



**Town of Swampscott**  
**Finance Committee Meeting Minutes**  
 Wednesday, July 11<sup>th</sup>, 2022 - 7:00 PM  
 Virtual Meeting

**FINANCE COMMITTEE MEMBERS PRESENT**

Eric Hartmann (Chair), Matthew Kirschner (Vice-chair), Naomi Dreeben, Cinder McNerney, Erik Schneider, Suraj Krishnamurthi

**FINANCE COMMITTEE MEMBERS ABSENT**

Joan Hilario

**OTHER TOWN OFFICIALS PRESENT**

Peter Spellios, Select Board member; Sean Fitzgerald, Town Administrator; Amy Sarro, Director of Admin. & Finance; Trang Vu, Assistant Town Accountant.

The meeting was called to order at 7:05 PM

**Public Comments**

Mr. DiMento was recognized. He would like the committee to share the screen in order to see the document discussed about for transparency purposes.

Ms. Smith was recognized. She made the same request as Mr. DiMento and would like the committee to approach ARPA fund more inclusively and transparently.

**2. Review and approval of Year-End Shuffle**

Amy Sarro gave a presentation regarding year-end shuffle as below:

GENERAL FUND FY2022 YEAR-END TRANSFERS						
GENERAL FUND ACCOUNTS REQUIRING ADDITIONAL FUNDING :						
DEPT	ORG	OBJECT	DESCRIPTION	AMOUNT NEEDED	ORG TOTAL NEEDED	NOTES
COMMUNITY DEVELOPMENT	0117202	52191	CONTRACTED CONSULTING	6,000.00		For Grant match
			COMMUNITY DEVELOPMENT EXPENSES		6,000.00	
LEGAL/ INSURANCE	0115102	52000	TOWN COUNSEL EXPENSE	25,000.00		Retainer for Special Counsel (Select Board vote 06/29)
			LEGAL/ INSURANCE EXPENSE		25,000.00	
HUMAN RESOURCES	0115202	52047	EMPLOYMENT SCREENING	11,000.00		Library Director Search
			HUMAN RESOURCES EXPENSE		11,000.00	
HUMAN RESOURCES	0115203	51502	END OF EMPLOYMENT - TOWN	30,000.00		Early retirement (Police)
			HUMAN RESOURCES EXPENSE		30,000.00	
BOARD OF APPEALS	0117302	52048	LEGAL ADS	4,000.00		
			BOARD OF APPEALS EXPENSES		4,000.00	
POLICE	0121001	51030	OVERTIME / RESERVES	140,000.00		Currently projected to \$123k
			POLICE SALARIES		140,000.00	
POLICE	0121004	52191	CONTRACTED CONSULTING SERVICES	12,000.00		MRI Interim Chief Kurz
			POLICE EXPENSES		12,000.00	
FIRE	0122001	51030	OVERTIME	85,000.00		Currently projected to \$75k
			FIRE SALARIES		85,000.00	
BUILDING DEPT	0125102	52027	INSPECTIONS & TESTING	3,500.00		
			BUILDING DEPT EXPENSE		3,500.00	
SNOW & ICE	0149903	52200	SNOW & ICE	8,656.00		
			SNOW & ICE EXPENSE		8,656.00	
				325,156.00	325,156.00	

