



**Advisory Committee  
Meeting Minutes  
Community Room, Scituate Public Library  
Thursday, January 25, 2018  
7:00 pm**

**Committee Members Present:** Lincoln Heineman, Anthony Antoniello, Sean deLacy, Geoff Burns and Patrice Metro

**Committee Members Absent:** Mark Sandham, Vice Chair; Mike Westort, Jamie Gilmore and Jerry Kelly

**Also in Attendance:** Jim Boudreau, Town Administrator; Nancy Holt, Finance Director; Joe Divito, Assessor; Jessi Finnie, Library Director; Kathy Curran, Town Clerk; Bob Sanderson, Widow's Walk; Maura Curran, Board of Selectmen (Advisory Liaison)

**The meeting was called to order at 7:04 pm by Lincoln Heineman.**

**Review of Advisory Committee's role in preparation for Town Meeting**

Lincoln welcomed Jim Boudreau, the new Town Administrator.

Lincoln handed out a copy of the Town Charter and the By-laws which explains the role of the Advisory Committee. He reviewed the deadlines for reviewing budgets, which is 90 days prior to Town Meeting, and explained that any amendments from the Advisory Committee are considered first. He further stated, that Advisory has an important role in increasing or decreasing budgets as they see fit. Lincoln said he will review Advisory's role again at the next meeting when all the committee members are present.

Lincoln also reviewed the fact that if they only have 4 members present, then they cannot have a meeting and everyone has to leave immediately. Lincoln requested that Advisory members tell him as soon as they can, if they cannot attend a meeting.

All the committee members introduced themselves to Jim Boudreau.

Anthony explained to Jim that he felt the School Committee budget should be more transparent. Jim said he would talk to the Superintendent.

**Budget Presentation**

Jim opened up by saying he would attend as many meetings as he could and that if the Advisory Committee needs anything they can contact him or Nancy Holt.

He then gave an overview of the **FY 19 Operating and Capital Budget.**

He credited Nancy Holt for developing a large part of the budget and further stated that budget is balanced without using Free Cash.

Lincoln asked about the plan for OPEB (Other Post-Employment Benefits), Jim said the goal would be to try to increase it. Jim further explained that there were not a lot of towns meeting their obligation. Lincoln said he was worried about dropping down from AA+ status; Jim said that all the AA+ towns are in similar situations. Jim explained that there was no Free Cash available to put towards OPEB in this budget and that Free Cash is being used for Capital. Geoff asked about the management of funds in regard to retirement and Jim said the returns are much better.

Lincoln asked about damages from the last storm. There was a brief discussion on disaster costs relevant to the January blizzard and if it was going to be classified as a federal disaster. Jim said paperwork has been submitted to MEMA so they can evaluate if there were enough damages to qualify for reimbursement.

### **Widow's Walk Enterprise (61)**

Bob Sanderson explained that we had a drought the prior year and the fairways were severely impacted. He thought IGM did an excellent job of bringing the condition back and with new seed the course is better now than it was before.

#### **Budget:**

- FY 17 had good retained earnings, but the impact of the drought set them back a year to make the changes they wanted to the property. Curb appeal (the area between the parking lot and The Driftway) is very important in a golf course and it was estimated at \$100K by Kennedy's to improve this area.
- In 2019, the plan will be to redesign the clubhouse. The cost for the "Design and Engineering" for improvements to the Clubhouse is \$30,000. Hopefully, by the fall of 2019 they can start the project. They have formed a small committee to make a plan of attack and are estimating the cost of the project to be between \$800K - \$1M.
- The parking lot with possible minor expansion is estimated at \$250,000 derived from the average of four submitted estimates.
- Another major expense is a new irrigation system, the Capital Plan 2018 allows for the design and study for irrigation system which should happen this spring. The cost will be about \$2M - \$2.2M; Lincoln wanted to make sure the irrigation system will not be affected by any of the renovations. Bob ensured Lincoln that it is just for the golf course and is not near the building or parking lot.
- Bob is requesting \$40,000 for netting behind the 5<sup>th</sup> hole, this would be a FY19 Capital item.

