

MARCH 1, 2021

SPECIAL TOWN MEETING



WARRANT REPORT

*TOWN OF SWAMPSCOTT, MASSACHUSETTS*



# TOWN OF SWAMPSCOTT



## MARCH 1, 2021 SPECIAL TOWN MEETING WARRANT

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## Special Town Meeting Warrant

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# Notice of Special Town Meeting

## MONDAY, MARCH 1, 2021, 7:00PM

To Town Meeting members:

Notice is hereby given in accordance with Article II, Section 2, of the Bylaws of the Town of Swampscott that a Special Town Meeting will be held on Monday, March 1, 2021, beginning at 7:00 p.m. by remote participation as outlined below.

Check in procedures for Town Meeting members will take place online within the virtual meeting platform.

Town Moderator, Michael McClung will preside.

Pursuant to Chapter 92 of the Acts of 2020 ("Act"), the Moderator has determined that an in-person town meeting cannot be held safely and in compliance with applicable state and local orders, directives and guidance concerning public assemblies. Accordingly, the Moderator made a written request to the Select Board to hold town meeting through remote participation in accordance with Section 8 of the Act, which the Select Board has approved. A copy of the Moderator's request to the Select Board is included herein.

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 the Special Town Meeting can be found within this posting below. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means as follows. Please note that if accessing the meeting online or on the smartphone app, you will be muted upon entering the meeting but can be unmuted to speak by using the "raise your hand" feature in the application.

If you are viewing the meeting remotely you can email questions in advance or during the meeting to [moderator@swampscottma.gov](mailto:moderator@swampscottma.gov).

1. Online:

- <https://swampscottma.zoom.us/meeting/register/tJ0tdO2opjgrGNbhoQ7RhyEFkBZOpiuJXKCI>
- You will need to download Zoom software to access this meeting and computer speakers to hear/view it

2. Using the Zoom smartphone application:

- Enter webinar ID: 990 3408 3122

Respectfully,

Susan Duplin  
Town Clerk

## CAUCUS MEETINGS AND ONLINE PARTICIPATION SUPPORT

Precinct Caucuses will be held as separate Zoom sessions, beginning at 6:00pm. Members will join their Precinct Caucus for Warrant discussion and for technical support in a smaller setting. Once the Caucus session is ended, members will need to join the main session shown on the preceding page.

Technical support will be offered on a best-efforts basis during the session. Those members who may have less familiarity with virtual meetings are encouraged to contact the Moderator beforehand, and training sessions can be arranged: [moderator@swampscottma.gov](mailto:moderator@swampscottma.gov).

Precinct 1: <https://swampscottma.zoom.us/j/95239844537>

Precinct 2: <https://swampscottma.zoom.us/j/93177053333>

Precinct 3: <https://swampscottma.zoom.us/j/94148645599>

Precinct 4: <https://swampscottma.zoom.us/j/96036767441>

Precinct 5: <https://swampscottma.zoom.us/j/97146163139>

Precinct 6: <https://swampscottma.zoom.us/j/92954198901>

Respectfully,

Susan Duplin  
Town Clerk

## PUBLIC PARTICIPATION BY NON-TOWN MEETING MEMBERS

Registered voters residing in the Town wishing to participate in the remote town meeting conducted pursuant to Chapter 92 of the Acts of 2020 shall submit a request to participate to the Town Clerk by email to: [sduplin@swampscottma.gov](mailto:sduplin@swampscottma.gov) at least 48 hours in advance of the start of town meeting. Upon receipt of the request and verification of the requester's voter registration status, the Town Clerk shall provide to the requester instructions for participating in the remote Town Meeting.

Respectfully,

Susan Duplin  
Town Clerk



64 Fuller Avenue  
Swampscott, Massachusetts

February 3, 2021

Mr. Peter Spellios  
Swampscott Select Board  
Swampscott Town Hall

Dear Chairman:

In my capacity as Town Moderator, and pursuant to Chapter 92 of the Acts of 2020, I hereby notify the Select Board I have determined that it is not yet possible to safely assemble Town Meeting members and interested members of the public in a common location while complying with applicable state and local orders concerning public assemblies.

