

**MEETING MINUTES
BOARD OF SELECTMEN
October 15, 2019**

Present: Anthony Vegnani, Chairman, Shawn Harris, Vice Chairman, Karen Canfield, Clerk, Karen Connolly, Maura Curran

Also present: James Boudreau, Town Administrator

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

Acceptance of Agenda

Mr. Harris made a motion to accept the agenda for October 15, 2019

Second by Ms. Curran Unanimous vote (5-0)

WALK INS – none

REPORT OF THE TOWN ADMINISTRATOR

Water Construction Update

Gannett Road: Water services are being relocated to the newer water line to deactivate the existing in service 1901 water line. As of today all of the water services up to Kathy's Path have been switched to the newer water main. Two new hydrants are being installed on Gannett Road on 10.15.19. 33 water services have been relocated and a total of 22 additional services will be relocated. The water service work will start again on Gannett Road when the Mann Lot Road services transfer is complete.

Mann Lot Road: The main line water pipe replacement is complete and tested. Water services have been installed from Country Way to Pratt Road. The contractor is scheduled to start relocating the remaining water services Wednesday 10.16.19. This will allow the deactivation of the temporary line.

Booth Hill Road: There will be 22 water services relocated on Booth Hill Road. These services are currently on a 1911 cast iron pipe. This street has dual pipes and we will be deactivating the 1911 pipe. There will also be a new hydrant installed on this street. This is scheduled to start after the Gannet Road work is complete.

Water Flushing: The Town has completed 4 of 9 phases of a UDF (uni-directional flushing). The removal of the pre 1935 water lines has allowed the implementation of an aggressive flushing program this season to attack the sediment that causes brown water. Please watch the Town web site and pay attention to signs showing the flushing locations. As this work is going on there is a greater chance for brown water. This will be on-going as water supplies last and as the weather cooperates. It is scheduled to go as late as safely possible.

Ice Pigging: The Town has started Ice Pigging. Work will be on going on the Driftway 10.16.19. Please watch the web site for dates and locations.

PRV: Pressure Reduction Valve is scheduled to be installed in Humarock in late October. This will allow the Town to work with the fire department in controlling the water pressure in Humarock. Currently, the water is supplied by Marshfield and the Town is not able to regulate the higher pressures that the water enters the Scituate system. Controlling the pressure will allow conservation of water and less leaks.

Water Study: The study has started and is ongoing. Results of the study should be available by 1.15.20.

Water Improvement History (Since 2009)

The Town has completed the following improvements to the water system this past 10 years:

1. 26.7 miles of pipe with new Ductile Iron class 52 pipe.
2. New water service connections from the main to the property line for 1,733 homes.
3. 233 new Mueller Hydrants.
4. Cleaned and lined 2.70 miles of waterline.
5. Installed a green sand filter on well 18.
6. Designed and preparing for construction of a green sand filter at well 17A.

Field project is on schedule.

One of our attorneys, Jaime Kenny, was named one of the 2019 Top Women of Law. Congratulations to Jaime.

Engineering bids are due back this week for Cedar Point Sewer System.

Gordon Price asked about the law suit with the Council on Aging. Mr. Boudreau said we cannot discuss pending litigation in open session.

SCHEDULED ITEMS:

Amend Date for 2020 Annual Town Election, Kathy Gardner, Town Clerk

The Annual Town Election is scheduled to be held on May 23, 2020, (the 6th Saturday following the Annual Town Meeting per bylaw) Memorial Day weekend. This occurred in 2015 and Governor Baker passed a bill that enabled the town to change the date of the election. The BOS voted on September 17, 2019 to change the date to May 30, 2020. Due to a conflict in scheduling at the school I was notified that with graduation and the "All Night Party" moved to May 29th, the date of May 30th is not available. SATs are scheduled for June 6th. That leaves June 13, 2020 open for the election which I have confirmed with the school.

