



**Advisory Committee
Meeting Minutes
Scituate Town Library, Community Room
Thursday – October 19th, 2017
7:00 pm**

Committee Members Present: Lincoln Heineman, Anthony Antonello, Mark Sandham, Patrice Metro, Geoffrey Burns, Mike Westort

Committee Members Absent: Sean deLacy, Gerard Kelly, Jamie Gilmore

Also in Attendance: Nancy Holt, Finance Director; Karen Connolly, Chair of CPC, Penny Scott Pipes, Conservation Commission Liaison; Frank Snow, Chair of Conservation Committee; Stephen Coulter, Housing Authority Chair; Gary Meyerson, Vice Chair of CPC Maura Curran, Selectman Chair and Marla Minier

The Meeting was called to order at 7:03 pm by Lincoln Heineman.

Acceptance of Minutes

Move that the Advisory Committee approve the meeting minutes with corrections for the October 12, 2017 meeting. Motion by Lincoln Heineman, second by Mike Westort; vote was Not Unanimous (5-1). Mark Sandham had to abstain from vote because he was not here last week and could not vote to approve minutes.

The Advisory Committee is meeting tonight to review all articles not yet reviewed which includes CPC and Land Conservation Articles for the November 14, 2017 Special Town Meeting.

There was a discussion about the loud sound of the HVAC system makes in the Community Room and if the meeting should be moved, it was decided not to move locations.

Nancy Connolly, The Chair of the Community Preservation Committee, started to review the CPC Articles:

The CPC would like to rescind the amount of \$273, 319.55 and put it back into Open Space Reserve to build it back up. The funds to build parking lots for some of the land the Town has purchased. People have been promised access to the land acquisitions that we purchased and we have never given it to them.

Penny Scott Pipes, spoke specifically about the Crosbie property and explained that \$75,000 dollars was allotted for parking and access originally, but 3 to 4 years went by and other properties were purchased and access to the Crosbie property was never provided.

Frank Snow, The Chair of the Conservation Commission, explained that when we purchased the Crosbie property there was a cart path, the path was narrow, and it was very close to another property that the Crosbie family owned, as part of the acquisition, they asked that Town create a new access road and not use the cart path. We had 5 feet of snow that year so and the road was never created.

The amount of money requested is high because we have multiple properties that need access and it is easier to make all the access roads at the same time. Also, initially the parking areas were not going to be so elaborate, it is more than they originally anticipated. There is also a plan to build gates to close the parking lots down at night to stop vandalism.

Lincoln Heineman asked if each parking lot would contain 11 parking spaces and Frank Snow said yes. There was discussion if 11 spaces were too many and that the price to make 11 spaces was not that much more than just making 5 spaces. The consensus was that the spaces would be used.

Frank Snow also discussed adding some hard packed trails to get from parking area through the wooded area to hiking trails.

The Commission also hopes to do habitat enhancement for wildlife and plant growth in the future.

Karen Connolly further explained that the committee should have requested the money to build the 4 parking areas when the Town acquired the land, but it was a learning process and something they will now do in the future.

Stephen Coulter, Housing Authority Chair explained that they would like to complete Phase 2 of the Window replacement project at Central Park Community Housing. They want to finish the project by replacing the rest of the windows. In doing so, we can protect the building and the residents by keeping the building up to date.

Steve said the price for the project increased for several reasons, there are more windows to replace in Phase 2 than there was in Phase 1 (*72 in the first phase and 95 in the second phase*) and the windows are on the second floor. Also, they ran into asbestos issues which added \$30,000 to the project. He also stated that they added a \$23,000 contingency in case any other unforeseen issues pop up.

Geoff Burns asked about price points about windows. Thought it was a little expensive, Steve explained that the windows also had to be reframed and rotted wood had to be replaced.

Mike asked if the new windows could be the same size as the old ones, but Steve said they could not because ceilings are at a different height.

Geoff asked if you leave out abatement costs, the price seems high at \$2,100 per window, he wanted to know what the average cost for each window installed without any additional installation costs included.

Steve said that 95 windows being replaced with vinyl siding would cost \$199,000. The price per window Steve said would vary due to the different window sizes throughout the building. Mark Sandham asked for an itemized breakout. **Steve said he would provide the breakdown for the committee.**

Mike Westort asked how the project would get funded if it does not get approved. There is no other recourse Steve said. Central Park is Federal Funded, even though residents in this housing unit are low income Scituate is not considered a town that is in need of help by the Federal Government.

