

MINUTES OF MEETING

BOARD OF SELECTMEN

JANUARY 22, 2013

Present: Joseph P. Norton, Chairman; John F. Danehey, Shawn Harris, Anthony V. Vegnani

Patricia A. Vinchesi, Town Administrator

Press: Patriot Ledger, Scituate Mariner, WATD

1. The meeting was called to order at 6:05 PM.

2. ACCEPTANCE OF AGENDA

Mr. Harris made a MOTION that the Board of Selectmen VOTE to ACCEPT the AMENDED Agenda to include # 2a – Executive Session for January 22, 2013. SECONDED by Mr. Danehey. (4-0)

- 2a. EXECUTIVE SESSION to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the government's bargaining or litigating position. (McKeever Case/ Wind Turbine)

Mr. Vegnani made a MOTION that the Board of Selectmen VOTE to ENTER Executive Session to discuss strategy with respect to litigation if an Open Meeting may have a detrimental effect on the government's bargaining or litigating position (Wind Turbine) and return to Regular Session at approximately 7:00 PM. SECONDED by Mr. Harris. No discussion. Unanimous vote. (4-0)

Chairman Joseph P. Norton stated that having this discussion in an Open Session would be detrimental to the Town's bargaining or litigating position.

The Board of Selectmen entered in Executive Session via roll call at 6:06 PM with John F. Danehey, Joseph P. Norton, Shawn Harris and Anthony V. Vegnani all answering "yes".

- 2b. 7:00 PM/ REGULAR SESSION CALLED BACK TO ORDER// WALK-IN PERIOD

Mr. Norton called Regular Session back to order at 7:00 PM. There were no walk-ins this evening.

Mr. Norton announced his intention not to seek re-election in May 2013. He has served on the Board of Selectmen for thirty(30) consecutive years. He thanked the residents of the Town of Scituate – “I appreciate it and it is time to move on”. Mr. Harris stated that the Board of Selectmen would not be the same without Mr. Norton.

3. WELCOME NEW CONSERVATION AGENT/ Patrick Gallivan

Pat Gallivan introduced himself and stated that he has worked as the Conservation Agent in Hanover for the past seven(7) years. He has a strong background in coastal work. Mr. Vegnani stated that Mr. Gallivan’s background in many areas will serve the Town very well.

4. FY2014/ BUDGET REVIEW

Mr. Norton announced that budget #149 Administration and the Treasurer/Collector’s budgets would not be heard this evening and will be rescheduled to a future meeting. No budgets will be voted this evening.

220 Fire Department

Chief Judge read the Department’s mission statement. Mr. Norton commended the daily work of the Fire Department and especially during the recent Humarock fires. The Personal Services line comprises the largest portion of this budget and includes the contract settlement which expires in June 2013. The Department has the same number of employees and some money has been added to the overtime line. There are two personnel vacancies and the Chief hopes that one will be filled in the new fiscal year. He explained that new hires immediately attend the fire academy for nine months.

210 Police Department

Chief Stewart read the Department’s mission statement. Mr. Norton thanked the Police Department for their continued professionalism during a “trying year”. Mr. Vegnani noted that the Personal Services line is up 1.7% and that two(2) vacancies need to be filled. Ms. Vinchesi stated that the vacancies need to be filled by the end of this month. Chief Stewart stated that new officers will not be “on the street” for eighteen(18) months after hire due to training. Equipment encompasses the “cycling” of new police vehicles. Mr. Harris reviewed the list of grants and asked why some were “blank”. Chief Stewart stated that the “blanks” are a combination of grant money “drying up” and not knowing what the funding will be yet. Discussion continued on Shift Differential. Chief Stewart that the two most recently hired officers have been in the academy for the past twenty-two weeks and one will be placed on a day shift and

one on a night shift in early February. Mr. Danehey asked if the DARE program is still active? Chief Stewart answered “yes”.