Motion to change the date of the 2020 Annual Town Election from May 30, 2020 to Saturday, June 13, 2020 upon approval of the Governor of the Commonwealth of Massachusetts. Motion by Karen Canfield second by Karen Connolly Unanimous Vote (5-0)

Waiver of Special Event Administrative Fees

1. Halloween in the Harbor, Michele Wood, Harbor Merchants Association
Ms. Wood is asking the Selectmen to waive the administrative fee for Halloween in the Harbor.

Move that the Board of Selectmen wave the 10% Scituate Police Department and DPW administrative fees for the 2019 Halloween in the Harbor Special Event. Motion by Ms. Connolly second by Ms. Curran Unanimous Vote (5-0)

2. Fall for Scituate, Ann Burbine, North Scituate Merchants Association
Ms. Burbine is representing the North Scituate Merchants Association and is asking for the administrative fees waived for the event. Ms. Burbine is also asking for the Selectmen to waive the DPW fees for the Special Event. Mr. Vegnani said we cannot waive the cost of the DPW employees during off hours. Mr. Harris said that Ms. Burbine could work with DPW and have them drop off and pick up everything during normal work hours to avoid the added cost.

Move that the Board of Selectmen approve waiving the 10% administrative fees for Scituate Police Department and DPW for Fall for Scituate. Motion by Ms. Canfield second by Ms. Connolly Unanimous Vote (5-0)

Move that the Board of Selectmen approve an outdoor entertainment permit for an amplified band Doc Ellis from 11 a.m. - 4 p.m. for Fall for Scituate. Motion by Ms. Canfield second by Unanimous Vote (5-0)

Move that the Board of Selectmen waive the DPW barrel fee of \$100 each for Fall for Scituate event. Motion by Ms. Canfield Second by Ms. Curran in favor Connolly, Curran, Harris, Canfield against Vegnani Motion passes (4-1)

INTERVIEW Board & Committee Applicant

- Suzanne Brennan, Community Preservation Act Committee (CPC)

Ms. Brennan joined Scituate Recreation a year and a half ago and has served as the liaison to CPC. She said it is a great board that does great work and she would like to join the CPC Board. Ms. Brennan plans to resign from the Recreation Commission to join CPC if she is selected.

Meg Stillman has applied to the CPC also and has served on other boards and committees in Scituate. She is attending classes on Tuesday evenings and cannot make a Selectmen meeting. She has been interviewed in the past. She is a doer and several of the Selectmen have worked with her on many other projects and believe she is a great choice.

Construction Inspectional Services Contract to SW Cole Engineering, Kevin Cafferty, DPW Director
SW Cole Engineering has been providing the Town of Scituate with construction inspectional services for water main improvements, seawall construction and other Town improvement projects over the last few years. The staff is experienced in all aspects of roadway and utility improvement projects.

Motion to approve the contract to provide construction oversight and inspectional services to SW Cole Engineering for an amount not to exceed \$100,000.00. Motion by Ms. Curran second by Mr. Harris Unanimous Vote (5-0)

Capital Planning Committee Report, Chris Carchia, Chair

Mr. Carchia said the Capital Planning Committee voted to support all six capital items on the Special Town Meeting Warrant. Mr. Carchia reviewed each of the capital items.

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|---|-----------|
| 1. Humarock Fire Station Apparatus Bay | \$98,875 |
| 2. Information Technology Upgrades & Licensing | \$192,585 |
| 3. Security Upgrades to Town Facilities | \$314,270 |
| 4. Facilities Study & Maintenance Plan for Town Buildings | \$208,225 |

- | | |
|---|-------------|
| 5. Water Meter Replacement | \$175,000 |
| 6. Design, Engineering & Replacement of Water Mains | \$3,000,000 |

November 5, 2019 Special Town Meeting Warrant Articles & Assign Warrant Articles to Selectmen
The Board of Selectmen reviewed each of the warrant articles.

