

**MEETING MINUTES
BOARD OF SELECTMEN
January 24, 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. O'Toole made a motion to accept the agenda for January 24, 2017, Second by Mr. Harris, all in favor. Unanimous vote (5-0).

WALK INS - None

REPORT OF THE TOWN ADMINISTRATOR

Storm Update: Monday's storm was not a huge impact storm for us but we were prepared. We had winds and flooding in the usual areas, Oceanside Drive and the Humarock area. We closed Lighthouse Point this morning but as of 5:30 P.M. all roads are open except for 7th Ave. The media contacts us constantly and we did not comment on this storm as there wasn't anything to tell. We want to make sure people listen during critical times. Ms. Vinchesi reminded people to sign up for website notifications, Code Red and follow twitter for storm advisories. For this weather event, we only issued one pre-storm notification.

We have a new website and are working out kinks but it is very user friendly. We have received many comments on it and she encourages people to check it out and provide feedback.

We issued the Widows Walk Invitation to Bid. Bids are due 2/16/17 with reward at the 2/21/17 Board of Selectmen meeting. This will be a two year contract and we lowered the minimum cost to bid to \$28,000 in the interest of getting more competition. The new contract begins March 2017. Golf Course opens end of March/early April.

Mr. O'Toole announced that the Town of Scituate won the Kenneth E. Pickard Innovation Award from the Massachusetts Municipal Association for its *Community Multi-media Emergency Notification System*. Congratulations and thank you to Tricia and to Nancy Durfee and Michele Seghezzi for assisting in the application process.

SCHEDULED ITEMS:

Contract Awards, Al Bangert, Special Projects Director

a. Hunters Pond Dam Removal and Bound Brook Restoration

Mr. Bangert: We received a grant from NOAA (\$192,566) and the Commonwealth (\$225,000) to remove the dam and assist in the Town's share of costs. Princeton Hydro is the firm we've been working with for a few years on the removal and restoration work. Mr. Vegnani asked what it will look like and if there were any steep areas that could be difficult to navigate. Mr. Bangert assured him there wouldn't be. DPW will repave Mordecai Lincoln across the bridge to the top of the hill. Fishing community and neighbors are supportive of this project. This project improves spawning of fish. Ms. Vinchesi commended Mr. Bangert for four years of work almost entirely using grant money.

Move that the Board of Selectmen vote to award the contract for bidding and construction services for the removal of the dam at Hunters Pond and the restoration of Bound Brook (Contract 17-MIS-2) to Princeton Hydro, LLC, of Glastonbury, Connecticut in the amount of \$ 66,562.00 for the scope of work as specified in their Proposal dated January 2017. Motion by Mr. Harris, Second by Mr. Vegnani. Unanimous Vote (5-0)

One final note: Ms. Burbine stated that the neighbors were concerned about traffic. She made a suggestion that it could be a one way road coming up from Jamie's Pub down to Country Way. Something to think about.

b. Reservoir Dam Modifications Engineering

In 2012 the Water Department and the Water Resources Committee applied for and received a grant from the Mass DEP to investigate the feasibility of increasing the capacity of the Reservoir and improving migratory fish passage. The result of this work will raise the height by 18 inches and increase the water storage capacity of the reservoir by 28 days. Mr. Bangert introduced Mr. Tom Cook, the Engineer who's been working on this project since 2012. We've gone from preliminary design to this current phase which is funded with a grant from the DEP for \$115, 520. The Town match of \$39,630 was approved at the October 2016 Special Town Meeting.

This grant must be complete by June 30th. There will be additional phases to this project and the expected cost of engineering and construction is \$970,000. The project will advance as grants become available.

Mr. Vegnani asked for more clarification in how the reservoir is increased. Mr. Cook explained how they will put in an emergency spill way – a low area of the dam for overflow. The goals are to store water in addition to habitat protection and fish migration. A fish ladder at the dam will allow herring to migrate up from Old Oaken Bucket for spawning. Mr. Harris wondered if this

could impact any homes with flooding. Mr. Cook said there were three properties that had some septic issues and they will make any necessary adjustments within the project.

