATER.

Mr. Grishman: NOTHING TO ADD.

Ms. Phelan: NOTHING TO ADD.

Mr. Spellios: NOTHING TO ADD.

UPON **MOTION**, DULY MADE BY DAVID GRISHMAN, SECONDED BY KATIE PHELAN, IT WAS UNANIMOUSLY **VOTED:** TO ADJOURN AT 9:15 P.M.: ALL IN FAVOR: YES. ANY OPPOSED: NO. **MOTION CARRIES.**

TRUE ATTEST,

Dianne Marchese

DIANNE MARCHESE, ADMINISTRATIVE ASSISTANT TO THE TOWN ADMINISTRATOR & SELECT BOARD

MINUTES APPROVED BY THE SELECT BOARD ON MARCH 1, 2023

ATTACHMENTS:

POLICE & FIRE FY23 BUDGET UPDATE

FRIENDS OF LIBRARY ONE-DAY LIQUOR LICENSE

HISTORICAL COMMISSION ONE-DAY LIQUOR LICENSE

TOWN ADMINISTRATOR'S REPORT

Swampscott Police and Fire Budget/Staffing Update

Select Board Update



Financial ISSUES

Both the Swampscott Police and Fire Overtime Expenditures are trending higher than average

Both are projected to end the year over appropriations

Steps have been taken to mitigate the overages by both Departments

FY 23 Budget Projections

Police

- EOY Projection—**DEFICIT**
- **\$192K**

Fire

- EOY Projection—**DEFICIT**
- **\$118K**

Swampscott Fire

The Town negotiated the removal of “Minimum Manning” language in the Collective Bargaining Contract (CBA) in 2022.

Effective in October of 2021, the Town was **no longer** obligated to honor the Minimum Staffing language in the FIRE CBA.

Effective in December 2022, Chief Archer ended the Minimum Staffing for the SFD and reduced winter staffing to 7 FF per shift.

REDUCTION OF
POLICE STAFFING
EMAIL SENT TO
DEPARTMENT ON
07/13/22

Swampscott Police Chief Quesada sent the following email to all members of the SPD on July 13.

Effective immediately,
the three shifts were set
to 4 person patrols
saving \$5K per week
and \$20K per month

[illegible]

REDUCTION OF FIRE “Winter Manning” STAFFING EMAIL SENT TO DEPARTMENT ON 12/16/22

	8-Jul	15-Jul	22-Jul	29-Jul	5-Aug	12-Aug	19-Aug	26-Aug	2-Sep	9-Sep
Overtime Hours	364.00	185.00	338.00	183.00	238.00	294.00	371.00	331.00	276.00	92.00

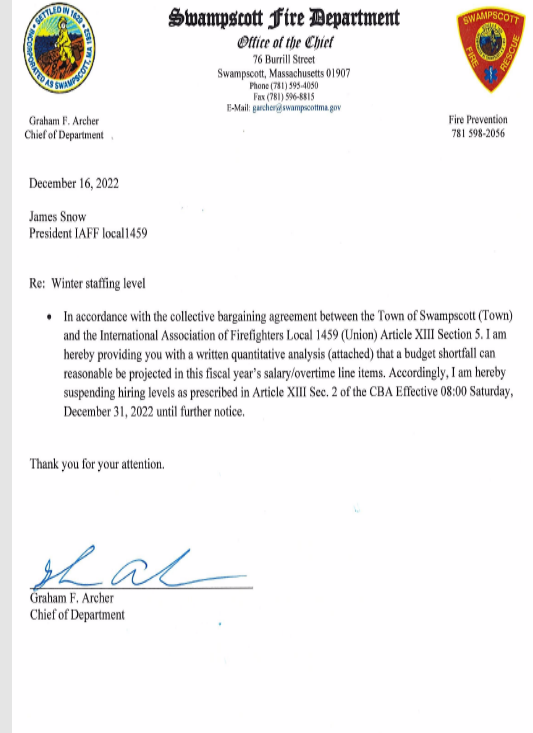
	16-Sep	23-Sep	30-Sep	7-Oct	14-Oct	21-Oct	28-Oct	4-Nov	10-Nov	18-Nov
Overtime Hours	185.00	220.00	392	177	174	112	105	156	185	291

	23-Nov	2-Dec	9-Dec	16-Dec	23-Dec	30-Dec	6-Jan	13-Jan	20-Jan	27-Jan
Overtime Hours	241	154	114	160	220	241	156	90	108	200

Overtime Only		
Average	Hours	Amount
Pre-Staffing Change	223.04	\$12,379.73
3-weeks New Staffing	132.67	\$7,361.55

Swampscott Fire Chief Archer sent the following memo to all members of the SFD on December 31st.

Effective immediately, we are staffing at 7 person shifts and not 8.



