

**MEETING MINUTES
BOARD OF SELECTMEN
December 17, 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 7:04 p.m.

Acceptance of Agenda

Ms. Canfield made a motion to accept the agenda for December 17, 2019

Second by Mr. Harris Unanimous vote (5-0)

WALK INS – no walk ins

REPORT OF THE TOWN ADMINISTRATOR

The weather has prohibited work on the new athletic fields. The slab is poured for the amenities building. Work will need to wait until the weather improves. There will be a donation tonight for a new Scituate Lacrosse wall. Flushing is ongoing for 2 weeks. It is suspended for the holidays. The water study update will be tomorrow night at 6 p.m. at the Library. There is one more code red sign up day this Thursday 9-11 a.m. in the Hearing Room. Mr. Vegnani asked the status of the sewer at Cedar Point. Mr. Boudreau said the board approved the engineering work to begin at the last meeting. Mr. Vegnani asked Mr. Boudreau to look at the restrooms in the old Gates School there is a problem with basketball games, etc. Mr. Boudreau said he would look into it.

SCHEDULED ITEMS:

Acceptance of Donations

- Scituate Fire from Coastal Coalition, John Murphy, Fire Chief & Meri Jenkins, Coastal Coalition Ms. Jenkins would like to thank Dave Ball who has worked to better the lives of Scituate residents and the children of our community. He has worked tirelessly to preserve our historic locations. Every resident has benefited from all his hard work. Ms. Jenkins provided the donation to Chief Murphy. Chief Murphy thanked David Ball for his support with coastal residents.

Move that the Board of Selectmen accept a donation in the amount of \$500.00 from the Coastal Coalition to the Scituate Fire Department towards the purchase of 1000 Emergency Preparedness magnets. Motion by Ms. Curran second by Ms. Connolly Unanimous Vote (5-0)

- Town of Scituate from Scituate Lacrosse, Sean O'Brien, President, Scituate Youth Lacrosse Sean O'Brien would like to make a donation to the town for the purpose of building a lacrosse rebound wall. It is an important project for the lacrosse community but can be used by other teams as well. Chris Roberts of Scituate Lacrosse attended also and they plan to donate additional funds to the project in the future. The structure will be 6 ½ feet wide. There will be a turf pad surrounding the wall. They coordinated with recreation not to impact the other field projects. The Selectmen thanked the group and the parents for their donations.

Move to accept the gift of \$24,908.40 for the addition of a lacrosse wall at High School Fields Complex. Motion by Ms. Canfield second by Mr. Harris Unanimous Vote (5-0)

BOARD & COMMITTEE INTERVIEWS

Claudia Oliver, Widows Walk Committee

A resident of Scituate since 1977 and is a golfer. She would like to get involved in Widows Walk and has a degree in physical education and recreation. She was a past member of the recreation commission and is involved in the Chamber of Commerce. She has a lot of experience working on different committees. She likes Widows Walk and has attended recent meetings. Ms. Oliver is only interested in this committee.

Bruce Arbonies, Water Resources Commission

Mr. Arbonies moved from NJ and recently moved to Scituate in 2018. He has attended many planning meetings and has gone through an update to their home and has more free time. The issue of water is substantial to the town and he would like to help in this area. He does not have background in water specifically but worked at Prudential and faced off with many business units. Mr. Arbonies was involved in committees, charities and sports organizations in NJ.

Andreas Vietor, Water Resources Commission & Charter Review Committee

Mr. Vietor attended the master plan meeting last week and is interested in getting involved in the community. He recently moved to Scituate in 2019 and grew up in CT and moved to CO and TX. He has family in the area. He helps early stage companies go out and raise capital. He was an equity research analyst and was involved in renewables. He met Mr. Vegnani at the master planning meeting and after discussion he decided to get involved and apply for open positions. Ms. Curran thinks he would bring great input for the Charter Review Committee.

Briana Trifiro, Cable TV Advisory Committee

Ms. Trifiro is a Scituate resident and graduated in 2013 and got her basters. She has worked at SCTV for 6 years and works to bring SCTV to the next level. Working to bring everything on line and have a one stop shop. Briana studies Social Media in her PhD. She believes we have the tools to do it but live meetings and archived meetings are important. Ms. Canfield asked if she felt there was a conflict between working for SCTV and serving on the board. Ms. Trifiro said she does not feel there would be a conflict. Mr. Vegnani said she would need to recuse herself if there was any type of conflict and Ms. Trifiro said she would do that. She was part of a program called Scituate weekly and it was a good show for quick tidbits. People usually don't want to sit and watch hours of content for meetings.

