



**Advisory Committee  
Meeting Minutes  
Thursday, December 5, 2019  
Community Room, Scituate Public Library  
7:00 pm**

**Committee Members Present: Jerry Kelly, Chair, Mike Westort, Vice Chair; Lincoln Heineman; Jamie Gilmore; Patrice Metro; Elise Russo; Andrew Goodrich**

**Committee Members not present: Dan McGuiggin**

**Also in Attendance:** Jim Boudreau, Town Administrator; Nancy Holt, Finance Director; Maura Glancy; Nick Lombardo; Jessi Finnie; Kevin Carleton; Kathy Gardner; Andrew Scheele; Linda Hayes; Joe Divito; Bob Sanderson

**Jerry Kelly called the meeting to order at 7:01 PM**

Jerry Kelly welcomed everyone to the meeting. He stated that the Committee would review the departmental budgets.

**Jerry Kelly made a motion to approve the minutes from the November 5, 2019 meeting, seconded by Lincoln Heineman, Unanimous vote (7-0)**

Jerry announced the two new members to the Advisory Board, Andrew Goodrich and Daniel McGuiggin and stated that Anthony Antonello and Sean DeLacy were no longer on the board.

**Jamie Gilmore made a motion to approve the revised agenda, seconded by Jerry Kelly; Unanimous vote (7-0)**

**Departmental Budget Reviews:**

**Recreation:** Maura Glancy and Nick Lombardo

Maura said the last three years have been very busy. We have been growing since we moved into the old Gates building. She added that her staff is phenomenal.

- 2017: 58,000+ hours of recreation sold
- 2019: 81,000+ hours of recreation sold

Maura said they love their new area and that they just put up a new sign. Everyone around town uses the gym and the area is always busy. The summer programming was moved to Gates this year and it ran successfully, all the programs sold out.

This year the Mr. C. Award went to Mark Donovan, a Scituate firefighter, who has done a lot of volunteering, helped with communications with lifeguards, harbormaster, police and fire and CPR certification. He is the 8<sup>th</sup> person to receive the award.

#### Goals:

- Stay current with programming, bringing back cooking, Zumba and will start sign language this year.
- Researching fees for the use of Turf Fields, want to be competitive with other Towns (we are a little low for commercial and out of Town)
  - Need rules and regulations to be put in place
  - Create maintenance plans for grass fields/turf fields
- To complete 5 year plan by redoing the parking lot at Minot with the beach sticker fund

#### Accomplishments:

- Summer Blast for middle school level was a huge success
- Completed Field Project
- Calls from the North Pole will start next week
- Renovated and cleaned A-Wing (new floor and painted)

*Jerry Kelly asked about the part-time salaries change, Maura and Nancy said that it was due to someone getting transferred and they were getting paid out of a different budget.*

*Lincoln Heineman asked about the changes in the beach sticker revolving fund, support services went up \$20,000, Maura said the \$20,000 was put aside for seaweed removal, we keep it just in case we need it for unexpected expenses, repairs or upgrades.*

Beach Sales are projected to be the lowest in 20 and 21, Nancy said we make the numbers conservative. If we have surplus we let it build up and use for maintenance of the parking lots.

*Patrice Metro asked Maura to explain the statement in the Risk and Challenges section where it stated "perfecting checks and balances for the 100's of applicants and forms for volunteers and employees," Maura said every year all the applicants have to reapply and complete all the forms again and also all the certifications (if required) have to be in order. The process starts in January and goes throughout the whole summer. Maura said it is a challenge more than a risk.*

*Mike Westort asked if the department had more funding what they would do, Nick and Maura said they are fee based and they feel they are not missing anything at the moment.*

*Jamie Gilmore asked if there was a plan to resurface the tennis courts at the High School, Maura said she has not looked at the High School tennis courts recently, but knew that the ones at Gates also needed to be repaired. Jamie asked if they could look at all the tennis courts. Maura said she could apply for repairs and that she thought it was a good suggestion. **Jamie asked Lianne to send the picture of the high school tennis courts to Maura.***

*Lincoln Heineman asked about the sale of the Harbor Community Building and what the impact if any would be on the Recreation Department, Maura said they have sufficient room at their new location and that they would really just miss the view.*

#### Library: Jessi Finnie and Kevin Carleton

e-book up to 20%, would be higher if it wasn't so expensive and had such strict usage time.

