



**Town of Swampscott
Select Board Meeting Minutes
Thursday, February 26, 2020**

Swampscott High School, B208, 200 Essex Street Swampscott, MA 01907

MEMBERS PRESENT

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

MEMBERS ABSENT

Laura Spathanas

OTHER TOWN OFFICIALS PRESENT

Sean Fitzgerald, Town Administrator; Allie Fiske, Assistant to the Town Administrator; Ron Mendes, Assistant Town Administrator of Administration and Finance; Chief Ron Madigan, Police Department; Detective Ted Delano, Police Department; James Potts, Deputy Fire Chief; Attorney Jeff Blake, Town Counsel – KP Law

The meeting was called to order at 6:04pm

PUBLIC COMMENT:

No

SHOW CAUSE HEARING FOR FOUR SEASONS MOTOR GROUP, LLC

6:00pm Public Hearing: the Swampscott Select Board, acting as the Town's Licensing Board ("Board"), will hold a show cause hearing to hear the following charges regarding the Class II Car Dealer's license issued to you for the premises located at 460 Humphrey Street, Swampscott, MA: Exceeding the allotted number of cars on the premises for sale and repair in violation of the conditions of the Class II License.

On **MOTION** (Dreeben) and **SECONDED** (Titcomb) a roll call was performed (Spellios) Yes (Dreeben) Yes (Titcomb) Yes to re-enter the public hearing.

Chairman Spellios provided a brief recap of the previous hearings regarding this issue. Town Counsel Attorney Jeff Blake commented that since Laura Spathanas is not present at this meeting, she will not be able to participate in a vote pertaining to this issue.

Attorney Blake swore in Detective Sean Brady and Detective Theresa Gay. Detective Brady answered questions regarding a report he wrote regarding a visit to Four Seasons Motor Group wherein he and Detective Gay visited the car dealership posing as potential buyers. They discussed the stickers on display on the vehicle. The larger yellow sticker stated for sale, the

smaller gray sticker not for sale. The Detective stated that the dealership representative showed them a vehicle and began to discuss the price for a vehicle that was signed as not for sale.

Attorney Tom Beatrice for the licensee asked Detective Brady some questions, clarifying how many vehicles he viewed during his visit.

Attorney Blake called on Detective Gay to answer questions regarding her visit to the car dealership. They requested to look at vehicles at different parts of the lot and she spoke about the extent of conversations she had regarding her interest in particular cars. It was her understanding that all vehicles were for sale on the lot.

Attorney Tom Beatrice asked Detective Gay some questions regarding the accuracy of the report to confirm the vehicles she was shown. She clarified that the report was a summary and did not detail every vehicle she was shown. She stated there were two different stickers – for sale and not for sale but that she cannot specify how many for sale stickers were on the vehicles.

Chairman Spellios asked Detective Gay if the dealers said vehicles were not for sale. She stated they did not.

Proposed findings are due by email by noon on Friday, next Wednesday board will undertake deliberation.

On **MOTION** (Dreeben) **SECONDED** (Titcomb) it was **VOTED** (unanimous) to close the public hearing. All in Favor.

CONSENT AGENDA

Ashley Steeves from High5EM regarding the proposed Salute to the Troops race scheduled for Sunday, May 24 beginning at Phillips Park.

- Approve minutes of prior board meeting (Select Board Meeting: 2/6/2020)
- Approve a Road Race Request from Ashley Steeves of High5EM to host the “Salute to Our Troops” race to be held on Sunday, May 24, 2020 starting at 9:00am to finish and end at Philips Park.
- Approve a One-Day Liquor License for Burke’s Cycles on March 7, 2020 for an event located at Burke’s – 21 Elm Place, Swampscott MA 01970

On **MOTION** (Dreeben) **SECONDED** (Hause) it was **VOTED** (unanimous) to approve the consent agenda. All in Favor.

PROPOSED FY21 TOWN AMINISTRATOR’S PRESENTATION

Town Administrator Sean Fitzgerald provided a presentation on the FY21 Proposed Budget. Some of the key priorities for FY21 are:

1. Stronger support for senior services, stronger support for Town and School facilities, and continued support for community services and programs.

- Added funding to support a Full-Time Executive Director (\$60,000)
- Added funding to support Adult Day Care Services (\$50,000)
- 2. Stronger support for Town and School facilities:
 - Added funding to support a Facilities Director (\$120,000 – 60% School/40% Town)
 - Added funding to support additional administrative and maintenance staff (\$287,000 – 60% School/40% Town)
- 3. Continued Support for community services and programs
 - Added funding in Library to support Library based community programs (\$20,000)
 - Continued Recreation Dept. funding (\$7,250) for community programs

Assistant Town Administrator/Treasurer Ron Mendes stepped through local receipts explaining why revenue lines vary this year, due in part to non-resident tuition being now deposited into a Non-Resident Tuition Revolving Fund.

