

IPSWICH SELECT BOARD  
Meeting of Tuesday, February 19, 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 Tuesday, February 19, 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; Linda Alexson; Edward Rauscher

Board members not present: William Craft; William Whitmore

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

Abbreviations Used: FY20, Fiscal Year 2020; FTE, Full Time Employees; HR, Human Resources; MIIA, Massachusetts Interlocal Insurance Association; DPW, Department of Public Works

Public Information: Agenda; Meeting Packet

**Welcome/Announcements**

Mr. Mootafian reminded residents of upcoming Select Board meetings.

- Monday, February 25: Budget business only.
- Monday, March 4: Full meeting, with budget items on the agenda.
- Monday, March 11: Budget business only.
- Monday, March 18: Regularly scheduled meeting.
- Monday, March 25
- Saturday, April 6: Tri-Board meeting. Bean Counting, budget review, Warrant articles review

Mr. Marino announced that on Saturday, February 23, he and Fire Chief Andy Theriault invite residents to join them for coffee at Zumi's from 11:00am to 1:00pm.

**Citizen Queries**

Phil Gougen (4 Kingfisher Road) asked for an update on the Open Checkbook project. Mr. Marino and Sarah Johnson (Finance Director) confirmed that it is on track to be presented at the end of the month. Mr. Gougen asked if the Board would be voting on the budgets presented; Mr. Mootafian clarified that a vote will be made with the provision that the Board may revisit their decision at a later date if need be. Mr. Gougen expressed concern that Meeting Packets are not being posted online anymore; Mr. Marino stated that they were posted on the Town website this week and last week, but he would check again to confirm this.

**Student Commercial Clamming Application Period Inquiry, Chad Keveny**

Chad Keveny (4 Sagamore Road) appeared before the Board to request an extension of the Student Clamming Application deadline. Mr. Keveny is the president of the Ipswich High School junior class, and is interested in clamming. He has acquired the necessary letter of Good Standing from the school. He missed the original application deadline of December 31, 2018. Ms. Alexson added that Mr. Keveny asked for a deadline at a Shellfish Advisory Committee meeting, and it was recommended that he approach the Select Board with his request. There is a cap of five licenses issued to students, and a lottery selection process is used if more than five applications are submitted. Discussion followed regarding the best way to fairly extend the deadline without favoring one student applicant.

*Vote: Ms. Alexson moved to extend the application period for student commercial permits for this season only until February 28, 2019, and Mr. Rauscher seconded. The motion carried unanimously.*

**FY20 Budget Review: Moderator**

Mr. Marino appeared before the Board to present the proposed FY20 budget for the Town Moderator. The budget has not changed; the Moderator is paid a salary of \$250 a year, with an additional \$200 budgeted for conference registration.

**FY20 Budget Review: Select Board**

Mr. Marino presented the proposed FY20 budget for the Select Board. \$3,400 has been budgeted for Selectperson salaries. The budget has also increased due to a raise for Leah Niska (Executive Assistant), as she has taken on more responsibilities including licensing, project work, web maintenance, meeting packets, and office management. Ms. Niska currently works 30-32 hours a week.

Ms. Alexson referenced a temporary increase of \$3 per hour given to Ms. Niska by Temporary Town Manager James Engel, and wondered if it had been decreased. Mr. Marino stated that Ms. Niska took on many of Jennifer Breaker's extra duties, and so she was promoted to Executive Assistant and received a pay increase. Ms. Niska's salary was set following a survey of Executive Assistant salaries across other municipalities, and is slightly below the average.

Ms. Alexson wondered if the salary should be funded through additional departments, instead of solely from the Select Board budget. Mr. Marino confirmed that Ms. Niska's duties are split fairly evenly between the Town Manager and Select Board, and her labor allocation could be split.

**FY20 Budget Review: Town Manager**

Mr. Marino presented the proposed FY20 budget for the Town Manager. Expenses and FTEs have stayed the same, with the Human Resources and Payroll salaries slightly decreased.

Mr. Mootafian asked for clarification of the distribution of duties following Jennifer Breaker's departure from the Town. Mr. Marino stated that Ms. Breaker covered Executive Assistant work and Human Resources, with Ms. Niska acting as an administrative assistant. Now, Ms. Niska handles Executive duties and Human Resources duties are designated to Mary Gallivan (Human Resources Director.)

Ms. Alexson asked why \$1,600 has been budget for advertising when only \$75 has been spent on advertising in FY19. Mr. Marino clarified that the majority of the advertising budget is spent in publicizing Town Meeting. He also noted that in 2018, the Ipswich had three or four Town Meetings.

**FY20 Budget Review: Legal Services**

Mr. Marino presented the proposed budget for FY20 Legal Services. Special counsel has been hired for the Zoning Board of Appeals for assistance on the Essex Road development. An additional \$10,000 has been budgeted for this purpose.

Ms. Alexson asked if George Hall (Town Counsel) has been hired as special counsel. Mr. Marino stated that the Town has hired John Whitten, an attorney who specializes in 40B projects.

