



**Town of Swampscott**  
**Select Board and Board of Health Joint Meeting Minutes**  
Wednesday, May 13, 2020 – 6:00 PM  
Virtual Meeting

**SELECT BOARD MEMBERS PRESENT**

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

**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; Ron Madigan, Police Chief; Max Kasper, Building Commissioner; Susan Duplin; Town Clerk; Max Kasper, Building Commissioner; Michael McClung, Town Moderator; Kelly Stevens, Town Engineer

The meeting was called to order at 6:07pm

**BEACH STICKER**

The 2020 Swampscott Beach Sticker designed by artist and High School art teacher Taylor Byrne. Ms. Byrne introduced the sticker which is a collage depiction of the view of the Boston skyline and boats from Fisherman's Beach.

**COVID-19 UPDATE**

Public Health Director Jeff Vaughan provided an update in COVID-19 and mentioned that while the state will slowly begin re-opening, that he cautioned people to remain careful and thanked everyone for following the orders. Public Health Nurse Neia Illingworth shared the most recent statistics of COVID-19 cases which consists of 115 lab-confirmed and 7 deaths.

Chairman Peter Spellios spoke about the Town's efforts to help businesses safely re-open, which the Governor indicates will happen in 4 phases and will implement mandatory workplace standards and sector specific protocols. The Town has begun requesting businesses to submit

Work Safety Plans which will educate the Town how businesses believe they can re-open safely. Building Commissioner Max Kasper walked through the software system through which businesses can submit this plan.

Director of Community & Economic Development Marzie Galazka spoke about several initiatives put in place to help guide the Town and businesses to re-open safely. The first is the Swampscott Business Advisory Group which will help brainstorm advice on the development of workforce standards and sector specific protocols for reopening businesses. The group would meet weekly, develop and share best practices and standards, and provide feedback and ideas. She also spoke about the re-opening single points of contact which assigns Town staff to work with specific industries (restaurants, retail, private clubs, contractors, etc.).

Senior Planner Molly O'Connell provided a presentation regarding the Town's initiative to address adding outdoor seating for restaurants. The parklet program would take place on Humphrey St. and Railroad Ave. The Town will develop design guidelines that incorporate state health recommendations. The considerations are whether or not a parklet will be available to specific establishments or just general use. There will also be a balance of the need for parking with the parklet. Ms. O'Connell also referred to the possibility of reviewing zoning to allow for businesses to create outdoor seating on private property, such as Vinnin Sq. The next steps are to work with Town Counsel on questions regarding zoning changes, choose materials for parklets, develop design guidelines, and send recommendations to the Select Board.

There was discussion about balancing the need for parking with the need for outdoor seating, and also be attentive to ADA requirements. Ms. O'Connell confirmed that this is part of the planning and design process. There was also a discussion about safety as these parklets as they will be adjacent to traffic. This was viewed as an opportunity to begin to transform public and private spaces, including Vinnin Square. The board and Office of Community & Economic Development appealed to the business community to contact them and think creatively about how to make this prospect feasible.

Sean Fitzgerald provided a COVID-19 update on several public spaces in Swampscott. He reviewed new rules for the Dog Park, allowing only 5 people inside each enclosure at a tie, no congregation, maintaining 6 feet between people. Town Administrator Fitzgerald discussed summer Recreation events and stated that decisions on whether or not events will move forward by June 1<sup>st</sup>. The decision on July 4<sup>th</sup> Parade and July 3<sup>rd</sup> Fireworks by June 1<sup>st</sup>.

## **DISCUSSION AND POTENTIAL VOTE ON TOWN ELECTION DATE**

Town Elections are currently scheduled for Tuesday, June 2. The Town is working on rethinking how to hold elections in a safe socially-distanced way. The Board is being asked to consider that all precincts be moved to vote at Swampscott High School, exact hours to be determined. Notice of voting locations change to be mailed to all registered voters at least 20 days prior to election.

Assistant Town Administrator of Finance and Administration provided a live walkthrough of how to obtain a Municipal Election Early Ballot Application and how to return it. Mr. Spellios strongly encouraged people to take advantage of this voting option to avoid in-person voting for safety reasons.

Mr. Spellios noted that the order of Town Meeting and Town Elections will be switched for this year.

