

SCITUATE SELECT BOARD AND PLANNING BOARD JOINT MEETING MINUTES January 11, 2022

Planning Board Members Present: Ann Burbine, Chair; Patricia Lambert, Vice Chair; Rebecca Lewis, Clerk; Stephen Pritchard, Benjamin Bornstein and Bob MacLean, Alternate.

Select Board Members Present: Karen Connolly, Chair; Karen Canfield, Vice Chair; Andrew Goodrich, Clerk; Maura Curran; Tony Vegnani

Others Present: Karen Joseph, Town Planner; Shari Young, Planning Administrative Assistant.

Members absent:

See Sign-in List for names of others present at this meeting.

Location of meeting: Joseph P. Norton, Emergency Operations Center, Scituate Public Safety Building, 800 C J Cushing Highway, Scituate.

Chair Connolly called the meeting to order at 6:32 P.M. The meeting was being recorded for airing on local cable television and streamed live on Facebook.

Documents

- 1/11/22 Planning Board Agenda
- 1/11/22 Select Board Agenda

ACCEPTANCE OF AGENDA SELECT BOARD: Chair Connolly indicated there was a posted agenda. Ms. Curran seconded the motion for the posted agenda and the vote was unanimously in favor.

ACCEPTANCE OF AGENDA PLANNING BOARD: Chair Burbine indicated there was a posted agenda. Mr. Bornstein seconded the motion for the posted agenda and the vote was unanimously in favor.

Discussion/Vote – Master Plan Implementation

Documents

- PDF Capital Plan FY23-27(tab 4)
- PDF Capital Planning Committee FY23 Capital Plan (tab 3)
- PDF FY23 Capital Budgeting Process (tab 2)
- PDF MP Implementation Section
- PDF Open Capital Projects (tab 6)
- PDF Spreadsheet FY23 TA Recommended Capital Plan (tab 5)
- Doc MP Meeting Outline 2
- Doc DRAFT Executive Action Board and Committee Appointments

Ms. Connolly and Ms. Burbine began the discussion explaining the purpose of the meeting. The Town has an award-winning Master Plan that the Boards will need to work together on and come to

a consensus on how to start implementing recommendations from the plan; how does the town move forward there is a lot to do and all will take money.

Ms. Connolly at the onset of the meeting requested that the School Plan be attached to the Master Plan so that when talking about the Capital Plan and implementing Master Plan recommendations the schools are not forgotten about as they are not included in the Master Plan.

Ms. Canfield agreed the Master Plan is a great plan and we need to move forward and put the right people together to get it started.

Mr. Goodrich concurred with Ms. Canfield. He said the communication piece will be critical to this being a success.

The creation of a Master Plan Implementation Committee was proposed and discussed. The people on this Committee have the ability financially and organizationally to take pieces of the plan and decide based on their best judgement how things should work. Ms. Connolly said there a lot of committees in town, but they don't have any money or the ability to direct anyone to do anything; the people in this group have the ability to direct people to do things.

Mr. Pritchard said one of the biggest challenges is climate change and one of the objectives should be to look at the long-term and decide what kind of policy changes need to be made, where does the capital plan fall short and what are other options to integrate into the long-term. He opined all the plans which have been done have good ideas, but some are not feasible due to economics and asked how will that be integrated into the decision-making process for the capital plan, zoning changes, etc. He discussed the challenges of the seacoast and resiliency.

Ms. Lambert opined "we" need to be willing to say some things cannot be done. She also opined the forest needs to be part of resiliency and climate change. The entire town needs to be thought of in terms of resiliency and climate change not just the coast.

Ms. Canfield opined the recommended players for the Committee are appropriate, but how will it work, the committee will need direction from both Boards on how to proceed.

Ms. Burbine provided an example of a committee from years ago that was put together to study the municipal services of the town; members were delegated with obtaining information on different aspects of the study and then providing a report of their findings; she envisions this process working the same way.

