



*Select Board Regular Session Minutes
Swampscott High School
200 Essex Street, Room B129
December 6, 2023, 6:30 PM*

*David Grishman, Chair
Catherine Phelan, Vice Chair
MaryEllen Fletcher
Peter A. Spellios
Douglas Thompson*

**Received by Town Clerk
January 17, 2024 12:31 pm**

*Sean R. Fitzgerald
Town Administrator
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SELECT BOARD MEMBERS PRESENT: DAVID GRISHMAN, MARYELLEN FLETCHER, KATIE PHELAN, PETER SPELLIOS, DOUG THOMPSON

MEMBERS ABSENT: NONE

OTHER TOWN OFFICIALS PRESENT: SEAN FITZGERALD, TOWN ADMINISTRATOR, MARISSA MEANEY, LAND USE COORDINATOR, COMMUNITY DEVELOPMENT, AMY SARRO, DIRECTOR OF ADMINISTRATION & FINANCE, PATRICK LUDDY, TOWN TREASURER/COLLECTOR, ANGELICA NOBLE, LIQUOR LICENSES/SWAMPSCOTT POLICE, JAY LOCKE, OFFICER, SWAMPSCOTT POLICE DEPT., CHERYL MOSCHELLA, ASSESSOR, MR. ERIC HARTMANN, CHAIR, FINANCE COMMITTEE, MR. WAYNE SPRITZ, CHAIR, SOLID WASTE ADVISORY COMMITTEE, MS. TASIA VASILIOU, CHAIR, BOARD OF ASSESSORS, MR. NEIL SHEEHAN, VICE CHAIR, BOARD OF ASSESSORS, MS. LARA GOODMAN, SECRETARY, BOARD OF ASSESSORS

OTHER: RICHARD SIMMONS, RETIRED ASSESSOR

MEETING CALLED TO ORDER AT 6:33 P.M.

MR. GRISHMAN READ THE SELECT BOARD'S PRESS RELEASE REGARDING AN INCIDENT OF HATE IN TOWN. MR. SPELLIOS DISCUSSED THE INCIDENT, STATING THAT THE DEFACED SIGN IS IN FRONT OF A 19 Y.O. SWAMPSCOTT RESIDENT WHO GIVES A LOT BACK TO THE TOWN. THIS ADVOCATES ELIMINATING HIS FAMILY AND MILLIONS OF PEOPLE FROM EARTH. WE SHOULD ALL BE HORRIFIED AND DISCUSS IT. TA FITZGERALD: WE KNOW THIS EXISTS, IT'S ONLINE, HATE IS ON THE RISE HERE AND NATIONALLY AND WE NEED TO TALK ABOUT IT. AN INVESTIGATION IS ONGOING. MR. THOMPSON ASKED IF THERE ARE PROGRAMS IN SCHOOLS OR IF ANTISEMITISM IS BEING DISCUSSED AND WHAT THE NEXT STEPS ARE. MS. PHELAN STATED THAT EVERY DEFAMATORY INCIDENT IN TOWN HAS BEEN ANTISEMITIC AND FEELS WE NEED A DEI CONSULTANT TO HELP THE TOWN MOVE FORWARD IN WAYS THAT ARE THOUGHTFUL AND TANGIBLE.

MR. JOHN PICARIELLO BROUGHT IN WOOD BOWLS THAT HE BROUGHT IN TO PRESENT TO RETIRED POLICE CHIEF MADIGAN AND RETIRED POLICE CHIEF BREEN.

A. TOWN ADMINISTRATOR'S REPORT:

- i. TODAY WE'LL DISCUSS TAX RATE AND AM RECOMMENDING THAT WE MOVE THE CIP SPLIT TO 1.75 AND USE \$1M TO OFFSET THE DEBT SERVICE FOR THE NEW ELEMENTARY SCHOOL.
- ii. WE WILL BE HAVING A SPECIAL TOWN MEETING ON MONDAY, DECEMBER 11TH PRIMARILY TO DISCUSS THE USE OF FREE CASH/STABILIZATION FUNDS TO OFFSET THE ANNUAL LEVY.
- iii. MET WITH MR. THOMPSON AND HISTORICAL COMMISSION CHAIR NANCY SCHULTZ TO DISCUSS SAVING ELEMENTS OF THE HISTORIC GLOVER PROPERTY.
- iv. THE NEW SCHOOL IS ON TIME & ON BUDGET. IT WAS JUST ONE YEAR AGO THAT WE SIGNED THE CONTRACT. THE MIDDLE SCHOOL'S FIRE ALARM SYSTEM UPDATE HAS BEEN COMPLETED & WAS UNDER BUDGET.
- v. CONTINUE MEETING WITH MAYOR NICHOLSON TO DISCUSS KING'S BEACH. THERE IS A MEETING TOMORROW WITH STATE & FEDERAL OFFICIALS TO DISCUSS REMEDIATION OF KING'S BEACH. STAKEHOLDERS ARE EAGER TO MOVE FORWARD AND HAVE AGREED TO SHARE COSTS. THERE WILL BE A TOWN LANDING PAGE ON THE WEBSITE SOON.

- vi. MEETS REGULARLY WITH TRI-CHAIR AND APPRECIATES THE WORK OF THE FINANCE TEAM. I'VE ASKED THEM TO ENSURE THAT LAST YEAR'S AGREEMENT TO TRANSFER EXCESS CHAPTER 70 MONIES IS ON THE NEXT SPECIAL TOWN MEETING WARRANT ALONG WITH THE TRANSPORTATION REIMBURSEMENT FOR HOMELESS STUDENTS.
- vii. WENT TO A RECENT MMA MANAGERS MEETING WHERE SOME OF MY COLLEAGUES WERE EAGER TO DISCUSS MY EXPERIENCES LEAVING CIVIL SERVICE AS WELL AS TOWN FINANCES.
- viii. OVER 15 BOUTIQUE HOTEL DEVELOPERS HAVE VISITED THE HADLEY. THERE HAVE BEEN SOME REPEAT TOURS WITH DEVELOPERS WHO HAVE BROUGHT IN THEIR TEAMS. RFPs ARE DUE BACK DECEMBER 14TH.
- ix. THE SENIOR CENTER CONTINUES TO BE BUSY. THERE WILL BE AN ART SHOW STARTING DECEMBER 15TH FOR THE OPENING MINDS THROUGH ART PROGRAM. THEY'RE APPLYING FOR A GRANT FOR AN ELECTRIC VAN.
- x. INTERVIEWED EIGHT POTENTIAL POLICE CANDIDATES; POLICE PATROLS ARE STOPPING AT SYNAGOGUES REGULARLY; PD HAS SECURED TRAFFIC & PEDESTRIAN SAFETY GRANTS; THE NEW DOCKWA HARBOR SOFTWARE HAS INCREASED REVENUE. DOCKMASTER LT. WATERS IS PLANNING ON INCREASING THE NUMBER OF MOORINGS UP FROM THE CURRENT FOUR.
- xi. WE'VE MADE A CONDITIONAL OFFER TO A FIREFIGHTER. PULL BOXES ARE BEING DECOMMISSIONED AND TRANSITIONED TO RADIO BOXES.
- xii. BUILDING DEPT. IS DONE PACKING UP FILES TO SHIP TO THE ARCHIVE COMPANY.
- xiii. DPW HAS BEEN BUSY, PAVING 29 ROADWAYS FOR ALMOST \$1MM AND, WITH HELP FROM THE TREE COMMITTEE, HAS PLANTED 60 TREES!
- xiv. THE LIBRARY IS ALSO BUSY WITH PROGRAMMING AS WELL AS EXPANDING THE OFFERINGS OF THE "LIBRARY OF THINGS". THEY'LL HAVE GINGERBREAD KITS AVAILABLE FOR FOLKS TO TAKE HOME AND BUILD. USERS WILL BE ASKED TO SEND A PICTURE OF THEIR HOUSE FOR THE LIBRARY'S WEBSITE.
- xv. HUMAN RESOURCES CONTINUES TO FILL VACANCIES. PETE IS CURRENTLY SCREENING APPLICANTS FOR THE HR/EMPLOYEE EXPERIENCE MANAGER AS WELL AS FOR THE POLICE DEPARTMENT'S ADMINISTRATIVE ASSISTANT POSITION.
- xvi. LAST, BUT NOT LEAST, AS OF DECEMBER 1ST, THE TOWN TRANSITIONED FROM USING BLACKBOARD FOR NOTIFICATIONS TO ONSOLVE. I HIGHLY ENCOURAGE RESIDENTS TO SIGN UP SO AS NOT TO MISS ANY IMPORTANT EVENTS.

MS. FLETCHER ASKED ABOUT THE PROCESS FOR PEER REVIEW (TA FITZGERALD HAS DISCUSSED WITH KLEINFELDER TO HELP PUT TOGETHER A SCOPE FOR A PEER REVIEW AS WELL AS HELP PUTTING TOGETHER AN RFP. HE ALSO MET WITH THE EPA TO DISCUSS A PEER REVIEW). 2) HAVE WE USED ALL OF THE MONEY IN CAPITAL FOR PAVING? (MR. LUDDY WILL GET THE INFORMATION).

MR. GRISHMAN: HOW QUICKLY WILL THE CANDIDATES BE READY? (TWO OF THEM ARE POLICE OFFICERS ALREADY, TWO HAVE TO ATTEND ACADEMY, WHICH COULD TAKE 6-9 MONTHS; 2) ARE THERE MEASURES PUT IN PLACE TO KEEP SPEED DOWN AFTER THE ACCIDENT ON PARADISE & WALKER? (TA FITZGERALD HAS CHARGED POLICE & FIRE TO MAKE SIGNIFICANT INVESTMENTS IN PEDESTRIAN SAFETY OUT OF THE CAPITAL PLAN. THERE ARE OTHER GRANTS BESIDES COMPLETE STREETS, INCLUDING MASSDOT). MR. THOMPSON ASKED ABOUT \$200,000 ALLOTTED FOR PEDESTRIAN SAFETY (TA FITZGERALD WILL COME BACK WITH UPDATES).

- B. PUBLIC COMMENTS:** SUZANNE WRIGHT, PRECINCT 3: WAS DISCOURAGED OF BOARD'S REACTION OF THE SCHOOL DEPARTMENT'S BUDGETARY ISSUES. THE ARTICLES REQUESTED TO ALLOCATE ADDITIONAL CH 70 FUNDS & TRANSPORTATION FUNDS FOR HOMELESS WILL BE INCLUDED IN THE NEXT TOWN WARRANT. SHE APPRECIATES THE COLLABORATIVE EFFORT BETWEEN THE TRI-CHAIR, FINANCE COMMITTEE, AND SCHOOL COMMITTEE. THERE ARE SOME COSTS THAT SCHOOLS ARE FACING THAT ARE OUTPACING THE FINANCIAL POLICY, INCLUDING OUT OF DISTRICT TUITION, THE CIRCUIT BREAKER WAS DRAWN DOWN LAST YEAR, THERE WERE INCREASED STAFFING MANDATED DUE TO INCREASES IN IEPs, THERE MAY BE A SPECIAL ASSESSMENT BY THE COLLABORATIVE FOR MAJOR REPAIRS THEY HAVE TO MAKE, ANTICIPATED OPERATING COSTS OF THE NEW SCHOOL, ANTICIPATED TRANSPORTATION COSTS OF AN ADDITIONAL \$200,000 FOR TWO ADDITIONAL BUSES.

AMY OCONNOR, THERE SHOULD HAVE BEEN TWO ARTICLES ON THIS WARRANT, THERE WAS AN AGREEMENT IN WRITING REFLECTING THAT CHAPTER 70 FUNDS WOULD BE ADDED TO THE SCHOOL BUDGET AND THAT THE TOWN DID NOT FOLLOW THE WRITTEN AGREEMENT WITH THE SCHOOL AND SUPERINTENDENT. THIS WAS NOT A LAST MINUTE REQUEST & SHE FEELS THERE IS A LACK OF TRUST WITH THE TOWN ADMINISTRATOR. SHE ALSO FELT SHE HAD ASSURANCES THAT THE ARTICLES WOULD BE ON IT

AND IS DISAPPOINTED THAT IT WAS NOT. MR. SPELLIOS REMINDED THE AUDIENCE THAT THE SELECT BOARD ALLOWS PUBLIC COMMENT.

GLENN PASTER, PRECINCT 2: THE SCHOOL COMMITTEE INVITES BOTH THE SELECT BOARD AND FINANCE COMMITTEE TO THEIR MEETINGS TO TALK ABOUT FINANCES AND WOULD LIKE TO HAVE A JOINT MEETING. HE THANKED THE BOARD FOR TALKING ABOUT ANTISEMITIC WORDS. FOR THE RECORD, THE SCHOOL COMMITTEE DOES HAVE PUBLIC COMMENT.

NEAL PERLSTEIN, PRECINCT 5: DISCUSSED THE NEW PICKLE BALL COURTS, IT'S A FLOOD ZONE AS WELL AS A WETLAND. HE IS ALSO CONCERNED ABOUT THE NOISE. NEIGHBORS WEREN'T NOTIFIED ABOUT THE TOWN BUILDING NEW PICKLE BALL COURTS AND ASKS THAT IT BE STOPPED AND HOPES IT'S VOTED DOWN DURING TOWN MEETING.

MR. SPELLIOS: DISCUSSED THE SCHOOL COMMITTEE BEING HERE AND ASKED THAT THEY STAY FOR THIS MEETING WHILE THE BOARD IS DISCUSSING THE TAX RATE AND WHAT WILL BE THE LARGEST TAX INCREASE BEING PRESENTED IN ORDER TO PAY FOR THE NEW SCHOOL.

C. NEW & OLD BUSINESS:

1. ANNUAL PERMIT RENEWALS: LIQUOR LICENSES: MS. ANGELICA NOBLE AND LT. JAY LOCKE, SWAMPSCOTT POLICE DEPARTMENT, DISCUSSED THE ANNUAL LIQUOR LICENSE PERMIT RENEWALS AND THE PROCESS, WHICH INCLUDES MINIMUM AGE ANNUAL COMPLIANCE CHECKS, THE LICENSE TYPES AND FEES, THE ONE DAY LIQUOR LICENSE POLICY AND THE BRING YOUR OWN BOTTLE POLICY (NEW IN 2022).

MS. FLETCHER ASKED IF THE BUILDING INSPECTOR NOTIFIES MS. NOBLE ABOUT HIS INSPECTIONS (HE SENDS HER THE INFORMATION AFTER HIS INSPECTIONS).

UPON **MOTION**, DULY MADE BY PETER SPELLIOS, SECONDED BY KATIE PHELAN, IT WAS UNANIMOUSLY **VOTED** TO APPROVE THE LIQUOR LICENSE PERMITS AS SET FORTH, TABLING THE CLUB ALL ALCOHOL LICENSES (ST JOHN'S, SWAMPSCOTT CLUB, SWAMPSCOTT YACHT CLUB) UNTIL THE NEXT MEETING, AND CONDITIONED UPON COMPLETION OF THE REMAINING ITEMS AS SET FORTH IN THE PRESENTATION FOR REINSPECTION AND PAYMENT OF BALANCES: ALL IN FAVOR: YES. ANY OPPOSED: NO. **MOTION CARRIES.**

COMMON VICTUALLER: MS. MEANEY: THERE ARE 38 ISSUED AT \$125 EACH. CURRENTLY, FOUR ARE PENDING DUE TO OUTSTANDING ISSUES SUCH AS NON-PAYMENT.

UPON **MOTION**, DULY MADE BY DOUG THOMPSON, SECONDED BY MARYELLEN FLETCHER, IT WAS UNANIMOUSLY **VOTED** TO APPROVE THE COMMON VICTUALLER PERMITS AS SET FORTH, EXCEPT FOR THE FOUR BUSINESSES LISTED ON THE PRESENTATION AS HAVING OUTSTANDING ISSUES. THOSE PERMITS WILL BE ISSUED UPON COMPLETION OF THE OUTSTANDING ITEMS: ALL IN FAVOR: YES. ANY OPPOSED: NO. **MOTION CARRIES.**

ENTERTAINMENT: MS. MEANEY: THESE INCLUDE MUSIC (LIVE OR RECORDED), DANCING, WIDESCREEN TV, MOVIES OR ATHLETIC EVENTS. FOURTEEN HAVE APPLIED AND ARE ALL IN COMPLIANCE, INCLUDING PAYMENT OF THE \$125 FEE. MS. MEANEY ALSO CHANGED THE APPLICATION TO MAKE IT MORE USER FRIENDLY AND SIMPLE.

MS. FLETCHER: DOES ENTERTAINMENT COVER OUTDOOR TOO (YES). HAVE THERE BEEN COMPLAINTS (YES, DOCKSIDE PUB, WHEN THEY FIRST OPENED, THE OWNER DIDN'T REALIZE THAT THE VOLUME OF THE INDOOR MUSIC TRIGGERS THE VOLUME OF THE OUTDOOR MUSIC. HE HAS SINCE PUT IT ON A SEPARATE STEREO AND MS. MEANEY DOESN'T FEEL THERE WILL BE AN ISSUE NEXT YEAR). MS. FLETCHER IS CONCERNED THAT DOCKSIDE'S ENTERTAINMENT LICENSE LETS THEM GO UNTIL 1:00 AM. WE APPROVED A 1:00 AM ENTERTAINMENT BECAUSE ZESTFRIENDS HAD A 1:00 AM LICENSE BY TOWN OFFICIALS BUT THEIR LICENSE WAS ONLY UNTIL 10:00 PM MR. SPELLIOS ASKED IF THERE HAVE BEEN ANY CHANGES IN ANY OF THE CURRENT ENTERTAINMENT LICENSES (NO, THEY'RE THE SAME AS LAST YEAR).

MR. SPELLIOS STATED THAT COMMON VICTUALLER PERMIT HOLDERS MAY HAVE ENTERTAINMENT LICENSES BUT NOT ALL ENTERTAINMENT PERMIT HOLDERS HAVE COMMON VICTUALLER LICENSES. HE ASKED MS. MEANEY TO LOOK INTO WHETHER ALL LIQUOR LICENSEES ALSO HAVE ENTERTAINMENT LICENSES.

UPON **MOTION**, DULY MADE BY DOUG THOMPSON, SECONDED BY KATIE PHELAN, IT WAS UNANIMOUSLY **VOTED** TO APPROVE THE ENTERTAINMENT PERMITS AS PRESENTED: ALL IN FAVOR: YES. ANY OPPOSED: NO. **MOTION CARRIES.**

CLASS II: FOUR SEASONS MOTOR GROUP AND PARADISE AUTO SALES ARE THE ONLY CLASS II LICENSE HOLDERS IN 2023 AND IN 2024.

MR. SPELLIOS: 1) FOUR SEASONS HAS 58 VEHICLES FOR SALE ONLINE WHICH THEY BRING TO THE PREMISES TO BE FIXED AND SOLD WHICH HE FEELS UNDERMINES THE LICENSE AND BELIEVES THIS IS A ZONING ISSUE. LT. LOCKE STATED THERE ARE NO REGULATIONS FOR SELLING VEHICLES ONLINE. 2) ASKED ABOUT PARADISE AUTO WHICH ALSO SERVICES CARS ON THEIR SITE. PER LT. LOCKE, THEY ARE IN COMPLIANCE. THE POLICE DEPT. HAS RECENTLY INSPECTED THEIR SITE AND THEY ARE IN COMPLIANCE. EUROLINE IS NOT SELLING CARS. THEY DID NOT RENEW THEIR LICENSE IN 2023 EITHER.

UPON **MOTION**, DULY MADE BY DOUGLAS THOMPSON, SECONDED BY MARYELLEN FLETCHER, IT WAS UNANIMOUSLY **VOTED** TO APPROVE CLASS II PERMITS: ALL IN FAVOR: YES. ANY OPPOSED: NO. **MOTION CARRIES.**

2. **ONE-DAY LIQUOR LICENSE POLICY:** MS. NOBLE PRESENTED AN UPDATED POLICY FOR ISSUING ONE DAY LIQUOR LICENSES. APPLICANTS COMPLETE AN APPLICATION WHICH WILL NOW INCLUDE A FLOOR PLAN AND MUST BE RECEIVED 14 DAYS PRIOR TO THE EVENT. THE FEE IS \$50 AND WE REQUIRE TIPS CERTIFICATION, CERTIFICATE OF LIABILITY AS WELL AS COMPLIANCE WITH ABCC RULES AND REGULATIONS. THE BOARD ASKED FOR MORE SECURITY, UTILIZATION OF WRIST BANDS, LIMIT TO BEVERAGE SALES AND BEVERAGES HAVE TO BE OPENED. IN 2023, THE TOWN HAS ISSUED 28 ONE DAY LIQUOR LICENSES WITH TWO PENDING.

MR. SPELLIOS ASKED THAT THIS POLICY AND APPLICATION BE POSTED ON THE WEBSITE WHEN COMPLETED.

MS. PHELAN: 1) ASKED ABOUT ENFORCEMENT SUCH AS BOTTLES MUST BEING OPENED AND USERS STAYING WITHIN THE BOUNDARIES (POLICE HAVE THE DISCRETION TO STOP THE EVENT SHOULD SOMETHING OCCUR. MR. SPELLIOS WOULD LIKE TO SEE ENFORCEMENT ADDED TO THE POLICY). 2) WOULD LIKE TO REVISIT THIS POLICY IN 2-3 YEARS. TA FITZGERALD ASKED THAT THE APPROVED DATE BE PUT ON THE POLICY.

UPON **MOTION**, DULY MADE BY PETER SPELLIOS, SECONDED BY DOUG THOMPSON, IT WAS UNANIMOUSLY **VOTED** TO APPROVE THE ONE-DAY LIQUOR LICENSE POLICY AS PRESENTED: ALL IN FAVOR: YES. ANY OPPOSED: NO. **MOTION CARRIES.**

3. **FY24 TAX CLASSIFICATION DISCUSSION:** MR. SPELLIOS ASKED THAT THE PRESENTATION BE PUT ON THE WEBSITE FOR RESIDENTS TO VIEW. THERE IS A LOT OF HISTORICAL DATA AS WELL AS ANALYSIS. TA FITZGERALD FEELS IT IS HELPFUL TO DO IT TONIGHT.

MS. SARRO, MS. MOSCHELLO AND MR. SIMMONS PRESENTED THE TAX CLASSIFICATION, DISCUSSING THE CERTIFICATION OF VALUES, THE INCREASE IN COMMERCIAL AND RESIDENTIAL VALUES, THE DECREASE IN NEW GROWTH, WHICH INCREASED IN 2022 & 2023 BUT IS FLAT IN 2024.

