



Town of Swampscott
Finance Committee Meeting Minutes
Thursday, October 29, 2020 – 7:00 PM
Virtual Meeting

FINANCE COMMITTEE MEMBERS PRESENT

Tim Dorsey (Chair), Matt Kirschner, Jill Sullivan, Joan Hilario, Eric Hartmann, Cinder McNerney, Mary Ellen Fletcher

ABSENT:

Gail Rosenberg, James Goldman

OTHER TOWN OFFICIALS PRESENT

Sean Fitzgerald, Town Administrator; Ron Mendes, Assistant Town Administrator – Administration and Finance; ; Allie Fiske, Assistant to the Town Administrator; Martha Sybert, School Business Administrator; Carin Marshall

The meeting was called to order at 7:05 PM

Ron Mendes, Assistant Town Administrator of Administration and Finance ran through the updates of the Town Meeting warrant and provided some background information behind each of the articles. The articles that require Finance Committee input are:

Financial Articles (Article 2-7); Capital Article (Article 8), Revolving Fund (Article 11), and the Citizen's Petition (Article 15). There was a question about whether or not the Civil Service article had any financial implications. Town Administrator Sean Fitzgerald stated that he does not anticipate seeing any significant costs by leaving Civil Service.

Assistant Town Administrator Mendes provided an overview of the FY21 budget, which has been amended since the last review by the Finance Committee on October 22. Of note:

- Increase to the estimated Meals Tax due to visible trends that people are still patronizing businesses during COVID-19
- Increase to rental income
- Reducing transfer from stabilization by \$200,000. The total additional revenue being budgeted is \$469,985
- Decreased the amount allocated to new school positions by half. The rationale for this is that we can cover 2 more months with CARES ACT funding and the rest of the year would be only for 6 months. Martha Sybert, the Business Administrator for the Public Schools spoke to request that this decrease not occur. The Occupational Health Nurse

position is a contracted position from September to June, 60% which falls after January 1st when CARES Act Funding runs out. The IT position was hired at higher than anticipated. She also stated they would like to use this year's budget as a base for the FY22, which TA Fitzgerald discouraged due to how unusual this fiscal year and FY22 will be. Ms. Sybert requested that \$20,000 be restored to fund those two positions.

- Vice Chair of the Finance Committee Mary Ellen Fletcher pointed out that these expenses may be eligible for CARES act funding, so a potential strategy could be not to budget for the positions, and if CARES Funding is received it could cover the positions. If that is not possible, then the Finance Committee pledged to address the expenses by other means. The Finance Committee agreed to this strategy.
- Legal budget increased
- Technology budget increased to install video cameras at two sites in Town for safety and trash dumping reasons

The Chair of the Finance Committee Tim Dorsey and Ron Mendes clarified that this budget is not final and is still in process despite being printed in the warrant as it currently is.

There was a conversation about the technology budget and whether the cost of the security cameras is necessary at this time and if it can be addressed in the FY21 budget.

Mr. Mendes said he will go back and do further analysis on union and non-union raises as there were some questions about these line items.

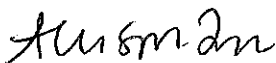
On Monday the Finance Committee will target to finalize recommendation on the budget and review the rest of the warrant articles and determine if they need to weight in on Civil Service article.

There was a discussion about personnel costs and procedures and communication with the Finance Committee. Town Administrator Fitzgerald suggested in the future that there be a discussion about having an End of Employment Stabilization Fund that prevents the impact End of Employment situations can have on the operation budget.

On **MOTION** (Jill) and **SECONDED** (Cinder) it was **VOTED** by roll call to adjourn the meeting. Roll call: Tim Dorsey (YES), Matt Kirschner (YES) Jill Sullivan (YES) Joan Hilario (YES) Eric Hartmann (YES) Cinder McNerney (YES) Mary Ellen Fletcher (YES)

Meeting adjourned at 8:55 PM

True Attest,



Allie Fiske, Assistant to the Town Administrator

Minutes APPROVED by vote of the Finance Committee 2/8/2021