

MINUTES OF MEETING

BOARD OF SELECTMEN

JANUARY 8, 2013

Present: Joseph P. Norton, Chairman; John F. Danehey, Shawn Harris,
Richard W. Murray, Anthony V. Vegnani

Patricia A. Vinchesi, Town Administrator

Press: Globe South, Scituate Mariner, WATD

1. The meeting was called to order at 6:30 PM.
2. ACCEPTANCE OF AGENDA/ WALK-IN PERIOD

Mr. Harris made a MOTION that the Board of Selectmen VOTE to ACCEPT the Agenda for January 8, 2013. SECONDED by Mr. Murray. No discussion. Unanimous vote. (4-0) Mr. Vegnani was not present for the vote.

Agenda item #7 Presentation/ Board of Library Trustees is postponed. There were no walk-ins this evening.

3. MEET APPLICANT/ SEA WALL COMMITTEE/ W. Graham

William Graham, 14 Tilden Avenue, stated that he recently retired to Scituate after being away for thirty years. He is interested in "giving back" to the community.

Tonight's meeting will be broadcast on cable television starting at 7:00 PM.

4. DISCUSSION/ VOTE/ DRAINLAYER LICENSE RENEWALS

Mr. Harris made a MOTION that the Board of Selectmen VOTE to RENEW the following Drainlayer's Licenses for 2013: Rosano Davis, Jeffrey K. Morse, Laminar Construction, P. F. Spencer Jr., Inc., Jones Contracting Inc., Rorke Excavating Inc., McDougall Bros. Enterprises, LLC, Mankewich Contracting, Inc., Joseph Bonomi Contractors, Inc., McEachern Contracting Inc., Spirito Environmental Services Inc., E. Watson Excavating Inc., Site & Utility Services Co. and D.J. Equipment & Construction Co. Inc. SECONDED by Mr. Murray. No discussion. Unanimous vote. (4-0) Mr. Vegnani was not present for the vote.

Mr. Harris made a MOTION that the Board of Selectmen VOTE to RENEW the 2013

Drainlayer's License for Totman Enterprises Inc. SECONDED by Mr. Murray. No discussion. Harris, Murray and Norton and Vegnani voting "yes". Mr. Danehey did not vote. (3-0) Mr. Vegnani was not present for the vote.

5.DISCUSSION/ VOTE/ Contract/ Purchase of CAT Backhoe/ Transfer Station/ K. Cafferty

Mr. Cafferty stated that there were problems with the old piece of equipment. Special Town Meeting allocated \$120,000 and the purchase price is \$105,471.

Mr. Harris made a MOTION that the Board of Selectmen VOTE to AWARD the contract for the purchase of a CAT Backhoe from Milton CAT, Milford, MA. Contract # 12-TS-85 for the bid price of \$105,471. SECONDED by Mr. Danehey. No discussion. Unanimous vote. (4-0)

9. FY2014 BUDGET REVIEW

Golf Course Enterprise Fund

Bob Sanderson, Director of Golf, was present. Mr. Norton asked about the number of rounds of golf played in 2012. Mr. Sanderson answered "approximately 33,000, which includes both 18 and 9 hole rounds". Mr. Norton noted the high number of people walking, sledding, skiing, etc. at the course now that it has closed for the golfing season. Mr. Murray asked for an update on the "frequent player" program. Mr. Sanderson stated that they actually switched over to a very successful "player's pass" program. Mr. Danehey asked for an update on "first light" play. Mr. Sanderson stated that it did all right during its first year, but will never be as popular as "twilight" play. A more affordable fee will be set for "first light" play in 2013 and it will also be better advertised. Mr. Danehey spoke about needed improvements to the parking lot. Mr. Sanderson agreed. *Mr. Vegnani entered the meeting at 6:42 PM.* Mr. Danehey spoke about a "long range plan" for the golf course in light of the loan being paid off in 2017 and the course realizing very good revenue. Mr. Sanderson stated that improvements to the clubhouse would be the first priority, in his opinion. Mr. Vegnani asked for an update on Groupon in terms of revenue and asked about the possibility of promoting the practice range. Mr. Sanderson stated that Groupon was popular in terms of "deal seekers", but not repeat customers. Due to environmental constraints, the practice range is not an ideal situation – "we cannot create targets out there".

