

**MEETING MINUTES  
BOARD OF SELECTMEN  
January 6, 2016**

**Present:** Anthony Vegnani, Chairman, Shawn Harris, Martin O’Toole, Maura Curran  
Patricia Vinchesi, Town Administrator

**Not present at start of Meeting:** John Danehey

The Meeting was called to order at 7:02 PM

**Acceptance of Agenda**

**Mr. Harris made a MOTION to accept the agenda for January 6, 2016. Second by Mr. O’Toole, all in favor. Unanimous vote (4-0).**

**Walk Ins – no walk ins at the meeting.**

**Report of the Town Administrator – Patricia Vinchesi**

Three updates for the Board:

Library work continues construction meetings are Monday mornings at 10 a.m. The Public Building Commission meeting is Tuesday. The next update will be at the next Selectmen meeting.

Middle School pre construction meeting today. Kevin Kelly attended the meeting. A lot happening already with drop off routine changed at the high school. Signage is being made for the Town Hall building for parking since no student parking is allowed.

Public Safety Building Development review team met with the other groups and discussed communication, issues in the field, etc. They are clear cutting six acres of land. There is some misinformation about how the land is zoned. It is a construction area and the clear cutting is necessary for the project. The foundation is expected to be in the end of March.

In the Sunday Globe there was an article about a public records request that was sent to all 365 cities and towns to request the salaries of all municipal salaries and the police for records of use of force. 58% of communities had a challenge with that. Scituate responded two days later for the salary request and seven days later for the police records.

Representative Jim Cantwell joined the meeting at 7:08 p.m.

Ms. Vinchesi said the Town’s successful appeal resulted in new maps from FEMA. The new maps had additional errors in them. Duxbury, Marshfield and Scituate asked FEMA to work collaboratively with us to rectify the maps. FEMA accepted the comments we submitted and are willing to work with our consultant. We want to work with FEMA and Woods Hole Group.

Representative Cantwell said the collaboration with the Selectmen, state officials and federal officials to work on the maps is ongoing. There was no way the maps should have changed the way they did. Representative Cantwell thanked Ms. Vinchesi for working all weekend on the response to FEMA and thanked the building inspector for identifying the issues to begin with. Mr. Vegnani said this is a positive

step forward. Neil Duggan, Nancy Durfee, Patrick Gallivan, Laura Harbottle have worked many hours working to get this right. Representative Cantwell said this will be a positive step forward and we are hopeful the maps will be accurate. We are optimistic. Ms. Vinchesi said some folks will see increases in their insurance bills. Ms. Vinchesi said we would not be anywhere without Nancy Fields and the Woods Hole Group. We cannot thank them enough for dropping everything and supporting this effort. Mr. Vegnani also thanked Bill Sheehan for getting the software up on our website for the residents to use to see their property. Mr. Vegnani thanked Representative Cantwell for attending the meeting and all his support.

Mr. Vegnani wants to keep the wind turbine and the traffic on Front Street on our radar. Ms. Vinchesi said Al Bangert and Jennifer Keefe have been working on the complaints on the wind turbine. Lt. Thompson of the Traffic Rules & Regulations is reviewing the recommendations from the MAPC to make recommendations to the Board.

**SCHEDULED ITEMS:**

**Rivershed, Entertainment License Change of Hours, Kara Tondorf**

Ms. Tondorf said they are asking to extend the indoor entertainment license to 12 a.m. from 11 p.m.

**Move that the Board of Selectmen approve a change of indoor entertainment hours for Rivershed from 9 a.m. – 12 a.m. year round Monday – Sunday. Motion by Mr. Harris, Second by Ms. Curran Unanimous Vote 4-0**

**Contract for Radios, Lt. Mark Thompson & Chief Michael Stewart, Scituate Police**

Lt. Thompson and team did extensive research looking at what the police department has now and what they need in the future. This will also provide redundancy. If the repeater they have now dies, the police department is out of business. This will be a significant improvement for us. This system is P25 digital compliant and it is the standard in the nation. Mr. Harris asked if multiple companies bid on this. Lt. Thompson said the Radio Solutions bid was the lowest and included support once installed. Marshfield is already up on this system.