Move that the Board of Selectmen vote to award the contract for Phase II of Reservoir Dam Water Storage and Fish Ways Improvement Engineering Services (Contract 17-MIS-4) to Tetra Tech, Inc. of Boston, MA in the amount of \$130,680.00 for the scope of work as specified in their Response to Request proposal dated October 2016. Motion by Mr. Danehey, Second by Ms. Curran. Unanimous Vote (5-0)

Bond Anticipation Note (BAN), Pam Avitabile, Treasurer Collector

On Jan 9th, Ms. Avitabile, Patricia Vinchesi, Nancy Holt and the town's financial advisors from First Southwest had a conference call with Standard and Poor's for a bond rating review update. The Town was assigned a SP rating of -1+ as a short term borrowing rate. Notes will mature on February 2, 2018. At that time, the notes will be permanently financed as a bond issuance. On January 18, the town of Scituate sold \$12,018,000 Bond anticipation notes for authorized borrowings. The Town received five bids. The winning bid was submitted by J.P. Morgan Securities LLC at a coupon interest rate of 2% and a premium amount of \$110,205.06 for a net interest rate of 1.0804%.

Move that the Board of Selectmen approve the sale \$12,018,000 General Obligation Bond Anticipation Notes. Motion by Ms. Curran, Second by Mr. Vegnani

VOTE OF THE BOARD OF SELECTMEN

I, the Clerk of the Board of Selectmen of the Town of Scituate, Massachusetts, certify that at a meeting of the board held January 24, 2017, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: to approve the sale of the \$12,018,000 2.00 percent General Obligation Bond Anticipation Notes (the "Notes") of the Town dated February 3, 2017, and payable February 2, 2018, to J.P. Morgan Securities LLC at par and accrued interest, if any, plus a premium of \$110,205.06.

Further Voted: that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated January 10, 2017, and a final Official Statement dated January 18, 2017, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Notes for the benefit of the holders of the Notes from time to time.

Further Voted: that we authorize and direct the Treasurer to establish post issuance federal tax compliance procedures in such form as the Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the and Notes.

Further Voted: that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the agenda for the meeting, a copy of which is attached hereto, was posted on the bulletin board of the town at least 24 hours before the meeting in compliance with Section 7-11 of the Town Charter.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Notes were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended. Motion by Maura Curran, Second by Mr. Vegnani Unanimous Vote (5-0)

FY18 Town Operating and Capital Budget Overview

- **Street Lights**

Al Bangert said we purchased 1300 streetlights from National Grid (\$93,000) last June (all but Humarock). We no longer pay rent. Through an energy reduction project (ESCO) we were able to purchase lights and hire a contractor to replace the bulbs with LED lights. The costs will be reduced from \$200,000 to \$60,000 this coming year. Conversion is 98% complete. Some LED lights have failed and the contractor will be replacing them within a month or so. We are among the first 20% of Town's to do this conversion. It's a long complicated process. Mr. Bangert mentioned that there are still some orange lights which means they are privately owned and not town owned. We will have information on our website for people to report a bulb outage.

- **Widows Walk**

Bob Sanderson: We had an extremely challenging year, conditions started out great and then late June we encountered the drought situation which affected the current fiscal year significantly. Revenues are way behind. Mid-September they started seeding and we're hopeful that by the end of May we will be recovered. We were proactive running specials to help make up for the conditions. Mr. Harris asked about fees. Mr. Sanderson thinks Widows Walk is priced fairly and there's not much room for movement. Mr. Vegnani asked why expenses are up. We've been waiting on the retirement of debt before asking for items, for example range mats. Mr. O'Toole asked about the increase in rentals. Mr. Sanderson said he has a few equipment leases that have expensive maintenance contracts. Now that the debt is retired, Widows Walk has a few Capital Budget requests – HVAC and Irrigation System.

