

**MEETING MINUTES
BOARD OF SELECTMEN
February 7, 2017**

Present: Martin J. O'Toole, Chairman, Anthony V. Vegnani, John Danehey, Shawn Harris

Not in Attendance at start of meeting: Maura Curran & Patricia Vinchesi, Town Administrator they are attending the FEMA forum in Marshfield and will attend later in the meeting

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

Acceptance of Agenda

Mr. Harris made a motion to accept the agenda for February 7, 2017, Second by Mr. Vegnani, all in favor. Unanimous vote (4-0).

Mr. O'Toole said residents approached him this weekend and said the Town is not doing anything to help with the FEMA maps. Mr. O'Toole gave an overview of all that the Town has done.

WALK INS – no walk ins

SCHEDULED ITEMS:

Mr. O'Toole recused himself from the meeting at 7:03 p.m. regarding the St. Patrick's Day parade and Mr. Vegnani; Vice Chairman will preside over this item at the meeting. Mr. O'Toole left the room at 7:03 p.m.

Special Event St. Patrick's Day Parade March 19, 2017, Ed Kelley

Mr. Vegnani asked about the time of the parade and if there are any major changes. Mr. Kelley said there are no significant changes from last year. Chief Stewart said there were some security measures that will be implemented this year.

- a. Approval of Special Event for St. Patrick's Day Parade

Move to approve a Special Event Permit for the St. Patrick's Day Parade on March 19, 2017 from 1:00 to 4:00 p.m. Motion by Mr. Danehey second by Mr. Harris Unanimous Vote (3-0)

- b. Waiver of Police 10% Administrative Fee

Mr. Vegnani said this would set a precedent if the Selectmen waive it. Mr. Danehey understands why the parade organizers would want the fee waived. Mr. Vegnani suggested that the board hold off voting on this until the statute is reviewed.

Mr. O'Toole returned to the meeting at 7:12 p.m.

Acceptance of Donation to the Scituate Police Department, William Hale, Marlee Foundation Officer Taylor Billings introduced Mr. William Hale to the Board of Selectmen. Mr. Hale and Officer Billings discussed some ways to help new drivers in the Town of Scituate. William Hale

owns AJA International in North Scituate and has set up a foundation in the name of his dog Marlee to help veterans, animals and children. Mr. Hale works in the high tech industry and he feels this is an opportunity to help children in our community with driver simulator technology. Mr. Hale bought one and Officer Billings tried it. Mr. Hale would like to work with the Scituate Police Department to donate the simulator. Mr. Hale would also like to donate a traffic safety radar trailer and message board to help children, animals and others in the community. Mr. O'Toole thanked Mr. Hale and expressed his appreciation for the donation of the technology. The trailer would be given to the Police Department and reports to the Marlee Foundation annually. The simulator will be placed at the new Public Safety Complex for children to use. Mr. Danehey thanked Mr. Hale for his donations also. Mr. Hale said he is willing to donate marketing materials and that there are additional administrative burdens that would be put on the police at no cost to the Town. Mr. Harris said this is great for the Town and asked Taylor to work with the school on this. Mr. Hale wants it to be used with the young people. Mr. Vegnani said he sees a great use for it with the young drivers in Town.

Move that the Board of Selectmen accept a donation of a Virtual Interactive Driving Simulator and Traffic Safety Radar Trailer and Message Board to the Scituate Police Department from Mr. William Hale, President of the Marlee Foundation of Scituate, MA. Motion by Mr. Danehey second by Mr. Vegnani Unanimous Vote (4-0)

DPW Contracts, Kevin Cafferty, DPW Superintendent and Sean McCarthy, Town Engineer

