

IPSWICH BOARD OF SELECTMEN  
Meeting of Monday, February 5, 2018  
Ipswich Town Hall, 25 Green Street

Pursuant to the 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 Board of Selectmen was held on Monday, February 5, 2018 at 7:00 pm in Meeting Room A.

With a quorum present, William Craft called the meeting to order at 7:03 pm

Selectmen present: William Craft, Chair; Nishan Mootafian, Vice-Chair; Linda Alexson, Edward Rauscher; William Whitmore

Also present: Jim Engel, Temporary Town Manager; Alexys Parsons, Recording Secretary

Not present:

Abbreviations used: BOS - Board of Selectmen; TM - Town Manager;

Public Information: Agenda; Meeting Packet

**Welcome / Announcements:**

The Board welcomes temporary TM, Mr. Jim Engel. Mr. Engel will be assisting the BOS and will be in office a few hours each day to help out and answer any citizen/staffing questions.

Police Chief Nikas was present to request the BOS to accept a donation of \$5,000 from EBSCO Industries, Inc. This donation will be used to purchase educational supplies for the DARE curriculum. Without these donated funds, the Department's ability to teach the DARE curriculum for local school children would be seriously compromised.

*Vote: Ms. Whitmore moved, and it was seconded to accept the \$5,000 gift in support of the Ipswich DARE program. The motion carried unanimously.*

Ms. Alexson inquired if the Police Department has pursued getting a crossing guard on High Street and in response, Chief Nikas replied that they have not as of yet. Ms. Alexson also inquired about a pedestrian activated light for High Street and Chief Nikas replied that the Town would need to reach out to the DPW then the DPW will reach out to MADOT for their approval for a pedestrian activated light. Ms. Alexson has also been receiving phone calls from residents to reduce the speed limit from Lord Square coming from Shaw's as the current speed limit is 30 mph and seems to be too fast for that area. Chief Nikas stated that in order to reduce the speed, he would need a speed/traffic study and then the state would need to approve reducing the speed limit. Chief Nikas also stated that the Town-wide speed limit for unmarked roads is 25 mph.

Mr. Rauscher stated that he would be absent from Monday, February 12<sup>th</sup> meeting.

**Citizen Queries:**

Kelley Jane Kloub, Mitchell Road, had a few questions for the Board:

1. What will it cost the Town when the TM Screening Committee meets offsite at the Ipswich country club? Mr. Whitmore replied that the consultant suggested the committee meet offsite to maintain confidentiality and it was noted the room that the SC meets in is free as well, and the Town offered to provide dinner (soups and salads) for the committee.
2. Why was the Tri-Board Meeting a "Bi-Board" Meeting? Mr. Craft stated that the BOS had not posted their part of the meeting properly.

3. Ms. Kloub is concerned about all Boards/Committees not posting their meeting minutes. She had requested the BOS look into this last October as well as six years ago. Mr. Rauscher stated that as a part of the BOS goals, it is requested that committee chairs schedule a time to come to the BOS on a regular basis and that is something the Board can get into further after the budget season.
4. The Green Line/Fog Line/Bike Line does not work and already starting to wear away and it is not visible in the fog, and she recommends the Town not waste money repainting the green line. Mr. Rauscher explained that the contractors made a mistake when painting the line because they painted the white line too close and instead of lifting that paint it was decided by the Bicyclist Committee that the Town paint a different color to identify it as a bike lane.

Phil Goguen, Kingfisher Road had some questions for the Board:

1. At the last committee meeting, the Board was deciding to keep the same auditor, and if that decision still stands. Mr. Craft stated that it has not been scheduled but a follow up Audit Committee meeting will be done within the next few weeks.
2. Early last fall the Board spoke about a special audit for the Town and inquired how that is coming along, in response, Mr. Craft stated that this was supported by some members of the committee and some of the other members felt that the price and timing wasn't right.
3. Concerning drafts for the budget, Mr. Goguen was told that the drafts could be found online but after searching through the Town's website he couldn't find them. He later received a copy after requesting it at Town Hall.
4. Suggests cutting the Screening Committee's applicants list by 50% at this stage in the search.

Joanna Cooper, High Street, stated that there is an Elementary School Project meeting on Sunday, February 11, 2018 from 3:30 – 5:00 pm at the Masonic Lodge. There will be updates from the committee as well as speakers and this is a chance for citizens to ask questions as it is open to the public. Ms. Alexson will be speaking at this meeting.

**Board and Committee Applications:**

Brian Kubaska, – Water Subcommittee – New Appointment

Brian Kubaska, 13 Ocean Drive, was present to be interviewed by the Board as he is a new appointment for this committee. Mr. Kubaska was an engineer in the water source field for 27 years and started out as a consultant engineer in the 90's then he moved on to the MA Water Resource Authority, he is currently the Director of Engineering and has had increasing levels of responsibility. Mr. Kubaska is currently on the Wastewater Subcommittee.