Ms. Burbine asked the Planning Board what their top priorities are for implementation.

- Ms. Lambert – Water - Waste Water Treatment Plant and Water Treatment Plan
- Mr. MacLean – agreed with Ms. Lambert, water and sewage issues
- Mr. Lewis – sewer in North Scituate and water
- Mr. Bornstein – difficult to prioritize, so much to implement
 - Delegate smaller pieces to departments/boards/committees
 - Subcommittee needed for the future larger/broader projects
 - Determine policy that needs to be implemented and the financial aspects

There was discussion about how to dissect the amount of information. Mr. Pritchard said it should start with the Implementation section of the Master Plan. Ms. Curran suggested that a grid be made to show what is already in progress, what has been completed and what still needs to be addressed. Mr. Pritchard said how much more needs to be done is what needs to be decided and reviewed as to what is realistic and prioritized.

Ms. Curran would like the Implementation section be turned into a grid.

Ms. Connolly indicated financing for the Water Treatment plant is being discussed, the Sewer treatment plant is an issue, it is in a bad location and there may not be another place to put it; it is an issue that needs to be addressed. She said the town has made progress on many initiatives. She opined some committees that already exist in town would welcome direction on what the town wants/needs, what is in the Master Plan and what the committee's charge is in relation to it. She gave CPC (Community Preservation Committee) as an example. She also discussed the list of items to be talked about at the Coastal Resiliency meeting and the initiatives that are on the agenda now; there may be things on list that are not worth it even with Federal money if items are not part of the overall plan.

There was discussion about sea level rise and the impacts on the Sewer Treatment plant and what is the plan for addressing that issue. Discussion followed about the difference between sea level rise verses coastal erosion. There was a difference of opinion on where the flooding in Scituate is going to come from; is it because of sea level rise or erosion of sandy beaches.

Mr. Goodrich opined this is a lens to see things. The two main responsibilities of the group would be to double check and fit into the rubric and what is possible.

Mr. Vegnani opined this is a daunting task with a limited financial model and plans that have a lot of information, policies need to be set, there are not necessarily the financial resources available and it is uncertain if the town will ever have enough financial resources; role of these Boards is push the initiatives the best they can, but to prioritize them and pick a few and try and get the town focused on those; the town needs to take the limited resources it has and take a few of the initiatives and move forward, need to point people in the right direction to get some wins; what are things we could do in the next 2-3 years that could be done better.

Ms. Curran said the personnel resources need to be managed appropriately; the staff needs to be given guidance/policy on what to work on. She recommended the committee do a rubric and identify a process and then reconvene; the first step is bringing the information together.

Ms. Canfield said that pg. 100 of the Implementation documents gives the criteria and the marching orders for the committee; once the committee reviews that then the Boards should reconvene.

Mr. Vegnani said there needs to be a marketing component to this; the importance of it needs to get out to the town. He piggy backed on Ms. Connolly's earlier comment about CPC suggesting maybe there is some policy that could address where/how they spend their money.

Ms. Connolly said there are quality of life things that need to be accounted for even if they do not appear in the Master Plan, i.e. a loader for the dump, but continued to say there are committees that could benefit from some direction, i.e. the Coastal Advisory Commission, Beach Commission.

There are small things in the plan that seem doable and then larger ones that need attention. She opined there is a lot that is already being done.

There was discussion about projects that have been proposed but never came to fruition, i.e. elevating the roadway in Humarock; elevating Front Street which does not seem feasible, but there maybe zoning relief by moving up the hill. Ms. Burbine discussed the current zoning and the potential for things if zoning moved up the hill. The Board's need to work together and market things.

Ms. Lambert said this is a time for political courage; these Boards have a lot of power for the destiny of the Town.

Ms. Curran recommended the stakeholders be identified and then they can go out and market the ideas. She opined there are already committees in place that could take on some of the responsibilities of moving forward on some aspects of the plan.