Lincoln asked how finances were handled at Housing Authority and Steve said Funds are separated by project.

Anthony Antonello asked Steve how many rooms in each unit; Steve replied one bedroom, one kitchenette and one living area (room) and that there were 51 units in total.

There was discussion regarding the approximate \$38,000 that the Housing Authority shows in their balance sheet, and if that money could go towards this project, Steve said that he thought the money was earmarked for other projects.

Lincoln Heineman asked what the Housing Authority's Capital Plan and asked Steve to come speak about it at another meeting in Jan or Feb of 2018.

Mike Westort said why not wait until next town meeting to get the money. Gary Myerson, Vice Chair CPC clarified that if you wait another year the price could go up.

Geoff Burns asked about the nature and purpose of their investments, Steve will provide information back to committee.

Penny Scott Pipes, Conservation Commission Liaison, presented a map to the committee showing them the areas where the current parking is and the new proposed parking areas would be built. Currently, the parking for most of the trails is across the street on private properties.

She also mentioned that every lot will have a Handicap accessible spot.

There was some discussion on the area from the parking lot to the trails that crosses over wetlands. Penny explained there was no way around the wetland crossing and that if we put the parking lot in the area recommended that the wetland crossing and replication is expensive, but it is not that much more to continue the road once you incur these initial costs.

There was concern that one of the parking areas was too far from the hiking trails, but Frank Snow from Conservation, clarified that all the proposed parking areas are at the beginning of the hiking trails. The amount needed for each project is:

\$310,000 Crosbie Land Acquisition
\$ 70,000 Higgins McAllister Land Acquisition
\$ 82,500 Bates Lane Parking
\$ 66,000 Damon Preserve Acquisition

The CPC also wants to add signs on the streets for the trails. The thought being that the signs will help increase awareness and that the trails will be used by different organizations like the boy scouts and girl scouts, they want the trails to be easily accessible for everyone to use.

If this is voted for as aggregate for trails and access, they can shift money to different locations named in the article.

Marla Minier, of 29 Christopher Lane, discussed the properties that need to be mapped for hiking trails. They want to use a mapping tool to develop trails so you can access maps via cell phones and laptops. They would need a graphic designer to make paper maps as well. Higgins/McAllister will need two bridges. All the trails will need trail signs and little markers along the trails. Maps will be on town Website so we will not have to make also of paper making maps. Some trails might be mountain bike trails some will be walking trails.

Lincoln Heineman said this would be good for tourism and that signs could be put up at train stops.

The commission is grateful to Marla for taking the lead on this project. The commission is hopeful that this can be accomplished.

Mark Sandham asked why some of the trails were not included and Marla said they wanted to focus on trails with parking even though other trails need to be mapped as well

Marla also stated that the price dropped from \$52,000 to \$38,490.

It was stated that if there were any follow up questions on this issue, the contact person was Gary Meyerson, Vice Chair of the CPC.

Nancy Holt reviewed the articles that were voted on by the Board of Selectman on Tuesday, October 17, 2017.

Article 4 - Widow's walk Capital Project was removed because the Town Administrator said it should have gone through Capital Planning.

Article 11 – Amend Zoning Bylaw was removed because it does not have to be in this Town Meeting because this is not something we have to do immediately.

Article 1

Another unpaid bill for town clerk's office came was discovered, it had come through an email for the amount \$70.00

Article 2

No changes

Article 3

Nancy spoke to with the Department of Revenue to ensure this was an acceptable solution.

Article 4

No changes

Article 7

No changes

Article 8

No changes

Article 9

Town Counsel added some legal language to the original article. Nancy confirmed that other towns had done this. The end result is the violation would now act more like a parking ticket and the town would keep all revenue, and would only share if violator wanted a hearing. Still have the authority to issue a State Ticket.

Article 10

No changes

Article 11

Maura Curran, Selectman Chair, explained that they are currently looking at 10 parcels of land and may not have a specific one selected before Town meeting. The Town can still vote to avoid further delay because the article was not written with a specific property named.

Article 12

No changes

Lincoln Heineman asked Nancy Holt to provide an update on the Minot Beach Nourishment. Nancy Holt with Nancy Durfee and she explained that the project included 240 cubic yards (which extends from the edge of the public side to Oceanside) of the public beach section of Minot Beach and no easements would be required. She asked for a \$3 million dollar grant that would fill part of the area. It is an engineered project and material could be brought from a quarry or dredge project if we take the spoils from a dredge project we would only have to pay for transportation and it would cost less money.

