

**MEETING MINUTES
BOARD OF SELECTMEN
December 20, 2016**

Present: Martin J. O'Toole, Chairman, Anthony V. Vegnani, Maura Curran, Mr. Danehey, Mr. Harris
Patricia Vinchesi, Town Administrator

The Meeting was called to order at 7:00 p.m.

Acceptance of Agenda

Mr. Harris made a motion to accept the agenda for December 20, 2016 Second by Mr. Vegnani, all in favor. Unanimous vote (5-0).

WALK INS

Phyllis Karlsburg, 26 Hughes Road, asked if the Waterways report was available and if she could have a copy. Mr. O'Toole asked Ms. Vinchesi the status of the report. Ms. Vinchesi said that the consultant was given a two week extension and she would have the report in January. At that time Ms. Vinchesi will provide a copy to the chair of the Waterways Commission for review and comment.

REPORT OF THE TOWN ADMINISTRATOR

1. Water Update – Al Bangert

Al Bangert provided a brief update on the status of the drought. MA has issued a drought warning just shy of a drought emergency. Scituate is still under drought warning but we are in good shape. The reservoir is at 70% due to modest rainfall and conservation efforts of the residents and businesses of Scituate. The drought management team met in late August and established an objective to draw water from the wells and let the reservoir recover on its own. Residents reduced water consumption from 63 gallons per person per day in September to 57 gallons per person per day in December. This was a decrease of 10% and due to conservation efforts. We accomplished this by strict enforcement of irrigation and outside water use ban, a contingency plan for fire-fighting and an extensive public information campaign. Mr. Bangert reviewed and outlined future resiliency plans with the Selectmen. Mr. Danehey requested a map of all the wells in Scituate.

Ms. Curran congratulated Mr. Bangert and his wife Donna on their 50th wedding anniversary. The Selectmen thanked Al & Donna Bangert for their dedicated work in Scituate over the years and congratulated them on their wedding anniversary.

2. Public Facilities Update

Ms. Vinchesi said at the most recent Public Building Commission meeting it was reported that the library is 81% complete and the Public Safety Complex is 82% complete. The live date for joint dispatch cutover is going to be March 2, 2017. As we transition to these new buildings we will need to care for the buildings that they will be leaving behind. This is a full plate for the facilities department.

3. Schedule date for stakeholder meeting on visioning plan for Cole Parkway

When the signage is installed in Cole Parkway there are some discussions about a park or performance space from different groups. This needs to be coordinated across all groups for joint grant applications, etc. Ms. Vinchesi would like to have a two hour meeting with the Selectmen to talk about this area specifically so we do not miss opportunities and include EDC and the Cultural District group, planning, etc. It is important so we can move forward together. The Selectmen said that the months of February or March 2017 would be good on a Wednesday night.

4. Other Items

FEMA has requested further information from the towns. FEMA said letters of map revisions could be submitted after the towns accept the maps. Ms. Vinchesi will be attending a meeting in Washington, DC with Representative Cantwell to convey our dismay and frustration with FEMA. The towns should not be responsible for another new map revision. Taxpayers from three Towns (Scituate, Duxbury, Marshfield) have paid approximately \$300,000 for costs to date that FEMA should have done. Again, FEMA is asking the towns to do the work.

SCHEDULED ITEMS:

ANNOUNCE Contract Renewal Finance Director/Town Accountant

Mr. O'Toole discussed the contract renewal of our Town Accountant and Finance Director Nancy Holt. Mr. O'Toole reviewed Ms. Holt's background and accomplishments while in this position in Scituate. The board thanked Nancy Holt for all her contributions and publicly announced the renewal of her contract for the foreseeable future.

PUBLIC HEARING Hummar Corp. dba Sands End Café On Premise Wine & Malt Transfer of License and 2017 Renewal of Annual License, Benjamin Cote, Attorney and Keith O'Callaghan the buyer of the property. The intent is to leave the restaurant and package store the way it is currently. The only change will be the name.

