



**Advisory Committee
Meeting Minutes
Community Room, Scituate Public Library
Thursday, February 21, 2019
7:00 pm**

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

Committee Members Absent:

Also in Attendance: Nancy Holt, Finance Director, Jim Boudreau, Town Administrator; Chris Carchia, Capital Planning Committee Chairman; John Whittaker, Capital Planning Committee member

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

A motion to accept the agenda was made by Jamie Gilmore, seconded by Jerry Kelly; Unanimous vote (7-0)

A motion to approve the meeting minutes from the 02/14/19, with non-substantive corrections, was made by Jerry Kelly seconded by Mike Westort; Unanimous vote (7-0)

FY2020 Capital Plan Review

Capital Planning Committee chairman, Chris Carchia and member John Whittaker appeared before the Committee to present the Capital Planning Committee's FY20 capital plan recommendations. Mr. Carchia presented a brief over view of the process. Departmental requests submitted to Finance Director and Town Administrator who score them and Capital Planning Committee meets with departments to review the submissions, obtain updates on ongoing capital projects and review completed projects with balances that could be re-allocated.

Mr. deLacy joined the meeting at 7:06 pm.

Mr. Antoniello noted that he is the Advisory Committee liaison to the Capital Planning Committee and attends their meetings. Mr. Carchia started the review with the DPW Department.

Mr. Heineman asked how much the Town received in Chapter 90 funds this year. Ms. Holt replied that \$560,000 in the first disbursement and additional funding of \$112,000 was received. Mr. Kelly asked Ms. Holt to provide an explanation of Chapter 90 program for other members who might not be familiar. The explanation was provided.

Mr. Gilmore asked why the \$200,000 roadway improvement request was recommended for \$100,000 more from Free Cash. Mr. Boudreau responded that there was normally \$200,000 in the operating budget which was reduced by \$100,000 and it was added to the capital plan to keep the

funding intact.

The next item reviewed was the Cudworth Cemetery. Mr. Carchia explained it was the final phase of the Cudworth Cemetery expansion. General discussion ensued about the cemetery being open to veterans only. Discussion was held on the update of the ADA Transition Plan. Mr. Boudreau noted that the Town received \$50,000 in a grant so the request was reduced to \$100,000. Ms. Holt noted that the update had been put out to bid and the responses were more than twice the original appropriation so additional funds were needed. Mr. Westort noted a concern that the plan could create a liability for the Town by highlighting areas of need to be made accessible. Mr. Boudreau noted that the plan was required and Ms. Holt added that the tool is a planning tool.

The HS fields project recommendation of \$1.6M was next. Mr. Boudreau identified the costs that were incorporated in the project as items that were ineligible for CPC funding including items that are movable such as visitors' stands, sound system and all turf related items. Mr. Carchia noted that the Capital Planning Committee voted 3-2 in favor. Mr. Whittaker explained why he and another member voted against the project.

Mr. Carchia explained to members that Capital Planning Committee needs to meet more than just during the budget season in order to better manage the many capital requests before the Town.

The next project reviewed by Mr. Carchia was the Humarock Fire Station living quarter replacement funded for \$275,000 which was a unanimous vote. Mr. Gilmore asked if any of the improvements to the building had been done yet. Mr. Boudreau stated that he believed the planning for the apparatus bay was done and a bid would be going out. The building will be elevated and Senator O'Connor obtained \$100,000 from the FY19 state budget towards the project as well.

Security upgrades were detailed by Mr. Carchia. Mr. Boudreau noted it was for the school buildings and those other facilities that have funds available including project funds for the middle school, library and public safety complex. Mr. Kelly confirmed Mr. Boudreau's comments that he hopes to bring forward the balance of the upgrades to the other town buildings in the fall. Mr. Gilmore asked Mr. Carchia if it was unanimous vote which Mr. Carchia confirmed.

Mr. Carchia pointed out that the request for foreshore was increased to \$300,000 for the same reason as the roadway improvements. Mr. Kelly asked about the FEMA foreshore work on the plan and Ms. Holt noted it will probably be pushed out as the design work still needs to be done. Mr. Heineman mentioned that the Town should look at seawall betterments. Ms. Holt relayed her prior experience with Marshfield and the attempt to move forward with seawall betterments. Mr. Boudreau mentioned that Governor had proposed a new fund that would help with these types of costs. Ms. Holt stated that MEMA had confirmed that the Town could use state funds such as a Municipal Vulnerability Grant or Seawall & Dam Repair funding towards its 25% town share.

Discussion of the set-aside for the ambulance to the Capital Stabilization Fund in the amount of \$50,000 ensued. Mr. Carchia noted that the deputy fire chief's car was also on the plan but was not recommended though it was needed.

Mr. Carchia stated that the MS-4 compliance request was funded for stormwater management. Mr. Westort asked why this was not in the DPW's budget if it was in for funding annually. Ms. Holt said it could be added to their technical services line but they request it every year but it is not granted annually as they do not need it. They have spent down the current funds and do need additional now.

