



**Advisory Committee
Meeting Minutes
Community Room, Scituate Public Library
Thursday, December 20, 2018
7:00 pm**

Committee Members Present: Lincoln Heineman, Chairperson; Jerry Kelly, Vice Chair; Jamie Gilmore; Anthony Antonello; Mike Westort; Sean deLacy; Patrice Metro; Elise Russo

Committee Members Absent: Geoff Burns

Also in Attendance: Jim Boudreau, Town Administrator; Nancy Holt, Finance Director; Don Knapp; Bob Sanderson, Widow's Walk; Linda Hayes; Seth Pfeiffer;; Gary Meyerson, CPC

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

**Lincoln Heineman made a motion to accept the agenda; seconded by Sean deLacy
Unanimous vote (7-0)**

New Business

CPC Field Study: Mark Novak, Activitas (Engineering and Design Firm)

Gary Meyerson said that the field and track renovation project was being shown to people early on in the process, the study was paid for by CPC last year, because they wanted to get an understanding of the whole picture. The issue going forward will be how to pay for it. We are not asking for a vote tonight, just input because the cost for the project is high.

Lincoln said that the Advisory Committee welcomed the opportunity to see the project in the early stages. It was discussed that Community Preservation has to approve the project before it goes on the Town Warrant.

Jerry said that this project has people's attention throughout town.

Mark Novak is a Scituate Resident and the Design Principal from Activitas. He said that they have done projects in Weymouth including Jackson Square, the Legion Field Complex and the Track and Field for the Town of Carver. His company has also done work for colleges and universities.

The overall idea for the track and field restoration project is: Equal play, Safer Recreation, Stronger Community

Mike Westort entered the meeting at 7:05

Issues:

- Currently, we are not meeting Title IX (Softball field)
- Track is not regulation, 2 foot elevation change
 - No track meets until this is addressed
 - Surface is delaminated from asphalt, causing cracking
- Turf field is falling apart from the sun (UV)
- ADA issues
 - Code issues with bleachers
 - Press box does not have handicap accessibility
 - Not meeting ADA requirements throughout the area
- 2016 Study showed that the Town had a 16.67 deficient for fields
- We cannot maintain natural grass fields due to overuse

Improvements for Community:

- Create a walking trail around site
- Take out grass around Adventure Area and add a fence and wood chips
- New Grandstand (1000 spectators)
- New Press Box with handicap lift
- Replace concessions building
- Add restrooms
- Portable bleachers on the visitors side
- Storage building
- Baseball field orientation changed
 - Can be used for other sports
- New Softball field
 - Will accommodate other sports
- Use top soil to make berms around fields and possibly use to reseed the back soccer field
- Add LED sports lighting technology, energy efficient and better quality
 - Reidy lights will be repurposed to the back soccer field

Preliminary costs: \$10,070,802.41

Mark acknowledged that this would be a tremendous investment for the Town, and would have to be taken care of. He explained that it had many benefits. We are actually adding 6 fields with lights. We can start to restore the natural grass fields by moving a large majority of the sports off of these fields in the spring and fall.

Mark pointed out that the lighting was the most expensive line item.

He said we are carrying a 10% contingency, but everything looks good so far. This number may continue to come down.

Jamie Gilmore asked about the tennis court at the high school, Gary said that the tennis courts were not in the scope.

Patrice Metro asked if we took on this project how would Scituate compare to other Towns, Mark said we will be in line with other communities.

Mike Westort added that other Towns have great fields.

Gary Myerson said that softball games were being held illegally. Some teams refused to play at Central due to the conditions.

Gary said that other Towns have included projects like this in school renovation projects. We did not. Gary thought the project would run over \$10 M.

Jerry said we currently have a noncompliant synthetic field, and two natural fields, if we are moving towards all compliant synthetic fields, what would the upkeep cost. Mark said it will pay for itself in 10 years, if you perform proper maintenance. After 12 years you have to replace the carpet.

Jamie asked what the budget for maintenance would be, Mark said grooming the field once every two weeks and deep cleaning once or twice a year, which is covered in the project costs. Dan Fennelly, Vice Chair of CPC said that we did a study related to maintenance costs of non-turf fields, a multipurpose football sized field would be estimated at \$15,000 a year, not including water and a baseball field would be \$39,000.

Lincoln asked about having 2 football fields, Jim said they are multipurpose fields and can be lined (used) for different sports.

Lincoln asked if the prior issue with water and the well was related to Cushing, Jim said yes and that the water level was not sufficient to dig a well at Cushing. We repurposed an oil tank and it will be dribble filled.