Chairman Spellios pointed out that while Chapter 70 aid is going up, the Charter School assessment is increasing, resulting in a challenging budget situation wherein the Town has to cover the rising costs of charter schools.

The Tax Levy is to increase no more than 2.0% over previous year's budgeted Tax Levy; plus an additional \$425,000 annually (representing new growth)

\$425,000 = 0.85% above the initial 2.0%

Total Policy Levy increase of 2.85%

Chairman Spellios requested an update on contract negotiations with the Lynn Water and Sewer Commission. Town Administrator Sean Fitzgerald stated that a consultant needs to be hired to address the pending contract expiration. Chairman Spellios expressed concern over the lack of movement on this issue and potentially review revising the budget to bring in the assistance needed.

Once a month there needs to be an agenda item related to the Lynn Water and Sewer contract and action points. Include on March 18 meeting agenda.

Assistant Town Accountant Patrick Luddy stepped through estimated expenses for FY21, including administration & finance, human services, public services, public safety, community & economic development, and schools. Peter requested again that enterprise funds be removed from the total estimated expenses pie chart.

Several notes from the presentation:

- Chairman Spellios would like future budget recommendations to reflect actual salaries rather than put a reserve aside for non-union increases in payment compensation. Chairman Spellios request that in appropriate setting, greater detail on this be shared.
- Chairman Spellios raised concerns about the Animal Control Officer budget – budget does not reflect a meaningful policy change.
- Finance Committee Chairman Dorsey asked if it's possible to pull together an aggregate of all of the costs that are out of our control such as state assessments.

- Ms. Titcomb re-raised the point that the Town could start a revolving fund from revenue from new Solid Waste Program to fund initiatives such as composting programs.
- Chairman Spellios raised questions about the Solid Waste budget. He wants to make sure that the TA recommendation will support the solid waste budget item.
- Chairman Spellios and Chairman of the Finance Committee Tim Dorsey highlighted that the Community & Economic Development budget does not reflect past conversations about operations of the department.

The next steps for the budget are:

- Finance Committee review of proposed budget
- Presentation of Capital Plan (Select Board and CIC)
- Preparation of Town Meeting Warrant
- TOWN MEETING (MONDAY MAY 18, 2020)

TOWN ADMINISTRATOR REPORT

- The Accelerated repair application for the Middle School was sent into MSBA on February 14th along with the unanimous votes of the School Committee and Select Board. We should hear back from the MSBA in May.
- Met with Atty. Neil Rossman who is representing the Swampscott VFW Post. TA Fitzgerald is hopeful that we can outline a short-term extension as we seek to share a more mindful discussion on how a long-term lease can help ensure broader services for Swampscott Veterans and their families
- Met briefly with the ERAC committee and discussed some of the recommendations provided by Brierley Assoc. who has been engaged to review blasting schedule. Scheduling a meeting with KP Law to discuss bylaw for blasting/earth removal.
- The town received a small grant to fund a Self-Evaluation and a Transition Plan that will comply with the requirements of the Americans with Disabilities Act. Began meeting with staff from Institute for Human Centered Design (IHCD) who will assist us with the evaluation by visiting our facilities and looking at the services offered by Swampscott Town Departments in order to develop a sequenced and prioritized ADA Self-Evaluation and Transition Plan.
- Town Staff and School Department Staff will be holding a District Crisis Team next week to discuss pro-active precautions and protocols that should be followed in the event of an outbreak for the Coronavirus. TA Fitzgerald also shared some steps we are coordinating with the Department of Public Health:
 - *Established a local Incident Command Structure to facilitate the dissemination of information from local, state and federal partners to state-wide stakeholders regularly.*
 - *Launched and maintain a new website that provides up-to-date information on the status of novel coronavirus for all residents: <https://www.mass.gov/2019coronavirus>.*
 - *Developed and disseminated clinical advisories to all Massachusetts health care providers and issued guidance to hospitals, health systems, and Emergency Medical Services.*
 - *Scheduled calls with other key health care partners including local boards of health.*

SELECT BOARD MEMBER'S TIME:

- Naomi Dreeben made an announcement reminding the public about early voting.

- Polly Titcomb reminded public about Solarize Mass program. There is a meet and greet on Thursday, February 27 at 7:00pm.
- Polly shared her positive experience with the Swampscott Big Band concert earlier this month.
- Deadline for the RFI for the former police station is in late March.

On **MOTION** (Hause) and **SECONDED** (Titcomb) it was **VOTED** (unanimous) to adjourn the meeting.

Meeting adjourned at 8:47pm.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Allie Fiske". The signature is written in a cursive, flowing style.

Allie Fiske, Assistant to the Town Administrator

Minutes APPROVED by vote of the Select Board 3/4/20