- Library visits were at 120,000 and expected to increase this year
  - Around 400 people a day and summer it is higher
  - 225,000 items borrowed

#### Accomplishments:

- Added automatic renewals, which cut fine revenue in half
- Self-check-out and hold

#### Challenges:

- Need more Staff – Youth Services Area (not in budget) \$30,000-\$40,000 /\$70,000 - \$80,000 fully loaded with benefits
  - Cannot support schools
  - Cannot perform outreach
  - Cannot offer new services or programs
  - Staff may start to burn out
- Meeting Room Booking (45% increase)
- Flower beds are not maintenance free
- Facilities costs continue to increase

*Mike Westort asked if there was a priority ranking for the conference rooms, Jessi said for the study room no, but for the meeting rooms yes. Jessi said we find spots for the kids to study.*

*Jerry Kelly said could you charge a fee, Jessi said the board would need to discuss that option. They originally felt that taxpayers paid a lot for the new building and that the organizations that use the rooms are non-profits.*

*Andrew Goodrich asked how they decide who can rent the rooms (non-profit vs. commercial). Jessi said that a seminar for the elderly would be community service, but if the person was selling something that would not be non-profit. People can provide information, but not sales pitches.*

#### Capital Plan items (future)

- Walls need paint,
- Gutter system needs to be added

Jerry said 1/3 of staff has been there 20 years, the thought Jessi may have people start to retire or want to take more time off.

Jessi said new positons are not supported this year because it is a level-funded budget.

Jim Boudreau entered the meeting at 7:48 PM

Jessi said the new sign for the library has lights, but the lights were too bright. We still need an electrician to change out the fixtures. Also waiting for the ADA walkway to be built first.

*Lincoln Heineman asked if the library website will go on the Town website, Jessi said probably not it did not have the functionality to support it in the past, but she will check in again to see if it has been added.*

Kevin Carleton said they are creating an advisory committee for artwork. Jessi added that she would love to have a second gallery to exhibit more artwork

Jerry said for the record that he thinks they may need more to hire more personnel to the library staff.

Patrice asked about volunteers, Jessi said they have some students and people who want to reduce their taxes, but that we have unions so we have to be careful what our volunteers can do.

Town Clerk: Kathy Gardner  
Great Staff, volunteers and election workers.

Goals:

- Certified Mass Municipal clerk
- Election training
- Purchase yes/no ballots and USB drives for Town Meeting in case someone requests a secret ballot

Risk and Challenges:

- Early voting
- 16 different ballots
- Federal Census
- Archives has been really busy, the current archivist wants to retire

Accomplishments:

- Successful recount
- Purchased Pole Pad, can use for early voting
- Put certificates online

\$40,000 income a year from licenses

Major expenses are from elections and Town Meeting (3 elections coming up)

*Lincoln Heineman asked about the cost for the raise for Kathy's assistant, Kathy said about \$3,000 - \$4,000 and that the \$19,000 additional is for election workers.*

*Andrew Goodrich asked about the length of the ballot, Kathy said the State determines the size of the ballot for state and federal elections. They will make it double sided if there are a lot of questions on it for the General Election on Nov. 3, 2020.*

Board of Health: Andrew Scheele hired in April, was formerly the Health Director in Quincy. Andrew said he has a great staff and that the department performs:

- Inspections of restaurants
- Housing complaints
- Beach testing
- Title 5 (25-50 sets of plans at any given time)
  - 103 septic licenses so far compared to 118 last year

Goals:

- Public Education on EEE, WNV and ticks
- Adopted 2013 Federal Food Code, new code goes into effect January 1, 2020.

Accomplishments:

- Food Certification Courses (for the Federal Food Code)
- Flu shots
- Shingle vaccines
  - Over 300 combined 99% are flu shots

Challenges:

- Busy office with a lot of foot traffic

*Patrice Metro asked why they adopted an older food code instead of the more recent 2015, Andrew did not know.*

*Jamie Gilmore asked what happened when we lose power for multiple days, Andrew said we contact establishments and make visits, starting with places that have been identified in the past for having an issue.*

*Jamie asked how many places need to be contacted/visited and Andrew said 50. Andrew added that commercial walk-in coolers are good for 18 hours if not opened.*

*Patrice Metro asked if the manager of social services position was still vacant, Andrew said yes*

*Mike Westort asked what they take in for income, Andrew said around \$45,000, not including revolving funds. Mike asked why we don't charge so we can break even, Jim Boudreau said it would be a hardship on small businesses.*

Council on Aging: Linda Hayes

Linda thanked the Committee for supporting the new Senior Center. She said that the Board of Selectmen approved the contractor for the project, Delphi Construction who was the low bid.