MS. FLETCHER: WHAT ARE RATIOS ON STABILIZATION (GENERAL STABILIZATION WILL BE AT 8.84%, CAPITAL AT 1.97% AND FREE CASH TO 3.69%).

MR. THOMPSON: 1) VALUES/TAX INCREASE; 2) FREE CASH, 3) IF WE STAY WITHIN POLICY, HOW MUCH DOES THAT LEAVE (\$481,000)? 3) CAN WE VOTE FREE CASH? (YES).

MR. SPELLIOS: THIS MEETING IS THE ONE TIME A YEAR THAT WE EXPLAIN ALL OF THE TOWN FINANCES, INCLUDING THE NEED TO EXPLAIN HOW PROPERTIES ARE ASSESSED AND TAXED. THIS IS THE LOWEST NEW GROWTH IN A DECADE AND HE WOULD LIKE TO KNOW WHY (NO BIG PROJECTS, SWAMPSCOTT IS DOWN 70%, NO OTHER COMMUNITIES HAVE DECREASED THAT MUCH. MR. SIMMONS STATED THAT THERE IS REASON TO WORRY BECAUSE AFTER 21 ELM ST. AND THE GLOVER ARE COMPLETED, THE TOWN IS ALMOST BUILT UP).

MR. THOMPSON BELIEVES THAT THE PRESENTATION MADE THINGS CLEARER, THAT THERE IS A LIMITED TIME TO MAKE THIS DECISION BUT HE FEELS WE'RE MEETING OUR BASIC OBLIGATIONS, HOLDING STEADY IN OUR SITUATION WITH BIG INVESTMENTS. MR. SPELLIOS BELIEVES WE ARE LIVING UP TO OUR COMMITMENT TO OFFSET THE SCHOOL DEBT. HE THINKS THE THOUGHT WAS TO USE STABILIZATION TO HELP THE SCHOOLS AND THAT WE ARE LIVING UP TO THE SPIRIT. PERHAPS THIS

IS AN OPPORTUNITY TO DISCUSS DROPPING STABILIZATION AND FREEING UP CASH FOR FREE CASH ACCOUNT. HE FEELS THE BOARD IS SKIPPING OVER IMPORTANT CONVERSATIONS. THERE WAS A DISCUSSION FREE CASH, KEEPING RESERVES.

MS. PHELAN ALSO DISCUSSED THE PROMISE TO TAXPAYERS MADE WHEN THEY APPROVED BUILDING THE NEW SCHOOL. TA FITZGERALD DISCUSSED MS. PHELAN'S COMMENTS, HOW ASSESSED VALUES CHANGE THE ALGORITHM AND THE TOWN'S POLICY POSITION AND THE NEED FOR AN ECONOMIC DEVELOPMENT PLAN.

MS. FLETCHER: 1) WON'T APPROVE ANYTHING THAT GOES AGAINST PROMISES MADE TO TAXPAYERS WHEN THEY APPROVED THE NEW SCHOOL. 2) WILL CHANGING THE FINANCIAL POLICIES AFFECT THE TOWN'S NEW S&P AAA RATING?

3) SHE BELIEVES THE BOARD ANTICIPATED DIPPING INTO STABILIZATION FOR THE FIRST FIVE YEARS AFTER BUILDING THE NEW SCHOOL.

MR. SPELLIOS IS COMFORTABLE WITH THE RECOMMENDATIONS OF 1.75, STATING THAT NEW GROWTH IS A DIFFERENT TOPIC.

MS. PHELAN FEELS WHAT IS PRESENTED IS FINE BUT WOULD LIKE TO LOOK AT WHAT THINGS LOOKED LIKE WHEN THE PROMISE WAS MADE AND THE DIFFERENCES NOW.

MR. GRISHMAN IS COMFORTABLE WITH THE TOWN ADMINISTRATOR'S RECOMMENDATION OF THE SHIFT TO 1.75 AND ASKED TO SEE THE S&P REPORT. HE ALSO DISCUSSED NEW GROWTH AND HOW TO GET TO THE VINNIN SQUARE PROJECTS THAT ARE GOING TO GENERATE DOLLARS IN NEW RESIDENTIAL AND COMMERCIAL GROWTH. MS. FLETCHER DISCUSSED HAVING ASSUMPTION TABLES AND HAVING A CONVERSATION ABOUT DEVIATING AWAY FROM GUIDELINES.

MR. SPELLIOS DISCUSSED RELYING ON FREE CASH, WHAT WE WILL HAVE TO DO NEXT YEAR AND SUGGESTED CAUTION TO MR. HARTMANN AND THE FINANCE COMMITTEE.

4. UPDATED TOWN FINANCIAL FORECAST: TABLED.

5. REVIEW OF SPECIAL TOWN MEETING WARRANT:

ARTICLE 2: FINANCE COMMITTEE WILL MAKE A RECOMMENDATION.

ARTICLE 3: THE CHAIR OF THE SOLID WASTE ADVISORY COMMITTEE WILL SPEAK ON THIS. MS. FLETCHER WILL INTRODUCE THE ARTICLE. THE SELECT BOARD HAS NOT MADE A RECOMMENDATION. MR. SPRITZ WOULD LIKE TO SEE AN EFFECTIVE DATE ON THE BY-LAW AND ASKED THE SELECT BOARD TO ASSIGN ONE AND ASKED WHETHER ADDING IT WOULD BE AN AMENDMENT TO THE BYLAW OR THE APPENDIX. THERE ARE A LOT OF BUSINESSES IN COMPLIANCE OR STARTING TO COMPLY NOW.

MR. SPELLIOS WANTS THE BOARD OF HEALTH TO HAVE OVERSIGHT AND IS IN FAVOR OF POSTPONING THIS UNTIL THE NEXT SPECIAL TOWN MEETING. MR. SPRITZ DISCUSSED HAVING THE BOARD OF HEALTH HAVING A NINE-MONTH TEMPORARY OVERRIDE.

MR. THOMPSON FEELS THIS ARTICLE SHOULD MOVE FORWARD AND TAKES MR. SPRITZ'S SUGGESTION THAT THE BOARD OF HEALTH HAVE A NINE MONTH TEMPORARY OVERRIDE AND ASKED WHAT THE LANGUAGE WOULD BE TO MAKE THE BOARD OF HEALTH IN CHARGE IN PERPETUITY. TA FITZGERALD LIKES HAVING THE BOARD OF HEALTH IN CHARGE AS THEY ARE A TOWN DEPARTMENT AND CAN ENFORCE THIS BYLAW.

MS. FLETCHER FEELS TOWN MEETING SHOULD MAKE THE DECISIONS, NOT THE BOARD OF HEALTH. THIS HAS BEEN IN THE WORKS FOR SOME TIME, THERE HAVE BEEN PUBLIC MEETINGS AND SHE FEELS IT IS A GOOD BYLAW.

MR. GRISHMAN IS IN FAVOR OF THIS AND OF MOVING IT FORWARD. HE FEELS IT'S A GREAT OPPORTUNITY TO WORK AND EVOLVE AND DEBATE WHETHER TO GO THROUGH TOWN MEETING OR THE BOARD OF HEALTH.

MS. PHELAN IS SUPPORTIVE BUT ASKED WHY WE DON'T PUSH BUSINESSES FURTHER, EDUCATE MORE.

UPON **MOTION**, DULY MADE BY MARYELLEN FLETCHER, SECONDED BY DOUG THOMPSON, IT WAS **VOTED** TO ACCEPT ARTICLE 3 AS PRESENTED WITH AN EFFECTIVE DATE OF JULY 1, 2024: ROLL CALL: FLETCHER (AYE), GRISHMAN (AYE), PHELAN (ABSTAIN), SPELLIOS (ABSTAIN), THOMPSON (AYE). MOTION CARRIES.

MR. SPELLIOS WOULD LIKE TO HEAR MORE FROM TOWN COUNSEL ABOUT LANGUAGE THEY WANT AS HE FEELS THIS BYLAW DOES NOT GO FAR ENOUGH.

ARTICLE 4: THIS GRANT HAS TO BE ACCEPTED BEFORE **DECEMBER 31, 2023** OR WE LOSE IT.

MS. FLETCHER ASKED IF THERE IS A BETTER LOCATION (TA FITZGERALD STATED THAT THIS IS THE IDEAL SPOT, AS THERE IS PLENTY OF PARKING AND SPACE AND THE GRANT IS JUST FOR THIS LOCATION).

MR. SPELLIOS FEELS THIS MAKES IT SUBJECT TO ARTICLE 97 AND ASKED IF PHILIPS PARK ALREADY FALLS UNDER THAT.

MR. THOMPSON IS UPSET THAT THERE WAS NO OUTREACH WITH THE NEIGHBORHOOD AND WOULD LIKE TO SEE OUTREACH DONE FOR ALL COMMUNITY DEVELOPMENT PROJECTS. (TA FITZGERALD WILL MAKE SURE THERE IS OUTREACH AND WILL TRY TO ALLEVIATE NEIGHBORS' CONCERNS).

D. APPROVAL OF THE CONSENT AGENDA:

1. RE-APPOINTMENTS OF CLIMATE ACTION COMMITTEE MEMBERS.
2. VOTE TO APPROVE ONE-DAY LIQUOR LICENSE FOR ANNUAL HOLIDAY FESTIVAL.
3. APPROVAL OF MINUTES OF 11/15/23 & 11/20/23.

UPON **MOTION**, DULY MADE BY MARYELLEN FLETCHER, SECONDED BY DOUG THOMPSON, IT WAS UNANIMOUSLY **VOTED** TO REMOVE ITEM #2, ONE-DAY LIQUOR LICENSE REQUEST FROM THE CONSENT AGENDA: ALL IN FAVOR: YES. ANY OPPOSED: NO. MOTION CARRIES.

CLIMATE ACTION – THERE ARE 10 MEMBERS, WAITING TO CONFIRM WITH ONE MEMBER WHETHER THEY WANT TO BE REAPPOINTED. WILL TABLE UNTIL DECEMBER 20TH.

UPON **MOTION**, DULY MADE BY PETER SPELLIOS, SECONDED BY KATIE PHELAN, IT WAS **VOTED** TO APPROVE THE ONE-DAY LIQUOR LICENSE FOR ANDREW INGEMNI FOR THE ANNUAL HOLIDAY FESTIVAL ON TOWN HALL LAWN ON SATURDAY, DECEMBER 16TH, 4:00 PM – 8:00 PM: ALL IN FAVOR: GRISHMAN, PHELAN, SPELLIOS, THOMPSON. ANY OPPOSED: FLETCHER. MOTION CARRIES.

UPON **MOTION**, DULY MADE BY DOUG THOMPSON, SECONDED BY KATIE PHELAN, IT WAS UNANIMOUSLY **VOTED** TO APPROVE THE MINUTES OF 11/15/23 & 11/20/23 AS PRESENTED: ALL IN FAVOR: YES. ANY OPPOSED: NO. MOTION CARRIES.

E. SELECT BOARD TIME:

- i. **MS. FLETCHER:** DISABILITY COMMISSION IS WORKING WITH THE SENIOR CENTER ON THE EV GRANT; RETIREMENT BOARD IS MAKING A RECOMMENDATION ON THEIR NEW ADVISOR.
- ii. **MR. GRISHMAN:** NOTHING TO ADD.
- iii. **MS. PHELAN:** NOTHING TO ADD.
- iv. **MR. SPELLIOS:** NOTHING TO ADD.
- v. **MR. THOMPSON:** NOTHING TO ADD.

UPON **MOTION**, DULY MADE BY PETER SPELLIOS, SECONDED BY MARYELLEN FLETCHER, IT WAS UNANIMOUSLY **VOTED** TO ADJOURN AT 10:15 P.M.: MOTION CARRIES.

TRUE ATTEST,

Dianne Marchese

DIANNE MARCHESE, ADMINISTRATIVE ASSISTANT TO THE TOWN ADMINISTRATOR & SELECT BOARD

MINUTES APPROVED BY THE SELECT BOARD ON January 10, 2024

ATTACHMENTS:
PRESS RELEASE

TOWN ADMINISTRATOR'S REPORT
SUZANNE WRIGHT'S PUBLIC COMMENTS
ONE-DAY LIQUOR LICENSE POLICY
FY24 TAX RATE CLASSIFICATION PRESENTATION
TOWN FINANCIAL FORECAST
12/23/23 TOWN WARRANT DRAFT
CLIMATE ACTION COMMITTEE MEMO
ONE-DAY LIQUOR LICENSE FOR HOLIDAY FESTIVAL



Town of Swampscott

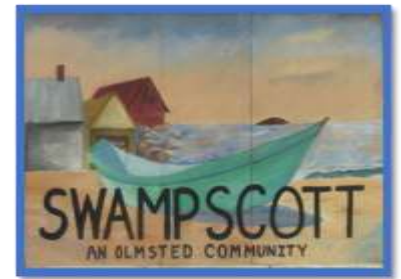
Office of the

Town Administrator

Elihu Thomson Administrative Building

22 Monument Avenue

Swampscott, MA 01907



Sean R. Fitzgerald
Town Administrator

Tel: (781) 596-8850
Email: sfitzgerald@swampscottma.gov

PRESS RELEASE

December 5, 2023

SWAMPSCOTT CONDEMNING HATE ATTACK

FOR IMMEDIATE RELEASE

FOR MORE INFORMATION, CONTACT: Sean Fitzgerald, SWAMPSCOTT TOWN ADMINISTRATOR, 781.596.8810

This morning Swampscott Police received a call from a Swampscott resident about a “We Stand with Israel” sign placed in their front yard which was defaced with antisemitic rhetoric and a swastika used by the Nazi party in Germany that murdered 6 million Jewish men, women, and children. According to a recent report by CNN, there has been a dramatic spike in hate incidents against Jewish and Muslim individuals across the country amid the outbreak of war between Israel and Hamas. The Anti-Defamation League said that since the Hamas attack on Oct. 7, antisemitic incidents in the US increased 388%. The ADL cited some 312 antisemitic incidents between Oct. 7-23, by comparison, there were 64 incidents over the same time frame in 2022.



The Swampscott Select Board and Town Administrator issued the following statements unanimously condemning HATE and this recent Anti-Semitic Incident in Swampscott and expressing solidarity with the Jewish families in Swampscott and around the world.

“It is intolerable to see these types of Hate Crimes in Swampscott,” said Swampscott Select Board Chair David Grishman. “The Town of Swampscott is shocked by this incident and stands with all those who fight against HATE in our community.”

“Swampscott stands against all those who espouse HATE in the strongest possible terms,” said Katie Phelan, Vice Chair of the Swampscott’s Select Board. “We all have an obligation to speak out against this ugly sign of hate and share our love for all.”

“I have said this before, as citizens of Swampscott, we all share a responsibility to confront hate, and this starts right here at home in Swampscott,” said Swampscott Select Board Member Peter Spellios.

“Unfortunately, these are dark days and there is too much hate in our community and throughout the world — we must call out this HATE and what this Nazi symbol represents.”

“It is heartbreaking to see so much hate—both innocent Israeli and Palestinian families have been targets of

violence and hate and have been victimized. We need more care, we need more love, we need more understanding, and we need peace between Israel and Palestine,” said Swampscott Select Board Member Doug Thompson.

“The actions of this coward do not speak for the good people of Swampscott. With antisemitism on the rise, we all need to lead with our actions and do everything possible to recognize this hate and push against it. It's fine to talk about loving our neighbors but only our actions can make a difference. It starts with each one of us!”, said Swampscott Select Board Member Mary Ellen Fletcher.

Swampscott Town Administrator Sean Fitzgerald shared that Swampscott needs to stand together during a rapid rise of antisemitic rhetoric and hate symbolism. “We must not ignore this incident and the hate that has been scrawled on this sign as it is pure evil. We all must discuss this incident at home with our families and our children. Now is the time to stand up and support our Jewish neighbors and families—they need our help,” he said.

Swampscott Police Criminal Investigations Division is currently investigating this as a hate incident with bias. The Town is currently in contact with the Anti-Defamation League and other Jewish partners along with the Essex County DA’s office. Anyone with information about this incident should call the Swampscott Police Department at 781-595-1111.



Town of Swampscott

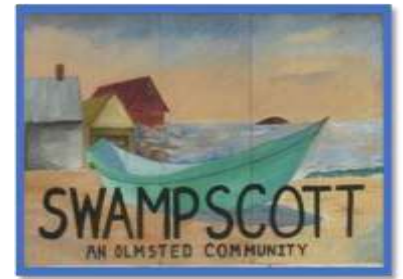
Office of the

Town Administrator

Elihu Thomson Administrative Building 22

Monument Avenue

Swampscott, MA 01907



Sean R. Fitzgerald

Tel: (781) 596-8850

Swampscott Select Board
Town Administration Building
22 Monument Avenue
Swampscott, MA 01970

RE: DECEMBER 6TH REPORT TO THE SELECT BOARD

Dear Select Board:

I am pleased to be able to offer the following report on programs and initiatives that are on-going in the Town of Swampscott, as well as some updates on a variety of things that have happened since my last report.

CLASSIFICATION

This past week, the Board of Assessors completed their review of valuations in Town. This process has taken longer this year as the Board cancelled several meetings and had additional questions related to certain properties. Both the Board of Assessors and the Town Assessor Agent will be present on Wednesday to provide the board with an update on FY 24 Values and answer any questions the Board may have on these values.

There is a dramatic decline in New Growth that needs to be understood as we are seeing some fluctuations in the market. I have asked the Finance Team to work with the Building Commissioner and Assessor to see how the building permits have trended over the last year. We have reached out to the Salem Assessor about their new growth, and he said Salem was also way down. He shared that Marblehead is down too, both for the similar reasons (with very limited buildable parcels and a few big projects that started during early covid years were completed in FY 22 and 23). Higher interest rates and supply chain issues have not helped either.

With this, I will be recommending that we move the CIP Split to 1.75 and we use \$1M to offset the debt service for the new elementary School.

SPECIAL TOWN MEETING WARRANT

Town Staff is working with Town Council to coordinate a Special Town Meeting for Monday, December 11th. This meeting is primarily to discuss the use of Free Cash/Stabilization funds to offset the annual levy.

Tonight, the Board will continue reviewing & discussing articles in the December 11th Special Town Meeting. These include:

- *ARTICLE 1 – Reports of the Town Boards and Committees*
- *ARTICLE 2 – Approve Transfer of Free Cash and/or Stabilization – Adjustments to Tax Rates*
- *ARTICLE 3 – Amend General Bylaws: Amendment to Plastic Straw and Stirrer Prohibition Bylaw*

- *ARTICLE 4 – Appropriation for PARC Grant*

GENERAL GLOVER PROPERTY

I continue to meet with Historical Commission Chair Nancy Schulze and Select Board member Doug Thompson to save elements of this historical property.

FACILITIES

The new school continues to be on time & on budget. It was just one year ago that we signed the contract.

The Middle School updated fire alarm project was completed this summer, under budget.

KING'S BEACH

I have spoken with Mayor Nicholson a few times to discuss the work on Kings beach and preparation before our upcoming tour of the beach with Secretary Tepper next Thursday. The goal of this meeting is to ensure we are all up to date with the status of our work and on the same page by and we are meeting this week to discuss our advocacy for broader assistance and state and federal funding.

Mayor Nicholson is eager to move forward with testing and work on alternative solutions. He is 100% committed to sharing the costs and appreciates the Town helping to lead the way to find a solution to ensuring King's Beach is open all season.

Gino, Kleinfelder staff and I continue to meet regularly. We have lost some of the narrative on this project and continue to discuss the need for the Town to enhance public engagement, including flyers, signs, dedicated project emails, a dedicated landing page on the Town's website and public health notices for closures.

TRI CHAIR MEETINGS

The Tri-Chair continues to meet, and I have attended a few meetings over the last month to work through some of the Town and School finances. I have asked the Town's Finance team to ensure that last year's agreement to transfer excess Chapter 70 monies is on the next Town warrant along with the transportation reimbursement for homeless students.

MMA MANAGERS MEETING

I attended a few training sessions at the MMA's Annual Convention of Town Managers /Administrators. Some of my colleagues were eager to discuss my experiences with leaving Civil Service as well as Town finances.

HADLEY SCHOOL/BOUTIQUE HOTEL

Tours of the Hadley School by interested developers continue to take some time as we have had over 15 tours of the building over the last few weeks! We've had some repeat tours – developers who have brought their team, including designers & architects. RFPs are due back December 14th and I am expecting great things from all of them.

SENIOR CENTER

I have met with Heidi Whear and discussed some staffing changes at the Senior center. She updated me on the "Opening Minds through Art" program, a collaboration of art projects between individuals with dementia and High School students, will be ending with an art show on December 15th. Channel 2 radio will be doing a segment on this great program.

Heidi is working on a grant to buy an electric van. I've reminded department heads that the Select

Board made a motion that EVs are to be purchased whenever possible.

If any seniors need help shoveling this winter, please contact the Senior Center for a “snow angel” application.

Heidi and her staff are planning on increasing the Social Day program by 50% in January. There is a big demand for this wonderful program.

POLICE DEPARTMENT

I conducted eight (8) interviews for Police Officer candidates last week. The final rounds were finalized this past Thursday and I have issued four (4) conditional offers to some extraordinary candidates.

Additionally, I have met with Lt. Bill Waters, and he has reached out to Mass State Police regarding the newly formed Hate Crimes Awareness & Response unit to see what Swampscott’s Police Department can do in town. The patrol car stops by both temples 3-4 times per day to ensure safety. I have suggested that we think regionally and meet with Marblehead and Nahant PDs to combat hate. Brian Wilson, School Resource Officer, is going to apply for a grant that focuses on school children.

SPD has secured \$28,000 in traffic initiative MSR grants for 2024. These grants are for pedestrian & bike safety, December will see traffic enforcement, OUI, crosswalk safety.

Lastly, the Lt. Waters, as Swampscott’s Harbormaster reported that the new software, DockWa, has streamlined our harbor management plan. They took in \$6,000 in transient mooring fees alone using this new software and plan on increasing the number of those moorings from 4.

FIRE DEPARTMENT

I conducted an interview last week with Chief Archer for firefighter and have made a conditional offer.

Pull boxes are being decommissioned and being transitioned to radio boxes. Unfortunately, the old pull boxes are outdated and expensive to maintain and repair.