Richard Bailey, Charter Review Committee

Mr. Bailey lives in Scituate since May of 2000. He read about the Charter Review Committee and he has been involved in restructuring of companies following FCC rules and he has a great background for this committee. What he has learned and what he has had to do is work on improving after analysis. He looks at people, process and product. He staffed a previous charter review committee in his past as an assistant to a Mayor. Ms. Canfield asked his impression of town meeting. Mr. Bailey said it is an eastern New England form of government. It is a throw-back to the way things were done in history. Mr. Bailey said he would like to go in with an open mind and has no preconceived notions.

Coastal Vision Contract, Kyle Boyd, Coastal Management Officer

In 2018 the Consensus Building Institute (CBI) interviewed different groups in Scituate and they made recommendations. This is in line with the recommendations made by the CBI. This is planned to be a two phased process. To approach each section of town and phase I is to research each section phase II is to

implement a recommendation for each area of the coast. We recently started this at Peggotty Beach to understand what the residents feel and want. It is powerful to understand what the residents want even if it is not feasible for the town. Ms. Connolly wants to be sure this is tied into the master plan. Ms. Curran wants to be sure it is actionable and mapped out with a time table and how it will be financed. Mr. Boyd said the next phase is the 10 year implementation strategy. Ms. Canfield said it is rigorous to get this kind of grant and it is money well spent. Involving MAPC will enhance the project. Mr. Harris asked where we are compared to our neighbors with this effort. Mr. Boyd said we are ahead in our community. Mr. Vegnani said there needs to be a stepping stone process to get us to where we need to be.

Move that the Board of Selectmen approve the contract with the Consensus Building Institute in an amount not to exceed \$228,820.00. Motion by Ms. Curran second by Ms. Canfield Unanimous Vote (5-0)

Archives Confidential Records Policy, Jody McDonough & Betty Foster, Archivist

There is no confidentiality policy as far as town records are concerned. We hold personnel records and legal records that are sealed. It has been vetted by the Town Clerk and by Robert Clark who is the HR Director. The goal is to get the records into one area that can be locked. There is no state law for this. Ms. Connolly asked if this in line with the Freedom of Information Act. Ms. Foster said yes but confidential records would be protected. Mr. Harris asked if the next phase is to physically have a place to store these records. Ms. Foster said that is the goal. Ms. Curran asked that these be reviewed by Town Counsel prior to approval by the Board of Selectmen. Mr. Vegnani would like to see where these policies would be stored ongoing. Mr. Boudreau said he would look into this. This will be revisited after Town Counsel reviews.

DPW Contracts, Kevin Cafferty, DPW Director

- **CPC Access Drives and Parking Lots Rebid Contract Award**, Frank Snow, Chairman, Conservation Commission and Sean McCarthy, Town Engineer

Mr. Snow said there were four projects that were proposed and he reviewed the projects. At the November 2017 Special Town Meeting, \$528,500 was approved for the design permitting and construction of Parking and Access Drives to CPC acquired preservation land. The DPW and Conservation Departments issued an RFP for an engineering firm to survey, design and permit access drives and parking areas to walking trails in conservation/passive recreational areas. We selected Morse Engineering as the qualified engineering firm to complete this work. After the design and permitting was completed and a sealed bid conducted, there were not enough funds available to award the bid. A second bid was prepared providing add alternative to the project. A second sealed bid process was opened on November 6, 2019. Conservation is utilizing the South Shore Vocational school for kiosks at the gates. The gates will be operated by volunteers. Ms. Curran said we need to tighten up the access to resources through our website. Mr. Snow said you go to the town website to conservation and click on the maps.

Move that the Board of Selectmen award the contract for the construction of access drives and parking areas to conservation lands to Mass Pavement Reclamation for \$424,710.01. Motion by Ms. Connolly second by Mr. Harris Unanimous Vote (5-0)

- **Bidding and Construction Phase Services for Well 17A Greensand Filter Contract Award \$728,840**

Mr. Cafferty said this is the second phase of the green sand filter. This is construction oversight.

Move that the Board of Selectmen award the contract for bidding and construction phase services for the construction of a Greensand filter for Well17 A to Tighe & Bond, Pocasset , MA for an

amount not to exceed \$728,840. Motion by Ms. Canfield second by Ms. Curran Unanimous Vote (5-0)

ASHER Training Update, Mike Stewart, Police Chief & Mark Thompson, Deputy Chief
Chief Stewart, Deputy Chief Thompson and Detective Prouty provided an update to the Board of Selectmen regarding ASHER training. They are bringing in the schools, community businesses, and clergy. We teach the kids to have the mindset to utilize these skills wherever they are in the future. This is a comprehensive approach. It is disappointing that we need this type of training but it is necessary. Ms. Curran asked if this training is cutting edge level. Deputy Chief Thompson said the models we are using are national best practices run, hide, and fight. Detective Prouty and School Resource Officer Arsenau will be providing training to anybody who asks for it. Ms. Canfield asked the school training includes programming to take this seriously. Based on student feedback they will be revamping some activities. Chief Stewart said there is no great profile for a student who would do this but there are indicators. Mr. Boudreau said there are conflicts with the fire safety code and the safety of students.

