



# MANCHESTER-BY-THE-SEA

FINANCE COMMITTEE • TOWN HALL  
Manchester-by-the-Sea, Massachusetts 01944-1399  
Telephone (978) 526-6405 FAX (978) 526-2001

## Minutes of the Finance Committee with Select Board

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Thursday, January 12, 2023 7:00 p.m. Town Hall, Room 5, Hybrid for Public

<https://us06web.zoom.us/j/81912227297?pwd=TDg4aVFDdEZQRjgzMnBWNWdzdlFyZz09>

Meeting ID: 819 1222 7297 Passcode: 071853 Dial In: +1 646 558 8656

**MEMBERS PRESENT:** Sarah Mellish, Chair, Andy Oldeman, Mory Creighton, Dean Nahatis, Mike Pratt, Tom Parkins, and Peter Twining

**SELECT BOARD PRESENT:** Becky Jaques, Chair, Ann Harrison, John Round, Brian Sollosy, Cathy Bilotta

**STAFF PRESENT:** Greg Federspiel, Town Administrator, Gail Hunter, Administrator, Jason Cleary, Fire Chief, Todd Fitzgerald, Police Chief, Lt. McCoy, and Sgt. Louf, Police Dept. and Bion Pike, Harbormaster

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- **Call to Order**

Ms. Mellish called the meeting to order at 7:00 p.m.

Ms. Jaques called the meeting to order at 7:00 p.m.

- **FY24 Budget Review: Public Safety Staffing**

Public Safety Department Heads presented their presenting below without taking questions.



Staffing  
Presentation 2 Chief



Harbor Dept.pptx



Deputy  
Harbormaster.pdf



FY 24 MFD Staffing  
Presentation -FINAL



Greg's Email on Pub Safety.pdf

Mr. Federspiel stated that both the Police and Fire Departments have suffered from a loss of Staff. The Police Department has lost reserve officers and the Fire Department has lost call fire fighters.

Mr. Federspiel proposed reconstituting the Fire Department “call force” by using police officers, DPW employees and volunteer residents. He suggested that the “call force” could be rebuilt now that some residents are working from home but admits he does not know if the effort would be successful. Mr. Oldeman asked about training requirements for call fire fighters. Mr. Federspiel stated the basic requirement is 400 hours, some of those hours at the call fire fighter State training site and some online. Later in the meeting Chief Cleary confirmed the call training was a total of 240 hours.

The Board and Committee discussed the presentations and challenges of staffing for public safety departments.

Ms. Bilotta requested a cost versus revenue analysis for the proposed changes. She recommended that before adding staff; departments could be more efficient by reducing manual work. Ms. Bilotta added that she would like to see a waterfall chart depicting dispatch savings. Ms. Bilotta also asked the Fire Chief for information around the Mutual Aid Agreement.

Ms. Harrison asked for clarification around the \$350K savings from the dispatch move to the regional center and the cost of staffing the lobby with clerical support for \$300K which is one-third less hours (16 hours a day). She asked how it could cost only \$50K less to staff with clerical than with police officers. Chief Fitzgerald explained that shifts for dispatch were covered by on duty officers, part-time dispatchers and reserve officers who were on the roster.

Mr. Round asked where the School Resource Officer was assigned during the summer months. Chief Fitzgerald stated she covers paid time off. Mr. Round also requested clarification and additional information around the costs of clerical staffing of the lobby vs. police staffing. He requested a time-of-day trend summary of when residents came into the Police Department for assistance. Chief Fitzgerald stated overnight walk-ins was 47 for the past year. Most walk-ins are during the day shifts. Mr. Round noted that coverage of 16 hours a week will be evaluated over time and the Town may need fewer hours.

Chief Cleary added that the Fire Department is on call 24/7 noting that in the past week the on-duty officers were in Beverly for 8 hours overnight and the following day had 4 calls between midnight and 4:00 a.m.

Mr. Creighton noted that the Town had a history of training officers only to lose the officers to other departments. Chief Fitzgerald believes that problem was solved with the addition of the education benefit in the last union negotiations.

The Board and Committee addressed the Harbormaster's Request

Harbormaster and Policing – The Board and Committee asked if there would be savings in the Harbor Department when police officers assumed responsibility for enforcement. Harbormaster Pike does not anticipate significant savings with the Police Department assuming responsibility for enforcement. The Harbor Department will remain responsible for equipment, and all maritime issues including boat towing, assisting with health emergencies, hiring, and training summer employees, and infrastructure including servicing all moorings and docks.

A full time Deputy Harbormaster would help to provide service and alleviate some of the demands placed on the Harbormaster during the summer. This person would be hired and fully trained in preparation for the Harbormaster retirement in a few years.

Ms. Harrison asked about patrolling the harbor and asked how many boats it took to patrol noting that several other harbors she enters do not appear to have the level of patrols. Harbormaster replied he has a minimum of two boats on patrol during the summer and 3 boats on days that are anticipated to be exceptionally crowded. Harbormaster Pike believes it is necessary to slow down boat traffic to avoid a major boating incident.

Ms. Mellish noted there is a significant increase in Capital spending projected for FY24 and suggested backing down on some of those costs to support possible needs identified for Public Safety.

Mr. Oldeman and Mr. Creighton asked for the Committee to review the multi-year model over a period of three years. Including the proposed options presented this evening by the Harbormaster, Police Chief, Fire Chief, and Town Administrator.

- Updates from Liaisons if any – Mr. Oldeman mentioned that CPC is making progress on application requests and will be ready to present when called upon.
- **Review Meeting Minutes** – Meeting minutes will be reviewed at the meeting on January 19, 2023.
- **Next Meeting Subject Matter**
  - January 19, 2023 – DPW
  - January 26, 2023 – MERSD
  - February 2, 2023 – CPC and Town Budget
  - February 9, 2023 – Public Safety with Select Board (6:00 p.m.)
  - February 16, 2023 – BOH and Library
  - February 23, 2023 – Final MERSD

Ms. Mellish and Ms. Jaques will meet and discuss additional meetings that would be beneficial to hold as joint meetings between the Finance Committee and Select Board.

- **Other matters, as may not have been reasonably anticipated by the Chair.** There were no additional matters to discuss this evening.

At the end of the meeting the Fire Chief mentioned that the ladder truck was not passing emissions testing and there may not be a way to repair the truck to resolve the problem. He will propose the Town acquire a new ladder with a 7 year plan to replace the ambulance. The Fire Chief will provide an apparatus analysis as part of this final budget for the Committee and Board.

*Mr. Oldeman moved to adjourn the Finance Committee meeting; Mr. Creighton seconded the motion. The motion passed unanimously.*

*Ms. Harrison moved to adjourn the Select Board meeting; Mr. Sollosy seconded the motion. The motion passed unanimously.*