



**Advisory Committee
Meeting Minutes
Scituate Town Library
Thursday – October 12th, 2017
7:00 pm**

Committee Members Present: Lincoln Heineman, Jamie Gilmore, Anthony Antonielli, Patrice Metro, Mike Westort, Geoffrey Burns

Committee Members Absent: Sean deLacy, Gerard Kelly, Mark Sandham

Also in Attendance: Nancy Holt, Finance Director

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

Agenda for Thursday, October 12, 2017 approved by Lincoln Heineman, second by Jamie Gilmore All in favor, Unanimous Vote (6-0)

Acceptance of Minutes

Move that the Advisory Committee approve the meeting minutes for the June 29 and October 5, 2017 meeting. A motion was made to accept the October 5, 2017 minutes as corrected by Jamie Gilmore and second by Lincoln Heineman. Motion made by Lincoln Heineman to approve June 29, 2017 minutes second by Patrice Metro. All in favor, Unanimous Vote (6-0).

The Advisory Committee is meeting tonight to review the upcoming warrant articles for the November 14, 2017 Special Town Meeting.

Lincoln Heineman stated that the Committee should appoint a new Vice Chair, since all the members were not present; the decision was made to table the issue until next week's meeting.

Lincoln then discussed the need to put liaisons in place for the Economic Development, Community Preservation, School, Capital Planning, Street Acceptance, Waterways and School Building Committees.

Liaisons appointed:

EDC – Geoff Burns

CPC - Mike Westort

School Committee – Patrice Metro

Capital Planning - Anthony Antonielli

Street Acceptance Committee – Mark Westort

Waterways – Jamie Gilmore

School Building Committee – Jerry Kelly

The main purpose of the liaisons is to attend meetings and communicate back to Boards. Information should flow back and forth to each Board.

Lincoln Heineman made a motion to accept all liaisons, second by Geoff Burns, All in favor Unanimous Vote (6-0)

Lincoln Heineman discussed the idea of adding updates from the Committee Liaisons to the agenda going forward.

Nancy Holt asked Lincoln Heineman if he invited Karen Connolly to next week's meeting, Lincoln said yes, along with all the applicants.

Lincoln Heineman said he is going to contact Stephen Coulter from the Scituate Housing Authority to come to next week's meeting to discuss financials.

Jamie Gilmore asked Nancy Holt to take the committee members through the non CPC Articles.

ARTICLE 1. Unpaid Bills

Nancy spoke about two unpaid bills totaling \$83.75. The bills include an unpaid bill for \$13.75 for copies of deeds and a misapplied payment for \$70.00 for legal services provided by Murphy Hesse Toomey & Lehane. Nancy said they should come out of current year budget. Lincoln asked when bills can be paid until and Nancy said they can pay bills up to July 13, 2018.

ARTICLE 2. Fiscal Year 2018 Budget Reconciliations

The street light account was reduced because we bought lights and no longer have to pay rental fees and we also converted our street lights to LED light bulbs. Nancy stated that she is going to run out of funds to pay electricity bills for the rest of the year because it is taking a long time for the credits to come through. The funding for this item would come from the available levy limit that the Town did not appropriate at the April Annual Town Meeting, once the credits come through the money will go into Free Cash.

The second item that Nancy reviewed was the fact that one of the storage containers at the Water Treatment Plant is leaking. The tank is behind a stone wall which has to be demolished to get to the tank. This project must be submitted by the Spring to be added to the Capital Plan. Anthony Antoniello asked if the tank could be relined, but Nancy replied no, because they are too old. Lincoln Heineman wondered if they can rebuild the wall so it does not have to be demolished in the future. There is no final price yet, but there is a quote for \$60,000 from Tighe & Bond for the design (this does not include repairs).

ARTICLE 3. Fiscal Year 2018 Enterprise Fund Reconciliation

The Widow's walk enterprise fund has a deficit of approximate \$135,000 because of the past drought. Also, rent from the new restaurant is lower and the owner paid the full year's rent in advance. Widow's walk could pay for its own problems if we reduce Capital Stabilization Fund from \$185,000 to \$15,000. Nancy thought we might as well cover both shortfalls since we are doing adjustment anyway, if we have extra money this season we can put it back next year. Alternatively, we could fund with Free Cash. The Department of Revenue might say no because it is a revenue deficit and they have control of revenue deficits. The town wants Widow's Walk to be

self-sustaining. Mike Westort said you have to fix it so it will be. Nancy said that they had paid off their debt and would have been self-sustaining if the drought hadn't happened.

