



**Advisory Committee  
Meeting Minutes  
Thursday, January 9, 2020  
Community Room, Scituate Public Library  
7:00 pm**

**Committee Members Present: Jerry Kelly, Chair; Mike Westort, Vice Chair; Andrew Goodrich; Dan McGuiggin; Lincoln Heineman; Jamie Gilmore; Patrice Metro**

**Committee Members not present: Elise Russo**

**Also in Attendance: Nancy Holt, Finance Director; Kevin Cafferty; Sean McCarthy; Mike Breen; Will Branton; Sean Anderson; Jim Toomey, Town Moderator**

**Jerry Kelly called the meeting to order at 7:00 PM**

**Jerry Kelly made a motion to approve the minutes from the December 19, 2019 meeting, with non-substantive changes, seconded by Dan McGuiggin; Unanimous Vote (6-0)**

**Jerry Kelly made a motion to approve the agenda, seconded by Lincoln Heineman; Unanimous Vote (6-0)**

**Mike Westort entered the meeting at 7:02 PM**

Jerry Kelly welcomed everyone to the meeting and congratulated everyone for doing a great job writing up their budgets. He said that the Committee had reviewed them and he wanted to be respectful of everyone's time so he explained that there was no need to read their sections word for word.

**Departmental Budget Reviews:**

Department of Public Works – Kevin Cafferty  
Good year overall, lot of projects completed

Administration (421) – Kevin Cafferty

- Subject to OSHA changes
- Monthly Safety Council Meetings
- Weekly safety talks with all divisions, which are recorded

Kevin explained that one employee was seriously hurt, he was in an exclusion zone and a branch fell on him. He was wearing all the safety gear, but still had to have surgery on his neck and received 100 staples.

*Jamie asked if our men were OSHA 10 or OSHA 30 trained, Kevin said they are not trained in the 10/30 hour training, specifically. Jamie said you always have to be thinking about safety.*

*Jerry Kelly said that the additional sewer capacity and FEMA could be discussed in Will's section.*

*Patrice Metro asked about the FY20 revised budget and what the additional increases in salaries were for; Nancy said it was contractual and that in the past, we split the administrative person and now we put her salary under one department.*

*Lincoln Heineman asked about the potential use of the \$20,000 that was not approved, Kevin said it was requested for OSHA training and protective gear. Jamie asked if \$10,000 would help or any amount less than \$20,000 and Kevin said yes.*

*Mike Westort asked if we could work with other towns [to share on protective gear] Kevin said yes.*

*Mike Westort asked if the Town would be deficient in this area, Jim Boudreau said no and if we have extra money we plan on adding the money into their budget.*

#### Engineering (411) - Kevin Cafferty and Sean McCarthy

- One of the busiest departments
- Staff of two men in addition to Sean
- Some of the work the department does is chase FEMA money and design work for Town projects
  - We are the right hand to a lot of another departments
  - Helped with the dog park
- Greensand filter for the Well is moving along

*Lincoln asked about the budget being part of Enterprise, Nancy said it is captured on the in-directs*

*Lincoln asked about stormwater costs, Kevin said it is on-going and we will start sampling next. He said it is about \$50,000 a year and that we also update the drainage as needed which is an additional cost.*

*Patrice Metro asked how many roads there were in Scituate, Kevin said 110.*

*Patrice asked about the "Risk and Challenges" section where it was listed that private beach ownership could be a hindrance and if they could be denied access to government insurance funds, Kevin said no. It does not go through the Town, but they are notified if it is over \$1000.*

*Lincoln said the Town allowed for the raising of houses (about 2 years ago) should we rescind. Kevin agreed that it was not a long term solution to the problem.*

*Andrew Goodrich said that Grant applications are time consuming and asked if it would be beneficial to use a consultant. Kevin said they need shovel ready projects to get a grant, he said in the budget they can use some of the money that is set aside for the design of a project*

*and include the writing of the grant in the RFP.*

*Mike asked the about the plan to reengineer the reservoir, Kevin said we submitted a request for a grant, but we did not get it, he said they will try again next year.*

*Lincoln asked about the differences between requested and received in the “Rentals” section and Sean McCarthy said it was a typo.*

*Lincoln asked what they would do if they had received the additional \$200,000 (they requested \$400,000 and will receive \$200,000 in “Roads and Seawalls”) Kevin said they would have used it towards roadwork, sidewalks and guard rails.*

*Jerry Kelly asked if there was an update on the FEMA reimbursement, Kevin said that we now have a dedicated person to assist us and that they had been on site for a couple of months. We also got a consultant to assist us (75% reimbursable) on the State’s recommendation, which has been very helpful. Nancy said they meet with MEMA every week and that going forward they will not be part of the conference calls so she feels things might start moving ahead a little quicker. She also said that they have not obligated to Riley yet, but funds are starting to come in.*

#### Highway (422) – Mike Breen

- Working on First Parish Road broken pipe (drain pipe)
- Hot top has been delayed due to weather
- North Scituate may have a new sewer, so we are avoiding paving roads in that part of town
  - Also avoiding any areas that may have water line replacement because we do not want to repave those areas in a few months.

