

Board of Selectmen Meeting Minutes

Tuesday, December 15, 2020

Meeting Conducted via ZOOM Remote Participation due to COVID- 19 Emergency

Remote Participation by: Ms. Canfield, Chairman, Mr. Vegnani, Vice Chairman, Ms. Connolly, Ms. Curran, Mr. Goodrich

Remote Participation by: Mr. Boudreau, Town Administrator

Ms. Canfield reviewed the call in procedures for any resident who would like to participate in the meeting by commenting or asking questions. Participation by the public is available by the Zoom link on the agenda or telephone dial instructions.

MEETING CALLED TO ORDER/ACCEPTANCE OF AGENDA

Ms. Connolly made a motion to accept the agenda for December 15, 2020 at 6:33 p.m. Second by Ms. Curran
Unanimous, vote (5-0)

Roll Call Vote:

Canfield yes

Vegnani yes

Connolly yes

Curran yes

Goodrich yes

Ms. Canfield thanked everyone for the Santa, Mrs. Claus and friend's parade through Scituate this weekend. It was a big boost to the community.

ZOOM INS aka WALK INS-no zoom ins at this meeting.

REPORT OF THE TOWN ADMINISTRATOR

1. Since last Monday until we have had 42 new cases in Scituate, up from last week's 26 and among the highest case numbers we have had. To that we add 5 new cases yesterday and 12 new cases for today. For a single week We are now yellow on the state Covid map with a 3.11% positivity rating over the last 14 days up from 2.21% positivity previously. I would assume with the numbers we are seeing that we will be red this week. State wide the positivity rate yesterday was 513%

We are now seeing cases spike from the Thanksgiving "bump". A reminder, if you traveled out of state for the Thanksgiving holiday, or if you travel out of state at all with the exception of Hawaii, be aware that you are subject to travel restrictions. You must quarantine for 14 days upon your return or have a negative COVID-19 test that has been administered within 72 hours prior to arrival back in Massachusetts. So if you have a ski house in NH, Vermont or Maine, you are subject to the travel restrictions. To see all the guidance and restrictions, go to [mass.gov](https://www.mass.gov) and click on the COVID updates. This will be even more crucial with the Christmas holiday coming up and school vacation.

Good news is vaccine deliveries have started.

This is a very crucial time right now. Cases are spiking across the country as we wait for the first doses of the vaccine to become available. If numbers continue to rise, we will see a roll back in openings here in MA and across the country. We as a Town do not want to have to impose more draconian restrictions

or have the schools have to go full remote learning. I will be meeting with my COVID team this morning to discuss how we want to meet these spiking numbers, including rolling back library and town hall availability. Our course is not clear yet, but we will let you know. But that decision will be made by you, by your behavior and how well you are able to follow the guidelines from the state and federal health officials. Stay home if you can, follow the rules if you cannot. Masks, handwashing and distance are the key to getting the virus under control.

2. As of Sunday Massachusetts has rolled back the state opening from Phase 3, step 2, to phase 3 step 1.
 - a. Outdoor gatherings are limited to 25 people. If there are going to be more than 25, you need to provide advance notice to the BOH and you are capped at 50.
 - b. Indoor theaters and performance venues are closed.
 - c. Outdoor theaters and performance venues are limited to 25% capacity with no more than 50 people.
 - d. In restaurants, masks must be worn when sitting at your table except when eating or drinking.
 - e. No more than 6 patrons at a table.
 - f. There is a 90 minute time limit on tables
 - g. No music performances at restaurants
 - h. Mall food court seating is closed.

More information is available at mass.gov/Covid

3. The ban on outdoor watering remains in effect. Southeastern Massachusetts has been upgraded from Moderate Drought to “Abnormally Dry”.

The reservoir is at 91% full, up from 69% full last week. Rainfall was measured at .62 inches over the last seven days as recorded at the treatment plant. The weekly average for water through the treatment plant was at 375,00 gpd, down from 446,000 gpd, the previous week.

