

TOWN OF SCITUATE  
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**Advisory Committee Meeting Minutes**  
**Thursday, January 11, 2024**  
**Zoom Video/Audio Conference – 7:00 pm**

*Pursuant to Chapter 22 of the Acts of 2021, Chapter 22 of the Acts of 2022, Chapter 107 of the Acts of 2022 and Chapter 2 of the Acts of 2023; Scituate Advisory Committee Members held the January 11, 2024 meeting via Zoom Video and/or Audio (Dial-in for those with only phone access). All participants participated remotely.*

**Committee Members Present:** Elise Russo, Chair; Dan McGuiggin, Vice-Chair; Missy Seidel; Marc DiCosimo; Patrice Metro; Jamie Gilmore; Lynda Ferguson and Conor Doherty

**Committee Members Not in Attendance:**  
Jerry Kelly;

**Also in Attendance:** Nancy Holt, Finance Director/Town Accountant; Seth Pfeiffer, SCTV Director; Chris Carchia, Capital Planning Committee Chair

Ms. Russo called the meeting to order at 7:00 p.m.

**Mr. Gilmore made a motion to accept the agenda which was seconded by Ms. Metro and voted unanimously in favor (5-0) by roll call vote; Mr. McGuiggin-yes; Ms. Russo-yes; Ms. Metro-yes; Mr. Gilmore-yes and Mr. DiCosimo-yes.**

*Ms. Seidel and Ms. Ferguson joined the meeting.*

**Ms. Metro made a motion to accept the minutes of the December 14, 2023 meeting which was seconded by Mr. Gilmore. The minutes were voted majority in favor (5-0-2) by roll call vote; Ms. Ferguson-yes; Ms. Russo-yes; Mr. McGuiggin-yes; Ms. Seidel-yes; Ms. Metro-yes; Mr. Gilmore-abstain and Mr. DiCosimo-abstain.**

*Review of Non-Monetary Articles*

Ms. Holt reviewed the articles on the special town meeting warrant in summary.

	<b>SPECIAL TOWN MEETING</b>
<b>STM Art #</b>	<b>Subject</b>
1	Unpaid Bills
2	FY24 Budget Recons
3	Grant Matches
4	Rescission of Borrowing Authorizations
5	Emergency Storm/Snow and Ice Removal Costs
6	community Preservation
7	Grant of Easement CJC Hwy - Raw Water Pump Station
8	Grant of Easement CJC Hwy - Water Treatment Plant
9	Change Town Clerk from Elected to Appointed

*Review/Discussion/Vote FY25 Capital Plan Recommendations - Chris Carchia, CPC Chair*

Mr. Carchia reported that the Town Administrator's recommended capital budget were supported with four items held for further discussion. First, the high school science labs were questioned as an operational expense rather than capital. The discussion related to a complete replacement which would not have been necessary if maintained and was supported 6-1. Second, the electric mower was questioned for need and reliability. Mr. Carchia reported that Mr. Boudreau was questioned about the additional cost but had informed the committee that it could be afforded and CPC voted 6-1 in favor. Third, Mr. Carchia noted that the pickle ball courts were not supported by the Town Administrator until the following year after the high school courts are finished. Ms. Russo noted that the pickle ball courts were discussed by Community Preservation as well with concerns on parking and timing. There was not any vote as the project was not recommended by the Town Administrator. The dredging was the final project held as there was discussion that the rates should be increased in the enterprise fund to support it; however, the Committee voted 6-1 to support it. Ms. Russo asked if the dredging was an annual item and Mr. Carchia replied in the negative. Mr. Gilmore noted that all the areas that require dredging between the rivers and the harbor makes it seem that it is an annual event. Ms. Russo asked about the Waterways Enterprise rate discussion and Mr. Carchia replied that the rates are much lower than market so they should come up. Mr. Gilmore noted the dredging project was already supported through user fees. Ms. Seidel asked about the Seaport Economic Advisory Council grant to assist with the project funding and Ms. Holt confirmed that the \$3M requested in the capital plan is the full amount that could be reduced up to 50% by the grant if the application is successful. Ms. Russo asked if the permitting issues had been resolved about the \$4M Oceanside seawall and Ms. Holt said it had not been resolved. Ms. Holt updated the members on the continuing permit issues.