**Move that the Board of Selectmen award a contract to Radio Solutions, Inc. for the purchase of a *Police Radio System Buildout* not to exceed \$84,686.10. Motion by Ms. Curran Second by Mr. O'Toole Unanimous Vote (4-0)**

**Sewer Phase IV, Kevin Cafferty, DPW Director & Rick Mosca, Sewer Superintendent**

Mr. Cafferty said he would like to update the Board tonight regarding the status of the Sewer System. Mr. Cafferty said there are 2,875 Sewer Connections, 32 Miles of Sewer Pipe, 560 Sewer Manholes, 8 Pump Stations and 1 Treatment Plant. The upgrade history, recent repairs and future planned repairs were reviewed by Mr. Cafferty. The priority is getting the plant up and running to maintain our current flows and take on future expansion. We have the capacity to do expansion but the plant is not up to 100% capabilities at this time. The estimated completion of the updates and repairs through the capital plan is two to three years.

Ms. Vinchesi said we cannot begin to engineer another phase on sewer until we work on I&I. Mr. Vegnani said we do not have to offer developers sewer they may have to come up with another plan. Ms. Curran asked if we could get capacity increase. Mr. Cafferty said we could do another major upgrade to the plant and it depends to what extent we want to keep doing that. Mr. Cafferty said they are making repairs right now to get the plant up and running the way it should be. Mr. Mosca has been very aggressive in getting these repairs made. Flow meters will be set up in the manholes so we can get a handle what area to focus on when we do our I&I work. Mr. Cafferty said we are looking at options such as a remote treatment plant. Mr. Cafferty will continue to keep the Selectmen updated.

**Mr. Danehey joined the Board of Selectmen meeting at 8:00 p.m.**

Ann Burbine, Pennycross Road asked if there were plans in North Scituate to put in a sewer treatment plant. Mr. Harris said he does not remember any discussion about that. Ms. Burbine said this would be going back to the 1960's. The Selectmen said they did not recall this.

**Engineering Design Contract for Phase 3B Water Main Replacement Project**, Kevin Cafferty, DPW Director

The Board discussed the conditions of the road in Scituate. Mr. Cafferty said the roads need to settle due to compaction. The soil has a lot of clay content in the roads in Scituate. Mr. Cafferty is going to do an add option to all future contracts for curb to curb paving options and the Selectmen can vote on the option. In May and June a lot of these streets will be paved from the projects that were completed last year. Ms. Curran said the difference in price of the quotes for this job is significant and was curious how that impacts the quality. Mr. Cafferty said this does not impact the quality and we are not sacrificing anything using Weston & Sampson, their prices are less expensive but we have used them for many projects.

**Move that the Board of Selectmen award the contract for Engineering Design Services for the Phase 3B Water Main Design to Weston & Sampson of Peabody, MA for an amount not to exceed \$77,800. Motion by Mr. O'Toole Second by Mr. Danehey Unanimous Vote (5-0)**

**FY17 Town Operating & Capital Budget**, Patricia Vinchesi, Town Administrator & Nancy Holt, Town Accountant/Finance Director

Ms. Vinchesi said this is the official kickoff for the FY17 Operating & Capital Budget. Ms. Vinchesi reviewed the presentation prepared for the Board of Selectmen that is included in the backup.

Ms. Vinchesi said in the fall of 2017 the library and public safety building will be open and we need to be prepared with the operating budget. A big initiative in this budget is in the area of technology.

The budget is balanced and in accordance with the Financial Forecast Committee.

We are in the fourth year of our union contracts. The Fire Department has a catch up of one year for the Cost of Living Adjustment (COLA).

Ms. Vinchesi completed the presentation for the FY 17 operating budget and Ms. Holt reviewed the FY17 Capital Improvement Plan and five-year rolling capital plan with the Board.

