



*Select Board Regular Session Minutes  
Swampscott High School  
200 Essex Street, Room B129  
January 10, 2024, 6:30 PM*

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

*Sean R. Fitzgerald  
Town Administrator  
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**Received by Town Clerk  
March 28, 2024 10:49am**

**SELECT BOARD MEMBERS PRESENT:** MARY ELLEN FLETCHER, DAVID GRISHMAN, KATIE PHELAN, PETER SPELLIOS, DOUGLAS THOMPSON

**MEMBERS ABSENT:** NONE

**OTHER TOWN OFFICIALS PRESENT:** SEAN FITZGERALD, TOWN ADMINISTRATOR

**OTHER:**

MEETING CALLED TO ORDER AT 6:30 P.M.

**A. TOWN ADMINISTRATOR'S REPORT:**

- i.** TWO OF OUR NEWLY SWORN IN POLICE OFFICERS ARE NOW IN FIELD TRAINING AS THEY WERE LATERAL TRANSFERS WHILE THREE WILL START THE ACADEMY IN FEBRUARY. THE POLICE DEPT. CONTINUES TO MEET REGULARLY WITH THE RABBIS OF BOTH SYNAGOGUES.
- ii.** A FOLLOW-UP LETTER WAS SENT TO SECRETARY TEPPER ASKING FOR EXPEDITED REVIEW AND SUPPORT FOR UV TREATMENT EVALUATION, OUTFALL EXTENSION PRE-ENGINEERING INVESTIGATION & HYDRODYNAMIC MODELING AND NEAR-TERM PILOT OF DISINFECTION WITH PERACETIC ACID. UNDER SECRETARY COOPER TOLD ME THAT SHE IS IMPRESSED WITH THE SPIRIT OF COOPERATION BETWEEN LYNN AND SWAMPSCOTT, THE DELEGATION AND THE BROADER COMMUNITY.
- iii.** THE HEALTH DEPARTMENT WILL BE PRESENTING THE RESULTS OF ITS OPIOID SETTLEMENT SURVEY AT THE JANUARY 17<sup>TH</sup> BOARD OF HEALTH MEETING. THESE RESULTS HAVE ALREADY BEEN POSTED TO THE TOWN'S WEBSITE. RESPIRATORY ILLNESSES, INCLUDING THE COMMON COLD, RSV, COVID AND THE FLU ARE ON THE RISE. PLEASE TAKE PRECAUTIONS. LASTLY, CHRISTMAS TREE PICK UP IS NEXT WEEK.
- iv.** FISCAL YEAR 25'S BUDGET IS GOING TO BE COMPLICATED AS WE ARE SEEING RISING COSTS AND CHALLENGES WITH REVENUE. I MET WITH THE CHAIR OF THE CAPITAL IMPROVEMENT COMMITTEE TO DISCUSS PRIORITIES FOR THE CLIMATE ACTION COMMITTEE. CIC IS CONTINUING MEETINGS WITH DEPARTMENT HEADS TO DISCUSS PROJECTS.
- v.** THE SENIOR CENTER KITCHEN IS ALMOST COMPLETE! HEIDI AND HER TEAM ARE WORKING ON A GRANT TO TRAIN BUSINESSES IN BEING DEMENTIA FRIENDLY.
- vi.** FACILITIES HAS ISSUED AN RFP FOR SOLAR PANELS FOR THE NEW SCHOOL AS WELL AS FOR THE SCHOOL PARKING AREA. I ASKED HIM TO LOOK INTO SOLAR CANOPIES FOR ALL TOWN OWNED LOTS.
- vii.** CENSUS FORMS ALONG WITH DOG LICENSE APPLICATIONS HAVE BEEN MAILED. PLEASE RETURN THESE AS SOON AS POSSIBLE. THE PRESIDENTIAL PRIMARY IS MARCH 5<sup>TH</sup> AND THE CLERKS ARE BUSY GETTING READY.
- viii.** RECREATION'S ANNUAL FAMILY FRIENDLY INDOOR NEW YEAR'S EVE EVENT WAS A HUGE SUCCESS, ATTRACTING APPROXIMATELY 450 PEOPLE. SUMMER PROGRAMS WILL BE ON THEIR WEBSITE BY THE END OF THE MONTH.
- ix.** COMMUNITY DEVELOPMENT IS WORKING ON A GRANT FOR PASSIVE RECREATION WALKING TRAILS IN THE RECENTLY PURCHASED ARCHER STREET OPEN SPACE.

**SELECT BOARD COMMENTS/QUESTIONS:**

MS. FLETCHER: ASKED WHERE WE ARE WITH THE NEW COMMITTEE (WE HAVE RESUMES & APPLICATIONS). 2) BY CHARTER WE'RE OBLIGATED TO HAVE THE FINANCIAL REVIEW BY NOVEMBER 15<sup>TH</sup>. ARE WE GOING TO HAVE THAT REVIEW (TA FITZGERALD WILL WORK WITH THE CHAIR AND SCHEDULE A PUBLIC REVIEW).

MR. GRISHMAN: HOW BIG OF A SHORTFALL IS REVENUE (TA FITZGERALD: IT'S SIGNIFICANT. THE STATE HAS MADE SOME DRAMATIC CHANGES AND HAVE IDENTIFIED ITEMS IN THE BUDGET THAT WILL BE CUT. THEY HAVE TO FIGURE OUT HOW TO

SOLVE THE BUDGET CHALLENGE AND BALANCE THE COMMONWEALTH'S BOOKS. WE ARE GOING THROUGH EXERCISES THAT WILL PREPARE US INCLUDING MEETING WITH DEPARTMENT HEADS AND DOING END OF YEAR PROJECTIONS, EXPENDITURES AND FREEZING BUDGETS SO NO EXPENDITURES CAN BE MADE). MS. FLETCHER: ARE YOU SAYING WE MIGHT NOT GET FUNDS THAT HAVE ALREADY BEEN COMMITTED (YES).

- B. PUBLIC COMMENTS: MAURA LAU, OUTLOOK ROAD: 1)** DISHEARTENED AT THE END OF THE LAST MEETING AND HOW THE \$30,000 TO PAY PINNACLE PLAYED OUT. SHE FEELS ARPA FUNDS ARE INTENDED FOR OTHER THINGS BUT THERE SEEMS TO BE A PLAYBOOK THAT ISN'T ALWAYS ACCURATE. 31 COMMENTS. 2) SHE HEARS THE BUDGET CONCERNS BUT DOESN'T WANT TO SEE NO NURSES, LOSE LIBRARIES, LOSE STAFF.

**NINA ROGERS, NAHANT RESIDENT:** TAUGHT IN SWAMPSCOTT HIGH SCHOOL FOR 16 YEARS, IS THE CURRENT VARSITY TENNIS COACH AND WOULD LIKE TO TALK ABOUT THE OPPORTUNITY TO HAVE PICKLE BALL COURTS. EVERY OTHER COMMUNITY, INCLUDING MARBLEHEAD, HAVE BUILT THESE COURTS. SHE FEELS WE'RE DOING THE COMMUNITY A DISSERVICE BY NOT TAKING ADVANTAGE OF STATE FUNDS. USING TENNIS COURTS AS PICKLEBALL COURTS TAKES AWAY FROM TENNIS PLAYERS.

**C. NEW AND OLD BUSINESS:**

- 1. ADOPTION OF HOLOCAUST MEMORIAL DAY PROCLAMATION:** MR. GRISHMAN COMMENTED THAT WE'RE DEALING WITH ANTISEMITISM IN THE TOWN OF SWAMPSCOTT, STATING THAT THERE IS NO PLACE FOR HATE. THE PROCLAMATION WAS READ BY THE SELECT BOARD, PROCLAIMING JANUARY 27, 2024, AS INTERNATIONAL HOLOCAUST REMEMBRANCE DAY IN MEMORY OF THE 79<sup>TH</sup> ANNIVERSARY OF THE LIBERATION OF THE AUSCHWITZ-BIRKENAU DEATH CAMP.