Therefore, I request that the Swampscott Select Board call for the representative special town meeting on March 1, 2021 to be held through remote participation.

Further pursuant to the above-referenced Act:

I have determined to use the Zoom conferencing platform to hold Town Meeting;

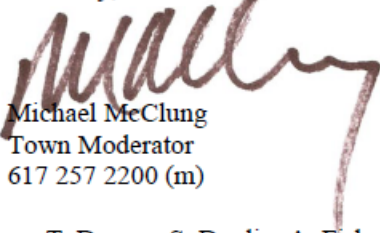
I have consulted with the Swampscott Commission on Disability for ADA compliance;

I hereby certify that I have tested the Zoom conferencing platform; and

I further certify that the platform satisfactorily enables Town Meeting to be conducted in substantially the same manner as if it occurred in person at a physical location and in accordance with the operational and functional requirements set forth in section 8 of the enabling Act.

On behalf of Town Meeting, thank you for your support in this matter.

Sincerely,



Michael McClung  
Town Moderator  
617 257 2200 (m)

cc: T. Dorsey, S. Duplin, A. Fiske, S. Fitzgerald, M. Hartmann

**TOWN OF SWAMPSCOTT**  
**TOWN WARRANT**  
**MARCH 1, 2020**

**ARTICLE 1**      *REPORTS OF THE TOWN BOARDS AND COMMITTEES*

To hear and act on report(s) concerning municipal financial matters.

Sponsored by the Select Board

Comment: This Article allows the town to present a report on municipal financial matters

**ARTICLE 2**      *APPROPRIATION FOR CAPITAL PROJECT – PARTIAL ROOF REPLACEMENT, MIDDLE SCHOOL*

To see if the Town will vote to appropriate a sum of money for design and construction of a partial roof replacement at the Swampscott Middle School, located at 207 Forest Avenue, including all costs incidental and related thereto; and to authorize the Treasurer, with the approval of the Select Board, to borrow said sum pursuant to G.L. c.44, §§7 or 8 or any other enabling authority and to issue bonds or notes of the Town therefor, or to transfer from available funds, or otherwise; and further, that any premium received by the Town upon the sale of any bonds or notes, may be applied to the payment of costs approved by this vote and accordance with G.L. c.44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount, or take any action relative thereto.

Sponsored by the Town Administrator

Comment: The purpose of this article is to appropriate funds for a capital project for design and construction of a partial roof replacement of the Swampscott Middle School.

**This Article requires a 2/3 vote for borrowing.**

**The Board of Selectmen will report on this Article at Town Meeting.**

**The Finance Committee & Capital Improvement Committee will report on this Article at Town Meeting.**

**ARTICLE 3**      *AMENDMENT TO APPROPRIATION FOR HADLEY SCHOOL FEASIBILITY STUDY*

To see if the Town will vote to amend the vote under Article 15 of the May 21, 2018 Annual Town Meeting to increase the amount appropriated for the Hadley Elementary School Feasibility Study project and to appropriate, borrow or transfer from available funds a sum of money to fund said increased spending limit for said project, which feasibility study is expected to result in the construction of a new elementary school for which the Town may be eligible for a grant from the Massachusetts School Building Authority, and to authorize the Treasurer, with the approval of the Select Board, to borrow said sum pursuant to G.L. c.44, §§7 or 8 or any other enabling authority and to issue bonds or notes of the Town therefor, or to transfer from available funds, or otherwise; and further, that any premium received by the Town upon the sale of any bonds or notes, may be applied to the payment of costs approved by this vote and accordance with G.L. c.44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount, or take any action relative thereto.

Sponsored by the School Building Committee



Comment: This article seeks increase the appropriation for the Hadley Feasibility Study, which is expected to result in the construction of a new elementary school for which the Town may be eligible for a grant from the Massachusetts School Building Authority.

