

Salem City Council
Committee on Administration and Finance
Thursday, June 1, 2023

The Salem City Council Committee on Administration and Finance co-posted with Committee of the Whole met in person and remotely on Thursday, June 1, 2023 at 6:00 P.M, for the purpose of discussing the Fiscal Year 2024 Operating Budgets and Capital Improvement Plans.

This meeting was co-posted with the Committee of the Whole.

A&F Committee Members participating: Chairman McClain, Hapworth, Merkl, Stott, Watson-Felt (Remote)

Committee Members Absent: None

Other Councillors present Morsillo, Varela, Prosniewski, Dominguez

Veterans Agent

Veterans Agent Kim Emerling addressed the Committee and reviewed the goals and accomplishments of the Veterans Department. He explained that in Massachusetts each community has a veterans agent and their goal is to assist Veterans and their families. He noted that their cases vary from year to year. He noted that his budget is the same as FY23.

Councillor Hapworth asked if they have services that point veterans in need to job opportunities. Mr. Emerling explained that they refer Veterans to Mass Hire and other employment agencies.

Councillor Morsillo questioned what the transportation Lie was for. Mr. Emerling explained that they provide transportation to Veterans to medical appointments. He also explained that the budget for Veterans is City funded and a portion of it is reimbursed from the state.

There being no further questions or comments regarding this budget:

Councillor Hapworth moved to approve the personnel budget for the Veterans Agent in the amount of \$142,923.00, seconded by Councillor Stott. The motion carried 5-0.

Councillor Hapworth moved to approve the non- personnel budget for the Veterans Agent in the amount of \$410,800.00, seconded by Councillor Stott. The motion carried.

Councillor Hapworth moved to approve the total budget for the Veterans Agent in the amount of \$553,723.00, seconded by Councillor Stott. The motion carried 5-0.

Salem Public Library Budget

Tara Mansfield Director of the Salem Public Library addressed the Committee and explained that the library is back to being open 7 days a week. She also noted that a change this year that they are happy about is that the library is doing away with late fees for overdue books.

Ms. Mansfield also noted that the library offers Museum passes for residents at a cost of \$4,700.00. She also noted that the dues and subscriptions line has increased and the library charges 10 cents per copy for the copy machine.

Ms Mansfield also reported that an ADA compliant Book Drop should be installed this summer and a furniture upgrade for some areas of the library will be done this year. She noted that they are both part of the Capital Improvement Plan.

Councillor Hapworth moved to approve the personnel budget for the Salem Public Library in the amount of \$1,214,047.00 seconded by Councillor Stott. Councillor McLain called for a roll call vote as follows:

| | |
|------------------------|-----|
| Councillor Hapworth | Yes |
| Councillor Merkl | Yes |
| Councillor Stott | Yes |
| Councillor Watson Felt | Yes |
| Councillor McLain | Yes |

The motion carried 5-0.

Councillor Hapworth moved to approve the non- personnel budget for the Library in the amount of \$392,704.00 seconded by Councillor Stott. Councillor McLain called for a roll call vote as follows:

| | |
|------------------------|-----|
| Councillor Hapworth | Yes |
| Councillor Merkl | Yes |
| Councillor Stott | Yes |
| Councillor Watson Felt | Yes |
| Councillor McLain | Yes |

The motion carried 5-0.

Councillor Hapworth moved to approve the total budget for the Library in the amount of \$1,806.751.00, seconded by Councillor Stott.

Councillor McLain called for a roll call vote as follows:

| | |
|------------------------|-----|
| Councillor Hapworth | Yes |
| Councillor Merkl | Yes |
| Councillor Stott | Yes |
| Councillor Watson Felt | Yes |
| Councillor McLain | Yes |

The motion carried 5-0.

Planning Department Administration

Planning Director Tom Daniels addressed the Committee and stated that there are no major changes to the Planning Department budget. He explained that the department manages many boards and commissions, and their budgets fall under his budget.

Mr. Daniels explained the long-range planning for the department.

Mr. Daniels reviewed the staffing in the Planning Department and noted that they have a few openings noting that long time Planning Department employee Jane Guy retired this year. He noted that she is now working part time.

Mr. Daniels reported that there are some changes to the dues and subscriptions line due to increases.

There being no questions or comments regarding this budget:

Councillor Hapworth moved to approve the personnel budget for the Planning Department Administration budget in the amount of \$645,619.00, seconded by Councillor Stott. Councillor McLain called for a roll call vote as follows:

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|------------------------|-----|
| Councillor Hapworth | Yes |
| Councillor Merkl | Yes |
| Councillor Stott | Yes |
| Councillor Watson Felt | Yes |
| Councillor McLain | Yes |

The motion carried 5-0.

Councillor Hapworth moved to approve the non- personnel budget for the Planning Department Administration in the amount of \$91,734.00, seconded by Councillor Stott. Councillor McLain called for a roll call vote as follows:

| | |
|------------------------|-----|
| Councillor Hapworth | Yes |
| Councillor Merkl | Yes |
| Councillor Stott | Yes |
| Councillor Watson Felt | Yes |
| Councillor McLain | Yes |

The motion carried 5-0.

Councillor Hapworth moved to approve the total budget for the Planning Department Administration in the amount of \$738,734.00, seconded by Councillor Stott. Councillor McLain called for a roll call vote as follows:

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|------------------------|-----|
| Councillor Hapworth | Yes |
| Councillor Merkl | Yes |
| Councillor Stott | Yes |
| Councillor Watson Felt | Yes |
| Councillor McLain | Yes |

The motion carried 5-0.

