

IPSWICH SELECT BOARD  
Meeting of Monday, February 11, 2019  
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 Monday, February 11, 2019 at 7:00pm in Meeting Room A.

With a quorum present, Mr. Mootafian called the meeting to order at 7:00pm.

Board Members present: Nishan Mootafian, Chair; William Whitmore, Vice Chair; Linda Alexson; William Craft

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

Not present: Edward Rauscher

Abbreviations used: FY20, Fiscal Year 2020; MIIA, Massachusetts Interlocal Insurance Association; IOD, Injured on Duty; IT, Information Technology; Mass DOT, Massachusetts Department of Transportation

Public Information: Agenda; Meeting Packet

**Welcome/Announcements**

Mr. Mootafian reminded residents of upcoming Select Board meetings.

- Tuesday, February 19: Full meeting, with budget items on the agenda.
- Monday, February 25: Budget business only.
- Monday, March 4: Full meeting, with budget items on the agenda.
- Monday, March 18: Regularly scheduled meeting.

It was discussed whether or not a meeting should be scheduled for March 11<sup>th</sup>.

**Citizen Queries**

Phil Goguen (4 Kingfisher Road) asked about the location of Town bonds in the budget book. Mr. Marino clarified that they are listed in the debt section, and Sarah Johnson (Finance Director) added that this section also contains a statement of indebtedness, and a list categorizing each bond that the Town has to pay.

**PUBLIC HEARING: Alteration of Premises Application – True North Ale Company**

*Vote: Mr. Whitmore moved to open the Public Hearing, and Ms. Alexson seconded. The motion carried unanimously.*

Gary Rogers (Founder, True North Ale Company) and Jake Rogers (Co-Founder, True North Ale Company) appeared before the Board seeking approval to expand the use of their entertainment space. Currently, the taproom is used as a “community gathering place” that also hosts fundraisers and charity events. The brewery has received approval from the Planning Board for their plan to outfit unused interior space for events, instead of as a distillery, as originally planned.

Discussion followed clarifying what the allowance would permit. Use of an additional patio would hold twenty patrons, and while beer would not be served on the patio, consumption outside is permitted. The brewery has no plans to hold outdoor entertainment. Closing hours in the summer impacting patio usage will be 9pm on Monday-Thursday, 11pm on Fridays and Saturdays, and 6pm on Sundays. The property does not have a history of noise complaints or police activity.

Carol Landon (6 Essex Road, Unit 13) addressed the Board with concerns about noise. She stated that her porch overlooks the brewery, and while she was not living on the property last summer, she worries about noise devaluing her property. Ms. Alexson asked if the brewery could install landscaping to better separate the Southgate properties from the patio, and Mr. J. Rogers stated that while they do have large potted plants, the Southgate property rests on a slope approximately thirty feet above the brewery.

Joseph McGowan (6 Essex Road, Unit 17) expressed concern regarding a lack of food consumption by patrons who have been drinking. Mr. J. Rogers stated that the brewery serves hot pretzels with plans to expand their menu, and allows patrons to bring their own food. Mr. McGowan asked what the maximum outdoor seating capacity would be, and Mr. G. Rogers stated that while it is currently 35 patrons, he would be following the Building Inspector's recommendation.

Scott Morrison (209 High Street) addressed the Board on behalf of the Ipswich Bay Corn Hole League, expressing support for the brewery's expansion, and stated that the League would like to have a local venue to host further fundraising events.

*Vote: Mr. Craft moved to close the Public Hearing, and Ms. Alexson seconded. The motion carried unanimously.*

*Vote: Ms. Alexson moved to approve the proposed additional usage of True North Ale Company with the promise that it would be reviewed after the summer season, and Mr. Whitmore seconded. The motion carried unanimously.*

#### **Vote of Reappointment of Treasurer/Collector, Kevin Merz**

Mr. Marino requested to reappoint Kevin Merz (Treasurer/Collector) until June 30, 2019, at which point a vote for a three-year reappointment would be conducted to better line up with the new fiscal year.