**This Article requires a 2/3 vote for borrowing.**

**The Board of Selectmen will report on this Article at Town Meeting.**

**The Finance Committee & Capital Improvement Committee will report on this Article at Town Meeting.**

Hereof fail not and make return of this Warrant with your doings thereon at the time and place of said meeting.  
Given under our hand this 3<sup>rd</sup> day of February 2021.

BOARD OF SELECTMEN:



Patty Ditcomb.



J. Neal Puffy

# APPENDICES

## APPENDIX A – DEFINITION OF FINANCIAL TERMS COMMONLY USED AT TOWN MEETINGS

**Appropriation** – An authorization by the Town Meeting to make expenditures and incur liabilities for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.

**Assessed Valuation** – A valuation set upon real estate or other property by the Assessors as a basis for levying taxes.

**Available Funds** – See free cash.

**Bond** – A written promise to pay a specified sum of money by a fixed date and carrying with it interest payments at a fixed rate, paid periodically. A **Note** is similar but issued for a shorter period.

**Cherry Sheet** – A State form which shows an estimate of all of the State and County charges and reimbursements to the Town.

**Debt and Interest** – The amount of money necessary annually to pay the interest and the principal on the Town's outstanding debt. Also known as "Debt Service."

**Fiscal Year** – The budget period used by the Town running from July 1 of one year to June 30 of the next year. At the end of this period, the Town closes its books in order to determine its financial condition and the results of its operation.

**Free Cash** – The amount of money left after all prior years' uncollected taxes have been deducted from surplus revenue. This amount may be used as available funds by vote of the Town Meeting.

**Overlay** – The amount, up to 5% of the tax levy, raised by the Assessors in excess of appropriations and other charges to cover abatements and exemptions.

**Overlay Reserve** – Unused amount of the overlay for previous years, which the Town may transfer to Surplus Revenue after all abatements for such fiscal year are settled.

**Receipts** – The cash, which is actually received by the Town.

**Reserve Fund** – A fund voted by the Annual Town Meeting and controlled by the Finance Committee for extraordinary and unforeseen expenditures incurred by Town departments during the year.

**Stabilization Fund** – Special Reserve Fund that can be used by a 2/3 vote of the Town Meeting.

**Surplus Revenue** – The amount by which cash, accounts receivable and other assets exceed the liabilities and reserves. Used in calculating free cash.

**Transfer** – The movement of funds from one account to another. Transfers between accounts (other than the Reserve Fund) can be made only by vote of the Town Meeting.

**Unexpended Balance** – That portion of an appropriation or account not yet expended. Any such balances left at the end of the fiscal year are generally used as Surplus Revenue in calculating Free Cash.