1. ARTICLE 1 Unpaid bills/Amount Due Town (Consent Agenda)
 - a. Grant/Escrow shortages (\$20,308.50)

2. ARTICLE 2 FY20 Budget Reconciliations

| TO | AMOUNT | REASON |
|---|--------------|--|
| DPW Highway 1422540.543300 Roadway Maintenance | \$859.50 | Town's share of ride share fees from Commonwealth. |
| Inspections Department 1241510.518000 PT Salaries | \$28,127.00 | To cover costs for increase in inspector rates and an increased number of expected inspections. |
| BOS/Town Administration 1123532.530400 Contractual Bargaining | \$75,000.00 | To set-aside funds for anticipated and unanticipated retirements. |
| Information Technology 1155520.530900 Technical Services | \$46,300.00 | Software licensing costs. |
| School Department Budget Department 300 | \$242,943.00 | Additional state aid funds for School Department expenses. |
| Sewer Enterprise 64440520.521100 Electricity | \$45,000.00 | Additional funding based on FY19 actual expense |
| 64440520.524200 Repair & Maintenance | \$16,000.00 | Additional funding based on FY19 actual expense |
| 64440540.550100 Chemicals | \$21,000.00 | Additional funding based on FY19 actual expense |
| Transfer Station Enterprise 63433520.527100 Hauling Costs | \$114,000.00 | Increased hauling costs based on FY19 actual expense |
| Widows Walk (Golf) Enterprise 61661520.524200 Repair & Maintenance | \$21,000.00 | Additional repair & maintenance costs with maintenance building |
| Town Marina Pilings Project – Town Share 66298580. Capital Outlay | \$200,000.00 | Additional funding need to complete this project which is predominantly funded by a Seaport Economic Advisory Council grant. |

3. ARTICLE 3 Capital Improvement Plan \$3,988,955.00

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|--|-----------|
| 7. Humarock Fire Station Apparatus Bay | \$98,875 |
| 8. Information Technology Upgrades & Licensing | \$192,585 |
| 9. Security Upgrades to Town Facilities | \$314,270 |

- | | |
|--|-------------|
| 10. Facilities Study & Maintenance Plan for Town Buildings | \$208,225 |
| 11. Water Meter Replacement | \$175,000 |
| 12. Design, Engineering & Replacement of Water Mains | \$3,000,000 |

4. ARTICLE 4 Acceptance of Loan – Third Cliff FEMA Subsidized Storm Repairs (Consent Agenda)
5. ARTICLE 5 Community Preservation Act
 - a. \$5,000 Stone Mile Markers from Historic Resources
 - b. \$85,000 North Scituate Train Canopy
6. ARTICLE 6. Zoning Bylaw Amendment – Political Signs (Section 710)
7. ARTICLE 7. Zoning Bylaw Amendment – Greenbush/Driftway
8. ARTICLE 8. Amend Zoning Map to Extend Humarock Village Residential Overlay Zoning District
9. ARTICLE 9. General Bylaw amendment – Section 20510 Council on Aging (Consent Agenda)
10. ARTICLE 10. General Bylaw amendment – Section 32070 Plastic Bag Bylaw (Consent Agenda)
11. ARTICLE 11. Local Option Acceptance – Property Tax Exemptions Gold Star Parents (Consent Agenda)
 - a. Local option acceptance of MGL c 59 s5 cl 22H (gold star parents)
12. ARTICLE 12. Petition Article – Section 32060 Water Moratorium
13. ARTICLE 13. Petition Article – Petition Legislature to Impose Water Moratorium
14. ARTICLE 14. Petition Article – Petition Legislature for Scituate Water Commission

Move that the Board of Selectmen vote the warrant articles for the November 5, 2019 Special Town Meeting contingent upon any further changes by Town Counsel and/or the Town Administrator.