543 Veterans

Donald Knapp, Veterans Services Officer, read the Department’s mission statement. Mr. Norton noted the dramatic increase in this Department’s workload and he thanked Mr. Knapp and Administrative Assistant, Christine Chessia for their work. Mr. Vegnani noted that this budget was \$91,000 two years ago and that \$210,000 is budgeted for FY14. The Town receives 75% reimbursement from the State. This percentage is slated to be reduced by the Governor.

410 Facilities Department

Kevin Kelly, Facility Director, read the Department’s mission statement. This is a new department (and budget) this year. Mr. Norton asked Mr. Kelly if he had noted any critical situations after visiting the Town and School buildings. Mr. Kelly responded that some boilers will need some work in the near future, but he was generally “impressed with how each building ‘owner’ has handled each building”. It was noted that some budget items that previously appeared in other budgets (i.e. utilities) have been moved over to the Facilities Department. Mr. Kelly has been meeting with the School Department, as well.

155 IT

Bill Sheehan, IT Director, read the Department’s mission statement and distributed a “hand out” to the Selectmen explaining the increases to this budget. He reviewed the equipment list, noted an increase in technical services and that the “HR module is no longer split with the School Department”. He has standardized the use of Office 2010 in all Town offices. Mr. Sheehan is “laying the foundation” for an exchange server. The Town website will be soon be “revamped”. It was noted that much of the IT budget is within the Capital Budget. The Harbor WiFi project (25% funded by IT and 75% by the Waterways Enterprise Fund) is moving forward and the Town will be purchasing a new GIS system.

122 Board of Selectmen

Kim Donovan, Executive Assistant/Board of Selectmen, read the Department’s mission statement. Legal Services and Litigation budget lines were discussed.

123 Town Administrator

Patricia Vinchesi, Town Administrator, read the Department's mission statement. Mr. Norton noted Ms. Vinchesi's "good financial management of the Town" and the fact that Scituate is now able to move forward with many projects for the first time in many years. In addition, the Town's bond rating is very good. Ms. Vinchesi thanked Mr. Norton and her Assistant, Sheila Manning, Kim Donovan and Christine Chessia. Ms. Vinchesi reviewed her goals for FY14 and spoke about human resources and a look at an "organizational restructuring" of the Town. She noted the "unusual" fact that twenty-one(21) staff members report directly to her. The Fire Department staffing study and overtime was discussed. Collective Bargaining comprises almost \$200,000 of this budget and Technical Services went up \$16,000.

192 General Liability Insurance

Ms. Vinchesi noted that this budget went down. The insurance was re-bid two years ago and the Town has a different carrier.

913 Unemployment Insurance

This budget has decreased due to an improved employment climate.

912 Workers Compensation

This budget is typically "spent down" each year. The Town is self-insured. This budget is level funded for FY14 and if possible, any extra funds should go into this budget's "trust fund". Ms. Vinchesi stated that it is her goal to ultimately have \$750,000 in the "trust fund". Permanently disabled employees comprise most of this budget.

549 Commission on Disabilities

Ms. Vinchesi noted that this budget is level funded each year (\$5,000), which is the minimum required by the State. The monies are used to assist Town residents utilizing the handicap van operated by the Council on Aging.

Stabilization Fund

This fund is used for "expenditures related to capital and debt items, but can be used for any lawful purpose". The Town Administrator recommends using \$75,000 to offset an "anticipated 20% increase in the Town's pension assessment for FY15".

