

Swampscott Finance Committee Meeting
Monday, May 1, 2017
7:00P

Attending: Marzie Galazka (chair) Polly Titcomb, Jill Sullivan, Mary Ellen Fletcher,
William Jones, Gail Rosenberg, Joan Hilario

Absent: Cinder McNerney

Also present: Sean Fitzgerald (Town Administrator), Peter Spellios (BOS), Ron
Mendes (ATA), Gino Cresta (ATA) Naomi Dreeben (BOS), Michael McClung (Town
Moderator)

Meeting called to order at 7:01

Motion to approve minutes of 4/19, 4/24 and 4/26 Gail/Bill. 8-0

Town Administrator, Sean Fitzgerald came to help us with the warrant.
On Warrant Article 5: Does the Fincom need to opine on accepting a road as a public
way. He feels we certainly should. This is a citizen's petition. Gracie Lane has been
built to town specifications. Mr. Cresta asserts that the cost is negligible for trash,
snow removal. Mr. Jones asked whether or not the taxes would be increased based
on this acceptance. Mrs. Sullivan asked if there was a covenant. No.
Fletcher/Rosenberg motion. 8-0

On Article 6: There are three positions that have been created a year ago that were
never included in the changes in the personnel classifications. There are no changes
this year – we are just advancing certain employees through the classifications.

The TA reconciled all the FTEs for the year – needed to make some adjustments
based on stipends that used to be considered half-time. One of the half-time
employees is the facilities director who just switched to being entirely on the Town
side of the ledger.

Sullivan made a motion to approve 6 and 7/Rosenberg: 8-0.

TA was asked if the new Assistant Town Administrator positions are reflected in the
personnel classifications. He stated that they are contracted positions. It is a
question of doing more with the staff we have – setting higher expectations.
Centralizing accountability is the main goal. While it seems as though each position
has an enormous amount of responsibility. Mr. Fitzgerald feels there will be greater
accountability from this structure. We made significant changes without asking for
more money. We have posted the town Accountant position at \$80K – that would be
without the additional duties the former town accountant had as an assistant town
administrator. It is very important to Mr. Fitzgerald to retain talent. Ms. Fletcher
asked if the issue of the Town Treasurer overseeing the Town Accountant would be

a problem with the State. Mr. Fitzgerald indicated he has looked into that and it will not be a conflict.

Mr. Jones asked if the two newly created Assistant Town Administrators positions will result in additional FTEs in the future. Mr. Fitzgerald said they will not result in additional FTEs in the future.

Article 9: Collective Bargaining Agreements

Two contracts were approved by the Clerical Union – 1% wage increase - \$4200 Fire department around 21K. These were place-holder contracts with the change in leadership. DPW, Police and Library have not ratified the contracts yet. We will carry the additional amounts for those unions in the accountant's salary reserve line item. We have legal representation with us when we negotiate contracts going forward. Sullivan/Fletcher 8-0.

The TA went through the decreases in various budgeted line items of \$63,925 that would be transferred to budget item 15 Accountant's Salary Reserve. These reflect the other units that have not agreed to contracts yet.

Additional changes to the budgets reflect the two promotions: Reduce TA salary by \$7,900 reflecting the new TA. Decrease Accountant by 21K. Increase the DPW directors and treasurer's salaries to account for their new roles. No changes to the bottom line.

Article 11: \$1000 Certification for the Town Clerk. Local option. This is a stipend. Fletcher/Sullivan 8-0

Article 12: OPEB Trust fund. Housekeeping to make sure that the accounting of the money we have set aside for OPEB is proper. This sets up an irrevocable trust – a requirement for our actuary to give us credit for those set-asides. By the time it is set up, there will be \$1.7MM in it. This will allow us to invest it and it will get properly included in our actuarial valuation. Jones/Titcomb 8-0.

Article 16: Capital Recommendations. TA argues lets not buy more modules of MUNIS until we have completed the implementation of the ones we already have.

Article 17 and Article 18: We need more information.

Article 20: Free Cash for retirement.

TA agrees that there may be more information that would be useful to analyze this article. Recommends indefinitely postpone. Mr. Spellios indicated that the BOS is supportive of the idea of indefinite postponement. There is no concern with having too much free cash. Sullivan/Hilario 7-0-1

Article 21: Free cash to offset the tax rate – lets take more time to look at how we use our financial reserves and find opportunities to be strategic about how we use

this free cash. Mr. Spellios indicated that the free cash may be used to keep rates lower.

Article 22: Just another tool to employ to ensure that taxes are collected.
Fletcher/Sullivan 8-0

Article 23: Revolving Funds – Recreation revolving fund has a number of different accounts. Annual revenue ranges between 220K and 250K. Expenditures – also variety of lines that range from \$202K to \$220K. All are within the appropriation. Ms. Galazka asked if this could be presented in the budget in the future so we can see the accounting. Ms. Fletcher notes that the revolver has excess funds in it and we should not be adding the amounts for extras that we are being asked to fund. Mr. Mendes explains that the general fund items are those that aren't charged for. One of the issues may be timing – where the time that the fiscal year ends, the books don't reflect outflows. Ms. Fletcher asked for this year's detail. Ms. Fletcher asked about whether or not most towns have their Farmers' Markets within the town umbrella.

Article 27: Possession of Alcohol – Mr. Dorsey reports the chief sees this as an additional tool to use to get kids to comply. Dorsey/Fletcher 7-1.

Article 30: Tourist Lodging Overlay.
Article 29: Inclusionary Zoning

Article 33: Liquor Licenses – adding more liquor licenses for economic development
- Titcomb/Hilario 8-0

Article 35: Assessor's overlay. \$275,978 was allocated to the overlay account. \$670,457 is in the account. This is to account for the reval. Sullivan/Rosenberg 8-0.

Leaves 16-17-18-20 and 21.

Motion to adjourn Jones/Hilario