



**Town of Swampscott**  
**Select Board and Board of Health Emergency Joint Meeting Minutes**  
Wednesday, April 22, 2020 - 6:00 PM  
Virtual Meeting

**SELECT BOARD MEMBERS PRESENT**

Peter Spellios (Chair), Naomi Dreeben (Vice Chair), Don Hause, Polly Titcomb, Laura Spathanas

**BOARD OF HEALTH MEMBERS PRESENT**

Marianne Hartmann, (Chair), Emily Cilley, Stephanie Goodman

**MEMBERS ABSENT**

None

**OTHER TOWN OFFICIALS PRESENT**

Sean Fitzgerald, Town Administrator; Allie Fiske, Assistant to the Town Administrator; Jeff Vaughan, Health Director; Neia Illingworth, Public Health Nurse; Marzie Galazka, Director of Community Development; Molly O'Connell, Senior Planner; Graham Archer, Fire Chief

The meeting was called to order at 6:07pm

**COVID-19 UPDATE**

There was a moment of silence in honor of all who have fallen victim to COVID-19. Chairman Spellios thanked everyone who is on the front lines including essential workers and emergency personnel.

Marianne Hartmann, Chair of the Board of Health spoke and commended teachers for continuing to do distance learning with students through the end of the school year.

Town Administrator Sean Fitzgerald provided an update on the Town's response to COVID-19. The Swampscott State of Emergency and Stay-at-Home Order is still in effect. Swampscott has passed an order requiring masks in retail establishments and common areas of residential and commercial buildings. He also reiterated information including building closures, public space closures, and a postponement of Town Meeting and Town Elections. He provided a recap of the order requiring face coverings.

Public Health Director Jeff Vaughan provided an update on COVID-19. There are currently 72 cases in Swampscott but the Health Department believes that additional people are positive.

Mr. Vaughan outlined new reporting protocol that will be required of essential businesses to ensure they are following all regulations and reporting changes in staffing due to COVID-19. He provided some information about what a compliance check looks like and indicated that businesses at large are very compliant and responsive.

There was a discussion about testing essential employees. Urgent Care is currently testing people who are symptomatic but there have been discussions of doing essential employees when rapid testing becomes available. At the moment, the turnaround time to receive results of the COVID-19 test is 1-2 days.

Select Board Vice-Chair Naomi Dreeben provided an update on the food program. To date, over 2,500 meals have been delivered/provided to Swampscott residents with an additional 1,000 a week through the school distribution program.

Select Board Member Laura Spathanas asked if the Emergency Management Team (EMT) is looking into how services will continue into the summer and what summer-related restrictions will be in place. Mr. Spellios responded that the EMT has begun this discussion and is continuing to explore options.

There was a discussion about how to ensure the Emergency Management Team is communicating adequately with Town Officials to enable individuals to contribute questions and ideas regarding the Town's response to COVID-19. Chairman Spellios listed several topics that could use a task force to move forward and offered the opportunity for Select Board members to take part.

The Board of Health portion of the meeting completed.

On Board of Health **MOTION** (Cilley) and **SECONDED** (Goodman), it was **VOTED** by roll call to adjourn the meeting. Roll call – Cilley (YES), Goodman (YES), Hartmann (YES)

## **TOWN ACCOUNTANT**

Town Administrator Sean Fitzgerald recommended Amy Sarro for the position of Town Accountant. Ms. Sarro spoke briefly to provide some information about her experience in accounting, human resources, and payroll. Board members were invited to ask any questions. Ms. Sarro's first day will be May 4.

On Select Board **MOTION** (Spathanas) and **SECONDED** (Hause), it was **VOTED** by roll call to approve the Town Administrator's recommendation for Town Accountant. Spathanas (yes) Titcomb (yes) Dreeben (yes) Hause (yes) Spellios (yes).

## **HARBOR & WATERFRONT PLAN**

This is the first of two readings of the Harbor and Waterfront plan and did not require a vote at this meeting. Chairman Spellios introduced Jay Borkland and Jackson Schultz and thanked the Harbor and Waterfront Advisory Committee for their work advancing the plan.

Mr. Schultz stepped through a presentation regarding the plan, starting with a brief history of the harbor. He provided a recap on the planning process which began in Spring 2018. He then ran through short and long-term goals and how the public rated them in regards to importance in a recent survey. He presented a map of proposed projects and improvements and the public's response. They spoke at length about how the plan addresses resiliency.

Marzie Galazka, Director of the Department of Community & Economic Development commended Jackson and Jay for their work on the plan. Town Administrator Sean Fitzgerald emphasized the importance of incorporating community identity and celebrating Swampscott and its history.

There was a discussion about in what ways the Harbor and Waterfront Plan will tie into the Municipal Vulnerability Plan. Ms. Spathanas asked if the plan was to retain the current fleet or expand. Mr. Schultz responded that we may see more boats move to the Swampscott harbor as it is more protected than others.

The plan is a concept plan at the moment, and it is hoped that when it is approved it can become a living document that can be enhanced with additional ideas that build on the plan and that can help guide planning and be referred to as new projects are proposed for the waterfront. Jay clarified that the vote on the plan is not approving specific projects but approving a framework.

TA Fitzgerald encouraged the Harbor and Waterfront Advisory Committee to think about what projects should be added to the Capital Improvement Plan.

This is the 1<sup>st</sup> reading and this will be revisited at a future meeting in a few weeks.

#### **CONSENT AGENDA:**

- Review of meeting minutes from the following meetings: March 4, March 18, March 25, April 1, April 10, April 15
- On MOTION (Dreeben) and SECONDED (Hause) it was VOTED by roll call to approve the Consent Agenda. Dreeben (YES) Titcomb (YES) Hause (YES) Spathanas (YES) Spellios (YES)

#### **TOWN ADMINISTRATOR REPORT:**

- Brief update on the Harbor and Waterfront Plan
- Recommendation for Town Accountant
- Regional Meeting on Health with Marblehead and Nahant Town Administrators
- Update on School Building Committee meeting
- Update on Swampscott Housing Authority meeting
- Update on FY2021 Budget Development
- Summary of recent meeting with Municipal Managers and Health Experts

## **SELECT BOARD TIME:**

Ms. Dreeben commented on the Building Committee Plan and how robust the community engagement has been. Chairman Spellios stated that the meetings and presentations are available on the Town Facebook page and Town website.

On Select Board **MOTION** (Dreeben) and **SECONDED** (Spathanas), it was **VOTED** by roll call to adjourn the meeting. Spathanas (yes) Titcomb (yes) Spellios (yes) Hause (yes) Dreeben (yes).

Meeting adjourned at 8:38pm.

True Attest,

A handwritten signature in black ink, appearing to read "Allie Fiske".

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Allie Fiske, Assistant to the Town Administrator

*Minutes APPROVED by vote of the Select Board 4/29/20*