

**MEETING MINUTES
BOARD OF SELECTMEN
January 7, 2020**

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

Also present: James Boudreau, Town Administrator

Mr. Harris will join the meeting later.

The Meeting was called to order at 6:35 p.m.

Acceptance of Agenda

Ms. Curran made a motion to accept the agenda for January 7, 2020

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

EXECUTIVE SESSION:

1. To discuss strategy with respect to litigation. – Hatherly Rd. Fence

The Chair declares that an open meeting may have a detrimental effect on the negotiating position of the town to discuss strategy with respect to litigation regarding the Murphy property Hatherly Road fence. The board will reconvene in open session.

I move that the Board of Selectmen go into executive session at 6:37 p.m. pursuant to M.G.L. c. 30A, §21 (3) for the purpose of discussing strategy with respect to the Murphy property, Hatherly Road fence litigation because an open session discussion would have a detrimental effect on the negotiating position of the town.

Vegnani yes
Canfield yes
Connolly yes
Curran yes

Mr. Harris joined the meeting at 6:47 p.m.

Motion to adjourn the executive session at 6:57 and reconvene the Board of Selectmen meeting at 6:58 p.m. in open session.

Vegnani yes
Harris yes
Canfield yes
Connolly yes
Curran yes

SCHEDULED ITEMS:

Acceptance of Toll Brothers Donation to Conservation Commission for \$15,000

Motion by Mr. Harris second by Ms. Connolly to accept the donation Unanimous Vote (5-0)

Early Voting Location & Hours, Kathy Gardner, Town Clerk

Early Voting will take place at Town Hall during normal business hours, beginning on Monday, February 24, 2020- Friday, February 28, 2020. Mon., Wed., and Thursday 8:30 AM-4:45 PM, Tuesday 8:30 AM-7:30 PM and Friday 8:30 AM-Noon (EV only). Motion by Ms. Canfield second by Ms. Curran Unanimous Vote (5-0)

Sludge Cake Disposal Contract, Kevin Cafferty, DPW Director

The Selectmen would like to see if there were other options available to us. We only had one bidder for the contract. There were 10 companies that showed interest but there was only one bid. The contract is for three years, one year with two renewals. The Board said move forward with it and review it in one year and go back out to bid if necessary.

Move that the Board of Selectmen vote to approve the contract to South Shore Disposal for the disposal of sludge cake for \$134 per ton. Motion by Ms. Canfield second by Ms. Curran Unanimous Vote (5-0)

WALK INS – There are no walk ins this evening.

REPORT OF THE TOWN ADMINISTRATOR

1. Fields: With the weather taking a turn against us and the holidays coming and going, work on the baseball and softball fields has slowed. Crews were out there yesterday and today doing work on those two areas. Work is continuing on the amenities building as the shell has been completed and the roof installed at this point. We have our first update meeting since before Christmas tomorrow so I will have more of an update for you at that time.
2. Water. You have the latest water update from the water department which will be posted tomorrow morning. We have completed 8-9 flushing zones and will continue flushing as long as the weather permits. Flushing was scheduled to continue this week. The second pressure reduction valve has been installed in Humarock and is being tested in conjunction with the Fire Department. The installation of the two pressure relief valves we hope will reduce the incidents of water breaks in Humarock. We are doing the design work for the replacement of the 2" water cast iron water mains scattered around the town. This is a piece of 2" water main from a break on Lantern Lane. You can see how bad these pipes are and why they are scheduled to be replaced ASAP.
3. Auction. We have completed our first on-line auction disposing of some of the surplus equipment and supplies being stored in the C-wing of the Old Gates. We generated about \$7k from the sale of some kitchen equipment, and assorted tables and chairs. All of the items that did not sell in the first auction and items that were sold but not picked up have been moved from the C –wing into the cafeteria, library and assorted classrooms. If the item sold but was not picked up, we keep the item and the money, so win-win. Nancy coordinated moving the material from the C-Wing so I assure you that she made sure nothing of value was gotten rid of. I want to thank Kevin Cafferty and his crew for their help in moving the stuff from the C-Wing and getting it cleaned out. Nancy and Michelle are meeting with the auction company tomorrow to schedule the second auction. This one will include the boats and most of the vehicles.
4. We finally completed the striping on Beaver dam road. The striping has been done in paint as a temporary measure for the winter. We kept waiting for the correct conditions for the thermos plastic but we were running out of time. We will replace the paint with the more visible and permanent thermo plastic in the spring. While I am on the subject of the DPW the office has received several calls about the stop sign on Booth Hill approaching 3A from North Scituate not blinking. That's because it is currently a non-blinking sign. The sign was malfunctioning so we have sent it back and replaced it with a traditional sign in the interim. It will be fixed and replaced.
5. Regional sewer meeting 1/29 and we should get the numbers.
6. CCC Grant. Governor's office called Sen. O'Connor, Rep. Kearney and Rep. Meschino to inform us Scituate has been awarded \$200,000 from the Community Compact's IT grant program. This program offers of up to \$200,000 for IT related projects to towns that are part of the Community Compact. As you may know, Scituate's grant would connect 12 town buildings together with high-speed fiber optic