- **Town Clerk**

Ms. Kathy Curran commented that budgets went down because elections will be down this coming year. After the November election, Ms. Curran said people were happy with the early voting and expressed their gratitude. Early voting is only for State and Federal elections. We had over 4600 early voters and a turnout of 82% at the general election. There were 12,115 voters for the November election. Ms. Curran explained the early voting process. Ms. Curran mentioned that Betty Foster will be retiring at some point and we would like for her to be able to mentor a replacement. Ms. Curran requested a \$4,000 stipend for a one day/week person.

- Facilities

Kevin Kelly

Mr. O'Toole asked about the differences in numbers. Mr. Kelly pointed out we have 9 new line items for utilities for the Public Safety Complex and we've been moving line items around. We have two fire stations for gas and electric along with WPA. Ms. Vinchesi explained that we combined all the bills into Facilities to make it easier for data tracking and analysis. In the past, each department paid. We also have a new custodial position for the Public Safety Complex (.4 custodian). Ms. Vinchesi stated that we've built in contingency for all the new buildings and wanted to make sure we had a safety net (\$115,000). Mr. Vegnani asked if there's any capital outlay. We've also built in \$15,000 for bathroom renovations for the Scituate Harbor Community Building because it's not handicapped accessible.

- Cable TV

John Roser

Mr. O'Toole asked how to get competition into Town. Mr. Roser said we can't force them to come to Scituate although we've asked many times. Mr. Danehey asked what he's looking for in equipment this year (Nexus). We're going into a 10 year contract with Comcast and we've been talking with them about upgrading the hub which would include an upgrade in equipment bringing us into the 21st century technology. The new technology will consolidate all our video files and streamline signals. It will be a huge upgrade. Mr. Vegnani asked how we fund Cable. Ms. Holt said that at the last Town Meeting, we set up a revolving Peg Access fund. In order to use funds, Town Meeting must approve. In the new contract, Comcast will not be funding cable but we're working on contract negotiations.

- Economic Development Committee (EDC) –

Postponed until the next meeting

Building Transitions, Patricia Vinchesi, Town Administrator with Maura Glancy, Director, Scituate Recreation & Kevin Kelly, Director, Facilities

Ms. Vinchesi: the Public Safety Complex is less than a month from completion and the library will be completed March 12th. St. Luke's is being used for programs currently for both the Library and Recreation. The new Middle School will be nearing completion in July and opening in September. We want to discuss how we begin to look at these buildings. As a result of these

three new building projects, we will have multiple vacant buildings: Police, Fire station 3, Gates, and Scituate Harbor Community Building.

Scituate Harbor Community Building– we’ve made substantial improvements over the past few years and we will be putting on a new roof. There’s quite a bit of usable space there that would be of benefit to us. We’ve already put in over \$298,000 into this building (see handout Scituate Harbor Community Building Modifications 2010 to date).

Nancy ran the costs to run Gates, Council on Aging and Scituate Harbor Community Building.

MIIA provided estimates to insure vacant buildings; they will go out to market but they won’t insure it. The Police Station estimate would be \$7,500, Gates would be 30,000 +/-year to insure. If we have 33% of the building in use then it’s not considered vacant.

Keeping the gym open at Gates (17% of the total space) would easily help us get towards that 33% usage. Maura Glancy suggested that Gates could be an ideal Recreation space. With help from Bob Vogel, Bob Dillon, and Kevin Kelly, they have come up with a plan to possibly move Recreation into the Gates School. We need to have longer term plans.

Kevin Kelly: in order to retrofit Gates we would need to do basic renovations to bathrooms, doors, handicap ramp to Gym and chairlift. This will run about \$60,000. The nursing suite would be Recreation offices which is already set up for phone and cable. Mr. O’Toole asked about heating. Mr. Kelly said we would be able to isolate heating. We are still investigating air conditioning options of using units we currently have. Ms. Curran inquired about the gym floor. It was re-done within the past six years. Mr. Danehey mentioned that the floors are quite slippery. Mr. Kelly said they could look at doing a new top coat at a reasonable cost. Mr. Danehey also mentioned that the Scituate Basketball Association would love to rent gym space. Mr. Vegnani is happy that Recreation could increase their programming. Ms. Glancy said they really miss their “Multi-Purpose” room which is key for them. Gates would be a perfect fit. Ms. Curran likes the idea of a Recreational Center at Gates and utilizing the center of Town. Ms. Vinchesi commends Ms. Glancy for bringing this idea to her. Mr. Vegnani said this falls in line with the Master Plan’s vision for Gates.