BUILDING DEPARTMENT

The last of the Building Department’s files are ready to be shipped to the archive company. Their filing cabinets have all been given to other departments, opening up a bunch of space in the office.

DPW

This year, DPW paved 29 roadways for almost \$1MM and, with the help of the Tree Committee, planted 60 trees! This means there is no longer a waiting list of residents wanting trees.

LIBRARY

As always, Jonathan and the Library staff are busy with programming. They’ve expanded and improved the “library of things” offerings, they were awarded \$30,000 for an LSTA grant, they’ll be offering gingerbread house kits for folks to take home and build. Once built, users will be asked to send a photo for the library’s website and the Maker space is on its way to completion.

HUMAN RESOURCES

The Human Resources Dept continues to fill open vacancies. Pete is currently vetting applicants for the HR/Employee Experience Manager and, along with Chief Quesada, is vetting applicants for the Police Department Administrative Assistant position.

Pete will be transitioning to his new role as Director of Planning in the near future but will remain the

Assistant Town Administrator and will continue as Human Resources Director until such time that we have someone hired and working.

TOWN NOTIFICATIONS

Last, but certainly not least, we will be switching from Blackboard to OnSolve for all notifications on December 1st. If you are already on Blackboard, you have to enroll in OnSolve and I highly encourage everyone to do so as to be notified of upcoming events, weather related emergency events, street closures due to water main or sewer breaks as well as to receive the Town's monthly newsletter.

To sign up: www.swampscottma.gov/subscribe. The link is posted on the Town's Facebook page as well as on the website and we will be putting flyers in the upcoming census mailing as well as sending emails and texts to current Blackboard and Constant Contact subscribers with links on signing up.

Respectfully Submitted,



Sean R. Fitzgerald
Town Administrator

I originally thought I wanted to speak tonight because I was discouraged after your meeting last Monday because I was surprised at the reaction that the school financial issues, we are facing this year and anticipating for next year, were coming out of the blue.

But then I realized I needed take responsibility for my part in this, in addition to sharing info at Tri-chair I should have come before you to make you aware of the unexpected expenses that are hitting our FY24 budget, if I had done this, the articles you were presented with last week would have made sense.

So now I'm here to provide some information on FY 24 & 25 budgets. The Articles requested were - to allocate the additional Chapter 70 funds and the Homeless/foster care transportation funds, given to the town last year, to the school. We need this to help offset an approximately \$600,000 deficit we are facing this year. We've thoroughly discussed this at Tri-chair, and this past Monday the TA confirmed the two articles we are requesting are included in the draft Warrant for the next TM. I am so appreciative of the thoughtful and collaborative relationship we have developed at our tri-chair meetings that have brought about this action, it has been extremely productive to share our pressures and find relief together. I look forward to attacking school FY 25 issues with this working group.

Which brings me to the FY 25 school budget concerns.

- Through tri-chair discussions we came to an understanding that there are some costs the school is facing that outpace the financial guideline of 2% plus new growth. The most variable and unpredictable is our Special Ed costs, with 4 new OOD placements this year coupled with another jump in OOD tuitions on top of the 14% last year, we are well over the budget per the guidelines.
- The OOD tuition that was unexpected in FY24 is rolling into FY25, this coupled with drawing down our Circuit Breaker- \$450,000, as asked of us last year, has left us without a balance to rely on going into FY25,

this cost is about \$870,000. We also have staffing increases in FY24 due to student needs/mandated by IEPs that will roll into FY25 of approximately \$200,000. We have just recently become aware of a potential special assessment by the collaborative where we send the vast majority of our students who receive out of district services. This assessment is for some major repairs that will either impact this year or next year. The original estimate for the assessment to Swampscott was \$100,000, but they are looking to possibly go back out to bid among other strategies to try and lower that assessment. Given this is so variable and unknown in regard to timing, we are not building this into our FY25 budget at this time.

We also have additional costs related to the new school:

- Our operating costs for the new school, are estimated to be \$190,000, about 9% more than the current amount. We have heating, cooling, elevator and ventilation systems that we've never had before, the building is all-electric, which we've never had before, and solar panels, once in place, will take time before they're functioning at capacity – we know it will be a few years before this expense is predictable.
- Secondly, Increased mandated transportation needs for the new elementary school means funding two additional busses, this is approximately \$200,000

There are many conversations happening already with school leadership as we look at every possible avenue where we can have efficiencies. This budget truly is a zero-based budget and every stone is being turned over to see if there is any way we can be more efficient with our financial resources, but still adequately staff and provide the services to our students to continue to be a great school district. Last year we reduced our staffing by 25 FTEs, our class sizes for the vast majority are up significantly, there are fewer efficiencies to pursue, but we continue to be committed to do

whatever we can to help offset our uncontrollable & mandated increasing costs.

Most of what I have said is laid out in the memos I sent ahead of public comment. The November memo also has some good news about additional money for the new school and the COPS grant that will fund the high school PA system rather than through Capital.

I look forward to continuing to work jointly on solutions for the school budget, but also balancing the Town budget needs with fiscal discipline. I have hope that we can schedule a joint meeting of SC, FC and yourselves in January, so we can share our projected budgets early enough that we can collaborate on solutions.

I am in complete agreement with what Sean has repeatedly said, we need to continue sharing critical conversations and keeping lines of communication open.

I'm open to questions anytime. I appreciate the time you've allotted to me tonight.

Thanks

Policy for a “One Day Special Permit”

Swampscott Select Board, as the Local Licensing Authority (LLA), hereby adopts this policy for authorization and approval of a “One Day Special Permit” (One Day Liquor License). The LLA is authorized to issue such permits for the sale of wines and/or malt beverages to any enterprise, however, special licenses for the sale of all alcoholic beverages may be issued to non-profit organizations or individuals, only.

General Rules and Regulations:

Subject to further limitations fixed, modified, or amended by the Select Board acting as the duly constituted Licensing Board of the Town of Swampscott with respect to alcohol beverage licenses, the General Laws of Massachusetts and the Regulations of the Alcoholic Beverages Control Commission, the following rules and regulations will be in full force and effect for a One Day Special Permit:

Any One Day Special Permit issued by the Town of Swampscott Select Board under the above authority shall be processed in accordance with the procedures and shall be subject to the rules and regulations for such licenses listed herein. The Select Board may adopt further rules and regulations and all such changes shall apply to existing license holders from the date of adoption.

The Select Board is authorized to issue a One Day Special Permit to an organization for use only on the day of an event. No organization may be granted a special permit for more than a total of 30 days per calendar year. No more than one license can be issued to a premises at one time.

Any person that has an on-premises license application pending before the Select Board or any premises that already has an alcoholic beverages license is not eligible for a One Day Special Permit.

Property occupied by the licensee, whether owned or leased by the licensee, shall conform with all Town bylaws and codes. No licensee shall discriminate in the service of alcoholic beverages on the basis of race, color, creed, place of national origin, or sex.

License holders must check proper identification at the time of each purchase and are required to use wrist bands and/or stamps for patrons as a safety measure. Patrons shall be limited to purchasing two beverages per person, per transaction and beverages must be opened by the caterer/server at the time of purchase.

The Select Board may attach such additional conditions and restrictions to each such One Day Special Permit as recommended by the Fire Chief or Police Chief, as it deems to be in the public interest. If a violation occurs under such a license, the Select Board has the right to deny a One Day Special Permit application for a person or an organization that committed violations with respect to a previously issued license.

Permit Requirements:

- A One Day Special Permit is required for any activity at which alcoholic beverages are served
- Applications must be submitted 14 days prior to the event
- The cost is \$50 per event (check or money order made payable to the Town of Swampscott)
- One Day Special Permits are permitted for indoor and outdoor events
- Permits issues are valid for the date and timeframe indicated
- Applications must include a rain date, if applicable
- Server training certificates (i.e. TIPs) must be submitted for each person working the event who will serve alcoholic beverages

- A One Day Special Permit may be issued to the responsible person for any indoor or outdoor activity for a for profit enterprise for wine and malt beverages only, unless the person is holding an event for a not for profit that is closed to the public.
- Only Non-profit entities or an applicant hosting a not-for-profit event may apply for an "All Alcoholic" license. Non-profits must show proof of nonprofit status.
- A One Day Special Permit may be issued to the responsible person of any non-profit conducting any indoor or outdoor activity for all alcoholic beverages or wine and malt only.

Liability Insurance

All licensees shall be required to provide to the Town a certificate of insurance showing liquor liability coverage in the amount of **\$1,000,000** each occurrence listing the **Town of Swampscott** as Additional Insured and as certificate holder for General Liability and Liquor liability coverage.

All alcoholic beverage laws shall be observed, including but not limited to:

- MGL Chapter 138, §34, Sale or delivery of furnishing alcoholic beverages to persons under twenty-one (21).
- MGL Chapter 138, §69, Sale or delivery to intoxicated persons.
- Town General Bylaws, Article V, Section 19, Consumption of Alcoholic Beverages in Public.

In addition to the Rules of Regulations set forth by the Town of Swampscott Select Board, as the local licensing authority, any rules or regulations promulgated by the Alcoholic Beverages Control Commission Regulations are applicable to One Day Special Permits.

All persons issued a Special One Day License cannot purchase alcoholic beverages from a package store and must purchase alcohol from a licensed Massachusetts wholesaler and/or manufacturer. A list of approved sellers can be found at: <https://www.mass.gov/info-details/apply-for-a-special-license-or-permit-abcc>

Application Checklist (Required)

- ☐ Completed application
- ☐ \$50 Application Fee made payable to the Town of Swampscott
- ☐ Certificate of Liability Insurance
- ☐ TIPs Certification for all employees working event
- ☐ Approval from the property owner (ex. letter, agreement, lease, etc.).
- ☐ 501c-3 determination letter (if the host is a non-profit)

Please complete and sign all forms and return to:

Swampscott Police Department
 531 Humphrey Street
 Swampscott, MA 01907
 Attn: Administrative Office

POLICY: ONE DAY SPECIAL PERMIT

ONE DAY LIQUOR LICENSE

DECEMBER 6, 2023

General Information

- **Completed** application
- Must be received **14** days prior to event
- \$50 application fee
- TIPs Certification for **all** servers
- Certificate of liability
- Floor plan
- Approval from property owner
- 501 c-3 determination letter (nonprofit)

Permits Issued:

- **2021: 4**
- **2022: 8**
- **2023: 28 YTD**

ABCC Rules & Regulations

Under MGL Chapter 138 section 14, Local Licensing Authorities (LLA) issue 'One Day Special Permits'.

LLA can issue special permits for:

- one single day
- sale of wine and/or malt beverages to any person/business
- sale of all alcoholic beverages may be issued to non-profit organizations, only

LLA cannot issue special permits to:

- any person for more than a total of 30 days per calendar year,
- any person that has an on-premises license application pending
- any premises that has an alcoholic beverages license

Beverages must be purchased from an authorized source (cannot be purchased from a package store)

Day of Event: Safety Measures

License holders must:

- display a copy of the license issued by Town
- check identification at time of purchase to verify age
- utilize wrist bands and/or stamps

Sales will be limited to the following:

- two beverages per person, per transaction
- beverages must be opened by server at the time of purchase
- alcohol must remain in designated areas (as described on the license)
- MGL must be followed (described on next slide)

Massachusetts General Law & Town Bylaw

All alcoholic beverage laws shall be observed, including but not limited to:

- MGL Chapter 138, §34, Sale or delivery of furnishing alcoholic beverages to persons under twenty-one (21)
- MGL Chapter 138, §69, Sale or delivery to intoxicated persons
- Town General Bylaws, Article V, Section 19, Consumption of Alcoholic Beverages in Public

Safety Measures: Police & Fire

Fire Department:

- Fire Chief, or designee, has full discretion as far as safety/suitability for location and capacity limits
 - can require an inspection of desired premise
 - can require a fire detail(s) be hired

Police Department:

- Fire Chief, or designee, has full discretion as far as general security for location and event
 - ensure alcohol compliance (age verification, alcohol storage)
 - can require a police detail(s) be hired

The Fire & Police Department will be required to review each application, provide any requirements or stipulations prior to Select Board approval. Both departments must sign off on each the application.

Violation of Permit

If an applicant violates the policy, the following is effective:

- Police Chief and Fire Chief, or their designees may limit, restrict or terminated the event in the case of serious or repeated violations of the agreed to security policy, exceeding crowd capacity limits, disorderly behavior affecting the peace of the surrounding neighborhood, or any other significant safety concerns
- If a violation occurs under such a license, the Select Board has the right to deny a One Day Special Permit application for a person or an organization that committed violations with respect to a previously issued license

Liability Insurance

All licensees shall be required to provide to the Town a certificate of insurance showing liquor liability coverage in the amount of **\$1,000,000** each occurrence listing the **Town of Swampscott** as Additional Insured and as certificate holder for General Liability and Liquor liability coverage.

A photograph of a white wooden gazebo with a green roof, situated in a park. The ground is covered with fallen yellow and orange leaves. In the background, there are trees with autumn foliage and a few parked cars. The text is overlaid on this image.

TOWN OF SWAMPSCOTT

Select Board

FISCAL YEAR 2024

PRELIMINARY REVIEW OF

Tax Classification

A. Values and Changes, yearly trends, comparisons

B. FY23/24 Budget Review

C. Review Next Steps



PROCESS

Board of Assessors Determines the Assessed Values

Board was scheduled to approve values on Nov. 20th; Vote was completed on Nov 27th.

The Assessing Department is also responsible for determining New Growth

New Growth and the budget all play into determining the levy

The Assessed Values allocate the taxes to each individual taxable property in Swampscott. There are 19 individual classifications in Swampscott.

The Select Board, at their discretion, can allocate a portion of the levy off of residential properties and on to commercial, industrial and personal property by classifying the tax rate.

The Select Board also has the option of allocating taxes within the residential levy and the commercial levy by granting the Residential Exemption and the Small Commercial Exemption.



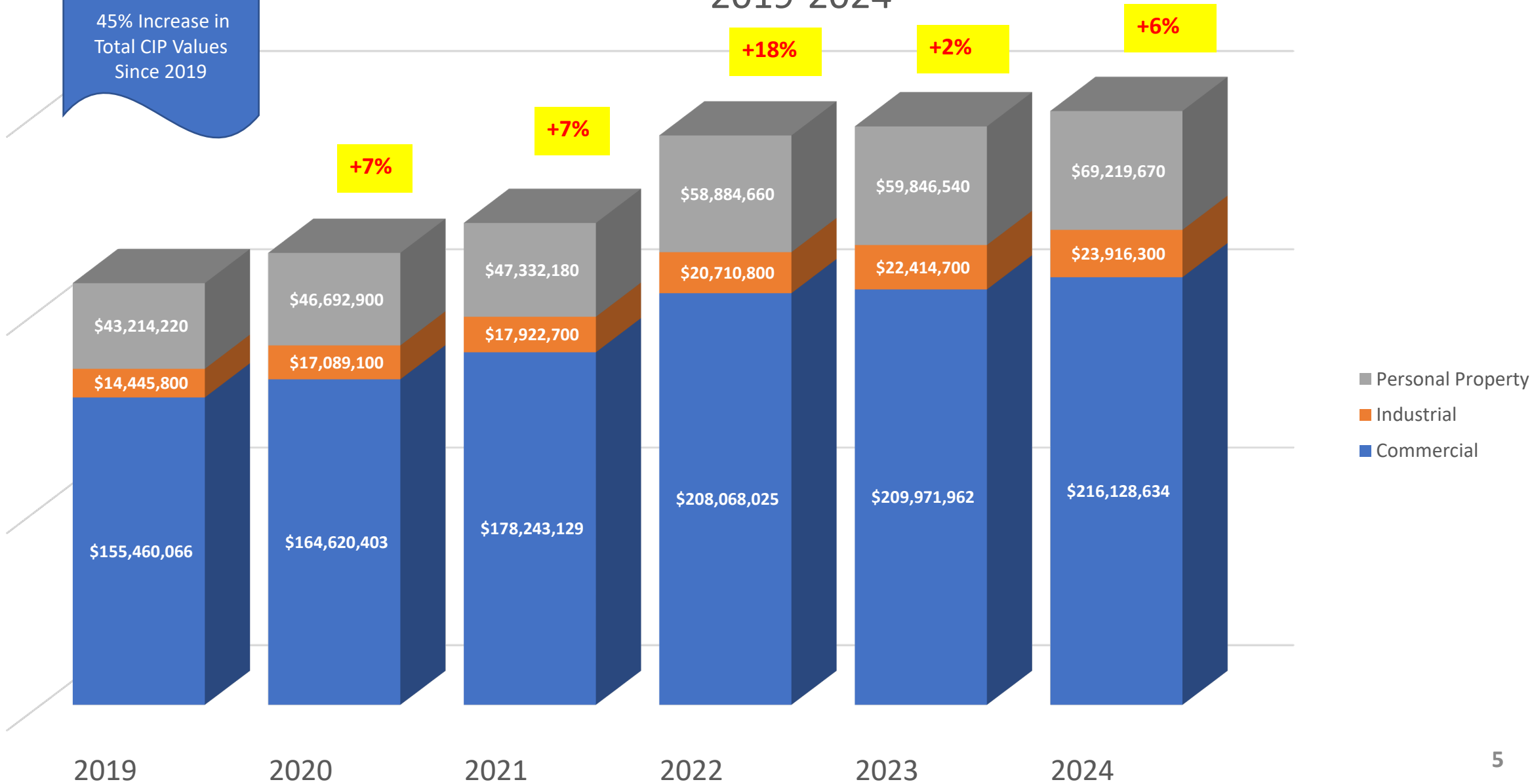
FY2024 Certification of Values: Comparing 2023 to 2024

Property Type	Description	FY 2023 Parcel Count	FY2023 Assessed Value	FY2024 Parcel Count	FY2024 Assessed Value	Parcel Diff.	Parcel % Diff.	Assessed Value Diff.	Assessed Value % Diff.
101	Single Family	3,467	\$2,857,657,400	3465	3,106,885,100	-2	-0.06%	\$249,227,700	8.72%
102	Condominiums	1,206	\$617,122,100	1208	674,739,300	2	0.17%	\$57,617,200	9.34%
MISC 103,109	Miscellaneous Residential	12	\$10,790,300	14	16,281,200	2	16.67%	\$5,490,900	50.89%
104	Two-Family	411	\$295,453,100	409	313,687,400	-2	-0.49%	\$18,234,300	6.17%
105	Three-Family	52	\$44,807,500	52	47,890,200	0	0.00%	\$3,082,700	6.88%
111-125	Apartments	18	\$146,119,800	18	164,653,400	0	0.00%	\$18,533,600	12.68%
130-32, 106	Vacant/Accessory Land	203	\$25,679,700	159	25,720,800	-44	-21.67%	\$41,100	0.16%
300-393	Commercial	89	\$195,158,200	89	199,778,800	0	0.00%	\$4,620,600	2.37%
400-442	Industrial	26	\$22,414,700	26	23,916,300	0	0.00%	\$1,501,600	6.70%
CH 61B LAND	Recreational	5	\$2,361,713	5	2,747,324	0	0.00%	\$385,611	16.33%
012-043	Multi-use - Residential		\$15,816,401		18,242,090			\$2,425,689	15.34%
012-043	Multi-use - Commercial	38	\$13,738,949	39	13,598,510	1	2.63%	(\$140,439)	-1.02%
501	Individuals/Partnerships	208	\$3,294,090	212	2,933,285	4	1.92%	(\$360,805)	-10.95%
502	Corporations	130	\$4,657,210	123	4,314,101	-7	-5.38%	(\$343,109)	-7.37%
503	Manufacturing	2	\$33,120	2	33,120	0	0.00%	\$0	0.00%
504	Public Utilities	2	\$40,667,700	2	45,369,951	0	0.00%	\$4,702,251	11.56%
505	Centrally Valued Telephone	4	\$3,286,200	4	3,474,700	0	0.00%	\$188,500	5.74%
506	Centrally Valued Pipelines	1	\$11,272,600	1	11,376,300	0	0.00%	\$103,700	0.92%
508	Wireless Telephone	4	\$1,517,400	3	1,718,213	-1	-25.00%	\$200,813	13.23%
EXEMPT VALUE	Exempt Property	125	189,913,250	169	198,904,400	44	35.20%	\$8,991,150	4.73%
Total Class 1	TOTAL RESIDENTIAL	5,407	4,013,446,301	5364	4,368,099,490	-43	-0.80%	\$354,653,189	8.84%
Total Class 3	TOTAL COMMERCIAL	94	211,258,862	94	216,124,634	0	0.00%	\$4,865,772	2.30%
Total Class 4	TOTAL INDUSTRIAL	26	22,414,700	26	23,916,300	0	0.00%	\$1,501,600	6.70%
Total Class 5	TOTAL PERSONAL PROPERTY	351	64,728,320	347	69,219,670	-4	-1.14%	\$4,491,350	6.94%
Total Taxable		5,878	4,311,848,183	5831	4,677,360,094	-47	-0.80%	\$365,511,911	8.48%