Motion by Ms. Canfield to vote in favor of articles 1, 2, 3 and 4 second by Ms. Connolly Unanimous Vote (5-0)

Motion by Ms. Canfield to vote in favor of article 5 second by Ms. Curran Unanimous Vote (5-0)

Motion by Ms. Canfield to vote in favor of articles 6, 7, 8, 9, 10 and 11 second by Mr. Harris Unanimous Vote (5-0)

Motion by Ms. Canfield to vote not in favor of article 12 second by Mr. Harris Unanimous Vote against article (5-0)

Motion by Ms. Canfield to vote not in favor of article 13 second by Mr. Harris Unanimous Vote against article (5-0)

Motion by Ms. Canfield to vote not in favor of article 14 second by Mr. Harris Unanimous Vote against article (5-0)

Articles assigned to Board of Selectmen to represent the Board at Special Town Meeting

Article 1 Mr. Vegnani

Article 2 Mr. Vegnani

Article 3 Mr. Vegnani

Article 4 Ms. Curran
Article 5 Ms. Connolly
Article 6 Ms. Connolly
Article 7 Mr. Harris
Article 8 Mr. Harris
Article 9 Ms. Canfield
Article 10 Ms. Canfield
Article 11 Ms. Canfield
Article 12 Ms. Canfield
Article 13 Ms. Canfield
Article 14 Ms. Curran

Ms. Canfield is travelling that day and a backup was assigned in case there is a problem with the flight.
Ms. Curran will cover Articles 9-11 if needed and Mr. Vegnani will cover Articles 12 & 13 if needed.

Designation of Town Administrator and DPW Director for authority to act on behalf of the Town of Scituate regarding the Clean Water Trust for DWSRF-4588 – Well 17A Water Treatment Plant,
James Boudreau, Town Administrator
The Board of Selectmen reviewed the documents.

The Clerk of the Board of Selectmen, Ms. Canfield, read the following into the record:

AUTHORITY TO FILE

Whereas, _____ the Town of Scituate _____, after thorough investigation,

(Applicant)

has determined that the work activity consisting of:

DWSRF 4588 – Well 17A Water Treatment Plant

(describe project)

is both in the public interest and necessary to protect the public health, and that to undertake this activity, it is necessary to apply for assistance; and

Whereas, the Massachusetts Department of Environmental Protection (MassDEP) and the Massachusetts Clean Water Trust (the Trust) of the Commonwealth of Massachusetts, pursuant to Chapter 21 and Chapter 29C of the General Laws of the Commonwealth ("Chapter 21" and "Chapter 29C") are authorized to make loans to municipalities for the purpose of funding planning and construction activities relative to Drinking Water Protection Projects; and

Whereas, the Applicant has examined the provisions of the Act, Chapter 21 and Chapter 29C, and believes it to be in the public interest to file a loan application.

NOW, THEREFORE, BE IT RESOLVED by the Town of Scituate _____

(Governing Body)

as follows:

1. That Town of Scituate Town Administrator – James Boudreau and DPW Director – Kevin Cafferty are hereby authorized on behalf of the Applicant to file applications and execute agreements for grant and/or loan assistance as well as furnishing such information, data and documents pertaining to the applicant for a grant(s) and/or loan(s) as may be required; and otherwise to act as the authorized representative of the Applicant in connection with this application;
2. That the purpose of said loan(s), if awarded, shall be to fund construction activities.
3. That if said award is made the Applicant agrees to pay those costs which constitute the required Applicant's share of the project cost.

Ms. Curran made a motion to authorize the Town Administrator and DPW Director as authorized officials for filing paperwork with the Massachusetts Clean Water Trust relevant to the DWSRF 4588 Well 17A Water Treatment Plant (Green Sand Filter Facility) second by Mr. Harris Unanimous Vote (5-0)

OLD BUSINESS:

DPW Rates for Water, Sewer and Transfer Station, Nancy Holt, Town Accountant/Finance Director

This topic was previously discussed at the 9/17 and 10/1 Board of Selectmen meetings.

Ms. Holt reviewed the current and proposed Water, Sewer and Transfer Station rates with the Board of Selectmen. Ms. Connolly asked why we wouldn't charge the same price for a damaged meter and a new meter since the proposal suggested \$250 to replace a damaged meter and \$500 for a new meter. It was agreed to change the price for a damaged meter to \$500.