Sean asked how long the track would last, Mark said 15 years.

Sean asked about the length of the project, Mark said the goal would be to start after the 4th of July and that the track and field should be ready for the home Thanksgiving Football game. The baseball and softball fields would be completed in the spring of 2020

Lincoln asked what was in the CPC fund, Nancy said there was currently \$4 M. Gary pointed out that some of the items in the project cannot be paid for by CPC, for example the press box, turf, maintenance and anything movable or removable. He also said that we have to determine wants vs. needs.

Gary further said he would allocate 90% to the project, in case other projects come up. Gary looked into CPC debt financing for the project and he said he would not recommend doing this.

Sean asked how we would pay for the project, Gary said we have \$4M in bond authorization that could possibly be rescinded and reauthorized for new project. Mark said we will be doing some fundraising as well. Youth groups can contribute money.

Lincoln asked what the CPC Undesignated receipts were, Nancy said \$1.8 M.

Gary thinks the majority of the project would fall under Capital Projects.

Lincoln said you may want a legal opinion as to what falls under CPC.

Gary said if CPC votes in favor in February, they will come back to ask for a vote from Advisory.

Jerry asked if they could sell naming rights, Jim said yes, you would have to do a competitive bid.

Jim said there is ADA money we could pursue and also money in the cable fund

Jerry said we should look at this as an asset liability study.

Jim told Mark that he thought his firm did an amazing job.

Budget Presentation: Jim Boudreau and Nancy Holt

- FY 18 finished in the black
- FY 19 is on target
 - Emergency repairs to water treatment are on track, and are scheduled to start this month
 - Jetty replacement
 - Foreshore damage repair
 - Library Bond scheduled for Jan 2019
- Revenue sources: Main source is property tax levy
 - 3 operational overrides
 - Capital projects have not all hit
- Insurance looks good this year, 8%
- Level Service Budget
 - Except for summer help for fire department
- Dedicated funding for maintenance around new buildings (plantings)
- Operational support for foreshore protection
- Health insurance is high

Lincoln asked about OPEB, Nancy said we have reached \$1M, Jim said we need to select an investment firm going forward. We will keep putting money in and increasing it. Once we pay pension liability all that money will go towards OPEB (8 years)

FY 20 Budget Highlights

5 year capital plan \$18.5 M is recommended

- Maintains level services programs
- Pursues Grants
- Reflects security needs and school and town buildings
- Water infrastructure, temporary green sand filters
- Waterways pump out boat
- Comprehensive dredging license
- New ambulance
- 33 tentative articles between both town meetings

State aid should go up, health insurance will come down.

Mike Westort asked Jim what was on his wish list, Jim said maintenance and equipment lines in DPW and Facilities.

Lincoln asked when we would know if the senior center would be on the warrant, Jim said January.

Lincoln asked about Shore protection, Jim said it is an on-going issue and that the wall at Minot beach just started to cave and that we are going to see situations like this happening more .

Mike Westort asked about contracts, Jim said we have 4 outstanding, 3 of which are done.

Veterans (543) Don Knapp

Don said that we have seen an increase in traffic.

Accomplishments:

- Going out to chapter 115 clients for wellness checks
- Attend State and Federal Resources meetings and then disseminate information
- Training, recertified for the next 3 years which allows for 75% reimbursement for Ch.115
- MVSOA summer and winter conferences
- Cudworth Project is going forward

Challenges:

- Mental health issues, we do not have the training
- Parents living longer, children trying to get benefits
- Opioid epidemic

Lincoln wanted to know how Don came up with the budget, Don said over the last 7 years he has developed a good idea of what is needed for medical, etc. Does not want to fall short in case there is an emergency.

Jamie pointed out that the salary budget is higher than on the TA version, Don said it is a clerical error on his part.

Recommended FY Budget is correct. \$63,431

Patrice asked how many vets are in town, Don said we have been trying to get that number and that there is no way of capturing it unless they put it in their census. He guesses about 1,500 to 1,600.

Patrice asked about the wellness checks, Don said it went from 27-18. The youngest is 58 the oldest was 91.

Widow's Walk Enterprise (61) Bob Sanderson

Accomplishments:

- Getting course back into good playing condition after the drought
 - Better turf because the seed we used was good
- Rainy spring and fall and on weekends and also it was a hot summer so golf was not great, but we are ready for next year
- Formed a Golf Committee
- Course was re-rated and added two new blended tee options for length of course
- Received awards for best public course; South Shore Living magazine and the Mariner
- Golf team is active

Budget:

- Need to make club house more functional
 - Missing out on “Members for a day” and Golf Outings
 - Should pay for bonds with increase in revenue
- We do not capture enough run off water in the pond
- Kent Street well was shut off from the DPW when most needed

Anthony asked about a new irrigation system, Jim said the new committee will decide if they wanted a new irrigation system or to renovate the club house.