Bob feels these changes will provide increased revenue opportunities and both the Town and the golfers/members will be happy to see the completed project. Patrice wanted to know if it would change the fee structure, but Bob did not think it would change that much. However, there is a proposed 5% fee increase in 2019.

Bob explained that they rebuilt the well in the past; it had been abandoned because it was too high in both magnesium and sodium counts. They tapped Widow's Walk into the well, but when they needed it the DEP shut them off from using it and then it eventually failed. They need to capture more water, either increase the size of the pond or get another well drilled.

Bob provided the following stats:

- The average number of rounds of golf played is approximately 33,000
- The course and driving range is used by a high percentage of town residents, the high school golf team, members and the Scituate Recreation Department.

### **Department Budget Reviews:**

**Administrative (123):** Jim said that the budget is down this year. The Contractual Bargaining line went down because those amounts are incorporated in departmental budgets. Lincoln wanted to know which contracts were still under negotiations and Jim said AMP, TOSCA, Police and Fire are under negotiation and that DPW is done.

**Advisory Committee (131)** Level funded

**Reserve Fund (132)** Level funded

**General Liability and Property Insurance (192)** up 5% due to claims (injuries)

**Street Lights (424)** Level funded at amended number

**Worker's Compensation (912)** Level funded

**Unemployment (913)** Down 50%

**Assessors (141)** Joe Divito, Town Assessor gave a quick introduction, he was born and raised in Hull and worked in real estate and also as Town Treasurer/Collector and Assessor during his 25 year municipal career.

He explained that he wants to improve operations and efficiencies in the next year. He wants to strive for accurate assessments and will work hard to get them. Patrice wanted to know how the process works. Joe explained that you assess all properties at once by reviewing the sales, breaking them down into components (location or neighborhoods) then again by water view, marsh, obstructed water view, etc., then you develop schedules and apply formulas and factors. Geoff wanted to know if assessments will go up if the house values (prices) continue to increase in Scituate. Joe thought some could increase because they were a little below where they should be. Lincoln asked if we had a single rate and Joe said we have a single rate, not a blended rate.

Joe explained that you can file for abatement if you think your assessment is incorrect. Lincoln wanted to know if Scituate would have to devalue houses near the coast due to the storms. Joe said he would look at the sales to determine that factor. Lincoln asked about the assessors overlay, Joe said the assessors overlay is \$250,000.

### **Library (610)**

Jessi Finnie explained to the Committee that there is a plan in place to fix the noise in the Community Conference Room and that it is being brought to the PBC at the Feb meeting, she further stated that the cost should be about \$40 – \$50,000. She said that she was not sure if the Town is expected to chip in, but she thought the liability was on the engineer and architect. **She** felt the duct work should have been lined and the machinery might not have been the correct choice for the space. Lincoln wanted to know if there was sufficient funding and Jessi said there was \$130,000 left in the budget. Anthony wanted to know if any other rooms were impacted. Jessi said only restrooms.

Jessi explained that the only other problems were a few warranty issues that are currently being addressed, but nothing out of the ordinary, just what you would expect with a new building.

**Accomplishments:** The new library was a tremendous effort across the town. The Library Foundation raised \$1.6 million dollars to date. The foundation was comprised of private citizens who did a great job. The staff also did an amazing amount of work moving and getting the new

building ready to open.

Jessi provided the following stats:

- Computer use up 40%.
- Audio books are up to 16% of circulation and the hardcopy circulation has not really decreased.
- About half of the community is a library member.

Jessi said that the “people counters” are not working properly and that it might have to do with door clearance and therefore her stats were not accurate, but she thought there was about a 25% increase in people (traffic) from the old library. A lot of people are just using the space or the Wi-Fi and not necessarily taking books or movies out.