Ms. Curran supports using the Scituate Harbor Community Building as supplemental space for Council on Aging programs.

Mr. O’Toole asked about Station 3 and Ms. Vinchesi said there is no discussion at this time on using that building. We have to take buildings off line in order to pay for the operation of the

new buildings. From a risk management point of view, it doesn't make sense. There's drainage and ventilation issues in that building.

Discussion to be continued at the next Selectmen meeting.

Mr. Danehey requested we take a 5 minute break at 9:07 P.M.

Meeting resumed at 9:14 P.M.

Greenbush/Driftway Vision Plan, Economic Development Committee (EDC), Ted Brovitz (Ann Burbine was scheduled to attend and wasn't feeling well)

Mr. Brovitz has been working with EDC on this initiative to work on vision plans for our four villages. We've completed a draft of No. Scituate and we've been working on the Greenbush plan since June. We've presented to the Planning Board and would like to vet to the public to get their point of view via public forums.

- Existing conditions and trends
- Relevant plans, policies
- Market analysis
- Developed concept plans
- Strategic Action Plan – Next Steps for long term

Starts at rotary and continues down the Driftway, Transfer Station, Conservation Park, Widows Walk. There's 800 acres of area with many benefits: Commuter rail, Industrial operations, Natural attributes (Conservation Park, Widows Walk), Historical landmarks (Mossing Museum)

Tax base yield is 134 million in value; mostly small businesses. We would like to put up kiosks in train stations as part of the wayfinding signs for restaurants, shops, and retail. The MBTA is in process of transferring ownership of parking lots to a local developer.

As part of the Greenbush-Driftway Future vision plan, we identified seven subdistricts.

The Board was impressed with the presentation and there's great opportunity in this area. It's a 20-25 year plan. Ms. Curran mentioned that cleaning up the Driftway could be a CPC Project.

DPW Contracts, Kevin Cafferty, DPW Director and Sean McCarthy, Town Engineer

- a. Sludge Cake disposal contract \$108/ton

Sludge cake is the bi- product of sludge from sewer treatment plant. We dispose of it at a DEP approved facility. We went to bid, received two bids and suggest awarding to the low bidder.

To award the contract 16-SS-58 to South Shore Disposal for disposal of sludge cake for \$108/ per ton. Motion by Mr. Harris, Second by Ms. Curran Unanimous Vote (5-0)

- b. Award Oceanside Drive Seawall Contract

We received recent grants from the State for 2.5 Million. We must have half of the project completed by June 30th. This contract will make the seawall two feet higher. Ms. Curran wanted to make sure the bidders did their due diligence. Mr. Cafferty agreed that they did and mentioned that we are using them now and feels comfortable with the work they've done so far.

Move that the Board of Selectmen award the contract for construction services associated with the rehabilitation of 640 feet of concrete seawall located between 7th Avenue and 10th Avenue to SPS New England for \$3,184,250.00. Motion by Mr. Danehey, Second by Mr. Harris Unanimous Vote (5-0)

NEW BUSINESS:

1. **Renewal of Drain Layers Licenses**

- a. Laminar Construction d/b/a Costello Contracting

Move that the Board of Selectmen vote to approve the drainlayers license renewal for Laminar Construction d/b/a Costello Contracting. Motion by Mr. Vegnani, Second by Mr. Harris Unanimous Vote (5-0)

- b. Spirito Environmental Services, Inc.