5. DISCUSSION/ VOTE TO AWARD CONTRACT/ ESCO/ K. Kelly

Mr. Kelly thanked Mr. Bangert for his considerable work on the ESCO (Energy Saving Contract) project. In April 2012 Town Meeting authorized AMERESCO to conduct an investment grade audit on Town and School buildings. This audit produced a “task list”, which has been reviewed and prioritized. It is now time for the Selectmen to sign the contract and for the work to commence. The School Department has been a part of this ongoing process and are in agreement with the finalized “task list”. Mr. Kelly gave an overview of ESCO as allowed by the State of Massachusetts and AMERESCO’s “guarantee of \$750,000 in savings”. He spoke about “energy management controls” being a large part of the contract work, i.e. direct digital controls, programmable thermostats, oil to gas conversions, steam trap conversions, infiltration reduction (windows), boiler replacements, etc. The Town is “signing up” for approximately \$2.2 million in projects that will pay us back over time. If the Town does not realized the promised savings, AMERESCO will pay the Town back. Mr. Vegnani asked if the Town must do every listed project after the contract is signed? Mr. Kelly answered “no”. Ms. Vinchesi noted that it is “a pay as you go” arrangement. The finalized “task list” takes the Town’s Master Plan into account and AMERESCO will do much of the work at night, weekends and during the summer months. Mr. Kelly will oversee all scheduling and will give work updates to building occupants.

Mr. Vegnani made a MOTION that the Board of Selectmen VOTE to EXECUTE a contract with AMERESCO, Inc. for \$2,858,067.00 to perform proposed energy conservation measures. SECONDED by Mr. Harris. No discussion. Unanimous vote. (4-0)

6. DISCUSSION/ VOTE/ STOP SIGN/ Aberdeen & Arborway Drives/ Traffic Rules & Regs.

Mr. Danehey made a MOTION that the Board of Selectmen VOTE to APPROVE the installation of a “stop” sign at the intersection of Aberdeen Drive and Arbor Way, as shown on the sketch. SECONDED by Mr. Harris. No discussion. Unanimous vote. (4-0)

7. PRESENTATION/ Scituate Library Foundation

Mary Ellen Gaziano, Library Foundation member, Jessi Finnie, Library Director, and other members of the Library Foundation were present. Ms. Gaziano gave a PowerPoint presentation (attached). The Library building is thirty-five years old, needs repair and to become ADA compliant. These changes would cost approximately \$2.5 million. The Library applied for and has been awarded, by the State, a construction grant for \$12 million. Scituate has until June 2013 to “secure the match” in which the Town will need to pay \$7 million and the State will pay \$5 million. It was noted that the Library has

requested an extension from the State (a common practice) and that this monetary request would be put on a fall 2013 Special Town Meeting. The Library Foundation has raised \$500,000 and at this point, will need approximate \$6.5 million from the Town. Ms. Gaziano noted that a debt exclusion override in this amount would impact the average hold by approximately \$50/year. Various fundraising projects and community outreach was discussed. It was noted that a young Scituate resident had donated nine cents! If the Town “match” is not secured, the \$5 million will go back to the State. Mr. Norton asked the group to update the Selectmen on their fundraising efforts on a monthly basis. Discussion continued on the fact that the Library’s elevator is unusable in its present state. Mr. Vegnani stated that this is a “great project, but the timing could not be worse in terms of other things going on in Town, i.e. a new school, fire station and Town Hall”. A Foundation member (unidentified) stated that Superintendent McCarthy said that “we cannot have vibrant schools without a vibrant Library”. The Selectmen thanked the Foundation for their presentation.

8. ACCEPT LAND/ CONSERVATION/ 22 Shadwell Road

In the future, a map will be provided indicating a specific parcel. Ms. Vinchesi asked that future gifts of land not be accepted before the Selectmen put a policy “in place”.

Mr. Harris made a MOTION that the Board of Selectmen VOTE to ACCEPT the donation of land (parcel 39-26-25-N-R / 22 Shadwell Road) and that it be placed into the care and custody of the Scituate Conservation Commission. SECONDED by Mr. Danehey. Discussion – Mr. Vegnani asked that someone from Conservation be present, in the future, when land such as this is being discussed and voted on. No further discussion. Unanimous vote. (4-0)

9. OPEN & CLOSE SPECIAL TOWN MEETING WARRANT/ April 9, 2013

Mr. Vegnani made a MOTION that the Board of Selectmen VOTE to OPEN and CLOSE the April 9, 2013 Special Town Meeting warrant at 8:50 PM on January 22, 2013. SECONDED by Mr. Danehey. No discussion. Unanimous vote. (4-0)

