



**Advisory Committee Meeting Minutes**  
**Thursday, January 20, 2022**  
**Zoom Video/Audio Conference – 7:00 pm**

*Pursuant to Chapter 20 of the Acts of 2021, Scituate Advisory Committee Members held the January 20, 2022 meeting via Zoom Video and/or Audio (Dial-in for those with only phone access). All participants participated remotely.*

**Committee Members Present:** Jamie Gilmore; Chair, Missy Seidel, Elise Russo, Jerry Kelly, Dan McGuiggin, Michael Westort, Lincoln Heineman, Patrice Metro and Lynda Ferguson

**Committee Members Not in Attendance:**

**Also in Attendance:** James Boudreau, Town Administrator; Nancy Holt, Finance Director/Town Accountant; Kevin Cafferty, Director of Public Works; Sean McCarthy, Engineering Supervisor; Sean Anderson, Water Supervisor; Michael Breen, Highway & Public Grounds Supervisor; William Branton, Sewer Supervisor; Seth Pfeiffer, SCTV Facilitator

Mr. Gilmore called the meeting to order at 7:00 p.m.

**Ms. Russo made a motion to accept the agenda which was seconded by Ms. Metro and voted unanimously in favor (8-0) by roll call vote; Mr. Gilmore-yes, Ms. Seidel-yes, Ms. Russo-yes, Mr. Kelly-yes, Mr. McGuiggin-yes, Mr. Heineman-yes, Mr. Westort-yes and Ms. Metro-yes**

**Mr. Gilmore called for a motion to accept the minutes of the January 13, 2022 meeting which was made by Ms. Metro seconded by Ms. Russo. The minutes were voted in favor (7-0-1) by roll call vote; Mr. Gilmore-yes, Ms. Seidel-yes, Ms. Russo-yes, Mr. Kelly-yes, Mr. McGuiggin-yes, Mr. Heineman-abstain, Mr. Westort-yes and Ms. Metro-yes.**

*Review of FY 2023 Departmental Budgets*

*Dept. 421 – DPW Administration*

Mr. Cafferty noted the impact of COVID on staffing in all of the DPW departments. He advised the members of the demands of keeping up with all the parks, seawalls, improvements to sidewalks as well as sewer and water improvements. He also noted the completion of the Cedar

Point sewer project. He stated his challenges include skyrocketing costs including fuel and chemicals with no known ceiling. He stated that brass was difficult to get for connections and pipe had a five month lead time. Mr. Gilmore asked why the estimated increases are not incorporated. Ms. Russo replied that she had spoken to the Town Administrator about that and the budget was level service. Mr. Cafferty replied that they had incorporated a 30-40% increase in their original request but the budgets are done so far in advance it is hard to know what will happen with the prices. He also noted that he had equipment on order for almost a year.

Mr. Kelly asked about the goal for the creation of additional sewer capacity and working with FEMA for foreshore protection repairs. Mr. Kelly asked about the wheeling of sewer capacity to Cohasset. Mr. Cafferty stated there had not been any progress and he had attended a Cohasset Select Board meeting in the past week and it did not look promising. He explained that Cohasset send some of its effluent to Hull. Hull is looking to upgrade its plant and Hull reached out to Cohasset, Hingham and Scituate and both Cohasset and Scituate were interested. Unfortunately, this discussion had been going on for a couple of years and it has not gotten too far. Mr. Cafferty said they had moved forward with inflow and infiltration projects to create capacity and currently they are at 1.57-1.58 mgd and the limit is 1.6 mgd. He stated that they are looking at other ideas as well including siting a plant in North Scituate.

*Ms. Ferguson joined the meeting.*

Ms. Russo asked about the reductions in the sewer budget. Mr. Branton responded with their concerns on increases in chemicals and sludge cake disposal. Ms. Russo asked specifically about the equipment parts budget which was basically level funded and Mr. Branton said he was trying to proactively replace equipment from his budget. Ms. Russo asked about the chemical supply budget and how it as estimated as it was sharply reduced. Mr. Cafferty said they were estimated 20-30% higher based upon a Wall Street Journal report and engineering documents.