1. Water Main Rehab Contract to C. Naughton Corporation of Bridgewater, MA for \$3,306,483.40

Mr. Cafferty said that DPW received 9 bids on the next phase of the water main project. Mr. Harris is concerned about digging up more roads in Scituate. This project will include Cornet Stetson Road, Common Street, Tilden Road, Country Way, Mordecai Lincoln Road (not the newly paved section), Old Gannett Road, Damon Lane, Button wood Lane and Cherry Lane. Paving will be looked at two ways for the trench. In the end after it settles DPW will pave curb to curb. Mr. Danehey said he would like it paved by the end of the year on Cornet Stetson Road. At the rotary the plan is to excavate the surface. Mr. Harris asked if they looked at tunneling under it. Mr. Cafferty said there were two water main breaks at the rotary over the last year and there is no plan to tunnel under at the rotary. DPW will do this over the summer when Inly School is out. Mr. O'Toole asked about the areas that are not tied in yet. DPW will go from the edge of the roadway to the main line. They will be paved in the fall. Mr. Harris asked if on Route 123 could we backfill with processed material. Mr. Cafferty said DPW will incorporate the Hunter Pond plan with the water project at Mordecai Lincoln. Mr. Cafferty said this will be a challenging job. There is an additional phase on Oceanside but the seawall project is going on currently. Mr. Vegnani asked if the number of brown water complaints has decreased. Mr. Cafferty said the calls

have decreased significantly. The Water Department also didn't flush the pipes this year due to the water shortage. It is improving in the right direction.

Move that the Board of Selectmen award the contract for Phase 3B of the water main rehabilitation project to C. Naughton Corporation of Bridgewater, MA for an amount not to exceed \$3,306,483.40. Motion by Mr. Danehey second by Mr. Vegnani Unanimous Vote (4-0)

2. Jenkins School Accessibility Improvement Contract 16-HW-59 to Dandel Construction of Hanson, MA for \$94,655.00
DPW went out to bid and there were four bids.

Ms. Curran arrived at the meeting at 7:39 p.m.

This will start after school gets out and work not being done while school is in session.

Move that the Board of Selectmen award the contract to provide construction services for accessibility improvements at the Jenkins Elementary School to Dandel Construction of Hanson, MA for \$94,655.00. Motion by Mr. Harris second by Mr. Danehey Unanimous Vote (3-0) Ms. Curran abstained since she just arrived at the meeting and did not hear the discussion.

3. Engineering Design services contract in connection with Well 17A Treatment Improvements to Tighe & Bond of Pocasset, MA for \$95,100.00
This well was shut down due to the Maganese and Iron from this well. This contract is for engineering test pilot studies. We will know more about what needs to be done to get it on line. We use that well to pump the water to the pond. It would be a big boost to our system to have that up and running as a pump that goes directly into our system.

Move that the Board of Selectmen award the contract for providing Engineering and Design Services for the Greensand Pilot Treatability Study and Design Development Stage Drawings for Well 17 A to Tighe & Bond of Pocasset, MA for \$95,100.00. Motion by Mr. Danehey second by Mr. Harris Unanimous Vote (4-0)

Amendment to Boatworks Lease, Stephen Mone, Harbormaster and Brian Curreri Scituate Boatworks.

Mr. Mone said last Spring/Summer the wiring inspector, Walter Faria and fire inspector along with the Harbormaster inspected locations and Brian said he was interested in putting in a shed and the electric system could be put up in higher ground. According to Mr. Mone, Neil Duggan reviewed it and said it was a good plan. All the proper boards reviewed and approved the plan. There is a shed there right now and it currently floods. This will be moved back 25 feet. It is 12 x 14 and a small shed. Brian Curreri is interested in having a window for a snack shack with prepackaged items and kayak rentals out of that location in the future. Mr. Mone wants to have the meter outside of the building and the electrical panel inside the building. The current panel is only 400 amps. The old shed will be removed and be repurposed. Mr. Harris said as long as the electrical inspector approves this he is fine with it. The funds for the electrical work and removal of the old shed will be paid by the Harbormasters office and the new shed will be paid for by Scituate Boatworks.

