

**MEETING MINUTES
BOARD OF SELECTMEN
February 6, 2018**

Present: Maura Curran, Chairman, Anthony V. Vegnani, Vice Chairman, Karen Canfield, Shawn Harris

Also present: James Boudreau, Town Administrator

John Danehey is not in attendance this evening.
Shawn Harris will be late attending the meeting tonight.

The Meeting was called to order at 6:06 p.m.

Acceptance of Agenda

**Mr. Vegnani made a motion to accept the agenda for February 6, 2018
Second by Ms. Canfield, all in favor. Unanimous vote (3-0)**

WALK INS – Chief Michael Stewart was in attendance and asked to recognize two police promotions. Lt. Paul Norton was promoted to Detective Lieutenant in January. Sgt. Erik Steverman was promoted to Detective Sergeant. These employees are well respected and have great relationships with other communities. The assessment centers and exams were completed and it is a rigid and grueling process. The board congratulated Detective Lieutenant Norton and Detective Sergeant Steverman on their well-deserved promotions.

REPORT OF THE TOWN ADMINISTRATOR

Public Building Committee met last week to interview all the applicants and recommends Vertex as the Owner Project Manager for the senior center project. Mr. Boudreau said it is required by law to hire the Owners Project Manager for projects in excess of \$1.5M. The contract and scope of services will be done and we will put the contract together.

The first coffee at the Lucky Finn last Friday took place and it was very successful. It was well received and will be done at the end of this month.

Mr. Boudreau thanked Scituate High School student Colleen Quinn who came over and interviewed the Town Administrator for the high school newspaper.

SCHEDULED ITEMS:

Donations to Commission on Disabilities

Donations in memory of Frances Jacobs were received by The Town.

Move that the Board of Selectmen accept a donation in memory of Frances Jacobs in the amount of \$85.00 to the Commission on Disabilities. Motion by Mr. Vegnani second by Ms. Canfield Unanimous Vote (3-0)

Housing Authority and Library Trustee Positions on 2018 Annual Town Election Ballot,
Kathy Curran, Town Clerk

Motion to place the positions of Housing Authority-To Fill a Vacancy for the Remainder of a Term and Library Trustee-To Fill a Vacancy for the Remainder of a Term on the annual town election ballot May 19, 2018. Motion by Mr. Vegnani second by Ms. Canfield Unanimous Vote (3-0)

Town Meeting Location, Kathy Curran, Town Clerk

Mr. Boudreau checked with the Town Moderator and his opinion was if it will be a large meeting then it should be at the gym. Ms. Curran said if it is at the Center for Performing Arts (CPA) then some training needs to take place ahead of time. It is awkward to have everyone on the stage, which would need to change. Mr. Vegnani and Ms. Canfield feel it is more comfortable at the CPA. Kathy Curran has reserved both spaces until a decision is made. Mr. Vegnani suggests we try it one more time at the CPA. Ms. Curran agreed.

Motion to hold the Annual Town Meeting on April 9, 2018 at the Center for Performing Arts. Motion by Mr. Vegnani second by Ms. Canfield Unanimous Vote (3-0)

Shawn Harris arrived at the meeting at 6:20 p.m.

Outdoor Entertainment Permit, Susannah Adams, Scituate Education Foundation (SEF) and Heather Dillon also represented the SEF

This is the second fundraiser for Scituate Education Foundation. The live music is for a high school chorus. This year parking will be at the Knights of Columbus and there will be transportation down to Kennedy's. Deputy Chief Thompson said there is no parking on route 3A. Abutters were notified of the event.

Move to grant an outdoor entertainment permit for Scituate Education Foundation for a fundraiser Saturday April 7, 2018 from 7 pm to 11 pm at Kennedy's Country Gardens located at 85 Chief Justice Cushing Highway. Motion by Mr. Harris second by Mr. Vegnani Unanimous Vote (4-0)

SSVOTECH Change of Regional Agreement Request to Open Town Meeting Warrant, Tom Hickey, Superintendent-Director and Jack Manning, SSVOTECH representative
Superintendent Hickey is here this evening. The regional agreement was last amended in 1983 and is not something that happens all the time. These are not major changes. All of the changes are outlined in a red lined document provided for the Selectmen. Mr. Harris asked what would happen if another town wanted to join in. Mr. Hickey said a unanimous vote of all the communities. A majority vote at each Town Meeting but a unanimous vote of all eight communities. Whitman voted the changes in at their December town meeting. Mr. Vegnani asked what other districts are asking about this agreement. Superintendent Hickey said the area questioned is about debt. It is a poorly written section of the law. Mr. Vegnani asked if there
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were any changes related to the admissions policy. Superintendent said no there is no change to the admissions policy with this agreement.