Mr. Norton recused himself from the next agenda item -Public Hearing for a Retail Wine & Malt Beverages License and left the meeting room at 6:48 PM.

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6:45 PM/ PUBLIC HEARING/ Wine & Malt Beverages Retail License/ 8 Allen Place

Jobie Norton, Mullaney's Fish Market Corp./ applicant, stated that Mullaney's has been in business in Scituate Harbor for thirty(30) years. He has also owned a retail fish market in Cohasset for the past fifteen(15) years where he sells beer and wine to enhance fish dishes. He doubts he will sell beer at the Scituate Harbor location – just a small variety of wines to go with fish purchases. Mr. Murray recently observed the layout of the Cohasset store and noted a small amount of wine, "tastefully displayed". He knows Mr. Norton to be a good, local businessman. He supports this application. Mr. Vegnani noted that Mr. Norton plans to relocate one of the lobster tanks.

Mr. Danehey made a MOTION that the Board of Selectmen VOTE to GRANT an Annual Wine & Malt Beverages Package Store License to Mullaney's Fish Market Corp. , 8 Allen Place, Scituate, Massachusetts. SECONDED by Mr. Harris. No discussion. Danehey, Harris, Murray and Vegnani voting "in favor" of the motion. (4-0) Selectman Joseph Norton was not present and did not vote.

12. APPOINTMENTS/ Sea Wall Committee

Mr. Murray made a MOTION that the Board of Selectmen VOTE to APPOINT William Graham to the Sea Wall Committee. SECONDED by Mr. Danehey. No discussion. Murray, Danehey, Harris and Vegnani all voting "yes". Mr. Norton was not present for the vote. (4-0)

Mr. Norton re-entered the meeting at approximately 6:58 PM.

11. DISCUSSION/ VOTE/ One Day Wine & Malt Beverage Licenses/ Scituate
Maritime Center

Mr. Murray made a MOTION that the Board of Selectmen VOTE to GRANT the following dates and times for One-Day Wine & Malt Beverages Licenses at the Scituate Maritime Center, Edward Foster Road: January 12, 2013 – 5 PM to 11 PM, January 13, 2013 – 12 PM to 6 PM, January 19, 2013 – 5 PM to 11 PM and ten(10) additional One-Day events – dates and times to be named. SECONDED by Mr. Harris. No discussion. Unanimous vote. (5-0)

14. OTHER BUSINESS – Correspondence – Regular Session Minutes for 3/27/12 &
12/18/12

Mr. Murray made a MOTION that the Board of Selectmen VOTE to ACCEPT the Regular Session minutes for March 27, 2012 and December 18, 2012. SECONDED by Mr. Danehey. No discussion. Unanimous vote. (5-0)

Mr. Murray announced at 6:55 PM that the meeting was now being broadcast on cable television. He noted that some brief agenda items were considered by the Selectmen prior to being televised due to a cable television scheduling problem.

8. FY2014 OPERATING & CAPITAL BUDGET OVERVIEW/ Town Administrator

The Town Administrator presented a PowerPoint presentation titled "Town of Scituate/ FY 14 Operating and Capital Budget Overview". (attached) She noted that the Town certified \$2 million+ in Free Cash and that no Free Cash was used to balance the budget. Ms. Vinchesi noted that many "needs" have been identified, but not all can be met. She spoke about setting "priorities" and her continued "commitment and allocation of resources to two overarching goals: Technology and Public Facilities". The 2013 Annual Town Meeting has almost twice as many warrant articles (40) as the 2012 Annual Town Meeting. She thanked the Department Heads for their work on their goals and objectives and budgets. She gave special recognition to Meg LaMay, Town Accountant, and Pam Avitabile, Treasurer/Collector, for their considerable work on the budget and for "powering through" on their first, Town of Scituate, budget process. Ms. Vinchesi thanked Sheila Manning, her Assistant, and Chris Chessia, Administrative Assistant, for compiling the notebooks over the past weekend.