TA FITZGERALD STATED THAT IT'S IMPORTANT TO TALK ABOUT, THAT IT IS IMPORTANT THAT EVERY HUMAN IS TREATED WITH DIGNITY AND RESPECT.

- 2. REQUEST TO NAME THE HS BASEBALL FIELD, DEFELICE DIAMOND:** TA FITZGERALD DISCUSSED THE DRAFT DONATION POLICY AND NAMING THE HIGH SCHOOL BASEBALL FIELD AFTER COACH FRANK DEFELICE. GINO CRESTA, DPW DIRECTOR, SHARES THE RECOMMENDATION TO NAME THE FIELD AFTER COACH DEFELICE. HE WOULD LIKE TO VOTE ON THE NAMING POLICY BUT THERE ARE MITIGATING CIRCUMSTANCES WITH THE COACH'S HEALTH.

JOE CAPONIGRO, 52 PINE HILL ROAD, PLAYED FOR COACH AND WAS A STUDENT OF HIS, COACHED AGAINST HIM AND IS NOW SWAMPSCOTT HIGH SCHOOL'S BASEBALL COACH. COACH DEFELICE HAS A LONG HISTORY WITH SWAMPSCOTT AND HE FEELS THIS HONOR IS OVERDUE. HE ALSO MAKES ANNUAL DONATIONS TO SWAMPSCOTT HIGH SCHOOL'S SPORTS.

STEVE BULPETT, RESIDENT OF NAHANT, SHS GRADUATE: THIS IDEA CAME ABOUT A FEW YEARS AGO AT A BASEBALL GAME WHEN HE SAW COACH DEFELICE AT A GAME AND THE IMPACT OF SEEING HIM THERE.

MIKE MASSEY, 55 WINSHAW RD.: JOE AND STEVE ASKED THAT FORMER ATHLETES OF COACH'S COME TO THE MEETING IN SUPPORT. HE FEELS HE DESERVES IT FOR HIS LONGEVITY AND CONTRIBUTIONS.

UPON **MOTION**, DULY MADE BY DOUG THOMPSON, SECONDED BY KATIE PHELAN, IT WAS **UNANIMOUSLY VOTED** TO NAME THE SWAMPSCOTT HIGH SCHOOL BASEBALL FIELD, DEFELICE DIAMOND: ALL IN FAVOR: YES. ANY OPPOSED: NO. **MOTION CARRIES.**

**DONATION POLICY:** TA FITZGERALD: OVER THE YEARS WE'VE DONE SOME SOLICITATION TO RAISE FUNDS. IT'S IMPORTANT THAT THE BOARD IS APPRISED OF CERTAIN THRESHOLDS WHEN WE RAISE MONEY. THIS POLICY REFLECTS A REASONABLE PRACTICE AND SUPPORTS DONATIONS BUT DOESN'T LET INDIVIDUALS OR BUSINESSES BUY ANYTHING IN TOWN.

MR. SPELLIOS ASKED THAT WE ADD A NAMING POLICY AND WHAT OTHER COMMUNITIES THIS IS MODELED AFTER AND WHETHER IT HAS BEEN VETTED BY TOWN COUNCIL.

MR. GRISHMAN: 1) IS THERE ANYTHING AROUND TOWN THAT'S BEEN PLACED RECENTLY (EVERY YEAR WE HAVE SOMETHING DONATED). 2) IF WE NEED TO ACCEPT A GRANT, ARE WE AN IMPEDIMENT TO DEPARTMENT HEADS APPLYING FOR GRANTS (TA FITZGERALD WILL LOOK AT THAT AND MAKE SURE THIS ISN'T BURDENSOME). MR. THOMPSON FEELS THIS IS DIFFERENT THAN THE DEPARTMENT HEAD APPLYING FOR A GRANT VS. AN INDIVIDUAL MAKING A SMALL DONATION.

MR. THOMPSON: THIS HAS TO WORK THROUGH THE TOWN ADMINISTRATOR ASKING WHAT \$5,000 WILL BUY AND TO LOOK INTO THE THRESHOLDS.

MS. PHELAN ASKED IF THERE ARE PARAMETERS OR IF VENDORS ARE APPROACHING THE TOWN ASKING TO HAVE SOMETHING NAMED AFTER THEM (RIGHT NOW THERE ARE NO COMPANIES ASKING TO HAVE SOMETHING NAMED, THERE IS AN INDIVIDUAL ASKING TO MAKING A LARGE DONATION AND NAMING SOMETHING AFTER A LOVED ONE. WE TALK ABOUT IF THERE'S A NEED, IF THERE'S A FIT FOR THE TYPE OF DONATION, OPPORTUNITIES UNDER THE COMMUNITY REINVESTMENT ACT, ENCOURAGING CORPORATIONS TO BE GOOD CORPORATE CITIZENS.).

MS. FLETCHER ASKED FOR EXAMPLES OF NAMING SOMETHING (A ROOM, A BUILDING, A BENCH). 2) HOW DO WE DEAL WITH TERMS? IF SOMEONE WANTS TO NAME THE AUDITORIUM, IS THERE A TIME LIMIT (TA FITZGERALD WILL LOOK INTO THIS). MS. PHELAN BELIEVES THERE'S A DIFFERENCE BETWEEN NAMING AND SPONSORING SOMETHING IN TOWN.

3. CHANGES TO SOLID WASTE ADVISORY COMMITTEE: MS. FLETCHER: WE'RE LOOKING TO ELIMINATE THREE VOTING MEMBERS – THE SELECT BOARD, DIRECTOR OF HEALTH AND THE DIRECTOR OF DPW. THERE STILL SHOULD BE A BOARD OF HEALTH PERSON. THIS IS A REORGANIZATION, ELIMINATING THOSE THREE TOWN SPOTS AND REPLACING THEM WITH COMMUNITY MEMBERS. TOWN PERSONNEL WILL ATTEND MEETINGS AS NEEDED. SHE FEELS THIS WILL HELP MOVE MEETINGS ALONG BETTER. THREE NEW POSITIONS WILL BE POSTED AND WE SHOULD HAVE THE NEW POSITIONS FILLED BY EARLY FEBRUARY.

MR. SPELLIOS STATED THAT IT WAS FORMED THE WAY IT WAS BECAUSE WE WERE GOING THROUGH TUMULTUOUS CHANGE WITH OUR SOLID WASTE LINE ITEM AND HE WANTED TO MAKE SURE THERE WASN'T A LACK OF ALIGNMENT WITH WHAT IS FEASIBLE TO DO AS OPPOSED TO WHAT IS DESIRABLE TO DO AND TO MAKE SURE THIS COMMITTEE IS TETHERED TO THE INDIVIDUALS WHO KNOW MUNICIPAL FINANCE OR MUNICIPAL LAW. HE WANTS TO MAKE SURE THAT THE CONNECTIVITY REMAINS.

TA FITZGERALD AGREES WITH MR. SPELLIOS. OUR HEALTH DEPARTMENT, PER THE CHARTER, IS IN CHARGE OF SANITATION. MS. FLETCHER STATED THAT THE REQUEST IS TO KEEP THEM ON THE COMMITTEE BUT TO REMOVE THEM AS VOTING MEMBERS.

UPON **MOTION**, DULY MADE BY MARYELLEN FLETCHER, SECONDED BY DOUG THOMPSON, IT WAS ANONYMOUSLY **VOTED** TO MAKE CHANGES TO THE SOLID WASTE ADVISORY COMMITTEE, EFFECTIVE FEBRUARY 15, 2024, AS FOLLOWS: REMOVE SELECT BOARD, DPW & BOARD OF HEALTH REPRESENTATIVES AS VOTING MEMBERS AND REPLACE WITH THREE RESIDENTS AND STAGGER TERMS. A MEMBER OF THE SELECT BOARD WILL REMAIN AS LIAISON, THE DIRECTORS OR DESIGNEES OF DPW AND BOARD OF HEALTH SHALL ATTEND MEETINGS AT THE REQUEST OF THE SOLID WASTE ADVISORY COMMITTEE'S CHAIRPERSON: ALL IN FAVOR: YES. ANY OPPOSED: NO. MOTION CARRIES.