Move to re-open the warrant for the April 9th 2018 Annual Town Meeting to allow a warrant article requesting an amendment of the South Shore Regional Vocational School Regional agreement. Motion by Mr. Vegnani second by Mr. Harris Unanimous Vote (4-0)

Move to close the warrant for the April 9th Annual Town Meeting. Motion by Mr. Vegnani second by Mr. Harris Unanimous Vote (4-0)

Extension of Intermunicipal Agreement with South Shore Recycling, Sean McCarthy, Town Engineer

Mr. McCarthy explained the agreement to the Board of Selectmen. Glass recycling is the current problem. The glass location is now closed. Mr. Harris asked about Franklin. Mr. McCarthy said that is the group that closed. Mr. McCarthy said there are a lot of benefits for being a member.

Motion to extend the South Shore Recycling Cooperative Intermunicipal agreement. Motion by Ms. Canfield second by Mr. Harris Unanimous Vote (4-0)

Review FY19 Town Operating Budget

Waterways Enterprise (66)

Mr. Stephen Mone is here to review the Waterways and Harbormaster budget. Mr. Mone said the deicers on the docks are working great. It cost about \$23,000 to take the docks out and \$24,000 to put them back in. The deicers are very successful and kept the docks safe during this winter freeze. The Chapter 91 DEP license is in process now and takes about 4-6 months. Removal of the old electric shed is complete at the Maritime Center. We have the reports back from the electrical engineer for the marina and the Maritime Center marina. We are reviewing now. A grant was received for the ramp lighting and the \$13,000 grant allowed us to install the LED lighting. Boating search and rescue training was completed by Scituate Harbormaster staff. The Mooring Rules and Regulations were passed and now being administered. Last year for the first time 99% of the bills were paid on time by the due date. Imposing a late fee helped a lot. Mr. Mone reviewed his budget with the Selectmen and discussed revenue and expenses. Grants received were reviewed with the board. Mr. Harris said we have to keep in mind what we charge in slip fees compared to the private marinas. Mr. Mone said the marinas haven't gone up. When the consultant came in last year he looked at the marina rates and he said we should go up about \$30 per foot on both resident and non-resident. We could do this over 2-3 years. Waterways Commission has discussed this but there has not been a big push. We wanted to get through the mooring rules and regulations first. Mr. Harris said people want to know what will be done with the money. Mr. Mone said the building is not ADA accessible nor are the showers. The electrical system needs to be updated in the harbor area. There are updates in the Capital Plan

that are much needed. The increase in slip fees could be used for these purposes. The budget increases were the electrical costs for the deicer's and trash costs increased. Mr. Vegnani asked if there were any new people. Mr. Mone is looking to add security at night. This was brought up at Waterways. They would like to add a midnight - 8 a.m. shift during the season. Ms. Curran thanked Stephen Mone for all his work this evening. Brian Kelly, Collier Road would like to recognize Stephen Mone for his great work this winter.

Information Technology (155)

Bill Sheehan was here to present his budget to the Board of Selectmen.

Mr. Sheehan will update the phone system in our satellite offices, maintain business continuity, improve our overall security in a proactive manner, mobile device improvement. The town manages 1.4M emails. Mr. Vegnani asked if there are any technology driven initiatives for the citizens or is it all employee driven. Mr. Sheehan said we have expanded free wireless to the library as well as Town Hall, the old Gates School and the Harbor. The old gymnasium at Gates is not equipped with wireless. The budget is level funded. Mr. Sheehan said we completed a lot of work the last couple of years. All of the services were put in and now we have to make them more available, provide better documentation and review our work to improve. The Selectmen thanked Bill for his work and look forward to the upcoming year.

Police (210)

Chief Michael Stewart and Deputy Chief Mark Thompson were in attendance to review their FY19 budget. Chief Stewart said they are working on the accreditation process. It was a monumental task and there are several people within the department working on this.

Certification consists of all policies, rules and regulations according to National Standards. In 2018 we hope to achieve the certification standards. The goal is to achieve full accreditation in the next couple of years. This would not be possible without the new building and our goal is to have full accreditation using best practices and national standards. Chief Stewart wants to develop a training program to get convictions operating until the influence of alcohol. The legalization of marijuana in the State of MA and for drugs the officers cannot do testing. Two officers were trained as drug recognition experts and they are available to other towns.