**FY20 Budget Review: Finance Committee**

Mr. Marino and Ms. Johnson presented the proposed FY20 budget for the Finance Committee. The budget covers meetings, advertising, printing, association dues, and conference registrations.

**FY20 Budget Review: Human Resources & Benefits**

Mr. Marino, Ms. Johnson, and Mary Gallivan (Human Resources Director) presented the proposed FY20 budget for Human Resources and Payroll & Benefits. Funding is split between Town and School accounts, with the HR Director and School Payroll & Benefits Coordinator paid by the Schools, and the HR Manager and Town Payroll & Benefits Coordinator paid by the Town. Candidates for the HR Manager position will be interviewed this week. Combined the Payroll and Human Resources departments has streamlined processes, and providing consistency, reducing errors. The Town has implemented a biweekly pay cycle that is keyed by each department's respective administrative assistants, and outsourced payroll processing to Harpers Payroll Services. Additionally, file retention and record keeping are being overhauled and standardized.

Phil Goguen (4 Kingfisher Road) asked about cross-training within the department. Ms. Gallivan confirmed that everyone in Human Resources and Payroll is being cross-trained on Town and School duties. Mr. Goguen asked about how employees are communicating between the School and Town departments, and Ms. Gallivan explained that she and the Payroll staff go to Central Office once a week for a meeting, and the Town departments meet once a week as well. Mr. Goguen asked what the savings has been this year in the Payroll office, and Ms. Johnson identified a \$9,000 savings.

Ms. Alexson asked if the Town pays retiree medical benefits, and Mr. Marino clarified that Town covers 50% of retiree medical benefits. This policy was determined by a vote at Town Meeting, and has been in place for several decades.

Mr. Rauscher was not present for the February 11<sup>th</sup> meeting, and asked for the benefits to be reviewed. Ms. Johnson stated that 30% of employees do not currently take benefits, but a qualifying event would make them eligible at any time. The Town budgeted for a 7% increase in health insurance costs, but after a meeting with MIIA, a 2.5% decrease was identified, saving the Town about \$38,000.

### **Actual Town Regular FTEs**

Mr. Marino and Ms. Johnson presented recent changes that brought in new full time and part time, benefits eligible employees.

Mr. Mootafian asked how many new FTEs were hired between FY10 and FY20. Mr. Marino stated that the Town has hired two additional people, an administrative assistant in his office, and the Finance Director. All other additional employees have been hired in departments outside of Town Hall such as the DPW, Fire and Police.

### **Organization Chart**

The Organizational Chart has not changed since last year. Mr. Marino reviewed which employees report to the Town Manager directly, and which employees report immediately to a department head.

Ms. Alexson asked for clarification on a section of the chart that make it appear that Human Resource and Payroll employees report to Ms. Niska. Mr. Marino stated that he will reconfigure that area of the chart to be clearer.

Phil Goguen (4 Kingfisher Road) asked if the two part time Assessors receive benefits. Mr. Marino clarified that they do get paid monthly, but are not benefits eligible. Mr. Goguen would like to see department heads present quarterly reports to the Select Board. Mr. Mootafian agreed that department heads should be presenting to the Board more often, and suggested once a year. He stated that following budget season, department heads would be scheduled to provide annual updates to the Board.

*Vote: Mr. Rauscher 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.*

### **Approval of Minutes**

1. January 28, 2019
2. January 30, 2019
3. February 4, 2019

Mr. Mootafian was not presented for the meeting on January 30<sup>th</sup>, and as such recused himself from voting. The approval of the January 30<sup>th</sup> minutes was tabled until Mr. Craft and/or Mr. Whitmore are also present.

*Vote: Ms. Alexson moved to approve the minutes from January 28, 2019 and February 4, 2019 with edits that were submitted to the Town Manager's office, and Mr. Rauscher seconded. The motion carried unanimously.*

### **Consent Agenda**

- A. One Day Liquor License Applications
  - i. Wine and Malt for Monarch and Rose Foods for Mardi Gras Event at Cellar Door, 1 North Main Street on 3/5
  - j. All Alcohol for Ipswich Masonic Temple for Memorial Service on 2/23

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

**Town Manager Report**

**PUBLIC SAFETY BUILDING**

George Hall (Town Counsel) has reviewed and approved the HKT Architects contract. It is scheduled to be signed Wednesday, February 20.

**WINDMILL**

Ipswich Wind Independence is actively pursuing a bond for Wind 2.

**IPSWICH CHAMBER OF COMMERCE**

Ray Morley has been elected as the new chair of the Ipswich Chamber of Commerce. Mr. Morley and Mr. Marino will meet quarterly.

**PLANNING DEPARTMENT DIRECTOR**

Interview for a Planning Department director have been completed, with two final candidates. The candidates will be interviewed a second time in March.

**ANNUAL TOWN MEETING**

A rough draft of the Warrant will be available for next week's meeting. Citizen petitions are due to the Town Manager's office by 4:00pm on Monday, March 11.

**New Business**

None.

**Old Business**

None.

**Miscellaneous and Correspondence**

None.

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

*The Select Board adjourned at 7:58pm.*

*Respectfully submitted by Eileen G. Page  
02.20.19*