



**Advisory Committee  
Meeting Minutes  
Community Room, Scituate Public Library  
Thursday, February 8, 2018  
7:00 pm**

**Committee Members Present:** Jamie Gilmore; Anthony Antonello; Patrice Metro; Jerry Kelly; Mike Westort and Geoff Burns

**Committee Members Absent:** Lincoln Heineman, Chair; Mark Sandham, Vice Chair; Sean deLacy

**Also in Attendance:** Nancy Holt, Finance Director; Maura Curran, Board of Selectmen (Advisory Liaison); Stephen Mone; William Sheehan; Chief Michael Stewart; Deputy Chief Mark Thompson Barbara DeWolfe; Don Knapp and Jennifer Keefe

The meeting was called to order at 7:03 pm by Jamie Gilmore.

Jamie Gilmore made a motion to accept the Agenda, seconded by Mike Westort; Unanimous Vote (6-0)

**Departmental Budget Reviews:**

**Waterways Enterprise (66) Stephen Mone, Harbormaster**

**Goals:**

**Increase effectiveness of department through training and education**

- Work with fire department and police department to reduce response times
- Train with local maritime agencies
- Develop training schedules

**Train assistant harbormaster to improve customer service experience**

**Promote and encourage water-dependent users of Scituate Harbor**

- Work with commercial fisherman to increase use of Town pier. Jamie asked what the percentage of use was; Stephen said about 7 vacant slips out of 12-14.
- Review all mooring and slip holders and reassign slips and moorings as soon as they become available. Geoff wanted to know how the situation for additional fees for mooring holders was rectified. Stephen explained that originally the water use fee was never rolled out to the mooring holders. When it was discovered, it went to WWC and Selectmen. They changed the name and rolled it out to everyone. It was accepted, some people were not happy, but they knew they were getting a lot for their money. Geoff asked how much income it would bring in and Stephen replied, \$70,000 in additional funds.

**Review, protect and restore the natural resources around the waterways**

- Work with DMF to open the harbor for shellfish, Stephen said he asked the constable to survey the fisheries because we are prohibited now from growing shellfish. Part of Cole

parkway project is turning the pier so it runs sideways and making it ADA accessible.  
Would like to grow the shellfish in the area near the pier.

Patrice asked if everyone along the coast was on sewer, and the answer was no.

### **Challenges:**

**Major change at Cole Parkway**, changing the way the docks are secured to Pile supported. We have a permit from the Army Corps of Engineers and Marine Fisheries to move forward, the current chain and stone system stops growth on the ocean floor. The project is \$702,000, but received a grant for approximately \$560,000 towards the project. Could reuse the stones for Peggotty beach parking lot until the Town decides what to do with them or give them to the contractor so they would possibly charge less for the project. The Piling project should start on Oct 16. The pilings will have to put in at different depths depending on the location due to the texture of the sand.

**Unit 3** is a 25 foot Parker built in 2000; it is aging and reaching the end of its life. It was originally bought for \$30,000. The fire pump is gasoline and it is hard to keep operational with the conditions, parts have to be replaced twice a summer due to the salt water. Stephen said that he is working with Chief Murphy and would like to replace the boat with a 34 ft. lobster style boat with a diesel engine, a pace pump that would act as a fire pump and a fitting on top to run hand line hoses. The cost would be \$430,000. Geoff asked if Scituate Fire had a boat, and Stephen said that they use Unit 3. Stephen explained that this would be a long term fix; it would hold a lot of people and would be able to get to places where we cannot get to today. It was asked how much was in retained earnings, Stephen said \$617,952.

**South River Dredge**, still working on trying to get permits and easements on Humarock, Stephen said it has been difficult. Area A is at a critical stage and has to be dredged may have to dump the spoils off shore. Stephen is hoping the dredging takes place in the fall.

### **Accomplishments:**

- Applied and received a Grant to replace lighting in Cole Parkway and Jericho Boat ramp \$12 -\$13,000
- Training with coast guard and other agencies
- Moved and replaced the old flag pole at the Town pier.
- Attended AHMs death and missing person investigation presentation
- Worked with residents, a consultant and Waterways Commission to overhaul mooring rules and regulations.
- Collected 98% of money [fees] within the timeframe it was due

**Budget requested:** \$140,610.00. Stephen said the budget approved works for him.

Jamie asked about the discrepancy in revenues, Stephen said it was due to people not paying on time in the past.

### **Shellfish (295) Stephen Mone, Harbormaster**

One of his goals is to see if can get the harbor approved for shellfish growing. The plan would be to permit and allow commercial growers in the area to grow.