Move to approve the application for Transfer of License from A Hummar Corp/Sands End Café (Restaurant) to O’Callaghan LLC pending bank loan approval and liquor liability Insurance. The premise consists of 2100 square feet and one floor with two rooms located at 14 Marshfield Avenue Scituate, MA.

Move that the Board of Selectmen approve the pledge of licenses. Motion by Ms. Curran Second by Mr. Harris Unanimous Vote (5-0)

Move that the Board of Selectmen vote to approve the 2017 Restaurant Wine & Malt License for O’Callaghan, LLC pending sale of business and approval of the ABCC. Motion by Ms. Curran second by Mr. Danehey Unanimous Vote (5-0)

Move that the Board of Selectmen vote to renew the 2017 Restaurant Wine & Malt License for Marilyn Ward Howe/Sands End Café (Restaurant). Motion by Mr. Danehey second by Mr. Harris Unanimous Vote (5-0)

PUBLIC HEARING Marilyn Ward Howe dba Sands End Retail Wine & Malt Transfer of License and 2017 Renewal of Annual License, Benjamin Cote, Attorney

Move to approve the application for Transfer of License from Marilyn Ward Howe/Sands End Café (Package Store) to O’Callaghan Package Store, LLC pending bank loan approval. The premise consists of 2100 square feet and one floor with two rooms located at 14 Marshfield Ave Scituate, MA. Motion by Mr. Danehey second by Ms. Curran Unanimous Vote (5-0)

Move that the Board of Selectmen approve the pledge of license. Motion by Mr. Danehey second by Mr. Vegnani Unanimous Vote (5-0)

Move that the Board of Selectmen vote to approve the 2017 Retail Package Goods Wine & Malt Beverages License for O’Callaghan Package Store, LLC pending sale of business and approval of the ABCC. Motion by Mr. Danehey second by Mr. Vegnani Unanimous Vote (5-0)

Move that the Board of Selectmen vote to renew the 2017 Retail Package Goods Wine and Malt Beverages License for Marilyn Ward Howe/Sands

**End Café (Package Store). Motion by Mr. Danehey second by Mr. Vegnani
Unanimous Vote (5-0)**

Proposed close date is February 3, 2017.

PUBLIC HEARING Change of Manager and 2017 Renewal of Annual License, Scituate
Country Club

Tony Pacella attended the meeting and explained that there is a change of manager for Scituate Country Club.

**Move to approve the application for Change of Manager and change of
Beneficial Interest for Scituate Country Club located at 91 Driftway Scituate
MA. Motion by Mr. Danehey second by Mr. Harris Unanimous Vote (5-0)**

**Move that the Board of Selectmen vote to renew the 2017 Club License for
All Kinds of Alcoholic Beverages for the Scituate Country Club. Motion by
Mr. Danehey second by Ms. Curran Unanimous Vote (5-0)**

PUBLIC HEARING Change of Beneficial Interest, Change of Manager and 2017 Renewal of
Annual License, Barker Tavern

George Jordan at the Barker Tavern attended to represent the Barker Tavern. Since the death of his Dad the children are taking over the business and they are settling the estate.

**Move to approve the application for change of Beneficial Interest and
Change of Manager at the Barker Tavern located at 21 Barker Road
Scituate, MA. Motion by Mr. Danehey second by Mr. Harris Unanimous
Vote (5-0)**

**Move that the Board of Selectmen vote to renew the 2017 Common Victuller
license and All Kinds of Alcoholic Beverages for the Barker Tavern. Motion
by Mr. Danehey Second by Ms. Curran Unanimous Vote (5-0)**

New Class II License Application, Larry Finnie

Mr. Finnie is seeking a dealer's license and is asking for a Class II license to purchase cars at auction. Mr. Harris said this is a perfect fit for Larry. Mr. Finnie's sister in law is the proprietor of O'Brien's car care. He has letters from both Steve O'Brien and his sister in law stating he will be using the property to refurbish and sell cars.