FY2021 Town Operating Budget

- **Police 210**

Chief Stewart announced it is his intention to retire July 1, 2020 and he would like the Deputy Chief to present the budget. The most important thing the Chief can do is plan and mentors his team. He has worked for four years to do this. Ms. Connolly appreciates the leadership from Chief Stewart over the years. Ms. Curran was on the search committee years ago when Chief Stewart was hired. She said Ms. Curran elevated the police force under his leadership. Ms. Canfield thanked him for the team that he built and she feels great comfort that the department will be left in good hands. Mr. Vegnani said it is sad news Chief Stewart is leaving he was also on the committee to hire the new Chief. Candidates were from all over the country. Mr. Vegnani said it was clear Chief Stewart was the right choice. Chief Stewart said he would have completed 37 years when he leaves. Mr. Harris said his relationship with Chief Stewart goes back a long way and when he served on the hiring committee he also could clearly see Chief Stewart was the right choice. Mr. Harris said he is sad but he is happy for Chief Stewart. For a 35 person department there are not a lot of opportunities for promotions. He looks forward to his force being eligible for new positions within the force.

Deputy Chief Thompson said we are at a full staff of 35 for the first time in a long time. Kim Stewart resigned also after 25 years and she defined the role and left a lasting impression. Her position is broader now and Craig Keefe was hired as a natural resource officer. He is working with Conservation and he is plugged in to all the different areas of Scituate. The 40 x 60 out building is wrapping up and they have completed this. The coming year is level funded services with the Police Department and the budget is in a good place. The Selectmen reviewed the budget. Permanent Intermittent (PI) Officers are used a lot in the summer and this is step one before we hire full time officers. There were a lot of transitions and a lot of openings over the last five years due to retirements, etc. The PI program is an important program to SPD.

- **Fire 220**

Chief Murphy said they are working on succession planning in the fire department. Chief Murphy reviewed his budget and discussed two goals. First goal is the Humarock Station and the second is the Flood zone Mapping. The town was broken down into 8 zones from Minot to Humarock. The department is working with all the utility companies to adopt these zones. There is a memorandum of understanding the department is negotiating with the Superintendent for the shelter. Scituate is working on developing a mash type unit due to our distance from South Shore Hospital. Tornadoes and

hurricanes could create a situation where we cannot reach the hospital for several days. We are starting to get some funding back from MEMA & FEMA. Chief Murphy will be looking for a 2nd Deputy Chief in the future. He would also like to have a training officer in place in the future. Our average response time is 4 minutes with our new headquarters location down from 6 ½ minutes. We have reduced mutual aid by 30% coming in and increased our aid going out by 25%. Chief Murphy has worked with the local schools to encourage programming for future firefighters & paramedics. Chief Murphy thanked all the firefighters and EMT's for all their hard work. Chief Murphy said they are opening an academy in Bridgewater which would be helpful. It was funded by the State of MA.

- Information Technology 155

Mike Minchella, IT Director started six months ago and is reviewing the existing network. There are six major items that need to be done to streamline, enhance and secure the network. Licensing obligations were taken care of by Special Town Meeting. Intrusion prevention and detection are important in the future. He would like to implement a five year rotation for computers.

- Scituate Cable TV 159

Seth Pfeiffer said his budget is consistent over the last two years. They are looking to re-envision their focus and where they are going. Online development is a huge focus of where SCTV is going. They will be putting in new software to stream the channels online. With the new system they can stream live the meetings whether someone has Comcast or not. The equipment needs to be upgraded. They will be working on the EOC. Mr. Vegnani said they would like more content on SCTV which they are working on. Ms. Connolly asked if we could tape additional meetings such as the Advisory Committee and CPC. Ms. Connolly would like more information regarding important meetings that have taken place and what is coming up. Ms. Canfield asked what is happening with the library. Mr. Pfeiffer said the fiber was installed in October to the library and when the work is finished at the high school he will be working to activate this.