The budget is level funded

## **Information Technology (155) William Sheehan**

### **Goals:**

- Continue expansion implementation of Shoretel telephone system, so all the buildings will have the same phone system. People will not need to learn new phone systems from building to building.
- More business continuity. If we lose Comcast, we still need a way to communicate. Adding a multi-layered approach. If we lose Comcast, it will go to Verizon and then will add a third tier: Verizon wireless
- Security CIA triangle. Ensuring the integrity of the data is protected and available
- Better mobile device management, For example, Town email or the application for employees to submit time, need to be protected or wiped clean, if necessary.

### **Challenges:**

- Ever-changing threat landscape, want to create our own microwave tower communications so we don't rely on Comcast.

Jerry asked what the disaster recovery plan was, Bill explained that the plan was to move server from basement of Town Hall to Public Safety Building and the that the Library would be disaster recovery building. The Committee informed Bill that the Library does not have a generator at this time. Bill explained that the Town's Information is currently backed up every hour.

Jamie asked how involved Bill was with all the departments in the Town and Bill said 100% involved.

### **Accomplishments:**

- Police and Fire departments now on the same email system
- Created website for SeaScituate

### **Budget increases:**

- Better anti-viral software
- Mobile device management software

Jamie asked if he had enough personnel, and Bill said yes

## **Police (210) Chief Mike Stewart and Deputy Chief Mark Thompson**

### **Goals:**

- Accreditation process -- National standards for law enforcement, Chief Stewart explained that he started this process a couple of years ago. Certification is when you comply with all the policies and procedures. In the old building we would never get accreditation. Now our building is compliant. Plan to have full accreditation status in a year. Could possible get insurance breaks once this is achieved.

Jerry asked what towns are accredited. Bill said Duxbury has accreditation; Cohasset is in the stages.

- **OUI arrests**, currently it is difficult to get prosecutions. When they are brought to court, the level of training that officers have is attacked, so our officers are now training in ARIDE which helps give the officer more authority when he or she testifies. With marijuana legalization, drug recognition will be hard for officers; field sobriety tests are used to determine impairment which takes about 45 minutes. Chief Stewart said that the problem is the science and methodology is not widely accepted in MA courts. With drug prosecutions the officer has to testify what type of drug impaired them. FACTS is paying for the DRE training. To support testimony, officers will wear body cameras we are hoping this will help in court. The drug can be legal or illegal but if impaired it doesn't matter.

Patrice asked, how many OUIs a year and Chief Stewart said about 60-80.

#### **Goals (Continued):**

- Establish a career development program
- The Rod and Gun Club does not qualify anymore, so officers have to go to Moon Island in Boston which creates overtime and complaints are starting to come in and they think they are going to limit the usage to Boston Police only in the near future. Marshfield only allows for 5 rounds only we cannot fulfill the standards needed to get qualified. In the current Sheriff's trailer, you can only shoot handguns, not rifles and worried about the ventilation. The department would like to purchase a two person, 85 ft. self-contained, indoor firing range for a cost \$400,000. Chief Stewart explained that you would not hear any noise off the property; he further stated that it was not on this year's capital plan.

Mike asked if we could charge other communities to use our range. Chief Stewart said yes.

#### **Challenges:**

- Marijuana legalization
- Firearms range situation
- Purchased Tasers
- Dramatic increases in mental health issues, officers have received additional training. There are lots of kids in high school with anxiety issues and suicidal feelings. Some of the situations are with the same people. In the past you could go to the same house 6 times in one day it has now been reduced to once or twice a week with the training.

#### **Accomplishments:**

- New Public Safety Building
- Organizational Changes Sergeant Alison Steverman, Amanda O'Shea and Erik Steverman have been promoted
- School and Public Event Security, worst case scenario training

#### **Budget:**

There is a difference of \$10,000 between Requested and TA approved

Jerry Kelly asked about Grant opportunities, Chief Stewart said he hopes to get a grant for a police boat and that all the other grants should remain in place.

Patrice asked how overtime works because there is a lot of overtime in dispatch, police and fire departments. Mike Stewart explained that when overtime is worked you have to put in a code and then you can track the need, the officer, etc. Some of the overtime hours are due to mandates other could be discretionary, for example public event.

**Public Safety Communications (230) Barbara DeWolfe, Communications Manager, Mike Stewart and Mark Thompson**

**Goals:**

- Complete cross-training
- Hire additional per diem specialists
- Create a manual to guide dispatch policies, training guide for future employees and a standard that police and fire administrations will use.

Geoff asked about the recent incident in Scituate where the schools were “locked down.” Chief Stewart explained that there was a miscommunication and that the schools should not have been on lock down for that long of a period of time. Deputy Chief Thompson explained that dispatch listens to other agencies’ needs and if there is a big incident, they move communications to a command center and then dispatch can go back to day to day activities. Geoff asked why it took so long to determine whether or not the person had a gun, Chief Stewart explained that neither family nor friends could confirm either way and that the helicopter did not have the right equipment to identify if there was a gun in his possession.

