

**IPSWICH SELECT BOARD**  
**Meeting of Tuesday, January 28, 2020**  
**Ipswich Town Hall | 25 Green Street**

Pursuant to Open Meeting Law M.G.L. Chapter 30A, §§ 18-25, written notice posted by the Town Clerk and delivered to all Board members, a meeting of the Select Board was held on Tuesday, January 28, 2020 at 7:00 PM in Meeting Room A.

Board Members present: William Whitmore, Chair; Linda Alexson, Vice Chair; Dr. Tammy Jones; Kerry Mackin; Nishan Mootafian

Also present: Anthony Marino, Town Manager; Eileen Page, Recording Secretary

Abbreviations used: FY21, Fiscal Year 2021; COA, Council on Aging; CATA, Cape Ann Transportation Authority; FY20, Fiscal Year 2020; DPW, Department of Public Works

With a quorum present, Mr. Whitmore called the meeting to order at 7:01 PM.

**Welcome/Announcements**

The budget book is available as a PDF on the Town website.

The Public Safety Facilities Committee will hold a public forum on Wednesday, January 29 at 7:00 PM in the basement of Our Lady of Hope, at 1 Pineswamp Road.

**Citizen Queries**

None.

**FY21 Budget Review: Town Manager**

Mr. Marino presented the proposed FY21 budget for departments overseen by the Town Manager.

**TOWN MODERATOR**

The Town Moderator budget will remain level-funded. Ms. Alexson asked if funding for keypad voting at Town Meetings will be funded from the Moderator's budget. Mr. Marino responded that the \$2,500 to rent keypads for meetings will come out of the Town Manager or Town Clerk budget.

**SELECT BOARD**

There has been an increase in administrative hours. The Executive Assistant will be going from 32 hours per week to 35 hours per week.

**LEGAL BUDGET**

Additional funding has been afforded for special counsel hired to address issues with 40B developments. Legal liability insurance will drop by \$8,000 in FY21.

**DEBT SERVICE**

Town debt owed has decreased slightly due to payments being made on principal and interest.

**FY21 Budget Review: Human Resources**

Mary Gallivan (Human Resources Director) appeared before the Board to present the proposed FY21 budget for Human Resources. The Human Resources department has been in flux over the last year. A Human Resources Director was hired and departed in January 2019, and Ms. Gallivan was promoted to the Director position. Risa Hassel was hired as the Human Resources Manager. There has been turnover in the Payroll and Benefits department. As it stands, salaries are budgeted for the FY21 year at \$78,500 for the Director, \$72,000 for the Manager (35 hours per week), \$59,000 for the Payroll and Benefits Coordinator (40 hours per week), and \$41,000 for the Payroll and Benefits Clerk. It was noted that the Director and Coordinator positions are funded by the School budget.

There was a \$620 increase in expenses.

Within the Harpers Payroll System, the department has purchased an Employee Self Service module for \$0.25 per active employee per month. The module enables paperless paystubs and tax forms, and allows employees to update their contact information and access pay histories without having to contact the department. The department has also purchased a Time and Attendance module for \$2.95 per active employee per month. The module will allow employees to clock in and out of shifts and request time off. The Utilities department has offered to pioneer the program with their staff, with the goal of implementing it Town-wide. The Time and Attendance module will cost the Town \$8,637 per year for 244 employees. Ms. Gallivan stated that if these programs are successful, the Payroll & Benefits department may not need two full-time employees.

Mr. Marino stated that he and Dr. Brian Blake (Superintendent of Schools) will work to write a Memorandum of Understanding to ensure that the joint Town/School Human Resources department continues beyond their tenures.

### **FY21 Budget Review: Finance**

#### **FY21 Budget Review: Facilities**

Chris Rais (Facilities Director) appeared before the Board to present the proposed FY21 budget for the Facilities department. Increases include the department's administrative assistant moving from 19 to 35 hours a week, and increases in electricity, oil, water and sewer based on usage. An additional \$10,000 was also requested to allow a more efficient system for preventative maintenance.

