

**MEETING MINUTES
BOARD OF SELECTMEN
January 10, 2017**

Present: Martin J. O'Toole, Chairman, Anthony V. Vegnani, Maura Curran, Mr. Danehey, Mr. Harris
Patricia Vinchesi, Town Administrator

The Meeting was called to order at 7:00 p.m.

Acceptance of Agenda

Mr. Vegnani made a motion to accept the agenda for January 10, 2017 Second by Mr. Harris, all in favor. Unanimous vote (5-0)

WALK INS

REPORT OF THE TOWN ADMINISTRATOR

1. Other Items

New GATRA Route is now in effect. You can contact the Council on Aging for additional information. Mr. Vegnani and Mr. O'Toole reviewed the new pamphlets available at the Library, Council on Aging and Town Hall. Mr. Danehey asked if shelters could be built at the stops for people waiting. Ms. Vinchesi said it was a great idea and would look into it for future projects.

Trip to Washington, DC with Duxbury & Marshfield was a very informative meeting regarding revisions of maps. February 7, 2017 officials from Washington, DC will be coming to Scituate. They will meet with the public regarding questions from residents. It will be held at 6 p.m. in Marshfield where previous meetings were held. Meetings will be held with town employees earlier in the day here at town hall.

Through our website, Facebook and Twitter, we do a good job getting information on emergencies and important things like water breaks, but we haven't focused so much on correcting misinformation on social media about town programs, services or initiatives. Increasingly, residents and taxpayers are getting information from sources other than the town. As we know, social media can be unreliable and inaccurate and not subject to any fact-checking. Local newspapers are still important players, but the decisions about what to write about and what to print are made by others. So, beginning tonight, the Town Administrator wanted to use time to discuss a town issue or service that our residents are talking about and provide some factual information from the Town's point of view. She is calling it "What's the Story?" What's the story with the new dispatch center and why does it take so long to plow my street when it snows.

Public Safety Complex Dispatch Center

The new Public Safety Complex will boast a state of the art Communications Center which will become the nucleus of emergency operations for our community. The center will bring together the currently distributed police and fire dispatch functions into a centralized, homogenous operation. The operations now are decentralized and the 10 current employees are represented by three disparate work groups.

The Scituate Communications Center will be the Primary Public Safety Answering Point (PSAP) for the Town of Scituate. All 911 calls will be routed through the center via the Commonwealth's Next Generation e911 system. This new system will provide the Center's Communication Specialists with enhanced features and functionalities beyond what is available today eliminating manual logs in the Fire Department and will include advanced mapping technology, geographic data overlays, expanded services for the hearing impaired and future capabilities for the receipt of text and video messaging.

The Communications Center will also provide Emergency Medical Dispatch (EMD) from a single source; allowing Communications Specialists to more rapidly triage and provide lifesaving service to callers.

The Public Safety Complex, and more specifically the Communications Center, is designed to be operated in a 24x7x365 environment. A myriad of building systems, have been integrated to create the framework from which the Communication Center is able to fulfill its mission.

The Center is outfitted with four highly functional consoles (two primaries and two secondary for high volume incidents/events). Each of these consoles provides Specialists with the ability to communicate with first responders not only from Scituate, but also with neighboring communities, county, state and federal agencies. The system has mission critical communication operations and has been designed with redundancy in mind.

From each of the consoles, Communications Specialists have the ability to control a vast array of systems including:

- Two-Way Radio Communications (UHF/VHF – police, fire, EMS, marine, DPW, schools, as well as county/state/federal assets)
- Next Generation e911
- Computer Aided Dispatch (CAD)
- Emergency Medical Dispatch (EMD)
- Criminal Justice Information Systems (CJIS)
- Voice Over IP Telephone Systems for Police and Fire Operations
- Public Safety Complex security including security Camera, access Control and prisoner monitoring

- CCTV – security cameras for municipal assets including schools, maritime interest and fire stations

All current dispatchers are being brought over to the new center once they complete training. The Town has posted the position of Communications Manager. This is a working dispatcher position, not a new department head position. The Manager will have additional responsibility for doing the schedules and operation protocols and will report to a five member Steering Committee consisting of the chiefs, deputy chiefs and HR Director. The net increase in Communications Center budget is just over \$40,000 and this includes normal wage and step costs plus an overtime contingency for 10 personnel.

Snow Removal

With the first heavy snowfall of the season and a mild winter last year it makes sense to share our Snow Removal Policy adopted by the Board in 2011. The policy is posted on the Town of Scituate website on the DPW page.

Ms. Vinchesi provided an overview of how Scituate compares to other communities and a review of our snow removal policy.

SCHEDULED ITEMS:

Acceptance of Donation to Scituate Recreation, Maura Glancy, Recreation Director, Maddie Vachon, Recreation Sailing Program and Bill Schmid, America's Cup

Ms. Glancy spoke about the America's Cup event and what a great opportunity for Scituate. Mr. Schmid organized the America's Cup event and it was an amazing event for our community. It worked out great and was a terrific occasion. All town resources pulled together to support the event. The event raised \$5,000 and Maddie Vachon said the new Mercury's were out there taking guests on a tour of the harbor and all the boats were named after former America's cup boats. Mr. Schmid thanked everyone who was involved and for all the support and the opportunity.