Move that the Board of Selectmen grant a Class II License for up to eight cars to Larry A. Finnie at 157 First Parish Road, Scituate, MA 02066 Motion by Mr. Danehey second by Mr. Harris Unanimous Vote (5-0)

Inter fund Borrowing, Pam Avitabile, Treasurer Collector

Pam Avitabile, Treasurer/Collector provided backup and an overview of the library funding. Ms. Avitabile said the Town of Scituate will temporarily borrow \$3M against the Stabilization Fund and it will be paid back. Nancy Holt provided a document to show where all the library funding was coming from. The \$5M was long term and has been fully expended.

Move that the Board of Selectmen approve the Interfund Borrowing request prepared by the Treasurer Collector in the amount of \$3,000,000 for the construction/renovation of the Library. Motion by Mr. Danehey second by Mr. Vegnani Unanimous Vote (5-0)

Mr. Danehey recused himself from the meeting at 7:52 p.m.

Public Employee Committee Agreement, Patricia Vinchesi, Town Administrator

This provides us with a financially stable model going forward with this plan. Mr. Vegnani asked how we would save money. MIIA quote was 7.9% and Cook & Company is going to go up at least 14%. Sue Shillue said this is a one-year mitigation and Scituate will continue to see savings year after year. The Mayflower group is not as stable as it previously was.

Move that the Board of Selectmen approve the Public Employee Committee mitigation agreement. Motion by Ms. Curran Second by Mr. Vegnani Unanimous Vote (4-0) Mr. Danehey recused himself from this agenda item.

Mr. Danehey returned to the meeting at 8:00 p.m.

Library Contracts, Joe Sullivan, OPM Daedalus

Olden Ello architects attended the meeting and were involved in the furniture design. Chelsea submitted a package to review the areas where shelving and new furniture would be located. The library will be reusing some furniture and some furniture was donated. Olden Ello staff has worked with the library employees to select the furnishings. Joe Sullivan said the team has worked hard to get the costs of the furniture down. Ms. Vinchesi thanked the team of people who volunteered to work on selecting furniture and colors for the new library. Ms. Vinchesi thanked Lindsey Chessia, Pam Mullin, Jackie Carr, and Monica McCall for volunteering to work on the committee.

1. Tucker Library Interiors, LLC for shelving and millwork not to exceed \$203,955.44

Move to award contract to Tucker Library Interiors, LLC for library shelving and related millwork for an amount not to exceed \$203,955.44 through Massachusetts Higher Education Consortium contract #MC11-CO7. Motion by Mr. Harris second by Ms. Curran Unanimous Vote (5-0)

Joe Sullivan, the OPM said that the contract amount was reduced for Office Resources, Inc. and the Selectmen voted on the revised amount.

2. Office Resources, Inc. for furnishings not to exceed \$138,302.90

Move to award contract to Office Resources, Inc. for furnishings at library at 85 Branch Street for an amount not to exceed \$138,302.90 through Massachusetts Higher Education Consortium contract #MC11-CO7 and Massachusetts state contract #OFF38. Motion by Ms. Curran second by Mr. Harris Unanimous Vote (5-0)

Emergency Management Update, Chief Murphy has reviewed the past storms to see how we can improve in the future. It all starts with planning. Updates and changes will be communicated to the public. Chief Murphy has mapped out a communication plan. Police, Fire, DPW, MEMA and utility companies work well together. Chief Murphy said we need the resources before the storms and he is working with agencies to arrange this, currently working with MEMA. Additional people & resources come in to Town during these storms. The first priority is life safety. We want to get people back to their homes as quickly as possible. Chief Murphy has communicated the following to the public:

- Have a plan: Develop an emergency plan for your family
- Put together a 3 day emergency kit
- Evacuations: When & where to go
- Utility update:
 - National Grid
 - NStar (Eversource)
 - Columbia Gas
- Stay informed
- FEMA update

Magnets were made up and distributed to local stores and the hardware stores. Texting is an effective way for the public to communicate. Ms. Curran asked if we use voice to text technology. Chief Murphy said in March we should have the capability for voice to text and he will follow up on this. Ms. Curran asked to post the information regarding the magnets on our facebook page. Ms. Devin said she will update facebook. Chief Murphy will be updating the emergency management page on facebook and have all information there for the public. Chief

Murphy suggests that people book a hotel three days before a storm comes and you can cancel 24 hours in advance at no charge. Mr. Danehey said he is concerned with people who decide they are going to weather the storm and put rescuers at risk. Mr. Danehey asked if we could charge back those costs to people who do not leave when asked. Chief Murphy said "Be a host to the coast" is a new slogan that the team is putting out to the public. Chief Murphy encourages residents to invite coastal families you know to come and stay with you during a storm. We really don't know until 12-24 hours what we are really getting for a storm. National Grid has done a lot of work with Chief Murphy to discuss and improve preparation for electricity cutoffs when necessary for specific locations. A shutoff was established for the Humarock area at a cost of \$74,000 that NSTAR paid for to prevent future fires like we had in Humarock in the past. Columbia Gas has gas flow meters and there are check valves and they were down to six flow meters that were not done. Chief Murphy is working the checklist with Columbia Gas to complete all the homes on the ocean. The utility companies have responded to implementing these safety measures for storms. Chief Murphy is working with Linda Hayes and Kathy DeMarsh to get generators in the elderly housing locations. The primary reception center will have heat and food for the elder residents. Chief Murphy is negotiating with Humarock Civic Association to create an emergency shelter there for residents and try to make this a short term shelter and warming center. Nancy Durfee and Dan Smith are working hard to obtain money from FEMA for past storms. Ms. Curran asked where all this information is documented. Chief Murphy has a central binder that has the procedures documented. The information was distributed to all appropriate departments also.

NEW BUSINESS:

1. Close April 26, 2017 Annual & Special Town Meeting Warrant
Move that the Board of Selectmen close the Annual and Special Town Meeting Warrant for the April 26, 2017 Town Meeting. Motion by Mr. Vegnani second by Ms. Curran

2. 2017 Town of Scituate Annual License Renewals

MOVE THAT THE BOARD OF SELECTMEN VOTE TO RENEW THE FOLLOWING CLUB ALL ALCOHOL LICENSE FOR 2017:

Scituate Harbor Yacht Club

Motion by Mr. Harris Second by Mr. Vegnani Unanimous Vote (5-0)

MOVE THAT THE BOARD OF SELECTMEN VOTE TO RENEW THE FOLLOWING COMMON VICTUALLER LICENSES FOR 2017:

Barker Tavern
Scituate Country Club
Scituate Harbor Yacht Club
Sands End Café/Restaurant

Motion by Mr. Harris Second by Mr. Vegnani Unanimous Vote (5-0)

Riva Pizzeria

Mr. Harris abstained from voting on Riva Pizzeria

Motion by Mr. Vegnani Second by Ms. Curran Unanimous Vote (4-0)

MOVE THAT THE BOARD OF SELECTMEN VOTE TO APPROVE THE COMMON VICTUALLER LICENSE FOR:

O’Callaghan’s LLC – Pending sale of business, ABCC approval and completed workers comp form

Motion by Mr. Vegnani Second by Mr. Harris Unanimous Vote (5-0)

MOVE THAT THE BOARD OF SELECTMEN VOTE TO RENEW THE FOLLOWING ENTERTAINMENT LICENSES FOR 2017:

Barker Tavern
Scituate Country Club
Scituate Harbor Yacht Club

Motion by Mr. Vegnani Second by Mr. Harris Unanimous Vote (5-0)

MOVE THAT THE BOARD OF SELECTMEN VOTE TO RENEW THE FOLLOWING SEPTAGE DISPOSAL LICENSES FOR 2017:

Septic Pro - Pending payment of outstanding septage fees

Motion by Mr. Vegnani Second by Mr. Harris Unanimous Vote (5-0)

OTHER BUSINESS:

Correspondence

- Thank you letter to Patrick Gallivan, Carol Logue and the Conservation Committee for their work at 10 Country Club Circle.
- Thank you letter for the seawall construction on Oceanside Drive.