ARTICLE 4. Widow's Walk Improvements

Widow's Walk wanted to fix parking lot and drainage issue last year but the funds were not available in time. They could receive CPC funding if they do it in July, but they want to do it earlier. Anthony Antoniello asked why this wasn't in the capital improvement plan. Nancy said because the parking lot is too bad. It needs a feasibility study to figure out how much debt it should carry. Mike Westort asked if they are forming a committee, Nancy said maybe. Mike Westort further stated that they should have a locker room with a shower and the ability to have weddings, etc. there. Nancy said that at the upcoming Board Meeting on Tuesday, they will decide if they want to have a committee. Lincoln Heineman brought up the fact that if the footprint of the clubhouse changes that this may affect the improvements made to the parking lot. Geoff Burns asked why they don't wait until Annual Town Meeting and Nancy replied that they do not want to wait because their season starts earlier. She also stated that CPC is unaware because, no application was filed.

ARTICLE 5. Assessors Property Revaluation

Nancy explained that the State has made a change to the law and now revaluations have to be done every 4 to 5 years instead of 3, and this year it has to be done. Nancy estimates we need \$75,000 for this to be accomplished and if it is not all used the remainder can be used elsewhere. The GIS was brought up by the committee, but Nancy said it was not used in this situation. **Jamie Gilmore asked if our GIS is up-to-date, Nancy said she would get an update for the next meeting.**

ARTICLE 8. Acceptance of Loan – Seawall Repairs Oceanside Drive

Nancy stated that we applied for a grant last year which included an offer for a \$500,000 low interest loan. This item was never brought before town meeting for authorization. Currently, we have another application in for a beach nourishment grant, but have not heard back yet. To date, we have borrowed \$3.5 million (not including the \$500,000 potential loan mentioned above) in low interest loans and \$6 million in grants.

Lincoln Heineman asked what was going on with nourishment at Minot Beach, Nancy replied that she thought they were doing easements, but she will confirm.

There was a short discussion regarding the estimated finish date for the Ocean Side Drive Project in the Sand Hills area. Nancy said it was December 31, most of it was poured but they still need to add the stones. They may miss the December 31 date. They do not need low interest loan to finish, but 2% is a good rate and they do not want to leave it on table.

Nancy mentioned that an example of a splash pad for the new seawalls was shown in a picture on the wall of the Town Hall.

ARTICLE 9. Supplement prior borrowing votes to permit the application of sale premium to pay project costs

Nancy said the Bond Council recommended we do this in the treatment of premiums due to the new change in the law. This will allow selectman to decide at the time of the vote if they should

use the money to pay down principle or use the money to pay debt service. This process now be decided all at once so they will not have to return to town meeting to decide in the future.

ARTICLE 10. Amend General Bylaws – Waterways

The Harbormaster is requesting an amendment to the general laws, to include general and state regulations. This will give him flexibility on dispositions and allow the town to now keep 100% of the fees collected. It was asked if the State would care and Nancy stated that they wouldn't care either way.

There was a short discussion on whether to ask the Harbormaster to attend the next meeting, but it was decided that Nancy will ask him to do write up, that it was not necessary to have him attend a meeting in person.

ARTICLE 12. Local Option Acceptance – Building Rental Revolving Funds

Nancy explained that because the town now owns Gates Intermediate School, the money is no longer in a Revolving Fund, but now in a General Fund. The Town Meeting can vote this back into a Revolving Fund to support the rental of the Gates gym. Lincoln Heineman wanted to make sure this didn't mean that the Town was going to put more money into the building. He also wanted to clarify that this was strictly for maintenance not repairs. Nancy confirmed that it was for cleaning, not repairs. She also explained that currently we are not getting charged a surcharge because the building is vacant. The plan moving forward is to have Bob Dillon and the Scituate Recreation Department take over space at Gates so we have a 30% capacity rate and avoid vacancy fees in the future.