*Jerry asked about the vacant equipment operating positons, Kevin said they are down to one opening.*

*Mike asked if the pay was much lower compared to the private sector and Kevin said yes we pay \$23.50.*

*Lincoln asked about the \$32,000 requested (24,000 received) in the “Equipment Parts” section and what is was for, Kevin said it was for street sweeping. We have an old one that we want to replace ours breaks down so we requested money to rent one.*

*Andrew asked if the Town could lease one, Kevin did not think it would be in great shape when we returned it due to the storms.*

*Lincoln asked what the long-term plan was for the areas that flood, Kevin said that we wanted to add a berm to Central Avenue, but people did not want to give up the easements and also did not want us to raise the road which was another option. The current plan is if the water breaks through to put up a bridge which would take about 5 - 7 days. We would stop it from widening by filing the area with rock and sand and then use steel sheets. For the Cole Parkway area we want to use “elephant trunks” a rubber mouth that opens and closes to let the water out, but not in. Also, we want to add the parts back in the drains that used to stop the water from coming through. They were removed about 20 years ago due to fishermen throwing their chum*

*in the drains.*

*Andrew asked about Wampatuck and if there was a plan to change the current traffic patterns, Jim said there is no plan and that there would not be any new connectors. They will connect a water line, but not the road.*

*Andrew asked about \$1.5 million of unspent Chapter 90b highway funds. Jim said we have to save our Chapter 90b money to do one project because they are more expensive than the money received annually. The sidewalks especially take a lot of money.*

*Dan asked if there was a list of roads that show which ones are going to be repaved on the website for the public to see. Kevin said Mike and Sean both provide a list. Then they rate the road to determine which will be paved first, that list is then provided to Board of Selectmen and then made public.*

*Lincoln asked about doing a betterment. Kevin said it would be very expensive. Jim Boudreau said it gets very complicated quickly and it would affect Chapter 90.*

*Mike asked what triggered a new sidewalk, Kevin said current sidewalks have to be brought up to ADA code, but we do not have to add sidewalks if we do not want to.*

#### Snow & Ice (423) – Mike Breen

- Snow removal is going well
  - We have been out 8 times
  - We continue to pretreat before storms
  - The team goes to snow removal classes and we mimic what we learn.
  - We make our own salt/molasses mixture, which saves money

*Lincoln asked what percent of the snow and ice budget is overwash, Kevin said that it is separate.*

**Lincoln said he would like to know what the town pays per year on overwash cleanup**

*Patrice asked if 23 nights of “full salting events” was the norm for each year, Kevin said it varies from year to year.*

Jerry said the pretreatment really works.

#### Public Grounds (429) – Mike Breen

- Lot of tree work
- Road side trimming
- Trash removal
- Take care of Town properties
- 8 guys in the department
- New foreman this year

Mike Breen said that the new turf field will be helpful for the grass fields to regrow

*Lincoln asked about the money that was not funded, Kevin said it was going to be used to treat the sidewalks where the grass and weeds grow through the cracks and for additional wooden chips in the playgrounds. He added that you need a certain level of wooden chips in the playgrounds.*

*Mike Westort asked if we could make our own chips, Kevin said you need to use a certified chip.*

*Jerry asked if they would you save money if you had the money to pretreat the sidewalks. Mike Breen didn't think so.*

*Andrew asked about purchasing an automated mowing machine, Mike Breen said he has not looked into it. Kevin said they would love it, but they haven't seen them for the size they would need (they appear to be too small).*

#### Transfer Station Enterprise (433) –Sean McCarthy

- Recycling is an issue, the rates continue to increase
- Costing us money for the hauling, though getting help from Highway Department
- We handle glass ourselves, but still cost us money
- We are constantly looking for cheaper alternatives
- They meet with other towns to find the best options
- We recycle 62%

*Jamie asked if it made sense to stop allowing for the disposal of demolition materials, Kevin said we make \$80 a ton on construction/demolition materials, which helps to keep the cost of the transfer stickers down.*

- Will let contractor buy a sticker to dispose of materials
- Hazardous waste is very expensive (hazardous waste day is in May, first load is free)

#### Sewer Enterprise (440) – Will Branton

- NPDES permit expired at the end of 2017
- Lining of the main lines has been successful, most of the leaks are from the private sewer lines (homeowner section)
- Discussion of system capacity and the challenges that presents to operating costs; running the facilities at 90+% year round leads to inefficiency costs (particularly chemical and electrical consumption), and higher rates of wear and tear. System flows have increased by more than 20% since the FY20 budget submission. The increase in flows is nearly entirely from inflow and infiltration.
- Division is now fully staffed.
- Industrial wastes from Water Division negatively impact costs and treatment for the Sewer Division.
- Enterprise funds contribute directly from their budget to intragovernmental costs for services. In addition, the Sewer Division currently provides free service for all town buildings and departments on sewer and provides free septage dumping rate for town buildings and departments on septic.

