

**MEETING MINUTES
BOARD OF SELECTMEN
December 18, 2018**

Present: John Danehey, Chairman, Maura Curran, Vice Chairman, Karen Canfield, Shawn Harris, Anthony Vegnani

Anthony Vegnani was not in attendance.

Also present: James Boudreau, Town Administrator

The Meeting was called to order at 6:00 p.m.

Acceptance of Agenda

**Ms. Canfield made a motion to accept the agenda for December 18, 2018,
Second by Mr. Harris all in favor. Unanimous vote (4-0)**

WALK INS – no walk ins at this meeting.

REPORT OF THE TOWN ADMINISTRATOR – Nothing to report at this time.

SCHEDULED ITEMS:

Scituate High School Football Team & Coaches

Mr. Danehey said the Board of Selectmen wanted to congratulate the Scituate High School football team for their win. Ms. Curran said she attended the game and thanked the team for representing the town so well. Ms. Canfield congratulated the team and the community that supported the team; cheerleaders, band, coaches, players, etc. Mr. Harris said he wanted to congratulate the team and said the team makes the community proud. Herb Devine brought the captains of the offensive line and they never missed a snap in any game. Mr. Danehey watched every game and said they dedicated themselves over a year to keep in shape for football. Mr. Danehey said winning a state championship no one can take away from you and it will be with you your entire life. The Board of Selectmen is very proud of the collective effort. Ms. Canfield read a proclamation from the Board of Selectmen. The proclamation was presented to Head Coach Herb Devine. Mr. Danehey wished the seniors all the best in college.

Scituate Library Foundation, Ginny Ayers, President

Joe McNally, foundation member also attended. The library foundation is donating another \$50,000 to the Town of Scituate. There may be another donation coming soon. The foundation is working on another pledge for \$25,000 and they will close the campaign in June, 2019. Donations are payable over three years after the campaign closes. The group is working on a closing gala in May or June. There are 12 other people who work hard on the foundation.

Motion to accept the donation in the amount of \$50,000 from the Scituate Library Foundation.
Motion by Ms. Canfield second by Mr. Harris Unanimous Vote (4-0)

INTERVIEW Board & Committee Applicants

- Shellfish Advisory Committee (1)
Nicole McColgan is unable to attend tonight. Ms. Canfield reviewed her application with the board.
- Widows Walk Golf Committee (3)
Susan DeCoste is an avid golfer and uses Widows Walk quite often. She has some ideas to improve the golf course. One suggestion is using the gardening groups we have and student's community service work. Ms. DeCoste spoke about how she works in a team environment with short and long term goals. She would like to be a part of the process. She loves Widows Walk golf course and knows a lot of people down there so she could get a lot of people involved.

Eric Raymond is interested because of his passion for golf. He has worked in the golf industry his entire life. He has experience with public and private courses from the pro side to the maintenance side. He has relationships with NE PGA and can help bring tournaments, etc. with a lot of contacts in the industry. Mr. Danehey asked if Mr. Raymond sees golf in the future. Mr. Raymond said golf is back and there are things that can be done to bring people in to Scituate. Mr. Raymond works from home and has the time to put into this. Curb appeal would be one of the first things he would look at but the profit should be reviewed to see how we can make more money. There are a lot of ways to do it.

Andrew Rosenau has lived in Scituate for 30 years and is a casual golfer who really likes the course and its natural setting. He is a sales manager and has a background in journalism and publishing. He controls his travel and is available to take time for this. He has served on a committee in the past. Mr. Danehey asked what he sees as some of the primary issue. Mr. Rosenau said he sees some need for drainage and maintaining the natural links setting. The parking lot needs more curb appeal.

The Voyage change of hours for New Year's Eve, Keith O'Callaghan, Owner & Roo Graham, General Manager

Move to approve extending The Voyage restaurant hours on New Year's Eve until 1:00AM Motion by Ms. Curran second by Mr. Harris Unanimous Vote (4-0)

Generator Installation @ Scituate Town Library, Nancy Holt, Finance Director/Town Accountant & Kevin Kelly, Facilities Director This topic will be moved to the January 8, 2019 Selectmen meeting.