4. REVIEW OF THE TOWN ADMINISTRATOR: MR. GRISHMAN: THIS IS FOR 2023. THE PROCESS IS THAT THE TOWN ADMINISTRATOR DOES A SELF-EVALUATION, THE BOARD DOES THEIR OWN EVALUATIONS, THE CHAIR COMPILES AND SUMMARIZES THE EVALUATIONS. BOARD MEMBERS MEET WITH THE TOWN ADMINISTRATOR TO DISCUSS THEIR INDIVIDUAL EVALUATIONS.

MR. THOMPSON THANKED MR. GRISHMAN FOR PUTTING THIS TOGETHER, FEELS IT WAS VERY BALANCED, UPBEAT AND APPROPRIATE ASSESSMENT. TA FITZGERALD HAS SET A TONE WITH THE BOARD AND AGREES WITH MS. PHELAN.

MS. PHELAN FEELS THERE ARE SIMILARITIES FOR ACCOLADES, HOW SOMETHING IS HANDLED, HOW THE BOARD WORKS, WE WANT DIFFERENT THINGS. SHE FEELS THE NUMBER ONE TAKEAWAY FROM ALL OF THEM WAS THE IDEA OF DELEGATION AND TIME MANAGEMENT, THAT TA FITZGERALD HAS FORMED A STRONG TEAM AROUND HIM, ALLOWING HIM TO TAKE ON MORE AMBITIOUS UNDERTAKINGS.

MS. FLETCHER STATED THAT THIS EVALUATION IS FROM 7/1/22 THROUGH 6/30/23. DURING THAT TIME, SHE WAS VOCAL ABOUT HIRING, SPECIFICALLY FOR THE POLICE AND A PLANNER, AND HOPES THAT HIRING CAN GO MORE SMOOTHLY. SHE ADMIRES HIS ATTITUDE EVERY DAY. SHE'D ALSO LIKE TO SEE IMPROVEMENTS ON COMMUNICATION AND FOLLOW-THROUGH, AS THIS IS FOR OUR COMMUNITY.

MR. SPELLIOS STATED THAT WE ARE DOING DIFFICULT THINGS THAT OTHER COMMUNITIES ARE NOT. THE TOWN ADMINISTRATOR TAKES ON THESE DIFFICULT POSITIONS AS PART OF HIS JOB. MR. SPELLIOS APPRECIATES THAT HE CONTINUES

TO DO THAT DESPITE THE CRITICISM THROWN HIS WAY. HE CAN'T RECALL ONCE THAT THE TA ASKED TO PULL BACK BECAUSE OF THIS CRITICISM AND THAT HIS COMPASS IS UNWAVERABLE. HE IS WILLING TO PUT TA FITZGERALD'S RECORD UP AGAINST ANYONE ELSE'S.

TA FITZGERALD APPRECIATES THE BOARD'S TIME & EFFORT IN EVALUATING HIM. THE LAST FEW YEARS HAVE BEEN THE MOST DIFFICULT IN HIS CAREER BUT HE IS BOLSTERED BY THE CIVIC PROGRESS THEY'VE MADE, INCLUDING A NEW SCHOOL, ACQUIRING OPEN SPACE, MAKING THE TOWN AFFORDABLE. HE FEELS IT'S IMPORTANT THAT THEY FIND COMMON GROUND, THAT HIS OFFICE IS WORKING ON BETTER COMMUNICATION AND RESPONSE TO THEIR REQUESTS.

MR. SPELLIOS: UNDER THE TOWN ADMINISTRATOR'S CONTRACT THERE IS A DEFERRED BONUS AND A RETENTION BONUS. TO THE TOWN ADMINISTRATOR, YOUR GOALS ARE LONGER THAN OUR GOALS, YOU CHALLENGE YOURSELF AND PUT A LOT ON YOUR PLATE BUT THERE'S NO DOUBT IN HIS MIND THAT THE TA HAS SATISFIED MOST OF HIS GOALS, THAT THE COMMUNITY NEEDS CHANGE AND EVOLVE AND THE TA KEEPS CHANGING.

MS. PHELAN SAID TA FITZGERALD'S CHARACTERISTIC OF NEVER BEING SATISFIED AND ALWAYS ADDING MORE TO HIS PLATE. PAST TAs WERE SATISFIED WITH MEDIOCRITY BUT TA FITZGERALD'S GOALS HAVE PUT SWAMPSCOTT ABOVE ALL ELSE.

MS. FLETCHER DISCUSSED AVERAGING THE PERCENTAGE OF GOALS COMPLETED.

MR. GRISHMAN COMMENTED THAT OVER CHRISTMAS BREAK HE WENT TO THE JFK LIBRARY AND READ THE INAUGURAL SPEECH WHICH HE SENT TO TA FITZGERALD BECAUSE HE HAS STARTED A NUMBER OF INITIATIVES THAT WILL OUTLIVE HIM AND THE BOARD.

UPON **MOTION**, DULY MADE BY PETER SPELLIOS, SECONDED BY KATIE PHELAN, IT WAS **VOTED** TO APPROVE PAYMENT OF THE FULL AMOUNT OF THE DISCRETIONARY BONUS FOR FISCAL YEAR 2023 AS SET FORTH IN THE TOWN ADMINISTRATOR'S CONTRACT.: ALL IN FAVOR: PHELAN (YES), SPELLIOS (AYE), GRISHMAN (AYE). ANY OPPOSED: FLETCHER (NO), THOMPSON (NO). MOTION CARRIES.

MR. THOMPSON IS NOT QUITE SURE ABOUT 100% OF THE BONUS. HE DOESN'T FEEL THAT 100% IS RIGHT AND WOULD PREFER 80%.

MS. FLETCHER ECHOED MR. THOMPSON'S COMMENTS BUT THAT HIS EVALUATION IS ONLY FROM 8 WEEKS.

TA FITZGERALD THANKED STAFF FOR THEIR DEDICATION AND HARD WORK. HE FEELS THE BOARD IS STAFFED BY THE BEST TEAM IN THE STATE.

#### D. APPROVAL OF THE CONSENT AGENDA

##### CONSENT AGENDA ITEMS:

1. DISCUSSION & POSSIBLE VOTE TO APPROVE MARC KORNITSKY FROM AN ALTERNATE TO A FULL MEMBER OF THE ZONING BOARD OF APPEALS
2. VOTE TO APPROVE MINUTES OF THE REGULAR MEETING OF 12/6/23, 12/11/23 & 12/20/23

UPON **MOTION**, DULY MADE BY KATIE PHELAN, SECONDED BY MARYELLEN FLETCHER, IT WAS UNANIMOUSLY **VOTED** TO APPROVE THE CONSENT AGENDA AS PRESENTED: ANY IN FAVOR: YES. ANY AGAINST: NO. MOTION CARRIES.

#### E. SELECT BOARD TIME

**MS. FLETCHER:** 1) THANKED MS. LAU FOR HER PUBLIC COMMENTS; 2) THANKED DANIEL RENSKY, NATHAN KENT AND JOE DOUILLETTE FOR THEIR HARD WORK; 3) THANKED THE 10 GIRLS TAKING CARE OF HER PUPPIES.

