



**Advisory Committee  
Meeting Minutes  
Community Room, Scituate Public Library  
Thursday, January 3, 2019  
7:00 pm**

**Committee Members Present:** Jerry Kelly, Vice Chair; Anthony Antonello; Sean deLacy; Patrice Metro; Elise Russo

**Committee Members Absent:** Lincoln Heineman, Chair; Geoff Burns; Mike Westort; Jamie Gilmore

**Also in Attendance:** Nancy Holt, Finance Director; Kathy Gardner; Jessi Finnie; Joan Schmid, Chief John Murphy

**Not in Attendance:** Joe Divito, Assessor; Jim Boudreau, Town Administrator

**The meeting was called to order at 7:03 pm by Jerry Kelly.**

**Jerry Kelly made a motion to accept the agenda, seconded by Sean deLacy; Unanimous vote (5-0)**

**Opening Remarks Jerry Kelly**

Jerry Kelly announced that Nancy will stand in for Joe Divito because he is not feeling well.

Jerry asked that the discussion of recording future Advisory meetings through SCTV be added to the agenda for the next meeting.

Three citizen petitions that will be warrant items:

- Request to defer building all multi-family buildings until water supply issue is resolved,
- Terminate lease with Go Green
- Proposal to amend zoning to extend Humarock Village Residential Overlay District

**Jerry Kelly asked for a motion to approve the minutes from the October 11<sup>th</sup> meeting, Sean deLacy made a motion, seconded by Patrice Metro; Majority vote (4-0) Jerry Kelly abstained**

**Jerry Kelly asked for a motion to approve the minutes from the December 20<sup>th</sup> meeting with one correction Sean deLacy made a motion, seconded by Elise Russo; Unanimous vote (5-0)**

**Library (610) Jessi Finnie**

Jerry congratulated Jessi on the number of e-book borrowing rising over the past year, Jessi said it is up to 20%, she said it has been a busy year.

## Goals:

- Finished strategic 5 year plan. Worked with a 20 person Committee and also sent out a survey which received 800 responses
- Build a library of things “Object Library,” The library would buy something that a household may only need once or twice a year or something that they want to try for example: fishing poles, tackle boxes, portable sound system, inflatable projector. Will invite people to come in and look at all the items that will be available

*Jerry asked if there would be a fee, Jessi said no. Jessi said they have already lent out a telescope.*

*Sean asked if there was a time limit on the borrowed items, Jessi said yes one to two weeks, depending on the item.*

- Build a new website
- Create a safety manual for the staff

## Accomplishments:

- Big increase in children’s services
- Study rooms, meeting spaces are always booked/used
- Self-check system in place

## Challenges:

- Asked for an additional position for children’s room, but was not approved

*Elise asked what Special Agency referred to in the budget, Jessi said books and movies. Nancy Holt updated the line item to make it more descriptive.*

*Jerry asked about the anticipated increase in OCLN fees, Jessi said it was level funded to a 3% increase this year. Jessi said we have 32 libraries in the network, one dropped off. We have a formula based on usage, we are struggling because e-content is expensive. We are pulling from reserve funds currently, which we cannot do forever. Maybe we will see a 5% or 7% increase in the future.*

*Patrice asked about the request for an additional staff member not being reflected in the budget, Jessi said the personnel services data comes from a different department so it would not be in the budget unless it was approved. Jessi said the position would have paid \$19.00 an hour (\$37,000 per year) and that she will ask again next year.*

*Anthony asked about any problems with the new building. Jessi said the biggest problem was the HVAC (which was fixed). The ADA walkway and the on-call buzzer for the lower level is the last outstanding item. Everything else is good.*

*Anthony said you need a light at the end of the library driveway, Jessi said she agreed and said that Kevin Cafferty was looking into it.*

*Jerry asked what the FY2020 projected revenue would be. Jessi said it is hard to estimate, the gift account is unpredictable, we have not received new trust funds, the foundation is still fundraising until June 30, for the building, but they will continue to fundraise for the library in general after that.*

*Jerry said that the material and supplies line item is over \$130,000 and the OCLN dues are \$37,000 and thought that the new normal of acquiring books through the OCLN network rather than individual libraries buying a redundant collections of book made sense. Jessi said that Scituate is a heavy borrower of books and we rely on the networks. E-Resources are very expensive and are limited due to publisher restrictions. It is a huge demand and will continue to affect the budget because it is so costly.*

### **Town Clerk (161): Kathy Gardner**

#### **Goals:**

- Staff training, especially for early voting and absentee ballots
- Trying to get certification (6-10 points short)
- To purchase poll pads, you can check in with the scan bar on your license. Currently, approved for early voting and town meetings. Kathy thinks it will really help with early voting.