Commercial, Industrial and Personal Property Values 2019-2024

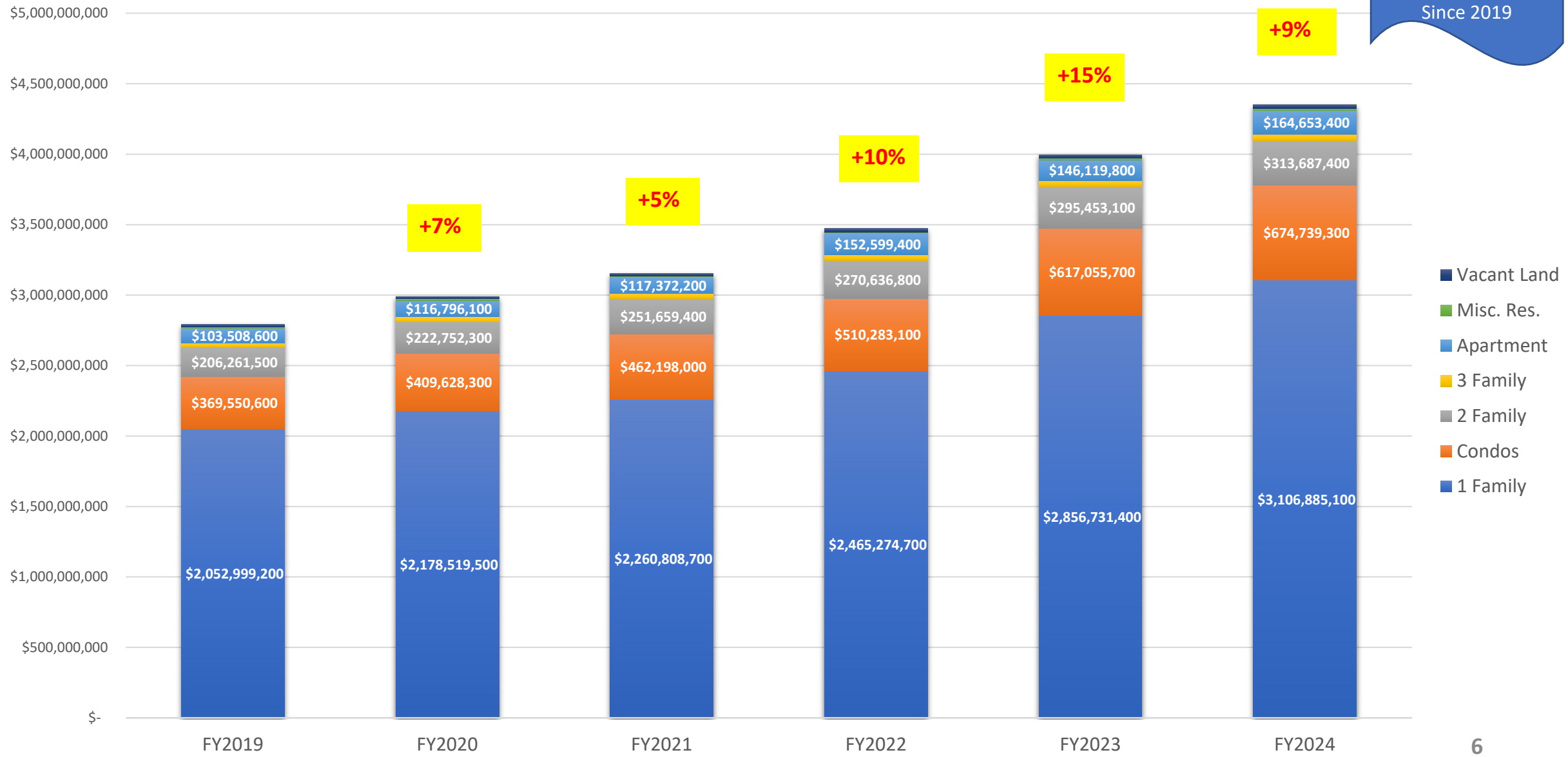
45% Increase in
Total CIP Values
Since 2019





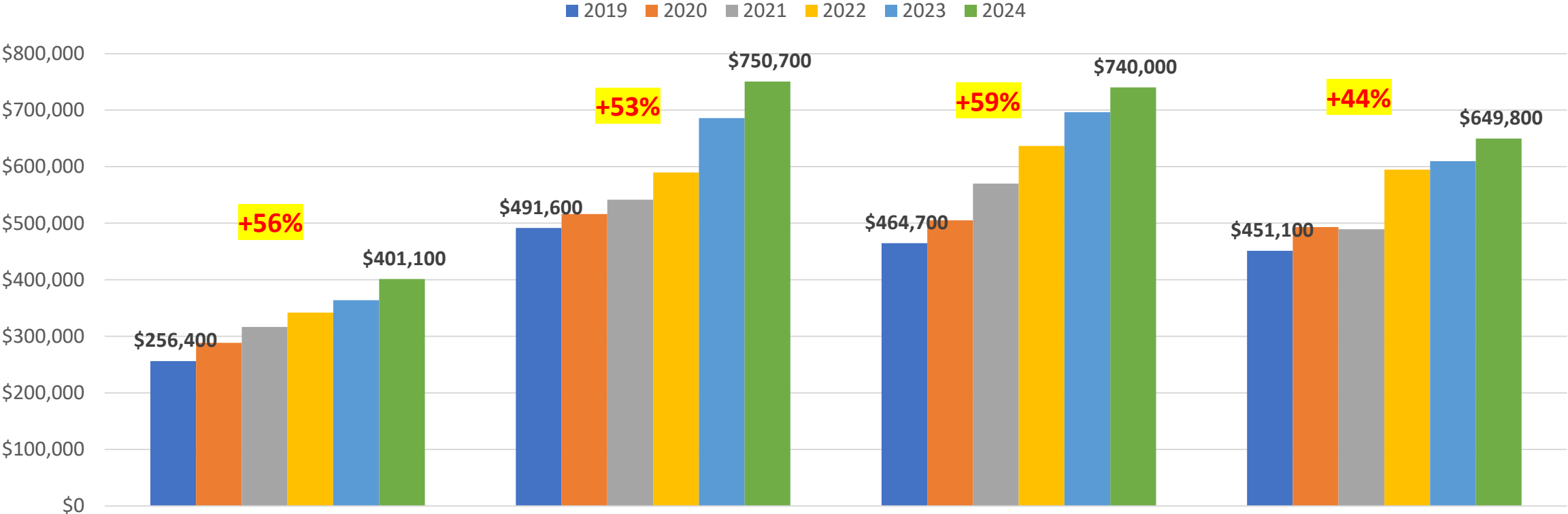
Residential Values 2019-2024

55% Increase in
Total Residential
Values
Since 2019





Median Assessed Values 2019-2024



Median Condo

Median Condo Assessment up 56% since 2019

2019 Value: \$256,400
2024 Value: \$401,100

Median Single Family

Median Single-Family Assessment up 53% since 2019

2019 Value: \$491,600
2024 Value: \$750,700

Median Multi Family

Median Multi-Family Assessment up 59% since 2019

2019 Value: \$464,700
2024 Value: \$740,000

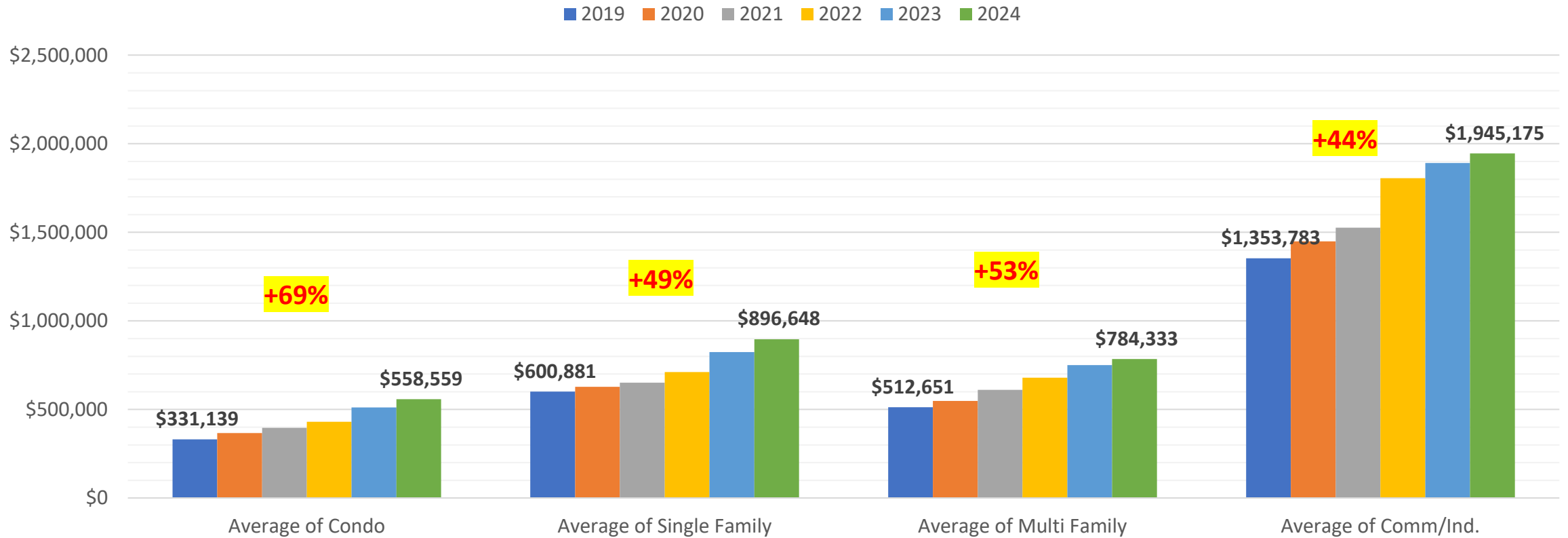
Median Comm/Ind.

Median Comm/Indust Assessment up 44% since 2019

2019 Value: \$451,100
2024 Value: \$649,800



Average Assessed Values 2019-2024



**Average Condo Assessment
up 69% since 2019**

2019 Value: \$331,139
2024 Value: \$558,559

**Average Single-Family Assessment
up 49% since 2019**

2019 Value: \$600,881
2024 Value: \$896,648

**Average Multi-Family Assessment
up 53% since 2019**

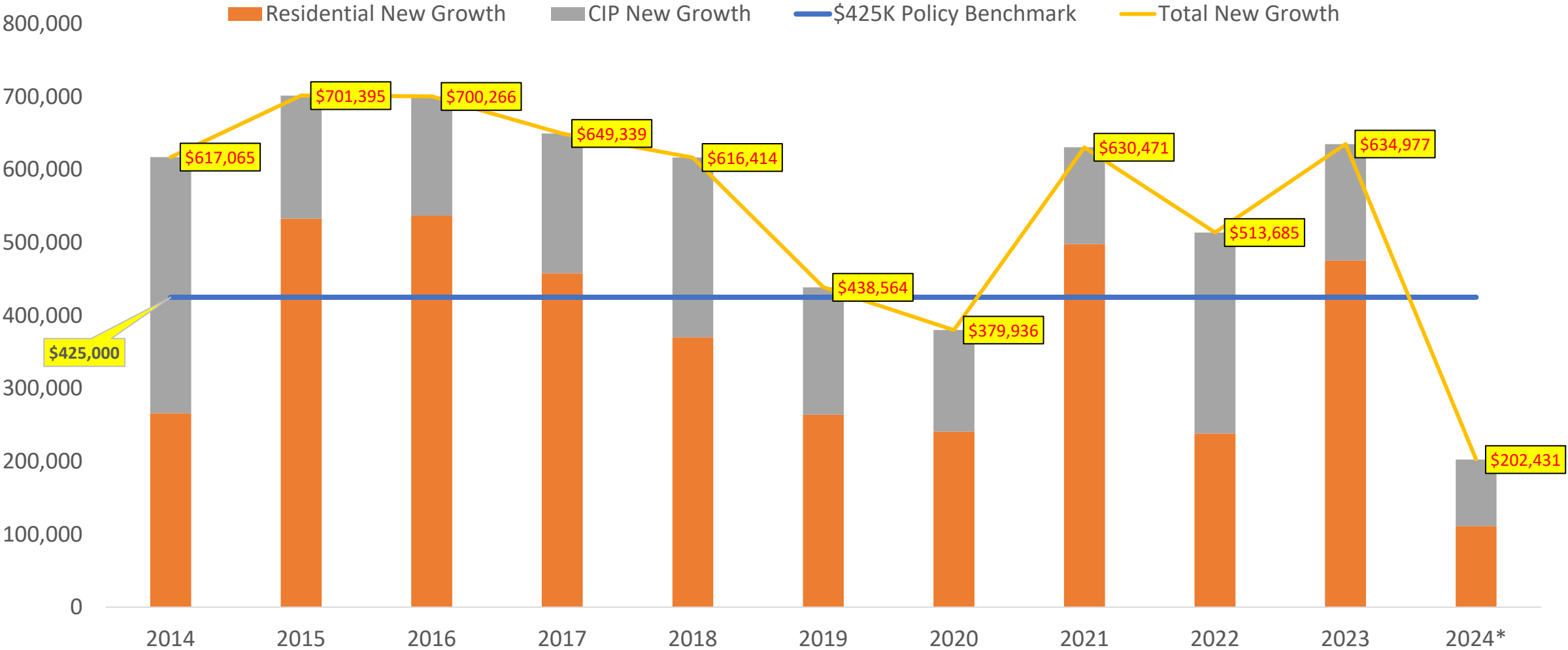
2019 Value: \$512,651
2024 Value: \$784,333

**Average Comm/Indust Assessment
up 44% since 2019**

2019 Value: \$1,353,783
2024 Value: \$1,945,175

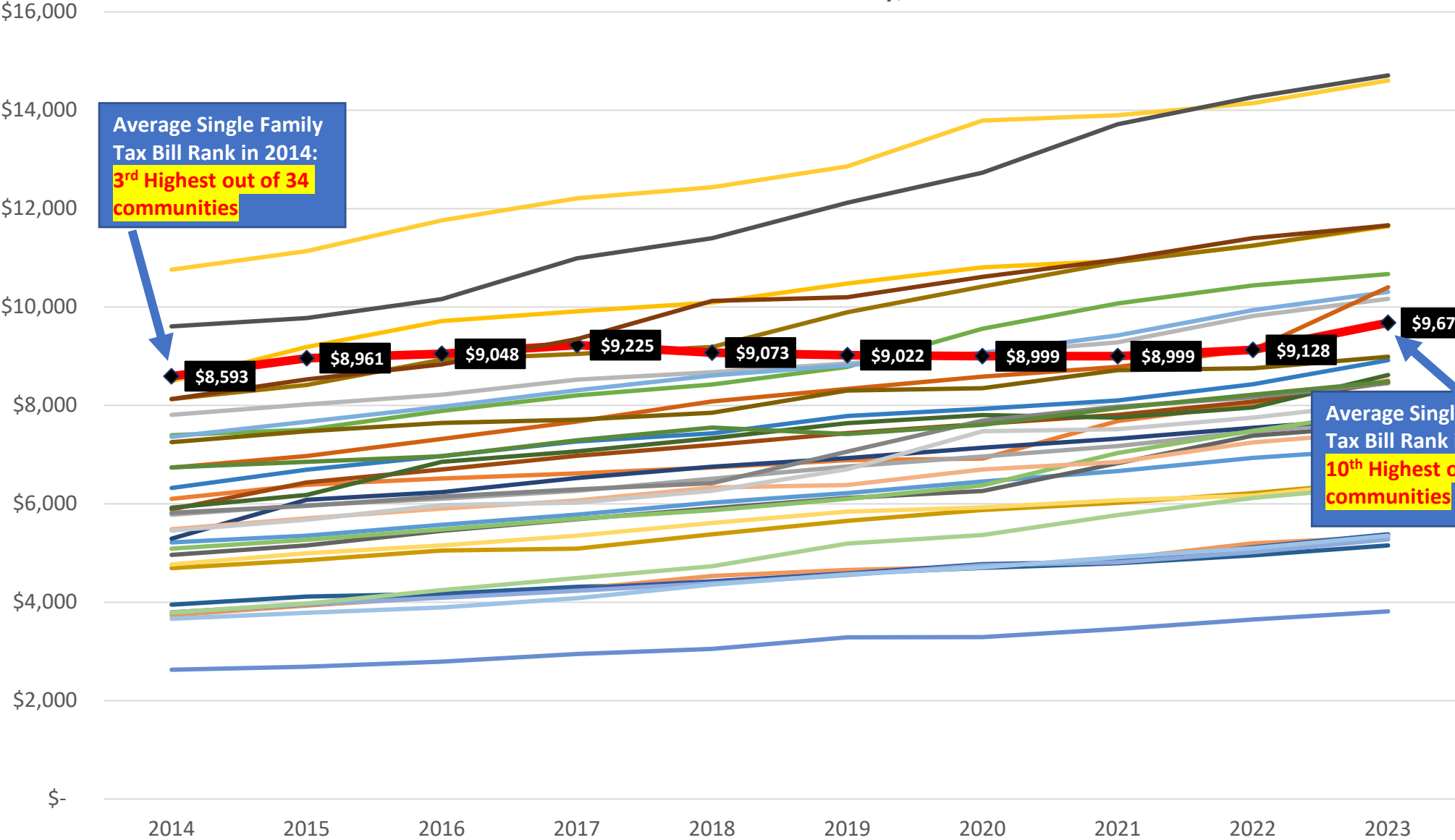


Swampscott New Growth 2014-2024*





Average Single Family Tax Bills by Community Essex County, 2014-2023



- Amesbury
- Beverly
- Boxford
- Danvers
- Essex
- Georgetown
- Gloucester
- Groveland
- Hamilton
- Haverhill
- Ipswich
- Lawrence
- Lynn
- Lynnfield
- Manchester/bts
- Marblehead
- Merrimac
- Methuen
- Middleton
- Nahant
- Newbury
- Newburyport
- North Andover
- Peabody
- Rockport
- Rowley
- Salem
- Salisbury
- Saugus
- Swampscott
- Topsfield
- Wenham
- West Newbury

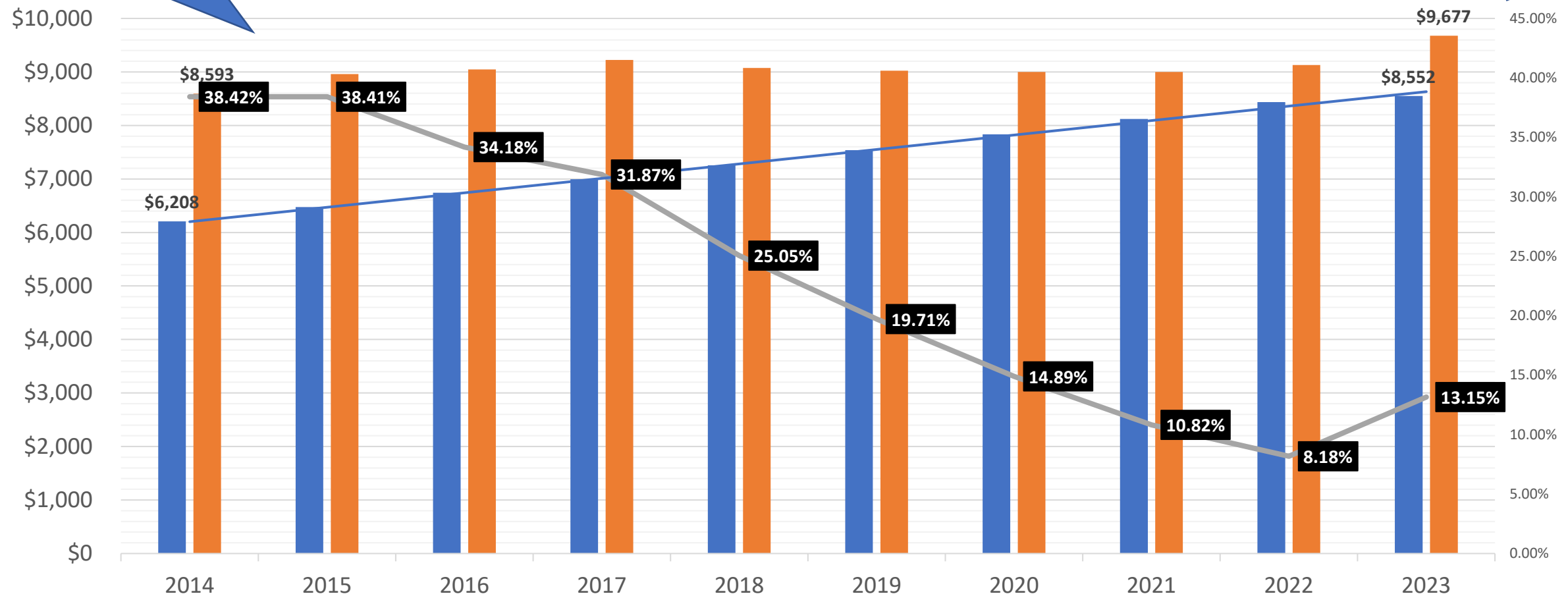


In 2014, the Average Single Family Tax Bill in Swampscott was **38%** higher than the Essex County Average

Ten years later, the gap between Average Single Family Bill in the County and Swampscott has been reduced to **13%.**

Average Single Family Tax Bill, 2014-2023 Essex County & Swampscott

Avg. Tax Bill Essex Cnty Avg. Tax Bill Swampscott Percent Difference Linear (Avg. Tax Bill Essex Cnty)

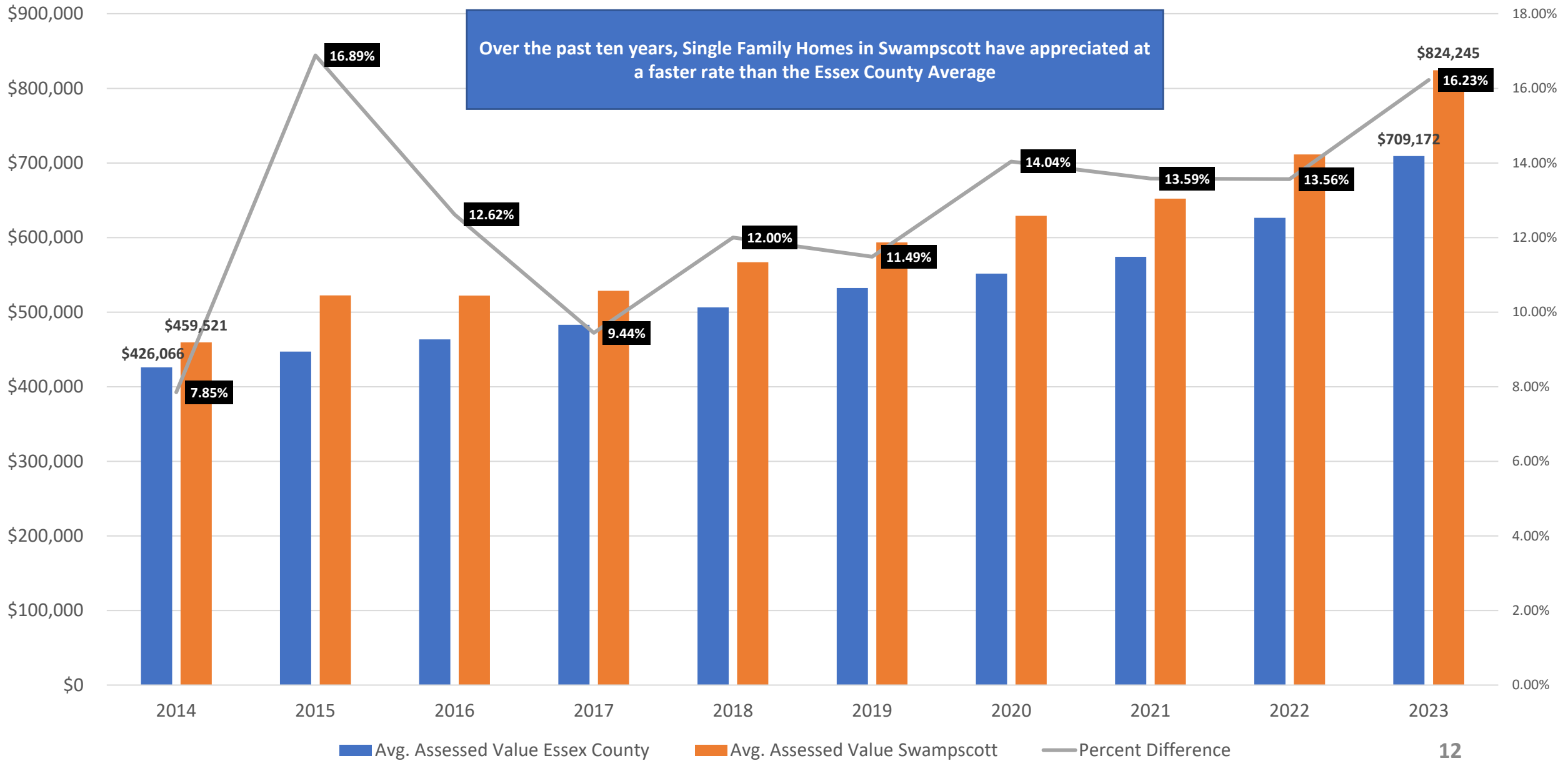


In Essex County, the Average Single Family Tax Bill has **increased +37.75% over last 10 years**