GENERAL FUND ACCOUNTS SOURCES OF FUNDING :						
DEPT	ORG	OBJECT	DESCRIPTION	AMOUNT FOR FUNDING	AMOUNT FOR FUNDING	NOTES
FINANCE COMMITTEE	0113103	53024	FINANCE COMM RESERVE FUND	0.00		Is \$242,525, leave out of calculation for right now
			FINANCE COMMITTEE EXPENSE		0.00	
TOWN ADMINISTRATOR	0112301	51020	ADMINISTRATIVE ASSISTANT	11,000.00		
TOWN ADMINISTRATOR	0112301	51107	SICK INCENTIVE	600.00		
			TOWN ADMINISTRATOR SALARIES		11,600.00	
ACCOUNTING	0113501	51044	PART TIME STAFF	9,400.00		
ACCOUNTING	0113501	51107	SICK INCENTIVE	600.00		
ACCOUNTING	0113501	51120	ASSISTANT TOWN ACCOUNTANT	3,500.00		
			ACCOUNTING SALARIES		13,500.00	
ACCOUNTING	0113502	52191	CONTRACTED CONSULTING	9,000.00		Unused carryforward from FY2021
ACCOUNTING	0113503	53026	AUDIT EXPENSE	14,000.00		
			ACCOUNTING EXPENSE		23,000.00	
ASSESSING	0114101	51016	CLERICAL	5,700.00		
ASSESSING	0114101	51107	SICK INCENTIVE	400.00		
			ASSESSING SALARIES		6,100.00	
TREASURY	0114502	53034	PROCUREMENT SERVICES	13,500.00		
			TREASURY EXPENSE		13,500.00	
HUMAN RESOURCES	0115201	51107	SICK INCENTIVE	900.00		
HUMAN RESOURCES	0115201	51016	HR DIRECTOR	29,900.00		
HUMAN RESOURCES	0115201	51058	DIVERSITY & INCLUSION COORD	3,000.00		
			HUMAN RESOURCES SALARIES		33,800.00	
DEPT	ORG	OBJECT	DESCRIPTION	AMOUNT FOR FUNDING	AMOUNT FOR FUNDING	NOTES
TECHNOLOGY	0115502	52049	SOFTWARE - POLICE	3,500.00		
TECHNOLOGY	0115502	52050	SOFTWARE - FIRE	2,000.00		
			TECHNOLOGY EXPENSE		5,500.00	
COMMUNITY DEVELOPMENT	0117201	51080	SENIOR PLANNER	25,500.00		
			COMMUNITY DEVELOPMENT SALARIES		25,500.00	
FACILITIES	0119201	511000	MAINTENANCE SALARIES	35,500.00		
FACILITIES	0119201	51017	CUSTODIAN'S	5,000.00		
FACILITIES	0119201	51107	SICK INCENTIVE	2,100.00		
			FACILITIES SALARIES		42,600.00	
UNEMPLOYMENT	0119902	53031	UNEMPLOYMENT	17,000.00		
			UNEMPLOYMENT EXPENSE		17,000.00	
UNEMPLOYMENT	0191402	53031	UNEMPLOYMENT	15,000.00		
			UNEMPLOYMENT EXPENSE		15,000.00	
PARKING CLERK	0129302	52230	EXPENSES	10,000.00		
			PARKING CLERK EXPENSE		10,000.00	
PUBLIC HEALTH	0151001	51032	NURSE	19,000.00		
			PUBLIC HEALTH SALARIES		19,000.00	
PUBLIC HEALTH	0151002	52029	FLU SHOTS	3,400.00		
PUBLIC HEALTH	0154101	52191	OUTSIDE SERVICES	1,500.00		
PUBLIC HEALTH	0154101	52230	OFFICE SUPPLIES	1,600.00		
			PUBLIC HEALTH EXPENSE		6,500.00	
SENIOR CENTER	0154101	51016	ADMINISTRATIVE ASSISTANT	5,800.00		
SENIOR CENTER	0154101	51015	DIRECTOR OF AGING SERVICES	3,300.00		
SENIOR CENTER	0154101	51026	ASST DIRECTOR/OUTREACH	14,000.00		
			SENIOR CENTER SALARIES		23,100.00	
SENIOR CENTER	0154103	52507	ADULT CARE SERVICES	10,456.00		
			SENIOR CENTER EXPENSE		10,456.00	
VETERAN'S	0154303	53010	ASSISTANCE	9,000.00		
			VETERAN'S EXPENSE		9,000.00	
LIBRARY	0161001	51054	LIBRARIAN	30,000.00		
			LIBRARY SALARIES		30,000.00	
DEBT	0171002	57630	BOND ISSUANCE	10,000.00		
			DEBT EXPENSE		10,000.00	
				325,156.00	325,156.00	
Balance Proof :				0.00	0.00	

**PEG ENTERPRISE FY2022 YEAR-END TRANSFERS**

PEG ENTERPRISE ACCOUNTS REQUIRING ADDITIONAL FUNDING :						
DEPT	ORG	OBJECT	DESCRIPTION	AMOUNT NEEDED	ORG TOTAL NEEDED	NOTES
PEG EXPENSES	90358	52000	SMALL CAP & OTHER EXPENSES	20,000.00		
			PEG EXPENSES		20,000.00	
				20,000.00	20,000.00	
PEG ENTERPRISE ACCOUNTS SOURCES OF FUNDING :						
DEPT	ORG	OBJECT	DESCRIPTION	AMOUNT FOR FUNDING	AMOUNT FOR FUNDING	NOTES
PEG SALARIES	90351	51044	ASSISTANT PRODUCER	6,000.00		
TOWN ADMINISTRATOR	90351	51122	VIDEO INTERNS	14,000.00		
			TOWN ADMINISTRATOR EXPENSE		20,000.00	
				20,000.00	20,000.00	
Balance Proof :				0.00	0.00	

The presentation comprised of potential transfers in General fund accounts and Peg Enterprise accounts. The section in green at top is where the GF accounts are requiring additional funding, while the blue section at the bottom is where the funding source to transfer from.

