



**Advisory Committee
Meeting Minutes
Community Room, Scituate Public Library
Thursday, March 1, 2018
7:00 pm**

Committee Members Present: Lincoln Heineman, Chairperson; Mark Sandham, Vice Chair; Jamie Gilmore; Sean deLacy; Anthony Antoniello; Patrice Metro; Jerry Kelly

Committee Members Absent: Geoff Burns and Mike Westort

Also in Attendance: Nancy Holt, Finance Director; Maura Curran, Board of Selectmen (Advisory Liaison); Donna Bangert; Linda Hayes; Maura Glancy; Seth Pfeiffer; AnnMarie Galvin; Pam Avitabile

The meeting was called to order at 7:00 pm by Lincoln Heineman

Lincoln Heineman reminded the Committee inform him in advance if they cannot attend a meeting to ensure they will have a quorum.

Jamie Gilmore made a motion to accept the Agenda, seconded by Jerry Kelly; Unanimous Vote (7-0)

Departmental Budget Reviews:

**Beautification (650) –Donna Bangert
Budget:**

A large part of the budget is spent on plants. Currently, there are 23 “adopt a lot” programs; the Town lost one this past year at First Parish. There are 26 volunteers on record; we also lost one volunteer this year that used to take care of the elephant garden.

Goals:

- Volunteer recognition
- Need to soil test and divide the big plants on the islands
- Rejuvenate the elephant fountain garden
- Assist with the appearance of the entrance to town
- Work with DPW on Town Hall appearance
- Work with DPW to collect rain water at DPW garage
- Merchant program
- Maintenance of railroad crossing islands
- Ship Shape Day, April 28th

Donna mentioned her concern for caring for the new larger plantings at the School and the Public Safety Building

Lincoln Heineman asked about the requested budget of \$23,650 and if they could live with the \$1,000 less in the approved budget from the Town Administrator. Lincoln wanted to know if the money was adequate to accomplish the department's goals. Donna said they can adjust the amount of money that they spend by making fewer islands or doing things incrementally. **Lincoln Heineman asked Donna to think about how much money she would want in future budgets.** Jamie asked if there are similar town that have the same budget. Donna said she wasn't sure what the budgets of other towns were. Some Towns are part of the DPW, like Hingham and Marshfield. **Donna said she will do some research.**

Patrice asked about the entrance to Scituate and what Donna planned on doing. Donna said she was discussing doing something around the flagpole and other areas. Cannot do an "adopt a lot" because there is no water available in that area.

Lincoln asked about the flower pots at the Harbor and Donna said that was not her department that did that. The Committee thanked Donna for her efforts in the Town, they also felt that the budget could be larger.

Council on Aging (541) – Linda Hayes, COA Director

Linda explained her mission statement as written in the Town Budget

Goals:

- Working on a new tag line: commitment, connection and community
- Thinking about bringing back 90th birthday parties
- Transportation to lunches
- New Senior Center

Accomplishments:

- Exercise program, balanced for life
- Men's yoga
- Pickle Ball in the Jenkins School gym (2 nights a week)
- Lifelong learning
- Social services
- Participation numbers have increased
- Trips to museums and music outside of town
- Age friendly initiatives
- Increased electronic communications

Lincoln asked about the plans for the Senior Center and Linda explained that the feasibility study was done from Jan – June and it provided pros and cons for each of the 4 sites along with suggestions for accommodations and services. The study recommended the Driftway site and the Board of Selectmen liked the Gates property. An OPM has been appointed, Vertex who did the Public Safety Building, was voted on by the PBC. The Capital funding needs to be requested at the Special Town Meeting. Mark asked what the estimate was and Linda said the result of the feasibility study for the Gates site was about \$11-13M.

Lincoln wanted to know what the long term plan was for the whole property. Linda said the plan would hopefully be made before Town Meeting.

Jamie wanted to know if the study results preferred the Driftway was the Gates location going to be acceptable, Linda said she was just happy to have a Senior Center.

Patrice asked about the survey and Linda said they got about 500 responses both positive and negative. The recommendations from the survey was the library first, the Driftway second and then the Gates t property third.

There was a brief discussion about the Gates building not being recommended because of the level changes in the building.

Anthony asked who was involved in developing the project. Linda said it was the PBC, Town Administrator and the Board of Selectmen.

Jerry began by saying that the need for a new building is accepted by the Committee. He further stated that he attended the focus groups and the biggest concern was what was going to happen to the Gates Property in the future. He also stated that a senior person driving through the intersection leading into Gates was a concern and that the Town would have to make some changes to the road.

Anthony thinks that someone from the Advisory Committee should be a liaison to the PBC. Lincoln wanted to look at the by-laws to see if they could be a voting member. Lincoln said they could appoint a liaison and that they would readdress this issue at the end of the meeting.