North Humarock Dune Nourishment & Roadway Elevation project, Kyle Boyd, Coastal Management Officer & Brad Washburn, Director of Planning & Development

Mr. Boyd reviewed the activities that have taken place to date. Over the past two years, the Town of Scituate has been working to implement the shore protection and management strategy for North Humarock Beach that was recommended in the proactive planning report *Coastal Erosion, Sediment Transport, and Prioritization Management Strategy Assessment Protection*. In order for the project to proceed with permitting, at the State and Federal level, we are required to obtain easements from every homeowner within the project area. It is essential that we receive 100% of the easements back as the construction easement is required for construction access as well as future access for maintenance and repair whereas the access easement is required in order for the Town to seek public funding for the project. Despite our best efforts, we did not receive the number of easements required to proceed to the next phase of the project, and therefore recommend that the Board of Selectmen discontinue the project. Mr. Washburn said we have not received enough support from the residents to move forward. Mr. Boyd said the common themes are the mixture of cobble and sand. Residents felt the cobble would not be “beach like”. The other concern is other residents will be using the beach in their own backyard and the homes would no longer be private beaches. Ms. Canfield said if we do not have 100% participation we cannot move forward. Mr. Washburn said that is correct. Ms. Curran said this has been going on for three years with numerous public meetings. We spent a lot of time and money on this and it is too bad we cannot take advantage of this opportunity. It is not an easy situation. We need an easement to do the work if we are going to use public tax dollars to protect the homes. Thank you to Keith Jansen and Richard Feeley for their work on this project. Ms. Curran thanked Brad and Kyle for their work on this project. We can’t raise the road without beach nourishment. Mr. Danehey said he understands the residents didn’t want it. He feels this is a missed opportunity for the residents. There are other areas in town we can focus on and move forward. Mr. Danehey thanked Ms. Curran for her work and long hours on this project as well. Mr. Boyd said we had residents request the easements returned if we do not move forward with the project. Mr. Danehey said yes we should return the easements. Ms. Curran asked what our obligation was with John Ramsey after this. Mr. Washburn said we don’t owe him anything and we are completed and settled at this time.

Motion to discontinue the North Humarock Beach Nourishment and Road Elevation Project and return the easements that were submitted. Motion by Ms. Curran second by Mr. Harris Unanimous Vote (4-0)

Brenda Hunt Inner Harbor Road and Sara Gibbs Inner Harbor Road said they were interested in this type of work for Humarock Beach which they are maintaining themselves. Mr. Washburn said stay tuned next year. Ms. Canfield said there is a town wide assessment of all of the beaches and what is needed.

Approval for Town Wide Master Plan Contract, Brad Washburn, Director of Planning & Development

This project went out to bid and the team selected Harriman for the master plan. Their approach was unique and will put everything on sustainability. They are currently working on the Cohasset plan right now. The team they brought was FXM, GEI and this team brings strength to the proposal. Mr. Washburn worked with this company in the past.

Motion to approve the contract with Harriman Associates for Professional Planning Services up to \$98,500. Motion by Ms. Canfield second by Ms. Curran Unanimous Vote (4-0)

Sewer Privilege Fee Waiver Request 27-31 Hood Road, Father Bishoy This item is being moved to the January 22nd, 2019 Selectmen meeting.

PRESENTATION FY20 Town Operating and Capital Budget Presentation & Overview, Jim Boudreau, Town Administrator and Nancy Holt, Town Accountant/Finance Director
Mr. Boudreau provided an overview of the FY20 Level Funded Operating and Capital Budget.