Mr. Gilmore noted the quality of the deliberation of the Capital Planning Committee members in the meetings that he attended as liaison. He noted the concerns that they continued to raise about operational and capital costs. Ms. Metro noted that issue also applies to other issues such as the water main replacement. Ms. Metro asked how other communities dealt with the distinction between capital and operating budgets. Ms. Holt said it varies by community and that when operational budgets get tight, items start to migrate to the capital plan. Ms. Metro asked about the police shooting range and if it was replacing one the town currently has and Mr. Gilmore stated there had been one in the old police station but not in the new one. Ms. Seidel asked about

the locker rooms and Ms. Holt responded that there are additional female officers requiring accommodation. Ms. Russo supported the funds for sewer expansion design, given that we are continuing to move towards getting sewer for North Scituate regardless of whether a regional solution is feasible.

*Mr. Doherty joined the meeting.*

#### *Review of Non-Monetary Articles*

Ms. Holt provided a quick summary of the annual town meeting articles.

	<b>ANNUAL TOWN MEETING</b>
<b>ATM Art #</b>	<b>Subject</b>
1	Compensation of Elected Officials
2	Reports of Boards & Committees
3	Capital Plan
4	Operating Budget
5	Waterways Enterprise Budget
6	Golf Course Enterprise Budget
7	Wastewater Enterprise Budget
8	Transfer Station Enterprise Budget
9	Water Enterprise Budget
10	Stabilization Fund Excess Levy
11	Revolving Fund Limits
12	Community Preservation
13	Community Preservation Rescissions
14	Affordable Housing Trust - \$25,000 Round 2 Small Grant Program
15	MGL Chapter 91 Liability
16	Zoning Bylaw Amendment – MBTA Compliance
17	Zoning Bylaw Amendment – Wireless Communication Antennas
18	General Bylaws Amendment-Aquaculture Revolving
19	General Bylaws Amendment-Handicapped Parking Fine Increase
20	General Bylaws Amendment-Overnight Recreational Vehicular Parking
21	Local Option Acceptance-MGL c. 59 §5 cl 54

Ms. Holt noted the change to the Aquaculture Revolving Fund to allow Conservation Commission mitigation costs to be collected and the mitigation expenses to be expended. She stated that the Select Board had increased the handicapped parking fine from \$100 to \$300 in July upon recommendation of the Commission on Disabilities and Traffic Rules and Regulations and this article would correct the general bylaw. She stated the Attorney General had requested some additional language in the Overnight Recreational Vehicular Parking bylaw that Town Counsel was drafting. She noted the final article was a local option acceptance of MGL c. 59 §5 cl 54 to exempt personal property tax for \$5,000 or less. She informed members that two utilities account for 68% of personal property tax and eight of the 1,300 accounts total 78% of all

personal property tax assessed. She directed members to the background information showing neighboring communities as well as state wide data on acceptances of this statute.

Ms. Metro asked about the Town Clerk's concerns with the special town meeting article. Ms. Holt stated Mrs. Gardner was concerned that it should be a charter change first and then a change to the general bylaws. Ms. Holt noted that Town Counsel is currently reviewing that concern as well as the other warrant articles.

#### *Review of Petition Articles*

There were not any petition articles submitted for the special or annual town meetings.

#### *Other Business*

Ms. Holt reminded members that the next meeting would be 1/18/24 by ZOOM for review of the land use department FY25 budget requests and the Community Preservation projects. She advises members that a member of the Conservation Commission would be presenting as Ms. Walkey had resigned. Ms. Seidel asked about the mooring change in Cohasset and Ms. Holt stated she would ask Mr. Boudreau to provide an update at the next meeting.

**Mr. Gilmore made a motion to adjourn the meeting which was seconded by Mr. McGuiggin at 7:43 p.m.; the Committee voted unanimously in favor (8-0) by roll call vote; Ms. Ferguson-yes; Ms. Russo-yes; Mr. McGuiggin-yes; Ms. Seidel-yes; Mr. Doherty-yes; Ms. Metro-yes; Mr. Gilmore-yes and Mr. DiCosimo-yes.**

Respectfully Submitted,

Nancy Holt  
Recorder

FY 2025 Capital Plan as Voted by Select Board 01/09/2024 and Capital Planning Committee on 12/12/2023

