



Advisory Committee Meeting Minutes
Thursday, January 27, 2022
Zoom Video/Audio Conference – 7:00 pm

Pursuant to Chapter 20 of the Acts of 2021, Scituate Advisory Committee Members held the January 27, 2022 meeting via Zoom Video and/or Audio (Dial-in for those with only phone access). All participants participated remotely.

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

Committee Members Not in Attendance:
Lincoln Heineman

Also in Attendance: James Boudreau, Town Administrator; Nancy Holt, Finance Director/Town Accountant; Seth Pfeiffer, SCTV Facilitator; Robert Vogel, Building Commissioner & Zoning Enforcement Officer; Amy Walkey, Conservation Agent & Natural Resource Officer; Kyle Boyd, Director of Planning & Community Development

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

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

Mr. Gilmore called for a motion to accept the minutes of the January 20, 2022 meeting which was made by Ms. Metro seconded by Mr. Kelly. The minutes were voted in favor (7-0) by roll call vote; Mr. Gilmore-yes, Ms. Seidel-yes, Ms. Russo-yes, Mr. Kelly-yes, Mr. McGuiggin-yes, Ms. Ferguson-yes and Ms. Metro-yes.

Review of FY 2023 Departmental Budgets

Dept. 241 – Inspections

Mr. Vogel updated members on his goal to complete the digitization of the department's records in the next few months. He also noted the change to a new online permitting software and the ability for other departments to be notified and complete approvals within the application. He said the inspectors have been furnished with tablets to electronically link all inspections directly

into the database. He also stated the Herring Brook Meadow and Greenbush development are two of many projects ongoing. He also noted two additional inspectors that have been brought on board to assist on a per inspection fee basis. Mr. Vogel noted small changes in contractual increases in salary line items. Mr. Gilmore noted the increased revenues for gas and plumbing permits. Mr. Vogel responded that was due in part to getting some inspections done in advance of the permit software changeover. He does project a fairly robust FY23 for revenue of about \$1.3M.

Mr. Westort joined the meeting.

Dept. 176 – Zoning Board of Appeals (ZBA)

Mr. Vogel noted the only change was contractual payroll increases. He also noted that ZBA's goals and accomplishments were the same from year to year. Mr. Vogel stated the ZBA is bringing forward an amendment to the zoning bylaws relevant to derelict buildings and how they become orphaned after three years. This amendment is to address that issue so those properties can be re-developed. Ms. Russo asked if the recently auctioned tax foreclosure was one and he replied in the affirmative. Mr. Boudreau provided 81 Surfside as an example of such a property.

Ms. Holt informed members that the new permitting software was purchased with CARES Act funds.

Dept. 171 – Conservation

Ms. Walkey informed members as to the duties and responsibilities of the department including enforcement of the Wetland Protection Act and technical assistance in foreshore projects. She noted the budget covered the salaries for two full-time conservation employees and one full-time coastal resources manager. She stated there was a 30% increase in projects since the start of the pandemic. The department also administers all the open space properties including the CPC properties. She noted a large increase in utilization in those areas and highlighted all the work on the trails with volunteers, bridges built by boy scouts and installation of kiosks at trailheads. Conservation also administers the sea grass installation and obtained a grant for a forestry plan in the West End.

Ms. Russo asked about the Higgins McAllister bridge. Ms. Walkey replied it was the property at the end of Booth Hill Road. She also stated they are working on a new project to install handicapped picnic areas and increase ADA accessibility on several other properties. She stated they were also considering a commercial license on the Appleton Field property so it could be actively farmed. Mr. Kelly asked Ms. Walkey about DRT meetings. Ms. Walkey replied those were Development Review Team meetings to review the current status of town and private projects with all the land use departments, public safety, facilities and DPW. Ms. Russo asked if the CRS rating of 7 was good and if 10 was the best. Mr. Boyd responded that 7 is the best that we can do in Massachusetts. Ms. Russo asked about the FEMA BRIC grant and Mr. Boyd responded that it is a new grant program through FEMA.

Dept. 171 – Coastal Resources (non-budgetary)

Mr. Boyd noted that Corey Miles is the new Coastal Resources Manager and stated that there had been some turnover in the position in the last year. He highlighted the submission of the five

year CRS audit and receipt of a higher score while maintaining the 7 rating. He noted the work on eight home elevation grants through FEMA. He also stated that the update to Hazard Mitigation Plan (HMP) is almost done. That HMP is a requirement to receive FEMA funding. He also noted the involvement with the redevelopment of the Pier 44 property and the position's work on the Cole Parkway and harbor resiliency plans. The upcoming year goals include obtaining grants for sewer infrastructure resiliency and Cole Parkway design funds.

Dept. 182 – Economic Development Commission (EDC)

Mr. Boyd noted EDC was going to update the website to link with the Scituate Visitors Center to attract new businesses. He noted they are also active on the Pier 44 redevelopment committee. Another goal of the EDC is to utilize their budget as a grant match for projects that support economic initiatives. He stated the EDC also supported Heritage Days this past year and they continue to study the needs of the business community. Mr. Gilmore provided the website address of scituatevisitorscenter.com so members could see the work that had been completed.

Other Business

Ms. Holt informed the members that County Treasurer Tom O'Brien had accepted the Committee's invitation to meet with the Plymouth County Retirement Board at the February 10, 2022 meeting and she would re-post the agenda to reflect that appointment.

Mr. Gilmore provided an update on the Capital Planning Committee stating there were two meetings this week but they had not taken any votes. He highlighted requests from the public works departments, facilities and public safety departments.

Ms. Ferguson updated members on the EDC meeting relevant to the Town of Cohasset regional sewer project which does not appear to be moving forward so they were working on a Plan B for additional inflow and infiltration work. She also noted that the Widows Walk restaurant RFP did not receive any responses. Mr. Boudreau noted that the RFP had been revised and re-issued. Ms. Holt reported that Mr. Kelley had three appointments for walkthroughs of interested parties.

Mr. Gilmore updated members that he was meeting with potential new members to fill Mr. Heineman's spot on the Advisory Committee and would then forward a list of potential candidates to the moderator for consideration.

Ms. Russo made a motion to adjourn the meeting which was seconded by Ms. Seidel at 7:41 p.m.; the Committee voted unanimously in favor (8-0) by roll call vote; Mr. Gilmore-yes, Ms. Seidel-yes, Ms. Russo-yes, Mr. Kelly-yes, Mr. McGuiggin-yes, Ms. Ferguson-yes, Mr. Westort-yes and Ms. Metro-yes.

Respectfully Submitted,

Nancy Holt
Recorder