Challenges

- Closing out existing building projects
- Managing fixed costs for Employee Benefits (health, life insurance, FICA, unemployment) and four expired CBAs
- Significant staff time and funds dedicated to ocean and storm related impacts (FEMA, emergency management, elevation grants, DPW clean ups, conservation, Hazard Mitigation)
- Competing for scarce grant funds to continue major initiatives including foreshore improvements and fund new ones (fields, senior center)
- Balancing competing infrastructure demands and needed improvements to services with limited increases in available revenue

FY 20 Budget Highlights

- Maintains levels services programs and activities*
- Reflects operational and maintenance costs for new facilities*
- Continues allocations for road improvements & foreshore protection*
- Supports commitment to water and sewer infrastructure*
- Preserves initiatives previously supported with grant funding (e.g. Coastal Resources Officer)*
- Pursues grant opportunities to augment taxpayer funds with grants to address needs in all areas*

FY 20 Recommended and 5-Year Rolling Capital Plan

General Fund - \$18.5M recommended

- Road improvement & foreshore protection to be increased to \$300,000 each*
- Addresses security needs at schools and town buildings*
- Supports compliance with federal and state mandates (ADA, MS-4)*
- New senior center and rehabilitation of Veterans Memorial Gym at old Gates School site*
- Recommended funding includes \$16.4M in borrowing and the balance in available funds*
- Final funding phase for Cudworth Cemetery recommended*
- Humarock fire station residence replacement of \$275,000*

FY 20 Recommended and 5-Year Rolling Capital Plan

Enterprise Funds - \$13.9M recommended

- Water projects of \$13M including well 17 green sand filter structure and treatment plant repairs*

- Sewer infrastructure support including \$460,000 for compliance and repairs
- Waterways projects include new pump-out vessel and funds for comprehensive dredging permit for Scituate Harbor, North and South Rivers and Heron River
- Transfer Station project for pavement markings

Capital Stabilization Fund – \$50,000 recommended

- Allocation of \$50,000 for ambulance replacement

Plan currently being reviewed by Capital Planning Committee which will make its recommendations to the Board of Selectmen and Advisory Committee in February 2019.

FY 2020 Special & Annual Town Meeting Articles *(as of December 11, 2018 – warrant not closed)*

- 33 tentative warrant articles including all operating, enterprise and capital budgets, multiple zoning bylaw articles, general bylaw and property tax relief articles.

Continuing Obligations for FY 20 and Beyond

- Fixed costs such as pension and insurances will continue to increase especially after increases in claims from winter storms
- FEMA reimbursements for construction phase of storm damage repairs to foreshore areas will require 25% cash match
- OBEB allocations need to be increased based on new actuarial study
- Addressing aged infrastructure that has reached the end of its useful life
- School, fleet and scheduled maintenance capital needs
- Adequate supply of water and expansion of sewer capacity and connections for residents
- Securing scare grant funds to ease burden on taxpayers and meet demands for capital improvements and program support and expansion

Departmental Budget Reviews:

- Assessors (141)

Joe DiVito presented the budget for the Assessor's office. Technical services will provide an annual valuation rather than doing it every three years. The greatest challenge is improving the data. All 8,000 plus homes need to be inspected over the next 4 years. The Department of Revenue is looking for more inspections. The Assessor will ask for interior inspections and measure the outside of the home. We will have better values with fair and equitable assessments. Mr. DiVito's priority will be to clean up the data and have accurate information. There will be a workshop on January 22nd at the Council on Aging about the assessment process and exemptions. There will be more of an outreach program. Mr. Danehey asked if the Assessor's office can work with the Building Department on the final occupancy permit so they don't have to revisit the property.

- Library (610)

Ms. Finnie said the goals and objectives are tied to the library strategic plan. The website is one of the areas that is severely lacking. They will be working on creating a safety manual for the library along with policies and procedures. The biggest increase is the maintenance contracts. Mr. Harris asked if the costs

were the same or more than the old library. Ms. Finnie said the gas is the same but the electricity is higher due to the additional lighting. The lighting will be moved over to LED to save money with the ESCO grant and Kevin Kelly is working on this. Ms. Finnie did ask for an additional position in this budget since there is new clientele and more activity in the library. More concierge services are required now. They are implementing self-check in and out services. The full time position they asked for would be shared for teens and children's library.

