



MANCHESTER-BY-THE-SEA

FINANCE COMMITTEE • TOWN HALL
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Minutes of the Finance Committee Joint with Select Board

Thursday, February 9, 2023 6:00 p.m. Town Hall, Room 5, Hybrid for Public

<https://us06web.zoom.us/j/86415616225?pwd=LzI0NFIFT3d6SE9KanpUT1Z6NUEyZz09>

Meeting ID: 864 1561 6225 Passcode: 554264

MEMBERS PRESENT: Sarah Mellish, Chair, Andy Oldeman, Mory Creighton, Tom Parkins, Dean Nahatis, and (Peter Twining and Mr. Pratt on the phone)

SELECT BOARD PRESENT: Becky Jaques, Chair (on Zoom), Ann Harrison, John Round, Brian Sollosy, and Cathy Bilotta

STAFF PRESENT: Greg Federspiel, Town Administrator, Andrea Mainville, Town Accountant, and Gail Hunter, Administrator

- **Call to Order**

Ms. Mellish called the Finance Committee meeting to order at 6:01 p.m.

Ms. Harrison called the Select Board meeting to order at 6:02 p.m.

- **FY24 Operating Budgets: Harbor, Police, and Fire**



GF Public Safety Memo.pdf



PubbSafety Staffing
Options.pdf

The Committee and Board reviewed Mr. Federspiel's memo and the spreadsheet with staffing options.

Harbormaster:

With the increase in boating traffic and the likely need for a shift in authority, requiring a police presence to enforce harbor regulations. For this year, Mr. Federspiel recommends the SRO officer to fill in with the Harbormaster through the summer. Next year may require a different plan.

Police Department

A change in status of reserve officers and moving Dispatch has resulted in the need for the PD to staff the lobby for a number of hours. The Police Chief is requesting 2 new officers for a total of 3 officers on duty for most daily shifts.

Ms. Jaques moved the Select Board approve Option B for Harbor staffing; Mr. Round seconded the motion. The motion passed unanimously.

Mr. Creighton moved the Finance Committee approve Option B for Harbor staffing; Mr. Oldeman seconded the motion. The motion passed unanimously.

Ms. Harrison moved the Select Board approve Option D for Police staffing; Ms. Jaques seconded the motion. The motion passed unanimously.

Mr. Nahatis moved the Finance Committee approve Option D for Police staffing; Mr. Oldeman seconded the motion. The motion passed unanimously.

Fire Department

Due to the loss of Call Fire Fighters and ideal staffing of 4 Fire Fighters on duty to cover in the event of fire and service the large number of medical calls. Chief Cleary is requesting two additional fire fighters.

The Committee and Board considered:

- Reestablishing, Call Fire Fighters with the support of DPW, Police Dept. and resident volunteers.
- Add positions to FD and address overtime budget which continues to increase. Committee members agreed that the FD overtime budget needs to be better managed.
- Mutual aid, FD inspections, time in Fire Academy for new hires, rebuild Call Fire Fighters with DPW, Police and Resident volunteers, training Fire Fighters, answer why Fire Fighters leave after training, Fire Fighters leave for advancement opportunities and for increase in salary
- Fire Department Shift schedule requires 4 crews to staff every day of the week.

Ms. Mellish moved the Finance Committee accept Option G for the Fire Department with the condition that if the overtime budget is maintained from July 2023 to December 2023 the Committee would consider approving another Fire Fighter position for FY25, Mr. Nahatis seconded the motion. The motion passed 4 to 2 (Mr. Twining was not available to vote.)

Mr. Round made the same motion for the Select Board, Mr. Sollosy seconded the motion. The motion failed to pass 5 to 0.

Discussion following the motions.

Mr. Round asked the Chief if this meant the Department would go down to two officers. Chief Cleary stated that was what would happen and that is an unsafe option.

The Committee and Board held a comprehensive discussion around Fire Department funding, Call Fire Fighters and rebuilding the call force. The reasons for overtime expenditures the result of a catastrophic injury and long-term injury resulting in retirement. Preparing for retirements and the current leadership gap in the Department.

Mr. Oldeman asked Mr. Federspiel why he appeared to have a shift in his opinion on staffing for the Fire Department. Mr. Federspiel replied in the past he assumed there would be support from Call Fire Fighters,

he did not anticipate the level of injury and potential of unexpected retirements due to long term injury. He concluded that to support public safety additional staff is needed. Mr. Oldeman asked Mr. Federspiel about the second in command position. He stated that he would like to get the Fire Fighter roles stable before adding an administrative position that work Monday to Friday 9:00 to 5:00.