Ms. Alexson noted that Mr. Rais is seeking two additional custodians for the school buildings. Mr. Rais explained that currently, one custodian is responsible for both the Doyon and Winthrop schools. A new hire would allow one custodian to each of the schools, and a second new hire would provide an additional custodian at the high school. Mr. Whitmore noted that a prior audit identified that school custodial and maintenance services were understaffed by about 5-6 employees. Ms. Alexson asked how overtime is typically used; Mr. Rais responded that weekend events must be staffed by a custodian, and they often assist in snow removal. Ms. Alexson asked what the \$4,500 charge for meals and lodging would be applied to; Mr. Rais reported that the Town utilizes a prisoner work program, and provides lunch for the prisoners while they work.

Dr. Jones asked for clarification on a rise in cost for phones. Mr. Rais responded that Verizon has abandoned their copper cables, forcing the Town to move to Fios, which has caused an increase. He reported that the number of phones remains the same, but at a higher cost.

Ms. Mackin asked if solar panels had been considered for the roofs. Mr. Marino responded that solar panels will have to be part of a larger conversation, and a structure report would be needed first.

*Vote: Ms. Alexson moved to preliminarily endorse the Town Manager and Finance budget, and Ms. Mackin seconded. The motion carried unanimously.*

#### **FY21 Budget Review: Council on Aging**

Sheila Taylor (Director of Council on Aging) appeared before the Board to present the proposed FY21 budget for the Council on Aging. The Senior Tax Work program expenses went up with minimum wage, with each senior now able to earn \$1,275 a year towards their property taxes. Expenses for a membership to the Massachusetts Council on Aging increased by \$137, as the association increased their dues amount.

As in previous presentations, Ms. Taylor reported that there has been a 40% increase in the senior population in Ipswich. She stressed the importance that more resources will need to be made available to the COA as the population ages and increases.

Mr. Whitmore asked if there were any grants available that the COA may not yet be utilizing. Ms. Taylor responded that they have recently piloted a new program with Q-Ride, which allows ride booking online with CATA. The

COA hopes to eventually use Q-Ride to arrange Lyft transportation for seniors attending appointments in Boston, as currently this is dependent on volunteer drivers.

Ms. Mackin suggested using public transportation, such as the commuter rail. Ms. Taylor responded that the COA offers a 50% "CharlieCard" program, but the timing of the commuter rail and location of train stations in Boston make this unreliable, and the amount of travel is often too much for seniors with medical conditions.

Dr. Jones asked what particular skillset is most needed in COA staff. Ms. Taylor responded that transportation and outreach needs are most pressing, and that housing needs will need to be addressed in the immediate future. She reported that about 44% of the adult population in Ipswich is struggling with housing affordability, accessibility and availability. There is a reported three-year waiting list for affordable units at Cable Gardens. She stated that while insurance may cover some long-term care and veterans may be eligible for some discounts, housing is largely unaffordable for the aging population.

#### **FY21 Budget Review: ReCreation and Culture**

Kerrie Bates (Director of ReCreation and Culture) appeared before the Board to present the proposed FY21 budget for the ReCreation and Culture department. The largest increase in the budget was requests for part-time, temporary staff to assist in the production of ReCreation events, specifically staff with carpentry and electrical experience. Ms. Bates reported that while she has employed a few assistants, she is looking for reliable, part-time help who could learn how the department functions and how they like events to be set up and broken down.

#### **FY21 Budget Review: Veterans**

Mr. Marino presented the proposed FY21 budget for the Eastern Essex Veterans District. He reported that \$25,000 has been shaved off the budget by Karen Tyler's (Veteran Services Officer) efforts to assist veterans in obtaining proper benefits. It was noted that benefits have not been taken away, but rather are now being funded by state or federal funds. 75% of money spent on veterans will be returned to the Town.

#### **FY21 Budget Review: Cemetery and Parks**

Jeff Putur (Superintendent of Cemetery and Parks) appeared before the Board to present the proposed FY21 budget for Cemetery and Parks. The budget has a total increase of \$8.25 from FY20. \$15,000 was cut from the budget upon the completion of a half-court basketball court. Expenses were cut about 3%.

#### **FY21 Budget Review: Library**

Patty DiTullio (Library Director) appeared before the Board to present the proposed FY21 budget for the Ipswich Public Library. Ms. DiTullio noted small deductions in postage and printing. Increases include a proposal to update four position descriptions and reclassify their salaries accordingly. The Library has recently been reevaluating position descriptions and found that these jobs and current salary classifications do not match the duties being performed and industry averages. It was also noted that per state guidelines, 16% of a library's yearly budget must be appropriated for borrowable materials in order to maintain certification. The library has previously been reliant on outside funding to supplement this 16%, and Ms. DiTullio has proposed that the fund be built back up beginning in the FY21 budget.