- Town Clerk (161)

Kathy Gardner said early voting is not a free service and was very popular. Kathy said training will continue so she can get her certification and she only has ten points to go before she is certified. Poll pads and early voting are the challenging costs. Betty Foster, the town archivist does an outstanding job and is a town gem. She is looking to retire and will need to be replaced. They have someone that may be interested. Local Updated Census App (LUCA) is done and we should be all set.

- Widows Walk (61)

Bob Sanderson said we went up until 2008 in our numbers. We can be healthier than where we are. Some of the local clubs have improved their facilities. We are losing our two biggest revenue sources; member for a day and outings. The after party is where a lot of the outings make their money with raffles, dinner, etc. A tent is not the best choice for functions. It is not a massive investment yet we will open up some new revenue streams. He is glad the committee is being formed and then it will be a matter of how to attack it. Mr. Sanderson is looking forward to the committee and looking ahead. We have the affluence to support this. Within 10 years we had a top 10 course in MA where he worked in the past and sometimes it takes money to make money. The core golfers are healthy and there is revenue through the whole year. There is pride in the course and the golfers care for it since it is their course. Sunday Widows Walk will officially close and open up to dog walkers Christmas Day. The 22 years of operation at Widows Walk we have lost more golfers to weather with the spring and fall rainy weekends this year. It is unusual to Scituate to have the oppressive heat we had as well this year.

Mr. Harris excused himself from the meeting at 8:15 p.m.

- Board of Health (510)

Joan Schmid represented the Board of Health. There is an updated 2014 food code that will need to be implemented. Our priority is hiring a new director and food inspector who is retiring at the end of the year. A lot of towns have already adopted the 2014 food codes. It would be great to get an inspector who is familiar with these codes. Ms. Curran thanked Joan Schmid for holding down the fort.

- Council on Aging (COA) (541)

Linda Hayes said the Public Building Commission has approved the design and it will be before the Board of Selectmen on January 8th, 2019. The transportation coordinator is being moved over to the GATRA fund and that is why there appears to be a decrease overall in the COA budget. It is level funded. Ms. Hayes takes advantage of grants for programming. The age friendly initiative we have a steering committee reviewing the possibilities for our community. The board thanked Linda for all her hard work with the COA.

- Veterans (543)

Mr. Danehey expressed the condolences of the board for Don Knapp's recent loss. Mr. Knapp said we have a donor for a cremation garden and he is working with the donor over the past 4-5 months. The budget will be level funded. Ms. Curran asked if we have enough resources to service our veterans. Mr. Knapp said the claims have increased.

- Commission on Disabilities (549)

Ms. Holt represented the COD and they have increased some support services to purchase items such as the beach wheel chair and they would like ideas from the public. A very successful fair was held in November. The ADA assessment was put out to bid and additional funding will be included in the Capital budget. It was a 54 page RFP. The cost was four times more than we projected. The price came in at over \$200,000 when we allocated \$50,000. Mr. Vogel was concerned that our proposal was too inclusive. Ms. Holt said we have not done this since 1995 so a lot needs to be done. Mr. Boudreau has applied for a grant to help offset the cost.

- Review of Non-Monetary articles not discussed at this time.

- Town Administrator/Selectmen (123)

Mr. Boudreas said this is level funded and contract bargaining requests were taken out since the contracts will be settled. Ms. Curran is looking forward to the Cole Parkway project presented to CPC.

- Advisory (131)

Budget was reviewed by the board.

- Reserve Fund (132)

Budget was reviewed by the board.

- General Liability & Insurance (192)

Mr. Boudreau said this increased due to the cost of insurance going up and the buildings.

- Street Lights (424)

Mr. Boudreau said we are looking to see how we can be more responsive in this area. The e ESCO contractors are looking into why they are going out when they were just recently replaced. There are issues getting out to fix the lights. Ms. Curran said we need to be more proactive and automated in our DPW overall.