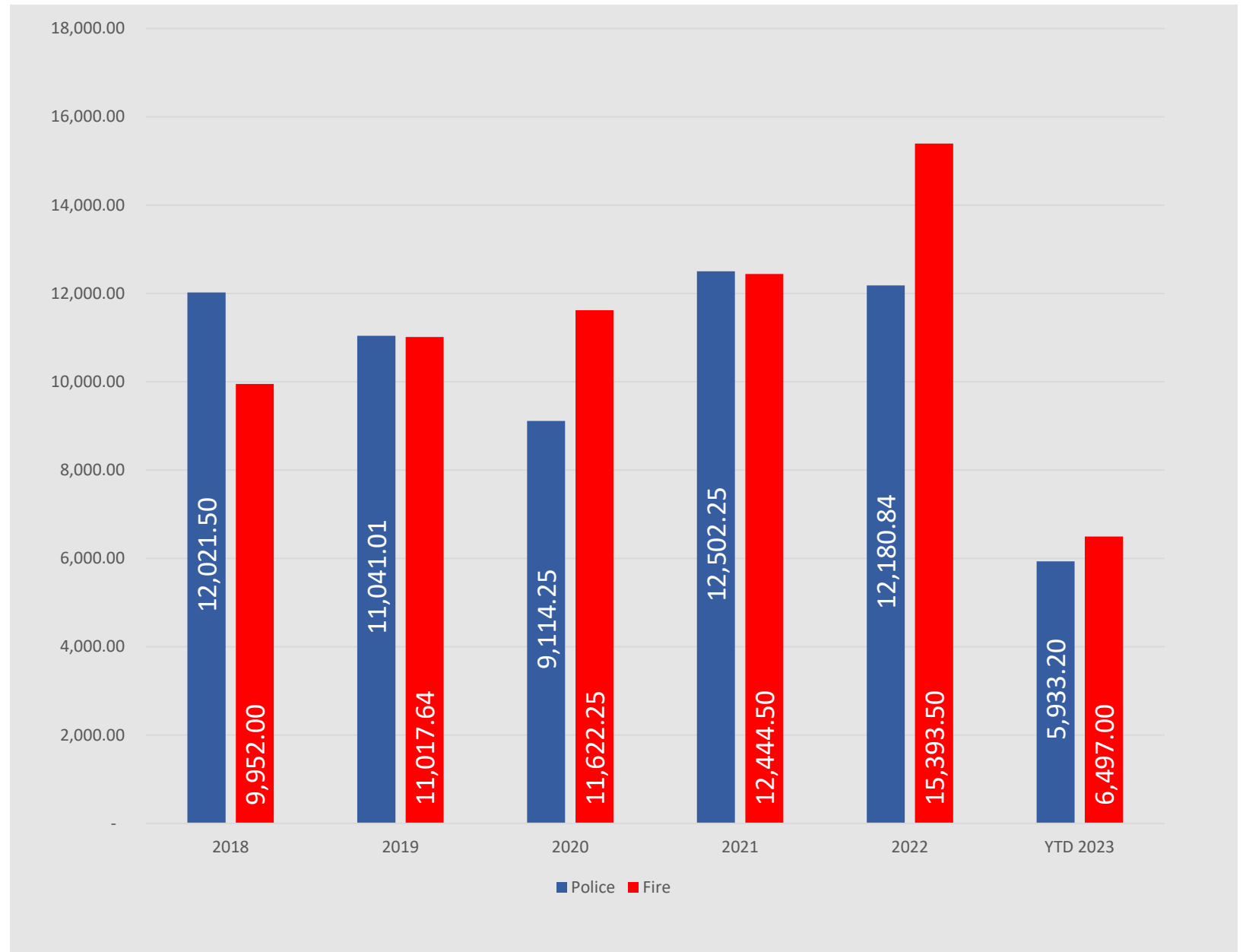
WAGES 2022

- AVERAGE POLICE \$150,894.90
- MEDIAN POLICE \$137,623.87
- AVERAGE FIRE \$120,574.82
- MEDIAN FIRE \$119,495.01

Job Class	Year	Description	Employee Gross	Location	Job Class	Year	Description	Employee Gross	Location
FIRE LIEUTENANT/EMT	2022	GROSS	\$170,893.98	FIRE	POLICE SERGEANT	2022	GROSS	\$243,652.08	POLICE
FIRE CAPTAIN/EMT	2022	GROSS	\$165,685.17	FIRE	POLICE LIEUTENANT	2022	GROSS	\$239,555.14	POLICE
FIREFIGHTER/EMT	2022	GROSS	\$155,478.28	FIRE	POLICE SERGEANT/OIC	2022	GROSS	\$212,611.85	POLICE
FIRE CAPTAIN/EMT	2022	GROSS	\$153,817.69	FIRE	POLICE LIEUTENANT	2022	GROSS	\$204,908.44	POLICE
FIRE CHIEF	2022	GROSS	\$146,875.91	FIRE	POLICE SERGEANT	2022	GROSS	\$194,937.62	POLICE
FIRE CAPTAIN/EMT	2022	GROSS	\$146,707.90	FIRE	POLICE LIEUTENANT	2022	GROSS	\$191,733.63	POLICE
FIRE LIEUTENANT/EMT	2022	GROSS	\$144,238.04	FIRE	POLICE LIEUTENANT	2022	GROSS	\$191,244.51	POLICE
FIRE LIEUTENANT/EMT	2022	GROSS	\$141,037.83	FIRE	MASTER PATROLMAN	2022	GROSS	\$189,099.39	POLICE
FIRE CAPTAIN/EMT	2022	GROSS	\$140,305.57	FIRE	POLICE PATROLMAN	2022	GROSS	\$162,907.58	POLICE
FIREFIGHTER/EMT	2022	GROSS	\$138,400.25	FIRE	POLICE PATROLMAN	2022	GROSS	\$156,975.49	POLICE
FIRE DEPUTY CHIEF	2022	GROSS	\$136,099.97	FIRE	POLICE SERGEANT/OIC	2022	GROSS	\$151,370.91	POLICE
FIREFIGHTER/EMT	2022	GROSS	\$131,895.65	FIRE	POLICE SERGEANT	2022	GROSS	\$149,324.06	POLICE
FIREFIGHTER/EMT	2022	GROSS	\$128,739.91	FIRE	POLICE CAPTAIN	2022	GROSS	\$142,487.51	POLICE