Move that the Board amend the lease agreement between the Town of Scituate and Scituate Boatworks authorizing the construction of a small ice and snack shed at the head of the pier at the Lessee's expense. A portion of said structure shall be made available to the Town for the term of this lease for housing of electrical services related to the Scituate Marine Park. Maintenance, operation, access and usage of the new structure will be subject to the same terms and conditions as stated in the current lease agreement. Motion by Mr. Danehey Second by Mr. Harris Unanimous Vote (5-0)

Patricia Vinchesi, Town Administrator joined the meeting at 7:55 p.m.

FY18 Town Operating and Capital Budget Overview

- **Inspections/ZBA**

Bob Vogel, Acting Building Commissioner said the ZBA is level funded with the exception of a step increase for the staff person. There was a change of chairman to John Hallin and it is going well. A position that does not exist now will be funded here as the Director of Planning & Development position would work between the Building Department and the Planning Department. The budget is down due to Neil Duggan's retirement and the elimination of a part time clerk position. This is a revenue neutral position that will start three months after the fiscal year. Funds would be transferred from the Economic Development Committee (EDC) to fund part of this position also. Both the EDC and the Conservation Commission are in support of the position. Ms. Vinchesi will be meeting with the Planning Board also. The Building Commissioner, Conservation Agent and Planning Director would report to this position. Mr. Danehey said this is an important position that is needed in Scituate and he hopes people support it. The Town Administrator would be looking for someone with ACIP Certification and development experience with demonstrated

success with both residential and business experience. Anne Burbine, Chairman of the EDC said too many things fall through the cracks and we need a coordinated effort with a plan and how to get there. Someone needs to be in charge. It is not another level of bureaucracy but common sense. Mr. Vogel said Neil Duggan's shoes are not fillable but we have a great staff and everyone is doing a great job.

- Library

Jessi Finnie Library Director explained the increase in the electricity costs for FY18 based on the architect and engineering estimates. The building is much larger than the old building and they want to account for potential costs. Ms. Finnie said this is a 30% increase. The new building is 32,000 square feet. The prior building was 27,000 square feet but the downstairs was not used. Mr. Danehey asked why the repair and maintenance costs were so much. Ms. Finnie said this line item supports our alarm contract, fire pump testing, security, pest control, maintenance calls and some other areas. There is a cushion for any issues that arise that are not anticipated. The contractors are aiming for end of March for substantial completion. There are a lot of people on site to work to complete the building. The library will close for three weeks to move into the building and set it up. The plan is to open May 1, 2017. The state wants to see the town commit to a certain amount every year.

- Information/Technology

Bill Sheehan reviewed the Information Technology budget with the Selectmen. Steve Moberg was responsible for the transition to the new town website. He did most of the work on that project. \$50,000 will be for Munis annual software maintenance, \$50,000 will be for Data Processing Services and customization. Permitting software costs \$18,000 annual for maintenance in the inspections department. Building permit workflows will be managed through this system. Mr. Danehey asked if the public can monitor this process. Mr. Sheehan said he wasn't sure. You can track your own building permit online as a home owner or builder.

- Finance Director/Town Accountant

Nancy Holt said there are two major changes in her budget. Three of the four people are on the scale for step increases. Technical Services increased \$10,000 for the actuary evaluation for the OPEB liability. The rates have increased 15%. We will wait to see where our new liability comes out and a bid will go out for this. We are currently working on payroll and human resources to migrate to Munis.

- Police

Chief Michael Stewart and Deputy Chief Mark Thompson reviewed the Police Department budget with the Selectmen. Every officer is required to complete in service training and is quite costly. This year the municipal police added one day of training. We will do online training at the new facility to save expense rather than go to a four hour off site class and the expenses associated with it. The dispatching salaries were pulled out of police and fire budgets. \$250,000 went out of the Police

budget to the Communications Center budget. We have two that just completed SWAT training and down the road we would like to send two additional officers. Mr. Vegnani asked what we can do to make more of an effort toward fighting the Opiate crisis. Chief Stewart said it is not a problem we can throw money at right now. We are using external support resources to help people with our detectives. We still have a year or two with the FACTS grant to meet the current needs we have. The Public Safety Complex has a great group of people working on the project from the OPM's to the architects, the crew. Chief Stewart is very pleased with the team of people working on the project. February 21, 2017 we will be substantially complete and by March 20th we will be operating out of the new building. The police department is excited about the new building. Chief Stewart is planning a public opening over the summer certain days of the summer the department will give tours.

