



**Advisory Committee
Meeting Minutes
Community Room, Scituate Public Library
Thursday, January 10, 2019
7:00 pm**

Committee Members Present: Lincoln Heineman Chair; Anthony Antoniello; Patrice Metro; Elise Russo; Jamie Gilmore; Mike Westort

Committee Members Absent: Geoff Burns; Sean deLacy

Remote Access Attendance: Jerry Kelly

Also in Attendance: Jim Boudreau, Town Administrator; Nancy Holt, Finance Director; William Sheehan; IT Director; Mike Stewart, Police Chief; Barbara DeWolfe, Public Safety Communications; Maura Glancy and Nick Lombardo Recreation; Donna Bangert, Beautification; David Ball, Historical

The meeting was called to order at 7:01 pm by Lincoln Heineman.

Lincoln Heineman asked for a motion to accept the agenda, a motion was made by Jamie Gilmore; seconded by Elise Russo; Unanimous vote (6-0)

Jerry Kelly called into the meeting at 7:03.

Information Technology (155) William Sheehan

Goals:

- Continue rolling out new phone system to water, waste, harbormaster, FACTS, Widows Walk, Station 4 and Highway Departments
- Revise “acceptable use” policy
- Add a multi-layer approach to security
- Employee training
- Council on Aging workshop for cyber security
- Roll out online permitting system (Building, Health, Fire)

Accomplishments:

- Implemented network monitoring
- Renewed the support on security software
- Implemented library analog backup system
- Implemented secure remote access to control systems (heating, lighting)
- Updated assessor map, parcel layer
- New network infrastructure at the Rec. Department, Station 1 (will do Station 4 once construction is completed)

- Manage 535 Active Directory Groups
- Manage 250 PCs
- Supported 18 Offices
- Manage 40 Networks
- Manage 28 Servers
- Manage 1.75 million emails
- Manage 78 Mobile Devices

Budget:

- Line itemized
- Some line items increased because this year other departments are not picking up costs. For example the phone system in the Library, Town Hall, Rec, etc. has annual maintenance fees, was in Facilities Budget and was moved to IT Budget.
- Core infrastructure (servers) purchased 3 years ago with 3 years' service fee included, this is expired so we have to purchase an additional year.
- Cost of pulling deleted items off servers if requested (Facebook for example)
- Firewall protection
- Increase in printing , it is now centralized and was estimated last year. The budget has been adjusted for next year.

Lincoln asked about salary increases, Nancy said it is the estimated cost.

Patrice asked difference between asked for and received for Technical Services (\$16,000 less) and what the \$16,000 would have been used for. Jim said maintenance agreements that we are not going to renew. The vendor was not being cooperative in their pricing.

Lincoln asked where the increase was coming from in Technical Services, Nancy said it was due to line items coming from Facilities.

Jerry asked about the disaster recovery plan and looking at Verizon so we are not so dependent on Comcast. Bill said they have Verizon wireless for the Public Safety Complex. If we lose Comcast service, they will still have criminal justice information through the internet. Verizon Wireless came and had a meeting with the Town to discuss the locations of their towers.

Lincoln asked if the Town is allowed to post on Scituate monthly, Jim said no.

Lincoln asked if there were fiber optics in the Town Buildings everywhere, Bill said they purchased Fiber Optic rings, but he felt that technology was moving outside of infrastructures.

Historical (691) David Ball

Lincoln wanted to thank the Town Administrator for funding their request. David said he is very happy with the budget the Town Administrator approved.

David said the mission statement is to maintain the structures for future generations. They are part of the history of Scituate.

Historical properties maintained:

1. Cudworth
2. Scituate Lighthouse

3. Mann House
4. Mass Humane Boathouse
5. Lawson Tower
6. Lawson Gates
7. Bates House (oldest) the owner wanted it preserved and sold it to the Town. The society is getting the house ready, Electrical work and heating has to be replaced.

Currently involved in the CPC archiving project at the Little Red School house.

Budget:

David said that the budget was approved for \$19,100 and this will be adequate for this year. The Advisory Committee suggested that they ask for additional funding last year which was approved.

Jerry wanted to thank David Ball for all the work he does.

Lincoln asked if the Town should own Lawson Gates and if we should could receive money for the property. David thinks it would deteriorate if the Town did not maintain the property.

Jamie asked what the significance of the Lawson Gates was and David said it was built by Thomas Lawson.

Beautification (650) Donna Bangert

Donna said she appreciated that they raised the amount of the budget and that they are asking for the same amount this year. She added that the budget may not reflect the encumbrances (\$800).