Because it is an engineered project, FEMA will reimburse to re-nourish the beach again if it is destroyed in storm. It has to be declared a disaster for this to happen. The last time the beach was nourished was 1967.

Geoff Burns asked if there was any consideration as to where the sand will eventually move to. Maura Curran explained that there was a Coastal Advisory Engineering Report that would answer this. **Nancy will send link.**

Currently Nancy Holt is still following up on the GIS update.

Nancy is still working on an update for Patrice Metro's question regarding percentage covered by sick time for Fire and Police.

ARTICLE VOTES:

Article 1 Unanimous Vote (6-0). The write up will be done by Lincoln Heineman

Article 2 Unanimous Vote (6-0). The write up will be done by Patrice Metro

Article 3 Unanimous Vote (6-0). The write up will be done by Mark Sandham

Article 4 Unanimous Vote (6-0). The write up will be done by Jerry Kelly

Article 5 Unanimous Vote (6-0). The write up will be done by Mike Westort

Article 6 (Project 1 and Project 2) Defer Vote—Vote will be made prior to Town meeting. The write up will be done by Jamie Gilmore

Waiting for answers for the following questions:

- What is the 5 year Capital Plan
- Is the Housing Authority able to put the \$38,000 towards the Project
- Would like a breakdown of project (itemization)
- Explanation of funds listed for investment component
- Updated financials for all of the housing authority, not just by project

Article 6 Project 3 Not Unanimous (4 -2) Patrice and Mike were concerned about the cost. Patrice was also hesitant about the priorities of The Housing Authority.

Article 6 Project 4 Unanimous Vote (6-0).

Article 7 Unanimous Vote (6-0). The write up will be done by Anthony Antonielli

Article 8 Unanimous Vote (6-0). The write up will be done by Sean deLacy

Article 9 Unanimous Vote (6-0). The write up will be done by Geoff Burns

Article 10 Unanimous Vote (6-0). The write up will be done by Patrice Metro

Article 11 Defer Vote waiting to hear if they decide on a specific piece of property, **Vote will be made prior to Town meeting. The write up will be done by Jerry Kelly**

Article 12 Unanimous Vote (6-0). The write up will be done by Lincoln Heineman

Lincoln Heineman announced that the committee needs to vote in a new Vice Chair. Geoff Burns nominated Mark Sandham as the new Vice Chair, Mike Westort second. **Unanimous Vote (6-0). Mark Sandham is the new Vice Chair**

Lincoln Heineman nominated Sean deLacy as the Planning Board Committee Liaison, Mark Sandham Second **Unanimous Vote (6-0)**

There was no new business to discuss

Motion to adjourn made by Lincoln Heineman, Mike Westort, Second. Meeting adjourned at 9:26 PM

All Write ups are due by Monday morning, October 23, 2017 emailed to Lincoln Heineman and Lianne Cataldo

Lincoln will send out Template for Special Town Meeting Booklet

Respectfully Submitted,
Lianne Cataldo (Recording Secretary)

Nancy Holt Follow-up

- *GIS Update*
- *Update for Patrice Metro regarding % covered by sick time for Fire and Police when they are injured*
- *Coastal Advisory Engineering Report link.*

Open Items

- **Article 6 (Project 1 and 2) Vote will be made prior to Town meeting. Waiting for information regarding:**
 - What is the 5 year Capital Plan
 - Is the Housing Authority able to put the \$38,000 towards the Project
 - Would like a breakdown of Central Park window replacement project (itemization)
 - Explanation of funds listed for investment component
 - Updated financials for all of the housing authority, not just by project

- **Article 11** Vote will be made prior to Town meeting, waiting to hear if they decide on a specific piece of property

Referenced Materials for October 19, 2017 Advisory Committee Meeting

- Agenda
- 10/12/2017 Meeting Minutes
- Updated Warrant
- Updated Article descriptions
- Central Park Senior Housing Phase II
- Research on Trail Maintenance
- CPC Funding Request form for Developing and Promoting Trails
- Housing Authority CPC Application
- CPC Funding Request for Phase II of Window Replacement at Central Park
- CPC Funding Request Form for Public Access to Town Owned Properties
- CPC Article Summary for Window Replacement at Central Park
- Central Park Ledger
- Central Park Financial FYE 16
- Letter from Scituate Commission on Disabilities to increase parking and provide trail mapping