**Goals (Continued):**

- They hired two new dispatchers this month which will change their part-time, full time and over-time budget numbers.

**Challenges:**

- Tough to make changes with two separate unions

**Budget:**

Budget requested is same as TA approved

**Board of Health (510) Jennifer Keefe**

**Goals:**

- Tick-borne illness awareness, lime disease continues to increase, as well as other less talked about diseases. Want to have educational programs throughout the year.
- Expand participation in the State abandoned house initiative. Currently, we have one house in the program, but it takes a lot of up-front man hours, we first had to identify the bank that was responsible for this particular house and it could take months of letters and documenting code violations. The house is on Kent Street and was considered a public nuisance and a public safety risk. We can run 5 houses through the program at one time. We have 8 or 9 vacant houses in Scituate and to get them into the program we have to show the State we have done everything to bring the house to compliance.
- The department is moving locations in the spring

**Challenges:**

- With the large number of responsibilities the department has, they would like to add another person to be more efficient. One activity can be very time consuming. Qualifications needed would be certified pool operator, choke safe training, and fit housing course, title 5 evaluator and inspector.

Patrice asked about the number of hoarders in Scituate, and Jennifer said there are 45 cases and it is usually 3 to 5% of the population. It is a challenge to keep the names private. It tends to be folks that range from 50 to 80 years of age. Jennifer said they would like to provide intervention before they get to level 10. She explained that the department has received 2 grants so far and that one was for \$25,000.

**Accomplishments:**

- Improved filing system

Patrice asked about the results of lead and copper testing in all the schools. Jennifer explained that they spent 8 mornings in each of the schools and sampled all the fixtures. Each school had a least one drinking water facility that exceeded lead or copper or both. She explained that they shut off the water in the contaminated faucets, let the parents know which faucets were impacted by letter and had a public meeting. The thresholds were too small to negatively impact anyone.

**Budget:**

The director of Social Services salary was moved into Board of Health Budget so there is an increase from last year to this year.

**Warrant Article update:**

The part-time public health nurse runs all the flu clinics and she would like to provide more preventative health services than they are currently able to provide. A revolving fund is used for flu, but you cannot buy any other preventative shots, like pneumonia or rabies. They put forward a request to Town Meeting asking to change the language so they can expand the vaccinations offered.

**Veterans (543) Don Knapp****Goals:**

- To use the middle school for inclement weather staging for the ceremony after the parade
- PSAs for new benefits
- Mass Health and Chapter 115 do not communicate. Would like to send out messages to Veterans to let them know if they are on Mass Health that they may be eligible for Chapter 115 benefits.

**Challenges:**

- Mental Health Issues, Don said he was certified on Mental Health training but he has to make sure people receive the help they need if he cannot help them.
- Homelessness

- Vetraspec, benefit claim software. The \$400 program would eliminate paper files and be much more efficient. However, the system may be improved over the next year and it will take a lot of work to transfer over to this system so it is not on this year's budget.

Patrice asked, how many veterans were in Scituate, Don said anywhere from 1400 – 1600, ranging in age from 22 – 91 years of age. A lot of younger vets are starting to use GI benefits and are going to school.

**Budget:**

Requested is same as TA approved

Next phase of Cudworth should be done September or late October. They have to finish the road and move the ball field and the wall and then put the vaults in. They should have funding from the budget.

**Finance Director (135) Nancy Holt**

**Goals:**

- Financial transparency completed by fiscal year 19 or 20
- Create an emergency financial resource center
- Develop a Popular Annual Financial report

**Accomplishments:**

- Reports, budget, training for departments
- New payroll system
- Excellence in financial reporting for third straight year in a row
- Asst. Town Account received an Associate certification and the Bookkeeper is working on her becoming getting an associate certification; Nancy has a full Certification
- HR director resigned and a new one has been hired

**Budget:**

Nancy said she could work with current budget

**Approval of meeting minutes from February 1st, 2018**

**Jamie Gilmore made a motion to approve the February 1<sup>st</sup> meeting minutes with Jerry Kelly's edits, Mike Westort seconded the motion; Unanimous Vote (6-0).**

There was no new business to discuss

**Adjournment**

**Jamie Gilmore made a motion to adjourn, Jerry Kelly seconded the motion the meeting adjourned at 10:15 PM; Unanimous Vote (6-0).**

Respectfully submitted by,  
Lianne Cataldo (Recording Secretary)

**Outstanding Items:**

- *None*

**Referenced Materials**

- Agenda
- 02/01/18 Meeting Minutes
- FY 2019 Town Budget