Goals:

- The biggest goal is a Strategic Plan which is required to be eligible for grant funding. It will also help them focus on where to spend money.
- Self-check-out stations, which would also allow you to pick up your on books on hold.
- An Artisan Fair.

The library is starting to lend out tools, like a telescope, which you can borrow for 2 weeks. Jessi is meeting next week to decide what the next articles to lend out will be, maybe fishing poles or other seasonal items.

Budget Overview:

- Utilities are rising because it is a bigger space that we are heating, cooling and lighting. Kevin Kelly had some ideas about efficiencies going forward.
- Gas bills are not especially high.
- Jessi re-organized the categories in the budget to make more sense so you many notice some changes.

### **Town Clerk (161)**

Kathy Curran said she would recommend using the gym if there is a big Town Meeting -- more than 750 people. The Performing Arts Center was hard to hear and very cold and about 10 registered voters were outside of the room. She also said you need a live feed if you are going to have an auxiliary room for overflow.

Accomplishments:

- Kathy Curran said that the vacant full time position was filled in May, by Heather Nugent who was here just in time for Town election. Pam Mullin retired in Feb and Ann Breen was covering for the 3 months before Heather was hired.
- Kathy just took the test to get certified as a Mass municipal clerk
- She stated that about \$38-\$39,000 was made in revenue for dog licenses, birth certificates, marriage certificates, archives, etc.

Challenges:

- The woman who runs the archives is retiring and it is going to be hard to replace her.
- Kathy has to start collecting data next month for the 2020 Federal Census. Might have to redistrict or add a district after the 2020 census. Kathy has to clean up the files and make people inactive if they have not voted in 2 years and have not sent back census form. Changes have to be done manually. It is a lot of work.

- Early voting is another challenge. It was not supposed to be for local elections. Many different types of ballots.
- They want to do same day voter registration which will be difficult to manage and could cause voter fraud.
- Wants to move bottom part of voting machines because they are in the basement and are delicate (easily breakable) and could get ruined.

**Budget increases:**

- Looking for an increase in salaries election workers.
- Early voting
- Cost for three (3) elections
- Free maintenance for voting machines has run out
- Sound system for the Town Meeting is \$4,000 (if you have it in the gym).
- 5,000-6,000 voters are estimated to turn up to the elections. Need police for traffic at 3A and in the parking lot

**Acceptance of Minutes**

**Lincoln Heineman made a motion to approve the minutes from the November 14, 2017 meeting with corrections, seconded by Patrice Metro. The vote was 4 in favor due to the fact that Geoff Burns abstained from voting because he was not at the last meeting. There were no opposing votes.**

**New Business**

Lincoln said he cannot be at the Feb 8<sup>th</sup> and the Feb 15<sup>th</sup> meetings, so Mark will Chair. For the next meeting Lincoln suggested Karen Connolly CPC come in Feb 1<sup>st</sup> and to split up Police and Fire. Karen Connolly, Fire and Community/Development and Facilities will be invited to the February 1<sup>st</sup> Meeting. Feb 8<sup>th</sup> we can add Board of Health and Veterans and we will try to cancel Feb 22 because it is during school vacation.

**Lincoln Heineman made a motion to adjourn, Geoff Burn seconded the motion, meeting adjourned at 9:29 PM; Unanimous Vote (5-0).**

Respectfully Submitted,  
Lianne Cataldo (Recording Secretary)

**Outstanding Items:**

- *None*

**Referenced Materials**

- Agenda
- 11/14/2017 Meeting Minutes
- Town By-Laws and Charter
- FY 19 Operating and Capital Budget Overview

## ***FY 19 Operating and Capital Budget***

### **FY 17 Recap**

*FY 17 certified free cash of \$3,252,678*

*General Fund receipts and New Growth up over projections: \$1,488,509 (\$1,439,937, \$48,572)*

*Continued investment in capital including roads (\$1.38M), school technology, foreshore protection (\$4.69M), water supply, sewer improvements*