*Vote: Mr. Rauscher moved, and it was seconded to make the appointment. The motion carried unanimously.*

Jim Stone – Conservation Commission – New Appointment

Jim Stone, 4 Brentwood Drive, was present to introduce himself to the Board as he is a new appointment for this committee. Mr. Stone moved to Ipswich a year and a half ago from Bolton, MA where he was a member of the Conservation Commission for two and a half years. As a member of that committee, he attended several MA Conservation Commission Conferences and attended many workshops. Although Mr. Stone does not have an academic nor professional background in the environmental area, he has tried to come up to speed in this topic from serving on the Conservation Commission in Bolton, Ma.

*Vote: Ms. Alexson moved, and it was seconded to confirm the appointment of Jim Stone to the Conservation Commission. The motion carried unanimously.*

### **Referral of Zoning Articles to PB:**

Ethan Parsons, Planning Department, was present to request the BOS to refer the proposed zoning amendments to the Planning Board. Per MA General Laws, Section V of Chapter 40A, that establishes a process that municipalities must abide by in order to amend a zoning bylaw. The Planning Board initiated a zoning amendment article that needs to be referred by the BOS to the Planning Board for possible consideration on including it on the warrant for the May 8, 2018 Annual Town Meeting. This article would amend the Town's Protective Zoning Bylaws by amending Footnote 11 to Table of Dimensional and Density Regulations for the Central and General Business districts, it would also allow the Planning Board by special permit, to apply the Central and General Business Districts' floor maximum to increase building height by no more than 15% as well as grant on-site/offsite parking. This amendment will be discussed with the Finance Committee on February 13, 2018 and a two-night hearing will begin on 3/8/18. Mr. Parsons is asking for a referral of the article to the Planning Board for hearing.

Mr. Craft inquired what the consequences will be and what is this bylaw going to accomplish, in response, Mr. Parsons stated that it will give the Town (through its Planning Board) an opportunity to permit projects that have a greater density than currently permitted by increasing the number of dwelling units within a building on a lot by allowing offsite parking. It will also give the Planning Board an opportunity, by special permit to increase the height by 15%. The Planning Board has to hold a hearing on amendments then a vote has to be made to include amendments on the warrant and lastly, they would need a 2/3 majority vote from Town Meeting to adopt these amendments for them to subsequently be approved by the Attorney General for it to become part of the zoning bylaw.

Ms. Alexson stated that typically the zoning amendments are done in the fall and inquired why this needs to be done by spring as it will already be a busy Town Meeting. In response, Mr. Parsons stated that timing is important. The developer has to get a variance from the Board of Appeals for offsite parking for this amendment to pass. These amendments are applicable for the Central and General Business district. Ms. Alexson is concerned that if the zoning amendment goes through and other projects come around, the developer might not own the other properties that they want to send that offsite parking to, and in response, Mr. Parsons stated that developers cannot get a special permit unless they can demonstrate that they have a lease or ownership of the offsite parking areas.

*Vote: Mr. Rauscher moved, and it was seconded to refer the article as it has been presented to the Board under Section V Chapter 40A for action on the part of the Planning Board. The motion carried unanimously.*

Under discussion, Ms. Alexson inquired about what the harm would be if this was held off until fall. Mr. Parsons stated that it would only do harm to individuals in terms of planning, delays and possible financial.

### **Ipswich River Dredging Options:**

Police Chief Nikas, Harbormaster and Senator Bruce Tarr, NECC Chairman and Merrimack River/Beach Alliance Co-Chair, were present to discuss with the Board dredging options as well as express their and the Waterways Advisory Committee's (WAC) support for the Town of Ipswich to join the Northeast Coastal Coalition (NECC). The Waterways Advisory committee (WAC) and the Harbormaster's office is requesting the Board to formally vote to join the NECC as Ipswich is the only town not affiliated. Joining the NECC gives Ipswich access to potential regional funding for dredging of the Ipswich River. The last time that the Ipswich River was dredged was in 1887 and a partial dredging was done prior to World War II. The Army Corps of Engineers suggests dredging four feet in depth in the river strictly to keep waterways open for clambers, recreational boating, etc. Losing boat access due to not dredging could be extremely detrimental to the Town.

Senator Tarr stated that any dredging project will have to undergo extensive environmental review. The Town will not be allowed to dredge without the required state and federal permits. These environmental reviews look at water quality (before and after projects), bio diversity (what could potentially be disrupted), etc. it's also a possibility that there will be a MEPA (Massachusetts Environmental Policy Act) requirement. It is Mr. Tarr's understanding that there has been a growing concern relative to the siltation in and around the river and this could be a progressive

situation and it will be a significant hardship to lose navigability of the river. This decision would need to be made by the Town.