10. DISCUSSION/ VOTE/ ANNUAL LICENSE RENEWALS

Mr. Danehey made a MOTION that the Board of Selectmen VOTE to renew the Class II License for Alan H. Hopkins, d/b/a Alan’s Auto Body, for 2013. SECONDED by Mr. Harris. No discussion. Unanimous vote. (4-0)

Mr. Danehey made a MOTION that the Board of Selectmen VOTE to renew the Common Victualler's License for Scotty's Market for 2013. SECONDED by Mr. Harris. No discussion. Unanimous vote. (4-0)

11. DISCUSSION/ VOTE/ DRAINLAYER LICENSE RENEWALS

Mr. Harris made a MOTION that the Board of Selectmen VOTE to renew the following drainlayer licenses for 2013: Iaria Brothers, Inc., E. L. Margetts & Sons, Inc. and All Town, Inc. SECONDED by Mr. Danehey. No discussion. Unanimous vote. (4-0)

12. APPOINTMENTS

The positions of Chairman and Vice Chairman of the Public Facilities Master Plan Steering Committee will not be voted this evening.

Mr. Vegnani made a MOTION that the Board of Selectmen APPOINT Joseph P. Norton to the School Building Committee, which will oversee the feasibility study and construction/renovation of the Gates Intermediate School. SECONDED by Mr. Harris. No discussion. Unanimous vote. (4-0)

Mr. Danehey made a MOTION that the Board of Selectmen APPOINT Perry Lewis as the Democratic Election Warden and Kevin Butler as the Democratic Election Deputy Warden. SECONDED by Mr. Harris. No discussion. Unanimous vote. (4-0)

13. ACCEPT RESIGNATION/ Affordable Housing Trust

Mr. Danehey made a MOTION that the Board of Selectmen VOTE to ACCEPT the resignation of Maureen Karlberg from the Affordable Housing Trust and further that the Board thank Ms. Karlberg for donating her time and expertise to the Housing Trust and the Town of Scituate. SECONDED by Mr. Harris. No discussion. Unanimous vote. (4-0)

14. OTHER BUSINESS

Mr. Danehey noted a recent reception for retiring Hingham District Court Judge Hurley and that Chief Brian Stewart and retiree Lieutenant John Rooney both attended, as well.

Mr. Danehey made a MOTION that the Board of Selectmen VOTE to ACCEPT the regular session minutes of April 3, 2012 and January 8, 2013. SECONDED by Mr. Harris. No discussion. Unanimous vote. (4-0)

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Board of Selectmen – Minutes of Meeting – 1/22/13

15. ADJOURNMENT & SIGNING OF DOCUMENTS

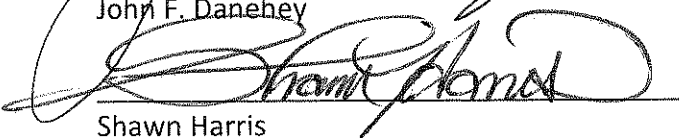
Mr. Vegnani made a MOTION that the Board of Selectmen VOTE to adjourn the meeting and sign documents at 9:05 PM. SECONDED by Mr. Danehey. No discussion. Unanimous vote. (4-0)