FIREFIGHTER/EMT	2022	GROSS	\$125,400.89	FIRE	POLICE PATROLMAN	2022	GROSS	\$137,844.16	POLICE
FIREFIGHTER/EMT	2022	GROSS	\$121,743.56	FIRE	POLICE SERGEANT	2022	GROSS	\$137,403.58	POLICE
FIRE LIEUTENANT/EMT	2022	GROSS	\$120,946.54	FIRE	POLICE PATROLMAN	2022	GROSS	\$133,683.82	POLICE
FIREFIGHTER/EMT	2022	GROSS	\$118,043.47	FIRE	POLICE PATROLMAN	2022	GROSS	\$131,711.31	POLICE
FIREFIGHTER/EMT	2022	GROSS	\$116,135.02	FIRE	MASTER PATROLMAN	2022	GROSS	\$122,978.65	POLICE
FIREFIGHTER/EMT	2022	GROSS	\$115,019.45	FIRE	MASTER PATROLMAN	2022	GROSS	\$122,452.26	POLICE
FIRE CAPTAIN/EMT	2022	GROSS	\$113,347.18	FIRE	POLICE PATROLMAN	2022	GROSS	\$121,922.73	POLICE
FIREFIGHTER/EMT	2022	GROSS	\$110,778.49	FIRE	POLICE PATROLMAN	2022	GROSS	\$121,846.34	POLICE
FIREFIGHTER/EMT	2022	GROSS	\$107,238.06	FIRE	POLICE PATROLMAN	2022	GROSS	\$121,534.37	POLICE
FIRE LIEUTENANT/EMT	2022	GROSS	\$104,478.97	FIRE	POLICE PATROLMAN	2022	GROSS	\$121,497.02	POLICE
FIREFIGHTER/EMT	2022	GROSS	\$103,647.13	FIRE	POLICE PATROLMAN	2022	GROSS	\$120,787.12	POLICE
FIREFIGHTER/EMT	2022	GROSS	\$101,477.00	FIRE	MASTER PATROLMAN	2022	GROSS	\$109,925.53	POLICE
FIREFIGHTER/EMT	2022	GROSS	\$98,038.77	FIRE	POLICE CHIEF	2022	GROSS	\$105,000.06	POLICE
FIREFIGHTER/EMT	2022	GROSS	\$95,682.78	FIRE	POLICE PATROLMAN	2022	GROSS	\$99,798.52	POLICE
FIREFIGHTER/EMT	2022	GROSS	\$95,474.44	FIRE	POLICE PATROLMAN	2022	GROSS	\$85,863.54	POLICE
FIREFIGHTER/EMT	2022	GROSS	\$88,057.28	FIRE					
FIREFIGHTER/EMT	2022	GROSS	\$78,015.38	FIRE					
FIREFIGHTER/EMT	2022	GROSS	\$77,503.58	FIRE					

