

Salem City Council
Committee on Administration and Finance
Minutes of Meeting
June 2, 2016

A meeting of the Salem City Council Committee on Administration and Finance, Co – Posted with the Committee of the Whole was held on Thursday, June 2, 2016 at 6:00 p.m. in the Salem City Council Chambers, Salem City Hall, 93 Washington Street, Salem, Massachusetts.

Councillors Present: Chairman Councillor David Eppley, Councillor Beth Gerard, Councillor Thomas Furey and Councillor Elaine Milo, Councillor Stephen Dibble.

Also present were: Mayor Kimberley Driscoll, Finance Director Sarah Stanton, Mayors Chief of Staff, Dominic Pangallo, Director of Human Resources Lisa Cammerata, City Solicitor Beth Rennard, City Planner Lynn Duncan, Fire Chief David Cody and Eileen Sacco, Budget Clerk.

Councillor Eppley informed those present that this meeting is televised live on Salem Access Television. He reported that this is the second of five meetings of the Administration and Finance Committee to review the FY17 City of Salem Budget. He also notes that this meeting is being recorded by Salem Access Television

Councillor Eppley reported that this evening the Committee will be reviewing the budgets for the Mayor's Office, Human Resources, City Solicitor, Planning Department, Conservation Commission, Planning Board, Market and Tourism, Historic Commission and the Fire Department.

Human Resources Budget

Director of Human Resources Lisa Cammarata was present at the meeting.

Finance Director Sarah Stanton address the Committee and explained the significant budget and staffing changes in the human resources budget. She explained that for FY 17 they would like to increase the hours for the personal assistant from 28 hours per week to 35 hours per week essentially making that position full-time. She explained that there are several projects on the horizon in this position would play a key role in completing these projects. Currently this position primarily handles Worker's Compensation, unemployment, and AP. Processing unemployment claims has become more office-based, and some claims can take ouster prepare most importantly, for the immediate future this position would assist in compiling all of the policies and data from other municipalities we will need to redo and update the employee handbook. She further noted that this position would be responsible for our website content along with the office manager.

Ms. Cammarata address the Committee and explains that this was a busy year for the human resources department and reviewed the recent accomplishments with the Committee she noted that they have updated salary schedules for nonunion employees and settled the AFSCME local 1818 contract. She explained that a salary survey proved to be a valuable tool is a negotiated salary increases for this group and additionally they have successfully negotiated an overtime procedure that has been working well, and has not resulted in any grievances thus far she explains there please they were pleased to reach this point with AFSCME, having process nearly 30 grievances relative to OT prior to this agreement. Ms. Cammarata also reported that they have settled contracts with the Salem firefighters for FY 15 through 17 as well as the Salem police a. Offices contract for FY 15 – 17 as well. She also reported that they have tentatively settled with the film patrol offices contract and I working through some language and logistics however they expect no issues.

Ms. Cammarata reported that with each settled contract, they successfully negotiated performance evaluations for each unit. She explains that they have begun meeting with representatives of the membership to develop and implement the process and noted that so far the response has been positive.

Ms. Cammarata also reported that they worked with the disabilities commission to purchase three accessible picnic tables for use of the Salem Willows. She stated they're very excited about this purchase to enable everyone to enjoy the Willows. She notes that as of this date they are in storage at Winter Island and will be installed shortly.

Ms. Cammarata reported that since July 1, 2015 we have hired many new full-time employees to various departments in the city. Specifically, she noted that an assistant treasurer, a laborer, a maintenance craftsperson, and heavy equipment operator in the public services department, a senior clerk in the collector's office, a police dispatcher, public health nurse, a principal clerk and a Director for the Council on Aging, a senior clerk typist in the city clerk's office and a Director of Park and Recreation and Community services

Councillor Eppley opens the meeting up for public comment at this time. There were no questions or comments.