*Two of three major building projects opened for use*

*Maintained AA+ Bond Rating*

### **FY 18 YTD + (-)**

*FY18 New Growth exceeded projections by \$72,266*

*FY18 local receipts to date on par with FY17*

*Middle School opened to students in September*

*Foreshore protection work on three sections of Oceanside Drive seawall nearly complete*

*Final design contract of \$22M water pipe replacement project awarded*

*Agreements with Army Corps of Engineers for repairs to jetty and feasibility study of foreshore protection options in Cedar Point area*

*Standard & Poor's affirmed Town's AA+ rating – Jan 2018*

### **Challenges**

*Many of the new/renovated building warranties expire in FY18*

*Growing fixed costs for Employee Benefits (health, life insurance, FICA, unemployment)*

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

*Obtaining grant funds to continue major initiatives including foreshore improvements and FACTS program*

*Transitioning old buildings into use or open space with available funds*

*OPEB liability increased by \$15M to \$85M*

*Balancing competing demands with limited increases in available revenue*

### **FY 19 Operating Budget Focal Points**

#### **LEVEL SERVICES BUDGET**

*In accordance with financial policies, FY 19 operating budget is balanced without using Free Cash*

*Local receipts and new growth projected to increase \$25,000*

*State aid receipts and assessments level-funded*

*Four town union contracts expired 6/30/17; estimated amounts included in departmental budgets.*

*1.28 positions added to address human services needs*

*Employee benefit increases estimated at \$460,929 (not including COLAs)*

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

### **FY 19 Budget Highlights**

*Provides levels services programs and activities*

*Incorporates operational and maintenance costs for new facilities*

*Maintains allocations for road improvements & foreshore protection*

*Continues commitment to water and sewer infrastructure*

*Recognizes and provides for human services needs by creating 1.0 new FT position and adding 10 hours*

*Preserves initiatives previously supported with grant funding (e.g. Coastal Resources Officer & FACTS)*

### **FY 19 Recommended and 5-Year Rolling Capital Plan**

#### **General Fund - \$4,200,105 recommended:**

*Road improvement funding & foreshore at \$200,000 each*

*Addresses fleet needs including snow attachments*

*Continues to address public safety communication needs*

*Support for Schools – school technology, facility improvements*

*Recommended funding includes \$200,000 in borrowing and the balance in available funds*

*\$500,000 for architectural services for new senior center*

#### **Enterprise Funds - \$5,850,450 recommended:**

*Water projects including well upgrade, fleet replacement, water meters and treatment plant repairs*

*Sewer infrastructure support including copper reduction, treatment plant upgrades and final stage*

*of rehab of two pump stations*

*Waterways projects include new vessel with fire suppression capabilities and additional piling replacements*

*Transfer Station project to sand blast and paint scale*

*Widow's Walk includes funding for construction of irrigation system and design and engineering of potential upgrades to facility including clubhouse, accessibility issues, curb appeal and parking.*

***Capital Stabilization Fund – \$96,000 recommended:***

*Allocation of \$96,000 for future use*

*\$397,500 recommended in usage for current plan*

***FY 2019 Special & Annual Town Meeting Articles (as of December 19, 2017)***

*•20 tentative warrant articles*

*including all operating, enterprise and capital budgets and two petition articles*

***Continuing Obligations for FY 20 and Beyond***

*Fixed costs such as pension and insurances will continue to increase*

*FEMA reimbursements for storm damage repairs to foreshore areas will require 25% cash match*

*OBEB allocations need to be increased, especially based on new actuarial study*

*Operation and maintenance costs for new facilities and existing facilities, infrastructure*

*Continued implementation of Public Facilities Master Plan*

*School, fleet and scheduled maintenance capital needs*

*Adequate supply of water and expansion of sewer capacity and connections for residents*

*Continuation of programs currently supported by grant funds (FACTS, Coastal Resources Officer—100% General Fund)*