BOARD OF SELECTMEN

Joseph P. Norton, Chairman



John F. Danehey




Shawn Harris

Richard W. Murray

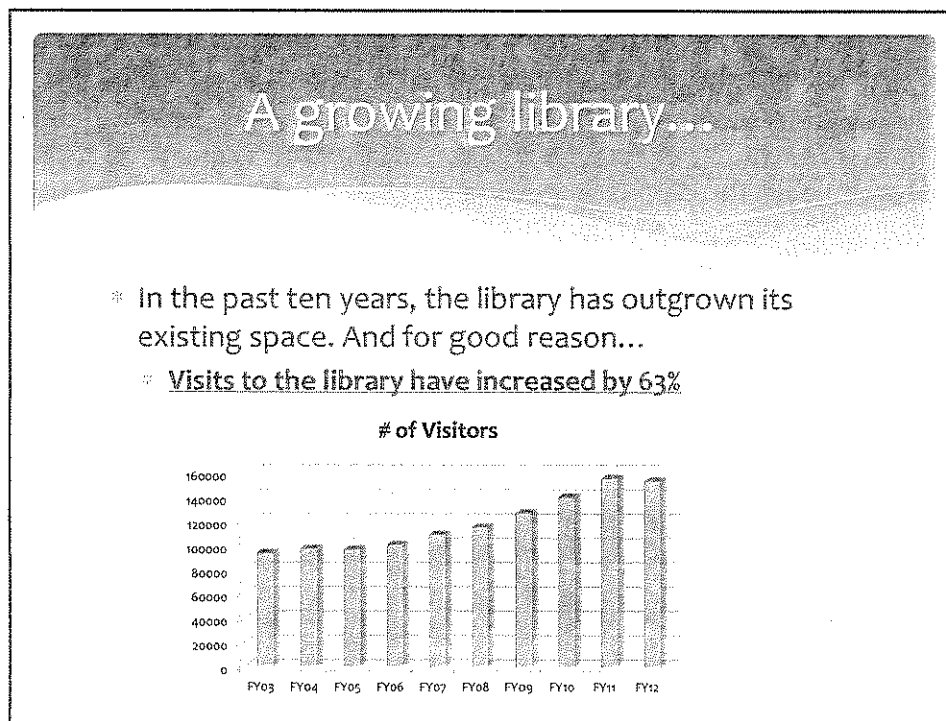
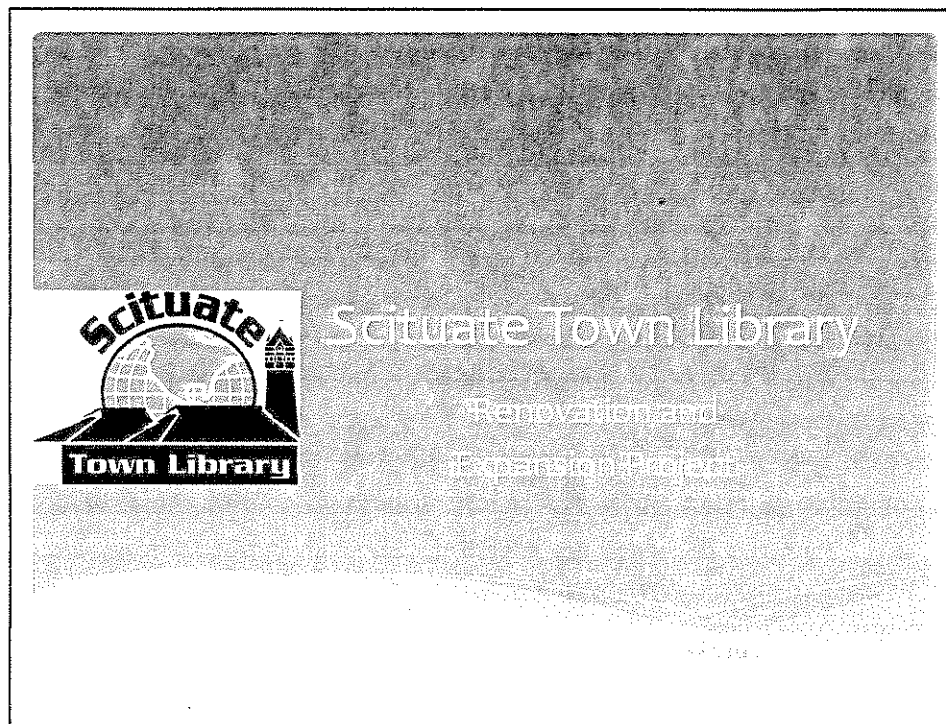