Mr. Norton thanked all the Department Heads, Tricia and her Assistant, Sheila Manning, for their dedicated work on this budget document. He understands how much the Department Heads must do on the budget in addition to their daily work at Town Hall. "This budget book deserves a read." Mr. Vegnani thanked Ms. Vinchesi for the overview and noted the Town's overall positive financial picture. He spoke about the conservative approach to Financial Forecasting and noted that it is not the goal of the budget process to have Free Cash. The Free Cash will go back into the Town to accomplish Capital projects. Mr. Harris thanked everyone involved for a very

comprehensive and easy to understand budget document. Mr. Murray asked that tonight's PowerPoint presentation be posted to the Town website.

141 Assessors

Steve Jarzembowski, Director of Assessing, read the Department's Mission Statement. Mr. Danehey asked about the updating of digital photographs of land parcels. Mr. Jarzembowski stated that this had not been done in ten years and is a "quick process". The Department is not looking for additional personnel at this point, although the Department of Revenue does give additional directives every three years at revaluation time. The overall budget decreased due to changes in personnel and there is a \$250.00 difference in the Department Request (office supplies) and the Town Administrator's recommendation. Mr. Murray complimented the high degree of professionalism in this office and Mr. Vegnani noted Mr. Jarzembowski's invaluable assistance as a member of the Financial Forecast Committee.

161 Town Clerk

Kathy Curran, Town Clerk, read the Department's Mission Statement. She noted that this budget is "driven" by the number of primaries and elections each year. Discussion on the age and "viability" of the current voting machines. Mr. Vegnani confirmed that the sound system for Town meeting is rented. Ms. Curran gave an overview of recent advancements in the Town Archives. Mr. Vegnani noted that the bottom line of this budget is lower. Ms. Curran stated that it is lower due to changes in staff.

131 Reserve Fund

The \$90,000 Reserve Fund is under the control of the Advisory Committee and is used to fund emergency or unforeseen items. This Fund has realized a surplus for the past two years and money has been returned to the General Fund.

135 Town Accountant

Meg LaMay, Town Accountant, read the Department's Mission Statement. Discussion regarding the electronic scanning of all contracts to facilitate interdepartmental access. The Access program for Police Department "tracking" was also discussed. Ms. LaMay spoke about her request for additional personnel in the Accountant's office for three reasons: (1) high volume of bills to be processed, (2) time consuming personnel

“tracking” and (3) the many enterprise funds. She feels that additional personnel in her office would “ultimately help other departments”.

175 Planning Board

Laura Harbottle, Town Planner, read the Department’s Mission Statement. The Department is requesting a typewriter, which is needed for specific forms. Mr. Vegnani thanked Ms. Harbottle for her considerable work on the Walnut Tree Hill subdivision. GATRA and scenic roads were also discussed. \$5,000 has been requested for an intern to assist both the Planning Board and the Economic Development committee in terms of the water withdrawal permit and to update some of the stormwater by-law rules and regulations.

241 Inspections

Neil Duggan, Building Inspector/Zoning Enforcement Officer, read the Department’s Mission Statement. Mr. Vegnani noted the high volume of work anticipated for this Department due to two Chapter 40B developments coming forward - Walden Woods and Stockbridge Woods. A Clerk of the Works, provided for by the developer, will oversee the projects on the Town’s behalf. The bottom line of this budget has increased a bit due to additional inspections, but the increase will be covered by inspection fee revenues. Discussion continued on FEMA , new flood plain maps and some residents’ “astronomical” homeowner insurance bills.