There being no further questions or comments regarding the Human Resource Department Budget:

Councillor Gerard moved to approve the Personnel Budget for the Human Resource Budget in the amount of \$252,023.00 seconded by Councillor Furey. The motion carried.

Councillor Gerard moved to approve the Non Personnel Budget for the Human Resource Budget in the amount of \$31,450.00, seconded by Councillor Furey. The motion carried.

Councillor Gerard moved to approve the total Budget for the Human Resource Office in the amount of \$283,473.00, seconded by Councillor Furey. The motion carried.

Unemployment Insurance

There being no further questions or comments regarding the Unemployment Compensation budget:

Councillor Gerard moved to approve the Personnel Budget for the Unemployment Compensation Budget in the amount of \$425,000.00 seconded by Councillor Eppley. The motion carried.

Councillor Gerard moved to approve the total Budget for the Unemployment Compensation Budget in the amount of \$425,000.00 seconded by Councillor Furey. The motion carried.

Workman's Compensation Budget

There being no further questions or comments regarding the Workman's Compensation budget:

Councillor Gerard moved to approve the Personnel Budget for the Workman's Compensation Budget in the amount of \$428,500.00 seconded by Councillor Furey. The motion carried.

Councillor Turiel moved to approve the total Budget for the Workman's Compensation Budget in the amount of \$428,500.00, seconded by Councillor Furey. The motion carried.

Group Insurance

There being no further questions or comments regarding the Group Insurance budget:

Councillor Gerard moved to approve the Personnel Budget for the Group Insurance Budget in the amount of \$12,554,604.00 seconded by Councillor Eppley. The motion carried.

Councillor Gerard moved to approve the total Budget for the Group Insurance Budget in the amount of \$12,554,604.00 seconded by Councillor Eppley. The motion carried.

City Solicitor - Licensing

City Solicitor Beth Rennard was present at the meeting.

Finance Director Sarah Stanton explains that the only significant budget and staffing changes for the solicitor and licensing board budgets are adjusted hours for the paralegal from .94 to 1.0.

Beth Rennard explains the accomplishments of the solicitor's office this year and explains that they manage claims against the city with minimal damages paid outside of insurance policies, defended lawsuits against the city and its boards initiated and successfully obtained receivers for delinquent properties through the housing court, prepared multiple amendments to the city's ordinances, advise various boards and commissions regarding state and local laws as well as case law, defended the city and labor arbitration cases, prepared contracts, license agreements and mutual aid agreements, prepared opinions for boards and commissions, worked as part of a team overseeing redevelopment of the transfer station in the universal steel sites, negotiated amendments to all non-school union contracts, settle disputes with contractors on payment, advised HR and various personal matters, investigated and advised departments on personnel infractions and prepared disciplinary documents.

Councillor Gerard thanked Mrs. Rennard and her staff for their help and assistance with some properties that she had concerns about Ward 6.

Mrs. Rennard reviewed the budget for outside legal counsel and explained that the city is currently in litigation with Northside counting and she expects that the case will go to trial. She also notes that they try to handle most cases in house.

Councillor Eppley opens the meeting up for public comment at this time. There are no questions and comments.

There being no further questions or comments regarding the City Solicitor's Budget:

Councillor Gerard moved to approve the Personnel Budget for the City Solicitor's Budget in the amount of \$273,780.00 seconded by Councillor Furey. The motion carried.

Councillor Gerard moved to approve the Non Personnel Budget for the City Solicitor's Budget in the amount of \$62,300.00, seconded by Councillor Furey. The motion carried.

Councillor Gerard moved to approve the total Budget for the City Solicitor's Office in the amount of \$336,080.00, seconded by Councillor Furey. The motion carried.

Fire Department

Fire Chief David Cody was present at the meeting.

Finance Director Sarah Stanton explains that while there are no significant budget changes we have had some significant changes in personnel. In January 2016 there were eight retirements and with those retirements came a new group of leaders for the department has several firefighters were promoted.

Chief Cody explained that he promoted three new deputy fire Chiefs, three captains and four lieutenants.