*Vote: Mr. Craft moved to approve a short-term reappointment to be revisited on June 30, 2019, and Mr. Whitmore seconded. The motion carried unanimously.*

#### **FY20 Budget Review: Town Manager & Finance**

##### **MISCELLANEOUS FINANCE & EXPENSES**

Mr. Marino clarified "Miscellaneous Finance and Expenses" to refer to expenses relating to life insurance, health insurance, workers compensation, injured on duty insurance, leases, audits, and postage fees. "Other Expenses" refers to the outsourcing of payroll to Harpers Payroll Services. Sarah Johnson (Finance Director) stated that there would be a more accurate health insurance rate following a meeting with MIIA on Tuesday, February 5<sup>th</sup>.

Ms. Alexson noted that the unemployment compensation budget has been raised. Ms. Johnson stated that because payments are currently running higher than expected, the budget for FY20 was configured to be prepared for a similar trend. Ms. Alexson also asked for clarification between "injured on duty" and "workers compensation." Ms. Johnson explained that the Police and Fire departments have their own separate coverage for IOD insurance under Massachusetts General Law, separate from workers compensation.

##### **UTILITIES ALLOCATION**

Ms. Johnson explained that various positions in the Finance Department are partially funded out of Utilities budgets because they perform various services for the Utilities departments. These positions include the Town Accountant, Accounts Payable Clerk, Accounting Specialist, Payroll and Benefits Coordinator, and IT services.

Mr. Whitmore asked for clarification on the context of the term "value." Ms. Johnson clarified that Utilities uses this term to describe a "fee for service" estimated by the amount of time and value of the service they are receiving from the various positions.

#### **FY20 Budget Review: Facilities**

Chris Rais (Facilities Director) and Mr. Marino presented the Board with the Facilities Department proposed FY20 budget. Mr. Marino advised the Board that a new part-time administrative assistant has been hired for the department, and interviews for the new position of Assistant Facilities Director will begin next week. The new position will oversee custodians, allowing Mr. Rais to focus on bigger picture items. Mr. Marino noted that there is an adjustment in the Director's salary, which is the difference between the previous Director's salary and Mr. Rais's salary. There is an overall \$38,000 increase for the FY20 budget, mainly funded by Utilities.

Ms. Alexson and Mr. Craft questioned the new position of Assistant Facilities Director. Mr. Marino stated that position will report directly to Mr. Rais, who reports to both the Town Manager and Superintendent. The position

will cost between \$50,000 and \$60,000 in salary, and will be funded through the Schools. Mr. Rais added that he has had conversations with school officials regarding the position, and feels they are confident in the arrangement.

Ms. Alexson asked for more explanation on custodial staff, citing eleven full-time school custodians, two full-time Town custodians, and three part-time Town custodians. Mr. Marino clarified that Town custodians work at the Town Hall, Library, Police Department, and Hall Haskell House. He cited the size of the School facilities as the main factor in the necessity of having eleven full-time custodians. Ms. Alexson also asked for further explanation of \$26,000 allocated for overtime. Mr. Rais explained that this allows coverage during vacations. For non-Town events, a charge is billed for custodial coverage.

Phil Goguen (4 Kingfisher Road) asked about the qualifications of custodians. Mr. Rais responded that they can do light repairs, but if a project is out of their scope of capabilities, an on-call contractor is hired.

### **FY20 Budget Review: Public Works**

Mr. Rick Clarke (Director of Public Works) appeared before the Board to present the Department of Public Works' FY20 proposed budget.

### **ADMINISTRATION**

Mr. Clarke is working closely with CDM Smith and the Town of Hamilton on repairs to the Winthrop Bridge. Budget changes in the Administration budget are due to salary increases.

