



Advisory Committee Meeting Minutes
Thursday, November 17, 2022
Zoom Video/Audio Conference – 7:00 pm

Pursuant to Chapter 22 of the Acts of 2021, Chapter 22 of the Acts of 2022 and Chapter 107 of the Acts of 2022, Scituate Advisory Committee Members held the November 17, 2022 meeting via Zoom Video and/or Audio (Dial-in for those with only phone access). All participants participated remotely.

Committee Members Present: Jerry Kelly, Lynda Ferguson, Missy Seidel, Dan McGuiggin, Marc DiCosimo, Elise Russo, Patrice Metro and Jamie Gilmore; Chair

Committee Members Not in Attendance:
Lincoln Heineman

Also in Attendance: Nancy Holt, Finance Director/Town Accountant; Seth Pfeiffer, SCTV Facilitator; Sam Hayes, SCTV Facilitator; Joseph DiVito, Director of Assessing; Kathleen Gardner, Town Clerk; Ian Kelly, Golf Course Director; Andrew Scheele, Board of Health Director; Linda Kelley, Council on Aging/Senior Center Director; Maura Glancy, Recreation Director; Nicholas Lombardo, Assistant Recreation Director

Mr. Gilmore called the meeting to order at 7:00 p.m.

Mr. Kelly made a motion to accept the agenda which was seconded by Ms. Russo and voted unanimously in favor (7-0) by roll call vote; Mr. Gilmore-yes, Mr. Kelly-yes, Ms. Seidel-yes, Mr. McGuiggin-yes, Ms. Russo-yes, Ms. Metro-yes and Mr. DiCosimo-yes

Ms. Ferguson joined the meeting.

Ms. Russo made a motion to accept the minutes of the November 10, 2022 meeting as amended which was seconded by Ms. Seidel. The minutes were voted unanimously in favor (7-0-1) by roll call vote; Mr. Gilmore-yes, Mr. Kelly-yes, Ms. Ferguson-yes, Ms. Seidel-yes, Mr. McGuiggin-yes, Ms. Russo-yes, Ms. Metro-abstain and Mr. DiCosimo-yes

FY 2024 Departmental Budget Reviews

Assessors – Dept 141 – Joe DiVito, Director of Assessing

Mr. DiVito noted that the past year had been very busy with 1,400 in-house inspections with the assistance of their new Nearmap software that assists with sketching in advance of inspections. The department was very busy with all of the new development in the town. He highlighted the outreach work of the department to provide information on available exemptions including a public service piece and a presentation at the senior center. He noted the outreach program led to a 15% increase in homeowners applying for exemptions. He also reviewed the revaluation process which would culminate in FY24.

He stated the FY24 budget proposal included only contractual payroll increases and a \$400 expense increase. Mr. Kelly asked if the Technical Services line was Nearmap and PK Associates. Mr. DiVito said \$4,950 was for CAI which is the company to add structures and generally update the maps annually; \$15,000 for PK Associates for inspections and \$11,000 for PK Associates for updating the values. Ms. Metro asked if there was smoothing process for the spikes and dips in property values. Mr. DiVito said that was why it was necessary to do a full analysis every year and not just rely on sales.

Mr. Gilmore asked the number of households being assisted by exemptions. Mr. DiVito said that at least 150 households are benefited by the CPA exemption, about 140 veterans' exemptions and other exemptions accounted for another 160. Ms. Seidel asked if the need for PK Associates would decrease with the assistance of Nearmap. Mr. DiVito responded that Nearmap was helpful to the in-house inspections but PK Associates will still be needed to meet the requirements of the cyclical inspection program of once in every 10 years. Ms. Seidel asked if there were any other programs and Mr. DiVito said multiple local options had been accepted but the BOA was looking at a few more. Mr. DiCosimo asked how the property values go up and the tax rate declines. Mr. DiVito and Mr. Kelly both responded to the question.

Mr. Gilmore advised members that due to a family issue, Ms. Finnie would be presenting the FY24 proposed Library budget at a future meeting.