The school technology project was recommended for \$110,000 for replacement of the school's telephone system. The next recommended project was Truck 2-9 which was a 2005 pick-up. The recommendation for a replacement of a backhoe for \$135,000 was discussed.

The plan review moved onto Sewer Enterprise projects. The fourth phase of the SCADA upgrade for \$330,000 was recommended. The heating system for dewatering plant was also recommended. Mr. Heineman asked which items were not recommended and Mr. Carchia stated it was a sewer treatment plant building assessment and a clarifier upgrade.

The Transfer Station project for crack sealing and pavement markings was recommended and Mr. Carchi noted it was the department's number one priority. Mr. Heineman asked if the other articles being used were from the Transfer Station enterprise funds which Ms. Holt confirmed.

The Water Enterprise projects were reviewed. Mr. Carchia started with the \$4M request for design of the water plant & SCADA to look at replacing/updating the water treatment plant and SCADA systems. Mr. Heineman asked how the ice pigging went. Mr. Boudreau responded there was 146 pounds of sediment removed in the first round of ice pigging. Mr. Boudreau noted some areas cannot be flushed due a lack of hydrants. Mr. Gilmore asked if hydrants were being added and Mr. Boudreau confirmed. Capital Planning Committee voted four in favor and one abstention. Humarock water main engineering was explained by Mr. Carchia. He relayed that the mains in that area were leaking significantly and due to the sand leaks could not be detected. A pressure reducing valve had been installed to hopefully assist but the new mains would include meters at the street. The construction of the green sand filter at Well #17 was recommended for \$8M. Mr. Boudreau provided further detail that the green sand filter removes manganese and iron from the water which are the two main sources. Ms. Holt noted that the project was already accepted by the Clean Water Trust for a low interest 2% loan financing. The final recommended project was for a mini excavator mostly funded from other available project articles. Mr. deLacy asked about leasing the equipment instead and Ms. Holt provided the details on the analysis based on the current lease of a loader for snow season.

The final review was for the Waterways Enterprise projects. The pump out boat was recommended and was likely to receive a grant stated Mr. Carchia. The comprehensive dredge permit was discussed. Mr. Kelly asked if this would cover multiple areas which Mr. Boudreau confirmed. The last project to be discussed was addition of a second Harbormaster's truck. Mr. Carchia stated that the vote was one in favor and three abstentions. Mr. Boudreau explained his concerns relevant to the need for a second truck and why he did not recommend it.

Mr. Carchia touched on the Wampatuck School fire door replacement project which was not recommended. The concern was that the doors did not meet code. The Fire Chief confirmed they meet the code of the time of the building of the school. The doors do need repair and the Capital Planning Committee is waiting for the Paul Donlan to provide a complete updated quote which includes all the components.

Mr. Carchia also brought up that the Capital Planning Committee met with Linda Hayes from the Council on Aging about the new senior center but took no action as the building program was still in flux. Mr. Boudreau updated the group that the Board of Selectmen was recommending a new plan and had voted to delay the article to a special town meeting on May 13, 2019 rather than at the April 8, 2019 town meeting to allow vetting of the revision by the appropriate committees and the public.

Mr. Heineman announced that he wanted to review the warrant articles. He reviewed the schedule with the Committee members and his concern to take votes on articles still in draft format. The articles were briefly reviewed

Mr. Gilmore brought up the Waterways Budget and the \$45,000 for the marine unit. Mr. Heineman recommended that the Committee take it up when they vote the budget. Mr. Boudreau agreed to have the Police Chief and Waterways Committee members present for the discussion. Ms. Holt provided details on the articles 15-17 on tax relief measures. Mr. Boudreau reported that the Board of Selectmen increased the rate and limit on the senior tax work-off program at their last meeting.

Ms. Holt provided information on the Rooms Occupancy Tax article. Mr. Gilmore asked if the Scituate Inn proprietor had been notified and Ms. Holt replied in the negative. Mr. Gilmore also asked about neighboring towns if they had accepted it and Ms. Holt provided the information she recalled and stated she would provide the members with the list.

Concern was noted by members relevant to more information on the Blanchard Farms Lane acceptance and if it had been recommended favorably by the Street Acceptance Committee. Mr. Boudreau said he would provide an update to the members.

Mr. Boudreau provided members with an update on the article relevant to the Ellis property land and he stated he was still waiting to hear if the proposed parcels would be acceptable.

Mr. Heineman asked if Mr. Boudreau has received legal opinions on the other petition articles. Mr. Boudreau stated that Town Counsel had informed him verbally that they were not legal but he was still waiting for a clear written opinion.

The members were in consensus that they would take as many votes as possible. Mr. Heineman asked if there was any further discussion and proceeded to poll the members as to who is available for a meeting the following week.

Mr. Heineman asked for a motion to adjourn, Mr. Kelly made a motion to adjourn the meeting at 9:25 PM, Mr. deLacy seconded the motion; Unanimous Vote (8-0).

Respectfully Submitted,
Nancy Holt (Recorder)