Mr. Whitmore noted that Ipswich's current population is just over 13,000, and there were 130,000 visits to the library last year.

Dr. Jones asked for an update on the launch of the Library of Things. Ms. DiTullio responded that it is still in the works, but a major barrier is currently space needs. The library is working with the DPW and Waste Reduction Committee to coordinate the program.

*Vote: Dr. Jones moved to preliminarily approve the Community and Cultural Services budgets, and Ms. Mackin seconded. The motion carried unanimously.*

#### **FY21 Budget Review: Public Works**

Rick Clarke (Director of Public Works) appeared before the Board to present the proposed FY21 budget for the Department of Public Works.

### PUBLIC WORKS ADMINISTRATION

Increases in the office at Town Hall include office supplies, out of state travel, and salary increases due to collective bargaining agreements.

### EQUIPMENT MAINTENANCE

The salary lines for Equipment Maintenance decreased due to the retirement of the department's longtime mechanic. A new mechanic was brought on at a lower salary. There were also decreases in the gas and diesel lines. There will be an increase in repairs, as the DPW will be taking on police car maintenance. This work was previously done through the Ford dealership, now closed.

### SNOW & ICE

Snow and Ice is level funded. Ms. Alexson asked how surplus Snow and Ice funds are spent. Mr. Clarke responded that they are put into Free Cash. He noted that the less snowfall, the more salt is used, and salt is the biggest expense of the Snow and Ice budget.

### HIGHWAY

Salary increases are due to collective bargaining agreements, and there was an increase in maintenance costs. Streetlights saw a decrease due to the installation of LED streetlamps by the Electric department.

### FORESTRY

Salary increases are due to collective bargaining agreements, and there was an increase in "Other Purchased Services" to allow for expenses such as crane rentals and stump grinding. He also clarified that "Other Pay" refers to police details.

### SANITATION

Increases reflect the rising of JRM Hauling & Recycling prices.

### TRANSFER STATION

The overtime budget has increased due to the raises in salaries through the collective bargaining agreements. On Wednesdays, the transfer station is staffed by regular wages, but its staffing on Saturdays must be paid as overtime.

Ms. Alexson noted that the Town of Reading has a Styrofoam collection program. Mr. Clarke responded that Marlene Connelly (Recycling Coordinator) has been looking for a grant that would provide a Styrofoam collection center at the transfer station.

Mr. Whitmore noted that at a recent Waste Reduction Committee meeting, it was reported that the pounds of trash generated is increasing, while recycling is decreasing. The group has suggested increasing the cost of overflow bags in an effort to disincentivize residents throwing away waste, and making more of an effort to recycle.

Ms. Mackin reported that she attended a workshop on road maintenance at the recent MMA Conference, and learned that Street Scan is available for roadway management. She would like to meet with Mr. Clarke to discuss the service further. Mr. Clarke responded that he would be willing to meet with Street Scan again, but he had looked into their program in the past and determined it was too expensive.

*Vote: Ms. Mackin moved to preliminarily endorse the Public Works budget, and Dr. Jones seconded. The motion carried unanimously.*

### **New Business**

Ms. Alexson praised the budget hearing process, stating that holding hearings over two consecutive nights instead of over the course of six weeks has streamlined the process and made it easier to focus on budget business.

### CONSENT AGENDA

- I. One Day Wine and Malt Application
  - a. Julius Pajarillaga for a Brunch Pop Up at Jules' Kitchen, 330 High Street on Sunday, February 2, 2020

*Vote: Mr. Mootafian moved to approve the One Day Wine and Malt application, and Ms. Alexson seconded. The motion carried unanimously.*

**UPCOMING MEETINGS**

The Select Board will meet again on February 2 at 7:00 PM, and then return to their normal every other week schedule.

**Old Business**

None.

*Vote: Ms. Alexson moved to adjourn, and Mr. Mootafian seconded. The motion carried unanimously.*

The Select Board adjourned at 9:12 PM.

*Respectfully submitted by Eileen G. Page  
01.29.2020*