175 Zoning Board of Appeals

Neil Duggan read the Department’s Mission Statement, which was written by Peter Morin, Chairman of the Zoning Board of Appeals.

Mr. Norton stated that all the budgets would be voted at a later date. Mr. Vegnani noted that \$600,000 of the Free Cash at the fall Town Meeting and there is “really only \$1 million available to spend”.

10.DISCUSSION/VOTE/WALDEN WOODS REQUEST FOR SEWER CONNECTION/A. Bangert

Mr. Bangert explained that the Zoning Board of Appeals (ZBA) oversees Chapter 40B projects for the Town of Scituate. The ZBA is interested in obtaining the Board of Selectmen’s opinion on, as Sewer Commissioners, the developer of Walden Woods’ (a Chapter 40B development)request to tie their housing units into Town sewer. In addition, the developer would like a reduction on the \$14,000/unit tie-in fee. Mr. Bangert noted that in 2003, a permit was granted to this development for an “on-site”

sewage system. It was noted that a sewer main exists sixty-seven(67) feet away from the proposed development. The developer would save approximately \$200,000 by tying into Town sewer. Mr. Bangert stated that it is the Department of Public Works'(DPW) opinion that there is enough capacity at the Treatment Plant to tie in this development. The available capacity is due, in large part, to the successful and ongoing Inflow and Infiltration (I & I) program. Mr. Harris stated that if the Zoning Board of Appeals allows this development to tie into Town sewer, there should not be a reduction in the tie-in fees. "Rosa's Lane and Fieldstone Road residents all had to pay full price to tie-in." He further stated that he was not "in favor" of allowing this development to tie-in when so many established residences in Scituate still need sewer. Mr. Murray asked if the development's seven(7) affordable units would be reserved specifically for Scituate residents. Mr. Neil Duggan, Building Inspector and Zoning Enforcement Officer, answered "no, they cannot specify units for local residents and still be considered a Chapter 40B project". He believes there will be a home designated for a veteran in the development. Mr. Danehey served on the ZBA in 2003 when this project was approved and he remembers drainage was a problem at that time. He believes there should not be a reduction in the tie-in fee. Discussion continued on whether Chapter 40B projects realize priority status in tying into sewer and the anticipated size of a mounded septic system at this site and its impact on the neighborhood. Mr. Harris noted that if this development is allowed to tie-in to sewer, there will be twenty-eight residences elsewhere in Scituate that will not be able to tie-in.

The Selectmen discussed and took a "straw" vote regarding the request for a connection to Town sewer for the Walden Woods development. Mr. Harris, Mr. Danehey and Mr. Norton voted "no". Mr. Vegnani and Mr. Murray voted "yes". (3-2)

Further, the Selectmen unanimously concurred that they would not support a reduction in the "tie in" fees to the Town sewer. (5-0) Norton, Murray, Harris, Vegnani and Danehey all voting "no".

13. DISCUSSION/ VOTE/ Annual Town Meeting Date

A suggestion has been made to move the Annual Town Meeting (ATM) date from Monday, April 8, 2013 to Tuesday, April 9, 2013. Kathy Curran, Town Clerk, asked for clarification on (1) the fact that the Town Meeting Warrant had already been opened and closed under the April 8, 2013 date and (2) her office has certified signatures on petitions scheduled for the April 8th meeting. James Toomey, Town Counsel, stated that (1) the ATM warrant should be opened and closed under the new date (if voted) and (2) there is not a problem with the petition articles.

