

## **MINUTES OF MEETING**

### **BOARD OF SELECTMEN**

**DECEMBER 3, 2013**

**Present:** Shawn Harris, Chairman; John F. Danehey, Richard W. Murray,  
Martin J. O'Toole, Anthony V. Vegnani

Patricia A. Vinchesi, Town Administrator

1. The meeting was called to order at 7:04 PM.
2. ACCEPTANCE OF AGENDA/ WALK-IN PERIOD

**Mr. Danehey made a MOTION that the Board of Selectmen VOTE to ACCEPT the Agenda for December 3, 2013. SECONDED by Mr. O'Toole. No discussion. Unanimous vote. (5-0)**

Walk-Ins – Doris Crary, 8 Oceanside Drive and Joe Rossi, Chair of Marshfield's Coastal Coalition and member of Massachusetts Coastal Coalition, spoke about an amendment to the Biggert-Waters Act going forward in Washington DC right now. Ms. Crary asked the Board to sign a letter, which along with letters from 17 other communities from Massachusetts will go to the United States Congress. Mr. Vegnani thanked everyone for their involvement in this important matter.

3. DISCUSSION/ VOTE/ AWARD CONTRACT/ Schematic Design/ Public Safety Complex – Postponed to December 17, 2013 meeting pending receipt of contract. Nine proposals were received and five finalists were interviewed.
4. DISCUSSION/ VOTE/ DONATION OF LAND POLICY/ Town Administrator

The Board reviewed the suggested policy and concurred that it contains good guidelines. It was noted that these are simply guidelines and are not mandatory. The guidelines will be voted at the December 17<sup>th</sup> meeting.

5. DISCUSSION/ VOTE/ DONATION OF LAND/ Shadwell Road/ Larsen

Mr. Danehey stated that Mr. Larsen wants to donate another parcel of land on Shadwell Road to the Town. The two parcels he previously donated on Shadwell Road are in the

care and custody of Conservation. Discussion on donating this piece of land to the Town so that in the future it could be used for a Habitat for Humanity home, the Affordable Housing Trust, etc. It was noted that Shadwell Road may be the next area to be sewered. The taxes are \$176 annually.

**Mr. Murray made a MOTION that the Board of Selectmen VOTE to ACCEPT Parcel ID #39-26-25-O-Rj (26 Shadwell Road) pending receipt of a letter from Mr. Larsen confirming that the land is not being specifically donated to Conservation. SECONDED by Mr. Danehey. No discussion. Unanimous vote. (5-0)**

6. DISCUSSION/ VOTE/ Request to DOR for Limited Scope Management Review/  
Town Administrator

Ms. Vinchesi stated that the Department of Revenue (DOR) has a respected division that looks at government issues in communities. She has used this service in the past in other communities and found it to be beneficial. Mr. Harris noted that there is no cost to the Town for the analysis. He asked if suggested changes would need to go to Town Meeting? Ms. Vinchesi stated that changes to the Charter would go to Town Meeting. Two items are going to be reviewed: review and analyze current Charter requirements and timetables for the annual budget cycle and review and recommend potential changes to the current organizational structure and Town Administrator reporting structure.

**Mr. Vegnani made a MOTION that the Board of Selectmen VOTE to APPROVE and ENDORSE the request to the Department of Revenue, technical assistance section to perform a management review for the Town of Scituate. SECONDED by Mr. Murray. No discussion. Unanimous vote. (5-0)**

7. VOTE/ Annual License Renewals

**Mr. Murray made a MOTION that the Board of Selectmen VOTE to RENEW the following liquor licenses for 2014: Barker Tavern, Riva Restaurant, Satuit Tavern, Cosmos Caffé, Gannett Grill, The River Club, Hatherly Golf Club, ORO Restaurant, Inn at Scituate Harbor, P.J.'s Country House, Scituate Country Club, Scituate Harbor Yacht Club, Galley, Mullaney's Harborside, Still Water Wine & Gourmet, JW's Burger Bar, Widow's Walk Golf Course, Tedeschi's Food Shop, T. K. O'Malley's Sports Café, Scituate Package Store, Sands End Café, Sand End (retail store), Scituate Racquet & Fitness, Satuit Post #3169, Reynold's Package Store, The Village Market, Harborside Wine & Spirits, Mill Wharf Restaurant and Front Street Gourmet Wine & Spirits. SECONDED by Mr. O'Toole. No discussion. Unanimous vote. (5-0)**