Move that the Board of Selectmen vote to approve the drainlayers license renewal for Spirito Environmental Services, Inc. Motion by Mr. Vegnani, Second by Mr. Danehey Unanimous Vote (5-0)

2. **One Day Liquor Licenses**

- a. Lavishly Dunn, Inc @ GAR Hall on Saturday, 2/4/17 5:00-9:00 p.m. for private party

Move to approve a one day wine and malt license for Lavishly Dunn, Inc. for a private party at GAR Hall on 2/4/17, 5:00 – 9:00pm. Motion by Ms. Curran Second by Mr. Harris Unanimous Vote (5-0)

- b. Hospitable Hostess @ GAR Hall on Friday 2/10/17 from 7:00-10:00 p.m. for a private party

Move to approve a one day wine and malt license for Hospitable Hostess for a fundraiser at the Masonic Hall on 2/10/17, 7 – 10pm. Motion by Ms. Curran Second by Mr. Harris Unanimous Vote (5-0)

- c. Taylor Made Bartending @ Knights of Columbus on Saturday 2/4/17 from 6-11 PM for a SHS Boys and Girls Basketball Booster Fundraiser.

Move to approve a one day wine and malt license for Taylor Made Bartending for a fundraiser at the Knights of Columbus Hall on 2/4/17, 6 – 10pm. Motion by Ms. Curran, Second by Mr. Harris Unanimous Vote (5-0)

Mr. Vegnani asked if we could get someone from Scituate Historical Society to come in to discuss the GAR Hall use.

3. **20 B Exemption**, Municipal Employee

Move that the Board of Selectmen, as required by Massachusetts General Laws Ch 268A, have reviewed the disclosure form from municipal employee Michael Breen to provide personal services to the Scituate School Department as an athletic coach and that such exemption is approved for municipal employee Michael Breen. Motion by Mr. Vegnani, Second by Mr. Danehey Unanimous Vote (5-0)

OTHER BUSINESS:

Correspondence

Veterans Agent Report

Approval of Meeting Minutes

Move that the Board of Selectmen approve the meeting minutes for the January 10, 2017 meeting. Motion by Mr. Danehey, Second by Mr. Harris Unanimous Vote (5-0)

Move to accept and not release Executive Session Minutes for January 10, 2017 since the matters discussed are still pending at this time. Motion by Mr. Danehey Second by Mr. Harris Unanimous Vote (5-0)

Mr. O'Toole wanted to say that we had a great time at the MMA conference –a good learning experience.

Adjournment and Signing of Documents

EXECUTIVE SESSION

Move that the Board of Selectmen go into Executive Session at 10:08 PM to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body. – Police, TOSCA, AMP, Fire, DPW

And To discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body. – DPW Memorandum of Understanding (MOU) and to not reconvene in open session. Motion by Mr. Danehey, second by Mr. Vegnani.

Roll Call Vote:

Mr. O'Toole yes

Mr. Vegnani yes

Ms. Curran yes

Mr. Danehey yes

Mr. Harris yes

Respectfully Submitted,

Michele Seghezzi

Recorder

List of Documents for Board of Selectmen meeting January 24, 2017

- Agenda
- Hunter's Pond Dam Removal Background
- Reservoir Dam Storage and Fish Ways Improvement Project Background
- General Obligation Bond Anticipation Note Memorandum
- Gates Building Discussion:
 - Scituate Harbor Community Building modifications 2010 to date
 - Annual Costs for Specified Town Buildings
 - Costs to retrofit Gates
 - Email Correspondence
- Greenbush Driftway Future Vision Plan
- Sludge Cake Disposal Invitation to bid for South Shore Disposal
- Seawall rehabilitation bid summary for SPS New England
- Drainlayers License Renewal – Laminar Construction d/b/a Costello Contracting
- Drainlayers License Renewal – Spirito Environmental Services, Inc.
- One Day Wine and Malt License applications Lavishly Dunn, Hospitable Hostess, Taylor Made Bartending
- MGL Chapter 268A §20B Exemption to Town Employee
- Approval of January 10th meeting minutes

Board of Selectmen Meeting Minutes for January 24, 2017

BOARD OF SELECTMEN

Martin J. O'Toole, Chairman

Anthony V. Vegnani, Vice Chairman

Maura C. Curran, Clerk

John F. Danehey

Shawn Harris