



**Advisory Committee
MEETING MINUTES
Thursday, March 2, 2017
GAR Hall
353 Country Way
Scituate, MA 02066
7:00 pm**

Committee Members Present: Jamie Gilmore, Mark Sandham, Jerry Kelly, Lincoln Heineman, Anthony Antoniello, Patrice Metro, Michael Westort, Geoff Burns

Committee Members Absent: Sean deLacy

Also in Attendance: Nancy Holt (Finance Director), Patricia Vinchesi (Town Administrator), Stephen Mone (Harbormaster), Chief John Murphy, Laura Harbottle, Nancy Durfee, Patrick Galvin, Donald Knapp, Linda Hayes, Jennifer Keefe, Maura Glancy, Nicholas Lombardo, Donna Bangert, David Ball

The Meeting was called to order at by 7:05pm by Jamie Gilmore.

Agenda for Thursday March 2, 2017 approved by Mike Westort second by Mark Sandham (7-0)

Conservation/Coastal Res. (dept#171): Patrick Galvin presented. It continues to be a busy department. The Conservation Dept has five goals. The first is to insure that alterations to wetland resource areas are avoided where possible. In instances where alterations do occur, the department will work to restore these wetland areas as soon as possible. The second is the department will work with the Conservation Commission, CPC, BOS, open space volunteers and residents to finalize Conservation Restrictions, construct parking areas, install information kiosks, and maintain trails on Scituate Open Space parcels. The third is in collaboration with the Coastal Resource Officer, continue to address coastal challenges, including storm related impacts to coastal beaches and properties, saltmarsh alterations, deteriorating public infrastructure, funding to address coastal problems and expand understanding of coastal issues by residents. The fourth is to participate as a member of the town's Coastal Management Team to mitigate coastal impacts and refine tools for the management and regulation of coastal development and construction in flood prone areas. The fifth is to prepare for transition of Conservation Commission office staff in the next one to two years.

Over 88% of the Conservation budget supports salaries for the Conservation and Natural Resources Officer, Coastal Resource Officer and the Conservation Administrative Secretary.

Nancy Durfee presented. Last year was a busy year. They had a CRS 15% increase as insurance

rates are rising it will help residents. The Coastal Erosion assessment was completed last year. This will help prioritize coastal issues. They were awarded 7 grants. She hopes to continue to apply for grants. Now that there is a plan for projects, she will continue to look for help in any way she can. Oceanside Dr. drainage basin was put in. Seawall repairs will make a huge improvement. The Coastal Resource Officer has four main goals. The first is to continue to develop overarching proactive and comprehensive approach to coastal management by exploring new, existing, and/or innovative practices and strategies as alternatives to traditional methods. The second is to coordinate activities required in the Community Rating System (CRS) program under FEMA, National Flood Insurance Program with focus on improving the CRS Rating. The third is to oversee and implement existing and appropriate grant opportunities for the Town of Scituate to obtain more non-taxpayer funding for Town for coastal infrastructure improvements, studies and plans. The fourth is to administer and maintain the Hazard Mitigation Elevation Grant Program for the homeowners and businesses in the Special Flood Hazard Area.

Anthony Antonello asked a question regarding budget with Town Administrator. Patricia Vinchesi said they hired old Police Chief Brian Stewart to help with people that continuously violate wetlands restrictions. Geoff Burns asked about the North Scituate Beach erosion. Nancy Durfee said they are in the midst of an application for beach nourishment and people that live in the area will be getting information about it in the next week. It will be an engineered beach nourishment program. It will be in two phases because of the cost. It will be a mix of sand and cobble. It's estimated around 1 million dollars. There are many coastal concerns that are in the near future. There's information on the Flood Mitigation webpage on the Town website. Mike Westort asked about the South River dredge project. Nancy said they are in the middle of sampling the sand to find out if they can use that material to nourish Humarock beach. Patricia said we are doing a lot on foreshore protection.

Planning Board (dept#175): Laura Harbottle presented. This department has four main goals. The first is to insure land use regulations are applied fairly and consistently, and in a manner which protects the Town and other stakeholders. The second is to work with other Town Departments, state and federal agencies, and town administration to develop and refine tools for management and regulation of coastal development and development in flood prone areas, given their vulnerability to coastal storms and sea level rise. The third is to pursue comprehensive long range planning to guide the actions of the community and insure the best approaches to land use management. The fourth is to identify appropriate locations suitable for retail sale of recreational marijuana and draft potential zoning to address, 12/17.