- Fire

Chief John Murphy reviewed the Fire Department budget with the Selectmen. There is overtime and training overtime. We have 20 paramedics right now and the training demands are more and it impacts the training overtime budget. There was a need to increase medical supplies but we have cut our mutual aid and it is cost effective. Ms. Vinchesi said we do a three year history to see how each line item was used. Electricity and gas was moved to Facilities. Records Management for all types of data will be needed in the future and we anticipate applying for a grant to fund this. The combined dispatch can do monitoring and training with the new supervisory position. The new phone systems will have caller id improve some of the manual processes now. The Fire Department will be moving, not the day of the parade but they are hoping to get it done on Saturday. Chief Murphy has updated the Emergency Management website page on the Town of Scituate website with new and current information. Residents can register with code red for text messages regarding urgent alerts.

- EDC

Ann Burbine, Chairman of the Economic Development Commission (EDC) said they have accomplished a lot and there are goals and expectations this year. The EDC would like to see sewer in North Scituate, Zoning reform, streamlining and be more user friendly for anyone wanting to come into Scituate. The budget for 2017 was \$84,500 and the new budget for FY18 is \$49, 000. It is a worthwhile commission. Ms. Curran said the EDC is one of the most productive committee's we have and thanked the committee for all their hard work.

The Selectmen are taking a five minute break at 9:15 p.m. and returned to the meeting at 9:20 p.m.

Conservation Restriction Proposal, Karen Connolly, Chair CPC and Penny Scott-Pipes, Conservation Commission

Ms. Connolly said that she was here last spring talking with the Selectmen about the Conservation Commission. New England Forestry said we were not a good fit with them so we looked into Wildlands Trust. Ms. Connolly provided an overview of the Wildlands trust which is a very good community organization. Penny Scott Pipes and Frank Snow walked all the land we had with the representatives from the Wildland Trust. Wildland Trust really checked out all the land in Scituate and was very thorough. They presented it to their board to get the vote to see if Scituate was a good fit for them. They voted unanimously to support Scituate and felt it was a good fit. They will come annually to walk the properties and check them out. You can farm the fields and do some forestry which we will look into. Mr. O'Toole asked if a well would be allowed and Penny Scott Pipes said she does not know she would have to look into it. Karen Connolly said we have no choice and we have to put CR's on these properties. Mr. Vegnani asked Penny to ask them specifically about a well. There is a one-time fee for 377 acres of land purchased using CPC funds of \$88,570. This needs to be done and we are close to getting it done. There are some remaining funds and that money can be used to get this accomplished. The balance will need to be paid for out of the open space reserve.

Motion to approve the recommendation of the Community Preservation Act Committee to use Wildlands Trust for the Town of Scituate Conservation Restrictions. Motion by Mr. Danehey Second by Mr. Vegnani Unanimous Vote (5-0)

TOWN ADMINISTRATOR ITEMS

1. Public Facilities Update: Rec Use of Gates

A meeting was held with the school Superintendent on Friday to see if they support this idea. The Superintendent agrees with the idea and will be putting Mr. Dillon on the property. The Town Administrator thanked Maura Glancy and the Recreation Department for their idea to move into Gates. Nick Lombardo, Assistant Recreation Director, Mr. David Smith, Chairman of the Recreation Commission and Jennifer McMellen Recreation Commission member were also in attendance with Ms. Glancy. The school is 90,000 square feet and we need to occupy 30,000 square feet. The bathroom needs to be retrofitted and made handicap accessible. The school building must be empty and cleaned out before the town takes possession of the building. The Selectmen all feel it is a good idea and support Recreation moving into Gates. Mr. Vegnani said he would like Recreation to work with Kevin Kelly in Facilities to outline their plans. There is no need for a formal vote on this and recreation can move forward.

