



Town of Swampscott
Select Board Meeting Minutes
Tuesday, August 4, 2020 – 6:00 PM
Virtual Meeting

SELECT BOARD MEMBERS PRESENT

Peter Spellios (Chair), Polly Titcomb, Don Hause, Neal Duffy, David Grishman

MEMBERS ABSENT

None

OTHER TOWN OFFICIALS PRESENT

Sean Fitzgerald, Town Administrator; Allie Fiske, Assistant to the Town Administrator; Ron Mendes, Assistant Town Administrator – Administration and Finance; Gino Cresta, Assistant Town Administrator – Operations; Natalie Swanstrom, Department of Public Works; Marzie Galazka, Director of Community & Economic Development; Molly O’Connell, Senior Planner

The meeting was called to order at 6:06pm

FIRST READING – RFP FOR 86 BURRILL ST.

Director of Economic and Community Development Marzie Galazka provided a brief presentation on the Request for Proposals for space located at 86 Burrill St., the site of the former police station. She reviewed the timeline leading up to and following this first reading, which would result in the RFP being released as early as Wednesday, August 26. This would be followed by a pre-submittal meeting and property viewing, the review of proposals in October, and recommendation to the Select Board in November.

Ms. Galazka reviewed the requirements of the RFP responses and the selection criteria which includes community benefits; lease value; qualifications; design quality; financial resources; ability to proceed; and reuse of original building.

The Select Board will be given an opportunity to review the RFP and submit any additional edits before it is returned to a Select Board meeting for a second reading. There was some clarification that the RFP does not specify if there is preference to whether or not the ambulance service remains – this will be open to the individual organization’s response. Chairman Spellios encouraged the Town Administration to begin discussing alternate locations for the service. Mr. Spellios requested that the term “cultural” be included in the RFP.

The second reading of the RFP will happen on Wednesday, August 19 at the next Select Board meeting.

BOARDS AND COMMISSIONS APPOINTMENTS

Assistant to the Town Administrator Allie Fiske walked through a report on Board and Commission reappointments. She explained that while reappointments typically occur in June of each year, due to delays caused by COVID-19, reappointments are occurring in August.

Letters and emails were sent to all committee members up for reappointment. Upon receiving a response, Committee Chairs were consulted and feedback about these members was solicited. There are 22 members seeking reappointment. Only 4 members declined to be reappointed. The Town Administrator is recommended 3 new appointments.

There are reappointments needed in the following boards: Affordable Housing Trust, Andrew's Chapel Restoration Committee, Board of Registrar of Voters, Commission on Disability, Conservation Commission, Council on Aging, Cultural Council, Earth Removal Advisory Committee, Harbor & Waterfront Advisory Committee, Historic District Commission, Historical Commission, Open Space & Recreation Plan Committee, Recreation Commission, Renewable Energy Committee, and Zoning Board of Appeals.

Not included in the memo is Select Board member Polly Titcomb's appointment to the Affordable Housing Trust. She will be added as part of the final vote.

There was a request that at the August 19 meeting, recommendations for the Athletic Field Advisory Committee be presented to the board as it was voted unanimously that the transition to organic field maintenance move forward. There was also a request that the Administration return in September with a plan for how to fill board vacancies.

On **MOTION** (Hause) and **SECONDED** (Titcomb) it was **VOTED** by roll call that consistent with the recommendation of the Town Administrator, the Select Board appoint individuals recommended in the provided memo for their appointed terms, with the addition of Polly Titcomb to the Affordable Housing Trust. Roll call: Hause (YES) Titcomb (YES) Grishman (YES) Duffy (YES) Spellios (YES)

BOARD LIAISONS

Chairman Spellios presented the list of proposed board liaisons. He clarified that board members are not voting members of these committees with the exception of the Article 6 and Affordable Housing Trust Committee. The liaisons are intended to be conduits of information and facilitators of action.

Don Hause declined serving as the liaison to the Board of Health. David Grishman will be the liaison instead.

On **MOTION** (Duffy) and **SECONDED** (Grishman) it was voted by roll call to approve the list of liaisons, including the change requested by Don Hause. Hause (YES) Titcomb (YES) Grishman (YES) Archer (YES) Spellios (YES)

WATER & SEWER RATES PRESENTATION

Ron Mendes, Assistant Town Administrator – Administration and Finance provided a presentation on the Water & Sewer Rate analysis and recommendations. He gave an overview of the systems, including length of sewer and water mains and number of residential and commercial accounts. Mr. Mendes briefly reviewed the ways in which COVID-19 has affected water and sewer consumption: residential consumption has increased and commercial has decreased. He provided charts to demonstrate how Swampscott's current rates compare to other communities.

The recommendation is a 2.5% increase in Combined Consumption Rate, \$8.25 per account increase in quarterly base fees.

Swampscott's O&M Contract with Lynn Water & Sewer expires in June 2021 so should expect to see a 40% increase in their assessment to begin in FY22. Mr. Mendes demonstrated a way that this increase could be smoothed out over the course of several years in our budget. He also noted some capital improvements that will have to occur to Swampscott's system.

Mr. Mendes noted that there has been a moderate increase in MWRA Assessment (8.4%) due to consumption.