**Mr. Danehey made a MOTION that the Board of Selectmen VOTE to RENEW the following Common Victualler's Licenses for 2014: Barker Tavern, Riva Restaurant, Satuit Tavern, Cosmos Caffé, Gannett Grill, The River Club, Hatherly Golf Club, ORO Restaurant, Inn at Scituate Harbor, P. J.'s Country House, Scituate Country Club, Scituate Harbor Yacht Club, Galley, JW's Burger Bar, Widow's Walk Golf Course, Tedeschi's Food Shop, T. K. O'Malley's Sports Café, Sands End Café, Scituate Racquet & Fitness, Satuit Post #3169, The Village Market, Mill Wharf Restaurant, Front Street Gourmet Wine & Spirits, Driftway Donuts and Harbor Donuts. SECONDED by Mr. Murray. No discussion. Unanimous vote. (5-0)**

**Mr. O'Toole made a MOTION that the Board of Selectmen VOTE to RENEW the following Entertainment Licenses for 2014: Barker Tavern, Riva Restaurant, Gannett Grill, The River Club, Hatherly Golf Club, Inn at Scituate Harbor, P.J.'s Country House, Scituate Country Club, Scituate Harbor Yacht Club, Galley, JW's Burger Bar, T. K. O'Malley's Sports Café, Sands End Café, Satuit Post #3169 and Mill Wharf Restaurant. SECONDED by Mr. Murray. No discussion. Unanimous vote. (5-0)**

**Mr. Murray made a MOTION that the Board of Selectmen VOTE to RENEW the Innkeeper's License for the Inn at Scituate Harbor for 2014. SECONDED by Mr. Danehey. No discussion. Unanimous vote. (5-0)**

8. OPEN ANNUAL TOWN MEETING WARRANT (Monday, April 14, 2014)

**Mr. Murray made a MOTION that the Board of Selectmen VOTE to OPEN the April 14, 2014 Annual Town Meeting Warrant at 7:36 PM. SECONDED by Mr. Vegnani. No discussion. Unanimous vote. (5-0)**

9. DISCUSSION/ VOTE/ Water and Sewer Bill Abatement #WS-13-1

**Mr. Murray made a MOTION that the Board of Selectmen VOTE to POSTPONE this Agenda item to the December 17, 2013 Selectmen's Meeting. SECONDED by Mr. Danehey. No discussion. Unanimous vote. (5-0)**

10. REPORT & "THE WEEK AHEAD/ Town Administrator

Ms. Vinchesi stated that the budget process is moving forward. Linda Hayes, Assistant Council on Aging Director in Duxbury, has just been appointed as Scituate's new Council on Aging Director.

11. OTHER BUSINESS – Correspondence, Regular Session Minutes for 11/26/13 and Executive Session Minutes (no release) for 11/12/13 and 11/26/13

**Mr. Vegnani made a MOTION that the Board of Selectmen VOTE to ACCEPT the Regular Session minutes for November 26, 2013. SECONDED by Mr. Murray. No discussion. Unanimous vote. (5-0)**

**Mr. Vegnani made a MOTION that the Board of Selectmen VOTE to ACCEPT the Executive Session Minutes (no release) for November 12, 2013 and November 26, 2013. SECONDED by Mr. Murray. No discussion. Unanimous vote. (5-0)**

Other Business – Mr. Danehey reminded that December 6<sup>th</sup> is First Friday in the Harbor – a great day to shop locally. Santa will arrive at the Town Pier this Saturday, December 7<sup>th</sup>. Mr. Vegnani noted that the Polar Express, via the Greenbush commuter train, will take place after the Santa Stroll on Saturday, December 7<sup>th</sup> and there will be a local house tour on Sunday, December 8<sup>th</sup>. He noted that the Financial Forecast meeting went well this evening. Mr. O'Toole noted that a wine tasting will be held at Still Waters Wine & Gourmet on Friday, December 6<sup>th</sup> in North Scituate. Anyone wanting to volunteer at the Transfer Station bottle return, which will benefit the Scituate Food Pantry during December, should contact [scituatefoodpantry@gmail.com](mailto:scituatefoodpantry@gmail.com). Also, calendars are being sold to benefit the Food Pantry.

## 12. ADJOURNMENT & SIGNING OF DOCUMENTS

**Mr. Danehey made a MOTION that the Board of Selectmen VOTE to ADJOURN the meeting at 7:46 PM and sign documents. SECONDED by Mr. Murray. No discussion. Unanimous vote. (5-0)**

### BOARD OF SELECTMEN

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Shawn Harris, Chairman

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Martin J. O'Toole

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John F. Danehey

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Anthony V. Vegnani

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Richard W. Murray

Respectfully submitted,

Kimberley A. Donovan  
Executive Assistant

List of documents for Board of Selectmen's Meeting – 12/3/13

- e-mail dated 12/3/14 from P. Gallivan, Conservation Agent re: Shadwell lot
- Shadwell lot donation information, letter, quitclaim deed, plot plan, etc.
- memorandum dated 11/25/13 from T. Administrator re: DOR Management Review
- DOR "Financial Management Assistance Program and Consultant Services" document
- November 26, 2013 BOS minutes