NECC is modeled after the Merrimack River/Beach Alliance that was developed many years ago by communities of Newburyport, Newbury and Salisbury. The purpose was to combat erosion on beaches in those communities in order to achieve that goal, the Coalition chose to dredge the Merrimack River and partner with the Army Corps of Engineers. That project yielded 160,000 cubic yards of sand that was then used at the beaches at Plum Island and Salisbury Beach. The point of the NECC is to try to develop a network of local, state and federal officials to look at all dredging projects and made decisions on the best actions and to try to leverage resources.

Chief Nikas stated that the Governor's office has been very active and they are creating a grant program for local communities to assist in dredging. It was noted that money from the Town would need to be set aside for when the state is ready to assist.

Senator Tarr stated that there will be a state grant program (similar to MassWorks program). This grant will most likely require a 50% match from the community in order to leverage state funding. It is unlikely that the federal government will not provide funding for dredging due to the metric that they use which would exclude communities like Ipswich.

Ms. Alexson stated that it is important for the Town to at least join the Coalition and do some research on the dredging.

*Vote: Ms. Alexson moved, and it was seconded to support and join the NECC. The motion carried unanimously.*

#### **FY 19 Budget Review: Finance Directorate:**

*(Town Clerk, Assessors, Treasurer/Collector, Accounting, Purchasing)*

##### Town Clerk:

Pamela Carakatsane, Town Clerk, was present to discuss the Town Clerk budget to the Board. Last year, over 6000 census forms were sent out and a few senior citizen volunteers are helping with these as the forms are coming in rapidly. It has been a busy year with voting schedules and adding new voting booths as the Primary election day has been changed from September 18th to the day after Labor Day and it was noted that there will be early voting for the primary. This change causes more expense because setup time is on a holiday and requires double pay. Two hundred dollars is coming off the budget for education. Mr. Rauscher inquired about the small collection of historical papers and Ms. Carakatsane stated that they are stored in a safe environment (vault) with humidity control and temperature control. The Street Lists (Nosy Book) has to be produced once a year which can be purchased for \$12 (it is stored on the N drive for Town employees). Employee benefits is listed as \$0 as she is waiting on actual costs to document on budget and is estimating a 9.5% increase.

Elections and Registration/Early Voting Staff. Mr. Mootafian inquired if there is a requirement about how many bodies have to be present at the voting, in response Ms. Carakatsane stated that it is left up to her to determine how many are needed, for regular voting there must be two people present at check in and check out. The Town will hire on an as needed basis and this year the Town will only be doing early voting for five days as opposed to eleven days done last year.

Ms. Alexson inquired about streamlining cash operations between the Town Clerk's office and Treasurer's department and if the Town should research programs that would allow the Town to consolidate some type of payment program. In response, Ms. Johnson stated that there are lots of departments that deal with cash for fees and permits then, this cash is turned over to the treasurer's office and noted that this could create a staffing issue in the treasurer's office. Mr. Craft requested that Ms. Johnson research if it is a viable option to create such a program.

*Vote: Mr. Mootafian moved, and it was seconded to support the Town Clerk's budget. The motion carried unanimously.*

#### Treasurer Collector:

Kevin Merz, Treasurer Collector, was present to discuss the Treasurer Collector's budget with the Board. Mr. Murz has been in the Town for 14 years and the budget has very little changes. Springtime is the busiest time of year with auto excise taxes and beach permits. Citizens were paying their real estate taxes early before year end in 2017 due to tax law changes and took in about a million dollars for early payment of 3<sup>rd</sup> and 4<sup>th</sup> quarters. Mr. Merz noted that there has been a reduction in bill printing i.e. envelopes for payroll checks, as the Town might be switching to not issuing payroll advices. This would avoid costs of buying envelopes and about \$550 would be saved as they would be delivered via email.

Mr. Mootafian inquired about the percentage of real estate taxes are paid online, and in response Mr. Merz stated about 5% are paid online but noted about 40% to 45 % are paid through Escrow and excise tax and beach stickers are now being purchased more online.

Ms. Alexson mention the 3<sup>rd</sup> and 4<sup>th</sup> quarter tax bills and inquired why they went up significantly and if it was due to the re-evaluation, in response, Mr. Merz stated that increase included 1/4 of prior year's annual tax as the assessors commit the August 1<sup>st</sup> and November 1<sup>st</sup> deadlines of preliminary bills, with the increase of the 2.5% and it is due to valuation change.

