

**BOARD OF SELECTMEN
MEETING MINUTES
Wednesday, April 9, 2019
Swampscott, MA 01907**

ATTENDANCE: Selectmen Naomi Dreeben, Chair Peter Spellios, Vice Chair Pat Jones, Selectmen Don Hause, Selectmen Laura Spathanas, Town Administrator, Sean Fitzgerald

Pledge of Allegiance 7:07 pm

RESIDENT COMMENT

Joe Douillette- Media Arts Instructor / Cable TV Coordinator spoke on the performance that the Big Blue Band will be having on 4/27 at 1:30pm at the First Church. This is a partnership between the senior center and members of the band- and it is made possible by a grant from the Cultural Council- tickets are \$10- each email joe@bigblueband.com for tickets- entrance is free for youths and seniors. Hope to see you there.

Selectmen Hause sadly spoke about the Big Blue Community suffering the tragic loss of Max Carbone. He was a wonderful young man that anyone would want for one of our children to emulate. Selectmen Hause's son grew up with Max and spoke about his special relationship with his friends. There has been a tremendous amount of support from the community. He asked that we all continue to support the Carbone family. A Celebration of Max Carbone's Life will be held on Saturday, April 13th @ 3 p.m. at SHS .

Town Administrator gave a quick update on the capital plan from the Capital Improvement Committee.

- a revised amount for the purchase of a Sidewalk Snow Tractor based on an updated quote from the DPW;*
- an increase in the amount for the purchase of an infield grooming machine due also to an updated quote received by the DPW;*
- a change from purchasing a 1-ton dump truck to purchasing a 6-wheel dump truck for the DPW due to a vehicle breaking down and needing an expedited replacement (the original request for the 1-ton dump truck will be deferred to FY2021);*
- a clarification to the upgrades to Town Hall to make it clear that it is for needed roof repairs and masonry work; and*
- an increase of \$3,000 to the purchase of a Police Cruiser to allow the Police Department to purchase its first hybrid police cruiser for the fleet.*

Selectmen Spellios would like to have a further discussion on if certain items should be on the operating budget vs the Capital improvement plan. He would like a detailed explanation of things that weren't sitting in the CIP 6 months ago / 12 month ago and why they are now on the CIP? Asked that the funding source column be updated. These items will be discussed at the May 1st meeting.

The Town Administrator and Ron Mendes reviewed in detail the Warrant Articles.

Article 6 – Amend FY19 budget- best practice article in the event modifications to the annual operating budget for the current fiscal year are needed

It is good practice to always include this article on a town meeting warrant in the event modifications to the annual operating budget for the current fiscal year are needed. We will continue to monitor the current fiscal year's budget, and while we expect to be able to handle all modifications to the budget through via end of year transfers, allowing this on the warrant allows the flexibility to utilize this method of making budget changes should the need arise.

Article 7 – Establish PEG Enterprise Fund- establish an enterprise fund for the best method of administering the PEG fund

We have been internally debating the best method of administering the PEG Fund and have come down to this proposal, which is to establish an enterprise fund. This will treat this fund in the same manner as the Water & Sewer Funds, which is to anticipate the revenue that is expected to be received by Comcast and Verizon throughout the year, and spend these funds on both operating and capital expenses needed to fund the local access cable TV program.

Article 9 – Approve Transfer of Free Cash – Stabilization / OPEB Funds-

In previous years, transfers to the Stabilization Funds and the OPEB Fund were included with the operating budget, which resulted in substantial fluctuations in analyzing the annual operating budget. The decision was made this year to carve these transfers out into a separate warrant article so that this analysis would be separated from any analysis done on the annual operating budget.

Discussion on carving transfers out into a separate warrant article so that this analysis would be separated from any analysis done on the annual operating budget BOS asked to see the totality – This will be revisited at the April 24th BOS meeting.