Department	Project #	Request Title	Score	TA Recomd	CPC Recom	SB Recom	FY2025	Free Cash	Water RE	Sewer RE	Wways RE	TStn RE	Golf RE	Borrowing	Unspent Arts	Revolving
		Available Funds						\$ 4,101,303	\$ 1,843,172	\$ 413,674	\$ 248,187	\$ 407,963	\$ 85,628			
Education	2025-300-07	Hatherly/Cushing MSBA Project (Debt Exclusion)	49	Y	No Action Yet	No Action Yet	\$120,100,000							\$120,100,000		
	2025-300-04	SHS Science Lab Upgrade	50	Y	Yes 6-1	Yes 5-0	\$75,000	\$75,000								
	2025-300-06	Technology Switch Replacement	67	Y	Yes 7-0	Yes 5-0	\$400,000	\$400,000								
	2025-300-05	Technology Capital Requests	52	N			\$212,000									
	2025-300-03	Wampatuck ADA Compliance	51	Y	Yes 7-0	Yes 5-0	\$650,000	\$650,000								
	2025-300-01	Scituate High School Locker Room Phase Three	47	Y	Yes 7-0	Yes 5-0	\$1,050,000							\$1,050,000		
	2025-300-02	HVAC Controllers Phase 2 of 3	59	N			\$165,334									
Total Education							\$122,652,334	\$1,125,000	\$0	\$0	\$0	\$0	\$0	\$121,150,000	\$0	\$0
Engineering	2026-411-02	Oceanside Seawall Phase 4	57	Y	Yes 7-0	Yes 5-0	\$4,000,000							\$4,000,000		
	2025-411-01	Foreshore Protection	51	Y	Yes 7-0	Yes 5-0	\$200,000	\$200,000								
	2025-411-01	MS-4 Municipal Separate Storm Sewer System	59	N			\$150,000									
Total Engineering							\$4,350,000	\$200,000	\$0	\$0	\$0	\$0	\$0	\$4,000,000	\$0	\$0
Facilities Management	2025-410-01	Public Safety Locker Room Improvement Study	39	Y	Yes 7-0	Yes 5-0	\$200,000	\$200,000								
	2025-410-02	Maritime Center Floor and Door Replacement	20	Y	Yes 7-0	Yes 5-0	\$30,000									\$30,000
	2024-410-21	Town Wide Facilities Plan Year 4	46	Y	Yes 7-0	Yes 5-0	\$935,621	\$857,516								\$78,105
Total Facilities Management							\$1,165,621	\$1,057,516	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$108,105
Fire Dept	2025-220-01	Replace Pumper Truck	38	Y	Yes 7-0	Yes 5-0	\$840,000							\$840,000		
Total Fire Dept							\$840,000	\$0	\$0	\$0	\$0	\$0	\$0	\$840,000	\$0	\$0
	2025-422-03	Replace 6 Storage Containers	40	N			\$56,000									
	2025-422-02	Replace Gasoline 4000 gal. Storage Tank with a New 8000 gal. UL 2085 insulated dual wall Storage Tank	38	N			\$165,000									
	2025-422-01	Replace Truck #107 2006 International Dump Truck with a 2025 New Mack 10 wheeler Dump Truck	36	N			\$305,300									
	2025-422-04	Replace 1-1, 2019 Chevrolet Silverado 1500 Pick Up with 2024 Ford F250 4x4 Pick Up Truck	26	N			\$70,000									
	2025-422-05	Roadways, Sidewalks, Drainage & Culvert improvements	35	Y	Yes 7-0	Yes 5-0	\$300,000	\$300,000								
Total Highway							\$896,300	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Police Dept	2025-210-01	Police Shooting Range	25	N			\$2,630,471									
Total Police Dept							\$2,630,471	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Public Grounds	2025-429-03	PG New Holder C70 Sidewalk Machine	30	Y	Yes 7-0	Yes 5-0	\$202,000	\$202,000								
	2026-429-02	Electric ride on mowers		Y	Yes 6-1	Yes 5-0	\$38,000	\$38,000								
	2025-429-02	Replace Truck 2-8, 2007 Chevrolet 3500 Dump Truck	36	Y	Yes 7-0	Yes 5-0	\$82,000	\$82,000								
	2025-429-04	New Harper TV40 Turbovac Leaf & Debris Vacuum	29	Y	Yes 7-0	Yes 5-0	\$31,000	\$31,000								
	2025-429-01	New Bucket Truck	38	Y	Yes 7-0	Yes 5-0	\$540,500	\$540,500								
Total Public Grounds							\$893,500	\$893,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Recreation	2024-630-01	New Tennis/Pickleball Courts & Re-construction of Parking Lot	53	N			\$1,216,408									
Total Recreation							\$1,216,408	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Recreation		TOTAL GENERAL FUND					\$134,644,634	\$3,576,016	\$0	\$0	\$0	\$0	\$0	\$125,990,000	\$0	\$108,105
Sewer Dept	2025-440-07	Replace HVAC at Plant	52	N			\$77,000									
	2025-440-06	Automated Gate and Fence Repair	52	N			\$84,600									
	2025-440-04	Design & Engineer North Scituate Sewer Expansion	60	Y	Yes 7-0	Yes 5-0	\$2,200,000							\$2,200,000		
	2025-440-03	First Parish Pump Station Replacement Design Bid	56	Y	Yes 7-0	Yes 5-0	\$165,000							\$77,000	\$88,000	
	2025-440-02	Replace Truck 5-2	42	N			\$77,461									
	2025-440-01	Structural Repairs	65	Y	Yes 7-0	Yes 5-0	\$250,000			\$250,000						
	2024-410-21	Town Wide Facilities Plan Year 4	46	Y	Yes 7-0	Yes 5-0	\$47,959			\$47,959						
	2025-440-05	Inflow & Infiltration FY25-FY29	62	N			\$200,000									
Total Sewer Dept		TOTAL SEWER ENTERPRISE					\$3,102,020	\$0	\$0	\$297,959	\$0	\$0	\$0	\$2,277,000	\$88,000	\$0