Linda said that her budget does not reflect any changes we may see with the new facility.

Goals:

- Adding programs
- Staffing additions
- Meals program
  - In-house
  - Home delivered
- Looking for new ideas and new trends
  - Walking group
  - Memory training
- Promote an Age Friendly Community, determined by the Age Friendly Steering Committee
- Director Certification

*Patrice Metro asked about the opening date of the new Senior Center and Linda said about 325 days from now.*

*Patrice asked how many people participate in programs, Linda said approximately 1,250 over the fiscal year and outreach is over 300 (there may be overlap)*

Accomplishments:

- Over 60 programs
- Local rides and out of town medical appointment rides
- Plan for new Senior Center

Challenges:

- Add more volunteers

Money comes from Municipal budget and revolving budget from programs, grants and donations.

*Mike Westort asked if the Sloop was GATRA, Linda said yes. Mike asked how they will incorporate a younger audience into the new senior center, Linda said they will reach out to the community for groups like the ones that use space at the library and may do private rentals as well. They will also work with the recreation department and partner with school.*

*Patrice Metro asked about additional staffing, Linda said she needs an activities/volunteer coordinator for the new building, could be two positions.*

*Elise Russo asked about part-time salaries increasing, Linda said there was no addition to staffing just positions moving around.*

Assessors: Joe Divito

Challenges:

Behind on our re-inspection program, houses should be inspected every 10 years. Will increase the program by:

- Inspecting every home that is being sold
- Houses that apply for Building Permits
- Continuing to inspect on request and at random

Goals:

- 1,700 full inspections to do
- Moving inspections in-house
- Improve public outreach regarding personal exemptions to eligible property owners
- Requesting approval for a one year consultant

Accomplishments:

- 1,100 inspections completed

Joe said they plan out the inspections geographically.

*Jerry Kelly asked what happens if you don't get into the house to inspect it, Joe said that they use MLS.*

*Lincoln Heineman asked if the maps are going to be put on the website, Joe said they were just digitized, but they are not easy to read. They need to be cleaned up before they are published.*

*Jerry Kelly asked about average family taxes, we are currently 6 out of 11, he asked if we would want to move to the top in growth revenue for taxes. Jim Boudreau said that we recently built a middle school, police station and a library.*

Patrice asked if in 10 years would you want all the houses in Scituate to be. Joe said yes, and when a house is sold we will inspect to verify the sale and when they pull a permit we will inspect the entire house and measure it. Would like to arrange for call backs at some point if the owner is not

home.

Widow's Walk Enterprise: Bob Sanderson

We did not have retained earnings in FY17 due to the drought and the 2 years succeeding due to drought recovery in FY18 and bad weather the following year, but we are finally back to a good season. Fee increases went into effect, the number of rounds are up, calendar year has been strong. Golf course is in good condition this year and word travels quickly, newly formed golf committee also helped especially with having presence on social media.

*Lincoln Heineman asked why Repairs and Maintenance went down by \$21,000 Nancy said we had added \$21,000 at Town Meeting.*

Accomplishments:

- Big asset for the Town
- Golf Team

Goals:

- Attract "Member for a Day" Clientele

Challenges:

- No curb appeal
- Club house too small/non functioning
- Weather

Capital projects:

- Renovate Club House (\$1.5M)
  - Kitchen
  - Bathroom
  - Deck expansion
  - Improve entrance
  - Locker room
- Irrigation System

*Mike Westort thinks we should take the opportunity to really improve the Club House. Bob agreed however he said that there is more competition for golf courses now. We do not want to hold functions and banquets just make it more usable. Jim and Nancy said we were not able to do any repairs in the past when we had debt service. Mike said you can just expand the note to borrow more or make the payment lower. Jerry agreed with Mike, if you build it, they will come. We have to decide if we want to invest in it or sell it.*