The Swampscott Average Single Family Tax Bill has **increased +12.6% over the last 10 years**



Average Single Family Value 2014-2023, Essex County & Swampscott





Essex County Compared to the Swampscott Average Single-Family Tax Bills						
	Average Essex County Single	Average Essex County	Average Swampscott Single	Average Swampscott Single	Varance Avg. Swampscott	
Fiscal Year	Family Assessed Value	Single Family Tax Bill	Family Assessed Value	Family Tax Bill	Single Family vs. Essex	
					County	
2014	\$385,587	\$6,101	\$459,521	\$8,593	\$2,492	
2015	\$405,179	\$6,360	\$522,531	\$8,961	\$2,601	
2016	\$421,003	\$6,615	\$522,109	\$9,048	\$2,433	
2017	\$439,984	\$6,850	\$528,670	\$9,225	\$2,375	
2018	\$463,933	\$7,080	\$567,045	\$9,073	\$1,993	
2019	\$490,000	\$7,352	\$593,524	\$9,022	\$1,670	
2020	\$551,791	\$7,536	\$629,266	\$8,999	\$1,463	
2021	\$574,100	\$7,815	\$652,094	\$8,999	\$1,184	
2022	\$641,109	\$8,438	\$711,479	\$9,128	\$690	
2023	\$657,484	\$8,554	\$824,276	\$9,677	\$1,113	
					13	



SWAMPSCOTT PEER GROUP

SWAMPSCOTT

Population: 15,111*

Average Home Value: \$726,758

Commercial Assessment: 13%

Rockport

Population: 6,992

Average Home Value: \$791,920

Commercial Assessment: 5%

Distance 19.5 Miles

Winthrop

Population: 19,316

Average Home Value: \$624,982

Commercial Assessment: 6%

Distance 7.7 miles

Ipswich

Population: 13,785

Average Home Value: \$704,834

Commercial Assessment: 10%

Distance 14.6 miles

Georgetown

Population: 7,545

Average Home Value: \$596,851

Commercial Assessment: 9%

Distance 17.9 miles

Middleton

Population 9,799

Average Home Value: \$808,346

Commercial Assessment: 17%

Distance 9.8 Miles

Hamilton

Population: 11,249

Average Home Value: \$713,728

Commercial Assessment: 4%

Distance 11.7 miles

Hull

Population: 10,072

Average Home Value: \$573,792

Commercial Assessment: 4%

Distance 13.2 miles

Newburyport

Population: 18,289

Average Home Value: \$830,521

Commercial Assessment: 11%

Distance 23.4 miles

Marblehead

Population: 20,441

Average Home Value: \$1,030,466

Commercial Assessment: 5%

Adjacent Community

Manchester by the Sea

Population: 5,395

Average Home Value: \$1,400,141

Commercial Assessment: 6%

Distance 11 miles

Scituate

Population: 19,063

Average Home Value: \$822,087

Commercial Assessment: 4%

Distance 20.4 miles

Lynnfield

Population: 13,000

Average Home Value: \$899,564

Commercial Assessment: 12%

Distance 8.4 miles

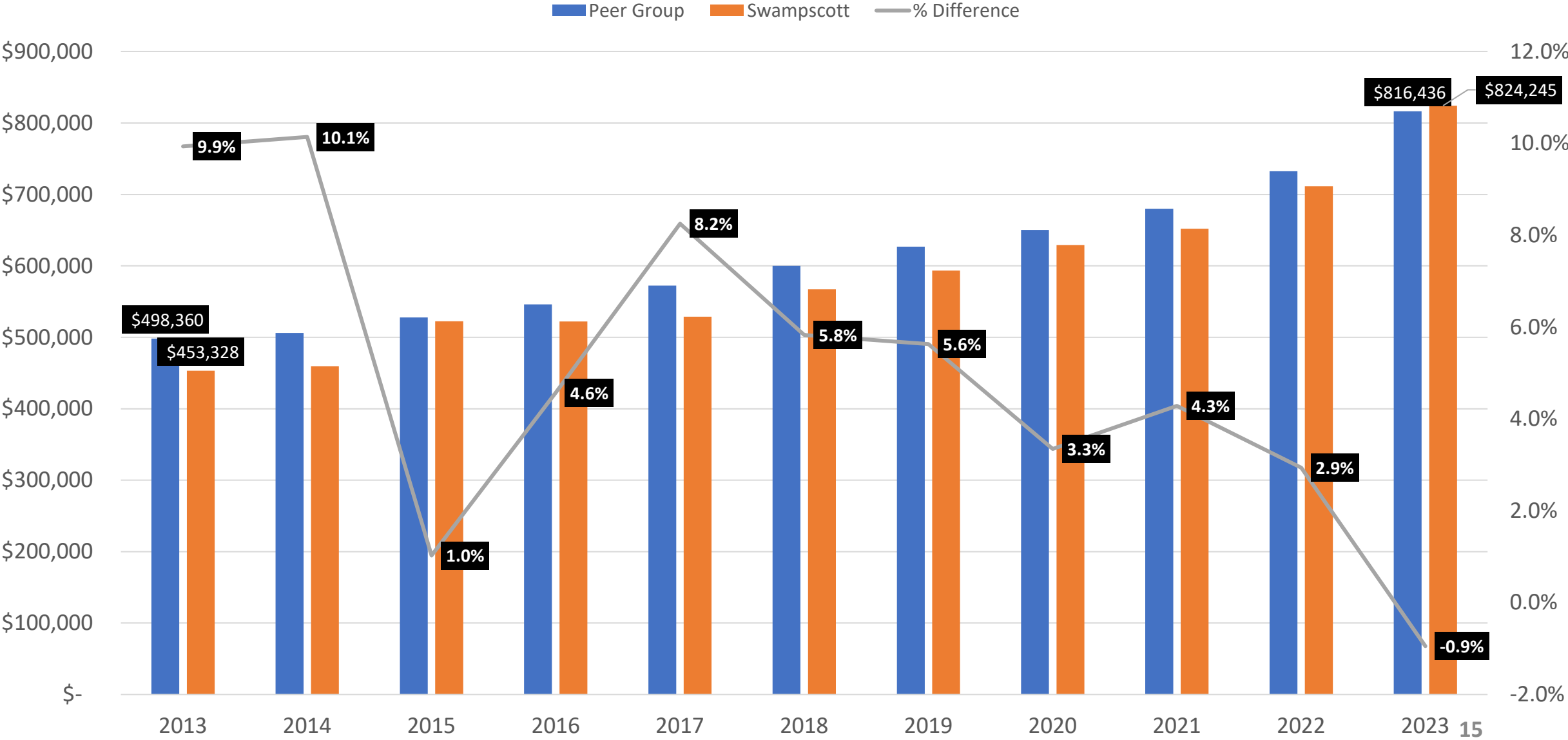
* All population figures are taken from the 2020 census.

Average Values are as of FY2023.



Single Family Assessed Values, 2014-2023

Peer Group & Swampscott





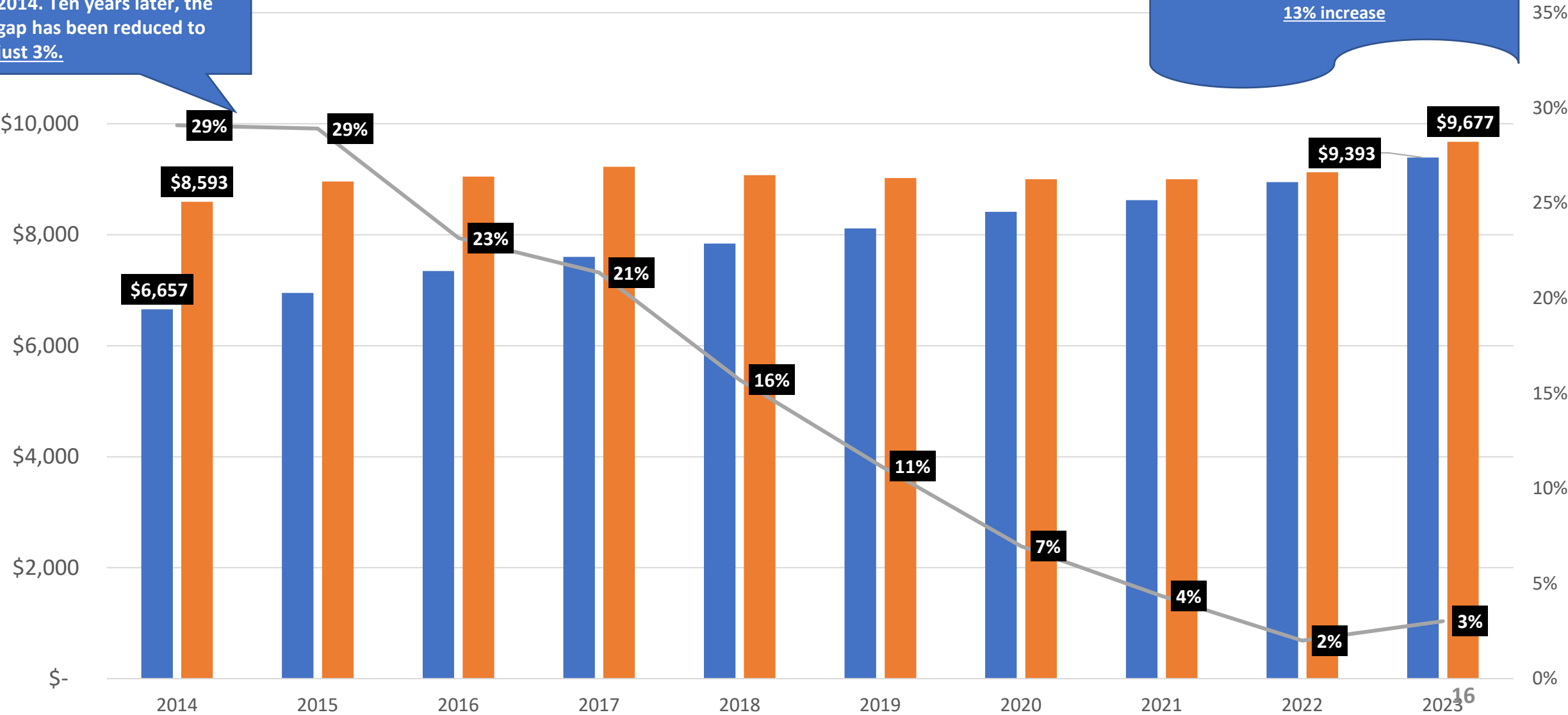
Average Single Family Tax Bill, 2014-2023

Peer Group & Swampscott

The Average Tax Bill in Swampscott was **29%** higher than the per group in 2014. Ten years later, the gap has been reduced to just 3%.

Over the past ten years, communities in the Peer Group experience an Average Single Family Tax bill increase of 41%. Over the same period, Swampscott experienced a 13% increase

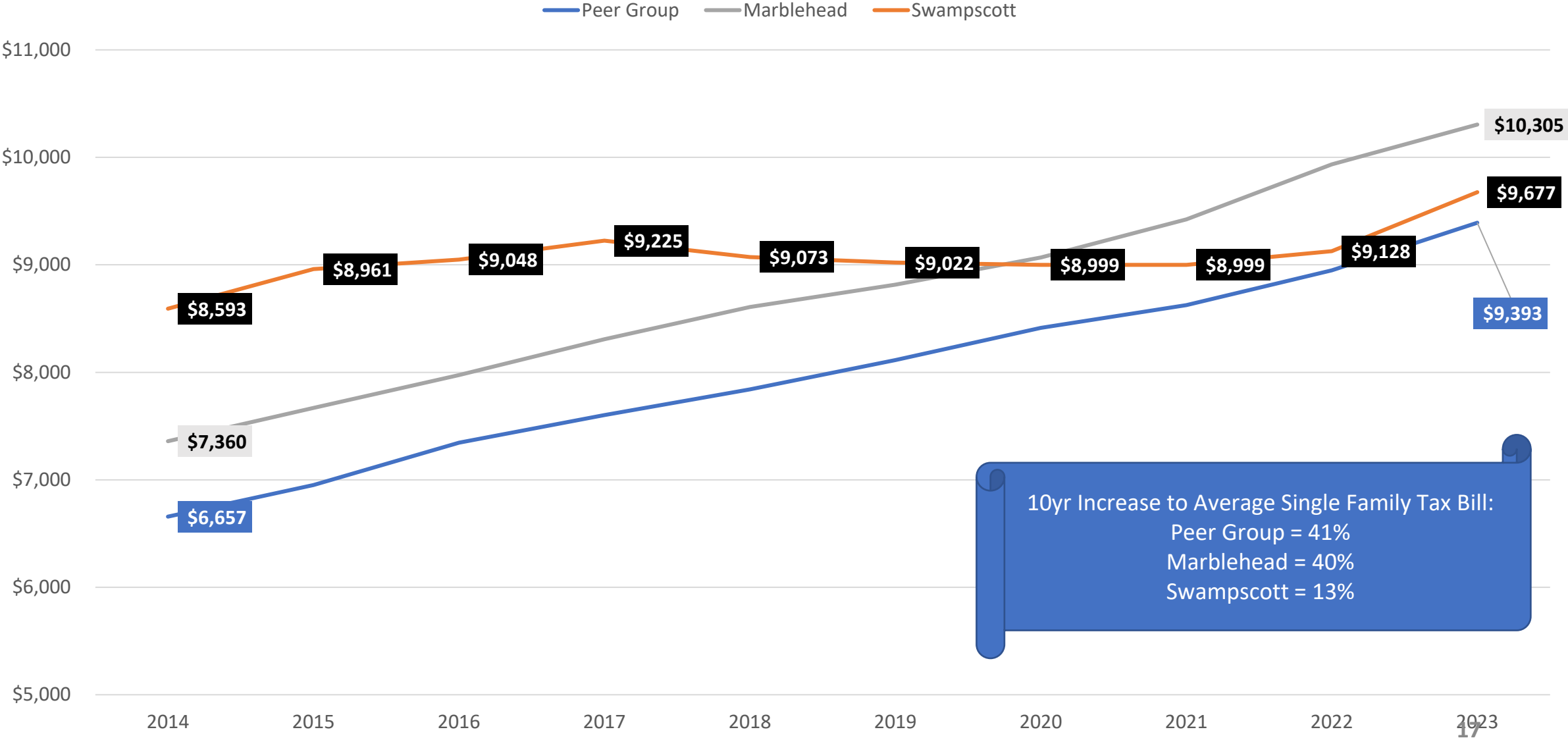
Peer Group Swampscott Percent Difference





Average Single Family Tax Bill, 2014-2023

Peer Group, Marblehead, & Swampscott

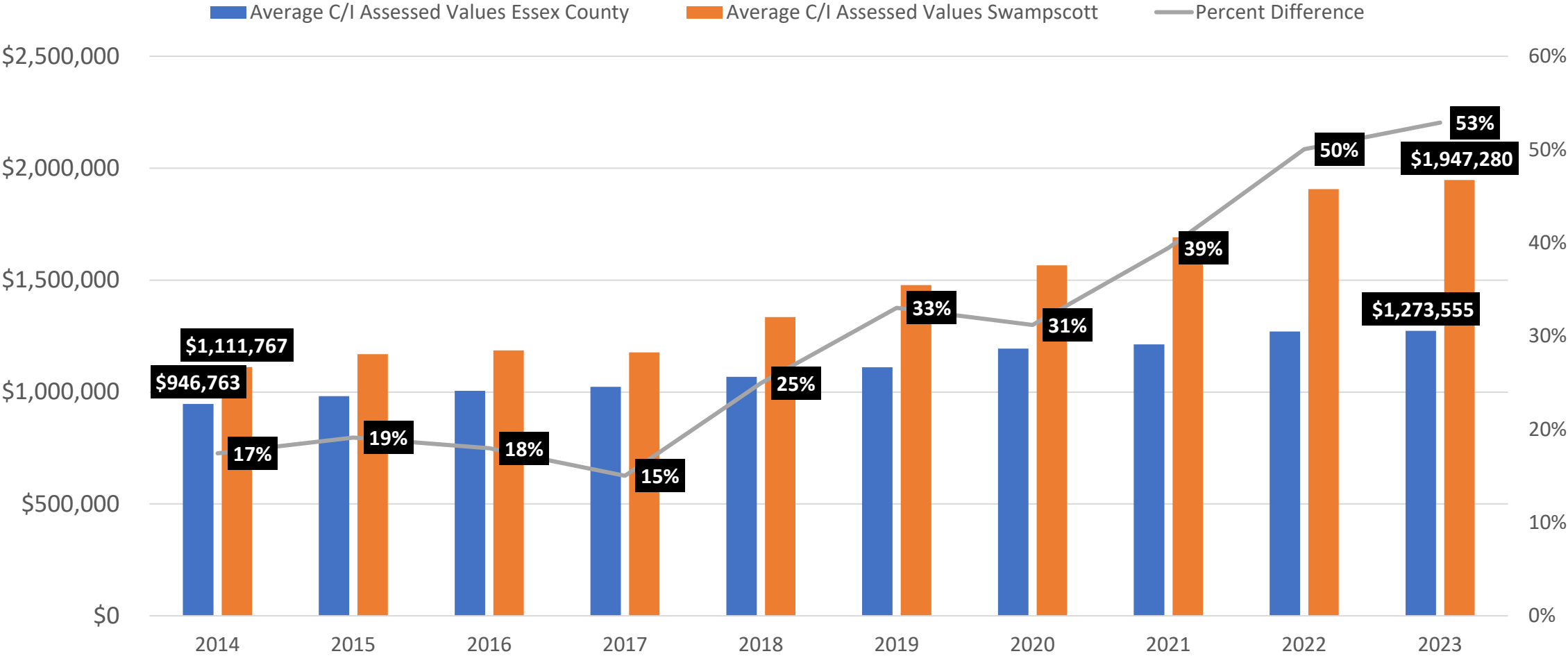


10yr Increase to Average Single Family Tax Bill:
Peer Group = 41%
Marblehead = 40%
Swampscott = 13%



Average Commercial & Industrial Values, 2014-2023

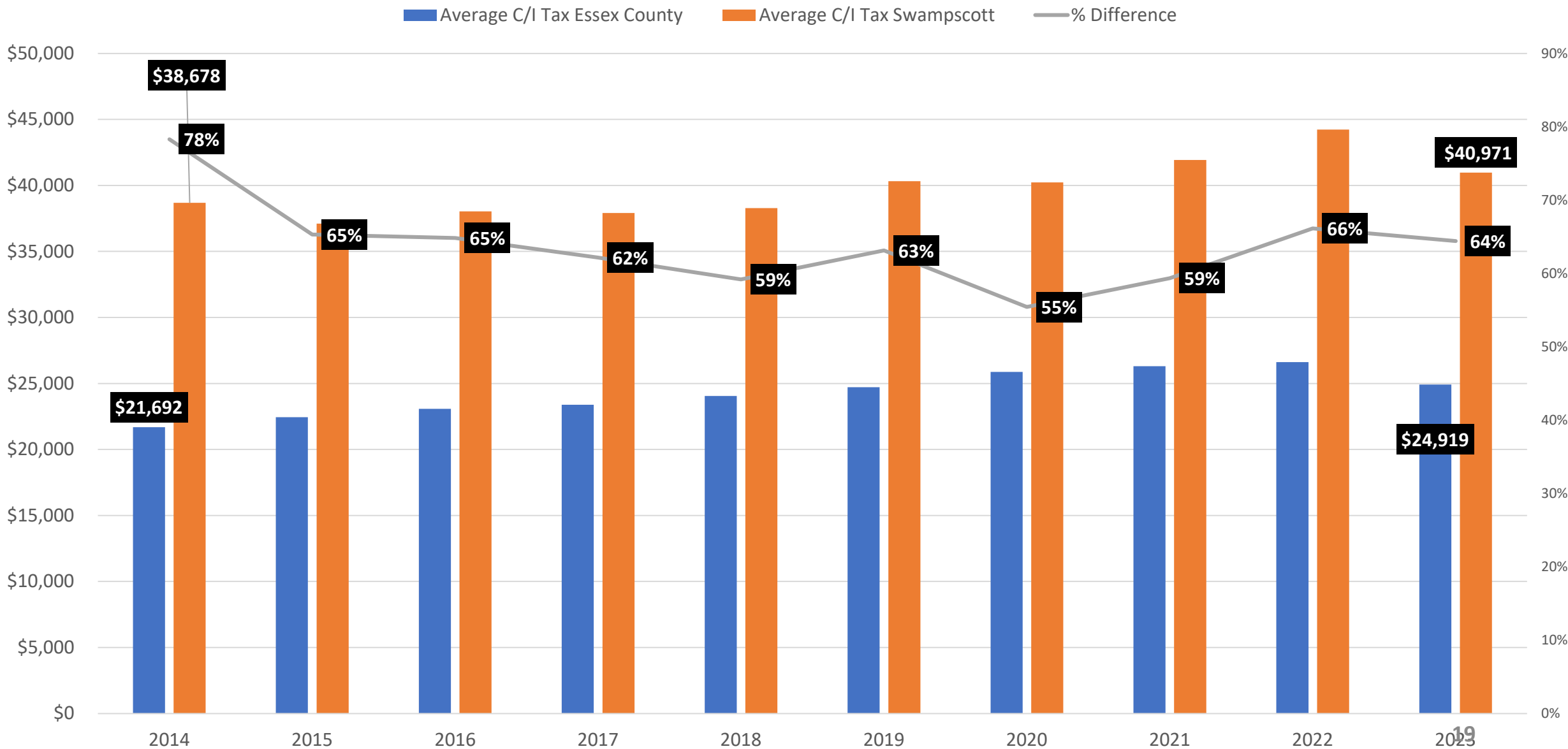
Essex County & Swampscott





Average Commercial/Industrial Tax Bill, 2014-2023

Essex County & Swampscott





	SWAMPSCOTT AVERAGE COMMERCIAL/INDUSTRIAL TAX BILL						
	FISCAL YEAR	AVERAGE ESSEX COUNTY COMMERCIAL/INDUSTRIAL ASSESSED VALUE	AVERAGE ESSEX COUNTY COMMERCIAL/INDUSTRIAL TAX BILL	AVERAGE SWAMPSCOTT COMMERCIAL/INDUSTRIAL ASSESSED VALUE	AVERAGE SWAMPSCOTT COMMERCIAL/INDUSTRIAL TAX BILL	VARIANCE AVERAGE SWAMPSCOTT COMMERCIAL VS. ESSEX COUNTY COMMERCIAL	
	2014	\$946,763	\$21,692	\$1,111,767	\$38,678	\$16,986	
	2015	\$981,801	\$22,448	\$1,169,461	\$37,107	\$14,659	
	2016	\$1,005,153	\$23,070	\$1,185,779	\$38,028	\$14,958	
	2017	\$1,023,634	\$23,380	\$1,177,477	\$37,915	\$14,535	
	2018	\$1,068,084	\$24,051	\$1,334,699	\$38,283	\$14,232	
	2019	\$1,110,586	\$24,717	\$1,477,442	\$40,321	\$15,604	
	2020	\$1,193,947	\$25,877	\$1,566,461	\$40,224	\$14,347	
	2021	\$1,212,583	\$26,313	\$1,691,085	\$41,933	\$15,620	
	2022	\$1,270,654	\$26,622	\$1,906,490	\$44,231	\$17,609	
	2023	\$1,273,555	\$24,919	\$1,947,280	\$40,971	\$16,052	
							20