Advanced Roadside Impairment Detection (ARID) training is underway in Scituate. In this budget we are looking at implementing body cameras for sobriety testing. Having the video to demonstrate their condition that night is helpful. This has to be negotiated with the union also. The plan is to have cameras in certain cars. If suspected, the cameras will be put on and the subject notified they are on camera. Chief Stewart has spoken to District Attorney Tim Cruz and other Chiefs in the Commonwealth about his plan. This is a risk and challenge but is a real issue with no good answer. Chief Stewart was looking to put a firing range in the new Public Safety Building. The cost was estimated at \$1.8M and did not fit into the budget for the building. Chief Stewart said the officers go up to Moon Island and it is hard to get qualifications. The Boston Police Range has to limit the times to use the facility. The range at the Rod and Gun Club they

can't use. The qualifications have certain parameters and it is hard to find a location for training. There are now ranges that are two 50 foot trailers that would allow the police department to meet the qualifications. We are looking to see if we build it if other communities would come to Scituate for the training. There would be fees for the initial investment and training fees. It will be in the planning phase for FY19. There are two officers working on public building and school security. Using the old Gates School for canine training at a school is a great opportunity and major accomplishment. The majority of the budget numbers are salary. The other main expense is fleet acquisition and maintenance. The increase is the fitness benefit in the contract and specialist stipends. There are no additional position requests but there is one vacancy that he is talking with the Town Administrator about filling this position.

Ms. Canfield asked if there will be additional dates for tours of the new Public Safety Complex. Chief Stewart said he will do this in March.

Public Safety Communication Center (230)

Barbara DeWolf is the supervisor of the Public Safety Communication Center often referred to as dispatch. Ms. DeWolf said they are working on cross training of police and fire. It is a learning process and everyone is trained. Policies and procedures are being finalized to merge both fire and police as to how things will work going forward. The Chiefs and Deputy Chiefs meet and it was more work than they anticipated. Chief Stewart said this is a new department and we will be reassessing the expenses. Staff will be reviewed to make sure it is staffed appropriately. The goal is to make it a self-sustaining department without the police officers and fire fighters having to be there. We don't want to lose people after we train them. Deputy Chief Thompson said the 911 dispatching is 80 hours for certification and significant hours after that. It is time and repetition. Once a person comes in and is trained we want to keep them on staff. We have two new dispatchers from town that helps a lot to be familiar with the town. Mr. Vegnani asked why the overtime was so high. Ms. Holt said there were two new hires and there was no full time staff. That is why the overtime was projected to be so high. Now with these new hires the overtime budget should be less. The net numbers stay the same. Mr. Vegnani asked if eight people are the right number and Ms. DeWolf said yes it is. The Selectmen thanked everyone for the excellent work pulling this all together.

Fire (220)

Chief Murphy said school emergency responses approach is changing and the fire service is expected to be there also. The fire department is working with the school superintendent and police department to simplify the process amongst the groups and train everyone. Mr. Boudreau said the documents will not be made public. The procedures of how we respond to school shootings, etc. will remain confidential. The Superintendent has a core group of 6-7 personnel who are working with the Chief. Ms. Canfield asked Mr. Boudreau if he would be involved and he said yes he will be involved. Chief Murphy is looking at the Humarock Fire Station to see what work is needed there. He is looking for state assistance. The Selectmen asked Chief

Murphy to review his staffing. Chief Murphy put a plan together for staffing and provided a copy to the Board. It will take a year and a half to implement his plan. Mr. Vegnani asked what Chief Murphy needed to run the ambulance 24 hours a day. He said 11 per shift would allow us to man the ambulance. We are working to get staffing up to where it needs to be. Chief Murphy reviewed the numbers with the Board. The Board thanked Chief Murphy for his work on the budget.

Ms. Curran is taking a short recess at 8:27 p.m. and will return shortly.

Ms. Curran called the meeting back to order at 8:40 p.m.

Shellfish (295)

Mike DiMeo is the shellfish constable for the Town of Scituate and a resident serving his community. Harbormaster Stephen Mone said one of the goals they have is to prevent people from dumping into the harbor. Mr. Mone would like to get the High School students involved in this area. There were shellfish days for the recreation department. The Selectmen thanked Mr. DiMeo and Mr. Mone for presenting their budget.

Finance Director/Town Accountant (135)

Nancy Holt presented the budget for her office. Ms. Holt reviewed her plans for transparency and providing information for taxpayers. A new Human Resources Director, Bob Clark, was hired and will be on board at the end of the month. We have a lot of open positions and are having a difficult time filling them. The audit contract is up and has increased but there has been no rate increase in eight years. There are no other increases requested. The Selectmen thanked Ms. Holt for always being there for other departments and for her support at all the meetings she attends.