Naomi Dreeben asked the information about the grant for which requires \$6,000 match. Sean Fitzgerald responded that this is the amount to match the funding for the Clarke Playground basketball court renovation.

Amy Sarro responded to Naomi's question regarding the funding needed for "Town Counsel expense" that this is not the Town council contract, but special issues that we are dealing with related to some properties.

Cinder McNerney asked why we did not budget the amount of \$6,000 for "Contracted consulting" during the budget season. Amy Sarro commented that by the time we knew we were going to get the grant, it was already after annual town meeting.

Ms. McNerney had questions relating to the high Police and Fire overtime expense. Amy Sarro explained that we had budgeted for overtime based off the elimination of civil service and minimum manning, but the legislature did not pass until October.

Cinder McNerney commented if the town should be more conservative when preparing the budget so that we don't have this amount of shuffle money at the end of the year.

Amy Sarro mentioned that the town is going to have regular check-ins meetings with Fire and Police Chief to see where their overtime is at and address any issue much sooner.

On MOTION (Naomi Dreeben) and SECONDED (Cinder McNerney), it was VOTED to approve the Year-end shuffle as proposed for General fund by ROLL CALL.

ROLL CALL: Erik Schneider (YES), Matthew Kirschner (YES), Suraj Krishnamurthi (YES), Eric Hartmann (YES).

On MOTION (Naomi) and SECONDED (Cinder McNerney), it was VOTED to approve the Year-end shuffle as proposed for PEG Enterprise fund by ROLL CALL.

ROLL CALL: Erik Schneider (YES), Matthew Kirschner (YES), Suraj Krishnamurthi (YES), Eric Hartmann (YES).

### **3. Discussion of ARPA fund uses**

Eric Hartmann recalled the meeting with Select board meeting about using \$100,250 from ARPA fund to reward non-union employees who had contributed during the pandemic.

Amy Sarro confirmed the total reward of ARPA that Town of Swampscott has received is \$4,572,677 and the deadline to obligate the fund is December 31<sup>st</sup>, 2024; the deadline to be expended by December 31<sup>st</sup>, 2026. The remainder of ARPA fund beside a portion proposed in Article #4 at Town meeting has not yet been determined for uses. She also mentioned that the Director of DPW and Health department have been working to put together a couple of proposals that can be completed by the deadline.

Cinder McNerney commented that even though Finance Committee does not vote on the uses of ARPA fund, they should discuss, along with Selectboard and Town staff to utilize the fund in transparent methods.

Town Administrator Sean Fitzgerald responded to Cinder McNerney question that the amount of \$100,250 rewarded to non-union employees was coming of ARPA fund that replaces lost revenue. It was a special designation using this as one-time supplemental compensation. He also believed we will have a number of public meetings between Selectboard and other relating committees to discuss the best uses of ARPA fund and guarantee the transparency.

Amy Sarro commented that the ARPA working group meeting is expected to be brought back soon and will have Selectboard, Finance committee, and CIC members join and give opinions. She also mentioned to put the improved ARPA plan on the town website so that any resident can look and see where we are allocating this fund.

Amy Sarro responded to Erik Schneider's question that the Town choose to so the award under revenue replacement and not for the premium pay because the criteria for premium pay is very precise and some of our union staff would not have qualified.

#### **4. Discuss committee liaisons**

Deferred to next meeting.

#### **5. Old and new business**

Eric Hartmann would like to hear from the committee about being back to in-person meetings during the summer.

Naomi Dreeben and Matthew Kirschner both commented that they would be happy to have in-person meetings. It would be a good opportunity for newer members to learn new things that they may not fully understand yet.

There was a discussion about in-person meeting location.

Eric Hartmann planned on potential meetings in the future.

Amy Sarro mentioned to some meetings with Finance Committee to discuss a new budget methodology for FY2024.

Eric Hartmann mentioned to have committee members use Town of Swampscott separate email addresses for committee communication.

On **MOTION** (Naomi Dreeben) and **SECONDED** (Cinder McNerney), it was **VOTED** to adjourn the meeting at 8:13 PM. **ROLL CALL:** Erik Schneider (YES), Matthew Kirschner (YES), Suraj Krishnamurthi (YES), Eric Hartmann (YES).

True Attest,

Trang Vu

Assistant Town Accountant

*Approved by vote of the finance committee xx/xx/xxxx*