Move to accept the donation from the "America's Cup" event for \$3000 to Scituate Recreation. Motion by Mr. Harris second by Ms. Curran Unanimous Vote (5-0)

The recreation department sailing program is looking to expand the sailing program to include adult lessons. This boat would be a donation to the recreation sailing program for this purpose.

Move to accept the donation of a small sailboat from the Chapman Family to the Scituate Recreation sailing program. Motion by Mr. Harris second by Ms. Curran Unanimous Vote (5-0)

New Board & Committee Applicant Public Building Commission

Mr. Stephen Shea is a lifelong resident of Scituate and graduated Scituate High School and has a family here in town. Mr. Shea saw the position available online. Mr. Harris said Mr. Shea looks like a perfect fit for the position. Mr. Shea said he has the background for the position and is interested in serving the town. Mr. Danehey said it would be a good time to look forward into the future in addition to the building projects happening right now.

Grant of Easements Oceanside Drive for repair of Seawall, Sean McCarthy, Town Engineer

Mr. McCarthy has pursued many grant opportunities for fore shore protection. We are building a new seawall between 6th and 10th across from the marsh area. This project is on the table and out to bid. This one will connect to the ongoing construction in progress. There is an area where easements were not granted by the residents so we will go to other areas where easements were granted. \$1.5 has to be spent by July 1, 2017. Mr. McCarthy will be returning soon with contracts for approval.

Move that the Board of Selectmen vote to accept Grants of Easement as a gift and for consideration of less than One Hundred (\$100.00) Dollars for the following properties located on Oceanside Drive. Motion by Ms. Curran second by Mr. Vegnani Unanimous Vote (5-0)

Property Location in Scituate, MA	Assessor's Parcel ID	Name of Owner (s)	Land Court Lot (s)
0 Oceanside Drive	34-1-28	Benjamin Goulston, Trustee of Suburban Realty Trust	321 and 322 on LC Plan 8507B filed with Certificate 1023
0 Oceanside Drive	34-1-28A	Benjamin Goulston, Trustee of Suburban Realty Trust	323 and 324 on LC Plan 8507B filed with Certificate 1023
0 Oceanside Drive	34-1-27	Benjamin Goulston, Trustee of Suburban Realty Trust	325, 326 and 327 on LC Plan 8507B filed with Certificate 1023
0 Oceanside Drive	34-1-26	Benjamin Goulston, Trustee of Suburban Realty Trust	328, 329 and 330 on LC Plan 8507B filed with Certificate 1023
0 Oceanside Drive	34-1-26A	Benjamin Goulston, Trustee of Suburban Realty Trust	331 and 332 on LC Plan 8507B filed with Certificate 1023
0 Oceanside Drive	34-1-26B	Benjamin Goulston, Trustee of Suburban Realty Trust	333 and 334 on LC Plan 8507B filed with Certificate 1023

0 Oceanside Drive	34-1-26F	Benjamin Goulston, Trustee of Suburban Realty Trust	335 and 336 on LC Plan 8507B filed with Certificate 1023
0 Oceanside Drive	34-1-29A	Benjamin Goulston, Trustee of G.A.G. Realty Trust	319 and 320 on LC Plan 8507B filed with Certificate 1023
0 Oceanside Drive	34-1-29	Benjamin Goulston, Trustee of SLC Realty Trust	317 and 318 on LC Plan 8507B filed with Certificate 1023

Public Safety Complex WB Mason Furniture Contract not to exceed \$182077, Jon Lemieux, OPM Vertex

Mr. Lemieux said there are smaller things to buy but this represents the large portion of the furniture purchase. This was competitively bid by Dore & Whittier. Mr. Vegnani asked what is left. Mr. Lemieux said the triage room and other items. There will be about another \$100,000 in furniture within budget.

Move to award contract to WB Mason for Public Safety Complex furniture for an amount not to exceed \$182,076.67. Ms. Curran abstained from voting. Motion by Mr. Vegnani second by Mr. Danehey Unanimous Vote (4-0)

FY18 Town Operating and Capital Budget Overview, Patricia Vinchesi, Town Administrator and Nancy Holt, Town Accountant/Finance Director

Ms. Vinchesi and Ms. Holt prepared a presentation for the Board of Selectmen. There are a lot of new facilities with costs and the message for this budget is staying the course with fiscal discipline. Ms. Vinchesi reviewed the presentation with the Selectmen reviewing the fiscal year 2018 budget. Ms. Vinchesi provided two documents to the board for Scituate by the numbers and the second was a listing of over three dozen grants received by the Town of Scituate.