cables by leveraging some of the existing fiber which was installed by the school department many years ago. The fiber would connect the Town's data and voice network to the data center in the Public Safety Complex (PSC). Receiving the maximum amount is great for the Town and we are happy to share this news with you. Very important addition to our cyber security program. Congrats to Mike Minchello our IT director for his work on this grant.

Ms. Canfield asked when the demolition of the C wing will happen. Mr. Boudreau said there are some meetings that need to be held and it should begin in the next couple of weeks.

Mr. Vegnani asked the status of the library. Mr. Boudreau said it does not meet ADA requirements the way it is laid out. The architect and contractor are working on it.

Ms. Connolly asked when Lawson Green will begin. Mr. Boudreau send end of January, beginning of February it is scheduled to begin.

Water Construction Update

Gannett Road: Water services relocation has been completed. The Town will be looking at the Roadway and addressing the bumps caused by the work. The trenches will be ground out and repaved in the spring. This road is not scheduled to be paved because of the potential for the installation of the North Scituate Sewer Project.

Mann Lot Road and Booth Hill Road: The water repairs are complete. The Town has made improvements to the trench pavement. The road will be evaluated in the spring.

Water Flushing: The Town has completed 8 of 9 phases of a UDF (uni-directional flushing). Water flushing started up again on 1.06.2020 after taking a break during the holiday season. 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. This will be on-going as water supplies last and as the weather cooperates. It is scheduled to go as late as safely possible.

Sampling Results for Manganese:

SAMPLING LOCATIONS	Mn Levels (mg/L) June 2019	Mn Levels (mg/L) October 2019 (ND = Non Detect)
Mount Hope Bldg.	0.022	0.013
USCG Station	0.038	0 (ND)
Fire Department HQ	0.043	0.008
Sand Hills Station	0.372	0 (ND)
Chain Pond Station	0.05	0 (ND)
Minot Fire Bldg.	0.027	0 (ND)
Widows Walk GC	0.111	0.01

PRV: Pressure Reduction Valve has been completed in Humarock. Town will be testing the next month and then calibrating the system with the Scituate Fire Department.

Water Study: The study is being completed and will be scheduled for a presentation to the Selectmen.

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.
7. Next Design Contract has been awarded for water pipe replacement.

Parking Spaces for Businesses in North Scituate

Ms. Canfield said she has had a request for employee parking. Bill Carey 761 Country Way attended the meeting and he owns Staci's Stitches. He is looking for 2 parking spots for employees. Ann Burbine said the town owns some parking areas in North Scituate. Ms. Burbine will work with the North Scituate Merchants to discuss parking and could come back with recommendations.

FY2021 Town Operating Budget

- Public Safety Communications 230
Barbara reviewed the goals and objectives for the department. Employees are cross trained to take calls for both police and fire. The department has lost four employees by the end of this month. One retired, one is becoming a police officer and one resigned. The department is working to become fully staffed to avoid the overtime. The call volume is higher this year than last. The goal is to dispatch help with 60 seconds. It has been 60-90 seconds.
- Waterways Enterprise 66
Stephen Mone received the Chapter 90 license for the Cole Parkway piling project. A proposal is being put together to go out to bid. The main project is Cole Parkway marina and to replace pilings at the Scituate Maritime Center. He has been working on this since he started the job to get the docks out of the parking lot. They are on the third year of the de icing project and it is going well. A lot of the wiring and pedestals were replaced and it will save money on repair and maintenance ongoing. Employees are receiving customer service training. The pump out boat was replaced with money from a grant. The floats need to be replaced at the marina and it costs about \$1M. Mr. Mone is looking at grant money for aluminum floats. The harbormasters office restrooms and bathrooms are not ADA compliant and Mr. Mone is working on making the facility ADA compliant. This is included in his five year plan. Ms. Curran asked Mr. Boudreau the status of the ADA facility study. Mr. Boudreau said it is complete and they are working on final details. Mr. Mone said the harbormasters office was included in the study. Mr. Vegnani reviewed the budget numbers. A new app program was implemented to allow transient boaters to book a space in Scituate. It just began in August and Mr. Mone expects the full launch this season. He did see an increase in transient slips. Brian Kelly, Collier Road and member of Waterways Commission. The debt service is related to the SMC marina. The dredging project for the North and South River was run in July & August and the towns saved a lot of money by doing this. The harbormasters office did an excellent job managing the boat traffic to accomplish this.
- Shellfish 295
This is level funded. The shellfish committee is working on the regulations as the Selectmen are aware.
- Facilities 410
Kevin Kelly was welcomed back by the Board of Selectmen. The police demolition was completed