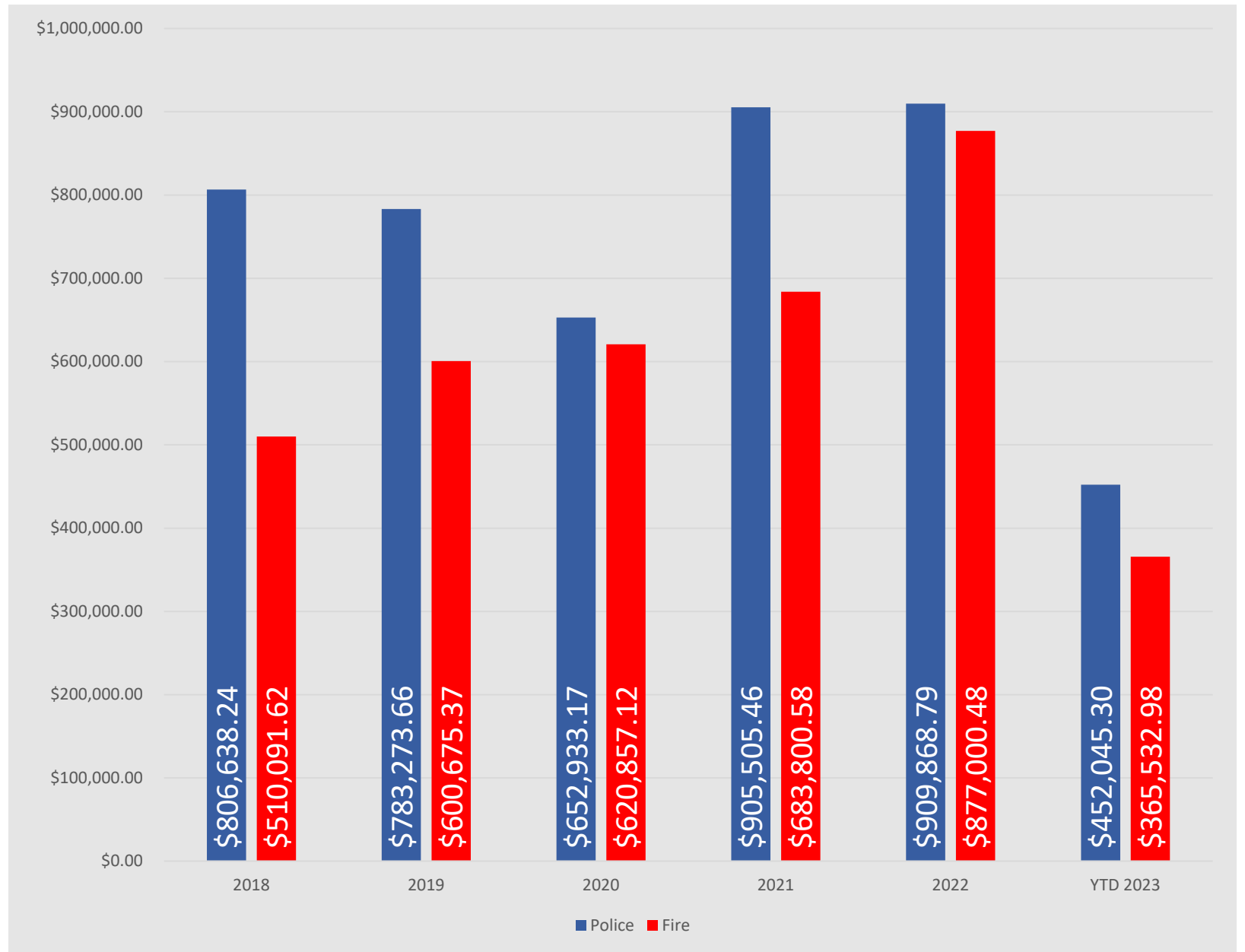
Swampscott POLICE AND FIRE

Overtime Hours



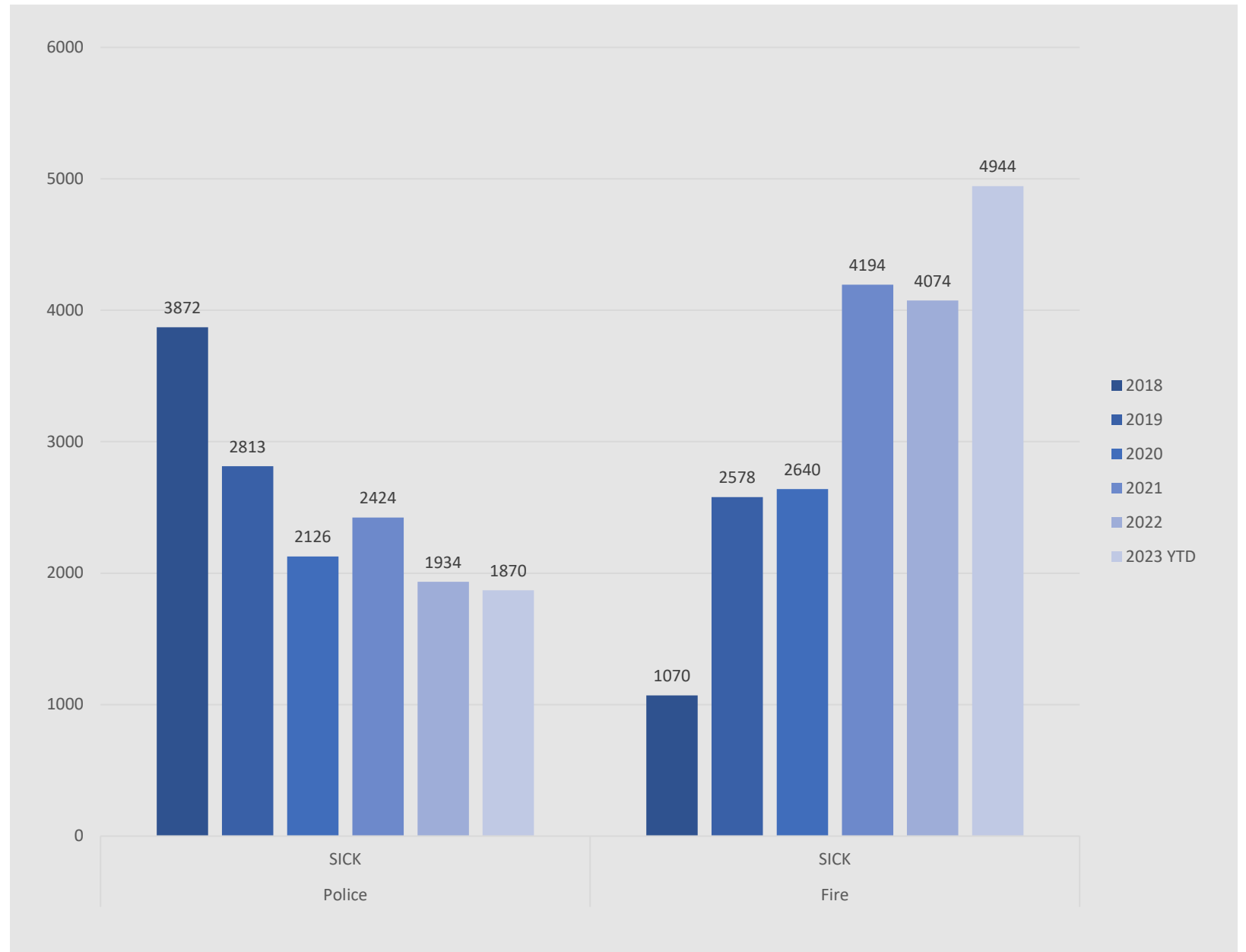
SWAMPSCOTT POLICE AND FIRE

OVERTIME COSTS



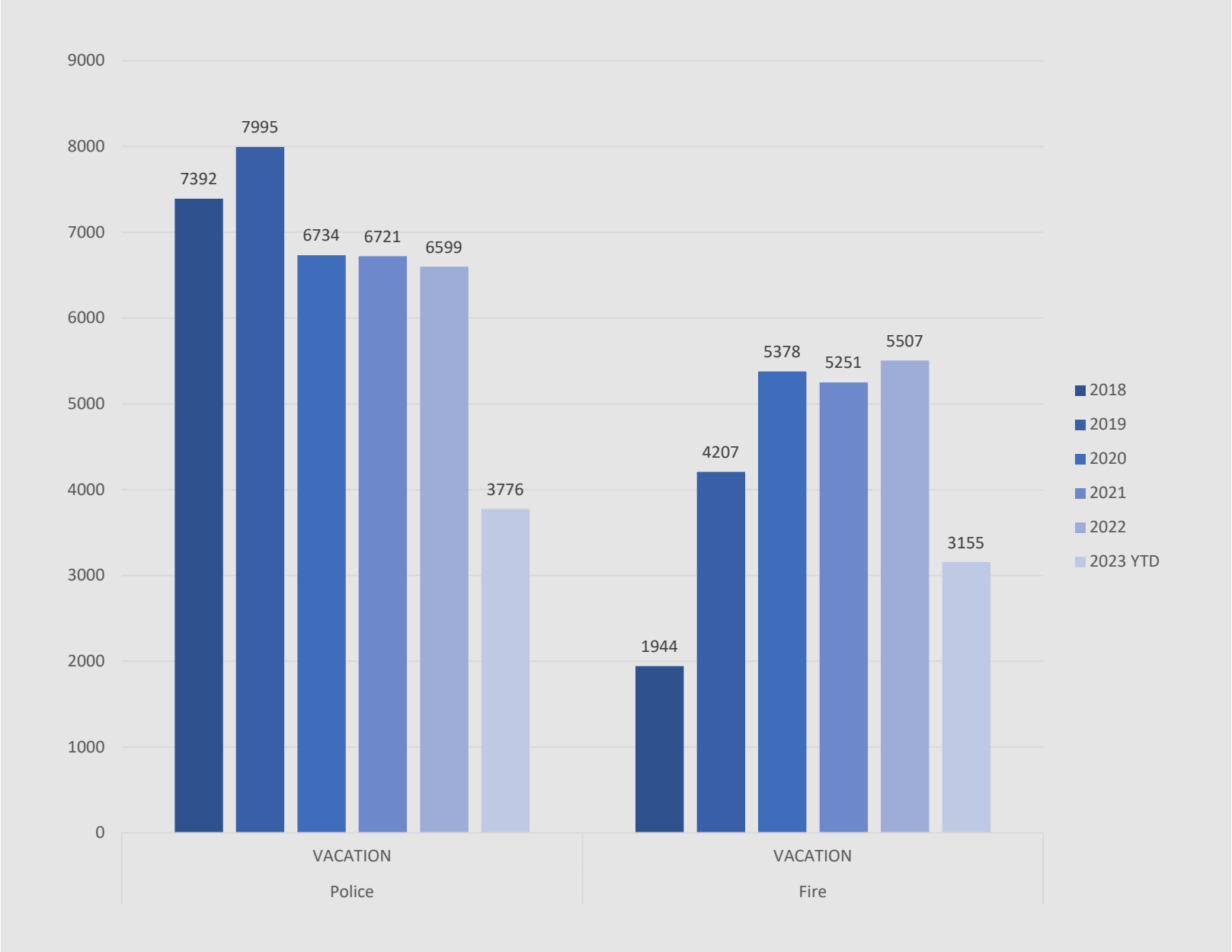