After review the Board of Selectmen voted the following:

Water Rates

1. **Move that the Board of Selectmen vote to increase water usage rates by 15.2% as shown on the attached rate sheet effective for the second quarter FY2020 billing cycle. Motion by Ms. Curran second by Mr. Harris Unanimous Vote (5-0)**
2. **Move that the Board of Selectmen vote to increase the \$250 damaged meter fee to \$500 as of October 15, 2019. Motion by Ms. Canfield second by Mr. Harris Unanimous Vote (5-0)**
3. **Move that the Board of Selectmen vote to increase the \$25 back flow and fire sprinkler fees to \$50 as of October 15, 2019. Motion by Ms. Canfield second by Mr. Harris Unanimous Vote (5-0)**
4. **Move that the Board of Selectmen vote to add a new fee of \$40 for a final meter reading as of October 15, 2019. Motion by Ms. Canfield Second by Mr. Harris Unanimous Vote (5-0)**
5. **Move that the Board of Selectmen vote to add a new fee of \$50 for removal/re-installation of a meter aka 'turn on/turn off' fee as of October 15, 2019. Motion by Ms. Canfield no second motion fails.**

Sewer Rates

1. Move that the Board of Selectmen vote to eliminate the 625 CF of free usage currently afforded to sewer users effective for the second quarter FY2020 billing cycle. Motion by Ms. Canfield second by Ms. Connolly Unanimous Vote (5-0)

Transfer Station Rates

1. Move that the Board of Selectmen vote to increase the transfer station sticker price by \$10 from \$80 to \$90 effective January 1, 2020. Motion by Ms. Canfield second by Mr. Harris Vote in favor Canfield, Harris, Vegnani, Connolly Vote against Curran Motion passes (4-1)
2. Move that the Board of Selectmen vote to increase the construction debris rate by \$.02 per pound from \$.10 per pound to \$.12 per pound effective December 1, 2019. Motion by Ms. Canfield second by Mr. Harris Unanimous Vote (5-0)

NEW BUSINESS:

1. Draft 2020 Board of Selectmen Meeting Schedule

The Board of Selectmen reviewed and accepted the 2020 Selectmen meeting schedule.

2. FY2021 Budget Calendar

Move to approve the FY21 Budget Meeting Calendar Schedule. Motion by Ms. Connolly second by Ms. Curran Unanimous Vote (5-0)

3. One Day Wine & Malt Applications

- a. Restaurant Oro @ 227 CJC Hwy on 11/9 6-10 p.m. Event Cancelled
- b. Restaurant Oro @ 227 CJC Hwy on 11/16 6-10
- c. Family Crest Catering @ SMC on 11/10 2-6 p.m.

Move that the Board of Selectmen approve One-Day Wine & Malt licenses to Restaurant Oro for an event at 227 Chief Justice Cushing Hwy on November 16, 2019 from 6:00 - 10:00 p.m. Motion by Ms. Canfield Second by Mr. Harris Unanimous Vote (5-0)

Move that the Board of Selectmen approve One-Day Wine & Malt licenses to Family Crest Catering for an event at the Scituate Maritime Center on November 10, 2019 from 2:00 - 6:00 p.m. Motion by Ms. Canfield Second by Mr. Harris Unanimous Vote (5-0)

4. Board & Committee Appointments

- a. Affordable Housing Trust
- b. Community Preservation Act Committee
- c. Council on Aging
- d. Coastal Advisory Commission

1. Move to reappoint Ruth Wagner to the Affordable Housing Trust for a term of two years or until a successor is named and completion of the conflict of interest law online training program is completed within 30 days. Motion by Ms. Curran second by Mr. Harris Unanimous Vote (5-0)