TAX POLICY OPTIONS

Five Major Components of Tax Policy

1. Setting the Town Budget
2. Estimating Local Receipts
3. Small Business Exemption / Residential Exemption
4. Application of Free Cash/Reserves to mitigate tax increases
5. Split Tax Rate



FY2024 Appropriations

DOR TAX RATE RECAP FORM (PAGE 4)



APPROPRIATIONS							
City/Town Council or Town Meeting Dates	FY*	(a) Total Appropriations Of Each Meeting	(b) ** From Raise and Appropriate	(c) From Free Cash (See B-1)	(d) From Other Available Funds (See B-2)	(e) From Offset Receipts (See A-1)	(f) From Enterprise Funds (See A-2)
05/15/2023	2024	76,823,317.00	69,598,035.00	0.00	350,000.00	0.00	6,875,282.00
05/15/2023	2023	321,696.72	0.00	314,974.72	6,722.00	0.00	0.00
	Total	77,145,013.72	69,598,035.00	314,974.72	356,722.00	0.00	6,875,282.00

Actual Appropriations Voted Since Last Tax Rate Set



FY2024 State Charges: \$1,929,500



State Charges:
(primarily MBTA and
Charter Schools)

State Charges are added to amount
to be raised by taxation

B. STATE ASSESSMENTS AND CHARGES:

Retired Employees Health Insurance	0
Retired Teachers Health Insurance	0
Mosquito Control Projects	25,033
Air Pollution Districts	6,111
Metropolitan Area Planning Council	8,783
Old Colony Planning Council	0
RMV Non-Renewal Surcharge	10,560
Sub-Total, State Assessments:	50,487

C. TRANSPORTATION AUTHORITIES:

MBTA	367,562
Boston Metro. Transit District	0
Regional Transit	0
Sub-Total, Transportation Assessments:	367,562

D. ANNUAL CHARGES AGAINST RECEIPTS:

Multi-Year Repayment Program	0
Special Education	0
Sub-Total, Annual Charges Against Receipts:	0

E. TUITION ASSESSMENTS:

School Choice Sending Tuition	188,230
Charter School Sending Tuition	1,323,221
Sub-Total, Tuition Assessments:	1,511,451

F. TOTAL ESTIMATED CHARGES:

1,929,500

+\$90,608 Compared to FY23

FY2024 Estimated Revenue to be Raised:

II. Amounts to be raised

IIa. Appropriations (col.(b) through col.(g) from page 4)

77,145,013.72

IIb. Other amounts to be raised

1. Amounts certified for tax title purposes

0.00

2. Debt and interest charges not included on page 4

0.00

3. Final Awards

0.00

4. Retained Earnings Deficit

0.00

Aid to Libraries

5. Total cherry sheet offsets (see cherry sheet 1-ER)

36,023.00

6. Revenue deficits

3,992.00

7. Offset receipts deficits Ch. 44, Sec. 53E

0.00

8. CPA other unappropriated/unreserved

0.00

9. Snow and ice deficit Ch. 44, Sec. 31D

0.00

10. Other :

0.00

TOTAL IIb (Total lines 1 through 10)

40,015.00

IIc. State and county cherry sheet charges (C.S. 1-EC)

1,929,500.00

IIId. Allowance for abatements and exemptions (overlay)

0.00

Overlay is an estimate needed to pay for abatements

IIe. Total amount to be raised (Total IIa through IIId)

79,114,528.72

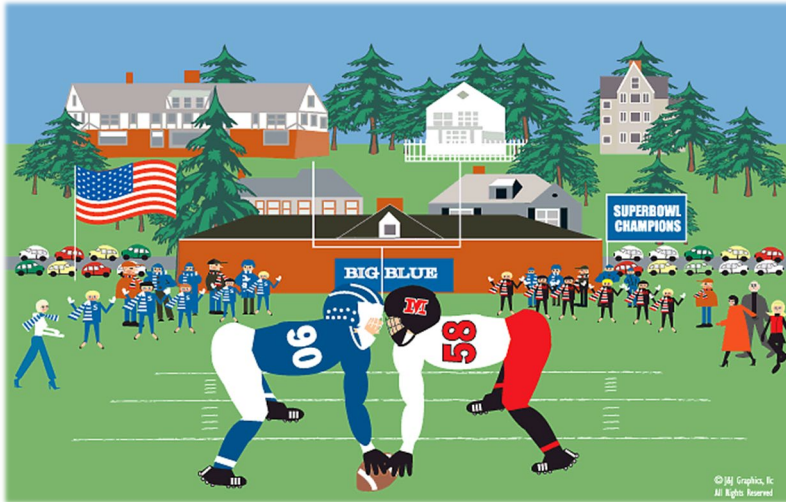
This is the estimated amount of revenue needed to be raised in FY24 from all sources

FY2024

State Aid:
\$6,993,327

Typically referred to as
"Cherry Sheet" by state
& local officials.

State Aid is broken
out into education
aid and general aid



+\$305,775 (+4%) vs LY

A. EDUCATION

Distributions and Reimbursements

Chapter 70	5,114,454
School Transportation	0
Charter Tuition Reimbursement	273,623
Smart Growth School Reimbursement	0
Offset Items - Reserve for Direct Expenditure:	
School Choice Receiving Tuition	0
Sub-Total, All Education Items:	5,388,077

Presentation last saved: Just now

B. GENERAL GOVERNMENT:

Distributions and Reimbursements

Unrestricted General Government Aid	1,547,423
Local Share of Racing Taxes	0
Regional Public Libraries	0
Veterans Benefits	18,943
Exemp: VBS and Elderly	0
State Owned Land	2,861
Offset Items - Reserve for Direct Expenditure:	
Public Libraries	36,023
Sub-Total, All General Government:	1,605,250

C. TOTAL ESTIMATED RECEIPTS:

6,993,327

Total used to offset revenue needed from taxes

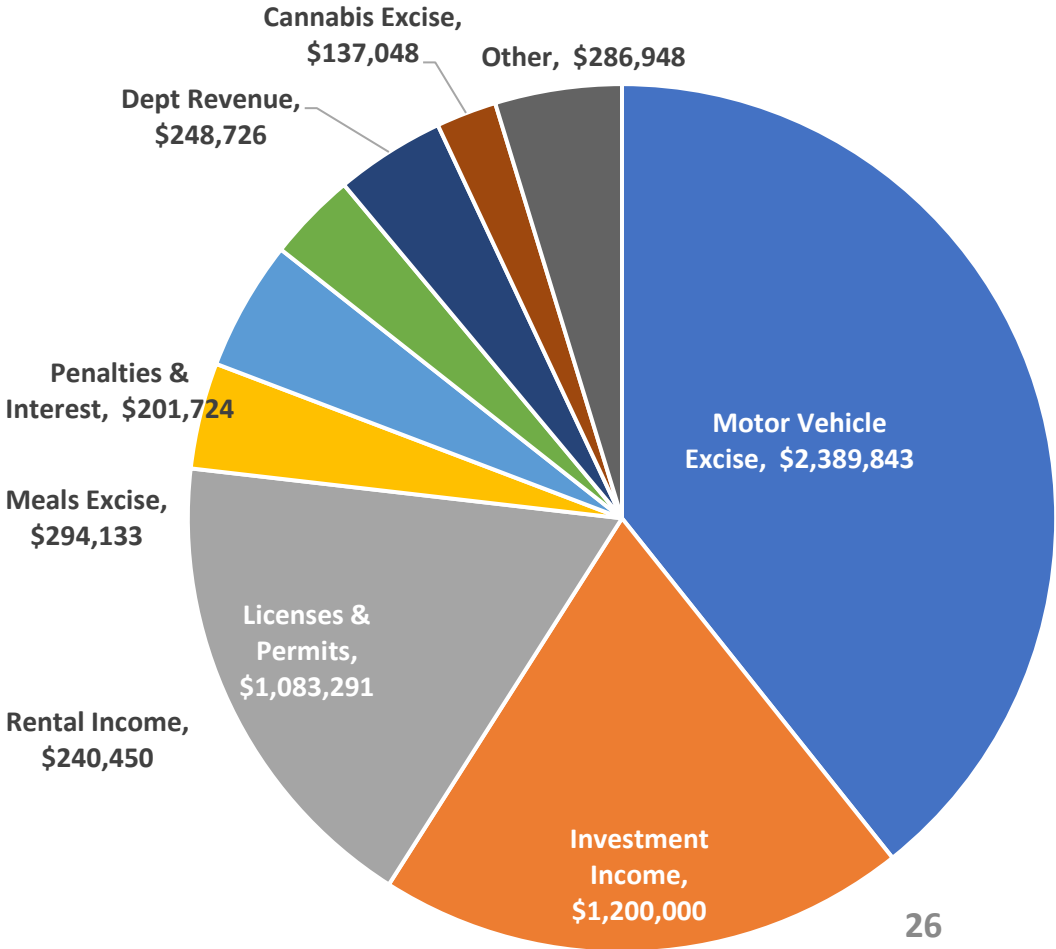


FY23/FY24 Local Receipts Estimates

Category	Estimated Receipts Fiscal 2023	Actual Receipts Fiscal 2023	Variance vs FY23 Estimate	Estimated Receipts Fiscal 2024	Variance vs FY23 Estimate
Motor Vehicle Excise	\$ 2,422,539	\$ 2,417,091.00	-0.22%	\$ 2,389,843	-1.35%
Meals Excise	\$ 374,946	\$ 367,666.00	-1.94%	\$ 294,133	-21.55%
Room Excise	\$ 36,996	\$ 43,205.00	16.78%	\$ 49,686	34.30%
Boat Excise	\$ 4,143	\$ 8,586.00	107.24%	\$ 5,311	28.19%
Cannabis Excise	\$ 80,909	\$ 152,275.00	88.21%	\$ 137,048	69.39%
Penalties/Interest on Taxes & Excise	\$ 240,014	\$ 201,706.00	-15.96%	\$ 201,724	-15.95%
Payments in Lieu of Taxes	\$ 18,000	\$ 21,405.00	18.92%	\$ 18,911	5.06%
Fees	\$ 74,486	\$ 50,101.00	-32.74%	\$ 50,101	-32.74%
Community Impact Fee - Short-Term Rentals	\$ 15,332	\$ 18,395.00	19.98%	\$ 20,235	31.98%
Rentals	\$ 220,068	\$ 234,254.00	6.45%	\$ 240,450	9.26%
Dept Revenue - Libraries	\$ -	\$ 168.00	n/a	\$ -	n/a
Dept Revenue - Cemeteries	\$ 55,173	\$ 53,130.00	-3.70%	\$ 51,053	-7.47%
Dept Revenue - Recreation	\$ 43,010	\$ 43,514.00	1.17%	\$ 46,183	7.38%
Other Dept Revenue	\$ 175,000	\$ 348,027.00	98.87%	\$ 151,490	-13.43%
Building Permits	\$ 887,489	\$ 911,647.00	2.72%	\$ 1,033,291	16.43%
Liquor Licenses	\$ 49,790	\$ 50,323.00	1.07%	\$ 50,000	0.42%
Fines and Forfeits	\$ 29,377	\$ 122,107.00	315.66%	\$ 51,942	76.81%
Investment Income	\$ 1,200,000	\$ 2,649,316.00	120.78%	\$ 1,200,000	0.00%
Misc Recurring Receipts	\$ 4,481	\$ 12,285.00	174.17%	\$ 2,962	-33.90%
Misc Non-Recurring Receipts	\$ 97,130	\$ 279,763.00	188.03%	\$ 87,800	-9.61%
Total Local Receipts	\$ 6,028,883	\$ 7,984,964	32.45%	\$ 6,082,163	0.88%

Tax Levy is reduced by
estimated local receipts

FY24 Local Receipts Estimates
are +.88% vs FY23 Estimates



FY2024 Estimated Levy

III. Estimated receipts and other revenue sources

IIIa. Estimated receipts - State

1. Cherry sheet estimated receipts (C.S. 1-ER Total)	6,993,327.00
2. Massachusetts school building authority payments	0.00

TOTAL IIIa

6,993,327.00

Carried over from
prior 2 slides

IIIb. Estimated receipts - Local

1. Local receipts not allocated (page 3, col (b) Line 24)	6,082,162.00
2. Offset Receipts (Schedule A-1)	0.00
3. Enterprise Funds (Schedule A-2)	7,828,164.00
4. Community Preservation Funds (See Schedule A-4)	0.00

TOTAL IIIb

13,910,326.00

Water & Sewer Enterprise
Fund Est. Revenue

IIIc. Revenue sources appropriated for particular purposes

1. Free cash (page 4, col (c))	314,974.72
2. Other available funds (page 4, col (d))	356,722.00

TOTAL IIIc

671,696.72

IIId. Other revenue sources appropriated specifically to reduce the tax rate

1a. Free cash..appropriated on or before June 30, 2023	0.00
1b. Free cash..appropriated on or after July 1, 2023	0.00
2. Municipal light surplus	0.00
3. Other source : <input type="text"/>	0.00

TOTAL IIId

0.00

Use of Free Cash/Stabilization to Reduce Tax
Levy - TBD

Total Revenue other
than property taxes

IIIe. Total estimated receipts and other revenue sources

(Total IIIa through IIId)

21,575,349.72

IV. Summary of total amount to be raised and total receipts from all sources

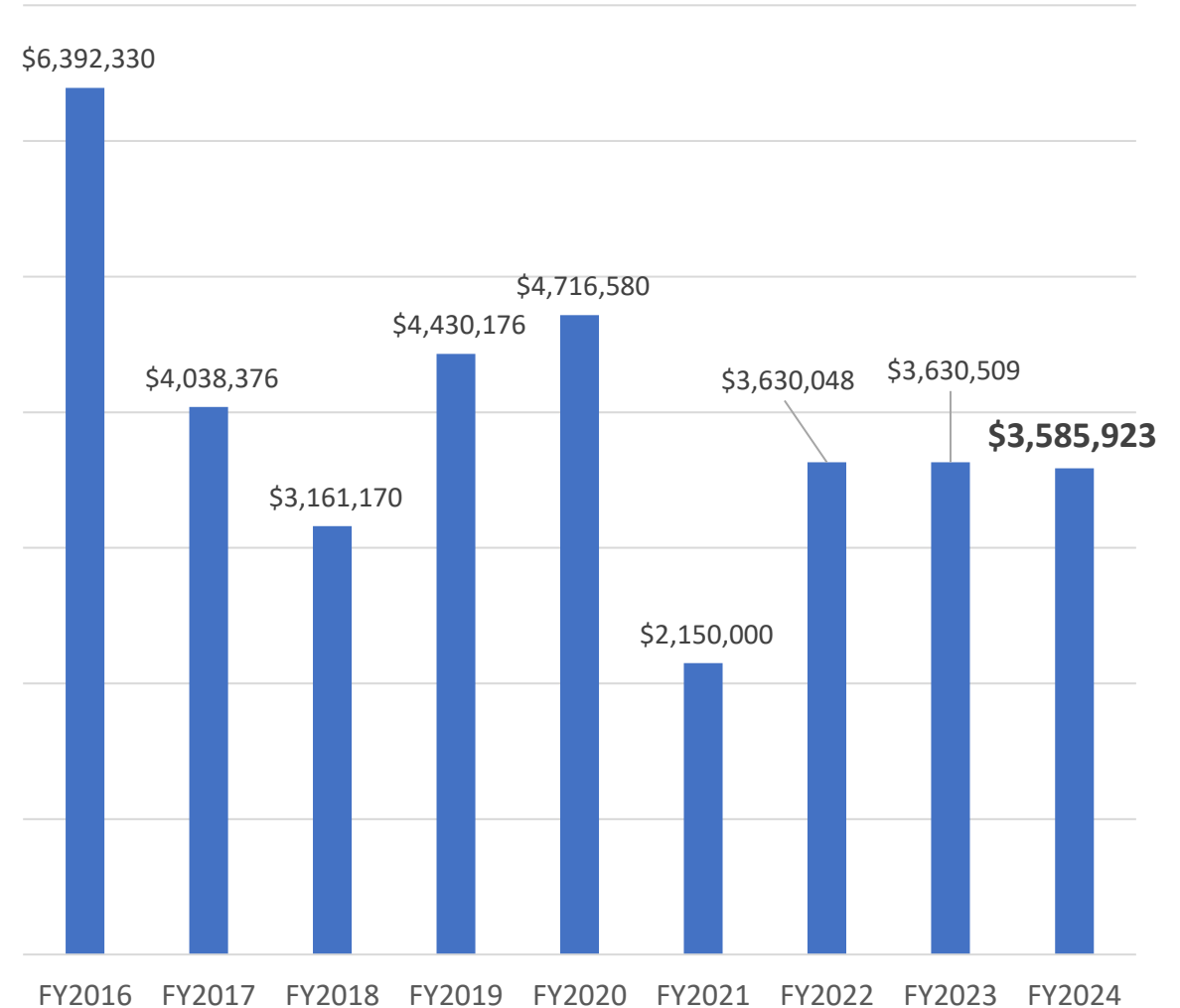
a. Total amount to be raised (from IIe)	79,114,528.72
b. Total estimated receipts and other revenue sources (from IIIe)	21,575,349.72
c. Total real and personal property tax levy (from Ic)	57,539,179.00
d. Total receipts from all sources (total IVb plus IVc)	79,114,528.72

Est Tax Levy for FY2023 =
x% of appropriations



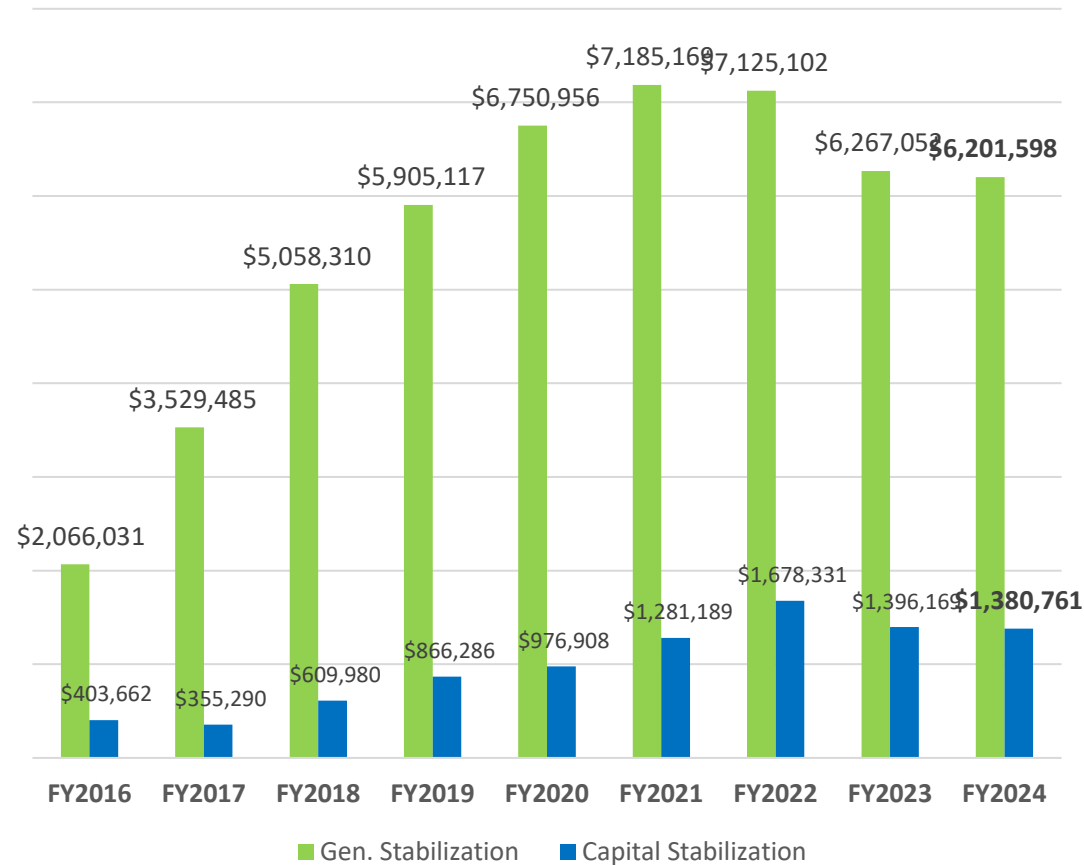
Free Cash Certification

- Free cash results from revenues in excess of estimates, and expenses below estimates
- Financial Policy requires maintenance of 3-5% of the operating budget in free cash
 - 3% Guideline: \$2,104,613
 - 5% Guideline: \$3,507,688
- Free cash has declined since FY2020 as operating budgets contracts
- Current Year Free Cash is **\$3,585,923**