Nancy looked at the by-laws and said there are 5 voting committee members appointed and then 2 user members (voting members) that are appointed until the building project is completed.

Budget:

The Budget is unchanged.

Lincoln asked about the salary decreasing and Linda said the Social Services Manager is being moved to another department so the salary line item dropped.

Patrice asked about volunteer drivers and liability; Linda said they have one that they rely on. It is hard to recruit drivers due to the liability.

Patrice asked about possible joint programing with the Recreation Department. Linda said they share space, but there is definitely opportunity.

Recreation (630) – Maura Glancy, Recreation Director; Nick Lombardo, Assistant Director

The Recreation Department moved to the old Gates Building near the entrance on the left in the A Wing. Maura is very happy with her new location.

Goals:

- Secure new location
- Need area for little people program
- Opened up 2 additional days for Pickleball for seniors and young people
- Researching the permitting and fee structure to rent out gym
- Would like to get high school students more involved in programs, Spike Ball was one of the suggestions.
- Extended day programs for camps so parents can drop their children off earlier or pick up later, want to expand hours in the future

Accomplishments:

- Relocation
- Gym floors were redone for indoor sports
- Adult Pickleball program
- North Scituate Playground
- Central Field North project completed
- Drama program has been a tremendous success, partnered with historical society and SATV who films final performances
- Hired a CIT Director, we have 88 volunteers in the summer who need to be managed
- Life guard training
- CORSE collaboration, additional week of Maritime Adventures
- Started an adult Mercury sailing program
- Purchased a new fleet of 420 boats through Capital which will be used by the High School sailing team

Lincoln asked if the Town did not own the Scituate Harbor Community Building in the future could they do their programs at Gates instead, Maura said they would be able too.

Lincoln asked about the usage of the North Scituate playground, Maura did not know, but knows that it is very busy. The merchants in North Scituate are very happy about the location.

Mark asked if they would partner with the Senior Center for some of their senior exercise programs.

Lincoln thanked Maura and the Department for all they do for the Town

Budget:

Mark asked about the income on the revolver and wanted to know if there was detail other than just the summary and additional payroll, Maura said there are additional personnel to support the program.

Maura said they were looking into buying a Zodiac.

Anthony asked if they get the beach sticker money, Maura said only a portion which she uses for the lifeguards.

Lincoln asked who signs off on the revolving fund and Nancy said it was the head of the department.

Maura said her long term plan was to redo the Egypt Beach Parking lot and then the Minot Beach parking lot. Minot, Peggotty, Sandhill and Humarock are getting new access mats for wheelchairs and strollers. Egypt has a boardwalk that would have to be replaced.

Maura talked about the Mr. C award and how it was given to a deserving volunteer every year.

SCTV (159) Seth Pfeiffer, Cable Director

Seth has a background in television and is originally from Chicago. The vision is: television about Scituate by Scituate

Seth discussed the three aspects of SCTV: Government, Education and Public

Government Goals:

- Would like to give live updates during storms
- Interviews with department heads

Education Goals:

- Would like to film more events

Public Goals:

- Get the public more involved
- The public can learn to use the equipment and film games or other activities

Challenges

- Trying to figure out what is the best equipment to buy so public can use

Budget increases:

Need all new equipment and new editing software.

Mark wanted to know if this would be a one-time expenditure because the equipment was old (the budget is up \$120,000 this year) and Seth said probably every 4 – 5 years we would need to buy new equipment. Mark wanted to ensure that all the equipment would be compatible. Seth said all the new buildings were independent but would be compatible.

Lincoln asked about the pay increase; Seth said he was just informed that the salary was increasing.

Nancy added that there was over \$900,000 in revolving fund.

Lincoln said that he had heard in a previous meeting that Comcast has to use old copper lines (boosters) and is that why the service is bad during storms. Jim was not sure about the infrastructure, but said that the Town was starting negotiations with Comcast.

Patrice asked when it is going from Analog to Digital and Seth said that it has happened, but because of the older equipment the transition is slow. Some pieces will be clearer than others.

Patrice asked what the channels were; Seth said that the channels are 8, 9 and 22. Seth is trying to get consecutive channels and the information added to the guide so viewers would know what they are watching and what is on next.

Lincoln wanted to know what else was in the contract negotiations, Seth said the meetings start next week. Looking to do another 10 year deal Seth said. Nancy said we are looking to make sure we are getting our fair share of revenues. There was a general discussion about contract negotiations

FACTS (561) – AnnMarie Galvin

AnnMarie is a parent in the community and started FACTS 7 years ago after a couple of overdoses in Scituate (2011 school year). It started as a grass roots effort. AnnMarie wrote and received a federal grant which is currently midway through year 5 (of a 5 year grant). AnnMarie is writing the grant again because you can reapply one time for an additional 5 years. The budget is a backup in case the Town does not get the grant in September. The Town has agreed to be the Fiscal agent and provide office space which is required for the grant to show community involvement. AnnMarie said she had a lot of accomplishments and could come back and provide her full presentation to the Committee.