Chief Cody explains that he sent some fire fighters for car seat technician classes, and Salem now offers car seat inspections and installations. He explained the parents needing the service can contact the fire department by calling the office or sending an email.

Mayor Driscoll thanks Chief Cody for taking the lead on the reimbursement process for FEMA. She explained that it is a time-consuming process and he was always on top of what needed to be done and noted that he did a great job.

Chief Cody reported that they are working with the Salem public schools on evacuation procedures and are in the process of developing a book for each educational space on the evacuation process, and they are training school staff on the procedures.

Mayor Driscoll noted the Salem public schools have a lot of new principals in the training and drills unnecessary and very helpful.

Councillor Eppley thanked the Chief for the car seat program noting that he was glad that Salem could provide this service. Chief Cody noted the fire department has a lot of new employees that have a lot of energy and are excited about taking on these new programs

Councillor of Furey stated that the late Councillor O'Keefe would be happy with the new training and noted that plans are underway to name the Loring Avenue fire station in his memory. He asked what the progress is on that project. Chief Cody reported that that is going forward however the family has asked to delay the dedication and he expects to do it sometime in the fall.

Councillor Gerard stated that the fire department does a tremendous job and notes that she was very impressed when there was a fire next door to her home. She stated that it was very impressive work by the fire department.

Councillor Dibble stated that he has the highest respect for firefighters everywhere noting he has firsthand knowledge of it from when he was a kid. He asked if there are any plans to replace engine five. Chief Cody explain the status of the fleet. He also noted that he has had preliminary discussions with Salem State University on their needs as well to see if there is a possibility of collaborating with them on a new station.

Councillor Gerard noted that the CIP has an item for a boat for the fire department. Chief Cody explained that it is a small inflatable boat with a small motor.

Mayor Driscoll stated that the city is really looking at facilities and building maintenance and trying to utilize grant money whenever possible. She explains that they are relying on each department to let them know the needs noting that a goal of hers is for buildings and facilities to be more than just sufficient. She also noted that for the first time the fire department is fully staffed which was not the case 10 years ago.

Councillor Eppley opens the meeting up for public comment at this time. There were no questions or comments

There being no further questions or comments regarding the Fire Department Budget:

Councillor Gerard moved to approve the Personnel Budget for the Fire Department Budget in the amount of \$8,334,892.00 seconded by Councillor Milo. The motion carried.

Councillor Gerard moved to approve the Non Personnel Budget for the Fire Department Budget in the amount of \$341,728.00, seconded by Councillor Milo. The motion carried.

Councillor Gerard moved to approve the total Budget for the Fire Department in the amount of \$8,676,620.00, seconded by Councillor Milo. The motion carried.

Councillor Gerard moved to approve the Personnel Budget for the Workman's Compensation Budget in the amount of \$327,518.00 seconded by Councillor Eppley. The motion carried.

Planning Department General Administration Budget

City Planner Lynne Duncan was present at the meeting.

Councillor Eppley noted that this will be missed Duncan's last budget presentation to the Council as she is retiring at the end of June he thanked her for her service to the city of Salem for the past 12 years and wished her well in her retirement.

Ms. Duncan thanked Councillor Eppley for his kind words and stated that retirement is bittersweet for her as she loves Salem and the work which is done here however she is looking forward to her retirement.

Finance Director Sarah Stanton explain the significant budget and staffing changes for the Planning Department Gen. administration budget. She explained that there is one staffing change proposed for FY 17 and explains that a clerk for the Board of appeals is proposed, consistent with the planning board, the conservation commission, SRA, and DRB, which all have recording clerks. She states that the budget is \$1,040.

Ms. Stanton also explained that a stipend has been eliminated first staff planner and \$3000 has been added to her salary. She also explains that there are three \$2000 stipends for staff in the budget for various certifications.

