



**Advisory Committee
MEETING MINUTES
Thursday, February 16, 2017
GAR Hall
353 Country Way
Scituate, MA 02066
7:00 pm**

Committee Members Present: Jamie Gilmore, Mark Sandham, Jerry Kelly, Lincoln Heineman, Anthony Antoniello, Patrice Metro, Michael Westort, Sean Delacy

Committee Members Absent: Geoff Burns

Also in Attendance: William Sheehan, Kathleen Curran, Nancy Holt (Finance Director), Stephen Jarzembowski, Robert Vogel, Jessi Finnie, John Roser

The Meeting was called to order at by 7:03pm by Jamie Gilmore.

Jamie welcomed Patrica Metro as the newest member of the Advisory Committee.

Assessors (dept#141): Stephen Jarzembowski presented to the Committee. They have four main goals for the Fiscal Year 2018. The first goal is to begin valuation update of all second home personal property accounts in preparation of next revaluation/re-certification. The second goal is to increase taxpayer participation in the Community Preservation Surcharge exemption process. The third goal is to continue with the Geographic Information Systems parcel enhancements. The fourth goal is to develop additional methods for improvement to the boat excise process. They are staffed appropriately but do have one vacancy for a part time accounting position.

Inspections (dept#241): Robert Vogel presented to the Committee. The Scituate Inspections Dept enforces and monitors compliance with codes and standards governing buildings and structures. They have five goals for the Fiscal Year 2018. The first goal is to manage departmental resources to respond accurately and efficiently to continued demand for inspectional services generated by increasing pace of residential construction, both single family and multi-family, and commercial development, especially in the Greenbush Village area. The second goal is to commence process for a new filing system that will ultimately align building files located in the office and those filed in the archives. Never files in the office (currently 5-7 years worth) are filed by address, older files in the archives are filed by permit number, (chronologically). The third goal is to work with Health Agent and other Town agencies to address abandoned, derelict and blighted properties that pose a threat to public health and safety, and contribute to neighborhood blight. Jamie Gilmore asked about 119 Kent St. home. The inspector said that it will be going through renovation as it is now a state project. The fourth goal is to work with other Town Departments, State and Federal agencies, and Town Administration to create new tools and refine existing tools for management and

regulation of coastal development and development in other flood prone areas. The fifth goal is to assist a consulting firm to be retained by the Town in a comprehensive update of the Transition Plan, detailing issues of barrier-free access to Town facilities. They expect the same amount of permit activity as in the last year. Robert Vogel spoke of the many housing projects that will be happening in the near future. Anthony Antonello asked about the effect of the water issues with the town in regards to future building. Jamie Gilmore asked about building permits/people sticking to the assessed value on the permit. Robert explained that they charge by the square footage for permit. He said building inspectors will go in at least three times for inspections. Lincoln Heineman asked Robert what he would like the Town to improve on. Robert said their office files are by street address. He said the Town archives is done chronologically/permit number. He said it makes it difficult. Mike Westort asked about the 2016 numbers versus the projected 2018 numbers. He said 2018 seemed lower. Robert said it may go up substantially depending on projects.

IT (dept#155): William Sheehan presented to the Committee. The department has six goals for the Fiscal Year 2018. The first goal is to relocate data center from Town Hall to new Public Safety Complex. The second goal is to create Datacenter Disaster Recovery site at Scituate Library. The third goal is to expand implementation of ShoreTel telephone system to smaller offsite town offices. The fourth goal is to migrate police Pop3 Email to Exchange Server. The fifth goal is to maintain social media and website presence. The sixth goal is to optimize redundancy by continuing effort to create partnerships with adjacent communities for continuity of IT support. Sean Delacy asked if the Town's software was protected adequately against hacking. Bill said he's constantly working on those issues. Bill said they're switching new hardware and software.