Jerry asked about how the new seed and turf will do without good irrigation, Bob said the irrigation is still okay, but it is at the end of its life. Bob said we have to solve the water issue (lack of).

Anthony asked about paving the parking lot, Jim said it is a big project and that they would have to put in drainage.

Mike asked about rentals in the budget, Bob said it is rentals of the restaurant. There was a question about previous years, Nancy said they prepaid their lease payment in 2017.

Mike asked about seasonal salaries increasing, Jim said minimum wage went up.

Council on Aging (541) Linda Hayes, COA Director

Linda said their mission is to help older adults stay engaged, get them where they want/need to go, enhance quality of life, provide independence.

- 11,000 participants in programs
 - Van Usage:
 - 6,920 rides, some were out of town medical rides
 - Out of town field trips
- 75 volunteers
- 12 high school students
- Outreach coordinator over 1000 consults
- New Logo for branding
- Newsletter monthly
- Monthly cable program to inform on topics interesting to seniors
- Family fun walk
- Acceptance in age friendly community network
- Bought 10 Nordic walking poles (Grant)
- Job seekers program
- Volunteer speakers
- History course
- Pickle Ball twice a week
- Tech time, iPad training matched with high school students
- Provided buckets filled with sand for ice this winter to seniors who requested them (high school students)

Budget: Level Funded

Challenges:

- Parking is a constant problem

Jamie complimented Linda on what she does.

SCTV (159) Seth Pfeiffer, Cable Director

- Similar to last year's budget
- Channel 8, 9, 22
- Town events, Government meetings, memorial day parades, etc.
- Added new software that scrolls the time, news, sports, local traffic and weather

Challenges:

- Not enough people watching, need visibility
- Scheduling: Comcast guide just says "public access," State shut down any possibility of receiving specific program titles
- Compatibility issues in other buildings

Sean asked if he could create his own website, Seth said it is a possibility.

Goals:

- New technology
- Bigger, skilled staff

Lincoln asked about Comcast contract, Seth said they signed a 10 year contract which was great for the Town, they will fix the old wiring. Comcast will pay for SCTV to be on cable, which it does not do in other towns.

Department Budget Reviews:

Administrative (123): Level funded

Jim said they are fixing the parking in Cole Parkway where it floods.

Advisory Committee (131) Level funded

Reserve Fund (132) Level funded

General Liability and Property Insurance (192) up 7% due to storms, vehicle losses

Street Lights (424) Down a little, chasing credits still, rental and LED conversion

Worker's Compensation (912) Level funded

Unemployment (913) Level funded

Commission on Disabilities (549) Jim Boudreau and Nancy Holt

- Trying to make people more aware
- New wheelchair ramp at the beaches
- \$50,000 Grant for ADA plan
- Purchased a new wheelchair for a family (\$2,500)

Budget: Level Funded

Lincoln asked if the Committee wanted to consider having their meetings televised now that the room has this capability. Jim suggested adding it to the agenda if they wanted to take a vote.

Lincoln reviewed the Remote Meeting Policy, must provide 48 hour notification to the chairperson. They still have to have a quorum without the person.

Lincoln announced that he will not be at the January 3rd, and that Jerry will Chair. They took a quick poll and decided they will have quorum.

Mike Westort said the Gary wanted a letter from Advisory providing support of the field restoration project. Sean thinks we have to do; Mike agreed since our fields are not compliant with the law (IX). Jamie suggested that the letter would provide the following information: the presentation was well received, we are looking forward to receiving more information and we are in favor of moving forward due to Title IX issues.

Lincoln Heineman nominated Mike Westort to write a letter of support from the Advisory Committee for the Field Restoration Project for Gary Meyerson, seconded by Jerry Kelly; Majority Vote in favor (8 in favor, 1 opposed)

Lincoln Heineman made a motion to adjourn the meeting at 9:36 PM, Jamie Gilmore seconded the motion; Unanimous Vote (9-0).

Respectfully Submitted,
Lianne Cataldo (Recording Secretary)

Outstanding Items:

- *Videotaping Sessions for SCTV*

Referenced Materials

- Agenda
- 10/11/2018 Meeting Minutes
- Track and Field Restoration Presentation
- FY 20 Operating and Capital Budget Overview