Goals:

- Improve landscaping in front of Town Hall

Accomplishments:

- Maintained railroad crossing islands (12 large)
- Replanted islands
- Continue Adopt a lot, merchants program (offer \$50 vouchers)
 - 67 merchants took advantage of the program this year
 - 71 last year

Anthony asked who maintained the landscaping at the harbormaster building and the islands in the parking lot. Donna said they do not maintain it, they are responsible for the garden beds near the picnic tables and bandstand. They are not responsible for the Maritime Center either. It is too dangerous with the traffic for the volunteers. She said that the Public Works Department does the Islands and The Harbormaster is responsible for his building.

Jamie said that her work is very important to the appearance of the Town especially for visitors and tourists.

Lincoln asked about the Go Green Petition, Donna said that people who live in the area feel it is dangerous because it is a fire hazard, it is creeping into the public space and it is a bit unsightly. However, the Town does use it to get rid of yard waste.

The Committee wanted to thank Jim for funding Beautification at their request.

Police (210) Chief Mike Stewart and Mark Thompson

Goals:

- Addition of cameras in public buildings and elementary schools. Security cameras will feed into dispatch area with panic alarms and integrated video.
- De-escalation training
- Cross training with harbormaster
- Assignment of a second school resource (part-time).

Mike asked how the police officers find out about home issues a student may be having, Chief Stewart said the school counselors would get the police involved if necessary, and that the school should try to handle first. Everything is kept confidential.

Patrice asked what the majority of the (school) officer's time was spent on. Chief Stewart said investigations, such as child abuse, sexual assaults, sexting, cyberbullying, alcohol, etc. He added that they have not had a huge issue with weapons.

Lincoln asked if they could revoke an individual's weapon license. Chief Stewart said yes, for cause. If they are concerned about a child, they will go to the house to make sure weapons (if owned) are properly secured.

Patrice asked if you have to be 18 to own a gun, Chief Stewart said yes.

Lincoln said they were doing a great job with safety issues at the school.

Goals (Continued)

- Additional tactical training
- Increase Mental Health Training

Accomplishments:

- School security, active shooter drills

Lincoln asked about the Taser purchase the department made, Chief Stewart said it was a 5 year project and the weapons have proven to be very useful. You have to write a report once you pull it out, but it works and people submit when they see it. Lincoln asked how many the department purchased and the cost and Chief Stewart said that every officer has one and after the initial cost, it is \$5,000 a year. They have been deployed about 6 times with no injuries.

Elise asked if the all-terrain vehicle helped the police monitor the spit, Chief Stewart said yes. It has space to carry water, medical kit, narcan and it only takes 5 minutes to get out there because they park it near the golf course. They can now stay out there for about 4 hours.

Patrice asked how much money the department receives from drug confiscations, Chief Stewart said they have received amounts of \$60,000 and \$240,000 in the past. You can now purchase items that are not just related to drug training.

Mike asked how much was in the fund, and Chief Stewart said a little under \$90,000.

Lincoln asked about future plans for the money, Chief Stewart said they do not have any plans for it now, but it could be used for the boat or for a diver's outfit. He added that you get audited every year.

Lincoln asked about license plate recognition, Chief Stewart said it was a controversial issue, and people have privacy concerns, but it is beneficial as it has the ability to automate a lot of tasks.

Patrice asked if you could move your parked car after two hours [at the Harbor] to another space to avoid a ticket and Chief Stewart said yes, but added that we have to make it customer friendly for the stores or people will shop elsewhere.

Lincoln asked about changes in budget, specifically that the Revenue Insurance Restitution dropped, Nancy said we had 3 cruisers that were destroyed in the January 2018 storm and this is the money to replace it.

Jamie asked about the 7.1 increase, and Chief Stewart said it was contractual. And this catches us up.

Elise asked what shift differentials were Chief Stewart said for example that the 4:00 PM – midnight shift gets a different differential [higher].

Mike asked about the Special Employee line item, Chief Stewart said that health and wellness was added.

Jamie asked about managing overtime, Chief Stewart said they currently have between 3 – 4 people on shifts and that they have good shift strength. They are on the verge of getting up to 35 people in the department. If someone is out, the shift has to go to full time officer first. We try to manage sick time. We have not exceeded overtime the past few years even with storms, people getting hurt and people in the academy.

Chief Stewart said that receiving \$12,000 less for Equipment meant that they could not purchase portable radios.

Jerry asked about the seasonal salaries decrease, Chief Stewart said items were redistributed. Some of the permanent intermittents were needed for dispatch.

Lincoln asked about Capital requests, Chief Stewart said there weren't any.

Lincoln brought up the letter from the WWC regarding concern with their budget, Chief Stewart said it was determined by the former Town Administrator that Waterways would pay for the

seasonal salaries of the Marine Police. Chief Stewart said he met with the Chair and the Vice Chair and explained the services they were receiving for the \$40,000, for example a police presence on the water to enforce laws. The police stopped 18 juveniles and brought them back to land, 2 arrests and 1 protective custody last year. Chief Stewart said that the Waterways Commission is no longer concerned with the salaries coming from their budget due to the services the police provides.