*Vote: Mr. Mootafian moved, and it was seconded to support the Treasurer/Collector's budget. The motion carried unanimously.*

#### Assessors

John Moberger, Board of Assessors, was present to discuss the Assessor's budget with the Board. As a carry-over from Ms. Alexson's question about the reasoning her taxes went up in the 3<sup>rd</sup> and 4<sup>th</sup> quarter, Mr. Moberger stated that the tax rate is set by the Board of Assessors and the Finance Director as they work with the Department of Revenue. The increase in valuation and assessments have a balancing act between the assessments and tax rates and all the valuations are contingent upon the sales of certain types of homes. Mr. Rauscher inquired when are the valuations confirmed, in response, Mr. Moberger stated that in late summer/early fall is when the increases are finalized for the following year.

In regards to the Assessor's budgets, it's based upon the levying and are forecasting new growth through planning and building departments. Large projects are slowing down and therefore being offset in tax assessing of homes. Budget has not changed in terms of personnel in years.

Phil Goguen has concerns about the staffing in the assessor's office and inquired why the Town has a Chief Assessor, one clerk and two part-time assistants and questions if the Town has to have this much staff and how much are they getting paid, and do they have health insurance and benefits, in response, Mr. Moberger stated that yes the staffing is necessary. Mr. Moberger noted that Karen works with the software and analyzes the sales on off years (non-certification) and staff also goes out and looks at a number of the properties in the field.

It was noted that anyone that has filed an abatement is welcome to come in and sit with the Board of Assessors for a review.

*Vote: Mr. Rauscher moved, and it was seconded to endorse the budget as presented. The motion carried unanimously.*

### Purchasing:

Frank Antonucci, Purchasing Director, was present to discuss the Purchasing budget with the Board. Mr. Antonucci stated that this department consists of one employee. The Purchasing Department handles insurance claims and executes some grant writing on the side with the MIAA Reward Program. Mr. Craft stated that there are rarely any complaints and everything that is needed has been purchased and Mr. Antonucci added that any vendor at any time can file a bid protest if they are not happy with the purchasing process and no issues have been filed to date. It was noted that fifty dollars has been removed from the budget

*Vote: Mr. Rauscher moved, and it was seconded to support the Purchasing budget. The motion carried unanimously.*

### Accounting:

In Stephanie Fronteria's absence, Sarah Johnson filled in to present the Accounting budget to the Board. Accounting starts their year in July but pays bills through July 15th, executing two years at the same time. Receivables and cash are settled while overlapping years during the summer and close out Fiscal Year 16 was August 14, 2017. In September the auditors requested minor information to finalize the accounting budget as Schedule A (a summary of all the activity of the prior year) must be submitted by Ms. Fronteria by the end of October.

It was noted that the assistant left at the end of the year and a new replacement was hired in September and in FY 2018 the assistant has been promoted to full time so that she can keep payroll. The Accounting Department would like to execute more internal audits and will be utilizing the new assistant more and more (as her pay rate is lower and she is not a union member). The Finance staff trimmed the budget with Ms. Crosbie's assistance. Ms. Johnson is a certified governmental accountant and every other year has to attend training and it was noted that Ms. Fronteria will be going through this process as well.

Fiscal Year 2017 to 2018, the personnel department (assistant accounting specialist) went from 28 hours to 35 hours so that they could be trained in payroll to provide payroll support and to help with budget spreadsheets and budget cuts. It was noted that Ms. Johnson reviews payroll every week to confirm the numbers. Finance and Human Resources (HR) were signing off on these payroll items (finance person verifies and HR implements for double sign offs). Mr. Mootafian inquired if Ms. Johnson is reviewing payroll and why doesn't the Town send payroll and benefits back to the finance department as it was before. In response, Ms. Johnson stated that the payroll and benefits coordinator is presently under HR she is looking at placing that department under the Finance director. Mr. Rauscher recommends the Board pick this up for discussion at some point.

*Vote: Mr. Rauscher moved, and it was seconded to endorse the budget as presented. The motion carried unanimously.*

### **FY 19 Budget Review: Planning Directorate:**

*(Planning, Conservation, Affordable Housing, Historical, Open Space)*

#### Conservation:

Glenn Gibbs, Planning Director, and Alicia Geilen, Conservation Agent, were present to discuss the Conservation budget with the Board. The Conservation office receives fees under the Massachusetts Wetlands Protection Act and can only be utilized for the administration of the Wetlands Protection Act (WPA) and these funds are deposited into the general fund (this makes up about 60% of the fees). Fees collected have gone up significantly over the past four years due to increased permitting. The initial budget for next year asked for an increase in the personnel services budget and it was requested if the personnel services could stay in the requested budget so that it is documented for future reference. There was increase in the budget for a part time assistant to perform twenty-one hours with Conservation and seven hours with the Planning Department. The department has a part-time field inspector that is

paid out of the WPA fund and it was noted that this part time position's salary is more than the department brings in each year.