Planning Board

Mr. Daniels explained that the Planning Board budget includes part of the salary for the Planning Board staffer and the Clerk to the Planning Board. He also noted that there is a small supply budget for the Board.

Councillor Hapworth moved to approve the personnel budget for the Planning Board budget in the amount of \$33,733.00 seconded by Councillor Stott. Councillor McLain called for a roll call vote as follows:

| | |
|------------------------|-----|
| Councillor Hapworth | Yes |
| Councillor Merkl | Yes |
| Councillor Stott | Yes |
| Councillor Watson Felt | Yes |
| Councillor McLain | Yes |

The motion carried 5-0.

Councillor Hapworth moved to approve the non- personnel budget for the Planning Board in the amount of \$3,730.00 seconded by Councillor Stott. Councillor McLain called for a roll call vote as follows:

| | |
|------------------------|-----|
| Councillor Hapworth | Yes |
| Councillor Merkl | Yes |
| Councillor Stott | Yes |
| Councillor Watson Felt | Yes |
| Councillor McLain | Yes |

The motion carried 5-0.

Councillor Hapworth moved to approve the total budget for the Planning Board in the amount of \$37,463.00, seconded by Councillor Stott. Councillor McLain called for a roll call vote as follows:

| | |
|------------------------|-----|
| Councillor Hapworth | Yes |
| Councillor Merkl | Yes |
| Councillor Stott | Yes |
| Councillor Watson Felt | Yes |
| Councillor McLain | Yes |

The motion carried 5-0.

Conservation Commission

Mr. Daniels explained that the Conservation Commission budget includes part of the salary for the Conservation Commission staffer and the salary for the Conservation Commission Clerk.

Councillor Hapworth moved to approve the personnel budget for the Conservation Commission budget in the amount of \$30,266.00. Councillor Stott. Councillor McLain called for a roll call vote as follows:

| | |
|------------------------|-----|
| Councillor Hapworth | Yes |
| Councillor Merkl | Yes |
| Councillor Stott | Yes |
| Councillor Watson Felt | Yes |
| Councillor McLain | Yes |

The motion carried 5-0.

Councillor Hapworth moved to approve the non- personnel budget for the Conservation Commission in the amount of \$1,413.00 seconded by Councillor Stott. Councillor McLain called for a roll call vote as follows:

| | |
|------------------------|-----|
| Councillor Hapworth | Yes |
| Councillor Merkl | Yes |
| Councillor Stott | Yes |
| Councillor Watson Felt | Yes |
| Councillor McLain | Yes |

The motion carried 5-0.

Councillor Hapworth moved to approve the total budget for the Conservation Commission in the amount of \$31,679.00, seconded by Councillor Stott. Councillor McLain called for a roll call vote as follows:

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|------------------------|-----|
| Councillor Hapworth | Yes |
| Councillor Merkl | Yes |
| Councillor Stott | Yes |
| Councillor Watson Felt | Yes |
| Councillor McLain | Yes |

The motion carried 5-0.

Market & Tourism

Mr. Daniels reviewed the Market & Tourism budget.

Councillor Hapworth moved to approve the total budget for the Market and Tourism budget in the amount of \$312,050.00, seconded by Councillor Stott. Councillor McLain called for a roll call vote as follows:

| | |
|------------------------|-----|
| Councillor Hapworth | Yes |
| Councillor Merkl | Yes |
| Councillor Stott | Yes |
| Councillor Watson Felt | Yes |
| Councillor McLain | Yes |

The motion carried 5-0.

Historic Commission

Mr. Daniels explained that the Historic Commission budget includes part of the salary for the Historic Commission staffer and the salary for the Historic Commission Clerk.

Councillor Hapworth moved to approve the personnel budget for the Historic Commission budget in the amount of \$35,273.00. Councillor Stott seconded the motion.

Councillor McLain called for a roll call vote as follows:

| | |
|------------------------|-----|
| Councillor Hapworth | Yes |
| Councillor Merkl | Yes |
| Councillor Stott | Yes |
| Councillor Watson Felt | Yes |
| Councillor McLain | Yes |

The motion carried 5-0.

Councillor Hapworth moved to approve the non- personnel budget for the Historic Commission in the amount of \$1,188.00 seconded by Councillor Stott. Councillor McLain called for a roll call vote as follows:

| | |
|------------------------|-----|
| Councillor Hapworth | Yes |
| Councillor Merkl | Yes |
| Councillor Stott | Yes |
| Councillor Watson Felt | Yes |
| Councillor McLain | Yes |

The motion carried 5-0.

Councillor Hapworth moved to approve the total budget for the Historic Commission in the amount of \$36,461.00, seconded by Councillor Stott. Councillor McLain called for a roll call vote as follows:

| | |
|------------------------|-----|
| Councillor Hapworth | Yes |
| Councillor Merkl | Yes |
| Councillor Stott | Yes |
| Councillor Watson Felt | Yes |
| Councillor McLain | Yes |

The motion carried 5-0.

There being no further business to come before the Administration and Finance Committee this evening, Councillor Hapworth moved to adjourn the meeting.

The meeting was adjourned at 8:30 p.m.

Respectfully submitted by:

Eileen M Sacco
Budget Cleek