



**Advisory Committee  
Meeting Minutes  
Community Room, Scituate Public Library  
Thursday, February 1, 2018  
7:00 pm**

**Committee Members Present: Lincoln Heineman, Chair; Mark Sandham, Vice Chair; Anthony Antonello; Sean deLacy; Patrice Metro; Jerry Kelly; Mike Westort**

**Committee Members Absent: Jamie Gilmore and Geoff Burns**

**Also in Attendance: Jim Boudreau, Town Administrator; Nancy Holt, Finance Director; Maura Curran, Board of Selectmen (Advisory Liaison); Kevin Kelly, Facilities; Karen Connolly; Fire Chief Murphy; Brad Washburn; Amy Walkey; Nancy Durfee; Karen Joseph and Robert Vogel**

**The meeting was called to order at 7:00 pm by Lincoln Heineman.**

**Lincoln Heineman made a motion to accept the Agenda, seconded by Sean deLacy; Unanimous Vote (6-0)**

**Review Advisory Committee's role in preparation for Town Meeting**

Lincoln asked if everyone had a chance to review the Town's Charter and By-laws. He wanted to bring to everyone's attention that any amendments that the Advisory Committee makes will get first priority. Also, Lincoln wanted everyone to take notice of the deadlines.

**Overview of Community Preservation applications (projects) - Karen Connolly**

Karen made a special effort this year to come to meet with committees before any final decisions are made. She provided an overview of each application.

**Beach Commission:**

- Flag system for all beaches (this does not qualify)
- Planters
- Shade structures
- Restrooms at Egypt and Humarock beaches

Karen said the CPC suggested that they go back to the Selectmen and get a plan for each beach with a timeline before they come to CPC, especially, if they want to put a structure on public land. Karen thinks the Beach Commission will be in touch with the Selectmen. Mark asked if there was one Beach Commission and Karen said yes. It was set up by the Selectmen 3 years ago.

Mike Westort asked when they were voting. Karen said, we are going to vote on all the applications on Feb 12, 2018

- Historical Commission would like to complete the surveying of the town. \$10,000 contribution from CPC and a match from MHC to finish the survey about 100 -150 buildings are left that have not been entered into the database. Lincoln asked what constitutes historical and Karen was not sure.

#### Town Archives:

- An intern found a Map of Massachusetts that was published in 1822, five years before Maine became its own State. The Map still shows Maine as part of Massachusetts and this could be one of last maps created before Maine became its own State. We do not know how much the map is worth so we are trying to find out the value of the map before we restore it or sell it.
- Civil War Book restoration in final stage.
- The Historical Society would like to restore a WW1 Plaque for \$5,000, the cost is based on what they were charged in the past
- Request to add flower boxes to entrance of Minot Beach. Because they are removable they do not qualify, Karen said you cannot make them permanent because of location.

#### Recreation Department and School Department:

- Fields continue to be an on-going issue in the Town, we need more fields. The track is in terrible shape and when an expert came in to look at it, it was determined that it was put in the wrong way and that you are actually running up hill. The cost is approximately \$6.2M to redo track and turf field renovation. Karen thought this item should go back to the Selectmen that is was too big for CPC. The Town Administrator and Superintendent may want to meet with the Selectmen to see how they are going to finance this project.

#### Open Space:

- CPC was approached by the owner of 0 Elm Street, who wanted to sell the land to CPC. CPC is not in the business of just buying land, the suggestion was made to offer land to Water Resources or Conservation. Karen thought this had a good possibility of not going any further because some of the land is wetlands and the owner could just sell the property privately.
- Karen said that their Director of Planning and Development was approached by the NOAA in First Cliff regarding the McDonald Farm. The land is 4.79 acres and is currently listed for \$950,000. The land has a history with the Town and it is a beautiful piece of property. CPC agreed to have an appraisal done for \$2,500 which comes out of Admin Funds to see what it is worth; we will do a title search as well. The appraisal will be done by March 1<sup>st</sup> and will go to Town Meeting in the spring. Karen said, we could purchase it, if the price was low enough. NOAA would create walking trails and the land could eventually connect to the Maritime Center. However, it has issues, only a single buildable lot on the property and would have to be a small house.

Jerry asked if the boathouse that abuts the property is part of the NOAA and is there land access and Karen said yes.

There was a brief discussion of when the write-ups need to be completed by. Lincoln asked for all

the write-ups by the 12<sup>th</sup> because it has to be available on March 26<sup>th</sup> 15 days prior to Town Meeting.