Jennifer Hughes, Chairman of the Conservation Commission, stated that it would be wise to increase their filing fees as they have not been increased in over ten years and this could offset some of the costs for next year. They are also requesting a certificate of compliance that went from \$50 to \$100 for more recent certificates and \$200 for older certificates (as older ones take up more time). The fees consist of \$25 to \$30 for small projects permit and a \$50 to \$75 for a request for determination of applicability.

Ms. Alexson inquired what the process is for raising fees, in response, it can be done through a public hearing and once approved, ads are placed in the newspaper for notification. Mr. Mootafian inquired about the "No Disturb Zone" that is required to have a monument by the Town as there are no state laws requiring for a "No Disturb Zone", and it was noted that this was just revised to now have one granite monument or with a boulder of a certain size. In regards to steering away from the granite, Mr. Mootafian inquired why can't the Town use a pressure treated system to utilize the signs over the granite due to costs, in response, the weather is a withstanding issue and they are trying to use permanent marker and it was also noted that pressure treated comes out of the ground it's a lot easier but could not possibly last 25 years. The Planning Department is trying to be effective to make sure when properties are passed from one owner to another that the new owners are aware of the wetlands. Mr. Craft notes that Ipswich is known for its environment and is giving accolades to the conservation department.

*Vote: Mr. Whitmore moved, and it was seconded to support the budget. The motion carried unanimously.*

#### Open Space:

Hannah Wilbur, Open Space manager was present alongside Glenn Gibbs to present the Open Space budget with the Board. Ms. Wilbur stated that she started as the Open Space manager in September of 2017. This department currently has two part-time employees. Concerning the budget, the total fund revenue for Open Space pays for the budget every year. This department handles cell tower leases and room taxes for the Town, etc. A TIF agreement with New England Bio Labs will be expiring after the last FY 2019 payment. Generally in the Open Space budget, the Town pays for the benefits for the Open Space Administrator which is not typical as this takes a big chunk out of the budget and Ms. Wilbur is hoping this will be shifted to where the other benefits are paid from as it is roughly 27,000 per year in costs. It was recommended by Glenn Gibbs and Robin Crosbie to put an article in the spring Town Meeting to allocate 25% of any payments for the disposition for land to be deposited in the Open Space fund, which could help the shortfall from the loss of the TIF agreement. Mr. Craft stated that the Town must decide whether or not we want professional management of Open Space and budgeting will need to be found. The Town was using Open Space bonds money to pay for staff, however, bond counsel advised that this was not compliant unless the funding was utilized for Open Space acquisition land. About three years ago a plan/report was prepared however no action was taken on this and Mr. Craft stated that recommendations will be redistributed and utilized as a starting point. It was noted that the Town has sufficient funds to carry the Open Space department through 2020.

*Vote: Mr. Whitmore moved, and it was seconded to support the budget. The motion carried unanimously.*

#### Planning:

Heidi Paek, Planning Board, alongside Glenn Gibbs were present to discuss the Planning Department budget with the Board. Mr. Gibbs stated that this budget is level funded and majority of the budget is personnel. There is a decrease of \$300 for advertising which is dependent on zoning articles that are brought forward by the Board as a couple requests were made for some new initiatives. Big issues during the next fiscal year consist of Community Development Phase 1 as a part of the Capital Budget and support the Economic Development initiatives in Town. Mr. Whitmore inquired about the farmer's market salary and it was noted that the Planning Department does not yet have a candidate but would support its continuance. Ms. Alexson inquired how many man hours are we paying for the Farmer's Market position, especially where it is only seasonal and in response, Mr. Gibbs stated that the work gets completed in the off season through lining up vendors, musicians, etc. Multiple entities are involved in

organizing this as the Cultural and Recreation Group, Kerrie Bates and Beth O'Connor are involved with this recruiting and helping the Farmers' Market.

It was noted that last year the recommendation in the economic development strategy worked on a marketing plan that went out in summer of 2017 and received proposals which were not acceptable and the overall budget of \$30,000 (split \$15,000 per phase). Ms. Alexson inquired about the new initiative requests line is for the part-time Marketing coordinator and Mr. Gibbs stated that they are focused on the idea of doing the work internally with a marketing coordinator to help implementation and has been blessed by the previous Town Manager, but needs to be re-approved by Jim Engel. A coordinator would work about nineteen hours per week that would be situated within the Ipswich Partnership which is a 401C3 and is able to get monies easily from the private sector while the town would have to go through a gift process (funding partly by the Town and the private sector). A proposal was sent to the Town Manager's office and needs to be presented to the BOS. This will happen after Mr. Gibbs and Mr. Engel review a draft on 2.6.18. Mr. Craft inquired where the Town contribution is coming from on the budget and in response, Mr. Gibbs stated that he could increase the existing \$5,000 to \$10,000 for economic development initiatives/activity (Ms. Crosbie indicated that the \$15,000 set aside for a consultant could be utilized now instead of waiting). The existing \$5,000 would be utilized towards creating plans/proposals and the \$15,000 discretionary funds are available that Ms. Crosbie set aside. It was noted that Ms. Crosbie got this money from the Biolabs fund (which takes in \$5,000 per year).