- Workers Comp (912)

Mr. Boudreau said our goal is \$750,000 we are at \$607,000 right now.

- Unemployment (913)

Mr. Boudreau said this is level funded. We are not looking at layoffs.

Amendment to architect contract for Council on Aging project, Jim Boudreau, Town Administrator This item is being moved to a future Selectmen meeting.

Mr. Danehey will take a brief recess at 8:49 p.m.

Mr. Danehey reconvened the meeting at 9:05 p.m.

NEW BUSINESS:

1. Close 2019 Annual and Special Town Meeting Warrant

Move that the Board of Selectmen close the Warrant for the April 8, 2019 Annual & Special Town Meeting. Motion by Ms. Canfield second by Ms. Curran Unanimous Vote (4-0)

2. 2019 Town of Scituate Annual License Renewals

MOVE THAT THE BOARD OF SELECTMEN VOTE TO RENEW THE FOLLOWING COMMON VICTUALLER LICENSES FOR 2019:

CreYo

Harbor House Pizza

Mike's Subs

Nona's Homemade, Inc.

Riva Pizza

Motion by Ms. Curran second by Ms. Canfield Unanimous Vote (3-0) Mr. Harris abstained

MOVE THAT THE BOARD OF SELECTMEN VOTE TO RENEW THE FOLLOWING CLASS II LICENSES FOR 2019

Alfred C. Coyle, dba Seacrest Auto

Larry Finnie

Motion by Ms. Curran second by Mr. Harris Unanimous Vote (4-0)

MOVE THAT THE BOARD OF SELECTMEN VOTE TO RENEW THE FOLLOWING SEPTAGE DISPOSAL LICENSES FOR 2019

Rosano Davis Sanitary Pumping, Inc.

Motion by Ms. Curran second by Ms. Canfield Unanimous Vote (4-0)

MOVE THAT THE BOARD OF SELECTMEN VOTE TO RENEW THE INNKEEPERS LICENSE FOR 2019

The Inn at Scituate Harbor

Motion by Ms. Curran second by Ms. Canfield Unanimous Vote (4-0)

3. Board & Committee Appointments

- **Scituate Recreation**

Move to appoint Michael Connor to the Recreation Commission for a term of three years or until a successor is named and completion of the conflict of interest law online training program is completed within 30 days. Motion by Mr. Harris second by Ms. Canfield Unanimous Vote (4-0)

Move to appoint Maria Marcelino to the Recreation Commission for a term of three years or until a successor is named and completion of the conflict of interest law online training program is completed within 30 days. Motion by Ms. Curran second by Mr. Harris Unanimous Vote (4-0)

- **Shellfish Advisory Committee**

Move to appoint Susan Harrison to the Shellfish Advisory Committee for a term of three years or until a successor is named and completion of the conflict of interest law online training program is completed within 30 days. Motion by Ms. Curran second by Mr. Harris Unanimous Vote (4-0)

Move to appoint Jamie Davenport to the Shellfish Advisory Committee for a term of three years or until a successor is named and completion of the conflict of interest law online training program is completed within 30 days. Motion by Mr. Harris second by Ms. Curran Unanimous Vote (4-0)

Move to appoint Jeff Palmer to the Shellfish Advisory Committee for a term of three years or until a successor is named and completion of the conflict of interest law online training program is completed within 30 days. Motion by Mr. Harris second by Ms. Canfield Unanimous Vote (4-0)

- **Widows Walk Golf Committee**

Mr. Danehey said there is a committee of seven people and he would like to expand the committee to a nine person board. Motion to increase the committee to a total of nine members Motion by Ms. Canfield Second by Mr. Harris Unanimous Vote (4-0)

Move to appoint Mark Bissell to the Widows Walk Golf Committee for a term of one year or until a successor is named and completion of the conflict of interest law online training program is completed within 30 days. Motion by Ms. Curran second by Ms. Canfield Unanimous Vote (4-0)