**MR. GRISHMAN:** NOTHING TO ADD.

**MS. PHELAN:** WISHED EVERYONE HAPPY HOLIDAYS.

**MR. SPELLIOS:** ASKED ABOUT THE NEXT FEW MEETINGS, INCLUDING AN UPCOMING SPECIAL TOWN MEETING, 3/4. MR. GRISHMAN WOULD LIKE TO MEET 1/24, AND THEN WILL START MEETING AS USUAL ON WEDNESDAY, 2/7. INSTEAD OF MEETING DURING FEBRUARY VACATION, WE MAY MEET 2/14. IF WE HAVE A SPECIAL TOWN MEETING ON 3/4., WE'LL NEED TO MEET THE WEEK OF 2/12 IN ORDER TO GET THE WARRANT OUT. THERE WAS A DISCUSSION ABOUT UPCOMING POSSIBLE MEETINGS. 1/24

WILL INCLUDE THE HAWTHORNE AND PS WOULD LIKE TO OPEN THE WARRANT THAT NIGHT; HE WOULD LIKE TO HAVE A SELECT BOARD MEETING FOR THE HADLEY RFP RESPONDENTS PRESENTATION THE WEEK OF 1/30; 2/7 CLOSE THE TOWN MEETING WARRANT OR 2/12. RESPONSES TO HADLEY QUESTIONS ARE DUE BY THE END OF THIS WEEK AND WE SHOULD HAVE ALL THE INFORMATION THE FOLLOWING WEEK. PRICE PROPOSALS WILL NOT BE PUBLICLY DISCUSSED. HE WOULD LIKE TO SEE RFPs ON LINE BY NEXT THURSDAY, 1/18.

**MR. THOMPSON:** 1) THE CLIMATE ACTION COMMITTEE HAD A MEETING AND BROUGHT IN HARBOR & WATER AND THE CONSERVATION COMMISSION TO DISCUSS RESILIENCE MEASURES. Ms. GALAZKA DISCUSSED AN OPPORTUNITY FOR A RESILIENCY GRANT AND WHAT THEY SHOULD PURSUE (SEAWALLS, THE FISH HOUSE, ETC). Ms. FLETCHER ASKED ABOUT THE COASTAL COMMUNITIES MONIES (TA FITZGERALD: WE'VE BEEN FOLLOWING THIS AND PLAN ON APPLYING FOR A NUMBER OF GRANTS.). 2) THERE ARE SOME FUNDRAISERS BEING PLANNED FOR THE GLOVER. (Ms. FLETCHER ASKED ABOUT COVERING THE ROOF. TA FITZGERALD HAS BEEN IN TOUCH WITH THE ATHANAS FAMILY AND IS WORKING ON IT).

UPON **MOTION**, DULY MADE BY KATIE PHELAN, SECONDED BY MARYELLEN FLETCHER, IT WAS UNANIMOUSLY **VOTED** TO ADJOURN AT 8:28 P.M.: ALL IN FAVOR: YES. ANY OPPOSED: NO. **MOTION CARRIES.**

TRUE ATTEST,

*Dianne Marchese*

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

MINUTES APPROVED BY THE SELECT BOARD ON FEBRUARY 7, 2024

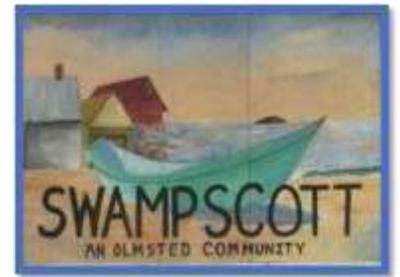
ATTACHMENTS:

- TOWN ADMINISTRATOR'S REPORT
- HOLOCAUST REMEMBRANCE DAY PROCLAMATION
- NAMING POLICY DRAFT
- COACH DEFELICE DIAMOND REQUEST
- SOLID WASTE ADVISORY COMMITTEE MEMO
- TOWN ADMINISTRATOR'S EVALUATION



# Town of Swampscott

Office of the  
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Swampscott, MA 01907



*Sean R. Fitzgerald*

*Tel: (781) 596-8850*

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

## RE: JANUARY 10<sup>TH</sup> 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.

### NEW POLICE OFFICERS

Two of the police personnel sworn in at our last meeting will be starting at PD on January 15<sup>th</sup>. Both individuals, Nick Cruz and Johan Pena, are lateral transfers and will only require 4-6 weeks of field training. Another three will start the Police Academy in February, including the Department's now-former Administrative Assistant, Angelica Noble.

The Department continues to support both synagogues in town, meeting bi-weekly with the Rabbis.

There have been some instances of vehicle burglaries. Please remember to lock your doors and bring valuables inside or leave them in a spot where they can't be easily seen.

### KING'S BEACH

We have sent a follow up letter to Secretary Rebecca Tepper from the Executive Office of Energy and Environmental Affairs seeking the expedited review and support for the following:

1. Ultraviolet (UV) Treatment Evaluation—in the spirit of collaborative problem solving, we welcome input from EPA and DEP on the response to the UV questions and the UV sampling scope and request your assistance in coordinating this review. We intend to share the results of the testing with EPA and DEP and continue to explore the viability of UV disinfection for this stormwater application.
2. Outfall Extension Pre-Engineering Investigation and Hydrodynamic Modeling—we continue to further explore a potential study combining the Lynn and Swampscott outfalls into an extended outfall into the ocean. This Pre-Engineering Investigation and Hydrodynamic Modeling effort would address the need to better define the scope and cost required to extend the stormwater outfall into Nahant Bay.
3. Near-Term Pilot of Disinfection with Peracetic Acid—as discussed at the meeting at Town Hall on December 20<sup>th</sup>, both Swampscott and Lynn are interested in exploring and prioritizing a possible pilot during the 2024 beach season of peracetic acid (PAA) chemical addition as an alternative to chlorination/dechlorination. PAA is quickly gaining favor as a strong oxidizer to disinfect pathogens in water and wastewater. In order for the pilot to launch in time for the next beach season, we are estimating that we would need approval from EPA by February.

Under Secretary Stephanie Cooper has been in contact with me and noted that when we met at Town Hall she was impressed with the spirit of cooperation and shared commitment among the Lynn and Swampscott, the delegation and the broader community really shone through. She share that was It is very helpful to have this detailed information and we will review it in advance of our follow up meeting which I know Valerie and Ivy are working to get on the books.

### **HEALTH DEPARTMENT**

The Opioid Settlement survey results will be presented at the January 17<sup>th</sup> Board of Health meeting as well as posted on the Health Department page of the town website. The Department will be holding a virtual listening session later this month to garner additional input.

In the U.S., respiratory virus activity has been on the rise for weeks, flu-like activity is also increasing along with influenza, COVID, RSV & the common cold. The Health Department suggests that those who are immunocompromised or currently showing symptoms should consider wearing a mask to protect themselves and others when indoors and in close quarters for extended periods of time with others in public spaces.

Christmas tree pickup is the week of January 15<sup>th</sup>. Please put your tree out with your trash.

### **FINANCE DEPARTMENT**

I worked with the Finance team this week on the FY 25 Budget Memo that was sent out on Thursday, January 5<sup>th</sup>. As shared in the memo, this will be a complicated fiscal year for the Town as we are seeing rising costs and some challenges with revenue.

This past week, I met with the Chair of the Capital Improvement Committee and Town Staff to discuss some of the priorities for the Climate Action Committee. Doug Thompson and Martha Schmitt represented the Climate Action Committee.

The CIC will continue to meet to discuss Town Department projects over the next few weeks as we analyze the debt service. Their last meeting was last week with Police & Fire. Next steps include scheduling a joint meeting with the Finance Committee.

### **SENIOR CENTER**

The long-awaited kitchen renovations have begun and are expected to be completed by the end of this month. I have volunteered to help cook a meal once the kitchen is completed.

Heidi and her team are working on submitting a grant to train businesses in being age and dementia friendly including allowing families to make reservations or appointments at less busy times.

### **FACILITIES**

Max has issued an RFP for Solar PV pan at the new school. The RFP includes design for the roof and a future solar canopy for the parking lot. I asked him to look into solar canopies for all municipal lots, including Town Hall & the police station.