NEW BUSINESS:

1. Board & Committee Appointments
 - a. Street Acceptance – Sean McCarthy

Move to appoint Sean McCarthy to the Street Acceptance Committee for a term of one year or until a successor is named. Motion by Mr. Vegnani second by Ms. Canfield Unanimous Vote (4-0)

- b. Appoint Town Administrator James Boudreau to the following:
 - Affirmative Action Officer
 - Fair Housing Officer
 - State Ethics Commission
 - Public Building Commission, ex-officio member
 - Metropolitan Area Planning Council (MAPC)
 - Scituate Harbor Cultural District

Move to appoint James Boudreau as the Affirmative Action Officer, the Fair Housing Officer, State Ethics Commission representative and the Metropolitan Area Planning Council member for a term of one year or until a successor is named. Motion by Ms. Canfield second by Mr. Harris Unanimous Vote (4-0)

Move to appoint James Boudreau to the Scituate Harbor Cultural District Committee, for a term of two years or until a successor is named. Motion by Ms. Canfield second by Mr. Harris Unanimous Vote (4-0)

Move to appoint James Boudreau to the Public Building Commission as an ex-officio member for a term of three years or until a successor is named. Motion by Ms. Canfield second by Mr. Harris Unanimous Vote (4-0)

2. Town Administrator Contract Approval Amount

Motion to authorize Town Administrator, James Boudreau, to approve all contracts up to \$50,000. The Town Administrator shall inform the Board of all contracts approved in excess of \$25,000. Motion by Ms. Canfield second by Mr. Harris Unanimous Vote (4-0)

OTHER BUSINESS:

1. Board & Committee Liaison Updates

Mr. Vegnani said the Financial Forecasting meeting was held last week with all the changes received from the Governor's office.

Mr. Harris said there are certain towns that have a pot of money where people could borrow from this fund to update their septic system. Mr. Harris checked with Jennifer Keefe, Board of Health Director and she said the program was in place in Scituate and now we don't have it. Mr. Harris asked the Town Administrator to look into this to see what we need to do to implement this in Scituate. Mr. Boudreau said he would look into this. Ms. Holt said she thinks the funds were all exhausted or the state stopped funding it. Mr. Boudreau said the Board of Health oversees the program.

Ms. Canfield said Friends of the Scituate Library has a new president Milena Davidova and the Planning Board is working on construction phasing and will be writing a decision soon on the Toll Brothers project. The Ann Vinal project will be reviewed on Thursday at the Planning Board meeting.

Ms. Curran attended the Advisory Board meeting and they would like to implement a remote access policy. Ms. Curran would like to revisit this and add to a future Selectmen agenda.

2. Correspondence

The Selectmen received a letter of recognition from the Vice President of the United States, Michael Pence, today honoring Ryan Donato as a member of the U.S. Olympic Team in PyeongChang, South Korea. The Donato family was here to be recognized by the Board of Selectmen and to pass along their thanks and support to Ryan and his teammates. The Selectmen provided the Donato family with a copy of the letter in a certificate and wished the family all the best at the Olympic games.

3. Approval of Meeting Minutes

Move to accept the meeting minutes for the Board of Selectmen meeting held on January 23, 2018. Motion by Ms. Canfield second by Mr. Harris Unanimous Vote (4-0)

Mr. Vegnani asked everyone to support the Scituate High School teams.

4. Adjournment and Signing of Documents

Meeting adjourned at 9:04 p.m. Motion by Ms. Canfield second by Mr. Vegnani Unanimous Vote (4-0)

Respectfully Submitted,

Lorraine Devin
Recorder

List of Documents for February 6, 2018 Board of Selectmen Meeting

- Agenda
- Acceptance of Donation to the Commission on Disabilities
- Annual Town Election Ballot Positions of Library Trustee & Housing Authority
- Town Meeting Location
- Outdoor Entertainment Permit Kennedys Country Gardens 4/7/18
- South Shore Regional School District Amendment of Regional Agreement
- South Shore Recycling Cooperative Inter-municipal Agreement
- Board & Committee Appointment Street Acceptance Committee
- Board & Committee Appointments for Jim Boudreau
- Town Administrator Contract Authorization/Approval Amount
- Correspondence Letter from the White House VP Michael Pence regarding Ryan Donato Olympic Team member presented to the family
- Meeting Minutes Approval

Board of Selectmen Meeting Minutes for February 6, 2018

BOARD OF SELECTMEN

Maura C. Curran, Chairman

Anthony V. Vegnani, Vice Chairman

not in attendance

John F. Danehey, Clerk

Karen B. Canfield

Shawn Harris