and the communication center is ongoing at the PSC. A lot of work has been done at the waste water treatment plant as part of the green communities grant. Working with police to improve the safety in the public buildings. Working to consolidate service contracts. The facilities survey is a major upcoming project. A 3.9% increase is being requested over last year for the new senior center and an increase in fuels and lubricants. Mr. Kelly reviewed the budget with the Selectmen.

- Treasurer Collector 145

Munis software conversion has been a lot of work and we are beginning the second year of the payroll system. The office has over a 90% collection rate and has worked to reduce taxes owed to the Town of Scituate. The wellness committee has expanded and offering a lot more programs to employees. A lot of employees are participating. The Town received the best wellness newcomer award at MMA last year. It has now opened to spouses of employees. Pam was able to obtain over \$1M in interest for the Town of Scituate. The goal is to go totally paperless for the Town.

- Tax Foreclosures 158

Ms. Avitabile works hard with the public to collect taxes owed. The treasurer/collector office works on payment plans, etc. to work out payment arrangements where possible. There are 19 homes that payment plans were negotiated rather than taking the property when taxes were not paid. The water bill has to be paid also or a lien will be placed on property.

- Debt Service 720

Ms. Avitabile has kept the debt service and maintained a AA+ rating. The last time borrowed they asked S&P how to get a AAA borrowing and received some ideas that will be presented to the Board at a later date.

- Plymouth County Retirement 911

The unfunded liability we have not received a large increase at this point. Ms. Avitabile stays on top of it and attends the meetings. There is a 6% increase expected this year. This also includes the money we put into OPEB.

- Contributory Insurance 914

We don't have the final numbers at this time. We work with MIIA on different programs. We expect a 6% increase.

- Federal Taxes 916

4% increase and this increases with wage increases.

Mr. Vegnani stepped out of the meeting at 8:27 p.m.

- Review of Non-Monetary Articles

Ms. Holt reviewed the non-monetary articles expected for the annual town meeting.

Mr. Vegnani returned to the meeting at 8:30 p.m.

Mr. Vegnani asked for a list of the articles. Ms. Holt provided a copy to the Board.

Mr. Vegnani recessed the meeting at 8:34 p.m.

Mr. Vegnani reconvened the meeting at 8:39 p.m.

Widows Walk Clubhouse Improvements, Bryan Dunkelberger, S3 Design, Inc. & Jim Forsgard, Widows Walk Committee Chair

Mr. Forsgard introduced the committee and Mr. Dunkelberger. Mr. Vegnani thanked the committee for all the hard work to date. The goal is to improve the outside appearance of the club and renovate the inside of the club. They would like to make the outside more presentable. Mr. Dunkelberger went through the presentation, reviewing the parking lot, the existing building and the recommended changes. The estimated cost is \$2.5M for the recommended changes. Ms. Holt discussed funding options with the Board and provided a spreadsheet with the information. A CPC project could be put together for consideration for the outdoor parking lot area. New irrigation will be required in about 6 years also which needs to be considered. Ms. Curran commended the

group with all their expertise and keeping the mission and costs under control. Everyone did such a great job sticking to the goal and keeping everything on track. The committee thanked Nancy Holt for her assistance with the budget. The committee would like to see their role expand. The Selectmen will look at expanding their role and what that would involve. Mr. Boudreau said he would like the retained earnings built up over that time. The recommendation is to have this presentation given to Capital Planning. Overall, the Selectmen support the project and it is important that it is phased properly. This will be on the Capital Planning agenda end of January.

Mr. Harris left the meeting at 9:37 p.m.