Town Clerk – Dept 161 – Kathy Gardner, Town Clerk

Ms. Gardner noted that it was a busy year with the additional elections with a 66% turnout for the state election. She noted her costs are mostly related to elections, census and postage. She noted that she was always trying to find ways to improve the processes for the voters and her department. She spoke about the prep work that will be necessary in 2024 for the presidential primary. Mr. Kelly asked if it really was 50% by vote by mail or early voting and Ms. Gardner confirmed. Mr. Kelly and Ms. Metro complimented Ms. Gardner on her office personnel and communications.

Widow's Walk (Golf) Enterprise – Dept 661 – Ian Kelley, Golf Course Director

Mr. Kelley noted that this was the first year with the new clubhouse and restaurant and it was very favorable for retaining new golfers and events. He noted the new lease was more favorable and the rent so far in FY23 was \$12,000. He noted that FY22 generated \$1.6M in revenue. The major highlights for FY24 is to cease outsourcing course maintenance. The model would be the same with a superintendent, assistant superintendent and mechanic and thereby have better control over the day to day operations. The transition would result in only an \$8,500 increase for FY24. Mr. Kelly asked if the current IGM employees would transition over and Mr. Kelley

responded that the positions would be posted and they could apply. Mr. Kelley said the first priority would be hiring the course superintendent and work down from there.

Ms. Russo asked if the Town Administrator approved and Mr. Kelley responded that he had as well as the Widows Walk Improvement Committee. Ms. Russo asked if the connection of the ponds was part of the irrigation project. Mr. Kelley responded there was \$175,000 to connect the ponds and a bid would be going out shortly. Mr. Kelley said providing that additional water in July & August would provide uniform conditions throughout the year. Ms. Russo asked if there was an increase in outings and Mr. Kelley responded in the affirmative.

Mr. Kelly noted the new personnel was going up \$200,000, the management fee was going down \$300,000 and the difference was being made up with the turf and maintenance supplies. Mr. Kelley noted that the IGM contract expires six months within the fiscal year. Mr. Kelly asked if having three more direct reports would be an issue but Mr. Kelley said it might require more attention on his part but he had a really good staff and he is currently involved on a daily basis.

Mr. DiCosimo asked if he was concerned about the challenging labor market. Mr. Kelley responded that the three full-time positions should not be a problem but the hourly groundskeeping staff is the harder part.

Board of Health – Dept 510 – Drew Scheele, Board of Health Director

Mr. Scheele said the Board of Health is beginning to get back to normal but still monitoring the COVID numbers and the health advisory meetings with the School Department as needed. He noted that they are a service department and try to educate the public on ticks, West Nile virus and other public health concerns. He stated the seasonal food staff is always a challenge to educate with the new food code. He said the department is more fully utilizing the Permit Eyes permitting system. He stated the department is always seeking grants and is working on a regional grant with Hingham and Cohasset for a 10 year public health grant including a PT nurse and another social worker.

Ms. Metro asked about which COVID tests are reported to the Town. Mr. Scheele said the test done by the doctor's offices and labs are reported to a program called Maven but not home testing. Ms. Seidel asked about the technical services reduction and Ms. Holt said it was for the outside septic plan reviews which his predecessor needed but he had not needed as much.

Council on Aging – Dept 541 – Linda Kelley, Council on Aging/Senior Center Director

Ms. Kelley noted that the food service program was a highlight of the new center. She noted that some people come in for the food and then stay for their programs. The light days see service of 35 and heavy days are up to 50 and major events like Thanksgiving were 85. She noted food costs are up 30% but the \$5 lunch has not changed. She noted they had 60-70 regular volunteers that they could not run the center without their assistance. She said 10 of the 18 senior tax workers were providing services at the senior center. She said there were 126 programs from regular exercise activities to one off seminars. She also noted the veterans' luncheon, the Police Department Christmas luncheon and the Rotary Club pancake breakfast.

She noted the rotating art exhibits which included high school and middle school students and

each has had a small reception which has provided more visitors to the building. The daily average visitors are 145-147 and in the last fiscal year they provided services to at least 2,000 people and 1,400 so far this year. She thanked the Friends of Scituate Seniors for donating funds so they can provide free coffee.