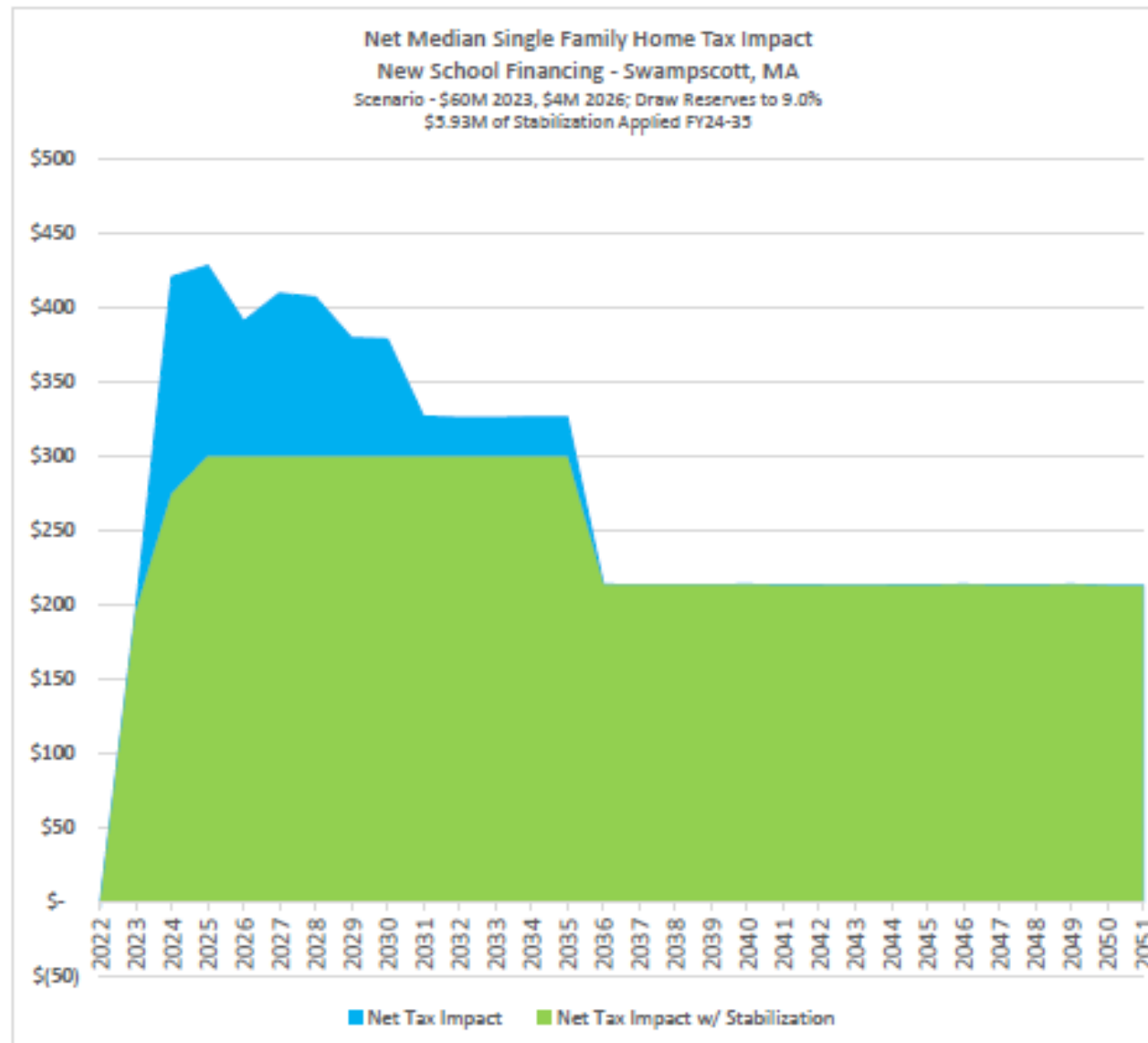
Other Financial Reserves



- General Stabilization and Capital Stabilization have been built up since 2016
 - The Town utilized \$1M from Gen. Stabilization and \$320K from Cap. Stabilization to reduce tax levy in FY23
 - Drew reserves down to minimum balance required by local policy
 - Financial Policies call for maintenance of 9-10% of the operating budget in the general stabilization fund, and 2-4% in the capital stabilization fund
 - General Stabilization balance is 8.84% of budget
 - Capital Stabilization balance is 1.97% of budget

New School Debt

- Tax Impact of Construction Project Modeled in June 2021
- Based on assumed \$64,000,000 debt for the local share of the project
- Allocated Reserves to mitigate the impact to tax payers
- Target Net impact to median single-family homeowner was \$300 after application of one-time funds to reduce tax levy





Model vs. Actual

Bonding was accelerated to March 2022 in order to curtail the impact of rising interest rates

NIC on debt issue was 2.847721%

Model assumed 2.5% so the debt service is higher than originally anticipated

Accelerating the debt issuance saved the town millions over the life of the bonds as rates rose in 2022 and 2023

- Current Median Single Family Home Value is \$750,700
 - +9.45% vs FY23
 - MSFH Value in FY23 was \$685,900
 - MSFH Value in FY21 was \$516,400
 - MSFH Value has increased 45% since FY21 (+\$234,300)
- Residential growth is outpacing Commercial, Industrial, and Personal Property Growth in town
 - Residential property class must pickup a larger share of the levy each year, impacting the tax rate

Description	Amount
New School Debt Service - FY24	\$ 3,020,200.00
Excluded Debt Rolled-Off to Date	\$ (73,670.00)
New School Debt Service - FY24, Net of Roll-Off	\$ 2,946,530.00
Residential Levy Percentage @ 170% Shift	0.887598
Residential Share of New School Debt	\$ 2,615,334.13
FY24 Total Residential Values	\$ 4,366,977,590.00
Residential Tax Rate Impact - New School, per thousand	\$ 0.60
FY24 Median Single-Family Value	\$ 750,700.00
Gross Tax Impact, Excluded Debt - School Construction	\$ 449.59
*One-Time Fund Use, School Construction	\$ 980,367.14
New School Debt Service Net of One Time Funds - FY24	\$ 1,966,162.86
Residential Levy Percentage @ 170% Shift	0.887598
Residential Share of New School Debt, Net of One-Time Funds	\$ 1,745,162.22
FY24 Total Residential Values	\$ 4,366,977,590.00
Residential Tax Rate Impact - New School, per thousand	\$ 0.40
FY24 Median Single-Family Value	\$ 750,700.00
Net Tax Impact, School Construction	\$ 300.00

FY24 Tax Impacts: New School Construction

- Debt Service for Construction of the New Swampscott Combined Elementary Schools Totals \$3,020,200 in FY24
 - Using Appx. \$980K in one-time funds to reduce the tax levy will mitigate taxpayer impacts from this project in-line with original expectations
 - Debt Service on the project and One-Time funds required for off-set were comparable in FY23 and slightly above original model due to interest rate assumption and timing
- Ability to replenish free cash and reserves is currently weakened as budgeting continues to tighten each year under current tax policy, as well as limited growth in local receipts and long-term unpredictability of new growth
 - New Growth is expected to exceed budget expectations in the 2-5 year timeframe
 - i.e. Elm Place, Glover Residences, Hadley, Pine St.



Use of One-Time Funds to Reduce Tax Rate

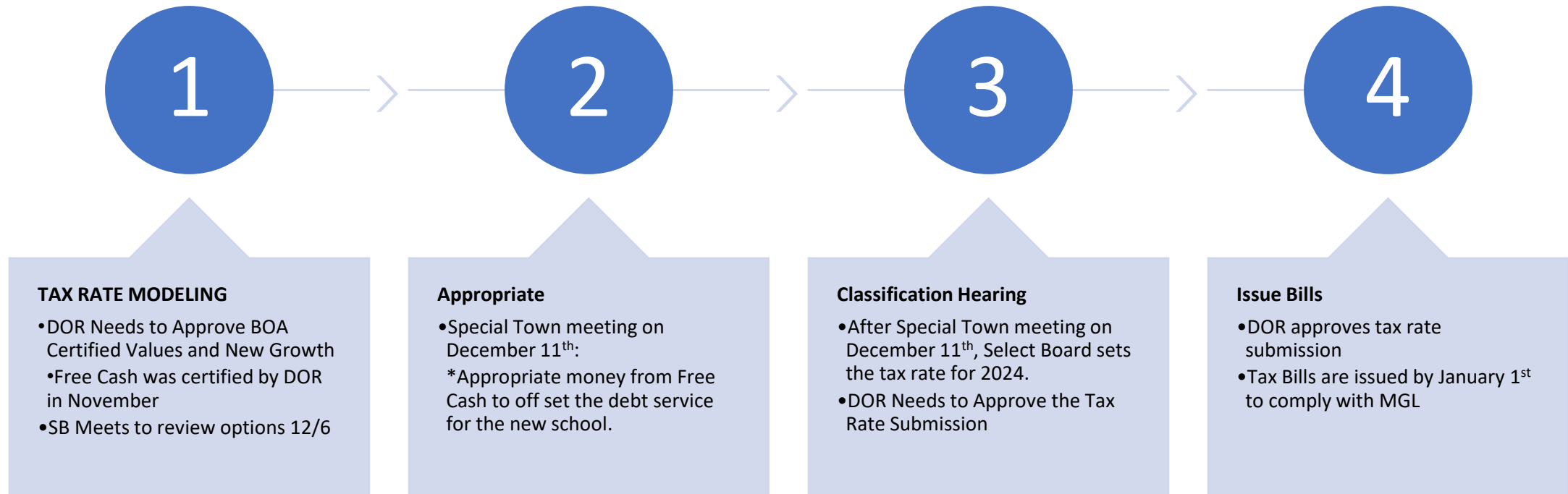
- Last year town meeting voted to apply \$1,000,000 of General Stabilization, \$320,000 of Capital Stabilization, and \$1,250,000 of Free Cash to Reduce the Tax Rate
 - Stabilization accounts were drawn to their minimum balance per financial policy
- **This year, the town administrator and finance team recommend utilizing a 175% CIP Shift**

Free Cash Options - 170% Shift										
Actual Levy % Incr	Estimated Levy	CIP Shift	Free Cash Allocated	Estimated Residential Rate	Average Single Fam	Difference v 2023	Difference %	Median Single Fam	Difference v 2023	Difference %
8.13%	\$ 57,739,180	1.7	0	11.73	\$ 10,517.68	\$ 840.68	8.69%	\$ 8,805.71	\$ 753.25	9.35%
7.76%	\$ 57,539,180	1.7	\$ 200,000	11.69	\$ 10,481.82	\$ 804.82	8.32%	\$ 8,775.68	\$ 723.22	8.98%
7.38%	\$ 57,339,180	1.7	\$ 400,000	11.65	\$ 10,445.95	\$ 768.95	7.95%	\$ 8,745.66	\$ 693.20	8.61%
7.01%	\$ 57,139,180	1.7	\$ 600,000	11.61	\$ 10,410.08	\$ 733.08	7.58%	\$ 8,715.63	\$ 663.17	8.24%
6.64%	\$ 56,939,180	1.7	\$ 800,000	11.57	\$ 10,374.22	\$ 697.22	7.20%	\$ 8,685.60	\$ 633.14	7.86%
6.26%	\$ 56,739,180	1.7	\$ 1,000,000	11.53	\$ 10,338.35	\$ 661.35	6.83%	\$ 8,655.57	\$ 603.11	7.49%
5.89%	\$ 56,539,180	1.7	\$ 1,200,000	11.49	\$ 10,302.49	\$ 625.49	6.46%	\$ 8,625.54	\$ 573.08	7.12%
5.51%	\$ 56,339,180	1.7	\$ 1,400,000	11.45	\$ 10,266.62	\$ 589.62	6.09%	\$ 8,595.52	\$ 543.05	6.74%

Free Cash Options - 175% Shift										
Actual Levy % Incr	Estimated Levy	CIP Shift	Free Cash Allocated	Estimated Residential Rate	Average Single Fam	Difference v 2023	Difference %	Median Single Fam	Difference v 2023	Difference %
8.13%	\$ 57,739,180	1.75	0	11.69	\$ 10,481.82	\$ 804.82	8.32%	\$ 8,775.68	\$ 723.22	8.98%
7.76%	\$ 57,539,180	1.75	\$ 200,000	11.65	\$ 10,445.95	\$ 768.95	7.95%	\$ 8,745.66	\$ 693.20	8.61%
7.38%	\$ 57,339,180	1.75	\$ 400,000	11.61	\$ 10,410.08	\$ 733.08	7.58%	\$ 8,715.63	\$ 663.17	8.24%
7.01%	\$ 57,139,180	1.75	\$ 600,000	11.57	\$ 10,374.22	\$ 697.22	7.20%	\$ 8,685.60	\$ 633.14	7.86%
6.64%	\$ 56,939,180	1.75	\$ 800,000	11.53	\$ 10,338.35	\$ 661.35	6.83%	\$ 8,655.57	\$ 603.11	7.49%
6.26%	\$ 56,739,180	1.75	\$ 1,000,000	11.49	\$ 10,302.49	\$ 625.49	6.46%	\$ 8,625.54	\$ 573.08	7.12%
5.89%	\$ 56,539,180	1.75	\$ 1,200,000	11.45	\$ 10,266.62	\$ 589.62	6.09%	\$ 8,595.52	\$ 543.05	6.74%
5.51%	\$ 56,339,180	1.75	\$ 1,400,000	11.41	\$ 10,230.75	\$ 553.75	5.72%	\$ 8,565.49	\$ 513.03	6.37%

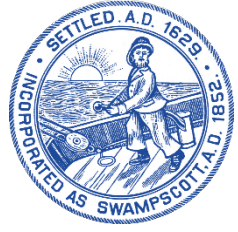


NEXT STEPS



SWAMPSCOTT
10 YEAR SUMMARY OF PROJECTED REVENUES AND EXPENDITURES

GENERAL FUND	5-Year Historical					Current	10-Year Projection									
	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034
Revenues																
Tax Levy	\$ 48,420,103	\$ 48,813,196	\$ 49,731,152	\$ 51,396,158	\$ 53,396,235	\$ 57,780,426	\$ 59,085,782	\$ 60,692,505	\$ 62,331,363	\$ 64,002,999	\$ 65,708,069	\$ 67,447,241	\$ 69,221,198	\$ 71,030,635	\$ 72,876,262	\$ 74,758,802
State Aid - Education	\$ 3,771,478	\$ 4,483,853	\$ 4,742,395	\$ 4,731,059	\$ 5,099,363	\$ 5,399,868	\$ 5,507,341	\$ 5,617,073	\$ 5,729,111	\$ 5,843,503	\$ 5,960,298	\$ 6,079,548	\$ 6,201,304	\$ 6,325,619	\$ 6,452,546	\$ 6,582,139
State Aid - General Government	\$ 1,433,673	\$ 1,431,461	\$ 1,443,103	\$ 1,517,694	\$ 1,588,189	\$ 1,605,250	\$ 1,658,496	\$ 1,687,252	\$ 1,716,525	\$ 1,746,327	\$ 1,776,665	\$ 1,807,551	\$ 1,838,995	\$ 1,871,006	\$ 1,903,596	\$ 1,936,774
Local Receipts	\$ 6,614,629	\$ 6,691,649	\$ 4,446,972	\$ 4,904,795	\$ 7,943,991	\$ 6,013,519	\$ 4,667,790	\$ 4,693,840	\$ 4,720,421	\$ 4,747,546	\$ 4,775,227	\$ 4,803,474	\$ 4,832,300	\$ 4,861,717	\$ 4,843,357	\$ 4,652,443
Indirect Costs - Enterprise Funds	\$ 822,704	\$ 895,388	\$ 913,296	\$ 926,048	\$ 963,154	\$ 952,882	\$ 971,940	\$ 991,378	\$ 1,011,206	\$ 1,031,430	\$ 1,052,059	\$ 1,073,100	\$ 1,094,562	\$ 1,116,453	\$ 1,138,782	\$ 1,161,558
Free Cash/Stabilization/Other Financing Sources	\$ 1,458,160	\$ 1,002,077	\$ 2,107,500	\$ 2,281,917	\$ 2,629,965	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total, General Fund Inflows & Sources	\$ 62,520,747	\$ 63,317,624	\$ 63,384,418	\$ 65,757,670	\$ 71,620,897	\$ 71,751,945	\$ 71,891,350	\$ 73,682,047	\$ 75,508,626	\$ 77,371,805	\$ 79,272,318	\$ 81,210,915	\$ 83,188,360	\$ 85,205,431	\$ 87,214,542	\$ 89,091,716
Expendes																
General Government	\$ 2,909,056	\$ 3,009,791	\$ 2,865,477	\$ 3,027,962	\$ 3,263,414	\$ 3,457,338	\$ 3,526,485	\$ 3,597,014	\$ 3,668,955	\$ 3,742,334	\$ 3,817,181	\$ 3,893,524	\$ 3,971,395	\$ 4,050,823	\$ 4,131,839	\$ 4,214,476
Public Safety	\$ 8,005,304	\$ 7,663,409	\$ 7,885,848	\$ 8,453,451	\$ 8,305,046	\$ 8,478,181	\$ 8,647,745	\$ 8,820,700	\$ 8,997,114	\$ 9,177,056	\$ 9,360,597	\$ 9,547,809	\$ 9,738,765	\$ 9,933,541	\$ 10,132,211	\$ 10,334,856
Education	\$ 28,764,052	\$ 29,884,769	\$ 29,104,602	\$ 30,311,491	\$ 30,812,071	\$ 31,613,325	\$ 32,250,696	\$ 32,900,968	\$ 33,564,403	\$ 34,241,269	\$ 34,931,840	\$ 35,636,394	\$ 36,355,217	\$ 37,088,000	\$ 37,836,838	\$ 38,600,236
Public Works	\$ 1,439,155	\$ 1,368,498	\$ 1,334,836	\$ 1,542,313	\$ 1,307,883	\$ 1,571,673	\$ 1,606,553	\$ 1,638,684	\$ 1,671,458	\$ 1,704,887	\$ 1,738,985	\$ 1,773,765	\$ 1,809,240	\$ 1,845,425	\$ 1,882,333	\$ 1,919,980
Health & Human Services	\$ 1,631,528	\$ 1,786,164	\$ 1,900,522	\$ 1,848,716	\$ 639,830	\$ 554,597	\$ 565,689	\$ 577,003	\$ 588,543	\$ 600,314	\$ 612,320	\$ 624,566	\$ 637,058	\$ 649,799	\$ 662,795	\$ 676,051
Culture & Recreation	\$ 760,649	\$ 756,786	\$ 738,659	\$ 798,228	\$ 836,127	\$ 913,169	\$ 931,433	\$ 950,061	\$ 969,063	\$ 988,444	\$ 1,008,213	\$ 1,028,377	\$ 1,048,945	\$ 1,069,924	\$ 1,091,322	\$ 1,113,148
Debt Service	\$ 3,307,292	\$ 3,055,320	\$ 3,514,313	\$ 3,392,929	\$ 6,847,786	\$ 7,069,844	\$ 7,023,222	\$ 7,917,372	\$ 8,279,543	\$ 9,130,703	\$ 9,864,938	\$ 11,754,764	\$ 14,585,144	\$ 14,424,709	\$ 14,304,017	\$ 14,045,422
Workers Compensation	\$ 251,228	\$ 283,594	\$ 365,055	\$ 411,185	\$ 267,620	\$ 295,800	\$ 301,716	\$ 307,750	\$ 313,905	\$ 320,183	\$ 326,587	\$ 333,119	\$ 339,781	\$ 346,577	\$ 353,508	\$ 360,579



2023 Special Town Meeting

WARRANT REPORT

Town of Swampscott

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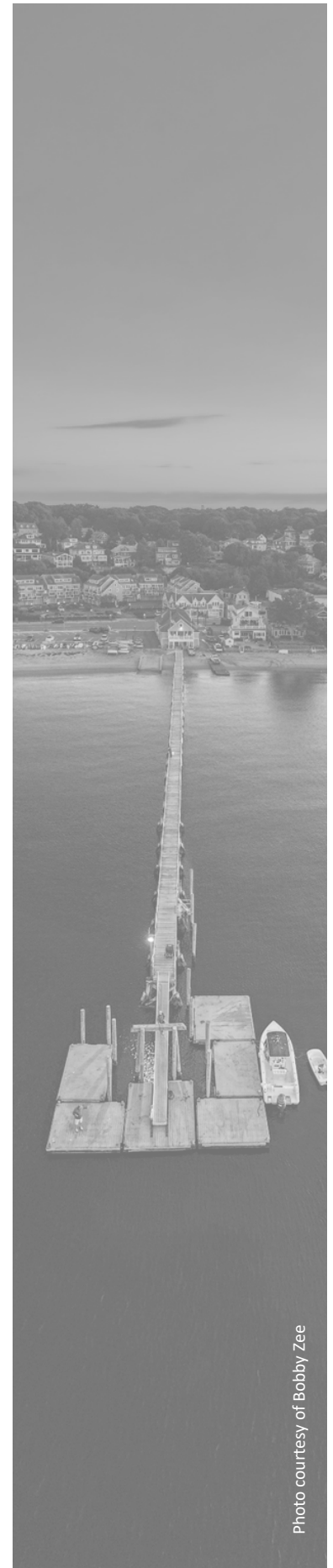


Photo courtesy of Bobby Zee

NOTICE OF SPECIAL TOWN MEETING

Monday, December 11, 2023, 7:00 PM

To Town Meeting Members:

Notice is hereby given in accordance with Article II, Section 2 of the General Bylaws of the Town of Swampscott that the Special Town Meeting will be held on Monday, December 11, 2023, beginning at 7:00 pm in the Swampscott High School Auditorium located at 200 Essex Street, Swampscott.