### **TOWN CLERK**

Censuses have been mailed along with dog license forms. Please complete the census and return it as soon as possible so we have an accurate count in order to qualify for grants.

They are busy preparing for the presidential primary which is March 5<sup>th</sup>. Per state law, absentee ballots must be mailed to every registered voter. Expect those to hit your mailbox by the end of this week.

### **RECREATION**

The annual family-friendly New Years Eve party at the High School was a hit. Thanks to an article in the Patch, we had approximately 450 attendees!

Summer programming will be on the website by the end of January. See [www.swampscottrec.com](http://www.swampscottrec.com) for

information & to sign up.

### **COMMUNITY DEVELOPMENT**

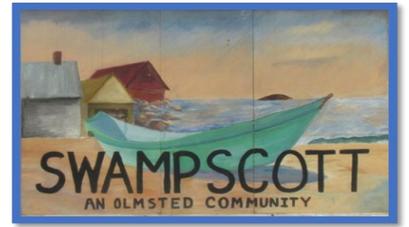
Marzie is working on a grant application for passive recreational walking paths on our newly purchased open space on Archer Street. This trail will be designed by a landscape architect. She held a public meeting last week. There was a lot of support for the trail from Archer Street residents. If we get the grant, additional public meetings will be held when the design has been completed.

I did ask the SFD to fly a drone over the property and the views are fantastic!

Respectfully Submitted,

A handwritten signature in blue ink that reads "Sean R. Fitzgerald". The signature is fluid and cursive, with a large initial "S" and "F".

Sean R. Fitzgerald  
Town Administrator



*HOLOCAUST MEMORIAL DAY  
PROCLAMATION BY THE TOWN OF SWAMPSCOTT*

- Whereas:** THE TOWN OF SWAMPSCOTT WILL NEVER FORGET THE EVENTS OF THE HOLOCAUST, AND THE MILLIONS OF JEWISH AND OTHER MINORITY GROUPS WHO SUFFERED AND DIED DURING THE MOST TRAGIC GENOCIDE IN MODERN HISTORY; AND
- Whereas:** ANTI-SEMITIC INCIDENTS CONTINUE TO INCREASE IN THE UNITED STATES, ONCE REACHING AN ALL-TIME HIGH IN 2021 WITH A TOTAL OF 2,717 INCIDENTS OF ASSAULT, HARASSMENT AND VANDALISM REPORTED TO THE ANTI-DEFAMATION LEAGUE.
- Whereas:** SINCE THE HAMAS MASSACRE ON THE JEWISH STATE ON OCTOBER 7, 2023, THE ADL HAS RECORDED AN UNPRECEDENTED RISE IN VANDALISM, HARASSMENT AND ASSAULT DIRECTED AT JEWS AND JEWISH INSTITUTIONS.
- Whereas:** THIS YEAR, ON INTERNATIONAL HOLOCAUST REMEMBRANCE DAY, JANUARY 27, 2024, WE COMMEMORATE THE 79TH ANNIVERSARY OF THE LIBERATION OF AUSCHWITZ-BIRKENAU DEATH CAMP; AND
- Whereas:** HONORING THE VICTIMS AND SURVIVORS BEGINS WITH OUR RENEWED RECOGNITION OF THE VALUE AND DIGNITY OF EACH PERSON, IT DEMANDS FROM US THE COURAGE TO PROTECT THE PERSECUTED AND SPEAK OUT AGAINST BIGOTRY AND HATRED; AND
- Whereas:** ON THIS ANNIVERSARY WE RECOMMIT OURSELVES TO COMBATING THE GLOBAL RISE IN ANTI-SEMITISM AND THE EVIL THAT THREATENS NOT ONLY THOSE OF JEWISH FAITH BUT THOSE OF ALL FAITH AND BACKGROUNDS; AND
- Whereas:** RECENT ACTS OF HATE IN SWAMPSCOTT SERVE AS A PAINFUL REMINDER OF OUR OBLIGATION TO CONDEMN AND COMBAT RISING ANTI-SEMITISM IN ALL ITS FORMS, INCLUDING THE DENIAL OR TRIVIALIZATION OF THE HOLOCAUST; AND
- Whereas:** THIS ANNIVERSARY IS AN OPPORTUNITY TO REFLECT ON THE PROGRESS WE HAVE MADE CONFRONTING THIS TERRIBLE CHAPTER IN HUMAN HISTORY AND ON OUR CONTINUING EFFORTS TO END GENOCIDE; AND

**Whereas:** THE DEFINITION OF ANTI-SEMITISM READS AS FOLLOWS: “ANTI-SEMITISM IS A CERTAIN PERCEPTION OF JEWS WHICH MAY BE EXPRESSED AS HATRED TOWARD JEWS. RHETORICAL AND PHYSICAL MANIFESTATIONS OF ANTI-SEMITISM ARE DIRECTED TOWARD JEWISH OR NON-JEWISH INDIVIDUALS AND/OR THEIR PROPERTY, TOWARD JEWISH COMMUNITY INSTITUTIONS AND RELIGIOUS FACILITIES”; AND

**Now, Therefore:** ON BEHALF OF THE ENTIRE SELECT BOARD, WE DO HEREBY PROCLAIM JANUARY 27, 2024 AS HOLOCAUST MEMORIAL DAY IN THE TOWN OF SWAMPSCOTT, MASSACHUSETTS, AND ENCOURAGE ALL FAITH BASED AND NON-PROFIT ORGANIZATIONS, RESIDENTS, BUSINESSES, AND PUBLIC INSTITUTIONS TO ACKNOWLEDGE, HONOR AND VALUE JEWISH PEOPLES’ HISTORIC AND CURRENT CONTRIBUTIONS LOCALLY AND BEYOND, WHILE ALSO RECOGNIZING THE ONGOING AND INTERCONNECTED STRUGGLES OF ALL JEWISH COMMUNITIES LOCALLY AND BEYOND.

**In Witness Whereof,** WE HAVE HEREUNTO SET OUR HANDS AND CAUSED TO BE AFFIXED THE GREAT SEAL OF THE TOWN OF SWAMPSCOTT, MASSACHUSETTS, THIS 10<sup>TH</sup> DAY OF JANUARY 2024.

DAVID GRISHMAN  
CHAIR, SELECT BOARD

CATHERINE PHELAN  
VICE CHAIR, SELECT BOARD

MARY ELLEN  
FLETCHER  
SELECT BOARD

PETER SPELLIOS  
SELECT BOARD

DOUGLAS THOMPSON  
SELECT BOARD

SEAN FITZGERALD  
TOWN ADMINISTRATOR



# **Town of Swampscott**

## **Sponsorship/Donation Policy**

### 1.1. Statement of Policy

The Swampscott Select Board greatly appreciates offers of gifts, donations, and sponsorships, and further recognizes the importance of charitable giving to the well-being and future of the Town. In accepting or declining any such gift, the Select Board, as a public entity, must make decisions that are in the best interest of the community that it serves.

This policy sets the standards, guidelines and approval criteria for solicitation, consideration and acceptance of sponsorships and donations. This policy is designed to protect the mission, image and values of the Town, to protect the image and value of its facilities and services, to protect the Town from risk and to uphold the Town's stewardship role to safeguard Town assets and interests. No financial or in-kind support shall be approved that will compromise or damage the public trust or conflict with or compromise the Town's reputation, mission, image, values or aesthetic interests.

### 1.2. Solicitation of Sponsorships and Donations

No departments, boards, or committees shall solicit gifts or donations on behalf of the Town without the prior approval of the Town Administrator.

All proposals for solicitation of sponsorships, monetary or non-monetary gifts or donations shall be submitted in writing to the Town Administrator and contain the following:

- Statement of purpose for the solicitation
- Funding goal
- Target audience for solicitation
- For capital project donations; the plan for funding ongoing maintenance
- For non-monetary gifts; expected life of item and any operational or maintenance cost

### 1.3. Sponsorships

The purpose of this Section is to establish a procedure for the acceptance of sponsorships to the Town. This procedure will ensure an open and fair public process for soliciting and considering sponsorship opportunities. It provides the Town of Swampscott with full and final decision-making authority on any sponsorship opportunity, thus protecting its integrity and the integrity of its facilities and services.