Town Clerk (dept#161): Kathleen Curran presented to the Committee. The department has five goals for the Fiscal Year 2018. The first goal is certification program town clerk: Certified Massachusetts Municipal Clerk. The second goal is staff training, more in-depth training of office staff on the Commonwealth of Massachusetts' Central Voter Registration System, one on one training in July 2017 and once training is complete all staff will be capable of ordering, creating and editing Excel spreadsheet from a state contract. The third goal is housekeeping which continues every year as organizing, purging, and making room for additional files is a must. The fourth goal is archives. It is imperative to familiarize this office on the location and process for certifying pre-1900 genealogy records from the Town Archives in the event of an absence of archive volunteers. The fifth goal is public records law. As the default Records Access Officer (RAO) additional training would be beneficial as the Public Records Law has been updated for 2017. The major budget components are related to the long time archivist being on the brink of retirement. Kathy is asking for money in the budget to train someone in the event that she retire because it is very important to have someone that knows what they're doing.

Library (dept#610): Jessi Finnie presented to the Committee. She said that the building will be structurally built to last. The usable space will be double than what it was with the old building. The utilities are being projected based on the maximum capacity. They are hoping to be open to the public in early May. Jessi is slightly concerned with staffing numbers once they are back in the new building. But she said that they are going to do their best to cross-train and work with what they have. The department has three main goals. The first is to monitor the new building for staffing, policy, and procedural issues in the first year after construction completion. The second goal is to self-check stations and self pick-up of holds systems will be rolled out in FY2018. The Library will start the process of developing a Strategic Plan to submit to the Massachusetts Board of Commissioners on October 1, 2018. Jessi said the Library will start lending out unconventional items. In the summer of 2016, the South Shore Astronomical Society applied for a grant on behalf

of the library for a telescope that would be lent out to library patrons. Despite having access to only one-third of its collection, the library circulated 212,621 items in FY2016 (approximately 12 items per resident). The wifi network is anticipated to be used heavily with personal computers brought in.

Cable (dept#159): John Roser presented to the Committee. When he started in Scituate there was no cable tv program. It continues to grow each year. There is now a YouTube channel, an Instagram account and of course the cable tv channels. He discussed the upcoming 10 year Comcast contract. The entire cable tv budget is funded by the Comcast contract. John has an issue with Comcast's picture quality. It is very outdated. John was proud to say that the kids at the high school have their own show now. There are five goals for the Fiscal Year 2018. The first goal is to improve the quality of the SCTV broadcast signal. The second goal is to continue to increase output and variety of local programming on SCTV. The third goal is to strengthen the coverage of local events including up-to-date news on SCTV. The fourth goal is to continue and strengthen their training programs at SCTV. The fifth goal is to adapt broadcasting and recording in new Town facilities.

Finance Director (Nany Holt) presented budget. The schedule has been changed due to inclement weather. We will have to fit some departments in that were rescheduled.

FY2016 Recap:

FY2016 certified free cash of \$3,247,133.

General Fund receipts and New Growth up over projections: \$1,312,546 (\$1,279,831, \$32,715)

Continued investment in capital including roads, school technology, foreshore protection, water supply, sewer improvements

Maintained AA+ Bond Rating

FY17 YTD:

Building activity continues to increase above projections

Solar, wind and meals tax revenue (all new dollars since 2012) assist with operating budget needs

Public Safety Complex and Town Library will be finished on schedule and within budget; new facility operations begin March 2017

Major infrastructure repairs on water system, sewer systems

Seawall repair completed on Oceanside Dr. Additional foreshore protection in spring

Second successful year of Police Marine Unit

Automated payroll for all school and town employees in April

Day shift paramedics at Fire Headquarters exceeding expectations

Feasibility study in progress for potential Senior Center locations

Challenges:

Maintenance/repair and capital needs of physical plant

Growing fixed costs for Employee Benefits (health, life insurance, FICA, unemployment) continue to escalate well beyond 2.5% levy limit

Providing for operational costs and staffing of three new buildings

Significant staff time and funds relative to ocean and storm related issues (FEMA, CRS, DPW clean ups, conservation, Hazard Mitigation)

Staff work load unrelenting (projects, development, compliance)

Operational challenges with building transitions and vacancies

Avoid budget "creep"

Keeping up with changes in technology to improve service delivery and transparency

Balancing competing demands with limited discretionary revenue

FY18 Operating Budget Focal Points:

Level services budget

In accordance with financial policies, FY18 operating budget is balanced without using Free Cash

Local receipts and new growth projected to increase \$248,000

Local aid level-funded/State numbers rec'd in late March

Four town union contracts expire; one tentative agreement through FY20. Each is 1% COLA is about \$117,378 in FY18 dollars