4. The fencing has gone up at Cole Parkway for the maritime project. Traffic has been re-routed in the parking lot with signage, barriers and arrows. Please use caution traveling through Cole Parkway. The contractor was unloading pilings this morning and stock piling supplies. I hope to see him commence construction before Xmas. The project is scheduled to be finished by the start of boating season.
5. Cedar point continues to progress. I believe that the laterals on Rebecca have been finished and the contractor is now replacing laterals on Lighthouse. This will change the traffic patterns and walking access at Cedar point so please pay attention to the signs and the detail officers. In addition, the contractor has received delivery of some of the manhole covers they have been waiting for. These are specialized covers designed to prevent water infiltration. With these on sight, we expect that they will bring in a large excavator and begin digging the trench for the installation of the main sewer line. This will be very disruptive and cause traffic closures and stoppages for Cedar Point. We will notify residents of details prior to commencement.
6. From the sewer department we are still having a major problem with so-called “flushable” wipes. They are no flushable. The wipes get caught in pumps at the treatment plant and cause serious problems. The employees are having to take pumps apart and unclog them two-three times a day. Do not flush wipes in the toilet.

7. We are expecting our first plowable snow Wednesday night into Thursday morning. Latest was 5-10 inches but could be more. We are right on the line for 5-10 or 10-15. Please stay off the road during so the plows can do their jobs. If possible do not park on the street and do not throw or plow snow into the street when cleaning up. Because of the predicted snow, we have removed the barriers on Front Street at the Galley. We had let Brian know when we installed them that they would have to be removed before we had a plowable snow storm. We held out as long as we could. Brian understands and thanks the town for their assistance over the summer and fall months. On top of this, Thursday afternoon high tide is predicted at 11.6 tide with a wind driven surge. People should expect splash over and flooding in the usual low lying areas. Please take precautions.

Mr. Goodrich asked about the CARES money and asked if there was any money for additional conference bridge services. Ms. Canfield asked if we could expand the calling services. Mr. Boudreau said we have reached our Plymouth County limit at this point. Mr. Boudreau will check into ZOOM and google meet.

Ms. Curran asked what other type of advisories we can get out there to the public and our local partners about flushing wipes into the septic system. Mr. Goodrich asked if we can put a dollar value to the problem.

Dave Cedrone will focus story for WATD on flushable wipes, big storm and COVID.

SCHEDULED ITEMS:

\$10,000 Donation to Senior Center for Bocce Court Scituate Rotary Club, Linda Hayes, Director and John D. Miller, Chair, Council on Aging

Ms. Hayes is excited to accept this donation. The Rotary Club has been very generous to the Council on Aging. JD Miller is the Chair of the COA and on behalf of the Rotary Club they are thrilled to provide this funding for a Bocce Court. The board thanked the Rotary Club for this very generous donation.

Move that the Board of Selectmen accept this donation in the amount of \$10,000.00 from the Scituate Rotary Club to the Scituate Council on Aging toward the cost of construction of the Bocce Court at the site of the new Senior Center at 333 First Parish Road. Motion by Ms. Curran Second by Ms. Connolly Unanimous Vote (5-0)

Roll Call Vote:

Canfield yes

Vegnani yes

Connolly yes

Curran yes

Goodrich yes

Board & Committee Interviews

- Kelly Bower, 28 Edgar Road is interested in the Scituate Beach Commission and the Beautification Commission. She is interested in keeping the beaches clean and would like to organize groups to clean the beaches. She is a gardener and would like to help with beautification. Moved to Scituate in 2012 and has reached out to Steven Tripp who has not responded. Ms. Bower has read the background of the committees. Ms. Bower has volunteered at Holly Hill Farm. She worked full time and didn't have as much time to volunteer in the past. She has some time now. Ms. Curran said she could be helpful on the Beautification Commission.

Housing Production Plan, Karen Joseph, Town Planner

On 8/4/2020 the old plan expired and a new plan is required. The Board received a copy of the 2020 Housing Production Plan prepared by consultant Karen Sunnarborg. Ms. Sunnarborg prepared the last two plans. This plan was approved by the Planning Board at their December 10, 2020 meeting. The infrastructure needs have to be factored in particularly water and sewer. We will have affordable units in Greenbush and ultimately in North Scituate. Strategies are listed in the plan by priority. The plan will be good for five years once approved by the state.

Once approved by the Selectmen, the Mr. Boudreau will send letter to the Massachusetts Department of Housing and Community Development.