Mr. Westort asked if there were items that could be pre-ordered due to supply chain issues. Mr. Cafferty replied that typically they have the contractor buy materials but now they are considering going out to bid for the materials and then a separate bid for installation. He noted that they don't have the space for storage of the pipes for a multi-million dollar pipe project and the coordination can get a little difficult. Mr. Cafferty said they are monitoring the situation with their contractors and vendors. Mr. Westort asked about the contractor's mark-up and Mr. Cafferty said they contracts are lump sum with unit prices.

#### *Dept. 411 - Engineering*

Mr. McCarthy said despite the challenges, the engineering department of three had received a grant for the Country Way sidewalk and the work had been completed. They are currently working on MS-4 with sampling outflows. Currently, they are working on the Minot Beach parking plan to double the parking spots for a spring construction period. He updated members that they had been monitoring two water pipe replacement projects that were occurring concurrently of 2.5 miles each affecting 100-150 homes. The engineers also provided support for the Cedar Point sewer project. He noted that the Engineering Division is really the utility player working with other divisions, residents, contractors and others. He also noted that they covered the foreshore projects including the large FEMA projects.

Mr. Kelly asked whether the Third Cliff FEMA project had an alternative not to replace the revetment. Mr. McCarthy updated the members on the requests from state agencies to look at other options including flattening the slope, changing the shape of the revetment and moving it landward for a total of eight different alternatives. Mr. Kelly noted that the cost would seem to be excessive on some of these options. Mr. McCarthy stated that some of them included more labor costs and that FEMA will cover 75% of an approved alternative. Mr. McCarthy stated that currently they are working on adjustment costs now that engineers are involved with surveys and flyovers and rectifying those variances with FEMA prior to addressing the many alternatives and putting anything out to bid.

Mr. Heineman asked if the Engineering Division had been involved in the CPA project application for the stabilization of the lighthouse estimated to be \$800,000. Mr. McCarthy replied in the negative as did Mr. Cafferty. Mr. Boudreau responded that he had been meeting with the Historical Society. Mr. Gilmore stated he had attended CPC meetings and the range was \$800,000 to \$1,200,000 and they had been sent back to get firmer numbers. Mr. Gilmore asked about the increases and Mr. Cafferty noted that it was just the contractual payroll increases.

#### *Dept. 422 – Highway*

Mr. Breen noted the Country Way sidewalk had been completed, Peggotty Beach parking lot paved and several other streets. He said it was the normal annual maintenance of catch basin clearing, potholes and road maintenance. Mr. Kelly asked about the flooding in Cole Parkway. Mr. Cafferty responded they are looking at grants and it might require raising the parking lot and that would impact the businesses. He noted the Municipal Vulnerability Grant would be useful. Mr. Boudreau stated there is \$400,000 in the capital plan for the Harbor Resiliency Plan for the whole harbor and not just Cole Parkway hopefully this year administered by Kyle Boyd and the Coastal Resources Manager. Ms. Ferguson stated she was on the coastal resiliency committee for that area and there is a plan to raise part of the area between the businesses and Cole Parkway. Mr. Heineman noted it should qualify for CPA funds and further asked why it was not a water storage area. Ms. Ferguson stated they did look at gates similar to Fall River and it was inconclusive if they would help in a storm and the water level is so high currently that water storage may not be feasible but they did not discuss that specifically.

Mr. Cafferty noted they would be submitting four or five shovel ready projects for funding for seawall replacement. He noted that the water storage and some other solutions would be very costly.

#### *Dept. 423 – Snow & Ice*

Mr. Breen noted that it has been stressful this year trying to secure contractors due to the competition between towns but they had added some. He noted they have great equipment and despite their age all of it is working fine. He thanked the other divisions for their assistance in plowing and salting. Mr. Cafferty noted that it is all hands on deck when a storm comes in. He advised members that they can now do all of their own salting in house now. He noted that the staff attends snow classes, add an additive to their salt to create a 'super salt' to increase effectiveness and they have a specialized weather forecasting system. Mr. Gilmore noted the budget increased by \$1 and asked about the allocation changes. Mr. Cafferty noted they fill the

salt shed at the end of the year to take advantages of the prices.