- Veterans 543

Mr. Knapp reviewed his budget. The new software is working out much better now that it is in place and up and running. Mr. Vegnani asked what is Mr. Knapp's plan to get Veterans the money they deserve. Mr. Knapp said they have always had the public service announcements. Moving into the new senior center building will be a big advantage for people to come up to his office. Mr. Vegnani said he would like us to be more proactive in getting services to our Veterans. Mr. Knapp said all he can do is help the Veterans that come in to his office when they are ready. Ms. Curran suggests sending a survey out to the Veterans would be helpful. Ms. Connolly thinks the new Senior Center space will be a great spot for the Veterans to come in to discuss services. Ms. Connolly thanked Mr. Knapp for the Wreath Laying Ceremony this weekend. Mr. Knapp said there is \$332,000 a month coming in to Veterans in the Town of Scituate. Mr. Vegnani would like Mr. Knapp to figure out a way to measure the services to Veterans.

- Beautification 650

Leslie Dienel and Sytske Humphrey represented Beautification. They have requested an increase. The Town Administrator has recommended the Selectmen approve the increase to \$25,000. Ms. Humphrey would like to plant fall flowers to bloom in the spring to keep the lots looking better longer. Plant Scituate was a new way to get Scituate residents more involved. Planting marigolds this year was a great campaign. Ms. Humphrey thanked Mr. Harris for supporting the project. The Selectmen thanked

Ms. Dienel and Ms. Humphrey and the group for all their work.

- Historical 691

Ms. Holt reviewed the Historical Budget for Mr. Ball. They asked for an increase of \$1100 to \$20,000 that was recommended by the Town Administrator.

- Review of Non-Monetary Articles will be rescheduled to a future meeting.

- Finance Director/Town Accountant 135

Ms. Holt reviewed the budget and the only increase was the payroll step increases. The Board of Selectmen thanked Ms. Holt for the excellent work from her and her staff. We are lucky to have Ms. Holt working for our community.

OLD BUSINESS:

Shellfish Aquaculture Next Steps Board of Selectmen discussion no votes will be taken

Mr. Vegnani said he would like to discuss next steps. The regulations were approved at the last meeting. Ms. Canfield asked if there should be another public meeting. Ms. Canfield said there should be more steps and then brings that information to the public meeting. There needs to be some structure to the defining the pilot. Ms. Connolly would like the Shellfish Advisory Committee to draft the pilot and recommendation to the Board of Selectmen. Susan Harrison, Chair, Shellfish Advisory Committee said once the regulations are approved they will be sent to the Division of Marine Fisheries. Mr. Vegnani said the Selectmen need to give the Shellfish Advisory committee some guidance as to what the Selectmen are looking to do. The Selectmen will define the information at the January 7, 2020 Selectmen meeting.

Room Occupancy Tax

Ms. Connolly said Town Meeting voted to implement a 6% tax and Ms. Connolly recommends reducing it to 4%. Ms. Curran is in support of reducing the tax. Ms. Canfield said there is only one inn in town and we should enthusiastically support a reduction to 4% to help the business as much as we can. Mr. Harris agrees that we should reduce the tax. He does not want to hurt the Inn at Scituate Harbor. Mr. Vegnani agrees in reducing it to 4%. Mr. Vegnani said the Selectmen looked at it and saw over 1000 B&B's in Scituate. There are roughly 60 Scituate air B&B's that registered in the State. It can be reevaluated at a future date.

Motion to add a warrant article to the April 13, 2020 Annual Town Meeting to reduce the Room Occupancy Tax from 6% to 4%. Motion by Ms. Curran second by Ms. Canfield Unanimous Vote (5-0)

NEW BUSINESS:

1. 2020 License Renewals

MOVE THAT THE BOARD OF SELECTMEN VOTE TO RENEW THE FOLLOWING COMMON VICTUALLER LICENSES FOR 2020:

CP's Pizza

China Gourmet

Hingham Yogurt Inc. dba Nona's Ice Cream

Mike's Scituate Harbor dba Sam's on the Harbor

Gondur Investment dba CreYo

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

2. Close Monday April 13, 2020 Annual & Special Town Meeting Warrant

Move that the Board of Selectmen close the Warrant for the Annual & Special Town Meeting to be held on Monday, April 13, 2020. Motion by Curran second by Ms. Connolly Unanimous Vote (5-0)

3. Board & Committee Appointments

Conservation Commission

Town Accountant

Widows Walk

Water Resources Commission

Cable TV Advisory Committee

Coastal Advisory Commission

Treasurer/Collector

Zoning Board of Appeals

Charter Review Committee

Beach Commission

- 1. Move to appoint Brendan Collins to the Conservation Commission 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. Curran second by Ms. Connolly Unanimous Vote (5-0)**
- 2. Move to reappoint Louise Pfund, Captain Patrick Reilly, Kevin Cafferty, Frank Snow, Jonathan Grant, and Lynda Murray 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. Canfield Unanimous Vote (5-0)**

Mr. Harris briefly stepped out of the meeting at 10:50 p.m.