2. Items Pending/What's the Story/Other Items

A grant was received to replace the chains and moorings by the Seaport Economic Council. The Waterways report was distributed and is being reviewed by the Waterways Commission. A full copy of Mr. Costello's report will be provided to the board and will

be an agenda item in a few weeks. Mr. Harris said there were a lot of comments made at the Waterways Commission meeting. Part of Mr. Costello's contract is to meet with the public and Waterways. Then they will come before the Selectmen. What's the Story this meeting will be the location of the new Senior Center. The Selectmen are looking at four sites and it is not a "done deal" or a pre-determined location. There is a master plan that originally put the Senior Center in Gates. The seniors did not want to put the senior center in Gates and that's where we are and why we are still looking at locations. We are getting answers we did not have and that is what the feasibility study is about.

3. Public Records Request Policy

Michele Seghezzi said there are new state laws that became effective January 1, 2017. Scituate is complying with the new law. Michele compiled a new Selectmen Policy for the Selectmen to review. We will email the policy to the Board of Selectmen and they will vote at the next meeting.

4. Contract to BH+A for Senior Center Feasibility Study – not to exceed \$60,000, potential contract addendum discussion

Ms. Vinchesi said there were four bids and two were interviewed.

MOVE that the Board of Selectmen vote to award the contract for the Scituate Senior Center Feasibility and Site Study to BH+A, Bargmann Hendrie + Archetype, Inc. of Boston for an amount not to exceed \$60,000. Motion by Ms. Curran Second by Mr. Harris Unanimous Vote (5-0)

5. Woods Hole Contract for FEMA Maps \$50,000

Ms. Curran attended the FEMA and Boston Legion 1 office in Marshfield tonight with Ms. Vinchesi. The Washington FEMA group acknowledged the technical information from the Woods Hole Group and agreed to review the data. It could be another 18-24 months before we find any resolution. Residents have to pay the current premiums until that time. We have spent over \$100,000 to date regarding the FEMA maps. The time and energy that was expended over the last few years is incredible. The cost of the software for the FEMA overlay maps is not included in the \$100,000 figure. The town voted to accept the maps so residents did not lose their insurance coverage.

Move that the Board vote to approve the contract services for additional work to correct errors on the FEMA flood maps to The Woods Hole Group, Inc for the amount of \$51,830 Motion by Ms. Curran second by Mr. Harris Unanimous Vote (5-0)

6. Building Transitions: Supplemental Space for Senior Center, FACTS/Social Services relocation

Mr. Vegnani said the board is going through the right steps to find a good location for the Senior Center and do it right. That is why the information from the feasibility

study is required. Ms. Vinchesi asked the Board of Selectmen to formally endorse the Senior Center to allow the Scituate Harbor Community Building (SHCB) when the library moves out. There is some work that needs to be done at the SHCB such as the bathroom and some other things. Mr. Danehey said he is not in support of the offices moving in there and having the space used exclusively for the senior center. He would like it to be used as a community center not just a senior center. Mr. O'Toole said if the senior center could use the SHCB for classes consistently that would meet their needs. Mr. Vegnani said he cannot vote on this tonight. The Selectmen asked to move this to another agenda and obtain how the additional space would be utilized.

7. Medical Marijuana Moratorium Bylaw

Ms. Vinchesi provided a memorandum to the Board of Selectmen today regarding the Marijuana Moratorium Bylaw and an Opinions article from the Patriot Ledger. The Selectmen would like to move forward with a moratorium at this upcoming town meeting. The warrant would need to be opened to add this to Town Meeting.