There was discussion about the different people that could be pulled into the process; Chairs from Committees, i.e. Conservation, working group from the Master Plan Advisory Committee, etc.

Mr. Bornstein said he could work with Ms. Joseph on reaching out to the Master Plan Advisory Committee group to see if anyone would be interested in volunteering to be involved in the implementation process of the Master Plan.

Mr. Goodrich spoke about the marketing and communication efforts that will be critical to success.

Mr. Vegnani suggested hiring a consultant, creating a one-page document, bullet point the issues, set with initiatives by category and then decide what is most important. Ms. Connolly said a consultant could be hired to get some of the marketing done.

Mr. Pritchard said the plan will have to change over time, the plan took a lot of plans and put them together; decisions will have to be made about what efforts continue and what is discontinued.

Mr. MacLean said a consultant could be good, but also opined there is a lot of money out there in grants that the existing committee could go after with good grant writing.

There was discussion about the Capital Plan and Mr. Boudreau indicated the Capital Plan for this year includes coastal projects, facilities plans, water and sewer infrastructure plans and the 2025 sewer plan for North Scituate. He explained there is a ratings sheet for all capital projects that does consider if a project complies the Master Plan. Discussion continued with the status of some of the projects and their associated costs that are in the Capital Plan.

Ms. Curran opined the Master Plan could help with Coastal Resiliency to get better focused on where to spend resources so that money is not lost on projects that are never going to come to fruition.

The Boards discussed next steps.

Ms. Canfield summarized the takeaways from the meeting;

- Establish a rubric

- Assign stakeholders
 - Responsible for research including funding options
- Develop policies to support the plan and its implementation
- Make sure the work is clearly communicated

She suggests the core group be directed to take the above-mentioned steps and discuss if additional professional help is needed.

Mr. Vegnani said simplifying the message and getting it out to the public is crucial.

Ms. Curran recommended committees be given the directive to review, recommend and report so groups can begin to chip away at and begin making progress.

There was discussion if the recommended participants in the core group have the bandwidth to participate in the group. Mr. Boudreau opined it will depend on how much time it takes, there are things that are already begin worked on. He recommended the group get together and discuss the status of some of things that are already in the master plan and being worked on, i.e. water treatment plant. He also said the Coastal Resiliency Meeting has to take place. The first thing the group needs to do is put together the information of what is being done now and look at the stuff that is not being done and prioritize that.

Mr. Pritchard said the smaller group needs to look at the things already being done, what is not being done where are there challenges and report on that as an initial step and that might set the direction for moving forward.

The Boards agreed to form the Master Plan Core Implementation Committee.

Motion:

Ms. Burbine moved to appoint the following individuals to the Master Plan Core Implementation Team for a term of one year or until a successor is named:

Jim Boudreau, Town Administrator
Nancy Holt, Finance Director
Kyle Boyd, Director of Planning & Development
Kevin Cafferty, DPW Director
Karen Joseph, Town Planner
Name of Select Board Member - TBD
Name of Planning Board Member - TBD

Ms. Curran seconded the motion; a vote was taken and was unanimously in favor.

The Planning Board will appoint a member to the Committee at the next meeting on Thursday January 13, 2022.

The Select Board will appoint a member at their next regularly scheduled meeting on January 18, 2022.

The MPCIC (Master Plan Core Implementation Committee) is to meet within the next 45 days and report back to both the Select Board and Planning Board.

Documents

- Email to the Board from Shari Young dated 1.4.22 with meeting agenda 1.11.22 and meeting materials
- Email to the Select Board from Lorraine Devin dated 1.4.22 with meeting agenda and meeting materials

These items were distributed to the Board electronically.

Mr. Pritchard moved to adjourn the meeting at 7:43 p.m. Ms. Lewis seconded the motion; the vote was unanimously in favor with both Boards in favor.

Respectfully submitted,

Shari Young
Planning Board Administrative Assistant

Rebecca Lewis, Clerk

Date Approved: January 27, 2022