The great majority of the Planning Dept budget is taken up for personnel costs, which amount to over 90% of the department's expenses. The planning of purchases is a little down this year. A Director of Planning position is being worked on, which would be a brand new position if it passes. Good land is becoming more scarce. People are trying to use land that is not ideal which takes a lot of work for the planning board to go over. Anthony asked who reviews the subdivisions that are being presented. Laura said that there are three people/agencies that review. Money is requested up front before reviews/inspections begin. If there's money left then the person gets it back. It is all outside consultants that do the reviewing. There's a master plan in the works for next years plan because one has not been done since 2004. Geoff Burns asked about the Toll Bros project. Patricia said they will be going in front of the Board in a couple of weeks. It went from 97 homes to 110 condo units for 55+ community. Lincoln asked about fees. Laura said it was fines not fees. She said they haven't had any yet. Lincoln asked about the marijuana law. Laura said a moratorium will be coming to Board in the spring. The earliest that the State will allow licensed shops is 2018. Jamie

asked if there were any worries for upcoming year. Laura said making sure that land and bylaws are enforced/protected.

Beautification (dept#650): Donna Bangert presented. This department has nine goals. The first is to sustain Scituate's 12 railroad-crossing islands with their attractive plantings. The second is to realize their mission by continuing to: provide annuals and perennials for the Merchant Flower Program and Adopt-A-Lot Program, renovate and/or replace plantings in Adopt-A-Lots as needs are identified, provide advice and support to merchant participants, provide advice and support to occupants of town buildings who wish to improve the appearance of their buildings and grounds with trees, shrubs or beds, maintaining the traffic islands that are unsafe for volunteers or do not have Caretakers by using a professional landscape firm, selected through bidding process. The third goal is to further their mission by increasing merchant participation in the Merchant Flowers Program. The fourth is to expand their mission to include elimination of trash and litter from streets, roadways and beaches. The fifth is to continue recruitment efforts to establish pool of volunteers to be Adopt-A-Lot Caretakers, to occasionally assist caretakers and to serve on the Commission. The sixth is to raise awareness of invasive Japanese Knotweed and other invasive plants in the local area. The seventh is to plant at least one tree every year to help maintain the "Tree City" designation. The eighth is approximately identify all Adopt-A-Lot under Beautification's authority. The ninth is to encourage planting of native trees in Scituate.

The budget was requested prior to receiving a letter from Town Administrator requesting it be level budget. They are requesting \$21,500 in the FY 2017-2018 Budget which is an increase of \$1,000 over last year's budget. They anticipate the need to replace many shrubs and perennials with more drought tolerant plants as a result of the 2016 drought and they expect to need to resupply Ship Shape Day bags. Last year they had 69 merchants participate in the Merchants Flowers Program which offers a \$50 voucher to help with purchasing flowers for their business. They use the same signs each year for Ship Shape Day just change the date. It seems to grow every year. Ship Shape Day has been happening for 50 years. Geoff Burns says it's a small line item on the overall budget but it's important and asked Patricia about the extra \$1,000. Patricia said a lot of budgets are "creeping" with a little here and a little there. She said overall, it's something she has to manage even though she agrees that the beautification is important.

Historical Buildings (dept#691): David Ball presented. This department's goals are to continue to ensure that all town-owned sites are well maintained and can be enjoyed by and open to the public. Because all of these properties are at least one hundred years old, they require constant attention. There are seven locations that are maintained: Lawson Tower, Scituate Lighthouse, Mann House, Cudworth House, MA Humane Society Boathouse and Lawson Gates.

If there is not adequate funding to maintain the town's historic properties, small problems will escalate to major problems. When that happens, repairs costs quickly escalate.

A large part of this budget involves Purchase of Services (POS). POS expenditures are telephone/alarm systems at Lawson Tower, Cudworth House, and Mann House; electricity at these same sites; and natural gas at the Cudworth House and Mann House. This appropriation in FY2017 was \$13,744. They are requesting \$13,944 for FY2018.

The amount requested for oversight for town owned historical buildings is \$3,400.

