



**Advisory Committee
Meeting Minutes
Center of the Performing Arts
Scituate High School
Tuesday, November 14, 2017
6:00 pm**

Committee Members Present: Lincoln Heineman, Mark Sandham, Anthony Antonello, Sean deLacy, Jamie Gilmore, Gerard Kelly and Patrice Metro

Committee Members Absent: Geoff Burns and Mike Westort

Also in Attendance: Nancy Holt, Finance Director; Karen Connolly, Chair of CPC; Stephen Coulter, Housing Authority Chair; Gary Meyerson, Vice Chair of CPC

The meeting was called to order at 6:05 pm by Lincoln Heineman.

The Advisory Committee is meeting tonight to further review information received on Article 6 items #1 and 2 and Article 11, and vote these items/articles for the November 14, 2017 Special Town Meeting.

Lincoln Heineman opened the meeting by checking with Nancy Holt to see if there were any changes from the Town Counsel, Nancy explained that the Board of Selectmen was going to Indefinitely Postpone Article 11.

Lincoln Heineman made a motion to withhold a vote on Article 11, Seconded by Mark Sandham. All in favor, Unanimous Vote (7-0)

Lincoln Heineman asked Stephen Coulter to review the Housing Authority 5 year capital plan. Stephen explained that the extra money reflected in the balance sheet could not be used for Capital Projects that it was set aside for operational salaries and benefits.

Jamie Gilmore asked Karen Connolly if they had done other projects with the Housing Authority in the past and if they were satisfied, Karen said yes that they just had a few unforeseen problems.

Stephen Coulter explained the Article would cover costs to replace the rest of the windows on the first floor of Central Park and replace all the windows on the second floor. He further stated that the windows needed to be replaced for safety reasons because the residents need to be able to open and close the windows.

It was discussed that the Board of Selectmen had concerns about the handling of projects in the future and that other sources of funding need to be considered going forward. Some of the possibilities discussed were bonding authority or grants.

Gary Meyerson said grants might be a possibility but most of the money is blocked from the State. Steve was not opposed to applying for grants, but agreed with Gary that we don't always qualify because Scituate has a higher average income than other urban cities.

Mark Sandham asked if they have applied for grants before. Steve explained that they had. There was a brief discussion about if the Town would have to secure the loan and Gary Meyerson explained that it depends on the interest rate you are willing to pay and you would have to secure it to get a lower rate.

Jerry Kelly asked about the asbestos issue on the second floor, and Steve explained that the price is higher due to the removal of asbestos and the framing of the windows.

Karen Connolly said that the CPC feels that if the project applicant has money to supplement the costs, that they push them to do that.

Lincoln Heineman asked how much the Housing Authority put into abatement for asbestos and Stephen Coulter said \$32,000.

Lincoln Heineman asked what the Central Park Fund Reserve was; Stephen Coulter replied that the Operation Reserve is \$198,000 and that \$190,000 is the required minimum.

Stephen Coulter also explained that there was also a Central Park Emergency Fund which currently held \$36,232.

Lincoln Heineman told Stephen Coulter that the Committee would still like a current balance sheet for Central Park. Stephen explained it was not ready yet, but he will provide it when it is.

Jamie Gilmore asked when it would be ready and Stephen Coulter thought it would be very soon.

Lincoln Heineman asked what would happen if the Article did not get approved and how the project would get done; Stephen Coulter responded that he could try to ask for a waiver in lieu of taxes paid from the town. But that ideally approving the Article would be the best way so it wouldn't get delayed. If they had to push off the project, more damage could occur and they could also run into other projects that need to be completed.

Lincoln Heineman suggested that they get audited financial records in the future. Stephen Coulter explained that they were very expensive and since they are not required they can spend the \$10,000 elsewhere.

The Committee agreed that there was no additional funding available from the Housing Authority to contribute towards the Central Park project.

Jamie Gilmore made a motion to approve Article 6, sections 1 and 2 as written and Lincoln Heineman, Seconded the motion. All in favor, Unanimous Vote (7-0).

Lincoln Heineman then confirmed which Committee Members were going to discuss each article in the Town Meeting.

Acceptance of Minutes

Jamie Gilmore made a motion to approve the meeting minutes from the October 19, 2017

meeting, Seconded by Mark Sandham. The vote was 4 in favor due to the fact that Jerry Kelly, Jamie Gilmore and Sean deLacy abstained from voting because they were not at the last meeting. There were no opposing votes.

New Business

Nancy Holt handed out a Calculation Form showing the Free Cash Available Funds as of July 1, 2017

There was a discussion about moving free cash into OPEB and how other communities fund their OPEB. The Committee asked Nancy Holt to provide OPEB comparisons from other municipalities to see what their liability is, how they fund it and how much they have funded to date. Nancy Holt explained that Scituate annually funds 2% of the pension assessment into our OPEB.

There was also a conversation about the impact of the OPEB liability on the bond interest rates and the Town's rating.

Lincoln Heineman made a motion to suspend the Advisory Committee Meeting at 6:28 PM and to adjourn the meeting at the end of the Town Meeting; Jamie Gilmore, Seconded the motion. All in favor, Unanimous Vote (7-0).

The meeting was adjourned at 8:58 PM

Respectfully Submitted,
Lianne Cataldo (Recording Secretary)

Outstanding Items:

- *Funding of OPEB, a comparison of other municipalities their liability is and how much they have funded. (Nancy Holt, Director of Finance)*
- *2017 Balance Sheet for Central Park (Stephen Coulter, Housing Authority)*

Referenced Materials for November 14, 2017 Advisory Committee Meeting

- Agenda
- 10/19/2017 Meeting Minutes
- FYE (9/30/17) Reserves & Comparatives
- Scituate Housing Authority Reserve Account Statement
- Central Park 5 year Capital Plan
- Central Park Senior Housing Phase II
- Central Park Window Replacement Detail
- Scituate Housing Authority Results of Operations FYE (9/30/17)
- Free Cash Funds as of July 1, 2017