- 3. Move to appoint Jill Lamoreaux 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. Canfield second by Ms. Connolly Unanimous Vote (4-0)**
- 4. Move to appoint Nancy Holt as the Town Accountant 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. Curran second by Ms. Connolly Unanimous Vote (4-0)**
- 5. Move to appoint Pamela Avitabile as the Treasurer/Collector 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. Curran second by Ms. Connolly Unanimous Vote (4-0)**

Mr. Harris returned to the meeting at 10:55 p.m.

The Selectmen stated that the Widows Walk vacancy will be appointed at a future meeting.

- 6. Move to reappoint Anthony Bucchere to the Zoning Board of Appeals 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. Curran second by Mr. Harris Unanimous Vote (5-0)**

7. **Move to appoint Bruce Arbonies to the Water Resources Commission 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. Curran second by Mr. Harris Unanimous Vote (5-0)**

The Board discussed the Charter Review Committee and determined Mr. Vegnani, as Chairman, will serve as the member from the Board of Selectmen and that Ms. Curran would be his backup. Rebecca Lewis will be the member from the Planning Board, Nicole Brandolini will be the member from the School Committee and Lincoln Heineman will be the member from the Finance Committee. The first meeting will be held in January. The Selectmen then voted the following for the community members:

8. **Move to appoint Joseph P. Norton to the Charter Review Committee 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. Harris second by Ms. Connolly Unanimous Vote (5-0)**
9. **Move to appoint Richard Bailey to the Charter Review Committee 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 Mr. Harris Unanimous Vote (5-0)**
10. **Move to appoint Andreas (Andy) Viotor to the Charter Review Committee 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. Canfield Unanimous Vote (5-0)**
11. **Move to appoint Briana Trifiro to the Cable TV 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. Curran second by Ms. Connolly Unanimous Vote (5-0)**
12. **Move to reappoint Anne McCracken to the Scituate Beach Commission 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. Curran second by Mr. Harris Unanimous Vote (5-0)**

OTHER BUSINESS:

1. **Liaison Reports**

Four residents have taken advantage of the Septic Loan program. Mr. Harris thanked the Board of Health, Lorraine Devin and Nancy Holt
Mr. Vegnani thanked the Planning Board for the master plan meeting last week.

2. **Correspondence**

- a. Mass School Building Authority Letter Scituate was not selected.

3. **Approval of Meeting Minutes none approved at this meeting**
4. **Adjournment and Signing of Documents**

**The meeting was adjourned at 11:15 p.m. motion by Mr. Harris second by Ms. Curran
Unanimous Vote (5-0)**

Respectfully Submitted,

Lorraine Devin, Recorder

List of Documents for December 17, 2019 Board of Selectmen Meeting

- Agenda
- Acceptance of Donations from Coastal Coalition to SFD and from Scituate Lacrosse to Town of Scituate
- Board & Committee Interviews see Board & Committee Book for applications and spreadsheet for interviews
- Coastal Vision Contract
- Archives Confidential Records Policy
- DPW Contracts
 - CPC Access Drives and Parking Lots Rebid Contract Award
 - Bidding and Construction Phase Services for Well 17A Greensand Filter Contract Award \$728,840
- ASHER Training Update SPD
- FY2021 Operating Budget Reviews
 - Police 210
 - Fire 220
 - Review of Non-Monetary Articles
 - Finance Director/Town Accountant 135
 - Information Technology 155
 - Scituate Cable TV 159
 - Veterans 543
 - Beautification 650
 - Historical 691
- Shellfish Aquaculture next steps discussion and review final draft of regulations
- Room Occupancy Tax
- 2020 License Renewals
- Close Annual & Special Town Meeting warrant for April 13, 2020
- Board & Committee Appointments

Conservation Commission	Coastal Advisory Commission
Town Accountant	Treasurer/Collector
Widows Walk	Zoning Board of Appeals
Water Resources Commission	Charter Review Committee
Cable TV Advisory Committee	Beach Commission
- Correspondence
 - MSBA Letter Cushing & Hatherly not eligible at this time

BOARD OF SELECTMEN

Anthony V. Vegnani, Chairman

Shawn Harris, Vice Chairman

Karen B. Canfield, Clerk

Karen E. Connolly

Maura C. Curran