FY 2025 Capital Plan as Voted by Select Board 01/09/2024 and Capital Planning Committee on 12/12/2023

Department	Project #	Request Title	Score	TA Recomd	CPC Recom	SB Recom	FY2025	Free Cash	Water RE	Sewer RE	Wways RE	TStn RE	Golf RE	Borrowing	Unspent Arts	Revolving
Transfer Station	2025-433-01	Entrance Gate Key Card Access and Cameras	48	Y	Yes 7-0	Yes 5-0	\$150,000					\$150,000				
	2024-410-21	Town Wide Facilities Plan Year 4	46	Y	Yes 7-0	Yes 5-0	\$24,045					\$24,045				
Total Transfer Station		TOTAL TRANSFER STATION ENTERPRISE					\$174,045	\$0	\$0	\$0	\$0	\$174,045	\$0	\$0	\$0	\$0
Water Dept	2025-450-08	Additional Funds for Well Borings - West End Well Investigation	45	Y	Yes 7-0	Yes 5-0	\$100,000		\$100,000							
	2025-450-01	Well 17A Upgrades	61	Y	Yes 7-0	Yes 5-0	\$100,000		\$100,000							
	2025-450-08	Replace Truck #33 Dodge Ram Utility Body	37	Y	Yes 7-0	Yes 5-0	\$89,000		\$89,000							
	2025-450-03	Additional Design and Construction of New Storage Tank	57	Y	Yes 7-0	Yes 5-0	\$3,300,000							\$3,300,000		
	2025-450-07	Replacement of Truck #39, 2009 Chevy Silverado Pickup Truck	37	Y	Yes 7-0	Yes 5-0	\$74,800		\$74,800							
	2025-450-06	Replace Water Mains	56	Y	Yes 7-0	Yes 5-0	\$3,000,000							\$3,000,000		
	2025-450-05	10 Year Meter Replacement Cycle Program FY2025	58	Y	Yes 7-0	Yes 5-0	\$250,000		\$250,000							
	2025-450-04	Redevelopment and Electronics Upgrade of Public Wells	59	Y	Yes 7-0	Yes 5-0	\$190,000		\$190,000							
	2025-450-02	Old Oaken Bucket Water Improvement & Aeration	80	N			\$130,000									
Total Water Dept		TOTAL WATER ENTERPRISE					\$7,233,800	\$0	\$803,800	\$0	\$0	\$0	\$0	\$6,300,000	\$0	\$0
Waterways/Harbormaster	2025-298-01	Scituate Harbor Dredging	68	Y	Yes 6-1	Yes 5-0	\$3,000,000							\$3,000,000		
	2024-410-21	Town Wide Facilities Plan Year 4	46	Y	Yes 7-0	Yes 5-0	\$32,151				\$32,151					
Total Waterways/Harbormaster		TOTAL WATERWAYS ENTERPRISE					\$3,032,151	\$0	\$0	\$0	\$32,151	\$0	\$0	\$3,000,000	\$0	\$0
	2024-410-21	Town Wide Facilities Plan Year 4	46	Y	Yes 7-0	Yes 5-0	\$28,179						\$28,179			
Total Golf/Widows Walk		TOTAL GOLF (WIDOWS WALK) ENTERPRISE					\$28,179	\$0	\$0	\$0	\$0	\$0	\$28,179	\$0	\$0	\$0
Grand Total		GRAND TOTAL			\$22,575,255	\$22,575,255	\$148,214,829	\$3,576,016	\$803,800	\$297,959	\$32,151	\$174,045	\$28,179	\$137,567,000	\$88,000	\$108,105
Unspent Free Cash/Retained Earnings Reserved for Emergencies								\$525,287	\$1,039,372	\$115,715	\$216,036	\$233,918	\$57,449			