Mr. Murray made a MOTION that the Board of Selectmen VOTE to change the Annual Town Meeting date from Monday, April 8, 2013 to Tuesday, April 9, 2013 at 7:00 PM. SECONDED by Mr. Harris. Discussion – Ms. Vinchesi suggested amending the motion “pending availability of the High School gymnasium on April 9th”. Mr. Murray amended

the original motion to include “pending availability of the High School gymnasium on Tuesday, April 9, 2013”. SECONDED by Mr. Harris. No further discussion. Unanimous vote. (5-0)

Mr. Vegnani made a MOTION that the Board of Selectmen VOTE to OPEN the April 9, 2013 Annual Town Meeting warrant at 8:37 PM. SECONDED by Mr. Harris. No discussion. Unanimous vote.

Mr. Vegnani made a MOTION that the Board of Selectmen VOTE to CLOSE the April 9, 2013 Annual Town Meeting warrant at 8:38 PM. SECONDED by Mr. Harris. No discussion. Unanimous vote. (5-0)


15. EXECUTIVE SESSIONS to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the government’s bargaining or litigating position. (R. O’Brien case & McKeever vs. Board of Health)

Mr. Murray made a MOTION that the Board of Selectmen VOTE to ENTER Executive Session to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the government’s bargaining or litigating position (R. O’Brien case & McKeever vs. Board of Health) AND not return to Regular Session this evening. SECONDED by Danehey. No discussion. Unanimous vote. (5-0)


The Board of Selectmen entered Executive Session via roll call at 8:40 PM with Joseph P. Norton, John F. Danehey, Shawn Harris, Richard W. Murray and Anthony V. Vegnani all answering “yes”.

16. ADJOURNMENT – Regular Session was adjourned at 8:40 PM.

BOARD OF SELECTMEN



Joseph P. Norton, Chairman



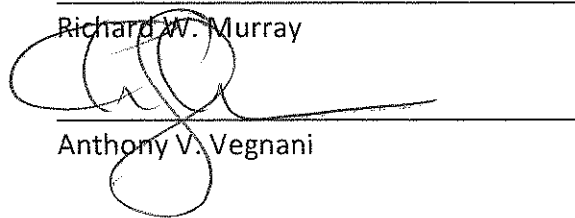
John F. Danehey

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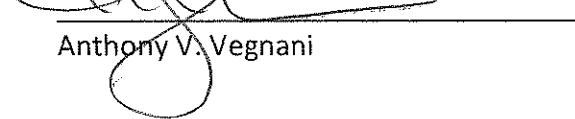
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Shawn Harris

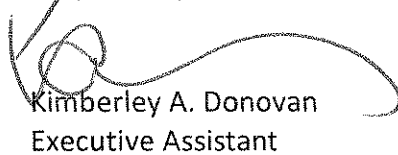


Richard W. Murray



Anthony V. Vegnani

Respectfully submitted,



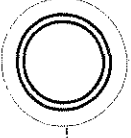
Kimberley A. Donovan
Executive Assistant



Town of Scituate

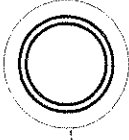
FY 14 Operating and Capital Budget Overview

FY 12 Recap



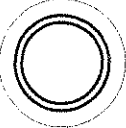
- FY 12 certified free cash of \$2,123,316
- General Fund receipts and New Growth up over projections (about \$342,000)
- Health care plan design changes negotiated
- Stronger investment in capital including roads, foreshore protection, water and sewer infrastructure, vehicle and equipment replacements

FY 13 YTD + (-)



- + Town's bond rating increased to AA+
- + Building activity is up
- + Wind turbine revenue coming in
- + Financial policies adopted
- + Four awards for leading Commonwealth in clean energy
- + Creation of full-time Veterans Department
- + Employment of Town's first Facilities Director
- + Feasibility Study for Scituate Schools underway
- + Expanded work on foreshore protection (\$2.6 since FY 11), roads, water & sewer infrastructure
- (-) Local aid reduced 1%; school circuit breaker and veterans benefit reimbursements reduced/potential for 9C cuts
- (-) Veterans costs and claims up (\$63,000 estimated)
- (-) Fire overtime up as a result of weather, fires and new mandated contractual obligations
- (-) Increased staff demands in compliance and employment matters
- (-) Turbine litigation