There was a conversation about retained earnings and how these could be shifted as needed and the determination that further analysis should be performed after rates are approved. There is a possibility of mid-year rate changes due to analysis and the Select Board all agreed that retained earnings should be revisited and the Administration should present ideas to the Select Board. Any policy changes related to retained earnings would require a Town Meeting vote.

There was a request that the Administration come back to the Select Board with information on a tiered billing system at a future meeting.

On **MOTION** (Hause) and **SECONDED** (Grishman) it was **VOTED** by roll call to move to accept the recommendation of the Town Administrator to:

- Increase the Sewer Consumption Rate by 2.5% to \$5.58 per 100 cubic feet (\$0.14/100 c.f. increase)
- Increase the Base Sewer Fee to \$20.00 per quarter (\$7.5 quarterly increase per account)
- Increase the Water Consumption Rate by 2.5% to \$7.11 per 100 cubic feet (\$0.17/100 c.f. increase)
- Increase the Base Water Fee to \$13.25 per quarter (\$0.75 quarterly increase per account).

CALYX PEAK COMMUNITY MEETING

Director of Economic & Community Development provided some background on Calyx Peak, a retail marijuana establishment opening operations in Swampscott at 16 New Ocean St.

Retail marijuana establishments have not traditionally been required to request permission from the Select Board to hold a community meeting. However, due to COVID-19, the Community Meeting for Calyx Peak will be virtual, and the state requires that retail establishments receive permission from the Select Board in order to do this meeting. Ms. Galazka reviewed the 14 requirements Calyx must follow in planning for, marketing, and executing the meeting.

The meeting will occur on August 20, 2020. Peter D'Agostino and Victoria Ireton spoke briefly to reiterate how they will comply with these requirements.

On **MOTION** (Hause) and **SECONDED** (Grishman) it was **VOTED** by roll call to permit Calyx Peak to hold a virtual community meeting with an increase in the radius for leafleting, full compliance with the CCC regulations, and coordination with Town staff as to managing the platforms on which the community meeting will be shown and recording of it. Roll call: Hause (YES) Titcomb (YES) Spellios (YES) Grishman (YES) Duffy (YES)

DISCUSSION ABOUT CHAIR & VICE CHAIR

Polly Titcomb nominated Peter Spellios to the position of Chair. Don Hause recommended Peter remain as Chair and that Polly Titcomb be Vice-Chair. David Grishman, Neal Duffy, and Don Hause expressed interest in relieving some of the duties taken on by Peter. Peter accepted the role of Chair provided Polly will serve as Vice Chair.

On **MOTION** (Hause) and **SECONDED** (Duffy) it was **VOTED** by roll call to recommend Peter Spellios as Chair of the Board and Polly Titcomb as the Vice Chair. Hause (YES) Titcomb (YES) Grishman (YES) Duffy (YES) Spellios (YES)

CONSENT AGENDA

1. Vote to approve meeting minutes from July 8, 2020 and July 15, 2020 meetings.
2. Vote to approve funds from Groom Construction in January as a gift to be used for paving Greenwood Avenue.
3. Vote to approve Application for Temporary Outdoor Seating for Cookie Monstah located at 505 Paradise Rd.
4. Vote to approve ABCC Amendment application for a Change or Alteration of and outdoor seating application for Mexicali Cantina Grill located at 443 Paradise Rd.
5. Vote to approve Common Victualler's License for The Baker's Daughter Diner located at 646 Humphrey Street, Unit F

On **MOTION** (Duffy) and **SECONDED** (Hause) it was **VOTED** by roll call to approve the Consent Agenda. Roll Call: Titcomb (YES) Duffy (YES) Hause (YES) Grishman (YES) Spellios (YES)

TOWN ADMINISTRATOR REPORT

- Update on enterprise funds
- Update on local aid
- RFPs completed for auditing and assessing contracts
- Settlement with Pioneer Products & Noble Industrial Supply

- Superintendent's Re-opening Task Force
- Civil Service Committee
- Senior Center programs
- Swampscott Library 10-year plan
- Swampscott Fire Department HVAC repairs and fire boat moored in harbor

There was a discussion about how the Town's seal can be used. Town Administrator Sean Fitzgerald expressed his belief that the seal should be used for things the Town considers important – including supporting programs and initiatives that we support.

SELECT BOARD TIME

Polly Titcomb:

- The Waste Reduction Task Force hosted the second information session on July 30. It was a productive session. She reiterated that the task force does hear resident concerns and all feedback is being noted.

David Grishman:

- Provided an update on the development of a Diversity Counsel
- Announced a Swampscott Recreation concert featuring Stan Strickland on August 21 at 6:00pm at the baseball field at Forest Ave.

Neal Duffy:

- Provided an update about the development of an internal Communications Committee and action items

On **MOTION** (Duffy) and **SECONDED** (Grishman) it was **VOTED** by roll call to adjourn the meeting. Roll call: Grishman (YES) Titcomb (YES) Duffy (YES) Titcomb (YES) Hause (YES)

Meeting adjourned at 9:57 PM

True Attest,



Allie Fiske, Assistant to the Town Administrator

Minutes APPROVED by vote of the Select Board 8/19/2020