



MANCHESTER-BY-THE-SEA

FINANCE COMMITTEE • TOWN HALL
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Minutes of the Finance Committee

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

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

MEMBERS NOT PRESENT: Mr. Pratt

STAFF PRESENT: Town Administrator, Mr. Federspiel, Finance Committee Clerk, Ms. Hunter, Town Accountant, Ms. Mainville, Library Director, Ms. Collins, Fire Department Chief Cleary, BOH Admin, Ms. Lufkin

GUESTS: Mr. Burke, Chair CPC, Library Trustee Mr. Rogers, BOH Members, Mr. Colarusso, Ms. Cottler and CST Representative, Mr. Gourneau

- **Call to Order** – Ms. Mellish called the Finance Committee meeting to order at 7:03 p.m.
- **CPC Additional Request – Preserve Historical Fire Department Artifacts**

Mr. Burke stated Chief Cleary requested CPC preserve old artifacts, century old pictures, leather buckets and helmets. The CPC voted with 8 in favor and one abstaining to support the request. Mr. Nahatis stated he believed this was a correct use of CPC funds and asked if the items will be displayed at Seaside One. Mr. Burke stated the items would be displayed between Seaside One and the Historic Museum.

Mr. Twining moved to approve the additional CPC request in the amount of \$10,000 for artifacts found in the Fire Department; Mr. Oldeman seconded the motion. The motion passed unanimously by roll call vote.

- **Library Maintenance Budget**



Rik Rogers' Statement.pdf

Mr. Rogers representing the library requested the Library Budget be restored to \$524,016.00 the amount submitted and designed to meet the State standard for certification, a 2.5% annual increase. The Budget without discussion was reduced to \$508,929.99. The Library is concerned that the custodial budget was moved to Facilities without being informed and could impact the library's certification status.

Mr. Federspiel stated he would move \$13,500 in salaries to the Library budget and the library would keep the pest control (est. at \$1,000) and window cleaning (est. at \$695) elements of the budget.

Ms. Mellish stated the Committee would revoke the budget when the numbers are received from Mr. Federspiel at the next scheduled meeting.

- **Board of Health – Health Agent Request**

Mr. Colarusso believes the State has reminded the Town that the BOH is understaffed. The Committee is aware that Title V inspections and beach closures from testing are both time consuming processes. He noted the BOH has no authority to implement mandates and needed to rely on the Police Department to enforce the mask mandates. Additionally, the BOH is not eligible for State and Federal grants without a Health Agent.

Ms. Mellish stated there was some question around the availability of qualified and certified Health Agents and the ability to hire someone with the qualifications. Ms. Mellish believes it is a good opportunity for the Town to use ARPA funding to fill the position. Mr. Nahatis suggested this can be reinforced with a statement around the Town’s need and focus on water quality, a Health Agent would support those needs.

Mr. Creighton expressed concern about adding employees and recommended the Town continue on the path we are on. Mr. Oldeman is sensitive to Mr. Creighton’s point and is interested in hearing more about sharing the Health Agent position. Mr. Weld agrees with Mr. Creighton and is good with using ARPA funds and further establishing the efficacy of the position. Mr. Twining agreed with Mr. Weld, Mr. Oldeman and Mr. Creighton stating the position needs to be fully reviewed. He is reluctant to add a new full-time position.

Mr. Federspiel confirmed ARPA funds can be used for this purpose noting BOH and Health issues qualify. Ms. Cottler stated it is difficult to hire qualified individuals when the position may be temporarily funded. Ms. Lufkin stated she has worked for the Town for 30 years and indicated the workload is there. In her 30 years she has never seen as much work as the BOH has now.

Mr. Weld moved the Town use ARPA funds up to \$86K a year to fund the Health Agent position. Mr. Creighton offered a friendly amendment to evaluate the position in December 2022 to assess where the BOH stands and decide to extend for another year. Mr. Oldeman seconded the motion. The motion passed unanimously by roll call vote.

- **LCD Changes – Peter Goudreau, Call Signaling Technology (CST)**



Zoning Mod Info
MBTS FinComm 17M

Mr. Gourdeau walked the Committee through the above presentation concluding that the proposed project would generate significant tax revenue and CST would be a good neighbor.

Mr. Oldeman had no questions. Mr. Twining asked about traffic implications for School Street. Mr. Gourdeau recognized that traffic will be a concern and most of the traffic will likely be between Route 128 and Atwater Ave. The CST building will include a Health Facility and Cafeteria, employees will not be heading into Town for a cup of coffee. Mr. Twining also asked about water usage. Mr. Gourdeau stated in conversations with the Town Administrator and Mr. Dam the projected water usage would not exceed 10K-20K gallons daily. CST focuses on sustainability and minimizing consumption.

Mr. Weld asked about the installation of water access, sewer usage and access for both utilities. Mr. Gourdeau stated preliminary discussions for both utilities to the site will come under Route 128 and return from Mill to Forest and back to Town. The main concern is that we solve the challenge in a reasonable way and that CST reaches a comfort level with the Town.

Mr. Creighton asked for a ballpark estimate around taxes. Mr. Federspiel and Mr. Gourdeau had that conversation and accessed the cost of replacement for the 150K square feet at \$500 to \$700 per square foot and the building would generate between \$500K to \$1M in tax revenue.

Mr. Weld stated a lot of us think this is a good idea and understand you are working under a constraint from the seller only giving you to this Town Meeting to make the necessary change in the Zoning By-Law.

- **FY23 Budget Impact on Reserves**

Ms. Mellish indicated the Committee needed to approve the Town's contribution to OPEB in the amount of \$278,173.00.

Mr. Oldeman moved to approve the contribution to the OPEB Fund in the amount of \$278,173.00; Mr. Creighton seconded the motion. The motion passed unanimously by roll call vote.

Ms. Mellish asked about the tax rate going up from 2.5% to 3.2%. Mr. Federspiel stated the was the last leg of the Memorial school bonding which was a \$1.3M bond.

Mr. Federspiel stated he and Ms. Mainville are still working on the reserve fund FY21 to FY22 spreadsheet and will have it for the next meeting.

- **Liaisons to Other Boards**

Mr. Weld is moving to the Planning Board as the Finance Committee representative. He will review zoning changes and assess financial consequences.

Mr. Oldeman will serve as the Finance Committee representative to CPC.

Mr. Creighton will continue to represent the Finance Committee at the District Collaboration Meetings.

Ms. Mellish will continue to represent the Finance Committee as a Trustee of the Affordable Housing Trust.

- **Review Minutes – February 24, 2022**

Mr. Oldeman moved to approve the minutes of February 24, 2022; Mr. Twining seconded the motion. The motion passed with four Committee members voting affirmatively.

Mr. Weld and Mr. Nahatis were not at the meeting.

- **Next Meeting Date & Subject –**

The next Committee meeting will be held on Thursday, March 31, 2022. The Committee is skipping next week.

Mr. Federspiel stated the BOS will review the final Warrant Articles including the budget, 3% Room Tax, Select Board, and a Straw vote on Safer Grant at their next meeting.

Ms. Mellish stated the Committee will review Dispatch prior to the June Town Meeting.

- **Other Business not anticipated by the Chair, discussion only –** There was no additional business to discuss this evening.

- **Adjourn**

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