Ms. Stanton also explained the contractual services that increase of \$20,000 to contract with the consultant to update the downtown Salem retail market study: strategy and action plan document that was originally completed in 2007, which serves to guide the city in terms of understanding its existing retail market base, it's strength and opportunities, and how the city can position itself for additional retail investment. She

notes that a business recruitment blueprint will be part of this study which will specifically call out what the city should highlight to best position itself to attract high-quality retail, and what type of retail its target, and how it should target such businesses.

Ms. Duncan reported that for the first time the city has a preservation planner and explains that this is not a new position and this part time. She explains that this is the first time that someone has fill the position with the background and preservation planning.

Mr. Duncan highlighted projects and accomplishments for the department noting streetlight purchase and LED conversions, electricity supply contract negotiations and savings, agreeing communities competitive grant, coastal zone management grant for Rosie's pond and a coastal zone management green infrastructure grants. She also noted that they department has worked on a climate change vulnerability assessment and adoption plan.

Ms. Duncan reported that through work with the DOE are the energy manager has begun working on a solo rooftop feasibility study for the Bentley school in the witchcraft Heights elementary school. She explains that when solar panels are installed they will generate renewable energy credit income and offset the electricity usage in those buildings she estimated that these solar projects are anticipated to be completed in the summer of 2016.

Mr. Duncan reported that upon the issuance of a request for proposals and several public meetings the department worked with the Salem redevelopment Authority to select the developer for the proposed redevelopment of the former Salem District Court property on Washington Street. She explained that the project calls for mixed-use building was 61 residential condominium units of which six will be affordable and 14 will be three bedroom units, 82 underground parking spaces and 8463 ft.² of retail must on space on the ground floor. She further noted that the developer is currently performing due diligence on the site prior to entering into a land disposition agreement with the SRA and intends to begin the permanent process in 2016. She also noted that if the project remains on schedule construction should begin in late 2016 or early 2017, and will be complete in the first half of 2018.

Ms. Duncan reported that the city is making progress towards the construction of a multipurpose trailer winter islands utilizing CDBG funds, and the city recently completed an archaeological survey of the area and is out to bid for construction of the trail which is expected to be completed by July 2016.

Ms. Duncan reported that the city has secured \$106,000 of community preservation funds for the restoration of the Dixon Memorial Chapel at Greenlawn Cemetery. She explained that the city is also applying for mass preservation project fund grant is working with the friends of Greenlawn Cemetery to secure additional funding for this major restoration project.

Councillor Furey stated that there are a lot of exciting things going on in Salem. He asked if the new renovations to McGlew Park includes lighting. Ms. Duncan stated that they could look into lighting and noted that security cameras are not eligible in the grant. Mayor Driscoll stated that they have been trying to set a standard for all the parks.

Councillor Eppley asked if there any requirements in place for new developments to be required to plant trees. Ms. Duncan explained that one of the planning board members as a landscape architect in his very good at suggesting landscaping options when reviewing plans. She also explains that there is a requirement in the subdivision control ordinance regarding street trees. Councillor Eppley suggested that tree lawns need to be large enough for the trees to grow healthy.

Councillor Dibble agreed that the size of the tree lawns are not wide enough and suggested that they should be 5 feet wide and noted that the caliber of the trees could be reduced to 2 – 2 ½ inches.

Councillor Dibble stated that he agrees with Councillor Eppley that we need to increase the funding for trees significantly.

Councillor Gerard stated that she is glad to see the success of Artists Row and credited Deborah Greel for all her hard work making it successful. Ms. Duncan stated that it is a very busy area and noted that old town hall is booking more weddings and events and is now available to residents for functions. She also reported that they have developed a maintenance plan for old town hall for the Windows etc. to be maintained every five years

Councillor Eppley opens the meeting up for public comment at this time. There were no questions or comments

There being no further questions or comments regarding the Planning Department Budget:

Councillor Gerard moved to approve the Personnel Budget for the Planning Department General Administration Budget in the amount of \$418,695.00 seconded by Councillor Furey. The motion carried.