SWAMPSCOTT POLICE AND FIRE

SICK TIME USED



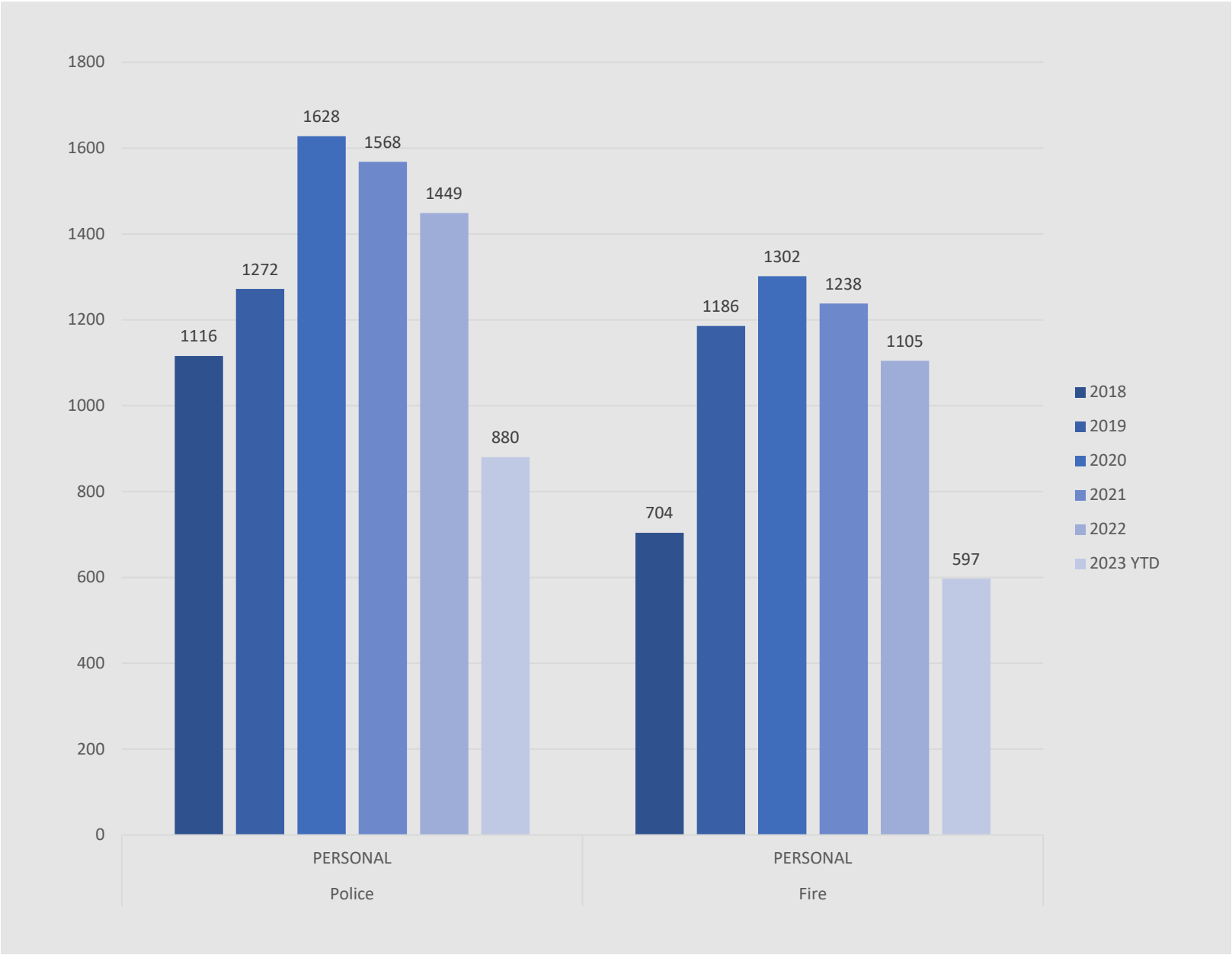
SWAMPSCOTT POLICE AND FIRE

Vacation Time Used



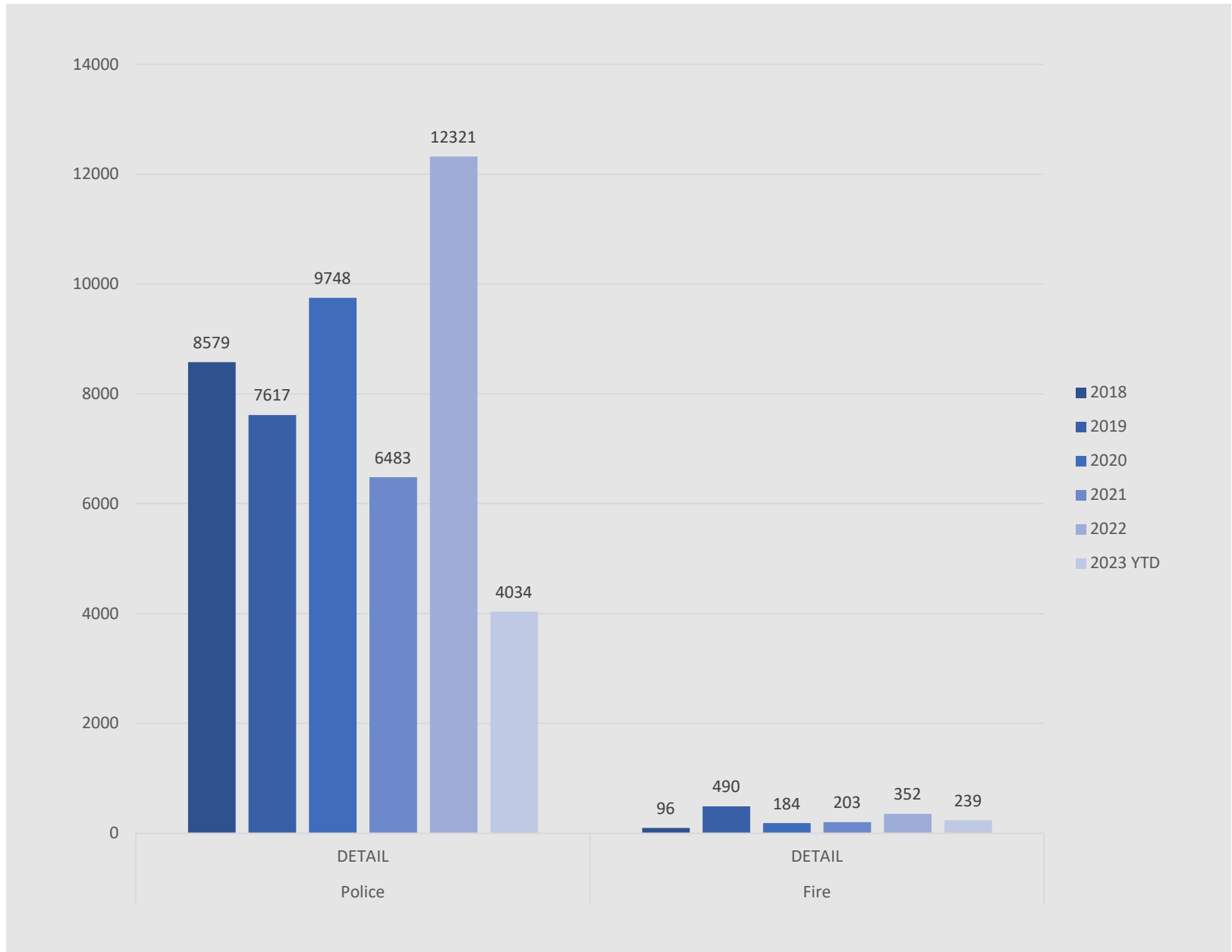
SWAMPSCOTT POLICE AND FIRE

Personal Time Used



SWAMPSCOTT POLICE AND FIRE

Details Worked



WHAT IS DRIVING OVERTIME EXPENSES?

RETIREMENTS?

SCHEDULED
OVERTIME?

TRAINING?

SHORT TERM
SICK TIME?