Ms. Canfield said the overriding concerns are the infrastructure. Ms. Connolly asked about the 2015 plan and what progress we have made to date. Ms. Joseph said the new plan has updates of what we have accomplished to date from the 2015 plan. Ms. Curran thanked the Affordable Housing Trust for their work on reviewing the plan and providing input. The Selectmen thanked all involved for all their work on the plan.

Move to approve the 2020 Town of Scituate Housing Production Plan prepared by consultant Karen Sunnarborg and forward it to the Massachusetts Department of Housing and Community Development for their approval. Motion by Mr. Vegnani second by Ms. Curran Unanimous Vote (5-0)

Roll Call Vote:

Canfield yes
Vegnani yes
Connolly yes
Curran yes
Goodrich yes

Memorandum of Agreement Contract for Dispatchers Service Employees International Union (SEIU), Robert Clark, Human Resources Director

Collective Bargaining Memorandum of Agreement between the Town of Scituate and SEIU Local 888 for the TOSCA (Town of Scituate Clerical Association) Unit B (Communication Specialists) bargaining unit for the period of July 1, 2020 through to June 30, 2021. The last contract expired June 30th, 2020. A one year contract was negotiated and at the end of the year a three year contract will be negotiated. Some of the language was clarified in the contract.

Motion to approve the Collective Bargaining Memorandum of Agreement for SEIU Local 888 TOSCA Unit B (Communication Specialists) bargaining unit. Motion by Ms. Connolly second by Mr. Goodrich Unanimous Vote (5-0)

Roll Call Vote:

Canfield yes
Vegnani yes
Connolly yes
Curran yes
Goodrich yes

Humarock Fire Station, John Murphy, Fire Chief

- Tower Construction Contract \$1,294,000
- Coastal Engineering Construction Contract Administration \$50,000
- Assign Humarock Fire Station Replacement Project administration to the Public Building Commission

Chief Murphy said there is a shortfall and he met with Mr. Boudreau and Ms. Holt to find the funding for this. The Humarock Fire Station project started almost four years ago with the planned replacement of the apparatus bay and then minor improvements to the residential quarters. After the January and March 2018 winter storms, the residential quarters also needed to be addressed. The project has been put out to bid multiple times in various forms for just the apparatus bay, just the quarters and both. After each unsuccessful bid offering, adjustments were made to the plans and additional funding sources requested. To date, there have been six town meeting authorizations to fund the project and a state budget allocation. There is \$1,333,415.13 available from all allocated funding sources.

The latest bid was received on October 30, 2020 with the lowest bidder at \$1,294,000 for the base bid. There were six bids received in total ranging from \$1,294,000 to \$1,930,916. In addition to the construction bid, there are approximately \$171,299 in additional costs including required commissioning, materials testing, contingency and architect's contract for construction administration that must be funded for the project to move forward.

A contract cannot be awarded for this work solely relying on the current allocated funds. Therefore, the Select Board needs to determine if it wants to dedicate additional funds from these other identified sources to complete the project or to defer the project to a future date. The deadline for awarding a bid or rejecting all bids is 12/15/2020. The board had a discussion about where the money would come out of the budget. The board agrees that we need to get this project done. There is some money that can be transferred at Town Meeting that wasn't used for summer help in DPW, etc. They will start prefab work over the winter and to the Humarock Fire Station beginning in late March/early April through August.

Resident Peter Noyes, 35 Cliff Road, said he was impressed and happy that this could be done. The \$171,291 is coming from different budgets and not free cash. Mr. Boudreau explained that money left at the end of the year goes to free cash. Mr. Noyes asked if the men are going to stay at the base on fourth cliff. Chief Murphy said yes they will stay there. There is a memorandum of understanding with the base. The title V septic system for the new station has it been reviewed by the Board of Health. Chief Murphy said it was tested and functioning the same so does not need to be upgraded.