Article 10 – Approve Transfer of Free Cash – Certain Capital/Grant Funds-

There are several Capital Projects & Grant Funds for which the Town has been carrying deficits over the years. The only method of closing out these deficits is to transfer funds into these accounts from Free Cash to close them out.

The Capital Article deficits are the result of how the accounting for paying off Bond Anticipation Notes that were not rolled into long-term bonds was handled. There was an accounting adjustment that should have charged the principal amount of these notes to the debt service expense line item in each respective fiscal year, but that was not done resulting in an unexpended line item in each of these years falling into Free Cash. The only way to take the funds back from

Free Cash is by vote of town meeting. This is strictly an accounting reconciliation and will not affect the Town's bottom line.

Fund	Amt.	Year
Capital Article 9 ATM 05/7/07	\$102,493	2007
Capital Article 7 ATM 5/5/14	\$233,846	2014
Capital Article 5 ATM 5/4/15	\$149,563	2015
Criminal Justice Grant	\$ 951	2015
MASSCEC grant	\$ 10,148	2014
VAWA stop ARRA grant	\$ 8,270	2016

Selectmen Spellos asked the Town Administrator and Ron Mendes clarify this article to help the Town Meeting Members understand it better.

Article 11 – Approve Transfer of Water Fund Retained Earnings – Reduce Water Rates- Proposed to take funds from retained earnings in the water and sewer enterprise funds and use these funds to off-set water and sewer rates in FY2020

Article 12 – Approve Transfer of Sewer Fund Retained Earnings – Reduce Sewer Rates These two articles are being proposed to take funds from retained earnings in the water & sewer Enterprise funds and use these funds to off-set water & sewer rates in FY2020.

It is a good practice to evaluate the use of retained earnings to help off-set some increases to the enterprise rates.

The BOS asked for more information on what the unified vision is. Factor Stacey Brook in and debt management plan on water and sewer side. The rate relief needs to be tied to something.

Article 13 – Establish Water Enterprise Capital Stabilization Fund-

Article 14 – Approve Transfer of Water Fund Retained Earnings – Initial Funding of Water Enterprise Capital Stabilization Fund- Both these articles is a good practice to establish a stabilization fund within the enterprise fund for capital projects to help level the rates.

It is good practice to establish a stabilization fund within the enterprise fund for capital projects to help level the rates.

BOS asked what are things such as Stacy Brook and deferred maintenance that this can be tied to.

There should be better communication to the residents when road projects are happening.

BOS would like more of a handle of what we are really doing with this money.

It was asked that post town meeting revisit Stacy Brook, water main sewer main plan and roads. A thought is to have Town Meeting members and two BOS members work with the Town Administrators on this.

Article 15 – Establish Sewer Enterprise Capital Stabilization Fund-

Article 16 – Approve Transfer of Sewer Fund Retained Earnings – Initial Funding of Water Enterprise Capital Stabilization Fund- It is good practice to establish a stabilization fund within the enterprise fund for capital projects to help level the rates.

It is good practice to establish a stabilization fund within the enterprise fund for capital projects to help level the rates.

These four articles are both establishing, and then providing seed funding, for capital stabilization

funds in the water & sewer enterprise funds in order to utilize this method of supplementing on-going capital projects in the water & sewer enterprise funds.

*Article 17 – Appropriate from Transportation Network Fund- This will appropriate funds in the Transportation Network fund to cover expenses related to the impact of transportation network services on roads, bridges, and other infrastructure -appropriating for public safety project on Humphrey Street—change warrant article to be specific to that
This will appropriate funds in the Transportation Network Fund to cover expenses related to the impact of transportation network services on roads, bridges, and other infrastructure*

Selectmen Dreeben asked to look into eliminating the bump out on Humphrey Street in front of mission- Ana Lanzilli will follow up with Gino.