Fixed costs and Personal Services account for major increases*

Maintains Town's commitment to Economic Development, road maintenance and foreshore protection

*(e.g. health insurance up over \$809,374 since FY16)

FY18 Recommended and 5 year Rolling Capital Plan:

General Fund- \$2,701,276 recommended

- Road improvement funding doubled to \$400,000
- Continued funding for foreshore protection (2010-2016 total of \$17.6M)
- Commitment to ADA projects to improve citizen access
- Support for Schools- school technology, facility improvements
- Demolition of decommissioned police station
- Turf field carpet replacement

Enterprise Funds- \$4,317,000 recommended

- Water supply projects including well redevelopment, new well sites and reservoir support
- Sewer infrastructure support including major I & I project at Cedar Point, next phase of required copper reduction and phased upgrades.
- Waterways project to address marina electrical systems and install de-icers
- Transfer Station project to replace methane gas piping
- Funding for design of irrigation system at Widows Walk and recommendation for set-aside for future work

Capital Stabilization Fund- \$163,776 recommended

- Allocations for fuel tank replacement, front-end loader, Cudworth Cemetery expansion and renovation of Humarock fire station

2017 Special and Annual Town Meeting Articles:

18 tentative warrant articles (down from five from 2016) including all operating, enterprise and capital budgets, no petition articles

Finance Director/Town Acct. (dept#135) Nancy Holt presented to the Committee. There are three goals for FY18. The first goal is to facilitate financial management software conversion to integrated system including general ledger, budgeting, procurement, payroll, HR, fixed assets, treasure, collections and utility billing. The second goal is to expedite the implementation of financial transparency measures through preparation for an "open checkbook" functionality available through the Town's website. The third goal is to create an emergency management financial resource center to identify, document, prepare and address emergency management expenditures and attendant claim processes in a streamlined manner.

Advisory Comm./Res. Fund (dept#131/132) This budget covers memberships and associated costs of preparing town meeting materials and the Recording Secretary for its meetings. The cost of printing and production of the Advisory Committee book has increased for the second year as the fall special town meeting booklet is no longer copied but sent out to be bound and printed. The FY17 budget appropriated \$90,000 and of this writing none has been used. For the size of our operating budget this is a nominal amount and the fact that it has hardly been used in recent years is

commendable. This is a hallmark of tight budgeting. The \$90,000 allocation has been more than adequate for the past ten years. As a result, the recommended amount has been reduced to \$75,000 for FY18.

Selectman (dept#123)/ Town Administrator: Administration (dept#149): These two budgets have been combined. There was an increase in legal services/litigation. The contract bargaining was increased. All training budgets have been combined under the Town Administrator.

Insurance (dept#192): MIIA does not vote renewal rates until March.

Workers Comp.(dept#912): An increase in claims, a few of a long term nature, has increased costs this year. Our Fund goal is \$750,000 and we are still short of that.

Unemployment (dept#913): The FY17 was increased and we expect another hefty increase in FY18 as a result of personnel staffing totals changing with the change in grades from Gates to the new Middle School.

Disability Access (dept#549): The Commission receives an annual budget of \$5,000. The reason for this is the relationship between the Council on Aging and the COD regarding vans. To be eligible for the grants related to the vans there is a requirement that the COD receive funding (minimum of \$5,000) for the operational expenses associated with the vans.

Streetlights (dept#424): The FY17 budget allocated \$200,000 for the Streetlights which was an occasion supplemented by funds from the solar revenues. The FY18 budget is projected to be \$60,000. A substantial savings over prior years and more local control.

Meeting Minutes Wednesday October 19, 2016 approved as corrected, motion by Michael Westort second by Anthony Antonello (6 voted approval, with 2 abstentions)

Appoint Advisory Committee member to Capital Planning Committee- Anthony Antonello volunteered.

New Business

Miscellaneous

There being no other business to discuss Jamie Gilmore adjourned at 10:37pm second by Lincoln Heineman (unanimous vote 8-0)

Respectfully Submitted,
Kelli Rodgers
Recording Secretary

To be scheduled at a later date: Fire (dept#220), ZBA (dept#176), Police (dept#210), Waterways Enterprise (dept#298), Shellfish (dept#295)