## **Departmental Budget Reviews:**

### **Planning and Development – Brad Washburn, Director of Planning and Development**

Brad provided an overview of the department and how/why it was created. In 2017, there was a vote at Town Meeting to create his position and department. The department works with Building/Inspections, Conservation and Planning and Regulatory Boards and Committees. They ensure that all information is coordinated with both with Committees and Town Hall.

Lincoln asked what budget his salary comes out of, it was confirmed that the whole salary comes out of #175.

#### **Goals:**

- Initiate Master Plan update. Mike Westort asked how long it would take and Brad said about 12 months
- Move forward on shoreline protections by updating Stormwater regulations to conform with Town's Bylaw
- New zoning for Greenbush Driftway area, Mark Sandham asked if it involved the parking lot Brad confirmed that it did
- Infrastructure issues (Sewer and water), understand limitations and how to address them

Brad was asked about his background, and he explained that he had Master's in planning from UMass, grew up in Florida and married and local women. He worked in the public sector and took the job because he liked the idea of a brand new position

### **Conservation/Coastal Resources (171) Amy Walkey**

Amy started in July, and replaced Pat Gallevan. Amy worked mainly at engineering firms and now she is mainly responsible for permitting projects in town. She collaborates with many other town departments and commissions: Conservation, Planning and Building and also provides oversight on building permits for the Board of Health for septic and planning review.

Jerry said he did not see Patrick as a line item, Amy and Nancy Holt explained that it was recommended not to show it in the budget but add it if/when available funds are found. He is restricted to 960 hours because he is retired. The Committee thought he was a good asset.

#### **Goals and Objectives:**

- Continuing processing multiple applications
- Day to day operations
- Educating residents regarding importance of complying with WPA
- Improving permitting process
- Created permits for residents to cleans their driveways after storms with a hearing

The Committee wanted to know, if they lose the manpower, what they will do; Amy said they will go back to working on the biggest issue.

**Jerry asked about the revenue line item for filing fees, Amy was not sure what the discrepancy was from last year to this year Lincoln asked Amy to provide the information to the Committee.**

## **Conservation/Coastal Resources (171) Nancy Durfee**

Nancy said that there were lots of exciting changes in staff.

### **Challenges:**

- Still trying to implement the coastal erosion project.
- Talking to residents about easement signing for the dredge materials from the South River. Residents concerned about their private property and having an easement placed on their property.

### **Accomplishments:**

- South River Dredge project, dredging the most hazardous sections and hopefully keeping the materials from this project at Humarock or North Scituate Beaches.
- North Scituate Nourishment Project. Talking to Army Corps of Engineers to see if material could come to Scituate. Did apply for a grant but we did not receive the \$3M to start the first phase. We can resubmit for the grant, because it was a good application, we have just received a lot of money in the past.
- North Jetty, the entrance to the harbor, Army Corps will pull and reset stone to repair the entrance. Nancy hoped the funding for the Army Corps would not get pulled.

Lincoln was concerned that in the last month, we had two flooding events and the storms were not that bad. He wanted to urge people to think creatively to protect our business district. He was wondering if Scituate could put up a barrier, Nancy thought it would be an Army Corps question. She also said that the EPA saw Scituate in the news on Jan 4<sup>th</sup> and reached out to ask what type of help was needed. There are open discussions about the course of action.

It was discussed that the January 4<sup>th</sup> storm had approximately \$5.5M in damages.

## **Patrice Metro entered the meeting at 8:18 PM**

Anthony inquired why the top of the sea wall on Ocean Street was designed straight instead of curved.

## **Planning (175) Karen Joseph, Town Planner**

Karen has been in her position for 6 years, and she is also a registered landscape architect.

### **Goals and Objectives**

- Site plan review
- Install water permits
- Work with other departments to determine impact of permit and what conditions are necessary to protect the town
- Initiate master plan update
- Stormwater bylaw update regulations
- Zoning articles

### **Accomplishments**

- Zoning for Greenbush
- Gas and Diesel information for Green Communities
- Worked with Planning Board, EDC and DPW on infrastructure issues
- Road signs plan

- Site plan reviews
- Update Town's Subsidized Housing Inventory

Mark asked for an explanation regarding lot release fees, Karen explained that when the Town builds a subdivision, infrastructure has to be there first. We take a covenant and then the developer must put the road in and infrastructure. Then there is a set fee for each lot that is released.

Lincoln asked about the line item showing Regular salaries, it was discussed that it was the addition of Brad Washburn.

Jerry found a discrepancy in the spreadsheet for K1 and K3 they were not being added to the total. Nancy Holt said she would make a correction.