*Dept. 429 – Public Grounds*

Mr. Breen stated that the October Nor'easter was still being cleaned up and most of the clean-up had been handled in-house. Mr. Breen praised his staff for their roadside cutting, park maintenance and all of the work they do with limited staff. Mr. Cafferty stated the trash pick-up alone takes an enormous amount of time with 160 barrels that have to be emptied daily during the height of the season. Mr. Cafferty noted that Danvers helped us out during the storm and we had sent crews to the Cape in one of their storms.

Ms. Russo asked if they were responsible for the upkeep of the senior center, maritime center or public safety complex. Mr. Cafferty stated that they will mow the grass but not the additional landscaping requirements. Mr. Gilmore noted that the Beautification Commission raised the same issue of these planting not being maintained. Ms. Holt noted that she had requested the DPW to identify the areas they could not get to and put that out to bid with the current bid requests for the pocket parks and cemetery maintenance.

Ms. Russo asked about the changes to the salary change. Mr. Cafferty stated they had changes in personnel resulting in lower steps and Ms. Holt stated they had refined the seasonal period.

*Dept. 433 – Transfer Station Enterprise*

Mr. McCarthy praised the staff of the Transfer Station on their upkeep of the facility and their education of the public on disposal. He noted they continuously shop around for vendors to handle the material at lower costs. Mr. McCarthy said he would like to add a fifth person at some point as four are required to run the facility but everything has to shift when their days off or even lunches also to monitor and do site clean-up. He said hauling increases and contractual salary increases are the cost drivers. He said the sampling at the old Stockbridge landfill was not funded as it is unknown what DEP will require until after the study is conducted which was funded at the special town meeting. Mr. Cafferty noted that three different pieces of new equipment were on backorder.

Ms. Seidel asked if the 56% recycling rate was an increase over prior years and how it compared to our neighbors. Mr. McCarthy said it was fairly stable at that percentage and Mr. Cafferty stated Scituate was the best in the area and had won an award. Mr. Cafferty also stated they had requested the Board of Health to require private haulers to recycle. Ms. Metro asked how they could find out if their haulers were recycling and Mr. Cafferty said he was unsure as that is why they asked the Board of Health to regulate it. Mr. McCarthy said that DEP was providing grants to address those concerns. Mr. Cafferty noted Scituate is a member of the South Shore Recycling Cooperative. Ms. Metro asked about curbside service and whether it would be more cost effective. Mr. Cafferty said it would be added cost as it would be outsourced. Ms. Ferguson commented that she recalled that part of Marshfield was not being serviced by their haulers within the last few years.

Ms. Russo asked about the emergency reserve. Ms. Holt stated it was similar to the reserve fund in the general fund and that only Advisory Committee could approve transfers from it for emergency and unforeseen items. She also noted that due to the hauling cost increases that line

had not been funded for FY23.

*Dept. 440 – Sewer Enterprise*

Mr. Branton updated the members on their completion of the Cedar Point project. He took the engineering standards to modernize their rules and regulations to help prevent inflow and infiltration by having more stringent guidelines on installations. He noted they built a septage facility and a dewatering pad to hopefully mitigate costs in the future. He noted their upcoming SCADA improvements to address cyber concerns. He noted his concerns on the increasing costs of chemicals. Mr. Gilmore noted the recommended amount for that budget line was concerning. Mr. Branton replied that they may be able to recover some costs if there is a drought.

Ms. Russo asked about the two different betterments amounts and Ms. Holt noted that the department had estimated based on historical trend but that she had reduced as due to past pre-payments there is not that level of betterments still outstanding. Mr. Gilmore asked about the training reduction. Mr. Branton said he would be pursuing grants and Mr. Cafferty said they currently have a safety evaluation ongoing and that would direct further trainings. Mr. Cafferty highlighted the equipment that Mr. Branton had already obtained through MIIA grants. He noted they wanted to create their own rescue crew. Mr. Gilmore asked about Technical Services and Equipment Parts lines and their recommended funding as compared to departmental request and Mr., Cafferty responded some is in the capital plan and they needed to manage the budget based on the available rate revenue.