### **EQUIPMENT MAINTENANCE**

Mr. Clarke cited the new wash bay and catch basin as two of the department's recent accomplishments, as well as the rebuilding of the oil and grease separator. Budget changes include the upcoming retirement of the Mechanic, and an increase from 19 hours per week to 25 hours per week for the Recycling Coordinator.

### **SNOW & ICE**

Mr. Clarke stated that the Snow & Ice budget is very similar to the past several years, with salt as the biggest expense.

Mr. Craft asked for an update on the contract plowers, and Mr. Clarke complimented their work, suggesting that it may be better than other Towns.

Ms. Alexson asked where unspent money is allocated, and Mr. Clarke clarified that it is certified as Free Cash in the fall.

Phil Goguen (4 Kingfisher Road) asked for a dollar amount increase in the overall budget compared to FY18. Mr. Clarke replied that because of savings in the Snow & Ice budget, the department as a whole is under budget.

### **HIGHWAY**

Mr. Clarke stated that although the roads budget was cut last year, it is now funded back to what is needed. Salary increases in the Highway department will be due to Union contracts.

Ms. Alexson asked for an update on line painting on Linebrook Road. Mr. Clarke stated that at the end of the fall, yellow lines were repainted in the proper location. The green lines have been allowed to wear away, and in the springtime, white lines will be painted 11.5 feet from the center of the road. Discussion followed about the best patterns to allow the lines to stand out.

Mr. Marino asked Mr. Clarke to provide an update on the High Street crosswalks for the Board. Mr. Clarke shared that \$24,000 was spent to purchase two flashing beacons, to be installed by the school on High Street. A permit required by the State has been held up in the Massachusetts Department of Transportation, and Representative Brad Hill will be making a call. The goal was to have the beacons installed during February vacation, but because of the holdup at Mass DOT, it is now behind schedule. The Town was not able to acquire state funding, resulting in the Schools contributing \$10,000, and the difference covered by Town funds. Mr. Whitmore would like to see a sign put on the bridge altering drivers to an upcoming school zone.

**FORESTRY**

Mr. Clarke reported that between 60 and 70 trees were taken down in less than a week along Linebrook Road, and he would like to hire a tree health consultant once again to drive the town and flag trees that should be removed.

**SANITATION CONTRACT/SOLID WASTE TRANSFER STATION/RECYCLING ENTERPRISE**

The Town is two years into a three-year contract with JRM Hauling & Recycling. Recycling costs have increased because China is no longer accepting recycling from the United States, and Mr. Clarke does not predict that this will change anytime soon. Mr. Whitmore suggested that the Town look into grant opportunities for recycling services.

*Vote: Mr. Craft moved to approve the presented budgets with the proviso that they may be revisited at a later date in the budget cycle, and Ms. Alexson seconded. The motion carried unanimously.*

**Town Manager Report**

**PUBLIC SAFETY BUILDING**

George Hall (Town Counsel) is reviewing the architect's contract for the Public Safety Building, and hopes to have it signed this week.

**BUDGET**

Mr. Marino and Ms. Johnson have made minor tweaks in the budget, and have provided explanation inserts for the Board members regarding any changes made.

**WINDMILL**

Mr. Marino met with the owners of the windmill, and their intention is to follow the recommendations of their insurance company regarding whether to repair or remove the windmill. There was no bond in place when the windmill was installed, but one will be put in place now, with a minimum of \$150,000. Mr. Marino is unsure how the windmill was installed without a bond years ago, but now has steps in place to prevent this from happening again.

**New Business**

None.

**Old Business**

*Vote: Mr. Whitmore moved to approve the previously presented Purchasing, Treasurer, Information Technology, Town Clerk, and Accounting budgets with the proviso that they may be revisited at a later date in the budget cycle, and Ms. Alexson seconded. The motion carried unanimously.*

**Miscellaneous and Correspondence**

None.

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

*The Select Board adjourned at 9:08pm.*

*Respectfully submitted by Eileen G. Page  
02.12.19*