Mike asked, if 6 months was a typical time period to acquire a special permit; Karen said that it depended on the size of the project and if information was missing. Brad said the timeframes were typical compared to other towns.

### **Zoning Board of Appeals (176) Robert Vogel**

Budget changes are small.

Challenges:

- Revolve around 40B. Friendly or neutral we need to have a couple hearings and reviews.
- We have increased overtime budget due to hearings.

Objectives:

- Zoning bylaws of the town
- Zoning and bylaws of State of MA
- Anything that happens along the coast that will affect the Town

Mark asked, who determined filing fees Robert said that they were part of the bylaws for ZBA, Mark also asked if we can reset them, Brad said yes. Lincoln asked if Brad could provide **the full list of filing fee amounts for ZBA, the Committee was wondering if the fees were covering the cost. Lincoln also asked for the fees for all the departments in Brad's area. Lincoln wanted to see if some of them should be raised. Brad said he will also look at surrounding towns' fees.**

**As it relates to Affordable Housing,** Mike wanted to know how close we were to the 10% of housing stock standard and Brad said we were at approximately 5%. Brad said we are trying to make progress. The Committee wanted to know what the benefit of getting to 10% was. Brad explained that we would have more flexibility on projects and the Town would have more control. Patrice asked, what happened to the big project that was supposed to happen across from the Public Safety building. Robert said we have not heard much about it, something has slowed it down, but do not know what.

### **Inspections (241) Robert Vogel**

90-95 % of budget is personnel

Interesting year, personnel situation has been shifted to planning. The former Building Inspector is now part-time; but Robert said he was truly grateful for his presence.

Objectives:

- Comply with codes and standards governing buildings.
- A new electrical code went into place which effects installation, this is a learning process for contractors and our office.

Robert said he just passed the last of 6 exams to be fully accredited as a building commissioner.

Goals:

- Improve and digitize records and filing system. Currently, we file by address, but once archived it is filed by permit number not street address so it is confusing. We need to implement the same system upstairs as downstairs (archives).
- Concerned with sea level rise, trying to come up with solutions.

Robert explained that the State Attorney General's office can take receivership of "abandoned" houses and solicit bids from contractors, the chosen contractor then creates budget to rehabilitate, and at the end the house is sold for market. Robert said that Scituate has a few houses to put into this program. Sean asked, how many; Robert thought at least 5.

Lincoln asked what was going on in the Greenbush area and parking lot. Brad said there is a purchase and sale for the MBTAs acres. Scituate needs time to connect sewer and water, going to try to get an extension from MBTA. **Brad can provide plans to Advisory for the Greenbush parking lot development project.** Our Town owned parcel is untouched. **Mike wanted to know if the Selectmen can revote on this parcel of land not being used because the Town gave up \$230,000 by not using this land. The answer was yes but only if a warrant was approved at the Annual Town Meeting or at a Sprcial Town Meeting. This is because Aricle 7 was rejected at the STM on October 19, 2016.**

### **Economic Development Commission (182) Brad Washburn**

Brad said that he had touched on a lot already.

Lincoln asked Brad if we should have a hotel tax (6%) and could we try to enforce on air BnBs.

Lincoln asked about the Chamber of Commerce sign. Jim Boudreau said it has to be historic to use CBC money to repair it.

### **Facilities (410) Kevin Kelly**

Budget not a lot of changes

Goals:

- Plan to expand services and staffing. We currently spend money on HVAC and plumbers that we could bring in-house. The Town has a lot of buildings with new technology and the vendors bill at \$120 an hour. Our custodians cannot change 500 filters in the new Gates school for example. Our costs for outside vendors will go up once warranties run out over the next year. Need a dedicated person.
- Identify the "new" needs after warranty period ends.
- Secure availability of Green Community grants and continue to apply everywhere we can
- Developing re-use of buildings

Lincoln asked about Fire station 3, the old station next to Town Hall. Kevin explained that the 3 bays are being used by other Town departments: facilities, highway and grounds and for minor bus repair. The Board of Health is using the living quarters, which will provide more space at Town Hall.

Mike asked who prioritizes which (unoccupied) buildings get upgrades. The answer is Kevin and the Town Administrator. It was explained that the contingencies are in case they go over budget because the buildings are so old.

Kevin said that there are currently 59 buildings in the portfolio.

The committee noticed a \$15,000 gap in the budget. Nancy Holt explained that there was a little miscommunication on the need for a part-time employee and the salary was not originally included in budget.

Kevin explained the tax right off program for seniors; seniors can work 100 hours a year and get \$1000 off their taxes. Kevin is using them to do minor repairs, he wants to be more preventive than reactive.