2. Move to appoint Suzanne Brennan to the Community Preservation Act Committee for a term of three years or until a successor is named and completion of the conflict of interest law online training program is completed within 30 days. Motion by Ms. Connolly second by Ms. Curran Unanimous Vote (5-0)
3. Move to appoint Margaret (Meg) Stillman to the Community Preservation Act Committee for a term of three years or until a successor is named and completion of the conflict of interest law online training program is completed within 30 days. Motion by Ms. Connolly second by Ms. Curran Unanimous Vote (5-0)
4. Move to reappoint Leslie James and Janice Desmond to the Council on Aging for a term of three years or until a successor is named and completion of the conflict of interest law online training program is completed within 30 days. Motion by Ms. Canfield second by Mr. Harris Unanimous Vote (5-0)
5. Move to appoint Maud Meulstee and Susan Drevitch Kelly to the Council on Aging for a term of three years or until a successor is named and completion of the conflict of interest law online training program is completed within 30 days. Motion by Ms. Canfield second by Mr. Harris Unanimous Vote (5-0)
6. Move to appoint James Canavan to the Coastal Advisory Commission for a term of one year or until a successor is named and completion of the conflict of interest law online training program is completed within 30 days. Motion by Ms. Curran second by Ms. Connolly Unanimous Vote (5-0)
7. Move to appoint Steven Tripp to the Coastal Advisory Commission for a term of one year or until a successor is named and completion of the conflict of interest law online training program is completed within 30 days. Motion by Mr. Vegnani second by Ms. Curran Unanimous Vote (5-0)

5. 2020 Annual Town Meeting Date

Move that the Board of Selectmen vote to approve the Annual Town Meeting date of Monday April 13, 2020. Motion by Ms. Connolly second by Ms. Canfield Unanimous Vote (5-0)

6. Annual Retreat Date

The Board discussed having an annual retreat. Mr. Vegnani asked Board members to email him some dates they could meet on before Thanksgiving.

OTHER BUSINESS:

1. Liaison Reports

Ms. Canfield Master Plan Community Meeting @ Gates. 10/22

Meals on Wheels volunteers needed for this winter.

Financial Forecasting meeting was held and reviewed the Capital Plan.

Veterans Services held their first meeting last week and they are very energetic.

Ms. Curran said we need a notification process when there are fireworks events in town.

BOS Shellfish meeting will be held 10/29 @ 7 p.m.

2. **Correspondence**

Beach Sticker Contest selected and designed by Peg Lee. 70 applications were submitted.

3. **Approval of Meeting Minutes**

Mr. Vegnani has changes to the 10/1/19 minutes and asked to vote at the next meeting.

4. **Adjournment and Signing of Documents**

Ms. Canfield made a motion to adjourn the meeting at 10:25 p.m. Second by Ms. Curran Unanimous Vote (5-0)

Respectfully Submitted,

Lorraine Devin, Recorder

List of Documents for October 15, 2019 Board of Selectmen Meeting

- Agenda
- Amend Date for 2020 Annual Town Election
- Waiver of Special Event fee request from:
 - Halloween in the Harbor
 - Fall for Scituate
- Interview Board & Committee Applicant
- Construction Inspectional Services Contract to SW Cole Engineering
- Capital Planning Committee Report
- November 5, 2019 Special Town Meeting Warrant Articles & Assign Warrant Articles to Selectmen
- Designation of Town Administrator and DPW Director for authority to act on behalf of the Town of Scituate regarding the Clean Water Trust for DWSRF-4588 – Well 17A Water Treatment Plant
- DPW Rates for Water, Sewer and Transfer Station Proposal
- Draft 2020 Board of Selectmen Meeting Schedule
- FY2021 Budget Calendar
- One Day Wine & Malt Applications
 - Restaurant Oro @ 227 CJC Hwy on 11/9 6-10 p.m. event cancelled
 - Restaurant Oro @ 227 CJC Hwy on 11/16 6-10
 - Family Crest Catering @ SMC on 11/10 2-6 p.m.
- Board & Committee Appointments (Appointment Books with all applications & backup)
 - Affordable Housing Trust
 - Community Preservation Act Committee
 - Council on Aging
 - Coastal Advisory Commission
- 2020 Annual Town Meeting Date
- Annual Retreat Date
- Correspondence
 - Beach Commission Sticker Design
- Meeting Minutes for October 1, 2019 postponed to future meeting

Board of Selectmen Meeting Minutes for October 15, 2019

BOARD OF SELECTMEN

Anthony V. Vegnani, Chairman

Shawn Harris, Vice Chairman

Karen B. Canfield, Clerk

Karen E. Connolly

Maura C. Curran