The Town will seek sponsors that further the Town's mission by providing monetary or in-kind support for the Town in a manner that respects the noncommercial nature of Town

property and services. Therefore, the Town permits certain sponsorship of certain Town property, facilities, events, activities, programs and services (collectively ‘facilities and services’) in limited circumstances. The Town maintains its sponsorship program as a nonpublic forum and exercises sole discretion over who is eligible to become a sponsor.

Whenever possible, sponsorships should be linked to a specific Town facility or service. The Town will neither seek nor accept sponsors that manufacture or provide services or products or take positions inconsistent with local, state or federal law or with Town policies, positions or resolutions. The establishment of a sponsorship does not constitute an endorsement by the Town of the sponsor, its organization, products or services.

#### 1.4. Definition of Sponsorship

*‘Sponsorship’* is financial or in-kind support from an outside person or entity, including other governmental or quasi-governmental organizations, (collectively “outside entity”) to associate outside entity’s name, logo, products or services with a Town facility or service. Sponsorship is a business relationship in which the Town and the outside entity exchange goods, services and/or financial remuneration for the public display of an agreed-upon sponsorship recognition message.

#### 1.5. Authority Levels to Approve Sponsorships

The Town possesses sole and final decision-making authority for determining the appropriateness of a sponsorship. The Town shall act through its Town Administrator, or designee(s) on financial or in-kind support up to \$5,000. All sponsorships over \$5,000 require Select Board approval. The Town has and reserves the right to refuse any offer of funds. All offers of sponsorship will be reviewed in accordance with this policy.

Each Department Head, in consultation with the Town Administrator, shall be responsible for determining the facilities and services for which their department is responsible that are suitable for sponsorship (‘eligible facilities and services’).

The Town Administrator may adopt a standard procedure by which sponsorships are sought, considered, and approved.

#### 1.6. Sponsorship Term

Note: All procurement relevant to sponsorships must comply with Massachusetts General Law Charter 30B the Uniform Procurement Act. However, the Inspector General has opined that “advertising and naming rights are not supplies or services subject to M.G.L. c.30B.” Office of the Inspector General, Questions and Answers – M.G.L. c.30B, Procurement Bulletin, Vol. 12, Issue 1, pg. 3 (January 2006). As a result, naming rights are not supplies or services which must be procured or disposed of under the auspices of G.L. c.30B.

Town Administrator Approval Permitted:

Offers of sponsorship that are for terms of up to three years may be approved by the Town Administrator (referred to hereafter as ‘Administrator’). The Administrator may refer any proposed offer of sponsorship or Sponsorship Agreement within the Administrator’s authority level to the Select Board for approval.

### 1.7. Public Access to Sponsorship Opportunities

Public access to information about sponsorship opportunities is important:

- a. To create an open and fair process and to protect against disputes related to sponsorships that are category exclusive;
- b. To market available sponsorship opportunities in an open and efficient manner allowing both the potential sponsor and the Town to negotiate efficiently.

Unless other provisions are made by standard procedure, each department with sponsorship opportunities should endeavor to make information about potential sponsorship opportunities available through the Town's website and other appropriate means.

### 1.8. Criteria for Review of Sponsors and Offers of Sponsorship

No potential sponsor and no offer of sponsorship will be approved that might compromise the public trust or the public's perception of the Town's ability to act in the public interest, or that the Town deems might have a negative impact on its mission, image or values. The Town also intends to preserve its right and discretion to exercise full editorial control over the placement, content, appearance, and wording of all sponsorship recognition messages. The Town may make distinctions on the appropriateness of sponsors on the basis of the sponsorship recognition message but not on the potential sponsor's viewpoint.

Sponsorships and outside entities that the Town deems to be unsuitable for the specific audience or contrary to the community standards of appropriateness for the facility or service, are prohibited, including the following subject matters:

- a. Tobacco products.
- b. Political and policy issues, candidates and campaigns.
- c. Profanity, obscenity and hate speech.
- d. Sexually oriented products, activities, or materials.
- e. Depiction in any form of illegal products, activities or materials.

- f. Any message that may adversely impact the mission, image and values and goals of the Town.

The following criteria shall also be considered in evaluating every offer:

- a. The extent and prominence of the sponsorship recognition message.
- b. The aesthetic characteristics of the sponsorship recognition message.
- c. The importance of sponsorship to the mission, values and image of the Town.
- d. The level of support proposed to be provided by the sponsor.
- e. The cooperation necessary and degree of support from other Town departments to implement the sponsorship.
- f. The value of the resources that are provided to the Town in fulfilling its overall mission.
- g. Other factors that might affect or undermine the public trust or public confidence in the Town's impartiality or interfere with the efficient delivery of Town services or operations, including, but not limited to, the existence of, or possibility for, conflicts of interest between the sponsor and Town officers, employees, or Town affiliates; the potential for the sponsorship to tarnish the Town's reputation or standing among its citizens, or the potential to otherwise impair the ability of Town to govern its citizens, or distract the Town and its officers and employees from its mission.

#### 1.9. Potentially Acceptable Recognition Message Formats

Generally used forms of branding and advertising including, but not limited to, those set forth below are consistent with this policy:

- Field and building, in accordance with this policy;
- Signage including:
  - Fencing fabric and/or fence signage
  - Light pole and building banners
  - Certain interior walls
- Scoreboards
- PA audio and visual messages;
- Inclusion on printed materials of the Town;
- Inclusion on Town maintained facility web-pages;
- Inclusion on bulletin boards;
- Inclusion on information kiosks;
- Inclusion on pavers or other similar permanent fixtures;

- Inclusion in or on a facility or service marketing and promotional materials, items, and messages (including electronic messages, new media and other forms of communication that may arise in the future).

#### 1.10. Permissible Recognition Messages

Sponsorship recognition messages may identify the sponsor or product, including the use of sponsor or product logos and marks, but should not promote or endorse the sponsor or its products or services. Except as otherwise permitted herein, statements that advocate, contain price information or an indication of associated savings or value, request a response, or contain comparative or qualitative descriptions of products, services, or organizations will not be accepted.

Other proposed forms of sponsorship recognition messages, other signage and other visible advertising will be considered on a case-by-case basis, consistent with this policy.

#### 1.11. Sponsorship Agreement

Upon approval of an offer of sponsorship, the sponsor and Town shall enter into a Sponsorship Agreement.

The Town will not make any statements that directly or indirectly advocate or endorse a sponsor, their products, or services.

No materials or communications, including, but not limited to print, video, internet, broadcast, or display items developed to promote or communicate the sponsorship using Town's name, marks, or logo, may be issued without written approval from the Town Administrator or designee(s).

#### 2.1. Donation

The purpose of this section is to establish procedures for the acceptance of donations to the Town.

#### 2.2. Definitions

*'Gift or Donation'* — The terms "gift" and "donation" shall be synonymous and may be a monetary contribution and/or equipment, in-kind goods or services which a Town

department or the Town has accepted and for which the donor has not received any goods or service in return.

### 2.3. Acceptance of Grants or Gift of Funds

All grants or gifts of funds donated to the Town shall be accounted for in accordance with Massachusetts General Law Chapter 44 Section 53A “Grants and gifts; acceptance and expenditure”.

Chapter 44, Section 53A of the General Law provides:

- For the acceptance of gifts or grants of funds by a Town officer or department (committee or board also)
- For the deposit of the funds with the Town Treasurer
- For the expenditure of funds for the specific purpose of the gift without further Town Meeting appropriation, subject to the approval of the Select Board

The Town Administrator, Department Heads, Committees, and Boards may accept gifts or grants of funds up to \$5,000. The Town Administrator will announce the receipt of these donations at a public meeting of the Select Board. Gifts or grants of funds over \$5,000 must be accepted by the Select Board.