Phase 2 of ESCO has been completed

### **Fire Department (220) Chief Murphy**

95% of budget is personnel.

#### Goals:

- To hire paramedics, it is going to take about 2 years to have a healthy list of paramedics to hire from. There is currently a shortage in paramedics, this problem is state wide. The Civil Service exam is in March and you have to be 19 years old to take the test. Local people go to the top of the list. Chief Murphy explained that he has a shortage of firefighters due to the fact that he lost 3 firefighters in the last year. The Voc-Tech printed flyers and posters to create awareness for the need for Scituate firefighters. 10 people have responded so far to the ad campaign. Chief Murphy explained that you can do more as a paramedic than an EMT and we want paramedics. All the towns around us are hiring paramedics so there is a lot of competition. The bigger towns are just hiring EMTs because they contract out their ambulances.
- We want a triage room in every station. 40% of people will not be allowed to go to emergency room with upcoming insurance changes.
- Work with school and police regarding active shooter scenarios. New program is for Firemen to get into school immediately after the situation to save people. The schools need training to reduce the current protocol to the new 4 scenarios
- Emergency management (Big Picture), what if we have a hurricane? How could we handle more people in the shelter? Where do you store all the damage materials? Need to document for FEMA. How do we manage? Who will handle it? With a Cat 2 or Cat 3 hurricane a lot of trees come down, how would you get to the hospital? Need additional space and volunteers. Working with schools to handle a large event. Chief Murphy said they try to learn something new from every storm.

#### Challenges

- Obligation to Town to staff a second ambulance, want to do it without overtime (\$200,00 if had to do it today)
- 24/7 rescue, offset some of the costs with additional funding
  - Improve the way we bill, we should obtain more money from people with good insurance, increase mutual aid, and hire people (less overtime)
- New antenna for Station 1 and Station 4. Need microwave dishes that will survive storms.

It is vital to have communication during storms.

#### Accomplishments

- New Technology in records management
- Reimbursements from storms. It is critical that you repair before the next storm. Looking to get a license and buy a drone to take pictures after the storms to document
- Received Grant money for medical equipment
- New Pumper Grant requested
- Gear washing station to get rid of Hydrogen gas
- \$538,000 in Grants in the last 3 years.
- Attained prisoners who painted the inside of the fire station and now are going to do the outside in the spring.

#### New Business

##### **Discuss remote meeting policy**

Lincoln wanted to make sure that everyone was aware that Attorney General allows for remote meetings and wanted the Selectmen to review policy. If we have a quorum in the room, you can vote on issues by phone.

**Motion by Anthony Antoniello to urge the Selectmen to adopt the remote meeting policy, seconded by Lincoln Heineman, Unanimous vote (7-0)**

##### **Discussion whether or not to record Advisory Committee meetings**

Lincoln has been stopped by citizens requesting that the meetings are taped. The Committee didn't think it was currently worth it because of the sound in the Community room.

There was a brief discussion whether or not to move the meetings to different conference room, but it was decided to stay in the Community Room.

Lincoln said that Section 120 of the by-laws allows for the order of the Articles to be selected by the Advisory Committee.

##### **Approval of meeting minutes from January 25, 2018**

##### **Acceptance of Minutes**

**Sean deLacy made a motion to approve the meeting minutes from January 25, 2018 with corrections, seconded by Patrice Metro. The vote was 4 in favor due to the fact that Mark Sandham, Mike Westort, and Jerry Kelly abstained from voting. There were no opposing votes.**

Mark Sandham will Chair the next two meetings as Lincoln will not be able to attend.

They should have 5 members for a quorum for Feb 22, so they will plan on having a meeting.

Advisory has to Review all articles by March 15th

##### **Adjournment**



**Jerry Kelly made a motion to adjourn, Lincoln seconded the motion, meeting adjourned at 10:13 PM; Unanimous Vote (7-0).**

Respectfully submitted by,  
Lianne Cataldo (Recording Secretary)

**Outstanding Items:**

- *Plans for the Greenbush parking lot development project (Brad Washburn)*
- *Filing fees for ZBA, fees for departments in Planning and Development and fees for surrounding towns (Brad Washburn)*
- *Information regarding the discrepancy in the revenue line item for filing fees (Amy Walkey)*
- *Write-ups due by the March 12<sup>th</sup>*

**Referenced Materials**

- Agenda
- 01/25/18 Meeting Minutes
- Town By-Laws and Charter
- CPC Cumulative Project List
- Community Preservation Fund FISCAL 2019 Recommended Budget
- 2018 CPC Applications
- FY 2019 Town Budget
- Flyer from Firefighters Campaign