## APPENDIX B – TABLE OF MOTIONS

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|                           |  | TABLE OF BASIC POINTS OF MOTION |           |           |                  |                   |                  |
|---------------------------|--|---------------------------------|-----------|-----------|------------------|-------------------|------------------|
| Rank                      |  | Second<br>Required              | Debatable | Amendable | Vote<br>Required | May<br>Reconsider | May<br>Interrupt |
| <b>PRIVILEGED MOTIONS</b> |  |                                 |           |           |                  |                   |                  |
| 1                         | Dissolve or adjourn sine die             | Yes                             | No        | No        | Maj.             | No                | No               |
| 2                         | Adjourn to fix time or recess            | Yes                             | Yes       | Yes       | Maj.             | No                | No               |
| 3                         | Point of no quorum                       | No                              | No        | No        | None             | No                | No               |
| 4                         | Fix the time to (or at) which to adjourn | Yes                             | Yes       | Yes       | Maj.             | Yes               | No               |
| 5                         | Question of privilege                    | No                              | No        | No        | None             | No                | Yes              |
| <b>SUBSIDIARY MOTIONS</b> |  |                                 |           |           |                  |                   |                  |
| 6                         | Lay on the table                         | Yes                             | No        | No        | 2/3              | Yes               | No               |
| 7                         | The previous question                    | Yes                             | No        | No        | 2/3              | No                | No               |
| 8                         | Limit or extend debate                   | Yes                             | No        | No        | 2/3              | Yes               | No               |
| 9                         | Postpone to a time certain               | Yes                             | Yes       | Yes       | Maj.             | Yes               | No               |
| 10                        | Commit or refer                          | Yes                             | Yes       | Yes       | Maj.             | Yes               | No               |
| 11                        | Amend (or substitute)                    | Yes                             | Yes       | Yes       | Maj.             | Yes               | No               |
| 12                        | Postpone indefinitely                    | Yes                             | Yes       | No        | Maj.             | Yes               | No               |
| <b>INCIDENTAL MOTIONS</b> |  |                                 |           |           |                  |                   |                  |
| *                         | Point of order                           | No                              | No        | No        | None             | No                | Yes              |
| *                         | Appeal                                   | Yes                             | Yes       | No        | Maj.             | Yes               | No               |
| *                         | Division of a question                   | Yes                             | Yes       | Yes       | Maj.             | No                | No               |
| *                         | Separate consideration                   | Yes                             | Yes       | Yes       | Maj.             | No                | No               |
| *                         | Fix the method of voting                 | Yes                             | Yes       | Yes       | Maj.             | Yes               | No               |
| *                         | Nominations to committees                | No                              | No        | No        | Plur.            | No                | No               |
| *                         | Withdraw or modify a motion              | No                              | No        | No        | Maj.             | No                | No               |
| *                         | Suspension of rules                      | Yes                             | No        | No        | 2/3***           | No                | No               |
| <b>MAIN MOTIONS</b>       |  |                                 |           |           |                  |                   |                  |
| None                      | Main Motion                              | Yes                             | Yes       | Yes       | Var.             | Yes               | No               |
| **                        | Reconsider or rescind                    | Yes                             | **        | No        | Maj.             | No                | No               |
| None                      | Take from the table                      | Yes                             | No        | No        | Maj.             | No                | No               |
| None                      | Advance an article                       | Yes                             | Yes       | Yes       | Maj.             | Yes               | No               |

\* Same rank as motion out of which they arise.

\*\* Same rank and debatable to same extent as motion being reconsidered.

\*\*\* Unanimous if rule protects minorities; out of order if rule protects absentees.

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**TOWN OF SWAMPSCOTT  
MASSACHUSETTS  
2020-2021**

| <b><u>BOARD OF SELECTMEN</u></b> | <b><u>TERM EXPIRES</u></b> |
|----------------------------------|----------------------------|
| Peter Spellios, Chair            | 2021                       |
| Mary Polly Titcomb, Vice Chair   | 2022                       |
| Neal Duffy                       | 2023                       |
| David Grishman                   | 2023                       |
| Donald Hause                     | 2022                       |

**PROFESSIONAL STAFF**

Sean Fitzgerald, Town Administrator  
Gino Cresta, Assistant Town Administrator (Operations)  
M. Ronald Mendes, Assistant Town Administrator (Administration & Finance)  
Allie Fiske, Director of Communications & Special Initiatives

| <b><u>FINANCE COMMITTEE</u></b>              | <b><u>TERM EXPIRES</u></b> |
|--|----------------------------|
| Timothy Dorsey, Chair – At Large             | 2023                       |
| Mary Ellen Fletcher, Vice Chair – Precinct 5 | 2022                       |
| Eric Hartmann – Precinct 1                   | 2023                       |
| Matthew Kirschner – Precinct 2               | 2022                       |
| Joan Hilario – Precinct 3                    | 2021                       |
| Cinder McNerney – Precinct 4                 | 2023                       |
| James Goldman – Precinct 6                   | 2021                       |
| Gail Rosenberg – At Large                    | 2022                       |
| Jill Sullivan – At Large                     | 2021                       |