All cash gifts shall be deposited with the Treasurer and held as a separate account and shall be accompanied by an explanation of the donation's purpose.

Funds may be expended for the purposes of the donation with the approval of the Select Board.

### 2.4. Acceptance of Gifts: Tangible Personal Property

All gifts of tangible personal property donated to the Town shall be accounted for in accordance with Massachusetts General Law Chapter 44 Section 53A ½.

Donations of tangible personal property, equipment, materials, and/or in-kind services can be accepted by the Town Administrator if values are under \$1,000. Equipment or in-kind services or materials valued over \$1,000 by the donor must be accepted by the Select Board.

The Town Administrator may use said gifts, without specific appropriation thereof, for the purpose of such a gift or, if no restrictions are attached to the gift, for such other purposes as it deems advisable.

### 2.5. Acceptance or Rejections Guidelines

Staff shall work with the donor to assure that restrictions are reasonable and do not leave the donor with unrealistic expectations. The following are criteria which may be applied in determining if a donation is appropriate for acceptance:

- a. Is the use of the item or money for a designated purchase consistent with existing Town policy and department/Town goals?
- b. Do restrictions upon the use of the item or funds make it impractical to accept?
- c. Do restrictions on disposal or retention of the item or funds make it impractical to accept?
- d. Is required accounting for the item or funds excessively difficult?
- e. Would equipment require extensive repair or maintenance, and if so, is maintenance support available?
- f. Does use of equipment or materials require the purchase of additional items to be useful?
- g. Does acceptance of funds, equipment or in-kind services or materials present a conflict of interest for the Town or its employees? Regardless of the value of the donation, if the donor is a contractor, potential contractor or if there is reason to believe there may be a conflict of interest, then the Town Administrator will provide a written determination explaining if the gift should be accepted, rejected or submitted to the Select Board for approval.
- h. Will the donation result in an increase to the Town's budget? Recipients must bear in mind that donations are to be considered one-time supplements to departments and should not be used to develop new programs or services which would require budget supplements from the Town in the current or subsequent years, without concurrence from the Select Board.

### 3.1. Reporting/Record Keeping

- a. The Town Administrator shall maintain a listing of all Sponsorships and gifts that includes at a minimum:
  - Donor/Sponsor name, description of gift or sponsorship, and intended use.
- b. The Town Administrator shall establish procedures for the Department Head, or Town Administrator to acknowledge each gift by letter, thanking the donor for the gift.

*This policy shall not apply to gifts for educational purposes donated to Swampscott Public Schools.*

We come before you with an initiative to name the big diamond baseball field (the high school field), after long time, legendary baseball coach, Frank Defelice. Below you will see some of his accomplishments and milestones, which are extremely impressive, but they only tell part of his story. The number of students and student-athletes whose lives he touched so positively over his tenure is immeasurable. We can think of no better way to immortalize Coach Defelice by naming the current field that the Big Blue competes on after him. "Defelice Diamond" has a nice ring to it.

- 35 seasons as varsity baseball coach at Swampscott HS. (1966 to 1971 and 1977 to 2005)
- Career record 465-257 (.644 winning percentage)
- MIAA state champion – 1993
- North sectional champion – 1998, 2002, 2003
- North sectional finalist – 1986, 1987, 1988, 1990, 1995, 1997
- 10 times advanced to at least the sectional final
- Postseason record: 45-20 (.692)
- Qualified for state tournament 20 of his last 25 years as coach
- Sent dozens if not hundreds of players on to play college baseball and several to the pros, including major league pitcher Matt Murray.
- Coached Dick Jauron (Yale, Detroit Lions), Bill Adams (Holy Cross, Buffalo Bills).
- Also coached football at SHS – assistant under Stan Bondelevitch 1966-71 and was promoted to head coach from 1977-81. (Head coach at Xaverian 1972-76. Assistant coach at Boston College, Merrimack, Endicott, Northeastern).
- Teacher at Swampscott Middle School 1978-2000
- Teacher at Swampscott High School 1965-71
- Inducted into the Massachusetts Baseball Coaches Association Hall of Fame in 2002
- Inducted into Swampscott High Hall of Fame in 2011



# 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](mailto:sfitzgerald@swampscottma.gov)

### SOLID WASTE ADVISORY COMMITTEE

#### ESTABLISHED SEPTEMBER 16, 2020

MS. FLETCHER PROPOSES REMOVING THE SELECT BOARD, DPW AND BOARD OF HEALTH REPRESENTATIVES AND REPLACING THEM WITH RESIDENTS AS WELL AS STAGGERING TERMS AS SHOWN BELOW. THE SELECT BOARD WILL REMAIN AS A LIAISON AND DPW AND BOH WILL ATTEND MEETINGS AT THE REQUEST OF THE CHAIR AND COMMUNICATE DATA NEEDED FOR EVALUATIONS AND DISCUSSIONS.

THE COMMITTEE IS COMPRISED OF NINE MEMBERS, INCLUDING THE DIRECTOR OR DESIGNEE OF THE BOARD OF HEALTH, A REPRESENTATIVE OF THE BOARD OF HEALTH, A REPRESENTATIVE OR DESIGNEE OF THE DPW, A REPRESENTATIVE OF THE SELECT BOARD AND FIVE RESIDENTS AND IS CHARGED WITH ADDRESSING IMPLICATIONS OF SOLID WASTE POLICIES.

JONATHAN GOLD	MEMBER - CURRENT	3-YEAR TERM	TERM EXPIRES 2027
WAYNE SPRITZ	MEMBER - CURRENT	3-YEAR TERM	TERM EXPIRES 2027
EMILY WESTHOVEN	MEMBER - CURRENT	3-YEAR TERM	TERM EXPIRES 2027
ALIX SMULLIN	MEMBER - CURRENT	2-YEAR TERM	TERM EXPIRES 2026
KATHERINE MIKK	MEMBER - CURRENT	2-YEAR TERM	TERM EXPIRES 2026
PETER SHECKMAN*	MEMBER	2-YEAR TERM	TERM EXPIRES 2026
NEW MEMBER	MEMBER	1-YEAR TERM	TERM EXPIRES 2025
NEW MEMBER	MEMBER	1-YEAR TERM	TERM EXPIRES 2025
NEW MEMBER	MEMBER	1-YEAR TERM	TERM EXPIRES 2025
MARY ELLEN FLETCHER	SELECT BOARD REPRESENTATIVE	1-YEAR TERM	*CHANGE TO LIAISON
PETER SHECKMAN*	BOARD OF HEALTH APPOINTEE	1-YEAR TERM	*MOVE TO RESIDENT MEMBER
JEFF VAUGHAN	EX-OFFICIO	NONE	*REMOVE
GINO CRESTA	EX-OFFICIO	NONE	*REMOVE

## MEMORANDUM

To: Sean Fitzgerald, Town Administrator

From: David Grishman, Chair, Swampscott Select Board

Date: December 22<sup>nd</sup>, 2023

Re: Annual Consolidated Evaluation Summary-FY2023

The Swampscott Select Board has undertaken its annual review of Town Administrator Sean Fitzgerald. The review is for the Fiscal Year 2023 and as in past years, it included a self-evaluation from the Town Administrator, as well as individual assessments from each member of the Select Board. This evaluation summary completes the annual review process.

Fiscal Year 2023 included accomplishments and achievements within the Town of Swampscott, including multiple Town Meetings. The town, fresh off its acquisition of the Hawthorne, held numerous idea sessions with the public (400+ attendees at the Hawthorne visioning session in January 2023) to gather input and continue making progress as to the next chapter at the Hawthorne property. Additionally, the Town Administrator has spent considerable time, effort, and energy with town staff and consultants to ready the Hadley Hotel RFP, which will redevelop and reimagine the Hadley School as an economic engine that will revitalize and reenergizes Humphrey Street and our downtown corridor.