NEW BUSINESS:

1. **Renewal of Drain Layers Licenses**

Move that the Board of Selectmen vote to approve the drainlayers license renewal for Jeffrey Morse. Motion by Mr. Danehey Second by Mr. Harris Unanimous Vote (5-0)

Move that the Board of Selectmen vote to approve the drainlayers license renewal for E. Watson Excavating, Inc. Motion by Mr. Danehey Second by Mr. Harris Unanimous Vote (5-0)

Move that the Board of Selectmen vote to approve the drainlayers license renewal for Paul Laugelle. Motion by Mr. Danehey Second by Mr. Harris Unanimous Vote (5-0)

2. Silent Chef @ GAR Hall on Friday, 5/26/17 6:00-10:00 p.m. for rehearsal dinner
Move to approve a one day wine and malt license for The Silent Chef for a rehearsal dinner at the Scituate Maritime Center on 5/26/17, 6:00-10:00 p.m. Motion by Mr. Danehey Second by Ms. Curran Unanimous Vote (5-0)

3. Accept Memorial Bench Donation

Move to accept a donated Memorial Bench from the Shea family in the amount of \$2650. Motion by Mr. Danehey Second by Ms. Curran Unanimous Vote (5-0)

4. Board & Committee Appointments
Renewal Veterans Advisory Council

Move to reappoint Ronald Wheatley to the Veterans Advisory Council for a term of three years or until a successor is named. Motion by Mr. Danehey Second by Mr. Harris Unanimous Vote (5-0)

5. Seasonal Population Estimate for ABCC report
Move to approve the 2017 seasonal population estimate. As of July 10, 2017 our resident population estimate is 28,500. Motion by Mr. Danehey Second by Mr. Harris Unanimous Vote (5-0)

OTHER BUSINESS:

1. Correspondence
NICE Invitation
Newspaper Article Sand Dune Plan
2. Approval of Meeting Minutes
Move that the Board of Selectmen approve the meeting minutes for the January 24, 2017 Board of Selectmen meeting. Motion by John Danehey Second by Mr. Harris Unanimous Vote (5-0)
3. Adjournment and Signing of Documents

Scituate sports teams are doing great Mr. Vegnani asked the public to support the teams.

Motion to adjourn the meeting at 10:31 p.m. Motion by Mr. Danehey Second by Mr. Vegnani Unanimous Vote (5-0)

LIST OF DOCUMENTS FOR FEBRUARY 7, 2017 BOARD OF SELECTMEN MEETING

- Agenda
- Donation to Scituate Police Department
- Special Event Permit for St. Patrick's Day Parade 2017
- Request of 10% Waiver Fee for St. Patrick's Day Parade 2017
- Water Main Replacement Phase 3B
- Jenkins School Accessibility Improvements Contract 16-HW-59
- Engineering Design Services Well 17A Treatment Improvements
- Amendment to BoatWorks Lease to add a shed
- Conservation Restriction Proposal CPC
- Contingency Log Scituate Public Library
- Public Records Compliance Policy
- FEMA Evaluation Scituate Phase II
- Scituate Harbor Community Building
- Recreational Marijuana
- Drainlayers License Renewals
- One Day Wine & Malt License
- Memorial Bench Donation acceptance for 2016
- Board & Committee Reappointment of Ron Wheatley to Veterans Advisory Council
- ABCC 2017 Seasonal Population Estimate
- Correspondence
 - XFINITY regarding complaints & service interruptions
 - Newspaper Article NJ group seeks exemption from sand dune plan
 - Scituate's NICE Committee
- Approval of Selectmen Meeting Minutes for January 24, 2017
- EXECUTIVE SESSION CANCELLED

Board of Selectmen Meeting Minutes for February 7, 2017

BOARD OF SELECTMEN

Martin J. O'Toole, Chairman

Anthony V. Vegnani, Vice Chairman

Maura C. Curran, Clerk

John F. Danehey

Shawn Harris