On Select Board **MOTION** (Dreeben) and **SECONDED** (Hause) It was voted by roll call to change the date of the Swampscott annual election from Tuesday, June 2 to Tuesday, June 30, 2020 and that the location of voting for all voting precincts be changed to the Swampscott High School for this election only. Roll call: Spathanas (YES) Titcomb (YES) Hause (YES) Dreeben (YES) Spellios (YES)

Town Moderator Mike McClung provided an update on Town Meeting and has declared that the Town has found a virtual meeting solution that would meet the requirements of the proposed special legislation that would potentially permit virtual town meetings. This bill is still in the House Ways & Means Committee and has not been signed. Assistant Town Administrator will provide an index of potential Town Meeting warrant items for discussion next week.

### **PUBLIC COMMENT**

Dana Swanstrom spoke to advocate for finding a way to do an in-person graduation ceremony while still remaining safe to give the community an opportunity to publicly celebrate. There have been 400 signatures obtained on a petition to encourage this effort. Mr. Swanstrom suggested high-level efforts for keeping the event safe, including entrances and exits, limiting attendees, and wearing masks.

The Select Board, Board of Health, and Town Administrator engaged in a discussion about the feasibility and safety of such an event.

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

### **FIRST READING / DISCUSSION OF HOST COMMUNITY AGREEMENT WITH TERPENE JOURNEY**

Director of Community and Economic Development Marzie Galzka provided a presentation summarizing the proposed Host Community Agreement with Terpene Journey. The location of Terpene Journey is 430 Paradise Rd. in Vinnin Sq. They have a labor force of 20 individuals and will operate during normal allowable operating hours. The Host Community Agreement would be a 10-year agreement. Her presentation touched upon fees, security, parking, odor control, signage, annual reporting, community meetings.

The next steps are for the HCA to be approved by the Select Board, the Town execute the agreement, Terpene Journey to apply to Cannabis Control Commission. The Town will have 60 days to notify the CC of any issues or violations. A provisional license will then be issued and a final license issued once applicant has passed all inspections including business permits.

Select Board will return comments by EOB on Monday.

## **SCHWARTZ DOG MATTER**

Counsel to the Schwartz Family has confirmed that they have moved out of the Town.

On **MOTION** (Titcomb) and **SECONDED** (Dreeben) it was **VOTED** by roll call that the Board to take no further action and dismiss without prejudice the pending matter involving the Schwartz family dogs as moot in accordance with Paragraph 6 off the Temporary Agreement dated March 4, 2020 as the Schwartz Family has vacated the Commonwealth of Massachusetts. Roll call: Dreeben (YES) Spathanas (YES) Hause (YES) Titcomb (YES) Spellios (YES)

## **CONSENT AGENDA:**

- Approval of application for Change of Beneficial Interest and Issuance/Transfer of Stock/New Stockholder for Vinnin Square Liquors, Inc. located at 371 Paradise Rd. Swampscott, MA 01907
- Review of meeting minutes from the following meeting: May 6, 2020

On **MOTION** (Dreeben) and **SECONDED** (Hause) it was **VOTED** by roll call to approve the Consent Agenda. Dreeben (YES), Spathanas (YES), Titcomb (YES) Spellios (YES)

## **TOWN ADMINISTRATOR REPORT:**

Town Administrator Sean Fitzgerald provided a brief update on several items:

- Contact Tracing for COVID-19
- Middle School Major Repair Application
- Walker Road – Complete Streets
- Swampscott Yacht Club
- Schwartz Family Dogs
- Summer Recreation
- Finance Committee

## **SELECT BOARD TIME**

Select Board Vice Chair provided an update on the senior outreach program and the plan to begin a survey to gather information about the community's food needs during the summer when the school lunch program ends.

On **MOTION** (Hause) and **SECONDED** (Titcomb) it was **VOTED** by roll call to adjourn the meeting. Roll Call: Dreeben (YES) Spathanas (YES) Titcomb (YES) Dreeben (YES) Spellios (YES)

Meeting adjourned at 9:30 PM.

True Attest,

A handwritten signature in dark ink, appearing to read "Allie Fiske". The script is cursive and fluid, with the first name "Allie" written in a larger, more prominent hand than the last name "Fiske".

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Allie Fiske, Assistant to the Town Administrator

*Minutes APPROVED by vote of the Select Board 5/20/2020*