*Dept. 450 – Water Enterprise*

Mr. Cafferty provided a brief update on the planned improvements to the water system infrastructure and the pursuit of outside funds, especially for a new water treatment plant. He noted the need for new carbon and that it is unavailable so now they have to look at refurbishing the existing carbon out of necessity. Mr. Anderson praised his staff and all of their work. He noted that the capital purchase of the mini excavator assisted them in reducing the rental equipment line. He noted that the department had been hit hard by COVID and still maintained the level of service expected by the residents. He updated members on the two concurrent water main replacement projects this past year and he thanked the engineers for their assistance. He informed members about the new water surface treatment plant design and engineering and their weekly meetings to move that project forward and obtain the best treatment option. He also said the green sand filter plant should go online soon hopefully which will provide 300,000 gallons of surface water into the system each day.

Ms. Russo asked about the revenue amounts listed and noted that there might need to be a correction. Ms. Holt noted the narrative revenue was not the amount used in the budget but the more detailed listing. Ms. Seidel asked about the challenges of recruiting and retaining licensed operators. Mr. Anderson it is an ongoing problem but currently all four of the staff members are fully licensed. Mr. Anderson said it is difficult to compete with the current level of pay and benefits. Mr. Cafferty noted that it takes years to get the licenses and municipalities cannot compete with the private firms. Mr. Gilmore thanked them for the communications about issues and the improvements to the system.

Mr. Boudreau informed members that the water treatment plant replacement was on the capital

plan. He reminded members that they are invited to tour the existing plant. Ms. Russo asked if the debt service will be on the water rates or a debt exclusion. Mr. Boudreau replied that the Select Board would have to make that decision in the next meeting or two. He also updated members on the work to get state and federal assistance for the cost based on the significant investment already made by residents into the system.

#### *Other Business*

Mr. Gilmore provided an update on the Capital Planning Committee and the school projects coming forward including a roof replacement to hopefully be funded 45% by the MSBA. Ms. Ferguson asked if liaisons participate or just monitor. Mr. Gilmore said they are not voting members but usually the chairperson will interact with the liaison.

Ms. Holt updated the members that the School Department decided to not change their scheduled date of February 24, 2022 with the Advisory Committee. She also informed the members that she had extended their invitation to the Plymouth County Retirement Board to attend the February 10, 2022 meeting and had not yet received a response.

#### *Review of Agenda for 1/27/22 meeting*

Ms. Holt relayed a request by Building Commissioner Bob Vogel to be the first department to meet with the members at the January 27, 2022 meeting as he also needed to attend the Planning Board workshop on zoning bylaw changes which is scheduled to meet at the same time.

**Mr. Heineman made a motion to record all Advisory Committee meetings. The motion was seconded by Mr. Kelly.** Ms. Metro asked if it is more work for Mr. Pfeiffer and Mr. Pfeiffer replied yes but it was possible. Mr. Gilmore asked why it would be recorded when it was not going to be made available every time. Ms. Russo asked about the necessity when the minutes were readily available. Mr. Pfeiffer noted that when residents see the meeting is recorded but that the recordings are not made available it creates an issue and the expectation is that it should be publicly available. Mr. Westort stated if the meetings were to be recorded why not start meeting in person. **Mr. Kelly withdrew his second of the motion.**

**Ms. Metro made a motion to adjourn the meeting which was seconded by Mr. Kelly at 9:09 p.m.; the Committee voted unanimously in favor (9-0) by roll call vote; Mr. Gilmore-yes, Ms. Seidel-yes, Ms. Russo-yes, Mr. Kelly-yes, Mr. McGuiggin-yes, Ms. Ferguson-yes, Mr. Westort-yes, Mr. Heineman-yes and Ms. Metro-yes.**

Respectfully Submitted,

Nancy Holt  
Recorder