Move to appoint James Forsgard to the Widows Walk Golf Committee for a term of one year or until a successor is named and completion of the conflict of interest law online training program is completed within 30 days. Motion by Mr. Harris second by Ms. Curran Unanimous Vote (4-0)

Move to appoint Monte Newman to the Widows Walk Golf Committee for a term of one year or until a successor is named and completion of the conflict of interest law

online training program is completed within 30 days. Motion by Ms. Canfield second by Mr. Harris Unanimous Vote (4-0)

Move to appoint Susan DeCoste to the Widows Walk Golf Committee for a term of one year or until a successor is named and completion of the conflict of interest law online training program is completed within 30 days. Motion by Ms. Curran second by Mr. Harris Unanimous Vote (4-0)

Move to appoint Mark Joyce to the Widows Walk Golf Committee for a term of one year or until a successor is named and completion of the conflict of interest law online training program is completed within 30 days. Motion by Mr. Harris second by Ms. Curran Unanimous Vote (4-0)

Move to appoint William Ridings to the Widows Walk Golf Committee for a term of one year or until a successor is named and completion of the conflict of interest law online training program is completed within 30 days. Motion by Mr. Harris second by Ms. Curran Unanimous Vote (4-0)

Move to appoint Kevin Callahan to the Widows Walk Golf Committee for a term of one year or until a successor is named and completion of the conflict of interest law online training program is completed within 30 days. Motion by Ms. Canfield second by Mr. Harris Unanimous Vote (4-0)

OTHER BUSINESS:

1. Liaison Reports
Nothing to report.

2. Correspondence
Letter from Ron Griffin report ready and informational workshop on 1/7/19 at 7 p.m.
Mass Cultural Council SHCD grant of \$5,000
Emergency Repairs to Water Treatment Plant
FEMA plaque and letter of congratulations increase in the National Flood Insurance program's Community Rating System
Division of Marine Fisheries Cohasset Harbor changes
Thank you for donation from last year's town meeting

3. Approval of Meeting Minutes
Move to accept the meeting minutes for the Board of Selectmen meeting held on December 4, 2018. Motion by Ms. Canfield second by Ms. Curran Unanimous Vote (4-0)

Move to accept and not release the Executive Session minutes for the Board of Selectmen meeting held on December 4, 2018 since matter discussed are still pending at this time. Motion by Ms. Canfield second by Ms. Curran Unanimous Vote (4-0)

4. Adjournment and Signing of Documents

Meeting adjourned at 9:45 p.m. motion by Ms. Canfield second by Ms. Curran
Unanimous Vote (4-0)

Respectfully Submitted,

Lorraine Devin
Executive Assistant to the Board of Selectmen

List of Documents for December 18, 2018 Board of Selectmen Meeting

- Agenda
- Scituate High School Football Team Resolution
- Board & Committee Candidate Applications
- O'Callaghan's The Voyage Restaurant extended hours application for New Year's Eve
- Library Strategic Plan presentation
- North Humarock Beach Nourishment and Road Elevation Project
- Consultant Contract for Town Wide Master Plan
- FY20 Operating and Capital Budget Overview
- Water System Update
- Close Spring Annual & Special Town Meeting Warrant
- Annual License Renewals
- Board & Committee Appointments
- Correspondence
 - Letter from Ron Griffin report ready and informational workshop on 1/7/19 at 7 p.m.
 - Mass Cultural Council SHCD grant of \$5,000
 - Emergency Repairs to Water Treatment Plant
 - FEMA plaque and letter of congratulations increase in the National Flood Insurance program's Community Rating System
 - Division of Marine Fisheries Cohasset Harbor changes
 - Thank you for donation from last year's town meeting South Shore Community Action Council
- Approval of Meeting Minutes for the December 4, 2018 Selectmen meeting

Board of Selectmen Meeting Minutes for December 18, 2018

BOARD OF SELECTMEN

John F. Danehey, Chairman

Maura C. Curran, Vice Chairman

Karen B. Canfield, Clerk

Shawn Harris

not in attendance

Anthony V. Vegnani