Anthony V. Vegnani

Respectfully submitted,

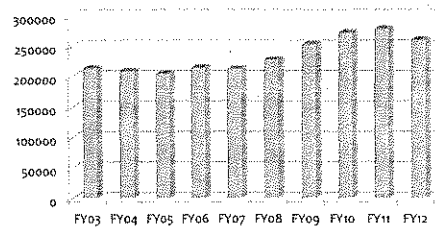


Kimberley A. Donovan
Executive Assistant



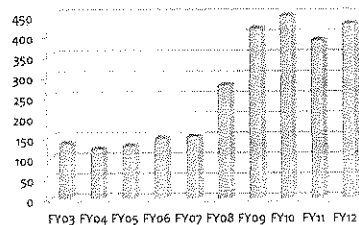
* Circulation has increased approximately 22%

Total Circulation

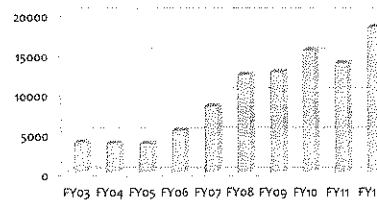


* The number of programs offered by the library has increased nearly 300%, and attendance at programs has increased almost 460%

of Programs



Total Attendance at Programs



And an aging one...

- The library is suffering the normal aging process of a 35-year old structure and needs repairs and also some structural changes to keep it in compliance with ADA regulations.
 - New Roof--\$498,035 (2007 estimate)
 - Replace slider windows to increase energy efficiency--\$335,587 (2007 estimate)
 - Library Parking Lot redesign--\$770,000
 - Install Sprinkler System--\$461,671 (Facilities Manager estimate)
 - Upgrade stairway and lower level entryway--\$200,000 (Facilities Manager estimate)
 - ADA compliant elevator--\$80,000 (This could be more, based on architectural estimates in construction project)
- **Total cost of all necessary library capital projects is nearly \$2.5 million**

An opportunity...

- In 2007 the town began to examine the needs of the library building through an Existing Conditions Report, which identified over \$1.5 million in necessary repairs.
- In 2010, a state library construction grant round opened and the Trustees voted to pursue this opportunity.
- At the April 2011 Annual Town Meeting, the town voted to approve the project design submitted in the grant application.
- In July 2011, the Scituate Town Library was placed on a wait list for a library construction grant.
- In October 2012, the library was officially notified that provisional funding was awarded to Scituate based on local match funding, with a deadline of June 30, 2013 to secure the match.

Project Costs...

- * The total cost of the library renovation project is \$12 million
- * \$5 million, or about 43% of the project costs, will be paid by state grant funds (your state tax dollars)
- * \$7 million will need to be raised with other funds
- * \$6.5 million is the amount the town will likely need to cover based on current private funds raised
- * Exact tax burden is unknown at this time, but early estimates suggest \$50 per household for a home valued at \$475,000.

Benefits to the town...

- * The library expansion project will nearly double the library's space, adding:
 - * Quiet study spaces
 - * Multiple meeting rooms to accommodate both small and large groups
 - * A multi-media training lab
 - * Added resources for seniors
 - * A children's story room
 - * A small business/job seekers resource center
- * And will provide a library for the 21st century, with the updates and renovations necessary to keep the library functioning with minimal repairs for the next 20-30 years

Future steps....

- * The library expansion project is currently on the warrant for April Town Meeting.
- * In order to extend the fundraising period and provide residents with more information about the project, it is likely that the library will seek a six-month extension from the state and present the project at the fall Special Town Meeting.
- * In order to secure local funding, a debt exclusion override would need to take place (estimated to be \$6.5 million with current fundraising totals).
- * If the project received an affirmative vote at town meeting and at the ballot, groundbreaking could take place as early as summer 2014, with a potential completion of 2016.

What happens if town-match funding is not secured?

- * The state library agency would withdraw their \$5 million in funding and move to the next town on the wait list. There are approximately 15 other libraries on this list, so the wait for a new grant round is likely to be long.
- * The library would need to invest in its capital project needs without funding from the state.

