



**Advisory Committee Meeting Minutes**  
**Thursday, January 26, 2023**  
**Zoom Video/Audio Conference – 7:00 pm**

*Pursuant to Chapter 22 of the Acts of 2021, Chapter 22 of the Acts of 2022 and Chapter 107 of the Acts of 2022, Scituate Advisory Committee Members held the January 26, 2023 meeting via Zoom Video and/or Audio (Dial-in for those with only phone access). All participants participated remotely.*

**Committee Members Present:** Jamie Gilmore; Chair, Marc DiCosimo, Elise Russo, Vice-Chair, Lynda Ferguson, Missy Seidel, and Patrice Metro

**Committee Members Not in Attendance:**  
Dan McGuiggin, Conor Doherty and Jerry Kelly

**Also in Attendance:** Nancy Holt, Finance Director/Town Accountant; Seth Pfeiffer, SCTV Director; Chris Carchia, Capital Planning Committee Chair;

Mr. Gilmore called the meeting to order at 7:00 p.m.

**Ms. Metro made a motion to accept the agenda which was seconded by Ms. Russo and voted unanimously in favor (6-0) by roll call vote; Ms. Russo-yes, Ms. Ferguson-yes, Ms. Seidel-yes, Ms. Metro-yes, Mr. Gilmore-yes and Mr. DiCosimo-yes.**

**Ms. Russo made a motion to accept the minutes of the January 5, 2023 meeting as amended which was seconded by Ms. Seidel. The minutes were voted unanimously in favor (6-0) by roll call vote; Ms. Russo-yes, Ms. Ferguson-yes, Ms. Seidel-yes, Ms. Metro-yes, Mr. Gilmore-yes and Mr. DiCosimo-yes.**

*Review of Non-Monetary Special Town Meeting & Annual Town Meeting Articles*  
*Special Town Meeting*

Mr. DiCosimo asked about the warrant process and the Advisory Committee's role. Mr. Gilmore went over the review process and the types of articles. Ms. Holt reviewed the three non-monetary articles dealing with general bylaw amendments and an easement for a meter at a sewer pump station. Ms. Ferguson commented on the general bylaw amendment prohibiting recreational vehicle parking that sometimes people park their campers in Cole Parkway but stay at the inn and this could cause some hardships relevant to notification to the Police or Select Board.

### *Annual Town Meeting*

Ms. Holt reviewed the non-monetary articles for reports of board and committees and Chapter 90 liability. Ms. Holt explained the South Shore Regional Vocational Technical School District's submission of an article for changes to the regional agreement for the addition of the Town of Marshfield. Mr. Gilmore asked Ms. Holt to pass along the materials forwarded today from Superintendent Hickey. Mr. Gilmore asked if the Advisory Committee could visit the South Shore Regional Vocational Technical School.

Ms. Holt noted the previously presented zoning bylaw articles. Ms. Holt reviewed the final article for changing the Town Clerk position from elected to appointed. Ms. Seidel asked if this was a state mandate and Ms. Holt said that each community decides and that she thought it was about 50/50. Ms. Ferguson asked if there was a financial impact and Ms. Holt responded in the negative. Ms. Holt noted that the Select Board was not sure they would move forward with the article yet.

### *Review of Petition Articles*

There are not any petition articles submitted for the April 10, 2023 special or annual town meetings.

### *Other Business*

Mr. Gilmore noted that Conor Doherty had been appointed to the Advisory Committee to replace Mr. Heineman. Ms. Russo asked about the hand-out on the capital plan funding and Ms. Holt explained it was for the three versions.

### *FY 2024 Capital Plan – Capital Planning Committee Recommendations*

Mr. Carchia noted that during the Capital Planning Committee's review they held out four projects for further study including the town-wide facilities, school technology, a one ton dump truck and MS-4. He noted that the MS-4 project was new on the capital plan ten years ago as a short term study and it had become an annual request now. He stated that the Engineering Supervisor and DPW Director confirmed that it would be an annual expense and the cost would increase. Mr. Carchia stated that the Committee felt that it was operational in nature and the members voted three in favor, three opposed and one abstained.

The second questioned project was the town-wide facilities plan. He explained that the maintenance plan included small items that were not capital in nature and therefore members felt it should be part of the operational budgets as maintenance. He stated that the discussion revolved around the fact that it was an approved study and this was the manner to get them funded. Ms. Russo asked for confirmation that the project was for the execution of the previously conducted facilities plan and Mr. Gilmore confirmed. Mr. Gilmore noted that the Town Administrator had pointed out that town meeting voted for this plan and they expected to see it was being followed each year. Ms. Ferguson and Ms. Russo asked about the dollar value limit of a capital item and the type of maintenance. Mr. Carchia noted that it was all rolled together thus making it a capital plan item. Ms. Holt stated the Town Administrator's point of view that the plan was approved by voters in response to the concerns of citizens that maintenance was not being done on the facilities and it should remain on the capital plan for transparency to show that

the funds were being provided to maintain the buildings. Mr. Gilmore and Ms. Ferguson agreed with Mr. Carchia that these items needed to migrate to the operational budgets.

Mr. Carchia discussed the funding issues when moving projects from capital to operational. Ms. Holt noted that the capital plan is supported by one-time revenues and the operational budget from recurring revenues and due to the constraints on recurring revenues, some things ended up as capital projects. Mr. Carchia also noted that capital projects do not close-out on their own unlike operational budgets.

Mr. Carchia stated the concern on the one ton truck was raised by a member due to the cost of trucks currently and the number of trucks on the plan. The members voted three in favor and four against.

Mr. Carchia stated that the school technology was ultimately recommended but the issue was that computers had replaced books as a tool for learning and therefore computers had become an operational budget expense and not capital. He further noted that the remainder of the projects were reviewed with departments and recommended by the Capital Planning Committee.

Ms. Holt updated members on the Select Board vote on 1/24/23 to recommend the two projects that the Capital Plan Committee did not recommend as well as an increase of the water main project from \$2.3M to \$3.3M due to Eversource's notification of their intention to replace the gas line on Jericho Road which has a fully designed water main replacement ready. She noted the pipe was from 1941 and the hope was to share the re-paving costs with Eversource. She also informed members that this was the only project on the recommend plan supported by borrowing. Ms. Russo asked about the Dolan Well Field and the Influent Pump project which was responded to by Mr. Carchia, Mr. Gilmore and Ms. Holt.

**Ms. Russo made a motion to adjourn the meeting which was seconded by Ms. Metro at 8:12 p.m.; the Committee voted unanimously in favor (6-0) by roll call vote; Ms. Russo-yes, Ms. Ferguson-yes, Ms. Seidel-yes, Ms. Metro-yes, Mr. Gilmore-yes and Mr. DiCosimo-yes.**

Respectfully Submitted,

Nancy Holt  
Recorder