- 1. Move to award contract to Tower Construction, Corp. in the amount of \$1,294,000 for the replacement of the Humarock Fire Station. Motion by Mr. Vegnani Second by Mr. Goodrich Unanimous Vote (5-0)**
- 2. Move to award contract to Coastal Engineering Co. in the amount of \$50,000 for construction contract administration of the Humarock Fire Station project. Motion by Mr. Vegnani Second by Mr. Goodrich Unanimous Vote (5-0)**

3. Move to assign the administration of the replacement of the Humarock Fire Station to the Public Building Commission effective immediately. Motion by Mr. Vegnani Second by Mr. Goodrich Unanimous Vote (5-0)

Roll Call Vote:

Canfield yes

Vegnani yes

Connolly yes

Curran yes

Goodrich yes

FY22 Budget Presentation:

- Assessors (141) Joseph Divito, Jr., Director of Assessing

Mr. Divito said the budget focuses on three main goals; continue re-inspection program for all of the properties, All properties reviewed by FY24, Based on sales of properties, streamlined office functions. Personnel costs were the only change. Ms. Canfield asked why additional resources will be needed in the future. Due to COVID Mr. Divito has put a hold on contract help since they cannot do an interior inspection. Multiple Listing Service (MLS) has been helpful also. He is hopeful there won't be any need for additional resources in 2023. A bylaw change is being requested to add a local option for Veterans residency requirement from two years to one year in Scituate.

- Library (610) Jessi Finnie, Library Director

Ms. Finnie thanked the library staff and town departments for their support with the changes required due to COVID. Scituate remains one of the very few libraries that remains open to the public. 20% of our visitors are from other communities. The community feels the library is an essential service to them. One of the goals is to become a fine free library. The board thanked Ms. Finnie and her team for the flexibility and work that they have done. Mr. Boudreau said a lot of people are appreciative of the fact that there is some sense of normalcy having the library opened. We will have to look at this if the numbers continue to go up.

- Town Clerk (161) Kathleen Gardner

Ms. Gardner said her office operates and conducts all elections. Last year all of the election events required additional money and there will only be an Annual Town Election next year. The board thanked Ms. Gardner, her office staff and the election workers for a very professional election season. Ms. Gardner thanked her staff, election workers and all the departments who helped with the election activities.

- Widow's Walk Enterprise (61) Ian Kelley, Director of Golf Course

Mr. Kelley is our new Director of the Golf Course. He reviewed his budget with the Selectmen. Getting the clubhouse approved was huge and he looks forward to beginning construction in January, 2021. We are \$956K in sales so far this year. On target for \$1.4M this year. Revenues are at an all-time high. There was a severe drought this summer. There were a lot of new golfers with COVID. People are interested in continuing to play. There are a lot of opportunities with this. Mr. Kelley said there hasn't been a lot of marketing in the past. A lot of word of mouth brings new people. A lot of people came in from out of town on the weekends. Improving the facilities is going to help a great deal. There is a plan to improve the golf course with the new irrigation system. Ms. Connolly said the golf course did come to CPC and asked for \$250K to redo the parking lot in 2015. Now the cost is \$750K. Widows Walk will have a new logo soon.

- Board of Health (510) Andrew Scheele, Board of Health Director

Mr. Scheele thanked his staff for all of their hard work. He is proud to have them on his staff. This year has been quite the challenge with COVID. Many departments have worked closely together. There was a lot of education up front with town employees and local businesses. We have also worked very closely with the School Department. There are so many guidelines for each sector that need to be followed. Mr. Scheele reviewed the plan for the COVID vaccine. The board thanked Mr. Scheele and his staff for all they have done and will continue to do. Ms. Curran asked about any shelter plans with the big storm coming up this week. Mr. Scheele is working with Chief Murphy on plans if needed.

- Recreation (630) Maura Glancy, Recreation Director

Ms. Glancy has been the recreation director for four years and was co-director for three years before that with Jennifer Vitelli. Ms. Glancy and Mr. Lombardo, Assistant Director thanked their staff. Ms. Glancy thanked all of the people who were Santa's to the kids in the community. Ms. Glancy wanted to recognize the years that Joe Norton played Santa for the recreation commission. Mr. Poirier was awarded the Mr. C award. Ms. Glancy said they are very happy in the new facility. Ms. Connolly wanted to recognize the contribution to the athletic field project. Ms. Curran said recreation is such an important aspect to our community. Mr. Boudreau said we were one of the only recreation programs running and had the proactive attitude of "what can we do" rather than "what can't we do". It is a positive mindset.

- Commission on Disabilities (549) Nancy Holt, Finance Director

Mr. Boudreau said there is no change to this budget. The board thanked the Commission on Disabilities for all the work they do.