- Scituate Town and Town Administrator the recipient of the Kenneth Pickard Innovation Award this will be presented at the MMA conference. The Selectmen thanked Ms. Vinchesi and staff for their excellent work with the storm advisories.
- Ms. Vinchesi received a letter thanking the Town for the warm hospitality showed to the Ireland visitors for the friendship pact.

Approval of Meeting Minutes

Move that the Board of Selectmen approve the meeting minutes for the December 6, 2016 meeting. Motion by Mr. Danehey second by Mr. Vegnani Unanimous Vote (5-0)

Other Business

Ms. Curran thanked the Scituate Community Christmas group for their hard work this year. Ms. Curran thanked all the residents for all the donations to Scituate Community Christmas. This was started by Susan Phippen.

Mr. Vegnani attended a recreation meeting and they will come before the Selectmen to discuss the fields. Mr. Vegnani said shop locally for the holiday season and wished everyone a Merry Christmas.

Mr. Danehey thanked Maura Glancy and Anne Vegnani for the Santa calls arranged with the North Pole to the children of Scituate. Al Kazlousky and Joe Norton were a great help to facilitate the evening and much appreciated by all.

Mr. O'Toole said the delegation from Cork County Ireland were very nice people and it was a pleasure having them here in Scituate.

The Selectmen wished all a Merry Christmas.

1. Adjournment

The Selectmen moved into executive session at 8:56 p.m.

Respectfully Submitted,

Lorraine Devin
Recorder

LIST OF DOCUMENTS BOARD OF SELECTMEN MEETING 20161220

- Agenda
- Drought Update
- Library Contingency Log
- Announcement of Contract Renewal for Finance Director/Town Accountant
- Transfer of Restaurant License from A Hummar Corp/Sands End Café to O’Callaghan LLC & ABCC Transfer License Application
- Transfer of Package Store License from Marilyn Ward How/Sands End Café to O’Callaghan Package Store, LLC & ABCC Transfer License Application
- Liquor License Renewal and Change of Manager for Scituate Country Club & ABCC Application
- Liquor License Renewal and Change of Beneficial Interest, Change of Manager for Barker Tavern & ABCC Application
- New Class II License application for Larry A. Finnie at 157 First Parish Road
- Interfund Borrowing for Library Renovation/Construction & Library Funding Source Update
- Public Employee Commitment (PEC) Agreement for health insurance benefits
- Contract Award to Tucker Library Interiors and backup information
- Contract Award to Office Resources, Inc. and backup information
- Emergency Management Update
- Close Annual and Special Town Meeting Warrant for the April 26, 2017 meeting
- Annual License Renewals for 2017 & applications
- Correspondence
 - Thank you for Seawall Project from resident Greg Eaton
 - Thank you to Conservation Commission, Patrick Gallivan and Carol Logue
 - MMA Letter congratulations to Scituate being the 2017 recipient of the Kenneth E. Pickard Municipal Innovation Award for Community Multi-Media Emergency Notification System.
- Meeting Minutes December 6, 2016 for approval
- Motion to move into Executive Session

Selectmen Meeting Minutes for December 20, 2016

BOARD OF SELECTMEN

Martin J. O'Toole, Chairman

Anthony V. Vegnani, Vice Chairman

Maura C. Curran, Clerk

John F. Danehey

Shawn Harris