*Patrice asked about the technology, Kathy said once we get used to the technology it will get easier to use. Kathy was worried that the technology would get outdated, but was told the technology can be upgraded.*

*Anthony said how do you prove someone is a citizen, Kathy said it is a \$10,000 fine for voter fraud, but you cannot ask for a license in Massachusetts. Kathy said you can have multiple houses but you can only register in one city at a time in Massachusetts. There is a lot of cross checking using previous addresses.*

- Implement on-line payments

#### **Accomplishments:**

- Emergency disaster plan for the basement done by a volunteer
- Successful Election Process
- Local part of the Census was completed with projections, mappings and number of units.

#### **Challenges:**

- 2020 will be tough with presidential election. March 3, 2020 is the presidential primary. The State will now allow early voting (5 days early), huge expense and burden to the Town and it is unnecessary because absentee voting is available 45 day prior to election, the only difference is you need an excuse. This causes the need for a lot of additional ballots to be stored because Precinct 3 has a different ballot, 2 ballots for early, 2 ballots for absentee and ballots for both parties. There is no place to store all the ballots.

*Patrice asked the amount of voters, Kathy said there were 14,500 registered voters, November 6 election was over 10,000 voters. 4,600 for early voting. E-ballots go overseas there were 60 and a little under 500 absentee ballots*

### **Challenges (Cont):**

- Loosing Betty Foster as the archivist. Although they are grooming someone now.

*Anthony asked about the scanner at the end of the voting process, Kathy said it is an optical scanner that reads the votes.*

*Patrice asked if you feed in the early ballots as well, Kathy said they can set up a check-in table and can feed them during election night.*

*Elise asked about the assistant Town Clerk position, Kathy said she was senior clerk so she never had an assistant. They have the position filled and the person does a great job, it is a Union issue based on title.*

Jerry said Heather and Ann are great, they know the answers to the most technical questions.

Nancy said she wanted to congratulate Kathy since we received a \$1,300 grant for early voting that she applied for.

### **Board of Health (510) Joan Schmid**

Joan, Assistant Director said they are currently recruiting for an Health Inspector for food and pools and a Director of the Health Department.

#### **Goals:**

- Run a skin cancer prevention clinic
- Create a data base to track vaccines, septic system installers, etc.
- Become Title 5 Certified

#### **Accomplishments:**

- Moved to a new office space
- Running a Saving Choking Victims class, which is not in our budget, but required for restaurants with over 25 seats
- Emergency Management
- Emergency Shelter Meetings
- Public Health Nurse, gave free flu vaccines, can also provide shingle vaccines, as well as other types
- Dana Farber Fundraiser Dance

*Patrice asked if they monitor school vaccinations, Joan said no.*

#### **Challenges:**

- Responsible for a number of different types of inspections
- Emergency Shelter, need volunteers
- Plastic bag reduction law, we will have to enforce

- Execution of Septic management program which was adopted, can apply for betterment program on taxes if septic fails

*Patrice asked how the resident knows, usually it is people who are getting ready to sell Joan said.*

- Manager of Social Services is in the department
- New State Food Codes that the health inspector will have to know

*Elise asked about permit fees, Nancy said that Food inspection fees go into the Food inspection fund.*

### **Fire Department (220) Chief John Murphy**

Jerry thanked Chief Murphy for the great job he did with all the storms.

Chief Murphy said it had been a challenging winter, but this year seems like a mild winter so far.

The budget has not changed much went up slightly due to salaries, overtime, services and supplies, but nothing impactful.

#### **Goals:**

- Create a plan on how to manage a gas disaster like the one that happened on the North Shore, met with dispatcher to discuss plan: Communication between police, fire and gas company through command posts. Gas company (Columbia) is coming in March so we can learn where critical components are and shut offs.

*Jerry asked if they were by neighborhood, Chief Murphy said there are a lot of feeder lines.*

- Map the shut off valves for gas pipes
- Replacement of Humarock Fire Station. Add a two bay garage off the building. Raise it by 4 feet, the level that FEMA requires. Looking at Vertex to manage the documentation.
  - Has \$50,000 from a town meeting 2 years ago
  - Received a \$100,000 grant
  - Requesting \$275,000 at Town Meeting.
- Station 1 new Bay Doors

#### **Accomplishments:**

- Replaced meters near the shore that could have been effected by storms.
- Communication plan set up between utility companies and Town
- Over \$700,000 in Grants
- Emergency Management
- Links that allow people to offer shelter for people in evacuation areas
- Utilize Media and Social Media to communicate with residents

#### **Challenges:**

- Down to 38 employees due to injuries.