Ms. Curran asked about FEMA reimbursements and is it realistic that we are going to see this money. Ms. Holt said we submitted claims to FEMA and are waiting for response. The FEMA teams change and the storms keep coming. Our current claim is \$13.5M going back to 2012. Ms. Curran said it is a lot of work to prepare and submit these claims to see nothing in return.

Ms. Vinchesi put together a document called “Scituate by the Numbers” and shows how much work is done by Department Heads and Town Employees. This document reflects this work and is proud to work with them.

Mr. Vegnani is completely impressed with the amount of detail and it is very well done.

### **FY 17 Budgets**

**610 Library** Ms. Jessi Finnie, Scituate Town Library Director, The major goals for the library are maintaining quality service in the reduced space at the Scituate Harbor Community Building and maintain programming. St. Luke’s has worked out very well but it does limit what the library can offer with the temporary location. The second biggest challenge is planning the move back to Branch Street and policies with the new facility. Mr. Vegnani said the building is expected to open late 2016 – early 2017. Ms. Finnie reviewed the library budget with the Board and discussed grant opportunities the library is working on at this time. The Library Foundation is looking into additional grants for the library. Ms. Vinchesi said funds were put aside in the Facilities budget for the increase in the anticipated electricity increase. The Selectmen reviewed the line items for the library budgets and asked some questions that Ms. Finnie answered.

**161 Town Clerk** Ms. Kathleen Curran, Town Clerk, The goals for the Town Clerks office are directed at Elections. The new election machines have arrived and training will occur next week. In the Fall FY17 will be the training of office staff for early voting beginning October 24, 2016 at Town Hall for the presidential election. Absentee voting you need an excuse and early voting there are no excuses needed and it is two weeks before the election. The archives have received

CPC funds for several projects. The Selectmen reviewed the line items for the Town Clerk and Ms. Curran answered the questions.

**141 Assessors** Mr. Stephen Jarzembowski, Director of Assessing, said the Assessor's office will be focusing on condominiums and will be updating the building cost schedules. Every three years there is a reevaluation. The Selectmen reviewed the line items in the budget and asked a few questions. Postage has decreased due to the use of email. The budget is 95% salaries and will not change much.

**61 Widows Walk/Golf** Mr. Robert Sanderson, Director of Golf, presented his budget. Mr. Sanderson said he has kept the golf course open due to the weather and the grass is still alive and is not in a dormant state yet. Greens fees and cart revenue has increased with the good weather. The last day of operating will be this Sunday, January 10, 2016. The golf course is coming into a big year with the retirement of the debt and the golf course will need the Boards input into their vision. The Economic Development Commission has been working with Widows Walk and has been a tremendous asset. Mr. Sanderson would like to educate the golfers as to what their role is in leaving the course as they found it to include fixing divets, raking sand traps, etc. He will accomplish this by educating the golfers. Mr. Vegnani said the debt for buying the land is off the books in 2017 and they will need to think about what direction we will move in. These funds will be available in 2018. The Selectmen said they will need to start thinking about how the funds will be used in the future and the possibility of forming a committee to determine the direction for the Town. The Selectmen reviewed the line items in the budget. Management goes to December 2017 same as the debt so there would be options. We are on budget this year. The Board thanked Bob for his great work there and thanked him for supporting the High School coach and team. Mr. Sanderson thanked the coaches and students for the professionalism of the golf team.

**410 Facilities** Mr. Kevin Kelly, Facilities Director presented his budget to the Board. The management of the fuels and lubricants are moved to the facilities budget and the anticipation of two new buildings are included in the operating budget. A plan is being developed in how the new buildings will be supported with personnel in the future. The Board asked Nancy Holt to provide the detail for the consolidated budget. Ms. Holt said she will provide that to the Board. Since there is such a large increase in this budget, the Board will need to review the consolidated budget information. The WPA building is added to this budget. New personnel is the ½ janitor in this budget. Ms. Curran asked if we could look at a plan to use green cleaning products. Mr. Kelly will look into this.