- Added flow meter at the edge of Cedar Point to track the water flow, the Cedar Point flows are at least eight times that of the expected flows for the number of units. This factor increases even more during periods of inclement weather.
- Constructing new septage receiving unit. New unit will provide at least a 400% improvement in pretreatment of septage flows. This upgrade will prevent damage to downstream equipment, removes more copper from the waste to reduce our chemical use, and potentially positions the department for increased volumes and revenue from septage treatment.
- Digitized records: Sewer Division directly applied for grant funds and digitized all sewer records as well as uploaded them into a GIS mapping system. Grant funds were also obtained to benefit the Water Division and Engineering division to digitize and upload their maps as well.
- Long term plan for sludge cake is to seek technical assistance through grant funding to determine feasibility and return on investment for an anaerobic digester treatment system with considerations made for renewable energy production. (It didn't come up in the meeting, but other methods of disposal like beneficial reuse for fertilizer have already been investigated and were unfortunately found to cost roughly 55% more than our disposal rate for the landfill.)

*Patrice asked if most people tie in if sewers are available, Kevin said yes unless they have brand new septic systems because there is an additional cost.*

*Lincoln asked about the predicted increase in revenue, Kevin said that it is due to the MBTA parking lot which will consist of new housing, senior housing and Toll Brothers are expected to bring in an additional \$300,000 in usage charges (mainly due to an increase in rates but also new connections).*

Will said that the capacity problems have to be addressed before it effects new connections and revenue.

*Jerry asked how they maintain a 98.5 % capacity, Will said it is very dependent on weather events.*

*Lincoln asked if they had raised the rates enough, Kevin said they were trying to save about 200 gallons [a day] by fixing the issue at Cedar Point which will save money. We are looking at different types of pipes which should last about 50 years, but it was not determined when and if they would begin to leak.*

Will said he would like to add revenue by adding new customers.

Will also said that we expect an update on the regional [sewer] plan for North Scituate in about a month and that currently we are waiting for Cohasset. Jim added that it is looking good and we are just waiting for them to do more modeling, should have a definite answer by February if the project will move forward or not.

#### Water Enterprise (450) – Sean Anderson

*Andrew asked about ice pigging, and how it was going. Kevin said the ice pigging is good for some things, like large lines (12 inch) and some of the older pipes which could break if we flush. He also said that they [the company that is currently providing the service] is going to*

*stop the program because it is not as profitable as they thought so currently there is no plan for future ice pigging.*

*Andrew asked where the problematic areas are now, Kevin said he is concerned about the area in Satuit Trail that gets brown water. The area has been flushed, but the hydrant does not go to the end of the pipe (800 feet short) so they cannot flush the whole pipe. You would have to add more hydrants to solve the problem. We also have a lot of 2 inch galvanized pipe that are in bad shape. We are in the process of replacing all these pipes.*

Kevin added that we are in the process of completing a major flushing [Town wide]. We may do 3 of the 9 zones every year to keep current. Jim said that the wells have been fixed and iron and manganese will not be added into the water due to the addition of the new greensand filter. He added that Mark Loud is mapping the system and that he has found some valves that were closed (that should have been open) and some that were not configured correctly. He has made remarkable strides and the brown water should be drastically reduced by the summer.

Sean Anderson said for the first time the department is able to be proactive and not just reactive.

Sean said that the water treatment plant only got a 5 year fix and that the sedimentation basins have cracks which may be causing problems with the Trac Vac system; it may be off center due to the cracks. The master plan will include a plan for a new water treatment plant.

Kevin said he would like to get the Dolan Well set up which would add about 350 gallons per day to the system.

Kevin also said that we also need a well in the West End

Kevin explained that the DEP mandates the water restrictions depending on the level of the reservoir.

Andrew asked about the hydrant across from Wilder Brothers, Kevin said when the train was put in the project stopped the pipe from being connected. We recently received the permitting to connect it, but the MBTA stopped the project due to the hydrant being too close to the rail crossing arms.

Jerry thanked everyone for the great job they do.

**Patrice said she would like a tour of the facility. Kevin said during the day is better and she could contact him to set it up.**

### **New Business:**

Jerry Kelly thanked Jim Toomey for attending the meeting and asked him how the appointment for the new Advisory Committee member was going, Jim said he was waiting to hear back from someone to see if they could make the time commitment.

Next Meeting on January 16th in the Community Room.

**Jerry Kelly made a motion to adjourn the meeting at 9:28 PM; seconded by Jamie Gilmore. Unanimous Vote (7-0)**

Respectfully Submitted,  
Lianne Cataldo (Recording Secretary)

**Referenced Materials:**

- Agenda
- Minutes
- Budget Book
- Capital Plan

**Follow-up:**

- Lincoln said he would like to know what the town pays per year on overwash cleanup
- Patrice said she would like a tour of the water treatment facility. Kevin said during the day is better and she could contact him to set it up.

**On-going Items:**

- Jerry would like to have Plymouth Country Retirement come in and justify their fees and their investment plans.
- Jamie asked Sytske Humphrey, Vice President of the Beautification Commission if she could make a list of the areas in Scituate that needed improvement.
- Security Upgrades to Town Facilities, Jim said he would get the break down.