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- In the past year hired 7 paramedics, close to hiring 4 (looking for 1 more)
- Will need to hire 9 more in the future due to retirement
- Trying to reduce injuries with better equipment
- Live training, some fire fighters have never been in an actual fire
- Getting people to leave coastal areas during storms

*Patrice asked if a lot of residents had gas, Chief Murphy said yes. We are replacing piping and adding safety devices like shut off valves throughout the Town*

*Gerry asked if Humarock had the same gas company, Chief Murphy said yes, but they have a different electric company. We installed a switch so we can shut off North Humarock (Central Ave) if we need to. Currently, about 500 year round residents live there.*

*Patrice asked if we service Marshfield, Chief Murphy said yes.*

*Sean asked if the salaries are equitable, Chief Murphy said they were below, but we are working on the contract to get them more competitive with other towns.*

*Patrice asked about the 5 firefighters on long term leave, Chief Murphy said that one is not coming back, 2 others trying to get on disability, 3 will be back: 1 broken ankle, 1 back injury, 1 fractured ankle.*

*Patrice asked about the synthetics, Chief Murphy said the materials in houses like plastic and synthetic burn faster. They are learning new methods to fight fires. Patrice asked if there were regulations on mattresses, curtains and furniture, Chief Murphy said not for homes. Chief Murphy said if you have working fire detectors everyone should survive a fire.*

*Jerry asked about houses that are heavily insulated, Chief Murphy said it is challenging because it allows the heat to stay trapped in the house.*

*Jerry said you are spending more time on sick people less time on fires, Chief Murphy said yes about 70%. The two full time ambulances are helping. Chief Murphy said they can get to most locations within 4.5 minutes due to the location of the new Public Safety Complex.*

*Jerry asked about the status of the \$9M in FEMA money, Chief Murphy said the Committee is working on low hanging fruit first which adds up to \$1 M. The damage inventory was submitted and they will meet with the coastal team next week to show damage. We have drone footage to show before and after pictures. Looking into making a combined project, combining 4 storms into one project. This is new to FEMA, but makes sense for Scituate.*

*Jerry asked about replacing Nancy Durfee and Nancy Holt said she was replaced with Kyle Boyd.*

### **Assessors (141) Nancy Holt**

Nancy spoke for Joe Divito.

The budget did not change much, just technical services, a \$19,000 increase . Now you do not have to award a contract every 5 years, the work will be built in.

The Department of Revenue is now requiring that 75% of houses be inspected, measured and list rooms for the entire house, by 2023(5,800 houses) . Request for funds for outside assistance to help perform some of the inspections.

**Goals:**

- Public outreach regarding raising limits (17D, 41C and tie to CPI)
- Working on survey for different interest rates in towns
- Senior Center outreach for exemptions
- Sales verification form
- Commercial and industrial values

Payroll not too much of a change, lower due to new staff at lower end of pay scale. No longevity.

*Jerry asked about the cyclical inspections, Nancy said we are in line with other Towns.*

*Jerry asked about the 300 exemptions and if it was consistent with other towns, Nancy said we are probably lower because the amount of paperwork was not worth the money.*

*Sean asked about assessing a cape vs. colonial, the assessment would be larger for the colonial than the cape if they were the same size. Nancy said that different types of homes are valued differently and that she would have to ask Joe for more detail.*

*Sean asked when the full tax increases would be finalized, Nancy said they are: \$13.74 per \$1000 and that the last property tax reflects the change.*

**Elise informed the Committee that WWC is writing a letter protesting that police salaries are coming out of their budget.**

Attendance for January 10<sup>th</sup> Meeting:

Patrice - YES

Anthony - YES

Elise - YES

Sean - NO, will be in Atlanta

Jerry - will be dialing in through remote access for the next 4 meetings.

**Jerry Kelly made a motion to adjourn the meeting at 9:18 PM, Patrice Metro seconded the motion; Unanimous Vote (5-0).**

Respectfully Submitted,  
Lianne Cataldo (Recording Secretary)

**Outstanding Items:**

- *Videotaping Sessions for SCTV*

**Referenced Materials**

- Agenda
- 10/11/2018 and 12/20/2018 Meeting Minutes
- Departmental Budgets and Goals and Objectives