ARTICLE 13. Local Option Acceptance - Special Injury Leave Indemnity Fund for Police & Fire

Insurance premiums can now be applied to medical claims. Revenue is about \$40,000 a year and is a general fund receipt. Lincoln Heineman asked what the advantage of doing this would be. Nancy replied that Worker's Comp is in a Trust Fund and Police and Fire should be similar. Currently, Police and Fire are not covered by insurance they are under Chapter 40s. We get \$700 a week for each person out, going forward insurance payments would go into a fund. We currently have 3 people out due to IOD's (Injured on Duty) and \$5000 is the maximum claim the Town pays per person. Mike Westort asked if this was cleaning up or making more visible. Nancy replied to keep them consistent.

ARTICLE 14. Conservation Land

Language as yet to be provided. **Nancy will provide information next meeting.**

There was a discussion regarding the Public Safety Building and Jamie Gilmore asked if the Public Safety Building was on conservation land and what the bond holders were holding for collateral. Nancy replied that they were not holding anything but a promise from the town and a tax levy. It should be that the bond is backed by the full faith and pledges of the Town's tax levy not the building and the land. Bond Counsel requested documentation from Town Counsel about the land and provided a green light letter upon review. Jamie wanted to know about the ownership of the land and Nancy said the land was still owned by the Town.

ARTICLE 15. Public Consumption of Marijuana or Tetrahydrocannabinol (THC) Bylaw

Nancy stated that she has no information on this article.

Lincoln Heineman asked if the Committee should speak with the police. Geoff Burns did not think it was necessary and thought it was pretty straight forward. Lincoln Heineman wanted to know if there were any other restrictions and if the committee wanted the police chief to come in person to speak. Everyone agreed that it was not necessary.

Lincoln Heineman asked if there were any other questions, and the committee did not have any further questions to discuss.

There was a brief discussion on the recent lockdown and the cost to the Town. The discussion included whether or not to have the police chief come in to talk, but it was decided it was not an Advisory Committee matter. Geoff Burns said he will follow up with him on his own for operational response questions.

Patrice Metro asked when police and fire get injured, what % is actually covered for sick. **Nancy Holt said she will get back to her with the information, but she may only have it on the fire side.**

Another question Patrice Metro asked was, when looking at fire and police budgets she wants more information not aggregated, of where the shifts are going. Nancy Holt said that shift strength and rotation is a fire chief question. **Lincoln Heineman suggested that Patrice Holt puts her question in writing and send it to Lincoln and he will submit it to the Fire Chief.**

Article 6 and Article 7 will be discussed at the next meeting and Article 11 was being removed.

Lincoln Heineman asked if there was New Business. The Committee did not have any further business to discuss.

Lincoln Heineman announced two upcoming events:

- The ATFC is October 21 and the town will reimburse your registration fee, The deadline was October 10, but will still take applications
- Patricia Vinchesi's going away party is November 2, *(Details including how to RSVP was sent in an email to the Committee from Lincoln Heineman)*

Lincoln Heineman asked if the New Town Administrator come in Lincoln asked. Nancy Holt said it would depend on his schedule.

Nancy asked the Committee to review the CPC articles for next week's meeting

Lincoln Heineman made a motion to adjourn, seconded by Patrice Metro, and voted unanimously to adjourn (6-0)

Meeting Adjourned at 8:15 pm.

Respectfully Submitted,
Lianne Cataldo (Recording Secretary)

Nancy Holt will bring the following updates to the Oct. 19th meeting:

- Article 14 Conservation Land
- GIS Update
- Easements for Nourishment at Minot Beach
- Ask Harbor Master for write up for Article 10
- Update for Patrice Metro regarding % covered by sick time for Fire and Police when they are injured

Open Items

- Patrice Metro is writing a question regarding shift strength that Lincoln Heineman will submit to Fire Chief
- Lincoln Heineman to contact Stephen Coulter from the Scituate Housing Authority to come to next week's meeting to discuss financials.

List of Documents for October 12, 2017 Advisory Committee Meeting

- Agenda
- 10/5/2017 Meeting Minutes
- 6/29/2017 Meeting Minutes
- Warrants
- Article descriptions