*Vote: Mr. Mootafian moved, and it was seconded to support the Planning Department's budget as presented, contingent upon the defining of where Ms. Crosbie transferred the \$15,000 from. The motion carried unanimously.*

#### Zoning:

Zoning Board of Appeals budget is a completely level funding budget. Monies utilized to pay for Marie Rogers who executes the coordination of the applications that come in and are properly advertised, appeals of building inspections and granting variance requests. Had a fairly long vacancy in the associate membership (not in the full time membership) and filling this vacancy would be ideal.

*Vote: Mr. Whitmore moved, and it was seconded to support the Zoning budget. The motion carried unanimously.*

#### Historical:

Historical Division Budget is a level funded budget. The entire budget is only \$2,400. The main item is under the professional technical services is an on-going project of land restoration for existing stones. The historical division will be pursuing funds for the larger project from Massachusetts Reservation/Preservation Office and a match has already been identified for these funds.

*Vote: Ms. Alexson moved, and it was seconded to recommend this budget. The motion carried unanimously.*

Mr. Craft inquired about the Housing Authority budget, in response, Mr. Gibbs stated that a good chunk of money will be coming into the fund for about \$40,000. Permits have been issued for two separate infill proposals that were approved by the Planning Board, and this will not happen until the buildings are occupied. Other money came from residences at The Riverbend as there is currently eight unoccupied units as maintaining full occupancy is difficult. Ms. Alexson requests a ledger on the funds that have come into the affordable housing fund.

#### **FY 19 Budget Review: DPW Directorate**

*(Including Cemetery)*

#### Cemeteries:

Jeff Putur, Superintendent of Cemeteries and Parks, was present to discuss the Cemetery budget with the Board. Mr. Putur stated that he has been in contact with Ethan Parsons and they are discussing the Old North Burial Ground

and are trying to determine the best way to spend the funds they have while utilizing the grant money and the cemeteries trust fund balances. Mr. Putur stated in the last seven years, three smaller playgrounds have had some renovations done including an addition of a half-size basketball court. A lot of the funding has come from recreation in the past years. Mr. Putur noted that adding another equipment trailer would cost around \$4,500 (the last one was purchased in 1990). The Old North work has started in house renovations and the stone repair is only at 1% - 5% complete and a lot of brush has been removed. Overall only 10% is complete and have only been working on it about 12 to 18 months, as it should take about 10 years to finish project. Minimal funds utilized here so far as it is mainly man hours (overall maintenance has increased in this location). Mr. Craft expressed concern about the timeline and getting quick immediate attention to this site and inquired if it is wise to spread it over 10 years due to its status as a disaster area. In response to Mr. Craft's concern, Mr. Putur is not concerned about the timeline and thinks spreading out the work would not suffice but the only potential loss could be the monuments (those are a focus of renovations). Mr. Putur stated that he is still maintaining the mapping of all the plots at the cemetery.

Capital requests include, a new lawnmower for \$10,000 (last replaced in 2002) and a utility tractor for \$35,000 (last replaced in 1991) as it is used almost every day in multiple properties.

Pony Express building demolition, Mr. Putur is asking for \$35,000 but the budget is at \$20,000. Initially, the project would have to include roof repair but since it is a demo project, that wouldn't be necessary. Any leftover funds can go over to parking and irrigation. There have been four different quotes and averaged out at about \$32,000 so this is short about \$12,000. Mr. Mootafian inquired about the Pony Express maintenance item and if that number would be constant and stay at \$26,000 and in response, Mr. Putur stated that the operating maintenance went down from \$40,000 to \$32,689) and removal of the building and port-o-johns saved that money from being used/spent. In actuality, about \$12,000 per year is used for maintaining the grounds this includes fertilization and grass seed plus man hours. It is about \$2,000 per treatment on the 12 acres of land. Once the building is gone; budget will decrease significantly. Ms. Alexson inquired if the Town knew that it was going to cost this much to maintain the Pony Express when it was initially purchased by the Town and in response, Mr. Putur stated that they had all these numbers when the property purchased as this was the estimated budget presented to Ms. Crosbie at that time. Mr. Putur stated that originally, it was \$15,000 for shared labor, \$1,500 for electric and water, \$4,000 building maintenance, \$12,000 for grounds keeping and in all, and the total maintenance came to \$40,017 for an operating budget last year. This year it should be close to around \$32,000. The property will not be bringing in the fees to cover this \$32,000 budget, as the only funding would have to come from private organizations. Mr. Rauscher stated the property can only earn so much money and that there was never a vision of making serious revenue from the property and stated that it's a larger debt obligation than expected.