The required identification badge is to be picked up at the auditorium entrance when you check in.

Town Moderator Michael McClung will preside.

Respectfully,

Jared H. LaLiberte
Town Clerk

NOTICE OF PRECINCT CAUCUS MEETINGS

Caucus meetings for all Swampscott precincts have been scheduled for Monday, December 11, 2023, beginning at 6:45 pm in the Swampscott High School located at 200 Essex Street, Swampscott. Room assignments are as follows:

Precinct 1 – Room C101	Precinct 3 – Room C104	Precinct 5 – Room C107
Precinct 2 – Room C103	Precinct 4 – Room C105	Precinct 6 – Room B208

NOTES: Please remember that it is YOUR responsibility to be recorded as being present with the door checkers prior to entering the auditorium for EACH session. Excessive absences are cause for removal from Town Meeting membership. Also, please remember the following:

1. You must wear (display) your Town Meeting identification badge at all times; and
2. Remember to use the microphones when speaking on any issue so that your comments may be recorded on the official transcript of the meeting and be heard by your fellow members in the hall and residents viewing the live cable telecast.

Respectfully,

Jared H. LaLiberte
Town Clerk

TOWN WARRANT | DECEMBER 11, 2023

Town of Swampscott

ARTICLE 1 REPORTS OF THE TOWN BOARDS AND COMMITTEES

To hear and act on the reports of Town Officials, Boards, and Committees.

Comment: This routine Article appears every year to allow Town groups to make reports.

**Sponsored by the
Select Board**

ARTICLE 2 APPROVE TRANSFER OF FREE CASH AND/OR STABILIZATION – ADJUSTMENTS TO TAX RATES

To see if the Town will vote to transfer from Free Cash and/or Stabilization a sum of money to the account of Current Revenue to be used and applied by the Board of Assessors in the reduction of the tax levy for Fiscal Year 2024, or take any action relative thereto.

Comment: This Article seeks to utilize a portion of the surplus resulting from Town general fund operations as of the end of FY2023 to off-set the tax levy for FY2024.

**Sponsored by the
Town Administrator**

This Article requires a 2/3 vote if Stabilization is funding source.

The Select Board will report on this Article at Special Town Meeting.

The Finance Committee will report on this Article at Special Town Meeting.

ARTICLE 3 AMEND GENERAL BYLAWS: ADOPTION OF "REGULATIONS FOR PLASTIC CONTAINERS IN FOOD ESTABLISHMENTS"

To see if the Town will vote to amend the Town of Swampscott General Bylaws by adding a new Article XXX, Regulations for Plastic Containers in Food Establishments, as shown in Appendix A, or take any other action relative thereto.

Comment: The proposed bylaw would assist in reducing the food service ware and accessories that are not compostable, recyclable, or reusable.

**Sponsored by the
Town Administrator**

The Select Board will report on this Article at Special Town Meeting.

ARTICLE 4 APPROPRIATION FOR PARC GRANT

To see if the Town of Swampscott will vote to (a) raise, appropriate, transfer from available funds and/or borrow the sum of \$103,870, and authorize the Treasurer, with the approval of the Select Board, to borrow said sum pursuant to the provisions of M.G.L. Chapter 44, Sections 7, 8, 8C and/or any other enabling authority, for the purpose of improving, renovating and equipping Philips Park with four (4) Pickle Ball Courts, including, without limitation, all costs incidental or related thereto; provided, however, that no funds shall be expended until the Town has received a grant commitment or allocation for a portion of such costs under the PARC Grant Program (301 CMR 5.00) and/or under any federal and/or other state program to undertake the foregoing project; (b) transfer the care, custody and control of Philips Park to the Select Board for, and to dedicate said Park to, park and active recreation

**Sponsored by the
Town Administrator**

This Article requires a 2/3 vote.

The Select Board will report on this Article at Special Town Meeting.

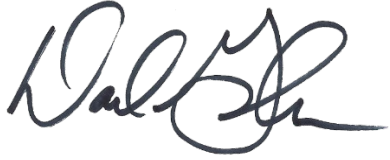
purposes under the provisions of G.L. c.45, §3; and (c) authorize the Select Board and/or its designee to apply for and accept on behalf of the Town funds granted under the PARC Grant Program and/or any other funds, gifts, grants, under any federal and/or other state program in any way connected with the scope of this Article, and enter into all agreements and execute any and all instruments as may be necessary or convenient to effectuate the project on behalf of the Town, or take any action relative thereto.

Comment: The purpose of this Article is to appropriate monies to construct four (4) pickleball courts at Phillips Park. This project will be partially funded by the PARC Grant Program, which requires local appropriation, and funds will be partially reimbursed to the Town upon completion.

The Finance Committee will report on this Article at Special 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 20th day of November, 2023.

SELECT BOARD



David Grishman, Chair



Catherine Phelan, Vice Chair



MaryEllen Fletcher



Douglas Thompson



Peter Spellios

APPENDIX A

Proposed General Bylaw: Plastics Regulation in Food Establishments

ARTICLE XXX

REGULATIONS FOR PLASTIC CONTAINERS IN FOOD ESTABLISHMENTS

SECTION 1. PURPOSE AND INTENT

This bylaw is enacted for the purpose of reducing the distribution of food service ware and food service ware accessories that are not compostable, recyclable or reusable. The production and use of the items restricted by this bylaw have significant impacts on the environment, including but not limited to: contribution to pollution of the land environment; creating a burden to solid waste and recycling facilities; entering storm drains that empty into waterways leading to the ocean, causing potential harm to marine animals; and requiring billions of gallons of crude oil nationally for their manufacture.

SECTION 2. DEFINITIONS

Compostable: A characteristic of a product that can disintegrate into non-toxic, natural elements at a rate consistent with organic materials. A compostable product will require microorganisms, humidity, and heat to yield a finished compost product (carbon dioxide, water, inorganic compounds, and biomass).

Food Establishment: For purposes of this bylaw, a Food Establishment is an operation defined per 105 CMR 590.001 (State Sanitary Code; Minimum Standards for Food Establishments). A food establishment operation includes, but is not limited to, business and governmental establishments that store, prepare, package, serve, vend or otherwise provide food or beverage for human consumption. This includes but is not limited to restaurants, satellite or catered feeding locations, food trucks, groceries, farmers markets, bed-and-breakfast or cottage food kitchens, schools, religious institutions, temporary food events, and any establishment requiring a permit to operate in accordance with state food codes.

Materials Recovery Facility (MRF): A specialized plant that receives, separates and prepares recyclable materials for sale to end-user manufacturers. A MRF may also be defined as a materials reclamation facility, materials recycling facility or a multi re-use facility).

Municipal Solid Waste: Waste that is not recyclable and that is ultimately transported to either a landfill or a facility for incineration.

Online Food Ordering Platform: A website or mobile application through which a consumer can place an order for pickup or delivery of prepared food. Such platforms include, but may not be limited to, those operated directly by food establishments, by companies that provide delivery of prepared meals to consumers, and by online food ordering systems that connect consumers to prepared food vendors directly.

High-Density Polyethylene (HDPE): A common, highly stable, thermoformable plastic polymer used to make containers that require impact strength, chemical resistance, and longevity. It may be labeled with the recycling triangle symbol identification No. 2.

Low-Density Polyethylene (LDPE): A very common, highly stable and thermoplastic polymer used to make thin films used for plastic bags and other light duty requirements. It may be labeled with the recycling triangle symbol identification No. 4.

Per- and polyfluoroalkyl substances (PFAS) are a class of 12,000 large complex groups of fluorinated synthetic chemicals added to products like food packaging to enhance their grease resistant, waterproof, non-stick, and stainproof qualities. Because they do not breakdown in nature these chemicals become bio-accumulative and ultimately harmful in humans, wildlife, and the environment. Packaging that contains PFAS can leach into food & beverage products thereby directly exposing them to humans during food consumption. It can also leach into the food supply if such packaging is composted.

Polyethylene Terephthalate (PET or PETE): A common thermoplastic polymer widely used to make packaging for foods and beverage products. It is commonly used to make single use bottles for water and other liquids. It may be labeled with the recycling triangle symbol identification No. 1.

Polypropylene (PP): A synthetic plastic polymer used to make food containers, disposable cutlery, plastic straws, and other products. It may be labeled with the recycling triangle symbol identification No. 5.

Polystyrene (PS or EPS): A common inexpensive plastic polymer known for its strength and flexibility. It is often used to make food containers, cups, utensils, and other products. This material can also be offered as Expanded Polystyrene (EPS) or Styrofoam that is generally comprised of 98% air. EPS is often used to insulate hot or cold liquids and food items. It may be labeled with the recycling triangle symbol identification No. 6.

Polyvinyl Chloride (PVC): A common inexpensive plastic polymer known for its rigidity and strength. It can be used to make plastic straws and utensils, and other products. It may be labeled with the recycling triangle symbol identification No. 3.

Prepared Food: Any food or beverage prepared on the premises of a Food Establishment by means of cooking, chopping, slicing, mixing, freezing, or squeezing, and which requires no further preparation to be consumed. "Prepared food" does not include any raw, uncooked meat, poultry, or fish products unless provided for consumption without further food preparation. Prepared food may be eaten either on or off the premises.

Recyclable: Material that can be sorted, cleansed, and reconstituted by Swampscott's municipal recycling collection program(s) for the purpose of use in the manufacture of a new product. "Recycling" does not include thermally destroying or converting solid waste.

Recycled PET: A type of plastic that is constructed from or mixed with post-consumer recycled Polyethylene Terephthalate material. Also known as "rPET."

Reusable: Products that are designed to be used more than once in the same form by a food or retail establishment (e.g., dishes that may be placed in a dishwasher, washed, and used again).

Single-Use Container: Nondurable disposable containers holding food or beverages distributed to customers with the intent of a single use, whether used for on-premises or off-premises dining services, takeout, or delivery. This includes containers, bowls, plates, trays, cartons, cups, lids, cans, sleeves, and other items designed for one-time or nondurable uses in which any food establishment directly places or packages prepared foods.

Single-Use Food Serviceware: Items provided by the Food Establishment in relation to consuming a meal or beverage with the intent of a single use. This includes but not limited utensils, forks, knives, spoons, sporks, or chopsticks. Excluded are wooden toothpicks and paper napkins. This does not include items that are necessary for the containment of foods, such as plates, bowls, beverage cups, and bags.

Single-Use Condiment Packages: Disposable single use packets made from plastic or foil containing liquid for consumption and including, but not limited to salad dressings, ketchup, mustard, mayonnaise, duck sauce, and soy sauce.

SECTION 3. USE REGULATIONS

1. Food Establishments as defined in Section 2 operating in the Town of Swampscott that provide or offer prepared food to customers in Single Use Containers shall be required to comply with this Bylaw. Prepackaged items not prepared at the location of sale are not regulated by this Bylaw.
2. Food Establishments that offer single use containers for takeout, leftovers, delivery, or other means for which the food or beverage will be consumed off premises, shall provide a container constructed of materials as regulated in Section 5.
3. Food Establishments where prepared food may be consumed on premises and served in Single Use containers that are recyclable and regulated in Section 5 shall
 - a. Offer a recycling collection receptacle in addition to trash receptacles; and
 - b. Contract with a recycling service vendor to remove recyclable materials.
4. Recyclable materials shall be separated from other "municipal solid waste" destined for landfill or incineration. Food Establishments that offer Single Use Food Serviceware and Single-Use Condiment Packages as defined in Section 2, may offer but shall only provide such items upon agreement or request by customers, or at a self-serve station.

5. Food Establishments operating in the Town of Swampscott and that participate in online food ordering platforms shall, when such option is available, provide the option to customers to proactively request disposable food service ware with a food order. If an option is available to the customer but the customer does not indicate a preference, restaurants shall not include disposable food service ware with the order.
6. The BOH or its designee shall provide to Food Establishments succinct materials explaining the requirements of this Bylaw and recommendations for proper solid waste stream procedure.

SECTION 4. EXEMPTIONS

1. The Board of Health (BOH) may exempt a Food Establishment from the requirements of this section for a period of up to one year upon a finding by the BOH that such requirements would cause undue hardship to the Food Establishment.
 - a. Any Food Establishment seeking an exemption shall apply to the BOH using forms provided by the Health Department, and shall allow the BOH to access all information supporting its application.
 - b. The BOH may approve an exemption request, in whole or in part, with or without conditions.
 - c. The BOH may establish a fee for exemption requests.
2. The BOH may approve additional six-month periods upon the showing of a continued undue hardship.
3. An "undue hardship" shall only be found in:
 - a. Circumstances or situations unique to a Food Establishment such that there are no reasonable alternatives to materials banned in this section that are necessary to the Food Establishment's operations;
 - b. Circumstances or situations unique to a Food Establishment such that compliance with the requirements of this section would deprive a person of a legally protected right; or
 - c. Circumstances in which a Food Establishment requires additional time in order to draw down an existing inventory of plastic products or materials banned in this section.
4. Other exemptions:
 - a. Pharmaceutical containers.
 - b. Single-use containers provided to residents during a declared public health emergency or natural disaster.

SECTION 5. MATERIAL SPECIFICATIONS

1. Single-use containers exclusively composed of the following materials are prohibited for use by Food Establishments:
 - a. Polystyrene or Expanded Polystyrene "styrofoam"
 - b. PVC- Polyvinyl Chloride
 - c. LDPE – Low Density Polyethylene
 - d. Any plastic material in the color black.
 - e. Any plastic labeled as #7, "Other", or generally not accepted for curbside recycling in the Commonwealth of Massachusetts.
 - f. Recycled PET/PETE also known as "rPET."
2. Single-use containers composed of PET/PETE materials are restricted for use by Food Establishments. To prevent chemicals leaching into food, this material shall not be used to serve or store hot food or beverages.
3. Thin film transparent plastic "wrap" shall not be restricted when used to seal food, beverages, or the containers that carry them.

4. Containers intentionally adding the PFAS family of fluorinated “forever chemicals” for the purpose of enhancing its product performance are prohibited.
5. Any container that is labeled as Compostable must have one of the following certifications clearly marked on the container to assure that the material has been tested for compostability and specific contaminant limitations.
 - a. BPI (Biodegradable Products Institute)
 - b. TUV / OK Compost Industrial
 - c. CMA (Compost Manufacturing Alliance)
6. As materials technology, recycling processes, recycling vendors, states of emergency, and state and federal regulation can change from time to time, the Board of Health is authorized to adopt regulations pursuant to G.L. c.111, §31, or any other authority to:
 - a. Modify, add, or remove specific regulated materials to this section;
 - b. Add or remove certification organizations and standards;
 - c. This authority shall be temporary and last no longer than 9 months; and
 - d. Any conflicts with regard to state law or regulatory agencies shall defer to the authority of the more restrictive regulation.

SECTION 6. CONSUMER ADVISORY

If a Food Establishment offers single use plastic containers for takeout or delivery, the Food Establishment shall display to notify their customers with the following written statement:

“Per guidance of the Swampscott Board of Health, to avoid the possible transfer of chemicals from plastic containers at cooking temperatures, it is not recommended to reheat food while in direct contact with plastic containers.”

This verbiage can be placed on the menu, the payment receipt, attached to the single use plastic takeout container, or any other communication method approved by the Director of Public Health or the Board of Health.

SECTION 7. ENFORCEMENT

1. This Bylaw may be enforced by any agents or contractor of the Board of Health. This Bylaw may be enforced through any lawful means in law or in equity, including, but not limited to, non-criminal disposition pursuant to G.L. c.40, §21D and Article XII of the Town’s General Bylaws.
2. If non-criminal disposition is elected, then any Business Establishment which violates any provision of this regulation shall be subject to the following penalties:

First Offense: Written warning

2nd Offense: \$50 fine

3rd Offense: \$100 fine

4th and Subsequent Offenses: \$300 fine

SECTION 8. SEVERABILITY

If any provision or section of this Bylaw shall be held to be invalid, then such provision or section shall be considered separately and apart from the remaining provisions or sections of this section, which shall remain in full force and effect.

APPENDIX B

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 C

Table of Motions

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TABLE OF BASIC POINTS OF MOTION

Rank		Second Required	Debatable	Amendable	Vote Required	May Reconsider	May Interrupt
PRIVILEGED MOTIONS							
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
SUBSIDIARY MOTIONS							
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
INCIDENTAL MOTIONS							
*	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
MAIN MOTIONS							
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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NOTES

**TOWN OF SWAMPSCOTT
MASSACHUSETTS
2023 – 2024**

<u>SELECT BOARD</u>	<u>TERM EXPIRES</u>
David Grishman, Chair	2026
Catherine Phelan, Vice Chair	2025
MaryEllen Fletcher	2025
Douglas Thompson	2026
Peter Spellios	2024

PROFESSIONAL STAFF

Sean Fitzgerald, Town Administrator
S. Peter Kane, Assistant Town Administrator (Administration)
Gino Cresta, Assistant Town Administrator (Operations)
Amy Sarro, Director of Finance & Administration
Patrick Luddy, Treasurer/Collector
Dianne Marchese, Administrative Assistant

<u>FINANCE COMMITTEE</u>	<u>TERM EXPIRES</u>
Eric Hartmann, Chair – At Large	2026
Joan Hilario – Precinct 1	2024
Gregory McDonald – Precinct 2	2024
Naomi Dreeben – Precinct 3	2025
Cinder McNerney – Precinct 4	2026
Erik Schneider – Precinct 5	2025
Suraj Krishnamurthi – Precinct 6	2026
Adrian Rodriguez – At Large	2026
Sunit Shah – At Large	2025



Sean R. Fitzgerald
Town Administrator

Town of Swampscott

Office of the

Town Administrator

Elihu Thomson Administrative Building
22 Monument Aven
Swampscott, MA 01:

Tel: (781) 596-8850

Email: sfitzgerald@swampscottma.gov

TO: SELECT BOARD
FROM: DIANNE MARCHESE, EXEC. SECRETARY TO TA & SB
SUBJECT: 2023 BOARD AND COMMITTEE APPOINTMENTS
DATE: DECEMBER 20, 2023

OBJECTIVE

The Select Board must reappoint Swampscott's 2023 Boards, Committees, and Commissions.

PROCESS

1. All current members up for reappointment were contacted to determine their interest in being reappointed.
2. All Board Chairs were approached to confirm their support for reappointing members.
3. A vacancy review was performed along with all current outstanding applications for committees to determine if there were any applicants who could potentially be considered in replacement of an existing member up for reappointment.

SAMPLE MOTION:

The Select Board, consistent with the recommendation of the Town Administrator, appoints individuals recommended in this memo for their appointed terms for the 2023-2024 term.

2023 REAPPOINTMENT SUMMARY

Committee	# of voting members	# of vacant seats	# of Terms Expiring 2023	# Seeking new or Reappointment 2023	# Not seeking reappointment	Non-Responsive or Pending
Climate Action Plan	10	1	10	9	1	0

CLIMATE ACTION PLAN COMMITTEE

The Climate Action Committee was formed after the development and unanimous passing of the Town's Climate Action Plan in June 2022. They will work on a policy which will be presented to the Select Board and Town. Members are appointed from the following existing boards & committees: Renewable Energy (2), Swampscott Conservancy (1), Swampscott High School Students (2), Community Members (3), Open Space & Recreation (1), Select Board Member (1), Planning Board (1 liaison), Solid Waste Advisory Board (1 liaison) and Select Board (1 liaison).

- **The Committee is comprised of ten members and one liaison each from Planning Board, Solid Waste Advisory and the Select Board.**
- **Nine members are seeking reappointment, one High School student has graduated.**
- **There is one vacancy for a Swampscott High School Student.**
- **Town Administrator recommends reappointment for nine members.**
- **Town Administrator recommends staggered terms as shown below.**

Name	Position	Term Length	New Term Expiration
Martha Schmitt	Chair (REC)	1-year term	Term Expires 2024
Lillian Worthley	Member (Community)	2-year term	Term Expires 2025
Diana Eddowes	Member (REC)	3-year term	Term Expires 2026
Suzanne Hale	Member (Conservancy)	1-year term	Term Expires 2024
Sam Snitkovsky	Member (HS)	2-year term	Term Expires 2025
Neal Duffy	Member (Community)	3-year term	Term Expires 2026
Geralyn Falco	Member (Community)	1-year term	Term Expires 2024
Sierra Pope Munoz	Member (OS&R)	2-year term	Term Expires 2025
Douglas Thompson	Vice Chair (SB)	3-year term	Term Expires 2026
Vacant	Member	1-year term	Term Expires 2024



TOWN OF SWAMPSCOTT
POLICE DEPARTMENT
531 HUMPHREY STREET SWAMPSCOTT, MA 01907



ONE DAY LIQUOR LICENSE

APPLICANT INFORMATION

Name: Andrew Ingemi
Business (if applicable): Dockside Pub
Applicant Address: 7 Juniper Road
Salem, MA 01970
Name of Server: Alex Ingemi
Tips Certification #: TIPS certification provided

PROCESSING INFORMATION

License Type: Wines & Malt
Payment Rec'd: Yes ☒ No ☐ N/A ☐
Liability Insurance: Yes ☒ No ☐ N/A ☐
Pending: _____

GENERAL INFORMATION

The Recreation Department is hosting the Annual Holiday Festival on Town Hall Lawn. This event will be held on December 16, 2023. Dockside Pub will be on site serving beer/wine. Beverage sales are permitted between the hours of 4:00PM and 8:00PM. There is no rain date requested for this event.

STAFF COMMENT

- The applicant/caterer, Dockside Pub, is aware of the ABCC rules and regulations.
- There have been 28 one-day liquor license applications received to date.
- Recommended to require the use of wrist bands (check IDs) and require patrons to remain within the designated area of Town Hall lawn.
- This is the same day as the Swampscott Police Association's Annual Holiday Parade.

ABCC INFORMATION

For a One Day Special Permit you must contact the Local Licensing Authority of the city or town the event is held in. The Local Licensing Authorities may issue special licenses for the sale of wines and/or malt beverages to any enterprise however, special licenses for the sale of all alcoholic beverages may be issued to non-profit organizations only. The license is to be utilized for a single day.

The Local Licensing Authorities cannot grant special licenses to:

- any person for more than a total of 30 days per calendar year,
- to any person that has an on-premises license application pending before it,
- any premises that has an alcoholic beverages license.

Chief Ruben Quesada, Police Department

Sean Fitzgerald, Town Administrator