Chief Stewart said that the department invested in a used coast guard boat and that it has been painted and is being fitted for electronics, it is heated and will stay in the water year round and should be ready in April.

Public Safety Communications (230) Barbara DeWolfe

Goals:

- Hire 1 part time and a couple per diems

Jamie asked about her experience over the past year since she was new to the department last year, Barbara said the staffing is getting better now that the salaries are more competitive. The radio system is good and she receives great support.

Patrice asked about merging the 2 unions, Jim said he will give an update in two weeks when he was allowed to talk about the contract.

Mike asked if overtime was down because there is less turnover due to increased salaries. Barbara said yes.

Recreation (630) Maura Glancy and Nick Lombardo

Lincoln commended them for doing so much with a small budget.

Goals:

- Continue design and restoration project of the High School, field design and fund raising

Accomplishments:

- Moved to the old Gates Building in Feb of last year
 - Moving summer programs
 - Will rent buses to go to playground
- Adult pickleball
- Short Fuse Theater
- Science Summer Spectacular (sold out)
- Growing partnership with CORSE (provides special needs teenagers the opportunity to volunteer and intern)
- Mr. C's Award went to Ed Gibbons
- Adult Mercury and J24 sailing programs

Jamie asked why the Town Administrator lowered the budget, and Maura said they moved the clerk into the revolving account, they are not losing money just shifting items.

Mike asked what they would do if they had a larger budget, Maura said she would have to think about it. Maura said the clamming expedition, the egg hunt are funded out of the revolving account and they rely on a lot of volunteers.

Lincoln asked if the beach sticker price was correct, Jim said the out of town went up to \$300.

Patrice asked what the Goal of 'not allowing blanket permitting' meant, Maura said that people reserve something for the whole day but only use it for an hour.

Lincoln asked about Capital items, Maura said just the field project. They have done an extensive amount of research, they do not have water or land to build new fields. You could now have 3 games going on at the same time with the new redesign.

Finance Director/Town Accountant (135) Nancy Holt

Nancy said the budget is the same as last year

Goals:

- Implement "Open Checkbook"
- Update existing database records for trust funds, gifts, grants, reserves and revolving funds
- Continue digitization of records

Accomplishments:

- Going live with UNIS conversion
- New HR Director, Bob Clark

Budget:

The Technical Services increase is due to OPEB liability being updated, an actuary looks at numbers. Other increase are due to step increases and COLAs (Cost of Living Adjustments)

Jerry asked about using the dedicated account for OPEB, Nancy said it barely reached a million and she does not want take money from it. He also asked why is Ambulance billing in her account, Nancy said it was originally set up as a third party biller.

Lincoln announced that Geoff Burns has informally resigned due to work commitments. He encouraged the Committee to forward resumes to him by next week if they had ideas for a replacement and he would forward them to the moderator. Lincoln said that it is ultimately Rich's decision.

Lincoln added that we still need 5 people here for a quorum.

Lincoln Heineman asked for a motion to approve the minutes from the January 3, 2019 meeting with Jerry Kelly's corrections, Jamie Gilmore made a motion, seconded by Patrice Metro; Majority vote (6-0) Lincoln abstained.

Recording of Future Advisory Meetings:

The Committee thought that taping might change the tone of the meetings and that people would not be as comfortable talking and could also be hesitant to ask questions.

They also felt that the meetings were open to the public and that people could come to the meetings in person and that the meeting minutes were reflective of what was discussed in the meeting.

Lincoln Heineman decided to table further discussion of the topic.

Lincoln asked when the draft of the warrant would be ready, Jim said that the draft should be ready for next week. Jim will email a listing of the title of each item. Lincoln asked if there was any chance to reopen the warrant, Jim said there is a possibility due to the “air bnb” statue changes, the 6% tax 3% community impact fee will be discussed at the next Board of Selectmen Meeting. Lincoln asked if someone could put another petition article on and how it could be done, Jim said they would have to be at the Board of Selectmen meeting on January 22 to submit the petition.

Attendance for January 17th Meeting:

Patrice - Yes

Anthony - Yes

Elise -Yes

Jerry – no

Jamie - Yes

Lincoln Heineman asked for a motion to adjourn the meeting, Jamie Gilmore made a motion at 9: 11 PM, Mike Westort seconded the motion; Unanimous Vote (7-0).

Respectfully Submitted,
Lianne Cataldo (Recording Secretary)

Outstanding Items:

- Possibly move 2-14/2-21 Meeting

Referenced Materials

- Agenda
- 1/3/2019 Meeting Minutes
- Departmental Budgets and Goals and Objectives