Mr. Craft asked Ms. Johnson to explain the difference between bonding for non-profit and bonding for generating revenue and in response, Ms. Johnson stated that if there is revenue brought in on a non-taxable bond it all has to be documented and that the difference in the bonds are about 75 basis points.

*Vote: Mr. Rauscher moved, and it was seconded to recommend the budget as presented. The motion carried unanimously.*

#### Administration Budget:

Rick Clarke, Public Works Director, was present to discuss the DPW Administration budget with the Board. Mr. Clarke stated that this budget is a level funded budget that increases by \$550 from year to year. The budget consists of personnel, building supplies, printed forms, and out of state travel.

*Vote: Ms. Alexson moved, and it was seconded to recommend budget. The motion carried unanimously.*

#### Equipment Maintenance:

Mr. Clarke stated that the Head Mechanic salary has increased and that is in contract. Budget decreased in gasoline about \$6,000 and it was noted that with increased gas prices this could be a problem however the DPW will manage

through their contract with Dennis H. Burke (state contract). There is a balance of \$23,000 in the account for gasoline and about \$19,000 for diesel. Mostly snow and ice vehicles incur the majority of the repair budget. This department receives the retired Town vehicles from the police and fire departments. A majority of these vehicles require a lot of repairs as the Fire Chief's old vehicle needed about \$4,000 worth of work.

Concerning in-house work, Mr. Rauscher stated that the DPW needs to breakdown expenses and revenue rather than providing a net number in the budget spreadsheet and does not want the arithmetic already calculated into the budget line items as each factor of the algorithm should be documented. Ms. Johnson stated that some of the columns are hidden from the spreadsheet to get it in a presentable format for the BOS.

*Vote: Mr. Rauscher moved, and it was seconded to recommend budget. The motion carried unanimously.*

Under discussion, Mr. Mootafian asked Mr. Clarke if the DPW has been asked in the past to repair non-DPW equipment and if the DPW is still repairing these vehicles and in response, Mr. Clarke stated that not as many vehicles as in the prior year's however, all of the planning department, IT trucks, conservation vehicles are being repaired by the DPW. The recreation department is using this department as well and the funding for these repairs comes out of Mr. Clarke's budget for in-house work. These departments are not reimbursing nor are there any chargebacks and budgeting is not appropriately being increased for more vehicles under Mr. Clarke's management.

#### Snow and Ice:

Mr. Clark stated that this budget has not changed for the last four or five years and less than half has been used for the account.

*Vote: Ms. Alexson moved, and it was seconded to approve the budget. The motion carried unanimously.*

#### Highway:

Mr. Clarke stated that items that have been changed are the salaries under the union contract as it went up about \$5000. Mr. Craft inquired about the green line painting on Linebrook Road, as there are questions about their effectiveness. Mr. Clarke stated that this coming season, there will be a pilot program to test the gutter lines and the green lines.

*Vote: Mr. Rauscher moved, and it was seconded to endorse the Highway budget. The motion carried unanimously.*

#### Forestry:

There were two part-time employees, which have now been cut down to one part time employee and recommends the Board increase salary from \$6,000 up to \$8,000 as it is a part-time summer employee that will work after Memorial Day until just before Labor Day.

*Vote: Mr. Rauscher moved, and it was seconded to endorse the Forestry budges with the amendment as noted. The motion carried unanimously.*

Ms. Johnson stated that she would have to find the extra \$2,000 for this budget.

#### Sanitation:

Ms. Johnson stated that this budget will be presented as a pay-as-you-throw budget. Ipswich's contract ends on June 30, 2018 and JRM gave a price of \$695,000 for a 5 year contract that will include hauling of the trash, recycling and would also include the \$50 per ton recycling fee (on average haul out about 2000 tons). A difference of about \$120,000 as Ipswich was initially receiving \$20,000 (credit of \$10 per ton) for recycling and the Town is currently paying \$485,796. It was noted that JRM has the best prices as the two other providers were at \$850,000 and \$1.2 million. JRM also proposed a one-year contract with the Town, which would include the fee of \$720,000.

If the Town felt pricing was going to decrease this would be the option however, Mr. Clarke does not see this situation decreasing since China is no longer accepting the recyclables of the United States. They are looking for a different area in India or Vietnam. Mr. Rauscher stated that the Town used to have an operational override on trash and the proceeds disappeared elsewhere in the budget. This will be the problem with a pay-as-you-throw method.