Goals:

- Reduce drug usage
- Support groups for children during school hours

Budget:

Jamie asked about additional funding, AnnMarie said it was a lot of services donated. Experts come and speak for free many times. AnnMarie thought there were opportunities for sponsorship. Jamie was concerned about what would happen after the next five years.

Jerry suggested running a Gala or something similar as other ways to raise money. AnnMarie thought a big event would also be good to raise awareness.

Accomplishments:

- Working with other town to help then start a FACTS program
- On-call follow up program
- Over 100 people placed into programs

Jerry complimented AnnMarie on what she had done for the Town.

Patrice asked about the underage drinking and binge drinking; Scituate is higher than other communities. AnnMarie explained the bad decision making that accompanies binge drinking and what a big concern it is. Annmarie wanted to use some of the money for consequences against underage drinking like beach patrol; police presence at the SPIT, etc. This would be included in the police overtime budget.

Tax Foreclosures (158) and Treasurer/Collector (145) – Pam Avitabile

Goals:

- Minimize collection of at least 15 tax title accounts
- Conversion of financial software
- 5th payroll successfully run in Munis
- Have Police and Fire Department enter their own hours for payroll
- Develop a wellness program
- Phase in other departments on new payroll system

Mark asked how the wellness program plays into rates, and Pam explained that the programs are free of charge.

Challenges

- Payroll person is retiring
- Have been asked to take credit cards at the counter

Accomplishments:

- 45 parcels redeemed
- \$737,326 collected from tax tile went to Free Cash
- Successful transition from Mayflower Municipal Health Group
- Snow Plow Wellness program
- Auto pay through UniPay system online
- 13,539 stickers have been sold
- Interest of \$643,000 that goes to Free Cash

Budget:

Munis brought everything in-house. We now have the opportunity to go paperless, which will reduce some of the work. However, printing of forms increased budget, used to be outsourced. This required purchasing a new printer.

Lincoln asked how many Tax deferrals, Pam said there were 14.

The Committee asked about the ambulance receipts and why they dropped, Pam said we used Comstar to collect receipts and they try for 3 months and if they didn't collect it sat unpaid. So when Pam came, after the 3 months she gave it to the Deputy Collector, but most went unpaid. The Board of Selectmen policy is that you can apply for hardship abatement. There was a discussion about ambulance rates. **Nancy said she will provide the spreadsheet from Comstar**

Debt Service (720)

We are trying to level fund our debt and wait for larger projects to drop off.

Goals:

- Level funded
- Bond FY19 for what we owe

- \$14M Bond
- AA+ Great Borrowing rate

Budget:

Waste Water falls off in 2023 then Jenkins would fall off next. **Lincoln asked for a spreadsheet showing when the debt falls off the budget. Nancy said she would provide it.**

Jerry asked about Interest Owed, Jerry asked on the last page 247 which was cut off, Nancy explained the line item.

Plymouth County Retirement (911)

- Increasing by 4.4%
- 61.7% funded
- Completion was supposed to be on 2034, then 2031 and now 2029
- OPEB is 2% funded; as of January 31, there is a \$80M deficient

The Committee thinks the Town needs a better plan for OPEB.

Non Contributory Pension (910)

Mr. Gil Patterson is the only person in the department

Contributory Insurance (914)

Joined MIIA which resulted in a savings of \$147K a 4.6% increase

Set up a Cobra plan

OPEB is 2% funded

Federal Taxes (916)

4.55 increase due to inflation costs; we need a percentage after 4.55.

Approval of Meeting minutes

Lincoln Heineman made a motion to approve the February 15th meeting minutes Patrice Metro seconded the motion; (6-0). The vote was not unanimous as Lincoln Heineman abstained from voting.

New business to discuss

Anthony is interested in being the liaison for PBC, Lincoln Heineman made a motion; seconded by Jerry Kelly. Anthony Antoniello is the new liaison for the PBC; Unanimous Vote (6-0)

Lincoln would like informal reports from all the liaisons at the next meeting. **Lianne will email out all the liaisons out to the Committee.**

Adjournment

Jamie Gilmore made a motion to adjourn, Jerry Kelly seconded the motion, the meeting adjourned at 9:56 PM; Unanimous Vote (7-0).

Respectfully submitted by,
Lianne Cataldo (Recording Secretary)

Follow-up Items:

- *Liaisons list (Lianne)*
- *Comstar Analysis (Nancy)*
- *Analysis for debt falling off (Nancy)*
- *Research of Beautification Budget for other Towns (Donna Bangert)*

Referenced Materials

- Agenda
- 02/15/18 Meeting Minutes
- FY 2019 Town Budget