Mr. Kelly asked how the number of visitors and services had changed from the old facility to the new facility and Ms. Kelley responded it was 50-75 in the old facility. Ms. Ferguson if all programs were back since COVID. Ms. Kelley responded that the challenge now is managing the available rooms for the programs based on size and traffic. She noted the Aging Mastery 10 week program had not been brought back yet. Ms. Russo asked if being open on the week-ends is a future goal. Ms. Kelley said that they had the occasional evening and Saturday event and it was a possibility in the future; specifically transportation. She said they are providing 200 rides in many weeks and more out of town medical. Ms. Metro asked the average age and Ms. Kelley said that the average is likely around 70-72 and she suspects that there are at least 700 new registrants and they are 60-62.

Mr. Gilmore asked about the age friendly action plan for dementia. Ms. Kelley said they had signed on to be an age friendly town in 2018 and that the dementia friendly was always separate. She noted one of their challenges was inclusivity for those with memory loss and they would like to do more. She also spoke about the Social Day Program to provide a respite for caregivers and an activity for the participant. Ms. Seidel asked about making the volunteer activities coordinator a FT position. Ms. Kelley responded her hours had been increased for FY23 and that the grant was paying for the additional hours.

Recreation – Dept 630 – Maura Glancy, Recreation Director

Ms. Glancy said they were back to 100% since the pandemic and she complimented her staff and her instructors. She said they have about 150 counselors to train for the summer programs. She noted that the programs cover residents from 1-1/2 years to 91 years old. She noted the gym is well used and it is unusual to have a gym not shared with a school. She discussed the Easter egg hunt, the new track run program and the Santa calls. Mr. Lombardo echoed Ms. Glancy's comments. Mr. Gilmore noted that this is the second department that has been provided with new resources and has just flourished and staff has totally embraced it.

Ms. Ferguson asked about the programming space challenges with the loss of the Scituate Harbor Community Building. Ms. Glancy said they Recreation Commission has a liaison on the Scituate Harbor Community Building Committee. She notes they have a few classes at the facility and they could potentially bring them up to the Recreation Department building. Ms. Glancy said they would not lose programs as they would make accommodations. Mr. Lombardo noted the draw is the views from the Scituate Harbor Community Building.

Ms. Glancy reported that Scituate had plenty of lifeguards this summer while other communities struggled. Ms. Glancy said all of the counselors and lifeguards are CPR certified. She also informed members they added a children's cooking class this year. Mr. Lombardo said they try and keep the costs as low as possible.

Commission on Disabilities – Dept 549 – Nancy Holt, Finance Director/Town Accountant

Ms. Holt presented on behalf of the Commission on Disabilities. She highlighted the recent Scituate Accessibility Awareness Event that took place on Saturday, October 22, 2022 from 10 AM to 1 PM at the High School gymnasium. Unfortunately, the popular event was unable to be held in 2020 or 2021 due to the pandemic. The event brought together 33 different organizations that provide various accessible services and resources.

Ms. Holt reported that in FY22, the Commission on Disabilities provided a wheelchair to the Library to assist patrons with mobility limitations. The Commission also purchased an outdoor all terrain wheelchair which is managed through the Library's Library of Things. Additional purchases of special adaptive play equipment for the School SPED program were also supported.

Other Business

Mr. Gilmore asked Ms. Holt to invite Select Board Chair Tony Vegnani to meet with the Advisory Committee on December 1st to discuss the Cohasset land issues and selected contract issues. Mr. Gilmore also reported that Mr. Heineman has submitted his resignation to the Moderator.

Ms. Metro made a motion to adjourn the meeting which was seconded by Mr. McGuiggin at 8:39 p.m.; the Committee; voted unanimously in favor (8-0) by roll call vote; Mr. Gilmore-yes, Mr. Kelly-yes, Ms. Ferguson-yes, Ms. Seidel-yes, Mr. McGuiggin-yes, Ms. Russo-yes, Ms. Metro-yes and Mr. DiCosimo-yes

Respectfully Submitted,

Nancy Holt
Recorder