Councillor Gerard moved to approve the Non Personnel Budget for the Planning Department General Administration Budget in the amount of \$44,020.00, seconded by Councillor Furey. The motion carried.

Councillor Gerard moved to approve the total Budget for the Planning Department General Administration Budget in the amount of \$426,715.00, seconded by Councillor Furey. The motion carried.

Conservation Commission Budget

Ms. Duncan stated that there are no significant personnel changes in the Conservation Commission budget.

There being no further questions or comments regarding the Conservation Commission Budget:

Councillor Gerard moved to approve the Personnel Budget for the Conservation Commission Budget in the amount of \$30,002.00 seconded by Councillor Furey. The motion carried.

Councillor Gerard moved to approve the Non Personnel Budget for the Conservation Commission Budget in the amount of \$649.00, seconded by Councillor Furey. The motion carried.

Councillor Gerard moved to approve the total Budget for Conservation Commission in the amount of \$33,248.00, seconded by Councillor Furey. The motion carried.

Planning Board

There being no further questions or comments regarding the Planning Board Budget:

Councillor Gerard moved to approve the Personnel Budget for the Planning Board Budget in the amount of \$29,248.00 seconded by Councillor Furey. The motion carried.

Councillor Gerard moved to approve the Non Personnel Budget for the Planning Board Budget in the amount of \$3,000.00, seconded by Councillor Furey. The motion carried.

Councillor Gerard moved to approve the total Budget for Planning Board in the amount of \$33,248.00, seconded by Councillor Furey. The motion carried.

Market and Tourism Budget

There being no further questions or comments regarding the Market and Tourism Budget:

Councillor Gerard moved to approve the Non Personnel Budget for the Market and Tourism Budget in the amount of \$244,775.00, seconded by Councillor Dibble. The motion carried.

Councillor Gerard moved to approve the total Budget for Market and Tourism in the amount of \$244,775.00, seconded by Councillor Dibble. The motion carried.

Historic Commission Budget

There being no further questions or comments regarding the Historic Commission Budget:

Councillor Gerard moved to approve the Personnel Budget for the Historic Commission Budget in the amount of \$8,813.00 seconded by Councillor Dibble. The motion carried.

Councillor Gerard moved to approve the Non Personnel Budget for the Historic Commission Budget in the amount of \$900.00, seconded by Councillor Dibble. The motion carried.

Councillor Gerard moved to approve the total Budget for Historic Commission in the amount of \$9,753.00, seconded by Councillor Dibble. The motion carried.

Mayor's Office

Mayor Driscoll reported that there are no significant changes in her budget. She explained that there is one employment opening in her office that she will be replacing. She also reported that she has included \$20,000 in the budget for the Ota exchange program.

Mayor Driscoll reported that they are exploring the possibility of starting a "City Hall on the Go" program and explains that they would set up booths at events such as the finest market where residents could come and pay a ticket, purchase a dog tag and sign up for Park and recreation programs. She stated that they are excited about this possibility of providing more accessibility of city services to the residents.

Councillor Eppley opens the meeting up for public comment at this time. There were no questions or comments

There being no further questions or comments regarding the Mayor's Office Budget:

Councillor Gerard moved to approve the Personnel Budget for the Mayor's Office Budget in the amount of \$371,338.00. Councillor Furey seconded the motion. The motion carried.

Councillor Gerard moved to approve the Non Personnel Budget for the Mayor's Budget in the amount of \$179,000.00, seconded by Councillor Furey. The motion carried.

Councillor Gerard moved to approve the total Budget for the Mayor's Office in the amount of \$550,338.00, seconded by Councillor Furey. The motion carried.

There being no further business to come before the Committee on Administration and Finance this evening Councillor Gerard moved to adjourn the meeting, seconded by Councillor Eppley.

The meeting was adjourned at 9:15 p.m.

Respectfully submitted by:

Eileen M. Sacco
Budget Clerk