UPDATES Coastal Management, Kyle Boyd, Coastal Management Officer & Josh Fiala, Principal Planner, Metropolitan Area Planning Council (MAPC)

- National Flood Insurance Program (NFIP) & Community Rating System (CRS)

A five year audit was completed November 11, 2020. Feedback was provided and we submitted the additional information they required. Every five years we submit the elevation certificates, demonstrate we are providing public outreach, document how we are maintaining storm water, and repetitive loss has to be tracked. Pamphlets, letters to residents and social media is provided for outreach. The last hazard mitigation plan was done in 2016. Open space acquisitions need to be demonstrated. All standards are submitted and additional credit is received for higher standards. The report was sent out to the board for review a few weeks ago. The feedback will be coming back and we are waiting for their audit of the elevations and this takes 3-6 months. He has received feedback verbally and expects to get at least a 15% reduction. Ms. Canfield stated we are the highest town in the commonwealth for repetitive losses. Ms. Canfield asked Mr. Boyd to return after budgets and give the Peggotty Beach overview. The board thanked Mr. Boyd for his work. The discount means a lot too many residents.

- Downtown Harbor Sustainability & Resiliency Master Plan update was reviewed by Josh Fiala. Mr. Fiala provided a presentation to the board. Ms. Canfield thanked everyone who worked on this project. Ms. Connolly said everyone in the group did a great job on this project. Mr. Boyd will post this on the town website. Mr. Boyd said there are some new grant opportunities for this project. Now that CRS is behind us we can focus on this. Mr. Fiala said MAPC has a grant available for

design of these types of project over a 2 year period. This could be a next step option. Mr. Boyd thanked the task force and Josh Fiala for their work on this project.

OLD BUSINESS:

1. Financial Policies, Nancy Holt, Town Accountant/Finance Director

We reviewed the budget section at the November 16th meeting and made adjustments with the Board's feedback. We will move on to review revenue and the remainder of financial policies at a future meeting.

NEW BUSINESS:

1. Close Annual Town Meeting Warrant for April 12, 2021

Mr. Boudreau reviewed the list of potential articles for the annual and special town meeting.

**Move that the Board of Selectmen close the Warrant for the Spring Annual & Special Town Meeting to be held on April 12, 2021. Motion by Ms. Curran Second by Ms. Connolly
Unanimous Vote (5-0)**

Roll Call Vote:

Canfield yes

Vegnani yes

Connolly yes

Curran yes

Goodrich yes

2. Annual 2021 License Renewals

The list of establishments applying for renewals have passed all inspections by Police, Fire, Building and Board of Health and are "up to date" on personal and real estate taxes. All required documents (License Applications, Insurance Documents, Workers Compensation and Surety BONDS) are on file in the Selectmen Office.

The Selectmen made a motion and voted for each license type and a roll call vote was done at the end of the license renewals.

MOVE THAT THE BOARD OF SELECTMEN VOTE TO RENEW THE FOLLOWING COMMON VICTUALLER LICENSES FOR 2021:

Board 143

Crust Pizzeria

Dribbles

Gunther Tootie's

Hibernian Tavern

Inn at Scituate Harbor

Nona's Ice Cream

Ronnie Shones

Salt Society

Sams on the Harbor

The Galley

Motion by Ms. Connolly Second by Ms. Curran Unanimous Vote (5-0)

MOVE THAT THE BOARD OF SELECTMEN VOTE TO RENEW THE FOLLOWING ENTERTAINMENT LICENSES FOR 2021:

Hibernian Tavern
Restaurant Oro
Salt Society

Motion by Ms. Connolly Second by Ms. Curran Unanimous Vote (5-0)

MOVE THAT THE BOARD OF SELECTMEN VOTE TO RENEW THE FOLLOWING CLASS II LICENSES FOR 2021:

Driftway Auto
Larry A. Finnie
McBrien's Diagnostic Repair

Motion by Ms. Connolly Second by Ms. Curran Unanimous Vote (5-0)

Roll Call Vote:

Canfield yes
Vegnani yes
Connolly yes
Curran yes
Goodrich yes

3. Board & Committee Appointments

Move to appoint Kelly Bower 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. Vegnani Unanimous Vote (5-0)

Roll Call Vote:

Canfield yes
Vegnani yes
Connolly yes
Curran yes
Goodrich yes

OTHER BUSINESS:

1. Liaison Reports

Ms. Canfield would like to revisit the wind turbine and schedule for the next meeting.