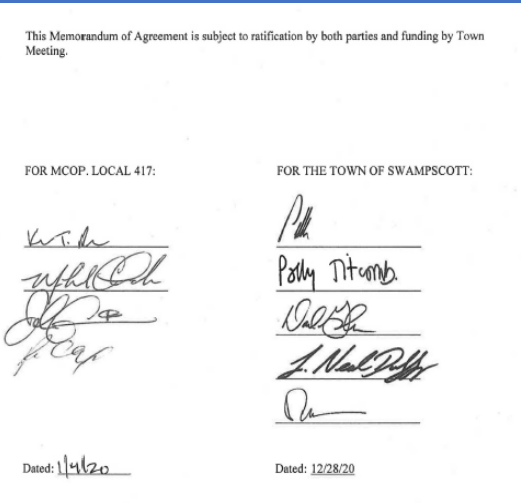
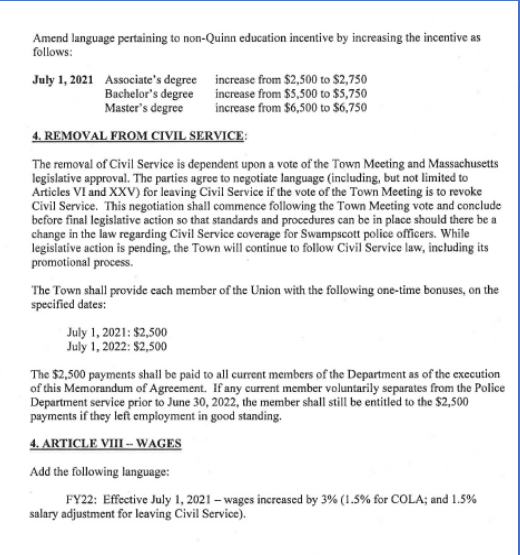
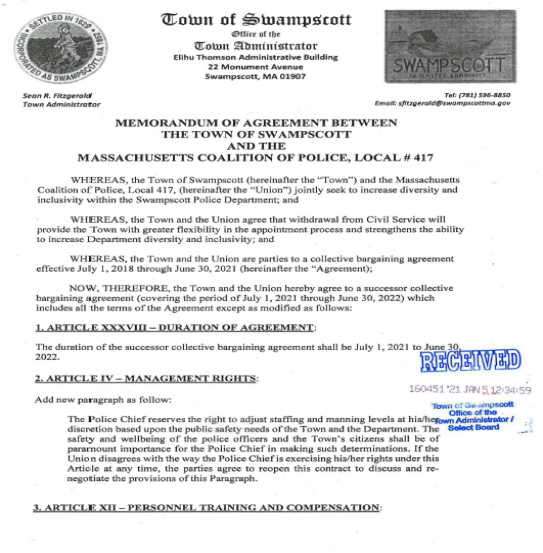
LONG TERM
SICK TIME?

VACATION
TIME?

COMP TIME?

PERSONAL
TIME?

Swampscott Police



The Town negotiated the removal of “Minimum Manning” language in the Collective Bargaining Contract (CBA) in 2022.

Effective in October of 2021, the Town was **no longer** obligated to honor the Minimum Staffing language in the Police CBA.

Effective July X, Chief Quesada ended the Minimum Staffing for the SPD and reduced the staffing to a 4 man patrol for all shifts.

REMOVED MINIMUM MANNING OR GUARANTEED OVERTIME. Language added to allow Police Chief to set staffing at **their discretion** based on public safety needs of the Town

CBA: 3% Cola + \$5K Bonus

Number
2023-03

Town of Swampscott
Office of the Select Board



This is to certify that the Friends of the Swampscott Public Library

**IS HEREBY GRANTED A
ONE - DAY LIQUOR LICENSE**

to serve wines and malt beverages to patrons, aged 21 and over, attending the March 31st, 2023, event held at Swampscott Public Library located at 61 Burrill Street, Swampscott, MA 01907. The event will take place indoors and service is permitted between the hours of 7:00PM and 10:00PM. This document affirms that the server, Susan Ellsworth, has been certified to serve by an industry approved alcohol service training.

Applicant Information:

Mary Gail Brock
c/o Friends of the
Public Library
61 Burrill Street
Swampscott, MA 01907

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

Issued: February 15, 2023

Local Licensing Authority

Number
2023-02

Town of Swampscott
Office of the Select Board



This is to certify that the Swampscott Historical Commission

**IS HEREBY GRANTED A
ONE - DAY LIQUOR LICENSE**

to serve wines and malt beverages to patrons, aged 21 and over, attending the March 3rd, 2023, event held at Swampscott Town Hall located at 40 Monument Ave Swampscott, MA 01907. The event will take place indoors and service is permitted between the hours of 4:00PM and 6:00PM. This document affirms that the server, Nancy Schultz, has been certified to serve by an industry approved alcohol service training.

Applicant Information:

Nancy Schultz
c/o Historical Commission
22 Monument Avenue
Swampscott, MA 01907

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

Issued: February 15, 2023

Local Licensing Authority

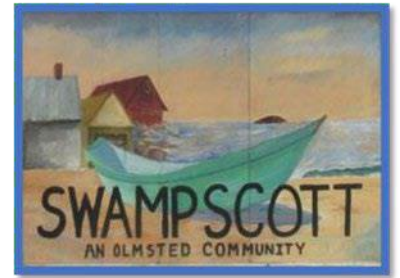


Town of Swampscott

Office of the

Town Administrator

Elihu Thomson Administrative Building
22 Monument Avenue Swampscott, MA 01907



Sean R. Fitzgerald

Tel: (781) 596-8850

Swampscott Select Board
Town Administration Building
22 Monument Avenue
Swampscott, MA 01970

RE: FEBRUARY 15th REPORT TO THE SELECT BOARD

Dear Select Board:

I am pleased to be able to offer the following report on programs and initiatives that are on-going in the Town of Swampscott, as well as some updates on a variety of things that have happened since my last report.

DEPARTMENT HEAD MEETINGS

Over the last few weeks, I have held two staff meetings, one at Town Hall and one in the basement of Reach Arts. It is very impressive to see the great work on the basement meeting space at Reach Arts and the build out of the kitchen. (I too would like to see the basement of Town Hall built out to expand the functionality of this important building.)

Staff have been busy with budget development and we have been crunching numbers to help address some of the financial challenges and opportunities we are facing. I have explained to Department Heads that the proposed budgets were \$1.5M over financial guidelines (2% increase + \$425K new growth). I shared that we need to be innovative on how to deal with some of the challenges, including tightening our budgets and focus. I shared that I appreciated the hard work on budgets and appreciate the work of the finance team to pare down a few budgets. I have stressed that we need to bolster the efforts to applying for grants before seeking general fund appropriations for capital funds.

Staff are working on the FY 24 budget & budget book, including working with key Department Heads to reduce budgets. Right now, the preliminary health insurance increase is 3.5% over last year and pension obligations are increasing 5.9%. There is an additional \$220K debt obligation increase due to the new school and some key capital investments.