Ms. Holt reviewed the fiscal year 2018 five year Rolling Capital Plan highlights. Ms. Vinchesi said there are 207 people employed by the town and 662 with the school department. There were 208 employees in 2009. We are doing much more with less resources. Mr. Vegnani thanked Ms. Vinchesi and Ms. Holt for the excellent presentation. Ms. Curran asked what the biggest turn back was into free cash. Ms. Holt said there were two major contributors and they were the FEMA reimbursements from previous storms and the investment income from the bond. Ms. Curran asked if we could share Scituate by the numbers on Facebook and the grant information.

- Assessors 141

Steve Jazerbowski reviewed the Assessors budget and the goals and objectives for FY18. The goal is to get all properties onto the GIS system and link all the assessing

data. This will also be linked to the building department. The board thanked the department for all of their work.

- **Selectmen 123**

In FY18 the Selectmen and Town Administrator budgets 149 and 123 will be combined into one budget 123. There are three sets of goals and objectives for the Selectmen's office, the Town Administrator assistant and the Town Administrator. Ms. Devin reviewed the accomplishments of the Selectmen's office and fiscal year 2018 goals and objectives.

- **Town Administrator 123**

Ms. Vinchesi reviewed the goals and objectives for the Town Administrators office along with departmental accomplishments. Legal services and litigation will increase in FY18 to prepare for union negotiations, FEMA, etc.

- **Insurance 192**

Funding insurance increased for bringing on the new buildings and flood insurance was added to the Scituate Harbor Community Building.

- **Reserve Fund 132**

Our reserve fund has been \$90K. It is recommended that the reserve fund be reduced in the FY18 budget.

- **Workers Comp 912**

We have a couple of ongoing and costly claims so we need to allocate \$210K which is down from the previous year.

- **Disability Access 549**

This budget is funded for \$5000 every year to offset rides at Council on Aging and this year has been used to attend training classes and bring additional expertise to the Commission on Disabilities. It has been level funded.

- **Advisory 131**

The only expense is printing the booklet for the Special and Annual Town Meetings, dues and for their clerk. This budget was reduced based on 5 year historical information.

NEW BUSINESS:

Renewal of Drain Layers Licenses

Move to approve a renewal of a Drain Layers License to the following businesses:

Dandel Construction, Inc.

Iaria Brothers, Inc.

McDougall Brothers Enterprises, LLC

Ringler Excavating Corp.

Totman Enterprises, Inc.

Sean Farrell Excavation, Inc.

PF Spencer Jr., Inc.

**E. L. Margetts & Sons, Inc.
McEachern Contracting, Inc.
Joseph Bonomi
Mankewich Contracting, Inc.
Jones Contracting, Inc.**

Motion by Mr. Vegnani second by Mr. Harris Unanimous Vote (5-0)

New Board & Committee Applicant Public Building Commission

Move to appoint Stephen Shea to the Public Building Commission for a term of three years or until a successor is named. Motion by Mr. Danehey second by Ms. Curran Unanimous Vote (5-0)

OTHER BUSINESS:

Correspondence

New GATRA Schedule was reviewed and discussed.

Approval of Meeting Minutes

Move that the Board of Selectmen approve the meeting minutes for the December 20, 2016 meeting. Motion by Mr. Danehey second by Mr. Vegnani Unanimous Vote (5-0)

Move to accept and not release Executive Session Minutes for December 20, 2016 since the matters discussed are still pending at this time. Motion by Mr. Danehey second by Mr. Vegnani Unanimous Vote (5-0)

OTHER BUSINESS

Ms. Curran congratulated Greg Murray a new Eagle Scout who completed a project for the Mossing Museum. Ms. Curran attended the public safety meeting in Marshfield on Monday. The MEMA representative complimented Chief Murphy on a great job.

Mr. Harris asked Ms. Vinchesi if the Waterways report was in and she just received it and forwarded to Harbormaster Mone for him to review.

EXECUTIVE SESSION

To consider the purchase, exchange, lease or value of real property. – St. Francis Cabrini and not reconvene in open session.

Move that the Board of Selectmen go into Executive Session at 8:50 p.m. to consider the purchase, exchange, lease or value of real property. – St. Francis Cabrini and to not reconvene in open session. Motion by Mr. Danehey second by Vegnani

Roll Call Vote:
Mr. O'Toole yes
Mr. Vegnani yes
Ms. Curran yes
Mr. Danehey yes
Mr. Harris yes

Respectfully Submitted,

Lorraine Devin
Recorder

LIST OF DOCUMENTS BOARD OF SELECTMEN MEETING 20170110

- Agenda
- Acceptance of donations America's Cup \$3000 and Chapman Family sailboat to Recreation
- Resume and application of Stephen Shea for Public Building Commission
- Grants of Easements for Seawall project Goulston properties on 0 Oceanside Drive
- WB Mason Furniture Contract for Public Safety Complex
- FY18 Capital and Operating Budget presentation and Overview
- Drain Layers License Renewals
- December 20, 2016 Meeting Minutes

Selectmen Meeting Minutes for January 10, 2017

BOARD OF SELECTMEN

Martin J. O'Toole, Chairman

Anthony V. Vegnani, Vice Chairman

Maura C. Curran, Clerk

John F. Danehey

Shawn Harris