Mr. Whitmore inquired about line item 5385 as this number should be \$695,000 minus the \$100,000 (recycling fee per ton). Ms. Johnson stated that as of May, 2016 the Town approved at the Town Meeting an Enterprise Fund that would be for recycling, sanitation, and solid waste. In FY 2018 the Town used recycling because the General Fund budget did not cover all of the sanitation as it only had a \$40,880 recycling fund so the TM recommended we make that recycling fund eligible for how the enterprise was initially established covering recycling, sanitation, and solid waste and run all of the expenses through this Enterprise Fund. It was noted that the pay-as-you-throw revenue would run through this Enterprise Fund. Trash/recycling will be a revenue-generating department that will be responsible for some of the expense as the General Fund or operating budget needs to fill this short fall. Public policy is being reflected in this budget as the TM made this recommendation. It was noted that by Massachusetts Law, an Enterprise Fund has to be subsidized by the General Fund for any short falls. Last year the General Fund provided \$714,000 and would increase \$35,000 for this year. The Board questions to go with pay-as-you-throw method or utilize the override as the last option would be try to balance the budget because the Town would have to find \$235,000 within this budget.

Ms. Johnson stated that she had emailed Ms. Crosbie, Senator Tarr and Representative Hill when she received the Governor's proposal because some of the funding is not being matched the same way that it was previously, and Representative Hill proposed legislation to reinstate it. There are about 6,000 houses, which equals to \$40 per year per house, \$10 per bulky item, which would result in about \$25,000 for the pay as you throw. Mr. Engel recommends the Board to not be short sighted with addressing the current year, but to be aware of the five-year problem as the numbers are growing at 5% to 6% per year and a solution needs to be created for the entire problem at hand. Mr. Craft recommends figuring out the cost for a contract for the future whether it is a pay-as-you-throw method or putting a value on curbside trash per bag. Presently it is a \$235,000 shortfall for this year and Mr. Rauscher wants to find a five-year solution as opposed to a one-year solution. Ms. Johnson and Mr. Clarke can review the budget and try to find some of this funding.

Mr. Whitmore stated that if the override route vote hypothetically fails, the funding would need to come from the General Fund which would need to be illustrated to the Town that we can go option 1: as pay-as-you-throw or option 2: you can utilize an override. Mr. Craft stated that it would most likely come out of the municipal budget and not the school budget as of an initial assessment. Ms. Alexson inquired if the Town can regionalize trash pickup with a nearby town, in response, Mr. Clarke stated that he spoke with JRM about it and they could transition to every other week however Ipswich's route is too big and that the Town cannot reduce our pickup to every other week as JRM would need four trucks as opposed to currently utilizing two trucks every week. Mr. Rauscher inquired about how many tons of trash a year does the Town haul out and Mr. Clarke stated that about 3,000 tons in and about 2,000 tons in recycling.

*Vote: Mr. Rauscher moved, and it was seconded to not take action on this budget tonight. The motion carried unanimously.*

### **Approval of Minutes:**

January 16, 2018: Recording Secretary to make edits

*Vote: Mr. Rauscher moved, and it was seconded to approve with the consent with Ms. Alexson's edits. The motion carried unanimously.*

**Consent Agenda:**

**One Day Liquor License Application(s)**

Wine and Malt for Monarch and Rose for a Wine Class at 1 North Main Street on February 7, 2018

*Vote: Mr. Rauscher moved, and it was seconded to approve the Consent Agenda. The motion carried unanimously.*

**Interim Town Manager's Report**

Mr. Engel sees a lot of talk about grants but doesn't see any coordination. Mr. Engel recommends considering a Grant Writer.

Mr. Engel will be out of office on Monday and Tuesday February 12th and 13th and he won't be able to attend February 12th BOS meeting. Mr. Craft to fill in the temporary TM role on Monday and Mr. Mootafian to fill in the temporary TM role on Tuesday.

*Vote: Mr. Rauscher moved, and it was seconded for Mr. Craft to fill in for TM on Monday, February 12, 2018 and Mr. Mootafian on Tuesday, February 13, 2018. The motion carried unanimously.*

**New Business:**

Ms. Alexon stated that the State Military Division, online military base gives access to Veterans' records to the Town through Karen Tyler (the only person to have access). Ms. Alexson requested the BOS authorize her to sign the Memorandum of Agreement between the Town and the State designating Ms. Tyler to have access to the database for Ipswich

*Vote: Mr. Craft moved, and it was seconded for Ms. Alexson to sign on behalf of the Town. The motion carried unanimously.*

Mr. Craft and Mr. Engel heard from Town Clerk about posting meetings concerning the Tri-Board meeting.

*Vote: Mr. Rauscher moved, and it was seconded to confirm a process to notify Board members of the positing 48 hours in advance. The motion carried unanimously.*

**Old Business:**

None.

**Miscellaneous and Correspondence:**

Ms. Alexson noted that the Shellfish Sub-Committee will be meeting on February 6, 2018 at 7:00pm in Town Hall Meeting Room A.

*Ms. Alexson moved, and it was seconded to adjourn at 11:38 pm. The motion carried unanimously.*

*Respectfully submitted by*

Alexys Parsons  
02.20.18