Mr. Harris joined the meeting at 9:40 p.m.

OLD BUSINESS:

Shellfish Aquaculture Pilot Program Discussion and Outline, Susan Harrison, Shellfish Advisory Committee Chair

Mr. Vegnani said the Selectmen would like to give the parameters to the Shellfish Advisory Committee so they can begin developing the pilot program. Ms. Curran would like to establish criteria as to what makes a pilot a success and develop some measurability. Ms. Canfield would include debris, etc. that should be part of the checklist. Mr. Vegnani said productivity should be a factor. Ms. Connolly said she would not be comfortable with any more than five licenses for the pilot. Mr. Harris suggests we go slightly beyond five. Mr. Harris believes there needs to be spots available for Cohasset as well and needs to consider future expansion. The Selectmen want this to be the least impact to the recreational areas. Mr. Vegnani does not see a lot of growth, he sees this being 5-6 acres as a pilot. Jamie Davenport said there is a lot of evidence that an acre is too small and the average is two acres. The Selectmen would like to see a reasonable plan to accommodate recreation. The Selectmen expect 20 people looking for these licenses. Mr. Harris said we might be better off with fewer farmers with larger lots. Ms. Canfield thinks people will really want to know if it will only be one acre and may change farmers mind in the initial investment. Ms. Connolly said lets go slow and go small until we see the impact on the area and if it works. Ms. Connolly suggests an evaluation of what's working and what's not from the farmers and the neighbors. Mr. Vegnani said the selection process will need to be determined. There are sample qualifications and applications from other towns that we can leverage from for Scituate. The committee will need to recommend criteria that the applicants will be graded on. Ms. Curran asked what the duration would have to be to determine if it is effective. Two years is adequate to determine if it is successful. Five to seven acre lots should be considered for the pilot.

A resident said there is a truthful account of a power boater and she is struggling to envision how 17 acres will fit with recreational use currently in Cohasset.

John Tedeschi said an hour and a half after tide change the water will be over the oyster farms. They will not be taking away recreational use of the property. Mr. Tedeschi

Scott Connolly 151 Glades Road accesses the area very frequently and it is a rich area for clamming. Ms. Connolly said you cannot access the area without going through people's private property. Mr. Tedeschi said you cannot because the state won't allow you to put the farms there. Residents would like to be sure the items discussed at past meetings be included for the pilot program. Rules & Regulations need to be updated on the Town of Scituate website that was sent to DMF. Ms. Devin will follow up and make sure posted tomorrow. Mr. Boudreau said he is waiting for paperwork for clear title for the area.

NEW BUSINESS:

1. ABCC Seasonal Population

Move to approve the 2020 seasonal population estimate. As of July 10, 2020 our resident population estimate is 28,500. Motion by Ms. Curran second by Ms. Connolly Unanimous Vote (5-0)

2. One Day Liquor License

- Black Apron @ St. Mary's on 1/16/20, 4:30-8:30 p.m. for Sister City Event

Move to approve a One Day Wine and Malt License to The Black Apron for a private event at St. Mary's on January 16, 2020 from 4:30pm - 8:30pm Motion by Ms. Canfield second by Mr. Harris Unanimous Vote (5-0)

3. Board & Committee Appointments

Widows Walk

Move to appoint Claudia Oliver to the Widows Walk Golf 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)

OTHER BUSINESS:

1. Liaison Reports

Ms. Connolly represented the Board at the honoring of the centenarians with the Council on Aging and the Boston Cane pin.

2. Correspondence

2020 Election & Town Meeting dates were posted on the Town Clerk's page and it was sent out to out via the town website.

Sister City Film festival was distributed and the schedule is on our Facebook page.

MASSDOT letter received and we will receive \$56,150 .

3. Approval of Meeting Minutes

Move to accept the meeting minutes for the Board of Selectmen meetings held on November 19th, December 3rd and December 17th, 2019 motion by Ms. Curran second by Ms. Canfield Unanimous Vote (5-0)

Move to accept and not release the Executive Session minutes for the Board of Selectmen meeting held on November 19, 2019 since the matter discussed is still pending at this time. Motion by Ms. Curran second by Ms. Connolly Unanimous Vote (5-0)

Adjournment and Signing of Documents

**The meeting was adjourned at 10:24 p.m. motion by Mr. Harris second by Ms. Curran
Unanimous Vote (5-0)**

Respectfully Submitted,

Lorraine Devin, Recorder

List of Documents for January 7, 2020 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