



Town of Swampscott

Finance Committee/Capital Improvement Committee Joint Meeting Minutes

Monday, April 6, 2020

Meeting Conducted via remote participation on the zoom.us application

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c.30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this joint meeting of the **Finance Committee** and the **Capital Improvement Committee** was conducted via remote participation utilizing the zoom.us application. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting was made available on the meeting posting. No in-person attendance of members of the public was permitted, and every effort was made to ensure that the public can adequately access the proceedings in real time, via technological means.

MEMBERS PRESENT

Finance Committee

Tim Dorsey (Chair), Mary Ellen Fletcher (Vice Chair), Gail Rosenberg, Cinder McNerney, Eric Hartmann, Joan Hilario, Jill Sullivan, James Goldman, Matthew Kirschner

MEMBERS ABSENT: None

Capital Improvement Committee

Richard Raymond (Chair), Jay Sullivan, Kristin Saccoccio, Kelley Begin, David Brodsky

MEMBERS ABSENT: None

OTHER TOWN OFFICIALS PRESENT:

Peter Spellios (Chair, Select Board); Michael McClung (Town Moderator); Ryan Hale (Chair, Renewable Energy Committee); Sean Fitzgerald, (Town Administrator); Ronald Mendes (Assistant Town Administrator/Treasurer); Gino Cresta (Assistant Town Administrator/DPW Director); Marzie Galazka (Director of Community & Economic Development)

Chairman Tim Dorsey called the Finance Committee meeting to order at 6:33pm. Chairman Richard Raymond called the Capital Improvement Committee to order at 6:33pm.

Mr. Dorsey and Mr. Raymond agreed to discuss the capital portion of the meeting in order to be able to have the Capital Improvement Committee adjourn before the Finance Committee moves on with the operating budget review portion of the meeting. Mr. Mendes then provided an overview of the capital projects that were proposed under the auspices of the Community Development and Public Works Departments. These Community Development projects include design work for parks, Beach Access and Resiliency improvements at Phillips and Cassidy Beaches, and a town-wide pedestrian safety study. The Public Works projects include purchases of several pieces of heavy equipment, as well as infrastructure improvements concerning sea walls and storm water management, both Chapter 90 & non-Chapter 90 road improvements, water main repairs through the MWRA 0% Loan Program, the next phase of the Stacy Brook Sewer Rehabilitation Project.

Mr. Fitzgerald then also provides an overview of the capital projects that are important to the goals and objectives of the Town. Ms. Galazka, then offered more specific comments regarding the vision for the design of the town's

parks. Her plan is to use these designs to apply for grant funding that could fund a large portion of the building costs of the renovation of the parks. There were then some questions from members of both committees regarding the community development projects, including questions on the design selection and procurement process that will be followed if these projects were to move forward. There were also questions about how the project prices were developed. There were also some questions about the proposal to be funded in FY2022 on the construction of a Bath House at Phillips Beach, including installation of solar panels and other renewable energy concerns, environmental concerns, and permitting issues.

The discussion then turned to a review of the projects proposed by the Public Works Department. Mr. Cresta then provided an overview of the equipment purchases and the other projects proposed, including replacement of Dump Trucks and Sanding Trucks used in snow clearing and a backhoe to be used in water projects. He also provided an overview, and answered several questions, regarding the on-going sea wall repairs, road projects, and the Stacy Brook project.

Mr. Mendes then provided an overview of the Water/Sewer/Storm Water Infrastructure CIP Project. This project is intended to be funded mostly through a grant from the Dept. of Environmental Protection and is intended to provide the town with a multi-decade plan to invest in this infrastructure.

The discussion then turned to a more general overview of all the capital projects, including scheduling another joint meeting between the Finance Committee and CIC to discuss School Dept. Facilities Capital and other School Dept. related capital projects.

There were then questions about how the COVID-19 emergency has affected the overall revenue picture, including how the budget review process will take shape as we learn how the national emergency will impact the Town's ability to generate revenue in the new fiscal year. There was some discussion about the timing of town meeting. Mr. Spellios advised that the warrant will likely go to print on June 1st, but it is likely that town meeting may be delayed further depending on the state of the emergency. There was then a question about the school technology request from the School Department. Ms. Fletcher asked how the decision was made to exclude technology from the list of capital projects and expressed concern with the openness of the decision-making process on that point. Mr. Fitzgerald provided some comments on the categorization of technology as a capital project. Mr. Spellios also provided some comments on whether technology purchases should be included in the capital plan and some discussion continued about the process for determining whether technology should be included in the capital plan.

On **MOTION** (Mr. Raymond) **SECONDED** (Mr. Sullivan) it was **VOTED** (by roll call vote, Sullivan Yes, Saccoccio Yes, Brodsky Yes, Raymond Yes) to adjourn the Capital Improvement Committee at 8:01pm. The Capital Improvement Committee members then left the meeting, and the Finance Committee continued its meeting solely as a Finance Committee meeting.

Mr. Dorsey then reminded the Finance Committee of the spreadsheet that was shared by Mr. Mendes that included the adjustments to the Town Administrator's budget. He then asked Ms. Galazka to briefly give an overview of the recommended changes. Ms. Galazka discussed some of the overall objectives of the department. Mr. Spellios then said that the budget changes include a staffing change that may not have been communicated outside this committee and asked the committee to exercise discretion. The change was to change the Office Manager position into a Land Use Coordinator position. Ms. Galazka then expressed some comments on the value of this proposed position, and the need to hire someone with more grant writing and organizational skills.

Mr. Dorsey then expressed the Committee's concern that there were expectations set last year regarding funding for the Community Development Department and that the initially proposed budget did not fulfill that expectation; however, he indicated that the adjusted budget largely fulfills that expectation. Ms. Sullivan asked if staff could determine the return on investment that the community development department given the amount of grant funding this department provides to the town as this would provide justification for additional funding for this department. Mr. Dorsey then asked Ms. Galazka to provide some feedback on the small business assistance that the department is providing during the COVID-19 emergency.

Mr. Dorsey then asked the committee to move to the acceptance of minutes and excused Ms. Galazka, Mr. Fitzgerald and others from the meeting. The minutes that were approved were February

On **MOTION** (Ms. Fletcher), and **SECOND** (Ms. Sullivan) to approve draft minutes from February 24th and March 2nd meetings. Meeting minutes were approved by roll call vote: 9-0-0 on the minutes from February 24th and 8-0-2 (with Mr. Goldman abstaining as he was not present at that meeting) on the minutes from March 2nd.

There was then some discussion about the schedule and planning meetings going forward.

On **MOTION** (Ms. Fletcher) to adjourn, **SECONDED** (Ms. Rosenberg) it was **VOTED** by roll call vote: 9-0-0, to adjourn.

Meeting adjourned at 8:24pm

True Attest,

Ronald Mendes, Assistant Town Administrator

Minutes APPROVED by vote of the Finance Committee 05/26/2020

Minutes APPROVED by vote of the Capital Improvement Committee xx/xx/2020