Chief Cleary pointed out that the second in command would be a fully trained Paramedic and Fire Fighter who would provide coverage. He added that the second in command primary responsibilities would be fire prevention for the community, including building relationships with the business community and conducting public education in the schools.

Mr. Federspiel supports Option I, hire two new Fire Fighters and pursue aggressively a new model to support the Department while holding the overtime budget in check. Mr. Federspiel believes the Town needs to move to a regional model.

Ms. Jaques moved to approve Option I to add two new Fire Fighters and \$30K if needed for Call Fire Fighter Development; Mr. Sollosy seconded the motion. A friendly amendment was added stating that benchmarks for Call Fire Fighter development would be defined and reviewed mid-FY24 budget. The motion passed unanimously.

Regarding overtime Chief Cleary asked if the Department runs over \$20K in overtime expenditure does that mean the Fire Department will need to reduce staffing to less than 3 officers and would need to go to 2 officers or less. Ms. Jaques stated that was what was meant.

- **FY24 Capital Budgets: Harbor, Police, and Fire**

Police Capital: Deleted 22K for finger scanning, the device was obtained for free. Two oldest cruisers are being replaced with electric vehicles cost \$103K with reimbursement from National Grid of \$15K.

Fire Equipment: \$450K not going to the purchase of an ambulance in FY24 Ms. Mellish would like to see those funds returned to the Fire Engine Fund.

Ambulance 1

Fire 1 is Chief's vehicle.

Utility 4 is for brush fire.

Engine 1 out of service borrowing a vehicle from Lynnfield

Convert a vehicle to non-transporting ambulance.

Ladder 2 – has function but cannot be driven.

New ladder truck is budgeted for FY24 \$1.5M, existing ladder truck does not pass State Inspection – the ladder truck is needed for any structure over 24'

There was discussion about purchasing a new ladder truck. Ms. Harrison stated that the possibility of a regional buy is a good idea and fits with the Town philosophy until the Select Board has had that discussion will hold on new purchase.

Mr. Parkins moved the Finance Committee approve Public Safety Capital Budget in the amount of \$335,800.00, Mr. Creighton seconded the motion. The motion passed 5-0.

Mr. Round moved the Select Board approve the Public Safety Capital Budget in the amount of \$335,800, Ms. Bilotta seconded the motion. The motion passed 4-0.

Harbor Capital: Includes \$100K for the Harbor Master Plan and \$50K for dredging.

Mr. Creighton moved the Finance Committee approve the Harbor Capital budget in the amount of \$150,000.00, Mr. Parkins seconded the motion. The motion passed 5-0.

Mr. Round moved the Select Board approve the Harbor Capital budget in the amount of \$150,000.00, Mr. Sollosy seconded the motion. The motion passed 4-0.

- **FY24 Operating Budgets: Harbor, Police, and Fire**

Mr. Sollosy moved the Select Board approve the Animal Control Budget in the amount of \$16,315.00, Mr. Round seconded the motion. The motion passed 4-0.

Mr. Creighton moved the Finance Committee approve the Animal Control Budget in the amount of \$16,315.00, Mr. Nahatis seconded the motion. The motion passed 5-0.

Fire Department budget will be held for an update.

Police Department budget will be held for an update.

Harbormaster

Mr. Round moved the Select Board approve the Harbormaster budget in the amount of \$217,627.00, Mr. Sollosy seconded the motion the motion passed 4-0.

Mr. Oldeman moved the Finance Committee approve the Harbormaster budget in the among of \$217,627.00, Mr. Creighton seconded the motion. The motion passed 5-0.

- **Town Administrator Update** – Mr. Federspiel had no update this evening.
- **Updates from Liaisons if any** – There were no updates to discuss this evening.
- **Review Meeting Minutes** – Meeting minutes were not reviewed this evening.
- **Next Meeting Subject Matter**
 - February 16, 2023 – BOH, Library, and Parks and Rec
 - February 23, 2023 – Final MERSD
- **Other matters, as may not have been reasonably anticipated by the Chair.** There were no additional matters to discuss this evening.

Mr. Oldeman moved to adjourn the Finance Committee meeting; Mr. Creighton seconded the motion. The motion passed unanimously.