



MANCHESTER-BY-THE-SEA

FINANCE COMMITTEE • TOWN HALL
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Minutes of the Finance Committee

February 17, 2022 7:00 p.m. Zoom Meeting

MEMBERS PRESENT: Ms. Mellish, Chair, Mr. Creighton, Mr. Weld, Mr. Oldeman, Mr. Pratt, and Mr. Nahatis

MEMBERS NOT PRESENT: Mr. Twining

STAFF PRESENT: Town Administrator, Mr. Federspiel, Finance Committee Clerk, Ms. Hunter, Town Accountant, Ms. Mainville, Ms. Lufkin Admin BOH

GUESTS: CPC Co-Chair, Mr. Burke, and Ms. Filias Chair BOH

- Call to Order – Ms. Mellish called the Finance Committee meeting to order at 7:05 p.m.
- **Review FY23 Operating Budget BOH and Request for Health Agent**

Ms. Filias read a statement from the State regarding Public Health and the need to support Boards of Health.

Ms. Filias read the list of Board of Health Duties broken out under three categories Public Health, Land and Nursing. She stated the BOH has been understaffed as related to well water testing and with no Department Head the Town has not been represented at BOH Coalition meetings and was without a vote in the Coalition.

Mr. Federspiel stated his office is the Town's contact for emails regarding BOH/Public Health issues. The Town contracts for many services provided by the BOH. Ms. Filias outlined the responsibilities of a full time Health Agent and stated the Board was not proposing hiring an engineer but an experienced person with a mix of skills and licenses for public health inspections. Currently there are several contracts covering restaurant inspections, barn, and animal inspections.

Mr. Nahatis complimented the presentation, Mr. Weld and Mr. Creighton had no questions at this time and Mr. Pratt asked how our BOH compared to other towns. Ms. Lufkin stated Essex has a full-time agent (mandated by the State) an assistant, and part-time inspector, Rockport has two nurses and a part time health agent.

Ms. Filias is recommending the Committee select Option C for a part-time Health Agent and tapping into the ARPA funds to cover the cost. During Covid \$61K of CARES funding covered the Town Nurse and Expanded hours of the Administrative Assistant.

Mr. Creighton asked if the proposed labor costs were fully loaded. Mr. Federspiel indicated it would be necessary to add \$20K to the estimate to accurately reflect the cost of adding the position. Mr. Pratt asked if there were opportunities for regionalization with other communities.

Following additional discussion, it was established the numbers around salary for the proposed part-time Health Agent were not accurate. Mr. Mellish requested an updated spreadsheet with more accurate information.

Hazardous Waste disposal was discussed and the BOH proposed having residents incur the cost directly as was the practice in Marblehead instead of the BOH covering the cost. Mr. Creighton stated hazardous waste day was a Town tradition. Mr. Pratt stated residents pay for hazardous waste day but were just not directly billed as in Marblehead.

Ms. Mellish thanked Ms. Filias and Ms. Lufkin.

- **Review FY23 CPC Approve Projects**

Mr. Burke stated the CPC funds available totaled \$1,265,553.00. Administrative costs totaled \$8 to \$9K.

Mr. Oldeman had no questions.

Mr. Creighton asked about the \$7,500 expenditure for Open Space in the Western Woods. Mr. Burke replied that was for proposed trails. Ms. Mellish asked about the size of the proposed Pollinator Garden, Mr. Burke stated it was to cover the septic area at Tucks Point and an area in Masconomo Park he anticipated the Conservation Commission will determine the size. Mr. Nahatis asked about drainage for Winthrop Field, Mr. Burke stated that was a shared cost with the Winthrop Field Trust. The Committee had no additional questions.

Mr. Oldeman move to approve CPC expenditure in the amount of \$1,179,500.00 Mr. Nahatis seconded the motion. The motion passed unanimously by roll call vote.

- **Review Minutes**

Mr. Oldeman moved to approve the minutes for January 27, 2022; Mr. Nahatis seconded the motion. The motion passed Mr. Weld, Mr. Creighton, Mr. Oldeman and Ms. Mellish voting affirmatively. Mr. Pratt abstained he was not at the meeting.

- **Next Meeting Date & Subject**

Ms. Mellish proposed approving the Operating Budgets at the meeting on March 10th and requested that Ms. Mainville and Mr. Federspiel update language on the big-ticket items. The Committee will also discuss the MERSD override request for FY24, Safer Grant Request. Ms. Mainville stated the Auditors were available to meet on March 3rd and then again in April.

Mr. Pratt would like information on Bond Ratings, Ms. Mainville asked if there was specific information Mr. Pratt would like to discuss. Mr. Pratt replied the connection between free cash and ratings.

- Other Business not anticipated by the Chair, discussion only
- Adjourn

Mr. Oldeman moved to adjourn the meeting; Mr. Creighton seconded the motion. The motion passed unanimously by roll call vote.