Council on Aging (dept#541): Linda Hayes presented. This department has four main goals. The

first is to initiate activities and events aimed at promoting an Age-Friendly and Dementia-friendly community. The second is to develop monthly SCTV COA Program for providing education to seniors and the community-at-large on topics relevant to Council on Aging, senior interests and services, and general health and wellness. The third is to cultivate additional Outreach strategies for reaching new cohorts of seniors who do not visit or participate at the center or obtain services that could/would benefit them. The fourth is to continue to advocate for appropriate senior center space.

The major budget components are programming, print media outreach, office enhancement/operations and transportation. Linda explained that she receives \$10/elder based on census which she can use to supplement. They use the main room and break it up in two and use remote sites. She hopes to see a new Senior Center in the future. Right now, they are investigating property. The feasibility study will be finished in June. It would later go to Town Meeting for approval. Scituate has 5,500 people over the age of 60. GATRA transportation is funded through MBTA regional transportation. A volunteer is also needed to help seniors with their tax returns.

Veterans Services (dept#543): Donald Knapp presented. Federal claims seem to be focusing on mental health. Challenges are rising in health costs. He went to a conference in the fall which informs the state of where the problems are. This department has four main goals. The first is to establish a sound inclement weather policy for the Town's Memorial Day Parade/Ceremony. The second is to evaluate and review the current procedures for Veteran's to registrar with the VA Healthcare. The third is to monitor new staff on the new MUNIS system and State Web VSMIS system. The fourth is to coordinate and use the relationships available between SCTV and Veteran Services Department to produce PSA's on a variety of eligible benefit topics.

The Veteran Services Department's budget is primarily for providing monetary assistance to the Town's veterans, widows of veterans and their family. This assistance is to meet qualifying needs for food, clothing, shelter, health insurance and other essential items. Funds may also be used for assisting veterans with fuel allowance when heat is not included in their rent. These benefits fall under the Commonwealth of MA 108 CMR Chapter 115. These funds are reimbursed to the Town at a 75% rate from the State. Other items are two Annual Conferences, Graces Officer, 12 hour Admin Assistant and a full time Veteran's Service Officer. He says they usually forecast their budget correctly. Jamie asked about the number of veterans. Don said the past year it was growing but then it went the other way. There were four deaths. There will probably be around 20-25 people receiving services in the next year. Anthony asked if transportation available to hospitals for example. Don said there is but it usually asks for two week notice. There are three VA vans in Town. Lincoln asked if there were a number of younger veterans in Town and how the Town could outreach. SCTV has run segments. Don discussed a "spend down" method on managing clients.

Board of Health (dept#510): Jennifer Keefe presented. The past year has been busy in several areas: public health nurse has partnered with Dana Farber mobile van which comes to town for mammogram screenings in addition to flu clinics that she runs, Scituate Hoarding Response Team, Scituate Public Schools working with DEP to test lead drinking water, working with social services for the elderly. This department has two main goals. The first is to develop a Coastal High Hazard Septic System Bylaw. The second is to develop and implement a local nuisance regulation in accordance with Massachusetts General Laws, Chapter 111, Sections 31 and 122 through 125.

The major budget component is personal services, which is comprised of regular salaries, overtime salaries and part-time salaries for the health director, public health nurse, manager of social services, and administrative assistant. These salaries account for approximately 92% of the

proposed department budget. Technical services account for the 5% of the remaining proposed budget.

Challenges include managing septic systems with new development, several housing cases, hoarding cases, regulations changing through the State. Anthony asked about soil testing. Jennifer Keefe said there are three perc witnesses in Town. She is licensed to witness but spends time elsewhere when others can witness. Lincoln asked about the nuisance bylaw. Jennifer explained that it's very vague.

Recreation (dept#630): Maura Glancy and Nicholas Lombardo presented. This department has three main goals. The first is to review summer program's durations, scheduled times and offerings. The second is to increase use of social media as a marketing tool. The third is to work collectively with the Field Coordinator to manage the Town's athletic fields and facilities, including permitting, scheduling, signage and safety guidelines. The Rec Dept moved out of the high school into Jenkins School and eventually will be going to the old Gates Intermediate School.