**NEW BUSINESS:**

**Drain Layers License Renewals**

**Move to approve a renewal of a Drain Layers License to Dandel Construction, Inc.**

**E.L. Margetts and Sons, Inc. motion by Mr. Harris second by Mr. Danehey Unanimous Vote (5-0)**

**Town of Scituate License Renewals**

**Move that the Board of Selectmen vote to renew the Septage License for Ronneby Inc. DBA K.R. Anderson Pumping Company for 2016. Motion by Mr. Harris second by Danehey Unanimous Vote (5-0)**

**One Day Liquor License**

a) Hospitable Hostess, Gar Hall, 1/9/16 1 p.m. – 6 p.m. for 90<sup>th</sup> birthday

**Move to grant Hospitable Hostess a one day beer and wine license for GAR Hall on Saturday January 9, 2016 for a 90<sup>th</sup> birthday party from 1 p.m. to 6 p.m. Motion by Mr. Danehey Second by Ms. Curran Unanimous Vote (5-0)**

b) Sand Hills General Store, 1/16-1/23/16 pending ABCC license

**Approval for One Day Beer and Wine Licenses for Sand Hills General Store from**

**Move to grant Sand Hills General Store one day beer and wine licenses from January 16, 2016 – January 23, 2016. Motion by Mr. Danehey Second by Mr. Harris Unanimous Vote (5-0)**

**Move to waive the one day beer and wine license fees of \$50 for Sand Hills General Store. Motion by Mr. Danehey Second by Mr. Harris Unanimous Vote (5-0)**

**OTHER BUSINESS:**

**Correspondence**

New 4H club by Colleen Burke.  
Sister City Project

**Acceptance of Meeting Minutes**

**Move that the Board of Selectmen approve the Executive Session minutes for the August 4, 2015 and September 22, 2015 Board of Selectmen meeting. Motion by Mr. Harris Second by Mr. Danehey Unanimous Vote (5-0)**

**Move that the Board of Selectmen approve the retreat meeting minutes for the October 24, 2015 Board of Selectmen meeting. Motion by Mr. Harris Second by Mr. O'Toole Unanimous Vote (5-0)**

**Move that the Board of Selectmen approve the meeting minutes for the December 8, 2015 and December 21, 2015 Board of Selectmen Meetings. Motion by Mr. Harris Second by Mr. Danehey Unanimous Vote (5-0)**

**Move to accept and not release Executive Session Minutes for 12/21/15 since the matters discussed are still pending at this time. Motion by Mr. Harris Second by Mr. Danehey Unanimous Vote (5-0)**

Mr. Vegnani attended an Eagle Scout ceremony this past weekend and congratulated Matthew in his accomplishment.

The boys wrestling team is doing a fantastic job and is very competitive.

#### **Adjournment and Signing of Documents**

Motion to move into Executive Session at 9:55 p.m. to conduct non-union personnel negotiations and not reconvene the Board of Selectmen meeting in open session. Motion by Mr. Danehey Second by Mr. Harris Unanimous Vote (5-0)

Mr. Vegnani yes  
Mr. Harris yes  
Mr. Danehey yes  
Mr. O'Toole yes  
Ms. Curran yes

#### **EXECUTIVE SESSION**

1. To conduct contract negotiations with nonunion personnel – Town Administrator Contract.

Respectfully Submitted,

Lorraine Devin, Recorder

LIST OF BACKUP DOCUMENTATION  
BOARD OF SELECTMEN MEETING JANUARY 6, 2016

- Agenda

Board of Selectmen Meeting Minutes for Wednesday, January 6, 2016

BOARD OF SELECTMEN

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Anthony V. Vegnani, Chairman

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John F. Danehey, Vice Chairman

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Maura C. Curran, Clerk

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Shawn Harris

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Martin J. O'Toole