*Lincoln said we could do a Market Analysis before we borrowed the money.*

*Patrice stated that it was originally built for people who want affordable golf and for kids to learn to golf.*

*Jerry said you can take the train to play golf and we do not market that point.*

*Andrew Goodrich asked what the real purpose was, to break even or to make revenue. Bob said the goal is to be revenue neutral, but have enough money to cover a bad year.*

**Jerry invited the members to go to the Board of Selectmen meeting in January to give their opinion.**

Commission on Disabilities: Nancy Holt

Accomplishments:

- Level funded
- Awareness event
- Beach Wheelchair
- Donated C-Pen Readers
- Donated assistive hearing devices
- Accessible swing for Wampatuck School Playground

*Jerry asked about compliance within the Town for disabled residents, Jim Boudreau said that the ADA compliance survey had just been completed and that the Facilities Study will also have ADA information. Jerry asked for the summary but Nancy said it was 2,600 pages. Everything that the Town owns is included. Jim said our exposure is about \$12M which is not covered in this budget.*

*Jamie Gilmore said that this was a volunteer committee and asked if they did fund raising, Nancy said they can accept gifts and they get the money from fines.*

*Jamie asked how many residents were disabled, Nancy said she did not know.*

Nancy added that the board would accept ideas on how to use their budget.

**Budget Presentation: Jim Boudreau (Town Administrator) Nancy Holt (Finance Director)**

- Operational budget is balanced without free cash
- Maintained AA+ bond rating
- FY20 new growth increase of approximately \$330,000, will go into stabilization fund
- Increase in state budget may be 2%
  - Baker may give the same to the Towns
- New education initiative, not expecting a windfall
  - Should get a large reimbursement for SPED
- Revenue sources: Property tax revenue

Challenges:

- Water infrastructure
- Senior Center being built on budget
- Ocean storms
- Employee health insurance
- Grants are getting scarce
- OPEB and Pension liability
- AAA bond rating

Capital Plan:

- Foreshore repairs
- Roadway improvement
- Sewer infrastructure



*Lincoln Heineman asked about the regional Sewer Plan, Jim said that Cohasset is not sure they want to put a pipe in the area that would be necessary for it to work. We may support a smaller project and connect at South Main Street or Border Street. The sewer would flow to Cohasset and then be sent to the plant in Hull. The cost of the project date is January 29<sup>th</sup> and then we will know if the project will move forward.*

Jim said that the Town is in good shape, we do not waste money. We have an outstanding financial team.

Jerry Kelly said he is concerned about OPEB. Jim said when we are fully funded, the money will go over to OPEB. Jim said that the Town could look at moving any Free Cash left over at the end of the year.

*Lincoln Heineman asked when they would draw off of it, Jim said that we want to be fully funded before we start drawing off of it. Lincoln said he agreed.*

### **Budget Review:**

Administrative: Lincoln said that Cole Parkway is flooding once a month. Jim said we are doing a study and getting basic recommendations. Part of the problem could be that the drains used to have flood gates that were removed.

Advisory Committee: Increase of \$236 for estimated cost of living increase and step

Reserve Fund: level funded to prior year

General Liability and Property Insurance: up 5% based on financial forecast recommendation

Street Lights: level funded to prior year

Workers Compensation: level funded to prior year

Unemployment: level funded to prior year

The budget for legal fees was reduced, as the following items are nearing resolution:

- The Ellis Estate
- 3A Zoning Situation
- 

Jim added that we also have a good Human Resources Director which saves money in the budget.

### **New Business:**

The Board received a Thanksgiving card from J & R Graphics

Next Meeting on December 12<sup>th</sup> in the Community Room.

**Jerry Kelly made a motion to adjourn the meeting at 10:27 PM; seconded by Lincoln Heineman. Unanimous Vote (7-0)**

Respectfully Submitted,

Lianne Cataldo (Recording Secretary)

**Referenced Materials:**

- Agenda
- Minutes
- FY 21 Operating and Capital Overview
- Budget Book
- Capital Plan

**On-going Items:**

- The next chairman of the Committee attend the Association of Town Finance Committees training
- Security Upgrades to Town Facilities, Jim said he would get the break down.