Lastly, I reviewed the 27 goals that were approved by the Select Board for the Town Administrator and discussed a few of the key priorities with Department Heads.

RECREATION

This past week, I met with Danielle Strauss and discussed a number of new recreation events. Staff also coordinated a meeting to discuss some key fundraising events.

The summer programs are almost all on the website and people are signing up. She has hired new supervisors for SUP, and there will be now 9 weeks of lessons, morning & afternoon. Adult sailing, which is being run by a High School health teacher has 6 slots Tuesdays & 6 Thursdays and has sold out but there is a wait list.

There is also a Middle school recreation club run by a HS METCO tutor who also runs winter basketball that is up and running.

DPW UPDATES

DPW is working on water meter reads, patching potholes, pruning trees, cleaning catch basins as well as fixing water main breaks. There were a number of frozen pipes due to the deep freeze that needed to be addressed.

Stacy Brook Alternative Analysis Report is complete, and we have finalized the report completed by Kleinfelder. We will be meeting with the task force over the next few weeks to strategize on funding options and a scope of work for the next steps.

FIRE DEPARTMENT

I met with Fire Chief Archer a number of times last week to discuss some of the Capital and Budgetary issues facing the Fire Department.

We have taken delivery of a new passenger van that will be used by the Department for assisting Fire Fighters with decontamination from fire scenes and training. The van was 56K.

The Fire Department is hosting an **OPEN HOUSE** this Saturday moving forward with the 2nd round of entrance exams. Currently, there are 140 applicants, and it costs \$25 to apply. The PAT is done when prospects are given conditional offers. The cost for the PAT is \$150.

The promotional exam for Fire Captain is in April and there is a lot of interest to see how it compares to the Civil Service test, but it has similar books although there are fewer in total. We will also use an assessment center to assess the core capabilities of the candidates.

POLICE DEPARTMENT

I met with Chief Quesada last week and he informed me that there were only 27 passing candidates from the last test. The final Police exam test is tomorrow and only 11 have signed up. They hope to have scores the next week then plan on having the PATs done.

Officer John Loyt has been made an Acting Sgt. and Candace Doyle is the 2nd Acting Sergeant. Thursday, 2/23 is the internal exercise and they hope to have the list finalized by the end of February for the promotional process.

SENIOR CENTER

I met with Heidi Whear to discuss a dementia friendly one-hour training which is starting at the Library on 3/6. All are invited but should RSVP Jonathan Nichols. Sgt. Matt McDonald, SPD, is working with both Chiefs to set up additional trainings. All trainings have to be in person or Zoom.

The Town was awarded a Caregiver support grant and a flyer was sent with the census. There will be a May conference at the High School to discuss the challenges and support that caregivers face and receive.

Lastly, I am pleased to announce that the Town will be starting a social day program, 1 day/week then rolling into 2 days/week. This has been years in the works and I want to thank Heidi and the staff at the Senior Center for addressing this critical need to support those in need and to give caregivers a small break. Families can drop their loved one off for a few hours so they can run errands, go to appointments or get a bit of support.

TOWN CLERK

I met with Jared LaLiberte last week and he let me know that the annual census has been mailed out along with the dog license application & informational flyers from the Senior Center & Library.

Jared is also working with Pete to create a database to make easier to do by-law searches on the website.

COMMUNITY DEVELOPMENT

I met with Marzie to review the attached presentation regarding the public meeting held last week to kick off the update for Swampscott's housing production plan.

This updated plan will provide updated information on demographics as well as economic and housing characteristics and trends, including market conditions. It also:

- Analyzes affordability gaps.
- Lists what housing is affordable/SHI.
- Identifies priority housing needs.
- Provides information on strategies to address needs.
- Supports future planning and grant-making efforts.

This will then go to the Planning Board for review in March, then to the Select Board for approval before being submitted to the State.

FACILITIES

Last week, I met with Max Kasper, Facilities Director, and discussed the new school site work that is advancing. He shared that he is anticipating that the footings will be poured soon. Overall, there have been limited blasting complaints and no damage reports to Fire Department. There is going to be an onsite blasting community meeting to give neighbors an update which DC Potts will attend this week.

We discussed the DPW facility and that the building needs a new roof. The building is in tough shape & we also discussed some strategies for site selection and needs assessments.

HUMAN RESOURCES

Pete Kane is working with Department Heads and staff on switching over from ZOOM to MS TEAMS. There is some fine tuning, such as the chat function, which needs to be turned off for public meetings and we need to coordinate so Board and Committee Chairs can properly operate and not breach the Open Meeting Laws.

We just received news that Peter McCarriston is retiring at the end of this month. We also have 2 new DPW employees starting next week, making DPW whole again.

Lastly, Pete is holding Board of Assessor screening. The Board of Assessors have to recommend 3 candidates to me. I will interview each one then recommend one to the Select Board to appoint to the position. Hopefully this will be completed in March.

TOWN WEBSITE

As a follow up to a few of the Select Board's concerns regarding the Town's website, we have begun to make some changes to the landing pages. Asst. TA and HR Director, Pete Kane and Administrative Assistant Dianne Marchese will be working with staff to evaluate some changes.

We have already made some updates including adding an easy-to-find link on the home page that lists all Town projects. As information comes in or as projects are completed or started, this will be updated regularly.

HEALTH

Jeff Vaughan has applied for a recycling grant. Part of this grant is a commitment from the town that we purchase recycled goods as much as possible. To that end, I sent department heads and employees a copy of our recycling policy and goal to order recyclable products. (attached)

HAWTHORN

I had a chance to catch up with Anthony Athenas last week and we discussed the incredible turn out at the 400 people showed up for Hawthorne. We are meeting on Wednesday to catch up on a few things including the lease and some fundraising ideas I have asked him to support.

Respectfully Submitted,

 Sean R. Fitzgerald
 Town Administrator