Major budget components are providing for staffing, permitting, Beach Revolving Account and lifeguard services. They register over 4500 participants per year. The Beach Revolving Account is used for the lifeguard payroll, supplies, equipment and costs associated with the beaches. The revenue for this account stems from the Scituate Town beach stickers. Jamie asked about the shark program. Maura said if lifeguards see seals, they issue warnings. They had riptide issues. The budget is level funded which Maura said is fine. A Field Sub-Committee to the Recreation Commission was created to investigate new areas for fields. The Field Coordinator and the Field Sub-Committee are working closely with each other to insure the fields are maintained and to move forward with discovering new field areas in town. Recreation also helped to develop and guide the newly created Beach Commission to come up with new ideas for beach improvements. The Beach Revolving Fund will go towards capital planning plans. There are long term plans such as parking lot repairs.

Waterways Enterprise (dept#298): Stephen Mone presented. There are four goals for this dept. The first is to implement and enforce new mooring rules and regulations as adopted by the Board of Selectman. The second is to establish new mooring numbering system which will be based on geographic area. The third is to train with Scituate Police Marine Unit, Scituate Fire, along with other maritime agencies. The fourth is to expand training for Assistant Harbormasters to improve and enhance positive customer service.

The technical budget has gone down \$31,000 due to permitting on South River. Personnel services went up \$7,400. Electricity has gone up. Repair and Maintenance has gone up \$10,000. There are three patrol boats. Stephen said maintenance was not done as often as it should have been prior to his arrival. Waterways User Maintenance Fee is being more enforced. Everyone will pay this: marinas, private marinas and mooring holders. Slip fees were discussed. The fees have not been increased since 2003. The consultant hired to edit the mooring rules and regulations has suggested to increase the fees. The piling project did receive a grant over \$500K from the Seaport Economic Development. Part of the capital plans also include upgrading electrical equipment and purchasing de-icers for after pilings are installed to protect docks/floats. Leaving the floats in the water will save money on removing/replacing the docks out of the water, as well as it will cause less stress on the docks by hoisting them. The de-icers will cost around \$75,000 and it costs around \$50,000 to crane the docks in and out of the water.

Shellfish (dept#295): Constable is Michael Dimeo, total salary for FY2018 is \$8,000.

Fire Dept (dept#220): Chief John Murphy presented. There are four goals for this dept. The first is to coordinate the opening of the Public Safety Complex for effective and improved fire department operations with continuous efficient and effective service to the Town. The second is to coordinate the effective transfer of dispatch to the new Public Safety Complex to improve service for all public safety departments. The third is to coordinate our ongoing reimbursement operations with MEMA and FEMA to obtain the necessary funds available to repair the damage to our coastline from past and future storms. The fourth is to improve the Humarock Station 4 so it can continue to provide outstanding service to our citizens of Humarock.

The majority of the fire department budget is personnel. Managing the contractual time off with the potential sick and injury leave is a challenge annually. The equipment and supplies along with purchase of services can vary each year pending any equipment that may need replacement or service. The department continues to search for grant opportunities to improve the service and reduce the tax burden to the citizens. The budget went down. Dispatch is going into its own agency. \$259,000 is the reduction in the budget. The challenge of staying within the overtime budget is ongoing. To closely monitor and facilitate the implementation of the full time second ambulance and ensure it operates to provide best service for the residents and visitors in the Town. This will require the transfer of paramedics and the second ambulance to the new station. The total grants received this past year is \$263,944. They have been working with utility companies to make certain areas in town safer during storms- setting up shut off switches for the really dangerous sections. The dept has applied for two Assistance for Firefighters grants: submitted grants to replace the oldest Rescue/pumper and submitted a grant for electronic stretchers and LUCAS CPR machines. A new bay will be needed in Station 4 to fit the new engine. The department continues the ongoing pursuit of FEMA reimbursement funding for storms Sandy, Nemo, and Juno. This requires ongoing coordination with the Coastal Resources, Engineering, MEMA and FEMA.

Reserve fund transfer request for unforeseen repairs to Engine 4 in the amount of \$5,791

**Motion to accept reserve fund request by Lincoln Heineman second by Mike Westort
Unanimous vote (8-0)**

**Meeting Minutes Thursday February 23, 2017 as amended motion by Geoff Burns second by
Mark Sandham (8-0)**

New Business

Miscellaneous

There being no other business to discuss Jamie Gilmore adjourned at 10:30pm second by Jerry Kelly (unanimous vote 8-0)

Respectfully Submitted,
Kelli Rodgers
Recording Secretary