*Article 18 – Retiree COLA Increase- Town accept provisions of the general laws that would increase the COLAs being given to retirees. Cost from retirement Board of what this would be?- This proposal is being requested by the Swampscott Retirement Board in order to request that the Town accept provisions of the general laws that would increase the COLAs being given to retirees. We are awaiting analysis from the Retirement System’s actuary on the actual cost of this provision to the town. This has been proposed in years passed and not acted on at town
BOS asked for an analysis to be presented at the April 24th BOS meeting.*

Article 19 – Authorize Veterans’ Work-off Tax Abatement Program- Veteran’s work off program just like our senior work off program –

Selectmen Spelliios spoke about a quarterly news letter to help with communication

Article 20 – Amend Senior Citizens’ Work-off Tax Abatement Program- communicating this program better- advertising it and soliciting it for it

The Town has offered a program for the past 18 years that allows senior citizens who meet certain income eligibility requirements to volunteer either for the town, or for approved community service type activities, and in turn received a credit on their tax bill. This program is paid for through the overlay since it is included in the part of the law that governs tax abatements. Article 19 proposes to also establish this program for veterans

The BOS were very much in favor of this article. Selectmen Spathanas suggested changing the order of these two articles and the Board Members agreed.

Article 23 – Amend General Bylaws – Revolving Funds-

This article appears annually for town meeting to both approve the spending limits in all of the town’s locally generated revolving funds (there are other revolving funds, mostly in the School Dept. that do not fall under the purview of this bylaw).

This is also the mechanism for creating additional revolving funds, and we are proposing two new revolving funds going forward:

Public Street & Sidewalk Maintenance Revolving Fund would allow the DPW to collect funds from 3rd parties that (National Grid is an example) regularly tear into streets and sidewalks to do utility work and leave the streets and sidewalks in less than ideal status of repair when they are done. The DPW would like to be able to work with these 3rd parties to have them pay the DPW to bring the

streets to a good status of repair and this mechanism would allow for this.

This mechanism would also allow property owners who would like to pay the town to fix sidewalks and streets adjacent to their properties.

Vehicles & Equipment Replacement Revolving Funds would allow the Town to sell surplus vehicles and equipment and place the proceeds into these funds to be used to offset the cost of purchasing replacement vehicles & equipment.

*Article 27 – Adoption of General Bylaw – Blighted / Unsafe / Vacant Buildings- The bylaw would allow the town to take action with respect to blighted/unsafe/vacant buildings – Waiting on language from Town Counsel hope to report back on the 24th meeting
This bylaw would allow the town to take action with respect to blighted/unsafe/vacant buildings*

Selectmen Spelliios stated that the language submitted on Friday regarding zoning by law change be sent to Town Counsel. Town Administrator will follow up with Town Counsel and Angela Ippolito.

The VFW property lease is up soon and between now and April 24, 2018 information on licensing issue and change of manager should be presented. The BOS asked to consult with Town Counsel if we can require proceeds of that property be invested into Veteran programming or Capital projects for Veterans.

There was discussion on how the old Police Station would be an opportunity for Veteran services too.

Owners of White Court Property in conjunction with their project are looking to relocate the access way. This was put on the Warrant as a placeholder. BOS asked for a presentation including plans and where the new easement would be and what exactly is going to be done. This will be presented at the 4/24/19 BOS Meeting.

Updated budget recommendations will be sent later this week by TA.

Selectmen Hause spoke on last weekend's ribbon cutting ceremony at Dashing Diva for launch of reopening. It was a great event and he wishes the business the best of luck.

BOS asked that the Town Clerk send a reminder regarding the Absentee ballot and how to obtain one.

The BOS thanked Marzie Galazka who is reaching out to each individual business as the new Community and Economics Director.

Lynn Item is graciously sponsoring candidate's forum on 4/11/19 at 6 p.m. in B129 at the High School.

Town Administrator gave a week in review along with department head updates

Selectman Hause thanked the Public Works Dpt. for the Turf Field lights.

Motion to adjourn by Selectmen Spelliios the motion was seconded by Selectmen Spathanas all BOS members were unanimously in favor.