April 2013 Special Town Meeting

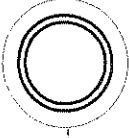


Need significant funds appropriated at STM to address current needs:

- Fire OT (+\$100,000)
- Special Senate primary and election (+\$15,000)
- Accelerated school security measures (+\$245,000)

Free Cash will be used to fund these items thus reducing amount available for FY 14 pay-as-you go capital

FY 14 Operating Budget Focal Points

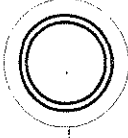


- In accordance with financial policies, balanced FY 14 operating budget without using Free Cash
- Local receipts and new growth projected to increase (over \$140,000)
- Savings from general liability and health insurances, unemployment (\$399,000)
- Local aid projection reduced \$170,000/state numbers rec'd in February
- South Shore Voc Tech enrollment down, budget up 4.92%
- Union contracts expiring/ FY 14 up \$110,000 for steps/longevity. Each 1% COLA is \$101,000.
- Veterans claims cost up significantly (total budget up \$183,893 from FY 11)
- Fire P/S up over \$282,000 since FY 12

Budgeted Fixed Costs FY 13-FY 14

• Item	FY 13 Budget	FY 14 Rec.	Variance
• Employee Pension	\$3,444,211	\$3,584,859	\$ 140,648
• Health Insurance	\$5,508,907	\$5,210,000((\$298,907)
• FICA	\$ 528,423	\$ 574,459	\$ 46,036
• OPEB	\$ 68,884	\$ 71,740	\$ 2,856
• Workers' Compensation	\$ 257,000	\$ 257,000	-----
• Unemployment	\$ 100,000	\$ 64,000	(\$ 36,000)
• Liability Insurance	\$ 495,000	\$ 430,000	(\$ 65,000)
• Debt Service	\$2,035,082	\$2,362,633	\$ 327,551
• South Shore Voc. Tec.	\$ 508,016	\$ 533,417	\$ 25,401

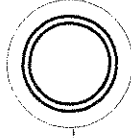
FY 14 Initiatives



Must set priorities as all needs cannot be met

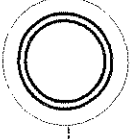
Continues commitment and allocation of resources to two overarching goals: Technology & Public Facilities

- Harbor Wi-Fi, new town website, on-line services, new GIS
- Collaboration with School Department on creation of Joint Facilities Department
- Recognizes Public Facilities Master Plan needs and financial implications



- Maintains third consecutive year of \$500,000 override allocation (town-side) for roads, seawalls and public buildings in operating, not capital budget
- Provides allocation for contract settlements, turbine litigation, economic development and staffing analyses, adds part-time inspector to assist with residential development

2013 Annual Town Meeting



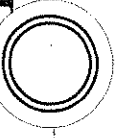
- 40 warrant articles:

including all operating, enterprise and capital budgets, Meals Tax article, changes in mooring regulations, takings and easements

--Six zoning articles

--Four petition articles

FY 14 Recommended CIP and five year rolling capital plan



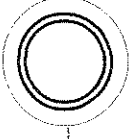
FY 14 capital requests in excess of **\$70 million**

\$1,345,750 total recommended for General Fund with \$650,000 of GF borrowing

Moderates borrowing in recognition of Public Facilities Master Plan and continuing projects

Using Free Cash and \$100,000 of general tax revenue (\$), makes important allocations to newly created Capital Stabilization Fund for big cost items/projects (ladder truck, foreshore protection, voting machines)

On the Horizon for FY 15



- Potential 20% increase in retirement assessment (\$75,000 to Stabilization)
- Public Facilities Master Plan implementation
- Increasing capital needs \$15,233,450 already identified in five-year rolling plan

QUESTIONS?

Patricia A. Vinchesi, Town Administrator
pvinchesi@town.scituate.ma.us