2. Correspondence

Plymouth County Disbursement for COVID expenses 12/2/20.

3. Approval of Meeting Minutes

Move to accept the meeting minutes for the Board of Selectmen meetings held on December 1, 2020 with correction to the license approvals. Motion by Ms. Curran second by Mr. Vegnani Unanimous Vote (5-0)

Roll Call Vote:
Canfield yes
Vegnani yes
Connolly yes
Curran yes
Goodrich yes

**Move to accept the meeting minutes for the Board of Selectmen executive session meeting held on December 1, 2020 and not released due to the matters still pending at this time.
Motion by Ms. Connolly second by Mr. Vegnani Unanimous Vote (5-0)**

Roll Call Vote:
Canfield yes
Vegnani yes
Connolly yes
Curran yes
Goodrich yes

4. Adjournment and Signing of Documents

Motion by Mr. Vegnani to adjourn the meeting at 9:50 p.m. by second by Ms. Curran Unanimous Vote (5-0)

Roll Call Vote:
Canfield yes
Vegnani yes
Connolly yes
Curran yes
Goodrich yes

Ms. Canfield wished everyone a Happy Holiday season.

EXECUTIVE SESSION

Ms. Canfield, Chair said the board will go into executive session pursuant to purpose 6 of the Open Meeting Law to consider the purchase, exchange, lease or value of real property, known as *143 Border Street and 443-461 Chief Justice Cushing Highway*, and I declare that an open meeting may have a detrimental effect on the negotiating position of the Board of Selectmen in connection with this matter and will not be returning to open session.

Move that the Board of Selectmen go into executive session at 9:52 p.m. pursuant to purpose 6 of the Open Meeting Law to consider the purchase, exchange, lease or value of real property, known as *143 Border Street and 443-461 Chief Justice Cushing Highway*, and declared that an open meeting may have a detrimental effect on the negotiating position of the Board of Selectmen in connection with this matter and will not be returning to open session. Motion by Mr. Vegnani second by Ms. Connolly Unanimous Vote (5-0)

Roll Call Vote:
Canfield yes
Vegnani yes

Connolly yes
Curran yes
Goodrich yes

Respectfully Submitted,

Lorraine Devin, Recorder

List of Documents for December 15, 2020 Board of Selectmen Meeting

- Agenda
- Upcoming Events
- \$10,000 Donation to Senior Center for Bocce Court Scituate Rotary Club
- Board & Committee Interviews
 - Scituate Beach Commission (1) application
- Housing Production Plan
- Memorandum of Agreement Contract for Dispatchers Service Employees International Union (SEIU)
- Humarock Fire Station
 - Tower Construction Contract \$1,294,000
 - Coastal Engineering Construction Contract Administration \$50,000
 - Assign Humarock Fire Station Replacement Project administration to the Public Building Commission
- FY22 Budget Presentations:
 - Assessors (141) Joseph Divito, Jr., Director of Assessing
 - Library (610) Jessi Finnie, Library Director
 - Town Clerk (161) Kathleen Gardner
 - Widow's Walk Enterprise (61) Ian Kelley, Director of Golf Course
 - Board of Health (510) Andrew Scheele, Board of Health Director
 - Recreation (630) Maura Glancy, Recreation Director
 - Commission on Disabilities (549) Nancy Holt, Finance Director
- Coastal Management
 - National Flood Insurance Program (NFIP) & Community Rating System (CRS)
 - Downtown Harbor Sustainability & Resiliency Master Plan update
- Financial Policies, Nancy Holt, Town Accountant/Finance Director
- Close Annual Town Meeting Warrant for April 12, 2021
- Annual 2021 License Renewals
- Board & Committee Appointment
- Correspondence
 - Plymouth County COVID disbursements
- Meeting minutes for December 1, 2020 and Executive Session December 1, 2020

Board of Selectmen Meeting Minutes for December 15, 2020

BOARD OF SELECTMEN

Karen B. Canfield, Chairman

Anthony V. Vegnani, Vice Chairman

Karen E. Connolly, Clerk

Maura C. Curran

Andrew W. Goodrich