Under the leadership of the Town Administrator, the town, specifically the Recreation Department, spearheaded a number of community initiatives in 2023. This was a priority of our board, to bring residents together on town hall lawn, or on Fisherman's Beach, Humphrey Street, or other locations in and around town for low cost/no cost events to reconnect as we emerge from the pandemic. Continued efforts to add events for all ages, including a Pride Day 5K, Swampscott Porch Fest, Bent Water Day at the Beach, Strawberry Festival, Wednesday Concert Series, Juneteenth Celebration, July 4<sup>th</sup> Races, Turkey Hunt, Christmas Parade, and more, are now part of the fabric of our community. Sean continues to lead, and when necessary, provide funding, to ensure these events happen. The Town Administrator consistently credits professional staff (Danielle Strauss and Jackie Camerlengo) as well as the dozens of volunteers the town needs to make these events happen. Sean can often be found attending these events with his family and making a positive impression on residents through his heartfelt speeches and participation in events (the dunk tank at Swamptoberfest comes to mind for me). Sean loves the Town of Swampscott and loves his role as the Town Administrator within the Town of Swampscott. Despite of facing much adversity in the last year, Sean comes to work each and every day with a smile and exuberance for the job, remaining positive and optimistic for the future of our town.

The Select Board has tasked the Town Administrator with supporting and promoting affordable housing initiatives within the Town of Swampscott. Sean, with the help of elected officials and professional staff, has led the charge to take the lead with the issuance of an RFP and complex negotiations of a P&S agreement for a much needed Veterans Housing initiative on Pine Street. Additionally, discussions led by the Town Administrator are ongoing for additional “missing middle” affordable housing projects in and around town.

In the last year, Sean has worked with the leadership of the Swampscott Housing Authority to see if, for the first time, that the town and the Swampscott Housing Authority, can work together to create 21<sup>st</sup> century public housing. It is the thinking of the Town Administrator that we must do more than the bare minimum for residents of Swampscott. Sean believes that the town should work with state and federal agencies to create housing that each and every resident of town would live in, housing that is ADA accessible for current and future residents of Duncan, Doherty, and Cherry Street. This is a long-term goal and will take the non-linear type of leadership Sean possesses to see this idea come to fruition.

The Town Administrator, along with the Finance Team, FINCOM, Select Board, and others have diligently worked over the last six years to bring the town’s finances into order. This long range planning, combined with many tough decisions, has borne fruit and has resulted in the Town of Swampscott receiving a AAA bond rating from S&P. The S&P reaffirmed the Town’s Management score to “very strong”. This did not happen by chance and certainly did not happen by accident. There are not many Massachusetts issuers (cities, towns, municipalities) that have this score-in fact most S&P rated municipalities have scores of “strong” or lower. As the Town of Swampscott moves forward with bonding future capital projects, residents can rest assured that the Town of Swampscott will receive the absolute best interest rate available for general obligation bonds, which translates into potential interest savings totaling millions of dollars over the life of the issuances.

Fiscal 2023 was not without challenges. The Town of Swampscott left civil service and effectively controlled its own destiny with hiring new police officers, yet the town and the police union struggled to do so in a timely manner. The process enacted was too slow to successfully hire for our town. That said, and very much to the credit of the Town Administrator, Sean acknowledged that doing the same thing and expecting a different result would not benefit the residents of Swampscott, so he pivoted and worked with the union to revise the process, as well as asked the Select Board to assist with funding bonuses for lateral transfers, which has yielded results for our hiring process as shown at our Select Board meeting on December 21<sup>st</sup>.

Challenges remain with communications and community engagement, which can always be improved. While the town’s redesign of its website is an incremental improvement, however there is still work to do to make our website and its landing pages more engaging, focused, and user friendly. Communication plans for each individual town department should be imagined and implemented to ensure residents know what is happening and the website is more user friendly. As a town, we need to continue outreach to inform those who are not already connected to town robocalls, emails, and social media.

Swampscott faces challenges with impacts of climate change. To that effect, we need to refocus efforts and energies on advancing climate resiliency efforts and support the work of the Climate Action Plan Committee and their goals. This is only intensifying and as a waterfront community in the commonwealth, this should be a focus of the town, planning, and community development efforts. Our efforts thus far have largely rung hollow,, and should be prioritized as we move forward with major residential and mixed use development projects in town.

During this review, communication and follow through and follow up were areas that many Select Board members noted as needing improvement. The Select Board and staff have a full plate, however we want to implement better processes and procedures to ensure that we can continue to achieve many of the goals and objectives set forth by the Board of the Town Administrator. The Select Board requests that Sean continues to make a determined effort to improve his communication and listening skills, organization, and time management. The Town Administrator's time is very valuable and he should structure and organize himself accordingly. This will likely result in the need to delegate some tasks to other staff members, as there simply are not enough hours in the day and the TA has a strong team ready, willing, and able to assist. It is the hope of the Select Board that by delegating some of the TA's tasks, that more timely follow up and next steps can and will emerge from our 1<sup>st</sup> and 3<sup>rd</sup> Wednesday meetings. The implementation of a better process for follow up/next steps will only help benefit the town and town administrator and help keep the Select Board, and all parties, on task and the Town of Swampscott moving forward.

While there are always needs for improvement, the Select Board is satisfied with the Town Administrator's performance as well as the performance of the Town. We are grateful for the numerous accomplishments and progress that we have seen within the Town in 2023 and we are excited to have a Town Administrator who looks to do things not because they are easy, but because many of the tasks being addressed, including many infrastructure projects (school, King's Beach for example) were largely ignored for generations. We look forward to continuing to work with Sean and staff to realize a number of our aspirational, multiyear goals and are excited about what the future will bring to Swampscott in 2024.

-END-



# Town of Swampscott

Office of the

## Town Administrator

Elihu Thomson Administrative Building  
22 Monument Avenue  
Swampscott, MA 01907

Tel: (781) 596-8850

Email: [sfitzgerald@swampscottma.gov](mailto:sfitzgerald@swampscottma.gov)

Sean R. Fitzgerald  
Town Administrator

**TO:** SELECT BOARD  
**FROM:** DIANNE MARCHESE, EXEC. ASST. TO TA & SB  
**SUBJECT:** 2024 BOARD AND COMMITTEE APPOINTMENTS  
**DATE:** JANUARY 10, 2024

### OBJECTIVE

The Select Board must reappoint Swampscott's 2024 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 of 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, appoint individuals recommended in this memo for their appointed terms for the 2024-2025 term.*

Committee	# of members	# of vacant seats	# of Terms Expiring Jan, 2024	# Seeking Reappointment or new appointment Jan, 2024	# Not seeking reappointment	Non-Responsive or Pending
Zoning Board of Appeals	8	1	0	1	0	0

### ZONING BOARD OF APPEALS

The Zoning Board of Appeals is appointed by the Select Board. The Board shall have the power to hear and decide applications for special permits, including without limitation, dimensional special permits, site plan special permits, and any other special permits permitted under the Zoning By-laws. The Board serves as the special permit granting authority in most zoning relief situations.

- **The Committee is comprised of eight members and five are voting members.**
- **There is one vacancy due to a resignation with a 5-year term expiring 2025.**
- **The Town Administrator recommends appointing Associate member Marc Kornitsky to a full member to fill this vacancy.**

Daniel Doherty	Vice Chair	5-year term	Term expires 2026
Heather L. Roman	Chair	5-year term	Term expires 2027
Marc Kornitsky	Member	5-year term	Term expires 2025
Bradley L. Croft	Member	5-year term	Term expires 2027
Andrew Rose	Member	5-year term	Term expires 2028
Paula Pearce	Associate	2-year term	Term expires 2025
Susan Sinrich	Associate	2-year term	Term expires 2024
Vacancy	Associate	2-year term	Term Expires 2024